

OREGON CITY PARKS & RECREATION

Parks and Recreation Advisory Committee Meeting Announcement

Monday: November 24, 7:00 PM

Meeting Location: Pioneer Community Center, Lower Level

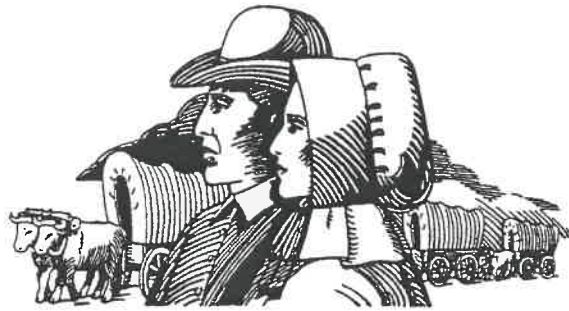
If you are unable to attend, please contact Dee Craig, 503-496-1546 or Bill Woods. After 5:00 on Monday please contact Dee at 503-887-3477

Agenda

Call to Order: Bill Woods	7:00 PM
Establish Quorum	
Minutes of Last Meeting:	October 27, 2003, attached
Old Business:	
Partnerships with the High School	Roberta Stennick
Carnegie Center Project	Jim Row
Cemetery	Dee Craig/Larry Potter
 New Business	
Trails Master Plan	
Canemah Children's /Metro Park Master Plan	
 Director's Report	Attached, October Report
Participation numbers	Attached, Month and YTD
Project Updates	Clackamas River Trail, Wesley Lynn, Library Park
 Items for next meeting:	January 26, 2004

Information only:

- Thursday & Friday, November 27 & 28, 2003, City offices closed.
- Monday, December 1, 2003, **5:30 PM**, City Commission Study Session, City Hall. **7:00 PM**, Urban Renewal Commission meeting, City Hall.
- Wednesday, December 3, 2003, **7:00 PM**, regular City Commission meeting, City Hall.
- Thursday, December 4, 2003, **6:00 PM**, Natural Resource Committee meeting, City Hall.
- Monday, December 8, 2003, **7:00 PM**, regular Planning Commission meeting, City Hall.
- Tuesday, December 9, 2003, **6:30 PM**, Citizen Involvement Committee (CIC), City Hall.
- Wednesday, December 17, 2003, regular City Commission meeting, City Hall.
- Thursday, December 18, 2003, **6:00 PM**, Natural Resource Committee meeting, City Hall;



OREGON CITY PARKS & RECREATION

Carnegie Center Strategic Plan

Vision

The Carnegie Center will provide a high quality, open, available and fiscally responsible art gallery, café, and learning space that offers an enriching experience to the community while respecting its cultural heritage.

History and Background

The Oregon City Carnegie Center was built in 1912 as a public library, funded in part by a grant from the Carnegie Foundation. This building was in continuous use as a library until 1995, and is now operated by Oregon City Parks and Recreation primarily as an art gallery, complete with a coffee shop and children's museum. It is also the site for the summer concerts in the park series and many recreational and cultural classes, events and programs.

The Carnegie Center is located in the Historic McLoughlin neighborhood, within walking distance of many of Oregon City's historic landmarks. The Carnegie Center is surrounded by Library Park on land donated to the City of Oregon City by Dr. John McLoughlin, one of the state's founders.

In 2001, the Carnegie underwent a major renovation. The yearlong project restored the building's original façade as well as updated the building to current safety, ADA and construction standards.

The Carnegie Center Art Gallery displays and sells the work of local artists. Artwork is displayed in the main floor gallery space. Exhibits change monthly and feature a variety of original paintings, ceramics, fiber art, wood and glass, as well as group and theme shows.

The Carnegie Center Focus Group began meeting in February 2003 to develop recommendations for the Center's use and operations. This plan represents those recommendations.

Building Use Recommendations

The Carnegie Center should remain in City ownership and continue to be used as a cultural arts center. The building and most of its current use are enriching to the community and represent a very important piece of Oregon City's cultural heritage which must remain available to the entire

community. The Carnegie Center should continue to offer the following functions and programs:

Art Gallery

The gallery is the “Heart and Soul” of the Center and should display and sell a wide variety of art, crafts and exhibits. The community should consider the Center a destination for quality art, entertainment and refreshment. The Center’s atmosphere should be friendly and instructive. Gallery shows should continue to be varied and represent the work of local artists. The Center should create a strong retail sales base. Because of its position as the hub of fine arts in Oregon City, the Carnegie Center can also function as a clearinghouse of information related to local art and artists.

Coffee Shop

The coffee shop is an attractive compliment to the environment of the Center. The coffee shop encourages guests to increase the length and frequency of their visits. The shop provides a quiet area that can be utilized for reading, meeting with small groups or just relaxing. As the use of the Center grows, consideration should be given to locating a vendor to provide the services of the coffee shop. The ability of Center staff to manage the operations of the gallery and coffee shop simultaneously is limited.

Summer Concerts in the Park

The summer “Concerts in the Park” series is a popular program that has been offered at the Center for ten years. The concerts draw an average 900 people each Thursday evening to the grounds of the Center. Many of these attendees visit the Center for the first time, and of these, many become regular users. Sales of artwork are very high during the concerts, as well.

Saturday Night Java

Saturday Night Java brings small local musical performances into the Carnegie Center once or twice per month. It offers visitors a relaxing atmosphere, good music and coffee drinks all for a modest admission charge.

Art and Other Cultural Classes

The Carnegie Center should continue to offer art and cultural classes such as polymer clay, watercolor, colored pencil art, beading and music. These classes, key to the operation of the Center, have become more popular recently and should expand as demand and classroom availability grows.

Action Items

1. Children’s Museum

The Children’s Museum should be relocated to another facility as soon as an appropriate replacement site is located. The operation of the Children’s museum is not consistent with the fine arts environment that the Center represents. In addition, the 2001 remodel of the Carnegie Center reduced the amount of space available for the Children’s Museum, causing its attendance to decrease. There is no possibility

for growth or expansion in the Carnegie Center's basement. This space would be better utilized to conduct art classes. The Children's Museum might be more appropriately sited along with a children's library.

