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## **CITY OF OREGON CITY ARTS COMMISSION AGENDA**

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City Hall Mt. Hood Room, 625 Center St., Oregon City, OR 97045  
Thursday, June 18, 2026 at 6:30 PM

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Ways to participate in this public meeting:

- Attend in person, location listed above. Please see the public comment guidelines below.
- Attend the livestream of the meeting on the City's YouTube Channel:

<https://www.youtube.com/user/CityofOregonCity>

- Register to provide electronic testimony (email [agriffin@orc.city](mailto:agriffin@orc.city) or call 503-974-5517 (1588) by 3:00 PM on the day of the meeting to register)

- Email [agriffin@orc.city](mailto:agriffin@orc.city) (deadline to submit written testimony via email is 3:00 PM on the day of the meeting)

- Mail to City of Oregon City, Attn: City Recorder, P.O. Box 3040, Oregon City, OR 97045
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### **1. CALL TO ORDER AND ROLL CALL**

- a. Adoption of the Agenda (6:30-6:32)

### **2. APPROVAL OF MINUTES**

- a. Approval of Minutes from May 21, 2026 (6:32-6:35)

### **3. PUBLIC COMMENT**

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

### **4. DISCUSSION ITEMS**

- a. Approval of Strategy Document [6:40-6:50]
- b. Railroad Ave Mural Application Update [6:50-7:10]
  - i. Covenant Status and VARA
  - ii. Draft Letter to EGPC
  - iii. Public Help Paint the Mural Event July 11, 2026
- c. OCAC Bylaw Updates [7:10-7:25]
- d. OCAC Mural RFQ Update [7:25 – 7:45]
- e. Art for Every Heart Program Discussion [7:45-8:15]

### **5. COMMUNICATIONS (8:15-8:30)**

- a. Enhancement Grant Application Status
- b. Creative Action Lab Date Selection
- c. City Commission Update Recap

### **6. ADJOURNMENT**

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**PUBLIC COMMENT GUIDELINES**

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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.

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**ADA NOTICE**

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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.

### 1. Call to Order – Roll Call

The meeting of the Oregon City Arts Commission was called to order on May 21, 2026. Roll call was conducted with the following members were present:

- Amanda Dexter
- Alexis Ingram
- Kristin Iseri
- Joyce La Master
- Josh Planton
- Myra Ravenwise
- Rebecca Sira
- Amy Wilson
- Ann Griffin, liaison

### 2. Adoption of the Agenda

The agenda was approved without any changes.

### 3. Approval of Minutes

Myra **MOTIONED** to approve the minutes as posted from April 16, 2026. Amanda seconded. There was no further discussion, nor objections or abstentions. The motion was **APPROVED**.

### 4. Public Comment

There were no public comments.

### 5. Discussion Items

#### a. Mural RFQ Discussion and Approval

Alexis walked us through the process of creating a hybrid model of an RFP/RFQ, including consideration of how to communicate subject matter guidance. It was suggested that the proposed length of 250'+ was too long. Amy suggested doing the mural on the far north end which might also lend itself to a more abstract, contemporary design.

Due to interest for other potential murals from Elevate Plaza, the former Trail's End Saloon, and MOOT, combined with the just approved mural on the south end of RR Ave and our interest in the north end section, the decision was made to lengthen our timeframe from putting the RFP/Q this month to later this winter. We still have to spend the money by June 2027. Alexis will adjust the RFP/Q accordingly.

#### b. Enhancement Grant Application Review and Approval

Josh wrote the application for a Metro Enhancement grant requesting \$30,000 for a lamprey sculpture following the outcome of the past Creative Action Lab. Coincidentally, Parks and Recreation is planning for a renovation of Clackamette Park that will include several pieces of public art, including a lamprey sculpture. Josh will be meeting with the Yakima Nation to provide a letter of support. There was more discussion about the pros and cons of including QR codes in public art.

Amy **MOTIONED** to approve the submission of the grant incorporating proposed changes from this discussion. Myra seconded. motion was **APPROVED** unanimously.

c. Art for Every Heart Proposal

Joyce led a discussion about incorporating a theme for every contest, broadening to other art disciplines beyond 2D, have the Mayor present the awards, be open to participants 18 and over, and having no fee for entry. She suggested we could use empty spaces downtown to exhibit or display photos. The contest would start in Feb and go through May, and incorporate input from the public. She proposed increasing prize money more than \$600 (originally set due to tax considerations). She proposed prize amounts of \$1,000 for 1<sup>st</sup> place, \$500 for 2<sup>nd</sup>, \$250 for 3<sup>rd</sup> and 4<sup>th</sup> places.

Josh brought up needing to define the purpose of the program, what community value it brings. He suggested that we use the program to involve groups that otherwise aren't typically involved with art like skateboarders or auto repair shops (Amanda's idea). We could bring it to the next Creative Action Lab to get more ideas.

It was suggested we add SM (service mark) to help prevent others from using the phrase.

d. Update on Required Legal Document to Authorize Mural on City-Owned Property

There was a conversation with legal staff about if "easement" is the best tool, or if "covenant" is better. If this term is changed, we'd need to change the City Code as well.

e. Strategy Document Updates

Josh sent out an updated draft of our 5-year Strategy document for comments earlier. After incorporating comments, he will bring it back for approval at our June meeting. Once approved, it will go into effect July 1<sup>st</sup>, aligning with our biennium of 2031.

f. Sidewalk Chalk Proposal – Festival of the Arts

The proposed site would be an impediment to pedestrian, and delivery trucks and can't be blocked off. Kristin shared an idea about erecting plywood "boxes" throughout the lawns that people could decorate. She also said the stage will be available, but it gets hot. We could also have a chalk artist do a time-lapse version of our logo. Josh will bring back a final proposal and RFQ in June.

g. City Commission Update Proposal

Josh will present our Annual Update to the City Commission on June 17<sup>th</sup>.

**6. Communications**

Amanda proposed OCAC coordinate with PorchFest in the future, details TBD.

Joyce gave a shout-out to Amy's art display at the ClackCo Development Services Bldg for the next 3 months. Joyce will have her art up in June at the Beaver Creek Health Center.

The meeting adjourned at 8:32 pm.



# Five Year Strategic Plan

**DRAFT** V1.0.0

APPROVED JUNE 18, 2026

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## Executive Summary

This document is the culmination of several months of hard work and review, preceded by several years of learning and insight into what it takes to make public art flourish in Oregon City. It endeavors to put together a comprehensive, long-term vision for Art Commissioners to reference as they go about their work for the Oregon City Community. Given some of the uncertainty these days, this Strategic Plan is intended to be a living document, which the Arts Commission will periodically review and modify to meet the changing needs of Oregon City residents and visitors.

This document seeks to lay a foundation for more than just the next five years. It is meant to establish the Arts Commission's leadership within the City as the catalyst for public art in all its various forms to positively impact every individual's life who calls Oregon City home. Its creation is just the first step in a journey that will see new pieces of art stood up in the parks, public buildings, and along the avenues of Oregon City.

It will lead to new partnerships and programs which will bring more performance art and art-focused programs meant to address specific interests of groups often left out of the "public art world" to the city. It will help us broadcast to all Oregonians the values and memories that make Oregon City unique and establish it as a destination to the rest of the Pacific Northwest.

While stretched over five years, the level of work required to bring this to fruition is no small task. The Art Commission understands this and is eager to proceed towards the fulfillment of our goals in the hopes that we make sure there is always "Art for Every Heart."

## Introduction to the Oregon City Arts Commission

Formal coordination of Public Art on Oregon City began in 1991 when the Oregon City Mural Society formed as a nonprofit organization that was contracted to paint a mural at 1001 Main Street. Almost a decade later the Oregon City, City Commission would go on to establish the Oregon City Arts Commission by adopting Ordinance No. 00-1041 at their December 20, 2000, meeting.

By December 19, 2001, the Arts Commission had developed the first Public Art Policies and Guidelines for Public Art, which the City Commission adopted in February 2002. The Arts Commission continued to operate under these guidelines forming several committees to address items such as Murals, Art Faire, and Public Art projects. Despite this the Arts Commission was moved to inactive status by 2006.

Attempts to revive the Arts Commission began in 2011, but there was not enough interest at the time to reform the group and by 2013 discussion on the topic ceased.

It would not be until September of 2021 that the Arts Commission would be reactivated, and nine (9) new Commissioners appointed. As one of primary activities, the Arts Commission was designated as the quasi-judicial body within Oregon that approved Public Mural Applications, as defined in section 15.28.090 of the City's municipal code.

## Document Overview

This Strategic Plan is divided into four main sections.

Section 1 considers the importance of public art and the respective regional creative communities' impact to the overall health and vitality of any city—such as livability and economic success—as well as the purpose of and process by which the plan was prepared.

