



PLANNING COMMISSION AGENDA

January 10, 2024 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]

Matt Constantine
Ron Heberlein
Nicole Hendrix
Andrew Karr

Samuel Scull
Yana Semenova
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.](#) Planning Commission Chair & Vice Chair Nomination
- [2.](#) Consideration of the December 13, 2023 Planning Commission minutes

WORK SESSION [6:15 PM]

- [3.](#) Frog Pond East and South Implementation-Development Code (Pauly)(60 Minutes)

INFORMATIONAL [7:15 PM]

- [4.](#) City Council Action Minutes (December 4 & 18 , 2023)(No staff presentation)
- [5.](#) 2024 PC Work Program (No staff presentation)

ADJOURN [7:20 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, JANUARY 10, 2024

ADMINISTRATIVE MATTERS

1. Planning Commission Chair & Vice Chair Nomination (*No packet documents included*)



PLANNING COMMISSION

WEDNESDAY, JANUARY 10, 2024

ADMINISTRATIVE MATTERS

2. Consideration of the December 13, 2023 PC Meeting Minutes



**PLANNING COMMISSION
MEETING MINUTES**

December 13, 2023 at 6:00 PM

Draft PC Minutes are to be reviewed and approved at the January 10, 2024 PC Meeting.

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, December 13, 2023. Chair Heberlein called the meeting to order at 6:01 p.m., followed by roll call. Those present:

Planning Commission: Ron Heberlein, Jennifer Willard, Andrew Karr, Kathryn Neil, and Nicole Hendrix. Kamran Mesbah arrived during the Public Hearing.

City Staff: Miranda Bateschell, Amanda Guile-Hinman, Daniel Pauly, Mike Nacrelli, Zach Weigel, Cindy Luxhoj, 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 October 11, 2023 Planning Commission Minutes

The October 11, 2023 Planning Commission Minutes were accepted as presented.

PUBLIC HEARING

2. Wastewater Treatment Plant Master Plan (Nacrelli)

Chair Heberlein read the legislative hearing procedure and called the hearing to order at 6:06 pm.

Mike Nacrelli, City Engineer, stated tonight's presentation would recap information previously presented to the Planning Commission with additional details about why the membrane treatment technology had been selected.

Mr. Nacrelli and Dave Price, Project Manager, Carollo Engineers, presented the City of Wilsonville Wastewater Treatment Plant Master Plan via PowerPoint with the following comments:

- The master plan was primarily motivated by the need to accommodate anticipated growth between now and 2045, which was projected to be the build-out period for the city and the reserve

areas planned for growth and eventual annexation to the city. The analysis also considered existing industrial dischargers who have permits with the City and the impact of those discharges at the maximum permitted amounts. To accommodate the additional flows and loads of the treatment plant, hydraulic modeling was used to identify any hydraulic deficiencies that needed to be upgraded. Aging equipment was also assessed to determine what required replacement due to reaching the end of its useful life. Seismic retrofits were also considered for resiliency. Subsequently, all these projects were estimated for cost and scheduled according to when they would be needed based on the projected growth.

- The growth scenarios were consistent with other master planning efforts, particularly the 2014 Wastewater Collection System Master Plan, which had been modified per the Basalt Creek Concept Plan to exclude the far north area, which would be served by the City of Tualatin in the future. The projected population growth between now and 2045 would roughly double with an average annual growth rate of just under 3% per year. (Slide 3)
- The Buildout Service Area for 2045 included the city limits and the surrounding reserve areas, as well as the land use assumptions for those areas. (Slide 4)
- All data regarding the current and projected flows and loads to the treatment plant at the end of the growth period were almost double and exceeded the existing plant capacity during the planning period. (Slide 5)
- The physical constraints for expanding the treatment plant site included existing development to the north, park property on the west and south, and ODOT land to the east, which posed a challenge in accommodating such significant growth, so the most viable technology in that limited space was membrane bioreactors (MBR).
 - Different intensification technologies for advanced methods of treatment were considered that went beyond conventional processes. Intensification technologies require a smaller footprint or less space and generally produce high-quality effluent. An important advantage of the membrane technology selected, MBR, was that the membranes essentially replace the tertiary filters at the plant over time or in part. In contrast, the other two alternatives still required consideration of how the effluent would be filtered before its discharged to the river. (Slide 7)
 - While membranes were a fairly expensive technology that required additional protective processes upfront and had high power and chemical costs, the IFAS process lacked sufficient capacity for the projected 2045 conditions and would require significant modifications to the existing structures.
 - Concerns regarding the BioMag process regarded the use of magnetite to help enhance the settling of the solids. The process also involved the use of iron, which raised concerns about the solids handling and drying equipment on site. No examples of this process were found being utilized for a municipal facility the size of Wilsonville's, but in industrial mining operations, reports indicated some concerns with the solids smoldering.
 - The project team's evaluation concluded that, membrane technology was the best application for the city's needs at this time, and that was the recommendation carried forward in the Master Plan.
- The overall capital improvement plan and Master Plan recommendations also included a secondary process expansion that entailed expanding the existing aeration basins and adding additional blowers. This expansion would precede the implementation of membrane technology and be the first phase of the expansion. As flows increase, a cooling tower would need to be added to meet

temperature limits and some hydraulic capacity limitations in the UV disinfection system would also need to be increased.

- In addition to capacity improvements, asset replacement projects would replace a considerable amount of existing old and in many cases, obsolete equipment; much of which was no longer supported by suppliers. (Slide 9)
 - For example, the secondary clarifier mechanisms were getting worn out and needed to be replaced. Similarly, the solids handling equipment, the thickening and dewatering processes, would likely need to be replaced in the second half of the planning period. The UV disinfection system had one unit installed in 1997 that was definitely obsolete and near failure, and the newest unit, installed in 2014, would also need to be replaced by the end of the planning period. The solids dryer was nearing the end of its useful life but would be retained as a backup unit when the new, more reliable dryer unit was added. Having a second one on hand would provide redundancy in cases of outages or maintenance requirements.
 - Seismic retrofits were also planned for several existing structures to withstand the seismic events identified in the Oregon Resilience Plan. Ground improvements had been identified to stabilize the structures and minimize the ground shift and settlement that could occur.
- A site map identified the improvement projects that were color-coded according to type (Slide 10):
 - Blue represented all the capacity improvements, which included the new aeration basin, fine screens, and blowers that would go in, as well as the aeration basin. He indicated the membrane bioreactors would be in the middle (#11) and a new cooling tower (#12) designated to handle temperature limits as flows increased.
 - Purple indicated the operations and maintenance (O&M) asset replacement projects to replace old and worn-out equipment.
 - Green identified the structural improvements for the seismic resilience of existing structures.
 - The City had also identified plans to eventually bring fiber optic cable to the site, and a project was outlined to bring the conduit up to the property line, so it would be available when the fiber is eventually brought to the site. (#18)
- A capacity trigger plot developed by Carollo illustrated the flows and loads and indicated when the limits would be reached, and which project would be needed. (Slide 11)
 - The capacity trigger plot allowed for tracking the actual increase in flows and loads over time and verifying the accuracy of the curves. If the growth rates differed, adjustments could be made to the timing of the projects accordingly. The team could keep track with real-life data and adjust the timing of the improvement projects as the data indicated.
- Several projects in the near term totaled approximately \$17 million and then the biggest project was the first MBR project, followed by some equipment replacement and hydraulic upgrade projects toward the end of the planning period. (Slide 12)
 - Projects highlighted in red would need revisiting as growth occurred and technology improved to determine whether those projects would still be needed in the future. Based on the current projections, those improvements would be necessary; however, the actual flows and loads would be tracked to see whether the projects were still needed by that time.
- The Estimated Cash Flow graph showed the cash flow required to fund the projects in the Master Plan and the significant spike indicated the first membrane bioreactor project around the year 2030. (Slide 13)

- After the Master Plan was adopted by City Council, the next step was to complete the rate and system development charge (SDC) study to figure out the details about how to finance the Master Plan projects.

Commissioner Mesbah arrived at 6:14 pm.

Commissioner Willard suggested that the City consider dense packing any new structures to provide some incremental space for expansion beyond the planning horizon, adding this could be done during the detailed design when the projects were triggered. As depicted, there were many access routes around each of the structures that might not be required by Code.

- Mr. Nacrelli acknowledged a certain amount of space was required around each structure to allow access for long-term maintenance. Fortunately, the membrane process allowed for incremental expansion. He believed the final phase of the membrane improvement projects would likely provide some cushion for additional growth should the current projections be exceeded.
- Mr. Price affirmed the need for access due to certain facilities needing to accommodate equipment that might require boom trucks or cranes for maintenance. He acknowledged and understood the message about maximizing any available space.

Commissioner Karr:

- Asked about the frequency of technological advances in wastewater treatment and the cost difference between the new and the old.
 - Mr. Nacrelli understood with membranes in particular, there were continuous improvements to allow them to handle more loading, which was why the final phase of the membrane installation might not be needed if the cartridges being installed could handle more capacity, which would reduce costs by requiring fewer cartridges. He deferred to Mr. Price to discuss how the technology had evolved up to this point.
 - Mr. Price highlighted the rapid evolution of wastewater treatment technologies over the past two decades, with once groundbreaking solutions like UV disinfection and membrane technology becoming commonplace. In the last four months or so, as the project team was finalizing costs, membranes were identified that had higher flux rates, basically the amount of water that could pass through each unit. He could not identify just how quickly the technology changes, but there was a lot of motivation amongst equipment suppliers to constantly out compete one another, so it was challenging to predict how quickly technological advancements might occur.
- Inquired about incremental costs between old and new technologies, for example, could the projected \$70 million cost increase to \$120 million in 10 years, or would advancements in membrane technology reduce that significant cost compared to the membranes' functionality.
 - Mr. Price replied that depended on what the process application is, but in the membrane world, he did not expect the cost of units to decrease, but rather, a need for a smaller number of units due to increased capacity for each unit due to better technology.
- Asked how often the Wastewater Treatment Master Plan was reevaluated.
 - Mr. Nacrelli replied the Master Plan would be revisited every 10 years to account for changes in growth assumptions, regulatory requirements, etc.
- Expressed concern about the substantial differences between the Wastewater Master Plan and the Collection System Master Plan that were discussed with City Council, noting the lower assumption

from the Wastewater Master Plan was chosen. He asked what would happen if the Collection System Plan proved to be more accurate for industrial inflows.