Classes to be offered in this space could include, among other things, painting, weaving, photography, polymer clay and sculpturing. As scheduling permits, it could also be rented in time blocks for artist studio space and to other groups. It is believed that art classes are in demand by the community and would probably yield much greater revenue than the Children's Museum currently does. Another possibility would be to offer "craft parties" where people could schedule the space and an instructor. To accommodate these classes and activities, minor remodeling to the downstairs area would be necessary. If feasible, a moveable wall should be installed to divide the area into two separate classroom spaces. Once regular classes are established, the Center's hours of operation should be expanded to include many evenings each week. Regular evening hours will make the Center available to new potential users

2. Friends Group/ Marketing

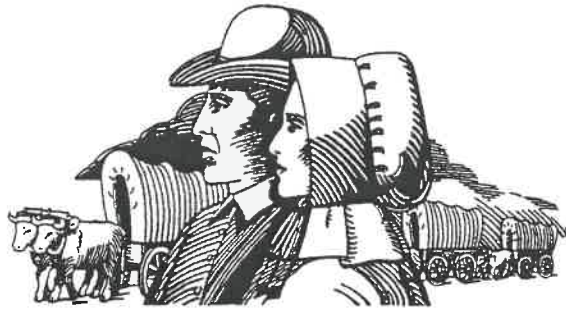
A "Friends" group should be created and incorporated as a 501(c)3 to advocate for the Center and its programs. The friends group would be responsible for

- Fundraising
- Assisting with special events such as teas and festivals
- Advocating for the Center
- Coordinate events and functions with the Oregon City Arts Commission and other community arts/ cultural groups
- Providing publicity and marketing for the Center and its programs

A marketing strategy must be developed by the friends group and City staff to assist with the planning and continued success of the Carnegie program. This plan should explore which activities are the most in demand and identify strategies for enabling these programs to flourish. Partnerships with organizations, such as the Clackamas Community College, the Oregon City School District and Marylhurst University should be developed for the mutual benefit of each.

The friends group would have a membership program and an associated dues structure. Members of the friends group would be entitled to benefits of membership, including discounts on art purchases. A portion of the membership dues could be negotiated to be paid to the Center to compensate for the discount on art purchases.

A member of the friends group should serve on the Parks and Recreation Advisory Committee just as a representative of the Pioneer Center sits on the Committee.



OREGON CITY PARKS & RECREATION

Activity Report

Month of: October 2003

Highlights of the past month:

Aquatics

- The 6th annual Swamp Swim was more successful than ever with 180 kids in attendance (80 in costume). Last year we had about ½ that number in attendance.
- The age of the swimming pool facility brings many heating system challenges this time of year. We frequently make adjustments and repairs to the system as the seasons change.
- The High school swim season will begin in early November. This is a challenging time of the year as we try to squeeze Oregon City and Gladstone High Schools into an already busy program.

Carnegie

- Children's Museum and gallery attendance has been increasing; colder weather is probably a factor.
- Saturday Nite Java on October 4 was well attended.
- We have booked and had more interest in facility rentals than we have since we reopened after renovation.
- Classes continue to go well; we are receiving requests for more types of art classes.
- Wy'east Art Show was fairly well received. We still had people in to see September's "The Art of Dress" Show.
- We have had many out of area visitors to the Carnegie who are very enthusiastic about the gallery.

Recreation

- Yoga and mat workout classes are struggling since our regular instructor left. We are working to establish consistency.
- Again, this year we partnered with the Optimist club to host the local and sectional NFL Punt, Pass and Kick competitions.

Pioneer

- Facility Use-Community = 1174; Facility Use -Seniors = 1316; Outreach = 3305; Transportation = 810; Volunteers = 165
- Carpets cleaned; all floors cleaned and polished, windows washed inside and out

Cemetery

- Wilco Farm stores fertilized Section M&N
- Spirits of Halloween – "Successful" 118 people toured Mountain View
- Headstones in Pioneer Section repaired
- Liquid fertilizer & leaf digester applied to Section N
- Cemetery office has ETBS help

- Irrigation winterized
- Broad leaf spraying done in Cemetery

Parks

- Mulching of leaves begins
- Community service clear along trails at Canemah, Waterboard and Singer Creek
- Liquid fertilizer and leaf digester applied to Carnegie and Hillendale soccer fields
- Winterize of irrigation and restrooms completed
- Donated bench being installed at Chapin Park

Administration

- Coordinate Historic Oregon City consultant selection process.
- Coordinate Consultant interviews with Pioneer Center staff and participants
- Coordinate Facilities Study with City staff and Consultant
- Work with PRAC and Friends of Mt View regarding budget options
- Most Recreation & Parks staff attended the ORPA conference in Ashland where Director received the Dave Clark Distinguished Service Award.
- Director attended the NRPA Conference where she was installed to the Board of Trustees

Up Coming Events/ Dates of note:

Carnegie

- Prints by Mickey Weaver will be in the gallery during November. An artist reception will be held on November 15.
- Holidays at the Carnegie are here now that artists are bringing in Holiday inspired arts and crafts.
- Winter Trail News/Community Activities Guide will be delivered in mid December.

Pioneer

- Darlene Hooley speaking for Veteran Day event at the Center
- Holiday Baskets and Stockings are being arranged for delivery to those in need

Administration

- Land and Water Conservation Grant Applications due November 14
- Kick off meeting for Trails Master Plan, November 10

Concerns and Challenges:

Recreation/Carnegie

- Winter Trail News/Community Activities Guide prepared. Classes and events need to be programmed.

Pioneer Center

- Dealing with communication issues regarding staff and participants

Recreation

- Working with School District and 21st Century Grant Program to begin a Middle School Teen program at the Buena Vista House on the week ends.

Aquatics

[illegible]

Oregon City sticks with old-fashioned fun

The city will maintain Carnegie Center's character with classic-style playground equipment in Library Park

By SARAH HUNSBERGER
THE OREGONIAN

OREGON CITY — Earlier this year, it was the arrival of an adult book store that had Oregon City's McLoughlin Historic District upset.

This summer, another unwanted addition is worrying some neighbors: plastic playground equipment.

For several years, the city has

had its eye on replacing the old wading pool, swing sets and slide in Library Park, which surrounds the Carnegie Center.

Upgrades to Library Park are more urgent this year as the state prepares new health regulations for wading pools, which will outlaw the untreated water used in the park's concrete pool.

Many McLoughlin Neighborhood Association members don't want to see the old-time character of the park corrupted with brightly colored plastic slides and a modern, chlorine-filled pool.

"That's the historic McLoughlin area, and nobody wants to change anything," said Dee Craig, city

community services director.

The city also wants to upgrade bathrooms and install playground equipment for preschool children at Senior Citizens Park across the street from the Carnegie Center.

Tim Powell of the McLoughlin Neighborhood Association said any changes to the park surrounding the Carnegie Center may hinder efforts to put the building on a national historic register.

After months of meetings, McLoughlin residents and the city agreed to a plan that would install old-looking, metal playground equipment in Library Park and avoid demolishing the wading pool.

On Wednesday, city commissioners voted 5-0 to seek bids on improvements as soon as the money is available.

The improvements will preserve the bowl of the old wading pool, which is now filled with clean water every morning and drained every evening. It will be converted into a fountain so the water drains away.

