

BROUGHTON MARKET #2			
135 W Bay St, Suite #101			
X	New		Renewal
X	Beer	X	Wine
			Transfer
			Liquor

Proposed License Classification
Class E – Ancillary Retail 0-25% Gross Sales from Alcohol

Proposed Zoning Use
Convenience Store

TASK

RESPONSIBLE PARTY

Initial Review		Revenue Department
X	Applicant Interview – Classification Overview	Date: 11/13/18
X	Previous License Review	Notes: Applicant holds two known Class E licenses (in operation) and one Class D license (not currently in operation)
NA	Health Dept/Dept of Ag Coordination (If Needed)	Notes: Dept of Ag will inspect and permit prior to opening

Public Hearing (Scheduled for 10/25/18)		SPD ABC Unit/Revenue Dept/Clerk of Council
X	Sign Posted	Date: 10/04/18
X	Advertised in Newspaper	Date: 10/17/18

Measurement Report		SPD ABC Unit
X	In Compliance	Not In Compliance
X	Measurements Taken	Date: 10/04/18
X	Revenue Department Review	Date: 10/15/18

Public Safety Review		SPD ABC Unit
X	Background Check Completed	Date: 10/08/18
X	Public Safety Plan Reviewed	Date: 10/07/18
X	Applicant Interview	Date: 09/28/18

Neighborhood Notification		Human Services Department
X	Email Notification	Date: 09/20/18 Notes: Response from NA President indicates no meeting requested for Neighborhood Association (9/20)
X	Meeting Held (If Requested)	Date: 11/13/18 Notes: Condo Association in Opposition, Met with Applicant

Code Enforcement Site Review		Code Compliance Department
X	Inspection Conducted	Date: 10/10/18 Notes: Location had not yet opened.
X	Compliant	Non-Compliant

Zoning Review			Planning and Urban Design Department
Review of Proposed Use for Appropriateness	X	Permitted by Right	Notes: New use/occupancy that requires a CO prior to issuance of license.
		Requires Special Use Approval or Variance	
		Permitted as a Non-Conforming Use	
		Permitted with Conditions	
		Not Permitted	