



## OREGON CITY PARKS & RECREATION

### Parks and Recreation Advisory Committee Meeting Announcement

**Monday:**

**Meeting Location: Pioneer Community Center, Lower Level**

#### Agenda

**Meeting Date: Feb 19, 2002 7:00 PM, Pioneer Center, Lower Level**

Call to Order

Michael Mason, Chair

Welcome and Introductions

Approval of Minutes

Michael Mason, Chair

#### Old Business:

X Canemah Park property/Metro - *Carry forward*

X Planning Commission Hearing:

Chapin

Jessie Court

X Hillendale Park Project

#### New Business:

X Park and Recreation Master Plan updates/work session

#### Director's Report

X Tri Cities/Cove Planning

City Budget:

Proposed City Reorganization

#### Agenda Items for Next Meeting

Next Meeting Date: March 25, 2002

Adjourn:

9:00 PM

**\*Decision or Recommendation Required**

#### Information only:

Feb. 18 Presidents Day, City Offices Closed

March 11 Planning Commission, if needed: Jessie Court and Chapin Park Master Plans

Metro Enhancement Grant Packets are now available and due April 15, 2002

Budget Meetings: April 15, 24, and 29, May 6 City Hall 6:30 PM

*City will clean up ap 20*

# CITY OF OREGON CITY

## PLANNING DEPARTMENT

320 WARNER MILNE ROAD  
TEL 657-0891

OREGON CITY, OREGON 97045  
FAX 657-7892



### MEMORANDUM

**TO:** Dee Craig, Director of Parks and Recreation

**FROM:** Christina Robertson, Assistant Planner

**DATE:** October 31, 2001

**SUBJECT:** Historic Review Board Comments on Sign Permit Proposal

At the October 25, 2001 Historic Review Board Meeting, the Board reviewed your memo and the preliminary application for Sign Permits. The HRB is generally supportive of the proposal, but are very wary of the post material and scale of the signs in relation to the historic buildings. They would like you to come to either the November 8<sup>th</sup> or 29<sup>th</sup> Meeting for more discussion on this issue.

They have additionally asked me to pass on their comments. I have broken them down into categories:

#### Sign Materials

- The HRB has asked for more detailed specifications for the signs.
- The standards (posts) holding the sign are too ornate for the Ermatinger House, and the Carnegie Center.
- The standards for the sign should match the building type: Carnegie Center: Brick, Ermatinger House: wood.

