



CITY OF OREGON CITY CITIZEN INVOLVEMENT COMMITTEE AGENDA

Commission Chambers, 625 Center St., Oregon City
Monday, August 5, 2024 at 6:00 PM

Ways to participate in this public meeting:

- Attend in person, location listed above. Please see the public comment guidelines below.
 - Register to provide electronic testimony (email hschmidt@orc.org or call 503-496-1510 by 3:00 PM on the day of the meeting to register)
 - Email hschmidt@orc.org (deadline to submit written testimony via email is 3:00 PM on the day of the meeting)
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1. CALL TO ORDER AND ROLL CALL

2. PRESENTATIONS

- 2.a. Police Department K9s - Jackie Hammond-Williams
- 2.b. DEI Presentaion - Lamont Browne, TrialNge Advising Group, LLC
- 2.c. Park Place Concept Plan Code Refinement - Oregon City Planning Department

3. PUBLIC COMMENTS

Please see the public comment guidelines below.

4. APPROVAL OF MINUTES

- 4.a. June 3, 2024 Citizen Involvemnet Committee Work Session Minutes
- 4.b. June 3, 2024 Citizen Involvement Committee Meeting Minutes

5. GENERAL BUSINESS

- 5.a. Reimbursement for Gaffney Lane NA A-Frame Signs - Dave Hunt, Gaffney Lane NA Chair
- 5.b. FY 2024-2025 CIC Budget Allocation
- 5.c. Chapter 2.30.030 - CIC Membership

6. STAFF LIAISON UPDATES

- 6.a. 2024-08-05 Staff Report

7. ROUNDTABLE

For more information on upcoming neighborhood association meetings and contacts, please visit: <https://www.orcity.org/899/Neighborhood-Associations>

8. ADJOURNMENT

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the clerk. When the Chair calls your name, proceed to the speaker table, and state your name and city of residence. Each speaker is given 3 minutes to

speak. As a general practice, the committee does not engage in discussion with those making comments. Complaints shall be addressed at the department level prior to addressing the committee.

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](#) 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: Citizen Involvement Committee **Agenda Date:** 08/05/2024
From: Aquilla Hurd-Ravich, Community Development Director
Pete Walter, Planning Manager

SUBJECT:

Park Place Concept Plan Code Refinement- Presentation from Community Development staff

EXECUTIVE SUMMARY:

The Park Place Concept Plan (PPCP) was adopted through Legislative File 08-01 in 2008. At the time the Oregon City Municipal Code was amended to implement the principles of the concept plan. Since that time, land use regulations in the State of Oregon have changed and the City reviewed its first land use application in the concept plan area. That review illuminated some of the areas in code that need refining 16 years after the initial adoption of the concept plan. At this meeting, staff will present an overview of the work to date and the process moving forward to adopt code refinements.

BACKGROUND:

This project came about as the result of a master plan application that was denied by the City Commission for various reasons but overall the decision was that the application did not properly implement the principle key elements of the concept plan.

The PPCP was built principally on 11 Key elements:

1. Two primary north-south connections between Holcomb Boulevard and Redland Road (Swan Avenue and Holly Lane)
2. Two distinct mixed-use neighborhoods (North Village and South Village) that accommodate 1,459 new dwelling units
3. Neighborhood-oriented commercial nodes that integrate commercial land uses, residential land use, and public open space.
4. An area for a new civic institution, such as a library or community center
5. A mix of housing types and ranges of affordability
6. An extensive system of off-street and on-street trails and pedestrian/bicycle connections
7. Innovative, "green" on-site stormwater treatment methods

8. Protected sensitive areas, including drainages and steep slopes
9. Streets and buildings oriented for solar access
10. The use of green edges to define neighborhoods and buffer developments
11. Integration of parks and open spaces into existing and future neighborhoods

When the PPCP was adopted in 2008, the Oregon City Municipal Code (OCMC) was amended to implement the concept plan. The Park Place Concept Plan was implemented through Legislative File 08-01 which updated, revised, and added new code sections to OCMC, and adopted Comprehensive Plan designations for areas within the concept plan. Land in the North Village which has annexed to the City has a zoning designation of Neighborhood Commercial (NC), R-5 (Medium Density Residential), and R-10 (Low Density Residential). In 2008, OCMC 17.10 was amended to add a new R-5 zone district to allow for greater diversity of housing types. The existing Neighborhood Commercial zone district in OCMC 17.24 was refined to increase the number of permitted uses, restrict the size of stand-alone commercial buildings, and allow live-work units. Multi-family is allowed in Neighborhood Commercial, but it cannot be more than 50% of the building square footage on-site.

In 2008 some of the key elements were codified, some were implemented through design standards, while others were envisioned to be implemented by future zone changes. Following the adoption of the PPCP, multiple infrastructure master plans were updated and adopted and these plans accounted for growth and new development in Park Place for example the 2013 Transportation System Plan and the 2020 Stormwater and Grading Design Standards.

However, since 2008 the land use paradigm in Oregon has shifted and multiple new regulations apply. For example, HB 2001 Middle Housing mandates were adopted by the City in 2022 allowing duplex, triplex, quadplex, townhomes, and cottage clusters on lots in single family zones. In 2017 Senate Bill 1051 changed the application of clear and objective standards to apply to all housing development and not just needed housing. Discretionary standards are no longer applicable to any housing development regardless of the classification of “needed” housing. (*Needed housing means housing by affordability level, as described in ORS 184.453 (4), type, characteristics and location that is necessary to accommodate the city’s allocated housing need over the 20-year planning period in effect when the city’s housing capacity is determined. 197A.018*). Most recently, in 2024 SB 1537 requires jurisdictions to grant “mandatory adjustments” if a development meets certain thresholds.

Taking most of these changes into account since 2008, staff has endeavored to revise sections of OCMC to more completely implement the 11 Key Elements while remaining clear and objective. The attached memo, Implementation Narrative, dives more deeply into each of the Key Elements, how they were codified, and any proposed code revisions that staff has so far identified. The memo was presented to the Planning Commission and has been amended to reflect their feedback.

Staff has identified the following OCMC chapters to be revised through this code refinement process:

1. 16.12.026- Street Design- Alleys
2. 17.04 Definitions
3. 17.08 Low Density Residential Districts
4. 17.10 Medium Density Residential Districts (R-5 and R-3.5)
5. 17.21 Residential Standards- Park Place Concept Plan
6. 17.24 Neighborhood Commercial
7. 17.62 Site Plan and Design Review and 16.08 Land Divisions
8. 17.65 Master Plans

Staff has presented draft code revisions to the Planning Commission at the meetings in May, June, July, and one more meeting in August. These presentations have taken the form of discussion items where staff has received feedback and input from the Planning Commission. Staff will check-in with the City Commission before beginning the legislative hearing process in September. In addition to this presentation to the CIC, we will present an update to the Park Place Neighborhood Association prior to the legislative hearings.

Process Overview:

- Planning Commission Code Review: Spring/Summer
- CIC and PPNA presentations: Summer
- City Commission Work Session check-in: Summer
- Planning Commission legislative hearings: Summer/Fall
- City Commission adoption hearings: Fall 2024

For more information and to follow the legislative process please see the City's project page and look for the project GLUA-24-00013, LEG-24-00001 PPCP.



MEMORANDUM

To: City and Planning Commissioners
From: Aquilla Hurd-Ravich, Community Development Director
Pete Walter, Planning Manager
RE: Park Place Concept Plan Key Elements Integrating Clear and Objective Standards into Oregon City Municipal Code
Date: May 7th, 2024; Updated June 24, 2024 with PC revisions

This memo was originally presented to the City Commission in May and the Planning Commission in June. At the June 10th meeting the Planning Commission provided comments and recommendations on this document. Those comments are shown in red underline.

The purpose of this memo is to identify and describe sections of the Oregon City Municipal Code that need revisions in order to refine and implement key elements from the Park Place Concept Plan (PPCP).

The 2008 Park Place Concept Plan identified 11 key elements:

1. Two primary north-south connections between Holcomb Boulevard and Redland Road (Swan Avenue and Holly Lane)
2. Two distinct mixed-use neighborhoods (North Village and South Village) that accommodate 1,459 new dwelling units
3. Neighborhood-oriented commercial nodes that integrate commercial land uses, residential land use, and public open space.
4. An area for a new civic institution, such as a library or community center
5. A mix of housing types and ranges of affordability
6. An extensive system of off-street and on-street trails and pedestrian/bicycle connections
7. Innovative, “green” on-site stormwater treatment methods
8. Protected sensitive areas, including drainages and steep slopes
9. Streets and buildings oriented for solar access
10. The use of green edges to define neighborhoods and buffer developments
11. Integration of parks and open spaces into existing and future neighborhoods
(PPCP p21)



Background

When the PPCP was adopted in 2008, the Oregon City Municipal Code (OCMC) was amended to implement the concept plan. The Park Place Concept Plan was implemented through Legislative File 08-01 which updated, revised, and added new code sections to OCMC. Land in the North Village which has annexed to the City has a zoning designation of Neighborhood Commercial (NC) and R-5 (Medium Density Residential). OCMC 17.10 was amended to add R-5 in 2008 to allow for a diversity of housing types. The existing Neighborhood Commercial zone was refined to increase the number of permitted uses, restrict the size of stand-alone commercial buildings, and allow live-work units. Multi-family is allowed in Neighborhood Commercial, but it cannot be more than 50% of the building square footage on-site.

Key Elements and Corresponding Code Sections and Explanation

1. Two primary north-south connections between Holcomb Boulevard and Redland Road (Swan Avenue and Holly Lane)

How was this implemented?

The extensions of Holly Lane and Swan Avenue are adopted in the 2013 Transportation System Plan (TSP). Holly Lane is adopted as Planned Minor Arterial and Swan Avenue is shown as a Planned Collector. Minor Arterial Roadways are intended to serve local traffic traveling to and from major arterial roadways. This classification provides greater accessibility to neighborhoods, often connecting to major activity generators and provide efficient through movement for local traffic. A Collector Roadway connects neighborhoods to minor arterial roadways.

Holly Lane is an adopted TSP project that connects Redland Rd to Holcomb Blvd. It is identified as project #D48 Holly Lane North Extension and described as a residential minor arterial with newly created street connections to Cattle Drive and Journey Drive. The funding priority is listed as “Long-term”. Swan Avenue extension is also an adopted TSP project connecting Livesay Rd to Redland Rd and Redland to Morton Rd. These projects are identified as #D49 and #D50 and described as residential collectors. The funding priority is also “Long-term”.

Long-term projects are those that are “likely to be implemented beyond 10 years from the adoption of [the TSP]. These projects are important for the development of the transportation network, but unlikely to be funded in the next 10 years [2023]”. (TSP p63 Volume II 2 of 2)



Development can pay for a portion of these extensions where a rational nexus exists and in rough proportionality to the impact of development. Chapter 16.12 Minimum Public Improvements and Design Standards and specifically sections 16.12.010 and 16.12.011 would apply to any development paying for portions of or all of these road extensions.

OCMC Chapter 16.12.015 requires development to “provide any necessary dedications, easements or agreements as identified in the transportation system plan, trails master plan, and/or parks and recreation master plan and this chapter, subject to constitutional limitations.” These limitations refer to established case law requiring rough proportionality and a rational nexus when requiring development to provide public improvements.

Known issues with this element: All of Swan Lane and most of Holly Lane are outside of City limits and connect to roads in Clackamas County’s jurisdiction. Clackamas County does not have these projects in their TSP and also does not have planned improvements on Redland Road that could handle additional trips. The County has not indicated if these projects will be considered in the next TSP Update.

