

**AMENDED**  
CITY COUNCIL SPECIAL MEETING AGENDA

SPECIAL COUNCIL MEETING  
TUESDAY  
JULY 29, 2025

COUNCIL CHAMBERS  
211 WEST ASPEN AVENUE  
3:00 P.M.

All City Council Meetings are live streamed on the city's YouTube page  
(<https://www.youtube.com/@FlagstaffCityGovernment>)

**\*\*\*PUBLIC COMMENT\*\*\***

Verbal public comments not related to items appearing on the posted agenda may be provided during the "Open Call to the Public" at the beginning and end of the meeting and may only be provided in person.

Verbal public comments related to items appearing on the posted agenda may be given in person or online and will be taken at the time the item is discussed.

To provide online verbal comment on an item that appears on the posted agenda, use the link below.

[ONLINE VERBAL PUBLIC COMMENT](#)

Written comments may be submitted to [publiccomment@flagstaffaz.gov](mailto:publiccomment@flagstaffaz.gov). All comments submitted via email will be considered written comments and will be documented in the record as such.

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1. CALL TO ORDER

**NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION**

*Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the City Council and to the general public that, at this regular meeting, the City Council may vote to go into executive session, which will not be open to the public, for discussion and consultation with the City's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A)(3).*

2. ROLL CALL

*NOTE: One or more Councilmembers may be in attendance through other technological means.*

MAYOR DAGGETT  
VICE MAYOR SWEET  
COUNCILMEMBER ASLAN  
COUNCILMEMBER GARCIA

COUNCILMEMBER HOUSE  
COUNCILMEMBER MATTHEWS  
COUNCILMEMBER SPENCE

3. PLEDGE OF ALLEGIANCE, MISSION STATEMENT, AND LAND ACKNOWLEDGEMENT

**MISSION STATEMENT**

*The mission of the City of Flagstaff is to protect and enhance the quality of life for all.*

**LAND ACKNOWLEDGEMENT**

*The Flagstaff City Council humbly acknowledges the ancestral homelands of this area's Indigenous nations and original stewards. These lands, still inhabited by Native descendants, border mountains sacred to Indigenous peoples. We honor them, their legacies, their traditions, and their continued contributions. We celebrate their past, present, and future generations who will forever know this place as home.*

#### 4. LIQUOR LICENSE PUBLIC HEARINGS

*Applications under Liquor License Public Hearings may be considered under one public hearing and may be acted upon by one motion unless otherwise requested by Council.*

##### **STAFF RECOMMENDED ACTION:**

1. Open the Public Hearing
2. Staff Presentation
3. Council Questions
4. Public Comment
5. Close Public Hearing
6. Council Deliberation and Action

The City Council has the option to:

1. Forward the application to the State with a recommendation for approval;
2. Forward the application to the State with a recommendation for denial based on the testimony received at the public hearing and/or other factors.

- A. Consideration and Action on Liquor License Application:** Jose Manuel Gutierrez Hernandez "El Tapatio 10", 1000 N Humphreys #243 , Series 12 (Restaurant), New License

##### **STAFF RECOMMENDED ACTION:**

1. Forward the application to the State with a recommendation for approval;
2. Forward the application to the State with a recommendation for denial based on the testimony received at the public hearing and/or other factors.

- B. Consideration and Action on Liquor License Application:** Jared Michael Repinski "Mi Lindo Veracruz", 1800 S. Milton Rd Ste 21, Series 12 (Restaurant), New License

##### **STAFF RECOMMENDED ACTION:**

1. Forward the application to the State with a recommendation for approval;
2. Forward the application to the State with a recommendation for denial based on the testimony received at the public hearing and/or other factors.

- C. Consideration and Action on Liquor License Application:** Andrea Dahlman Lewkowitz "Harkins Theatres Flagstaff 16", 4751 E Marketplace Dr, Series 12 (Restaurant), New License

##### **STAFF RECOMMENDED ACTION:**

1. Forward the application to the State with a recommendation for approval;
2. Forward the application to the State with a recommendation for denial based on the testimony received at the public hearing and/or other factors.

- D. Consideration and Action on Liquor License Application:** Rochan Goswami "Mobil", 3960 N. Country Club Dr, (Sampling Privilege on Series 9), Liquor Store.

##### **STAFF RECOMMENDED ACTION:**

1. Forward the application to the State with a recommendation for approval;
2. Forward the application to the State with a recommendation for denial based on the testimony

received at the public hearing and/or other factors.

- E. **Consideration and Action on Liquor License Application:** Rosalita Wilson, "Ashurst Hall", 624 Knoles Dr., Series 05 (Government), New License

**STAFF RECOMMENDED ACTION:**

1. Forward the application to the State with a recommendation for approval; or
2. Forward the application to the State with a recommendation for denial based on the testimony received at the public hearing and/or other factors.

- F. **Consideration and Action on Liquor License Application:** Rosalita Wilson, "DuBois Center", 306 E Pine Knoll Dr., Series 05 (Government), New License

**STAFF RECOMMENDED ACTION:**

1. Forward the application to the State with a recommendation for approval; or
2. Forward the application to the State with a recommendation for denial based on the testimony received at the public hearing and/or other factors.

5. **CONSENT AGENDA**

*All matters under Consent Agenda are considered by the City Council to be routine. Unless a member of City Council expresses a desire at the meeting to remove an item from the Consent Agenda for discussion, the Consent Agenda will be enacted by one motion approving the recommendations listed on the agenda. Unless otherwise indicated, expenditures approved by Council are budgeted items.*

**STAFF RECOMMENDED ACTION:**

Approve the Consent Agenda as posted.

- A. **Confirm direction given to ~~Council~~ legal counsel in Executive Session July 29, 2025.**

6. **INFORMATIONAL ITEMS TO/FROM MAYOR, COUNCIL, AND STAFF, AND FUTURE AGENDA ITEM REQUESTS**

7. **ADJOURNMENT**

**CERTIFICATE OF POSTING OF NOTICE**

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on \_\_\_\_\_, at \_\_\_\_\_ a.m./p.m. in accordance with the statement filed by the City Council with the City Clerk.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Stacy Saltzburg, MMC, City Clerk

THE CITY OF FLAGSTAFF ENDEAVORS TO MAKE ALL PUBLIC MEETINGS ACCESSIBLE TO PERSONS WITH DISABILITIES. With 48-hour advance notice, reasonable accommodations will be made upon request for persons with disabilities or non-English speaking residents. Please call the City Clerk (928) 213-2076 or email at [stacy.saltzburg@flagstaffaz.gov](mailto:stacy.saltzburg@flagstaffaz.gov) to request an accommodation to participate in this public meeting.

NOTICE TO PARENTS AND LEGAL GUARDIANS: Parents and legal guardians have the right to consent before the City of Flagstaff makes a video or voice recording of a minor child, pursuant to A.R.S. § 1-602(A)(9). The Flagstaff City Council meetings are live-streamed and recorded and may be viewed on the City of Flagstaff's website. If you permit your child to attend/participate in a televised Council meeting, a recording will be made. You may exercise your right not to consent by not allowing your child to attend/participate in the meeting.

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Georganna Staskey, Deputy City Clerk  
**Date:** 07/17/2025  
**Meeting Date:** 07/29/2025



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**TITLE:**

**Consideration and Action on Liquor License Application:** Jose Manuel Gutierrez Hernandez "El Tapatio 10", 1000 N Humphreys #243 , Series 12 (Restaurant), New License

**STAFF RECOMMENDED ACTION:**

1. Forward the application to the State with a recommendation for approval;
2. Forward the application to the State with a recommendation for denial based on the testimony received at the public hearing and/or other factors.

**Executive Summary:**

The liquor license process begins at the State level and applications are then forwarded to the respective municipality for posting of the property and holding a public hearing, after which the Council recommendation is forwarded back to the State. A Series 12 license allows the holder of a restaurant license to sell and serve spirituous liquor solely for consumption on the premises of an establishment which derives at least forty percent (40%) of its gross revenue from the sale of food. El Tapatio 10 is an existing business in Flagstaff. If approved, it will be one of 84 series 12 licenses in Flagstaff.

To view surrounding liquor licenses, please visit the [Active Liquor Licenses Map](#).

The application was properly posted on June 26, 2025 and the Police and Community Development divisions have reviewed the application and provided their respective reports. No written protests have been received to date.

**Financial Impact:**

There is no budgetary impact to the City of Flagstaff as this is a recommendation to the State.

**Policy Impact:**

Not applicable

**Previous Council Decision or Community Discussion:**

Not applicable

**Options and Alternatives to Recommended Action:**

1. Forward the application to the State with a recommendation for approval;
2. Forward the application to the State with a recommendation for denial based on the testimony received at the public hearing and/or other factors.

**Connection to PBB Priorities and Objectives:**

Liquor licenses are a regulatory action and there are no Community Priorities that directly apply.

**Connection to Regional Plan:**

Not applicable

**Connection to Carbon Neutrality Plan:**

Not applicable

**Connection to 10-Year Housing Plan:**

Not applicable

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**Attachments:**    [Letter to Applicant](#)  
                          [Hearing Procedures](#)  
                          [PD Memo](#)  
                          [Code Memo](#)  
                          [Series 12 Description](#)  
                          [Map](#)



# CITY OF FLAGSTAFF

## Office of the City Clerk

7/16/2025

Jose Manuel Guterrez Hernandez  
1000 N Humphreys #243  
Flagstaff, AZ 86001  
[Manuelgh77@hotmail.com](mailto:Manuelgh77@hotmail.com)

Dear Mr. Guterrez Hernandez,

Your application for a Series 012 (Restaurant) Liquor License for El Tapatio 10 located at 1000 N Humphreys #243 Flagstaff, AZ was posted on June 26, 2025. The City Council will consider the application at a public hearing during their scheduled Regular City Council Meeting on **July 29, 2025, which is scheduled to begin at 3:00 p.m.**

It is important that you or your representative attend this Council Meeting via video conference ([Microsoft Teams Meeting](#)) or in person and be prepared to answer any questions the City Council may have. Failure to be available for questions could result in a recommendation for denial of your application. We suggest you contact your legal counsel or the Department of Liquor Licenses and Control at 602-542-5141 to determine the criteria for your license. To help you understand how the public hearing process will be conducted, we are enclosing a copy of the City's liquor license application hearing procedures. Please note, should you wish to address Council about your application you are allotted 10 minutes to do so after the staff presentation. *You are not required to speak but we want to make you aware of the opportunity.* Please inform our office if you plan on doing so as we will incorporate any materials or attachments for City Council to review.

The twenty-day posting period for your liquor license application is set to expire on July 16, 2025, and the application may be removed from the premises at that time.

If you have any questions, please email me at [georganna.staskey@flagstaffaz.gov](mailto:georganna.staskey@flagstaffaz.gov).

Sincerely,

Georganna Staskey  
Deputy City Clerk

Enclosures



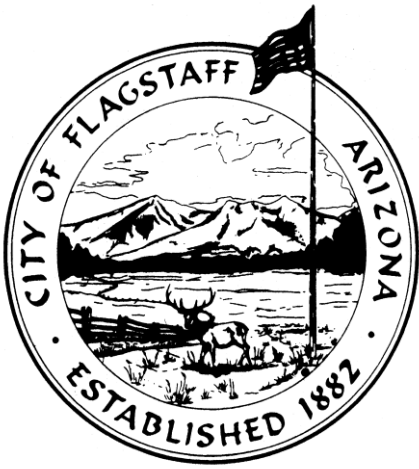
# City of Flagstaff

## Liquor License Application Hearing Procedures

1. When the matter is reached at the Council meeting, the presiding officer will open the public hearing on the item.
2. The presiding officer will then ask whether City staff have information to present to the Council regarding the application. Staff should come forward at this point and present information to the Council in a presentation not exceeding ten (10) minutes. Council may question City staff regarding the testimony or other evidence provided by City staff.
3. The presiding officer will request that the Applicant come forward to address the Council regarding the application. The applicant can give a presentation not exceeding ten (10) minutes. Council may question the Applicant regarding the testimony or other evidence provided by the Applicant.
4. Other parties, if any, may then testify, limited to three (3) minutes per person. Council may question these parties regarding the testimony they present to the Council.
5. The Applicant may make a concise closing statement to the Council, limited to five (5) minutes. During this statement, Council may ask additional questions of the Applicant.
6. City staff may make a concise closing statement to the Council, limited to five (5) minutes. During this statement, Council may ask additional questions of City Staff.
7. The presiding officer will then close the public hearing.
8. The Council will then, by motion, vote to forward the application to the State with a recommendation of approval, disapproval, or shall vote to forward with no recommendation.

