



# City of Oregon City

625 Center Street  
Oregon City, OR 97045  
503-657-0891

## Meeting Minutes - Draft

### City Commission

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Wednesday, June 5, 2019

7:00 PM

Commission Chambers

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#### 1. Convene Regular Meeting and Roll Call

*Commission President O'Donnell called the meeting to order at 7:06 PM.*

**Present:** 4 - Commissioner Frank O'Donnell, Commissioner Rachel Lyles Smith, Commissioner Rocky Smith Jr. and Commissioner Denyse McGriff

**Absent:** 1 - Mayor Dan Holladay

**Staffers:** 12 - City Manager Tony Konkol, Assistant City Attorney Carrie Richter, City Recorder Kattie Riggs, Police Chief and Public Safety Director James Band, Planner Pete Walter, Assistant Planner Kelly Reid, Community Services Director Phil Lewis, Finance Director Wyatt Parno, Human Resources Director Patrick Foiles, Public Works Director John Lewis, Library Director Maureen Cole and Business Analyst Ryan Bredehoeft

#### 2. Flag Salute

#### 3. Ceremonies, Proclamations, and Presentations

##### 3a. 2020 Census Update by Sarah Bushore, Partnership Specialist Under the US Census Bureau

*Sarah Bushore, Partnership Specialist under the US Census Bureau, gave a presentation on the upcoming 2020 census and the challenges they would be facing to get an accurate count.*

*There was discussion regarding ways to make the process easier and making sure the homeless were counted.*

##### 3b. Enterprise Resource Planning System Implementation

*Wyatt Parno, Finance Director, introduced the agenda item.*

*Ryan Bredehoeft, Senior Management Analyst, gave a presentation on the Enterprise Resource Planning System implementation. He explained why this was necessary, the phases of the project, and how it had enhanced City services and functionality.*

*Mr. Parno discussed the public input that had gone into the project.*

#### 4. Citizen Comments

*Paul Edgar, resident of Oregon City, handed out a copy of emails that he had sent to the Commission and City staff about problems with fences that were in the*

*rights-of-way that violated City Code.*

*Commissioner O'Donnell said staff would give Mr. Edgar an answer.*

*Damon Mabee, resident of Oregon City, said getting the census count right would help Oregon get a sixth representative and more of a voice in Washington. He noted it was D Day today and acknowledged the sacrifices that were made to preserve our way of life.*

*Tom Geil, resident of Oregon City, said the census count could also increase funding to the State. This was the 175th anniversary of Oregon City and he invited people to join him at the Rose Festival Parade where he would be an announcer.*

*Commissioner Smith explained how Oregon City would be represented in the parade.*

*Bob Mahoney, resident of Oregon City, encouraged people to respect those who saved our country and run the City well by enforcing the codes and responding to citizens.*

## **5. Adoption of the Agenda**

*The agenda was adopted as presented.*

## **6. Public Hearings**

### **6a. Development Code Amendments Including Equitable Housing (Planning File LEG 18-00001)**

*Commission President O'Donnell opened the public hearing.*

*Pete Walter, Planner, reviewed the final proposed code amendments. These topics included the proposed shelter code, shelter definitions, staff report with recommended findings, and any remaining concerns. He then discussed the new shelter standards and definitions as well as the recommended findings. He suggested continuing this hearing to June 19, 2019.*

*Commissioner Lyles Smith asked about fee waivers. Mr. Walter thought those would be addressed separately from the code process.*

*There was discussion and consensus to pull the shelter discussion out of the other code amendments and adopt it separately at a later date.*

*Paul Edgar, resident of Oregon City, agreed the shelter issue should be discussed at a future work session. He discussed the code revisions for the Historic Review Board (HRB) regarding appeals and the fee structure.*

*Carrie Richter, Assistant City Attorney, clarified they were not getting rid of appeals. HRB decisions were still appealable to the City Commission.*

*Kelly Reid, Planner, clarified the code amendment would take the fee out of the code and put it in the fee schedule. The current fee for an HRB appeal was \$50.*

*Jim Nicita, resident of Oregon City, said this had been noticed as an equitable housing code revision process, however he did not think the amendments related to equitable*

housing. He discussed the issues he had with the appeals process language and how he did not think the appeal fee should be moved to the fee schedule. The fees should be a separate legislative process.

