

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, May 5, 2014. Mayor Knapp called the meeting to order at 7:08 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Knapp
Council President Starr
Councilor Goddard - excused
Councilor Fitzgerald
Councilor Stevens

Staff present included:

Bryan Cosgrove, City Manager
Mike Kohlhoff, City Attorney
Sandra King, City Recorder
Nancy Kraushaar, Community Development Director
Delora Kerber, Public Works Director
Mark Ottenad, Government Affairs Director
Jon Gail, Community Relations Manager
Katie Mangle, Long Range Planner
Dan Pauly, Associate Planner
Jen Massa-Smith, SMART
Martin Brown, Building Official

Motion to approve the order of the agenda.

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

Vote: Motion carried 4-0.

MAYOR'S BUSINESS

A. National Drinking Water Week Proclamation

Mayor Knapp read the proclamation into the record.

B. Proclamation Declaring May as "Bike Month"

Mayor Knapp read the proclamation declaring May Bike Month for the record.

C. Upcoming meetings were announced by the Mayor in particular the dates of the second and third Budget Committee meetings. He advised a joint meeting of all City Boards and Commissions will be held May 17th and reported on the meetings he attended on behalf of the City.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

COMMUNICATIONS

A. Wilsonville Community Sharing Update - No Council action was necessary the item is informational only.

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.

There was none.

COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS

Council President Starr – (*Park & Recreation Advisory Board Liaison*) reported he attended the Mayor's Prayer Breakfast; Soul-d Out came in 5th in their New York competition; and the sculpture "Apache" was moved to its new location at the Parks and Recreation Building. The Councilor invited the public to participate in WERK Day scheduled for Saturday, May 10th.

Councilor Fitzgerald – (*Development Review Panels A & B Liaison*) announced the DRB-Panel B approvals made at their last meeting, the upcoming meeting date of DRB-Panel A, and the Wilsonville Festival of the Arts. She presented the Library Foundation report noting the success of Family Night and announced the upcoming events planned for the next few weeks.

Councilor Stevens – (*Planning Commission; CCI; Wilsonville Seniors Liaison*) announced the activities of the Wilsonville Seniors. She attended the Aurora Air Traffic Control Tower ribbon cutting and spoke about the activities of PAAM.

CONSENT AGENDA

Mr. Kohlhoff read the titles of the Consent Agenda for the record.

A. **Resolution No. 2469**

A Resolution Of The City Of Wilsonville Acting As The Local Contract Review Board Approving The Bid Process; Accepting The Lowest Responsible Bid; Awarding A Construction Contract To Andy Medcalf Construction Co. The Lowest Responsible Bidder; And Verifying Fund Availability For The Project Commonly Referred To As Parks And Recreation Tenant Improvements Project.

B. Minutes of the March 17, 2014, and April 7, 2014 Council Meetings.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

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

Vote: Motion carried 4-0.

PUBLIC HEARING

Mr. Kohlhoff read Ordinance No. 741 by title only on first reading.

A. **Ordinance No. 741** 1st reading

An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Public Facility (PF) Zone To The Village (V) Zone On Approximately 42.76 Acres Comprising Tax Lots 2800 And 2890 Of Section 15, T3S, R1W, Clackamas County, Oregon, Polygon Northwest Company, Applicant.

Mayor Knapp read the public hearing protocol and opened the public hearing at 7:35 p.m. Councilor Starr noted he drove through the area and Councilor Fitzgerald pointed out she lives in the Villebois community.

Dan Pauly, Associate Planner prepared the staff report. In October of 2013 the Council approved amending the Villebois Village Master Plan to set the stage for the development of area designated as "Future Study Area" for development of single-family residences along with associated parks and open space. Polygon Northwest has subsequently continued to work with the neighborhood and staff to refine the design of the project which includes a total of 100 residential lots following the pattern established in the Master Plan Amendment. Development Review Board Panel A unanimously approved various component applications with a recommendation the City Council recommend the associated zone map amendment. The applicant is responsible for all public and private improvements, to pay City application fees and systems development charges for parks, water, sewer, storm sewer and streets, because this is a private development.

The project will allow continued build-out of the Villebois Master Plan; provide 100 larger detached single-family homes, while preserving 24.06 acres of open space.