Section 2 summarizes public art's current role in supporting Oregon City's creative communities, and how it can be improved to meet the City's changing social and economic status in the region. The section also includes a brief discussion of Oregon City's unique characteristics which serve as its foundation for its creative future, and a summary of the outreach efforts used to establish a framework for the strategic plan.

Working from stakeholder input and feedback, Section 3 identifies four (4) major strategic goals and supporting objectives intended to enhance and expand the impact of arts and culture programs overseen by the Oregon City Arts Commission in Oregon City and position the arts as an economic, social, and cultural driver for the city. The strategies and initiatives incorporate the fundamental principles that the Art Commission has identified and refined based on stakeholder input. Building on what the city has learned and on where it envisions itself in 5 years.

Section 4 includes a list of references and acknowledgments related to the Oregon City Arts Strategic Plan.

## Section 1: The Impact of Public Art

More than ever before, public artwork is stimulating and inviting active dialogue rather than just passive observation, thereby fostering social interaction that can even lead to a sense of social cohesion among the viewers themselves<sup>1</sup>. So, what is public art?

### What is Public Art?

The term “art” broadly signifies those things that are *created with imagination, skill, and meaningful intention, acting as a form of expression for feelings, ideas, or beauty.* meaningful. “Public” designates those places that, whether owned by the government or by a private entity, are open and accessible to the public. Public art is artwork in the public realm, regardless of whether it is situated on public or private property, or whether it is acquired through public or private funding. Public art can be sculpture, murals, manhole covers, paving patterns, lighting, street furniture, building facades, kiosks, gates, fountains, play equipment, engravings, carvings, frescos, mobiles, collages, mosaics, bas-reliefs, tapestries, photographs, drawings, poems, music, dance and more.

Public art highlights a community’s commitment to art and enhances the community’s quality of life. It educates and inspires citizens and stimulates creativity in the workplace and in our schools. Studies show that public art serves as a powerful economic force, attracting businesses and qualified workforces. The most traditional and perhaps most fundamental reason for public art is for the delight of citizens and visitors alike. Public art enhances public spaces and creates destinations in a community where people walk and gather. Well-designed and attractive artwork strategically located throughout the city encourages people to fully appreciate and utilize public spaces.

Public art can advance overall urban design initiatives or priorities for a community by delineating gateways and neighborhoods and beautifying traditionally unremarkable aspects of public works infrastructure. For instance: in Seattle artists have designed manhole covers and tree grates; in Miami sound walls along freeways are designed by artists; and across the country, artists have been commissioned to create sidewalk paving patterns, gateways, benches, light standards and utility boxes.

Public Art is a descriptive term for a broad range of art that exists in the public realm; it may be sited on public land, funded through public resources, or developed through a public process. A simple definition of public art is an artwork or element of design that is either temporarily or permanently located in a public space, and which responds to or is informed by its site. The word public indicates community involvement; public art projects thereby create and inspire relationships and communication among constituent interests who are necessary to complete the work. Public art is more than placing a sculpture on a site. Public art demands that works of art be context and site-specific with attention to audience, environmental conditions, cultural history, and urban or natural landscape.

Public art and design elements that define public space enhance the aesthetic and visual quality of the community.

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<sup>1</sup> Fred Kent and Cynthia Nikitin, Public Art Review, Issue 45, website: <https://www.pps.org/article/collaborative-creative-placemaking-good-public-art-depends-on-good-public-spaces>

## Why is Public Art Important?

Public art programs in cities throughout the United States can be considered the prototypes for creative placemaking. These public art programs have helped municipalities understand the potential of the arts to transform a city, assisting a city in achieving strategic goals such as economic prosperity, health, tourism, social cohesion, and educational enrichment. In many cities, public art programs have evolved into a division of a Department of Cultural Affairs (New York), Commission for Arts and Humanities (Norfolk, VA), or Department of Cultural Affairs and Special Events (Chicago).

Public art has historic and educational value as well. It can commemorate events, honor individuals, or identify historic locations. It also creates an opportunity to express diversity and highlight the unique characteristics of a group or area. Finally, public art may serve as a forum for supporting local and regional artists. As a city works to enhance the quality and character of its public buildings and spaces, there is a tremendous opportunity to illustrate the rich visual heritage of the region. By providing access to art and creating an environment of enrichment and pride for all citizens, public art within our city gives a sense of discovery and vibrancy to public spaces. For all these reasons, public art is an essential component of a thriving community, and why the Oregon City Art Commissions takes seriously its mission to bring all forms of art to the Oregon City community.

## Section 2: Art in Oregon City

### Status of Public Arts in Oregon City

Oregon City has a long history of Public Art, stretching back decades in some cases. There are approximately 80 pieces of public art within Oregon City as of the Arts Commission’s last assessment<sup>2</sup>, although that number continues to increase as new pieces are added and old art pieces are still being discovered. Public Art pieces include murals, sculptures, etchings, paintings, wood carvings, and prints.

Since the Art Commission reformed in 2021, it has endeavored to not only add to the inventory of public art in Oregon City, but broaden, maintain, and improve upon it through collaboration with the City, local artists, community member outreach, education, and promotion. Utilizing its budget and grant funds, the Arts Commission has been able to erect new sculptures, add and restore murals, and provide art-based event programs for Oregon City Citizens. It has also engaged with several local and regional groups in efforts to collaborate with them with the intention of providing new opportunities and resources for Oregon City residence.

Starting in 2025, the Arts Commission took the initial step to also update the municipal code which outlined its role and responsibilities, and the mural code, of which it plays a quasi-judicial role in, to bring both up to date<sup>3</sup>. These changes were approved in April 2026. Updates to the Art Commission’s bylaws were also made to align with the new municipal code changes in 2026.

### Vision Statement

The Oregon City Arts Commission’s current (as of Q1 2026) vision statement is “The Oregon City Arts Commission acknowledges the past, fosters the present and envisions a future where the arts are celebrated as a vital force that brings joy and builds community. We strive for a thriving, culturally enriched, sustainable arts community that creates connection to place and economic prosperity, and centers on diversity, equity and inclusion.

However, it should be noted that this version will be updated as part of this strategic document (see objective 4B below), and this section will be updated with the new proposed text once approved.

### What is the City’s Role

The successful implementation of this strategic plan depends upon productive engagement with the City. Through collaboration with various departments, direction and support by the City Commission, or the ongoing support by City Staff to help on a day-to-day basis, the Arts Commission will heavily rely on the City for support and guidance. In return, within its function as an advisory board to the City, the Arts Commission will provide feedback to the City on how best to engage with the Art Community, promote

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<sup>2</sup> Kathy Rowe, Oregon City Public Artwork Assessment, Approved January 15, 2026, website: <https://oregoncityor.portal.civicclerk.com/event/3127/files/attachment/3356>

<sup>3</sup> The Oregon City Arts Commission operates under Chapter 2.26 of the Oregon City Municipal Code and follows guidelines as set forth in Chapter 15.28.090 of the Municipal Code when determining approval for public mural applications

Oregon City businesses through art-based programs, and create a sense of place for all Oregon City citizens.

### The Importance of Community Engagement

One thing that the Oregon City Arts Commission cannot allow is for the Oregon City community to stay convinced that it should leave the creative function solely in the hands of the specially trained. The Oregon City Arts Commission believes there is a role, opportunity, and place for art in everyone's life. We have a responsibility to nurture creativity beyond a few locations and truly make it a piece of everyone's existence. Public Art in Oregon City will be for anyone who works, lives, visits, or calls Oregon City home. What truly makes public art great is that it is designed with the community in mind, and they feel connected to it.

## Section 3: Five Year Strategic Plan

### Introduction

Work on this 5-year strategic plan began in the summer of 2025, with an initial outline and format being proposed in July. In the fall of 2025, the Oregon City Arts Commission met at a one-off work session to identify and discuss initial goals.

At the following meeting of the Arts Commission, and refined set of goals were shared and approved by the Arts Commission. Work then began on identifying a set of objectives for each goal. A high-level summary of these objectives was presented to the Arts Commission in January 2026, and more detailed version along with a timeline were provided to them in March 2026.

In April 2026, the Arts Commission was presented with an initial draft of the strategic plan in its entirety. Arts Commissions submitted final edits to the document in April and May, and a final version of the document was presented at the May meeting for approval. In June of 2026, the Arts Commission approved the 5-year Strategic Plan, which went into effect on July 1, 2026.

### Periodic Review

On an annual basis the Arts Commission will review their progress against the Goals outlined below and report a status update to the Oregon City Commission, as outlined in their charter (reference Chapter 2.26 of the Oregon City Municipal Code). Any noted adjustments to this document will be reviewed and approved by the Arts Commission.

