



City of Rochester Hills  
AGENDA SUMMARY  
NON-FINANCIAL ITEMS

1000 Rochester Hills Dr.  
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[www.rochesterhills.org](http://www.rochesterhills.org)

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Legislative File No: 2022-0276

**TO:** Mayor and City Council Members

**FROM:** Leanne Scott, City Clerk

**DATE:** June 1, 2022

**SUBJECT:** Acceptance for First Reading – An Ordinance to Add Subsection (15) Criminal Record Check to Section 6-35, Chapter 6 Alcoholic Liquor, Article II Licenses and Permits, of the Code of Ordinances of the City of Rochester Hills, Oakland County, Michigan.

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**REQUEST:**

Accept for First Reading to Add Subsection (15) Criminal Record Check to Section 6-35, Chapter 6 Alcoholic Liquor, Article II Licenses and Permits, of the Code of Ordinances of the City of Rochester Hills, Oakland County, Michigan.

**BACKGROUND:**

The Liquor License Technical Review Committee met on April 14, 2022 and May 11, 2022 to review and discuss the Liquor License Application, City Ordinance and related forms. After careful review, it was determined that a criminal record check, which includes the authorization to obtain information for positive identification purposes when checking public records, should be required along with the application for a new license or the transfer of a license.

On March 8, 2022, the Michigan Liquor Control Commission (MLCC) hosted a training where it was stated that the MLCC strongly relies on the local jurisdiction to conduct a thorough application process including a criminal record check. Therefore, it is recommended to add the requirement that each liquor license applicant undergo a criminal record check by completing an Authorization to Obtain Information and Release for Purpose of Licensure form included with the Liquor License application.

**RECOMMENDATION:**

The Liquor License Technical Review Committee recommends that City Council accepts for First Reading an Ordinance to add Subsection (15) to Section 6-35, Chapter 6 Alcoholic Liquor, Article II Licenses and Permits, of the Code of Ordinances of the City of Rochester Hills, Oakland County, Michigan to be in line with the recommendation from the Michigan Liquor Control Commission.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Mayor		
City Clerk		

Contract Reviewed by City Attorney     Yes     N/A