

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday June 19, 2017. Mayor Knapp called the meeting to order at 7:06 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Knapp
Councilor Starr - Excused
Councilor Stevens
Councilor Lehan
Councilor Akervall

Staff present included:

Bryan Cosgrove, City Manager
Jeanna Troha, Assistant City Manager
Barbara Jacobson, City Attorney
Sandra King, City Recorder
Chris Neamtzu, Planning Director
Nancy Kraushaar, Community Development Director
Delora Kerber, Public Works Director
Jon Gail, Community Relations Coordinator
Susan Cole, Finance Director
Mark Ottenad, Public and Government Affairs
Angela Handran, Community Outreach Coordinator
Cathy Rodocker, Assistant Finance Director
Dwight Brashear, SMART Director
Pat Duke, Library Director

Motion to approve the order of the agenda.

Motion: Councilor Lehan moved to approve the order of the agenda. Councilor Stevens seconded the motion.

Vote: Motion carried 4-0.

COMMUNICATIONS

A. Three Sisters Heritage Tree Nomination (Councilor Lehan)

Members of Ms. Hanlon's Fourth Grade Class presented their Heritage Tree nomination for the three Oregon White Oaks located on Kinsman Road known as "The Three Sister Oaks".

Motion: Councilor Lehan moved that to ratify the designation of the Three Sister Oaks on Kinsman as Wilsonville Heritage Trees as presented by the students. Councilor Akervall seconded the motion.

Vote: Motion carried 4-0.

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CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

This is an opportunity for visitors to address the City Council on items *not* on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

Taft Mitchell of Wilsonville Community Sharing (WCS) thanked the Council and City for the support provided to Wilsonville Community Sharing. Mr. Mitchell provided a brief report regarding the number of people served and the types of services they received.

Michelle Ripple distributed copies of the fund raising literature that was prepared using the grant provided by the City last year.

MAYOR'S BUSINESS

A. Citizen Academy Graduation (staff – Handran)

Diplomas were awarded to the graduating class of the 2017 Citizens Academy by the Mayor and Councilors.

Angela Handran, Community Outreach Specialist stated this is the third graduating class of the Citizens Academy. Ms. Handran talked about the activities the Citizens Academy participated in during their six-months of classes.

B. Mayor Knapp reported on the meetings and events he attended on behalf of the City and announced the next Council meeting is scheduled for July 17th.

COUNCILOR COMMENTS

Councilor Stevens reported on the activities of the French Prairie Pedestrian Bridge Task Force, wherein they discussed the criteria on selecting the location of the bridge and the weighting of the criteria.

Councilor Lehan had no report.

Councilor Akervall stated the Kitakata Sister City Committee is looking for host families for this year's delegation traveling to Wilsonville.

CONSENT AGENDA

Ms. Jacobson read the items of the Consent Agenda into the record.

A. **Resolution No. 2636**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Carollo Engineers, Inc. For Master Planning And Design Services. (staff – Mende)

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B. Resolution No. 2637

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement And Contract Amendment With Woofter Architecture Pc For Design And Construction Phase Support Services For The Library Improvements Project (CIP #8098) (Staff – Mende)

C. Resolution No. 2644

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With VSS International, Inc. For The 2017 Street Maintenance – Slurry Seal Project (Capital Improvement Project #4014). (staff – Ward)

Motion: Councilor Stevens moved to approve the Consent Agenda. Councilor Lehan seconded the motion.

Vote: Motion carried 4-0.

PUBLIC HEARING

Adoption of the Budget

Ms. Jacobson read the titles of Resolutions No. 2638, 2639 and 2640, and 2641 into the record. She noted one public hearing for Resolutions No. 2639 and 2640 and 2641 may be conducted; however, a separate motion is needed for each resolution.

A. Resolution No. 2638

A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2016-17 (staff – Rodocker)

The Mayor opened the public hearing on Resolution No. 2638 at 8:06 p.m. and read the hearing format.

Cathy Rodocker, Assistant Finance Director presented the staff report on Resolution No. 2638.

Oregon's Local Budget Law allows the Council to amend the adopted budget for an occurrence or condition that was not known at the time the budget was adopted. A transfer resolution moves expenditures from one category to another within a specific fund and does not increase the overall budget that was approved during the annual budget process. A supplemental budget adjustment will impact the budget by increasing revenues and/or expenditures. The supplemental adjustment can also recognize expenditures that exceed 10% of the adopted budget expenditures or 15% of the adopted contingency in a fund.

