



CITY OF OREGON CITY CITIZEN INVOLVEMENT COMMITTEE AGENDA

Community Room, Community Development Building,
695 Warner Parrott Rd, Oregon City, OR
Monday, December 1, 2025 at 7:00 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@orcity.org or call 503-496-1510 by 3:00 PM on the day of the meeting to register)
 - Email hschmidt@orcity.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

- Downtown Oregon City Association - Juliana Allen, Executive Director
- Introduction to Kelly Hart, Community Development Director
- Revisions to 16.12.11 due to HB2658 - Josh Wheeler, Assistant City Engineer
- Clackamas County VOAD (Voluntary Organizations Active in Disaster)

3. PUBLIC COMMENTS

Please see the public comment guidelines below.

4. APPROVAL OF MINUTES

- November 3, 2025 Citizen Involvement Committee Meeting Minutes

5. COMMUNICATIONS

- Social Media Working Group
- Staff Liasion Report
- Budget Update

6. GENERAL BUSINESS

- February and March Postcard Schedules
- CIC Growth and Meeting Room Accomodations

7. ROUNDTABLE

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

16.12.011 Applicability.

- A. Compliance with this chapter is required for all development including land divisions, site plan and design review, master plan, detailed development plan and conditional use applications and all public improvements that are required in conjunction with a land use decision.
- B. Compliance with this chapter is also required for new construction or additions which exceed fifty percent of the existing square footage of all single-family detached residential and middle housing units' living space. Garages, carports, sheds, and porches may not be included in the calculation if these spaces are not living spaces. ~~Accessory dwelling units are not subject to compliance with this chapter.~~ All single-family detached residential and middle housing units shall provide any necessary dedications, easements or agreements as identified in the transportation system plan and this chapter, subject to constitutional limitations. In addition, the street frontage shall be improved to include the following priorities for improvements:
 - 1. Improve street pavement, construct curbs, gutters, sidewalks and planter strips; and
 - 2. Plant street trees.

The cost of compliance with the standards identified in subsections 16.12.011.B.1 and 16.12.011.B.2 is calculated based on the square footage valuation from the state of Oregon Building Codes Division and limited to ten percent of the total construction costs. The value of the alterations and improvements is based on the total construction costs for a complete project rather than costs of various project component parts subject to individual building permits. The entire proposed construction project cost includes engineering and consulting fees and construction costs. It does not include permit fees, recording fees, or any work associated with drafting or recording dedications or easements.

- C. Exemptions. The following are exempt from review by this chapter unless public improvements, driveways, PUEs, or other items regulated by this chapter are proposed:
 - 1. Minor site plan and design review applications.
 - 2. Work within the right-of-way.
 - 3. Lot line adjustments and abandonments.
 - 4. Public capital improvement projects.
 - 5. Accessory dwelling units
 - 6. Any improvement where the total building square footage does not increase.
 - 7. Any improvement where the total cost of alteration is less than \$150,000.

(Ord. No. 18-1009, § 1(Exh. A), 7-3-2019; Ord. No. 19-1008, § 1(Exh. A), 12-18-2019; Ord. No. 21-1007, § 1(Exh. A), 4-21-2021; Ord. No. 22-1001, 1(Exh. A), 6-1-2022)



**CITY OF OREGON CITY
CITIZEN INVOLVEMENT COMMITTEE
DRAFT MEETING MINUTES**

City Hall Mt. Hood Room, 625 Center St., Oregon City
Monday, November 3, 2025 at 7:00 PM

1. CALL TO ORDER AND ROLL CALL

PRESENT:

Linda Baysinger, Dennis Anderson, Donna Renee Larsen, Joy Allen, Dorothy Dahlsrud, Betty Mumm, Duane Hanson, Christopher Nolte, Sara Peterson, Josh Kayser, Denise Beasley, Tim Powell, Ryan Richards, Bill Carton and Commissioner Adam Marl.

STAFF: *Hannah Schmidt*

EXCUSED: *John Kies, Kathy Robertson, and Mark Beatty.*

ABSENT: *None.*

2. PRESENTATIONS

- a. Seth Henderson, co-founder of Level Development Northwest, presented plans for the courthouse redevelopment project. He identified himself as the current chair of the Oregon City Chamber of Commerce, vice president of the Downtown Oregon City Association, and a member of the Oregon City Business Alliance Board.

