



**CITY OF OREGON CITY**  
INCORPORATED 1844

FOR AGENDA  
DATED

January 12, 1989

## COMMISSION REPORT

Page 1 of 1

TO THE HONORABLE MAYOR AND COMMISSIONERS

Subject: Resolution No. 89-1 - Initiation  
of Street Vacation - 11th Street, between  
Lincoln and Grant Streets

Report No. 89-1

The City has received a petition for vacation of 11th Street, between Lincoln and Grant Streets. The vacation is requested by all property owners abutting the unbuilt right-of-way.

Attached is Resolution No. 89-1, which initiates vacation proceedings and sets the time of public hearing for Thursday, February 9, 1989, at 8:00 PM.

THOMAS FENDER III  
City Manager

cc: Development Services Director

RESOLUTION NO. 89-1

WHEREAS, it is the intention of the City Commission of Oregon City, Oregon, as the governing body of said incorporated City, that proceedings should be undertaken for the vacation of an unbuild street within the corporate limits of said City hereinafter described pursuant to ORS 271.080 to and including ORS 271.230;

NOW, THEREFORE, BE IT RESOLVED by the City Commission of Oregon City that proceedings be and hereby are initiated upon its own motion for the vacation hereinafter described. The City Recorder is hereby directed to cause notice to be given as provided by law for such vacation. Thursday, February 9, 1989, at the hour of 8:00 PM in the Commission Meeting Room at the City Hall, 320 Warner Milne Road, Oregon City, Oregon, is hereby fixed as the time and place for the hearing of any and all objections or claims concerning said vacation.

That right-of-way proposed for vacation is unbuild 11th Street, between Lincoln and Grant Streets, in the Central Addition of Oregon City, described below.

A tract of land situated in the Northwest quarter of Section 32, Township 2 South, Range 2 East of the Willamette Meridian, in Oregon City, Clackamas County, State of Oregon, being more particularly described as follows:

BEGINNING at the most Westerly corner of Lot 6, Block 61 of the duly recorded plat of "CENTRAL ADDITION" to the City of Oregon City; THENCE South  $54^{\circ} 30'$  East along the Southwesterly line of said Block 61 a distance of 210 feet to the most Southerly corner of said Block 61; THENCE South  $35^{\circ} 30'$  West a distance of 60.00 feet to the most Easterly corner of Block 62 of said "CENTRAL ADDITION"; THENCE North  $54^{\circ} 30'$  West along the Northeasterly line of said Block 62 a distance of 210 feet to the most Northerly corner of said Block 62; THENCE North  $35^{\circ} 30'$  East a distance of 60.00 feet to the POINT OF BEGINNING.

That initiating of these proceedings by the City Commission is not to be construed as an approval of the proposed vacation.

Adopted, signed and approved this 12th day of January, 1989.

\_\_\_\_\_  
Mayor-Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

Comprising the City Commission  
of Oregon City, Oregon

RESOLUTION NO. 89-1

02-02



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OREGON

BOOK IS



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## COMMISSION REPORT

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TO THE HONORABLE MAYOR AND COMMISSIONERS

Subject: Review of Historic Review Board  
Decision - Exterior Alterations to  
Designated Landmark Building at  
919 - 7th Street

Report No. 89-2

On October 27, 1988, the Historic Review Board held a public hearing to consider the request of John and Debra January, for exterior alterations that had occurred at 919 - 7th Street, a designated local landmark structure. The alterations consisted of removing asphalt shingle siding and replacing it with T-111 plywood siding. The Januarys are new owners of the property, and were not notified by the previous owner of the landmark designation.

At the October 27th meeting, the Historic Review Board reviewed the application taking into consideration the criteria set forth in Section 11-3-17 (the Historic Overlay Zone). The staff report recommended that because the applicants had made a good faith attempt to stabilize the condition of the building, that the T-111 siding not be approved, but that a reasonable period of time be given to allow the owners to develop a rehabilitation plan that would include removal of the siding. It was agreed that the asphalt shingle siding was an inappropriate alteration many years ago, and should not be replaced. Following the hearing and discussion, the Historic Review Board's decision was as follows:

"To grant a period of five (5) years to rehabilitate the structure with the appropriate siding. Suggested material is California drop siding, to match the existing siding on the west elevation. The applicant shall develop a plan for rehabilitation of the exterior facade and removal of the T-111 siding. Staff will provide assistance and support in locating appropriate building materials and elements (e.g. siding, windows, etc.)"

The applicants have appealed the Historic Review Board's decision, and the City Commission must now review that decision and determine if the decision by the Board was appropriate, taking into consideration the same criteria for exterior alterations to a landmark structure.

It is important for the Commission to note that although the applicants have made a good faith attempt to upgrade the appearance and condition of the long-neglected Farr Bros. Building, the alterations must be evaluated based on the criteria outlined in the historic overlay ordinance. As noted in the October 1988 staff report, T-111 (a generic name) has been on



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TO THE HONORABLE MAYOR AND COMMISSIONERS

Subject: Review of Historic Review Board  
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Designated Landmark Building at  
919 - 7th Street

Report No. 89-2

the market for approximately 20 years. It is generally made of fir and is inexpensive as compared to other building materials. The material that should be used on the building should be compatible in arrangement, scale, texture, color and detail. T-111, a late 20th century building material, is not compatible with a turn-of-the-century commercial building.

The applicants have addressed their appeal as follows:

"1. There is a definite lack of public information concerning the requirements placed on property owners within an Oregon City Historic District."

The Farr Bros. Building has been designated as a local landmark since 1980, when the City's historic preservation program was originally adopted. Since that time, a notice has been sent annually to the property owner listed by the Clackamas County Tax Assessor. According to the Januarys, the previous property owner had not informed them of the designation. However, the Historic Overlay Zone is a zone like any other City zoning designation. When zoning inquiries are received by staff, the primary zone is given, as well as any overlay zones (e.g. historic overlay, flood plain overlay, unstable slopes overlay, etc.). Neither the real estate agent nor the prospective property owner made inquiries as to the zoning status of the property.

"2. The structure is not original and could never be original (e.g. remodeled numerous times, shingle siding, aluminum windows, doors, etc.)"

Although the structure has experienced some incompatible alterations over its lifetime, the form and structure of the building is still intact. The City's ordinance does not have the authority to require retroactive rehabilitation or restoration. Also, the City's ordinance does not have authority over changes to the interior of the building. All alterations that were in place at the time of designation are "grandfathered", but all subsequent alterations must be reviewed by the Historic Review Board. The Farr Bros. Store, constructed c. 1910, is a building representative of one of the early commercial districts in Oregon City (7th Street), and is significant for its age and association with the Farr Brothers, prominent



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Oregon City merchants. The City's historic preservation program does not require that property owners return buildings to "original" appearance, but does encourage rehabilitation in keeping with historic character, and does require review of proposed exterior alterations, new construction, demolitions and moving.

"3. Building has no eye appeal and will never have any eye appeal historically or otherwise. It's a large plain building in need of a lot of work."

As noted above, the Farr Bros. Store has been recognized as a significant portion of Oregon City's history. "Eye appeal" is not defined and is extremely subjective. "Historical Significance" is defined in the City's ordinance and the Farr Bros. Store clearly meets that definition. The building has suffered from neglect for many years and is in need of maintenance and rehabilitation. The City's historic preservation program does not prohibit alterations to designated buildings, but does require that proposed changes go through a review process.

"4. It is economically impossible for this building, considering its location and condition, to support the size of investment that would be necessary under the Historic Review Board's demands."

The criteria used by the Board in reviewing applications do address the issue of economic use. Specifically, the criterion reads: "The economic use of the Historic Site and the reasonableness of the proposed alteration and their relationship to the public interest in the structure's or landmark's preservation or renovation." The alteration is for a change in siding, which does not increase or decrease the building's economic use. If, for example, a large building addition were proposed that could substantially increase the economic return of the property, this criterion would hold more importance. Again, it needs to be emphasized that the Historic Review Board does not have the authority to require a property owner to restore a property, but does have authority to review and make decisions on proposed alterations. The Board's decision was based on the fact that the property owner had made a good faith attempt to stabilize the condition of the long-neglected building, thus a period of at least five years was granted to arrive at options other than the incompatible siding. The applicants were informed that if the 5-year time period should prove to be too short, they could return to the Board for an extension.



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"5. I did more improvement to this building in one month than has been done over past 15 years. Allow me to give this building a face lift. The neighborhood wants it, and deserves it."

