



PLANNING COMMISSION AGENDA

June 14, 2023 at 6:00 PM

Wilsonville City Hall & Remote Video Conferencing

PARTICIPANTS MAY ATTEND THE MEETING AT:

City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon

YouTube: <https://youtube.com/c/CityofWilsonvilleOR>

Zoom: <https://us02web.zoom.us/j/87239032604>

TO PROVIDE PUBLIC TESTIMONY:

Individuals may submit a testimony card online:

<https://www.ci.wilsonville.or.us/PC-SpeakerCard>

or via email to Dan Pauly: Pauly@ci.wilsonville.or.us, 503-570-1536

by 2:00 PM on the date of the meeting noting the agenda item

for which testimony is being submitted in the subject line.

CALL TO ORDER - ROLL CALL [6:00 PM]

Olive Gallagher

Ron Heberlein

Nicole Hendrix

Andrew Karr

Kamran Mesbah

Kathryn Neil

Jennifer Willard

PLEDGE OF ALLEGIANCE

CITIZEN INPUT

This is the time that citizens have the opportunity to address the Planning Commission regarding any item that is not already scheduled for a formal Public Hearing tonight. Therefore, if any member of the audience would like to speak about any Work Session item or any other matter of concern, please raise your hand so that we may hear from you now.

ADMINISTRATIVE MATTERS

- [1.](#) Consideration of the May 10, 2023 Planning Commission minutes

WORK SESSION [6:15 PM]

- [2.](#) Housing Needs & Capacity Analysis (Rybold)(60 Minutes)

INFORMATIONAL [7:15 PM]

- [3.](#) Annual Housing Report (Pearlman)(40 Minutes)

- [4.](#) City Council Action Minutes (May 1 & 15, 2023)(No staff presentation)
- [5.](#) 2023 PC Work Program (No staff presentation)

ADJOURN [8:05 PM]

Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The City will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting Mandi Simmons, Administrative Assistant at 503-682-4960: assistive listening devices (ALD), sign language interpreter, and/or bilingual interpreter. Those who need accessibility assistance can contact the City by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.

Habr  interpretes disponibles para aqu llas personas que no hablan Ingl s, previo acuerdo. Comun quese al 503-682-4960.



PLANNING COMMISSION

WEDNESDAY, JUNE 14, 2023

ADMINISTRATIVE MATTERS

1. Consideration of the May 10, 2023 PC Meeting Minutes



PLANNING COMMISSION MEETING MINUTES

Draft PC Minutes are to be reviewed and approved at the June 14, 2023 PC Meeting.

May 10, 2023 at 6:00 PM

City Hall Council Chambers & Remote Video Conferencing

CALL TO ORDER - ROLL CALL

A regular meeting of the Wilsonville Planning Commission was held at City Hall beginning at 6:00 p.m. on Wednesday, May 10, 2023. Chair Heberlein called the meeting to order at 6:00 p.m., followed by roll call. Those present:

Planning Commission: Ron Heberlein, Andrew Karr, Kamran Mesbah, Kathryn Neil, Olive Gallagher, and Nicole Hendrix. Jennifer Willard was absent.

City Staff: Daniel Pauly, Amanda Guile-Hinman, Dwight Brashear, Kelsey Lewis, and Mandi Simmons.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

CITIZEN INPUT

This is an opportunity for visitors to address the Planning Commission on items not on the agenda. There was none.

ADMINISTRATIVE MATTERS

1. Consideration of the April 12, 2023 Planning Commission Minutes

The April 12, 2023 Planning Commission Minutes were accepted as presented.

PUBLIC HEARING

2. Transit Master Plan (Lewis)

Chair Heberlein read the legislative hearing procedure into the record and opened the public hearing at 6:08 pm.

Kelsey Lewis, Grants and Program Manager, SMART, noted changes had been made to the draft Transit Master Plan since last month's Planning Commission meeting. Those changes, the recent survey results, and the public comments received would be presented this evening.

Michelle Poyourow, Jarrett Walker + Associates, said the team did more work on the Plan in response to the feedback from the Commission as well as the public. She introduced Brenda Martin, EnviroIssues, who managed public engagement for the project, and then presented the SMART Transit Master Plan Update via PowerPoint. Her comments were as follows:

- Community engagement was now closed and changes were made to the Master Plan, so SMART was now in the pre-adoption process. (Slide 2)
- Public input received on the Master Plan, included 39 online submissions from people the survey as well as via free form comments. Most commenters said they used SMART at least once a week, and their top three priorities, as in the previous survey, were higher frequencies, better regional connections, and improved weekend service, all consistent with the emphasis of the Draft Plan.
 - When asked if the Draft Plan was headed in the right direction, 22 people agreed, 11 were neutral, and two people disagreed.
- While many tiny, unnotable changes were made, the bigger changes made in response to feedback from the Commission and the public included:
 - On Pages 94 and 95, some important financial information was added to the executive summary.
 - Total operating costs were estimated for 2028 by applying the current 2022 unit operating costs, meaning the cost of putting a bus out on the road per hour, to the quantity of service being recommended for 2028. The total cost was added to the Master Plan.
 - The Existing Conditions Report published last summer was combined with the Draft Plan which provided information about past ridership and costs per ride on both for demand-response and fixed routes.
 - An additional table and chart would be added to the Master Plan based on the graphs showing cost per passenger trip on demand-response service, or Dial-a-Ride, from 2011 through 2020, and the newly created graph showing cost per passenger trip for all fixed route services combined 2011 through 2020. National Transit Database data was used. (Slide 5)

Chair Heberlein called for questions from the Commission.

Commissioner Hendrix appreciated the time the project team took to follow up and implement some of the suggestions from the last meeting. She requested clarification on the Chariot's letter that was submitted today.

- Ms. Lewis briefly explained that SMART shared the current 1X Route with Chariot from Wilsonville to Salem, and the letter reiterated Chariot's excitement about its partnership with SMART on the IX Route to Salem as well as SMART's interest in partnering with Cherriots on the Woodburn route. Cherriots also requested clarification about its responsibilities regarding service costs, and SMART was working on a response to clarify the matter and send it back later this week.

Commissioner Karr

- Asked the reason for the spike in cost per rider in 2020. (Slide 5)
 - Ms. Lewis explained the pandemic caused a huge drop in ridership, resulting in the per unit cost of everything increasing and the extra things SMART did not previously do, such as extensive cleaning, also added increased costs.
- Understood the cost of the new programs seemed to be around \$8 million through 2026/2027 (Pages 85-88). Would the operating costs double with the Master Plan in place?

- Ms. Lewis clarified those figures came from the City budget forecast included in the Master Plan.
- Ms. Poyourow stated on Page 89, All Recommended Service Increases totaled \$8 million, which she calculated by taking the increase in revenue hours included in the service increase, which was just hours of vehicles and drivers on the road in service, and multiply it by the 2022 fully loaded, operating costs per revenue hour.
 - Forecasting how much the operating costs would change between per hour of bus and driver time between 2022 and 2028 was a financial planning exercise beyond the scope of this project. Instead, she calculated how much it would cost to provide the quantity of service represented in the 2028 network and Dial-a-Ride if the cost of doing business stayed the same.
- Explained he was trying to figure out if the additional cost of the additional services was really \$8 million.
 - Ms. Poyourow confirmed he wanted to figure out the degree of change and directed him to the table on Page 45, which described service and summed the quantity of service per route. The bottom line was comparing the 2028 and 2021 quantity of service to get ratios. In terms of hours on the road, the revenue hours would be 189% more, and 226% more for miles on the road; however, the calculation did not include the additional vehicles needed.
 - She realized "ratio" was the wrong word and agreed percent increase was better; that the revenue hours had increased 189% from what they were in 2021, so almost triple. She would change the word ratio in the document.
 - Confirmed that an offset or an equal increase in revenue hours and cost per hour was expected.

