

**MEETING OF THE  
WOOD VILLAGE CITY COUNCIL  
March 30, 2017  
MINUTES**

**PRESENT:** Mayor Tim Clark, 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:** None.

**MAYOR TIM CLARK CALLED THE MEETING TO ORDER AT 6:00 PM.  
CITIZEN COMMENTS (NON-AGENDA ITEMS)**

Jack Krewson of 24223 NE Oregon Street. stated that there has been a lot of additional parking on Oregon Street, and he feels it is a safety concern. Krewson stated that it used to be only a couple of cars parked on the street, but now it is on both sides of the street for several homes in from 242<sup>nd</sup>. Krewson stated that he was told that employees of the adjacent shopping area were no longer allowed to park in the parking lot which has increased the on-street parking on Oregon Street. Krewson stated that this had made turning onto Oregon Street from 242<sup>nd</sup> very difficult, and is concerned about the overall safety and property values in that area. Krewson stated that he would like on-street parking limited to residents who live on that street.

Peterson stated that there are some options that can be reviewed, but they would all be difficult to enforce. Basic items include permit parking or prohibiting parking altogether.

Judy Trent of 24203 NE Oregon Street stated that a fire truck will park in front of her house for hours and block her mailbox and driveway. Trent stated that other people who park on the street leave trash, cigarettes, and other items as well. Trent stated that the street is too narrow to have people park on both sides of the street, and it makes it difficult turning onto the street from 242<sup>nd</sup>. Trent stated that she would like the street to be residential parking only.

Peterson asked if Trent could notify the City the next time a fire truck is blocking her access as there are things we can do to remedy that situation. Peterson stated that he will review some options, and present them back at the next Council meeting.

**MAYOR OPENING STATEMENT**

Tim Clark stated that some incidents happened a couple of meetings ago that has made him concerned. Tim Clark stated that he would like to avoid similar issues in the future. Tim Clark stated that if things get heated, then maybe we should ask for a five-minute recess. Tim Clark stated that the five of them alone cannot do a lot, but together they can make dramatic impacts to the community. Tim Clark stated that he would like to promote a positive team environment, and work together to solve issues. Tim Clark stated that he is open to all kinds of options to help make sure that the Council remains positive, and personally respects each member.

**ORDINANCE 3-2017: COMPREHENSIVE PLAN UPDATE**

Tim Clark opened the Public Hearing. Scott Sloan read the hearings discourse statement. Tim Clark asked if there were any conflicts of interest or personal bias. There were none.

Peterson presented the staff report. Peterson stated that state law requires that cities have a comprehensive plan, and the City was one of the first adopters of a comprehensive plan. Peterson explained that a comprehensive plan has to be reviewed by the state to ensure that it is fair and equitable. Once approved, the comprehensive plan becomes the guiding document for every action within the community. Peterson stated that if the Council approves the revisions, then it will be sent to the state for a post-acknowledgment plan amendment.

Peterson stated that the Planning Commission enabled staff to bring the document forward to the City Council with the ability to correct grammatical errors. Peterson explained that version control has been difficult with this project, and would appreciate the same ability to correct grammatical errors after adoption. Peterson stated that the Planning Commission noted some errors with the new maps, and that will be corrected as well. Peterson explained that the Planning Commission took substantive action on rewording some of the sections in the housing portion of the plan. Peterson stated that state Housing Goal 10 requires a specific process to revise that portion of the plan. The City did not do a housing needs analysis as part of this work, so a lot of careful consideration was made in the wording.

Peterson stated that the Town Center Master Plan update process has engaged more citizens than any other City planning effort. A lot of the discussions were around what the City will look like in the future. Peterson explained that combining that process with the Heart of Wood Village work and the recent economic analysis, provides the City with good data to make changes to the Comprehensive Plan.