Options:

1. No further action because the two connecting roads are adopted in the Oregon City TSP and will be constructed as development occurs.
2. When the TSP and CIP are updated in the next two years, reprioritize these important connections to be a short-term priority. Potentially invest SDC funding in the projects D48, D49, and D50.
3. Establish and codify a maximum number of trips that trigger construction of the full extent of roads and public improvements even when it is outside of the development area. If this option is considered, the trigger should be limited to the Park Place Concept Plan Area.

Planning Commission comments:

- Commission consensus was to pursue option #2 and reprioritize the two projects from long-term to short-term. There was also discussion about participating in the County’s Transportation System Plan in order to have these projects reflected in their plan. There was discussion about investigating a Zone of Benefit or a Local Improvement District to help fund these roads. Feedback also included



looking to the Urban Growth Management Area agreement as a tool for how to plan and fund roads at the edges of the urban/rural interface.

2. *Two distinct mixed-use neighborhoods (North Village and South Village) that accommodate 1,459 new dwelling units.*

How was this implemented?

The portion of the North Village that is annexed (92 acres) is zoned R-10 Low Density residential, R-5 Medium Density residential and NC- Neighborhood Commercial. The portions that have not been annexed have comprehensive plan designations of low and medium density residential and mixed-use corridor. As land annexes to the City a zoning district will be assigned. The concept plan recommended a range of densities in order to provide attractive and affordable housing for a variety of incomes and household types. It recommended adopting a new medium-density zone R-5 and modifications to design standards for attached single-family housing and multi-family housing. These actions were adopted in 2008 through Legislative File 08-01.

The intent of this element is captured in OCMC 17.10 Medium Density, and 17.24 Neighborhood Commercial. The intent of each element is captured in current zoning code Chapter 17. The mix of densities envisioned in the north and south villages can be achieved through the low, medium, neighborhood commercial zones.

Proposed Code Revisions:

1. Revisions are proposed to 17.10 (R-5, R-3.5) for clear and objective standards
 - a. Previously multi-family residential was allowed in the R-3.5 zone through a Master Plan review in 17.65. Chapter 17.65 Master Plan is highly discretionary and the remedy to make clear and objective is to allow multi-family residential as a permitted use subject to site plan and design review standards in 17.62.
 - b. Additional revisions will implement clear and objective standards to implement a range of housing types while respecting existing residential development outside the Concept Plan Area.
2. Revisions are proposed to 17.20 Neighborhood Commercial to implement the concept plan as well as create clear and objective standards.

Notes:



1. After conversations with Metro staff, we found that it is not necessary to meet the very precise number of units identified in the PPCP. Rather it is important to maintain the residential capacity allowed in the R-5 zone and retain the adopted minimum density.

3. *Neighborhood-oriented commercial nodes that integrate commercial land uses, residential land uses, and public open space.*

How was this implemented?

Neighborhood Commercial zoning is codified through 17.24 and the comprehensive plan has identified two areas of Mixed-Use Corridor in the Concept Plan where NC will be applied when annexed to the City. NC uses include commercial, residential, and parks. Additionally, there is a maximum allowable residential use of 50% of square footage on any one site which ensures that residential uses cannot be the predominant building type in the NC area.

The uses envisioned to make up the Livesay Main Street, small scale commercial businesses, a civic building, and a park or *Village Green*, in the North Village are permitted uses in Neighborhood Commercial. The South Village also envisioned a small Neighborhood Commercial node with a park. Main street design standards are codified in 17.62.055 as described in the original Park Place land use implementation appendix. Including store front windows, street-level entrances, streetscape elements such as weather protection and street trees, and restrictions on mid-block driveways to ensure an attractive, walkable environment.

In March 2024, staff requested a market analysis of the Neighborhood Commercial area in the North Village from the firm Johnson Economics. The analysis indicates this area is “expected to be limited to tenants serving the local community, largely residents south of Holcomb and north Redland roads.” The analysis goes on to estimate that commercial demand “will need a substantive amount of planned residential development to be completed, as well as the Holly Road connection between Holcomb and Redlands before commercial development is viewed as viable at the site.” See analysis from Jerry Johnson of Johnson Economics with further details about what type of commercial uses might locate in the area.

Proposed Code Revisions:

1. Revisions are proposed to 17.24.060 Neighborhood Commercial to include additional standards for the Park Place Concept Plan area.
 - a. Residential uses are limited to no more than 50% of the total building square footage. Additional standards for landscaping, setbacks, residential uses, and parking are included. Building entrances and architectural standards are proposed to create and urban design aesthetic that supports a main street type development. Features



such as locating entrances near the corner of a building and incorporating elements such as height or massing, cupolas, turrets, or pitched roofs. Proposed requirement to cut the corner of a building and include weather protection, special paving materials, street furnishing, plantings. Architectural features such as increased windows and glazing and canopies and overhangs are intended to create visual interest at the street level. Proposed code also includes specificity about materials, streetscape trees, lighting, seating, signage, and awnings.

Options:

1. Does the City want to consider constructing a civic “anchor” to fulfill the vision of the Concept Plan and attract other commercial activity?
2. Should the City consider prohibiting or limiting certain uses that take up the NC land? For example storm water facilities or other utilities?

Planning Commission comments:

- There was some discussion about eliminating the zone altogether but ultimately there was not consensus for that idea. There was discussion about what amount of residential should be allowed in the Neighborhood Commercial zone. The current code limits residential uses to 50% of the building square footage. Some feedback suggested eliminating the limit and letting it become all residential should the market dictate. Other thoughts were to allow flexibility in the amount of residential that is allowed in order for developers to be incentivized to develop mixed use.

4. *An area for a new civic institution, such as a library or community center*

How was this implemented?

OCMC 17.24 Neighborhood Commercial allows civic institutions with a square footage limit of 10,000 square feet any one building unless the use is a grocery store.

Proposed Code Revisions:

1. Revisions are proposed to 17.24.060 Neighborhood Commercial to include additional standards for the Park Place Concept Plan area.
 - a. Permitted uses identify potential Civic Uses such as public, private, non-profit organizations that run museums, art galleries, indoor and outdoor music theater and venues, child care facilities, health and fitness clubs, clubs and lodges, mobile food units, and outdoor markets.

Options:

1. Does the City want to consider constructing a civic space that could act as an “anchor” for commercial activity?



5. A mix of housing types and ranges of affordability

How was this implement?

Adopted zones in the Low Density and Medium Density allow for a range of lot sizes and types of housing. The Residential Standards for the Park Place Concept Area (OCMC 17.21) apply design types for residential development. The purpose of OCMC 17.21 is to ensure new residential development implements the goals and policies of the Park Place Concept Plan, promote high quality residential development and construction, protect property values, encourage visual variety and architectural compatibility; ensure diversity of housing types and promote an integrated character in the Park Place Concept Plan Area.

The PPCP noted that “while the Park Place Concept Plan allows for opportunities to meet affordable housing needs without subsidy, the reality of the housing market in Oregon City and the Portland Metro Region is that some subsidy by public agencies and non-profit organizations will be required to achieve affordable housing goals for this area.” (PPCP p61) To date, the City has not implemented any affordable housing subsidy therefore we are reliant on non-profits and other governmental subsidy programs to create affordable housing. Since the adoption of the PPC, middle housing standards were adopted which could bring additional housing diversity to the area.

Proposed Code Revisions:

1. Revisions are proposed to 17.10 (R-5, R-3.5) for clear and objective standards
 - a. Section 17.10.050(B)(5) is proposed to allow an affordable housing density bonus through clear and objective standards. This proposed revision supports the PPCP aspiration to encourage production of affordable housing.
 - b. Section 17.21.105 Housing Diversity Requirements is proposed to a percentage of proposed total housing as middle housing depending on the size of the subdivision.

Options:

1. The PPCP suggest allowing average density calculations for subdivisions over 25 units to promote a variety of lot sizes (PPCP p62). However lot averaging was in the code but subsequently removed due to the unworkable overburdensome nature of the allowance.
 - a. Is this something the Commission would like to re-consider at this time?
2. Consider density bonuses for developers who provide affordable housing units. (PPCP p63)
 - a. If this is a concept the Commission is interested in, staff will develop options for the Commission to consider.



Planning Commission Comments

- Planning Commissioners did not want to reconsider lot averaging and agreed that it should remain out of the code.
- Several Commissioners were concerned with how affordable housing would remain affordable and how would that provision be enforced.

6. *An extensive system of off-street and on-street trails and pedestrian/bicycle connections*

How this was implemented/Actions:

Park Place Concept Plan trails were adopted in the Oregon City Conceptual Trails Map. TSP Figure 8 Multi-Modal Street System shows the on-street trails and pedestrian and bicycle connections. In the 2013 TSP Figure 5 Multi-modal Connectivity Plan does not include off-street trails. OCMC 16.12.016 identifies sidewalks and bike lanes for Minor Arterials and Collector Road classifications.

The concept plan envisioned a network of off-street and on-street trails and pedestrian/ bicycle connections. These systems are illustrated in Figures 3-8 and 3-9 of the PPCP. The on-street system of pedestrian/ bicycle connections is clearly identified and adopted through the road classification system in the TSP and OCMC 16.120.016. The on-street network follows the main transportation connections identified in the plan Holly Lane, Swan Lane and Livesay Rd. Holly Lane from Redland to Holcomb is identified as a planned Minor Arterial which does include sidewalks and bicycle lanes. Swan Lane from Livesay to Morton is identified as a planned Collector which also includes sidewalks and bicycle lanes. The off-street trails were identified in the Oregon City Trails Master Plan adopted in 2004 but are not reflected in the 2013 TSP. This would be an area for improvement and should be included during the next TSP update.

A portion of L2 Holcomb Ridge Loop Trail is within the PPCP area and shown on adopted Oregon City Trails Master Plan. Additionally, L5 Park Place Creek Loop trail is within the area and is intended to stretch between Redland Rd and the Park Place Development. L6 Park Place Development trail system encompasses the off street trails identified in Figure 3-8.

Options:

1. Update the TSP with off-street trails identified in the Concept Plan. This action could take place during the next TSP update. If City Commission desires to see this update sooner than the next TSP update, staff will need to hire consultants who can perform a cost analysis for the trails that can be included with the TSP update.



2. Update code standards to require proportional dedication of land for trails at the time of subdivision or site plan review.
3. Acknowledge that the specific locations of off-street trails, and the ownership and maintenance requirements for these trails, is typically determined during site specific development plan review.

Planning Commission Comments

- A Planning Commissioner recommended going with option 3.

7. Innovative, “green” on-site stormwater treatment methods

How this was implemented?

The Park Place Concept Plan was developed in a manner that minimizes impacts to the existing hydrological conditions of the study area. Moreover, the stormwater concept plan and recommendations seek to utilize existing natural drainage features and low-impact development best practices to mimic existing hydrologic functions.

Chapter 13 of the OCMC addresses public utilities and services including water, sewer, and stormwater. These chapters are applicable during site plan and design review but are not listed as applicable chapters to address during general development or detailed development land use review. Updates to Chapter 17.65.050 and 17.65.060 are needed to include references to these chapters and specifically chapter 13.12 Stormwater management.

Since the adoption of the Concept Plan, stormwater management standards were adopted and went into effect in 2015 as well as the Stormwater and Grading Design Standards which emphasize low-impact development (LID) practices. Stormwater LID techniques approved for use in Oregon City mimic natural drainage systems by keeping rainwater close to where it falls and attenuate stormwater runoff.

