



PLANNING COMMISSION AGENDA

July 13, 2022 at 6:00 PM

Wilsonville City Hall & Remote Video Conferencing

PARTICIPANTS MAY WATCH 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 2pm on the date of the meeting noting the agenda item for which testimony is being submitted in the subject line.

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

Olive Gallagher
Jennifer Willard
Kamran Mesbah
Ron Heberlein

Breanne Tusinski
Aaron Woods
Andrew Karr

PLEDGE OF ALLEGIANCE

CITIZEN INPUT

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

ADMINISTRATIVE MATTERS

- [1.](#) Consideration of the June 8, 2022 Planning Commission minutes

WORK SESSION [6:15 PM]

- [2.](#) Wastewater Treatment Plant Master Plan (Nacrelli)(45 Minutes)
- [3.](#) Frog Pond East and South Master Plan (Pauly)(30 Minutes)

INFORMATIONAL [7:30 PM]

- [4.](#) Outreach Framework (Pauly)(30 Minutes)
- [5.](#) City Council Action Minutes (June 6 & 20, 2022)(No staff presentation)
- [6.](#) 2022 PC Work Program (No staff presentation)

ADJOURNMENT [8:10 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, JULY 13, 2022

ADMINISTRATIVE MATTERS

1. Consideration of the June 8, 2022 PC Meeting Minutes



PLANNING COMMISSION MEETING MINUTES

June 8, 2022 at 6:00 PM

City Hall Council Chambers & Remote Video Conferencing

CALL TO ORDER - ROLL CALL

A regular meeting of the Wilsonville Planning Commission was held at City Hall beginning at 6:00 p.m. on Wednesday, June 8, 2022. Chair Heberlein called the meeting to order at 6:02 p.m., followed by roll call. Those present:

Planning Commission: Ron Heberlein, Jennifer Willard, Aaron Woods, Breanne Tusinski, Olive Gallagher, and Andrew Karr. Kamran Mesbah was absent.

City Staff: Miranda Bateschell, Amanda Guile-Hinman, Daniel Pauly, Amy Pepper, Kimberly Rybold, Georgia McAlister, and Mandi Simmons.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

CITIZEN'S INPUT

This is an opportunity for visitors to address the Planning Commission on items not on the agenda.

Mimi Doukas, AKS Engineering, stated she was working with West Hills Development on Frog Pond East, noting they preferred Alternative A because the road network worked best, and the commercial concept was the most viable option. Moving the commercial farther south involved real physical limitations due to the land being more parcelized and the existence of wetlands. Commercial is a challenging type of land use, particularly in newer areas as a lot of rooftops were needed to make it work, so any additional challenge could make the use not viable. Putting the commercial adjacent to the Grange, as presented in Alternative A, was likely the best chance for success.

ADMINISTRATIVE MATTERS

1. Consideration of the May 11, 2022 Planning Commission Minutes

The May 11, 2022 Planning Commission Minutes were accepted as presented.

WORK SESSION

2. Frog Pond East and South Master Plan (Pauly)

Dan Pauly, Planning Manager, presented the ongoing work on the Frog Pond East and South Master Plan via PowerPoint, reviewing the existing conditions for infrastructure beyond streets with additional comments from Development Engineering Manager Amy Pepper.

Staff addressed questions from the Commission as follows:

- The new water storage facility would be located on a City-owned parcel outside the city limits east of Villebois between Wilsonville and Sherwood. The City was revamping an old land use decision with the County. The facility was for the overall capacity of the city in general.
 - With the 2026-2027 timeframe, the storage deficit would not impact the timing of development in Frog Pond East and South. The deficit regarded city development overall as a lot of increased water needs were anticipated throughout the city. Frog Pond East and South were just a small component of those needs. The indication was water storage would not be a critical path item for development at this point, and that would be verified as the infrastructure work continued in the coming months.
- While there were multiple connections into the water grid, all the wastewater from Frog Pond East and South would go through Boeckman Rd down to the Memorial Park pump station. If the line broke in an earthquake, for example, it would be a single point of failure for this neighborhood. To improve efficiencies and flow rates, water systems were looped so water came from multiple directions. With sewer, the only goal was to get it to a disposal point of one system using gravity.
 - Stormwater was completely dispersed into the creeks and the City's MS4 Phase 1 permit required the City to prioritize low impact development (LID) to get stormwater to mimic more natural flows and how it got into the earth. Staff anticipated stormwater facilities would be dispersed and had learned lessons from Frog Pond West, where a lot more green streets with the street side swales were assumed, but because of the number of conflicts, there were more ponds than anticipated. The lessons learned from Frog Pond West helped with accommodating stormwater management into future development area.
 - For the Master Plan level of review, because stormwater was treated more at the source, closer to development, no creek or infrastructure needs were identified, and no problems were identified in this area.
- When testing the "what if" scenario involved the difference in density from what was likely to be built versus what additional infrastructure would be required if it were built to accommodate 20 dwelling units per acre (du/acre). The idea was to test what additional infrastructure might be needed across the planning area. (Slide 9)

Joe Dills, MIG|APG, continued the PowerPoint, describing the purpose of the engagement, noting the importance of involving community members who might not participate in planning, and highlighting the activities that had occurred. Georgia McAlister, Assistant Planner, described the work done with the housing focus groups, providing a quick overview of the key responses received from those involved.

Commissioner comments and responses to Commissioner questions from Staff were as follows:

- No housing preferences were expressed in the community workshops because cottage clusters and the plexes were comingled into the types presented.
 - In the focus groups, single-family homes were the number one preference, then cottage cluster were mentioned more frequently than expected, and then town home/duplex spaces that still felt independent; shared side walls and ceilings were a concern.
 - One survey question directly asked what the preference was if one could not afford to buy a single-family home and townhouses were the top choice. A vast majority of respondents were

current Wilsonville homeowners, and some currently rented apartments or had other arrangements.

- The focused effort to gather input from a variety of backgrounds and opinions provided a more accurate picture of what the community as a whole needed, as well as a better ability to weigh all the different voices.
 - The survey respondents were primarily existing homeowners, who preferred single-family housing because that was what they had. The team was commended for making the extra effort to seek input from beyond the standard homeowner and involve renters, who would likely consider an alternative to an apartment building, such as duplexes or townhouses.
- Some people within the affordable housing group were looking to buy their first home and financing was discussed a bit, including working with Proud Ground and Family Support to get funding. Many people in the group were at the beginning phase, trying to learn about the options available. There is certainly a thirst for financing options, particularly down payment assistance and being able to bridge that gap to get started as a homeowner. Additional work was needed to see what the City might be able to do with different partners and Staff would continue to pursue options.
 - Financing was a major concern given the cost of homes. The team was strongly encouraged to spend time on creative, financing options to provide financing options to potential homeowners so people could stay in Wilsonville.

Mr. Dills continued the PowerPoint, reviewing the Community Design Concepts shared during community meetings as well as the housing types and input received on housing type locations with additional comments from Mr. Pauly. Mr. Dills noted that affordability and affordable housing choices discussed in tonight's presentation regarded providing opportunity within the array and range of housing types and what could be put on the land. Regulated affordability that served the lower ends of the spectrum and discussed in a memo in February was an implementation strategy that involved a different level of involvement from the City. The input received from the workshop break out groups on the housing type locations helped inform the draft alternatives. (Slide 20)

- Mr. Pauly clarified that tiny homes, which were less than 800 sq ft, could be accessory dwelling units (ADUs), which were allowed throughout the city, including with all types of town houses; therefore, tiny homes could be incorporated within any of the three housing types.

Mr. Dills and Soumya Kini, Walker Macy, continued the presentation reviewing the three Draft Master Plan alternatives, describing the destinations and connections, land uses, and the housing subdistricts of each proposal, as well as opportunities for community design and various options for circulation and connectivity both within the neighborhoods and to surrounding destinations. (Slides 22-31)

- Mr. Dills noted that with regard to the pros and cons of the various commercial sites, Leland Consulting Group had stated the Brisbane location for the main street commercial was more feasible from a market perspective. If more localized mapping was available to see the site conditions in that area, the team would love to see it. He added the team was also discussing with the transportation group how left turns would work at the Brisbane location.

The project team addressed clarifying questions about the presented alternatives as follows:

- In theory, a cluster of tiny homes could be put in the upper right quadrant of Frog Pond East, subject to how the regulations were framed as further details were addressed. (Alternative A, Slide 24)
- Mr. Pauly confirmed there had been no discussion with the property owners about relocating the cell tower and the team did not assume the cell tower would move at this point. As the finer points of the plan were implemented, the team would be thoughtful about the existing cell tower and property lines.
- Mr. Dills explained that the dwelling estimates for the alternatives did not assume a level of future infill via HB2001. For example, under the Middle Housing rules any detached lots within Type 3 could have duplexes, triplexes, and quadplexes on them, but no assumptions were made about that infill. HB2001 was not infused in the proposed alternatives other than providing lots of opportunity for middle housing.
- Mr. Pauly stated the team had not gone back to determine how many dwellings the Area Plan would have had if HB2001 was in place at the time. The approach was to take the Area Plan and add in the Equitable Housing Strategic Plan and additional understanding received through the Middle Housing project, as well as the public comments received through the Middle Housing process and this Draft Master Plan process; all those layers were added to the original Area Plan to inform the alternatives being presented to the Commission tonight.
- Chair Heberlein noted that some segments of the population would choose Alternative B because it was closest to the Area Plan so if the number of dwellings was higher than the 1320 dwellings defined in the Area Plan, a clear and concise explanation as to why should be provided to the community.
 - Mr. Dills noted the short answer at this point was to provide more affordable choices.
- As far as the logical transition of size and density, was any further development anticipated to the west, north or south of this area? Whether those areas were expected to grow or that was the final city boundary would determine how impactful the transition of density was.
 - Mr. Pauly explained the subject area was different from Frog Pond West, where the area to the north was an urban reserve and expected to be pulled into the urban boundary and developed. Most of the area around Frog Pond East and South was rural reserve, which was expected to remain rural for 50 years after adoption, so the assumption was that the edge of the area would remain rural for decades.
 - He clarified the homes being built to the east and south were being developed at a rural level on large lots with septic systems and not at an urban density.
- Mr. Pauly noted future transit was shown extending onto Brisband Rd, but there was no talk of transit going into Frog Pond West so that future transit line should curve back onto Stafford Rd. (Alternative C, Slide 28)
- Could the subdistricts be mixed and matched between the alternatives, exchanging or replacing subdistricts amongst the alternatives?
 - Mr. Pauly clarified input was not requested by subdistrict, but the team did ask for preferences on East and South, what was preferred north and south of Advance Rd. Further mixing and matching could be discussed during the roundtable after the polling was complete.

The Commissioners were polled on their preferences for five elements of the alternatives with the following results:

1. Which alternatives(s) show(s) the preferred commercial location?
 Alternative A-Frog Pond Lane at Stafford = 1
 Alternatives B/C-Brisband Street at Stafford = 5
 None of the above/something else = 0

2. Which alternative shows the preferred residential pattern for Frog Pond East (area north of Advance Road)?
 Alternative A = 1
 Alternative B = 2
 Alternative C = 2
 None above/something else = 1

3. Which alternative shows the preferred residential pattern for Frog Pond South (area south of Advance Road)?
 Alternative A=0
 Alternative B=0
 Alternative C= 6
 None above/something else = 0

4. Which alternative shows the preferred location of an East Neighborhood park?
 Alternative A = 1
 Alternative B = 1
 Alternative C = 4
 None above/something else = 0

5. Which alternative shows the preferred layout of streets in Frog Pond East (north of Advance), particularly the Frog Pond Lane to 60th connection?
 Alternative A-straight lines offset from BPA easement = 1
 Alternative B-curvilinear = 3
 Alternative C-straight lines with segment adjoining BPA easement = 2
 None above/something else = 0

Roundtable

The Commissioners addressed the Discussion Questions (Slide 32) and explained why voted for the alternative options in the poll.

Commissioner Tusinski said she was undecided about Alternative A or C being her preference. Though Alternative B had the lowest density, it did not have as much room to integrate the different neighborhoods and densities that had been discussed during the planning process. Alternative A was most preferred, but she liked the commercial and park locations in Alternative C better. Based on summaries from the community engagement, it was good to have Type 1 and Type 2 options, since it

seemed like townhouses and cottage clusters would be the most affordable and the second choice to standard detached housing. Alternative C was probably her favorite.

- She liked the centralized radiation element of Alternative C and had voted for Alternative B for the street layout, but Alternative A or B was her choice for the street layout.

Commissioner Karr said he preferred the commercial section by the Grange, noting the focus groups revealed commercial developers preferred Alternative A. Unless the City could find a way to own the land and not make it an expense to the developers while the project was built out, since the commercial section would not be viable until closer to build-out, there would be a blank plot of land. This could be used as a community park, together with the Grange, until there were enough rooftops to warrant a commercial build-out. Alternative C was preferred for the street layout, because someone with a house backing up to the green space would put up a fence due to the trails and people, detracting from the beauty of having the easement and the area being an open space. The south side of Alternative C was also preferred because of the density. He also liked the park up by the Grange because of the 10-acre community park south of Advance Rd. Perhaps, 15 acres of park were not needed since little neighborhood parks would be incorporated in each of the segments. He preferred Alternative A with the commercial at the Grange for Frog Pond East but liked Alternative C for Frog Pond South density as well as for the street layout for both East and South.

Commissioner Woods liked a lot of elements of Alternative B, but preferred Alternative C more because of the park's separate location, adding he did not like it being near the Grange although he understood the reason behind that location. With the focal point on Stafford and Advance Rds, a larger scope of Type 1 dwellings radiated out from there to Type 2s and 3s, but it also allowed for additional mixing of land use types. A key piece was having units for more potential affordable housing, which was a major target. The radiating of the streets was also preferable, so Alternative C was his favorite overall.

Commissioner Gallagher stated she gravitated toward Alternative B because of the flow, placement of the park, and because the park and commercial area were a bit more centrally available to both parts of the development, rather than at the top. Did having the park a little bit separated from the commercial area provide a safety corridor for playing children away from what could be a very busy street? There was not enough information to make an informed judgment regarding the density and would leave it to the experts to see where it went. She complimented the project team for the look and feel all that had been presented tonight.

Commissioner Willard stated her preference was Alternative C because the park and the Grange were separated, which created different and separate points of interest. The larger park embedded around the dense area would get used a lot, as opposed to the location in Alternative A. The configuration where the commercial hits a road and then there was a big park is the same configuration as in Orenco Station in Hillsboro where she often walked during lunch, so she believed that configuration worked well. The suggestion by a community member to have a senior center in the "thumb," the place between the middle school and future community park, sounded like a lovely idea and was probably why she preferred Alternative C for Frog Pond south. She also liked that the road was adjacent to the easement, which would create access points for people that did not live in the neighborhood and only knew of the smaller, more narrow access points.

Chair Heberlein stated that in general, he preferred Alternative C. He had voted 'none of the above' on the residential pattern for Frog Pond East primarily because he had a two specific changes. In Frog Pond East, he preferred to have Type 1 housing around the commercial center, so that generally, the higher density was near the commercial center and then radiated into Type 2 going east. Essentially shifting Type 1 (brown) to be more like Alternative A, but with the same density as Alternative C. Second, he recommended Type 2 housing on the south side of the two subdistricts north of the BPA Easement and then transitioning to Type 3 moving toward Kahle Rd, rather than having it clustered in the center. From a commercial development perspective, he liked the idea of having some type of green area near the commercial center, whether across the street, as shown in Alternative C, or by creating an L-shaped commercial area in the locations identified in Alternatives B or C, and make the lower, right-hand quadrant the park area to provide some integration into the commercial street for a Piazza type development with more space. If the Brisband alignment was better for commercial development, that was where the commercial center should be located, even if he preferred the park area configuration shown in Alternative A. He wanted to ensure the commercial center was commercially viable first to give it the highest probability of success.

Commissioner Willard added with all the development in Beaverton and Sherwood, the areas with denser product along the road resulted in a very abrupt experience for people on the roadway. Placing higher density along the road would create a very abrupt experience when people entered Wilsonville.

Chair Heberlein noted if the Type 1 was moved to around the commercial center, there could still be a north/south transition with Type 1 in the lower right-hand corner around commercial area and then transition out near the Grange at Type 2, so it would not be straight to Type 1 coming into the neighborhood.

Chair Heberlein called for public comment.

Sparkle Anderson stated the power line easement was not being used for anything, which had been her gripe all the way along. At a prior meeting, someone had said they would not want to be under the lines; however, new lines were installed about 6 years ago that no longer snapped or popped or make your hair raise up when you are underneath them. Hardly any noise was heard except in the fall when the rain starts. The area under the power lines was no longer an unpleasant place to be and she was sorry to see that large expanse of land not being used for infrastructure. Noting parkland was shown on her property, she asked who purchases park land.

Mr. Pauly noted the diagrams did not show anything under the powerlines, however, there was still potential for parking to support commercial or residential uses and street connections, such as from the Grange to the portions of Ms. Anderson's property along Kahle Rd. There were several scenarios related to park purchases, the developer could donate parkland, which could also be purchased by one or a group of developers.

Commissioner Karr stated he lived within 1,000 ft of the powerlines and confirmed Ms. Anderson's comments that the crackling and popping had diminished. A park was located under the powerlines in front of his house, so it was possible to do something on that land, though the BPA easement likely had restrictions about what development would be allowed. Between agricultural property east of his

house and the city park in front of his house was a wasteland, which the BPA maintained. He would prefer that the land area be more unified rather than left to the wild.