### Oregon City Public Arts Strategic Plan Overview

REF		IMMEDIATE (6 MONTHS)	SHORT-TERM (1 YEAR)	MID-TERM (3 YEARS)	LONG-TERM (5 YEARS)
<b>1</b>	<b>Strengthen the OCAC Structural Foundation</b>				
<b>1A</b>	<i>Establish key best practice policies and procedures to align programs</i>	■		■	
<b>1B</b>	<i>Create a robust marketing plan to promote art and artists in Oregon City</i>		■		
<b>1C</b>	<i>Launch array of programs for soliciting financial support for the arts in Oregon City</i>			■	■
<b>2</b>	<b>Forge Community Partnerships Through Art</b>				

<b>2A</b>	<i>Develop program to promote local business in Oregon City in coordination with Travel Oregon City</i>						
<b>2B</b>	<i>Forge partnerships with key organizations to promote the arts in Oregon City</i>						
<b>2C</b>	<i>Establish long-term, multi-stakeholder projects</i>						
<b>3</b>	<b>Focus on projects that support the City's placemaking efforts</b>						
<b>3A</b>	<i>Produce new stationary and performing pieces of art that are uniquely "Oregon City"</i>						
<b>3B</b>	<i>Build out the Art for Every Heart Initiative</i>						
<b>3C</b>	<i>Establish an Art Master Plan for Oregon City</i>						
<b>4</b>	<b>Enhance Regional Awareness and Brand</b>						
<b>4A</b>	<i>Launch Website for promoting the arts in Oregon City</i>						
<b>4B</b>	<i>Update vision statement to align with new Commission goals</i>						
<b>4C</b>	<i>Promote Art Thought Leadership within the Art Commission</i>						

### **Goal 1: Strengthen the OCAC Structural Foundation**

*Build a strong foundation for the OCAC by implementing best practices, standardizing operations, and securing flexible funding to create a leading public art program.*

#### **OBJECTIVE 1A: ESTABLISH KEY BEST PRACTICE POLICIES AND PROCEDURES TO ALIGN PROGRAMS**

*In order for the Oregon City Arts Commission (OCAC) to work more efficiently and focus on its shared vision of the future of public art in Oregon City, it will be imperative to establish best practices and policies that minimize discussion on standardized processes.*

*To this end, the OCAC seeks to establish the following program documents it has deemed key to this objective: An Art Installation and Management Process; an updated Mural Program Guidelines and Checklist; an RFQ/RFP and Artwork Evaluation Process; Budget and Financial Best Practices (in coordination with the Oregon City Finance Department).*

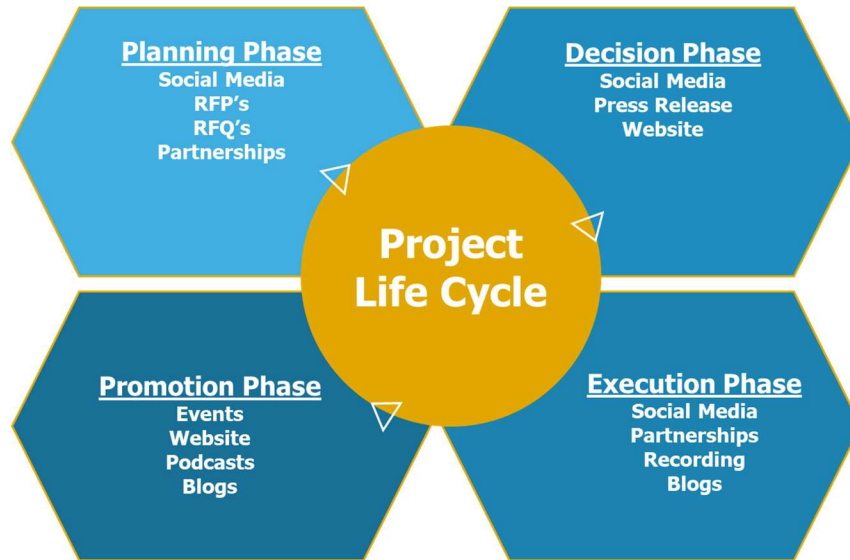
*The below table summarizes the intention of each of the above documents and their prioritization for the Arts Commission.*

DOCUMENT	DESCRIPTION	PRIORITIZATION
Mural Program Guidelines and Checklist	Updated Public Mural Guidelines to align with approved changes to the Mural Code; a checklist to outline steps of Mural Program; links to additional resources on the Oregon City website.	6 months
An Art Installation and Management Process	Public Art Management Policies and Procedures to ensure new artwork meets certain quality metrics, are being properly catalogued, appraised, and insured; Ongoing procedures for the upkeep of public art; Deaccessioning procedures for public artwork no longer meeting quality standards.	1 year
Budget and Financial Best Practices	Procedures outlining communications between the Finance Department and Arts Commission on any grant writing or other income source funding not from the City’s budget; Procedures for the Arts Commission on reviewing and approving budgets for projects or the entire biennium.	1 year
RFQ/RFP and Artwork Evaluation Process	An RFQ/RFP procedure document laying out criteria, templates, and review procedures in line with industry best practices; Review criteria outlines and checklists for Arts Commissioners to use when evaluating submitted applications and proposals.	2 years

**OBJECTIVE 1B: CREATE A ROBUST MARKETING PLAN TO PROMOTE ART AND ARTISTS IN OREGON CITY**

*Key to the Oregon City Arts Commission’s success will be its ability to promote, educate, and advertise the importance of public art to the Oregon City Community and tourist. In order to do this, the Arts Commission must establish a comprehensive marketing plan that outlines media channels, provides consistent dissemination of information, and provides thought leadership to Oregon City citizens.*

*A robust plan will include detailed procedures for advertising new opportunities to artists, mapping out how the Art Commission will promote new works of art and artists and achieve growth of the Oregon City Arts Commission brand to maximize appeal to tourist.*



**OBJECTIVE 1C: LAUNCH ARRAY OF PROGRAMS FOR SOLICITING FINANCIAL SUPPORT FOR THE ARTS IN OREGON CITY**

*Establishing multiple streams of revenue for public arts in Oregon City is the only way to guarantee that funds are available for meeting the Oregon City Arts Commission (OCAC) goals. To this end, the OCAC must look for alternative sources of funds outside of the City’s biennium budget cycle, which can support future projects and programs.*

*The OCAC will seek to establish the following programs to help secure additional dollars for Oregon City public art: Art Donation Program; Grant Writing; and a Percentage for the Arts Program.*

*The Art Donation Program should be broad in terms of being able to accept both cash donations, as well as physical art assets. Financial Department participation in the development of this program is crucial as it needs to meet legal standards and be easily trackable. In the immediate future, the Art Commission will have to rely on volunteers to help write grant proposals for funding, utilizing staff support to make sure the grants are written in accordance with the City’s guidelines. In the future, the Arts Commission could look at hiring this process out.*

FUNDING TYPE	SOURCE	POTENTIAL IMPACT
Biannual Budget Process	Oregon City Budget Committee	\$\$
Art Donation Program	Public/Oregon City Businesses	\$\$
Grant Writing	Multiple/Federal and State Governments	\$\$\$
Percentage for the Arts	Oregon City Permit Process	\$\$\$\$

*The Percentage for the Arts Program, which will be similar to programs from other cities in the Portland Metro area and across Oregon and the country will be the most important program, given the possible revenue it could generate from new developments in Oregon City. A proposal was previously drafted for*

*Oregon City but never approved. The goal will be to review that proposal; make sure it meets common best practices; and promote the program to the City Commission for consideration.*

**Goal 2: Forge Community Partnerships Through Art**

*Develop strong partnerships to engage the Oregon City community through art. Connect city government, the regional arts community, and citizens to expand public art opportunities.*

**OBJECTIVE 2A: DEVELOP PROGRAM TO PROMOTE LOCAL BUSINESS IN OREGON CITY IN COORDINATION WITH TRAVEL OREGON CITY**

*A key point in promoting public art is its ability to draw tourism to local areas. It is therefore important to rely on the expertise of Travel Oregon City and Downtown Oregon City Association (DOCA) to help establish art-based programs which ultimately draw individuals to economic centers across the city. The Arts Commission will look to establish long term programs that promote community engagement with local businesses in Oregon City and help drive revenue to them while still maximizing the utility for all. Program could consist of temporary art installations, advertisements and promotional events, and experiences which are unique to Oregon City.*

**OBJECTIVE 2B: ESTABLISH LONG TERM, MULTI-STAKEHOLDER PROJECTS**

*The Arts Commission will look to establish two multi-stakeholder programs that will foster public art development in Oregon City, promote tourism to Oregon City from across the Metro area, and promote Oregon City businesses, including artist over the next 5 years.*

*These programs will consist of a multi-prong approach with several Oregon City Municipal Departments and Organizations within Oregon City, such as the Parks Department, Library, Pioneer Center, and Public Works.*

*The second will be collaborating with cities outside of Oregon City to draw attention and tourism to Oregon City. It is important to note here that any funds granted to the Arts Commission from the Oregon City government will not be spent outside of Oregon City except for marketing costs.*

INTERNAL TO OREGON CITY	EXTERNAL TO OREGON CITY
Parks and Recreation	Neighbors (West Linn, Lake Oswego, etc.)
Library	Oregon State
Heritage Houses and Museums	Sister City - Tateshina, Japan
Public Works	Regional Tribes

**OBJECTIVE 2C: FORGE PARTNERSHIPS WITH KEY ORGANIZATIONS TO PROMOTE THE ARTS IN OREGON CITY**

*It is important for the Oregon City Arts Commission to establish partnerships with other organizations who have aligned or shared interests. While the Arts Commission would be happy to partner with any*

organization, it understands the feasibility of that is low and therefore decided to work towards the establishment of only 10 MOU's over the course of the next 5 years. These MOU's will outline the intentions of each organization to work with one another and how this partnership will benefit both groups, as well as the broader Oregon City Community.