Stormwater is addressed in section 13.12.020 of the OCMC:

- OCMC 13.12.020 allows the City Commission to adopt the Stormwater and Grading Design Standards, which have been adopted in 2015 and an update in 2019/2020.

Stormwater and Grading Design standards prescribes a Stormwater Management Strategy that development must address. “Given suitable site and soil conditions, the City requires that the stormwater management strategy prioritize infiltration of stormwater runoff to recharge groundwater mimic pre-development hydrologic conditions” (p38 Stormwater and Grading Design



Standards). The City's stormwater Management Hierarchy closely matches the desired stormwater management in the PPCP.

Level 1- Onsite retention of the 10-year design storm using LID for infiltration

Level 2- Onsite stormwater management using LID to meet water quality and flow control standards

Level 3- Offsite or Regional Facilities

Level 4- Fee in Lieu

The PPCP identified the desire for Green Streets which integrate the management of stormwater into street design itself that would provide a stormwater management benefit as well as an urban design element. Green streets typically take the form of vegetated swales along the street with curb cuts to allow street runoff to enter. However, this type of stormwater management may not be appropriate for the PPCP area due to topography and soil type. The slope of Holly Lane is anticipated to be 15% which is comparable to Pearl Street within the City. It will be very steep. Stormwater planters require a design that is not conducive to steep slopes. While stormwater planters are the modern version of stormwater swales, infiltration may not be the best or wisest solution to stormwater management due to the existing geologic hazards and natural resources in the area.

8. *Protect sensitive areas, including drainage and steep slopes*

How this was implemented?

Three chapters in OCMC have been adopted and apply to the PPCP area including Natural Resource Overlay District (OCMC 17.49), Geologic Hazards (OCMC 17.44), and the Flood Management Overlay District (OCMC 17.42). The Concept Plan suggested adding definitions for landslide materials, landslide areas, unstable slopes, unstable soils and debris fans based on certain studies included in the Concept Plan. These studies are referenced in Chapter 44 specifically in 17.44.050(A)(1)(a-h). (PPCP p58) OCMC 17.44.050 requires these resources to be used as part of a geologic assessment.

9. *Streets and buildings oriented for solar access*

One of the principles in the Park Place Concept Plan is to design for solar access. "Maximizing solar access provides better daylight and ventilation, opportunities for using renewable energy systems (i.e. solar power) and improves the energy-efficiency of buildings." (PPCP p 23)



The Park Place Concept Plan appendices suggested code to address this element. At the time of concept plan drafting, a code section existed for residential building solar access OCMC 17.54.070 but it has since been removed. The solar access code was removed due to the difficult nature of implementation. If there is a desire to add the language back into the code the Concept Plan appendix provides some sample language.

Language from the Appendix p222:

“Supplemental zoning regulations in the City’s existing code (OCMC Section 17.54.070) already establish solar access standards (maximum shade point heights and maximum shade height on solar features) for single family residential development. In order to maximize passive solar heating of homes proposed as part of a PUD or subdivision and to reinforce the street layout proposed for Park Place, it is recommended that solar orientation standards be added to this existing set of solar regulations.

The following is sample solar orientation regulation language from the Oregon Department of Energy and Boulder, Colorado. These criteria would need some revisions to be clear and objective and fit Oregon City’s Municipal Code

Siting Requirements:

All planned unit developments and subdivisions shall be designed and constructed in compliance with the following solar siting requirements:

A. All new residential units shall have a roof surface that meets all of the following criteria:

- i. Is oriented within 30 degrees of a true east-west direction;
- ii. Is flat or not sloped towards true north; 100 square feet of un-shaded solar collectors for each individual dwelling unit in the building; and
- iii. Has unimpeded solar access consistent with the requirements of Section 8.0370.2 or through easements, covenants, or other private agreements among affected landowners that the city manager finds are adequate to protect continued solar access for such roof surface.”

New code sections are needed to implement streets oriented for solar access in chapter 16.12 Land Divisions and Public Improvements. The concept plan appendix suggested the following language on p223:

b. Street Orientation Requirement:



New residential streets in planned unit developments and subdivisions, shall be predominantly oriented within thirty degrees of true east-west in order to maximize the number of homes with the major walls and windows facing south.

Options:

1. Consider adding back into the code for Master Plan/ Planned Unit Developments code requirements for solar access.

Planning Commission Comments

- Planning Commissioners discussed that this requirement would not make sense given the topography and need to design around the topography in this area.

10. The use of green edges to define neighborhoods and buffer developments

How this was implemented?

The Concept Plan envisioned green edges as areas consisting of sensitive habitat and drainage areas that frame pockets of development. The Concept Plan states that this open space “can be realized through local regulation, sensitive development practices, and through public acquisition. From Chapter 4 of the Concept Plan, a policy identified conserving and protecting natural areas, including environmentally constrained areas unsuitable for development.” The PPCP identifies areas with slopes of 25% or more as open space that will remain undeveloped. P56

This element is implemented by recognizing the Natural Resource Overlay District and Geologic Hazards Overlay District within the Concept Plan area. Density transfers have been codified for the NROD to allow these areas to remain open. See p240 of the PPCP Appendices.

Proposed Code Revisions:

1. Revisions are proposed to 17.10 (R-5, R-3.5) for clear and objective standards
 - a. Section 17.10.080 Additional Standards for Park Place Concept Plan are proposed to provide a transition area and buffer new development from existing development. Proposed code may requires a transition area contain a combination of landscaping and screening. Lot sizes are also



required to maintain a minimum area in order to provide enough room for a landscaped transition area.

Options:

1. Consider amending chapter 17.44.060 (H) to add language that prohibits development on slopes greater than 25% to implement the open space concept in the Concept Plan. This will shift and concentrate density and could prohibit transportation connections. If the Commission directs staff to consider this amendment, an analysis will be needed to determine if any constitutional takings could result from such a revision.

11. Parks and Open Space

How this was implemented?

The Concept plan identified the need for two neighborhood parks, one in the North Village and one in the South Village. The North Village park land need is 8-10 acres and within walking distance of Livesay Main Street. The South Village park is 3-5 acres and surrounded by medium/high density residential.

Proposed Code Revisions:

1. Revisions are proposed to 17.62.059 to add a new section of code requiring dedication of public park, trail, and open space requirements in Park Place Concept Plan area. Similar revisions are proposed for OCMC 16.08.040 that would require dedication at time of a land division.

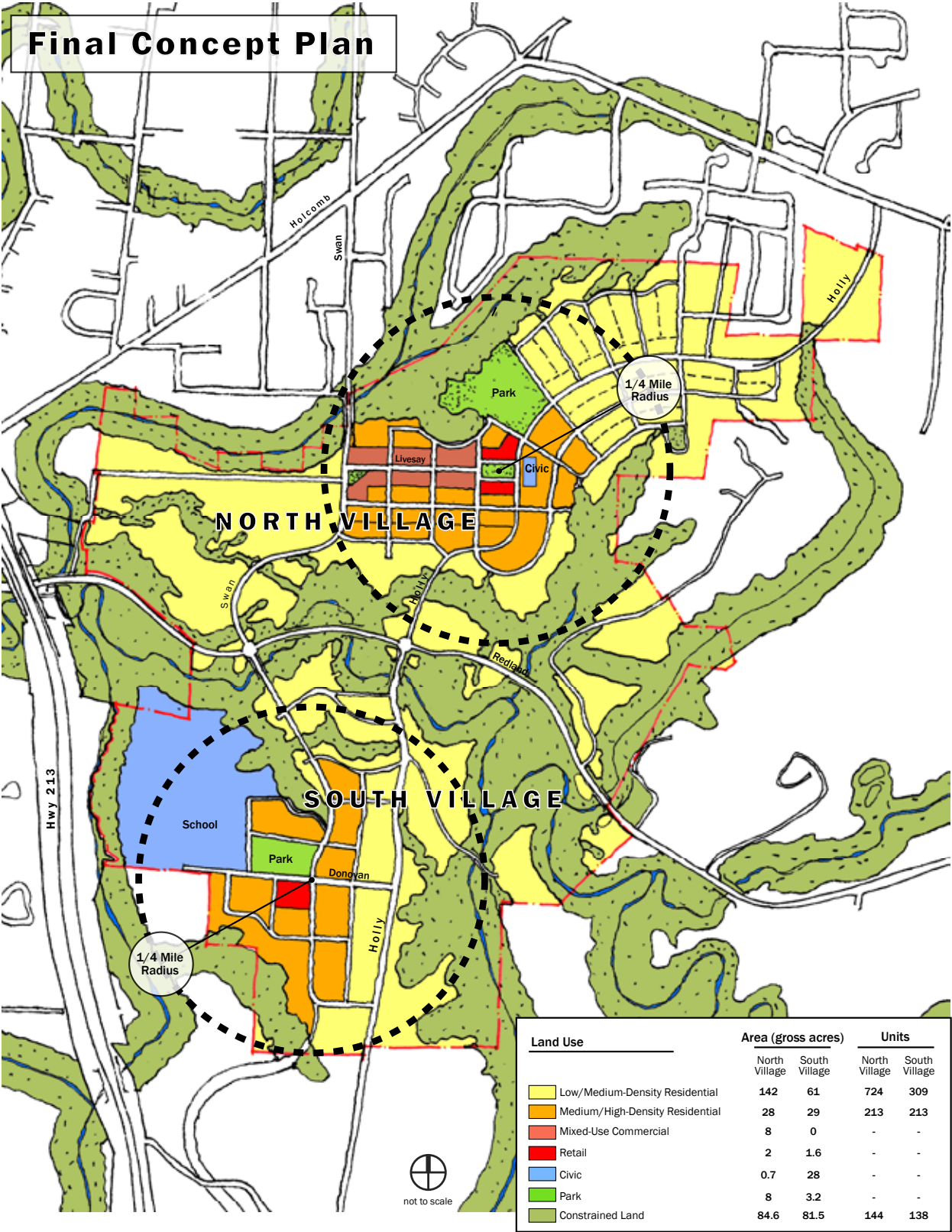


Figure 1-1. Park Place Concept Plan Urban Growth Diagram

This map is for concept planning purposes only. The specific locations of natural resource boundaries, open space, parks, land uses, roads, trails, infrastructure and related improvements may change and is subject to on-site verification and design at the time of development.



CITY OF OREGON CITY CITIZEN INVOLVEMENT COMMITTEE (CIC) WORK SESSION MINUTES

**Commission Chambers, 625 Center Street, Oregon City
Monday, June 3, 2024 at 7:00 PM**

This meeting was held online via Zoom as well as in person at City Hall Chambers in Oregon City.

CALL TO ORDER

PRESENT: 14 - Linda Baysinger, Dennis Anderson, Josh Kayser, Sara Peterson, Tim Powell, Denise Beasley, Steve VanHaverbeke, Bob LaSalle, Shelly Always, Mark (?)

STAFFERS: 2 - Hannah Schmidt, Community Engagement Specialist; Jarrod Lyman, Communications Manager

DISCUSSION

This work session was called to discuss how to allocate the CIC budget biennially in a more equitable manner. The current process had funds assigned to each neighborhood based on the number of occupied addresses with funds being held for neighborhoods that are inactive. The goal is to understand how to spend the budget appropriately so active neighborhoods have what they need as well as having funds available for an inactive neighborhood to successfully activate while making sure that the full budgeted amount is used as needed.

