



PLANNING COMMISSION

WEDNESDAY, JANUARY 13, 2021

III. INFORMATIONAL

- A. City Council Action Minutes (Nov. 2 & 16, 2020 and Dec. 7 & 21, 2020)
(No staff presentation)

City Council Meeting Action Minutes
November 2, 2020

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Jeanna Troha, Assistant City Manager
Miranda Bateschell, Planning Director
Kim Rybold, Senior Planner
Jordan Vance, Economic Development Director
Khoi Le, Development Engineering Manager
Beth Wolf, Senior Systems Analyst
Andy Stone, IT Director
Dwight Brashear, Transit Director
Eric Loomis, Transit Operations Manager

Staff present included:

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

AGENDA ITEM	ACTIONS
START	5:04 p.m.
WORK SESSION	
A. Town Center Transportation System Plan (TSP) Amendments	Council was briefed of Ordinance No. 846, which approves TSP amendments related to the Town Center Plan.
B. COVID-19 Economic Recovery Strategy Ideas	City staff and the Wilsonville Chamber of Commerce director discussed strategies that the Council might consider adopting to aide local businesses in the wake of COVID-19.
C. Employment Site Readiness Report for the Coffee Creek Industrial Area	Staff shared the results of a readiness assessment of the future Coffee Creek Industrial Area, a roadmap of recommended innovations and best practices.
REGULAR MEETING	
<u>Mayor's Business</u>	
A. Veterans Day Proclamation	The Mayor read a proclamation declaring the 11 th day of November as Veterans Day.
B. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.
<u>Communications</u>	
A. Marion County	Council listened to a presentation regarding the TLM Holdings, LLC application case # 19-002 for zone changes, comprehensive plan amendment, and conditional use.

B. Republic Services' City of Wilsonville 2019 Annual Report	Republic Services' staff presented their 2019 annual report.
<u>Consent Agenda</u> A. Minutes of the April 6, 2020; October 5, 2020 and October 19, 2020 City Council Meetings.	The Consent Agenda was approved 5-0.
<u>New Business</u> A. City Council Review of Development Review Board Resolution No. 382.	This item has been rescheduled for the November 16, 2020 City Council meeting.
<u>Continuing Business</u> A. None.	
<u>Public Hearing</u> A. <u>Resolution No. 2859</u> A Resolution Of The Wilsonville City Council Authorizing The Discontinuation Of South Metro Area Regional Transit's (SMART) Charbonneau Shuttle Route. B. <u>Ordinance No. 846</u> An Ordinance Of The City Of Wilsonville Approving Transportation System Plan Amendments Related To The Town Center Plan.	After a public hearing was conducted, Resolutions No. 2859 was approved 5-0. After a public hearing was conducted, Ordinance No. 846 was approved on first reading by a vote of 5-0.
<u>City Manager's Business</u>	No report.
<u>Legal Business</u>	No report.
ADJOURN	8:54 p.m.

City Council Meeting Action Minutes
November 16, 2020

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Jeanna Troha, Assistant City Manager
Andy Stone, IT Director
Beth Wolf, Senior Systems Analyst
Cindy Luxhoj, Associate Planner
Khoi Le, Development Engineering Manager
Mark Ottenad, Public/Government Affairs Director
Miranda Bateschell, Planning Director
Zoe Monahan, Assistant to the City Manager
Dan Pauly, Planning Manager
Jordan Vance, Economic Development Director

Staff present included:

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

AGENDA ITEM	ACTIONS
START	5:05 p.m.
WORK SESSION	
A. Kitakata Sister City Advisory Board	Staff presented an update on the bylaws for the Kitakata Sister City Advisory Board.
B. Review of the Solid Waste Collection Rate Report, November 2020	Council heard a summary of the annual solid waste rate review for Republic Services, which detailed operating costs and budget projections for the upcoming year.
C. Employment Site Readiness Report for the Coffee Creek Industrial Area	Staff informed Council of Resolution No. 2861, which accepts the Metro Employment Land Readiness Report for the Coffee Creek Industrial Area.
REGULAR MEETING	
<u>Mayor's Business</u>	
A. Small Business Saturday in Wilsonville Proclamation	The Mayor read a proclamation declaring the 28 th day of November as Small Business Saturday in Wilsonville.
B. Reappointments / Appointment	<p><u>Parks and Recreation Board</u> Reappointment of Daniel Christensen to the Parks and Recreation Board for a term beginning 1/1/2021 to 12/31/2024. Passed 5-0.</p> <p><u>Parks and Recreation Board</u> Reappointment of James Barnes to the Parks and Recreation Board for a term beginning 1/1/2021 to 12/31/2024. Passed 5-0.</p>

