



# City of Racine Meeting Minutes

City Hall  
730 Washington Ave.  
Racine, WI 53403  
www.cityofracine.org

## Public Safety and Licensing Committee

*Chairman David L. Maack, Vice Chair Q.A. Shakoor, II,  
Alderman Gregory Holding, Alderman Tim Hermes,  
Alderman Jim Kaplan*

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Monday, October 2, 2006

5:00 PM

City Hall, Room 205

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### Call To Order

**PRESENT:** 4 - David L. Maack, Gregory Holding, Tim Hermes and Jim Kaplan

**EXCUSED:** 1 - Q.A. Shakoor II

[06-2477](#)

**Subject: (Direct Referral)** Discussion of "New" and "Change of Agent" Questionnaire Forms.

**Recommendation of the Public Safety & Licensing Committee of**

**09-11-06:** That the item be deferred and the Committee schedule a special meeting to discuss the Questionnaire Forms.

**Fiscal Note:** N/A

*Discussion was held on the three different questionnaire forms.*

*Questions for Change of Agent form that was created by Chairman Maack was agreed to by the committee.*

*The Proposed Questions for Gas Station/Convenience Store Alcohol Applicants form that had been created was accepted by the committee members.*

*The Proposed Questions for Restaurant/Tavern Alcohol Applicants form was accepted with the deletion of the question: What is the demographic of your target market?*

*Chairman Maack suggested that the questions be asked of the applicants in sequential order.*

**Received and Filed**

[06-2574](#)

**Subject:** Request of the Committee to discuss policies and procedures relating to Class A liquor/ beer licenses, for granting licenses, and guidelines for disciplinary actions; due to incidents that have occurred at establishments that hold alcohol licenses.

*The following discussions were held relating to policies and procedures.*

*1- Committee members discussed situations where a license would lapse for 30 days or more, and if the license should still be considered under the grandfather clause.*

*Alderman Holding made a motion to have the City Attorney draft an ordinance amending the policy that is currently in place to include: if a license lapses more than 30 days after*

*the renewal deadline, and the business is less than 3,0000 sq. ft., it would no longer qualify under the grandfather clause.*

*2 - Procedure for granting licenses to New Applicants*

*Committee members discussed additional information to be submitted by the applicant(s) upon applying for a new license.*

*They stated that business owners would be required to provide the following:*

*Business Plan to include floor plan designating the entrance/exit  
Projected Revenues & Expenses (broken down)  
Specific Hours of operation  
Capacity  
How many patrons expected on high volume days  
Would they be serving food, if yes, what types; to include type of equipment that will be utilized to prepare entrees*

*Discussion was held as to whether the committee would like to begin a point system. The point system could help with different measures of disciplinary action being taken against applicants. It was stated the business owners should be the ones who will be held accountable to appear and answer questions on problems of the establishment.*

*Alderman Holding made a motion for the City Attorney to draft an ordinance that would include a policy where the committee would have the option to negotiate with license holders or develop an action plan before proceeding to a due process hearing.*

*City Attorney advised the committee that the ordinance would include all of the above mentioned concerns.*

*Alderman Holding withdrew his motion.*

*It was decided that Alderman Holding would amend/incorporate changes under Sec. 6-31 and would present it to committee members for their review before approval.*

*Committee members requested the City Clerk's office investigate the cost of In-state versus Out-of-state record check charges and report to the committee their findings.*

*Alderman Holding made a motion to have the City Attorney draft an Ordinance relating to the requirements of a new business owner applying for an alcohol license to include the above.*

*It was discussed that when a new applicant submits his/her application, they should include a business plan. The City Clerk's Office will inform the applicant(s) that the application must be received two weeks prior to introduction to Council.*

*The Public Safety and Licensing Committee will receive for review and consideration, the original application, a business plan, map of the area for the licensed premise within a 2 mile radius, history report and a record check.*

*The meeting was adjourned at 6:50 p.m. by Alderman Maack.*

**Received and Filed**