



CITY CLERK'S OFFICE MEMORANDUM
#12-2022

DATE: Nov. 28, 2022

TO: Honorable Mayor Meredith Leighty and City Council Members

THROUGH: Heather Geyer, City Manager 

FROM: Johanna Small, City Clerk 
Lisa Andrews, Sr. Deputy City Clerk – Licensing Administrator

SUBJECT: CR-168 – Liquor Licensing Fee Schedule

PURPOSE

To consider CR-168, a resolution adopting a new schedule of fees for liquor licensing, as permitted by State law.

BACKGROUND

CB-1997, scheduled for public hearing and second reading on Nov. 28, 2022, would amend Section 18-2-3 of the Municipal Code to maintain compliance with the Colorado Liquor Code in relation to House Bill 22-1415 (“HB-1415”), reporting of managers for liquor licensed establishments. Specific to fees, HB-1415 reduces the fees which may be collected by local and State liquor licensing authorities for manager change reporting from \$75 to \$30. That reduction is reflected in CR-168.

In addition, CR-168 implements a fee for takeout and delivery permits, which were authorized by Council with the adoption of Ordinance 1809, Series of 2020. The permit fee shall be set by resolution and shall not exceed the fee for a State takeout and delivery permit, which is currently \$11. State and local takeout and delivery permits will replace the temporary COVID-19 related allowance for to-go beverages to be offered by establishments licensed to sell and serve alcohol for consumption on the licensed premises. Governor Polis recently extended the temporary allowance to the year 2025. Staff anticipates an influx of applications in advance of that expiration date; therefore, implementation of a takeout and delivery permit fee is timely.

All other liquor licensing fees are proposed to remain the same. The new fee schedule includes a complete list of liquor licensing fees.

BUDGET/TIME IMPLICATIONS

Due to the elimination of local authority review, staff time related to processing manager changes would be reduced and the fee reduction from \$75 to \$30 is appropriate.

The takeout and delivery permit fee of \$11 would offset the actual cost incurred by the City for associated administrative processing, supplies, and postage.

STAFF RECOMMENDATION

Staff recommends approval of CR-168.

STAFF REFERENCE

If Council members have any questions, please contact Johanna Small, City Clerk, at jsmall@northglenn.org or 303.450.8757.

CR-168 – Liquor Licensing Fee Schedule

SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER'S RESOLUTION

RESOLUTION NO.

No. CR-168
Series of 2022

Series of 2022

A RESOLUTION ADOPTING A NEW SCHEDULE OF FEES CHARGED FOR LIQUOR LICENSING AS PERMITTED BY STATE LAW

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The City Council hereby imposes the schedule of fees as attached hereto as **Exhibit A** for liquor licensing applications.

Section 2. Resolution No. 08-104, Series of 2008, is hereby repealed.

Section 3. This Resolution shall be effective on November 28, 2022.

DATED at Northglenn, Colorado, this ____ day of _____, 2022.

MEREDITH LEIGHTY
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

EXHIBIT A
Liquor Licensing Fee Schedule

APPLICATION FEES	
New/Transfer of Ownership	\$750.00
Annual Renewal	\$100.00
Late Fee for Annual Renewal	\$500.00
Reissue Fee (90 to 180 Days After Expiration)	\$500.00
LICENSE FEES	
Art	\$41.25
Beer and Wine	\$48.75
Brew Pub	\$75.00
Club	\$41.25
Distillery Pub	\$75.00
Fermented Malt Beverage	\$3.75
Hotel and Restaurant	\$75.00
Optional Premises (w/H&R)	\$75.00
Liquor Licensed Drug Store	\$22.50
Lodging and Entertainment	\$75.00
Resort Complex	\$75.00
Related Facility – Resort Complex	\$15.00
Retail Liquor Store	\$22.50
Tavern	\$75.00
Vintner’s Restaurant	\$75.00
PERMITS AND CHANGES	
Art Gallery Permit	\$3.75
Bed and Breakfast Permit	\$3.75
Manager Change Report	\$30.00
Corporate/LLC Change Report (per person)	\$100.00
Takeout and Delivery Permit	\$11.00
Temporary Permit for Transfer of Ownership	\$100.00
Special Event Permit (per day)	\$100.00
Special Private Occasion Permit (per day)	\$25.00