



CITY OF OREGON CITY

CITY COMMISSION WORK SESSION

AGENDA

Commission Chambers, Libke Public Safety Facility, 1234 Linn Ave, Oregon City
Tuesday, September 13, 2022 at 6:00 PM

Typically there are no public comments at work sessions, but written comments are accepted by:

- *Email recorderteam@orc.org (deadline to submit written testimony via email is 3:00 PM on the day of the meeting)*
- *Mail to City of Oregon City, Attn: City Recorder, P.O. Box 3040, Oregon City, OR 97045*

CONVENE WORK SESSION AND ROLL CALL

FUTURE AGENDA ITEMS

The Commission's adopted goals and available staff resources shall be considered when recommending future agenda items. The Commission may add an item to a future agenda with consensus of the Commission.

[List](#) of Future Work Session Agenda Items

DISCUSSION ITEMS

- [1.](#) Spending Plan for American Rescue Plan Act of 2021 (ARPA) Funding
- [2.](#) Oregon City Parklet Program
- [3.](#) Review Oregon City Private Property Outdoor Dining and Retail Site Plan and Design Review Application
- [4.](#) Updates on the United States Environmental Protection Agency's Water Infrastructure Finance and Innovation Act (WIFIA) Loan Package Proposal
- [5.](#) Creation of the Oregon City Youth Advisory Commission

CITY MANAGER'S REPORT

COMMISSION COMMITTEE REPORTS

- A. Beaver Creek Employment Area Blue Ribbon Committee** - Commissioner Frank O'Donnell
- B. Citizen Involvement Committee Liaison** - Commissioner Adam Marl

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- C. **Clackamas County Coordinating Committee (C4)** - Appointed: *Commissioner Adam Marl*
 - D. **Clackamas County Coordinating Committee (C4) – Metro Subcommittee**
- Appointed: *Commissioner O'Donnell*
 - E. **Clackamas County I-205 Tolling Diversion Committee** - Appointed: *Commissioner Adam Marl* Alternate: *Commissioner Frank O'Donnell*
 - F. **Clackamas Heritage Partners** - *Commissioner Rocky Smith, Jr.*
 - G. **Clackamas Water Environment Services Policy Committee** -
Appointed: *Commissioner Denyse McGriff*
 - H. **Downtown Oregon City Association Board** - *Commissioner Denyse McGriff*
 - I. **Metro Policy Advisory Committee (MPAC)** - Appointed: *Commissioner Denyse McGriff*
 - J. **OC 2040 Project Advisory Team** - Appointed: *Commissioners Adam Marl and Denyse McGriff*
 - K. **Oregon City Tourism Stakeholder's Group** - Appointed: *Commissioners Frank O'Donnell and Rocky Smith, Jr.*
 - L. **Oregon City/West Linn Pedestrian and Bicycle Bridge Concept Plan Project Advisory Committee** - Appointed: *Commissioner Denyse McGriff*
 - M. **South Fork Water Board (SFWB)** – *Commission President Denyse McGriff, Commissioners Frank O'Donnell, and Rocky Smith, Jr.*
 - N. **Willamette Falls and Landings Heritage Area** - Appointed: *Commissioner Denyse McGriff* Alternate: *Commissioner Frank O'Donnell*
 - O. **Willamette Falls Legacy Project Liaisons** - *Commissioner Frank O'Donnell*

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.



CITY OF OREGON CITY

Staff Report

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

To: City Commission
From: City Manager Tony Konkol

Agenda Date: 09/13/2022

SUBJECT:

List of Future Work Session Agenda Items

BACKGROUND:

October 11, 2022

City Events, Park Rentals, and Business Licenses

Street Design Standards

ODOT Diversion Traffic Report

Additional Upcoming Items (These items are in no particular order)

Beavercreek Road Concept Plan (Thimble Creek) Funding Discussion

Boards and Committee's Orientation Manual Review and Discussion

Canemah Area - Encroachments in the Right-of-Way Policy Discussion

Charter Park Discussion (Last five – Sportcraft Landing, McLoughlin Promenade, Ermatinger House, Dement Park/Property, and Clairmont Way)

Clackamas County Water Environmental Services (WES) Rate Differential

Climate Action Plan Presentation (City of Milwaukie)

Code Enforcement Complaint Process

Commission Policies and Rules of Procedure Review

Compatible Change Update

Construction Excise Tax

Economic Development Strategy Follow-up

Ethics Training

Metro Food Waste Program Requirements - Annual Review

Parking Rate Increase for Permitted Parking in Downtown Oregon City (Green, Purple, Orange, etc. Zones)

Railroad Quiet Zone Funding Discussion

South Fork Water Board - Mountain Line Easements Vacation

Transportation Demand Management (TDM) Plan Implementation Update

Update re NEPA for ODOT I-205 Project

Water System Risk and Resiliency Review

Willamette Falls Legacy Project Operations and Maintenance Discussion



CITY OF OREGON CITY

Staff Report

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

To: City Commission
From: Finance Director Matt Zook

Agenda Date: 9/13/2022

SUBJECT:

Spending Plan for American Rescue Plan Act of 2021 (ARPA) Funding

STAFF RECOMMENDATION:

Identify spending plan for undesignated ARPA funds.

EXECUTIVE SUMMARY:

The City has received its full ARPA allocation of \$8,293,549. The 2021-23 Adopted Biennial Budget allocated the original estimate of \$7,600,000 between water projects, broadband projects, tourism, transportation, and an undesignated remainder (\$1,400,000). The final award was higher than anticipated by \$693,549, which increased the undesignated amount to \$2,093,549. The Commission met on January 19, 2022, to discuss how to allocate this amount, with staff presenting a list of needs, as well as Commission expressing additional ideas during that meeting. No decisions were reached at that time. During the past nine months, needs and opportunities have changed. A fresh list of proposed uses is presented for discussion with the Commission. A brief explanation of each opportunity will be presented in the meeting and time for discussion and direction from the Commission. Commission will have opportunity to formally approve future expenditures as necessary through the presentation of contracts over \$50,000 and a supplemental budget if necessary.

BACKGROUND:

January 2022 Final Treasury Rule

The U.S. Treasury released the final rule in early January 2022 that governs how ARPA funds are to be spent. The most significant allowance is the option for governments to elect a "standard allowance" of up to \$10 million to spend funds toward the provision of traditional government services. This allows the City to spend its entire award of \$8.29 million in the least restrictive manner. Government services generally include any service traditionally provided by a government unless Treasury has stated otherwise. The primary prohibitions of ARPA funds are extra contributions toward pensions and

rainy-day funds. ARPA funds must be contractually obligated by December 31, 2024, and funds completely disbursed by December 31, 2026.