There is no question that the new owners have improved the physical condition of the building. The Historic Review Board acknowledged that fact, and took it into consideration when arriving at their decision to grant a period of five years for removal of the incompatible siding. City staff has and will continue to provide technical assistance to owners regarding historic properties.

The City Commission needs to be aware that every city and county in the State of Oregon is required by law to identify their community's historic resources and protect them. To that end, Oregon City has adopted an inventory and passed ordinances creating the Historic Review Board and the Historic Overlay Zone. Oregon City was one of the first communities in the state to identify and designate its historic resources, and the City's historic preservation ordinances are used statewide as a model.

It is recommended that the decision of the Historic Review Board be upheld.

Attached for Commission review are the following documents:

1. Appeal form submitted by property owner.
2. Minutes of October 27, 1988 Historic Review Board meeting.
3. Staff Report from October 27, 1988 Historic Review Board meeting.
4. Original application.

THOMAS FENDER III  
City Manager

cc: Development Services Director



APPEAL TO CITY COMMISSION

DATE: DEC 17, 1988

NAME: JOHN JANUARY

PHONE: 293-3315

ADDRESS: 1140 CLAYTON WAY. GLADSTONE, OR 97027

ADDRESS/PROPERTY DESCRIPTION OF SUBJECT PROPERTY: COMMERCIAL/RESIDENTIAL  
2 STORY STRUCTURE AT 919 7<sup>th</sup> STREET (MONROE + 7<sup>th</sup>)

SUBJECT OF APPEAL: REHABILITATION REQUIREMENTS PLACED ON  
BUILDING BY OREGON CITY HISTORIC REVIEW BOARD

The undersigned hereby appeal(s) the decision of the HISTORIC REVIEW BOARD  
concerning the subject case. The decision to approve \_\_\_\_\_ deny X the  
application was made at the meeting held on OCTOBER 27<sup>th</sup> 1988

REASONS FOR APPEAL: 1) THERE IS A DEFINITE LACK OF PUBLIC INFORMATION CONCERNING  
THE REQUIREMENTS PLACED ON PROPERTY OWNERS WITHIN AN  
OREGON CITY HISTORIC DISTRICT.

2) THE STRUCTURE IS NOT ORIGINAL AND COULD NEVER BE ORIGINAL  
(EG REMODELED NUMEROUS TIMES SHINGLE SIDING, ALUMINUM WINDOWS DOORS ETC.)

3) BUILDING HAS NO EYE APPEAL AND WILL NEVER HAVE ANY EYE APPEAL HISTORICAL  
OR OTHERWISE. ITS A LARGE PLAIN BUILDING IN NEED OF A LOT OF WORK.

4) IT IS ECONOMICALLY IMPOSSIBLE FOR THIS BUILDING, CONSIDERING ITS LOCATION  
AND CONDITION, TO SUPPORT THE SIZE OF INVESTMENT THAT WOULD

BE NECESSARY UNDER THE HISTORIC REVIEW BOARD'S DEMANDS  
5) I DID MORE IMPROVEMENT TO THIS BUILDING IN ONE MONTH THAN HAS BEEN

DONE OVER PAST 15 YEARS. ALLOW ME TO GIVE THIS BUILDING A FACE LIFT.  
THE NEIGHBOURHOOD WANTS IT, AND DESERVES IT. dh

FILING FEE PAID: NONE DEC. 17 1988

Amount

Date

Receipt No.

John January  
Property Owner Signature

Address

Property Owner Signature

Address

\*\*\* SIGNATURES REQUIRED IF APPLICABLE \*\*\*

Signature

Address

Contract Purchaser

Lessee

Prospective Purchaser

On the motion:

Mountjoy, Aye; Hayes, Aye; Fowler, Aye: MOTION CARRIED.

Public Hearing: Request for Exterior Alterations to a designated structure in the McLoughlin Conservation District, for property at 919 - 7th Street, requested by John and Debra January. The request is to replace asphalt shingles with T-111 siding.

Betty Fearn, Debra January's mother, was in attendance to represent the applicant. Mrs. Fearn read a letter from Mr. and Mrs. January, explaining the situation to date.

The staff report was summarized by Denyse McGriff. She explained that when properties change hands, prospective purchasers often do not contact the Planning Division to find out about zoning. Since the historic overlay is a zone, that is when they would find out that information.

Chairman Fowler asked about the block grant funds for historic rehab. Denyse said that the program will probably be announced in the spring.

Mrs. Fearn distributed photographs of the building before and after. She said that Mr. and Mrs. January do want to replace the drop siding on the west elevation, but are asking that the T-111 already placed be approved. Chairman Fowler commented that if the original drop siding is still under the asphalt shingles, it may be in good condition. He said that the primary charge of the Historic Review Board is to consider the compatibility of the alteration. Mrs. Fearn said that Mr. and Mrs. January are now aware of the regulations and want to comply.

Regarding correspondence, Denyse distributed two letters that were received from adjacent property owners. The letters are in support of any alterations to the building.

Chairman Fowler commented that this is another reason the City needs to have the historic designation recorded with the deed.

#### Testimony:

Betty Jo Chapman, 1307 - 7th Street, discussed long-time problems on 7th Street. She said she supports the alteration made by the Januarys. She said that parking needs to be returned to 7th, to encourage businesses.

Ted Havlicek, owner of 914 - 7th Street, discussed the surrounding uses. Mr. Havlicek said he supports the request. He expressed concern for removal of parking on 7th Street, and problems with traffic speed on 7th.

The hearing was then closed to public testimony.

Dan Mountjoy asked if the applicants wish to complete the rest of the building with T-111. Mrs. Fearn said no. She said that what has been completed is all that is requested. Denyse McGriff commented that her report was written looking at the building as a whole, and the need for a rehabilitation plan for the building.

Dan Mountjoy said that on the upper part of the building, the applicant would probably find that the original siding is still there. Chairman Fowler said that the Board is not criticizing work that the applicants have done, but that the responsibility of the HKB is to evaluate the compatibility of proposed alterations. Mr. Fowler said that the Board has never approved T-111 siding, and that this would set a precedent. He said he hopes the Community Development program will provide an incentive for appropriate alterations, and hoped this building would be eligible.

Mrs. Fearn asked if battens could be applied to the siding to create an older appearance. Denyse McGriff explained that board-and-batten siding would not be an appropriate treatment for this building.

Dan Mountjoy commented that part of the building had already been sided with T-111 prior to the January's purchase. He said that the applicants should not be required to remove material that existed prior to their purchase.

Chairman Fowler asked staff if there is any way the applicant can keep the siding on the building until they determine their plans for the rest of the building. Denyse said that the Board's decision should not be contingent on an unknown factor. Mrs. Fearn asked if the T-111 could be approved, and any further alterations reviewed. Denyse said that mismatched materials would not be encouraged, but that the applicant has indicated that they want to rehabilitate the building correctly.

Chairman Fowler said that the applicant's intention was to protect the building from the weather, and that they are to be commended. He said that work on the top part of the building may not be immediate, and that he would support giving a reasonable period of time to remove the T-111 siding. Mrs. Fearn asked that if the rest of the building is rehabilitated according to the guidelines, could the applicants have up to five years to remove the T-111. Denyse McGriff felt that would be reasonable.

It was moved by Fowler, seconded by Mountjoy, to grant a period of five (5) years to rehabilitate the structure with the appropriate siding. Suggested material is California drop siding, to match the existing siding on the west elevation. The applicant shall develop a plan for rehabilitation of the exterior facade and removal of the T-111 siding. Staff will provide assistance and support in locating appropriate building materials and elements (e.g. siding, windows, etc.).

On the motion:

Hayes, Aye; Mountjoy, Aye; Fowler, Aye: MOTION CARRIED.

Request for Major Public Improvements in the McLoughlin Conservation District, for on-street parking and traffic pattern changes on 6th Street, between Washington and Jefferson Streets. The request is to change 6th Street to a one-way street, and to provide on-street diagonal parking.

Kate Daschel reviewed the proposal, and outlined comments received from the Traffic Safety Board. Following discussion, the Board felt that traffic counts to determine traffic patterns in the area were necessary. The Board also wondered if some of the vacant land on the Senior Center block could be used for additional public parking, instead of on-street parking. The Board felt it was important to maintain the traditional two-way traffic pattern, and asked for fully-dimensioned before and after drawings.



