City of Canby Historic Review Board

Meeting Minutes: May 2, 2016

Members in attendance: John Serlet, Barb Garber, Carol Palmer, Rebekah Goodfellow, and John Baker

City Staff in attendance: Jamie Stickel, Main Street Manager

Meeting started at 5:38pm

<u>Discussion Items</u>

Lee Tree Event:

- Positive feedback from Lee descendent Jeanine Kersey and city council members
- Lessons for future events:
  1. Limit time of program to 30 minutes with each speaker limited to 5 minutes.
  2. Professional commemorative program works
  3. Reduce number of refreshments and calibrate to weather

Baker Prairie Cemetery

- Organizational support from Canby Historical Society, Chamber of Commerce, and Canby Arts Alliance (volunteers and publicity). City support from Tracie Heidt, Rick Robinson, and mark Gunter.
- Will work with Bike and Ped committee – did not include in grant request, not enough time to coordinate details for proposal. Have agreement to do a collaborative event in the future. Carol to attend next Bike and Ped meeting. (Millard Lee, buried in Baker Prairie, early proponent of bicycle transport – provides a nice link)
- Will not know status of our grant request until mid-June
- Cemetery will be included in Heritage Trail to demonstrate our commitment to the site with or without grant funding. Also, extends period covered by heritage trail by 30 years and demonstrates connections of earliest settlers to the development of the community.
- For those interested, a list of those buried at Baker Prairie can be found at http://www.interment.net/data/us/or/clackamas/bakerpr/baker.htm

Local Registry

- Bryan Brown will attend one of our next meetings to walk us through the code regarding local registry designations. No property has been added to the local registry since 1986, and the code has changed, so we are blazing new ground.

This will be good learning experience and prepare us to help local property owners work through the process.

- Intensive level survey for the Depot will be complete before Bryan's presentation, so we will be able to take what we learn and immediately put it to use

Board Expansion

- City Council approved
- Carol to make recruiting contacts with principals of Trost and Lee Schools and the Bridging Cultures organization.

Heritage Trail

- We are on final descent!
- Updated checklist is attachment 1
- First cut of photos completed by Nora and Carol
- Design RFP closed – when Mariah returns will release RFP
- Carol will address issue of city attorney delaying contract approval and holding up our projects
- Thank you Jamie for the great idea to include the ribbon cutting of the Heritage Trail in the August First Friday on August 6th
- *Canby Herald* ready to provide publicity
- No responses to Recon Level RFP – will reissue to contractor list on SHPO website

Willamette Falls Heritage Area Advisory Council

- Carol appointed – will give us an opportunity to collaborate on a regional basis

Planning for 2017-2018 projects

- Having made a big investment in basic tools – research, design – we are in a great position to move quickly to initiate new projects on a short timeframe.
- Think about what projects you believe we should include. This fall we will use our board meetings to finalize our 2017-18 plan.
- Carol will maintain a working list.

Adjourned at 6:15

Attachment 1

Final Phase: Heritage Trail

April 11, 2016

	Complete by	**Who**
First cut on photos	Complete	Nora & Carol
Define and set date for dedication ceremony	Complete	HRB
Select graphic designer	Complete	Jamie & Mariah
Approve contract	May 17	City Attorney
Meet with graphic artist/review project and requirements	May 18	Carol, Jamie, and Mariah
Select photos	May 25	Designer, Carol, Jamie, and Mariah
Write interpretive captions for plaques	May 25	Carol
Finish Intensive Level Surveys	May 25	Consultant
Write interpretive histories for brochure	May 25	Carol
Notify property owners – plaque placement, brochure	May 25	Jamie
Determine requirements for Website	May 25	Jamie, Carol, Mariah
Go/No Go for August 6	June 4	HRB
Invite List for launch event	June 10	
SHPO Approval of Brochure	June 10	Jamie, Carol, Mariah
Finalize design of plaques	June 15	Consultant, Jamie, Mariah,& Carol
Order plaques	June 17	Jamie and Mariah
Finalize design of brochures	June 20	Jamie, Mariah, Carol, & consultant
Order brochures	June 21	Jamie and Mariah
Email Invites	July 11	Jamie
Issue Press Release	July 15	Jamie
Install Plaques	August 5	Jamie
Launch Event	August 6 as part of First Friday	

Sites: Baker Prairie Cemetery, Wait Park, City Hall, Odd Fellows Building, Masonic Lodge, Canby Union Bank (Wells Fargo), Wang's/Vinyard's, Knight Building, Cutsforth's (original on First), Arestad Building.

