

**CITY OF WILSONVILLE**  
**CITY COUNCIL MEETING MINUTES**

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A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, March 20, 2017. Mayor Knapp called the meeting to order at 7:11 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Knapp  
Councilor Starr  
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  
Nancy Kraushaar, Community Development Director  
Delora Kerber, Public Works Director  
Jon Gail, Community Relations Coordinator  
Cathy Rodocker, Assistant Finance Director  
Susan Cole, Finance Director  
Zach Weigel, Engineer  
Dwight Brashear, SMART Director  
Dan Pauly, Senior Planner

Motion to approve the order of the agenda.

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

**Vote:** Motion carried 5-0.

**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.

Mayor Knapp explained the use of the countdown speaker timer.

Don Hansen, OTAK Planner, explained he has been working on the Basalt property for a group of owners who own the parcels that Council was discussing during Work Session. He felt the city of Tualatin did not abruptly change their mind on the uses of Basalt Creek; rather they focused on the information about the physical conditions of the site, not the big policy decision. The topography changes 65 vertical feet and Tualatin was concerned they could not get the topography to work for employment building parks. A civil engineering firm, Tony Weller, and a developer, Pac Trust, did not see how the land could work or be usable for employment lands, nor could real estate brokers who viewed the property. Mr. Hansen thought residential uses would be more conducive to the property, and provide workforce housing close to work and residential construction could be adapted to the topography. He said the plan would not

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increase traffic volumes and was “trip cap neutral”; however, he did acknowledge that during peak traffic periods there might be increased traffic, but overall the traffic was the same. The decision by Tualatin was based on site specific conditions.

Larry Porter, expressed support for a resolution that Wilsonville be an inclusive city which is consistent with the City’s long term goals for resiliency, economic development and providing a housing mix for residents of different financial levels. He enjoyed the diversity he encounters in Wilsonville.

Evelyn and Diane Knight communicated their support for an inclusivity resolution and to continue to keep Wilsonville a city that respects and values all people. Evelyn Knight 7<sup>th</sup> grader stated many of her friends come from other countries providing her insight into other cultures. She asked Council to consider a resolution of inclusion.

David Davis supported a resolution for inclusivity in that he has many friends at OIT who are immigrants and who may be discouraged from coming to Wilsonville if the city did not have an inclusivity resolution.

Joel Verner explained he was a retired professor of Latin American Politics and Development and he supported the petition to declare Wilsonville a city of inclusivity and sanctuary as other US cities and the State of Oregon have done for the following reasons: American record in Central America is problematic; US military often supports dictators, and few who apply for political asylum succeed.

Diana Cutaia supported a resolution of inclusivity.

Deborah Zundel stated her support for a resolution of inclusivity and agreed with the comments of the previous speakers. She added immigrants are a needed part of our economy and society. In an agricultural state such as Oregon, there is a great reliance on the work they do. She thought a resolution would state in formal language the caring already projected in the city.

Robert Zundel expressed his support for a resolution of inclusivity. He recounted his granddaughter is of mixed heritage, and she has been told after the recent election by fellow students that she is “going to have to go home” and he hoped Council would consider that type of intolerant behavior. Although some are here illegally due to their visa status, others are here because of the activities perpetrated by the U.S. in their countries making it difficult for them to remain in their own country. The community should send a message to Congress, and to stand up for what is right.

Kim Hester also supported a resolution of inclusivity and agreed with the comments of the previous speakers. She indicated there were 154 signatures on the “change.org” on-line petition.

Councilor Lehan commented she is a member of the French Prairie Forum consisting of elected officials from the North Willamette Valley, including the cities of Woodburn, St. Paul, Hubbard, Gervis, Canby, and Donald. During the last meeting the level of concern expressed by these city’s elected officials was great because they are agricultural cities. The cities are being overwhelmed by requests from the farm community who is having difficult time having labor show up for work because ICE is in these communities in a very visible way. The elected officials of these communities would like to have a broader discussion about the issues in the north valley. A summit was proposed for May that would pull together the different representatives from different government entities, law enforcement, school districts, municipalities to talk about the most effective way as a group of cities, to make a stand in the north valley. The discussion focused on inclusivity resolutions, the ORS and information and referral for people who are looking for help. They are looking for assistance on what information and how to provide that information in a consistent manner. Councilor Lehan added the city of Woodburn has a citizen

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committee working on an inclusivity resolution. Council is reviewing a number of drafts of resolutions but they have not had a chance to thoroughly discuss the way to go forward. May is when the French Prairie Forum will be addressing the matter again in a more robust way.

