



# Pima County Clerk of the Board

Melissa Manriquez

Katrina Martinez  
Deputy Clerk

Administration Division  
33 N. Stone Avenue, Suite 100  
Tucson, AZ 85701  
Phone: (520)724-8449 • Fax: (520)222-0448

Management of Information & Records Division  
1640 East Benson Highway  
Tucson, Arizona 85714  
Phone: (520) 351-8454 • Fax: (520) 791-6666

August 19, 2024

Willard Capen, Jr.  
Findley's Restaurant  
1520 N. Paseo La Tinaja  
Green Valley, AZ 85614

RE: Arizona Liquor License Job No.: 296275  
d.b.a. Findley's Restaurant

Dear Mr. Capen, Jr.:

Enclosed is a copy of the Affidavit of Posting relative to your Liquor License Application for a Series 12, Restaurant, which was received in our office on July 16, 2024. The Hearing before the Pima County Board of Supervisors has been scheduled for Tuesday, September 3, 2024, at 9:00 a.m. or thereafter, at the following location:

Pima County Administration Building  
Board of Supervisors Hearing Room  
130 W. Congress, 1st Floor  
Tucson, AZ 85701

Should you have any questions pertaining to this matter, please contact this office at (520)724-8449.

Sincerely,

A handwritten signature in black ink, appearing to read "Melissa Manriquez", written over a horizontal line.

Melissa Manriquez  
Clerk of the Board

Enclosure



# POSTING

Job# \_\_\_\_\_  
DLLC use only

Arizona Dept. of Liquor Licenses and Control  
800 W. Washington St. 5<sup>th</sup> Floor Phoenix, AZ 85007  
(602) 542-5141

Type or Print with Black Ink

Date of Posting: 7 / 22 / 24

Date of Posting Removal: 8 / 14 / 24

Applicant's Name: Findley's Restaurant  
Capen, Jr. Willard  
Last First Middle

Business Address: 190 W. Continental Road, No. 202 Green Valley 85622  
Street City Zip

I hereby certify that pursuant to A.R.S. 4-201, I posted notice in a conspicuous place on the premises proposed to be licensed by the above applicant and said notice was posted for at least twenty (20) days.

Steve Morrison Process Server 520-351-6000  
Print Name of City/County Official Title Phone Number

[Signature] 8/14/24  
Signature Date Signed

Return this affidavit with your recommendations or any other related documents.  
If you have any questions please call (602) 542-5141 and ask for the Licensing Division.

AUG 16 2 49 PM '24  
PC CLK OF BD  
AM



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TO: Development Services, Zoning Division  
FROM: Aliza Barraza  
Administrative Support Specialist Senior  
DATE: July 17, 2024  
RE: Zoning Report - Application for Liquor License

Attached is the application of:

Willard Capen, Jr.  
d.b.a. Findley's Restaurant  
190 W. Continental Road, No. 202  
Green Valley, AZ 85622

Arizona Liquor License Job No. 296275  
Series 12, Restaurant  
New License   
Person Transfer  
Location Transfer

ZONING REPORT

DATE: 7/30/24

Will current zoning regulations permit the issuance of the license at this location?

Yes  No

If No, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pima County Zoning Inspector

When complete, please return to [cob\\_mail@pima.gov](mailto:cob_mail@pima.gov)

JUL 30 24 AM 09:22 POC CLK OF BD

24-19-9523

State of Arizona  
Department of Liquor Licenses and Control

Created 07/16/2024 @ 01:57:08 PM

Local Governing Body Report

**LICENSE**

Number: Type: 012 RESTAURANT  
Name: FINDLEY'S RESTAURANT  
State: Pending  
Issue Date: Expiration Date:  
Original Issue Date:  
Location: 190 W CONTINENTAL ROAD  
#202  
GREEN VALLEY, AZ 85622  
USA  
Mailing Address: 1520 N PASEO LA TINAJA  
GRREN VALLEY, AZ 85614  
USA  
Phone: (831)601-6364  
Alt. Phone:  
Email: BILLCAPEN@ATT.NET

