

City of Wilsonville

City Council Meeting

October 2, 2017



AGENDA

**WILSONVILLE CITY COUNCIL MEETING
OCTOBER 2, 2017
7:00 P.M.**

**CITY HALL
29799 SW TOWN CENTER LOOP
WILSONVILLE, OREGON**

Mayor Tim Knapp

Council President Scott Starr
Councilor Susie Stevens

Councilor Kristin Akervall
Councilor Charlotte Lehan

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.

Executive Session is held in the Willamette River Room, City Hall, 2nd Floor

5:00 P.M. EXECUTIVE SESSION

- A. Pursuant to ORS 192.660 (2)(e) Real Property Transactions
ORS 192.660(2)(f) Exempt Public Records
ORS 192.660(2)(h) Litigation

5:30 P.M. REVIEW OF AGENDA

5:35 P.M. COUNCILORS' CONCERNS

5:40 P.M. PRE-COUNCIL WORK SESSION

- A. Old Town Single Family Design Standards (Pauly) [40 min.] Page 1
- B. CIP 9132 – Memorial Park Dog Park/Community Garden Parking Lot (Rappold/Blankenship) [30 min.] Page 39
- C. CIP 4196 - 5th to Kinsman (Kraushaar) [10 min.]

7:00 P.M. ADJOURN

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, October 2, 2017 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on Thursday, September 28, 2017. 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 therewith except where a time limit for filing has been fixed.

7:00 P.M. CALL TO ORDER

- A. Roll Call
- B. Pledge of Allegiance
- C. Motion to approve the following order of the agenda and to remove items from the consent agenda.

7:05 P.M. COMMUNICATIONS

- A. Blue Zone (Handran)

7:25 P.M. 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.

7:30 P.M. MAYOR'S BUSINESS

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- A. Upcoming Meetings

7:35 P.M. COUNCILOR COMMENTS

- A. Council President Starr
- B. Councilor Stevens
- C. Councilor Lehan
- D. Councilor Akervall

7:45 P.M. CONSENT AGENDA

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- A. Minutes of the August 7, 2017, August 24, 2017, September 7, 2017 and September 18, 2017 Council Meetings. (Veliz)

7:50 P.M. CITY MANAGER'S BUSINESS

7:55 P.M. LEGAL BUSINESS

8:00 P.M. ADJOURN

Time frames for agenda items are not time certain (i.e. Agenda items may be considered earlier than indicated.) Assistive Listening Devices (ALD) are available for persons with impaired hearing and can be scheduled for this meeting if required at least 48 hours prior to the meeting. The city will also endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting:-Qualified sign language interpreters for persons with speech or hearing impairments. Qualified bilingual interpreters. To obtain services, please contact the City Recorder, (503) 570-1506 or veliz@ci.wilsonville.or.us



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: October 2, 2017		Subject: Old Town Single-family Design Standards Work Session Staff Member: Daniel Pauly, Senior Planner Department: Community Development, Planning	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd 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 type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: The Council’s feedback and discussion will add to the feedback received from the Planning Commission and interested parties from Old Town to inform the continued refinement of the design guidelines and code changes.	
Staff Recommendation: Staff recommends the Council provide the requested feedback to inform the project.			
Recommended Language for Motion: NA			
Project / Issue Relates To:			
<input type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s) City Council Acceptance of Old Town Neighborhood Plan	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

The Council will be briefed and asked for feedback on the draft design guidelines for the Old Town Neighborhood and the code language that planning staff is developing to allow ministerial staff review for new single-family homes (including duplexes) and accessory buildings, including but not limited to accessory dwelling units, in Old Town.

EXECUTIVE SUMMARY:

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. Staff from the State Department of Land Conservation and Development (DLCD) 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 (ADUs). 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, as well as stakeholder interviews, and developed draft design guidelines. The Council is asked to provide feedback on the draft design guidelines and the code language planning staff is developing to allow ministerial staff review of new single-family homes (including duplexes) and accessory buildings.

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, ADUs, 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, the majority of which are currently located on 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, building upon the significant work created by the neighborhood, referenced by the revised Development Code.

EXPECTED RESULTS:

Guidance from Council to consultants and staff as they move forward to finalize the standards and code language.

TIMELINE:

The design standards and code changes are scheduled for a Planning Commission public hearing on October 11th and a City Council public hearing on November 6th.

CURRENT YEAR BUDGET IMPACTS:

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

FINANCIAL REVIEW / COMMENTS:

Reviewed by: SCole Date: 9/22/2017

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 9/21/2017

COMMUNITY INVOLVEMENT PROCESS:

Much public involvement previously occurred in the development of the Old Town Neighborhood Plan. 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 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.

ALTERNATIVES:

A number of alternatives exist for the approach to the design standards. The consultants will provide their recommendations and reasoning.

CITY MANAGER COMMENT:

NA

ATTACHMENTS:

- A. Draft Wilsonville Old Town Single-family Design Standards
- B. Draft Old Town Overlay Zone code language update

WILSONVILLE OLD TOWN SINGLE-FAMILY DESIGN STANDARDS

DRAFT

20 September 2017

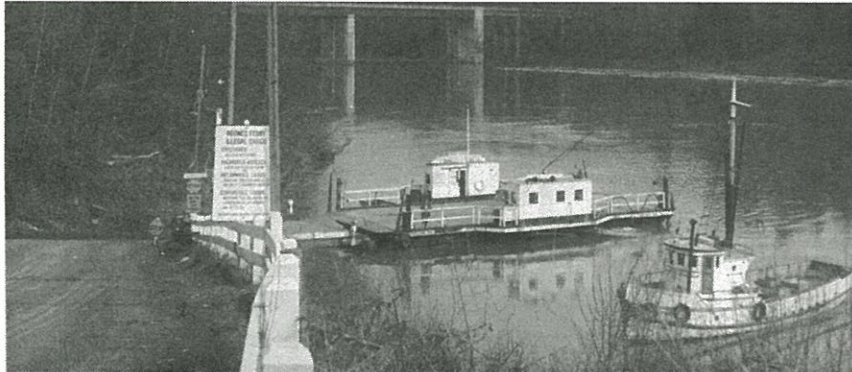




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INTRODUCTION AND HISTORY



Boone's Ferry on the Willamette River, OSU Special Collections: Gifford Photographic Collection

The city of Wilsonville, Oregon was first developed in the mid-19th century around the Boone's Ferry landing on the Willamette River. The landing served as the starting point for a new community to spring up, initially consisting of stores, hotels, shops, offices, and banks-- many of which were later converted into residences. The neighborhoods that first formed from this social and economic landmark are reflective of the city's historic culture and character. The modern-day result of the preservation of this historic style is a traditional neighborhood in which collections of interesting and diverse houses and sequences of small shops join together to create beautiful streets and public spaces that preserve a rural feel while in an urban setting.



Wilsonville Railroad Bridge Under Construction - circa 1907, Old Oregon Historic Photos

The area as a whole shares a visual richness and celebrates historic character. The historical residences in this area were constructed primarily between the 1850's and the 1930's, creating a beautiful snapshot of the era when the area was first developed. As new homes and businesses are constructed in the neighborhood, it is important to preserve Old Town's visual historical identity.

The following design standards reflect the cultural characteristics of the Boone's Ferry neighborhood as it has developed over the past 160 years while integrating the current community's goals for the future. It provides a clear and straightforward set of architectural and planning guidelines to preserve historical integrity as new homes are constructed and existing homes are renovated.



George Law Curry House, Front View - 1934, Old Oregon Historic Photos

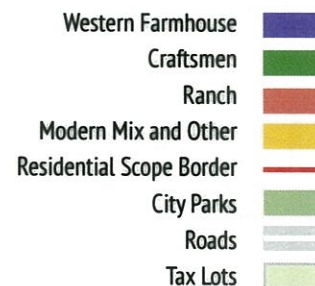
PURPOSE AND OVERVIEW

These Single-Family Design Standards are designed with the intention of preserving the unique character of Wilsonville's Old Town neighborhood, and uniting future development projects with a shared vision of preserving local traditions. Historic architecture offers important lessons about making buildings work at both the street and pedestrian scale. The Design Standards apply to the homes within the red boundary on the neighborhood map to the right. This map shows the style of homes within Old Town and the current mix of new and historical homes.

Old Town Wilsonville maintains a unique character reflective of a period before the rest of Wilsonville existed. However, as the City of Wilsonville grows, the neighborhood has been experiencing development pressures. In order to maintain the desired scale and massing for residential buildings within Old Town, the design standards present clear guidelines for new build, renovations, or additions to existing buildings in the neighborhood.

The Old Town Overlay Zone, within the Wilsonville Zoning Code, refers directly to these design standards and the two documents should be referred to in conjunction when planning any new homes or when renovating homes in Old Town.

This document provides simple, clear, and objective standards that illustrate the patterns and elements of architectural styles in Old Town Wilsonville. The guidelines provide the City of Wilsonville and the community with tools to minimize problems regarding future development and redevelopment projects that are inconsistent with the context of Old Town. By protecting the spirit and sense of place in Old Town, the look, feel, and culture unique to the neighborhood is also preserved.



OLD TOWN HISTORICAL RESIDENTIAL TYPES



Existing Farmhouse Styles



The residential housing types currently present in the Boones Ferry district of Old Town Wilsonville include Farmhouses, Craftsman Style homes, and Ranch Style homes among other more modern homes. To preserve the historic character of the neighborhood, this document will focus on these three historic styles: Farmhouse, Craftsman, and Ranch, which together compose about 80% of the homes in old Town.

The Farmhouse style in Wilsonville dates back to when the neighborhood was first developed in the 19th century. This style is prevalent through the Willamette Valley and consists primarily of a simple building form with added features and forms to add character to the home. Farmhouse homes have porches and pitched roofs, and have a traditional and historic visual style such as vertical or horizontal wood siding, vertically aligned windows, and a large front porch.



Existing Craftsman Styles



The Craftsman style first appeared along the American west coast at the turn of the 20th century, featuring arts-and-crafts style elements that were popular at the time. This style uses detailed features, gabled porches, dormers, and structurally expressive elements to maintain a classic appearance with a contemporary charm.

The State Historic Preservation Office recognizes structures that are 50 years or older as historically consistent with the criteria for listing on the National Register of Historic Places. For this reason, the Ranch style home was added to the historic residential types. This addition reflects the evolving nature of Old Town.



Existing Ranch Styles



The Ranch style first appeared in the 1940's, and was popular into the 1960's. The style features a linear or shallow L-shaped form, with large front-facing windows and a pitched or hipped roof. Exterior ornamentation is limited, making these homes a versatile addition to this historic neighborhood.





USING DESIGN STANDARDS

STEP 1: Identify Appropriate Architectural Project Type

- 1.1 Is it single family or duplex?
- 1.2 Is there an Accessory Dwelling Unit?
- 1.3 Is it new build or renovation?
- 1.4 Is a garage or carport planned?

STEP 2: Choose an Architectural Style

- 2.1 **Under** which of the three architectural styles does your project fit?
 - i. How does the style define roofs, windows, porches, doors, etc?
 - ii. How many stories does it have?
- 2.2 Does your building height fit into the immediate context?
 - i. Immediate context is defined as the homes on the same block face as the project as well as the homes along the facing street.
 - a. If immediate context is 1 story, stay within 1.5
 - b. If immediate context is mixed, stay within 2
- 2.3 What shape, form, and massing will the building have?

STEP 3: Identify Site and Lot Requirements

- 3.1 Are there appropriate landscaping needs to fit with immediate context?
- 3.2 How will the development meet setback standards and address edges?
- 3.3 Does your plan meet the Old Town Overlay Zoning code in areas not covered by these Design Standards?

INTRODUCTION TO STYLES

Three distinct historical building typologies reoccur throughout the Boone's Ferry Old Town neighborhood and can be used to guide future residential construction as well as additions and renovations.

While there are modern architectural styles in Old Town, these building types represent the scale, massing, and historical precedent desired by the community.

Western Farmhouse

This style is typically one and a half or two stories, featuring an entry porch and pitched or hipped roofs.



Craftsman

Typically one and a half or two stories, this style features an integrated porch with shallow-pitched roofs and dormers. This historic style is often richly detailed with structurally expressive elements.



New Ranch

This style is often a long rectangular shape or "L" plan. It is typically one story with an attached garage, adorned with a large street-facing picture window.



Ranch

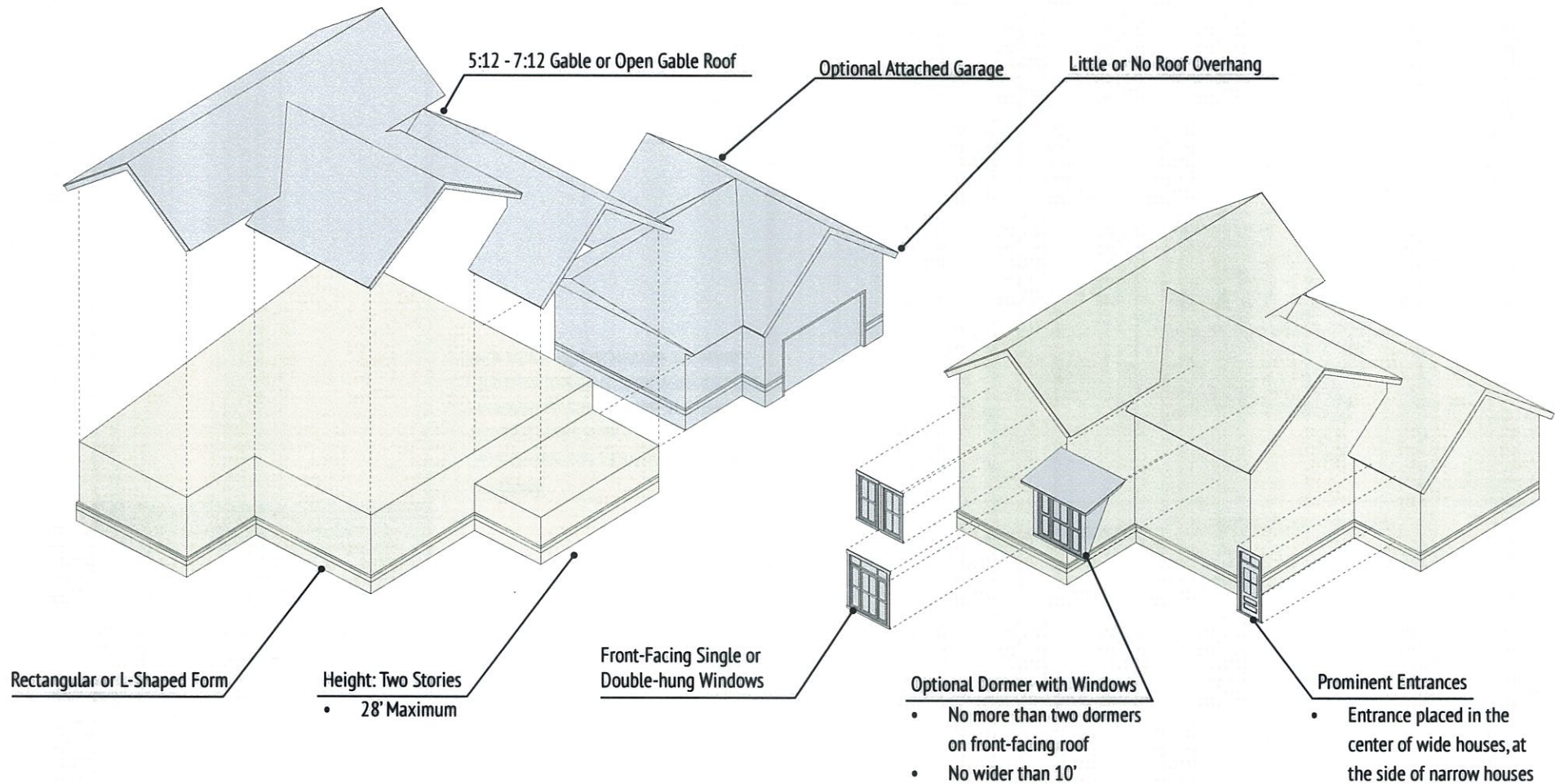


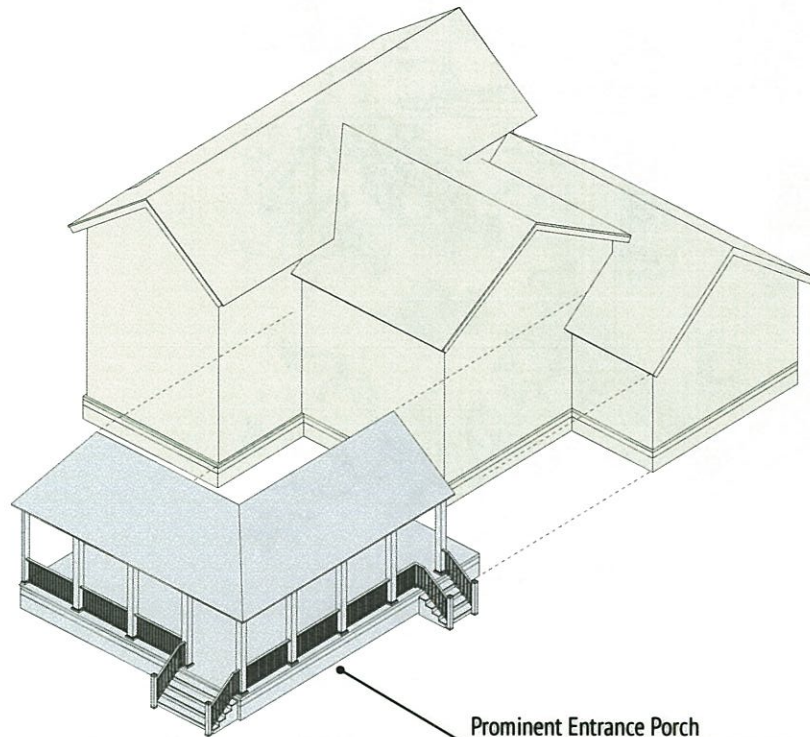


WESTERN FARMHOUSE STYLE

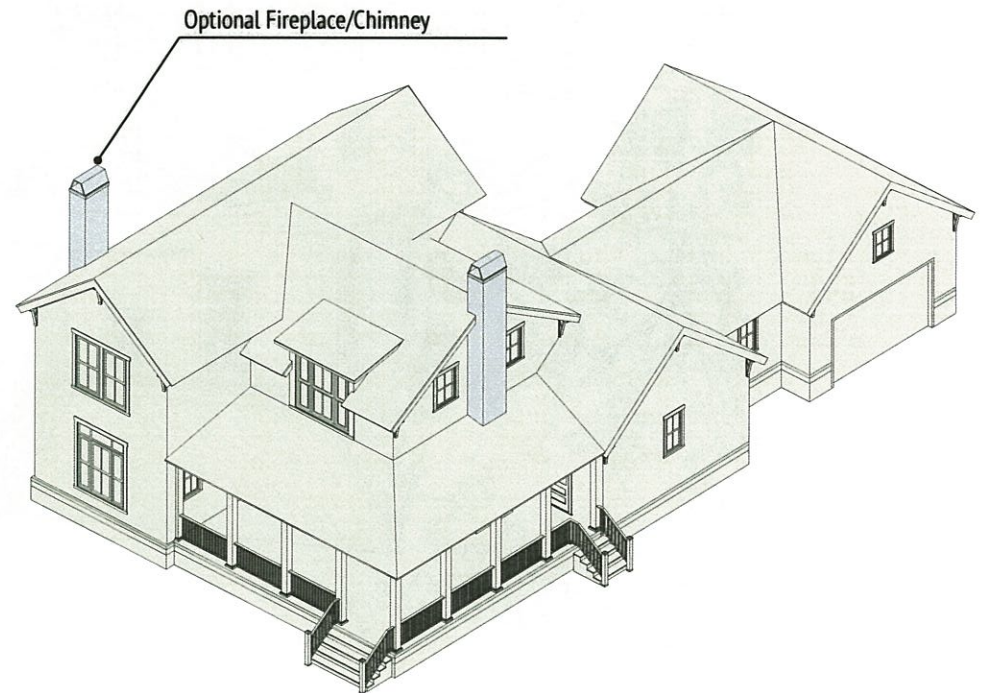
MASSING AND ROOFS

WINDOWS AND DOORS



PORCHES**Prominent Entrance Porch**

- 6' wide by 6' deep or larger
- Porch can be inset, integral, or gabled
- Can be linear or wrapping

OTHER ELEMENTS**Optional Fireplace/Chimney**



WESTERN FARMHOUSE DUPLEX

Duplexes shall appear indistinguishable from single family houses except for the two entries.

If new, the Duplex shall reflect one of the three styles described and meet all other applicable design standards.



To be completed in next Draft

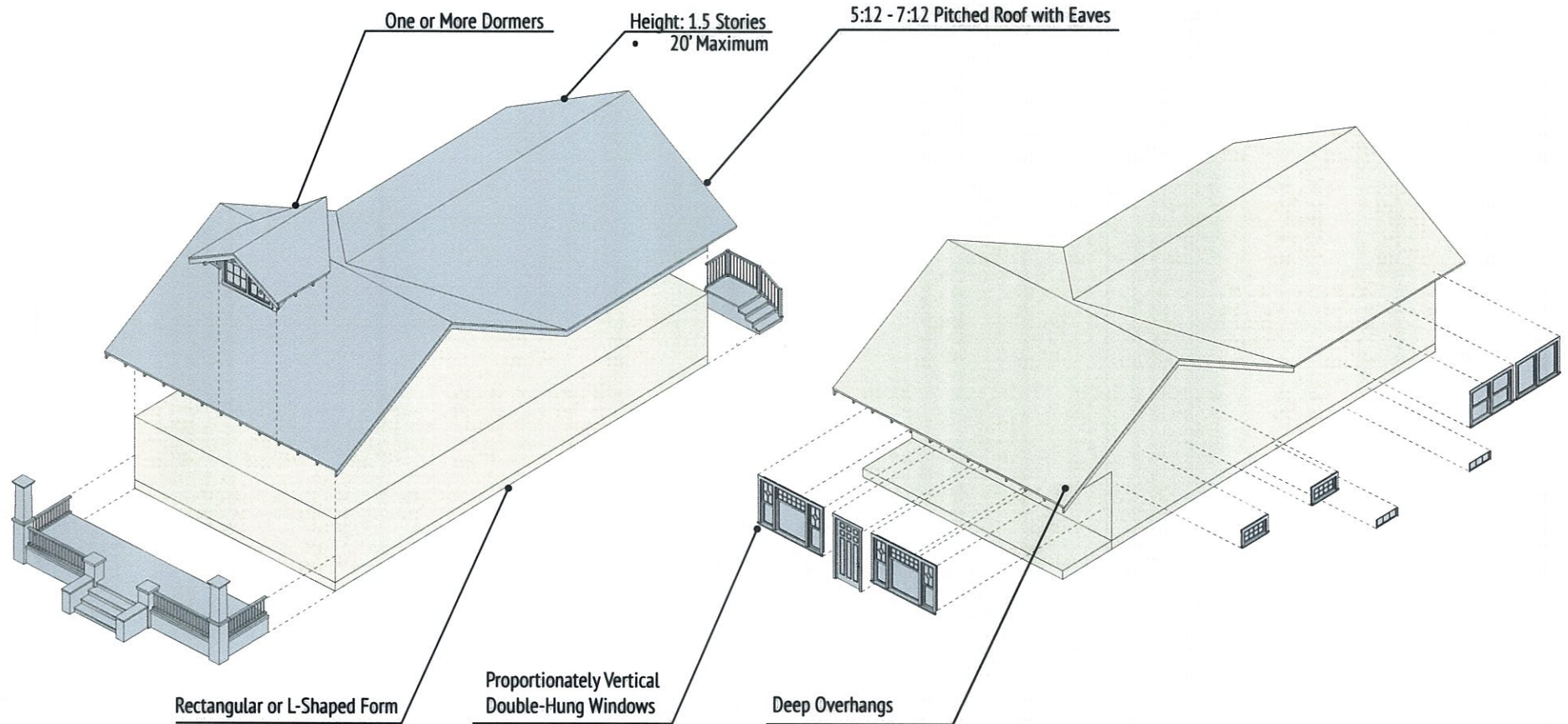




CRAFTSMAN STYLE

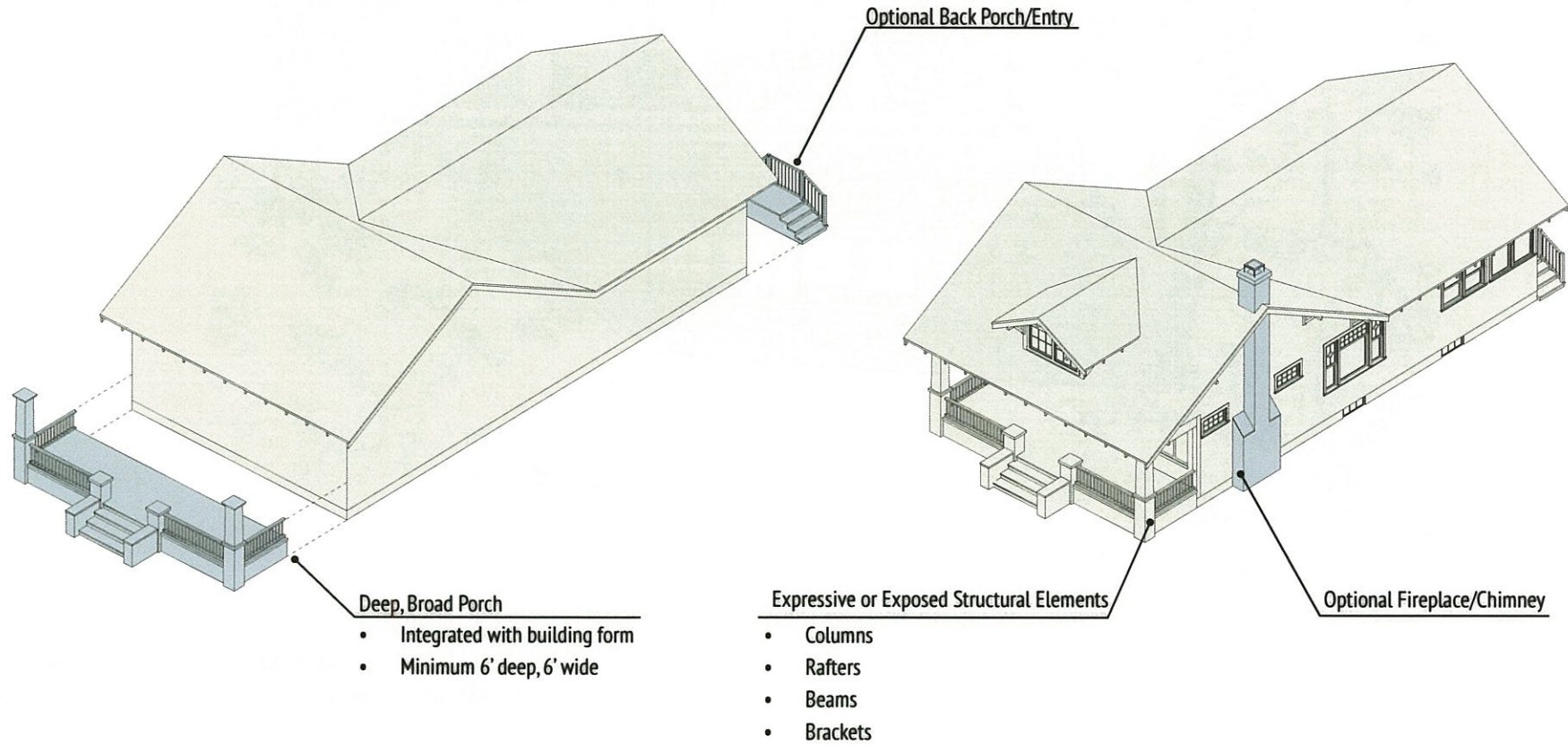
MASSING AND ROOFS

WINDOWS AND DOORS



PORCHES

OTHER ELEMENTS





CRAFTSMAN DUPLEX

Duplexes shall appear indistinguishable from single family houses except for the two entries.

