

**CITY OF WILSONVILLE**  
**CITY COUNCIL MEETING MINUTES**

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A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, November 16, 2020. Mayor Knapp called the meeting to order at 7:12 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

- Mayor Knapp
- Council President Akervall
- Councilor Lehan
- Councilor West
- Councilor Linville

Staff present included:

- Bryan Cosgrove, City Manager
- Jeanna Troha, Assistant City Manager
- Barbara Jacobson, City Attorney
- Kimberly Veliz, City Recorder
- Mark Ottenad, Public/Government Affairs Director
- Miranda Bateschell, Planning Director
- Cindy Luxhoj, Associate Planner
- Dan Pauly, Planning Manager
- Jordan Vance, Economic Development Manager
- Beth Wolf, Systems Analyst
- Andy Stone, IT Director
- Khoi Le, Development Engineer Manager

Motion to approve the order of the agenda.

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

**Vote:** Motion carried 5-0.

**SUMMARY OF VOTES**

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

**MAYOR'S BUSINESS**

A. Small Business Saturday in Wilsonville Proclamation

The Mayor read a proclamation declaring the 28<sup>th</sup> day of November 2020 as Small Business Saturday in Wilsonville. He encouraged everyone to support small businesses in an ongoing way, such as eating at a local restaurant once a week.

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B. Appointments/Reappointments

**Parks and Recreation Board – Reappointment**

Reappointment of Daniel Christensen to the Parks and Recreation Board for a term beginning 1/1/2021 to 12/31/2024.

**Motion:** Councilor West moved to ratify the reappointment of Daniel Christensen to the Parks and Recreation Board for a term beginning 1/1/2021 to 12/31/2024. Councilor Linville seconded.

**Vote:** Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

**Parks and Recreation Board – Reappointment**

Reappointment of James Barnes to the Parks and Recreation Board for a term beginning 1/1/2021 to 12/31/2024.

**Motion:** Councilor Lehan moved to ratify the reappointment of James Barnes to the Parks and Recreation Board for a term beginning 1/1/2021 to 12/31/2024. Councilor Akervall seconded.

**Vote:** Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

**Development Review Board – Reappointment**

Reappointment of Daniel McKay to the Development Review Board for a term beginning 1/1/2021 to 12/31/2022.

Mr. Cosgrove noted that the motion language in the agenda packet contained the wrong name.

**Motion:** Councilor Lehan moved to ratify the reappointment of Daniel McKay to the Development Review Board for a term beginning 1/1/2021 to 12/31/2022. Councilor West seconded.

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**Vote:** Motion carried 5-0.

**SUMMARY OF VOTES**

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

**Planning Commission – Appointment**

Appointment of Olive Gallagher to the Planning Commission for a term beginning 1/1/2021 to 12/31/2023.

Mayor Knapp said he had been working for the last couple of years to provide a balance on the Planning Commission. Frequently, the City had received more applicants than positions and he wanted more gender diversity on the Commission. He highlighted Olive Gallagher’s background, noting her qualifications and experience.

**Motion:** Councilor Linville moved to ratify the appointment of Olive Gallagher to the Planning Commission for a term beginning 1/1/2021 to 12/31/2023. Councilor Lehan seconded.

**Vote:** Motion carried 5-0.

**SUMMARY OF VOTES**

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

Mayor Knapp stated the City was still advertising for openings on other commissions. He would work with Mayor-Elect Fitzgerald to interview applicants and make recommendations before the end of the year. He was gratified to have a wide variety of qualified applicants to choose from. He appreciated the interest and encouraged others to apply.

C. Upcoming Meetings

Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City. The Metropolitan Mayor’s Consortium discussed upcoming electoral changes. The Greater Portland Incorporated Small Cities Consortium discussed the regional economic recovery strategy they are developing with Metro and the Greater Portland Economic Development District (GPEDD). The recovery plan was focused on small businesses and the Black, Indigenous and People of Color (BIPOC) community. Upcoming meetings included the Washington County Coordinating Committee, Metro Area Cities, the Joint Policy Advisory

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Committee on Transportation (JPAC), Clackamas County Mayors and Chairs, and GPEDD Board of Directors.