Peterson stated that the current Comprehensive Plan does not support current zoning and policy decisions. This provides us with an opportunity to clean up the Comprehensive Plan, make it match how decisions are now made, and reflect the changes that we want to make in the Town Center. Peterson stated that there are 19 statewide planning goals, and the City has to address 14 of them in the approval of the Comprehensive Plan. Peterson stated that there are several exhibits in the packet including a clean version of the update, references to the TGM outreach, and land use alternatives.

Peterson stated that the TGM process had a Town Center focus with a consulting team and sub-consultants who helped coordinate stakeholder interviews, focus groups, and community meetings. Peterson explained that process helped provide the input needed to make the revisions to the Comprehensive Plan. Peterson stated that other potential changes that are coming include the Main Streets on Halsey work which could have some recommended revisions for that area. There are also the corridor plans that have been adopted for Arata and Sandy, and those elements have already been included in the Transportation System Plan.

Peterson stated that he can walk-through all the amendments to the Comprehensive Plan, or do a summary of the findings of fact. The Council stated that they are okay with a summary.

Peterson stated that Citizen Involvement was provided. The introduction section of the Comprehensive Plan has been modified to eliminate outdated historical statements. Peterson stated that existing land uses were redefined to be more consistent with the goals and policies of the City. Peterson explained that there were significant changes around Natural Resources, and the Parks Master Plan already identifies areas for open space including the wetlands in the Town Center. Peterson stated that the statistics that are no longer correct have been removed from the section involving Air, Water, and Land Resource Quality. Those elements have been replaced with more appropriate geological and natural resource information.

Peterson stated that the Comprehensive Plan had a lot of flood areas that are not on any current FEMA flood maps. There are no flood plains in the City, and the Comprehensive Plan has been updated to reflect that change. Peterson stated that there was a minor modification in the Recreation Needs section to reflect the updated Parks Master plan. Peterson explained that there were a lot of revisions to the Economic Development sections because there were a lot of references to the dog track property in the plan. Peterson stated that those elements have been removed, and we also included information from the two recent market analysis that have been conducted. Peterson stated that the Industrial Lands inventory has also been updated. There has been significant development at the Troutdale Industrial Property as well as at Gresham Vista. There is no longer a need to hold onto any of the City's industrial lands employment mandate, as the City will be focusing on providing services and housing for the other area industrial developments.

Peterson stated that the Housing section was the most difficult issue. There is a specific process on how to do a housing needs evaluation, and the City has not gone through that process. Peterson stated that funds for a housing analysis will be included in next year's budget recommendation, but there is no new information for this update. Peterson stated that housing information from the 1980's has been removed from the plan, and he talked to the

DLCD which has the final approval authority of the plan on how to update the section without doing a complete analysis. Peterson stated that the DLCD responded by stating that the section can be cleaned up, but the overall policy cannot be substantially revised. Peterson stated that we know we will be getting new housing units adjacent to Riverwood, and some number at the City Hall site. Peterson explained that we will not need too many more to meet the 400 unit number. Peterson stated that to avoid a policy shift, the requirement for housing remained in the plan, with a change to reflect housing in the Town Center. Peterson stated that some maps were also updated.

Peterson stated that Public Facilities and Services were updated to reflect the recent updates to all the Master Plans including water, sewer, streets, storm, and parks. Peterson stated that a significant component of the TGM grant was to update the Transportation System Plan. A lot of work was done to compare historic and current uses in the Town Center zone. Peterson stated that factual information comparing the impact of the uses has been developed and included in the plan. Peterson stated that Energy Conservation section was very detailed in the plan, but did not include specific details on provisions. Peterson explained that the update removed all the detail, and replaced it with broad goals and aspirations on renewal energy.

Peterson stated that Urbanization is another factor, but we do not necessarily need an urbanization area in our plan. Peterson explained that because the Gresham Vista area is included in our urban growth boundary, we have to leave it in even though it was annexed to Gresham a long time ago. Peterson stated that the plan was also updated to reflect that we do not have any undeveloped or unincorporated land around the City.

Peterson stated that the Comprehensive Plan does not change any zone provision or property designation. Peterson explained that the Planning Commission recommended the adoption of the plan and to accept the findings of fact as outlined in the staff report.

