



DOWNTOWN REDEVELOPMENT LIQUOR LICENSE APPLICATION

CITY OF KALAMAZOO AND KALAMAZOO DOWNTOWN PARTNERSHIP JOINT APPLICATION
FOR LICENSES WITHIN THE DOWNTOWN DEVELOPMENT AUTHORITY & DOWNTOWN ECONOMIC GROWTH AUTHORITY

Redevelopment Liquor Licenses are licenses available to businesses within a business district or in a city redevelopment area. Through the provisions of Public Act 501 of 2006, the Liquor Control Commission (LCC) may issue new public on-premises liquor licenses to local units of government. In order to allow cities to enhance the quality of life for their residents and visitors to their communities, the LCC may issue public on-premises licenses in addition to those quota licenses allowed in cities under Section 531 (L) of the Michigan Liquor Control Code, Public Act 58 of 1998 as amended.

Downtown Kalamazoo includes two of the above eligible business districts – the Downtown Development Authority and Downtown Economic Growth Authority (see Appendix A). In order to apply at the State level for a Redevelopment Liquor License, applicants must first complete the local approval process (see Appendix D). The local approval process typically takes between three and four months from the initial application submission.

SECTION I - Eligibility Requirements

- The applicant has called the Michigan Liquor Control Commission (MLCC) at 866-813-0011 to discuss the best liquor license options for the applicant
- The building is located within the Kalamazoo Downtown Development Authority or Downtown Economic Growth Authority boundaries (see Appendix A)

For all other State of Michigan requirements please refer to the MLCC website to determine eligibility.

- https://www.michigan.gov/documents/lara/lcc109b_628392_7.pdf
- https://www.michigan.gov/lara/0,4601,7-154-89334_10570---,00.html

Note: Per state requirements, a new application to sell alcoholic beverages at retail may be denied if the proposed location is within 500 feet of a church or school. The MLCC may waive the church/school provision if the church or school does not file an objection to the proposed license. If the church or school does file an objection, the MLCC shall hold a hearing before making a decision on the issuance of the license. It is recommended that applicants within 500 feet of a church or school reach out to those entities prior to submitting an application.

SECTION II - Application Checklist

Complete City's Redevelopment Liquor License application and submit with the attachments listed below to the Kalamazoo Downtown Partnership for review. Upon receipt of a complete application, the Kalamazoo Downtown Partnership will schedule a meeting with applicant and Liquor License Review Committee in 2-4 weeks.

Application Documents & Attachments

- A. Downtown Development District Liquor License Application
- B. Applicant Business Plan
- C. A notarized signed lease, copy of deed, or purchase agreement
- D. Appropriate documentation (receipts or paid invoices) demonstrating at least \$75,000 has been expended
- E. Per City and MLCC requirements, evidence that the applicant made an attempt to secure an on-premise quota license or escrow license, but was unsuccessful (see Appendix C for details)
- F. Application processing fee of \$425, payable to the Kalamazoo Downtown Partnership

Submit by mail, email or in-person to the Kalamazoo Downtown Partnership at:

By mail/in-person: 162 E. Michigan Ave.
Kalamazoo, MI 49007
Monday-Friday, 8 a.m. to 5 p.m.

By email: info@downtownkalamazoo.org

Next Steps

Please see Appendix D for a step-by-step overview of the City's redevelopment liquor license application process. Contact information for all local offices involved is listed below.

| Contact | Phone | Email |
|---------------------------------------|--------------|--|
| Kalamazoo Downtown Partnership | 269.344.0795 | info@downtownkalamazoo.org |
| Kalamazoo City Assessor's Office | 269.337.8656 | cokassessor@kalamazoocity.org |
| Kalamazoo City Clerk's Office | 269.337.8792 | cokcityclerk@kalamazoocity.org |
| Kalamazoo Economic Development Office | 269.337.8165 | cokeconomicdevelopment@kalamazoocity.org |
| Kalamazoo Department of Public Safety | 269.337.8120 | |