Henderson explained that they were early in the development process and sought community input before finalizing designs. He provided background on the courthouse site, noting that the county moved to their new Red Soils campus last summer, leaving the building empty. The county conducted an analysis that found the site prone to liquefaction during seismic events, with the building containing asbestos and lead.

Level Development Northwest was the only company to respond to the county's request for expressions of interest from approximately 50 developers. Henderson described their project as a "passion project" that aimed to contribute to the community.

After consulting with downtown businesses, four key elements were identified for the development:

1. Retaining Liberty Plaza as a gathering space
2. Adding retail that complements rather than competes with existing downtown businesses
3. Incorporating housing, which studies since the 1980s have identified as necessary for a vibrant downtown

4. Building adequate parking despite not being required under CFAC (Climate Friendly and Equitable Communities) regulations

The proposed development includes structured parking on the lower level accessible from 8th Street, retail space fronting Liberty Plaza, and residential units above. The project would expand Liberty Plaza, which Level Development would buy, improve, and then dedicate to the city.

The retail space (approximately 2,460 square feet) would likely accommodate two tenants, with potential uses including an ice cream shop, bakery, or grab-and-go market. Henderson noted that the building design would open up view corridors to West Linn, as the new building footprint would be smaller than the existing courthouse.

Henderson presented their timeline, which included closing on the property around January, 2026, followed by abatement in January and dismantling the building in February and early March. They plan to submit a land use application in March 2026, with construction potentially starting in April 2027 and completing in summer 2028.

During questions, Tim Powell asked about architectural style, expressing concern about modern buildings fitting into the historic downtown. Henderson explained they were looking at historic materials downtown (stone, concrete, brick, stucco) and studying building massing. He also discussed plans to incorporate architectural features from the current courthouse, including chevron details, eagles, and other SHPO (State Historic Preservation Offices) identified elements.

Ryan Richards asked about property management, and Henderson explained it was an Opportunity Zone project with a minimum 10-year commitment. They would have a property manager on-site at all times, working with companies like Cloud 10, Coast, or Meritus.

A suggestion was made to consider pickleball or shuffleboard instead of the bocce ball court shown in the preliminary plans.

3. PUBLIC COMMENTS

Please see the public comment guidelines below.

4. APPROVAL OF MINUTES

- a. Tim Powell moved to approve the October 6, 2025 Citizen Involvement Committee Meeting Minutes. Betty Mumm seconded. The motion passed unanimously.

5. COMMUNICATIONS

- a. Betty Mumm reported that the working group met with the Youth Advisory Commission, who were generous with their time and ideas. The commission suggested Instagram as an effective platform to engage 30-40 year olds. They recommended posting neighborhood photos and using QR codes. Betty mentioned that the youth had suggested activities like ice cream socials, picnics, and movies, though the individual neighborhoods might not have funding for such events. Betty Mumm added that she had made contact with Clackamas Community College and was working to involve their social media director in future discussions.

Tim Powell suggested creating a video about neighborhoods explaining what they are and why people should be involved. The committee discussed video length, with some members noting that younger people prefer shorter content like reels rather than longer videos. Ideas included creating a series of short videos or having videos for each active neighborhood.

Hannah, the staff liaison, offered to have Communications Manager, Jarrod Lyman, come and present on social media engagement strategies at an upcoming meeting. She will wait for direction from the Chair before adding anything to a future meeting agenda.

- b. Hannah Schmidt reported that she would begin posting neighborhood association meeting reminders on Instagram as well as Facebook and Nextdoor. She offered to help with taking photos of neighborhoods for better engagement on social media posts and the website.

She announced that the E-Trail news had been sent out with the November Neighborhood Association meeting schedules, and the winter Trail News would be mailed to residents soon.

Hannah Schmidt reported on CIC applications and renewals, noting new members Bill Carton and Kathy Robertson from South End, John Keis from Caufield, Joy Allen and Dorothy Dahlsrud from Elyville, and Ryan Richards from Park Place. She explained that members who applied in 2025 would not need to reapply, but those who had not submitted applications since January 1, 2025 would need to do so.

