



PLANNING COMMISSION AGENDA

April 10, 2024 at 6:00 PM

Wilsonville City Hall & Remote Video Conferencing

PARTICIPANTS MAY ATTEND THE MEETING AT:

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

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

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

TO PROVIDE PUBLIC TESTIMONY:

Individuals may submit a testimony card online:

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

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

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

for which testimony is being submitted in the subject line.

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

Matt Constantine

Sam Scull

Ron Heberlein

Yana Semenova

Nicole Hendrix

Jennifer Willard

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 March 13, 2024 Planning Commission minutes

WORK SESSION [6:10 PM]

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

INFORMATIONAL [7:10 PM]

- [3.](#) City Council Action Minutes (March 4 & 18, 2024)(No staff presentation)

4. 2024 PC Work Program (No staff presentation)

ADJOURN [7:15 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, APRIL 10, 2024

ADMINISTRATIVE MATTERS

1. Consideration of the March 13, 2024 PC Meeting Minutes



PLANNING COMMISSION MEETING MINUTES

March 13, 2024 at 6:00 PM

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

City Hall Council Chambers & Remote Video Conferencing

CALL TO ORDER - ROLL CALL

A regular meeting of the Wilsonville Planning Commission was held at City Hall beginning at 6:00 p.m. on Wednesday, March 13, 2024. Chair Andrew Karr called the meeting to order at 6:01 p.m., followed by roll call. Those present:

Planning Commission: Andrew Karr, Jennifer Willard, Nicole Hendrix, Matt Constantine, Sam Scull, and Yana Semenova. Ron Heberlein was absent.

City Staff: Miranda Bateschell, Amanda Guile-Hinman, Daniel Pauly, Kerry Rappold, Kimberly Rybold, and Mandi Simmons.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

CITIZEN INPUT

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

ADMINISTRATIVE MATTERS

1. Consideration of the February 14, 2024 Planning Commission Minutes

The February 14, 2024 Planning Commission Minutes were accepted as presented.

PUBLIC HEARING

2. Stormwater Master Plan (Rappold)

Chair Karr read the conduct of legislative hearing rules into the record and called the public hearing to order at 6:07 pm.

Kerry Rappold, Natural Resource Manager, noted the Staff report, conclusionary findings, and public record for the Stormwater Master Plan had been provided to the Commissioners. He noted the project team had been working on the Master Plan for about three years. A lot of great work had gone into the updated Plan, which included some things that had not been done with the previous Master Plan and would be covered in tonight's presentation. He initiated the presentation of the Stormwater Master Plan Update via PowerPoint as follows:

- Tonight's topics would include the public engagement done in 2021 and the follow-up; the Master Plan development process, including how information was gathered and the capital projects and policies were developed; regulatory drivers regarding the City's responsibilities in terms of the Clean Water Act and complying with the National Pollutant Discharge Elimination System permit (NPDES); a description of some capital projects and the Capital Improvement Program (CIP) being brought forward and ultimately implemented over the next 20 years; and next steps.
- In 2021, a virtual open house was held and a survey was posted on the *Let's Talk, Wilsonville!* website for about six weeks, with over 90 respondents providing feedback. Overall, the public held a very favorable impression of the City's stormwater system. Staff did a lot to adequately maintain the system, considering both the existing infrastructure and planning for the future which was reflected in the type of system the City had. Staff did not receive a large number of complaints, and issues like flooding that other communities dealt with were not a problem. (Slide 3)
 - Areas of concern and discussion topics people raised included water quality, flooding, protecting the City's habitats, especially related to receiving waters, whether at Boeckman Creek or the Coffee Lake Wetlands.
 - A follow-up survey was currently posted and would remain up until the middle of April, on *Let's Talk, Wilsonville!* to determine if points of view had changed over the last three years. The survey would also give people an idea of the project list Staff was looking to adopt with the updated Master Plan and give them a chance to inquire about other topics they might be interested in learning about. The follow-up survey would help bring the public engagement full circle.

Angela Weiland, Brown & Caldwell, continued the PowerPoint presentation, noting the Planning Commission had seen some of these slides previously, and provided the following comments:

- The three-year Master Plan process began with a thorough needs assessment, utilizing the public survey to solicit public feedback, and an internal survey to engage members of the Engineering, Community Development, and Public Works Staff and to better understand the issues and the project needs that would really drive the Master Plan's development. (Slide 4)
 - A series of site visits was conducted, and different problem areas were investigated. From that effort, the project team moved forward into a series of technical evaluations.
 - Hydrologic and hydraulic modeling efforts were examined. The model developed with the previous Master Plan in 2012 was updated to reflect current development conditions and better assess locations which might have potential capacity deficiencies in the system.
 - A subcontractor assisted with a thorough stream assessment, conducting field walks to look at certain areas of the stream channel to identify those at risk of hydromodification or excessive erosion, and those that would benefit from a vegetation management program to remove invasives and preserve stream integrity.
 - Water quality retrofit opportunities were evaluated to determine which water quality projects could be installed to treat otherwise untreated stormwater runoff and to also identify locations where existing facilities could be retrofit to improve function and water quality treatment.
 - Following the technical evaluations, a series of project opportunity areas was developed which included a long list of locations. The consultant team worked with the City to refine the list and identify how those different project needs could be met in the context of this Master Plan.

