

**CITY OF BETHLEHEM**

**Inter-Office Memorandum**

**SUBJECT:** Liquor License Transfers – Requirements – Updated Resolution

**TO:** Members of City Council

**FROM:** Tad J. Miller, City Clerk

**DATE:** April 14, 2026

Attached for City Council's consideration and adoption is a proposed Resolution that encompasses the procedures and requirements in connection with Liquor License Transfer requests, including legal advertisement. Stephanie Steward, City Council Solicitor, has reviewed and approved the proposed Resolution.

The attached proposed Resolution consolidates Resolutions 15,083, 2009-98, and 2012-114 adopted previously.

Tad J. Miller, City Clerk

Attachments

cc: Stephanie Steward, Esquire

**RESOLUTION NO. 2026-\_\_\_\_\_**

WHEREAS, the Council of the City of Bethlehem is mandated to review liquor license transfers; and

WHEREAS, the Council of the City of Bethlehem is desirous of assuring that adequate public notice is given to surrounding residents to assure their knowledge and input of the submissions to the City of Bethlehem.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BETHLEHEM, that in Council's consideration of liquor license transfers the following requirements and written certification must be provided to the Council of the City of Bethlehem:

The applicant, upon submission of an application for a liquor license transfer to City Council, shall submit the amount of Five Hundred and 00/100 (\$500.00) Dollars payable to the City of Bethlehem for the costs of legal advertisement and the administrative costs associated therewith.

The applicant shall submit a Certificate to City Council that all property owners within 500 feet of the proposed premises of the requested liquor license transfer have been notified by first class mail, postage prepaid at least ten (10) days prior to City Council's consideration of the liquor license transfer. Such notice shall include a summary of the liquor license transfer, indicate where such submission may be reviewed during normal business hours, and shall advise as to the date, time and place of consideration by Bethlehem City Council.

The applicant shall submit a Certificate to City Council that the subject property of the proposed liquor license transfer was posted at three conspicuous locations upon the property at least ten (10) days prior to City Council's consideration. Such posting shall include a summary of the proposed liquor license transfer, indicate where such submission may be reviewed during normal business hours, and shall advise as to date, time and place of consideration by Bethlehem City Council.

BE IT FURTHER RESOLVED that this Resolution supersedes Resolution No. 2012-114, Resolution No. 2009-98 and Resolution No. 15,083.

Sponsored by: /s/ \_\_\_\_\_

Sponsored by: /s/ \_\_\_\_\_

ADOPTED By Council this this day of April, 2026.

/s/ \_\_\_\_\_  
President of Council

ATTEST:

/s/ \_\_\_\_\_  
City Clerk

RESOLUTION NO. 2012-114

WHEREAS, the Council of the City of Bethlehem is mandated to review liquor license transfers; and

WHEREAS, the Council of the City of Bethlehem is desirous of assuring that adequate public notice is given to surrounding residents to assure their knowledge and input of the submissions to the City of Bethlehem.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BETHLEHEM that in Council's consideration of liquor license transfers the following requirements and written certification must be provided to the Council of the City of Bethlehem:

The applicant, upon submission of the proposed liquor license transfer to City Council, shall submit the amount of \$200 to the City of Bethlehem for the costs of legal advertisement.

A Certificate shall be submitted to City Council that all property owners within 500 feet of the proposed premises of the requested liquor license transfer have been notified by first class mail, postage prepaid at least ten (10) days prior to City Council's consideration of the liquor license transfer. Such notice shall include a summary of the liquor license transfer, indicate where such submission may be reviewed during normal business hours, and shall advise as to the date, time and place of consideration by Bethlehem City Council.

A Certificate shall be submitted to City Council that the subject property of the proposed liquor license transfer was posted at three conspicuous locations upon the property at least ten (10) days prior to City Council's consideration. Such posting shall include a summary of the proposed liquor license transfer, indicate where such submission may be reviewed during normal business hours, and shall advise as to date, time and place of consideration by Bethlehem City Council.

BE IT FURTHER RESOLVED that this Resolution supersedes Resolution No.15,083 and Resolution No. 2009-98.

Sponsored by            /s/ Michael D. Recchiuti

   /s/ Robert J. Donchez

ADOPTED By Council this 17th day of July, 2012.

   /s/ J. William Reynolds  
   Acting President of Council

ATTEST:

/s/ Cynthia H. Biedenkopf  
   City Clerk

RESOLUTION NO. 2009-98

WHEREAS, the Council of the City of Bethlehem is mandated for review of liquor license transfers, and the approval of studies, and of community and economic development plans (hereinafter "submissions") affecting the City and its residents; and

WHEREAS, the Council of the City of Bethlehem is desirous of assuring that adequate public notice is given to surrounding residents to assure their knowledge and input of the submissions to the City of Bethlehem; and

WHEREAS, the Council of the City of Bethlehem enacted Resolution No.15,083 incorporated herein requiring that in Council's consideration of liquor license transfers, and the approval of community and economic development plans and/or studies, the following written certification must be provided to the Council of the City of Bethlehem:

A Certificate shall be submitted in writing that all property owners within 500 feet of any submission have been notified by first class mail, and such notice shall include a summary of the submission, indicate where such documentation may be reviewed in detail during normal business hours, and shall further advise as to the date, time and place of consideration by the City of Bethlehem.

WHEREAS, the Council of the City of Bethlehem is desirous of the affected property being posted to further assure public notice.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BETHLEHEM that in Council's consideration of liquor license transfers and the approval of community and economic plans and/or studies, the following additional written certification must be provided to the Council of the City of Bethlehem.

A Certificate shall be submitted in writing that the affected property was posted at three conspicuous locations upon the premises with such posting to include a summary of the submission, indicate where such documentation may be reviewed in detail during normal business hours, and shall further advise as to the date, time and place for the consideration by the City of Bethlehem.

Sponsored by /s/ J. William Reynolds

/s/ Joseph F. Leeson, Jr.

ADOPTED By Council this 5th day of May, 2009.

/s/ Robert J. Donchez  
President of Council

ATTEST:

/s/ Cynthia H. Biedenkopf  
City Clerk

RESOLUTION NO. 15,083

WHEREAS, the Council of the City of Bethlehem is mandated for review of liquor license transfers, and the approval of studies, and of community and economic development plans (hereinafter "submissions") affecting the City and its residents; and

WHEREAS, the Council of the City of Bethlehem is desirous of assuring that adequate public notice is given to surrounding residents to assure their knowledge and input of the submissions to the City of Bethlehem.

NOW THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BETHLEHEM that in Council's consideration of liquor license transfers, and the approval of community and economic development plans and/or studies, the following written certification must be provided to the Council of the City of Bethlehem:

A Certificate shall be submitted in writing that all property owners within 500 feet of any submission have been notified by first class mail, and such notice shall include a summary of the submission, indicate where such documentation may be reviewed in detail during normal business hours, and shall further advise as to the date, time and place of consideration by the City of Bethlehem.

Sponsored by /s/ Joseph F. Leeson, Jr.

/s/ Robert J. Donchez

ADOPTED by Council this 19th day of June, 2007.

/s/ J. Michael Schweder  
President of Council

ATTEST:

/s/ Cynthia H. Biedenkopf  
City Clerk