

AGENDA

**WILSONVILLE CITY COUNCIL MEETING
JANUARY 5, 2017
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, 2nd Floor

- 5:00 P.M. EXECUTIVE SESSION [20 min.]**
A. Pursuant to ORS 192.660 (2)(e) Real Property Transactions
ORS 192.660(2)(f) Exempt Public Records
ORS 192.660(2)(h) Litigation
ORS 192.660(2)(a) Employment of Public Officers, Employees and Agents
- 5:20 P.M. REVIEW OF AGENDA [5 min.]**
- 5:25 P.M. COUNCILORS' CONCERNS [5 min.]**
- 5:30 P.M. PRE-COUNCIL WORK SESSION**
- A. City Council Liaison Appointments
B. Council Appointments to External Committees (Ottenad) [15 min.] Page 1
C. Town Center Plan Task Force (Bateschell) [20 min.] Page 10
- 6:50 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 special session to be held, Thursday, January 5, 2017 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on 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.

Swear In Newly Elected Councilors and Mayor – the Honorable Judge Gleeson

7:45 P.M. MAYOR’S BUSINESS

- A. Elect City Council President
- B. Upcoming Meetings Page 28

7:50 P.M. COMMUNICATIONS

- A. A Proclamation Declaring Wilsonville as a Community That Celebrates Cultural Diversity and Social Inclusion. (staff – Gail) Page 29

7:55 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.

8:00 P.M. COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS

- A. Council President Starr – (Park & Recreation Advisory Board Liaison)
- B. Councilor Akervall – (Development Review Panels A & B Liaison)
- C. Councilor Stevens – (Library Board and Wilsonville Seniors Liaison)
- D. Councilor Lehan – (Planning Commission, CCI and Tourism Promotion Committee Liaison)

8:15 P.M. CONSENT AGENDA

- A. **Resolution No. 2608** Page 30
A Resolution Of The City Of Wilsonville To Enter Into An Intergovernmental Cooperative Agreement Regarding Future Transfer Of Roadway Authority On Portions Of Stafford Road And Advance Road From Clackamas County To The City Of Wilsonville. (staff – Kraushaar)

8:20 P.M. PUBLIC HEARING

- A. **Ordinance No. 804** – first reading *This item to be continued to Jan. 19th.*
An Ordinance Of The City Of Wilsonville Amending Wilsonville Code Chapter 5 By Renumbering Section 5.245 As Section 5.250 And Adding A New Section 5.245 To Create A Residential Parking Zone Program. (staff – Jacobson)

8:30 P.M. CONTINUING BUSINESS

- A. **Ordinance 803** – 2nd reading Page 40
An Ordinance Regarding Road Maintenance, Authorizing A Fee For The Purpose Of Road Maintenance Services And Repealing Ordinance Nos. 484 And 540. (staff – Ward)

8:40 P.M. NEW BUSINESS

- A. Employment Contract for Municipal Court Judge Page 45
Weinhouse. (staff - Jacobson)
- B. **Resolution No. 2612** Page 48
A Resolution Of The City Of Wilsonville To Establish A Methodology And Billing Rate For The Road Maintenance Utility Fee And Repealing Resolutions No. 1394, 1424, And 1748. Resolution –Road Maintenance Fees (staff - Ward)

8:50 P.M. CITY MANAGER’S BUSINESS

8:55 P.M. LEGAL BUSINESS

9:00 P.M. ADJOURN

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 king@ci.wilsonville.or.us



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: January 5, 2017	Subject: City Council representation to external intergovernmental regional boards and committees Staff Member: Mark Ottenad, Public/Government Affairs Director Department: Administration
Action Required <input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution Information or Direction <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	Advisory Board/Commission Recommendation <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: The City Council appoints representatives and alternates of the Council to various regional external intergovernmental boards and committees.
Staff Recommendations: City Council appoints members to act as the primary representative or alternate(s) for the City to various regional intergovernmental boards and committees.	
Recommended Language for Motion: Not applicable.	
PROJECT / ISSUE RELATES TO:	
<input type="checkbox"/> Council Goals/Priorities <input type="checkbox"/> Adopted Master Plan(s) <input checked="" type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL

The City Council appoints Council members to act as the primary representative and secondary alternate to represent the City of Wilsonville on various regional boards and committees.

EXECUTIVE SUMMARY

The City of Wilsonville is represented by City Council members on various public boards and committees throughout the region. Most of these intergovernmental bodies require an elected official of the City Council to be appointed as the primary representative and/or the alternate representative for the City of Wilsonville.

Many of these posts to external leadership bodies are filled at the start of an odd-numbered calendar year after a general election that results in a new council/commission being sworn into office for a two-year period. Traditionally, a Council appointee to any of these boards and committees has remained in a given position for a one- or two-year period.

Members of the City Council, most notably the Mayor by virtue of the position of the office, may serve on boards of organizations or associations of mayors or other elected officials. Most frequently these positions of volunteer service are *not* appointed by City Council; rather, the Council member is appointed by the organization or joins the organization as a member.

Due to Wilsonville’s location—within the Metro UGB in two metro-area counties along I-5 and the Willamette River at the foot of the North Willamette Valley as a major ‘employment-center’ city operating a federally-chartered urban transit system—and strategic interests in economic development, land-use and transportation issues, the City is engaged in a host of regional and statewide intergovernmental organizations and business associations.

This report provides summary information on three sets of organizations that the City interfaces with in an official manner:

1. Regional Intergovernmental Bodies for City Council Appointment
2. Organizations that May Appoint City Council Members to a Board or Committee
3. Organizations that All City Council Members May Participate In (No Appointment)

Attachment A, City Council Assignments for Regional Intergovernmental Bodies, provides a concise re-cap of the prior Council’s assignments and space for recording 2017 assignments.

1. Regional Intergovernmental Bodies for City Council Appointment

The City Council is expected to appoint members as primary or secondary representative to these various intergovernmental boards; bodies 1–5 are most important for appointment.

Leadership Body	Meeting Date/ Time	Location	2015-16 City Council Representative/Alternate
1. Clackamas County Coordinating Committee (C4)	<i>Monthly:</i> 1 st Thursday 6:45 – 8:45 pm	Clackamas County Development Services Building, Oregon City	Representative: Tim Knapp Alternate: Julie Fitzgerald
2. Clackamas County Coordinating Committee Metro Subcommittee (C4 Metro Subcom.)	<i>Monthly:</i> 2 nd or 3 rd Wednesday 7:30 – 9:00 am	Clackamas County Development Services Building, Oregon City	Representative: Tim Knapp Alternate: Julie Fitzgerald
3. Greater Portland, Inc., Small Cities Consortium (GPI SCC)	<i>Monthly:</i> 2nd Wednesday 1:30 – 2:30 pm	Tualatin Public Library	Representative: Tim Knapp
4. French Prairie Forum Local Governments Working Group	<i>Monthly:</i> 3 rd Wednesday 2:00 – 4:00 pm	OSU NWREC, Aurora	Representative: Charlotte Lehan Alternate: Susie Stevens
5. Washington County Coordinating Committee (WCCC)	<i>Monthly:</i> 1 st or 2 nd Monday 12:00 – 1:30 pm	Beaverton Library or Beaverton Community Center	Representative: Tim Knapp Alternate: Susie Stevens
6. Positive Aurora Airport Management (“PAAM”)	<i>Monthly:</i> 4 th Thursday 8:30 – 10:00 am	Aurora State Airport, Aurora	Representative: Susie Stevens Alternate: Charlotte Lehan
7. Willamette Water Supply Council	Periodic	Tualatin Valley Water District location	Representative: Charlotte Lehan Alternate: Scott Starr

Summary of Regional Intergovernmental Bodies

Most Important Set of Meetings:

Clackamas County Coordinating Committee (C4) meets monthly in Oregon City and is composed of all the cities (Metro jurisdiction cities of Gladstone, Happy Valley, Johnson City, Lake Oswego, Milwaukie, Oregon City, Rivergrove, Tualatin, West Linn and Wilsonville; and the non-Metro/rural cities of Barlow, Canby, Estacada, Molalla and Sandy) and the County of Clackamas County, along with representatives of special districts and hamlet/villages; representatives from Metro, urban and rural transit agencies and the Port of Portland are ex-officio members. C4, which is advised by a staff-level technical advisory committee known as “CTAC,” reviews and makes recommendations on land-use and transportation matters, principally to the Board of County Commissioners.

Clackamas County Coordinating Committee Metro Subcommittee (C4 Metro Subcom) meets monthly in Oregon City and is a committee of C4 composed of the county and nine Clackamas County cities located with Metro’s UGB jurisdiction—Gladstone, Happy Valley, Johnson City, Lake Oswego, Milwaukie, Oregon City, Rivergrove, Tualatin, West Linn and Wilsonville. The C4 Metro Subcommittee reviews and makes recommendations to Metro for transportation projects funding and other policy matters, appoints the cities’ JPACT representatives.

French Prairie Forum Local Governments Working Group is an informal monthly meeting held at the OSU North Willamette Research Center near Aurora composed of representatives of the North Willamette Valley cities of Aurora, Canby, Donald, Gervais, Hubbard, Wilsonville and Woodburn; counties of Clackamas and Marion; and the Aurora Rural Fire Protection District. Topics of discussion are wide ranging and include land-use, transportation and transit, governance issues, economic development, agricultural and tourism promotion and more. This group is not a formally chartered body and makes no formal recommendations.

Greater Portland, Inc., Small Cities Consortium (GPI SCC) is a monthly meeting of the 15 metro-area cities that are members of the regional economic development association that is focused on business recruitment and retention efforts. Tualatin Mayor Lou Ogden has been elected by the small cities as the consortium representative to the GPI board of directors; Mayor Knapp is often called to fill-in as SCC chair in the absence of Mayor Ogden.

Washington County Coordinating Committee (WCCC) meets monthly in Beaverton and is composed of representatives of all the cities (cities of Banks, Beaverton, Cornelius, Durham, Forest Grove, Gaston, King City, Hillsboro, North Plains, Tigard, Tualatin, Sherwood and Wilsonville) and the county of Washington County; Tri-Met and Metro representatives attend as ex-officio members. The WCCC, which is advised by a staff-level technical advisory committee, Transportation Advisory Committee, reviews and makes recommendations on land-use and transportation matters and funding proposals to the Board of County Commissioners for Major Streets Transportation Improvement Program (MSTIP) transportation projects and to Metro for transportation projects, and appoints the cities’ representatives to JPACT.

Other Meetings:

Positive Aurora Airport Management (“PAAM”) is a nonprofit organization formally established in 1998 with a stated purpose “to promote and preserve safe and efficient operation of the Aurora State Airport, to promote the economic viability of the Aurora State Airport and to enhance its compatibility with the surrounding neighborhoods.” “Any natural person who is

interested in aviation and the Aurora State Airport and is a representative of State, County or City Government shall be eligible for ex-officio membership [non-voting].” “Ex -officio members shall not be liable for annual dues.” “Organizational memberships shall designate a primary and not more than three alternates to represent the organization at PAAM meetings.” The corporation has the following standing committees: Noise Abatement, Airport Security, Membership, Airport Improvement, Aviation safety, Public relations, Airport management and economic development. Representatives of the City have periodically attended PAAM meetings; Councilor Susie Stevens as a private citizen has attended and participated for a number of years in PAAM, including acting as secretary.

Willamette Water Supply Council: A special ad-hoc inter-governmental policy body that advises the Tualatin Valley Water District (TVWD) on issues pertaining to the Willamette River Water Supply pipeline project. The committee meets periodically on an ad-hoc basis.

Note that the City withdrew from the Regional Water Providers Consortium Board in 2016 based on the recommendation of Council President Scott Starr with concurrence by Council.

2. Organizations that May Appoint City Council Members to a Board or Committee

There are a number of other governmental boards and committees and nonprofit organizations that the City may be a member of or represented on. In some instances the organization makes an appointment of a City Council member to the organization’s board or a committee or task force.