- Capital projects, programs, and fact sheets were developed, as well as the cost estimates for each project, and included in the packet. Findings were documented in the report provided to the Planning Commission.
- Staffing projections examined whether additional staff would be needed to implement the proposed Master Plan and if the additional assets would require additional maintenance obligations for Public Works Staff.
- The projects were prioritized and then ultimately, the CIP was developed.
- The timing of the Master Plan presented a unique opportunity to integrate some of the technical deliverables associated with the City's NPDES, the municipal stormwater permit, and Total Maximum Daily Load (TMDL) Implementation Plan. (Slide 5)
 - Each permit-related driver had different requirements that were due, and those requirements ultimately led the project team to identify specific project needs in the context of the Master Plan and also do a thorough staffing evaluation in order to look at the City's regulatory obligations and how the City would be prepared to implement its permit over the five-year permit period.
- After completing the technical evaluations, a series of 47 project opportunity areas were developed and were shown on the map. Each project opportunity area was thoroughly discussed, and project objectives were assessed. In many cases, a single project opportunity area could address multiple objectives, such as water quality and capacity. (Slide 6)
 - Through workshops with City Staff, the team was able to identify which project opportunities needed to be developed into a conceptual project. Those conceptual projects would be considered a funded project opportunity, projects that were costed and assumed in the context of the Master Plan.
 - Some project opportunity areas could be better assessed or addressed with a program or some annual funding mechanism that would be able to address the project needs more comprehensively and citywide, such as a vegetation management program and private water quality facility maintenance program.
 - Not all projects could be funded, so unfunded project needs or other project opportunity areas had been memorialized in the context of the Master Plan.
- In summary, funded capital projects were considered a one-time cost which could be phased in some cases. Cost estimates, conceptual designs, and fact sheets had been developed for 15 capital projects, which reflected 20 separately costed project phases, recognizing that some projects could extend for a longer duration and might be constructed in a phased approach. (Slide 7)
 - Four planning projects were included in the capital projects. Overall, capital projects were scheduled with the higher-priority projects constructed in the near term, or the next five-year period. Intermediate priorities were scheduled in the mid-term, and lower priority needs or those that would take a lot longer were scheduled in the long-term, or the final 10-year period.
- Six annual programs were identified. She noted Project P-4 had a large project cost, but it was a continuation of the 2014 Charbonneau Consolidated Improvement Program, which identified repair and replacement activities in the Charbonneau area. A few key project locations were in Charbonneau, and this program assumed continuation, not redundancy, in those pipe networks. The program was anticipated over a 20-year period. (Slide 8)
- Collectively, capital projects and program costs were about \$70 million. In conjunction, staffing allocations identified for both Public Works and Engineering would support either deferred maintenance or continued maintenance of new assets. Staffing was needed in the

Engineering/Community Development Departments to manage the proposed capital projects over the planning period. (Slide 9)

Mr. Rappold concluded the presentation by reviewing next steps, reiterating that a new survey and the list of capital projects had been posted on *Let's Talk, Wilsonville!* The City Council would hold a public hearing and first reading on April 1st and the second reading and adoption was scheduled for April 15, 2024. (Slide 10)

- After the Stormwater Master Plan was adopted, a rate study would be conducted to look at both the Stormwater Master Plan and the recently adopted Wastewater Treatment Plant Master Plan, as there was about \$200 million associated with the two plans. The discussion would look at the rate structure for utility fees and system development charges (SDC) to support the capital programs. (Slide 10)

Commissioner Constantine:

- Asked if all 47 problem areas that were targeted were completely addressed in the CIP.
 - Ms. Weiland replied yes, most were, noting in some locations, the uncalibrated model showed flooding in areas where no flooding had been reported, so those needs were not a priority.
- Noted a portion of the projects were funded but understood a lot of unfunded projects were included in the Master Plan.
 - Mr. Rappold clarified that even where a project was indicated as funded, that funding was dependent on the rate study and future rate increases. A portion of the CIP list could be accommodated, but this was a significant capital program.
- Pointed out *Let's Talk, Wilsonville!* had a closed survey that preceded the new survey, which was confusing. He asked if there was any point in having the closed survey on the website. People probably needed encouragement to participate and provide comments on stormwater, so improvements to make it more interesting were encouraged. He would not have known to look there, so even though there was a website to take a survey, promoting other ways to provide comments on stormwater was suggested.
 - Mr. Rappold replied the survey was on the City listservs. He would talk to the Staff person who updates the website about removing the old survey. An email about the new survey would be sent to the 90+ people who responded to the initial survey, asking them to provide additional comments by the middle of April, later this week.
- Believed the March 6th meeting date on the Staff report was wrong, adding the next Staff report stated March 13th.
 - Mr. Rappold clarified March 6th was the date the Staff report was submitted.

Commissioner Scull:

- Stated there were a lot of county property and county wetlands mixed into the Master Plan and asked if any of the quantity or type projects would be shared with the County. He also inquired how the Master Plan would interface with those county wetlands.
- Confirmed he was referring to shared projects in Basalt Creek, Coffee Lake Creek, and areas like that because on the west side of town, the wetland ran right down the middle of the area.
 - Mr. Rappold replied there were no specific shared projects with regard to ultimately implementing them, but development of the Basalt Creek area would be coordinated with the

City of Tualatin, for example. Staff had previously held discussions with Tualatin's Staff about their design standards and how they related to the Wilsonville's standards.

- The County might have more of a role in coordinating development when City Staff looked at actual development within that area. Even the areas currently being developed in Tualatin would drain down through Tapman Creek and into Wilsonville. Ms. Weiland and her team actually worked on the City of Tualatin's Stormwater Master Plan, which was advantageous in terms of looking at the modeling for that area and other aspects. The City would do as much as possible to coordinate, but the projects would be implemented through the City of Wilsonville.

Commissioner Hendrix appreciated the comprehensive report and the follow-up with community input and the survey. She understood the National Community Survey included questions about water and stormwater specifically-and rated the quality of service. She suggested it could be another data point to factor in when analyzing community input. She did not know how big the survey sample size was, but it was probably larger than 90 people.

- Mr. Rappold replied the City received good responses to the National Community Survey, but the results had not been specifically included as part of the public engagement analysis.