**AGENT**

Name: WILLARD CAPEN JR  
Gender: Male  
Correspondence Address: 1520 N PASEO LA TINAJA  
GRREN VALLEY, AZ 85614  
USA  
Phone: (831)601-6364  
Alt. Phone:  
Email: BILLCAPEN@ATT.NET

**OWNER**

Name: FINDLEY'S RESTAURANT LLC  
Contact Name: WILLARD CAPEN JR  
Type: LIMITED LIABILITY COMPANY  
AZ CC File Number: 23675263 State of Incorporation: AZ  
Incorporation Date: 04/30/2024  
Correspondence Address: 1520 N PASEO LA TINAJA  
GRREN VALLEY, AZ 85614  
USA  
Phone: (831)601-6364  
Alt. Phone:  
Email: BILLCAPEN@ATT.NET

Officers / Stockholders

JUL 16 24 PM 03:05 POC CLK OF BD

60<sup>th</sup> Day 9-14-24  
105<sup>th</sup> Day 10-29-24

Name:  
WILLARD CAPEN JR

Title:  
Manager-LLC

% Interest:  
100.00

### FINDLEY'S RESTAURANT LLC - Manager-LLC

Name: WILLARD CAPEN JR  
Gender: Male  
Correspondence Address: 1520 N PASEO LA TINAJA  
GRREN VALLEY, AZ 85614  
USA  
Phone: (831)601-6364  
Alt. Phone:  
Email: BILLCAPEN@ATT.NET

### MANAGERS

Name: WILLARD CAPEN JR  
Gender: Male  
Correspondence Address: 1520 N PASEO LA TINAJA  
GRREN VALLEY, AZ 85614  
USA  
Phone: (831)601-6364  
Alt. Phone:  
Email: BILLCAPEN@ATT.NET

## APPLICATION INFORMATION

Application Number: 296275  
Application Type: New Application  
Created Date: 05/13/2024

*Charr*

## QUESTIONS & ANSWERS

### 012 Restaurant

- 1) Are you applying for an Interim Permit (INP)?  
No
- 2) Are you one of the following? Please indicate below.  
Property Tenant  
Subtenant  
Property Owner  
Property Purchaser  
Property Management Company  
Property Tennant
- 3) Is there a penalty if lease is not fulfilled?  
Yes  
What is the penalty?  
9,732.60
- 4) Is the Business located within the incorporated limits of the city or town of which it is located?  
No  
If no, in what City, Town, County or Tribal/Indian Community is this business located?  
Green Valley
- 5) What is the total money borrowed for the business not including the lease?  
Please list each amount owed to lenders/individuals.  
25,000.00
- 6) Are there walk-up or drive-through windows on the premises?  
No
- 7) Does the establishment have a patio?  
Yes  
Is the patio contiguous or non-contiguous (within 30 feet)?  
Contiguous
- 8) Is your licensed premises now closed due to construction, renovation or redesign or rebuild?  
No
- 9) What type of business will this license be used for?  
Restaurant

## DOCUMENTS

DOCUMENT TYPE	FILE NAME	UPLOADED DATE
DIAGRAM/FLOOR PLAN	Findleys Restaurant Layout.pdf	05/13/2024
QUESTIONNAIRE	Liquor License App Pg1.pdf	05/13/2024
QUESTIONNAIRE	liquor license app pg2.pdf	05/13/2024
MENU	Findleys Menu.pdf	05/13/2024
RESTAURANT OPERATION PLAN	Findleys Operation Plan.pdf	05/13/2024
RECORDS REQUIRED FOR AUDIT	Title 4 Management Certificate.pdf	05/16/2024