State Application Process

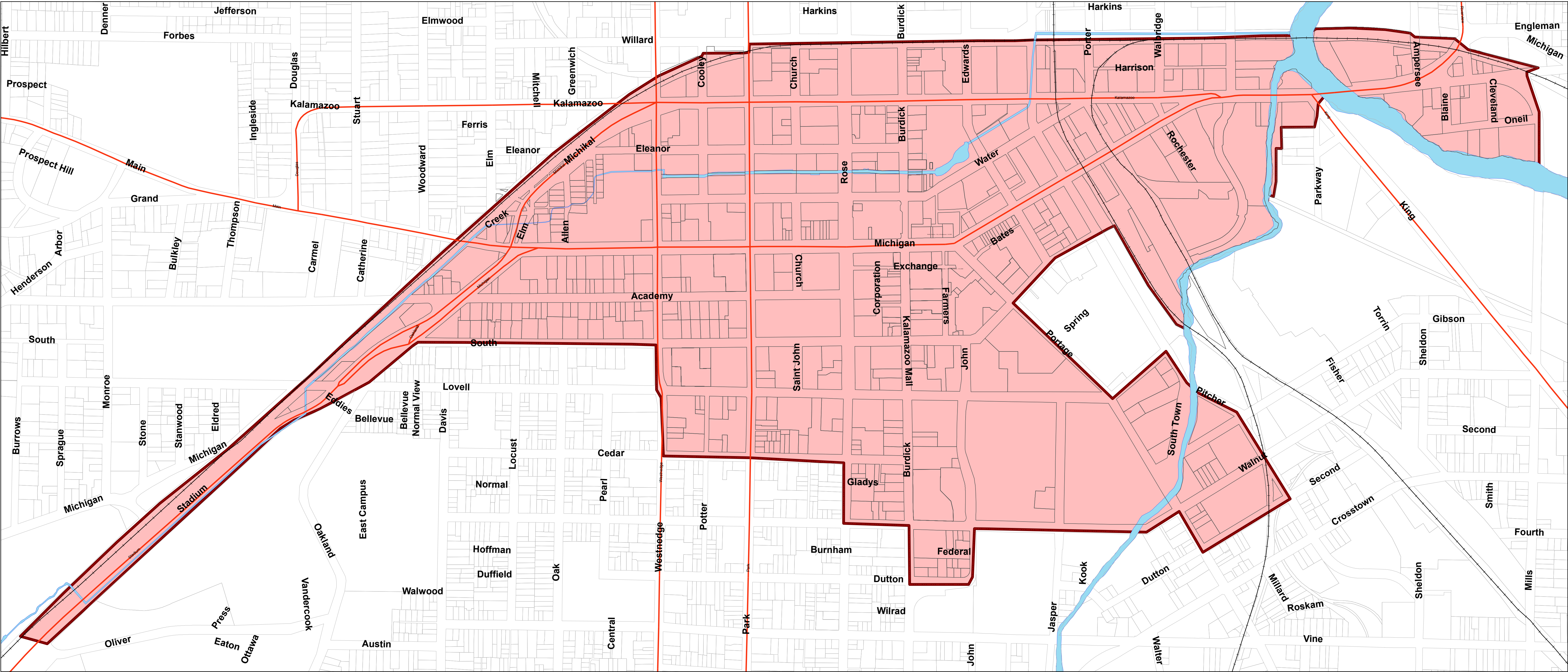
Once the applicant has completed the local application process and received approval from the Kalamazoo City Commission, the applicant must then submit all required application materials and fees to the Michigan Liquor Control Commission. For questions about the Michigan Liquor Control Commission process, please contact 866-813-0011 or visit [Michigan.gov/lcc](https://www.michigan.gov/lcc).

Applicants will be required to complete the following documents:

- 1) Michigan Liquor Control Commission Application
https://www.michigan.gov/documents/lara/LCC100_507420_7.pdf
- 2) New On-Premises Redevelopment or Development District License Questionnaire
https://www.michigan.gov/documents/lara/lcc109b_628392_7.pdf