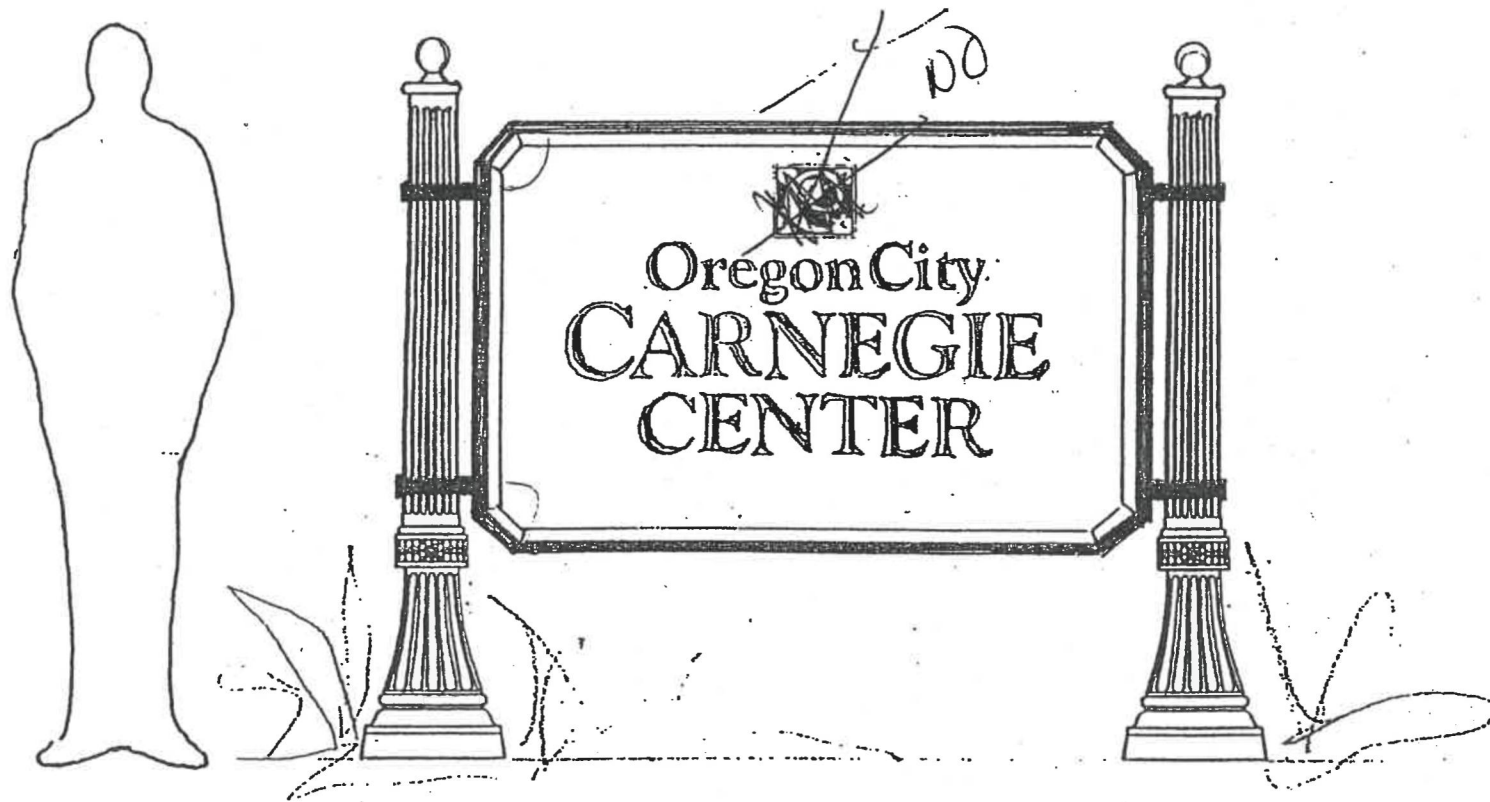
#### Historic Compatibility

- Only the smaller sign should be used on The Carnegie Center and the Ermatinger House in order to match the mass and scale of the building.
- There is no history of using cast iron in Oregon City. The majority of cast iron buildings and features were limited to Portland. The HRB is wary of using a material that does not reflect the City's history.
- Parks in the McLoughlin and Canemah districts should have the same type of signs, and other parks in non-historic areas should have slightly altered signs to differentiate the areas.