The Commission took a five minute break at 8:43 p.m.

Damon Mabee, resident of Oregon City, was concerned about the scenario where a natural disaster took place and a lot of people were displaced and an emergency shelter was needed. If there was not enough Commissioners to declare an emergency, what would be the process?

Tony Konkol, City Manager, said if there was an emergency, the City Manager or designee could declare an emergency and then convene the Commission when it was available.

Commissioner McGriff assured the public that the other code amendments not related to equitable housing had been vetted by the Planning Commission.

Commissioner Lyles Smith discussed alleys in concept plan areas. She suggested changing the language to make alleys only required in the South End and Park Place concept plan areas. They would not be applicable to any future concept plans.

There was consensus to only require alleys for the South End and Park Place concept plan areas.

Commissioner Lyles Smith discussed shared parking for cluster housing developments. She suggested they require all parking for cluster housing be located on the same property as the development.

There was consensus to make that change.

Commissioner Lyles Smith discussed a grammatical error on mobile food carts.

That section of the code was clarified.

**A motion was made by Commissioner McGriff, seconded by Commissioner Smith, to close the public record except for the following outstanding items: short term rentals, shelters, and heights in mixed use districts. The motion carried by the following vote:**

**Aye:** 4 - Commissioner Frank O'Donnell, Commissioner Rachel Lyles Smith, Commissioner Rocky Smith Jr. and Commissioner Denyse McGriff

**A motion was made by Commissioner Lyles Smith, seconded by Commissioner Smith, to continue the hearing for the Development Code amendments including equitable housing (Planning File LEG 18-00001) to June 19, 2019. The motion carried by the following vote:**

**Aye:** 4 - Commissioner Frank O'Donnell, Commissioner Rachel Lyles Smith, Commissioner Rocky Smith Jr. and Commissioner Denyse McGriff

## 7. General Business

### 7a. Buena Vista Civic Club Building Historic Designation

*Phil Lewis, Community Services Director, said in May the Commission directed staff to*

*reconnect the electricity to the Buena Vista House and begin to work with the Friends group to identify a shared scope of work to open the house as a community space. The Friends also wanted to designate the house as a local landmark and on the national register.*

*Ms. Reid reviewed staff's memorandum that outlined the process and obligations if they decided to move forward with the historic designation.*

*Commissioner Smith thought at minimum the house should be designated as a local landmark. Mr. Lewis said the Friends group planned to apply for that designation.*

*Commissioner O'Donnell thought an assessment of the house needed to be done before the house was designated. He wanted to keep all options open.*

*Commissioner McGriff stated putting the house on the local inventory did not preclude the process of bringing it up to code.*

*Damon Mabee, resident of Oregon City, explained the Friends group was asking the Commission to direct the City Manager to sign the request for local designation to start the process. Local designation would open up funding sources for the house.*

*Commissioner Smith thought they should support the Friends group to start the process for local designation. This house was the only identifying characteristic of a neighborhood that no longer existed by that name and it was an important asset. All the options were still available whether or not it was designated.*

*Commissioner McGriff said the assessment and designation processes could run concurrently.*

*Commissioner Lyles Smith was not in favor of the local designation at this time. They were working with the Friends group and gathering information. If they locally designated the house the City would be required to put funds into the building. She wanted to have a plan for the building before they were locked in.*

*Commissioner Smith thought that the City would not be required to fix the building if it was designated.*