## **R19-1-702. Determining Whether to Grant a License for a Certain Location**

- A. To determine whether public convenience requires and the best interest of the community will be substantially served by issuing or transferring a license at a particular unlicensed location, local governing authorities and the Board may consider the following criteria:
1. Petitions and testimony from individuals who favor or oppose issuance of a license and who reside in, own, or lease property within one mile of the proposed premises;
  2. Number and types of licenses within one mile of the proposed premises;
  3. Evidence that all necessary licenses and permits for which the applicant is eligible at the time of application have been obtained from the state and all other governing bodies;
  4. Residential and commercial population of the community and its likelihood of increasing, decreasing, or remaining static;
  5. Residential and commercial population density within one mile of the proposed premises;
  6. Evidence concerning the nature of the proposed business, its potential market, and its likely customers;
  7. Effect on vehicular traffic within one mile of the proposed premises;
  8. Compatibility of the proposed business with other activity within one mile of the proposed premises;
  9. Effect or impact on the activities of businesses or the residential neighborhood that might be affected by granting a license at the proposed premises;
  10. History for the past five years of liquor violations and reported criminal activity at the proposed premises provided that the applicant received a detailed report of the violations and criminal activity at least 20 days before the hearing by the Board;
  11. Comparison of the hours of operation at the proposed premises to the hours of operation of existing businesses within one mile of the proposed premises; and
  12. Proximity of the proposed premises to licensed childcare facilities as defined by A.R.S. § 36-881.
- B. This Section is authorized by A.R.S. § 4-201(I).



# FLAGSTAFF POLICE DEPARTMENT

911 SAWMILL RD • FLAGSTAFF, ARIZONA 86001 • (928) 779-3646

ADMIN FAX (928)213-3372

TDD 1-800-842-4681



Police Chief  
Sean P. Connolly

## MEMORANDUM

**Memo #25-033**

**TO: Chief Connolly**

**FROM: Det. Wotasik #612**

**DATE: June 30<sup>th</sup>, 2025**

**RE: New Application – Series 12 (Restaurant) Liquor License Application– Jose Manuel Gutierrez Hernandez- El Tapatio 10**

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On June 30<sup>th</sup>, 2025, I initiated an investigation into a new application for a Series 12 (Restaurant) liquor license filed by Jose Manuel Gutierrez Hernandez (Agent), Claudia Araceli Espinoza (Member), Cesar Octavio Velazquez Becerra (member), and Francisco Espinoza (Member). This is for a new application, and the application number is 349602. It is for El Tapatio 10, located at the 1000 N Humphreys St #243, Flagstaff AZ 86001

I conducted a query through local systems and public access on the above listed names. I discovered no derogatory records. I conducted a search for current or historical liquor violations on the business and discovered no violations.

I found evidence that the applicant has taken the mandatory liquor license training. This business is not located within 300 feet of a school.



## Planning and Development Services Memorandum

To: Stacy Saltzburg, City Clerk  
From: Reggie Eccleston, Code Compliance Manager  
CC: Michelle McNulty, Planning Director  
Date: June 27, 2025  
Re: Application for Liquor License #349601  
1000 N. Humphreys St., Flagstaff, Arizona 86001  
Assessor's Parcel Number 101-01-004F  
Jose Manuel Gutierrez Hernandez on behalf of El Tapatio 10

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This application is a request for a new Series 12 Restaurant liquor license by Jose Manuel Gutierrez Hernandez on behalf of El Tapatio 10. This business is located within the Community Commercial district. This district does allow for this use.

There are no active Zoning Code violations associated with the applicant or the property at this time.

## License Types: Series 12 Restaurant License

Non-transferable

On-sale retail privileges

Note: Terms in **BOLD CAPITALS** are defined in the [glossary](#).

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### PURPOSE:

Allows the holder of a restaurant license to sell and serve spirituous liquor solely for consumption on the premises of an establishment which derives at least forty percent (40%) of its gross revenue from the sale of food.

### ADDITIONAL RIGHTS AND RESPONSIBILITIES:

An applicant for a restaurant license must file a copy of its restaurant menu and Restaurant Operation Plan with the application. The Plan must include listings of all restaurant equipment and service items, the restaurant seating capacity, and other information requested by the department to substantiate that the restaurant will operate in compliance with Title 4.

The licensee must notify the Department, in advance, of any proposed changes in the seating capacity of the restaurant or dimensions of a restaurant facility.

A restaurant licensee must maintain complete restaurant services continually during the hours of selling and serving of spirituous liquor, until at least 10:00 p.m. daily, if any spirituous liquor is to be sold and served up to 2:00 a.m.

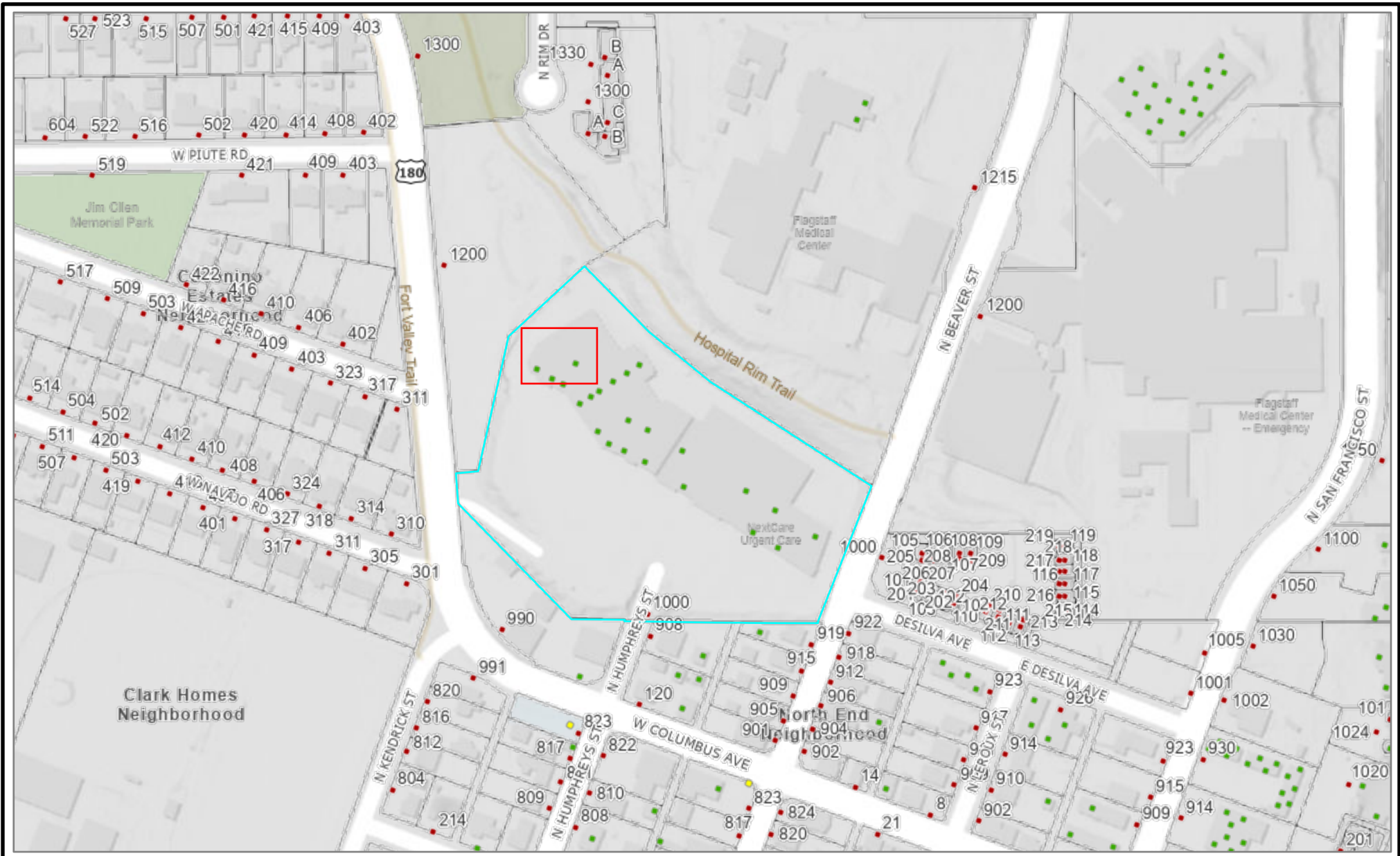
On any original applications, new managers and/or the person responsible for the day-to-day operations must attend a basic and management training class.

A licensee acting as a **RETAIL AGENT**, authorized to purchase and accept **DELIVERY** of spirituous liquor by other licensees, must receive a certificate of registration from the Department.

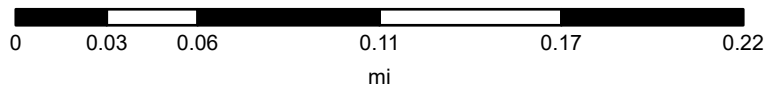
A **PREGNANCY WARNING SIGN** for pregnant women consuming spirituous liquor must be posted within twenty (20) feet of the cash register or behind the bar.

A log must be kept by the licensee of all persons employed at the premises including each employee's name, date and place of birth, address and responsibilities.

Bar, beer and wine bar, and restaurant licensees must pay an annual surcharge of \$20.00. The money collected from these licensees will be used by the Department for an auditor to review compliance by restaurants with the restaurant licensing provisions of ARS 4-205.02.



# 1000 N Humphreys #243



City of Flagstaff maps and data are updated on a regular basis from data obtained from various sources. The City of Flagstaff endeavors to provide accurate information, but accuracy is not guaranteed. You are strongly encouraged to obtain any information you need for a business or legal transaction from a surveyor, engineer, title company, or other licensed professional as appropriate. Information is provided subject to the express condition that you knowingly waive any and all claims for damages against the City of Flagstaff relating to use of this information.



**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Georganna Staskey, Deputy City Clerk  
**Date:** 07/18/2025  
**Meeting Date:** 07/29/2025



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**TITLE:**

**Consideration and Action on Liquor License Application:** Jared Michael Repinski "Mi Lindo Veracruz", 1800 S. Milton Rd Ste 21, Series 12 (Restaurant), New License

**STAFF RECOMMENDED ACTION:**

1. Forward the application to the State with a recommendation for approval;
2. Forward the application to the State with a recommendation for denial based on the testimony received at the public hearing and/or other factors.

**Executive Summary:**

The liquor license process begins at the State level and applications are then forwarded to the respective municipality for posting of the property and holding a public hearing, after which the Council recommendation is forwarded back to the State. A Series 12 license allows the holder of a restaurant license to sell and serve spirituous liquor solely for consumption on the premises of an establishment which derives at least forty percent (40%) of its gross revenue from the sale of food. Mi Lindo Veracruz is a new business in Flagstaff. If approved, it will be one of 85 series 12 licenses in Flagstaff.

To view surrounding liquor licenses, please visit the [Active Liquor Licenses Map](#).

The application was properly posted on June 26, 2025 and the Police and Community Development divisions have reviewed the application and provided their respective reports. No written protests have been received to date.

**Financial Impact:**

There is no budgetary impact to the City of Flagstaff as this is a recommendation to the State.

**Policy Impact:**

Not applicable

**Previous Council Decision or Community Discussion:**

Not applicable

**Options and Alternatives to Recommended Action:**

1. Forward the application to the State with a recommendation for approval;
2. Forward the application to the State with a recommendation for denial based on the testimony received at the public hearing and/or other factors.

**Connection to PBB Priorities and Objectives:**

Liquor licenses are a regulatory action and there are no Community Priorities that directly apply.

