

# City of Wilsonville

City Council Meeting

January 4, 2018



**AMENDED AGENDA**  
**AGENDA**

**WILSONVILLE CITY COUNCIL MEETING**  
**JANUARY 4, 2018**  
**7:00 P.M.**

**CITY HALL**  
**29799 SW TOWN CENTER LOOP**  
**WILSONVILLE, OREGON**

Mayor Tim Knapp

Council President Scott Starr  
Councilor Susie Stevens

Councilor Kristin Akervall  
Councilor Charlotte Lehan

**CITY COUNCIL MISSION STATEMENT**

To protect and enhance Wilsonville’s livability by providing quality service to ensure a safe, attractive, economically vital community while preserving our natural environment and heritage.

**Executive Session is held in the Willamette River Room, City Hall, 2<sup>nd</sup> Floor**

- 5:00 P.M. EXECUTIVE SESSION [30 min.]**  
A. Pursuant to: ORS 192.660 (2)(e) Real Property Transactions  
ORS 192.660(2)(h) Legal Counsel / Litigation  
**ORS 192.660(2)(f) Exempt Public Records**
- 5:30 P.M. REVIEW OF AGENDA [5 min.]**
- 5:35 P.M. COUNCILORS’ CONCERNS [5 min.]**
- 5:40 P.M. PRE-COUNCIL WORK SESSION**  
A. I-5 Exit 283 – 282 Interchange Facilities Plan Update (Kraushaar) [15 min.] **Page 1**  
B. Villebois Parks Master Plan Implementation (Neamtzu/Pauly) [30 min.] **Page 13**
- 6:25 P.M. ADJOURN**

**CITY COUNCIL MEETING**

The following is a summary of the legislative and other matters to come before the Wilsonville City Council a regular session to be held, Thursday, January 4, 2018 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on Tuesday, December 27, 2017. Remonstrances and other documents pertaining to any matters listed in said summary filed at or prior to the time of the meeting may be considered therewith except where a time limit for filing has been fixed.

**7:00 P.M. CALL TO ORDER**

- A. Roll Call
- B. Pledge of Allegiance
- C. Motion to approve the following order of the agenda and to remove items from the consent agenda.

**7:05 P.M. COMMUNICATIONS**

- A. Comprehensive Annual Financial Report (Merina Company)

**7:20 P.M. 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.

**7:25 P.M. MAYOR'S BUSINESS**

- A. **Tourism Promotion Committee Appointment** **Page 19**  
Appoint Dave Pearson, Executive Director of World of Speed, to the Tourism Promotion Committee, Position No. 1, with term ending June 30, 2019. (Ottend)
- B. Upcoming Meetings **Page 21**

**7:30 P.M. COUNCILOR COMMENTS**

- A. Council President Starr
- B. Councilor Stevens
- C. Councilor Lehan
- D. Councilor Akervall

**7:40 P.M. CONSENT AGENDA**

- A. Minutes of the, December 18, 2017 Council Meeting. **Page 22**

**7:45 P.M. PUBLIC HEARING**

- A. **Ordinance No. 811** **Page 34**  
An Ordinance Of The City Of Wilsonville Annexing SW Garden Acres Road, SW Cahalin Road And SW Clutter Street Right-Of-Way Into The City Limits Of The City Of Wilsonville, Oregon. The Territory Is More Particularly Described As The Right-Of-Way Of SW Garden Acres Road Extending From SW Day Road To The Clackamas County Line, The Right-Of-Way Of SW Clutter Street Extending From SW Grahams Ferry Road To SW Garden Acres Road, And The Right-Of-Way Of Unimproved SW Cahalin Road From SW Grahams Ferry Road To SW Garden Acres Road, Sections 2 And 3, T3S, R1W, Willamette Meridian, Washington County, Oregon. Washington County, Oregon – Owner. City Of Wilsonville – Applicant.

**8:00 P.M. CITY MANAGER'S BUSINESS**

**8:05 P.M. LEGAL BUSINESS**

**8:10 P.M. ADJOURN**

1/4/2018 12:20 PM Last Updated

Time frames for agenda items are not time certain (i.e. Agenda items may be considered earlier than indicated.) Assistive Listening Devices (ALD) are available for persons with impaired hearing and can be scheduled for this meeting if required at least 48 hours prior to the meeting. The city will also endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting: Qualified sign language interpreters for persons with speech or hearing impairments. Qualified bilingual interpreters. To obtain services, please contact the City Recorder, (503) 570-1506 or [veliz@ci.wilsonville.or.us](mailto:veliz@ci.wilsonville.or.us).



**CITY COUNCIL  
STAFF REPORT**

<p><b>Meeting Date:</b> January 4, 2018</p>	<p><b>Subject:</b> I-5 Facility Plan: Wilsonville Road to Canby/Hubbard Interchange</p> <p><b>Staff Members:</b> Nancy Kraushaar, PE, Community Development Director</p> <p><b>Department:</b> Community Development</p>	
<p><b>Action Required</b></p>	<p><b>Advisory Board/Commission Recommendation</b></p>	
<p><input type="checkbox"/> Motion</p> <p><input type="checkbox"/> Public Hearing Date:</p> <p><input type="checkbox"/> Ordinance 1<sup>st</sup> Reading Date:</p> <p><input type="checkbox"/> Ordinance 2<sup>nd</sup> Reading Date:</p> <p><input type="checkbox"/> Resolution</p> <p><input type="checkbox"/> Information or Direction</p> <p><input checked="" type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Council Direction</p> <p><input type="checkbox"/> Consent Agenda</p>	<p><input type="checkbox"/> Approval</p> <p><input type="checkbox"/> Denial</p> <p><input type="checkbox"/> None Forwarded</p> <p><input checked="" type="checkbox"/> Not Applicable</p> <p><b>Comments:</b> N/A</p>	
<p><b>Staff Recommendation:</b> N/A</p>		
<p><b>Recommended Language for Motion:</b> N/A</p>		
<p><b>Project / Issue Relates To:</b></p>		
<p><input checked="" type="checkbox"/> Council Goals/Priorities</p>	<p><input type="checkbox"/> Adopted Master Plan(s)</p>	<p><input type="checkbox"/> Not Applicable</p>

**ISSUE BEFORE COUNCIL:**

Staff will provide an overview of the I-5 Wilsonville Facility Plan.

**EXECUTIVE SUMMARY:**

ODOT is partnering with the City of Wilsonville to develop an I-5 Wilsonville Facility Plan (Plan). The purpose of this facility plan is to analyze alternatives for adding a southbound auxiliary lane on I-5 from the Wilsonville Road interchange (Exit 283) to the Canby/Hubbard interchange (Exit 282A). This auxiliary lane is one of the proposed Oregon Department of Transportation (ODOT) projects for the 2018 RTP. Both ODOT and City staff wish to engage the public in determining the appropriate configuration for this project, before draft RTP public review occurs in summer/fall of 2018.

The facility plan study area includes the I-5 SB mainline and SB ramps from the Wilsonville Road interchange (Exit 283) to the Canby-Hubbard interchange (Exits 282A and 282B). The traffic influence area for the facility plan includes the I-5 mainline, the ramps for the interchanges, and Wilsonville Road and OR-551 north of Arndt Road NE.

The City of Wilsonville is leading the public involvement process for the project and has contracted with Angelo Planning Group to assist in the following activities:

- A Technical Advisory Committee primarily comprised of ODOT and Clackamas and Washington County staff;
- An open house hosted by the Planning Commission along with an on-line open house;
- News releases for distribution by email, the Boones Ferry Messenger, and biweekly updates for the City's web site (going live in early January);
- Three visits to stakeholder groups – the French Prairie Forum, the Chamber of Commerce, Oregon Freight Committee, and city-wide Homeowners Association presidents;
- Briefings to the Planning Commission (in their role as the Committee for Citizen Involvement);
- A public hearing at the Planning Commission where they will consider support for the Plan; and
- A public hearing at the City Council where they will consider adopting a resolution supporting the Plan.

### **EXPECTED RESULTS:**

The intent of the project is to:

1. Perform technical analysis on options for adding a southbound I-5 auxiliary lane, identifying planning-level benefits and impacts associated with each option.
2. Gather public input on which option best addresses bottlenecks in the study area, improves safety, and meets the needs of local and regional travelers.
3. Create an I-5 Wilsonville Facility Plan documenting the preferred plan for this location, to be considered for City Council approval through resolution, and adopted by the Oregon Transportation Commission (OTC) as an amendment to the Oregon Highway Plan.

### **TIMELINE:**

The consultant team began gathering data and analyzing existing conditions in October 2017. TAC meetings and public involvement will begin in January 2018. ODOT will release the draft plan in April 2018 for a 45-day public review period and plans to schedule a July 2018 OTC adoption hearing.

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

Project number 4204 was authorized at \$50,000 in the Fall, 2017 Budget Supplemental, funded from the Street System Development Charges. This amount is estimated to be sufficient for current consulting services and staff project management costs.

### **FINANCIAL REVIEW / COMMENTS:**

Reviewed by: SCole Date: 12/22/2017

### **LEGAL REVIEW / COMMENT:**

Reviewed by: BAJ Date: 12/29/2017

### **COMMUNITY INVOLVEMENT PROCESS:**

An internal Project Management Team (PMT) staffed by ODOT and the City of Wilsonville will lead the project, as well as a Technical Advisory Committee (TAC) that includes staff from neighboring counties. City of Wilsonville staff will lead public involvement, and will include:

- One or more work sessions with the Planning Commission and City Council,
- Online involvement activities such as virtual open houses on a project website, and
- Regular project updates in local media and community news sources.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY** (businesses, neighborhoods, protected and other groups):

An I-5 southbound auxiliary lane in the study area is expected to reduce merging conflicts and reduce the potential for traffic congestion between the Wilsonville Road and Canby/Hubbard interchanges. Reduced congestion is expected to increase safety and reliability for motorists on the I-5 mainline and those using the interchanges. Improved traffic conditions would benefit residents, businesses, and visitors to Wilsonville, as well as travelers or freight making regional or interstate trips.

**ATTACHMENTS:**

1. Power Point Presentation – may be updated at meeting
2. Excerpt from the January 2018 Boones Ferry Messenger

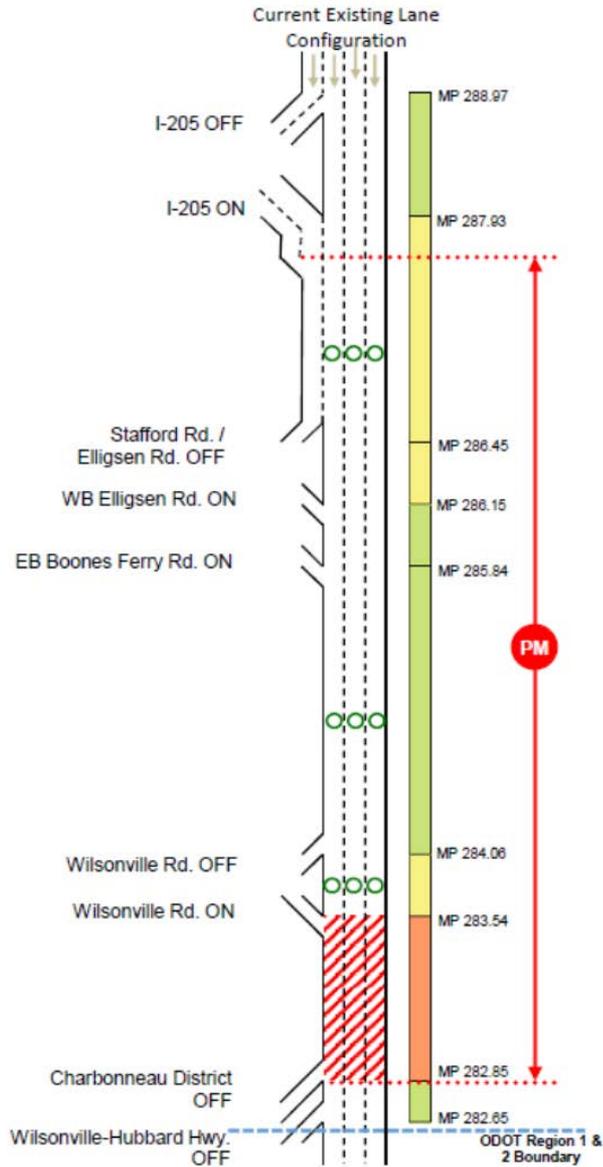
# I-5 Wilsonville Facility Plan

Overview of purpose, scope,  
and schedule

City Council Work Session  
January 4, 2018



# Problem



- Bottleneck between Wilsonville Road & Charbonneau interchanges
- 4.5 hours of daily congestion
- PM speeds drop to 25 mph
- PM queue spill back toward I-205
- Truck volumes – 14% on I-5 SB, 13% on Wilsonville-Hubbard Highway
- 319 crashes from 2011-2015



# Contributing Factors

- 62,000 vehicles a day cross Boone Bridge going south
- More than 15% enter at Wilsonville Rd on-ramp
- 30% exit at Charbonneau or Canby-Hubbard
- Right lane overwhelmed by high volumes and weaving
- This causes traffic to spill over into middle & fast lane



# Facility Plan Purpose



- Analyze alternatives for adding an aux lane to I-5 SB from Wilsonville Rd on-ramp to Canby-Hubbard exit
- Ensure public understands and supports aux lane investment

# Planning Process

October - January

Technical  
analysis of  
planning-level  
benefits &  
impacts

January - February

Gather public  
input &  
preferences

April - July

Plan will go to  
City Council for  
resolution, then  
OTC for  
adoption



# Public & Stakeholder Involvement

Technical advisory committee

1 in-person + 1 online open house

News releases

3 stakeholder group visits

Planning Commission briefings

Public hearings at Planning Commission & City Council

45-day public review for draft facility plan

January – May 2018



Image source: <https://cyclotram.blogspot.com/2008/11/boone-bridge.html>



# Discussion





# The Boones Ferry Messenger

Monthly newsletter of the City of Wilsonville

January 2018

## Kids and Adults Have Fun and Run at the Reindeer Romp



In December hundreds of community members of all ages gathered at the Family Fun Center for the fifth annual Reindeer Romp and Kids Dash with Parks and Recreation Manager and part-time elf Brian Stevenson leading the way.

## Library Programs Move to Other Locations in January for Six Months \$1.35 Million Remodeling Project to Renovate Library, Improve Public Access to Services

During the six-month period from January through June, many of the Wilsonville Public Library's activities and programs are being moved to new locations, including City Hall, the Parks and Recreation building and the Community Center. For details and updates on program times and locations, check with the library by phone, the library's Facebook page or on the web at [www.WilsonvilleLibrary.org](http://www.WilsonvilleLibrary.org).

The \$1.35 million project includes remodeled/reconfigured spaces, ADA-compliant restrooms, new furniture and carpet and an upgraded heating-air conditioning-ventilation (HVAC) system. The Library District of Clackamas County is contributing \$1 million, with the balance from the City's general fund.



Children and adult library programs and events are being temporarily relocated to other City facilities until June; see [www.WilsonvilleLibrary.org](http://www.WilsonvilleLibrary.org) for schedule updates.

## Wilsonville and ODOT to Study I-5 Congestion Solutions South of Wilsonville

The City of Wilsonville and Oregon Department of Transportation are partnering to improve traffic flow and reduce congestion on the I-5 Boone Bridge heading south from Wilsonville.

The "Southbound I-5 Boone Bridge Auxiliary Lane Study" plans to examine the traffic impacts and costs for adding an additional lane on I-5 from the Wilsonville Road interchange (Exit 283) south past Miley Road (Charbonneau Exit 282B) to the Aurora/Canby/Hubbard Highway 551 interchange (Exit 282A).

