Title: Administrative Policy Liquor Licensing Authority	**Policy No.** Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 2
	Effective Date March 27, 2007
Policy Custodian County Attorney	**Adoption/Revision Date** March 27, 2007 / May 30, 2013

Adopting Resolution(s): CC07-151

References (Statutes/Resos/Policies): §12-18-101 C.R.S; CC97-358, CC97-605, CC00-341, CC03-514

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 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 Liquor Licensing 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;

   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 12-18-101, et seq., C.R.S. and hear appeals of denials of Dance Hall Licenses.

2. Any member of the Liquor Licensing Authority shall be authorized to sign a show cause order on behalf of the Licensing 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 Liquor Licensing 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 the Jefferson County Courts and Administration Building and shall be electronically recorded.

d. Agendas for all hearings shall be posted outside Hearing Room One at the Jefferson County Courts and Administration Building in accordance with public notice requirements under the Colorado Open Meetings Law.

e. Not less than once annually, the Liquor Licensing Authority shall meet with the Board of County Commissioners to review the activities of the Authority during the preceding year. Either the Board or the Authority may request intervening meetings to discuss any matter.

4. Remuneration
Members of the Liquor Licensing Authority shall be compensated at a rate to be established by the Board of County Commissioners.

C. Membership

1. Composition

a. The Jefferson Liquor Licensing Authority shall consist of three members.

b. Members shall be individuals who are experienced with the Colorado Liquor Code and with the conduct of administrative hearings.

2. Terms

a. Appointments shall be made for two-year staggered terms.

b. Members may be reappointed.

c. Members may be removed by the Board of County Commissioners 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 Liquor Licensing Authority for Jefferson County or be a member of a law enforcement agency in Jefferson County.

D. Staff Responsibilities and Authority

1. The Clerk to the Board's office shall serve as staff to the Liquor Licensing Authority under the authority and supervision of the Jefferson County Clerk and Recorder. The Clerk to the Board may issue Dance Hall Licenses and Special Event Permits, as permitted by §12-48-107(4) C.R.S if no objections to the application have been received, in the name of the Liquor Licensing 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.