



# City of Oregon City

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## Meeting Minutes - Final

### City Commission

*Dan Holladay, Mayor*  
*Brian Shaw, Commission President*  
*Nancy Ide, Frank O'Donnell, Renate Mengelberg*

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Tuesday, December 12, 2017

6:30 PM

Commission Chambers

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#### Work Session

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

*Mayor Holladay called the meeting to order at 6:48 PM.*

**Present:** 5 - Commissioner Brian Shaw, Mayor Dan Holladay, Commissioner Nancy Ide, Commissioner Renate Mengelberg and Commissioner Frank O'Donnell

**Staffers:** 12 - City Manager Tony Konkol, Community Development Director Laura Terway, Community Services Director Phil Lewis, James Band, Economic Development Manager Eric Underwood, Library Director Maureen Cole, City Recorder Kattie Riggs, John Lewis, Finance Director Wyatt Parno, Human Resources Director Jim Loeffler, Assistant City Attorney Carrie Richter and Christina Robertson-Gardiner

#### 2. Future Agenda Items

*No future agenda items were suggested.*

#### 3. Discussion Items

##### 3a. Willamette Falls Riverwalk Master Plan

*Phil Lewis, Community Services Director, introduced the draft Riverwalk Master Plan.*

*Alex Gilbertson, Riverwalk Project Manager, reviewed the draft plan. She gave information on the project background, site description, concept planning, community engagement, recommended Riverwalk concept design, phasing, Rediscover the Falls organization, funding commitments, and next steps. The Master Plan would come back to the City Commission in February 2018 for adoption.*

##### 3b. Willamette Falls Legacy Project Riverwalk Parking, Access and Transportation Demand Management (TDM) Plan

*Laura Terway, Community Development Director, introduced Rick Williams of Rick Williams Consulting who created the Transportation Demand Management (TDM) Plan.*

*Mr. Williams presented the TDM Plan. The document's strategies and recommendations were a guide as changes occurred and opportunities developed. It recommended data driven actions and viewing Oregon City as a whole. The plan used best practices data and standards to assess performance which supported good*

*decision-making. He explained how the City could get started successfully, such as centralizing coordination of the plan, implementing on-going data collection and performance monitoring, and providing interim on-site pay-to-park parking with the Riverwalk opening and increase shared parking downtown.*

*Christina Robertson-Gardiner, Senior Planner, said this document was not only an appendix to the Master Plan but a requirement of the land use process. It was a commitment to a strategy to make sure they were utilizing all of the existing resources and to be able to move forward with the long term strategies.*

**3c.****Park Special Event and Shelter Rate Discussion**

*Mr. Lewis discussed a proposal for increasing special events rates. There had been an increase in park usage for special events and shelters. He had researched what other cities charged and the costs to the City to maintain the sites before and after events and shelter usage. He did not recommend increasing the shelter rates and showed what the current rates were. For special event fees, he recommended a new late fee and special event permit fee to be charged. He also recommended the park usage fee be increased, and other fees to be decreased to better align with true costs. He showed a comparison graph of what Oregon City and other cities were charging for fees. He gave a comparison scenario of the costs for an event. There were also cleaning/damage deposit fees that were refundable.*

*There was discussion regarding fees charged to non-profit organizations and City sponsored events. Mayor Holladay thought it should be made clearer what events the City sponsored and waived the fees for and there should be further discussion regarding a reduced rate for non-profits. There was consensus to add it to the Commission Retreat agenda.*

*Mr. Lewis said there would be a resolution at the upcoming City Commission meeting to set fees for park special events and shelter reservations. The fees would be tied to inflation and the City Manager would have the ability to set rates for any new park shelters within the current rate schedule based on site amenities and size.*

**3d.****Oregon City Municipal Code Review: Lot Averaging in Subdivisions**

*Ms. Terway provided information on lot averaging in subdivisions. This was a provision in the code that allowed lots to be slightly below the minimum lot size provided the average of all the lots in general met the minimum lot size. Recently there had been concern regarding this standard. She explained the calculations of lot area, why the code provision was adopted, the context in 2003/2004, maps that showed how the lot averaging was applied, and concerns about lot averaging.*

*There was discussion regarding the lot averaging calculations, how lot size averaging affected livability, and excluding utility easements and riparian areas from the calculation.*

*Carrie Richter, City Attorney, discussed the concerns regarding housing in the City. The City's housing inventory was from 2004 and was not accurate anymore. Eliminating lot averaging would result in fewer lots, and since they did not have the facts on what the City needed, she cautioned making changes, especially with the fair housing guarantees in providing housing for everyone.*

*Ms. Terway said Clackamas County was working on a county-wide housing inventory*

and Oregon City would be a part of that. She listed the potential options for lot averaging.

Commissioner Ide thought they should delay making changes until the housing inventory was done.

There was consensus for staff to bring back proposed code amendments in January or February 2018 for the City Commission to consider.

**3e.****Fee Waivers for Neighborhood Association Appeals**

Tony Konkol, City Manager, referenced the Code that talked about neighborhood associations and the process for how they were allowed to appeal for free. There had been 48 appeals since 2003, 11 by neighborhood associations and they all received a fee waiver except for the one in 2017. Only one appeal was outside the boundary of the neighborhood association submitting the appeal.

Mayor Holladay had staff bring this forward because he thought the policy should be changed so that the fee could only be waived if the project was in the neighborhood boundary.

Mr. Konkol said the neighborhood association had to have standing in order to appeal. There were decisions throughout the process that may affect neighborhood associations outside the boundary.

Commissioner O'Donnell did not think this needed to be changed.

There was discussion regarding what standing meant.

Mayor Holladay withdrew his proposal as there was no interest in pursuing it.

**4. City Manager's Report**

There were no City Manager Reports.

**5. Adjournment**

Mayor Holladay adjourned the meeting at 8:24 PM.

Respectfully submitted,

*Kattie Riggs*

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Kattie Riggs, City Recorder