

CHANGE OF NAME	A change in the name of the place of business without affecting a change in the ownership, location, or serving privileges
CITY	City of Florence
CITY RECORDER	City Recorder or his/her designee
COMMISSION	Oregon Liquor Control Commission (OLCC)
COUNCIL	Governing body of the City of Florence
LOCAL GOVT.	City of Florence City Council
ORS	Oregon Revised Statutes
POLICE CHIEF	Chief of Police or his/her designee
RENEWAL	Businesses are required to renew their licenses every year at a date set by OLCC
TEMPORARY SALES LICENSE SPECIAL EVENT LICENSES	Are required for a special event where the applicant is making alcohol available and either requiring payment or purchase or accepting donations of money for alcohol, entry or admission or any other product or service.

3-3-4: APPLICATION PROCESS:

A. Procedure: Any person, firm or corporation requesting a liquor license through OLCC that requires local government recommendation shall present the completed license application forms prescribed by OLCC, including the personal history form for each person named on the license application, to the City Recorder.

B. Completed Applications: Liquor license applications forms shall be accepted only when all required forms are properly completed, the requested information is submitted, and the required application fee as set forth by Council resolution has been paid.

3-3-5: APPLICATION FEES: The City Recorder shall charge and collect a license investigation fee at the time the application is filed. The fees for such services shall be established by resolution of the Council.

3-3-6: CITY RECORDER DUTIES: Upon receipt of an application for a new liquor license, the City Recorder shall:

- A. Determine if the licensee has a City business license
- B. Refer the application to the Police Department; Community Development Department and any other department at his/her discretion for the purpose of obtaining a staff recommendation to the Council.
- C. Set a date for the Council to review staff recommendations and allow public input.
- D. Endorse the application, if approved by the City Council.

3-3-7: STAFF REVIEW:

A. The Community Development Department reviews the application for conformance to the City's zoning and land use laws. If there are any issues regarding the location of the business, planning staff will work with the applicant to resolve these issues.

B. OLCC does a thorough background check on the applicants but the City's Police Department will also review the application and the history of complaints on the place of business. If the Police Chief has concerns after this review, he will contact the applicant and the local OLCC office.

3-3-8: HEARING PROCEDURES:

A. Once staff has had the opportunity to review the application the City Recorder will place the

license on the consent agenda at the next regular city council agenda for action.

B. The applicant will be given notice of the date and time of the meeting.

C. If a citizen or councilor would like to make comments either in favor or against the application; the agenda item will be moved from the consent agenda for public comment.

D. The Council shall consider all written and/or oral comments in making their decision in their recommendation to OLCC.

E. Written and/or oral testimony shall be provided to the applicant and forwarded to the local OLCC office.

3-3-9: PUBLIC NOTICE:

In order to facilitate public participation in liquor license applications, the City Recorder shall send the Council's meeting agenda via email to the local media, and all parties who have requested a copy of the agenda. The agenda will be made available at City Hall, Siuslaw Public Library and posted on the City's website. The agenda shall specify the date, time, location of meeting, the business name and address of the applicant.

3-3-10: COUNCIL ACTION:

The Council shall recommend approval, or denial to the Commission on each liquor license application. In determining whether to make an unfavorable recommendation to OLCC, the Council shall apply criteria authorized by OLCC Administrative Statutes and Rules. (ORS 471.313 and ORS 471.315)

3-3-11: LICENSES EXEMPT FROM COUNCIL REVIEW

- A. Temporary/Special Event License
- B. Change of Name of Business
- C. Yearly Renewals

3-3-11-1: PROCEDURES

A. Temporary/Special Events: Any person, firm or corporation requesting a liquor license through OLCC for a Temporary/Special Events license shall present the completed license application forms prescribed by OLCC, to the City Recorder.

1. Temporary/Special Events License application shall be forwarded to the Police Department for the Chief's recommendation. If the Chief has concerns he/she will contact the applicant and the local OLCC department.

B. Change of Name: Any person, firm or corporation requesting a Change of Name of the place of business without affecting a change in the ownership, location, or serving privileges,

1. Shall be reviewed and approved by the City Recorder's office.

C. Yearly renewals: OLCC forwards a list of yearly renewals to the City Recorder's office.

1. Yearly renewals shall be forwarded to the Police and Planning Departments, allowing staff the opportunity to update their files. If there are concerns regarding the renewal of a liquor license the Police/Planning Department shall contact the local OLCC office.

2. City Recorder's office shall approve these yearly renewals.

3-3-11-2: FEES

The fee charged for Change of Name; Temporary/Special Events licenses and Yearly Renewals shall be established by council resolution at the maximum amount allowed by OLCC, which does not require review by the City Council.

Established by Ord No. 16, Series 2008