

AGENDA
City of Oregon City, Oregon
WEDNESDAY, MARCH 17, 2010

REGULAR MEETING OF THE URBAN RENEWAL COMMISSION
4:30 p.m.

Urban Renewal Commission:

Don Slack, Chair
Nancy Walters, Vice Ch.
Alice Norris
Doug Neeley
Daphne Wuest

James Nicita
Rocky Smith, Jr.
Graham Peterson
Brian Shaw
Robb Crocker

Meeting Held at:

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

1. Convene Regular Meeting of March 17, 2010, and Roll Call
2. Citizen Comments
3. Future Agenda Items
4. Adoption of the Agenda
5. General Business
 - a. Storefront Grant Subcommittee Recommendations
Staff: Dan Drentlaw, Economic Development Manager
 - b. Minutes of the May 15, 2009 Retreat
Staff: Nancy Ide, City Recorder
 - c. Minutes of the March 3, 2010 Regular Meeting
Staff: Nancy Ide, City Recorder
6. City Manager's Report
 - a. Cove Consultants' Work Product
7. Adjournment

Agenda Posted March 12, 2010 at City Hall, Pioneer Community Center, Library, [City Web site](#).
Video Streaming & Broadcasts: The meeting is streamed live on the Internet on Oregon City's Web site at www.orcity.org and available on demand following the meeting.

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COMMENT FORM



PLEASE PRINT CLEARLY

- SPEAK INTO THE MICROPHONE AND STATE YOUR NAME AND ADDRESS
- Limit Comments to 3 MINUTES.
- Give to the City staff in the Chambers prior to the meeting.

Date of Meeting 3-17-2010 URC

Item Number From Agenda 5a (spoke under item 2)

NAME:

Ryan Smith

ADDRESS:

Street: business owner in Oregon City
City, State, Zip: _____

PHONE NUMBER: _____

SIGNATURE: _____

COMMENT FORM



PLEASE PRINT CLEARLY

- SPEAK INTO THE MICROPHONE AND STATE YOUR NAME AND ADDRESS
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- Give to the City Recorder in Chambers prior to the meeting.

Date of Meeting 3/17/2010

Item Number From Agenda 5A

NAME:

KARIN MOREY

ADDRESS:

Street: 17940 Scoumby Village Dr
City, State, Zip: Oregon City OR 97045

PHONE NUMBER:

503 880-3439

SIGNATURE:

Karin D Morey



Agenda Item No. 5a
Meeting Date: 17 Mar 2010

COMMISSION REPORT: CITY OF OREGON CITY

TO:	Urban Renewal Commission
FROM:	Dan Drentlaw, Economic Development Manager
PRESENTER:	Dan Drentlaw, Economic Development Manager
SUBJECT:	Storefront Grant Subcommittee Recommendations
Agenda Heading: General Business	
Approved by: Larry Patterson, City Manager	

RECOMMENDED ACTION (Motion):

Review and provide direction to the subcommittee regarding the proposed procedures and guidelines for awarding storefront grants. Some of the major issues the subcommittee discussed include:

1. Increase the maximum grant from \$10,000 to \$30,000, and limit the awarding of grants to three times per year
2. All grants would be evaluated on five criteria (see attached) including the Main Street Design Criteria
3. Grants could not be used for City permit fee's or SDC's
4. Should the URC assign another grant to Main Street for signs? Should the URC delegate the awarding of sign grants to Main Street ?
5. Should members of the URC be prohibited from receiving grants ?

BACKGROUND:

The City has had a successful grant program; providing assistance to businesses proposing to improve their storefronts. The current budget this year included \$100,000 from the urban renewal set aside for this purpose. The program was temporarily suspended over concerns that there was a lack of guidelines regarding the awarding of the grants. Approximately \$16,000 is still available for this budget year.

A subcommittee of the Urban Renewal Commission been meeting over the past two months and the recommendations are attached. The first attachment consists of a strike out version of the grant program requirements. The second attachment is the evaluation worksheet. The third attachment is the design guidelines that were drafted by the Main Street design committee and modified by the subcommittee to apply to storefronts. (These guidelines represent only those criteria related to storefronts, thus not all were included. They have also been reorganized in a manner that should make them easier to use when evaluating grant applications). Lastly, is an evaluation sheet for the Main Street design guidelines.

BUDGET IMPACT:

FY(s):
Funding Source:

ATTACHMENTS:

**OREGON CITY URBAN RENEWAL COMMISSION
STOREFRONT IMPROVEMENT PROGRAM
APPLICATION PROCESS AND REQUIREMENTS**

Purpose: Improve the appearance and curb appeal of buildings and streetscape in the downtown Urban Renewal District: thereby improving the marketability of the district in terms of economic vitality and attractiveness to new investment.

Method : Provides grants to businesses and commercial property owners in the urban renewal district for rehabilitating their storefronts to eliminate blight, enhance livability, and revitalize commercial areas.

Maximum Grant Amount

- For each structure, 50 percent of the cost of eligible improvements, up to \$10,000 (for a total project cost of \$20,000). For projects deemed to be of high value, improvement grants up to \$30,000 may be eligible. All projects require at least a 50% match.

Eligible Improvements

- Exterior improvements only, including, but not limited to: Exterior rehabilitation and restoration; painting; brick, masonry, and stucco repair; landscaping; awnings (except those including tenant signs as part of the awning); signs and graphics; exterior lighting; architectural fees; City permit and design review fees; or other items as approved in the Grant Review process.
- All projects must comply with the City of Oregon City Urban Renewal Plans; corridor plans; master plans; building and zoning codes; and all other City, State and Federal regulations.
- All applicable fire, safety, disabled accessibility, and permit requirements must be met.

Ineligible Improvements

- Improvements not visible from public streets and sidewalks.
- Improvements to structures outside of an urban renewal zone.
- Non-façade improvements such as roofs, structural foundations, billboards, security systems, non-permanent fixtures, parking lot or paving improvements, security bars, fencing, sidewalks, and interior window display lighting and window coverings.
- Interior improvements and modifications.
- Improvements to single-family residential property.
- Items related to business operations, i.e., inventory, business equipment, etc.
- In-kind labor and/or services provided by applicant.

Grant Application Process

1. Submit application form to Urban Renewal staff for their review. Applicant shall provide the following items:
 - a. Description of improvements to be undertaken:
 - Written description of proposed improvements if Urban Renewal Commission grant is \$5,000 or less.
 - Copies of sketches, specifications, etc., for the proposed work if Urban Renewal Commission grant is over \$5,000.
 - Photos of proposed project area.
 - b. Amount of grant requested.
 - One formal written bid on grant work up to \$5,000, by licensed contractor.
 - Three competitive bids on all grant work over \$5,000.
 - c. Evidence of ownership of property or copy of lease. Lessees must have written authorization from the property owner.

Grant Application Process (cont.)

- d. Copy of current Oregon City Business License (if conducting business at time of application).
 - e. If applicant is a Lessee, written authorization of owner to do the work.
 - f. If applicant is other than an individual, evidence of authorization to enter into the grant agreement (e.g., corporate resolution, partnership agreement, bylaws, articles and articles of incorporation or other as approved by Urban Renewal legal counsel).
 - g. Statement on source of matching funds by grant applicant.
2. Urban Renewal staff will review the application, route it to City staff for their review, and present the application and recommendation to the Urban Renewal Commission for authorization of a grant at a scheduled Urban Renewal Commission meeting.
 3. An Urban Renewal Commission authorization of a grant will be subject to the following conditions:
 - a. Certificate of Insurance showing adequate coverage and naming the City and Urban Renewal Commission as additional insureds with respect to the work proposed.
 - b. Formal evidence that applicant has the funds to undertake the balance of the work not funded by the Urban Renewal Commission (e.g., letter from bank or lender, account balance statement, or other as approved by Urban Renewal Commission).
 - c. Building/sign permits, if required.
 - d. Approval of the Historic Review Board, if required.
 - e. Applicant's signed acceptance of an Urban Renewal Commission Letter of Approval of the grant.
 - f. Applicant posting match/grant information sign 30 days prior to, during, and 30 days after the completion of the improvements construction phase.
 - g. Copy of contracts between the owner and contractor. All contractors are to be registered and bonded by the State of Oregon.

4. The urban renewal Commission will consider grants three times per year, with the amount granted for each session not to exceed one third of the total grant money available for that year.

General Conditions

The following general conditions will apply to all projects:

- All applications are subject to available funding by the Urban Renewal Commission and applications shall be processed and awarded money on a first come, first served basis. Incomplete applications shall lose their place in the queue to complete applications.
- The Urban Renewal Commission may waive any requirement or condition on an application at their option.
- Improvements funded by the grant shall be maintained in good order for a period of at least five years; graffiti and vandalism will be dutifully repaired during this time period.
- Property taxes must be current and participants may have no debts in arrears to the City when the grant is authorized.
- Eligible structures qualify for a maximum of ~~\$3040~~,000 each fiscal year (July 1 to June 30). Applications may be submitted more than once as long as grants awarded to a structure don't exceed the maximum grant amount in a fiscal year. The maximum grant will be available again the next fiscal year. If a structure is sold and the new owner wishes to apply for a grant, the time frame still applies.
- Grant awards expire no later than one-year after the date of the Urban Renewal Commission Letter of Approval of the grant.
- The Urban Renewal Commission reserves the right to withdraw any grant awards at any time or for any reason. Applicants shall be notified in writing.