The Oregon City Arts Commission has identified the following organizations as its list of initial groups will seek to establish MOU's with over the next 5 years:

Art Based Organization	Tourism Focused Organizations	Inter-City Departments
<ul style="list-style-type: none"> <li>• Three Rivers Artists Guild (TRAG)</li> <li>• Clackamas Art Alliance (CAA)</li> <li>• Lake Oswego Art Council</li> <li>• Porch Fest</li> </ul>	<ul style="list-style-type: none"> <li>• Travel Oregon City</li> <li>• Downtown Oregon City Association (DOCA)</li> <li>• End of the Oregon Trail Interpretive Center</li> <li>• Museum of the Oregon Territory (MOOT)</li> </ul>	<ul style="list-style-type: none"> <li>• Oregon City Parks and Recreation</li> <li>• Oregon City Public Works</li> </ul>

**Goal 3: Focus on projects that support the City's placemaking efforts**

*Expand the city's art program by diversifying artistic mediums, subject matter, and locations to enhance tourism and community quality of life.*

**OBJECTIVE 3A: PRODUCE NEW STATIONARY AND PERFORMING PIECES OF ART THAT ARE UNIQUELY "OREGON CITY"**

*Public art is not just murals, and not every form of art speaks to each member of the community the same way. The Oregon City Arts Commission must promote the broadest possible array of art forms to reach all the City's citizens and make an impact on their lives. As part of its efforts to do this, the Arts Commission needs to make sure that it produces a variety of public art projects each year.*

*For each calendar year, the Arts Commission will be looking to produce at least one new piece of stationary art (mural, statue, garden, etc.) and one new program of performance art (dance, music, literary, etc.).*

**OBJECTIVE 3B: BUILD OUT THE ART FOR EVERY HEART INITIATIVE**

*Art for Every Heart was originally designed as a motto for the Oregon City Arts Commission but has grown to become an important piece of its mission. Making sure that all citizens of Oregon City feel involved, are impacted by, and sharing the vision of public art in the city is maybe the most important aspect of the Arts Commission's role.*

*To this end, the Art for Every Heart program needs to be developed further and actions justified to make sure its objectives align with that of this document and the City’s own goals. Its development must also include promotional guidelines, program assets, and a strong foundation of being a cornerstone in all art projects in Oregon City.*

**OBJECTIVE 3C: ESTABLISH AN ART MASTER PLAN FOR OREGON CITY**

*As the Oregon City Arts Commission begins working towards an expansive and robust stationary public art scene in Oregon City, it is important that each piece be distinct but connected to one another to tell the entire story of Oregon City. It is also key that these pieces be placed in such a way that they maximize their utility to promote Oregon City as an art hub and are seen as economic drivers in the area. To do this, the Oregon City Arts Commission must establish an Art Master Plan.*

*An Art Master Plan is different from a Strategic Art Plan in that it focuses on the long-term roadmap that guides the planning, acquisition, placement, and maintenance of art in public spaces, which is detailed out. Both documents should align with one another to make sure the planning for public art aligns with the vision of public art.*



**Goal 4: Enhance Regional Awareness and Brand**

*Increase regional awareness and build a strong, cohesive identity for the Art Commission, establishing Oregon City as a premier public art destination. Position OCAC as a strategic leader in shaping the city's public art landscape by grounding our work in a clear vision and community storytelling.*

**OBJECTIVE 4A: LAUNCH WEBSITE FOR PROMOTING THE ARTS IN OREGON CITY**

*Maybe one of the most important tools in the Oregon City Arts Commission’s “toolbox” is the Oregon*

*City Art Commission website. Launched in March of 2026, the website will be a window into the programs, policies, and principles of the Oregon City Arts Commission. It will be our megaphone to the outside world, and our messaging board for promoting its goals across the city.*

*However, launching the website is not merely a matter of clicking a button. It also includes developing an ongoing and consistent drumbeat of messaging from the Arts Commission to the citizens of Oregon City and beyond. It must also work effectively in promoting opportunities for artists and allowing individuals to easily find the information they may be looking for. Therefore, the Arts Commission must also develop guidelines for the ongoing management and promotion of the site to make sure it is being widely observed.*

#### **OBJECTIVE 4B: UPDATE VISION STATEMENT TO ALIGN WITH NEW COMMISSION GOALS**

*Early in its re-establishment, the Arts Commission set about the drafting of a comprehensive vision statement. Over the years, as we have learned more about our role, responsibilities, and goals, our vision has shifted and become more focused. It is therefore important that the Arts Commission take the time to re-visit its Vision Statement to make sure it is still aligned with our priorities and spreads the message we are hoping it will to all those we engage with.*

#### **OBJECTIVE 4C: PROMOTE ART THOUGHT LEADERSHIP WITHIN THE ART COMMISSION**

*In the end, the Oregon City Arts Commission will only be as good as the individuals who sit upon it. The Commission is greatly supported by Oregon City staff to help review and appoint new Arts Commissions, however to maximize efficiencies and make the annual transitions as smooth as possible, to avoid disruptions, the Arts Commission should also take the time to develop our own understanding of the wider topics impacting art across the state, county, city, and provide resources to Arts Commission now and in the future for making sure their decisions will be the best possible for every member of the Oregon City Community.*

*Establishing a streamlined onboarding packet, inviting guest speakers who have knowledge of key topics to come and meet with the Commission, make sure to communicate among ourselves in meetings about important art related topics (such as AI, funding, events, etc.) is necessary to make sure we stay well informed and are able to also respond with strong, well-conceived, and thoughtful action.*

## Section 4: References and Acknowledgements

### References

1. Oregon City Arts Commission Website (Launched 2026, March)
  - a. URL - <https://ocartscommission.com/>
2. Oregon City Public Art Mural Program (Launched 2021, October)
  - a. URL - <https://www.orcity.org/265/Public-Art-Mural-Program>
3. Oregon City Municipal Code
  - a. Title 2, Chapter 2.26 – Arts Commission (Updated 2026, April)
    - i. URL - [https://library.municode.com/or/oregon\\_city/codes/municipal\\_code?nodeId=TI2ADPE\\_CH2.26ARCO](https://library.municode.com/or/oregon_city/codes/municipal_code?nodeId=TI2ADPE_CH2.26ARCO)
  - b. Title 15, Chapter 12.28.90 – Public Art Murals (Updated 2026, April)
    - i. URL - [https://library.municode.com/or/oregon\\_city/codes/municipal\\_code?nodeId=TI15BUCO\\_CH15.28SI\\_15.28.090PUARMU](https://library.municode.com/or/oregon_city/codes/municipal_code?nodeId=TI15BUCO_CH15.28SI_15.28.090PUARMU)
4. Rowe, C., Oregon City Public Artwork Assessment (Update 2026, January)
  - a. URL - <https://docreader.reciteme.com/doc/view/id/6978fe7ada6f2>

### Acknowledgments

We extend our sincere thanks to the Arts Commissioners who have come before the publication of this strategic document. Their tireless stewardship helped support the initial efforts of the Arts Commission as it rebuilt itself from the ground up.

We would also like to offer our thanks to the Arts Commission’s City Liaison(s) James Graham and Ann Griffin, who provided guidance throughout this process.

Denyse McGriff, Mayor, Commissioner Marl, Commissioner Mitchell, Commissioner Wilson, and Commissioner Smith for their support and approval of the updates to the Municipal Code changes proposed by the Arts Commission.

Appendix

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**After recording return to:**  
 Office of the City Recorder  
 City of Oregon City  
 625 Center Street  
 Oregon City, OR 97045

**DECLARATION OF PUBLIC ART  
 MURAL COVENANT**

THIS DECLARATION OF PUBLIC ART MURAL RESTRICTION is acknowledged by the City of Oregon City, an Oregon municipal corporation (“City”), and shall be effective on the date shown below the City representative’s signature.