Councilor Stevens said she ran for City Council originally due to her pride in the city and its inclusivity. A new dialogue is occurring, but if one looks back Wilsonville is a city to be proud of already, so this is not a big leap for the people who share the same concerns. The values have been embraced in the community for a long time.

Councilor Starr added City Council does not tell the schools what to do, that is the school boards authority.

Councilor Lehan said that was one of the points of discussion, since there are multiple local governments and all would be better on issues like this if we were aware of the others policies.

Mayor Knapp agreed with Councilor Stevens that Wilsonville does have a positive history. He was concerned something has changed for some of the city's residents and it then becomes more critical for Council to make a public statement. The Martin Luther King, Jr. Day proclamation was more descriptive than in years past partly in response to some of these dialogues and the proclamation expressed some of the same themes. It is clear many would like to see something more directly stated. There are several components to it as Councilor Lehan outlined, there is the legal component as to what the authorities do and how city services are made available to members of the public and we want people to be comfortable availing themselves to those services and we need to figure out how to state that in the most positive way, and then we have a need to make a values statement about our community. The Mayor heard that in some of the comments made about wanting to reassure people and to set a standard within the community in case there is anyone here that is not clear what the standards are in Wilsonville. Staff has gathered background material from other cities that have recently passed resolutions and there are differences between them. Mayor Knapp questioned if the Council would be well served by convening a citizen group similar to what Woodburn is doing, to identify components they want to consider in a public action.

Mr. Cosgrove indicated the information contained in the packet materials is a reflection of the public comment process at the last Council meeting. He committed to putting together information from other cities but also wanting to make it clear to Council and the citizens there needs to be a distinction between an inclusive city and a sanctuary city. Wilsonville does not provide its own law enforcement therefore the sanctuary city issue is off the table, but inclusive city is something that can be pursued. Draft resolutions were provided for Council to review, as were the policy of the Clackamas County Sheriff's office relating to profiling which covers the ORS related to how they deal with immigration holds. One of the draft resolutions talks about police, fire and EMS, and he wanted to be sure that Clackamas County Sheriffs, TVF&R and EMS are comfortable with the language. The City Manager asked for direction from the Council.

Councilor Lehan suggested scheduling the resolutions as a work session item in advance of the next French Prairie Forum so city representatives can attend the French Prairie Forum meeting with a more solid background.

Council agreed to put the item on the work session for the April 17<sup>th</sup> meeting.

Mayor Knapp explained the Council has not held a work session where Councilors had the opportunity to express their point of view, or to have a discussion to find common ground and move forward.

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Councilor Lehan suggested inviting a member of the School Board and Sheriff Roberts or Chief Phillips. She also suggested it may be helpful for the City Attorney have a conversation with the Woodburn City Attorney.

Mr. Cosgrove asked for clear direction and comments on the two draft resolutions.

Councilor Stevens offered to help edit the drafts in the packet.

Mayor Knapp suggested Councilors review the packet materials and let staff know which components should be included.

Ms. Jacobson offered to work with Councilor Stevens on drafting a resolution and requested the Councilors send any conditions they feel strongly about to her.

Mayor Knapp thanked people for coming, acknowledging it was a slow path to reach an appropriate action, and he appreciated their continued engagement.

## **MAYOR'S BUSINESS**

### **A. 2017-19 City Council Goals**

Mayor Knapp stated the Council held a goal setting retreat on February 10<sup>th</sup> at the Water Treatment Plant. Senior management staff as well as Councilors participated in the facilitated goal setting. The process included discussion and agreement on a set of long-term objectives, which helped drive and bring focus to the establishment of short-term goals to be achieved during the 2017-19 calendar years.

Primary input into the Goal Setting included each Councilor's values and aspirations, direct input from citizens via the community wide survey, input from boards and commissions, task forces and long range planning committees as well as input from senior management on important issues facing the city.

