



Entertainment District Resolution Process Overview

1. Initial sponsor (champion) completes and submits “Pre-Resolution Checklist” to City Clerk’s Office. Checklist includes the following:
 - Contact information for sponsor
 - Description of proposed Entertainment District
 - Proposed name
 - General boundary description, including Aerial view map of proposed boundary of Entertainment District with all eligible liquor licensed premises identified
 - Total size in acres of proposed Entertainment District (must be less than 100)
 - Proposed hours of operation, applicable for every Promotional Association’s Common Consumption Area to be subsequently formed within the proposed Entertainment District
 - Written description and statement describing the basis/rationale for the proposed Entertainment District boundary and Common Consumption Area hours of operation, including details of any City Council and community outreach efforts
 - Names and addresses of all eligible liquor licensed premises within the proposed Entertainment District boundary area, including type, square footage of each premises, and any interest in joining a future Promotional Association (combined square footage must be more than 20,000). Each of these eligible licensed locations have already proven that the neighborhood (1/2 mile radius) “needs and desires” liquor service in that location through the liquor license application process, as well as any subsequent modification of premises applications.
2. City Clerk’s Office reviews checklist and verifies applicable data for minimum statutory standards
3. Pre-resolution meeting set with City Council member/sponsor to discuss (vet) rationale for boundary, hours of operation, and any community outreach efforts
4. Resolution drafted and set for Council Work Session agenda for discussion and/or amendment
5. City Council votes on final Resolution forming Entertainment District

(Rev. 11/01/2017)

After Council passes Resolution forming Entertainment District

1. Two or more liquor licensees with liquor licensed premises within the Entertainment District incorporate a Promotional Association.
2. New Promotional Association submits application to the City Clerk's Office for certification of the Promotional Association and authorization for a Common Consumption Area wholly within the approved Entertainment District boundary. Application may require concurrent Citywide Special Event Permit application through Parks Department (for street closures, barricades, extra security, sanitary facilities, etc.).
3. Preliminary administrative and interdepartmental review of application, including any Special Event approvals
4. City Clerk's Office sets neighborhood boundary at no less than ½ mile radius around the entire proposed Common Consumption Area, posts notice of Promotional Association application on website, and publishes notice in a newspaper of general circulation (with other liquor license application notices).
5. City Clerk's Office reports receipt of new Promotional Association application to City Council
6. Promotional Association applicant posts notice of application at the four (4) "corners" of the proposed Common Consumption Area, and at each proposed participating liquor licensed premises.
7. Promotional Association applicant provides proof of neighborhood "needs and desires" through an independent petition/survey of the defined neighborhood boundary area (similar to new license and modification of premises applications).
8. Final administrative and interdepartmental review of application and proof of neighborhood needs and desires.
9. Administrative decision on application. Approval creates certification of Promotional Association and authorization of Common Consumption Area for specified area, days, hours, and other conditions, expiring on January 31st (annual re-certification required). Appeals of administrative decision go to Hearing Officer (as is the case with all other administrative application approvals), and appeals of the Hearing Officer decision goes to District Court (as with all other appeals of the Hearing Officer decision).
10. City Clerk's Office reports new Promotional Association Certification to City Council