Because equipment sized for preschoolers is hard to find in metal, city officials said they would list metal as the preferred material for the Senior Citizens Park equipment but made no promises. Craig said wooden equipment is too hard to maintain.

Funding for all the improvements — about \$50,000 — will include \$9,000 in private donations that the city has collected, a state grant and fees charged to developers.

Powell acknowledged that not everyone understands why a plastic slide would be a big deal.

"There's a lot of people that say, 'Get real, why can't we just have plastic?' " Powell said. "We want to keep it historic. That's why it's important."



Sarah Hunsberger: 503-294-5922
shunsberger@news.oregonian.com

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 7th 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 13th 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:

Charles McLaughlin, *McLaughlin Neighborhood*

MAILING ADDRESS:

1215 8th St

CITY:

Oregon City

STATE:

OR

ZIP: *97*

PHONE: *(503)*

PROPERTY OWNER SIGNATURE(S):

Dee Chong, OC Dept of Parks & Recreation

MAILING ADDRESS:

P.O. Box

CITY:

Oregon 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 5 / location # 2

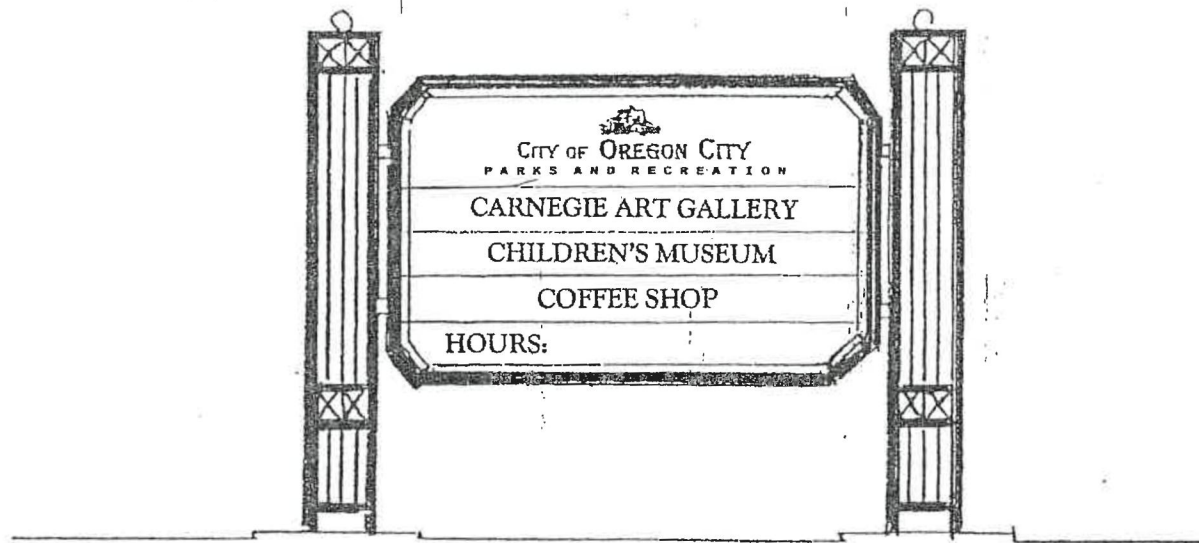


Figure 6: Location #3



Figure 4 / location #1



Figure 3/Location #2

Purpose/Style

Signage for the Carnegie must serve to direct/inform two audiences: (1) the traveling public on 7th 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.

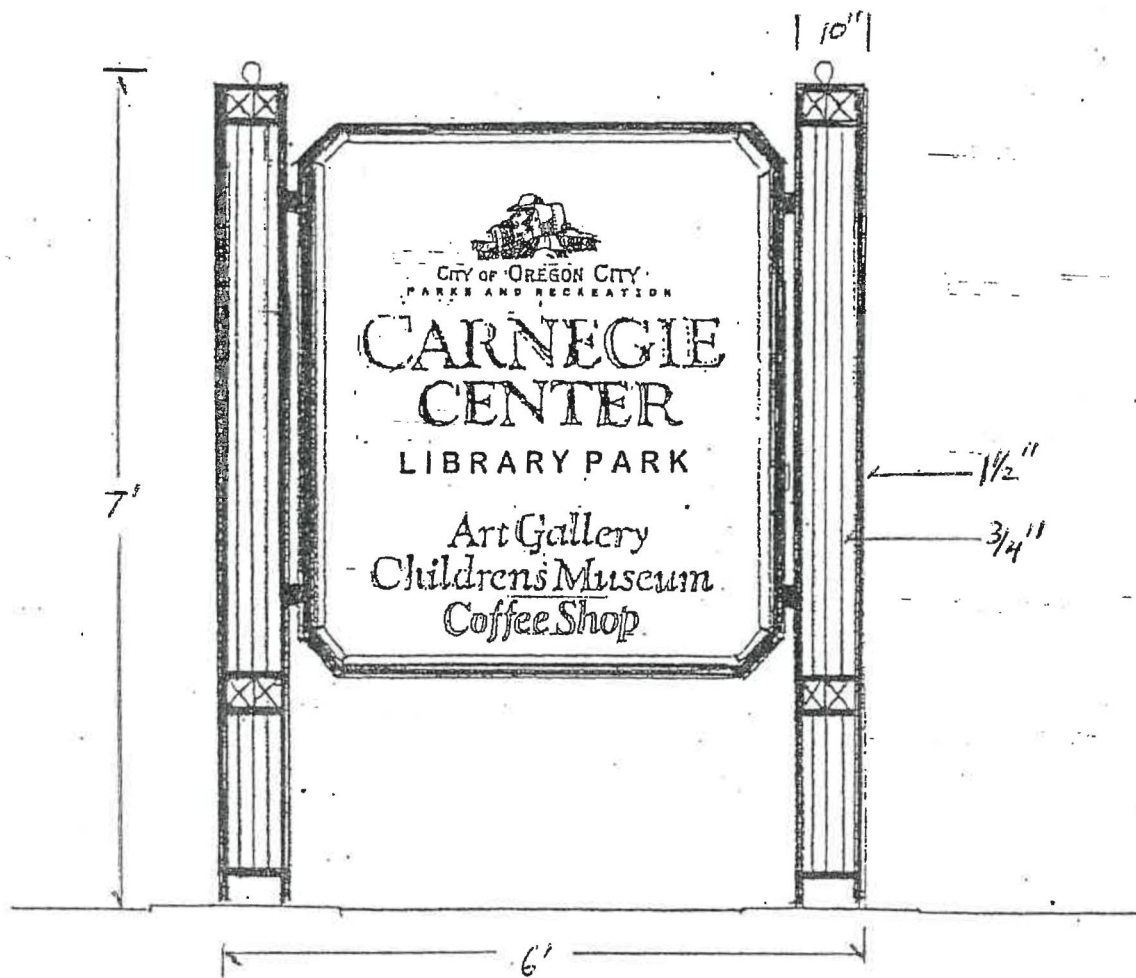
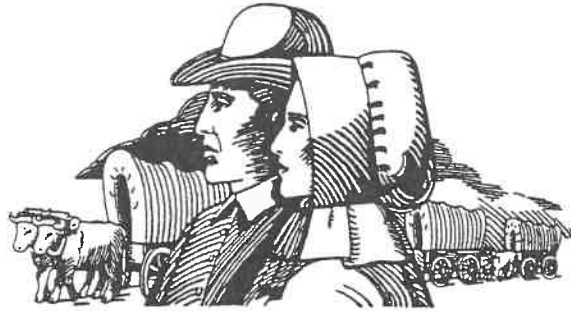