- Mr. Price explained there was a fundamental difference in how collection systems and treatment plants were planned. When laying out a collection system, many linear assets needed to go into, typically, city, county, or state roadways and no one wanted to undersize those, only to come back to dig up the street and put a larger pipe in. At a treatment plant, improvements could be phased as they were needed. In evaluating the actual flows coming from the industries within the city's service area today, the project team believed the estimates in the Collection System Master Plan were very conservative. Depending on the industries the City attracts in the future, the City would need to reassess if high water-use industries emerge to understand the impacts relative to the assumptions and recommendations made in the Wastewater Treatment Plant Master Plan. Some of agencies he had worked with over the years had attracted food processors that generated high quantities of waste, but that did not have a significant impact their treatment facilities. Typically, industries locate in service areas where they would not hit a worst-case scenario estimate in a collection system master plan. Rather than overbuilding Wilsonville's wastewater treatment plant, Carollo phased development based on actual flows and loads into the plant.
- Mr. Nacrelli noted that while the years on the capacity trigger plot were estimates for anticipated flows and loads, the projects could be adjusted based on the actual flows and loads because they were tracking real-life data.

Commissioner Hendrix appreciated the thoroughness of the work and inquired about the correlation between regulatory requirements, particularly with Department of Environmental Quality (DEQ) and the permits, and the project cost sheet. How would the regulatory changes, such as permit renewals, impact the timeframes and costs outlined in the project cost sheet? (Slide 12)

- Mr. Nacrelli replied Staff had a pretty good handle on what to expect with regard to the regulatory requirements, barring any unforeseen surprises and the MBR technology, was well-equipped to handle for instance, new nutrient limits or any pollutant regulations. The technology could target almost any pollutant that might be regulated. However, if the City's permit limits were drastically reduced beyond expectations, it could shift the improvement projects forward in time. The capacity limits were based on what the City could legally and safely discharge.

Commissioner Karr asked if the City received advanced notice about upcoming regulatory changes and how much time the City typically had to react.

- Mr. Price replied the answer was complicated in Oregon because DEQ had been behind in terms of permits updated. The City had its permit updated relatively recently compared to some dischargers. DEQ had been considering regulations on nutrient removal for years, which would require some capacity which the Master Plan accounted for. The membrane process was chosen for its adaptability to such changes. The temperature limitations for effluent discharge at a brewery were also accounted for. Additionally, Mr. Nacrelli and others stayed informed about potential regulatory changes through different association and clean water agency meetings as well.

Chair Heberlein asked if the triggers on the plot indicated when the new systems needed to be online or when the work needed to start to bring the systems online.

- Mr. Price clarified the triggers on the plot indicated when the equipment or facilities were expected to be in place, so cash should be expended prior to the date shown, which was reflected in the cash flow projection.

Chair Heberlein called for public testimony regarding the Wastewater Treatment Master Plan and confirmed with Staff that no one present at City Hall or on Zoom indicated they wanted to provide testimony. He closed the public hearing at 6:41 pm.

Commissioner Hendrix moved to adopt Resolution No. LP22-0001 as presented. Commissioner Willard seconded the motion. Following a roll call vote, the motion passed unanimously.

WORK SESSION

3. Coffee Creek Assessment (Luxhoj)

Cindy Luxhoj, Associate Planner, updated on the Coffee Creek form-based code assessment via PowerPoint, which involved the four completed development projects in Coffee Creek. She reviewed the steps completed to date, noting Staff determined no modifications were needed to the land use review tracks and process, and presented the proposed modifications to six form-based code standards in Table CC-3 Site Design and Table CC-4 Building Design. The modifications were detailed in Attachment 1, including one proposed modification to the base design of the building not included in the Staff report. (Slide 9) The proposed modifications would come before the Planning Commission for public hearing in February 2024 and before Council for adoption in March or April.

Comments and feedback from the Planning Commission was as follows with responses to Commissioner questions as noted:

- Overall, the Commission was satisfied with the proposed modifications.
- Initially, the potential for dramatic changes was a concern, but the adjustments were acceptable, and Staff's judicious approach was appreciated.
- Ms. Luxhoj confirmed the short-term parking standard modification only applied to parking on an Addressing Street, not additional parking for employees in the back or on other streets, such as supporting streets and through connections. The goal was to limit the extent of the parking on the Addressing Street to maintain a more personable public realm.
- For the next meeting, Staff was asked to provide an example of a five-ft offset to provide a clearer understanding of what that would look like in the real world. (Slide 7)
- What was the purpose of defining a maximum but allowing adjustment? Why not just define the maximum as what the City actually wanted the maximum to be?
 - Daniel Pauly, Planning Manager, agreed it was a good question, especially for the legislature. If an adjustment standard was written, but there was no standard for that adjustment, then it was the maximum, so it might as well be written as the maximum.
 - The difference was some rationale must be provided to get an adjustment. Big picture is important, because often, when creating clear and objective standards to make the process easier, a number had to be chosen, so allowing some flexibility for that number to be a broader gray line often made sense. However, the City still defaulted to whatever number was identified until the rationale for changing it, such as improved design, was provided.

The goal was to make the process easy and not trigger a full public hearing for minor changes.

- Ms. Bateschell citing the Panattoni building project in Coffee Creek where multiple interrelated waivers were triggered to preserve a cluster of trees that both the applicant and the City wanted to save. From a design perspective, it was a much better project, but it went to the Development Review Board (DRB) creating a longer process for the applicant.
- The form-based code was intended to create an administrative path for industrial buildings. While 15 ft was the standard for canopy height was a 12-ft high canopy unacceptable when a great project resulted?
- The idea was to create some small buffers above and below the desired number. Providing flexibility in a project that delivers a better result was fine; it was close to the other number, but the City wanted a reason for it, rather than just approving waiver requests with no discussion about how the decision was made. Approving a waiver could allow things the City did not want to see on every project site, but in Panattoni's case, the better site orientation preserved the trees.
- The clear and objective standard was what the City wanted to see, but adjustments provided the planning director some wiggle room when site conditions made it difficult for the project to meet those standards to grant, if justified, the requested modifications without a full public hearing process.
- Staff was asked to carefully examine the modifications, and if adjustments were allowed, to ensure there was a clear reason that would trigger the adjustment to be acceptable. If not, the language should be changed to an actual maximum or revise the language to differentiate between the recommended and maximum values, because it was not a maximum if there was an allowance to adjust it later.
- Ms. Luxhoj clarified that the scope of adjustments would be applied downward for minimum standards, and upward for maximum standards. An adjustment to a minimum height would allow for a reduction in height and if the scenario regarded a maximum height, the adjustment would allow for an increase in height.
- Discussion continued about the need for the Code to be clear about the rationale for accepting adjustments if a Code minimum or maximum was provided and what triggers the variance to be something acceptable to approve.
 - The purpose of a variance/adjustment was to provide flexibility, and if that flexibility was limited to only certain items, then the flexibility is reduced. Unless a specific list of all the possible justifications for variances was created, there was no way to justify the adjustment. The idea was to look at the different circumstances of each site, and some adjustments result on a much better design based on the Staff's justification to allow the requested variance. As noted, a specific justification might be a cluster of trees. Listing all the possibilities was impossible.
 - Mr. Pauly did not believe listing all the possibilities for variances would be necessary, the justification would be similar to the City's waiver criteria. Applicants had to provide a reasonable statement justifying their request based on the purpose of the Code or the Planned Development Standards, such as taking advantage of improved technology, making a better site plan, etc., rather than a specific list of qualifications.

- Ms. Bateschell noted criteria already existed in the Code requiring applicants to show how the original intent of the standard within the form-based code was being met in order to obtain the adjustment.
 - For the Black Creek project site, parking beyond the maximum allowed on Garden Acres Rd, the Addressing Street frontage, required a waiver and therefore, had to go through the hearing process. The project still had to meet the Code's intent, which was to not have a sea of parking out front, not that much depth before getting to the building and have it oriented in a certain way. Because of the waiver, additional landscaping and screening was required to diminish the view of the parking lot. The design standards and handbook of the form-based code provided some criteria for how to evaluate such adjustments.
- Knowing something in the Code outlined the process for obtaining an adjustment was helpful and having staff's documented justification of the Black Creek project addressed concerns about adjustments being approved willy-nilly; otherwise, the City was setting a precedent by waiving a rule without justifying it properly and the next applicant would expect the same.
- Ms. Luxhoj explained the thoughtful approach taken in the recommended modifications to the form-based code without losing sight of its intent while also providing the waiver process. Based on discussions with former applicants, considerations were made about what could be tweaked to reduce the number of requested waivers, such as having a wider width on a secondary driveway, while keeping the primary driveway at the narrower width.
 - The aim was to balance adjustments that made compliance more feasible for future projects while preserving the Code's intent and maintaining waivers for more substantial changes, like extensive parking or tall retaining walls, where proper justification would still be required through the waiver process.

Commissioner Mesbah commended Ms. Luxhoj for her clear explanation of the rules and codes, without any reference to the public good that should come from enforcing the Code, noting the potential for such regulations to become overly bureaucratic.