Mr. Pauly believed adding some stormwater features might also be possible as much of the land in the area naturally sloped toward the BPA easement.

INFORMATIONAL

3. City Council Action Minutes (May 2 & 16, 2022) (No staff presentation)
4. 2022 PC Work Program (No staff presentation)

Miranda Bateschell, Planning Director, noted due to ongoing construction of the front counter at City Hall, the Planning Commission would not meet in person in July; however, an in-person meeting could be possible in August. She believed supply chain issues were part of the problem, along with the coordination of contractors' schedules.

ADJOURNMENT

Commissioner Willard moved to adjourn the regular meeting of the Wilsonville Planning Commission at 7:57 p.m. Commissioner Karr seconded the motion, which passed unanimously.

Respectfully submitted,

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



PLANNING COMMISSION

WEDNESDAY, JULY 13, 2022

WORK SESSION

2. Wastewater Treatment Plant Master Plan (Nacrelli) (45 minutes)



PLANNING COMMISSION WORK SESSION STAFF REPORT

Meeting Date: July 13, 2022		Subject: Wastewater Treatment Plant Master Plan	
		Staff Member: Mike Nacrelli, Senior Civil Engineer	
		Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: Provide requested input regarding recommended capital improvement plan.			
Recommended Language for Motion: N/A			
Project / Issue Relates To:			
<input checked="" type="checkbox"/> Council Goals/Priorities: <small>Align infrastructure plans with sustainable financing resources.</small>	<input type="checkbox"/> Adopted Master Plan(s):	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE PLANNING COMMISSION:

Provide feedback and input on components of the Wastewater Treatment Plant (WWTP) Master Plan.

EXECUTIVE SUMMARY:

This new City of Wilsonville (City) Wastewater Treatment Plant (WWTP) Master Plan (the Plan) has been developed to satisfy requirements associated with the State of Oregon Department of Environmental Quality (DEQ) guidance document entitled “Preparing Wastewater Planning Documents and Environmental Reports for Public Utilities.” To accommodate future flows and loads, projections were developed based on population projections and referencing WWTP historical data and DEQ wet weather project methodologies. Similarly, to accommodate future water quality regulations, the Plan is adaptive and considers potential future regulatory changes.

The City prepared the Plan with the goal of developing a capital plan that identifies improvements required through the planning period (today through 2045) to comply with requirements of the WWTP National Pollutant Discharge Elimination System (NPDES) permit and potential future regulatory requirements, while accommodating growth identified in the City of Wilsonville Comprehensive Plan (October 2018, updated June 2020 - the 2018 Comprehensive Plan). These improvements are designed to provide the best value to the City’s ratepayers by maximizing the use of existing infrastructure and improving system operation while continuing to protect water quality and human health and supporting economic development, consistent with goals and policies contained in the 2018 Comprehensive Plan and 2021-2023 City Council Goals.

The City’s WWTP was originally built in 1971 and discharges treated effluent to the Willamette River. The WWTP underwent major upgrades in 2014 to expand the average dry weather capacity to four million gallons per day (mgd) to accommodate the City’s continued growth. The WWTP processes include headworks screening and grit removal facilities, aeration basins, stabilization basins, secondary clarifiers, biosolids processing, cloth filtration, and disinfection processes. Additionally, the City contracts with Jacobs for operation of the wastewater treatment plant, located at 9275 Southwest Tauchman Road.

This Plan identifies improvements taking into consideration:

- The age and condition of existing process equipment and structures,
- Growth in demand for sewer service due to increased population and economic development over the planning period,
- Potential changes to water quality regulations impacting process needs in order to meet effluent limitations and discharge prohibitions imposed by the Oregon Department of Environmental Quality (DEQ), and
- Consistency with the 2018 Comprehensive Plan and City Council 2021-2023 Goals 5, 6 and 7.

WWTP Condition Assessment

Carollo reviewed prior condition assessments performed by others, conducted geotechnical investigations and performed seismic assessments at the WWTP in the course of Plan development.

In 2019, Jacobs Engineering Group Inc. (Jacobs) and Brown and Caldwell both completed condition assessments at the City’s WWTP. A total of 322 major assets (per Jacobs’ report), including process and mechanical equipment, motors and drives, control panels, generators,

instrumentation, and structures, were examined for a variety of conditions that may signify their need for maintenance or replacement.

Seismic Analysis

In 2021, Carollo performed a seismic evaluation and analysis of the City's WWTP as part of the overall plant condition assessment. Because the WWTP was substantially upgraded and expanded in 2014, most of its infrastructure is designed in accordance with the 2010 Oregon Structural Specialty Code (OSSC) and follows modern seismic design and detailing. During Tier 1 evaluations, Carollo identified potential deficiencies and areas for additional investigation. A Tier 1 seismic analysis is an initial evaluation performed to identify any potential deficiencies, whether structural or non-structural, in a building based on the performance of other similar buildings in past earthquakes. Subsequent to the Tier 1 analysis, a more detailed seismic evaluation of five older and potentially seismically vulnerable structures on the WWTP site was conducted. Those structures receiving a more detailed evaluation included the following:

- Operations Building
- Process Gallery
- Workshop
- Aeration Basins and Stabilization Basins
- Sludge Storage Basins and Biofilter

The five potentially vulnerable structures were compared against an S-4 Limited Safety structural performance level and N-B Position Retention non-structural performance level for an M9.0 Cascadia Seismic Zone (CSZ) earthquake. The M9.0 CSZ is reflective of a catastrophic natural disaster event that has an estimated 35 percent likelihood of occurring within the next 50 years. Following the Tier 1 evaluation, Carollo began Tier 2 evaluations for a select number of identified deficiencies. Although none of the structures showed significant irregularities, the team did identify seismic deficiencies. The recommended seismic retrofits are included in the CIP for the Plan.

Prior to the 2021 seismic evaluation, Carollo's subconsultant, Northwest Geotech, Inc. (NGI), completed a seismic response and geologic hazards assessment of the City's WWTP. Through past and present site investigations and engineering analyses, NGI determined that the native soils beneath the site's granular pit backfill have low risk of liquefaction and its slopes do not pose undue risk. NGI concluded that the WWTP's primary site hazard is the differential settlement that may be caused by soil piping (development of subsurface air-filled voids), which raises the risk of sinkholes forming beneath structures and pipelines. Soil piping usually develops in unsaturated soils when a water source percolates into the ground. While the site is mostly paved and stormwater is being collected, there may be areas where infiltration is occurring next to structures or below pipelines. Recommended actions from NGI to mitigate the risk of soil piping are presented in the Plan.

Wastewater Flow and Load Projections

The Plan evaluates the historical and projected wastewater flows and loads generated in the City of Wilsonville's service area. The load projections include total suspended solids (TSS), biochemical oxygen demand (BOD5), ammonia (NH3), and total phosphorous (TP) loads.

Service area, residential population, industrial contribution, and rainfall records were all considered in the flow and load projection analyses.

Capacity Analysis

Summaries of plant process area capacity assessments and conclusions are presented in the Plan. These assessments focus on the need for improvements or upgrades to existing facilities to address capacity deficiencies identified in the course of Master Plan evaluations.

Regulatory Considerations and Strategy

Several possible regulatory actions by the Oregon DEQ could drive investments in future improvements at the City's WWTP. The plant discharges to the Willamette River and existing and future effluent limitations contained in the NPDES permit dictate, in large part, the necessary treatment processes and configuration at the WWTP necessary to maintain compliance. The existing permit limits for the Wilsonville WWTP are effective September 1, 2020 through July 30, 2025.

Alternative Development and Evaluation

The Plan presents the methodology and findings of a process improvements alternatives evaluation. The plant's treatment process needs were defined by comparing the plant's existing condition, capacity and reliability, with the projected flows, loads, and regulatory constraints for the recommended alternatives. Where capacity deficiencies were predicted, at least two alternatives were analyzed for each corresponding unit process.

EXPECTED RESULTS:

The Plan includes a list of recommended capital improvements, along with an anticipated schedule for completion and preliminary cost estimates. These improvements will provide the basis for an analysis of sewer rates and system development charges (SDCs) that will be necessary to adequate funding to implement to required upgrades.

TIMELINE:

This is the first in a series of presentations to the Planning Commission and City Council. Subsequent planned meetings are as follows:

- City Council Work Session 8/1
- Planning Commission Public Hearing 9/14
- City Council Public Hearing 1st Reading 10/3
- City Council 2nd Reading 10/17

CURRENT YEAR BUDGET IMPACTS:

The remaining contract balance for finalizing the Plan will carry over into FY 22/23. An additional \$92,450 has been budgeted in FY 22/23 for the Sewer System Rate Study and SDC Update, using a combination of Sewer Operating funds and SDCs.

COMMUNITY INVOLVEMENT PROCESS:

The public hearings listed above will provide opportunity for public input. In addition, the Sewer System Rate Study and SDC Update will include a robust public engagement process.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

A technically and financially sound plan for providing reliable wastewater treatment, capacity to accommodate future development, and compliance with environmental regulations.

ALTERNATIVES:

The Plan includes alternatives for several of the recommended improvements. The selected alternatives were determined to be the most economically viable. Some of the more capital intensive alternatives can be revisited if necessary due to changing regulatory requirements.

ATTACHMENTS:

Attachment 1 Draft Wastewater Treatment Plant Executive Summary (dated June 2022)



City of Wilsonville
Wastewater Treatment Plant Master Plan
EXECUTIVE SUMMARY

DRAFT | June 2022



Item 2.



City of Wilsonville
Wastewater Treatment Plant Master Plan

EXECUTIVE SUMMARY

DRAFT | June 2022

Item 2.

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Figure ES.5	Projected 20-Year CIP Expenditures	ES-27

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Abbreviations

AA	average annual
AAF	average annual flow
ABF	Average base flow
ADWF	average dry-weather flow
AWWF	average wet weather flow
BCR	biochemical reactor
BOD ₅	biochemical oxygen demand
CIP	Capital Improvement Plan
City	the City of Wilsonville
CBOD ₅	five-day carbonaceous biochemical oxygen demand
CSZ	Cascadia Seismic Zone
DBO	Design-Build-Operate
DEQ	Department of Environmental Quality
DMR	Discharge Monitoring Reports
ETL	excess thermal load
gpd/sf	gallons per day per square foot
HMI	human-machine interface
Jacobs	Jacobs Engineering Group Inc.
kcal/day	kilocalories per day
lbs	pounds
MBR	membrane bioreactor
mg/L	milligrams per liter
mgd	million gallons per day
MGI	Northwest Geotech, Inc.
ml	milliliter
MLSS	mixed liquor suspended solids
MM	maximum month
MMDWF	maximum month dry weather flow
MMWWF	maximum month wet weather flow
MW	maximum week
MWDWF	maximum month dry weather flow
MWWWF	maximum week wet weather flow
NH ₃	ammonia
No.	number
NPDES	National Pollutant Discharge Elimination System
OSSC	Oregon Structural Specialty Code
PD	peak day

PDDWF	peak day dry weather flow
PDWWF	peak day wet weather flow
PHF	peak hour flow
ppd	pounds per day
PSU PRC	Portland State University Population Research Center
R/C	residential/commercial
SPA	State Point Analysis
SRT	solids residence time
the Plan	Master Plan
TMDL	total maximum daily loads
TP	total phosphorous
TS	total solids
TSS	total suspended solids
TWAS	thickened waste activated sludge
UGB	urban growth boundary
UV	ultraviolet
WWTP	wastewater treatment plant

EXECUTIVE SUMMARY

This new City of Wilsonville (City) Wastewater Treatment Plant (WWTP) Master Plan (the Plan) has been developed to satisfy requirements associated with the State of Oregon Department of Environmental Quality (DEQ) guidance document entitled "Preparing Wastewater Planning Documents and Environmental Reports for Public Utilities." To accommodate future flows and loads, projections were developed based on population projections and referencing WWTP historical data and DEQ wet weather project methodologies. Similarly, to accommodate future water quality regulations, the Plan is adaptive and considers potential future regulatory changes.

The City prepared the Plan with the goal of developing a capital plan that identifies improvements required through the planning period (today through 2045) to comply with requirements of the WWTP National Pollutant Discharge Elimination System (NPDES) permit and potential future regulatory requirements, while accommodating growth identified in the City of Wilsonville Comprehensive Plan (October 2018, updated June 2020 - the 2018 Comprehensive Plan). These improvements are designed to provide the best value to the City's ratepayers by maximizing the use of existing infrastructure and improving system operation while continuing to protect water quality and human health and supporting economic development, consistent with goals and policies contained in the 2018 Comprehensive Plan and 2021-2023 City Council Goals.

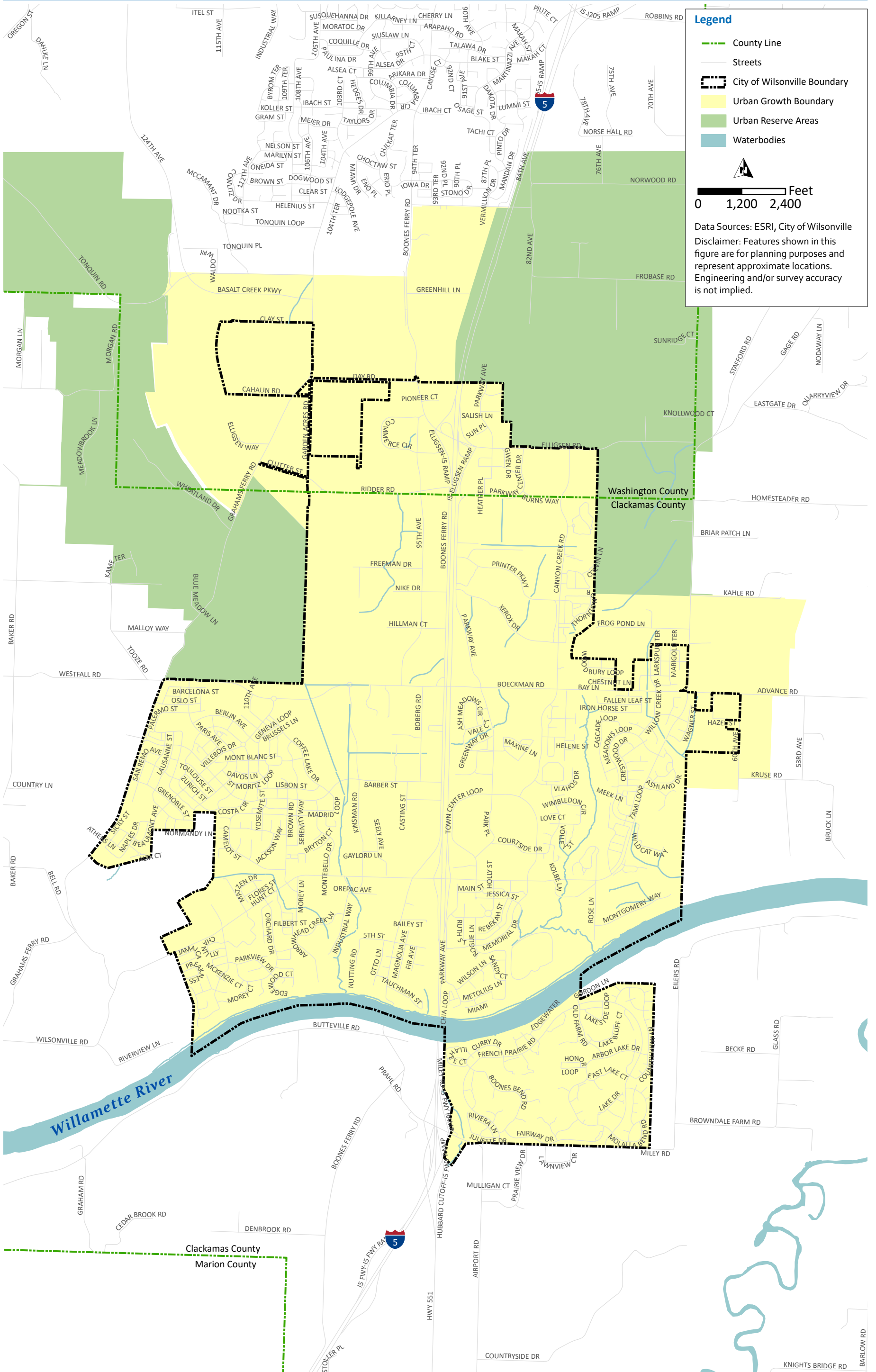
The City's WWTP was originally built in 1971 and discharges treated effluent to the Willamette River. The WWTP underwent major upgrades in 2014 to expand the average dry weather capacity to four million gallons per day (mgd) to accommodate the City's continued growth. The WWTP processes include headworks screening and grit removal facilities, aeration basins, stabilization basins, secondary clarifiers, biosolids processing, cloth filtration, and disinfection processes. Additionally, the City contracts with Jacobs for operation of the wastewater treatment plant, located at 9275 Southwest Tauchman Road.

This Plan identifies improvements taking into consideration:

- The age and condition of existing process equipment and structures,
- Growth in demand for sewer service due to increased population and economic development over the planning period,
- Potential changes to water quality regulations impacting process needs in order to meet effluent limitations and discharge prohibitions imposed by the Oregon Department of Environmental Quality (DEQ), and
- Consistency with the 2018 Comprehensive Plan and City Council 2021-2023 Goals 5, 6 and 7.

ES.1 Planning Area Characteristics

Chapter 1 summarizes the City's wastewater service area characteristics relevant to assessing WWTP facility needs. The planning area considered by this Plan is consistent with the City's 2014 Collection System Master Plan and 2018 Comprehensive Plan including the urban growth boundary (UGB), which is currently the limit of City sewer service as shown in Figure ES 1.