Chair Heberlein:

- Confirmed that selection for the size of vehicles for the Master Plan was based on peak forecasted ridership and not necessarily the average ridership. He asked what total life cycle and environmental analysis would be done to understand the impact of upsizing a bus to support two hours of peak demand, and then having buses of the size operating 85% empty the rest of the time.
- Ms. Poyourow explained that trying to right-size the bus to the number of people expected on the bus at different times of the day would end up costing more in deadhead miles, deadhead hours, and staff time. The efficient and sometimes the more environmental responsible thing to do most of the time was to assign the vehicle needed for the really crowded trip to run through the day, creating a simpler schedule, reducing complexity of staff schedule, and avoid doubling up miles and hours going back and forth from the depot.
 - There would be lot of different aspects of vehicles to manage in SMART's fleet, including the type of fuel used, for example, if electric was being used, where and when would they be charged and how long would that route be, as well as the environmental impacts, vehicle size; vehicle age; the number of wheelchair boardings expected, etc. SMART Staff would be trying to optimize for many factors, and crowding was just one, so it was important to respect the math to make it efficient to run a large enough vehicle for the busiest trips of the day for a longer part of the day. These were just some of the considerations that go into planning what vehicles are used on which trip.
- Wanted to make sure that appropriate combined analysis was occurring when making such fleet decisions. It came down to identifying the key goals and considering the impacts. If environmental impact was the number one goal, then a different decision might be made from a fleet and staffing

perspective than if the goal was reducing staff cost. It was not clear from the Master Plan that such an analysis was part of the process.

- Ms. Lewis agreed, noting that while there were a lot of decision processes, realistically, Staff did such analyses every day. Staff and the analyst were constantly on the watch for trends in ridership, for example, which led to further analysis of other related factors. Currently, coming out of the pandemic, low ridership was on the radar, and crowding was being analyzed, too.
- One realistic factor not yet mentioned was that SMART needed vehicles and some vehicles were easier to get right now so those were the vehicles SMART would purchase, which might not follow the plan of getting larger buses, right away. She noted environmental impact was a higher priority than vehicle size. The goal was to get to all alternative fuel vehicles by 2028, and that was part of SMART's process. If a 40-ft diesel bus was available, SMART would wait because environmental impact was a higher priority. A lot of factors impacted SMART's vehicle purchase decisions, including crowding and lift services.

Commissioner Mesbah noted the environmental impacts discussed were all pre-isolated for the transit system. The whole purpose was to make the transit system more welcoming and easier to use, so people use transit instead of driving. Environmental impact needed to be considered in the larger context so vehicle sizing, scheduling, and other factors should be optimized to encourage more transit usage. The environmental impacts of more people using their cars were tremendously larger than a 20% larger bus. The whole purpose was to make using the transit system so easy that people stop driving and use transit no matter the conditions. The complexity of the entire picture needed to be appreciated when discussing well-optimized environment impacts. There were a lot of moving pieces and people have to make a choice.

Commissioner Karr asked how ridership data was captured.

- Ms. Lewis replied counters were used on the buses, and drivers did paper tally as a backup system to the counters. The analyst then crunched the numbers and put them into a system called the National Transit Database (NTD), a federal system where ridership and data on other factors were also collected.
- She confirmed the analyst analyzed the counters and papers as well as information extracted from the NTD to run big data analyses.

Chair Heberlein called for public testimony regarding the Transit Master Plan and confirmed with Staff that no one was present at City Hall to testify and no one on Zoom indicated they wanted to testify. He closed the public hearing at 6:36 pm.

Commissioner Karr believed the Transit Master Plan was a very good and workable plan overall.

Amanda Guile-Hinman, City Attorney, advised the Commission on language required for the motion.

Commissioner Hendrix moved to adopt Resolution LP23-0001 with the amendments to adding the Fixed Service Ridership Cost Chart and changing "ratio" to "percent change" on Page 45 as discussed and recommending City Council approve the Transit Master Plan. Commissioner Mesbah seconded the motion.

Commissioner Hendrix believed the team did a great job and was excited to see how the Transit Master Plan was implemented over time.

A roll call vote was taken. Motion passed unanimously.

WORK SESSION

3. Frog Pond East and South Implementation-Development Code (Pauly)

Daniel Pauly, Planning Manager, stated Staff continued to bring in the proposed Development Code amendments bit by bit. Staff was doing testing and working through some important pieces of the larger amendments which would come before the Commission in the coming months. He presented the Frog Pond East and South Development Code Amendments via PowerPoint, updating on three specific components: Defining Urban Form, Design Standards for Housing, and Design addresses.

Comments and feedback from the Planning Commission on the key components was as follows with responses by Staff to Commissioner questions as noted:

Define “Urban Form”:

- Mr. Pauly confirmed Urban Form was an accurate term used in the field and not something Staff came up with. The only pushback was that Staff was talking about suburban, not urban.
- Urban form is a term of art. Suburban is an urban form.

Design Standards for Housing:

- Section 4.13.14, A1 stated, "The variety standards in Section C.1 do not apply in the Village Zone or the Frog Pond West neighborhood in the Residential Neighborhood Zone." Including Code references for what would apply, the applicable standards, was suggested when discussing where the standards did not apply, including in Section 3 as well.
- Mr. Pauly clarified a standard parking spot was 9 ft by 18 ft. In areas where the maximum driveway width was 18 ft, such as in the Street Dreams in Frog Pond West, it reduced the pedestrian-vehicle conflict zone, and the driveways essentially slants out to a third parking spot at the site.

Design Address

- How would people access the entrance of their residence if the building frontage ~~of~~ was on Stafford Rd and parking was in the back. One of the plans had multifamily along Stafford.
 - Mr. Pauly replied that in the demonstration plans he had seen, especially south of Brisbane, the parking lot for multifamily would be between the wetland and stormwater feature, and the buildings along Stafford would probably be accessed by a private drive.
 - He clarified that the front entrance did not necessarily have to face Stafford, requiring people to walk around to access their residence. For multifamily, there were design options for a breezeway that went all the way through allowing people to enter from either side; otherwise, an entrance might be required on both sides of the building.
- Would the backyard treatment on Boeckman Rd in Frog Pond West change to a front yard treatment on Advance Rd?
 - Mr. Pauly noted a transition was written into the Development Code, assuming the Stafford-Advance intersection developed the same; the treatment of Stafford Rd would wrap around to

the wetland which was about 250 ft to the east of Stafford, and then pass that wetland, it would transition to more of front facing homes with courtyards.

- Mr. Pauly confirmed that multifamily would need access points from Stafford into the residences, by not necessarily front doors facing the street. A patio door would be acceptable as a pedestrian access in the current draft. A multifamily project would likely have a breezeway to enter from either side. A detached home or town house configuration would probably have an alley loaded home with the entrance on Stafford, so there would be no parking on Stafford.
 - A homeowner could park in the garage and a visitor would park elsewhere and walk around to the front. There were tradeoffs between a front parking lot and a pedestrian orientation.
- There would be no front parking lots off Stafford Rd because that would be too many access points. From prior conversations, the idea was to ensure the houses did not turn their back on Stafford. The issue was how the back of the house is designed to look, essentially, and not the location of the front door. The back patio could be made to look like a front porch.

Chair Heberlein called for public comment after Commission consented to hearing testimony.