If new, the Duplex shall reflect one of the three styles described and meet all other applicable design standards.



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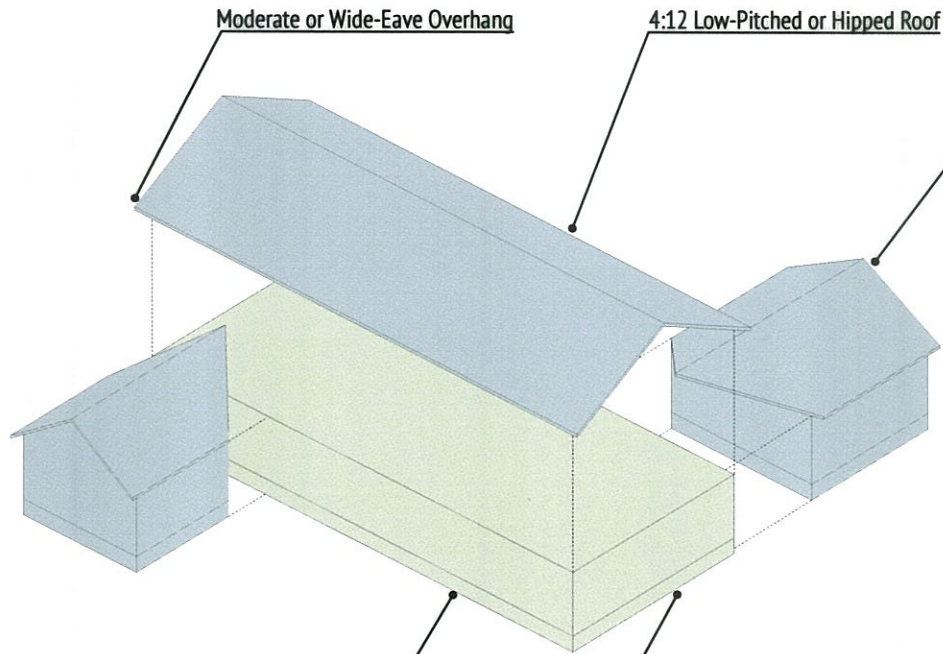




NEW RANCH STYLE

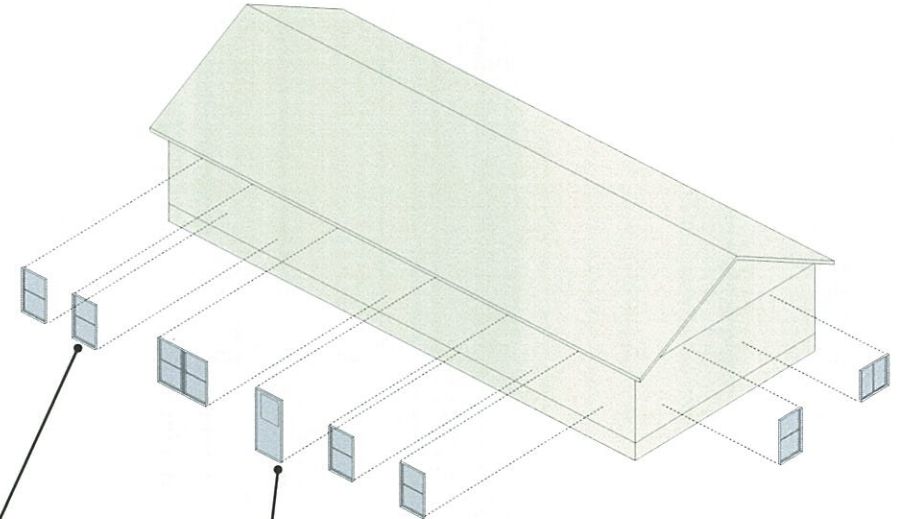
MASSING AND ROOFS

WINDOWS AND DOORS



- Form runs parallel to street
- 15' Maximum

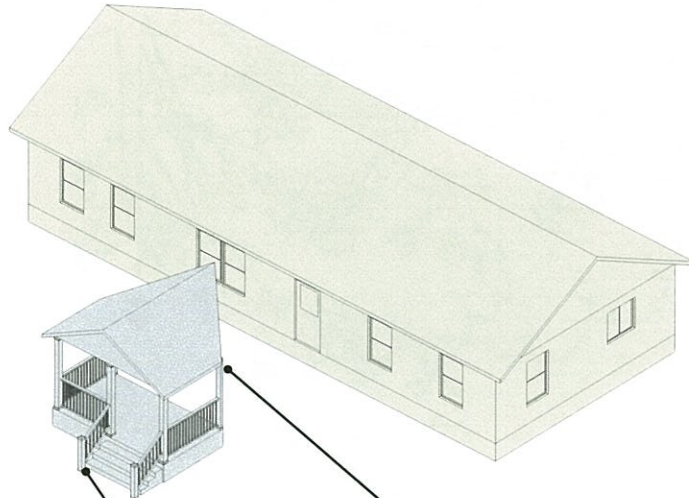
Sliding or Street-Facing Picture Windows



- With or without inset

PORCHES

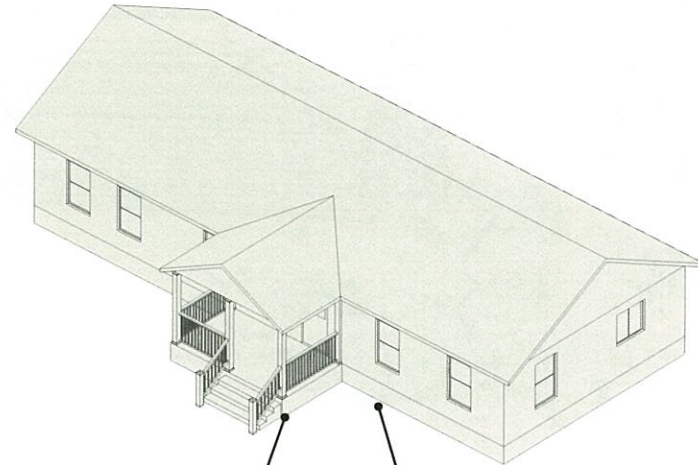
OTHER ELEMENTS



Porch or Portico

- Minimum 6' wide
- Minimum 6' deep

Gable or Shed Roof



Simple Features with Minimal Ornamentation

Asymmetrical Facade Elements





NEW RANCH DUPLEX

Duplexes shall appear indistinguishable from single family houses except for the two entries.

If new, the Duplex shall reflect one of the three styles described and meet all other applicable design standards.



To be completed in next Draft



ACCESSORY DWELLING UNIT GUIDELINES



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© Gladys Kravie, Portland, Oregon



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DESIGN

Design guidelines are applicable to any and all exterior building elements visible from the public right-of-way or public parcel, in any direction, regardless of existing or proposed landscaped or natural visual barriers between the public view shed and exterior building elements. The ADU must be designed using the same exterior design and architecture (i.e. siding, windows, doors, and roofing materials) as the primary residence on the lot.

SIZE

An ADU on the same lot as a primary residence can be attached or detached, as long as total massing requirements are met. It shall be no greater than one story and no larger than 600 square feet, with no more than two bedrooms.

REQUIREMENTS

Each ADU needs complete, independent, and permanent facilities for living, sleeping, eating, cooking, bathing, and sanitation purposes, and will have its own separate and secure entrance.

The ADU must have at least one off-street parking space, and must be accessible by street or driveway to fire and emergency vehicles, and for trash pick-up.

ADUs are subject to all zone standards for setbacks, height, and lot coverage, unless those requirements are specifically waived through a Planned Development waiver or variance approval processes.

GARAGES AND CARPORTS

Garages in Old Town can be detached or attached. Garage design must be visually consistent with the architectural type of the primary residence. Design standards apply to any building elements visible from any public right-of-way or public parcel, in any direction, and regardless of any existing or proposed landscaped or natural visual barriers or obstructions between the public view shed.

SETBACKS

Minimum front setback for any and all garages and/or secondary dwellings, measured from their exterior front wall to the front of the primary dwelling shall be no less than 15 feet.

Where access is taken from an alley, garages or carports may be located no less than five feet from the property line adjoining the alley.

Garages and carports are subject to all other standards for setbacks, height, and lot coverage, unless those requirements are specifically waived through a Planned Development waiver or variance approval processes.



© E. Allen Fine Designs, San Jose, CA



© The Bungalow Company



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RENOVATION GUIDELINES

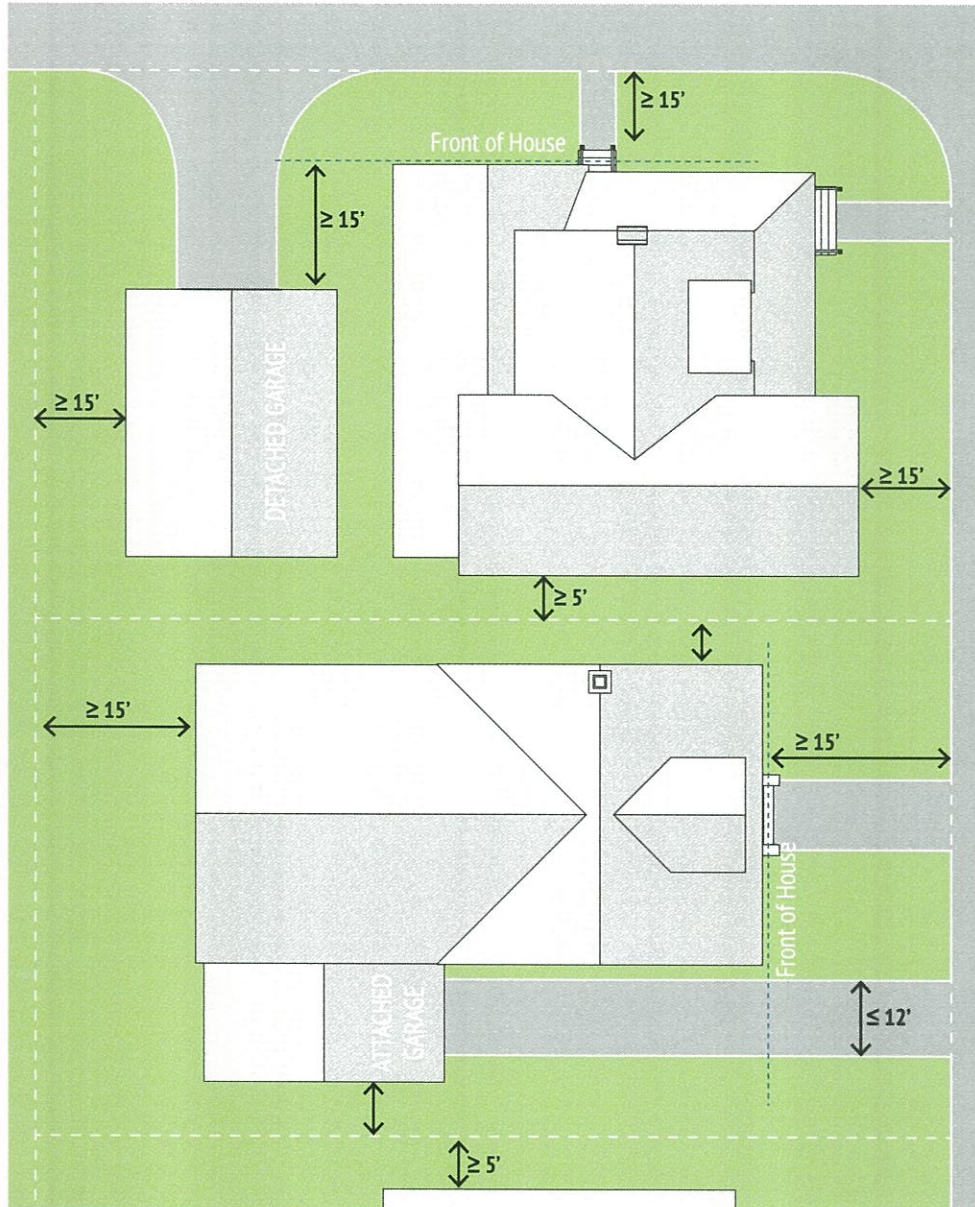
See renovation standards in the Old Town Overlay Zone

Variations will be shown pending approval of styles





EDGES AND SETBACKS: PRIMARY RESIDENCES



FRONT SETBACKS

- Street-facing: Minimum 15' from street edge to front or side of the house
- Garage: Minimum 15' from the front of the house to the front facing wall of the garage

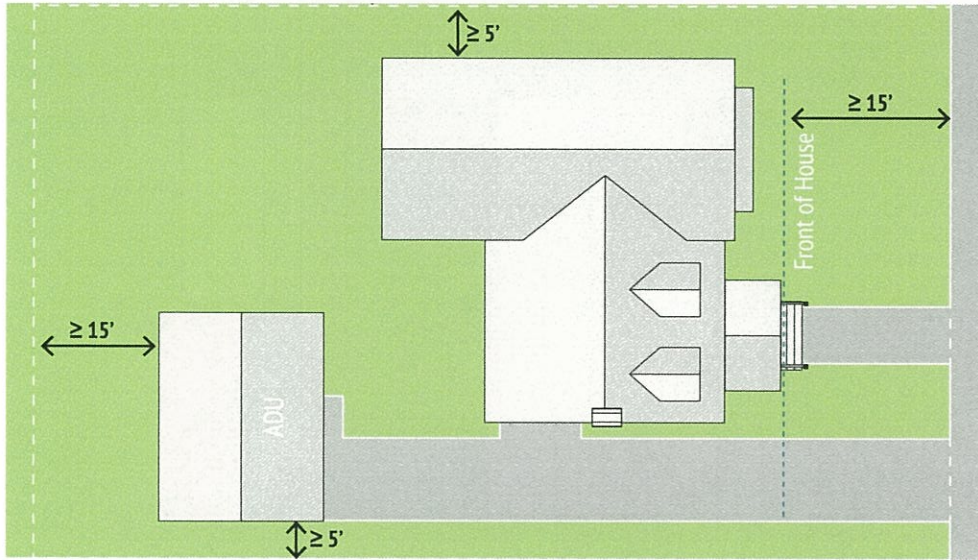
SIDE AND REAR SETBACKS

- Minimum side yard: 5'
- Minimum rear yard: 15'

DRIVEWAYS

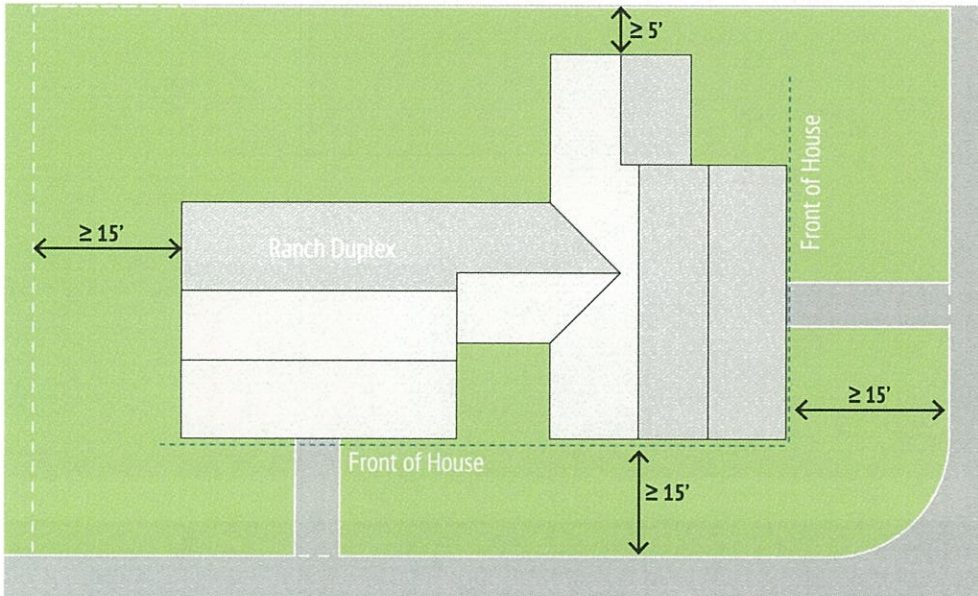
Maximum driveway width at the front property line extending to the minimum required primary building setback dimension, shall be no greater than 12 feet.

EDGES AND SETBACKS: ADUs AND DUPLEXES



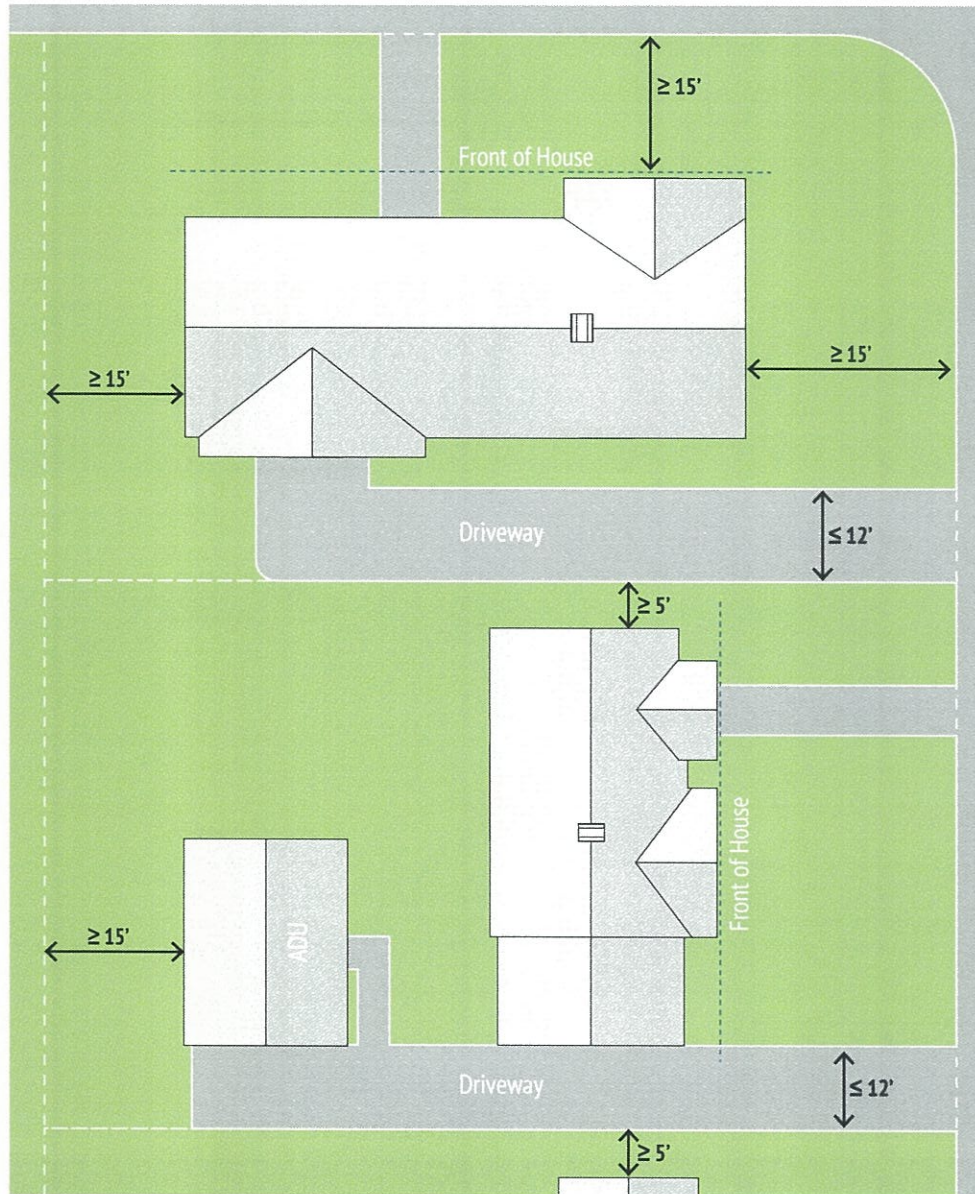
ADUs and Duplexes should follow the same front, rear, and side yard setbacks as primary dwellings.

ADUs can be attached or detached from the primary dwelling.





LOT COVERAGE



LOT SIZE

The residential area of Old Town was originally platted with 50'x100' (5,000 square feet) or 50'x120' (6,000 square feet) single-family lot sizes. The development pattern of this neighborhood has honored the original sizes, and maintains the historic context of the community. Lot sizes shall be maintained at a recommended 5,000 square foot minimum to 6,500 square foot maximum.

Minimum lot size: 5,000sf

Minimum lot width: 50'

Minimum lot depth: 100'

LOT COVERAGE

The ratio of building to lot area is a part of the old town historic character. The existing community is developed to have smaller homes on larger lots. The lot coverage ratio maintains the existing balance and openness of the neighborhood.

All built structures are not to exceed 35% lot coverage.

BUILDING HEIGHT

Building height is measured from the foundation to the tallest joint of any part of the roof. It does not include chimney height.

New Ranch (1 story): 15'

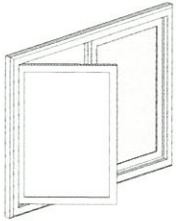
Craftsman (1.5 stories): 20'

Farmhouse (2 stories): 28'

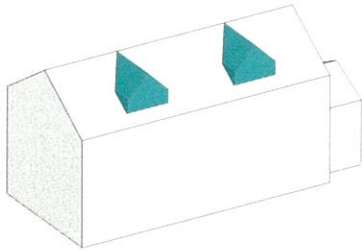
GLOSSARY OF TERMS

CASEMENT WINDOWS

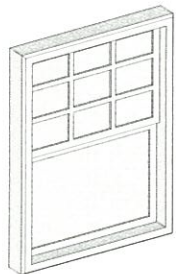
A window that is attached to its frame by one or more hinges at the side and opens outward.

