

Local Licensing Authority

Agenda

**January 27, 2020
City Hall, Council Chambers
749 Main Street
7:00 PM**

- I. Call to Order**
- II. Introduction of New Member & Roll Call**
- III. Approval of Agenda**
- IV. Public Comments on Items Not on the Agenda**
- V. Action on Minutes – 11/25/19**
- VI. Consent Agenda**

The following items on the Local Licensing Authority Agenda are considered routine by the Authority and the Consent Agenda as a whole shall be approved not as individual items, accepted, etc. by motion of the Authority and roll call vote unless the Local Licensing Authority or Authority Member specifically requests such item be considered under “Authority Business”. In such an event the item shall be removed from the “Consent Agenda” and Authority action taken separately on said item in the order appearing on the Agenda. Those items so approved under the heading “Consent Agenda” will appear in the Authority minutes in their proper order.

- A. Designation of Posting Places for Posting Notices for Public Meetings
- B. Corporate Report of Changes – IH WL Acquisition Manager LLC for both Residence Inn by Marriot and Courtyard by Marriott – Hotel and Restaurant Liquor Licenses
- C. Renewal Application – Cane Nero LLC d/b/a Zucca Italian Ristorante – Hotel and Restaurant Liquor License – 808 Main Street
- D. Renewal Application – Isidro Gonzalez Inc. d/b/a Old Santa Fe Mexican Grill – Hotel and Restaurant Liquor License – 592 South McCaslin Boulevard.

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- E. Renewal Application – Por Wine House LLC d/b/a Por Wine House – Hotel and Restaurant Liquor License – 701 Main Street
- F. Renewal Application – Eat Drink LLC d/b/a The Empire Lounge and Restaurant – Hotel and Restaurant Liquor License – 816 Main Street
- G. Renewal Application – Tao Asian Inc d/b/a Bao Asian Fusion and Sushi – Hotel & Restaurant Liquor License, 594 South McCaslin Boulevard
- H. Special Event Liquor Permit Application – The Access Fund – 1754 Dogwood Street (Evo Rock & Fitness) – 2/15/2020
- I. Renewal Application – Phuket LLC – Hotel and Restaurant Liquor License – 1156 West Dillon Road, #4
- J. Renewal Application – BCT LLC d/b/a Bob’s Sandwich Shop – Hotel and Restaurant Liquor License, 820 Main Street, #100
- K. Renewal Application – Jalisco Dos Amigos d/b/a Casa Alegre – Hotel & Restaurant Liquor License, 1006 Pine Street
- L. Renewal Application – Igadi Ltd – Retail Marijuana License, 972 Dillon Road, Unit B
- M. Renewal Application – Tian & Liu LLC d/b/a Brass Monkey Wine & Spirits – Retail Liquor Store, 1387 East South Boulder Road Unit A

VII. Authority Business

- A. Show Cause Hearing – Asian Dragon Inc. d/b/a Mr. Sake Sushi & Grill – Beer and Wine License – 1387 E. South Boulder Road – 9/17/19 Incident
- B. Show Cause Hearing – Miles Sports Club Inc. d//b/a Miles Sports Pub and Grub – Hotel and Restaurant Liquor License – 328 McCaslin Blvd. – 10/15/19 Incident
- C. New Application – Bed and Breakfast Permit – The Guest House LLC d/b/a The GuestHouse on Main – 1045 Main Street
- D. Election of Officers

- E. Discussion/Direction – Schedule Conversations with Chief Hayes
- F. 2019 Annual Report
- G. Discussion – Letter from resident
- VIII. Police Department Report**
- IX. Secretary’s Report**
 - A. Distribution of Open Government and Ethics Pamphlet for 2020
 - B. Vacancy on Local Licensing Authority
 - C. Attendees at December 15 Seller/Server Training
 - D. 2020 Meeting Schedule
 - E. New Deputy City Clerk/Authority Secretary
- X. Authority Attorney’s Report**
- XI. Authority Comments**
- XII. Discussion Items for Next Meeting – February 24, 2020 @ 7:00 p.m.**
- XIII. Adjournment**

Local Licensing Authority

Meeting Minutes

November 25, 2019
City Hall, Council Chambers
749 Main Street
7:00 PM

Call to Order – Vice-Chairperson Watson called the meeting to order at 7:00 p.m.

Roll Call was taken and the following members were present:

Authority Members Present: John Carlson, Marguerite Lipton, Bart Watson, Kyle Brown.

Absent: Matthew Machado and Elizabeth Kaufman

Staff Members Present: Melinda Culley – Kelly P.C.
Ben Redard, Police Sergeant
Carol Hanson, Deputy City Clerk
Meredyth Muth, City Clerk
Mike McIntosh, Police Commander

Approval of Agenda – Vice-Chairperson Watson called for changes to the agenda. Carlson made a motion to approve the agenda. Lipton seconded. All in favor. Agenda approved.

Approval of Meeting Minutes – 10/28/19 – Watson called for any changes to the minutes. Carlson moved to approve the minutes. Lipton seconded. All in favor. Minutes approved.

Approval of Consent Agenda – The following items on the Local Licensing Authority Agenda are considered routine by the Authority and the consent agenda as a whole shall be approved not as individual items, accepted, etc. by motion of the Authority and roll call vote unless the Local Licensing Authority or Authority Member specifically requests such item be considered under “Authority Business”. In such an event the item shall be removed from the “Consent Agenda” and the Authority action taken separately on said item in the order appearing on the Agenda. Those items so approved under the heading “Consent Agenda” will appear in the Authority minutes in their proper order.

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- A. Corporate Report of Changes – Murphy’s Tap House LLC d/b/a
Murphy’s Tap House – Hotel and Restaurant Liquor License – 585
S. McCaslin Blvd.

Watson called for any changes to the consent agenda. Carlson moved the consent agenda be approved. Lipton seconded. All in favor. Consent agenda approved.

Authority Business

- A. Discussion/Direction – Holding December meeting

Secretary Hanson noted there were few items currently scheduled for the December meeting. She noted there was also an issue with room space that evening.

Carlson moved the Authority cancel the December meeting. Brown seconded. All in favor. December Licensing Authority meeting cancelled.

Police Department Reports

- A. Incident Report – Mr. Sake Sushi and Grill – 9/17/19

Authority members discussed whether there was enough evidence to order a show cause hearing.

Brown moved the Authority order a show cause hearing on this incident and set it for the January 27, 2020 meeting. Lipton seconded. Roll Call vote: Lipton – yes, Watson – yes, Carlson – yes, Brown – yes.