**RECITALS**

A. The City has adopted a Tourism Strategic Plan which recognizes the integral part that murals can play in increasing community identity, beautifying the City, serving as a tourist attraction and as an avenue for involving youth and others in artistic expression. The Economic Development Department administers the City’s mural program.

B. The City owns the real property known as the Railroad Avenue railroad wall and located on Railroad Avenue between the pedestrian underpass adjacent to Highway 99 East and extending 150 feet (“Property”), which is legally described in Exhibit A (attached and incorporated herein), and has committed to the placement of an outdoor mural as specified in the City’s Public Art Mural Program Guidelines (hereinafter, “Artwork”). The Artwork is described in Exhibit B, attached and incorporated herein.

C. As a condition for creating a public art mural is the conveyance of a public art mural easement to the City pursuant to Oregon City Municipal Code (OCMC) 15.28.090(11). The City cannot convey a public easement on City-owned land. As such, this Declaration sets forth conditions for the protection and maintenance of this Artwork along with a commitment to retain an Art Easement should the property be conveyed out of City ownership during the Artwork term.

THROUGH THIS AGREEMENT, the City agrees and commits to the following:

1. Acknowledgment. City hereafter acknowledges and commits to the maintaining, operating and exhibiting the Artwork at the Property and if the Property is sold during the Artwork term, the City endeavor to retain an Art Easement for the continued existence of the Artwork. The location of the installation of the Artwork at the Property shall be as approved by the Oregon City Arts Commission or the City Commission.
2. Artwork Term. This obligation shall extend for a period of no less than five years from the date of execution (“Initial Term”), and which will be automatically renewed for a successive five-year period, unless sooner terminated as provided in Section 3.
3. Termination. During the Initial Term (or at any time thereafter), this restriction may be terminated by the City:
  - i) if the Property is to be sold and the future buyer does not wish the mural to remain; or
  - ii) the Property is to be substantially remodeled or altered in a way that precludes continued maintenance of the Artwork.
4. Maintenance and Repair. The City shall be solely responsible for maintaining and if necessary repairing the Artwork described in Exhibit B during the Artwork term.
5. Limitations of the Medium: City acknowledges the rights of attribution and integrity generally conferred by Section 106A(a) of Title 17 of the U.S. Code, (The Visual Artists Rights Act of 1990, “VARA”), and any other rights of the same nature granted by other federal, state, or foreign laws. However, the artwork is a mural located on the exterior wall of a building that is susceptible to damage or destruction either by weather or for other reasons and that such damage may require removal from the building.

- 6. Binding Effect. This Declaration shall run with the land until such time as the Artwork term expires.
- 7. Notice. Notice shall be made to the following addresses, unless otherwise provided for in writing:

City of Oregon City

Economic Development Dept  
 Public Art Mural Program  
 City of Oregon City  
 625 Center Street  
 Oregon City, OR 97045

IN WITNESS WHEREOF, the parties/persons have caused this instrument to be executed by its duly authorized representative(s).

CITY OF OREGON CITY

By: \_\_\_\_\_  
NAME OF CITY REPRESENTATIVE

\_\_\_\_\_  
(print name of grantor representative)

Date: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
 ) ss.  
 County of \_\_\_\_\_ )

This instrument was acknowledged before me on this \_\_\_\_ day of \_\_\_\_\_, 2026 by \_\_\_\_\_, as \_\_\_\_\_ of the City.

\_\_\_\_\_  
 Notary Public for \_\_\_\_\_  
 My commission expires: \_\_\_\_\_

**Exhibit A**

**Legal Description of the Property**

**Exhibit B**  
**Description of the Artwork**

June 18, 2026

Oregon City Enhancement Grant Committee Members  
C/O Ann Griffin, Economic Development Coordinator  
625 Center St.  
Oregon City, OR 97045

RE: Notice to Enhancement Grant Committee on Soul Flags Railroad Ave Mural

Dear Enhancement Grant Committee Members,

At your meeting on June 15, 2026, a six-month extension was granted for the Soul Flags mural project on Railroad Ave. It is important to note that when this extension was awarded, the Soul Flag mural application had not yet received approval from the Oregon City Arts Commission.

The delay in approval stems from two related issues. First, we did not receive the initial mural application paperwork from Soul Flags until our April 16th meeting. At that time, the required easement form—which serves as the contract between the City and the artist regarding mural ownership and repair terms—was missing. The Arts Commission agreed to defer approval until this documentation was submitted.

Subsequently, City Staff consulted with the City Recorder and Legal Counsel to determine if an easement was the correct mechanism for this mural, given that it is located on City-owned property. It was determined that a *covenant* is required instead. This document necessitates a legal property description and must be filed with the County. As of our June 18th meeting, the covenant has not been received from Soul Flags.

Given the timeline Soul Flags is attempting to maintain for their July 6th kick-off, the Arts Commission has confirmed with Legal Counsel that we may approve the application on the condition that the covenant and the required property survey are submitted within 45 days of our June 18th meeting (by August 2nd, 2026). Failure to meet this deadline will result in the rescission of our approval.



Should the covenant remain outstanding by that date, the Arts Commission requests that the Enhancement Grant Committee withhold any final funding until the covenant is received in its entirety.

If you have any questions, please feel free to contact me at [joshplanton@gmail.com](mailto:joshplanton@gmail.com) or 503-475-3789.

Regards,  
Josh Planton  
Oregon City Arts Commission Chair.

### **Summary of Proposed Changes:**

- 1) Clarifying the role of the Arts Commission should be focused on the citizens of Oregon City.
- 2) Updated composition and term language to align with approved language in OCMC 2.26 (March 2026)
- 3) Updated the language under Purpose of the Arts Commission to be clearer and more concise about our role.
- 4) Cleaned up the language under Powers and Duties
- 5) Updated procedural guidelines for absences and resignations.
- 6) Modifications to the Art Commission responsibilities.
- 7) Removed term limit for officers.
- 8) Removal of Financial Procedures section – to be placed in a separate document.
- 9) Reduced burden of review in amendment process.
- 10) Removed the 12 month period of eligibility for Commissioners requesting grants.

**Oregon City Arts Commission**  
("Arts Commission" or "OCAC")

**BYLAWS**

The Oregon City Arts Commission (OCAC) roles and responsibilities are outlined in Oregon City Municipal Code Chapter 2.26. The Arts Commission reinforces the overall quality of life in Oregon City, by making the arts an integral part of every citizen's life, a commitment it showcases through its Art for Every Heart initiative.

## **I. Purpose**

The purpose of the Oregon City Arts Commission (OCAC) is to serve as an advisory body to the city, dedicated to enriching the lives of all residents by cultivating a vibrant and accessible public arts ecosystem. Guided by the belief of "Art for every heart," the Commission advises on policies and programs that integrate the arts into the community's cultural and economic fabric.

While the Commission recognizes local artists and arts organizations as vital partners in its mission, its primary duty is to serve the citizens of Oregon City by advising on initiatives that:

- **Build a Robust Public Art Portfolio:** Fosters the development and curation of diverse public art—ranging from murals and sculptures to live music and performance arts—that enhances city spaces and public infrastructure.
- **Drive Economic Vitality and Tourism:** Leverages the arts to attract visitors, boost the creative economy, and highlight Oregon City as a cultural destination through public art programs and support for city-wide artistic .
- **Enhance Cultural Richness:** Promotes broad and diverse artistic expression that reflects the heritage and future of Oregon City, ensuring the arts remain an essential part of the community's identity.
- **Strengthen Community Connection:** Creates vibrant public spaces and fosters a sense of place by educating, promoting, and engaging citizens through accessible, public-facing artistic experiences.

As such, the Arts Commission shall operate in the public interest as a city advisory committee devoted to its mission and within its delegated powers.

## **II. Powers and Duties**

Chapter 2.26 of the City of Oregon City Municipal Code grants a number of rights to the Arts Commission, which is empowered to:

1. **Promote the Arts for Public Benefit:** Enrich the lives of Oregon City citizens through accessible public art, education, and programming. Contribute to the local and regional economy by driving cultural tourism and highlighting the city as an artistic destination.
  2. **Advise the City on Public Art:** Work collaboratively with the City Commission, Planning Commission, and city staff to integrate public art, enhancing public spaces and cementing community identity.
- 
1. **Cultivate the Public Art Portfolio:** Advise on and assist in the planning of public displays of visual and performing arts. Oversee the cataloging, preservation, and enhancement of the City's public art collection, which includes the review of mural applications as identified in OCMC Chapter 15.28.090.

2. **Foster Cultural Partnerships:** Establish strategic connections with local, regional, and national organizations dedicated to the arts to bring diverse cultural and artistic experiences to Oregon City residents and visitors.
3. **Engage the Creative Community:** Collaborate with local artists, arts groups, and creative professionals as vital partners in fulfilling the Commission's mission to enrich Oregon City's public spaces and community events.
4. **Solicit Funds and Grants:** Pursue funding opportunities from individuals, corporations, and government agencies to support the development of public art programs and the Commission's mission, subject to approval from the City Manager and/or City Commission.