Figure 2 / location #1



OREGON CITY PARKS & RECREATION

Date: 6/13/d
To: Joe McKenney
Fax: 503 650 9520
From: Dee Craig, Director
Fax: 503-657-6629
Phone: 503-496-1546
Subject: Carnegie Square

Number of Pages 3 (including this page)

Comments:

Sorry this is tardy - I got
side tracked!

Dee

CITY OF OREGON CITY

Community Development Department, 320 Warner Milne Road,
P.O. Box 3040, Oregon City, OR 97045, (503) 657-0891 Fax: (503) 657-7892
www.ci.oregon-city.or.us

SIGN PERMIT APPLICATION (TYPE I)

Permit No. _____ Construction Cost _____
Zoning _____ Permit Fee (\$55 +5% of Construction Cost) _____

Sign Permit criteria can be found in Chapter 15.28 of the Oregon City Municipal Code
available at City Hall or at www.ci.oregon-city.or.us under City Code Book.

Please include Two copies of an elevation & site plan drawn to scale (per sign) indicating:

- the proposed sign dimension, color, graphic design, mechanical and structural design and engineering data ensuring structural stability
- location of the sign relative to property lines, structures, streets, sidewalks; building roof /wall dimensions as applicable; other signs on the premises and their square footage, size and type; the location of any structures and free standing signs on abutting properties.

Application is hereby made to:

Erect _____
Reconstruct _____
Change Copy _____

For a:

Free Standing Sign X
Roof Sign _____
Wall Sign _____
Projecting Sign _____

From:

New Hangers _____
Old Hangers _____

Applicant Dee Craig

Street Address PO Box 3040 OR City, OR Legal Address/Tax Map _____

Height and Type of Building _____

Location of Sign _____

Previous Location of Sign _____

Owner of Sign - Name and Address City of OR City

Lessee of Sign - Name and Address " " " "

Sign made by TBA - Parks & Rec will get Bids After Developing Specs
Name, Address and Phone # of Sign Installer _____

TBA - Same as Above or City Staff may install

DETAILS OF CONSTRUCTION, INSTALLATION AND ILLUMINATION OF SIGN

Horizontal Dimension TBA Vertical Dimension TBA Thickness TBA Weight TBA

Height above sidewalk TBA Projection beyond property line NO

Materials of construction _____ Height of letters: Illuminated _____ Painted _____

Are there transformers for neon tubing? Yes _____ No X If yes, please attach information with the number and size of transformers.

Note: An electrical permit (from the Building Dept.) is required for the installation of all lighting and other electrical features.

Applicant signature Dee L Craig Phone 503-722-3796

Address City Hall - PO Box 3040 OR City, OR 97045

Signature of Property Owner (or letter of authorization): Dee L Craig

Print Name: Dee L Craig Phone 503-722-3796

City Approvals

Approval of Appearance and Illumination

By _____

Date _____

gold leaf letter
on a black background
Green / magenta



OREGON CITY ENHANCEMENT GRANT APPLICATION

SPONSOR INFORMATION

Sponsor Name/Organization: McLoughlin Neighborhood Assoc.
Contact Person: Ken Dauble/Rick Winterhalter Daytime Phone: 655.1262/650-7550
Address: 812 John Adams St / 1215 8th St
City: Oregon City State: OR Zip: 97045
Signature: _____

PROJECT INFORMATION

Project Title: Signage for Carnegie Center

- A. Project Description (attach additional pages if necessary): _____
- The Carnegie Center is a "jewel in the crown of
Oregon City", one of our community's most important
assets. The newly renovated, former library build-
ing located on 7th and John Adams, in the middle of
the historic McLoughlin Area, now houses (w/ reopen-
ing) a children's museum, a contemporary art gallery,
and popular coffee shop. In the summer, children
splash in the wading pool, and musical groups perform
in the spacious outdoor setting.
- Since departure of the library, the historic building
has suffered an identity problem as to the services
and resources offered. MNA's request/proposal is for
appropriate, permanent signage later this Fall to coin-
cide with the reopening and acquaint visitors & residents
alike with the Carnegie Center's extensive new role.
The signage would be legible to motorists up and down
7th St, simple/complimentary in style, and respectful of
the building and site's historic character.

RECEIVED
CITY OF OREGON CITY

01 SEP -7 AM 11:37

B. Will the proposed project help offset the impacts of the transfer station? If yes, please describe. Not Applicable

C. Will the proposed project reduce the amount of solid waste flowing through the transfer station? If yes, please describe. Not Applicable

D. How many residents will benefit from this project? Over 20,000
visitors per year are currently received by the
Carnegie Center. This use/visitation could easily
double with decent recognition of the Center's many
activities and assets.

E. Project Start Date: October 1, 2001

F. Project Completion Date: November 15, 2001

PROJECT BUDGET

	Personnel Services	Materials & Supplies	Capital	Total
Enhancement Funds	\$2000	\$3500	\$5500	\$5500
Matching Funds	in-kind coord lighting & & design @ \$750 event ban-	ners - \$500	\$500	\$1250
Total Costs	\$2750	\$4000	\$6000	\$6750

B. Is there secure funding for the Sponsor's share of the total costs and what are the sources of funding? Yes. (1) 50 volunteer hrs @ \$15/hr

and (2) MNA project acct surplus & business
donations.

C. Will this project require funding for ongoing operations and maintenance? If so, please list funding source(s). Minimal - lighting & maint. of
landscaping.

PROJECT MANAGEMENT

- A. Please list the major tasks involved and provide an estimated time schedule for completion of each task. _____

1. Commission John Forsloff, local sign designer
_____ & builder

2. Fabricate signs/lighting connectts

3. Install signs (one @ each corner on 7th)

4. Refurbish landscaping/hang banners

(5-6 weeks total required, most of which
for fabrication)

- B. Briefly describe prior experience managing similar projects and include past experience with Enhancement projects, if any. _____ have successfully

completed (1) sign caps for both Canemah and
McLoughlin neighborhoods, and (2) three years
of street tree plantings in McLoughlin, all
through use of Enhancement \$.

