



## WESTMINSTER

### IN-PERSON SPECIAL PERMIT AND LICENSE BOARD JANUARY 17, 2024 -7:00 P.M.

1. Roll Call
2. Procedures
  - A. Approval of Minutes (December 6, 2023)
3. Public Hearings and New Business
  - A. Special Events Permit – Westminster Parks Recreation & Libraries – St. Galentine’s Day Rom Com
4. Miscellaneous Business/Reports
  - A. Upcoming meetings
4. Adjournment

SPECIAL PERMIT AND LICENSE BOARD  
MINUTES OF IN-PERSON MEETING  
WEDNESDAY, DECEMBER 6, 2023

Answering to roll call were Chairperson Brown, Vice Chair Hatfield, Board members Magill, McCullough. Absent were Board members Amin, Composanto, Moe and Rommelfanger. Staff present included Mary Joy Barajas, Deputy City Clerk, Troy Gordanier, Liquor Enforcement Officer, and Chuck Piekarski, Assistant City Attorney.

APPROVAL OF MINUTES

The minutes of the September 20, 2023, meeting was accepted into the record. Chair Brown excused members Amin, Composanto, Moe and Rommelfanger for their absence from the December 6th meeting.

NEW BEER/WINE LIQUOR LICENSE FOR THAI CURRY

Chair Brown removed this item from the table and opened a public hearing to consider a new beer/wine liquor license from Thai Curry 92 LLC, dba Thai Curry, 5028 W 92<sup>nd</sup> Avenue. Barajas reported that the application was complete and all legal notice requirements had been satisfied.

Liquor Enforcement Officer Troy Gordanier stated that nothing was found in the background check, application was complete, funding appeared to be proper, and there were no violations on the applicant's prior alcohol license. The Police Department has no reason to deny this application.

The survey conducted by Liquor Pros and reflected a 98% needs and desire for this location. The survey was submitted to the record.

Sugat Polwat, owner and Jesse Porter, friend, were sworn in Polwat stated that this is a new smaller location with 5 employees. Polwat runs kitchen so on site every day. Employee training is handled by Polwat and his wife. Polwat received responsible vendor training 3 years ago. Porter stated that alcohol with meals helps with sales and adds to the dining experience, Thai beer and two red and white wines are available, typically customers will have 1-2 drinks. Seeing no one else present to testify, Hatfield closed the public hearing at 7:15 p.m.

Based on the testimony and evidence provided, McCullough made a motion, seconded by Brown to approve the beer/wine liquor license from Thai Curry 92 LLC, dba Thai Curry, 5028 W 92<sup>nd</sup> Avenue based on finding that the application was complete, the hearing was properly posted and advertised, the premise was located in an area where the sale of alcoholic beverages for on-premise consumption is allowed, there are no other beer/wine liquor licenses within the designated neighborhood, there has not been a beer/wine liquor license denied at this location or within 500 feet of it within the preceding two years, and the applicant was of good character based on the report provided by the Westminster Police Department. In addition, the applicant was licensed to do business in Colorado and the desires of the inhabitants of the designated neighborhood indicated there was no objection to the use based on the results of the survey. The motion carried with a 4-0 vote.

MISCELLANEOUS INFORMATION

Barajas requested that the December 20<sup>th</sup> regular meeting be cancelled. Barajas noted the possibility that the January 3<sup>rd</sup> regular meeting will need to be cancelled as well. Barajas will handle via email if cancellation is necessary.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:17 p.m.

ATTEST:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Deputy City Clerk



## WESTMINSTER

### Agenda Item 3 A

#### Special Permit and License Board Agenda Memorandum

**Date:** January 17, 2024

**Subject:** Westminster Parks Recreation & Libraries – St. Galentine’s Day Rom Com

**Prepared by:** Mary Joy Barajas, Deputy City Clerk

This public hearing is to consider an application for a special events permit from the Westminster Parks, Recreation and Libraries (PR&L) department for the St. Galentine’s Day Rom Com event on February 16<sup>th</sup> at College Hill Library, 3705 W 112<sup>th</sup> Avenue from 10:00 a.m. to 11:00 p.m. Westminster Parks, Recreation and Libraries Department is a qualifying non-profit government organization.