### **III. Organization (Membership)**

#### **A. Composition:**

1. The Arts Commission shall consist of a maximum of nine (9) members.
2. At least five (5) of members shall reside within Oregon City limits.
3. The membership shall represent a broad spectrum of citizens, with a maximum of four (4) citizens at large.
4. At least five (5) of members shall have some expertise or experience in any art form, from performing arts to visual arts, literary arts, or the fields of structural and landscape architecture.

#### **B. Appointment and Term:**

1. Appointments to the Arts Commission shall be made by the Mayor of Oregon City, considering recommendations from current Art Commissioners.
2. New Commissioners shall take office in January of each year.
3. Appointees shall serve evenly staggered three-year terms.
4. Members may reapply for a new term but shall not serve more than two (2) consecutive full terms. To establish the staggered system, initial appointees may be assigned terms of varying lengths; thereafter, all terms shall be three years.

#### **C. Removal and Resignation:**

1. Any member with three (3) consecutive, unexcused absences within a 12-month period may be subject to removal by the City Commission. The Arts Commission Chair and Secretary should be notified of meeting absences as early as possible.
2. Should a member be removed, the Mayor shall appoint a replacement to serve the remainder of the term considering the recommendation from the current Arts Commissioners.
3. Members who resign must file their resignation with the Chair and City Liaison promptly. Any Art Commission-related materials that a resigning Arts Commissioner has in their possession should be sent to the Chair and City Liaison. A newly appointed member shall serve the remainder of the existing term.

### **IV. Officers**

#### **A. Election and Term:**

1. The Arts Commission shall elect a Chair, Vice Chair and Secretary annually.
2. Officers will be appointed based on a majority vote of all current Art Commissioners,

and shall hold office for a one-year term, beginning immediately and concluding at the end of the calendar year.

3. At the first meeting of each calendar year, the outgoing Chair (or, in their absence, the Vice Chair) shall preside over the election of new officers.
4. Nominations and elections shall begin with the Secretary, then Vice Chair and Chair.
5. Elections shall follow established protocols.

C. Responsibilities:

1. In the event of the Chair's absence or inability to participate, the Vice Chair shall assume the duties and functions of the Chair.
2. The Chair, Vice Chair are responsible for collaborating with the City Liaison to create meeting agendas and deliver all meeting materials to Art Commissioners, minimum one (1) week prior to each meeting.

D. Vacancies:

1. If an officer position becomes vacant, the Arts Commission shall identify and elect a new officer following protocols and criteria established by the Commission.

**V. Commissioners Responsibilities**

Commissioners of the Oregon City Arts Commission are expected to:

1. Adhere to Bylaws and Processes and Participate in Onboarding: Be familiar with and operate according to the Arts Commission Bylaws, City Municipal Code, and all established Arts Commission processes. All Commissioners should actively participate in the onboarding process for new Commissioners.
2. Disclose Conflicts of Interest: Disclose any potential conflict of interest concerning grant applications or any Commission decision. A conflict of interest exists if a Commissioner's actions could directly or indirectly impact themselves, their relatives, or associated businesses or individuals.
3. Eligibility Restrictions: Current Commissioners are not eligible to apply for or receive grants managed by the Oregon City Arts Commission. Former Commissioners become fully eligible to apply for and receive such grants immediately following their last day of service on the Commission.
4. Attend and Contribute to Meetings: Attend and actively contribute to meetings, either in person or via video call, and notify the OCAC Secretary of any anticipated absence. Members will also adhere to Oregon's Open Meeting Laws when engaging with any other Oregon City Arts Commissioners outside of Public Meetings.
5. Review Key Documentation: Be familiar with key documentation and be prepared to provide informed input on documentation prior to meetings.
6. Participate in Workgroups: Participate in workgroups to advance the Commission's Mission, as requested. When workgroups include more than 50% of Art Commissioners (i.e. greater than 4 members when a full 9-member commission is seated) Commissioners, their meetings shall be recorded and documented as public

meetings, in accordance with Oregon Open Meeting Laws.

7. Contribute to the Annual Report: Support the creation of the Commission's annual report to the City Commission by providing updates on the Commission's activities, impact, and progress toward its goals.
8. Support Onboarding and Training of New Commissioners: Support OCAC Officers as they onboard and train new Arts Commissioners, ensuring familiarity with relevant documents, processes, and best practices. This may include sharing more details in relation to shared documentation, answering questions, and providing guidance during the initial months of their term.

## **VI. Commissioners Recommendation to Mayor**

### **A. Recruitment and Application:**

1. Each year, typically in August (September the latest), OCAC shall issue a public call to solicit applications for Commissioner positions.
2. The call shall include:
  - a. Requirements for applicants.
  - b. Selection criteria.
  - c. Clearly stated submission deadline, emphasizing that late applications will not be accepted under any circumstances.
  - d. The City Recorder's Office shall manage the application process, in collaboration with OCAC Officials.

### **B. Review and Interview:**

1. The City Recorder's Office shall receive and anonymize all applications before distributing them to Arts Commissioners for review.
2. The Arts Commission shall use previously agreed-upon selection criteria and metrics to ensure equity in selecting applicants for follow-up interviews. Agreed-upon protocols shall be used to determine which applicants will be invited.

### **C. Recommendation and Appointment:**

1. At the November meeting, the Arts Commission shall interview selected applicants.
2. Arts Commissioners shall use agreed-upon protocols to make recommendations to the Mayor for final selection.
3. The Mayor of Oregon City will make the final appointments to the Arts Commission, considering the recommendations of the Commissioners.
4. New Arts Commissioners shall take office in January.
5. A simple majority of OCAC voting members deems the available applicants unsuitable, the Arts Commission may recommend to the Mayor that the recruitment process be reopened, rather than recommending specific individuals.

## **VII. Meetings**

### **A. Scheduling and Public Notice:**

1. The Arts Commission shall hold an official meeting at least bi-monthly (every other

month) and may hold special meetings as needed.

2. All meetings shall comply with Oregon Public Meeting Law, and any changes to the schedule will be publicized in accordance with those regulations.

#### B. Quorum and Voting

1. A majority (e.g. five out of nine if there are nine commissioners) of existing members shall constitute a quorum and be necessary for action by the Arts Commission.
2. Any item must be approved by a simple majority of the voting members present at a meeting, unless otherwise provided in these Bylaws or other applicable regulations.

#### C. Public Participation

3. The Arts Commission encourages citizen participation and will, from time to time, request specific or general citizen/expert input.

#### D. Meeting Management

1. The Chair shall preside over all meetings, ensuring discussions remain focused, that all perspectives are heard and considered, and that meetings are conducted efficiently.
2. The Chair is responsible for maintaining order and following appropriate parliamentary procedure.
3. In the event of a disagreement or objection to the procedures pursued by the Chair, Robert's Rules of Order, shall constitute as the guiding authority.

#### E. Meeting Minutes and Records

1. The Secretary is responsible for preparing and maintaining meeting minutes.
2. Meeting minutes shall be maintained as public audio-visual recordings, as well as in written format, in accordance with Oregon Public Records Law.

### **VIII. Financial Management Practices**

A. The Arts Commission shall maintain all of its financial management and budget best practices in a separate document, which will be reviewed and inline with the Oregon City Financial Departments guidelines and legal guidelines.

### **IX. Public Art and Promotion Policies:**

1. The Arts Commission operates in accordance with established policies and procedures for public art, including calls for art, artist selection, awards, and promotion.
2. These policies are outlined in a separate document titled "Public Art Policy and Procedures Manual," which is regularly reviewed and updated by the Arts Commission.
3. This manual ensures consistency and transparency in all public art-related activities
4. Conflict of Interest: All members of the selection committee and any involved Commissioner must disclose any potential conflict of interest. Commissioners or their immediate family members cannot directly benefit from any project they recommend.
5. Artist Selection Criteria: Artist selection shall be based on criteria that include artistic merit, technical competence, relevance to the project's goals, and community engagement.
6. Public Involvement: Public feedback and input shall be solicited during the selection process to ensure the chosen artwork aligns with community values and aesthetic standards.

## **X. Amendments**

Any amendments to these Bylaws may be made at any time during a regularly scheduled Oregon City Arts Commission meeting where a simple majority is present.

**Summary of Proposed Changes:**

- 1) Clarifying the role of the Arts Commission should be focused on the citizens of Oregon City.
- 2) Updated composition and term language to align with approved language in OCMC 2.26 (March 2026)
- 3) Updated the language under Purpose of the Arts Commission to be clearer and more concise about our role.
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- 10) Removed the 12 month period of eligibility for Commissioners requesting grants.