- C. Does this project require coordination with other government agencies, charitable groups, or private organizations? If yes, please briefly describe the level of coordination necessary to successfully complete the project. _____

Signage design has received approval from

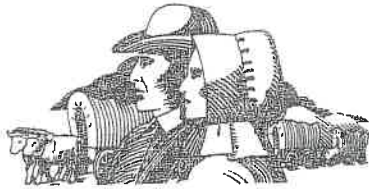
City Parks & Recreation (minutes of the
Advisory Committee - 6/5/00). Additional

coordination will occur w/ respect to an

appropriate recognition/logo for Parks &

Recreation on the Carnegie signs.

* approved design attached



CITY OF OREGON CITY

Incorporated 1844

320 WARNER MILNE ROAD • PO BOX 3040 • OREGON CITY, OREGON 97045
TEL. 503-657-0891 FAX 503-657-7892

OREGON CITY HISTORIC REVIEW BOARD

Thursday, October 25, 2001

7:00 PM

Commission Chambers

320 Warner Milne Road, Oregon City

AGENDA

- 7:00 PM.** 1. Call To Order
- 7:05 PM.** 2. Approval Of Minutes: September 13, 2001 Work Session
- 7:10 PM.** 3. Comments From The Public On Items Not On The Agenda

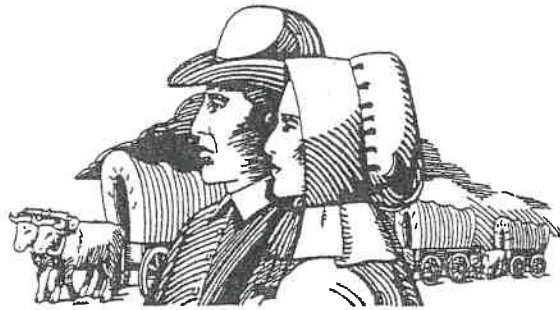
Old Business:

- 7:15 P.M.** 4. Report From Planning Manager
- 7:20 P.M.** 5. Liberty Theater Action Timeline
- 7:40 P.M.** 6. Window Policy Adoption-Request for Adoption Action
- 8:00 P.M.** 7. Letter To Property Owners In The McLoughlin Conservation District --
Request for Adoption Action

New Business:

- 8:20 P.M.** 8. Carnegie Center Sign Permit-Official Action Requested
- 8:30 PM** 9. Adjourn

Times as noted on the agenda are approximate. FOR SPECIAL ASSISTANCE DUE TO DISABILITY PLEASE CALL CITY HALL, 657-0891 48 HOURS PRIOR TO MEETING DATE.



OREGON CITY PARKS & RECREATION

Memorandum

Date: September 20, 2001

To: Maggie Collins, Planning Manager

From: Dee L. Craig, Director *Dee*

Subject: Signage on Park and Recreation Properties

Attached please find a copy of a Sign Permit Application for approval of a sign standard to be used by Oregon City Parks and Recreation, primarily at its non-park facilities: Pioneer Center, Carnegie Center, Pool, Ermatinger House, and perhaps the Cemetery.

Depending on the cost of constructing the signs, PRAC would also like to consider using this design at our parks. If used in the parks, sign materials might differ from those used at building sites due to the level of vandalism. (PRAC formally adopted this sign standard at their meet of September 17, 2001.)

Since we are looking at a concept, rather than a sign on a specific site, some of the questions on the Sign Permit Application are not applicable. At this point we don't even have exact locations determined so the details of construction, installation and illumination are unavailable. However, I would appreciate feed back on the design and recommendations on materials, especially from the HRB since most of the signs will be located in the Historic McLoughlin Neighborhood. The first signs would be placed at Library Park and the Carnegie Center. The park signs would be low and would be placed at the corners to replace the signs removed during construction. One tall sign would be placed closer to the building and would list the hours of operation and what entities are located in the building.

The signs are shown in two heights and you can get a general idea of the sign's dimension from the sketch of the person standing by each sign.

I am sorry to be so general in my comments. If you have suggestions of another way to approach this issue, please advise. Also, thank you for your willingness to waive the Application Fee on this project.

Cc: Ken Dauble

Dee Craig

From: Christina Robertson [crobertson@orccity.org]
Sent: Friday, February 08, 2002 3:08 PM
To: Winterhalter, Rick
Subject: RE: signs, signs everywhere signs

Rick,

Here is an attempt to answer most of your questions.

1.

I'm pleased the HRB apparently has the authority to review signs within the Overlay Districts, I am just not finding where in the ordinance the authority derives. I need some help please.

17.40.060 Exterior alteration and new construction.

A. Except as provided pursuant to subsection I of this section, no person shall alter any historic site in such a manner as to affect its exterior appearance, nor shall any new structure be constructed in an historic district, conservation district, historic corridor, or on a landmark site, unless a certificate of appropriateness has previously been issued by the historic review board. A building addition that is thirty percent or more in size of the original building shall be considered new construction in a district. Further, no major public improvements shall be made in a district unless approved by the board and given a certificate of appropriateness.

"Major public improvements" means the expenditure of public funds or the grant of permission by a public body to undertake change in the physical character of lands or the making of public improvements within a district, except for the repair or maintenance of public or private improvements within a district. (Prior code §11-3-17(B))

The park signs are considered public improvements. You can quivel over what is considered Major but I think a case can be made, especially since it is on the Carnegie property.

2.

Also, the MNA would like to bring sign ideas back to the HRB next Wed. Can this be placed on the agenda. Can the HRB vote in a work session on such an item or would an official vote need to wait until public hearing date?

I have already sent out the agenda but I think it is prudent to discuss this further at an unofficial capacity next Wednesday. When the neighborhood Association and the Parks and Recreation Department agree on the sign design, it needs to be formally submitted to the HRB and duly noticed. This means that I will need the information 23 days before the intended hearing date. For March's meeting I will need all the information (site plan, specs, narrative etc) by the 5th of March. Please coordinate with Dee Craig on this matter. The neighborhood association can act as the applicant but I will need sign off/a signature by the owner of the property (Oregon City) before I can process the application.

3.

I would like to request a search of the legislation passed in the City regarding adoption of the Overlay Districts and the homes/buildings listed as Historic Sites/Building. Should I do so directly with Leilani, or will this email serve the purpose.

2/8/02

Can you be more specific on what you need? I or Lelani can gather that information. The majority (95%) of the Ordinance relating to the Historic District Overlay zone and HRB's authority were approved during the Comprehensive Plan adoption process (1982). Some additions to the Ordinance were added later, of which we can research.

I am currently researching an issue relating to your request and will present it at the Worksession next week.

4.