- B. Incident Report – Mile’s Sports Pub and Grub – 10/15/19

Lipton noted she knew the young man mentioned in the report but noted she could be impartial in her consideration. Authority Attorney Culley said knowing the person did not disqualify Authority Member Lipton from considering the report, only if she could not be impartial. Lipton restated she felt she could be impartial.

Authority members discussed the report and whether a show cause hearing should be ordered.

Carlson moved the Authority order a show cause hearing to be held in January. Lipton seconded. Roll Call Vote: Watson – yes, Lipton – yes, Carlson – yes, Brown – yes.

Secretary's Report

Hanson stated this will be her last Authority meeting as she is retiring in January. She noted she had loved working with the Authority. Authority members thanked her for her service.

Hanson noted the licensees who had been ordered by the Authority to pay fines have complied.

Authority Attorney's Report

No report.

Authority Comment

Adjourn – Carlson moved to adjourn. Lipton seconded. All in favor. The meeting was adjourned at 7:11 p.m.

**SUBJECT: APPROVAL OF DESIGNATION OF PLACES FOR POSTING
NOTICES FOR PUBLIC MEETINGS**

DATE: JANUARY 27, 2020

PRESENTED BY: AUTHORITY SECRETARY

SUMMARY:

Section 24-6-402(2)(c) of the Colorado Open Meetings Law requires all public bodies of the City designate the public place or places for posting notices of public meetings. The designation must be made at the local body's first regular meeting of each calendar year. Staff requests the Authority approve the following locations for the posting of meeting notices for 2020:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street

Pursuant to the Home Rule Charter, meeting notices and agendas are also published on the City's web site at www.LouisvilleCO.gov.

RECOMMENDATION:

Approve designation of posting locations as listed above.

**SUBJECT: CORPORATE REPORT OF CHANGES – IH WL
ACQUISITION MANAGER LLC FOR BOTH RESIDENCE INN
BY MARRIOT BOULDER LOUISVILLE AND COURTYARD
BOULDER LOUISVILLE – HOTEL AND RESTAURANT
LIQUOR LICENSES – 948 W DILLON ROAD AND 845 COAL
CREEK CIRCLE**

DATE: JANUARY 27, 2020

PRESENTED BY: AUTHORITY SECRETARY

SUMMARY:

The licensee has submitted a corporate report of changes for both of its Hotel & Restaurant Liquor Licenses in Louisville.

Greg Moundas and Karen Kovach have been elected as officers of IH WL Acquisition Managers LLC.

RECOMMENDATION:

For informational purposes.

SUBJECT: RENEWAL APPLICATION – CANE NERO, LLC D/B/A ZUCCA RISTORANTE – HOTEL AND RESTAURANT LIQUOR LICENSE – 808 MAIN STREET

DATE: JANUARY 27, 2020

PRESENTED BY: AUTHORITY SECRETARY

SUMMARY:

The licensee, Cane Nero, LLC d/b/a Zucca Ristorante, has submitted an application for renewal of its Hotel & Restaurant Liquor License at 808 Main Street.

The lease for the premises is current and on file.

There were no employees who attended liquor training in the past year.

There were no incidents over the past year that required the filing of a police report.

City of Louisville sales tax account is current.

RECOMMENDATION:

Approve the renewal application for Hotel & Restaurant License for Cane Nero, LLC d/b/a Zucca Ristorante – 808 Main Street.

Alternatively, the Authority may set a hearing on this renewal application. The hearing may be held after proper notice is completed.

**SUBJECT: RENEWAL APPLICATION – ISIDRO GONZALEZ, INC. D/B/A
OLD SANTA FE MEXICAN GRILL – HOTEL AND
RESTAURANT LIQUOR LICENSE – 592 S McCASLIN BLVD**

DATE: JANUARY 27, 2020

PRESENTED BY: AUTHORITY SECRETARY

SUMMARY:

The licensee, Isidro Gonzalez, Inc. d/b/a Old Santa Fe Mexican Grill, has submitted an application for renewal of its Hotel & Restaurant Liquor License at 592 S. McCaslin Blvd.

The premises are leased and the current agreement is valid.

There were no employees who attended liquor training over the past year.

There were no incidents over the past year that required filing of police reports.

City of Louisville sales tax account is current.

RECOMMENDATION:

Authority approve the renewal application for – Isidro Gonzalez, Inc. d/b/a Old Santa Fe Mexican Grill – Hotel & Restaurant Liquor License – 592 S. McCaslin Blvd.

Alternatively, the Authority may set a hearing on this renewal application. The hearing may be held after proper notice is completed.

SUBJECT: RENEWAL APPLICATION – POR WINE HOUSE LLC D/B/A POR WINE HOUSE - HOTEL AND RESTAURANT LIQUOR LICENSE – 701 MAIN ST.

DATE: JANUARY 27, 2020

PRESENTED BY: AUTHORITY SECRETARY

SUMMARY:

The licensee, Por Wine House LLC d/b/a Por Wine House, has submitted an application for renewal of its Hotel & Restaurant Liquor License at 701 Main Street.

The premises are leased and the current agreement is valid.

There were no employees who attended liquor training over the past year. The licensee reports they bring in trainers and have classes on premise.

There was one incident over the past year that required filing of police reports and the Authority determined ordered a show cause hearing. The licensee paid a fine in lieu of a one day suspension.

City of Louisville sales tax account is current.

RECOMMENDATION:

Authority approve the renewal application for– Por Wine House LLC d/b/a Por Wine House – Hotel & Restaurant Liquor License – 701 Main Street.

Alternatively, the Authority may set a hearing on this renewal application. The hearing may be held after proper notice is completed.

**SUBJECT: RENEWAL APPLICATION – EAT DRINK LLC D/B/A EMPIRE
RESTAURANT & LOUNGE – HOTEL & RESTAURANT
LIQUOR LICENSE – 816 MAIN STREET**

DATE: JANUARY 27, 2020

PRESENTED BY: AUTHORITY SECRETARY

SUMMARY:

The licensee, Eat Drink LLC D/B/A Empire Restaurant & Lounge, has submitted an application for renewal of its Hotel & Restaurant Liquor License located at 640 Main Street.

The premises are owned.

There were six employees who attended liquor training in the past year.

There were no incidents over the past year that required the filing of a police report.

City of Louisville sales tax account is current.

RECOMMENDATION:

Authority approve the renewal application for a Hotel & Restaurant Liquor License for Eat Drink LLC D/B/A Empire Restaurant & Lounge.

Alternatively, the Authority may set a hearing on this renewal application. The hearing may be held after proper notice is completed.