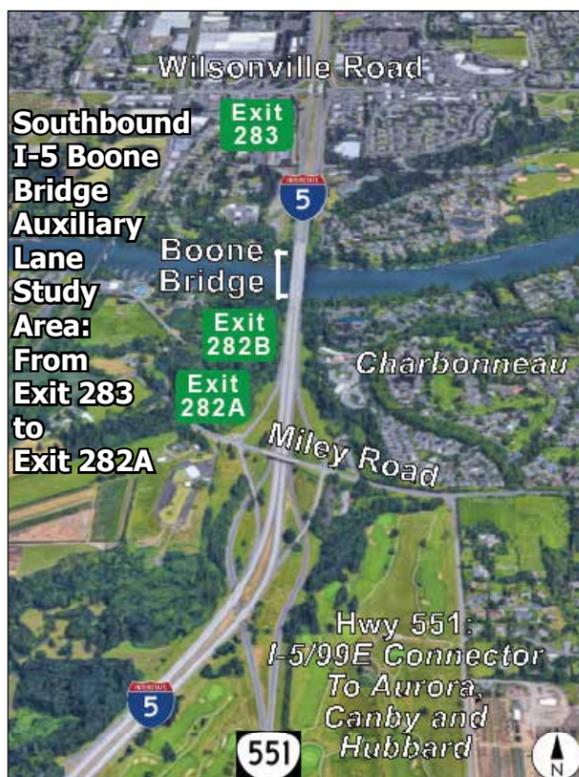
The study is one component of several projects that the City is undertaking to reduce morning and evening commute-hours traffic congestion in the I-5/Wilsonville Road interchange area (see page 2). Additionally, the planning effort is part of the larger City Council-directed push for a more comprehensive "South Metro I-5 Corridor Study" that would examine the costs and benefits of both a range of potential highway improvements to I-5 from Tigard/Highway 217 to Aurora/Donald Ehlen Road Exit 278, along with increased public-transit options.

After the Council approved a \$50,000 City contribution to the study, the planning process started in October 2017 and concludes in the summer of 2018. The three phases of work include:

- Technical analysis of benefits and impacts;
- Gathering of public input and preferences; and,
- A resolution of support by the City Council, then adoption by the Oregon Transportation Commission for inclusion in the updated Metro Regional Transportation Plan.

During legislative hearings on the successful "Transportation Investment Package" (House Bill 2017) passed in 2017, a Congestion & Freight Mobility Workgroup estimated that the "Boone Bridge &

Lanes" project would cost \$120 million and could be constructed in 10-15 years. The City and ODOT seek to accelerate potential consideration of the project by obtaining a more accurate cost estimate and traffic-mitigation impact of potential improvements.



For more information on the project and public-comment opportunities, visit the project web site at [www.ci.Wilsonville.or.us/I-5BooneBridge](http://www.ci.Wilsonville.or.us/I-5BooneBridge). See page 2 for additional related content on transportation.

## Mayor's Message

### Thanks to City Volunteers Council and Community Appreciate Your Service on City Boards and Commissions

As we start a new year, on behalf of the Wilsonville City Council and greater community, I would like to offer a hearty "Thank You" to the residents and business people who serve as volunteers on various City boards and commissions. We especially want to recognize the following community members whose current terms of service ended in December.



The following people have made important contributions to our community through their recent time serving on City advisory bodies. Some of these volunteers have completed their term of service or resigned early due to personal reasons, while others remain eligible for and seek reappointment for additional terms.

#### Budget Committee

- Alan Steiger, since January 2012
- Arthur Park, since March 2016

#### Library Board

- Caroline Berry, since July 2013

#### Planning Commission

- Al Levit, since May 2010
- Jerry Greenfield, since January 2014

Also during this past year, two members who have served since the outset of the new Tourism Promotion Committee in 2015 and whose terms expired were reappointed to standard three-year terms.

#### Tourism Promotion Committee

- Jeff Brown, since October 2015
- Al Levit, since October 2015

I want to thank all of the additional current, on-going board and commission members who continue to serve our community. These volunteers include your elected City Councilors, who cheerfully accept the tremendous commitment of time and energy that Council positions entail.

*Wilsonville is fortunate to have so many dedicated volunteers.*

I would also like to recognize the positive contributions made by graduates of our **Wilsonville Citizens Academy** who help support community events, and some of whom are now serving on City committees or local nonprofit boards.

Finally, I want to acknowledge our appreciation to **Al Levit**, who has served for 14 years — first for two terms totaling six years on Development Review Board and then two terms of eight years on the Planning Commission. And he continues to serve on the Tourism Promotion Committee. Due to the dedication of citizens like Al, Wilsonville has developed to become a well-planned, livable community for people of all stages of life.



Al Levit

Wilsonville is fortunate to have so many dedicated volunteers who are willing to spend their personal time working with others helping to make our community an exceptional place to live, visit and do business.

With continued strong community engagement in our civic affairs, I am confident that 2018 will be another great year for Wilsonville. Feel free to let me know your thoughts — reach me at 503-896-0048 or [mayor@ci.wilsonville.or.us](mailto:mayor@ci.wilsonville.or.us).

*Tim Knapp, Mayor*

City of Wilsonville  
29799 SW Town Center Loop East  
Wilsonville, OR 97070

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## City Council Approves Agreements with ODOT for I-5/Wilsonville Road Interchange, Boone Bridge Study, and More Traffic Mitigation Plans

In October, the City Council approved an agreement with the Oregon Dept. of Transportation (ODOT) for a construction project to modify the I-5/Wilsonville Road interchange Exit 283 southbound freeway on-ramp. The \$700,000 project adds a third stacking lane to the metered I-5 on-ramp in order to increase capacity to hold an additional 25 vehicles waiting to enter the freeway during evening rush-hour.

The project is part of five congestion-improvement projects approved by the City Council totaling an approximately \$1 million in the I-5/Wilsonville Road/Boones Ferry Road intersection area designed to improve traffic flow and reduce congestion.

### Other congestion-relief projects include:

- Lengthening the southbound Boones Ferry Road double left-turn lanes onto eastbound Wilsonville Road, which is complete.
- Reconstructing the southern, signalized entrance/exit to Old Town Square/Fred Meyer shopping center to include a second travel lane on northbound Boones Ferry Road between the exit/entrance and Wilsonville Road.
- Signing “No Turn on Red” during evening rush-hour for right-turn movements from northbound Boones Ferry Road onto eastbound Wilsonville Road.
- Working with ODOT on the Southbound I-5 Boone Bridge Auxiliary Lane Study; see page 1 for details.
- Considering installing ‘red-light’ cameras to deter running red lights and blocking intersections.

## Traffic Issues with the Southbound I-5 Boone Bridge Area

The mile-plus stretch of southbound I-5 from Wilsonville Road Exit 283 past Miley Road Exit 282B to Highway 551 Exit 282A has a number of problems.

### Symptoms of the Problem

- Traffic bottleneck between I-5 Wilsonville Road interchange (Exit 283) and two nearby interchanges at Miley Road (Charbonneau Exit 282B) and Wilsonville-Hubbard Cut-off Highway 551 (Exit 282A).
- Up to 4.5 hours of daily congestion.
- Evening commute speeds drop to 25 mph, with the PM queue backing-up to I-205.
- I-5 congestion causes spill back on Wilsonville Road and nearby intersections at Boones Ferry Road and Town Center Loop West.

### Contributing Factors

- Over 129,000 vehicles per day pass-by Wilsonville on I-5, with 62,000 vehicles crossing the Boone Bridge going south. For comparison, the I-5 Boone Bridge carries nearly as much traffic as the I-5 “Columbia River Crossing” Interstate Bridge—only four percent less traffic—and one-third more semi-trucks.
- Extensive traffic weaving between lanes that induces slow-downs and accidents: More than 20% of the evening peak-hours traffic enters I-5 at Wilsonville Road on-ramp while over 35% of the traffic exits at Charbonneau or Wilsonville-Hubbard Cut-off Highway 551 that also accesses Canby. Over the four-year period of 2011-15, this stretch of I-5 had 148 automobile accidents.



## Safety Tips for Winter’s Cold Weather

With winter well under way, now is the time to think about some personal and home safety tips can also save time and money. Tualatin Valley Fire & Rescue firefighters always see an increase around the first of the year in outdoor-related injuries and flooded buildings damaged by broken water pipes.



### Minimize the Risk of Personal Injury

- Increased slip-and-fall injuries are of particular concern this time of year. Be extra careful on icy surfaces around your home; use kitty litter or sand to increase traction.
- Make sure to dress appropriately for outdoor activity; dress in layers with hats, gloves and waterproof boots. Be aware of the wind chill factor, which can often lower the temperature by several degrees.
- Avoid traveling when the weather service has issued storm advisories. If traveling, make sure someone knows the destination, route and anticipated time of arrival. Pack extra water, food, blankets, and clothing in case of an unexpected emergency.

### Improve Home Safety This Winter

- Have the home heating system serviced professionally to make sure that it is clean, working properly, and ventilated to the outside.
- If heating with wood, inspect and clean fireplaces and chimneys. Always discard ashes in a metal container away from combustible materials.
- Check smoke alarms to ensure they are working properly. Prevent carbon monoxide (CO) emergencies by installing a CO alarm.
- Insulate exposed water pipes in the garage and cover outdoor water spigots. Know the location of the home or business water shut-off valve.

Visit [www.tvfr.com](http://www.tvfr.com) for more winter safety tips.

## Ride for Free on In-Town Routes in Wilsonville...



## ...and Connect Outside Town to:

- Portland Metro Tri-Met/WES
- Salem-Keizer ‘Cherriots’
- Canby CATS

For info - [www.RideSmart.com](http://www.RideSmart.com)



8200 SW Wilsonville Road  
503-682-2744  
[www.WilsonvilleLibrary.org](http://www.WilsonvilleLibrary.org)

## Library Programs Relocate During Remodeling Project

Due to the library renovation, winter library programs are being held in different locations around the community. Stay current on library events with our website [www.WilsonvilleLibrary.org](http://www.WilsonvilleLibrary.org), Facebook page, Twitter, and eNotify email notifications.

### Mondays, starting Jan. 8.

- **Play Group:** 10-11:30 am at Community of Hope Church

### Tuesdays, starting Jan. 9

- **Toddler Time:** 10-10:30 am at City Hall
- **Baby Time:** 11-11:45 am at City Hall
- **Family Storytime:** 6:30-7 pm at City Hall

### Wednesdays, starting Jan. 10

- **Family Storytimes:** 10-10:30 am; 11-11:30; 1-1:30 pm at City Hall

### Thursdays/Fridays – No Storytime

### Other Programs

- **Book Notes Concerts:** Community Center
- **Book Club:** Community Center
- **Genealogy Club:** City Hall
- **Great Books Discussion Group:** City Hall
- **ESL class:** Parks and Recreation Building

### Location Addresses

- Community Center, 7965 SW Wilsonville Rd
- Community of Hope Church, 27817 SW Stafford Rd
- City Hall, 29799 SW Town Center Loop East
- Parks and Recreation Building, Town Center Park, 29600 SW Park Place

Programs that not to be held during the renovation include First Friday Films, Curiosity Cafe, K-2 Book Adventures, Lego Night, and The Zone.

## Adult Winter Reading Program Starts in January

Read books and win prizes during the dark dreary winter months starting on Tuesday, Jan. 2.

What can the program do for you?

A past participant reported that her goal had been to read one fiction book a month, but once she signed-up for the Adult Winter Reading Program, she read “several.” And she discovered books that she wouldn’t normally read on the display table, including a series that she and her husband both read together, which they usually don’t do.

Pick-up forms at the library, or download them from our website:

[www.WilsonvilleLibrary.org/AWRP](http://www.WilsonvilleLibrary.org/AWRP)



## Library Book-Drops Now Available in All Wilsonville Primary Schools

You can now return your Clackamas County (LINCC) library materials—including items checked-out at the Wilsonville Public Library—to your child’s West Linn-Wilsonville School District primary school in Wilsonville!

Wilsonville Public Library staff pick-up the items once a week, and the items are checked-in as of the



date you returned them. This timelag means your items may appear on your account for up to a week.

These book drops were made possible by funds raised by the Wilsonville Public Library Foundation.

## Upcoming Classes and Events

### Library Closed

**Monday, Jan. 1 – New Year’s Day**  
**Monday, Jan. 15 – MLK, Jr Day**

### Book Club

*“Britt-Marie Was Here”*  
by Fredrik Backman

Thursday, Jan. 11, 6–8 pm

Community Center,  
Classrooms 2 & 3

[www.WilsonvilleLibrary.org/bookclub](http://www.WilsonvilleLibrary.org/bookclub)

### Book Notes Concert:

#### Rhythm Culture

Saturday, Jan. 13, 2–3pm

Community Center,  
Multi-Purpose Room

[www.WilsonvilleLibrary.org/concerts](http://www.WilsonvilleLibrary.org/concerts)

### Genealogy Club

Monday, Jan. 22, 1–2:30 pm

City Hall, Council Chambers

[www.WilsonvilleLibrary.org/gc](http://www.WilsonvilleLibrary.org/gc)

### Great Books Discussion Group

*“Symposium” by Plato*

Tuesday, Jan. 16, 6–8 pm

City Hall, Arrowhead Creek Room

[www.WilsonvilleLibrary.org/gb](http://www.WilsonvilleLibrary.org/gb)

### Visit our website for more events:

[www.WilsonvilleLibrary.org](http://www.WilsonvilleLibrary.org)

or find us on Facebook and Twitter



## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b> January 4, 2018	<b>Subject:</b> Villebois Regional Parks 7 and 8  <b>Staff Member:</b> Chris Neamtzu, Planning Director and Daniel Pauly, Senior Planner  <b>Department:</b> Community Development, Planning	
<b>Action Required</b>	<b>Advisory Board/Commission Recommendation</b>	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: November 20, 2017 <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable  <b>Comments:</b> Following citizen input during the October 2, 2017 meeting regarding Regional Parks 7 and 8 in Villebois, City Council directed staff to bring back information on the background and issues to a future worksession.	
<b>Staff Recommendation:</b> N/A		
<b>Recommended Language for Motion:</b> N/A		
<b>Project / Issue Relates To:</b> Villebois Village Master Plan, Public Parks System		
<input type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s) Villebois Village Master Plan	<input type="checkbox"/> Not Applicable

### ISSUE BEFORE COUNCIL:

In September 2017, the Development Review Board (DRB) approved with conditions a Final Development Plan to allow the construction of two parks along the eastern edge of Villebois adjacent to the Coffee Lake Wetlands. The approval came following substantial testimony and discussion both in support and against the proposed park. Subsequently, neighbors with continued concerns about the park design shared their concerns during City Council Citizen Input on October 2. In response to the input, the Council requested a work session to better understand the park's context and how the approved design relates to the Villebois Village Master Plan. Since the

October 2 meeting, however, it is important to note that circumstances have changed in that Polygon has entered into Settlement Agreements with the homeowners claiming misinformation was presented by fully refunding lot premiums paid, as outlined in more detail below.

### **EXECUTIVE SUMMARY:**

The eastern edge of Villebois abuts the Coffee Lake Wetlands. Many of the wetlands in this area are owned by Metro as permanently protected open space (**Attachment B**) or are in the process of being acquired as open space. Some wetland enhancement has occurred, with large-scale environmental restoration and enhancement planned in the future. A transitional park area east of Coffee Lake Drive has long been planned between the residential development of Villebois and the wetlands, but the nature of the park has evolved over the years.

The original Villebois Village Master Plan (Ordinance No. 556, 2003) showed fairly narrow “linear greens” as the transitional park, with the main feature being a portion of the Ice Age Tonquin Trail. This design reflected the overall theme of parks in the original Master Plan focused on natural areas and low impact development stormwater facilities with a relatively limited amount of usable park areas.

At City Council direction in 2006, staff, the Master Developer and homebuilders pursued a complete rewrite of the parks and open space chapter of the Villebois Village Master Plan. The adopted updated Master Plan (Ordinance No. 609, 2006) added substantial detail to the parks component of the Master Plan in an attempt to balance active and passive recreation, including recreational opportunities and experience maps, a parks programming matrix, and a technical appendix of conceptual site plans showing how planned amenities fit into the planned park spaces.