**COMMUNICATIONS**

A. Metro Update

Metro Councilor Craig Dirksen provided an update on the happenings at Metro. The PowerPoint has been made a part of the record.

Mr. Dirksen began his presentation by recalling the challenges of 2020 including a pandemic, wildfires, and political unrest. He appreciated the City of Wilsonville for responding to all the challenges by adapting to the limits and restrictions. He listed the programs and resources that jurisdictions offered in response and shared how Metro supported those efforts. His presentation included updates on the following Metro programs:

- Parks and Nature Bond
- Affordable Housing Bond
- Supportive Housing Services Program
- Regional Waste and Recycling Plan
- Measure 26-218, “Get Moving 2020” Bond

Council and Staff congratulated Mr. Dirksen on his retirement. They also appreciated him for his work with the City of Wilsonville.

**CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS**

This is an opportunity for visitors to address the City Council on items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

There was no public input.

**COUNCILOR COMMENTS**

A. Council President Akervall

Councilor Akervall acknowledged that the new restrictions during the Thanksgiving holiday were difficult and reminded of the images over the last several months of children on social media celebrating their birthdays alone. Despite the disappointment, the children were smiling in the photos and those smiles continue to inspire her. Her original plan was to spend Thanksgiving with her sister for whom she has not seen for over 2 years, but will forego those plans. Many people have experienced disappointment and loneliness this year. Businesses are struggling, people have lost family members and friends, and were grieving. She appreciated those who had made choices to limit the spread of the virus and spread the kindness. She wished all a happy Thanksgiving.

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B. Councilor Lehan

Councilor Lehan shared that her family had made plans for Thanksgiving, changed them and made new plans, and had now cancelled all plans. She was trying to make the best of it and hoped that others would too. She also shared that the City Manager reports included some fabulous work done by Public Works, Parks and Recreation and Library Staff, including social distancing and park improvements.

C. Councilor West

Councilor West said he attended the League of Oregon Cities (LOC) conference call on Friday, November 13, 2020. The call was focused on how the Governor’s orders impacts local governments and communities. He noted the year had been very difficult and the tradition in his family was to say three things they are thankful for. He was thankful for his family, for living in the United States and the City of Wilsonville, and for the small turkey, he would have on Thanksgiving. He welcomed the future Mayor-Elect and congratulated Councilor Akervall and Councilor Linville on their reelection.

D. Councilor Linville

Councilor Linville reported she was thankful that her daughter would be hosting Thanksgiving this year at her new house. She also appreciated Staff’s holiday decorations and the tree trimming at the intersection of Wilsonville and Boones Ferry Roads. She was impressed with the GoPro wastewater tool Staff created to visualize inside a buried pipe. She hoped the tool could be patented. She attended the Town Center Streetscape Forum and the Home Builders Association housing forecast. She reminded everyone about the Urban Forest open house to be held tomorrow, the French Prairie Forum on November 18, 2020, and the Willamette Falls Lock Commission meeting on December 2, 2020.

**CONSENT AGENDA**

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

A. Minutes of November 2, 2020 Council Meeting.

**Motion:** Councilor Linville moved to approve the Consent Agenda as read. Councilor Lehan seconded the motion.

**Vote:** Motion carried 5-0.

**SUMMARY OF VOTES**

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

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**NEW BUSINESS**

**A. Resolution No. 2857**

A Resolution Of The City Of Wilsonville City Council Adopting The Arts, Culture And Heritage Strategy, November 2020.

Ms. Jacobson read the title of Resolution No. 2857 into the record.

