



City of Apache Junction

300 East Superstition Boulevard • Apache Junction, Arizona 85119 • www.ajcity.net

FEBRUARY 2, 2021

MEMORANDUM TO: HONORABLE MAYOR AND CITY COUNCIL

THROUGH: BRYANT POWELL, CITY MANAGER
JENNIFER PENA, CITY CLERK

FROM: JILL BRIGHT, DEPUTY CITY CLERK

SUBJECT: ADMINISTRATIVE APPROVAL POLICY FOR TEMPORARY
EXTENSION OF PREMISES

The Arizona Department of Liquor Licenses and Control posted an Industry Notice on April 10, 2017 that permitted a designee of a county, city, or town to be authorized to approve liquor licenses for special events (Series 15), fairs/festivals (Series 16) and extension of premises.

In an effort to assist local businesses during the pandemic, city staff is proposing an administrative approval process that would allow the city manager, city clerk or their designee the ability to approve a temporary extension of premises, without council input. This will reduce the application time that businesses currently have to wait in order for their application to be heard at an upcoming council meeting. Currently all liquor license applications are presented to city council as a public hearing although a public hearing is not required by law on these types of applications.

Please see the proposed process below.

1. The City Clerk's Office will receive and review applications for temporary extension of premises.
2. The City Clerk's Office will forward the application to the Police Department, Fire District, Planning Division and Building Division for review and recommendation of approval or denial.
 - a. If there are no recommendation of denials, the city clerk, city manager or their designee will approve the temporary extension of premises, without city council input, and submit the application & recommendation to the Arizona Department of Liquor Licensing for final action.
 - b. If there is a recommendation of denial, staff will submit the application to council at an upcoming council meeting for consideration and then submit the application & council recommendation to the Arizona Department of Liquor Licensing for final action.



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Governor Ducey states in Executive Order 2020-60, Easing Regulations to Encourage Outdoor Dining, that temporary extensions may be noncontiguous but may not exceed 60 feet from the permanently licensed premises.

Attachments in Legistar:

- Arizona Department of Liquor License & Control's 4/10/17 Industry Notice
- Governor Ducey's Executive Order 2020-60 Easing Regulations to Encourage Outdoor Dining
- AZDLLC Application for Extension of Premises