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

Daniel Pauly, Planning Manager, continued the discussion on the Frog Pond East and South Implementation Code Amendments via PowerPoint, updating the Commission on specific draft Development Code amendments for Siting and Design Development Standards, further describing the removal of minimum lot sizes, as well as updating other key standards, including front setbacks, maximum building width, and draft floor to area ratios (FARs). (Slides 3-18)

- He clarified the State rules requiring the allowance of three-story middle housing was only if parking was required; the City could limit the height to two-stories if parking was not required, which would be the case in Frog Pond. As the Code continued to be refined, the maximum building height could potentially be adjusted down. The 35-ft height maximum was based on an old, traditional 10-ft story and current development patterns now had slightly higher ceiling heights. (Slide 9)

Comments from the Planning Commission on the Draft Development Standards topics were as follows with responses to Commissioner questions as noted:

- Mr. Pauly confirmed the subject proposal to have no minimum lot size was just for Frog Pond East and South, not the entire city.
- “Building the lot to fit the home, not the other way around” was an effective way to explain why a minimum lot size was not needed, but rather, “here are the homes we are going to build, now let’s make the lots for the homes.”
- Mr. Pauly confirmed residential Development Code adjustments for building height might be addressed in the future. (Slide 9)
- In response to a question about the commercial area potentially surpassing three floors, particularly in light of discussions about a four-floor building area,
- Mr. Pauly clarified that the standards outlined in the Draft Standards Table on Slide 9 did not apply to the commercial zoning on the Brisbane main street, which had its own set of height standards. (Slide 9)
- The overall direction of the proposed Code was acceptable and the additional flexibility to benefit individuals involved in development processes.
- If side yard setbacks were reduced, it was important that utilities were not located in those setbacks.
- If the minimum lot width was scaled so small, what was its purpose? Urban Form Type 3 had a 5-ft side minimum which meant the minimum house width would be 5-ft on a minimum 15-ft lot width. Perhaps, the minimum lot width requirement should be eliminated with the side yard minimums retained.
 - Mr. Pauly agreed further examination might be needed, noting that even with a skinny house, which was just wide enough to have a garage, the extreme would be a 10-ft-wide house, which would realistically be more like 15-ft or 16-ft wide, resulting in a 30-ft lot width. However, the minimum house width also applied to townhouses, which could be much narrower, so essentially, all the standard would guarantee is a garage and vehicle access to the lot, not much else.
- A townhouse with a garage was required to have a specific lot width, regardless.
 - Mr. Pauly explained the wider vehicular access was the key rationale for the minimum lot width. There was a connection between lot width and size, especially in the context of larger buildings, where the minimum building width drove the overall lot width. The question was, what options was Staff not thinking about that someone else might? The street needed full, meaningful frontage, not a small 1-ft frontage.
 - Ms. Bateschell noted the minimum lot width standard allowed flexibility, particularly for standard housing types with narrow frontages. But, if there were places where accessory dwelling units (ADUs) were being developed and/or partitioned or small units, each time the City required something larger and bigger, it forced a larger and bigger housing type. She believed further discussion and evaluation was needed to determine whether such low numbers were even needed, such as with regard to minimum lot size.

Chair Heberlein called for public comment.

Mimi Doukas, AKS, representing West Hills Land Development, stated West Hills had spent a lot of time with Staff talking through these details and how the Code was going to work, specifically for the West Hills site.

- She distributed the Preliminary Layout 36-Phasing Plan, West Hills' latest site plan as an exhibit, noting the primary change that was important to Staff was the addition of a view vista into the park along 60th Ave as one traveled north. This matched what was envisioned in the Master Plan, but also still maximized how the park related to the BPA corridor, so that could really be a continuous amenity.
 - She also noted the urban form districts were overlaid on the exhibit to see how that mapping related to West Hills' actual site plan. The brownish color in the middle indicated Urban Form 1, the orange was Urban Form 2, and the yellow was Urban Form 3, and now one could see how the housing types relate to it relate to the draft standards table.
 - Staff had already made a few changes that they had talked about or identified, and one area they still needed to work through was the maximum building length facing a street and she believed there were several ways to achieve it.
 - In the Urban Form 2, the maximum building length facing a street was currently shown as 120 ft. The apartment buildings on Stafford Rd were about 180 ft deep, which West Hills believed was the right urban form. The length of those buildings essentially allowed for an eight-unit floor plate with two sets of stairways; so, there was a reason for that the dimension. She did not believe that standard should necessarily be across all of Urban Form 2, but that it was very specific to Stafford Rd, so West Hills would work with Staff on some potential solutions to see how that could be resolved.
- The other discussion item was the maximum building height. The townhomes shown on the site plan along the Brisbane Street extension were envisioned to be three-story townhomes. The 35-ft height maximum was a bit snug to be able to do that. Depending on topography and the roof form, it is measured to the midpoint of the roof, so it would be a bit more comfortable if that maximum was 40 ft, or somewhere between 35 ft and 40 ft. So, getting just a little more relief on the height would be helpful, specifically for Urban Form 1.
- The number of stories in buildings was not specified in the Code table, but was in the descriptions of Urban Forms 1, 2, and 3. For Urban Form 3, the yellow district, it was described as a two-story maximum, which she believed was intended to be at the street.
- West Hills had a unique situation in this site as one area needed to be served by a sanitary sewer private pump station based on elevations of sanitary sewer and so forth. So, in order to develop that land, a private pump station was really the way to go, and multifamily was the type of housing that is permitted with that. West Hills would prefer that those be three-story buildings. West Hills could work on some site planning, as there was some flexibility for how those multifamily buildings would relate to Advance Rd, but that was something they were still working through. She just wanted it on the Planning Commission's radar as something everyone needed to wrap their heads around.
- West Hills was still running some calculations for the FAR standards. The FAR for Urban Form 3 felt too low for the for-sale homes, though she believed West Hills could make it work for the multifamily, depending on how that site planning worked out. However, for continuity of housing type, West Hills was struggling a bit on what that FAR was; from a policy perspective, she believed it was worth considering exempting ADUs from the FAR calculation, which might help incentivize the ADUs.
- Side yard setbacks for attached homes could be discussed a bit later as West Hills was still talking with Staff. However, the way the Code was currently written worked pretty well for the detached

homes with the shared use easement. Otherwise, she believed the Code work was headed in a pretty good direction, adding Dan Grimberg wanted to talk a bit about mobility units.

Comments, clarifications, and responses to questions were as follows:

- Mr. Pauly clarified ADUs were exempt from the FAR calculation, which was also in the Middle Housing rules.
- Ms. Doukas confirmed that West Hills anticipated four-story buildings on Brisbane St., but she was uncertain of the actual height, noting that was the mixed-use zone. They were still working through things, but she would be surprised if the building height reached 60 ft high.
- Mr. Pauly confirmed Staff was open to considering uniform front setbacks extending throughout Brisbane St.
 - Ms. Doukas said she had concerns about the setback on Brisbane, but noted another table stated setbacks on specific streets, and that Brisbane was the public utility easement (PUE) or a maximum of 10, which she believed supersedes the table in the presentation. Extending the front setback to 59th St instead of 60th St would meet the requirements.
- Mr. Pauly clarified slight variations would still occur even if requiring a uniform front setback, adding too much variety results in a hodgepodge appearance. With a range of 5 ft to 10 ft, as well as incorporating variety in the architecture and architectural features, the right balance could be achieved.
 - Ms. Doukas noted the minimum and maximum, and added many of West Hills' homes were alley-loaded homes, so the alley façade, which had been set at an even 18 ft to allow for parking, so the front façade would vary a bit depending on the home design.
 - Mr. Pauly confirmed the front setbacks were not identical.
- Ms. Doukas confirmed West Hills' current plan was to incorporate ADUs into the end units of their front-loaded townhome housing type, which were slightly larger in size. The small, single-level, mobility-friendly ADUs scattered through both Urban Planning District E5 and E6 helped meet a lot Housing Variety requirements in those districts; multifamily was proposed in District E4.
- Ms. Doukas deferred a question about ADU parking to Mr. Grimberg, given his familiarity with the housing footprints. She noted there was on-street parking throughout the district, and the alley-loaded homes provided ample space for on-street parking which would not be broken up by garage driveways.

Dan Grimberg, West Hills Land Development, stated the developer was working diligently with Staff and having robust discussions on what works and what does not, and attending these meetings were important in determining whether West Hills' plan was feasible. West Hills had not had a chance to talk with Staff on some issues being discussed tonight, and some of the minimums and maximums in the tables did not work. In discussing the issues with Staff, one response was that this was what the Planning Commission was looking for, but West Hills did not get a chance to talk about it. It was not a criticism, but just how the process works.

- West Hills greatly supported flexibility. While there needed to be standards, markets change, and West Hills needed to respond to what people are looking for in homes, including affordability, etc.
- Regarding the maximum building length on some apartment units, West Hills believed articulation could effectively address appearance issues instead of strictly adhering reducing the length of a building to a 120-ft limit. Early in the process, West Hills had presented examples of building with a lot of articulation, which he believed the Planning Commission found favorable. The buildings were

broken up and had different materials, windows, and articulation, which was more important than building length. He asked that the Commission be open for further discussion, noting West Hills would provide some examples to consider.

- The accessible units were also an issue for West Hills, particularly the partial mobility accessible units, which required a living room, bedroom, kitchen, and bathroom on the main floor; however small homes on small lots had limited footprints, and those requirements really limited what could be done with the home. The criteria might be met, but it could result in a terrible floor plan no one would buy, so West Hills was very concerned. He urged further discussion and offered to provide some plans. The tables show a minimum number of accessible units, which was a large portion of West Hills' single-family homes, and if the footprint affected the market for those units, the project would not be feasible. Pre-sale units would be fine, but requiring minimums would be a problem.
- Due to the smaller lot size, ADU parking was typically on the street. Most of West Hills' units were alley-loaded, which provided an attractive street scene with parking behind the unit and an open curb line with no driveway cuts, ensuring ample street parking.
- Having the ADUs with the townhomes was a practical approach to providing smaller, more affordable homes in the neighborhood. The space constraints of the small lots limited the feasibility of separate ADU structures, which would typically be in the backyard of a large lot.
- He clarified that the townhomes in Frog Pond would be about 20-ft wide with the ADUs situated on the ends rather than as interior units. Typically, West Hills would have a three- or four-plex in a townhome building with 80 ft of parking.

Mr. Pauly continued his presentation updating on the Housing Variety Standards, noting he would address Subdistrict and Urban Form Type Boundaries and Yard and lot line definitions at another time. He clarified for the record that double counting was allowed. For example, a mobility-ready townhouse less than 1500 sq ft would meet all the Housing Variety Standards. He described the details and requirements in the Minimum of Target Housing table. He also explained that housing unit types had replaced housing categories, and noted Staff had done the calculations and provided the answers for the minimum number of housing units in the Code.

Commissioner Willard asked how the diagrams West Hills provided tonight and at the last meeting compared to the Housing Variety Standards outlined tonight.

