

**MEETING OF THE  
WOOD VILLAGE CITY COUNCIL  
April 11, 2017  
MINUTES**

**PRESENT:** Council President Scott Harden, Councilors Patricia Smith, Bruce Nissen, and Mark Clark. City Attorney Jeff Condit\*, City Manager Bill Peterson, Finance Director Peggy Minter, Public Works Director Scott Sloan, and interested parties.

**ABSENT:** Mayor Tim Clark.

**COUNCIL PRESIDENT SCOTT HARDEN CALLED THE MEETING TO ORDER AT 6:00 PM.  
CITIZEN COMMENTS (NON-AGENDA ITEMS)**

Judy Trent of 24203 NE Oregon Street stated that she is here to discuss the parking situation on Oregon Street. Harden stated that item is on the agenda for a discussion later in the meeting.

**PUBLIC SAFETY REPORT**

Chief Deputy Jason Gates with the Multnomah County Sheriff's Office presented the report. Gates stated that in March there was a slight increase in welfare checks and suspicious vehicle calls. Gates stated that the Sheriff's Office has repurposed the Warrant Strike Team to be the HOPE Team which focuses on the homelessness in the area. Gates stated that one of the first focus areas will be south of the City's park. Gates explained that Friday is set to be the cleanup day for that site which includes a few different camps.

Gates stated that the overall trend line continues to go down, and in March there were 38 priority 1 and 2 calls. Gates explained that is about average. There were also 154 non-emergency calls which is a bit higher than average. Gates stated that response times for priority 1 and 2 calls was below the yearly average time. Gates stated that there was a total of 178 hours of service provided to the City in March.

Gates stated that there is also a report on the quarterly traffic crash data. Gates explained that the highest rate of traffic collisions occurs on Sunday evenings between 5 and 6pm. Gates stated that the major areas of concern continue to be main intersections such as 223<sup>rd</sup> and Glisan, 238<sup>th</sup> and Sandy, and the on and off ramps. Gates explained that it is all about the high-volume of traffic that is moving through the area.

\*Condit arrived at 6:10pm.

Mark Clark stated that he is noticing a lot more Troutdale Police cars in the area, and if that was due to the merger. Gates stated that all Troutdale cars are County cars as part of the contract for service. Gates stated that he has also been contacted regarding the parking issues on Oregon Street, and they have been conducting additional patrols in that area to look for violations. Gates explained that he does not have any information if there have been any citations issued though.

The Council thanked Gates for his report and service.

**CONSENT CALENDAR:**

- Review of bills paid in March, 2017
  
  
- Contracts \$2,500 - \$50,000

- Street Décor Inc. – Banners: \$5,630
- NW Arbor Culture – Hazardous Tree Removal: \$2,950

c. Council Minutes:

- March 14, 2017
- March 30, 2017

Upon motion by Mark Clark, seconded by Nissen and passing 4-0, the Consent Calendar was approved.

**RESOLUTION 9-2017: MHCRC BUDGET REVIEW AND APPROVAL**

Harden presented the report and stated that Ann Goldenberg and Julie Omelchuck from the MHCRC are here as well. Harden stated that the MHCRC is a multi-city organization for the oversight, enforcement, and management of benefits for cable franchise agreements. Harden explained that he is the City’s representative on the board. Harden stated that the annual report has been released and highlights the main achievements for the year. Harden explained that the MHCRC has been taking a hard look at the public benefits provided by cable franchise providers. This includes high speed broadband for libraries and schools, as well as ensuring digital equity in cities. Harden stated that the MHCRC provides grants to schools through the Tech Smart Initiative, and the Reynolds School District has received a \$1.3 million grant to aid in 6<sup>th</sup> grade math outcomes.

Harden stated that there is also a competitive community grant round which has about \$1.6 million in matching funds for local projects. Harden explained that future initiatives include affordable broadband, maintaining the current service delivery model, ensuring local control over right of ways, and protecting consumers and cities. Harden stated that the MHCRC is responsible for developing a budget for these initiatives and programs, and the cities have to approve the annual budget. Harden stated that the budget report is also in the packet.

Harden asked if there were any questions. There were no questions. Smith stated that she is happy with the work from the MHCRC

Upon motion by Nissen, seconded by Smith and passing 4-0, Resolution 9-2017 approving the FY 2017-18 MHCRC budget was approved.