Legend

- County Line
- Streets
- City of Wilsonville Boundary
- Urban Growth Boundary
- Urban Reserve Areas
- Waterbodies

Scale: 0 1,200 2,400 Feet

Data Sources: ESRI, City of Wilsonville
Disclaimer: Features shown in this figure are for planning purposes and represent approximate locations. Engineering and/or survey accuracy is not implied.

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The northern portion of the City of Wilsonville is located within Washington County, and the majority of the City lies in the southwestern part of Clackamas County.

The City sits within the jurisdictional boundaries of Metro, the regional government for the Portland metropolitan area. By state law, Metro is responsible for establishing the Portland metropolitan area's UGB, which includes Wilsonville. Land uses and densities inside the UGB require urban services such as police and fire protection, roads, schools, and water and sewer systems. A figure of the City's existing land use is presented in Chapter 1. Also presented in Chapter 1 are the City's physical characteristics, water resources, and population and employment information, which are all significant factors in planning for wastewater conveyance and treatment facilities.

The Portland State University Population Research Center (PSU PRC) publishes annual estimates of populations for the previous year for cities in Oregon while Metro develops population projections for the future within the Portland metropolitan area, including Wilsonville. The PSU PRC estimated the City's population as 25,625 in 2019. Metro estimates the City's population to reach 30,566 people by 2045.

For establishing a per capita basis for flow and load projections for the Plan, certified PSU PRC historical population estimates were used for 2015 through 2019. Metro's future population forecasts were used for 2020 through 2045. Figure ES.2 shows the historical population and future growth predicted for the City.

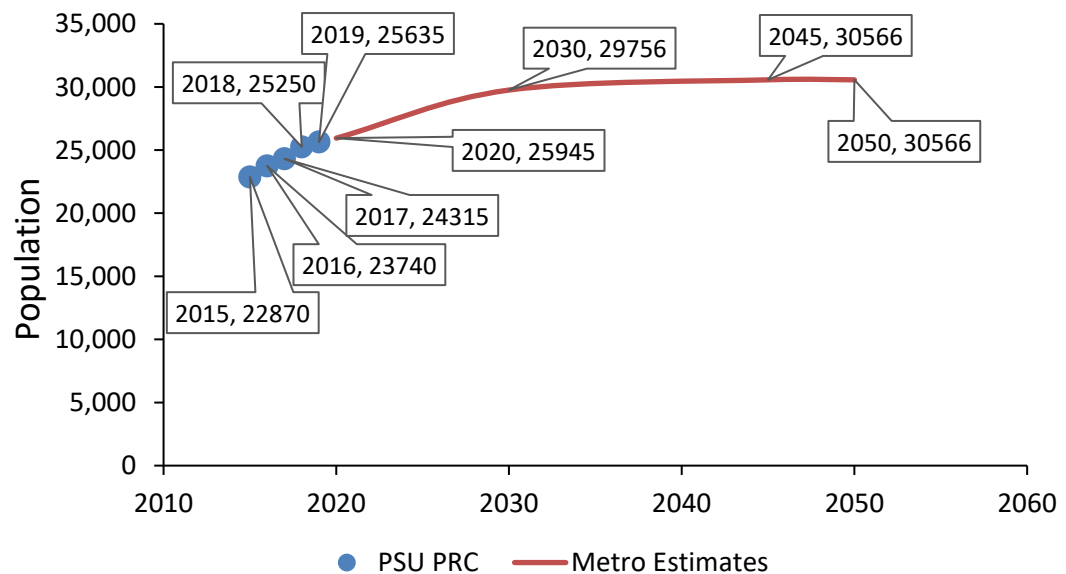


Figure ES.2 Historical Population and Expected Growth for the City of Wilsonville

ES.2 WWTP Condition Assessment

Carollo reviewed prior condition assessments performed by others, conducted geotechnical investigations and performed seismic assessments at the WWTP in the course of Plan development.

In 2019, Jacobs Engineering Group Inc. (Jacobs) and Brown and Caldwell both completed condition assessments at the City's WWTP. A total of 322 major assets (per Jacobs' report), including process and mechanical equipment, motors and drives, control panels, generators, instrumentation, and structures, were examined for a variety of conditions that may signify their need for maintenance or replacement. Chapter 2 presents a summary of critical assets that require short term rehabilitation or replacement, as well as a list of assets that are less critical to operations, or have minor condition issues, but may be included in a short-term improvements project or a task order for Jacobs operations personnel. Table ES.1 displays the condition driven rehabilitation or replacement projects from Chapter 2 that were included in the recommended Capital Improvement Plan (CIP) in Chapter 7.

Table ES.1 CIP Condition Driven Replacement Projects

Asset	Description
Trojan UV 4000 System	While only used as a backup to the Ozonia UV system, the Trojan system's HMI has errors that prevent it from showing the status of the lamps in module 3. Since it is used infrequently, the system's condition is largely unknown. After review of the 2019 condition assessment reports and discussion with the City and Jacobs staff, it was concluded that the UV 4000 unit must be replaced.
Secondary Clarifiers No. 1 and No. 2	Ovivo completed a field review of the plant's secondary clarifiers No. 1 and No. 2 in April 2022. Although both units were operational, repairs were identified to improve the operation of the clarifiers. The recommended repairs include drive controls for both units, new skimmers for both units, squeegees for both tanks rake arms, EDI chains, one motor and reducer assembly, one skimmer arm assembly, and new secondary clarifier mechanisms. ⁽¹⁾

Notes:

(1) The detailed Ovivo Field Service Report is included in Appendix X.

Abbreviations: HMI - human-machine interface; No. - number; UV - ultraviolet.

ES.3 Seismic Analysis

In 2021, Carollo performed a seismic evaluation and analysis of the City's WWTP as part of the overall plant condition assessment. Because the WWTP was substantially upgraded and expanded in 2014, most of its infrastructure is designed in accordance with the 2010 Oregon Structural Specialty Code (OSSC) and follows modern seismic design and detailing. During Tier 1 evaluations, Carollo identified potential deficiencies and areas for additional investigation. A Tier 1 seismic analysis is an initial evaluation performed to identify any potential deficiencies, whether structural or non-structural, in a building based on the performance of other similar buildings in past earthquakes. Subsequent to the Tier 1 analysis, a more detailed seismic

evaluation of five older and potentially seismically vulnerable structures on the WWTP site was conducted. Those structures receiving a more detailed evaluation included the following:

- Operations Building.
- Process Gallery.
- Workshop.
- Aeration Basins and Stabilization Basins.
- Sludge Storage Basins and Biofilter.

The five potentially vulnerable structures were compared against an S-4 Limited Safety structural performance level and N-B Position Retention non-structural performance level for an M9.0 Cascadia Seismic Zone (CSZ) earthquake. The M9.0 CSZ is reflective of a catastrophic natural disaster event that has an estimated 35 percent likelihood of occurring within the next 50 years. Following the Tier 1 evaluation, Carollo began Tier 2 evaluations for a select number of identified deficiencies. Although none of the structures showed significant irregularities, the team did identify seismic deficiencies. The recommended seismic retrofits are included in the CIP for this Plan.

Prior to the 2021 seismic evaluation, Carollo's subconsultant, Northwest Geotech, Inc. (NGI), completed a seismic response and geologic hazards assessment of the City's WWTP. Through past and present site investigations and engineering analyses, NGI determined that the native soils beneath the site's granular pit backfill have low risk of liquefaction and its slopes do not pose undue risk. NGI concluded that the WWTP's primary site hazard is the differential settlement that may be caused by soil piping (development of subsurface air-filled voids), which raises the risk of sinkholes forming beneath structures and pipelines. Soil piping usually develops in unsaturated soils when a water source percolates into the ground. While the site is mostly paved and stormwater is being collected, there may be areas where infiltration is occurring next to structures or below pipelines. Recommended actions from NGI to mitigate the risk of soil piping are presented in Chapter 2.

ES.4 Wastewater Flow and Load Projections

Chapter 3 of the Plan evaluates the historical and projected wastewater flows and loads generated in the City of Wilsonville's service area. The load projections include total suspended solids (TSS), biochemical oxygen demand (BOD₅), ammonia (NH₃), and total phosphorous (TP) loads.

Service area, residential population, industrial contribution, and rainfall records were all considered in the flow and load projection analyses.

Analysis of flow projections were completed through two different methods: (1) analysis of historical plant records and (2) DEQ Guidelines for Making Wet-Weather and Peak Flow Projections for Sewage Treatment in Western Oregon, which is referred to as the DEQ methodology in this Plan. Since there is no DEQ methodology for load analysis, all projections were developed based on historical plant records. Tables ES.2 and ES.3 below detail the existing and year 2045 flows that serve as the basis for the flow projections.

Table ES.2 Existing (2020) Flow Summary

Item	Selected Flow (mgd)	Industrial Flow (mgd)	R/C Flow (mgd)	R/C Peaking Factor
ABF	1.88	0.17	1.71	1.00
AAF	2.24	0.17	2.07	1.21
ADWF	1.94	0.17	1.77	1.03
AWWF	2.54	0.17	2.37	1.38
MMDWF	2.52	0.19	2.33	1.36
MMWWF	3.78	0.19	3.59	2.09
MWDWF	2.94	0.19	2.75	1.61
MWWWF	4.54	0.19	4.35	2.54
PDDWF	3.63	0.19	3.44	2.01
PDWWF	5.59	0.19	5.41	3.16
PHF	8.80	0.19	8.61	5.02

Notes:

Abbreviations: AAF - average annual flow; ABF - average base flow; ADWF - average dry-weather flow; AWWF - average wet weather flow; MMDWF - maximum month dry weather flow; MMDWF - maximum month dry weather flow MMWWF - maximum month wet weather flow; MWWWF - maximum week wet weather flow; PDDWF - peak day dry weather flow; PDWWF - peak day wet weather flow; PHF - peak hour flow; R/C - residential/commercial.

Table ES.3 2045 Flow Projections

Item	Existing R/C Flow (mgd)	R/C Peaking Factor	2045 R/C Flow	2045 Industrial Flow (mgd)	Projected 2045 WWTP Flow (mgd)
ABF	1.71	1.00	2.02	0.6	2.62
AAF	2.07	1.21	2.43	0.6	3.03
ADWF	1.77	1.03	2.08	0.6	2.68
AWWF	2.37	1.38	2.79	0.6	3.39
MMDWF	2.33	1.36	2.75	0.7	3.42
MMWWF	3.59	2.09	4.23	0.7	4.90
MWDWF	2.75	1.61	3.24	0.7	3.92
MWWWF	4.35	2.54	5.12	0.7	5.80
PDDWF	3.44	2.01	4.05	0.7	4.72
PDWWF	5.41	3.16	6.38	0.7	7.05
PHF	8.61	5.02	10.15	0.7	10.82

Load projections were calculated for influent TSS, BOD₅, NH₃, and TP as detailed below in Table ES.4.

Table ES.4 Load Projections

Load Parameters	2045 R/C (ppd)	2045 Industrial (ppd)	2045 WWTP (ppd)
BOD₅			
AA BOD ₅	8,000	2,613	10,613
MM BOD ₅	11,437	2,978	14,415
MW BOD ₅	14,307	2,978	17,285
PD BOD ₅	21,656	2,978	24,634
TSS			
AA TSS	7,097	1,617	8,714
MM TSS	9,535	1,844	11,379
MW TSS	12,478	1,844	14,322
PD TSS	16,295	1,844	18,139
NH₃			
AA NH ₃	695	171	866
MM NH ₃	800	171	971
MW NH ₃	1,035	171	1,205
PD NH ₃	1,443	171	1,614
Total Phosphorus (TP)			
AA TP	222	73	295
MM TP	318	83	400
MW TP	397	83	480
PD TP	601	83	684

Notes:

Abbreviations: AA - average annual; MM - maximum month; MW - maximum week; PD - peak day; ppd - pounds per day.

ES.5 Capacity Analysis

Summaries of plant process area capacity assessments and conclusions are presented in this Plan. These assessments focus on the need for improvements or upgrades to existing facilities to address capacity deficiencies identified in the course of Master Plan evaluations. A site plan of the City's existing WWTP is presented in Figure ES.3.

Chapter 4 identifies existing capacity ratings and deficiencies for the liquid and solids stream treatment processes at the City's WWTP. Analyses are based on operational practices in place at the time and existing effluent limits established by the WWTP's National Pollutant Discharge Elimination System (NPDES) permit. Biological process modeling was performed using BioWin version 6.2 to predict plant performance under current and future flow and loading conditions to assess when unit process capacities may be exceeded within the planning period (present through 2045).

A summary of the capacity assessment completed and presented in Chapter 4 is detailed below in Table ES.5.

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- LEGEND:**
- 1 - DEWATERING & DRYING BUILDING
 - 4 - PROCESS GALLERY
 - 5 - SECONDARY CLARIFIER NO. 1
 - 6 - SECONDARY CLARIFIER NO. 2
 - 7 - UV DISINFECTION SYSTEM
 - 8 - WORKSHOP
 - 9 - SECONDARY PROCESS FACILITY
 - 10 - STABILIZATION BASIN
 - 11 - SLUDGE STORAGE BASINS AND BIOFILTERS
 - 12 - SECONDARY CLARIFIER NO. 3
 - 13 - HEADWORKS
 - 14 - DISK FILTERS
 - 15 - COOLING TOWERS
 - 16 - W3 REUSE PUMP STATION
 - 17 - OPERATIONS BUILDING
 - 19 - SITE ENTRANCE

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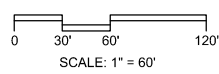


Figure ES.3
EXISTING WILSONVILLE WWTP
 CITY OF WILSONVILLE



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Table ES.5 Unit Process Capacity Assessment

Unit Process	Capacity Assessment
Preliminary Treatment	
Screening	There is sufficient hydraulic capacity for both mechanical screens to accommodate the projected 2045 PHF. However, if one screen is out of service, the manual bar rack must be used to make up the loss in screening capacity.
Grit Removal	Capacity is adequate for providing full treatment of the projected 2045 PHF.
Secondary Treatment	
Secondary Treatment	Based on maximum week MLSS predicted from BioWin modeling at peak day flow with all clarifiers in service (and assuming a 5-day SRT), a SPA predicts that there is only sufficient capacity through 2038. SPA also indicates that there is sufficient capacity using the predicted average annual MLSS concentrations and the peak day dry weather flows with a clarifier out of service for the duration of the planning period.
Secondary Clarifiers	The secondary clarifiers are expected to stay under the maximum hydraulic loading criteria of 920 gpd/sf on peak day flow events with all units in service, as well as on max month dry weather flows with one unit out of service, for the entirety of the planning period.
Aeration Blowers	The air demands of the secondary treatment process are projected to exceed the firm capacity of the aeration blowers under peak conditions by 2035.
Tertiary Treatment and Disinfection	
Disk Filters	The existing disk filter capacity is expected to be exceeded by 2037 with one unit out of service or in backwash mode based on effluent limitations included in the City's DBO Contract with Jacobs. At this time the City expects to relax these contract limitations rather than invest in additional capacity. There is sufficient time for the City to reconsider this approach prior to 2037 and evaluate options for adding capacity to the filtration process.
Secondary Effluent Cooling Towers	It is not expected that the total hydraulic capacity of the cooling towers will be exceeded by 2045.
UV Disinfection	The existing UV channels are adequately sized to fully disinfect the 2045 PHF with all units in service, as well as the PDDWF with one channel out of service. The City currently has an older UV unit in place as an emergency backup to the primary system. That backup unit is aging and the City plans replacement during the planning period.
Outfall	Even with the Willamette River at its 100-year flood elevation, it is expected that the outfall pipeline can accommodate approximately 19 mgd before the UV channel effluent weirs are at risk of submergence upstream. Since this flow is well above the hydraulic capacity of the rest of the plant, no expansion will be needed until after 2045. ⁽¹⁾
Solids Handling	
Gravity Belt Thickener	The capacity analysis results show that the assumed operating times of 24 hours per day, 5 days per week are adequate for thickening the current and projected maximum week WAS loads with one unit out of service.
TWAS Storage	The TWAS storage volume is sufficient to accommodate the expected maximum week solids loads for three days (assuming TWAS is thickened to 4 percent). However, if one of the two storage tanks is taken out of service, there is insufficient storage volume for three days of storage under average annual solids loading conditions.
Dewatering Centrifuges	The rated capacity of the current centrifuges is sufficient to process the maximum week load with one unit out of service through 2045 assuming operating times of 24 hours per day for 5 days per week, per the criteria detailed in Chapter 4. ⁽²⁾
Biosolids Dryer and Solids Disposal	The capacity of the biosolids dryer is adequate for handling the current and projected max week solids loads (in year 2045) on the basis of its design evaporation rate, assuming dewatered cake is dried from 20 percent TS to 92 percent TS and the dryer is operated for 24 hour per day for 5 days per week. ⁽³⁾

Notes:

- (1) The existing outfall was recently modified and equipped with five parallel diffuser pipes equipped with duckbill check valves to improve the mixing zone characteristics in the Willamette River.
- (2) The centrifuges installed with the City's 2014 upgrade project have exhibited inconsistent performance in recent months. The City recently refurbished these units and expects they will provide sufficient capacity through 2045. However, by that time, the units will have been in service for over 30 years. It is recommended the City plan for replacement of these units during the planning horizon of this Master Plan. Assuming replacement occurs in the mid-2030's the City should reassess capacity needs of those units beyond the 2045 horizon, consistent with the expected service life of the new equipment.
- (3) The existing solids dryer has sufficient capacity through 2045. As with the dewatering centrifuges, the dryer equipment will soon have been in operation for a decade. It is recommended the City plan for replacement of the dryer during the planning horizon of this Master Plan. The City plans to replace the existing dryer with a new piece of equipment using similar technology and potentially rehabilitate the existing unit to serve as a backup. See Alternative 2B, Chapter 6.