Mimi Doukas, AKS, West Hills Development, stated West Hills continued to follow the Development Code efforts. Her comments were as follows:

- On Page 556, Sections b and f seemed to be in conflict with each other. The general intent was understood, but the Code language needed to be clarified. Additionally, the language at the top of the page, the headings were confusing.
- Referencing Section c, West Hills believed the 18-ft maximum driveway width was very narrow and suggested it be widened to 20 ft to enable people to step on pavement, which was a more stable surface when exiting their cars. It was better for accessibility, visitability, and function.
- On Page 564, West Hills wanted to clarify that the image was the one intended, and it was not indeed to be all wrought iron. West Hills believed the combination of masonry plus wrought iron along Advanced Rd or Boeckman Rd provided a good balance of transparency plus permanency. All wrought iron felt a bit too accessible. The gate image on Page 563 was a bit confusing.
- Regarding Commissioner questions on the multifamily dwellings along Stafford Rd, West Hills had a plan to have garden apartments along that stretch of their property with sets of units and stairwells intertwined to create a breezeway effect, allowing for entries to come through and the parking to be on the east side of the building in addition to the urban frontage along Stafford Rd.

Commissioner Mesbah understood Mr. Pauly to mean that the driveway was 18-ft wide near the street and it could be widened as it got closer to garage.

Mr. Pauly noted AKS had worked a lot on driveway width in Frog Pond West and might have some feedback.

Commissioner Karr said the garage could be wider than 18 feet.

Chair Heberlein noted that the Code did not have that language. It did not state, “The maximum driveway width is 18 ft at the sidewalk” so if that was the intent, it should be updated to be clear.

Commissioner Mesbah asked if there was an intent of the width being a certain number of feet away from the sidewalk. He assumed Staff did not intend 18 ft at sidewalk and 6 inches passed the sidewalk,

it expanded to 24 ft, which would defeat the purpose of ensuring people use the sidewalk. It also depended on what defined the sidewalk width as a masonry wall was different than grass.

Mr. Pauly believed the distance at the sidewalk was the most critical point. He agreed whatever defined the width should not be a drivable surface.

Commissioner Karr asked if the width was measured at the curb or inside the sidewalk.

Mr. Pauly stated he would clarify the driveway width with the engineering team, who had a lot of experience in the matter, and would work with them to get the language crisp.

Commissioner Mesbah said the point was taken that when parking the car close to the garage, people want to be able to get out on pavement instead of grass or mud.

INFORMATIONAL

4. City Council Action Minutes (April 3 & 17, 2023) (No staff presentation)
5. 2023 PC Work Program (No staff presentation)

Commissioner Karr noted Columbine St was renamed as Ponderosa. He asked if the City was doing anything to publicize the camping code. There had been a lot of discussion in his neighborhood that they were going to start seeing tents in the nearby park.

Amanda Guile-Hinman, City Attorney, replied for the record, those were excluded; no camping is allowed in parks. *Let's Talk, Wilsonville!* had a project page dedicated to prohibited camping that has all the information. She confirmed the camping information had been in *The Spokesman* as well as the Boones Ferry Messenger. The City would be preparing informational materials that would be available at all City buildings.

Commissioner Karr noted the questions started coming from information published in *The Spokesman*, which often needed clarification and proper English applied. He has had the same conversation with many different neighbors, and told them all the same thing, that their local park would not have tents in it because parks were excluded. Now, he would point them to *Let's Talk, Wilsonville!*

Commissioner Mesbah noted the problem was the misinformation was already out there, adding the City had gone out of its way to inform the people through all the media.

Ms. Guile-Hinman noted as the project manager, she was happy to provide clarification to anyone with questions, so they could be referred to her.

Commissioner Mesbah understood the question was whether the Commission was going to have a public open house on the camping code, but it was already a law for the City.

Ms. Guile-Hinman confirmed Council already voted unanimously in favor on first reading on May 1, and it would go for second reading on May 15. The law would go into effect July 1, 2023.

Commissioner Karr understood the City's camping code was more specific than the State's code.

Ms. Guile-Hinman clarified the State required the City to have regulations, but as far as the time, place and manner regulations, which was the subject of the discussion, the State only required that they be objectively reasonable, which was very informative.

- She confirmed the City's camping code was not the same as what the State would have had if the City had not adopted its own.
- She believed Council was really intentional in wanting the code to be where the City could get its arms around any potential issues because the ultimate goal was to get the people help and services they need. Unlike other jurisdictions, Council was intentional about stating where people experiencing homelessness could go, rather than defining where they could not go, which created enforcement and education issues. Defining where they could go would help ensure they were connected to services.

ADJOURNMENT

Commissioner Hendrix moved to adjourn the regular meeting of the Wilsonville Planning Commission at 7:26 p.m. Commissioner Karr seconded the motion, which passed unanimously.

Respectfully submitted,

By Paula Pinyerd of ABC Transcription Services, LLC. for
Mandi Simmons, Planning Administrative Assistant



PLANNING COMMISSION

WEDNESDAY, JUNE 14, 2023

WORK SESSION

2. Housing Needs & Capacity Analysis (Rybold) (60 minutes)



**PLANNING COMMISSION MEETING
STAFF REPORT**

| | | | |
|---|---|--|--|
| Meeting Date: June 14, 2023 | | Subject: Housing Needs and Capacity Analysis and Housing Production Strategy | |
| | | Staff Members: Kimberly Rybold, AICP, Senior Planner Daniel Pauly, AICP, Planning Manager | |
| | | Department: Community Development | |
| Action Required | | Advisory Board/Commission Recommendation | |
| <input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda | | <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable Comments: N/A | |
| Staff Recommendation: Review initial data from the Housing Needs and Capacity Analysis and the draft Public Engagement Plan for the project. | | | |
| Recommended Language for Motion: N/A | | | |
| Project / Issue Relates To: | | | |
| <input checked="" type="checkbox"/> Council Goals/Priorities: Increase housing opportunities for all and reach functional zero homelessness | <input checked="" type="checkbox"/> Adopted Master Plan(s): Comprehensive Plan | <input type="checkbox"/> Not Applicable | |

ISSUE BEFORE COMMISSION:

Staff will introduce the Housing Needs and Capacity Analysis (HNCA) and Housing Production Strategy (HPS) project, including initial findings from the HNCA and a draft Public Engagement Plan for the overall project.

EXECUTIVE SUMMARY:

The HNCA/HPS project will analyze Wilsonville's housing capacity and need followed by creating strategies to meet housing needs. The City's last Housing Needs Analysis was adopted in 2014. Since that time the City has taken a number of follow up actions related to housing including completing Town Center and Frog Pond master plans and adopting the Equitable Housing Strategic Plan (Attachment 1). The current project will build on these past housing initiatives and newly adopted policies. The project is required for continued compliance with Statewide Planning Goal 10 (Housing) under House Bill 2003 adopted by the Oregon legislature in 2019. Having begun in early 2023, the City anticipates the project to go through early to mid-2025.

The HNCA will identify unmet housing need in Wilsonville over the next 20 years, focusing on issues related to land need, as well as demographic change and housing affordability. This assessment consists of the following primary components:

- **Buildable lands inventory (BLI)** – The BLI examines the location of land within Wilsonville and its adjacent planning areas to determine where vacant and redevelopable land exists, excluding areas with environmental constraints and areas not planned for future residential use.
- **Assessment of need** – This includes an examination of historical and recent development trends, demographics, housing affordability, and forecasted housing growth to determine the types and quantity of new housing units the City will need over the next 20 years.
- **Assessment of capacity** – Examining the BLI results and assessment of need, this assessment will determine if there is sufficient land to accommodate the expected housing growth over the next 20 years.

