

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, November 6, 2017. Mayor Knapp called the meeting to order at 7:07 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

- Mayor Knapp
- Council President Starr - Excused
- Councilor Stevens
- Councilor Lehan
- Councilor Akervall

Staff present included:

- Bryan Cosgrove, City Manager
- Jeanna Troha, Assistant City Manager
- Barbara Jacobson, City Attorney
- Kimberly Veliz, City Recorder
- Kerry Rappold, Natural Resources Manager
- Daniel Pauly, Senior Planner, Planning
- Nancy Kraushaar, Community Development Director
- Mark Ottenad, Public/Government Affairs Director
- Angela Handran, Assistant to the City Manager
- Chris Neamtzu, Planning Director

Motion to approve the order of the agenda.

Motion: Councilor Stevens moved to approve the order of the agenda. Councilor Lehan seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Excused
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

COMMUNICATIONS

A. Prepare Out Loud Everett Lapp (Handran)

Everett Lapp provided two handouts and presented on the American Red Cross sponsored event Prepare Out Loud. Mr. Lapp invited and encouraged Council and the audience to attend the event. Prepare Out Loud will take place Tuesday, November 14, 2017 at Grace Chapel (9600 SW Boeckman Road Wilsonville, 97070) from 6:00 p.m. to 7:30 p.m. The Prepare Out Loud

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event is intended to empower citizens to be ready for disasters of all kinds (including a Cascadia earthquake) by taking practical steps to start preparing, being vocal about preparedness and encouraging others to start preparing. Presentation topics at the event will include the following:

- The science and history of the Cascadia Subduction Zone.
- Human behavior during disasters.
- What to expect during and after a Cascadia earthquake.
- How to prepare and quickly locate loved ones following a disaster.
- How much food, water, and supplies you will need to take care of yourself and others.

American Red Cross has many of these presentations throughout the year. Grace Chapel was chosen to host this event because it has enough space for 500 people to attend.

B. Rachel Carson Award to Kerry Rappold for Bee Stewards

Natural Resources Manager Kerry Rappold was congratulated for receiving the 'Rachel Carson Award' by Healthy Wildlife and Water Program Director Sharon Selvaggio of the Northwest Center for Alternatives to Pesticides (NCAP). The award was named in honor of American marine biologist, author and conservationist Rachel Carson. With her work the widespread use of pesticides, was acknowledged and set the stage for the creation of the EPA. Mr. Rappold was presented with the award during the 40th anniversary celebration of NCAP. Mr. Rappold received the award for his efforts in protecting and improving the living environment for bees and other pollinating insects.

Additionally, Mr. Rappold updated Council on the Bee Stewards projects five main goals:

1. Create productive pollinator habitats in Wilsonville, on City and West Linn-Wilsonville School District-owned property, utilizing volunteers and youth organizations to help with plantings and maintenance.
2. Develop an Integrated Pest Management (IPM) plan for Wilsonville City-owned grounds and facilities.
3. Establish interpretive signs near the pollinator gardens to enhance community understanding of pollinators and their habitat needs.
4. Provide education and tools for Wilsonville residents to create pollinator habitat in their own yards.
5. Expose students to pollinator education via classes, service learning, youth crews, and club settings and establish a student-led monitoring program.

Mayor Knapp disclosed that four years ago, here in Wilsonville a commercial applicator in a commercial center killed at least 50,000 pollinators. After this incident, the City worked hard to spread awareness of the importance of having pollinators. Mayor Knapp remarked that it is the wish of Council and staff to enhance and encourage a healthy environment. Mayor Knapp then thanked Mr. Rappold and Ms. Selvaggio for their hard work.

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Councilor Lehan commented it would be of value for residents to know what plants are bee and pollinator friendly as well as a list of plants that are good for conserving water.

Mr. Rappold revealed that there is a goal requirement in sustaining the Bee City designation of establishing interpretive signs near the pollinator gardens to enhance community understanding of pollinators and their habitat needs. Mr. Rappold disclosed that he is working with the public works department on accomplishing that goal.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

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.

Steven Benson of Wilsonville spoke on behalf of a group from Daydream Ranch and the surrounding neighborhoods. Mr. Benson and the residents he represent are opposed to and share concerns about a commercial childcare business opening up and operating in their neighborhood. The business that the neighborhood has specific concerns with is My Bundle of Joy located at 8501 Wilson Lane, Wilsonville.

