

## Good Neighbors Meetings Information Sheet

### REQUIREMENT:

- New applicants: Every applicant who applies for a new Class “B,” “Class B,” or “Class C” license shall be required to attend a Good Neighbors meeting with city staff before appearing in front of PS&L. If you are unable to attend a Good Neighbors meeting before your scheduled appearance in front of PS&L, your item will be deferred. Please ask to re-schedule accordingly.
- Existing licensees: Every applicant who is called in by PS&L pursuant to a Formal Expression of Concern shall be required to attend a Good Neighbors meeting as soon as possible (not to exceed 30 days from the date of the Formal Expression of Concern) and shall also be required to appear in front of PS&L.

WHEN: 30-minute time slots are available every 1<sup>st</sup> and 3<sup>rd</sup> Thursday of the month (3:15p.m., 3:45p.m., 4:15p.m.). The sign-up sheet is available at the City Clerk’s Office (first floor, City Hall).

WHERE: Room 303, City Hall

WHO: Applicant/Licensee must meet with representatives from the Police, Health, Building, City Development and City Attorneys’ offices. Please note that all members of your management staff must attend these meetings, including the licensee, agent, owner, manager, and/or supervisor.

### WHY:

- New applicants: to provide information to the applicant regarding the City’s expectations of the licensee’s responsibilities under local and state law, and to identify potential issues associated with the licensed premises, in an effort to address these upfront.
- Existing licensees: to identify problems associated with the premises and come to an agreement on how to address these problems going forward.

### WHAT TO EXPECT:

- **Police Department:**
  - Discussion of crowd management and an overview of the licensed establishment's responsibilities as it relates to patrons coming and going from the venue.
  - Review of best practice security measures and suggestions to maximize public safety.

- Expectations for law enforcement response to issues at and surrounding the licensed establishment, including suggestions on when to call the police and what information might be important when this need arises.
- **City Attorney's Office:**
  - Highlight of the disciplinary procedures, including suspensions and revocations.
  - Review of duties and responsibilities of the licensee under local and state law.
- **Health Department:**
  - Review of inspection and licensing processes.
  - Review of establishment requirements, depending on license type.
- **Building Department:**
  - Highlight of the occupant limits and how these can affect the right to operate.
  - Review of the requirement to keep premises in code compliance.
- **City Development:**
  - Land use/ zoning/ Access Corridor Reviews- site improvements that may be required (trash enclosures, landscaping, etc.).
  - General assistance in navigating City processes.

REPORT BACK TO THE COMMITTEE:

- For new applicants: staff will submit a report to the Committee on the license application and potential issues identified.
- For existing licensees: staff will submit a report to the Committee regarding the issues discussed and any proposed solutions.