



# PLANNING COMMISSION MEETING AGENDA

May 11, 2022 at 6:00 PM

City Hall Council Chambers & Remote Video Conferencing

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## PARTICIPANTS MAY WATCH THE MEETING AT:

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

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

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## 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](mailto: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'S 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 April 13, 2022 Planning Commission minutes

## WORK SESSION [6:10 PM]

2. Outreach Framework (Pauly)(30 minutes)

### **INFORMATIONAL [6:40 PM]**

- [3.](#) Town Center Infrastructure Funding Plan and Urban Renewal Strategic Plan Update (Rybold & Lorenzen)(30 Minutes)
- [4.](#) City Council Action Minutes (April 4 & 18, 2022)(No staff presentation)
- [5.](#) 2022 PC Work Program (No staff presentation)

### **ADJOURNMENT [7:20 PM]**

Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The city will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting Planning Administrative Assistant at 503-682-4960: assistive listening devices (ALD), sign language interpreter, 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.

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# PLANNING COMMISSION

## WEDNESDAY, MAY 11, 2022

### ADMINISTRATIVE MATTERS

1. Consideration of the April 13, 2022 PC Meeting Minutes



# PLANNING COMMISSION MEETING MINUTES

April 13, 2022 at 6:00 PM

City Hall Council Chambers & Remote Video Conferencing

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## 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, April 13, 2022. Chair Heberlein called the meeting to order at 6:00 p.m., followed by roll call. Those present:

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

City Staff: Miranda Bateschell, Ryan Adams, Daniel Pauly, and Mandi Simmons.

## PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

## COMMUNITY 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 March 9, 2022 Planning Commission Minutes

The March 9, 2022 Planning Commission Minutes were accepted as presented.

## WORK SESSION

2. Airport Related Comprehensive Plan Amendments (Bateschell)

Miranda Bateschell, Planning Director, reminded that the project aimed to add policies to the City's Comprehensive Plan, of which the primary purpose was to set the long-range vision, goals, and policies for the City and the land controlled within the city. The proximity of the Aurora Airport to the city meant that the City was an impacted jurisdiction and could participate in planning efforts at the airport, similar to other functions where the City and County participated on projects together and coordinated and collaborated in areas like the Urban and Rural Reserves to protect land or eventually bring land into the Urban Growth Boundary (UGB) over a 20- to 50-year time horizon. Adopting comprehensive policies would ensure the City had clear direction when participating in the airport's planning or in ongoing regional coordination efforts and having that policy direction in the City's Comprehensive Plan would enable the City to clearly know its interests and could communicate them

at that table. The last time the airport came before the Planning Commission, the project team was about to conduct outreach, so tonight, the team would provide information from the feedback received and would get input from the Planning Commission on initial draft policies for consideration in the Comprehensive Plan.

Chris Green, Planner, HHPR, presented the Aurora Airport Good-Neighbor Policies via PowerPoint, reviewing the community engagement strategy and the primary issues identified from the feedback received; the five guiding ideas used to develop the draft policies, as well as the draft proposed policies.

- Noting the City's existing Areas of Special Concern A through N where different design guidelines or development polices applied (Slide 10), he presented the proposed new Area of Concern O, describing the four main objectives related to airport compatibility, public facilities and services, environmental resources and community design, and economic development. (Slides 11-15)
- Next steps included the project team presenting the Planning Commission's feedback at City Council's work session on May 2nd. As the draft policies were refined, hearings would also be held with the Planning Commission to review the policies in more detail.
- He reminded the project team sought feedback on the following questions in Staff's memo:
  - Do the draft Comprehensive Plan policies reflect the community input?
  - Are the draft policies consistent with existing policy direction in the Comprehensive Plan?
  - Do the draft policies miss the mark in some way?
  - Are there any key policy objectives missing?

Additional comments and feedback from the Planning Commission were as follows with responses by the project team to Commissioner questions as noted:

- Given the repeated comments from the outreach that the Aurora Airport was not the City's business, providing a brief but comprehensive presentation on why it was the City's business was suggested. Certainly, there was room for collaborative work with the airport that would benefit both parties but that required taking care of the issues that could arise if the City did not plan ahead. The benefits to the city and surrounding airport areas, and how agricultural and preservation goals could be boosted and protected needed to be shown, preferably with infographics rather than written discussions, to quickly share why this project was important, what was important to protect, how collaboration could happen, etc. The detailed analysis could still be available for those wanting to do a deeper dive.
- The public usually only got involved when they were unhappy with something that happened after a project had moved forward, so the involvement was reactive rather than participative. The public should be presented with what-if scenarios about everything that could go wrong, so they could understand that the City was trying to circumvent future problems for Wilsonville citizens by planning ahead.
- The focus should be on the responses regarding noise and potential pollution. A Part 150 Noise Study should be done as well as an environmental impact study for air quality, if one was available.
- Many good comments were provided by Charbonneau residents. Emotion was a factor, as well as actual impacts related to noise, property value concerns, etc. which took precedence.
- Residents did not believe the City was looking at the airport issue from the needs of the residents, although a couple positive comments mentioned the airport's role for emergency use.

- It was important to communicate upfront why the City was involved and that this matter was the City's business to help residents clearly understand why and what the City was doing to find solutions going forward. The Planning Commission's job was to make comprehensive recommendations.
- It was also important to voice the opposing side, the pro-airport side, in terms of what if the airport was not there, was not allowed to expand, or ceased to operate, all of which would be damaging to the community and surrounding area.
- Mr. Green confirmed the proposed draft policies did not contradict Clackamas County's airport-specific policies, adding not much in County's Comprehensive Plan directly addressed Aurora Airport because it was outside the county. Some of the County's policies dealt with airport siting, and there was a policy about coordinating with the City of Wilsonville and the Oregon Department of Aviation, among others, on the Aurora State Airport's planning process. The City's policies would be more specific as far as its interaction with the Airport is concerned.
- Mr. Green confirmed most of Area O was zoned for farmland.
- New Area of Concern O significantly larger than the other areas of concern within the city. If the airport was the concern, did such a large area of concern make sense? All of Wilsonville was impacted by the noise, but why was the area of concern larger than just the airport and the surrounding area?
  - Brad Kilby, Senior Planner, HHPR, responded the Area O would encompass the conical zone. Many conical areas were impacted that included exclusive farm use (EFU) land. Perhaps, Area O should include anything north of the airport towards Wilsonville, but within the same French Prairie area. Transportation was one reason to include the area around the airport. The route to and from I-5, the farm to market and freight routes, could extend beyond the airport. So, when talking about impacts to transportation and farming, it was important to recognize where those impacts would be. The point was well-noted and would be discussed with City Staff.
  - Mr. Green commented the smaller areas of concern were often meant to be regulatory as there were specific design standards for different parts of the city and had a heavy impact in those areas. Area O would have a lighter touch policy wise in how the impacts would be addressed. The City would not be adopting regulatory standards for anything in Area O.
  - Ms. Bateschell added that the existing areas of concern allowed and provided specific language to describe very specific considerations for that specific area and would not apply everywhere. Areas of concern were also used to call an issue to Staff's attention. When reviewing an application or a proposal for an area on the map, Staff would have to look at what was stated in the area of special concern, and whether or not the proposal was consistent, and whether the City wanted to place additional conditions or participate in a process to provide comment to the County on a proposal to ensure the proposal addressed all the items within the special area of concern. Frog Pond West and Coffee Creek used to be areas of special concern, and both have since been dropped from the map once the Zoning and Code elements were adopted. Areas of concern outlined elements the City wanted and provided direction in developing Development Code standards in the future. This explanation might help the project team develop an appropriate area of special concern.
- Mr. Green explained the airport being connected to municipal services came up in a few stakeholder interviews and in previous documents, such as the Oregon Solutions report from two or three years ago where it had been mentioned as a pretty big concern. The connection to Wilsonville was mostly because the airport was in the watershed and that area flowed into the

Willamette River, so the concern was making sure no large-scale industrial use went in without working water, sewer, and storm drainage.