APPENDIX A

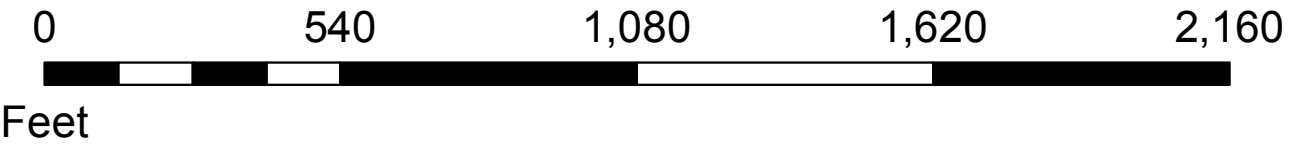
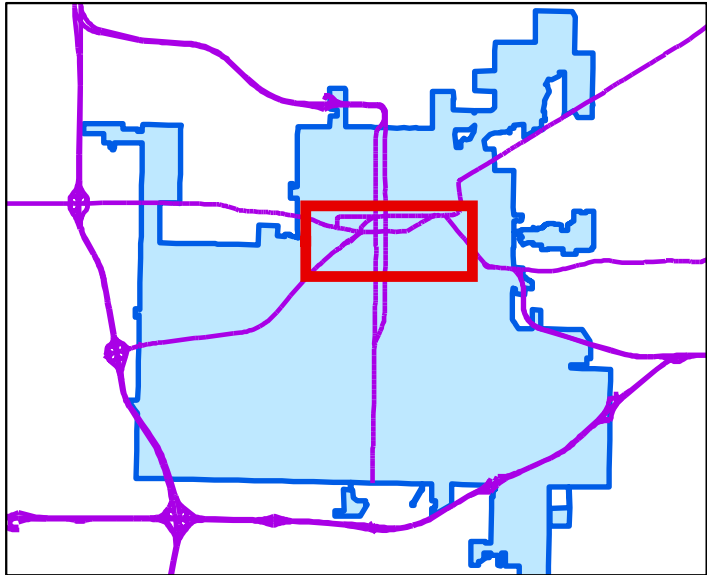
KALAMAZOO DOWNTOWN ECONOMIC GROWTH AUTHORITY (DEGA)



