
VILLAGE OF SUGAR GROVE BOARD REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: DANIELLE MARION, COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: DISCUSSION: LIQUOR LICENSE TEXT AMENDMENT
AGENDA: NOVEMBER 5, 2024 VILLAGE BOARD MEETING
DATE: OCTOBER 28, 2024

ISSUE

Shall the Village Board discuss a proposed amendment of Village Code that will remove the requirement of an annual inspection as a condition of a renewal of a liquor license.

DISCUSSION

The process for a liquor license requires inspections by the Villages Building Inspector when they first apply for a liquor license and then yearly with their renewal of their liquor license. The inspection upon renewal of a liquor license is required by the Village Code.

During the inspection the Village Inspector checks for the following:

- Ensures all aisles are clear and unobstructed
- Nothing is impeding the exit doors
- Exit lights and emergency lights are working
- There is no open electrical outlets
- GCFI's in the bathrooms are working, nothing is impeding the bathroom doors, bathrooms are clean
- Windows are not being obscured from outside view for life safety issues for the Police Department
- Check the outside of the premise for rubbish/garbage
- Check outdoor outlets
- Check to see how accessible the alcohol is

While these are all important things that should be addressed and inspected, the Fire Department does this exact same inspection on every non-residential property within the Village yearly. The Village's Building Inspector works with the Fire Department when certain issues are found by the Fire Department in their inspection to help bring that property into compliance. Staff is proposing to amend the Village Code to remove the requirement for an annual inspection upon renewal of liquor licenses.

ATTACHMENTS

- Exhibit A proposed text amendment

RECOMMENDATION

That the Village Board discuss and provide direction to Village staff in order to prepare the necessary Ordinance.

Exhibit A

3-2-12: RENEWAL OF LICENSES:

Any licensee may seek renewal of their license at the expiration thereof, provided that licensee is then qualified to receive a license and the Licensed Premises is suitable for such purpose; provided further, that the renewal privilege herein provided for shall not be construed as a vested right which shall in any case prevent the Commissioner from decreasing the number of licenses to be issued within their jurisdiction. Any licensee seeking renewal must submit a renewal application request, all supporting documentation, and the required fee to the Village Clerk in substantially the same manner as provided in Section 3-4-2 hereof. ~~The Licensed Premises shall also be subject to annual inspection as a condition of said renewal.~~ (Ord. 2004-06-15B, 6-15-2004)