



CITY OF GEARHART

Staff Report

For City Council Meeting - 10/1/2025

Subject - New Business - Liquor License Application Review - Special Event - Pacific Pickins

Synopsis: Tracy Thompson of Pacific Pickins is submitting the attached special event liquor license application to sell/serve wine at a “shop and sip” event in her store mid-October. The vendor’s OLCC special event application is also attached, which needs local recommendation granted following city application approval.

Council Options:

- 1) Motion to approve Pacific Pickins’ liquor license application for its special event;
- 2) Motion to approve Pacific Pickins’ liquor license application for its special event with restrictions / changes;
- 3) Deny the application;
- 4) Take other action.

Recommendation: The City Administrator recommends City Council approve Pacific Pickins’ liquor license application for its special event with a simple motion.

Legal Analysis: The City implemented Ordinance #936 for process and Resolution #975 for fees. The City Administrator has 45-days from the date an application is received to provide Council with a recommendation in a public forum. A public hearing prior to recommendation is available by request from the applicant and/or any party affected by the application. The City received no requests for a public hearing. Council must make the final recommendation. The applicant is hoping to hold the event in two weeks.

Financial Analysis: The City’s special event liquor license fee is \$25 for events 50-250 people.

Respectfully Submitted,

Chad



OREGON LIQUOR & CANNABIS COMMISSION

Instructions for Local Government Recommendation – Special Events License

The local government is as follows:

- (a) If the address of the event is within a city's limits, the local government is the city.
- (b) If the address of the event is not within a city's limits, the local government is the county.

The OLCC will accept local government recommendations for alcohol special events in two formats: the commission produced form, or a written endorsement produced by the local government that meets our standards described below. Annual Liquor License applications must have their recommendation given on their specific form, which is different from this special event form.

FORM INSTRUCTIONS:

- **Section 1: Applicant** completes Section 1 of this form and submits it to the appropriate city or county jurisdiction. Applicant verifies with the local government whether additional forms or fees are required. **Applicant completes payment to local jurisdiction for processing application if they require fees. This does not include OLCC license fees.**
- **Section 2: Local government** completes Section 2 of this form and returns it to the applicant. **Applicant** uploads the complete form and any supporting information provided by the city or county to CAMP.

WRITTEN RECOMMENDATION INSTRUCTIONS:

Instead of using this form, The OLCC will accept a written recommendation produced by the Local Government and given to the applicant to submit. The recommendation must be in written format such as letter or email, and includes the required information described below. Applicant uploads this recommendation and any supporting information provided by the city or county to CAMP.

Required Recommendation Information: The written recommendation must include the event applicant name, event name, event address, event license type, event dates, name of local government, name & title of reviewing official, date of review, and the recommendation outcome. Recommendation outcomes can be: Recommend Granting License, No Recommendation given/Neutral, or Recommend Denial. If recommending denial, please explain as to why it would meet the denial criteria in OAR 845-005-0308.

Special Event License Types	
Temporary Sales License, For Profit (TSL-FP)	Special Event Brewery-Public House (SEBPH)
Temporary Sales License, Non-Profit 1 (TSL-NP1)	Special Event Brewery (SEB)
Temporary Sales License, Non-Profit 2 (TSL-NP2)	Special Event Distillery (SED)
Temporary Use of Annual License – Limited (TUAL-L)	Special Event Grower Sales Privilege (SEG)
Temporary Use of Annual License – Full (TUAL-F)	Special Event Winery (SEW)

**Local Government Recommendation – Special Event License****Section 1 – Submission - To be completed by Applicant:****License Information**

Applicant Name(s): Robin Bair

☒ Annual Licensee

Event Name: Shop and Sip

Event Address: 1175 Pacific Way

Ste:

City: Gearhart Oregon

County: Clatsop

Zip: 97138

License Type:

☐ At Existing Licensed Premises**Application Contact Information**

Contact Name: Robin Bair

Phone: 541-530-5114

Mailing Address: 885 Melqua Rd

City: Roseburg

State: Oregon

Zip: 97471

Email Address: Wholesalemelrose@gmail.com

Event Details

Event Dates: 10/15/2025

Event Times: 5:30 to 8:30

Expected Daily Attendance: 100

Peak Expected Attendance:

To the best of your knowledge, is this the only special event application for this event? Y/N? yes

Please check all that apply to your proposed event:

Off-Premises Sales:

☒ Beer/Wine/Cider☐ Distilled Spirits

Tastings only:

☒ Beer/Wine/Cider☐ Distilled Spirits

On-Premises Consumption:

☒ Beer/Wine/Cider☐ Distilled Spirits☒ Indoor Consumption☐ Outdoor Consumption

Food Service Available: Meat, Cheese, Crackers and fruit

☒ Proposing to Allow Minors**Section 1 Continued on next page**



Local Government Recommendation – Special Event License

Section 1 Continued – Submission - To be completed by Applicant:

Applicant Name/Legal Entity Name: Robin Bair

Event Name: Shop and Sip

After completing section 1, please submit your application to the local government for recommendation

Section 2 – Recommendation - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name:

Optional Date Received Stamp

Date Application Received:

Received by:

- ☐ **Recommend this license be granted**
- ☐ **Recommend this license be denied** (Please include documentation that meets [OAR 845-005-0308](#))
- ☐ **No Recommendation/Neutral**

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.



CITY OF
GEARHART

CITY OF GEARHART LIQUOR LICENSE SPECIAL EVENT APPLICATION

As set forth in Ordinance #936 with fees defined in Resolution #975, alcohol consumption may be allowed by permit only in any City owned and/or operated public space upon payment on and approval of this special event (temporary) application.

