



## **AMENDED CITY COUNCIL MEETING AGENDA**

**November 15, 2021 at 7:00 PM**

**City Hall Council Chambers & Remote Video Conferencing**

---

**PARTICIPANTS MAY WATCH THE CITY COUNCIL MEETING AT:**

*City Hall, 29799 SE Town Center Loop East, Wilsonville, Oregon*

**YouTube:** <https://youtube.com/c/cityofwilsonvilleor>

**Zoom:** <https://us02web.zoom.us/j/81536056468>

**TO PROVIDE PUBLIC COMMENT:**

Individuals may submit comments via email, or mail written comments, or participate remotely by registering with the City Recorder:

[CityRecorder@ci.wilsonville.or.us](mailto:CityRecorder@ci.wilsonville.or.us) or 503-570-1506

City Recorder - Wilsonville City Hall

29799 SW Town Center Loop East, Wilsonville, OR 97070

---

**CITY COUNCIL MISSION STATEMENT**

*To protect and enhance Wilsonville's livability by providing quality service to ensure a safe, attractive, economically vital community while preserving our natural environment and heritage.*

---

**REVIEW OF AGENDA AND ITEMS ON CONSENT [5:00 PM]**

**COUNCILORS' CONCERNS [5:05 PM]**

**PRE-COUNCIL WORK SESSION [5:10 PM]**

- A. [Vertical Housing Development Zones \(Rybold\) \[30 min.\]](#)
- B. [Wilsonville Transit Center Transit-Oriented Development \(TOD\) \(Rybold/Brashear\) \[30 min.\]](#)
- C. [I-5 Pedestrian Bridge and Gateway Plaza Project Update \(Weigel/Rybold\) \[10 min.\]](#)
- D. [Arts and Culture Commission \(Ottenad\) \[30 min.\]](#)

**ADJOURN [6:50 PM]**

**CITY COUNCIL MEETING**

*The following is a summary of the legislative and other matters to come before the Wilsonville City Council a regular session to be held, Monday, November 15, 2021 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on November 2, 2021. Remonstrances and other documents pertaining to any matters listed in said summary filed at or prior to the time of the meeting may be considered there with except where a time limit for filing has been fixed.*

**CALL TO ORDER [7:00 PM]**

1. Roll Call
2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

**MAYOR'S BUSINESS [7:05 PM]**

4. [Upcoming Meetings](#)
5. [Small Business Saturday Proclamation](#)
6. [City Attorney Employment Agreement \(Villagrana\)](#)

**COMMUNICATIONS [7:20 PM]**

7. [Metro Update \(Councilor Rosenthal\)](#)
8. Climate Rulemaking Presentation (DLCD)

**CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS [7:50 PM]**

*This is an opportunity for visitors to address the City Council on items **not** on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.*

**COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS [8:00 PM]**

9. Council President Akervall
10. Councilor Lehan
11. Councilor West
12. Councilor Linville

**CONSENT AGENDA [8:20 PM]**

13. [Resolution No. 2931](#)  
[A Resolution Of The City Of Wilsonville Adopting The Findings And Recommendations Of The "Solid Waste Collection Rate Report, October 2021" And The Republic Services Rate Schedule, Effective January 1, 2022. \(Ottenad\)](#)

14. [Resolution No. 2935](#)

[A Resolution Of The City Of Wilsonville Authorizing The City Manager To Enter Into A Development Agreement With Taylor Morrison Northwest, LLC Regarding The Clermont Subdivision In Villebois. \(Neamtzu\)](#)

15. [Minutes of the November 1, 2021 City Council Meeting. \(Veliz\)](#)

**NEW BUSINESS [8:25 PM]**

**CONTINUING BUSINESS [8:25 PM]**

**PUBLIC HEARING [8:25 PM]**

**CITY MANAGER’S BUSINESS [8:25 PM]**

**LEGAL BUSINESS [8:30 PM]**

16. [Appeal Hearing](#)

[An appeal of a portion of Development Review Board Resolution No. 393-B Villebois Village Center Mixed Use Development: Pacific Community Design-Representative for Costa Pacific Communities-Applicant and RCS Villebois Development Owner \(Case File Numbers DB21-0022 and DB21-0023\) – Review of the Record for the Villebois Village Center Mixed Use Project Related to Approval of a Parking Area on Lot 12 of Special Area Plan Central Preliminary Development Plan 1C. \(Luxhoj\)](#)