Non-Capital Project Budget Requests:

- An additional \$10,000 in temporary wages is needed in the Building Department to meet anticipated work load in the month of June.
- An additional \$15,000 in bank charges is needed in the Building Department to insure adequate budget authority for the fiscal year.
- An additional \$21,000 in capital outlay is needed in the Water Treatment Program to purchase three power cells for the variable frequency drive for the high service pump P-2.

Capital Project Budget Requests:

- Additional funding requests needed for the project management fees on the following projects:
Coffee Creek Area Planning: Funding Source-General Fund, \$32,000

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5th/Kinsman-Water: Funding Source-Water SDC, \$20,000
5th/Kinsman-Sewer: Funding Source-Sewer SDC, \$20,000

As required by Local Budget Law, a notice for the public hearing has been published in the Wilsonville Spokesman. The notice has also been published on the City's website. As the accompanying resolution is a budget adjustment, a public hearing must be part of the adoption process.

Mayor Knapp called for public testimony, hearing none he closed the public hearing at 8:11 p.m.

Motion: Councilor Stevens moved to approve **Resolution No. 2638**. Councilor Akervall seconded the motion.

Vote: Motion carried 4-0.

B. **Resolution No. 2639**
A Resolution Declaring The City's Eligibility To Receive State Shared Revenues. (staff – Cole)

C. **Resolution No. 2640**
A Resolution Declaring The City's Election To Receive State Shared Revenues (staff – Cole)

D. **Resolution No. 2641**
A Resolution Of The City Of Wilsonville Adopting The Budget, Making Appropriations, Declaring The Ad Valorem Tax Levy, And Classifying The Levy As Provided By ORS 310.060(2) For Fiscal Year 2017-18 (staff – Cole)

The Mayor opened the public hearing on Resolutions No. 2639, 2640, and 2641 at 8:12 p.m. and read the hearing format.

Susan Cole, Finance Director, presented the staff report on Resolutions 2639 and 2640 which deal with State Shared Revenues.

Ms. Cole provided the staff report on Resolution No. 2641. Following the Budget Committee vote to approve the budget the City Council must hold a public hearing and receive comments on the budget prior to adoption. Council must adopt the budget no later than June 30, 2017.

By law, the Council may make changes in the approved budget within certain limitations: (1) taxes may not be increased over the amount approved by the budget committee, and (2) estimated expenditures in a fund cannot be increased by more than \$5,000 or 10 percent, whichever is greater. The Council can reduce the budget from that approved by the Budget Committee.

The Budget Committee made one change to the FY 2017-18 Proposed Budget prior to approving it; based upon staff recommendation, the Budget Committee increased the Parks Maintenance staff by one full-time equivalent and \$75,000, partially offset by reducing professional services in Parks Maintenance by \$30,000, and the remaining \$45,000 coming from the General Fund unassigned contingency.

Mayor Knapp called for public testimony on the three resolutions.

Mike Dykzeul expressed his support for the additional traffic officer that was included in the FY 2017-18 budget. He thanked Mr. Cosgrove for the increased police presence in his neighborhood to address traffic issues.

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Mayor Knapp closed the hearing at 8:17 p.m.

Motion: Councilor Lehan moved to approve **Resolution No. 2639**. Councilor Akervall seconded the motion.

Vote: Motion carried 4-0.

Motion: Councilor Lehan moved to approve **Resolution No. 2640**. Councilor Akervall seconded the motion.

Vote: Motion carried 4-0.

Motion: Councilor Akervall moved to approve **Resolution No. 2641**. Councilor Lehan seconded the motion.

Councilor Stevens noted the budget does include funding for an additional traffic officer to deal with the traffic issues. She thanked staff for putting together a budget document that was easy to read, and for the informative presentations and responses to questions.

Vote: Motion carried 4-0.

E. **Ordinance No. 806** 1st reading

An Ordinance Of The City Of Wilsonville Amending The Text Of The Comprehensive Plan, The Comprehensive Plan Map, The Wilsonville Development Code, And The Significant Resource Overlay Zone Map, And Adopting The Frog Pond West Master Plan As A Sub-Element Of The Comprehensive Plan. (staff – Neamtzu)

Ms. Jacobson read the title of Ordinance No. 806 into the record on first reading.

Mayor Knapp opened the public hearing at 8:24 p.m. and read the hearing protocol.

Mr. Neamtzu presented the staff report.

The Staff Report is included here for background.