- On whether Marion and Clackamas County regulations would allow development without those services, Mr. Green replied there were different ways such facilities could access services, such as being annexed into a city. The City of Wilsonville would decide whether to support such a facility.
  - Mr. Kilby added capacity was another issue. If the facility was within certain distance of a municipal water and sewer system and had a failing septic system, for example, that could not handle the affluent with no good options for replacement, such as if located on EFU-zoned land, it should be connected to urban services. The City was just supporting the connection of the airport to urban services in the future, but not from the City of Wilsonville. Portions of the airport were in Clackamas County, but he did not know if they were outside of the UGB. The City could not extend urban services outside of the UGB, and it was probably in the City's plan that Wilsonville could not extend urban services outside of the city limits.
- In Airport Compatibility Objective 2a, the phrase "*improve safety for air traffic over the city*" did not make sense as written and needing rewording. (Page 53 of 110 meeting packet) The City would not add FAA registered flight patterns in the Comprehensive Plan to improve flight patterns and aircraft safety over the city.
  - Mr. Green agreed, noting the policy had come from another city.
  - Mr. Kilby added perhaps it should not be policy, but just recognize concerns were raised about safety within the community, and then discuss how that was generally regulated by the FAA and not local government.
- Additionally, the phrase "*protect the interests of Area O residents living near airports*" should be reworded to encompass protecting the interests of the entire city. Noise-specific policies, for example, would fit as larger citywide policies.
  - A 10-degree line in both directions from the center line of the airport would be the area with the most incoming and outgoing airport traffic, especially on straight in traffic, and that area covered most of Wilsonville.
- It was important that the City recognized that Wilsonville had been built on farmland and did not take a stance that it was okay for the City to build on farmland and no one else. With regards to development and concerns about traffic, farmland mitigation, pollution, etc., the City was addressing all those things within Wilsonville, so others should not be forced to do something differently than the City.
- Mr. Green clarified the eastern boundary of Area O was jagged because it followed the river, which was the county line. Property boundaries or roads could be used to have a straighter boundary.
- There had been discussion that developing Area O would not be allowed because it was outside the UGB; however, under a different political scenario with pressure to annex the area between Aurora and Wilsonville, it would be in the City's best interest to annex and develop the area. Wilsonville already extended on the south side of the river and any growth or extension of services would be expensive and the larger the contribution from future development, the lower the cost to the community.
- Area O was in danger of future urban development. In 50 years, the area could be intense urban development with everything normally adjacent to airports and commercial/industrial development. Area O needed to be part of the City's strategic long-range development plans.

- With that in mind, the river was a logical boundary, although an urban green space buffer should be added because Pudding River flooded yearly and there would be a lot of floodplain that was undevelopable.

Responses to the project team's questions were as follows:

- Do the draft Comprehensive Plan policies reflect the community input?
  - The draft policies unequivocally reflected a broad spectrum of the community's input because all of the comments, including those that were open-ended, had been taken into consideration.
  - In looking at how the draft policies addressed the five areas of the survey, which were noise and pollution; surface transportation; fire, safety, and emergency management; environmental pollution and encroachment; and the urban growth boundary connection, not a lot was included about surface transportation, which was only mentioned in the economic development objectives. Nothing was included about congestion or the highway, so some policy additions were needed to strengthen the transportation aspect.
    - There had been talk of positive management, but there were no policies about protecting farmland. "Support mutually beneficial relationships between agricultural use in French Prairie and aviation." was cited, but strong policies were needed about protecting farmland in addition to the rural reserves.
  - While the draft policies reflected the majority of the community input, the large amount of feedback from people with airport related interests was not well shown. Generally, those with the most at risk provide comments, which could be a larger overall percentage than the actual population.
    - It would be good to understand what percentage of Wilsonville residents have a direct connection to the airport to make sure the draft policies aligned with community input. The draft policies would not be aligned with the citizen input if 25 percent of the city was airport oriented.
      - Mr. Kilby sought clarification on how to gather that kind of data. He agreed most of those who would respond would be people that may or may not be negatively impacted by the airport. The stakeholder outreach included larger employers that might benefit from the airport, and the team's findings indicated that the majority of the people and businesses at the airport today were the ones that benefited most from the airport.
    - Using information gleaned from previous surveys around employment or other matters could be helpful. It seemed like 25 percent having an airport connection was higher than what was expected to be real. How high or inflated was that number? If the percentage was only 20 percent, the City would want to view the policy discussion from a different perspective.
      - Mr. Kilby added 100 people was a very small sample for a community as large as Wilsonville.

Commissioner Woods believed the draft policies were consistent with existing policy direction in the Comprehensive Plan, though some things could be missing. As far as whether the draft policies missed the mark in some way, he would want clarification about the phrase "missing the mark." Due to the in-depth nature of the topic, it was possible that some policy objectives were missing, but he believed the key policy objectives had been included.

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



Miranda Bateschell, Planning Director, noted the City was working on master planning the next great neighborhoods for the city and planning for additional, much needed residential growth. The Frog Pond Area Plan was being reviewed, as well as the policies put in place when it was adopted. Also being incorporated were new policy direction that had occurred in the last few years with the City's Equitable Housing Strategic Plan, State House Bill 2001, and world changes currently affecting retail and commercial uses. The Frog Pond Master Plan project continued to make great progress and was still on schedule, and tonight's presentation would be on overall neighborhood design concepts and how that related to existing development, the new neighborhood commercial area, and options for how the neighborhoods might build out over time.

Daniel Pauly, Planning Manager, introduced the project team, noting tonight's discussion was a continuation from the February work session as the team sought decisions and directions about the neighborhood commercial center and recommended design concepts. Other project updates would also be provided.

Sam Brookham, Leland Consulting Group (LCG), presented the neighborhood commercial center via PowerPoint, reviewing the background, case studies, market factors, forecasting, and developer feedback that led to the commercial center's location and recommended development program.

Discussion and feedback from the Commission on the neighborhood commercial center, its commercial node and implementation, was as follows with responses by the project team to Commissioner questions as noted:

- Brisband St was a good location because the main street look and feel would blend from Stafford Rd into a residential area more smoothly. The idea of a high-density residential surrounding the commercial development was good as previously discussed and would be similar to the Northwest Crossing development in Bend which had apartments nearby.
- What impact would the proposed Town Center rework have on any commercial development in the Frog Pond area? Considering the potential physical road barriers, perhaps more houses, residents, and spending dollars were being included in the analysis than should be. How would that impact the total acreage and square footage needed? While the UGB could extend north of Frog Pond by 2035 and beyond, people had to be there to build the commercial node. What was the timing for constructing the commercial center?
  - Mr. Brookham replied the trade area did not include the Wilsonville Town Center as the commercial center was neighborhood-to-neighborhood serving. There would be a lot of crossover, but not necessarily cannibalization. The project team only assumed 12 to 22 percent of demand created by the 4,000 households within the one-mile trade area would make up the majority of the customer base for Frog Pond. There was a conservative level that would not be impacted by the Town Center in such a way to greatly impact what was feasible in Frog Pond.
    - There was not a lot of difference between the recommended 4-acre program and 3- or 5-acre programs. It did not take a lot of households to support 30,000 sq ft of retail. Whether a developer would take on the 30,000 sq ft program was another question, but the only change would be the timeline; it could be 2035, or 2040. Northwest Crossing was considered a successful case study now, but it was still developing decades after the residential program was built. It all came back to flexibility.
    - An interested master developer would mitigate some of the risk, and the City could mitigate some risk by planning for much more density surrounding the project as mentioned. The

customer base could be created. He had talked to a number of developers who preferred walk-to traffic than drive-by traffic because a greater percentage of spending was captured. Ultimately, there was a lot of flexibility in the recommended program and no huge impact was expected from the Town Center.