Council established broad based, long-term objectives to help bring focus to goal setting. These objectives cover a range of issues including:

- Investments to critical infrastructure to help with resiliency and redundancy on everything from transportation to emergency response to parks
- Creating opportunities for additional access and connectivity to the Willamette River
- Increase efforts related to tourism and economic development
- Focus on housing
- Carry out long-range planning initiatives that help set the city on solid footing for the future
- Environmental stewardship
- Continued commitment to community outreach and education
- Increased investments in arts and culture
- Improve the pedestrian and bicycle experience in Wilsonville

Members of Council shared the established goals:

Councilor Starr addressed Investments to Critical Infrastructure which include the following goals:

- Complete design work and seek funding for the East-West Freeway Bridge
- Complete the French Prairie Bridge feasibility study

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- Complete Phase 1 of the Boones Ferry Road to Brown Road connector
- Completion of the Fiber Business Plan to ensure the city is making the right investments to achieve our economic development goals

Councilor Akervall conveyed the goals under the heading of Long-Range Planning Initiatives the city will carry out over the next two years.

- Concept planning for the Arrowhead Creek Area, which will also touch on long-term objectives related to increasing access to the river, and investments to critical infrastructure
- Completion of the form-based code work currently underway for the Coffee Creek Industrial Area
- Completion of the Town Center Master Plan, which will provide a vision and specific action steps the city can take to guide future development of the town center
- Update to the City's Parks and Recreation Master Plan, and master planning for Boones Ferry Park

Councilor Stevens shared the goals Council came up with to support the Long-Term Objectives Focusing on Housing, Tourism and Improving the Bicycle and Pedestrian Experience in Wilsonville:

- Evaluate the results of the housing affordability study that will be conducted as part of a regional grant from Metro, and consider policy actions that will help alleviate the dearth of affordable housing in Wilsonville
- Improve Wilsonville's 'walk score' by making investments in bicycle and pedestrian infrastructure
- Develop a Wayfinding Program to make navigating Wilsonville easier for tourists and residents

Councilor Lehan covered the goals that relate to Arts, Culture and Environmental Stewardship:

- Explore the establishment of an Arts and Culture Commission based on the results of the Arts and Culture Commission Study that is currently underway
- Part of this goal is also to re-institute the city's sculpture program
- Organize Library Archives to ensure that history is captured, documented and archived appropriately for future generations, including coordinating the city's historical photograph collection
- Install interpretative signage for Beauty and the Bridge, Murase Plaza and all other public art in Wilsonville
- Become a "Bee City"
- Implement a street tree replacement program to aid residents in the selection of appropriate trees.

Mayor Knapp added under the heading of Community Outreach and Education, the City will convene a town hall to discuss important issues related to traffic congestion, housing affordability and community design. He asked the City Manager to discuss additional administrative directives to be achieved over the next two calendar years:

Mr. Cosgrove identified the Administrative Directives to be accomplished over the next two years.

- Advocate for an auxiliary lane on Interstate 5 southbound over the Boone Bridge.
- Advocate for more funding for all transportation facilities.
- Continue to monitor volumes on major transportation corridors entering Wilsonville.
- Complete congestion mitigation projects related to Interstate 5.
- Explore sustainable funding for SMART.
- Advocate for increased WES service.
- Explore the Blue Zone concept.
- Educate, inform, and monitor the Big Pipe project.
- Update the City website to include a database of City plants with recommendations of hearty plants suited to the area.
- Create a coordinated calendar for Councilor-attended events.

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- Continue to negotiate with TriMet to adjust its service boundaries.
- Update the solid waste franchise agreement and consider curbside composting options.

**Motion:** Councilor Starr moved to adopt the 2017-19 City Council Goals as presented. Councilor Akervall seconded the motion.

Councilor Starr commented during the inclusivity discussion he did not hear any disparaging comments about the city, and it was incumbent upon Council to keep it that way.

Councilor Lehan thought the goal setting retreat was productive and she was impressed with the commitment of the Council in keeping Wilsonville an excellent city.