**DORMER**

A roofed structure, often containing a window, that projects vertically beyond the plane of a pitched roof. Dormers can have gable, hip, or flat roofs.

**DOUBLE-HUNG WINDOW**

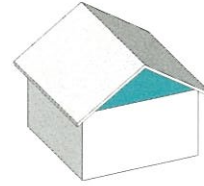
Vertically moving windows with two panels where both the top and bottom panels move.

**"FRONT OF THE HOUSE"**

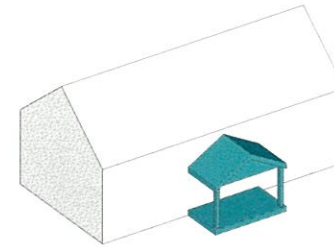
The first built element of the primary dwelling: wall, porch, etc.

GABLE

Generally triangular portion of a wall between the edges of intersecting roof pitches

**GABLE PORCH**

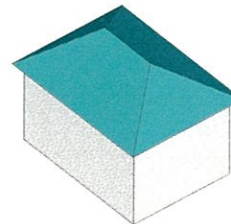
Porch with a front facing gable

**GABLE ROOF**

Two roof sections sloping in opposite directions and placed such that the highest, horizontal edges meet

HIP ROOF

A roof where all sides slope downwards to the walls, usually with a fairly gentle slope. A hipped roof house has no gables or other vertical sides to the roof



Attachment B – Old Town Draft Code Changes

Section 4.138. Old Town (O) Overlay Zone.

- (.01) Purpose. The purpose of this overlay zone is to establish the design standards that will be applied to developments within the Old Town neighborhood, mapped as the Boones Ferry District in the City's West Side Master Plan. The following purpose statement is not intended as a set of additional permit criteria. Rather, it is a description of the desired outcome as development occurs incrementally, over time. This overlay district is intended to create a modern interpretation of a traditional old town Main Street and mixed use neighborhood. It is recognized that the Old Town neighborhood is of unique significance because of its existing pattern of mixed uses, its access to the Willamette River and because it was the original center of housing and commerce for the community.
- A. The standards of the "O" overlay zone are intended to assure that, through the appropriate use of architectural details, windows, building orientation, facades, and construction materials, new structures, and major alterations of existing structures, create a pleasing and pedestrian-friendly environment.
 - B. It is the desire of the City to have commercial, industrial, multi-family, and mixed use buildings in the "O" overlay zone reflect a range of architectural types and styles that were popular in the Willamette Valley from approximately 1880 to 1930 and for single-family homes to be consistent with and enhance the historic small town residential character of the neighborhood. The following design standards are intended to further define those characteristics that will convey the desired architecture.
 - C. These standards are intended to encourage quality design, to enhance public safety, and to provide a comfortable and attractive street environment by providing features and amenities of value to pedestrians. Quality design will result in an arrangement of buildings that are in visual harmony with one-another, leading to a neighborhood that is vital, interesting, attractive, and safe. These qualities contribute to the health and vitality of the overall community.
 - D. These standards shall be used by the City's Planning ~~Department~~Division and Development Review Board in reviewing development applications within the Old Town neighborhood.
- (.02) The "O" Overlay zone shall be applied in conjunction with the underlying base zones in the Old Town neighborhood.
- (.03) Review Process in the "O" Overlay zone.
- A. The following shall require ~~site~~Site design~~Design review~~Review before the Development Review Board for conformance with these standards in Subsection (.05) as well the Site Design Review standards (Sections 4.421) and other applicable standards:

1. New commercial, industrial, public facility, multi-family residential, and mixed use building construction and the substantial redevelopment of existing buildings, including the construction of new single family dwellings; and
 2. Any exterior remodeling of commercial, industrial, public facility, multi-family residential, or mixed use building that requires a building permit, when that remodeling is visible from a public street (other than an alley) and changes the existing design of the building.
- ~~B. Except, however, that exterior remodeling of residential units other than those facing Boones Ferry Road shall be reviewed through the Class I Administrative Review procedures of Sections 4.009 through 4.012. This review will be applied only to the portions of buildings that are visible from public streets (not including alleys) and is intended to assure that the design of the portion of the building being remodeled will either match the standards of the Old Town Overlay Zone or be consistent with the existing design of the structure. The following (except as noted in 1.a. below) shall be reviewed through the Class I administrative review process for conformance with the Development Standards of Subsection (.04) concurrently with building plan review:~~
1. New single-family homes (including duplexes), single-family home additions, remodels, accessory dwelling units, garages, and other buildings accessory to a single-family use.
 - a. An applicant may elect to go through the Site Design Review process identified in A. above for approval if the project is not in conformance with the Old Town Single-family Design Guidelines but otherwise can be found to conform with the standards of the "O" Overlay Zone.
- ~~C. Those proposing to build or remodel the exterior of any building in the area are encouraged to contact the City about the availability of funds for historic façade treatment.~~
- ~~(.0304) Single-Family Development standards Standards (including accessory buildings and duplexes).~~
- A. The standards of this subsection shall take precedence over setback, lot coverage, height, and accessory dwelling unit standards otherwise established in the Development Code. All other standards of the base zone and/or approved planned developments shall apply. For PDR Zones, the setback and lot coverage standards are subject to the waiver provisions of Section 4.118.
 - B. Development shall comply (except as noted in 1. and 2. below) with the standards of the Old Town Single-Family Design Standards Book including but not limited to architectural design, height, setbacks, and lot coverage.
 1. An applicant for a remodel of and/or addition to structures existing prior to December 1, 2017 may elect to match the existing design of the structure rather than comply with the Old Town Single-Family Design Standards Book if all of the following are met:

- a. The height of the structure remains the same and any additions do not exceed the height of the existing structure;
 - b. The roof pitch on the existing portion of the structure remains the same and is matched for additions involving facades facing a street or public open space;
 - c. All exterior materials are substantially similar in style and texture to the existing materials on the structure;
 - d. For facades of the structure facing a street or public open space (does not include alleys) all architectural elements, such as windows, doors, porches, dormers, details, etc. are kept the same, or in the case of extending out a wall during an addition, reproduced; and
 - e. Setbacks and lot coverage requirements of the underlying zone are met.
2. Accessory structures less than 120 square feet and 10 feet in height are not subject to the Old Town Single-Family Design Standards but rather the standards of the underlying zone.

C. -The following standards shall apply to ADU's within the "O" Overlay Zone.

- 1. Size: ADU's shall be limited to 600 square feet of living space.
- 2. Design: ADU's shall be detached from the primary dwelling, be single-story, and be of 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.
- 3. Parking: Each ADU shall have one dedicated standard sized parking space on the same lot.
 - a. ~~A. Lot area, width, depth As specified in the underlying base zone. Single family and two family dwelling units, other than those on lots fronting Boones Ferry Road, shall be subject to the following minimum setbacks:~~
 - 1. ~~Front and rear yard: 15 feet;~~
 - 2. ~~Street side of corner lots: 10 feet;~~
 - 3. ~~Other side yards: 5 feet.~~

(.05). Development Standards for Commercial, Industrial, Public Facility, Multi-Family Residential, or Mixed Use Buildings.

B.A. Building Setbacks - Buildings fronting Boones Ferry Road shall abut the public sidewalk except where public plazas, courtyards, approved landscaping, or other public pedestrian amenities are approved. Except, however, that residential garages or carports shall be set back a minimum of twenty (20) feet from any sidewalk or traveled portion of a street across which access to the garage or carport is taken. The Development Review Board may approve other setbacks to

accommodate sidewalks, landscaping, or other streetscape features located between the street right-of-way and the building.

~~C.B.~~ Landscaping - Not less than fifteen (15) percent of the development site shall be landscaped. In the event that a building is set back from a street side property line, along Boones Ferry Road, Bailey Street, or 5th Street, the intervening area shall be landscaped. In reviewing proposals for parking lots in locations between buildings and streets, the Development Review Board may require special landscaping treatments or designs to screen the view of the parking lot from the public right-of-way.

~~D.C.~~ Building height - As specified in the underlying base zone.

~~E.D.~~ Street access to Boones Ferry Road. Ingress and egress points along Boones Ferry Road shall be designed and constructed such that access points on one side of the road shall ~~coordinate with access points on the other side of the road~~ be consistent with the Public Works Standards. New developments along Boones Ferry Road and north of Bailey Street will have access points designed and constructed in a pattern that replicates the shape of Main Street blocks.

~~(-04)E.~~ Pedestrian environment. In order to enhance the pedestrian scale of the neighborhood:

~~A.1.~~ Special attention shall be given to the primary building entrances, assuring that they are both attractive and functional.

~~B.2.~~ The pedestrian environment shall be enhanced by amenities such as street furniture, landscaping, awnings, and movable planters with flowers, as required by the Development Review Board.

~~C.3.~~ Sidewalk width may vary from block to block, depending upon the nature of adjacent land uses and the setbacks of existing buildings. Provided, however, that a continuity of streetscape design is maintained along Boones Ferry Road, generally following the pattern that has been started with the 1996 approval for Old Town Village on the west side of Boones Ferry Road from Fourth Street to Fifth Street. [Amended by Ordinance No. 538, 2/21/02.]

~~1.a.~~ North of Bailey Street, where the most intense commercial development is anticipated, the widest sidewalks and most mature landscaping are required.

~~2.b.~~ In situations where existing buildings are located at the right-of-way line, special sidewalk designs may be necessary to assure pedestrian access.

~~D.F.~~ When practicable, buildings along Boones Ferry Road shall occupy 100% of the street frontage between block segments. Up to 25% of street frontage may be in public plazas, courtyards, and similar landscape or streetscape features that provide public spaces adjacent to the sidewalk. For smaller lots, which may not have functional alternatives for parking, up to 40% of lot frontage may be used for

parking, provided that appropriate screening and visual enhancement is created between the parking area and the sidewalk. Appropriate pedestrian connections shall be constructed between such parking lots and sidewalks.

~~(.05)~~G. Building compatibility.

~~A.~~1. The design and materials of proposed buildings shall reflect the architectural styles of the Willamette Valley during the period from 1880 to 1930.

~~B.~~2. Commercial and manufacturing buildings shall be designed to reflect the types of masonry or wood storefront buildings that were typical in the period from 1880 to 1930. Larger modern buildings shall be designed with facades that are divided to give the appearance of a series of smaller buildings or distinctive store fronts, and/or multi-storied structures with, at least, the appearance of second stories.

~~C.~~3. Residential buildings shall be designed to reflect the size and shape of traditional dwellings from the period from 1880 to 1930. Where larger multiple family residential buildings are proposed, their building facades shall be divided into units that give the appearance of a series of smaller dwellings.

~~D.~~4. Manufactured housing units and mobile homes, if located outside of approved manufactured or mobile home parks, shall meet the design standards applied to other single family dwellings in the area.

~~(.06)~~H. Building materials.

~~A.~~1. Facades shall be varied and articulated to provide visual interest to pedestrians. Within larger developments, variations in facades, floor levels, architectural features, and/or exterior finishes shall be used to create the appearance of a series of smaller buildings.

~~B.~~2. Exterior building materials shall be durable, and shall convey a visual impression of durability. Materials such as masonry, stone, stucco, and wood will generally provide such an appearance. Other materials that replicate the appearance of those durable materials may also be used.

~~C.~~3. Where masonry is to be used for exterior finish, varied patterns are to be incorporated to break up the appearance of larger surfaces.

~~D.~~4. Wood siding is to be bevel, shingle siding or channel siding or the equivalent. T-111 and similar sheathed siding shall not be used unless it is incorporated with batten treatment to give the appearance of boards.

~~E.~~5. Exterior materials and colors are to match the architecture of the period.

~~(.07)~~I. Roof materials, roof design and parapets.

~~A.~~1. Pitched roof structures shall have a minimum pitch of 4:12.

~~B.2.~~ Roofs with a pitch of less than 4:12 are permitted, provided that they have detailed, stepped parapets or detailed masonry coursing.

~~C.3.~~ Parapet corners are to be stepped. Parapets are to be designed to emphasize the center entrance or primary entrance(s).

~~D.4.~~ Sloped roofs that will be visible from the adjoining street right-of-way shall be of a dark, non-ornamental color.

~~E.5.~~ Preferred roofing materials that are visible from a public street include wood or architectural grade composition shingle, tile, or metal with standing or batten seams. Metal roofs without raised seams shall not be used in visible locations.

~~F.6~~ All roof and wall-mounted mechanical, electrical, communications, and service equipment, including satellite dishes, wireless communication equipment, and vent pipes are to be completely screened from public view by parapets, walls or other approved means; or, alternatively, may be effectively camouflaged to match the exterior of the building.

~~1.a.~~ "Public view" is intended to mean the view from the sidewalk directly across the street from the site.

~~2.b.~~ Roof and wall-mounted mechanical, electrical, communications, and service equipment, including satellite dishes, wireless communication equipment, and vent pipes that are visible from Interstate-5 shall be effectively camouflaged to match the exterior of the building

~~(.08)J.~~ Building entrances. If visible from the street, entrances to commercial, industrial, or multi-family residential buildings are to be architecturally emphasized, with coverings as noted in subsection (.09), below.

~~A.1.~~ The Development Review Board may establish conditions concerning any or all building entrances, especially where such entrances are adjacent to parking lots. For buildings fronting on Boones Ferry Road, at least one entrance shall be from the sidewalk.

~~B.2.~~ Secondary building entrances may have lesser architectural standards than primary entrances.

~~(.09)K.~~ Building facades.

~~A.1.~~ Ornamental devices, such as moldings, entablature, and friezes, are encouraged at building roof lines. Where such ornamentation is to be in the form of a linear molding or board, it shall match or complement the architecture of the building.

~~B.2.~~ ~~Commercial, industrial, and multi-family residential b~~Buildings are to incorporate amenities such as alcoves, awnings, roof overhangs, porches, porticoes, and/or arcades to protect pedestrians from the rain and sun. Awnings and entrances may be designed to be shared between two adjoining structures. (See subsection (.08), above.)

~~C.3.~~ Commercial and manufacturing buildings with frontage on Boones Ferry Road shall incorporate the following traditional storefront elements:

~~1.a.~~ Building fronts to be located at the right-of-way line for streets, except in cases where an approved sidewalk or other streetscape features are located between the street right-of-way and the building. Intervening areas are to be attractively landscaped.

~~2.b.~~ Upper and lower facades are to be clearly delineated.

~~3.c.~~ Lower facades shall include large windows, as specified in subsection "~~(10L.)~~," below, and recessed entries.

~~4.d.~~ Tops of facades shall have decorative cornices.

~~D.4.~~ Buildings are to have variations in relief, including such things as cornices, bases, fenestration, fluted masonry, and other aesthetic treatments to enhance pedestrian interest.

~~(10)L.~~ Windows in buildings adjacent to Boones Ferry Road.

~~A.1.~~ Windows shall include amenities such as bottom sills, pediments, or awnings. Glass curtain walls, highly reflective glass, and painted or darkly tinted glass are not permitted other than stained or leaded glass.

~~B.2.~~ Ground-floor windows on commercial or industrial buildings shall include the following features:

~~1.a.~~ Windows shall be designed to allow views into interior activity areas and display areas along street frontages.

~~2.b.~~ Sills shall be no more than four (4) feet above grade, unless a different design is necessitated by unusual interior floor levels.

~~3.c.~~ At least twenty percent (20%), of ground floor wall area along Boones Ferry Road, Bailey Street, or 5th Street shall be in windows or entries. No blank walls shall be permitted abutting any street other than an alley.

~~C.3.~~ Upper-floor windows on commercial, industrial, or multi-family residential buildings shall include the following features:

~~1.a.~~ Glass dimensions shall not exceed five (5) feet wide by seven (7) feet high.

~~2.b.~~ Windows shall be fully trimmed with molding that is at least two (2) inches wide.

~~3.c.~~ Multiple-light windows or windows with grid patterns may be required by the Development Review Board when architecturally consistent with the building.

~~(11)M.~~ Landscapes and streetscapes.

~~A.1.~~ The street lights to be used in the area shall be of a standardized design throughout the Old Town Overlay District.

~~B.2.~~ Benches, outdoor seating, and trash receptacles are to be designed to match the architecture in the area.

~~C.3.~~ Benches and other streetscape items placed within the public right-of-way must not block the free movement of pedestrians, including people with disabilities. A minimum pedestrian walkway of five (5) feet shall be maintained at all times. Standards of the Americans with Disabilities Act (ADA) shall be observed.

~~(-12)N.~~ Lighting.

~~A.1.~~ All building entrances and exits shall be well-lit. The minimum lighting level for commercial, industrial, or multi-family residential building entrances is to be four (4) foot-candles. The maximum standard is to be ten (10) foot-candles. A lighting plan shall be submitted for review by the Development Review Board.

~~B.2.~~ Exterior lighting is to be an integral part of the architectural design and must complement the street lighting of the area, unless it is located at the side or rear of buildings in locations that are not facing a public street that is not an alley.

~~C.3.~~ In no case is lighting to produce glare on neighboring properties or public rights-of-way such that a nuisance or safety hazard results.

~~(-13)O.~~ Exterior storage.

~~A.1.~~ Exterior storage of merchandise or materials shall be subject to the fencing or screening standards of Section 4.176 of the Wilsonville Code. The Development Review Board may prescribe special standards for landscaping or other screening of walls or fences.

~~B.2.~~ Temporary outdoor displays of merchandise shall be permitted, subject to the conditions of the development permit or temporary use permit for the purpose. Where pedestrian access is provided, a minimum walkway width of five (5) feet shall be maintained at all times.

~~(-14)P.~~ Storage of Trash and Recyclables. Storage areas for trash and recyclables shall meet the applicable City requirements of Sections 4.179 and 4.430 of the Wilsonville Code.

~~(-15)Q.~~ Signs. Signs shall match the architecture of buildings in the area, and shall be subject to the provisions of Sections 4.156.01 through 4.156.11 of the Wilsonville Code. [Amended by Ord. No. 704, 6/18/12]



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: October 2, 2017		Subject: Memorial Park Dog Park/Community Garden Parking Lot Staff Member: Kerry Rappold, Tod Blankenship Department: Community Development, Parks and Recreation	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd 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 <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable Comments: Staff will be presenting the parking lot project to the Development Review Board in the fall of 2017.	
Staff Recommendation: For information and direction.			
Recommended Language for Motion: NA			
Project / Issue Relates To: <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>			
<input type="checkbox"/> Council Goals/Priorities		<input checked="" type="checkbox"/> Adopted Master Plan(s) Memorial Park Master Plan	<input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

Staff is requesting the City Council provide comment and guidance on recommended access improvements to Kolbe Lane, Schroeder Way, and Wilsonville Road for the proposed Memorial Park Dog Park/Community Garden parking lot.

EXECUTIVE SUMMARY:

At the August 7, 2017 City Council work session, Staff presented an informational update about the parking lot project that is proposed to serve the community garden and relocated dog park. A number of alternatives for providing access to the proposed parking lot were discussed with the City Council, which included improvements to the Schroeder Way/Rose Lane intersection, widening/opening the Boeckman Creek Bridge to vehicular traffic, shifting the access to Kolbe Lane, and making Schroeder Way a one-way street.

Staff recommended Kolbe Lane become the main access to the proposed parking lot, and the bridge be used in its current width and configuration as a one lane access for two-way traffic. Over the last month, staff has investigated a number of improvements to Wilsonville Road, Schroeder Way, Kolbe Lane, and the Boeckman Creek Bridge, which will improve conditions for vehicles, pedestrian and bicyclists accessing the parking lot (Exhibit A). These improvements include the following:

Kolbe Lane:

1. Install a row of delineators to the first driveway entrance, which will discourage eastbound, right-turn vehicles from straying into the northbound lane on the street.
2. Install additional gravel on the west side of the street to allow better pedestrian access.
3. Add 4-inch white striping (i.e., fog lines) along the side of the street to delineate edge of travel lanes and define areas for pedestrians, but maintain twenty feet clearance for travel lanes.
4. Install pedestrian symbols on asphalt to delineate areas for walking.
5. Install 25 mph speed limit signs on the street.

Wilsonville Road:

1. Remove or replace groundcover plants to improve line of sight.
2. Install additional pedestrian signage at the enhanced crosswalk.
3. Install "Pedestrian Ahead" advance signage for the enhanced crosswalk.
4. Continue to prune trees and vegetation at Kolbe Lane and Rose Lane intersections to maintain good sight distance.

Other:

1. Create a pedestrian pathway connection between Kolbe Lane and Murase Plaza.
2. Install stop signs, stop bar markings, and signage (i.e., "One Lane Bridge" and "Yield") on both sides of Boeckman Creek Bridge approach.
3. Dead end Schroeder Way at west end of cul-de-sac. Install removable bollard for emergency vehicle and maintenance access.

In addition, the Community Garden and Dog Park traffic was monitored in July and August to better understand the traffic demands for these areas during the peak use periods. The traffic data is being analyzed and summarized by staff and will be presented at the work session. ODOT staff performed an inspection of the Boeckman Creek Bridge and deemed it suitable for providing load-limited vehicular access as long as the railings are replaced to meet impact standards. In addition, ODOT will provide a load restriction for vehicular weight (i.e., trucks and larger vehicles).

EXPECTED RESULTS:

Based on City Council input, the consultant will prepare preliminary construction plans for the parking lot project based on the guidance provided by the City Council.

TIMELINE:

In the fall, the project will be presented to the Development Review Board for their approval. It is anticipated the project will be completed by the fall of 2018.

CURRENT YEAR BUDGET IMPACTS:

This project is part of the larger CIP project #9132, Memorial Park Master Plan Implementation. In FY 2017-18, a total of \$759,500 has been budgeted from Parks System Development Charges for this larger project. The parking lot is one component. The consultant contract fee for the parking project services is \$98,469, with \$580,000 set aside for design and construction. Due to delays associated with designing the project, construction will not occur until FY 2018-19.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: SCole Date: 9/21/2017

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 9/27/2017

COMMUNITY INVOLVEMENT PROCESS:

In developing the Memorial Park Master Plan, the community involvement process included an electronic City-wide survey, stakeholder meetings, three open houses, and website communications. The public input informed the location of facilities in the park, which included relocating the Dog Park near the Community Garden.

The consultant team and staff developed a fact sheet about the project. Targeted mailings have been sent to the surrounding neighborhood on Kolbe Lane, Schroeder Way, Rose Lane and Montgomery Way. These neighbors were invited to attend the Parks and Recreation Advisory Board and City Council meetings, or provide any comments to City staff in lieu of attending the meetings. In addition, a webpage has been developed for the project (<http://www.ci.wilsonville.or.us/873/Memorial-Park-Dog-Park---Community-Garde>), which will be periodically updated.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY (businesses, neighborhoods, protected and other groups):

As described in the Memorial Park Master Plan, the project will provide parking for the relocated Dog Park and the existing Community Garden. Without the parking lot improvements, it would not be possible to relocate the Dog Park.

Every effort will be made to minimize the disruption to the surrounding neighborhood and park users caused by the parking lot construction. Construction phasing and sequencing will be used to maintain access to the Community Garden and minimize impacts to the residents in the area. Signage and other information will keep the public informed about the project.

ALTERNATIVES:

Three concept plans were developed for the parking lot project. The preferred concept was selected by the Parks and Recreation Advisory Board.

CITY MANAGER COMMENT:

ATTACHMENTS:

1. Exhibit A

Exhibit A

remove/modify plants to low groundcover varieties

install additional ped signage at crosswalk

Install additional pedestrian ahead warning signage



PW has trimmed the trees/shrubs on east side of Kolbe to provide good sight distance. This will need to be a regular landscape maintenance item.

install additional gravel on west side of road to allow better ped access

install row of delineators to first driveway - discourage eastbound, right-turn vehicles from straying into northbound lane on Kolbe



add 4" white striping (fog lines) along edge of road to delineate edge of travel lanes and provide area for pedestrians.

