

AGENDA

WILSONVILLE CITY COUNCIL MEETING

FEBRUARY 20, 2014

7:00 P.M.

CITY HALL

29799 SW TOWN CENTER LOOP

WILSONVILLE, OREGON

Mayor Tim Knapp

Council President Scott Starr
Councilor Susie Stevens

Councilor Richard Goddard
Councilor Julie Fitzgerald

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

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|------------------|---|-----------|
| 5:00 P.M. | EXECUTIVE SESSION PURSUANT TO | [15 min.] |
| | ORS 192.660(2)(e) Property Acquisition | |
| 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. Goal 10 Residential Land Study Recommendations and Frog Pond Update (Mangle) | [20 min.] |
| | B. SMART Bus Stop Smoking Ban (Lashbrook) | [5 min.] |
| 6:50 P.M. | ADJOURN | |
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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, February 20, 2014 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on February 10, 2014. Remonstrances and other documents pertaining to any matters listed in said summary filed at or prior to the time of the meeting may be considered therewith except where a time limit for filing has been fixed.

- | | |
|------------------|---|
| 7:00 P.M. | CALL TO ORDER |
| | A. Roll Call |
| | B. Pledge of Allegiance |
| | C. Motion to approve the following order of the agenda and to remove items from the consent agenda. |
| 7:05 P.M. | MAYOR'S BUSINESS |

2/12/2014 4:35 PM Last Updated

- A. Recognize Karina Jaroch receipt of Girl Scout Gold Award
- B. Upcoming Meetings

7:15 P.M. COMMUNICATIONS

- A. TVF&R Citizen Life Saving Certificate and Coin Awarded to Tom Smith

7:30 P.M. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

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

7:35 P.M. COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS

- A. Council President Starr – (*Park & Recreation Advisory Board Liaison*)
- B. Councilor Goddard – (*Library Board Liaison*)
- C. Councilor Fitzgerald – (*Development Review Panels A & B Liaison*)
- D. Councilor Stevens – (*Planning Commission; CCI; Wilsonville Seniors Liaison*)

7:40 P.M. CONSENT AGENDA

- A. **Resolution No. 2452**
A Resolution Authorizing City Of Wilsonville Staff To Work With The Korean War Memorial Foundation Of Oregon To Locate And Install Two Commemorative Sculptures At The Oregon Korean War Memorial. (staff – Kohlhoff)
- B. Minutes of the February 3, 2014 Council Meeting. (staff – King)

7:45 P.M. CONTINUING BUSINESS

- A. **Ordinance No. 733 – Second Reading**
An Ordinance Of The City Of Wilsonville Amending Wilsonville Code, Public Contracts, Sections 2.312, 2.313, 2.314, 2.315, 2.316, 2.317, And 2.318 (staff – Kraushaar)

7:50 P.M. CITY MANAGER'S BUSINESS

7:55 P.M. LEGAL BUSINESS

8:00 P.M. ADJOURN

Time frames for agenda items are not time certain (i.e. Agenda items may be considered earlier than indicated. The Mayor will call for a majority vote of the Council before allotting more time than indicated for an agenda item.) 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: February 20, 2014		Subject: Residential Lands Study Project and Update on Planning for Frog Pond / Advance Road Areas Staff Member: Katie Mangle Department: Community Development	
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 <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input 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:	
Staff Recommendation: Direct staff to prepare the Residential Land Study for adoption.			
Recommended Language for Motion: N/A			
PROJECT / ISSUE RELATES TO:			
<input checked="" type="checkbox"/> Council Goals/Priorities 5. Thoughtful Land Use	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

The City has prepared a housing needs analysis to meet the requirements of statewide planning program Goal 10 – Housing and to inform planning for the Frog Pond and Advance Road areas. The outcome of the analysis is a Residential Lands Study report, and the purpose of this work session is to present the recommendations to Council before proceeding with adoption of the Report into the Comprehensive Plan.

EXECUTIVE SUMMARY:

Residential Lands Study

The City has prepared a Residential Lands Study (Study), also known as a housing needs analysis, to plan for the future of Wilsonville's neighborhoods. The purpose of the housing needs analysis is to forecast Wilsonville's housing needs over the next 20 years. Based on this technical analysis, Wilsonville will develop policies and strategies to ensure the City provides an opportunity for development of needed housing consistent with the City's values.

The outcome of the project is the Residential Lands Study report (see Attachment 1), which summarizes the analysis and Wilsonville's draft strategy for the future. The technical work, contained in a 120-page Technical Report (available at www.ci.wilsonville.or.us/goal10housing), is an appendix to the Study.

The analysis prepared by ECONorthwest has concluded that, generally, Wilsonville's Comprehensive Plan and Development Code meet state requirements and already provide an adequate framework for meeting the forecasted housing need. Key findings are:

- When planning for future development in Frog Pond or Town Center, the community has latitude (though not complete autonomy) for local decision-making about the form and density of housing;
- In the next 20 years, Wilsonville is likely to run out of residential land capacity;
- Development Code and Comprehensive Plan amendments will be needed to fully comply with Goal 10 requirements. Staff is working with the Oregon Department of Land Conservation and Development (DLCD) staff to refine the scope of these amendments:
 - Add a clear and objective review process for residential development in Old Town;
 - Add a clear and objective Site Design Review process for stand-alone residential developments that don't require a Planned Development application;
 - Allow duplexes in all PD-R zones;
 - Prohibit mobile homes in PD-C and PD-I zones.

The housing needs analysis is complete, and the project team is focused on finalizing the Residential Lands Study for adoption into the Comprehensive Plan. The Study and the Technical Report have been available for public review on the City website since early December and were presented at a public forum in early January. Staff will incorporate comments received from the Planning Commission, City Council, and general public into a final report for adoption by ordinance as an ancillary document to the Wilsonville Comprehensive Plan.

Frog Pond / Advance Road Planning Project Update

Data and recommendations from the Study will be applied this spring as the City embarks on preparing concept plans for the Frog Pond and Advance Road growth areas. In December, the City and Metro executed the Intergovernmental Agreement for a grant to fund the project, and the City issued a Request for Proposals from consultants. The City received three proposals from highly qualified firms, and over the next month staff will work with the selected firm to refine

the project scope of work and budget. Staff is scheduled to request Council approval of a contract with the successful firm on March 17, 2014. Work is already underway to document existing site conditions, including land uses, tree canopy, wetland conditions, and utilities.

EXPECTED RESULTS:

Completing the Housing Needs Analysis will fulfill one of the City's two remaining Periodic Review tasks. The information and strategies developed during this project will lead to legislative amendments to the Development Code and will inform the upcoming planning work for the Frog Pond and Advance Road areas.

TIMELINE:

At its meeting on February 19, 2014 the Planning Commission will review the draft Study and provide direction to staff on modifications needed before commencing with the public hearings process. Staff will share this feedback with Council during the February 20, 2014 work session. Should the Commission and Council direct staff to move forward with the hearings process, staff will schedule the first public hearing before the Commission for March 2014, and a hearing before Council in April 2014. Needed amendments to the Development Code will be reviewed for adoption at a later date.

CURRENT YEAR BUDGET IMPACTS:

ECO Northwest's contract for approximately \$39,000 is being funded by the Planning Division consultant services budget, as adopted in the 2012-13 and 2013-14 fiscal year budgets.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: _____JEO_____ Date: ____2-10-14_____
The project is within the 2013-14 fiscal year approved budget.

LEGAL REVIEW / COMMENT:

Reviewed by: _MEK_____ Date: _2/9/2014_____
This report outlines the potential future legal issue for bringing in Advanced Road area into the UGB in that Metro's growth model does not match Wilsonville's historic growth rate which appears to be continuing. The latter supports the need for Advanced Road.

COMMUNITY INVOLVEMENT PROCESS:

On January 8, 2014 in its role as the Committee on Citizen Involvement, the Planning Commission hosted a public forum on the Wilsonville Residential Lands Study. The project team presented the results and draft recommendations of the study. Approximately 35 members of the public attended the meeting; many attendees owned property in the Frog Pond or Advance Road areas. Following the presentation, the group engaged in a discussion about planning for future growth, types of housing, and the process for planning the Frog Pond and Advance Road growth areas. See Attachment 2 for notes from the meeting.

The Planning Commission has been the primary public advisory group for the project and will hold advertised public hearings when considering whether to recommend the Study for adoption into the Comprehensive Plan. Additionally, staff is coordinating with the counties, state, and regional agency staff to gain advice and procedural concurrence on the project.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY

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

ALTERNATIVES:

Council may direct staff to modify or delay the project. Doing so may affect the schedule for preparing a concept plan for the Frog Pond and Advance Road areas.

CITY MANAGER COMMENT:**ATTACHMENTS**

1. Wilsonville Residential Land Study, December 11, 2013 draft
2. January 2014 Residential Land Study Public Forum meeting notes

WILSONVILLE RESIDENTIAL LAND STUDY

December 11, 2013



DRAFT



Summary

Wilsonville is actively planning to accommodate future population and employment.



WILSONVILLE PLANNING AREA

Coffee Creek, Frog Pond, and Villebois are currently outside Wilsonville city limits but are included in the Wilsonville Planning Area.

The City of Wilsonville, Oregon, features high-quality neighborhoods, popular amenities, and a healthy job base. The City's population has grown continuously over time, even during the Great Recession. Between 2000 and 2012, Wilsonville added 6,500 new people—an increase of 47%. This growth has continued throughout the economic recovery: between July 2012 and July 2013, Wilsonville added more than 1,000 new residents.

Population growth creates a need for housing. Wilsonville is actively planning to accommodate future population and employment. This report, the Wilsonville Residential Land Study, is a key part of the City's planning efforts. Key findings of the study include the following:

- **Wilsonville is planning for a complete, balanced community.** The Wilsonville Comprehensive Plan includes a balanced portfolio of different housing types that are well designed and will be developed across the community to serve different people at different points in their lives.
- **Wilsonville's Comprehensive Plan and Development Code meet state requirements.** The City's primary obligations are to (1) designate land in a way that 50% of new housing could be either multifamily or single-family attached housing; (2) achieve an average density of 8 dwelling units per net acre; and (3) provide enough land to accommodate forecasted housing needs for the next 20 years.
- **Wilsonville's existing housing stock is 50% multifamily, 41% single-family detached, and 9% single-family attached.** The City's Comprehensive Plan allows for a development mix of 50% single-family detached and 50% single-family attached or multifamily housing, assuming that Frog Pond is planned exclusively for single-family detached housing. When planning for future development in Frog Pond, the community has some latitude for local decision making about the type and density of housing.
- **Wilsonville has historically grown faster than Metro's growth forecasts.** Recent trends suggest that Wilsonville is likely to grow at a faster rate than Metro's forecasts predict. The implication of a faster growth rate is that the City needs to plan for housing in Town Center and Advance Road to meet the forecasted need. These areas will be needed to accommodate more housing in the latter part of the 20-year planning horizon.
- **Wilsonville is anticipating significant employment growth in the next 20 years.** Many people who work in Wilsonville live in other communities. Providing housing options in close proximity to employment centers could reduce pressures on the transportation system and reduce household commuting costs.

Purpose of a Housing Needs Analysis

This report presents a Residential Land Study for the City of Wilsonville. The purpose of the study is to help decision makers develop policies to guide housing development in Wilsonville over the next 20 years. The study provides the City with information about the housing market in Wilsonville, in the context of the broader Portland metropolitan area. It describes the factors that will affect housing demand in Wilsonville in the future, such as changing demographics and potential changes to regional commuting patterns. This information is foundational to the Concept Planning process for Frog Pond and Advance Road.

The purpose of the Residential Land Study is to help decision makers develop policies to guide residential development over the next twenty years.

In addition, the Residential Land Study is intended to comply with Statewide Planning Goal 10, which governs planning for housing and residential development. Goal 10 requires the City to plan for housing that meets identified needs for housing within an urban growth boundary, at particular price ranges and rent levels. In short, Wilsonville must plan for a range of housing types at a range of price levels.

The Wilsonville Residential Land Study focuses on planning over the 2014 to 2034 period, using Metro's forecasts of housing growth and historical development trends in Wilsonville from 2000 to 2012. The study considers an alternative forecast for growth to illustrate housing demand if Wilsonville continues to grow faster than Metro's growth forecasts. City staff and decisionmakers can use information in the study to inform their work with Metro to expand the regional urban growth boundary.

PRODUCTS OF THE RESIDENTIAL LANDS STUDY



Summary of the Comprehensive Plan

“The City of Wilsonville shall provide opportunities for a wide range of housing types, sizes, and densities at prices and rent levels to accommodate people who are employed in Wilsonville.”

Wilsonville Comprehensive Plan, Policy 4.1.4

Wilsonville has a history of pro-active planning to accommodate residential development. Wilsonville’s Planning and Land Development Ordinance is structured and implemented differently than the codes of most other cities.

When Wilsonville incorporated in the 1960s, much of the land in the City was greenfields. By 1971, the City had a General Plan that included a goal related to affordable housing, plus the following objectives:

- Establish residential areas that are safe, convenient, healthful, and attractive places to live
- Encourage variety through the use of clusters and planned developments
- Develop a renewal program to update the “Old Town” area

Wilsonville has a unique and flexible market-based system of planning for and permitting residential development. Since Wilsonville’s Comprehensive Plan was initially acknowledged in 1980, Wilsonville has planned for growth of an industrial base surrounded by quality residential areas that feature a mix of single- and multifamily development, with an emphasis on open space and the natural environment. The 1988 plan update identified several issues that continue to be issues today:

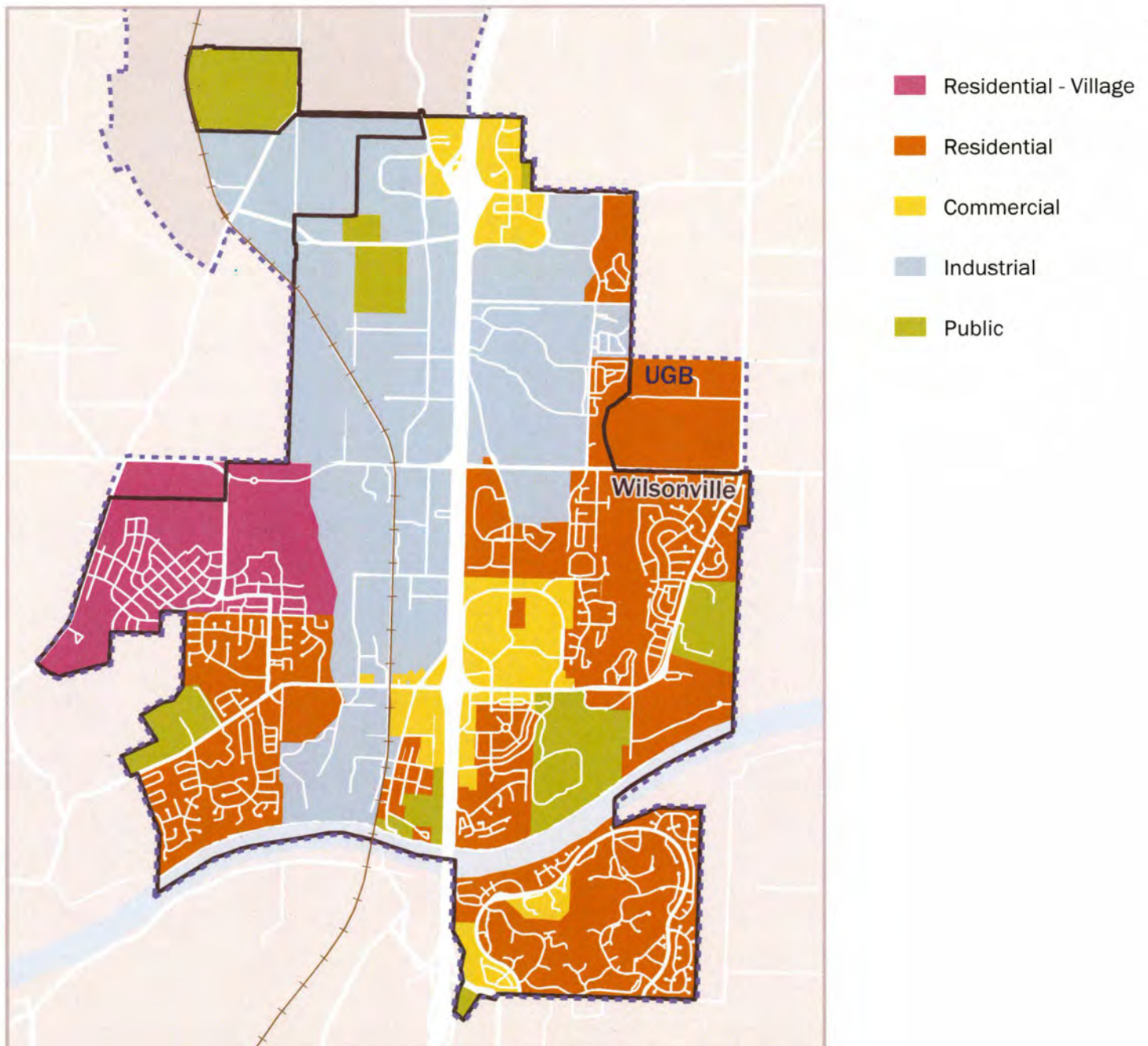
- The majority of workers employed in Wilsonville do not live in the City
- Housing in Wilsonville is not affordable to some households
- Loss of existing mobile home parks will decrease the amount of affordable housing

Since 1980, the Comprehensive Plan has established 4 to 6 residential districts, each with a different planned density of between one and 20 dwelling units per acre. In Wilsonville’s Comprehensive Plan map, one of these districts was applied to all land planned for residential development. Over time, policy and language has been modified but, in general, the Plan has consistently allowed a range of densities around the city and encouraged a range of housing types.

In sum, Wilsonville has long had a strong vision to provide a mix of housing types that match the financial capacity of the community. That commitment is reflected in the City's Comprehensive Plan and implementing ordinances and played a big role in the residential development pattern seen in Wilsonville in 2013.

Providing a mix of housing types and densities to create a whole community was envisioned in the original Comprehensive Plan map and text—a vision that the City has consistently implemented.

COMPREHENSIVE PLAN MAP



Snapshot of Wilsonville

Population and housing characteristics are useful for better understanding Wilsonville and the people who live here. Characteristics such as population growth, age of residents, household size and composition, commuting patterns, average pay per employee, and home ownership provide useful information about the City's historical development patterns and how Wilsonville fits into Clackamas County, Washington County, and the broader Portland Region (defined here as Multnomah, Clackamas, and Washington counties.)

Unless otherwise noted, all data in this document are from the U.S. Census.

Wilsonville is growing.

Between 2000 and 2012, Wilsonville grew faster than the tri-county region. Wilsonville added more than 6,500 residents between 2000 and 2012.

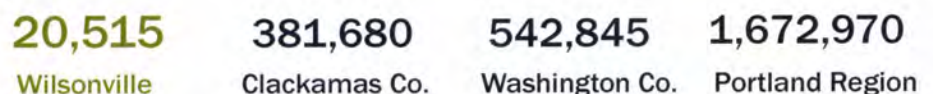
Wilsonville's location, transportation connections, and mix of amenities are attractive to younger people who want to live in the southern part of the Portland Region.

