

# PRESENTATION GUIDELINES for the ABRA Policy Committee (APC)

# ANC 2F

Advisory Neighborhood Commission 2F

## ABOUT THE APC

The **ABRA Policy Committee (APC)** is the ANC 2F committee responsible for review of:

- New alcohol license requests;
- Alcohol license renewals;
- Stipulated alcohol license requests;
- License endorsement requests (sidewalk café, summer garden, entertainment, live music, etc.);
- Settlement Agreements (see *“Settlement Agreements” on reverse side*) with licensees.

The APC reviews the above types of alcohol license requests, and after considering the views of ANC 2F residents and business owners, makes recommendations for the full ANC 2F Commission’s consideration.

## ABOUT THE REVIEW PROCESS

**Licenses to sell alcohol** in the District of Columbia require the review and approval of the ABRA (Alcoholic Beverage Regulation Administration) Board. ABRA is required to afford **“great weight”** to the views of ANCs in considering approval.

The APC serves as the ANC’s **forum of first impression** for all alcohol license issues. As such, any license application or request within ANC 2F’s boundaries must first pass through the APC prior to consideration by the full ANC 2F Commission.

**The ANC 2F Commission will not review any ABRA license request that has not first been reviewed by the APC, unless the ANC Chair determines that the circumstances require expedited attention.**

## REVIEW PROCESS TIMELINE

ANC 2F seeks to promote a diverse and vibrant neighborhood, while mitigating the impact of commercial activity on residents. To that end, ANC 2F typically enters into Settlement Agreements (see *“Settlement Agreements” on reverse side*) with licensees. With the understanding that every situation is different, **license applicants should expect the following ANC 2F review process:**

### 45+ DAYS

#### BEFORE APC MEETING

**ANC 2F IS NOTIFIED** of a pending application, either by the applicant or ABRA.

**APPLICANTS** should contact ANC 2F to begin Settlement Agreement discussions ASAP. Applicants should also communicate with neighbors and residents in the immediate vicinity prior to APC consideration; **the APC will inquire about your outreach to surrounding neighbors.**

### 7+ DAYS

#### BEFORE APC MEETING

**THE APC USUALLY MEETS** the third Wednesday of each month (see hyperlinks at bottom of this page). To allow sufficient public notice of issues before the APC, we post the draft agenda on our website and distribute it to our email list seven (7) days prior to the meeting.

Those having business before the APC should contact the APC Chair and ANC Executive Director to be added to the meeting agenda **no later than 5pm seven (7) days in advance of the APC meeting.**

### AT THE APC MEETING

#### PRESENT TO THE APC:

1. Brief introduction;
2. State your specific request(s) for APC consideration;
3. Maximum ten (10) minute presentation;
4. APC Chair & Committee members ask questions;
5. Chair asks for community input and questions;
6. If applicable, APC Chair entertains a motion for an APC recommendation to the full ANC 2F Commission.

### AT THE ANC 2F MEETING

#### 2 OR 3 WEEKS LATER

**AT THE SUBSEQUENT ANC 2F COMMISSION MEETING**, the APC Chair reports all of the APC’s recommendations to the full Commission. Applicants are encouraged to attend the meeting to address any questions that may arise. In most cases, however, projects that receive unanimous APC support do not require further elaboration.

**THE ANC 2F COMMISSION THEN** votes on the APC’s recommendations and makes final recommendations to ABRA.

## YOUR REQUEST

**Be clear about your specific request(s) for the APC's consideration.** What is the nature of the application or request for which you are seeking ANC 2F support? For example:

- New Class "C" Restaurant license with endorsement for sidewalk café;
- Substantial change to existing Class "C" Tavern license for a change of hours of operation;
- Substantial change to existing Class "C" Restaurant license to add entertainment endorsement for live music;
- Stipulated Class "C" Restaurant license request;
- Renegotiate the terms of existing Settlement Agreement.

## COMMUNITY INPUT

The community is invited and encouraged to attend meetings of the APC and ANC 2F. Agendas are always published on the ANC 2F web site ([www.anc2f.org](http://www.anc2f.org)) seven (7) days in advance of meetings and distributed via email to the ANC 2F mailing list. [Click here to join our email list.](#)

The APC will inquire about applicants' outreach to immediate and surrounding neighbors who may be impacted by the license request. Direct communication between neighbors and license applicants/holders is encouraged to alleviate concerns and proactively resolve any issues. Neighbors may raise concerns at meetings of the APC or via written communication with the Committee Chair in advance of meetings.

## SETTLEMENT AGREEMENTS

ANC 2F typically enters into Settlement Agreements (SAs) with ABRA license holders, especially for Class "C" and "D" licenses. SAs address a variety of potential issues and concerns that ensure peace, order, and quality of living for all neighbors. ANC 2F uses a template Settlement Agreement ([view here](#)) as the starting point for discussions with applicants, understanding that each situation is unique and therefore individual SAs may vary.

**What issues do Settlement Agreements for Class "C" and Class "D" licenses (the most common license type) address?**

- Nature of business
- Hours of operation
- Sidewalk cafes and summer gardens
- Entertainment endorsements (ex: music)
- Noise
- Public space and trash
- Rat and vermin control
- Managing patrons
- Complaint log
- Security plan
- Compliance with ABRA regulations
- Other concerns, as appropriate

## ALCOHOL LICENSE CLASSES

### Class A: Liquor stores and wholesalers

Permits liquor stores and wholesalers to sell beer, wine and spirits. Settlement Agreements are not usually necessary.

### Class B: Grocery stores and wholesalers

Permits grocery stores and wholesalers to sell beer and wine. Settlement Agreements are not usually necessary.

### Class C: On-premise retailers

Permits on-premise retailers to sell and serve beer, wine and liquor. Settlement Agreements are usually appropriate.

### Class D: Restaurants, Taverns, Nightclubs & Hotels

Permits restaurants, taverns, nightclubs, hotels and multipurpose facilities to sell and serve beer and wine. Settlement Agreements are appropriate and address the issues outlined for Class "C" licenses.

### Class F: Special event (beer and wine)

Permits a temporary licensee for a special event to sell and serve beer and wine for up to 4 consecutive days. Settlement Agreements are not usually appropriate.

### Class G: Special event (beer, wine, and liquor)

Permits a temporary licensee for a special event to sell and serve beer, wine, and liquor for up to 4 consecutive days. Settlement Agreements are not usually appropriate.