CITY OF OREGON CITY
CITIZEN INVOLVEMENT COMMITTEE (CIC)
AGENDA

Commission Chambers, 625 Center Street, Oregon City
Monday, October 04, 2021 at 7:00 PM

This meeting will be held online via Zoom; please contact planning@orcity.org for the meeting link.

CALL TO ORDER

PUBLIC COMMENT

Citizens are allowed up to 3 minutes to present information relevant to the City but not listed as an item on the agenda. Prior to speaking, citizens shall complete a comment form and deliver it to the City Recorder. The Citizen Involvement Committee does not generally engage in dialog with those making comments but may refer the issue to the City Manager. Complaints shall first be addressed at the department level prior to addressing the Citizen Involvement Committee.

PRESENTATIONS

1. Downtown Update - Liz Hannum, Executive Director DOCA (www.downtownoregoncity.org)
2. Housing Choices Update-Christina Robertson Gardiner, Senior Planner
3. Water System Plans & Upcoming Ballot Measure-Patty Nelson, Special Projects Senior Engineer (www.oregoncitywater.org)
4. OC 2040 Update - Laura Terway, Community Development Director (www.OC2040.com)
5. Housing Needs Analysis-Laura Terway, Community Development Director (www.bit.ly/ochousingneeds)

STAFF LIAISON UPDATES

6. Staff Liaison Update

GENERAL BUSINESS

7. Storage of Neighrbhood Association papers - Steve Van Haverbeke
8. Committee to Investigate Postcard Routing and Timelines.

ROUNDTABLE

For more information on upcoming neighborhood association meetings and contacts please visit: https://www.orcity.org/community/neighborhood-associations

ADJOURNMENT

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the City Recorder. When the Mayor/Chair calls your name, proceed to the speaker table, and state your name and city of residence into the microphone. Each speaker is given three (3) minutes to speak. To assist in tracking your speaking time, refer to the timer on the table.

As a general practice, the City Commission does not engage in discussion with those making comments.

Electronic presentations are permitted but shall be delivered to the City Recorder 48 hours in advance of the meeting.

ADA NOTICE

The location is ADA accessible. Hearing devices may be requested from the City Recorder prior to the meeting. 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.

Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.

Video Streaming & Broadcasts: The meeting is streamed live on the Oregon City's website at www.orcity.org and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. Please contact WFMC at 503-650-0275 for a programming schedule.

A COMMUNITY EFFORT

HOUSING CHOICES CODE UPDATE

Oregon City is continuing to expand housing choices for all members of the community with zoning code updates to increase flexibility for middle housing types. The updates will expand the ability of property owners to build duplexes, triplexes, quadplexes, townhomes and cottage clusters, in nearly all residential neighborhoods. These housing types tend to be smaller scale and less expensive than detached single-family dwellings and provide needed variety to accommodate Oregon City's diversity of households.

These updates will help to restore a greater variety of housing types that were historically incorporated into residential neighborhoods, including Oregon City's older neighborhoods, but have been outlawed for more than half a century.

WHAT IS MIDDLE HOUSING?

Middle housing refers to housing types that fill the gap between apartments and detached single-family dwellings including duplexes, triplexes, and fourplexes, townhomes, and cottage clusters.

WHY IS THIS IMPORTANT?

There is not enough housing or enough types of housing to meet people's needs. Zoning limitations on the types of housing that can be built have contributed to increased housing costs and fewer choices.

WHAT WILL THE MIDDLE HOUSING CODE UPDATE DO?

House Bill 2001 requires Oregon City to update its development code to allow duplexes on any lot that allows detached single dwelling; and allow all middle housing types such as triplexes, and fourplexes

WHAT DOES THIS MEAN FOR THE FUTURE?