The following organizations may appoint to their boards or committees members of City Council due to their roles as City Council members:

Official Governmental Committees

- Cities of Clackamas County in the Metro UGB appointment of representatives and alternates to Metro’s JPACT, MPAC or other bodies: *City’s Metro representation is through Clackamas County Coordinating Committee (C4) Metro Subcommittee, which appoints city members to be metro-area cities’ representative or alternate (see below for details)*
- Metro Council-designated Committees:
 - JPACT Finance Subcommittee: *Mayor Knapp appointed as Clackamas Cities rep by JPACT Chair Dirksen*
 - Urban Growth Management Task Force: *Mayor Knapp appointed by Council President Hughes in 2016*

Community Benevolent/Charitable Nonprofits

- Korean War Memorial Foundation of Oregon: *Mayor is named as board member*

Business/Economic-Development Associations

- Clackamas County Business Alliance (CCBA): *City is a member; Council member could be appointed by organization to board or committee*
- Greater Portland Inc. (GPI): *City is a member; Council member could be appointed by organization to board or committee*

- Wilsonville Area Chamber of Commerce: *City is a member; Council member named as ex-officio director appointed by Chamber board*

Governmental Leadership Associations

- Metropolitan Mayors Consortium (MMC): *Mayor is a volunteer member*
- League of Oregon Cities (LOC): *City is a member; Mayor is City representative*
- Oregon Mayors Association (OMA): *Mayor is a volunteer member*

Notes on Specific Organizational Appointments of City Council Members

Metro Regional Government Appointments by Others or Metro

Due to the City's unique role in the greater Metro region as a major employment-center 'edge city' located on I-5 operating an urban transit system, Wilsonville has tended to play a leadership role in the greater Portland area and especially in Clackamas County, which is the city's assigned county by Metro due to percent resident population.

Over the past eight years, Mayor Knapp has been elected by his peers—representatives of the nine or 10 metro-area cities that participate in the Clackamas County Coordinating Committee "C4" Metro Subcommittee—in a leadership role to act as representative of behalf all 10 metro-area cities' representatives voting:

- In 2015 Mayor Knapp was elected as Representative for all 10 of the Metro-area "Cities of Clackamas County" to Metro's Joint Policy Advisory Committee on Transportation (JPACT).
 - Mayor Knapp may be re-elected in January 2017 for another two-year term as JPACT Rep for the nine metro-area "Cities of Clackamas County." (Damascus is disincorporating as a municipality)
- In 2011 Mayor Knapp was elected as the "Cities of Clackamas County" Alternate to JPACT.
- In 2010 Mayor Knapp was elected as the "Other Cities of Clackamas County" Representative to Metro's Metro Policy Advisory Committee (MPAC) for the eight smaller metro-area cities.
- In 2009 Mayor Knapp was elected as the "Other Cities of Clackamas County" Representative to the Metro Urban/Rural Reserves Steering Committee during 2009-10 for the eight smaller metro-area cities.

Previously, then Mayor Charlotte Lehan served as the Other Cities rep to MPAC and chaired MPAC in 2008. Acting in 2009-10 as then Clackamas County Commissioner Lehan, she was a "Core 4" Co-Chair of the Urban/Rural Reserves Steering Committee.

Additionally, the Metro Council has created periodic work-groups that in past year have included appointing in 2016 Mayor Knapp to the JPACT Finance Subcommittee by JPACT Chair Dirksen and to the Urban Growth Management Task Force by Council President Hughes.

None of these positions were City Council appointments; rather, the appointments were made by the external bodies.

Other organizational appointments

In past years, the Clackamas County Business Alliance (CCBA) and Wilsonville Chamber of Commerce have appointed a City Council member of their choosing to serve on boards of the organizations. The City Council does *not* appoint a Council member to either organization's board of directors.

Note that CCBA differs from the Westside Economic Alliance (WEA), which does have City-appointed members whose Cities are represented on the WEA board of directors. Wilsonville is *not* a city named on the WEA board.

3. Organizations that All City Council Members May Participate In (No Appointment)

City Council members may participate in a number of organizations based on the City's membership status, including with the following associations and nonprofits.

Clackamas Cities Association (CCA)

This is an informal, somewhat monthly gathering of elected and appointed officials of Clackamas County—including county commissioners, city council members, state legislators and special districts board members—and staff of these various jurisdictions. A dinner meeting with a special topic or presenter is held on the third or fourth Thursday, 6:30–8:30 pm.

Each city in Clackamas County takes turns hosting the dinner; Wilsonville last hosted a CCA Dinner in March 2016 with a program focused on Muslims in America today presented by a Lake Oswego resident who is a high-tech investment banker.

The CCA 2017 dinner schedule is currently set for:

- January 26 – Milwaukie; cannot attend: City Council meeting conflicts
- February 23 – Estacada; cannot attend: City Council meeting conflicts
- March 23 – Gladstone
- April 27 – Happy Valley
- May 25 – Lake Oswego
- June 22 – TBD
- July-August-Sept – *none*
- October 26 – Canby
- Nov-Dec – *none*

Notice to City Council members generally comes from the City Manager's Office about two to three weeks in advance. Due to holiday scheduling for Council meetings, Wilsonville City Council members will miss attending January and February dinners as is noted above.

Business Associations Meetings

The City is a member of several business and economic-development associations, including Clackamas County Business Alliance (CCBA), Greater Portland Inc. (GPI), Oregon Economic Development Assn. (OEDA), Westside Economic Alliance (WEA) and Wilsonville Area Chamber of Commerce. Each of these organizations has various meetings and events that City officials, along with other association members and the general public, may attend. Generally, the City will pay valid business expenses associated with attending events and programs.

Attached to this report is a "Summary of Regular Meetings Held by Key Regional Leadership Bodies in the Portland Metro Area" and who attends on a regular basis from the City.

TIMELINE

The City Council may act its leisure; however, acting in January would be optimum for codifying the City’s representation to these various intergovernmental bodies for timely notice and attendance.

CURRENT YEAR BUDGET IMPACTS

Membership costs, event attendance fees and other expenses are budgeted.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: S Cole Date: _____

No material budget impacts are known at this time.

LEGAL REVIEW / COMMENTS

Reviewed by: B Jacobson Date: _____

CITY MANAGER COMMENT

The City benefits from strategic participation in regional intergovernmental bodies.

ATTACHMENTS:

- A.** 2017-18 City Council Representative Appointments to Regional Intergovernmental Bodies
- B.** Wilsonville City Council Leadership Roles: Local and Regional/State

2017-18 City Council Representative Appointments to Regional Intergovernmental Bodies

Leadership Body	When/Where	City Position	2015-16 Reps.	2017-18 Reps.
Most Important Set of Meetings				
Clackamas County Coordinating Committee (C4)	<i>Monthly:</i> 1 st Thursday 6:45 – 8:30 pm County DSB, Oregon City	Representative	Tim Knapp	
		Alternate	Julie Fitzgerald	
		Staff	Mark Ottenad	Mark Ottenad
Clackamas County Coordinating Committee Metro Subcommittee (C4 Metro Subcom.)	<i>Monthly:</i> 1 st Thursday 7:30 – 9:00 am County DSB, Oregon City	Representative	Tim Knapp	
		Alternate	Julie Fitzgerald	
		Staff	Mark Ottenad	Mark Ottenad
French Prairie Forum Local Governments Working Group	<i>Monthly:</i> 3 rd Wednesday 2:00 – 4:00 pm OSU NWREC, Aurora	Representative	Charlotte Lehan	
		Alternate	Susie Stevens	
		Staff	Mark Ottenad	Mark Ottenad
Greater Portland, Inc., (GPI) Small Cities Consortium (SCC)	<i>Monthly:</i> 2 nd Wednesday 1:30 – 2:30 pm Tualatin Lib.	Representative	Tim Knapp	
		Alternate	Susie Stevens	
		Staff	Jordan Vance	Jordan Vance
Washington County Coordinating Committee (WCCC)	<i>Monthly:</i> 1 st or 2 nd Mon 12:00 – 1:30 pm Beaverton Lib. or Comm. Ctr.	Representative	Tim Knapp	
		Alternate	Susie Stevens	
		Staff	Mark Ottenad	Mark Ottenad
Other Meetings				
Positive Aurora Airport Management (PAAM)	<i>Monthly:</i> 4 th Thursday 8:30 – 10:00 am Aurora State Airport	Representative	Susie Stevens	
		Alternate	Charlotte Lehan	
		Staff	Mark Ottenad	Mark Ottenad
Willamette Water Supply Council, Tualatin Valley Water Dist. (TVWD)	<i>Periodic ad-hoc committee</i>	Representative	Charlotte Lehan	
		Alternate	Scott Starr	
		Staff	Nancy Kraushaar, Delora Kerber	Nancy Kraushaar, Delora Kerber

NOTE: The City withdrew from the Regional Water Providers Consortium Board in 2016.

Wilsonville City Council Leadership Roles: *Local and Regional/State*

LOCAL		REGIONAL / STATE	
City Boards	Organizations	Intergovernmental Bodies	Organizations
Budget Committee	Kitakata/Wilsonville Sister City Association	City Council Appointments	Clackamas Cities Assn. (CCA)
City Council	Korean War Memorial Foundation of Oregon	Clackamas County Coordinating Committee (C4)	Clackamas County Business Alliance (CCBA)
Development Review Board Panel A	Wilsonville Library Foundation	Clackamas County Coordinating Committee Metro Subcommittee (C4 Metro Subcom.)	Metropolitan Mayors Consortium (MMC)
Development Review Board Panel B	Wilsonville Area Chamber of Commerce Board of Directors Ex-Officio Chamber appointment	French Prairie Forum Local Governments Working Group	League of Oregon Cities (LOC)
Library Board	Wilsonville Area Chamber of Commerce City-Chamber Leadership Mtg. (Mayor and Council President)	Greater Portland, Inc., (GPI) Small Cities Consortium (SCC)	Oregon Mayors Association (OMA)
Parks and Recreation Advisory Board		Washington County Coordinating Committee (WCCC)	Westside Economic Alliance (WEA)
Planning Commission		Willamette Water Supply Council, Tualatin Valley Water Dist. (TVWD)	
Tourism Promotion Committee		Positive Aurora Airport Management (PAAM)	
Urban Renewal Agency		Regional (Clackamas Cities, Metro) Appointments	
Wilsonville – Metro Community Enhancement Committee		MPAC – Metropolitan Policy Advisory Com.	
Wilsonville Community Seniors, Inc.		JPACT – Joint Policy Area Committee on Transportation	
City Task Forces		JPACT Finance Subcommittee	
French Prairie Bridge Task Force		Metro Urban Growth Management Task Force (UGM TF)	
Town Center Plan Task Force			



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: January 5, 2016		Subject: Wilsonville Town Center Plan Task Force	
		Staff Member: Miranda Bateschell Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable	
		Comments:	
Staff Recommendation: Appoint a City Council member to serve as Chair of the Town Center Plan Task Force.			
Recommended Language for Motion:			
Project / Issue Relates To: <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>			
<input checked="" type="checkbox"/> Council Goals/Priorities Town Center Plan		<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL: Appoint a City Council member to serve as Chair of the Town Center Plan Task Force.

EXECUTIVE SUMMARY:

In August, the City entered into a Professional Services Agreement (PSA) with MIG, Inc. setting the project scope of work and schedule to support Community Development staff with the Town Center Plan. Initial deliverables include a public involvement plan along with a project website and other communication tools. The Project Team (consultants and staff) drafted a Public

Engagement and Communication Plan for the Planning Commission's consideration and input at their December 22 work session (Attachment A).