Grant Application Process (cont.)

Approval criteria

All grants shall be evaluated on the following criteria (an evaluation worksheet is attached):

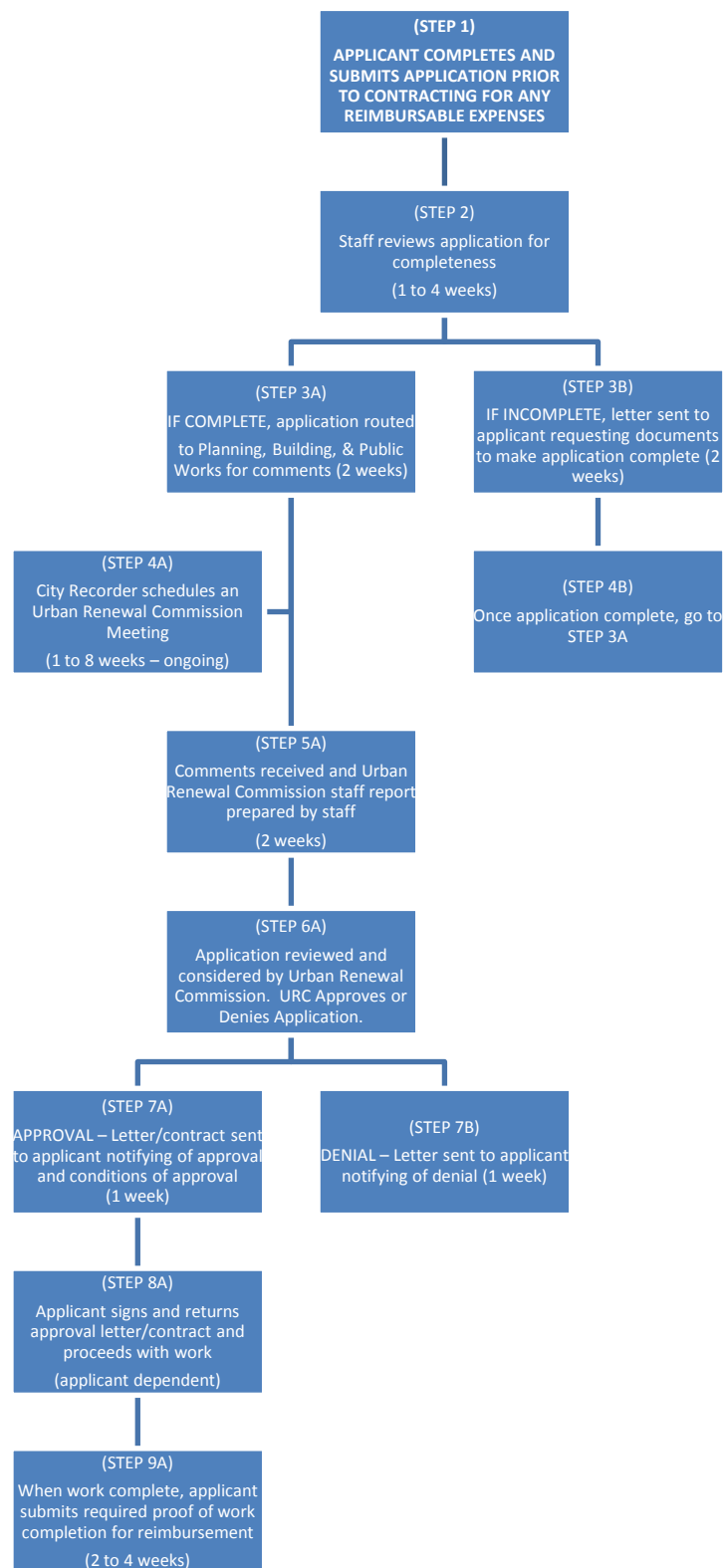
1. The project must be consistent with the main street guidelines
2. The project improves the aesthetic and curb appeal of the building, surrounding area and urban renewal district in general
3. The project adds assessed value to the district
4. The degree to which the project exceeds the minimum match requirement
5. Whether the applicant was a previous grant recipient and the success of the project at meeting the above goals.

Disbursement of Funds

- Urban Renewal funds will be disbursed only upon completion of the work in accordance with the approved plans, and evidence that the contractor(s) has/have been paid and submittal of a W-9. In-kind work performed by the applicant will not be recognized for reimbursement. Work shall be consistent with the application and any changes must be approved in advance by the Community Development Department.

U:\kgriffin\Grant Applications\Urban Renewal Grants\Forms\OC Grant Match Process Requirements_final.doc

GENERAL APPLICATION TIMELINE/SCHEDULE (APPROXIMATE)



Main Street Design Guidelines for Storefront Grants

A. Building Design and Context

1. Sense of Place

Strengthen the qualities and characteristics that make Downtown Oregon City a unique place.

Description

From the beginning, Downtown Oregon City has been the heart of Oregon City. Historic Downtown Oregon City and our downtown's riverfront should be a place for celebrations and festivities, for the community to gather, and should continue to be an important destination for all who live in Oregon City as well as employees, businesses and visitors.

Recommendation

- Emphasize special relationships at pedestrian level first and foremost.
- Focus on the Riverfront as an asset.
- Small-town urban character.
- Colorful flowering trees and shrubs.

Not Recommended

- Development that has a “themed historic” appearance.
- Over scaled, monotonous and non-descript development projects.

Insert Graphic

Recommended

Not Recommended

2. Building Orientation

Building designs should maximize views of natural features or public spaces.

Description

Create viewing opportunities by situating windows, entrances, and adjacent exterior spaces so they relate to surrounding points of interest and activity. Buildings should be designed with glass areas that face important and appealing visual features both nearby and in the distance. For example, views from buildings in Downtown Oregon City might highlight Willamette River, Singer Falls, or the Willamette Falls - all of which can be taken advantage of and incorporated into a building's design, in a sense, by being visible from within the building.

Recommended

- Views of streets and interior courtyards.
- Views of parks.
- Views of natural features such or specimen landscape plantings.

Not Recommended

- Views of large expanses of parking.
- Views of service bays, loading docks, storage areas.
- Views of adjacent residential interiors.

Insert Graphic

Recommended

Not Recommended

3. Outdoor Space

Spaces should be designed for a variety of activities during all hours and seasons.

Description

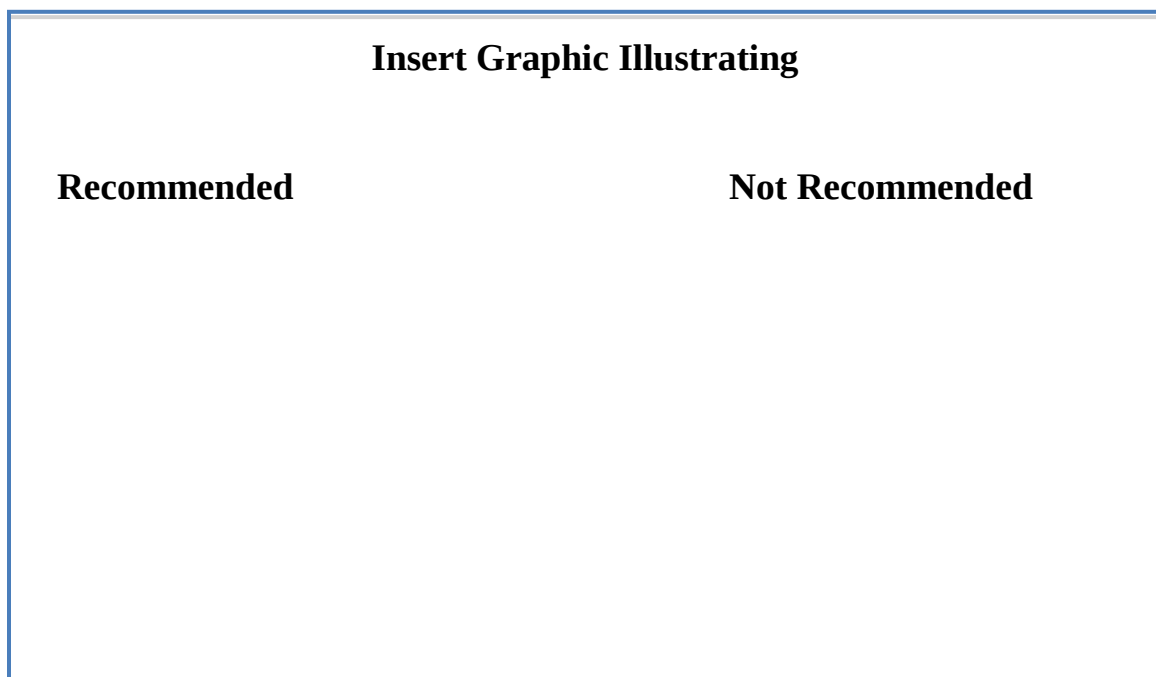
Outdoor spaces should be inviting and maximize opportunities for use. These spaces should be well defined, friendly, accommodating and secure. All areas should work well for pedestrians and be able in some cases to accommodate special events.