Financial Summary and Proposed Options

The table below provides an overview of the ARPA funding allocation from the Adopted Budget, final award, and proposed uses of remaining undesignated funds. The proposed uses include some of the financial issues discussed over the past year, including some of the Commission Goals, as well as other items identified by staff. This list is intended to initiate the conversation but is by no means exclusive of additional uses. Further, the amounts assigned to each category are high-level suggestions that would be further refined in the future.

Project	Info Presented on Jan 19, 2022			Sept 13
	Original Budget	Final Award	Potential Projects	Staff Proposal
Water Infrastructure	\$ 5,600,000	\$ 5,600,000	\$ 5,600,000	\$ 5,600,000
Broadband Feasibility Study	200,000	200,000	200,000	200,000
Tourism	100,000	100,000	100,000	100,000
Transportation	300,000	300,000	300,000	300,000
Undesignated	1,400,000	2,093,549	-	-
Downtown bathroom	-	-	400,000	400,000
Homelessness (Father's Heart Relocation)	-	-	500,000	400,000
Community meeting spaces	-	-	100,000	100,000
City-wide Essential Employee Pay	-	-	300,000	50,000
Clackamette Park Boat Ramp	-	-	250,000	-
Cayuse Five Tribute	-	-	100,000	-
Ongoing Covid mitigation for City operations	-	-	100,000	-
Hold for Unanticipate Future Opportunity	-	-	343,549	118,549
January 19 Staff Proposed Total			8,293,549	
Elevator Security Enhancements	-	-	-	25,000
Downtown Parking Kiosks	-	-	-	225,000
Pedestrian improvements	-	-	500,000	-
Library post-Covid reconfiguration	-	-	75,000	75,000
Small Business Growth & Retention Program	-	-	200,000	-
City match on Federal dollars for Quiet Zone	-	-	600,000	600,000
Facility Deferred Maintenance Plan	-	-	500,000	-
Cove Water Quality	-	-	250,000	-
	\$ 7,600,000	\$ 8,293,549	\$ 10,418,549	\$ 8,293,549
Amount Proposed Above Final Award			(2,125,000)	-

OPTIONS:

1. Accept, reject, or add to the proposed use of the unallocated ARPA funds for further refinement.

BUDGET IMPACT:

Amount: \$8,293,549
FY(s): Biennial 2021-23 through December 2026
Funding Source(s): American Rescue Plan Act of 2021



CITY OF OREGON CITY

Staff Report

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

To: City Commission
From: Public Works Director, John M. Lewis, PE

Agenda Date: 9/13/2022

SUBJECT:

Oregon City Parklet Program

STAFF RECOMMENDATION:

Discussion and Direction of the Oregon City Parklet Program

EXECUTIVE SUMMARY:

In response to a request at the April 6, 2022, City Commission meeting, a resolution to adopt or deny the Parklet Program is now available for City Commission consideration. No changes have been made to the Program guidelines for Parklets since the last revision, except to not include Parking Lot Outdoor Seating which will be addressed in a separate staff report.

BACKGROUND:

On March 23, 2020, Governor Brown issued Executive Order 20-12, Stay Home, Save Lives, which closed non-essential businesses and severely limited others that were still able to remain open, including restaurants. Many businesses experienced loss or reduction of business as a result of the COVID-19 pandemic and associated public health and safety regulations aimed to reduce the spread of COVID-19.

On July 15, 2020, the City Commission adopted a parklet and outdoor dining/retail services pilot program from July 16, 2020, to November 30, 2020, excluding the winter months. The program allowed temporary outdoor dining/retail use of on-street parking stalls in the right-of-way and in private parking lots. On October 21, 2020, the City Commission extended the timeframe so that businesses could utilize the program in the winter months. On March 17, 2021, the City Commission adopted revisions to the program in response to community feedback which expanded the flexibility of the program including allowing onsite retail/restaurants to be located throughout private property, such as on patios or decks. The program had an expiration date of November 30, 2021. At the October 6, 2021, City Commission meeting, the proposed resolution was amended with a vote of 3-2 to extend the

program to May 31, 2022, retain the waiving of permit fees, and retain the cost of application fees. On April 6, 2022, the City Commission extended the program one last time to November 30, 2022, with a request to bring a final program for a decision prior to the end date of November 30, 2022.

Resolution No. 22-30 would make the program permanent. Permits would need to be sought on an annual basis. The renewable right-of-way permit fee per the most recent engineering fee schedule is \$88.00. That fee increases annually with the rest of the fee schedule per the local Consumer Price Index (CPI).

There are currently two Parklets permitted and in operation (Arch Bridge Taphouse and Ingrid's).

If the Commission wishes to proceed, staff could add Resolution No. 22-30 to the City Commission agenda for September 21, 2022.

OPTIONS:

1. Move forward with Resolution No. 22-30.
2. Recommend staff return with modifications.
3. Direct staff to let the Pilot Program expire on November 30, 2022.

BUDGET IMPACT:

Amount: N/A

FY(s): N/A

Funding Source(s): N/A

RESOLUTION NO. 22-30**A RESOLUTION TO ESTABLISH A PARKLET PROGRAM IN THE RIGHT-OF-WAY**

WHEREAS, providing an opportunity for businesses to expand their operations outdoors, either in the public right-of-way or private property, will generate greater pedestrian activity and help increase business patronage and overall interest in the area; and

WHEREAS, parklets are public spaces located in the public right-of-way that provide increased outdoor dining capacity; and

WHEREAS, to be successful, parklets must adequately address infrastructure and parking impacts, be tied to a specific location, be safe for the public to use, be easily maintained by the permittee, be for a limited and certain term, and be capable of easy and fast installation and removal; and

WHEREAS, Oregon City Municipal Code (“OCMC”) Section 12.04.120 identifies requirements for temporary obstructions in the right-of-way; and

WHEREAS, the City Commission approved Resolution No. 20-22 temporarily allowing these uses from July 16, 2020 to November 30, 2020; and again from March 15, 2021, to November 30, 2021, with a fee of \$25 per year after March 14. Resolution No. 20-30 allowed the business that submitted a permit by November 30 to continue the use from December 1, 2020, to March 14, 2021, without additional review. Resolution No. 21-15 updated the standards for parklets and private property restaurants and retail from March 17, 2021, to November 30, 2021. Resolution No. 21-46 continued the pilot program an additional six months until May 31, 2022. Resolution No. 22-16 continued the pilot program until November 30, 2022; and

WHEREAS, this Resolution will make the parklet program permanent, as identified in Exhibit A; and

WHEREAS, after the facilities are initially permitted, additional review and permitting is required each year and any time that changes are proposed. Each review requires submittal of a separate application and associated fee.