**DISCUSSION: PARKING ON OREGON ST.**

Peterson presented the discussion and stated that this deals with parking on Oregon Street which came to the Council’s attention at the last meeting. Peterson stated that several residents came to the last meeting regarding parking difficulties and other issues on that street. Peterson presented an aerial photo of the area, as well as photos of the current parking condition. Peterson stated that the volume of parking varies by day and time, and there is a lot of parking going on near the adjacent commercial development. Peterson explained that the commercial center is doing very well which has increased the parking demand. Peterson stated that the residents expressed a desire to limit parking to residents only. Peterson explained that the City can regulate a lot of things regarding parking, but it cannot be limited by character or type such as residential only. Peterson stated that even with a permit system you cannot limit who can purchase a permit.

Peterson stated that Oregon Street is one of the widest streets in the City at 32 feet wide. Peterson explained that when there are cars parked on both sides of the street there is only about 16 feet of travel lane available which can feel narrow when there are cars coming in both directions. Peterson stated that residents had indicated that there is some difficulty turning onto Oregon Street from 238<sup>th</sup> when cars are parked near the intersection. Peterson explained that there is some line of sight concerns at that location especially turning onto 238<sup>th</sup> from Oregon

Street. Peterson stated that we can prohibit parking for the first 20 feet at the intersections to help ensure that there is enough room and sight clearance to get in and out of the street.

Peterson explained that he put together a series of options that the Council can consider along with any comments from the public. Peterson stated that the first option would eliminate parking along a portion of the roadway. That would maximize the street and would be much easier to enforce compared to a permit system. The downside is that it would eliminate parking for all users. Peterson explained that we are also not in the parking enforcement business, and we have to rely on the Sheriff's Office for enforcement. Parking issues do not rise to a high level, so it could be 30-60 minutes before we would get a response.

Peterson stated that another option is to limit parking for a certain number of hours. Peterson explained that helps turn over parking spaces, but we again run into enforcement issues. Peterson stated that it also just takes minor movement to start the clock over again. Peterson stated that we could use a permit system, and that has been used for part of Shea Lane. Peterson explained that this is a workable approach, but you cannot limit who can buy a permit. Peterson stated that the final option is to utilize street markings to designate no parking areas. Peterson explained that the City does not have the equipment to mark curbs, but we can borrow the tools if needed. Peterson stated that we can paint the 20-30 feet from the intersection as well as a couple of feet on either side of driveways and mailboxes. That would at least provide some guidance on where not to park.

Peterson stated that those are the options, and staff is looking for direction.

Harden opened the floor for public comment.

Jack Krewson of 24223 NE Oregon stated that he would like to reiterate what he said at the last meeting regarding the safety of people on Oregon Street. Krewson stated that there are small children in the area and he does not want to see anyone get hurt because of all the cars parked on the street. Krewson stated that as a homeowner he feels that he is subsidizing the parking for the adjacent commercial area, and does not think that is right. Krewson stated that he does not want to infringe on their rights, but also does not want his property values to decline because of the parking and roadway issues.

Smith asked which option he would prefer. Krewson stated that he would be in favor of limiting parking. Right now, guests are unable to park in front of his home. Smith asked what time limits he would prefer. Krewson stated that he is not sure, and there is no easy answer for which solution would be best.

Judy Trent of 24203 NE Oregon Street stated that she sees a lot of illegal parking on Oregon Street, and it has become hazardous turning onto Oregon Street from 238<sup>th</sup> because you never know how many cars will be at that intersection. Trent stated that people park wherever, and do not care about the neighbors. Trent stated that eliminating parking altogether is not feasible, and a permit system would not be much better. Trent stated that we do not want to spend a lot of tax dollars on this issue, and the solution can probably be something simple. Trent stated that she is in favor of painting the curbs to see how that will work, and thanked the Council for their time.

Tip Hanslik stated that he owns a shop in the adjacent commercial area, and agreed with the residents that something needs to be done. Hanslik stated that he would be upset as well if someone blocked his mailbox or driveway. Hanslik stated that he is in favor of doing educational outreach to the businesses in the shopping center about the parking issues as well as painting the curbs. Hanslik stated that the parking next to the commercial center has not been an issues for the past seven years, but there has been additional parking pressure as the center has been filled. Hanslik stated that the business representatives in the center want to be good neighbors and help create a solution.

Katie McAllister of 24002 NE Oregon Street stated that she has lived at her home for over 17 years, and this is

the most cars she has ever seen on the street. McAllister stated that maybe some of the shoppers could park at the shopping center on the other side of 238<sup>th</sup> and walk over.