Also, are you familiar with the Design Review process as it relates to signs? If so could you apprise me of the process and important dates necessary to put signs through the process prior to April 15th. If you are not familiar would you please put me in touch with the appropriate person.

The sign permit process is a non discretionary Type I decision. However, before Maggie left she indicated that the planning division needed to do research on how sign permits relate to both regular site plan and design review applications, and HRB new construction and exterior alterations. Currently there is spotty evidence of conditions of approval being placed on the colors, or materials of the signs (e.g. Home Depot), but only on when it is connected to a land use decision. Usually sign permits are submitted way after the building permits have been pulled.

If you are a property in Canemah or a designated property in the MCD, an argument might be made, based on further research, that design review can happen on signs. However, if you are a non-designated structure in the McLoughlin District, no design review can currently be applied to a new sign permit request.

Refer to question number two for information on the sign at the Carnegie Center.

Have a Good Weekend!!!

CR

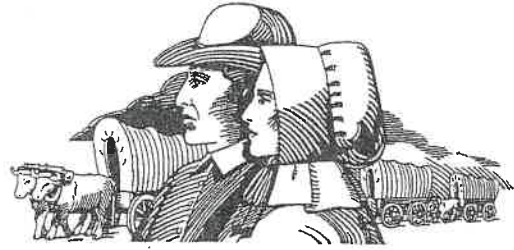
Thanks for your assistance.
Rick
503.353.4466

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 8th or 29th 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.

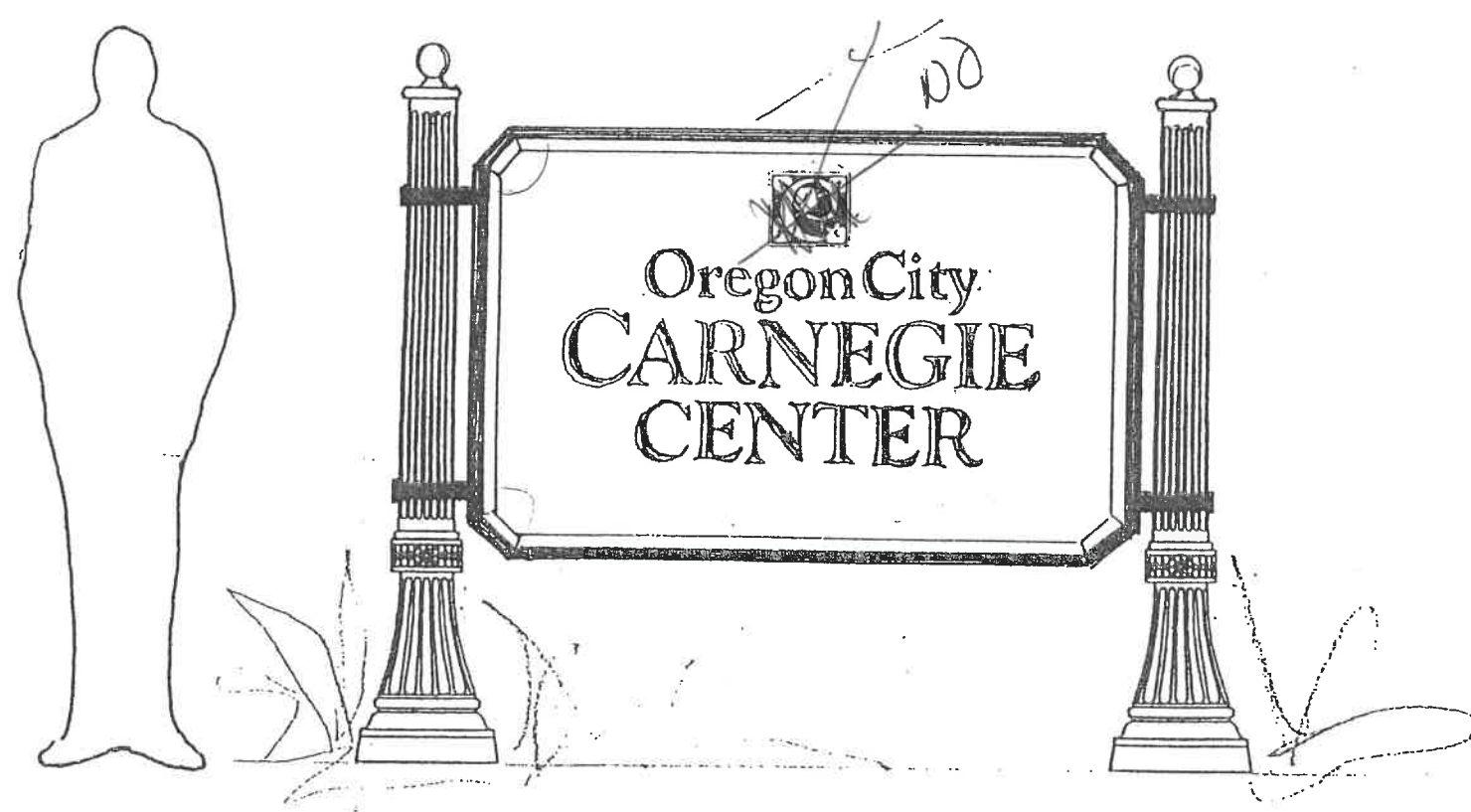
Historic Compatibility

- 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.

