

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

A special meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7 p.m. on Thursday, January 5, 2012. Mayor Knapp called the meeting to order at 7:08 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Knapp
Council President Núñez - excused
Councilor Hurst
Councilor Goddard - excused
Councilor Starr

Staff present included:

Bryan Cosgrove, City Manager
Jeanna Troha, Assistant City Manager
Mike Kohlhoff, City Attorney
Sandra King, City Recorder
Starla Schur, Executive Secretary
Dan Knoll, Public Affairs Coordinator
Delora Kerber, Public Works Director
Peggy Watters, Community Services Director
Brian Stevenson, Recreation Coordinator

Motion: Councilor Hurst moved to approve the order of the agenda, after removing Consent Agenda item 'A' Resolution No. 2341 and placing it under New Business as item 'B'. Councilor Starr seconded the motion.

Vote: Motion carried 3-0.

MAYOR'S BUSINESS

A. Councilor Liaison Appointments. Mayor Knapp thought any changes should wait until the full Council was in attendance in February to discuss rotating liaison appointments.

B. Upcoming meetings were reported by the Mayor in particular the "White House Roundtable" event with public officials, select 'opinion leaders' and business from Washington County.

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.

There was none.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS

Councilor Hurst – Parks and Recreation Board and Library Board liaison, reported on the next Library Board meeting date. The Parks and Recreation Advisory Board recently met to discuss the site plan for Engelmann Park, located at the corner of Wilsonville Road and Montebello Drive. The plans are scheduled to go before the Development Review Board in January or February. He asked the public to consider participating in the Wilsonville Friends of Trees planting event on January 28th, and to pencil in the Keeping It Local Fair in April.

Councilor Starr, Planning Commission and Wilsonville Community Seniors Inc. liaison, invited the public to attend the Planning Commission open house on the City's Transportation Systems Plan update, and announced the Middle School Dance.

CONSENT AGENDA

A. Minutes of the December 5, 2011 Council Meeting.

Mr. Kohlhoff read the titles of the Consent Agenda items for the record.

Motion: Councilor Hurst moved to approve the Consent Agenda. Councilor Starr seconded the motion.

Vote: Motion carried 3-0.

NEW BUSINESS

A. **Resolution No. 2340**

A Resolution Of The City Council Of The City Of Wilsonville Acknowledging The Siting Of A Skate Park On Courtside Drive As Indicated On The Attached Map.

Mr. Kohlhoff read the title of Resolution No. 2340 for the record. He asked that the map identified in the resolution be labeled as Exhibit A.

Brian Stevenson presented the staff report. Five potential skate park sites have been formally presented to City Council, in both Council meetings and in work sessions over the past six years. Sites were reviewed using criteria established by Spectrum Skate Park Creations and utilized by the City of Portland for skate park placement, as well as, by other municipalities across the country. Staff focused on finding a site that was visible by the public, visible by the police, had access to bathrooms/water, was in a central location and had minimal conflicts with surrounding activities.

A skate park located on Courtside Drive was determined to be the most appropriate site. This site has been favored throughout the process by city staff and Wilsonville Police. This area has also been supported by local skateboarders and the Parks and Recreation Advisory Board.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

A skate park at this site would utilize the City Hall parking lot, have access to bathrooms in the Visitor Center, have access to the water fountain currently in place at Town Center Park, and would be close to the SMART bus stop located on Courtside Drive. The nearest resident is approximately 350-400 feet with any noise concerns mitigated through design.

The proposed skate park site is located on city owned property alongside Courtside Drive, east of Town Center Park and north of the City Hall parking lot (map attached). The area of the site is approximately 29,000 sq./ft. of which 15,000 sq./ft. will be designed as skateable space.

Design of the skate park will take into consideration safe buffers between Courtside Drive, the skate park, and the sidewalk dividing the two. Park design will ensure the safe entry and exit of skaters, while protecting walkers and transit users. Design elements will also be used to provide a buffer between Town Center Park and the skate park site.

