

November 25, 2019

Michael C. Robinson
Admitted in Oregon
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VIA E-MAIL

Ms. Kelly Reid, AICP, Planner
City of Oregon City Planning Division
698 Warner Parrott Road
Oregon City, OR 97045

RE: City of Oregon City File No. 2019 GLUA 19-35; Evidence Demonstrating
Compliance with Oregon City Municipal Code (“OCMC”) 17.50.055,
“Neighborhood Association Meeting”

Dear Ms. Reid:

This office represents the Applicant, the Oregon City School District. This letter demonstrates that the Applicant has complied with OCMC 17.50.055, the neighborhood association meeting requirement (**Exhibit 1**).

1. STANDARDS.

A. OCMC 17.50.055.A.1.

FINDING: The Application requests approval of a Conditional Use Permit. OCMC 17.50.055.A.1 requires an Applicant for a Conditional Use Permit to schedule and attend a meeting with the City-recognized neighborhood association in whose territory the Application is proposed. The property that is the subject of this Application is located within the territory of the City-recognized Rivercrest Neighborhood Association. The Applicant scheduled and held a neighborhood meeting at the Rivercrest Neighborhood Association’s regularly scheduled meeting on November 21, 2019.

The City can find that this standard is satisfied.

B. OCMC 17.50.055.A.2.

FINDING: This standard requires that the Applicant send by e-mail or regular mail a letter to the neighborhood association chairperson and the citizen involvement committee describing the proposed project, or the Applicant may use other communication methods if approved by the neighborhood association.

FINDING: The Applicant’s representative, Mr. Stephen Wasserberger, sent an email to Mr. Ed Lindquist, Chair of the Rivercrest Neighborhood Association, on October 14, 2019 requesting

that the neighborhood meeting be held on November 21, 2019 in order to discuss the use of the First Presbyterian Church of Oregon City property for the Gardner Middle School construction project. Mr. Wasserberger sent a subsequent email to Mr. Lindquist on October 16, 2019 making the same request. On October 16, 2019, Ms. Karin Morey, Vice Chair of the Rivercrest Neighborhood Association, confirmed that the matter would be scheduled for the Rivercrest Neighborhood Association's November 21, 2019 meeting (**Exhibit 2**).

The City can find that this standard is satisfied.

C. OCMC 17.50.055.A.3.

FINDING: This standard requires that the neighborhood association meeting be scheduled within thirty (30) days of the notice. The City can find that the date of the notice of the meeting was October 21, 2019. The neighborhood meeting was held on November 21, 2019, within thirty (30) days of the notice.

The City can find that this standard is satisfied.

D. OCMC 17.50.055.A.4.

FINDING: This standard requires that the neighborhood meeting be held with the citizen involvement committee if the neighborhood association does not exist or is inactive. The City can find that this standard is inapplicable because the Rivercrest Neighborhood Association is an active City-recognized neighborhood association.

The City can find that this standard is satisfied.

E. OCMC 17.50.055.A.5.

FINDING: This standard requires that the Applicant demonstrate compliance with OCMC 17.50.055.A.5 by submitting a sign-in sheet of neighborhood meeting attendees and a summary of issues discussed. **Exhibit 3** to this letter is the sign-in sheet from the November 21, 2019 meeting. **Exhibit 4** is a summary of issues discussed at the November 21, 2019 meeting.

The City can find that this standard is satisfied.

2. CONCLUSION.

The City can find that the Applicant has satisfied the applicable standards in OCMC 17.50.055.A.1-5. Please place this letter and its exhibits in the official Planning Department file for this Application.

Ms. Kelly Reid, AICP, Planner
November 25, 2019
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Very truly yours,

A handwritten signature in black ink, appearing to read "Michael C. Robinson". The signature is fluid and cursive, with a long horizontal stroke at the end.

Michael C. Robinson

MCR:jmhi
Enclosures

Cc Mr. Wes Rogers *(via email) (w/enclosures)*
Mr. Stephen Wasserberger *(via email) (w/enclosures)*
Ms. Tracy Goodman *(via email) (w/enclosures)*
Mr. Matt Jacoby *(via email) (w/enclosures)*

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17.50.050 – Pre-application conference.