Upon substantial completion of the HNCA, the project team will begin work on the HPS. Using the recommended actions of the 2020 Equitable Housing Strategic Plan as a starting point, the project team will provide additional information about key unmet housing needs in Wilsonville and propose actions that Wilsonville can take to help address the unmet housing needs. Several methods of gathering community input, including establishing a project advisory committee, participation in public events, and engagement through *Let's Talk, Wilsonville!* will inform development of the HPS as outlined in the draft Public Engagement Plan (Attachment 2).

The project team is led by consultants from ECONorthwest under a grant from the Oregon Department of Land Conservation and Development (DLCD). To align with DLCD's grant cycles, the Wilsonville HNCA and HPS will be developed in three phases:

- **Phase 1:** Preliminary HNCA analysis, to be completed by mid-June 2023 under a DLCD project grant awarded in 2021. Information from the preliminary HNCA analysis will be presented at the informational session.
- **Phase 2:** Public engagement for the HNCA, starting in July 2023 through late 2023. This phase will be funded by the City to fill a gap between available DLCD grant funding.
- **Phase 3:** Completion of the HNCA and development of the HPS, starting in late 2023 and completed by mid-2025. This phase is expected to be funded through a second grant from DLCD, which would be awarded in late 2023.

During this work session the project team will look for the following questions to be answered by the Planning Commission:

1. What comments or questions does the Planning Commission have about the draft public engagement plan?
2. What comments or questions does the Planning Commission have about the overall scope, direction, or timeline of the HNCA/HPS project?

EXPECTED RESULTS:

Presentation of the overall project approach and initial data and findings from the HNCA.

TIMELINE:

Preliminary work on the HNCA will be completed in mid-June 2023. Initial public engagement events for the project will begin in summer 2023, extending into late 2023. Work to finalize the HNCA and develop the HPS will occur throughout 2024 into early 2025.

CURRENT YEAR BUDGET IMPACTS:

The project consultants, ECONorthwest, are being paid directly by DLCD for work during FY 2022-23, thus not impacting the City budget. In addition, the DLCD grant covers up to \$22,500 worth of City staff time. For FY 2023-24 Phase 2 consultant costs, estimated to be \$30,000, will be paid by the Planning Division's professional services budget. Staff time for Phase 2 will be paid from the Planning Division's budget. Phase 3 consultant costs in FY 2023-24 and a portion of City staff time are anticipated to be funded by a DLCD grant in an amount to be determined.

COMMUNITY INVOLVEMENT PROCESS:

As proposed in the draft Public Engagement Plan, the HNCA and HPS will be developed with an inclusive public outreach process. Proposed engagement includes creation of a project advisory committee, participation in a variety of public events, and engagement through *Let's Talk, Wilsonville!* Outreach will focus on engaging those most impacted by the high costs of housing, particularly those who are typically underrepresented in these conversations.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

As a result of this project, the City will have a clearer understanding of housing needs for the next 20 years and analysis to confirm if there is sufficient land area for the City to accommodate these needs. Creation of a HPS will provide an opportunity to assess the City's progress in implementing recommendations contained within the 2020 Equitable Housing Strategic Plan and prioritize additional actions the City should undertake to meet future housing needs of the community. Pursuit of strategies resulting from this project will continue Wilsonville's efforts to make housing more affordable and attainable for City residents and employees, ensuring Wilsonville provides housing opportunity for different household compositions, ages, and income ranges.

ALTERNATIVES:

While the scope and minimum project requirements for the HNCA and HPS are guided by State

rules, the Planning Commission may suggest modifications to the public engagement approach for the project.

ATTACHMENT:

1. Timeline of Housing-Related Planning Projects Since 2014
2. Wilsonville Housing Needs and Capacity Analysis & Housing Production Strategy – Draft Public Engagement Plan – May 25, 2023

Wilsonville Housing Related Projects Since 2014

Past Projects Dates Indicate Adoption Dates



DATE: May 25, 2023
TO: Dan Pauly, Kim Rybold
FROM: Cadence Petros, Beth Goodman, & Scott Goodman (ECONorthwest)
SUBJECT: Wilsonville Housing Needs and Capacity Analysis & Housing Production Strategy –
DRAFT Public Engagement Plan

To address issues of housing availability and affordability, the City of Wilsonville is working with ECONorthwest to develop a Housing Needs and Capacity Analysis (HNCA) and a Housing Production Strategy (HPS). The HNCA will identify unmet housing need in Wilsonville, focusing on issues related to land need, as well as demographic change and housing affordability. The HPS will provide additional information about key unmet housing needs in Wilsonville and propose actions that Wilsonville can take to help address the unmet housing needs.

Engaging stakeholders and community members is essential to ensure that the HNCA and HPS reflect the needs of community members, particularly those most impacted by the high costs of housing, with an emphasis on hearing from people who are typically underrepresented in these conversations. This document outlines strategies to obtain community input on the development of the City’s HNCA and HPS.

The Wilsonville HNCA and HPS will be developed in three phases:

- Phase 1: Preliminary HNCA analysis, completed by June 15, 2023. This phase is funded through a grant from DLCDC.
- Phase 2: Public outreach for the HNCA, started in July 2023 and completed before mid-November 2023
- Phase 3: Completion of the HNCA and development of the HPS, starting in Fall 2023 and completed by early 2025. This phase is expected to be funded through a grant from DLCDC, which should be awarded and work started late in 2023.

Purpose and Desired Outcomes of the Engagement

The purpose of the engagement activities is to develop an understanding of community housing needs and preferences and solicit input on housing strategies to address these needs in a fair and equitable way.

Stakeholders will inform the City’s understanding of housing and land needs in Wilsonville and help shape how the City may address these needs by providing input into housing strategy development, evaluation, and prioritization. The team will use the information gleaned from the community engagement, along with technical analysis to:

1. Better understand Wilsonville’s unmet housing needs and residential land challenges.
2. Identify barriers to building housing, considering land constraints, regulatory issues, market feasibility, and challenges of development of affordable housing.

3. Identify strategies to help overcome barriers to development of future housing.
4. Identify strategies to preserve existing affordable housing and increase housing options for people experiencing homelessness.
5. Evaluate strategies to achieve fair and equitable housing outcomes.

Community Engagement Overview

This engagement plan seeks to leverage existing city events and assets to provide multiple avenues for community education and feedback, as well as holding project specific community events. The plan also includes formation of a Project Advisory Committee (PAC), as well as interviews to inform and obtain more detailed input from targeted populations and knowledgeable stakeholders.

The PAC will inform and provide input on the HNCA and HPS. The PAC will include stakeholders and actors already involved with and familiar with housing and housing development (nonprofit and for-profit developers, general contractors, service providers, etc.). The PAC is not a decision-making body but will provide feedback, insight, and ideas throughout the project and make recommendations to the project team. All advisory committee meetings for the PAC are scheduled to occur in Phase 3.

The project team will identify an initial list of organizations and individual stakeholders who may be interested in weighing in on potential housing production strategies in Wilsonville. In developing the list, the team will consider groups with the greatest unmet need for housing in Wilsonville and would benefit most from this project; stakeholders with knowledge of infrastructure and other land use constraints; and potential partners of the city for implementing the actions in the HPS.

At this point in the project, the outreach priorities include:

- **Community members and housing consumers**, such as people living in Wilsonville with priority for underrepresented communities within the city, including renters, low-income households, Hispanic/Latine residents, other racial and ethnic minorities and immigrant or refugee communities, veterans, people with disabilities, seniors, agricultural workers, and formerly and currently unhoused people.
- **Developers and others involved in housing development and preservation**, focusing on affordable and market-rate housing developers who build housing in Wilsonville.
- **Service providers**, such as providers for housing services, health care services, services for underserved communities, and other service providers.
- **Elected and appointed officials**, in the form of the Wilsonville City Council and Planning Commission.