- The project size, tenant mix, and location as described felt natural and organic based on some of the more modern developments, but a smaller project size would be preferred due to the difficulties in filling spaces, which often took years to fully develop. With the COVID-19 pandemic, the commercial real estate market was changing and was very dynamic, so opting for more housing and less commercial might be the right balance. Therefore, a partnership with a master developer cohort would be ideal because they would have better insight about future forecasts.
- The commercial opportunity in the project area was good because of the types of housing that would be developed, the walkability, and the proximity to Frog Pond West, East, and South as well as existing developments like Arbor Trail, Wilsonville Meadows, etc. and potential future development.
- Initially, the Advance/Stafford Rd intersection seemed best, the team's chart stated it was the most developer-friendly option and likely to be developed the quickest, but according to the analysis, the Brisband St option was the most balanced as it was market-driven. The traffic piece was also important once the Frog Pond residential area was complete.
  - The Brisband St option would have the most parking and more walkability. There was also potential to have a community type center for meetings in that part of Wilsonville, which would be a totally new area, even though there were potential challenges with the parking configuration and the potential need of more development subsidies. Long term, there was also potential for developing the mixed-use program.
  - It was not a 'build it and they will come'; having the commercial center would give residents an opportunity to feel that they had something of their own. Uncertainties connected with the commercial center would work themselves out in time and with the developers.
- The idea of the main street off Brisband St was better than the initial corner discussed previously. Having a smaller project size was also preferred.
- Initially, the commercial center was to be more convenience-based and less of a destination, with a coffee shop, small market, or pharmacy; for example, something one could walk to or stop by going in or out of the neighborhood, not a place where one would do their big shopping.
  - Having a main street felt a lot more organic and a lot more like a neighborhood, a place someone would want to live, as opposed to right next to a big shopping center, especially if it was higher density.
  - The project was going in the right direction and partnering with a master developer would help a lot.
- The Commission/City should not lose track of the fact that this was about quality-of-life planning. Was the Commission planning a suburban community where a car was required no matter what one needed or a neighborhood to make it easy for people to converge and enjoy their own neighborhood?
- The corner idea was never liked because a shopping center would be at the corner and would not have aged well, according to the analysis. The Brisband St option was good idea, and the thorough analysis and all the comparisons were appreciated.

- Urban activity centers were not being designed as part of town centers. The commercial center in Villebois had the square in front of it, which had some activity, like a coffee cart, and the Villebois green space was adjacent to it as well.
  - Parks and green spaces were too segregated from commercial centers, and they needed to be combined when looking at the quality of life and gathering spaces. Atlanta used its green space planning as an economic development vehicle because job and business opportunities were being created around green spaces. A high-density neighborhood center should be coupled with some green space to have a commercial center and a gathering place, like a piazza in Italy; a space where people want to hang out, and consequently, the surrounding commercial uses would prosper.
  - Could a park and open space area be coupled with the new neighborhood center proposed at the end of Brisband St? In the neighborhood plan, the neighborhood park was way south of Advance Rd and not near the project area, and the project area did not have a natural connection to the Grange, which was not far. Coupling these areas would result in a more creative and critical mass of activity that would benefit the commercial while creating gathering places and improve quality of life spaces.
- The concept of aiming small in terms of the project space seemed like a safer bet. The concept and potential for tying everything together to create more of a destination was an intriguing idea, but how that could be done effectively was uncertain, especially with a busy road bisecting the area. How could it be made safe so both sides could go there?
  - Brisband St was a good location, but it was surprising that the recommendation was not at the corner given the traffic counts and the much higher visibility expected at the intersection.
    - Mr. Brookham noted at the corner, given drivers' visibility on Advance Rd, east of Stafford Rd, the average daily traffic (ADT) drops off, so visibility was not that much more. In fact, the Brisband location got more visibility and more access versus the corner with the added walkshed and potential walkability, maximizing the number of cars and drive-by traffic, and visibility from the new households in Frog Pond East.
  - The project team was asked to emphasize that information in the City Council's presentation, because intuitively, Brisband St did not seem to be the higher, more viable area.
  - The proposed area would have much better visibility, depending on how it was designed. The area could open up to Stafford Rd, as opposed to its back to Stafford Rd, and could be a gateway into the neighborhood as a town center/commercial type of attraction.
- If a master developer was better equipped to do the project, the Planning Commission should push for it, and if not, the City should do the development, which was the alternative in the report, because otherwise, this precious opportunity would probably not be realized.
- If the City did the development, this open park area could start as an open space or gathering area that would be developed in the future. If there was no master developer, it would give developers a chance to build out the other residential areas, and then 10 to 15 years later, the City could build the commercial center because the houses to warrant a commercial space would exist. The City might have more acreage to work with and the size of the commercial space could then be determined by a more accurate study of the actual surrounding homes.

Mr. Pauly said he appreciated the Planning Commission's comments, adding that the project team was contemplating the possibility of a neighborhood park as a placemaking element. It might too early to know the feasibility of the park, but the Grange might have to move because of road improvements, so

there were some possibilities to explore. He noted the remaining presentation would build on previous discussions about commercial and housing, and quickly touching on other important concepts.

Mr. Pauly and Joe Dills, Senior Project Manager, MIG | APG, continued the PowerPoint presentation reviewing the recommended community design concepts, which focused on the character of the site, not the number of units per acre. The concepts reviewed included housing variety, affordable housing, and a form-based design integrated throughout Frog Pond East and South, as well as a focus on unique elements and destinations within the site, connecting destinations, and multi-modal connectivity. Three design concept options were presented for the neighborhood commercial center, as well as design concepts regarding the BPA Easement Corridor, the Grange site, and the use of subdistricts. As the project team moved to the next phase of outreach with the community, input was sought about any areas of concern or specific comments from the Commission.

Discussion and feedback from the Planning Commission were as follows, with responses by the project team to Commissioner questions as noted:

- Andrew Parish, MIG | APG, confirmed via Zoom chat that according to Metro's maps, the Rural Edge was a combination of Rural Reserve and "Undesignated" - so, not Urban Growth Reserve. Urban reserve areas were to the north.
- The project was headed in the right direction, the areas of concern were discussed earlier, and the design concepts looked good, as well as the connectedness, walkability, and opportunities the project team had mentioned.
- Mr. Dills confirmed regional, high-powered transmission lines ran through the BPA easement. He was not the best expert to speak to any concerns or issues regarding safety, etc. when working under the high-powered lines, but over the years he had heard research about the buzzing noise, which could be heard and was a bit of a concern, but he could not comment on any electromagnetic health problems. He noted it was very common throughout the Portland region that recreational uses and trails were part of the power line corridors, and he had not yet worked on a concept plan that did not have them running through. Other more passive components, like stormwater retention, would be at the low concern end of the spectrum, relative to the power lines.
- Being able to use the easement provided flexibility for people to have community gardens, etc. and more information was requested about any safety concerns or issues when under the power lines.
  - The BPA had did not allow uncontrolled growth beneath the power lines and there were no foreseeable problems for parks and maintained spaces. The easement would be great for a park area and walking trails.
- More information was wanted about the Grange and how it would be affected.
  - If widening the road impacted the building, could the building be pushed back, but still left in the same general vicinity? If the current location was not the original, historic location, then moving the Grange to a more convenient location was not a problem.
  - Mr. Pauly confirmed the Planning Commission was open to comments from the property owner of both large properties in Frog Pond East, who was in attendance.
- Integrating walking and the park was spot on. Concerns were expressed about the power lines and cancer clusters, so any health issues around power lines should be explored before developing underneath them. Understanding the scientific consensus around any potential impacts would be good.

