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191813

Ordinance

Amend Liquor License Recommendations Code to rescind the requirement for mailed notice of liquor license applications, align application procedure with current process, and rescind section requiring Council notification of Oregon Liquor and Cannabis Commission proceedings (amend Code Chapter 14B.100)

Passed

Amended by Council

The City of Portland ordains:

Section 1. The City Council finds:

1. The City of Portland regulates Public Order via City Code Title 14 – Public Order & Police.
2. The City, through the Bureau of Development Services (BDS), uses Chapter 14B.100 – Liquor License Recommendations to establish a fair, effective, and efficient process to be used by the Chief of Police in making recommendations to the Oregon Liquor & Cannabis Commission (OLCC) regarding liquor licenses for premises within the City limits.
3. As process and administrative details in Chapter 14B.100 have not been updated for nearly two decades, these amendments are intended to codify current process into City Code, rescind inaccurate details, update Title 14 to reflect the current state of best practices at the City of Portland, and reduce bureau expenditures.
4. When a business submits a new liquor license application, current code requires mailing a physical notice to property owners and occupants within a 300 ft radius, in addition to posting a physical notice at the location of the applying business.
5. The current requirement to mail hard copy notifications generates a very minimal response from the public.
6. The required mailings cost the program \$59,424 in the FY 22-23 budget and lead to an overwhelming amount of returned mail; sometimes as much as 80% of the original mailed pieces.
7. Considering the cost and the inefficiency of the addressing system, this ordinance amends the notification requirement by eliminating the requirement for a physical mailed notice, instead requiring digital

Introduced by

[Commissioner Carmen Rubio](#)

Bureau

[Permitting & Development](#)

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Requested Agenda Type

Regular

Date and Time Information

Requested Council Date
July 3, 2024

Changes City Code


notification in the form of posting on the BDS website (in addition to posting the required physical notice).

8. Other amendments include rescinding Section 14B.100.050 which requires Council notification of OLCC proceedings. This requirement does not reflect current city process, as notifying City Council of 400+ liquor license applications a year is an onerous burden for both BDS and the Council and does not provide clear value to the community.
9. Additional amendments update and clarify aspects of the liquor license application procedure, such as adding email as an approved form of communication and other administrative details.
10. Lastly, some changes have been made to streamline and simplify language for clarity throughout Chapter 14B.100.
11. BDS Liquor Program staff have advised on these proposed amendments to Title 14, which are intended to align city code with current process, reduce unnecessary cost, and eliminate excess paper waste.

NOW, THEREFORE, the Council directs:

- A. Portland City Code Chapter 14B.100 is amended as shown in Exhibit A.

Documents and Exhibits

 [Exhibit A \(https://www.portland.gov/sites/default/files/council-documents/2024/exhibit-a-14b.100.pdf\)](https://www.portland.gov/sites/default/files/council-documents/2024/exhibit-a-14b.100.pdf) 232.44 KB

An ordinance when passed by the Council shall be signed by the Auditor. It shall be carefully filed and preserved in the custody of the Auditor (City Charter Chapter 2 Article 1 Section 2-122)

Passed as amended by Council
July 3, 2024

Auditor of the City of Portland
Simone Rede

Impact Statement

Purpose of Proposed Legislation and Background Information

This ordinance amends Title 14B.100 Liquor License Recommendations code to rescind the requirement for mailed notice of liquor license applications, replacing mailed notifications with digital and publicly posted physical notices. Changes also clarify application procedure details, codify current process within the city, and rescind the requirement to notify City Council of relevant OLCC proceedings.

When a business submits a new Liquor License application, current code requires mailing a physical notice to property owners and occupants within a 300 ft radius, in addition to posting a physical notice at the location of the applying business. This approach to mailed notifications generates a very minimal response from the public.

The required mailings cost the program \$59,424 in FY 22-23 and lead to an overwhelming amount of returned mail each year. Considering that cost and the inefficiency of the addressing system, it would be more effective and prudent to rescind the requirement for mailed notifications, instead requiring a digital notification be posted on the Bureau of Development Services website. This digital notification will supplement the existing requirement that a physical notice is posted at the applying business.

While this ordinance recommends several amendments to Title 14 text, this removal of physical mailing requirement will have the most significant impact on bureau finances due to the anticipated reduction of costs (due to moving from paper to digital notification).

Recommended amendments also include rescinding section 14B.100.050, which requires Council notification of OLCC proceedings. This requirement does not reflect current city process, as notifying City Council of 400+ liquor license applications a year is an onerous burden for both BDS and the Council and does not provide clear value to taxpayers.

Lastly, amendments clarify aspects of the application procedure, such as updates to add email as an approved form of communication and other administrative or process-related details. Some changes have been made to streamline and simplify language for clarity. None of these additional amendments are anticipated to have a budgetary impact as they are intended to update code to more accurately reflect current process.

Financial and Budgetary Impacts

This ordinance has no budgetary impacts and would not impact staffing levels. The ordinance is expected to reduce program expenditures due to a reduction in paper printing and mailing costs.

Community Impacts and Community Involvement

BDS Liquor Licensing Program staff have advised on these proposed amendments to Title 14. Additional outreach was not completed as these changes will align city code with current processes and should not impact internal or external users.

100% Renewable Goal

This ordinance supports the City's sustainability goals as it reduces overall paper consumption.

Budget Office Financial Impact Analysis

This ordinance amends the Liquor License Recommendations code to rescind the mailed notice requirement for liquor license applications, saving the Bureau about \$60,000 annually.

Document History

Item 595 Regular Agenda in [June 26, 2024 Council Agenda](https://www.portland.gov/council/agenda/2024/6/26)
(<https://www.portland.gov/council/agenda/2024/6/26>)

City Council

Rescheduled

Rescheduled to June 26, 2024 at 2:00 p.m.

Item 600 Regular Agenda in [June 26, 2024 Council Agenda](https://www.portland.gov/council/agenda/2024/6/26)
(<https://www.portland.gov/council/agenda/2024/6/26>)

City Council

Passed to second reading as amended

Motion to amend Finding 6 to update the cost of required mailings from \$15,821 to \$59,424: Moved by Rubio and seconded by Wheeler. (Y-3 Gonzalez, Rubio, Wheeler; Ryan, Mapps absent)

Passed to second reading as amended July 3, 2024 at 9:30 a.m.

Item 624 Regular Agenda in [July 3, 2024 Council Agenda](https://www.portland.gov/council/agenda/2024/7/3)
(<https://www.portland.gov/council/agenda/2024/7/3>)

City Council

Passed As Amended

Commissioner Carmen Rubio Yea

Commissioner Dan Ryan Yea

Commissioner Mingus Mapps Yea

Commissioner Rene Gonzalez Yea

Mayor Ted Wheeler Absent