

**NORTHGLENN LIQUOR LICENSING AUTHORITY
MEMORANDUM**

DATE: June 30, 2022
TO: Chairperson Olivieri and Members of the Authority
FROM: Lisa Andrews, Sr. Deputy City Clerk – Licensing Administrator
SUBJECT: Draft Resolution #22-02 – Bylaw Amendment

PURPOSE

This draft resolution would amend the Bylaws of the Northglenn Liquor Licensing Authority to change the regular meeting schedule and to amend language related to public noticing requirements.

BACKGROUND

The Northglenn Liquor Licensing Authority Bylaws, adopted on March 6, 2006, established the regular meeting dates of the Authority as the 1st and 3rd Mondays of the month at 9:00 a.m. The City of Northglenn observes several holidays throughout the year that always fall on the 1st and 3rd Monday of the month. As City Hall is closed in observance, those static holidays, along with others that periodically rotate to a 1st or 3rd Monday, cause the frequent cancellation of regularly scheduled meetings of the Authority. While special meetings may be called by the Chairperson when appropriate, it may cause difficulty for applicants and their legal counsel to plan for attendance. Special meetings also require a considerable amount of coordination between the members of the Authority, Authority’s Legal Counsel, and staff. Changing the meeting dates to the 1st and 3rd Thursday of the month would avoid four static Monday holidays. Rotating holidays may still cause cancellations, but there would be far fewer occurrences. By poll, there was consensus that changing the regular meetings to 9:00 a.m. on the 1st and 3rd Thursdays of the month would be a practical and desirable solution. Staff has confirmed Council Chambers availability for the change and submitted a tentative reservation.

Article 2 also established public noticing requirements: “Agendas shall be posted in the case in the lobby no less than 24 hours prior to a meeting.” It has been standard practice for the Authority to designate official posting locations by resolution at the first regular meeting of the calendar year. In addition to posting in the case in the lobby of City Hall, the resolution typically requires the agenda to also be posted at www.northglenn.org. The proposed resolution would align the language within the Bylaws to the standard practice of the Authority. This change is also desirable as there are plans for the construction of a new City Hall building. There may be other posting means and locations the Authority may wish to designate on an annual basis after the new building opens.

STAFF RECOMMENDATION

Staff recommends approval of this proposed resolution.

ATTACHMENTS

Bylaws
Spreadsheet – 2022 / 2023 Holiday Schedule
Draft Resolution

City of Northglenn
Liquor Licensing Authority

Bylaws

1. A Chairperson and Vice-Chairman shall be appointed by the Liquor Licensing Authority (“Authority”) following each regular City election after the new City Council has selected new members of the Authority. The Chairperson shall preside at all meetings of the Authority and shall execute documents on behalf of the Authority. The Vice-Chairman shall perform the duties of the Chairperson during the Chairperson’s absence. If the Chairperson and Vice Chairperson are both absent, the members present shall designate a person to act as Chairperson during their absence.
2. Meetings shall be held on the first and third Monday of each month beginning at 9:00 a.m. in Council Chambers at the Northglenn City Hall. Agendas shall be posted in the case in the lobby no less than 24 hours prior to a meeting. All meetings shall be open to the public except as otherwise allowed pursuant to the Colorado Open Meetings Law. Minutes of the meetings shall be taken and maintained by the City Clerk’s office.
3. Meetings of the Authority shall be conducted substantially in accordance with Robert’s Rules of Order Revised, except where deviation is required by otherwise applicable law or regulation. Failure to conform to Robert’s Rules of Order Revised shall not affect the validity of any Authority action or decision. Hearings to decide on liquor license applications and special events, and hearings conducted pursuant to an Order to Show Cause shall be deemed to be quasi-judicial proceedings.
4. Decisions and action shall be deemed to be the final action of the Authority at such time as a motion has been made and approved by the a majority of the Authority, or at such time as a written resolution is adopted by a majority of the Authority, whichever comes later.
5. These bylaws may be amended from time to time as necessary by a majority of members of the Authority.