Attachment 1:

City of Canby: Population

1893: 78

1900: 372

1910: 587

1920: 852

1930: 744

1940: 988

1963: 2,384[1]

1973: 4,400[2]

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[1] *Oregon City Enterprise-Courie*r, "Growth Steady Throughout City History," February 14, 1963,

[2] *Canby Herald*, (hereinafter abbreviated as *CH*), "Growth Factor Great," January 3, 1973.

1977: 6,275[3]

Timeline: Canby City Hall

(1931-1986)

1931-2 When the property owners failed to pay assessments for street improvements, the city took control of the vacant lots now occupied by the city hall. After clearing the liens and paying back taxes, city officials unsuccessfully offered the lots for sale at a sheriff's auction.[4]

1935 Confronting the problems associated with an aging city hall, the city council explored the option of erecting a new facility. The siting of the structure generated a community-wide debate pitting those who favored rebuilding on the existing site (on 1rst, between Fir and Grant) against those supporting the council's preferred location on the city's vacant property at 2nd and Holly. The former argued that a modern city building would improve the appearance of the main street and encourage other business owners to upgrade their properties. [5]

1936 The council held a special election to authorize construction of a new city hall that would house the jail, fire equipment, and other city services at the Holly Street site.[6]

Despite strong opposition, Canby voters approved the measure by a margin of nineteen votes. The council proceeded with plans to finance a portion of the cost using federal funding through New Deal

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[3] *CH*, "Population More than Doubles," December 7, 1977.

[4] *CH*, "Property to Be Sold to Satisfy Lien," April 9, 1931. *CH*, "Retired Bonds Are Burned by Councilmen Last Week," June 11, 1931. *CH*, "Hoover Plan Adopted by the City Council," August 6, 1931. *CH*, "Expression of Want Heard from City Council," February 4, 1932. Canby Council Minutes (hereinafter abbreviated as CCM), April 6, 1931 & August 3, 1931, Recorder's Office, Canby, Oregon.

[5] *CH*, "Location of City Building Is Issue," December 19, 1935. CCM, December 2, 1935.

[6] *CH*, "August Rothenberg is Chief of Police," January 9, 1936. *CH*, "Election Tomorrow Seen as Conflict," January 30, 1936. CCM, January 6, 1936.

programs, hiring Jones and Marsh, a Portland architectural firm to design the structure and submit the grant request. When the Public Works Administration (PWA) re-opened its grant program at mid-year, Canby's request came under consideration.[7]

In July, city leaders learned they would receive a $5,300 grant, which would cover a significant portion of the anticipated $12,000 cost of construction. In September, the council opened the construction bids and awarded the project to the low bidder, Robinson, Robinson, and Scott of Portland, who hired Canby subcontractors for plumbing, painting, and other tasks.[8]

The building specifications and blueprints described an unfinished basement to be used for a furnace and storage and a first floor with rooms for city services, fire crews, a council chamber, storage, a jail facility, and a side annex for fire equipment. The jail doors from the existing jail site were to be reused. There are no detailed plans for the top floor, it is depicted as an open space between the ceiling and the roof.[9]

1937

After completion of the new city hall, the council authorized improvements not included in the original plans, including the construction of sidewalks, a rear driveway, and a hose tower for the fire department, as well as purchases of a fire siren, window blinds, floorcoverings, and shrubs for exterior landscaping.[10]

At the June council meeting, Mrs. C.P. Shewey requested the city's assistance in establishing a library. Having obtained a Works Progress Administration (WPA) grant to pay a librarian, advocates

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[7] *CH*, "New City Hall to Be Built Here," February 6, 1936. *CH*, "Votes Canvassed by Council Monday," February 6, 1936. *CH*, "Old Maple Trees Recalled by Gift," April 9, 1936. *CH*, "New City Hall Now Anticipated," June 23, 1936. CCM, February 3, 1936, February 24, 1936, March 3, 1936, March 25, 1936 and April 6, 1936.