In November 2015, the City Council adopted the Frog Pond Area Plan, which is a concept plan for approximately 500-acres in 3 unique neighborhoods of the planning area (west, east and south). Over the course of 2016 to now, the project team has been working closely with the Planning Commission, City Council, property owners, citizens, developers, homebuilders and planning consultants on the numerous elements contained in the Frog Pond West Master Plan. The subject property for the Master Plan is the 180-acre area located generally west of Stafford Road and north of Boeckman Road within the Urban Growth Boundary.

The purpose of the Master Plan is to: establish the overall vision for the neighborhood; illustrate and define neighborhood specific plans and requirements for land use, streets, pedestrian connections, bike routes, parks, open spaces and natural resource areas; describe and illustrate the City's expectations for high-quality architectural and community design; serve as the guide for coordinating individual developments and public realm improvements into a cohesive whole; and provide implementation strategies for land use regulation and infrastructure funding.

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Building from the November 2015 adopted Frog Pond Area Plan, the Frog Pond West Master Plan and implementing Comprehensive Plan and Development Code amendments will build upon the vision established in the Area Plan for the Frog Pond West Neighborhood. The amendments include:

- Amendment to the Comprehensive Plan Map to add the ‘Residential Neighborhood’ and ‘Public Facilities’ designations.
- Amendments to the Wilsonville Comprehensive Plan text to implement the Frog Pond West Master Plan.
- Amendment to the Significant Resource Overlay Zone (SROZ) Map to incorporate the Willow Creek drainage.
- Adoption of the Frog Pond West Master Plan as a supporting document of the Comprehensive Plan.
- Amendments to the Wilsonville Planning and Land Development Ordinance (Development Code) creating the Residential Neighborhood (RN) Zone as well as supporting amendments to the text of the Code incorporating the new RN zone.

Adoption of the Frog Pond West Master Plan will set the stage for the next generation of great Wilsonville neighborhoods.

The Planning Commission held the first public hearing on the Frog Pond West Master Plan on March 8, 2017. Following receipt of testimony and deliberation, the Commission forwarded a recommendation of approval to the City Council. A Council hearing date was set and noticed for April 17th and then continued at the request of staff to a date certain of June 19, 2017.

The Frog Pond West Master Plan is included in this year’s budget, funded by the City’s General Fund in addition to Metro’s Community Planning and Development Grant program.

Throughout the process on the Master Plan there has been extensive collaboration between the project team, the Commission and interested parties. This collaboration has allowed for vetting of many issues resulting in the draft Master Plan document that has been produced. To date, there have been 10 work sessions and one public hearing with the Planning Commission on the Master Plan. As the project continues through the public hearing phase, there will be additional opportunities for community involvement.

The creation of a new neighborhood in the Frog Pond West area will provide citizens with new housing choices as well as a future school, parks, trails and open spaces.

The Concept Plan (also known as the Frog Pond Area Plan) process included many alternatives. The Master Plan hones in on and refines the adopted concepts contained in the Area Plan. The Council can continue the hearing or make a recommendation with or without modifications.

End of Staff Report.

Chris Neamtzu introduced the team who worked on the Frog Pond West Master Plan, Joe Dills, project manager with Angelo Planning Group, Garth Abanakas of DKS Associates, Andy Parks, Gel Oregon and Steve Adams, the City’s Development Engineering Manager.

Mr. Neamtzu noted that a large record was created through the fifteen-month Planning Commission hearing process. The Commission worked in a collaborative environment which was open to idea sharing and dialogue that helped to shape the final draft of the Master Plan.

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The Frog Pond West Master Plan is proposed to be adopted as a sub-element of the City's Comprehensive Plan and applies only to the West neighborhood which is approximately 181 acres in area bounded by Boeckman Creek to the west, Stafford Road to the east, Boeckman Road to the south and the northern boundary of the lots that are fronting on the north side of Frog Pond Lane.

The Frog Pond West Master Plan (Plan) builds upon the Frog Pond Area Plan that was adopted by the City Council in November 2015. This Plan is consistent with the vision established in the area plan. This Plan contains all single family detached homes in three primary categories, Residential-10 which are large lots of 8,000-12,000 square feet; the R-7 category of medium lots of 6,000-8,000 square feet, and R-5 which are the smallest lots in the project area of 4,000-6,000 square feet.

Two of the West Linn-Wilsonville School District parcels are proposed for a school and a potential neighborhood park. The Master Plan document contains a maximum Plan build out of 571 dwelling units, which is 39 units less than what was contained in the Area Plan. That reduction in an overall number of housing units was driven largely by the School District's announcement to site a future school on their ten acres fronting on Boeckman Road.