- The more curving road structure of Option 1 seemed to be a more efficient use of the space. Integrated that option with the commercial node in the center would be a good combination.

Sparkle Anderson, Frog Pond East property owner, stated there had been a one-room schoolhouse on the current site of Grange Hall, and the Grange met in the attic for years. When the current building was built, she believed in the 1930s, the school was moved down the road and it become an extension building, so the existing Grange was the new building at the old site. She suggested pushing the Grange building back a bit off the road.

Staff confirmed there were no further public comments and noted the project team would return before the Commission in June with more on the Frog Pond East and South Master Plan.

## **INFORMATIONAL**

4. City Council Action Minutes (March 7 & 21, 2022) (No staff presentation)

There were no comments.

5. 2022 PC Work Program (No staff presentation)

Miranda Bateschell, Planning Director, introduced Mandi Simmons as the Planning Division's new administrative assistant, noting she would be supporting the Planning Division and by extension, the Planning Commission. Ms. Simmons had a great background in senior administrative work and in teamwork as a Division I athlete in Michigan.

The Commissioners welcomed Ms. Simmons.

Ms. Bateschell confirmed the May meeting would remain virtual until the lobby construction was complete. The projected completion time of early May had been delayed by supply chain issues, and the City hoped to have construction complete in early June. An in-person meeting would likely be held in July to allow for sufficient notification time.

## **ADJOURNMENT**

Chair Heberlein adjourned the regular meeting of the Wilsonville Planning Commission at 8:22 p.m.

Respectfully submitted,

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



# PLANNING COMMISSION

## WEDNESDAY, MAY 11, 2022

### WORK SESSION

2. Outreach Framework (Pauly) (30 minutes)



**PLANNING COMMISSION WORK SESSION  
STAFF REPORT**

<b>Meeting Date:</b> May 11, 2022		<b>Subject:</b> Wilsonville Framework for Inclusive Engagement	
		<b>Staff Member:</b> Daniel Pauly, Planning Manager	
		<b>Department:</b> Community Development	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> 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 <b>Comments:</b> N/A	
<b>Staff Recommendation:</b> Provide requested feedback regarding draft Framework and outline of draft Barriers and Actions			
<b>Recommended Language for Motion:</b> N/A			
<b>Project / Issue Relates To:</b>			
<input type="checkbox"/> Council Goals/Priorities:	<input type="checkbox"/> Adopted Master Plan(s):	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE PLANNING COMMISSION:**

Provide feedback on the draft Wilsonville Framework for Inclusive Engagement (Attachment 1) which will be an important resource for the City’s future public engagement efforts. Also provide feedback on the draft outline for the associated Barriers and Actions document (Attachment 2), which looks at current barriers to participation of individuals historically underrepresented in public engagement efforts and actions to address the barriers. Feedback will

be used along with input from the DEI Committee, City Council, and City staff to further refine the documents.

### **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.

Demonstrating local and regional alignment on the issue of broader and more meaningful public engagement, the City applied for and received grant funding from Metro for Latinx-specific public engagement during the Middle Housing in Wilsonville project during 2021. The funding helped broaden the public engagement and bring a perspective from the Latinx community that influenced decisions such as how to address parking and whether to allow certain types of detached middle housing. Once the middle housing project was complete, a portion of the Metro grant funding remained and the City desired 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 will provide 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, and drafted the attached drafts of a Framework for Inclusive Engagement (Attachment 1) and a document discussing barriers to involvement paired with actions to address them (Attachment 2).

The intent of this current project 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 document (Attachment 1) intends to provide resources, steps, and questions to consider to answer how to do improved public



engagement. The Barriers and Actions document (Attachment 2) intends to raise awareness of prior or existing barriers to involvement of underrepresented groups and offer specific actions the City can take to remove or minimize those barriers. With awareness of the barriers, the City can more readily identify where they exist and have clear actions to address.

The attached are early drafts of the documents. In addition to the Planning Commission discussion, the public engagement consultant team will gather input from the DEI committee on May 10, City Council on May 16, and broader members of City staff in the coming weeks. Following the feedback period, the project team will pilot a number of the framework principles in the Frog Pond East and South public engagement efforts. After which, a refined version of the framework as well as the Barriers and Actions document will come back to Planning Commission and others for a report out and to gather final input. Future projects are then anticipated to reference this document as public engagement occurs, including future efforts of the Planning Commission in their role as the Committee for Community Involvement.

### **Discussion Questions:**

#### Framework for Inclusive Engagement (Attachment 1):

1. Is there any portion of the framework you feel is incorrect or missing?
2. What specific aspects of the framework could use further detail, guidance, and/or clarification?

#### Barriers and Actions (Attachment 2):

1. Are there any other barriers you would suggest adding to the Barriers and Actions outline?
2. What additional ideas might you have to address listed barriers?

### **EXPECTED RESULTS:**

Feedback from the Planning Commission to improve future drafts of the Wilsonville Framework for Inclusive Public engagement and the Barriers and Actions document.

### **TIMELINE:**

The project is scheduled to conclude by the end of June.

### **CURRENT YEAR BUDGET IMPACTS:**

The total contract for the work is \$28,800. The majority of the cost, approximately \$27,000 is funded through a Metro grant, with the remainder funded by Planning Division professional services budget.

### **COMMUNITY INVOLVEMENT PROCESS:**

The intent of the work is to improve the community involvement process. Some interviews are planned with select participants in prior and current public engagement efforts to gain their insights.

### **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:**

At this early point in the project, the Planning Commission may provide a range of suggestions and alternatives to the project team to consider.

**ATTACHMENTS:**

Attachment 1 Wilsonville Framework for Inclusive Engagement Draft  
(dated April 28, 2022)

Attachment 2 Draft Outline for Inclusive Public Engagement: Barriers and Actions memo  
(dated April 22, 2022)

# Wilsonville Framework for Inclusive Engagement

Draft April 28, 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.

## 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 plans will reflect legitimacy, community support, and incorporate equity 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 difference will emerge.
- *Deeper understanding of the issues.* Regional housing plans will be stronger with the input of the people who are facing and addressing housing challenges. Regional economic opportunity plans will benefit by significant engagement of residents and organizations that have knowledge of the barriers to job access and experience in creating solutions to these challenges.
- *Increase in community capacity.* A meaningful engagement strategy will improve 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, outside of public processes.
- *Reduced long-term costs.* Plans and development projects often end up in litigation when lack of or poor community engagement has not effectively crafted 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 that 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
- 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

Effective 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. Effective engagement is:

- Collaborative – work together 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 outreach. 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. 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 planning effort, 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 in on specific outcomes 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?

