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July 16, 2019

**MEMORANDUM**

TO: Alcoholic Beverage License Holders

FROM: Cynthia Gaines  
Deputy City Clerk

RE: Changes to the Rules and Procedures of the City of Annapolis  
Alcoholic Beverage Control Board

*The purpose of this memo is to notify the City of Annapolis Alcoholic Beverage License Holders of an amendment to the City of Annapolis Alcoholic Beverage Control Board Rules and Regulations. The approved amendment will be posted online for two weeks beginning July 19, 2019 as required per City Code 2.04.090.*

*During the Regular Meeting of the City of Annapolis Alcoholic Beverage Control Board on July 3, 2019, the Board moved to approve the following **Chapter 3.9 A & B Off Site Delivery by Class A Licensees.***

***Amended Language:***

**CHAPTER 3 RULES AND PROHIBITED PRACTICES APPLICABLE TO LICENSEES**

**3.9 OFF-SITE DELIVERY BY CLASS A LICENSEES.**

- A.** A Class A Licensee shall not make off-site or off-premises deliveries of alcoholic beverages without prior authorization from the Board. ~~Such Board authorization shall be requested at each annual renewal if the Licensee proposes to begin or to continue off-site or off-Premises deliveries of Alcoholic Beverages.~~ Requests

for such authorization shall be made ~~in~~ **by using** a form prescribed by the Board and shall include a detailed description of the methods to be used to avoid delivery to **underaged** persons ~~under the age of twenty-one (21) years old.~~

- B.** Provided a Class A Licensee has obtained the Board authorization specified in Section 3.09(A), ~~that~~ a Licensee may allow its patrons to order deliveries of **alcoholic beverages** in person, by telephone, or electronically. The Licensee shall require that all such deliveries are made by **an** ~~one~~ of its employees who is at least twenty-one (21) years of age. The Licensee shall ensure that deliveries are ~~only~~ made **directly** to persons who are at least twenty-one (21) years of age.