**SUBJECT: RENEWAL APPLICATION – TAO ASIAN INC D/B/A BAO
ASIAN FUSION AND SUSHI – HOTEL & RESTAURANT
LIQUOR LICENSE – 594 SOUTH MCCASLIN BOULEVARD**

DATE: JANUARY 27, 2020

PRESENTED BY: AUTHORITY SECRETARY

SUMMARY:

The licensee, Tao Asian Inc. D/B/A Bao Asian Fusion and Sushi has submitted an application for renewal of its Hotel & Restaurant Liquor License located at 594 South McCaslin Boulevard.

The premises are leased and the current lease valid.

They have had no employee attend liquor training in the past year.

There were no incidents over the past year that required the filing of a police report.

City of Louisville sales tax account is current.

RECOMMENDATION:

Authority approve the renewal application for a Hotel & Restaurant Liquor License for Tao Asian Inc. D/B/A Bao Asian Fusion and Sushi.

Alternatively, the Authority may set a hearing on the renewal application. That hearing could be held after proper notice is completed.

**SUBJECT: SPECIAL EVENTS PERMIT – ACCESS FUND – 1754
DOGWOOD STREET –FEBRUARY 15, 11 AM – 11:30 PM**

DATE: JANUARY 27, 2020

PRESENTED BY: AUTHORITY SECRETARY

SUMMARY:

Access Fund has submitted a Special Events Permit for an event at Evo Rock & Fitness located at 1754 Dogwood Street.

RECOMMENDATION:

Authority approve the Special Events Permit.

**SUBJECT: RENEWAL APPLICATION – PHUKET LLC – HOTEL &
RESTAURANT LIQUOR LICENSE – 1156 WEST DILLON
ROAD**

DATE: JANUARY 27, 2020

PRESENTED BY: AUTHORITY SECRETARY

SUMMARY:

The licensee, Phuket LLC has submitted an application for renewal of its Hotel & Restaurant Liquor License located at 1156 West Dillon Road.

The premises are leased and the current lease valid.

They have had no employee attend liquor training in the past year.

There were no incidents over the past year that required the filing of a police report.

City of Louisville sales tax account is current.

RECOMMENDATION:

Authority approve the renewal application for a Hotel & Restaurant Liquor License for Phuket LLC.

Alternatively, the Authority may set a hearing on the renewal application. That hearing could be held after proper notice is completed.

**SUBJECT: RENEWAL APPLICATION – BCT, LLC D/B/A BOB’S
SANDWICH SHOP – HOTEL & RESTAURANT LIQUOR
LICENSE – 820 MAIN STREET #100.**

DATE: JANUARY 27, 2020

PRESENTED BY: AUTHORITY SECRETARY

SUMMARY:

The licensee, BCT, LLC d/b/a Bob’s Sandwich Shop, has submitted an application for renewal of its Hotel & Restaurant Liquor License located at 820 Main Street #100.

The premises are leased and the lease is current and on file.

There were no employees who attended liquor training in the past year.

Certificate of Good Standing is current and on file.

There were no incidents over the past year that required the filing of a police report.

City of Louisville sales tax account is current.

RECOMMENDATION:

Authority approve the renewal application for a Hotel & Restaurant Liquor License for BCT, LLC d/b/a Bob’s Sandwich Shop.

Alternatively, the Authority may set a hearing on the renewal application. That hearing could be held after proper notice is completed.

**SUBJECT: RENEWAL APPLICATION – JALISCO DOS AMIGOS D/B/A
CASA ALEGRE – HOTEL & RESTAURANT LIQUOR
LICENSE – 1006 PINE STREET**

DATE: JANUARY 27, 2020

PRESENTED BY: CAROL HANSON, AUTHORITY SECRETARY

SUMMARY:

The licensee, Jalisco Dos Amigos d/b/a Casa Alegre, has submitted an application for renewal of its Hotel & Restaurant Liquor License located at 1006 Pine Street.

There were no employees who attended liquor training in the past year.

Certificate of Good Standing is current and on file.

There were no incidents over the past year that required the filing of a police report.

City of Louisville sales tax account is current.

RECOMMENDATION:

Authority approve the renewal application for a Hotel & Restaurant Liquor License for Jalisco Dos Amigos d/b/a Casa Alegre.

Alternatively, the Authority may set a hearing on the renewal application. That hearing could be held after proper notice is completed.

**SUBJECT: RENEWAL APPLICATION – IGADI LTD – RETAIL MARIJUANA
LICENSE – 972 DILLON ROAD, UNIT B**

DATE: JANUARY 27, 2020

PRESENTED BY: CAROL HANSON, AUTHORITY SECRETARY

SUMMARY:

Igadi, a currently licensed Retail Marijuana Store, has applied to renew the retail marijuana license. While the store just recently opened, this renewal aligns the license with the renewal date of the State license.

The applicant has also applied to the State for renewal of its retail license.

The lease is current.

City sales and use tax is current.

RECOMMENDATION:

Authority approve the renewal of the Retail Marijuana Store conditioned upon approval at the State level as well.

Alternatively, the Authority may set a hearing on the renewal application. That hearing could be held after proper notice is completed.

SUBJECT: RENEWAL APPLICATION – TIAN & LIU LLC D/B/A BRASS MONKEY WINE & SPIRITS – RETAIL LIQUOR STORE LICENSE – 1387 S. BOULDER ROAD, UNIT A

DATE: JANUARY 27, 2020

PRESENTED BY: AUTHORITY SECRETARY

SUMMARY:

The licensee, Tian & Liu LLC d/b/a Brass Monkey Wine & Spirits, has submitted a renewal application for its Retail Liquor Store License located at 1387 S. Boulder Road.

The lease for the premises is current and on file.

No employees attended liquor training over the past year.

Certificate of Good Standing is current and on file.

There were no incidents over the past year that required the filing of a police report.

City of Louisville sales tax account is current.

RECOMMENDATION:

Authority approve the renewal application for Tian & Liu LLC d/b/a Brass Monkey Wine & Spirits – Retail Liquor Store License – 1387 S. Boulder Road, Unit A.

Alternatively, the Authority may set a hearing on the renewal application. That hearing could be held after proper notice is completed.

**SUBJECT: SHOW CAUSE HEARING – ASIAN DRAGON INC. D/B/A MR.
SAKE SUSHI AND GRILL – BEER AND WINE LICENSE –
1387 E SOUTH BOULDER RD.**

DATE: JANUARY 27, 2020

PRESENTED BY: AUTHORITY SECRETARY

SUMMARY:

A Show Cause Hearing, Asian Dragon Inc. d/b/a Mr. Sake Sushi and Grill – Beer and Wine Liquor License – 10/15/19 Incident

RECOMMENDATION:

The Authority may conduct a Show Cause Hearing for the purpose of determining whether the licensee has violated one or more of the laws, or regulations set forth in the Colorado Liquor Code.