24 E 17 Ave, Dept PA 2133

Rear Door

Liquor Storage

Kitchen

refrigerator

Dry Storage

Patio Door

Server Station

Bar

Server Station

Interior Sq Footage  
Drinking room = 1371

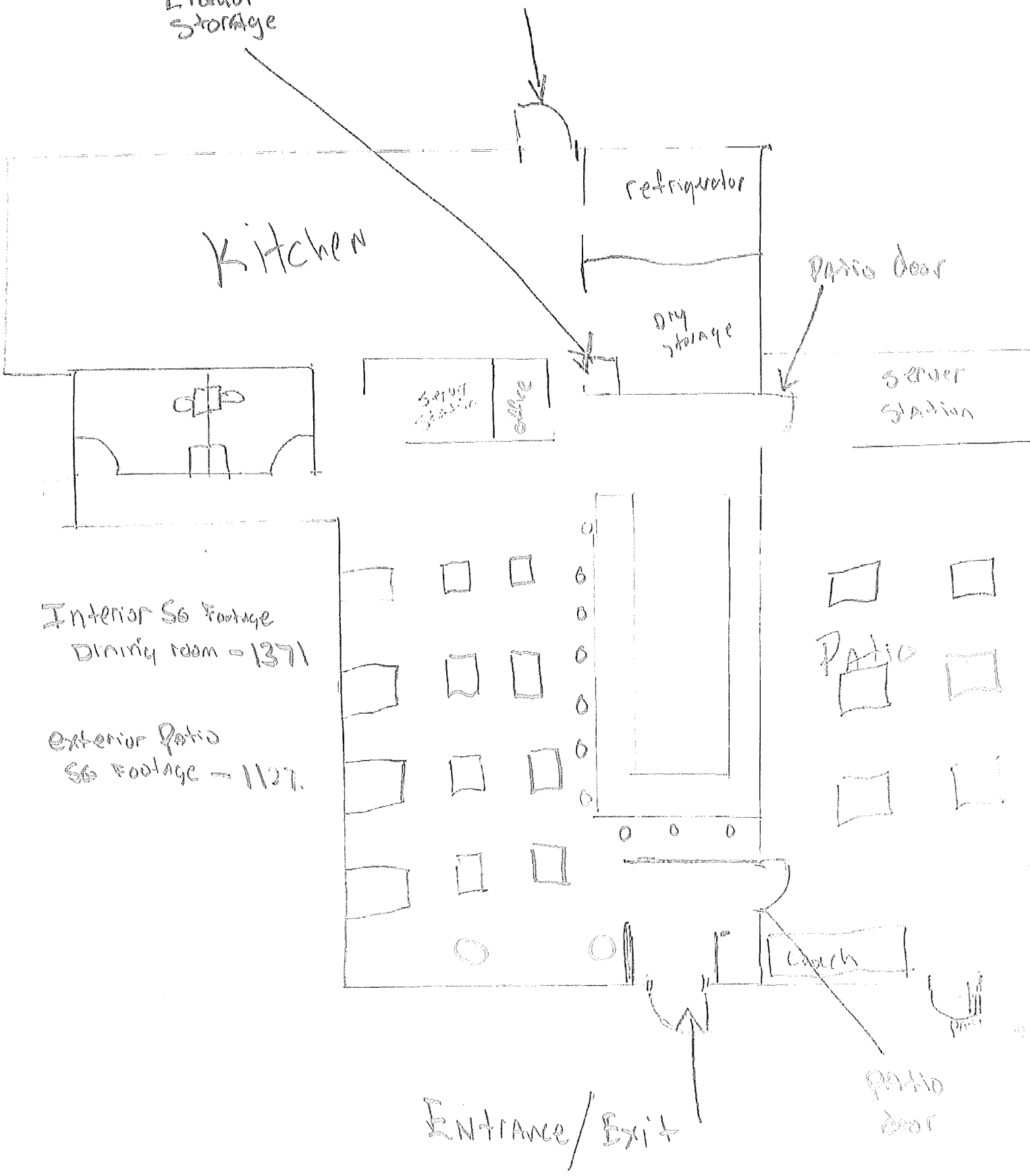
Exterior Patio  
Sq Footage = 1127

Patio

Couch

Entrance/Exit

Patio Door





**RESTAURANT/HOTEL/MOTEL  
OPERATION PLAN**

Arizona Dept. of Liquor Licenses and Control  
800 W. Washington St. 5<sup>th</sup> Floor Phoenix, AZ 85007  
(602) 542-5141