**Oregon City Arts Commission**  
("Arts Commission" or "OCAC")

**BYLAWS**

~~By providing support and visibility to the arts as outlined in The Oregon City Arts Commission (OCAC) roles and responsibilities are outlined in Oregon City Municipal Code Chapter 2.26.; †The Arts Commission reinforces the overall quality of life in Oregon City, by making the arts an integral part of every citizen's life, a commitment it showcases through its -.The Motto of this organization is: "Art for Every Heart initiative.".~~

**I. Purpose**

~~The purpose of the Oregon City Arts Commission (OCAC) is to serve as an advisory body to the city, dedicated to enriching the lives of all residents by cultivating a vibrant and accessible public arts ecosystem. Guided by the belief of "Art for every heart," the Commission advises on policies and programs that integrate the arts into the community's cultural and economic fabric. While the Commission recognizes local artists and arts organizations as vital partners in its mission, its primary duty is to serve the citizens of Oregon City by advising on initiatives that:~~

- ~~• **Build a Robust Public Art Portfolio:** Fosters the development and curation of diverse public art—ranging from murals and sculptures to live music and performance arts—that enhances city spaces and public infrastructure.~~
- ~~• **Drive Economic Vitality and Tourism:** Leverages the arts to attract visitors, boost the creative economy, and highlight Oregon City as a cultural destination through public art programs and support for city-wide artistic .~~
- ~~• **Enhance Cultural Richness:** Promotes broad and diverse artistic expression that reflects the heritage and future of Oregon City, ensuring the arts remain an essential part of the community's identity.~~
- ~~• **Strengthen Community Connection:** Creates vibrant public spaces and fosters a sense of place by educating, promoting, and engaging citizens through accessible, public-facing artistic experiences.~~

~~As such, the Arts Commission shall operate in the public interest as a city advisory committee devoted to its mission and within its delegated powers.~~

~~The purpose of the Arts Commission is to educate Oregon City citizens on the arts and their essentialness to the cultural and economic vitality of the community, to support local artists and arts organizations, and to enrich the lives of all Oregon City residents by fostering a flourishing arts ecosystem that:~~

- ~~•—Supports Artists and Organizations: Provides resources and visibility to artists and arts organizations, ensuring the continued vitality of the arts in Oregon City.~~
- ~~•—Enhances Cultural Richness: Celebrates diverse artistic expression, from live music and dance to public murals, sculpture, and other creative projects.~~
- ~~•—Drives Economic Benefits: Boosts tourism, attracts creative industries, drives economic opportunities for local artists and art businesses, and increases property values, thereby providing measurable economic benefits to the community and contributing to the local and regional economy.~~
- ~~•—Strengthens Community Development: Creates vibrant public spaces, fosters social connections and sense of place.~~

~~As such, the Arts Commission shall operate in the public interest as a city advisory committee~~

devoted to its mission and within its powers.

## II. Powers and Duties

Chapter 2.26 of the City of Oregon City Municipal Code grants a number of rights to the Arts Commission, which is empowered to:  
~~Chapter 2.26 of the City of Oregon City Municipal Code grants a number of rights to the Arts Commission, which is empowered to:~~

- ~~1. **Promote the Arts for Public Benefit:** Enrich the lives of Oregon City citizens through accessible public art, education, and programming. Contribute to the local and regional economy by driving cultural tourism and highlighting the city as an artistic destination.~~
- ~~2. **Advise the City on Public Art:** Work collaboratively with the City Commission, Planning Commission, and city staff to integrate public art, enhancing public spaces and cementing community identity.~~  
~~Promote the Arts: Enrich the lives of Oregon City citizens through public art, education, and programming, contributing to the local and regional economy by supporting artists and arts organizations.~~
- ~~2. Collaborate on City Development: Work with the City Commission and Planning Commission to integrate public art into city development projects, enhancing public spaces and promoting community identity.~~
- ~~1. **Cultivate the Public Art Portfolio:** Advise on and assist in the planning of public displays of visual and performing arts. Oversee the cataloging, preservation, and enhancement of the City's public art collection, which includes the review of mural applications as identified in OCMC Chapter 15.28.090.~~
- ~~2. **Foster Cultural Partnerships:** Establish strategic connections with local, regional, and national organizations dedicated to the arts to bring diverse cultural and artistic experiences to Oregon City residents and visitors.~~
- ~~3. **Engage the Creative Community:** Collaborate with local artists, arts groups, and creative professionals as vital partners in fulfilling the Commission's mission to enrich Oregon City's public spaces and community events.~~
- ~~4. **Solicit Funds and Grants:** Pursue funding opportunities from individuals, corporations, and government agencies to support the development of public art programs and the Commission's mission, subject to approval from the City Manager and/or City Commission.~~  
~~Plan and Execute Public Displays: Organize and execute public displays of visual and performing arts, cataloging, preserving and enhancing the City's existing public art collection, including review of mural applications as identified in OCMC Chapter 15.28.90.~~
- ~~4. Foster Connections: Establish connections with local, regional, and national organizations dedicated to the arts, promoting diverse cultural and artistic experiences in Oregon City.~~
- ~~5. Support Local Artists and Organizations: Recognize and support groups and organizations that enrich Oregon City through their artistic contributions.~~
- ~~6. Solicit Funds and Grants: Pursue funding opportunities from individuals, corporations, and government agencies to support the Commission's mission, with approval from~~

**Commented [JP1]:** Check to see if this is an actual power in Chapter 2.26.

the City Manager and/or City Commission.

7. ~~Manage Funds: Deposit and disburse funds in accordance with City policies, with concurrence from the City Manager, and resolve any disputes through the City Commission.~~
8. ~~Review and Recommend Grants: Evaluate grant applications and recommend awards within the scope of the Commission's mission, with final approval from the City Manager or designee.~~

### III. Organization (Membership)

#### A. Composition:

1. The Arts Commission shall consist of a ~~minimum of five (5) OR a maximum of nine (9) members.~~ maximum of nine (9) members.
2. ~~Approximately 60%~~At least five (5) of members shall reside within Oregon City limits.
3. The membership shall represent a broad spectrum of citizens, with a ~~maximum~~minimum of ~~four (4) + OR a maximum of 2~~ citizens at large.
4. ~~Approximately 60%~~ At least five (5) of members shall have some expertise or experience in any art form, from performing arts to visual arts, literary arts, or the fields of structural and landscape architecture.

#### B. Appointment and Term:

1. Appointments to the Arts Commission shall be made by the Mayor of Oregon City, considering recommendations from current Art Commissioners.
2. New Commissioners shall take office in January of each year.
3. Appointees shall serve evenly staggered three-year terms.
4. Members may reapply for a new term but shall not serve more than two (2) consecutive full terms, ~~unless the Mayor makes an appointment for additional terms.~~ To establish the staggered system, initial appointees may be assigned terms of varying lengths; thereafter, all terms shall be three years.

#### C. Removal and Resignation:

1. Any member with three (3) consecutive, unexcused absences within a 12-month period may be subject to removal by the City Commission. The Arts Commission Chair and Secretary should be notified of meeting absences as early as possible.
2. Should a member be removed, the Mayor shall appoint a replacement to serve the remainder of the term considering the recommendation from the current Arts Commissioners.
3. Members who resign must file their resignation with the Chair and City Liaison promptly. Any Art Commission-related materials that a resigning Arts Commissioner has in their possession should be sent to the Chair and City Liaison. A newly appointed member shall serve the remainder of the existing term.

### IV. Officers

#### A. Election and Term:

1. The Arts Commission shall elect a Chair, Vice Chair and Secretary annually.
2. Officers ~~will be appointed based on a majority vote of all current Art Commissioners,~~ and shall hold office for a one-year term, beginning immediately and concluding at the end of the calendar year.
3. At the first meeting of each calendar year, the outgoing Chair (or, in their absence, the Vice Chair) shall preside over the election of new officers.
4. Nominations and elections shall begin with the Secretary, then Vice Chair and Chair.
5. Elections shall follow established protocols.

#### ~~B. Term Limits:~~

~~1. No individual shall serve more than two (2) consecutive terms in the same officer position (Chair, Vice Chair or Secretary).~~

#### C. Responsibilities:

1. In the event of the Chair's absence or inability to participate, the Vice Chair shall assume the duties and functions of the Chair.
2. The Chair, Vice Chair are responsible for collaborating with the City Liaison Secretary to create meeting agendas and deliver all meeting materials ~~are delivered to Art~~ Commissioners, minimum one (1) week prior to each meeting.

#### D. Vacancies:

1. If an officer position becomes vacant, the Arts Commission shall identify and elect a new officer following protocols and criteria established by the Commission.