It was suggested that neighborhood funds be allocated based on the number of potential meetings they will have in a fiscal year. The attending neighborhood association liaisons gave the following details on how many meetings are planned for fiscal year 2024-2025:

McLoughlin – 6

Park Place – 3

Canemah – 5

Hillendale – 4

Tower Vista – 4

Gaffney Lane – 6 (This is not official until the new CIC liaison members are appointed)

Caulfield – 4 (This number was given by Bob LaSalle from their bylaws because no liaison was present)

Elyville – 6 (information given via email from Karla Laws)

South End – 4

Two Rivers – 4 (This number was given by Bob LaSalle from their bylaws because no liaison was present)

Rivercrest and Hazel Grove – 0 (Inactive)

The committee had another discussion around how to manage inactive neighborhood funds. It was suggested that money available in excess of what was budgeted to neighborhoods based on their number of meetings they will have be held to help when neighborhoods activate. If the CIC goes over budget, they will ask the City Commission for a budget increase.

The current biennial budget is \$60,000.

ADJOURNMENT

The meeting was adjourned.



CITY OF OREGON CITY CITIZEN INVOLVEMENT COMMITTEE (CIC) MINUTES

**Commission Chambers, 625 Center Street, Oregon City
Monday, June 3, 2024 at 7:00 PM**

This meeting was held online via Zoom as well as in person at City Hall Chambers in Oregon City.

CALL TO ORDER

PRESENT: 13 - Linda Baysinger, Dennis Anderson, Dan Berge, Lisa Guirsch, Shelly Alway, Betty Mumm, Josh Kayser, Sara Peterson, Denise Beasley, Tim Powell, Steve VanHaverbeke, Bob LaSalle, Mark

STAFFERS: 1 - Hannah Schmidt, Community Engagement Specialist

PRESENTATIONS

1. Introduction – Karina Archibald, TriMet Outreach Programs and Events Coordinator

Karina introduced herself to the committee and let them know that she can be reached with any concerns they would like to bring to TriMet for Clackamas County. She offered to connect them with any specialists from TriMet such as city planners or engineers as well. Ride Guides were given that have answers to frequently asked questions.

2. Parks Master Plan – Neelay Bhatt, Next Practice Partners

Kendall Reid, Parks and Recreation Director for Oregon City, introduced Neelay Bhatt from Next Practice Partners to review the Parks Master Plan the city has been working on for over two years.

Mr. Bhatt presented the draft findings and recommendations from the plan process. Community engagement was a large part this through participation in surveys, meetings, focus groups, and key leader interviews. Programs and inventory were assessed through the city and other service providers to understand what is currently in place and available.

Some items that were top priority for facilities and amenities based on priority investment rating were trails, water access, an outdoor amphitheater, walking/jogging track, large parks, open space areas, and a fenced dog park. Top priorities for recreation programs based on the priority investment rating were a farmer's market, adult wellness & fitness programs, community special events, and cultural enrichment programs and events. Staff aligned these priorities with core values and the vision and mission to guide the process.

There were five major outcomes that could be reviewed in 5-10 years to track achievement, and implementation steps were created. The next steps from here are getting city commission approval and adaptation into the comprehensive plan in order to get the funding process started.

Mr. Reid let the CIC know that the Parks and Recreation Department has been working on their capital improvement plan, and there was a joint work session with the Parks and Recreation Advisory Committee and City Commission. There will be continued conversations around prioritizing and funding projects.

The committee had questions answered about specific city parks and ADA accessibility.

PUBLIC COMMENTS

Sharon McMath (sp) had a general question about whether developers were required to build in public space for a specific amount of development. Ms. Schmidt advised this would be a question for the Planning Commission and offered to get her in contact with them.

MEETING MINUTES

3. A motion was made to approve the Meeting Minutes for May 6, 2024. The motion was seconded. Motion passed unanimously.

STAFF LIAISON UPDATES – Hannah Schmidt, Community Engagement Specialist

4. Staff Report

The summer trail news is out. It was noted that the links are hard on the eyes, and this will be reviewed. Gaffney Lane CIC representatives have been elected and will be appointed when their minutes and applications are received. Oregon City Ivy League will have a work party in Old Canemah Park. Oregon City Parks and Recreation Department will be involved in Clackamas Community College Summer Connections event. Basic mediation training is offered through Clackamas County which could benefit CIC and neighborhood association members. A volunteer appreciation event will be held on July 30th from 6:30-8:00 p.m. to celebrate volunteers in Oregon City. If a community event is happening in a neighborhood, Hannah can help distribute that information.

5. Budget

No specific discussion was had about the budget.

GENERAL BUSINESS

6. National Night Out – CIC Booth

Ms. Schmidt asked the CIC how she can support them at their booth for National Night Out on August 6th from 5:30-8:00 p.m. There will be on specific CIC booth and several members volunteered to run it. McLoughlin will also have a separate booth for their neighborhood.

ROUNDTABLE

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

Hillendale – Sara Peterson & Josh Kayser

On May 11th, they had a cleanup along Clairmont Way and Molalla Avenue that had 7 community members in attendance. There is a steering committee meeting on June 4th, and their next general meeting will be a picnic at Hillendale Park on July 2nd.

Canemah – Dennis Anderson & Linda Baysinger

A homeowner in Canemah was supported by the neighborhood and was able to get solar panels on their house. Dennis Anderson is involved in the cemetery, and a cleanup committee was put together. He was happy to see so many flags placed at the cemetery for Memorial Day.

Park Place – Steve VanHaverbeke & Bob LaSalle

They had a general meeting on May 20th with presentations from the police liaison, Willamette CERT, and the Clackamas County Housing Authority with about 40 people in attendance. The steering committee will meet twice this summer, and the next general meeting will be in October. Sidewalks are being put in on Holcomb, and there will be a time when the power will be out during construction.

Elyville – Karla Laws & Dorothy Dahlsrud

Not in attendance.

Caulfield – Dan Berge & Lisa Guirsch

There was a good turnout for a meeting talking about Beaver Creek Road and safe access to school for kids

McLoughlin – Tim Powell & Denise Beasley

Tim had the opportunity to attend the opening of the Cayuse 5 memorial where 150-200 people attended with about 80% of the attendees being Native American. There was a cleanup on 7th Street on May 25th that had about 10-12 people in attendance. There is a steering committee meeting on June 6.

Gaffney Lane

They had a meeting recently and elected their chair, vice chair, CIC representatives, secretary, and treasurer. They had a great turnout for the meeting.

Commissioner Adam Marl

He attended the opening of the Cayuse 5 Memorial as well and agreed with Tim that it was a great. He encouraged everyone to go see the changes being made on the bluff at the Grand Ronde site. The City Commission is meeting on June 5th, and they will be going through Oregon

City's 20-year facility master plan. They will also continue the conversation about a Destination Management Organization (DMO) for the tourism and marketing functions for the city. The Willamette River will be a topic as well with several cities working on their river fronts, and Oregon City would like to help with contacts and coordination.

ADJOURNMENT

The meeting was adjourned.

*Next meeting will be August 5, 2024 at 7:00 p.m.



CITY OF OREGON CITY

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

Staff Report

To: Citizen Involvement Committee **Agenda Date:** August 5, 2024
From: Hannah Schmidt, Community Engagement Specialist

SUBJECT:

Item 5.a. – Reimbursement for Gaffney Lane NA A-Frame Signs

EXECUTIVE SUMMARY:

The newly established neighborhood association, Gaffney Lane NA, purchased A-Frame signs to help advertise their neighborhood association meetings within the Gaffney Lane community. The Gaffney Lane NA Chair, Dave Hunt purchased these signs and is now requesting a refund for the purchase from the Citizen Involvement Committee funds.

BACKGROUND:

During the CIC Budget Work Session in June 2024, the CIC decided to allocate funds to neighborhood associations based off the number of postcard mailings each neighborhood association anticipated they would send out from July 2024 – June 2025. With this new financial allocation, the Gaffney Lane NA does not have enough funds to cover the cost of the A-Frames purchased back in late June.

OPTIONS:

1. Approve the Reimbursement for Gaffney Lane NA A-Frame Signs
2. Deny the Reimbursement for Gaffney Lane NA A-Frame Signs

BUDGET IMPACT:

\$382.00



CITY OF OREGON CITY

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

Staff Report

To: Citizen Involvement Committee **Agenda Date:** August 5, 2024
From: Hannah Schmidt, Community Engagement Specialist

SUBJECT:

Item 5.b. - FY 2024-2025 CIC Budget Allocation

STAFF RECCOMENDATION:

Staff recommends that you approve the proposed CIC Budget Allocation for FY 2024-2025.

EXECUTIVE SUMMARY:

The CIC has a biennial budget of \$60,000. They recently decided to allocate funds to neighborhood associations (NA's) based off postcard mailers anticipated to be sent out within a fiscal year, rather than allocating funds based off each NA's residential mailing population. A formal vote should be taken to confirm how the CIC should allocate funds to each NA.

BACKGROUND:

The CIC gathered on June 6, 2024, for a work session to discuss how their budget should be allocated to each NA. Historically, the CIC distributes funds to NA's based off the number of residential mailing addresses within a specific neighborhood. With the historical distribution of funds, some NA's who met more frequently within the year have found themselves without the proper funds to send off a postcard for each general meeting, while other NA's have excess funds because they only have three to four general meetings within a year. At the work session held in June 2024 it was decided that the CIC funds should be distributed to NA's based off the number of postcards each NA sends out in a year to create a more equitable distribution of the CIC funds.

OPTIONS:

1. Approve the FY 2024-2025 CIC Budget Allocation.
2. Approve the FY 2024-2025 CIC Budget Allocation with Amendments.
3. Deny the FY 2024 - 2024 CIC Budget Allocation and provide staff with further direction.

BUDGET IMPACT:

Please reference the CIC Budget Spreadsheet.