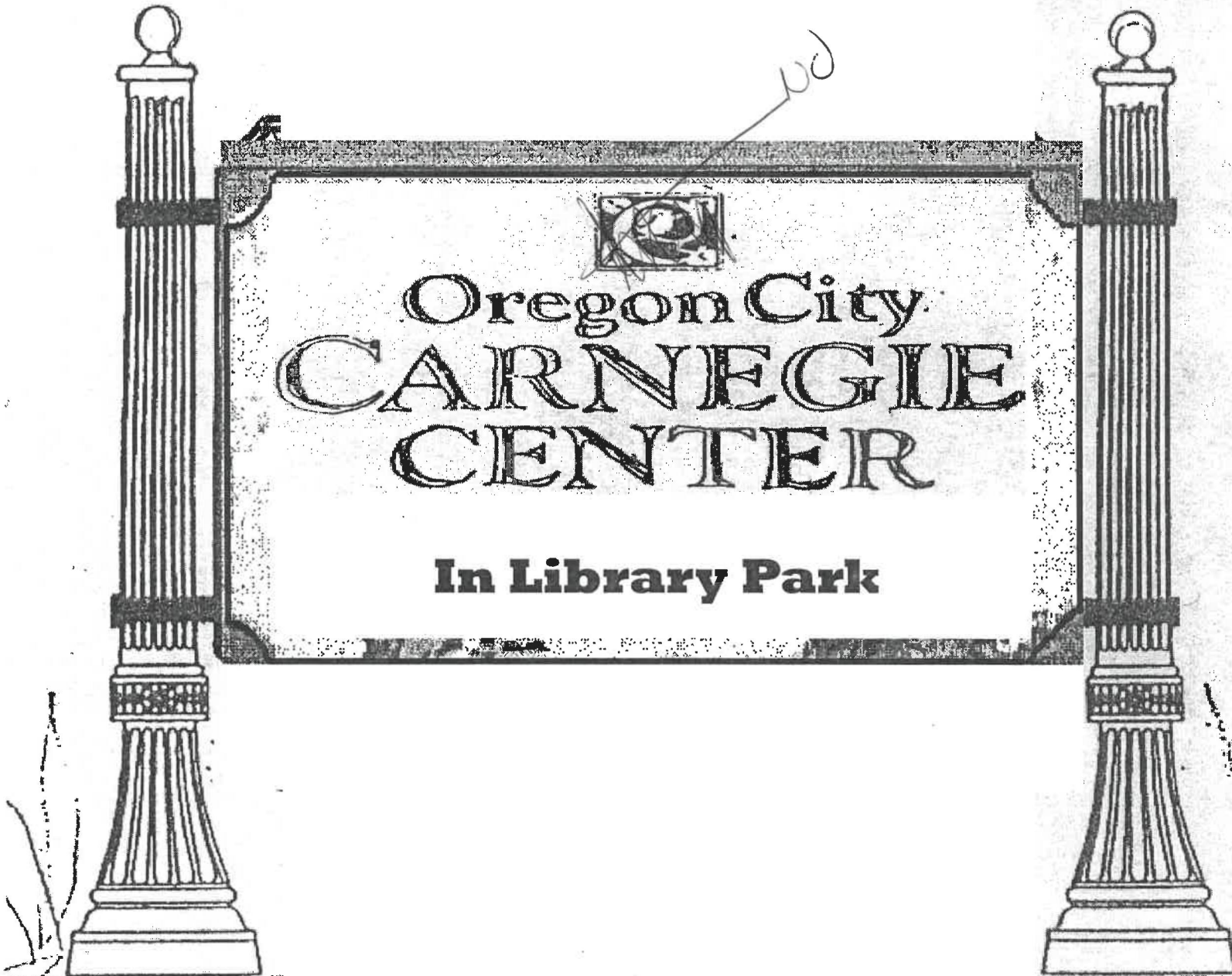
Other Signs

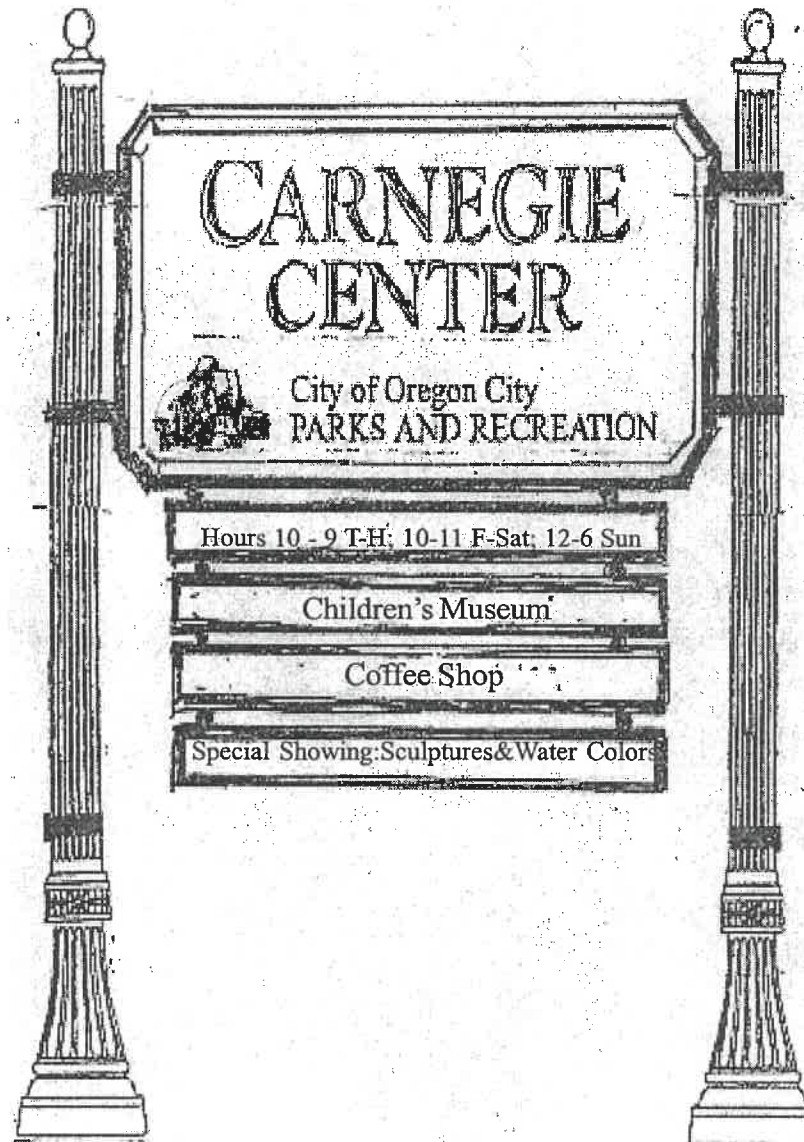
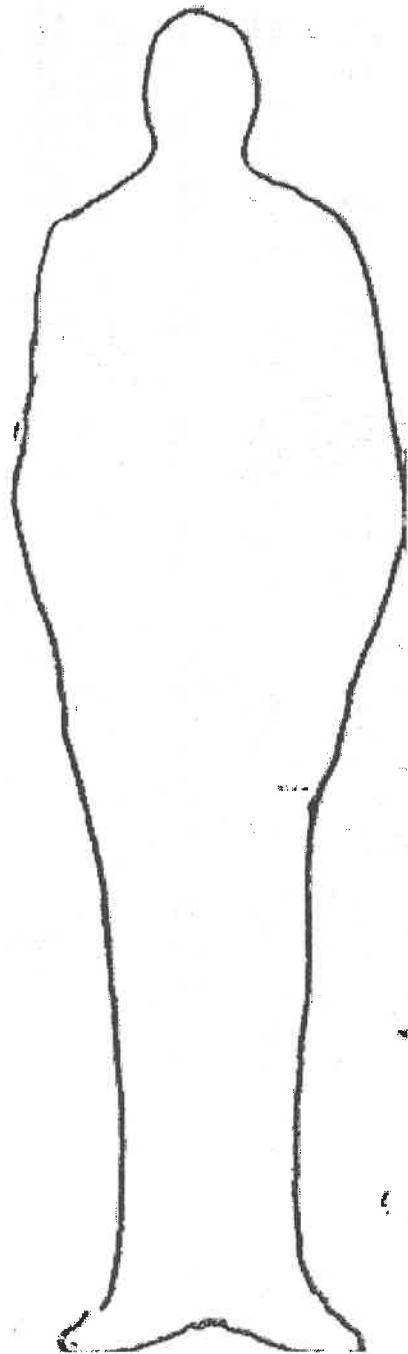
- Mr. Winterhalter mentioned that he personally liked the McLoughlin Neighborhood sign that was proposed by the neighborhood with an Enhancement Grant. (I am currently looking for this sign)
- Ms. Met personally likes the "Welcome to the McLoughlin Neighborhood" sign at the top of Singer Hill, which 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