The Master Plan document contains the following chapters: Purpose and Scope; Vision, Principles, and Intent; Land Use; Residential and Community Design; Transportation; Parks and Open Space; Lighting, Street Trees, Gateways and Signage; Implementation; and a series of appendices that include the infrastructure funding plan.

As of Friday afternoon there was general agreement on overall strategies. The Master Plan establishes and applies a Residential Neighborhood Comprehensive Map designation to the area, and applies Public Facilities Designations to two of the three parcels that are owned by the West Linn-Wilsonville School District.

The Master Plan does not apply any zoning to the area, that would be done as part of the individual land use applications that would come forward to the City Development Review Board and the City Council as part of each of those property owner initiated applications to implement the Master Plan.

There are five specific proposed amendments contained in the Master Plan:

1. Comprehensive Plan Map adding the residential neighborhood and public facilities designations.
2. There are supporting amendments to the text of the Comprehensive Plan creating a residential neighborhood section and modifying various sections related to parks and recreation primarily to implement the plan.
3. There is an amendment to the Significant Resource Overlay Zone Map to add the small drainage that is north of Willow Creek Drive to the SROZ overlay zone boundary.
4. The Master Plan document itself is proposed to be adopted as a supporting document to the City's Comprehensive Plan.
5. Creation of a new residential neighborhood zone section that will guide the development of the homes and the neighborhoods in the Frog Pond West area, as well as a handful of supporting amendments and new definitions throughout the code to provide consistency with the new residential neighborhood zone that has been created.

The packet contains a Revisions List, Attachment B, to the Staff Report dated June 9. On page 2 of 5 the Revisions List outlines several specific amendments the staff has identified since the Planning Commission reviewed the document. The revisions are listed below:

- **MP1.** Revise Appendix A – Acknowledgements. (As directed by the Planning Commission)

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- **MP2.** Revise Appendix C – Acreage and Density Calculations, Table 3. For Sub-district 3, delete the R-3 designation and replace with R-10. (As directed by the Planning Commission)
- **MP3.** Revise pages 95-96, Infrastructure Funding Plan text. (As directed by the Planning Commission. The principle of equitable distribution has been added to the purpose text.)
- **MP4.** Replace Appendix D – Infrastructure Funding Plan. The draft plan dated March 1, 2017 will be replaced with the final plan approved by the Council.
- **MP5.** Revise pages 77-79 – Public Lighting Plan, regarding Collector Gateway lighting, to delete the references (in text and the map) to Collector Gateway lighting. Staff has determined that it is not beneficial to have a unique light standard (which requires different materials, storage, etc.) that is applied in a very small area.
- **MP6.** Throughout the document, change the term “Linear Park” to “Trailhead Park.”
- **MP7.** Revise pages 38-39 – Boeckman and Stafford Road Frontages, to include text and graphics for the “Boeckman and Stafford Road Wall Guidelines”.

Revisions to Development Code include:

- **C1.** Revise 4.127 (.07) (C) to read as below. This is a semantic clarification. “Lot Standards for Small Lot Sub-districts. The purpose of these standards is to ensure that development in the Small Lot Sub-districts includes varied design that avoids homogenous street frontages, creates active pedestrian street frontages, and has open space that is integrated into the development pattern.”
- **C2.** Revise Table 2 to establish 6,000 square feet as the minimum lot size for duplex lots.

Global Changes to All Documents

- **G1.** Revise dates to match the date of the adoption ordinance.
- **G2.** Correct minor semantic, formatting, and graphic issues.

Mr. Neamtzu said the purpose of the Plan is to establish the vision for the West neighborhood, illustrate and define neighborhood specific plans and requirements for land uses and streets, pedestrian connections, bike routes, parks, open spaces, and natural resources area. Describe and illustrate the City’s expectations for high quality architectural and community design, and to serve as a guide for coordinating the individual developments and public realm improvements into a cohesive whole, and to provide implementation strategy for land use regulations and infrastructure funding.

The Planning Commission unanimously recommended approval with a minor correction. The Commission highlighted the need and desire to try to spread the infrastructure costs in an equitable manner across all the properties in the West neighborhood and directed Staff to do so.

Councilor Stevens referred to the June 9, 2017 Revisions Memo, and asked staff to expand on the Planning Commission discussion for items MP2 and C2. MP2 seemed like a typographical error. Staff indicated it was and the Commission corrected the error.

Mr. Neamtzu addressed C2 “Revise Table 2 to establish 6,000 square feet as the minimum lot size for duplex lots.” The existing City Code does not define a minimum lot size for duplexes and because the Residential Neighborhood Zone had a requirement in the small lot sub-district that duplexes are required to be brought into the project on acreages over a certain size. Staff had not included language in the draft development code language for a minimum lot size. This issue was raised by Mr. Wolfsan and Mr. Altman who wanted to know what the minimum lot size for a duplex lot would be; therefor staff determined a duplex lot would be 6,000 square feet based on Oregon Model Development Codes.