*Todd Iselin, resident of Oregon City, said a structural assessment of the building had been done and the Friends had worked with the Building Official on the minimal requirements to reopen the building. They were also working on going beyond those minimums. They would get numbers for both scenarios for the Commission. He thought the designation was a separate process and it would allow them to pursue grants.*

**A motion was made by Commissioner Smith, seconded by Commissioner McGriff, to authorize the City Manager to sign the application for the local designation of the Buena Vista House. The motion failed by the following vote:**

**Aye:** 2 - Commissioner Rocky Smith Jr. and Commissioner Denyse McGriff

**Nay:** 2 - Commissioner Frank O'Donnell and Commissioner Rachel Lyles Smith

## **8. Consent Agenda**

**A motion was made by Commissioner McGriff, seconded by Commissioner**

**Smith, to approve the consent agenda. The motion carried by the following vote:**

**Aye:** 4 - Commissioner Frank O'Donnell, Commissioner Rachel Lyles Smith, Commissioner Rocky Smith Jr. and Commissioner Denyse McGriff

- 8a.** Contract with Canby Excavating, Inc. for the Construction of the Meyers Road Extension Project (CI 17-001)
- 8b.** Amendment No. 1 to Intergovernmental Agreement with the Oregon Department of Transportation for the Meyers Road Extension Project
- 8c.** Resolution No. 19-14, Authorizing Acquisition of Property and Property Interests Through Eminent Domain Related to the Construction of the Molalla Avenue Streetscape Project
- 8d.** Permanent Public Utility (Water and Sewer) and Access Easement for Utilities Associated with the Peter Skene Way Sanitary Sewer Project (CI 17-004)
- 8e.** Public Improvement Contract with Blackline, Inc. for the 2019 Preventive Pavement Maintenance Type II Slurry Seal Project
- 8f.** Public Improvement Contract with Intermountain Slurry Seal, Inc. for the 2019 Preventive Pavement Maintenance Chip Seal Project
- 8g.** Parks & Recreation Advisory Committee (PRAC) Bylaws Update
- 8h.** Resolution No. 19-15, Amending Commission Policy 1-1, Commission Meetings
- 8i.** Resolution No. 19-16, Amending Commission Policy 1-3, Public Meetings
- 8j.** First Amendment to a Personal Services Agreement with the Friends of Willamette Falls Media Center
- 8k.** Minutes of the April 3, 2019 Regular Meeting

## **9. Communications**

**A motion was made by Commissioner McGriff, seconded by Commissioner Smith, to continue the meeting past 10:00 p.m., but no later than 11:00 p.m., to finish the agenda. The motion carried by the following vote:**

**Aye:** 4 - Commissioner Frank O'Donnell, Commissioner Rachel Lyles Smith, Commissioner Rocky Smith Jr. and Commissioner Denyse McGriff

## **a. City Manager**

*John Lewis, Public Works Director, gave updates on the repair of South End Road by the County and recommendations for the pedestrian crossing at Molalla Avenue and Pearl Street.*

*Phil Lewis gave an update on survey work at the McLoughlin Promenade.*

*Mr. Konkol said the Library Board was working on a policy to address requests for rooms at the library after hours. He discussed other locations where neighborhood associations could meet.*

**b. Commission**

*The Commission agreed to meet on July 3, 2019 if there were items on the agenda.*

*Commissioner Smith asked for a response to OC Together's letter to let them know their concerns would be an upcoming agenda item. He had talked to the high school government classes and encouraged more participation with youth.*

*Commissioner McGriff attended the PGE Willamette Falls Waterfront Redevelopment Open House. She would be attending the Downtown Oregon City Association meeting and Willamette Falls Heritage Area Coalition meeting. She was reviewing some documents for the Portland Development Commission regarding Urban Renewal.*

**c. Mayor**

**10. Adjournment**

*Commission President O'Donnell adjourned the meeting at 10:29 PM.*

*Respectfully submitted,*

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*Kattie Riggs, City Recorder*