NOW, THEREFORE, OREGON CITY RESOLVES AS FOLLOWS:

Section 1. The City adopts Exhibit A, the Oregon City Parklet Program (the “Program”), which authorizes parklets on a renewable basis within the MUD zone extending along 7th Street generally between Singer Hill Road and Jackson Street.

Section 2. All engineering fees shall be assessed per the most current engineering fee schedule.

Section 3. This resolution shall take effect immediately upon its adoption by the City Commission.

Approved and adopted at a regular meeting of the City Commission held on the 21st day of September 2022.

DENYSE C. MCGRUFF
Commission President

Attested to this 21st day of September 2022:

Approved as to legal sufficiency:

Jakob Wiley, City Recorder

City Attorney

Exhibit A: Oregon City Parklet Program



City of Oregon City

625 Center Street | PO Box 3040 | Oregon City OR 97045

Ph: (503) 657-0891 | Fax (503) 657-7892

Oregon City Parklet Program

During the COVID-19 pandemic which occurred from March 2020 to early 2022, the City of Oregon City supported alternative ways to help increase patronage of local businesses affected by physical distancing requirements. The program included temporarily allowing outdoor dining within the right-of-way and on private property.

The desire of the City is to continue offering alternative dining options to retain and support businesses that can offer options to their customers.

This guide provides the design guidelines for the Oregon City Parklet Program within the public right-of-way.

Parklet Pilot Program

Restaurants in the Mixed Use Downtown District and along 7th Street (Singer Hill Road to Jackson Street) may construct a parklet in adjacent on- street parking areas to allow expanded outdoor dining.

These expanded seating areas, called “parklets,” allow restaurants throughout the business community to increase seating capacity and safely serve more customers by locating chairs and tables along sidewalks and within on-street parking areas. See Exhibit 2 for conceptual drawings.



ELIGIBILITY OF BUSINESSES

Eating and drinking establishments within the Mixed Use Downtown (MUD) District and within a block of 7th Street on John Adams, Jefferson, Madison, Monroe, JQ Adams, or

Jackson Streets and on 7th from Jefferson Street to Jackson Street.

PARKLET LOCATIONS

The parklet program limits the number of allowed parklets per block as necessary to accommodate for ADA accessibility for pedestrians, and protect accessible parking and no-parking areas such as loading zones. ADA parking spaces may be relocated temporarily if ADA standards can continue to be met.

1. Location

A parklet must be located within an existing on-street parking stall abutting or partially abutting the business utilizing the parklet. Only one parklet may utilize one parking stall; however, multiple parklets are allowed per business, per frontage, if neighboring property owners and businesses approve of additional parklets. Businesses may work together to create a parklet using two or more on-street parking stalls if the businesses are adjacent to each other. In addition, any business may allow customers of other nearby businesses to utilize the parklet.

2. Approval

A parklet shall only be located in designated on-street parking areas that have been approved by the City of Oregon City after careful review and authorization via a Renewable Right-of-Way Permit. The property owner, any additional building tenants, along with all other businesses located adjacent to and immediately abutting within the same block of the parklet must provide written consent supporting the request.

3. Posted Speed Limit

A parklet may be established along roadways where the posted speed limit is 25 mph or less.

4. Parking Zones

Parklets are prohibited in accessible parking spaces, the accessible aisle adjacent to the accessible spaces, and no parking zones. See Exhibit 1 for locations that are prohibited from parklet use in downtown; areas marked in red. Additional locations may also be prohibited if conditions warrant. ADA parking spaces may be relocated temporarily if ADA standards can continue to be met.

TERM OF USE

Parklets shall be permitted on an annual basis. Each permit will be valid for one calendar year and expires December 31 of any given year. The permit will need to be renewed annually

GENERAL GUIDELINES

- Parklets must be located adjacent to the applicant's business.
- If all accessibility and design requirements are met, installation of a parklet platform is not required, provided that existing pavement is not damaged or otherwise altered.
- Design for easy removal. The parklet will sit on top of the existing street surface. Because parklets may sit on top of critical infrastructure and utilities such as gas lines, sewer, and water mains, etc., they need to be designed for easy removal in case of an emergency.
- No additional signage is allowed within or on the parklet other than those required by law.
- Maintenance and litter removal are the responsibility of the applicant/owner. Failure to maintain the parklet may result in the revocation of the permit.
- No audio systems or other sound amplification devices are permitted for incorporation in the design of any parklet and shall not be used on any parklet.
- No smoking or vaping is permitted within a parklet at any time.
- ADA Guidelines must be met at all times.
- If applicable, the applicant is responsible for obtaining separate Oregon Liquor Control Commission (OLCC) permits.
- If applicable, the applicant is responsible for following food safety guidelines as well as Center for Disease Control (CDC) guidelines regulated by the Oregon Health Authority.
- If applicable, the applicant is responsible for following fire safety guidelines as regulated by Clackamas Fire District #1.
- Permits are required annually.

MAINTENANCE OF THE PARKLET

The parklet will be owned and maintained by the applicant. The applicant is responsible for all costs associated with the design development, construction, installation, maintenance, and removal of the parklet. Approval of an application obligates the applicant to keep the parklet free of debris, grime, and graffiti, and to keep all plants in good health.

The permit requires that the facility is swept daily and debris is removed from under (if applicable) and around the parklet a minimum of once a week. A maintenance plan and agreement are required to ensure compliance.

PARKLET DESIGN STANDARDS

The following design standards ensure that all parklets are safe, accessible, attractive, and functional.

1. BASE AND DECKING

If proposed, parklet decking must be designed such that the parklet has a vertical lip of no more than ¼-inch as it connects to the curb and may not have more than a ½ inch gap from the curb. The cross slope from the curb to the street must not exceed 2%. This means that most parklets will likely have an elevated base decking. The submitted design must demonstrate that the deck is compliant with ADA accessibility requirements including at least one ADA-compliant access point for each parking space used.

The parklet platform may not be attached to or damage the street and must be easily assembled and disassembled. Any damage to the street is the responsibility of the applicant.

The parklet platform must be designed to allow for curb line stormwater drainage and include a minimum twelve (12") inch gutter bar. The parklet platform must be designed to not allow debris to collect underneath the deck.

2. PARKLET FOOTPRINT

A buffer is required in the locations in which the parklet abuts adjacent on-street parking stalls. For parallel parking, there must be a twenty-four (24") inch setback on either end of the parklet, adjacent to parallel parking, and to the roadway. Wheel stops may be used but are not required.

For diagonal and perpendicular spaces, the edge of the parklet must be set back eighteen (18") inches from the adjacent parking space on either side. This setback space must be included within the parklet space, and not be taken from the adjacent space.