City of Oregon City - Citizen Involvement Committee
Financial Summary for Biennial Years 2023-25
as of July 29, 2024

Fiscal Year 2023-24

										Inactive - Pooled for use by other NAs			
Neighborhood	Canemah	Caufield	Elyville	Gaffney Lane	Hillendale	McLoughlin	Park Place	TowerVista	Two Rivers	South End	Hazel Grove	Rivercrest	Total
Addresses	195	2216	1746	1664	1877	2003	1386	1199	603	1456	1060	792	16,197
Prorated Budget	\$361.00	\$4,104.00	\$3,235.00	\$3,082.00	\$3,477.00	\$3,711.00	\$2,567.00	\$2,221.00	\$1,115.00	\$2,697.00	\$1,963.00	\$1,467.00	\$ 30,000.00
July													\$ -
August	\$ (120.00)	\$ (144.00)	\$ (1,047.60)										\$ (1,311.60)
September	\$ (120.00)	\$ (1,158.04)				\$ (1,202.40)							\$ (2,480.44)
October					\$ (1,127.66)			\$ (720.34)					\$ (1,848.00)
November	\$ (198.91)	\$ (350.92)	\$ (1,216.34)	\$ (161.39)	\$ (182.04)	\$ (1,394.27)	\$ (134.42)	\$ (116.29)	\$ (420.89)	\$ (141.21)	\$ (102.81)	\$ (76.81)	\$ (4,496.30)
December													\$ -
January					\$ (689.41)	\$ (1,200.60)		\$ (440.39)	\$ (361.80)				\$ (2,692.20)
February	\$ (120.00)					\$ (1,202.40)							\$ (1,322.40)
March			\$ (1,084.80)		\$ (349.42)			\$ (223.20)					\$ (1,657.42)
*One-Time Adjustment	\$ 197.91		\$ 113.74			\$ 1,288.67				\$ (704.37)	\$ (512.80)	\$ (383.15)	\$ -
April	\$ (102.21)		\$ (921.54)		\$ (610.89)	\$ (1,022.28)		\$ (389.28)	\$ (309.01)				\$ (3,355.21)
*One-Time Adjustment	\$ 102.21		\$ 921.54			\$ 1,022.28				\$ (900.55)	\$ (655.62)	\$ (489.86)	\$ -
May		\$ (1,456.32)		\$ (848.13)			\$ (707.37)						\$ (3,011.82)
June					\$ (958.20)			\$ (612.09)	\$ (308.04)				\$ (1,878.33)
*One-Time Adjustment					\$ 440.62			\$ 280.59	\$ 284.74	\$ (442.76)	\$ (322.34)	\$ (240.84)	\$ -
Total Spent	\$ (361.00)	\$ (3,109.28)	\$ (3,235.00)	\$ (1,009.52)	\$ (3,477.00)	\$ (3,711.00)	\$ (841.79)	\$ (2,221.00)	\$ (1,115.00)	\$ (2,188.90)	\$ (1,593.57)	\$ (1,190.66)	\$ (24,053.72)
Remaining Budget	\$0.00	\$994.72	\$0.00	\$2,072.48	\$0.00	\$0.00	\$1,725.21	\$0.00	\$0.00	\$508.10	\$369.43	\$276.34	\$ 5,946.28
*Overspending from Neighborhood Associations (NA) covered by inactive NAs prorated by addresses of inactive NAs.										\$1,153.87			

Fiscal Year 2024-25

											Inactive NAs		
Neighborhood	Canemah	Caufield	Elyville	Gaffney Lane	Hillendale	McLoughlin	Park Place	TowerVista	Two Rivers	South End	Hazel Grove	Rivercrest	Total
Addresses (as of 6/4/24)	196	2433	1809	1664	1884	2006	1388	1202	605	1457	1061	795	16,500
No. of postcard mailings	5	4	6	6	4	6	3	4	4	4	0	0	46
Cost per mailer	0.52	0.52	0.52	0.52	0.52	0.52	0.52	0.52	0.52	0.52	0.52	0.52	
Prorated Budget	\$510.00	\$5,061.00	\$5,644.00	\$5,192.00	\$3,919.00	\$6,259.00	\$2,165.00	\$2,500.00	\$1,258.00	\$3,031.00	\$0.00	\$0.00	\$ 35,539.00
July				\$ (848.13)		\$ (650.11)							\$ (1,498.24)
August													\$ -
September													\$ -
October													\$ -
November													\$ -
December													\$ -
January													\$ -
February													\$ -
March													\$ -
April													\$ -
May													\$ -
June													\$ -
Total Spent	\$ -	\$ -	\$ -	\$ (848.13)	\$ -	\$ (650.11)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,498.24)
Remaining	\$510.00	\$5,061.00	\$5,644.00	\$4,343.87	\$3,919.00	\$5,608.89	\$2,165.00	\$2,500.00	\$1,258.00	\$3,031.00	\$0.00	\$0.00	\$ 34,040.76

Biennial Years 2023-25

				Biennial Budget (as adopted)	\$ 60,000.00	Biennial Budget (as adopted)	\$ 60,000.00
				Fiscal Year 2023-24 Total Spent	\$ (24,053.72)	Fiscal Year 2023-24 Total Spent	\$ (24,053.72)
				Biennial Remaining (as of 6/30/24)	\$ 35,946.28	Fiscal Year 2024-25 Total Spent	\$ (1,498.24)
				Fiscal Year 2024-25 Prorated Budget	\$ (35,539.00)	Biennial Years 2023-25 Remaining	\$ 34,448.04
				Unallocated surplus/(deficit)	\$ 407.28		

Detail Transactions
Fiscal Year 2023-24

Post Date	Period	Vendor Name	Description	Amount	Neighborhood Association
08/22/2023	August	BUEL'S IMPRESSIONS PRINTING	ELLYVILLE NEIGHBORHOOD MAILER	\$ 1,047.60	Elyville
08/22/2023	August	BUEL'S IMPRESSIONS PRINTING	CANEMAH ICECREAM SOCIAL MAILER	\$ 120.00	Canemah
08/30/2023	August	BUEL'S IMPRESSIONS PRINTING	SIGN INSERTS FOR CAUFIELD NA	\$ 144.00	Caufield
09/06/2023	September	BUEL'S IMPRESSIONS PRINTING	CAUFIELD-POSTCARD MAILING	\$ 1,158.04	Caufield
09/11/2023	September	BUEL'S IMPRESSIONS PRINTING	CANEMAH	\$ 120.00	Canemah
09/20/2023	September	BUEL'S IMPRESSIONS PRINTING	MCLOUGHLIN NA MAILING	\$ 1,202.40	McLoughlin
10/04/2023	October	BUEL'S IMPRESSIONS PRINTING	HILLENDALE/TOWER VISTA MAILING	\$ 1,848.00	Hillendale/Tower Vista*
11/01/2023	November	BUEL'S IMPRESSIONS PRINTING	ELLYVILLE NA MAILING	\$ 1,047.00	Elyville
11/01/2023	November	BUEL'S IMPRESSIONS PRINTING	MCLOUGHLIN NA MAILING	\$ 1,200.00	McLoughlin
11/08/2023	November	BMS TECHNOLOGIES	UTILITY BILLING SERVICES- OCT 2023	\$ 1,421.00	All-prorated by address ratio
11/15/2023	November	BUEL'S IMPRESSIONS PRINTING	CANEMAH NEIGHBORHOOD MAILER	\$ 120.00	Canemah
11/20/2023	November	BUEL'S IMPRESSIONS PRINTING	CAUFIELD A-FRAME SIGNS	\$ 136.00	Caufield
11/16/2023	November	US BANCORP	ZOOM.US 888-799-9666	\$ 149.90	All-prorated by address ratio
11/28/2023	November	BUEL'S IMPRESSIONS PRINTING	CAUFIELD A-FRAME SIGNS	\$ 60.00	Caufield
11/28/2023	November	BUEL'S IMPRESSIONS PRINTING	TWO RIVER POSTCARDS	\$ 362.40	Two Rivers
01/03/2024	January	BUEL'S IMPRESSIONS PRINTING	MCLOUGHLIN POSTCARDS	\$ 1,200.60	McLoughlin
01/03/2024	January	BUEL'S IMPRESSIONS PRINTING	HILLENDALE POSTCARDS	\$ 1,129.80	Hillendale/Tower Vista*
01/22/2024	January	BUEL'S IMPRESSIONS PRINTING	TWO RIVERS MAILER	\$ 361.80	Two Rivers
02/14/2024	February	BUEL'S IMPRESSIONS PRINTING	CANEMAH POSTCARDS	\$ 120.00	Canemah
02/20/2024	February	BUEL'S IMPRESSIONS PRINTING	MCLOUGHLIN POSTCARDS	\$ 1,202.40	McLoughlin
03/05/2024	March	BUEL'S IMPRESSIONS PRINTING	ELLYVILLE NA POSTCARDS	\$ 1,084.80	Elyville
03/26/2024	March	EAGLE WEB PRESS INC	HILLENDALE/TOWER VISTA NA POSTCARDS	\$ 572.62	Hillendale/Tower Vista*
04/18/2024	April	US POSTAL SERVICE	CANEMAH NA POSTCARD NEIGHBORHOOD MAILERS	\$ 72.40	Canemah
04/18/2024	April	US POSTAL SERVICE	TWO RIVERS NA POSTCARD NEIGHBORHOOD MAILERS	\$ 174.99	Two Rivers
04/23/2024	April	EAGLE WEB PRESS INC	CANEMAH NA POSTCARDS	\$ 29.81	Canemah
04/23/2024	April	EAGLE WEB PRESS INC	ELLYVILLE NA POSTCARDS	\$ 335.67	Elyville
04/23/2024	April	EAGLE WEB PRESS INC	TWO RIVERS NA POSTCARDS	\$ 134.02	Two Rivers
04/23/2024	April	EAGLE WEB PRESS INC	MCLOUGHLIN NA POSTCARD	\$ 372.17	McLoughlin
04/24/2024	April	US POSTAL SERVICE	McLOUGHLIN NA POSTCARD POSTAGE	\$ 650.11	McLoughlin
04/24/2024	April	US POSTAL SERVICE	ELLYVILLE NA POSTCARD POSTAGE	\$ 585.87	Elyville
04/30/2024	April	US POSTAL SERVICE	HILLENDALE POSTCARDS	\$ 610.89	Hillendale
04/30/2024	April	US POSTAL SERVICE	TOWER VISTA POSTCARDS	\$ 389.28	Tower Vista
05/16/2024	May	US POSTAL SERVICE	PARK PLACE N/A POSTCARD POSTAGE	\$ 449.62	Park Place
05/16/2024	May	US POSTAL SERVICE	GAFFNEY LANE N/A POSTCARD POSTAGE	\$ 539.23	Gaffney Lane
05/23/2024	May	US POSTAL SERVICE	CAUFIELD NA POSTCARD POSTAGE	\$ 788.16	Caufield
05/23/2024	May	EAGLE WEB PRESS INC	CAUFIELD NA POSTCARDS	\$ 452.16	Caufield
05/28/2024	May	BUEL'S IMPRESSIONS PRINTING	CAUFIELD NA MEETING SIGNS	\$ 216.00	Caufield
05/28/2024	May	EAGLE WEB PRESS INC	PARK PLACE NA POSTCARD	\$ 257.75	Park Place
05/28/2024	May	EAGLE WEB PRESS INC	GAFFNEY LANE NA POSTCARD	\$ 308.90	Gaffney Lane
06/27/2024	June	EAGLE WEB PRESS INC	NA POSTCARDS-TWO RIVERS	\$ 112.12	Two Rivers
06/27/2024	June	EAGLE WEB PRESS INC	NA POSTCARDS- HILLENDALE/TOWER VISTA	\$ 571.74	Hillendale/Tower Vista*
06/27/2024	June	US POSTAL SERVICE	HILLENDALE & TOWER VISTA NA POSTCARD POSTAGE	\$ 998.55	Hillendale/Tower Vista*
06/30/2024	June	US POSTAL SERVICE	TWO RIVERS NA- POSTCARD POSTAGE	\$ 195.92	Two Rivers
				\$ 24,053.72	

*Prorated based on addresses

Detail Transations
Fiscal Year 2024-25

Post Date	Period	Vendor Name	Description	Amount	Neighborhood Association
07/10/2024	July	US POSTAL SERVICE	McLOUGHLIN NA POSTCARD POSTAGE	\$ 650.11	McLoughlin
07/15/2024	July	US POSTAL SERVICE	GAFFNEY LANE N/A POSTCARD POSTAGE	\$ 560.87	Gaffney Lane
07/24/2024	July	EAGLE WEB PRESS INC	GAFFNEY LANE NA POSTCARD	\$ 287.26	Gaffney Lane
				\$ 1,498.24	



CITY OF OREGON CITY

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

Staff Report

To: Citizen Involvement Committee **Agenda Date:** August 5, 2024
From: Hannah Schmidt, Community Engagement Specialist

SUBJECT:

Item 5.c. - Chapter 2.30.030 - CIC Membership

EXECUTIVE SUMMARY

Under the current CIC chapter, "members shall reside within the neighborhood association boundaries which they represent," (Chapter 2.30.030 - Membership (D)). The same stipulation is stated within the CIC Bylaws under Article III, Section 2(d). This stipulation currently restricts Two Rivers NA from having a CIC representative since the majority of their NA consists of business owners.