# CITY OF OREGON CITY

Incorporated 1811

DEVELOPMENT SERVICES  
DEPARTMENT  
Planning, Building,  
Engineering  
320 Warner Milne Road  
Oregon City, OR 97045  
(503) 657-0895

## STAFF REPORT OREGON CITY HISTORIC REVIEW BOARD OCTOBER 1988

FILE NO: HRB88-18

HEARING DATE: Thursday, October 27, 1988  
City Hall, 7:00 PM  
320 Warner Milne Road, Oregon City

APPLICANT: John and Debra January  
1140 Clayton Way  
Gladstone, OR 97027

PROPERTY OWNER: John and Debra January  
1140 Clayton Way  
Gladstone, OR 97027

REQUEST: Exterior alteration of a designated historic structure in the McLoughlin Conservation District

LOCATION: 919 - 7th Street  
Map 2-2E-31AD, Tax Lot 5000

### CRITERIA:

The criteria for reviewing exterior alterations to historic landmarks are set forth in Ordinance No. 85-1016, the "Historic Overlay District." Criteria for exterior alterations read as follows:

"For exterior alterations of Historic Sites in an Historic District or Conservation District or individual landmarks, the criteria to be used by the Board in reaching its decision on the certificate of appropriateness shall be:

- (a) The purpose of the Historic Overlay District as set forth in Section 11-3-17 (A);
- (b) The provisions of the Oregon City Comprehensive Plan;
- (c) The economic use of the Historic Site and the reasonableness of the proposed alteration and their relationship to the public interest in the structure's or landmark's preservation or renovation;
- (d) The value and significance of the Historic Site;
- (e) The physical condition of the Historic Site;

END OF THE OREGON TRAIL-BEGINNING OF OREGON HISTORY

- (f) The general compatibility of exterior design, arrangement, proportion, detail, scale, color, texture and materials proposed to be used with the Historic Site;
- (g) Pertinent aesthetic factors as designated by the Board;
- (h) Economic, social, environmental and energy consequences;
- (i) Design guidelines adopted by the Historic Review Board."

The Historic Review Board's Design Guidelines for Exterior Alterations in the McLoughlin District set forth guidelines for the requested alterations as follows:

WOOD: Clapboard, Weatherboard, Shingles and other Wooden Siding

Recommended

Retaining and preserving significant architectural features, wherever possible.

Not Recommended

Removing architectural features such as siding, cornices, brackets, window architraves, and doorway pediments. These are, in most cases, an essential part of a building's character and appearance that illustrate the continuity of growth and change.

Recommended

Repairing or replacing, where necessary, deteriorated material that duplicates in size, shape, and texture the old as closely as possible.

Not Recommended

Resurfacing frame buildings with new material that is inappropriate or was unavailable when the building was constructed, such as artificial stone, brick veneer, asbestos or asphalt shingles, and plastic or aluminum siding. Such materials can also contribute to the deterioration of the structure from moisture and insects.

STOREFRONTS

Recommended

Retaining and repairing existing storefronts including windows, sash, doors, transoms, signage, and decorative features where such features contribute to the architectural and historic character of the building.

Recommended

Where original or early storefronts no longer exist or are too deteriorated to save, retaining the commercial character of the building through (1) contemporary design which is compatible with the scale, design, materials, color and texture of the historic buildings; or (2) an accurate restoration of the storefront based on historical research and physical evidence.

Not Recommended

Introducing a storefront or new design element on the ground floor, such as an arcade, which alters the architectural and historic character of the building and its relationship with the street or its setting or which causes destruction of significant historic fabric.

Not Recommended

Using materials which detract from the historic or architectural character of the building, such as mirrored glass.

Altering the entrance through a significant storefront.

BASIC FACTS:

1. The property is located at 919 - 7th Street in Oregon City. It is further described on the Assessor's Map as Tax Lot 5000, Map 2-2E-31AD. The site is occupied by the c. 1910 Farr Brothers Store.
2. The Farr Brothers Store is located at the corner of 7th and Monroe Streets. Louis and Clarence Farr were the sons of Isaac Farr. The building is a two-story structure, has a paired gable roof on the rear facade and a western false front on the 7th Street elevation. The front elevation has a segment of a parapet above a simple cornice, which is supported by block modillions. The original second story windows (probably one-over-one double-hung windows) have been replaced with aluminum sliders. The display windows and the entrance on the east elevation appears to be original. The rear elevation has a second story porch which provides access to the apartments. The siding on the front elevation is asbestos shingle. The west elevation is sided in 1x6 "California Drop" siding.

The building is significant for its history as one of the early stores along 7th Street around the turn of the century.

3. In October of 1988, it was noted that exterior alterations were occurring at the site. The property owner submitted an application to the City for Historic Review for an exterior alteration.
4. The work done to date involves the replacement of the asbestos shingles with T-111 on the 7th Street and a portion of the Monroe Street elevations.

#### ANALYSIS AND FINDINGS:

1. Regarding the criteria listed in the Historic Overlay District, the most applicable are (a), (c), (d), (e), (f), and (i).
2. Regarding Criterion (a), the purpose of the Historic Overlay District is to "effect and accomplish the protection, enhancement and perpetuation of historic properties and district which represent elements of the City's cultural, social, economic, political, and architectural history." Other purposes of the Overlay District are to "safeguard the City's historic, aesthetic and cultural heritage", "to protect and enhance the City's attractions to tourists and visitors", "to promote the use of historic districts and landmarks for the education, pleasure, energy conservation, housing and public welfare and noble accomplishments of the past."

Alterations to the Farr Brothers Store should be carefully evaluated, taking into consideration its status as a prominent commercial structure in the McLoughlin Neighborhood.

3. Regarding Criterion (c), the Farr Brothers Store has contained a variety of commercial uses over the years. In recent years, the building has been occupied by a karate studio and apartments. The alteration as partially completed is not entirely reasonable. However, the applicants indicated that they were not aware of the building's landmark status. The previous owner had owned the building since it was designated in 1980. The applicants' immediate concern was to stabilize the existing deteriorating asbestos shingles.
4. Regarding Criterion (d), the Farr Brothers Store is of primary significance in the McLoughlin District and the City due to its age and architecture. Restoration of the store should be encouraged.
5. Regarding Criterion (e), the physical condition of the building is fair. Three sides of the building were covered over with asbestos shingles. The existing California drop siding is in need of repair.

6. Regarding Criterion (f), the alteration as partially completed is not compatible. T-111 (generic name) has been on the market for approximately 20 years. It is generally made of fir and is inexpensive as compared to other building materials. This building material is generally used vertically. It comes in 4, 8, and 12 inch routed groove pattern.

The building material that should be used on the building should be compatible in arrangement, scale, texture, color and detail. T-111, a late 20th century building material, is not compatible with a turn-of-the-century commercial building.

The Farr Brothers Store is sided with horizontal California drop siding. This material is available.

7. Regarding Criterion (i), the Historic Review Board's design guidelines are outlined as they relate to this property. The applicant's alteration is not in conformance with the guidelines, but with a modification, the proposal can meet the intent of the guidelines.

#### CONCLUSION AND RECOMMENDATIONS:

The application for exterior alterations at 919 - 7th Street is generally not compatible with the criteria as set forth in the Historic Overlay District and design guidelines.

However, due to the applicant's good faith effort to stabilize the building and return it to a viable commercial enterprise, the following is recommended:

1. That the applicant be granted a reasonable amount of time (one to three years) to rehabilitate the structure with the appropriate siding. Suggested material is California drop siding, to match the existing siding on the west elevation.
2. That the applicant develop a plan for rehabilitation of the exterior facade and removal of the T-111 siding. Staff will provide assistance and support in locating appropriate building materials and elements (e.g. siding, windows, etc.)



ALL: 10/27/88  
JOHN & DEBI JANUARY  
1140 CLAYTON WAY  
GLADSTONE, OR 97027  
657-3250

CITY OF OREGON CITY  
OREGON CITY HISTORIC REVIEW BOARD  
OREGON CITY, OR 97043-4046

GENTLEMEN:

RE: IMPROVEMENTS TO PROPERTY AT 919 7TH STREET

DEBI AND I WERE RECENTLY CONTACTED BY DENYSE C. MEGRIFF, PRINCIPAL PLANNER. SHE SURPRISED, ALARMED AND CONCERNED US WHEN WE WERE TOLD OF THE USUAL PLANNING PROCEDURE FOR OUR AREA. HENCE, THIS MEETING, THIS LETTER, AND OUR SINCERE APOLOGY.