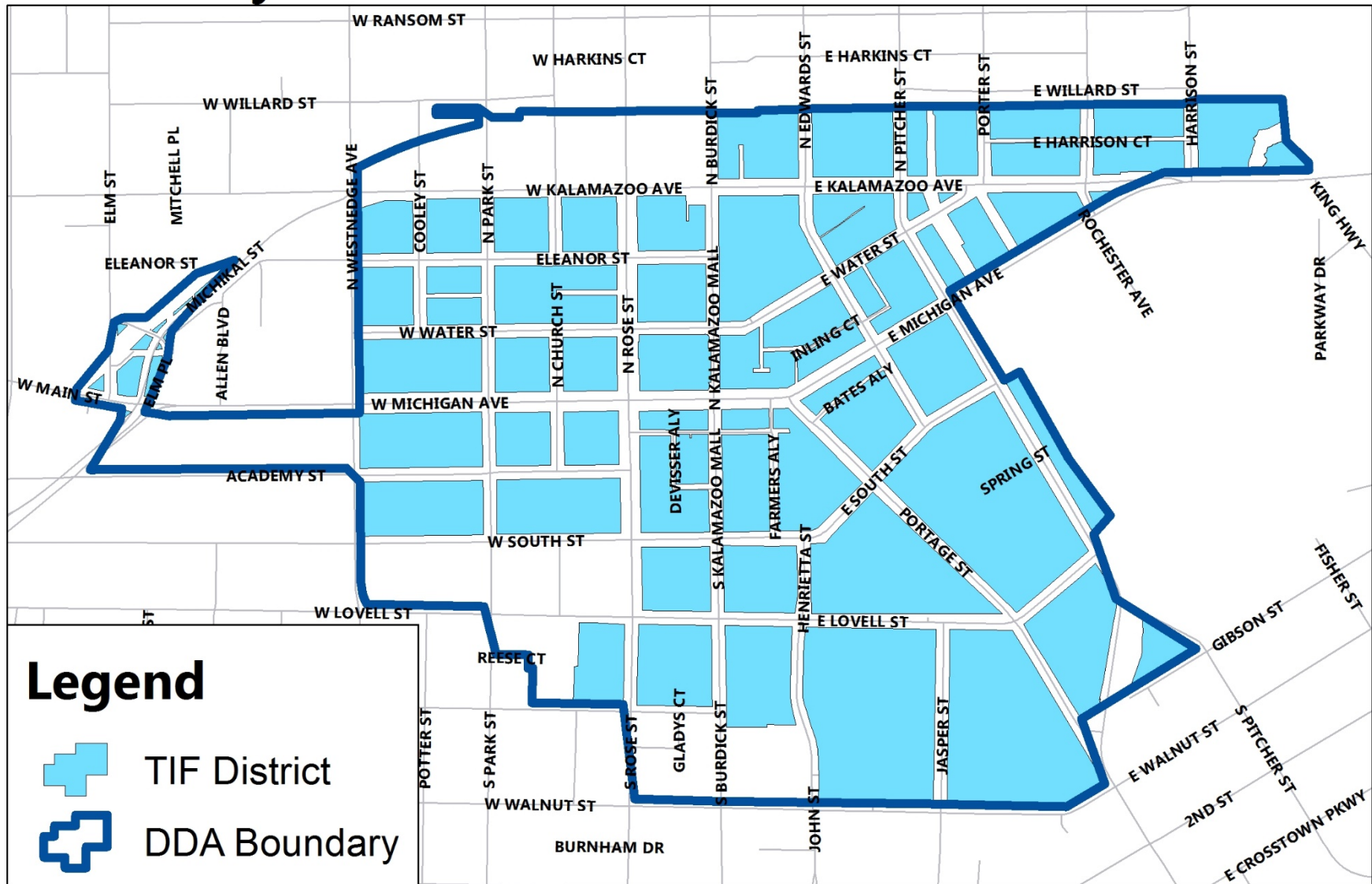
LOCATION WITHIN CITY LIMITS

Legend

- Railroads
- Primary Highways
- Parcels
- Rivers
- DEGA_Boundary
- City Limits



City of Kalamazoo DDA and TIF Boundaries



To be eligible for a Redevelopment Liquor License, your property must be within the DDA or TIF District.

For more information, please contact the City of Kalamazoo Economic Development Department

COKeconomicdevelopment@kalamazoo.org



APPENDIX B



For Office Use Only
Received by: _____ Date _____
Amt. Paid: _____
Date Circulated: _____

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APPLICANT CONTACT

This is the individual who will serve as the primary representative of the business during the application process.

| | | | | | | |
|----------------|--|-------|------------------|------------------|------|-------|
| Last Name | | First | | M.I. | Date | |
| Street Address | | | | Apartment/Unit # | | |
| City | | State | | ZIP | | |
| Phone | | | E-mail Address | | | |
| Date of Birth | | | Driver's License | Number | | State |

APPLICANT TO BE LICENSED INFORMATION

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it is filed with the State of Michigan Corporation Division.

| | | | | | | |
|--|--|-------|----------------|--------------|--|--|
| Applicant/Business name | | | | | | |
| Address to be licensed | | | | Unit/Suite # | | |
| City | | State | | ZIP | | |
| Phone | | | E-mail Address | | | |
| Mailing address (if different from above): | | | | | | |
| City | | State | | ZIP | | |

BUSINESS PREMISES INFORMATION

| | | | | | |
|---|--|------------------------|--------------------|----------------------|--|
| Type of Business | | | Hours of operation | | |
| Part Time Jobs Created | | Full Time Jobs Created | | Manager Jobs Created | |
| Estimated investment and size of the overall project | | | | | |
| Anticipated date of completion of the project (must be within 6 months of City Commission approval) See: Section 4-A-4 | | | | | |
| List all uses, current and proposed, located on the premises or in the development (e.g., restaurant, hotel): | | | | | |
| | | | | | |

ADDITIONAL INFORMATION

Has the applicant, ever, prior to this application, made application for a license to sell beer and wine or spirits?

YES ☐

NO ☐

If yes, state the date, place and disposition of each application

Has the applicant ever been convicted of a felony?

YES ☐

NO ☐

If yes, explain

Is the applicant disqualified under the State Liquor Control Act or any provision of Chapter 4/a of the Kalamazoo City Code from receiving a license?

YES ☐

NO ☐

Please prepare a full copy of your business plan to submit with this application.

DISCLAIMER AND SIGNATURE

By signing the application the applicant affirms that the information provided herein is true and accurate to the best of his or her knowledge that he or she will not violate any ordinance of the City of Kalamazoo or laws of the United States of America or the State of Michigan in the conduct of the licensed business. The applicant further affirms that should any of the information contained in this application, or any attachment thereto, change during the term of this license the applicant will notify the City Clerk in writing of the change within thirty (30) days.