Hannah Schmidt informed the committee about free printing resources available at the Oregon City Library for neighborhood associations needing to print meeting materials.

- c. Hannah Schmidt reported that the CIC has a \$90,000 biannual budget (\$45,000 annual), with approximately \$14,000 spent in the first four months, leaving about \$30,000 remaining. She emphasized that while the budget is created based on

active neighborhood associations, funds are available for all neighborhood associations, including those that become active later.

6. GENERAL BUSINESS

- a. Hannah Schmidt presented a proposed bulk mailing schedule for January, noting that some neighborhood associations had been unable to adhere to the November schedule. After discussion about the challenges of mail delivery during the holiday season, the committee settled on December 12 as the deadline for Hillendale, McLoughlin, and potentially Hazel Grove for the first January mailing. For the second January mailing, serving Gaffney Lane, South End, and potentially Two Rivers, the deadline would be January 7 with an expected mail arrival date of January 16.

The committee discussed potential cost savings from bulk mailings, with Hannah Schmidt noting that approximately \$3,000 had already been saved through this approach.

7. ROUNDTABLE

Canemah NA: Dennis Anderson announced their upcoming meeting on November 20 and reported a new website created by a neighbor that already had 70 members.

Caulfield NA: Donna Renee Larsen shared that their November meeting would feature speakers from Public Works discussing construction projects in the area, including high school concession stands and road construction.

Elyville NA: Dorothy Dahlsrud raised concerns about trees on Main Street being removed without permits and mentioned she would be speaking at the commission meeting on November 5 about the need for retail on bottom floors of new developments in their neighborhood rather than residential units facing the sidewalk.

Gaffney Lane NA: Betty Mumm reported they had elections at their upcoming meeting on November 18 and had completed a street cleanup. Duane Hanson mentioned working with the Red Cross and the Prince of Life Lutheran Church as a potential emergency gathering location for the neighborhood.

Hazel Grove/Westling Farm NA: Nothing to report.

Hillendale/Tower Vista NA: Sarah Peterson reported their last meeting had poor attendance, possibly due to the change in postcard delivery timing. She shared information about a land use proposal for 208 apartment units in three 5-story buildings, plus retail spaces, at the triangle property between Molalla and Beaver Creek.

McLoughlin NA: Tim Powell reported their upcoming meeting on Thursday, November 6 would feature Parks and Recreation discussing the master plan and neighborhood parks. He mentioned their successful 7th Street cleanup and their work with Public Works on outreach for the McLoughlin sewer project, which has generated good engagement on Facebook.

Park Place NA: Ryan Richards reported they had met with park staff and received a new picnic table and bench, with plans to plant new plants using a Metro grant.

South End NA: Bill Carton reported they had been approved for a road cleanup in the spring. He mentioned that library board members are available to speak at neighborhood association meetings.

Commissioner Adam Marl reported on the Youth Advisory Commission meeting about neighborhood outreach and updated the Citizen Involvement Committee on discussions about financially supporting the Caring Place development on Main Street. He expressed his personal view that the project had not met the threshold for city financial support as it had not engaged with the city early in the planning process. He invited committee members to attend the upcoming commission meetings.

8. ADJOURNMENT

Chair Linda Baysinger adjourned the meeting at 8:25 p.m. with the next meeting scheduled for December 1, 2025.

Respectfully submitted,

Hannah Schmidt, Community Engagement Specialist
Date Approved: _____



CITY OF OREGON CITY

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

Staff Report

To: Citizen Involvement Committee **Agenda Date:** December 1, 2025
From: Hannah Schmidt, Community Engagement Specialist

SUBJECT: STAFF LIASON UPDATES

1. Trail News

E-Trail News will be sent out to subscribers on November 25. The steering committee meetings within the NA meeting schedules were included within this issue of E-Trail News.

2. CIC Applications/Renewals

The current CIC term will conclude on December 31, 2025, with a new two-year term set to begin on January 1, 2026. Thank you to the NA's who have completed their appointments well in advance of the new year!

Please note that I am still waiting on a handful of applications and proof of CIC nominations for next term. I am hoping to have all CIC appointments completed by the Mayor in advance of December 29, 2025.