Early on, the City acknowledged a commitment to an accessible and transparent public process that incorporates a diverse range of voices and perspectives. The Project Team has attempted to reflect this in the Public Engagement and Communication Plan, combining tried-and-true outreach activities alongside new approaches. Opportunities for community input and engagement will include:

- Interviews with businesses and community groups
- Community design workshops
- Online and in-person surveys
- Idea centers located in key community spaces like the Library
- Pop-up events around town
- An advisory Task Force

One of the key components will be the Town Center Plan Task Force. The Project Team used media releases and mailings to inform the public of this service opportunity (Attachment B). The composition of the task force will include approximately 15 members representing a diverse range of perspectives that may include residents and employees, business and property owners in Town Center, community-based service organizations, youth, and senior groups, among others. Task force members are expected to meet approximately six times over the next two years to discuss technical analyses, review public input and shape project recommendations. Staff is also looking to appoint a Planning Commissioner to the task force. At the December 22 meeting, the Commission recommended Kamran Mesbah as the appointee. Commissioner Mesbah's background and experience as a professional planner is a strong fit for this role. Staff expects appointments to occur in January 2017.

EXPECTED RESULTS:

Task Force membership will be identified in January, and the public kick-off event and first task force meeting will follow shortly thereafter (February-March).

TIMELINE:

The Project Team anticipates City Council involvement in project events in early 2017 as well as a report to and discussion with Planning Commission and City Council in April regarding the existing conditions, public comment to-date, and Town Center goals. Community Design Workshops and land use review will follow in the second half of 2017. The planning process is anticipated to be completed by late 2018 when the Wilsonville City Council is expected to consider adoption of the plan.

CURRENT YEAR BUDGET IMPACTS:

The Professional Services Agreement has a budget of \$420,000 fully funded through the CD Fund and CIP project #3004 in the adopted budget, of which \$320,000 is funded through a Metro Community Planning and Development grant. Staff estimates spending approximately half the costs during this budget year and the other half during the next fiscal year.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: Date:

LEGAL REVIEW / COMMENT:

Reviewed by: Date:

COMMUNITY INVOLVEMENT PROCESS:

There will be multiple opportunities to participate in the project outlined in a Public Engagement and Communication Plan for the Town Center Plan, including an advisory task force, community design workshops, focus groups, pop-up neighborhood events and idea centers, and in-person and online surveys. The engagement plan is designed to reach as broad an audience as possible and will work to gather the variety of perspectives in the community. It will also include targeted outreach to specific stakeholders more impacted by activity in the Town Center.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

As a result of this project, the city anticipates specific actions that will help the Town Center become a more vibrant, pedestrian and transit-supportive mixed-use district that integrates the urban and natural environments, to create an attractive and accessible place for visitors and residents of all ages to shop, eat, live, work, learn, and play. The actions will help remove barriers and encourage private investment in the Wilsonville Town Center. Benefits to the community also include: identifying tools to maintain and strengthen businesses in the Town Center, improving access to and within the center, and making it a place where people want to spend time and support businesses.

ALTERNATIVES:

Do not appoint a City Council member to serve on the Town Center Task Force as chair.

CITY MANAGER COMMENT:

ATTACHMENTS:

- A. Public Engagement and Communication Plan
- B. Task Force Recruitment Materials

City of Wilsonville Town Center Plan

Public Engagement and Communication Plan

December 6, 2016 DRAFT

Overview

The Town Center Plan (the Plan) will guide development in Town Center to create a cohesive, unified district that enhances existing assets in the area and sets the stage for new development. The Plan will provide a community-driven vision for Town Center and strategic actions that will establish a clear path forward to advancing the vision. These actions may include new projects, programs, partnerships, or policies.

Town Center is a community hub. It is home to City Hall, Town Center Park, and a Korean War Memorial, as well as a diversity of businesses, services, and residences. Town Center is an integral piece of the city's physical and social landscape. The success of the Town Center Plan and the future of this area depend on engaged and invested community members. This Public Engagement and Communication Plan outlines the project's approach to engaging the community, describing the methods, tools and activities that will be utilized and specifying expected **goals, outcomes, and target participants**.

Outreach Goals and Outcomes

This planning process will be driven by Town Center residents, employees, patrons, property owners, and business owners, as well as the Wilsonville community at-large, including underserved communities, community leaders, City staff and elected officials. The planning process is built around collecting and incorporating ideas, input, and feedback from a wide range of community members to ensure it reflects the whole community and is accessible to all. The Project Team – consisting of City staff and the Consultant Team – will work diligently to encourage community members to get involved and stay involved in the planning process.

GOALS

The approach behind the Public Engagement and Communication Plan includes the following goals:

1. **Build relationships in Wilsonville.** Create opportunities for stakeholders and the public to meet and engage with others interested in the future of Town Center.
2. **Create opportunities for inclusive participation.** Provide multiple and varied opportunities for a wide range of community members and stakeholders to provide meaningful input.
3. **Balance the diverse interests of the community.** Work with community members across Wilsonville, including employees, patrons, residents, and business and property owners, to meet current and future needs and facilitate future uses. Participants' demographics and areas of interest will be tracked throughout the process to ensure that a diversity of community members are being heard.
4. **Generate excitement and community ownership.** Tell a story that captures Town Center as a geographic, economic, and cultural hub in Wilsonville and that carries forward the city's unique history, character, and role in the region. The Town Center Plan will support Wilsonville's evolving identity and sense of place.

5. **Collaborate and inform decision-making.** Collect useful and relevant public input that reflects local expertise and values and informs the decision-making process related to future development of the Town Center.
6. **Build long-term capacity for civic engagement.** Build social capital and support from community members and stakeholders who will continue to stay involved and share their issues and concerns, as well as participate in solutions and strategies necessary to develop the Town Center.
7. **Align with Wilsonville planning city-wide.** Coordinate Town Center Plan recommendations with other ongoing and proposed efforts throughout the city.

GUIDING PRINCIPLES

The following guiding principles for public engagement provide focus and inspiration for the project's outreach methods and activities. These principles guide the implementation of the public engagement goals.

- **Inclusive, Flexible and Innovative.** The Town Center Plan Project Team will proactively reach out and engage a full range of stakeholder groups across Wilsonville. The public participation process will accommodate engagement in a variety of settings, both in-person and online. Engagement opportunities will be adjusted as needed if specific community groups or perspectives are found to be underrepresented in the planning process.
- **High-Touch and High-Tech.** Many people respond well to face-to-face communication. Interactive public events and meetings will allow direct communication between the Project Team and community members, reaching people in a more direct setting. Materials and engagement activities, including questionnaires, infographics, and presentations/videos, will also be adapted to online formats so that they are accessible by tablet, smartphone and home computer. The digital approach helps reach a wider range of community members, especially those who typically do not or cannot attend traditional meetings. Providing multiple platforms for engagement throughout the planning process will also allow people to contribute to multiple aspects and phases of the plan. There is not one community engagement phase to this planning process but rather the community is shaping the plan throughout the process.
- **Authentic and Meaningful.** The Project Team's technical analysis will be shared with community members and stakeholders to foster a shared understanding of opportunities and constraints. Community member and stakeholder's ideas, input and feedback will be collected and analyzed throughout the planning process to inform the Project Team's technical analysis and shape the Plan recommendations.
- **Clear, Focused, and Understandable.** The project materials will be relatable and relevant. Project content will be described in language that is easy to understand by people from a diversity of backgrounds and areas of expertise.

TARGETED OBJECTIVES

The following public engagement objectives are specific, measurable actions that will advance the engagement goals.

1. **Accessibility.** The process should provide community members with diverse abilities and needs multiple opportunities to engage.

- City sponsored public events will be held in an ADA accessible location near public transit lines, when possible. All opportunities for community input, including online surveys and community workshops, will be made accessible for visually and hearing impaired participants, as needed.
 - When feasible, City sponsored public events will be scheduled at varying times to allow participation by people with a range of different work schedules.
 - Stakeholder meetings will be held in a variety of locations and formats to accommodate the different needs of participants.
 - Materials will be translated into non-English languages as needed. Translation at community events will also be provided, if a need is determined.
2. **Extent.** The process should involve and inform as many members of the community as possible.
- Opportunities for involvement will be publicized broadly using an array of City of Wilsonville communication channels.
 - The total number of participants will be tracked across all outreach activities to measure the number of people reached against participation goals. If goals are not being met, outreach strategies can be adjusted.
 - Participation goals will be set for the following individual outreach methods at each phase of the project:
 - Social media engagement
 - Online survey responses
 - Stakeholder interview/meeting discussions
 - Public event attendance
3. **Diversity.** The process should engage a range of people that reflects the diversity of interests, ethnicities, incomes, and needs of the Wilsonville population.
- Outreach activities will collect demographic data, where practical, to help assess how well we are reaching community members who are reflective of Wilsonville’s population.
 - Populations of special concern include business and property owners, renters, and residents who speak a language other than English at home. These populations typically do not participate in public engagement processes.
 - We will adjust the public engagement plan if engagement activities are not resulting in diverse participation.
4. **Impact.** The public outreach process should inform the decision-making process for the Town Center Plan.
- Major themes and trends identified through the public engagement efforts will be recorded and presented to City staff, the Planning Commission, and City Council members. These themes will inform the Plan analyses and recommendations.

TARGET PARTICIPANTS

As described above, the Town Center Planning process aims to build enduring community relationships and partnerships across the community. The high profile of this planning area and its central role in the community presents an opportunity to engage and mobilize community members, including those who might not traditionally participate in public planning processes. The commercial nature of the project area also provides a catalyst for engaging private business and property owners.

Target participants include:

- Residents, in and adjacent to Town Center, and from throughout the city
- Employees in Town Center
- Property owners, commercial and residential, in Town Center
- Business owners, retail and non-retail, in Town Center
- Major Employers in Wilsonville
- Wilsonville Chamber of Commerce
- Community-based organizations, including arts, culture, and services
- Tenant and neighborhood association representatives
- Local and state agencies
- Relevant utilities
- Non-English speakers
- Senior community
- Youth

Communication and Outreach Methods and Tools

A variety of engagement tools and activities will encourage community and business leaders, Wilsonville residents and employees, City and partner agency staff, and other interested community members to become active participants in the Town Center planning process. This strategy includes multiple opportunities for input so that community members can participate in a manner that is convenient for and accessible to them. This inclusive approach to outreach is especially important for reaching people whose voices are often underrepresented in planning processes.

PUBLIC OFFICIAL AND CITY STAFF INVOLVEMENT ACTIVITIES

Throughout the planning process, public officials will be updated with the community's input and the results of the technical analysis, and provided with opportunities for input.

- **City Council Updates.** The Project Team will facilitate two joint meetings with Council and the Planning Commission and two works sessions with City Council. The Project Team will also present at two work sessions and a Council hearing in preparation for the adoption of the final plan. MIG will prepare the presentations, which will summarize key work products, and support City staff in completing the City Council meeting materials. City staff is responsible for submitting the City Council meeting materials.
- **Planning Commission Updates.** In addition to two joint meetings with Council, the Project Team will facilitate three work sessions with the Planning Commission. The Project Team will also present at two work sessions and a Commission hearing in preparation for the adoption of the final plan. MIG will prepare the presentations, which will summarize key work products, and

support City staff in completing the Planning Commission meeting materials. City staff is responsible for submitting the Planning Commission meeting materials.

PUBLIC INVOLVEMENT ACTIVITIES

Project Task Force

A Project Task Force will be recruited through various channels, including a mass mailing of invitations to individuals and groups representing the target participants as well as a call for applications through the City's news blast. The Project Team will review Task Force applications and select members that represent a variety of perspectives (target participants listed on the previous page). Those who are interested in being involved in the Town Center planning process but are not selected for the Task Force, or would prefer a different role in the project, will be invited to participate through stakeholder meetings, interviews, and/or other public events.

The Task Force will meet up to six times during the planning process to provide guidance on project deliverables and engagement activities. Members of the Task Force will also be asked to communicate opportunities for public participation to their constituents and communities. MIG will organize and facilitate the meetings and provide meeting materials and summaries.

