



PLANNING COMMISSION
WEDNESDAY, MAY 13, 2020

IV. INFORMATIONAL

- A. City Council Action Minutes (March 2 & 16 and April 6 & 20, 2020)
(No staff presentation)

City Council Meeting Action Minutes
March 2, 2020

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Chris Neamtzu, Community Develop. Director
Cathy Rodocker, Finance Director
Keith Katko, Assistant Finance Director
Mark Ottenad, Public/Government Affairs Director
Miranda Bateschell, Planning Director
Zoe Monahan, Assistant to the City Manager
Dan Pauly, Planning Manager
Zach Weigel, Capital Projects Engineering Manager
Kimberly Rybold, Senior Planner
Martin Montalvo, PW Operations Manager
Bill Evans, Communications & Marketing Manager
Rob Wurpes, Chief of Police

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Residential Code Modernization	Council and staff discussed efforts to modernize the residential zoning standards.
B. Equitable Housing Strategic Plan	Council provided guidance for staff to update the draft Equitable Housing Strategic plan for continued discussion.
C. Coronavirus	Staff provided a summary of actions and protocols in place to safeguard staff and the community from the coronavirus.
REGULAR MEETING	
<u>Mayor's Business</u>	
A. State of the City Address	The Mayor presented the 2020 State of the City Address.
B. League of Women Voters Month Proclamation	The Mayor read a proclamation declaring the month of March as League of Women Voters Month.
C. Appointment	<u>Tourism Promotion Committee</u> Appointment of Rohit Sharma to the Tourism Promotion Committee, Position 1 for a term beginning 3/2/20 to 6/30/22. Passed 5-0.
<u>Consent Agenda</u>	
A. <u>Resolution No. 2793</u> A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Autumn Park Apartments, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc.	The Consent Agenda was approved 5-0.

<p>B. <u>Resolution No. 2794</u> A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Charleston Apartments, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc.</p> <p>C. <u>Resolution No. 2795</u> A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Creekside Woods LP, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc.</p> <p>D. <u>Resolution No. 2796</u> A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Rain Garden Limited Partnership, A Low-Income Apartment Development Owned And Operated By Caritas Community Housing Corporation.</p> <p>E. <u>Resolution No. 2797</u> A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Wiedemann Park, A Low-Income Apartment Development Owned And Operated By Accessible Living, Inc.</p>	
<p><u>City Manager's Business</u></p>	<p>Reported that a joint meeting between the West Linn-Wilsonville School District and City Council is scheduled for April.</p>
<p><u>Legal Business</u></p>	<p>Announced that Kinder Morgan is close to completing the automatic shut off valve installation.</p>
<p>ADJOURN</p>	<p>8:29 p.m.</p>

City Council Meeting Action Minutes
March 16, 2020

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Kimberly Veliz, City Recorder
Jordan Vance, Economic Development Director
Mike Nacrelli, Civil Engineer
Dan Carlson, Building Official
Dan Pauly, Planning Manager
Zach Weigel, Capital Projects Engineering Manager
Martin Montalvo, Public Work Operations Manager
Beth Wolf, Information Systems Analyst
Andy Stone, IT Director

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Town Center Implementation Update	Staff updated Council on the timing for upcoming Town Center Plan implementation actions, and sought direction on components of the plan.
B. I-5 Pedestrian Bridge and Gateway Plaza	Council provide staff feedback on guiding features for the design principles.
C. Adoption of Building Permit Fees	Staff presented on Resolution No. 2802, which approves the building, mechanical and plumbing permit fee schedules, and repeals Resolution No. 2780.
D. Alternative Contracting Method Water Treatment Plant Expansion	Council was informed of Resolution No 2801, which authorizes the use of a construction manager and/or general contractor alternative contracting method for the Water Treatment Plant expansion project.
<u>Mayor's Business</u>	
A. <u>Resolution No. 2803</u> A Resolution And Order Declaring A Local State Of Emergency And Authorizing Emergency Measures.	Resolution No. 2803 was adopted 5-0.
B. Elect Council President	Councilor Akervall was reappointed as Council President with a term ending December 2020. Passed 5-0.
C. Upcoming Meetings	Mayor Knapp announced that due to the Coronavirus and the need for social distancing many upcoming meetings have been cancelled or postponed.