Based on input during the public process and direction of Council, the updated parks sections of the Villebois Master Plan added a significant amount of usable, active recreational uses to balance environmental preservation and enhancement with a wide variety of recreational activities. As a result of these changes, the parks in Villebois have become one of the hallmarks of the community. It was also the intent to provide adequate opportunities to have active recreational experiences due to the homes’ small yards and dense urban design. During the 2005-06, planning process additional technical studies revealed more land was available to develop outside the wetlands east of Coffee Lake Drive. The additional land and desire for active uses led to active uses being added to the park along the eastern edge (Regional Park 8). The additions included an adult soccer field/unstructured open play area, play structures, potential parking, restrooms and a basketball court in addition to the regional trail and passive areas.

The only parks-related changes to the Master Plan since 2006 involved broader land use changes including the 2010 primary school relocation from the northwest corner of the Village to the current location (Ordinance No. 681) and the 2013 former Living Enrichment Center planning for what is now known as Grande Pointe (Ordinance No. 724). Noteworthy is the fact that the 2010 school relocation changes included removing an indoor meeting room from the eastern edge parks to the school site itself.

Master Plan implementation, including for parks, occurs through an iterative quasi-judicial land use process designed specifically for Villebois, but similar to the planned development process used elsewhere in the City. The specific steps are called the Specific Area Plan, Preliminary

Development Plan, and Final Development Plan. During review of each step, “Refinements” to the next step up can be approved. Approval of Specific Area Plan Refinements to the Master Plan can be approved during the approval of the Preliminary Development Plan Refinements to the Specific Area Plan and so on. The limits of Refinements are fairly well-defined in the Development Code text, though the language does allow some room for interpretation. Park Refinement limitations primarily address what can be removed from parks with a liberal allowance for what can be added to a park.

In the case of Regional Parks 7 and 8, no Refinements to the Master Plan for the parks were proposed as part of the Specific Area Plan. The only Refinement related to parks during the Preliminary Development Plans was acknowledging the constraints of an additional small wetland area in the eastern portion of Regional Park 7 and southern portion of Regional Park 8. DRB did approve a number of Refinements to the Preliminary Development Plan as part of the Final Development Plan which staff will detail more in the work session presentation.

Testimony presented at the DRB hearing and during the October 2 Citizen Input, represented that the sales information and marketing materials presented to the aggrieved homeowners by Polygon Homes NW staff, the builder of homes along the northern portion of the Regional Parks, left an impression with those home buyers that the level of development in the Regional Parks was to be more natural than shown in the Villebois Village Master Plan. The fact of the matter remains, however, that the Villebois Master Plan had not changed and it is the City’s official document with respect to these Parks, and has been available for public review as to exactly what amenities and facilities will be included within these parks. Since that October meeting, staff has been advised that Polygon Homes NW has settled its dispute with the homeowners concerning their perceived marketing error, by refunding the full amount of the lot premiums paid for lots located with Park views.

Although a feeling may still exist among some adjacent homeowners that the planned and approved park, particularly the northern portion of Regional Park 8, should have fewer active features and hardscape and be more of a nature park, the current park plan is the official adopted plan that went through extensive public process and other homeowners considered when purchasing their homes. Because homeowners received information from Polygon that they view as inconsistent from the Master Plan does not change the fact that the Master Plan is and always has been a public record available for review and consultation with City staff. While City Council could direct staff to start the Parks process over, staff does not recommend this approach in that staff believes the current Master Plan was well thought out, was based on extensive public input, and that many other residents have reviewed and relied on the current Master Plan when purchasing their homes. Additionally, revising the Mater Plan is a lengthy process, which would delay completion of these highly desired Park amenities for which funding is finally available.

**EXPECTED RESULTS:**

Council will have a refreshed understanding of the issues, background, and future of the Villebois Regional Park components along the Coffee Lake Wetlands.

**TIMELINE:**

Construction of Regional Parks 7 and 8 along the Coffee Lake Wetlands is expected during the 2018 construction season. Additional improvements to the Coffee Lake Wetlands, led by Metro,

is anticipated in coming years.

**CURRENT YEAR BUDGET IMPACTS:**

Approximately \$1 million in Parks System Development Charges are included in the FY 2017-18 budget for construction costs for Regional Parks 7 and 8.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: SCole Date: 12/22/2017

**LEGAL REVIEW / COMMENT:**

Reviewed by: BAJ Date: 12/28/2017

**COMMUNITY INVOLVEMENT PROCESS:**

Extensive public involvement occurred for the original Villebois Village Master Plan and subsequent 2006 parks update, including incorporation into the citywide 2007 Parks and Recreation Master Plan all of which included citizen involvement and public hearings before the Planning Commission and City Council. Full quasi-judicial land use processes followed, involving both Parks Board and DRB, for approval of the design of the subject parks.

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

Parks developed pursuant to the Villebois Village Master Plan are anticipated to be a strong community asset.

**ALTERNATIVES:**

Continue to implement the Villebois Village Master Plan and parks as approved or direct staff to make specific changes to the Master Plan.

**CITY MANAGER COMMENT:**

**ATTACHMENTS:**

- A: Villebois Village Master Plan Figure 5B
- B: Map of Nearby Metro Properties

PowerPoint presentation to be provided at work session.



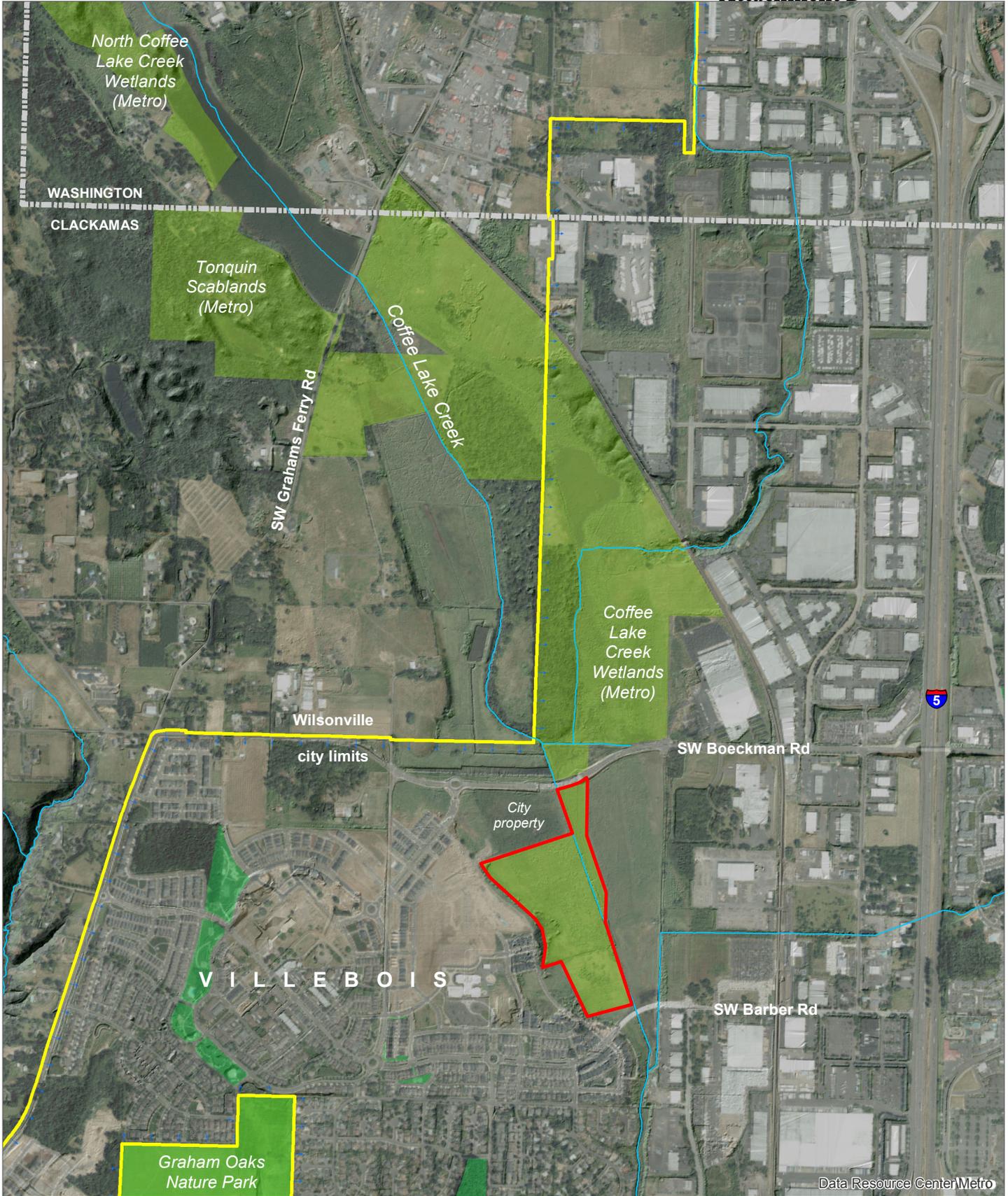
**LEGEND**

- NP Neighborhood Parks
- PP Pocket Parks
- LG Linear Green
- RP Regional Parks
- OS Open Space
- CP Community Park
- Major Trail
- Significant Resource Overlay Zone (SROZ) with 25' Buffer

0 150 300 600

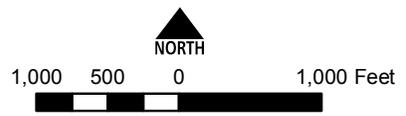
NORTH

Figure 5B Parks & Open Space Categories JULY 26, 2013



**TONQUIN GEOLOGIC AREA TARGET AREA**  
**Coffee Lake Creek Context**

- Legend**
- Metro property
  - Study area boundary
  - Parks
  - Streams



Data Resource Center Metro

# TOURISM PROMOTION COMMITTEE APPLICATION FOR APPOINTMENT



Name: Pearson Dave A Date: 12/5/17  
Last First Middle

Business Name: World of Speed Motorsports Museum

Business Address: 27490 SW 95th Ave

City/ State/Zip: Wilsonville, OR 97070

Telephone No.: \_\_\_\_\_ 503-563-6435 503-791-1940  
Home Work Cell/Mobile

E-Mail Address: davep@worldofspeed.org

Present Occupation: Museum Director

Home Address: 1517 SE Flavel Street

City/State/Zip: Portland, OR 97202

Is this address within the City? No

Wilsonville Resident:  No  Yes -- since year: \_\_\_\_\_

Are you a registered Voter in the State of Oregon? Yes

**1. Employment, professional, and volunteer background:**

I currently serve as the Executive Director for the World of Speed Motorsports Museum. Previously I was the Deputy Director of the Columbia River Maritime Museum in Astoria, Oregon.

**2. Previous City appointments, offices or activities:**

None.

**3. What experience/training/qualifications do you bring to this Committee? You may attach a resume.**

I have been employed for over twenty years in Museums, working to build destination tourism. I also have experience with the City of Astoria, including the Historic Landmarks and Planning Commissions.

**4. What specific contribution do you hope to make?**

I look forward to being a contributing member of the tourism committee, working to grow and strengthen tourism for the City of Wilsonville.

Signature:  \_\_\_\_\_

Date: 12/5/17

**The Tourism Promotion Committee is scheduled to meet at least 4 times per fiscal year with the meeting dates set by the Committee.**

For office use only:

Please return this form to:

Date Received:	City Recorder 29799 SW Town Center Loop E. Wilsonville, OR 97070  503-570-1506 503-682-1015 (FAX) <a href="mailto:king@ci.wilsonville.or.us">king@ci.wilsonville.or.us</a>
Date Considered:	
Action by Council:	
Term Expires:	

# **CITY COUNCIL ROLLING SCHEDULE**

## **Board and Commission Meetings 2018**

**Items known as of 12/29/17**

### **January**

<b>DATE</b>	<b>DAY</b>	<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>
1/4	Thursday	7:00 p.m.	City Council Meeting	Council Chambers
1/8	Monday	6:30 p.m.	DRB Panel A	Council Chambers
1/10	Wednesday	1:00 p.m.	Wilsonville Community Seniors, Inc. Advisory Board	Community Center
1/10	Wednesday	6:00 p.m.	Planning Commission	Council Chambers
1/11	Thursday	4:30 p.m.	Parks and Recreation Advisory Board Meeting	Parks and Recreation Administrative Offices
1/17	Wednesday	6:00 p.m.	Wilsonville Citizens Academy	City Hall
1/18	Thursday	7:00 p.m.	City Council Meeting	Council Chambers
1/22	Monday	6:30 p.m.	DRB Panel B	Council Chambers
1/24	Wednesday	6:30 p.m.	Library Board Meeting	Library

### **Community Events:**

- 1/6** Annual Cub Scout Tree Recycling Event at the City Hall parking lot.
- 1/15** City Offices Closed – Martin Luther King Day
- 1/15** Last Day to Submit Public Comment on Boones Ferry Park Concept Plans.
- 1/17** Urban Renewal Open House About 'Boeckman Dip' Bridge, 5-7 p.m., at City Hall.
- 1/31** Deadline for 'Community Enhancement' Project Nominations.
- 3/2** Daddy Daughter Dance, 7-9 p.m., at the Community Center
- 3/2** Deadline for Community Tourism Grant Program Grant Application.
- 3/31** Egg Hunt, 10:00 a.m., at Memorial Park.
- 4/25** Spring Walk at Lunch - Visit [Ridesmart.com/walksmart](http://Ridesmart.com/walksmart) for times and locations.
- 5/9** Spring Walk at Lunch - Visit [Ridesmart.com/walksmart](http://Ridesmart.com/walksmart) for times and locations.
- 5/12** W.E.R.K Day, 9-11:30 a.m., meet at the Community Center.
- 5/23** Spring Walk at Lunch - Visit [Ridesmart.com/walksmart](http://Ridesmart.com/walksmart) for times and locations.

All dates and times are tentative; check the City's online calendar for schedule changes at [www.ci.wilsonville.or.us](http://www.ci.wilsonville.or.us).

**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 7:30 p.m. on Monday, December 18, 2017. Mayor Knapp called the meeting to order at 7:36 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

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

Staff present included:

- Bryan Cosgrove, City Manager
- Jeanna Troha, Assistant City Manager
- Barbara Jacobson, City Attorney
- Kimberly Veliz, City Recorder
- Nancy Kraushaar, Community Development Director
- Mark Ottenad, Public/Government Affairs Director
- Angela Handran, Assistant to the City Manager
- Miranda Bateschell, Planning Manager
- Eric Mende, Capital Projects Engineering Manager

Motion to approve the order of the agenda.

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

**Vote:** Motion carried 4-0.

**SUMMARY OF VOTES**

Mayor Knapp	Yes
Council President Starr	Excused
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

**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.

**CITY OF WILSONVILLE  
CITY COUNCIL MEETING MINUTES**

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A. Scott Shamburg

Scott Shamburg of Tualatin expressed his concerns about the value of his property, which is located on SW Boones Ferry Road. Mr. Shamburg opposes the Basalt Creek area being designated residential and desires the land to be zoned for business. He asked that Council instruct him on the next steps.

Next steps disclosed to Mr. Shamburg included:

- Possible City Council adoption of Resolution No. 2657 depending on vote at the meeting tonight;
- If adopted, entry into an IGA with the Basalt Creek planning partners;
- Metro to set up a decision-making process for resolving the disagreement over the Central Subarea;
- End result completion of the Basalt Creek Concept Plan.

B. Howard Klein

Howard Klein of Wilsonville, voiced his safety concerns about the crosswalk on Wilsonville Road, where a man recently was struck by a car and passed away.

Mr. Klein was informed that there was a limited amount of funding, received this past year, from the Wilsonville-Metro Community Enhancement Program for this particular crosswalk. It has been identified and prioritized by the Wilsonville-Metro Community Enhancement Committee for a portion of these funds to be utilized for this crosswalk. Staff is awaiting the final police report to determine the exact cause of the accident; there could have been other factors such as distracted driving. The first step is to receive the police report. Next, engineering will look at all factors such as street lighting, trees and approaches. Followed by a plan for moving forward with the project.

**MAYOR’S BUSINESS**

- A. Employment Contract Renewal (2-year extension) for Municipal Court Judge (Fred Weinhouse)

**Motion:** Councilor Lehan moved to approve the employment contract renewal for the Municipal Court Judge with the two (2) year extension. Councilor Akervall seconded the motion.

