

Clerks Q & A

Thursday, April 23, 2020

Start Time: 10:00 am

Meeting called by Department of Revenue, Liquor Enforcement Division

Attendees: City and County Clerks

For Your Review: Executive order D2020 011 and executive order D2020 029 (<https://www.colorado.gov/governor/executive-orders>), Emergency Regulation 47-1101, LED Bulletins, and Online Renewal Payment Notification (<https://www.colorado.gov/pacific/enforcement/liquor>)

Agenda

- 1) Introduction by LED Director Michelle Stone-Principato
- 2) Emergency Rule
 - a) Emergency regulation 47-1101, Delivery and Takeout Sales, will be evaluated and reassessed every thirty days. This will help find solutions for keeping businesses open and sustaining business, while ensuring public safety. [Warning labels](#) must be in place as well as containers sealed while in transit.
- 3) Online Payments
<https://secure.colorado.gov/payment/liquor>
 - a) Renewal payments for local retail licenses and state licenses are currently being accepted using this portal.
 - b) You may also send payments and renewal forms via US mail to our office.
 - c) The LED is receiving positive feedback from the new online portal. However, we will keep examining other options to determine if this is a permanent or temporary option due to the cost and exorbitant amount of time it is taking on the backend for staff.
- 4) Renewals and Applications
 - a) The LED is still processing renewals and applications. We are currently two weeks out for processing renewals. If there is a renewal which is older than a month, please email us.
 - b) It is up to the local jurisdiction if they want to waive the late renewal fee payable to the city/county.
 - c) The LED will examine each request to waive the State late fee by a case by case basis.
 - d) The LED cannot renew licenses without payment. When renewals are emailed to be processed, please indicate if a check or money order was mailed via US mail, or if the licensee paid online.
 - e) Submit renewal paperwork to the new email address DOR_LED_renewals@state.co.us
 - f) Clerks may email approvals/signature page for applications.
- 5) Summarization of the Needs Survey and suggestions
 - a) Currently Excise Tax is unable to extend the deadline for payment, but LED is open

to hearing ideas and solutions.

6) Additional Q&A/Wrap Up

- a) Future virtual roundtables will be recorded and posted on our website for future review.
- b) Needs and desires rules for applications please consult your City or County Attorney for guidance as LED does not have information regarding or local ordinances or resolutions regarding virtual needs and desires hearings. Any other suggestions you may have, please share with your fellow clerks and determine what is acceptable for your jurisdiction with your city/county attorneys and/or licensing authority.
- c) The LED is currently working on training to be posted on the Clerks Corner.
- d) The LED is currently working on and planning more virtual trainings in the future.
- e) It is a violation of section 47-900(a) for a bar to be open and serving patrons liquor on the licensed premises. If you are experiencing this, local law enforcement and local licensing authorities have jurisdiction. The LED has had a few complaints of this violation. We have reached out to licensees and used education as a tool for compliance.
- f) The LED understands the economic impact this pandemic has had on businesses. We are looking at ways to ensure the success and sustainability of businesses in Colorado. We have seen a significant decrease in renewals. We are in daily contact with business, reviewing issues and concerns and finding creative ways to help and guide businesses.
- g) LED had a renewal bill that was passed and the effective date will depend on the legislative calendar.
- h) A question was asked about accepting Special Event Permits. Per Governor Polis's Executive Order, there will be no large events allowed at this time. Clerks will need to discuss options with licensees who wish to submit special event permits and the possibility of pushing them out to later in the season depending on how the COVID-19 numbers in your local jurisdictions and coordinating with your public health official for further guidance in this area of large public gatherings, which at this time is not allowed.