Mr. Dills added the lot size would match the character of the district and noted the Commission did not provide direction; the recommendation is coming from staff.

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Councilor Stevens asked for clarification about the amendment for the Willow Creek SROZ.

Mr. Neamtzu stated Willow Creek is a shallow gradient drainage basin, essentially a linear ditch that collects storm water from the area around it. When the SROZ was done in 2000 the determination was “any above ground water feature, whether it is linear or a natural meandering stream were significant natural resources and should be included in the inventory.” The inventory did not pick this up when the initial mapping was done since it was outside the City in the late 1990s, so it has been picked up here and is proposed to be added consistent with the policy direction of the city-wide SROZ. In the Planning Commission record there are findings that support the designation as a SROZ. This drainage will separate the homes to the east and the park to the west. Mr. Neamtzu explained the jog in Willow Creek Road is to align with the road to the south, and to follow property lines. The goal is to have the streets match up with property lines to allow development and access.

Councilor Akervall commented the example of the street light fixtures look like acorn fixtures, and wanted to know if that was the type of street light fixture that would be used. Mr. Neamtzu indicated the incorrect image was used in the Plan and it will be replaced with the proper light fixture image.

Councilor Akervall wondered how the cluster housing would fit into the street grid.

Mr. Dills explained the circulation is driven by the Street Demonstration Plan. The variety of housing types is intended to be modular in the sense that they can fit within this block pattern. However, the Plan is not set in stone so if a property were to cluster their development towards one portion of their property because they wanted to maintain trees or make a particular pedestrian connection, that is permissible under the code. Clustering on a portion of the property, or building cottage housing around a green, or co-housing, all of those types of housing are intended to be facilitated by the Plan and it will be reviewed development by development as to how the adaptations and modifications go.

Mayor Knapp referred to the second paragraph under Master Plan Intent, which reads, “The Master Plan seeks to: (1) Ensure that development does not “wall off” Boeckman Road and Stafford Road from their adjacent neighborhoods;” and pointed out that is what has happened in the Landover subdivision with residents building 6 foot tall wooden fences. How will staff make sure that does not happen?

Mr. Neamtzu said the Plan could include language to preclude the building of a six foot wooden fence on the private side of the brick wall. He explained the Landover subdivision wood fence is on the property line. However, in the Frog Pond West cross section there is a planting strip, a sidewalk, and a ten foot wide public utility easement/landscape tract, and then the four foot wall. It is a possibility the homeowner may plant shrubbery at the back of their lots for additional privacy.

Mayor Knapp moved to the Street Demonstration Plan and asked how the Plan would address a developer who wanted to eliminate pedestrian / greenway connections.

Mr. Dills said the standard has gone as far as it can to have developers comply with the Plan; the key language is in the latter part of the standard in WC Section 4.127(.09). Developers would need to provide justification to not following the Plan, as well as providing equivalent connectivity for the public. The Development Review Board would be responsible to insure the standards are met.

The Mayor turned to the section discussing neighborhood parks which read, “The relationship between the adjacent homes and the park will be important. Where feasible, the blocks fronting the park should

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have homes facing the street and alley access to their garages.” He was concerned the term “should” was suggestive and not binding.

Mr. Dills explained the discretionary approach came about because the location of the park was not known at the time. What the conditions across the street are is an unknown, but would be greatly enhanced with the possibility of it being the School District’s property. The language represents the intent, but it is not mandatory.

The Mayor felt an alley loaded product in the area facing the neighborhood park would enhance the park user’s experience.

Mr. Neamtzu pointed out Figure 35 in the Plan showed homes on all four sides of the park; however this figure was prepared prior to knowing where the location of the neighborhood park location would be. There is the opportunity to have a pathway between the school site and the park.

Mayor Knapp thought the percentage of glazing in the homes was too low, and the examples of glazing he has seen were around thirteen to fifteen percent.

Mr. Neamtzu presented examples of homes and glazing percentages via PowerPoint of homes built in Villebois. He offered to provide additional examples. The Code talks about homes having fifteen percent glazing on the sides of homes that face the public, or that are on street corners, however, there are few homes with fifteen percent glazing on the sides of the home. Mr. Neamtzu suggested having thirteen percent as the floor with fifteen percent being the standard, and requires an additional architectural element from the menu with thirteen percent. He suggested a different condition to address the glazing percentages for the sides of homes. Mr. Neamtzu had not analyzed the glazing percentages for single story homes and wanted to be sure fifteen percent is a reasonable number.