Selection of a skate park site addresses Council's goal of "Enhance livability and Safety in Wilsonville", specifically the action item of "Revisit skate park siting". Project #9103 (Skate Park – Site Selection) allocates \$30,000 for design, and \$4,200 for engineering administration of Park SDC funds during budget year 2011-12. No further city funding has been approved for this project. These funds would be used to develop a concept design plan for the skate park advocates to use in their fundraising efforts. While fundraising would be done by the skate park organization, the City would aid in the grant submittal process. The actual size of the skate park will depend on its final design and footprint, which would go through the design review process. Should a lot line adjustment or partition be necessary, that would occur as part of the design review approval process.

Motion: Councilor Hurst moved to approve Resolution No. 2340. Councilor Starr seconded the motion.

Vote: Motion carried 3-0.

B. **Resolution No. 2341** moved from the consent agenda.

A Resolution Of The City Of Wilsonville Adopting The City Of Wilsonville Emergency Operations Plan.

Delora Kerber, Public Works Director presented the staff report. The Emergency Operations Plan is an all-hazard plan that describes how the City of Wilsonville will organize and respond to emergencies and disaster in our community. It is based on and compatible with, Federal, State of Oregon, and other applicable laws, regulations, plans, and policies, including the National Response Framework, State of Oregon Emergency Management Plan and Clackamas County Emergency Operations Plan.

The Emergency Operations Plan (EOP) establishes guidance for the City's actions during response to, and short term recovery from, major emergencies and disasters. The EOP describes the roles and responsibilities of City departments and personnel when an incident occurs, and it establishes a strategy and operating guidelines that support the National Incident Management System (NIMS) and the principles of the Incident Command System (ICS).

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

The Emergency Operations Plan is comprised of three units: Basic Plan with Appendices; Functional Annexes (FAs); and Incident Annexes (IAs).

The Basic Plan outlines the overall city emergency management organization, describes specific roles and responsibilities, presents command and control structures and summarizes the overall concept of operations encompassing an all-hazards approach to response.

Appendices present supplemental information in support of referenced plans, procedures, and concepts highlighted in the basic plan.

Functional Annexes focuses on critical tasks, capabilities, and resources provided by emergency response agencies for the City throughout all phases of an emergency. The four Functional Annexes are: Emergency Services; Human Services; Infrastructure Services; and Recovery Strategy.

Incident Annexes provide tactical and critical tasks unique to specific natural and human-caused/technological hazards that could pose a threat to the City. Incident types are based on the hazards identified in the most recent Hazard Identification and vulnerability Assessment conducted for Clackamas County. The eight Incident Annexes are: Earthquake/Seismic Activity; Severe Weather (including Landslides); Hazardous Materials (Accidental Release); Flood (including Dam Failure); Major Fire; Transportation Accidents; volcano/Volcanic Activity; and Terrorism.

On October 3, 2005, City Council approved Resolution 1959, “Wilsonville State of Emergency Resolution”, which provides authority to declare a state of emergency and impose emergency measures, Resolution 1960 which adopted the use of the National Incident Management System (NIMS) and the Incident Command System (ICS) for coordinating responses to emergencies, and Resolution 1961 adopting the concepts, authorities and policies in the new Emergency Management Plan.

On February 17, 2010, City Council approved Resolution 2226, adopting the City’s addendum to the Clackamas County Multi-Jurisdiction Hazard Mitigation Plan.

These documents were used in the formation of the Emergency Operations Plan.

Funding for the development of the City of Wilsonville Emergency Operations Plan was provided through the Oregon Emergency Management (OEM) Phased Emergency Planning Project.

Councilors commented in the event of a major event, the public should be prepared to care for themselves at home for at least 72 hours. This would include food, water, and basic supplies. Councilors asked that an executive summary be posted on the City’s website and include links to information on preparation for households.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Motion: Councilor Hurst moved to approve Resolution No. 2341. Councilor Starr seconded the motion.

Vote: Motion carried 3-0.

