



CR 105 Memorandum

Regarding updating obsolete addresses in Title 314 WAC.

Date: August 17, 2022
Presented by: Audrey Vasek, Policy and Rules Coordinator

Background

The Washington State Liquor and Cannabis Board (WSLCB) rules are located in Title 314 WAC. Throughout Title 314 WAC, there are several instances where obsolete building, email, and web addresses need to be updated. For example, references to the former headquarters address at 3000 Pacific Avenue Southeast need to be updated to reflect the current address at 1025 Union Avenue SE, Olympia, WA 98501. These changes are technical in nature. No other types of changes are proposed.

The expedited rule-making process is appropriate for this rule proposal because the amendments meet the criteria in RCW 34.05.353(1)(c): these proposed rules only make address changes.

Stakeholder Engagement

The rule proposal was developed through a collaborative internal process involving staff from across the agency, including Public Records, Contracts and Procurement, Licensing and Regulations, Enforcement and Education, and Communications. Because the amendments only update obsolete building, email, and web addresses in Title 314 WAC and are technical in nature, the WSLCB did not engage in external stakeholder outreach as part of the rule development process.

Rule Necessity

Amendments are needed to update obsolete building, email, and web addresses in Title 314 WAC. These amendments will ensure that the agency's rules contain accurate address information and will benefit licensees, staff, and the public by improving transparency, consistency, and access to resources.

Description of Rule Changes

The proposed expedited rulemaking updates obsolete building, email, and web addresses in the following eight WAC sections:

Amended WAC 314-20-018. Farmer's market beer and wine sampling. The proposed rule amendments to this section update the outdated "MIWenforce@liq.wa.gov" email address in subsection (2)(f) and (g) to the current "MIWenforce@lcb.wa.gov" email address.

Amended WAC 314-24-175. Farmer's market beer and wine sampling. The proposed rule amendments to this section update the outdated "MIWenforce@liq.wa.gov" email address in subsection (2)(f) and (g) to the current "MIWenforce@lcb.wa.gov" email address.

Amended WAC 314-42-001. Board operations and procedure. The proposed rule amendments to this section update the outdated "www.lcb.wa.gov" web address in subsection (3)(a) to the current "lcb.wa.gov" web address.

Amended WAC 314-55-073. Cannabis research license. The proposed rule amendments to this section update the two references to the outdated "3000 Pacific Avenue S.E., Olympia, WA 98501" headquarters building address in subsection (9) to the current "1025 Union Avenue SE, Olympia, WA 98501" building address.

Amended WAC 314-60-015. Agency description—Contact information. The proposed rule amendments to this section update the outdated "www.lcb.wa.gov" web address in subsections (3)(b) and (4) to the current "lcb.wa.gov" web address. The proposed rule amendments also update the outdated "3000 Pacific Avenue Southeast, Olympia, WA 98504-3080" headquarters building address in subsection (3)(a) to the current "1025 Union Avenue SE, Olympia, WA 98501" building address.

Amended WAC 314-60-025. Public Records officer. The proposed rule amendments to this section update the outdated "3000 Pacific Avenue Southeast, Olympia, WA 98504" headquarters building address in subsection (2) to the current "1025 Union Avenue SE, Olympia, WA 98501" building address, add the mailing address PO Box number, and remove an obsolete fax number. The proposed rule amendments also update the outdated "www.lcb.wa.gov" web address in subsection (2) to the current "lcb.wa.gov" web address

Amended WAC 314-60-070. Availability of public records. The proposed rule amendments to this section update the outdated "www.lcb.wa.gov" web address in subsections (1) and (4) to the current "lcb.wa.gov" web address

Amended WAC 314-60-080. Requests for public records. The proposed rule amendment to this section updates the outdated "www.lcb.wa.gov" web address in subsection (1) to the current "lcb.wa.gov" web address

Attachments:

Attachment A. *Table of proposed rule changes.*

Attachment A - Table of proposed rule amendments.