Tim Clark opened the floor to public comments.

Lee Leighton and Stacia Martin representing the Confederated Tribes of the Grand Ronde stated that they are pleased to be here, and the Tribes are supportive of the proposed changes. Leighton stated that the Planning Commission listened to their comments and is supportive in moving forward.

Tim Clark closed the floor to public comments.

Mark Clark stated that he is familiar with other plans, and did not find any issues with this amendment.

Condit stated that they will want to consider the authority to correct errors that do not effect policy in the motion to adopt.

Upon motion by Harden, seconded by Nissen and passing 5-0, Ordinance 3-3017 approving the revisions to the Comprehensive Plan with the ability to correct grammatical errors that do not effect policy was adopted.

#### **DISCUSSION: PAPERLESS CITY COUNCIL PACKETS**

Peterson presented the discussion and stated that the tablets have been a big disappointment. There were issues with Windows 8, correctly loading the Council profiles, and they just did not work effectively. Peterson stated that staff has come up with some options based on discussions with the Council. The first option is a 14" laptop that is able to transition into a tablet. The second option is a SurfacePro 3 which is a tablet with a magnetic keyboard. Peterson stated that options include keeping the current tablet, selecting the Lenovo 14, or the SurfacePro.

Mark Clark stated that the Lenovo seems to be a good machine, but did not fully try to utilize all the settings an options. Tim Clark stated that the SurfacePro has a lot of the same functionality, but the Council does not all have to select the same machine either.

Condit stated that the Council will want to remember that while they can use the devices for personal use, the entire computer is subject to inspection under a public record request.

Tim Clark stated that we may want to schedule training on using the Xodo program and Windows 10. Nissen asked about the charging capacity and battery life for the SurfacePro. Tim Clark stated that you cannot use a USB charger for the SurfacePro, but it does have a great keyboard and good battery life. Condit stated that he used to use a large laptop, but has since changed to a SurfacePro and really likes it. There are lots of options and it is easy to carry around.

Mark Clark, Smith, and Nissen asked for a SurfacePro 3 with keyboard. Peterson stated that they will be ordered, and we can schedule training in the near future.

### **DISCUSSION: TWO-CITY RECREATION PROGRAM**

Peterson stated that he wanted to start off by discussing the recent joint meeting with the City of Fairview. Peterson stated that several Fairview City Councilors raised questions during the meeting. The questions included who would be on the oversight board, what the costs would be to house the program, and what the recruitment costs would be. Tim Clark stated that we do need to look at these potential future cost increases so they do not get passed along to us. Harden stated that the program was set up with the program housed in Fairview, so they should know what those additional costs would be.

Peterson stated that the Fairview City Council will vote on the matter the first week in April. Peterson explained that the item is scheduled for April 11<sup>th</sup> for our Council. The item will also include a supplemental budget for the current year. Harden stated that most of our budget items get spread across many categories, and asked where this item will go. Peterson stated that this would be a General Fund item, and could be put in either the Parks category, in Events, or in the Council fund. Peterson explained that it would be treated as a material and service cost which would be paid quarterly.

Tim Clark stated that he thought Fairview would have been more supportive. Harden stated that two of the Councilors who asked a lot of the questions did not attend any of the other meetings. Tim Clark stated that Fairview did not seem to know where the money for the program would come from, or if they could balance their budget. Nissen stated that seemed to be a red flag for them. Tim Clark stated that he would have thought they would have already discussed the budget for the program. Peterson stated that one of their city goals was to have a recreation program.

Smith asked if we support the program, but Fairview decides they cannot afford it, can we still back out. Tim Clark stated that would probably just provide the Baptist Church with additional resource to expand their summer program. Peterson stated that the figures from the recreation study indicate that there is a need in the community. If we cannot do this program, then we should at least look at other potential options. Peterson stated that any additional support to the Baptist Church would take a formal agreement, but that could be as simple or detailed as we would want.