**Connection to Regional Plan:**

Not applicable

**Connection to Carbon Neutrality Plan:**

Not applicable

**Connection to 10-Year Housing Plan:**

Not applicable

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**Attachments:**    [Letter to Applicant](#)  
                          [Hearing Procedures](#)  
                          [PD Memo](#)  
                          [Code Memo](#)  
                          [Series 12 Description](#)  
                          [Map](#)



# CITY OF FLAGSTAFF

## Office of the City Clerk

7/16/2025

Jared Michael Repinski  
P.O. Box 6252  
Chandler, AZ 85246  
Jrepinski22@yahoo.com

Dear Mr. Repinski,

Your application for a Series 012 (Restaurant) Liquor License for Mi Lindo Veracruz located at 1800 S Milton Rd Ste 21 Flagstaff, AZ was posted on June 26, 2025. The City Council will consider the application at a public hearing during their scheduled Regular City Council Meeting on **July 29, 2025, which is scheduled to begin at 3:00 p.m.**

It is important that you or your representative attend this Council Meeting via video conference ([Microsoft Teams Meeting](#)) or in person and be prepared to answer any questions the City Council may have. Failure to be available for questions could result in a recommendation for denial of your application. We suggest you contact your legal counsel or the Department of Liquor Licenses and Control at 602-542-5141 to determine the criteria for your license. To help you understand how the public hearing process will be conducted, we are enclosing a copy of the City's liquor license application hearing procedures. Please note, should you wish to address Council about your application you are allotted 10 minutes to do so after the staff presentation. *You are not required to speak but we want to make you aware of the opportunity.* Please inform our office if you plan on doing so as we will incorporate any materials or attachments for City Council to review.

The twenty-day posting period for your liquor license application is set to expire on July 16, 2025, and the application may be removed from the premises at that time.

If you have any questions, please email me at [georganna.staskey@flagstaffaz.gov](mailto:georganna.staskey@flagstaffaz.gov).

Sincerely,

Georganna Staskey  
Deputy City Clerk

Enclosures



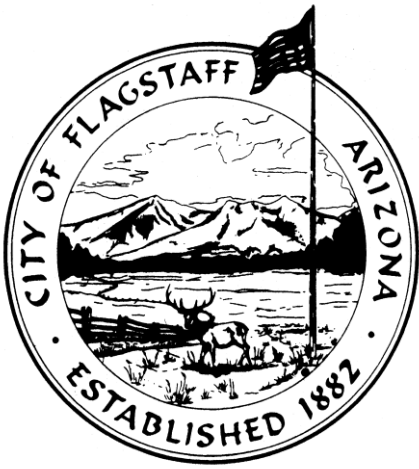
# City of Flagstaff

## Liquor License Application Hearing Procedures

1. When the matter is reached at the Council meeting, the presiding officer will open the public hearing on the item.
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3. The presiding officer will request that the Applicant come forward to address the Council regarding the application. The applicant can give a presentation not exceeding ten (10) minutes. Council may question the Applicant regarding the testimony or other evidence provided by the Applicant.
4. Other parties, if any, may then testify, limited to three (3) minutes per person. Council may question these parties regarding the testimony they present to the Council.
5. The Applicant may make a concise closing statement to the Council, limited to five (5) minutes. During this statement, Council may ask additional questions of the Applicant.
6. City staff may make a concise closing statement to the Council, limited to five (5) minutes. During this statement, Council may ask additional questions of City Staff.
7. The presiding officer will then close the public hearing.
8. The Council will then, by motion, vote to forward the application to the State with a recommendation of approval, disapproval, or shall vote to forward with no recommendation.

## **R19-1-702. Determining Whether to Grant a License for a Certain Location**

- A. To determine whether public convenience requires and the best interest of the community will be substantially served by issuing or transferring a license at a particular unlicensed location, local governing authorities and the Board may consider the following criteria:
1. Petitions and testimony from individuals who favor or oppose issuance of a license and who reside in, own, or lease property within one mile of the proposed premises;
  2. Number and types of licenses within one mile of the proposed premises;
  3. Evidence that all necessary licenses and permits for which the applicant is eligible at the time of application have been obtained from the state and all other governing bodies;
  4. Residential and commercial population of the community and its likelihood of increasing, decreasing, or remaining static;
  5. Residential and commercial population density within one mile of the proposed premises;
  6. Evidence concerning the nature of the proposed business, its potential market, and its likely customers;
  7. Effect on vehicular traffic within one mile of the proposed premises;
  8. Compatibility of the proposed business with other activity within one mile of the proposed premises;
  9. Effect or impact on the activities of businesses or the residential neighborhood that might be affected by granting a license at the proposed premises;
  10. History for the past five years of liquor violations and reported criminal activity at the proposed premises provided that the applicant received a detailed report of the violations and criminal activity at least 20 days before the hearing by the Board;
  11. Comparison of the hours of operation at the proposed premises to the hours of operation of existing businesses within one mile of the proposed premises; and
  12. Proximity of the proposed premises to licensed childcare facilities as defined by A.R.S. § 36-881.
- B. This Section is authorized by A.R.S. § 4-201(I).



# FLAGSTAFF POLICE DEPARTMENT

911 SAWMILL RD • FLAGSTAFF, ARIZONA 86001 • (928) 779-3646

ADMIN FAX (928)213-3372

TDD 1-800-842-4681



Police Chief  
Sean P. Connolly

## MEMORANDUM

**Memo #25-034**

**TO: Chief Connolly**

**FROM: Det. Wotasik #612**

**DATE: June 30<sup>th</sup>, 2025**

**RE: New Application – Series 12 (Restaurant) Liquor License Application– Mi Lindo Veracruz**

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On June 30<sup>th</sup>, 2025, I initiated an investigation into a new application for a Series 12 (Restaurant) liquor license filed by Jared Repinski (Agent) and Miguel Angel Mayo Comezana (controlling person) and Yanet Rodriguez Argumedo (Controlling person). This is for a new application, and the application number is 3450597. It is for Mi Lindo Veracruz, located at the 1800 S Milton Rd #21, Flagstaff AZ 86001

I conducted a query through local systems and public access on the above listed names. I discovered no derogatory records. I conducted a search for current or historical liquor violations on the business and discovered no violations.

I found evidence that the applicant has taken the mandatory liquor license training. This business is not located within 300 feet of a school.



## Planning and Development Services Memorandum

To: Stacy Saltzburg, City Clerk  
From: Reggie Eccleston, Code Compliance Manager  
CC: Michell McNulty, Planning Director  
Date: June 30, 2025  
Re: Application for Liquor License #350597  
1800 S Milton Rd., Flagstaff, Arizona 86001  
Assessor's Parcel Number 103-22-004D  
Jared Michael Repinski on behalf of Mi Lindo Veracruz

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This application is a request for a new Series 12 Restaurant liquor license by Jared Michael Repinski on behalf of Mi Lindo Veracruz. This business is located within the Highway Commercial district. This district does allow for this use.

There are no active Zoning Code violations associated with the applicant or the property at this time.

## License Types: Series 12 Restaurant License

Non-transferable

On-sale retail privileges

Note: Terms in **BOLD CAPITALS** are defined in the [glossary](#).

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### PURPOSE:

Allows the holder of a restaurant license to sell and serve spirituous liquor solely for consumption on the premises of an establishment which derives at least forty percent (40%) of its gross revenue from the sale of food.

### ADDITIONAL RIGHTS AND RESPONSIBILITIES:

An applicant for a restaurant license must file a copy of its restaurant menu and Restaurant Operation Plan with the application. The Plan must include listings of all restaurant equipment and service items, the restaurant seating capacity, and other information requested by the department to substantiate that the restaurant will operate in compliance with Title 4.

The licensee must notify the Department, in advance, of any proposed changes in the seating capacity of the restaurant or dimensions of a restaurant facility.

A restaurant licensee must maintain complete restaurant services continually during the hours of selling and serving of spirituous liquor, until at least 10:00 p.m. daily, if any spirituous liquor is to be sold and served up to 2:00 a.m.

On any original applications, new managers and/or the person responsible for the day-to-day operations must attend a basic and management training class.

A licensee acting as a **RETAIL AGENT**, authorized to purchase and accept **DELIVERY** of spirituous liquor by other licensees, must receive a certificate of registration from the Department.

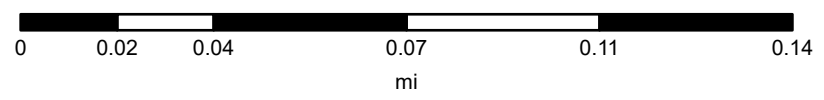
A **PREGNANCY WARNING SIGN** for pregnant women consuming spirituous liquor must be posted within twenty (20) feet of the cash register or behind the bar.

A log must be kept by the licensee of all persons employed at the premises including each employee's name, date and place of birth, address and responsibilities.

Bar, beer and wine bar, and restaurant licensees must pay an annual surcharge of \$20.00. The money collected from these licensees will be used by the Department for an auditor to review compliance by restaurants with the restaurant licensing provisions of ARS 4-205.02.



# 1800 S Milton Rd Ste 21



City of Flagstaff maps and data are updated on a regular basis from data obtained from various sources. The City of Flagstaff endeavors to provide accurate information, but accuracy is not guaranteed. You are strongly encouraged to obtain any information you need for a business or legal transaction from a surveyor, engineer, title company, or other licensed professional as appropriate. Information is provided subject to the express condition that you knowingly waive any and all claims for damages against the City of Flagstaff relating to use of this information.



**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Georganna Staskey, Deputy City Clerk  
**Date:** 07/18/2025  
**Meeting Date:** 07/29/2025



---

**TITLE:**

**Consideration and Action on Liquor License Application:** Andrea Dahlman Lewkowitz "Harkins Theatres Flagstaff 16", 4751 E Marketplace Dr, Series 12 (Restaurant), New License

**STAFF RECOMMENDED ACTION:**

1. Forward the application to the State with a recommendation for approval;
2. Forward the application to the State with a recommendation for denial based on the testimony received at the public hearing and/or other factors.

**Executive Summary:**

The liquor license process begins at the State level and applications are then forwarded to the respective municipality for posting of the property and holding a public hearing, after which the Council recommendation is forwarded back to the State. A Series 12 license allows the holder of a restaurant license to sell and serve spirituous liquor solely for consumption on the premises of an establishment which derives at least forty percent (40%) of its gross revenue from the sale of food. Harkins Theatres is an existing business in Flagstaff. If approved, it will be one of 86 series 12 licenses in Flagstaff.

To view surrounding liquor licenses, please visit the [Active Liquor Licenses Map](#).

The application was properly posted on June 26, 2025 and the Police and Community Development divisions have reviewed the application and provided their respective reports. No written protests have been received to date.

**Financial Impact:**

There is no budgetary impact to the City of Flagstaff as this is a recommendation to the State.

**Policy Impact:**

Not applicable

**Previous Council Decision or Community Discussion:**

Not applicable

**Options and Alternatives to Recommended Action:**

1. Forward the application to the State with a recommendation for approval;
2. Forward the application to the State with a recommendation for denial based on the testimony received at the public hearing and/or other factors.

**Connection to PBB Priorities and Objectives:**

Liquor licenses are a regulatory action and there are no Community Priorities that directly apply.

**Connection to Regional Plan:**

Not applicable

**Connection to Carbon Neutrality Plan:**

Not applicable

**Connection to 10-Year Housing Plan:**

Not applicable

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**Attachments:**    [Letter to Applicant](#)  
                          [Hearing Procedures](#)  
                          [PD Memo](#)  
                          [Code Memo](#)  
                          [Series 12 Description](#)  
                          [Map](#)



# CITY OF FLAGSTAFF

## Office of the City Clerk

7/17/2025

Andrea Dahlman Lewkowitz  
2600 N. Central Avenue  
Phoenix, AZ 85004  
andrea@lewklaw.com

Dear Ms. Lewkowitz,

Your application for a Series 012 (Restaurant) Liquor License for Harkins Theatres Flagstaff 16 located at 4751 E Marketplace Dr. Flagstaff, AZ was posted on June 26, 2025. The City Council will consider the application at a public hearing during their scheduled Regular City Council Meeting on **July 29, 2025, which is scheduled to begin at 3:00 p.m.**

It is important that you or your representative attend this Council Meeting via video conference ([Microsoft Teams Meeting](#)) or in person and be prepared to answer any questions the City Council may have. Failure to be available for questions could result in a recommendation for denial of your application. We suggest you contact your legal counsel or the Department of Liquor Licenses and Control at 602-542-5141 to determine the criteria for your license. To help you understand how the public hearing process will be conducted, we are enclosing a copy of the City's liquor license application hearing procedures. Please note, should you wish to address Council about your application you are allotted 10 minutes to do so after the staff presentation. *You are not required to speak but we want to make you aware of the opportunity.* Please inform our office if you plan on doing so as we will incorporate any materials or attachments for City Council to review.

The twenty-day posting period for your liquor license application is set to expire on July 16, 2025, and the application may be removed from the premises at that time.

If you have any questions, please email me at [georganna.staskey@flagstaffaz.gov](mailto:georganna.staskey@flagstaffaz.gov).