CR 105 Memo - Updating obsolete building, email, and web addresses in Title 314 WAC

	Rule	Proposed Amendments	Summary
1.	<u>WAC 314-20-018</u> (Farmer's market beer and wine sampling.)	<p>See <i>OTS-4025.1</i></p> <p>(2) Samples of beer or wine may be offered only under the following conditions:</p> <p>...</p> <p>(f) The brewery, microbrewery, or winery is required to send a list of scheduled beer and wine samplings to the liquor control board at ((MIWenforce@liq.wa.gov [MIWenforce@lcb.wa.gov])) <u>MIWenforce@lcb.wa.gov</u> at the beginning of each month. The date for each beer and wine sampling must be included.</p> <p>(g) The farmer's market is also required to send a list of scheduled beer and wine samplings to the liquor control board at ((MIWenforce@liq.wa.gov [MIWenforce@lcb.wa.gov])) <u>MIWenforce@lcb.wa.gov</u> at the beginning of each month. The date for each beer and wine sampling, and the names of the brewery, microbrewery, and winery providing the samples must be included.</p>	Update obsolete email address
2.	<u>WAC 314-24-175</u> (Farmer's market beer and wine sampling.)	<p>See <i>OTS-4026.1</i></p> <p>(2) Samples of beer or wine may be offered only under the following conditions:</p> <p>...</p> <p>(f) The brewery, microbrewery, or winery is required to send a list of scheduled beer and wine samplings to the liquor control board at ((MIWenforce@liq.wa.gov [MIWenforce@lcb.wa.gov])) <u>MIWenforce@lcb.wa.gov</u> at the beginning of each month. The date for each beer and wine sampling must be included.</p> <p>(g) The farmer's market is also required to send a list of scheduled beer and wine samplings to the liquor control board at ((MIWenforce@liq.wa.gov [MIWenforce@lcb.wa.gov])) <u>MIWenforce@lcb.wa.gov</u> at the beginning of each month. The date for each beer and wine sampling, and the names of the brewery, microbrewery, and winery providing the samples must be included.</p>	Update obsolete email address
3.	<u>WAC 314-42-001</u> (Board	See <i>OTS-4027.1</i>	Update obsolete web address

Attachment A - Table of proposed rule amendments.

CR 105 Memo - Updating obsolete building, email, and web addresses in Title 314 WAC

	operations and procedure.)	<p>(3) Pursuant to the requirements of the Open Public Meetings Act, chapter 42.30 RCW all determinations and business of the board will be made and conducted in meetings open to the public, except matters exempt from the act under RCW 42.30.140 or properly conducted in executive session pursuant to RCW 42.30.110.</p> <p>(a) The board holds regular meetings as published with the office of the code reviser in the <i>Washington State Register</i> per RCW 42.30.075 and as published on the board's website at ((www.lcb.wa.gov)) lcb.wa.gov. For scheduling purposes, it is the board's intent to schedule petitions, take public testimony, conduct rule making activities, and adopt resolutions at its regular board meetings as published in the <i>Washington State Register</i> and posted on the WSLCB website.</p>	
4.	WAC 314-55-073 (Cannabis research license)	<p>See OTS-4028.1</p> <p>(2) Initial applications.</p> <p>...</p> <p>(b) Additional application materials requirements.</p> <p>...</p> <p>(iv) All of the following information and documents are required for each initial application:</p> <p>(A) A completed cover page form, cannabis research license application form, and signature page form created by the WSLCB and available at the WSLCB's website at ((www.lcb.wa.gov)) lcb.wa.gov.</p> <p>...</p> <p>(9) An applicant or licensee may request an administrative hearing to contest the withdrawal, denial, nonrenewal, or revocation of a research license pursuant to chapter 34.05 RCW. A request for a hearing must be made in writing and received by the WSLCB no later than twenty days after the date the notification of withdrawal, denial, nonrenewal, or revocation was mailed to the applicant or licensee. Appeal requests submitted in paper form may be delivered to the WSLCB in person during normal business hours at ((3000 Pacific)) 1025 Union Avenue S.E., Olympia, WA 98501, or mailed to the WSLCB. Mailed appeal requests must be addressed to: WSLCB, ATTN: Adjudicative Proceedings Coordinator, P.O. Box 43076, Olympia, WA 98504-3076 or, for certified mail, WSLCB,</p>	Update obsolete web and building addresses

Attachment A - Table of proposed rule amendments.