**SUBJECT: SHOW CAUSE HEARING – MILES SPORTS CLUB INC.
D/B/A MILES SPORTS PUB AND GRUB – HOTEL AND
RESTAURANT LIQUOR LICENSE – 328 McCASLIN
BOULEVARD**

DATE: JANUARY 27, 2020

PRESENTED BY: AUTHORITY SECRETARY

SUMMARY:

A Show Cause Hearing, Miles Sports Club Inc. d/b/a Miles Sports Pub and Grub – Hotel and Restaurant Liquor License – 10/15/19 Incident

RECOMMENDATION:

The Authority may conduct a Show Cause Hearing for the purpose of determining whether the licensee has violated one or more of the laws, or regulations set forth in the Colorado Liquor Code.

**SUBJECT: NEW APPLICATION – BED AND BREAKFAST PERMIT –
THE GUEST HOUSE LLC D/B/A THE GUESTHOUSE ON
MAIN – 1045 MAIN STREET**

DATE: JANUARY 27, 2020

PRESENTED BY: AUTHORITY SECRETARY

SUMMARY:

The applicant is opening a Bed and Breakfast at 1045 Main Street and wants the ability to service complementary alcoholic beverages to the guests.

RECOMMENDATION:

The Authority review and approve the bed and breakfast permit.

SUBJECT: ELECTION OF OFFICERS

DATE: JANUARY 27, 2020

PRESENTED BY: AUTHORITY SECRETARY

SUMMARY:

Local Licensing Authority Bylaws (Article III, Section 5) require the election of officers at the first meeting of each year. Election of a Chair-person and Vice-Chairperson to serve for one year should take place at this meeting.

Here is a short history of the members who have served as chair and vice chair.

Year	Chair	Vice-Chair
2019	Matt Machado	Bart Watson
2018	John Carlson	Matt Machado
2017	Marguerite Lipton	John Carlson
2016	Tom Tennessen	Marguerite Lipton
2015	Matt Machado	David Hughes
2014	John Carlson	Marguerite Lipton

RECOMMENDATION:

Authority nominates and elects officers for the 2020 calendar year.

SUBJECT: CONVERSATIONS WITH POLICE CHIEF HAYES

DATE: JANUARY 27, 2020

PRESENTED BY: AUTHORITY SECRETARY

SUMMARY:

The Local Licensing Authority expressed a desire to continue conversations with Police Chief Dave Hayes. The Authority should discuss how often they would like the Chief to attend and have the Authority Secretary or Police Department liaison assist with getting those visits scheduled.

LOUISVILLE LOCAL LICENSING AUTHORITY

2019 ANNUAL REPORT



PUBLISHED BY

LOUISVILLE LOCAL LICENSING AUTHORITY

**Submitted for review and approval by the LLA and forwarding to Council Members and
City Manager.**

AGENDA ITEM

VII-F

LOCAL LICENSING AUTHORITY **2019 ANNUAL REPORT**

In recent years including 2019, the Local Licensing Authority has reviewed more police reports and citations for incidents implicating liquor licenses than in previous years, which trend likely results from increased patronage at the licensed establishments. Several of the reports and citations resulted in the Authority setting and in some cases holding show-cause hearings, and in suspensions of licenses. Despite the infractions with liquor licensees, the level of compliance in Louisville with state and local liquor licensing laws remains very high in large part to responsible licensees, responsible patrons, and the police department and town administration's hands-on approach of encouraging compliance through building and maintaining good working relationships with licensees. We strongly believe this outreach is key to avoiding problems with the liquor licensees. Instances of actual or potential noncompliance were addressed by appropriate enforcement or other actions by the Authority, the police department, or administration, and for the most part these issues were resolved in an effective and satisfactory manner. In its review and adjudications of these matters, the Authority endeavors to treat the licensees fairly and consistently while taking actions when necessary to preserve public safety.

The Louisville Police Department, working with other area law enforcement agencies, has continued to provide training to liquor licensees. We have observed a consistent level of participation from our Louisville licensees. The Authority appreciates the Police Department's continued effort to educate and train local licensees. The Authority believes the training and assistance offered to local licensees by the Police Department and Carol Hanson, Deputy City Clerk and Secretary to the Authority, continue to make a positive impact on liquor licensee compliance with state and local laws.

The board received no reports of violations by marijuana licensees in 2019 or in previous years. Outreach by the police department likely is a major contributor to avoiding problems with these establishments. Following the City's approval of up to 6 shops last year, in 2019 the Authority also worked on the issuance of 4 new retail marijuana licenses. One of the new licenses was approved by the Authority over the objection of a number of residents who thought the location was inappropriate, which approval was based on findings that the applicant was of good moral character and the establishment otherwise was in compliance with City and State requirements. We hope the pattern of compliance continues with the new establishments.

The Authority would like to recognize its appreciation of the Police Department for their time and commitment to the Authority and the community, particularly Sergeant Ben Redard. Police Chief Hayes has implemented his participation in Authority meetings enabling an open dialogue to address Authority concerns. We would also like to acknowledge the advice and counsel from Melinda Culley and Nick Cotton-Baez with Kelly P.C., Attorneys for the Authority. Finally, we recognize the invaluable attention to detail and expertise on authority matters of Carol Hanson.

The Authority and the City is fortunate to have the services of these dedicated professionals and board members. In 2020 we look forward to continuing our efforts to maintain and improve licensing, outreach, and enforcement efforts.

Matthew Machado
Chairperson
Local Licensing Authority

MEMBERS OF THE AUTHORITY 2019

Matthew Machado, Chairperson	Bart Watson, Vice-Chairperson
Marguerite Lipton	John Carlson
Kyle Brown	Elizabeth Kaufman, associate

Attorney to the Authority	Melinda Culley and Nick Cotton-Baez – Kelly PC
Secretary to the Authority	Carol Hanson, Deputy City Clerk
Police Department Representative	Ben Redard, Police Sergeant

TRAINING

The City of Louisville and the City of Lafayette established a shared quarterly training program and successfully continued those joint training sessions through 2019. Four regular training sessions were held during the year. A total of 114 sellers and servers from licensed establishments attended the training sessions, with 40 from Louisville businesses.

ACTION ITEMS

The Authority held eleven regularly scheduled meetings in 2019.

In 2019, the Authority renewed 54 liquor licenses, one retail marijuana license and one retail/medical combined marijuana license. The Authority held public hearings on and approved four new retail marijuana licenses in 2019. Applications for transfer of eight liquor licenses were considered and approved. In addition, 33 Special Event liquor permits were issued to twelve non-profit organizations. The Authority considered other changes to licenses as they occurred. The Authority continues to work with the downtown restaurants to provide for alcohol service on the street patios.