<u>Communications</u> A. Get Moving 2020 Transportation Measure Briefing.	Metro Councilor Dirksen presented on the Get Moving 2020 Transportation Measure.
<u>Consent Agenda</u> A. <u>Resolution No. 2799</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With McClure And Sons, Inc. For The Memorial Park Lift Station Project (Capital Improvement Project #2065).	The Consent Agenda was approved 5-0.
<u>New Business</u> A. <u>Resolution No. 2782</u> A Resolution Of The City Of Wilsonville Supporting A 2040 Planning And Development Grant Application To Metro For Frog Pond East And South Master Planning And Related Work	Resolution No. 2782 was adopted 5-0.
<u>Public Hearing</u> A. <u>Resolution No. 2801</u> A Resolution Of The City Of Wilsonville Authorizing The Use Of A Construction Manager / General Contractor (CMGC) Alternative Contracting Method For The Water Treatment Plant (WTP) Expansion Project (Capital Improvement Project #1144). B. <u>Resolution No. 2802</u> A Resolution Of The City Of Wilsonville Approving Building Permit Fee Schedule, Mechanical Permit Fee Schedule, And Plumbing Permit Fee Schedule, And Repealing Resolution No. 2780.	After a public hearing was conducted, Resolution No. 2801 was approved by a vote of 5-0. After a public hearing was conducted, Resolution No. 2802 was approved by a vote of 5-0.
<u>City Manager's Business</u>	Recapped Governor Kate Brown's new orders on social distancing measures, effective March 17, 2020 for at least four weeks. Provided information on the Neighborhood Tree Planting event being held by the Friends of Trees.
<u>Legal Business</u>	No report.
ADJOURN	8:57 p.m.

City Council Meeting Action Minutes
April 6, 2020

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Jeanna Troha, Assistant City Manager
Mark Ottenad, Public/Government Affairs Director
Zach Weigel, Capital Projects Engineering Manager
Kimberly Rybold, Senior Planner
Nancy Kraushaar, Engineer
Dominique Huffman, Civil Engineer
Ben Toops, Police Officer
Martin Montalvo, Public Works Ops. Manager
Beth Wolf, Senior Systems Analyst
Andy Stone, IT Director
Jordan Vance, Economic Development Manager

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Alternative Project Delivery Methods Presentation	Tom Hickmann, of Tualatin Valley Water District, delivered a presentation on alternative project delivery methods.
B. Boeckman Dip Bridge Alternatives Analysis (CIP #4212) and Stormwater Master Plan Amendment	Staff presented updates on work taking place on the Boeckman Dip Bridge.
C. Equitable Housing Strategic Plan	Staff shared an updated draft of the Equitable Housing Strategic Plan.
REGULAR MEETING	
<u>Communications</u>	Updates were provided by representatives of various agencies on the topic of COVID-19.
A. Update on the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act: <ul style="list-style-type: none"> • Ree Armitage, Field Representative, Office of U.S. Senator Ron Wyden • Dan Mahr, Field Representative, Office of U.S. Senator Jeff Merkley 	
B. Update on State of Oregon COVID-19 Emergency Response <ul style="list-style-type: none"> • Representative Courtney Neron, HD-26/Wilsonville 	
C. Update on Clackamas County COVID-19 Emergency Response <ul style="list-style-type: none"> • Commissioner Ken Humberston 	
D. City of Wilsonville Economic Development Update <ul style="list-style-type: none"> • Jordan Vance, Economic Development Manager 	
E. Update from Wilsonville Area Chamber of Commerce <ul style="list-style-type: none"> • Kevin Ferrasci O'Malley, CEO 	

<p><u>Mayor's Business</u></p> <p>A. City Manager Memos: City Business Friendly Practices and Policies; Proposed City Business Grant Programs</p> <p>B. Volunteer Appreciation Month Proclamation</p> <p>C. 22nd Consecutive Tree City USA Designation and Arbor Day Proclamation</p>	<p>Council heard of several proposed assistance programs to help businesses and community members.</p> <p>The Mayor stated that he would sign the Volunteer Appreciation Month and Arbor Day proclamations submitted by staff. There were no objections by Council.</p>
<p><u>Consent Agenda</u></p> <p>A. <u>Resolution No. 2805</u> A Resolution Of The City Of Wilsonville Authorizing A First Amendment To Grant Agreement With Wilsonville Community Sharing.</p>	<p>The Consent Agenda was approved 5-0.</p>
<p><u>New Business</u></p> <p>A. <u>Resolution No. 2807</u> A Resolution And Order Amending Resolution No. 2803 To Extend The Local State Of Emergency And Emergency Measures, As Authorized by Resolution No. 2803.</p> <p>B. <u>Resolution No. 2808</u> A Resolution And Order Regarding Sign Code Enforcement During Emergency Declaration Period.</p>	<p>Resolution No. 2807 was adopted 5-0.</p> <p>Resolution No. 2808 was adopted 4-1.</p>
<p><u>Public Hearing</u></p> <p>A. <u>Resolution No. 2804</u> A Resolution Of The City Of Wilsonville To Amend The Adopted 2012 Stormwater Master Plan Project List (Table 9-2 – Prioritized CIP Projects) To Add Projects SD- 2163-2167 & 2437-2446: Pipeline Upsizing On Ridder Road And Peters Road And St-7: Boeckman Creek At Boeckman Road Stormwater Study.</p>	<p>After a public hearing was conducted, Resolution No. 2804 was approved by a vote of 5-0.</p>
<p><u>City Manager's Business</u></p>	<p>The City Manager recapped the feedback received earlier in the meeting regarding the proposed business relief program.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p>ADJOURN</p>	<p>10:52 p.m.</p>