[8] *CH*, "New City Hall to Be Started Soon," July 30, 1936. *CH*, "New City Building Is Showing Progress," September 17, 1936. *CH*, "Council Lets Job to Portland Firm," October 1, 1936. CCM, August 3, 1936, August 28, 1936, and September 29, 1936.

[9] Jones and Marsh, Architects, Blueprints, City Hall Building for City of Canby, Sheets 2, 3, and 11, Revised September 2, 1936, Planning Department, City of Canby, Canby, Oregon.

[10] *CH*, "Two Years Progress Reported in Canby," February 11, 1937. *CH*, "City Council Calls Special Election Tuesday, March 16," March 4, 1937. *CH*, "City Council Shows Spirit of Progress," April 8, 1937. CCM, March 1, 1937, March 29, 1937, April 5, 1937, May 3,1937, June 7, 1967, August 2, 1937, and November 1, 1937.

needed a site for the facility. The council approved use of the council chambers and appointed five residents to a library board.[11]

1950 Additional equipment to serve an expanding fire department outstripped the capacity of the side annex garage. In response, city leaders authorized purchase of property on SE 2nd and Grant and approved funds to construct a new fire hall. They retained an auxiliary fire operation in the city hall annex.[12]

1957 First Recommended by Mayor Archie S. Markee in 1949, the council approved construction of a vault in the existing storage area.[13]

1957 With first floor space filled, the city council ordered the remodel of the basement to provide space for the Police Department and Public Works Department.[14]

1961-2 Again confronted with space constraints, city leaders considered a major remodeling of city hall, hiring architect Frank Kendall to do a preliminary design. After receiving an initial cost estimate of $13,000, the council authorized construction of a rear annex to accommodate the auxiliary fire equipment, a remodel of the side annex to serve as the new library, and an upgrade of the main floor that included enlarging the council chamber and erecting a dais to hold a u-shaped council table. Construction began in August after Irwin Construction of Canby submitted the low bid of $14,957. Anticipating future growth, the council also purchased a residence on NW 2nd, adjacent to city hall, to accommodate future expansion.[15]

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[11] *CH*, "Canby to Have WPA Library in City Hall," June 10, 1937. *CH*, "Five Citizens Are Appointed on Library Board," June 17, 1937. CCM, June 7, 1937

[12] *CH*, "Council Prepares for Vote on Fire House," June 15, 1950. *CH*, "Plans for New Fire Hall on Canby's South Side Being Readied for Vote," July 13, 1950.

[13] *CH*, a reprint of a letter from Mayor Markee to the new city council, January 3, 1949. CCM, November 18, 1957, December 2, 1957, and December 16, 1957.

[14] CCM, August 5, 1957 and December 16, 1957.

To celebrate the remodeling, the council hosted an open house, inviting all former Canby office holders, the mayors and council members of twelve surrounding cities, as well as county and state officials to the February 17th afternoon event. Attendees enjoyed refreshments served in the library by the Canby Garden Club, tours led by city employees, and a special session of the council that included remarks by Canby resident, State Treasurer Howard Belton. Mayor Earl Oliver introduced former council members in attendance, including Oramel R. Mack who served on the first city council in 1893. The mayor of Canby Minnesota sent a floral arrangement and a congratulatory statement. Two-hundred twenty-five people signed the guest book.[16]

1965 As part of the ongoing maintenance of a building entering its fourth decade, city leaders authorized a new roof.[17]

1967 After five years in the side annex, the library began to outgrow its space. The debate over how to address this issue continued for the next decade and included several relocation proposals and one that involved consolidation with the high school library, an idea that generated strong opposition.[18]