Mark Ottenad, Public/Government Affairs Director along with consultant Bill Flood provided the staff report via PowerPoint. They reviewed details of the public engagement process, the consultant's background, and scope of work, Staff's findings that favor the adoption of an arts, culture and heritage strategy, and Staff's recommended next steps. The PowerPoint presentation has been made a part of the record.

Councilor Lehan asked if organizations outside of Wilsonville were part of the public engagement process. She believed Wilsonville was or should be a member of the Willamette Falls and Landings National Heritage Area Coalition. The Coalition would be seeking National Heritage recognition this year, which would bring recognition to all of the member communities, particularly along the river between Milwaukie and the Wheatland Ferry. Wilsonville had not been a contributing member of the coalition even though she served on the coalition. Most of the other cities contribute between \$5,000 and \$15,000 each year to keep the coalition going. Wilsonville was one of the oldest settlements in the Willamette Valley and should play a bigger role in the coalition.

Mr. Ottenad noted City Council had previously endorsed resolutions in support of the heritage area.

Mayor Knapp said the background work done on this resolution had been significant. The arts organizations have had challenges over the last several years, and Staff's recommendations were succinct. He believed Staff made a marvelous effort to develop this as a focus point.

Mr. Cosgrove asked if Councilor Lehan was directing Staff to include some language in the arts and culture plan on the Willamette Landing.

Councilor Lehan stated she believed it would be good to include something about the Willamette Landing because it was moving in the direction of becoming a National Heritage Area. She did not have any specific language to suggest.

Mr. Cosgrove clarified that this was a resolution, not an ordinance. He recommended that City Council give Staff direction on what should be included.

Councilor Linville said she served with Councilor Lehan on the taskforce. She commended Mr. Ottenad and Mr. Flood on the work they did, which was a two-year process but incredibly comprehensive. She thanked all of the citizens that served on the taskforce, participated in the survey, commented, and attended the forums. She also thanked Staff for supporting the strategic plan. She looked forward to implementing the strategy.

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Councilor Akervall thanked Staff and volunteers for their input. She appreciated the recommendations and the document had some wonderful images. She also appreciated the Wilsonville community cultural situation and historical context at the beginning of the document, which was a history lesson that could be used in multiple ways. Other boards and commissions might be interested in reading the document because it contains an interesting and helpful history of the city.

**Motion:** Councilor Linville moved to approve Resolution No. 2857. Councilor Lehan seconded and amended the motion to add language encouraging the City to participate in the Willamette Falls and Landings National Heritage Area Coalition.

Mr. Cosgrove confirmed that the City Council was comfortable allowing Mr. Ottenad to work with Councilor Lehan to develop the language.

Mr. Ottenad noted Staff had found some scribes’ errors that would be corrected. Additionally, it would be easy to add Councilor Lehan’s language.

**Vote:** Motion carried 5-0.

**SUMMARY OF VOTES**

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

**B. Resolution No. 2861**

A Resolution Of The Wilsonville City Council Accepting The Metro Employment Land Readiness Report For The Coffee Creek Industrial Area.

Ms. Jacobson read the title of Resolution No. 2861 into the record.

Jordan Vance, Economic Development Manager, briefly updated Council on the project, noting that the presentation had been given at the work session held prior to the City Council meeting. The report was included in the agenda packet. Staff recommended approval of the resolution.

**Motion:** Councilor Akervall moved to approve Resolution No. 2861. Councilor Lehan seconded the motion.

Councilor Linville said this felt like the beginning of a much longer conversation because there was so much information in the report. She looked forward to more detailed conversations about what was best for the community. She hoped Staff would support leveraging the information in the report.

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Councilor Lehan stated the report contained a series of strategies, and she had questions about many of them.

**Vote:** Motion carried 5-0.

**SUMMARY OF VOTES**

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

**C. City Council Review of Development Review Board Resolution No. 382.**

Mayor Knapp called to order the call-up of Development Review Board Resolution No. 382 and read the conduct of hearing format into the record. Information regarding how the public could attend this meeting remotely was posted at City Hall and was also timely published in the Wilsonville Spokesman and posted on the City’s website.

