



# City of Oregon City

625 Center Street  
Oregon City, OR 97045  
503-657-0891

## Meeting Agenda Urban Renewal Commission

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Wednesday, July 20, 2016

5:45 PM

Commission Chambers

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REVISED

### **5:30 PM - EXECUTIVE SESSION OF THE URBAN RENEWAL COMMISSION**

*The Executive Session of the Urban Renewal Commission will be held in the Oregon Trail Conference room.*

*Pursuant to ORS 192.660(2)(f): To consider information or records that are exempt by law from public inspection.*

### **5:45 PM - REGULAR MEETING OF THE URBAN RENEWAL COMMISSION**

1. **Call To Order and Roll Call**
2. **Citizen Comments**
3. **Adoption of the Agenda**
4. **General Business**
- 4a. [16-276](#) Tenant Request for Approval of Outdoor Alcohol Service at the Train Station
  - Staff:** Eric Underwood
  - Attachments:** [Staff Report](#)  
[Letter - Request for Outdoor Alcohol Service](#)  
[Outdoor Alcohol Service Parameters](#)
- 4b. [16-438](#) First City Central Reimbursement Request for Natural Gas Line Installation Costs at the Train Station
  - Staff:** Eric Underwood
  - Attachments:** [Staff Report](#)  
[Letter - Reimbursement Request to URA](#)
5. **Future Agenda Items**
6. **City Manager's Report**
7. **Adjournment**

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*Public Comments: The following guidelines are given for citizens presenting information or raising issues relevant to the City but not listed on the agenda.*

- *Complete a Comment Card prior to the meeting and submit it to the staff member.*
- *When the Chair calls your name, proceed to the speaker table and state your name and city of residence into the microphone.*
- *Each speaker is given 3 minutes to speak. To assist in tracking your speaking time, refer to the timer at the dais.*
- *As a general practice, Oregon City Officers do not engage in discussion with those making comments.*

*Agenda Posted at City Hall, Pioneer Community Center, Library, and City Web site([oregon-city.legistar.com](http://oregon-city.legistar.com)).*

*Video Streaming & Broadcasts: The meeting is streamed live on Oregon City's Web site at [www.orcity.org](http://www.orcity.org) and is available on demand following the meeting.*

*ADA: City Hall is wheelchair accessible with entry ramps and handicapped parking located on the east side of the building. Hearing devices may be requested from the City staff member prior to the meeting. Disabled individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.*



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## Staff Report

File Number: 16-276

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**Agenda Date:** 7/20/2016

**Status:** Agenda Ready

**To:** Urban Renewal Commission

**Agenda #:** 4a.

**From:** Eric Underwood

**File Type:** Report

**SUBJECT:**

Tenant Request for Approval of Outdoor Alcohol Service at the Train Station

**RECOMMENDED ACTION (Motion):**

Staff recommends that the Urban Renewal Commission approve the request for outdoor alcohol service at the train station located at 1757 Washington Avenue.

**BACKGROUND:**

First City Central, the business tenant at the train station located at 1757 Washington Street, is requesting approval from the URC to institute outdoor alcohol service during business hours. The service will be contained within specific parameters of the train station that include the front and both sides of the building. Alcohol will not be served nor will it be allowed at the rear of the building due to the close proximity to the rail line. Photographs indicating the proposed parameters for alcohol service are attached to this report for review.

Amtrak has been made aware of the proposed alcohol service and has visited the site. Amtrak expressed that any approval of this proposed use is solely at the discretion of the City.



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April 25, 2016

First City Central Marketplace & Bistro is a family-friendly establishment featuring bicycle sales, accessories, and rentals, along with local foods, microbrews, wines, ciders, and coffees. First City Central is located at the historic Oregon City train station at 1757 Washington Street.

The bistro will be open to the public weekdays 6:00am to 10:00pm; weekends 6:00am to 11:00pm.

The bistro management team is committed to supporting local businesses, farmers, and artisans, and to fostering a climate of cultural understanding and entrepreneurship. Our team will also work to increase Amtrak ridership and to promote active transportation and outdoor recreation including hiking, biking, and kayaking.