**ADJOURN [9:30 PM]**

**[INFORMATIONAL ITEMS – No Council Action Necessary](#)**

*Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The city will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting the City Recorder at [CityRecorder@ci.wilsonville.or.us](mailto:CityRecorder@ci.wilsonville.or.us) or 503-570-1506: assistive listening devices (ALD), sign language interpreter, bilingual interpreter. Those who need accessibility assistance can contact the city by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.*

*Habr  interpretes disponibles para aqu llas personas que no hablan Ingl s, previo acuerdo. Comun quese al 503-570-1506.*



## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b> November 15, 2021		<b>Subject:</b> Resolution No. 2941: Formation of the Arts, Culture and Heritage Commission (ACHC)	
		<b>Staff Member:</b> Mark Ottenad, Public/Government Affairs Director, ACHC Project Manager	
		<b>Department:</b> Administration	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input checked="" type="checkbox"/> Approval (ACHS Task Force) <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable	
		<b>Comments:</b> Formation of an Arts, Culture and Heritage Commission (ACHC) was called for by the Arts, Culture and Heritage Strategy (ACHS) adopted by City Council via Resolution No. 2857, on November 15, 2020.	
<b>Staff Recommendations:</b> City Council advises staff on draft recommendations for the formation of an Arts, Culture and Heritage Commission (ACHC).			
<b>Recommended Language for Motion:</b> N/A.			
<b>Project / Issue Relates To:</b>			
<input checked="" type="checkbox"/> Council Goals/Priorities: City Council Goals 2021-22	<input checked="" type="checkbox"/> Adopted Master Plan(s): Arts, Culture and Heritage Strategy (ACHS) 2020	<input type="checkbox"/> Not Applicable	

### ISSUE BEFORE COUNCIL:

The City Council provides direction to staff regarding the draft recommendations for the formation of an Arts, Culture and Heritage Commission (ACHC).

## EXECUTIVE SUMMARY

The “Summary of 2021 Municipalities Research and Draft Recommendations,” (*see* Exhibit 2), documents synthesized findings and complete draft recommendations for the formation of an Arts, Culture and Heritage Commission. The Summary goes into considerably more detail on the rationale behind the recommendations that are condensed following.

In a nutshell, the draft recommendation is for the City to form a nine (9) member Arts, Culture and Heritage Commission (ACHC) composed of at least five (5) residents who are drawn from a wide and diverse range of backgrounds relating to arts, culture and heritage.

“Commissioners shall be community members with knowledge and experience in arts, culture and heritage who participate in or support arts, culture or heritage activities, and includes artists, business professionals, youth, and those with experience relevant to the purpose of the Commission. Members are not appointed to represent specific constituencies, but to act on behalf of the entire community.”

The ACHC would advise the City Council on matters relating to arts, culture and heritage, implementation of the Arts, Culture and Heritage Strategy (ACHS) recommendations, and oversee the Community Tourism Matching Grant Program, to be renamed the Community Cultural Events Matching Grant Program currently under the purview of the Tourism Promotion Committee, a closely related City board.

The ACHC is proposed to hold a minimum of four (4) meetings per fiscal year, and could meet more frequently; electing chair and vice chair leadership at the first meeting of the fiscal year. As is standard, a meeting of the Commission may be held without a quorum; however, a quorum of at least five of nine voting members is required in order for the Committee to vote on any matter.

The draft recommendation is for standard City board/commission appointments/confirmation, where Mayor appoints and Council confirms. Terms of three years per commissioner, with the initial set of commission positions having staggered term lengths: three members with a 1-year term, three members with 2-year terms, and three members with 3-year terms. Term limits of three consecutive terms that would equate to nine years of public service, with a 1-year waiting period prior to being appointed again to the Commission after a 3-term-limit.

The Commission would be budgeted in the Parks and Recreation Department, which also oversees related volunteer bodies Parks and Recreation Advisory Board, Kitakata Sister City Advisory Board and the Tourism Promotion Committee. Initial staffing support would be provided the Parks and Recreation Department, Administration Department and Library. The ACHS identified these City departments as those most engaged in supporting and working with community arts, culture and heritage organizations, activities, events and programs.