Recommended

- Areas intended for public gathering should avoid separation from the street by visual barriers or change of grade.
- Outdoor spaces should be human-scaled, easy to maintain, and “alive” - whether they are intimate and quiet spaces or more active and boisterous.
- Trees, shrubs, and plants should help define walkways, create appropriate transitions from the park to the street and provide visual interest.
- Structures, pavilions and sitting areas should be easily accessible. They should also be secure and feel safe during both day and evening hours.
- Buildings surrounding green spaces should provide visual definition to the space and should surround it with active ground-floor uses.
- Rooftops should be considered for garden terraces.
- Courtyards, squares, forecourts, and plazas with active adjacent ground-floor uses.
- Greenways or pedestrian walkways in residential areas.

Not Recommended

- Plazas and parks without active ground-floor uses.



4. Historic Building Compatibility

Historic building renovation, restoration, or additions should respect the original structure.

Description

Downtown Oregon City has a great inventory of historic structures. Historic rehabilitation and preservation is a worthy goal, but total preservation of existing buildings may not always be a financially viable option, especially where buildings are not “landmarks.” Compromised rehabilitation solutions may be necessary to maintain the health and economic vitality of Downtown Oregon City.

Recommended

- Buildings should retain significant original characteristics of scale, massing, and building material along street facades.
- Additions to buildings should not deform or adversely affect the composition of the facade or be out of scale with the building.
- Distinctive stylistic features or examples of skilled craftsmanship should be treated with sensitivity. All buildings should be respected and recognized as products of their time.

Not Recommended

- Incompatible additions or building alterations using contemporary materials, forms or colors on building facades.

Note: In the case of buildings listed on the local historic inventory, before being renovated or demolished they must go through a separate review process.

Insert Graphic or List of Appropriate Material with explanation of why material is important to historic character.

Recommended

Not Recommended

5. Locational Context

Buildings should be “good neighbors.” They should be compatible with surrounding buildings by avoiding disruptive excesses. New buildings should not attempt to be the center of attention.

Description

Compatibility can be viewed in terms of a fit or misfit between the design “vocabulary” of the project and that of its surrounding architecture. A design that fits” - i.e. relates to the nearby buildings by using architectural elements such as scale, color, rhythm and proportion in a way similar to that of the earlier buildings - will contribute to and enhance the area’s character. A design that ignores its neighbors may damage the special qualities and identity of Downtown Oregon City.

Recommended

- Buildings that repeat and strengthen established district colors, forms and massing and height.

Not Recommended

- Literal interpretations of existing buildings are discouraged. Poorly executed recreations of historic architectural elements and materials often result in a “stage-set” appearance and as a result weaken the importance of original buildings.

Insert Graphic

Recommended

Not Recommended

B. Building Design Elements

1. Building Elements

A building should strengthen and enhance the characteristics of its setting, or at least maintain key unifying patterns.

Description

A common Downtown Oregon City architectural vocabulary can be established by addressing and responding to the basic features of existing or future high quality buildings.

Proportions of windows, placement of entries, decorative elements, style, materials and silhouette are examples of features that may be used to establish a sense of unity in Downtown Oregon City.

Design features such as wall texture, materials, color, medallions, columns, pilasters, window proportions and facade articulation may all still be used to acknowledge the characteristics of surrounding buildings - and ought to be considered.

Recommended

- Building elements similar to adjacent historic or significant high quality buildings.

Not Recommended

- Building elements that do not respect the scale, materials, or proportions of adjacent historic or significant high-quality buildings.

Insert Graphic and list of material.

Recommended

Not Recommended

2. Color

Contrast is essential to creating an interesting urban environment. Used wisely, contrast can provide focus and drama, announce a socially significant use, help define an area and clarify how Downtown Oregon City is organized.

Description

The use of contrast should not create a building at war with its surroundings. Instead it should be a comfortable part of its setting. A downtown with buildings that contrast greatly can cause visual chaos if widespread. Contrast employed at large scale should be reserved exclusively for civic buildings. However, a limited amount of contrast in small-scale projects can create delight and interest in the overall building composition and be an integral part of a building's design.

Buildings that contrast with their neighbors are most successful if they are offset themselves using green spaces, plazas or other elements that provide a visual separation.

Recommended

- Building contrast created by a unique site.
- Civic building contrast on a large scale.
- Selective, highlighted elements that create interest in Downtown Oregon City.

Not Recommended

- Building projects that differ radically in material use, form, color, or massing than their neighbors.

A Short List on Color Color Can Transform Your Building and Attract Attention

Color, along with architectural elements and signs, convey **the first impression** about a business and a property, and should be chosen with great care.

Never paint brick

1. Color schemes should **avoid** the extremes of **inoffensive and drab** on the one hand, **and garish** on the other.
2. **At least two, and preferably three distinct colors should be used.** Before choosing colors, consult paint company brochures providing professionally pre-matched color combinations and use historic color pallets.
3. To create interest to both pedestrians and passing motorists, color should be used to set one building apart from its adjoining neighbors.
4. Mute colors such as **beige, gray, and pastel colors are discouraged** and should only be used if they are paired with at least one, and preferably two, accent colors.

3. Human Scale

Provide human scale to the pedestrian environment, with variety and visual richness that enhance the public realm.

Description

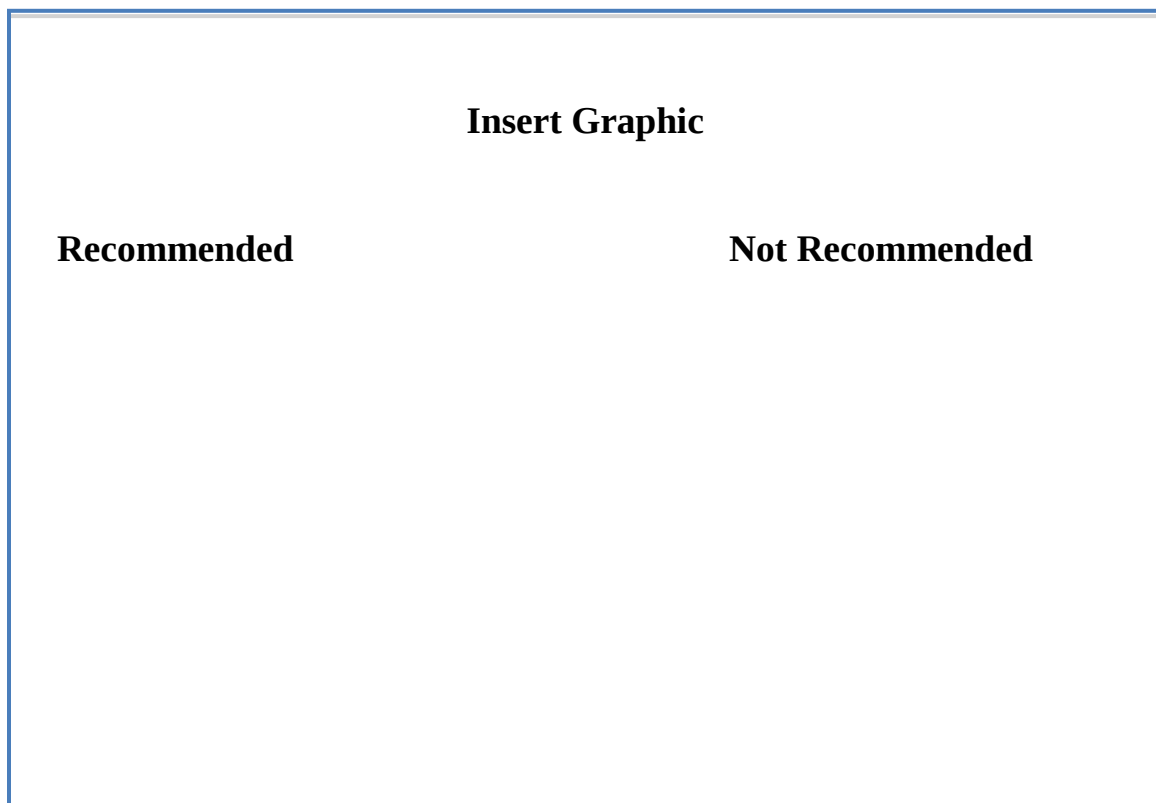
The most important part of a building is its lowest 15' where the pedestrian experiences the building the most. Within this zone, building facades should contribute positively to the street environment by creating an enclosed and comfortable street edge. Along public areas, building transparency should foster interaction between the public and private realm.

Recommended

- Windows - transparent or displays at street level.
- Transom Windows – Continuous well-lit transom windows
- Walls that create visual interest by providing a variety of forms, colors and compatible cladding materials.
- Walls that have a comfortable rhythm of bays, columns, pilasters or other articulation.
- Window plant boxes
- Protecting or recessing the entry bays.

Not Recommended

- Nondescript, flat, blank walls at street level.



4. Building Materials

Use materials that create a sense of permanence. (Add list of appropriate material.)