No Councilor declared a conflict of interest, bias, or conclusion from information gained outside the hearing. No member of the audience challenged any of the Councilor’s participation. Councilors recognized they had familiarized themselves with the record.

Mayor Knapp explained that no new testimony would be accepted or considered, but Staff would present a summary of the DRB decision. The on the record materials and would be available for questions. All Councilors had received a complete copy of the record and the decision would be an order in the form of a motion to affirm, reverse, or remand. He asked Staff to present the staff report.

Miranda Bateschell, Planning Director, and Cindy Luxhoj, Associate Planner presented the staff report via PowerPoint and recommended affirmation of the DRB’s decision. The PowerPoint has been made a part of the record.

Councilor Lehan asked if there would be access on to Bailey.

Planner Luxhoj responded no, because the apartment complex had cut off the parcel’s access to Bailey to the north and east. However, there was a Tualatin Valley Fire and Rescue (TVF&R) gate at the north end of Magnolia that served as the emergency egress. The only access to the subject parcel was on Magnolia.

Councilor Lehan asked if the electric service would be underground or overhead.

Khoi Le, Development Engineer Manager, stated the City Code required all new utility services to be underground. At this point in the process, he did not yet know where the utilities would be placed which would be determined after the Applicant received approval and worked directly

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with PGE to develop a plan. The plan would be submitted to the City for review. He believed the power would come from the existing power poles at the end of Magnolia.

Councilor Lehan stated the building started out as one six-unit building and was split into two three-unit buildings. The buildings were also reoriented on the lot.

Mayor Knapp asked Staff to advice on the neighborhood's primary concern about the DRB's approval.

Ms. Bateschell explained that the key issues were traffic, parking, building height, density, and site design for single-family dwellings. Site design standards for single-family dwellings did not apply to this project.

Mayor Knapp said he believed, based on the minutes of the September 28, 2020 meeting, the key issue was that the property was zoned multi-family instead of single-family.

Ms. Bateschell responded that a number of residents testified they would like to see a single-family dwelling on the lot. Additionally, people stated they preferred many different design elements. However, State law did not allow the City to use site design preferences as criteria to deny a housing project. The City must decide whether the applicable criteria had been met.

Mayor Knapp reiterated that the City Council's decision must be based on clear and objective standards. Staff's presentation addressed the ways in which this project met the standards that apply to the site.

Councilor Linville reported she heard a concern early on that not all the public was able to testify in this matter. Therefore, she wanted to call up the record to determine if that was the case. She went over the September 28, 2020 record and found multiple times, in which the acting Chair asked if there was any additional testimony and additional people were allowed to testify. She only found one instance where someone wanted to testify but was not given the opportunity because the person had already testified once and had requested to testify a second time. DRB decisions were not always popular.

Councilor Akervall said many of the comments from the public expressed concern over the site design, but subjective design criteria could not be grounds for denial of a housing project. However, the City's criteria and pattern book should still articulate the vision and desire for site designs. She asked if Staff believed there might be a gap between what the City had identified in its pattern book and what might more closely reflect the desires of the Old Town community.

Ms. Bateschell noted the single-family pattern book included a range of diverse design types for Old Town, which were based on the designs of existing structures in the area. Additionally, the standards for multi-family dwellings were compatible with the standards for single-family dwellings in the area.

Councilor West asked if any of the trees on the property had any significant value.

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Planner Luxhoj confirmed that the Type C Tree Plan, which was required as part of the application, recommended that all trees on the site be removed. None of the tree species on the site was included on the City's list of trees that should receive special consideration. Additionally, the Applicant had exceeded the requirement to replace the trees that were removed.

Mayor Knapp reported there was testimony regarding safety of children. He asked if any of the standards pertained to child safety.

Ms. Bateschell stated that a sidewalk would be installed, which would be safer than what currently exists. The entire development would be built to Public Works standards and Staff did not have any concerns about safety.