Technical Partners

Throughout the process, the Project Team will work with agency partners, such as local utilities, transit, the County, and Metro to ensure consistency with other local planning efforts and processes. These technical partners will review technical analyses and provide input on recommended strategies and project priorities, as appropriate.

Stakeholder Meetings

Up to ten individual or small group stakeholder meetings, facilitated by MIG, will provide an opportunity for individuals or small groups who could have a significant influence on the project but may not be part of the Task Force, to provide input. The intent of the meetings is to gain information on existing conditions and best practices for redevelopment in the Town Center, engage landowners and businesses, vet potential goals and objectives for the project, and identify regulatory challenges and desired land use patterns. This is an opportunity for the City's leadership to connect with some of Town Center's larger non-local land owners and invite them to be involved in the planning process. Interviews are anticipated to take between 30 and 60 minutes each and will be documented with notes prepared by MIG and combined into one brief summary document. The City will lead the scheduling of these meetings.

Stakeholders may include, but are not limited to, representatives from the following organizations:

- Landowners
- Business
- City Council
- Planning Commission
- Local neighborhood and community groups
- Chamber of Commerce
- Rotary
- Development experts

Community Kick-Off

A public event will introduce the Town Center Plan to the community at large and set the stage for an ongoing public engagement process. The Project Team will provide event participants with a brief project background presentation including infographics summarizing current conditions in project area. Presentation materials will also highlight best practices in urban design and successful examples of town

centers in other communities. Urban design, land use, and real estate market experts will be at the event to speak with community members and public officials about the Town Center Plan and best practices that Wilsonville can consider for Town Center. Interactive activities and/or small group discussions will focus on developing a vision and project goals. Workshop participants will also identify and discuss opportunities and constraints for Town Center. Interactive workshop activities could include the following:

- Workshop participants describe their desired future Town Center on a placard and have their photos taken with their future Town Center. This prompts people to start thinking big picture about what's possible in Town Center. The placards displayed in public venues and future community events and posted to the website.
- Workshop participants use graphic stickers on large maps to mark assets and issues in Town Center. This activity allows workshop participants to describe their experiences in Town Center, such as where they enjoy spending time and where and how they travel. This activity may be conducted in small groups and facilitated by a Project Team member. Facilitators will graphically record small group discussions.

Mapita Online Survey

Mapita is an online map-based survey platform through which participants respond with place-based feedback. The survey will launch directly following the Community Kick-Off and will run through early Spring 2017. The survey will provide people who were not at the Kick-Off event with the opportunity to identify opportunities and constraints in Town Center. The survey will ask questions about how community members perceive, use, and move through Town Center. The survey may also ask participants to locate and describe any issues and barriers they face while accessing Town Center, and their transportation and land use preferences. The response data will dovetail with the environmental and multimodal transportation analyses to provide insights into how current conditions impact community members' transportation and use patterns.

Community Design Workshop #1

Design Workshops are collaborative public events that invite community members to make choices about the future of the planning area. These events are accessible to all ages and abilities, and in addition to informing The Plan, they also help build community and generate excitement about the Plan. Community Design Workshop #1 will be a ½-day Saturday event for the general public to kick off the design process. Interactive and accessible activities will allow participants to visualize potential development and multimodal transportation options, density, massing, urban design. The concepts developed by the workshop participants will be shared with the wider community via an online survey. The results of the workshop and survey will be compiled into a presentation-style report. The concepts will be refined by the Project Team and shared at Community Design Workshop #2.

Community Design Workshop #2

Community Design Workshop #2 will provide participants with the results of the community outreach and project analyses to-date. The workshop will introduce the design options developed by the Project Team coming from the ideas identified during the first workshop, and refined by community input and technical analysis. The Project Team will confirm the workshop format as it approaches, but assume it will include:

- Keypad polling to allow participants to anonymously provide feedback on aspects of the design concepts that they agree or disagree with. Results are shown instantly.
- Facilitated small group discussions to refine the concepts

- Small group report-outs to the larger group. MIG will capture the discussion using wall-graphic techniques.

Pop-Up Event

An interactive pop-up event(s) in Town Center will raise awareness about the Town Center Plan and help refine the final recommendations of The Plan. The event will be held in late August after completion of the Draft Urban Design and Land Use Plan and Priority Projects. The event should align with an existing well-attended event, such as a city-wide BBQ or a Rotary Concert.

The event will feature display boards that describe the key components of the Draft Urban Design and Land Use Plan strategies and describe how public input shaped the strategies. The interactive display boards will encourage further public feedback on strategy and policy recommendations. Pop-up events are also good opportunities for tactical urbanism interventions, such as temporarily reconfiguring streets to show proposed new alignments, pop-up stores, public art, parklets (parking spaces converted into public amenities such as mini parks, café seating, or street libraries with a seating area), or activating vacant lots with temporary uses. The public input from this event will help the Project Team to refine the draft plan and implementation strategy.

Idea Centers

The City will host neighborhood “Idea Centers” in high-visibility locations such as the City Library, Parks and Recreation Center, and Community Center. These “Idea Centers” will provide information about the Town Center Planning process and be updated regularly with project material, including results from the Kick-Off Event and Community Workshops, and the design options. The Idea Centers can also serve as platforms for feedback, inviting passersby to comment on maps or write their responses to “Questions of the Month” on post-its. The Idea Centers will promote the online surveys and community events to encourage viewers to get involved in the Plan.

Neighborhood Pop-Ups

City staff will go out into the community to receive input at casual and accessible venues, such as coffee shops and pubs, and/or bring mobile workshops to popular shopping locations or events. These on-the-ground outreach methods reach people during their daily routines and are low-barrier access points to the planning process, especially for those who are intimidated by traditional workshops or surveys.

Targeted Engagement Activities

The Consultant Team will support the City in executing ongoing community outreach and engagement activities that engage people where they are and provide opportunities for input from targeted groups or input about specific issues. These activities will be completed on an as-needed basis. Supplemental engagement activities will be deployed in response to the following conditions:

- If the analysis surfaces an issue or topic that requires additional input or feedback from a specific community or stakeholder group.
- If the demographics of participants in the other public involvement activities are not reflective of the Wilsonville community and there is a significant gap in representation. The Project Team will review participation after every significant community event as well as surveys to evaluate levels of participation across target community groups and participants.
- If a group of community members or stakeholders expresses a high level of interest in working with the City to bring the planning process to their constituents.

The following is a list of potential targeted outreach services. Not all the following activities will necessarily be used during this planning process:

- Neighborhood/district workshops and forums
- Outreach materials at community festivals and events
- Intercept surveys in high traffic areas and events
- Live Q & A on Facebook
- Presentations at Community Groups like Chamber, Rotary Club, Kiwanis Club
- Workshops with high school students

For all community events: The Consultant Team will lead the workshops and develop materials. City staff will lead and staff ongoing community events. The City will be responsible for identifying and providing a location for the workshop or event, providing logistical support and publicizing the event to the public through the various communication methods and protocols (described below).

PROMOTIONAL TOOLS

- **Project Website.** MIG will develop and maintain a branded project website to provide project updates, ways to get involved and current plan status. The website will include interactive features, such as monthly polls. City staff will assist in updating the website with current information about the project.
- **Social Media Engagement.** MIG will work with the City to ensure that the City's social media platforms are used to raise awareness about the Town Center Plan and promote opportunities to get involved in the planning process. Facebook can also serve as a platform for discussion, where input and feedback can be collected.
- **Boones Ferry Messenger:** MIG will work with the City to ensure that the City's newsletter, the Boones Ferry Messenger is used to raise awareness about the Town Center Plan and promote opportunities to get involved in the planning process.
- **Press Releases:** MIG will work with the City to use press releases issued to the local media to raise awareness about the Town Center Plan and promote opportunities to get involved in the planning process.
- **Idea Centers:** MIG will work with the City to prepare rotating materials aimed at sharing information and gathering input for community bulletin boards located at the City Library, Parks and Recreation Center, and Community Center (described above).

Continued on following page

OUTREACH TOOLS MATRIX

	Project Task Force	Stakeholder Meetings	Public Events	Targeted Engagement Activities	Surveys	City Council / Planning Commission Updates	Website Updates & Boones Ferry Messenger	Media Relations (press release and media outreach)	Social Media
General public, including the senior community and youth	X		X	X	X	X	X	X	X
Non-English Speaking Community Members			X	X	X	X			
Employees in Town Center		X	X	X	X	X	X	X	X
Employers in Town Center	X	X	X		X	X	X	X	X
Property owners, commercial and residential, in Town Center	X	X	X		X	X	X	X	X
Business owners, retail and non-retail, in Town Center & Chamber of Commerce	X	X	X	X	X	X	X	X	X
Developers/Brokers		X				X	X	X	
Local/State agencies (transportation, land use, education)		X	X		X	X	X		
Residents in and adjacent to Town Center	X		X	X	X	X	X	X	X
Tenant and neighborhood association representatives	X	X	X	X	X	X	X	X	X
Community-based organizations, including arts, culture, and services	X	X	X	X	X	X	X	X	X



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City of Wilsonville General News

Posted on: December 1, 2016

City Seeks Task Force Members for the Wilsonville Town Center Plan

The City of Wilsonville invites interested members of the public to apply to serve on a task force for the Wilsonville Town Center Plan. The project focuses on creating a community-driven vision for the Town Center that guides future development efforts.



Task force members are expected to meet approximately six times over the next two years to discuss technical analyses, review public input and shape project recommendations. The composition of the task force includes approximately 15 members representing a diverse range of perspectives that may include residents and employees, business and property owners in Town Center, community-based service organizations, youth, and senior groups, among others. Applications to serve on the task force are available at www.ci.wilsonville.or.us/TownCenter and are due by Friday, Dec. 23, 5:00 pm, to Sandra King, City Recorder, at 503-570-1506; king@ci.wilsonville.or.us.

The goal of the Wilsonville Town Center Plan is to create a long-range vision for how the area can better serve the interests and needs of residents, visitors, businesses, property owners, and local employees. The plan seeks to develop strategies for how the Town Center area can evolve into a more attractive, commercially vibrant, pedestrian-friendly, mixed-use district that is easily accessible to all. The approximate 100-acre project area encompasses the properties north of Wilsonville Road, within and adjacent to Town Center Loop. As needed, the project also includes "influence areas" adjacent to Town Center, such as Village at Main and City facilities, that could benefit from activity in the area.

The planning process kicks-off in early 2017 and is anticipated to be completed by late 2018 when the Wilsonville City Council is expected to consider adoption of the plan. The project includes various opportunities for community input and engagement including community workshops, online and in-person surveys, pop-up events around town and idea centers located in key community spaces such as the Wilsonville Public Library.

Funding for the Wilsonville Town Center Plan is provided by a \$320,000 grant from Metro's Community Planning and Development Grant program along with a \$100,000 matching contribution from the City.

For more information, or to sign up for updates and event information, please visit the project website at www.ci.wilsonville.or.us/TownCenter, or contact Miranda Bateschell, Long-Range Planning Manager, at 503-570-1581, bateschell@ci.wilsonville.or.us.

[Learn more about the Wilsonville Town Center Plan.](#)

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December 2, 2016

«Contact»
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«Business_L»
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Dear Business Owner:

As a licensed business located in the Wilsonville Town Center, the City is pleased to inform you of an upcoming planning effort in Town Center and invite you to participate in the project. Given your direct connection to Town Center, your perspective will be very important to the success of this effort. Please consider submitting an application to serve on a Task Force for the Wilsonville Town Center Plan. The City is currently seeking members of the public to apply, and Task Force applications are **due by 5pm Friday, December 23**. For your convenience, an application is enclosed and is also available at <http://www.ci.wilsonville.or.us/826/Town-Center>.

