

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.