For multiple businesses adjacent to each other or businesses that received approval from the City and neighboring properties to install multiple parklets, adjoining stalls are allowed without a buffer.

3. BUFFER

Parklet design must include a continuous physical barrier along the street which is able to withstand impact while maintaining clear visual sightlines to the street.

To protect a parklet located on a parallel parking space from parking maneuvers, substantial planters, weighted bollards, or other structures that can withstand light

vehicular impact must be installed on either end of the parklet and at the street edge. Cones or Type II barricades are not acceptable. Parklets occupying diagonal parking spaces are not required to have such substantial edge materials, except for the side and corners at the street edge. Additional traffic safety items may be added to the final design by City staff.

Barriers and fencing may not extend into the street side setback zone or bolted into the street. If portable fencing is used, each section must be connected together. If cable is used for the barrier, spacing between cables cannot exceed 6-inches.

A reflective delineator post must be placed at the outer corners of the parking space/parklet, 6-inches from the wheel stops. Delineator posts must be 36-inches tall, cylindrical, white, flexible, and must include reflective striping.

4. VERTICAL ELEMENTS

Vertical elements, such as planters and umbrellas over tabletops, should be included so that the facility is visible to vehicles. Umbrellas or sails cannot be placed within 20 feet of a stop sign and must be contained within the parklet.

Applicants with overhead canopies, sails, or similar items must demonstrate that the structures have the ability to withstand wind loads equal to the standards which apply on private property. Covers comprised of more substantial materials such as wood or metal are not allowed.

Applicants proposing a cover must demonstrate that visual obstruction to adjacent businesses, both to storefronts and identifying signage, is minimized.

5. MATERIALS

The use of high quality, durable materials capable of withstanding prolonged use is required. Examples include wood and metal. Pallets, construction fencing, or chain link are not allowed.

Surface materials: loose particles, such as sand or loose stone, are not permitted on the parklet. A non-slip surface is required.

6. SEATING

Everyone should be able to travel adjacent sidewalks and enjoy parklets. Furniture must be able to accommodate a minimum of one accessible space per parklet



7. LIGHTING

Lighting that extends across the sidewalk must be a minimum of 8 feet above the sidewalk. Any single lighting source more than 40 watts shall be shielded.

8. HEATING APPLIANCES

Portable outdoor gas-fired heating appliances (such as propane heaters) shall be approved by Clackamas Fire District #1.

9. SIDEWALK DIVERSIONS

In place of a parklet, a business may choose to install a sidewalk diversion which must meet ADA guidelines, be made of durable materials using slip-resistant materials, and be protected similarly with substantial planters, weighted bollards, or other structures that can withstand light vehicular impact.

Barriers and fencing may not extend into the street side setback zone or bolted into the street. If portable fencing is used, each section must be connected together. If cable is used for the barrier, spacing between cables cannot exceed 6-inches.

A reflective delineator post must be placed at the outer corners of the parking space/sidewalk diversion, 6-inches from the wheel stops. Delineator posts must be 36-inches tall, cylindrical, white, flexible, and must include reflective striping.

Sidewalk diversions are permitted as a parklet which includes the diversion and the sidewalk seating area.



APPLICATION

An application for a Renewable Right-of-Way Permit is required and must be approved before installing a parklet. Once the parklet is constructed, an inspection is required to verify compliance with the approved application. Applications will be accepted on a rolling basis. A parklet applicant must comply with the applicable standards and agree to the terms of the Indemnity and Release Agreement required as part of the application including Liability Insurance covering Permittee's activity described in the Release.

PARKLET PERMIT FEE

Parklets shall follow Renewable Right of Way Permit fees set by Resolution in the Engineering Fee Schedule effective at the time of application.

LIABILITY INSURANCE

A parklet applicant must maintain general liability insurance in the amount no less than \$2 million per occurrence/\$4 million aggregate throughout the term of the Renewable Right-of-Way Permit, in accordance with the Indemnity and Release Agreement obligations and City of Oregon City standards.

SITE PLAN

A design document is required at the time of application submittal. A complete set of proposal drawings is required in order to be considered for approval. This site plan/design will help staff understand how your parklet would fit within the street. The site plan does not need to be drawn by a design professional. It can be drawn by hand or computer and must show the exact location of the parklet, the area around the parklet, the proposed layout and dimensions, and where parklet amenities (e.g., seating and landscape features) would be placed. Staff will determine if your selected site is appropriate for a parklet and how the parklet would integrate into the neighborhood context.

EXHIBITS

Exhibit 1 shows locations in red where parklets are not allowed unless other accommodations are made.

Exhibit 2 shows some design examples.

EXHIBIT 1



Main Street from 6th Street to Hwy. 99E



Main Street from 6th Street to 8th Street

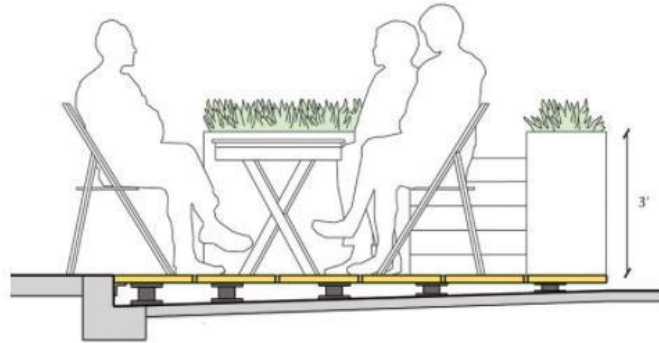


Main Street from 8th Street to 10th Street



Main Street from 10th Street to 11th Street

EXHIBIT 2 – Possible Options





CITY OF OREGON CITY

Staff Report

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

To: City Commission **Agenda Date:** 9/13/2022
From: Aquilla Hurd-Ravich, Community Development Director

SUBJECT:

Review Oregon City Private Property Outdoor Dining and Retail Site Plan and Design
Review Application

STAFF RECOMMENDATION:

Staff recommends the City Commission review the staff report and attached materials and provide feedback.

EXECUTIVE SUMMARY:

In response to COVID-19, the City Commission adopted a pilot program to allow temporary outdoor dining/retail in parking spaces in the right-of-way (parklets) and on private property from July 16, 2020 to November 30, 2022. At the April 6, 2022 City Commission meeting, the Commission indicated a desire to see the Parklet and Outdoor Dining and Retail program become permanent. This staff report addresses Outdoor Dining and Retail on private property and Development Services staff will separately present a Parklet Program on public right-of-way.