The Wilsonville Town Center Plan will include creation of a community-driven vision for Town Center and a guide for future development. Task Force members are expected to meet approximately six times over the next two years to discuss technical analyses, public input and project recommendations. The composition of the Task Force is to include approximately fifteen members who represent a diverse range of voices and perspectives on the project. This may include residents and employees, businesses and property owners in Town Center, community-based service organizations, youth, and senior groups, among others.

The goal of the Wilsonville Town Center Plan is to create a long-range vision for how the Town Center area can better serve the interests and needs of residents, visitors, property and business owners, and local employees. The plan seeks to develop strategies for how the Town Center area can evolve into a more attractive, commercially vibrant, mixed-use district that is easily accessible to all. The planning process will kick-off in early 2017 and is anticipated to be completed by late 2018 when the Wilsonville City Council is expected to consider adoption of the Plan. The project will include various opportunities for community input and engagement including community workshops, online and in-person surveys, pop-up events around town, and idea centers located in key community spaces such as the City Library.

A one page summary of the project is enclosed. For more information, or to sign up for updates and event information, please visit the project website at: <http://www.ci.wilsonville.or.us/826/Town-Center>, or contact me by phone 503 570-1581 or email at bateschell@ci.wilsonville.or.us. I look forward to hearing from you.

Sincerely,



Miranda Bateschell
Long Range Planning Manager

MB:tb

Enclosed: Application
 Project Summary

WILSONVILLE TOWN CENTER PLAN

DECEMBER 2016

HOW CAN WE BUILD UPON TOWN CENTER'S MANY COMMUNITY ASSETS TO MAKE IT A MORE VIBRANT, WELL-CONNECTED, AND RESILIENT DISTRICT?

PROJECT PURPOSE

The Town Center Plan will guide development in Town Center to create a cohesive, unified district that enhances existing assets in the area and sets the stage for new development. The Plan will provide a community-driven vision for Town Center and strategic actions that will establish a clear path forward to advancing the vision. These actions may include new projects, programs, partnerships or policies.

COMMUNITY INVOLVEMENT

The City is committed to an accessible and transparent public process that incorporates a diverse range of voices and perspectives. Opportunities for community input and engagement will include:

- ▶ Task Force
- ▶ Interviews with businesses and community groups
- ▶ Community workshops
- ▶ Online and in-person surveys
- ▶ Idea centers located in key community spaces like the Library
- ▶ Pop-up events around town

PROJECT NEED

Town Center is a hub of shopping, recreation, education, transit, and civic activity. It is home to City Hall, Town Center Park, and a Korean War Memorial, as well as a diversity of businesses, services, and residences. Yet, the district's underutilized land, disconnected street and path network, and the poor visibility of businesses have been barriers to Town Center developing into a vibrant 21st Century city center.

PROJECT SCHEDULE

The planning process started in Fall 2016 and is expected to be complete by mid-to-late 2018, when the Wilsonville City Council will consider the Plan.



PROJECT AREA



Wilsonville Town Center is approximately 100 acres within and adjacent to Town Center Loop. As needed, the project will also study “influence areas,” adjacent to the Town Center that could benefit from activity in the area.

Town Center is an important economic and cultural hub for the Wilsonville community and the region at large. Wilsonville Town Center is designated as a 2040 regional town center by Metro’s 2040 Growth Concept map and this planning process is funded largely through a Metro Community Planning and Development Grant.



TOWN CENTER PLAN TASK FORCE APPLICATION FOR APPOINTMENT

APPLICANT CONTACT INFORMATION

Full Name

Last Name

First Name

Middle Name

Mailing Address
(Street or PO Box)

City

State

Zip code

Residential Address,
if different from above

City

State

Zip code

Telephone

Home Phone

Work Phone

Cell/Mobile Phone

Email Address

**Business / Employer
Name**

**Mailing Address of
Business / Employer**

City

State

Zip code

Present Occupation

Is the Applicant a Resident of Wilsonville: No Yes – since year: _____

Is the Applicant an Employee in Wilsonville: No Yes – since year: _____

Is the Applicant a Business Owner/Employer in Wilsonville: No Yes --since year: _____

APPLICANT BACKGROUND INFORMATION

1. Describe why you would like to be appointed to the Task Force:

Continued on next page

2. Are there specific interests or organizations that you could represent in your input to this project (such as residential community, business owner, senior, youth, communities of color, arts and culture)?

3. What experience or skills would you bring to this volunteer City appointment?

You may attach a resume.

4. Please list any previous City or other government appointments, offices or activities you may had.

I verify that the foregoing information is correct and that I wish to be considered for appointment to the Task Force.

Signature: _____

Date: _____

Please return this form to:

City Recorder
City of Wilsonville
29799 SW Town Center Loop East
Wilsonville, OR 97070
Fax: 503-682-1015

For Questions / More Information

Sandy King, City Recorder
503-570-1506

For office use only:
Date Received:
Date Considered:
Action:

CITY COUNCIL ROLLING SCHEDULE

Board and Commission Meetings 2016

Items known as of 12/27/16

JANUARY

DATE	DAY	TIME	EVENT	LOCATION
1/2	Monday		New Year's Holiday, City offices closed	
1/5	Thursday	7 p.m.	City Council Meeting	Council Chambers
1/9	Monday	1 p.m.	Wilsonville Community Seniors	Community Center
1/9	Monday	6:30 p.m.	Cancelled - DRB Panel A	Council Chambers
1/11	Wednesday	6 p.m.	Planning Commission	Council Chambers
1/16	Monday		Martin Luther King Holiday, City offices closed	
1/18	Wednesday	6 p.m.	Citizens Academy	City Hall
1/19	Thursday	7 p.m.	City Council Meeting	Council Chambers
1/23	Monday	6:30 p.m.	DRB Panel B	Council Chambers
1/25	Wednesday	6:30 p.m.	Library Board	Library



**Proclamation Declaring Wilsonville, Oregon, as a Community That Celebrates Cultural Diversity and Social Inclusion
January 5, 2017**

Whereas, on the national holiday occasion that our state and nation honor the late Dr. Martin Luther King, Jr., who devoted his life to advancing equality, social justice and opportunity for all, and challenged all Americans to participate in the never-ending work of building a more perfect union; and

Whereas, the United States was founded on the fundamental conviction that all “are equal” and all persons are entitled to equal protection, equal opportunity and the enjoyment of Civil Rights; and

Whereas, the Civil Rights Act of 1968 with amendments and the laws of the State of Oregon prohibit discrimination in employment and in housing, based on race, color, national origin, religion, sex, familial status, pregnancy, physical and mental disability, veteran status, age, health and genetic testing, and military service; and

Whereas, Wilsonville residents, employees and visitors come from diverse cultural backgrounds, speak many languages, are young and old, differ ethnically and racially, vary by gender, sexual identification, family composition, and freely practice a variety of religions and hold a wide variety of spiritual beliefs; and

Whereas, Wilsonville, as a community that celebrates cultural diversity and social inclusion, actively seeks to prevent prejudice, and stop those who, because of hate, would hurt, bully, harass, or violate the civil rights of anyone; and

Whereas, racism, religious discrimination, homophobia, and ethnic bigotry undermines our community, schools and the promise of equal justice under the law for all; and

Whereas, the residents of Wilsonville value diversity, support inclusion and believe that the our community’s diversity is a strength and is to be celebrated;

NOW, THEREFORE, I, Tim Knapp, Mayor proclaim Wilsonville, Oregon, as a community that celebrates cultural diversity and social inclusion.

Tim Knapp, Mayor
Signed: January 19, 2017



**CITY COUNCIL MEETING
STAFF REPORT**

<p>Meeting Date: January 5, 2017</p>	<p>Subject: Resolution No. 2608 Intergovernmental Cooperative Agreement – Future Transfer of Roadway Authority on Portions of Stafford Road and Advance Road from Clackamas County to the City of Wilsonville Staff Member: Nancy Kraushaar, Steve Adams, PE, Development Engineering Manager Department: Community Development</p>	
<p>Action Required</p>	<p>Advisory Board/Commission Recommendation</p>	
<p><input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1st Reading Date: <input type="checkbox"/> Ordinance 2nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda</p>	<p><input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable</p> <p>Comments:</p>	
<p>Staff Recommendation: Staff recommends approval of Resolution No. 2608</p>		
<p>Recommended Language for Motion: I move to approve Resolution No. 2608</p>		
<p>Project / Issue Relates To: <i>[Identify which goal(s), master plans(s) your issue relates to.]</i></p>		
<p><input checked="" type="checkbox"/> Council Goals/Priorities</p>	<p><input checked="" type="checkbox"/> Adopted Master Plan(s) Transportation System Plan UU-02 Boeckman Road Urban Upgrade UU-10 Advance Road Urban Upgrade</p>	<p><input type="checkbox"/> Not Applicable</p>

ISSUE BEFORE COUNCIL:

A Resolution to enter into an Intergovernmental Cooperative Agreement (IGA) regarding the future transfer of roadway authority on portions of Stafford Road and Advance Road from Clackamas County to the City of Wilsonville.

EXECUTIVE SUMMARY:

This IGA for future roadway authority transfer from Clackamas County to the City of Wilsonville is related to the Meridian Creek Middle School. The West Linn-Wilsonville School District has the roadway construction package for the school project out to bid which includes reconstruction of sections of Advance Road, Stafford Road, Boeckman Road and their intersection. The City wishes to be the road authority for the newly constructed sections that are presently under County authority so they will be designed, permitted, and constructed to City of Wilsonville Public Works Standards.

The transfer cannot be made until the school district has acquired from adjacent property owners all right-of-way and easements needed to complete the roadway construction. This IGA assures the County of the City's commitment to becoming the road authority and allows the roadway sections to be designed and constructed to City standards while the school district completes their acquisition and bidding processes.

EXPECTED RESULTS:

Approval of this Resolution to enter into an IGA with Clackamas County allows the School District to stay within their timeline for off-site street improvements being completed prior to the new Meridian Creek Middle School opening in September 2017.

TIMELINE:

City staff will work with Clackamas County staff in completing the transfer of roadway authority from Clackamas County to the City.

CURRENT YEAR BUDGET IMPACTS:

N/A

FINANCIAL REVIEW / COMMENTS:

Reviewed by: Date:

LEGAL REVIEW / COMMENT:

This transfer of this road authority has ongoing legal significance in that it precludes the City from restricting truck traffic on this road segment, which is not a restriction previously imposed and is an apparent County reaction to the Ordinance the City recently passed restricting truck traffic on a segment of Wilsonville Road.

Reviewed by: BAJ 11-23-16

COMMUNITY INVOLVEMENT PROCESS:

Roadway authority transfer is a formality between the County and City and typically does not involve community involvement. However, what creates the need for a transfer in roadway authority is development adjacent to the City limits.

In 2015 the West Linn-Wilsonville School District held numerous meetings with citizens and neighbors to present the middle school project and included exhibits showing the anticipated off-site street improvements to Advance Road, Stafford Road, Boeckman Road and the intersection. The middle school project also went through two Development Review Board hearings in 2015 with the opportunity for citizens to attend and comment.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

For the past two years the School District and City have proceeded with the premise that the City would be the road authority on the sections of Stafford Road and Advance Road being reconstructed by the District. Improvements to these roads have been designed and approved based on City Public Works Standards. To not agree to transfer the roadway authority would necessitate a redesign of several of the plan sheets to meet County Standards and the time table for having the roadways completed by September 2017 would likely be missed.

In addition, having Stafford Road and Advance Road inspected by the County, but the new signalized intersection, Boeckman Road, 63rd Avenue and Hazel Street being inspected by the City would be challenging for the contractor, District, County and City.

The off-site improvements to the intersection of SW Wilsonville Road-Stafford Road/SW Boeckman Road-Advance Road and widening of Advance Road were identified in the Advance Road Middle School Transportation Impact Study, completed by DKS Associates in June 2015. Improvements to Stafford Road and Boeckman Road are required with the proposed signalized intersection improvements. Once completed these roadway improvements will provide improved travel times through this area and provide improved safety for pedestrians and bicyclists. The signalized intersection will also improve traffic flow to and from the planned Frog Pond West neighborhood.