Sincerely,

Georganna Staskey  
Deputy City Clerk

Enclosures



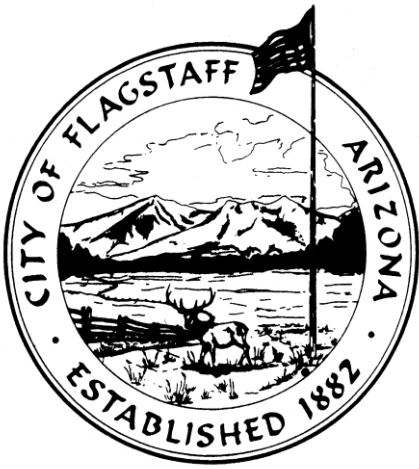
# City of Flagstaff

## Liquor License Application Hearing Procedures

1. When the matter is reached at the Council meeting, the presiding officer will open the public hearing on the item.
2. The presiding officer will then ask whether City staff have information to present to the Council regarding the application. Staff should come forward at this point and present information to the Council in a presentation not exceeding ten (10) minutes. Council may question City staff regarding the testimony or other evidence provided by City staff.
3. The presiding officer will request that the Applicant come forward to address the Council regarding the application. The applicant can give a presentation not exceeding ten (10) minutes. Council may question the Applicant regarding the testimony or other evidence provided by the Applicant.
4. Other parties, if any, may then testify, limited to three (3) minutes per person. Council may question these parties regarding the testimony they present to the Council.
5. The Applicant may make a concise closing statement to the Council, limited to five (5) minutes. During this statement, Council may ask additional questions of the Applicant.
6. City staff may make a concise closing statement to the Council, limited to five (5) minutes. During this statement, Council may ask additional questions of City Staff.
7. The presiding officer will then close the public hearing.
8. The Council will then, by motion, vote to forward the application to the State with a recommendation of approval, disapproval, or shall vote to forward with no recommendation.

## **R19-1-702. Determining Whether to Grant a License for a Certain Location**

- A. To determine whether public convenience requires and the best interest of the community will be substantially served by issuing or transferring a license at a particular unlicensed location, local governing authorities and the Board may consider the following criteria:
1. Petitions and testimony from individuals who favor or oppose issuance of a license and who reside in, own, or lease property within one mile of the proposed premises;
  2. Number and types of licenses within one mile of the proposed premises;
  3. Evidence that all necessary licenses and permits for which the applicant is eligible at the time of application have been obtained from the state and all other governing bodies;
  4. Residential and commercial population of the community and its likelihood of increasing, decreasing, or remaining static;
  5. Residential and commercial population density within one mile of the proposed premises;
  6. Evidence concerning the nature of the proposed business, its potential market, and its likely customers;
  7. Effect on vehicular traffic within one mile of the proposed premises;
  8. Compatibility of the proposed business with other activity within one mile of the proposed premises;
  9. Effect or impact on the activities of businesses or the residential neighborhood that might be affected by granting a license at the proposed premises;
  10. History for the past five years of liquor violations and reported criminal activity at the proposed premises provided that the applicant received a detailed report of the violations and criminal activity at least 20 days before the hearing by the Board;
  11. Comparison of the hours of operation at the proposed premises to the hours of operation of existing businesses within one mile of the proposed premises; and
  12. Proximity of the proposed premises to licensed childcare facilities as defined by A.R.S. § 36-881.
- B. This Section is authorized by A.R.S. § 4-201(I).



# FLAGSTAFF POLICE DEPARTMENT

911 SAWMILL RD • FLAGSTAFF, ARIZONA 86001 • (928) 779-3646

ADMIN FAX (928)213-3372

TDD 1-800-842-4681



Police Chief  
Sean P. Connolly

## MEMORANDUM

**Memo #25-035**

**TO: Chief Connolly**

**FROM: Det. Wotasik #612**

**DATE: June 30<sup>th</sup>, 2025**

**RE: New Application – Series 12 (Restaurant) Liquor License Application–  
Harkins Theatres Flagstaff 16**

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On June 30<sup>th</sup>, 2025, I initiated an investigation into a new application for a Series 12 (Restaurant) liquor license filed by Andrea Lewkowitz (Agent), Rachel Wilson (Controlling Person), Michael McCauley (Controlling Person), Daniel Harkins (Controlling Person), Tyler Cooper (Controlling Person), Michael Bowers (Controlling Person), and Kevin McMahan (Manager). This is for a new application, and the application number is 350497. It is for Harkins Theatres, located at the 4751 E Marketplace Dr, Flagstaff AZ 86004.

I conducted a query through local systems on the above listed names. I discovered no derogatory records.

The applicants have approximately 15 active liquor licenses in Arizona and appear compliant with all mandated training. This business is not located within 300 feet of a school.



## Planning and Development Services Memorandum

To: Stacy Saltzburg, City Clerk  
From: Reggie Eccleston, Code Compliance Manager  
CC: Michelle McNulty, Planning Director  
Date: June 30, 2025  
Re: Application for Liquor License #350497  
4751 E Marketplace Dr., Flagstaff, Arizona 86004  
Assessor's Parcel Number 113-82-014  
Andrea Dahlman Lewkowitz on behalf of Harkins Theatre 16

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This application is a request for a new Series 12 Restaurant liquor license by Andrea Dahlman Lewkowitz on behalf of Harkins Theatre 16. This business is located within the Highway Commercial district. This district does allow for this use.

There are no active Zoning Code violations associated with the applicant or the property at this time.

## License Types: Series 12 Restaurant License

Non-transferable

On-sale retail privileges

Note: Terms in **BOLD CAPITALS** are defined in the [glossary](#).

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### PURPOSE:

Allows the holder of a restaurant license to sell and serve spirituous liquor solely for consumption on the premises of an establishment which derives at least forty percent (40%) of its gross revenue from the sale of food.

### ADDITIONAL RIGHTS AND RESPONSIBILITIES:

An applicant for a restaurant license must file a copy of its restaurant menu and Restaurant Operation Plan with the application. The Plan must include listings of all restaurant equipment and service items, the restaurant seating capacity, and other information requested by the department to substantiate that the restaurant will operate in compliance with Title 4.

The licensee must notify the Department, in advance, of any proposed changes in the seating capacity of the restaurant or dimensions of a restaurant facility.

A restaurant licensee must maintain complete restaurant services continually during the hours of selling and serving of spirituous liquor, until at least 10:00 p.m. daily, if any spirituous liquor is to be sold and served up to 2:00 a.m.

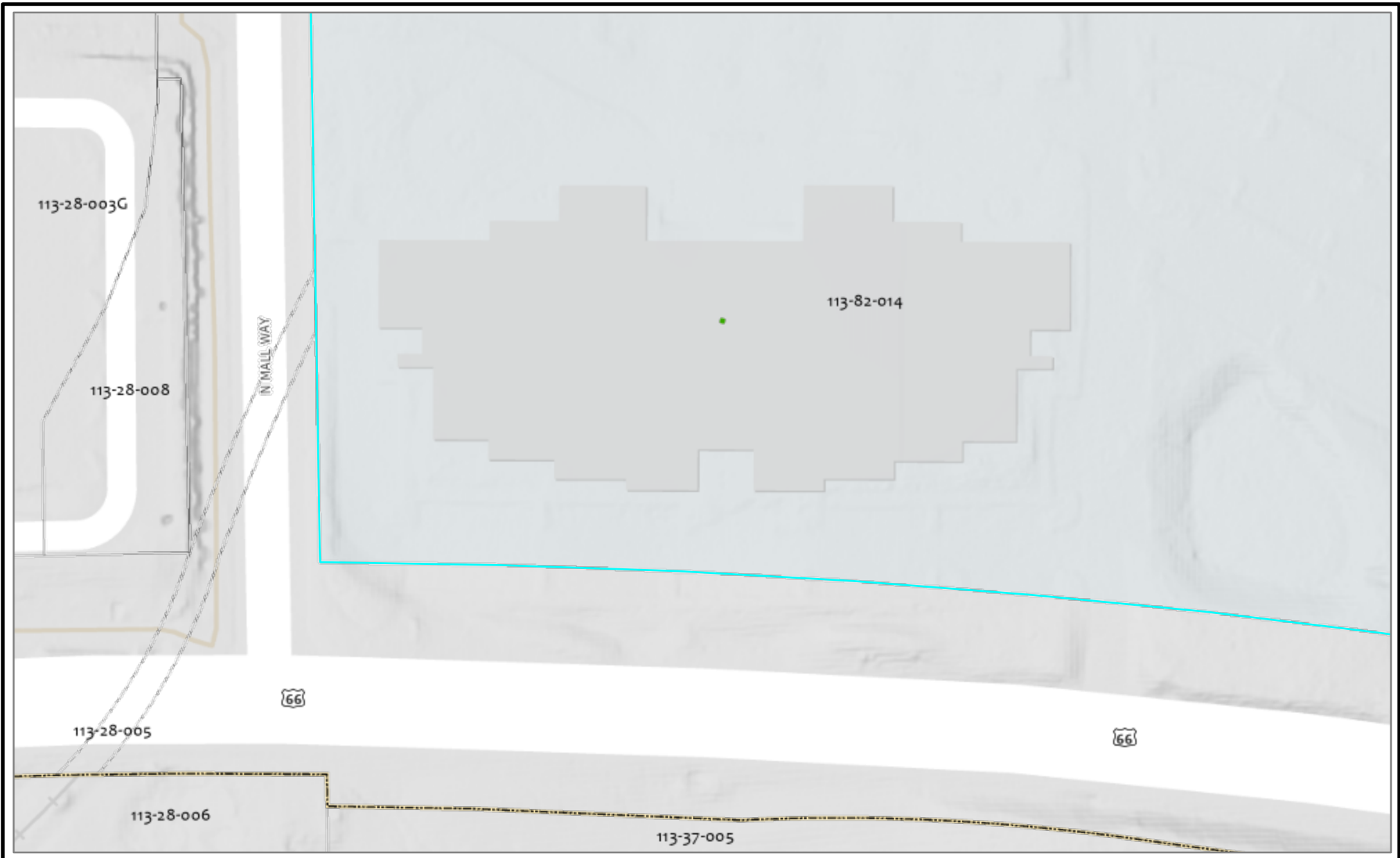
On any original applications, new managers and/or the person responsible for the day-to-day operations must attend a basic and management training class.

A licensee acting as a **RETAIL AGENT**, authorized to purchase and accept **DELIVERY** of spirituous liquor by other licensees, must receive a certificate of registration from the Department.

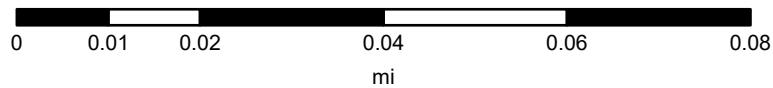
A **PREGNANCY WARNING SIGN** for pregnant women consuming spirituous liquor must be posted within twenty (20) feet of the cash register or behind the bar.

A log must be kept by the licensee of all persons employed at the premises including each employee's name, date and place of birth, address and responsibilities.

Bar, beer and wine bar, and restaurant licensees must pay an annual surcharge of \$20.00. The money collected from these licensees will be used by the Department for an auditor to review compliance by restaurants with the restaurant licensing provisions of ARS 4-205.02.



# 4751 E. Marketplace Dr.



City of Flagstaff maps and data are updated on a regular basis from data obtained from various sources. The City of Flagstaff endeavors to provide accurate information, but accuracy is not guaranteed. You are strongly encouraged to obtain any information you need for a business or legal transaction from a surveyor, engineer, title company, or other licensed professional as appropriate. Information is provided subject to the express condition that you knowingly waive any and all claims for damages against the City of Flagstaff relating to use of this information.



7/18/2025 10:14 AM

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Georganna Staskey, Deputy City Clerk  
**Date:** 07/18/2025  
**Meeting Date:** 07/29/2025



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**TITLE:**

**Consideration and Action on Liquor License Application:** Rochan Goswami "Mobil", 3960 N. Country Club Dr, (Sampling Privilege on Series 9), Liquor Store.

**STAFF RECOMMENDED ACTION:**

1. Forward the application to the State with a recommendation for approval;
2. Forward the application to the State with a recommendation for denial based on the testimony received at the public hearing and/or other factors.