**Vote:** Motion carried 4-0.

**SUMMARY OF VOTES**

Mayor Knapp	Yes
Council President Starr	Excused
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

**CITY OF WILSONVILLE  
CITY COUNCIL MEETING MINUTES**

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B. Upcoming Meetings

Upcoming Meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City. Mayor Knapped reminded that the next two Council meeting would be held on Thursdays. The first meeting of next month is Thursday, January 4, 2018 and the following meeting is scheduled for Thursday January 18, 2018.

**COUNCILOR COMMENTS**

A. Councilor Stevens - No report.

B. Councilor Lehan

Reported that she attended the Willamette Falls Heritage Area Coalition meeting, since the last Council meeting. Additionally, Councilor Lehan complimented the Public Works staff for the holiday light displays around the City.

C. Councilor Akervall

Enjoyed attending the City staff holiday party and wished everyone a merry Christmas and happy holidays.

**CONSENT AGENDA**

- A. **Resolution No. 2660**  
A Resolution Of The City Of Wilsonville Authorizing South Metro Area Regional Transit (SMART) To Contract With The Center For Transportation And The Environment (CTE) For Consulting Work Associated With The Deployment Of Battery Electric Transit Buses. (Simonton)
- B. Minutes of the November 20, 2017 and December 4, 2017 Council Meetings.

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

**Motion:** Councilor Lehan moved to approve the Consent Agenda as read. Councilor Akervall seconded the motion.

**Vote:** Motion carried 4-0.

**SUMMARY OF VOTES**

Mayor Knapp	Yes
Council President Starr	Excused
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

**CITY OF WILSONVILLE  
CITY COUNCIL MEETING MINUTES**

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**NEW BUSINESS**

**A. Resolution No. 2657**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute An Intergovernmental Agreement Between Metro, Washington County, And The Cities Of Tualatin And Wilsonville Seeking A Binding Non-Appealable Decision From Metro Concerning One Area, The Central Subarea, Of The Basalt Creek Planning Area. (Kraushaar / Bateschell)

Ms. Jacobson read the title of Resolution No. 2657 into the record. Ms. Jacobson noted that Resolution No. 2657 has been updated to reflect that the Mayor rather than the City Manager will be signing the intergovernmental agreement.

**Motion:** Councilor Lehan moved to approve Resolution No. 2657 with the scrivener’s corrections that the City Attorney mentioned. Councilor Stevens seconded the motion.

**Vote:** Motion carried 4-0.

**SUMMARY OF VOTES**

Mayor Knapp	Yes
Council President Starr	Excused
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

**B. Resolution No. 2658**

A Resolution Of The City Of Wilsonville Acting In Its Capacity As Its Local Contract Review Board Authorizing The City Manager To Execute A Construction Contract With 2KG Contractors Inc. For Construction Of The Library Improvements Project (CIP #8098). (Mende)

Ms. Jacobson read the title of Resolution No. 2658 into the record. It was cited that scrivener’s errors were corrected under the words of agreement section 1 of the resolution and language in section 1 (Contract Documents) of the agreement (Exhibit A). Below is the updated section 1 of Resolution No. 2658:

1. The City of Wilsonville, acting as the Local Contract Review Board, authorizes the City Manager to enter into, on behalf of the City of Wilsonville, a Construction Contract with 2KG Contractors, Inc., in substantially the same format as **Exhibit A** hereto and incorporated by reference herein, for a stated value of ONE MILLION FIFTY-FOUR THOUSAND DOLLARS (\$1,054,000).

**CITY OF WILSONVILLE  
CITY COUNCIL MEETING MINUTES**

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Here is the updated language in section 1 (Contract Documents) of the agreement (Exhibit A):

**Section 1. Contract Documents**

This Contract includes and incorporates by reference all of the foregoing recitals and all of the following additional “Contract Documents”: Contract Documents for the Library Improvements Project, dated October 5, 2017, including Specifications, General Conditions, Special Provisions, Supplemental Conditions, and Plans and Details bound separately; Contractor’s Bid submitted in response thereto; 2015 City of Wilsonville Public Works Standards; 2010 ADA Standards for Accessible Design; 2004 Americans with Disabilities Act Accessibility Guidelines (“ADAAG”), as amended; 2012 International Building Code (“IBC”); 2014 Oregon Structural Specialty Code; and the provisions of Oregon Revised Statutes (ORS) 279C, as more particularly set forth in this Contract. Contractor must be familiar with all of the foregoing and comply with them. Any conflict or inconsistency between the Contract Documents shall be called to the attention of the City by Contractor before proceeding with affected work. All Contract Documents should be read in concert and Contractor is required to bring any perceived inconsistencies to the attention of the City before executing this Contract. In the event a provision of this Contract conflicts with standards or requirements contained in any of the foregoing Contract Documents, the provision that is more favorable to the City, as determined by the City, will apply.

**Motion:** Councilor Stevens moved to approve Resolution No. 2658 as read with the correction of the scrivener’s errors as read by the City Attorney Barbara Jacobson. Councilor Akervall seconded the motion.

**Vote:** Motion carried 4-0.

**SUMMARY OF VOTES**

Mayor Knapp	Yes
Council President Starr	Excused
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

**C. Resolution No. 2661**

A Resolution Of The City Of Wilsonville Acting In Its Capacity As Its Local Contract Review Board Authorizing The City Manager To Execute A Construction Contract With Kerr Contractors Oregon, Inc. For Construction Of The I-5 Exit 283 Southbound Ramp Modification Project (CIP #4199SBR). (Mende)

Ms. Jacobson read the title of Resolution No. 2661 into the record. It was cited that a scrivener’s error was corrected under the words of agreement section 1. Below is the updated section 1 of Resolution No. 2661:

**CITY OF WILSONVILLE  
CITY COUNCIL MEETING MINUTES**

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1. The City of Wilsonville, acting as the Local Contract Review Board, authorizes the City Manager to enter into, on behalf of the City of Wilsonville, the Construction Contract with Kerr Contractors Oregon, Inc., in substantially the same format as **Exhibit A** hereto and incorporated by reference herein, for a stated value of FIVE HUNDRED SIXTY-TWO THOUSAND, FIVE HUNDRED SEVENTY-EIGHT DOLLARS (\$562,578).

**Motion:** Councilor Lehan moved to approve Resolution No. 2661 as read with the correction of the scrivener’s error as read by the City Attorney. Councilor Akervall seconded the motion.

**Vote:** Motion carried 4-0.

**SUMMARY OF VOTES**

Mayor Knapp	Yes
Council President Starr	Excused
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

**D. Resolution No. 2662**

A Resolution Of The City Of Wilsonville Acting In Its Capacity As Its Local Contract Review Board Authorizing The City Manager To Execute A Construction Contract With Brown Contracting, Inc. For Construction Of The Old Town Square Intersection Modification Project (CIP #4199FME). (Mende)

Ms. Jacobson read the title of Resolution No. 2662 into the record. It was cited that scrivener’s errors were corrected under the words of agreement section 1 of the resolution and language in section 1 (Contract Documents) of the agreement (Exhibit A). Below is the updated section 1 of Resolution No. 2662:

1. The City of Wilsonville, acting as the Local Contract Review Board, authorizes the City Manager to enter into, on behalf of the City of Wilsonville, a Construction Contract with Brown Contracting, Inc., in substantially the same format as **Exhibit A** hereto and incorporated by reference herein, for a stated value of ONE HUNDRED NINETY-ONE THOUSAND, SIX HUNDRED FORTY-NINE DOLLARS (\$191,649).

Here is the updated language in section 1 (Contract Documents) of the agreement (Exhibit A):

**Section 1. Contract Documents**

This Contract includes and incorporates by reference all of the foregoing recitals and all of the following additional “Contract Documents”: Specifications and Contract Documents for the Old Town Square Intersection Modifications Project, dated November 6, 2017, including General Conditions, Special Provisions,

**CITY OF WILSONVILLE  
CITY COUNCIL MEETING MINUTES**

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Supplemental Conditions, and Plans and Details bound separately; Contractor’s Bid submitted in response thereto; 2015 City of Wilsonville Public Works Standards; Oregon Department of Transportation 2015 Oregon Standard Specifications for Construction; Special Provisions to ODOT Standards; 2010 ADA Standards for Accessible Design; 2004 Americans with Disabilities Act Accessibility Guidelines (“ADAAG”), as amended; 2012 International Building Code (“IBC”); 2014 Oregon Structural Specialty Code; and the provisions of Oregon Revised Statutes (ORS) 279C, as more particularly set forth in this Contract. Contractor must be familiar with all of the foregoing and comply with them. Any conflict or inconsistency between the Contract Documents shall be called to the attention of the City by Contractor before proceeding with affected work. All Contract Documents should be read in concert and Contractor is required to bring any perceived inconsistencies to the attention of the City before executing this Contract. In the event a provision of this Contract conflicts with standards or requirements contained in any of the foregoing Contract Documents, the provision that is more favorable to the City, as determined by the City, will apply.

**Motion:** Councilor Lehan moved to approve Resolution No. 2662 as read with the correction of the scrivener’s errors as read by the City Attorney. Councilor Stevens seconded the motion.

**Vote:** Motion carried 4-0.

**SUMMARY OF VOTES**

Mayor Knapp	Yes
Council President Starr	Excused
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

**CITY MANAGER’S BUSINESS**

City Manager Cosgrove requested direction from Council on what approach to take concerning the proposed legislation that would allow the Oregon Department of Aviation to supersite an extension of the Aurora State Airport runway. Council directed staff to work with Clackamas County to compose a joint letter, to include what both parties oppose and what they would support. Additionally, staff was directed to gather more data and information, such as traffic engineering studies, environmental impacts, and technical data, on the impacts of this proposed legislation. Staff will return to Council with this topic the first meeting in January.

City Manager Cosgrove informed Council of his schedule for the upcoming holiday. He will be out of office starting Wednesday, December 20 until after the New Year. Mr. Cosgrove thanked the Mayor and Councilor Akervall for attending the City’s annual holiday party. Additionally, he wished Council a Merry Christmas and happy holidays. Furthermore, he appreciated Council for the work they do for the City.

**CITY OF WILSONVILLE  
CITY COUNCIL MEETING MINUTES**

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**LEGAL BUSINESS**

City Attorney Jacobson wished Council happy holidays and shared that she looks forward to the new year.

**ADJOURN**

Mayor Knapp adjourned the meeting at 8:50 p.m.

Respectfully submitted,

---

Kimberly Veliz, City Recorder

ATTEST:

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Tim Knapp, Mayor

**Ordinance No. 811**  
**Annexation**  
**Garden Acres Road, Cahalin Road, and Clutter Street Right-of-way**

**INDEX of RECORD**

1. City Council Staff Report for January 4, 2018 Meeting
2. Council Exhibit A: Ordinance No. 811 Annexing the Subject Territory
3. Council Exhibit A, Attachment 1: Legal Description and Sketch Depicting Land/Territory to be Annexed
4. Council Exhibit A, Attachment 2: Petition and Land Owner Signature
5. Council Exhibit A, Attachment 3: Annexation Findings (DRB Adopted Staff Report)
6. Council Exhibit A, Attachment 4: Development Review Board Panel 'A' Resolution No. 345 recommending approval of the annexation

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Additional Items for review purposes only (do not need to be reproduced):

7. December 11, 2017 Development Review Board packet (Staff Report & Exhibits), including:
  - Exhibit A1 Staff Report
  - Exhibit B1 Signed Application
  - Exhibit B2 Annexation Petition and Other Submitted Documents
8. Exhibit A2 Staff's Presentation Slides for Public Hearing



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> January 4, 2018		<b>Subject: Ordinance No. 811</b> Right-of-Way Annexation – Garden Acres Road, Unimproved Cahalin Road, and Clutter Street	
		<b>Staff Member:</b> Kimberly Rybold, AICP, Associate Planner	
		<b>Department:</b> Community Development	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: <input checked="" type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: January 4, 2018 <input checked="" type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: January 18, 2018 <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable	
		<b>Comments:</b> Following their review at the December 11, 2017 meeting, the Development Review Board (DRB), Panel A recommends approving the requested annexation. See <b>Exhibit A</b> attachments for the DRB record.	
<b>Staff Recommendation:</b> Staff recommends that Council adopt Ordinance No. 811.			
<b>Recommended Language for Motion:</b> I move to adopt Ordinance No. 811 on the 1 <sup>st</sup> reading.			
<b>Project / Issue Relates To:</b> Annexation			
<input type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

Approve or deny Ordinance No. 811 (see **Exhibit A**) to annex approximately 4.9 acres of right-of-way of Garden Acres Road, unimproved Cahalin Road, and Clutter Street in the Coffee Creek Industrial Area.

**EXECUTIVE SUMMARY:**

The proposed right-of-way annexation is the first step in beginning urban-level roadway improvements within the Coffee Creek Industrial Area (Coffee Creek). Annexation into the City and transfer of roadway authority from Washington County will allow the City to pursue any additional right-of-way acquisitions needed to complete these improvements. One of the City's identified Capital Improvement Projects, the reconstruction of Garden Acres Road, is the first planned roadway improvement in Coffee Creek, including a reconfigured intersection with Ridder Road, construction of the Willamette Water Supply Program pipeline, sewer line extension, and underground power and telecommunications facilities. Design of this project is ongoing, with construction expected to begin in late 2018.

**EXPECTED RESULTS:**

Design and construction planning for Garden Acres Road will continue following adoption of Ordinance No. 811.

**TIMELINE:**

The annexation shall become effective upon filing the annexation records with the Secretary of State as provided by ORS 222.180.

**CURRENT YEAR BUDGET IMPACTS:**

While this current action of annexation does not impact the budget, the FY 2017-18 budget has \$817,000 set aside for the early phases of Garden Acres Road, of which about \$120,000 has been spent.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: SCole Date: 12/22/2017

**LEGAL REVIEW / COMMENT:**

Reviewed by: BAJ Date: 12/29/2017

Okay, by legal provided proof of written approval of Washington County is in hand – not included in packet.

**COMMUNITY INVOLVEMENT PROCESS:**

The required public hearing notices were sent.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY** (businesses, neighborhoods, protected and other groups):

Ordinance No. 811 will support urban-level roadway improvements and facilitate industrial land development in Coffee Creek consistent with the Coffee Creek Master Plan.

**ALTERNATIVES:**

There are no feasible alternatives.

**CITY MANAGER COMMENT:**

**ATTACHMENTS:**

Exhibit A – Ordinance No. 811 and Attachments:

Attachment 1 – Legal Description and Sketch Depicting Land/Territory to be Annexed

Attachment 2 – Petition for Annexation

Attachment 3 – Annexation Findings, December 11, 2017.