Type or Print with **Black Ink**

1. Name of restaurant (Please print): Findley's Restaurant

2. Must indicate the equipment below by Make, Model, and Capacity:

**LIST ONLY THE FOLLOWING - NO ATTACHMENTS**

Grill	24" Gas Griddle - Flat top Range Army - 24
Oven	C P G Commercial Convection Oven 240V IPH2002
Freezer	Atosa MRF 8503 GR 46 cu FT Double Door
Refrigerator	Thermo cool walk in UFS 8670 8x10
Sink	Regency 91
Dish Washing Facilities	Eco Lab
Food Preparation Counter (Dimensions)	2 Vertner 24 x 60
Other	MoTAK MSD IDF-EC Single Section Freezer

3. Attach a copy of your FULL menu with pricing **INCLUDING NON-ALCOHOLIC BEVERAGES**

4. What percentage of your public premises is used primarily for restaurant dining?

(Do not include kitchen, bar, hi-top tables, or game area.) 80 %

5. Does your restaurant have a bar area that is distinct and separate from the dining area?  YES  No

(If yes, what percentage of the public floor space does this area cover?) 20 %

6. List the **seating capacity** for:

a) Restaurant dining area of your premises: [ 48 ]

**(DO NOT INCLUDE PATIO SEATING)**

b) Bar area [ + 10 ]

TOTAL [ = 58 ]



7. What type of dinnerware is primarily used in your restaurant?  Reusable  Disposable  Both

8. Does your restaurant contain any **games, televisions, or any other entertainment**?  YES  No

If yes, specify what types and how many (examples: 4-TV's, 2-Pool Tables, 1-Video Game, etc.)

2 T.Vs  
Live music (1) time per month.

9. Do you have live entertainment or dancing?  YES  No  
If yes, what type and how often (example: DJ-2 x a week, Karaoke-2 x a month, Live Band-1 x a month, etc.)

Live music (1) x per month

10. List number of employees for each position:

Position	How many
Cooks	3
Bartenders	2
Hostesses	1
Managers	2
Servers	4
Other ( <u>Dishwasher</u> )	1
Other ( )	
Other ( )	

I, (Print Full Name) Willard Capen, hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Applicant Signature: Willard Capen

# Findley's

2024 6 17 Lique Dept PM 2:33

## STARTERS

### **Chips & Salsa 6.**

### **Maria's Nachos 10.**

Freshmade tortilla chips, topped with cheese sauce, ground beef, pico de gallo and chipotle sauce.

### **Mediterranean Flat Bread 10.**

Topped with olives, tomato, red onion & roasted red pepper with an olive oil drizzle.

### **BBQ Sliders with Chips 9.**

Sliced prime rib, topped with cheddar cheese.

### **Brie-wrapped Pastry 12.**

Warm brie with raspberry-chipotle, honey, almonds and green apple.

### **Derek's Bruschetta 10.**

Olive oil, garlic, tomato, basil, with feta on ciabatta bread.

### **Shrimp Tacos 12.**

Two seasoned shrimp tacos served in flour tortilla, mango salsa and chipotle sauce.

### **Beef Teriyaki Skewers 12.**

Beef skewer served with Teriyaki Sauce.

### **Crispy Shrimp or Calamari 13.**

Served with fire cracker sauce.

### **Vegas Spring Roll 13.**

Wonton, filled with cream cheese, salmon and sushi-style rice, served with a sweet chile sauce.

### **Cheddar-Bacon Burger 15.**

Brioche bun, lettuce, tomato, onion, pickle & chips.

### **Prime Melt with Chips 16.**

Sliced prime rib on grilled sourdough, mushrooms, onions and swiss cheese, served with housemade chips.

## SALADS

Dressing: Balsamic Vinaigrette, Raspberry Vinaigrette, Ginger Teriyaki, Oil & Vinegar, Ranch, Blue Cheese, Honey Mustard, Thousand Island or Greek.

