



# City of Oregon City

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

## Meeting Minutes - Final City Commission

*Dan Holladay, Mayor  
Carol Pauli, Commission President  
Brian Shaw and Rocky Smith, Jr.*

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Wednesday, April 1, 2015

7:00 PM

Commission Chambers

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### REVISED AGENDA

#### 1. Convene Regular Meeting and Roll Call

*Mayor Holladay called the meeting to order at 7:00 PM.*

**Present:** 4 - Commissioner Brian Shaw, Commissioner Rocky Smith, Commissioner Carol Pauli and Mayor Dan Holladay

**Staffers:** 12 - City Manager David Frasher, City Attorney William Kabeiseman, Captain Bill Kler, Public Works Director John Lewis, Community Development Director Tony Konkol, Community Services Director Scott Archer, City Recorder Kattie Riggs, Assistant City Recorder Jaime Reed, Finance Director Wyatt Parno, Library Director Maureen Cole, Economic Development Manager Eric Underwood and Planner Laura Terway

#### 2. Flag Salute

#### 3. Ceremonies, Proclamations, Presentations

- 3a. [15-191](#) Presentation and Proclamation Declaring April 2015 as Child Abuse Prevention Month

**Attachments:** [Proclamation](#)  
[Children's Center Overview](#)

*Mayor Holladay read the proclamation declaring April 2015 as Child Abuse Prevention Month.*

- 3b. [15-180](#) Arbor Day Proclamation, April 13, 2015

**Attachments:** [Staff Report](#)  
[Arbor Day Proclamation](#)

*Mayor Holladay read the proclamation declaring April 13, 2015, as Arbor Day.*

**3c. [15-200](#)** Clackamas Fire District Bond Presentation

**Attachments:** [PowerPoint Presentation](#)

*Fred Charlton, Clackamas Fire District #1, discussed Measure 3-466 which would be a bond measure for the Fire District on the May ballot. He played an informational video for the audience. They had planned to go to 100 meetings to get the information out.*

*There was discussion regarding medical calls and different models to deploy fire fighters to emergencies.*

**3d. [15-199](#)** Economic Development Website Improvements and Introduction of Katelynn Essig

*Eric Underwood, Economic Development Manager, introduced Katelynn Essig, Resource Assistance for Rural Environments (RARE) Americorps Volunteer with the University of Oregon.*

*Ms. Essig gave an introduction on herself and the RARE program and discussed the work she had been doing for the Economic Development Department. Some of the projects she had done included developer forums, social media, industry cluster analysis, and economic development website upgrades.*

**4. Citizen Comments**

*There were no citizen comments.*

**5. Adoption of the Agenda**

*The agenda was adopted as presented.*

**6. Public Hearings**

**6a. [15-186](#)**

Ordinance for Introduction, No. 14-1003, Amending Title 15: Buildings and Construction, Chapter 15.28 Signs of the Oregon City Municipal Code (Sign Code Update - Legislative Planning File: L 14-01)

**Attachments:**

[Staff Report](#)

[Ordinance 14-1003](#)

[L 14-01 Staff Report](#)

[Exhibit 1: 2013-2015 Goals and Priorities of the City Commission](#)

[Exhibit 2: Ordinance 14-1003](#)

[Exhibit 3A: Proposed Amendments to Chapter 15.28 of the Oregon City Municipal Code, March 2015](#)

[Exhibit 3A: Proposed Amendments to Chapter 15.28 of the Oregon City Municipal Code, dated March 2015 \(Redlined from Version 3\)](#)

[Exhibit 3B: Existing Mural List](#)

[Exhibit 4: Public Comments Recieved](#)

[Exhibit 5: Report from the Community Advisory Team \(CAT\)](#)

[Exhibit 5: Appdendix A \(1 of 2\)](#)

[Exhibit 5: Appdendix A \(2 of 2\)](#)

[Exhibit 5: Appdendix B \(1 of 2\)](#)

[Exhibit 5: Appdendix B \(2 of 2\)](#)

[Exhibit 6: Applicant's Submittal](#)

[Exhibit 7: Existing Chapter 15.28 of the Oregon City Municipal Code](#)

[Public Engagement Plan](#)

[Enforcement Plan](#)

[Opportunities to Encourage Removal of Legally Nonconforming Signs](#)

[Opportunities to Encourage Well Designed Signs](#)

[Signs Inside Windows](#)

*Laura Terway, Planner, said one of the Commission goals was to update the City's Sign Code. She explained the public involvement campaign and gave an overview of the draft Code. She discussed the changes in the Code regarding signs in the right-of-way and types of signs allowed per zoning designation.*

*There was discussion regarding real estate signs and how the City could not regulate content.*

*Daryl Winand, Governmental Affairs Specialist at Portland Metro Association of Realtors, said with respect to temporary A-frame signs in commercial zones, he suggested they be limited to specific hours like residential zones to alleviate too many signs out on the weekend. Open houses were for a limited amount of time and he thought they should be allowed downtown without a permit.*

*Tony Konkol, Community Development Director, was uncomfortable allowing real estate signs in commercial areas for a certain amount of time in the Code.*