City Holiday	Description	2022 Observation	Monday Conflict	Thursday Conflict
New Year's Day	Jan. 1st	Friday, Dec. 31	no	no
Martin Luther King, Jr. Day	3rd Monday in Jan.	Monday, Jan. 17	yes	no
Presidents Day	3rd Monday in Feb.	Monday, Feb. 21	yes	no
Memorial Day	Last Monday in May	Monday, May 30	no	no
Juneteenth	June 19th	Monday, June 20	yes	no
Independence Day	July 4th	Monday, July 4	yes	no
Labor Day	1st Monday in Sept.	Monday, Sept. 5	yes	no
Veterans Day	Nov. 11th	Friday, Nov. 11	no	no
Thanksgiving Day	4th Thursday	Thursday, Nov. 24	no	no
Day after Thanksgiving	4th Friday	Friday, Nov. 25	no	no
Christmas Day	Dec. 25th	Monday, Dec. 26	yes	no
Christmas Eve 1/2 Day	Dec. 24th	Friday, Dec. 23	no	no
New Year's Eve 1/2 Day	Dec. 31st	Friday, Dec. 30	no	no

City Holiday	Description	2023 Observation	Monday Conflict	Thursday Conflict
New Year's Day	Jan. 1st	Monday, Jan. 2	yes	no
Martin Luther King, Jr. Day	3rd Monday in Jan.	Monday, Jan. 16	yes	no
Presidents Day	3rd Monday in Feb.	Monday, Feb. 20	yes	no
Memorial Day	Last Monday in May	Monday, May 29	no	no
Juneteenth	June 19th	Monday, June 19	yes	no
Independence Day	July 4th	Tuesday, July 4	no	no
Labor Day	1st Monday in Sept.	Monday, Sept. 4	yes	no
Veterans Day	Nov. 11th	Friday, Nov. 10	no	no
Thanksgiving Day	4th Thursday	Thursday, Nov. 23	no	no
Day after Thanksgiving	4th Friday	Friday, Nov. 24	no	no
Christmas Day	Dec. 25th	Monday, Dec. 25	yes	no
Christmas Eve 1/2 Day	Dec. 24th	Friday, Dec. 22	no	no
New Year's Eve 1/2 Day	Dec. 31st	Friday, Dec. 29	no	no

A RESOLUTION AMENDING THE BYLAWS OF THE LIQUOR LICENSING AUTHORITY FOR THE CITY OF NORTHGLENN

WHEREAS, the Liquor Licensing Authority for the City of Northglenn (“the Authority”) adopted Bylaws on March 6, 2006; and

WHEREAS, Article 2 of the Bylaws established the meeting dates and public noticing requirements as follows:

Meetings shall be held on the first and third Monday of each month beginning at 9:00 a.m. in Council Chambers at the Northglenn City Hall. Agendas shall be posted in the case in the lobby no less than 24 hours prior to a meeting. All meetings shall be open to the public except as otherwise allowed pursuant to the Colorado Open Meetings Law. Minutes of the meetings shall be taken and maintained by the City Clerk’s office; and,

WHEREAS, the Authority desires to change the meeting dates and public noticing requirements;

NOW, THEREFORE, BE IT RESOLVED BY THE LIQUOR LICENSING AUTHORITY OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. Article 2 of the Bylaws of the Liquor Licensing Authority for the City of Northglenn is amended to read as follows:

Meetings shall be held on the first and third Thursday of each month beginning at 9:00 a.m. in Council Chambers at the Northglenn City Hall. Agendas shall be posted as designated annually at the Authority’s first regular meeting of each calendar year. All meetings shall be open to the public except as otherwise allowed pursuant to the Colorado Open Meetings Law. Minutes of the meetings shall be taken and maintained by the City Clerk’s office.

DATED, at Northglenn, Colorado, this 30th day of June 2022.

MICHAEL OLIVIERI
Chairperson

ATTEST:

LISA ANDREWS, CMC
Deputy City Clerk

APPROVED AS TO FORM:

HILARY M. GRAHAM
Attorney to the Authority