

**CITY OF SPOKANE
ADMINISTRATIVE POLICY AND PROCEDURE**

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0325-25-07 LGL 2025-0017
TITLE: LOCAL LIQUOR LICENSE REVIEW EFFECTIVE DATE: January 17, 2025 REVISION DATE: N/A	

1.0 GENERAL

- 1.1 In order to sell alcoholic beverages within the City of Spokane, a State liquor license is required.
- 1.2 State law requires the Washington State Liquor and Cannabis Board (WSLCB) to notify the local authority (i.e. mayor) of the city in which the business is located that an application for a liquor license has been submitted. The local authority has 20 days to respond to the notification. If the business is located in an alcohol impact area, the local authority has 60 days to respond.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy is applicable to the Mayor’s Office, Fire, Police, Development Services Center, Legal and Taxes and Licensing Department.

3.0 REFERENCES

TITLE 66 RCW Alcoholic Beverage Control

4.0 DEFINITIONS

- 4.1 Church, as defined in RCW 66.24.010(9)(a) means a building erected for and used exclusively for religious worship and schooling or other activity in connection therewith.
- 4.2 Public institution, as defined in RW 66.24.010(9)(a) means institutions of higher education, parks, community centers, libraries, and transit centers.
- 4.3 Chronic illegal activity, as defined in RCW 66.24.010 (12) means (a) a pervasive pattern of activity that threatens the public health, safety, and welfare of the city, town, or county including, but not limited to, open container violations, assaults, disturbances, disorderly conduct, or other criminal law violations, or as documented in crime statistics, police reports, emergency medical response data, calls for service, field data, or similar records of a law enforcement agency for the city, town, county, or any other municipal corporation or any state agency; or (b) an unreasonably high number of citations for violations of RCW [46.61.502](#) associated with the applicant's or licensee's operation of any licensed premises as indicated by the reported statements given to law enforcement upon arrest
- 4.4 Within 500 feet is measured along the most direct route over or across established public walks, streets, or other public passageway from the main entrance of the school, church, or public institution to the nearest public entrance of the premises proposed for license.

5.0 POLICY

- 5.1 The City may object to all new off-premises liquor license applications within 500 feet of any tax supported public elementary or secondary school, private schools, churches and public institutions.
- 5.2 The City may object to all new and renewal of all liquor license applications where there is a pattern of chronic illegal activity associated with the applicant's operations of the premises proposed to be licensed or the applicant's operation of any other licensed premises, or the conduct of the applicant's patrons inside or outside the licensed premises.
- 5.3 The City may object to all new and renewal of all liquor license applications where the applicant's operations of the premises proposed to be licensed or the applicant's operation of any other licensed premises have been declared a chronic nuisance property under SMC 10.68.040.
- 5.4 The City may object to all new and renewal of all liquor license applications where the City has good cause to assert that issuance of the liquor license

would not be in the best interest of the welfare, health, or safety of the people of the City (WAC 314-07-065(10)).

6.0 PROCEDURE

- 6.1 Following is a general outline of the process followed once a Liquor License application is received at the City of Spokane:
 - 6.1.1. Review by Spokane Police, Fire, Building, Planning, and Taxes & Licensing Departments. Review includes checking business license and registration, background check, chronic illegal activity review, permitting, fire safety and occupancy.
 - 6.1.2 If the application meets any of the criteria for potential objection as outlined in Policies 5.1, 5.2, and 5.3, the Mayor's Office will review and coordinate the objection process, as necessary.
 - 6.1.3 Application is returned to the WSLCB for issuance of license.
- 6.2. If a department needs additional time to accomplish their investigation, the City may make a written request for an extension of up to 20 days, with the reason(s) the City needs more time from the WSCLB.

7.0 RESPONSIBILITIES

- 7.1 The Mayor's Office shall administer this policy.

8.0 APPENDICES

- 8.1 City of Spokane Routing Process:
 - 8.1.1 WSLCB notifies the Mayor's Office by email of an application to Mayor@SpokaneCity.org.
 - 8.1.2 My Spokane monitors this email in-box and forwards application to the DSC Admin team for processing. The Mayor's office is notified at this time as well.
 - 8.1.3 DSC Admin creates a record in the permit module.
 - 8.1.4 DSC Admin emails applications to the identified reviewers for the following departments:
 - a. Spokane Police
 - b. Spokane Fire
 - c. DSC Building Review Group
 - d. DSC Planning Review Group
 - e. Taxes & Licensing
 - f. Legal
 - g. Mayor's Office

- 8.1.5 Reviewers email their comments back to DSC Admin to be added to the record.
- 8.1.6 DSC Admin prepares a non-objection letter for DSC Director's signature. Sending this back to the WSLCB.
- 8.1.7 In the case of an objection to an application an objection letter is prepared and remitted to the WSLCB.

APPROVED BY:

Michael J Piccolo
Michael J Piccolo (Jan 17, 2025 08:27 PST)

City Attorney

17/01/2025

Date

Alexander Scott
Alexander Scott (Jan 17, 2025 10:10 PST)

City Administrator

17/01/2025

Date










ADMIN 0325-25-07 (Local Liquor License Review)

Final Audit Report

2025-01-17

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