Abbreviations: DBO - Design-Build-Operate; gpd/sf - gallons per day per square foot; MLSS - mixed liquor suspended solids, SPA - State Point Analysis; SRT - solids residence time; TS - total solids; TWAS - thickened waste activated sludge.

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Table ES.6 further summarizes the capacity assessment by listing each unit process, associated design parameters and year of possible capacity exceedance.

Table ES.6 Unit Process Capacity Year Summary

Unit Process	Design Parameter	Redundancy Criteria ⁽³⁾	Year of Capacity Exceedance
Influent Screening	PHF	One mechanical screen out of service	>2045
Grit Chamber	PHF	All units in service	>2045
Secondary Treatment	MW MLSS inventory at PDF	All units in service	2038
Aeration Blowers	Peak BOD Load	Largest unit out of service	2035
Secondary Effluent Cooling Towers	June 1 - Sept 30 PDF	All units in service	>2045
Disk Filters	MWDWF	One unit in backwash	2037⁽¹⁾
UV Disinfection Channels	PHF	All units in service	>2045
Outfall	PHF	-	>2045
Gravity Belt Thickening	MW Load	One unit out of service	>2045
TWAS Storage	MW Load	All units in service	>2045
Dewatering Centrifuges	MW Load	One unit out of service	>2045 ⁽²⁾
Biosolids Dryer	MW Load	All units in service	>2045 ⁽²⁾

Notes:

Unit processes in white are projected to run out of capacity before year 2045.

- (1) Existing Disk Filters are predicted to exceed reliable capacity (one unit out of service) in 2037 based on vendor provided design criteria. This conclusion assumes limitations for effluent total suspended solids contained in the WWTP DBO contract, which are far more stringent than the City's NPDES permit.
- (2) As noted previously, the existing centrifuges and biosolids dryer appear to have sufficient capacity through the planning year 2045, however condition and age are likely to require replacement during the planning period. It is recommended the City reassess available replacement technologies prior to replacement and consider loading appropriate to the planning horizon of any new units selected.
- (3) Reference Appendix D - Reliability requirements, Preparing Wastewater Planning Documents and Environmental Reports for Public Utilities, OR DEQ, 2018, Revised July 2019

ES.6 Regulatory Considerations and Strategy

Chapter 5 details potential regulatory issues the City will need to take into consideration in coming years. Several possible regulatory actions by the Oregon DEQ could drive investments in future improvements at the City's WWTP. The plant discharges to the Willamette River and existing and future effluent limitations contained in the NPDES permit dictate, in large part, the necessary treatment processes and configuration at the WWTP necessary to maintain compliance. The existing permit limits for the Wilsonville WWTP are effective September 1, 2020 through July 30, 2025, and summarized below in Table ES.7

Table ES.7 Current Effluent Permit Limits

Parameter	Average Effluent Concentrations		Monthly Average, (ppd)	Weekly Average, (ppd)	Daily Maximum, (lbs)
	Monthly	Weekly			
May 1 - October 31					
CBOD ₅	10 mg/L	15 mg/L	190	280	380
TSS	10 mg/L	15 mg/L	190	280	380
November 1 - April 30					
BOD ₅	30 mg/L	45 mg/L	560	840	1100
TSS	30 mg/L	45 mg/L	560	840	1100
Other Parameters Limitations					
E. coli Bacteria	<ul style="list-style-type: none"> Shall not exceed 126 organisms per 100 ml monthly geometric mean. No single sample shall exceed 406 organisms per 100 ml. 				
pH	<ul style="list-style-type: none"> Instantaneous limit between a daily minimum of 6.0 and a daily maximum of 9.0 				
BOD ₅ Removal Efficiency	<ul style="list-style-type: none"> Shall not be less than 85% monthly average 				
TSS Removal Efficiency	<ul style="list-style-type: none"> Shall not be less than 85% monthly average 				
ETL June 1 through September 30	<ul style="list-style-type: none"> Option A: 39 million kcal/day 7-day rolling average Option B: Calculate the daily ETL limit 				

Notes:

Abbreviations: CBOD₅ - five-day carbonaceous biochemical oxygen demand; ETL - excess thermal load; kcal/day - kilocalories per day; lbs - pounds, mg/L - milligrams per liter; ml - milliliter.

Future treatment upgrades may be required when DEQ establishes total maximum daily loads (TMDL) for the lower Willamette River. Dissolved oxygen and nutrient limits, such as phosphorus limitations, are possible. The dissolved oxygen in the lower part of the river does not always meet water quality standards, and indications of excessive nutrients, such as chlorophyll-a, aquatic weeds, and harmful algal blooms, are present in the lower Willamette River. DEQ has begun its triennial review of Oregon's water quality criteria. The review could result in more stringent or new discharge requirements, but this process will take several years. For planning purposes, providing plant footprint to accommodate future treatment to remove phosphorus and address dry weather seasonal limits on dissolved oxygen should be anticipated. In addition, the City should continue to engage with DEQ regarding any proposed receiving water temperature regulatory actions.

ES.7 Alternative Development and Evaluation

Chapter 6 presents the methodology and findings of a process improvements alternatives evaluation. The plant's treatment process needs were defined by comparing the plant's existing condition, capacity and reliability, with the projected flows, loads, and regulatory constraints for the recommended alternatives. Where capacity deficiencies were predicted, at least two alternatives were analyzed for each corresponding unit process. Process modifications associated with each alternative were modeled in BioWin using a calibrated model to evaluate the overall impact on plant operations.

As identified in Chapter 4, the secondary treatment process is expected to require additional capacity during the planning horizon (2045). Chapter 6 details two alternatives to address these capacity limitations. The two alternatives considered to increase secondary capacity are:

1. Expansion of the existing conventional activated sludge process; and
2. Intensification of the existing treatment process using membrane bioreactor (MBR) technology.

Due to the higher capital and operating costs of intensification, construction of a new conventional aeration basin is recommended to increase secondary capacity. As flows and loads increase, or regulatory requirements become more stringent, it may be necessary to intensify treatment. It is recommended the City revisit this evaluation as the need for 1) additional capacity to accommodate growth nears or 2) more stringent effluent limitations are considered. This offers the opportunity to take advantage of potential advances in technology as well as confirming the predicted time frame of capacity exceedance. Table ES.8 below illustrates the differences in cost between the two alternatives. A new aeration basin project is included in the Capital Improvement Plan in Chapter 7.

Table ES.8 Secondary Alternatives Opinion of Probable Cost Comparison

Description	New Aeration Basin	MBR
Site Work	\$1,273,000	\$62,000
Fine Screens	--	\$1,268,000
Aeration Basin	\$1,739,000	
MBR Tank	--	\$3,564,000
Electrical, Instrumentation, and Control	\$522,000	\$1,469,000
Total Direct Cost	\$3,534,000	\$6,363,000
Total Estimated Construction Cost⁽¹⁾	\$5,812,000	\$10,465,000
Total Estimated Project Cost⁽²⁾	\$7,265,000	\$13,081,000

Notes:

(1) Assumes 30% Contingency, 10% General Conditions, and 15% Contractor Overhead and Profit.

(2) Assumes 25% Engineering, Legal, and Administrative Fees and ENR Construction Cost Index = 12683 (February 2022).

The existing aeration blower system firm capacity is expected to be deficient by 2035. An additional aeration blower (same size and design air flow rate as the existing high-speed turbo blowers) would ensure there is sufficient blower capacity through the end of the planning period to meet current permit requirements. There is adequate space to add a fourth turbo blower to the same discharge header pipe as the existing turbo blowers. Additionally, intensification of the secondary treatment process would further increase the aeration demands because operating at a higher MLSS reduces oxygen transfer efficiency in the aeration basins. If intensification is reconsidered and selected for the planning period, or if nutrient limits are imposed within the planning period that requires intensification or operation at a higher MLSS, the blower air demands should be revisited.

Additional tertiary filtration capacity is predicted to be needed before 2045 to provide full treatment of the MWDWF with one disc filter out of service or in backwash mode. After discussions with the City, two alternatives were identified to increase capacity:

1. Increase filtration capacity, and
2. Modify the requirement in the WWTP DBO contract to relax effluent limitations which are currently more stringent than those contained in the City's NPDES permit.

The City's WWTP NPDES permit currently requires effluent to contain less than 10 mg/L TSS during the dry season (see Table ES.8). However, the DBO firm's contract with the City requires an effluent TSS of less than five mg/L, or half of the WWTP's permitted effluent quality. At this time, the City has decided to study the performance of the existing tertiary filters over time and expects to relax effluent TSS requirements in the DBO contract unless actual water quality impacts (exceedances of permit limitations) are realized. The City will also consider the option of new technologies for filtration, noting that if the City selected an intensification technology utilizing membranes, this may potentially eliminate tertiary filtration capacity concerns.

While the capacity assessment findings presented in Chapter 4 determined existing solids dewatering centrifuges have sufficient capacity, the remaining equipment service life may require replacement within the planning horizon. The centrifuges, installed in 2014, were recently refurbished, but by 2045, will have been in service for over 30 years. The City should plan for their replacement within the planning horizon and consider whether a capacity increase is needed at the time of replacement based on projections of solids production and processing needs. Additionally, the secondary process was modified in 2020 and has experienced extended periods where mixed liquor concentrations have been elevated above typical ranges for conventional activated sludge or extended aeration processes. Due to the complications with secondary process operation and performance issues with the centrifuges, it is recommended the City study the secondary treatment and dewatering processes to confirm that the assumptions and conclusions regarding centrifuge capacity in Chapter 4 may be relied upon. A dewatering performance optimization study is recommended so the City can collect and analyze secondary treatment and solids processing performance data. For budgeting purposes, an opinion of probable cost for replacing the existing centrifuges is provided in Chapter 7. Timing of that equipment replacement will depend on performance of the existing units, future loading assumptions, and observed condition.

The existing solids dryer has experienced operational issues in recent years, including a fire that caused extensive damage to the equipment in April 2019 and a leaking rotary joint and damaged seal in 2021. As of February 25, 2022, the dryer has been repaired and is operating. Because of the City's commitment to solids drying as the preferred process to achieve Class A biosolids, the alternatives evaluation presented in this Plan for future dryer replacement was conducted with a focus on thermal drying options only.

Chapter 6 details an analysis of the following alternatives to improve the drying system:

1. Alternative 1 - Continue operating the existing biochemical reactor (BCR) paddle dryer and defer replacement.
2. Alternative 2 - Modify the existing Dewatering and Drying Building to accommodate a different solids dryer technology or a redundant dryer.
3. Alternative 3 - Construct a new dryer building with a different solids dryer technology.

While it is anticipated the existing dryer has useful life through at least 2026 (current DBO contract expiration), by 2031 the dryer will have been in operation for over 15 years. It is recommended the planning and design of upgrades to provide reliable dryer capacity begin in 2029, or sooner if further operational concerns arise. The City has indicated a preference for a variation of Alternative 2 which involves expanding the existing Dewatering and Drying Building to accommodate a second solids paddle dryer. This alternative provides backup capacity to allow the City to continue delivering Class A solids during periods of downtime if a mechanical failure occurs or to accommodate regular maintenance of one dryer train. As mentioned previously, this Plan recommends the City complete a study of the secondary sludge quality, performance of that process, chemical addition types and locations, and solids handling process performance overall prior to making a final selection of the preferred dryer alternative from the alternatives detailed in Chapter 6. For purposes of capital planning, this Plan assumes the City will implement Alternative 2b (modification of Dewatering and Drying Building to accommodate a second paddle dryer) with a study and confirmation of this selection beginning in 2029.

Lastly, the City wants to establish a direct connection between the City's fiber optics network and the WWTP. This addition consists of routing two new conduits (one spare) and fiber optic cabling from the WWTP's Operations Building to the site entrance, where the conduits will be tied into the City's fiber optics network. Chapter 6 details one potential routing from the Operations Building to the site entrance that would minimize impact to existing yard utilities. The fiber optic cable addition is included in Chapter 7 and the City's 5-year CIP.

Table ES.9 below summarizes the alternatives evaluated in Chapter 6 including recommendations for future WWTP improvements.

Table ES.9 Summary of Alternatives

Unit Process	Alternatives Considered	Selected Alternative
Secondary Treatment	<ul style="list-style-type: none"> Expansion of the existing conventional activated sludge process. Intensification of the existing treatment process. 	<ul style="list-style-type: none"> Expansion of the existing conventional activated sludge process through the addition of another aeration basin.
Tertiary Treatment	<ul style="list-style-type: none"> Increase filtration capacity. Eliminate the requirement on the DBO firm to meet effluent limits more stringent than the NPDES permit. 	<ul style="list-style-type: none"> Eliminate the requirement on the DBO firm to meet effluent limits more stringent than the NPDES permit.
Solids Dryer	<ul style="list-style-type: none"> Continue operating the existing BCR paddle dryer and defer replacements. Modify the existing Dewatering and Drying Building to accommodate a different solids dryer technology or a redundant dryer. Construct a new dryer building with a different solids dryer technology. 	<ul style="list-style-type: none"> Modify the existing Dewatering and Drying Building to accommodate a different solids dryer technology or a redundant dryer by expanding the Dewatering and Drying Building to accommodate a second solids paddle dryer.

ES.8 Recommended Alternative

Figure ES.4 presents a WWTP site plan identifying locations of recommended improvements resulting from condition and capacity assessments, including evaluation of alternatives, as described.

Summaries of opinions of probable costs and anticipated phasing for the improvements recommended for inclusion in the City's WWTP CIP are provided in Table ES.10.

The expected cash flow for the planning period was determined for the recommended improvements summarized in Table ES.10. The cash flow through 2045 includes an escalation rate of three percent, and the peak expenditure is approximately \$13,906,000 in fiscal year 2031. The projected CIP expenditures are presented in Figure ES.5.

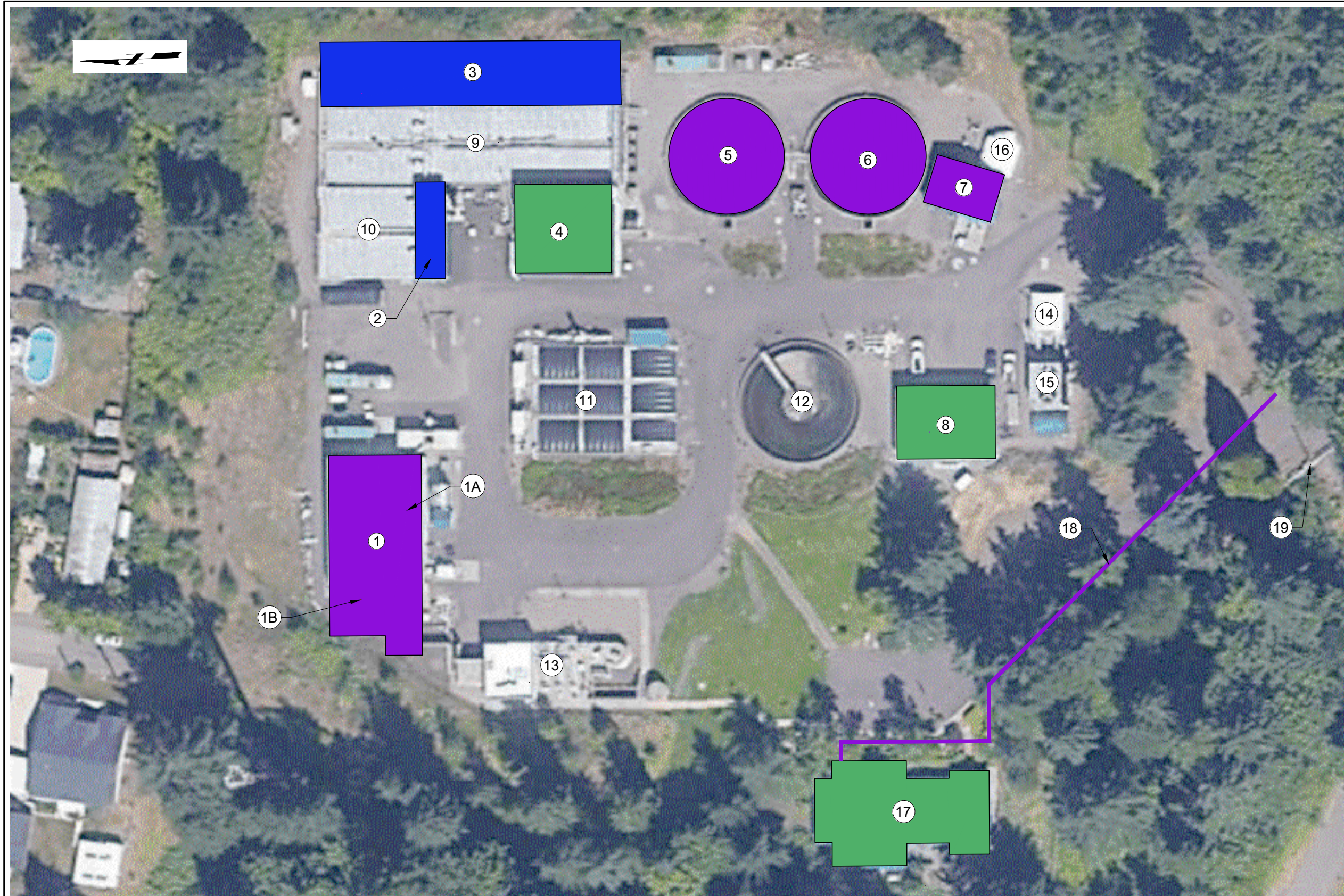
Table ES.10 WWTP Recommended Alternative Opinion of Probable Cost and Phasing

Plant Area	Project ⁽¹⁾	Opinion of Probable Cost	Approximate Year Online
Solids Handling	Dewatering Performance Optimization	\$150,000	2023
Communications/IT	Fiber Optic Cable Addition	\$55,000	2023
UV System	Trojan 4000 UV System Improvement	\$1,650,000	2024
Support Buildings	Seismic Improvements	\$1,015,000	2024
Secondary Treatment	New Secondary Clarifier Mechanisms	\$1,665,000	2026
Solids Handling	Solids Dryer Improvement	\$16,100,000 ⁽⁶⁾	2031
Solids Handling	Existing Centrifuge Replacement	\$2,200,000 ^(3,5)	2033 ⁽⁴⁾
Secondary Treatment	New Aeration Blower	\$394,000	2035
Secondary Treatment	New Conventional Aeration Basin	\$7,895,000	2038
TOTAL		\$31,124,000	

Notes:

White rows indicate projects that are in the City's 5-year CIP and blue rows indicate projects that are outside the 5-year CIP window.