The breakdown for the 59 liquor licenses held in the City of Louisville is as follows:

Hotel & Restaurant	38
Beer & Wine	3
3.2% Beer (Off Premises)	4
Retail Liquor Store	5
Tavern	2
Club	2
Brew-Pub	2
Lodging & Entertainment	3

Authority Report 2019 (cont.)

Suspected liquor code violations continue to be reviewed on an individual basis by the Authority as incidents occur. The Authority ordered eleven show cause hearings this year. Two hearings ordered in 2019 will be held in January of 2020.

A number of incidents were reviewed and determined to require no further action by the Authority. The Authority asked letters to be written to the establishments concerning some of the incidents. The Authority continues to encourage license holders to appear before the Authority to discuss questions and concerns either the licensee or the Authority might have and what can be done to avoid problems.

The Authority wishes to extend its gratitude to the Louisville City Council for Council's ongoing support.

Approved by the Louisville Local Licensing Authority this 27th day of January 2020.

Matthew Machado
Chairperson
Local Licensing Authority

SUBJECT: LETTER FROM RESIDENT

DATE: JANUARY 27, 2020

PRESENTED BY: AUTHORITY SECRETARY

SUMMARY:

A letter was received from a resident. They are concerned about one of the liquor establishments in town and are wondering how to proceed.

RECOMMENDATION:

The Authority review the letter.

From: [Daniel Maffeo](#)
To: [Carol Hanson](#)
Subject: Re: Filing a petition with the Licensing Authority
Date: Monday, December 30, 2019 12:40:55 PM

Hi Carol, please do share my letter and please let me know if there is anything more I can do in regards to this matter.
Hope you had an excellent holiday.

Best,
Dan



Dan Maffeo
Senior Corporate Counsel
Seagate Technology
720-684-2255 tel
303-552-1143 cell

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On Mon, Dec 23, 2019 at 7:33 AM Carol Hanson <carolh@louisvilleco.gov> wrote:

Good Morning –

Thank you for your email and your concern for the safety of Louisville citizens. With your permission, I would like to share your email with the Louisville Local Licensing Authority and let them respond if they have anything to add.

The Local Licensing Authority regularly reviews Police Department incident reports at all liquor licensed establishments, including Henry's, and has recently taken action to suspend Henry's liquor license for a number of days.

Best Regards,

Carol Hanson

Deputy City Clerk

City of Louisville

303-335-4574

carolh@louisvilleCO.gov

From: Daniel Maffeo [mailto:daniel.maffeo@seagate.com]

Sent: Thursday, December 19, 2019 2:04 PM
To: Carol Hanson <carolh@louisvilleco.gov>
Subject: Filing a petition with the Licensing Authority

Dear Carol,

I am a Louisville resident that has become increasingly concerned with the police activity that occurs regularly at Henry's Bar in downtown Louisville. I have considered the best manner to approach this, and am reaching out to your department for guidance on the proper procedures.

In addition to the significant criminal activity, there are repeated (daily) situations of severely visibly intoxicated persons being served at that location and stumbling into the streets and their cars. I believe being so close to Sweet Cow makes this a serious public safety risk.

I am considering the best way to proceed. I have considered getting signatures for an initiative to introduce a "problem bar program" similar to other cities, but this goes through the whole city counsel. I'm thinking a petition through the licensing board may be more appropriate.

Please do not misunderstand my position, I enjoy levity and having establishments that cater to adult entertainment. Waterloo, 12 Degrees, Tilt and many other establishments in Louisville do an exceptional job at providing these services in a safe and appropriate manner. However, Henry's is a blight on the city, reduces land values, and poses a real risk to public safety and crime.

Any input you can provide on how to advance this kind of petition, required neighborhood signatures, needed evidence (for example I'm requesting a Freedom of Information report from the police department for the number of incidents that occur at this establishment), etc. would be greatly appreciated.

Thank you kindly in advance for your assistance.

Best,

Dan



Dan Maffeo

Senior Corporate Counsel

Seagate Technology

720-684-2255 tel

303-552-1143 cell

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Secretary's Report

AGENDA ITEM

IX

City of Louisville Open Government & Ethics Pamphlet 2020



City Clerk's Office
749 Main Street
Louisville CO 80027

www.LouisvilleCO.gov
303.335.4536

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Participation in Government

The City of Louisville encourages citizen involvement and participation in its public policy process. There are many opportunities for citizens to be informed about and participate in City activities and decisions. All meetings of City Council, as well as meetings of appointed Boards and Commissions, are open to the public and include an opportunity for public comments on items not on the agenda. No action or substantive discussion on an item may take place unless that item has been specifically listed as an agenda item for a regular or special meeting. Some opportunities for you to participate include:

Reading and inquiring about City Council activities and agenda items, and attending and speaking on topics of interest at public meetings

City Council Meetings:

- Regular meetings are generally held on the first and third Tuesdays of each month at 7:00 PM in the City Council Chambers, located on the second floor of City Hall, 749 Main Street;
- Study sessions are generally held on the second and fourth Tuesdays of each month at 7:00 PM in the Library Meeting Room, located on the first floor of the Library, 951 Spruce Street;
- Regular meetings are broadcast live on Comcast Cable Channel 8 and copies of the meeting broadcasts are available on DVD in the City Manager's Office beginning the morning following the meeting;
- Regular meetings are broadcast live and archived for viewing on the City's website at www.LouisvilleCO.gov.
- Special meetings may be held occasionally on specific topics. Agendas are posted a minimum of 48 hours prior to the meeting.

Meeting agendas for all City Council meetings, other than special meetings, are posted a minimum of 72 hours prior to the meeting at the following locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- City website at www.LouisvilleCO.gov

Meeting packets with all agenda-related materials are available 72 hours prior to each meeting and may be found at these locations:

- Louisville Public Library Reference Area, 951 Spruce Street,
- City Clerk's Office, City Hall, 749 Main Street,
- City website at www.LouisvilleCO.gov

You may receive eNotifications of City Council news as well as meeting agendas and summaries of City Council actions. Visit the City's website (www.LouisvilleCO.gov) and look for the eNotification link to register.

After they are approved by the City Council, meeting minutes of all regular and special meetings are available in the City Clerk's office and on the City's website (www.LouisvilleCO.gov).

Information about City activities and projects, as well as City Council decisions, is included in the *Community Update* newsletter, mailed to all City residents and businesses. Information is also often included in the monthly utility bills mailed to City residents.

Communicating Directly with the Mayor and City Council Members

Contact information for the Mayor and City Council members is available at www.LouisvilleCO.gov, as well as at City Hall, the Louisville Public Library, and the Recreation/Senior Center. You may email the Mayor and City Council as a group at CityCouncil@LouisvilleCO.gov.

