



# LIQUOR LICENSE APPLICATION

*pending DM*

**LICENSE FEE:** Do not include the license fee with the application (the license fee will be collected at a later time).

**APPLICATION:** Application is being made for:

- Brewery
- Brewery-Public House
- Distillery
- Full On-Premises, Commercial
- Full On-Premises, Caterer
- Full On-Premises, Passenger Carrier
- Full On-Premises, Other Public Location
- Full On-Premises, Nonprofit Private Club
- Full On-Premises, For-Profit Private Club
- Grower Sales Privilege
- Limited On-Premises
- Off-Premises
- Off-Premises with Fuel Pumps
- Warehouse
- Wholesale Malt Beverage & Wine (WMBW)
- Winery

**CITY AND COUNTY USE ONLY**

Date application received \_\_\_\_\_

Name of City or County \_\_\_\_\_

Recommends this license be \_\_\_ Granted \_\_\_ Denied

By \_\_\_\_\_

Date \_\_\_\_\_

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**OLCC USE**

Application received by [Signature]

Date 10-4-18

License Action: n/o

Rec'd by Portland  
 Liquor Licenses  
 OCT 09 2018  
 PD # 072346

**1. LEGAL ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license:**

Applicant #1 <u>Assembly Create LLC</u>	Applicant #2
Applicant #3	Applicant #4

**2. Trade Name of the Business (the name customers will see):** Assembly PDX

**3. Business Location: Number and Street** 2520 SE 26<sup>th</sup> AV  
 City Portland County Multnomah ZIP 97202

**4. Is the business at this location currently licensed by the OLCC?**  Yes  No

**5. Mailing Address (where the OLCC will send your mail):**  
 PO Box, Number, Street, Rural Route 1123 NE 64<sup>th</sup> AV  
 City Portland State OR ZIP 97213

**6. Phone Number of the Business Location:** 503-512-9562

**7. Contact Person for this Application:**  
 Name Elizabeth Wright Phone Number 614-314-4593  
 Mailing Address, City, State, ZIP  
1123 NE 64<sup>th</sup> AV Portland OR 97213  
 Email LIZ@assemblypdx.com

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is prohibited on the licensed premises.

Signature of Applicant #1 <u>Elizabeth Wright</u>	Signature of Applicant #2
Signature of Applicant #3	Signature of Applicant #4

**RECEIVED**  
**SEP 20 2018**



# OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: Assembly Create LLC Phone: 503-512-9562

Trade Name (dba): Assembly PDX

Business Location Address: 2520 SE 26th AV

City: Portland ZIP Code: 97202

### DAYS AND HOURS OF OPERATION

#### Business Hours:

Sunday 9am to 10pm  
 Monday 9am to 10pm  
 Tuesday 9am to 10pm  
 Wednesday 9am to 10pm  
 Thursday 9am to 10pm  
 Friday 9am to 10pm  
 Saturday 9am to 10pm

#### Outdoor Area Hours:

Sunday \_\_\_\_\_ to \_\_\_\_\_  
 Monday \_\_\_\_\_ to \_\_\_\_\_  
 Tuesday \_\_\_\_\_ to \_\_\_\_\_  
 Wednesday \_\_\_\_\_ to \_\_\_\_\_  
 Thursday \_\_\_\_\_ to \_\_\_\_\_  
 Friday \_\_\_\_\_ to \_\_\_\_\_  
 Saturday \_\_\_\_\_ to \_\_\_\_\_

The outdoor area is used for:

Food service Hours: \_\_\_\_\_ to \_\_\_\_\_  
 Alcohol service Hours: \_\_\_\_\_ to \_\_\_\_\_  
 Enclosed, how \_\_\_\_\_  
 The exterior area is adequately viewed and/or supervised by Service Permittees.  
 \_\_\_\_\_ (Investigator's Initials)

Seasonal Variations:  Yes  No If yes, explain: May open later or close earlier depending on workshop schedule

### ENTERTAINMENT

Check all that apply:

- Live Music
- Recorded Music
- DJ Music
- Dancing
- Nude Entertainers
- Karaoke
- Coin-operated Games
- Video Lottery Machines
- Social Gaming
- Pool Tables
- Other: craft workshops

### DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday \_\_\_\_\_ to \_\_\_\_\_  
 Monday \_\_\_\_\_ to \_\_\_\_\_  
 Tuesday \_\_\_\_\_ to \_\_\_\_\_  
 Wednesday \_\_\_\_\_ to \_\_\_\_\_  
 Thursday \_\_\_\_\_ to \_\_\_\_\_  
 Friday \_\_\_\_\_ to \_\_\_\_\_  
 Saturday \_\_\_\_\_ to \_\_\_\_\_

### SEATING COUNT

Restaurant: \_\_\_\_\_ Outdoor: \_\_\_\_\_  
 Lounge: \_\_\_\_\_ Other (explain): 24 - craft workshop tables  
 Banquet: \_\_\_\_\_ Total Seating: 24

**OLCC USE ONLY**

Investigator Verified Seating: \_\_\_\_\_(Y) \_\_\_\_\_(N)  
 Investigator Initials: \_\_\_\_\_  
 Date: \_\_\_\_\_