CR 105 Memo - Updating obsolete building, email, and web addresses in Title 314 WAC

		ATTN: Adjudicative Proceedings Coordinator, ((3000 Pacific)) <u>1025 Union Avenue S.E.</u> , Olympia, WA 98501.	
5.	WAC 314-60-015 (Agency description—Contact information.)	<p>See <i>OTS-4029.1</i></p> <p>(3)(a) The administrative offices of the Washington state liquor and cannabis board are located at ((3000 Pacific Avenue Southeast, Olympia, Washington 98504-3080)) <u>1025 Union Avenue S.E.</u>, Olympia, WA 98501.</p> <p>(b) WSLCB staff is also located at enforcement offices maintained in major cities throughout the state. Enforcement offices addresses and contact numbers are located on the WSLCB's website at ((www.lcb.wa.gov)) <u>lcb.wa.gov</u>.</p> <p>(4) An organizational chart is available from the board's public records office which illustrates the general structure of the WSLCB's operations. More information on the construct of the WSLCB is also available on the WSLCB's website at ((www.lcb.wa.gov)) <u>lcb.wa.gov</u>.</p>	Update obsolete web and building addresses
6.	WAC 314-60-025 (Public Records officer.)	<p>See <i>OTS-4029.1</i></p> <p>(2) Any person wishing to access WSLCB public records should contact the WSLCB's public records officer or designee at:</p> <p><u>Mailing Address:</u> Public Records Officer Liquor and Cannabis Board ((3000 Pacific Avenue Southeast)) <u>P.O. Box 43090</u> Olympia, ((Washington)) <u>WA 98504</u> <u>Olympia, WA 98504</u> <u>Building Address:</u> <u>1025 Union Avenue S.E.</u> <u>Olympia, WA 98501</u> <u>Phone: 360-664-1693</u> <u>((Fax: 360-664-9689))</u> Email: publicrecords@lcb.wa.gov Current contact information is also available on the WSLCB website at ((www.lcb.wa.gov)) <u>lcb.wa.gov</u>.</p>	Update obsolete building, mailing, fax, and web addresses
7.	WAC 314-60-070 (Availability of public records.)	<p>See <i>OTS-4029.1</i></p> <p>(1) Many records are available on the WSLCB's website at ((www.lcb.wa.gov)) <u>lcb.wa.gov</u>. Requestors are encouraged to search for and view records on the WSLCB's website in lieu of or prior to making a public records request. An index of public records is available as provided in subsection (3) of this section.</p>	Update obsolete web address

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CR 105 Memo - Updating obsolete building, email, and web addresses in Title 314 WAC

		<p>...</p> <p>(4) Records index. The WSLCB maintains an index as required under RCW 42.56.070 and updates the index on a biennial basis at minimum. The index of public records is available on the WSLCB's website at ((www.lcb.wa.gov)) <u>lcb.wa.gov</u>, including:</p>	
8.	<p>WAC 314-60-080 (Requests for public records.)</p>	<p>See <i>OTS-4029.1</i></p> <p>(1) A form for public records requests prescribed by the WSLCB is available at its main office and on its website at ((www.lcb.wa.gov)) <u>lcb.wa.gov</u>. A written request or public records request form must be submitted or presented to the public records officer or designee and may be sent to the WSLCB via email at publicrecords@lcb.wa.gov. The request should include the following information:</p>	<p>Update obsolete web address</p>