NA's can have CIC nominations documented in the following ways:

- NA meeting minutes from the meeting where CIC elections took place
- Email/document from the NA secretary notating who the CIC representatives are and how they were nominated (general meeting, steering committee meeting, unanimous approval, number of members in approval, etc...)
- NA meeting minutes where Chair/Vice Chair elections took place if your NA Bylaws state that Chair/Vice Chair take on the role of CIC representatives

All NA members elected to be on the CIC for the upcoming term must submit an online CIC application. You can apply online at <https://onboard.orcity.org/application/>.

Current CIC members who have applied to the CIC in the past year (January 2025 – present) will **NOT** have to resubmit an application. I have provided a list of all the NA's CIC application status as of October 27, 2025:

Canemah NA

- 0 applications received
- Need documentation of nominees

Caufield NA

- 2 applications received
- Need documentation of Chair/Co-Chair elections

Elyville NA

- 2 applications received
- Appointments completed:
 - o Dorothy Dahlsrud
 - o Joy Allen

Gaffney Lane NA

- 0 applications received
- Documentation of nominees received

Hazel Grove – Westling Farm NA

- 2 applications received
- Appointments completed:
 - o Chris Nolte
 - o Mark Beatty

Hillendale/Tower Vista

- 1 application received – 1 application needed
- Documentation of nominees received

McLoughlin NA

- 4 applications received
- Appointments completed:
 - o Tim Powell
 - o Amy Wilson

Park Place NA

- 1 application received
- Appointment completed:
 - o Ryan Richards

Rivercrest NA – *currently inactive*

- 0 applications

South End NA

- 3 applications received
- Appointments completed:
 - o William Carton
 - o Kathy Robertson

Two Rivers NA

- 0 applications received
- Need documentation of nominees

3. Oregon City Library – Free Printing Resources

If your NA is in need of printing meeting materials in advance of a NA meeting, please note that the Oregon City Public Library offers Princh mobile printing. Princh can be used to easily and securely print from your smartphone, tablet, or computer, both remotely and at the library.

Print Job Parameters:

- 8.5" x 11" and 8.5" x 14" white copy paper is available.
- Pricing:
 - Black and white: \$0.10 per side
 - Color: \$0.50 per side
- Library patrons receive \$1 free printing per day with their library card number.
 - The \$1 cannot be used to make copies

For more information on how to utilize this library service, please visit

<https://www.orcity.org/340/Mobile-Print>.

4. Text Notifications for NA Reminders

Residents can sign up for text notifications from the NA's regarding their NA's upcoming meetings via Notify Me on the City's website. Text notifications are sent out 5 days in advance of scheduled meetings. Please reach out to Hannah Schmidt via email if you want a flyer to advertise to your residents on how to sign up!

5. New Neighborhood Association (NA) QR Codes

An email was sent out to all Neighborhood Associations on March 26, 2025, to alert members that new QR codes have been created for their webpages (on the City's website) and email subscriber list sign-ups. Please reach out to Hannah Schmidt at hschmidt@orc.org if you need a copy of the QR code for the NA webpage or email subscriber list sign-up link.

6. Neighborhood Association Signs and Other Advertising Methods

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.

7. 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. **Please indicate the background color you wish your NA postcard to be when you send your postcard design.** Staff suggests choosing a lighter color tone, like pink, orange, or yellow, to enhance legibility. NA's might also consider ensuring that there are white backgrounds behind all text on the postcards to enhance legibility as well. All postcard designs should be sent to Hannah Schmidt at hschmidt@orc.org. If you need a template, please send an email to hschmidt@orc.org to request one. **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.

8. 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. Since this tracking has been conducted for over a year, I have ensured to add another line item within these metrics that emphasizes the growth for each of the NA email subscriber lists over the past year.