**Executive Summary:**

The liquor license process begins at the State level and applications are then forwarded to the respective municipality for posting of the property and holding a public hearing, after which the Council recommendation is forwarded back to the State. Mobil currently has an active Series 9 (Liquor Store) license, and they are applying for Sampling Privileges for their license. A Sampling Privilege on this license allows the holder of the license to sell all spirituous liquor "to-go" in the original, sealed container, may provide residential delivery, may conduct limited on-site sampling events using product supplied by an Arizona licensed producer or wholesaler, A.R.S. §4-203(J), A.R.S. §4-210(D). Mobil is an existing business in Flagstaff. If approved, it will be one of 14 Liquor stores license with sampling privileges licenses in Flagstaff.

To view surrounding liquor licenses, please visit the [Active Liquor Licenses Map](#).

The application was properly posted on June 26, 2025 and the Police and Community Development divisions have reviewed the application and provided their respective reports. No written protests have been received to date.

**Financial Impact:**

There is no budgetary impact to the City of Flagstaff as this is a recommendation to the State.

**Policy Impact:**

Not applicable

**Previous Council Decision or Community Discussion:**

Not applicable

**Options and Alternatives to Recommended Action:**

1. Forward the application to the State with a recommendation for approval;
2. Forward the application to the State with a recommendation for denial based on the testimony received at the public hearing and/or other factors.

**Connection to PBB Priorities and Objectives:**

Liquor licenses are a regulatory action and there are no Community Priorities that directly apply.

**Connection to Regional Plan:**

Not applicable

**Connection to Carbon Neutrality Plan:**

Not applicable

**Connection to 10-Year Housing Plan:**

Not applicable

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**Attachments:**

[Letter to Applicant](#)

[Hearing Procedures](#)

[PD Memo](#)

[Code Memo](#)

[Series 12 Description](#)

[Series 9 Description](#)

[Sampling Privileges Descriptions](#)

[Map](#)



# CITY OF FLAGSTAFF

## Office of the City Clerk

7/16/2025

Rochan Goswami  
3960 N. Country Club Drive  
Flagstaff, AZ 86004  
[mobilcountryclub@gmail.com](mailto:mobilcountryclub@gmail.com)

Dear Mr. Goswami,

Your application for a Sampling Privilege on your active Series 09 (Liquor Store License) Liquor License for Mobil located at 3960 N. Country Club Drive Flagstaff, AZ was posted on June 26, 2025. The City Council will consider the application at a public hearing during their scheduled Regular City Council Meeting on **July 29, 2025, which is scheduled to begin at 3:00 p.m.**

It is important that you or your representative attend this Council Meeting via video conference ([Microsoft Teams Meeting](#)) or in person and be prepared to answer any questions the City Council may have. Failure to be available for questions could result in a recommendation for denial of your application. We suggest you contact your legal counsel or the Department of Liquor Licenses and Control at 602-542-5141 to determine the criteria for your license. To help you understand how the public hearing process will be conducted, we are enclosing a copy of the City's liquor license application hearing procedures. Please note, should you wish to address Council about your application you are allotted 10 minutes to do so after the staff presentation. *You are not required to speak but we want to make you aware of the opportunity.* Please inform our office if you plan on doing so as we will incorporate any materials or attachments for City Council to review.

The twenty-day posting period for your liquor license application is set to expire on July 16, 2025, and the application may be removed from the premises at that time.

If you have any questions, please email me at [georganna.staskey@flagstaffaz.gov](mailto:georganna.staskey@flagstaffaz.gov).

Sincerely,

Georganna Staskey  
Deputy City Clerk

Enclosures



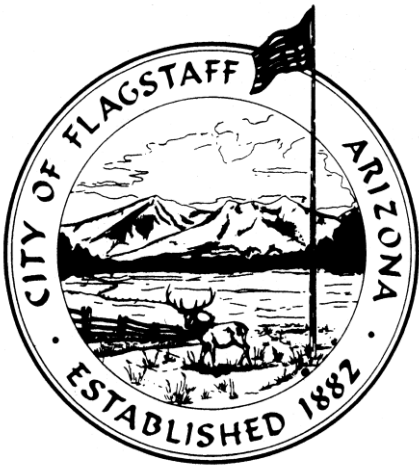
# City of Flagstaff

## Liquor License Application Hearing Procedures

1. When the matter is reached at the Council meeting, the presiding officer will open the public hearing on the item.
2. The presiding officer will then ask whether City staff have information to present to the Council regarding the application. Staff should come forward at this point and present information to the Council in a presentation not exceeding ten (10) minutes. Council may question City staff regarding the testimony or other evidence provided by City staff.
3. The presiding officer will request that the Applicant come forward to address the Council regarding the application. The applicant can give a presentation not exceeding ten (10) minutes. Council may question the Applicant regarding the testimony or other evidence provided by the Applicant.
4. Other parties, if any, may then testify, limited to three (3) minutes per person. Council may question these parties regarding the testimony they present to the Council.
5. The Applicant may make a concise closing statement to the Council, limited to five (5) minutes. During this statement, Council may ask additional questions of the Applicant.
6. City staff may make a concise closing statement to the Council, limited to five (5) minutes. During this statement, Council may ask additional questions of City Staff.
7. The presiding officer will then close the public hearing.
8. The Council will then, by motion, vote to forward the application to the State with a recommendation of approval, disapproval, or shall vote to forward with no recommendation.

## **R19-1-702. Determining Whether to Grant a License for a Certain Location**

- A. To determine whether public convenience requires and the best interest of the community will be substantially served by issuing or transferring a license at a particular unlicensed location, local governing authorities and the Board may consider the following criteria:
1. Petitions and testimony from individuals who favor or oppose issuance of a license and who reside in, own, or lease property within one mile of the proposed premises;
  2. Number and types of licenses within one mile of the proposed premises;
  3. Evidence that all necessary licenses and permits for which the applicant is eligible at the time of application have been obtained from the state and all other governing bodies;
  4. Residential and commercial population of the community and its likelihood of increasing, decreasing, or remaining static;
  5. Residential and commercial population density within one mile of the proposed premises;
  6. Evidence concerning the nature of the proposed business, its potential market, and its likely customers;
  7. Effect on vehicular traffic within one mile of the proposed premises;
  8. Compatibility of the proposed business with other activity within one mile of the proposed premises;
  9. Effect or impact on the activities of businesses or the residential neighborhood that might be affected by granting a license at the proposed premises;
  10. History for the past five years of liquor violations and reported criminal activity at the proposed premises provided that the applicant received a detailed report of the violations and criminal activity at least 20 days before the hearing by the Board;
  11. Comparison of the hours of operation at the proposed premises to the hours of operation of existing businesses within one mile of the proposed premises; and
  12. Proximity of the proposed premises to licensed childcare facilities as defined by A.R.S. § 36-881.
- B. This Section is authorized by A.R.S. § 4-201(I).



# FLAGSTAFF POLICE DEPARTMENT

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ADMIN FAX (928)213-3372

TDD 1-800-842-4681



Police Chief  
Sean P. Connolly

## MEMORANDUM

**Memo #25-036**

**TO: Chief Connolly**

**FROM: Det. Wotasik #612**

**DATE: June 30<sup>th</sup>, 2025**

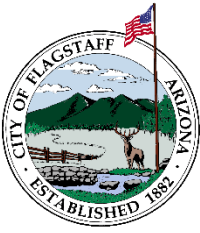
**RE: New Application – Series 09 (Liquor Store) Liquor License Application–  
Mobil**

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On June 30<sup>th</sup>, 2025, I initiated an investigation into a new application for a Series 09 (Liquor Store) liquor license filed by Rochan Goswami. This is for a new application, and the application number is 351423. It is for Mobil, located at the 3960 N Country Club Dr, Flagstaff AZ 86004

I conducted a query through local systems and public access on the above listed names. I discovered no derogatory records. I conducted a search for current or historical liquor violations on the business and discovered no violations.

This business is not located within 300 feet of a school.



## Planning and Development Services Memorandum

To: Stacy Saltzburg, City Clerk  
From: Reggie Eccleston, Code Compliance Manager  
CC: Michelle McNulty, Planning Director  
Date: June 30, 2025  
Re: Application for Liquor License #351423  
3960 N Country Club Dr., Flagstaff, Arizona 86004  
Assessor's Parcel Number 113-29-003L  
Rochan Goswami on behalf of Mobil

---

This application is a request for a new Series 9 Liquor Store liquor license and a Series 10 Beer & Wine Store liquor license by Rochan Goswami on behalf of Mobil. This business is located within the Highway Commercial district. This district does allow for this use.

There are no active Zoning Code violations associated with the applicant or the property at this time.

## License Types: Series 12 Restaurant License

Non-transferable

On-sale retail privileges

Note: Terms in **BOLD CAPITALS** are defined in the [glossary](#).

---

### PURPOSE:

Allows the holder of a restaurant license to sell and serve spirituous liquor solely for consumption on the premises of an establishment which derives at least forty percent (40%) of its gross revenue from the sale of food.

### ADDITIONAL RIGHTS AND RESPONSIBILITIES:

An applicant for a restaurant license must file a copy of its restaurant menu and Restaurant Operation Plan with the application. The Plan must include listings of all restaurant equipment and service items, the restaurant seating capacity, and other information requested by the department to substantiate that the restaurant will operate in compliance with Title 4.

The licensee must notify the Department, in advance, of any proposed changes in the seating capacity of the restaurant or dimensions of a restaurant facility.

A restaurant licensee must maintain complete restaurant services continually during the hours of selling and serving of spirituous liquor, until at least 10:00 p.m. daily, if any spirituous liquor is to be sold and served up to 2:00 a.m.

On any original applications, new managers and/or the person responsible for the day-to-day operations must attend a basic and management training class.

A licensee acting as a **RETAIL AGENT**, authorized to purchase and accept **DELIVERY** of spirituous liquor by other licensees, must receive a certificate of registration from the Department.

A **PREGNANCY WARNING SIGN** for pregnant women consuming spirituous liquor must be posted within twenty (20) feet of the cash register or behind the bar.

A log must be kept by the licensee of all persons employed at the premises including each employee's name, date and place of birth, address and responsibilities.

Bar, beer and wine bar, and restaurant licensees must pay an annual surcharge of \$20.00. The money collected from these licensees will be used by the Department for an auditor to review compliance by restaurants with the restaurant licensing provisions of ARS 4-205.02.

## License Types: Series 09 Liquor Store License (All spirituous liquors)

Transferable (From person to person and/or location to location within the same county only)

Off-sale retail privileges

Note: Terms in **BOLD CAPITALS** are defined in the [glossary](#).

---

### PURPOSE:

Allows a spirituous liquor store retailer to sell all spirituous liquors, only in the original unbroken package, to be taken away from the premises of the retailer and consumed off the premises.

### ADDITIONAL RIGHTS AND RESPONSIBILITIES:

A retailer with off-sale privileges may deliver spirituous liquor off of the licensed premises in connection with a retail sale. Payment must be made no later than the time of **DELIVERY**. The retailer must complete a Department approved "Record of Delivery" form for each spirituous liquor retail delivery.

On any original applications, new managers and/or the person responsible for the day-to-day operations must attend a basic and management training class.

A licensee acting as a **RETAIL AGENT**, authorized to purchase and accept delivery of spirituous liquor by other licensees, must receive a certificate of registration from the Department.

A **PREGNANCY WARNING SIGN** for pregnant women consuming spirituous liquor must be posted within twenty (20) feet of the cash register or behind the bar.

PRIVILEGES BY LICENSE TYPE

**No Retail Sales Privileges**

**Out-of-state Producer (series 2)** may produce all spirituous liquor, may sell liquor produced on-site to Arizona-licensed wholesalers. Note: Persons holding an Arizona Out-of-state licenses must operate in compliance with laws of their state of origin.