Commissioner Willard:

- Noted the program costs for the ongoing program in Charbonneau to correct all the stormwater deficiencies were the bulk of the CIP costs. She asked if the rates already incorporated the known, expected, ongoing 30-year Charbonneau program or if those costs would be additional and expected to influence the rates further.
 - Mr. Rappold explained that typically when looking at the rate structure, the City would probably target the near-term and mid-term projects. Otherwise, rate increases would be really substantial. He would have to ask the City Engineer about Charbonneau, but typically, the City reevaluated the project lists every five to ten years.
 - The Stormwater Master Plan would be revisited in 10 to 15 years, which was typical. Even though the Master Plan was a 20-year plan, the rate structure would be closer to a 10-year period. The lists would continue to be revisited on a yearly basis in addition to the five-year look, just to keep what was being done with the rates manageable.
 - Ms. Weiland added that the 2014 Master Plan was established with a 30-year outlook. Some projects had been completed since then, and some were accounted for financially in the capital project list. When assessing the costs for continuing the Charbonneau program through a 20-year period, the remaining pipes and structures were included. The benefit of rolling that into the Master Plan was because of inflation, so the Master Plan costs were quite a bit of different than what they were in 2014. All of the assets were summarized and costed out by averaging over the 20-year period, and the rate study would refine those cost estimates a bit more.
- Understood the year-over-year program costs would not change outside of inflation.
 - Ms. Weiland explained that would be based on how much had been constructed to date and how much had been pulled over into a dedicated capital project account.

Commissioner Semenova:

- Appreciated that the ongoing Operation and Maintenance costs were considered, which were often overlooked in capital investments.

- Asked if the public input received was a good representation from all areas of Wilsonville or if the team knew how the respondents were distributed throughout the city.
 - Mr. Rappold replied he did not know what the distribution was offhand; however, based on the comments received, people were commenting on quite a few different places in the city. He did not know if that equated to where the respondents lived or just what they were seeing.
 - Ms. Weiland added the survey did ask if the respondent was a business or resident and for their general location, such as whether they were on a water body, on the east or west side of town, etc.
- Explained she was curious if the respondents were able to see the project locations on a map and provide where they were responding from, hopefully to provide more responses.
- Asked if a summary table was included of all the projects and programs, as well as the costs, such as whether it was cost avoidance, as well as the benefits and the repercussions of not doing the projects. She believed a table format would be a clear and concise reference.
 - Ms. Weiland stated the Executive Summary contained a summary table with the costs and objectives. Table 7-1 was a larger version of that table with the CIP that better described the projects and discussed the scheduling. It did not include what would happen if a project was not completed.
- Believed including what would happen if a project was not completed would help people evaluate the benefits, especially if rates were going to increase.
 - Ms. Weiland replied it would be easy to add that information and noted the fact sheets associated with each capital project did contain a bit more background information.
- Hoped for a one-stop shop putting it all together to make it easy for people and help them make quicker decisions.

Commissioner Karr agreed the report was very comprehensive and had a lot of information to absorb. He liked the idea of a summary table, noting eventually the City would have to “sell” the rate increase to the public. A summary table would be easier to publish and provide a way to show what the rate increase would help with or prevent, which would go a long way toward easing the public’s mind at that point. He thanked the project team for their hard work, adding the Stormwater Master Plan would continue to help Wilsonville be a livable city.

Chair Karr confirmed there was no public comment and closed the public hearing at 6:35 pm.

Commissioner Hendrix moved to adopt Resolution LP24-0002, recommending approval of the Stormwater Master Plan as presented. Commissioner Scull seconded the motion.

Chair Karr noted Resolution LP24-0002 met statewide and City Council goals by its conformance to the Comprehensive Plan with its citizen involvement; responsible urban growth management; continued assurance of public facilities and services; its encouragement of parks, recreation, open spaces, and environmental resources; and its concern for air, water, and land resource quality. This process began January 11, 2021, with a survey and a consultant team. On October 11, 2023, and February 14, 2024, the Planning Commission held work sessions that culminated in today’s completed Stormwater Master Plan.

A roll call vote was taken, and the motion passed unanimously.

WORK SESSION

3. Housing Our Future (Rybold)

Kimberly Rybold, Senior Planner, noted at the last work session on this topic in June, the consultant team had been present with more data and would return to speak to the Planning Commission in the future. The Housing Our Future project was built on prior City work that involved housing planning, including the Town Center Plan adopted in 2019, the Frog Pond West and Frog Pond East and South Master Plans, the Equitable Housing Strategic Plan adopted in 2020, and the Middle Housing implementation adopted in 2021, to assess what actions the City needed to take over the next 20 years to ensure housing opportunities continued to be provided for the Wilsonville community. The project was also required for continued compliance with Statewide Planning Goal 10, which related to housing.

- She updated on the progress of the Housing Our Future project via PowerPoint, describing the project components, project phasing, takeaways from the Phase 2 engagement, as well as the upcoming Phase 3 engagement, the formation of the Project Advisory Committee (PAC) and upcoming events.
- The Planning Commission's joint work session with Council on July 15th would be the Commission's next discussion on Housing Our Future.
- Staff asked the Commissioners to decide who would like to serve on the Project Advisory Committee (PAC) and to ask questions and provide feedback on the project.

Commissioner Willard volunteered to serve on the PAC, with Commissioner Scull volunteering to serve as backup.

Commissioner comments and Ms. Rybold's responses to Commissioner questions were as follows:

- Ms. Rybold explained that for a renter household, the "burden of cost" included rent and utilities. For a homeowner household, the cost included the mortgage principle, utilities, and other regular ongoing housing costs, like mortgage interest, taxes, and mortgage insurance, but not one-time expenses, such as replacing the roof.
- Ms. Rybold agreed the acronym PAC could be confused with political action committees, noting the name of the committee could be reconsidered as it rolled out.
- The incentive of awarding ten \$50 gift cards to participants who shared their housing story was appreciated.