Similar to the Tourism Promotion Committee that has a close relationship with the ACHC, the draft recommendation is to include four ex-officio, non-voting members to advise the new commission: A City Councilor, the City Manager or designee (Administration Dept.), the Library Director or designee (Wilsonville Public Library), and the Parks and Recreation Director or designee (Parks and Recreation Department). When needed for specific project advice, the Community Development Director or designee and/or Public Works Director or designee could be invited to consult with the ACHC.

Overall community feedback supports the draft ACHC recommendations, with some suggested potential amendments under consideration. *See* Exhibit 6, “Initial Public Comment Results on the Draft ACHC Recommendations, November 8, 2021.”

**BACKGROUND INFORMATION ON THE ACHC RECOMMENDATIONS**

The City Council approved Resolution No. 2857, on November 15, 2020, which adopted the Arts, Culture and Heritage Strategy (ACHS) and set in motion advancing the next ACHS Recommendation No. 2: “City forms an Arts, Culture and Heritage Commission and provides supporting staffing resource.” *See* Exhibit 1, “City of Wilsonville Arts, Culture and Heritage Strategy (ACHS) Findings and Recommendations.”

At the start of the new fiscal year FY21-22, staff drafted an “Implementation Plan for the City of Wilsonville Arts, Culture and Heritage Strategy (ACHS): Formation of the Arts and Culture Commission,” July 21, 2021, (*See* Exhibit 4) and retained community cultural development consultant Bill Flood, who advised the City on the ACHS. In August 2021, the Project Manager and Bill Flood met in-person outdoors with approximately one dozen leading-area arts, culture and heritage organizations representatives to present on the ACHS, discuss issues under consideration in the Implementation Plan, and hear their feedback and valuable suggestions.

Bill Flood conducted research during August through October into 15 key communities selected during the 2020 ACHS process based on regional proximity and known arts and cultural programs and/or facilities. Each community had a unique municipal public and/or nonprofit method of organizing to produce and operate public arts, culture and heritage programming and/or facility utilization. To see detailed information on each of the 15 communities, *see* Exhibit 3, “2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research, October 20, 2021.”

The Project Manager and Bill Flood worked to synthesize the findings of the 2021 municipal research in light of the 2020 ACHS recommendations that led to the October 20, 2021, “Summary of 2021 Municipalities Research and Draft Recommendations,” *see* Exhibit 2. We are now reviewing public comments submitted during October 26 – November 8 timeframe (*See also* Exhibit 6, “Initial Public Comment Results on the Draft ACHC Recommendations, November 5, 2021”) and look forward to hearing Council’s thoughts during scheduled November 15 work session in order to produce a final ACHC recommendation for potential adoption by Council on December 20, 2021.

**BACKGROUND INFORMATION ON THE ACHS**

The Arts, Culture and Heritage Strategy of November 2020 is the product of a highly engaged public process occurring in two phases in 2018 and 2020. During the second phase in 2020 the City assembled the largest advisory task force in its history to provide feedback and guidance on this strategic planning initiative. The 42-member Arts, Culture and Heritage Task Force met on three occasions during the summer of 2020 to review materials and provide feedback and recommendations. The ACHS is online at: [www.ci.wilsonville.or.us/achs](http://www.ci.wilsonville.or.us/achs).

The City undertook extensive community engagement that included multiple public surveys (including one which provides valuable insights on how 15 other municipalities in the Portland region are supporting local culture), meetings of the task force and special populations (youth and

Latinx), in-depth interviews with local-area stakeholders and leaders of other cities’ cultural institutions, and public comment opportunities on draft planning documents.

In summary, the ACHS findings demonstrate that the greater Wilsonville community embraces arts and culture and wishes that local arts, culture, heritage resources and opportunities had greater prominence in the public sphere – including more direct support from the City. The following clear themes emerged toward a community cultural vision:

- Actively embracing all cultures in Wilsonville
- Need for greater cultural opportunities
- Arts/cultural center that is flexible, multi-purpose, inclusive
- Schools and City collaborating around local culture
- A comprehensive strategy that builds on strengths and addresses challenges/barriers to cultural participation.

The ACHS found that the community’s schools of the West Linn-Wilsonville School District are recognized as a key source of cultural programming that is highly regarded. Many local-area cultural nonprofit leaders and volunteers are not city residents of Wilsonville, yet view Wilsonville as their “home” and contribute to the benefit of the community’s cultural fabric. The community’s cultural nonprofit organizations, however, have been experiencing volunteer recruitment and financial problems for the past few years, and the COVID-19 pandemic has aggravated these issues.