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: Glynn Wright Date: 9-17-18



OREGON LIQUOR CONTROL COMMISSION  
LIMITED LIABILITY COMPANY QUESTIONNAIRE

1202574-98

Please Print or Type

LLC Name: Assembly Create LLC Year Filed: 2016 ✓

Trade Name (dba): Assembly PDX

Business Location Address: 2520 SE 26th AV

City: Portland ZIP Code: 97202

List Members of LLC:

Percentage of Membership Interest:

1. Elizabeth Wright  
(managing member)

100%

2. \_\_\_\_\_  
(members)

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_

6. \_\_\_\_\_

\_\_\_\_\_

(Note: If any LLC member is another legal entity, that entity must also complete an LLC, Limited Partnership or Corporation Questionnaire. If the LLC has officers, please list them on a separate sheet of paper with their titles.)

Server Education Designee: Elizabeth Wright DOB: 12-18-80

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Signature: Elizabeth Wright owner Date: 9-17-18  
(name) (title)

# CITY OF PORTLAND LIQUOR OUTLET INFORMATION FORM

PLEASE SUBMIT TO: Liquor Licensing Notification Program, 1221 SW 4<sup>th</sup> Avenue, Suite #110, Portland OR 97204

On New Outlet applications, property owners within 300 feet of the location, the Portland Police Bureau and all interested parties are notified by mail (with a copy of this form) and given an opportunity to comment on your application. The OLCC allows the City at least 45 days to complete the recommendation process. Submission of a complete operating plan can expedite the time required to process. A City liquor endorsement is not a confirmation that the property is properly zoned. Call (503) - 823-7526 to confirm that the property is properly zoned.

**On submission of this form, you must also include the following:**

- OLCC Liquor Application Form, initialed by your OLCC License Investigator
- OLCC Individual History Forms (all persons anticipated to have a financial interest, or key personnel are required)
- City Endorsement Fees

City Endorsement Fees are payable at the beginning of the application process (please make checks payable to City of Portland): New outlets are \$100.00, all others are \$75.00. **All blank sections must be filled in.** If the question does not apply, write "N/A" in the space.

LEGAL NAME OF BUSINESS: Assembly Create LLC

DBA OR TRADE NAME: Assembly PDX PHONE: 503-512-9562 FAX: N/A

BUSINESS ADDRESS (Including ZIP Code): 2520 SE 26<sup>th</sup> Av, Portland, OR 97202

WHAT TYPE OF LIQUOR ARE YOU APPLYING FOR? (Change of owner, new outlet, beer & wine, etc.): new outlet, limited on & off premises

CONTACT PERSON: Elizabeth Wright PHONE: 614-314-4593 EMAIL: LIZ@assemblypdx.com

**DESCRIPTION OF OUTLET**

TYPE OF OPERATION (CHECK ALL THAT APPLY)

- Food Cart  Night Club  
 Restaurant  Sports Bar  
 Convenience Store  Other: craft workshop studio

SIZE OF SERVICE AREA: 750 sq ft

EXISTING BUILDING:  Yes  No

ZONING: Commercial

STRUCTURAL CHANGES (DESCRIBE): none

RESTAURANT SEATING CAPACITY: N/A LOUNGE SEATING CAPACITY: 24 OUTSIDE SEATING CAPACITY: N/A

DESCRIBE SECURITY: security system cameras in place

HAS AN APPLICATION FOR A LIQUOR LICENSE AT THIS LOCATION BEEN RECEIVED BY THE CITY OF PORTLAND IN THE LAST TWO (2) YEARS?  
 Yes  No  I Don't Know

**HOURS OF OPERATION**

SUNDAY - THURSDAY OPEN: 9am CLOSE: 10pm FRIDAY & SATURDAY OPEN: 9am CLOSE: 10pm

HOW LATE WILL THERE BE OUTSIDE SEATING? N/A HOW LATE WILL THERE BE ENTERTAINMENT? 10pm

**HISTORY OF LOCATION**

PREVIOUS BUSINESS NAME OF THIS LOCATION: Mari Design

NAME & ADDRESS OF PROPERTY OWNER: Qiusheng Jia & Kexin Jin 2240 Summit Ct Lake Oswego, OR 97034

**ENTERTAINMENT**

TYPE OF ENTERTAINMENT (CHECK ALL THAT APPLY)

- Dancing  Video Poker  Live Music  Nude Dancers  
 Karaoke  Video Games/Pinball  Recorded Music  DJ Entertainment  
 Pool Tables (How Many): \_\_\_\_\_  Events (Describe): craft workshops  Other: \_\_\_\_\_

The City requires an **Amusement Location Permit** for all locations with amusement devices or pool tables. **Contact the Revenue Bureau for rules and an Amusement Location Permit application form now.** Permits are non-transferable from one owner to another and must be paid before games are placed on the premises. Contact Anne Holm at 503-865-2488. The City of Portland will notify affected nearby neighbors and a copy of this form will be included in our mailing.