One of the wonderful features of the Oregon City train station is its outdoor walkways and mezzanines. These walkways and mezzanines are elevated above ground level and provide a panoramic view of the historic Abernethy Green area. The walkways and mezzanines are surrounded by secure metal railings and can only be accessed by a stairway on the east side of the building and ADA ramps and stairway at the north end of the building.

It is the intention of the bistro management to use the wooden walkway and mezzanines located on the east side of the train station for outdoor seating during the warmer months of the year. We intend to place two-seat café tables on the walkway and several picnic tables on the mezzanines. We also intend to string white café lights along the railings to create a warm and friendly evening ambiance.

As part of our outdoor seating arrangement, our management team would like to serve adult beverages to bistro patrons in the above-designated areas. However, in order to do so, the Oregon Liquor Control Commission (OLCC) requires that we secure approval from the property owner before it will issue a license to our establishment.

In order to provide a safe and controlled outdoor adult beverage environment at First City Central, our staff will adopt and enforce the following plan:

## Outdoor Alcohol Management Plan

1. Outdoor alcohol service and consumption will be restricted to the wooden walkway alongside the east side of the depot facility (A) and the concrete mezzanines on the same east side of the building (B).
2. Single hooked ropes will be used at the north and south ends of the two mezzanines, along with signage warning patrons that alcoholic beverages are not allowed beyond those points (C).
3. Signs will also be affixed to the railings at the north and south ends of the wooden walkway on the east side of the building warning patrons that alcoholic beverages are not allowed beyond those points (D).
4. A similar warning sign will also be posted on the railing at the bottom of stairs on the elevated landing on the east side of the depot facility (E).
5. No alcoholic beverages will be allowed on the walkways on the west side of the train station (F) or on the passenger platform along the tracks (G).
6. With Amtrak's permission, we'd also like to post signs prohibiting non-rail passengers from entering the rail platform area. Outdoor CCTV cameras will be installed on the west side of the station to allow staff and volunteers to monitor platform activities.
7. Outdoor CCTV cameras will be installed to allow management and staff to monitor patron activity on the eastside walkway and mezzanines.
8. If needed, an outdoor service station can be placed on the mezzanine and staffed during peak hours.
9. First City Central has secured liability insurance well above the minimum OLCC requirement for Limited On-Premise establishments like ours.
10. All managers and staff will be required to complete the OLCC training course and to carry valid OLCC alcohol service permits.
11. It is in the best interests of our patrons' safety and well-being, as well as the reputation and success of First City Central, to make sure all outdoor alcohol service is managed according to the highest possible standards.
12. Our management team will maintain a daily log of incidents occurring in our outdoor designated seating areas and will review them with staff on a weekly basis.

Based on the above information, we are requesting that the Oregon City URA approve our Outdoor Alcohol Management Plan and allow us to serve adult beverages in the designated areas specified above. Thank you.



Blane Meier, Owner  
First City Central Marketplace & Bistro  
[blane@fccycles.net](mailto:blane@fccycles.net)  
(503) 479-0080