Commissioner Willard:

- Asked if the committee's industry experts would include planning professionals from other communities, as her commute took her through Hillsboro twice a week, and she had observed the successes Hillsboro had with duplexes and other middle housing. She compared that to what Wilsonville was being presented with in Frog Pond, commenting that she would love to chat with Hillsboro's planners.
 - Ms. Rybold explained the committee was still in draft form and she could raise the question and get feedback from the consultant team, who had worked on similar strategies in other communities across the state.
 - A lot of work had been done on the planning side, which the Planning Commission was familiar with, but the feasibility, or dollars and cents side was important to understand from a planning standpoint because it helped determine if they were doing the right things. Staff

hoped to invite a couple developers who worked on the market side, particularly one working in or exploring the middle housing space. Even if the experts did not fully participate in the committee, which could be a big ask, perhaps there could be a place for an interview with one or two key jurisdictions that were experiencing success.

- Added that even just some benchmarking information would be good because she would love to see what was in their Master Plan, how it actually played out in real life, and what language and strategies they were able to use to get it in the built environment.

INFORMATIONAL

4. City Council Action Minutes (January 29 & February 22, 2024) (No staff presentation)
5. 2024 PC Work Program (No staff presentation)

ADJOURN

Commissioner Willard moved to adjourn the regular meeting of the Wilsonville Planning Commission at 6:59 p.m. Chair Karr seconded the motion, which passed unanimously.

Respectfully submitted,

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



PLANNING COMMISSION

WEDNESDAY, APRIL 10, 2024

WORK SESSION

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



PLANNING COMMISSION MEETING STAFF REPORT

Meeting Date: April 10, 2024		Subject: Frog Pond East and South Development Code	
		Staff Member: Daniel Pauly, Planning Manager	
		Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input checked="" type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable	
		Comments:	
Staff Recommendation: Provide input on draft Development Code amendments for Frog Pond East and South Implementation.			
Recommended Language for Motion: N/A			
Project / Issue Relates To:			
<input checked="" type="checkbox"/> Council Goals/Priorities: Expand home ownership	<input checked="" type="checkbox"/> Adopted Master Plan(s): Frog Pond East and South Master Plan	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COMISSION

This work session will (1) provide information to answer a number of Commissioner questions raised in recent work sessions and (2) update the Planning Commission on a number of recent refinements to the proposed Development Code amendments.

EXECUTIVE SUMMARY:

The Frog Pond East and South Master Plan, adopted by City Council in December 2022, provides clear policy direction and guidance for future development in Frog Pond East and South. An important implementation step is to develop a detailed set of Development Code standards consistent with the Master Plan. These standards will be relied on by developers to plan and design development. These standards will also be relied on by City reviewers to ensure development meets City expectations.

At this work session, staff will provide information to answer a number of Commissioner questions raised in recent work sessions and update the Planning Commission on a number of recent refinements to the proposed Development Code amendments.

Additional Information in Response to Questions

In addition to reviewing recent refinements to the draft Development Code amendments, staff wants to use time in this work session to respond to recent questions from the Commission related to housing variety, affordability, and number of units. Information is provided below in response to various questions in helping the Commission make final decisions on the draft Development Code.

What is the maximum number of developable units in Frog Pond East and South?

This question arose because of no maximum density or minimum lot size as an independent defined values. The maximum is determined by the variety, siting, and design standards. Staff calculates the conceptual maximum number of units using the proposed variety, siting, and design standards, assuming 60% multi-family, 35% townhouse, and 5% single-family as 2,976 units (24.8 units per acre). This mix reflects variety standards regarding the maximum of a single unit type, minimum middle housing and having at least three units in most development. This compares to the 1,800 (15 units per acre) assumed for infrastructure planning, 1,625 (13.5 units per acre) (125% of minimum) assumed for target unit type minimum calculations, and the 1,325 (11 units per acre) minimum. In comparison, Villebois is 13.2 units per acre. Based on all conversations to date with developers and property owners, the probability that the build out would be anywhere near the conceptual maximum is extremely low.

What is the total amount of different target unit types proposed overall in Frog Pond East and South?

The table below sums the numbers from draft Table 6B, Minimum Number of Units, including housing variety requirements into the total from Frog Pond East, Frog Pond South, and overall for East and South. In the draft code these are broken up by tax lot and subdistrict. As a reminder, the target unit type (middle housing, small units, and mobility-ready units) minimums are not based on a percentage of the minimum total number of units, but a percentage of an assumed middle of the road scenario (125% of minimum total number of units). The middle housing minimum is 20% of the middle of the road scenario, small units 5%, and mobility-ready 10% (subject to change based on feedback in this work session). A column is added in the table

to right of the minimum total column that shows the numbers used for calculating the target minimums (125% of total minimum). Note, that the target unit type numbers were calculated based on individual subdistricts and tax lots, so due to rounding for each of these smaller geographies the numbers don't calculate as a perfect percentage of the summed numbers for East, South, and the total Master Plan area. Also, the 125 mixed use units on the Brisband Main Street in East are included in the total, but not used for calculating the minimum of the target unit types.

Table summing requirements in draft Table 6B for East, South, and the total Master Plan area.

Area	Minimum Total Number of Units (from Table 6B)	Assumed Total Units for Calculating Target Unit Minimum (125% of Minimum Total)	Minimum Number of Middle Housing Units (from Table 6B)	Minimum Number of Small Units (from Table 6B)	Minimum Number of Mobility-Ready Units (from Table 6B)
East	918	1116 (991 excluding 125 mixed-use units)	201	54	102
South	407	509	112	37	58
Total	1325	1625 (1500 excluding 125 mixed use units)	313	91	160

How does the proposed variety standard requirement for middle housing compare to the rest of Wilsonville and Villebois?

The mix of middle housing is about 10% of the overall housing stock in the City. However, the City overall is not a great comparison as middle housing was not widely considered or purposeful during the development of much of the City. Looking at Villebois, which is a newer master-planned area of the City that did consider the inclusion of middle housing and housing variety makes for a good comparison. Of 2,593 built or approved units in Villebois 1,538 (59%) are detached single-family homes, 524 (20%) are townhomes (which meet the middle housing definition), and 531 (20%) are apartments, condos, and similar. This multi-family number includes some ADU-sized units over garages as well as a smaller three-unit condo building that would meet the definition of a triplex. The overall variety proposed in Frog Pond East and South is fairly consistent, both in terms of amount of single-family detached and middle housing, with what has been built in Villebois. Of particular note is just over 20% of the units are middle housing, particularly townhouses, consistent with the proposed 20% requirement in Frog Pond East and South. Also interestingly 59% of units in Villebois are detached homes, which roughly aligns with the proposal that not more than 60% of land be used for the development of a single housing type.