- (1) Details of each project can be found in Chapter 2 or Chapter 6 of this Master Plan.
- (2) The estimated opinion of probable costs include the construction costs plus Engineering, legal and administration fees (ELA, or soft costs). Details on the estimated project costs can be found in Chapter 2 or Chapter 6 of the plan, with the exception of costs for the backup UV system and centrifuges which are presented earlier in Chapter 7.
- (3) For budgeting purposes, the Option B centrifuge cost from Table 7.4 is used for the project cost summary and the CIP
- (4) Replacement timing dependent upon satisfactory equipment performance
- (5) The centrifuges installed with the City's 2014 upgrade project have exhibited inconsistent performance in recent months. The City recently refurbished these units and expects they will provide sufficient capacity through 2045. However, by that time, the units will have been in service for over 30 years. It is recommended the City plan for replacement of these units during the planning horizon of this Master Plan. Assuming replacement occurs in the mid-2030's the City should reassess capacity needs of those units beyond the 2045 horizon, consistent with the expected service life of the new equipment.
- (6) The existing solids dryer has sufficient capacity through 2045. As with the dewatering centrifuges, the dryer equipment will soon have been in operation for a decade. It is recommended the City plan for replacement of the dryer during the planning horizon of this Master Plan. The City plans to replace the existing dryer with a new piece of equipment using similar technology and potentially rehabilitate the existing unit to serve as a backup. See Alternative 2B, Chapter 6.



- LEGEND:**
- CONDITION OR ADDITION PROJECTS** (Purple)
 - 1 - DEWATERING & DRYING BUILDING
 - 1A - EXISTING CENTRIFUGE REPLACEMENT
 - 1B - SOLIDS DRYER IMPROVEMENT
 - 5 - SECONDARY CLARIFIER NO. 1 - REPLACE MECHANISMS
 - 6 - SECONDARY CLARIFIER NO. 2 - REPLACE MECHANISMS
 - 7 - STANDBY UV SYSTEM REPLACEMENT
 - 18 - FIBER OPTIC CABLE ADDITION
 - CAPACITY PROJECTS** (Blue)
 - 2 - NEW AERATION BLOWER
 - 3 - NEW AERATION BASIN NO. 3, ACCESS IMPROVEMENTS & GRADING
 - SEISMIC RETROFIT PROJECTS** (Green)
 - 4 - PROCESS GALLERY
 - 8 - WORKSHOP
 - 17 - OPERATIONS BUILDING
 - OTHER FACILITIES**
 - 9 - SECONDARY PROCESS FACILITY
 - 10 - STABILIZATION BASIN
 - 11 - SLUDGE STORAGE BASINS AND BIOFILTERS
 - 12 - SECONDARY CLARIFIER NO. 3
 - 13 - HEADWORKS
 - 14 - DISK FILTERS
 - 15 - COOLING TOWERS
 - 16 - W3 REUSE PUMP STATION
 - 19 - SITE ENTRANCE

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SCALE: 1" = 60'

Figure ES.4
PROPOSED WILSONVILLE WWTP IMPROVEMENTS
CITY OF WILSONVILLE



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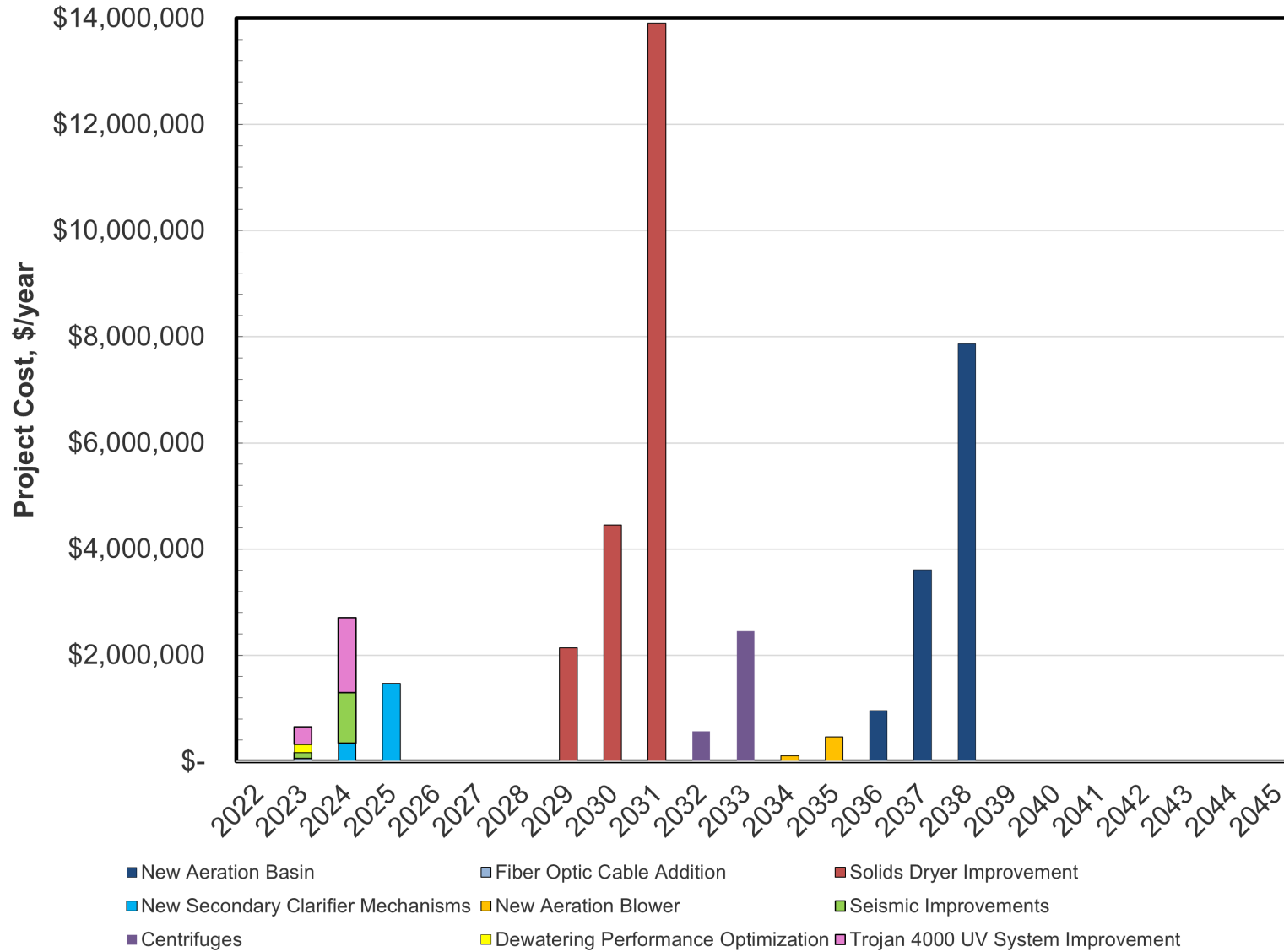


Figure ES.5 Projected 20-Year CIP Expenditures

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PLANNING COMMISSION

WEDNESDAY, JULY 13, 2022

WORK SESSION

3. Frog Pond East and South Master Plan (Pauly) (30 minutes)



**PLANNING COMMISSION WORK SESSION
STAFF REPORT**

Meeting Date: July 13, 2022		Subject: Frog Pond East and South Master Plan	
		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 type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable <hr/> Comments: N/A	
Staff Recommendation: Provide requested input regarding residential policies for Frog Pond East and South.			
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 Area Plan	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE PLANNING COMMISSION:

Provide feedback and input on residential policies for Frog Pond East and South. Specifically, provide guidance on variety of unit types to encourage and/or require. The policy discussion will also clarify what the different mapped colors (design types) mean on the draft preferred land use alternative (Attachment 1). The design types and policies, after further refinement in the coming months, will control the development of Frog Pond East and South.

EXECUTIVE SUMMARY:

Following designation of the subject land as an urban reserve in 2010, the City adopted the Frog Pond Area Plan in 2015 to set the stage for additional planning and eventual development to meet identified housing needs. Besides the urban reserve area, the Frog Pond Area Plan also established a vision for growth for undeveloped land already within the City's Urban Growth Boundary (UGB) now known as Frog Pond West. In 2017, a Master Plan and implementing zoning code was adopted for Frog Pond West. The Master Plan provided the necessary regulatory framework for the residential neighborhood currently under development north of Boeckman Road and west of Stafford Road.

In 2018, Metro expanded the UGB to include the urban reserve land known as Frog Pond East and South. As part of the Metro Ordinance adopting the UGB expansion, Metro required Wilsonville to complete master planning to make the area development ready, from a regulatory standpoint, by December 2022. Similar to past master planning efforts, such as Villebois and Frog Pond West, this master planning effort will identify the types and locations of the homes, other land uses, parks, open spaces, streets, trails and neighborhood amenities to be built over the next 10-20 years. To support implementation of the plan, the process will also identify water, sewer, stormwater, and transportation infrastructure needs and funding sources.

This will be the Planning Commission's sixth work session on the Frog Pond East and South Master Plan. The previous work sessions and their content were as follows:

Work Session 1-October 2021: Focus on overall project scope and the outreach plan.

Work Session 2-December 2021: Initial feedback on the needs and opportunities for affordable housing and housing variety.

Work Session 3-February 2022: Continuation of the topic of housing needs for more detailed feedback and direction, introduction of the neighborhood commercial evaluation.

Work Session 4-April 2022: Further discussion of the neighborhood commercial center and discussion of the recommended design concepts for development of land use and urban design alternatives.

Work Session 5-June 2022: Review and direction on draft land use alternatives. This included mapping the locations of different housing design types and forms, which were grouped into Type 1, Type 2, and Type 3.

This *Work Session 6* will present a draft preferred land use alternative for Commission review and discussion. This work session will focus on developing specific land use policies to guide housing development in Frog Pond East and South. Discussion of these policies will clarify what is meant by the three housing design type categories (Type 1, Type 2, Type 3) represented in the draft preferred alternative map (Attachment 1). The policies and design types presented will be further refined over the coming months to be adopted in the Frog Pond East and South Master Plan and into land use regulations that will control the development of this area.

In Work Session 4, the Planning Commission discussed design concepts to guide development of the land use alternatives, many of which focused on housing. The housing-focused design concepts are reflected in the draft preferred alternative and include:

- Housing variety throughout the plan area.
- Affordable housing integration (both subsidized affordable housing and market-rate units that are more financially attainable).
- A transect of density in the urban form. “Transect” means a fanning out of look and feel of density from a focal point to an edge. A prime example in Wilsonville is Villebois. In Villebois, the tallest buildings with little setback from the street are located around and near the piazza at the center of the development. The edges, such as in the Grande Pointe subdivision, are shorter buildings with more separation from the street. These two examples are Villebois’ center and its edge, with various housing forms in between that create a seamless transition between these different building forms.

Type 1, Type 2, and Type 3 housing design types and housing variety

The draft preferred alternative shows Type 1, Type 2, and Type 3 housing design types in “transects”. This includes a “larger-scale transect” for the entire planning area radiating from larger focal points like the neighborhood park and neighborhood commercial center and “mini transects” operating within the larger transect that radiate from localized small greenspace focal points and minor intersections. The design types are defined by urban form, that is, the look and feel of each residential structure, how they relate to other buildings and to the public realm, such as streets, rather than what type of housing unit(s) is built within a given residential structure.

This approach intends to achieve variety in architectural style and neighborhood composition, providing a wider variety of housing options and a more mixed-income community. The approach further complies with House Bill 2001 and related housing variety policy adopted by the City Council this last fall.

Certain unit types do lend themselves towards building envelopes that would be typical in the different Type 1-3 design types. Attachment 2 includes photos of residential structures in both Villebois and Frog Pond West that help to illustrate the variety of unit types that could be built within each design type. Each photo is labeled with the design type it best represents, along with the type of unit or units within the structure.

To better define the different design types, it is also helpful to understand what they have in common and what is different.

Commonalities between design types:

- Variety of unit types allowed within each design type
- Residential structures with different unit types within an area have similar building bulk and appearance that integrate together well
- Limited separation or geographic isolation of different unit types

- Housing organized by blocks and around nearby greenspace or other focal points

Differences:

The following table highlights the main differences between housing design types. See Attachment 2 for photos that help illustrate the differences.

The dimensions below are preliminary and subject to change.

Urban Form Element	Type 1 Housing	Type 2 Housing	Type 3 Housing
Façade length facing street or public realm	75-200 feet (also can be 20–25-foot facades feet closely spaced that together have a similar appearance of a larger façade)	25-80 feet (front façade length is commonly 25-45 feet, however the range goes up to 80 feet to accommodate street-facing side facade length and longer front facade length on shallow lots)	45-100 feet
Typical building height	Primarily 2-3 stories, but some 1-story cottages/ADU's	Primarily 2 stories with some 3-story middle housing and 1-story cottages/ADU's	Primarily 1-2 stories, with 3-story allowed
Typical setbacks between buildings	10 or less feet between smaller buildings, more distance between large buildings	Approximately 10 feet	10-15 feet
Vehicle access and off-street parking	Access and parking almost all to the rear or side of building, alley access very common	Access and parking predominantly to the rear or side, alley access common. Some units may have front access and driveways/garages	Variety. Access and parking commonly from front with front access and driveways. Some rear and side access and parking, along with alleys, particularly for middle housing.
Typical front setbacks from street	Buildings typically close to the street	Further back than Type 1, but still fairly close to street unless front facing garage	20 feet with front vehicle access, similar to Type 2 with rear access

Typical lot size for individual residential structure	Less than 3,000 square feet for smaller structures containing single units. Larger for multi-unit structures	3,000-5,000 square feet	5,000-10,000 square feet
Example residential structures (see also Attachment 2)	Many in Villebois including: 5–6-unit townhouse buildings, detached homes closely spaced on approx. 2,500 square foot lots, condo buildings, apartment buildings	Alley-loaded single-family/townhomes in Villebois, Morgan Farm in Frog Pond West	Single-family detached lots in Frog Pond West and Grande Pointe in Villebois, two-story townhouse buildings in Villebois and Frog Pond West.

Housing variety policy options

With an understanding of what each housing design type means and how much variety is allowed within each, the team desires Planning Commission direction on regulating variety within each of the three design types and to what extent.

The following are key points the project team recommends the Planning Commission consider during their review and discussion:

- Variety requirements regulate types of units rather than specific price points
- This type of regulation can help ensure that middle housing is built, which is supportive of House Bill 2001 and Wilsonville’s implementation of it
- Without variety requirements each development is likely to produce one or two different unit types
- Reasonable flexibility is important: too granular or detailed of regulations make implementation difficult and can unintentionally prevent development of needed housing the market is otherwise willing and able to deliver.
- Unit variety is better regulated by unit type groupings or “buckets” rather than by individual stand-alone unit types.¹
- Regulations must be clear and objective, but a discretionary path may be made available as an option to developers.

¹ For example, townhouses, plexes, and stacked-flat apartments/condos may be grouped in a bucket as they can be built in similar sized structures. A similar bucket approach was used in Villebois that helped implement urban design and architectural variety policies while still allowing reasonable flexibility to the development community.

The project team offers the following draft policy options for the Planning Commission to consider. Other policies can be explored per the Planning Commission and City Council direction.

1. Encourage But Not Require Variety: This policy option would encourage and allow variety, but not regulate. Developers would determine variety (or lack thereof) based on their preference and market conditions.
2. Minimum of Certain Housing Types: This policy option would require a certain amount of target unit types per subdistrict or block. Examples of potential targeted unit types to require:
 - a. Attached middle housing (townhouses, plexes)
 - b. Single-level units: in smaller homes (i.e., less than 1,200 sf livable floor area, this would include cottage clusters, ADUs [including those integrated into the ground floor of taller townhouse buildings]), and in elevator-served multi-story buildings with single-level units.
3. Maximum of Certain Housing Types: This policy option would require each subdistrict or block to have no more than a certain percent of one type of unit.
4. Maximum and Minimum of Certain Housing Types: This policy option would combine the requirement elements of policy option 2 and 3 to have no more than a certain percent of one type and ensure a certain amount of target unit types.

