



# Baldwin County Commission

## Legislation Text

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**File #:** 20-0612, **Version:** 1

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**Meeting Type:** BCC Work Session

**Meeting Date:** 1/28/2020

**Item Status:** New

**From:** Wayne A. Dyess, County Administrator; Anu Gary, Administrative Services Manager

**Submitted by:** Anu Gary, Administrative Services Manager

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### **ITEM TITLE**

Revision of Baldwin County Commission Policy #2.6 - Alcohol License Applications

### **STAFF RECOMMENDATION**

Adopt the revised Baldwin County Commission Policy #2.6 - Alcohol License Applications and make said policy a part of the Baldwin County Commission Policies and Procedures Book.

### **BACKGROUND INFORMATION**

**Previous Commission action/date:** April 18, 2017 - Last BCC Revision to Policy #2.6.

January 14, 2020, BCC Work Session - The Commission requested staff bring forward a policy amendment.

#### **Background:**

During the January 14, 2020, BCC work session, the Commission discussed revising Policy 2.6 - *Alcohol License Applications*, and requested staff to bring a draft policy revision forward for the Commission's consideration.

**WHAT THE POLICY REVISION WILL ACCOMPLISH:** The revision of Policy 2.6 would provide an exception for Applicants with a new construction of an establishment only, where Administration staff is allowed to proceed with completing the application and scheduling of the public hearing date without a copy of County Health Department Permit or documentation from the Health Department stating a permit is not necessary. The Applicant will still be required to present proof of the Health Department documentation to the Commission on or before the public hearing date. This revision will expedite the process and avoid delays with the licensing when the business has been inspected and approved by the ADPH (Baldwin County Health Department) and is ready to begin operations.

Currently, all applicants are required provide copies of the following documentation to Administration staff before a public hearing date is set and the applicant is able to begin the required newspaper advertisement for the hearing:

- 1) Copy of the completed State ABC License Application; and
- 2) Copy of current County Business License; and
- 3) Copy of County Health Department Permit or documentation from the Health Department stating a permit is not necessary; and
- 4) Baldwin County sales and use tax account with no delinquent taxes; and
- 5) Consent for Inspection (the owner or authorized agent for the owner of the premises must consent to the inspection of said premises and the posting of a public notice sign by County personnel in conjunction with the application for an alcohol license).

### **FINANCIAL IMPACT**

**Total cost of recommendation:** N/A

**Budget line item(s) to be used:** N/A

**If this is not a budgeted expenditure, does the recommendation create a need for funding?**  
N/A

### **LEGAL IMPACT**

**Is legal review necessary for this staff recommendation and related documents?**  
Yes, County Attorney review is necessary before Commission approval.

**Reviewed/approved by:** N/A

**Additional comments:** N/A

### **ADVERTISING REQUIREMENTS**

**Is advertising required for this recommendation?** No.

**If the proof of publication affidavit is not attached, list the reason:** N/A

### **FOLLOW UP IMPLEMENTATION**

**For time-sensitive follow up, select deadline date for follow up:** N/A

**Individual(s) responsible for follow up:**

Administration - As determined by the Commission.

Update policy books and email departments.

Inform ABC Board and Baldwin County Health Department via email of the Commission's policy revision and attach a copy of the revised policy as a courtesy.

Dean, Betty (ABC) Betty.Dean@abc.alabama.gov

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Kyzar, Kipp (ADPH) Kipp.Kyzar@adph.state.al.us

**Action required (list contact persons/addresses if documents are to be mailed or emailed):**  
N/A

**Additional instructions/notes:** N/A