Attachment 4 – Development Review Board Panel A Resolution No. 345 Recommending Approval of Annexation

**ORDINANCE NO. 811**

**AN ORDINANCE OF THE CITY OF WILSONVILLE ANNEXING SW GARDEN ACRES ROAD, SW CAHALIN ROAD AND SW CLUTTER STREET RIGHT-OF-WAY INTO THE CITY LIMITS OF THE CITY OF WILSONVILLE, OREGON. THE TERRITORY IS MORE PARTICULARLY DESCRIBED AS THE RIGHT-OF-WAY OF SW GARDEN ACRES ROAD EXTENDING FROM SW DAY ROAD TO THE CLACKAMAS COUNTY LINE, THE RIGHT-OF-WAY OF SW CLUTTER STREET EXTENDING FROM SW GRAHAMS FERRY ROAD TO SW GARDEN ACRES ROAD, AND THE RIGHT-OF-WAY OF UNIMPROVED SW CAHALIN ROAD FROM SW GRAHAMS FERRY ROAD TO SW GARDEN ACRES ROAD, SECTIONS 2 AND 3, T3S, R1W, WILLAMETTE MERIDIAN, WASHINGTON COUNTY, OREGON. WASHINGTON COUNTY, OREGON – OWNER. CITY OF WILSONVILLE – APPLICANT.**

WHEREAS, consistent with ORS 222.111 (2) a proposal for annexation was initiated by petition by City of Wilsonville, a copy of the petition is on file with the City Recorder; and

WHEREAS, written consent has been obtained from the only owner of the territory and no electors reside within the territory proposed to be annexed, a copy of which is on file with the City Recorder; and

WHEREAS, the land to be annexed is within the Metropolitan Urban Growth Boundary and a copy of the legal description and sketch is attached as Attachment 1, and both are incorporated by reference as if fully set forth herein; and

WHEREAS, the land to be annexed is contiguous to the City; and

WHEREAS, ORS 227.125 authorizes the annexation of the proposed territory based on consent of Washington County, who is the sole landowner and enables the City Council to dispense with submitting the question of the proposed annexation to the electors of the City for their approval or rejection; and

WHEREAS, annexing public right-of-way will allow for improvements consistent with the City's Transportation Systems Plan and Public Works Standards; and

WHEREAS, Panel A of the Development Review Board considered the annexation and after a duly advertised public hearing held on December 11, 2017 recommended City Council approve the annexation; and

WHEREAS, on January 4, 2018, the City Council held a public hearing as required by Metro Code 3.09.050; and

WHEREAS, reports were prepared and considered as required by law; and because the annexation is not contested by any party, the City Council chooses not to submit the matter to the voters and does hereby favor the annexation of the subject tract of land based on findings, conclusions, Development Review Board’s recommendation to City Council;

NOW, THEREFORE, THE CITY OF WILSONVILLE DOES ORDAIN AS FOLLOWS:

Section 1. The tract of land, described and depicted in Attachment 1, is declared annexed to the City of Wilsonville.

Section 2. The findings and conclusions incorporated in Attachment 3 are adopted. The City Recorder shall immediately file a certified copy of this ordinance with Metro and other agencies required by Metro Code Chapter 3.09.050(g) and ORS 222.005. The annexation shall become effective upon filing of the annexation records with the Secretary of State as provided by ORS 222.180.

SUBMITTED to the Wilsonville City Council and read the first time at a meeting thereof on the 4<sup>th</sup> day of January 2018, and scheduled the second reading on January 18, 2018 commencing at the hour of 7:00 p.m. at the Wilsonville City Hall, 29799 Town Center Loop East, Wilsonville, OR.

\_\_\_\_\_  
Kimberly Veliz, City Recorder

ENACTED by the City Council on the \_\_\_\_ day of \_\_\_\_, 2018 by the following votes:

Yes:\_\_\_\_ No: \_\_\_\_

\_\_\_\_\_  
Kimberly Veliz, City Recorder

DATED and signed by the Mayor this \_\_\_\_ day of \_\_\_\_, 2018.

---

TIM KNAPP, Mayor

SUMMARY OF VOTES:

Mayor Knapp

Council President Starr

Councilor Stevens

Councilor Lehan

Councilor Akervall

Attachments:

Attachment 1 – Legal Description and Sketch Depicting Land/Territory to be Annexed

Attachment 2 – Petition for Annexation

Attachment 3 – Annexation Findings, December 11, 2017

Attachment 4 – Development Review Board Panel A Resolution No. 345 Recommending Approval of Annexation

ORDINANCE NO. \_\_\_\_\_  
ATTACHMENT 1  
"EXHIBIT A"

October 27, 2017

**Annexation- Area**

A Tract of land, as shown on attached "Annexation Exhibit B", lying in the Northeast One-Quarter and the Southeast One-Quarter of Section 3, the Southwest One-Quarter and the Northwest One-Quarter of Section 2, Township 3 South, Range 1 West, of the Willamette Meridian, Washington County, Oregon, and being more particularly described as follows:

BEGINNING at the northwest corner of Parcel 2 of Partition Plat No. 1995-101, Washington County Survey Records;

Thence South 01°20'02" West, along the west line of said Parcel 2 and the southerly extension thereof, 330.67 feet to the intersection with the easterly extension of the north line of Parcel 3 of said Partition Plat No. 1995-101;

Thence North 88°52'23" West, along said easterly extension and the north line of said Parcel 3, 5.00 feet to the northwest corner thereof;

Thence South 01°20'02" West, along the west line of said Parcel 3, also being the east right-of-way line of Washington County Road No. 557, and the southerly extension thereof, 330.56 feet to the intersection with the south line of the Southwest One-Quarter of said Section 2;

Thence North 88°52'23" West, along the said south line, 20.00 feet to the Section Corner common to Sections 3 and 2 in Township 3 South, Range 1 West, of the Willamette Meridian, Washington County, and Sections 10 and 11 in Township 3 South, Range 1 West, of the Willamette Meridian, Clackamas County, Oregon, per U.S.B.T. Entry 2002-056, Washington County Survey Records;

Thence North 88°35'29" West, along the south line of said Section 3, 20.00 feet to the intersection with the west right-of-way line of said Washington County Road No. 557;

Thence North 01°20'02" East, along said west right-of-way line of Washington County Road No. 557, 362.03 feet to the intersection with the south right-of-way line of SW Clutter Road, Washington County Road No. 557;

Thence North 72°53'59" West, along said south right-of-way line, 524.14 feet to the northwest corner of that property described as conveyed to Chris Brickford and Sonya Brickford, husband and wife, in Warranty Deed, recorded March 26, 1986 as Document No. 86-12591, Washington County Deed Records;

Thence South 17°30'01" West, along the west line of said Document No. 86-12591, 10.00 feet to the intersection with the south right-of-way line of SW Clutter Road per Dedication Deed, recorded February 10, 1982 as Document No. 82-03418, Washington County Deed Records;

Thence North 72°53'59" West, along said south right-of-way line per said Document No. 82-03418 and Warranty Deed of Dedication, recorded December 11, 1978 as Document No. 78-54076, Washington County Deed Records, 859.98 feet to the intersection with the east right-of-way line of SW Grahams Ferry Road;

Thence North 28°06'57" East, along the northerly extension of the east right-of-way line of SW Grahams Ferry Road, 50.94 feet to the intersection with the north right-of-way line of said SW Clutter Road, Washington County Road No. 557;

Thence South 72°53'59" East, along said north right-of-way line, 1363.17 feet to the intersection with the west right-of-way line of SW Garden Acres Road, Washington County Road No. 1309;

Thence North 01°20'02" East, along said west right-of-way line, 2220.85 feet to the intersection with the south right-of-way line of Washington County Road No. 470;

Thence North 88°18'06" West, along said south right-of-way line, 412.58 feet to the intersection with the southerly extension of the east right-of-way line of SW Grahams Ferry Road per the Plat of "Cahalin Acres", Plat Book 15, Page 35, Washington County Survey Records;

Thence North 43°18'13" East, along the southerly extension of the said east right-of-way line, 60.18 feet to the southwest corner of Lot 16, said Plat of "Cahalin Acres";

Thence South 88°18'06" East, along the south line of said Lot 16, 362.33 feet to the southeast corner thereof;

Thence North 01°19'35" East, along the east line of said Lot 16, 390.92 feet to the northeast corner thereof;

Thence North 80°39'39" East, 50.88 feet to the intersection of the east line of SW Garden Acres Road, Washington County Road No. 470, with the south right-of-way line of SW Day Road per Dedication Deed, recorded March 27, 2001 as Document No. 2001-024970, Washington County Deed Records;

Thence South 01°19'35" West, along the said east right-of-way line of SW Garden Acres Road, Washington County Road 470, 425.53 feet to the intersection with the east right-of-way line of SW Garden Acres Road, Washington County Road 1309;

Thence South 01°20'02" West, along said east right-of-way line of said SW Garden Acres Road, Washington County Road No. 1309, 1652.67 feet to the intersection with the south line of Lot 11, Plat of "Garden Acres", Plat Book 4, Page 37, Washington County Survey Records;

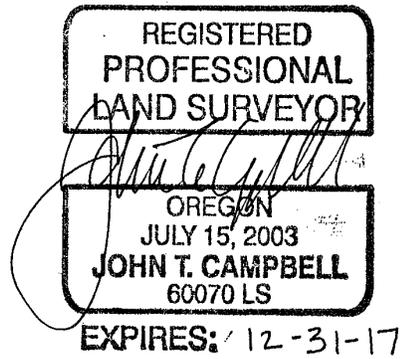
Thence South 88°52'41" East, along said south line, 16.50 feet to the intersection with the east right-of-way line of SW Garden Acres Road per Dedication Deed, recorded November 14, 2016 as Document No. 2016-93873, Washington County Deed Records;

Thence South 01°20'02" West, along said east right-of-way line, 330.37 feet to the intersection with the north line of Parcel 2 of said Partition Plat No. 1995-101;

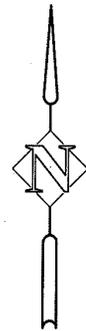
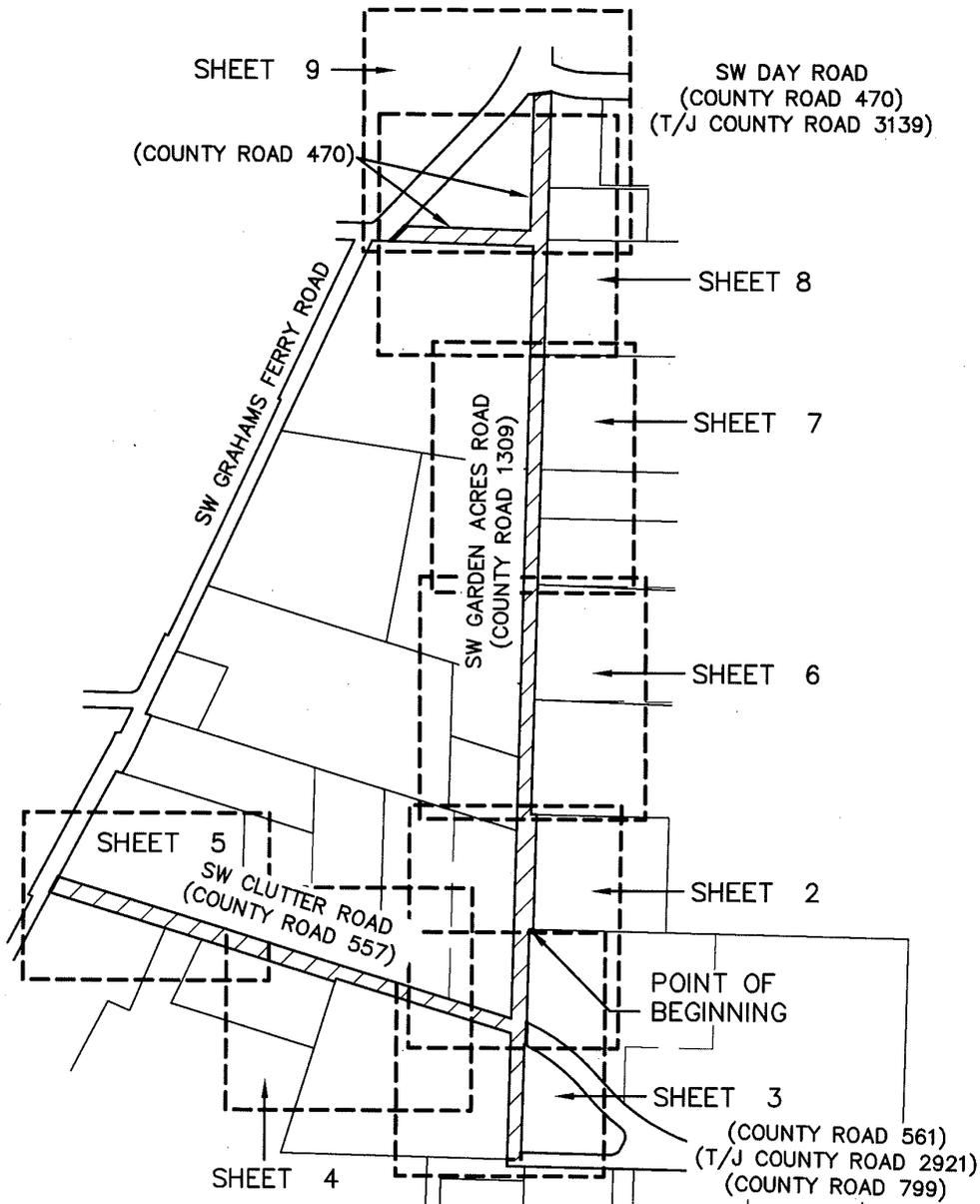
Thence North 88°52'36" West, along said north line, 11.50 feet to the POINT OF BEGINNING.

Containing 4.932 Acres more or less.

This legal description, along with the Basis of Bearings thereof, is based upon The Oregon State Plane Coordinate System, North Zone.

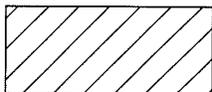


ANNEXATION EXHIBIT B  
ORDINANCE NO. \_\_\_\_\_ - ATTACHMENT 1



SCALE  
1" = 500'

**LEGEND**



ANNEXATION AREA  
± 4.932 ACRES

SEE ATTACHED  
LEGAL DESCRIPTION



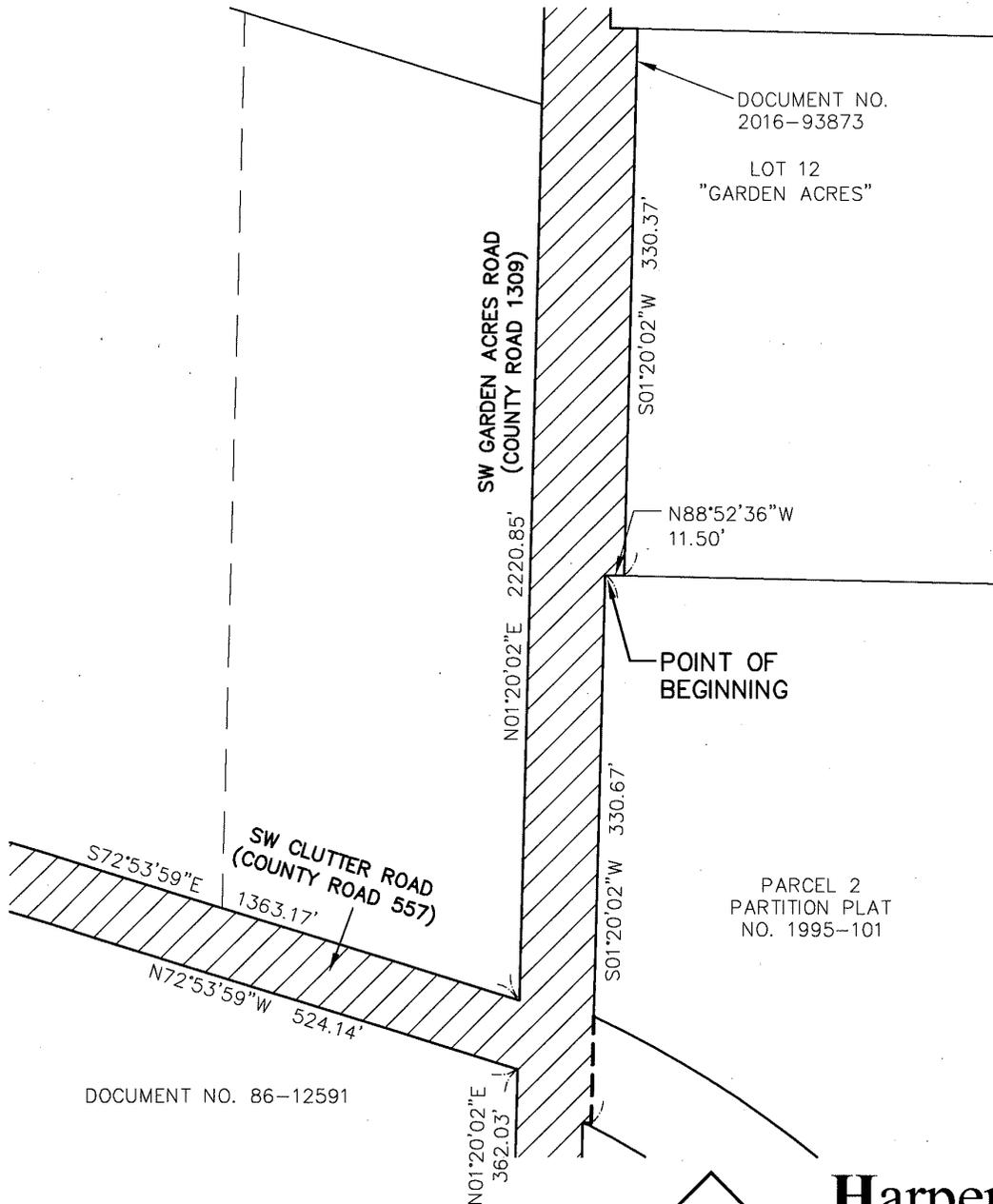
**Harper  
Houf Peterson  
Righellis Inc.**