ALTERNATIVES:

Once the decision was made by West Linn – Wilsonville Schools to purchase the land along the east edge of the City limits and site a school here improvements to Advance Road and the Advance/Stafford/Boeckman/Wilsonville Road intersection would likely be needed to meet transportation standards. There is no alternative way to easily service the Meridian Creek Middle School.

CITY MANAGER COMMENT:

ATTACHMENTS:

Resolution No. 2608

RESOLUTION NO. 2608

A RESOLUTION OF THE CITY OF WILSONVILLE TO ENTER INTO AN INTERGOVERNMENTAL COOPERATIVE AGREEMENT REGARDING FUTURE TRANSFER OF ROADWAY AUTHORITY ON PORTIONS OF STAFFORD ROAD AND ADVANCE ROAD FROM CLACKAMAS COUNTY TO THE CITY OF WILSONVILLE

WHEREAS, Clackamas County (County) is the current roadway authority on Stafford Road and Advance Road; and

WHEREAS, roadway improvements are required on Advance Road and for a new signalized intersection at the Advance Road/ Boeckman Road/ Stafford Road/ Wilsonville Road intersection for the West Linn-Wilsonville School District's (School District's) new Meridian Creek Middle School being constructed on property that has been annexed into the City of Wilsonville (City); and

WHEREAS, the City prefers that roads upgraded to urban standards within City limits be designed, permitted, and constructed using the City's Public Works Standards; and

WHEREAS, the improvements to Advance Road and the Advance Road/ Boeckman Road/ Stafford Road/ Wilsonville Road intersection work have been designed to City of Wilsonville Public Works Standards and will be permitted and inspected by City staff; and

WHEREAS, the City expects to become the road authority for the resulting improved roadway sections; and

WHEREAS, the School District is in the process of seeking a bid for these roadway improvements; and

WHEREAS, the School District is in the process of acquiring the right-of-way and easements needed for the roadway improvements; and

WHEREAS, the County has allowed the project to move forward to meet the School District's schedule, but seeks assurance that the City is committed to the road authority transfer for the sections of roadway designed and constructed using City of Wilsonville Public Works Standards; and

WHEREAS, the subject Intergovernmental Cooperative Agreement, attached hereto and fully incorporated herein, provides assurance that the City will seek a road authority transfer on sections of Stafford Road and Advance Road and allows the construction process to continue.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. To enter into an Intergovernmental Cooperative Agreement, attached hereto and fully incorporated herein, to transfer roadway authority for sections of Stafford Road and Advance Road from the County to the City within 90 days of its signing.
2. This resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a special meeting thereof this 5th day of January, 2017 and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Sandra C. King, City Recorder, MMC

SUMMARY OF VOTES:

Mayor Knapp
Council President Starr
Councilor Fitzgerald
Councilor Stevens
Councilor Lehan

Attachments:

Intergovernmental Cooperative Agreement for Future Transfer of Roadway Authority on Portions of Stafford Road and Advance Road from Clackamas County to the City of Wilsonville

**INTERGOVERNMENTAL COOPERATIVE AGREEMENT
FOR FUTURE TRANSFER OF ROADWAY AUTHORITY ON
PORTIONS OF STAFFORD ROAD AND ADVANCE ROAD FROM
CLACKAMAS COUNTY TO THE CITY OF WILSONVILLE**

RECITALS:

- A. WHEREAS, the City of Wilsonville (“City”), an Oregon municipal corporation, and Clackamas County (“County”), an Oregon municipal corporation, are authorized pursuant to ORS 190.003 et seq. to enter into intergovernmental agreements for the performance of any and all functions and activities that a party, or its officers or agencies, have authority to perform; and
- B. WHEREAS, City and the West Linn-Wilsonville School District (“District”), an Oregon school district, have previously entered into an Intergovernmental Cooperative Agreement (dated January 14, 2016) as authorized pursuant to ORS 280.150 to “jointly, in such manner as they shall agree upon, construct, acquire, own, equip, operate and maintain facilities which will directly aid each participating governmental unit in performing a duty or duties imposed upon it or aid in exercising a power or powers conferred upon it, and may appropriate money and may issue bonds therefore”; and
- C. WHEREAS, the District has undertaken construction of the Meridian Creek Middle School, with a scheduled opening in the fall of 2017; and
- D. WHEREAS, the development of this school site will require, as conditions for development approval, the construction of a public road system to access the site, improvements to connecting roads serving the site, installation of a signalized intersection, extension of water and sanitary sewer main lines, and providing of storm drainage systems; and
- E. WHEREAS, the District is responsible for acquiring all property for right-of-way and easements required to support all street and utility improvements and transfer the right-of-way and easements to the City; and
- F. WHEREAS, the City has agreed with the County to transfer the roadway authority on those portions of Stafford Road and Advance Road receiving construction improvements as depicted in Exhibit “A”; and

- G. WHEREAS, the acquisition of the property required for right-of-way and easements has been delayed and will likely not be completed until after the District has received bids and hired a construction contractor for these roadway improvements; and
- H. WHEREAS, the City, the County and the District desire to maintain plan review and project permitting through the City, absolving the County of their usual and typical role as being the Roadway Authority; and
- I. WHEREAS, the City has agreed to formally accept the transfer of roadway authority on those portions of Stafford Road and Advance Road receiving construction improvements from the County to the City whereupon the City assumes all ownership and maintenance responsibilities;

NOW, THEREFORE, in consideration of the mutual promises and agreements contained herein, the undersigned parties jointly and respectively agree as follows:

1. The recitals above are incorporated by reference herein as findings in support of the respective parties' authority pursuant to ORS 190.003 et seq. and ORS 280.150.
2. Stafford Road and Advance Road Improvements. Those portions of Stafford Road and Advance Road receiving construction improvements by the District as shown in **Exhibit A**, attached hereto and incorporated by reference herein. On these portions of Stafford Road and Advance Road being improved the City cannot restrict through truck movements, unless there is concurrence and agreement from the County to limit truck usage. The City will request the transfer of roadway authority on these portions of Stafford Road and Advance Road within ninety (90) days of the signing of this IGA.
3. Construction Plan Review, Approval, Permitting and Inspection. The District will work through the City to obtain all plan review, approval, permitting and inspection for construction work on portions of Stafford Road and Advance Road.
4. Miscellaneous.
 - 4.1. Further Assurances. Each party shall execute and deliver any and all additional papers, documents, and other assurances, and shall do any and all acts and things reasonably necessary in connection with the performance of its obligations hereunder, in good faith, to carry out the intent of the parties hereto.

4.2. Modification or Amendment. No amendment, change, or modification of this Agreement shall be valid, unless in writing and signed by the parties hereto.

4.3. Burden and Benefit; Assignment. The covenants and agreements contained herein shall be binding upon and inure to the benefit of the parties and their successors and assigns. Neither party may assign this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld, conditioned, or delayed.

4.4. No Continuing Waiver. The waiver by either party of any breach of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach.

4.5. Applicable Law. This Agreement shall be interpreted under the laws of the State of Oregon. Venue shall be in Clackamas County.

4.6. Time of Essence. Time is expressly declared to be the essence of this Agreement.

4.7. Notices. All notices, demands, consents, approvals, and other communications which are required or desired to be given by either party to the other hereunder shall be in writing and shall be faxed, scanned to PDF format and emailed, hand delivered, or sent by overnight courier or United States Mail at its address set forth below, or at such other address as such party shall have last designated by notice to the other. Notices, demands, consents, approvals, and other communications shall be deemed given when delivered, three days after mailing by United States Mail, or upon receipt if sent by courier; provided, however, that if any such notice or other communication shall also be sent by telecopy or fax machine, such notice shall be deemed given at the time and on the date of machine transmittal.

To City: City of Wilsonville
 Steve R. Adams, P.E.
 Development Engineering Manager
 29799 SW Town Center Loop E.
 Wilsonville OR 97070

To County: Clackamas County
 Mike Bezner
 150 Beaver Creek Road
 Oregon City OR 97045

4.8. Rights Cumulative. All rights, remedies, powers, and privileges conferred under this Agreement on the parties shall be cumulative of and in addition to, but not restrictive of or in lieu of, those conferred by law.

4.9. Counterparts. This Agreement may be executed in several counterparts, each of which shall be deemed an original, and all of such counterparts together shall constitute one and the same instrument.

4.10. No Third Party Beneficiaries. None of the duties and obligations of any party under this Agreement shall in any way or in any manner be deemed to create any rights in any person or entity other than the parties hereto.

4.11. Dispute Resolution - Mediation. All disputes arising out of this Agreement, shall first be submitted to mediation. Either party desiring mediation shall provide the other party with a written notice (the "Request to Mediate"), which shall set forth the nature of the dispute. The parties shall in good faith cooperate in the selection of a mediator and may adopt any procedural format that seems appropriate for the particular dispute. In the event a written settlement agreement is not executed by the parties, in the parties' sole discretion, within twenty (20) days from the date of the Request to Mediate, or such longer time frame as may be mutually agreed upon in writing by the parties.. If mediation does not occur within the required time frame or the mediation is unsuccessful the parties may mutually agree to arbitrate the dispute or, absent such mutual agreement, the dispute shall be decided in Clackamas County Circuit Court.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement as of this _____ day of _____, 2017.

CLACKAMAS COUNTY

CITY OF WILSONVILLE

By: _____
John Ludlow
Its: Chair, Board of County Commissioners

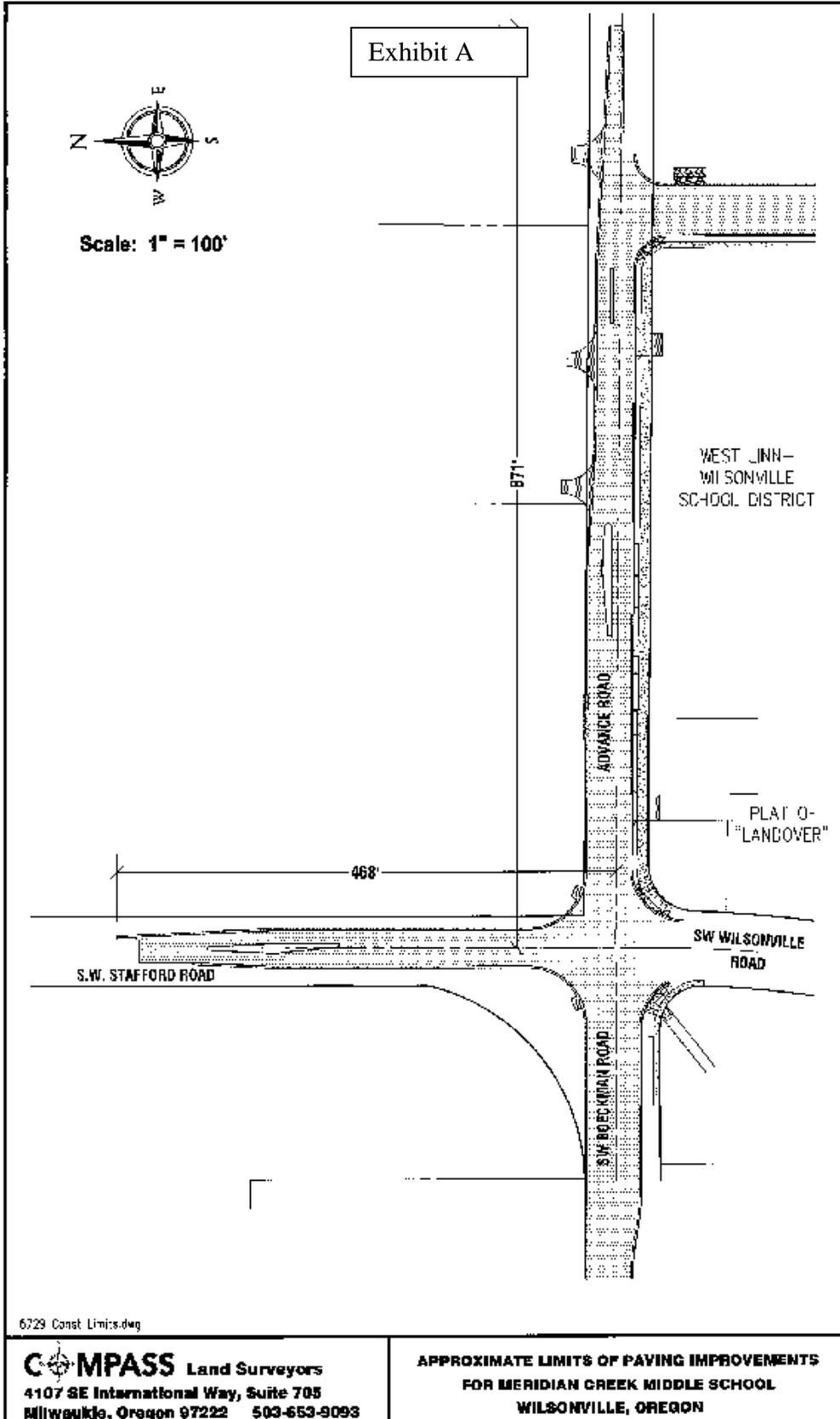
By: _____
Bryan Cosgrove
Its: City Manager