- A. Pre-application Conference. Prior to a Type II – IV or Legislative application, excluding Historic Review, being deemed complete, the applicant shall schedule and attend a pre-application conference with City staff to discuss the proposal, unless waived by the Community Development Director. The purpose of the pre-application conference is to provide an opportunity for staff to provide the applicant with information on the likely impacts, limitations, requirements, approval standards, fees and other information that may affect the proposal.
1. To schedule a pre-application conference, the applicant shall contact the Planning Division, submit the required materials, and pay the appropriate conference fee.
 2. At a minimum, an applicant should submit a short narrative describing the proposal and a proposed site plan, drawn to a scale acceptable to the City, which identifies the proposed land uses, traffic circulation, and public rights-of-way and all other required plans.
 3. The Planning Division shall provide the applicant(s) with the identity and contact persons for all affected neighborhood associations as well as a written summary of the pre-application conference.
- B. A pre-application conference shall be valid for a period of six months from the date it is held. If no application is filed within six months of the conference or meeting, the applicant shall schedule and attend another conference before the City will accept a permit application. The Community Development Director may waive the pre-application requirement if, in the Director's opinion, the development has not changed significantly and the applicable municipal code or standards have not been significantly amended. In no case shall a pre-application conference be valid for more than one year.
- C. Notwithstanding any representations by City staff at a pre-application conference, staff is not authorized to waive any requirements of this code, and any omission or failure by staff to recite to an applicant all relevant applicable land use requirements shall not constitute a waiver by the City of any standard or requirement.

17.50.055 - Neighborhood association meeting.

Neighborhood Association Meeting. The purpose of the meeting with the recognized neighborhood association is to inform the affected neighborhood association about the proposed development

and to receive the preliminary responses and suggestions from the neighborhood association and the member residents.

- A. Applicants applying for annexations, zone change, comprehensive plan amendments, conditional use, Planning Commission variances, subdivision, or site plan and design review (excluding minor site plan and design review), general development master plans or detailed development plans applications shall schedule and attend a meeting with the City-recognized neighborhood association in whose territory the application is proposed no earlier than one year prior to the date of application. Although not required for other projects than those identified above, a meeting with the neighborhood association is highly recommended.
- B. The applicant shall request via email or regular mail a request to meet with the neighborhood association chair where the proposed development is located. The notice shall describe the proposed project. A copy of this notice shall also be provided to the chair of the Citizen Involvement Committee.
- C. A meeting shall be scheduled within thirty days of the date that the notice is sent. A meeting may be scheduled later than thirty days if by mutual agreement of the applicant and the neighborhood association. If the neighborhood association does not want to, or cannot meet within thirty days, the applicant shall host a meeting inviting the neighborhood association, Citizen Involvement Committee, and all property owners within three hundred feet to attend. This meeting shall not begin before six p.m. on a weekday or may be held on a weekend and shall occur within the neighborhood association boundaries or at a City facility.
- D. If the neighborhood association is not currently recognized by the City, is inactive, or does not exist, the applicant shall request a meeting with the Citizen Involvement Committee.
- E. To show compliance with this section, the applicant shall submit a copy of the email or mail notice to the neighborhood association and CIC chair, a sign-in sheet of meeting attendees, and a summary of issues discussed at the meeting. If the applicant held a separately noticed meeting, the applicant shall submit a copy of the meeting flyer, postcard or other correspondence used, and a summary of issues discussed at the meeting and submittal of these materials shall be required for a complete application.

OCSD 2018 BOND PROGRAM - GARDINER MS UPDATE

Wasserberger, Stephen <stephen.wasserberger@orecity.k12.or.us>

Mon, Oct 14, 2019 at 5:23 PM

To: edlindquist97045@gmail.com

Cc: Karin.morey@gmail.com, Wes Rogers <wes.rogers@orecity.k12.or.us>, Tracy Goodman <tracy.goodman@orecity.k12.or.us>

Hello Ed,

On behalf of the Oregon City School District, the bond team and architects, we would be pleased to provide a full update on the progress of the design for Gardiner Middle School to the Rivercrest Neighborhood Association. We are hopeful you can add us to your November 21 meeting agenda.

We trust the committee members will be pleased with progress relating to issues raised during the summer presentation. We will also update the committee members with our discussions regarding use of the church property for construction staging, as well as status of the land use process with the City. I look forward to hearing from you.

Regards,



Stephen Wasserberger | Bond Manager | Senior Project Manager

Strengths: Relator | Responsibility | Belief | Individualization | Developer
12745 SW Beaverdam Road, Suite 120 | Beaverton, OR 97005
Direct: 503-785-8551 | Cell: 503-799-3152 | Main: 503-641-4100
www.otak.com | www.daycpm.com

Wasserberger, Stephen <stephen.wasserberger@orecity.k12.or.us>
To: edlindquist97045@gmail.com, Karin.morey@gmail.com
Cc: Tracy Goodman <tracy.goodman@orecity.k12.or.us>

Wed, Oct 16, 2019 at 9:21 AM

Hello Ed,

Circling back regarding the School District request to attend the Nov 21 Neighborhood Association meeting. Please let me know if this request should go to another Association officer for scheduling.