A copy of the application is attached, providing information, a service plan and a map designating the boundaries for the outdoor theatre series.

Pursuant to state law, the event site has been posted continuously for ten days preceding this hearing to inform the public of the request to sell malt, vinous and spirituous liquor for on premise consumption and of this hearing opportunity to voice support or opposition to the application.

The Police Department has no objections to the approval of the application. A copy of Officer Gordanier’s report is attached, and he will be present to review the report with the Board.

Pursuant to W.M.C. § 5-14-10(D), prior to issuing special events permits, the Board must consider, in addition to the eligibility of the applicants, whether issuance of the permit would be injurious to the public welfare due to the nature of the special event, its location within the community, or the failure of the applicants in a past special event to conduct the event in compliance with applicable laws and regulations.

#### Staff Recommendation

Based on the testimony and the evidence provided, grant, or deny the applications from the Westminster Recreation and Libraries Department for a special events permit, for the St. Galentine’s Day Rom Com event on February 16<sup>th</sup> at College Hill Library, 3705 W 112<sup>th</sup> Avenue from 10:00 a.m. to 11:00 p.m.

Attachments: Application, Police Department Report



WESTMINSTER

**Police Department  
Liquor License Investigation**

**CITY CLERK**

<b>Date Application Filed:</b> 12/26/23	<b>Account#:</b> SEP 2024-1
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<b>Business Name:</b> Westminster Parks, Recreation & Libraries
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<b>Business Address:</b> 3705 W. 112 <sup>th</sup> Ave, Westminster, CO 80031 College Hill Library
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☐ New Application    ☐ Renewal    ☐ Transfer    ☐ Change of Corporate Structure    ☐ Change of Manager

<b>Other:</b> Special Event Permit	<b>Hearing Date:</b> @ 7pm
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**POLICE DEPARTMENT USE ONLY**

<b>Application Received by:</b> Det. Troy Gordanier 92-6	<b>Date:</b> 12/26/23
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☐ NCIC Check                      ☐ CCIC Check                      ☒ Local Check

<b>Narrative:</b>			
Westminster PR&L have applied for a Special Event Permit for their Galentine's Day event.			
The date and time for the event is Febvruary 16, 2024 from 10am to 11pm.			
The plan indicates that the area for allowable liquor sales, consumption and possession within a designated area with signs indicating that alcohol is not allowed outside the designated area. There will be one entry/exit point. Staff will be on-hand controlling the sales, consumption and possession of alcohol.			
Local background checks were completed on applicant Leah Krumpholz and Lauren Gladu. Nothing adverse was discovered that would affect this application.			
ID's will be checked for those eligible to consume alcohol. Service will be done by City Staff who are Responsible Vendor certified. One extra duty police officer is being requested for the event.			
The Westminster Police Department finds no reason to deny this liquor license application.			
<b>Investigations Officer:</b> /s/ Det. Troy Gordanier 92-6	<b>Date:</b> 1/8/24	<b>Approved by:</b> /s/ Sgt. Steve Roll	<b>Date:</b> 1/8/24

## APPLICATION FOR A SPECIAL EVENTS PERMIT

Department Use Only

IN ORDER TO QUALIFY FOR A SPECIAL EVENTS PERMIT, YOU **MUST BE NONPROFIT**  
**AND ONE OF THE FOLLOWING** (See back for details.)

- |                                    |  |  |
|------------------------------------|--|--|
| <input type="checkbox"/> SOCIAL    | <input type="checkbox"/> ATHLETIC                              | <input type="checkbox"/> PHILANTHROPIC INSTITUTION |
| <input type="checkbox"/> FRATERNAL | <input type="checkbox"/> CHARTERED BRANCH, LODGE OR CHAPTER    | <input type="checkbox"/> POLITICAL CANDIDATE       |
| <input type="checkbox"/> PATRIOTIC | <input type="checkbox"/> OF A NATIONAL ORGANIZATION OR SOCIETY | <input type="checkbox"/> MUNICIPALITY OWNING ARTS  |
| <input type="checkbox"/> POLITICAL | <input type="checkbox"/> RELIGIOUS INSTITUTION                 | <input type="checkbox"/> FACILITIES                |