Description

Quality wall materials can provide a sense of permanence in a building, and bring life and warmth to Downtown Oregon City. Articulation of wall materials should be bold, with materials used in a way that shows their depth. It should be apparent that the materials have substance and mass, and are not artificial, thin “stage sets” applied only to the building surface.

Recommended

- Boldly articulated window and storefront trim.
- Natural or subdued building colors.
- Limited use of bright accent trim colors.
- Varied yet compatible cladding materials.
- Use of durable materials such as brick, granite or pre-cast concrete at the ground-floor level.
- Belt courses and medallions.

Not Recommended

- Bright or primary wall colors for the entire wall surface.
- Flagstone, simulated river rock or other similar veneer cladding.
- Painted brick.
- Non-durable materials such as synthetic stucco or shingles at the ground floor.

A Short List on Building Materials

The Use of Quality Materials on the outside of your **building conveys value**.

Facade design should be complementary to a **building's original materials** as well as to those of adjacent buildings.

Never paint **natural brick** surfaces.

1. Brick and stone (especially native basalt) **convey permanence** and should be used when architecturally appropriate.
2. When using new brick, care should be taken to **match the color and type to original brickwork**.
3. Use of decorative concrete block, applied false-brick or stone veneer, vinyl or aluminum siding is discouraged. Other materials made to either imitate exterior finish materials or used to cover original architectural features is also discouraged.
4. Materials used near sidewalks and adjacent to building entrances should be highly durable and easily maintained while compatible with other exterior building materials.
5. The surface cleaning of structures should be done by the gentlest means possible. Sandblasting and other cleaning methods, such as chemical washes, that will damage exterior building materials and features should not be undertaken. Learning the correct way to clean masonry or brick walls will save you money in the long run.

5. Facade Treatment

Use scale-defining devices to break up the longitudinal dimensions of buildings, creating a comfortable sense of enclosure by establishing an uninterrupted street edge.

Description

Building walls should provide a sense of continuity and enclosure to the street, creating a “street wall.” They should also include vertical and horizontal divisions to provide a human scale to the space of the street. Such vertical and horizontal architectural elements should create a coherent pattern and visual interest, and will tend to make large buildings appear inviting.

Recommended

- Tripartite facade division - base, middle, top for taller buildings (over three stories) this can be done through:
 - Change in materials
 - Change in color
 - Balconies
 - Bay windows
 - Change in windows (to express the use inside the building)
 - Step backs
 - Vertical articulation of windows, columns and bays.

Not Recommended

- Smooth, undifferentiated facade.
- Suburban-styled horizontal orientation of building elements - walls, doors and windows.

Insert Graphic

Recommended

Not Recommended

6. Accessibility Recommendation

Accommodate ADA access in a manner that is integral to the building and public right-of-way and not designed merely to meet minimum building code standards.

Description

Ramps, lifts and elevators should be integrated gracefully into the design of projects, rather than just meeting the requirements in an awkward and/or minimal manner.

Recommended

- Ramps that provide direct access but are screened and/or integrated into the stairway design.
- Ramps constructed of similar or compatible materials as the building, stairs and walkways.

Not Recommended

- Ramps that obstruct or limit pedestrian access from stairs or walkways.
- Ramps that do not provide safe and convenient access to building entries.

Insert Graphic Illustrating

Recommended

Not Recommended

C. Doors and Windows

1. Doors

Doors should create an open and inviting atmosphere.

Description

Primary business entry doors for retail and commercial establishments should be transparent so that passersby may see the activity within the building - allowing the building to add life and vitality to the street. Doors with extra-large openings blending the activity of the street and the interior are appropriate for restaurants and cafes.

Recommended

- Large cafe or restaurant doors that open street to interior by pivoting, sliding, or rolling up overhead.
- Doors comprised of a minimum 50% window area.
- Building lighting emphasizing entrances.
- Transom, side-lites or other window combinations.
- Doors combined with special architectural detailing.
- Double or multiple door entries.
- Well-detailed or ornate door hardware.

Not Recommended

- Solid metal or wood doors with small or no windows.
- Primary entry doors raised more than three feet above sidewalk level.
- Doors flush with building facade.
- Clear anodized aluminum frames.
- Glazing with simulated divisions.
- Reflective, opaque or tinted glazing.

Insert Graphic to Illustrate

Recommended

Not Recommended

2. Entry Doors ... Welcome, Come on In...

Locate entry doors on corners of commercial and retail buildings wherever possible.

Description

Corner entries reinforce intersections as important places for pedestrian interaction and activity. Transparent doors and windows are strongly encouraged. Entries at 45 degree angles, free of visual obstructions, are also encouraged.

Recommended

- Doors with large glass areas.
- Primary building entrance should be at corners.
- Combined doors with roof or façade architectural elements.
- Building wall lighting emphasizing entrance.

Not Recommended

- Blank walls at corners of public streets.
- Visual and physical obstructions such as large columns.
- Primary entry doors made of unpainted aluminum, wood or metal, or in a residential style.
- Primary entry doors that are solid and windowless.
- Utility boxes, meters or mechanical units near the entrance door.
- Glass areas with simulated divisions (internal or applied synthetic materials).
- Reflective, opaque or tinted glazing in the door.

Insert Graphic to Illustrate

Recommended

Not Recommended

3. Windows

Use windows that create an open and inviting atmosphere.

Description

Retail and commercial uses should provide windows that add activity and variety at the street level, inviting pedestrians in and providing views both in and out.

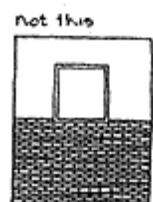
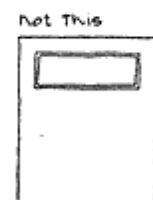
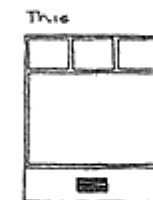
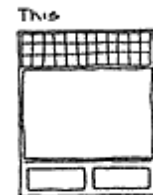
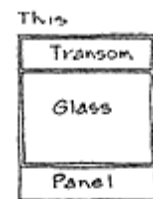
Transparency beckons people inside - whether it be into a shop, gallery, restaurant or office. Restaurants and cafes can benefit from having windows that actually open to let passersby see, hear and smell the activity of the place. Views into stores should not be blocked.

Recommended

- Windows that open by pivoting, sliding, or shuttering.
- Painted wood panels or tile clad panels below windows.
- Clear glass.

Not Recommended

- Residential-styled window bays, multi-paned divided lites, half-round or other similar forms.
- Clear anodized aluminum windows.
- Tinted glass.
- Projecting wall-mounted mechanical units.



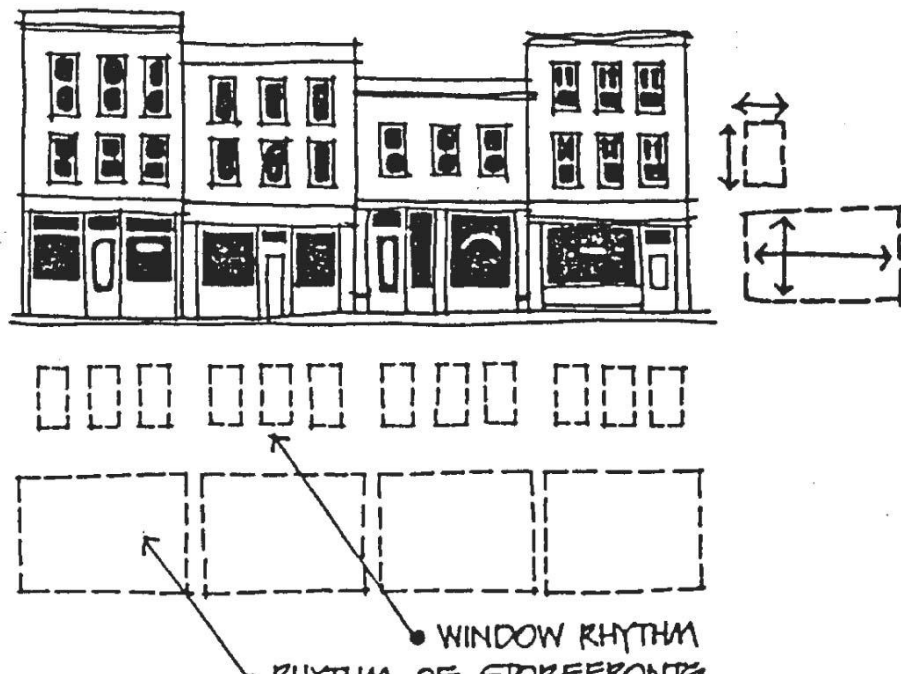
A Short List on Windows

Windows should **display products and maximize visibility** into storefronts.

1. Storefront windows traditionally tended to be large at the ground-floor level. During renovation or new construction, this approach is encouraged.
2. Try to retain or increase window transparency whenever possible. **Replace reflective or dark tinted glass with clear glass.** In general, dark glass alienates pedestrians from the business activity inside a storefront and reduces the impact of window displays.
3. Avoid installing opaque panels, such as metal, wood, and/or other materials, to replace clear glass windows.
4. Windows with multiple, small-paned windows should be avoided unless they are historically appropriate to the building style.
5. Do not use Plexiglas or other replacement materials instead of glass.