### **Greek Salad 18.**

Crisp romaine, cucumber, tomato, red onion, kalamata olives, banana peppers, feta, Greek dressing & pita bread. Served with choice of chicken or shrimp.

### **Salmon Salad\* 25.**

Grilled Salmon on top of a bed of arugula, cucumber, tomato, red onion, berries, almonds & goat cheese.

### **Asian Citrus Salad 21.**

Sushi-grade Ahi tuna, crisp romaine, mandarin orange, green apple, crispy rice noodles and Ginger-Teriyaki dressing.

### **Black & Blue Salad 22.**

Fresh Romaine topped with cucumber, sauteed tomatoes and 4 oz sliced ribeye. Topped with grilled onions and blue cheese.

## FISH\*

Served with Rice and Steamed Vegetables and choice of Dinner Salad or Cup of Soup

### **Walleye 24.**

Pan-seared Walleye, topped with a citrus-saffron sauce.

### **Trout Piccata 22.**

Pan-seared trout and topped with a creamy Piccata sauce.

### **Pecan-crust Salmon 25.**

8oz pecan-crust salmon filet, seared to perfection and topped with a citrus-cream sauce.

### **Sesame Seed Ahi Tuna 23.**

Pan-seared Ahi tuna, topped with a fresh mango salsa.

## CHICKEN

Served with choice of dinner salad or cup of soup

### **Chicken Marsala 22.**

Chicken breast dusted in seasoned flour, sauteed and topped with a mushroom Marsala sauce. Served over fettuccine noodles.

### **Chicken Pot Pie 19.**

Individual serving of white chicken, onion, carrot, celery, and peas in a creamy white sauce. Topped in a flaky crust.

### **Chicken Piccata 22.**

Chicken breast stuffed with green chili and Monterey Jack cheese, breaded and fried until golden brown. Topped with a tomatillo sauce, served with potato and steamed vegetables.

### **Teriyaki Chicken Bowl 22.**

Chicken breast sauteed in Teriyaki sauce, served over rice and steamed vegetables.

## BEEF

Served with choice of Dinner Salad or Cup of Soup

### **Filet Mignon 32.**

8oz filet wrapped in bacon & topped with a red wine reduction, served with mashed potatoes and gravy.

### **Blackened Ribeye 30.**

10oz blackened ribeye topped with Boarbow blue cheese sauce, served with potatoes and steamed vegetables.

### **Pot Roast\* 19. M Meatloaf 18.**

Served with mashed potatoes, gravy and steamed vegetables.

## PASTA

Served with Dinner Salad or Cup of Soup and Garlic Bread

### **Tour of Italy 28.**

Chicken Parmesan, Fettucine Alfredo and Beef Lazanga.

### **Ferricini Alfred 25**

Choice of chicken or shrimp tossed in an Alfredo sauce over fettucine noodles.

### **Seafood Pasta 28.**

Scallops, shrimp, lobster & fish tossed with our creamy lobster bisque sauce and served over linguine.

### **Cajun Pasta 23.**

Cajun Chicken tossed in penne pasta and a Vodka Pesto sauce.

## ASK ABOUT DESSERT!

PLEASE INFORM YOUR SERVER OF ANY ALLERGIES • ALL SPLIT PLATES 6.  
\*Consuming raw or undercooked meats may increase your risk of foodborne illness.

# Drink Menu

6 17 Lique Dept PM 2:33

## **Mocktails:**

- Virgin Mojito - \$5.00
- Cranberry Sparkler - \$4.50
- Tropical Fizz - \$5.00
- Cucumber Mint Cooler - \$4.50

## **Soft Drinks:**

- Sodas - \$3.00
- Iced Tea - \$3.00
- Juices - \$3.00

## **Specialty Drinks:**

- Sparkling Lemonade - \$4.00
- Milk Shake - \$5.00
- Smoothies - \$5.00
- Iced Coffee - \$3.50