Mayor Knapp’s unresolved questions include wood fences facing Boeckman or Stafford roads, garage orientation for homes across from public open space, parks and schools; and glazing. The Mayor felt the Plan draws on the experience of creating a strong community in Villebois, and the Plan will create a desirable neighborhood for Frog Pond West.

Councilor Stevens did not feel strongly about glazing; however the walls and fences along arterials were an issue, particularly when fences were put in side yards that are not compatible with the rear fence in terms of height and materials. The Councilor preferred to have alley loaded homes fronting the school and park and asked for that language to be tightened up.

Mayor Knapp invited public testimony.

Al Jeck of Venture Properties and Stone Bridge Homes North West expressed support of the revised infrastructure financial funding report. He found the progression to be a positive collaborative process and he complimented the Planning team. Mr. Jeck recommended including a number of lot threshold into the Plan for when infrastructure improvements would be developed in the north and adjacent to Stafford Road.

Dan Grimberg, West Hills Development voiced his support for both the land development plan and the infrastructure financing plan as now proposed. He expressed concern with requiring alley loaded homes across from open space and parks. The alley loaded requirement made large homes on 8-10,000 square foot lots less desirable and marketable to buyers since they wanted a usable back yard. Mr. Grimberg pointed out more glazing does not necessarily make a home more attractive. He asked for flexibility to

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allow architects and builders to design homes that are attractive and offered to discuss the glazing issue further.

Doris Wehler suggested including language in the Code that fences in side yards cannot be any taller than the brick and iron fence along Boeckman Road. She thought homes backing up to Boeckman Road would plant bushes to provide privacy.

Ben Altman of Pioneer Design Group spoke on behalf of Mr. Wolsten. Mr. Altman recognized the work that has gone into creating the Plan by the Staff, Planning Commission and consultants. He supported the infrastructure plan as presented and thought the issue of fee equity was as balanced as it could be based on the number of homes to be built and cautioned against focusing on glazing.

The Mayor asked for additional speakers, hearing none he closed the public hearing at 9:32 p.m.

In response to Mr. Jeck's request for clarity on the timing for Stafford Road, Mr. Neamtzu said the road project needs to be monitored closely for the regional traffic issue, and there are a number of things that need to occur before Stafford is constructed. The project team planned the work to build Boeckman Road first, the park acquisition would be second, park design and construction would be third and Stafford Road fourth. Staff would work to analyze the funding for the timing of Stafford Road.

Mr. Neamtzu advised the land use north of the park site is the medium lot category, R-7 six to eight thousand square foot lots, and large lots to the south. Regarding the glazing matter, code language was added to include garage windows in the percentage to get to the fifteen percent. The percentage was twelve initially, and adding the windows in the garage brought the percentage to fifteen. Language can be included in the code on how to treat fences and augment that chapter in the Master Plan.

Looking at the different building frontages and treating them differently does have merit and staff will bring forward some additional analysis for Council to consider related to the treatment of side yards next to pedestrian pathways versus a corner lot or a duplex where there are two street fronted elevations.

Mr. Neamtzu would provide additional information and diagrams of alley loaded housing across from the park and open areas on the 6-8,000 square foot lots and Staff will see what that design change may do to the configuration of the homes on the lots.

Mayor Knapp asked if the homes were alley loaded, would that mandate the houses to the rear that face to the next street are also alley loaded. Mr. Neamtzu said yes.

Councilor Akervall would like examples of single story home and glazing percentages.

Mayor Knapp enumerated the issues:

- Glazing percentages;
- Front loaded or alley loaded housing across from the public open space, either school or city property;
- Trying to calculate a threshold number of lots that would trigger Stafford Road improvements;
- And a way to deal with less than optimal visuals for controlling fencing behind the brick wall.

Mr. Cosgrove did we catch the issue of what we do on the side yards for windows?

Mr. Neamtzu was going to include that into the glazing exercise.

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Mayor Knapp confirmed there were no further outstanding issues from Council and asked for a motion.

Motion: Councilor Stevens moved to approve Ordinance No. 806 the Frog Pond West Master Plan and associated amendments to the Comprehensive Plan Text and Map, Planning and Land Development Ordinance Text, and SROZ Overlay Zone map, on first reading with the understanding that staff will come back with information and/or clarification of the following four issues:

- Glazing percentages;
- Front loaded or alley loaded housing across from the public open space, either school or city;
- Trying to calculate a threshold number of lots that would trigger Stafford Road improvements;
- And a way to deal with less than optimal visuals for controlling fencing behind the brick wall.