<p>C. Upcoming Meetings</p>	<p><u>Development Review Board</u> Reappointment of Daniel McKay to the Development Review Board for a term beginning 1/1/2021 to 12/31/2022. Passed 5-0.</p> <p><u>Planning Commission – Appointment</u> Appointment of Olive Gallagher to the Planning Commission for a term beginning 1/1/2021 to 12/31/2023. Passed 5-0.</p> <p>Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.</p>
<p><u>Communications</u> A. Metro Update</p>	<p>Council heard the Metro year end report.</p>
<p><u>Consent Agenda</u> A. Minutes of the November 2, 2020 City Council meeting.</p>	<p>The Consent Agenda was approved 5-0.</p>
<p><u>New Business</u> A. <u>Resolution No. 2857</u> A Resolution Of The City Of Wilsonville City Council Adopting The Arts, Culture And Heritage Strategy, November 2020.</p> <p>B. <u>Resolution No. 2861</u> A Resolution Of The Wilsonville City Council Accepting The Metro Employment Land Readiness Report For The Coffee Creek Industrial Area.</p> <p>C. City Council Review of Development Review Board Resolution No. 382.</p>	<p>Resolution No. 2857 was approved 5-0.</p> <p>Resolution No. 2861 was approved 5-0.</p> <p>Council made a motion to affirm the Development Review Board Resolution No. 382, passed 5-0.</p>
<p><u>Continuing Business</u> A. <u>Ordinance No. 846</u> An Ordinance Of The City Of Wilsonville Approving Transportation System Plan Amendments Related To The Town Center Plan.</p>	<p>Ordinance No. 846 was adopted on second reading by a vote of 5-0.</p>
<p><u>Public Hearing</u> A. None.</p>	
<p><u>City Manager’s Business</u></p>	<p>Reported the City held a second Zoom meeting on the topic of diversity, equity, and inclusion. Wished Council a happy Thanksgiving appreciated them and City staff.</p>
<p><u>Legal Business</u></p>	<p>Wished Council a happy Thanksgiving.</p>
<p>ADJOURN</p>	<p>10:07 p.m.</p>

City Council Meeting Action Minutes
December 7, 2020

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Beth Wolf, Senior Systems Analyst
Andy Stone, IT Director
Dominique Huffman, Civil Engineer
Chris Neamtzu, Community Develop. Director
Keith Katko, Assistant Finance Director
Mark Ottenad, Public/Government Affairs Director
Zoe Monahan, Assistant to the City Manager
Zach Weigel, Capital Projects Engineering Manager

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney

AGENDA ITEM	ACTIONS
WORK SESSION	
START: 5:03 p.m.	
A. Street Maintenance Program Update	Staff updated the Council on street maintenance activities completed in 2020, and shared the preliminary street maintenance plan for next year.
B. Restaurant Relief Program	Council heard a presentation on Resolution No. 2868, which establishes a Restaurant Relief Program to address impacts associated with COVID-19.
C. Credit Card Processing Software	Staff informed Council of Resolution No. 2866, which authorizes the City Manager to execute a contract with Automated Merchant Services and Merrick Bank.
REGULAR MEETING	
<u>Mayor's Business</u>	
A. Reappointments / Appointment	Development Review Board Reappointment of Jean Svadlenka to Development Review Board, Panel A for a term beginning 1/1/2021 to 12/31/2022. Passed 5-0.
B. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.
<u>Communications</u>	
A. None.	