Advertising for community engagement events will take place through strategic project partners (Wilsonville DEI Committee, city staff), “Let’s Talk, Wilsonville!” printed mailers, and social media.

Community Engagement Activities

The following table summarizes key engagement opportunities and tools to inform, consult and involve community members in the planning process.

| Engagement Activity | Description |
|---|---|
| <p>Project Advisory Committee (PAC)</p> | <p>The PAC will be composed of people involved in real estate development (nonprofit and for profit) and agency partners with existing industry knowledge and experience around housing and housing development. The City may extend invitations for additional optional attendees, beyond these stakeholders, such as community members with unmet housing needs. The PAC is part of Phase 3 of the project.</p> <p>The PAC will provide feedback, insight, and ideas throughout the project. Meetings will be in person.</p> <ul style="list-style-type: none"> ▪ Meeting 1: Project Kickoff and Buildable Lands Inventory ▪ Meeting 2: Preliminary Housing Needs and Land Sufficiency <p>Meetings 3 through 6 will primarily focus on housing measures and potential strategies to address housing need.</p> <ul style="list-style-type: none"> ▪ Meeting 3: Existing housing policy, barriers to accessing housing, and potential actions to overcome the barriers ▪ Meeting 4: Refine and narrow actions ▪ Meeting 5: Refine and narrow actions ▪ Meeting 6: Finalize strategies |
| <p>Interviews, focusing on groups affected by housing affordability issues</p> | <p>ECONorthwest will conduct 5 to 6 interviews with people such as: service providers for people experiencing homelessness, members of the Hispanic/Latine community, service providers, policy makers, and residents of Wilsonville confronting housing affordability issues. The focus of the interviews is on people with unmet housing needs in Wilsonville, especially communities who are typically underrepresented in public discussions. The interviews are part of Phase 3 of the project.</p> <p>Interviews will focus on better understanding nuances of unmet housing need, barriers to attaining affordable housing, barriers to developing housing including land and infrastructure constraints, opportunities for preservation of existing affordable housing, approaches to limiting displacement of existing residents, and approaches to addressing the issues identified through the project. ECONorthwest will review interviews conducted for similar past projects and will work with City staff to develop questions for the interviews. Interviews will be held by phone, video conference, or in person.</p> |

| | |
|--|--|
| <p>Public Events</p> | <p>The project includes up to seven public events, some of which will be held in-person and some will be online. The events may include:</p> <ul style="list-style-type: none"> ▪ Draft HNCA Results and Public Survey. This will be online information where we present key findings of the HNCA and solicit feedback about accessing housing and potential high-level approaches to addressing unmet housing need. This includes Spanish translation of materials. (July-September 2023) ▪ Wilsonville Annual Block Party. This will be an in-person event where we present key findings of the HNCA, discuss participants' personal housing concerns, needs for future housing, and solicit feedback about potential high-level approaches to addressing unmet housing need. (August 25, 2023) ▪ Rent Burdened Public meeting. This will be an open meeting to the public that engages in meaningful conversation regarding renters that experience cost burden and severe cost burden and their unique housing needs. The findings from the Draft HNCA and Online Public survey will be presented for discussion. Discussion will focus on barriers to accessing housing and potential approaches to overcoming these barriers. The Wilsonville Planning Commission will host this public meeting as a Committee for Community Involvement event. (November 8, 2023) ▪ Public Event TBD. This will be a 2 hour in person event where we present key findings of the HNCA, discuss participants' personal housing concerns, and solicit feedback about potential approaches to addressing unmet housing need. (options include Farmers' Market, Back to School Night, etc.) ▪ Culturally Specific Community Event. This will be an in-person event where we present key findings of the HNCA, discuss participants' personal housing concerns, and solicit feedback about potential approaches to addressing unmet housing need. Specific events and dates are still to be determined and will be discussed with the Wilsonville DEI Committee. (Phase 3, schedule TBD) ▪ Housing Strategies Open House. This will be an in-person event (possibly at a PC meeting) where we will present results of the HNCA and solicit feedback on the proposed housing strategies. (Phase 3, schedule TBD) ▪ Final results. This will be an online open house event where we will present results of the entire project and solicit feedback, focusing on the Housing Production Strategy. (Phase 3, schedule TBD) <p>We will work with city staff, the PAC, and the Wilsonville DEI Committee to solicit participation in the public events. Key informational materials will be made available in both English and Spanish to help educate the community about the goals and objectives of the project</p> |
| <p>Wilsonville Housing Conversation Guide</p> | <p>To obtain rich community feedback from residents who do not necessarily interact with the City's traditional forms of input, the plan seeks to empower project participants to host conversations with friends, family, and colleagues to discuss housing needs and helpful supports the City could offer. The Housing Conversations are part of Phase 3 of the project.</p> <p>The City will need to recruit people to host these conversations. Some source of hosts may include members of the DEI Committee, PAC members, decision makers, and other interested knowledgeable community members. ECONorthwest will develop guidance for people</p> |

| | |
|---|---|
| | <p>hosting Housing Conversations. The guidance will provide background information about the project, instructions on how to host the conversations (including ideas for outreach), key questions for discussion, direction on documenting feedback from the discussions, and details about how to submit the results of the conversations (the key take-aways).</p> <p>Execution of Housing Conversations will be dependent on availability of funding and interest in community members and leaders to lead the conversations, with support from ECONorthwest.</p> <p>Our estimate is that the Wilsonville Housing Conversations are concluded and the results of the conversations should be completed by summer 2024.</p> |
| <p>Planning Commission and City Council meetings</p> | <p>ECONorthwest will present updates to the Planning Commission and City Council, including the final draft of the HNCA and HPS. The purpose will be to inform and educate the commission and Councilors of the findings, implications, and gather feedback that will be incorporated into the final HNCA and HPS. Once the final HNCA and HPS are complete the HNCA will go through a formal legislative process and the HPS may be formally adopted or acknowledged by resolution of the City Council. ECONorthwest will provide presentation materials for this process but will not be otherwise involved in the hearing adoption process. Aside from the Planning Commission meeting in Phase 1 of the project, these meetings are part of Phase 3 of the project.</p> |

Roles and Responsibilities

The following table summarizes consultant team and City staff responsibilities.

| Engagement Activity | Consultant Lead | City Lead |
|---|--|---|
| <p>Project Advisory Committee Meetings (PAC)</p> | <p>Draft agendas and notices Meeting materials Logistics Facilitation Prepare meeting notes</p> | <p>Appoint committee members Obtain space for meetings Send notices and agenda Feedback on materials</p> |
| <p>Interviews</p> | <p>Interview questions Arrange & conduct interviews Interview Summary</p> | <p>Confirm list of groups and organizations Review and input on questions</p> |
| <p>Public Events</p> | <p>Activity format Secure place for events Advertise event Communications Logistics Event materials Facilitation Summaries</p> | <p>Obtain space for events when needed Post information to the City's website and social media Review event materials</p> |
| <p>Wilsonville Housing Conversations</p> | <p>Wilsonville Housing Conversation Guide Compiling results of the conversations Answering PAC member questions</p> | <p>Receiving feedback returned for each conversation Helping with logistics</p> |

| | | |
|--|---------------------------|--|
| Planning Commission and City Council meetings | Materials Facilitation | Notices and agenda Logistics Meeting minutes |
|--|---------------------------|--|

