

**Mayor**  
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Curt Armstrong  
Kaleb Westfall  
Perry Abrams

## MEMORANDUM

**Date:** February 23, 2023  
**To:** Lori Goodell, Acting City Manager  
**From:** Patty Buholm, Planning Director  
**Subject:** Liquor License Transfer Information

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In regard to the Liquor License Transfer Request submitted to the Planning Department via email on 2/01/2023:

**Olsen's Liquor Store; License Number 2787, 513 Woodriver Road:**

A site visit was completed on February 1, 2023, to Olsen's Liquor Store, no measurements were conducted due to no access as the entrance door was inaccessible due to snow build in front of customer entrance – business was not open at time of site visit.

- I did speak with Mr. Dennis Varner, Owner of Willow Tree Bar, who does rent 120 square feet of space to Olsen's Liquor Store.
- Mr. Varner stated that there are 2 parking spaces that are designated for customer use for Olsen's Liquor Store directly in front of the entrance to the Liquor Store (below 2 pictures):



DMC 18.36.070 Compliant

- Mr. Varner did invite me to see the closed caption live security feed to the Liquor Store which is located within a secured area. It was noted that the space is set up as a package store with shelving

units and operational cooler units, a clerk area with a cash register, with product located within the rented space.

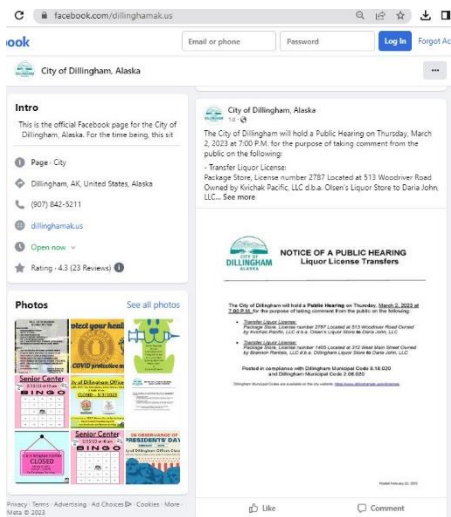
- Measurements were completed on the exterior shell, noting that the space was approximately 120 square feet.
- *No interior pictures were obtained to preserve the security of both businesses: Olsen's Liquor Store, and the Willow Tree Bar.*

**Dillingham Liquor Store; License Number 1405, 312 West Main Street:**

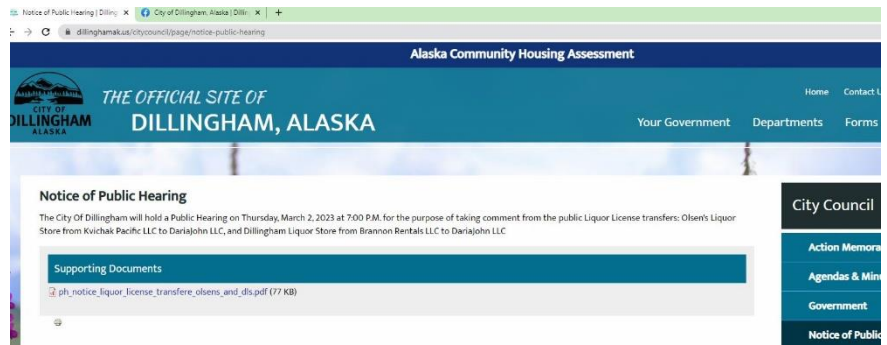
A site visit was completed on February 1, 2023, to the Dillingham Liquor Store and floor measurements were completed (3 included):



Public Hearing Set and Public Notices Posted as per DMC 2.12.020 and DMC 8.18.020 (5 pictures):



City Social Media 1



City Website 1



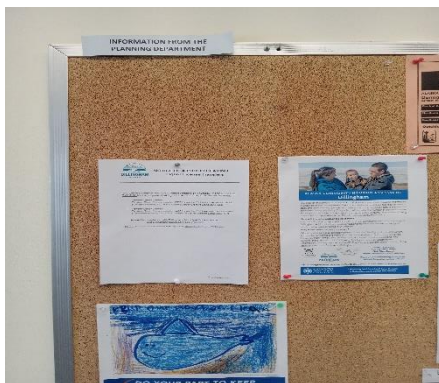
Post Office 1



Local Store Bulletin Board 1



Public Library Post 1



Public Notice City Hall Board 1

Public Notice Posted by Applicants at both sites per DMC 8.18.020 (2 pictures):



*Public Notice by Applicant, Lic.# 2787 1*



*Public Notice by Applicant, Lic.# 1405 1*

Public Notice mailed to all property owners within 500 feet of proposed license transfer, per DMC 8.18.020, Section B, #2.

Package Store Lic.# 1405, d.b.a., Dillingham Liquor Store, 23 Letters were mailed.

Package Store Lic.# 2787, d.b.a., Olsen's Liquor Store, 8 letters were mailed, and 1 was hand delivered due to recent purchase of land and property owner identified through this process.

(end)