While detached single-family dwelling will remain the predominant housing type in Oregon City, these changes will create more opportunities for different types of housing to be built for rent and homeownership across multiple price levels for a wider range of households. Changes are expected to be gradual, with modest growth of middle housing in both existing neighborhoods and new neighborhoods

Oregon City Staff will be working with boards, commissions, and community members like you in the fall and winter of 2021 to expand housing options and meet the requirements of the new state law by June 30, 2022

STAY INVOLVED

Take the survey
(open until Nov. 10, 2021)
Sign up on project mailing list and learn more at https://bit.ly/OCHB2001

DO WE HAVE ENOUGH OPPORTUNITIES FOR FUTURE HOUSING NEEDS?

Housing Needs Analysis

The City is working on a Housing Needs Analysis which includes housing data and forecasts on demographic and socioeconomic trends to understand how much housing will be need in the future and if we have enough available land to accommodate the community's needs.

Visit www.bit.ly/ochousingneeds for more information.

CITY OF OREGON CITY

Staff Report

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

To: Citizen Involvement Committee **Agenda Date:** October 4, 2021

From: Senior Planner Christina Robertson-Gardiner

SUBJECT: STAFF LIAISON UPDATES

1. **OC2040 Summits** City leaders have been working hard to gather input from residents through surveys and virtual meetings and have now heard from more than a thousand people. **But have they heard from YOU?** Please join us and give us your thoughts in four online summits on a variety of topics. **To thank you for participating, we will mail you a $15 gift card to a local restaurant.** If you cannot participate in the zoom meeting or the drop-in hours but want to talk about an issue you are passionate about- you can send your comments to lterway@orcity.org. Laura will collect the comments and share them with the OC2040 project advisory team at their next scheduled meeting

   - **OC2040 Summit #1: Diverse Economy** *(Jobs & Housing)***: Tuesday, September 14th, 10:30am-12:30pm**
   - **OC2040 Summit #2: Connected Infrastructure** (*Transportation, Infrastructure Practices/Investments, & Digital/Communication Infrastructure*)**: Wednesday, September 22nd, 10:30am-12:30pm**
   - **OC2040 Summit #3: Healthy and Welcoming Communities** (*History, Culture, Access to Civic Facilities, Health, Safety, & Community Engagement*)**: Wednesday, September 29th, 6-8pm** Register in advance
   - **OC2040 Summit #4: Protected Environment** (*Natural Hazards, Climate Change, & Access to Parks and Open Space*)**: Thursday, October 7, 6-8pm** Register in advance

2. **Land Use 101 Zoom Meeting For Neighborhood Associations.**
   Bob LaSalle and I are inviting you to attend a Land Use 101 meeting over Zoom. Bob asked me to set up an opportunity for neighborhood associations to learn more about the land use process and offer examples in an informal setting. The meeting will provide a background of the Oregon City land use process, get a chance to hear from other neighborhood association land use committees, and ask questions of each other in an informal format.

   I will record my initial presentation and link it to the CIC and neighborhood association websites for future reference but will leave the rest of the meeting unrecorded to allow a free flow of questions and answers. *This is not an official CIC meeting, and no CIC business will occur at the meeting; therefore, CIC quorum requirements will not apply.*

Land Use 101 for Neighborhood Associations
7:00 PM October 14, 2021 Via Zoom

3. **Postcard and Neighborhood Association Page Updates.** I have taken over all of Kelsi's postcard and neighborhood association page updates. Please send any changes in positions, meeting dates or minutes to upload/revise or postcard requests directly to me at crobertson@orcity.org . If I am on vacation and it is time-sensitive, feel free to email the Planner on Duty at planning@orcity.org and ask them to update the page or get the postcard OK to Buels. If you would like to just link to your own Neighborhood Association webpage- that works too!- just make sure to send new contact information to me as I keep the master contact list.

4. **How to Prepare and Mail Neighborhood Association Postcards.** In preparation for the committee request in General Business, please review the link at https://www.orcity.org/bc-cic/how-prepare-and-mail-neighborhood-association-postcards to refresh yourself with how the city currently contracts and routes neighborhood association postcards. The committee could look at other options to the existing postcard process; this could be a new bid for services, looking into neighborhood association agreements or grants with the city to get the postcards funds upfront, or other ideas for the postcard funds.

   For example- Barclay Hills identified that some members received their postcards late or not at all.