	CNA	CFNA	ENA	GLNA	HG-WFNA	H/TVNA	MNA	PPNA	RNA	SENA	TRNA
Nov-24	30	142	34	42	43	89	117	128	44	59	20
Dec-24	32	144	34	43	45	90	118	128	44	61	20
Jan-25	33	146	36	43	47	90	120	128	46	61	20
Feb-24	34	149	38	43	48	91	126	129	47	62	22
Mar-25	36	151	39	44	52	92	129	135	48	65	24
Apr-25	38	151	39	44	57	91	129	135	48	65	27
May-25	39	141	40	48	91	95	132	138	50	71	27
Jun-25	81	139	41	48	108	97	132	138	50	76	28
Jul-25	81	139	41	47	109	97	246	138	50	76	30
Sep-25	83	162	45	50	124	101	256	139	58	87	33
Oct-25	83	160	45	50	125	99	256	139	59	91	32
Nov-25	81	162	47	51	146	105	261	141	59	93	32
Monthly Difference	-2	2	2	1	21	6	5	2	0	2	0

- CNA – Canemah
- CFNA – Caufield
- ENA - Elyville
- GLNA – Gaffney Lane
- HG-WFNA – Hazel Grove-Westling Farm
- H/TVNA – Hillendale/Tower Vista
- MNA – McLoughlin

PPNA – Parks Place
RNA – Rivercrest
SENA – South End
TRNA – Two Rivers

If your NA is looking to increase your NA email subscriber list, I would encourage you to place an email subscriber link QR code on your postcards to encourage engagement. Emails collected from your meeting sign-in sheets can also be added to your email subscriber list for your NA. Simply send me an email to hschmidt@orcitey.org with a copy of the emails in an excel sheet.

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 1-3 days in advance of your scheduled NA meeting.

9. Social Media Postings for Neighborhood Association Meetings

The City has been consistently posting on Facebook, Instagram, and NextDoor to help promote NA meetings but are running out of images to post with your NA meeting announcements. If you have any pictures of your neighborhood/NA meetings that you would be willing to share (especially photos of the outdoor spaces within your neighborhood throughout the seasons), please send them to hschmidt@orcitey.org. If you are not confident in your photography skills, you can also reach out to me via email to coordinate a photo shoot of your NA. Using different pictures in your NA meeting announcements will help engage a wider audience and hopefully draw more residents to your NA meetings.

10. 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@orcitey.org.

11. Phishing Scams

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.

12. Scheduling NA Zoom Meetings

During the month of November there was a NA that was unable to host their meeting virtually due to the CIC Zoom account already being in-use for a separate NA meeting. The CIC Zoom account is equally shared by each NA within the City of Oregon City. Please be sure to schedule your Zoom meetings in advance to ensure that there are no conflicts with other NA's. If your NA needs to host an unscheduled NA meeting, please check the CIC Zoom meeting schedule before advancing in conducting a meeting to avoid dual use. If two NA meetings are scheduled for the same date and time, the NA who scheduled their meeting farthest in advance has the right to utilize the Zoom account for their meeting. You can always reach out to me at hschmidt@orc.org if you have any questions or concerns.

13. 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.

14. 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.

City of Oregon City - Citizen Involvement Committee
Financial Summary for Biennial Years 2025-27
as of November 21, 2025

Fiscal Year 2025-26

Neighborhood	Canemah	Caufield	Elyville	Gaffney Lane	Hillendale	McLoughlin	Park Place	TowerVista	Two Rivers	South End	Hazel Grove	Inactive NA	Rivercrest	Overhead	Total
Addresses (as of 9/11/25)	195	2432	1845	1665	1881	2026	1745	1215	617	1481	1064	797			
No. of mailings	4	5	5	6	4	6	3	4	4	3	5	0			
Cost per mailer (as of 10/1/25)	0.748	0.631	0.631	0.631	0.631	0.631	0.631	0.631	0.748	0.631	0.631	0.748			
Prorated Budget	\$ 583.00	\$ 7,673.00	\$ 5,821.00	\$ 6,304.00	\$ 4,748.00	\$ 7,670.00	\$ 3,303.00	\$ 3,067.00	\$ 1,846.00	\$ 2,804.00	\$ 3,357.00	\$ -	\$ 150.00	\$ 47,326.00	
July		\$ (1,136.40)	\$ (1,113.78)	\$ (777.77)		\$ (943.52)			\$ (288.49)					\$ (4,259.96)	
August			\$ (861.15)			\$ (944.73)				\$ (679.49)	\$ (796.89)			\$ (3,282.26)	
September	\$ (91.06)	\$ (1,135.73)		\$ (1,005.66)	\$ (878.44)			\$ (567.41)						\$ (3,678.30)	
October						\$ (1,278.41)	\$ (1,101.09)		\$ (389.33)					\$ (2,768.83)	
November	\$ (123.04)	\$ (1,534.34)		\$ (1,050.62)							\$ (671.01)		\$ (149.90)	\$ (3,528.91)	
Total Spent	\$ (214.10)	\$ (3,806.47)	\$ (1,974.93)	\$ (2,834.05)	\$ (878.44)	\$ (3,166.66)	\$ (1,101.09)	\$ (567.41)	\$ (677.82)	\$ (679.49)	\$ (1,467.90)	\$ -	\$ (149.90)	\$ (17,518.26)	
Remaining Budget	\$ 368.90	\$ 3,866.53	\$ 3,846.07	\$ 3,469.95	\$ 3,869.56	\$ 4,503.34	\$ 2,201.91	\$ 2,499.59	\$ 1,168.18	\$ 2,124.51	\$ 1,889.10	\$ -	\$ 0.10	\$ 29,807.74	