BACKGROUND:

Ordinance No. 20-1008, Amending Chapter 2.30 of the Citizen Involvement Committee was adopted by the City Commission on July 15, 2024. One of the many revisions of Chapter 2.30 included changing the membership requirements to only accept CIC members who reside within their neighborhood association boundaries of which they represent. Before the adoption of Ordinance No. 20-1008, Chapter 2.30.030 - Membership (D) stated "The members shall reside, work in, own property, or own a business within the neighborhood association boundaries which they represent or the land outside the city limits but inside the urban growth boundary designated to be within the neighborhood association which they represent."

OPTIONS:

1. Begin the process of revising Chapter 2.30.030 and the CIC Bylaws to allow business owners to apply for CIC membership.
2. Do not move forward with revising Chapter 2.30.030 or the CIC Bylaws.

ORDINANCE NO. 20-1008

AN ORDINANCE OF THE CITY OF OREGON CITY AMENDING CHAPTER 2.30 OF THE OREGON CITY MUNICIPAL CODE (CITIZEN INVOLVEMENT COMMITTEE)

WHEREAS, the State of Oregon has adopted Statewide Planning Goals including Goal 1: Citizen Involvement to develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process (Exhibit 2); and

WHEREAS, the City encourages citizen involvement in all phases of the planning process; and

WHEREAS, the City created a policy establishing a Citizen Involvement Council (CIC) in December of 1977 to provide an active and systematic process for citizen and public agency involvement in the land-use decision making for Oregon City; and

WHEREAS, since establishment, the CIC has proven to be a successful means of communication between the City and citizens; and

WHEREAS, the City Commission wishes to update the organization of the CIC; and

WHEREAS, Title 2 of the Oregon City Municipal Code codifies numerous other groups; and

WHEREAS, Chapter 2.30 Citizen Involvement Committee shall be added to the Oregon City Municipal Code (Exhibit 1).

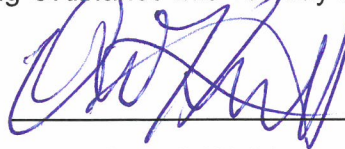
NOW, THEREFORE, OREGON CITY ORDAINS AS FOLLOWS:

Section 1. The City hereby amends Chapter 2.30 Citizen Involvement Committee of the Oregon City Municipal Code (Exhibit 1).

Section 2. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable.

Section 3. Effectiveness. This Ordinance shall take effect 30 days from the date of adoption.

Read for the first time at a regular meeting of the City Commission held on the 1st day of July, and the City Commission finally enacted the foregoing Ordinance this 15th day of July 2020.

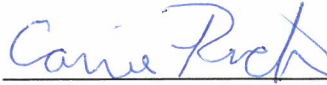


DAN HOLLADAY, Mayor

Attested to this 15th day of July 2020:

Approved as to legal sufficiency:


Katie Riggs, City Recorder


Carrie Rich
City Attorney

Chapter 2.30 - CITIZEN INVOLVEMENT COMMITTEE

2.30.010 - Created.

The citizen involvement committee (CIC) is hereby created for the city of Oregon City. The CIC shall foster public participation and education regarding land use for the citizens of Oregon City on behalf of the city commission and perform other duties as identified within this chapter and the CIC bylaws.

2.30.020 - Duties.

The duties of the CIC include, but are not limited to, the following:

- A. Encourage public participation and knowledge of land use in Oregon City.
- B. Encourage public participation in other government activities as they impact neighborhood programs.
- C. Provide information to the city commission the Planning Commission, the Historic Review Board, other committees as appropriate, and the public.
- D. Assist with requests from the city commission.

2.30.030 - Membership.

- A. The CIC shall consist two members from each city recognized neighborhood association.
- B. Each neighborhood association shall select two members for nomination for appointment by the mayor. If a member selected by a neighborhood association is not appointed to the CIC it will be informed of the reason for the non-appointment.
- C. Members shall be appointed for two years. Terms of the office shall commence on the first day of the calendar year. If an appointed CIC member resigns, a replacement may be selected by the neighborhood association and appointed by the Mayor for the remainder of the term.
- D. The members shall reside within the neighborhood association boundaries which they represent.
- E. All members shall serve without compensation.
- F. If a member is unable to attend a meeting, it is the member's responsibility to inform the CIC chairperson prior to the meeting being missed.
- G. Upon failure of any member to attend three consecutive meetings, misconduct or nonperformance of duty, the CIC may recommend termination of that appointment to the city commission. A CIC member may be removed by the city commission, after hearing for the above reasons. The neighborhood association shall select a new member for appointment by the Mayor.

2.30.040 - Officers and staffing.

- A. Officers shall include chairperson, vice-chairperson and secretary.
 - 1. The officers shall be elected for two years starting in January of each even year. In the event that an officer is unable to complete the specified term, a special election shall be held for the completion of the term. Members may not serve more than two consecutive terms as a chair, vice-chair or combination thereof. An officer appointment expires if a member is no longer appointed to the CIC.
 - 2. Chairperson. The chairperson shall preside at all CIC meetings and serve as an ex-officio member on all committees. The chairperson shall be the official spokesperson for the CIC, representing the majority position of the CIC, unless otherwise delegated in writing with the majority consent of the CIC. The chairperson shall create the agenda for all general and special meetings of the CIC.

3. Vice-Chairperson. The vice-chairperson, in absence of the chairperson, shall have general supervisory and directional powers over the CIC. The vice-chairperson shall conduct all business delegated to the chairperson, in his or her absence.
 4. Secretary. The secretary calls the roll for attendance at all meetings, calls the roll for all votes, and submits the information to the city liaison.
- B. Staffing of the CIC may include a city commissioner liaison and a city liaison.
1. City Commissioner Liaison. One liaison from the city commission may be appointed to act as a resource to CIC and attend CIC meetings. The city commissioner liaison will be a non-voting member of the CIC.
 2. City Liaison or his/her designee. The planning division and the city manager's office or their designee shall be responsible for keeping an accurate and legally sufficient record of all proceedings and shall record the minutes and submit them to the CIC for approval. In addition, the city liaison shall post agendas, maintain attendance records, maintain a database of CIC members and track the CIC budget. The city liaison(s) will be a non-voting member of the CIC. Consistent with the City Charter, the city manager shall retain his/her discretion to suspend staffing when reasonable circumstances warrant. The city manager shall inform the City Commission and CIC of the suspension of the City liaison should it occur and the reason therefor.

2.30.050 - Organizational procedures.

- A. The CIC shall hold an official meeting every month. The CIC shall meet at such times and places as may be fixed by the committee. Special meetings may be called in accordance with the public open meetings law as provided by the CIC bylaws.
- B. A majority of the members constitutes a quorum for meetings. Provided a quorum is present, voting matters shall be approved by a simple majority of the members present. All members who are present are allotted one vote each on all motions.
- C. The CIC shall establish goals every two years that are consistent with the adopted goals and objectives of the city commission.
- D. The CIC chairperson or designee shall report to the city commission once a year to provide CIC accomplishments.
- E. All meetings shall comply with ORS 192.640 and all CIC business shall comply with all applicable federal, state, and local laws and regulations.

2.30.060 - Reserved.

2.30.070 - Conflict of interest.

A member of the CIC shall not participate in any committee proceeding or action in which any of the following has or will receive a direct or substantial financial interest: the member or his/her spouse, brother, sister, child, parent, father-in-law, mother-in-law, any business in which he/she is then serving or has served within the previous two years, or any business with which he/she is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at the meeting where the action is being taken. The committee shall operate in the general public interest serving the community as a whole.

2.30.080 - Expenditures.

The CIC shall have no authority to make any expenditures on behalf of the city or to obligate the city for payment of sums of money.

Chapter 2.30 - CITIZEN INVOLVEMENT COMMITTEE

2.30.010 - Created.

The citizen involvement committee (CIC) is hereby created for the city of Oregon City. The CIC shall foster public participation and education regarding land use for the citizens of Oregon City on behalf of the city commission and perform other duties as identified within this chapter and the CIC bylaws.

2.30.020 - Duties.

The duties of the CIC include, but are not limited to, the following:

- A. Encourage public participation and knowledge of land use in Oregon City.
- B. Encourage public participation in other government activities as they impact neighborhood programs.
- C. Provide information to the city commission the Planning Commission, the Historic Review Board, other committees as appropriate, and the public.
- ~~D. Address grievances of the CIC and of neighborhood associations.~~
- ~~DE.~~ Assist with requests from the city commission.

2.30.030 - Membership.

- A. The CIC shall consist ~~of one primary member and one alternate~~ two members from each city recognized neighborhood association.
- B. Each neighborhood association shall select ~~provide a primary and alternate~~ two members for nomination for appointment by the mayor. ~~Each primary and alternate member appointed shall have first been nominated by the neighborhood association of which they represent. If a member selected by a neighborhood association is not appointed to the CIC it will be informed of the reason for the non-appointment.~~
- C. Members shall be appointed for two years. Terms of the office shall commence on the first day of the calendar year. If an appointed CIC member resigns, a replacement may be selected by the neighborhood association and appointed by the Mayor for the remainder of the term.
- D. The members shall reside, work in, own property, or own a business within the neighborhood association boundaries which they represent or the land outside of the city limits but inside the urban growth boundary designated to be within the neighborhood association which they represent.
- E. All members shall serve without compensation.
- F. If a member is unable to attend a meeting, it is the member's responsibility to inform the ~~city liaison~~ CIC chairperson prior to the meeting being missed.
- G. Upon failure of any member to attend three consecutive meetings, misconduct or nonperformance of duty, the CIC may recommend termination of that appointment to the city commission. A CIC member may be removed by the city commission, after hearing, ~~for misconduct or nonperformance of duty for the above reasons.~~ The ~~alternate member may become the primary member for the remainder of the term and the~~ neighborhood association shall nominate select a new member for appointment by the Mayor.

2.30.040 - Officers and staffing.

- A. Officers shall include chairperson, vice-chairperson and secretary.
 - 1. The officers shall be ~~appointed~~ elected for two years starting in January of each even year. In the event that an officer is unable to complete the specified term, a special election shall be held for the completion of the term. Members may not serve more than two consecutive

terms as a chair, vice-chair or combination thereof. An officer appointment expires if a member is no longer appointed to the CIC.

2. Chairperson. The chairperson shall preside at all CIC meetings and serve as an ex-officio member on all committees. The chairperson shall be the official spokesperson for the CIC, representing the majority position of the CIC, unless otherwise delegated in writing with the majority consent of the CIC. The chairperson shall create the agenda for all general and special meetings of the CIC.
 3. Vice-Chairperson. The vice-chairperson, in absence of the chairperson, shall have general supervisory and directional powers over the CIC. The vice-chairperson shall conduct all business delegated to the chairperson, in his or her absence.
 4. Secretary. The secretary ~~prepares the minutes and attendance records (as needed) of all meetings and calls the roll for attendance at all meetings, calls the roll for all votes, and submits the information to the city liaison.~~
- B. Staffing of the CIC may include a city commissioner liaison and will include a city liaison.
1. City Commissioner Liaison. One liaison from the city commission may be appointed to act as a resource to CIC and attend CIC meetings. The city commissioner liaison will be a non-voting member of the CIC.
 2. City Liaison or his/her designee. The planning division and the city manager's office or their designee shall be responsible for keeping an accurate and legally sufficient record of all proceedings and shall record the minutes and submit them to the CIC for approval. In addition, the city liaison shall ~~create and~~ post agendas, maintain attendance records, maintain a database of CIC members and track the CIC budget. The city liaison(s) will be a non-voting member of the CIC. Consistent with the City Charter, the city manager shall retain his/her discretion to suspend staffing when reasonable circumstances warrant. The city manager shall inform the City Commission and CIC of the suspension of the City liaison should it occur and the reason therefor.