BACKGROUND:

The ability to create space for outdoor dining or retail was available prior to the enactment of the pilot program. An applicant needed to submit a Type I Site Plan and Design Review to demonstrate how they met minimum code requirements for parking, landscaping, outdoor lighting, and pedestrian circulation. The program that was enacted in 2020 allowed applicants to construct outdoor areas that were temporary in nature, easily removable, and could use up to 50% of the parking stalls on a site. Participants were charged \$25 per year.

At the City Commission's direction to establish a program that allows permanent outdoor dining and retail, staff has developed a Type I Site Plan and Design Review

Addendum 14. This addendum, similar to other Type I Addenda, helps to streamline the process for review by creating an application specific to Outdoor Dining and Retail. An applicant will need to show how the use both inside and outside meets minimum parking, landscaping, pedestrian circulation, and outdoor lighting. The fee will be set by the fee schedule for a Type I Minor review, which is currently \$88.00. In addition, the outdoor space will no longer need be temporary in nature. Staff is proposing no amendments to the Municipal Code at this time because outdoor dining and retail can be accomplished by meeting established minimum requirements.

On March 23, 2020, Governor Brown issued Executive Order 20-12, Stay Home, Save Lives, which closed non-essential businesses and severely limited others that were still able to remain open, including restaurants. Many businesses experienced loss or reduction of business as a result of the COVID-19 pandemic and associated public health and safety regulations aimed to reduce the spread of COVID-19.

On July 15, 2020, the City Commission adopted a parklet and outdoor dining/retail services pilot program from July 16, 2020, to November 30, 2020, excluding the winter months. The program allowed temporary outdoor dining/retail use of on-street parking stalls in the right-of-way and in private parking lots. On October 21, 2020, the City Commission extended the timeframe so that businesses could utilize the program in the winter months. On March 17, 2021, the City Commission adopted revisions to the program in response to community feedback which expanded the flexibility of the program including allowing onsite retail/restaurants to be located throughout private property, such as on patios or decks. The program had an expiration date of November 30, 2021. At the October 6, 2021 City Commission meeting, the proposed resolution was amended with a vote of 3-2 to extend the program to May 31, 2022, retain the waiving of permit fees, and retain the cost of application fees. On April 6, 2022, the City Commission extended the program one last time to November 30, 2022 with a request to bring a final program for a decision prior to the end date of November 30, 2022.

Type I Site Plan and Design Review approval would need to be sought for any business to participate in the program.

There were 4 businesses permitted for private parking lot seating during the pilot program (Mixtlan Grill, McMenamins, Coney Island Tavern, and Corner 14). There is currently 1 business in Type I Site Plan and Design review for permanent outdoor seating (Coney Island Tavern).

OPTIONS:

1. Review and suggestions if necessary to the Type I Site Plan and Design Review Addendum 14 Outdoor Dining and Retail



Type I Site Plan and Design Review

Addendum 14: Outdoor Dining and Retail

*This addendum is required for outdoor seating, dining, and retail space to be located on private property. The provisions do not apply to food carts, food cart pods, or seating in the public right-of-way. Please complete any applicable addendum in addition to this form, which may include **Addendum 3: Parking Lots**, **Addendum 4: Landscaping**, **Addendum 5: Outdoor Lighting**, and **Addendum 6: Pedestrian Circulation**.*

Attach a site plan showing the following:

- Footprint of the proposed outdoor area
- Building footprints and entrances
- Existing parking stalls
- Existing driveways
- Proposed vehicle circulation diagram
- Location of barricades around outdoor area
- Compliance with the standards of 14.2 General Standards

14.1 Eligibility

This section is required to be completed for all outdoor dining and retail located on private property.

What is proposed for the outdoor space?

- ☐ Seating for an eating or drinking establishment
- ☐ Merchandise or sales area for a retail use
- ☐ Other: _____

Is any portion of the outdoor dining or retail proposed to be located outside of the parking lot? ☐ Yes ☐ No

If yes, describe: _____

Are new permanent structures proposed for the outdoor area? ☐ Yes ☐ No

Building permits and additional review are generally required for permanent structures or additions to buildings, such as awnings.

Planning Staff Only

Additional Review Required? ☐ Yes ☐ No Initial _____

14.2 General Standards

This section is required to be completed for all outdoor dining and retail located on private property.

Temporary structures are required to be secured. Describe how tents, umbrellas, or other shade structures will be secured to the ground or protected from movement: _____

Barriers are required to delineate and protect the dining/shopping area from the parking lot. Describe the material proposed for barricades: _____

Standards that must be met	Check if Yes	Check if No	Staff Confirmation
No change to the vehicular ingress/egress of the site.			
If outdoor seating is provided, a minimum of one ADA seat is included.			
No use of ADA parking spaces or adjacent striping.			
Vertical clearance of 8 feet above walkways is maintained.			
Temporary, decorative and seasonal lighting shall not produce a light output that exceeds sixty watts.			
No cords, structures, sails, covering, or similar materials cover or extend over vehicle maneuvering or parking areas.			
No new gravel, sand, or other surface materials.			
No chain link fencing, construction fencing, or pallets.			

Planning Staff Only

Standards met? ☐ Yes ☐ No Initial _____

14.3 Parking Lot Standards

This section is required to be completed for all outdoor dining or retail located on private property. The number of parking spaces shall comply with the minimum and maximum standards listed in Table 17.52.020.

Does the proposal include changes to the number of on-site parking stalls? ☐ Yes ☐ No

If yes, please complete this section.

Land Use: _____ Net Leasable Square Footage: _____

A. Minimum # of parking spaces: $[\text{Net Leasable Area (sq ft)} \div 1,000] \times 4.1 =$ _____

B. Maximum # of parking spaces: $[\text{Net Leasable Area (sq ft)} \div 1,000] \times 5.0 =$ _____

C. Total number of parking spaces in lot: _____

D. Total number of spaces that will be used for the outdoor dining or retail: _____

E. Total number of spaces that will **not** be used for outdoor dining or retail: _____

A change in use within an existing habitable building located in the MUD Design District or the Willamette Falls Downtown District is exempt from additional parking requirements. The required number of parking stalls may be reduced in the Downtown Parking Overlay District by 50%. The minimum required number of stalls may be reduced by up to 10% when the property is adjacent to an existing or planned fixed public transit route or within 1,000 feet of an existing or planned transit stop. Additional reductions may be allowed in the Type II Site Plan Process.

*If the response to (E.) is not between or equal to the minimum (A.) and maximum (B.) requirements, **Addendum 3: Parking Lots** is required in addition to this form.*

Planning Staff Only

Standards met? ☐ Yes ☐ No ☐ Not Applicable Initial _____



CITY OF OREGON CITY

Staff Report

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

To: City Commission
From: Public Works Director, John M. Lewis, P.E.