AVERAGE POPULATION GROWTH PER YEAR, 2000-2012



POPULATION, 2012

Source: Portland State University, Population Research Center



Wilsonville is young.

Wilsonville has a relatively young median age and a large share (34%) of young working-age residents.

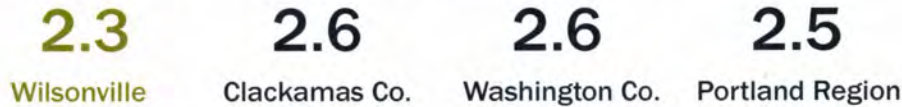
MEDIAN AGE, 2010



PERCENT OF RESIDENTS WHO ARE 18-39 YEARS OLD, 2010



AVERAGE NUMBER OF PEOPLE PER HOUSEHOLD, 2010



Wilsonville has smaller household sizes than the regional average.

PERCENT OF HOUSEHOLDS THAT ARE SINGLE-PERSON, 2010



Wilsonville has large shares of single-person and non-family households.

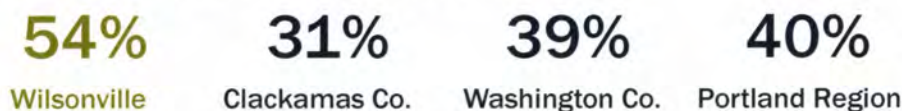
Wilsonville attracts younger 1 or 2 person households. Wilsonville also has a higher percentage of older households, in part because of senior housing developments and Charbonneau.

PERCENT OF HOUSEHOLDS THAT ARE NON-FAMILY, 2007-2011

A family household is one in which the householder is related to at least one other person in the household by birth, marriage, or adoption. Non-family households include people living alone, unmarried couples, and unrelated housemates.



PERCENT OF HOUSEHOLDS THAT RENT, 2010



More than half of households in Wilsonville rent.

Wilsonville has a higher percentage of renters than other cities in the region.

Commuting Trends

EMPLOYMENT INFLOW AND OUTFLOW, 2010

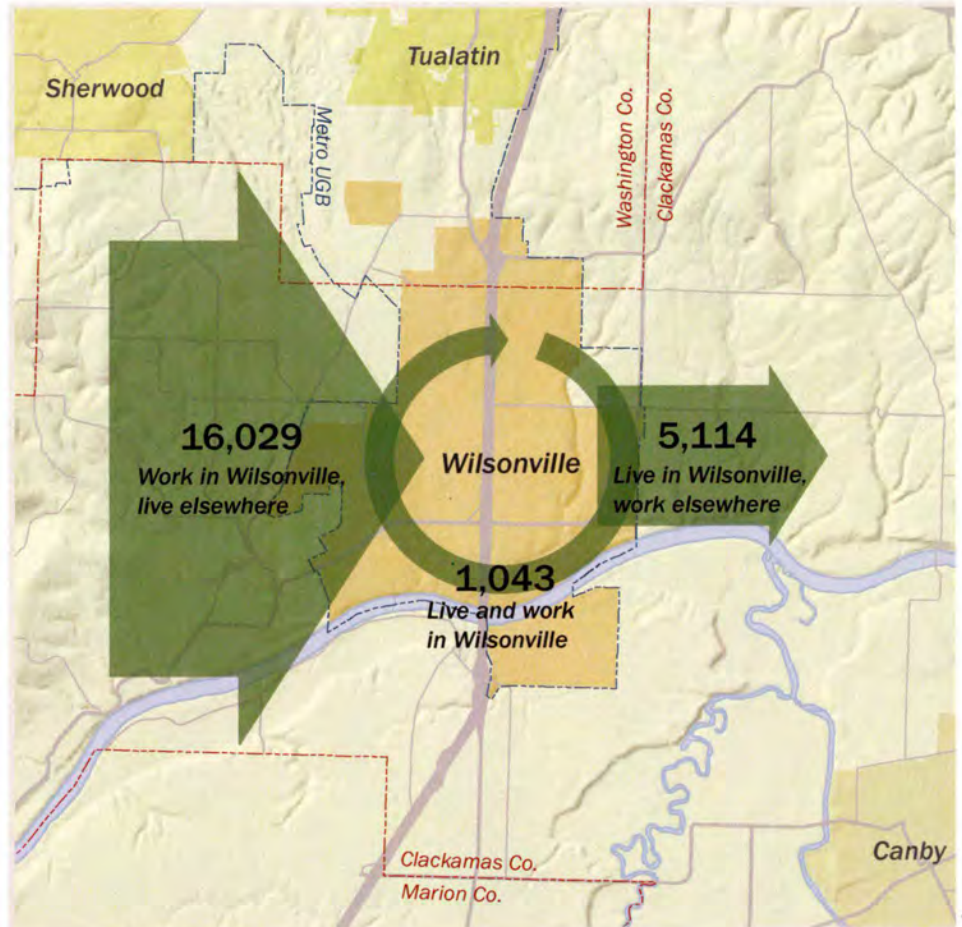
Wilsonville imports workers from the Portland Region.

About 16,000 people commute to Wilsonville to work, mostly from Clackamas and Washington counties.

Relatively few people—about 1,000—live and work in Wilsonville.

The majority of Wilsonville's workers commute to work in other parts of the Portland Region.

About 5,100 workers commute from Wilsonville to work across the Portland Region.



Nearby cities have similar commuting patterns to Wilsonville.

PERCENT OF WORKERS WHO COMMUTE IN, 2010

92% (16,029 out of 17,072) Wilsonville	93% (18,827 out of 20,142) Tualatin	85% (10,221 out of 11,961) Oregon City	92% (34,142 out of 37,034) Tigard
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PERCENT OF WORKING RESIDENTS WHO COMMUTE OUT, 2010

83% (5,114 out of 6,157) Wilsonville	88% (9,501 out of 10,816) Tualatin	86% (10,589 out of 12,329) Oregon City	86% (17,917 out of 20,809) Tigard
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Characteristics of Wilsonville's Workforce

In 2011, Wilsonville had more than 17,800 jobs at more than 900 businesses.

AVERAGE PAY PER EMPLOYEE, 2011

Source: Oregon Employment Department, Quarterly Census of Employment and Wages

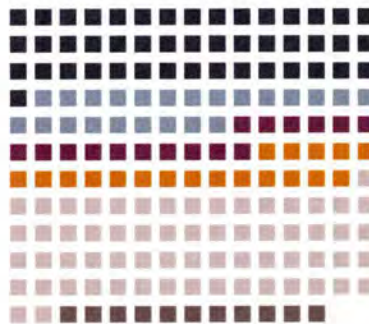
\$54,534	\$43,400	\$56,600	\$49,400
Wilsonville	Clackamas Co.	Washington Co.	Portland Region

6 out of Wilsonville's 10 largest employers are manufacturers.

WILSONVILLE JOBS BY SECTOR OF FIRM, 2011

1 square represents 100 jobs. Source: Oregon Employment Department, Quarterly Census of Employment and Wages

Manufacturing (4,600 jobs / 26%)
Wholesale Trade (2,300 jobs / 13%)
Other Industrial (1,600 jobs / 9%)
Retail Trade (1,900 jobs / 10%)
Other Services (6,300 jobs / 35%)
Government (1,100 / 6%)



AVERAGE PAY PER EMPLOYEE, WILSONVILLE, 2011

Source: Oregon Employment Department, QCEW

Manufacturing: \$69,700
Wholesale Trade: \$60,300
Other Industrial: \$51,900
Retail Trade: \$31,200
Other Services: \$49,900
Government: \$49,700

METRO FORECAST OF JOB GROWTH, 2010 TO 2035

Metro forecasts that employment in and around Wilsonville will grow by nearly 14,000 jobs by 2035. About half of this growth is expected to be in jobs with higher-than-average pay, such as manufacturing. This growth will increase demand for all types of housing in Wilsonville, with the biggest increase in demand for owner-occupied single-family detached housing.

Metro forecasts an increase in the highest paying jobs, such as manufacturing.

Wilsonville Planning Area

9,000 new jobs



Coffee Creek, West Railroad, and Basalt Creek

4,900 new jobs



The City is planning for approximately 1,100 jobs in Coffee Creek by 2020.

Snapshot of Wilsonville's Housing

Analysis of historical development trends in Wilsonville provides insights into how the local housing market functions in the context of the region. The Portland Region is expected to add nearly 300,000 new households by 2035. Population employment growth forecasts suggest that Wilsonville's housing market will remain strong for a long time to come, despite the recent downturn in the regional and national housing market.

HOUSING TYPES



Single-family detached
(includes mobile and
manufactured homes)



Single-family attached
(townhouses)

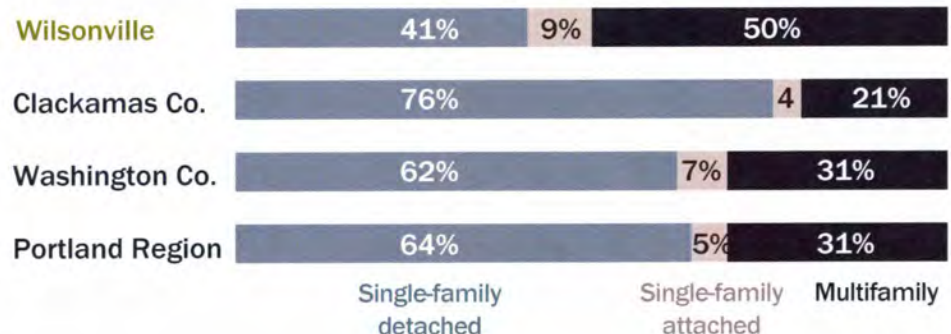


Multifamily
(condos, apartments,
duplexes)

**Wilsonville has a wider
range of housing types
than the regional average.**

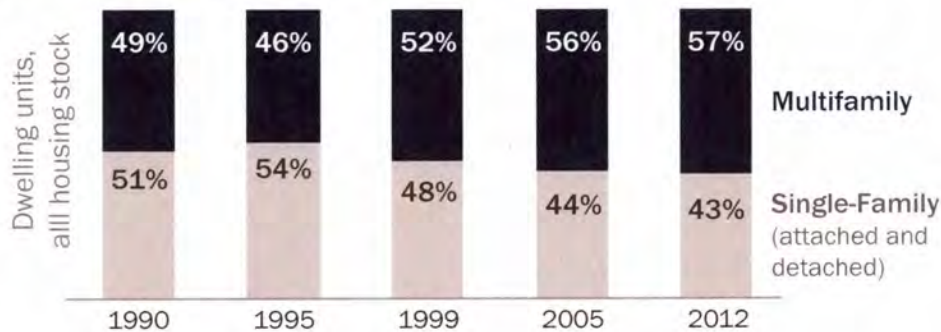
MIX OF EXISTING HOUSING, 2007-2011

Note that the housing mix shown below compares Wilsonville to all of Clackamas and Washington counties.



CHANGE IN HOUSING MIX, WILSONVILLE, 1990-2012

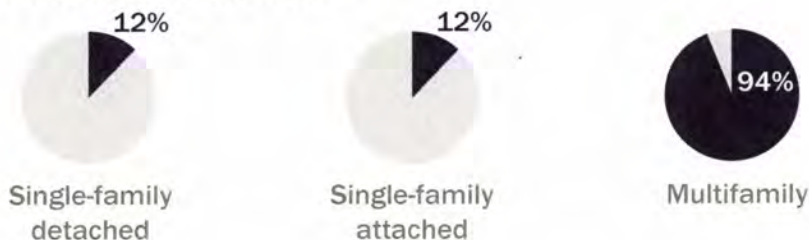
Source: 1990: Annual City housing inventory report, 1995: Annual City housing inventory report, 1999: Comprehensive Plan, 2005: 2005 Wilsonville Housing Study, 2012: Annual City housing inventory report



The amount of multifamily housing in Wilsonville increased over the last decade.

Two-thirds of units permitted during the 2000-2013 period were multifamily housing.

PERCENT OF WILSONVILLE HOUSING UNITS THAT ARE RENTER-OCCUPIED, 2007-2011



Homeownership and housing type are related.

Although most single-family housing is owner occupied, 12% is occupied by renters.

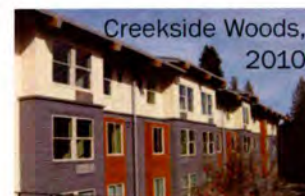
The development timeline on the following page summarizes recent single-family and multifamily development in Wilsonville. Between 2000 and 2012, Wilsonville permitted 2,862 housing units, 1,892 (66%) of which were multifamily. New multifamily developments in Wilsonville serve a diverse range of people and are located throughout the City. Types of new development include:

- **Market-rate apartments and townhouses** with amenities like patios, fitness centers, and high-speed internet. Examples include Jory Trail at the Grove, Domaine, Bell Tower, and Village at Main.
- **Senior living**, both assisted and independent, with amenities such as housekeeping, on-site library, social or recreational activities, and laundry service. Examples include Spring Ridge and the Marquis.
- **Government-subsidized affordable housing**, some of which is designated for seniors or people with mental illnesses. These developments often include amenities like internet and nursing services. Examples include Creekside Woods, Rain Garden Apartments, and the Charleston.

SNAPSHOT OF WILSONVILLE'S HOUSING



Development Timeline, 2000-2014



Source: City of Wilsonville Building Permit Database

Affordability

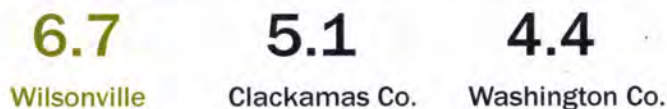
The term *affordable housing* refers to a household's ability to find housing within its financial means. Housing affordability affects both higher and lower income households and is an important issue for Wilsonville and the Portland Region. Low-income households have fewer resources available to pay for housing and have the most difficulty finding affordable housing. Key points about affordability include:

- Wilsonville will have an on-going need for housing affordable to lower-income households.
- The City is planning for needed housing types for households at all income levels and will work with non-profit and private housing providers to ensure availability of housing affordable to lower-income households.

Wilsonville's planning framework supports the development of housing that is affordable to a variety of households.

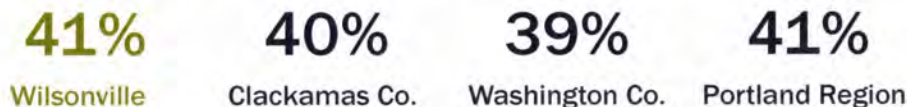
RATIO OF MEDIAN OWNER VALUE TO MEDIAN HOUSEHOLD INCOME

(Lower ratios indicate that housing is more affordable. HUD's standard is 3.0)



Wilsonville's owner-occupied housing is less affordable than regional averages.

PERCENT OF HOUSEHOLDS THAT ARE COST BURDENED, 2007-2011



Cost burden is as common in Wilsonville as in the region.

Households that are cost burdened spend more than 30% of their gross income on housing.

Wilsonville has seven low-cost apartment complexes for low-income residents, with a total of 474 units. The units are a mixture of 1-, 2-, and 3-bedroom units.

Over the next 20 years, Wilsonville's population growth will be driven by employment growth, much of which will be in jobs with average or higher-than-average pay. The types of housing generally affordable to a household with average pay (about \$54,000 in Wilsonville) are owner- or renter-occupied townhouses, duplexes, or apartments.

The City's planning framework provides opportunities for development of housing that is affordable to Wilsonville's current and future workforce, both for owner-occupied and renter-occupied housing. That said, like other communities in the Metro region, Wilsonville will have an on-going need for housing affordable to lower-income households, as well as middle- and upper-income households.

Wilsonville is meeting its obligations to plan for a range of housing types for households at all income levels.

Development Capacity

Density of some existing Wilsonville neighborhoods:

Legend at Villebois: 6 units per gross acre, 12 units per net acre

Jory Trail: 10 units per gross acre, 14 units per net acre

Wilsonville had about 477 gross acres of developable residential land in 2013. The inventory identified 251 gross acres of vacant buildable land and 228 gross acres of land that is partially vacant or likely to redevelop. The Buildable Residential Lands Inventory Map on the opposite page shows the location of vacant land and land likely to redevelop.

The capacity analysis estimates the number of new dwelling units that can be accommodated on Wilsonville's residential land supply. By applying assumptions based largely on the Comprehensive Plan, the capacity analysis evaluates different ways that vacant suitable residential land could be developed.

This study assumes new development will occur within the range of densities adopted for each residential district in the Comprehensive Plan, or at the densities outlined in the Villebois Master Plan. For the purposes of this study, Frog Pond, which has yet to be planned, is assumed to have a density of 5 - 8.5 units per gross acre (i.e., with houses on roughly 7,000-8,000 square-foot lots).

DEFINITIONS

Buildable residential land: unconstrained suitable land designated for residential development.

Capacity: number of dwelling units that can be accommodated on buildable land at planned densities.

Housing Density: Number of dwelling units in an acre of land, with 43,560 feet to 1 acre.

Housing density can be expressed as the number of dwelling units per net or gross acre.

Gross acre: includes rights-of-way (land used for roads and streets). Land used for rights-of-way is not buildable.

Net acre: does not include rights-of-way.