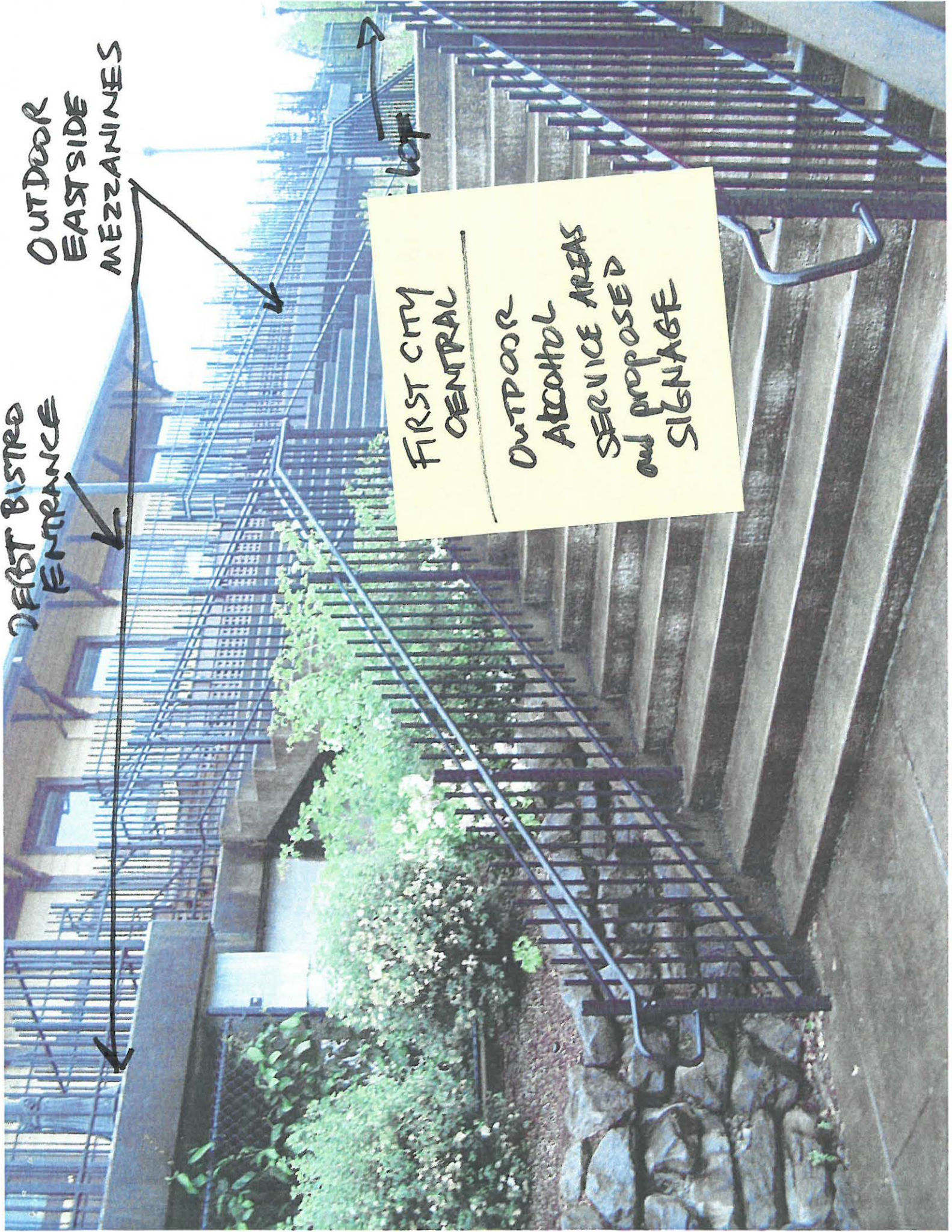


DEPT BISTRO  
ENTRANCE

OUTDOOR  
EASTSIDE  
MEZZANINES

FIRST CITY  
CENTRAL

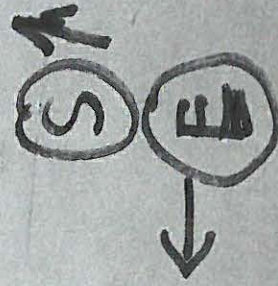
OUTDOOR  
ALCOHOL  
SERVICE AREAS  
and PROPOSED  
SIGNAGE