#### Other Signs

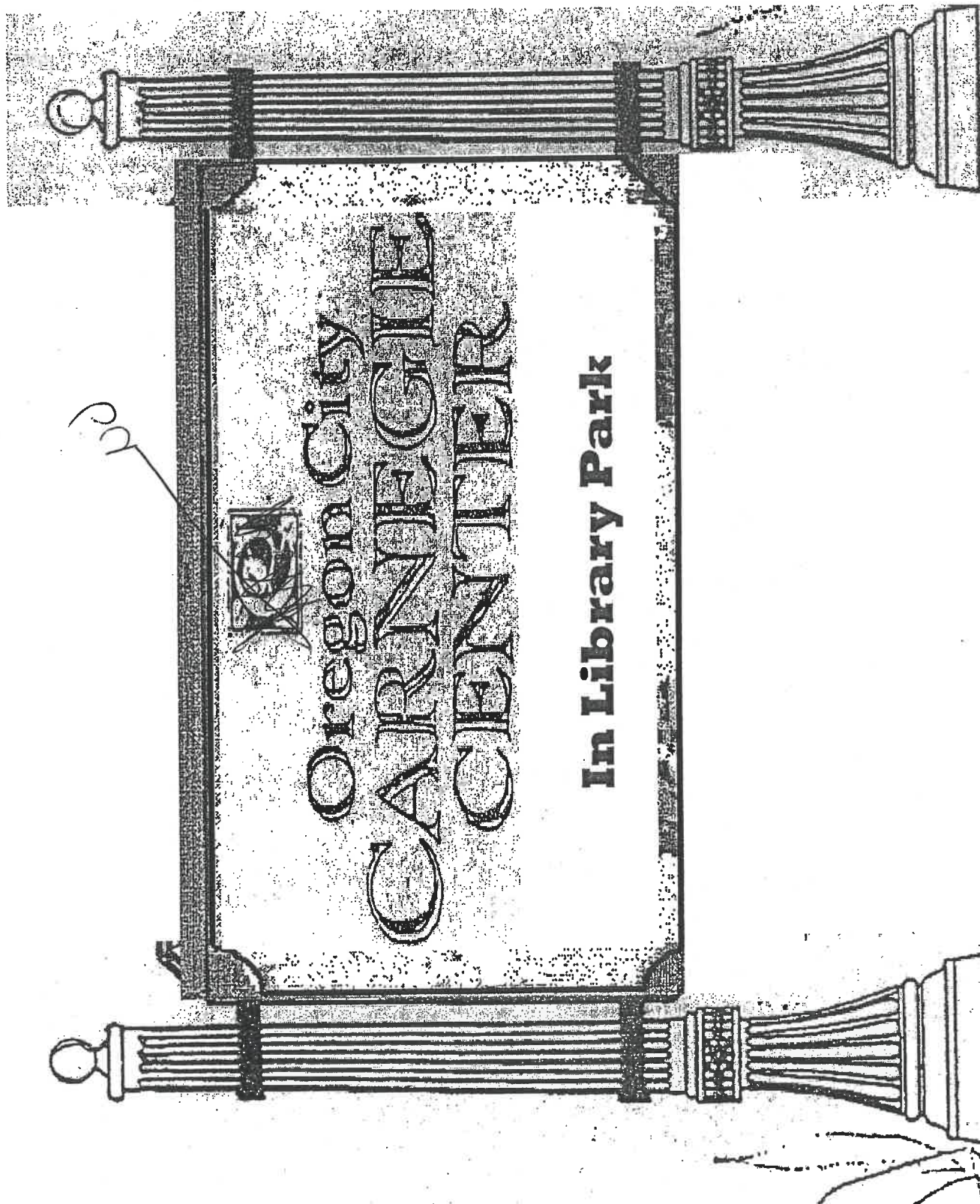
- Mr. Winterhalter mentioned that he personally liked the McLoughlin Neighborhood sign that was proposed by the neighborhood with an Enhancement Grant. (I am currently looking for this sign)
- Ms. Met personally likes the "Welcome to the McLoughlin Neighborhood" sign at the top of Singer Hill, which was provided by the Old House Forum. It is simple and compatible in material and size with the neighborhood.