6. Fix broken windows immediately.

Windows: What Works What Doesn't



D. Roofs

1. Roofline

Create interest and detail in silhouette and roofline.

Description

Building rooflines should enliven the pedestrian experience and be of visual interest, with detail that will create a skyline composed of interesting forms and shadows. Building silhouette should be compatible with those of other buildings along the existing streetscape.

In some cases, it may be appropriate to mark an entryway with a distinct form - a tower for example- to emphasize the significance of the building entry.

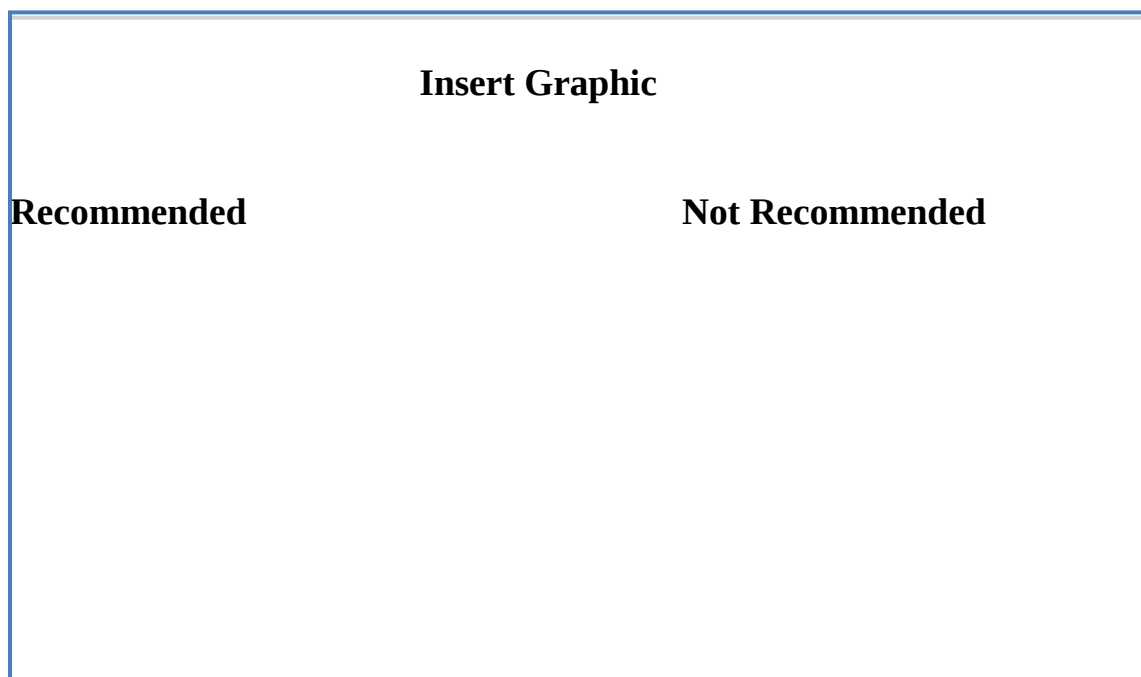
For residential buildings, roof massing should be simple yet not dull or unarticulated. For example, flat roofs may be appropriate if they have a cornice, designed with depth and detail expressing the top of the building wall. Dormers set into sloped roofs may be appropriate. These forms provide visual interest, and bring additional living space, light and ventilation to upper floor and attic spaces.

Recommended

- Varied roofline heights.
- If cornices are used they should be well detailed. They should have significant proportions (height and depth) that create visual interest and shadow lines.

Not Recommended

- Unarticulated rooflines.
- Poorly detailed decorative roof forms.
- Applied Mansard Roofs.



2. Rooftop

Integrate rooftop elements into building design.

Description

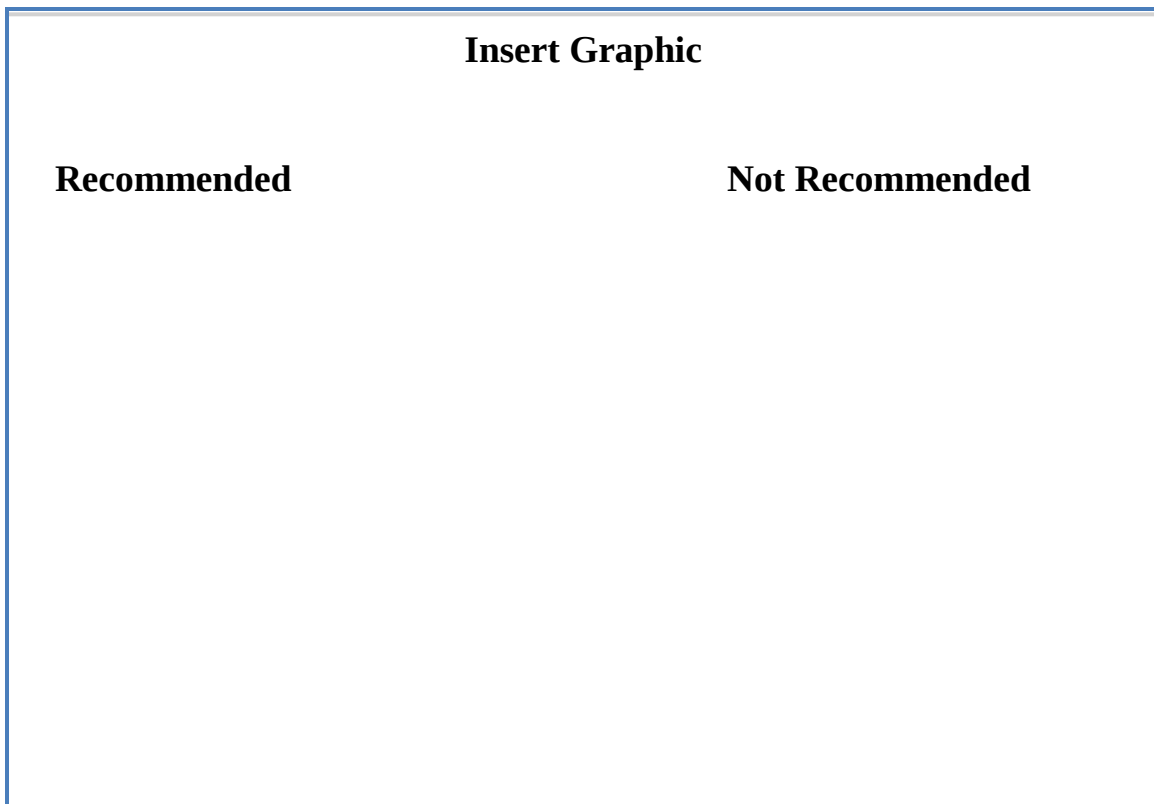
Roof shape, surface materials, colors, mechanical equipment and other rooftop functions should all be integrated into the overall building design. Roof mounted mechanical equipment should be hidden from street view by parapets. If building parapets do not provide adequate screening, screening walls or enclosures installed as an integral part of the architectural design should be used. Roof terraces and gardens are encouraged.

Recommended

- Screened mechanical units.
- Rooftop penthouse occupied residential or office spaces.
- Rooftop gardens.
- “Green” roofs that reduce storm water runoff.

Not Recommended

- Exposed rooftop mechanical or electrical units.
- Exposed telecommunications equipment including satellite dishes, cell-phone towers or antennae.



E. Lighting

1. Facade Lighting

Architectural lighting should be an integral component of the facade composition.

Description

Architectural lighting may be used to articulate the particular building design. Lighting of cornices, uplighting, and other effects may be used.

Lighting should not cast glare onto adjacent lots or streets in any way that decreases the safety of pedestrians and vehicles. Lights may, however, be used to create effects of shadow, relief and outline that add visual interest and highlight aspects of the building.

Recommended

- Metal halide lights.
- Wall-washing lighting fixtures.
- Decorative wall sconce and similar architectural lighting fixtures.
- Screened uplight fixtures on buildings or integrated with landscape.

Not Recommended

- Neon silhouette accent lighting.
- Bulb or flashing lighting.
- Fluorescent tube lighting.
- Security spotlight.

A Short List on Lighting

Exterior lighting should **highlight** building elements, signs, or other distinctive features. In order to maintain an attractive image lighting should be appropriate to the building's architectural style.

1. Lighting should provide an even illumination level. Avoid flashing, pulsating, or similar dynamic lighting that poses a hazard to motorists.
2. Lighting that attracts attention to itself, such as neon tubing surrounding display windows, should be avoided.
3. Avoid using lights that glare onto streets, public ways, or onto adjacent properties.
4. The creative use of neon in individual circumstances is encouraged. Because these guidelines strive to promote a unique character for Oregon City, the use of nationally distributed neon signs that promote brand name goods is discouraged.
5. Lights should focus on signs on building façade providing indirect light on walkway/surrounding building.



2. Street Light Recommendation

Ornamental street lights should be used to be compatible with existing Downtown Oregon City streetlight standards.

Description

Parking lot lighting should be provided for retail and office uses. Driveways, parking bays and parking lot pedestrian circulation routes should be lighted.