How does the proposed mobility-ready unit requirement compare to the rest of Wilsonville and Villebois?

As numbers are refined as part of the annual housing report work, Staff aims to bring forward additional information on units by size and accessibility throughout the City. However, these were not ready for this work session as the City has not been tracking these metrics.

Staff did make an effort to approximate the amount of Villebois units that would meet the mobility-ready definition. Mobility-ready units, including elevator-served apartments and condos as well as ground floor apartments, total 421 units, or approximately 16% of total Villebois units. This does not include any master-on-main homes, which do exist in Villebois. While Frog Pond East and South does not require and will not likely have as high of a number of multi-family units, this provides one comparison for the proposed amount of required mobility-ready units.

What additional data is available to guide determining the percentage of mobility-friendly units to require?

Staff discussion with other jurisdictions researching similar questions pointed to relying on data around the percent of the population “with an ambulatory difficulty.” Nationwide the number, depending on the source, varies between 7 percent and 13 percent. According to the American Community Survey, Wilsonville’s percentage is 5.8 percent with a margin of error of 1.3 percent. Applying the maximum margin of error puts it at 7.1 percent, which is similar to the proposed 7.5 percent for mobility-ready units.

A previous discussion point with Planning Commission was the understanding that mobility-ready units are not always matched to those that need them. Considering a good portion of mobility-ready units may be occupied by residents without mobility limitations, increasing the requirement to 10% could create a higher likelihood that a unit would be available to the residents that do have mobility limitations. As stated in the Villebois example above, either of these standards are well exceeded in that neighborhood. However, most of that is met by elevator-served stacked apartments or condos and ground floor apartments, which are not likely to be as prevalent in Frog Pond East and South.

In considering whether to set the threshold for defining “small-unit” at 1200 or 1500 square feet, what is the price differential at those different sizes?

While additional details about costs of different unit types, especially smaller units, can be shared in the future, staff was able to do research through Zillow.com on newer townhouses and detached homes in the 1,000 to 1,250 square-foot range versus 1,250 to 1,500 square-foot range in suburban Washington and Clackamas County. In both cases, most the data reviewed was for units, respectively, near 1,200 and 1,500 square feet. Based on the data reviewed, the price difference between a 1,200 and 1,500 square foot unit is about 5%. This would mean \$400,000 versus \$420,000 of a townhouses, and \$500,000 versus \$525,000 for a detached home.

How do the proposed housing variety requirements compare to other jurisdictions?

The best comparison is other suburban areas in Metro Portland added to the urban growth boundary (UGB) in recent years. This includes Cooper Mountain North in Beaverton and Witch Hazel Village South in Hillsboro, added to the UGB in 2018 at the same time as Frog Pond East

and South, as well as River Terrace 2.0 in Tigard, added to the UGB in 2023. The location of these recent UGB additions can be seen in Attachment 2. While each jurisdiction has taken its own unique approach, the main concepts of housing variety are consistent with the Frog Pond East and South Master Plan and draft Development Code.

- All plans assume a mix of housing types, including middle housing consistent with House Bill 2001.
- All plans speak about avoiding housing type separation and having block to block variety as well as design standards allowing a variety of housing types to be integrated cohesively.
- Cooper Mountain's proposed code includes a requirements that a minimum percentage of units not be single-detached homes. Of note, the Cooper Mountain proposal does not include multi-family, so this 30% proposal is middle housing.
- Cooper Mountain's proposed code also requires two or three different types of non single-family detached homes based on development size, similar to Wilsonville's number of housing type requirement.
- River Terrace 2.0 discusses feathering out, similar to the transect created by the different Urban Form Types in Frog Pond East and South. Different block-level urban forms are discussed in relation to the transect or feathering out.

Updates to Proposed Development Code Amendments

The updates being discussed in this work session relate to siting and design standards for Frog Pond East and South found in Subsection 4.127 (.08). Attachment 1 is an updated Table 8B, along with related footnotes, which establish the standards for building bulk and separation between buildings for areas of Frog Pond East and South besides the mixed-use main street. In the Attachment, proposed updates are highlighted in yellow. Specific updates are as follows:

- Adding language regarding the required lot size in Frog Pond East and South where previously the standard was simply left out. This refinement reflects input from the Planning Commission that there is still a minimum lot size, it is just defined by building and lot standards rather than having an independent defined value.
- Refining the maximum height to allow four-story buildings in Urban Form Type 1, and three-story buildings in Urban Form Types 2 and 3. In addition, increased maximum height (in feet) allows flexibility for taller stories. A new footnote clarifies that while three-story buildings are allowed in Urban Form Type 3, they have an additional required setback to better blend with what is planned as primarily a one and two-story area. This refinement reflects request for flexibility for different architectural styles from a development partner.
- Slightly increasing the allowed building width for Urban Form Types 2 and 3 to allow additional flexibility for building design. The increase is, respectively, from 120 to 125 feet, and from 90 to 100 feet. This refinement reflects request for flexibility from a

development partner and further evaluation of different conceptual developments by Staff.