- 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 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 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*

<b>Step 1</b>	Define the problem and identify desired outcome for a planning project
<b>Step 2</b>	Determine criteria and measures for the desired outcomes
<b>Step 3</b>	Brainstorm alternative solutions to the problem
<b>Step 4</b>	Evaluate the alternatives using the agreed upon criteria
<b>Step 5</b>	Consider tradeoffs between alternatives
<b>Step 6</b>	Develop recommendations to the decision makers

### Step 1: Define the problem and identify desired outcome for a planning project

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 alternative solutions to the problem

The process of brainstorming alternative solutions is generally the most fun part of a planning process and one stakeholders want to jump into from the beginning of the process. In most 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 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. It is best that the City does not present their ideas until after the brainstorming phase. 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 had coming into the process 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 between 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 existing 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.

## 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 interests. 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 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.

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. 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.

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*

<b>Barrier</b>	<b>Potential Action</b>
<b>Participant resources</b>	
Time needed to participate	Offer a variety of times and amount of time required
Ability to travel to meetings	Locate activities close to underrepresented communities, provide or subsidize transportation to meetings; provide a hybrid model for online and in person engagement
Childcare	Provide onsite childcare and activities to engage youth in the project
<b>Limited knowledge of, or access to technology</b>	
Internet access	Provide computer and internet access at public facilities
Comfort with online platforms	Simplify access and provide support
<b>Lack of trust in government</b>	
Past experiences with government	Document the range of past negative experiences and actively address concerns

<b>Barrier</b>	<b>Potential Action</b>
Fairness of the process	Clearly define the process and maintain transparency
Fear of government	Hold meetings in safe environments (schools, churches, neighborhood meeting places)
<b>Language</b>	Provide translation services and community liaisons
<b>Cultural</b>	Make accommodations for cultural and religious holidays and norms
<b>Physical</b>	Provide accommodations for varying physical abilities and limitations
<b>Lack of project awareness</b>	Provide information across a wide range of media, formal and informal
<b>Power differentials and dynamics</b>	Assess, document, and address full range of potential power dynamics related to initiative

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 process potentially affect them?
- What are the historic and current power dynamics of the group in relation to the rest of the community?
- 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 underrepresented groups need to participate effectively? How will that information be prepared and delivered?

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. 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 alternative 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.

### 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.

### 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.

### 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 can help disseminate information about policies, plans, and projects that are newsworthy. Media releases should be coordinated through the City's Public and Government Affairs Director.

### 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 outreach. 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?

## MEMORANDUM

### Inclusive Public Engagement: Barriers and Actions

*DRAFT*

This memorandum provides an initial outline of potential barriers and opportunities to inclusive public engagement on planning and policy initiatives. These barriers and potential actions to address them will be expanded and fleshed out through the Frog Pond project public engagement process.

#### Barriers to Public Involvement

- Participant resources
  - Time needed to participate -> offer a variety of times and amount of time required
  - Ability to travel to meetings -> locate activities close to underrepresented communities, provide or subsidize transportation to meetings, provide a hybrid model for online and in person engagement.
  - 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
- Lack of trust in government
  - Past experiences with government initiatives -> 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 barriers -> provide translation services and community liaisons
- Cultural -> make accommodations for cultural and religious holidays and norms
- Physical -> provide accommodations for varying physical abilities and limitations
- Lack of project awareness -> provide information across a wide range of media, formal and informal
- Power differentials and dynamics -> assess, document, and address full range of potential power dynamics related to initiative. Consider:
  - Organized groups vs individuals
  - Regular participants vs infrequent or underrepresented participants
  - Politically connected participants vs general public

#### 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



# PLANNING COMMISSION

## WEDNESDAY, MAY 11, 2022

### INFORMATIONAL

3. Town Center Infrastructure Funding Plan and Urban Renewal Strategic Plan Update (Rybold & Lorenzen) (30 minutes)



## PLANNING COMMISSION STAFF REPORT

<b>Meeting Date:</b> May 11, 2022		<b>Subject:</b> Town Center Infrastructure Funding Plan and Urban Renewal Strategic Plan Update	
		<b>Staff Members:</b> Kimberly Rybold, AICP, Senior Planner and Matt Lorenzen, Economic Development Manager	
		<b>Department:</b> Community Development	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> 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 <b>Comments:</b> N/A	
<b>Staff Recommendation:</b> Review information on the Town Center Infrastructure Funding Plan and Urban Renewal Strategic Plan update and how these two projects help implement the Town Center Plan.			
<b>Recommended Language for Motion:</b> N/A			
<b>Project / Issue Relates To:</b>			
<input checked="" type="checkbox"/> Council Goals/Priorities Goal 5: Align infrastructure plans with sustainable financing sources	<input checked="" type="checkbox"/> Adopted Master Plan(s) Town Center Plan	<input type="checkbox"/> Not Applicable	

### ISSUE BEFORE COMMISSION:

Staff will introduce the Town Center Infrastructure Funding Plan project, share information on the Urban Renewal Strategic Plan update, and discuss the interrelationship between the two projects.

### Town Center Infrastructure Plan and Urban Renewal Strategic Plan Staff Report

## **EXECUTIVE SUMMARY:**

In 2019, the Wilsonville City Council adopted the Wilsonville Town Center Plan, establishing a vision for a vibrant, walkable community hub that inspires people to come together and socialize, shop, live, and work. The Plan envisions a mixed-use development pattern with enhanced connectivity that will result in a walkable and vibrant Town Center, home to active parks, civic spaces, and amenities that provide year-round, compelling experiences. To achieve this, the Town Center Plan contains several goals and implementation strategies to guide future development. Goal 4 of the Town Center Plan is Safe Access and Connectivity, which aims to provide transportation infrastructure designed to create a safe, accessible environment for all modes of travel in Town Center, foster multimodal access between buildings and land uses in Town Center, connect to surrounding neighborhoods, and provide local and regional accessibility. At this meeting, staff will share information on the Town Center Infrastructure Funding Plan and the Urban Renewal Strategic Plan update, two projects that will further implementation of the Town Center Plan's planned infrastructure projects.

As described in further detail below, there is an interrelationship between these two projects, particularly as it relates to the possible use of urban renewal as a funding mechanism for infrastructure projects identified in the Town Center Plan (Attachment 1). As part of the Infrastructure Funding Plan, the project team will assess the feasibility of using urban renewal as part of the overall funding strategy. The Urban Renewal Strategic Plan update will consider if new urban renewal districts should be created as existing districts are closed out, and if so, if Town Center should be included within a new district. The outcome of the Strategic Plan recommendations will influence if urban renewal should be utilized in Town Center, which will affect the strategies included in the final Town Center Infrastructure Funding Plan.

### ***Town Center Infrastructure Funding Plan***

The implementation chapter of the Town Center Plan calls for a study of how the infrastructure projects identified in the Town Center Plan will be funded and which funding tools are most appropriate to support development within Town Center, along with an assessment of the feasibility of urban renewal (also known as tax increment financing) as a tool to provide some of this funding. The City has contracted with FCS Group, a firm with experience in developing funding strategies for targeted areas like Town Center, to lead development of the Town Center Infrastructure Funding Plan. The project team includes engineers from David Evans Associates who will prepare updated cost estimates for the infrastructure projects listed in the Town Center Plan, serving as the basis for the Infrastructure Funding Plan.