gold leaf letter  
on a black background  
Green / magenta



244 John Adams





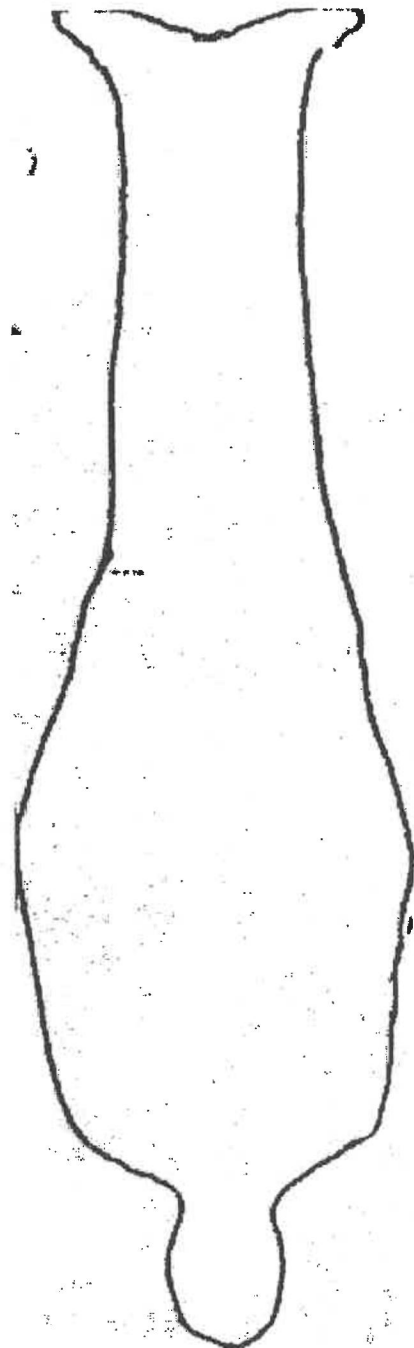
22

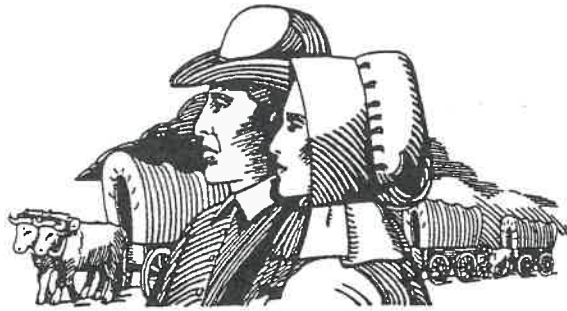


Oregon City  
CARNEGIE  
CENTER

**In Library Park**

*front of Carnegie*





## OREGON CITY PARKS & RECREATION Activity Report

Month of: March 2002

### Highlights of the past month:

#### **Pioneer Center**

- ◆ Facility use Seniors 1361; Community 803; Outreach 2594; Transportation 754; Volunteers 185
- ◆ Storage closet in dining room installed
- ◆ New programs started including feng-shui; Health Masters heart monitoring; Pinochle tournament

#### **Aquatics**

- ◆ The Columbia Basin Swim League Championships were held March 9-10. Including spectators, there were about 1,000 in attendance throughout the weekend.
- ◆ We have added an additional evening swimming instructor to accommodate the increased registrations.

#### **Carnegie**

- ◆ Attendance: Children's Museum 995, Gallery 1194
- ◆ Children's Museum closed January 26 – February 5 for downstairs door repairs exhibits rearrangements and update.
- ◆ Oregon's B-day celebration, February 14 –17, including "The Oregon Question" on Saturday, Feb 16, in partnership with McLoughlin House, Museum of the Oregon Territory and Atkinson Church.
- ◆ Spring Brochure finished and in mail. Summer is in planning stages.
- ◆ Spring classes are set, including colored pencil, beading and painting.
- ◆ Ermatinger House renovation meetings continue. Temporary roof installed on Ermatinger. No more leaks!
- ◆ Library Park landscaping to start this month. Sick trees were removed.
- ◆ Concerts in the Park and July 4 Celebration is scheduled.

#### **Recreation**

- ◆ Kids Day on February 15 and March 1: Total of 20 participants and was very successful.
- ◆ Go For the Gold parent and child class on March 15 has 4 parent/child groups registered.
- ◆ Two 3-week yoga classes started on March 6 with a total of 15 participants.
- ◆ 21st Century Grant Program spring schedule is complete.
- ◆ Planning for expanded summer program to include specialty camps for pre and early teens; Sports Week, Nature Week and Drama Week are all ideas in the works.
- ◆ Recruiting for summer staff

#### **Cemetery**

- ◆ Begin mowing and spot spraying
- ◆ Community Service filling holes in the Pioneer Section.