Recommended

- Historic street light style in a parking lot setting.
- Pole standards should be black.
- Standards may accommodate banners and hanging flower pots. Automatic drip irrigation for the pots should be considered.
- Light standards should be located in landscaped areas wherever possible to protect fixtures from automobile damage.

Not Recommended

- Parking lot lighting should be designed to avoid unnecessary illumination of residential areas.
- Ornamental or contemporary light fixtures which are incompatible with Downtown Oregon City street light fixtures.
- Parking lot fixtures taller than 15'.

Insert Graphic

Recommended

Not Recommended

3. Landscape Lighting Recommendation

Lighting should be used to highlight sidewalks, street trees and other landscape features. Landscape lighting is especially appropriate as a way to provide pedestrian safety during holiday periods.

Description

Lights may be used to highlight trees and similar features within public and private plazas, courtyards, walkways and other similar outdoor areas at night to create excitement and a festive ambiance.

Recommended

- Seasonal string lights on buildings and trees.
- Foot lighting that illuminates walkways and stairs. Fixtures concealed and integrated into the design of buildings or landscape walls and stairways.
- Bollard lighting that is directed downward toward surfaces people walk on.
- Historic fixtures along streets and in parking lots

Not Recommended

- Flashing, colored or very bright lights.
- Exposed cords, outlets or other electrical devices that may provide safety hazards and are unsightly.
- Lights such as “icicle” style lights that affect the appearance of facades or landscaping during the daytime.
- Contemporary fixtures, or overscaled, utilitarian fixtures such as “cobra-head” lights.

Insert Graphic

Recommended

Not Recommended

4. Sign Lighting Recommendations

Sign lighting should be designed as an integral component of the building and sign composition.

Description

Sign lighting may provide interest not only during nighttime but also daytime. Sign lighting should be oriented toward pedestrians along adjacent streets and open spaces.

Recommended

- “Gooseneck” lighting that illuminates wall applied signs.
- Sign silhouette backlighting.
- Incandescent or fluorescent bulb or low voltage lighting.

Not Recommended

- Backlight vinyl awning sign lighting.
- Interior plastic sign lighting.
- Metal halide, neon or fluorescent tube sign lighting.
- Signs lit by lights containing exposed electrical conduit, junction boxes or other electrical infrastructure.

Insert Graphic to Illustrate

Recommended

Not Recommended

F. Signs

1. Wall Sign or “Marquee Sign” Recommendations

Signs should be sized and placed so that they are compatible with the building’s architectural design.

Description

Signs should not overwhelm the building or its special architectural features. Signs should not render the building a mere backdrop for advertising or building identification.

Recommended

- Wall signs should be located along the top, middle or at the pedestrian level of buildings.
- Signs should be incorporated into the building architecture as embossing, low relief casting, or application to wall surfaces.
- Signs may be painted or made with applied metal lettering and graphics.
- Signs should be durable and long lasting.
- Signs may incorporate lighting as part of their design.
- Signs should be located as panels above storefronts, on columns, or on walls flanking doorways.

Not Recommended

- The material, size and shape of signs that overwhelm, contrast greatly or adversely impact the architectural quality of the building.
- Back lit signs.
- Plastic signs.
- Banner type unframed signs.
- Exterior Neon—(recommend moderation).

Insert Graphic to Illustrate

Recommended

Not Recommended

2. Blade or Hanging Sign Recommendation

Hanging signs should be oriented to the pedestrian, and highly visible from the sidewalk.

Description

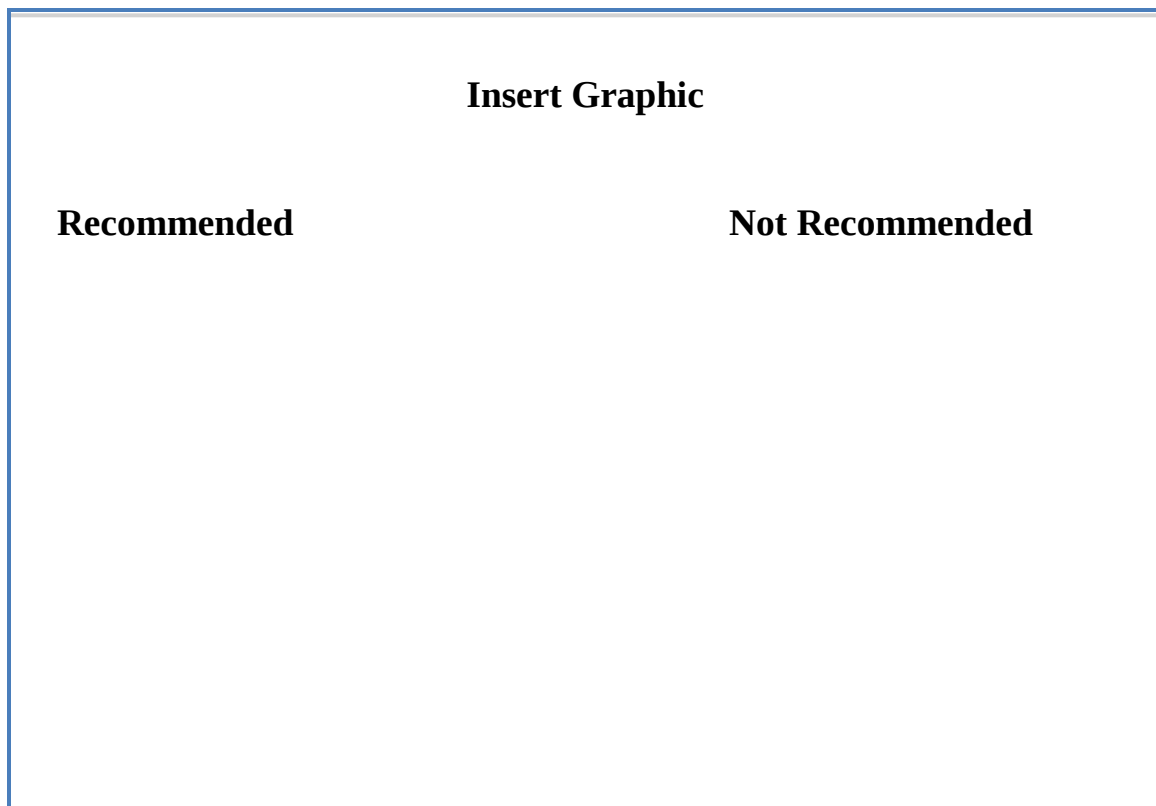
Signs should not overwhelm the streetscape, and should be compatible with and complementary to the building architecture and any awnings, canopies, lighting, and street furniture.

Recommended

- Any required sign lighting should be integrated into the facade of the building. (See lighting Recommendations.)
- Signs should be very graphic and constructed of high quality materials and finishes.
- Signs should be attached to the building with durability in mind.
- Signs should have equity in size.
- Sign mounts considered to be part of the sign.

Not Recommended

- Signs interfering with sight lines that may create a safety hazard, obstruct or block views.
- Back lit signs
- Plastic signs
- Exterior neon signs (recommend moderation)
- Banner type unframed signs.



3. Window Sign Recommendations

Window signs should not obstruct views through windows.

Description

Window signs should be oriented to pedestrians rather than motorists. They should be an integral component of the storefront design.

Recommended

- Neon or other illumination is only appropriate if installed as interior signs.
- Interior applied lettering or graphics.

Insert Graphic

Recommended

Not Recommended

4. Awning Signs

Awning signs should be used as alternatives to building or wall signs. They should be designed as a means to attract attention to a shop, office or residential entrance.

Description

Awning signs should not dominate or overwhelm the building; rather, the awning should serve as mere backdrop for building or tenant identification.

Recommended

- Awning signs generally should occur at only one location on a single building.
- Signs painted on fabric awning valances.
- Signs applied to, embossed on or attached to canopy edges.

Not Recommended

- Signs located on second or upper story awnings.

Insert Graphic

Recommended

Not Recommended

5. Directional Sign Recommendations

Directional signs should be small scale and of consistent dimensions, and located in a visually logical order. These signs also should provide on-site directional information.

Description

Directional signs - those intended to identify and direct vehicular and pedestrian traffic to various on-site destinations - may be provided along roadways and within all multi-parcel developments.

Directional signs should be designed consistently throughout a project. All signs shall be fabricated from the same materials, with a consistent color palette and common graphic theme. The use of materials compatible with adjacent architectural design is encouraged.

Recommended

- Location at entries to parking lots or service areas.
- Signs in internal courtyards, along walkways, or at plazas.

Directional Monument Signs Recommendations

Directory monument information signs should illustrate the layout of a development, and list and locate uses or tenants within.

Description

These signs should be highly graphic, constructed of durable materials and consistent with architectural and landscape themes. They should be scaled to and easily approached by pedestrians rather than passing motorists.

Recommended

- Kiosks that provide directional information and additional space for public announcements or flyers.
- Vandal-resistant painted or cast metal sign monuments.
- Compatibility with adjacent architecture and established Downtown Oregon City streetscape elements.

Not Recommended

- Freestanding monuments at primary building entries, forecourts or plazas.
- Internal illumination.
- Wildly contrasting colors or graphics that are highly distracting.