- Mr. Pauly stated while he did not have the specific calculations, he believed the diagrams were very close to the Variety Standards, which did not create a barrier to what West Hills had shown. In West Hills' work as well as other demonstrations that the Housing Variety Standards were workable at the level proposed at this point. One tweak was that mixed-use apartments were counted differently than standard apartments, which helped that subdistrict meet the standard. Staff was still working on the amount of Middle Housing in that district, which currently had none.
- At an upcoming work session, Staff would share some other demonstration plans that were done with another consultant to see another alternative about how the area might lay out.

Chair Heberlein confirmed there was no public comment.

Commissioner comments on what Staff might provide for future work sessions was as follows:

- Having the subdistrict map in the packet to remember the subdistricts was helpful.
- More noodling time would be good.

- The public comments were appreciated to know whether the standards would result in buildable projects, especially since West Hills had the largest development, but having input with smaller developments would be good.
 - Mr. Pauly noted that testing and demonstration plans had been ongoing for a year for smaller developments as well. Despite initial expectations, much of the time was dedicated to testing, demoing, and refining the plans. Because certain infrastructure needed to be built before development could occur, the extended time period proved beneficial for the City, allowing thorough consideration before construction to get the Development Code as right as possible.
- Seeing West Hills' site plan example evolve over time to fit into the City's standards had been great. It would be interesting to see other potential development plans for other subdistricts and how they would be shaped under the same standards.
- Regarding the Definition of Lot Line and Yard topic, Mr. Pauly clarified the corner lot definition in the first paragraph of Section 4.001.xxx defined what an actual corner lot is, and the second half of Paragraph 3 described how to figure out what the front lot line was in the case of a corner lot, which could be a pretty involved exercise.

INFORMATIONAL

5. City Council Action Minutes (October 2 & 16 and November 6, 2023) (No staff presentation)
6. 2024 PC Work Program (No staff presentation)

Miranda Bateschell, Planning Director, commented on the commitment and sacrifice required of volunteers in the Wilsonville and commended both Commissioner Neil and Commissioner Mesbah for their service on the Planning Commission and in other arenas at the City. She briefly overviewed Commissioner Mesbah's contributions on the Planning Commission, acknowledging his talents and invaluable professional expertise and influence for better plans and community results. Recognizing him as an avid learner, inquisitive listener, and a kind, funny person, she hoped for continued collaboration in the future. On behalf of the City of Wilsonville, including the Planning Division Staff, she extended their gratitude and presented each with a small award commemorating their service.

Daniel Pauly, Planning Manager, thanked Commissioner Neil for stepping up to the Planning Commission, expressing appreciation for her thoughtful approach and excellent listening skills. He acknowledged the considerable amount of information Commissioner Neil had to manage during her time on the DRB and the Planning Commission. Despite the time commitment as a volunteer, he noted Commissioner Neil's energy, consistent presence, and dedication to the city, and her fellow DRB members and Commissioners. He wished Commissioner Neil all the best in her future endeavors.

Chair Heberlein thanked Commissioner Neal for her outstanding service on the Planning Commission and wished her all the best in her next adventures. He noted he and Commissioner Mesbah had the longest working history together on the Planning Commission, and it was amazing to work with him at every meeting, noting Commissioner Mesbah's insights, knowledge, and thoughtfulness that he consistently brought to each meeting made him think in different ways. He appreciated everything Commissioner Mesbah had done for the City adding he would be missed.

Commissioner Mesbah expressed gratitude for his work on the Planning Commission, which was his love and passion. Despite deviating from the typical path by starting directly on the Commission rather than first serving on the DRB, he announced he would now be transitioning to the DRB. He praised Staff for their excellent work and recognized the vital role of volunteers in informed decision-making. He thanked everyone for their contributions, emphasizing the honor and enjoyment he experienced during his tenure on the Commission.

ADJOURN

Commissioner Mesbah moved to adjourn the regular meeting of the Wilsonville Planning Commission at 8:35 p.m. Commissioner Neil 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, JANUARY 10, 2024

WORK SESSION

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



PLANNING COMMISSION MEETING STAFF REPORT

Meeting Date: January 10, 2024		Subject: Frog Pond East and South Development Code	
		Staff Member: Daniel Pauly, 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 checked="" type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable	
		Comments:	
Staff Recommendation: Provide input on draft Development Code amendments for Frog Pond East and South Implementation.			
Recommended Language for Motion: N/A			
Project / Issue Relates To:			
<input checked="" type="checkbox"/> Council Goals/Priorities: Expand home ownership	<input checked="" type="checkbox"/> Adopted Master Plan(s): Frog Pond East and South Master Plan	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COMISSION

An important next step in realizing the vision of the Frog Pond East and South Master Plan adopted in December 2022 is to write implementing Development Code amendments. This effort has been ongoing since early 2023. This work session will focus on the proposed housing variety standards.

EXECUTIVE SUMMARY:

The Frog Pond East and South Master Plan, adopted by City Council in December 2022, provides clear policy direction and guidance for future development in Frog Pond East and South.

However, an important implementation step is to develop a detailed set of Development Code standards consistent with the Master Plan. These standards will be relied on by developers to plan and design development. These standards will also be relied on by City reviewers to ensure development meets City expectations.

This work session will continue to seek Planning Commission input on specific draft Development Code regarding housing variety. Specifically, this work session will continue the discussion from December of how the minimum variety standards and maximum unit type percentages are proposed to be presented in the code and calculated. These minimum and maximum standards are driven by implementation language from the Master Plan (Attachment 1). In addition, staff will provide an overview of the process that has led to the current, proposed draft variety standards (Attachment 2).

Minimum Variety of Target Unit Types

The Frog Pond East and South Master Plan directs the establishment of minimum amounts of certain target housing types including: middle housing, small units, and units accessible for individuals with limited mobility. Table 6B in Attachment 2 provides these minimum numbers, as currently proposed, by subdistrict or by tax lot where multiple tax lots are within the same subdistrict. This allows the draft code to function both for developments covering a single large tax lot and for developments covering multiple small tax lots. The minimum target unit type numbers are calculated as a percent of units in a “middle of the road” development scenario, which is equal to 125% of the minimum unit count. Using the “middle of the road” scenario was chosen as it still is reasonably doable with developments near the minimum unit count, but does not overly reduce the requirement for development well in excess of the minimum. Based on previous discussion and direction from Council and Planning Commission, the percentages applied to the “middle of the road” scenario to produce the minimum of target unit types in Table 6B are as follows:

- Middle Housing: 20% (25% of minimum total unit count)
- Minimum Number of Small Units: 5% (6.5% of minimum total unit count)
- Minimum of Total Mobility-Ready Units: 10% (12.5% of minimum total unit count)
- Full Mobility-Ready Units: 33% of Total Mobility-Ready Units

The project team recommends presenting the required minimums as specific numbers in a table, as seen in Attachment 2, rather than as a percentage with “how to calculate” language. This simplifies the presentation in the code and provides the most clear and objective standard possible by removing math calculations and rounding that may create uncertainty or change unit count requirements as a site plan changes during the development review process.

In drafting the table, the project team developed Net Development Area assumptions, which should be accurate for a vast majority of, if not all, development. However, staff drafted an

optional alternative calculation method for potential instances where the Net Development Area is less than anticipated.

Staff also wants to highlight for the Commission that the minimums no longer reference “housing type categories” as earlier versions did. Not having the categories simplifies presentation of the minimum standards for the target housing types. The project team found having the defined categories was leading to additional confusing language about how product types from different categories could qualify as the same target housing types. The updated table directly describes the types of target units required, “Middle Housing” “Small Units,” and “Mobility-friendly Units.”

Another important note when reviewing the proposed table in Attachment 2 is that meeting the different target unit types are not exclusive. A small, mobility-friendly middle housing unit can thus be counted to meet each target. This multi-target counting encourages desired units, such as cottage clusters, that can meet all the targets.

Maximum of One Unit Type

An important concept from the Master Plan is for the variety of housing to be spread and integrated throughout the plan area rather than grouped and segregated. In addition, there was clear policy direction from the Planning Commission and City Council that no one housing type dominate the planning area. To this end, the Master Plan directs the establishment of a maximum percent of a single type of housing, and to do so at the subdistrict or tax lot level to ensure variety is integrated.

Similar to the minimum requirements above, the standards need to function both for a large development that covers multiple subdistricts as well as a smaller development that is one or two smaller tax lots that are a portion of a subdistrict. Maximum requirements are proposed to be calculated as a percentage of the Net Development Area. Where two or three unit types are required in a development, no more than 60% of the Net Development Area can be planned for a single unit type. For developments over five acres, three unit types are required. For developments two to five acres, two unit types are required. For developments less than two acres, only one unit type is required and thus there is no maximum for that unit type within that small of a development.

The project team recommends measuring the maximum based on unit type rather than a grouping of unit types, termed a unit category, as once contemplated. Basing the maximum on unit type rather than a grouping or category has a few benefits. First, it encourages more unit types than just the most common for a category. This encouragement occurs by allowing the same category to be built as long as the unit type is different (i.e. stacked duplex rather than side-by-side townhouse). Basing on a category would likely lead to less variety because developers will likely default to the most traditional unit type in each category (i.e. larger apartment buildings for multi-family and townhouses for middle housing). Second, it adds flexibility for developers while still ensuring a rich variety of unit types. Third, it allows

simplification of the development code by not having to expressly define a new terminology of housing category while still meeting the intent of why categorization was discussed in the Master Plan in support of realizing housing variety.

The draft of the unit types to be listed in the code in support of unit-type based standards is below as well as in Attachment 2.

- A few important notes are as follows:
- All detached units larger than 1500 square feet that look and feel of like a single-family home are a single unit type;
- A differentiation is established between “side-by-side” plexes that are substantially similar to townhouses and “stacked” or other configurations that are significantly different than townhouses;
- A differentiation is established between larger multi-family buildings and smaller multi-family buildings with 5-9 units that are similar in scale to a number of middle housing buildings;
- A differentiation is established between elevator-served attached multi-family (apartments/condos) and other attached multi-family in recognition that elevator-served are often a different market segment and provide a different level of access for those with limited mobility.