The ACHS found that activities, events and programs of the Parks and Recreation Department and the Wilsonville Public Library are also held in high esteem by the community. The City Manager’s Administration Department provides a key tie to Mayor and City Council that further improves advancing inter-departmental, multi-disciplinary ACHS recommendations.

The ACHS recommendations focus on increasing the level of active support that the City provides to arts, culture and heritage facilities, programs and events, including creating an Arts and Culture Commission and a full-time staff position to manage both the existing tourism promotion and proposed new cultural affairs programs. City Council adoption of the ACHS provides a road-map for increased public-sector engagement to facilitate a more vibrant public arts and culture scene for the community, including looking at funding resource options, developing a public-arts program and advancing an arts and cultural center or facility.

As noted in the ACHS “Leadership (from the City) does not mean doing everything, but it does mean stepping forward to strengthen and mobilize assets, address challenges/barriers, leverage resources, and actively work toward achieving the cultural vision.”

**EXPECTED RESULTS**

The City Council provides direction to staff regarding the draft recommendations for the formation of the ACHC.

**TIMELINE**

The City Council is scheduled to consider adoption of Resolution No. 2941 to create the ACHC on December 20, 2021.

## CURRENT YEAR BUDGET IMPACTS

No anticipated budget impacts to the current fiscal year; consultant work had been budgeted.

## FINANCIAL REVIEW:

Reviewed by: KAK Date: 11/09/2021

## LEGAL REVIEW:

Reviewed by: BAJ Date: 11/08/2021

## COMMUNITY INVOLVEMENT PROCESS

Overall community feedback supports the draft ACHC recommendations, with some suggested potential amendments under consideration. *See Exhibit 6, “Initial Public Comment Results on the Draft ACHC Recommendations, November 5, 2021.”* To provide additional time for public comment, the online survey was open through the November 6-7 weekend until Monday, November 8.

On October 26, 2021, the City notified 42 members of the ACHS Task Force and 154 interested community members and the media of an online public opinion survey on the ACHC draft recommendations; *see Exhibit 5, “City of Wilsonville News Release: Draft Proposal for Arts, Culture and Heritage Commission Open for Public Comment,”* October 26, 2021.

As noted on page 3, the Project Manager and Bill Flood met on August 31, 2021, in-person outdoors with approximately one dozen leading-area arts, culture and heritage organizations representatives to present on the ACHS, discuss issues under consideration in the Implementation Plan, and hear their feedback and valuable suggestions.

In developing the ACHS, the City undertook extensive community engagement during 2018 and 2020 that included multiple public surveys, a community meeting, meetings of the 42-member ACHS task force and special populations and public comment opportunities on draft planning documents.

## CITY MANAGER COMMENT

Formation of an Arts, Culture and Heritage Commission (ACHC) advances a 2021-23 City Council Goal and the Arts, Culture and Heritage Strategy (ACHS), adopted by Resolution No. 2857 (2020).

## POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY

Adoption of the ACHS provides a municipal road map increased City support for local arts, culture and heritage programs and opportunities that the community would like to see.

## ALTERNATIVES

N/A



**EXHIBITS:**

- Exhibit 1 - City of Wilsonville Arts, Culture and Heritage Strategy (ACHS) Findings and Recommendations, November 2020
- Exhibit 2 - Summary of 2021 Municipalities Research and Draft Recommendations, October 21, 2021
- Exhibit 3 - 2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research, October 20, 2021
- Exhibit 4 - Implementation Plan for the City of Wilsonville Arts, Culture and Heritage Strategy (ACHS): Formation of the Arts and Culture Commission,” July 21, 2021
- Exhibit 5 - City of Wilsonville News Release: Draft Proposal for Arts, Culture and Heritage Commission Open for Public Comment,” October 26, 2021
- Exhibit 6 - Initial Public Comment Results on the Draft ACHC Recommendations, November 8, 2021

**ONLINE REFERENCE:**

City of Wilsonville Arts, Culture and Heritage Strategy (ACHS), November 2021, is online at the City’s website: [www.ci.wilsonville.or.us/achs](http://www.ci.wilsonville.or.us/achs)