LOW CAPACITY SCENARIO 3,390 dwelling units

Single-family detached:

1,622 / 48%
units

Multifamily:

1,768 / 52%
units

7.1 dwelling units per gross acre
(citywide average)

HIGH CAPACITY SCENARIO 4,229 dwelling units

Single-family detached:

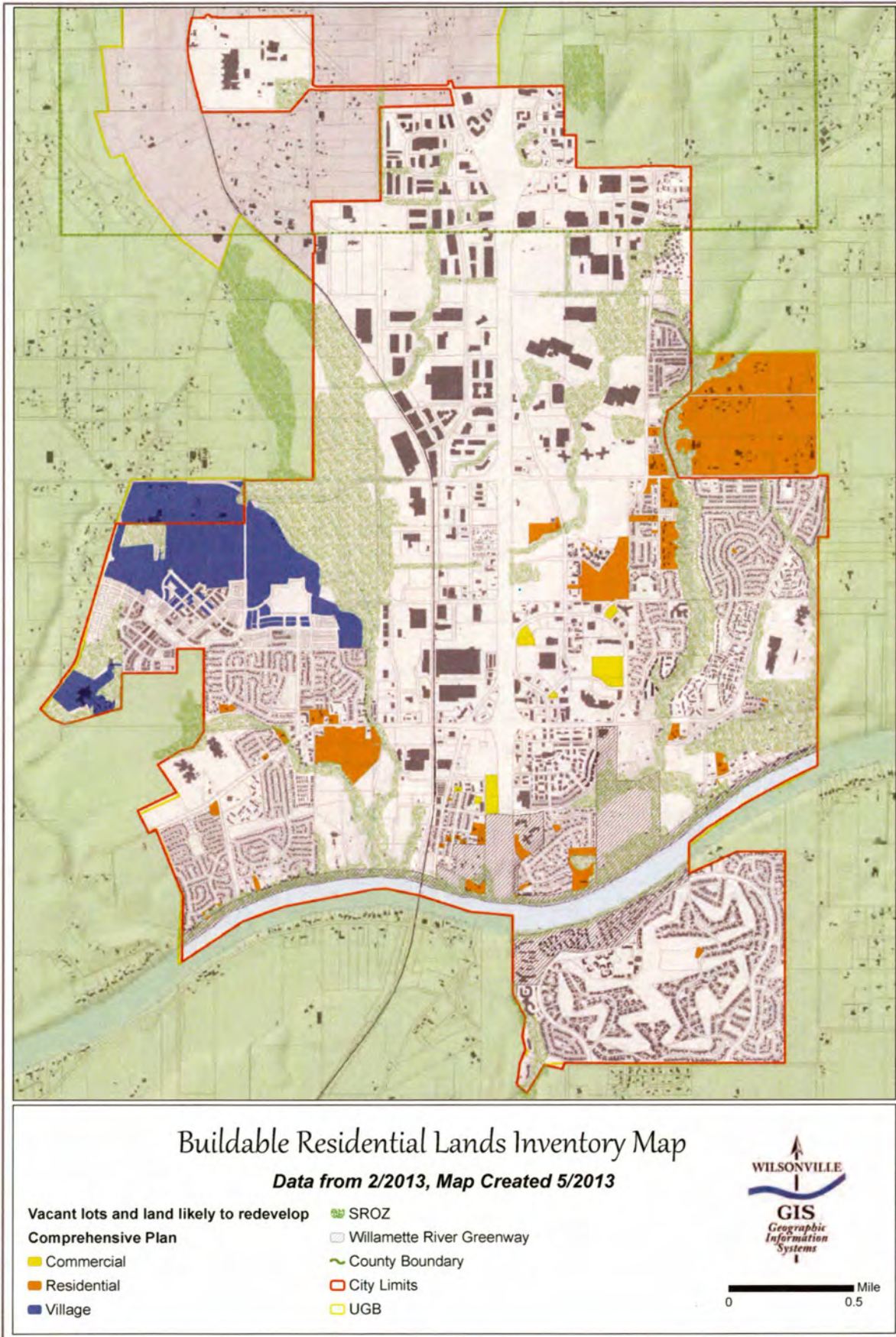
2,016 / 48%
units

Multifamily:

2,213 / 52%
units

8.9 dwelling units per gross acre
(citywide average)

- The low-capacity scenario results in an overall density of 7.1 dwelling units per gross acre or 8.8 dwelling units per net acre.
- The high-capacity scenario results in an overall density of 8.9 dwelling units per gross acre or 10.5 dwelling units per net acre.

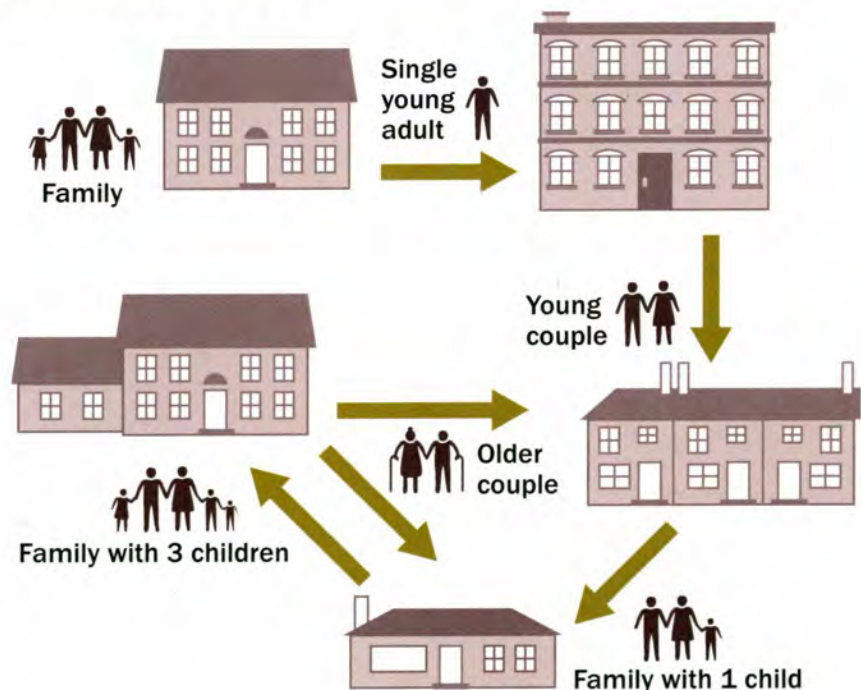


Factors Affecting Housing Need

Studies and data analysis have shown a clear linkage between demographic characteristics and housing choice, as shown in the figure below. Key relationships include:

- Homeownership rates increase as income increases
- Homeownership rates increase as age increases
- Choice of single-family detached housing increases as income increases
- Renters are much more likely to choose multifamily housing than single-family housing
- Income is a stronger determinant of tenure and housing-type choice for all age categories.

HOUSING LIFE CYCLE






The linkages between demographics and housing need can be used to predict future housing need in Wilsonville. Three main demographic trends are particularly important for Wilsonville and the Portland Region:

- Aging of the Baby Boomer Generation (born 1946 to 1964)
- Aging of the Millennial Generation (born early 1980s to early 2000s)
- Continued growth of the Hispanic/Latino population

People 60 and older are the fastest growing age group in the Portland Region. By 2040, 23% of the region's population is forecasted to be 60 and over, up from 14% in 2000.

Aging of the Baby Boomers

LIKELY TRENDS AMONG BABY BOOMER HOUSEHOLDS:

-  **Household sizes**
-  **Homeownership rates,**
especially after 75 years old
-  **Income**




IMPLICATIONS FOR HOUSING:

Need for smaller, lower-cost housing near transit access and urban amenities such as shopping and health care services.

Wilsonville is successful at attracting young, working age people. The biggest question, with implications for Wilsonville's future housing needs, is whether younger people who move to Wilsonville for rental opportunities will continue to live in Wilsonville if they are ready to become homeowners.

Aging of the Millennials

LIKELY TRENDS AMONG MILLENNIAL HOUSEHOLDS:

-  **Household sizes**
(as they form families)
-  **Homeownership rates**
-  **Income**




IMPLICATIONS FOR HOUSING:

Need for low-cost ownership opportunities with high quality of life. (Millennials' incomes will increase as they age, but the impact of the Great Recession is unclear.)

Growing at more than 9% per year, the Hispanic/Latino population is Wilsonville's fastest growing racial or ethnic group. Nationwide, the Hispanic/Latino population is predicted to be the fastest growing racial/ethnic group over the next few decades.

Continued growth of the Hispanic/Latino population

CHARACTERISTICS OF HISPANIC HOUSEHOLDS COMPARED TO NON-HISPANIC HOUSEHOLDS:

-  **Household sizes**
-  **Homeownership rates**
-  **Income**

IMPLICATIONS FOR HOUSING:

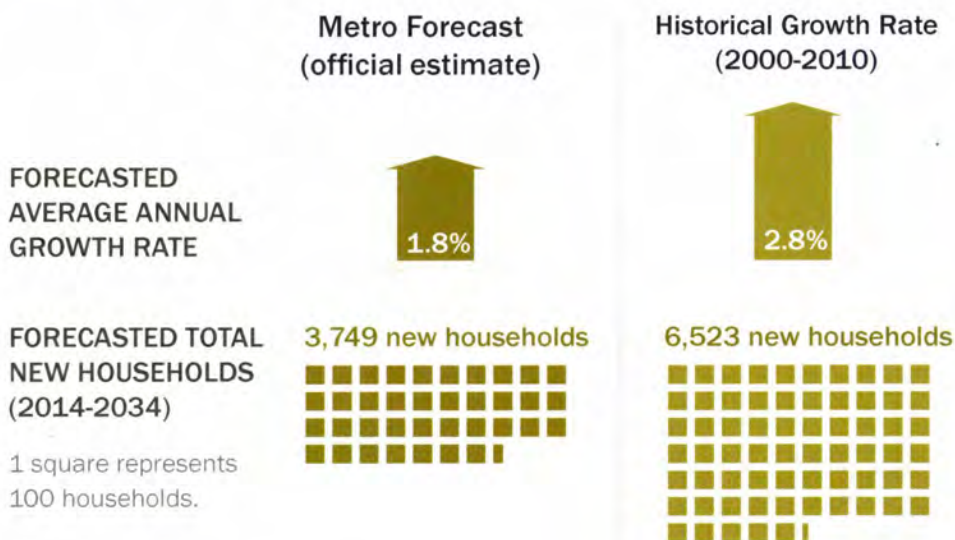
Need for larger, lower-cost renting and ownership opportunities for larger households with more children and multiple generations.

Accommodating Housing Need

DEMAND FOR RESIDENTIAL LAND

The rate at which Wilsonville grows over the next 20 years will affect the number of new households and the demand for residential land. Metro forecasts that Wilsonville will grow at a rate of 1.8% per year for the 2014-2034 period. For comparison purposes, we show demand for residential land with both the official Metro forecast (1.8% annual growth) and at the historical growth rate over the 2000 to 2010 period (2.8% annual growth).

Metro forecasts that Wilsonville will add 3,749 households between 2014 and 2034.



CAPACITY ON BUILDABLE RESIDENTIAL LAND, WILSONVILLE PLANNING AREA

(1 square represents 100 households. For more detail, see page 14)

The Wilsonville planning area—which includes Frog Pond—has capacity to accommodate between 3,390 and 4,229 new dwelling units.

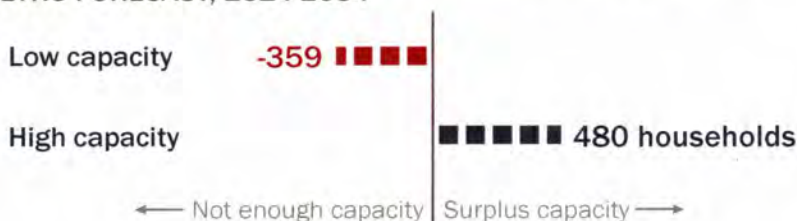


BASED ON METRO'S FORECAST, DOES WILSONVILLE HAVE ENOUGH BUILDABLE RESIDENTIAL LAND TO ACCOMMODATE HOUSING NEED?

- Under the low capacity scenario described on page 14, Wilsonville does not have enough land to accommodate new housing over the 20-year period. Wilsonville has a deficit of land to accommodate 359 new dwelling units.
- Under the high capacity scenario described on page 14, Wilsonville has enough land to accommodate new housing over the 20-year period. Under this scenario, Wilsonville can accommodate 480 dwelling units more than the Metro forecast projects over the 20-year period.

Wilsonville will need to add more residential land to the city limits between 2024 and 2032, depending on how fast the city grows.

COMPARISON OF HOUSING CAPACITY TO HOUSING DEMAND METRO FORECAST, 2014-2034



RESIDENTIAL LAND STUDY KEY FINDINGS:

The key conclusions of this study are that Wilsonville: (1) may not have a 20-year supply of residential land and (2) the City's residential policies meet Statewide Planning Goal 10 requirements.

- Under the Metro forecast, Wilsonville is very close to having enough residential land to accommodate expected growth. Wilsonville could run out of residential land by 2032.
- If Wilsonville grows faster than the Metro forecast, the City will run out of residential land before 2030.
- Getting residential land ready for development is a complex process that involves decisions by Metro, City decision makers, landowners, the Wilsonville community, and others. The City is beginning the process of ensuring that additional residential land is available through the concept planning process for the Advance Road area.
- Wilsonville is meeting Statewide Planning Goal 10 requirements to "provide the opportunity for at least 50 percent of new residential units to be attached single family housing or multiple family housing" and to "provide for an overall density of 8 or more dwelling units per net buildable acre."

If Wilsonville continues to grow at its historical growth rate, the city will consume available residential land by about 2025.

Planning for Growth Areas

A key objective of the Wilsonville Residential Land Study is to inform policy choices related to residential development. Wilsonville's key residential policy choices are on the topics of planning for growth areas, Town Center, monitoring development, and removing barriers to needed housing types in the city development code.

Frog Pond

Information in the Residential Land Study will inform the Frog Pond Concept Plan and subsequent Master Plan. The City will develop strategies to determine desired densities and housing types for the Frog Pond Concept Plan. Given the City's experience with implementing the Villebois Master Plan, the adoption of a Frog Pond Concept Plan will provide a sufficient regulatory framework for developing certainty about achieving a specific mix and density of housing.

The Residential Land Study assumes that the majority of housing in Frog Pond will be single-family detached. The study also assumes that housing will develop at densities between 5.0 and 8.5 dwelling units per gross acre in Frog Pond which equates to 7,300 to 4,350 square-foot lots.

While this study does not set the densities or other development assumptions for Frog Pond, it provides a reasonable place to begin discussions about residential development at Frog Pond. ECONorthwest recommends that the density and mix assumptions eventually built into the Frog Pond Concept Plan consider the results of the housing needs analysis, comply with the density and mix requirements of OAR 660-007, and consider the context of overall housing need in Wilsonville.

Advance Road

The Residential Land Study concludes that Wilsonville may have need for additional residential land, by 2032 or sooner. Advance Road, an Urban Reserve immediately east of Wilsonville, has been identified by Metro and the City for residential uses. The City is beginning to plan for development of Advance Road, through the Concept Planning process for Frog Pond and Advance Road.

ECONorthwest recommends that City staff use information from Wilsonville's residential growth monitoring program to inform regional discussions with Metro about expansion of the UGB, which happen on a five-year cycle. City staff can provide Metro with information about population and housing growth, as well as residential development and land consumption, to inform UGB expansion discussions.

Given the amount of time it takes to get a new area to be development-ready



(i.e., brought into the UGB, planned, and services extended to the area), Wilsonville should begin discussions about bringing Advance Road into the UGB as part of the next cycle of UGB expansion discussions.

Town Center

City staff estimated the capacity of vacant land in the Town Center zone ranges from 200 to 270 dwelling units. Town Center may be able to accommodate more housing, depending on the community's vision for development. The issue of how much housing to encourage in the Town Center is beyond the scope of this study.

ECONorthwest recommends that the City update the vision and master plan for Town Center, as part of a future planning process. This update should determine the potential market for housing in the Town Center, the amount and types of housing that the community wants in Town Center, Town Center's relationship to other residential areas, and how housing will relate to commercial development in Town Center.

Monitoring development activity

The determination of residential land sufficiency (page 19) is based on dwelling unit forecasts prepared by Metro. The Metro forecasts show new housing units increasing at a rate of 1.8% annually between 2014 and 2034 in the Wilsonville Planning Area. Under this forecast, Wilsonville will run out of residential land by about 2032.

If Wilsonville grows faster than Metro's forecast predicts, the city will run out of residential land sooner. For example, Wilsonville's household growth over the 2000-2010 period averaged about 2.8% annually. If Wilsonville continues to grow at this rate, the city will consume the available residential land by about 2025.

ECONorthwest recommends that City staff develop a monitoring program that will allow Wilsonville to understand how fast land is developing. The monitoring program will inform Metro's UGB planning process by providing more detailed information about housing growth and development capacity in Wilsonville. This information can help City staff and decision makers make the case to Metro staff and decision makers about the need for residential expansion areas. We recommend using the following metrics to monitor residential growth: population, building permits, subdivision and partition activity, land consumption, and right-of-way and open space dedications.

Legislative action on code changes

As part of this study, Wilsonville staff conducted a Goal 10 policy and Development Code evaluation. Staff concluded that Wilsonville is "... in compliance with applicable Federal and State housing regulations." City staff are proposing minor amendments to the Development Code to address issues such as allowing duplexes in all PD-R zones. ECONorthwest recommends that the City take action on these amendments.

Recommended Code amendments:

- Allow duplexes in all PD-R zones
- Add clear and objective review for single-family housing in the Old Town Overlay Zone
- Add clear and objective Site Design Review process for new multifamily development when such development does not also trigger Planned Development review

Acknowledgements

PLANNING COMMISSION

Ben Altman (Chair)
Eric Postma (Vice Chair)
Al Levit (CCI Chair)
Marta McGuire (CCI Vice Chair)
Peter Hurley
Phyllis Millan
Ray Phelps

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Tim Knapp, Mayor
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Richard Goddard, Councilor
Susie Stevens, Councilor

CITY STAFF

Chris Neamtzu, Planning Director
Katie Mangle, Long Range Planning Manager
Dan Pauly, Associate Planner
Dan Stark, GIS Manager

CONSULTING TEAM

Beth Goodman, ECONorthwest
Bob Parker, ECONorthwest
Kate Macfarlane, ECONorthwest

ECONorthwest prepared this report and is solely responsible for its content.

ECONorthwest specializes in economics, planning, and finance. Established in 1974, ECONorthwest has more than three decades of experience helping clients make sound decisions based on rigorous economic, planning, and financial analysis.

ECONorthwest gratefully acknowledges the substantial assistance provided by staff at the City of Wilsonville. Many other agencies and staff contributed to other research that this report relied on.

For more information about this report, please contact:

Katie Mangle
Long Range Planning Manager
City of Wilsonville
29799 SW Town Center Loop E
Wilsonville, OR 97070
503-570-1581
mangle@ci.wilsonville.or.us

Bob Parker
Senior Planner
ECONorthwest
99 W 10th Ave, Suite 400
Eugene, OR 97401-3040
541-687-0051
parker@econw.com

**COMMITTEE FOR CITIZEN INVOLVEMENT
WEDNESDAY, JANUARY 8, 2014
6:00 P.M.**

**Wilsonville City Hall
29799 SW Town Center Loop East
Wilsonville, Oregon**

Notes from the Goal 10 Housing Needs Analysis Public Forum

The Planning Commission meeting in its role as the Committee for Citizen Involvement (CCI) hosted a Public Forum on the **Statewide Planning Goal 10 Housing Needs Analysis** for the City of Wilsonville.

Those present:

CCI Members: Al Levit, Ben Altman, Eric Postma, Marta McGuire, and Phyllis Millan

City Councilors: Councilor Julie Fitzgerald

City Staff: Katie Mangle, Chris Neamtzu, Nancy Kraushaar

Project Consultants: Beth Goodman and Robert Parker of ECONorthwest

Approximately 28 members of the public attended.

The following documents were available to the public:

- Meeting Agenda
- Wilsonville Residential Land Study, December 11, 2013 DRAFT
- Wilsonville Residential Land Study: Technical Report, December 2013 Draft Report (Only one copy was available in a binder for citizens to look through.)

CCI Chair Al Levit opened the public forum at 6:00 by welcoming everyone to the meeting and introduced members of the CCI and City Staff. Many members of the audience indicated that they own property in the Frog Pond/Advance Road planning area. There were a few consultants, developers, and building contractors present. Chair Levit explained that the Housing Needs Analysis is planning the future residential lands and that it was good that those present were in attendance as a lot of input is needed and that there would be opportunity later in the evening for comments and questions.

Chair Levit introduced the ECONorthwest consultants assisting the City with the Housing Needs Analysis, Bob Parker and Beth Goodman.