Add 25 MPH signs on Kolbe Lane

leave 20 feet between 4" white lines for travel lanes

in the future pedestrian access pathway to park path is anticipated

Close street, install removable bollard for emergency vehicle access

add ped symbols on asphalt to delineate area for walking

add Stop Signs, stop bar markings, One Lane Bridge and Yield signage on both sides of bridge approach



CITY COUNCIL ROLLING SCHEDULE

Board and Commission Meetings 2017

Items known as of 09/27/17

October

DATE	DAY	TIME	EVENT	LOCATION
10/5	Thursday	6 p.m.	Coffee Creek Industrial Area - public informational meeting and open house	Republic Services, 10295 SW Ridder Road, Wilsonville
10/11	Wednesday	6 p.m.	Planning Commission	Council Chambers
10/12	Thursday	6 p.m.	Park and Recreation Advisory Board	Park and Recreation Administrative Offices
10/16	Monday	7 p.m.	City Council Meeting	Council Chambers
10/23	Monday	6:30 p.m.	DRB Panel B	Council Chambers
10/25	Wednesday	6:30 p.m.	Library Board	Library

November

DATE	DAY	TIME	EVENT	LOCATION
11/6	Monday	7 p.m.	City Council Meeting	Council Chambers
11/13	Monday	6:30 p.m.	DRB Panel A	Council Chambers
11/8	Wednesday	6 p.m.	Planning Commission	Council Chambers
11/20	Monday	7 p.m.	City Council Meeting	Council Chambers
11/27	Monday	6:30 p.m.	DRB Panel B	Council Chambers
11/22	Wednesday	6:30 p.m.	Library Board	Library

Community Events:

10/14 Tualatin Valley Fire and Rescue (TVF&R) Career Day
 10/21 Curiosity Café - Author Warren Easley
 10/26 Boones Ferry Park Master Plan workshop
 10/28 Harvest Festival
 11/10 City Offices Closed – Veterans Day
 11/15 Free Job Readiness Workshops – WorkSource Oregon
 11/18 Holiday Light Drive to PRI “Winter Wonderland”
 11/18 Curiosity Café - Holiday Card Making
 11/19 Free Job Readiness Workshops – WorkSource Oregon
 11/19 Holiday Light Drive to PRI “Winter Wonderland”
 11/20 Holiday Light Drive to PRI “Winter Wonderland”
 11/23 City Offices Closed – Thanksgiving Day
 11/29 Community Tree Lightning
 12/2 Reindeer Romp & Bullwinkle Bash
 12/16 Curiosity Café - Holiday Storytelling

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:30 p.m. on Monday, August 7, 2017. Mayor Knapp called the meeting to order at 7:39 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

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

Staff present included:

Bryan Cosgrove, City Manager
Jeanna Troha, Assistant City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Chris Neamtzu, Planning Director
Nancy Kraushaar, Community Development Director
Delora Kerber, Public Works Director
Susan Cole, Finance Director
Andy Stone, IT Manager
Jordan Vance, Economic Development Manager
Kimberly Rybold, Associate Planner
Kerry Rappold, Natural Resources Program Manager
Tod Blankenship, Parks Supervisor
Angela Handran, Community Outreach Specialist
Amanda Guile-Hinman, Assistant City Attorney
Mark Ottenad, Public / Government Affairs Director
Daniel Pauly, Senior Planner

Motion to approve the order of the agenda.

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

Vote: Motion carried 4-0.

COMMUNICATIONS

A. Metro Update

Craig Dirksen, councilor for Metro presented an update on Metro. Mr. Dirksen provided Council with handouts on the following: the June 2017 Regional Snapshot and the other handout on HB 2017-10. The presentation topics included a regional snapshot, transportation package, regional flexible funds, land use, 2040 planning and development grants, parks and nature, convention center hotel, and economic impact of venues.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

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.

Peter Kusyk suggested closing Schroeder and focusing the funds on improvements on Kolbe Way. Mr. Kusyk talked about the traffic to the community garden and dog park. He expressed concerned about the weight of garbage and construction vehicles over the bridge. Additionally, he submitted a letter for the record.

Vince Manley concerned because he is a new resident in town and was not sure of the process. Mr. Manley also expressed concerns about the bridge; including the vehicle and foot traffic.

City Manager Cosgrove recommended that staff contact Mr. Manley to provide him with background information on the issue.

Nathan Osborne opposes the dog park and community garden on Schroeder Way. Mr. Osborne echoed the first speaker's comments and supports deadening Schroeder Way. He also raised his concerns about the entire Master Plan process.

Forest Edwards addressed the Council regarding his concerns with the dog park. Like the other speakers, Mr. Edwards is in opposition of the dog park and community garden on Schroeder Way. Mr. Edwards wanted to address Council to insure they are considering all factors with their decision on relocating the dog park. His main concerns include heavy pedestrian and/or vehicle traffic, sight lines and visibility issues.

Edward Potheise lives on Schroeder Way and desires to see it dead-ended. Mr. Potheise is in opposition of moving the dog park from its current location. He is concerned about the foot traffic and people driving down the road to fast.

Steve Gregg appreciated staff for taking a hard look at the intersection. Mr. Gregg agreed with the comments of all the previous speakers. He too is in opposition of the dog park and community garden relocation and supports the idea of deadening the street. He requested that Council and staff consider potential future traffic impacts due to Frog Pond when considering options.

Sharon Selvaggio, Healthy Wildlife and Water Program; submitted a letter of support via email for the proposed Resolution No. 2650 Designating the City of Wilsonville as a Bee City USA Affiliate.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

MAYOR'S BUSINESS

Mayor Knapp asked to pause and take a moment to remember Jon Gail who passed on July 21.

A. Upcoming Meetings

Mayor Knapp mentioned upcoming meetings and past meetings, he attended on behalf of the City. He noted that the next Council meeting will be Thursday, August 24 due to the solar eclipse on Monday, August 21.

B. Relay for Life Proclamation (staff – Handran)

Angela Handran, Community Outreach Specialist introduced Relay For Life board member Mr. Wolfer. He invited Council to view the luminary bags displayed in Council Chambers, while he spoke about the event. Mr. Wolfer extended an invitation to Council to attend the event, which is scheduled to take place on August 17, at Town Center Park starting at 6 p.m.

Mayor Knapp read the proclamation into the record, declaring the 7th day of August as “Wilsonville Relay For Life Day”. Mayor Knapp then presented the Relay For Life committee with a copy of the proclamation and took photos with the group.

C. Library Board Reappointments

1. Reappointment of Caroline Berry to for a second term beginning 7/1/17 to 6/30/21.

Motion to reappoint Caroline Berry to the Library Board.

Motion: Councilor Lehan moved to ratify the reappointment of Caroline Berry to the Library Board with a term from 7/1/17 to 6/30/21. Councilor Stevenson seconded the motion.

Vote: Motion carried 4-0.

D. Tourism Promotion Committee Reappointments

1. Reappointment of Jeff Brown to Position 3 for a second term beginning 7/1/17 to 6/30/20.
2. Reappointment of Albert Levit to Position 4 for a second term beginning 7/1/17 to 6/30/20.

Motion to reappoint Jeff Brown and Albert Levit to the Tourism Promotion Committee.

Motion: Councilor Lehan moved to ratify the reappointments of Jeff Brown and Albert Levit to the Tourism Promotion Committee. Councilor Stevenson seconded the motion.

Vote: Motion carried 4-0.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

COUNCILOR COMMENTS

- A. Council President Starr commented that Jon Gail will be missed.
- B. Councilor Stevens had no report.
- C. Councilor Lehan echoed the comments about Jon Gail.

PUBLIC HEARING

Ms. Jacobson read the title of Ordinance No. 807 into the record on first reading. Ms. Jacobson then clarified it was 2,206 square feet.

A. **Ordinance No. 807** – 1st Reading

An Ordinance Of The City Of Wilsonville Annexing Approximately 2,206 Square Feet Of Territory On The South Side Of SW Advance Road West Of SW 63rd Avenue Into The City Limits Of The City Of Wilsonville, Oregon. The Territory Is More Particularly Described As An Eastern Portion Of Tax Lot 2100 Of Section 18, T3S, R1W, Clackamas County, Oregon, West Linn-Wilsonville School District, Owner. (staff – Rybold)

Mayor Knapp provided the land use public hearing format and opened the public hearing on Ordinance No. 807 at 8:51p.m.

No Councilors abstained, declared a conflict of interest, and/or reported any ex parte contact.

Kimberly Rybold, Associate Planner presented the staff report along with a PowerPoint presentation.

Ms. Rybold announced as required by statute the criteria applicable to this application is stated on page 2 of the staff report, and has been entered into the record as Exhibit A, Attachment 3 of Ordinance No. 807. Copies of the report made available to the public.

Staff report executive summary.

The subject property was acquired by the West Linn-Wilsonville School District in order to complete the required improvements for SW 63rd Avenue. This road will provide access to Meridian Creek Middle School, which is currently under construction, along with a public park that is planned on the east side of SW 63rd Avenue. Annexation of this property will allow for dedication of the right-of-way to the City of Wilsonville. A minor UGB amendment was recently approved by Metro to bring the 2,206 square-foot site into the UGB.

End of executive summary.

Tim Woodly, Director of Operations for the West Linn for Wilsonville School District spoke on behalf of the School District. He appreciated Council and the Development Review Board (DRB) for their work, and agreed with the staff report and the recommendation.

Mayor Knapp invited additional speakers, seeing none he closed the public comment at 8:57 p.m.

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Motion: Councilor Starr moved to approve Ordinance No. 807 on first reading. Councilor Lehan seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES:

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

Mayor Knapp stated that if anyone desires to appeal this decision to LUBA, they must make an application stating the grounds for the appeal and file the appeal with LUBA as prescribed by State Law.

NEW BUSINESS

A. Resolution No. 2649

A Resolution Of The City Of Wilsonville Establishing The Methodology For The Preliminary Frog Pond West Infrastructure Supplemental Fee And The Boeckman Bridge Transportation Mitigation Fee, And Establishing A Fund. (staff – Kraushaar/Cole/Guile-Hinman)

Ms. Jacobson read the title of Resolution No. 2649 into the record.

Community Development Director Nancy Kraushaar, Finance Director Susan Cole, and Assistant City Attorney Amanda Guile-Hinman finished the presentation started earlier in Work Session.

Staff report.

ISSUE BEFORE COUNCIL: On July 17, 2017, City Council approved the Frog Pond Master Plan (“Master Plan”). The Frog Pond Master Plan included a Frog Pond West Infrastructure Funding Plan providing for the distribution of costs for the north half of Boeckman Road, the west half of Stafford Road, and the Neighborhood Park (“Unfunded Projects”) through an infrastructure supplemental fee (“Infrastructure Supplemental Fee”). The Infrastructure Funding Plan contemplates a City-led development effort for these Unfunded Projects, although the fiscal responsibility for funding will be with the Frog Pond West developers. Details on the Infrastructure Supplemental Fee and the Boeckman Bridge transportation mitigation fee (“Boeckman Bridge Fee”) (collectively, the “Frog Pond West Fees”) are discussed below.

EXECUTIVE SUMMARY: The Resolution details how Frog Pond West developers make financial contributions for the Unfunded Projects and the future Boeckman Bridge adjacent to Frog Pond West while the City leads the development of these projects. The figure below details the current estimated cost of the Unfunded Projects and the estimated financial contribution by developers.

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The Resolution also details the incorporation of a Boeckman Bridge Fee, separate from the Infrastructure Supplemental Fee, which will directly fund the unfunded portion of the proposed Boeckman Bridge, proportionate to the impact of Frog Pond West.

Projects	Total Project Cost Public Sector Construction	Oversize Components (City SDCs)	City Share	Net Project Cost to Recover (rounded)	Number of EDUs	Allocation per EDU	Admin Overhead 12.0%	Total Allocation per EDU
Boeckman Rd	3,747,161	122,986	2,026,941	1,597,000	538	2,970	356	3,326
Boeckman Rd sanitary sewer	690,625	265,756	-	425,000	490	870	104	974
Stafford Rd	2,585,548	439,544	-	2,146,000	538	3,990	479	4,469
Stafford Rd sanitary sewer	213,281	20,312	-	193,000	490	390	47	437
Stafford Rd water	365,625	71,094	-	295,000	472	630	76	706
Neighborhood parks	2,407,221	-	-	2,407,000	457	5,270	632	5,902
Total	10,009,461	919,692	2,026,941	7,063,000		14,120	1,694	15,814

1) Unfunded Projects: The unfunded projects for the Frog Pond West development are the north half of Boeckman Road, the west half of Stafford Road, and the Neighborhood Park, included in the chart above. These projects are the fiscal responsibility of Frog Pond West developers. In the interest of a more efficient and expedient completion of these projects, the City has elected to lead the development of these Unfunded Projects while collecting fees from the developers. This will allow the City to exercise more quality control over the projects. This will also allow the City to respond more effectively to changes in schedules and will allow development to follow a more flexible and unified plan.

The proposed Infrastructure Supplemental Fee is in addition to the regular system development charges (SDCs) collected from Frog Pond West developers and will directly fund the Unfunded Projects only. The Infrastructure Supplemental Fee is calculated based on equivalent dwelling units (EDUs) projections of completed Frog Pond West development at an 80% "underbuild." The Infrastructure Supplemental Fee may be adjusted twice each year, beginning July 15, 2018, based on inflation and several other factors, which ensures that the fee will keep up with development as actual costs of development become realized.

2) Boeckman Bridge: Frog Pond West developers will be responsible for their share of the Boeckman Bridge. The Resolution accounts for this share using a Boeckman Bridge Fee that is proportional to Frog Pond West's share of the long-range trip forecast for the bridge.

This Boeckman Bridge Fee is separate from and in addition to the Infrastructure Supplemental Fee and regular SDCs. It is applicable only to the construction of the unfunded portion of the Boeckman Bridge. The Boeckman Bridge Fee is based on the average daily trips forecast for the Boeckman Bridge in 2035. Since the projected 2035 average daily trips for Frog Pond West's

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residential development is 9.2%, the amount to be raised by Frog Pond West's residential development will be 9.2% of the total unfunded portion of the bridge. The actual fee will vary depending on how much of the Boeckman Bridge will be unfunded.

Boeckman Bridge is currently estimated to cost \$14 million. For each \$1 million of "net unfunded" bridge cost (not covered by the Urban Renewal Agency (URA) or other citywide sources), the fee would be \$161 (9.2% times \$1,000,000, divided by 571 housing units). The actual fee will depend on the unfunded portion of Boeckman Bridge, for example:

- If \$2 million unfunded, the fee per EDU would be \$322
- If \$10 million unfunded, the fee per EDU would be \$1,610
- If \$14 million unfunded, the fee per EDU would be \$2,254

EXPECTED RESULTS: Adoption of the Frog Pond West Fees will ensure efficient completion of the Unfunded Projects and Boeckman Bridge, as well as an equitable distribution of the costs of these projects to developers.

TIMELINE: The Resolution becomes effective on adoption by City Council.

CURRENT YEAR BUDGET IMPACTS: At this time, the impact on the current year budget is not known. The south half of Boeckman Road is included in the five-year Capital Improvement Program (CIP), slated for fiscal year 2018-19. It is possible that design for both the south and north sections of Boeckman Road could begin this budget year, in which case a Budget Supplemental would be necessary.

COMMUNITY INVOLVEMENT PROCESS: Throughout the process of drafting the Infrastructure Funding Plan, which this Resolution implements, there has been extensive collaboration between the project team and interested parties. This collaboration has allowed for vetting of many issues resulting in the Infrastructure Funding Plan that was adopted as part of the Master Plan, which guides this Resolution. In addition, the Frog Pond Master Plan has been the topic of public hearings and public open houses.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY: The approval of the Frog Pond West Fees will ensure a more efficient completion of the Unfunded Projects and Boeckman Bridge, which will lessen the traffic burden on citizens.

ALTERNATIVES: Frog Pond West developers could pay for their portion of the Unfunded Projects and complete the Unfunded Projects themselves. However, Frog Pond West developers have expressed extreme aversion to that alternative and it would likely cause significant delays in the completion of the development projects.

End of staff report.

Presentation appended to the minutes.

Ms. Guile-Hinman disclosed that the reason the methodology for the preliminary Frog Pond West infrastructure supplemental fee and the Boeckman Bridge transportation mitigation fee has come

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to Council's attention now is that developers are submitting plans to the City to develop within Frog Pond West. The Planning Department has upcoming pre-application meetings with developers. In addition, staff is aware that developers will pursue development quickly within Frog Pond West. Rather than playing catch up staff is attempting to get ahead of the rush. In order for staff to do, so necessary tools must be put into place to ensure that development is done correctly, safely and is fully funding.

Staff is aware that fifteen thousand eight hundred fourteen dollars (\$15,814) has been the number published regarding the infrastructure supplemental fee in particular. There have been numerous caveats and revisals to that number. However, that number is the published number that developers have been relying on. By establishing this methodology, it signals that fifteen thousand eight hundred fourteen dollars (\$15,814) is no longer an estimate but the number the City has adopted. Additionally, it places developers on notice of when and how that number will be adjusted. This resolution provides context and more certainty for developers regarding their cost estimates. This is needed for some developers to move forward on purchasing land and developing in Frog Pond West. Staff also believes it is important to adopt this number through this resolution while they have buy in from the developers. This resolution fine-tunes the provisions that are already included in the adopted infrastructure-funding plan as part of the Frog Pond West Master Plan.

Councilor Starr expressed concerns on what is to be done about the bridge, giving the issues of unknown funding. Ms. Guile-Hinman answered that the first building permits will not be issued until late spring 2018 at the earliest. Moreover, the Urban Renewal should be decided in early 2018 therefore regardless of the outcome staff will have information at that time of where developers will be obtaining building permits. The only document that will obligate developers to pay the Boeckman Bridge fee before staff knows the outcome of Urban Renewal may be the development and annexation agreements. These can be amended and are not yet finalized. Each agreement will be tailored to the specific development, and be subjected to approval by Council.

Ms. Guile-Hinman added to the extent the bridge is not fully funded there is a percentage that will be calculated for Frog Pond East and Frog Pond South developments, similarly to how Frog Pond West was calculated. That study has yet to be done in the concept-planning phase. Some traffic studies have been performed but the level of detail that was performed for Frog Pond West has not been completed yet. The idea would be that both Frog Pond East and Frog Pond South would have to pay their portioned share, with the fee to be paid to the City.

Frog Pond West could not pay for the whole bridge by itself. In the event that additional funding sources are needed, that would then be the time to calculate how Frog Pond East and South might be contributing some additional money. If an increase needed an option might be to increase SDCs or some other method.

Ms. Kraushaar commented that Council could consider creating some sort of reimbursement district, where for example a building permit could be set it up to pay back the Urban Renewal fund or the City. If that was a decision Council wanted to make in the future, they could choose to set aside Urban Renewal for any amount of the bridge. However, legal counsel would need to confirm whether or not you could form such district before it was located into the UGB.

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Ms. Kraushaar added that if there were annexations/development agreements before that it should be made clear that there is uncertainty, and they are signing off on that uncertainty of the bridge costs.

Ms. Guile-Hinman mentioned that the template can be modified, but it does say it is the fee for the portion of the bridge that is unfunded. Therefore, if the bridge were fully funded there would not be a fee.

Mayor Knapp appreciated the clear answers to the questions that were asked in work session.

Motion: Councilor Stevenson moved to approve Resolution No. 2649. Councilor Lehan seconded the motion.

Vote: Motion carried 4-0.

B. Resolution No. 2650

A Resolution Of The City Of Wilsonville Designating The City Of Wilsonville As A Bee City USA® Affiliate (staff – Rappold)

Ms. Jacobson read the title of Resolution No. 2650 into the record.

Kerry Rappold provided background and the reason for Resolution No. 2650.

In support of City Council Goal to become a bee city, to maintain the Bee City USA designation the following must be completed:

1. Annually celebrate National Pollinator Week or some other appropriate occasion with educational events, pollinator habitat plantings, or restoration, proclamations, or promotions that showcase the City's commitment to enhancing pollinator health and habitat.
2. Install and maintain at least one authorized Bee City USA street sign in a prominent location, and create and maintain a webpage on the City website which includes, at minimum, a copy of this resolution, links to the national Bee City USA website, contact information for the City's Bee City USA liaison – the Natural Resources Program Manager, contact information for the Parks and Recreation Advisory Board, and reports of the pollinator-friendly activities the community has accomplished in the previous year(s).
3. Develop and implement a program to create or expand pollinator-friendly habitat, which can include, but is not limited to:
 - a. Identification and inventory of City real property that can be enhanced with pollinator-friendly plantings;
 - b. Creation of a recommended locally native species list to include forbs, grasses, vines, shrubs, and trees and a list of local suppliers for those species;
 - c. Creation of a least toxic integrated pesticide management plan;
 - d. Dissemination of informational and educational materials to the public; and

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- e. Tracking annual area of pollinator habitat created or enhanced by square footage and/or acreage.
- 4. Adopt, through the City Council, a policy in the Parks and Recreation Master Plan to acknowledge and commit to the Bee City USA designation.
- 5. Review pesticide management policies and practices as they relate to pollinator conservation, identify appropriate locations for pollinator-friendly plantings, and consider other appropriate measures.
- 6. After completing the first full year as a Bee City USA affiliate, each January, apply for renewal of the City of Wilsonville's Bee City USA designation following the format provided by Bee City USA, including a report of the previous year's Bee City USA activities, and paying the renewal fee based on the City's population. The costs associated with the Bee City USA program will be rather minor (i.e., signage, pollinator celebration, and reporting requirements) due to the existing work being completed with the Bee Stewards program. Annual costs are estimated to be \$10,000 - \$15,000 to implement the Bee City USA program, which will be primarily for staff time. The annual Bee City USA fee is \$200.

Motion: Councilor Lehan moved to adopt Resolution No. 2650 designating Wilsonville as a Bee City. Councilor Starr seconded the motion.

Vote: Motion carried 4-0.

C. Appeal of Planning Director's Interpretation – Jordan Ward (staff – Neamtzu)

Formal request submitted via email from Jordan Ward ("Appellant") through Chris Neamtzu, Planning Director to City Council. Mr. Ward requested that the Appeal of Planning Director's Interpretation be removed from the August 7, 2017 agenda and rescheduled to the September 18, 2017 Council meeting.

Motion: Councilor Lehan moved to continue item C. Planning Director's Interpretation at the request of the applicant to Monday, September 18. Councilor Starr seconded the motion.

Vote: Motion carried 4-0.

CITY MANAGER'S BUSINESS

City Manager Bryan Cosgrove requested to move his review to first meeting in September and Council agreed.

Mr. Cosgrove presented the following business items:

A. Work Plan Updates Quarter 2

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B. Work Plan 2017-2018

Additionally, Mr. Cosgrove thanked the Councilors for being present at the memorial ceremony for Jon Gail. He expressed gratitude towards the Parks and Recreation Department, and IT Department for the help they provided in setting up the memorial.

Announced the City received a windfall of about net \$750,000 in the transit fund that will make the five-year forecast line flip to the positive. Thanked legal and the former transit director.

LEGAL BUSINESS

A. Regulation of Panhandling and Related Constitutional Limitations

City Attorney Barbara Jacobson discussed the informational memo she provided Council in regards to the regulation of panhandling and related constitutional limitations.

Memo appended to the minutes.

