

KALAMAZOO DDA DEVELOPMENT DISTRICT LIQUOR LICENSE – APPLICATION PROCESS

The following information provides an estimated timeline and criteria for the procurement of a Downtown Development District on-premise liquor license for:

Applicant _____
 Property Address _____
 Property Owner _____
 Date _____
 Applicant Signature _____

The new Development District Liquor License criteria are as follows:

- The business location must be within the DDA Development District.
- The business must be engaged in dining, entertainment or recreation.
- The business must be open to the general public.
- The business must have a seating capacity of at least 50 people.
- The business has expended at least \$75,000 for the rehabilitation or restoration of the building over a period of the preceding 5 years, or commits to expend at least such amount as a capital investment in the building before the license is issued.
- The Applicant must demonstrate that it attempted to secure an on-premise or quota license but neither were readily available.
- Pay a \$20,000.00 fee for the license to the Michigan Liquor Control Commission.

| <u>Proposed Timeline</u> | <u>Applicant Responsibility</u> | <u>DDA Responsibility</u> | <u>City Of Kalamazoo Responsibility</u> | <u>L.C.C. Responsibility</u> |
|--------------------------|---|---|---|------------------------------|
| | Submit City application to City Clerk and pay appropriate fee | | | |
| | | | City refers Applicant to DDA | |
| | Submit DDA Development District Liquor License Application to DDA and pay application fee | | | |
| | | DDA staff meets with applicant and reviews request based on requirements of Act 501 and the goals of the DDA. | | |
| | | DDA provides a map of the DDA District identifying the proposed license location. | | |

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| | | DDA sets a public hearing to occur within approximately 30 days. | | |
| | At the public hearing the Applicant is provided with an opportunity to demonstrate compliance with the criteria for issuance of the license. The general public is provided with an opportunity for input. | | | |
| | | DDA takes action to approve or deny request at the conclusion of the public hearing. | | |
| | | DDA submits recommendation to City Clerk within 60 days after receipt of application. | | |
| | Provide information and fingerprints to the Kalamazoo Department of Public Safety for a background investigation. | | City Clerk requests ED staff review of DDA recommendation and City application. | |
| | Prepare application for submittal to the LCC as provided by PA 501. Application form numbers include LC 621, LC 687, LC 38 (see attached). | | E.D. staff confirms application details, e.g., zoning, building code, property tax payments, etc. & drafts anticipated impact analysis. | |
| | | | E.D. staff confirms and/or updates investment data that supports the Assessor's Affidavit of Investment, as certified by the City Clerk, that the total amount of private and public investment in real and personal property in the Development District has been at least \$200,000 <i>for the</i> preceding 5 years | |
| | | | E.D. staff prepares and presents a resolution to the City Commission for approval of an on-premise liquor license application pursuant to PA 501. The Assessor's Affidavit is attached to | |

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| | | | the staff recommendation memo, location map and DDA recommendation. | |
| | | | City Commission decision officially rendered. | |
| | | | City Clerk provides certified copy of adopted Commission decision + supportive evidence to Applicant. | |
| | Submits LCC application to the LCC, including the City Commission resolution, all required other attachments plus a commitment letter verifying it has expended at least \$75,000 for rehabilitation or restoration of the building during the preceding five years or commits to a capital investment of at least \$75,000 for the building before the license is issued | | . | |
| | | | | Review proposed license application and related materials and notify City and proposed licensee of decision. |

While this is a tentative timeline, it is the intent of the DDA to assist the Applicant to secure a Development District Liquor License to operate a dining, entertainment or recreation establishment in downtown Kalamazoo, Michigan.

Should you have any questions in reference to this proposed guideline please contact:

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