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[15] *CH*, "Mayor Oliver Outlines Improvements Planned for Canby in Coming Years," February 2, 1961. *CH*, "Council Considers Municipal Building Remodeling Plans," March 23, 1961. *CH*, "Plans Ordered for Remodeling Job at Canby City Hall," April 6, 1961. *CH*, "City Buys Old Home Property Adjoining Municipal Building," June 8, 1961. *Salem Capitol-Journal*, "Canby City Hall to Start Renovation," August 2, 1961. *CH*, "George Irwin Gets City Hall Contract for Reconstruction," August 3, 1961. *CH*, "City Accepts Heating Plan for Library," November 9, 1961. *CH*, "Canby Library Occupies Quarters in Wing of City Hall," December 28, 1961. CCM, March 20, 1961, April 3, 1961, and August 21, 1961.

[16] *CH*, "City Plans Program for Open House at City Hall February 17th," January 25, 1962. *CH*, "Canby Plans for February 17 Open House,' February 8, 1962. *Oregon City Enterprise-Courier*, "Canby to Show Off Remodeled City Hall, Library," February 15, 1962. *CH*, Photo Caption "City Council Paused During Session to Have Picture Taken in Remodeled Room," February 15, 1962. *CH*, "Special Council Meeting with Guests Marks City's Incorporation Anniversary," February 22, 1962. *CH*, "City Hall Visitors Include Six Mayors, Other Dignitaries," February 22, 1962.

[17] *CH*, "Covering for 25 Years (or more) Applied to City Hall," October 7, 1965.

[18] *CH*, "Exploring for Water Soon," August 10, 1967. *CH*, "First Council Session Covers Many Topics," January 3, 1973. *CH*, "Library Idea Studied," August 22, 1973. *CH*, "Citizens Present Ideas for Growth," October 16, 1974. *CH*, "Library Merger Talk Draws Ire of Several," November 12, 1973. *CH*, "Council Seeks Answer to Rate Question," March 5, 1975. *CH*, "Two Ordinances Approved," December 3 1975. *CH*, "Petition Gains Signatures," February 4, 1976. CCM, January 5, 1976.

1973

As the city staff enlarged to meet the needs of a growing population, space became an issue for all departments, a problem exacerbated by the existence of code violations detected by the state building inspector. To address the complexities of governing a growing community, the city council hired its first city administrator, Harold A. Wyman. Lacking space on the main floor, Wyman used an office in the basement previously assigned to the superintendent of public works. Wyman made overcrowding at city hall a top priority.[19]

In response to the space limitations, the utility board, which occupied an office on the main floor and space for maintenance employees in the basement, became the first department to vacate city hall, leasing space at 465 SE First. The basement continued to house the public works department (accessed off of 2nd Avenue) and the police department (accessed in the rear of the building).[20]

In the fall, the city authorized funding to address code violations, upgrade the main floor with new paneling and carpeting, repaint the council chambers, and update the main floor utility board office to accommodate City Administrator Wyman.[21]

1975-6

The issues associated with an aging structure with limited space continued to surface. In a letter to the editor of the *Canby Herald*, resident Gary Pope expressed his concerns about a police department housed in "cramped quarters" with exposed plumbing, and a steep stairwell that hindered public access.[22]

In response, the council authorized funds to remodel the rear annex to serve as the council chamber, upgrade city hall, and to correct problems identified by the state fire marshal.[23]

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[19] *CH*, "First Council Session Covers Many Topics," January 3, 1973. *CH*, "Growth Factor Great," January 3, 1973. *CH*, "Administrator is Here," May 23, 1973. *CH*, "'Citizens Must Participate in City Goals,' Wyman States," July 11, 1973.

[20] *CH*, "City Hall Remodeling Nears Completion," November 28, 1973.

[21] *CH*, "Obscenity Law Due Friday Vote," September 12, 1973. *CH*, "City Hall Remodeling Nears Completion," November 28, 1973.

[22] *CH*, Gary Pope, Letter to the Editor, October 22, 1975.

[23] *CH*, "Council Votes to Remodel," February 4, 1976. *CH*, "Council Hears Fire Agreement is Near, Approves Mayors Greenway Letter," April 7, 1976. CCM, January 26, 1976.