Approved as to form:

Approved as to form:

Nathan Boderman
Assistant County Counsel

Barbara A. Jacobson, OSB #824630
City Attorney



ORDINANCE NO. 803

AN ORDINANCE REGARDING ROAD MAINTENANCE, AUTHORIZING A FEE FOR THE PURPOSE OF ROAD MAINTENANCE SERVICES AND REPEALING ORDINANCE NOS. 484 AND 540

WHEREAS, street and road deterioration, if not managed through a program of prevention, early detection, and repair, can lead to large-scale disrepair and destruction of City streets and roads with serious traffic safety consequences as well as the sustained interruption of residential, industrial and commercial flow of traffic and the blighting of residential, industrial and commercial neighborhoods and areas of the City; and

WHEREAS, the City Council has concluded that a safe, functioning City street system through a regulated program of street maintenance is a priority need; and

WHEREAS, the City Manager has appointed a Task Force, comprised of business and citizen representatives, to consider methods of regulating a needed road maintenance program with a stable funding source to assure implementation of such a program; and

WHEREAS, said Task Force has held five work sessions from April 2016 through August of 2016, and has unanimously recommended a system whereby City streets are maintained at an overall safe functioning street system of an average pavement condition index (PCI) rating with a minimum of 65; and

WHEREAS, the Task Force recommends a methodology to categorize user classifications and to fairly apportion fees for such user classification for the purposes of a safe, functioning street system through a regulated road maintenance program; and

WHEREAS, the City Council finds said street maintenance regulatory program and methodology of categorizing road user classifications and apportioning fees to respective classifications is a reasonable and rational way to regulate a safe, functioning street system;

NOW, THEREFORE THE CITY OF WILSONVILLE ORDAINS AS FOLLOWS:

ARTICLE I

Definitions

Section 1. The following words and phrases, as used within this ordinance, have the following definitions and meanings:

Developed Property. A parcel or portion of real property on which an improvement exists. Improvement on developed property includes, but is not limited to, buildings, parking lots, and outside storage.

ITE Manual. Institute of Transportation Engineers Trip Generation Manual.

Pavement Condition Index (PCI). A uniform way to measure pavement distress with a rating scale from 1 to 100, with higher values indicating better condition.

Street or Road. A public road or right-of-way within the City, which is under the jurisdiction or control of the City. For purposes of this ordinance, county, state and federal roads are excluded.

ARTICLE II

Regulatory Program

Section 1. There is hereby created a road maintenance regulatory program for the purpose of maintaining a safe, functioning City street system measured at an overall average pavement condition index (PCI) rating above 65.

Section 2. A road maintenance fund has been established. Revenues collected pursuant to this ordinance shall be dedicated to the road maintenance fund and used exclusively to fund the street maintenance/regulatory program to provide for a safe, functioning street system. In the event that road maintenance fees collected are insufficient to properly regulate the maintenance of City streets, additional funding may be allocated by the City Council from other non-dedicated City funds provided, however, the City Council may direct the reimbursement to such other fund from road maintenance fees.

ARTICLE III

Authorization

Section 1. In order to maintain a safe, functioning street system a monthly road maintenance fee shall be charged to customers according to a methodology established by City Council resolution. Changes to the methodology or fee shall also be adopted by resolution.

Section 2. The City's Community Development Director or designee is authorized to review the operation of this program and where appropriate recommend changes thereto in the form of administrative procedures for adoption by the City Council by resolution. Such procedures if adopted by the Council shall be given full force and effect, and unless clearly inconsistent with this ordinance shall apply uniformly throughout the City.

Section 3. Every five years the City shall convene a Task Force for the purpose of reviewing the revenue requirements of the road maintenance program and the corresponding fees charged to ensure a sustainable program. The Task Force shall advise the City Council as to any recommended modifications to the program or fees. Such a review shall occur sooner in the

event the City receives substantial new sources of funds from federal, state, regional, or county programs earmarked for street system maintenance/improvements.

ARTICLE IV

Enforcement

Section 1. For customers that pay a combined City utility bill, in the event the bill is not paid in full and funds received by the city for utility billings are inadequate to satisfy in full all of the water, sewer, stormwater, streetlight, and road maintenance fees, credit shall be given first to the road maintenance fee, second to the sewer service charges, third to the storm water charges, fourth to the streetlight charges, and fifth to the charges for water service.

Section 2. In addition to other lawful enforcement procedures, the City may enforce the collection of charges required by this ordinance by withholding delivery of water to any premises where road maintenance fees are delinquent or unpaid. Those customers without City utilities shall be delinquent if payment is not received within 15 business days of being billed, and may be subject to additional fees and penalties, including amount being sent to collections, if timely payment is not made.

Section 3. Notwithstanding any provision herein to the contrary, the City may institute any necessary legal proceedings to enforce the provisions of this Ordinance, including, but not limited to water shut-off and collection of charges owing, plus interest at the then current judgment rate. The City's enforcement remedies may be cumulative.

ARTICLE V

Appeal Process

Section 1. A road maintenance fee billing rate may be appealed in accordance with the following criteria and procedures. Any property owner/manager who disputes any interpretation given by the City as to the assigned billing category may appeal such interpretation.

a.) Appeal shall be made to the Community Development Director or designee. The Director may delegate the initial review and evaluation as may be necessary.

b.) If the appeal is successful, relief will be granted by reassignment to a more appropriate billing category. In such instances, reimbursement will be given for any overpayment, retroactive to the filing date of the appeal. Factors to be taken into consideration include, but are not limited to: availability of more accurate information; equity relative to billing categories assigned to other developments of a similar nature; changed circumstances; situations uniquely affecting road usage by the party filing the appeal.

c.) Application for appeal shall state the reason(s) for appeal and the requested reassignment in billing category with supporting documentation to justify the requested change.

d.) If the Community Development Director decides information provided through the appeal process justifies a change, the Community Development Director may authorize a change (up or down) retroactive to the date the appeal was filed.

e.) The Community Development Director shall make all reasonable attempts to resolve appeals utilizing available existing information, including supporting documentation filed with the appeal, within 30 days of the date the appeal was filed. If, however, more detailed site-specific information is necessary, the Community Development Director may request the applicant provide information regarding: size of the development, number of employees, number of business patrons, volume and/or nature of the business activity, or other factors reasonably related to the trip generation of the site.

f.) The Community Development Director shall file a report within 90 days of the date the appeal was filed explaining the disposition of the appeal, along with the rationale and supporting documentation for the decision reached.

g.) Decisions of the Community Development Director may be further appealed to the City Council, and shall be heard at a public meeting. Upon such appeal, the City Council shall, at its first regular meeting thereafter, set a hearing date and determine if the matter shall be heard solely upon the record or whether additional or new information and testimony may be submitted. In no event shall a final decision be made later than 90 days after the matter was formally appealed to the City Council.

h.) Appeals to the Community Development Director filed within 120 days of the effective date of this Ordinance shall not be subject to payment of an appeal fee. After this 120-day period, an appeal fee will be required for an appeal to the Community Development Director. An additional appeal fee is required for any appeal to the City Council. All appeal fees will be set by Council resolution and are fully refundable should the appellant adequately justify and secure the requested reassignment in billing category.

ARTICLE VI

Severability

Section 1. In the event any section, subsection, paragraph, sentence or phrase of this ordinance or any administrative policy adopted herein is determined by a court of competent jurisdiction to be invalid or unenforceable, the validity of the remainder of the ordinance shall continue to be effective.

Section 2. Nothing contained herein shall be construed as limiting the City's authority to levy special assessments in connection with public improvements pursuant to applicable law.

Section 3. The fees and charges herein are not intended to be taxes, nor are they subject to the property tax limitations of Article XI, Section 11(b), of the Oregon Constitution.

ARTICLE VII

Repeal of Prior Ordinances

Section 1. Ordinance No. 484 is hereby repealed.

Section 2. Ordinance No. 540 is hereby repealed.

SUBMITTED to the Wilsonville City Council and read for the first time at a meeting thereof on the 19th day of December, 2016, and scheduled for second reading on January 5, 2017, commencing at the hour of 7 p.m. at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon.

Sandra C. King, MMC, City Recorder

ENACTED by the City Council on the 5th day of January, 2017, by the following votes:

Yes: _____ No: _____

Sandra C. King, MMC, City Recorder

DATED and signed by the Mayor this _____ day of _____, 2017.

TIM KNAPP, MAYOR

SUMMARY OF VOTES:

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

**CITY OF WILSONVILLE
EMPLOYMENT AGREEMENT
2017-2018**

This Employment Agreement (“Agreement”) is made and entered into effective the 1st day of January, 2017 (“Effective Date”), by and between the **City of Wilsonville**, a municipal corporation of the State of Oregon (the “City”), and _____ (“Employee”), both of whom understand and agree as follows:

WITNESSETH:

WHEREAS, the City desires to employ the services of Employee as the Presiding Municipal Court Judge (“Judge”) for the City of Wilsonville, effective as of January 3, 2017; and

WHEREAS, it is the desire of the City to establish certain conditions of employment, establish certain benefits, and set working conditions for Employee; and

WHEREAS, Employee desires to accept employment as Judge of the City of Wilsonville;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Section 1. Term

The term of this Agreement shall be for a period of one (1) year from the Effective Date.

Section 2. Work Hours

The City hereby employs Employee as Judge for the City of Wilsonville. Employment is part-time and is compensated on an hourly basis. Judicial services (including use of pro-tems) are not to exceed twenty (20) hours per month without prior written approval of the Finance Director. Due to the limited hours, unless a PERS eligible employee, the only fringe benefit provided is sick leave, earned at the rate of one (1) hour for every thirty (30) hours worked. More information concerning benefits may be obtained from the City’s Human Resources Manager. Employee’s normal work hours will be to preside over Municipal Court, currently held every other Tuesday afternoon. Employee shall submit a timesheet for actual hours worked, provided that Employee will be paid for a minimum of two (2) hours on each court day, even if Employee works less time on any given court day. Employee will also be paid for all hours spent reviewing and researching case files and for all time spent writing opinions, rulings, and correspondence related to Municipal Court and the like.

Section 3. Employment Date and Status

Employment is at all times AT WILL, meaning Employee can resign and the City can terminate Employee’s employment at any time, with or without cause and with or without notice.

Section 4. Compensation

Employee shall be paid on an hourly basis for all hours worked, as outlined above at the rate of Ninety-Two Dollars (\$92) per hour (“Salary”).