ADJOURN

Mayor Knapp adjourned the meeting at 9:50 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Mayor



Frog Pond West Infrastructure Funding Resolution

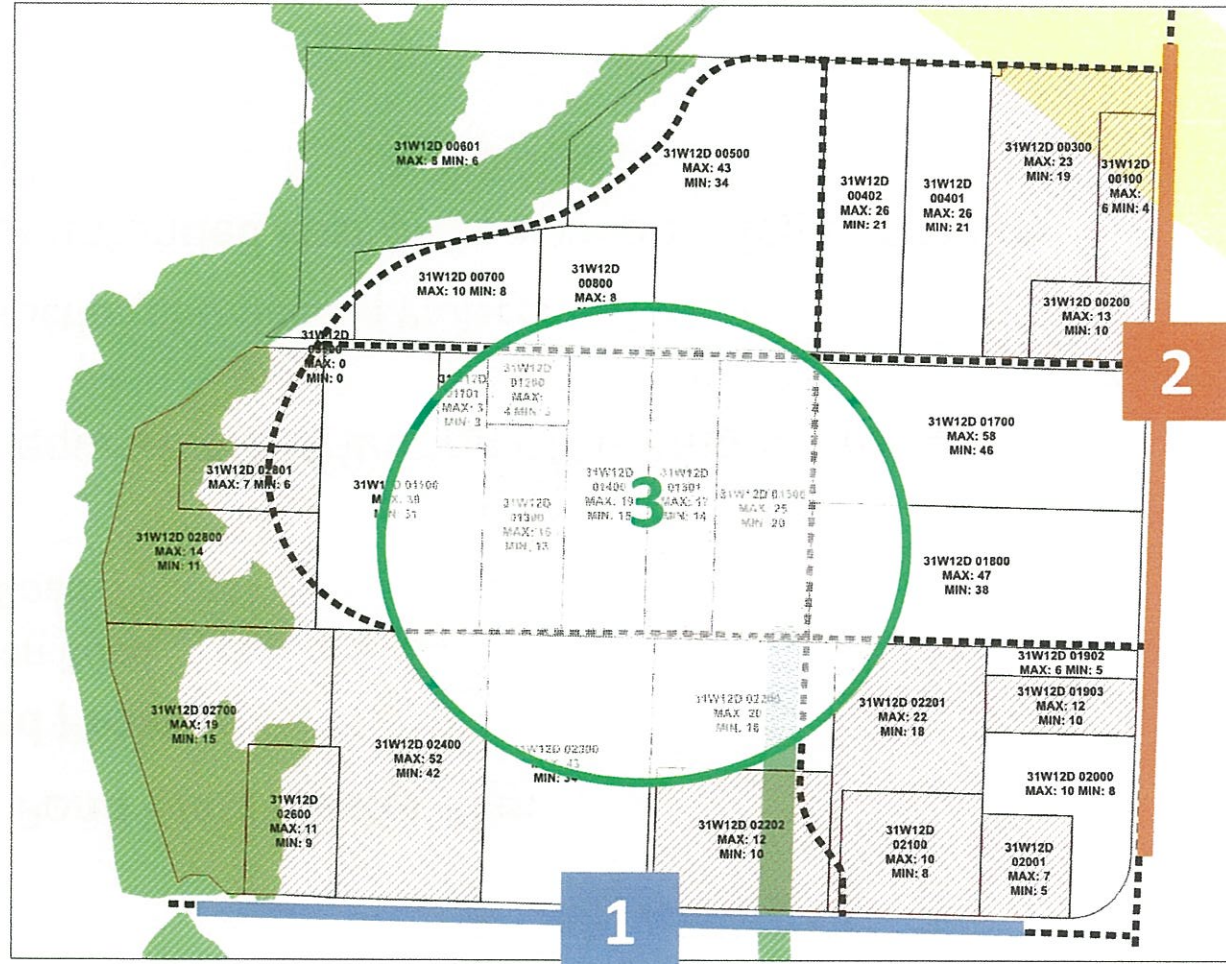
Council Work Session – August 7, 2017

Unfunded Projects

1. Boeckman Road including sanitary sewer
2. Stafford Road including sanitary sewer and water
3. Neighborhood Park

Off-site Infrastructure

- Boeckman Bridge



The Frog Pond West Infrastructure Funding Plan

- Adopted as part of the Frog Pond West Master Plan
- Identified three (3) Unfunded Projects
 - Northern portion of Boeckman Road
 - Western portion of Stafford Road
 - Neighborhood Park
- Stated preferred strategy of equitable distribution of Unfunded Projects' costs
 - Also preferred City-led construction of Unfunded Projects
- Acknowledged percentage of unfunded cost of Boeckman Bridge borne by Frog Pond West development



Infrastructure Funding Resolution

- Infrastructure Supplemental Fee for the 3 Unfunded Projects
- Boeckman Bridge Transportation Mitigation Fee for Boeckman Bridge; separate from Infrastructure Supplemental Fee
 - Boeckman Bridge has possible other funding sources (urban renewal/SDCs) and only a small percentage of the cost is the responsibility of Frog Pond West development
- Initial Infrastructure Supplemental Fee is \$15,814 per Equivalent Dwelling Unit (EDU)
- Initial Boeckman Bridge Fee is \$161 per \$1 million of bridge cost not funded from other sources

Infrastructure Supplemental Fee - Methodology

- Equitable distribution of the 3 Unfunded Projects' costs and assuming 80% build-out

Projects	Total Project Cost Public Sector Construction	Oversize Components (City SDCs)	City Share	Net Project Cost to Recover (rounded)	Number of EDUs	Allocation per EDU	Admin Overhead 12.0%	Total Allocation per EDU
Boeckman Rd	3,747,161	122,986	2,026,941	1,597,000	538	2,970	356	3,326
Boeckman Rd sanitary sewer	690,625	265,756	-	425,000	490	870	104	974
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Stafford Rd water	365,625	71,094	-	295,000	472	630	76	706
Neighborhood parks	2,407,221	-	-	2,407,000	457	5,270	632	5,902
Total	\$10,009,461	\$919,692	\$2,026,941	\$7,063,000		\$14,120	\$1,694	\$15,814

Calculated by applying total estimated cost of each of the Unfunded Projects (2nd column), less oversize components and City contribution (3rd and 4th columns), divided over number of EDUs (6th column) and then adding in administrative overhead of 12% (8th column).



Boeckman Bridge Fee - Methodology

- Based on average daily trips (ADT) projected in 2035 for Frog Pond West
- Frog Pond West development responsible for 9.2% of total unfunded cost of Boeckman Bridge, divided among 571 EDUs (total build-out)
 - For every \$1 million of unfunded bridge cost, Boeckman Bridge Fee will be \$161 ($9.2\% \times \$1 \text{ million} \div 571 \text{ EDUs} = \161)
 - If \$2 million unfunded, the fee per EDU will be \$322 ($2 \times \161)
 - If \$10 million unfunded, the fee per EDU will be \$1,610 ($10 \times \161)
 - If \$14 million unfunded, the fee per EDU will be \$2,254 ($14 \times \161)
- If Boeckman Bridge is fully funded through other sources (urban renewal), then no fee required



Adjustment of Fees

- Infrastructure Supplemental Fee and Boeckman Bridge Fee each adjusted bi-annually beginning July 15, 2018
 - May be adjusted each July 15 and January 15 beginning July 15, 2018
 - Allows adjustment based on any or all of several factors:
 - Construction Cost Index
 - Interest/financing costs incurred by the City
 - New cost estimates from planning/design
 - Actual design and construction costs as projects completed
 - Revisions to City Public Works Standards
 - Number of EDUs
 - Other unanticipated costs or revenue offsets



Payment and Recording of Fees

- Payment of Infrastructure Supplemental Fee and Boeckman Bridge Fee due at issuance of building permit
- City creating a Frog Pond West Fund to record collection of payments
- If funds remaining in Frog Pond West Fund, will be used for capital projects for Frog Pond West
- Developers have to enter into Annexation and Development Agreements obligating them to pay the Infrastructure Supplemental Fee and Boeckman Bridge Fee at issuance of building permit



MEMORANDUM

TO: Honorable Mayor and City Council
City Manager

FROM: Barbara Jacobson, City Attorney
Amanda Guile-Hinman, Assistant City Attorney

DATE: July 25, 2017

RE: **Regulation of Panhandling and Related Constitutional Limitations**

I. STATEMENT

This memorandum discusses the legality of regulating panhandling or solicitations by individuals on public sidewalks, in the public right of way, or on other public property. As discussed more fully below, prohibition of panhandling or solicitation on public property is generally unconstitutional under both the Constitution of the State of Oregon and the Federal Constitution.

A few cities in Oregon have passed ordinances prohibiting “abusive solicitation” or the “unlawful transfer” of items from a vehicle to an individual outside the vehicle while the vehicle is in the vehicle section of the public right of way. These approaches attempt to limit panhandling without violating Oregon and federal constitutional protections but, thus far, are untested in Oregon courts.

II. LEGAL ISSUES

1. Are panhandlers on public property protected under the Oregon or Federal Constitutions?
2. What ordinances have other cities in Oregon enacted regarding panhandling?
3. Can the City regulate panhandling on private property?
4. How is panhandling defined in the Wilsonville Code?

III. SHORT ANSWERS

1. Yes. Panhandlers are protected on public property under Article I, Section 8 of the Oregon Constitution and also under the First Amendment to the U.S. Constitution. An

exception to this protection is where there is a real and legitimate health and safety concern or violation of a law that outweighs free speech (“strict scrutiny test”).

2. Several cities have passed “unlawful transfer” ordinances, which make it unlawful to transfer control or possession of any item within the vehicle to a pedestrian within the vehicle portion of the public right of way. Generally, the “unlawful transfer” ordinances fine the individual in the vehicle, not the pedestrian. Springfield gained a lot of press when it passed such an ordinance, against the advice of legal counsel and the police. To date, they have not issued any tickets under this ordinance.
3. The City cannot regulate panhandling on private property unless, again, there is a serious and imminent health and safety concern or violation of a law.
4. Under current City Code, “Panhandling” means any solicitation made in person upon any street, public place, or park in the City in which a person requests an immediate donation of money or other gratuity from another person, and includes seeking donations: “(a) By vocal appeal or for music, singing or other street performance... However, panhandling shall **not** include the act of passively standing or sitting nor performing music, singing or other street performance with a sign or other indication that a donation is being sought, without any vocal request other than response to an inquiry by another person” (emphasis added). In other words, a person standing quietly with a sign asking for money on the sidewalk or at the side of the road is **not** a panhandler under the Wilsonville Code.

IV. DISCUSSION

A. Constitutionality of Anti-Panhandling Ordinances

1. Constitutionality Under Article I, Section 8 of the Oregon Constitution

Oregon’s constitutional right to freedom of speech (Article I, Section 8) prohibits any law “restraining the free expression of opinion, or restricting the right to speak, write, or print freely on any subject whatever; but every person shall be responsible for the abuse of this right.”

Article I, Section 8 is “a very broad prohibition” on what the government is not allowed to restrict. *State v. Ciancanelli*, 339 Or 282, 293 (2005).

Historically, Oregon places an “especially high value on individual liberty” (*id.* at 306), and so Oregon courts view the adoption of Article I, Section 8 as “intended to prohibit any laws directed at restraining verbal or nonverbal expression of ideas of any kind.” *Id.* at 311. The

ACLU of Oregon notes that the free speech guarantee in the Oregon Constitution is widely considered one of the nation's strongest in the country. Oregon courts divides laws that may implicate expression into three (3) categories:

- (1) "laws that explicitly and in terms prohibit speech itself, regardless of whether the speech causes or is an attempt to cause harm." An example of this category is a law prohibiting obscenities. These laws are facially unconstitutional unless there is "some historical exception that was well established when the first American guarantees of freedom of expression were adopted and that the guarantees then or in 1859 demonstrably were not intended to reach." *State v. Rich*, 218 Or App 642, 646 (2008) (emphasis added).
- (2) "laws that prohibit the accomplishment of, or attempt to accomplish, harm and specify that one way that the harm might be caused is by speech." An example of the second kind of law is a statute prohibiting one person from using a verbal threat to coerce another person into doing something he/she does not want to do. These types of laws are "presumptively constitutional unless they are incurably overbroad." *Id.* (emphasis added).
- (3) "laws that, without reference to or specification of speech, prohibit the accomplishment of, or attempt to accomplish, harm that, in some circumstances, could be caused by speech." An example of the third kind of law is a trespass statute that, although it does not mention speech or expression, could be enforced against a political protester engaged in political expression. These laws are facially constitutional, but they could violate Article I, Section 8 depending on the particular facts of the case, in other words, an as-applied challenge. *Id.* (emphasis added).

Regulations against panhandling have difficulty not being classified under the first type of laws regulating expression. This is because a regulation against panhandling is targeting individuals who are asking for money, employment, or other items – in other words, it is regulating individuals simply based on their speech. When a law punishes speech, it is *per se* unconstitutional unless there is a historical exception to free speech guarantees. *Id.* at 647. Such historical exceptions are perjury, solicitation of a crime (i.e., inducing someone else to commit a crime), some forms of theft, forgery, and fraud. *State v. Robertson*, 293 Or 402, 412 (1982). It must be noted, however, even if a law does fall under a historical exception under Oregon law, it must still be narrowly construed under federal law "to avoid over breadth or to scrutiny of its

application to particular facts.” *Id.* In other words, the federal strict scrutiny test will be applied even though the law or regulation is based on a historical exception limiting speech.

Unsurprisingly, litigation in Oregon repeatedly demonstrates that regulating panhandling violates an individual’s freedom of speech under Article I, Section 8 and does not fall under a historical exception. In 1996, the ACLU of Oregon represented an individual who was convicted of unlawful solicitation under ORS 814.090(1), which prohibited a person from soliciting employment or business or from selling or soliciting contributions from persons in a vehicle on or near a highway. *City of Springfield v. Aquizap*, 144 Or App 190 (1996). The State conceded that ORS 814.090(1)(a) violated Article I, Section 8 of the Oregon Constitution. The Oregon Court of Appeals affirmed the State’s concession. However, the statute remained “on the books” for several years. During that time, at least one other case was settled because the law had previously been ruled unconstitutional. As reported by *The Oregonian*, in 2004, the City of Portland agreed to pay \$19,500 to a man who accused Portland of violating his free speech rights by illegally arresting him for panhandling at freeway off-ramps. In 2005, the Oregon State Legislature repealed the law on the basis that it was unconstitutional.¹

In 2008, the City of Medford banned panhandling at intersections, near ATMs, and in public parking lots. In response, on March 3, 2008, the ACLU of Oregon filed a lawsuit against the City, *Volkart v. City of Medford*, alleging the ordinance violated Article I, Section 8. In 2009, the Jackson County Circuit Court ruled the ban was unconstitutional, finding that it violated Article I, Section 8. Medford appealed to the Oregon Court of Appeals, and on June 15, 2009, the Court of Appeals assigned the case to the Appellate Settlement Conference Program. Medford amended its Ordinance throughout the litigation, and again in 2010, and now prohibits

¹ As discussed below, in 2008, ORS 814.070 was amended to regulate requests for money or other items on public highways.

only “abusive solicitation,” which is similar to WC 10.310(4). Medford likely chose to adopt an “abusive solicitation” ordinance so it would fall under the second type of laws discussed above, that is, laws that are presumptively constitutional because they prohibit the accomplishment of, or the attempt to accomplish, harm that might be caused by speech. There has not been a legal challenge to this law, and the City Attorney does not know if anyone has ever been cited under it.

Given that Oregon’s strong constitutional right to free speech dictates that laws punishing speech are *per se* unconstitutional unless some historical exception exists, prohibiting panhandling or solicitations for money or other goods, in and of itself, is unconstitutional because such a prohibition would be regulating the content of an individual’s speech by preventing such person from simply asking for money or other hand-outs.

2. Constitutionality of Anti-Panhandling Ordinances under the First Amendment of the Federal Constitution

Federal jurisprudence analyzing regulations on speech under the First Amendment of the U.S. Constitution establishes a high burden that governments must meet in order to legally regulate speech. A municipality may create “reasonable regulations governing the time, place or manner of speech.” *American Civil Liberties Union of Idaho, Inc. v. City of Boise*, 998 F.Supp.2d 908, 915 (D. Idaho 2014). To satisfy the Federal Constitution, such regulations must meet three criteria: “(1) it must be content-neutral; (2) it must be narrowly tailored to serve an *[sic]* significant governmental interest; and (3) it must leave open ample alternative channels for communication of the information.” *Id.* at 916. If the regulation is not content neutral, i.e., it regulates the content of speech, then the regulation must withstand a “strict scrutiny review.” That means the city must show its ordinance is the least restrictive means of furthering a compelling government interest and the ordinance is necessary to achieve that interest. *Id.*

Content-based ordinances are presumptively unconstitutional because meeting the strict scrutiny test is virtually impossible.

Both the Ninth Circuit (federal appellate court for Oregon) and courts within the Ninth Circuit² have found that regulations against panhandling or solicitations on sidewalks are content-based restrictions and are unconstitutional. In the Ninth Circuit case of *Comite de Jornaleros de Redondo Beach v. City of Redondo Beach*, 657 F.3d 936 (9th Cir. 2011), the court held that a city ordinance prohibiting solicitation of business, employment, and contributions on streets and highways violated the First Amendment under the U.S. Constitution. In that case, the court examined whether the prohibition was overbroad, which occurs when “a substantial number of its applications are unconstitutional, judged in relation to the statute’s plainly legitimate sweep.” *Id.* at 944. The court began its analysis of whether the prohibition was overbroad by stating that solicitation is protected expression under the First Amendment and also that “[p]ublic streets and sidewalks occupy a special position in terms of First Amendment protection.” *Id.* at 945 (internal quotation and citation omitted). Because the ordinance regulated protected speech – solicitations – in a public forum – on streets and highways – the court applied the “time, place, and manner test,” which allows the government to impose reasonable restrictions on the time, place, or manner of protected speech, “provided the restrictions are justified without reference to the content of the regulated speech, that they are narrowly tailored to serve a significant governmental interest, and that they leave open ample alternative channels for communication of the information.” *Id.* (internal quotation and citation omitted).

² Since Oregon is under the Ninth Circuit’s jurisdiction, a federal challenge to a city ordinance must abide by precedent from the Ninth Circuit (unless overturned by the U.S. Supreme Court).

The court looked at whether the ordinance was narrowly tailored, explaining the government has the burden of showing that “the remedy it has adopted does not burden substantially more speech than is necessary to further the government’s legitimate interests.” *Id.* at 948. (internal quotation and citation omitted). The court held that the regulation was not narrowly tailored because there were several examples of prohibited speech that do not cause the types of problems that motivated the ordinance. For example, the ordinance applied to children selling lemonade on the sidewalk outside their homes, Girl Scouts selling cookies on the sidewalk outside their school, sign bearers on sidewalks seeking customers or offering handbills, motorists who stop on a residential street to inquire whether a neighbor’s daughter or son would be interested in performing yard work or babysitting, or school children shouting and holding “car wash” signs to passing vehicles for a car wash fundraiser. *Id.*

In examining whether an ordinance is narrowly tailored, it is unlikely to be narrowly tailored if less restrictive means of achieving the same goals exist. The court reasoned, “Though we cannot apply a stringent least-restrictive-alternative test, we also cannot uphold the Ordinance if it burdens substantially more speech than is necessary to protect traffic safety and flow.” *Id.* at 949 (internal quotation and citation omitted). The court noted that the city had various laws that could achieve the results it sought without burdening speech, such as laws prohibiting jaywalking, stopping a car so as to obstruct the normal movement of traffic, or city ordinances prohibiting standing in roadways other than in crosswalks if doing so interferes with the lawful movement of traffic. *Id.* The court held the ordinance was not so narrowly tailored to achieve a compelling city interest and so was facially unconstitutional.

The key distinction between the First Amendment of the U.S. Constitution and Article I, Section 8 is that Oregon’s Constitution is even more protective of free speech than is the federal

Constitution. Oregon courts cannot examine whether an ordinance is narrowly tailored to a compelling governmental interest unless there is a historical exception allowing limiting speech, such as perjury or fraud. If the ordinance regulates speech – which regulating panhandling or solicitation does – then only a historical exception will prevent a state court ruling it unconstitutional on its face. If a historical exception does exist (one does not exist for panhandling), the regulation or law still faces a strict scrutiny test requiring it to be narrowly tailored. *Robertson*, 293 Or at 412.

Federal courts will presume that an ordinance regulating speech is unconstitutional and will examine whether the ordinance is narrowly tailored to a compelling governmental interest, and within that analysis will examine whether less restrictive alternatives exist or whether the ordinance provides ample alternatives for the expression. *Reed v. Town of Gilbert, Ariz.*, 135 S.Ct. 2218 (2015) (law is content-based if law applies to particular speech because of the topic, idea, or message expressed; content-based law is presumptively unconstitutional and may only be justified if the government proves it is narrowly tailored to serve compelling state interests); *Nemo v. City of Portland*, 910 F. Supp. 491 (D. Or. 1995) (city regulation requiring a permit for any activity involving a group of four or more people who are soliciting the public's attention was not narrowly tailored to serve a significant government interest).

In addition to challenges under the Oregon Constitution, several Oregon cities have also faced federal challenges to their panhandling ordinances. In 2003, Beaverton and Oregon Department of Transportation settled a federal civil rights lawsuit, paying \$40,000 to two panhandlers who were excluded from highway exit ramps. Cases like these two and the Portland and Medford cases cited above demonstrate that panhandling ordinances face significant state

and federal challenge, especially in Oregon, where the government entity will bear the burden of proving the constitutionality of the ordinances.

B. Other Solutions

1. State Approach – The “Fill the Boot” Statute

In 1983, the Oregon state legislature made it unlawful to solicit employment or business or to sell or solicit contributions from persons while the solicitor was located on or near a highway. In 1996, the Court of Appeals issued its decision in *City of Springfield v. Aquizap*, in which the Court of Appeals agreed with the state’s concession that the statutory provision (ORS 814.090(1)(a)) violated Article I, Section 8 of the Oregon Constitution.

In 1999, the Oregon state legislature amended ORS 814.090, still retaining the prohibition from solicitations on highways, but exempting fire service professionals who were issued permits by the Department of Transportation. Then, in 2005, the Oregon state legislature repealed ORS 814.090 in order to bring its statutes in line with the Oregon Constitution. In other words, the legislature determined that ORS 814.090 was unconstitutional.

By repealing ORS 814.090 in 2005, the remaining statute, ORS 814.070, prohibited a pedestrian from taking a position upon or proceeding along the highway if there is an adjacent usable sidewalk or shoulder. Under the then-current version of ORS 814.070, after the repeal noted above, it was illegal for firefighters to do a “fill the boot” fundraiser.

As a result, in 2008, firefighters lobbied the Oregon Legislature to pass SB 1084 (the “fill the boot” law) so that firefighters could not be found to be in violation of ORS 814.070 as long as they followed certain stated protocol. SB 1084 retained the prohibition for a pedestrian to take a position upon or to proceed along the highway when an adjacent sidewalk was present, but provided an exemption if the individual met four conditions, one of which was obtaining a

permit from the Oregon Transportation Commission. The permit requires liability insurance of not less than \$1 million (ORS 814.072), essentially making it impossible for panhandlers to be on the highway (though they can be on sidewalks). This law thus falls under the third category of laws to determine whether the law is in violation of Article I, Section 8 – i.e., it does not expressly regulate speech, but may regulate speech through its enforcement. Such laws are facially constitutional, but may be challenged as applied to specific individuals. No cases could be found challenging the current “fill the boot” version of ORS 814.070.

2. Unlawful Transfer Ordinances

Cities that try to regulate panhandling through a means other than traffic laws already contained in the Oregon Revised Statutes generally pass an “unlawful transfer” ordinance. These ordinances prohibit the transfer of an item from a vehicle to a person outside when the vehicle is within the vehicle lane of the public right of way. The citations are issued either to the individual in the vehicle or both the individual in the vehicle and the individual to whom the item is passed. Some of these cities have a permit process to allow approved persons to transfer money in a public right of way. Below is a summary of some “unlawful transfer” ordinances adopted in Oregon cities.

- Springfield – Unlawful transfer (“UT”) ordinance, violation and possible fine of \$50; no permitting process authorized
- Roseburg – UT ordinance, violation and fine of up to \$75, but does not apply to persons participating in a “pedestrian activity” for which a permit has been issued in accordance with OAR 734, Division 58³

³ OAR 734 Div. 58 establishes the requirements for issuing permits for pedestrian activities on state highways and the responsibilities of pedestrians participating in the permitted activities. This is the regulation resulting from the “Fill the Boot” Law – SB 1084 (ORS 814.070).

- Coos Bay – UT ordinance, violation and fine of up to \$100, but does not apply to persons participating in a “pedestrian activity” for which a permit has been issued in accordance with OAR 734, Division 58
- Rogue River – UT ordinance with council approval process for pedestrian activity; punishable by a fine up to \$1,000; does not apply to persons participating in a “pedestrian activity” for which a permit has been issued in accordance with OAR 734, Division 58
- Grants Pass – UT ordinance, fine set by resolution of City Council, does not apply to persons participating in a “pedestrian activity” for which a permit has been issued in accordance with OAR 734, Division 58
- Umatilla – UT ordinance, does not apply to persons participating in a “pedestrian activity” for which a permit has been issued in accordance with OAR 734, Division 58 or to a person or vehicle participating in an event approved by the city council where event fees, passes, documents or other materials are passed between event staff and vehicle operators in the conduct of the event and the event is limited to a specific date, time and location
- Central Point – UT ordinance, violation and fine up to \$75, but does not apply to persons participating in a “pedestrian activity” for which a permit has been issued in accordance with OAR 734, Division 58

The City of Springfield garnered considerable attention when it adopted its unlawful transfer ordinance. The City Attorney reached out to the City Attorney for Springfield and learned that Springfield has not issued a single citation under the unlawful transfer ordinance.

3. Abusive/Aggressive Panhandling

In addition to Wilsonville's aggressive panhandling provision, two cities – Medford and Brookings – have adopted “abusive panhandling” ordinances which are substantially similar to Subsection (4) of WC 10.310. Medford adopted its ordinance after its prior panhandling regulation was ruled unconstitutional by Jackson County Circuit Court. The City Attorney's office does not recommend retaining this portion of WC 10.310 because there are less restrictive alternatives that currently exist under Oregon criminal laws – such as crimes for harassment and assault – that address such scenarios giving rise to “abusive” or “aggressive” panhandling.

V. LAW ENFORCEMENT PERSPECTIVE

Wilsonville does not have its own police force. Wilsonville contracts with Clackamas County and, because of that, the officers in Wilsonville must take direction from the County, not the City, as to when it is appropriate to make arrests and for what charge(s) to arrest people. Unlike the City, Clackamas County does **not** have a panhandling ordinance, which may indicate Clackamas County will not support officer enforcement of any expansion of Wilsonville's panhandling ordinance due to constitutional concerns. Because of the long history of finding against the enforcement of panhandling cases nationwide, but especially in Oregon, police officers are reluctant to, and in fact may refuse to, enforce a panhandling ordinance. If Wilsonville were to be sued on the constitutionality of an arrest, Clackamas County is required to defend the City under the current contract. When the City elects to modify, repeal, or replace an ordinance that the Sheriff's Office believes may be problematic for law enforcement, it is reviewed by County Counsel, who will advise them as to enforceability. Police departments do not favor ordinances that restrict speech, especially when there are other laws on the books that can get at speech or behavior that crosses a legal line. Examples of existing laws that can

already be used with respect to panhandling include laws against impeding traffic, trespassing (on private property), disturbing the peace, violating noise ordinances, assault, and harassment, to name a few.