**LIAB TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR:**  
2110 ☒ MALT, VINOUS AND SPIRITUOUS LIQUOR \$25.00 PER DAY  
2170 ☐ FERMENTED MALT BEVERAGE (3.2 Beer) \$10.00 PER DAY

**DO NOT WRITE IN THIS SPACE**

LIQUOR PERMIT NUMBER

1. NAME OF APPLICANT ORGANIZATION OR POLITICAL CANDIDATE  
City of Westminster- Parks, Recreation, and Libraries

State Sales Tax Number (Required)  
98-03488

2. MAILING ADDRESS OF ORGANIZATION OR POLITICAL CANDIDATE  
(include street, city/town and ZIP)  
4800 W. 92nd Avenue  
Westminster, CO 80031

3. ADDRESS OF PLACE TO HAVE SPECIAL EVENT  
(include street, city/town and ZIP)  
College Hill Library  
3705 W. 112th Avenue  
Westminster, CO 80020

NAME	DATE OF BIRTH	HOME ADDRESS (Street, City, State, ZIP)	PHONE NUMBER
4. PRES./SEC'Y OF ORG. or POLITICAL CANDIDATE Lauren Gladu	12/31/1989	4800 W. 92nd Ave, Westminster, CO 800	303-658-2209
5. EVENT MANAGER Leah Krumpolz	10/11/1979	4800 West 92nd Ave, Westminster, CO 80	33-658-2208
6. HAS APPLICANT ORGANIZATION OR POLITICAL CANDIDATE BEEN ISSUED A SPECIAL EVENT PERMIT THIS CALENDAR YEAR? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES HOW MANY DAYS? _____	7. IS PREMISES NOW LICENSED UNDER STATE LIQUOR OR BEER CODE? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES TO WHOM? _____		

8. DOES THE APPLICANT HAVE POSSESSION OR WRITTEN PERMISSION FOR THE USE OF THE PREMISES TO BE LICENSED? ☐ Yes ☐ No

LIST BELOW THE EXACT DATE(S) FOR WHICH APPLICATION IS BEING MADE FOR PERMIT

Date	From	To	Hours	From	To	Hours	From	To	Hours	From	To
February 16, 2024	10:00 a.m.	11:00 p.m.									

### OATH OF APPLICANT

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

SIGNATURE <i>Leah K</i>	TITLE Senior Event Planner	DATE 11/10/2023
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### REPORT AND APPROVAL OF LOCAL LICENSING AUTHORITY (CITY OR COUNTY)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 12, Article 48, C.R.S., as amended.

**THEREFORE, THIS APPLICATION IS APPROVED.**

LOCAL LICENSING AUTHORITY (CITY OR COUNTY) <i>Westminster</i>	<input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY	TELEPHONE NUMBER OF CITY/COUNTY CLERK <i>303-868-1356</i>
SIGNATURE <i>[Signature]</i>	TITLE <i>Chair</i>	DATE <i>11/12/24</i>

**DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY**

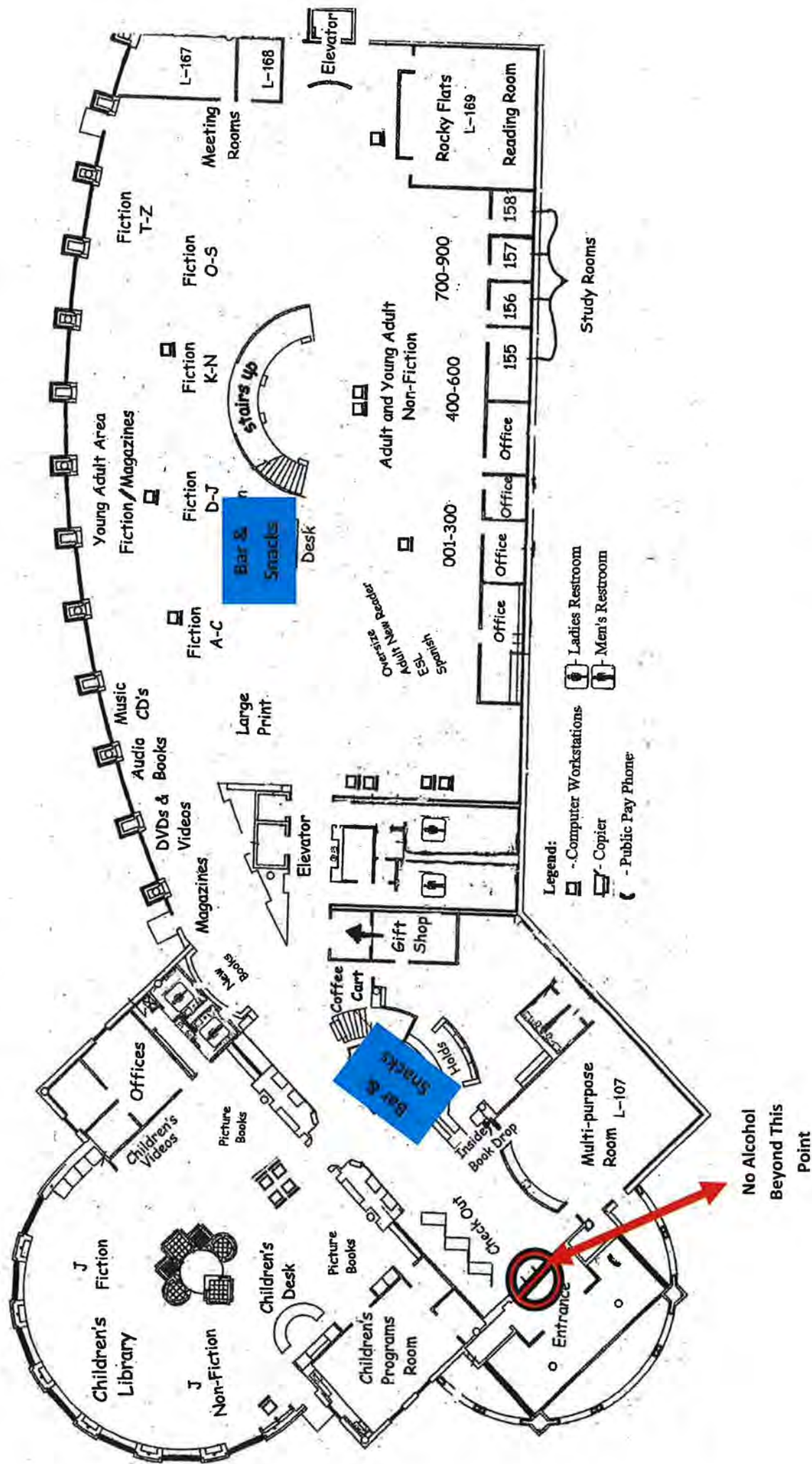
### LIABILITY INFORMATION

License Account Number	Liability Date	State	TOTAL
		-750 (999)	\$

(Instructions on Reverse Side)

000  
rco  
12/12/23

# College Hill Library 1st Floor Map



Galentine's Day, February 16, 2023



**City of Westminster  
Parks, Recreation & Libraries  
Galentine's Day Rom Con Security & Service Plan**

This purpose of this document is to clearly define the Security and Service Plan for a beer, wine, and liquor service scheduled to take place in conjunction with Galentine's Day Rom Con to be held at the College Hill Library, February 16, 2023.

**Security**

- PRL staff will be responsible for ensuring alcoholic beverages do not leave the building, as well as provide on-site security including monitoring guests consuming alcohol for legal age and signs of intoxication.
- PRL will request 1 extra duty officer from Westminster Police Department

**Service Plan**

- Alcohol will be served between the hours of 6 – 8 pm.
- The alcohol consumption will be located inside the College Hill Library first floor. The entrance/exit be monitored by staff along with signage.
- There will be between 5-10 Parks, Recreation, and Libraries staff at the event throughout the service time.
- The Parks, Recreation, and Libraries staff will be checking IDs and serving alcohol will be certified in Alcohol Service Training through Tips.com (Training for Intervention Procedures) prior to the event.
- All guests will be required to show proper ID prior to purchasing alcohol.
- Tips trained staff will monitor amount of alcohol served to guests and will observe for signs of intoxication.