Project Schedule

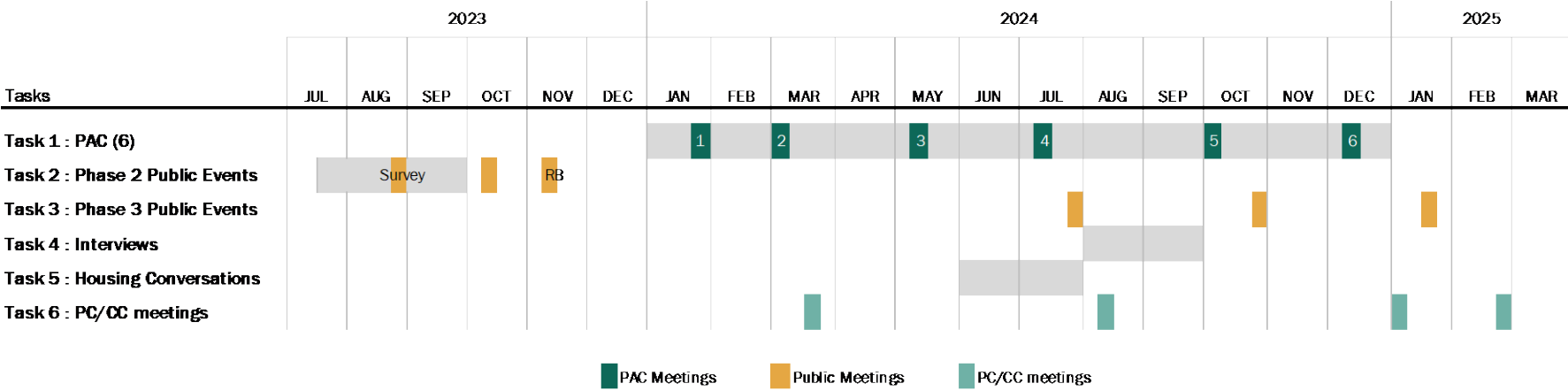
The public engagement is for this project is divided into three phases.

- Phase 1 includes the HNCA draft analysis and refinement of this community engagement document.
- Phase 2 will include initial public outreach with the Wilsonville Annual Block Party public engagement event (August 24, 2023), an online survey (July – September), and may include the Rent Burdened Public meeting (November 8, 2023).
- Phase 3 will include finalizing the HNCA and HPS and all committee meetings (PAC) and additional public engagement. Most public engagement will occur in Phase 3.

Project Budget

| Task | Estimated Budget |
|--|------------------|
| Task 1: Project Advisory Committee (6) | \$18,182 |
| Task 2: Public Events (Phase 2) | \$21,871 |
| Task 3: Public Events (Phase 3) | \$14,711 |
| Task 4: Interviews (6) | \$5,710 |
| Task 5: Housing Conversation Guide | \$10,010 |
| Task 6: Planning Commission and City Council (8) | \$15,385 |
| Total | \$85,869 |

Engagement Schedule





PLANNING COMMISSION

WEDNESDAY, JUNE 14, 2023

INFORMATIONAL

3. Annual Housing Report (Pearlman) (40 minutes)



**PLANNING COMMISSION MEETING
STAFF REPORT**

| | | | |
|---|---|--|--|
| Meeting Date: June 14, 2023 | | Subject: 2021-2022 Wilsonville Annual Housing Report | |
| | | Staff Members: Sarah Pearlman, Assistant Planner | |
| | | Department: Community Development | |
| Action Required | | Advisory Board/Commission Recommendation | |
| <input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda | | <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable Comments: N/A | |
| Staff Recommendation: N/A | | | |
| Recommended Language for Motion: N/A | | | |
| Project / Issue Relates To: | | | |
| <input checked="" type="checkbox"/> Council Goals/Priorities: Increase housing opportunities for all and reach functional zero homelessness | <input checked="" type="checkbox"/> Adopted Master Plan(s): Comprehensive Plan | <input type="checkbox"/> Not Applicable | |

ISSUE BEFORE COMMISSION:

Receive presentation of the 2021-2022 Wilsonville Annual Housing Report.

EXECUTIVE SUMMARY:

The City of Wilsonville has produced an annual housing report since 2014 following recommendations from the 2013 Housing Needs Analysis. Due to staff capacity, the report was not published for 2021, so the current report encompasses both 2021 and 2022. The current report can be found at <https://www.ci.wilsonville.or.us/comm-dev/page/annual-housing-reports>. Past reports tracked the large amount of home building in Villebois as well as the recent shift to building in Frog Pond. The 2021-2022 report continues to demonstrate that shift with lower construction numbers in 2021 and 2022 (122 and 47 homes permitted respectively) compared to the peak of construction in Villebois (360 in 2014).

Though the rate of construction remains low, perhaps in relation to economic challenges during the Covid-19 pandemic and rising inflation, 143 apartments units were approved in 2021 and 161 residential lots were approved in 2021 and 2022, some of which are expected to hold middle housing units. During the last peak of construction in Villebois in 2016, 317 homes were permitted for construction but only 76 were approved in new plans. All of the approved plans in 2022 were in the Frog Pond West area, signaling an increase in construction to come. The Canyon Creek 5-lot subdivision, approved in 2021, points toward a trend of infill projects as well. This kind of development is expected to increase as Frog Pond is built out.

Housing is a hot topic in Oregon and beyond. Middle housing legislature brought the importance of housing variety to the forefront, following the 2019 adoption of House Bill 2001. As Wilsonville continues to diversify the already diverse housing landscape through the development of new standards for Frog Pond East and South, dense infill development in Town Center, and the building of ADUs throughout the city, the Housing Report will continue to be a critical tool in monitoring how planning efforts and new policies meet the housing needs of Wilsonville residents.

Additional key takeaways of the 2021-2022 report are as follows:

- The 122 homes permitted in 2021 included 4 townhouses and 6 triplexes, as well as five ADUs. In 2022, all 47 homes permitted were detached single-family units.
- A variety of housing was built in 2021 and 2022. Lot sizes ranged from 2,366 square feet (a new single-family unit in Clermont in 2022) to 117,176 square feet (a new single-family dwelling with SROZ large-lot exception in 2021). Unit sizes ranged from 662 square feet (a new ADU in 2021) to 6,265 square feet (a new single-family unit in 2022).
- In 2021, most of the permitted housing construction concentrated in Frog Pond, with some permits interspersed throughout the City. In 2022, construction concentrated in Frog Pond and Clermont in Villebois.
- In 2021, two residential projects were approved, the Canyon Creek 5-lot Subdivision and the Villebois Village Center Apartments. In 2022, six residential subdivisions were

approved in Frog Pond West: Frog Pond Crossing, Estates, Oaks, Overlook, Terrace, and Vista.

- No new attached multi-family units or apartments were permitted in 2021 or 2022, a continuing trend from the last few years. More apartment units are expected to be constructed based on the 2021 approval of the Villebois Village Center apartments.
- As of 2022, 45.4% of the housing stock is comprised of apartment units and 43.7% is comprised of detached single family units. Townhouses make up the next biggest slice.
- Wilsonville's population continued to grow in 2021 and 2022 in conjunction with the growth in the housing supply. In 2021, Wilsonville's population grew by nearly 5%, a notable increase from the few years prior. In the past 5 years, the population has grown by 9%.
- The median home sales price and median rent price both increased sharply in 2021. While the median home sales price decreased in 2022, the median mortgage payment increased, likely due to high interest rates.
- The gap between affordable home prices and actual home prices widened in 2021 and 2022. The typical, median home in Wilsonville costs 50% to 54% more than what a typical household making the median income can reasonably afford. The rise in median income has not kept pace with the increase in housing prices.
- The median rent in Wilsonville in 2021 and 2022 was 15% and 16%, respectively, higher than what the average renter can afford. The median renter income is 48% lower than the median income for home owners.
- By 2022, 8.5 out of 10 households making less than \$50,000 a year were disproportionately rent burdened, spending more than 30% of their income on housing. Wilsonville was designated as a severely rent burdened city for the first time in 2022 with 27% of the population spending more than 50% of their income on rent.
- Median home prices and percent of cost burdened residents is similar to comparable Metro-area cities reflecting a broader affordability issue in the region.
- Population growth was greater than many comparable Metro-area cities. Housing unit growth was greater in 2021 than comparable cities. In 2022, Wilsonville was in the middle of the pack in terms of housing growth.
- The City continues to exceed the projected housing growth in Metro's 2014-2034 forecast. Since 2014, 52% of the city's 20-year projected housing has been constructed. This, nearly-decade-long trend, coupled with the residential subdivisions and infill

projects in the past couple years indicates that Wilsonville will likely exceed this projection.

