



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Agenda Public Safety Council Committee

Tuesday, September 5, 2017

4:30 PM

Municipal Center

Special Called Meeting

1. Call To Order

2. Roll Call by City Clerk Donna Jackson

3. New Business

ORDINANCES TO BE INTRODUCED

[ORD-17:071](#) AN ORDINANCE TO AMEND CHAPTER 6 - ALCOHOLIC BEVERAGES IN THE JONESBORO CODE OF ORDINANCES AND ADD SECTION 6-30 TO ARTICLE II PERMITS

Sponsors: Mayor's Office and Police Department

Attachments: [Jonesboro Application for Private Club Permit.docx](#)

4. Adjournment



Legislation Details (With Text)

File #:	ORD-17:071	Version:	1	Name:	Amend Code of Ordinances regarding permits for alcoholic beverages
Type:	Ordinance	Status:		Status:	To Be Introduced
File created:	8/24/2017	In control:		In control:	Public Safety Council Committee
On agenda:		Final action:			
Title:	AN ORDINANCE TO AMEND CHAPTER 6 - ALCOHOLIC BEVERAGES IN THE JONESBORO CODE OF ORDINANCES AND ADD SECTION 6-30 TO ARTICLE II PERMITS				
Sponsors:	Mayor's Office, Police Department				
Indexes:	Code of Ordinances amendment				
Code sections:	Chapter 6 - Alcoholic Beverages				
Attachments:	Jonesboro Application for Private Club Permit.pdf				

Date	Ver.	Action By	Action	Result
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AN ORDINANCE TO AMEND CHAPTER 6 - ALCOHOLIC BEVERAGES IN THE JONESBORO CODE OF ORDINANCES AND ADD SECTION 6-30 TO ARTICLE II PERMITS

WHEREAS, the City Council of the City of Jonesboro, Arkansas has established requirements for local alcohol permits in Chapter 6 Article II of the Code of Ordinances, and

WHEREAS, the legislature for the State of Arkansas now requires local city council approval of all applications for a private club permit prior to them being submitted to the Alcoholic Beverage Control Division, and

WHEREAS, the City Council for the City of Jonesboro desires to establish a procedure for this approval process.

BE IT ORDAINED by the City Council for the City of Jonesboro, Arkansas that:

SECTION ONE: That Section 6-30 shall be added to Chapter 6, Article II of the Jonesboro Code of Ordinances and shall contain the following language:

Sec. 6-30 - Approval of private club permit application to be submitted to the Arkansas Beverage Control Division

(a) Prior to submitting an application for a private club permit to the Arkansas Beverage Control Division, the applicant must first submit an application to the City of Jonesboro for approval. Said application shall be made available at the Jonesboro Police Department and on the City of Jonesboro website.

(b) Completed applications should be submitted to the Chief of Police at the Jonesboro Police Department. Applications shall be reviewed for compliance by the Police Department and Planning Department to ensure that all required information is contained in the application. Applications shall be verified within 30 days of their receipt by the Chief of Police, unless extenuating circumstances apply which require more information or assistance from the applicant.

(c) The application shall be submitted with a one time, non-refundable application fee in an amount to be

established by the City Council. This fee is completely separate from any licensing fees which may later be due to the city to operate a business in the City of Jonesboro.

(d) Once the completed application has been verified by the city, the applicant will be notified to request that the City Clerk place the application on the City Council agenda for consideration. If applicant does not submit the verified application to the council for approval within 60 days of the application being verified, it shall be deemed denied. If an application is deemed denied for lack of action by applicant, applicant must wait six months before submitting another application.

(e) Any denial of an application by the City Council may be appealed to Craighead County Circuit Court.

SECTION TWO: Provisions of this ordinance are hereby declared to be severable and if any section, phrase, or provision shall be declared or held invalid each invalidity shall not affect the remainder of the sections, phrases or provisions.



APPLICATION FOR PRIVATE CLUB PERMIT
MUST BE NON-PROFIT CORPORATION
On file at Arkansas Secretary of State's Office

INSTRUCTIONS

1. Answer all questions correctly and in full. **PLEASE PRINT IN INK OR TYPE.**
NOTE: FORMS MUST BE NOTARIZED.

**APPLICATION MUST BE ACCOMPANIED BY CRIMINAL BACKGROUND
INVESTIGATION RESULTS OF THE APPLICANT (FORMS AND INSTRUCTIONS ENCLOSED).**

2. Application fee is _____ and must be submitted with this application.
3. Applicant must be a citizen of the United States or a permanent resident alien (must provide a copy of green card), and a resident of Arkansas.
4. The following additional materials must be submitted with your application:
 - a. A current list of names and addresses of all board members, and a signed "authority to release information form" from each board member.
 - b. The address where the business will be located. If the non-profit corporation does not own the property, a copy of the lease, option to lease, option to purchase, or buy-sell agreement in **favor of the non-profit corporation** must be attached.

MAIL OR DELIVER DIRECTLY TO:

Chief of Police
Jonesboro Police Department
1001 S. Caraway Road
Jonesboro, Arkansas 72401

CITY OF JONESBORO

APPLICATION FOR PRIVATE CLUB PERMIT

We hereby make an application for a permit to serve alcoholic beverages on our premises to the club's adult members, members of their families over the age of 21, and duly qualified guests.