Mr. Pauly explained the development will be limited to larger lots at the exterior of the property, with standard and medium sized lots on the interior. The number of residential units was reduced to 100 from what was originally proposed and in response to the adjacent neighborhood request the streets will be more curvilinear. The developer will contribute funds to address traffic calming solutions, such as painted crosswalks, curb extensions to slow traffic in addition to signage and bulb outs at intersections with stop signs. A traffic study would be conducted on Normandy Lane to form a base line and then a similar study would be completed once the homes have been built.

Councilor Starr verified the new homes would not have access to the community center and pool in Villebois. Mr. Pauly said that was correct.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Councilor Starr requested the size of the houses and the locations. Mr. Pauly said no estate lots were planned for the Grande Pointe area and identified the location of the large, medium and standard sized lots in the area.

Councilor Starr confirmed Grahams Ferry Road, Normandy Lane and Villebois Drive would be the main travel lanes.

To provide neighborhood connectivity a network of soft surface trails connected the residential area to the natural areas in Villebois and Grahams Oaks.

Mr. Kohlhoff noted the traffic calming commitment will be made a part of the development agreement with Polygon.

Mayor Knapp invited the applicant to speak.

Fred Gast, of Polygon, spoke about the prior development projects Polygon has completed in Villebois and indicated the Grande Pointe project will be marketed at a higher price point. Mr. Gast said the input received during the neighborhood meetings helped to improve and enhance the final product. The homes would follow the architecture styles included in the Villebois pattern books. Mr. Gast explained the dimensions of the lot sizes and displayed slides of the different home styles.

Mayor Knapp was pleased to see the natural amenities on the site, the large trees, and the number of trails and pathways. The Mayor invited public input, there was none; and the public hearing was closed at 8:05 p.m.

Motion: Councilor Stevens moved to approve Ordinance No. 741 on first reading. Councilor Fitzgerald seconded the motion.

Councilor Starr appreciated the reduction in the number of lots; and from what he had seen of the plans and layout of the area thought it will be a nice compliment to Villebois.

Councilor Fitzgerald expressed approval of the neighborhood participation in the planning of the development, the interest in retaining habitat for the birds, traffic calming features, and the opportunities to maximize the pedestrian trails.

Mayor Knapp stated he had been a member of the DRB when Villebois was first planned. He appreciated Polygon including the adjoining neighborhood in the design of this new part of Villebois.

Vote: Motion carried 4-0.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

B. Ordinance No. 742 1st reading

An Ordinance Of The City Of Wilsonville Adopting The Wilsonville Residential Land Study As An Amendment To And A Sub-Element Of The Comprehensive Plan.

Mr. Kohlhoff read the title of Ordinance No. 742 into the record on first reading.

Mayor Knapp stated the hearing protocol and opened the public hearing at 8:12 p.m.

Katie Mangle, Manager of Long Range Planning presented the staff report. She introduced Bob Parker, ECON Northwest, who provided a high level overview of the report.

The City has prepared a Residential Lands Study, also known as a housing needs analysis, to plan for the future of Wilsonville's next neighborhoods. The purpose of the housing needs analysis is to forecast Wilsonville's housing needs over the next 20 years. The outcomes of the project are the Residential Lands Study report, which summarizes the analysis and Wilsonville's strategy for the future, and the Wilsonville Residential Study: Technical Report, which presents the detailed demographic, economic, and forecasting analysis.

In February 2014, staff shared the draft Study with Council, who then directed staff to prepare the report for public hearings and adoption. The Planning Commission, after holding a public hearing, recommended Council adopt the Study. The Commission received testimony from one citizen who expressed general concerns about planning for growth, and suggestions for enhancing livability in Wilsonville. City Council's public hearing on the Study is the last step for this project. Development Code amendments that are necessary for the City to fully comply with Goal 10 will be forthcoming as a separate project.

The Study includes information about Wilsonville demographics, its housing stock, and development capacity. Additionally, it recommends a strategy for planning for housing in future growth areas. The analysis prepared by ECON Northwest has concluded that:

- Generally, Wilsonville's Comprehensive Plan and Development Code meet state requirements and already provide an adequate framework for meeting the forecasted housing need;
- When planning for future development in Frog Pond or Town Center, the community has latitude (though not complete autonomy) for local decision-making about the form and density of housing;
- In the next 20 years, Wilsonville is likely to run out of residential land capacity;
- Development Code amendments will be needed to fully comply with Goal 10. Staff is continuing to work with DLCD staff to refine the scope of these amendments, which include:
 - Adding a clear and objective review process for residential development in Old Town;
 - Adding a clear and objective Site Design Review process for stand-alone residential developments that don't require a Planned Development application.