- Sixty-seven percent (318 of 477 acres) of Wilsonville’s 20-year land inventory has been dedicated to development by plans approved over the past eight years (2014-2022). This land inventory does not include the 2018 UGB expansion area for the Frog Pond East and South area.
- The 20-year land inventory was established as a part of the 2014 Housing Needs Analysis which was conducted prior to the 2018 UGB expansion. With the land added to the urban growth boundary in 2018, there are 275 additional acres of available land for the City’s 20-year growth period, meaning only forty-two percent of Wilsonville’s 20-year land inventory has been dedicated to development approvals. The City is currently conducting a new Housing Needs and Capacity Analysis.

EXPECTED RESULTS:

Presentation of the 2021-2022 Wilsonville Annual Housing Report

TIMELINE:

The Wilsonville Annual Housing Report is published each spring based on data from the previous calendar year. Due to staff capacity a report was not published in 2022 for 2021. Therefore this report covers 2021 and 2022.

CURRENT YEAR BUDGET IMPACTS:

The report was prepared using budgeted staff resources.

COMMUNITY INVOLVEMENT PROCESS:

The report will be published on the City’s website for the community to review and learn about housing in Wilsonville

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

Tracking housing related data annually helps the community understand conditions on which to base housing-related policy and actions, including those for the Housing Needs and Capacity Analysis (HNCA) and Housing Production Strategy (HPS).

ALTERNATIVES:

N/A

ATTACHMENT:

1. Link to 2021-2022 City of Wilsonville Housing Report published on the City’s website <https://www.ci.wilsonville.or.us/comm-dev/page/annual-housing-reports>.



PLANNING COMMISSION

WEDNESDAY, JUNE 14, 2023

INFORMATIONAL

4. City Council Action Minutes (May 1 & 15, 2023) *(No staff presentation)*

City Council Meeting Action Minutes
May 1, 2023

COUNCILORS PRESENT

Mayor Fitzgerald
Council President Akervall
Councilor Linville
Councilor Berry
Councilor Dunwell – Arrived at 5:32 p.m.

Jeanna Troha, Assistant City Manager
Beth Wolf, Senior Systems Analyst
Matt Baker, Facilities Supervisor
Dustin Schull, Parks Supervisor
Brian Stevenson, Program Manager
Dan Pauly, Planning Manager
Zach Weigel, City Engineer
Bill Evans, Communications & Marketing Manager
Zoe Mombert, Assistant to the City Manager
Erika Valentine, Arts & Culture Program Coordinator

STAFF PRESENT

Bryan Cosgrove, City Manager
Amanda Guile-Hinman, City Attorney
Kimberly Veliz, City Recorder

| AGENDA ITEM | ACTIONS |
|--|--|
| WORK SESSION | START: 5:04 p.m. |
| A. Community Cultural Events & Program Grant Review | Council was informed of Resolution No. 3032, which allocates Community Cultural Events and Programs Grant Funds for FY 2022/2023. |
| B. City Charter – Term Limits Discussion | Council and staff discussed actions that could be considered to revise the City Charter’s term limit provisions that apply to elected officials. |
| C. Prohibited Camping Code Update Project – Administrative Rules | Council was given a preview of Ordinance No. 879. The ordinance regulates camping on public property by adding, amending, and repealing sections of the Wilsonville Code. |
| REGULAR MEETING | |
| <u>Mayor’s Business</u> | |
| A. Upcoming Meetings | Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City. |
| B. Interstate 205 Toll Project EA Comment Letter | The Mayor detailed the City’s response to an Environmental Assessment (EA) conducted by the Oregon Department of Transportation (ODOT) to inform the future I-205 tolling project. |

| | |
|--|---|
| <p><u>Communications</u></p> <p>A. Metro Report</p> <p>B. Oregon Tech Report</p> | <p>Metro District 3 Councilor Gerritt Rosenthal provided an update on the priorities being pursued by the Portland-metro area’s regional government agency.</p> <p>Oregon Institute of Technology (OIT) president Dr. Nagi Naganathan detailed the school’s programs and highlighted its strong national rankings. In addition, the Mayor acknowledged a proclamation in the City Council packet commemorating OIT’s 75th Anniversary.</p> |
| <p><u>Consent Agenda</u></p> <p>A. Resolution No. 3032 A Resolution To Allocate Community Cultural Events And Programs Grant Funds For Fiscal Year 2022/2023.</p> <p>B. Resolution No. 3056 A Resolution Of The City Of Wilsonville Authorizing The City Manager To Enter Into And Execute The Intergovernmental Agreement With Clackamas County For Jurisdiction Transfer Of A Portion Of SW Frog Pond Lane And SW Stafford Road.</p> | <p>The Consent Agenda was approved 5-0.</p> |
| <p><u>New Business</u></p> <p>A. None.</p> | |
| <p><u>Continuing Business</u></p> <p>A. Ordinance No. 877 An Ordinance Of The City Of Wilsonville Adopting Transportation System Plan Amendments To Integrate Transportation Projects From The Frog Pond East And South Master Plan.</p> <p>B. Ordinance No. 878 An Ordinance Of The City Of Wilsonville Approving A Street Name Change Of SW Columbine Avenue To SW Ponderosa Avenue In The Frog Pond Ridge Subdivision.</p> | <p>Ordinance No. 877 was adopted on second reading by a vote of 5-0.</p> <p>Ordinance No. 878 was adopted on second reading by a vote of 5-0.</p> |

| | |
|---|--|
| <p><u>Public Hearing</u></p> <p>A. <u>Ordinance No. 879</u> An Ordinance of the City of Wilsonville Regarding Regulation of Camping on Public Property by Adding Sections 10.700 through 10.780 to the Wilsonville Code; Amending Wilsonville Code Sections 3.000, 5.200, 5.210, and 10.540; and Repealing Wilsonville Code Sections 6.400 and 10.425.</p> | <p>After a public hearing was conducted, Ordinance No. 879 was approved on first reading by a vote of 5-0.</p> |
| <p><u>City Manager’s Business</u></p> | <p>No report.</p> |
| <p><u>Legal Business</u></p> | <p>No report.</p> |
| <p>ADJOURN</p> | <p>9:56 p.m.</p> |

City Council Meeting Action Minutes
 May 15, 2023

COUNCILORS PRESENT

Mayor Fitzgerald
 Council President Akervall
 Councilor Linville - Excused
 Councilor Berry
 Councilor Dunwell