**Vote:** Motion carried 5-0.

**B. Adopt 2017 Council Protocol Manual**

Mayor Knapp indicated changes to the Protocol Manual included scriveners changes as well as key changes such as eliminating the liaison assignments, updating language regarding the use of electronic devices, and holding a joint board and commission event with Council once per year.

Mr. Cosgrove stated staff would do its best to make sure that every board or commission had the opportunity to attend the Council meetings to address Council on their activities should they desire. He also was planning to hold an informal annual gathering with all boards and commissions to discuss goals and values.

**Motion:** Councilor Starr moved to adopt the 2017 Council Protocol Manual. Councilor Lehan seconded the motion.

**Vote:** Motion carried 5-0.

Mayor Knapp reported on the meetings he attended on behalf of the City.

**COUNCILOR COMMENTS**

Council President Starr stated Council heard a lot of comments tonight about how Wilsonville is as a welcoming community and how we welcome and treat people. Councilor Starr reflected on his pride in Wilsonville due to observing a history of people helping their neighbors in need. He indicated the recent Grace Chapel rummage sale earned \$18,000 which will be contributed to alleviate poverty and hunger in Wilsonville.

He felt the Council would draft a good resolution of inclusion, but not everyone will be pleased with what is said, and what is not said. And to a large degree it will be nice what is said, but the reality is how people act and carry-on on a day-to-day basis that is going to be the true test. He hoped that whatever is written is inspirational and a good way to lead, but the most important test is how everybody treats each other day in and day out.

Councilor Stevens announced free tax help at the Library on Saturdays.

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Councilor Lehan reminded the public April 6<sup>th</sup> is the 100<sup>th</sup> anniversary of the beginning of WWI in 1917. There is a commemoration at Pleasant View Cemetery on April 6 at 11 a.m. and anyone is welcome to attend.

Councilor Akervall noted Town Center Task Force held their first meeting. A question of the month will be available at [www.wilsonville.towncenter.com](http://www.wilsonville.towncenter.com)

Mayor Knapp declared a recess at 8:34 p.m. and reconvened the meeting at 8:40 p.m.

**CONSENT AGENDA**

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

A. **Resolution No. 2615**

A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Autumn Park Apartments, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc. (staff - Rodocker)

B. **Resolution No. 2616**

A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Charleston Apartments, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc. (staff - Rodocker)

C. **Resolution No. 2617**

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

D. **Resolution No. 2618**

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

E. **Resolution No. 2619**

A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Wiedemann Park, A Low-Income Apartment Development Owned And Operated By Accessible Living, Inc. (staff - Rodocker)

F. **Resolution No. 2621**

A Resolution Of The City Of Wilsonville Authorizing The City Manager Or His Designee To Appoint Audit Firm. (staff – Katko)

G. **Resolution No. 2622**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Moore Excavation, Inc. For The Charbonneau High Priority Utility Repair Phase II Project (Capital Improvement Project #2500 & 7500). (staff - Weigel)

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**H. Resolution No. 2623**

A Resolution Of The City Of Wilsonville To Amend The 2015 Wastewater Collection System Master Plan Project List (Table 7-3 Capital Improvement Program, New Infra-Structure For Future Development) By Adding Project CIP-58 – Arrowhead Creek Planning Area – 5th Street / Kinsman Road Extension. (staff - Adams)

**I. Resolution No. 2624**

A Resolution Of The City Of Wilsonville To Amend The Adopted 2012 Water System Master Plan Project List (Table 5.2 – Priority Capital Improvements) To Add Project 176 – 12-Inch Loop On 5th/Kinsman/Brown Extensions. (staff – Adams)

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

**Vote:** Motion carried 5-0.

**PUBLIC HEARING**

Ms. Jacobson read Resolution No. 2625 into the record.

**A. Resolution No. 2625**

A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2016-17.

Mayor Knapp read the public hearing protocol and opened the public hearing at 8:44 p.m.

Ms. Rodocker presented the staff report. 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 funds’ adopted contingency.

**Non-Capital Project Budget Requests:**

- The Metro Community Enhancement Grant oversight has been moved to the Administration Program. A zero dollar budget transfer will move the revenue and corresponding budget authority from the Parks and Recreation Program.
- As a result of greater than anticipated utility revenues in the Water and Sewer Programs, additional budget authority is needed to meet the Franchise Fees requirements. The Franchise Fee paid to the General Fund is 4% of sales. An additional \$43,000 is needed in the Water Fund and \$17,500 in the Sewer Fund.
- The Water Treatment plant ozone generator cell replacement will provide for more permanent repair to the equipment. Total budget request, \$80,000.