Councilor Lehan seconded the motion.

Mayor Knapp clarified motion includes the understanding that staff will come back to address the items for clarification.

Councilor Lehan was fine with the language remaining “should” regarding the driveways opposite of open space or schools because it gives direction that it *should* be that. A lot depends on the elevation of the driveway and the configuration of the lot and it was reasonable for it to be aspirational. If there are going to be driveways there needs to be other considerations to make sure that it is safe in those locations. Regarding the glazing the sides of the buildings need to be flexible to be less. For most of the houses in Villebois and Canyon Creek one side has virtually no windows, and the facing house has windows and sliders which affords privacy. She felt it was important for the mature trees to be preserved.

Vote: Motion carried 4-0.

Mayor Knapp asked for a motion to continue the Council meeting past ten o’clock.

Motion: Councilor Stevens moved to continue the meeting past 10 p.m. and complete the work on the agenda. Councilor Akervall seconded the motion.

Vote: Motion carried 4-0.

Mayor Knapp declared a recess at 9:55 p.m. and reconvened the meeting at 10:02 p.m.

CONTINUING BUSINESS

- A. **Ordinance No. 805** – 2nd reading
An Ordinance Of The City Of Wilsonville Adopting An Updated Transit Master Plan As A Sub-Element Of The Transportation System Plan, Replacing All Prior Transit Master Plans, And Repealing Ordinance No. 653. (staff – Brashear)

The City Attorney read the title of Ordinance No. 805 into the record on second reading.

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Motion: Councilor Lehan moved to approve Ordinance No. 805 on second reading. Councilor Akervall seconded the motion.

Vote: Motion carried 4-0.
Councilor Starr - excused
Councilor Stevens - Yes
Councilor Lehan - Yes
Councilor Akervall - Yes
Mayor Knapp - Yes

NEW BUSINESS

- A. **Resolution No. 2642**
A Resolution Of The City Of Wilsonville Authorizing Support Grant Agreement With Wilsonville Community Sharing (Staff – Cole)

Ms. Jacobson read the title of Resolution No. 2642 into the record.

Using a PowerPoint slide show Ms. Cole presented the revenue and expenses for Wilsonville Community Sharing. This resolution authorizes an agreement between the City and Wilsonville Community Sharing, for WCS to provide certain assistance to Wilsonville residents for fiscal year 2017-18 in the total amount of \$49,340.

Motion: Councilor Lehan moved to approve **Resolution No. 2642**. Councilor Akervall seconded the motion.

Vote: Motion carried 4-0.

- B. **Resolution No. 2646**
A Resolution Of The City Of Wilsonville Amending Resolution No. 2588, Support Grant Agreement With Wilsonville Community Sharing For FY 2016-17. (staff – Cole)

Ms. Jacobson read the title of Resolution No. 2646 for the record.

Ms. Cole presented the staff report.
This resolution authorizes an amendment to the agreement between the City and Wilsonville Community Sharing, for fiscal year 2016-17 in the total amount of \$8,000, in support of the completion of a fundraising and strategic plan.

Motion: Councilor Lehan moved to approve **Resolution No. 2646**. Councilor Akervall seconded the motion.

Vote: Motion carried 4-0.

- C. Adoption Of Annual Update To Five-Year Action Plan And Annual One-Year Implementation Plan For The Wilsonville Tourism Development Strategy (staff – Ottenad)

Mark Ottenad presented the staff report. The Tourism Promotion Committee unanimously recommended on May 23, 2017, adoption by Council of the FY 2017/18 Five-Year Action Plan and Annual One-Year

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Implementation Plan for the Wilsonville Tourism Development Strategy. This is the second, rolling version of this Plan that is updated annually as required by Resolution No. 2541.

Essentially, this update to the Plan continues to advance the longer-term five-year strategy of the action plan. That is, the one-year implementation plan seeks to advance the top priorities of the larger five-year action plan.