## **Parks**

- ◆ Cleared portion of trail at Waterboard Park
- ◆ Low limbed and trimmed trees at Rivercrest
- ◆ Removed diseased trees from the Carnegie and Pioneer
- ◆ Picked up downed branches at Singer Creek Park
- ◆ Started mowing parks
- ◆ Moved rocks in Old Canemah parking lot
- ◆ Community Service at Clackamette RV Park

## **Administration**

- ◆ Attended NRPA Legislative Session in Washington DC, visited Congressional Delegation
- ◆ Continue to put together purchase of Park Place property and Jessie Court park property
- ◆ Planning Commission approval of Chapin and Jessie Court park master plans
- ◆ Assume responsibility for management of the Library
- ◆ Represent Library at county meetings regarding budget and formula for funding
- ◆ Hillendale Park, bid process and bid opening
- ◆ Meet one-on-one with all permanent employees of the Library
- ◆ Defend Clackamas River Trail grant application before State Funding Panel
- ◆ Continue negotiations with Metro regarding Canemah Park property
- ◆ Ermatinger House project meetings and grant writing

## **Up Coming Events/ Dates of note:**

### **Aquatics**

- ◆ Lifeguard training class over spring break (March 25-30) 15 people pre registered.
- ◆ Eight additional youth recreational swim sessions scheduled for spring break.

### **Pioneer Center**

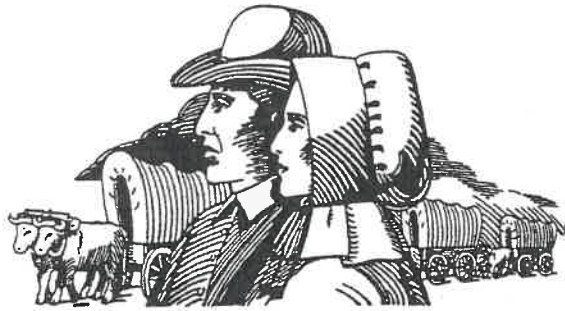
- ◆ Volunteer Party April 26<sup>th</sup>
- ◆ Senior Health Fair May 29<sup>th</sup>
- ◆ Old Time Fiddlers concert April 14<sup>th</sup>

### **Recreation**

- ◆ Egg Hunt: March 30 at 10:00am at Rivercrest Park.
- ◆ High School Event: Concert April 26. Advertise at the High School following spring break

## **Concerns and Challenges**

- ◆ Pioneer Center Roof
- ◆ Adequate funding for maintenance and on-going programs



## OREGON CITY PARKS & RECREATION Activity Report

Month of: March 2002

### Highlights of the past month:

#### **Pioneer Center**

- ◆ Facility use Seniors 1361; Community 803; Outreach 2594; Transportation 754; Volunteers 185
- ◆ Storage closet in dining room installed
- ◆ New programs started including feng-shui; Health Masters heart monitoring; Pinochle tournament

#### **Aquatics**

- ◆ The Columbia Basin Swim League Championships were held March 9-10. Including spectators, there were about 1,000 in attendance throughout the weekend.
- ◆ We have added an additional evening swimming instructor to accommodate the increased registrations.

#### **Carnegie**

- ◆ Attendance: Children's Museum 995, Gallery 1194
- ◆ Children's Museum closed January 26 – February 5 for downstairs door repairs exhibits rearrangements and update.
- ◆ Oregon's B-day celebration, February 14 –17, including "The Oregon Question" on Saturday, Feb 16, in partnership with McLoughlin House, Museum of the Oregon Territory and Atkinson Church.
- ◆ Spring Brochure finished and in mail. Summer is in planning stages.
- ◆ Spring classes are set, including colored pencil, beading and painting.
- ◆ Ermatinger House renovation meetings continue. Temporary roof installed on Ermatinger. No more leaks!
- ◆ Library Park landscaping to start this month. Sick trees were removed.
- ◆ Concerts in the Park and July 4 Celebration is scheduled.

#### **Recreation**

- ◆ Kids Day on February 15 and March 1: Total of 20 participants and was very successful.
- ◆ Go For the Gold parent and child class on March 15 has 4 parent/child groups registered.
- ◆ Two 3-week yoga classes started on March 6 with a total of 15 participants.
- ◆ 21st Century Grant Program spring schedule is complete.
- ◆ Planning for expanded summer program to include specialty camps for pre and early teens; Sports Week, Nature Week and Drama Week are all ideas in the works.
- ◆ Recruiting for summer staff

#### **Cemetery**

- ◆ Begin mowing and spot spraying
- ◆ Community Service filling holes in the Pioneer Section.