Mr. Parker used a PowerPoint presentation, Wilsonville Housing Needs Analysis, to explain:

- Why a Housing Needs Analysis needed to be done
- The requirements and objectives of the study, definition of the study area
- Identification of the issues that needed to be addressed in the study
- The housing types that are currently in Wilsonville
- Housing mixes:
 - * The State requires cities to plan for land that will accommodate a new housing mix of 50% single-family and 50% multi-family. Wilsonville currently has a higher percentage of multi-family housing than its neighboring cities.
- Housing densities
 - * The state requires the City to plan for an overall density of new housing of 8 units per net acre.

- * The City is currently in compliance and will continue to be in compliance with the overall density requirements.
- Government subsidized/affordable housing
- Development capacity
 - * How much housing demand will Wilsonville have and how much capacity does Wilsonville land have?
 - * Two scenarios were developed for potential development: Low capacity and high capacity scenarios.
 - * The results of comparing the capacity of land to accommodate new housing with the growth forecast results are that the city has about enough land, when including the assumptions in the Frog Pond/Advance Road areas, to accommodate development. There is a chance that there will not be enough land under the low capacity scenario by 2032. With the high capacity scenario, there will be a slight surplus of land.
 - * Wilsonville's historical growth rate was faster than the Metro forecast and if this trend continues it may run out of land slightly before the 2032 forecast.
 - The City is planning for a lot of employment growth and it is one of Wilsonville's objectives to have a better housing/job balance.
 - * The City has a flexible system in that it understands that the market determines what type of housing is going to get built; it says that within these particular designations, these housing types can be built.
- Policy recommendations
 - * Plan for predominately single-family detached housing in Frog Pond
 - * Adopt proposed Development Code amendments
 - * Because Wilsonville may grow faster than Metro's forecast:
 - Monitor development activity
 - Work with Metro to bring the Advance Road area into the UGB.

Mr. Parker summarized his presentation by saying that the Housing Needs Study provides the foundation for ongoing planning efforts and upcoming planning efforts, particularly in the Frog Pond/Advance Road area, and shows compliance with state requirements. The results show that the City is consistently implementing their planning system and getting the results intended from that system.

The public forum was opened up for questions and comments about the report with Mr. Parker and Katie Mangle, Wilsonville's Long-Range Planning Manager, responding. *The discussion included the following questions and observations:*

- Is the state housing mix requirement (of planning for a 50/50 mix) for only new development or all development?
 - * The housing mix requirements are only for new housing that occurs over the 20-year planning period. As the trend since 1995 has been an increased percentage of multi-family housing, the Planning Commission has directed that the housing mix be brought back to a 50/50 mix. The 52/48 mix indicated in the Study is what they were able to get to, based on the function of the land that is available and the designations in zoning that exist right now.
- Why was the area north of Frog Pond, west of Stafford, not included as a priority for concept planning and UGB inclusion?
 - * The phasing of the Metro Urban Reserve Plan shows the Advance Road area is to be brought into the UGB in 2020-2025.
 - * Metro's official estimate is that the Elligsen Road area could be added to the UGB in 2035
 - * The City is following Metro's direction for the prioritization of the areas coming into the UGB.
- Why not plan for single-family attached housing in Frog Pond?
 - * The direction that staff has gotten from the Council and Planning Commission has been that, because of the amount of multi-family development in the past 15 -20 years, and the fact that much of the vacant lands in the City are already planned for some multi-family units, the Frog Pond area is a good place to provide more single-family detached units.
- Ms. Mangle explained that within the next two months a planning effort will begin for the Frog Pond/Advance Road area.

- * This Housing Needs Study is not setting any policies for specific housing densities or types; the study is not predetermining the housing mix for the Frog Pond/Advance Area. It is an economic model study that addresses what Wilsonville will need, and what the demand for housing could be. This study answers some of the questions the community would be asking during the Frog Pond/Advance Road planning process; who are we planning for, what do we need, how do we know if we need this kind of housing?
- * The community will continue to refer to this document during the conceptual planning of the Frog Pond/Advance Road areas.
- * The Frog Pond/Advance Road property owners have already been notified of the conceptual planning that is about to take place for that area.
- * The intent is to have robust citizen involvement during that conceptual planning.
- Multi-family and single-family mix:
 - * There is a distinction between the multi-family and single-family mix in that single-family homes tend to be more focused towards ownership products. To clarify the way that Metro looks at the mix, it is 50% detached single-family and 50% attached multi-family. Adjusting the trend in Wilsonville to reduce percentage of multi-family (toward 50%) has been the prevailing discussion with the City Council and Planning Commission.
 - * Some multi-family units in the Frog Pond area (assumed to be duplexes) were included in the modeling for this report.
- The duplex Code amendments seem to be in conflict with desire for single-family attached housing.
 - * There was an oversight during prior Code amendments in that duplexes were dropped off the list. It is a housekeeping thing to correct that oversight.
 - * The proposal is that duplexes be added to the list of housing types allowed in Planned Development zones that already allow single-family and multi-family housing.
 - * It also feeds into that prevailing policy direction that empowers property owners to do some of the lower density development.
- The term "required" has been used frequently and it has an air of inevitability to it. Are we saying that we are "required" to achieve the numbers that are listed in the report? Are the Metro growth projections required? Is it correct to say that we have no other choice but to do this?
 - * Mr. Parker responded that the City does have discretion in respects over where and how fast, but people are allowed to develop their land once inside a UGB. Property owners have the right to do whatever the zoning allows. Mr. Parker detailed how properties are brought into the UGB in order to be "urbanizable".
 - * The growth forecast may not necessarily be a self-fulfilling prophecy. Metro recommends that the City monitor its growth and land consumption in relation to the forecasts.
 - One of the more important issues for the City is the rate of growth. The City could make the determination that they do not want more land brought into the UGB, although with urban reserves, there is some direction there already.
 - It is complicated because Wilsonville exists in a metropolitan region that is trying to figure out how to accommodate growth over the whole area.
 - * Ms. Mangle noted that since Frog Pond has been brought in to the UGB, and Wilsonville advocated for it to be brought into the UGB, we are required to develop a plan for what will happen.
 - There is no set outcome of what that plan is to be, just that there is some agreement that it will be residential. Similarly, we are also required to do a plan for the employment areas of Basalt Creek.
 - There is a high demand from businesses that want to locate here and people who want to live here, so we want to be ready for the traffic impacts and community growth.
 - There are infrastructure implications there as well. We need to be doing a lot of this work and have been doing this advance planning for other areas all along; even prior to the regional requirements being put in place.
 - * Last year a Transportation System Plan that has provisions to accommodate that growth was adopted.

- The Frog Pond area is already in Metro's Urban Growth Boundary. The City can advocate to bring the Advance Road area into the UGB if there is a need for more land.
- There were comments about the density of Villebois and the closeness of the units and lack of open space.
 - * Katie noted that the Villebois Village Master Plan has not changed that much since it was adopted. It was planned as a mixed density urban village from the very beginning.
 - * The open space and lot size of Villebois was part of the reason for the push for single-family detached units at Frog Pond.
- What is the occupancy of all of the multi-family units? Keep occupancy in mind as part of this work.
 - * Vacancy rates were looked at in Wilsonville relative to other cities. We did not look at business vacancies. Wilsonville was no higher than other areas.
- How long do multi-family units last? When do they get replaced?
 - * The life-span of a multi-family unit is typically 50 years. It could be more depending upon how well they are maintained. This gets it out of this Study's planning horizon.
 - * Typically in places like Wilsonville, when redevelopment occurs, it redevelops into densities higher than what was there previously. They did not get into redevelopment too much in the Study.
 - * There is limited data about mobility; why and how often people move.
 - * Comments were made about a concern that multi-family housing may deteriorate faster than single family housing, and impact the quality of life in the community.
- Comments were made about the Advance Road school/park site and how infrastructure gets sized and built to accommodate demand.
 - * The School District owns three large lots in the Frog Pond area and are going to be an important player in that planning process. They are a property owner; a potential developer just like everyone else.
 - * There is already a large sewer trunk line in Boeckman Creek that stubs up to the city limits. It probably needs to be bigger to serve the whole area, but it is big enough to serve the Frog Pond area including the school site. Lateral lines will need to be run to the big pipe.
 - * It was confirmed that there will be enough capacity at the Wastewater Treatment Plant to handle the Frog Pond/Advance Road development.
 - * Metro grant money is paying for the planning work that is about to start for the Frog Pond/Advance Road area. One of the arguments the City made in the grant application was for planning this whole area at the same time, even if Advance Road comes in later, is because it needs to work together; it all going to be served by the same sewer lines, by the same schools; it is going to be the same community. Metro may find that there is a need to bring the Advance Road area into the UGB much sooner than they think.
- The Planning Commission's 20-year Look
 - * Ms. Mangle explained that during the last UGB expansion cycle, the Planning Commission and City Staff did a 20-Year Look that projected how and when land outside the city limits could be brought into the City and be developed, but a lot of was based on physical mapping and intuitive understanding about what was happening; now we have data to back that up that is current.
 - If we track it every year and can show that we know how much land is being consumed, at what densities and what the market is, Metro can use this information to determine whether Advance Road needs to come in earlier or later.
 - If there is City and community support, they will be able to say that there is a need and a plan that can be backed up by documentation.
- Comments were made about single-family housing being appropriate in Frog Pond, as they put less pressure on schools etc.
 - * Mr. Parker stated that concept planning is not just about meeting the state and Metro requirements, but to think about the physical aspect about how development is going to occur and what the community wants out of the future development.

Ms. Mangle discussed the Frog Pond/Advance Road concept planning specifically:

- The City received a grant in August 2013 from Metro to fund the concept planning. Property owners were sent letters letting them know about the grant. Since then, agreements were negotiated and signed

and the process to hire a consulting team to assist with the analysis, planning, and design work is underway. She expects to have the consulting team under contract by March 2014 with the actual planning effort starting in April.

- City staff is already gathering data and doing some mapping, and will be contacting property owners for permission to go on their property.
- She invited people to contact her with their ideas, comments, and questions. The property owners know the most about their land and she is interested in hearing from them.
- The intent is for robust public involvement; there will be workshops to engage the whole community, but the property owners will be key players in the planning.
- She invited people to sign in on a sign-up sheet specifically for the Frog Pond/Advance Road planning if they wish to be kept informed as the process moves forward.
- The project is to be done in two phases
 - * The first year will be looking at the Frog Pond and Advance Road areas together.
 - * The second year will be focusing on just the Frog Pond area specifically because this area is closer to be developed.

When will the school be built?

- The School District first has to go to the voters with a bond measure, probably in November. If that is successful, then they have to go through the planning and permitting processes. Ms. Mangle suggested that the school could be built in 2016. The concept plan will be ready by that time.
- There already is a master plan for the school property that shows how the property would be laid out. The City, at this time, is not actively doing anything about the park that is planned to be included on the school property, but the City intends to hold that land for the park. There was a discussion about what type of school is needed for the area.
- Will concept planning allow Advance Road to come into the UGB and develop without additional work (i.e. no master plan)?
 - * The first year that we do the concept planning for the Frog Pond/Advance Road areas will meet the Metro requirements for both areas and that level of planning will not have to be done again for the Advance Road area when it brought into the UGB.
 - * It is not necessary that the City to do the master plan level of planning, which goes into more detail than conceptual planning, but Ms. Mangle said that the intent is to get the concept planning to the level that developers can easily pick up where the concept planning leaves off.

CITY COUNCIL MEETING STAFF REPORT

Meeting Date: February 20, 2014	Subject: Ordinance No. 735 Proposed Ordinance to prohibit smoking within twenty feet of transit stops and shelters. Staff Member: Stephan Lashbrook Department: Transit
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 <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input 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:
Staff Recommendation: Staff recommends scheduling this matter for public hearing and first reading in March.	
Recommended Language for Motion: Not applicable – work session only.	
PROJECT / ISSUE RELATES TO: <i>[Identify which goal(s), master plans(s) issue relates to.]</i>	
<input checked="" type="checkbox"/> Council Goals/Priorities Safe Healthy & Aesthetically Pleasing Community	<input type="checkbox"/> Adopted Master Plan(s)
<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

The issue before Council is whether to prohibit smoking at or near transit stops and shelters.

EXECUTIVE SUMMARY:

The City of Wilsonville joined numerous other cities in banning the use of tobacco in public parks in 2012. That City Council decision was in response to strong community support. Since that time, SMART employees have heard from citizens asking that smoking be prohibited in and around transit stops and shelters. When a bus sits at these locations with the doors open, cigarette smoke is often drawn into the bus from smokers outside the bus. Such smoke can also be irritating to people waiting to board a bus. On occasion, bus drivers have asked smokers to

move away from transit shelters, but with mixed results. On some occasions, smokers have flatly refused to comply.

If adopted, signs will be installed at transit shelters and stops indicating that those locations are smoke free. As proposed, this ordinance will be enforced through fines as outlined in the Wilsonville Code, just as with the tobacco ban in Wilsonville parks.

EXPECTED RESULTS:

Healthier and safer use of City transit facilities. Some increase in ridership is expected. Please see benefits listed below.

TIMELINE:

As proposed, the first reading of the ordinance will take place on March 17, with the second reading on April 7, 2014. The ordinance will take effect 30 days after adoption on second reading.

CURRENT YEAR BUDGET IMPACTS:

Minor costs for creating and posting signs on transit facilities.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: ____JEO____ Date: ____2/10/14____

There are no financial impacts.

LEGAL REVIEW / COMMENT:

Reviewed by: _MEK____ Date: 2/9/2014____

In discussions with the Transit Director, 20 feet was determined to be a reasonable distance given general experience that smoke dissipates under most conditions within that distance.

COMMUNITY INVOLVEMENT PROCESS:

Staff has relied on the community outreach process used to enact Ordinance No. 712, prohibiting tobacco use in City parks. During that process, community members overwhelmingly supported restricting smoking in public places.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

- Positive health impacts (e.g. improved public health, reduced health risks for people who use transit, especially those with chronic conditions);
- Environmental impacts (reduced litter from cigarette butts);
- Social impacts (transit services are vital to many in the community); and
- Economic impacts (transit helps fuel economic health by getting commuters to and from their jobs).

Second Hand Smoke (SHS):

- Exposure to SHS is now known to be physically harmful - especially to children;
- No level of SHS is risk free;
- Tobacco smoke contains nearly 4,000 chemicals - listed as Group A carcinogens;

- Exposure to SHS negates the positive effects of engaging in healthy outdoor activities, including walking or bicycling to and from transit stops; and
- SHS exposure in outdoor areas can rival amounts in indoor spaces.

ALTERNATIVES:

The City Council has two alternatives to the proposed Ordinance:

1. Expand or decrease the area to be covered by the smoking prohibition; or
2. Elect not to enact the Ordinance.

CITY MANAGER COMMENT:

ATTACHMENTS

A. Proposed Ordinance No. 235

ORDINANCE NO. 735

AN ORDINANCE AMENDING CITY OF WILSONVILLE MISCELLANEOUS CODE PROVISIONS TO PROHIBIT SMOKING AT OR WITHIN TWENTY FEET OF A BUS STOP OR TRANSIT SHELTER.

WHEREAS, the City Council has received information regarding the benefits of prohibiting smoking on City property, facilities and buildings; and

WHEREAS, City employees have received complaints from transit riders about people smoking at bus stops;

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

1. Wilsonville Code, Miscellaneous Provisions, § 10.000, is amended by adding the following subsection:

“(10.305) Smoking At, In, or Near Public Transit Stops or Shelters.

No person shall smoke tobacco or any other substance at, in, or within 20 feet of a transit stop or shelter. To the extent this smoke free zone extends into any city street or public way, any and all occupants of any fully enclosed vehicle driving through this smoke free zone are exempted from the provisions of this section.”

2. Wilsonville Code, subsection, § 10.430, Penalties subsection is amended by adding the following subsection (4):

“(4) Any person who is convicted of violating the provisions of WC 10.305 shall be punished as a violation pursuant to Section 1.012.”

SUBMITTED to the Wilsonville City Council and read for the first time at a regular meeting thereof on the ____ day of _____ 2014, and scheduled for a second reading at a regular meeting of the City Council on the ____ day of _____, 2014, commencing at the hour of 7 p.m. at the Wilsonville City Hall.

Sandra C. King, MMC, City Recorder

ENACTED by the City Council on the ____ day of _____ 2014, by the following votes: Yes:-- No: --

Sandra C. King, MMC, City Recorder

DATED and signed by the Mayor this ____ day of _____, 2014.

TIM KNAPP, MAYOR

SUMMARY OF VOTES:

Mayor Knapp
Council President Starr
Councilor Goddard
Councilor Fitzgerald
Councilor Stevens

Wilsonville Mayor Tim Knapp Talking Points Outline
TVF&R Citizen Life Saving Certificate and Coin Awarded to Tom Smith

Thursday, February 20, 2014, 7:15 pm City Council Chambers

- We are pleased tonight to have representatives from Tualatin Valley Fire and Rescue.
- Welcome Division Chief Brian Sherrard
- We are also pleased tonight to have Mr. Tom Smith who works in Wilsonville join us.
- I am going to turn it over to Division Chief Sherrard who will go into details, but before I do Mr. Smith I would like to say
 - “Thank You” for acting with great courage, urgency and concern to save Arlene Schnitzer life
 - When faced with an emergency the actions you took were courageous and this recognition is well deserved
- We are honored to have you join us tonight.

A note we received today from Arlene Schnitzer

“I am very sorry that I could not attend tonight, but I am very appreciative that Tom is such an observant person and that he stepped in when he saw a person in need. I want to deeply thank him for saving my life. I am thrilled that Tom is being recognized for his courageous actions.”

Wilsonville Mayor Tim Knapp Talking Points Outline

Girl Scout Gold Award Recognition

Thursday, February 20, 2014, 7 pm City Council Chambers

- We are pleased to have Karina Jaroch with us tonight
- Karina is a Senior at Valley Catholic High School in Beaverton and has an exceptional background in community service
- Karina was awarded the Girl Scout Gold Award
 - Highest honor awarded high-school aged Girl Scouts
- To receive this award Karina completed an independent service project
 - Project involved volunteering at Brother Andre Café, a food pantry in Portland
 - Collected 187 pounds of donated food
- We thank you for your service and leadership
- As a resident of Wilsonville, the community is proud of your accomplishments and with this certificate we are pleased to recognize your valuable contributions to our community.

King, Sandy

From: Gail, Jon
Sent: Wednesday, February 12, 2014 4:39 PM
To: Handran, Angela; Ottenad, Mark
Cc: King, Sandy
Subject: RE: Pos CC Mtg Communications

Hi Angela,

I have made contact with Mr. Tom Smith and he is available and very honored to be invited to our next City Council Meeting on Thursday February 20th at 7 pm to receive the Citizen Lifesaving Certificate and Lifesaver Coin from TVF&R. If you need to reach Mr. Smith for any reason his phone number is 971-235-0295.

I plan to send him details about how to get to city hall and a meeting reminder as well.

I told him and Piseth from TVF&R that item will be at the first part of the meeting under the Mayor's Business shortly after 7 pm (+/-7:05 pm). Piseth told me that he and Division Chief Brian Sherrard will attend the meeting.