**Wholesaler (series 4)** may deal in all spirituous liquor, may purchase from in- and out-of-state Arizona-licensed producers, may sell to Arizona-licensed retailers and may sell Arizona-licensed wholesaler-to-Arizona-licensed wholesaler

**Direct Shipment (series 17W)** a bonded winery may ship wine directly to consumer, *A.R.S. §4-203.04*

**Alternating Proprietorship (series 20)** may deal in wine only, allows multiple Arizona-licensed farm wineries to produce their wine on a shared premises. Each participating licensee completes an annual production report, *A.R.S. §4-205.04(D)*

**Custom Crush (series 21)** may deal in wine only, allows an Arizona-licensed farm winery to produce wine using fruit supplied by another Arizona-licensed farm winery. Each participating licensee completes an annual production report, *A.R.S. §4-205.04(E)*

**On-sale Retail Privileges**

(sale of liquor to drink on-site)

**Government (series 5)** may sell all spirituous liquor to patrons to drink on site, *A.R.S. §4-205.03*

**Conveyance (series 8)** may sell all spirituous liquor to patrons to drink on site, *A.R.S. §4-205.07*

**Hotel/Motel w/Restaurant (series 11)** may sell all spirituous liquor to patrons to drink on site, *A.R.S. §4-205.01*, *A.R.S. §4-205.06*

**Restaurant (series 12)** may sell all spirituous liquor to patrons to drink on site, *A.R.S. §4-205.02*

**Private Club (series 14)** may sell all spirituous liquor to bona fide members and their guests to drink on site, *A.R.S. §4-101(5) and (7)*, *A.R.S. §4-116*, *A.R.S. §4-205*, *A.R.S. §4-228*

**Off-sale Retail Privileges**

(sale of liquor "to-go")

**Liquor Store (series 9)** may sell all spirituous liquor "to-go" in the original, sealed container, may provide residential delivery, may conduct limited on-site sampling events using product supplied by an Arizona-licensed producer or wholesaler, *A.R.S. §4-203(J)*, *A.R.S. §4-210(D)*

**Beer & Wine Store (series 10)** may sell beer and wine "to-go" in the original, sealed container, may provide residential delivery, may conduct limited on-site sampling events using product supplied by an Arizona-licensed producer or wholesaler, *A.R.S. §4-203(J)*, *A.R.S. §4-210(D)*

**Liquor Store (series 9S)** may sell all spirituous liquor "to-go" in the original, sealed container, may provide residential delivery, may conduct on-site sampling events using store inventory, *A.R.S. §4-206.01(F)*

**Beer & Wine Store (series 10S)** may sell beer and wine "to-go" in the original, sealed container, may provide residential delivery, may conduct on-site sampling events using store inventory, *A.R.S. §4-206.01(F)*

**On- and Off-sale Retail Privileges**

(sale of liquor to drink on-site and "to-go")

**In-state Producer (series 1)** may produce all spirituous liquor, may sell liquor for resale to Arizona-licensed wholesalers, may sell liquor produced on site to customers who are physically present at the licensed location, *A.R.S. §4-243.02*

**Out-of-state Craft Distillery (series 2D)** may produce less than 20,000 gallons of distilled spirits annually on site, may sell and ship to Arizona-licensed wholesalers, may sell unlimited amount of distilled spirits produced on premises for on-site consumption and "to-go" in the original, sealed container to customers who are physically present at the distillery, may sell and ship to Arizona-licensed retailers when annual production is less than 1,189 gallons, *A.R.S. §4-205.10* Note: Persons holding an Arizona Out-of-state licenses must operate in compliance with laws of their state of origin.

**Limited Out-of-state Winery (series 2L)** may sell no more than 240 gallons of wine produced on-premises to Arizona-licensed wholesalers, *A.R.S. §4-205.04* Note: Persons holding an Arizona Out-of-state licenses must operate in compliance with laws of their state of origin.

**Out-of-state Farm Winery (series 2W)** may produce less than 40,000 gallons wine annually, may sell and ship wine produced on-site to Arizona-licensed wholesalers, may sell unlimited amount of wine produced on premises for on-site consumption and "to-go" in the original, sealed container to customers who are physically present at the winery, may sell to Arizona-licensed retailers when annual production is not more than 20,000, *A.R.S. §4-205.04* Note: Persons holding an Arizona Out-of-state licenses must operate in compliance with laws of their state of origin.

**Out-of-state Microbrewery (series 2M)** may produce less than 6,200,000 gallons of beer annually for all microbreweries under common ownership, may sell and ship beer produced on-site to Arizona-licensed wholesalers, may self-distribute not more than 93,000 gallons of beer produced on premises to other retail licensees annually, any microbrewery producing more than 1,240,000 gallons may not apply for retail licenses for remote locations or distribute beer directly to retail licensees, authorized to sell beer produced by other microbreweries for on-site consumption only, may hold a combined total of seven retail licenses in Arizona if those licenses are issued only as bar, beer and wine bar or restaurant licenses, may sell unlimited amount of beer produced on premises for on-site consumption and "to-go" in the original, sealed container to customers who are physically present at the brewery, *A.R.S. §4-205.08* Note: Persons holding an Arizona Out-of-state licenses must operate in compliance with laws of their state of origin.

**In-state Microbrewery (series 3)** may produce less than 6,200,000 gallons of beer annually for all microbreweries under common ownership, may sell and ship beer produced on site to Arizona-licensed wholesalers, may self-distribute not more than 93,000 gallons of beer produced on premises to other retail licensees annually, any microbrewery producing more than 1,240,000 gallons may not apply for retail licenses for remote locations or distribute beer directly to retail licensees, authorized to sell beer produced by other microbreweries for on-site consumption only, may hold a combined total of seven retail licenses in Arizona if those licenses are issued only as bar, beer and wine bar or restaurant licenses, may sell unlimited amount of beer produced on premises for on-site consumption and "to-go" in the original, sealed container to customers who are physically present at the brewery, *A.R.S. §4-205.08*.

**Bar (series 6)** may sell all spirituous liquor for customers to drink on site, may sell liquor "to-go" in original, unopened container in amounts not to exceed 30% of on-sale receipts, *A.R.S. §4-206.01*

**Beer & Wine Bar (series 7)** may sell beer and wine to customers to drink on site, may sell liquor "to-go" in original, unopened container in amounts not to exceed 30% of on-sale receipts, *A.R.S. §4-206.01*

**In-state Farm Winery (series 13)** may produce less than 40,000 gallons wine annually, may sell and ship wine produced on site to Arizona-licensed wholesalers, may sell unlimited amount of wine produced on site for on-site consumption and "to-go" in the original, sealed container to customers who are physically present at the winery, may sell to Arizona-licensed retailers when annual production is less than 20,000, *A.R.S. §4-205.04*

**Special Event (series 15)** may sell all spirituous liquor to patrons to drink on site, may auction liquor "to-go" in the sealed, original container, *A.R.S. §4-203.02*

**Wine Fair/Wine Festival (series 16W)** may sell wine to patrons to drink on site and "to-go" in sealed, original container, *A.R.S. §4-203.03*

**Craft Distillery Fair/Festival (series 16D)** may sell distilled spirits to patrons to drink on site and "to-go" in sealed, original container, *A.R.S. §4-205.11*

**In-state Craft Distillery (series 18)** may produce less than 20,000 gallons of distilled spirits annually on-premises, may sell and ship to Arizona-licensed wholesalers, may sell distilled spirits produced on premises to patrons to drink on site and "to-go" in the original, sealed container to customers who are physically present at the distillery, may sell and ship to Arizona-licensed retailers when annual production is less than 1,189 gallons, *A.R.S. §4-205.10*

- continued on next page -

### **On- and Off-sale Retail Privileges (continued)**

(sale of liquor to drink on-site and "to-go")

**Remote Tasting Room - wine (series 19)** allows an Arizona-licensed farm winery to operate up to two tasting rooms. May sell wine produced at their Series 13 or 2W location. Make sales of wine produced by other series 13 or 2W licensees that does not to exceed 20% of total tasting room sales. Wine sales are permitted only to customers who are physically present at the tasting room, *A.R.S. §4-205.04(F)*

**Remote Tasting Room – distilled spirits (series 19)** allows an Arizona-licensed craft distillery to operate one tasting room. May sell distilled spirits produced at their Series 18 or 2D location. Make sales of distilled sprits produced by other series 18 or 2D licensees that does not to exceed 20% of total tasting room sales. Sales are permitted only to customers who are physically present at the tasting room, *A.R.S. §4-205.10(F)*

### **Retail Shipping Privileges**

(ship to private residences in Arizona)

**Out-of-state Craft Distillery (series 2D)** when annual production is less than 1,189 gallons of spirits produced on-site, may take orders, sell, and ship to Arizona residents, *A.R.S. §4-205.10(C)(7)*. Note: Persons holding an Arizona Out-of-state licenses must operate in compliance with laws of their state of origin.

**Out-of-state Farm Winery (series 2W)** when annual production is less than 20,000 gallons liquor of wine produced on-site, may take orders, sell and ship to Arizona residents, *A.R.S. §4-205.04(C)(9)*. Note: Persons holding an Arizona Out-of-state licenses must operate in compliance with laws of their state of origin.

**In-state Farm Winery (series 13)** when annual production is less than 20,000 gallons wine produced on-site, may take orders, sell, and ship to Arizona residents *A.R.S. §4-205.04(C)(9)*

**In-state Craft Distillery (series 18)** when annual production is less than 1,189 gallons of spirits produced on-site, may sell and ship to Arizona residents *A.R.S. §4-205.10(C)(7)*

### **Retail Delivery Privileges**

(deliver to private residences in Arizona)

**Bar (series 6)** may deliver all spirituous liquor in the original, sealed container to Arizona residents in amounts that do not exceed 30% of on-sale receipts, *A.R.S. §4-206.01(F)*

**Beer & Wine Bar (series 7)** may deliver beer and wine in the original, sealed container to Arizona residents in amounts that do not exceed 30% of on-sale receipts, *A.R.S. §4-206.01(F)*,

**Liquor Store (series 9)** may deliver all spirituous liquor in the original, sealed container to Arizona residents, *A.R.S. §4-206.01*

**Beer & Wine Store (series 10)** may deliver beer and wine in the original, sealed container to Arizona residents, *A.R.S. §4-209(10)*

**In-state Farm Winery (series 13)** when annual production is less than 20,000 gallons of wine produced on-site, may take orders, sell, and deliver in the original, sealed container to Arizona residents, *A.R.S. §4-205.04(C)(9)*

**In-state Craft Distillery (series 18)** when annual production is less than 1,189 gallons of spirits produced on-site, may take orders, sell, and deliver in the original, sealed container to Arizona residents, *A.R.S. §4-205.10(C)(7)*

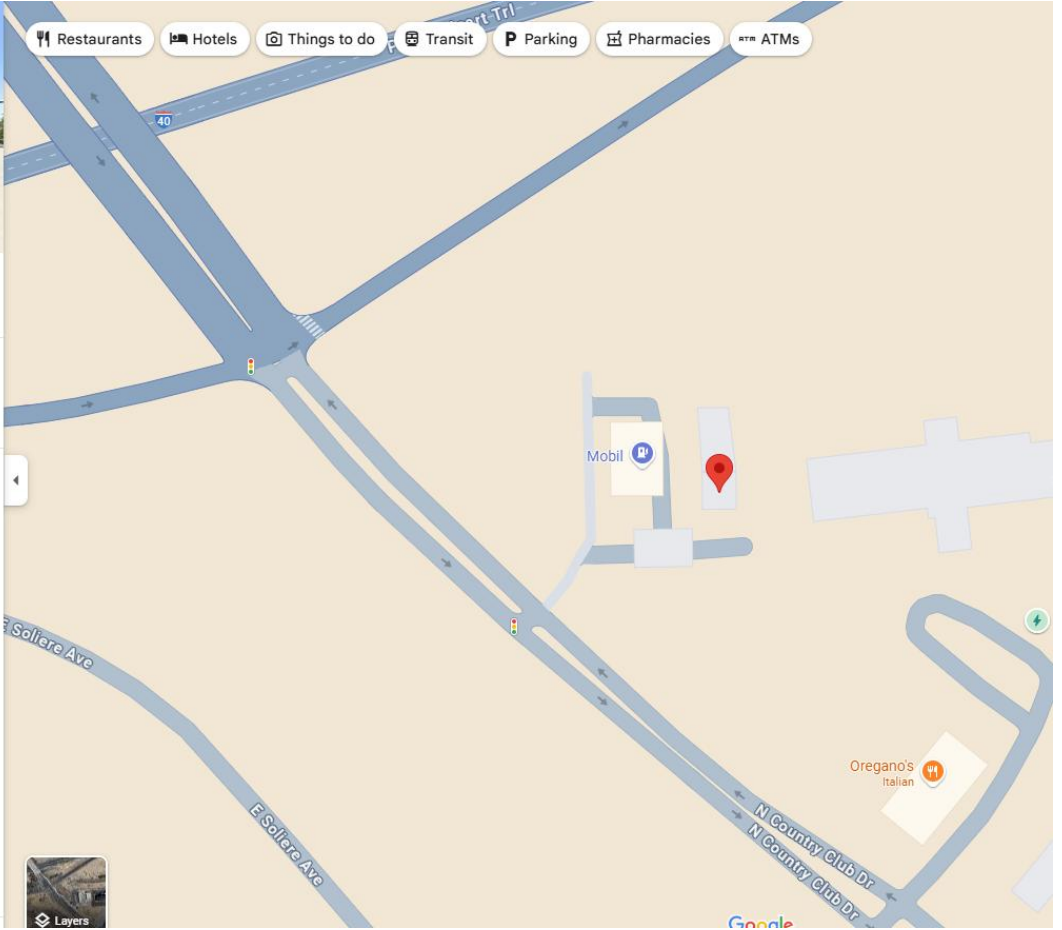


3960 N Country Club Dr  
Building

- Directions
- Save
- Nearby
- Send to phone
- Share

- 3960 N Country Club Dr, Flagstaff, AZ 86004
- Suggest an edit on 3960 N Country Club Dr
- Add a missing place
- Add your business
- Add a label
- Your Maps activity

Photos



**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Stacy Saltzburg, City Clerk  
**Date:** 07/18/2025  
**Meeting Date:** 07/29/2025



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**TITLE:**

**Consideration and Action on Liquor License Application:** Rosalita Wilson, "Ashurst Hall", 624 Knoles Dr., Series 05 (Government), New License

**STAFF RECOMMENDED ACTION:**

1. Forward the application to the State with a recommendation for approval; or
2. Forward the application to the State with a recommendation for denial based on the testimony received at the public hearing and/or other factors.