2.30.050 - Organizational procedures.

- A. The CIC shall hold an official meeting every month. The CIC shall meet at such times and places as may be fixed by the committee. Special meetings may be called in accordance with the public open meetings law ~~by the city manager or the city manager's designee~~ as provided by the CIC bylaws.
- B. A majority of the members constitutes a quorum for meetings. Provided a quorum is present, voting matters shall be approved by a simple majority of the ~~voting~~ members present. All ~~primary~~ members who are present ~~and all alternate members who are acting as primary members in the absence of the primary members~~ are allotted one vote each on all motions.
- C. The CIC shall establish goals every two years that are consistent with the adopted goals and objectives of the city commission.
- D. The CIC chairperson or designee shall report to the city commission once a year to provide CIC accomplishments.
- E. All meetings shall comply with ORS 192.640 and all CIC business shall comply with all applicable federal, state, and local laws and regulations.

2.30.060 - Reserved.

2.30.070 - Conflict of interest.

A member of the CIC shall not participate in any committee proceeding or action in which any of the following has or will receive a direct or substantial financial interest: the member or his/her

spouse, brother, sister, child, parent, father-in-law, mother-in-law, any business in which he/she is then serving or has served within the previous two years, or any business with which he/she is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at the meeting where the action is being taken. The committee shall operate in the general public interest serving the community as a whole.

2.30.080 - Expenditures.

The CIC shall have no authority to make any expenditures on behalf of the city or to obligate the city for payment of sums of money.

RESOLUTION NO. 20-16

A RESOLUTION ADOPTING BY-LAWS FOR THE CITIZEN INVOLVEMENT COMMITTEE (CIC)

WHEREAS, the State of Oregon has adopted Statewide Planning Goals including Goal 1: Citizen Involvement to develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process; and

WHEREAS, the City encourages citizen involvement in all phases of the planning process; and

WHEREAS, the City created a policy establishing a Citizen Involvement Council (CIC) in December of 1977 to provide an active and systematic process for citizen and public agency involvement in the land-use decision making for Oregon City; and

WHEREAS, since establishment, the Citizen Involvement Committee (name change from Council to Committee) (CIC) has proven to be a successful means of communication between the City and citizens; and

WHEREAS, Title 2 of the Oregon City Municipal Code codifies numerous other groups; and

WHEREAS, Chapter 2.30 of the Oregon City Municipal Code provides general guidelines for the CIC; and

WHEREAS, CIC members would like more detailed guidance.

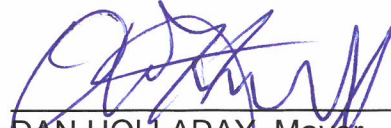
NOW, THEREFORE, OREGON CITY ORDAINS AS FOLLOWS:

Section 1. The City hereby adopts by-laws for the Citizen Involvement Committee (Exhibit A).

Section 2. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable.

Section 3. Effectiveness. This Resolution shall take effect immediately upon adoption by the Commission.

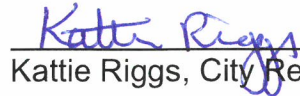
Approved and adopted at a regular meeting of the City Commission held on the 15th day of July 2020.

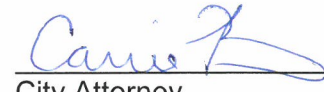


DAN HOLLADAY, Mayor

Attested to this 15th day of July 2020,

Approved as to legal sufficiency:



Kattie Riggs, City Recorder

City Attorney

EXHIBITS:

A. Citizen Involvement Committee By-Laws

Citizen Involvement Committee By-Laws

Article I. Name, purpose, mission, vision and values

- Section 1. The name of this association will be the Citizens Involvement Committee (CIC).
- Section 2. Purpose: The purpose is identified in Chapter 2.30 of the Oregon City Municipal Code.
- Section 3. Mission: The CIC will consider a broad range of issues affecting the livability and quality of the City's neighborhoods.
- Section 4. Vision: Working together with communities and key community stakeholders to create forums for communication that result in fair and open processes to ensure quality of life for future generations.
- Section 5. Values: We value open, honest communication, diversity, mutual trust, respect and accountability.

Article II City Liaison

- Section 1. The position of City Liaison is a City staff position designated by the City Manager to assist the CIC.
- a. The City Recorder maintains the CIC minutes for City records.
 - b. The City Liaison makes public notice of all General and Special meetings.
 - c. The City Liaison emails agendas and copies of minutes to CIC members.
 - d. The City Liaison maintains a database of CIC members as provided by the neighborhood associations.

Article III. Boundaries

- Section 1. The area served by the CIC will include the current legal City limits: boundaries will also include all areas of impact within the current Urban Growth Boundary. Areas of impact will include, but are not limited to, the following:
- a. County islands within any of the neighborhood association boundaries.
 - b. Areas of the County adjacent to recognized neighborhood associations and within the Urban Growth Boundaries.
 - c. Areas of the County adjacent to recognized neighborhood associations and within the Urban Growth Boundaries which are not represented by a Community Planning Organization (CPO).

- d. Neighborhood associations directly adjacent to these areas should attempt to communicate their availability to represent those neighbors not within the City limits but within the Urban Growth Boundary.

Section 2. Membership

- a. The CIC shall consist of two members from each recognized neighborhood association.
- b. Each neighborhood association shall select two members for nomination for appointment by the Mayor. If a member selected by a neighborhood association is not appointed to the CIC it will be informed of the reason for the non-appointment.
- c. Members shall be appointed for two years. Terms of office shall commence on the first day of the calendar year.
- d. The member shall reside within the neighborhood association boundaries which they represent.
- e. All members shall serve without compensation.
- f. If a member is unable to attend a meeting, it is the member's responsibility to inform the CIC Chairperson prior to the meeting being missed.
- g. Upon failure of any member to attend three consecutive meetings, misconduct, or non-performance of duty, the CIC may recommend termination of that appointment to the City Commission. A CIC member may be removed by the City Commission, after hearing, for the above reasons. The neighborhood association shall select a new member for appointment by the Mayor.
- h. It shall be the responsibility of the CIC Secretary to notify the neighborhood association of those members in danger of losing their membership.
- i. The CIC Secretary will inform the CIC that notification has been given.
- k. The neighborhood associations will notify the City Liaison within thirty (30) days of any changes to the neighborhood association CIC membership.

Section 3. There will be no dues or other requirements imposed which would in any way prevent any person who meets the description in Article III, Section 2 from becoming or remaining a member of the CIC.

Section 4. The privileges, roles and responsibilities of the members of the CIC are:

- a. To participate in a civil and ethical manner related to all business conducted by the CIC.

- b. To attend meetings and to speak from the floor on any issue being considered by the CIC.
- c. To vote on motions placed before the membership at regular or special meetings.
- d. To serve on sub-committees of the CIC.
- e. To advocate community involvement and provide training and education to help develop community leaders.
- f. To continually align with our mission, vision, and values.

Article IV. Accountability

- Section 1. The names, addresses, telephone numbers and email addresses of the officers and members will be maintained by the City Liaison.
- Section 2. The CIC representatives will be responsible to provide notification of CIC actions taken on issues and other pertinent events to the neighborhood associations.
- Section 3. The CIC and its elected officers will be responsible, through a regular and orderly process, for seeking the views of neighborhood associations and community and key stakeholders affected by proposed policies or actions before making any recommendations.
- Section 4. Minority views on any issue considered by the CIC will, upon request by any member, be included along with any recommendations submitted for government review.

Article V. Elections

- Section 1. Nominating Committee - *Suspended for future consideration*
- Section 2. Regular election of officers will be held at the General Meeting in January of an election year
- Section 3. All certified neighborhood representatives in attendance will be able to vote in any and all elections of officers.
- Section 4. Any member may run for any vacant office by declaring his or her intention to do so. A member may be nominated for any vacant office by another member of the CIC.

- Section 5. Elections shall be held by a raise of hands and the results will be announced to the membership at the same general meeting as the election. Newly elected officers will take their positions the first day of the month following the elections.
- Section 6. The following procedures will not be allowed: any vote by proxy, any absentee vote, any vote by mail, any secret ballot, any electronic vote, or any telephonic vote of the members. If a meeting is held online, electronic and telephone voting is allowed.
- Section 7. A partial term to fill a vacancy does not constitute a full term. The officers shall be elected for two years. In the event an officer is unable to complete the specified term, a special election shall be held for the completion of the term. Members may not serve more than two consecutive terms as Chairperson or Vice-Chairperson or combination thereof. An officer appointment expires if a member is no longer appointed to the CIC.

Article VI. Officers

- Section 1. All officers will be members of the CIC.
- Section 2. Officers will be elected as specified in Article V and will perform the following duties:
- a. Chairperson - Prepares the agenda and presides at all meetings. Serves as an ex-officio member on all sub-committees. Appoints members to serve on sub-committee. The Chairperson shall be the official spokesperson for the CIC, representing the majority position of the CIC, unless otherwise designated in writing with the majority consent of the CIC.
 - b. Vice-Chairperson - Performs the duties of the Chairperson in his or her absence. Performs any other duties as assigned by the Chairperson.
 - c. Secretary - The Secretary calls the roll for attendance at all meetings and calls the roll for all votes.
- Section 3. In the event that an officer vacates his or her position, an election to fill that position will be held pursuant to the provisions in Article V.

Article VII Sub-Committees

- Section 1. Sub-committee members will be made up of CIC member volunteers, or appointed as necessary, by the Chairperson. Sub-committees will have the responsibilities such as their titles indicate and as may be assigned to them.

- Section 2. Each sub-committee will develop its own agenda and will select its own sub-committee Chairperson.
- Section 3. The majority of the sub-committee members will constitute a quorum. sub-committee action will be determined by a majority vote of those present at each sub-committee meeting.
- Section 4. Sub-committees will make recommendations to the CIC for action.
- Section 5. Each sub-committee Chairperson may submit written reports to the CIC Chairperson to be added to and distributed with the CIC agenda for the next CIC meeting.

Article VIII. Meetings

- Section 1. General meetings will be held on the first Monday of each month at a place and time determined by the CIC and published to the membership and the community.
- Section 2. A quorum for any General or Special meeting of the CIC requires a majority of appointed members of the CIC to be in attendance at that meeting.
- Section 3. The Chairperson will prepare the agenda for General and Special meetings.
- a. Any person may request to add an item to the agenda by submitting the item to the CIC Chairperson in writing at least seven (7) days in advance of the meeting.
 - b. Any member of the CIC may request to add an item to the agenda.
 - c. Updates from Public Works, Oregon City Chamber of Commerce, and the Downtown Oregon City Association may be rotating items on the agenda.
- Section 4. Special meetings may be called by the Chairperson or by any seven (7) members provided the membership is notified of the Special meeting in writing at least seven (7) days in advance of the meeting.
- Section 5. Public comments: the following guidelines are given for citizens commenting on items on the agenda.
- a. The citizen is to complete a comment card, including the agenda item, prior to the meeting and submit it to the City Liaison, who forwards the cards to the Chairperson.
 - b. When the Chairperson calls the name of the citizen he or she shall proceed to the speakers table and state his or her name and city of residence into the microphone.

