

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION TO ESTABLISH A PROCEDURE FOR THE ISSUANCE OF  
RETAIL LIQUOR LICENSES

WHEREAS, the City of Gillette is the licensing authority for liquor licenses within the city limits pursuant to the provisions of Wyoming Statute §12-4-101, et seq.; and,

WHEREAS, the number of Retail Liquor Licenses available to each licensing authority is dependent upon the decennial census population attributed to each respective authority pursuant to the provisions of Wyoming Statutes; and,

WHEREAS, the census information from the 2015 Census revision provided sufficient population in the City for the Wyoming Liquor Commission to authorize one (1) additional Retail Liquor License within the City for the coming decennial; and,

WHEREAS, it is the desire of the City to see the available Retail Liquor License used in a manner that best serves the needs and desires of the community in the foreseeable future, and to create a procedure that is fair to the persons desiring to apply for the available license without creating unnecessary expense to the proposed applicants in the preliminary stages of the process; and,

WHEREAS, the Council wishes to receive applications for one Retail license according to the terms of this Resolution.

IT IS RESOLVED BY THE GOVERNING BODY OF THE CITY OF GILLETTE,  
WYOMING:

SECTION ONE. In order to increase restaurant opportunities within Gillette, the City Council intends to entertain applications for a Retail License.

SECTION TWO. 1. The City Clerk will publish a Notice that one Retail License is available for issuance. The Notice to the public shall be published in the Gillette News Record and on the City website for a period of not less than three (3) weeks, once per week, and continuously on the website beginning the week following adoption of this resolution.

2. The Notice shall direct potential applicants to obtain detailed instructions from the Office of the City Clerk, or from the City's website for the available Retail liquor license in addition to Wyoming State Statutory requirements.

3. In order to apply for a Retail liquor license, an applicant shall furnish the following materials to the City Clerk:

a. A letter of interest from each Applicant must be submitted for a Retail liquor license and shall include the following information:

I. Name(s) and contact information for the applicant, whether a person, or a business entity. If the proposed applicant is a business entity, the name(s) and contact of each principal in a business organization which is intended to hold the license shall be included.

II. A description of the type of business entity that is intended to hold the license, including copies of the organizational documents showing the actual ownership interests in the entity.

III. A business plan, including a brief operation plan, describing in detail how the new business is intended to be operated by the applicant, and whether it will have any chain or franchise affiliation

IV. The intended location of the business, and a general description of the building to be used in the operation of the business, including parking and accessibility for traffic, and how the operation of this license could impact the surrounding area of the community, including the zoning and traffic impacts.

V. The anticipated time necessary to have the license in operation at the proposed location.

VI. The Applicant shall furnish financial information sufficient to show that it is capable of completing the project. The financial information may include a letter or other documentation from a financial institution showing the source of funding for the project.

b. The applicant should also include any design drawings for a new structure, or pictures of an existing building with the letter of interest.

c. The letters of interest shall be reviewed by staff for completeness, and a report on the letters will be submitted to Council, which may include recommended conditions for each proposed license.

4. The letters of Interest shall be submitted to the City Clerk not later than August 7, 2015 with such attachments as the proposed applicant wishes the Council to consider.

5. The proposed applicants shall present their respective proposals to the Council during a Work Session to be scheduled sometime after the August 7, 2015 deadline. Each applicant shall be provided thirty (30) minutes for their presentation, excluding questions from Council, but may take less time. The format of the presentation shall be left to the proposed applicant.

6. The Council shall consider the proposals presented by the proposed applicants at a future regular meeting. Council shall determine such conditions as may be required for an applicant to meet prior to being issued a License. The Council shall vote whether to accept any proposal once the appropriate conditions are met and the required State application procedures are satisfied and after advertising.

7. Upon compliance with Wyoming Statutory requirements and advertising, Council action will be scheduled for a regular Council meeting at which time the Council will vote whether to award a license to the applicant whose proposal was accepted. Under Wyoming law no appeal of that determination is permitted.

SECTION THREE. The City Clerk is hereby directed to defer acceptance of applications for the issuance of Retail Liquor Licenses until such time as the Governing Body has completed its review at the Work Session described in the preceding paragraph.

PASSED AND APPROVED THIS \_\_\_\_ day of July 2015.

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Louise Carter-King, Mayor

( S E A L )  
ATTEST:

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Karlene Abelseth, City Clerk

## NOTICE OF LIQUOR LICENSE AVAILABILITY

The City of Gillette hereby provides notice to interested persons that a Bar and Grill Liquor Licenses is available for issuance by the City of Gillette. The procedure for applying for each of the licenses has been established by City Council in a Resolution which was passed on July 7, 2015, and the details of the necessary procedure are available from the City Clerk, or from the website of the City. The necessary documents required of interested persons must be fully completed and submitted to the City Clerk in hardcopy at City Hall, 201 East 5<sup>th</sup> Street, Gillette, Wyoming not later than 4:00 p.m. August 7, 2015 if the proposal is to be submitted to Council for consideration. All interested applicants will be able to present their respective proposals to the City Council at a work session to be scheduled sometime after the August 7, 2015 deadline. The decision to accept proposals will be made by Council at a future regular meeting.

**CITY OF GILLETTE**

A Municipal Corporation

(Original signed by Karlene Abelseth)

Karlene Abelseth, City Clerk

Dated July 7, 2015

Publish 3T: July 17, 2015, July 24, 2015, July 31, 2015