ENGINEERS • PLANNERS  
LANDSCAPE ARCHITECTS • SURVEYORS

205 SE Spokane Street, Suite 200, Portland, OR 97202  
phone: 503.221.1131 www.hhpr.com fax: 503.221.1171

WSV-12 KMB 10/27/2017 PAGE 1 OF 9

ANNEXATION EXHIBIT B  
ORDINANCE NO. \_\_\_\_\_ - ATTACHMENT 1



DOCUMENT NO.  
2016-93873

LOT 12  
"GARDEN ACRES"

SW GARDEN ACRES ROAD  
(COUNTY ROAD 1309)

S01°20'02"W 330.37'

N88°52'36"W  
11.50'

POINT OF  
BEGINNING

N01°20'02"E 2220.85'

S01°20'02"W 330.67'

PARCEL 2  
PARTITION PLAT  
NO. 1995-101

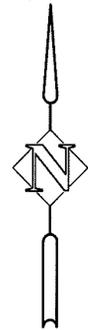
SW CLUTTER ROAD  
(COUNTY ROAD 557)

S72°53'59"E 1363.17'

N72°53'59"W 524.14'

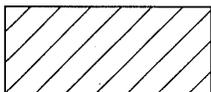
DOCUMENT NO. 86-12591

N01°20'02"E  
362.03'



SCALE  
1" = 100'

**LEGEND**



ANNEXATION AREA  
± 4.932 ACRES

SEE ATTACHED  
LEGAL DESCRIPTION

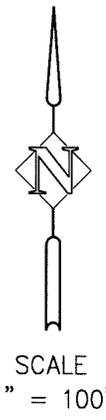
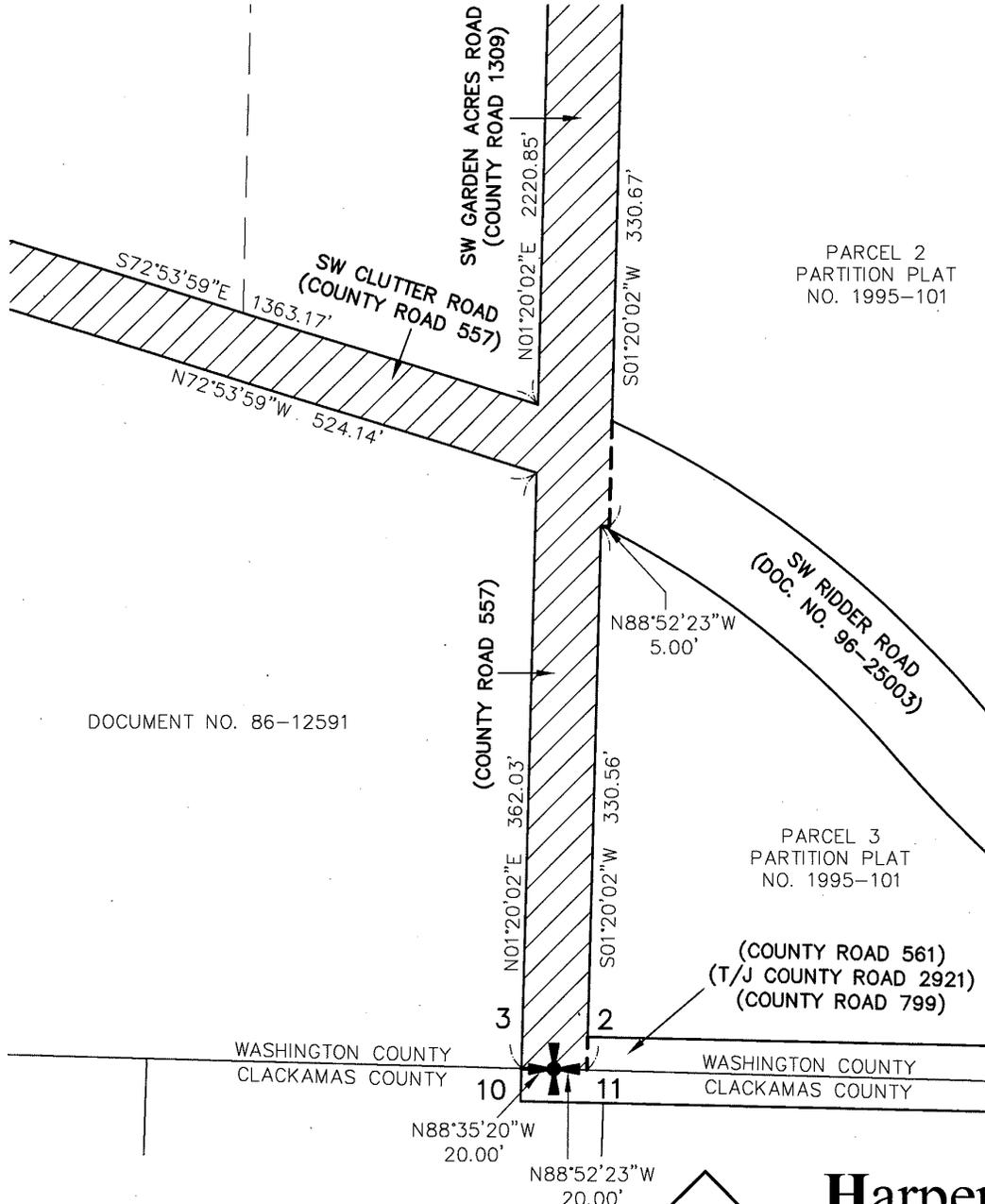
**HHPR** Harper  
Houf Peterson  
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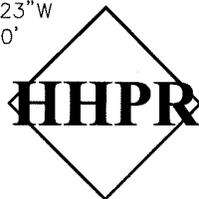


**LEGEND**



ANNEXATION AREA  
± 4.932 ACRES

SEE ATTACHED  
LEGAL DESCRIPTION



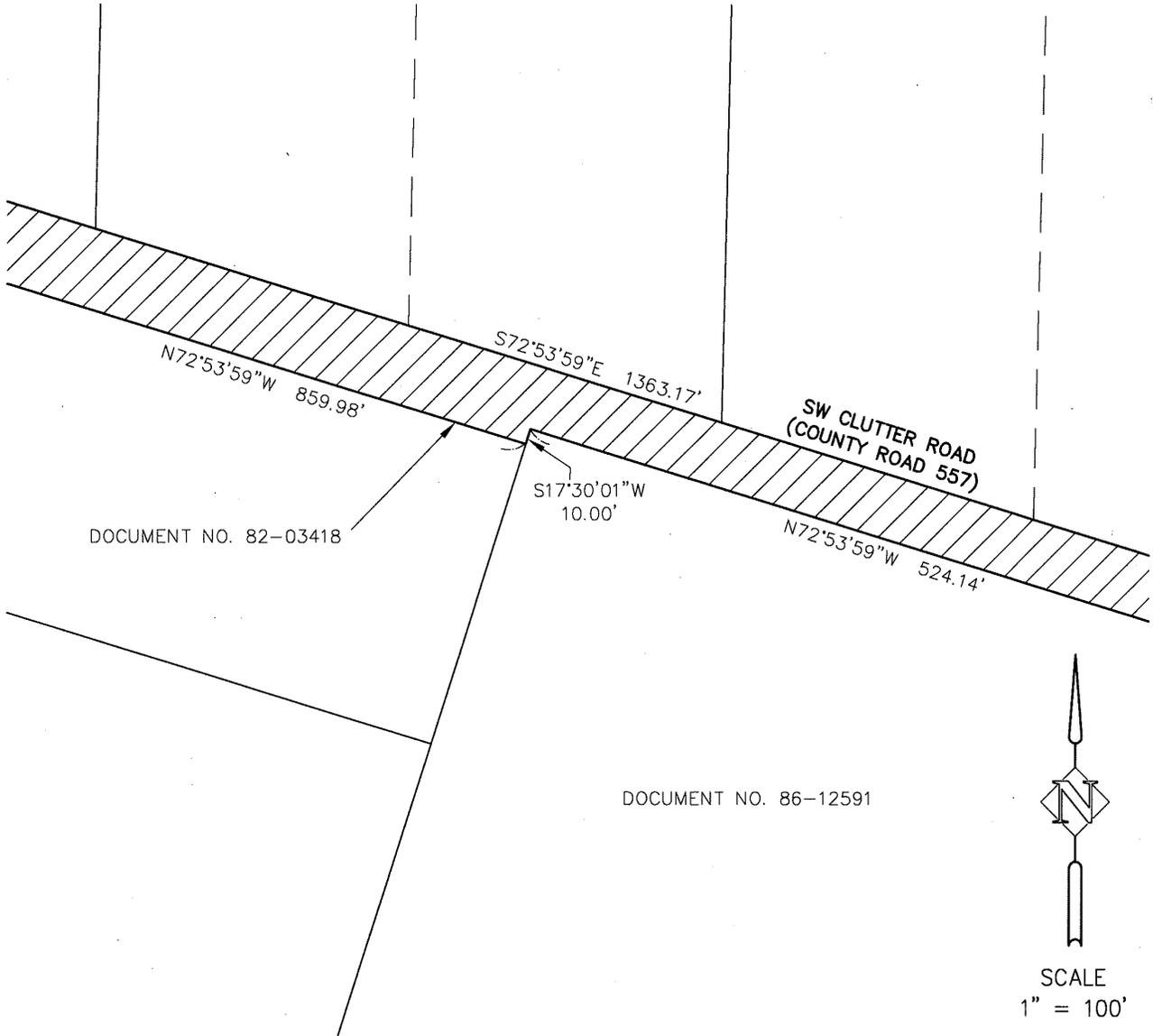
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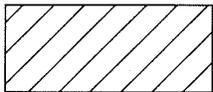
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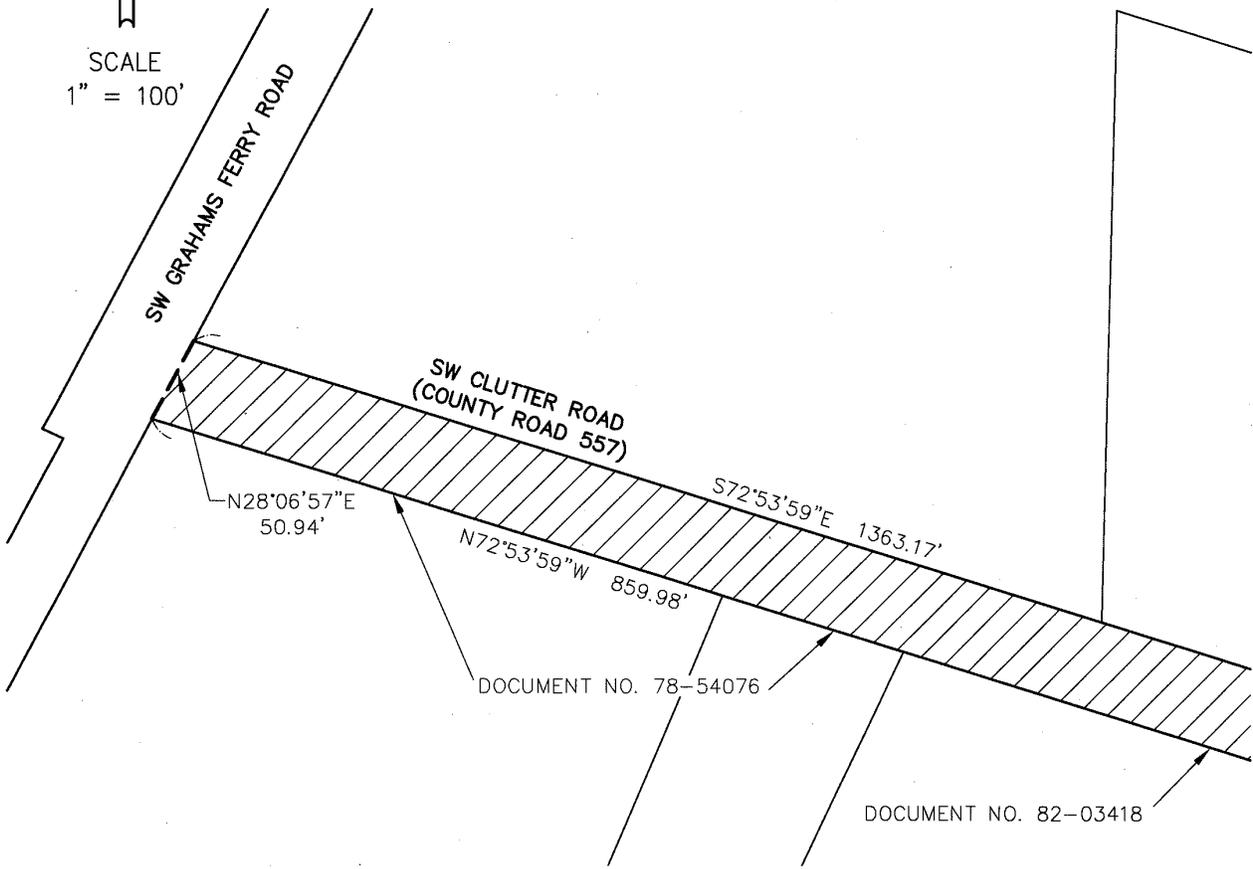
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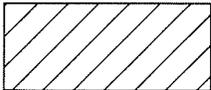
ANNEXATION EXHIBIT B  
ORDINANCE NO. \_\_\_\_\_ - ATTACHMENT 1



SCALE  
1" = 100'