Draft Unit Type List (Table 6C, Attachment 2):

Multi-family Unit Types

- Elevator-served attached multi-family
- Other attached multi-family (10 or more units per building)
- Other attached multi-family (5-9 units per building)

Middle Housing Unit Types

- Townhouses and side-by-side duplex, triplex, quadplex
- Stacked duplex, triplex, quadplex or a mix of side-by-side and stacked on single lot
- Cottage cluster
- Other non-cottage cluster housing or mix of attached and detached middle housing

Accessory Dwelling Units (ADUs) Unit Type

- All ADUs

Other Detached Units Unit Type

- All other detached units including detached single-family homes, cluster housing that looks and functions similar to detached single-family, and detached multi-family (i.e. cottage clusters of 5+ units where units are too big to be defined as cottage clusters)

Discussion Questions

The following would be helpful feedback from the Planning Commission at this work session:

- Does the Planning Commission support the approach to presenting and calculating minimum variety and maximum unit type standards?
- Does the Planning Commission have additional input to guide refinement of variety standards?

EXPECTED RESULTS:

Feedback from the meeting will guide completion of a package of Development Code amendments for adoption in the coming months.

TIMELINE:

Following additional work sessions, a public hearing on the Code amendments are expected late in the spring of 2024.

CURRENT YEAR BUDGET IMPACTS:

The Development Code implementation work is funded by remaining funds from the \$350,000 Metro grant for the Frog Pond East and South Master Plan and matching City funds in the form of staff time.

COMMUNITY INVOLVEMENT PROCESS:

During this implementation phase the primary focus is on honoring past input. However, the project team continues to engage key stakeholders for input on draft Development Code amendments.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

Realization of the policy objectives set out in the Frog Pond East and South Master Plan to create Wilsonville's next great neighborhoods. This includes furthering of the City's Equitable Housing Strategic Plan and Council's goal of affordable home ownership.

ALTERNATIVES:

The project team is preparing draft amendments to help implement the Frog Pond East and South Master Plan. A number of alternative amendments can be considered to meet the same intent.

ATTACHMENTS:

1. Frog Pond East and South Master Plan Map excerpts
2. Updated draft Variety Standards (December 26, 2023)

FROG POND EAST & SOUTH MASTER PLAN



A VISION AND IMPLEMENTATION PLAN FOR TWO NEW
NEIGHBORHOODS IN EAST WILSONVILLE

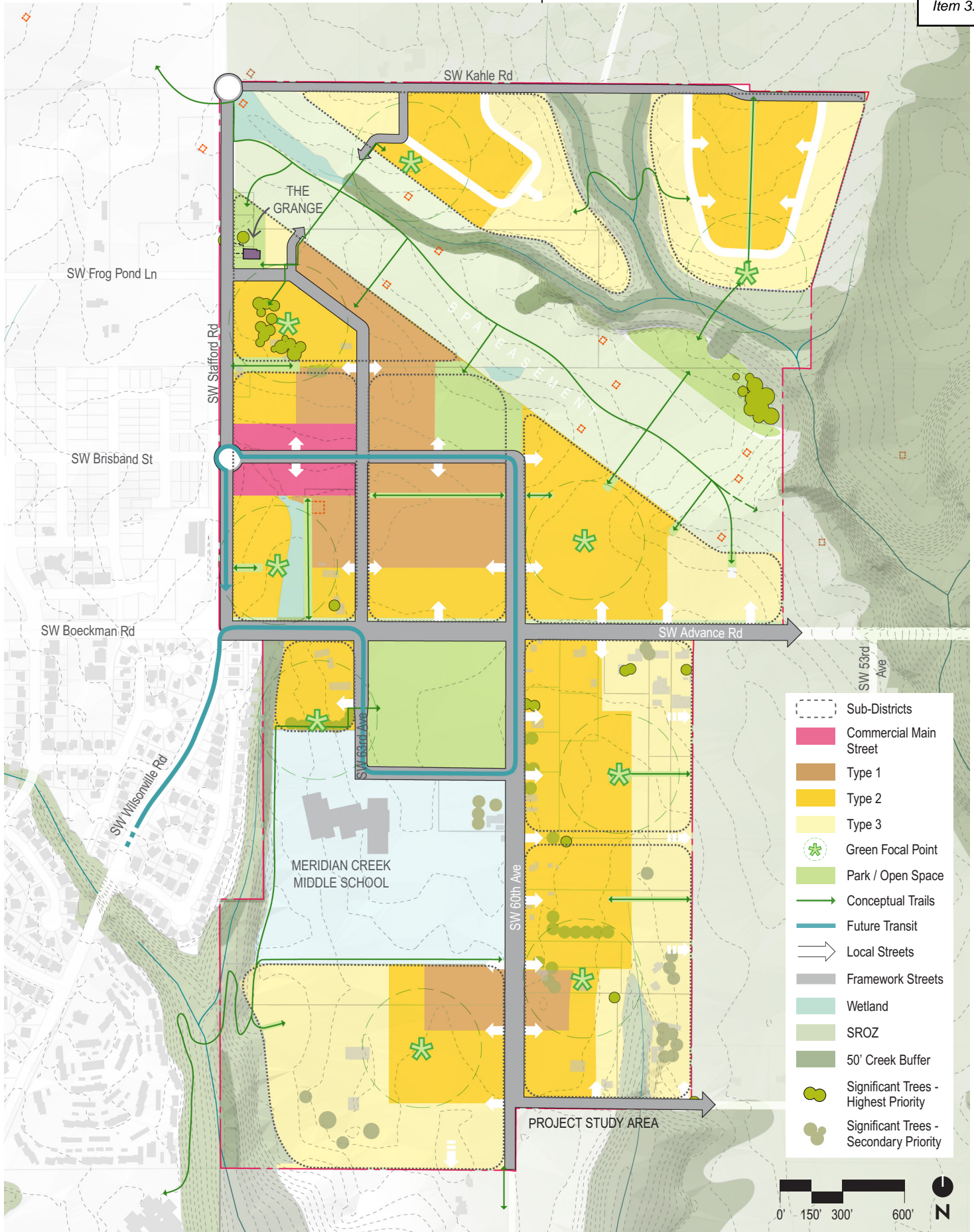


ADOPTED BY WILSONVILLE CITY COUNCIL
ORDINANCE NO. 870

DECEMBER 19 2022

Figure 15. Land Use and Urban Form Plan

Item 3.





COMMUNITY DESIGN CONCEPTS

FORM BASED DESIGN AND TRANSECT

- More compact housing is in “Type 1” urban form areas (see Chapter 6 for more description of the urban form types)
- Adjacent areas are less compact and result in a transect or transition to even less compact housing form
- The East Neighborhood has its Type 1 housing in the central area adjacent to the Brisband Main Street, future Frog Pond East Neighborhood Park and BPA Easement
- The South Neighborhood has a small node of Type 1 housing located south of the Meridian Middle School property.
- In both neighborhoods, Type 2 and 3 housing form “feathers out” from the Type 1 areas.

A WIDE VARIETY OF HOUSING CHOICES

- Opportunities for a wide spectrum of housing choices: townhomes, quadplexes, tri-plexes, duplexes, cottage clusters, cottage developments, small-lot detached homes, medium and larger lot detached homes, accessory dwelling units, apartments/condos, tiny homes and co-housing
- Requirements for a mix of housing choices in each subdistrict
- Housing capacity for an estimated minimum of 1587 dwellings (See Chapter 6 for housing and land use metrics)





LAND USE

RESIDENTIAL LAND USE AND URBAN FORM

KEY OUTCOMES

The Land Use and Urban Form Plan includes residential areas intended to create three key outcomes:

- **A variety of housing choices** throughout the East and South Neighborhoods
- **Opportunities for affordable housing choices** integrated into the neighborhoods
- A planned **“transect”** of housing form in order to create a cohesive neighborhood that maximizes the amenities available to residents while creating an urban form sensitive to the local context.

VARIETY THROUGHOUT

The Master Plan creates opportunities for a wide variety of housing choices in each neighborhood and subdistrict. This concept focuses on mixing and integrating different housing choices throughout each subdistrict and block rather than having separate areas for separate types of housing units.

The plan defines and maps three types of urban form for housing – Types 1, 2, and 3 – that define the look and feel of the different subdistricts within the neighborhoods. The focus of this typology is urban form: the bulk, height and spacing of buildings. Each urban form type allows for a full array of housing choices.

For example, a detached home may exist in any of the urban form types, but for Type 1 it would have a smaller footprint and, be closer to adjoining homes, and for Type 3 it would have a larger footprint and be farther apart from adjoining homes. Building height will also tend to be taller where Type 1 is designated with height trending down in areas with Type 2 and Type 3 building form. A multi-family building also may exist in any of the urban forms, but for Type 1 the building would be taller and wider with more units per building and closer to adjoining buildings. For Type 3, a multi-family building would be shorter and smaller (similar to the size of a larger single-family home) with fewer units per building, and buildings would be further apart, likely interspersed with single-family homes.



LAND USE

TYPE 1 RESIDENTIAL URBAN FORM

Type 1 residential urban form is the most compact and urban of the three forms:

- Buildings 2-4 stories tall close to the street
- Buildings are closely spaced from each other
- Townhouse, condo/apartment buildings, and similar are not limited in width allowing larger buildings that may even occupy an entire block face
- Lot area per building for detached homes will be small with less yard space than in Type 2 and Type 3
- Townhouses, closely spaced detached homes, and multi-family buildings are expected to be common housing choices provided; cottages or similar small-unit housing is also likely to be built





LAND USE

TYPE 2 RESIDENTIAL URBAN FORM

Type 2 residential urban form is less compact than Type 1 but more compact than Type 3:

- Buildings are intended to be 2 stories, with 3 stories allowed under applicable State law for certain housing categories
- Moderate setbacks from the street
- Building separation is generally 10 feet,
- Building width is moderately limited, to maintain a building bulk consistent among multi-family, middle housing, and single-family detached housing choices
- Detached home lot size is approximately double that of Type 1 allowing for larger home footprints and larger yards than Type 1
- Small to medium sized single-family detached homes and townhouses are expected to be common housing choices, with duplexes, triplexes, quadplexes, cottage clusters, and smaller multi-family buildings also likely to be built.