<p><u>Councilor Comments, Liaison Reports and Meeting Announcements</u></p> <p>A. Proclamation</p> <p>B. Council Compensation</p>	<p>The Council President read a proclamation declaring the 15th day of December as “Mayor Tim Knapp Day.”</p> <p>Council motioned to have staff draft a resolution, for consideration at the next meeting, which would provide a stipend for Wilsonville’s elected officials. Motion passed 3-0-2.</p>
<p><u>Consent Agenda</u></p> <p>A. <u>Resolution No. 2866</u> A Resolution Of The City Of Wilsonville, Acting In Its Capacity As The Local Contract Review Board, Authorizing The City Manager To Execute A Contract With Automated Merchant Services And Merrick Bank.</p> <p>B. <u>Resolution No. 2867</u> A Resolution Adopting The Canvas Of Votes Of The November 3, 2020 General Election.</p>	<p>The Consent Agenda was approved 5-0.</p>
<p><u>New Business</u></p> <p>A. <u>Resolution No. 2864</u> A Resolution And Order Amending Resolution No. 2858 To Further Extend The Local State Of Emergency And Emergency Measures, As Authorized By Resolution No. 2803.</p> <p>B. <u>Resolution No. 2865</u> A Resolution Of The City Of Wilsonville Adopting The Findings And Recommendation Of The 2020 Solid Waste Franchise Rate Review Process As Documented In The “Solid Waste Collection Report, November 2020.” (Ottenad)</p> <p>C. <u>Resolution No. 2868</u> A Resolution of the City of Wilsonville Establishing a Restaurant Relief Program to Address Impacts Associated with COVID-19.</p> <p>D. <u>Resolution No. 2863</u> A Resolution Of The City Council Creating The Kitakata Sister City Advisory Board.</p>	<p>Resolution No. 2864 was adopted 5-0.</p> <p>Resolution No. 2865 was adopted 5-0.</p> <p>Resolution No. 2868 was adopted 5-0.</p> <p>Resolution No. 2863 was adopted 5-0.</p>
<p><u>Continuing Business</u></p> <p>A. None.</p>	
<p><u>Public Hearing</u></p> <p>A. None.</p>	

<u>City Manager's Business</u>	Reminded Council of the virtual Diversity, Equity, and Inclusion listening session scheduled for Tuesday, December 8, 2020 at 6:00 p.m.
<u>Legal Business</u>	No report.
ADJOURN	9:36 p.m.

Development Review Board (Staff to Assign Panels)

Appointment of Michael Abernathy, Rachelle Barrett, Michael Horn, and Ben Yacob to the Development Review Board, for a term beginning 1/1/2021 to 12/31/2022. Passed 5-0.

Council withheld the appointment of Jami Arbon.

Kitakata Sister City Advisory Board (Emeritus Status)

Emeritus status for Susan Raxter, Lois Reimer, and Bev Schalk to the Kitakata Sister City Advisory Board. Passed 5-0.

Kitakata Sister City Advisory Board (1 year)

Appointments of Jason Jones, Aaron Reyna and Cathy Rice to the Kitakata Sister City Advisory Board for a term beginning 1/1/2021 to 12/31/2021. Passed 5-0.

Kitakata Sister City Advisory Board (2 years)

Appointments of Dave Schalk, Seiji Shiratori, and Ashleigh Sumerlin to the Kitakata Sister City Advisory Board for a term beginning 1/1/2021 to 12/31/2022. Passed 5-0.

Kitakata Sister City Advisory Board (3 years)

Appointment of Adrienne Phillips, Tracy Sailors, and Robert Yokoyama to the Kitakata Sister City Advisory Board for a term beginning 1/1/2021 to 12/31/2023. Passed 5-0.

Parks and Recreation Advisory Board

Appointment of Nathan Early to the Parks and Recreation Advisory Board for a term beginning 1/1/2021 to 12/31/2024. Passed 5-0.

Wilsonville-Metro Community Enhancement Committee

Appointment of Jordan Snyder to the Wilsonville - Metro Community Enhancement Committee Position 3 for a term beginning 1/1/2021 to 6/30/2021. Passed 5-0.

Mayor Knapp announced that Mayor-Elect Fitzgerald would attend the upcoming meetings.

B. Upcoming Meetings

Communications

A. Soul'd Out Performance

Council watched a video performance from the Wilsonville High School choir, Soul'd Out.

B. Clackamas County Behavioral Health	Council heard about resources available for those in need of mental health help in Clackamas County.
<u>Consent Agenda</u> A. Minutes of the November 16, 2020 Council Meeting.	The Consent Agenda was approved 5-0.
<u>New Business</u> A. <u>Resolution No. 2869</u> A Resolution Relating To Stipends And Compensation For The Mayor And City Councilors, And Repealing Resolution No. 2360.	Resolution No. 2869 failed 2-1-2.
<u>Continuing Business</u> A. None.	
<u>Public Hearing</u> A. None.	
<u>City Manager's Business</u>	Shared Wilsonville's sister city Kitakata, Japan sent over almost a thousand facemasks with specials ones to be distributed to Council Recalled the first meeting of the Citizens Academy was last week and reminded Council they are scheduled to present at the first meeting in January. Wished Council a healthy, safe holiday season and thanked them for their service to the community.
<u>Legal Business</u> A. LUBA Case Nos. 2019-123/127/129/130	Council moved to proceed with the appeal of the recent Land Use Board of Appeals decision along with the other appellants Aurora, 1000 Friends, and Joseph Schaefer. Passed 4-1.
ADJOURN	9:55 p.m.