



**Liquor Licensing Authority Regular Meeting**  
July 10, 2025 - 9:00 AM  
Town Board Chambers, 301 Walnut Street, Windsor, CO 80550

## MINUTES

### A. CALL TO ORDER

Hearing Officer Ablao called the meeting to order at 9:01 a.m.

### B. CONSENT CALENDAR

1. Approval of the June 12, 2025, Liquor Licensing Authority Regular Hearing Minutes - K. Cinnamon, Deputy Town Clerk

The Authority has reviewed the minutes and approves them as written.

### C. ACTION ITEMS

1. NEW - Special Event Permit  
Windsor Main Street Partnership  
400 Main Street, Suite A. Windsor, CO 80550  
Event Date: September 13, 2025  
Event Location: 200 Block of 5th St. Windsor, CO 80550

Hearing Officer Ablao opened the public hearing for a New Special Event Permit for Windsor Main Street Partnership.

Michelle Vance, Executive Director of the Windsor Main Street Partnership, was sworn in by Officer Ablao.

Michelle Vance presented the application for a Special Event Permit for an event to be held on September 13, 2025, in the 200 Block of 5th Street in Windsor.

Ms. Vance described the event as a farm-to-table dinner and mini-mural auction. The murals would be displayed around the dinner area and proceeds from the event would raise funds for downtown beautification. This is the first time the organization is holding this event.

When questioned about food service, Ms. Vance indicated that a caterer from Windsor Mill Tavern would be providing the food. Hearing Officer Ablao noted confusion in the application, which mentioned different business names, including Gourmet Grub and Tiho's. Officer Ablao pointed out that Gourmet Grub currently does not have a business license with the Town of Windsor. Ms. Vance clarified that the same owner, management group and chef would be providing the food, and agreed to change the application to specify Windsor Mill Tavern.

Ms. Vance stated the event would host up to 200 people for dinner. Alcohol would be served by a tip-certified lead bartender from Windsor Mill Tavern, along with two additional bar staff for a total of three alcohol servers. Alcohol would be purchased from Brands Beverage and stored in a secured tent area.

Regarding security, Ms. Vance indicated that two security personnel would be present, though the submitted contract from Allied Universal Security was not signed.

Hearing Officer Ablao noted that the submitted diagram is difficult to review because it's dark with black markings that aren't clearly visible. There was discussion about a revised diagram that had been submitted to exclude Cancun Mexican Grill from the Special Event Permit premises. Ms. Vance confirmed that sidewalks would be included in the premises.

Ms. Vance explained that lighting would consist of rented utility lights arranged in a zigzag pattern across the street.

Ms. Vance stated that ID checking would be handled by trained volunteers who would wristband attendees. The event would not be restricted to those over twenty-one. Alcohol service would be provided at a bar area, with attendees bringing their drinks back to their tables and food would be served to the tables.

Town staff noted that while the Parks and Recreation Department had given approval for the event, Public Works needed to approve the street closure. Staff clarified that the Streets Department had already reviewed and approved the closure within the submitted Parks and Recreation application. Ms. Vance stated that metal barricades that connect to each other would be used to define the event perimeter.

Hearing Officer Ablao opened the meeting for public comment, to which there was none.

Officer Ablao closed the public hearing and stated several issues that must be addressed:

- A revised and clearer diagram showing the placement of tents, dining table, fencing, alcohol storage, etc.
- TIPS certification cards for alcohol servers from Windsor Mill Tavern
- A signed contract from Allied Universal Security
- Clarification on who would be providing food service

The hearing on this matter was continued to August 14, 2025.

#### D. COMMUNICATIONS

No communications were presented.

#### E. ADJOURN

Having no further business, the hearing was adjourned at 9:17 a.m.



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Kaitlyn Bernhoft, Deputy Town Clerk