LAND USE

TYPE 3 RESIDENTIAL URBAN FORM

Type 3 is the least compact residential urban form, characteristics include:

- Buildings primarily 1-2 stories in height, with 3 stories allowed for certain housing categories consistent with applicable State law
- Buildings are set back from the street
- Width of buildings is limited to create smaller buildings, which limits the number of units in multifamily or middle housing structures
- Building separation generally more than 10 feet
- Lot size for detached single-family homes generally 1.5 times that of Type 2 and 3 times that of Type 1, allowing for larger homes and yards
- Medium to large single-family detached homes along with smaller townhouse and duplex buildings are expected to be common housing choices, cottage clusters would be well-suited to this Type, and triplexes, quadplexes, and small multi-family buildings may also be built





IMPLEMENTATION

IMPLEMENTATION MEASURE 4.1.7.D

Implementation of the Frog Pond East & South Master Plan will include the following:

1. Designation and mapping of subdistricts. Subdistricts are smaller geographic areas within each neighborhood where specific regulations may be applied to implement the Master Plan.
2. Clear and objective Development Code standards that:
 - a. Set minimum number of units at the subdistrict or tax lot level.
 - b. Establish height, setback and other development standards for the Type 1, Type 2, and Type 3 Urban Forms described and mapped in the Frog Pond East & South Master Plan.
 - c. Require a variety of housing and include minimum and maximum amounts of specific housing types at the subdistrict or tax lot level.
 - d. Require middle housing.
3. Zoning provisions that provide an alternative path of discretionary review to provide flexibility for development while still achieving the intent of the Master Plan and Development Code.
 - a. The alternative path will include criteria to guide flexibility from the clear and objective height, setback, and other similar development standards for buildings in specific urban design contexts.
4. Define categories of housing for use in implementing housing variety standards.
5. Coordination with the owners of the Frog Pond Grange to coordinate and support continued use and development of the Grange as a community destination. Any future public ownership or use of the Grange building is dependent on future funding not yet identified.
6. Coordination with the Bonneville Power Administration (BPA) on land use and development within their easement in the East Neighborhood.
7. A future study of design options for the creek crossings shown on the Park and Open Space plan in this Master Plan. This work will address potential structured crossings.
8. The City may initiate a Main Street study to evaluate specific designs and implementation for the SW Brisband Main Street.
9. Special provisions will be in place for design of both the public realm and private development along the east side of SW Stafford Road and SW Advance Road and surrounding the East Neighborhood Park.



IMPLEMENTATION

ZONING IMPLEMENTATION

ZONING MAP AMENDMENTS AND IMPLEMENTATION

Table 7 lists the zone districts that will implement each of the Comprehensive Plan designations identified within the planning area.

Table 7. Implementing Zoning Designations

COMPREHENSIVE PLAN DESIGNATION	IMPLEMENTING ZONE
Residential Neighborhood	Residential Neighborhood (RN)
Commercial	Planned Development Commercial (PDC)
Public	Public Facilities (PF)
All, where applicable	Significant Resource Overlay Zone (SROZ)

Zoning will be applied concurrent with the annexation and development review process for individual properties.

CODING FOR VARIETY AND PRIORITY HOUSING TYPES

Providing a variety of housing types, and particular housing types, throughout the East and South neighborhoods are important intended outcomes for the Master Plan. There are many examples of how variety and specific housing is designed and delivered in master planned communities such as Northwest Crossing in Bend and like Villebois here in Wilsonville. In those communities, a master developer defines and maps the planned housing types at a very site-specific level such as individual lots or blocks. Master planned communities can also implement specific and strategic phasing of infrastructure and housing types.

The Frog Pond East & South Master Plan aspires to have the detailed variety of a master planned community like Villebois even though it does not have the oversight of a single master developer. There is an opportunity to require and encourage housing that is a priority for the City. Examples include: home ownership opportunities for households of modest income (80-120% of AMI), middle housing units, dwellings that provide for ground floor living (full kitchen, bath and master bedroom on the main floor), and dwellings that provide for ADA³ accessibility.

The standards for Frog Pond’s housing variety will also recognize and accommodate several development realities:

3 Americans with Disabilities Act (1990).



IMPLEMENTATION

- The neighborhoods will develop incrementally. There may be several larger projects where a developer prepares a coordinated plan for relatively large areas (e.g. 20+ acres). However, there will also be many smaller developments that will occur by different developers, on varied parcel sizes, and at different points of time. The code’s variety standards must work for the likely range of differently scaled projects.
- Flexibility will be needed for evolving market and housing needs over time, including to reflect the City’s future Housing Needs Analyses and Housing Production Strategies..
- All standards that address housing must be clear and objective. A discretionary review path can be provided as an alternative to provide additional flexibility.

Below is a list of potential strategies for requiring variety throughout Frog Pond East and South. These show the intent of the implementing standards and are subject to refinement or change as the development code is prepared.

Strategy 1: Permit a wide variety of housing types.

Amend the RN Zone to allow the following types in Frog Pond East and South:

- Single-Family Dwelling Units⁴
- Townhouses
- Duplex, Triplex, and Quadplex
- Cluster Housing
- Multiple-Family Dwelling Units
- Cohousing
- Manufactured Dwellings⁵
- Accessory Dwelling Units

Strategy 2: Define “categories” of housing units to be used for implementing variety standards.

Each category would provide a range of housing units to choose from when meeting the variety standards. The categories will be based on the policy objectives of the Council for equitable housing opportunities. They will also include specific housing types desired by the City (e.g. accessory dwelling units). The categories will be defined as part of the development code.

4 Tiny homes are included in this use type
5 Manufactured dwellings are subject to the definitions and requirements of ORS 443.



IMPLEMENTATION

Strategy 3: Establish minimum dwelling unit requirements

Establish the minimum number of dwelling units required in each subdistrict (or on each pre-existing tax lot). The minimum number of required dwellings will help ensure the provision of attached housing forms.

Minimum number of dwelling unit requirements helps ensure variety by preventing a lower production of units than anticipated by the Master Plan. The unit count anticipated in the Master Plan assumes a variety of housing and meeting the minimum is not anticipated to be met without provision of a variety of housing.

Note: The housing capacity estimates prepared for the Master Plan could be used as the basis for the minimums.

Strategy 4: Create development standards for lots and structures that regulate built form according to the mapped Type 1, Type 2, and Type 3 urban form typologies.

This strategy uses form-based standards to create the transect of most compact urban form in Type 1 areas to least compact urban form in Type 3 areas. For each of the Urban form types, define standards for:

- Minimum lot size
- Minimum lot width/street frontage
- Maximum height setbacks for front, side, and rear yards, and garages
- Minimum building spacing
- Maximum lot coverage
- Maximum building width

Strategy 5: Establish minimum housing variety standards by subdistrict and development area.

For each subdistrict (or existing tax lots within subdistricts), define:

- The minimum number of categories required. This standard ensures variety at the subdistrict or tax lot level.
- The maximum percent of net development area for a category. This standard ensures no single category dominates a subdistrict.
- The minimum percent of net development area for categories that represent more affordable and/or accessible housing choices not traditionally provided by the private market and meeting City housing objectives..

Strategy 6: Encourage variety at the block level

Section 4.127. Residential Neighborhood (RN) Zone.

(.06) *Minimum and Maximum Residential Lots or Units and Housing Variety Standards:*

- A. . . .
- B. . . .
- C. The minimum unit count for the Frog Pond East and South neighborhoods, including those to ensure a variety of housing types throughout the neighborhoods consistent with the Frog Pond East and South Master Plan, are as shown in Table 6B. below:

Table 6B. Minimum Number of Units in Frog Pond East and South Sub-districts				
Sub-Districts	Minimum Total Number of Units	Minimum Number of Middle Housing Units ^{A B}	Minimum Number of Small Units ^{A C}	Minimum Number of Mobility-Ready Units ^D Total number required (partial or full)/ Number of full required
E1	92	23	6	12/4
E2	97	25	7	13/5
E3	120	30	8	15/5
E4 ^E	213			
E4 TL 1101 (portion)	175	13 ^F	4 ^F	7/3 ^F
E4 TL 1200	35	9	3	5/2
E4 TL 1000	3	0	1 ^B	0/0
E5	214	54	14	27/9
E6	114	29	8	15/5
S1	31	8	2	4/2
S2 ^E	119			
S2 TL 1000 28050 SW 60 th Ave	9	3	1	1/0
S2 TL 800 5890 SW Advance Rd	9	3	1	1/0
S2 TL 500 5780 SW Advance Rd	6	2	1	1/0
S2 TL 300 5738 SW Advance Rd	6	2	1	0/0
S2 TL 100 5696 SW	6	2	1	0/0

Attachment 2 Updated Draft Variety Standards December 26, 2023
 Frog Pond East and South Planning Commission Work Session January 10, 2024

Advance Rd				
S2 TL 900	7	2	1	1/0
S2 TL 700	42	11	3	6/2
S2 TL 400	4	1	1	1/0
S2 TL 200	4	1	1	1/0
S2 TL 1100 28152 SW 60 th Ave	8	2	1	1/0
S2 TL 1200	7	2	1	1/0
S2 TL 1300 28300 SW 60 th Ave	11	3	1	1/0
S3^E	147			
S3 TL 1400 28424 SW 60 th Ave	31	8	2	4/2
S3 TL 1500 28500 SW 60 th Ave	31	8	2	4/2
S3 TL 1600	11	3	1	2/0
S3 TL 1800 28668 SW 60 th Ave	12	3	1	2/0
S3 TL 1700 28580 SW 60 th Ave	9	3	1	2/0
S3 TL 1900 5899 SW Kruse Rd	42	11	3	6/2
S3 TL 2000 5691 SW Kruse Rd	11	3	1	2/0
S4^E	178			
S4 TL 2600	56	14	4	7/3
S4 TL 2700 28901 SW 60 th Ave	122	31	8	16/6

Notes:

A See Table 6C for which units qualify

B Only required if the Net Development Area for the Stage I Master Plan area is greater than 2 acres

C Only required if the Net Development Area for the Stage I Master Plan area is greater than 5 acres

D. The mobility-friendly units can be any unit type and also count towards other minimums for different unit categories.

E Where an application includes two or more adjacent tax lots within the same subdistrict, the minimum does not need to be met on each individual tax lot so long as the total number of units proposed for all the

Attachment 2 Updated Draft Variety Standards December 26, 2023
 Frog Pond East and South Planning Commission Work Session January 10, 2024

included tax lots within the same subdistrict is equal to or greater than the sum of the minimums in this table for the included tax lots.