**Capital Project Budget Requests:**

- Stormwater Ops allocation to Charbonneau-\$422,084. The request ‘rolls over’ the unused portion of the budget from FY2015-16.
- An additional funding request is needed for the project management fees for the French Prairie Bridge Project, \$70,000.

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- Two new projects will require funding including the Exit #283-Congestion Improvements Phase I, \$192,961 and the Boones Ferry Rd Right-Of-Way Acquisition, \$39,200. Both projects will be funded by the Kinsman/Wilsonville Rd Truck Turning Improvement project.
- A number of zero dollar transfers will be made to align the project management fees in various projects:

Water Treatment Plant Master Plan	\$ 27,000
Willamette River Water Supply	6,000
Water Ops Allocation to Charbonneau	6,000
Well Facility Rehab and Upgrades	(9,000)
WTP Surge Tank	(13,650)
Tooze Rd 18" Waterline (110th to Grahams Ferry Rd)	(12,000)
Annual Well Upgrades and Maintenance	(4,350)
Basalt Creek Planning	(20,000)
Frog Pond Advance Rd Master Planning	20,000
Wilsonville Rd Interchange	(13,850)
Kinsman Rd Extension	(5,500)
Street SDC Update	12,400
5 Year Monitoring: Barber Rd	2,000
Kinsman/Wilsonville Rd Truck Turning Imp	(2,300)
Chabonneau Walking Path	1,750
5 Yr and Annual Street CIP Budget	5,500
Annual Citywide Storm Sewer Pipe Replacement	1,500
Willametter River Outfalls	(1,500)
Annual CD Support	39,800
Willametter River Outfalls	(39,800)
Annual CD Support for Misc Projects	10,500
I-5 Undercrossing Trail	(10,500)

The Mayor asked for testimony, hearing none he closed the public hearing at 8:50 p.m.

**Motion:** Councilor Stevens moved to approve Resolution No. 2625. Councilor Starr seconded the motion.

**Vote:** Motion carried 5-0.

B. Ordinance No. – *This ordinance will need to be continued to the April 17, 2017 Council Meeting.*  
An Ordinance Amending the Comprehensive Plan Adopting a 2017 Transit Master Plan for the City of Wilsonville and Repealing Ordinance No. 653.

**Motion:** Councilor Stevens moved to continue the Ordinance to the April 17, 2017 Council Meeting. Councilor Akervall seconded the motion.

**Vote:** Motion carried 5-0.

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**NEW BUSINESS**

Ms. Jacobson read the title of Resolution No. 2620 for the record.

A. **Resolution No.2620**

A Resolution Of The City Of Wilsonville Adopting A New Fee Schedule For Land Use Development And Planning Review Fees, And Repealing Resolution No. 2529

Susan Cole, Nancy Kraushaar and Daniel Pauly presented the staff report. Based on the Evaluations of Land Use Development and Planning Review Fees completed by FCS Group and presented to Council most recently at the February 23, 2017 Council work session, staff is presenting a resolution for approval to restructure and realign the fees.

The analysis and report completed by FCS Group concluded that the Land Use Development and Planning Review Fees only recover 45% of their cost with no other clear revenue source. In order to maintain the high level of service and benefits to the community provided by the Planning Division, a closer look at these fees and how they are structured needed to occur. The main objective of maintaining a sustainable revenue source is to ensure that the Division has the resources to continue to provide a customer service level that makes certain growth occurs in a manner that benefits the whole community. One example of this high level of service can be found in the efforts that have gone into Villebois.

The planning process is very labor intensive and can span long periods of time. Staff prides themselves on providing excellent customer service, not only to those wanting to develop, but also to the community in the form of reviews by the Planning Commission and the Development Review Board. Many of the steps in the planning process do not trigger a fee per se, but nonetheless are part of the process and utilize staff resources. Thus, the fee schedule being presented attempts to recover the costs along the entire planning process in the fees that are charged.