Mayor's Town Meetings and City Council Ward Meetings are scheduled periodically. These are informal meetings at which all residents, points of view, and issues are welcome. These meetings are advertised at City facilities and on the City's website (www.LouisvilleCO.gov).

Mayor or City Council Elections

City Council members are elected from three Wards within the City and serve staggered four-year terms. There are two Council representatives from each ward. The mayor is elected at-large and serves a four-year term. City Council elections are held in November of odd-numbered years. For information about City elections, including running for City Council, please contact the City Clerk's Office, first floor City Hall, 749 Main Street, or call 303.335.4571.

Serving as an Appointed Member on a City Board or Commission

The City Council makes Board and Commission appointments annually. Some of the City's Boards and Commissions are advisory, others have some decision-making powers. The City Council refers questions and issues to these appointed officials for input and advice. (Please note the Youth Advisory Board has a separate appointment process.) The City's Boards and Commissions are:

- Board of Adjustment
- Building Code Board of Appeals
- Cultural Council
- Historic Preservation Commission
- Historical Commission
- Housing Authority
- Library Board of Trustees
- Local Licensing Authority

- Open Space Advisory Board
- Parks & Public Landscaping Advisory Board
- Planning Commission
- Recreation Advisory Board
- Revitalization Commission
- Sustainability Advisory Board
- Youth Advisory Board

Information about boards, as well as meeting agendas and schedules for each board, is available on the City’s web-site (www.LouisvilleCO.gov).

Agendas for all Board and Commission meetings are posted a minimum of 72 hours prior to each meeting and are posted at these locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- City web site at www.LouisvilleCO.gov

Copies of complete meeting packets containing all agenda-related materials are available at least 72 hours prior to each meeting and may be found at the following locations:

- Louisville Public Library Reference Area, 951 Spruce Street,
- City Clerk’s Office, City Hall, 749 Main Street
- City web site at www.LouisvilleCO.gov

Planning Commission

The Planning Commission evaluates land use proposals against zoning laws and holds public hearings as outlined in City codes. Following a public hearing, the Commission recommends, through a resolution, that the City Council accept or reject a proposal.

- Regular Planning Commission meetings are held at 6:30 PM on the second Thursday of each month. Overflow meetings are scheduled for 6:30 PM on the 4th Thursday of the month as needed, and occasionally Study Sessions are held.
- Regular meetings are broadcast live on Comcast Channel 8 and archived for viewing on the City’s web-site (www.LouisvilleCO.gov).

Open Government Training

All City Council members and members of a permanent Board or Commission are required to participate in at least one City-sponsored open government-related seminar, workshop, or other training program at least once every two years.

Open Meetings

The City follows the Colorado Open Meetings Law (“Sunshine Law”) as well as additional open meet-

ings requirements found in the City’s Home Rule Charter. These rules and practices apply to the City Council and appointed Boards and Commissions (referred to as a “public body” for ease of reference). Important open meetings rules and practices include the following:

Regular Meetings

All meetings of three or more members of a public body (or a quorum, whichever is fewer) are open to the public.

All meetings of public bodies must be held in public buildings and public facilities accessible to all members of the public.

All meetings must be preceded by proper notice. Agendas and agenda-related materials are posted at least 72 hours in advance of the meeting at the following locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- On the City web site at www.LouisvilleCO.gov

Study Sessions

Study sessions are also open to the public. However, study sessions have a limited purpose:

- Study sessions are to obtain information and discuss matters in a less formal atmosphere;
- No preliminary or final decision or action may be made or taken at any study session; further, full debate and deliberation of a matter is to be reserved for formal meetings; If a person believes in good faith that a study session is proceeding contrary to these limitations, he or she may submit a written objection. The presiding officer will then review the objection and determine how the study session should proceed.
- Like formal meetings, a written summary of each study session is prepared and is available on the City’s website.

Executive Sessions

The City Charter also sets out specific procedures and limitations on the use of executive sessions. These rules, found in Article 5 of the Charter, are intended to further the City policy that the activities of City government be conducted in public to the greatest extent feasible, in order to assure public participation and enhance public accountability. The City’s rules regarding executive sessions include the following:

Timing and Procedures

The City Council and City Boards and Commissions may hold an executive session only at a regular or special meeting.

No formal action of any type, and no informal or “straw” vote, may occur at any executive session. Rather, formal

actions, such as the adoption of a proposed policy, position, rule or other action, may only occur in open session.

Prior to holding an executive session, there must be a public announcement of the request and the legal authority for convening in closed session. There must be a detailed and specific statement as to the topics to be discussed and the reasons for requesting the session.

The request must be approved by a supermajority (two-thirds of the full Council, Board, or Commission). Prior to voting on the request, the clerk reads a statement of the rules pertaining to executive sessions. Once in executive session, the limitations on the session must be discussed and the propriety of the session confirmed. If there are objections and/or concerns over the propriety of the session, those are to be resolved in open session.

Once the session is over, an announcement is made of any procedures that will follow from the session.

Executive sessions are recorded, with access to those tapes limited as provided by state law. Those state laws allow a judge to review the propriety of a session if in a court filing it is shown that there is a reasonable belief that the executive session went beyond its permitted scope. Executive session records are not available outside of a court proceeding.

Authorized Topics

For City Council, an executive session may be held only for discussion of the following topics:

- Matters where the information being discussed is required to be kept confidential by federal or state law;
- Certain personnel matters relating to employees directly appointed by the Council, and other personnel matters only upon request of the City Manager or Mayor for informational purposes only;
- Consideration of water rights and real property acquisitions and dispositions, but only as to appraisals and other value estimates and strategy for the acquisition or disposition; and
- Consultation with an attorney representing the City with respect to pending litigation. This includes cases that are actually filed as well as situations where the person requesting the executive session believes in good faith that a lawsuit may result, and allows for discussion of settlement strategies.

The City's Boards and Commissions may only hold an executive session for consultation with its attorney regarding pending litigation.

Ethics

Ethics are the foundation of good government. Louisville has adopted its own Code of Ethics, which is found in the City Charter and which applies to elected officials, public body members, and employees. The Louisville Code of Ethics applies in addition to any higher standards

in state law. Louisville's position on ethics is perhaps best summarized in the following statement taken from the City Charter:

Those entrusted with positions in the City government must commit to adhering to the letter and spirit of the Code of Ethics. Only when the people are confident that those in positions of public responsibility are committed to high levels of ethical and moral conduct, will they have faith that their government is acting for the good of the public. This faith in the motives of officers, public body members, and employees is critical for a harmonious and trusting relationship between the City government and the people it serves.