Biennial Years 2025-27

Biennial Budget (as adopted)	\$ 90,000.00
Fiscal Year 2025-26 Total Spent	\$ (17,518.26)
Fiscal Year 2026-27 Total Spent	\$ -
Biennial Years 2023-25 Remaining	\$ 72,481.74

Detail Transactions
Fiscal Year 2025-26

Post Date	Period	Vendor Name	Description	Amount	Neighborhood Asso
07/01/2025	July	US POSTAL SERVICE	TWO RIVERS NA POSTCARD POSTAGE JULY 2025	\$ 208.28	TWO RIVERS
07/01/2025	July	US POSTAL SERVICE	GAFFNEY NA POSTCARD POSTAGE JULY 2025	\$ 561.32	GAFFNEY
07/01/2025	July	US POSTAL SERVICE	CAUFIELD NA POSTCARD POSTAGE JULY 2025	\$ 820.24	CAUFIELD
07/01/2025	July	US POSTAL SERVICE	McLOUGHLIN NA POSTCARD POSTAGE JULY 2025	\$ 681.85	McLOUGHLIN
07/09/2025	July	EAGLE MAILING SERVICE	CAUFIELD NA POSTCARDS JULY 2025	\$ 316.16	CAUFIELD
07/09/2025	July	EAGLE MAILING SERVICE	McLOUGHLIN NA POSTCARDS JULY 2025	\$ 261.67	McLOUGHLIN
07/09/2025	July	EAGLE MAILING SERVICE	GAFFNEY LANE NA POSTCARDS JULY 2025	\$ 216.45	GAFFNEY
07/09/2025	July	EAGLE MAILING SERVICE	TWO RIVERS NA POSTCARDS JULY 2025	\$ 80.21	TWO RIVERS
07/23/2025	July	EAGLE MAILING SERVICE	ELYVILLE NA AUGUST POSTCARD COSTS	\$ 442.48	ELYVILLE
07/23/2025	July	US POSTAL SERVICE	ELYVILLE POSTAGE CARDS	\$ 671.30	ELYVILLE
08/25/2025	Aug	EAGLE MAILING SERVICE	SEPTEMBER 2025 McLOUGHLIN NA	\$ 208.03	McLOUGHLIN
08/25/2025	Aug	EAGLE MAILING SERVICE	SEPTEMBER 2025 HAZEL GROVE-WESTLING NA	\$ 109.41	HAZEL GROVE
08/25/2025	Aug	EAGLE MAILING SERVICE	SEPTEMBER 2025 SOUTH END NA	\$ 149.62	SOUTH END
08/25/2025	Aug	EAGLE MAILING SERVICE	SEPTEMBER 2025 ELYVILLE NA	\$ 189.62	ELYVILLE
08/25/2025	Aug	MARK E. BEATTY	REIMBURSEMENT HAZEL GROVE NA A-FRAME SIGNS	\$ 300.00	HAZEL GROVE
08/28/2025	Aug	US POSTAL SERVICE	McLOUGHLIN NA POSTCARDS- SEPTEMBER 2025	\$ 736.70	McLOUGHLIN
08/28/2025	Aug	US POSTAL SERVICE	SOUTH END NA POSTCARDS- SEPTEMBER 2025	\$ 529.87	SOUTH END
08/28/2025	Aug	US POSTAL SERVICE	HAZEL GROVE NA POSTCARDS- SEPTEMBER 2025	\$ 387.48	HAZEL GROVE
08/28/2025	Aug	US POSTAL SERVICE	ELYVILLE NA POSTCARDS- SEPTEMBER 2025	\$ 671.53	ELYVILLE
09/04/2025	Sept	US POSTAL SERVICE	GAFFNEY LANE NA POSTCARD SEPTEMBER 2025 POSTAGE	\$ 606.50	GAFFNEY
09/10/2025	Sept	EAGLE MAILING SERVICE	GAFFNEY LANE NA POSTCARD SEPT. 2025 PRINTING COST	\$ 399.16	GAFFNEY
09/10/2025	Sept	EAGLE MAILING SERVICE	HILLENDALE SET/OCT 2025 POSTCARDS PRINTING	\$ 193.35	HILLENDALE
09/10/2025	Sept	EAGLE MAILING SERVICE	CANEMAH SET/OCT 2025 POSTCARDS PRINTING	\$ 20.04	CANEMAH
09/10/2025	Sept	EAGLE MAILING SERVICE	CAUFIELD SET/OCT 2025 POSTCARDS PRINTING	\$ 249.98	CAUFIELD