## **Parks**

- ◆ Cleared portion of trail at Waterboard Park
- ◆ Low limbed and trimmed trees at Rivercrest
- ◆ Removed diseased trees from the Carnegie and Pioneer
- ◆ Picked up downed branches at Singer Creek Park
- ◆ Started mowing parks
- ◆ Moved rocks in Old Canemah parking lot
- ◆ Community Service at Clackamette RV Park

## **Administration**

- ◆ Attended NRPA Legislative Session in Washington DC, visited Congressional Delegation
- ◆ Continue to put together purchase of Park Place property and Jessie Court park property
- ◆ Planning Commission approval of Chapin and Jessie Court park master plans
- ◆ Assume responsibility for management of the Library
- ◆ Represent Library at county meetings regarding budget and formula for funding
- ◆ Hillendale Park, bid process and bid opening
- ◆ Meet one-on-one with all permanent employees of the Library
- ◆ Defend Clackamas River Trail grant application before State Funding Panel
- ◆ Continue negotiations with Metro regarding Canemah Park property
- ◆ Ermatinger House project meetings and grant writing

## **Up Coming Events/ Dates of note:**

### **Aquatics**

- ◆ Lifeguard training class over spring break (March 25-30) 15 people pre registered.
- ◆ Eight additional youth recreational swim sessions scheduled for spring break.

### **Pioneer Center**

- ◆ Volunteer Party April 26<sup>th</sup>
- ◆ Senior Health Fair May 29<sup>th</sup>
- ◆ Old Time Fiddlers concert April 14<sup>th</sup>

### **Recreation**

- ◆ Egg Hunt: March 30 at 10:00am at Rivercrest Park.
- ◆ High School Event: Concert April 26. Advertise at the High School following spring break

## **Concerns and Challenges**

- ◆ Pioneer Center Roof
- ◆ Adequate funding for maintenance and on-going programs

**Carnegie Center Signage**  
**Presented by the McLoughlin Neighborhood Association**  
**To the Historical Review Board**  
**March 28, 2002**

For several years since relocation of the city library, the McLoughlin Neighborhood Association (MNA) has been active in seeking attractive, distinctive and appropriate signage for the historic Carnegie building. The recent completion of the Urban Renewal funded rehabilitation and renovation project of the Carnegie building makes the need for signage a top priority of the MNA and the City.

In the fall of 2000 the MNA submitted an application to receive a Metro Enhancement Grant to fund designing, building and installing a single distinctive sign drawing attention to the building and the activities within of the traffic passing by on 7<sup>th</sup> Ave. (Figure 4, represents improved version of the original submission, maintaining same the scale and copy.) The Enhancement Grant Committee tabled the submittal because the City's Parks Department was in the process of developing a policy to guide the placement of signs at all City owned park's facilities. In addition, the Enhancement Committee felt the sign needed to go through the review processes of both the Parks and Recreation Advisory Committee (PRAC) and the Historical Review Board (HRB), before feeling comfortable releasing funds for the project.

Subsequently, the MNA has brought the sign before the PRAC on two occasions and to the HRB at the February 13, 2002 work session. The proposal before you today differs from what was presented at the HRB work session in several ways:

- Two signs, not three, are on the immediate work schedule;  
The PRAC at the last presentation voted for two signs with identical copy. The third sign as presented was to be located at the entrance of the building. City staff recommended and PRAC accepted that the information intended for this sign would be provided on the doors. However, PRAC did consider a third sign to be placed at the time the playground portion of Library Park is renovated. The pleasure of the MNA and the intent of the City is to construct the third sign of the same materials and in the same style as approved by the HRB.
- The information on the two signs will be the same;  
The MNA presentation at the HRB work session showed the signs serving different functions as to their copy.
- The copy presented today is directed by the PRAC's policies on park signs.  
The MNA still favors the simpler more distinctive copy (Figure 4, location 1), in conjunction with the other two signs (figures 5 & 6) presented at the February 13<sup>th</sup> work session.