BEATED  
GARFIELD  
"NO ALCOHOL"  
SIGN

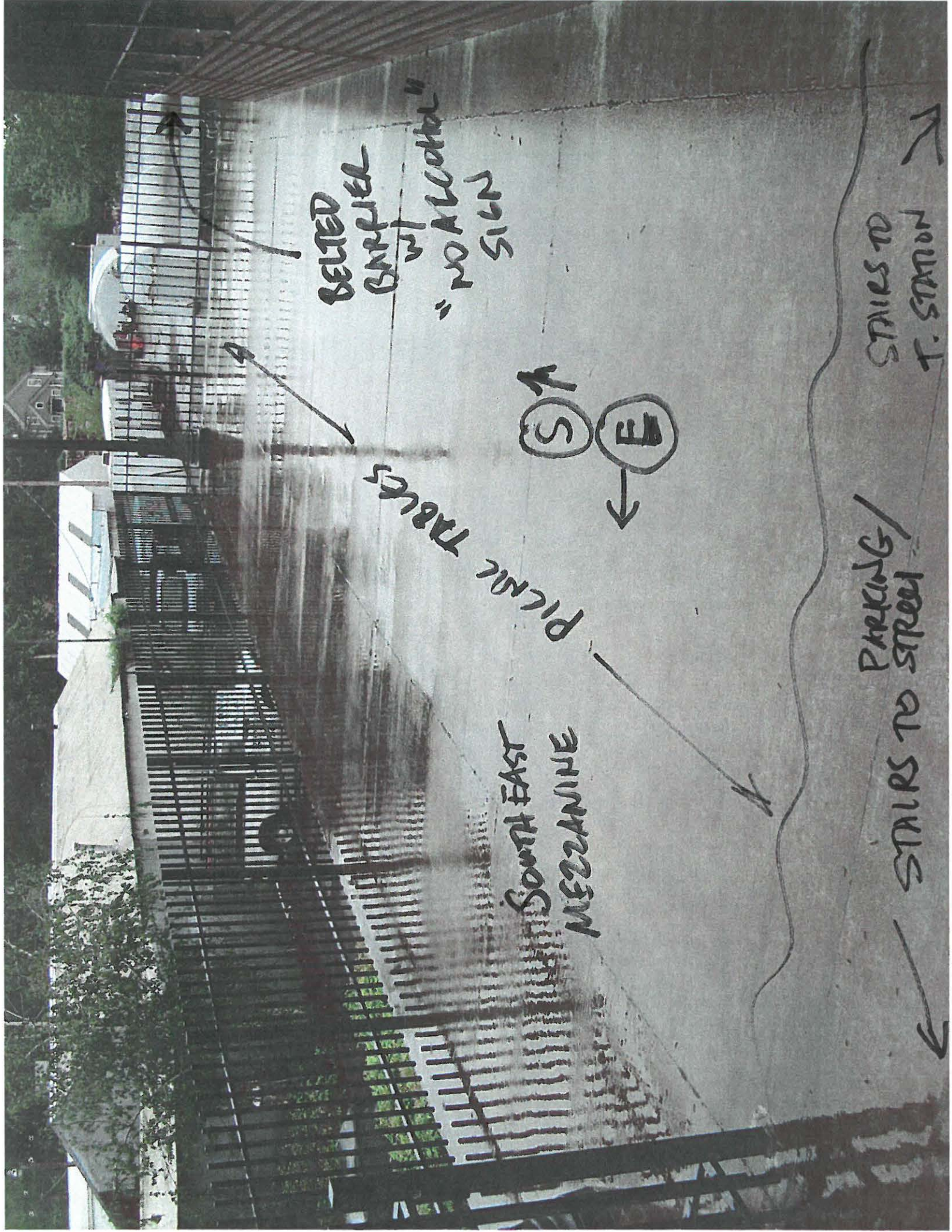
PILGRIM TRAILS



SOUTH EAST  
MEZZANINE

STAIRS TO  
PARKING/  
STREET

STAIRS TO  
T. STATION





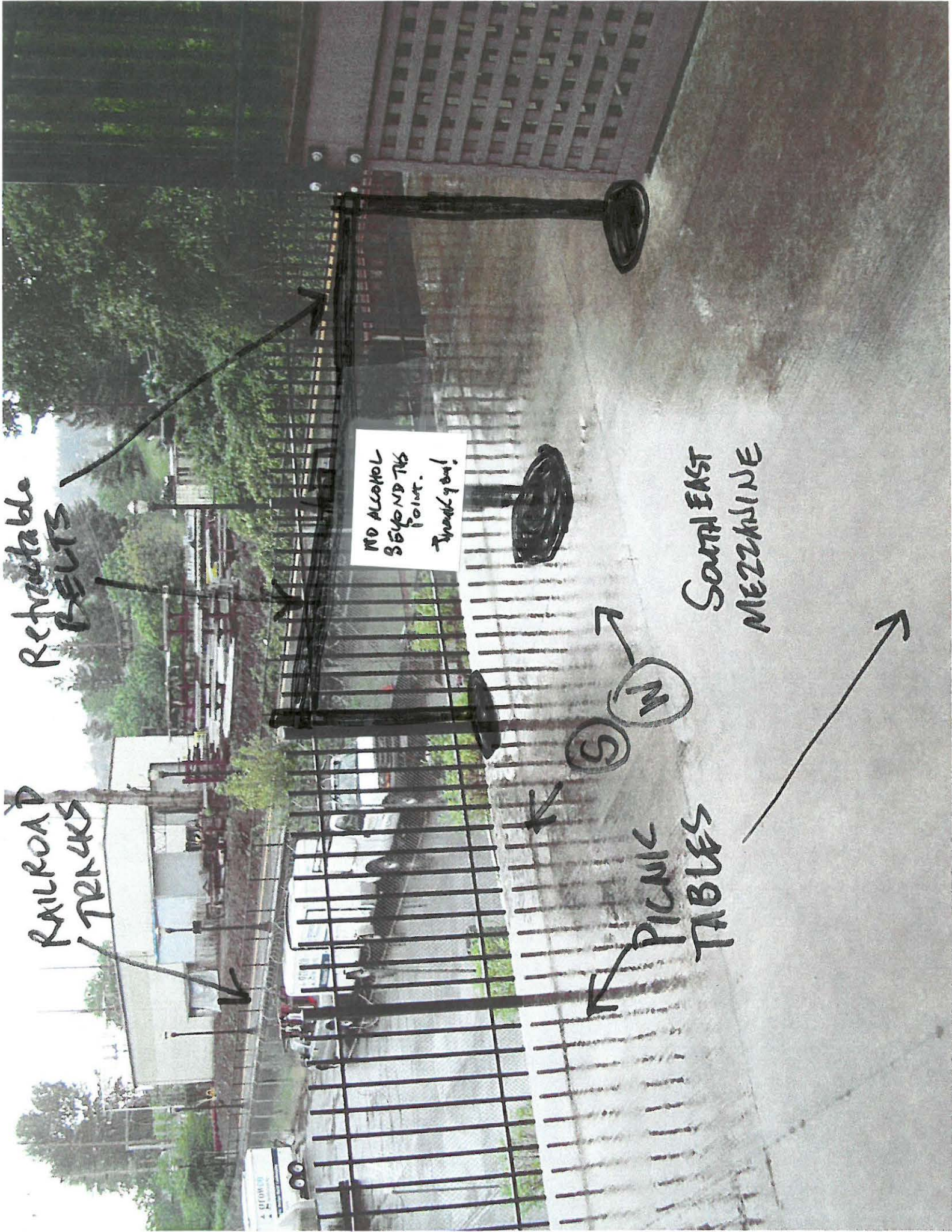
Retractable BELTS

RAILROAD TRUCKS

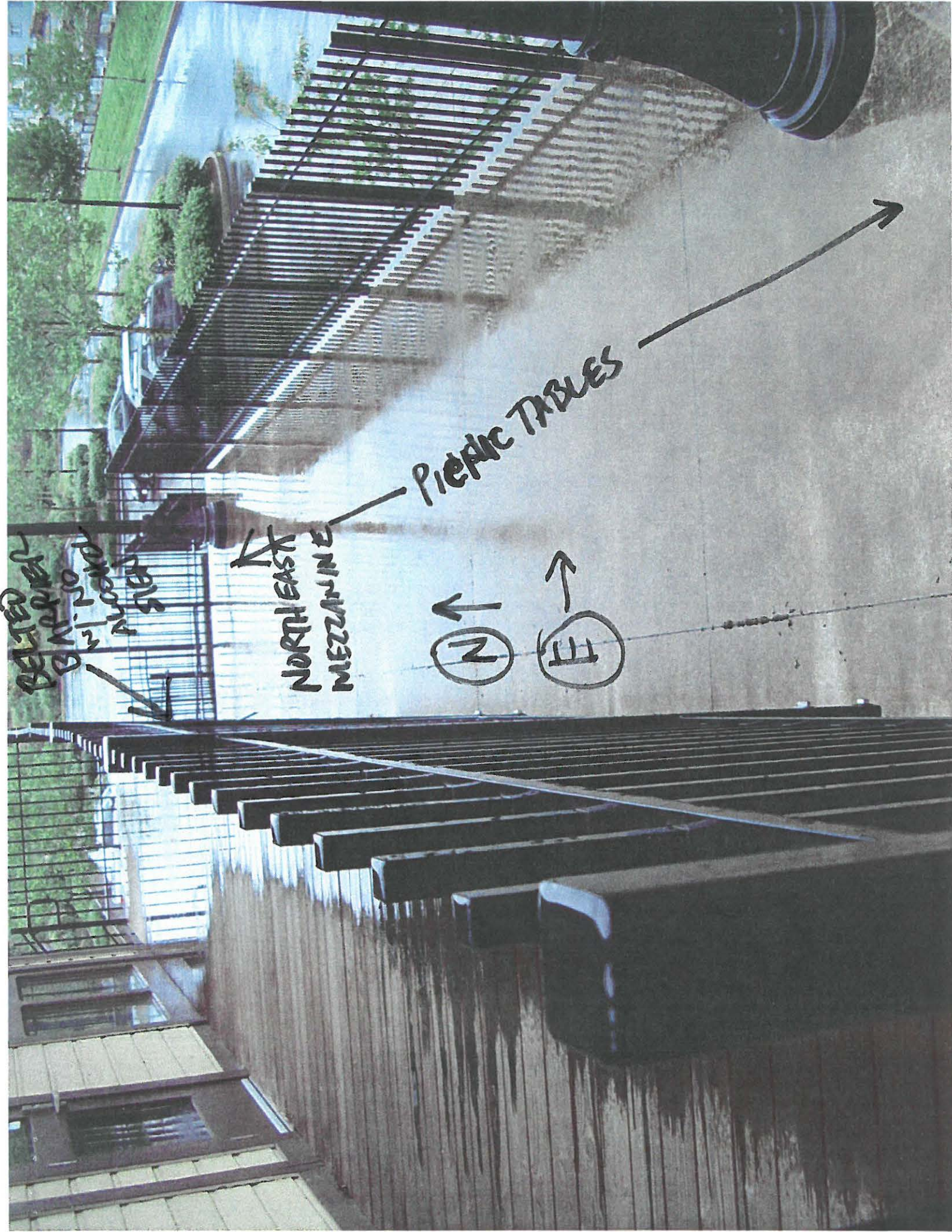
NO ALCOHOL  
BEYOND THIS  
POINT.  
Thank you!

Southeast  
MEZZINE

PICNIC  
TABLES







BELTED  
BARRIER  
w/ NO  
PUNCH  
STEAK

NORTH EAST  
MEZZANINE

PEEPIC TABLES

N ↑

→ E





Retractable  
Belt

(ON REVERSE SIDE)  
NO ALCOHOL  
BEYOND THIS POINT  
Thank you!

PICNIC →  
TRUCKS  
AREA

←  
NORTH  
MEZANINE

← (N) (Street) →

(W) (TRACKS) ↓



(E) →

(S) →

2.5 SEAT TABLES & CHAIRS

in picture  
Garden  
Room 100  
1000







NO ALCOHOLIC  
BEVERAGES  
BEYOND THIS POINT  
Thank you!

↖ (S) ↗  
↘ (M) ↙

↖ (A) ↗



NO ALCOHOLIC  
BEVERAGES BEYOND  
THIS POINT.  
THANK YOU!