VI. CONCLUSION

Panhandling is protected speech under the Oregon and Federal Constitutions, and Oregon cities must adhere to **both**, not one or the other. Under Article I, Section 8 of the Oregon Constitution, the City can only prohibit speech if one of the above-referenced historical exceptions to free speech guarantees exists. Under the United States Constitution's First Amendment, the City must show that the ordinance meets a compelling governmental interest and is narrowly tailored to address that interest. In order to avoid constitutional challenges, some cities within Oregon have adopted unlawful transfer ordinances because such ordinances do not restrict speech but rather an action, i.e., reaching an arm out a window to hand somebody money. Of course, what such a law does is punish the good Samaritan. Although the argument is that such ordinances do not technically prohibit speech, they are certainly aimed at stopping panhandling indirectly because the direct way has been repeatedly found to be unconstitutional. Although several cities have adopted an unlawful transfer ordinance, we know that at least in Springfield they have not written a single ticket under it. While I think it is safe to say that most people do not enjoy seeing people standing on the streets and sidewalks asking for money, it is their constitutional right to do so, whether their claims are legitimate or not. Those in vehicles and on foot also have a constitutional right not to give money. For all of the foregoing reasons, the City Attorney's office does not recommend enacting an unlawful transfer ordinance but does recommend that City staff work with law enforcement to ensure safety and that people are not stepping out into traffic to collect money.

**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 Thursday, August 24, 2017. Mayor Knapp called the meeting to order at 7:00 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Knapp
Councilor 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
Susan Cole, Finance Director
Angela Handran, Community Outreach Coordinator
Kimberly Rybold, Associate Planner
Mike McCarty, Parks and Recreation 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.

COMMUNICATIONS

A. Kiwanis Tourism Grant

Donna Bane spoke on behalf of the Wilsonville Kiwanis club. She thanked the Council and City for supporting the annual Kiwanis Kids Fun Run. An overview of the event was provided along with an update on the adult 5K race. Additionally, photos of the event were displayed on the projector screen. An invitation was extended to Council to attend the 15th Annual Kids Fun Run on July, 28 2018.

B. Safety Compass of Oregon

Clackamas County Deputy Griffith introduced Safety Compass of Oregon Executive Director Esther Nelson. Ms. Nelson spoke to Council about the issue of commercial sexual exploitation and sex trafficking. She also provided Council with handouts with additional information on the Safety Compass of Oregon programs.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

No citizen input or 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.

MAYOR'S BUSINESS

A. Upcoming meetings

Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City. He reported on the African delegation that the City hosted through the World Affairs Council of Oregon. Next Council meeting will be held Thursday, September 7 due to the Labor Day holiday on Monday, September 4, 2017.

Mayor Knapp informed the audience he attended the Metropolitan Mayor's Consortium Mayors' and that group is promoting all of the mayors to sign the Compact to Combat Hate, Extremism and Bigotry. He stated that during discussion in the Work Session it was decided that the he would sign the Anti-Defamation League and the United States Conference of Mayors' initiative to fight extremism and bigotry and to promote the fundamental principles of justice and equality. Council perceives this to be an extension of the inclusivity resolution. The compact is expected to be published in the Portland region press.

COUNCILOR COMMENTS

- A. Councilor Stevens – Thanked all City staff for putting on the Town Center Event. Reminded and invited the audience to the Boones Ferry Park Master Plan Kickoff scheduled for Tuesday, September 5, 2017.
- B. Councilor Lehan – Extended an invitation to the public to the rededication of the Grove of the States. The Grove of the States is located at the southbound I-5 restrooms known as French Prairie restrooms, formerly the Baldock, on Monday, August 28, 2017 at 1:00 p.m.
- C. Councilor Akervall – Appreciated staff for putting on the block party. Also, thanked community members for attending the block party.

CONSENT AGENDA

Ms. Jacobson read the title of the Consent Agenda item into the record.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

A. Resolution No. 2651

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A First Amendment To The Professional Services Agreement With Greenplay, LLC

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

Vote: Motion carried 4-0.

SUMMARY OF VOTES:

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

CONTINUING BUSINESS

A. Ordinance No. 807 – 2nd reading

An Ordinance Of The City Of Wilsonville Annexing Approximately 2,206 Square Feet Of Territory On The South Side Of SW Advance Road Into The City Limits Of The City Of Wilsonville, Oregon. The Territory Is More Particularly Described As A Portion Of Tax Lot 2100 Of Section 18, T3S, R1W, Clackamas County, Oregon, West Linn-Wilsonville School District, Owner.

Ms. Jacobson read the title of Ordinance No. 807 into the record on second reading.

No additional information was submitted to Council from staff regarding Ordinance No. 807.

Motion: Councilor Lehan moved to approve Ordinance No. 807 on 2nd reading. Councilor Akervall seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES:

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

CITY MANAGER’S BUSINESS

City Manager Cosgrove acknowledged that City employee Melissa Gitt was recognized by her peers and received the Building Inspector of the Year award from Oregon Building Officials Association (OBOA).

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Mr. Cosgrove stated he toured the new middle school. He complimented staff on the work done to get the project completed in a timely manner.

LEGAL BUSINESS

No report.

ADJOURN

Mayor Knapp adjourned the meeting at 7:47 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Mayor

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 Thursday, September 7, 2017. Mayor Knapp called the meeting to order at 7:01 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Knapp
Councilor Starr - Excused
Councilor Stevens
Councilor Lehan - Absent
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
Delora Kerber, Public Works Director
Susan Cole, Finance Director
Mark Ottenad, Public and Government Affairs

Motion to approve the order of the agenda.

Motion: Councilor Stevens moved to approve the order of the agenda as submitted.
Councilor Akervall seconded the motion.

Vote: Motion carried 3-0.

COMMUNICATIONS

A. CCSO Behavioral Health Unit

Valentina Muggia and Teal Bohrer of CCSO Behavioral Health Unit presented on the Clackamas County Sheriff's Office partnership with Clackamas County Behavioral Health. Highlights of the presentation included the following:

- Provide mobile crisis outreach to law enforcement on scene.
 - In the last 6 months we have expanded to all police jurisdictions within Clackamas County.
 - In the last few months we have hired a case manager and two new clinicians and will be expanding to evening hours.
 - On October 1st, BHU will become Clackamas County's 24-hour mobile response team.
- Review Sheriff's Office police reports (including Wilsonville and Happy Valley) that contain a mental health component and provide follow up.
- Assist in various Sheriff's Office trainings (Crisis Intervention Training, Reserve Academy, Hostage Negotiation Team, Citizens Academy)

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

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.

No public input.

MAYOR'S BUSINESS

A. Upcoming Meetings

Mayor Knapp reported on upcoming meetings and past meetings, he attended on behalf of the City.

B. Letter of Support

Willamette United Football Club South Lake Park Project letter of support was discussed and edited in Work Session.

Mayor Knapp announced the proposed letter of support between supporting the concept of the project and being sensitive to land use rules and traffic impacts.

Letter of support is appended.

Motion: Councilor Akervall made a motion to accept the letter as amended in the Work Session. Councilor Stevens seconded the motion.

Vote: Motion carried 3-0.

C. City Manager's Contract Renewal

Mayor Knapp stated that he appreciates the work that Mr. Cosgrove has done and looks forward to the future. Furthermore, Council proposes to extend a two-year contract to Mr. Cosgrove that would extend from June 20, 2017 through June 19, 2019.

Motion: Councilor Stevens moved to approve the extension of Mr. Cosgrove's contract, the City Manager, from June 20, 2017 through June 19, 2019, as outlined in the employment agreement with the base compensation of one hundred sixty-one thousand dollars (\$161,000) for the year June 20, 2017 through June 19, 2018 and one hundred seventy-two thousand dollars (\$172,000) for the year beginning June 20, 2018 through June 19, 2019. Councilor Akervall seconded the motion.

Vote: Motion carried 3-0.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Council appreciated and complimented Mr. Cosgrove on his professionalism and excellent work with staff and the City.

Mr. Cosgrove thanked Council for their comments.

Mayor Knapp noted Council looks at the competitive market place in city managers around the area. Therefore, recognizes the need to be competitive in the arena and the merit of the performance demonstrated.

COUNCILOR COMMENTS

- A. Councilor Stevens commented that the French Prairie Bridge Task Force scheduled for Tuesday, September 26 has been cancelled. Ms. Stevens informed that staff are still gathering information for the taskforce to discuss. The meeting will be rescheduled in October or possibly November. Additionally, the Wilsonville Community Emergency Preparedness Fair will be held at the Church of Latter-day Saints. Councilor Stevens also shared that she attended Boones Ferry Park Master Plan kickoff meeting and encouraged citizens to get involved in that project.

- B. Councilor Akervall agreed with Councilor Stevens comments about the Boones Ferry Master Plan and thanked those that attended.

CONSENT AGENDA

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

- A. **Resolution No. 2653**
A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With 3Kings Environmental, Inc. For The I-5 Undercrossing Trail Improvement Phase I Project (Capital Improvement Project #9146).

The staff report was prepared by Kerry Rappold, Natural Resources Manager.

Motion: Councilor Stevens moved to approve the Consent Agenda as read. Councilor Akervall seconded the motion.

Vote: Motion carried 3-0.

PUBLIC HEARING

- A. **Ordinance No. 808** – 1st reading
An Ordinance Of The City Of Wilsonville Regarding Street Light: Types; Infill; Rates; Billing; And Fund; Amending Wilsonville Code Sections 3.200 Through 3.204; And Repealing Ordinance Nos. 41 And 304.

Ms. Jacobson read the title of Ordinance No. 808 into the record on first reading.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Mayor Knapp opened the public hearing on Ordinance Numbers 808 and 809 at 7:47 p.m. and read the hearing format.

The staff report was prepared by Delora Kerber, Public Works Director.

Staff report executive summary.

In 1974 through [Ordinance No. 41](#), the City created street light improvement districts for the installation, maintenance, and invoicing of costs for street lights.

Via [Ordinance No. 304](#), adopted in 1986, the street light districts were reorganized into street light types, with the requirement that luminaries be only Sodium Vapor and provided under the Portland General Electric (PGE) Option A maintenance plan.

Since the last update to this Section of the Code, both technology and processes related to street lights have changed.

The City desires to install light emitting diode (LED) lights for new street light installations and the Code must, therefore, be updated to provide flexibility in the kind of luminaries to be used.

In 2000, the City bought street lights and poles from PGE and moved to PGE's Option B maintenance plan, where the City owns the street lights and PGE maintains and energizes them.

With the installation of new LED lights, maintenance will move to PGE's Option C plan, where the City owns and maintains the street lights and PGE only provides energy. Thus, the City Code should be updated to reflect current and anticipated future practices related to maintenance of street lights.

For consolidation and clarity, it is recommended the new Code reference the Public Works Standards for the various Street Light Types and Lighting Districts.

The Street Light Billing section of the proposed updated Code has been changed to reflect the current City practice related to utility billing.

The sections of the Code related to Street Light Infill and Street Lighting Fund both need to be modified to follow existing processes.

Suggested Code modifications are complementary to the proposed revisions of the Public Works Standards, Section 201.9.00, and amendments to Resolution Nos. 881 and 1473.

End of executive summary.

Staff report expected results.

Adoption of this Ordinance will support the installation of dark-sky friendly LED street lights on new public capital improvement and private development projects within the City.

End of expected results.

Staff report potential impacts or benefit to the community.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Adoption of the updated City Code Sections 3.200 through 3.204 will support the installation of dark-sky friendly LED street lights as part of the City’s public infrastructure.

Advantages of using LED lights are that they have a longer life span than traditional lights and thus require less maintenance, and LED lights are more energy efficient and consume less electricity. On the other side, there are some who believe LED lights are more detrimental to wildlife but, for that reason, the City has elected to use the 3,000 Kelvin Color Lights, which are similar to the high pressure sodium currently in use.

End of potential impacts or benefit to the community.

Motion: Councilor Akervall move to approve Ordinance No. 808 on first reading. Councilor moved to approve on first Ordinance No. 808 on first reading. Councilor Stevens seconded the motion.

Vote: Motion carried 3-0.

SUMMARY OF VOTES:

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

B. Ordinance No. 809 – 1st reading

An Ordinance Of The City Of Wilsonville Revising Section 201.9.01 - Roadway And Intersection Lighting Of The City Of Wilsonville Public Works Standards – 2015 And Adding Drawings To The Public Works Standard Detail Drawing – 2014

Ms. Jacobson read the title of Ordinance No. 809 into the record on first reading.

The staff report was prepared by Delora Kerber, Public Works Director.

Staff report executive summary.

The City of Wilsonville Public Works Standards (“Standards”) provide design requirements, material specifications, construction procedures, testing standards, and acceptance and maintenance requirements for construction of public infrastructure. The Standards are a technical engineering document used to present the City’s required design and construction information to developers, design engineers, contractors, and the general public.

The current Standards were last updated in 2015. Periodic updates to the Standards are needed to reflect changes in industry practice and technological advances.

High Pressure Sodium lamps are currently used for street lights in the City. To implement the use of dark-sky friendly light emitting diode lamps for new installation of street lights, the Standards and Detail Drawings contained therein must be updated.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

This Standards update modifies Section 201.9.01 - Roadway and Intersection Lighting and the Standard Detailed Drawings for the use of LED street lights.

This Standards modification is complementary to proposed revisions to City Code Chapter 3 and amendments to Resolution Nos. 881 and 1473.

End of executive summary.

Mayor Knapp questioned whether there would be the ability to maintain the historic acorn style light fixtures in Old Town. Ms. Kerber responded that a retrofit bowl or a corner globe that uses the high efficiency lighting to maintain the character of those lights would be used. Additionally, Ms. Kerber responded that different types of acorn style lights are available and many are custom made, however the City is not currently in the replacement portion of the program.

Councilor Stevens asked when lights in neighborhoods are scheduled to be replaced. Ms. Kerber answered that currently lights in the fixture need to be replaced on a 5-year cycle. Light-Emitting Diode (LED) lights are anticipated to last 20 years.

Moreover, Ms. Kerber reported during the transition period some of the lights will belong to the City while others belong to Portland General Electric (PGE). During that period staff will direct citizens to make outage requests through the City, most likely via the City's website. Staff will then filter out work orders to the City or forward the requests to PGE depending on the owner of the light.

Councilor Stevens wondered if the color of the light emitted would be amber or cool blue. Ms. Kerber replied the lights rated three thousand on the Kelvin color temperature scale. Therefore, the color the light emits tends to be more towards the amber. It's not all the way to the amber on the spectrum but it is not blue either. It is in the middle so it will not be as noticeably different than what the City currently has installed.

Councilor Akervall questioned how upcoming maintenance would be handled. Ms. Kerber replied that ideally the light will not need maintenance. In the event that maintenance is needed the City will have to contract some work because the City does not own a boom truck.

Furthermore, Ms. Kerber recommended that prior to the adoption of the ordinance revisions are to be made on three of the drawing labels on Exhibit B.

The following changes in **red** are added to the drawing labels:

Drawing number RD -1305 **Type 5** – Rectangular Streetlight/Bronze Composite Pole
Drawing number RD -1310 **Type 1** – Cobrahead Streetlight/Aluminum Pole
Drawing number RD -1315 **Type 6** – Pendant (Westbrook) Streetlight/Black Decorative Pole

The revised Exhibit B is attached.

Motion: Councilor Akervall moved to approve to move Ordinance 809 on first reading with amendments as noted by staff. Councilor Stevens seconded the motion.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Vote: Motion carried 3-0.

SUMMARY OF VOTES:

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

Mayor Knapp closed the hearing at 8:06 p.m.

NEW BUSINESS

A. Resolution No. 2652

A Resolution Pertaining To Street Lighting Charges And Types; And Amending Resolutions No. 881 And No. 1473.

Mr. Cosgrove interjected before the title was read that the following sentence was missing in the staff report under current year budget impacts: No rates or expenditures are changing; this resolution is considered a housekeeping item.

Ms. Jacobson read the title of Resolution No. 2652 into the record.

The staff report was prepared by Delora Kerber, Public Works Director.

Staff report executive summary.

Resolution No. 881, adopted in 1991, established specific styles of street lights within the City, along with fees and charges for services related to each street light type. The street light types established in that resolution were very specific as to the style and type of luminaire, such as Mercury Vapor and High Pressure Sodium Vapor, to be used.

In 1998, Resolution No. 1473 was approved and amended Resolution No. 881 rate structures, increasing fees by 12%.

Since those Resolutions were adopted, technology has changed and the City now desires to use light emitting diode (LED) lights for street lighting. Thus, sections of Resolution No. 881 must be modified to include the use of LED lights for any of the street light styles.

In addition, since Resolution Nos. 881 and 1473 were adopted, a new style of light is being used in the City (mostly in Villebois neighborhoods) – the Westbrook pendant light. This Resolution will add a Street Light Type 6 - Westbrook to both Resolution Nos. 881 and 1473.

Street Light Type 6 – Westbrook is currently billed out at the same rate as Street Light Type 2 – Acorn, and this Resolution will keep the same billing rate. These changes will support current City practices related to the style, type, and rate for street lights.

Page 88 of 108
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

All other sections of Resolution Nos. 881 and 1473 will remain in effect.

This Resolution modification is complementary to proposed revisions to City Code Chapter 3 and the Public Works Standards and Standard Detail Drawings.

End of executive summary.

Motion: Councilor Stevens moved to approve Resolution No. 2652. Councilor Akervall seconded the motion.

Vote: Motion carried 3-0.

CITY MANAGER'S BUSINESS

City Manager Cosgrove provided Council with a brief update on Basalt Creek. Mr. Cosgrove told Council that a meeting with Washington County and Tualatin is scheduled for the following week. The objective being that moving forward Metro would make the final decision. Metro has agreed to be the arbitrator, contingent upon on Washington County, Tualatin and Wilsonville agreeing to the arbitration.

Mr. Cosgrove invited Council to the League of Oregon Cities (LOC) conference happening September 28 -30 at the DoubleTree in Portland. He also noted that the City is in the lottery to possibly host a hospitality suite on the Thursday evening of the conference.

Mr. Cosgrove revealed the Citizens Academy starts in January. In addition, applications are currently being accepted with a limit of 25 participants. Mr. Cosgrove referred those interested to visit the City's website (<http://www.ci.wilsonville.or.us/658/Wilsonville-Citizens-Academy>) for more information and requirements.

LEGAL BUSINESS

No report.

ADJOURN

Mayor Knapp adjourned the meeting at 8:18 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Mayor

CITY COUNCIL MEETING MINUTES
SEPTEMBER 7, 2017

N:\City Recorder\Minutes\9.7.17cc.docx

PAGE 8 OF 8

This Detail Drawing may not be altered or changed in any manner except by the City Engineer. It is the responsibility of the user to acquire the most current version.

STREET LIGHT STYLE ON DESIGNATED STREETS

Street light installation is categorized into a specific style for each designated street section in which the street light is installed. Luminaires shall be at a minimum Light Emitting Diode (LED) lights in 3000K color with a 7 pin adapter.

The following street light styles shall be utilized on these designated street sections.

- A. Residential Streets - Residential Collectors (49-56 foot right-of-way) LID Local Streets (41-52 foot right-of-way)
 Type 5 or Type 6
 Style: Rectangular (Type 5) or Westbrooke (Type 6)
 Pole: Rectangular - Minimum Thirty (30) foot bronze composite (25 foot mounting height) OR Westbrooke - Eighteen (18) foot black aluminum with four 4 foot mast arm

- B. Collector (69-77 foot right-of-way without on-street parking, 79-93 foot right-of-way with on-street parking)
 Type 1
 Style: Cobrahead
 Pole: Thirty (30) foot aluminum with 6 foot davit


- C. Commercial/Industrial Street (62 foot right-of-way)
 Type 1
 Style: Cobrahead
 Pole: Thirty five (35) foot aluminum with 8 foot davit

- D. Minor Arterial Street (73-81 foot right-of-way,) Major Arterial (95-107 foot right-of-way)
 Type 1
 Style: Cobrahead
 Pole: Thirty (30) foot aluminum with 6 foot davit

- E. Grahams Ferry and Tooze Road adjacent to the Villebois Village development
 Type 1
 Style: Cobrahead
 Pole: 35 foot black fiberglass direct bury pole (30 foot mounting height) with 6 foot arm

Any deviation of street light style for a designated street requires approval of the City Engineer.

The City of Wilsonville makes no representations or warranties regarding street lighting equipment, whether included or not included on this list of approved street lighting equipment. Inclusion on this list is not an endorsement of the equipment nor does it mean that the listed equipment is appropriate for requirements applicable to all street lighting applications. If equipment is not included in this list, it does not reflect whether or not such equipment is appropriate for street light use.


Street Light Style, Types and Districts PG 1			CITY OF WILSONVILLE  PUBLIC WORKS STANDARDS
DRAWING NUMBER: RD-1300	DRAWN BY:	SCALE: N.T.S.	
FILE NAME: RD-1300.dwg	APPROVED BY:	DATE: 08/28/17	

This Detail Drawing may not be altered or changed in any manner except by the City Engineer. It is the responsibility of the user to acquire the most current version.

STREET LIGHT TYPES AND LIGHTING DISTRICTS

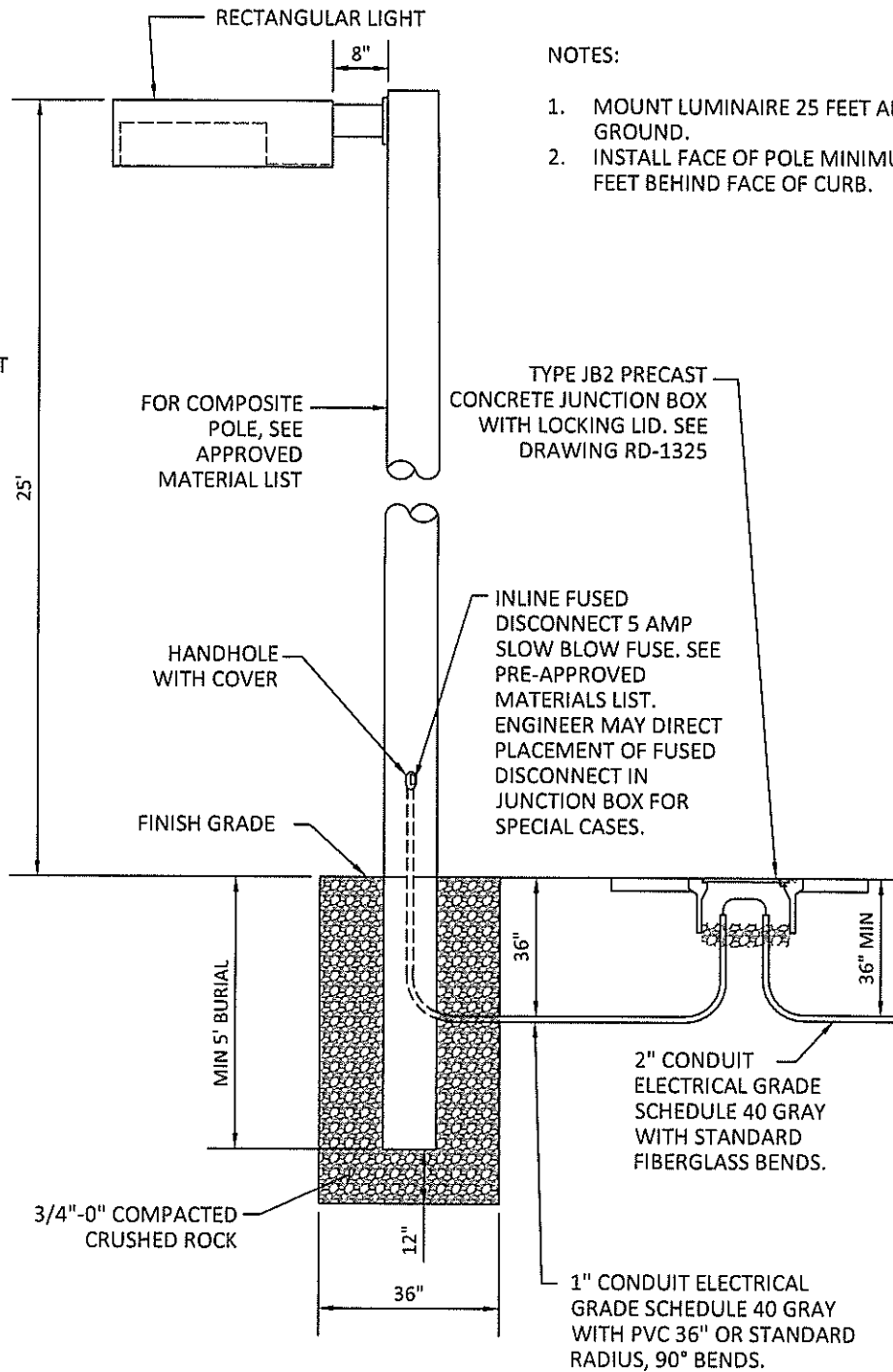
Street Light Type	Lighting District
Type 1: Cobrahead	Arterials, Collectors, Commercial and Industrial
Type 2: Acorn	Meadows, Daybreak, Coffee Lake, Villebois
Type 3: Town and Country	Fox Chase, Courtside, Day Dream, Rivergreen, Parkwood, Park at Merryfield, Bouchaine, Roanoke, Murray, Renaissance Boat Club
Type 4: Mast Arm & Head	Old Town
Type 5: Rectangular (aka Shoebox)	Charbonneau
Type 6: Westbrook	Villebois

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Street Light Style, Types and Districts PG2			CITY OF WILSONVILLE  PUBLIC WORKS STANDARDS
DRAWING NUMBER: RD-1300	DRAWN BY:	SCALE: N.T.S.	
FILE NAME: RD-1300.dwg	APPROVED BY:	DATE: 08/28/17	

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FOR LIGHT FIXTURE, SEE
PRE-APPROVED MATERIALS LIST



NOTES:

1. MOUNT LUMINAIRE 25 FEET ABOVE GROUND.
2. INSTALL FACE OF POLE MINIMUM 2 FEET BEHIND FACE OF CURB.

FOR COMPOSITE
POLE, SEE
APPROVED
MATERIAL LIST

TYPE JB2 PRECAST
CONCRETE JUNCTION BOX
WITH LOCKING LID. SEE
DRAWING RD-1325

HANDHOLE
WITH COVER

INLINE FUSED
DISCONNECT 5 AMP
SLOW BLOW FUSE. SEE
PRE-APPROVED
MATERIALS LIST.
ENGINEER MAY DIRECT
PLACEMENT OF FUSED
DISCONNECT IN
JUNCTION BOX FOR
SPECIAL CASES.

