

## Additionally Extended and Amended Rules to Implement Emergency Order 2020-8

### CITY OF BOULDER ORDER RELATED TO DECLARATION OF LOCAL DISASTER EMERGENCY Regarding Boards and Commissions, especially Beverage Licensing Authority and their Hearing Rules of Procedure

Disaster Emergency Order 2020-8 was adopted by the city manager on March 24, 2020 regarding all boards and commissions. The Beverage Licensing Authority (BLA) is a city board which is staffed by the City Regulatory Licensing Division, a division of the City of Boulder Finance Department. Point 3 and point 5 of the Emergency Order 2020-8 allows the departmental director to increase staff authority for processes and to adopt rules to streamline and facilitate meetings of a city board, such as the BLA.

The Rules to Implement signed by CFO dated March 25, 2020, April 22, 2020, June 24, 2020, and December 29, 2020, are superseded by these Amended Rules.

**RULE: Effective immediately** and continuing until September 20, 2021, BLA Rule of Procedure, Section 4-1, is modified to allow staff (as opposed to the BLA) to set neighborhood boundaries of not less than 1 mile from the applicable premise location and to acknowledge that City Licensing will no longer prepare door to door petitioning templates. In lieu of petitioning templates, City Licensing shall supply applicants with a city letter template, which the applicant must mail via US Mail at the applicant's own cost at least 17 days prior to the scheduled BLA hearing date and which includes application details, the BLA hearing date, and directions for how persons within the neighborhood boundaries may supply comment in support of or in opposition to the application. City Licensing will provide applicants with an address list for addresses located inside of the neighborhood boundaries. The applicant will be required to confirm under oath at its application hearing that it has completed the required mailing.

Additionally, City Licensing shall include on application posters and also in the published hearing agendas the City Licensing Office's applicable phone number, email address, and website address so that persons know how they may supply written opinion and how they may contact city staff for instructions on how to participate in virtual hearings.

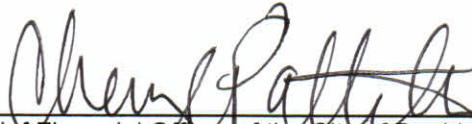
**RULE: Effective immediately** and continuing until September 20, 2021, BLA Rule of Procedure ("BLA Rules"), Section 8-4, is modified to allow license transfers to be completed administratively without need for BLA hearing and BLA Rules, Section 8-1, is modified to permit license renewals (except those that have been previously directed to hearing by the BLA or have administrative issues that cannot be resolved by staff) to be completed administratively without need for BLA hearing.

**Rule: Effective immediately** and continuing until September 20, 2021, BLA Rule of Procedure, Section 8-1-1, is modified to waive the requirement that license renewal applications be filed 45 days before the license expiration date.

**Rule: Effective immediately** and continuing until September 20, 2021, BLA Rule of Procedure, Section 3-6, is modified to allow on-line alcohol server training to meet the city's employee training condition.

These amended rules shall be enforced as provided in Emergency Order 2020-8.

DATE: June 30 2021, 12:40 a.m. / 10 p.m.



Cheryl Paltola

Chief Financial Officer of the City of Boulder  
by her designee