



STAFF REPORT

Report To: Liquor and Entertainment Board

Meeting Date: May 18, 2017

Staff Contact: Lee Plemel, Community Development Director

Agenda Title: For Possible Action: To appoint Hope Sullivan, AICP, Planning Manager, as a Liquor License Hearings Officer. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Carson City Municipal Code (CCMC) 4.13.030 (Powers and Duties of the Board) requires the Liquor Board to appoint a Hearings Officer "to grant or deny applications for [liquor] licenses." The Hearings Officer also considers penalties under certain circumstances for violation pursuant to Section 4.13.150 (Disciplinary Action Procedure and Penalties). Currently, only one Hearings Officer has been appointed by the Liquor Board. Now that Liquor Licenses will routinely be heard by a Hearings Officer, it is prudent to appoint a backup Hearings Officer to help facilitate scheduling of Hearings Officer meetings.

Agenda Action: Formal Action/Motion

Time Requested: 5 minutes

Proposed Motion

I move to appoint Hope Sullivan as a Liquor License Hearings Officer.

Board's Strategic Goal

Safety

Previous Action

January 7, 2010: The Board of Supervisors appointed Community Development Director Lee Plemel as the Hearings Officer for Liquor License-related actions.

April 20, 2017: The Board of Supervisors adopted revision to CCMC 4.13, Liquor Board and Liquor License and Sales, allowing various Liquor Licenses to be reviewed and approved by the Hearings Officer.

Background/Issues & Analysis

The Carson City Municipal Code (CCMC) 4.13.030 (Powers and Duties of the Board) requires the Liquor Board to appoint a Hearings Officer "to grant or deny applications for [liquor] licenses." The Hearings Officer also considers penalties under certain circumstances for violation pursuant to Section 4.13.150 (Disciplinary Action Procedure and Penalties). Currently, only Lee Plemel has been appointed as a Hearings Officer for the Liquor Board. Now that Liquor Licenses will be routinely heard by a Hearings Officer, it is prudent to appoint a backup Hearings Officer to help facilitate scheduling of Hearings Officer meetings.

Hope Sullivan has already been appointed by the Board of Supervisors as a Hearings Examiner for zoning applications per NRS 278, and she is recommended for appointment as a Liquor License Hearings Officer. Ms. Sullivan currently manages the Business License Division of the Community Development Department, so she is an appropriate choice to make administrative decisions regarding Liquor Licenses.

Contact Lee Plemel at 283-7075 or lplemel@carson.org for any questions regarding this item.

Applicable Statute, Code, Policy, Rule or Regulation

CCMC 4.13, Liquor Licenses.

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: N/A

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: N/A

Alternatives

Do not appoint Hope Sullivan as a Liquor License Hearings Officer.

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)