A LENGTHY 4 MONTH ESCROW ON THE SUBJECT PROPERTY RECENTLY CLOSED. OUR INTENTION WAS TO CLOSE ESCROW LAST SUMMER AND PERFORM ALL NECESSARY WORK DURING THE DRY PERIOD. WHEN ESCROW FINALLY CLOSED WE HAD TO MOVE FAST IN ORDER TO BEAT THE WEATHER. A FEW MONTHS AGO WE HAD CONTACTED THE OREGON CITY PLANNING DEPT. AND FIRE DEPT. CONCERNING ZONING AND ANY CURRENT OR PAST BUILDING VIOLATIONS. THEY ADVISED US THE PROPERTY RECORD WAS CLEAN. ABOUT A MONTH AGO I CONTACTED THE CITY REGARDING PAINTING AND REFERBISHING IN OREGON CITY. THEY ADVISED ME THAT AS LONG AS I WAS NOT INTO THE STRUCTURAL, ELECTRICAL, PLUMBING, ETC. PERMITS WERE NOT NECESSARY. WITH THIS UNDERSTANDING, AND THE HELP OF OUR FAMILY AND FRIENDS WE SET OUT TO CHANGE THE APPEARANCE OF THIS BUILDING. WORKING 12-14 HOURS PER DAY WE HAD ALMOST COMPLETED THE SIDING AND STARTED THE PAINTING WHEN WE WERE CONTACTED BY DENYSE MEGRIFF. SHE TOLD US OF THE POSSIBLE VIOLATIONS AND SUGGESTED THAT WE NOT HANG ANY MORE T-111 SIDING. SHE COMMENTED THAT A MEETING COULD NOT BE FOR ANOTHER 3 WEEKS, THE WEATHER WAS CHANGING. AND SUGGESTED THAT WE COMPLETE THE PAINTING. WE COMPLIED WITH HER SUGGESTIONS. SHE FURTHER ADVISED US TO CONTACT RON BLORIBACH REGARDING A BUILDING PERMIT. WE CONTACTED RON THE NEXT DAY. HE ADVISED US THAT HE HAD NO PROBLEM WITH OUR REDECORATING AND THAT A PERMIT WOULD BE ISSUED IF THE HISTORIC REVIEW BOARD ACCEPTED OUR REVIEW AND APPLICATION.

DEBI AND I WERE NEVER ADVISED BY THE OWNER, REAL ESTATE BROKER OR ANYONE ELSE AS TO THE HISTORICAL SIGNIFICANCE OF THE PROPERTY. OUR INTENTION WAS AND IS TO IMPROVE THE PROPERTY AND TO OPERATE OUR BUSINESS AT THAT LOCATION. WE WISH THE PROPERTY WAS MORE ARCHITECTURALLY APPEALING. WE WOULD LIKE TO REFERBISH A HISTORIC BUILDING AND IN FACT HAVE AND ARE SEARCHING FOR A HISTORIC HOME IN THE OREGON CITY AREA.

THE SUBJECT PROPERTY HAS BEEN REMODELED AND MODIFIED MANY TIMES OVER THE PAST 75 YEARS. WE TRIED TO LOCATE SIMILAR SIDING. NO MATCH WAS FOUND. REMOVING THE SHINGLES REVEALED SEVERAL OPENINGS WHERE WINDOWS AND DOORS HAD BEEN FRAMED AND BOARDED UP. AFTER WE DISCOVERED THE WINDOW AND DOOR HOLE PATCHES. WE DECIDED TO GO WITH T-111. THE MAJORITY OF THE WINDOWS IN THE BUILDING ARE ALUMINUM SLIDERS AND/OR RETAIL STYLE ALUMINUM WINDOWS. THE ROOF AND STRUCTURE IS NOT ORIGINAL IN DESIGN. THE SIDING WHICH WAS PARTIALLY REPLACED BY T-111 WAS NOT ORIGINAL. THE SIDING IN FRONT OF THE APPLIANCE STORE IS A T-111 TYPE MATERIAL AND HAS BEEN FOR SEVERAL YEARS.

WE WORKED MANY HOURS ON THE BUILDING AND GOT TO MEET SEVERAL LOCAL MERCHANTS AND RESIDENTS. WITHOUT EXCEPTION, EVERYONE HAS COMPLIMENTED US ON OUR WORK, THE IMPROVEMENT TO THE BUILDING, AND AREAS OVERALL APPEARANCE. WE INTEND TO CONTINUE TO IMPROVE THE BUILDING AS TIME AND FINANCES ALLOW. THE BUILDING WAS PURCHASED WITH OUR SAVINGS. OUR BUSINESS IS BEING STARTED ON OUR IDEAS AND DREAMS. THIS BOARD HAS THE ABILITY TO PROMOTE OR SHATTER BOTH OUR SAVINGS AND OUR BUSINESS.

DEBI AND I ARE UNDER CONTRACT WITH CLATSOP COLLEGE IN ASTORIA ON WEDNESDAY AND THURSDAY AS DANCE INSTRUCTORS. THEREFORE, REGRETABLELY, WE ARE UNABLE TO ATTEND THIS MEETING. BETTY FEARN, DEBI'S MOTHER, AND A MEMBER OF OUR FAMILY WORK FORCE, IS HERE TO PRESENT THIS LETTER AND ANSWER YOUR QUESTIONS. DEBI AND I MAKE THIS PROMISE TO YOU. WE WILL HEREAFTER CONTACT THE HISTORICAL REVIEW BOARD PRIOR TO IMPROVEMENTS. WILL IMPROVE THE PROPERTY MAINTAINING THE DISTRICTS HISTORICAL THEME AND WILL BE AN ASSET TO THE GREATER OREGON CITY AREA.

THANK YOU.

JOHN & DEBI JANUARY

Date 10-10-88

HISTORIC REVIEW BOARD  
APPLICATION FOR REVIEW

Name JOHN & Debra January  
Address 1140 CLAYTON WAY, GLADSTONE, OR Telephone 657-3250  
Property Address 919 7th St Oregon City, OR

Respectfully requests the Historic Review Board to grant a certificate of appropriateness for the following purpose:

☐ New Construction  
☒ Alteration of Existing Structure  
☐ Demolition

Explanation: REPLACE ASPHALT SHINGLES WITH T-111 SIDING  
AS NON-REPLACEABLE AS TOO EXTENSIVE DAMAGE

Note: Legal description of the property must be attached. This application shall be accompanied by a site plan, drawn to scale, showing the dimension and arrangement of the proposed development. Materials list, building plans, and elevations may be required; check with the Planning Department before filing.

[Signature]  
Signature  
[Signature]  
Signature

\*\*\*\*\*



**CITY OF OREGON CITY**  
INCORPORATED 1844

FOR AGENDA  
DATED  
January 12, 1989

## COMMISSION REPORT

Page 1 of 1

TO THE HONORABLE MAYOR AND COMMISSIONERS

Subject: Comprehensive Plan Periodic Review  
Public Hearing - Postponement

Report No. 89-3

On August 19, 1988 the City Commission approved the schedule for Periodic Review. A public hearing was scheduled for January 12, 1989 for a final periodic review order.

The Development Services Department is requesting that the hearing be tabled until February 9, 1989. The additional time is necessary to enable staff to complete the ordinances that are needed for this planning document.

THOMAS FENDER III  
City Manager

DCM: aeb  
cc:

Development Services Director  
Principal Planner



**CITY OF OREGON CITY**  
INCORPORATED 1844

FOR AGENDA  
DATED

January 12, 1989

## COMMISSION REPORT

Page 1 of 1

TO THE HONORABLE MAYOR AND COMMISSIONERS

Subject: Proposed Ordinance No. 89-1000, An  
Ordinance Assessing Costs of Nuisance  
Removal

Report No. 89-4

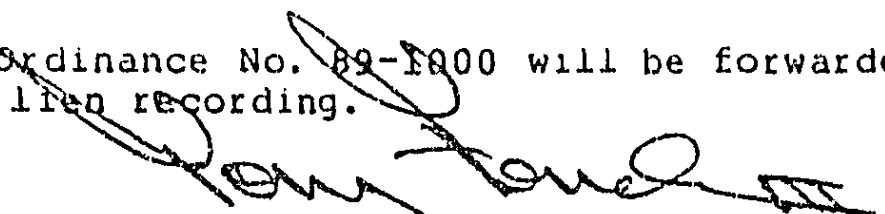
On October 26, 1988, a Notice to Remove Nuisance was sent to William J. and Dorothy V. Stennett, owner of property described as Lot 3200, Map 3-2E-5CA (formerly 361 Warner Milne Road), Oregon City.

On November 10, 1988, the Code Enforcement Officer advised that to that date, nothing had been done to abate the demolition debris nuisance and recommended that the City Manager order abatement in accordance with City Code, Title 8, Chapter 7, Section 21. On November 10, 1988, the Public Works Supervisor was requested to coordinate the removal of the demolition debris nuisance on that property.