**LEGEND**



ANNEXATION AREA  
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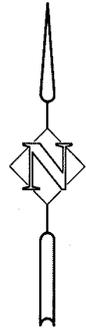
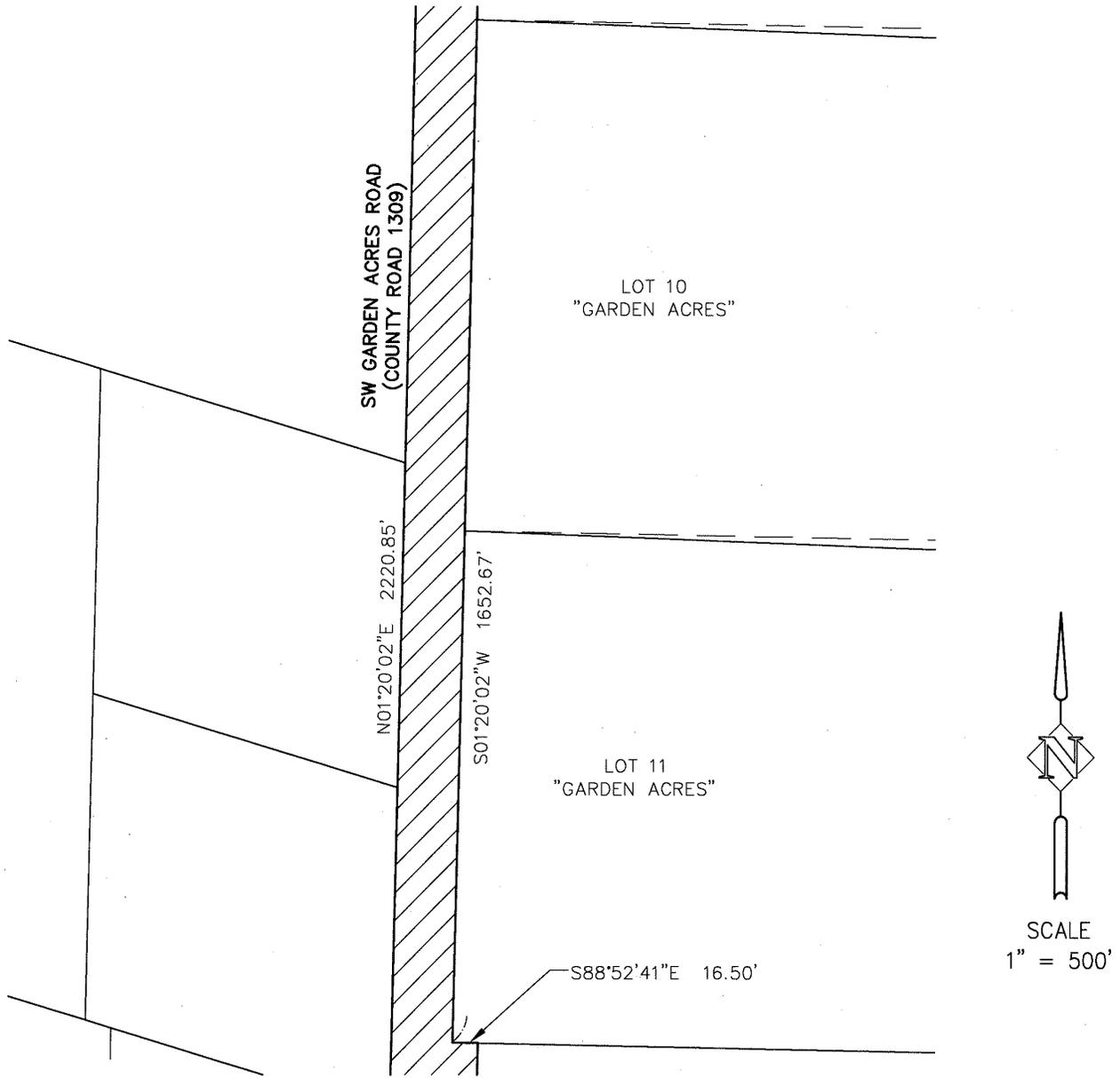
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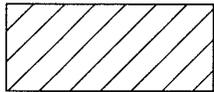
WSV-12 KMB 10/27/2017 PAGE 5 OF 9

ANNEXATION EXHIBIT B  
ORDINANCE NO. \_\_\_\_\_ - ATTACHMENT 1



SCALE  
1" = 500'

**LEGEND**



ANNEXATION AREA  
± 4.932 ACRES

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LEGAL DESCRIPTION



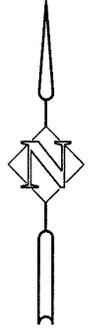
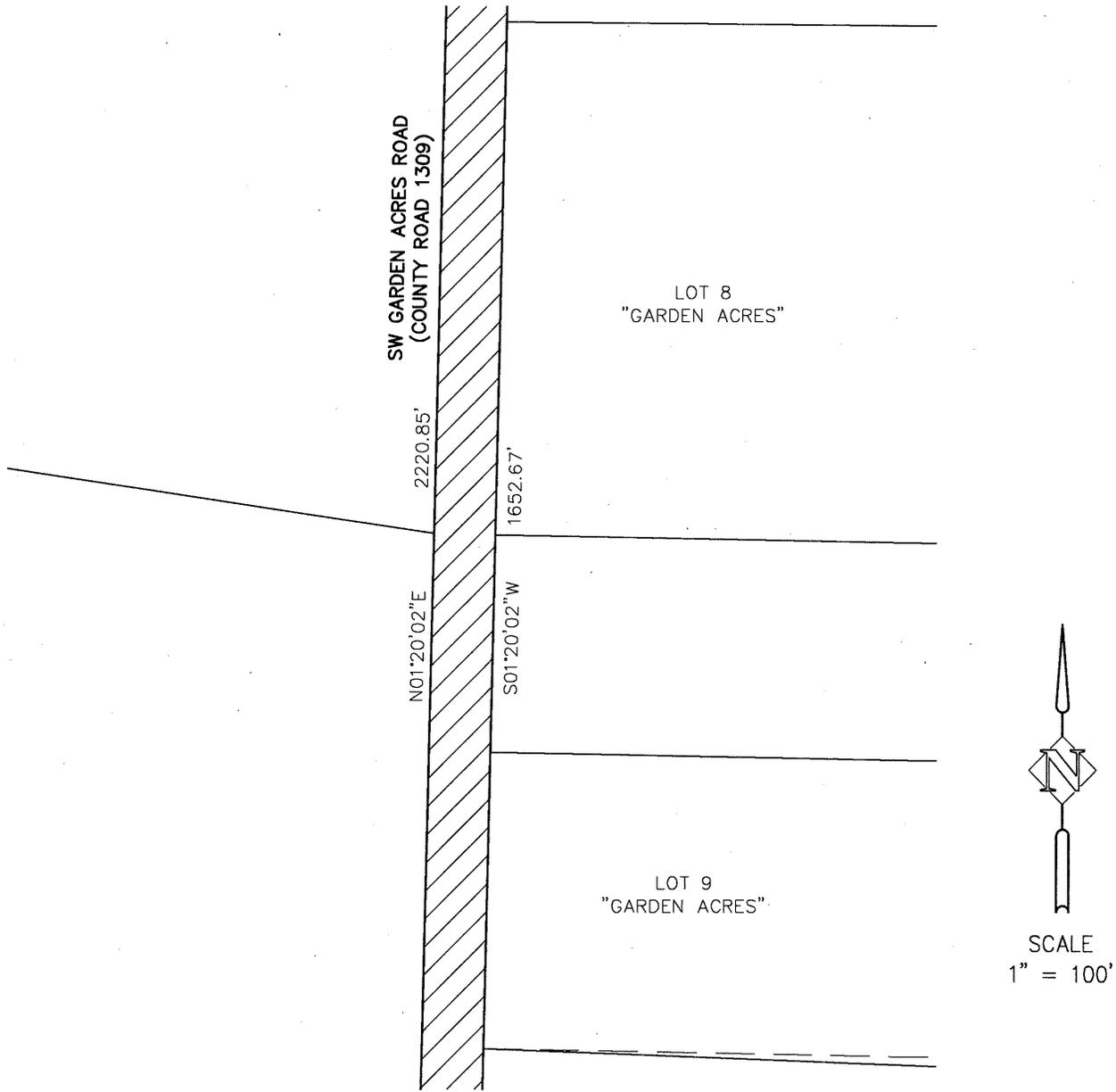
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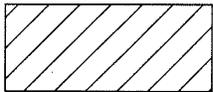
WSV-12 KMB 10/27/2017 PAGE 6 OF 9

ANNEXATION EXHIBIT B  
ORDINANCE NO. \_\_\_\_\_ - ATTACHMENT 1



SCALE  
1" = 100'

**LEGEND**



ANNEXATION AREA  
± 4.932 ACRES

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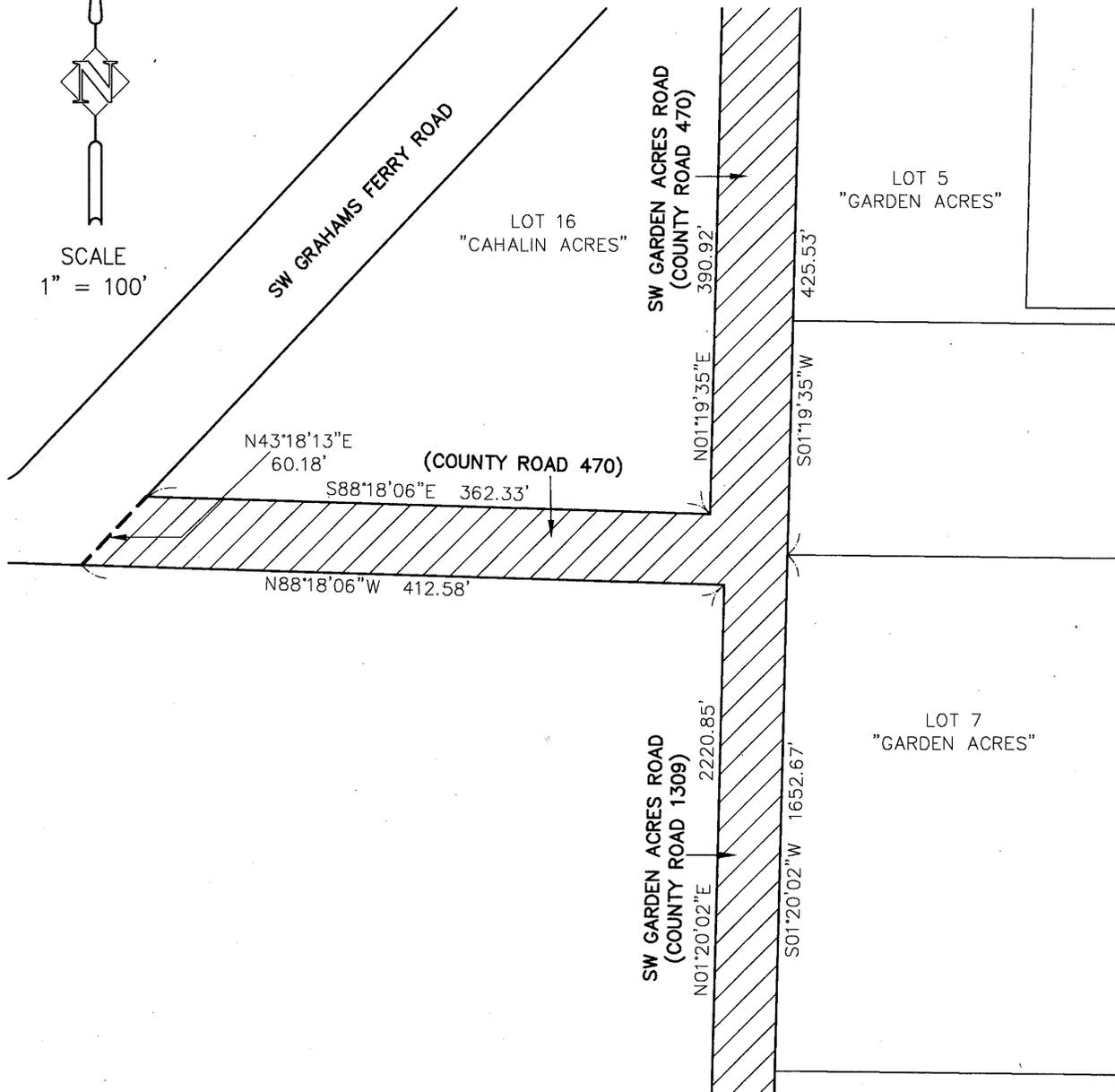
WSV-12 KMB 10/27/2017 PAGE 7 OF 9

# ANNEXATION EXHIBIT B

ORDINANCE NO. \_\_\_\_\_ - ATTACHMENT 1



SCALE  
1" = 100'



## LEGEND



ANNEXATION AREA  
± 4.932 ACRES

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LEGAL DESCRIPTION



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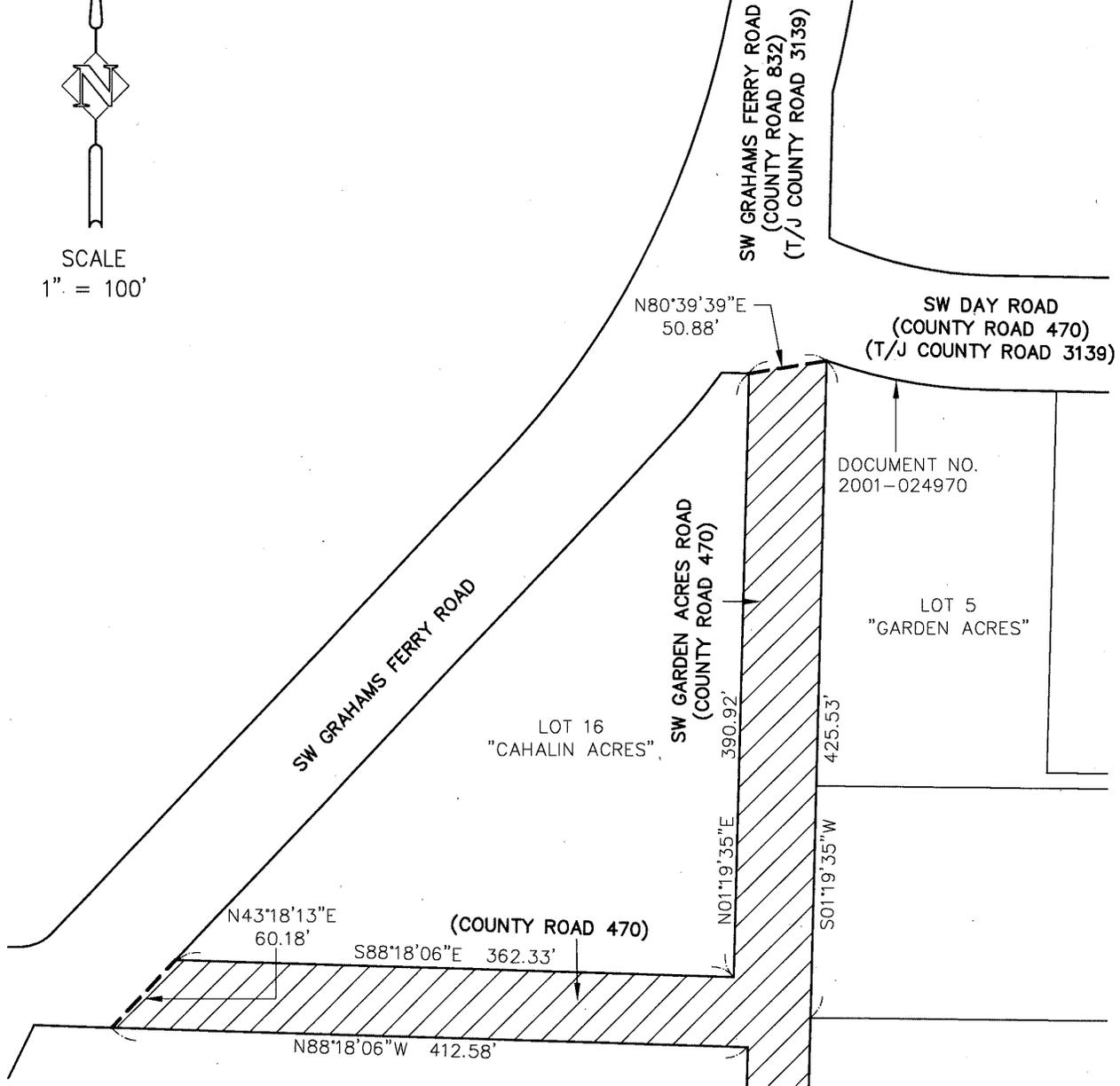
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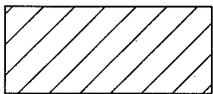
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ORDINANCE NO. \_\_\_\_\_ - ATTACHMENT 1



SCALE  
1" = 100'



**LEGEND**



ANNEXATION AREA  
± 4.932 ACRES

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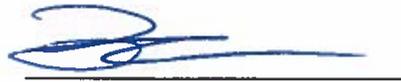
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WSV-12 KMB 10/27/2017 PAGE 9 OF 9

**Petition For Annexation to the City of Wilsonville**

The City of Wilsonville, a municipal corporation with legal authority to own and maintain public rights of way, does hereby petition to annex into the boundaries of the City of Wilsonville the existing rights of way described on the attached Exhibit A, as graphically represented on the attached Exhibits B.

Signed of behalf of the City of Wilsonville, Petitioner,



Bryan Cosgrove, City Manager

Date: November 9, 2017



Exhibit A1  
Planning Division Staff Report  
Annexation of Garden Acres Road, Cahalin Road, and Clutter Street Right-of-Way  
Development Review Board Panel 'A'  
Quasi-Judicial Public Hearing  
Adopted December 11, 2017

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**Hearing Date:** December 11, 2017  
**Date of Report:** December 4, 2017

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**Application No.:** DB17-0027 Annexation

**Request/Summary:** The Development Review Board is being asked to review a Quasi-judicial Annexation request.

**Location:** Garden Acres Road, Cahalin Road, and Clutter Street right-of-way, located north of Ridder Road, east of Grahams Ferry Road, and south of Day Road. The property is specifically known as the right-of-way of SW Garden Acres Road extending from SW Day Road to the Clackamas County line; the right-of-way of SW Clutter Street extending from SW Grahams Ferry Road to SW Garden Acres Road, and the right-of-way of unimproved SW Cahalin Road from SW Grahams Ferry Road to SW Garden Acres Road, Sections 2 and 3, T3S, R1W, Willamette Meridian, Washington County, Oregon.