**Special Events Alcohol and Drug Policy Statement (taken from the event safety plan)**

- ☐ Staff, contractors and volunteers (including volunteer teams) are not allowed to consume alcohol while on duty. Any staff, contractor or volunteer who is intoxicated while serving in an official capacity for the festival will not be allowed to continue.
- ☐ Volunteers may not consume or be under the influence of alcohol, marijuana (smoke or edible), or other illegal drugs while wearing a volunteer T-shirt or other credentials associated with the City of Westminster. Volunteers may join the party after their volunteer shift is concluded. If a volunteer leaves her/his shift to enjoy the event and alcohol, they must remove their volunteer T-shirt.
- ☐ Any volunteer caught consuming alcohol while volunteering will be asked to leave the booth and not return.
- ☐ City and state law prohibit smoking marijuana in public places.
- ☐ City of Westminster staff and contractors are dedicated to allowing alcohol consumption in a safe and responsible manner. Staff, all volunteers, and contractors are obligated to follow all city and state laws when it comes to alcohol. No underage drinking is allowed. Anyone consuming alcohol must be able to provide a valid picture ID whenever it is requested.
- ☐ All event guests will submit photo IDs to be checked by Bender's staff and will receive a wristband to validate that they are of legal drinking age.



- ☐ All volunteers, contractors, and staff who are involved in serving alcohol are required to be familiar with the principals of TIPS Training. TIPS (Training for Intervention Procedures) is a nationally recognized program designed to prevent intoxication, prevent drunk driving and prevent underage drinking.
- ☐ Attendees will have their wristbands marked when purchasing a drink. Attendees are limited to 3 drinks during the event.

### **Tips Training Reminders / Basic Server Information**

As servers of alcohol, your job is to provide enjoyment for event attendees as well as ensure a safe environment at the event. The following information highlights the formal program developed for restaurants and bar employees called TIPS (Training for Intervention Procedures by Servers of Alcohol):

- ☐ The average 150-pound man will exceed the “legally impaired” level of alcohol in the bloodstream (.08) by drinking four 12-ounce beers within one hour. Women will generally have a higher level of alcohol because they have a higher % of body fat vs muscle (body fat does not absorb alcohol).
- ☐ Many things can factor in including rate of drinking, strength of the drink, height, weight, size and physical condition, stress and/or exhaustion level, medication and other drugs in the bloodstream. In trying to determine whether or not an individual is intoxicated, a server should observe the individual’s behavioral clues.

#### **Look for:**

- ☐ Loss of inhibitions (talks too loud, gets unusually exuberant or moody)
- ☐ Loss of judgment (inappropriate behavior, foul language, irrational comments, impulsive acts, extreme anger, grabbing beer, throwing cup)
- ☐ Impaired reactions (slurred speech, sleepy/bloodshot eyes, loss of train of thought)
- ☐ Hampered coordination (loss of balance, spilling, sloppiness, dropping beer)
- ☐ If a guest exhibits any of the above signs of impairment and is belligerent and/or is posing a danger to themselves or others, excuse yourself for the moment and communicate with event staff or WPD on channel 2 for help resolving the situation.

#### **If security is not available, then:**

- ☐ Use a calm and firm tone of voice and suggest that the individual take a break from consuming alcohol; suggest getting a soft drink or some food; speak directly to the point as it causes fewer negative reactions (slow down the rate of consumption).
- ☐ Do not be afraid to take responsibility for your actions, such as beginning your sentences in the first person “I” rather than the accusatory “you”; for example, “I believe you need to take a break” rather than “You look like you have had too much to drink.”
- ☐ Provide a reason for your action in a non-threatening and nonjudgmental way since everyone responds more positively to reasonable statements. Reasons include “It is the event’s house rules not to over serve” or “It is against the law to serve alcoholic beverages to someone who appears to have been over served”.
- ☐ You do not want to have to call security - act as if you are on their side. If the individual insists on contesting your decision to deny service, stop serving totally. Take the drink off the table. Walk away. Do not take matters into your own hands.