   - Email sent to Christina 8/15/21
   - Buels order created 8/16/21
   - Printed, addressed, sorted, and dropped at the Post Office on 8/24/21
   - Neighborhood Association Meeting 9/14/21

5. **Trail News Monthly E-newsletter** Please encourage neighborhood association members to sign up for the *Trail News Monthly E-newsletter* https://www.orcity.org/subscribe. The E-newsletter provides up-to-date information on city resources and programs.

6. **How Do I Learn About Development Applications in the City?**
   For those interested in keeping up with the latest development applications in the city, there are two great ways to get the information. Please pass this information on to your contact list as appropriate for your organization.

   a. Click on the development tab at the bottom of www.orcity.org. This action will take you to a page that lists all noticed land use applications and city capital improvement projects. They are sorted by year.

   b. Subscribe to a weekly land use notice list at <https://www.orcity.org/subscribe>. (Under Community/Public Information on Main Page) Enter your email, and you will receive a weekly roundup of all land use applications noticed or with updated information on the project page that week. The neighborhood box at the bottom is for city projects and land use applications that are located within a specific neighborhood association boundary.

7. **Public Records Request**
   Are you scheduling a neighborhood meeting with a developer and want to review the pre-application materials before you meet? You can request a copy of the application materials and staff notes through the online public records request process on the city's website. https://www.orcity.org/cityrecorder/public-records-request-policy-and-form.

How to Prepare and Mail Neighborhood Association Postcards

https://www.orcity.org/bc-cic/how-prepare-and-mail-neighborhood-association-postcards

The city budget puts aside money each biennium in a city account to support the printing and mailing of neighborhood association postcards. The city has a contract with Buels Impressions Printing, who prints the cards and sends them to a third party mailer through a bulk rate permit. Neighborhood Associations prepare the draft postcard with their own graphic design program.

The bulk rate offers a more affordable option for postcard mailing. However, bulk rate also provides more time for the Post Office to mail out an item, hence the savings.

Each neighborhood has different goals of when they want the postcards to arrive. Some like them earlier, some like them closer to the meeting date. Either approach works if you know the factors that drive when a postcard gets mailed.

1st Factor- City review of content to ensure no political speech. City funds cannot be used for political speech. Example: while you can announce that a candidate is coming to your meeting- you can't encourage people to vote for that candidate or particular measure on your postcard. Christina Robertson-Gardiner (crobertson@orcity.org) needs 2-3 days (M-F) to review the postcard and get the updated mailing labels to Buels with the work order. If you get an out of office email from christina that is more than that period- please contact lterway@orcity.org, and we will work with Buels to get your order in.

2nd Factor- The city contract with Buels gives them 2-3 days (M-F) to print out the cards. They usually can get it completed the next day- but if they are busy, they may need all three days allowed to them

3rd Factor- Once printed, Buels sends the cards to a third party mailer who has 2-3 days (M-F) to get them to the Post Office.

4th Factor- Post Office bulk rate has a 5-7 day timeline (M-S) for mailing. Please note: they control this process, and sometimes postcards are mailed on different days.

Postcard Emails to Christina/Buels

Buels can hold completed postcards for a couple of days and release them to the 3rd party mailer if you give them a date that you want them to be sent to the Post Office. When you are preparing your postcards please keep these dates in mind. If you have a specific date you would like the postcards to be sent to the Post Office; please let Christina and Buels know that in your email,

and review the four factors above before you give them the date to ensure you have enough lead time. Please also make sure to account for State and Federal holidays in your calculation.

If you are unable to make the intended postcard date, and still want to proceed with the mailing, your Neighborhood Association can choose to pay the difference for 1st class postage. You will work directly with Buels (https://buelsprinting.com/) on the bill for the difference. Please note that 1st class postage is about 15 cents more per postcard.

Below is an example email to Christina/Buels you can use.

Hi Christina,

Enclosed you will find the postcard for the November 21, 2019 Rivercrest Neighborhood Association Meeting.

Please have these postcards sent to the Post Office on November 6, 2019, or;
Please have these postcards sent to the Post Office as soon as possible

Thank you.