The Study and the Technical Report have been available on the City website since early December, and were presented at a public forum in early January. Staff from DLCD, Metro,

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Washington and Clackamas Counties had the opportunity to review and comment on draft memoranda and the draft reports. Staff has incorporated comments received from the City Council, Planning Commission, DLCD staff, and general public into the final reports, which are proposed to be adopted by ordinance as a sub-element of the Wilsonville Comprehensive Plan.

Following a 14-month process of evaluation and technical analysis, on April 9, 2014 the Planning Commission unanimously recommended that Council adopt the Wilsonville Statewide Planning Goal 10 Residential Land Study (“Study”). The Study meets the requirements of statewide planning program Goal 10 Housing, and will inform planning for the Frog Pond and Advance Road areas.

Completion of the housing needs analysis will fulfill one of the City’s two remaining Periodic Review tasks. The information and strategies developed during this project will lead to legislative amendments to the Development Code and will inform the upcoming planning work for the Frog Pond and Advance Road growth areas.

The Planning Commission held a public hearing on April 9, 2014 and voted unanimously to recommend that Council adopt the Residential Land Study as a sub-element of the Comprehensive Plan. This is the first City Council hearing on the proposal. As the proposal to amend the Comprehensive Plan is a legislative land use action, there is no set deadline by which Council must act. However, adoption of the Study is needed for the City to meet its periodic review task. Additionally, completion of this project is an important step toward planning for the Frog Pond area. Continuation of the Residential Land Study work could divert resources and attention from the larger planning project the community is ready to undertake.

Amendments to the Development Code will be reviewed for adoption at a later date.

The Planning Commission has been the primary public advisory group for the project, and has been deeply involved in the creation of the Study. Over the course of a 14-month process of evaluation and technical analysis, Commissioners engaged in review of each chapter of the technical report during eight work sessions.

On January 8, 2014, in its role as the Committee on Citizen Involvement, the Planning Commission hosted a public forum on the Wilsonville Residential Lands Study. The project team presented the results and draft recommendations of the Study. Approximately 35 members of the public attended the meeting; many attendees owned property in the Frog Pond or Advance Road areas. Following the presentation, the group engaged in a discussion about planning for future growth, types of housing, and the process for planning the Frog Pond and Advance Road growth areas.

Additionally, staff has coordinated with the counties, state, and regional agency staff to gain advice and procedural concurrence on the project.

The outcomes of this project will inform long-range planning and policy for the next generation of residential growth in Wilsonville.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Conclusions and recommendations:

- The Comprehensive Plan and Development Code meet state requirements;
- The City is doing better than other Metro cities in meeting housing needs for all income levels;
- Wilsonville could attain a more balanced housing mix on the remaining buildable land;
- Wilsonville is planning for a complete, balanced community;
- Existing housing stock is 50 percent multifamily, 41 percent single-family detached, and 9 percent single-family attached;
- Decision makers want to provide more opportunities for the development of more single-family detached housing; the primary opportunity for larger percentage of single family detached homes is in Frog Pond;
- The City cannot accommodate Metro's forecast for growth on the existing residential land, bring Frog Pond and Advance Road sites into the UGB;
- The City has historically grown faster than Metro's forecasts;
- Substantial employment growth will be experienced in the next 20 years in the Coffee Creek, Basalt Creek and West Railroad areas;
- Code amendment recommendations: allow duplexes in all PD-R zones; add clear and objective review for housing in the Old Town Overlay Zone; add clear and objective site design review process for new multi-family development when such development does not also trigger planned development review.

Councilor Fitzgerald asked why there was a designation specifically for duplexes. Ms. Mangle explained duplexes had been allowed in all planned development zones, but during a code re-write process the language was inadvertently deleted which precluded their construction. The code language will be added back during the future code amendment process. It was estimated 1,000 homes may be built on the property; however, this number was a guess and there were complicating factors to consider such as the BPA power lines.

Councilors wanted to know if there was a Metro requirement for future land development to have a certain percentage of single-family and multifamily housing types. Ms. Mangle said generally the answer was "no". It was the City's zoning code, and comprehensive plan that is regulating the land. It has been demonstrated the City's code and comprehensive plan comply with state and regional requirements.

Councilor Fitzgerald verified a development could be all single family homes.

Ms. Mangle stated the City has an adopted Comprehensive Plan and Zoning Code. The City has pre-determined some of this outcome by zoning land, planning land, and designating land for certain densities which are assumed for this study.