Non-Profit Corporation

FEIN #

APPLICANT ON BEHALF OF
CLUB

First

Middle

Last

HOME ADDRESS

Street

City

Zip

County

BUSINESS NAME

BUSINESS ADDRESS

Street

City

Zip

County

Does the club own the premises? _____ If leased, give name and address of owner:

Is your establishment primarily engaged in the business of serving food for consumption on the premises?

Does anyone now hold an alcoholic beverage permit at this location? _____ If so, give name, address and permit no(s).

Give names and addresses of all officers/directors of the non-profit organization:

<u>NAME</u>	<u>TITLE</u>	<u>ADDRESS</u>

Has any member of the club's board of directors or other governing body, or any club officer, been under the sentence, whether suspended or otherwise, of any court for the conviction of a felony within two (2) years preceding the date of this application? YES NO If yes, please explain -

Signed this _____ day of _____, _____.

Signature of Applicant/Managing Agent

Official Title

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public

My Commission Expires: _____:

SCHEDULE A – INDIVIDUAL’S PERSONAL HISTORY

I submit answers to the following questions under oath:

1. Name _____ Sex _____ Date of Birth _____
2. Home Address _____ Phone No. _____
Street City Zip
3. Are you a person of good moral character and reputation in your community? _____
4. Are you a **(CITIZEN)** or **(PERMANENT RESIDENT ALIEN)** of the United States? **CIRCLE ONE**
 Social Security No. _____ Green Card No. _____
5. Are you a resident of Craighead county? _____
 If not, do you live within 35 miles of the premises to be permitted? _____
6. Have you ever been convicted of a felony? **YES** _____ **NO** _____ If so, give full information

7. Have you been convicted of any violation of any law relating to alcoholic beverages within the five (5) years preceding this application? **YES** **NO** If so, give full information. _____

8. Have you had any alcoholic beverage permit issued to you revoked within the five (5) years preceding this application? **YES** _____ **NO** _____ If so, give full information _____

9. Do you presently hold or have you ever held an alcoholic beverage permit(s)? _____ If so, give name, place, and permit number(s)

10. Have you applied and been refused a permit at the applied for location within the last 12 months? _____ If so, give full information _____

11. Marital Status: Single () Married () Divorced () Separated () Other ()
12. Furnish complete information regarding members of immediate family:

Relationship	Full Name	Address	Occupation

(a) Are any of the above to be connected with the operation of the outlet? _____

(b) If so, who and in what capacity? _____

13. Give your home address (city or town) and dates at each for the past five (5) years:

14. Covering the past five (5) years, give in detail the following:

<u>Your Business or Occupation</u>	<u>Name & Address of Employer</u>	<u>Dates of Employment</u>

I hereby state on oath that I will not violate any law of this State or any regulation of the Alcoholic Beverage Control Division, nor will any agent or employee be allowed to violate any law or regulation. It is hereby consented that the licensed premises and its books and records shall be open at all times to all law enforcement officials without warrant or other legal process.

Applicant's Signature

STATE OF ARKANSAS

COUNTY OF _____

_____, being first duly sworn on oath deposes and says that he/she has read each of the questions to which he/she has made answer, and that his/her said answers in each instance are true and correct.

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public

My Commission Expires: _____:

AUTHORITY TO RELEASE INFORMATION

Application filled by Applicant -A, Stockholder/Partner - S : _____

TO WHOM IT MAY CONCERN:

I understand that the City of Jonesboro will conduct an investigation before a final decision this alcoholic beverage permit. This investigation may include inquiries as to my character, reputation, and the location and feasibility of a permit being issued at the applied for location.

To facilitate this investigation, I do hereby give my consent and authority for any public utility or police agency to furnish information from their records to the City of Jonesboro.

Signature – Full Name

Date

Home Address

City

State

Zip

Mailing Address

City

State

Zip

Contact Phone

Business Phone

Email Address

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public

My Commission Expires: _____:

IMPORTANT INFORMATION AND INSTRUCTIONS

REGARDING A CRIMINAL BACKGROUND CHECK

1. Alcoholic Beverage Control laws and regulations prohibit the issuance of a permit to a person who has been convicted of a felony. This law also applies to partners, stockholders (persons who own more than 5% of the stock in a corporation) or members of an LLC who own more than 5% interest.
2. Attached is a criminal background application which must be completed and submitted to the Arkansas State Police. They will return the Arkansas background check results to you; ***the original document must accompany the City of Jonesboro application.*** If this report indicates you (partner, stockholder or member of LLC, if applicable) are not a convicted felon, your application will be eligible for consideration by the city. Amount of \$25.00 (check or money order) is due at time of submission to Arkansas State Police.

A SELF ADDRESSED, STAMPED ENVELOPE MUST BE ENCLOSED WITH SUBMISSION OF THE ABOVE.

4. If you wish to complete this process in person, go to the Arkansas State Police Headquarters. You will be required to show a state issued photo ID or driver's license. Payment must be by check or money order made payable to Arkansas State Police.

Background investigation questions; call Arkansas State Police at
501 618 8500.

MAIL TO: **Arkansas State Police**
 ATTN: Identification Bureau
 #1 State Police Plaza
 Little Rock, Arkansas 72209