Mr. Benson provided the following documents:

- Enrolled House Bill 3447
- WorkSource Oregon – Rules for Certified Family Child Care Homes
- Print out of City of Wilsonville website page on Home Occupations
- Petition to Keep a Commercial Business out of Daydream Ranch
- Copy of speaking points

Staff and Council suggested the group send letters to the state and share their concerns with the division that has responsibility in reviewing those types of applications. Staff indicated if they were to impose zoning restrictions, those restrictions would have to be imposed on the whole area. However, this issue is an area where the state over ruled home rule because the state felt like there was not adequate facilities. Mr. Benson was referred to the City's public/government affairs director for more information.

Rob Zundel of Wilsonville seconded the concerns of the speaker before him. Furthermore, he addressed the Council on what he felt was a failure on the City's part of not providing adequate notice on the Hilton Hotel permit. Mr. Zundel encouraged the City to stop and think about what happened here.

City Manager Cosgrove responded he would follow up with Mr. Zundel and let him know where and how far the notifications were posted and how far from the site that they were mailed.

MAYOR'S BUSINESS

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- A. Mayor Knapp announced meetings as well as the regional meetings he attended on behalf of the City. Reminded everyone that the next Council meeting is scheduled for Monday, November 20, 2017 at 7:00 p.m.

Mayor Knapp encouraged the audience to take advantage of the Leaf Drop-Off Day scheduled for Saturday, November 18, 2017.

COUNCILOR COMMENTS

- A. Councilor Stevens

Councilor Stevens shared that the Library Foundation fundraiser was held on Saturday, November 4, and there was a great turnout from staff and Council. Councilor Stevens mentioned the following upcoming activities:

- November 29, the Community Tree Lightning, at Town Center Park
- December 2, the Reindeer Romp & Bullwinkle Bash at the Family Fun Center

- B. Councilor Lehan

Councilor Lehan reported that with the help of staff she gave presentations this month to about 90 second-graders. Councilor Lehan noted the following upcoming event:

- Veterans Day is this Saturday, November 11 and there will be an event at the Korean War Memorial in Town Center Park to honor veterans.

- C. Councilor Akervall

Councilor Akervall revealed that her family was a host family for a Kitakata exchange student program. She encouraged all to get involved with the delegation. Councilor Akervall announced the Town Center Task Force Meeting is scheduled for November 28. Moreover, Councilor Akervall reminded the audience if they were unable to attend a Boones Ferry Park Master plan meeting they could still provide feedback to staff via email.

CONSENT AGENDA

Ms. Jacobson read the titles of the Consent Agenda items into the record.

- A. **Resolution No. 2656**

A Resolution Of The City Of Wilsonville Authorizing South Metro Area Regional Transit (SMART) To Purchase One Seventeen Passenger Bus From Creative Bus Sales. (Simonton)

- B. Minutes of the October 16, 2017 Council Meeting.

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Motion: Councilor Stevens moved to approve the Consent Agenda. Councilor Lehan seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Excused
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

PUBLIC HEARING

A. Ordinance No. 810 – 1st reading

An Ordinance Of The City Of Wilsonville Adopting The Old Town Single-Family Design Standards And Related Development Code Changes To WC Code Section 4.138 - Old Town Overlay Zone. (Pauly)

Ms. Jacobson read the title of Ordinance No. 810 into the record on first reading.

Mayor Knapp provided the public hearing format.

Senior Planner Daniel Pauly along with Consultant Zoe Anton PMP, Project Manager and Planner presented to Council and provided the following information found in the staff report below:

Beginning of staff report.

ISSUE BEFORE COUNCIL: In accepting the Old Town Neighborhood Plan in 2011 the City Council, among other items, directed staff to review and incorporate the architectural pattern book developed by residents into the City's Development Code and create process efficiencies for single-family development in Old Town. State Department of Land Conservation and Development (DLCD) staff flagged this issue as part of acknowledgement of the City's Housing Needs Analysis in 2014 requiring the city to establish clear and objective standards governing the review of new homes in Old Town. The adopted Resolution also gave direction on addressing Accessory Dwelling Units (ADU). Draft Code language has been prepared in response to this direction.

The currently adopted Old Town Overlay Zone language requires discretionary review of new single-family homes and substantial remodels by the Development Review Board. The project consultant team of The Urban Collaborative and Town Green has taken the feedback received to date through two Planning Commission work sessions, a City Council work session, a Planning Commission Public Hearing as well as stakeholder interviews and developed the draft design standards. The Council is requested to hold a public hearing considering the Planning Commission's recommendation for approval and take an action on the proposed Ordinance.