The FY 17/18 tourism work plan is segmented into three main sections that are detailed in the Plan:

1. Tourism Promotion Program Organizational Framework / Staffing Resource: The committee works with staff of the City Manager's Office and Parks & Recreation Dept. to work with the Tourism Development and Operations Consultant contractor for tourism development and promotion in order to advance the Strategy and the Plan as outlined in RFP. The committee members elect chair and vice chair, and continue to oversee the tourism grant programs.
2. Tourism Promotion Marketing: The committee works with staff of the City Manager's Office and Parks & Recreation Dept. to work with the Tourism Development and Operations Consultant contractor to develop a tourism branding strategy, advance a business and marketing plan with a focus on Wilsonville tourism branding, marketing and online/Internet website products and processes.
3. Study Efforts for City to Advance Tourism Development: The committee works with staff of the City Manager's Office and Parks & Recreation Dept. to work with the Tourism Development and Operations Consultant contractor on four specific recommendations to the City Council for study efforts to advance tourism:
 - Visitor profile study to be undertaken in FY 17/18.
 - Feasibility study for an all-weather or indoor, multi-purpose athletic facility for sports tournaments and recreational and entertainment activities to be undertaken in FY 17/18.
 - Destination marketing strategy plan that could be undertaken in FY 18/19.
 - Hotel/conference center feasibility study as follow-up to Town Center Master Plan redevelopment project that could be undertaken in FY 18/19.

The Tourism Promotion Committee had a successful year, advancing key objectives as set-out in the prior fiscal year's Plan, including:

- Taking-on full responsibility for overseeing the administration and award-allocations for the City's two tourism grant programs, including the City's Community Tourism Matching Grant Program (\$25,000) and the Clackamas County Community Partnership Program (\$20,000).
- Overseeing development of the initial, top-priority tourism website and an ad campaign on behalf of community tourism events and to support attracting regional visitors to "linger longer" in support of local businesses. The new ExploreWilsonville.com tourism website soft-launched on May 31, 2017.
- Developing a full Request for Proposal for "Tourism Development and Operations Consultant" to implement the City's Tourism Promotion Program, and conducting interviews of proposers and making a recommendation for a successful proposer that City intends to retain for tourism promotion services for FY17/18.

When the City Council adopted Resolution No. 2541 in June 2015 to advance the Tourism Development Strategy adopted by Council in May 2014, the Council directed the new Tourism Promotion Committee to develop an annual business plan, formally known as a "Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy."

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In April 2016, the City Council adopted the FY 2016/17 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy as recommended by the Committee. That Plan has guided the work program and deliverables of the City's tourism promotion program over the past year.

Councilor Lehan said the committee is a broad based highly motivated and skilled committee.

Motion: Councilor Akervall moved to adopt the FY 2017-19 Five-Year Action Plan And Annual One-Year Implementation Plan For The Wilsonville Tourism Development Strategy. Councilor Lehan seconded the motion.

Vote: Motion carried 4-0.

D. **Resolution No. 2645**
A Resolution Adopting Collective Bargaining Agreement Between The City Of Wilsonville And SEIU Local 503. (staff – Troha)

Ms. Jacobson read the title of Resolution No. 2645 for the record.

Ms. Troha presented the staff report. The current SEIU Collective Bargaining Agreement expires June 30, 2017. For several months the bargaining teams have worked cooperatively with one another to find solutions to issues and address concerns with a goal of reaching agreement on a contract that was fair for both parties. The process began in January and concluded with the union membership ratifying the contract June 16th.

A summary of the cost of living increases and cost share for health insurance is listed below. In the negotiation process we look at our comparable transit agencies to ensure we are in line with what they are providing employees for wages and health insurance contributions.

Summary of Economic Result Changes: 3 year agreement - 2017-2020

Wage Adjustment	SEIU
July 1, 2017	2.0 %
July 1, 2018	2.25%
July 1, 2019	2.25%

Economic results reflect the guaranteed cost of living increase. Members also continue to be eligible for a 4% merit increase, as was the case in the past.

Motion: Councilor Lehan moved to approve **Resolution No. 2645**. Councilor Stevens seconded the motion.

Vote: Motion carried 4-0.

CITY MANAGER'S BUSINESS

Mr. Cosgrove represented the City at the Korean War Veterans Remembrance, Mayor Kim of Osan, Korea. The City Manager alerted Council he would be out of the office Wednesday through Friday.

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LEGAL BUSINESS

Ms. Jacobson distributed a packet of information to the Council regarding an appeal to the Wilsonville City Council filed June 7, 2017 by Jeff Bachrach, Bachrach Law, PC on behalf of BL & DJ, LLC and Lanphere Construction and Development, LLC. This item will be on the Council agenda July 17 for the Council to decide to either order the Community Development Director to conduct an investigation or in the alternative to find the appeal is not timely filed.

ADJOURN

Mayor Knapp adjourned the meeting at 10:31 p.m.

Respectfully submitted,

Sandra C. King, MMC, City Recorder

ATTEST:

Tim Knapp, Mayor