**Detail Transactions
Fiscal Year 2025-26**

Post Date	Period	Vendor Name	Description	Amount	Neighborhood Asso
09/10/2025	Sept	EAGLE MAILING SERVICE	TOWER VISTA SET/OCT 2025 POSTCARDS PRINTING	\$ 124.90	TOWER VISTA
09/17/2025	Sept	US POSTAL SERVICE	HILLENDALE NA POSTAGE COSTS FOR SEPT/OCT 2025	\$ 685.09	HILLENDALE
09/17/2025	Sept	US POSTAL SERVICE	TOWER VISTA NA POSTAGE COSTS FOR SEPT/OCT 2025	\$ 442.51	TOWER VISTA
09/17/2025	Sept	US POSTAL SERVICE	CAUFIELD NA POSTAGE COSTS FOR SEPT/OCT 2025	\$ 885.75	CAUFIELD
09/17/2025	Sept	US POSTAL SERVICE	CANEMAH NA POSTAGE COSTS FOR SEPT/OCT 2025	\$ 71.02	CANEMAH
10/15/2025	Oct	EAGLE MAILING SERVICE	PARK PLACE OCT. 2025 NA POSTCARD PRINTING COSTS	\$ 465.32	PARK PLACE
10/15/2025	Oct	EAGLE MAILING SERVICE	TWO RIVERS OCT. 2025 NA POSTCARD PRINTING COSTS	\$ 164.53	TWO RIVERS
10/16/2025	Oct	US POSTAL SERVICE	OCT 2025 TWO RIVERS NA POSTAGE COSTS	\$ 224.80	TWO RIVERS
10/16/2025	Oct	US POSTAL SERVICE	OCT 2025 PARK PLACE NA POSTAGE COSTS	\$ 635.77	PARK PLACE
10/22/2025	Oct	EAGLE MAILING SERVICE	NOV 2025 McLOUGHLIN NA POSTCARD PRINTING	\$ 540.47	MCLOUGHLIN
10/23/2025	Oct	US POSTAL SERVICE	NOV 2025 McLOUGHLIN NA POSTAGE COSTS	\$ 737.94	MCLOUGHLIN
11/04/2025	Nov	EAGLE MAILING SERVICE	CAUFIELD POSTCARD PRINTING COSTS	\$ 649.34	CAUFIELD
11/04/2025	Nov	EAGLE MAILING SERVICE	HAZEL GROVE POSTCARD PRINTING COSTS	\$ 283.59	HAZEL GROVE
11/06/2025	Nov	US POSTAL SERVICE	CAUFIELD NA NOVEMBER POSTAGE COSTS	\$ 885.00	CAUFIELD
11/06/2025	Nov	US POSTAL SERVICE	WESTLING NA NOVEMBER POSTAGE COSTS	\$ 387.42	HAZEL GROVE
11/13/2025	Nov	US POSTAL SERVICE	CANEMAH NOVEMBER 2025 POSTAGE	\$ 71.03	CANEMAH
11/13/2025	Nov	US POSTAL SERVICE	GAFFNEY LANE NOVEMBER 2025 POSTAGE	\$ 606.57	GAFFNEY
11/13/2025	Nov	US BANCORP	ZOOM.COM 888-799-9666	\$ 149.90	Overhead
11/18/2025	Nov	EAGLE MAILING SERVICE	GAFFNEY LANE NOV 2025 POSTCARD PRINTING COSTS	\$ 444.05	GAFFNEY
11/18/2025	Nov	EAGLE MAILING SERVICE	CANEMAH NOV 2025 POSTCARD PRINTING COSTS	\$ 52.01	CANEMAH
				\$17,518.26	