Agenda Date: 09/13/2022

SUBJECT:

Updates on the United States Environmental Protection Agency's Water Infrastructure Finance and Innovation Act (WIFIA) Loan Package Proposal

STAFF RECOMMENDATION:

Support the proposed water funding loan strategy including projects that benefit existing customers in a WIFIA loan package and proceeding with loan application

BACKGROUND:

The City has over \$81 million dollars of water infrastructure improvements identified in its Water Master Plan. Increases in Water System Development Charges (SDC) and Water Rates would be necessary to fund all these improvements. Water rate increases required to fully fund the city's infrastructure needs exceed the 3% annual limit set by City Charter, requiring voter approval. Borrowing money was identified as a way to finance major improvements and minimize the water rate increase necessary above the 3% limit. Borrowing also required voter approval.

In November 2021, the City Commission placed two ballots before the voters of Oregon City:

- Measure 3-567 – Authorized the City to borrow funds for water system improvements
- Measure 3-578 – Authorized a temporary water rate increase above the 3% annual charter limit

Measure 3-567 was passed by voters, authorizing the city to borrow up to \$38 million. Measure 3-578 did not pass, limiting the annual water rate increase to 3% in accordance with the City Charter.

Without a rate increase above the 3% annual Charter limit, the City's ability to fund capital improvements on our infrastructure is limited as the majority of the current rate revenue goes to maintenance of our existing system.

With borrowing in mind as an infrastructure solution, the City submitted a Letter of Interest for a Water Infrastructure Finance and Innovation Act (WIFIA) loan in June 2021. On October 27, 2021, the City received notice from the United States Environmental Protection Agency that its Letter of Interest was selected, and the City was invited to apply for a WIFIA Loan (attached).

This program provides low-interest, long-term loans for qualifying water infrastructure projects packages of \$20 million or more. Funding for the project package comes from a combination of federal dollars and applicant revenues meeting the following parameters:

- Maximum loan amount is 49% of eligible WIFIA project package costs*
- Matching funds make up the balance of WIFIA project package costs
 - Rate revenue
 - Water SDC revenue
 - ARPA grant funds*

*Up to 80% of the project can receive federal funding in the form of loan and grants.

This program offers unique and flexible financing terms. In addition to having a low fixed-interest rate, other key aspects of the program are:

- **Customized Repayment Schedule:** Allowing flexibility to match applicant's anticipated revenues
- **Loan Repayment Period:** Up to 35 years to repay the loan
- **Deferred Payments:** Payments may be deferred up to 5-years after the project's substantial completion
- **WIFIA Loans Combined with other Funding Sources:** WIFIA loans can be combined with other loans, bond, debt, grants

The City of Oregon City has received \$8.3 million dollars of American Rescue Plan Act (ARPA) grant funds. In the current biennium budget, the City has allocated \$5.6 million of these funds toward water system improvement projects and reflected this funding in our financial planning. These funds can be used as matching funds for the WIFIA loan.

While the full water CIP cannot be supported without a rate increase, significant work can be completed if the City pursues this federal funding option.

City staff presented a short-term CIP implementation plan and strategy that utilized available revenues and borrowed money to tackle some of its highest priority work and presented at the February 8, 2022, City Commission Work Session. In addition to existing budgeted projects, staff identified a short-term CIP implementation plan, focusing on projects that address the city's aging system rehabilitation and replacement needs, cybersecurity, and improvements needed in the Upper Zone

where the existing water system is struggling to convey enough water to serve current demands.

The total estimated cost for the projects presented, was \$24 million dollars. To complete this work with the 3% annual rate limit, borrowing money through the WIFIA loan program and use of ARPA dollars is needed.

At the February work session, the City Commission confirmed its interest in pursuing a WIFIA loan and requested that proposed projects provide a benefit to existing customers.

UPDATED WIFIA LOAN PACKAGE PROPOSAL:

Since the February 8, 2022, work session, staff have worked to refine project scopes and update project estimates in preparation of the loan application, which is due by October 27, 2022.

Supply chain issues and rising inflation have increased construction costs significantly, impacting project budgets. The increased costs have resulted in a reduced scope of work that can be completed with ARPA funding and the WIFIA loan. The City Commission emphasized the desire to prioritize improvements to serve existing customer needs. With limited funds available, the originally proposed project list has been modified as follows:

- **SCADA Isolation Project:** Increasing cyber security for water system
- **Pipe Repair & Replacement:** Complete 5 years of planned work
- **Undersized Waterline Replacement:** Complete 5 years of planned work
- **Henrici Transmission Improvement:** Complete priority transmission improvements needed to improve service in upper zone by improving water transmission which will improve resiliency in the upper zone and help meet peak summer demands.
- **Fairway Downs Pump Station Replacement & Upgrade (“Henrici Pump Station”):** Replacing the undersized, aging pump station with new a pump station and associated transmission improvement, to improve service to the upper zone
- **Reservoir Rehabilitation & Upgrade:** ~~Rehabilitate and seismic retrofit to the Barlow Crest and Boynton Reservoirs~~ *Priority projects that could not be completed within the WIFIA completion timeline nor absorbed within the WIFIA loan while also staying within the City’s financial limits.*

These projects represent a \$28,000,000 million WIFIA package compared to the previously proposed \$24,000,000 million. Preliminary financial analysis provides confirmation for a 20-year WIFIA loan at 5% interest rate which also maintains responsible capital reserves for emergencies or unanticipated capital repairs. The final financial model, incorporating refinements, and the final WIFIA loan application package will be presented at the September 21, 2022, City Commission meeting, at

which time we will be seeking approval to proceed with the WIFIA loan and gain City Commission authorization for the \$100,000 loan application fee. More specific project details and application support documents will be provided with the application in the September staff report.

The purpose of this work session is to update the City Commission on the proposed WIFIA Loan Package and reaffirm continued City Commission interest in obtaining a WIFIA loan for Oregon City's needed water infrastructure improvements.

GUIDANCE NEEDED

WIFIA Loan Package:

1. Should City staff pursue WIFIA loan, as outlined, for water system improvements?
2. Should City Staff pursue the WIFIA loan with adjustments?
3. Should the City withhold from pursuing the WIFIA loan at this time?

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY**

WASHINGTON, D.C. 20460

October 26, 2021

Ms. Patty Nelson
Project Engineer
City of Oregon City
625 Center Street
Oregon City, OR 97045

Subject: City of Oregon City Selection Notification

Dear Ms. Nelson,

Thank you for submitting your Water Infrastructure Finance and Innovation Act (WIFIA) letter of interest for the FY 2021 Selection Round. We have reviewed these materials and are very pleased to inform you that the Water Rehabilitation, Resiliency and Improvement Projects has been selected to submit an application for a loan for up to \$12,020,827 or not to exceed 49 percent of total eligible project costs.