PUBLIC HEARING

A. **Ordinance No. 701** – First reading

An Ordinance Repealing Wilsonville Code Chapter 5, Sections 5.530 To 5.550 And Chapter 6, Sections 6.100 To 6.175 And Adopting New Sections 6.100 To 6.175 Relating To The Use Of Public Lands, Parks And Facilities For Hosting Large Special Events And The Use Of Public Streets, Rights-Of-Way, Sidewalks And Bikeways For Hosting Special Events That Will Substantially Impede The Flow Of Vehicular, Pedestrian Or Bicycle Traffic.

Ordinance No. 701 was read into the record by title only on first reading by the City Attorney.

Mayor Knapp opened the public hearing at 7:42 p.m. and read the hearing format into the record.

The staff report was presented by Peggy Watters, Community Services Director. Wilsonville Codes related to parades and funerals and those related to ‘Outdoor Public, are found to be out dated for the current administration required of events within the City. To bring the City Code into alignment with current practices, the Ordinance No. 701 is submitted in order to repeal Wilsonville Code Chapter 5, Sections 5.530 to 5.550 and Chapter 6, Sections 6.100 to 6.180 and to adopt new sections 6.100 to 6.175.

These revisions include greater recognition of the value of ongoing and large public events that are of benefit to the general public and enhance a sense of community. Other revisions provide for expedited permitting procedures for Large Special Events and means of establishing partnership policies and flexible fee structures.

Community Services has already created a permit for the special use of streets, sidewalks and rights of way in response to requests for activities that utilize public streets and sidewalks in ways other than the codes provided for parades and funerals.

Community Services has also already developed a permit and checklist for large scale events that require extra safety measures, notifications to city departments and county services and seeks to limit the City’s potential liability. This checklist was developed in response to the increased number and complexity of requests for use of city parks and facilities. This checklist provides a mechanism to prevent conflicts in site and facility usage, allows for necessary site/facility preparations, provides appropriate staffing as needed and helps to avoid overuse of sites and facilities.

These new code sections authorize a permitting system for the special use of streets and sidewalks and a permitting system for large special events. These new code sections codify the

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

administrative decisions made by Community Services. The ordinance also adjusts the review process for special event applications to provide the City Manager with a framework for creating community partnerships whenever possible and for further acknowledgement of the value of events to the community.

City Council has reviewed drafts of this ordinance in two previous work sessions. Issues raised from the November 21, 2011 work session have been addressed by staff, both in the body of the ordinance or as supporting documents to be used by staff when reviewing a special event application.

The body of the ordinance provides the needed update of city codes that refer to the management of large public events within the City of Wilsonville. These revisions satisfy the Priorities for Council Attention in 2011-12: A) Enhance livability and safety in Wilsonville - Policy for community events.

The ordinance addresses the growth and complexity of other related issues of signage, public assembly, use of city rights-of-way, and resources allotted to activities originated in other than city departments.

The new code sections embody current constitutional laws to protect the right to free expression and assembly. These new sections seek to afford citizens the complete scope of their constitutional rights while imposing reasonable time, place and manner restrictions necessary to protect City resources from waste and to coordinate the use of public spaces for the benefit of all citizens.

Mayor invited public testimony hearing nothing he closed the hearing at 7:52 p.m.

Motion: Councilor Hurst moved to approve Ordinance No. 701 on first reading. Councilor Starr seconded the motion.

Vote: Motion carried 3-0.

CITY MANAGER'S BUSINESS

Mr. Cosgrove read information about a Christmas tree recycling fund raiser for boy scouts.

Councilor Starr voiced concern the residential parking for the Old Town Square mixed use development would negatively impact the Fred Meyer commercial area. Mr. Cosgrove assumed the parking concerns had been addressed in the development review phase.

LEGAL BUSINESS

Mr. Kohlhoff will be bringing one of the last agreements with the city of Sherwood to the January 19th meeting for Council consideration.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

ADJOURN

Motion: Councilor Starr moved to adjourn. Councilor Hurst seconded the motion.

Vote: Motion carried 3-0.

The Council meeting adjourned at 8 p.m.

Respectfully submitted,

Sandra C. King, MMC, City Recorder

ATTEST:

TIM KNAPP, MAYOR