Tim Clark stated that he is supportive of either option, but was surprised by Fairview's reaction. Tim Clark stated that there seemed to be issues with grants and sponsorship opportunities, and some inconsistency from the last meeting. Peterson stated that the Steering Committee indicated that there would not be a problem getting financial support, but that was not shared at the Council meeting. Smith stated that the deal cannot happen if we cannot get grants or sponsorships. Tim Clark stated that he does not want to start something that we cannot finish. A lot of money is needed to fund the program for three years. Peterson stated that there had been a lot of support and enthusiasm for an economic development professional, and inside a year the other organizations pulled out. Peterson stated that there is a lot of concern about adding a full-time person to run this program.

The Council thanked Peterson for the update and debrief.

### **PUBLIC WORKS DIRECTOR'S REPORT**

Sloan presented the report and stated that we are redesigning the interceptor maintenance access to fit within the current easements. The contract with Metro for a pedestrian trail along that easement has been cancelled, and we

forfeited the \$60,000 grant. Sloan stated that the Wood Village Green waterline extension project has been completed. The contractor will do a hot-tap in Arata tomorrow, and the lines will be cleaned next week. Tim Clark asked if a hot-tap means that add the line without turning off the water. Sloan stated that is correct. Mark Clark asked if that could be done on a ten-inch line. Sloan stated that the contractor does that kind of work all the time. Sloan stated that the owner of Wood Village Green is still interested in extending the fire line south into the park. The project installed junctions so an extension can be done at any time.

Sloan stated that the geotechnical work has been completed on Stanley Street for the rebuild project. Sloan stated that the subgrade is 12-14 inches thick with 1-2 inches of asphalt. Sloan stated that the base is in great condition, so we will only need to replace the bad asphalt and overlay the rest. Sloan stated that at this point the project is still on schedule for an April bid with completion hopefully by the end of June.

Sloan stated that he would like to ask the Council's opinion of repainting the trim of the City Hall building. Peterson stated that the trim paint is peeling, and looks really bad. Sloan stated that the estimate is between \$3,000 and \$4,500. Peterson stated that he wanted to ask the Council first because of the potential sale of City Hall, but even if it does sell soon we still probably have another year or so before we have to leave.

Upon motion by Harden, seconded by Nissen and passing 5-0, the Council authorized the trim at City Hall to be repainted.

Tim Clark asked about IHOP. Peterson stated that they have submitted their plans, and have about \$600,000 in improvements that they will be making. The plan review is about 70% complete.

#### **FINANCE DIRECTOR'S REPORT**

Minter presented the report and stated that expenses are below budget and revenues are ahead of projections. Overall the budget is in great shape, and investments are at about \$5 million. Tim Clark asked when we would see any distribution for marijuana sales. Peterson stated that we were supposed to receive a payment at the end of March, but it has not come in. It looks as if it is to be around \$16,000.

The Council thanked Minter for the report.

#### **CITY MANAGER'S REPORT**

Peterson stated that the APP update is in the packet. The projects that we can control are on target. Peterson explained that Arata Road has still not gone out to bid, and we cannot say when that project will begin. Sloan stated that when we reach milestone dates that they create it seems like something happens that prevents the county from achieving that milestone.

#### **CITY COUNCIL REPORTS AND COMMENTS**

Mark Clark stated that he will not be able to attend the May 11<sup>th</sup> City Council meeting. Tim Clark stated that he will be unable to attend the April 11<sup>th</sup> meeting.

Tim Clark stated that he had written a letter to ODOT regarding streamlining vehicle traffic, and met with an ODOT representative. Tim Clark stated that he has now been recommended for a taskforce that will review connected vehicles. Tim Clark stated that the Metro Mayor's Committee had a day at the capital, and we can have a presentation at an upcoming meeting if the Council is interested.

#### **ADJOURN**

With no further business coming before the Council, the Council adjourned at 8:42pm.

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T. Scott Harden  
Council President

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Date

ATTEST:

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Greg Dirks: City Recorder