

Title: Administrative Policy Liquor Licensing Authority	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 2
	Effective Date October 20, 2020
Policy Custodian Board of County Commissioners	Adoption/Revision Date October 20, 2020

Adopting Resolution(s): CC20-287

References (Statutes/Resos/Policies): §44-5-107, 30-15-501 C.R.S; CC97-358, CC97-605, CC00-341, CC03-514, CC07-151, CC15-446, CC16-316, CC18-378

Purpose: To establish the Liquor Licensing Authority, define its authorities, membership and terms, and provide procedures.

Policy: Liquor Licensing Authority

A. Establishment

The Jefferson County Liquor Licensing Authority (the “Authority”) is designated as the “local licensing authority” for the unincorporated portions of Jefferson County as defined by the Colorado Liquor Code and the Colorado Beer Code.

B. Authority and Responsibilities

1. The Authority shall:

- a. Have such authority as is granted to local licensing authorities by the Colorado Liquor Code and the Colorado Beer Code;
- b. Review requests for special event permits, tasting permits, and permanent sales room permits;
- c. Operate according to the procedures and requirements in The Beer, Liquor, and Dance Hall Licenses Policy and perform all tasks designated therein, including issue, cancel, and revoke dance hall licenses pursuant to 30-15-501, et seq., C.R.S. and hear appeals of denials of Dance Hall Licenses.

2. Any member of the Authority shall be authorized to sign a show cause order on behalf of the Authority and shall also be authorized to execute any Order drafted pursuant to a vote of the Authority imposing an authorized penalty for violation of the Liquor Code.

3. Hearings and Meetings

- a. The Authority is authorized to adopt bylaws governing any aspect of its hearings and actions not set forth herein or governed by state law or other county policy or regulation.

- b. Applications for transfer of ownership and for new licenses shall be scheduled to the extent possible to avoid hearings on fewer than two cases on one day.
 - c. All hearings shall be held in accordance with the Authority's bylaws and all applicable laws.
 - d. Agendas for all hearings shall be posted in accordance with public notice requirements under the Colorado Open Meetings Law.
 - e. Not less than once annually, the Authority shall meet with the Board of County Commissioners (BCC) to review the activities of the Authority during the preceding year. Either the BCC or the Authority may request intervening meetings to discuss any matter.
4. Remuneration
Members of the Authority shall be compensated at a rate to be established by the BCC.

C. Membership

1. Composition

- a. The Authority shall consist of three members and one alternate member.
- b. Members shall be Jefferson County residents, unless otherwise approved by the BCC, who are experienced with the Colorado Liquor Code and with the conduct of administrative hearings. Members may not be an employee of a law enforcement agency in Jefferson County.

2. Terms

- a. Appointments shall be made for two-year staggered terms. A member may continue to serve after a term has expired while a new appointment is pending.
- b. Members may be removed by the BCC with or without cause prior to the expiration of their term.

3. Conflict of Interest

No member shall have any current interest in a liquor license under the jurisdiction of the Authority.

D. Staff Responsibilities and Authority

- 1. The Clerk to the Board's Office shall serve as staff to the Authority under the authority and supervision of the Jefferson County Clerk and Recorder. The Clerk to the Board may issue Dance Hall Licenses, Special Event Permits, Permanent Liquor Sales Room Permits, and Tasting Permits as permitted by the Colorado Liquor Code if no objections to the application have been received in the name of

the Authority if the County Attorney determines the applicant has met all statutory requirements.

2. The County Attorney's Office shall serve as prosecutor for alleged liquor code violations.
3. The County Attorney's Office shall serve as legal advisor to the Authority if the Authority does not consist of attorneys who are experienced with the Colorado Liquor Code and with the conduct of administrative hearings.
4. The advising Assistant County Attorney and the prosecuting Assistant County Attorney shall not discuss pending cases, shall maintain separate files, and shall in all other respects maintain complete separation of functions with respect to liquor licensing matters.