Jim Hartner stated that he is part of the ownership group that owns the commercial center. Hartner stated that he appreciates the comments from the neighbors and he wants to be a good neighbor as well. Hartner stated that he has talked with the business representatives and asked that employees take their smoking break adjacent to Glisan, not Oregon Street. Hartner stated that they developed this site over 17 years ago, and while there were concerns about the development none of them were about parking. Hartner stated that painting the curbs near driveways and mailboxes could make a big improvement, and appreciated the time that the City has spent on this issue.

Harden closed the floor to public comment.

Nissen stated that it seems less invasive to paint the curbs and see how that goes. It would also help the situation turning onto and off of 238<sup>th</sup> from Oregon Street. Mark Clark agreed and stated that he is also leaning towards painting the curbs. If that does not work we can then look at other options. Smith agreed. Harden asked what the distances will be. Peterson stated that we will follow the manual on traffic control devices.

The Council directed staff to paint curbs along Oregon Street to indicate where parking is prohibited.

#### **ORDINANCE 4-2017: SIGN CODE UPDATE**

Peterson presented the ordinance and stated that this project began with issues that involved the signage at a local store. When the City attempted to enforce the sign code, the owner of that facility presented information about other sign code violations in the City. Peterson explained that we could have still enforced the code against that business, but instead we looked at revising and updating the code. Peterson stated that we will discuss the criteria for the revisions, review the summary of changes, and provide the findings of fact needed for approval.

Peterson stated that the main criteria are state goals 1 and 9 regarding public involvement and economic development. Peterson stated that updating the sign code was included in the 2016/17 Annual Performance Plan. The City hired a graduate intern from Portland state to work on the project. The intern did an analysis of all the signs currently in the City by character and type, and provided a draft set of recommendations based off of best practices. Peterson explained that information was presented to the Council and Planning Commission at a workshop which was followed by an open house this past November. Peterson stated that every business received a hand delivered invitation to the open house, and one business representative attended. Peterson stated that we also placed the information in the City's newsletters as well as our website. Peterson explained that there has been very few inquiries regarding the update, and the Planning Commission took action last week to recommend that the code be adopted.

Peterson stated that the current code prohibits portable signs, roof signs, flashing signs, and electronic signs. Peterson explained that there are also limitations to banners and other wall mounted signs. Peterson stated that there were several sign types that were not included in the current code, but several new types have been added to either be regulated or prohibited.

Peterson presented a graphic of businesses that meet the current code. Peterson explained that the updated code includes standards for banners, a-frames, feather banners, and inflatable signs. Peterson stated that directory signs were also revised to allow them to expand as a center grows, and electronic signs were also enabled. Peterson stated that the code format was also optimized by zoning type.

Peterson stated that businesses will be permitted one banner up to 32 square feet, and it must be attached to a permanent structure. Peterson explained that field posts and wire do not count as a permanent structure. There

will also be a one-time permit fee of \$20. Peterson stated that there is no time limit for the banner, and it can be up as long as it is in good condition. Peterson stated that the code will enable feather banners, a-frames, and inflatable signs, and a business may have two of those three items up at any given time. Peterson stated that we will no longer enforce signs displayed in windows as that proved to be difficult to enforce.

Petersons stated that we are enabling electronic message centers with limitations on brightness and prohibiting flashing, movements, and other distracting graphics. Peterson explained that we worked with the sign industry on creating the regulations to ensure that they are not too bright or distracting to drivers.

Peterson presented a graphic of what a storefront looks like under the current code, and what the same complex could look like under the new code. Peterson stated that while the new code enables more types of signs, it will still be less than what is currently at several stores around the City. Peterson stated that existing permanently mounted non-conforming signs can remain, but all others will have to be removed within 90 days of the code taking affect.

Petersons stated that we have made extensive outreach efforts and opportunities for public comment. Peterson stated that the revised code still enables opportunities for economic activity. Peterson stated that staff has found that all the conditions needed for approval have been met, and those details are in the staff report. The staff recommendation is to adopt the revisions.

Harden opened the floor to public comments.

There were none

Harden closed the floor to public comments.

Upon motion by Nissen, seconded by Mark Clark and passing 4-0, Ordinance 4-2017 amending the City's Sign Code was adopted.

### **RESOLUTION 12-2017: TWO-CITY RECREATION PROGRAM**

Harden moved Resolution 12-2017 up in the agenda to accommodate audience members interested in the topic.

Peterson presented the resolution and stated that it is regarding the adoption of a two-city recreation program. Peterson explained that some of the Council members have been serving on the working group with Fairview, and are fairly familiar with the proposal. Peterson stated that this effort started about a year and a half ago, and was originally designed as a three-city program but Troutdale did not have any interest. The City and Fairview continued to work on the program, and hired a Resident Fellow at PSU to conduct an analysis and proposal. Both documents are included in the packet.