**Executive Summary:**

The liquor license process begins at the State level and applications are then forwarded to the respective municipality for posting of the property and holding a public hearing, after which the Council recommendation is forwarded back to the State. A Series 5 license allows for a government agency to sell and serve spirituous liquor solely for consumption on the premises. If approved, the Ashurst Hall will be one of seven active series 05 license in Flagstaff.

To view surrounding liquor licenses, please visit the [Active Liquor Licenses Map](#).

The application was properly posted on July 2, 2025 and the Police and Community Development divisions have reviewed the application and provided their respective reports. No written protests have been received to date.

**Financial Impact:**

There is no budgetary impact to the City of Flagstaff as this is a recommendation to the State.

**Policy Impact:**

Not applicable

**Previous Council Decision or Community Discussion:**

Not applicable

**Options and Alternatives to Recommended Action:**

1. Forward the application to the State with a recommendation for approval; or
2. Forward the application to the State with a recommendation for denial based on the testimony received at the public hearing and/or other factors.

**Connection to PBB Priorities and Objectives:**

Liquor licenses are a regulatory action and there are no Community Priorities that directly apply.

**Connection to Regional Plan:**

Not applicable

**Connection to Carbon Neutrality Plan:**

Not applicable

**Connection to 10-Year Housing Plan:**

Not applicable

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**Attachments:**

Letter to Applicant

Hearing Procedures

PD Memo

Code Memo

Series 05 Description

Map



# CITY OF FLAGSTAFF

## Office of the City Clerk

7/16/2025

Rosalita Wilson  
1050 S. Knoles Bldg 30 Room 209  
Flagstaff, AZ 86011  
Rosalita.wilson@sodexo.com

Dear Ms. Wilson,

Your application for a Series 05 (Government) Liquor License for NAU Ashurst Hall located at 624 Knoles Dr. Flagstaff, AZ was posted on July 2, 2025. The City Council will consider the application at a public hearing during their scheduled Regular City Council Meeting on **July 29, 2025, which is scheduled to begin at 3:00 p.m.**

It is important that you or your representative attend this Council Meeting via video conference ([Microsoft Teams Meeting](#)) or in person and be prepared to answer any questions the City Council may have. Failure to be available for questions could result in a recommendation for denial of your application. We suggest you contact your legal counsel or the Department of Liquor Licenses and Control at 602-542-5141 to determine the criteria for your license. To help you understand how the public hearing process will be conducted, we are enclosing a copy of the City's liquor license application hearing procedures. Please note, should you wish to address Council about your application you are allotted 10 minutes to do so after the staff presentation. *You are not required to speak but we want to make you aware of the opportunity.* Please inform our office if you plan on doing so as we will incorporate any materials or attachments for City Council to review.

The twenty-day posting period for your liquor license application is set to expire on July 22, 2025, and the application may be removed from the premises at that time.

If you have any questions, please email me at [georganna.staskey@flagstaffaz.gov](mailto:georganna.staskey@flagstaffaz.gov).

Sincerely,

Georganna Staskey  
Deputy City Clerk

Enclosures



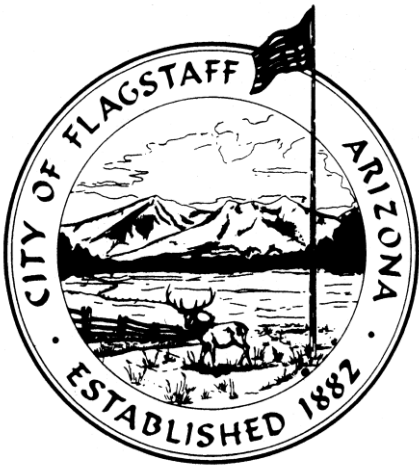
# City of Flagstaff

## Liquor License Application Hearing Procedures

1. When the matter is reached at the Council meeting, the presiding officer will open the public hearing on the item.
2. The presiding officer will then ask whether City staff have information to present to the Council regarding the application. Staff should come forward at this point and present information to the Council in a presentation not exceeding ten (10) minutes. Council may question City staff regarding the testimony or other evidence provided by City staff.
3. The presiding officer will request that the Applicant come forward to address the Council regarding the application. The applicant can give a presentation not exceeding ten (10) minutes. Council may question the Applicant regarding the testimony or other evidence provided by the Applicant.
4. Other parties, if any, may then testify, limited to three (3) minutes per person. Council may question these parties regarding the testimony they present to the Council.
5. The Applicant may make a concise closing statement to the Council, limited to five (5) minutes. During this statement, Council may ask additional questions of the Applicant.
6. City staff may make a concise closing statement to the Council, limited to five (5) minutes. During this statement, Council may ask additional questions of City Staff.
7. The presiding officer will then close the public hearing.
8. The Council will then, by motion, vote to forward the application to the State with a recommendation of approval, disapproval, or shall vote to forward with no recommendation.

## **R19-1-702. Determining Whether to Grant a License for a Certain Location**

- A. To determine whether public convenience requires and the best interest of the community will be substantially served by issuing or transferring a license at a particular unlicensed location, local governing authorities and the Board may consider the following criteria:
1. Petitions and testimony from individuals who favor or oppose issuance of a license and who reside in, own, or lease property within one mile of the proposed premises;
  2. Number and types of licenses within one mile of the proposed premises;
  3. Evidence that all necessary licenses and permits for which the applicant is eligible at the time of application have been obtained from the state and all other governing bodies;
  4. Residential and commercial population of the community and its likelihood of increasing, decreasing, or remaining static;
  5. Residential and commercial population density within one mile of the proposed premises;
  6. Evidence concerning the nature of the proposed business, its potential market, and its likely customers;
  7. Effect on vehicular traffic within one mile of the proposed premises;
  8. Compatibility of the proposed business with other activity within one mile of the proposed premises;
  9. Effect or impact on the activities of businesses or the residential neighborhood that might be affected by granting a license at the proposed premises;
  10. History for the past five years of liquor violations and reported criminal activity at the proposed premises provided that the applicant received a detailed report of the violations and criminal activity at least 20 days before the hearing by the Board;
  11. Comparison of the hours of operation at the proposed premises to the hours of operation of existing businesses within one mile of the proposed premises; and
  12. Proximity of the proposed premises to licensed childcare facilities as defined by A.R.S. § 36-881.
- B. This Section is authorized by A.R.S. § 4-201(I).



# FLAGSTAFF POLICE DEPARTMENT

911 SAWMILL RD • FLAGSTAFF, ARIZONA 86001 • (928) 779-3646

ADMIN FAX (928)213-3372

TDD 1-800-842-4681



Police Chief  
Sean P. Connolly

## MEMORANDUM

**Memo #25-039**

**TO: Chief Connolly**

**FROM: Det. Wotasik #612**

**DATE: July 8<sup>th</sup>, 2025**

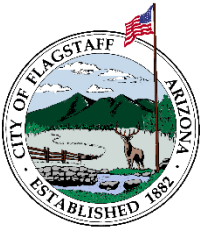
**RE: New Application – Series 05 (Government) Liquor License Application–  
Rosalita Wilson- NAU DuBois South Union and Ashurst Hall**

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On July 8<sup>th</sup>, 2025, I initiated an investigation into a new application for a Series 05 (Government) liquor license filed by Rosalita Wilson (Agent) and Frank Alvarado (Manager). This is for 2 new applications, and the application numbers are 351421 and 351422. They are for DuBois South Union and Ashurst Hall, located on NAU Campus at 624 S Knoles Dr, Flagstaff AZ 86011 and 306 E Pine Knoll Dr, Flagstaff AZ 86011.

I conducted a query through local systems on the above listed names. I discovered no derogatory records. I conducted a search for current or historical liquor violations on the business and discovered no violations.

I found evidence that the applicant has taken the mandatory liquor license training.



## Planning and Development Services Memorandum

To: Stacy Saltzburg, City Clerk  
From: Reggie Eccleston, Code Compliance Manager  
CC: Michelle McNulty, Planning Director  
Date: July 3, 2025  
Re: Application for Liquor License #351421  
1050 S Knoles Dr., Flagstaff, Arizona 86011  
Assessor's Parcel Number 103-05-002  
Rosalita Wilson on behalf of NAU Ashurst Hall

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This application is a request for a new Series 005 Government liquor license by Rosalita Wilson on behalf of NAU Ashurst Hall. This business is located within the Public Facility district. This district does allow for this use.

There are no active Zoning Code violations associated with the applicant or the property at this time.