- c. Each speaker will be given three (3) minutes to speak, or at the discretion of the Chairperson.

Section 6. All guests are encouraged to sign the attendance register at the back of the room as a record of their attendance for the minutes.

Section 7. The CIC Budget Year is from July 1 to June 30. The budget will be reviewed at least quarterly during the regular meetings of July, October, January and April.

Article IX. Conflict of Interest

No member of the CIC shall participate in any committee proceedings or action which the following has or

will receive a direct or substantial financial interest: the member or his/ her spouse, sister, child, parent, father-in-law, mother-in-law and business in which he/she is negotiating or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at the meeting where the action is being taken. The committee shall operate in the general public interest serving the community as a whole.

Article X. Public Meetings/Public Records Requirements

Section 1. The CIC will abide by all Oregon statutes relative to public meetings and public records.

Section 2. Official action taken by the CIC must be on record and part of the minutes of each meeting. The minutes will include a record of attendance and the results of any votes taken. Upon request, a summary of minority views will be transmitted along with any recommendation made by the CIC to the City of Oregon City. Any such recommendations will also include the notice of Member Conflicts of Interest, if any have been declared.

Article XI. Non-Discrimination

The CIC shall not discriminate against individuals or groups based on race, color, religion, sex, sexual orientation, age, national origin, political affiliation, income, physical or mental disability, marital status, familial status, veteran status or membership in any other group protected by law in accordance with applicable federal, state and local laws in any of its policies, recommendations or actions.

Article XII. Parliamentary Authority and By-Laws

Section 1. The most current edition of the Roberts Rules of Order, Revised published by Da Capo Press will govern the procedures of the CIC when the procedure is

not otherwise covered by these by-laws.

Section 2. Proposed amendments to the by-laws must be presented to the membership at least thirty (30) days in advance of the vote to amend. Two-thirds (2/3) of membership must be present to vote. Of those present, two-thirds (2/3) must vote in support of the amendment(s) to change the by-laws.

Section 3. Any changes to the by-laws must be submitted to the City Commission for final approval.



CITY OF OREGON CITY

Staff Report

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

To: Citizen Involvement Committee
From: Community Engagement Specialist
Hannah Schmidt

Agenda Date: August 5, 2024

SUBJECT: STAFF LIASON UPDATES

1. Trail News

The fall issue of Trail News is expected to be mailed out on August 5, 2024. E Trail news is expected to be sent out on July 30, 2024, with 1,016 emails reached within the subscriber list.

2. The Siren, Clackamas Fire District

Please reference Exhibit A to review the latest quarterly newsletter, *The Siren*, from the Clackamas Fire Department. This newsletter covers topics such as the emergency services levy, Quick Response Unit, summer safety tips, property saved in dollars, and the incident tracker.

3. Neighborhood Association Signs and Other Advertising Methods

If your NA plans on having signs created for an upcoming NA meeting, please get funding for the signs approved by the Citizen Involvement Committee beforehand. Just like with postcards, all NA signs must be sent to staff, at hschmidt@orc.org for approval before they are sent forward for processing and printing. Once approved by staff, files will be sent to Buels Impressions Printing for printing, and you will be contacted directly by staff once the materials are ready for pick up.

4. National Night Out – Citizen Involvement Committee Booth

Below is the finalized shift assignments of CIC members who will be assisting at the National Night Out event on Tuesday, August 6:

Set-up Shift

4:00 p.m. – 5:30 p.m.

1. **Betty Mumm**
2. **Linda Baysinger**

1st Booth Shift

5:30 p.m. – 6:30 p.m.

1. **Linda Baysinger**
2. **Denise Beasley**
3. **Sara Peterson**

4. Tim Powell

2nd Booth Shift

6:30 – 7:30

1. Karla Laws

2. Tim Powell

3.

4.

Last Booth Shift and Clean-Up

7:30 – 8:30 p.m.

1. Tim Powell

2.

If you wish to sign up for one of the empty shifts, please contact me at hschmidt@orccity.org as soon as possible.

5. Postcard Mailers

Postcard designs should be 5.5" x 4" and sent in two separate documents, one document as the front and the other as the back. If you need a template, I would be happy to supply you with one, just send an email to hschmidt@orccity.org to let me know. Please send your postcard designs to staff seven business days in advance of the date you would like the postcard to arrive in residents' mailboxes. If a postcard design is sent after this time frame, it will not move forward with the printing and mailing process to help prevent unnecessary expenditure of funds.

6. Email Subscribers

The QR code links that are on the NA flyers are linked to a City-owned Mailchimp account. I use the Mailchimp account to schedule emails out to your subscriber list. I schedule emails to be sent out 1 week in advance of the meeting date, and only send out emails if you send a postcard graphic or inform me that you would like an email sent out on behalf of your NA. I can send emails out for Steering Committee Meetings, but you need to let me know if that is something your NA is interested in. I **CANNOT** share the Mailchimp email subscriber lists with anyone, this was information gathered from the City of Oregon City Utility Services and we would be breaking privacy policies if that information was shared. Below are metrics of subscriber sign-ups within the last month, separated by each NA.

	CNA	CFNA	ENA	GLNA	HG-WFNA	H/TVNA	MNA	PPNA	RNA	SENA	TRNA
Dec-23	10	108	18	26	29	63	82	87	30	35	5
Jan-24	16	117	25	31	32	68	89	105	35	43	12
Feb-24	18	120	27	31	32	68	93	110	35	44	13
Mar-24	20	127	28	32	34	71	97	114	38	47	14
Apr-24	23	129	29	27	34	74	99	115	40	51	17
May-24	23	131	29	29	35	76	99	117	40	51	17
Jul-24	24	135	31	34	35	78	107	121	41	56	19
New Contacts	1	4	2	5	0	2	8	4	1	5	2

CNA – Canemah

CFNA – Caufield
GLNA – Gaffney Lane
H/TV NA – Hillendale/Tower Vista
MNA – McLoughlin
PPNA – Parks Place
RNA – Rivercrest
SENA – South End
TRNA – Two Rivers

Along with emails to your subscribers I have been posting reminders on Facebook and Next Door for upcoming NA meetings. I will post on social media 2-3 days in advance of your scheduled NA meeting.

7. NA Public Records

I have been uploading NA's Minutes onto each NA's webpage as well as publishing the documents as public records under the Oregon Records Management Solution (ORMS). I am posting the past 5 years of public records onto the NA webpages directly. All public records, including those past the 5-year mark, are accessible on each NA webpage through a link labeled "Webdrawer" which directs users to the NA specific records on ORMS. If your NA has Minutes available that are not posted on ORMS already, please send them to me at your earliest convenience. I have also posted all NA Bylaws onto their appropriate webpages. If you notice that the version of Bylaws posted on your NA webpage is not the most updated version, please reach out to me at hschmidt@orc.org.

8. Phishing

Many of you have emails published on the City's website, which makes you vulnerable to phishing scams. Please forward any suspicious emails that you receive from City staff or City Commissioners to me so I can report the email to our IT Helpdesk and have it further evaluated. If you would like to remove your email from the City's website to avoid receiving phishing emails, please let me know. I recommend using a generic email like mcloughlinnaoc@gmail.com to post on the website and avoid posting your personal emails online to have the public contact you.

9. Zoom Recordings

The CIC Zoom account has been running out of storage for video recordings. As such, all CIC meeting recordings have been stored within Oregon City files. Recordings of CIC Meetings can always be accessed through the City's YouTube account: [City of Oregon City YouTube CIC Playlist](#). To ensure that open storage remains available on the CIC Zoom account, I will begin to transfer NA recordings to a shared OneDrive file. I will send out emails to the appropriate NA contacts once the files have been uploaded with a link to access the recordings.

10. Zoom Trainings

I have held Zoom Trainings for Chairs of NA's. If you, or anyone from your NA is interested in learning more about utilizing the City's Zoom account, please reach out to me and I would be happy to schedule a training.

THE SIREN

CLACKAMAS FIRE DISTRICT

SWORN TO SERVE, DEDICATED TO SAVE

EMERGENCY SERVICES LEVY

The Fire District remains thankful for the community's support and the trust they have in the district to deliver quality emergency services. With the opening of Clarkes Station 13, the Fire District has successfully met all the objectives of our year one implementation plan.

Under the year one plan, we increased staffing at Stations 1, 8, 14, 15, 16, and 19. Additionally, Stations 8 and 14 received a second apparatus operator to improve water tender reliability for structure fires and wildfires. As of July 1, 2024, Clarkes Station 13 is staffed 24/7 with three personnel and a Type 3 apparatus to enhance its emergency response capabilities to the communities of Beavercreek and Clarkes.

As we move into year two, the district will deploy a two-person Quick Response Unit (QRU) to address call volumes and open another rural station, Logan Station 12, with 24/7 staffing. We will continue to keep the community updated with the levy implementation and appreciate your support.

To read the complete year two levy implementation plan, click [here](#).

WHAT IS A QUICK RESPONSE UNIT?

Everybody knows the importance of emergency services to respond swiftly and effectively during emergencies. Early intervention increases the chances of a favorable outcome. What we often don't



think about is how these essential tools that support the mission can arrive quickly. That is the advantage of a Quick Response Unit (QRU). These QRUs may also be set up to handle several types of critical incidents. A QRU is a smaller vehicle that allows us a quicker initial response to calls for service and improves efficiency in high-volume service areas.

SUMMER SAFETY TIPS

The summertime brings sunshine, recreation, a lot of fun, but there are also many seasonal hazards to be aware of. Clackamas Fire District wants you to have a safe summer with these safety tips:

- Always practice pool and water safety by learning CPR, never swim alone or leave kids unattended, and always wear a life jacket.
- Stay hydrated and drink plenty of water.
- Watch out for signs of heat illness, with such symptoms as profuse sweating, feeling faint, dizzy or nauseated, mental confusion, or rapid pulse.
- Be mindful of grill safety. Only use grills outside, never leave it unattended, make sure it's well-maintained, and keep it clear of any excess grease or fat.
- Keep your home safe from wildfire by removing dry or dead vegetation and brush from around your home, keeping your yard and roof clean and removing overhanging and dead limbs, and keeping address signs visible for easy access.



PROPERTY SAVED

The below information reflects the number of active structure fires our firefighters responded to so far for 2024. Preservation of life and property are a priority of the Fire District. These numbers reflect the amount of property saved in dollars by firefighting efforts.

Incident Type	# of unique Incident Number
Building fire	84
Chimney or flue fire, confined to chimney or flue	14
Contained Appliance Fire (Oven, Dryer, Microwave)	11
Cooking fire, confined to container	4
Fence Fire	5
Fires in structure other than in a building	4
Fuel burner/boiler malfunction, fire confined	1
Trash or rubbish fire, contained	1
# of unique Incident Number	124

Total Property Saved in Dollars:

18.8M

CALL TRACKER

January to June 2024 (Includes Mutual Aid)

Total Calls: 16,698

Good Intent: 2,443

EMS/Rescue: 11,285

False Alarm: 568

Hazardous Condition: 186

Service Call: 1,878

Fire: 317

Other: 21



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EXHIBIT A

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