We will soon be reaching out to you to schedule an initial pre-application meeting to discuss the WIFIA underwriting process in greater detail. Mary Fasano will be the primary point of contact for this transaction and is available by e-mail at fasano.mary@epa.gov or by phone at 202- 566-2250 to answer any immediate questions you may have.

In addition, the WIFIA program will be hosting a webinar for all selected prospective borrowers to provide an overview of the WIFIA application process and walk through the [application form](#) on December 7th at 2:00 pm EST. We encourage your participation and will send you a meeting invitation with more details soon. Please forward it to all members of your team, including contractors, who will have a role in the WIFIA application process.

Once we receive your complete application, the WIFIA team will commence underwriting your transaction. Receipt of a WIFIA loan remains subject to negotiation of an agreement on terms and conditions satisfactory to the Agency as well as the project's compliance with Federal requirements, including the National Environmental Protection Act (NEPA), American Iron and Steel requirements, Flood Plain Management Standards, and the Davis-Bacon Wage Act. Selected prospective borrowers may request to increase their loan amount during the application process. Loan increase requests will be reviewed on a case-by-case basis and are subject to the availability of funding.

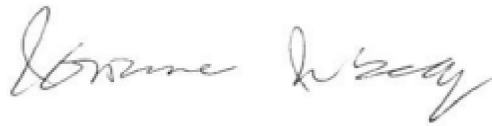
Based on your submitted letter of interest, we expect to receive your application by December 1, 2022. If timing for your application and/or project construction has changed, please notify your underwriter as soon as possible.

Project 5 is not eligible for a WIFIA loan. This invitation to apply is contingent on adding an eligible project or demonstrating increased costs to the eligible projects so that the total eligible project costs are \$20 million or more. Your assigned WIFIA underwriter will discuss these issues in more detail during your initial pre-application meeting.

EPA is planning its announcement of the FY 2021 selections and will coordinate with your organization on this press release. Until then, the announcement of the selection of your project for a WIFIA loan is embargoed. Please do not share this information externally. If you have questions regarding communicating your selection or would like to coordinate your announcement with EPA, please contact Karen Fligger at fligger.karen@epa.gov or 202-564-2992.

We look forward to working with you on this project.

Sincerely,

A handwritten signature in dark ink, appearing to read "Jorianne Jernberg", is positioned above the printed name.

Jorianne Jernberg
Director, WIFIA Program



CITY OF OREGON CITY

Staff Report

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

To: City Commission
From: City Manager, Tony Konkol

Agenda Date: 09/13/2022

SUBJECT:

Creation of the Oregon City Youth Advisory Commission

STAFF RECOMMENDATION:

Staff recommends the City Commission review the information related to the creation of an Oregon City Youth Advisory Commission and provide direction to staff about the proposal.

EXECUTIVE SUMMARY:

Commissioner Marl created a draft Oregon City Youth Advisory Commission proposal that was reviewed and discussed by the City Commission on July 12, 2022 and August 17, 2022. The draft proposal identified the roles, responsibilities, and composition of a potential Youth Advisory Commission for the City of Oregon City. Based on the direction of the City Commission, staff has prepared a new section to the Oregon City Municipal Code creating the Oregon City Youth Advisory Commission.

Based on the direction from the August 17, 2022 meeting, additional outreach by a Commission member was going to occur to understand the impacts, investment, format and success of Youth Advisory Commissions, or similar, in other jurisdictions. At the September 7, 2022 City Commission meeting staff was directed to place this item on the September 13, 2022 work session.

In response to questions concerning the resources necessary to effectively implement a new Youth Advisory Commission, staff is recommending that \$10,000 in funding is necessary for the Youth Advisory Commission to have the financial resources to effectively engage the youth community through outreach efforts, events and an open house. It is possible that the entirety of these funds will not be utilized, but some funding will be necessary to be effective.

The second question of the Commission is related to staffing of the new commission. Staff is recommending a ½ FTE employee to staff and manage the newly created Youth Advisory Commission. This position would be a Community Engagement Coordinator position, which would serve the Youth Advisory Commission, the Citizen Involvement

Committee, and would be able to expand the city's engagement with the community through responsibilities that could include coordination of community events and volunteers.

The Commission also has indicated that engagement and coordination with the school district is desirable and an important component of the success of the Youth Advisory Commission. Staff has met with the Superintendent of the Oregon City School District and discussed the opportunity to cooperate and coordinate the activities of the Youth Advisory Commission. There would be an opportunity for such coordination, but no details have been discussed or agreed to.

OPTIONS:

1. Provide staff direction regarding the proposed creation of an Oregon City Youth Advisory Commission.

Chapter 2.58 – Youth Advisory Commission

2.58.010 – Created.

There is created a youth advisory commission for the City of Oregon City having the duties and responsibilities provided in this chapter.

2.58.015 – Purpose.

The Oregon City youth advisory commission is created to provide local students a voice in their municipal government, build an understanding of governance and leadership and to provide opportunities to engage and serve the community. The youth advisory commission shall be guided by the belief that local involvement at a young age is crucial to ensuring a well-informed and engaged citizenry in the future and to provide an opportunity for members to become equipped with the knowledge and leadership skills necessary to become active contributors in the community now and in the future.

2.58.020 – Membership.

The youth advisory commission shall consist of nine youth members and one non-voting city commissioner to be appointed by the Mayor:

- A. Members of the youth advisory commission shall be high school students at the time of swearing in and shall reside within the city limits of Oregon City.
- B. Any vacancy shall be filled by the mayor, at their sole discretion, for the unexpired portion of the vacated term.
- C. The term of service shall be considered from September through June and there are no term limits.
- D. Appointed youth advisory commission members may be re-appointed for a second term without an interview at the discretion of the mayor. A youth advisory commission member must participate in a recommitment interview with the mayor after serving two consecutive terms.
- E. The chairperson, vice chairperson and all new members shall be sworn in by the youth advisory commission city commissioner at the first regular meeting of the term.

2.58.030 – Election of officers.

The youth advisory commission, at the beginning of each term, shall elect a chairperson and vice chairperson, who shall hold the positions for one term of service. The chairperson and the vice chairperson shall be a junior or senior in high school.

2.58.040 – Chairperson

The chairperson is responsible for running the youth advisory commission meetings, assigning tasks and working with the staff to set the upcoming agendas.

2.58.050 – Vice Chairperson.

The vice chairperson is responsible for taking meeting minutes and providing financial updates as applicable.

2.58.060 – Quorum and Meetings.

- A. A majority of appointed members shall constitute a quorum.
- B. If a quorum is present, all matters shall be decided by a vote of the majority present.
- C. The youth advisory commission shall meet once a month.
- D. All meetings shall be open to the public and public meeting laws shall apply.