STAFF PRESENT

Bryan Cosgrove, City Manager
 Amanda Guile-Hinman, City Attorney
 Dan Pauly, Planning Manager
 Delora Kerber, Public Works Director
 Kimberly Veliz, City Recorder
 Jeanna Troha, Assistant City Manager
 Zach Weigel, City Engineer
 Zoe Mombert, Assistant to the City Manager

| AGENDA ITEM | ACTIONS |
|--|--|
| WORK SESSION | START: 5:15 p.m. |
| <p>A. Community Service Block Master Plan Contract</p> <p>B. Frog Pond East and South Master Plan Exploring Variable/Scaled Rates for Development Fees for Housing</p> <p>C. Tourism Promotion Committee 1/5 year Plan</p> | <p>Staff informed Council of Resolution No. 3057, which authorizes the City Manager to execute a Professional Services Agreement (PSA) with FFA Architecture and Interiors for the Community Service Block Master Plan.</p> <p>Staff shared information and sought Council’s feedback on variable/scaled development fees gathered as part of Frog Pond East and South Master Plan implementation.</p> <p>Staff reported on Resolution No. 3047, which adopts the FY 2023/24 Five-Year Action Plan and Annual One-Year Implementation Plan for the Tourism Development Strategy.</p> |
| URBAN RENEWAL AGENCY | |
| <p><u>URA Consent Agenda</u></p> <p>A. <u>URA Resolution No. 345</u> A Resolution Of The Urban Renewal Agency Of The City Of Wilsonville Authorizing Acquisition Of The Third Group Of Property And Property Interests Related To Construction Of The Boeckman Road Corridor Project.</p> <p>B. Minutes of the April 17, 2023 URA Meeting.</p> | <p>The URA Consent Agenda was approved 4-0.</p> |
| <p><u>New Business</u></p> <p>A. None.</p> | |
| <p><u>URA Public Hearing</u></p> <p>A. None.</p> | |

REGULAR MEETING

Communications

- A. Tualatin Valley Fire & Rescue State of the District

- B. West Linn - Wilsonville School District Achievements

Tualatin Valley Fire & Rescue Deputy (TVF&R) Chief Hitt provided an annual 'state of the district' that detailed the agency's operations, and summarized service calls and the district's plans to support future growth.

Wilsonville High School student Elijah Siebers detailed the accomplishments of several fellow students during the 2022-2023 school year.

Mayor's Business

- A. Upcoming Meetings

- B. Commemorative Flag Request - Pride Flag

- C. City Attorney Employment Agreement

Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.

The Commemorative Flag Request - Pride Flag was approved 4-0.

The City Attorney Employment Agreement was approved 4-0.

Consent Agenda

- A. **Resolution No. 3047**
A Resolution Of The City Of Wilsonville Adopting The FY 2023/24 Five-Year Action Plan And Annual One-Year Implementation Plan For The Wilsonville Tourism Development Strategy.

- B. **Resolution No. 3057**
A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement Contract With FFA Architecture And Interiors For The Community Service Block Master Plan (Capital Improvement Project #8158).

- C. **Resolution No. 3067**
A Resolution Of The City Of Wilsonville Authorizing Acquisition Of The Third Group Of Property And Property Interests Related To Construction Of The Boeckman Road Corridor Project.

- D. Minutes of the April 17, 2023 City Council Meeting.

The Consent Agenda was approved 4-0.

| | |
|---|--|
| <p><u>New Business</u></p> <p>A. <u>Resolution No. 3058</u> A Resolution Of The City Of Wilsonville Adopting Administrative Rules Related To Regulation Of Camping For Survival On Public Property.</p> <p>B. <u>Resolution No. 3069</u> A Resolution Of The City Of Wilsonville Repealing Resolution No. 3055 And Authorizing The City Manager To Execute An Intergovernmental Agreement Between The City Of Wilsonville And The Tri-County Metropolitan Transportation District Of Oregon For The Adjustment Of TriMet District Boundaries.</p> | <p>Resolution No. 3058 was adopted 4-0.</p> <p>Resolution No. 3069 was adopted 4-0.</p> |
| <p><u>Continuing Business</u></p> <p>A. <u>Ordinance No. 879</u> An Ordinance of the City of Wilsonville Regarding Regulation of Camping on Public Property by Adding Sections 10.700 through 10.780 to the Wilsonville Code; Amending Wilsonville Code Sections 3.000, 5.200, 5.210, and 10.540; and Repealing Wilsonville Code Sections 6.400 and 10.425.</p> | <p>Ordinance No. 879 was adopted on second reading by a vote of 4-0.</p> |
| <p><u>Public Hearing</u></p> <p>A. None.</p> | |
| <p><u>City Manager's Business</u></p> | <p>Reminded Council the City of Wilsonville would host the June 22, 2023 Clackamas Cities Association dinner at McMenamins.</p> |
| <p><u>Legal Business</u></p> | <p>Council was informed the City Attorney would attend and present on camping at the Oregon City Attorney's spring conference held later that week. However, would return for the Budget Committee meetings.</p> |
| <p>ADJOURN</p> | <p>9:47 p.m.</p> |



PLANNING COMMISSION

WEDNESDAY, JUNE 14, 2023

INFORMATIONAL

5. 2023 PC Work Program (*No staff presentation*)

2023 DRAFT PC WORK PROGRAM SCHEDULE

Item 5.

Updated 6/7/2023

| AGENDA ITEMS | | | |
|--|--|--|--|
| Date | Informational | Work Sessions | Public Hearings |
| JANUARY 11 | | <ul style="list-style-type: none"> Frog Pond E+S Implementation | |
| FEBRUARY 8 | | <ul style="list-style-type: none"> Frog Pond E+S TSP Frog Pond E+S Implementation | |
| MARCH 8 | | <ul style="list-style-type: none"> Frog Pond E+S Implementation | <ul style="list-style-type: none"> Frog Pond E+S TSP |
| APRIL 12 | | <ul style="list-style-type: none"> Transit Master Plan Frog Pond E+S Implementation | |
| MAY 10 | | <ul style="list-style-type: none"> Frog Pond E+S Implementation | <ul style="list-style-type: none"> Transit Master Plan |
| JUNE 14 | <ul style="list-style-type: none"> Annual Housing Report | <ul style="list-style-type: none"> Housing Needs & Capacity Analysis | |
| JULY 12 | | <ul style="list-style-type: none"> Procedural Develop Code Cleanup Frog Pond E+S Implementation | |
| AUGUST 9 | <ul style="list-style-type: none"> Traffic Monitoring Report | <ul style="list-style-type: none"> Stormwater System Master Plan Frog Pond E+S Implementation | |
| SEPTEMBER 13 | | <ul style="list-style-type: none"> Stormwater System Master Plan Frog Pond E+S Implementation | <ul style="list-style-type: none"> Wastewater Treatment Plant Master Plan |
| OCTOBER 11 | <ul style="list-style-type: none"> Frog Pond E+S Infrastructure Financing Plan and Policy | <ul style="list-style-type: none"> Frog Pond E+S Implementation | <ul style="list-style-type: none"> Stormwater System Master Plan |
| NOVEMBER 8 | HOLD for public event on housing | | |
| DECEMBER 13 | | | <ul style="list-style-type: none"> Frog Pond E+S Implementation |
| JAN. 10, 2024 | | | |
| 2023 Projects | | Future (2024)/Potential Fill In Projects | |
| <ul style="list-style-type: none"> Annual Housing Report Housing Needs Analysis Housing Production Strategy Transit Center TOD Transit Master Plan Update | | <ul style="list-style-type: none"> Frog Pond E&S TSP Ammend. Frog Pond E&S Devt. Code TC Programming Plan TC Ec Dev/Business Retention Mobile Food Vendor Standards Basalt Creek Zoning Basalt Creek Infrastructure CFEC Parking Code Updates & TC Parking Study CFEC Transportation Model Update CFEC TSP Update (2025) | |

\\cityhall\cityhall\planning\Planning Public\Planning Commission\Scheduling\2023 PC WORK PROGRAM SCHEDULE.docx