The project team recommends Option 4 as a feasible policy that will best help the City meet its goals around housing variety while still allowing a reasonable level of flexibility for developers. The size and scale of subdistricts is also an important implementing criterion, following this principle: the greater the number of potential units, the more variety that should be required.

Discussion Questions:

1. What additional questions, if any, does the Planning Commission have about the three housing design types?
2. Which policy option would the Planning Commission like the project team to pursue regarding housing variety in Frog Pond East and South? *Should the City require a certain mix of housing?*
3. What additional questions about housing variety policy would you like the project team to be prepared to answer for future work sessions?

EXPECTED RESULTS:

Feedback and direction from the Planning Commission on developing key residential policies for housing design types and unit variety in Frog Pond East and South.

TIMELINE:

This is the sixth in a series of work sessions for the Planning Commission. The next work session

is planned for August. The Master Plan is scheduled to be completed by December 2022, with some implementation elements extending into early 2023.

CURRENT YEAR BUDGET IMPACTS:

The project is funded by a combination of a \$350,000 Metro grant, an \$81,000 Oregon DLCDC grant, and matching City funds in the form of staff time. \$311,000 is budgeted in FY 22/23 to complete the project.

COMMUNITY INVOLVEMENT PROCESS:

The project has a community engagement plan which lays out a robust public engagement program that will include meaningful and impactful involvement of people who identify with historically marginalized communities.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

Furthering of the City's Equitable Housing Strategic Plan and Council's goal of affordable home ownership, while creating Wilsonville next great neighborhoods.

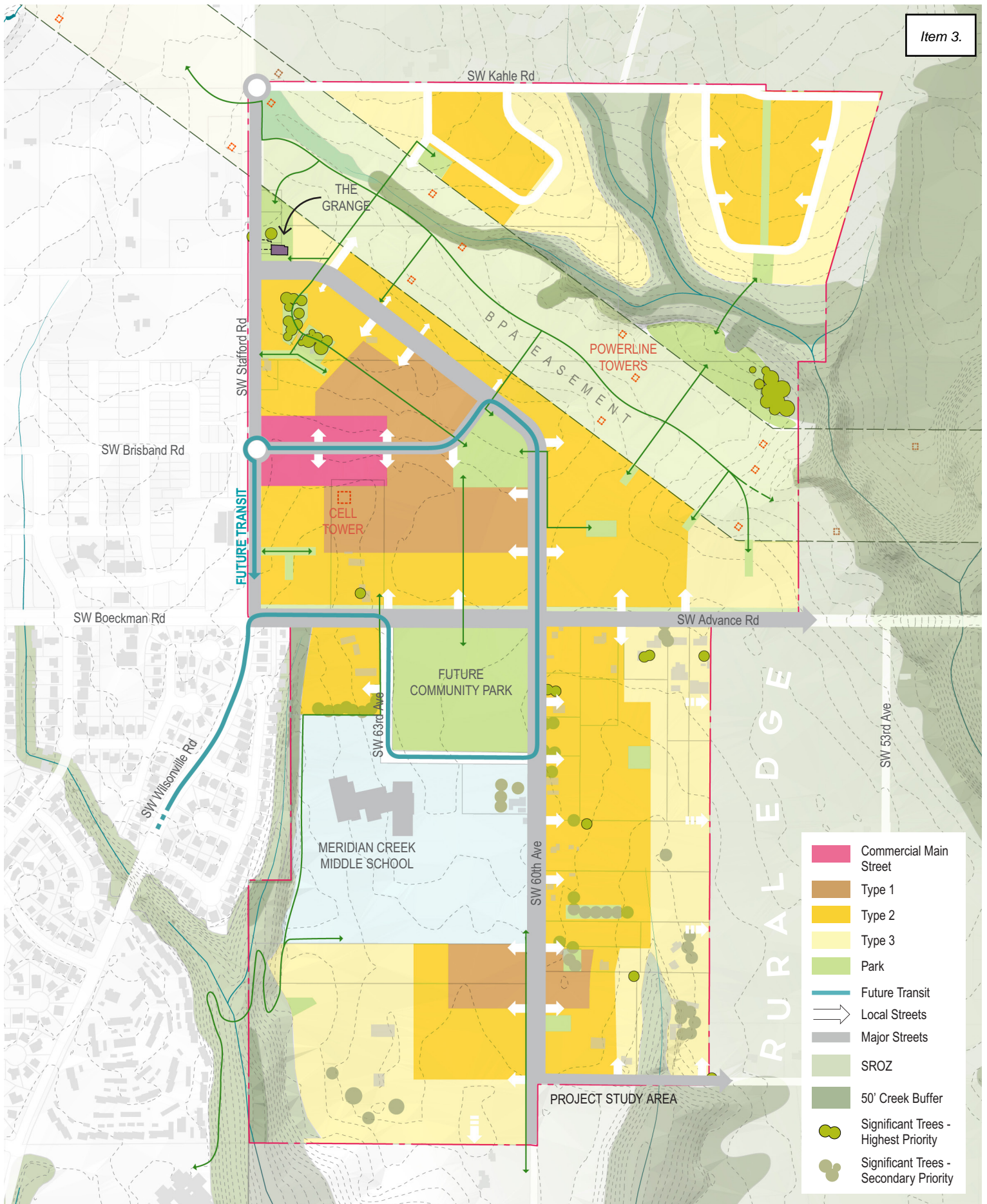
ALTERNATIVES:

The Planning Commission and City Council can continue to direct changes to the draft preferred land use alternative. In addition, the Planning Commission and City Council continues to have a number of options for policy related to housing variety.

ATTACHMENTS:

1. Draft Preferred Land Use Alternative for Frog Pond East and South (dated July 5, 2022)
2. Example Photos of the Three Housing Design Types proposed (dated July 5, 2022)

Item 3.



Examples of Design Types Proposed for Frog Pond East and South

From Villebois and Frog Pond West

Type 1 Design Type

Example Residential Structures from
Villebois



Type 1 4-Unit Townhouse Building



Type 1

3-unit Townhouse Buildings



Type 1 5-Unit Townhouse Building



Type 1

Multi-story condo building with single-level units



Type 1
Detached single-family

Type 2 Design Type

Example Residential Structures from
Villebois and Frog Pond West



Type 2
3-Unit Townhouse Building
Example of wider building on shallow lots



Type 2

Detached Single-family



Type 2

Detached Single-family



Type 2

Detached Single-family



Type 2

Detached Single-family

Type 3

Design Type

Example Residential Structures from
Villebois and Frog Pond West



Type 3

4-Unit Townhouse Building



Type 3

2-unit Townhouse Building



Type 3 2-Unit Townhouse Building



Type 3

Detached Single-family



Type 3

Detached Single-family



PLANNING COMMISSION

WEDNESDAY, JULY 13, 2022

INFORMATIONAL

4. Outreach Framework (Pauly) (30 minutes)



**PLANNING COMMISSION INFORMATIONAL ITEM
STAFF REPORT**

Meeting Date: July 13, 2022		Subject: Wilsonville Framework for Inclusive Engagement	
		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 type="checkbox"/> Information or Direction <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable	
		Comments: N/A	
Staff Recommendation: Provide feedback on implementation of the Wilsonville Framework for Inclusive Engagement			
Recommended Language for Motion: N/A			
Project / Issue Relates To:			
<input type="checkbox"/> Council Goals/Priorities:	<input type="checkbox"/> Adopted Master Plan(s):	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE PLANNING COMMISSION:

Discuss the Wilsonville Framework for Inclusive Engagement (Attachment 1) which will be an important resource for the City’s ongoing public engagement efforts.

EXECUTIVE SUMMARY:

The City has long valued public input and included public engagement as a key part of its work, especially for legislative and policy items that come before the Planning Commission. Policy 1.1.1 of the Comprehensive Plan states “The City of Wilsonville shall provide opportunities for a wide range of public involvement in City planning programs and processes.”

Recent projects, exemplified by the Town Center Plan, have made substantial efforts to hear a wide range of voices using a variety of public engagement methods. Currently, efforts are being redoubled to make sure historically underrepresented groups have meaningful impact on City decision making. This is driven locally by Council and others, exemplified by the efforts to set up and support the Diversity, Equity, and Inclusion (DEI) Committee. It is also driven by requirements of grant funding agencies including Metro and the State of Oregon. Strong momentum exists to do the best ever on public engagement to understand historic inequities, address them, and remove barriers historically faced by different minority groups.

Using Metro grant funding, the City initiated an project to further develop and refine initial ideas from the middle housing project for a framework for inclusive public engagement that could be applied by various City departments and initiatives.

Bill de la Cruz and Pat Noyes have provided technical assistance and support to City staff for the completion of the framework. Mr. de la Cruz has worked with the City and the school district on DEI efforts over the last year plus, including facilitating much of the work of the City’s DEI Committee. Mr. de la Cruz is joined by Ms. Noyes who has extensive public engagement experience on a variety of public projects.

Since beginning their work in February, Mr. de la Cruz and Ms. Noyes reviewed the City’s past public engagement efforts including Town Center and the Middle Housing project, coordinated with and advised the team working on Frog Pond East and South public engagement, interviewed a number of past outreach participants who are members of historically underrepresented groups, held four hours of training with a large group of City staff. One product of their effort is the attached Wilsonville Framework for Inclusive Engagement (Attachment 1). The Planning Commission provided input on a draft version of Framework during a May work session. The attached version incorporates Commission comments along with those from City Council, DEI Committee, and staff from a number of City departments.

The intent of this project and the attached Framework is to provide a strong foundation on which City public engagement efforts can be based across a variety of projects to substantially increase diversity, equity, and inclusion in decisions by bringing meaningful engagement to all members of the community, particularly members of the community historically marginalized and underrepresented in public engagement efforts. The Framework provides resources, steps, and questions to consider to answer how to do improved public engagement. In addition, it lists barriers to engagement and actions to remove or minimize the barriers.

While the current consultant contract has concluded, the City is committed to continuing this work and welcomes the Planning Commissions feedback, particularly in their role as Committee for Community Involvement (CCI), on ideas for implementing the Framework. City staff will have similar discussions with the DEI Committee and City Council in August.

EXPECTED RESULTS:

Continue momentum to raise the bar for inclusive public engagement building upon and implementing the Wilsonville Framework for Inclusive Public Engagement.

TIMELINE:

While the consultant contract has concluded as of the end of June, this will be an ongoing effort across various City projects involving public engagement.

CURRENT YEAR BUDGET IMPACTS:

No funding is budgeted for Fiscal Year 2022-23, and no specific budget impact will occur from City staff reporting out on the project outcome. However, other project budgets will need to thoughtfully consider if sufficient money is budgeted for appropriate public engagement.

COMMUNITY INVOLVEMENT PROCESS:

The intent of the work is to improve the community involvement process going forward.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

A strong foundation on which City public engagement efforts can be based across a variety of projects to substantially increase diversity, equity, and inclusion in decisions by bringing meaningful engagement to all members of the community, particularly members of the community historically underrepresented in public engagement efforts. This work can help the City further its values of equity and inclusion through the reversal and establishment of policies and programs that enable, support, and celebrate diversity.

ALTERNATIVES:

NA

ATTACHMENTS:

Attachment 1 Wilsonville Framework for Inclusive Engagement (dated June 23, 2022)

Wilsonville Framework for Inclusive Engagement

June 23, 2022

Purpose

The City of Wilsonville is committed to engaging residents, businesses, property owners, and other stakeholders in planning and decision making that impacts them. This includes planning, policy, and project decisions related to land use, housing, parks and recreation, transportation, and other community issues. The City is also committed to increasing and supporting the involvement of historically underrepresented community members through consistent, fair, and accessible public engagement activities that encourage participation by all members of the community.

This framework was developed to provide a foundation on which City outreach and involvement efforts can be based across a variety of projects to substantially increase diversity, equity, and inclusion in decisions by bringing meaningful engagement to all members of the community. The approach outlined here brings the community into the process early and is designed to engage them collaboratively to define the issues to be addressed and to develop potential solutions and recommendations. Inclusive engagement is fundamentally different from traditional public outreach as it engages interested parties directly in the decision-making process, rather than asking for feedback on decisions the City is making or has already made.

Inclusive engagement brings in community members with a broad range of perspectives, experiences, needs and preferences to be active participants at each step of decision making, from defining the problem or issues, to defining a successful outcome, generating and evaluating potential solutions, and advancing recommendations. It encourages all members of the community to work with the City to develop plans, projects, policies and other actions that represent the diversity of interests and needs in Wilsonville.

Benefits of Engaging the Public

Broad community involvement in City decisions provides a number of significant benefits:

- *Legitimacy and increased support for plans and projects.* With the substantive engagement of affected communities, developed actions will reflect legitimacy, community support, and equitable outcomes. Legitimacy builds trust, political will, and ownership for effective implementation.
- *Improved community/government relations.* Community engagement can build trust between diverse stakeholders and help improve the quality of difficult discussions about racial disparities, economic conditions, and community development needs. By creating a multifaceted process built upon relationship building, trust, respect, and affirmation of community knowledge and power, more effective ways of dealing with differences will emerge.
- *Deeper understanding of the issues.* City initiatives will be stronger with the input of the people potentially affected by the decisions and actions. Plans, projects, policies and initiatives will benefit by significant engagement of residents and organizations that have knowledge of the existing challenges and opportunities, and experience to create solutions to these challenges.

- *Increase in community capacity.* A meaningful engagement strategy will improve the capacity for problem solving. Engagement builds stronger networks across racial, ethnic, generational, gender, and socioeconomic divides, an essential component to achieving equitable outcomes and leveraging additional resources.
- *Reduced long-term costs.* Plans, projects and policies that are supported by the community can generally be funded and implemented faster than those that experience resistance. Additional costs associated with redesign, extended negotiations, or even litigation can result from lack of community consensus. While conflicts may arise during planning (especially when there is a history of failed projects or unrealized promises), the community engagement process creates an environment of positive communication where creative and inclusive solutions can be found to resolve conflicts.
- *Democracy in action.* Community engagement is, in many ways, a microcosm of our American democratic system of government. It is one of the best ways community residents can connect to and shape local and regional decision-making processes.

Principles for Effective Outreach

Community engagement should take a comprehensive approach, creating practices and institutionalized mechanisms that share power and vest decision-making control in all members of the community, including historically overlooked and marginalized groups and individuals. When utilized for the purpose of increasing community power and agency for problem solving, community engagement is guided by a few key principles:

- Honor the wisdom, voice, and experience of the community
- Involve diverse and representative community interests
- Treat participants with integrity and respect
- Be transparent about the process, motives and power dynamics
- Share decision making and initiative leadership
- Engage in continuous reflection and willingness to change course

Transformative engagement can be the difference between a successful initiative and one that falls well short of its potential. It enables highly technical or routine projects and processes to produce real, tangible and lasting benefits for communities. To be transformative and achieve the City's objective of being inclusive, engagement should be:

- Collaborative – work together with the community to generate ideas and develop solutions
- Outcome-driven – focus on solving a problem
- Inclusive – involve stakeholders in defining the problem, the desired outcome, and the process for decision making
- Fair – clearly define decision-making process
- Trackable – document all input and decisions
- Accessible – make meetings and information accessible for all

How to Use the Framework

The framework provided here offers general guidance for effective public decision making and engagement. It includes a six-step process that guides the focus of public engagement at each step of

the process. It is intended to be a flexible, principle-driven process that can be easily followed by the City and the public to track the decisions and focus of each step, creating a fair and transparent process. This requires documentation of all input and decisions at each step of the process to allow the community to track how their perspectives are considered and addressed. The framework can be used as the foundation for designing public outreach for all City activities that include a public outreach or engagement component. The process is flexible and adaptable to the complexity and timeframes of different types of policy, planning, and project initiatives.

Questions to Consider

In applying the framework to your public initiative, it may be helpful to consider the following questions to set the context for the public outreach design:

- What would a successful public engagement effort look like for this initiative?
- Is the City starting from a relatively blank slate to understand the full set of needs or is it focused on specific solutions or constraints?
- What is the timeline and decision-making structure that will drive the process?
- What is your understanding of the community landscape? Who is affected? Which community groups or other stakeholders can help engage the most affected community members? Consider individuals and groups that have been historically underrepresented in community engagement.
- What are the core questions and tradeoffs associated with the project? What are the most important questions and tradeoffs stakeholders and decision makers must consider? Are there segments of the community that will be particularly interested in those questions?

Designing the Process

Establish Goals for Community Engagement

It is important to be clear about why you are doing public engagement to ensure that the public outreach effort is designed to meet your intended outcome. The purpose can range from providing information to the public, to obtaining input on a project or decision, to involving the community in decisions. It is always better to look to a more inclusive approach if you are unsure how much interest or controversy there is around a decision. Starting with more outreach and then backing off if the level of interest is not there is better than starting with an information campaign and being met with community resistance or controversy; such an approach does not engender trust in the process.

Establishing goals for engagement is not focused on a solution, it is focused on what the public process brings to developing a solution. The goal of community engagement is to provide opportunities for the public to gain information, provide input, and influence the outcome at whatever level necessary to support the final recommendation. Understanding the nature of the decisions being made, the opportunities to enhance decisions through community dialogue, and awareness of the challenges and community concerns is essential to designing an effective engagement process.

Framework for Engagement

The framework outlined below is easily adapted to a wide variety of applications to provide a structure to public engagement on a City-wide basis. Consistency in the approach allows the community to recognize the steps of the process and how their participation will be used in the City's decision making. This builds trust and confidence in the process and encourages broad public involvement.