Mark and I were thinking that the Mayor will likely first say a few words and invite Piseth, Chief Brian Sherrard, and Mr. Smith to come up and say a few words. After that we would probably hear from the City Council and then the Chief, and the Mayor can present him the Certificate and Coin and I can take some photos of the presentation.

I am checking with TVF&R to see if they have any preferences on how they would like this to go.

Please let me know if you have any questions.

Jon

Jon C. Gail
Community Relations Coordinator
City of Wilsonville
29799 SW Town Center Loop East
Wilsonville, OR 97070
General: 503-682-1011
Direct: 503-570-1502
Fax: 503-682-1015
Email: gail@ci.wilsonville.or.us
Web: www.ci.wilsonville.or.us

From: Handran, Angela
Sent: Wednesday, February 12, 2014 2:04 PM
To: Ottenad, Mark; Gail, Jon
Cc: King, Sandy
Subject: RE: Pos CC Mtg Communications

Have all the details regarding Mr. Smith's Council recognition been taken care of?

Angela

From: Ottenad, Mark
Sent: Wednesday, February 05, 2014 8:46 AM
To: Cosgrove, Bryan
Cc: Handran, Angela; King, Sandy
Subject: FW: Pos CC Mtg Communications

Don't know if you saw the 'good Samaritan' story about Wilsonville resident who works at Wilsonville Target and saved life famous Portland philanthropist by executing the Heimlich maneuver.

Jon suggests as a potential CC mtg Communications item – Council could present a Certificate of Commendation.

Thoughts? If Yes, perhaps Angela could locate him and make arrangements.

Thank you.

- Mark

From: Jon Gail [<mailto:4jongail@gmail.com>]
Sent: Tuesday, February 04, 2014 8:55 PM
To: Ottenad, Mark
Subject: Fwd: Google Alert - Wilsonville

Hi Mark,

Cool story about a man from Wilsonville. I wonder if the City Council could recognize him at the next meeting? Seems like he deserves it to me.

Jon

Heimlich saves philanthropist Arlene Schnitzer



Heimlich saves philanthropist Arlene Schnitzer

by Chris Willis, KGW Unit 8 Reporter

kgw.com

Posted on February 4, 2014 at 6:06 AM

Updated yesterday at 5:44 PM

WILSONVILLE, Ore. -- A Wilsonville man is being called a hero after his quick thinking may have saved the life of notable Portland philanthropist Arlene Schnitzer.

Schnitzer is one of Portland's most generous donors. She has given millions of dollars to numerous arts, science and education projects and is the namesake of the Arlene Schnitzer concert Hall.

Now, Schnitzer is calling Tom Smith her "guardian angel."

Smith works at the Wilsonville Target. Late last week, he popped into Burger King on his lunch break, where the manager gave him a free beverage.

"After he gave me the free soda, I felt like I need to pay it forward, you know, which was ironic because I hear somebody coughing suddenly," he said. "I knew at that time, it was kind of a do-or-die situation."

Smith found a woman choking. He didn't know it at the time, but that woman was Schnitzer.

"I just ran over there and I remember looking into her eyes and saying Ma'am, can you breathe? She couldn't say anything and her lips started turning blue," Tom recalled. "So I kind of said, 'I'm going to give you the Heimlich,' not knowing really how to do it."

But Smith was able to help Schnitzer. Then, he walked back to Target and went back to work.

Smith's boss, Store Team Leader Rylan Rankin, said Tom's heroics didn't surprise him.

"What was not surprising was that Tom was the one to jump into action, if you will. If I had to pick anyone that would be doing that, Tom would be one of the first ones to come to mind," Rankin said.

Arlene Schnitzer agreed. KGW reached her while she was traveling in New York, and through a statement she said, "I'm so grateful Tom acted when nobody else did. To me, he's a guardian angel and I'm thankful he was there when I needed him."

Smith said he was happy to help.

"Saving a lady in and of itself was awesome, but to find out she's this philanthropist and everything else is amazing, being able to help someone who has helped so many just blows me away," he said.

Before leaving on her trip to New York, Schnitzer went from store to store looking for Smith to thank him. She did not know where he worked, only that he worked in the area. She was finally able to locate him, and left her contact information at the Wilsonville Target.

Days later, she was able to thank him when they spoke.

CITY COUNCIL ROLLING SCHEDULE
Board and Commission Meetings 2014-15

FEBRUARY

DATE	DAY	TIME	MEETING	LOCATION
2/17			President's Day City Offices Closed	
2/19	Wednesday	6 p.m.	Planning Commission	Council Chambers
2/20	Thursday	7 p.m.	City Council Meeting	Council Chambers
2/24	Monday	6:30 p.m.	DRB Panel B	Council Chambers
2/26	Wednesday	6:30 p.m.	Library Board	Library

CANYON CREEK ROAD CITIZEN MEETING

Date: 2/24/14 5:30 p.m. – 7 p.m.

City Hall - 2nd floor Willamette River Room

DADDY DAUGHTER DANCE "A Night in Hollywood"

Date: 2/28/14 7:00 PM – 9:00 PM \$14 per person

Community Center

Register early since space is limited to 125.

CITY COUNCIL MEETING STAFF REPORT

Meeting Date: February 20, 2014	Subject: Resolution No. 2452 Oregon Korean War Memorial Sculpture License Staff Member: Mike Kohlhoff Department: Legal	
Action Required <input checked="" 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 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	Advisory Board/Commission Recommendation <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: <div style="height: 80px;"></div>	
Staff Recommendation: Approve attached Resolution authorizing City staff to work with the Korean War Memorial Foundation of Oregon to locate and install two commemorative sculptures at or near the Oregon Korean War Memorial.		
Recommended Language for Motion: I move to adopt Resolution No. 2452		
PROJECT / ISSUE RELATES TO: <i>[Identify which goal(s), master plans(s) issue relates to.]</i>		
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input checked="" type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL: Whether to authorize staff to work with the Korean War Memorial Foundation of Oregon (KWMFO) to site and install two commemorative sculptures on City Property at or near the Oregon Korean War Memorial in Wilsonville.

EXECUTIVE SUMMARY: The KWMFO has approached City staff with a request to locate two commemorative Korean War Memorial themed sculptures, the subject matter and exact location of which are yet to be determined, on City property at or near the Korean War Memorial. While yet to be determined, one theme under discussion is to honor by a three-dimensional representation (statue) a prominent personage of the Korean War era from South Korea and from the US. If this Resolution is approved, staff members would work with the

KWMFO to agree upon the type, subject matter and locations of the sculptures and to bring a final recommendation concerning the same back to City Council for review and approval. If approved by City Council, the City would issue a revocable license to the KWMFO for placement of the sculptures. The KWMFO would be responsible for commissioning, insuring, installing, maintaining and removing the sculptures. Although the City would retain the right to require removal or relocation of the sculptures, the stated goal and purpose would be that they are being located on a long term basis and removal or relocation would only be required if the licensing agreement is violated or if another compelling City need arises which call for removal or relocation.

EXPECTED RESULTS:

If the Resolution is approved, staff will work with the KMWFO to select appropriate sculptures to be installed at agreed upon locations and, to be presented to City Council for final approval. If approved by City Council. Staff would negotiate the licensing agreement which would allow for their placement. The final result would be two new commemorative sculptures that are approved by City Council and would be located on City property, at or near the Korean War Memorial.

TIMELINE:

Cooperative planning and negotiations to commence as soon as the Resolution is approved. Time for completion will be subject to availability of time and fund-raising by leaders of the KWMFO

CURRENT YEAR BUDGET IMPACTS:

The only cost to the City would be staff time.

FINANCIAL REVIEW / COMMENTS: *[Item must be sent to Finance for review and comment.]*

Reviewed by: _____ Date: _____

LEGAL REVIEW / COMMENT:

Reviewed by: _____MEK_____ Date: 2/11/14_____

Drafted Resolution at the request of the City Manager.

COMMUNITY INVOLVEMENT PROCESS:

Follow public process for land use development.

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

The sculptures would enhance the community environment and provide tribute to an important historical event. The sculptures could accentuate the Oregon Korean War Memorial as a tourism destination, especially for visitors from South Korea.

ALTERNATIVES:

Decline to allow staff to participate in the process or set other limitations/requirements for the project.

CITY MANAGER COMMENT:

ATTACHMENTS

A. Draft Resolution No. 2452

RESOLUTION NO. 2452

A RESOLUTION AUTHORIZING CITY OF WILSONVILLE STAFF TO WORK WITH THE KOREAN WAR MEMORIAL FOUNDATION OF OREGON TO LOCATE AND INSTALL TWO COMMEMORATIVE SCULPTURES AT OR NEAR THE OREGON KOREAN WAR MEMORIAL

WHEREAS, The Korean War Memorial Foundation of Oregon (KWMFO) has asked the City's permission to install two (2) commemorative sculptures at or near the Oregon Korean War Memorial, located in Town Center Park, for which the exact subject matter, materials, and locations remain to be determined; and

WHEREAS, the City and the KWMFO wish to work together to determine the best locations and specifics of the sculptures to be placed at or near the Oregon Korean War Memorial; and

WHEREAS, the sculptures will be paid for, installed, owned, and maintained by the KWMFO but located on City property and subject to the terms of a licensing agreement with the City.

NOW, THEREFORE, THE CITY OF WILSONVILLE, INCORPORATING THE ABOVE RECITALS HEREIN, DOES RESOLVE AS FOLLOWS:

1. The City Council authorizes the City Manager to assign staff to work with the KWMFO to agree upon the locations and types of sculptures to be placed at or near the Oregon Korean War Memorial and return to City Council with a recommendation for final approval of the two sculptures and their locations.
2. Once approved, the City Manager will enter into a license agreement with the KWMFO which will provide, among other things, that the KWMFO will be solely responsible for insuring and maintaining the sculptures for as long as they are allowed to remain on City property and for removing or relocating them, if required at some point in the future due to changes in circumstance.
3. This Resolution is effective upon adoption

ADOPTED by the Wilsonville City Council at a regular meeting thereof this ____ day of _____, 2014, and filed with the Wilsonville City Recorder this date.

TIM KNAPP, MAYOR

ATTEST:

Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

Mayor Knapp
Council President Starr
Councilor Stevens
Councilor Goddard
Councilor Fitzgerald

CITY OF WILSONVILLE CITY COUNCIL MEETING MINUTES

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, February 3, 2014. Mayor Knapp called the meeting to order at 7:12 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

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

Staff present included:

Bryan Cosgrove, City Manager
Jeanna Troha, Assistant City Manager
Mike Kohlhoff, City Attorney
Sandra King, City Recorder
Nancy Kraushaar, Community Development Director
Mark Ottenad, Government Affairs Director
Jon Gail, Communications Program Manager
Joanne Ossanna, Finance Director
Steve Munsterman, Operations Supervisor
Stephan Lashbrook, SMART Director
Eric Mende, Capital Project Manager for Engineering

Motion to approve the order of the agenda.

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

Vote: Motion carried 3-0.

MAYOR'S BUSINESS

A. State of the City Address – Mayor Knapp

Mayor Knapp presented his State of the City Address. At the completion of his Address Mayor Knapp declared a recess at 8 p.m. and reconvened the meeting at 8:05 p.m. *The Address is attached at the end of these minutes.*

B. Councilor liaison representative assignments for 2014.

The following Liaison assignments to standing City Boards were made.

- Council President Starr – Park and Recreation Advisory Board
- Councilor Goddard – Library Board
- Councilor Fitzgerald – DRB Panels A and B
- Councilor Stevens – Planning Commission and the Wilsonville Community Seniors

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

C. Board and Commission Appointments.

- Appoint Megan Chuinard to the Library Board to fill the unexpired term of LaRue Williams whose term expires 6/30/14.

Motion: Councilor Fitzgerald moved to appoint Megan Chuinard to the Library Board to fill the unexpired term of LaRue Williams whose term expires 6/30/14. Councilor Stevens seconded the motion.

Vote: Motion carried 3-0.

- Appoint Kristin Akervall to the DRB Panel A to fill the unexpired term of Jerry Greenfield whose term expires 12/31/14.

Motion: Councilor Stevens moved to appoint Kristin Akervall to the DRB Panel A to fill the unexpired term of Jerry Greenfield whose term expires 12/31/14. Councilor Fitzgerald seconded the motion.

Vote: Motion carried 3-0.

E. Upcoming meetings were announced by the Mayor. He noted the Clackamas County Board of Commissioners would be holding a Town Hall meeting February 18, 2014 at the Wilsonville Community Center. The Mayor announced he would be traveling to the New Partners Conference this month which addresses Smart Growth Planning.

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.

David DeHart, presented copies of his letter to Council and read his letter into the record. Mr. DeHart spoke in support of the arts and encouraged Council to consider providing financial support to address the needs of the public sculpture program, the Festival of the Arts, and the Wilsonville Theater Company. Mr. DeHart urged the Council to consider establishing a "percent of construction for art" fee similar to what is done in the cities of Portland, Lake Oswego and West Linn to provide sustainable funding for the arts in Wilsonville. *The letter has been made a part of the record.*

The City Manager will have staff look into how other cities were supporting their community art program in terms of funding, facilities, and programs. Incorporating art as one aspect of the broader tourism discussion and giving an art advocate a seat at the table during the conversation on any future aquatic/community center would be beneficial. Staff can look into best practices in other communities and bring ideas back to Council for consideration.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS

Councilor Fitzgerald – (*Development Review Panels A & B Liaison*) reported the Library Board will begin its “food for fines” program in February. Library patrons with overdue items can receive a reduction of their fine by bringing non-perishable food items. All contributions will be donated to the Wilsonville Food Bank.

Councilor Stevens – (*Planning Commission; CCI; Wilsonville Seniors Liaison*) announced the Planning Commission rescheduled its February 12th meeting to the 19th of February.

CONSENT AGENDA

Mr. Kohlhoff read the title of the Consent Agenda into the record.

A. Minutes of the January 6, 2014 and January 23, 2014 Council Meetings.

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

Vote: Motion carried 3-0.

PUBLIC HEARING

Mr. Kohlhoff read the title of Ordinance No. 733 into the record for first reading.

A. **Ordinance No. 733** – 1st Reading
An Ordinance Of The City Of Wilsonville Amending Wilsonville Code, Public Contracts, Sections 2.312, 2.313, 2.314, 2.315, 2.316, 2.317, And 2.318 .

Mayor Knapp read the hearing process and opened the public hearing at 8:35 p.m.

The Staff report for Ordinance No. 733 was presented by Nancy Kraushaar, Community Development director.

The proposed revisions to code sections 2.312 through 2.318 pertain to rules and procedures used by City Staff when soliciting and executing professional services contracts.

Oregon public contracting laws have been revised over the years with respect to procurement of engineering and related services. Although the Wilsonville Code is not required to follow all of the same provisions or standards contained in the Oregon Revised Statutes, the Community Development staff is proposing to adopt more of the State statutory requirements to allow greater efficiencies and flexibility when contracting for engineering and related services.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Some of the changes contained in the draft Ordinance are primarily of a housekeeping nature. A new provision, consistent with State law, is proposed to allow staff to quickly and efficiently negotiate contracts for engineering and related services with fees over \$10,000 and not more than \$100,000 (fees under \$10,000 are already allowed by direct appointment). This proposed code is consistent with OAR 137-048-0200(1)(b) for Direct Appointment Procedures for Small Estimated Fees where the estimated fee to be paid under the contract does not exceed \$100,000.

More specifically, the proposed amendment is found in Wilsonville Municipal Code Section 2.312, Exemptions from Competitive Procurement. A new proposed category, Section 2.312(7) states, "Procurement of Architectural, Engineering, Photogrammetric Mapping, Transportation Planning, and Land Surveying Services, and/or Related Services less than or equal to \$50,000 subject to approval by the Community Development Director, and up to \$100,000 subject to approval by the City Manager."

This revision provides flexibility to staff by eliminating the current requirement for staff to obtain at least three proposals from three different professional services providers before negotiating and awarding a contract between \$10,000 and \$100,000. Staff would continue to seek qualified consultants for needed services and negotiate the work scope and fee in the best interest of the City before awarding a contract. Please note that the proposed code does not preclude staff from obtaining proposals before contracting for consultant services.

The proposed changes are consistent with State law and will streamline the professional consulting services procurement process for consulting contracts under \$100,000, which, in turn, will allow staff flexibility and to work more efficiently.

By eliminating the more time consuming three proposal process (for small, straight forward contracts between \$10,000 and \$100,000), CD staff will be able to operate more efficiently, and move projects forward more expeditiously.

A record of all consultants will be maintained to insure work did not go to one firm; and an audit would be conducted each year with the information provided to Council.

Ms. Kraushaar and Mr. Mende provided examples of how the code changes would use staff time more efficiently.

Mr. Kohlhoff added this code change will bring the City's public contracting rules into line with state public contracting rules. Staff will be responsible for an annual audit providing information to the Council.

Councilors thought the change made sense and allowed staff to work more efficiently.

The Mayor invited public testimony, hearing nothing; he closed the public hearing at 8:45 p.m.

Mayor Knapp requested a written policy be put into place to memorialize Community Development's statement about awarding work to diverse businesses and not use the same contractors.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Mr. Kohlhoff stated staff will develop a written policy to incorporate into the City's purchasing policy, as well as the annual audit report.

Motion: Councilor Stevens moved to approve Ordinance No. 733 on first reading. Councilor Fitzgerald seconded the motion.

Vote: Motion carried 3-0.

CONTINUING BUSINESS

Mr. Kohlhoff read the title of Ordinance No. 734 on second reading.

- A. **Ordinance No. 734** – 2nd Reading
An Ordinance Of The City Of Wilsonville Amending Wilsonville Code Chapter 7, Business Licenses, Sections 7.300, 7.320, 7.330, And 7.370, And Declaring An Emergency.

Mr. Kohlhoff noted at the first reading of Ordinance No. 734, Council directed Staff to come back with an emergency clause making the ordinance effective immediately upon adoption. He read the new language into the record:

"5. Emergency Declared.

The State of Oregon has adopted HB-3460 providing for the registration of businesses dispensing marijuana for medical reasons effective March 3, 2014. However, the Federal Controlled Substances Act (CSA) lists marijuana as a Schedule 1 Drug, in part due to its huge potential for abuse and such classification makes its manufacturer, importation, use and distribution illegal. The City currently has the Home Rule authority to regulate licensing of businesses within the City and to ensure the safety, health and welfare of its citizens by prohibiting the licensing of businesses operating illegally under federal, state, and local laws. Therefore, unless this ordinance is enacted prior to March 3, 2014, the City could well be faced with State preemption and the loss of its local control to determine how best to preserve the safety, health and welfare of the community from businesses who operate illegally, including in violation of the Federal Controlled Substances Act.

Time is of the essence under the circumstances and an emergency is declared to preserve the City's ability to protect the public's safety, health and welfare."

Motion: Councilor Fitzgerald moved to approve Ordinance No. 734 as amended on second reading with the emergency clause. Councilor Stevens seconded the motion.