On December 19, 1988, the City Recorder mailed via certified mail, a "Notice of Proposed Assessment" (copy attached) to William J. and Dorothy V. Stennett. The Notice of Proposed Assessment includes the costs to be assessed and a lien to be declared against the above described property unless written objections are filed with the City Recorder within 20 days of the Notice. With January 9, 1989 the deadline for filing, as of January 6, 1989, no objections have been filed.

On the January 12, 1989 agenda, there is proposed Ordinance No. 89-1000 (copy attached) which assesses the costs of removal of the nuisance. Notice of proposed Ordinance No. 89-1000 has been posted at City Hall, 320 Warner Milne Road; Courthouse, 807 Main Street; and, Senior Center, 615 5th Street, by direction of the City Recorder. It is recommended that first reading be approved, second reading be called and approved for final enactment.

Upon adoption, Ordinance No. 89-1000 will be forwarded to the County Clerk's office for lien recording.

  
THOMAS FENDER III  
City Manager

jke  
Attach.

# N O T I C E

NOTICE IS HEREBY GIVEN that Proposed ORDINANCE NO. 89-1000, of the City of Oregon City, Clackamas County, Oregon, is available for public inspection at the office of the City Recorder, 320 Warner Milne Road, Oregon City, Oregon.

Said Ordinance will be considered by the City Commission at its meeting on the 12th day of January, 1989, at the hour of 8:00 o'clock p.m. The title of said Ordinance is as follows:

## AN ORDINANCE ASSESSING COSTS OF NUISANCE REMOVAL

POSTED this 5th day of January, 1989, by direction of the City Recorder. Places of posting are as follows:

1. City Hall, 320 Warner Milne Road, Oregon City, Oregon.
2. Courthouse, 807 Main Street, Oregon City, Oregon.
3. Senior Center, 615 - 5th Street, Oregon City, Oregon.

JEAN K. ELLIOTT, City Recorder

DO NOT REMOVE PRIOR TO JANUARY 13, 1989

ORDINANCE NO. 89-1000

AN ORDINANCE ASSESSING COSTS OF NUISANCE REMOVAL

WHEREAS, pursuant to Title IX, Chapter 7, Section 5, of the 1963 City Code, the following condition of a nuisance and removal thereof was required: Demolition debris on property described as Tax Lot 3200, Map 3-2E-5CA (formerly 361 Warner Milne Road, Oregon City.

WHEREAS, said demolition debris was removed by the City and Notice of Proposed Assessment mailed to William J. and Dorothy V. Stennett, owner of said property, on December 19, 1988, and no objections having been filed thereto,

OREGON CITY ORDAINS AS FOLLOWS:

The following costs are hereby assessed and declared a lien against property formerly addressed as 361 Warner Milne Road, Oregon City, Clackamas County, Oregon, and described as Tax Lot 3200, Map 3-2E-5CA.

Labor	\$ 397.20
Equipment	606.00
Materials	898.94
	<u>\$1,902.14</u>
Administrative Overhead (25 percent)	<u>475.54</u>
TOTAL	\$2,177.68

Pursuant to Title IX, Chapter 7, Section 5 of the 1963 City code, said lien shall bear interest at the legal rate from the date of lien entry.

Read first time at a regular meeting of the Commission held on the 12th day of January, 1989, and the foregoing ordinance was finally enacted by the City Commission this 12th day of January, 1989.

JEAN K. ELLIOTT, City Recorder

ATTESTED this 12th day of January, 1989.

\_\_\_\_\_  
DAVID D. SPEAR, Mayor

ORDINANCE NO. 89-1000

Effective Date: February 11, 1989



COPY

NOTICE OF PROPOSED ASSESSMENT

TO: William J. and Dorothy V. Stennett  
16291 S. Carus Road  
Beavercreek OR 97004

NOTICE IS HEREBY GIVEN that pursuant to Title IX, Chapter 7, Section 5, of the 1963 City Code, the City Manager of Oregon City declared the following to be a nuisance and authorized removal thereof:

Demolition Debris on property described as:

Lot 3200, Assessors Map 2-2E-5CA

formerly 361 Warner Milne Road

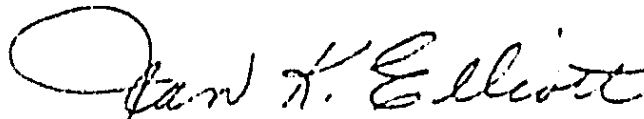
Oregon City, Oregon, 97045

The costs of said removal are as follows:

Labor	\$ 397.20
Equipment	606.00
Materials	898.94
	<u>\$1,902.14</u>
Administrative Overhead (25 percent)	<u>\$ 475.54</u>
TOTAL	\$2,177.68

which costs will be assessed and declared a lien against said property by the City Commission unless written objections are filed with the City Recorder within 20 days of this notice.

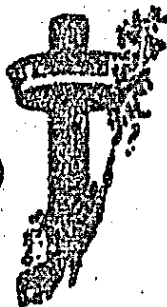
DATED, this 19th day of December, 1988.

  
JEAN K. ELLIOTT, City Recorder

NOTICE OF PROPOSED ASSESSMENT

Certified Mail P 498 939 818





**CITY OF OREGON CITY**

INCORPORATED 1844

FOR AGENDA  
DATED

January 12, 1989

## COMMISSION REPORT

1 2

Page \_\_\_\_ of \_\_\_\_

TO THE HONORABLE MAYOR AND COMMISSIONERS

**Subject:** City Commission Goals for Fiscal Year  
Year 1989-90 - Adoption

**Report No. 89-6**

On December 20, 1988, the City Commission met in work session for the purpose of establishing goals for fiscal year 1989-90. The goal setting criteria included the following:

- Control
- Change
- Tangible
- Effort/Impact
- Attainable - by June 30, 1990
- Momentum

As a result of that work session, the following goals were outlined:

1. ECONOMIC DEVELOPMENT: Develop an economic development plan for the City.
2. LIBRARY: Complete the pre-development stage of the new library project.
3. URBAN RENEWAL: Update and continue implementation of the Urban Renewal Program.
4. MASS TRANSIT: Establish mass transit facilities.
5. TRANSPORTATION PLAN: Review and adopt the transportation plan and initiate implementation.
6. CITY FACILITIES: Develop a long-term City Facilities Master Plan.
7. END OF OREGON TRAIL: Actively participate with the County in the completion and funding of the End of the Oregon Trail Master Plan.
8. TOURISM: Define the City's role in tourism promotion and implement a strategy for that role.
9. TAKE PRIDE IN OREGON CITY: Re-activate the Take Pride in Oregon City Program.
10. INTERGOVERNMENTAL RELATIONS: Improve intergovernmental relations with surrounding jurisdictions.



**CITY OF OREGON CITY**

INCORPORATED 1844

## COMMISSION REPORT

FOR AGENDA  
DATED

January 12, 1989

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Page \_\_\_\_ of \_\_\_\_

TO THE HONORABLE MAYOR AND COMMISSIONERS

**Subject:** City Commission Goals for Fiscal Year  
Year 1989-90 - Adoption

**Report No. 89-6**

11. BUSINESS COMMUNITY RELATIONS: Develop a program to enhance the relationship of the City with the local business community.
12. RV PARK: Encourage and promote development of an RV Park in Oregon City.
13. PARK PLACE: Develop a needs assessment for the Park Place community.
14. STAFFING LEVELS: Develop a long-term staffing assessment.

Presented on the January 12, 1989 agenda, is the need for the City Commission to formally adopt the listed goals for fiscal year 1989-90.

THOMAS FENDER III  
City Manager

jke  
cc:

Budget Committee Members  
All Department Directors



**CITY OF OREGON CITY**  
INCORPORATED 1844

# COMMISSION MEMORANDUM

January 12, 1989  
DATE

Page 1 of 1

TO THE HONORABLE MAYOR AND COMMISSIONERS

Subject: Supplemental Budget No. 2 for Fiscal  
Year 1988-89 - Public Hearing -  
Resolution No. 89-2

Report No. 89-5

On November 28, 1988, the Budget Committee approved a Supplemental Budget for Fiscal Year 1988-89 and referred it to the City Commission for acceptance and public hearing.