Key Steps, Strategies, and Considerations

The steps outlined here are general in nature and can be adapted to meet the complexity and context of any decision. They are designed to make the process transparent and understandable to all interested parties, focus on developing a fair process that reflects community values from a broad range of interests, facilitate creative problem solving, and engage the community in weighing tradeoffs and values.

The framework for engaging the community in a fair and transparent decision-making process is developed around the six steps for public decision making, shown in Table 1.

Table 1: Steps for Public Decision Making

Step 1	Define the problem and identify desired outcome for the project or initiative
Step 2	Determine criteria and measures for the desired outcomes
Step 3	Brainstorm potential solutions to the problem
Step 4	Evaluate the alternatives using the agreed upon criteria
Step 5	Consider tradeoffs among alternatives
Step 6	Develop recommendations to the decision makers

The framework is designed to engage stakeholders early and allow them to participate throughout the process. It is built on a proactive approach that involves the community as active partners, rather than simply being asked to react to City-generated solutions. It is important to document and report back to the community the perspectives, ideas, and input they bring at each step of the process, and to show how these are used to define the problem, develop the evaluation criteria, generate ideas or solutions, evaluate potential solutions, and develop recommendations.

Step 1: Define the problem and identify desired outcome for the project or initiative

The first step of any process is to define the problem to be addressed. For most planning and policy decisions, it is important for the City to explore a problem through the broader lens of public engagement. Gaining the perspective of directly and potentially affected parties adds depth and dimension to the problem definition. What may seem like a problem for City officials may have unseen benefits to the community. Similarly, information gathered by the City about an issue may not include challenges obvious to those who live and work in or with the issue. By mutually defining a problem, the City is better prepared to develop solutions that are supported by the community and those directly affected by them.

Similarly, a mutually defined desired outcome is important to knowing what is important to the community in developing a plan or project that all parties can support. Answering the question: This project/plan will be success if...? helps to frame community values and desired outcomes. It also provides the basis for developing an evaluation process in Step 2. It is important to discern between interests and solutions when exploring desired outcomes, and to redirect suggested solutions to a discussion about what they achieve or deliver. For example, in a planning effort someone might say that a new park is the desired outcome. The underlying interest may be a place for children to play or friends to gather or the creation of green space or aesthetics. Teasing out the underlying interests creates an opportunity to achieve an outcome without limiting it to a single solution.

Step 2: Determine criteria and measures for the desired outcomes

Mutually defining the desired outcome(s) in Step 1 provides the foundation for developing criteria and measures for comparing and selecting alternative solutions or ideas. It is important to design and gain endorsement for an evaluation process that reflects community values before brainstorming potential solutions. This demonstrates the City's commitment to a fair and transparent process and a way to track and evaluate what is most important to the community.

The purpose of the evaluation process is to provide a structure for comparing options across values. It is not intended to numerically rank each option or alternative; rather, it is designed to provide information on the tradeoffs across several key values and criteria. The evaluation process is a tool for understanding the tradeoffs and looking for a balance the community can support. What might be a disadvantage to one person or group may be an advantage to another. Through this process all interested parties have an opportunity to share their perspective and look for ways to find mutually beneficial solutions.

Step 3: Brainstorm potential solutions to the problem

The process of brainstorming potential solutions is generally the most fun part of a decision process and one stakeholders want to jump into from the beginning of the process. In many cases, the City has identified a range of options before going to the public in a planning process. It is important to complete Steps 1 and 2 before getting into potential solutions to provide an opportunity for potential solutions to evolve out of a broader perspective based on the desired outcomes and community values identified in Step 1. Brainstorming should be as creative as possible and not be incumbered by discussion of why things will or will not work. On plans or projects where the City is looking for public input and involvement, the structure of this activity would be as inclusive and interactive as possible. If the City has made decisions or commitments, or there are parameters or limitations to what is to be considered, those should be shared. If there are examples from other plans, projects, or communities the City would like to present to generate ideas or get feedback, those can also be shared to stimulate discussion.

There are several techniques for engaging the community in the brainstorming phase. These include workshops, charrettes, online interactive activities, interactive displays in public areas, surveys, and others. As with other activities, the more interactive the better with opportunities for the community to share and hear a wide range of perspectives and interests.

After the initial brainstorming, the City develops alternative solutions for evaluation. These can include any ideas the City has and should include the ideas generated by the public brainstorming process. They should also be distinctive from each other to test alternatives against different criteria and values. Ideas should be tracked and mapped to alternatives so the public can easily see how their ideas were incorporated into alternatives. If some ideas are not viable or realistic and cannot be used, they should also be documented with the rationale for not moving them into an alternative.

Step 4: Evaluate the alternatives using the agreed upon criteria

In Step 4, alternatives are evaluated in the preestablished evaluation process. For more complex projects, this may need to be a multistep process or ideas may need to be combined into packages of improvements that can be added to different alternatives. For most decisions, a range of three to five alternatives can be evaluated to provide a comparison between them. Criteria may be quantitative or

qualitative, as designed in Step 2. The purpose of this step is to provide enough information about how each alternative addresses the values and criteria, and to share the evaluation results in a clear way. The easiest way to provide these results for comparison is in a matrix or table that allows the public and decision makers to see and compare how well each alternative meets the desired outcomes.

Step 5: Consider tradeoffs among alternatives

Step 5 shares the evaluation of the alternatives to open discussion and understanding of how different options impact desired outcomes. It helps the community see where ideas are mutually exclusive or contradictory and how they may positively or negatively affect interest groups or stakeholders. The goal of this step is not to rank or vote on an alternative, it is to use what it learned through discussions of tradeoffs to guide the selection of a preferred alternative, either one of the evaluated alternatives or one that evolves out of the community dialogue. If this step leads to the development of one or more new alternatives, Steps 4 and 5 are repeated to identify community preferences and determine a preferred alternative.

Step 6: Develop recommendations to the decision makers

The preferred alternative will be the basis for a recommendation to City decision makers. City interests and limitations should be included in Steps 1 through 5 to ensure that they are considered throughout the process. Recommendations should document the process the City followed to develop the recommended alternative, including the activities for involving the community, a summary of each step of the process, and any unresolved issues or challenges. If the process was followed and City and community criteria were addressed, the recommendation should meet the City's desired outcomes and limitations.

Modular and Flexible

Each of the steps is critical to a fair and transparent decision process; however, the time needed for each step and the number of meetings or activities devoted to each step should be adapted to the nature and complexity of the project or decision. For example, if the problem is well understood and agreed upon by all stakeholders, Step 1 can be a quick review and confirmation of the problem definition and desired outcomes, accomplished in the same meeting as developing the evaluation criteria and measures. For more complex and potentially controversial projects, several outreach activities and discussions may be needed to develop consensus on the problem definition and desired outcomes. Process design should consider the appropriate and reasonable number of meetings and activities needed to move the process forward in a way that keeps stakeholders engaged and does not feel like it is missing any of the key steps. Process design should include a timeline that shows the steps and activities, allowing the community to see how long the process will take and when key milestones of decision making are anticipated.

Every public action needs to consider the appropriate level of engagement and document all activities to engage the public, including any constraints and limitations on engagement. It may not be realistic to implement an inclusive engagement process for every City initiative due to budget, timing, legislative requirements, or staffing constraints. Each City action should include engagement considerations and document constraints and activities.

In-person and Virtual Community Engagement

Community engagement should be structured to encourage the sharing of perspectives across interest groups and individuals. In-person events are easily structured to encourage dialogue and conversation. Where in-person meetings are not feasible or appropriate, efforts should be made to create virtual environments that are as interactive as possible to encourage the community to share and understand a broad range of perspectives. It is important to provide interpretation services as needed to reduce language barriers and support communication between stakeholders.

There are times when virtual meetings, or a combination of virtual and in-person meetings provide greater flexibility to working families with children, who have limited time, transportation, or child care. Virtual meetings were also essential to continue public engagement during the COVID-19 pandemic, providing a safe option for participation. Whether in-person or virtual, forums should be structured to encourage interaction between community members and groups. Formal presentations by agency and subject experts should be minimized and opportunities to share ideas and perspectives should be maximized.

Identifying Key Stakeholders and Audiences

Effective community engagement is broad and deep. It allows all potentially interested or affected parties to be involved at the level appropriate to their interest. It should cast a broad net to identify stakeholders and meet the full range of levels of interest. Some residents or businesses may want to be kept informed while others have a vested interest in the outcome and want to influence the decisions that are made. It is important to understand the range of audiences, stakeholder, and interested and affected parties to develop outreach activities that meet their needs.

Some of the critical considerations for identifying and engaging stakeholders include:

- What level of interest does the general community have in this policy, plan or project, and how does that vary across different groups?
- What groups or individuals are potentially affected by the development of this policy, plan, or project?
- How can we engage the most affected community members from the beginning?
- What is the City asking of participants in the public process (e.g. time, input, resources, expertise, etc.) and is it clear to the participants what they are being asked to provide?

Considerations for Engaging Underrepresented Stakeholders

Engaging traditionally marginalized communities in decision-making processes is critical to realizing the full and authentic potential of sustainability and prosperity in Wilsonville. Public participation processes that are perfunctory and superficial do not include opportunities to share stories, access community assets and knowledge, or include all community members and organizations in shaping the agenda, the process, and the ultimate decisions. To be truly inclusive, the City must treat all members of the community as an asset and understand that community-based organizations bring important capacities and relationships that the City can leverage to produce more effective community outcomes. However, not all underrepresented members of the community are part of an organization. It is important to identify and engage all potentially interested or affected parties during outreach design and throughout

the process. One way to do that is to continually ask, “who are we missing, who else should be involved,” in the early public meetings and as new issues arise.

The City’s DEI Committee serves to connect Wilsonville to the diverse perspectives and lived experiences of its people. The committee advocates for equitable access and opportunity for every community member. It identifies barriers to participation and inclusion, and pursues programs, policies, partnerships and ideas that remove those barriers. City projects, plans or other actions should engage the DEI Committee in identifying potentially affected, historically underrepresented parties and stakeholders as part of developing an inclusive engagement strategy and activities.

It is essential to build bridges to underrepresented groups by creating a safe space conducive to sharing experiences, ideas, and preferences. Overcoming cultural and language challenges that may limit engagement should be a priority in the design and implementation of public outreach and engagement. This can be done through identifying and working with community ambassadors or advocates to directly address obstacles to participation. Clearly defining the purpose of involvement and how community involvement will be used to shape decisions is important.

It may be necessary to engage intermediaries to facilitate the inclusion of traditionally underrepresented parties. Intermediaries can help bridge the gap between the groups who trust them and other stakeholders. They can also support coalition building and information sharing between experts and partners to reach underrepresented communities. If groups are not represented and intermediaries cannot be identified, City staff should acknowledge and document the perspectives which are not represented in the conversation and the process.

It is important to work directly with historically underrepresented groups to learn the best ways to reach them and identify what circumstances or accommodations would make them more comfortable in engaging. This may include finding points of influence in different groups and asking them for strategies for engagement. Implementing this approach will require that City officials invest their time in the process and appreciate that meaningful community engagement requires commitment to the principles outlined in this framework.

The following groups, communities, and organizations should be considered in developing an engagement approach that includes historically underrepresented groups:

- Insert list from the DEI Committee

Some barriers to engaging traditionally underrepresented stakeholders and potential actions for overcoming the barriers are provided in Table 2 below.

Table 2: Barriers and Actions

Barrier	Potential Action
Participant resources	
Time needed to participate	Offer a variety of times and amount of time required. Streamline the process. Offer incentives to participate.
Ability to travel to meetings	Locate activities close to underrepresented communities, near bus service, and provide or subsidize transportation to meetings. Provide a hybrid model for online and in person engagement.

Barrier	Potential Action
Childcare	Provide onsite childcare and activities to engage youth in the project.
Limited knowledge of, or access to technology	
Internet access	Provide computer and internet access at public facilities.
Comfort with online platforms	Simplify access and provide support. Provide training on different platforms through the school Family Empowerment Center or County fund for technology training and access for seniors.
Lack of trust in government	
Past experiences with government	Document the range of past negative experiences and actively address concerns.
Fairness of the process	Clearly define the process and maintain transparency.
Fear of government	Hold meetings in safe environments (schools, churches, neighborhood meeting places).
Language	Provide translation services and community liaisons. Use a variety of media – spoken, written, graphical – to overcome language barriers. Include information on how to request translation services in a variety of languages. Identify languages in targeted areas to include languages besides English and Spanish.
Cultural	Make accommodations for cultural and religious holidays and norms. Include members of diverse groups as information resources at events (familiar faces). Consider differences in government processes from countries of origin for immigrants and provide support for understanding differences (e.g., citizens academy).
Physical	Provide accommodations for varying physical abilities and limitations. Check facilities in person for accessibility prior to scheduling meetings or events there.
Lack of project awareness	Provide information across a wide range of media, formal and informal, including traditional media, printed mailings and social media. Post notices in parks, libraries, schools, SMART buses, apartment complexes, senior housing. Use radio and word of mouth in targeted communities.
Power differentials and dynamics	Assess, document, and address full range of potential power dynamics related to the initiative. Reach out and personally invite underrepresented individuals and groups. Meeting facilitators should be aware of power differentials and ensure participants are given an opportunity and made comfortable to speak up.

Questions to Consider

In developing an outreach strategy and identifying tools, consider the following questions:

- How does the overall demographic makeup of those who are engaged in the public process compare to the overall makeup of the city?
- Who is underrepresented and how does the proposed policy, plan, or project potentially affect them?

- Are there historic and current power imbalances that should be considered in the design of the public engagement process to be inclusive?
- Who are the key organizational partners and intermediaries? Are specific community leaders, business associations, or activists engaged? Are these partners aware of and actively addressing historic inequities?
- What background information will historically underrepresented groups need to participate effectively? How will that information be prepared and delivered?
- Are there power dynamics based on historic, financial, political, or other advantages that may impact an individual's or group's ability to influence decision making?

Actions to Overcome Barriers

The following are general principles to guide City actions to overcome barriers to inclusive public engagement:

- Create welcoming, safe environments by asking the underrepresented communities how this can be achieved
- Design a process that is friendly to working families
- Go to the community (work places, public gatherings, social and religious organizations, schools)
- Be transparent and open throughout the process by engaging the community in how the City can build trust in the engagement processes
- Explain how public engagement is used in decision making
- Be accessible and responsive
- Use a variety of low-tech/high touch and high-tech opportunities to participate
- Provide information through a wide range of media
- Build community connections for ongoing engagement
- Provide language translation services for all potentially affected parties

Strategies for Outreach and Engagement

This section discusses a range of strategies for public outreach and engagement. In addition to the tools described below, the City should consider the capacity of staff and the community to engage in an effective outreach effort. Outreach and engagement activities should be included in the scope of work for all City initiatives to ensure that it is a formal part of the process and adequate resources are available for effective engagement.

From the City's perspective, the following questions should be considered in designing and implementing a public outreach process:

- Does the City have the resources to design and facilitate an effective public process?
- Does the staff have the appropriate training and skillset to engage a diverse set of community members in the decision-making process?
- Does the staff need trainings on racial disparities, equitable practices, and other topics to help understand and respond to what they are hearing from community groups?
- Does the staff represent and/or have a history of working with the community groups that need to be included in the process?

An honest assessment of these questions at the outset can prepare the City for challenges and allow additional resources and capabilities to be brought into the process from the beginning.

Similarly, the City should consider the community's capacity to engage effectively in a process. If the issues are complex or historically underrepresented groups with little experience engaging in public processes are involved, there may be a need to support them. The City should consider:

- What kinds of training or materials will community members need to engage in the decision-making process comfortably and meaningfully?
- How will the materials and information be delivered in a way that ensures accessibility for a diverse range of community groups?
- Are translation services or other communication supports needed to engage a broader community?

Menu of Outreach Activities

The following is a list of public outreach activities that can be used to inform, solicit input, or engage the public. The list is not exhaustive and is provided as examples of ways to engage or share information with the public. There is a general description of each and discussion of how and when they are applicable. A summary table of the application of each tool is shown in Table 1. In selecting tools for public outreach, it is important to consider the average age or digital literacy of targeted groups and potential barriers of each tool to engaging historically underrepresented groups.

Public Meetings

Public meetings can be used to provide information, solicit input, and engage the public depending on how they are structured. They can vary in the size and formality of the meeting. Meetings that are intended to engage the public in a dialogue and sharing of ideas and perspectives should minimize presentations by the City (talking at the public) and maximize opportunities for interaction (dialogue, brainstorming, breakout groups – listening to the public). Specific types of public meetings are discussed below. Each brings a different focus or structure to enhance interaction with the community.

Workshops

Workshops are a particular type of public meeting used to encourage collaboration between the City and the community. They are generally focused in terms of their scope and structured to allow cooperative problem solving. Workshops can be designed using a wide variety of interactive formats: breakout group, stations focused on specific issues or aspects of a plan or project, tabletop exercises, brainstorming sessions, presentations and videos, community-driven dialogues, and others. The main purpose of workshops is for the City and the community to work together and to share ideas and perspectives.

Focus/Community Interest Groups

Focus groups or interest groups are smaller public meetings focused on a specific issue, interest, or stakeholder group. These groups can be formed to engage a specific or diverse set of interests throughout a planning process or can be formed ad hoc as issues arise that need input and involvement by targeted groups. Focus groups can also be used to engage traditionally underrepresented stakeholders to ensure that their interests are included in the process.

