

Douglas County Liquor Licensing Authority Worksession

**Friday, May 20, 2011
100 Third Street, Castle Rock
BCC Conference Room**

**Attendees: Scott Lemmon, Don Bammes, Chris Carlson
Staff: Kelly Dunnaway, Holly Carrell**

1. Hearing Agenda Review

Members of the Authority did not request any changes be made to the prior meeting Minutes. They discussed informing the violating licensee of the Authority's sentencing guidelines which increase in severity for repeat offenders. They also requested legal advice regarding the non-compliant posting for Parry's Pizza and how that could affect the license. Unanimously, it was decided to move ahead with hearing the application and that they were comfortable with the presence of "substantial compliance".

2. Fine In Lieu of Suspension Process and Procedures

Attendees discussed how other jurisdictions handle the assessment of fines and recapped past discussions on the subject as well as the circumstances when a petition for a fine in lieu would be suitable to accept. It was decided that appropriate situations would be discussed with the licensee at the hearing and, if a fine in lieu was agreed upon by both parties, that the licensee would have 14 days from the date of the hearing to provide proof of the assessed fine and a check to the Licensing Clerk. Staff was asked to develop a simple form to guide licensees through the process and to provide it at the time of the hearing to those who are deemed qualified. At the hearing a suspension would be imposed, but would be negated should the fine in lieu documents be satisfactorily submitted and on time.

Staff will keep records of all financial information submitted with the understanding that an open records request would likely not apply to those documents because of the confidential, proprietary exception. Proof of innocent third-party contracts will not be required. If a licensee wants to pay the maximum allowed, in order to avoid providing financial information, that will be accepted.

3. Other Business

Authority members requested that staff compile information regarding progress that has been made over the last year to present to the Commissioners during the Year-in-Review meeting scheduled for August 8, 2011 at 11:00am. A draft document and proposed agenda will be offered in June for their feedback.