## **License Type: Series 5 Government**

Non-transferable

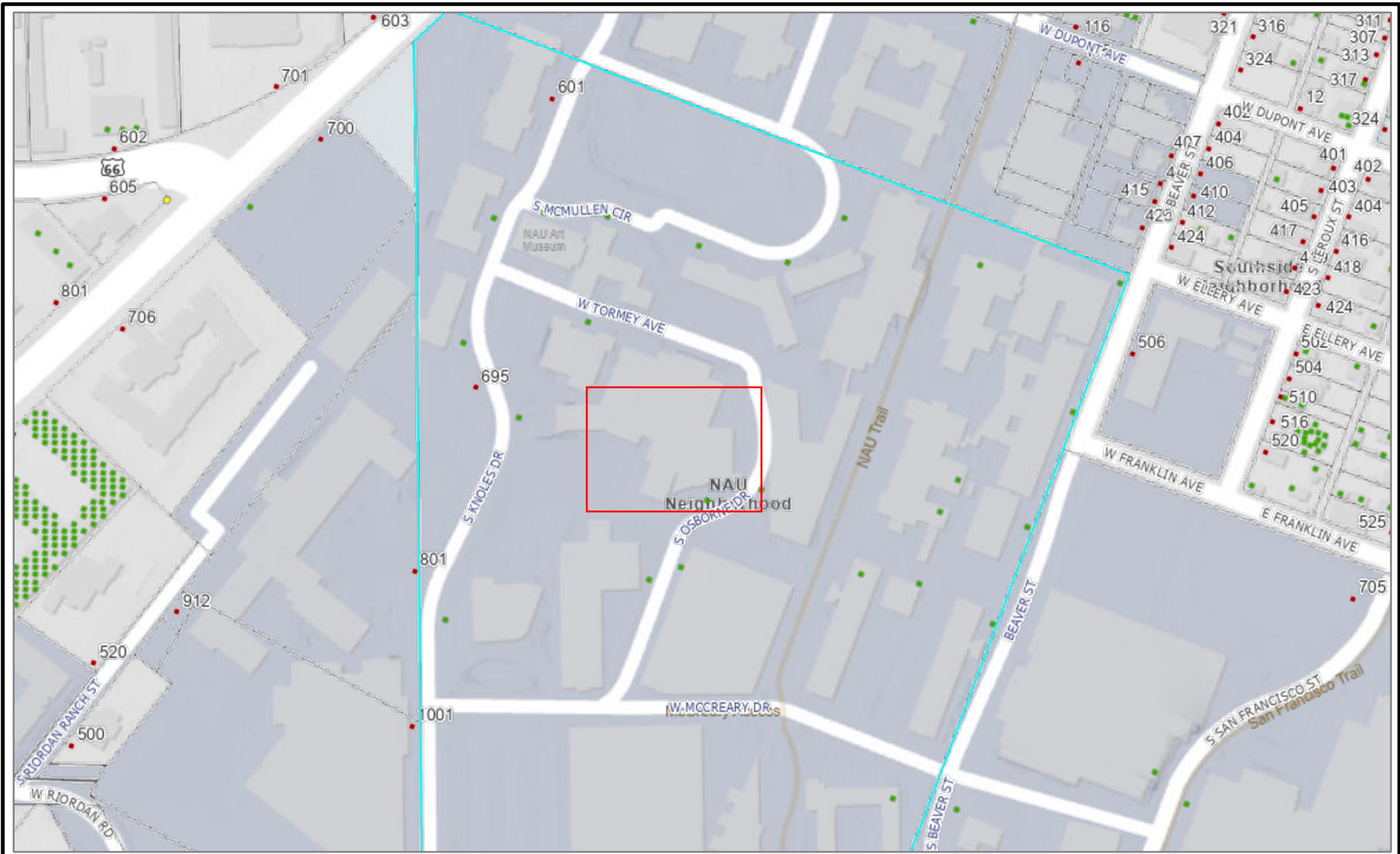
On-sale retail privileges

### **PURPOSE:**

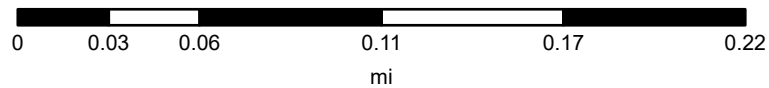
Allows the holder of a government license to sell and serve spirituous liquor solely for consumption on the premises for which the license is issued. The license is issued in the name of a county, city, town, state university or the Arizona Coliseum and exposition centerboard whose governing body has authorized its use. A separate license is required for each premise upon which spirituous liquor is served. The application must designate, for each location, a manager or other individual responsible for administering the license.

### **ADDITIONAL RIGHTS AND RESPONSIBILITIES:**

Applicants, licensees, and managers must take a Title 4 training course (liquor handling, laws and regulations) prior to approval. A pregnancy warning sign for pregnant women consuming spirituous liquor must be posted within twenty (20) feet of the cash register or behind the bar. An Employee Log must be kept by the licensee of all persons employed at the premises including each employee's name, date and place of birth, address and responsibilities.



# 624 S. Knoles Dr.



City of Flagstaff maps and data are updated on a regular basis from data obtained from various sources. The City of Flagstaff endeavors to provide accurate information, but accuracy is not guaranteed. You are strongly encouraged to obtain any information you need for a business or legal transaction from a surveyor, engineer, title company, or other licensed professional as appropriate. Information is provided subject to the express condition that you knowingly waive any and all claims for damages against the City of Flagstaff relating to use of this information.



7/18/2025 1:00 PM

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Stacy Saltzburg, City Clerk  
**Date:** 07/18/2025  
**Meeting Date:** 07/29/2025



---

**TITLE:**

**Consideration and Action on Liquor License Application:** Rosalita Wilson, "DuBois Center", 306 E Pine Knoll Dr., Series 05 (Government), New License

**STAFF RECOMMENDED ACTION:**

1. Forward the application to the State with a recommendation for approval; or
2. Forward the application to the State with a recommendation for denial based on the testimony received at the public hearing and/or other factors.

**Executive Summary:**

The liquor license process begins at the State level and applications are then forwarded to the respective municipality for posting of the property and holding a public hearing, after which the Council recommendation is forwarded back to the State. A Series 5 license allows for a government agency to sell and serve spirituous liquor solely for consumption on the premises. If approved, the DuBois will be one of eight active series 05 license in Flagstaff.

To view surrounding liquor licenses, please visit the [Active Liquor Licenses Map](#).

The application was properly posted on July 2, 2025 and the Police and Community Development divisions have reviewed the application and provided their respective reports. No written protests have been received to date.

**Financial Impact:**

There is no budgetary impact to the City of Flagstaff as this is a recommendation to the State.

**Policy Impact:**

Not applicable

**Previous Council Decision or Community Discussion:**

Not applicable

**Options and Alternatives to Recommended Action:**

1. Forward the application to the State with a recommendation for approval; or
2. Forward the application to the State with a recommendation for denial based on the testimony received at the public hearing and/or other factors.

**Connection to PBB Priorities and Objectives:**

Liquor licenses are a regulatory action and there are no Community Priorities that directly apply.

**Connection to Regional Plan:**

Not applicable

**Connection to Carbon Neutrality Plan:**

Not applicable

**Connection to 10-Year Housing Plan:**

Not applicable

---

**Attachments:**

[Letter to Applicant](#)

[Hearing Procedures](#)

[PD Memo](#)

[Code Memo](#)

[Series 05 Description](#)

[Map](#)



# CITY OF FLAGSTAFF

## Office of the City Clerk

7/16/2025

Rosalita Wilson  
1050 S. Knoles Bldg 30 Room 209  
Flagstaff, AZ 86011  
Rosalita.wilson@sodexo.com

Dear Ms. Wilson,

Your application for a Series 05 (Government) Liquor License for NAU DuBois Center located at 306 E Pine Knoll Dr. Flagstaff, AZ was posted on July 2, 2025. The City Council will consider the application at a public hearing during their scheduled Regular City Council Meeting on **July 29, 2025, which is scheduled to begin at 3:00 p.m.**

It is important that you or your representative attend this Council Meeting via video conference ([Microsoft Teams Meeting](#)) or in person and be prepared to answer any questions the City Council may have. Failure to be available for questions could result in a recommendation for denial of your application. We suggest you contact your legal counsel or the Department of Liquor Licenses and Control at 602-542-5141 to determine the criteria for your license. To help you understand how the public hearing process will be conducted, we are enclosing a copy of the City's liquor license application hearing procedures. Please note, should you wish to address Council about your application you are allotted 10 minutes to do so after the staff presentation. *You are not required to speak but we want to make you aware of the opportunity.* Please inform our office if you plan on doing so as we will incorporate any materials or attachments for City Council to review.

The twenty-day posting period for your liquor license application is set to expire on July 22, 2025, and the application may be removed from the premises at that time.

If you have any questions, please email me at [georganna.staskey@flagstaffaz.gov](mailto:georganna.staskey@flagstaffaz.gov).

Sincerely,

Georganna Staskey  
Deputy City Clerk

Enclosures



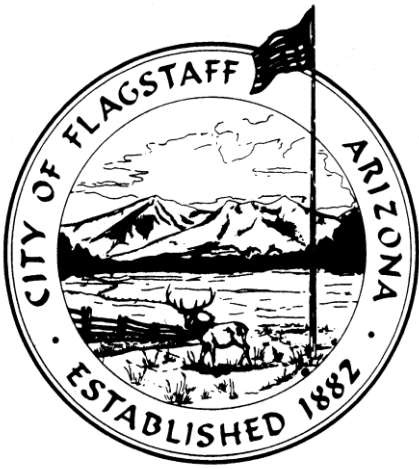
# City of Flagstaff

## Liquor License Application Hearing Procedures

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## **R19-1-702. Determining Whether to Grant a License for a Certain Location**

- A. To determine whether public convenience requires and the best interest of the community will be substantially served by issuing or transferring a license at a particular unlicensed location, local governing authorities and the Board may consider the following criteria:
1. Petitions and testimony from individuals who favor or oppose issuance of a license and who reside in, own, or lease property within one mile of the proposed premises;
  2. Number and types of licenses within one mile of the proposed premises;
  3. Evidence that all necessary licenses and permits for which the applicant is eligible at the time of application have been obtained from the state and all other governing bodies;
  4. Residential and commercial population of the community and its likelihood of increasing, decreasing, or remaining static;
  5. Residential and commercial population density within one mile of the proposed premises;
  6. Evidence concerning the nature of the proposed business, its potential market, and its likely customers;
  7. Effect on vehicular traffic within one mile of the proposed premises;
  8. Compatibility of the proposed business with other activity within one mile of the proposed premises;
  9. Effect or impact on the activities of businesses or the residential neighborhood that might be affected by granting a license at the proposed premises;
  10. History for the past five years of liquor violations and reported criminal activity at the proposed premises provided that the applicant received a detailed report of the violations and criminal activity at least 20 days before the hearing by the Board;
  11. Comparison of the hours of operation at the proposed premises to the hours of operation of existing businesses within one mile of the proposed premises; and
  12. Proximity of the proposed premises to licensed childcare facilities as defined by A.R.S. § 36-881.
- B. This Section is authorized by A.R.S. § 4-201(I).



# FLAGSTAFF POLICE DEPARTMENT

911 SAWMILL RD • FLAGSTAFF, ARIZONA 86001 • (928) 779-3646

ADMIN FAX (928)213-3372

TDD 1-800-842-4681



Police Chief  
Sean P. Connolly

## MEMORANDUM

**Memo #25-039**

**TO: Chief Connolly**

**FROM: Det. Wotasik #612**

**DATE: July 8<sup>th</sup>, 2025**

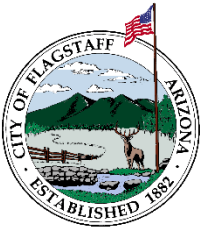
**RE: New Application – Series 05 (Government) Liquor License Application–  
Rosalita Wilson- NAU DuBois South Union and Ashurst Hall**

---

On July 8<sup>th</sup>, 2025, I initiated an investigation into a new application for a Series 05 (Government) liquor license filed by Rosalita Wilson (Agent) and Frank Alvarado (Manager). This is for 2 new applications, and the application numbers are 351421 and 351422. They are for DuBois South Union and Ashurst Hall, located on NAU Campus at 624 S Knoles Dr, Flagstaff AZ 86011 and 306 E Pine Knoll Dr, Flagstaff AZ 86011.

I conducted a query through local systems on the above listed names. I discovered no derogatory records. I conducted a search for current or historical liquor violations on the business and discovered no violations.

I found evidence that the applicant has taken the mandatory liquor license training.



## Planning and Development Services Memorandum

To: Stacy Saltzburg, City Clerk  
From: Reggie Eccleston, Code Compliance Manager  
CC: Michelle McNulty, Planning Director  
Date: July 3, 2025  
Re: Application for Liquor License #351422  
306 E Pine Knoll Dr., Flagstaff, Arizona 86011  
Assessor's Parcel Number 103-25-001D  
Rosalita Wilson on behalf of NAU Dubois Center

---

This application is a request for a new Series 005 Government liquor license by Rosalita Wilson on behalf of NAU Dubois Center. This business is located within the Public Facility district. This district does allow for this use.

There are no active Zoning Code violations associated with the applicant or the property at this time.

## **License Type: Series 5 Government**

Non-transferable

On-sale retail privileges

### **PURPOSE:**

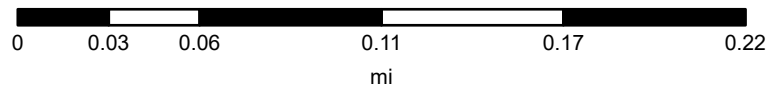
Allows the holder of a government license to sell and serve spirituous liquor solely for consumption on the premises for which the license is issued. The license is issued in the name of a county, city, town, state university or the Arizona Coliseum and exposition centerboard whose governing body has authorized its use. A separate license is required for each premise upon which spirituous liquor is served. The application must designate, for each location, a manager or other individual responsible for administering the license.

### **ADDITIONAL RIGHTS AND RESPONSIBILITIES:**

Applicants, licensees, and managers must take a Title 4 training course (liquor handling, laws and regulations) prior to approval. A pregnancy warning sign for pregnant women consuming spirituous liquor must be posted within twenty (20) feet of the cash register or behind the bar. An Employee Log must be kept by the licensee of all persons employed at the premises including each employee's name, date and place of birth, address and responsibilities.



# 306 E. Pine Knoll Dr.



City of Flagstaff maps and data are updated on a regular basis from data obtained from various sources. The City of Flagstaff endeavors to provide accurate information, but accuracy is not guaranteed. You are strongly encouraged to obtain any information you need for a business or legal transaction from a surveyor, engineer, title company, or other licensed professional as appropriate. Information is provided subject to the express condition that you knowingly waive any and all claims for damages against the City of Flagstaff relating to use of this information.



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