CITY OF OREGON CITY

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

Staff Report

To: Citizen Involvement Committee **Agenda Date:** December 1, 2025
From: Hannah Schmidt, Community Engagement Specialist

SUBJECT:

Item 6.a. – February and March Postcard Schedules

EXECUTIVE SUMMARY:

The CIC will need to review the February and March mailing schedules and determine if the joint mailing postcard design deadlines are feasible for all Neighborhood Associations involved. Please keep in mind that postcards can take up to 7 business days to arrive in residents' mailboxes once postcard designs are sent to staff.

BACKGROUND:

During the CIC meeting on July 7, 2025, the CIC emphasized their intent to bundle as many postcard mailers as possible to reduce costs for the Neighborhood Associations (NAs) and the overall 2025–2027 CIC Budget.

The attached document, “Bulk Postcard Mailing Schedule and Potential Savings,” outlines the recommended monthly mailing schedule that NAs should follow for bulk mailings. It also tracks the estimated monthly savings for each NA and the total potential savings for the CIC Budget. Please note that these figures are estimates; for accurate financial data, refer to the monthly updated 2025–2027 CIC Financials document.

Additionally, I have attached a “FY 2025-2026 Calendar General NA Meetings” document which includes the associated postcard deadlines for December 2025 through June 2026. These deadlines are preliminary and will not be finalized until the CIC provides further direction. Once the CIC confirms the postcard design deadlines, staff will notify each affected NA to ensure they have the necessary information to meet them. Please note that if a NA is unable to participate in a bulk postcard design, this may impact the overall cost savings for other NAs involved in the mailing.

OPTIONS:

1. Approve the joint mailing postcard design deadlines for February and March.
2. Approve the joint mailing postcard design deadlines for February and March with Amendments.
3. Deny the joint mailing postcard design deadlines for February and March provide staff with further direction.

BUDGET IMPACT:

Please reference the attached Bulk Postcard Mailing Schedule and Potential Savings.



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Staff Report

To: Citizen Involvement Committee **Agenda Date:** December 1, 2025
From: Hannah Schmidt, Community Engagement Specialist

SUBJECT:

Item 6.b. – CIC Growth and Room Accommodations

EXECUTIVE SUMMARY:

The Citizen Involvement Committee (CIC) currently meets in the Mount Hood Room (formerly known as the Oregon City Hall Commission Chambers) but the space no longer meets the committee’s capacity needs. Increased participation, due to the reactivation of additional neighborhood associations (NA), requires the CIC to provide staff with direction on how to accommodate its growth. Staff has outlined two options for consideration below.

BACKGROUND:

Over the course of this past CIC term, the number of active NAs has increased from seven to ten, with Gaffney Lane, Hazel Grove–Westling Farm, and South End reactivating. This expansion has increased CIC membership and is pushing the capacity limits of the Mount Hood Room – not only in terms of seating, but also in its audio-visual capabilities.

The next CIC term is expected to include at least 17 CIC members – requiring at least 19 seats at the dais to accommodate all members, staff, and the City Commission liaison. Staff anticipates a maximum of 24 CIC members if all NAs appoint two representatives.

Staff collaborated with City Management and the City Recorder Team to identify alternative meeting locations that can support the current size and future growth of the CIC.

OPTIONS:

1. Relocate CIC Meetings:

Staff has identified the Community Development Community Room as the most suitable meeting space based on size, availability, audio and visual accommodations, and long-term capacity.

2. Reduce the Number of CIC Members:

Amend the City Code and CIC Bylaws to allow one representative per NA instead of two.

BUDGET IMPACT:

N/A