With regards to the growth assumptions, the growth is a demand, and there is a demand for growth in Wilsonville. The City historically has had the policy of planning for and accommodating for that growth, but it is the market, people's choices, and developer's investments that create growth, both within and without the City limits. This report has established that there is a density range that is feasible in our existing City, including Frog Pond,

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

which can accommodate the City's required 20 year supply. Should the City not want to expand into urban reserves, there is no need to do so to accommodate additional growth.

Adoption of the resolution approves a work plan for subsequent projects that will come back for public review and Council discussion.

By adopting the report Mayor Knapp said the City is getting the certainty of having housing type's latitude within required goal compliance. The 50/50 housing type split is not location specific; rather it refers to everything in the planning area.

Mayor Knapp invited public testimony, hearing none he closed the hearing at 9 p.m.

Motion: Councilor Fitzgerald moved to approve Ordinance No. 742 on first reading
Councilor Stevens seconded the motion.

Councilor Starr felt uncertain on what the Council was approving since it was a plan with so much flexibility.

In summary, Mr. Cosgrove said the document shows the City is in compliance with the State Housing Goal, and that for future build out of the City the Council has a lot of flexibility to determine the shape of those future neighborhoods in Frog Pond and Advance Road.

Councilor Fitzgerald thanked the Planning Commission for their thoughtful consideration and discussions on this topic. She agreed this was not a plan, but a requirement the City must go through. The Planning Commission had many conversations about OAR 660.007; and the Councilor felt comfortable the City could work within the OAR.

Councilor Stevens expressed appreciation to the Planning Commission for the time they put into the document.

Vote: Motion carried 4-0.

CONTINUING BUSINESS

- A. **Ordinance No. 737** – 2nd reading
An Ordinance Amending Chapter 10 Of The Wilsonville Code By Adding Section 10.240 Control Of Dogs And Amending Section 10.430 Penalties.

Mr. Kohlhoff read Ordinance No. 737 into the record by title only on second reading.

Motion: Councilor Fitzgerald moved to approve the Ordinance No. 737 on second reading.
Councilor Starr seconded the motion.

Vote: Motion carried 4-0.
Council President Starr - Yes

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Councilor Goddard - excused
Councilor Fitzgerald - Yes
Councilor Stevens - Yes
Mayor Knapp - Yes

NEW BUSINESS

A. **Resolution No. 2468**

A Resolution Of The Wilsonville City Council Adopting The Wilsonville Tourism Development Strategy May 2014.

Mr. Kohlhoff read the title of the ordinance into the record and advised the following language was added to the third paragraph of the resolution on page 3 of 3 during Work Session, “including a transitional and organizational plan for a destination marketing organization”.

Mark Ottenad presented the staff report.

On April 24, 2014, members of the Tourism Development Strategy Task Force recommended to the City Council adoption of the *Wilsonville Tourism Development Strategy, May 2014*. Members of the Task Force reviewed the *Revised Draft Wilsonville Tourism Development Strategy, April 2014*, on April 24 and made a number of suggestions that have been incorporated into the final, May 2014 version of the document.

At direction of the City Council, staff recruited a diverse, 17-member volunteer advisory task force during the summer of 2013 and retained the professional tourism-consulting firm of Total Destination Marketing (TDM) in October 2013 after conducting a competitive RFP process. Starting in October 2013, the Tourism Development Strategy Task Force has conducted two public workshops, held five meetings open to the public, reviewed a 201-page Fieldwork Research Report released in December 2013, and discussed on March 20 the recommendations contained in the 62-page “Draft Tourism Development Strategy” document prepared by TDM and released in March 2014.

Following a meeting of the Task Force held on March 20 where the Draft Strategy was reviewed in detail, a public-comment period on the Draft Strategy was held March 21-31. Following the close of public comment, staff and consultants compiled and analyzed the comments and presented a report to the Council at the April 7 Council work session. Also during this time period the Task Force was surveyed regarding the relative priorities of various recommendations and this input was incorporated into the *Revised Draft*.

After hearing from the City Council on April 7, consultants and staff utilized the public comments, additional task force feedback on priorities, and Council direction to modify the March *Draft* and produce an April *Revised Draft*. Task Force suggestions at the April 24 meeting were then further incorporated into the April *Revised Draft* for producing the final May version.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

A portion of the City's Hotel/Motel Tax (also known as Transient Lodging Tax) is used to fund tourism-related programs. State law requires that the City expend at least 40% of the tax on tourism-related programs.