F. An assumed 125 mixed use apartments on the Brisband Main Street were not included in the base minimum to calculate other minimum requirements. Rather this calculation uses a minimum of 50 units that are not mixed-use apartments

1. As an alternative to Table 6B, when the Net Development Area is less than 75% of the Gross Development Area, the applicant may adjust the minimum requirements in table 6B using the following steps:

Step 1. Determine the Reduction Ratio. Divide the Net Development Area by a number equal to 75% of the Gross Development Area and round to the nearest one-hundredth of a percentage point. This is the Reduction Ratio.

Step 2. Multiply each applicable minimum in Table 6B by the Reduction Ratio determined in Step 1. Round each result up to the nearest whole number. These are the new alternative minimum unit requirements.

D. Housing Unit Types for Frog Pond East and South Neighborhoods

1. Purpose: As further expressed in the Frog Pond East and South Master Plan, the variety requirements create opportunities for a variety of housing choices in each neighborhood and subdistrict focusing on mixing and integrating different housing choices throughout the Frog Pond East and South Neighborhoods rather than having separate areas for separate housing unit categories.
2. Unit Types for Housing Variety Standards are in Table 6C.

Table 6C Housing Unit Types

Housing Unit Type	Countable as Middle Housing Unit to Meet Minimum in Table 6B?	Countable as Small Unit ^B to Meet Minimum in Table 6B?
Multi-family		
Elevator-served attached multi-family	No	If 1500 sf or less ^B
Other attached multi-family (10 or more units per building)	No	If 1500 sf or less ^B
Other attached multi-family (5-9 units per building)	No	If 1500 sf or less ^B
Middle Housing		
Townhouses and side by side duplex, triplex, quadplex	Yes	If 1500 sf or less ^B
Stacked duplex, triplex, quadplex	Yes	If 1500 sf or less ^B
Cluster housing ^A , other than a cottage cluster, or a mix of attached and detached middle housing	Yes, subject to qualifications in note ^A	If 1500 sf or less ^B
Cottage cluster	Yes	Yes
Accessory Dwelling Units (ADUs)		
All ADUs	No	Yes
Other Detached Units		
All other detached units including detached single-family homes, cluster housing that looks and functions similar to single-family ^A , and detached multi-family	No	If 1500 sf or less ^B

Notes:

^A For the purpose of this table and related variety requirements, when a lot with cluster housing is divided using a Middle Housing Land Division and a land division unit has frontage on a street, tract with a private drive, or open space tract, the housing unit on the resulting land division unit shall be classified the same as other detached units on their own lot. To qualify as a Middle Housing Unit there must not be a Middle Housing Land Division or the resulting land division unit is a configuration dissimilar to a lot for detached single-family homes. Such dissimilarity is determined by the resulting land division unit not having frontage on a street, tract with a private drive, or open space tract. A future middle housing land division would not alter the unit type as long as such middle housing land division is applied for at least two years after occupancy is granted for the unit.

^B Qualification as a Small Unit is based on Habitable Floor Area as defined in Section 4.001.

E. Unit Category Variety:

1. Required number of Housing Unit Types in a Development. To ensure housing variety throughout the Master Plan area, while accommodating efficient site planning for smaller developments, the following is the number of Housing Unit Types, as listed in Table 6C, required based on the Net Development Area in the smaller of a Stage I Master Plan Area or Subdistrict. Net Development Area is calculated as laid out in Subsection 3. below.

2 Acres or less- One Housing Unit Type Required

More than 2 acres up to 5 acre- Two Housing Unit Types Required

More than 5 acres- Three Housing Unit Types Required

2. Maximum Net Area for a Single Housing Unit Type. These standards help ensure no single housing unit type dominates any Subdistrict or large portion thereof. Except for small developments requiring only one(1) unit type under E.1. above, no more than 60% of the Net Development Area of the smaller of the Stage I Master Plan Area or Subdistrict shall be planned for the development a single Housing Unit Type, as listed in Table 6C.
 - a. Where a single lot or parcel has multiple unit types (i.e. ADU on same lot as detached home), the Net Development Area shall be assigned by dividing the net area of the lot and adjacent area (i.e. alleys) proportionally based on number of each unit type. For example for an ADU on a detached home lot, 50% of the net area would be assigned to the ADU and 50% of the net area would be assigned to the detached home regardless of the relative percent of the lot they each occupy.
3. In Subdistrict E4, net development area (parking, etc) associated with the Commercial Main Street does not count towards net development area for the purpose of these standards, but the building footprint does.

- F. Pursuant to ORS 197.758 and OAR 660-046-0205, any lot designated for single-family homes can also be developed or redeveloped as middle housing even if the maximum percentage of a Middle Housing Unit Types exceeded. However, this does not allow the maximum for a Middle Housing Unit Type to be exceeded in initial planning or compliance verification. This would only apply at time of future building permit issuance or replat of individual lots.



PLANNING COMMISSION

WEDNESDAY, JANUARY 10, 2024

INFORMATIONAL

4. City Council Action Minutes (December 4 & 18 , 2023) *(No staff presentation)*

City Council Meeting Action Minutes
December 4, 2023

COUNCILORS PRESENT

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

Dwight Brashear, Transit Director
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Kerry Rappold, Natural Resources Manager
Mark Ottenad, Public/Government Affairs Director
Marissa Rauthause, Civil Engineer
Matt Lorenzen, Economic Development Manager
Nancy Kraushaar, PE, Civil Engineer
Andy Stone, IT Director
Zach Weigel, City Engineer
Zoe Mombert, Assistant to the City Manager

STAFF PRESENT

Bryan Cosgrove, City Manager
Amanda Guile-Hinman, City Attorney
Andrew Barrett, Capital Projects Eng. Manager
Bill Evans, Communications & Marketing Manager
Chris Neamtzu, Community Development Director
Dan Pauly, Planning Manager

AGENDA ITEM	ACTIONS
WORK SESSION	START: 5:00 p.m.
A. Boeckman Road Corridor Project	Staff informed Council of the Boeckman Road Corridor Project, Resolution No. 3022, and URA Resolution No. 338. The resolutions authorize the City Manager to execute Guaranteed Maximum Price amendment no. 3 to the progressive design-build agreement for the Boeckman Road Corridor Project with Tapani Sundt A Joint Venture.
B. Town Center Urban Renewal Feasibility Study (Update)	Staff provided an update on the nearly complete Urban Renewal Feasibility Study for Town Center. The Council reviewed the list of projects that would – if funded through a future Urban Renewal Plan – create the infrastructure that would stimulate walkable, private development as envisioned by the community in the 2019 Town Center Plan.
C. Frog Pond East and South Development Code	Council’s input was sought on development standards to be established within the Frog Pond East and South Master Plan area to regulate the size and location of new buildings to provide more flexibility for developers to meet objectives set forth in the Frog Pond East and South Master Plan and other housing policies, including the Equitable Housing Strategic Plan.

REGULAR MEETING

Mayor’s Business

- A. Wilsonville Wildcats Week Proclamation

- B. Employment Contract Renewal for Municipal Court Judge Fred Weinhouse

- C. Upcoming Meetings

The Mayor read a proclamation declaring December 4 -8, 2023 as Wilsonville Wildcats Week and presented proclamations to coaches and members of the Wilsonville Wildcats Girls Varsity Soccer Team.

Council made a motion to approve the extension of Fred Weinhouse’s employment agreement as Municipal Court Judge from January 5, 2024 to January 5, 2026 as outlined in the employment agreement. Passed 4-0.

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

Communications

- A. None.

Consent Agenda

- A. **Resolution No. 3094**
A Resolution Of The City Of Wilsonville Authorizing The Sole Source Selection Of Friends Of Trees For FY 23-24 Through FY 25-26.

- B. **Resolution No. 3095**
A Resolution Of The City Of Wilsonville Adopting The Updated South Metro Area Regional Transit Public Transportation Agency Safety Plan.

- C. **Resolution No. 3098**
A Resolution Of The City Of Wilsonville Authorizing Acquisition Of Property And Property Interests Related To Construction Of The Priority 1B Water Distribution Improvements Project.

- D. **Resolution No. 3100**
A Resolution Of The City Of Wilsonville Authorizing The Sole Source Selection Of The Backyard Habitat Certification Program For FY 23-24 Through FY 25-26.

- E. **Resolution No. 3101**
A Resolution Of The City Of Wilsonville Acting In Its Capacity As The Local Contract Review Board Authorizing The City Manager To Execute A Contract

The Consent Agenda was adopted 4-0.

With Absco Solutions For Updating Card Access And Security Cameras At The Library.

F. **Resolution No. 3102**

A Resolution Of The City Of Wilsonville Acting In Its Capacity As The Local Contract Review Board Authorizing The City Manager To Execute A Contract With CompuNet, Inc. For Refresh Of The Virtual Computing Environment.

G. Minutes of the November 6, 2023 Council Meeting.

New Business

A. **Resolution No. 3022**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute Guaranteed Maximum Price (GMP) Amendment No. 3 To The Progressive Design-Build Agreement For The Boeckman Road Corridor Project With Tapani Sundt|A Joint Venture

Resolution No. 3022 was adopted 4-0.

Continuing Business

A. **Resolution No. 3091**

A Resolution Of The City Of Wilsonville Adopting The Findings And Recommendations Of The Solid Waste Collection Rate Report Date October 2023 And Modifying The Current Republic Services Rate Schedule For Collection And Disposal Of Solid Waste, Recyclables, Organic Materials And Other Materials, Effective February 1, 2024.

Council made a motion to table Resolution No. 3091 until the next City Council meeting, December 18, 2023. Approved 4-0.

Public Hearing

A. None.

City Manager’s Business

The City Manager reminded Council to respond to the email regarding training for the Council’s trip to Kitakata, Japan. Once, responses were received staff would create an itinerary for the training.

Legal Business

Council moved to approve the public contracting solicitation thresholds, stated in Senate Bill (SB) 1047 for the City of Wilsonville, beginning January 1, 2024. Passed 4-0.