FINISH GRADE

MIN 5' BURIAL

3/4"-0" COMPACTED
CRUSHED ROCK

2" CONDUIT
ELECTRICAL GRADE
SCHEDULE 40 GRAY
WITH STANDARD
FIBERGLASS BENDS.

1" CONDUIT ELECTRICAL
GRADE SCHEDULE 40 GRAY
WITH PVC 36" OR STANDARD
RADIUS, 90° BENDS.

Type 5- Rectangular Streetlight/Bronze Composite Pole

CITY OF
WILSONVILLE



PUBLIC WORKS STANDARDS

DRAWING NUMBER: RD-1305

DRAWN BY: SR

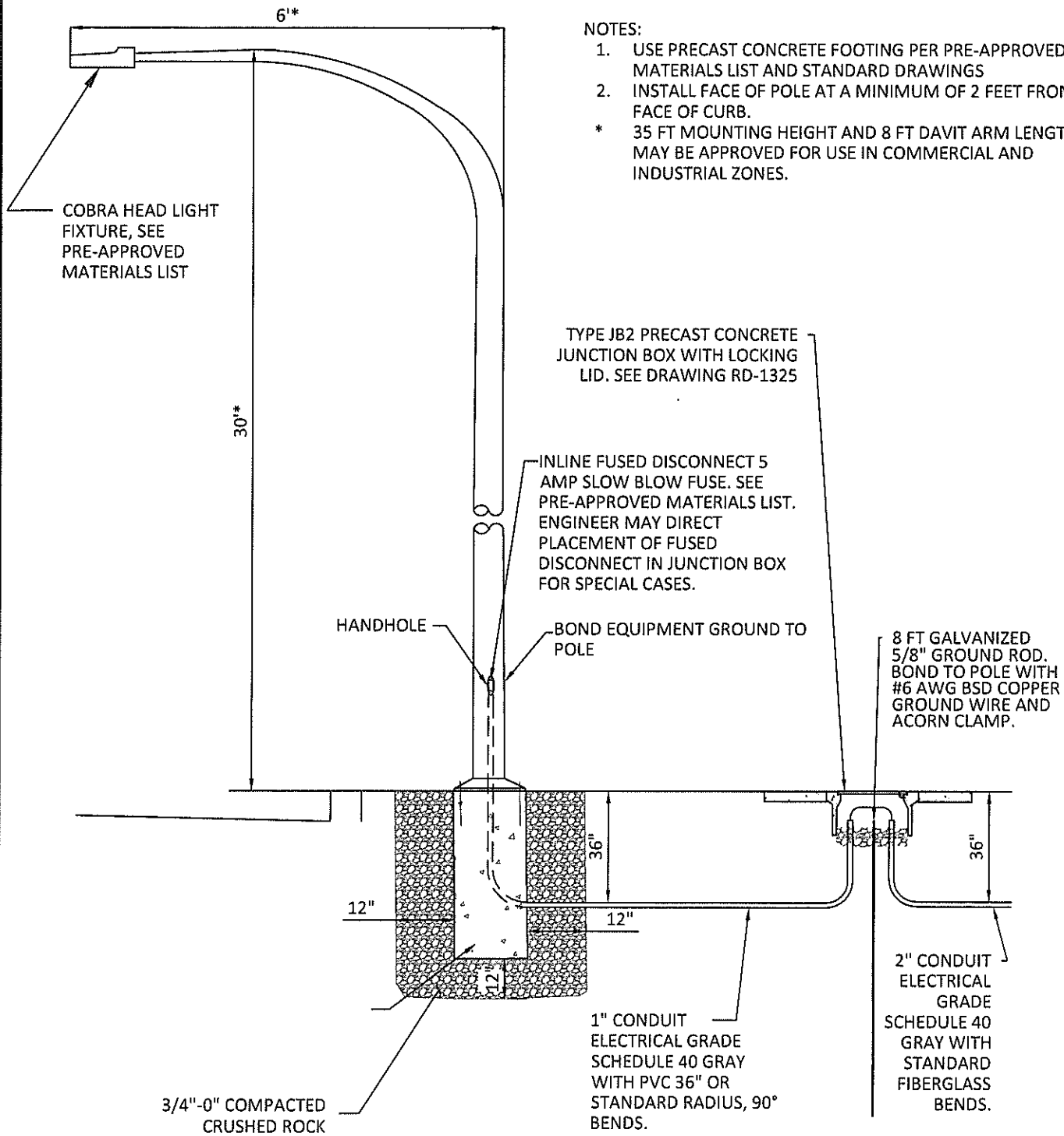
SCALE: N.T.S.

FILE NAME: RD1305.dwg

APPROVED BY: NK

DATE: 09/08/17

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Type 1- Cobrahead Streetlight/Aluminum Pole

CITY OF WILSONVILLE



PUBLIC WORKS STANDARDS

DRAWING NUMBER: RD-1310

DRAWN BY: SR

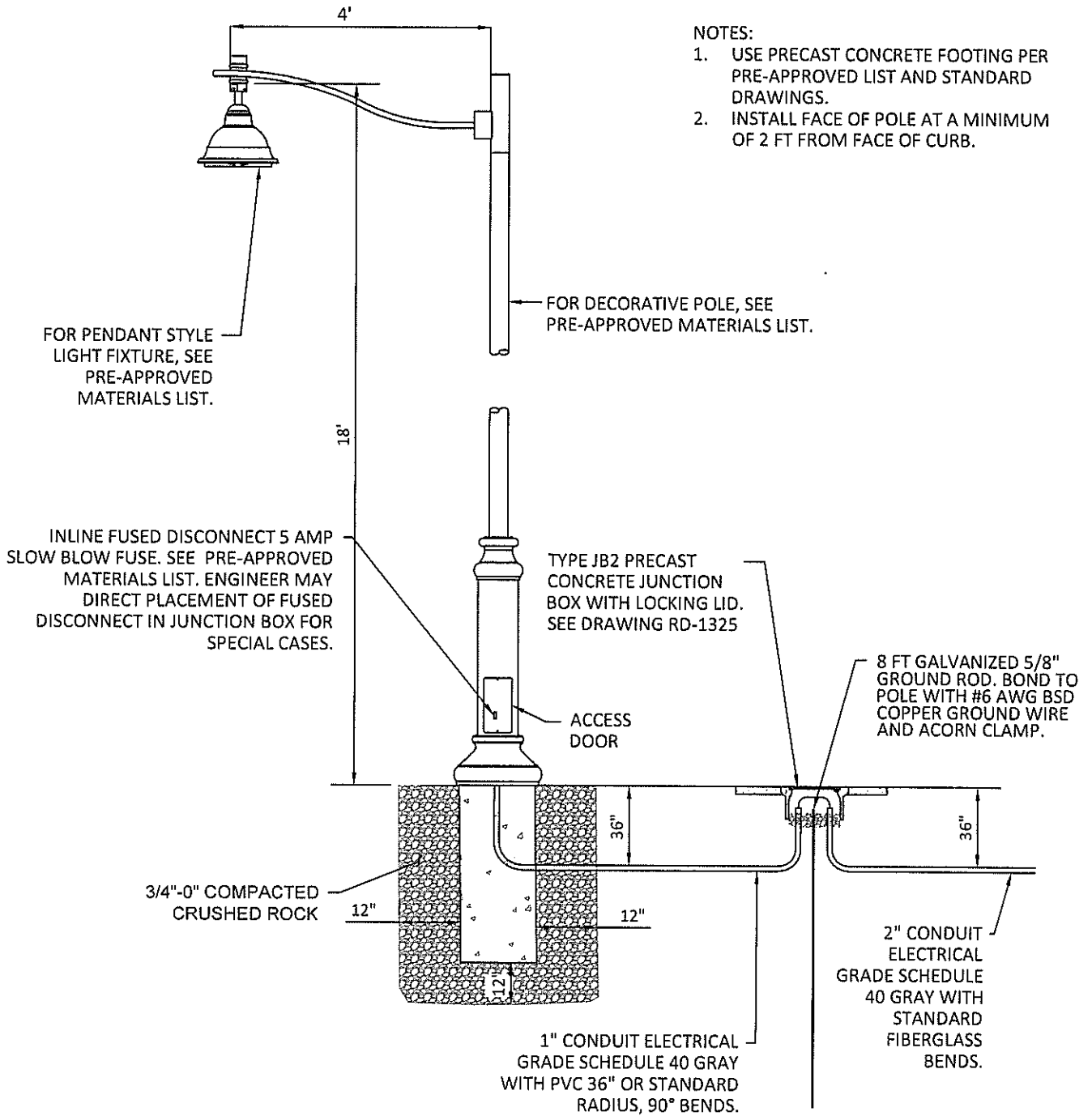
SCALE: N.T.S.


FILE NAME: RD1310.dwg

APPROVED BY: NK

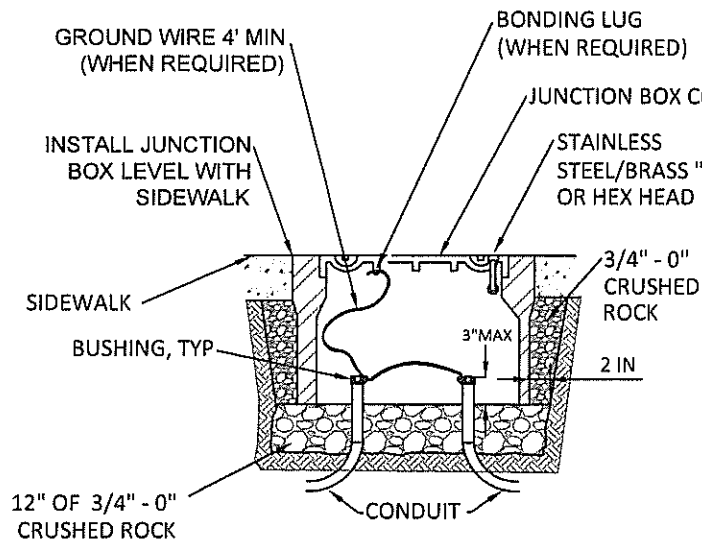
DATE: 09/08/17

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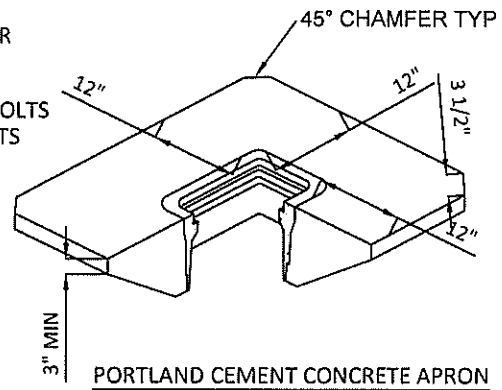


Type 6- Pendant (Westbrook) Streetlight/Black Decorative Pole			CITY OF WILSONVILLE  PUBLIC WORKS STANDARDS
DRAWING NUMBER: RD-1315	DRAWN BY: SR	SCALE: N.T.S.	
FILE NAME: RD1315.dwg	APPROVED BY: NK	DATE: 09/08/17	

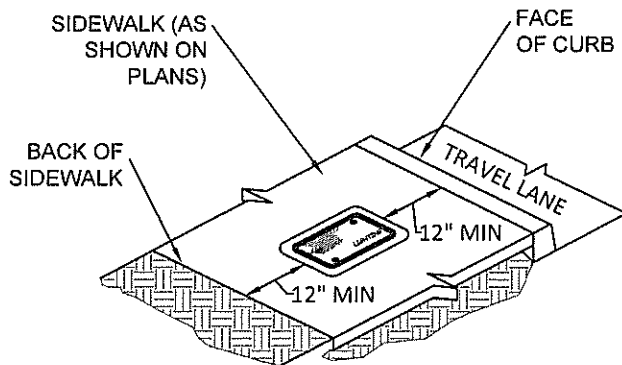
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INSTALLATION IN SIDEWALK OR AT BACK OF CURB

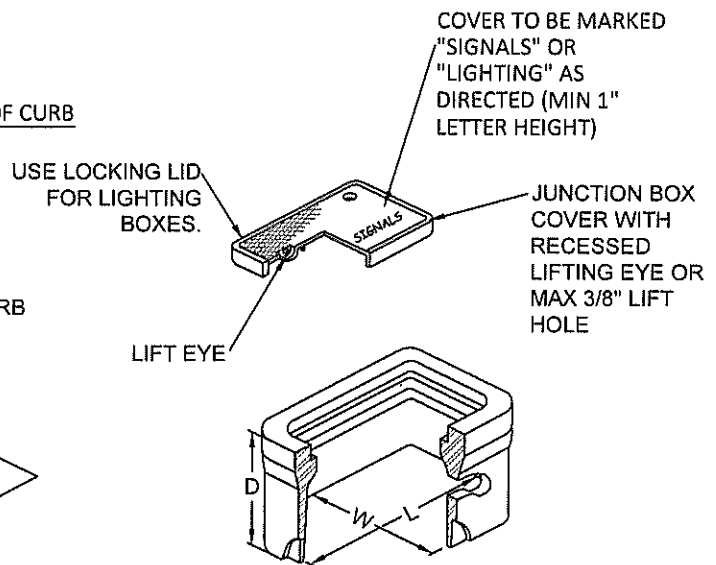


PORTLAND CEMENT CONCRETE APRON



JUNCTION BOX PLACEMENT WITHIN SIDEWALKS

SHOULD AVOID INSTALLING JUNCTION BOXES IN SIDEWALKS WHENEVER POSSIBLE.
 (JUNCTION BOXES TO BE LOCATED ONLY IN FLAT AREAS OF SIDEWALKS
 CONCRETE JUNCTION BOXES ARE NOT TO BE INSTALLED IN SLOPES OF RAMP
 OR DRIVEWAYS)
 JUNCTION BOXES PLACED WITHIN SIDEWALKS SHALL INCLUDE A FULL
 PANEL REMOVAL AND REINSTALL



JUNCTION BOX

NOT TO BE USED IN TRAVEL LANES, SHOULDERS OR AREAS EXPOSED TO TRAFFIC. SEE PRE-APPROVED MATERIALS LIST.

TYPE	L	W	D
JB1	17"	10"	12"
JB2	22"	12"	12"
JB3	30"	17"	12"

JUNCTION BOX DIMENSION TABLE

Electrical Junction Boxes

CITY OF
WILSONVILLE



PUBLIC WORKS STANDARDS

DRAWING NUMBER: RD-1325

DRAWN BY: SR

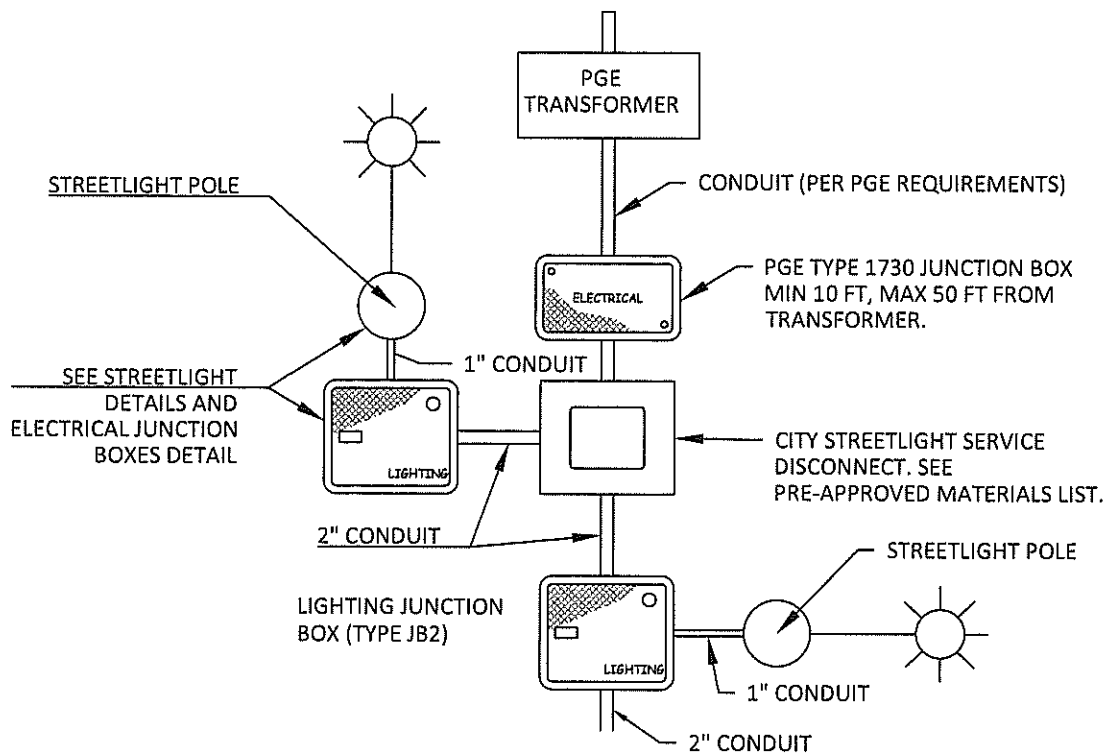
SCALE: N.T.S.

FILE NAME: RD1325.dwg

APPROVED BY: NK


DATE: 08/08/17

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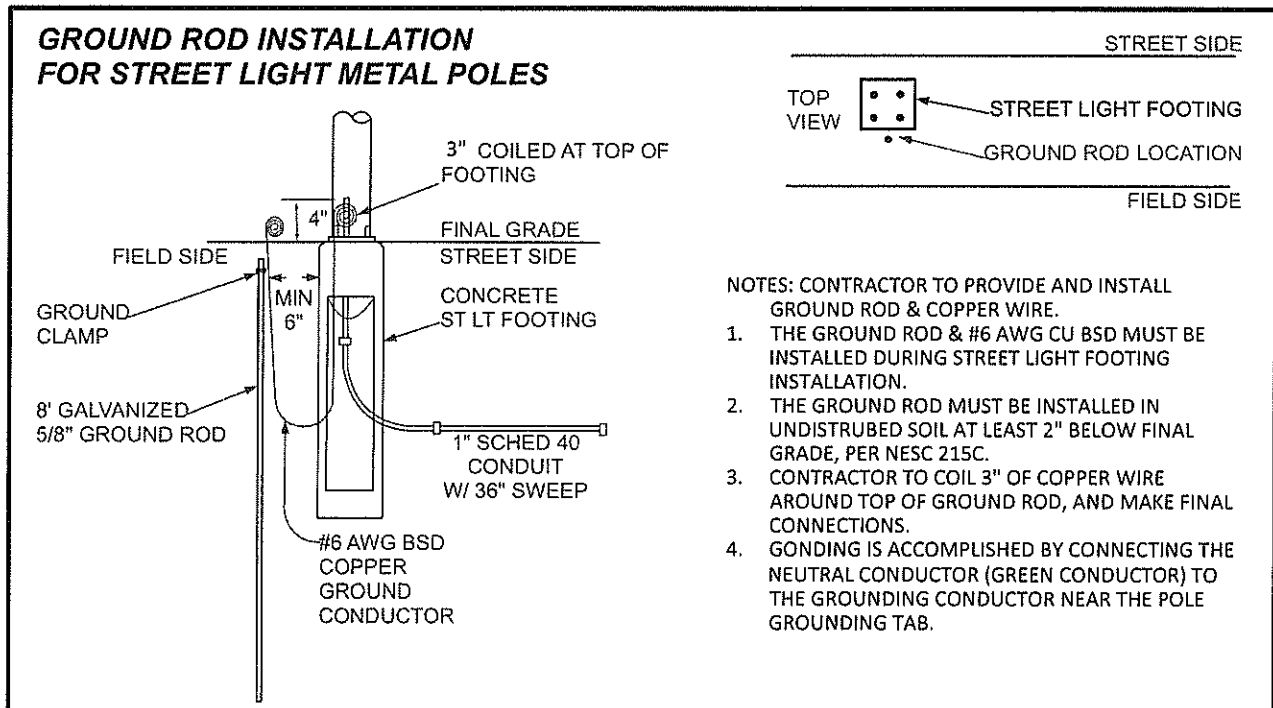
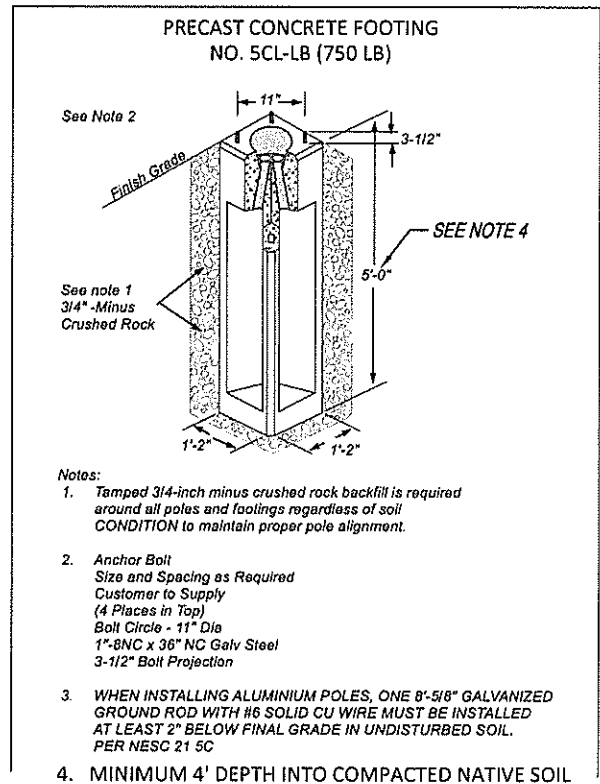
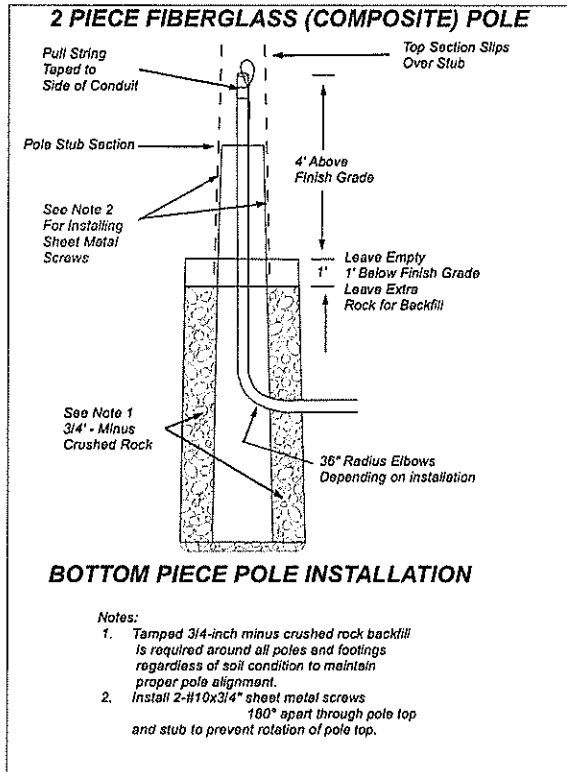


NOTES:

1. MINIMUM CONDUCTOR SIZE SHALL BE 10 GA. CONDUCTORS SHALL BE UPSIZED IF REQUIRED TO KEEP VOLTAGE DROP TO LESS THAN 3%. 3-CONDUCTOR 7-STRAND COPPER WIRE WITH .030" XLPE INSULATION, FILLERS, AND CLEAR MYLAR WRAP TAPE NON-SHIELDED OVERALL .045" BLACK PVC JACKET (UL) TC-ER XHHW-2/VW-1 600V 90C DRY/WET, SUN RESISTANT, DIRECT BURY, CC: BLACK/RED/GREEN FOR 220 VOLT AND BLACK/WHITE/GREEN FOR 120 VOLT.
2. ALL EMPTY CONDUITS MUST HAVE A #14 LOCATE WIRE AND A NONCONDUCTIVE PULL LINE, 500 POUND RATED, WITH 6 FEET OF LINE EXTENDING FROM EACH END OF THE CONDUIT.
3. INSTALL ELECTRICAL GRADE SCHEDULE 40 GRAY PVC CONDUIT WITH FIBERGLASS BENDS. ALL PVC JOINTS SHALL BE GLUED. ALL FACTORY OR FIELD CUT CONDUITS SHALL BE CHAMFERED TO PREVENT DAMAGE TO CABLES. A WOODEN, PLASTIC, OR HARD RUBBER MANDREL CONFIGURED FOR THE CONDUIT INSIDE DIAMETER SHALL BE PULLED THROUGH TO TEST FOR OBSTRUCTIONS AND OUT-OF-ROUND CONDUIT.
4. ELECTRICAL BUILDING PERMIT REQUIRED.