Following is a break-out of the current and next fiscal year budgets:

Hotel/Motel Tax (aka Transient Lodging Tax) Budget Data, Finance Dept.	2013-14 Estimate	2014-15 Budget
REVENUE: Tax Collections	\$245,000	\$250,000
EXPENSES		
• VIC Chamber Contract	45,656	-
• Tourism Development	50,225	125,000
• Tourism Grants Program	25,000	25,000
Sub-total: Tourism Exp.	120,881	150,000
% of Revenue	49%	60%
• General Fund / Law Enforcement	124,119	100,000
TOTAL EXPENSES	245,000	250,000

Future budget impacts will be dependent on Council action with respect to the recommended Tourism Development Strategies.

The Tourism Development Strategy effort has had an extensive community-engagement process that includes the following activities in chronological order:

1. Diverse 17-member stakeholder advisory task force recruited during summer of 2013.
2. Public survey of tourism issues to be considered early in process; open Oct. 9 – Dec. 4, 2013.
3. Two public, community workshops with 34 participants held in the evenings on Oct. 16 and Oct. 23, 2013.
4. Five public meetings of the Task Force with a news reporter in attendance and public-comment time set aside in each meeting: Oct. 24 and Nov. 12, 2013; Jan 29, March 20, and April 24, 2014.
5. A total of 27 in-person interviews with local-area tourism stakeholders, plus phone interviews with experts outside of the Wilsonville, conducted by consultants from TDM.
6. Wilsonville Spokesman announcements and articles, including "Task force aims to put Wilsonville on the map," Oct. 16, 2013; "How can Wilsonville market itself to tourists?," Oct. 23, 2013; "What exactly is a tourist, anyway?," Nov. 6, 2013; "Destination Wilsonville," Nov. 20, 2013; "Tourism report identifies key local markets, attractions," April 2, 2014.
7. *City Boones Ferry Messenger* December 2013 newsletter full-page report on the tourism development work, "Wilsonville Tourism Development Strategy Advances."
8. Email notices to over 50 interested members of the public of all workshops, meetings, surveys and document releases.
9. Mailing of hard-copy prints of *Fieldwork Research Report* and *Draft Strategy* and *Revised Draft Strategy* documents to task force members and key stakeholders, such as chamber of commerce representatives.
10. Public comment period, March 21-31, 2014, on Draft Strategy.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

11. Survey of task force members on priorities of recommendations, March 25 – April 4, 2014.

More details on public-outreach efforts are contained in the Fieldwork Research Report that was distributed to the Council in December 2013.

Mayor Knapp asked how closely the specifics of the strategy be followed.

Mr. Cosgrove responded until a model is chosen it is difficult to know how that would play out. In general, some funds would be earmarked for the endeavor and Council would have performance measurements to include in any agreement with the independent DMO. The DMO would form their board, put strategies together, and return to Council with their work plan for approval.

Council Fitzgerald summarized there are a lot of high priority items in the strategy. The Task Force was not dictating exactly what would happen and when; they were trying to put a high level framework together that will guide investments in the city. The report also contains guidance for organizations that are looking to launch an endeavor and the information provides suggestions for partners. This is not an exact recipe it is a guide book.

Motion: Councilor Stevens moved to approve Resolution No. 2468. Councilor Starr seconded the motion.

Councilor Starr remarked as Council moves forward on different activities for the City, part of adopting the Strategy is to insure the City was taking advantage of any tourism spin-off, in addition he wanted to see monies spent on getting activities off the ground rather than advertising.

Councilor Fitzgerald stated one of the unique things about the Tourism Strategy Task Force is they were charged with increasing the occupancy of hotels and motels in the area with visitors from more than 50 miles away. The Strategy contains accountability measures to check progress. Letters of support for the plan were received from Theonie Gilmore, Wilsonville Arts and Culture Council, and from the Chamber of Commerce.

Mr. Cosgrove thanked Clackamas County Tourism Development for their financial support as well as professional expertise, and the Washington County Visitor's Association.

Vote: Motion carried 4-0.

CITY MANAGER'S BUSINESS – There was no report.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

LEGAL BUSINESS

Mr. Kohlhoff stated he and Assistant City Attorney Jacobson attended the latest Continuing Legal Education seminar put on by the Oregon City Attorney's Association.

ADJOURN

The Council meeting adjourned at 9:25 p.m.

Respectfully submitted,

Sandra C. King, MMC, City Recorder

ATTEST:

Tim Knapp, Mayor