Section 5. Assigned Duties

Employee will hear Municipal Court cases and render decisions. Employee will also respond, as required, to Municipal Court cases that may be appealed to a higher court. Employee will exercise supervision and control over court personnel when performing their in-court and Municipal Court responsibilities, including other judges and counter personnel, when Municipal Court is in session. A City Finance Department Manager will supervise the City’s Municipal Court program and is responsible for daily supervision and performance of City employees assigned to perform Municipal Court duties. In the event Employee has any cause for concern with any employee or other judge, Employee shall inform the Finance Department Manager of the concern and recommended action and the Finance Department Manager will then address the issue(s) raised. Employee agrees to perform these and other legally permissible and proper judicial duties and functions as the Wilsonville City Council (“Council”) assigns to Employee. Employee reports directly to the Wilsonville City Council.

Section 6. Professional Development

The City will reimburse Employee up to Five Hundred Fifty Dollars (\$550) per year for mileage, seminar tuition, bar dues, and travel accommodations to attend the Oregon Municipal Judge’s Association annual meeting, or similar training, if Employee elects to go, at Employee’s sole discretion. Employee is not paid for time spent at elective training. The City will also reimburse Employee up to Six Hundred Dollars (\$600) per year for membership in the Oregon State Bar, with proof of payment to the Oregon State Bar.

Section 7. Indemnification

The City shall defend, save harmless, and indemnify Employee against any tort, professional liability claim or demand, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee’s duties as Municipal Court Judge. The City may compromise and settle any such claim or suit and shall pay the amount of any settlement or judgment rendered thereon. No indemnification shall apply to acts done outside the course and scope of employment.

Section 8. Other Terms and Conditions of Employment

City Council, in consultation with Employee, shall fix any such other terms and conditions of employment as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City Charter, or any other law.

Section 9. General Provisions

9.1. This Agreement shall constitute the entire agreement between the parties.

9.2. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.

9.3. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

9.4. This Agreement may only be amended in writing, signed by both the City and Employee.

9.5. Waiver of any provision of this Agreement, either by the City or Employee, shall not constitute a future waiver of that or any other provision of this Agreement.

9.6. This Agreement shall be construed and interpreted in accordance with the laws of the State of Oregon, and venue for any dispute shall be in Clackamas County.

9.7. This Agreement, along with the City’s employment policies (as they may be amended and expanded from time to time), which have been or will be provided to and signed by Employee, sets forth the entire Agreement between the parties with respect to the subject matter contained herein and supersedes all prior agreements, negotiations, promises, or communications that are not contained herein.

IN WITNESS WHEREOF, the City of Wilsonville has caused this Agreement to be signed and executed in its behalf by its Mayor. Employee has signed and executed this Agreement. This Agreement may be signed in counterpart and with duplicate originals so that the City and Employee will both have an original copy of this Agreement.

CITY OF WILSONVILLE

EMPLOYEE

By: _____
Tim Knapp
As Its: Mayor

APPROVED AS TO FORM:

Barbara Jacobson, City Attorney

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**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: January 5, 2017		Subject: Resolution No. 2612 Road Maintenance Fee Staff Member: Mike Ward, P.E. Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: 12/19 <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" 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 Comments: 	
Staff Recommendation: Staff recommends Council approve Resolution No. 2612.			
Recommended Language for Motion: I move to approve Resolution No. 2612.			
Project / Issue Relates To: <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>			
<input checked="" type="checkbox"/> Council Goals/Priorities Well Maintained Infrastructure		<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL: Should the Council approve an updated methodology and billing rate as recommended by the Road Maintenance Task Force?

EXECUTIVE SUMMARY:

As previously discussed in staff reports regarding Ordinance 803, a Task Force of residents and businesses was formed to study the road maintenance fee. FCS Group presented several topics to the Task Force for consideration that are intended to make the methodology more transparent and better situated against a challenge. The Task Force recommended the following changes:

- 1) Change the methodology to remove truck counts. Truck counts are a factor in pavement wear, however the data are difficult and time consuming to accurately establish. None of the task force members were first aware that trucks were a component in their fees. However, proposed changes to the methodology will result in each trip having a charge, hence heavy trip generating entities will pay higher road maintenance fees than a single family resident, which will offset the lack of trucks as a factor in the billing method.
- 2) Remove specific reference to the edition of the Institute of Transportation Engineers (ITE) Manual on Trip Generation. The manual is currently in its 9th edition, with a 10th edition anticipated. The ordinance specifies the use of the 5th edition.
- 3) Change the methodology to reflect costs per Equivalent Residential Unit (ERU). Charges per account would be based on the number of trips generated by a customer according to the ITE Manual. Those site-specific trips would be converted to ERUs, using a factor of 9.45 which is the number of trips generated by a single family home. This establishes a unit of measurement with a single family home paying 1 unit and a multifamily home paying 0.65 units.
- 4) Update the categories (bins) that non-residential customers are placed in to be in line with current clusters of businesses. In looking at a graphical presentation of the number of trips generated by Wilsonville businesses, there are apparent breaks at 20, 40, 60, 80, 120, 200, 400, and 600 ERUs. Utilizing bin averages the road maintenance fees are charged over ranges of non-residential trip generation. Businesses may move slightly inside a bin, but will seldom move from one bin to another. This allows for most typical modifications to business operations without needing to be re-evaluated for a new road maintenance fee.
- 5) When the fee was initially determined the rate was designed to split the costs evenly between residential and non-residential. Because there have been no changes to the fee since 2002 the balance of the fund had become 54% residential. With the change in methodology to a trip paying for a trip, the residential funded portion is estimated to be 47%.
- 6) Include cost recovery for staff administrative time for project management and design contracts when necessary. This more clearly aligns the actual costs of the program with fee and provides transparency regarding actual costs. This is not allowed in the current program.
- 7) Specify that Federal, State, and City requirements are included in the acceptable expenditures list. The City is required by the Americans with Disabilities Act to bring pedestrian ramps on roads that are improved by more than a slurry seal into compliance with existing ADA policy. This change would clarify that the Road Maintenance Fund may pay for that work where required.
- 8) Perform an interim rate increase. The Task Force recognizes that the next logical increase would occur at the beginning of the fiscal year (July 1), however, they feel

strongly that current limitations in the fund will increase the backlog of needs and does address timely maintenance. The Task Force recommends a stepped increase in the Road Maintenance Fee, starting this winter, to provide sufficient funds for work in summer 2017.

EXPECTED RESULTS:

The updated methodology provides for equity and fairness among those served by the road maintenance utility. Increasing the monthly rate allows for a sustainable fund to maintain Wilsonville roads and preserves significant past public and private investments in the system.

TIMELINE:

The new fees are expected to be implemented 30 days after this resolution is effective.

CURRENT YEAR BUDGET IMPACTS:

Higher revenues will be received for approximately the last quarter of the 2016-17 budget cycle.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: SCole Date: 12/23/16

LEGAL REVIEW / COMMENT:

Reviewed by: Date:

COMMUNITY INVOLVEMENT PROCESS:

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

With the new method of categorization, many businesses will be billed different amounts than they would have paid since 2001. The new methodology and billing rate will result in higher revenues for the Road Maintenance Fund which are needed to adequately fund the upcoming 5-year road maintenance program. This will benefit the users because the roads they use will be maintained at a level of service that is more cost effective than allowing the pavement structure to decline to a condition that requires far more expensive rehabilitation measures. Preventive road maintenance also serves the community by protecting and maintaining past public and private investments in the road infrastructure.

ALTERNATIVES:

CITY MANAGER COMMENT:

ATTACHMENTS:

RESOLUTION NO. 2612

A RESOLUTION OF THE CITY OF WILSONVILLE TO ESTABLISH A METHODOLOGY AND BILLING RATE FOR THE ROAD MAINTENANCE UTILITY FEE AND REPEALING RESOLUTIONS NO. 1394, 1424, & 1748

WHEREAS, Ordinance No. 484 authorizes a road maintenance fund for the purpose of maintaining a safe, functioning City Street system; and

WHEREAS, in order to sustain adequate funding into the future, the City engaged a consultant to review the revenue requirements and fee methodology for the Road Maintenance Program; and

WHEREAS, the consultant recommended modifications to the methodology to determine the Road Maintenance Fee; and

WHEREAS, the City convened a Road Maintenance Task Force to review the consultant's methodology and make recommendations to the City Council;

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. Definitions
 - a. *Developed Property*. A parcel or portion of real property on which an improvement exists. Improvement on developed property includes, but is not limited to, buildings, parking lots, and outside storage.
 - b. *ERU*. Equivalent Residential Units, which is equal to the number of trips generated by a single family home according to the ITE Manual, which in the 9th edition states a single family residence is 9.45 trips per day.
 - c. *ITE Manual*. Institute of Transportation Engineers Trip Generation Manual.
 - d. *Multi-Family Residential*. Residential property consisting of two or more dwelling units. For purposes of this ordinance, condominiums and individual mobile home units are also classified as multi-family residences.
 - e. *Single Family Residential*. A residential structure which is occupied by one or more persons of which there shall be only one dwelling unit per

lot and which provides complete, independent living facilities for one or more persons including, but not limited to, permanent provisions for living, sleeping, eating, cooking and sanitation. An Accessory Dwelling Unit shall be considered as part of a single family residence.

2. Billing categories: Each developed property within the city limits shall be placed within a billing category based upon the estimated number of ERU's generated according to its land use as outlined in the most current ITE Manual and as specified below. Each billing category will be charged a monthly fee based on the number of ERUs.
 - a. Residential units will be charged for the number of ERUs generated. Single family residences generate 1 ERU and each multi-family unit generates 0.65 ERU.
 - b. Non-residential developments which generate less than 20 ERU will be charged for 1 ERU.
 - c. Non-residential developments which generate at least 20 ERU but less than 40 ERU will be charged for 20 ERU.
 - d. Non-residential developments which generate at least 40 ERU but less than 60 ERU will be charged for 40 ERU.
 - e. Non-residential developments which generate at least 60 ERU but less than 80 ERU will be charged for 60 ERU.
 - f. Non-residential developments which generate at least 80 ERU but less than 120 ERU will be charged for 80 ERU.
 - g. Non-residential developments which generate at least 120 ERU but less than 200 ERU will be charged for 120 ERU.
 - h. Non-residential developments which generate at least 200 ERU but less than 400 ERU will be charged for 200 ERU.
 - i. Non-residential developments which generate at least 400 ERU but less than 600 ERU will be charged for 400 ERU.
 - j. Non-residential developments which generate 600 or greater ERU will be charged for 600 ERU.
3. Billing Rate Methodology: The methodology to determine the monthly billing rates is based upon revenues required to complete and administer a 5-year road maintenance capital improvement program to maintain the City's streets and roads above the Pavement Condition Index rating of 65. The methodology is based upon the City's best efforts to fairly and

equitably allocate costs among road users and is based on approximations of trips generated as outlined in the most current edition of the ITE Manual.

4. Billing Rates. In order to fund the 5-year road maintenance program, the monthly rate in the first period of implementation shall be billed at \$5.23 per ERU. In the second period of implementation, the monthly billing rate shall be \$7.62 per ERU. This monthly rate will subsequently be indexed to the Engineering News-Record Seattle Construction Cost Index.
5. The first implementation period shall begin the first full City utility billing cycle following thirty (30) days after this resolution becomes effective and shall end with the October 2017 billing cycle.
6. The second implementation period shall begin with the City's November 1, 2017 billing cycle and shall end October 31, 2018.
7. After October 31, 2018, the Road Maintenance Fee shall be indexed every November 1 as specified above, or as otherwise determined by the City Council.
8. This resolution hereby repeals Resolution Nos. 1394, 1424, & 1748.
9. This resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a special meeting thereof this 5th day of January, 2017, and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Sandra C. King, City Recorder, MMC

SUMMARY OF VOTES:

Mayor Knapp
Council President Starr
Councilor Stevens
Councilor Lehan
Councilor Akervall