City Council Meeting Action Minutes
April 20, 2020

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Jeanna Troha, Assistant City Manager
Cathy Rodocker, Finance Director
Zoe Monahan, Assistant to the City Manager
Andy Stone, IT Director
Beth Wolf, Senior Systems Analyst
Dan Pauly, Planning Manager
Jordan Vance, Economic & Development Director
Phillip Bradford, Associate Planner
Zach Weigel, Capital Projects Engineering Manager
Bill Evans, Communications & Marketing Manager
Pat Duke, Library Director

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Library Furniture Contract	Council was briefed on Resolution No. 2800, which authorizes the City Manager to execute a goods and services contract with HMI Oregon Dealership, Inc. for the Library furniture project.
B. Wilsonville Small Business COVID Relief Grants Proposal	Staff presented on the proposed small business COVID relief grants program.
C. Residential Code Modernization	Staff informed Council of Ordinance No. 841. The ordinance adopts text amendments to the Wilsonville Comprehensive Plan and Development Code regarding the planned development residential and residential zones.
D. Commercial Recreation in Planned Development Zones	Council requested that staff delay the short-term consideration of a proposed expansion of commercial recreation uses within the PDI zone.
E. Parks Bond	Council agreed with staff's recommendation to withhold the proposed Parks Bond tentatively scheduled for the November 2020 ballot.
REGULAR MEETING	
<u>Mayor's Business</u>	
A. Upcoming Meetings	The Mayor announced that the next City Council meeting will be held May 4, 2020.

<p><u>Communications</u></p> <p>A. Measure 26-210 for Supportive Housing Services</p>	<p>Metro Councilor Dirksen shared details of the May ballot Measure No. 26-210 to address the region’s homeless crisis.</p>
<p><u>New Business</u></p> <p>A. <u>Resolution No. 2810</u> A Resolution Of The City Of Wilsonville Authorizing A Second Amendment To Wilsonville Community Sharing Support Grant Agreement.</p> <p>B. <u>Resolution No. 2811</u> (<i>UR Program Income Funds</i>) A Resolution Of The City Of Wilsonville Authorizing A City Of Wilsonville Small Business COVID-19 Grant Program.</p> <p>C. <u>Resolution No. 2812</u> (<i>Transient Lodging Tax Funds</i>) A Resolution Of The City Of Wilsonville Authorizing A City Of Wilsonville Small Business COVID-19 Grant Program.</p>	<p>Resolution No. 2810 was adopted 5-0.</p> <p>Resolution No. 2811 was adopted 5-0.</p> <p>Resolution No. 2812 was adopted 5-0.</p>
<p><u>Consent Agenda</u></p> <p>A. <u>Resolution No. 2787</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Goods And Services Contract With Pipeline Video Inspection, LLC (DBA Aims Companies) For The Closed Circuit TV (CCTV) Inspection Services Project.</p> <p>B. <u>Resolution No. 2800</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Goods And Services Contract With HMI Oregon Dealership, Inc. For The Library Furniture Project.</p> <p>C. <u>Resolution No. 2806</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute The First Amendment To Construction Contract With Moore Excavation, Inc. For The Garden Acres Road & PLM_1.2 Water Transmission Line Project.</p>	<p>The Consent Agenda was approved 5-0.</p>

<p><u>Public Hearing</u></p> <p>A. <u>Resolution No. 2809</u> A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2019-20.</p> <p>B. <u>Ordinance No. 841</u> Of The City Of Wilsonville Adopting Text Amendments To The Wilsonville Comprehensive Plan And Development Code Regarding The Planned Development Residential (PDR) And Residential (R) Zones.</p>	<p>After a public hearing was conducted, Resolution No. 2809 was approved 5-0.</p> <p>After a public hearing was conducted, Ordinance No. 841 was approved on first reading by a vote of 5-0.</p>
<p><u>City Manager's Business</u></p>	<p>Council authorized the City Manager to cancel City-hosted public summer events.</p> <p>Council heard an update on the gift card program. It was reported that currently 35 small business restaurants are involved in the program with 330 gift cards distributed to Wilsonville Community Sharing and 60 to the Police Department.</p>
<p><u>Legal Business</u></p>	<p>The City Attorney reported that the City was granted a motion to abate on the Clackamas County Circuit Court case. Furthermore, the judge in the case declined to rule at this point on the motion to intervene.</p>
<p>URBAN RENEWAL AGENCY</p>	
<p><u>Consent Agenda</u></p> <p>A. Minutes of the February 3, 2020 URA Meeting.</p> <p>B. <u>URA Resolution No. 305</u> A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing The City Manager To Execute The First Amendment To Construction Contract With Moore Excavation, Inc. For The Garden Acres Road & PLM_1.2 Water Transmission Line Project.</p>	<p>The URA Consent Agenda was approved 5-0.</p>
<p><u>Public Hearing</u></p> <p>A. <u>URA Resolution No. 306</u> A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2019-20.</p>	<p>After a public hearing was conducted, URA Resolution No. 306 was approved 5-0.</p>
<p>ADJOURN</p>	<p>10:17 p.m.</p>