*Bill Kabeiseman, City Attorney, said the signs could not be restricted for content, and anyone could put an A-frame up during the limited time period.*

*Mayor Holladay did not think it would be a problem and if it became a problem it could be addressed later. Commissioner Pauli thought it should be flexible enough so it was not too restrictive to damage an industry.*

*There was consensus to change the times allowed on Tuesdays, Saturdays, and Sundays for A-frame signs to be 10 a.m. to 6 p.m. without a permit, but signs out from 9 a.m. to 10 p.m. in the right-of-way in commercial zones would require a permit.*

*Ms. Terway continued to explain the types of signs allowed per zoning designation, nonconforming signs, public engagement plan, and fair and equitable enforcement. The new Code would be effective November 1 and the goal was compliance on a voluntary basis. Staff recommended approval.*

*Mr. Kabeiseman recommended bringing the ordinance back to the next meeting with the revisions discussed.*

*Commissioner Pauli suggested another change. She thought one A-frame per frontage was too restrictive. Downtown was allowed three per frontage, and she thought that should be allowed throughout the City.*

*Mr. Konkol explained it was different for downtown because it was more pedestrian oriented.*

*There was discussion regarding the pros and cons of A-frames around town.*

*Commissioner Pauli thought it should be City-wide and stated she had a business in the mid-town area.*

*Mayor Holladay opened the public hearing.*

*Bob La Salle, resident of Oregon City, had been a member of the Citizen Advisory Team for the Sign Code. He was concerned about enforcement. He thought the City needed to hire another Code Enforcement Officer to accomplish the Sign Code enforcement. He discussed how the money was in the budget, but the officer had not been hired yet.*

*Amber Holveck, Oregon City Chamber of Commerce, thought there was a lot of restrictions on businesses. She agreed that more A-frames should be allowed. She did not see an equal opportunity if there was one A-frame per frontage or one shared sign for a complex. Large signs were cost prohibitive.*

*Tom Geil, resident of Oregon City, discussed where his building was located, and how he and the other tenants could only use A-frame signs to advertise their businesses. He asked if signs could be attached to awnings. He also questioned the definition of frontage, if signs on vehicles that parked or drove through the City should be addressed, and if people holding signs for businesses should be addressed.*

*Mayor Holladay closed the public hearing.*

*There was consensus to not regulate signs in the right-of-way on Tuesdays, Saturdays, and Sundays from 10 a.m. to 6 p.m. in all non residential zones, murals would not be allowed, and to take the existing mixed use downtown zone language for A-frames and apply that to MUC1 zones.*

*Commissioner Pauli left the meeting at 8:05 PM.*

## 7. General Business

- 7a. [15-190](#) Resolution No. 15-03, Calling a Public Hearing on the Creation of a New Economic Improvement District

**Attachments:**    [Staff Report](#)  
[Resolution No. 15-03, EID](#)  
[Proposed 2015-18 EID Map](#)  
[Copy of Proposed 2015-18 EID Tax Lots](#)

*Mr. Underwood said the attempt to renew the current EID failed, however the boundaries had been redrawn and the assessment rates had been restructured resulting in a new EID district. Approval of the resolution would call for the first public hearing to review the new EID. If approved, the public hearing would be scheduled for May 6. If the remonstrance received was less than 33% of the property owners, the second public hearing would be held on June 17 and the EID would become effective July 17.*

*Roger Nickerson, Downtown Oregon City Association Board President, said for the last two months the Downtown Association Board had been working on the EID. It had been redesigned to be a true Main Street design from the Blue Heron property to 16th Street. The assessment had been lowered by 50%. The Board was communicating better with downtown businesses and were focusing on promoting things that were going on downtown. He thought they had done their due diligence and hoped this would set up a new day for Oregon City Main Street.*

*Commissioner Smith did not want to stop the progress that was being made downtown. He was concerned about focusing on Main Street as he wanted all of downtown to continue to thrive.*

**A motion was made by Commissioner Shaw, seconded by Commissioner Smith, to adopt Resolution No. 15-03, calling a public hearing on the creation of a new Economic Improvement District. The motion carried by the following vote:**

**Aye:** 3 - Commissioner Brian Shaw, Commissioner Rocky Smith and Mayor Dan Holladay

**7b. [15-185](#)****Request to Move into Construction Documents Phase from Design Development Phase of the Library Project**

**Attachments:**     [Staff Report](#)

*Maureen Cole, Library Director, said this was an update on the library addition project and a request to move from design documents to construction documents.*

*Joan Jasper, Scott Edwards Architecture, said they had just issued the 100% design development set, received Historic Review Board approval, received site plan and design review completion, and would be getting a cost estimate back on April 8. The schedule was going according to plan. She showed a rendering of the addition, entrance and the front door, stormwater requirements, existing trees, relocated playground, materials and finishes, site furnishings, solar assessment, floor plans, lighting, signs, and art. She then showed the construction drawings that would be used if the Commission approved.*

*Commissioner Smith liked the elements that were being brought over from the Carnegie into the new building.*

