

Effective Date:

City of Boardman

# **POLICY**

Cancels:

Approved by: City Council

See Also:

## **APPROVING OLCC LICENSE APPLICATION POLICY**

This policy applies whenever the City receives an Oregon Liquor and Cannabis Commission (OLCC) application to complete the local government recommendation. This includes all new licenses and special event applications.

- 1. The City will process routine OLCC applications administratively.**
- 2. Boardman Police Department (BPD) shall review applications.**
  - a. Conduct background review and public safety assessment consistent with applicable laws.
  - b. Applicants will be provided notice and an opportunity to respond to unfavorable recommendations.
  - c. Complete and return recommendations within the OLCC timeline provided on the application.
- 3. Boardman Police Chief or designee is authorized to sign favorable recommendations.**
- 4. City Clerk will maintain records.**
  - a. Act as the Jurisdictional Contact.
  - b. Maintain a list of all active OLCC licenses.
- 5. City Council will review when legitimate denial criteria is met.**
  - a. Action recommending denial must include the facts and legal criteria supporting the decision.