Vote: Motion carried 3-0.
Councilor Starr - excused
Councilor Goddard - excused
Councilor Fitzgerald - Yes
Councilor Stevens - Yes
Mayor Knapp - Yes

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

CITY MANAGER'S BUSINESS

Mr. Cosgrove asked Councilors to reserve May 10, 17 and 24 as possible dates for a "Spring Training" with all of the Boards and Commissions. As more information is available it will be forwarded to Councilors. He said a spur of the moment "Super Bowl" food drive was organized to support the Wilsonville Food Bank resulting in the donation of 1,175 food items and \$300.00 in cash. The new Community Relations Coordinator Jon Gail was introduced. Mr. Gail is a Wilsonville resident and brings a great deal of marketing and public relations experience to the City.

LEGAL BUSINESS

With the new legislative session beginning Mr. Kohlhoff said staff would follow the Council direction provided in their legislative priorities.

ADJOURN

The Mayor adjourned the Council meeting at 9:01 p.m.

Respectfully submitted,

Sandra C. King, MMC, City Recorder

ATTEST:

Tim Knapp, Mayor

A transcript of the Mayor's State of the City Address follows. The PowerPoint slides used in his presentation are included in the record.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

**CITY OF WILSONVILLE
2014 STATE OF THE CITY ADDRESS**

**Presented by
Mayor Tim Knapp
February 3, 2014**

Wilsonville has had a very active couple of years and I wanted to talk about those last couple of years and what has happened.

Obviously the bubble and the "great recession" caused an impact on a lot of people in a lot of ways, but on the whole Wilsonville has fared quite well through that. I do want to acknowledge a few people that are here before I get too far into this. Washington County Chair Andy Dyke is with us, I appreciate that; Clackamas County Commissioner Paul Savas is with us, I appreciate that; Pam Treese and Theresa Dunham from West Side Economic Alliance are here, thank you for coming; Jonathan Schlueter is with City of Hillsboro I appreciate you coming; John Valley, representative from Senator Merkley's office is here, thank you for being here; and some folks from TVF&R I don't have names, thank you for coming; and all the rest of the public too, thank you so much for taking your time to come and visit with us. Mayor Lou Ogden from Tualatin, thank you; I was pleased to be able to attend his State of the City a week ago, and they had a great presentation.

I thought I would start out with talking about these four different areas we are involved in or need to be thoughtful about. First of all I thought I would deal with growth and development, looking at some of the numbers, which is a big component of changes in the community and what is going on.

Wilsonville has grown by 1,000 residents in the last 12 months. It is really pretty significant for a town of 20,000. This chart is a summary of the investment in construction in Wilsonville by all the different entities that do construction. As you can see it has had some ups and downs but since the declining numbers in the mid-2000's we had some pretty sharp increases, a big chunk of that was probably the commercial development of the Fred Meyer complex, some \$70 million on that. The ten year average, if you look at this, is about \$66 million a year over the decade; pretty substantial for a town of our size. We're up to 21-22,000 people at this point, but we're still a pretty small city when you think about it.

If we parse these numbers and break them down we end up with a variety of different things. Most significant in single-family home building you see we have been on a very drastically increasing curve, recently here with construction of single family homes. We actually, last year, had an all-time record for Wilsonville with 180 homes permitted, about \$43 million; that's again pretty major construction for a city the size of Wilsonville.

Right after the recession we had a lot of multi-family housing being built, last year we had none. So the market has responded to the needs of the public in many ways and you can track that in what kinds of construction has been going on. At this point we have several single family projects that continue to be in the wings and we expect will continue forward.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

The primary projects in the last couple of years in single family home construction has been: Polygon Northwest has built 152 houses at Villebois, plus 32 at Brenchley. Legend Homes built 69 houses in Villebois; Lennar Homes has built 20 in Villebois and Mission Homes has built 20 at Copper Creek at Canyon Creek Road. All of that is spread around the community and we expect that will continue.

The construction at Villebois is continuing and we expect the pace to be pretty much like it has been as we go through 2014. Also Renaissance Homes has a project that is going forward with 33 high end homes along the Willamette River. They did the grading these past several months and we look forward to that starting to come out of the ground quite soon.

I don't see any major multi-family housing on the horizon right now, Sundial Apartments finished a \$1.4 million remodel last year which was an additional piece to the work that is being done on multi-family housing.

In terms of industrial development we have had a couple of years of good volume, but last year we did not have very much. Mentor Graphics completed a \$15.5 million major project and created 35 new jobs with the construction of a new data center. This data center is one of two that Mentor Graphics operates worldwide, the other one is in Ireland, and all of their data operations have been consolidated both into Wilsonville and into Ireland.

We have had considerable activity on reuse of large industrial buildings; Pacific Natural Foods readapted 300,000 square feet of warehouse of the former Nike distribution center with a \$4.5 million remodel and brought 47 jobs to town.

Stream Global Services, an international call center, relocated to the 120,000 square foot former Hollywood Video headquarters building on Boones Ferry Road. They did a \$1.4 million remodel and brought 1,200 jobs to town, and they are currently looking for 300 additional employees for the contract services they provide to various northwest corporations.

Southern Wines and Spirits opened a new northwest distribution center in the former Joe's warehouse and corporate offices, a 300,000 square foot facility, with a \$3.3 million remodel. They are currently underway with that remodel, and expect to have 250 jobs in Wilsonville by the end of the year.

There have been literally hundreds of smaller commercial and industrial permits issued for tenant improvements and remodels throughout town. Our big commercial development recently was the Old Town Square by Fred Meyer, also co-anchored by McMenamins Old Church Pub and the Oswego Grill. That was a \$70 million project that brought 400-450 jobs into town. We also saw smaller projects with the \$2.5 million Boone Building, a dental office and commercial facility on Boones Ferry Road. Carl's Jr., a \$1 million project, just opened a restaurant in northern Wilsonville with an adjacent retail building.

CITY OF WILSONVILLE CITY COUNCIL MEETING MINUTES

And also we've had a lot of industrial re-use / re-adaptions; one of the big ones is the arrival of Oregon Technical Institute (OIT), to Wilsonville in the former InFocus building. They did a \$3.2 million remodel and have been having great success there.

A couple of smaller ones are the Northwest Spine and Laser Surgery Center with a \$1.5 million remodel, and the Chad Ward building remodel at \$1.5 million. Currently underway but not opened is the movement of the Ron Tonkin Grand Turismo and Exotic Car dealership from southeast Portland to Wilsonville in the former building on North Parkway. They are doing a \$2.6 million remodel of that facility and that will be a prestige automobile operation in Wilsonville.

We also have an interesting and previously unknown operation; a local interest group is building a museum called "The World of Speed Museum" in the former Dodge dealership. They purchased the property and are doing a \$1.75 million remodel. They are opening a race car museum, historic race car center, interactive experience, and automotive technology center that will have many components and potential synergies with both industrial and educational institutions throughout the northwest area. It has the potential to become quite a draw to a certain segment of the public that otherwise would not have reason to know about Wilsonville, and we're looking forward to the opening of that institution, probably about a year away, maybe by this fall.

All of those pieces in residential, industrial, and commercial development demonstrate the continued buy-in of the private sector into our community, by making major investments in facilities, and making a commitment to their long term future in Wilsonville. I think that speaks very strongly to how our community is perceived throughout the area and beyond. And I think it indicates that we have been doing some things right in the past few years about building a high quality environment where the private sector can come in and be confident of their future investment here and having success in the long run.

How do we work to try to provide that kind of positive environment? I think talking about our processes that we use in the public engagement is an important component of how we approach that.

We have asked for help from many different private citizens, businesses, agencies, all kinds of groups who have an interest that can be seen as stakeholders in Wilsonville, and they have come through. We have had numerous task forces and special project groups that have worked with us to find collaborative ways in moving projects forward. We have had a major effort by an Economic Development Strategy Task Force, chaired by Councilor Starr, and we brought together people from business, residents, city board volunteers, school district representatives, local community college representatives, and fire district, all of these in support of finding an appropriate way to talk about economic development.

Out of that Task Force came a recommendation to create some single tax lot tax increment financing districts. The single lot "TIF Zones", as we call them, are designed to facilitate adaptive reuse of underutilized warehouses and industrial facilities that were no longer bringing value to the community or to the private sector that owned them. In redeveloping these older

CITY OF WILSONVILLE CITY COUNCIL MEETING MINUTES

units the intent is to try to bring high value manufacturing into the community and to target recruitment of high tech companies that pay family wage jobs. We don't have great success to announce at this point, yet we see some movement behind the scenes that we are hopeful that will come to formal announcements quite soon.

We will need further work by a task force to talk about how urban renewal can best be used to benefit smaller businesses and the tourism sector businesses that still probably are not as robust as they could be in this economy. We are moving forward with an Urban Renewal Strategy Task Force that is doing some of that strategic planning and will talk about when and how to best use urban renewal to partner with the private sector for encouraging development and we will review current and future infrastructure and funding plans especially for the developing industrial areas that are our periphery.

Also underway at this time is a Tourism Strategy Task Force being chaired by Councilor Fitzgerald. This task force brought together many different stakeholders from throughout the community. We are looking at how to best benefit small businesses in the retail service and hospitality industries and how to maximize the public benefit of the transit lodging tax proceeds we receive. That project is yet to be completed but we are looking forward to the ideas coming out of that for ways to improve our overall operation.

We are working jointly on planning for the Basalt Creek Industrial Area and this involves contact with stakeholders of many types also. This is a more government centric plan – we are working with the City of Tualatin and Washington County directly to talk about how to best concept plan the area that lies between Tualatin and Wilsonville. Metro brought it into the urban growth boundary with the intent of growing industry and we are looking at ways to do that.

This spring an Aquatics Center Task Force or Recreational Center Task Force will begin to evaluate the wishes of the community in terms of a recreation center and aquatic center. They will be looking at the options, costs, desires, and practical possibilities in the community.

The Library Board strategic planning group has worked on focusing what the library service priorities will be for the community. They have identified as focal points early literacy for young readers, community access to technology and on-line resources, and how to meet the diverse needs of people of different age ranges, cultural and ethnic backgrounds, and technical skills.

We've had a group particularly involved in how to build a healthy community, under that group's auspices we brought the suburban Sunday Streets event to Wilsonville which had 4,000 participants and was funded by a trial grant from Metro. It was a great success that we need to figure out how to follow up on.

Our Parks and Recreation programs at the Community Center have been redirected toward a more diet nutrition and exercise focus in order to help people live healthy lives. We have been designated by the HEAL Group (Healthy, Eating, Active, Living) as the first "Heal City" in the State of Oregon. An advisory group working with HEAL has recommended a couple of changes, they worked with one of our local supermarkets to develop a checkout line without fast food and

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

candy options, but more healthy options in the check outline and the private business was pleased to go along and work with them on that project. They also recommended that we move all of our city parks into non-smoking facilities and after having some input and public hearings, we have done that as a Council and have designated all of our city parks to be non-smoking areas. There are ongoing education programs being conducted by HEAL and we look forward to more of that through the coming couple of years. We also have a Walk SMART program with an advocate on staff that works in setting up walking events and helping to disseminate information on walking opportunities in the community.

Our SMART Transit system has moved towards compressed natural gas (CNG) for more clean burning buses, we've acquired a few used vehicles and have received a \$1 million transit grant to acquire additional new ones, whose purchase is pending.

We have recently completed a bike / pedestrian connectivity action plan to encourage active transportation choices. The plan sets out ways that we can improve connectivity in the community with projects over the next three years.

Another category that we have been working with the public on is a city-community branding effort. Out of the economic development work and the tourism strategy has come an interest in focusing a brand identity for the City, and what advantages the city might accrue from doing that. As I said earlier, the tourism strategy work is not done and yet it is clear that this is a direction that the community wants to go. Also associated with that are plans to work on a wayfinding signage approach that our Chamber of Commerce and small businesses are particularly interested in to help visitors to the community find their way around in a more efficient way and be more aware of what opportunities are here.

We are also working on major planning efforts with the public for the Frog Pond and Advance Road residential expansion areas. The Frog Pond area is not built but is already in the Urban Growth Boundary, it is not in the City. The Advance Road area is a proposed residential expansion area adjacent to Frog Pond and it is about 375 acres. Together Frog Pond and Advance Road make about a 500 acre parcel which is on the same size and scale as Villebois. So we have some experience in planning a residential development on that size and scale. The City received a \$340,000 grant from Metro construction excise tax money to complete the planning and we are just getting underway with that. It is our intent to be prepared for the 2015 round of urban growth boundary expansions at Metro. The logic that we see is if we are going to grow business and industry in Coffee Creek and Basalt Creek, it is incumbent upon us to provide housing choices so the employees of those businesses have a choice of housing available to them in the Wilsonville area and do not need to commute from around the Metro area.

In the Advance area is a site for a new middle school and potentially an additional primary school. The City worked with the School District to use a never before done process with Metro to bring in a small piece of property for school purposes off schedule from the regular urban growth boundary consideration schedule. As far as we know, it was the first time that process was used and we successfully helped the School District present their case. The District received approval from Metro last year to bring that piece of property in. That move allows the School District to move forward immediately with plans for putting a bond out for a vote, developing

CITY OF WILSONVILLE CITY COUNCIL MEETING MINUTES

plans for a school, and moving forward in a concrete way. They would like to have the Advance Road school online by 2018. The City is working on shared sports fields at the Advance Road site also.

Finally, I want to say “thank you” to all of the City volunteers that we have and that participate in these public processes especially. We have had very broad involvement by both citizens and businesses. Our standing boards and commissions are fundamental to our City operations; we also have many people who volunteer in a variety of less formal ways. All of these people help make Wilsonville function. I think it is a big part of why we get the kind of buy in that we have been able to achieve on some of these – at times – controversial discussions.

The third topic I wanted to talk about is the public facilities infrastructure and investments. We started out talking about private sector investment, but we’ve also had a lot of public projects going on and I wanted to cite a few of them.

We’ve completed a \$3.5 million SMART and City fleet maintenance center with a compressed gas filling station associated with it for our bus system.

We have also completed a couple of years ago a \$21.5 million intersection improvement at I-5 and Wilsonville Road, which included the “Beauty and the Bridge” student project in art tiles. This artwork created a unique and attractive entryway into the City of Wilsonville.

Tualatin Valley Fire & Rescue has recently completed a \$4.8 million command center and branch station on Elligsen Road to replace a former station that was quite old. It is a very new, very confident facility.

Our Community Center recently completed a major kitchen remodel; we’ve recently built a grant funded neighborhood park in the Montebello neighborhood called Engelman Park that provides a local park facility for a neighborhood that did not previously have one. And we’ve completed a \$1 million parking lot rebuild and upgrade in Memorial Park that provides more parking, more ease of use, and significantly better stormwater runoff control than in the past.

In the SMART transit system we have received a \$240,000 grant from ODOT and are working on a transit integration project that seeks to find efficiencies between regular fixed route services and customized dial a ride service around the south I-5 corridor. We are looking forward to identifying some savings and efficiencies out of that study.

We have worked collaboratively with a couple of our new local entities in town to find ways to adapt our SMART system in ways they need. When OIT came and their students needed to come to Wilsonville, we met with them and worked to develop a new SMART transit route that runs to downtown Portland, primarily for the needs of the students and staff at OIT. When Stream Global came to town we worked with them to find ways to coordinate with their employee needs and have implemented a new route that runs to Beaverton, since that was the center of their prior operations and many of their employees live in that area. Those are examples of ways in which we have tried to be responsive to local business need and intend to continue to be nimble and responsive with the kind of services that our transit can provide.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Talking about OIT, they arrived in Wilsonville and opened in the fall of 2012. They expected to have 400 students when they opened, but they actually opened in the fall of 2012 with about 520 students. By the fall of 2013 they had an enrollment in Wilsonville of around 600 students, about a 10 percent growth in one year. Their long term growth projections are very strong for the community and I think they provide a wonderful synergy with our local industry and potential for growth with our educational community. We look forward to them being very successful in Wilsonville.

The West Linn-Wilsonville School District opened Lowrie Primary School in the Villebois neighborhood. It was immediately full with some 400 students. The planning for the Advance Road school will be a middle school and it is moving forward now and we are pleased to see that progress since that decision by Metro to bring that piece into the UGB that allows them to do that.

Our local Library summer reading program signed up over 2,200 kids, roughly half of all the kids in the community and over 1,200 actually completed reading program. The Wilsonville Library led the state as having the higher number of participants per capita in its summer reading program.

A major investment by the public has been in the waste water treatment plant rebuild that we have been working on for the last couple of years. We used a design-build-operate approach to this where we asked for bids from companies that do all of those factors, they would design it, they would build it, and they would operate it for a period of fifteen years with an option to extend. It is the first time this process has been used in the state of Oregon for a major public facility. The winner of the bid was Ch2M Hill and they have been proceeding in a very businesslike fashion. We are nearly at completion on that project; it is a \$44 million aggregate project, the largest capital project our city has ever done. It is on time and under budget at this point, and we look forward to bring that online very soon. The new plant will provide better odor control, improved output quality for discharge into the Willamette River; it will produce a dry waste product that can be used for agricultural purposes instead of a wet product that we were having an increasingly difficult time getting rid of. It will have size capacity for future growth of many types in Wilsonville.

We recently completed a project on our potable water system. We had reached an agreement with the City of Sherwood to provide water out of the Wilsonville Water Treatment Plant and we helped, in cooperation with Sherwood, put in a 48 inch line from here to Sherwood. That became operational in December 2013, it was a \$24 million project of which Wilsonville committed \$5 million and Sherwood on the long end of it put \$19 million into the project. It does also benefit Wilsonville by additional flow capacity for fire uses and will also provide for future growth. The Council has reviewed and adjusted water rates for increased equity and sustainability of long term operations.

Roads, people always want to know about roads because that's what they see every day. I've already mentioned that we've completed the I-5/Wilsonville Road interchange project, that

CITY OF WILSONVILLE CITY COUNCIL MEETING MINUTES

project increased the capacity of that interchange by half again, by 50 percent, both for traffic going through the interchange and for traffic getting on and off the freeway.

We just completed and reopened the Boeckman Bridge reconstruction across the wetlands towards Villebois. That connection to Villebois is very important because it allows Villebois residents to access the WES station and the SMART transit station. We also completed a safety improvement at a place called Boeckman Dip, which was a very difficult passage through a creek area – we built additional shoulder and sidewalks to enable people to enjoy that active living that we are promoting, and there are a lot of pedestrians that use that and now they can be on a sidewalk instead of dodging cars in a dark dip.

We have just started on the extension of Canyon Creek Road southward to connect to Town Center Loop. This is a major north-south connection that has been planned for a long time and will connect that northeastern area directly to Town Center where many of the commercial services are.

This year we did several storm projects. We had to do erosion mitigation and channel restoration both at Rivergreen development and Morey's Landing development. Both of those were due to unforeseen problems from the original construction of those neighborhoods some years ago and yet we needed to responsibly deal with them where they were adjacent to the Willamette River. We also completed the Memorial Park main parking lot that I mentioned previously, the storm water components of that project are huge advances from where we were.