*William Gifford, resident of Oregon City, was excited about the design. He was concerned about the high ceilings and maintaining the air conditioning and heating and having adequate circulation. He was also concerned about the noise level with the high ceilings and how the design fit in with this core area.*

*Mayor Holladay also had concerns regarding accessibility to light fixtures.*

*Doug Neeley, resident of Oregon City, asked if the basement of the Carnegie would be repurposed. Ms. Cole said the basement would be a staff only area, and would be refurbished to be a much nicer space.*

**A motion was made by Commissioner Shaw, seconded by Commissioner Smith, to approve the request to move into the construction documents phase from the design development phase of the library project. The motion carried by the following vote:**

**Aye:** 3 - Commissioner Brian Shaw, Commissioner Rocky Smith and Mayor Dan Holladay

**8. Consent Agenda**

**A motion was made by Commissioner Shaw, seconded by Commissioner Smith, to approve the consent agenda. The motion carried by the following vote:**

**Aye:** 3 - Commissioner Brian Shaw, Commissioner Rocky Smith and Mayor Dan Holladay

- 8a. [PUB 15-029](#) Restrictive Covenant Non-Remonstrance Agreement for the Pavilion Park No. 2 Subdivision Project - City Planning File No. TP12-04  
**Attachments:** [Staff Report](#)  
[Non Remonstrance Agreement \(NRA\)](#)  
[Site Map](#)
- 8b. [PUB 15-027](#) Restrictive Covenant Non-Remonstrance Agreement for the Lindsay Anne Estates Subdivision Project - City Planning File No. TP13-04.  
**Attachments:** [Staff Report](#)  
[Lindsay Anne Estates Non Remonstrance Agreement](#)  
[Site Map](#)
- 8c. [PUB 15-028](#) Two Part (A and B) Public Utility Easement (PUE) for the Pending Adeline Acres Subdivision Project - City Planning File No. TP14-04  
**Attachments:** [Staff Report](#)  
[Public Utility Easement \(A and B\) - Pending Adeline Acres Subdivision Project](#)  
[Public Utility Easement Map \(A and B\)](#)  
[Adeline Acres Detailed Site Map](#)
- 8d. [15-195](#) Resolution No. 15-11, Approving the Third Amendment to the City Commission Rules of Procedure  
**Attachments:** [Staff Report](#)  
[Resolution No. 15-11, Commission Rules of Procedure](#)  
[Redlined Version](#)
- 8e. [15-196](#) Proclamation Request Policy for the City Commission  
**Attachments:** [Staff Report](#)  
[DRAFT Proclamation Request Policy](#)
- 8f. [15-181](#) City Manager Merit Pay for Performance - Merit Payment  
**Attachments:** [Staff Report](#)
- 8g. [15-179](#) OLCC: Liquor License Application-Brewery Public House, New Outlet: Applying as a Limited Liability Company, Coin Toss Brewing Co., LLC, 14214 Fir Street, Suite H, Oregon City, OR 97045.  
**Attachments:** [Staff Report](#)  
[OLCC Liquor License Application-Coin Toss Brewing Company](#)

- 8h. [15-193](#) Minutes of the March 10, 2015 Work Session

**Attachments:** [Minutes of 03/10/15 Work Session](#)

- 8i. [15-198](#) Minutes of the March 18, 2015 Regular Meeting

**Attachments:** [Minutes of 03/18/2015](#)

## 9. Communications

### a. City Manager

*Captain Kler discussed the Police Department's open house on the C-SAF utility fee to pay for the new police facility. They were planning to go to several neighborhood association meetings to get the information out.*

*John Lewis, Public Works Director, gave an update on transit service increases by Tri-Met. When the Orange Line started in September 2015, the bus changes in Oregon City would result in more service. He then discussed the Southeast Service Enhancement Plan and encouraged everyone to participate in the online survey.*

*William Gifford, resident of Oregon City, commented that he was not sure Tri-Met knew the impact of what was done at the Urban Renewal Commission meeting that night that would bring an additional 100 to 200 riders when the Cove was developed.*

*Mr. Lewis said he had been communicating that to Tri-Met.*

*Mayor Holladay suggested staff draft a letter to Tri-Met regarding Oregon City's service needs in the Holcomb and Cove areas.*

### b. Commission

*Commissioner Smith reported on the South Fork Water Board Work Session regarding water rights and Friends of the Ermatinger House meeting.*

*Commissioner Shaw reported on the Library Building Committee, OCBA, and South Fork meetings. He also attended the County/Cities Dinner and had been selected to be the representative at the National Day of Prayer.*

### c. Mayor

*Mayor Holladay discussed an email received from Blane Meier regarding cutting of funding for the Amtrak Cascade lines in the State budget. He got a letter from every city that had an Amtrak stop stating their support for the Amtrak Cascade lines and he testified at the legislature on Monday. The funding was going to be restored. He was invited to join the Portland City Commission's meeting where they approved a resolution and proclamation supporting reopening of the Willamette Falls Locks and their support for the Willamette Falls project.*



## 10. Adjournment

*Mayor Holladay adjourned the meeting at 9:20 PM.*

*Respectfully submitted,*

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*Kattie Riggs, City Recorder*