Use this area to provide any additional information that you wish to be considered on this liquor application

**A false answer or omission of any requested information may result in an unfavorable City recommendation.**

SIGNATURE: Elizabeth Wright DATE: 10/9/18



# City of Portland, Oregon - Bureau of Development Services

1900 SW Fourth Avenue • Portland, Oregon 97201 | 503-823-7300 | www.portlandoregon.gov/bds



## ZONING VERIFICATION

Address: 2520 SE 26TH AVE

R#: R623930

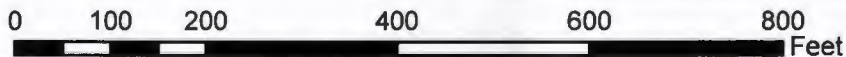
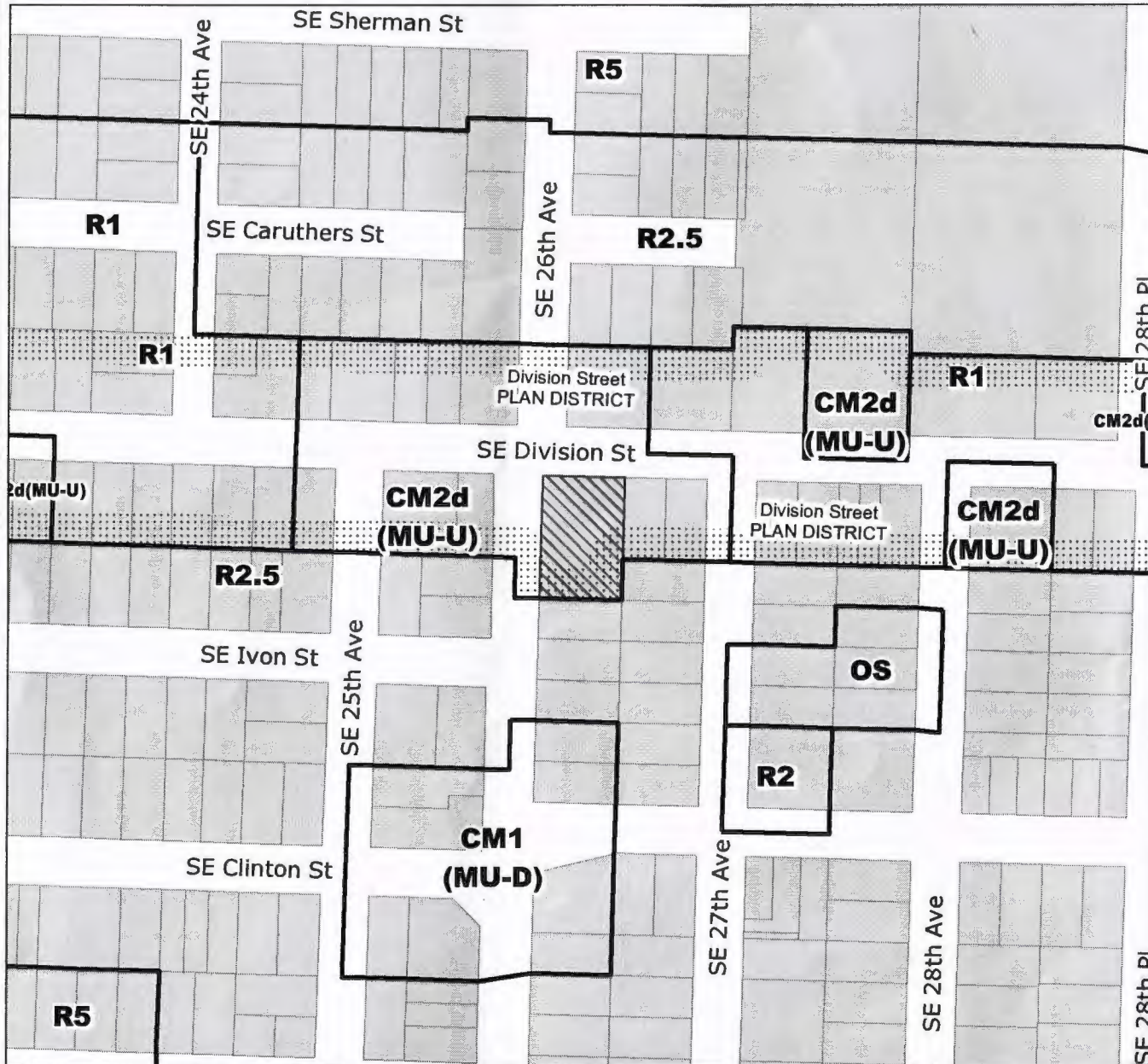
State ID: 1S1E12BB 90000

**Zone: CM2d(MU-U)**

**Plan District: DIVISION STREET**

**Proposed Use: RETAIL SALES AND SERVICE**

RETAIL SALES AND SERVICE is an ALLOWED use in the CM2d(MU-U) zone



1 inch = 200 feet



**Kevin Bond**

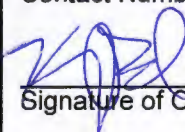
Name of City Official

**City Planner**

Title

**503-823-4528**

Contact Number

  
Signature of Official

**10 / 9 / 2018**

Date