Streetlight Disconnect			CITY OF WILSONVILLE  PUBLIC WORKS STANDARDS
DRAWING NUMBER: RD-1330	DRAWN BY: SR	SCALE: N.T.S.	
FILE NAME: RD1330.dwg	APPROVED BY: NK	DATE: 08/08/17	


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Streetlight Footing Requirements			CITY OF WILSONVILLE PUBLIC WORKS STANDARDS
DRAWING NUMBER: RD-1335	DRAWN BY: SR	SCALE: N.T.S.	
FILE NAME: RD-1335.dwg	APPROVED BY: NK	DATE: 08/08/17	

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1. ALL CONCRETE FOOTINGS NEED TO BE INSTALLED WITH TOP OF BASE FLUSH TO CURB/SIDEWALK.
2. ALL CROSSINGS MUST EXTEND FROM PROPERTY LINE TO PROPERTY LINE. CROSSINGS TO BE 48 INCHES DEEP, MEASURED FROM FINAL GRADE.
3. DIRECTIONAL BORING REQUIREMENTS: BLACK HDPE (HIGH DENSITY POLYETHELINE) DUCT OR SCHEDULE 40 PVC WITH A MECHANICAL CONNECTION (CERTA-LOK OR LIKE MECHANICAL CONNECTION PRODUCT) PROJECT EXTRUDED RED STRIPES (WHICH IS A SPECIFICATION REQUIREMENT) MANDREL TEST OF HDPE PIPE IS REQUIRED AFTER INSTALLATION WITH CITY INSPECTOR PRESENT.
4. TRENCH AND ELBOW CONFIGURATIONS, ALL CONDUIT, VAULT AND PAD INSTALLATIONS MUST BE INSPECTED PRIOR TO BACKFILLING.
5. ALL CONDUCTORS TO BE INSTALLED IN GRAY, SCHEDULE 40, ELECTRICAL GRADE, PVC CONDUIT WITH NYLON PULL STRINGS (MIN 500 LBS. TEST). PGE TO DETERMINE THE SIZE AND NUMBER OF CONDUITS REQUIRED. MAINTAIN 12 VERTICAL INCHES AND 24 HORIZONTAL INCHES CLEARANCE BETWEEN GAS AND OTHER UTILITIES. ALL ELBOWS 4 INCH & SMALLER TO BE 36 INCH RADIUS. ALL BENDS MUST BE FACTORY MADE. ALL ELBOWS LARGER THAN 4 INCH TO BE 60 INCH RADIUS. RIGID STEEL OR PGE APPROVED. FIBERGLASS BENDS ARE REQUIRED FOR RUNS OF 151 FEET OR LONGER, OR FOR ANY LENGTH RUN WITH MORE THAN 180 DEGREES IN BENDS. PVC SCHEDULE 40 BENDS ARE ACCEPTABLE FOR RUNS OF 150 FEET OR LESS. THE MAXIMUM TOTAL BENDS IN ANY CONDUIT RUN IS 270 DEGREES.
6. THE AIR GAP, IF ANY BETWEEN THE TOP OF THE FOOTING/PEDESTAL AND THE BOTTOM OF THE POLE SHALL BE GROUTED WITH HIGH STRENGTH, NON-SHRINK GROUT.

STREETLIGHT FOOTING REQUIREMENTS			CITY OF WILSONVILLE  PUBLIC WORKS STANDARDS
DRAWING NUMBER: RD-1340	DRAWN BY: SR	SCALE: N.T.S.	
FILE NAME: RD-1340.dwg	APPROVED BY: NK	DATE: 08/08/17	

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APPROVED STREET LIGHTING EQUIPMENT FOR NEW INSTALLATIONS

LED LIGHTS

At a minimum lights shall be 3000K color; have 7-pin receptacle per ANSI C136.41 and external wattage label per ANSI C136.15.

LUMINAIRE: CREE XSP2 LED, ALUMINUM - COBRAHEAD

Product: **BXSP**

Version: **C**

Mounting: **HT** - horizontal tendon

Optic*: **2ME** - Type II medium; **2LG** - Type II long; **3ME** - Type III medium; **4ME** - Type IV medium

Input power designator: **F** - 139W

CCT: **30K** - 3000K

Voltage: **UL**- Universal 120-277V


Color options: **SV** - silver

Options: **N-Q9** - Utility Label and NEMA Photocell Receptacle

- external wattage label per ANSI C136.15
- 7 - pin receptacle per ANSI C136.41
- Factory connected 0-10V dim lights
- Photocell and shorting cap by others
- Includes Q9 option - Field adjustable output
- Refer to manufacturers Field Adjustable Output Spec sheer for details

* to be determined by designer - see manufacture specifications

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Approved Street Lighting Equipment for New Installations Pg 1			CITY OF WILSONVILLE  PUBLIC WORKS STANDARDS
DRAWING NUMBER: RD-1345	DRAWN BY:	SCALE: N.T.S.	
FILE NAME: RD-1345.dwg	APPROVED BY:	DATE: 08/28/17	

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LUMINAIRE: PHILIPS HADCO URBAN WESTBROOK NON-FLARED (CXF14) OR FLARED (CXF15)

Series: **CXF14** or **CXF15**

LEDs*: **32; 48; 64; 80**

Generation: **G2**

Finish: **A Black**

Optics*: **2 - Type II; 3 - Type 3; 4 - Type 4; 5 - Type 5**

CCT: **W 3000K**

Voltage: **A 120-277 VAC**

Drive Current*: **3 - 350mA; 5 - 530mA; 7- 700mA**

Optional Dimming*:

DA 4 Hrs 25% reduction; **DB** 4 Hrs 50% reduction; **DC** 4 Hrs 75% reduction;

DD 6 Hrs 25% reduction; **DE** 6 Hrs 50% reduction; **DF** 6 Hrs 75% reduction;

DG 8 Hrs 25% reduction; **DH** 8 Hrs 50% reduction; **DJ** 8 Hrs 75% reduction;

DALI Compatible with DALI; **N** No Dimming

Optional Programs:

1st Option: **N** No 1st Option


2nd Option: **CLO** Constant light output

3rd Option: **OTL** Over the life

Surge Protection: **SP2** 20Vk/20kA

*to be determined by designer - see manufacture specifications

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Approved Street Lighting Equipment for New Installations Pg 2			CITY OF WILSONVILLE  PUBLIC WORKS STANDARDS
DRAWING NUMBER: RD-1345	DRAWN BY:	SCALE: N.T.S.	
FILE NAME: RD-1345.dwg	APPROVED BY:	DATE: 08/28/17	

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LUMINAIRE: AMERICAN ELECTRIC LIGHTING AUTOBAHN ATBO, BRONZE

Series: **ATBO** - Autobahn LED Roadway

Performance packages*:

10BLEDE70 - 10B chips, 700mA Driver; **10BLEDE10** - 10B chips, 1050mA driver; **10BLEDE15** - 10B chips, 1500mA driver

20BLEDE53 - 20B chips, 525mA driver; **20BLEDE70**- 20B chips, 700mA Driver; **20BLEDE10** -20B chips, 1050mA driver; **20BLEDE13** -20B chips, 1300mA driver; **20BLEDE15** - 20B chips, 1500mA driver;

30BLEDE70 - 30B chips, 700mA driver; **30BLEDE85**- 30B chips, 850mA Driver; **30BLEDE10** - 30B chips, 1050mA driver; **30BLEDE13** -30B chips, 1300mA driver; **30BLEDE15** - 30B chips, 1500mA driver

Voltage: **MVOLT** - multi-volt, 120 - 227V

Optics*: **R2** - Roadway Type II; **R3** - Roadway Type 3; **R4** - Roadway Type 4; **R5** - Roadway Type 5

Options:

Color Temperature (CCT): **3K** 3000K CCT, 70 CRI Min.

Paint: **BZ** - Bronze

Surge Protection: **20** - 20kV/10KA SPD

Terminal Block - standard

Misc. :

NL - Nema Label

UMR-XX - 8 " horizontal arm for round pole, painted to match fixture

Controls:


P7 - 7 Pin Photocontrol receptacle (dimmable driver included)

AO - Field Adjustable Output

PCLL - Solid State Long Life Photocontrol

* to be determined by designer - see manufacturer recommendations

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Approved Street Lighting Equipment for New Installations Pg 3			CITY OF WILSONVILLE  PUBLIC WORKS STANDARDS
DRAWING NUMBER: RD-1345	DRAWN BY:	SCALE: N.T.S.	
FILE NAME: RD-1345.dwg	APPROVED BY:	DATE: 08/28/17	

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POLES AND MAST ARMS

Length & Type	Valmont	Hadco	P&K Poles (Flagpole Inc)	Union Metal
30 foot, Davit 6' Mast Arm (1952) (CU 279)	3000-85106D4	41-176PGE	RTA8L30AAD1632D	920-B179-Y1
30 foot, Double Davit 2-6' Mast	3000-856206D4Z	42-158XPGE	NONE	920-B180-Y1
35 foot, Davit 8' Mast	3500-8108D4	41-231PGE	RTA8M35AAD1832D	920-B179-Y2

POLE: DECORATIVE BLACK ALUMINUM (Use with Hadco Westbrook Fixture)


Length	Hadco
18 Foot, Black, Smooth Anchor Base (11" B.C.)	CP2871C (40034)
4 Foot Pole Extension w/Arm Bracket, Pole Cap, and 18 Foot Smooth Westbrooke Pole (CU 1437)	CA7897-HFP710-PSA (90002579)
4 Foot Pole Extension w/Double Mast Arm, Pole Cap, and 18 Foot Smooth Westbrooke Pole (CU 1438)	CA2871L-HFP720-PSA (90003564)

POLES: COMPOSITE, 2-PIECE, SMOOTH FINISH, DIRECT-BURIED, TOP PIECE ONLY

Length & Type	Mounting Height & Color	Shakespeare	CMT
30 Foot, Direct Buried	25 Feet, Bronze	BHT3099S5BL9901 (39358) (CU 1111)	MDS30-F-100-S2-HS-PC-NP-1B-22 (39372) (CU 1112)

POLE FOOTINGS: CONCRETE

Precast Concrete Base	Bolt Circle	Bolt Projection	Bolt Type	Base Dimensions	Utility Vault Company
For all decorative and post-top anchor base poles 14 to 25 feet. (39083)	11 inch	3-1/2 inch	1" - 8 NC Galv Steel	20" Round by 48" High	20R-LB-4- PGE
For 25 to 35 Foot Aluminum Anchor Base Poles (00147)				14" Square by 60" High	5CL-LB- PGE
For 40 Foot Aluminum Anchor Base Poles (39094)				18" Top 24" Bottom 84" High	7-LB- PGE

Approved Street Lighting Equipment for New Installations Pg 4			CITY OF WILSONVILLE  PUBLIC WORKS STANDARDS
DRAWING NUMBER: RD-1345	DRAWN BY:	SCALE: N.T.S.	
FILE NAME: RD-1345.dwg	APPROVED BY:	DATE: 08/28/17	

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MISCELLANEOUS

GROUT

Non-Shrink Grout, such as Alcrete Twenty Minute Fast Setting Grout, or approved equal

The air gap between the top of pedestal and bottom of light pole shall be grouted with a high-strength, non-shrinking grout meeting ODOT SSC Section 02440.50(b).

MANHOLE COVER: GRAY, PLASTIC, STEEL CORE, UNIVERSAL

Quantum Engineering
TL-S (90004595)

STREETLIGHT WIRE: UNDERGROUND OR IN POLE

Streetlight Wire	Description
#10 CU 3-Conductor (00036) (CU 635)	#10 AWG, 600 Volt, 3-Conductor, Class B Stranding, Type TC, with Sunlight-Resistant 45-mil PVC Jacket. Suitable for direct burial installations. Insulation to be black, red, and green per NEMA WC-7 for NEC applications (TFN, THWN, THHN), with fillers or binding tape added to produce round outer jacket, rated 90DC dry and 75DC wet, 1,000 ft NR reels. Jacket to display sequential footage markings. 2 reel labels, one attached to the outside flange surface, one attached to the drum wrapping; each to detail total footage, inside or starting footage.

JUNCTION BOX: FOR UNDERGROUND CONDUCTORS & CONNECTIONS

Junction Box Description	Junction Box, Concrete Polymer Lid, Fiberglass Reinforced Polymer flared sides, 18" Deep, No Floor, With Skid Resistant Cover Attached by Two Captive stainless steel 3/8-inch Penta-head Bolts, Gray Color, per Material Specification L26107 Note: 12"x12"x12" is 12 inches deep with straight sides. Covers must be marked ELECTRIC or POWER.
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Manufacturer	13" x 24" x 18" (90003478)	17" x 30" x 18" (90003480)	12" x 12" x 12" (39031)
Newbasis	FCA132418T-00043	FCA173018T-90026	PCA1212-90005 (Box: PMB121212SN20 Lid: SMC1212B1A20)
Quazite (Hubbell)	A42132418A017	A42173018A017	N/A
Oldcastle /Carson Industries	13241617	17301620	HLW1212-12-PC
CDR (Electrimold)	N/A	N/A	PA-13-1212-12
Highline	CHA132418HE1	CHA173018HE1	PHA121212SE1
Armorcast	A6001946TAX18-PGE	A6001640TAX18-PGE	A6001423TA (Box: A6001423) (Cover: A6001422)

Approved Street Lighting Equipment for New Installations Pg 5

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WILSONVILLE



PUBLIC WORKS STANDARDS

DRAWING NUMBER: RD-1345

DRAWN BY:

SCALE: N.T.S.

FILE NAME: RD-1345.dwg

APPROVED BY:

DATE: 08/28/17

**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, September 18, 2017. Mayor Knapp called the meeting to order at 7:03 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Knapp
Councilor Starr
Councilor Stevens
Councilor Lehan - Absent
Councilor Akervall

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Chris Neamtzu, Planning Director
Delora Kerber, Public Works Director
Susan Cole, Finance Director
Mark Ottenad, Public and Government Affairs
Angela Handran, Assistant to the City Manager
Cathy Rodocker, Assistant Finance Director
Dwight Brashear, SMART Director
Steve Adams, Engineering Manager
Dan Carlson, Building Official Director
Melissa Gitt, Building Inspector
Mike Ward, Civil Engineer

Motion to approve the order of the agenda.

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

Vote: Motion carried 4 -0.

COMMUNICATIONS

A. TVF&R: State of the District (Chief Mike Duyck)

Michael Duyck, Chief of Tualatin Valley Fire & Rescue (TVF&R) presented to Council. Presentation topics included the following: objectives, incident response, medic units, specialized paramedics, verified responders, recruitment, partnership update, and a list of what is on the horizon.

The below was provided regarding the incidents responses in the City of Wilsonville:

- Station 52 provides most of the response to calls in the Wilsonville (74% in 2017).

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

- Wilsonville experienced a 31% increase in call volume from 2012-2016
- Medical calls remain the most common call for service (75% in 2016 and 74% for Q1, Q2 of 2017).

Additionally, the list on the horizon included the following:

- Bond refinancing to save nearly \$1million
- Capital improvements and apparatus purchases to strengthen system
- Planning underway for future Occupational Health and Wellness as well as Logistics facilities
- WCCCA 911 upgrades to improve regional dispatch
- Updating strategic plan

It was also communicated that Tualatin Valley Fire and Rescue will be holding a career day on Saturday, October 14.

B. Oregon Building Inspector of the Year Award (Carlson/Gitt)

Building Official Director Dan Carlson honored Melissa Gitt for receiving the prestigious 2017 Building Inspector of the Year award from the Oregon Building Officials Association (OBOA). Ms. Gitt is a Building Inspector lead worker for the City of Wilsonville. She was nominated by her peers for the annual award, which is given from OBOA to recognize an individual with outstanding service to the public and dedication to building safety.

Mayor Knapp took a moment to take picture with Ms. Gitt and Mr. Carlson.

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.

Nik Stice, represented a group of residents that have concerns regarding the design concepts plan for recreational area on Coffee Lake Drive in Villebois. Mr. Stice requested the DRB decision DB17-0011, 0020 - Villebois Regional Parks 7 and 8 be reevaluated by Council. Mr. Stice stated that the proposed development is not aligned with the original Villebois Master Plan. Mr. Stice declared that the residents are supportive of the development of the space however, the preferences are it would be complementary to Graham park with low maintenance and low impact interpretive trails. Mr. Stice acknowledged that he and the residents he represents oppose the active play space and basketball court which are currently proposed. Mr. Stice requested Council call up the DRB decision.

City Manager Cosgrove listed out the following choices that Council could take in with regards to the DRB decision and appeal process.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

- Allow the DRB decision;
- Call up the decision;
- Citizens could appeal the decision;
- Council also has the option to waive the appeal fee.

Council discussed the all the options and the appeal process. After much discussion and consideration Councilor Starr made a motion.

Motion: Councilor Starr moved to call up the DRB decision (DB17-0011, 0020 - Villebois Regional Parks 7 and 8) related to the soccer field.

No Councilor seconded the motion. The motioned died.

Mayor Knapp noted that concerned citizens can file an appeal of the DRB decision (DB17-0011, 0020 - Villebois Regional Parks 7 and 8) by Tuesday, September 26, 2017 by close of the business day, 5 p.m.

MAYOR'S BUSINESS

- A. Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.

COUNCILOR COMMENTS

- A. Councilor Starr – Economic Event Bike tour scheduled for tomorrow September 19 has been delayed due to weather. The City's website will be updated as soon as the new date has been chosen. Additionally, those registered should be receiving an email on the new date.
- B. Councilor Stevens –Library Board meeting will be held next week on September 27. Furthermore, the IRD system is in place at the library. In addition, the library continues to finalize the building capital improvement project.
- C. Councilor Akervall – No report.

PUBLIC HEARING

A. **Resolution No. 2654**

A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2017-18.

Mayor Knapp opened the public hearing at 8:05 p.m. and provided hearing protocol.

Ms. Jacobson read the title of Resolution No. 2654 for the record.

The staff report was presented by Cathy Rodocker, Assistant Finance Director. Oregon's Local Budget Law allows the Council to amend the adopted budget for an occurrence or condition that

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

was not known at the time the budget was adopted. A transfer resolution moves expenditures from one category to another within a specific fund and does not increase the overall budget that was approved during the annual budget process. A supplemental budget adjustment will impact the budget by increasing revenues and/or expenditures. The supplemental adjustment can also recognize expenditures that exceed 10% of the adopted budget expenditures or 15% of the adopted contingency in a fund.

At the time that the FY2017/18 budget was prepared, labor negotiations were underway and the contracts had not been ratified by City Council. As noted in the budget document, no changes in the Salaries and Wages scales were include in the adopted budget. As the labor agreements have now been approved by City Council, this supplemental budget adjustment will acknowledge the increase to personnel services for wages and wage-based benefits as a result of the new contracts.

In total, an increase to the budget in the amount of \$485,850 is required for the new salary and wage scales. The impact by Fund is noted below.

General Fund	\$232,190
Community Development Fund	94,080
Transit Fund	87,510
Building Fund	17,610
Fleet Fund	16,720
Water Operating Fund	12,750
Road Operating Fund	10,310
Sewer Operating Fund	8,450
Stormwater Operating Fund	6,230

The supplemental also includes the following adjustments to materials and services:

- An additional \$100,000 will be needed to complete the Intake Pipe Cleaning Project. The funding source will be the Water Operating Fund.
- \$45,000 is needed to repair/replace the Therma-Flyte Dryer at the Wastewater Treatment Plant. The funding source will be the Sewer Operating Fund.
- \$27,193 will be rolled over from FY2017 for the Planning Department's form-based code project. This multi-year projected is slated to be completed this fiscal year.

Also covered in the supplemental adjustment are requests to roll-over unspent budgets from FY2016-17 capital improvement budgets. A detailed list of the 34 projects that require a roll-over adjustment is attached. The list attached also notes the funding source for each project.

The supplemental also includes funding for new projects as follows:

- CIP 4204-Facilities Plan for I-5, ODOT has been added in the amount of \$50,000. Funding will be transferred from CIP 4202-I-5 Pedestrian Bridge.
- CIP 8127-Annual Network Upgrades. This annual project was inadvertently left off the CIP program at the time the budget was created. Funding Source: General Fund

**CITY OF WILSONVILLE
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- CIP 9149-Citywide Parks Master Plan Update will require an additional \$78,250 to complete this fiscal year. Funding will be transferred from CIP 9144-Boones Ferry Park Master Plan.
- CIP 8093-Fiber Connectivity will require an additional \$40,000 to fund the fiber installation in conjunction with CIP 9146-I-5 Undercrossing Trail and CIP 1114-Water System Telemetry projects.
- CIP 8111-HVAC Replacements will require an additional \$100,000 to be funded by Transit for the major repair/replacement of the HVAC system.

Lastly, a restatement of the Beginning Fund Balance in the Stormwater CIP Fund is required. The actual fund balance is higher than anticipated due to work not completed by the year end on the Stormwater Ops Allocation to Charbonneau project. The offset to the beginning fund balance restatement is an increase to the contingency line item. Once recorded in contingency, the funds can be reallocated to the project for FY2017-18.

Mayor Knapp invited public comment, hearing nothing; he closed the public hearing at 8:18 p.m.

Motion: Councilor Stevens moved to approve Resolution No. 2654. Councilor Starr seconded the motion.

Vote: Motion carried 4-0.

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

CONTINUING BUSINESS

A. **Ordinance No. 808** - 2nd Reading

An Ordinance Of The City Of Wilsonville Regarding Street Lighting: Types; Infill; Rates; Billing; And Fund; Amending Wilsonville Code Sections 3.200 Through 3.204; And Repealing Ordinance Nos. 41 And 304.

Ms. Jacobson read the title of Ordinance No. 808 into the record on second reading.

Motion: Councilor Stevens moved to approve Ordinance No. 808 on second reading. Councilor Akervall seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES:

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Councilor Lehan Absent
Councilor Akervall Yes

B. Ordinance No. 809 - 2nd Reading

An Ordinance Of The City Of Wilsonville Revising Section 201.9.01 - Roadway And Intersection Lighting Of The City Of Wilsonville Public Works Standards – 2015 And Adding Drawings To The Public Works Standard Detail Drawing – 2014.

Ms. Jacobson read the title of Ordinance No. 808 into the record on second reading.

Motion: Councilor Stevens moved to approve Ordinance No. 809 on second reading.
 Councilor Akervall seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES:

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

CITY MANAGER’S BUSINESS

City Manager Cosgrove invited Council to the League of Oregon Cities (LOC) conference happening September 28 -30 at the DoubleTree in Portland. He also noted that the City will be hosting a hospitality suite on the Thursday evening of the conference.

LEGAL BUSINESS

No Report.

ADJOURN

Mayor Knapp adjourned the meeting at 8:29 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Mayor