**INSTRUCTIONS FOR COMPLETING LAND USE APPLICATIONS:**

1. All applications must be either typed or printed (black ink). Please make the words readable.
2. The application must be submitted with the correct fee(s).
3. If you mail in the application, please check with the Planning Division to ensure that it was received and that all necessary fees and information are with the application form.
4. If you wish to modify or withdraw the application, you must notify the Planning Division in writing. Additional fees may be charged if the changes require new public notice and/or if additional staff work is necessary.
5. With the application form, please attach all the information you have available that pertains to the activity you propose.
6. Prior to submitting the application, you must make application for a pre-application meeting to discuss your proposal with members of the Planning Division and any other interested agencies. Applicant is then to provide all necessary information to justify approval of the application.
7. The front page of the application contains a brief description of the proposal and will serve as the public notice to surrounding properties and other interested parties of the application. This is why neatness is important.
8. Detailed description, maps, and other relevant information should be attached to the application form and will be available for public review. All applicable standards and criteria must be addressed prior to acceptance of the application. The content of the attached information should be discussed with the appropriate planner prior to submission of the application.
9. Incomplete applications will be returned.

APPLICANT'S SIGNATURE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: OR

ZIP: 97

PHONE: (503)

PROPERTY OWNER SIGNATURE(S): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: OR

ZIP: 97

PHONE: (503)

353-4466

If this application is not signed by the property owner,  
then a letter authorizing signature by an agent must be attached

\*\*\*\*\*

DATE SUBMITTED: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

FEE PAID: \_\_\_\_\_

RECEIPT #: \_\_\_\_\_



Figure 2 / location #1



## **Purpose/Style**

Signage for the Carnegie must serve to direct/inform two audiences: (1) the traveling public on 7<sup>th</sup> Street, the main route through the historic mid-level; and (2) the pedestrian visitor traffic from the southern vantage, with the Carnegie Center's only parking.

Each of the signs are similar in design style, reflective of the building's special character, and scaled to fit the setting. The sturdy steel posts pick up on details of the new railings as well as the original upper windows. They also reinforce the strong vertical elements found in the building's brick columns and surrounding elm trees.

The copy and its presentation on the cedar panels has been kept as simple and friendly as possible, proportionate to the overall dimensions. The copy will include the City's standard pioneer logo and other details requested by PRAC, with emphasis on "Carnegie Center". Together, the two signs will be an improvement, and provide the historic Carnegie with a nice accent complementing the era and character of the building.

## **Specifications**

The posts are to be constructed of galvanized or powder coated steel (color: black), as verified by an iron works company. The finial or cap may be constructed in copper, if feasible, in an effort to capture the copper elements of the building. If copper is not feasible then the material will match those used in the posts. The posts are approximately ten (10) inches square, comprised of square steel 'balusters' surrounding a steel pipe.

The sign will consist of several vertical grained cedar panels, allowing for changes in sign copy as uses for the building change. The City's pioneer logo, to be provided by the City, will be metal and attached to the signs with screws. The lettering will be incised, painted with a gold leaf color on an overall background of maroon or hunter green. Night lighting is desirable and should be indirect with the fixtures obscured by landscaping.

The posts on the Location 1 sign (Figure 2) will be approximately seven (7) feet tall. The sign will be approximately five feet by four feet (5x4). The Location 2 sign (Figure 3) will be approximately five feet high by six feet wide (5x6). The posts will be identical. The posts and sign dimensions may change slightly once a physical mock up is constructed to fine-tune the dimensions.