In preparing the fee structure many considerations were taken into account. Goals considered in the process included maintaining the high level of service provision, cost recovery, ensuring competitive pricing through market comparisons, and impact on users to ensure the new structure is more understandable. The new structure includes four new fees categories, four fee categories that have been restructured and simplified, eight fees that are being reduced, nineteen fees that are remaining the same, and forty-nine fees that are being increased.

From the fees presented on February 23<sup>rd</sup>, 2017 the following adjustments have been made:

- Temporary Use and Sign Permits DRB Review more than 120 days has been reduced to 50% cost recovery resulting in an 85% increase over the current fee. Fee will increase from \$950 to \$1,760. Previous proposal was a 271% increase to \$3,525.
- Staff Interpretation fees have been reduced to 50% recovery resulting in a 149% increase over the current fee for fees with public notice. Fee will increase from \$667 to \$1,660. Previous proposal was a 385% increase to \$3,230.

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- Adjusted the new fee of Urban Reserve Concept Plan – initiated by owners to be scalable by property size as shown below.

<b>Urban Reserve Concept Plan – initiated by owners</b>	
0 to 50 Acres Base Fee	\$2,500
+ per hour for Staff Review/Report/Research Time	\$150
Not to exceed	\$12,000
51 to 250 Acres Base Fee	\$5,000
+ per hour for Staff Review/Report/Research Time	\$150
Not to exceed	\$22,035
251+ Acres Base Fee	\$7,500
+ per hour for Staff Review/Report/Research Time	\$150

FCS Group conducted several staff interviews and identified areas of significant staff time that had no fee set to recover those efforts. As a result, Staff has included four new fee categories in the proposed fee structure. The new fees are listed below:

<b>Erosion Control Inspection Fee</b>	
Base	\$400
Per additional Inspection	\$75
<b>Recorded Matter - per document</b>	<b>\$335</b>
<b>Urban Reserve Concept Plan – initiated by owners</b>	
0 to 50 Acres Base Fee	\$2,500
+ per hour for Staff Review/Report/Research Time	\$150
Not to exceed	\$12,000
51 to 250 Acres Base Fee	\$5,000
+ per hour for Staff Review/Report/Research Time	\$150
Not to exceed	\$22,035
251+ Acres Base Fee	\$7,500
+ per hour for Staff Review/Report/Research Time	\$150
<b>Zoning Verification Letter</b>	<b>\$300</b>

In an effort to simplify the fees and enhance customer understanding, Planning staff took an in depth look at how the fee structure is being applied and found simplifications to incorporate. The Planned Unit Development Fees are proposed to reduce from twenty-five codes and multipliers down to ten, of which four of those remaining are only applicable to Villebois. Other changes include Tentative Plat Reviews, reducing from fourteen codes down to four; Pre-application Conference from five down to three; and Site design review is proposed to increase from one line to three in order to better capture customer needs. With many of these simplifications, customers will be able to easily calculate their own fees.

Planning staff also took into careful consideration the impact each fee would have on customers as well as the market rate of the fees as compared to neighboring jurisdictions. Staff wants to ensure the City remains both fair and competitive with the city’s planning fees. To accomplish this goal staff is proposing several fees remain the same, including those associated with Villebois, Administrative Appeals, and Requests for Time Extension. Other areas were increased to recover some costs, but remained at a reduced rate to ensure we were not being cost prohibitive. For example, it was decided to keep Tree permits around 25% cost recovery, and Final Plat reviews as well as some sign permits at 50% cost recovery on average.

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The analysis by FCS Group looked at the cost recovery of each fee individually and identified some that were being over-recovered. In an effort to bring all fees within the same recovery goal, staff is proposing to reduce some fees. The most significant area of decrease is the Temporary Use and Sign Permits; four fees in those categories are being reduced by an average of 36%. Type D Tree permits are also proposed to be reduced by 21% and DRB Review of Type C Tree Removal Plan by 77%.