URBAN RENEWAL AGENCY

URA Consent Agenda

The URA Consent Agenda was adopted 4-0.

<p>A. URA Resolution No. 338 A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing The City Manager To Execute Guaranteed Maximum Price (GMP) Amendment No. 3 To The Progressive Design-Build Agreement For The Boeckman Road Corridor Project With Tapani Sundt A Joint Venture.</p> <p>B. Minutes of the October 2, 2023 URA Meeting.</p>	
<p><u>New Business</u> A. None.</p>	
<p><u>Continuing Business</u> A. None.</p>	
<p><u>URA Public Hearing</u> A. None.</p>	
<p>ADJOURN</p>	<p>8:05 p.m.</p>

City Council Meeting Action Minutes
December 18, 2023

COUNCILORS PRESENT

Mayor Fitzgerald
Council President Akervall
Councilor Linville
Councilor Berry
Councilor Dunwell

Chris Neamtzu, Community Development Director
Dan Pauly, Planning Manager
Jeanna Troha, Assistant City Manager
Kimberly Rybold, Senior Planner
Kimberly Veliz, City Recorder
Mark Ottenad, Public/Government Affairs Director
Matt Lorenzen, Economic Development Manager
Scott Simonton, Fleet Services Manager
Stephanie Davidson, Assistant City Attorney
Zoe Mombert, Assistant to the City Manager

STAFF PRESENT

Amanda Guile-Hinman, City Attorney
Bryan Cosgrove, City Manager
Cindy Luxhoj, Associate Planner

AGENDA ITEM	ACTIONS
WORK SESSION	START: 5:00 p.m.
A. Town Center Urban Renewal Feasibility Study	Staff discussed preparing a resolution that, if adopted, would place an advisory vote on the May 2024 ballot that asks voters to consider whether the City should utilize Urban Renewal as a mechanism to fund infrastructure development to activate the Town Center Plan.
B. Frog Pond East and South Development Code	Staff sought guidance on the development of code amendments that would define development standards in Frog Pond East and South.
C. Coffee Creek Draft Assessment	Staff provided Council with an update on the status of the Coffee Creek Industrial Design Overlay District form-based code assessment, and sought Council input on possible modifications to the form-based code standards.
D. Transit-Oriented Development (TOD) Financing	Staff presented on Resolution No. 3096, which authorizes applying the Current Parks System Development Charge To The Multifamily Portion Of The Wilsonville Transit Center Transit-Oriented Development Project.

REGULAR MEETINGMayor's Business

A. Reappointments / Appointment

Arts, Culture, and Heritage Commission – Appointment

Appointment of Nadine Elbitar to the Arts, Culture, and Heritage Commission for a term beginning 1/1/2024 to 6/30/2024. Passed 5-0.

Budget Committee – Appointment

Appointment of Christopher Moore to the Budget Committee for a term beginning 1/1/2024 to 12/31/2024. Passed 5-0.

Budget Committee – Appointment

Appointment of Tabi Traugher and Tyler Beach to the Budget Committee for a term beginning 1/1/2024 to 12/31/2026. Passed 5-0.

DRB – Reappointment

Reappointment of John Andrews and Megan Chuinard to the Development Review Board for a term beginning 1/1/2024 to 12/31/2025. Passed 5-0.

DRB – Appointment

Appointment of Kamran Mesbah to the Development Review Board for a term beginning 1/1/2024 to 12/31/2025. Passed 5-0.

DEI Committee – Reappointment

Reappointment of David Siha, Tracy (Tre) Hester and Fay Gyapong-Porter to the Diversity, Equity and Inclusion Committee for a term beginning 1/1/2024 to 12/31/2026. Passed 5-0.

DEI Committee – Appointment

Appointment of Justin Brown to the Diversity, Equity and Inclusion Committee for a term beginning 1/1/2024 to 12/31/2024. Passed 5-0.

DEI Committee – Appointment

Appointment of Carolina Wilde to the Diversity, Equity and Inclusion Committee for a term beginning 1/1/2024 to 12/31/2026. Passed 5-0.

DEI Committee – Student Appointment

Reappointment of George Luo and Aasha Patel to the Diversity, Equity and Inclusion Committee for a term beginning 1/1/2024 to 12/31/2024. Passed 5-0.

Kitakata Sister City Advisory Board – Reappointment

Reappointment of John (Michael) Bohlen and Adrienne Scritsmier to the Kitakata Sister City Advisory Board for a term beginning 1/1/2024 to 12/31/2026. Passed 5-0.

Kitakata Sister City Advisory Board – Appointment

Appointment of Karen Kreitzer to the Kitakata Sister City Advisory Board for a term beginning 1/1/2024 to 12/31/2026. Passed 5-0.

Parks and Recreation Board – Appointment

Appointment of Bill Bagnall and Paul Diller to the Parks and Recreation Board for a term beginning 1/1/2024 to 12/31/2027. Passed 5-0.

Planning Commission – Reappointment

Reappointment of Jennifer Willard to the Planning Commission for a term beginning 1/1/2024 to 12/31/2027. Passed 5-0.

Planning Commission – Appointment

Appointment of Matt Constantine, Sam Scull and Yana Semenova to the Planning Commission for a term beginning 1/1/2024 to 12/31/2027. Passed 5-0.

Tourism Promotion Committee – Appointment

Appointment of Lynn Sanders to the Tourism Promotion Committee for a term beginning 1/1/2024 to 6/30/2026. Passed 5-0.

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

B. Upcoming Meetings

Consent Agenda

A. Resolution No. 3096

A Resolution Of The City Of Wilsonville Authorizing Applying The Current Parks System Development Charge To The Multifamily Portion Of The Wilsonville Transit Center Transit-Oriented Development Project.

B. Resolution No. 3097

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Tapani, Inc. For The Charbonneau Lift Station Rehabilitation Project (Capital Improvement Project #2106).

C. Resolution No. 3104

A Resolution Of The City Council Revising Section 4.E. Of The Diversity, Equity And Inclusion (DEI) Committee Charter.

D. Resolution No. 3105

A Resolution Of The City Of Wilsonville Authorizing The Purchase Of One Asphalt Patch Truck From Premier Truck Group Of Portland.

E. Minutes of the December 4, 2023 Council Meeting.

The Consent Agenda was approved 5-0.

New Business

A. None.

Continuing Business

A. Resolution No. 3091

A Resolution Of The City Of Wilsonville Adopting The Findings And Recommendations Of The Solid Waste Collection Rate Report Date October 2023 And Modifying The Current Republic Services Rate

Resolution No. 3091 was adopted by a vote of 4-1.

Schedule For Collection And Disposal Of Solid Waste, Recyclables, Organic Materials And Other Materials, Effective February 1, 2024.	
<p><u>Public Hearing</u></p> <p>A. <u>Ordinance No. 884</u> An Ordinance Of The City Of Wilsonville Annexing Approximately 2.02 Acres Of Property Located At The Northwest Corner Of SW Frog Pond Lane And SW Stafford Road For Development Of An 11-Lot Residential Subdivision</p> <p>B. <u>Ordinance No. 885</u> An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Clackamas County Rural Residential Farm Forest 5-Acre (RRFF-5) Zone To The Residential Neighborhood (RN) Zone On Approximately 2.02 Acres Located At The Northwest Corner Of SW Frog Pond Lane And SW Stafford Road For Development Of An 11-Lot Residential Subdivision.</p>	<p>After a public hearing was conducted, Ordinance No. 884 was adopted on first reading by a vote of 5-0.</p> <p>After a public hearing was conducted, Ordinance No. 885 was adopted on first reading by a vote of 5-0.</p>
<u>City Manager's Business</u>	Councilors discussed the materials in the monthly City Manager reports.
<u>Legal Business</u>	No report.
<p><u>Communications</u></p> <p>A. Polling on Tolling Request</p>	West Linn Mayor Rory Bialostosky discussed collaboration among local jurisdictions to better understand resident attitudes toward tolling and requested Council contribute \$5,000 towards the administration of a statistically valid survey. Passed 5-0.
ADJOURN	9:00 p.m.



PLANNING COMMISSION

WEDNESDAY, JANUARY 10, 2024

INFORMATIONAL

5. 2024 PC Work Program *(No staff presentation)*

2024 DRAFT PC WORK PROGRAM SCHEDULE

Item 5.

Updated 12/05/2023

AGENDA ITEMS			
Date	Informational	Work Sessions	Public Hearings
JANUARY 10		<ul style="list-style-type: none"> FP Implementation 	<ul style="list-style-type: none">
FEBRUARY 14		<ul style="list-style-type: none"> FP Implementation Stormwater System Master Plan 	<ul style="list-style-type: none"> Coffee Creek Assessment
MARCH 13		<ul style="list-style-type: none"> Housing Our Future FP Implementation 	<ul style="list-style-type: none"> Stormwater Master Plan
APRIL 10		<ul style="list-style-type: none"> Basalt Creek Code 	<ul style="list-style-type: none"> FP Implementation Development Code
MAY 8	<ul style="list-style-type: none"> Frog Pond E+S Infrastructure Financing Plan and Policy 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
JUNE 12	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Parking Reform/State Compliance Housing Our Future 	
JULY 10		<ul style="list-style-type: none"> Basalt Creek Code Housing Our Future 	
AUGUST 14	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	
SEPTEMBER 11		<ul style="list-style-type: none"> Housing Our Future 	<ul style="list-style-type: none"> Basalt Creek Code
OCTOBER 9	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Parking Reform/State Compliance 	<ul style="list-style-type: none">
NOVEMBER 13	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Housing Our Future Economic Opportunities Analysis 	<ul style="list-style-type: none">
DECEMBER 11			<ul style="list-style-type: none">
JAN. 8, 2025			
2024 Projects		Future (2025)	
<ul style="list-style-type: none"> Housing Our Future CFEC Parking Code Updates Economic Development Analysis and Strategy 		<ul style="list-style-type: none"> Basalt Creek Infrastructure? October at earliest Economic Development Analysis and Strategy Urban Reserves Assessment and Prioritization Housing Our Future Implementation CFEC Parking Code Updates & TC Parking Study CFEC TSP Update 	

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