Subsequently, at its December 7, 1988 meeting, the City Commission accepted the supplemental budget for fiscal year 1988-89 and set the date of public hearing for January 12, 1989 at 8:00 p.m. First and Second Notices of Public Hearing were published on Wednesday, December 21, 1988 and Tuesday, January 3, 1989, respectively. Listed within that publication are resources and requirements for creation or modification of the following funds:

- Street Fund
- HOPP Sewer Construction Fund
- Water Fund
- Sewer Fund
- Cemetery Fund
- Cable TV Fund
- Oregon City Enhancement Fund
- Storm Drain Utility Fund
- Water Revenue Bond Fund

Attached to this report is an explanation of the activity related to each of the funds listed above. Also attached is proposed Resolution No. 89-2. If there is no opposition to the Supplemental Budget, it is recommended that Resolution No. 89-2 be adopted.

THOMAS FENDER III  
City Manager

JSH/im  
Attach.  
cc:

Budget Committee Members  
All Department Directors

RESOLUTION NO. 89-2

WHEREAS, Oregon City has or will receive during the 1988-89 budget year the following sums:

(R-1)	<u>HOPP SEWER CONSTRUCTION FUND:</u>		
	Resources:		
	Loan from Sewer Fund		\$ <u>50,000</u>
(R-2)	<u>WATER FUND:</u>		
	Resources:		
	USNB Trust Funds		<u>\$118,000</u>
(R-3)	<u>SEWER FUND:</u>		
	Resources:		
	TCSD Operating Fees	\$750,000	
	User Charges	<u>54,000</u>	<u>\$804,000</u>
(R-4)	<u>CABLE TV FUND:</u>		
	Resources:		
	Cable TV Franchise Fee		<u>\$ 5,000</u>
(R-5)	<u>CEMETERY FUND:</u>		
	Resources:		
	Personal Services (reduced)		<u>\$ 12,000</u>
(R-6)	<u>WATER REVENUE BOND FUND:</u>		
	Resources:		
	Beginning Cash Balance		<u>\$ 20,000</u>
(R-7)	<u>STORM DRAIN UTILITY FUND:</u>		
	Resources:		
	Development Service Fees		<u>\$ 45,000</u>
(R-8)	<u>OREGON CITY ENHANCEMENT FUND:</u>		
	Resources:		
	Transfer Station Fees	\$125,000	
	Interest Earned	<u>1,500</u>	<u>\$126,500</u>
(R-9)	<u>STREET FUND:</u>		
	Resources:		
	General Fund Transfer	\$ 19,666	
	Street Development Charges	75,000	
	State Gas Tax	429,251	
	88-89 Street Upgrades	52,500	
	Beginning Cash Balance	<u>9,000</u>	<u>\$585,417</u>

(R-10)	<u>GENERAL FUND:</u>		
	<u>Resources:</u>		
	Administrative Charges	\$ 9,800	
	Vending Sales	<u>12,000</u>	<u>\$ 21,800</u>

and

WHEREAS, pursuant to ORS 294.480 Oregon City has prepared a Supplemental Budget of expenditures as follows:

(E-1)	<u>HOPP SEWER CONSTRUCTION FUND:</u>		
	<u>Expenditures:</u>		
	Sewer Construction	\$ 42,500	
	Administration	<u>7,500</u>	<u>\$ 50,000</u>
(E-2)	<u>WATER FUND:</u>		
	<u>Expenditures</u>		
	Debt Service		<u>\$118,000</u>
(E-3)	<u>SEWER FUND:</u>		
	<u>Expenditures</u>		
	Payment to TCSD	\$750,000	
	HOPP Sewer Construction Fund	50,000	
	Contingency	<u>4,000</u>	<u>\$804,000</u>
(E-4)	<u>CABLE TV FUND:</u>		
	<u>Expenditures</u>		
	Studio Operations	\$ 4,000	
	Equipment	<u>1,000</u>	<u>\$ 5,000</u>
(E-5)	<u>CEMETERY FUND:</u>		
	<u>Expenditures:</u>		
	Transfer	\$ 5,000	
	Capital Outlay	4,000	
	Contingency	<u>3,000</u>	<u>\$ 12,000</u>
(E-6)	<u>WATER REVENUE BOND FUND:</u>		
	<u>Expenditures:</u>		
	Debt Service		<u>\$ 20,000</u>
(E-7)	<u>STORM DRAIN UTILITY FUND:</u>		
	<u>Expenditures:</u>		
	Materials & Services	\$ 10,000	
	Capital Outlay	<u>35,000</u>	<u>\$ 45,000</u>
(E-8)	<u>OREGON CITY ENLANCEMENT FUND:</u>		
	<u>Expenditures:</u>		
	Materials & Services	\$ 80,000	
	Administrative Charges	18,975	
	Capital Outlay	<u>27,525</u>	<u>\$126,500</u>

(E-9)	<u>STREET FUND:</u>		
	<u>Resources:</u>		
	General Fund Transfer	\$ 19,666	
	Street Development Charges	75,000	
	State Gas Tax	429,251	
	88-89 Street Upgrades	52,500	
	Beginning Cash Balance	<u>9,000</u>	<u>\$585,417</u>

(E-10)	<u>GENERAL FUND:</u>		
	<u>Expenditures:</u>		
	Personell Services	\$ 9,800	
	Materials & Services	<u>12,000</u>	<u>\$ 21,800</u>

and has given due notice thereof in accordance with said section and a public hearing held this date, and no objections being filed and following such hearing,

NOW THEREFORE BE IT RESOLVED that the City Commission of Oregon City does hereby make additional appropriations as described in (E-1 through E-10), and hereby makes additional expenditures as authorized by such appropriations.

Adopted, signed and approved this 12th day of January, 1989.

\_\_\_\_\_  
Mayor-Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

Comprising the City Commission  
of Oregon City, Oregon

CITY OF OREGON CITY  
SUPPLEMENTAL BUDGET FOR FISCAL YEAR 1988-89

RESOLUTION 89-2  
JANUARY 12, 1989

HOPF (Holcomb/Outlook/Park Place) Sewer Construction Fund

This supplemental budget increases the total funds appropriated for expenditure within this fund from resources as shown below. This is a new fund designated to receive the proceeds and pay costs associated with sewer construction in the HOPF area of Oregon City. The timing of this project is entirely dependent on the annexation of the HOPF area. This budget provides funds to initiate the project and track costs for the Local Improvement District which will bear responsibility for the costs not covered by grants or other appropriate sources.

Resources:

Sewer Fund Loan	\$50,000	
Assessment charges	0	
Other governmental resources	0	
Bond proceeds	0	
	-----	
		\$50,000
		=====

Expenditures:

Contracted services	\$30,000	
Administrative charges	7,500	
Capital construction	12,500	
Capital replacement	0	
Acquisition		
Debt Service		
Contingency		
	-----	
		\$50,000
		=====

This is a new fund. The goals to be achieved in its creation are:  
1) Charging for sewer construction in a manner directly related to the benefitted properties. 2) Supplementing the City resources as provided by other City funds and Departments whose services are used in the the operation of this activity. 3) Insuring that adequate advance planning is done on a project of about \$3,000,000.

This fund should operate with no cost to the existing Sewer Fund or any other fund or department of the City. Funds will be solicited from all available sources to supplement the Charges of the Local Improvement District (LID) to benefitted property. All related costs of the project will be charged to this fund, which may have separate programs for various phases of the project.

CITY OF OREGON CITY  
SUPPLEMENTAL BUDGET FOR FISCAL YEAR 1988-89

RESOLUTION 89-2  
JANUARY 12, 1989

Water Fund

This supplemental budget increases the total funds appropriated for expenditure within this fund from resources as shown below. This is an enterprise fund which supports itself by user charges. In 1987 the 1984 Construction Bond was refunded. Even though for general accounting and legal status, the defeasance of the bonds to be retired results in payments and receipts which are not to be reflected in the financial records, for clarification of cash receipts and disbursements the \$118,000 in annual receipts and payments will be budgeted, as this money is handled by City employees.

Resources:

Transfer from USNB Trust Department	\$118,000
-------------------------------------	-----------

Beginning cash carryover

0

\$118,000

=====

Expenditures:

Debt Service

118,000

\$118,000

=====

Payments are received in October and April, which are forwarded to the bond holders. These payments are for the interest on bonds to be redeemed in 1994, which will conclude the refunding. The City currently pays the debt service on the bonds due before 1994 and on the bonds issued to set up the trust to redeem the bonds in 1994 and until then, to pay the interest due on those bonds.