The City's Code of Ethics (Sections 5-6 through 5-17 of the Charter) is summarized in the following paragraphs. While the focus is to provide a general overview of the rules, it is important to note that all persons subject to the Code of Ethics must strive to follow both the letter and the spirit of the Code, so as to avoid not only actual violations, but public perceptions of violations. Indeed, perceptions of violations can have the same negative impact on public trust as actual violations.

Conflicts of Interest

One of the most common ethical rules visited in the local government arena is the "conflict of interest rule." While some technical aspects of the rule are discussed below, the general rule under the Code of Ethics is that if a Council, Board, or Commission member has an "interest" that will be affected by his or her "official action," then there is a conflict of interest and the member must:

- Disclose the conflict, on the record and with particularity;
- Not participate in the discussion;
- Leave the room; and
- Not attempt to influence others.

An "interest" is a pecuniary, property, or commercial benefit, or any other benefit the primary significance of which is economic gain or the avoidance of economic loss. However, an "interest" does not include any matter conferring similar benefits on all property or persons similarly situated. (Therefore, a City Council member is not prohibited from voting on a sales tax increase or decrease if the member's only interest is that he or she, like other residents, will be subject to the higher or lower tax.) Additionally, an "interest" does not include a stock interest of less than one percent of the company's outstanding shares.

The Code of Ethics extends the concept of prohibited interest to persons or entities with whom the member is associated. In particular, an interest of the following persons and entities is also an interest of the member: relatives (including persons related by blood or marriage to certain

degrees, and others); a business in which the member is an officer, director, employee, partner, principal, member, or owner; and a business in which member owns more than one percent of outstanding shares.

The concept of an interest in a business applies to profit and nonprofit corporations, and applies in situations in which the official action would affect a business competitor. Additionally, an interest is deemed to continue for one year after the interest has ceased. Finally, “official action” for purposes of the conflict of interest rule, includes not only legislative actions, but also administrative actions and “quasi-judicial” proceedings where the entity is acting like a judge in applying rules to the specific rights of individuals (such as a variance request or liquor license). Thus, the conflict rules apply essentially to all types of actions a member may take.

Contracts

In addition to its purchasing policies and other rules intended to secure contracts that are in the best interest of the City, the Code of Ethics prohibits various actions regarding contracts. For example, no public body member who has decision-making authority or influence over a City contract can have an interest in the contract, unless the member has complied with the disclosure and recusal rules. Further, members are not to appear before the City on behalf of other entities that hold a City contract, nor are they to solicit or accept employment from a contracting entity if it is related to the member’s action on a contract with that entity.

Gifts and Nepotism

The Code of Ethics, as well as state law, regulates the receipt of gifts. City officials and employees may not solicit or accept a present or future gift, favor, discount, service or other thing of value from a party to a City contract, or from a person seeking to influence an official action. There is an exception for the “occasional nonpecuniary gift” of \$15 or less, but this exception does not apply if the gift, no matter how small, may be associated with the official’s or employee’s official action, whether concerning a contract or some other matter. The gift ban also extends to independent contractors who may exercise official actions on behalf of the City.

The Code of Ethics also prohibits common forms of nepotism. For example, no officer, public body member, or employee shall be responsible for employment matters concerning a relative. Nor can he or she influence compensation paid to a relative, and a relative of a current officer, public body member or employee cannot be hired unless certain personnel rules are followed.

Other Ethics Rules of Interest

Like state law, Louisville’s Code of Ethics prohibits the use of non-public information for personal or private gain. It also prohibits acts of advantage or favoritism and, in that regard, prohibits special considerations, use of employee time for personal or private reasons, and use of City vehicles or equipment, except in same manner as available to any other person (or in manner that will substantially benefit City). The City also has a “revolving door” rule that prohibits elected officials from becoming City employees either during their time in office or for two years after leaving office. These and other rules of conduct are found in Section 5-9 of the Code of Ethics.

Disclosure, Enforcement, and Advisory Opinions

The Code of Ethics requires that those holding or running for City Council file a financial disclosure statement with the City Clerk. The statement must include, among other information, the person’s employer and occupation, sources of income, and a list of business and property holdings.

The Code of Ethics provides fair and certain procedures for its enforcement. Complaints of violations may be filed with the City prosecutor; the complaint must be a detailed written and verified statement. If the complaint is against an elected or appointed official, it is forwarded to an independent judge who appoints a special, independent prosecutor for purposes of investigation and appropriate action. If against an employee, the City prosecutor will investigate the complaint and take appropriate action. In all cases, the person who is subject to the complaint is given the opportunity to provide information concerning the complaint.

Finally, the Code allows persons who are subject to the Code to request an advisory opinion if they are uncertain as to applicability of the Code to a particular situation, or as to the definition of terms used in the Code. Such requests are handled by an advisory judge, selected from a panel of independent, disinterested judges who have agreed to provide their services. This device allows persons who are subject to the Code to resolve uncertainty before acting, so that a proper course of conduct may be identified. Any person who requests and acts in accordance with an advisory opinion issued by an advisory judge is not subject to City penalty, unless material facts were omitted or misstated in the request. Advisory opinions are posted for public inspection; the advisory judge may order a delay in posting if the judge determines the delay is in the City’s best interest.

Citizens are encouraged to contact the City Manager’s Office with any questions about the City’s Code of Ethics. A copy of the Code is available at the City’s website (www.LouisvilleCO.gov) and also from the Offices of the City Manager and City Clerk.

Other Laws on Citizen Participation in Government

Preceding sections of this pamphlet describe Louisville's own practices intended to further citizen participation in government. Those practices are generally intended to further dissemination of information and participation in the governing process. Some other laws of interest regarding citizen participation include:

Initiative and Referendum

The right to petition for municipal legislation is reserved to the citizens by the Colorado Constitution and the City Charter. An initiative is a petition for legislation brought directly by the citizens; a referendum is a petition brought by the citizens to refer to the voters a piece of legislation that has been approved by the City Council. In addition to these two petitioning procedures, the City Council may refer matters directly to the voters in the absence of any petition. Initiative and referendum petitions must concern municipal legislation—as opposed to administrative or other non-legislative matters. By law the City Clerk is the official responsible for many of the activities related to a petition process, such as approval of the petition forms, review of the signed petitions, and consideration of protests and other matters. There are minimum signature requirements for petitions to be moved to the ballot; in Louisville, an initiative petition must be signed by at least five percent of the total number of registered electors. A referendum petition must be signed by at least two and one-half percent of the registered electors.

Public Hearings

In addition to the opportunity afforded at each regular City Council meeting to comment on items not on the agenda, most City Council actions provide opportunity for public comment through a public hearing process. For example, the City Charter provides that a public hearing shall be held on every ordinance before its adoption. This includes opportunities for public comment prior to initial City Council discussion of the ordinance, as well as after Council's initial discussion but before action. Many actions of the City are required to be taken by ordinance, and thus this device allows for citizen public hearing comments on matters ranging from zoning ordinances to ordinances establishing offenses that are subject to enforcement through the municipal court.