- Per developer input, adding the ability to use additional building articulation in lieu of minimum building width in Urban Form Type 2. Building width between articulations would still be limited to 125 feet with the articulation being allowed instead of building separation. This provision is primarily anticipated to apply to multi-family buildings, but could be used for townhouse buildings as well.
- Establishing five feet as the minimum side yard setback in all Urban Form Types, with special provisions for reduced side yard setbacks relative to building width in Urban Form Types 1 and 2. This refinement is based additional evaluation by City staff and trying to simplify the standard as well as feedback from a development partner.
- Removing any special fence or side yard maintenance requirements for small areas. This based is based on discussion with staff, a development partner, and a member of City Council that had a concern.
- Establishing 80 percent as the maximum lot coverage for Frog Pond East and South, across housing type and Urban Form Type, rather than using Floor-to-Area Ratio (FAR). 80 percent mirrors the allowance for multi-family and townhouses in the Village Zone (Villebois) and is similar to the 75% allowance for small to medium lot single-family detached homes in most of Wilsonville’s residential zones, including the recently updated PDR zones. This refinement is based on input from Planning Commission, City Council, a development partner, and further evaluation by Staff.

Discussion Questions:

- What feedback does the Planning Commission have on the refined development standards in Attachment 1?
- How does the additional information impact your input on the draft variety standards, is there increased confidence or additional modifications to propose?
- Specifically, does the Planning Commission support 7.5 percent, 10 percent, or something else as the basis for the amount of required mobility-ready units?

EXPECTED RESULTS:

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

TIMELINE:

This is planned as the penultimate work session on the Development Code amendments to implement the Frog Pond East and South Master Plan. A final work session is planned for May, which will pull together all previously discussed revisions into one packet for the Commission’s final review. A Planning Commission public hearing is subsequently planned for June, with a Council public hearing in July.

CURRENT YEAR BUDGET IMPACTS:

The Development Code implementation work is funded by remaining funds from the \$350,000

Metro grant for the Frog Pond East and South Master Plan and matching City funds in the form of staff time.

COMMUNITY INVOLVEMENT PROCESS:

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

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

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

ALTERNATIVES:

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

ATTACHMENTS:

1. Updated Table 8B of the proposed Development Code Amendments and related footnotes (April 3, 2024)
2. Map showing location of different recent UGB additions referenced (April 3, 2024)

Attachment 1 Updated Table 8B and Footnotes Frog Pond East and South Work Session April 10, 2024

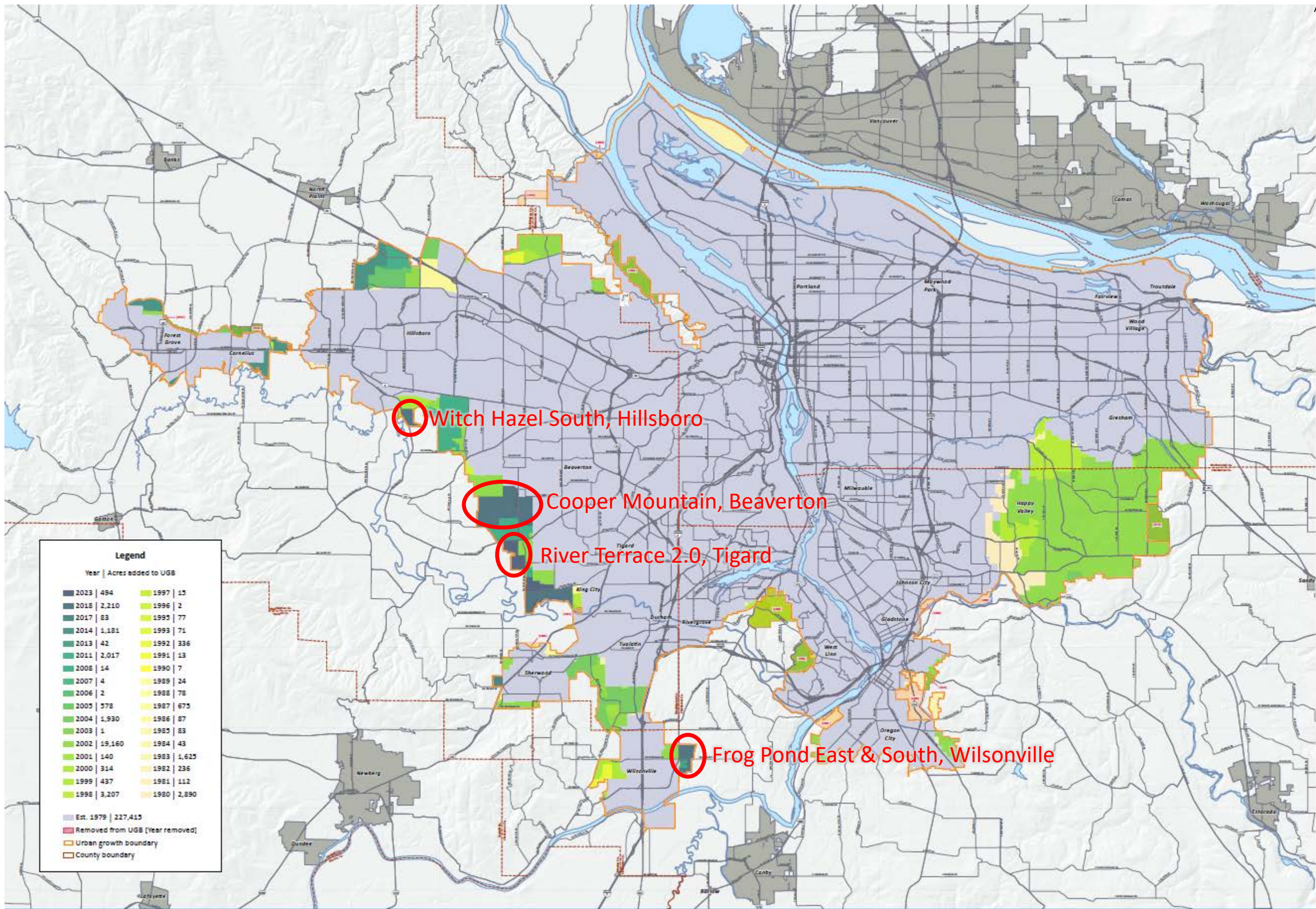
Table 8B. Frog Pond East and South Neighborhoods Development Standards										
<u>Land Use Map Urban Form Type Designation</u>	<u>Lot size requirements</u>	<u>Min. lot width/ street frontage per lot (ft.)</u>	<u>Max height (ft.)</u>	<u>Front Setbacks</u>	<u>Maximum Building Width Facing Street, or park when front of lot faces a park (ft)</u>	<u>Rear Min. (ft.)</u>	<u>Garages (note)</u>	<u>Side Min. (ft.)^{A B}</u>	<u>Min. distance Between multiple Buildings on same lot along street frontages and public viewsheds</u>	<u>Max. Lot Coverage (percent)^{C D}</u>
<u>Urban Form Type 1</u>	<u>Lots sized to accommodate at least a one-unit residential building meeting building code requirements and the other development standards in this subsection.</u>	<u>10</u>	<u>50-4 story</u>	<u>See Table 8C.</u>	<u>None^K</u>	<u>10</u>	<u>GE</u>	<u>5^F</u>	<u>Double the min. side yard setback that would be required for the larger of the two buildings on its own lot</u>	<u>80</u>
<u>Urban Form Type 2</u>		<u>15</u>	<u>40, 3-story^H</u>		<u>125 except that buildings over 100 feet cannot occupy entire block face.^{G I}</u>	<u>10</u>		<u>5^F</u>		
<u>Urban Form Type 3</u>		<u>15</u>			<u>100^I</u>	<u>15^I</u>		<u>5</u>		