CITY OF OREGON CITY  
SUPPLEMENTAL BUDGET FOR FISCAL YEAR 1988-89

RESOLUTION 89-2  
JANUARY 12, 1989

Sewer Fund

This supplemental budget increases the total funds appropriated for expenditure within this fund by \$750,000 and reallocates from Contingency \$50,000 for seed money for sewer construction. In order to fully fund current maintenance from user charges, a rate increase was authorized resulting in \$54,000 of revenue this year. The Sewer Fund is an enterprise fund and supports itself entirely with user charges. The budget for several years has not reflected the pass through of collections for the Tri-City Service District. These are assessed on the City's customers and pay TCSD operating costs. The Holcomb/Outlook/Park Place annexation for health hazard due to failing sewers will put the burden of funding that construction on the City. This creates seed money to be repaid from bond proceeds.

Resources:

TCSD operating fees	\$750,000	
User charges	54,000	
	-----	
		\$804,000
		=====

Expenditures:

Payment to TCSD of operating fees	\$750,000	
Transfer to HOPF Sewer construction Fund	50,000	
Contingency - allocation to HOPF	(50,000)	
Contingency - the current maintenance costs		
were already being paid by carryover funds	54,000	
which should have been in Contingency	-----	
		\$804,000
		=====

In the performance of the annual audit of the Fiscal Year ended June 30, 1988, several factors in the accrual of receivables and payables were recognized which would be best addressed by reflecting the pass through of the TCSD operating charges of \$750,000. The only effects are the balancing entries for revenue and expenditure.

In order to establish funds to commence the HOPF sewer construction the transfer from Sewer Fund Contingency is a loan to be repaid from proceeds of the HOPF Sewer Construction Fund.

Current maintenance costs were being funded from carryover funds. This reflected a failure to have sufficient revenue and would have been significant in rating the fund's repayment ability for issuing a bond to be repaid from revenue. Any funds not currently required will automatically carryover to the following year without increasing the actual current expenditures. Those funds would then be available for paying debt or for construction.

CITY OF OREGON CITY  
SUPPLEMENTAL BUDGET FOR FISCAL YEAR 1988-89

RESOLUTION 89-2  
JANUARY 12, 1989

Cable TV Fund

This supplemental budget increases the total funds appropriated for expenditure within this fund from resources as shown below. This fund receives 40% of the Cable TV Franchise Fee, which is 5% of the gross revenue of the company from locations within the city limits. The other 60% is revenue of the General Fund for use in funding all of its departments on an unsegregated basis.

The cities of Oregon City, West Linn and Gladstone jointly fund the Community access station with 80% of the Cable TV Fund revenue received by each city.

Resources:

Cable TV Franchise Fee

\$5,000  
0

Beginning cash carryover

0

-----  
\$5,000  
=====

Expenditures:

Studio operations

\$4,000

New or replacement equipment

1,000  
0

-----  
\$5,000  
=====

In this existing fund the goals to be achieved by its operation are:

- 1) Recording of receipts from the cable company and uses of those funds for the cable related costs authorized by the budget.
- 2) Facilitating the recording and transmission of public meetings.
- 3) Providing for telecommunications equipment as needed by the City.

The increases in revenues reflect increases over those of the prior year and can be expected to continue, with even higher levels as the system gains wider acceptance. Any increase in the level of user charges will also increase the amount of the fee received.

CITY OF OREGON CITY  
SUPPLEMENTAL BUDGET FOR FISCAL YEAR 1988-89

RESOLUTION 89-2  
JANUARY 12, 1989

Cemetery Fund

This supplemental budget increases the total funds appropriated for expenditure within this fund from resources as shown below. The Cemetery Fund is an enterprise fund, which supports itself by proceeds from sales of spaces and charges for burial. It needs to operate at a cost lower than its revenue to remain viable. The Memorials Director has been placed in charge of the city parks program. This causes 20% of his wage and benefits to be shifted out of the Cemetery Fund, an amount of \$12,000.

Resources:

There is no projected change in the revenue \$145,000

-----  
\$145,000  
=====

Expenditures:

	Current	Change	As Amended
Personal Services	108,776	(12,000)	\$96,776
Materials and Services	29,750		\$29,750
Capital Outlay	4,200	4,000	\$8,200
Transfers	0	5,000	\$5,000
Contingency	2,274	3,000	\$5,274

-----  
\$145,000  
=====

The reallocation of the savings from Personal Services costs will fund part of the replacement lawnmower (old one was 11 years+), an increase in contingency funds and a payment for administrative costs for payroll, budgeting and accounting. Admin. costs are paid by all of the enterprise funds, except that the Cemetery Fund was exempted for the last few years due to a lack of resources.

CITY OF OREGON CITY  
SUPPLEMENTAL BUDGET FOR FISCAL YEAR 1988-89

RESOLUTION 89-2  
JANUARY 12, 1989

Water Revenue Bond Fund

This supplemental budget increases the total funds appropriated for expenditure within this fund from resources as shown below. This is a fund designated to receive the proceeds and pay costs associated with the Boynton Water Tower in Oregon City. The resources are entirely from cash carried over from the 1987-88 Fiscal Year and are dedicated to the bond principal and interest due for the 1984 bond issue which financed the project.

Resources:

Beginning cash carryover

20,000

\$20,000

=====

Expenditures:

Interest Charges of the 1984 issue

20,000

\$20,000

=====

This fund has existed since 1984. It was not budgeted in the original budget for 1988-89, as the amounts due for interest and principal in 1987-88 exceeded the amount of funds available. A settlement of \$37,000 from the engineering firm on the disputed lid for the tower resulted in extra cash available which was not within the 1987-88 budget and could not be expended. Except for this condition the fund would have been closed as of June 30, 1988. This expenditure will offset an equal amount in the Water Fund for interest charges, as that fund bears the continuing burden to service the bond debt.

CITY OF OREGON CITY  
SUPPLEMENTAL BUDGET FOR FISCAL YEAR 1988-89

RESOLUTION 89-2  
JANUARY 12, 1989

Storm Drain Utility Fund

This supplemental budget increases the total funds appropriated for expenditure within this fund from resources as shown below. This is a new fund designated to receive the proceeds and pay costs associated with Storm Drain Development in Oregon City. The fees are currently authorized and the amounts below represent management's estimate of the amount to be received in the 1988-89 fiscal year.

Resources:

Development Service Fees	\$45,000
Storm Drain Utility Charges	0

Beginning cash carryover

0

-----  
\$45,000  
=====

Expenditures:

Maintenance expenses	\$10,000
Maintenance expense charge from Street Fund	0
Capital construction	25,000
Capital replacement	10,000
Debt Service	0
Sewer separation payment	0
Contingency	0
Unappropriated carry forward	0

-----  
\$45,000  
=====

This is a new fund. The goals to be achieved in its creation are:  
1) Charging for storm drain services in a manner directly related to the benefitted properties. 2) Supplementing the City resources from property taxes and State Gasoline Taxes which have paid for this service.

The development charge budget above addresses only the capital outlay. The Storm Drain Utility Fee would be for maintenance of the system and still needs to be approved.

CITY OF OREGON CITY  
SUPPLEMENTAL BUDGET FOR FISCAL YEAR 1988-89

RESOLUTION 89-2  
JANUARY 12, 1989

Oregon City Enhancement Fund (CTRC Fee)

This supplemental budget increases the total funds appropriated for expenditure within this fund from resources as shown below.

This is a new fund designated to receive the proceeds and pay costs associated with the transfer station fees in excess of the in lieu of taxes which will go to the General Fund of Oregon City. Payment is currently authorized and the amounts below represent management's estimate of the amount to be received in the 1988-89 fiscal year.

Resources:

Transfer Station Fees	\$125,000
Interest earned	1,500

Beginning cash carryover

0

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\$126,500  
=====

Expenditures:

Maintenance expenses	\$80,000
Administrative charges	18,975
Professional services	
Capital construction	27,525
Capital replacement	0
Demolition	
Acquisition of property	
Contingency	

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\$126,500  
=====

This is a new fund. The goals to be achieved in its creation are:

1) Recording of the revenues and disbursements as authorized in the agreement with Metro concerning these funds. 2) Insuring that no additional burden is placed on the other Departments or Funds of the City by the actions of the governing body of this fund.

The Enhancement Fund budget above addresses only an approximation of the budget, the governing body meeting as directed will be responsible for developing specific expenditures. One issue not considered alterable is the administrative charge. This is in conformation with Metro's own policy for separate funds and protects the City's other funds from indirect depredation.