All applications must be accompanied by the \$425 application fee. Please make checks payable to 'Kalamazoo Downtown Partnership'

Signature

Date

APPENDIX C

Attachment D – Providing evidence of attempts to secure on-premise quota license or escrow license

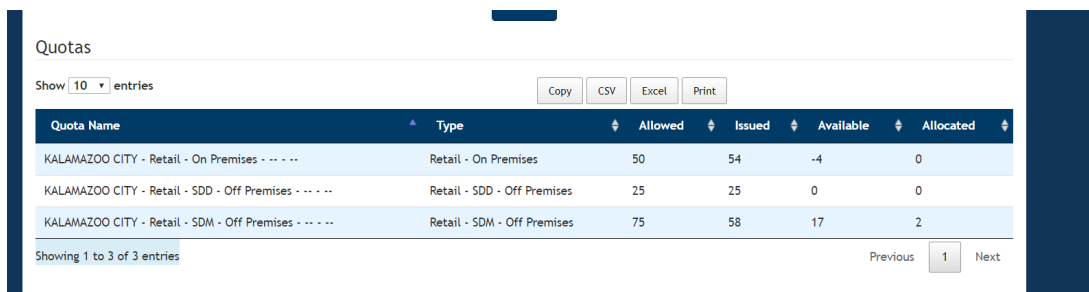
Visit [Michigan.gov/lcc](https://michigan.gov/lcc) to 1) conduct a search for licenses in escrow in attempt to purchase 2) verify there are no on-premise quota licenses available. This step is required for both local approval by the City and for the State MLCC application. Applicant should keep records of items below on hand.

Escrowed License Search

- [Visit Michigan.gov/lcc](https://michigan.gov/lcc)
- Click Active & Escrowed License Search
- Under “Group,” select “Retail – On Premises”
- Under “Status,” select “Escrow”
- Under “County,” select “Kalamazoo”
- Click “Search”
- The resulting list can be downloaded in an Excel or CSV file, or printed
- Proof of attempt includes
 - Applicant should provide a notarized affidavit outlining all attempts and responses (or lack thereof) to secure a readily available on-premises license.
 - Applicant should send certified letters of inquiry as to the availability of the license to each licensee at the address listed on the licensee listing report provided by the MLCC.
 - Applicant should submit copies of the letters sent, certified tags, signed certified return receipts, copies of any envelopes returned by the USPS, and copies of any correspondence received from the licensees.
 - Applicant should provide dates, the name of the person contacted, and a synopsis of the conversation if escrowed licensees are contacted by telephone.
 - Applicant should provide documentation regarding the fair market value of the license based on where the applicant will be located, if determinable, the size and scope of the proposed operation, and/or the existence of mandatory contractual restrictions or inclusion attached to the sale of the license when indicating to the MLCC that purchase of a license is not economically feasible or the license is not readily available.

On Premise Quota License

- [Visit Michigan.gov/lcc](https://michigan.gov/lcc)
- Click Local Government Quota Lookup
- Search Kalamazoo City, click to view licenses
- Verify there are no available Kalamazoo City Retail On Premises licenses (see below)
- Print page to include with application



The screenshot shows the 'Quotas' page on Michigan.gov/lcc. It features a table with columns: Quota Name, Type, Allowed, Issued, Available, and Allocated. There are three rows of data for Kalamazoo City. Above the table are buttons for 'Copy', 'CSV', 'Excel', and 'Print'. Below the table, it says 'Showing 1 to 3 of 3 entries' and has 'Previous' and 'Next' navigation links.

| Quota Name | Type | Allowed | Issued | Available | Allocated |
|--|-----------------------------|---------|--------|-----------|-----------|
| KALAMAZOO CITY - Retail - On Premises - - - - | Retail - On Premises | 50 | 54 | -4 | 0 |
| KALAMAZOO CITY - Retail - SDD - Off Premises - - - - | Retail - SDD - Off Premises | 25 | 25 | 0 | 0 |
| KALAMAZOO CITY - Retail - SDM - Off Premises - - - - | Retail - SDM - Off Premises | 75 | 58 | 17 | 2 |

APPENDIX D

Redevelopment Liquor License | Local Approval Process for Kalamazoo Downtown Development Authority/Downtown Economic Growth Authority

Submission

Review

Public Approval

MLCC Approval