744 a John Adams





*front of
Carnegie*

Martha Mondays

Visit the Carnegie Center on Monday evenings from 6:00 to 9:00 p.m. throughout February for "The Art of the Heart". Join other crafters, fine artists and others in this fun crafting co-op. Work on your own project or learn a new one. Share knowledge, supplies and skills with others to make wonderful handcrafted pieces of art. Suggested February projects will start with hand-made valentines, found objects frames and then move on to other projects. Bring your bits and pieces. Cost is \$5 per session, with some basic supplies included.

Open Studio Wednesdays

Here is a chance for an artist to paint and draw in the company of other artists, each Wednesday evening in February, from 6:00 to 9:00 p.m. Bring your current in-progress artwork, or the one that you have meant to start but you just could not get around to it. Enjoy the great location, excellent lighting and delightful company with no more excuses. There is a \$2.00 drop-in fee.



Volunteers Welcome!

The Carnegie Center and the Ermatinger House are always looking for volunteers to help at our facilities. If you have special interests, skills, or just time you would like to share, we probably have a spot for you that you will love. For information please call the Ermatinger House (503-650-1851) or the Carnegie Center (503-557-9199).

Historic Ermatinger House and Living History Museum

Experience the past as it comes alive, with living history tours and special teas,

this month at the Ermatinger House. Teas can be scheduled for groups of four or more, in advance. To schedule a tour or tea, at the Ermatinger House, call 503-650-1851.

Traffic Grant News

The Oregon City Police Department was notified in September 2001 that the Department would receive two traffic enforcement grants.

The first grant the Police Department will receive is \$15,000 for Enhanced DUII Enforcement. This is an increase from the \$10,000 the Department has been receiving during the past several years.

The second grant awarded is to enforce safety belt violations. This year the Department will be receiving \$5,000 for enforcement efforts, which is an increase from the \$3,000 awarded the previous year.

Each grant provides funds for officers to work overtime, aggressively enforcing traffic laws. This year the grants have a condition that an average of two enforcement contacts is expected per hour of overtime worked. The Oregon Association of Chiefs of Police manages this federal grant program for the State of Oregon.

Tips on How to "Park Smart"

The following parking tips are offered by the Oregon City Police Department:

- Be aware of your surroundings and trust your instincts. When parking your car, look around and observe what and who is around you. If you have doubts about something, move your car to another spot.
- Look for available lighting when you park your car in a lot or on the street. Try to park under street lamps or near building entrances. Thieves often find cars, left in the dark or out of the way places, attractive.
- Don't leave valuables in the car that are visible from the outside. A purse or packages from department stores left in the car invite potential thieves.
- If you must leave valuables in the car, do not open the trunk to store the

valuables at the same location you are parking your car. Thieves looking for an opportunity can observe you stowing the valuables and then leaving. If you must leave them in the car, stow them in the trunk and then move your car to another spot.

- Don't leave spare keys in the car. Most common hiding places of spare keys are well known to thieves.
- Lock your car at all times--when you leave it and when you are in it.
- Never leave your car running with the keys in it while you go somewhere for "just a minute". Remember that theft is frequently a crime of opportunity.
- Never leave your garage door opener in your car if it is parked outside over night or for a long period of time. Thieves will break into your car, take the garage door opener, and then return to burglarize your home when you are gone.

Parks & Recreation Advisory Council

The Parks & Recreation Advisory Council currently has two positions open. We are looking for individuals with an interest in youth programs and community activities and are willing to represent this in a small group setting. If this interests you, applications are available at City Hall, or to get more information, please call Dee Craig at 503-496-1546.



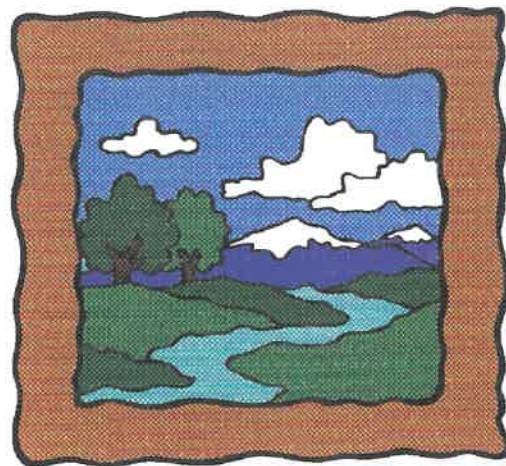
Oregon City Community Quilters

Looking for a place to quilt, make new quilting friends, and work on group projects? The Oregon City Community Quilters meet every first and third Tuesday of the month from 7:00 to 9:00 p.m. at the Buena Vista House (1601 Jackson Street). All skill levels are welcome. Come join the fun! There is a \$3 drop-in fee each session.



Oregon City Parks and Recreation
PO Box 3040
Oregon City, OR 97045

Name A Park Contest!



Enter Oregon City Parks and Recreation's "Name a Park" contest. The department is completing plans to develop a 13.5 acre park located southeast of Leland Road and just north of Jessie Court. The property is currently referred to as "The Jesse Court Property". Clearly, it needs a better name. Please help us out!

Park Name Guidelines:

The park can only be named after a living person once they have provided written permission.

If the park is named after a deceased person, the next of kin must provide permission (if possible).

The name should have a historical context or be descriptive of the park's location.

Avoid using names that are already in use in Oregon City (ie. McLoughlin Park).

The winner will have their name enscribed on a plaque mounted on the park's drinking fountain, a Carnegie Center gift basket and a \$100 gift certificate redeemable at any one of our sites (good for things like swimming lessons, youth classes, park rentals, pool parties, etc...).

Please mail your entry to:
Park Naming Contest
Oregon City Parks and Recreation
Oregon City, OR 97045

Entries must be received in our office by _____.

Please detach and return the portion below

Name _____
Phone _____

Address _____
Proposed Park Name _____

Explain why you chose this name _____

Return form to: Parks Naming Contest, Oregon City Parks and Recreation, PO Box 3040, Oregon City, OR 97045