CITY OF OREGON CITY  
SUPPLEMENTAL BUDGET FOR FISCAL YEAR 1988-89

BUDGET COMMITTEE  
November 28, 1988

Re-establishing the Street Maintenance Fund:

Previous to the 1987-88 Fiscal Year, the Street Fund was a separate fund. Within the Street Fund were the street maintenance, with related overlay and construction. Street crews also did the storm drain work. Because of the overlapping supervision, the parks maintenance was also included in the Street Fund. The parks are now under the Recreation Department appropriation of the General Fund. Within the General Fund Budget, the Maintenance Services Department includes the streets, elevator and the as yet un-reassigned partial salaries of utility workers who had been divided between parks and streets. When the parks maintenance was re-assigned to Recreation, two full time positions of utility workers, a tenth of a mechanics time and 20% of the Memorials (and Recreation) Director's time were the transferred Personal Services costs. Parts of the salaries and benefits of other positions, at an appropriation of \$10,522 would fall back to the street, water or sewer; the final allocation has not yet been determined. Currently the appropriation will be shown in streets, as adjusting the water or sewer involves an interfund adjustment which without conclusive analysis is too complex for the relative amount at issue.

The re-creation of the Street Fund as presented here, includes the materials and services portion of the elevator budget. Personal services are remaining in the General Fund and are to be paid by property tax revenues.

The Street Fund will be entirely supported after this year by State Gas Tax revenues which are increased by the 1987 initiative making a 2 cent raise each January for 3 years. Also, the transfer of County funds upon the City's assumption of maintenance of roads within the City Limits needs to be kept separate from other funds.

If it is approved, the Street Development Charge will be reserved within the Street Fund for construction or matching of grant funds. A primary need is the Beavercreek Road project where the matching in 1991 could be as much as \$318,000. Being ready with the funds is vital in maintaining the momentum of development. The corridor along that stretch of road will be a focus point for those entering the City.

Funds are provided in Contingency for salary increases negotiated in 1988-89 but not yet allocated by resolution from the General Fund Contingency.

The balance of funds for the Transportation Master Plan are provided by transferring from the contract services of the Planning Program and an increase in State Gas Tax allocation as was proposed for funding at the November 10, 1988, City Commission Meeting.

Staff will be creating the budget for 1989-90 this Spring with a separate Street Fund. This anticipates the change, making better continuity in the budgeting and control processes.

CITY OF OREGON CITY  
SUPPLEMENTAL BUDGET FOR FISCAL YEAR 1988-89

BUDGET COMMITTEE  
November 28, 1988

Re-establishing the Street Maintenance Fund:

REVENUES:	ONE FUND CURRENT	CHANGE	SEPARATE AMENDED
STREETS:			
Property tax support	60,259	(40,593)	19,666
State Gas Tax	426,000	3,251	429,251
	0		0
88-89 Street upgrades	0	52,500	52,500
Street Development Charges	0	75,000	75,000
Cash carryover - Gaffney Lane upgr	9,000		9,000
Street Depart./Fund Total	495,259	90,158	585,417
ELEVATOR: Materials & Service & CO	NONE	NONE	NONE
PARKS:	0	0	0
	495,259	90,158	585,417
ALL THE REST OF THE GENERAL FUND:			
Property tax support	2,302,202	40,593	2,342,795
Cash carryover	368,200		368,200
All other resources	2,971,291		2,971,291
Combined Total	6,136,952	130,751	6,267,703

EXPENDITURES:

STREETS:			
Personal Services	215,861	10,522	226,383
Other materials and services	42,000		42,000
Transportation Master Plan Contract	15,000	10,000	25,000
Traffic lights	25,000		25,000
Street resurfacing	70,000		70,000
Other direct street work	29,000		29,000
Capital outlay: Equipment	20,000		20,000
Construction	0	52,500	52,500
	0	75,000	75,000
Construction reserve	0	12,234	12,234
Contingency			0
	416,861	160,256	577,117
ELEVATOR	67,876	(59,576)	8,300
PARKS - Salaries to re-allocate	10,522	(10,522)	0
	495,259	90,158	585,417
General Fund Contingency	212,021	(12,234)	199,787
All other General Fund	5,429,672	52,827	5,482,499
	6,136,952	130,751	6,267,703



CITY OF OREGON CITY  
SUPPLEMENTAL BUDGET FOR FISCAL YEAR 1988-89

RESOLUTION 89-2  
JANUARY 12, 1989

General Fund - Recreation Department

This supplemental budget increases the total funds appropriated for expenditure within this fund from resources as shown below. The Recreation Department appropriation provides funding for the Swim Pool and the Senior Center.

Resources:

Vending sales

\$12,000

Beginning cash carryover

0

\$12,000  
=====

Expenditures:

Vending inventory

\$12,000

-----  
\$12,000  
=====

The budget currently reflects the gain from these sales and not the cost to acquire the merchandise and the amount of the receipts which is the return of that cost.

CITY OF OREGON CITY  
SUPPLEMENTAL BUDGET FOR FISCAL YEAR 1988-89

RESOLUTION 89-2  
JANUARY 12, 1989

General Fund - Finance/Personnel

This supplemental budget increases the total funds appropriated for expenditure within this fund from resources as shown below.

Finance/Personnel performs the accounting, telephone answering, secretarial and budgeting for all funds of the city. Each fund with an independent income is charged in accordance with the cost to the General Fund for administration not only of Finance/Personnel but the City Commission, City Manager's office, Legal, Development Services and other required functions not supplied within its own budget. Several other funds are now charged administrative fees which are part of the compensation for the \$75,000 cut in property tax revenue in the 1988-89 budget after the failure of the May election.

Resources:

Cemetery Administration  
Downtown Parking Administration

\$5,000

4,800

Beginning cash carryover

0

\$9,800

=====

Expenditures:

Personal Services (part time help)

\$9,800

\$9,800

=====

The General Fund contains most of the city's departments which share in the revenues of the General Fund on an unsegregated basis. All of the administration functions are performed by departments of the General Fund. Each and every fund of the City of Oregon City has costs in record keeping, accounting, auditing, budgeting and in development of the plans by which it fulfills the goals for which it was created. It is a priority of each fund to pay for those costs. Only if it is the express will of the City Commission, as a matter of public policy, would a fund not use some of its resources for necessary administrative costs. In those express instances, it would be a prudent budgetary allocation for the City Commission to create a revenue transfer from another source to that fund and have the appropriate administrative costs paid in the usual manner and amount. This insures each supplier of services will be recognized.



**CITY OF OREGON CITY**  
INCORPORATED 1844

FOR AGENDA  
DATED

January 12, 1989

## COMMISSION REPORT

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TO THE HONORABLE MAYOR AND COMMISSIONERS

**Subject:** City Commission Goals for Fiscal Year  
Year 1989-90 - Adoption

**Report No.** 89-6

On December 20, 1988, the City Commission met in work session for the purpose of establishing goals for fiscal year 1989-90. The goal setting criteria included the following:

- Control
- Change
- Tangible
- Effort/Impact
- Attainable - by June 30, 1990
- Momentum

As a result of that work session, the following goals were outlined:

1. ECONOMIC DEVELOPMENT: Develop an economic development plan for the City.
2. LIBRARY: Complete the pre-development stage of the new library project.
3. URBAN RENEWAL: Update and continue implementation of the Urban Renewal Program.
4. MASS TRANSIT: Establish mass transit facilities.
5. TRANSPORTATION PLAN: Review and adopt the transportation plan and initiate implementation.
6. CITY FACILITIES: Develop a long-term City Facilities Master Plan.
7. END OF OREGON TRAIL: Actively participate with the County in the completion and funding of the End of the Oregon Trail Master Plan.
8. TOURISM: Define the City's role in tourism promotion and implement a strategy for that role.
9. TAKE PRIDE IN OREGON CITY: Re-activate the Take Pride in Oregon City Program.
10. INTERGOVERNMENTAL RELATIONS: Improve intergovernmental relations with surrounding jurisdictions.



**CITY OF OREGON CITY**  
INCORPORATED 1844

FOR AGENDA  
DATED

January 12, 1989

## COMMISSION REPORT

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Page \_\_\_\_ of \_\_\_\_

TO THE HONORABLE MAYOR AND COMMISSIONERS

Subject: City Commission Goals for Fiscal Year  
Year 1989-90 - Adoption

Report No. 89-6

11. BUSINESS COMMUNITY RELATIONS: Develop a program to enhance the relationship of the City with the local business community.
12. RV PARK: Encourage and promote development of an RV Park in Oregon City.
13. PARK PLACE: Develop a needs assessment for the Park Place community.
14. STAFFING LEVELS: Develop a long-term staffing assessment.

Presented on the January 12, 1989 agenda, is the need for the City Commission to formally adopt the listed goals for fiscal year 1989-90.

THOMAS FENDER III  
City Manager

jke  
cc:

Budget Committee Members  
All Department Directors