Additionally, the council approved purchase of farm acreage between Territorial Road and the Willamette River (Collins property) for use by the public works and utility maintenance and construction crews. [24] Concurrently, they appointed a citizens' committee to study building a civic center that could house city services in one location. This effort continued over the next four decades as various committees and consultants studied and proposed a variety of options.[25]

1977 After considering multiple proposals over a period of ten years, the council authorized moving the library to the basement of the Graham Building, renting 3,000 square feet of space for $7,050 per year.[26]

1978 The Canby Utility Board unveiled plans to construct an office on NW 1st between Holly and Ivy.[27]

1979 The city council approved the purchase of the Koehler Building on the corner of 1st and Holly for use as a library or a police headquarters. The debate over how to use this site continued for five years.[28]

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[24] *CH*, "Committee to Consider Complex for Canby's City Government," September 22, 1976. Al Schwartz, "Council Renews Fire Department Agreement for One Year by 4-2 Vote," *CH*, July 27, 1977. Al Schwartz, "New City Hall Should Be Second on Priority List," *CH*, September 14, 1977. Al Schwartz, "Pool Bids Gain Approval," CH, September 14, 1977. Al Schwartz, "City Council Considers Two Properties for City Hall," September 28, 1977. CCM, January 26, 1976 and February 2,1976.

[25] *CH*, "Committee to Consider Complex for Canby's City Government," September 22, 1976. Al Schwartz, "Council Renews Fire Department Agreement for One Year by 4-2 Vote," *CH*, July 27, 1977. Al Schwartz, "New City Hall Should Be Second on Priority List," *CH*, September 14, 1977. Al Schwartz, "Pool Bids Gain Approval," CH, September 14, 1977. Al Schwartz, "City Council Considers Two Properties for City Hall," September 28, 1977. Paul Bosarge, "Would You Vote for a New City Hall," *CH*, September 20, 1978. Steve Frederick, "City Hall Plan to Be Discussed," *CH*, May 30, 1984. CCM, September 20, 1976, July 25, 1977, and September 21, 1977.

[26] Al Schwartz, "Industrial Zone Okay," *CH*, April 3, 1977.

[27] *CH*, "Industrial Developers Get City Council's Approval," August 14, 1978.

[28] *CH*, Council Accepts Building Offer," December 15, 1979. Steve Frederick, "City Hall Plan to Be Discussed," *CH*, May 30, 1984.

1981 The city installed double-paned windows in city hall.[29]

1984 The installation of 911 dispatch equipment made the crowded conditions in the police department, now the sole occupants of the basement, worse. The city also faced the challenge of finding new space for the library, which had outgrown its home in the basement of the Graham Building. Once again the council explored the options for a new city center. These included moving all city services to the Graham Building, constructing a new city hall on the existing site, and building a new facility at a different site.[30]

Concurrently, the council put in motion plans to fix the immediate concerns associated with city hall: maintenance and compliance with the Americans with Disabilities Act (ADA). To address the former, the group authorized funding for new gutters and painting the interior. To comply with the ADA, they approved purchase of a new front door and a CCTV intercom system to enable access to the police department from the first floor.[31]

1985 City Administrator Bud Atwood negotiated a lease agreement with the Masonic Lodge for use of the first floor to house the library. The library moved into the space in April.[32]

1985-6 To address the needs of the police department, the council approved a remodel of the Koehler Building. Construction began in early 1986.[33]

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[29] *CH*, "New City Hall Windows," January 2, 1981.

[30] Steve Frederick, "City Hall Plan to Be Discussed," *CH*, May 30, 1984. Steve Frederick, "City Eyes Need for Additional Police Space," *CH*, December 12, 1984.

[31] *CH*, "Boost to Center Budget Proposed," September 5, 1984. Steve Frederick, "Budget Addition Approved; Public Hearing Set for October 4," *CH*, September 19, 1984.

[32] *CH*, "Library Prepares for Move to New Home," March 13, 1985.

[33] *CH*, "Koehler Renovation Eyed," February 6, 1985. Steve Frederick, "Police Project to Begin," *CH*, December 11, 1985.