#### V. Commissioners Responsibilities

Commissioners of the Oregon City Arts Commission are expected to:

- ~~1. 1-~~ Adhere to Bylaws and Processes and Participate in Onboarding: Be familiar with and operate according to the Arts Commission Bylaws, City Municipal Code, and all established Arts Commission processes. All Commissioners should actively participate in the onboarding process for new Commissioners.
- ~~2. 2-~~ Disclose Conflicts of Interest: Disclose any potential conflict of interest concerning grant applications or any Commission decision. A conflict of interest exists if a Commissioner's actions could directly or indirectly impact themselves, their relatives, or associated businesses or individuals.
- ~~3. 3-~~ Eligibility Restrictions: ~~CUnderstand that~~ current Commissioners are not eligible to apply for or receive grants managed by the Oregon City Arts Commission. Former Commissioners become fully eligible to apply for and receive such grants immediately following their last day of service on the Commission. may apply for such grants after a period of twelve (12) months from their last day of service on the Commission.
4. Attend and Contribute to Meetings: Attend and actively contribute to meetings, either in person or via video call, and notify the OCAC Secretary of any

anticipated absence. Members will also adhere to Oregon's Open Meeting Laws when engaging with any other Oregon City Arts Commissioners outside of Public Meetings.

~~5.~~ ~~5.~~ Review Key Documentation: Be familiar with key documentation and be prepared to provide informed input on documentation prior to meetings.

~~6.~~ ~~6.~~ Participate in Workgroups: Participate in workgroups to advance the Commission's Mission, as requested. When workgroups include more than 50% of Art Commissioners two (i.e. greater than 4 members when a full 9-member commission is seated) Commissioners, their meetings shall be recorded and documented as public meetings, in accordance with Oregon Open Meeting Laws.

~~7.~~ ~~7.~~ Contribute to the Annual Report: Support the creation of the Commission's annual report to the City Commission by providing updates on the Commission's activities, impact, and progress toward its goals.

8. Support Onboarding and Training of New Commissioners: Support OCAC Officers as they onboard and train new Arts Commissioners, ensuring familiarity with relevant documents, processes, and best practices. This may include sharing more details in relation to shared documentation, answering questions, and providing guidance during the initial months of their term.

## **VI. Commissioners Recommendation to Mayor**

### **A. Recruitment and Application:**

1. Each year, typically in August (September the latest), OCAC shall issue a public call to solicit applications for Commissioner positions.
2. The call shall include:
  - a. Requirements for applicants.
  - b. Selection criteria.
  - c. Clearly stated submission deadline, emphasizing that late applications will not be accepted under any circumstances.
  - d. The City Recorder's Office shall manage the application process, in collaboration with OCAC Officials.

### **B. Review and Interview:**

1. The City Recorder's Office shall receive and anonymize all applications before distributing them to Arts Commissioners for review.
2. The Arts Commission shall use previously agreed-upon selection criteria and metrics to ensure equity in selecting applicants for follow-up interviews. Agreed-upon protocols shall be used to determine which applicants will be invited.

### **C. Recommendation and Appointment:**

1. At the November meeting, the Arts Commission shall interview selected applicants.
2. Arts Commissioners shall use agreed-upon protocols to make recommendations to the Mayor for final selection.
3. The Mayor of Oregon City will make the final appointments to the Arts Commission,

- considering the recommendations of the Commissioners.
4. New Arts Commissioners shall take office in January.
  5. A simple majority of OCAC voting members deems the available applicants unsuitable, the Arts Commission may recommend to the Mayor that the recruitment process be reopened, rather than recommending specific individuals.

## VII. Meetings

### A. Scheduling and Public Notice:

1. The Arts Commission shall hold an official meeting at least bi-monthly (every other month) and may hold special meetings as needed.
2. All meetings shall comply with Oregon Public Meeting Law, and any changes to the schedule will be publicized in accordance with those regulations.

### B. Quorum and Voting

1. A majority (e.g. five out of nine if there are nine commissioners) of existing members shall constitute a quorum and be necessary for action by the Arts Commission.
2. Any item must be approved by a simple majority of the voting members present at a meeting, unless otherwise provided in these Bylaws or other applicable regulations.

### C. Public Participation

3. The Arts Commission encourages citizen participation and will, from time to time, request specific or general citizen/expert input.

### D. Meeting Management

1. The Chair shall preside over all meetings, ensuring discussions remain focused, that all perspectives are heard and considered, and that meetings are conducted efficiently.
2. The Chair is responsible for maintaining order and following appropriate parliamentary procedure.
3. In the event of a disagreement or objection to the procedures pursued by the Chair, Robert's Rules of Order, shall constitute as the guiding authority.

### E. Meeting Minutes and Records

1. The Secretary is responsible for preparing and maintaining meeting minutes.
2. Meeting minutes shall be maintained as public audio-visual recordings, as well as in written format, in accordance with Oregon Public Records Law.

## VIII. Financial Management Practices

A. ~~Budgeting and Allocation~~The Arts Commission shall maintain all of its financial management and budget best practices in a separate document, which will be reviewed and inline with the Oregon City Financial Departments guidelines and legal guidelines. ÷

- ~~1. The Oregon City Arts Commission (OCAC) receives a biennial budget from the City of Oregon City to further its mission of promoting and supporting the arts. For example, in the 2023–2025 biennium, OCAC received a budget allocation of \$40,000 and in the 2025–2027 biennium, OCAC received a budget allocation of \$ 50,000.~~
- ~~2. The Commission and any of its designated committees must operate within the limits of~~

this approved budget. All expenditures shall directly further the Arts Commission's mission.

**B. Spending Authority and Financial Oversight:**

~~1. The Arts Commission does not have the authority to independently incur financial or~~

~~contractual obligations on behalf of the City. All financial decisions and disbursements are subject to approval by the City Manager or the City Manager's designee, in accordance with City policies.~~

~~2. Spending related to arts programming, grants, or services must be approved by a simple majority vote of the Arts Commission and forwarded to the City Manager or designee for final review and authorization before any funds are expended.~~

~~3. If either the City Manager or a grant applicant disputes a funding recommendation made by the Arts Commission, the decision may be appealed to the City Commission. The City Commission's decision is final.~~

**C. Fundraising and External Revenue:**

~~1. The Arts Commission may raise additional funds through grant applications, fundraising events, and private donations. All fundraising activities must be pre-approved by the Commission and be consistent with its mission.~~

~~2. Raised funds must be deposited into the OCAC City-held account after January 1 and used by June 30 of the allocation year, unless an extension is approved by the City Manager.~~

~~3. No Arts Commissioner shall personally collect or retain funds from any event or donation. Only City staff may accept and process financial contributions to ensure transparency, accountability, and compliance with City policy.~~

**D. Financial Reporting and Recordkeeping:**

~~1. The City's Finance Department is responsible for managing OCAC's allocated funds, processing expenditures, and providing regular updates on the status of the Commission's budget.~~

~~2. The Arts Commission shall receive periodic updates from City staff on the overall budget, incoming revenues, and expense activity.~~

~~3. An annual financial review of the OCAC account(s) will be conducted by City staff at the end of each fiscal year (July-June). The results will be presented at a general Commission meeting.~~

**E. Reporting to City Commission:**

~~1. The Arts Commission is responsible for providing two reports to the City Commission annually:~~

~~a. An interim report approximately halfway through the fiscal year (around December or January); and~~

~~b. An annual report with a formal presentation near the end of the fiscal year (May or June), outlining accomplishments, expenditures, outcomes, and future goals.~~

**IX. Public Art and Promotion Policies:**

1. The Arts Commission operates in accordance with established policies and procedures for

- public art, including calls for art, artist selection, awards, and promotion.
2. These policies are outlined in a separate document titled "Public Art Policy and Procedures Manual," which is regularly reviewed and updated by the Arts Commission.
  3. This manual ensures consistency and transparency in all public art-related activities
  4. Conflict of Interest: All members of the selection committee and any involved Commissioner must disclose any potential conflict of interest. Commissioners or their immediate family members cannot directly benefit from any project they recommend.
  5. Artist Selection Criteria: Artist selection shall be based on criteria that include artistic merit, technical competence, relevance to the project's goals, and community engagement.
  6. Public Involvement: Public feedback and input shall be solicited during the selection process to ensure the chosen artwork aligns with community values and aesthetic standards.

## X. Amendments

~~All recommended. Any amendments to these Bylaws may be made at any time during a regularly scheduled Oregon City Arts Commission meeting where a simple majority is present.~~

~~Bylaw modifications must be presented and discussed at a regularly scheduled Arts Commission meeting. A majority vote of Arts Commissioners present is necessary to recommend a change in the Bylaws to the City Commission.~~

~~The Oregon City Arts Commission reviewed, amended and approved these Bylaws at its meeting on \_\_\_\_\_. A finalized version of the Bylaws was presented at the \_\_\_\_\_ Arts Commission meeting.~~