**Owner:** Washington County, Oregon

**Applicant:** Eric Mende  
City of Wilsonville

**Comprehensive Plan Designation:** Not applicable

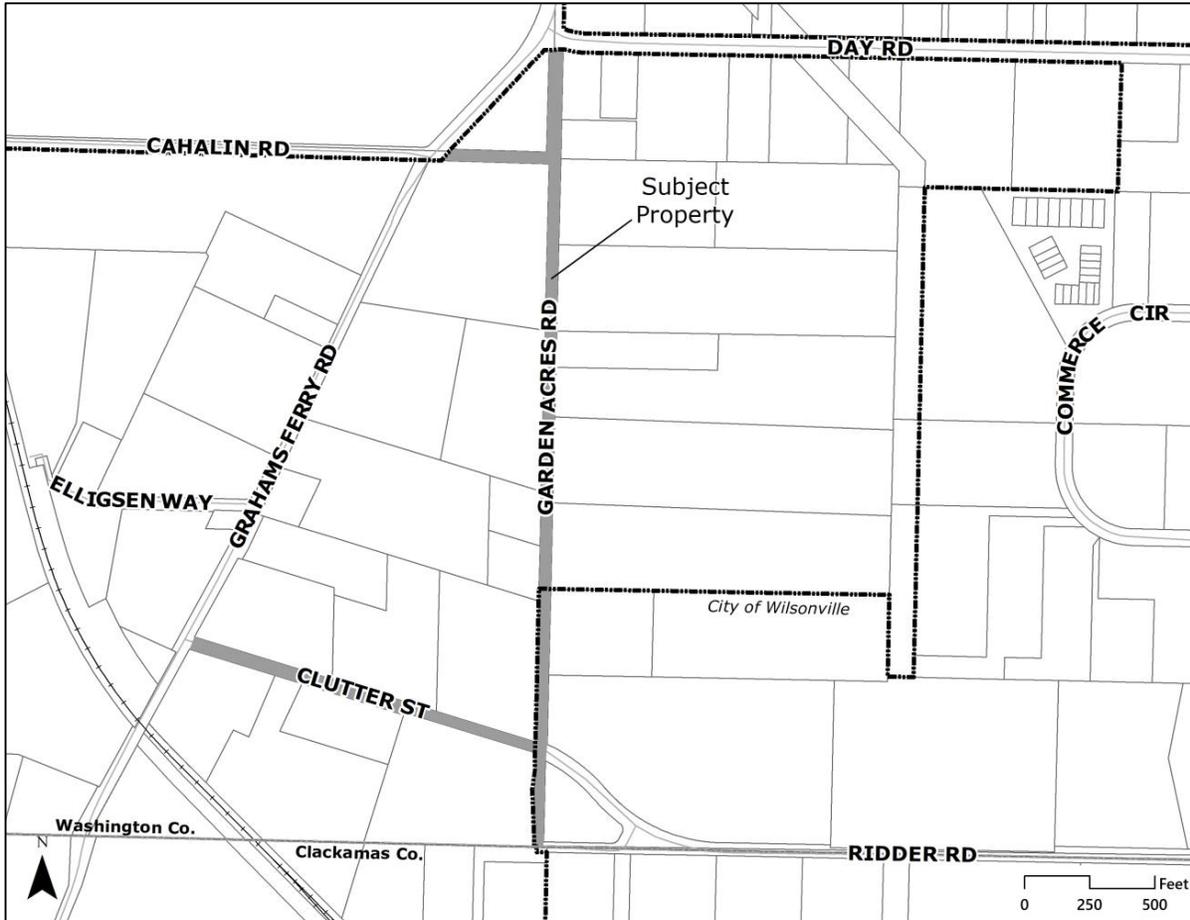
**Zone Map Classification:** Not applicable

**Staff Reviewers:** Kimberly Rybold, AICP, Associate Planner

**Staff Recommendation:** Recommend approval of Annexation to City Council.



### Vicinity Map



### Background:

The right-of-way proposed for annexation is located within the Coffee Creek Industrial Area. This area, northwest of the City of Wilsonville, was added to the Urban Growth Boundary (UGB) in 2004 for industrial development. In 2007, the City adopted the Coffee Creek Master Plan, establishing a land use and transportation plan to guide future development in the area. Subsequently, an urban renewal district was established in 2016 to help spur economic development and infrastructure improvements in the Coffee Creek area.

Southern portions of Garden Acres Road were previously annexed into the City with adjacent parcels to the east. This land has been included with the exhibits attached to the annexation petition to ensure that all necessary portions of right-of-way are included within City boundaries.

**Summary:**

The proposed annexation of approximately 4.9 acres of right-of-way (inclusive of portions of Garden Acres Road that were previously annexed) is the first step in beginning urban-level roadway improvements within Coffee Creek. Annexation into the City and transfer of roadway authority from Washington County will allow for the City to pursue any additional right-of-way acquisitions that may be needed to complete these improvements. Since the subject property will remain right-of way in its entirety, Comprehensive Plan Map and Zone Map Amendments are not required.

**Conclusion and Conditions of Approval:**

Staff has reviewed the Applicant’s submittal for compliance with the applicable criteria. The Staff report adopts the applicant’s responses as Findings of Fact except as noted in the Findings. Based on the Findings of Fact and information included in this Staff Report, and information received from a duly advertised public hearing, Staff recommends that the Development Review Board recommend approval the proposed application (DB17-0027) to the City Council.

**Master Exhibit List:**

The following exhibits are hereby entered into the public record by the Development Review Board as confirmation of its consideration of the application as submitted. This is the exhibit list that includes exhibits for Planning Case File DB17-0027.

Planning Staff Materials

- A1. Staff report and findings (this document)
- A2. Staff’s Presentation Slides for Public Hearing (to be presented at Public Hearing)

Materials from Applicant

- B1. Signed Application
- B2. Annexation Petition and Other Submitted Documentation

Development Review Team Correspondence

N/A

Other Correspondence

N/A

**Procedural Statements and Background Information:**

1. The statutory 120-day time limit applies to this application. The application was received on November 9, 2017. On November 20, 2017 staff conducted a completeness review within the statutorily allowed 30-day review period and found the application to be complete. The City must render a final decision for the request, including any appeals, by March 20, 2018.
2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North:	PF-C, FD-20	Prison, rural residential
East:	FD-20	Rural residential, industrial
South:	FD-20, PDI	Industrial
West:	FD-20, PDI	Rural residential, industrial

3. Previous Planning Approvals:  
 84PC04 Annexation and Zone Change  
 Metro Ordinance No. 02-969B UGB Expansion  
 LP07-0001 Coffee Creek Master Plan  
 DB16-0004 Republic Services SORT Bioenergy Annexation
4. The applicant has complied with Sections 4.013-4.031 of the Wilsonville Code, said sections pertaining to review procedures and submittal requirements. The required public notices have been sent and all proper notification procedures have been satisfied.

## Findings:

NOTE: Pursuant to Section 4.014 the burden of proving that the necessary findings of fact can be made for approval of any land use or development application rests with the applicant in the case.

### General Information

#### Application Procedures-In General Section 4.008

**Criteria:** This section lists general application procedures applicable to a number of types of land use applications and also lists unique features of Wilsonville's development review process.

**Response:** The application is being processed in accordance with the applicable general procedures of this Section.

#### Initiating Application Section 4.009

**Criterion:** "Except for a Specific Area Plan (SAP), applications involving specific sites may be filed only by the owner of the subject property, by a unit of government that is in the process of acquiring the property, or by an agent who has been authorized by the owner, in writing, to apply."

**Response:** The application has been submitted by the applicant, Eric Mende, on behalf of the City of Wilsonville. The application is signed by an authorized representative of the current road authority, Washington County, which is equivalent to the property owner for the purposes of this code.

#### Pre-Application Conference Subsection 4.010 (.02)

**Criteria:** This section lists the pre-application process.

**Response:** No pre-application meeting was necessary for the application.

#### General Submission Requirements Subsection 4.035 (.04) A.

**Criteria:** "An application for a Site Development Permit shall consist of the materials specified as follows, plus any other materials required by this Code." Listed 1. through 6. j.

**Response:** The applicant has provided all of the applicable general submission requirements contained in this subsection.

## Request: DB17-0027 Annexation

As described in the Findings below, the applicable criteria for this request are met or will be met by Conditions of Approval.

### Comprehensive Plan

#### Allowed Annexation

Implementation Measure 2.2.1.a.

1. **Criteria:** "Allow annexation when it is consistent with future planned public services and when a need is clearly demonstrated for immediate urban growth."

**Response:** The subject property is within the City's Coffee Creek Master Plan area inside the Metro UGB. This area is planned for industrial development and the proposed annexation would help facilitate future public improvements within the area.

#### Annexation Review Standards

Implementation Measure 2.2.1.e.

2. **Criteria:** "Changes in the City boundary will require adherence to the annexation procedures prescribed by State law and Metro standards. Amendments to the City limits shall be based on consideration of:" Listed 1 through 5.

**Response:** As further explained below or in other findings supporting this request, this proposal complies with applicable state and regional policies.

- Pursuant to consideration 1 (orderly, economic provision of public facilities and services), the Coffee Creek area has been planned for industrial development for several years. The annexation request is related to enhancing the necessary transportation access to the area.
- Pursuant to consideration 2 (availability of sufficient land for marketplace choice), the annexation of existing right-of-way will allow for urban-level roadway improvements, enhancing access to an area that has specifically been designated by Metro to accommodate the City and Region's future employment uses.
- Consideration 3 (Statewide Planning Goals), is addressed within Finding 9.
- Consideration 4 (Applicable Metro Plans), is addressed within Finding 5.
- Pursuant to consideration 5 (Encouraging Development within City Limits before conversion of urbanizable (UGB) areas), the annexation of the right-of-way is consistent with this implementation measure because it represents the minimum amount of land area needed to begin urban-level roadway improvements.

### Development Code

#### Authority to Review Annexation

Subsections 4.030 (.01) A, 11, 4.031 (.01) K, and 4.033 (.01) F.

3. **Criteria:** These subsections prescribe the authority of the Planning Director to determine whether an annexation request is legislative or quasi-judicial, the DRB does the initial

review of quasi-judicial annexation, and the City Council takes final local action of quasi-judicial annexation.

**Response:** The subject annexation request has been determined to be quasi-judicial and is being reviewed by the DRB and City Council consistent with these subsections.

#### Annexation Section 4.700

- Criteria:** This section defines the criteria and process for annexation review within the City.

**Response:** All the necessary materials defined by this section have been submitted for review. The annexation is a quasi-judicial action, which satisfies all of the applicable approval criteria as demonstrated herein.

#### **Metro Code**

##### Local Government Boundary Changes Chapter 3.09

- Criteria:** This chapter establishes hearing, notice, and decision requirements as well as review criteria for local government boundary changes in the Metro region.

**Response:** A public hearing will be held within 45 days of completeness. Notice has been mailed and posted on the property 20 days prior to the hearing and includes the required information. The decision will be mailed to Metro and other required parties. A petition has been submitted including property owner information, jurisdictional information, and a legal description of the property.

#### **Oregon Revised Statutes**

##### Authority and Procedure for Annexation ORS 222.111

- Criteria:** ORS 222.111 establishes the authority and procedures for annexation by City's within the state of Oregon.

**Response:** The applicable requirements in state statute are met including the facts that subject property is within the Metro UGB, is contiguous to the City, and the request has been initiated by the City to which the land is being annexed with the property owner's consent. An election is not required pursuant to ORS 222.120.

##### Procedure Without Election by City Electors ORS 222.120

- Criteria:** ORS 222.120 establishes the authority and procedures for annexation by City's within the state of Oregon without an election.

**Response:** There is no City charter requirement for election for annexation. A public hearing process is being followed as defined in the Development Code. No electors reside on the property. The single property owner has consented to annexation by signing the

application thus the ordinance can declare the property annexed with no votes by electors within the territory to be annexed.

### Annexation by Consent of All Owners of Land and Majority of Electors

ORS 222.125

8. **Criteria:** “The legislative body of a city need not call or hold an election in the city or in any contiguous territory proposed to be annexed or hold the hearing otherwise required under ORS 222.120 (Procedure without election by city electors) when all of the owners of land in that territory and not less than 50 percent of the electors, if any, residing in the territory consent in writing to the annexation of the land in the territory and file a statement of their consent with the legislative body. Upon receiving written consent to annexation by owners and electors under this section, the legislative body of the city, by resolution or ordinance, may set the final boundaries of the area to be annexed by a legal description and proclaim the annexation.”

**Response:** The territory to be annexed is all owned by Washington County, Oregon as public right-of-way. As the owner, the County has consented to annexation in writing. There are no electors or residential dwellings within the territory to be annexed. However, a public hearing process is being followed as prescribed in the Wilsonville Development Code.

### Oregon Statewide Planning Goals

Goals 1, 2, 5, 6, 8, 9, 10, 11, 12, 13

9. **Criteria:** The goals include: citizen involvement, land use planning, natural resources and open spaces, air water and land resource quality, recreational needs, economic development, housing, public facilities and services, transportation, and energy conservation.

**Response:** The area requested to be annexed will be developed consistent with the City’s Comprehensive Plan, the Coffee Creek Master Plan, and the Transportation System Plan, all of which have been found to meet the statewide planning goals.

**DEVELOPMENT REVIEW BOARD  
RESOLUTION NO. 345**

**A RESOLUTION OF THE CITY OF WILSONVILLE RECOMMENDING APPROVAL TO THE CITY COUNCIL OF AN ANNEXATION OF SW GARDEN ACRES ROAD, SW CAHALIN ROAD AND SW CLUTTER STREET RIGHT-OF-WAY. THE PROPERTY IS SPECIFICALLY KNOWN AS THE RIGHT-OF-WAY OF SW GARDEN ACRES ROAD EXTENDING FROM SW DAY ROAD TO THE CLACKAMAS COUNTY LINE; THE RIGHT-OF-WAY OF SW CLUTTER STREET EXTENDING FROM SW GRAHAMS FERRY ROAD TO SW GARDEN ACRES ROAD, AND THE RIGHT-OF-WAY OF UNIMPROVED SW CAHALIN ROAD FROM SW GRAHAMS FERRY ROAD TO SW GARDEN ACRES ROAD, SECTIONS 2 AND 3, T3S, R1W, WILLAMETTE MERIDIAN, WASHINGTON COUNTY, OREGON. WASHINGTON COUNTY, OREGON – OWNER. CITY OF WILSONVILLE – APPLICANT.**

WHEREAS, an application, together with planning exhibits for the above-captioned development, has been submitted in accordance with the procedures set forth in Section 4.008 of the Wilsonville Code, and

WHEREAS, the Planning Staff has prepared staff report on the above-captioned subject dated December 4, 2017, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel A at a scheduled meeting conducted on December 11, 2017, at which time exhibits, together with findings and public testimony were entered into the public record, and

WHEREAS, the Development Review Board considered the subject annexation and the recommendations contained in the staff report, and

WHEREAS, interested parties, if any, have had an opportunity to be heard on the subject.

NOW, THEREFORE, BE IT RESOLVED that the Development Review Board of the City of Wilsonville does hereby adopt the staff report dated December 4, 2017, attached hereto as Exhibit A1, with findings contained therein, and recommends to the City Council approval of the Annexation request in case-file DB17-0027.

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 11<sup>th</sup> day of December, 2017 and filed with the Planning Administrative Assistant on December 12, 2017



Ron Heberlein, Chair - Panel A  
Wilsonville Development Review Board

Attest:

  
Shelley White, Planning Administrative Assistant