We've dealt with master plans this year. After the last couple of years we've adopted updates to our Transportation System Plan, our Storm Water Master Plan, and our Water System Master Plan. We are now undertaking and are underway on planning for the Coffee Creek industrial area dealing with infrastructure development, for the Basalt Creek area dealing with concept planning. Incidentally the entities involved with the two planning efforts - Washington County, City of Tualatin, and City of Wilsonville - have already adopted an agreed upon transportation plan on how that whole area will be accessed. We are moving forward on the Frog Pond and Advance Road residential concept planning for the entire 500 acres, after that we will do a master plan for the Frog Pond portion because that acreage is already in the Urban Growth Boundary and will likely move forward toward development faster than the rest of it.

So as you can see, we have a major amount of public sector investment going on in order to further this idea of how we build a community that is attractive and capable of hosting private sector development and encouraging people to believe in Wilsonville as a place they can invest and be confident in the long run that it would be the right place to be.

So what are our challenges and opportunities as we go forward? I think regional engagement is one of the major ones. We have to deal with our neighbors, our partners. As I have mentioned we are actively working with many of them now in processes that are underway. We need to look out for the future of Wilsonville, try to figure out what the optimum outcomes can be for Wilsonville, but at the same time figuring out how to partner with and support our neighbors and how they will find positive futures moving forward. This involves continuing work with state and federal agencies also, on transit, on roads, on wetlands, on natural area preservation, on

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

planning processes all of which are important to what kind of Wilsonville we will have in the future.

We talked about the quality of life in Wilsonville. Everybody is interested in that, some people are more secure than others about how we are going to be able to accomplish that. There are many components we have been working on successfully. We have been working on and need to continue working on providing housing opportunities for people at all different stages of their lives and at many different economic levels. We find people as young singles, couples starting out, mature families, empty nesters, and retirees. All of these people have different housing needs and we need to have a range of options and opportunities for them to make ourselves a complete community that has amenities for all different types of people.

We need to encourage local businesses that provide local goods and services; the downturn has been very difficult for a lot of small business, and the question is can we find ways to ease the road forward for small business to be here and be an integral part of the community. We also need to encourage larger businesses that tend to be the kind of employers that pay good family wage jobs. That goes back to our whole idea about the TIF zones and how we can attract more industry that offer higher wages and may be more durable and long term, and encourage them to consider Wilsonville.

We need to protect and enhance natural areas throughout Wilsonville, that is a part of our environment that our people value highly. We are right on the Willamette River so we have a special responsibility there.

We need to engage more people and create more opportunities for active recreation. We have created a new Parks and Recreation Department, and hired a new director and are looking forward to ways we can move forward with more operations for that department. And we need to bolster several of our social programs and arts programs in the community and develop ways that they can be more self-sustaining and more durable and provide an artistic outlet and contribution in ways that we have not been able to do so far.

We need to think about jobs and economic development as we go forward. Filling those large size properties and using the TIF zones is one of our major approaches. We need to develop economic efforts aimed at retaining businesses that are here and at targeted recruitment. We participate in Greater Portland Inc. (GPI) as one of the ways to coordinate with our neighbor partners on how to do that for the whole region and for us as a subset.

We need to develop and implement effective tourism strategies to market the unique focus of Wilsonville and develop a brand to build that around.

We need to work on our urban renewal planning with the Coffee Creek industrial area and, beyond that, Basalt Creek will need to have a lot of public investment to be able to host businesses. As those two areas begin to develop figuring out what investment priorities to make is going to be an important part as we move forward.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Frog Pond and Advance residential areas also will need significant investment and the move for bringing the Advance Road piece into the urban growth boundary is the first step, beyond that there will be many more incremental steps.

We want to encourage more public outreach, we need to use evolving technologies to reach out to and engage both businesses and citizens in more and more ways. We need to encourage broad interest in and knowledge about effective community planning and how do we bring people into that process. I think that is an ongoing educational effort that is never over.

We have a unique community that is divided in some ways geographically because we have Interstate 5 dividing us into two halves east and west; we have the Willamette River dividing us north and south; how do you tie a community together across those geographic divisions. Villebois is being built out on the western edge; we are still working at tying it into the rest of the city. That requires investment in road, trails, and parks all of those things that enable the people that live in Villebois to be part of the greater community. We are working at filling in gaps in our walkways and bikeways and trails. I recently announced the Bike/Pedestrian action plan has a three year incremental process of projects that we want to build to help contribute towards those connections.

I think we need to develop more ways to find social centers in our community, in our neighborhoods, in our commercial centers, how can we bring people together and interact in positive ways, not just be an automobile oriented community where people drive by each other.

How to identify and provide the investment to build those sorts of social centers is an important part, I think, of maintaining the community sense we have now and intend to have in the long term. We have many strong social institutions, churches and social groups, and community service groups of many types that bring strong components to our community and we want to enable them to succeed also because of the additional benefits they bring. Figuring out how to encourage and provide a basis for all these kinds of groups to make their contribution to the community is important.

So those are some of our major themes. I want to talk then about where does that leave us in some sense and what is our perspective going forward. I think we have come out of the recession, the "great recession" if you wish stronger than some of our neighboring communities. I think that that is very hopeful for us going forward. We are continuing to see strong investment by the private sector and we look forward from all signs that we see to having that continue.

The City has numerous internal projects being worked on and planned that will move us forward into a future position for strong growth. And I think that is our responsibility as a city to take those steps and to be ready.

I think our citizen and business engagement in all of these processes that are happening is at an all-time high. I proud and pleased to see that and we need to work to continue that engagement and to encourage even more people to come forward and participate. I think the strategy that we have worked on, the last several years especially, have provided a high quality environment for the private sector to invest in, and have certainty in, making their investment has proven to be

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

quite successful. We need to continue down that path to work on how we can maintain that quality, maintain that certainty, and encourage the private sector to say this is a place they want to invest.

Our City is financially healthy and very sound. The City Manager has kept a steady hand on the helm, and with support from a very professional staff has been successfully advancing multiple efforts on a simultaneous basis. Our staff is growing in their experience and their capability with each one of these complex projects that we do they gain more and more skills. I think we are seeing more and more professionalism and broad expertise amongst the staff and I think that bodes very well for Wilsonville's future as we go forward and take on these increasingly complex projects.

Together everyone that is involved in Wilsonville can play a part. I think that we continue to look forward with optimism toward the future for Wilsonville. I think that we can and will participate in continued regional planning; finding ways to best preserve and enhance Wilsonville's unique characteristics while being a responsive and responsible regional partner at the same time. I think we need to proactively plan and work towards a positive future for our friends, our neighbors and businesses and industries and I think we are on the right path to doing that.

All I can say is I hope that everyone that has an interest in Wilsonville will join us in those efforts and help us be thoughtful, be intelligent in how we go about it, help us make those complex decisions and help us carry them out as we go forward. Thank you very much for your attention, and I encourage you to stay tuned to Wilsonville.

ORDINANCE NO. 733

AN ORDINANCE OF THE CITY OF WILSONVILLE AMENDING WILSONVILLE CODE, PUBLIC CONTRACTS, SECTIONS 2.312, 2.313, 2.314, 2.315, 2.316, 2.317, AND 2.318

WHEREAS, as the City of Wilsonville has adopted certain Wilsonville Code provisions for public contracting as its own regulations, referenced certain of the City's provisions to specific Oregon Revised Statutes (ORS) and Oregon Administrative Rules (OAR) on contracting for ease of reference and guidance, and otherwise follows the ORS and OARs on contracting; and

WHEREAS, Community Development (CD) staff propose amendments to the personal services category of Architectural, Engineering, Photogrammetric Mapping, Transportation Planning, Land Surveying Services, and Related Services by direct award for contracts under \$50,000 with approval of the CD Director, and for contracts under \$100,000 with approval of the City Manager, which corresponds to their spending authority (currently subject to intermediate award [three competitive quotes] if over \$5,000 and under \$100,000); and

WHEREAS, City staff has provided the amendments recited above, and also other housekeeping amendments, as redlined changes to provisions 2.312, 2.313, 2.314, 2.315, 2.316, 2.317, and 2.318, as set forth in Exhibit A attached hereto and incorporated by reference herein.

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

1. The amendments to Wilsonville Code Sections 2.312, 2.313, 2.314, 2.315, 2.316, 2.317, and 2.318, as set forth in Exhibit A attached hereto and incorporated by reference as if fully set forth herein, are adopted and made part of the Wilsonville Code.
2. The City Recorder is directed to amend Wilsonville Code Sections 2.312, 2.313, 2.314, 2.315, 2.316, 2.317, and 2.318, as approved above, and to make such format, style, and conforming changes to match the format and style of the Public Contract section of the Wilsonville Code.
3. Except as set forth above, Chapter 2 of the Wilsonville Code remains in full force and effect as written.

SUBMITTED to the Wilsonville City Council and read for the first time at a meeting thereof on the 3rd day of February, 2013, and scheduled for second reading on the 20th day of February, 2014, 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 ____ day of February, 2014, by the following
votes: Yes: ____ No: ____

Sandra C. King, MMC, City Recorder

DATED and signed by the Mayor this ____ day of February, 2014.

TIM KNAPP, MAYOR

SUMMARY OF VOTES:

Mayor Knapp
Council President Starr
Councilor Goddard
Councilor Fitzgerald
Councilor Stevens

Attachments:

Exhibit A – Amendments to Wilsonville Code Sections 2.312 – 2.318

EXHIBIT A

PUBLIC CONTRACTS

2.310 Local Contract Review Board; Delegation of Authority. The Wilsonville City Council is designated as the Local Contract Review Board under the State of Oregon Public Contracting Code. The Contract Review Board shall have all the powers of the State and Local Public Contract Review Board relative to the contract concerns of the City or, if delegated, the Urban Renewal Agency of the City of Wilsonville. The Board may, from time to time, delegate its powers and responsibilities consistent with the Oregon Public Contracting Code, the Model Rules, or the Wilsonville Code. The City Manager, or his/her designated agent, is designated as the City's "Contracting Agency" for purposes of contracting powers and duties assigned to the City of Wilsonville as a "Contracting Agency" under the State of Oregon Public Contracting Code or the Model Rules.

2.311 Application of State Law. Except as specifically provided herein, public contracts shall be let by the City of Wilsonville according to the State of Oregon Public Contracting Code, including the Model Rules adopted by the Oregon Attorney General as they now exist and as they may be amended in the future, and the Wilsonville Code. Definitions provided by the State of Oregon Public Contracting Code or the Model Rules shall apply to City of Wilsonville procurements, except as may be specifically provided herein.

2.312 Exemptions from Competitive Procurement. The following classes of public contracts are hereby exempted from competitive procurement:

- (1) Any contract the exemption of which is provided by the State of Oregon Public Contracting Code or Model Rules;
- (2) Change orders or contract amendments reasonably related to the scope of work under the original contract, up to fifteen percent of the contract price may be approved by the Contracting Agency. Additional goods or services may be purchased through the amendment even though the original contract did not provide unit prices or allow for additional purchases. Change orders or other amendments that increase the initial price of the contract by more than the above-mentioned amount must be separately approved by the Contract Review Board and Contracting Agency.
- (3) Contracts for the purchase of computer equipment and software, which may be by requests for quotations, the solicitation of which may be by advertisement or oral requests for offers.
- (4) Personal Service Contracts up to the limits defined in W.C. 2.315.
- (5) A Public Facility Improvement Agreement entered into between the City of Wilsonville and a person responsible for carrying out conditions of approval of a land use decision of the City of Wilsonville. The term "Land Use Decision" has the meaning provided by ORS 197.015.

(6) Price Regulated Items, Library lending materials, used items, and periodicals, Advertising Contracts, Equipment Maintenance Repair and Overhaul, Purchases Under Established Price Agreements, Gasoline, Diesel Fuel, Heating Oil, Lubricants and Asphalt, Investment Contracts, Insurance Contracts, Office Copier Purchases, Sole Source Contracts, and Oil or Hazardous Material Removal.

(7) Procurement of Architectural, Engineering, Photogrammetric Mapping, Transportation Planning, and Land Surveying Services, and/or Related Services less than or equal to \$50,000 subject to approval by the Community Development Director, and up to \$100,000 subject to approval of the City Manager.

~~(8) Procurement of Architectural, Engineering, Photogrammetric Mapping, Transportation Planning, and Land Surveying Services less than or equal to \$250,000, when all of the following conditions have been met:~~

~~a. Consultant has been pre-qualified (e.g., short listed) for the category of Services being solicited, consistent with OAR 137-048-220(3), and remains in good standing.~~

~~b. A Price Agreement has been established between the City and the Consultant pursuant to OAR 137-048-0130(3) and OAR 137-048-270, and remains current.~~

~~c. A Request for Proposal which does not include a request for pricing information, and complying with OAR 137-048-210(2)(a) is provided to at least three Consultants pre-qualified for the category of Services being solicited, or to all Consultants for that category, if less than three consultants are pre-qualified in that category.~~

~~(9) Procurement of Related Services, less than or equal to \$250,000, when all of the following conditions have been met:~~

~~a. Consultant has been pre-qualified (e.g., short listed) for the category of Services being solicited, consistent with OAR 137-048-220(3), and remains in good standing.~~

~~b. A Price Agreement has been established between the City and the Consultant pursuant to OAR 137-048-0130(3) and OAR 137-048-270, and remains current.~~

~~c. A Request for Proposal, which may include a request for pricing information, and complying with OAR 137-048-210(2)(a) is provided to at least three Consultants pre-qualified for the category of Services being solicited, or to all Consultants for that category, if less than three consultants are pre-qualified in that category.~~

2.313 Administrative Authority. Administrative staff and departments have contracting authority and responsibilities as follows:

(1) In addition to all other acts authorized by state law, the Contracting Agency is authorized to:

(a) Enter into City contracts not to exceed \$100,000 without additional authorization of the Contract Review Board or as otherwise may be allowed by these Code provisions.

(b) Consistent with the Wilsonville Code, adopt forms, computer software, procedures, and administrative policies and rules for all City purchases.

(c) Allow a contract to be extended or renewed for a single term not to exceed the length of the initial term.

(2) Purchases of goods from City employees shall require authorization of the Contracting Agency. Provision of services by City personnel shall be in accordance with the City Personnel Policies and other applicable law.

(3) All contracting by departments shall be according to approved City purchasing procedures adopted by the Contracting Agency or the Contract Review Board.

(4) Each department shall operate within its budget or seek supplemental budgetary authority from City Council with respect to any contract.

(5) Each department shall plan purchase requirements sufficiently in advance so that orders can be placed in economical quantities.

(6) Each department shall process requisition forms and negotiate purchases on the most favorable terms in accordance with adopted ordinances, state laws, policies, and procedures.

(7) Departments may give notice of public improvement contracts by electronic publication where the Contracting Agency finds that such publication is likely to be cost effective, as provided in ORS 279C.360.

2.314 Public Improvement Contracts. Public improvement contracts estimated by the Contracting Agency to be greater than \$5,000 and not to exceed \$100,000 may be let by competitive quote under the following procedures:

(1) The Contracting Agency shall informally solicit at least three price quotes from prospective contractors. If three prospective contractors are not available, then fewer quotes may be solicited, and the Contracting Agency shall maintain records of the attempts to obtain quotes.

(2) The Contracting Agency shall award the contract to the prospective contractor whose quote will best serve the interests of the City of Wilsonville, taking into account price and other applicable factors, such as experience, specific expertise, availability, project understanding, contractor capacity, and contractor responsibility. If the contract is not awarded on the basis of the lowest price, the Contracting Agency shall make a written record of the basis for the award.

(3) A procurement may not be artificially divided or fragmented to qualify for the informal contract award procedures provided by this section.

(4) A public improvement contract let under this section may be amended by change order as provided in Wilsonville Code Section 2.312(2).

(5) Public improvement contracts in excess of \$100,000 shall be let in accordance with the provisions of ORS 279C.

(6) Nothing in this section shall be deemed as restricting the Contracting Agency's ability to competitively solicit and award a contract for an undefined scope of work through the use of Price Agreements allowed pursuant to ORS 279B.140.

2.315 Personal Service Contracts. A personal service contract is a contract primarily for the provision of services that require specialized technical, creative, professional, or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment skills, and for which the quality of the service depends on attributes that are unique to the service provider. Such services include, but are not limited to, the services of architects, engineers, surveyors and related services, attorneys, auditors and other licensed professionals, artists, designers, computer programmers, performers, consultants, and property managers. Special rules apply to the selection of service providers for Engineering, Architectural, and Related professional services. See Sections 2.312 and 2.315(7).

The Contracting Agency shall have discretion to determine whether a particular type of contract or service falls within the foregoing definition. Nothing in this section shall apply to the employment of regular City employees.

Personal services contracts are subject to the rules established by this section:

(1) Unless otherwise approved by the Contracting Agency, all personal service contracts shall require the contractor to defend, indemnify, and hold harmless the City, its officers, agents, and employees against and from any and all claims or demands for damages of any kind arising out of or connected in any way with the contractor's performance thereunder and shall include a waiver of contractor's right to ORS 30.285 and ORS 30.287 indemnification and defense.

(2) Unless otherwise approved by the Contracting Agency, City personal service contracts shall contain a provision requiring the person or entity providing the service to obtain and maintain liability insurance coverage in at least the amount of the City's tort liability limits, naming the City as an additional named insured, during the life of the contract.

(3) All City personal services contracts shall contain all contract provisions mandated by State law. These provisions may be incorporated in the personal service contract by reference to State law, unless State law provides otherwise. The City Attorney's Office will prepare model contract provisions for use in City personal service contracts.

(4) The following procedure shall be observed in the selection of personal service contractors:

(a) For personal service contracts involving an anticipated fee of \$10,000 or less per annum, the Contracting Agency may negotiate a contract for such services with any qualified contractor of his or her selection.

(b) Except as allowed under Section 2.312, for personal service contracts involving an anticipated fee of more than \$10,000 but less than \$150,000 per annum, the Contracting Agency shall solicit at least three (3) prospective contractors who shall appear to have at least minimum qualifications for the proposed assignment, notify each prospective contractor in

reasonable detail of the proposed assignment, and determine the prospective contractor's interest and ability to perform the proposed assignment.

(c) The Contracting Agency may arrange for any or all interested prospective contractors to be interviewed for the assignment by an appropriate City employee or by an interview committee.

(d) Following a review of the qualifications and interview, where conducted, of the interested prospective contractors, the Contracting Agency shall select the prospective contractor, and shall prepare a personal service contract.

(5) The above provisions regarding selection procedures do not apply to amendments, modifications, or supplements to executed personal service contracts.

(6) The following criteria may be considered in the evaluation and selection of a personal service contractor:

(a) Specialized experience in the type of work to be performed.

(b) Capacity and capability to perform the work, including any specialized services within the time limitations for the work.

(c) Educational and professional record, including past record of performance on contracts with governmental agencies and private parties with respect to cost control, quality of work, the exercise of discretion, ability to meet schedules, and contract administration, where applicable.

(d) Availability to perform the assignment and familiarity with the area in which the specific work is located, including knowledge of design or techniques peculiar to it, where applicable.

(e) Any other factors relevant to the particular contract. The procedures and criteria for the screening and selection of a personal services contractor is within the sole discretion of the Contracting Agency and may be adjusted to accommodate the Contracting Agency's scope, schedule, and budget objectives for a particular project.