In order to improve the cost recovery, it is necessary to increase fees. Some fees with the highest proposed increases include:

- Appeals requiring DRB or Planning Commission Action increasing 265% from \$950 to \$3,465. This increase reflects an intentional cost recovery of 25%. Full cost recovery was deemed to be price-prohibitive.
- Final Plat Reviews increasing on average 367% to meet a cost recovery of 50%. The fee for Partition increasing from \$190 to \$1,155, and for Subdivision from \$760 to \$2,480.
- SROZ Review Verification of Boundary Abbreviated increasing 316% from \$95 to \$395 and Review of Mitigation Monitoring Report increasing 232% from \$143 to \$475. These fees will have 100% cost recovery.

All of the changes result in an estimated system-wide average of 84% cost recovery, and would have brought in \$186,750 in additional revenue in year studied. These changes would bring the fee structure in line with the City's Financial Policies, which state that fees should recover the direct and indirect costs associated with the fees. Costs not recovered include departmental and City-wide overhead.

Not yet included in the fee structure are optional surcharges for technology and long-range planning. As discussed with the FCS Group, some jurisdictions apply a small percent on top of each fee to recover costs associated with technological upgrades and long-range planning efforts. Adding a 1% surcharge on fees would raise approximately \$5,000 each year, depending upon the volume and type of permits.

Through the process staff took a close look at comparable jurisdictions and the changes reflect efforts to remain cost competitive. Fee Resolution would be effective May 1, 2017. Re-structuring the planning fees would impact the Community Development Fund's revenue and put it on the path of long-term financial sustainability.

While this fee restructure will increase certain planning fees, it will enable the City to maintain its high level of customer service to the development community, and at the same time safeguard the City's aesthetic values in reviewing new development.

Mr. Pauly explained staff reached out to developers, consultants, sign companies, and tree companies. Ben Altman submitted a comment that he thought the fees were comparable to others in the metro area. Steve Rudnick a sign company owner did not want the fees to increase too much because it would drive out businesses, and suggested lowering overhead.

Councilor Starr expressed concern with how much the market will absorb before the fee increases would have a negative effect, and wanted to know if there was any type of review to insure the city was not raising fees against other communities.

Ms. Cole responded not all cities charge the same fees, which made it very difficult to compare apples to apples.

Councilor Starr wanted to make sure someone is watching to make sure that something is not missed.

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Ms. Kraushaar said staff will respond to any feedback that is received regarding the fees. The level of service and quick turnaround time for plan review is what keeps the customers coming back.

Mr. Pauly added the outreach included developers who may be interested in developing in Frog Pond. Information had been sent to all developers and the few comments reflect that they are comfortable with the fees.

Mr. Cosgrove added developers value the Community Development department since it is known and consistent and the developers know they will get a high level of service, and input from staff many times produces a better product for the developer. Mr. Cosgrove said most sophisticated developers want to know their project will be reviewed in a timely process.

Mayor Knapp talked with staff about scaling fees to the size of proposals, to what extent is the proposal modified for the question of scale. He wanted to know if the fees were indexed annually.

Ms. Cole said the urban reserve concept plan was scaled to the size of the proposal, fees for temporary use and sign permits were scaled, and staff interpretation fees reduced. The fees are indexed annually, and to make sure we are on track the entire process will be redone in 4-5 years.

**Motion:** Councilor Lehan moved to approve Resolution No. 2620. Councilor Akervall seconded the motion.

**Vote:** Motion carried 5-0.

**CITY MANAGER**

Mr. Cosgrove reported the residential neighborhood parking permit process is moving forward for the Meadows neighborhood with that meeting scheduled for March 23rd. A meeting has been scheduled for the Brenchley Estates neighborhood for April 17<sup>th</sup>.

For the second year in a row, the Wilsonville High School Basketball team has succeeded in becoming state champions which is a significant accomplishment.

Ms. Cosgrove asked if Council would want to cancel the April 3<sup>rd</sup> Council meeting since there is no actionable business schedule for that agenda. Council agreed to cancel the meeting.

**LEGAL BUSINESS**

Ms. Jacobson indicated she had received an invitation to tour the Rain Garden complex on Tuesday at 2 p.m. Councilors were welcome to attend.

**CITY OF WILSONVILLE  
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**ADJOURN**

Mayor Knapp adjourned the meeting at 9:21 p.m.

Respectfully submitted,

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Sandra C. King, MMC, City Recorder

ATTEST:

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Tim Knapp, Mayor