Notes:

- A. On corner lots, minimum side setbacks facing the street are the same as minimum front setback. Maximum setbacks equivalent to front maximums also apply. See Table 8C.
- B. Side setbacks do not apply to shared walls at property lines between townhouse units
- C. Cottage clusters and ADUs are exempt from maximum lot coverage standards.
- D. For townhouses maximum lot coverage is calculated for the combined lots on which a single townhouse building sits rather than for each townhouse lot.
- E. Setbacks for residential garages are as follows:
 - 1. Front (street loaded): minimum 20 feet.
 - 2. Alley loaded with exterior driveway: minimum 18 feet or as necessary to create a 18 foot deep parking space not including alley curb.
 - 3. Alley loaded without exterior driveway: minimum 3 feet and maximum 5 feet.
- F. For Urban Form Type 1 and 2, side setbacks may be reduced as follows: (1) down to 3.5 feet for residential structures less than 70 feet wide (2) down to five percent of the building width at the front building line for buildings greater than 70 feet and less than 100 feet wide.

Attachment 1 Updated Table 8B and Footnotes Frog Pond East and South Work Session April 10, 2024

- G. For Urban Form Type 2, in lieu of meeting the maximum building width, an applicant may elect to articulate the facade and roof in a manner to create architectural separation of building masses. Such articulation shall include a minimum 2-foot setback of the wall from the primary facade as well as interruption of the roof plane. The setback articulation shall, at a minimum, be equal in width to the building separation required. The depth, width of articulation is not adjustable or subject to waiver or administrative relief under local or state law as it is an optional compliance method in lieu of meeting the standard maximum building width and separation standards. For the purpose of applying other articulation standards in Section 4.113, the portions of a building on either side of the articulation in lieu of building separation shall be considered separate buildings.**
- H. In Urban Form Type 3, buildings greater than either two-stories or twenty-five feet in height shall have a minimum front setback of 20 feet.**
- I. The minimum rear setback for a cottage cluster and Accessory Dwelling Unit (ADU) is 10 feet.**
- K. Except as limited to meet connectivity and block length standards.**



Urban growth boundary expansion history

Attachment 2 Map showing location of different recent UGB additions referenced Frog Pond East and South Work Session April 10, 2024



PLANNING COMMISSION

WEDNESDAY, APRIL 10, 2024

INFORMATIONAL

3. City Council Action Minutes (March 4 & 18, 2024) *(No staff presentation)*

City Council Meeting Action Minutes
March 4, 2024

COUNCILORS PRESENT

Mayor Fitzgerald
Council President Akervall
Councilor Linville
Councilor Berry
Councilor Dunwell

Bryan Cosgrove, City Manager
Dan Pauly, Planning Manager
Delora Kerber, Public Works Director
Dwight Brashear, Transit Director
Jeanna Troha, Assistant City Manager
Katherine Smith, Assistant Finance Director
Keith Katko, Finance Director
Kimberly Rybold, Senior Planner
Kimberly Veliz, City Recorder
Mark Ottenad, Public/Government Affairs Director
Zach Weigel, City Engineer

STAFF PRESENT

Amanda Guile-Hinman, City Attorney
Andrea Villagrana, Human Resource Manager
Anne MacCracken, Transit Management Analyst
Beth Wolf, Senior Systems Analyst

AGENDA ITEM	ACTIONS
WORK SESSION	START: 5:01 p.m.
A. SMART Annual Rider Survey Results	Council heard the results of the 2023 SMART Annual Rider Survey.
B. Housing Our Future	Staff shared data from public outreach activities informing the Housing Our Future project. The project to analyze the City's future housing needs and capacity is continuing with a Housing Needs and Capacity Analysis (HNCA) to yield an understanding of housing needs for the next 20 years and to confirm if there is sufficient land area for the City to accommodate these needs.
C. French Prairie Road Pathway Options	Staff summarized steps taken toward the delivery of better walking and biking facilities along the length of French Prairie Road. The City was seeking solutions that would provide safer facilities for residents while addressing the liability and maintenance
URBAN RENEWAL MEETING	
<u>Consent Agenda</u>	The URA Consent Agenda was approved 5-0.
A. <u>URA Resolution No. 340</u> A Resolution Of The Urban Renewal Agency Of The City Of Wilsonville Authorizing The Assignment Of The Facilities Lease With Wilsonville Community Sharing.	

