


**PLANNING AND DEVELOPMENT DEPARTMENT MEMORANDUM  
#21-2020**

**DATE:** June 1, 2020

**TO:** Honorable Mayor Meredith Leighty and City Council Members

**THROUGH:** Heather Geyer, City Manager 

**FROM:** Brook Svoboda, Director of Planning and Development   
Becky Smith, Planning Manager

**SUBJECT:** CR-95 – Temporary Use Expansion Fee Waiver for Non-Liquor Businesses

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**PURPOSE**

City Council is considering CR-95, a resolution delegating certain authority to the City Manager and authorizing certain fee waivers to implement temporary modifications to restaurants without a liquor license and other retail businesses in response to the COVID-19 pandemic.

**BACKGROUND**

On March 25, 2020, due to concerns of the COVID-19 pandemic, the State of Colorado issued a Stay at Home order, which essentially closed all non-essential businesses to in-person dining and sales. As Colorado has seen a leveling of new cases, slowing the curve, the state has moved into the Safer at Home phase of the pandemic response. This phase includes a careful re-opening of restaurants and, eventually, other businesses to serve customers in person following state guidelines, which include taking precautions to maintain social distancing.

The attached resolution delegates authority to the City Manager to approve temporary license agreements for the use of City property proximate to a restaurant without a liquor license, and other retail businesses; as well as, waive fees associated with Temporary Use applications that may require temporary expansion of their business to comply with applicable public health orders.

**BUDGET/TIME IMPLICATIONS**

The fee for Temporary Use Permits is \$100.00. The waiver will only pertain to requests for businesses to expand their premises outdoors to comply with Safer at Home guidelines. It is not yet known how many businesses will apply for outdoor expansions. Waiving the \$100.00 fee for each business is intended to further assist each business in reopening efforts as a result of COVID-19 response.

**STAFF RECOMMENDATION**

Staff recommends approval of CR-95.

**STAFF REFERENCE**

If Council members have any comments or questions, they may contact Brook Svoboda, Director of Planning and Development, at 303.450.8937 or bsvoboda@northglenn.org.

CR-95 – Temporary Use Expansion Fee Waiver for Non-Liquor Businesses

SPONSORED BY: MAYOR LEIGHTY

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-95  
Series of 2020

\_\_\_\_\_  
Series of 2020

A RESOLUTION DELEGATING CERTAIN AUTHORITY TO THE CITY MANAGER AND AUTHORIZING CERTAIN FEE WAIVERS TO IMPLEMENT TEMPORARY MODIFICATIONS TO RESTAURANTS WITHOUT A LIQUOR LICENSE AND OTHER RETAIL BUSINESSES IN RESPONSE TO THE COVID-19 PANDEMIC

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

Section 1. The City Council hereby delegates to the City Manager the authority to approve temporary license agreements for the use of City property proximate to a restaurant without a liquor license and other retail businesses that may require temporary expansion of their business in order to comply with applicable public health orders.

Section 2. The City Council further waives any application fees for the City's Temporary Use Permit required under the City's Unified Development Ordinance for review of modifications to business premises to assist in compliance with applicable public health orders.

DATED at Northglenn, Colorado, this \_\_\_\_ day of \_\_\_\_\_, 2020.

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MEREDITH LEIGHTY  
Mayor

ATTEST:

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JOHANNA SMALL, CMC  
City Clerk

APPROVED AS TO FORM:

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COREY Y. HOFFMANN  
City Attorney