Since project kickoff in February, the project team has reviewed both the Town Center Plan and Streetscape Plan to update the infrastructure project cost estimates. Once finalized, the project team will utilize and refine development scenarios included within the Town Center Plan to forecast anticipated revenues that will be generated from existing funding sources that are now in place for transportation, water, sewer, storm, and parks facilities, including system development charges, connection fees, rates, and taxes. Based on the updated cost estimates, the team will identify if there are anticipated gaps in funding for the Town Center infrastructure projects and define the share of funding the City will be responsible for in closing these gaps. The project team will assess a variety of funding tools to determine which are best suited to close these gaps. As

## **Town Center Infrastructure Plan and Urban Renewal Strategic Plan Staff Report**

Page 2 of 4

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part of this assessment, the project team will conduct an urban renewal feasibility analysis to determine if this may be a suitable tool to fund infrastructure improvements in Town Center. Based on the findings of this work, the project team will develop a funding strategy for Town Center, with final adoption anticipated later this year.

### ***Urban Renewal Strategic Plan***

Concurrent with this work, the City is beginning a process to update the 2014 Urban Renewal Strategic Plan. The City has successfully used urban renewal in order to complete infrastructure projects and facilitate private development over the past three decades. This success is due in part to the City's deliberate and thoughtful approach to urban renewal, informed by this Strategic Plan. Presently there are two urban renewal districts that are close to being retired, and therefore a need to refresh the City's urban renewal strategy to focus on if and how the City should use this tool in the future. The City has reconvened a City Manager-appointed task force comprised of local residents as well as business and community advocates in order to inform the creation of a new urban renewal strategic plan. Several taxing districts impacted by urban renewal are also invited to participate.

The task force has met twice—in March and April—and will meet three to four more times over the coming months. As a first step in updating the Strategic Plan, the task force is assessing return on investment and lessons learned from urban renewal areas that are close to being retired, and discussing the potential to effectively and responsibly use urban renewal in the future. As part of this discussion, the task force will be looking at other areas of the City as potential areas of urban renewal investment in the future. Based on information derived from the Infrastructure Funding Plan and Urban Renewal Analysis, the Town Center may be one of these places. The culmination and intended outcome of these meetings is a set of recommendations regarding current and future uses of urban renewal as a public finance tool. These written recommendations will be presented to the City Council in the fall and, if adopted, will then become the City's Strategic Plan that will inform how the City will use urban renewal moving forward.

### **EXPECTED RESULTS:**

Presentation of project goals and timelines for the Town Center Infrastructure Funding Plan and Urban Renewal Strategic Plan update.

### **TIMELINE:**

Work to identify funding gaps for Town Center infrastructure projects and assess financing tools to fill the gaps, including urban renewal, will occur throughout spring and summer 2022. The project team expects to hold work sessions with the Planning Commission and City Council in early fall 2022 to gather input on a preferred approach to infrastructure funding. Work to update the Urban Renewal Strategic Plan will continue over the next several months, with recommendations expected in fall 2022.

### **CURRENT YEAR BUDGET IMPACTS:**

Total project scope for the Infrastructure Funding Plan and Urban Renewal Analysis is approximately \$90,000, with approximately half of this amount to be spent in FY 2021-22. Funding for consultant services will be funded by CIP project #3004. The amended budget for FY2021-22 includes approximately \$280,000 for Town Center Implementation. The budget for the consultant

### **Town Center Infrastructure Plan and Urban Renewal Strategic Plan Staff Report**

Page 3 of 4

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services associated with the 2022 urban renewal strategic planning work is \$26,380. This amount is included in a personal services contract the City has with Tiberius Solutions, with a total not to exceed \$45,000. Funding for the Urban Renewal Strategic Plan update is provided by the Community Development Administration Professional Services line item.

**COMMUNITY INVOLVEMENT PROCESS:**

The Town Center Plan included a robust and inclusive public outreach process where an infrastructure funding plan and urban renewal analysis were identified as implementation actions. Updates to the Urban Renewal Strategic Plan will involve a task force comprised of local residents as well as business and community advocates.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:**

As a result of undertaking the Town Center Plan's implementation activities, including the Infrastructure Funding Plan and Urban Renewal Analysis, the City will begin to realize the community's vision for a more commercially vibrant, walkable, mixed-use Town Center.

**ALTERNATIVES:**

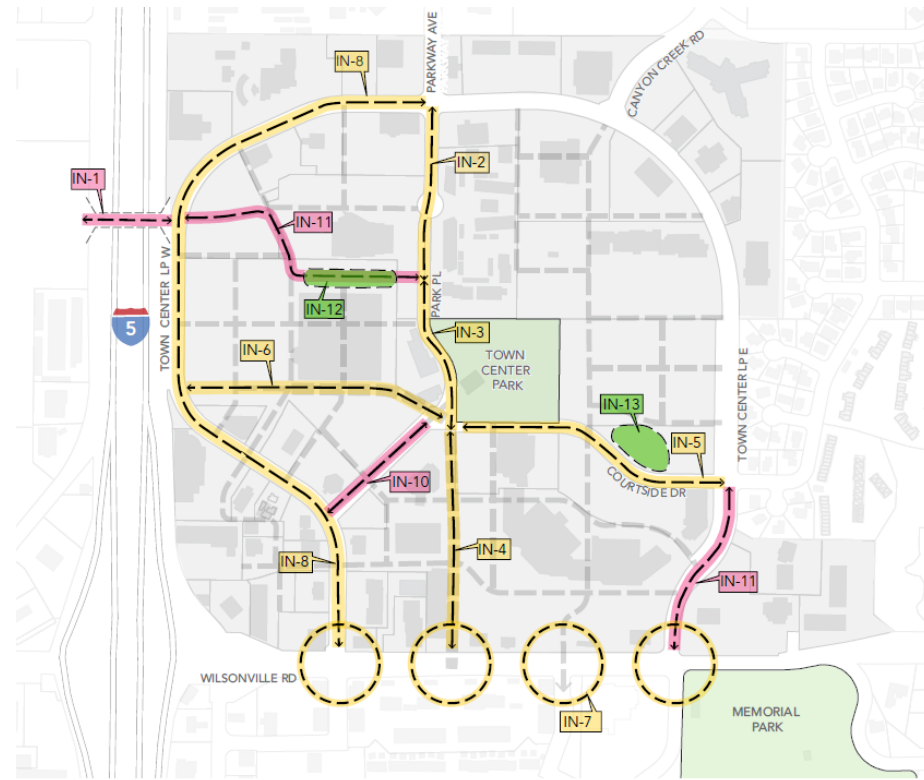
N/A

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENT:**

1. Town Center Plan – Infrastructure Investments



INFRASTRUCTURE PROJECT LOCATIONS

FIGURE 5.2

INFRASTRUCTURE INVESTMENTS

IN.1	I-5 Bike/Pedestrian Bridge and Gateway	\$10.8m (bridge) \$1.5m (gateway)	X	X		City/ ODOT (bridge)/ Private (gateway)	LID, SDCs, SF, City, TIF, Private, Grants
IN.2	Park Place Redesign (Town Center Loop to northern edge of Town Center Park)	\$4.4m		X		City/Private	LID, SDCs, SF, TIF, Private
IN.3	Park Place Redesign (Town Center Park to Courtside Drive)	\$3.7m	X	X		City/Private	LID, SDCs, SF, TIF, Private