Thank you,



Stephen Wasserberger | Bond Manager | Senior Project Manager

Strengths: Relator | Responsibility | Belief | Individualization | Developer
12745 SW Beaverdam Road, Suite 120 | Beaverton, OR 97005
Direct: 503-785-8551 | Cell: 503-799-3152 | Main: 503-641-4100
www.otak.com | www.daycpm.com

Karin Morey <karin.morey@gmail.com>

Wed, Oct 16, 2019 at 5:55 PM

To: "Wasserberger, Stephen" <stephen.wasserberger@orecity.k12.or.us>
Cc: Ed Lindquist <edlindquist97045@gmail.com>, Tracy Goodman <tracy.goodman@orecity.k12.or.us>

You are on our agenda for the November 21 meeting. 7:00 p.m., First Presbyterian Church, Linn & Warner Milne.

You will be the only guest presenter so you will have plenty of time for questions.

Karin Morey, Vice Chair, Rivercrest Neighborhood Association

Goodman, Tracy <tracy.goodman@orecity.k12.or.us>

Mon, Oct 21, 2019 at 11:36 AM

To: Karin Morey <karin.morey@gmail.com>
Cc: "Wasserberger, Stephen" <stephen.wasserberger@orecity.k12.or.us>, Ed Lindquist <edlindquist97045@gmail.com>

Thank you, Karin,

We are looking forward to it!

~tracy



Tracy Goodman | Project Manager
DAY CPM an Otak Division

STRENGTHS: Connectedness | Realtor | Maximizer | Futuristic | Communication
12745 SW Beaverdam Road, Suite 120 | Beaverton, OR 97005
Cell: 503.703.0703 | Main: 503-641-4100
www.otak.com | www.daycpm.com

Rivercrest Neighborhood Association
 Regular Meeting, November 21, 2019
 First Presbyterian Church
 Presentation by Oregon City School District of Conditional Use Permit on
 Church Property for Temporary Construction Staging Area and
 Buildings and driveway to serve Gardiner Middle School Site

PLEASE SIGN IN

| NAME | ADDRESS | EMAIL |
|---------------------|------------------|----------------------------|
| Bernice Bennett | 1018 Leonard | |
| Karin Money | 1208 Linn | Karin.Money@gmail.com |
| Violet Stephenson | 230 Park Dr. | hvrnststephenson@gmail.com |
| Bernad Williams | OSCA | hull@ocrcity.org |
| Betsy Bondgerik | 808 Fremont Ave. | betsy-b@hotmail.ca |
| Wes Rogers | 906 Summit St | wes.rogers@ocsd62.org |
| Tracy Gardner | | tracy.gardner@okt.com |
| Faust bussard | | faustbussard@okt.com |
| Mike & Alice Morris | 141 Osden Dr | morrise@teleport.com |
| Carl Schwank | 15887 Toman Rd | C.Schwank@Comcast.net |

mail
sign in
sheet

| NAME | ADDRESS | EMAIL |
|--------------------|------------------------------|----------------------|
| Wendy Albertson | 370 Vine St | |
| Alyse McNiff | 815 Washington St. DC | guthmcg@msn.com |
| Jael Abbott Hausen | 1578 159 David St SE | |
| Ben Watson | 142 Ethel St | mrbrwatson@yahoo.com |
| Britt Berg | 650 Irving St NE and mailing | |
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Memorandum

To: FILE

From: Michael C. Robinson

Date: November 25, 2019

Subject: Summary of Issues Discussed at November 21, 2019 Neighborhood Association Meeting with Rivercrest Neighborhood Association Pursuant to Oregon City Municipal Code (“OCMC”) 17.50055.A.

The meeting began at 7:00 p.m. in the First Presbyterian Church Sanctuary. Eighteen (18) people attended the meeting but not all persons signed in. The Applicant’s representative, Mike Robinson, explained the site of the proposed Conditional Use Permit for temporary construction access and staging, the timing of the temporary construction access and staging and the process for obtaining City approval for the temporary construction access and staging areas.

The Applicant presented two exhibits. **Exhibit 1** is Sheet LU100, the site plan for temporary construction access and staging. **Exhibit 2** shows four photographs of typical construction trailers to be used at the temporary construction site.

City Councilor Denise McGriff asked how construction trucks would reach site? Pence Construction, the general contractor, explained that the School District will instruct contractors how to enter and exit the site, avoiding the neighborhood streets to the west of Gardner Middle School. No one else asked any questions.

MCR:jmhi

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