NO BICYCLES

NO SEAT  
CUSHIONS

CHAIRS

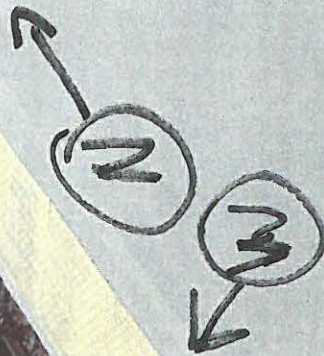
...WORK  
...LICENSE





OREGON CITY  
HOTEL  
RESTAURANT  
TOASTERY  
BAR

PLATFORM  
GATE





NO ALCOHOL  
ALLOWED ON  
PASSENGER PLATFORM

**DO NOT ENTER**  
UNTIL PASSENGER TRAIN HAS  
COME TO A COMPLETE STOP

3

2





NO ALCOHOL  
BEYOND THE  
POINT.  
Thankyou!



← PARKING  
LOT

DEPOT | ENTRANCE →





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## Staff Report

File Number: 16-438

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**Agenda Date:** 7/20/2016

**Status:** Agenda Ready

**To:** Urban Renewal Commission

**Agenda #:** 4b.

**From:** Eric Underwood

**File Type:** Report

**SUBJECT:**

First City Central Reimbursement Request for Natural Gas Line Installation Costs at the Train Station

**RECOMMENDED ACTION (Motion):**

Staff recommends the Urban Renewal Commission consider the request from First City Central for reimbursement of natural gas line installation costs at the train station and provide direction.

**BACKGROUND:**

First City Central is requesting reimbursement of expenses associated with the installation of a natural gas line at the train station. A letter from First City Central, outlining the details of this request, is attached to this report for the Urban Renewal Commission's consideration.

**BUDGET IMPACT:**

Amount: \$5,600

FY(s): 15/17

Funding Source: Urban Renewal Funds



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**BUDGET IMPACT:**

Amount: \$5,600

FY(s): 15/17

Funding Source: Urban Renewal Funds



June 16, 2016

Oregon City Urban Renewal Agency  
625 Center Street  
Oregon City, OR 97045

Re: Gas line installation reimbursement  
First City Central Marketplace & Bistro  
1757 Washington Street  
Oregon City, OR 97045

Dear Urban Renewal Commissioners:

There are three expenses involved with bringing a gas line into the train station facility:

1. Line installation from Washington Street to the meter (at base of foundation)
2. Line installation from the meter to the building's kitchen area
3. Gas meter installation, testing, etc.

NWNG will cover half the cost of installing the gas line from Washington to the meter. It will also cover the installation of the meter and system testing.

First City Central will cover the cost of installing the gas line from the meter to the building's kitchen area. This cost has been quoted at \$2,500. We are in the process of scheduling a local contractor to complete the installation in the next week or two.

NWNG sent First City Central an invoice for half of its cost of installing the line from Washington to the gas meter. The invoice was \$5,600. In order to expedite the scheduling of the NWNG installation, First City Central paid this invoice.

I am writing to request that the Urban Renewal Agency reimburse First City Central for this \$5,600 installation expense.

My reasoning for requesting assistance is as follows:



- Bringing natural gas to the depot is a major capital improvement that will increase the facility's rental value and attractiveness for current and future tenants.
- First City Central is willing to cover the cost of installing the line from the meter to the building (\$2,500).
- Due to numerous unforeseen and unbudgeted expenses, First City Central's start-up budget has been exhausted. Additional funding is being pursued; however, reimbursement would be incredibly helpful in bringing this project to completion.

Thank you for considering my request. If you have questions, I can be reached at [blane@fccycles.net](mailto:blane@fccycles.net) or at (503) 479-0080. Thank you, again.

A handwritten signature in black ink, appearing to read 'Blane Meier', followed by a horizontal line and a period.

Blane Meier, Owner  
First City Central Marketplace & Bistro