6. Temporary Sign Recommendation

Signs identifying short-term uses or activities should be allowed on a temporary basis if consistent with the design character of the surrounding area.

Description

Temporary signs should not obstruct pedestrian access or disrupt the visual quality of Downtown Oregon City. Sandwich board signs should be located within close proximity of the use identified. Temporary signs should be used only during hours in which businesses are open.

Recommended

- Easels and chalkboards.
- High quality professionally-painted and – designed sandwich boards.

Not Recommended

- Signs which impede or obstruct pedestrian access.
- Poor quality “homemade”-looking sign construction, painting, graphics or lettering.
- Advertisements for products or services.

Insert Graphic

Recommended

Not Recommended

G. Awnings

1. Awnings

Protect pedestrians from wind, sun and rain.

Description

Awnings and canopies are encouraged along the ground floor of buildings to protect pedestrians from rain during inclement weather and provide shade in the summer. Overhead protection encourages window shopping and lingering.

Awnings and canopies can provide interest and detail to a facade. They also create outdoor sidewalk seating areas for restaurants and cafes. The design of awnings and canopies should be an integral component of the building facade.

Awnings should be well proportioned with the building and sidewalks. Awnings should not be so large as to impact street trees, light fixtures or other street furniture.

Recommended

- Canvas fixed or retractable awnings.
- Horizontal metal canopies, especially if transom or clerestory windows are above storefront glazing.

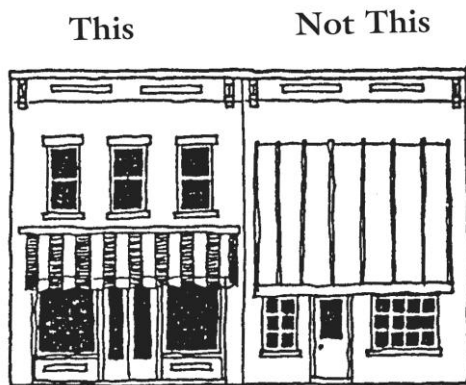
Not Recommended

- Vinyl or other synthetic fabrics.
- Backlit awnings.
- Oversized advertising or tenant signs on awnings.
- Oddly-shaped forms.

Insert Graphic

Recommended

Not Recommended



Single awnings should not be set over more than one door or window bay. A separate shed awning with a canvas or acrylic covering would be more appropriate over each of these openings. Photo: National Park Service files

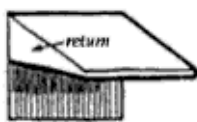
Types of Standard Awnings



Open-sided



Open-sided with valance drop



Closed with a return

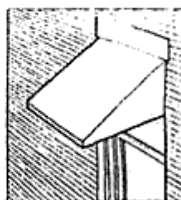


Fixed valance

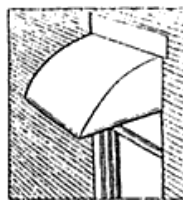


Free valance

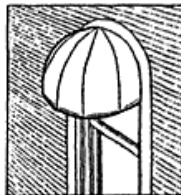
Fabric Awning Shapes



Standard



Convex



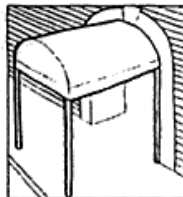
Dome



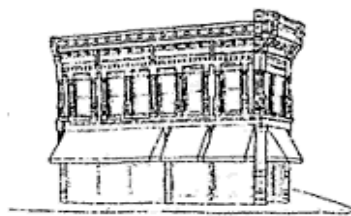
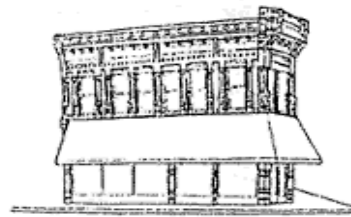
Bullnose



Concave



Marquee



The top awning obscures architectural details. Separate awnings (bottom) reveal details, maintain the vertical connection between the first floor and upper stories, and create a more dynamic "rhythm" in the streetscape.

H. Sustainability

1. Sustainability Recommendation

New construction or building renovation should include sustainable materials and design.

Description

Buildings in Downtown Oregon City should use materials that are safe for the environment not only during their use in the building, but also during their manufacture or disposal. Buildings should be designed to increase energy efficiency through advanced design of the building envelope and mechanical systems.

Recommended

- Use salvaged materials or reuse existing products wherever possible.
- Use products made from recycled materials when appropriate.
- Maximize natural light.
- Include measures to maximize indoor air quality.
- Include landscaping strategies to minimize polluted water runoff from building roofs and parking lots.

Not Recommended

- Use of building products from non-renewable resources that may emit pollutants or the use of imported and domestic forest products that are not certified as being produced using sustainable forestry methods.
- Construction techniques that do not minimize construction waste.

Insert Graphic

Recommended

Not Recommended

URC Storefront Grant Evaluation Alternate-Mar 2010

Project _____

Amt Requested _____

Criteria	Eligible Points	Score
Consistency with main street guidelines	5	_____
Project improves surrounding area and urban renewal district	5	_____
Project adds assessed value to district	5	_____
Degree to which project exceeds minimum grant match requirement	5	_____
Whether applicant was previous grant recipient and success of project at meeting the above goals	5	_____
TOTAL	25	_____

Evaluator _____

Date _____

0 0

**City of Oregon City
Urban Renewal Commission Retreat Minutes
May 15, 2009**

**City Hall – Commission Chambers
320 Warner Milne Road
Oregon City, OR 97045**

1. Convene Retreat of the Urban Renewal Commission and Roll Call

Chair Slack called the meeting to order at 3:30 p.m.

Commissioners Present:

Don Slack
Doug Neeley
James Nicita
Graham Peterson
Nancy Walters
Rocky Smith, Jr.
Robb Crocker
Daphne Wuest
Alice Norris

Media:

Colin Miner, *The Oregonian*

Staff Present:

City Manager Larry Patterson
City Engineer/Public Works Director Nancy Kraushaar
Community Services Director Scott Archer
City Recorder Nancy Ide (left at 4:00 p.m.)
Community Development Director Dan Drentlaw
Finance Director David Wimmer
City Attorney Bill Kabeiseman
Human Resources Director Jim Loeffler
Asst to City Manager, Teri Bankhead

2. Discussion Items

a. Urban Renewal 101

Steve Janik of Ball Janik, LLP, explained the basics of Urban Renewal, such as its purpose, scope of authority, development and adoption of the Urban Renewal Plan and Plan amendments, powers and limitations of an Urban Renewal Agency, and tax increment financing. He also discussed the proposed bill that would limit the maximum indebtedness that an Urban Renewal Agency could take on to get more money back to the School District, County, and City. This applied to newly formed districts and was not in place yet. Urban Renewal was a tool and if designed and implemented properly, all citizens would benefit.

b. Oregon City's Urban Renewal Strategy

Dave Leland of Leland Consulting Group, gave a presentation on what had happened in the evolution of the projects that were being considered and how they got to this point. He discussed his previous experiences in downtowns and centers and what a great downtown should be. He also discussed the history of the planning for economic development in Oregon City which was built on strengthening downtown and creating a Regional Center. He explained why downtown Oregon City was a challenging area. He discussed Regional Center definitions, goals, and strategies as well as opportunity sites and projects. He explained the public/private partnerships which were an important part of the strategy and how to connect the pieces together and integrate mixed use development.

c. Oregon City's Urban Renewal Plan and Projects

Larry Patterson, City Manager, said the Commission needed to think about where the opportunities for development were. He said the focus had been on the Rivers and Cove

projects first because of the leverage they created and what that did financially for the Urban Renewal District to address the other investments the Commission wanted to make.

Mr. Leland discussed the two personalities of Oregon City's downtown, the south end which was not an environment for big developers, but for small investors and did not require much investment and the north end that was a good environment for large development. He also discussed the reasons to have housing downtown.

d. Discussion of Goals, Projects, and Strategy

Mr. Patterson discussed the projects that were part of the year's budget. He gave ideas for incentives that would encourage redevelopment in the downtown core, such as addressing the parking issues, storefront grants, and waiving fees. The economic environment was so challenged right now trying to get any significant investment would be difficult.

Commissioner Norris thought the best shot at long term sustainability was the north end development and making downtown a unique people place. The Commission had not focused on what the brand would be downtown, possible light rail destinations, and multi-modal opportunities.

It was suggested that current multi-story buildings downtown could be opportunities for housing.

Commissioner Nicita thought they should make a more refined strategy as they had done for the Rivers and Cove projects for downtown and North. Main Street.

Commissioner Crocker suggested taking a million dollars from what was being held for the Cove and fund a couple of projects on Main Street that would be reinvested in the Cove in a few years.

Commissioner Walters discussed sustainability and creating an image for Oregon City with utility packages that included solar power options and green roofs. There was discussion about where the library would be moved.

e. Outline of Next Steps

Commissioner Norris suggested having a future discussion regarding downtown possibilities, farmer's market and other activities downtown, and meet with the Main Street board to hear their goals and objectives.

Mr. Leland asked for a list of the Commission's concerns and questions about downtown.