<p>B. Minutes of the January 18, 2024 Urban Renewal Agency Meeting.</p>	
<p>NEW BUSINESS</p>	
<p>A. None.</p>	
<p>CONTINUING BUSINESS</p>	
<p>A. None.</p>	
<p>PUBLIC HEARING</p>	
<p>A. <u>Resolution No. 349</u> A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing A Supplemental Budget Adjustment For Fiscal Year 2023-24.</p>	<p>URA Resolution No. 349 was adopted by a vote of 5-0.</p>
<p>REGULAR MEETING</p>	
<p><u>Mayor’s Business</u></p>	
<p>A. Upcoming Meetings</p> <p>B. Diversity, Equity and Inclusion Committee Appointment</p>	<p>Upcoming meetings were announced by the Council President as well as the regional meetings she attended on behalf of the City.</p> <p><u>Diversity, Equity and Inclusion (DEI) Committee – Appointment</u> Appointment of Elisabeth Garcia Davidson to the Diversity, Equity and Inclusion Committee for a term beginning 3/4/2024 to 12/31/2025. Passed 5-0.</p>
<p><u>Communications</u></p>	
<p>A. Clackamas Community College Bond</p>	
<p><u>Consent Agenda</u></p>	
<p>A. Resolution No. 3106 A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A First Amendment To The Intergovernmental Agreement On Broadband Services And Infrastructure Sharing Between The City Of Wilsonville And The City Of Sherwood.</p> <p>B. Resolution No. 3115 A Resolution Of The City Of Wilsonville Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Autumn Park Apartments, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc.</p>	<p>The Consent Agenda was approved 5-0.</p>

C. **Resolution No. 3116**

A Resolution Of The City Of Wilsonville Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Charleston Apartments, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc.

D. **Resolution No. 3117**

A Resolution Of The City Of Wilsonville Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Creekside Woods LP, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc.

E. **Resolution No. 3118**

A Resolution Of The City Of Wilsonville Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Rain Garden Limited Partnership, A Low-Income Apartment Development Owned And Operated By Caritas Community Housing Corporation.

F. **Resolution No. 3119**

A Resolution Of The City Of Wilsonville Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Wiedemann Park, A Low-Income Apartment Development Owned And Operated By Accessible Living, Inc.

G. **Resolution No. 3127**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Accept Assignment Of And Amend The Facilities Lease With Wilsonville Community Sharing.

H. **Resolution No. 3128**

A Resolution Of The City Of Wilsonville Supporting A 2024 Grant Application To The Oregon State Parks, Local Government Grant Program For The Memorial Park Playground Replacement Project.

I. Minutes of the February 22, 2024 City Council Meeting.

<p><u>New Business</u></p> <p>A. <u>Resolution No. 3112</u> A Resolution Of The City Of Wilsonville Authorizing A Preliminary Engineering Report To Consider Possible Formation Of A Local Improvement District For Public Improvements To SW Parkway Avenue And SW Printer Parkway.</p>	<p>Resolution No. 3112 was adopted, 5-0.</p>
<p><u>Continuing Business</u></p> <p>B. None.</p>	
<p><u>Public Hearing</u></p> <p>A. <u>Resolution No. 3120</u> A Resolution Of The City Of Wilsonville Authorizing A Supplemental Budget Adjustment For Fiscal Year 2023-24.</p> <p>B. <u>Ordinance No. 889</u> An Ordinance Of The City Of Wilsonville Amending The Text Of The Development Code To Make Minor Modifications To The Coffee Creek Industrial Design Overlay District Standards.</p>	<p>Resolution No. 3129 was adopted by a vote of 5-0.</p> <p>Ordinance No. 889 was adopted on first reading by a vote of 5-0.</p>
<p><u>City Manager's Business</u></p>	<p>No report.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p>ADJOURN</p>	<p>8:54 p.m.</p>

City Council Meeting Action Minutes
March 18, 2024

COUNCILORS PRESENT

Mayor Fitzgerald
Council President Akervall
Councilor Linville
Councilor Berry
Councilor Dunwell

Bryan Cosgrove, City Manager
Cricket Jones, Finance Operations Supervisor
Delora Kerber, Public Works Director
Jeanna Troha, Assistant City Manager
Katherine Smith, Assistant Finance Director
Keith Katko, Assistant Finance Director
Kimberly Veliz, City Recorder
Miranda Bateschell, Planning Director
Stephanie Davidson, Assistant City Attorney
Zach Weigel, City Engineer
Zoe Mombert, Assistant to the City Manager

STAFF PRESENT

Amanda Guile-Hinman, City Attorney
Andrea Villagrana, Human Resource Manager
Andrew Barrett, Capital Projects Eng. Manager

AGENDA ITEM	ACTIONS
WORK SESSION	START: 5:00 p.m.
A. Utility Meter Reader Rate Increase	Council was informed of an amendment to a contract with Metereaders, LLC.
B. Public Contracting Code Update	Council and staff continued discussion on refining the City’s contracting code.
REGULAR MEETING	
<u>Communications</u>	
A. Representative Courtney Neron End of Legislative Session Presentation	Council heard a summary of the actions taken by the State legislature during the 2024 legislative session
<u>Mayor’s Business</u>	
A. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.
<u>Consent Agenda</u>	
A. <u>Minutes of the March 4, 2024 Council Meeting.</u>	The Consent Agenda was approved 5-0.
<u>New Business</u>	
A. None.	
<u>Continuing Business</u>	
A. Ordinance No. 889 An Ordinance Of The City Of Wilsonville Amending The Text Of The Development Code To Make Minor Modifications To The Coffee Creek Industrial Design Overlay District Standards.	Ordinance No. 889 was adopted on second reading by a vote of 5-0.

<u>Public Hearing</u> A. None.	
<u>City Manager's Business</u>	No report.
<u>Legal Business</u>	No report.
ADJOURN	8:51 p.m.



PLANNING COMMISSION

WEDNESDAY, APRIL 10, 2024

INFORMATIONAL

4. 2024 PC Work Program *(No staff presentation)*

2024 DRAFT PC WORK PROGRAM SCHEDULE

Item 4.

Updated 4/1/2024

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

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