2.58.070 – Youth Advisory Committee Member Responsibilities.

- A. Review and prepare strategies addressing issues of interest to students in the greater Oregon City community, including topics such as drug and alcohol abuse, bullying and driver safety or any other topic determined to be of importance by the youth advisory commission.
- B. Members shall participate in an annual goal-setting retreat at the beginning of each term.
- C. Members shall be responsible for completing tasks and projects as assigned.
- D. Members of the youth advisory commission shall attend at least three community service events per session.
- E. The youth advisory commission shall organize a minimum of one student town hall to hear from their peers and engage the larger Oregon City youth community.
- F. The youth advisory commission shall prepare an annual report at the end of the term to present to the city commission detailing the accomplishments, challenges, areas for improvement and goals for the future.

2.58.080 – Code of Conduct and Expectations

Members of the youth advisory commission shall be held to the highest standards of citizenship, scholarship and participation.

- A. Members may have no more than one unexcused absence or no more than two excused absences from youth advisory commission meetings. An absence shall be considered excused provided advanced notice of 24 hours is provided to the chairperson and staff liaison or is determined to be excused by the chairperson and staff liaison.
- B. Absences may be made up for by attending a City of Oregon City commission, advisory board or committee meeting within 30 days of the absence.
- C. Members shall remain in good standing at their school by maintaining passing grades and abiding by the school code of conduct.
- D. Violations of the code of conduct and expectations of this section shall be reviewed by the member, chairperson, vice chairperson, city commission member, staff liaison and the mayor with a goal of improving the performance and participation of the member.

- E. The mayor shall have the sole discretion to determine if a member shall be removed from the youth advisory commission.

2.58.090 – Expenditures

The youth advisory commission shall have no authority to make any expenditure on behalf of the city or to obligate the city for payment of any sums of money unless the city manager or city commission, as appropriate, authorizes such expenditure.

Oregon City Youth Advisory Commission Proposal DRAFT

Mission Statement: The purpose of the Oregon City Youth Advisory Commission is to give local students a voice in their municipal government, guided by the belief that local involvement at a young age is crucial to ensuring a well-informed and engaged citizenry in the future. Participants will be equipped with the knowledge and leadership skills necessary to become active contributors to their community, not just during their tenure, but for the rest of their lives.

Qualifications: Applicants must be high school students at the time of their swearing in and reside within the city limits of Oregon City. Applicants are not required to be students of Oregon City High School.

Composition: The YAC is to be composed of nine members. Pursuant to Chapter V, Section 20 of the City Charter, Youth Commissioners are to be appointed by the mayor through an application and interview process. There is to be a non-voting City Commission liaison to the Youth Advisory Commission.

The positions on the YAC, to be elected annually by their peers on the YAC at the beginning of each session, are Chair and Vice Chair. These members must be upperclassmen (juniors or seniors).

- Chair: The chair is tasked with running meetings and working with the staff advisor to set agendas. In conjunction with the vice chair, the chair will follow up on issues brought up at meetings with the relevant staff and members.
- Vice Chair: The vice chair will serve as the secretary-treasurer of the YAC by providing budgetary and financial updates in conjunction with the staff advisor, if applicable. They are responsible for taking draft meeting minutes and following up on issues brought up at meetings with the relevant staff and members. The vice chair is also to act as the chair when the chair is unable to perform their duties.

New members who have been appointed for their first term, along with the chair and vice chair, shall be sworn in by the City Commission liaison at the first regular meeting of the session.

Term of Service: One session is considered to be September through June, or one school year. A term of service is to be one session. There are no term limits. Sitting

members may be re-appointed, but must undergo a recommitment interview with the mayor and advisor after serving two consecutive terms.

Application: See attachments for examples. Recruitment is to occur February through May of each year, with appointments to be made before the end of the school year. Applicants should supply one letter of recommendation from an unrelated teacher or mentor.

Orientation: Youth Commissioners will have an annual bonding and goal-setting retreat at the beginning of each YAC term.

Vacancies: In the case of a vacancy, applicants will submit the necessary materials to be considered by the mayor. Should a Youth Commissioner vacate their seat in the middle of a term, the mayor will use their discretion in filling the seat.

Activities: Regular YAC meetings are to be held once a month. Topics of interest may include strategies to tackle drug and alcohol abuse, bullying, driver safety, and other areas of interest to students in the greater Oregon City community. Youth Commissioners are required to attend at least three community service events per session, which may include local tree plantings, ivy pulls, trash pickups, or other community-enhancing activities.

Educational opportunities include facility tours, presentations on the basic functions of municipal government, and meetings with key city leaders. Organizing an annual student town hall to hear from their peers will be necessary to engage a wider range of youth in Oregon City.

Youth Commissioners are to be assigned voting positions on city advisory boards and committees by the chair and will provide regular reports to their peers at regular meetings. This does not include the Historic Review Board, Planning Commission, or City Commission, although Youth Commissioners are encouraged to attend these meetings. The Youth Commission is to write an annual report for review by the City Commission, detailing the YAC's accomplishments, challenges, areas for improvement, and goals for the future. They will present the report annually at the last City Commission meeting coinciding with the YAC term.

Code of Conduct: As leaders in their school and community, Youth Commissioners are to be held to the highest standards of citizenship and scholarship.

- Absences: Youth Commissioners are granted one unexcused absence and two excused absences from regular YAC meetings. Membership is to be reviewed by the full Youth Commission when there have been two unexcused absences or three excused absences. An excused absence is defined by an advanced notice of 24 hours to the chair and staff liaison. Excused absences may be made up by attending city advisory boards or committees that are not already assigned to the Youth Commissioner (e.g., one may observe a Natural Resources Committee meeting to make up for an excused absence if they are not the YAC liaison to the NRC; proof of attendance will nullify the excused absence from the Youth Commissioner's amount of allowed excused absences).
- Students must be in good standing at their school by maintaining passing grades and abiding by the school Code of Conduct.
- Violations: Violations may result in censure, probation, or removal.

Quorum: Quorum and majority voting shall be consistent with the requirements of ORS 174.130:

- A quorum exists when more than 50% of the appointed and active members are present.
- Regardless of the members present and voting, a majority vote of the YAC shall still be considered more than 50% of the total number of appointed, active members, consistent with Oregon Attorney General Opinion OP-1997-6.

Partnership with Oregon City School District: A close partnership with the Oregon City School District and Oregon City School Board will be necessary to the success of this program. The City of Oregon City should engage with staff from the school district to figure out logistics for the application process, the reservation of school properties if necessary, and the possibility of staff advisors from the district.