



STAFF REPORT

Report To: Liquor and Entertainment Board **Meeting Date:** November 3, 2022

Staff Contact: Hope Sullivan, Community Development Director

Agenda Title: For Possible Action: Discussion and possible action regarding the appointment of Heather Ferris, AICP, Planning Manager, as a Liquor License Hearings Officer. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: Carson City Municipal Code ("CCMC") 4.13.030 requires the Liquor and Entertainment Board to appoint a Hearings Officer "to grant or deny applications for [liquor] licenses." The Hearings Officer also considers penalties under certain circumstances for violations pursuant to CCMC 4.13.150. Only one Hearings Officer is currently appointed by the Liquor and Entertainment Board. As Liquor License applications are routinely heard by a Hearings Officer, it is prudent to appoint another Hearings Officer to help facilitate scheduling of administrative liquor hearings.

Agenda Action: Formal Action / Motion **Time Requested:** 5 minutes

Proposed Motion

I move to appoint Heather Ferris as a Hearings Officer.

Board's Strategic Goal

Safety

Previous Action

April 20, 2017 (Item 26A): The Board of Supervisors ("Board") 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.

May 18, 2017 (Item 13A): The Liquor and Entertainment Board appointed Hope Sullivan, AICP as a Liquor License Hearings Officer.

Background/Issues & Analysis

Heather Ferris, the Planning Manager, currently manages the Business License Division of the Community Development Department, so she is an appropriate choice to make administrative decisions regarding Liquor Licenses.

Applicable Statute, Code, Policy, Rule or Regulation

CCMC Chapter 4.13

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact:

Alternatives

Do not appoint Heather Ferris as a Hearings Officer and/or provide alternative direction.

Attachments:

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)