Additionally, federal, state, and/or local law requires a public hearing on a number of matters irrespective of whether an ordinance is involved. For example, a public hearing is held on the City budget, the City Comprehensive Plan and similar plans, and a variety of site-specific or person-specific activities, such as annexations of land into the city, rezonings, special use permits, variances, and new

liquor licenses. Anyone may provide comments during these hearings.

Public Records

Access to public records is an important aspect of citizen participation in government. Louisville follows the Colorado Open Records Act (CORA) and the additional public records provisions in the City Charter. In particular, the Charter promotes the liberal construction of public records law, so as to promote the prompt disclosure of City records to citizens at no cost or no greater cost than the actual costs to the City.

The City Clerk is the custodian of the City's public records, except for financial, personnel, and police records which are handled, respectively, by the Finance, Human Resources, and Police Departments. The City maintains a public policy on access to public records, which include a records request form, a statement of fees, and other guidelines. No fee is charged for the inspection of records. No fee is charged for locating or making records available for copying, except in cases of voluminous requests or dated records, or when the time spent in locating records exceeds two hours. No fees are charged for the first 25 copies requested or for electronic records.

Many records, particularly those related to agenda items for City Council and current Board and Commission meetings, are available directly on the City's website (www.LouisvilleCO.gov). In addition to posting agenda-related material, the City maintains communication files for the City Council and Planning Commission. These are available for public inspection at the City Clerk's Office, 749 Main Street.

CORA lists the categories of public records that are not generally open to public inspection. These include, for example, certain personnel records and information, financial and other information about users of city facilities, privileged information, medical records, letters of reference, and other items listed in detail in CORA. When public records are not made available, the custodian will specifically advise the requestor of the reason.

Citizens are encouraged to review the City's website (www.LouisvilleCo.gov) for information, and to contact the City with any questions regarding City records.

Public Involvement Policy

Public participation is an essential element of the City's representative form of government. To promote effective public participation City officials, advisory board members, staff and participants should all observe the following guiding principles, roles and responsibilities:

Guiding Principles for Public Involvement

Inclusive not Exclusive - Everyone's participation is

welcome. Anyone with a known interest in the issue will be identified, invited and encouraged to be involved early in the process.

Voluntary Participation - The process will seek the support of those participants willing to invest the time necessary to make it work.

Purpose Driven - The process will be clearly linked to when and how decisions are made. These links will be communicated to participants.

Time, Financial and Legal Constraints - The process will operate within an appropriate time frame and budget and observe existing legal and regulatory requirements.

Communication - The process and its progress will be communicated to participants and the community at-large using appropriate methods and technologies.

Adaptability - The process will be adaptable so that the level of public involvement is reflective of the magnitude of the issue and the needs of the participants.

Access to Information - The process will provide participants with timely access to all relevant information in an understandable and user-friendly way. Education and training requirements will be considered.

Access to Decision Making - The process will give participants the opportunity to influence decision making.

Respect for Diverse Interests - The process will foster respect for the diverse values, interests and knowledge of those involved.

Accountability - The process will reflect that participants are accountable to both their constituents and to the success of the process.

Evaluation - The success and results of the process will be measured and evaluated.

Roles and Responsibilities - City Council

City Council is ultimately responsible to all the citizens of Louisville and must weigh each of its decisions accordingly. Councilors are responsible to their local constituents under the ward system; however they must carefully consider the concerns expressed by all parties. Council must ultimately meet the needs of the entire community—including current and future generations—and act in the best interests of the City as a whole.

During its review and decision-making process, Council has an obligation to recognize the efforts and activities that have preceded its deliberations. Council should have regard for the public involvement processes that have been completed in support or opposition of projects.

Roles and Responsibilities - City Staff and Advisory Boards

The City should be designed and run to meet the needs and priorities of its citizens. Staff and advisory boards must ensure that the Guiding Principles direct their work. In addition to the responsibilities established by the Guiding

Principles, staff and advisory boards are responsible for:

- ensuring that decisions and recommendations reflect the needs and desires of the community as a whole;
- pursuing public involvement with a positive spirit because it helps clarify those needs and desires and also adds value to projects;
- fostering long-term relationships based on respect and trust in all public involvement activities;
- encouraging positive working partnerships;
- ensuring that no participant or group is marginalized or ignored;
- drawing out the silent majority, the voiceless and the disempowered; and being familiar with a variety of public involvement techniques and the strengths and weaknesses of various approaches.

All Participants

The public is also accountable for the public involvement process and for the results it produces. All parties (including Council, advisory boards, staff, proponents, opponents and the public) are responsible for:

- working within the process in a cooperative and civil manner;
- focusing on real issues and not on furthering personal agendas;
- balancing personal concerns with the needs of the community as a whole;
- having realistic expectations;
- participating openly, honestly and constructively, offering ideas, suggestions and alternatives;
- listening carefully and actively considering everyone's perspectives;
- identifying their concerns and issues early in the process;
- providing their names and contact information if they want direct feedback;
- remembering that no single voice is more important than all others, and that there are diverse opinions to be considered;
- making every effort to work within the project schedule and if this is not possible, discussing this with the proponent without delay;
- recognizing that process schedules may be constrained by external factors such as limited funding, broader project schedules or legislative requirements;
- accepting some responsibility for keeping themselves aware of current issues, making others aware of project activities and soliciting their involvement and input; and
- considering that the quality of the outcome and how that outcome is achieved are both important.

Updated December 2019

This pamphlet is prepared pursuant to the Home Rule Charter of the City of Louisville.

This is a compilation of Articles 4 and 5 of the Charter of the City of Louisville and is available at all times in the City Clerk's Office, 749 Main Street, Louisville, Colorado, and on the City's web site at www.LouisvilleCO.gov.

This pamphlet is also provided to every member of a public body (board or commission) at that body's first meeting each year.

Attendees at December 15, 2019 Seller/Server Training

There were a total of 25 attendees with 4 from Louisville establishments.

Mr. Sake – 1
740 Front - 2
Tilt – 1

LOCAL LICENSING AUTHORITY

MEETING SCHEDULE

2020

(Meetings are held at City Hall, 749 Main St., Louisville
at 7:00 PM in the 2nd floor Council Chambers - unless otherwise noted)

January 27, 2020

February 24, 2020 (Spruce Room)

March 23, 2020

April 27, 2020

May 18, 2020 – Spruce Room

June 22, 2020

July 27, 2020

August 24, 2020

September 28, 2020

October 26, 2020

November 23, 2020

December 28, 2020