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EXECUTIVE SUMMARY: The project builds upon and finalizes the significant work that has been completed by City staff and the neighborhood as part of the Neighborhood Plan creation. The project aims to develop clear and objective architectural standards for use by staff in ministerial review of new single-family homes (including duplexes), single-family additions, remodels, accessory dwelling units, garages, and other buildings accessory to a single-family use in the Old Town Overlay Zone consistent with the vision established in the Old Town Overlay Zone and Neighborhood Plan. The architectural standards will ensure development authentically reflects the current character of the neighborhood, which includes simply designed homes on predominantly 50-foot-wide lots. The architectural standards must be easily understood by staff, residents, builders, and designers without formal architectural training. The architectural standards developed by the consultants will be a stand-alone document, referenced by the revised Development Code.

The option remains for a developer to elect to go through Site Design Review before the Development Review Board for single-family home if a builder would like to build a home of another historically appropriate style. This would be the same process that homes currently go through.

EXPECTED RESULTS: Adoption of the Old Town Single-Family Design Standards and Development Code Updates by Ordinance.

TIMELINE: The public hearing and first reading is scheduled November 6th, with a second reading of the Ordinance on November 20th.

CURRENT YEAR BUDGET IMPACTS: The project is estimated to cost just under \$50,000, and is funded through the Planning Division budget.

COMMUNITY INVOLVEMENT PROCESS: Much public involvement has occurred throughout the development of the Old Town Neighborhood Plan, followed by several public meetings on the Design Standards and Development Code update. For the current project to implement components of the Plan, staff and consultants have met with a number of key community members on the project. Numerous residents from the neighborhood attended the Planning Commission work sessions in August and September, as well as the October Planning Commission public hearing and provided input. Post cards advertising the August and September Planning Commission work sessions and the October and November public hearings encouraging attendance were mailed to all property owners south of Bailey Street between the railroad and I-5.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY: The adoption of design standards and creating process efficiencies will enable implementation of the desired design of the Old Town Neighborhood over time while providing clear expectations to residents, land owners, developers, and the community.

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ALTERNATIVES: A number of alternatives exist for the approach to the design standards. The alternative presented is the alternative recommend by the Planning Commission for approval.
End of staff report.

Staff commented that prior to the meeting they received email correspondence that has lead them to request that Council allow the language in Subsection (.04) C to be updated.

Excerpt from Exhibit A – Revised Code Section 4.138 Wilsonville Code, Old Town Overlay Zone, attached to Ordinance No. 810 at first reading, subsection (.04) C

- C. The following standards shall apply to Accessory Dwelling Units (ADU's) within the "O" Overlay Zone. Where these standards differ from those of Subsection 4.113 (.11), including size design and parking, these standards take precedence. All other standards of Subsection 4.113 (.11), including but not limited to number of ADU's and review process, continue to apply.
1. Size: ADU's shall not exceed 600 square feet of living space.
 2. Design: ADU's shall be substantially the same exterior design and architecture (i.e. siding, windows, color, roof pitch, doors and roofing materials) as the primary dwelling unit on the property. ADU's shall be either:
 - a. Detached single-story structures; or
 - b. Over a detached garage meeting the following requirements:
 - i. The garage/ADU structure is a maximum 1.5 stories tall, not exceeding a height of 20 feet; and
 - ii. The primary dwelling unit on the property is 1.5 or 2 stories tall.
 3. Parking: Each ADU shall have one dedicated standard sized parking space on the same lot.

End of excerpt.

Staff recommends to add language to the first sentence of Subsection (.04) C. to clarify and describe the purpose of Accessory Dwelling Units (ADU) regulations unique to Old Town. The added language would read as follows, "to ensure smaller bulk of residential buildings and minimal use of on-street parking consistent with the historic character of the neighborhood."

Mayor Knapp divulged that he thought clarity was needed for the wording provided in (.03) B. 1. a. regarding the alternative process for residential development not meeting the proposed Old Town Single-Family Design Standards Book. Staff offered to review the language in Subsection (.03) B. 1. a. and bring back a recommendation to Council at the second reading of Ordinance No. 810.

The Mayor invited public testimony.

Douglas (Doug) Muench of Wilsonville wants to encourage single-family dwellings and discourage duplexes in Old Town. Mr. Muench is concerned that there are already several ADU's posing as duplexes in Old Town.