Applicant Contact (if Partnership or Corporation, please attach additional contact sheet)

Tracy A. Thompson
Print Name

(503) 440-3414

Preferred Telephone Number

Pacific Pickins

Email: pacificpickins@gmail.com

1175 Pacific Way

()

Address

Gearhart, OR 97138

Additional Contact Number

Event Information and Mandatory Criteria

Event date: October 15, 2025

Number of people anticipated to attend: 100

Describe the event to be held for which you would like to provide alcohol:

Sip and Shop / Shop and Sip

Insurance Company Name Knutsen Insurance

Policy Number B2S 66992747

OLCC Servers Name Robin Bair

Server Permit Number 229F1M

Event Hours: 5:30pm - 8:00pm

Requested Alcohol Service Hours: 5:30pm - 8:00pm

Have you ever possessed a license to sell alcoholic beverages? NO YES (attach sheet of names/locations)

Indicate the location(s) for which this application will apply:

Dunes Meadow Park

Centennial Garden Park

City Beach/Dune Land

Other: Pacific Pickins

Is the event private, or open to the general public?

Please respond to the following criteria in the spaces provided. Attach additional sheets of paper where necessary.

The City will approve or deny this application based on your responses.

1. Identify the public benefit to be gained by allowing alcohol and identifying how the proceeds of the event, if any, will be used. REMINDER: If you wish to sell alcohol at your event, you must obtain a temporary sales license/permit from the Oregon Liquor Control Commission.

We will give the public opportunity to sample and buy wine while enjoying store sales.

2. Identify the proposed confined alcohol serving and consumption area and methods of boundary control.

Robin Bair (licensed rep. from Melrose Winery) will be serving tasting and monitoring.

3. Define event security to be provided to avoid consumption outside defined boundaries, consumption by intoxicated guests, and consumption by minors.

Robin Bair will enforce laws.

Permit Fees

Damage and cleaning deposits are based upon attendance and type of event. In order to qualify as a private party event, the general public must not be invited and no flyers or advertisements may have been made.

Private Party (up to 50 people)	\$25.00 per event application, per day
Private Party (51-250 people)	\$25.00 per event application, per day
Private Party (more than 250 guests)	\$25.00 per event application, per day
Public Event	\$25.00 per event application, per day

Conditions of Use

If this application is approved, the applicant shall:

1. Agree to use a licensed server(s) and comply with any applicable OLCC regulations;
2. Not use glass beverage containers for personal consumption (not to be construed to prohibit bottles of wine);
3. Not serve, sell, consume, possess, or use distilled liquor unless an OLCC special events permit/temporary sales license has been obtained;
4. Arrange for and pay for removal of trash generated by the event;
5. Obtain event insurance and provide evidence 5 business days in advance of the event of coverage in the amount of \$5,000,000 per claim, naming the City as an additional insured;
6. Pay the permit fee at the time of submission, unless a longer time is approved by the City Council and authorized by the City Administrator;
7. Sign a liability waiver, indemnity, defense, and hold harmless agreement on a form prescribed by the City Administrator (attached hereto and incorporated herein by reference);
8. Obtain a Noise Permit from the City if event sound levels are anticipated to reach over 50 dBA between 10:00 p.m. - 8:00 a.m. or over 60 dBA between 8:00 a.m. - 10:00 p.m.
9. Provide alternative non-alcoholic beverages;
10. Cease all alcohol service by the time requested on this application unless otherwise noted as a condition below;
11. Provide food items; and
12. Comply with any other conditions the City deems prudent.

Liability Waiver/Service Agreement

I HEREBY FULLY RELEASE AND DISCHARGE THE CITY OF GEARHART, ITS EMPLOYEES, OFFICERS, OFFICIALS, VOLUNTEERS, AGENTS AND INSURERS (COLLECTIVELY, THE "RELEASED PARTIES") FROM ANY AND ALL LIABILITY, CLAIMS, AND CAUSES OF ACTION FROM INJURIES OR ILLNESS (INCLUDING DEATH), PROPERTY DAMAGES OR LOSS WHICH MAY BE ASSERTED BY ANYONE WHICH IN ANY WAY ARISE FROM, DURING, OR IN CONNECTION WITH THIS USE OF THE CITY'S PROPERTY FOR THIS EVENT OR THE SERVICE OF ALCOHOL AT THE EVENT BY ME, OR MY GUESTS, INVITEES, OR LICENSEES. THIS RELEASE INCLUDES BY WAY OF EXAMPLE AND NOT LIMITATION, ANY RISKS THAT MAY ARISE FROM NEGLIGENCE OR CARELESSNESS ON THE PART OF THE RELEASED PARTIES, FROM DANGEROUS OR DEFECTIVE EQUIPMENT OR PROPERTY OWNED, MAINTAINED, OR CONTROLLED BY THE RELEASED PARTIES.

I shall be in charge of the event and will be present at the event. I shall be responsible for the clean-up of the area and repair of damage to equipment or facilities and replacement of any theft. I agree that I have read and shall abide by the conditions noted on this application.

Signature of Applicant

Date

Print Name

For Office Use

Approved

Police Department (if called to review)

Date

Approved with conditions: _____

Not Approved; Reason: _____

By: _____

Date: _____

City Administrator

City of Gearhart
698 Pacific Way PMB 2510
Gearhart, Oregon 97138
Phone: 503-738-5501
Fax: 503-738-9385

CK# 1250
PALD
9/24/25