Peterson explained that the final report provides a detailed survey and data on participation levels and recreational needs in the area. The report also includes a fairly significant component on the recreational programs offered in other areas. Peterson stated that there was a community meeting on March 6<sup>th</sup>, and the main participants were those that could be potential users of a program and expressed their desire for an affordable recreational program. Peterson stated that there was then a joint session with the Fairview City Council, and that Council raised some questions that have also been included in the staff report. Peterson explained that the oversight board membership has been reduced from 11 to 7 members.

Peterson stated that one of the main questions and concerns raised at the joint session was the ability to raise funds for the program. Peterson explained that Mayor Tosterud has indicated that he will lead that effort, but support could be difficult at first. Peterson stated that the Fairview City Council voted on the item last week and

it was approved in a 6-1 vote. Peterson stated that specifically, Fairview authorized a three-year commitment to the program.

Peterson stated that the estimated annual cost is \$133,000 to \$145,000 offset by revenues. The allocation is split 60-40, which was not done based on population but rather the financial assistance that is estimated will be needed for the City's residents. Peterson stated that the City's cost will be \$45,716 next year, with a total cost of about \$132,000 for all three years.

Harden asked about the motion, and if another motion is needed to work with the school district to create an agreement to use some of their facilities. Peterson stated that if created, the recreation board will be a separate 190 entity that will handle the operations and agreements with the various partners. Condit stated that is a fairly common approach, and the agreement will be an IGE.

Upon motion by Smith, seconded by Mark Clark and passing 4-0, Resolution 12-2017 approving a two-city recreation program with funding for the current fiscal year was approved.

### **RESOLUTION 10-2017: 2017-18 ANNUAL PERFORMANCE PLAN ADOPTION**

Peterson presented the resolution and stated that this is an opportunity to discuss the projects and priorities for the upcoming year. Peterson stated that the Council met earlier this year to review and affirm the seven City goals, and the Annual Performance Plan takes those goals and outlines projects to help achieve the goals. The City Manager is held accountable by the City Council for the completion of the APP every year.

Peterson presented a summary of the projects as well as the projected timeline for completion. Peterson stated that the community engagement strategies is a broad term, and the specific project has yet to be identified so additional consideration will be needed for that item. Peterson stated that the housing analysis has a very specific process that is time consuming and potentially expensive. The analysis is needed if the Council wants to take a look at affordable housing options.

Peterson stated that there is low water pressure at both Treehill and Cotton Wood. Peterson explained that representatives from Treehill made it clear that they are not interested in increasing pressure, but it is needed and wanted at Cotton Wood. Peterson stated that this project would create a new pressure zone and system just for Cotton Wood. Peterson stated that it is still a relatively expensive project that will serve less people, but it does solve a critical water pressure issue. Peterson stated that in general, what gets accomplished every day in the City is not in the plan. The APP is designed to take up about 20% of time, and is focused on specific projects and outcomes.

Upon motion by Mark Clark, seconded by Smith and passing 4-0, Resolution 10-2017 adopting the 2017-18 Annual Performance Plan was approved.

### **RESOLUTION 11-2017: ESTABLISHING ELECTRONIC PAYMENT EXCEPTIONS TO TWO SIGNATURE CHECKS**

Peterson presented the resolution and stated that the City's internal controls are designed and maintained by the Finance Director and himself. Peterson explained that two signatures on checks provides some basic internal control, but it is not mandatory. Peterson stated that the payroll checks do not have two signatures because they are all done electronically. Peterson stated that we would like to take advantage a new GFOA guideline to reduce costs by utilizing electronic payment transfers when possible. Peterson stated that the specific recommendation is the use of a voucher authorization which is still an acceptable form of internal controls. Peterson explained that he discussed this item with the Mayor, and Mayor Clark indicated that he wanted it to be a Council decision.

Smith stated that she does not have a problem with this approach as long as they still receive the monthly reports.

Mark Clark asked how much time or resource will this change save. Minter stated that it would not save a lot of time, but it would save on costs related to checks and postage.

Upon motion by Smith, seconded by Nissen and passing 4-0, Resolution 11-2017 authorizing electronic payment exceptions to two signatures was approved.

**ADJOURN**

With no further business coming before the Council, the Council adjourned at 7:55pm.

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Timothy Clark  
Mayor

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Date

ATTEST:

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Greg Dirks: City Recorder