Mr. Patterson suggested doing a walking tour or trolley tour of downtown.

f. Frequently Asked Questions

Commissioner Nicita went through a list of policy proposals that he had drafted. These policies would be brought back to a regular Commission meeting for more discussion.

William Gifford of Oregon City asked about plans for filling the 10th Commission position, a list of the hard assets of what the Urban Renewal Commission owned, and was there a time limit for the Cove and Rivers projects.

Mr. Patterson explained where they were in the process for the Cove and Rivers projects. A list of assets was available and Graham Peterson was the 10th Commissioner.

g. Exhibits

There was no discussion regarding exhibits.

3. Adjournment

Chair Slack adjourned the meeting at 8:40p.m.

Respectfully submitted,

Nancy Ide, City Recorder

DRAFT

**City of Oregon City
Urban Renewal Commission Meeting Minutes
March 3, 2010**

**City Hall – Commission Chambers
625 Center Street
Oregon City, OR 97045**

1. Convene Regular Meeting of the Urban Renewal Commission and Roll Call

Chair Slack called the meeting to order at 5:00 p.m.

Commissioners Present:

Don Slack
Doug Neeley
James Nicita
Graham Peterson
Nancy Walters
Rocky Smith, Jr.
Robb Crocker
Daphne Wuest
Alice Norris

Staff Present:

City Manager Larry Patterson
Assistant to the City Manager Teri Bankhead
Community Services Director Scott Archer
City Recorder Nancy Ide
Community Development Director Tony Konkol
City Attorney Bill Kabeiseman
Library Director Maureen Cole
Economic Development Manager Dan Drentlaw

Absent:

Brian Shaw

Media:

Colin Miner, *The Oregonian*

2. Citizen Comments

There were no citizen comments.

3. Future Agenda Items

Commissioner Neeley asked to invite the Rivers group to a future meeting.

Commissioner Nicita asked to invite the new owners of the Oregon City Shopping Center to a future meeting.

4. Adoption of the Agenda

The agenda was adopted as written.

5. General Business

a. Request from CCLLC for Amendments to Cove DDA to extend Contingency Period Two from April 15, 2010 to July 15, 2010 for sections 5.27, 5.2.14, and 5.2.17

Larry Patterson, City Manager, said all of the preconditions for Contingency Period One had been met, and the preconditions for Contingency Period Two would be met by April 15 except three. The request to extend the timeline from April 15 to July 15 involved the land use approvals, building permits, and parking lot agreement.

Mr. Darrow and Mr. Tyler gave an update on the Cove DDA. Two properties had been purchased and the next steps were Phases I and II of the infrastructure. Mr. Darrow explained what was left to do for Contingency Period Two and most would be done by April 15. The extension was to meet the requirements for the apartments and for the Tri-City 99 year lease and joint use agreement.

He also discussed the timeframes for the project and gave a recap of where the new facilities would be placed, described the plans for each building, and the phasing of development. He discussed the tree program and changes to the design.

Commissioner Neeley clarified the trees would be taken down after the nesting season and discussed the planting schedule and reuse of the woody material.

Commissioner Nicita asked if they had applied to any other institution for financing for the apartments, and Mr. Darrow said Slayden had a relationship with Wells Fargo for the financing.

Commissioner Nicita asked about the Erosion Control Permit. Tony Konkol, Community Development Director, said the concern was tree cutting around the Cove near the water line. The trees on the Glacier site could be taken down without the Erosion Control Permit. The Erosion Control Permit was for the trees directly adjacent to the water body. There would be nothing done to the trees until after the nesting season.

Commissioner Wuest asked about the timing for the apartment phasing, removing the invasive species, and upgrading of the path.

Commissioner Neeley suggested putting up signage to inform citizens of the upgrade of the path and the alternative route. Mr. Patterson said the land use approvals stated the developer had to provide a temporary bicycle and pedestrian path during the construction phase.

Commissioner Nicita said prior to approval of the extension, the Commission should require that every single piece of material the citizens paid for be rendered to the citizens. He was also concerned about the waiver issue in the contract and if they did not demand all of the materials, they were waiving their ability in the future to acquire them.

Mr. Darrow suggested drafting a letter stating that the Agency could require whatever documents they wished at any time in the process.

Mr. Kabeiseman said the City did not waive the right to go back and get the documents if they wished.

Tom O'Brien of Oregon City said once again the Commission was being asked to amend the DDA and extend the contingency period for an additional three months. He recommended they not make a poor decision by amending the current DDA.

Paul Edgar of Oregon City thought they should continue this discussion and not vote on this that night. He was concerned about cutting the trees that shaded the water that protected the fish. This was a net take and he hoped they would read the document on DEQ requirements and realize they needed to start the process over.

Commissioner Crocker gave the overall pluses and minuses of this project. He wanted the Commission to look at the big picture.

Motion by Commissioner Norris, second by Commissioner Neeley, to grant the request to extend Contingency Period Two from April 15, 2010 to July 15, 2010 for sections 5.27, 5.2.14, and 5.2.17.

Commissioner Nicita amended the motion to add two conditions: that the Commission receive the assurance Mr. Darrow discussed and include in the motion no limbing or tree removal would take place until the end of the nesting season. Commissioner Neeley seconded the amendment.

Mr. Darrow clarified that if there was a need for additional work, expansion of what had already been given, or a need to work with the consultant to bring anything else to the package already delivered that they would do it as a matter of course.

The amendment passed with the following vote: Commissioners Neeley, Wuest, Nicita, Norris, Crocker, Peterson, Walters, and Slack voting "aye" and Commissioner Smith voting "no." [8:1]

The motion to approve the extension passed with the following vote: Commissioners Neeley, Wuest, Nicita, Norris, Crocker, Peterson, Walters, and Slack voting "aye" and Commissioner Smith voting "no." [8:1]

Commissioner Smith said he voted against the original DDA and would not approve an extension of a contingency he voted against.

b. Minutes of the February 17, 2010 Regular Meeting

Motion by Commissioner Wuest, second by Commissioner Norris, to approve the minutes of the February 17, 2010 Regular Meeting as submitted.

Motion passed unanimously with the following vote: Commissioners Wuest, Neeley, Norris, Crocker, Peterson, Walters, Nicita, Smith, and Slack voting "aye." [9:0]

c. Minutes of the May 15, 2009 Retreat

Chair Slack thought that this meeting was a City Commission meeting that the Urban Renewal Commission attended and that it should be approved by the City Commission.

6. City Manager's Report

Mr. Patterson said the Commission received a document regarding the ownership of the properties at the Cove. They also received an initial scope of work from Mr. Leland for the north end.

Commissioner Nicita asked about the subject matter that would be discussed at the executive committee meeting. Commissioner Norris said it would be a discussion regarding how to deal with questions the Commission was getting on the projects and outline process steps to bring to the full Commission as a recommendation.

Commissioner Nicita thought that discussion could be done in the open. He was concerned the executive committee would discuss the Rivers DDA and decide something outside the public eye.

Commissioner Norris said they did not have the ability to make decisions and the executive committee met several times for planning Urban Renewal meetings over the past year.

There was discussion about the meeting on January 26, 2010 regarding the Rivers project and some Commissioners not being present. Mr. Patterson explained the process for the Rivers project.

Mr. O'Brien said it was important that anyone representing the City would not meet and conduct business in secret.

7. Adjournment

Chair Slack adjourned the meeting at 6:49 p.m.

Respectfully submitted,

Nancy Ide, City Recorder



Clackamette Cove, LLC

23535 SW Gage Road, Wilsonville, OR. 97070 Phone: 503-638-0709 Cell: 503.702.0009 E-mail: eed1@comcast.net

March 3, 2010

Urban Renewal Agency (URA)
PO Box 3040 320 Warner Milne Rd
Oregon City OR 97045-0304

RE: The Cove – Consultants Work Product

On March 3, 2010 it was requested that Clackamette Cove, LLC (CCLLC) assure the URA that any and all work product that was the subject of the URA payment to consultants in the amount of \$1,176,779 was delivered to the URA and that in the event that any missing or additional work product that was produced by the consultants, included as part of this payment, would be made available to the URA upon request.

CCLLC hereby acknowledges and agrees that the URA's rights to all work product is absolute and shall survive the payment of said amount and that not making a request for additional or expanded work product at this time shall not constitute a waiver of said right.

Clackamette Cove, LLC

By: Pacific Property Search, LLC, Member

Clackamette Cove , LLC

23535 SW Gage Road, Wilsonville, OR. 97070 Phone: 503-638-0709 Cell: 503.702.0009 E-mail: eed1@comcast.net

March 4, 2010

Mr. Larry Patterson, City Manager
Oregon City Urban Renewal Agency

Dear Mr. Patterson,

At its meeting on March 3, 2010, the Oregon City Urban Renewal Agency approved extensions to provide CCLLC with additional time to complete certain of the pre-conditions in Contingency Period Two. As a condition for granting the ninety day (90) extensions, CCLLC agrees that no tree cutting, and no pruning of trees will take place until after the end of the nesting season on August 15, 2010.

Sincerely,

Clackamette Cove LLC
by:
Pacific Realty of Oregon, LLC, Member



by: _____
Edward E. Darrow, Sole Member