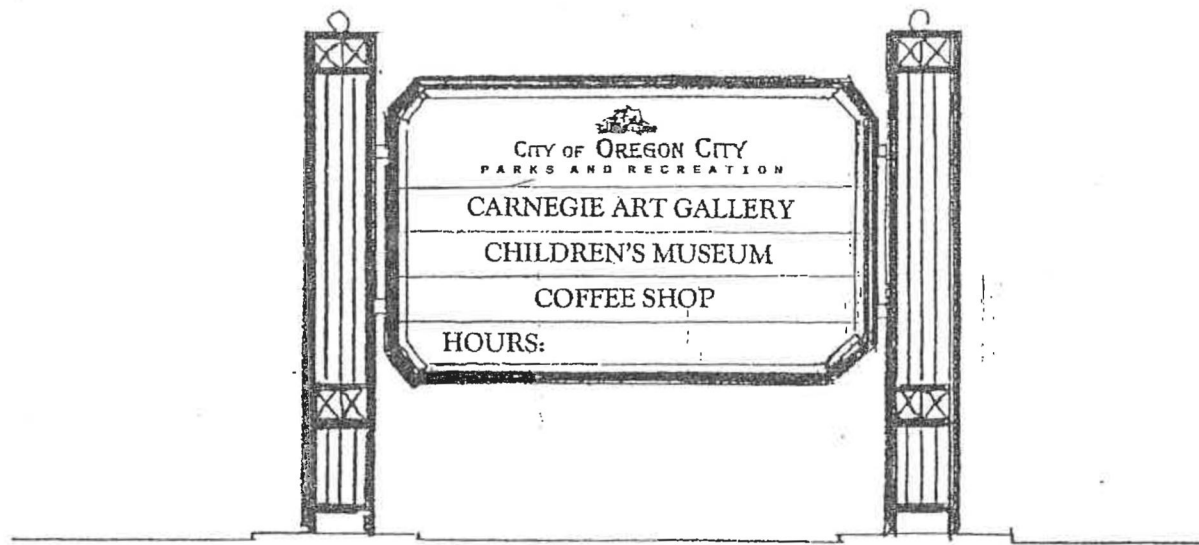


Figure 6 / location #3

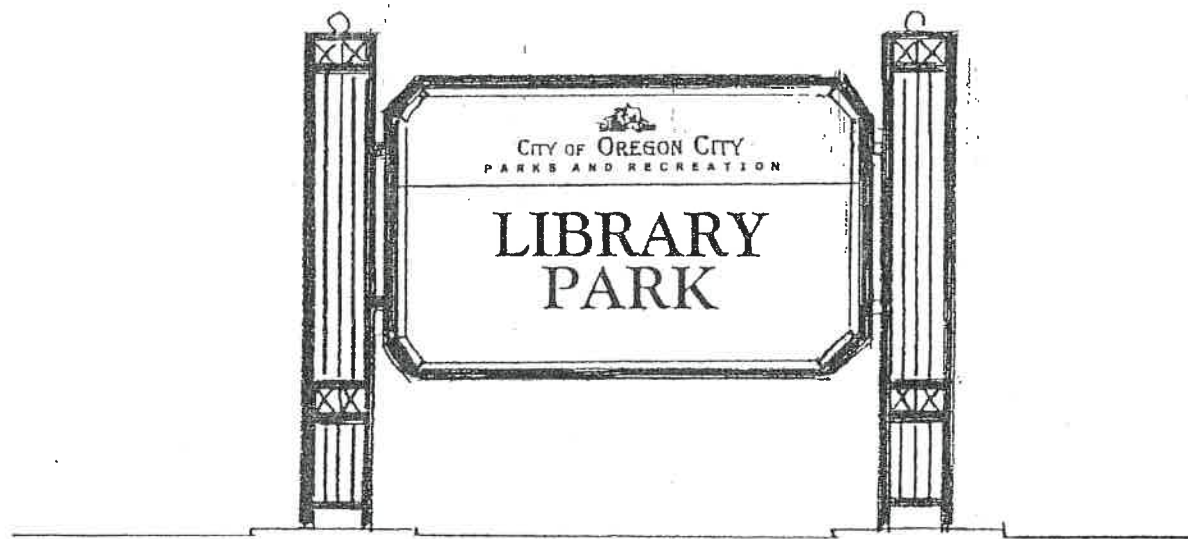


Figure 5 / location # 2



Figure 4 / location #1





Figure 3/location #2