Councilor Lehan asked if the project included an outdoor recreation area.

Ms. Luxhoj responded that the north side of the building would have picnic tables, a barbeque area, and an exercise area. The driveway area in the front would have a walkway to provide good pedestrian circulation. Each unit would also have a private patio.

Councilor Linville asked if the units would be owner-occupied or rentals.

Ms. Luxhoj understood that the applicant planned to rent the units. However, the units could be converted to condominiums.

Mayor Knapp confirmed there were no further questions for Staff and asked if the Council wanted to reverse, affirm, or remand the decision back to the DRB. He noted the Council would need to cite finding in support of any decision other than affirmation.

Councilor Linville stated it was unfortunate to have many neighbors who were not happy about a development, but she could only affirm the DRB's decision.

**Motion:** Councilor Linville moved to affirm the Development Review Board Resolution No. 382. Councilor Lehan seconded the motion.

Councilor West stated he empathized with the residents of Old Town. He had problems with the build and the situation. It looked like the building followed the Code, but fell short at building a relationship through thorough community outreach. The October 20, 2020 meeting was not enough. He believed the City should revisit the Code to prevent communities like Old Town from being impacted again in the future. The Code promoted infill and increased density, and the State had taken much of the control away from local municipalities. The builder did offer double the parking requirement, only built to the low end of the density requirement, and decreased the building height. He asked Councilor Linville to amend her motion to address parking and density issues. He wanted to make sure the garage was actually used for parking and not storage by asking the builder to increase storage opportunities in the garage.

Mayor Knapp asked if the Council could add a condition of approval.

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Ms. Jacobson explained Council would have to remand the decision back to the DRB for discussion about adding a condition. It would be difficult for the Council to find that parking was inadequate because the Applicant has voluntarily proposed double what was required. There were no grounds for the City Council to add conditions at this time.

Councilor West withdrew his recommendation.

Councilor Lehan stated the property had been zoned multi-family for decades and Council would pay the property owner a significant amount of money to take away their property rights. The developer had done a lot to meet and exceed the standards, and this development was not a critical issue.

**Vote:** Motion carried 5-0.

**SUMMARY OF VOTES**

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

**Motion:** Councilor West made a motion to extend the meeting to 10:30 p.m. Councilor Lehan seconded the motion.

**Vote:** Motion carried 5-0.

**SUMMARY OF VOTES**

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

**CONTINUING BUSINESS**

**A. Ordinance No. 846**

An Ordinance Of The City Of Wilsonville Approving Transportation System Plan Amendments Related To The Town Center Plan.

Ms. Jacobson read the title of Ordinance No. 846 into the record on second reading.

She and Mr. Cosgrove confirmed neither of them had received anything since the first reading.

**Motion:** Councilor Linville moved to approve Ordinance No. 846 on second reading. Councilor West seconded the motion.

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**Vote:** Motion carried 5-0.

**SUMMARY OF VOTES**

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

**PUBLIC HEARING**

A. None.

**CITY MANAGER'S BUSINESS**

Mr. Cosgrove reported that the second Diversity, Equity, and Inclusion meeting went well. Councilors would be receiving an invitation to meet with City consultant Bill De La Cruz and Mayor-Elect Fitzgerald to work on prompts and questions for a listening and engagement session with the community. He expressed appreciation for the work by the Council, boards, and commissions, and thanked Staff for another great year under challenging times.

Mayor Knapp acknowledged Staff's work during trying circumstances. The City has maintained continuity in remarkable ways.

**LEGAL BUSINESS**

City Attorney Jacobson wished everyone a happy Thanksgiving.

**ADJOURN**

Mayor Knapp adjourned the meeting at 10:07 p.m.

Respectfully submitted,

DocuSigned by:  
*Kimberly Veliz*  
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Kimberly Veliz, City Recorder

ATTEST:

DocuSigned by:  
*Tim Knapp*  
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Tim Knapp, Mayor