



# City of Oregon City

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

## Meeting Minutes - Draft

### City Commission

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Tuesday, June 11, 2019

6:00 PM

Commission Chambers

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#### Work Session - REVISED

#### 1. Convene Work Session and Roll Call

*Mayor Holladay called the meeting to order at 6:02 PM.*

**Present:** 5 - Mayor Dan Holladay, Commissioner Frank O'Donnell, Commissioner Rachel Lyles Smith, Commissioner Rocky Smith Jr. and Commissioner Denyse McGriff

**Staffers:** 9 - City Manager Tony Konkol, Assistant City Attorney Carrie Richter, City Recorder Kattie Riggs, Public Works Director John Lewis, Community Development Director Laura Terway, Sr. Planner Christina Robertson-Gardiner, Assistant Planner Kelly Reid, Police Chief and Public Safety Director James Band and Public Works Development Projects Manager Josh Wheeler

#### 2. Future Agenda Items

##### 2a. List of Future Work Session Agenda Items

*The Commission clarified some of the items on the list of future Work Session agendas that had been provided by staff. They would rank the list and send it to staff who would then schedule the Work Sessions accordingly.*

#### 3. Discussion Items

##### 3a. Beaver Creek Road Concept Plan Project- Zoning and Code Amendments

*Christina Robertson-Gardiner, Senior Planner, and Elizabeth Decker, consultant, gave a background on the Beaver Creek Road Concept Plan and legislative process to implement the Concept Plan. They discussed the draft implementation map and code refinements for the proposed zoning in each subdistrict. They also discussed the map of the parks, trails, and open space proposed in the Concept Plan as well as the overlay districts. Staff would be coming back to the Commission to discuss the signalization in this area. They were also working on the transportation and utility capacity analysis and general market feasibility. They would be working with the Parks and Recreation Advisory Committee on the parks and possibly adding a one-page descriptive document in this process. They might also rename the Concept Plan as it was confusing to some people.*

*The Commission asked questions and made clarifications on the draft code including fee in lieu and park acquisition, live work units, signalization and street design,*

*phasing of the development to create jobs before residential, and creating a new chapter in the code for this Concept Plan.*

**3b. Sanitary Sewer Design Standards and Stormwater and Grading Design Standards Update**

*Josh Wheeler, Assistant City Engineer, gave a presentation on the updates to the City's sanitary sewer standards and stormwater standards including the history, purpose, and proposed revisions.*

*There was discussion regarding creating a complete checklist for projects that could be given to applicants at the beginning of the process and clarification of private owner responsibilities.*

**3c. Historic Review Board Policy Changes**

*Kelly Reid, City Planner, discussed the Historic Review Board (HRB) policies that were being updated to be clear and objective standards to provide direction to staff for applications that did not need to go to the HRB. She explained the process for the update, summarized the changes, and listed the next steps.*

**3d. Future Operations of the Municipal Elevator**

*Tony Konkol, City Manager, discussed the renewal of the current contract with the Downtown Oregon City Association for the operation of the Municipal Elevator. The existing operating hours would be the same, however there would be staffing of the elevator for half of the time and staffing of the information kiosk the other half. That would mean there would be hours the elevator would be self-operated while the kiosk was staffed. They requested use of the Transient Room Tax funds for staffing of the kiosk.*

*There was concern about vandalism when there was no staff in the Elevator. It was suggested to put a camera in the Elevator that was monitored by the staff at the kiosk.*

*There was discussion regarding staffing both the Elevator and kiosk. Mr. Konkol said it was not currently in the budget. It would have to come from the General Fund as there was not enough Transient Room Tax for this facility.*

*Staff would bring back the fiscal impact of staffing both areas and for the camera system.*

**4. City Manager's Report**

*Mayor Holladay left the meeting.*

*Chief Band gave an update on the construction of the new police facility. There would be an open house and kick-off next Thursday, June 20, 2019 at the school site.*

*Mr. Konkol discussed the protections they had in place for the City's Information Technology (IT) infrastructure.*

**5. Commission Committee Reports**

**a. Metro Policy Advisory Committee (MPAC) - Commissioner Rachel Lyles Smith**

*Commissioner Lyles Smith reported on MPAC who was working on an update to the 2040 Growth Concept.*

**b. South Fork Water Board (SFWB) - Mayor Dan Holladay, Commissioners Frank O'Donnell and Rocky Smith, Jr.**

*Commissioner O'Donnell said South Fork was running smoothly and was working on the preservation of water rights. Commissioner Smith said they had reviewed the South Fork budget and stated they had an emergency water trailer for events.*

**c. Clackamas County Coordinating Committee (C4) - Mayor Dan Holladay and Commissioner Rachel Lyles Smith**

*Commissioner Lyles Smith stated C4 discussed the 2019 Metro Regional Flexible Fund projects, Transportation Corridor 2020 funding, and annual retreat. She had also met with Trent Wilson from Government Affairs who managed the C4 group to get an orientation on the committee.*

**e. Downtown Oregon City Association Board - Commissioner Denyse McGriff**

*Commissioner McGriff had met with the president of the Downtown Oregon City Association Board. She would be attending the next Board meeting. She reported on the Willamette Falls Heritage Area Coalition who had voted to change the name to Willamette Falls and Landing Heritage Area.*

**f. Willamette Falls Legacy Project Liaisons - Mayor Dan Holladay and Commissioner Frank O'Donnell**

*Commissioner O'Donnell discussed the meeting with Brian Moore from Metro on the Willamette Falls Legacy Project.*

**g. Clackamas Heritage Partners - Commissioner Rocky Smith, Jr.**

*Commissioner Smith reported on the Clackamas Heritage Partners' float in the Grand Floral Parade on Saturday. Heritage Days would be held on June 21-22, 2019. He also attended high school graduation and discussed student accomplishments.*

**h. Citizen Involvement Committee Liaison - Commissioner Rachel Lyles Smith**

*Commissioner Lyles Smith reported the South End Neighborhood Association was now inactive and asked for suggestions for a new leader in that neighborhood. There was also a search for public meeting locations for neighborhoods. She attended a League of Oregon Cities training on SDCs and the Memorial Day service at Mt. View Cemetery.*

**i. Brownfield Grant Committee - Mayor Dan Holladay**

**j. Oregon Governor's Willamette Falls Locks Commission - Mayor Dan Holladay**

**k. Beavercreek Employment Area Blue Ribbon Committee - Commissioner Frank O'Donnell**

*Commissioner O'Donnell said these meetings were suspended and the group was publishing a newsletter.*

**6. Adjournment**

*Commission President O'Donnell adjourned the meeting at 8:04 PM.*

*Respectfully submitted,*

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*Kattie Riggs, City Recorder*