

Highland, Indiana
Riverfront Development District
Restaurant Application (8-4-09)

Overview

Ordinance No. 1400 of the Town of Highland, Indiana, adopted on July 14, 2008, by the Town Council approved the designation of the Riverfront Development District. This District will allow for the “issuance of specified, non-transferable permits to sell alcoholic beverages for on-premises consumption in a restaurant on land or in a historic river vessel within a municipal riverfront development project funded in part with state and town money (IC 7.1-3-20-16)”.

This application with a letter of approval by the Town Council will be needed by the applicant in his/her pursuit of a special liquor license issued by the Indiana Alcohol and Tobacco Commission (ATC). The Town Council has designated the Highland Redevelopment Commission as the body to review and recommend businesses to the Town Council who meet the objectives and criteria of the program.

The purpose of the special liquor license is to encourage the location and operation of unique and/or upscale restaurants in the Redevelopment Area. In addition, the town would like to assist small business owners who, in turn, wish to invest and participate in the community.

Procedure

(For further information on the procedure, please refer to Highland Ordinance No. 1433)

- A. The applicant will meet with the Redevelopment Director to review the application requirements and receive a copy of the “Restaurant Application”, which includes the Indiana State forms, “Application for New or Transfer Permit” and “Property Tax Clearance Schedule”, and a letter to the Office of the Lake County Surveyor requesting verification of the Highland location.
- B. Once the applicant completes the Restaurant Application, including the Application for New or Transfer Permit, he/she will meet with the Director to review the content and completeness of the application and place the applicant on the Redevelopment Commission’s public meeting agenda.
- C. If the Redevelopment Commission supports the application, the applicant will appear before the Highland Town Council who will review and consider approval of the application within ninety days. If approved, a letter will be generated that will:
 1. --provide the applicant with Town Council approval
 2. --designate the potential location of the restaurant on an aerial map
 3. --outline the Riverfront Development District (RDD) boundary
 4. --provide proof of local contribution to the area; and
 5. --provide the Indiana Alcohol and Tobacco Commission’s letter of approval for the RDD boundary

- D. If the Redevelopment Commission does not give a favorable recommendation, then the Town Council may adopt or reject the application. If the Town Council approves, then the applicant shall then transmit the application and necessary materials to the Indiana Alcohol and Tobacco Commission for its action.
- E. If the Town Council rejects the application or fails to act on it within ninety days, it is denied and rejected.
- F. If an application is denied and rejected by the Town Council, an applicant may reapply no sooner than 240 days following the rejection or denial. The Redevelopment Commission may waive this provision by an affirmative vote of two-thirds of the entire membership.
- G. If approved by the Town Council through item C or item D above, the applicant must obtain the following verifications from Lake County Offices and submit these with the application to the Indiana Alcohol and Tobacco Commission:
 - 1. --Verification from the County Surveyor's office that the location of the proposed restaurant is within the town limits. See form letter to the Surveyor's Office attached to the Restaurant Application.
 - 2. --Verification that there are no back taxes due on the property by taking the Property Tax Clearance Schedule, which is attached to the Restaurant Application, to the County Treasurer's office for completion.
- H. If approved by the Town Council through item C or item D above, the applicant will send the following to Ms. Kirby at the Indiana Alcohol and Tobacco Commission (ATC), 302 West Washington Street, Room E114, Indianapolis, IN 46204:
 - 1. The "Application for New or Transfer Permit"
 - 2. The Highland Town Council's letter
 - 3. The County Verification of Location within the Town of Highland
 - 4. The "Property Tax Clearance Schedule"
 - 5. A check for \$1000 for the liquor license
 - 6. A check for \$2 for a sign to be placed in the window of the restaurant
- I. If the packet is deemed complete, it will be reviewed by the Commissioner in charge of the Riverfront Development District at the ATC, currently Mr. Guthrie. If the Commissioner states that the packet is complete, a hearing date will be set up by Ms. Kirby at the Local County Alcohol Board located at the Crown Point Civic Center Auditorium. The Local Alcohol Board meets the first Thursday of the month at 9:00 am.
- J. If the Local Alcohol Board approves, the Indiana State Excise Police will visit the location and perform a walk through. If they approve, then the application goes before the Indiana Alcohol and Tobacco Commission for final approval. This can take 90 to 120 days. (All renewals need to be filed 75 days before the license expires. Renewals are required after the first year and then every other year unless there is a violation).

- K. If not approved by the ATC, then the applicant may appeal. Please contact Ms. Chew at 317-233-3940 to begin that process.

Required Information

The Redevelopment Commission and the Town Council will be requesting the following information from the applicant in order to obtain a complete understanding of the proposed restaurant:

1. Complete the Indiana State form entitled "Application for New or Transfer Permit" which is attached to this application.
2. In addition to a floor plan required in Step 7 of the Indiana form, please state any plans you have to improve the facility in which you will operate and the expected timetable for work and business commencement.
3. Provide information on the number of jobs this restaurant will add to or be retained within Highland.
4. Explain any past restaurant experience you have had, your business plan, or other means by which the Commission and Council will be able to obtain information on your preparedness for this venture.
5. Explain how you will attract diners to your restaurant, how you will jointly market your restaurant with other restaurants in the District, and how you will work with the community.
6. Explain the upscale nature of the restaurant and/or the unique features of the proposed restaurant.
7. Explain any other factors that will aid the Commission in evaluating your application.