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Monica Keenan of Wilsonville agreed and echoes the testimony provided by the previous speaker Doug Muench.

Mayor Knapp invited additional speakers, seeing none he closed the public hearing.

Per Council's request staff responded to the input provided by the citizens.

Staff answered that the issues of duplexes was brought up to the Planning Commission and the commission decided to keep them as an option. Staff reached out to the Department of Land Conservation Development (DLCD) on the issue of duplexes however, nothing was found to further restrict duplexes. ADUs are not subject to density requirements but building a duplex would require double the lot space. The predominant area in Old Town is designated as a residential agricultural holding zone, which does not allow duplexes. Analysis was done and there are only three lots in the neighborhood where you could build a duplex or convert an existing home to a duplex.

Motion: Councilor Lehan moved to adopt Ordinance No. 810 on first reading. Councilor Akervall seconded the motion.

Mayor Knapp queried Council if there was ambiguity in having the single-family standards to be applied to duplexes or is that clear enough in section .04 Single-Family Development Standards (including accessory buildings and duplexes). He also questioned Council if the perception about the wording of Subsection (.03) B. 1. a. should be reworded for clarity. Council established that staff ought to bring back a recommendation to Council with rewording of Subsection (.03) B. 1. a. on second reading of Ordinance No. 810.

Councilor Lehan then as maker of the motion requested that staff include the suggested changes to the language of Subsection (.04) C. as read in the report by staff and furthermore, direct that staff review the wording in Subsection (.03) B. 1. a. Councilor Akervall who seconded the motion was in agreement with the incorporated changes to the motion.

In conclusion the Mayor summarized the motion would contain the wording that staff read under Section (.04) C., ("to ensure smaller bulk of residential buildings and minimal use of on-street parking consistent with the historic character of the neighborhood.") to explain the AUDs slightly more and request that the wording in Subsection (.03) B. 1. A be reviewed by staff.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Excused
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

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NEW BUSINESS

A. Community Enhancement Committee Bylaws/Appointments (Handran)

Angela Handran, Assistant to the City Manager and Mark Ottenad, Public/Government Affairs Director addressed Council on the Community Enhancement Committee Bylaws/Appointments. It was disclosed that an administrative oversight resulted in Community Enhancement Committee members being appointed initially for one-year terms, rather than for initial, staggered two- and three-year-long terms. Staff requested the administrative oversight be corrected and the Community Enhancement Committee operate under bylaws with standard three-year terms of service. Staff additionally, recommended that Council retroactively appoint Community Enhancement Committee members as outlined the by bylaws established by the Community Enhancement Committee.

Motion: Councilor Stevens moved that Kate Johnson (Position #1) and Brad Hughbanks (Position #2) be retroactively appointed to serve from February 1, 2016, through June 30, 2017, and Larry Beck (Position #3) and Jimmy Lee (Position #4) be retroactively appointed to serve from February 1, 2016, through June 30, 2018, to be in agreement with the bylaws approved by the committee on April 26, 2016. Councilor Lehan seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Excused
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

CITY MANAGER'S BUSINESS

City Manager Cosgrove announced that Councilor Lehan and/or Councilor Akervall are unable to serve on the Willamette Falls Locks Commission. Therefore, there is an opening if Councilor Stevens and/or Councilor Starr (excused) are interested in serving on the commission.

The City Manager reported the Korean War Veterans Association (KWVA) is asking for a representative of the City to speak at the Veterans celebration this weekend Saturday, November 11, 2017 at 11:00 a.m., Councilor Stevens volunteered to attend and say a few words.

LEGAL BUSINESS

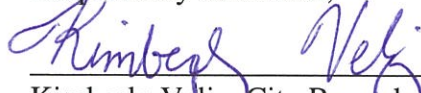
The City Attorney informed Council that the City received a response from Kinder Morgan and the company's vice president of public affairs has agreed to meet with staff.

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ADJOURN

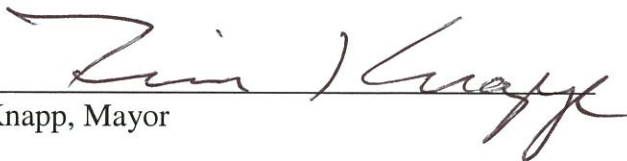
Mayor Knapp adjourned the meeting at 9:21 p.m.

Respectfully submitted,



Kimberly Veliz, City Recorder

ATTEST:



Tim Knapp, Mayor