## **Hot Beverages:**

- Hot Chocolate - \$3.00
- Herbal Tea - \$3.00
- Freshly Brewed Coffee - \$3.00



**RECORDS REQUIRED  
FOR AUDIT  
RESTAURANT/HOTEL/MOTEL**

Arizona Dept. of Liquor Licenses and Control  
800 W Washington St 5<sup>th</sup> Floor Phoenix, AZ 85007  
(602) 542-5141

Type or Print with Black Ink

In the event of an audit, you will be asked to provide to the Department any documents necessary to determine Compliance with A.R.S. §4-205.02(G). Such documents requested may include however, are not limited to:

1. Name of restaurant (Please print): Findley's Restaurant
2. All invoices and receipts for the purchase of food and spirituous liquor for the licensed premises.
3. A list of *all* food and liquor vendors
4. The restaurant menu used during the audit period
5. A price list for alcoholic beverages during the audit period
6. Mark-up figures on food and alcoholic products during the audit period
7. A recent, *accurate* inventory of food and liquor (taken within two weeks of the Audit Interview Appointment)
8. Monthly Inventory Figures - beginning and ending figures for food and liquor
9. Chart of accounts (copy)
10. Financial Statements-Income Statements-Balance Sheets

11. General Ledger

A. Sales Journals/Monthly Sales Schedules

- 1) Daily sales Reports (to include the name of each waitress/waiter, bartender, etc. with sales for that day)
- 2) Daily Cash Register Tapes - Journal Tapes and Z-tapes
- 3) Dated Guest Checks
- 4) Coupons/Specials/Discounts
- 5) Any other evidence to support income from food and liquor sales

B. Cash Receipts/Disbursement Journals

- 1) Daily Bank Deposit Slips
- 2) Bank Statements and canceled checks

12. Tax Records

A. Transaction Privilege Sales, Use and Severance Tax Return (copies)

B. Income Tax Return - city, state and federal (copies)

C. Any supporting books, records, schedules or documents used in preparation of tax returns

13. Payroll Records

24 7 16 Lic. Dept #741

- A. Copies of all reports required by the State and Federal Government
- B. Employee Log (A.R.S. §4-119)
- C. Employee time cards (actual document used to sign in and out each work day)
- D. Payroll records for all employees showing hours worked each week and hourly wages

14. Off-site Catering Records (must be complete and separate from restaurant records):

- A. All documents which support the income derived from the sale of food off the license premises
- B. All documents which support purchases made for food to be sold off the licensed premises.
- C. All coupons/specials/discounts

The sophistication of record keeping varies from establishment to establishment. Regardless of each licensee's accounting methods, the amount of gross revenue derived from the sale of food and liquor must be substantially documented

**REVOCATION OF YOUR LIQUOR LICENSE MAY OCCUR IF YOU FAIL TO COMPLY WITH  
A.R.S. §4-210(A)7 AND A.R.S. §4-205.02(G).**

**A.R.S. §4-210(A)7**

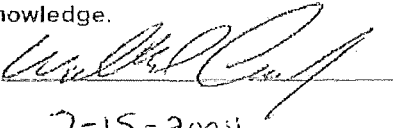
The licensee fails to keep for two years and make available to the department upon reasonable request all invoices, records, bills or other papers and documents relating to the purchase, sale and delivery of spirituous liquors and, in the case of a restaurant or hotel-motel licensee, all invoices, records, bills or other papers and documents relating to the purchase, sale and delivery of food.

**A.R.S. §4-205.02(G)**

For the purpose of this section:

- 1. "Restaurant" means an establishment which derives at least forty percent (40%) of its gross revenue from the sale of food
- 2. "Gross revenue" means the revenue derived from all sales of food and spirituous liquor on the licensed premises regardless of whether the sales of spirituous liquor are made under a restaurant license issued pursuant to this section or under any other license that has been issued for the premises pursuant to this article

I, (Print Full Name) Willard Copen Jr hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Applicant Signature: 

7-15-2024

**\*MAKE A COPY OF THIS DOCUMENT AND KEEP IT WITH RECORDS REQUIRED BY THE STATE\***