Charettes

Charettes bring together City officials, planners, designers, and public stakeholders in a collaborative working meeting to address planning and design issues. Charettes may be time intensive, bringing stakeholders together to solve problems over one or more days. These can be held at key steps in the process to support the problem definition or the development and revision of potential solutions.

Visioning Workshop

Visioning or future search workshops are useful in identifying community values and preferences. They should include a broad range of interests and disciplines in support of strategic planning or policy development. These workshops allow participants to share what is important to them, what they want to change, and what they want to build on in the future.

Open Houses

Open houses are one of the least structured public meeting options. They allow the public to drop-in and interact at their level of interest. Open houses should provide information about a policy, plan, or project; include opportunities for the public to ask question and give input on what is presented; and allow participants to interact with City officials involved in the process. Open houses should provide a variety of ways for gaining and documenting input through comment forms or recorders to capture comments. Information is provided through displays and handouts, with opportunities to discuss issues directly with City officials involved in the policy, plan, or project development.

Social/Community Events

Information about City initiatives can be brought to social and community events to provide information about policies, plans, or projects the City is working on. Information displays at community events increase the visibility of the initiative and allow interested citizens to learn about the effort, talk to City staff, provide input, and follow-up by accessing online information or getting involved in community engagement activities. Targeting a variety and diversity of events, the City can inform and potentially engage interested parties that are not traditionally engaged in policy and planning activities. An important event to focus on is the City's annual block party which in the past has brought diverse members of the community. The Farmers Market and cultural celebrations are also good places to reach the community through information tables and flyers.

Websites

Websites specific to City initiatives can provide 24/7 access to information. They can be designed to include surveys, subscription push notifications of updates and key decisions, and interactive tools that allow the public to engage in the project. For complex policy issues, agencies have developed games that allow users to make choices and indicate priorities through fun and simple exercises. The results can be compiled to give decision makers a better sense of community values. Websites should be up to date and clearly track the status of the process. Let's Talk, Wilsonville is a "virtual City Hall" that features City projects and provides opportunities to provide input. Project sites on Let's Talk, Wilsonville! Include a brief description and survey questions that change over the life of the project to allow interested parties to provide focused input.

Surveys

Surveys are a tool for sharing information with, and gaining input from, the public. They can be conducted in-person, by phone, online, and by mail. Surveys can be included in other activities such as

community events, open houses, project websites, or newsletters. Surveys are most helpful when there is a need to gain input on what is important to the community. Surveys should be short, focused, and easy to complete. They should be designed to collect input rather than as a voting tool and should include opportunities for comments or open-ended questions. Use paper surveys as well as electronic surveys to reach those who are not comfortable with or do not have access to technology.

Mailings

Mailings can be targeted or general to provide information on a project or invite participation in public engagement activities. Targeting mailings about a policy, plan, or project can be used to reach groups that may have a specific potential interest, those who may need additional encouragement to participate, or those who do not have internet access or have language limitations. Developing targeted mailings in Spanish or other languages, and mailing lists of those who are unlikely to receive emails or visit websites is important to reaching those who are traditionally underrepresented in City processes. The information used in mailings can also be used as flyers and posted in libraries, schools, parks, SMART buses, apartment complexes, and senior housing. Including a QR code to access the website makes it easy to capture the information quickly.

Emails

The City maintains a number of public email lists that can be used to provide updates on City activities. These should be used to deliver information on policies, plans, and projects with an option to opt out of future emails. Email can be used to notify the public of outreach activities and linked to project websites.

Newsletters

Newsletters can be electronic and delivered through email and websites, or printed and mailed or distributed at public meetings, community events, or public venues such as libraries and recreation centers. Newsletters provide information to the public and should document the public process and direct readers to websites, events, and City contacts. The City can also work with homeowners associations, business groups, and community organizations to include project updates in their member newsletters.

Social Media

Social media provides a format for quick updates and information about events and key milestones in a public process. It can be used to augment other information sources and direct readers to more comprehensive sources such as project websites. Social media is a good way to reach younger community members.

News Articles

Articles in the Spokesman and Boones Ferry Messenger can help disseminate information about policies, plans, and projects that are newsworthy. Media releases should be coordinated through the City's Communication and Marketing Manager.

Wilsonville TV

Wilsonville TV provides an opportunity to share information through live and recorded videos of committee meetings and planning efforts, such as this video on the [Frog Pond planning conversation](#). This information is easily accessed on the Wilsonville YouTube channel 24/7 and can be more engaging

than a static website. Links to process-specific videos should be included on the project website and in other information pieces.

Table 3: Application of Outreach Tools

Activity	Information	Input	Engagement
Public Meetings	✓	✓	✓
Workshops	✓	✓	✓
Focus/Community Interest Groups	✓	✓	✓
Charettes	✓	✓	✓
Visioning Workshop	✓	✓	✓
Open Houses	✓	✓	✓
Social/Community Events	✓	✓	
Websites	✓	✓	
Surveys	✓	✓	
Mailings	✓		
Emails	✓		
Newsletters	✓		
Social Media	✓		
News Articles	✓		
Wilsonville TV	✓		

Public hearings are not included in this list. Although a formal public hearing may be a required final step to adopt or approve a policy or plan, public hearings should not be considered a tool for public engagement. By working collaboratively throughout the process, the City should be able to address public concerns in developing a final policy or plan. This should lead to final recommendations that are accepted or supported by the community. There should be no surprises by the time a policy or plan gets to final approval or adoption. Time should be provided during the hearing for public comment for interested parties to express their concerns or support; however, if issues are raised that were not addressed during the public process, the process itself was not as robust as it needed to be.

Measure Success

After each public outreach or engagement process, it is important to assess effectiveness and document what worked, what could have worked better, what did not work, and why. This information can be used to improve the outreach framework and future outreach efforts. Some of the questions to consider in determining how success the public outreach process was include:

- Did Wilsonville officials learn new information about the needs or priorities of the community, particularly from segments of the community that have historically been excluded from, or marginalized in, government decision making?
- Did community participants learn about the constraints Wilsonville officials face, such as limited resource or legal barriers, the unintended consequences of certain policies, or conflicting community needs?
- Were the organizations, participants, and City officials involved able to explore new and creative solutions through dialogue, listening, and learning from each other?

- Are there concrete ways that the community involvement influenced the final strategy?
- Did the City explain why some community recommendations or requests were not included?
- Did participants, especially those from low-income communities of color and other vulnerable or disinvested communities, build political power and gain more access to government decision makers that they can leverage for influencing future processes or decisions?
- Was the recommended policy, plan, or project adopted and implemented?



PLANNING COMMISSION

WEDNESDAY, JULY 13, 2022

INFORMATIONAL

5. City Council Action Minutes (June 6 & 20, 2022) *(No staff presentation)*

City Council Meeting Action Minutes
June 6, 2022

City Council members present included:

Mayor Fitzgerald - Excused
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Jeanna Troha, Assistant City Manager
Beth Wolf, Senior Systems Analyst
Keith Katko, Assistant Finance Director
Katherine Smith, Assistant Finance Director
Zach Weigel, City Engineer
Matt Palmer, Associate Engineer
Cricket Jones, Finance Operations Supervisor
Robert Wurpes, Chief of Police
Ryan Adams, Assistant City Attorney
Zoe Mombert, Assistant to the City Manager

Staff present included:

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

AGENDA ITEM	ACTIONS
WORK SESSION	START: 6:00 p.m.
A. None.	
REGULAR MEETING	
<u>Mayor's Business</u>	
A. Wilsonville Wildcats Week Proclamation	The Council President read a proclamation declaring June 6 - 10, 2022 as Wilsonville Wildcats Week. Council then presented a proclamation to the Wilsonville Wildcats Girls Soccer Team.
B. Library Board Appointment	<u>Library Board - Appointment</u> Appointment of Richard Spence to the Library Board for a term beginning 6/6/2022 to 6/30/2025. Passed 4-0.
C. Upcoming Meetings	Upcoming meetings were announced by the Council President as well as the regional meetings she attended on behalf of the City.
<u>Communications</u>	
A. Clackamas County Sherriff's Office New Online Database	Details were shared of Clackamas County Sherriff's Office new online reporting system. In addition, Council was shown Clackamas County's Call Activity Dashboards.
B. Wilsonville Community Sharing Update	Wilsonville Community Sharing updated Council on how City's grant funding helps Wilsonville residents in need.

Consent Agenda

The Consent Agenda was approved 4-0.

- A. **Resolution No. 2963**
A Resolution To Allocate Community Enhancement Funds For Fiscal Year 2022/2023.

- B. **Resolution No. 2972**
A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Wallis Engineering For Engineering Design and Construction Support Services For the Charbonneau Utility Repair: Village Greens Circle And Edgewater Lane Project (Capital Improvement Projects 1500, 2500, 4500, And 7500).

- C. **Resolution No. 2975**
A Resolution Of The City Of Wilsonville Authorizing Support Grant Agreement With Wilsonville Community Sharing.

- D. **Resolution No. 2976**
A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Progressive Design Build Agreement With Tapani | Sundt A Joint Venture For Design And Construction Of The Boeckman Road Corridor Project (Capital Improvement Project #2102, 4205, 4206, 4212, 7067).

- E. **Resolution No. 2978**
A Resolution Of The City Of Wilsonville Authorizing The Sole Source Selection Of Delta Connects Inc. To Supply And Service Delta Controls HVAC Controllers For All City Facilities.

- F. Minutes of the May 16, 2022 City Council Meeting.

New Business

- A. None.

Continuing Business

- A. None.

Public Hearing

- A. **Resolution No. 2973**
A Resolution Of The City Of Wilsonville Authorizing A Supplemental Budget Adjustment For Fiscal Year 2021-22.

After a public hearing was conducted, Resolution No. 2973 was approved 4-0.

<p>B. <u>Resolution No. 2980</u> A Resolution Declaring The City’s Eligibility To Receive State Shared Revenues.</p> <p>C. <u>Resolution No. 2981</u> A Resolution Declaring The City’s Election To Receive State Shared Revenues.</p> <p>D. <u>Resolution No. 2982</u> A Resolution Of The City Of Wilsonville Adopting The Budget, Making Appropriations, Declaring The Ad Valorem Tax Levy, And Classifying The Levy As Provided By ORS 310.060(2) For Fiscal Year 2022-23.</p>	<p>After a public hearing was conducted, Resolution No. 2980 was approved 4-0.</p> <p>After a public hearing was conducted, Resolution No. 2981 was approved 4-0.</p> <p>After a public hearing was conducted, Resolution No. 2982 was approved 4-0.</p>
<p><u>City Manager’s Business</u></p>	<p>No report.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p>URBAN RENEWAL AGENCY</p>	
<p><u>URA Consent Agenda</u></p> <p>A. <u>URA Resolution No. 324</u> Authorizing the City Manager to Execute a Progressive Design Build Agreement with Tapani Sundt A Joint Venture for Design and Construction of the Boeckman Road Corridor project (CIP No. 2102, 4205, 4206, 4212, 7067)</p> <p>B. Minutes of December 20, 2021 Urban Renewal Agency Meeting.</p>	<p>The URA Consent Agenda was approved 4-0.</p>
<p><u>New Business</u></p> <p>A. None.</p>	
<p><u>Continuing Business</u></p> <p>A. None.</p>	
<p><u>URA Public Hearing</u></p> <p>A. <u>URA Resolution No. 325</u> A Resolution Of The Urban Renewal Agency Of The City Of Wilsonville Adopting The Budget, Making Appropriations, And Declaring The Intent To Collect Tax Increment For Fiscal Year 2022-23.</p>	<p>After a public hearing was conducted, URA Resolution No. 325 was approved 4-0.</p>
<p>ADJOURN</p>	<p>9:20 p.m.</p>

City Council Meeting Action Minutes
June 20, 2022

City Council members present included:

Mayor Fitzgerald
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Jeanna Troha, Assistant City Manager
Zoe Mombert, Assistant to the City Manager
Dan Pauly, Planning Manager
Kelsey Lewis, Grants & Programs Manager
Eric Loomis, Transit Operations Manager
Dwight Brashear, Transit Director
Mike Nacrelli, Civil Engineer
Chris Neamtzu, Community Development Director
Katherine Smith, Assistant Finance Director
Mark Ottenad, Public/Government Affairs Director

Staff present included:

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

AGENDA ITEM	ACTIONS
WORK SESSION	START: 5:04 p.m.
<p>A. <u>Resolution No. 2979</u> A Resolution Of The City Council Adopting The Diversity, Equity And Inclusion (DEI) Committee Strategic Plan.</p> <p>B. Board/Council Retreat Recap</p> <p>C. Statewide Transportation Improvement Fund (STIF) Planning for FY 24-25</p> <p>D. Frog Pond East and South Master Plan</p> <p>E. Construction Excise Tax (CET) for Affordable Housing</p>	<p>City Council heard an overview of Resolution No. 2979, which adopts the Diversity, Equity and Inclusion Committee Strategic Plan.</p> <p>Consultant summarized recommendations gathered at the Board/Council Retreat to yield enhanced collaboration among the groups.</p> <p>Staff presented draft Statewide STIF priorities for the FY 2024-25 biennial planning process.</p> <p>Staff shared an update on the Frog Pond East and South Master Plan, and sought Council direction.</p> <p>Due to time constraints this item was moved to the July 18, 2022 Work Session.</p>
REGULAR MEETING	
<p><u>Mayor's Business</u></p> <p>A. Wilsonville Wildcats Week Proclamation</p> <p>B. Upcoming Meetings</p>	<p>The Mayor read a proclamation declaring June 20 - 24, 2022 as Wilsonville Wildcats Week. Council then presented a proclamation to the Wilsonville Wildcats Girls Golf Team.</p> <p>Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.</p>

<p>C. Willamette Falls Locks State Commission Remaining Funds</p> <p>D. Fireworks Ban</p>	<p>Council moved to authorize the City Manager to communicate to Clackamas County the City Council's permission to advance the City's unspent Willamette Falls Locks Commission funds to the account of the new Willamette Falls Locks Authority. Passed 5-0.</p> <p>The City will continue to educate residents on the importance of firework safety.</p>
<p><u>Communications</u></p> <p>A. None.</p>	
<p><u>Consent Agenda</u></p> <p>A. <u>Resolution No. 2983</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Second Amendment To The Professional Services Agreement With Murraysmith, Inc. To Provide Construction Inspection Services For The Corral Creek And Rivergreen Lift Stations Rehabilitation Project (Capital Improvement Project #2105)</p> <p>B. <u>Resolution No. 2984</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute An Amendment To The Professional Services Contract With Moore Iacofano Goltsman, Inc. For Frog Pond East And South Master Planning.</p> <p>C. Minutes of the June 6, 2022 City Council Meeting.</p>	<p>The Consent Agenda was approved 5-0.</p>
<p><u>New Business</u></p> <p>A. None.</p>	
<p><u>Continuing Business</u></p> <p>A. None.</p>	
<p><u>Public Hearing</u></p> <p>A. None.</p>	
<p><u>City Manager's Business</u></p>	<p>No report.</p>
<p><u>Legal Business</u></p>	<p>Council moved to approve the dismissal of a suit previously filed against the Oregon Department of Aviation and the Oregon Aviation Board. Passed 5-0.</p>

	Council passed 5-0 two motions to update conflicting sections of the City's public contracting code.
URBAN RENEWAL AGENCY	
<u>URA Consent Agenda</u> A. URA Resolution 326 A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing The Execution Of A Lease Agreement With Wilsonville Community Sharing For Use Of Space In The Art Tech Building. B. Minutes of the June 6, 2022 Urban Renewal Agency Meeting.	The URA Consent Agenda was approved 5-0.
<u>New Business</u> A. None.	
<u>URA Public Hearing</u> A. None.	
ADJOURN (Second Executive Session)	8:51 p.m.



PLANNING COMMISSION

WEDNESDAY, JULY 13, 2022

INFORMATIONAL

6. 2022 PC Work Program (*No staff presentation*)

2022 DRAFT PC WORK PROGRAM SCHEDULE

Item 6.

Updated 06/13/2022

AGENDA ITEMS			
Date	Informational	Work Sessions	Public Hearings
JANUARY 12	CANCELLED		
January CCI Frog Pond East and South Community Forum 1			
FEBRUARY 9	•	• Frog Pond East and South MP	
MARCH 9	•	• Boeckman Road Corridor Overview	
APRIL 13	•	• Airport Related Comprehensive Plan Amendments • Frog Pond East and South MP	
MAY 11	• Town Center Infrastructure Funding Plan and Urban Renewal Strategic Plan Update	• Outreach Framework	
JUNE 8		• Frog Pond East and South MP	
JULY 13	• Outreach Framework	• Wastewater Treatment Plant Master Plan • Frog Pond East and South MP	
AUGUST 10	• Transit Master Plan	• Frog Pond East and South MP	
SEPTEMBER 14		• TC Infrastructure Funding Plan • Frog Pond East and South MP	• Wastewater Treatment Plant Master Plan
OCTOBER 12	• I-5 Bike/Pedestrian Bridge	• Frog Pond East and South MP • Transit Master Plan	
NOVEMBER 9			• Frog Pond East and South MP
DECEMBER 8			
JAN. 11, 2023			
2022 Projects		Future/Potential Fill In Projects	
<ul style="list-style-type: none"> • Annual Housing Report • TC Programming Plan • TC Ec Dev/Business Retention • Airport Comp Plan Element 		<ul style="list-style-type: none"> • Transit Center TOD • Recreation in Industrial Zones • Mobile Food Vendor Standards • Basalt Creek Zoning • Basalt Creek Infra. 	

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