ACTION NUMBER	SUMMARY	ESTIMATED COST	SHORT (1-5 YRS.)	MED. (6-10 YRS.)	LONG (11-20 YRS.)	PRIMARY RESPONSIBILITY/PARTNERS	POTENTIAL FUNDING SOURCES
<b>INFRASTRUCTURE INVESTMENTS CONT.</b>							
IN.4	Park Place Extension (Courtside Drive to Wilsonville Road)	\$6.3m	X	X		City/Private	LID, SDCs, SF, TIF, Private
IN.5	Courtside Drive Improvements (Park Place to Town Center Loop E)	\$7.9m		X	X	City/Private	LID, SDCs, SF, TIF, Private
	<i>Courtside Drive CYCLE TRACK ONLY (Park Place to Town Center Loop E)</i>	\$78k	X			City	LID, SDCs, SF, TIF
IN.6	Courtside Drive Extension (Park Place East to Town Center Loop W)	\$6.6m		X	X	City/Private	LID, SDCs, SF, TIF, Private
IN.7	Wilsonville Road Intersection Modifications (occurs after IN.4)	\$1.8m		X	X	City/ODOT/Private	LID, SDCs, SF, TIF, Private
IN.8	Town Center Loop W Modifications	\$207k		X	X	City/Private	LID, SDCs, SF, TIF, Private
IN.9	Local Road Network	N/A	X	X	X	Private/City	Private
IN.10	Park Place Promenade Redesign	\$2.4m		X	X	City/Private	LID, SDCs, SF, TIF, Private
IN.11	Two-way cycle tracks– <i>Segment 1: Bike/Pedestrian Bridge to Town Center Park)</i>	\$75k	X	X		City	LID, SDCs, SF, TIF
	<i>Segment 3: Town Center Park to Town Center Loop E (Courtside Drive Segment).</i>	\$78k	X	X		City	LID, SDCs, SF, TIF
	<i>Segment 4: Town Center Loop E to Wilsonville Rd)</i>	\$51k	X	X		City	LID, SDCs, SF, TIF
IN.12	Promenade	\$1.8m		X		Private/City	Private, LID, SDCs, SF, TIF
IN.13	Town Center Skatepark	\$800k		X		City	LID, SDCs, SF, TIF



ACTION NUMBER	SUMMARY	ESTIMATED COST	SHORT (1-5 YRS.)	MED. (6-10 YRS.)	LONG (11-20 YRS.)	PRIMARY RESPONSIBILITY/PARTNERS	POTENTIAL FUNDING SOURCES
<b>INFRASTRUCTURE INVESTMENTS CONT.</b>							
IN.14	Domestic Water Improvement Costs	\$11.2m	X	X	X	City/Private	LID, SDCs, SF, TIF, Private
	Sanitary Sewer Improvement Costs	\$10m	X	X	X	City/Private	LID, SDCs, SF, TIF, Private
	Storm Water Sewer Improvements Costs	\$26.2m	X	X	X	City/Private	LID, SDCs, SF, TIF, Private



# PLANNING COMMISSION

## WEDNESDAY, MAY 11, 2022

### INFORMATIONAL

4. City Council Action Minutes (April 4 & 18, 2022) *(No staff presentation)*

City Council Meeting Action Minutes  
April 4, 2022

**City Council members present included:**

Mayor Fitzgerald  
Council President Akervall  
Councilor Lehan  
Councilor West – 7:04 p.m.  
Councilor Linville

Jeanna Troha, Assistant City Manager  
Zoe Mombert, Assistant to the City Manager  
Ryan Adams, Assistant City Attorney  
Beth Wolf, Senior Systems Analyst  
Philip Bradford, Associate Planner  
Dan Pauly, Planning Manager  
Andrea Villagrana, Human Resource Manager  
Dustin Schull, Parks Supervisor  
Mark Ottenad, Public/Government Affairs Director

**Staff present included:**

Bryan Cosgrove, City Manager  
Kimberly Veliz, City Recorder

AGENDA ITEM	ACTIONS
<b>REGULAR MEETING</b>	<b>START: 7:00 p.m.</b>
<u>Mayor’s Business</u>	
A. Wilsonville Wildcats Week Proclamation	The Mayor read into the record a proclamation declaring April 4-8, 2022 as Wilsonville Wildcats Week. Council then took photos with the Wildcats boys’ basketball team.
B. City Attorney Employment Agreement	Council moved to approve Amanda Guile-Hinman’s employment agreement as City Attorney from May 2, 2022 to April 30, 2024, as outlined in the employment agreement, 5-0.
C. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.
<u>Communications</u>	
A. Representative Courtney Neron 2022 Legislative Session Presentation	Representative Neron delivered a summary of the legislature’s accomplishments during the 2022 State legislative session.
B. Wilsonville Little League Bleachers - CEP	Brian Clark briefed Council on the Wilsonville Little League project to build new bleachers with funds provided by the Community Enhancement Program.
<u>Consent Agenda</u>	
A. <b><u>Resolution No. 2961</u></b> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Northstar Electrical Contractors, Inc To Construct Street Lighting LED Conversion – Phase 2 Project (CIP #4722)	The Consent Agenda was approved 5-0.

B. **Resolution No. 2965**  
A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Jarrett Walker And Associates, LLC For The Update Of The Transit Master Plan.

C. **Resolution No. 2968**  
A Resolution Of The City Of Wilsonville Approving A Goods And Services Contract With Northwest Playground Equipment, Inc. For the Villebois Regional Park 7 And 8 Amenities.

D. Minutes of the March 21, 2022 Council Meeting.

New Business

A. None.

Continuing Business

A. None.

Public Hearing

A. **Ordinance No. 857**  
An Ordinance Of The City Of Wilsonville Annexing Approximately 12.95 Acres Of Property Located To The North Of SW Frog Pond Lane Into The City Limits Of The City Of Wilsonville, Oregon; The Land Is More Particularly Described As Tax Lot 500, And A Portion Of SW Frog Pond Lane Right-Of-Way, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Darrell R. Lauer, Sandi L. Lauer, Petitioners.

After a public hearing was conducted, Ordinance No. 857 was adopted on first reading by a vote of 5-0.

B. **Ordinance No. 858**  
An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Clackamas County Rural Residential Farm Forest 5-Acre (RRFF-5) Zone To The Residential Neighborhood (RN) Zone On Approximately 12.80 Acres To The North Of SW Frog Pond Lane; The Land Is More Particularly Described As Tax Lot 500, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Venture Properties, Inc., Applicant.

After a public hearing was conducted, Ordinance No. 858 was adopted on first reading by a vote of 5-0.

<u>City Manager's Business</u>	City Councilors were reminded their Statement Economic Interest for the Oregon Government Ethics Commission needed to be completed by April 15, 2022.	<i>Item 4.</i>
<u>Legal Business</u>	There was none.	
<b>ADJOURN</b>	8:25 p.m.	

City Council Meeting Action Minutes  
April 18, 2022

**City Council members present included:**

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

Ryan Adams, Assistant City Attorney  
Kerry Rappold, Natural Resources Manager  
Matt Palmer, Associate Engineer  
Cindy Luxhoj, Associate Planner  
Kimberly Veliz, City Recorder  
Jeanna Troha, Assistant City Manager  
Zoe Mombert, Assistant to the City Manager  
Dwight Brashear, Transit Director  
Kelsey Lewis, Grants & Programs Manager  
Brian Stevenson, Program Manager

**Staff present included:**

Bryan Cosgrove, City Manager  
Philip Bradford, Associate Planner

AGENDA ITEM	ACTIONS
<b>REGULAR MEETING</b>	<b>START: 7:00 p.m.</b>
<u>Mayor's Business</u>	
A. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.
B. Community Tourism Grant Recommendations	Council made a motion to award Wilsonville Arts & Culture Council's tourism grant request for \$8,000 for Wilsonville Arts & Culture's Art Festival and Summer Performance Series and award Rotary's tourism grant request for \$5,000 for Wilsonville Rotary Foundation's Summer Concert Series as recommended by the Tourism Promotion committee. Approved 4-0.
<u>Communications</u>	
A. Oregon Transportation Association System Innovation Award	Oregon Transportation Association (OAT) awarded SMART staff with the 2021 System Innovation Award.
B. Earth Day	Staff announced upcoming City sponsored events to celebrate Earth Day.
<u>Consent Agenda</u>	
A. <b><u>Resolution No. 2967</u></b> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Renewal Of The Personal Services Agreement With Scott Edwards Architecture, LLP For The Architectural Services During Construction For The Public Works Complex Project (Capital Improvement Project #8113).	The Consent Agenda was approved 4-0.

<p>B. <b><u>Resolution No. 2969</u></b>  A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Blackline, Inc. For The 2022 Slurry Seal Project (Capital Improvement Project 4014).</p> <p>C. Minutes of the April 4, 2022 City Council Meeting.</p>	
<p><u>New Business</u>  A. OTAK, Inc. Settlement Agreement</p>	<p>Council made a motion to accept the settlement agreement with OTAK, Inc. Passed 4-0.</p>
<p><u>Continuing Business</u>  A. <b><u>Ordinance No. 857</u></b>  An Ordinance Of The City Of Wilsonville Annexing Approximately 12.95 Acres Of Property Located To The North Of SW Frog Pond Lane Into The City Limits Of The City Of Wilsonville, Oregon; The Land Is More Particularly Described As Tax Lot 500, And A Portion Of SW Frog Pond Lane Right-Of-Way, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Darrell R. Lauer, Sandi L. Lauer, Petitioners.</p> <p>B. <b><u>Ordinance No. 858</u></b>  An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Clackamas County Rural Residential Farm Forest 5-Acre (RRFF-5) Zone To The Residential Neighborhood (RN) Zone On Approximately 12.80 Acres To The North Of SW Frog Pond Lane; The Land Is More Particularly Described As Tax Lot 500, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Venture Properties, Inc., Applicant.</p>	<p>Ordinance No. 857 was adopted on second reading by a vote of 4-0.</p> <p>Ordinance No. 858 was adopted on second reading by a vote of 4-0.</p>
<p><u>Public Hearing</u>  A. <b><u>Ordinance No. 859</u></b>  An Ordinance Of The City Of Wilsonville Annexing Approximately 13.24 Acres Of Property Located Between SW Boeckman Road and SW Frog Pond Lane at 7070 SW Frog Pond Lane and 7151 SW Boeckman Road; The Land Is More Particularly Described As Tax Lot 1501, Section 12D, And Tax Lot 4500, Section 12DC, Township 3 South, Range 1</p>	<p>After a public hearing was conducted, Ordinance No. 859 was adopted on first reading by a vote of 4-0.</p>

West, Willamette Meridian, Clackamas County, Oregon. Kathy Ludwig, Amy Thurmond, Gregory Cromwell, Matthew Hall, Matthew Kirkendall, Gary Moon, Jaelene Moon, Kurt Moon, Laurel Moon, Petitioners.

**B. Ordinance No. 860**

An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Clackamas County Rural Residential Farm Forest 5-Acre (RRFF-5) Zone To The Residential Neighborhood (RN) Zone On Approximately 4.06 Acres, And To The Public Facility (PF) Zone On Approximately 9.18 Acres Located Between SW Boeckman Road and SW Frog Pond Lane At 7070 SW Frog Pond Lane and 7151 SW Boeckman Road; The Land Is More Particularly Described As Tax Lot 1501, Section 12D, And Tax Lot 4500, Section 12DC, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. West Hills Land Development LLC, Applicant.

After a public hearing was conducted, Ordinance No. 860 was adopted on first reading by a vote of 4-0.

**C. Ordinance No. 861**

An Ordinance Of The City Of Wilsonville Annexing Approximately 10.46 Acres Of Property Located West Of SW Stafford Road North Of SW Frog Pond Lane at 6725 SW Frog Pond Lane; The Land Is More Particularly Described As Tax Lots 401 And 402, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Sheri Miller, James Mehus, Jeremiah Kreilich, Brian Powell, Petitioners.

After a public hearing was conducted, Ordinance No. 861 was adopted on first reading by a vote of 4-0.

**D. Ordinance No. 862**

An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Clackamas County Rural Residential Farm Forest 5-Acre (RRFF-5) Zone To The Residential Neighborhood (RN) Zone On Approximately 10.46 Acres Located West Of SW Stafford Road North Of SW Frog Pond Lane at 6725 SW Frog Pond Lane; The Land Is More Particularly Described As Tax Lots 401 And 402, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. West Hills Land Development LLC, Applicant.

After a public hearing was conducted, Ordinance No. 862 was adopted on first reading by a vote of 4-0.



<u>City Manager's Business</u>	No report.	<i>Item 4.</i>
<u>Legal Business</u>	No report.	
<b>ADJOURN</b>	8:10 p.m.	



# PLANNING COMMISSION

## WEDNESDAY, MAY 11, 2022

### INFORMATIONAL

5. 2022 PC Work Program (*No staff presentation*)

# 2022 DRAFT PC WORK PROGRAM SCHEDULE

Item 5.

Updated 05/02/2022

AGENDA ITEMS			
Date	Informational	Work Sessions	Public Hearings
JANUARY 12	CANCELLED		
<b>January CCI Frog Pond East and South Community Forum 1</b>			
FEBRUARY 9	•	<ul style="list-style-type: none"> <li>• Frog Pond East and South MP</li> </ul>	
MARCH 9	•	<ul style="list-style-type: none"> <li>• Boeckman Road Corridor Overview</li> </ul>	
APRIL 13	•	<ul style="list-style-type: none"> <li>• Airport Related Comprehensive Plan Amendments</li> <li>• Frog Pond East and South MP</li> </ul>	
MAY 11	<ul style="list-style-type: none"> <li>• Town Center Infrastructure Funding Plan and Urban Renewal Strategic Plan Update</li> </ul>	<ul style="list-style-type: none"> <li>• Outreach Framework</li> </ul>	
<b>May CCI Frog Pond East and South Community Forum 2</b>			
JUNE 8		<ul style="list-style-type: none"> <li>• Frog Pond East and South MP</li> <li>• Outreach Framework</li> </ul>	
JULY 13	<ul style="list-style-type: none"> <li>• I-5 Bike/Pedestrian Bridge</li> </ul>		
AUGUST 10		<ul style="list-style-type: none"> <li>• Frog Pond East and South MP</li> </ul>	
SEPTEMBER 14		<ul style="list-style-type: none"> <li>• Frog Pond East and South MP</li> <li>• TC Infrastructure Funding Plan</li> </ul>	
OCTOBER 12		<ul style="list-style-type: none"> <li>• Frog Pond East and South MP</li> </ul>	
NOVEMBER 9			<ul style="list-style-type: none"> <li>• Frog Pond East and South MP</li> </ul>
DECEMBER 8			
JAN. 11, 2023			
<b>2022 Projects</b>		<b>Future/Potential Fill In Projects</b>	
<ul style="list-style-type: none"> <li>• Annual Housing Report</li> <li>• TC Programming Plan</li> <li>• TC Ec Dev/Business Retention</li> <li>• Airport Comp Plan Element</li> </ul>		<ul style="list-style-type: none"> <li>• Transit Center TOD</li> <li>• Recreation in Industrial Zones</li> </ul>	<ul style="list-style-type: none"> <li>• Mobile Food Vendor Standards</li> <li>• Basalt Creek Zoning</li> <li>• Basalt Creek Infra.</li> </ul>
Planning Commission Meeting - May 11, 2022 2022 PC Work Program			

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