(7) The competitive selection process for Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying Services, and Related Services, greater than \$100,000, shall follow Qualification Based Selection (QBS) criteria pursuant to ORS 279C.005 - .125 (OAR 137-048-210 through 270), ~~except as allowed under Section 2.312 of this Code.~~

(8) The selection procedures described in this section may be waived by the Contracting Agency where 1) an emergency exists that could not have been reasonably foreseen and requires such prompt execution of a contract to remedy the situation that there is not sufficient time to permit utilization of the selection procedures, 2) selection is from a list of providers with similar qualifications in which selection is determined based upon a regularly scheduled pre-qualification process, not to exceed three years, or 3) a change in contractor to do follow-up work would clearly result in increased costs or increased time.

(9) The Contracting Agency is delegated the authority to sign all personal service contracts.

(10) Unless otherwise provided herein, all personal service contracts shall be awarded on a competitive selection process. Nothing contained in this section shall preclude the City from complying with provisions of Federal or State law that require or allow the City to utilize a different selection or contracting procedure.

2.316 Surplus Personal Property Disposition. Disposition of surplus personal property may be made, at the discretion of the Contracting Agency, under provisions of the State of Oregon Public Contracting Code, or the Model Rules, or under the provisions of this section:

(1) From time to time and after personal property owned by the City of Wilsonville is determined by the Contracting Agency to be surplus to the needs of the City, the City may sell the property at public auction. The City may utilize a contracting firm, approved by the Contract Review Board, for disposition of the property on terms and conditions contained in a contract approved by the Contract Review Board. The City shall give notice of the public auction by posting notice of the means by which the property will be disposed of on the City of Wilsonville Internet Website, or by advertisement in a newspaper of general circulation.

(2) Auction sales may be conducted entirely on the internet. Sale shall be for cash to the highest bidder. All proceeds of the sale shall be paid to the City's general fund, subject to the terms and conditions of the contract (if any) approved by the Contract Review Board between the City of Wilsonville and a firm selected to conduct the auction.

(3) All personal property sold pursuant to this section shall be sold as-is without any warranty, either express or implied, of any kind, including but not limited to warranties of title or fitness for any purpose. Upon receiving payment for the personal property from the successful bidder, the person or company conducting the auction shall execute an appropriate bill of sale, which shall recite that the sale is without warranty, as provided in this sub-section.

(4) The Contracting Agency may sell surplus personal property by a negotiated sale if the value of the property is estimated to be less than the cost of the auction sale and expected proceeds. Surplus property which has a value of less than \$500, or for which the costs of a negotiated sale are likely to exceed sale proceeds, may be disposed of by any means determined to be cost effective, including by disposal as waste. Alternatively the Contracting Agency may transfer personal property without remuneration or only nominal remuneration to another public agency or any recognized non-profit organization.

2.317 Bids Exceeding Budget. If bids are solicited for a public improvement contract, and all bids exceed the budget for the project, the Contracting Agency may, prior to contract award, negotiate for a lower price under the following procedures:

(1) Negotiations will begin with the lowest responsive and responsible bidder. If negotiations are not successful, then the Contracting Agency may begin negotiations with the second lowest responsive, responsible bidder, and so on.

(2) Negotiations may include the inclusion of value engineering and other options to attempt to bring the project cost within the budgeted amount.

(3) A contract may not be awarded under this section if the scope of the project is significantly changed from the description in the original bid documents.

(4) The Contracting Agency will adhere to the provisions of ORS 279C.340 in applying this section.

2.318 Bid Rejection, Disqualification, Appeal. (1) The Contracting Agency may reject any bid not in compliance with all prescribed public bidding procedures and requirements and may reject all bids if it is in the public interest to do so.

(a) The person does not have sufficient financial ability to perform the contract. Evidence that the person can acquire a surety bond in the amount and type required shall be sufficient to establish financial ability;

(b) The person does not have equipment available to perform the contract;

(c) The person does not have personnel or sufficient experience to perform the contract; or

(d) The person has breached contractual obligations to public and/or private contracting agencies.

(2) A person who has been disqualified as a bidder may appeal such disqualification to the Board as follows:

(a) The person shall, within three business days after receipt of notice of disqualification, in writing, notify the City Recorder that the person wishes to appeal the disqualification;

(b) Immediately upon receipt of such written notice of appeal, the Recorder shall inform the Board;

(c) Upon receipt of notice of appeal, the Board shall notify the person appealing the time and place of the public hearing;

(d) The Board shall consider de novo the notice of disqualification, the record of the investigation made by the City Manager and/or the Community Development Director or City Engineer, and any evidence provided by the parties. The Board's decision and reasons therefore shall be in writing.

(3) In addition to the powers and duties established by this Code, the Board and Contracting Agency shall have such additional powers as authorized by State law and may also:

(a) Require notice publication in addition to that required by State law;

(b) Require pre-qualification for persons desiring to bid for public improvement contracts;

(c) Grant exemptions from the bid security and performance bond required on contracts for public improvements;

(d) Make alternate arrangements for retainage pursuant to the Oregon Contracting Code.

2.319 Conflict of Law. In the event of a conflict between any provision of the State of Oregon Public Contracting Code or the Model Rules and this chapter of the Wilsonville Code, the provisions of this chapter shall control.

(Sections 2.310 through 2.319 were repealed and replaced with new Sections 2.310-2.319 by Ordinance No. 578 adopted 2/22/05)

Use to make changes to ch. 2.
Done - 2/27/14

Ord. 733

EXHIBIT A

PUBLIC CONTRACTS

2.310 Local Contract Review Board; Delegation of Authority. The Wilsonville City Council is designated as the Local Contract Review Board under the State of Oregon Public Contracting Code. The Contract Review Board shall have all the powers of the State and Local Public Contract Review Board relative to the contract concerns of the City or, if delegated, the Urban Renewal Agency of the City of Wilsonville. The Board may, from time to time, delegate its powers and responsibilities consistent with the Oregon Public Contracting Code, the Model Rules, or the Wilsonville Code. The City Manager, or his/her designated agent, is designated as the City's "Contracting Agency" for purposes of contracting powers and duties assigned to the City of Wilsonville as a "Contracting Agency" under the State of Oregon Public Contracting Code or the Model Rules.

2.311 Application of State Law. Except as specifically provided herein, public contracts shall be let by the City of Wilsonville according to the State of Oregon Public Contracting Code, including the Model Rules adopted by the Oregon Attorney General as they now exist and as they may be amended in the future, and the Wilsonville Code. Definitions provided by the State of Oregon Public Contracting Code or the Model Rules shall apply to City of Wilsonville procurements, except as may be specifically provided herein.

2.312 Exemptions from Competitive Procurement. The following classes of public contracts are hereby exempted from competitive procurement:

(1) Any contract the exemption of which is provided by the State of Oregon Public Contracting Code or Model Rules;

(2) Change orders or contract amendments reasonably related to the scope of work under the original contract, up to fifteen percent of the contract price may be approved by the Contracting Agency. Additional goods or services may be purchased through the amendment even though the original contract did not provide unit prices or allow for additional purchases. Change orders or other amendments that increase the initial price of the contract by more than the above-mentioned amount must be separately approved by the Contract Review Board ~~or~~ and Contracting Agency.

(3) Contracts for the purchase of computer equipment and software, which may be by requests for quotations, the solicitation of which may be by advertisement or oral requests for offers.

~~(4) Purchases through federal programs, pursuant to ORS 279A.180. [ME1]~~

~~(5) An emergency contract, provided that the Contracting Agency adheres to the requirements of ORS 279B.080 or 279C.335(5) and the model rules. [ME2]~~

(64) Personal Service Contracts ~~as~~ up to the limits defined in W.C. 2.315.

(75) A Public Facility Improvement Agreement entered into between the City of Wilsonville and a person responsible for carrying out conditions of approval of a land use decision of the City of Wilsonville. The term "Land Use Decision" has the meaning provided by ORS 197.015.

(86) Price Regulated Items, Library lending materials, used items, and periodicals, Advertising Contracts, Equipment Maintenance Repair and Overhaul, Purchases Under Established Price Agreements, Gasoline, Diesel Fuel, Heating Oil, Lubricants and Asphalt, Investment Contracts, Insurance eContracts, Office Copier Purchases, Sole Source Contracts, and Oil or Hazardous Material Removal.

~~(9) Procurement of goods or services less than or equal to \$5,000[ME3]~~

(7) Procurement of Architectural, Engineering, Photogrammetric Mapping, Transportation Planning, and Land Surveying Services, and/or Related Services less than or equal to \$50,000 subject to approval by the Community Development Director, and up to \$100,000 subject to approval of the City Manager.

(8) Procurement of Architectural, Engineering, Photogrammetric Mapping, Transportation Planning, and Land Surveying Services less than or equal to \$250,000, when all of the following conditions have been met:

a. Consultant has been pre-qualified (e.g., short listed) for the category of Services being solicited, consistent with OAR 137-048-220(3), and remains in good standing.

b. A Price Agreement has been established between the City and the Consultant pursuant to OAR 137-048-0130(3) and OAR 137-048-270, and remains current.

c. A Request for Proposal which does not include a request for pricing information[ME4], and complying with OAR 137-048-210(2)(a) is provided to at least three Consultants pre-qualified for the category of Services being solicited, or to all Consultants for that category, if less than three consultants are pre-qualified in that category.

(9) Procurement of Related Services, less than or equal to \$250,000, when all of the following conditions have been met:

a. Consultant has been pre-qualified (e.g., short listed) for the category of Services being solicited, consistent with OAR 137-048-220(3), and remains in good standing.

b. A Price Agreement has been established between the City and the Consultant pursuant to OAR 137-048-0130(3) and OAR 137-048-270, and remains current.

c. A Request for Proposal, which may include a request for pricing information[ME5], and complying with OAR 137-048-210(2)(a) is provided to at least three Consultants pre-qualified for the category of Services being solicited, or to all Consultants for that category, if less than three consultants are pre-qualified in that category.

2.313 Administrative Authority. Administrative staff and departments have contracting authority and responsibilities as follows:

(1) In addition to all other acts authorized by state law, the Contracting Agency is authorized to:

(a) Enter into eCity contracts not to exceed \$100,000 without additional authorization of the Contract Review Board or as otherwise may be allowed by these Code provisions.

(b) Consistent with the Wilsonville Code, adopt forms, computer software, procedures, and administrative policies and rules for all eCity purchases.

(c) Allow a contract to be extended or renewed for a single term not to exceed ~~one year~~ the length of the initial term.

(2) Purchases of goods from City employees shall require authorization of the Contracting Agency. Provision of services by City personnel shall be in accordance with the City Personnel Policies and other applicable law.

(3) All contracting by departments shall be according to approved City purchasing procedures adopted by the Contracting Agency or the Contract Review Board.

(4) Each department shall operate within its budget, or seek supplemental budgetary authority from City Council with respect to any contract.

(5) Each Department shall plan purchase requirements sufficiently in advance so that orders can be placed in economical quantities.

(6) Each Department shall process requisition forms and negotiate purchases on the most favorable terms in accordance with adopted ordinances, state laws, policies, and procedures.

(7) Departments may give notice of public improvement contracts by electronic publication where the Contracting Agency finds that such publication is likely to be cost effective, as provided in ORS 279C.360.

2.314 Public Improvement Contracts. Public improvement contracts estimated by the Contracting Agency to be greater than \$5,000 and not to exceed \$100,000 may be let by competitive quote under the following procedures:

(1) The Contracting Agency shall informally solicit at least three price quotes from prospective contractors. If three prospective contractors are not available, then fewer quotes may be solicited, and the Contracting Agency shall maintain records of the attempts to obtain quotes.

(2) The Contracting Agency shall award the contract to the prospective contractor whose quote will best serve the interests of the City of Wilsonville, taking into account price and other applicable factors, such as experience, specific expertise, availability, project understanding, contractor capacity, and contractor responsibility. If the contract is not awarded on the basis of the lowest price, the Contracting Agency shall make a written record of the basis for the award.

(3) A procurement may not be artificially divided or fragmented to qualify for the informal contract award procedures provided by this section.

(4) A public improvement contract let under this section may be amended by change order as provided in Wilsonville Code Section 2.312(2).

(5) Public improvement contracts in excess of \$100,000 shall be let in accordance with the provisions of ORS 279C.

(6) Nothing in this section shall be deemed as restricting the Contracting Agency's ability to competitively solicit and award a contract for an undefined scope of work through the use of Price Agreements allowed pursuant to ORS 279B.140.

2.315 Personal Service Contracts. A personal service contract is a contract primarily for the provision of services that require specialized technical, creative, professional, or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment skills, and for which the quality of the service depends on attributes that are unique to the service provider. Such services include, but are not limited to, the services of architects, engineers, surveyors and related services, attorneys, auditors and other licensed professionals, artists, designers, computer programmers, performers, consultants, and property managers. Special rules apply to the selection of service providers for Engineering, Architectural, and Related professional services. See Sections 2.312 and 2.315(7).

The Contracting Agency shall have discretion to determine whether a particular type of contract or service falls within the foregoing definition. Nothing in this section shall apply to the employment of regular City employees.

Personal services contracts ~~(other than personal services contracts for architectural or engineering services pursuant to ORS 279C.110 (2) for certain public improvement projects that involve state and federal monies)~~, are subject to the rules established by this section:

(1) Unless otherwise approved by the Contracting Agency, all personal service contracts shall require the contractor to defend, indemnify, and hold harmless the City, its officers, agents, and employees against and from any and all claims or demands for damages of any kind arising out of or connected in any way with the contractor's performance thereunder and shall include a waiver of contractor's right to ORS 30.285 and ORS 30.287 indemnification and defense.

(2) Unless otherwise approved by the Contracting Agency, City personal service contracts shall contain a provision requiring the person or entity providing the service to obtain and maintain liability insurance coverage in at least the amount of the City's tort liability limits, naming the City as an additional named insured, during the life of the contract.

(3) All City personal services contracts shall contain all contract provisions mandated by State law. These provisions may be incorporated in the personal service contract by reference to State law, unless State law provides otherwise. The City Attorney's Office will prepare model contract provisions for use in City personal service contracts.

(4) The following procedure shall be observed in the selection of personal service contractors:

(a) For personal service contracts involving an anticipated fee of \$10,000 or less per annum, the Contracting Agency may negotiate a contract for such services with any qualified contractor of his or her selection.

(b) Except as allowed under Section 2.312, For personal service contracts involving an anticipated fee of more than \$10,000 but less than \$150,000 per annum, the Contracting Agency shall solicit at least three (3) prospective contractors who shall appear to have at least minimum qualifications for the proposed assignment, notify each prospective contractor in reasonable detail of the proposed assignment, and determine the prospective contractor's interest and ability to perform the proposed assignment.

(c) The Contracting Agency may arrange for any or all interested prospective contractors to be interviewed for the assignment by an appropriate City employee or by an interview committee.

(d) Following a review of the qualifications and interview, where conducted, of the interested prospective contractors, the Contracting Agency shall select the prospective contractor, and shall prepare a personal service contract.

(5) The above provisions regarding selection procedures do not apply to amendments, modifications, or supplements to executed personal service contracts.

(6) The following criteria may be considered in the evaluation and selection of a personal service contractor:

(a) Specialized experience in the type of work to be performed.

(b) Capacity and capability to perform the work, including any specialized services within the time limitations for the work.

(c) Educational and professional record, including past record of performance on contracts with governmental agencies and private parties with respect to cost control, quality of work, the exercise of discretion, ability to meet schedules, and contract administration, where applicable.

(d) Availability to perform the assignment and familiarity with the area in which the specific work is located, including knowledge of design or techniques peculiar to it, where applicable.

(e) Any other factors relevant to the particular contract. The procedures and criteria for the screening and selection of a personal services contractor is within the sole discretion of the Contracting Agency and may be adjusted to accommodate the Contracting Agency's scope, schedule, and budget objectives for a particular project.

(7) The competitive selection process for Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying Services, and Related Services, greater than \$100,000, shall follow Qualification Based Selection (QBS) criteria pursuant to ORS 279C.005 - .125 (OAR 137-048-210 through 270), except as allowed under Section 2.312 of this Code.

(78) The selection procedures described in this section may be waived by the Contracting Agency where 1) an emergency exists that could not have been reasonably foreseen and requires such prompt execution of a contract to remedy the situation that there is not sufficient time to permit utilization of the selection procedures, 2) selection is from a list of providers with similar qualifications in which selection is determined based upon ~~an annual~~ a regularly scheduled pre-qualification process, ~~not to exceed three years,~~ [ME7] or 3) a change in contractor to do follow-up work would clearly result in increased costs or increased time.

(89) The Contracting Agency is delegated the authority to sign all personal service contracts.

(910) Unless otherwise provided herein, all personal service contracts shall be awarded on a competitive selection process. Nothing contained in this section shall preclude the City from complying with provisions of Federal or State law that require or allow the City to utilize a different selection or contracting procedure.

2.316 Surplus Personal Property Disposition. Disposition of surplus personal property may be made, at the discretion of the Contracting Agency, under provisions of the State of Oregon Public Contracting Code, or the Model Rules, or under the provisions of this section:

(1) From time to time and after personal property owned by the City of Wilsonville is determined by the Contracting Agency to be surplus to the needs of the City, the City may sell the property at public auction. The City may utilize a contracting firm, approved by the Contract Review Board, for disposition of the property on terms and conditions contained in a contract approved by the Contract Review Board. The City shall give notice of the public auction by posting notice of the means by which the property will be disposed of on the City of Wilsonville Internet Website, or by advertisement in a newspaper of general circulation.

(2) Auction sales may be conducted entirely on the internet. Sale shall be for cash to the highest bidder. All proceeds of the sale shall be paid to the City's general fund, subject to the terms and conditions of the contract (if any) approved by the Contract Review Board between the City of Wilsonville and a firm selected to conduct the auction.

(3) All personal property sold pursuant to this section shall be sold as-is without any warranty, either express or implied, of any kind, including but not limited to warranties of title or fitness for any purpose. Upon receiving payment for the personal property from the successful bidder, the person or company conducting the auction shall execute an appropriate bill of sale, which shall recite that the sale is without warranty, as provided in this sub-section.

(4) The Contracting Agency may sell surplus personal property by a negotiated sale if the value of the property is estimated to be less than the cost of the auction sale and expected proceeds. Surplus property which has a value of less than \$500, or for which the costs of a negotiated sale are likely to exceed sale proceeds, may be disposed of by any means determined to be cost effective, including by disposal as waste. Alternatively ~~he/she-the~~ Contracting Agency may transfer personal property without remuneration or only nominal remuneration to another public agency or any recognized non-profit organization.

2.317 Bids Exceeding Budget. If bids are solicited for a public improvement contract, and all bids exceed the budget for the project, the Contracting Agency may, prior to contract award, negotiate for a lower price ~~within the project budget~~ under the following procedures:

- (1) Negotiations will begin with the lowest responsive and responsible bidder. If negotiations are not successful, then the Contracting Agency may begin negotiations with the second lowest responsive, responsible bidder, and so on.
- (2) Negotiations may include the inclusion of value engineering and other options to attempt to bring the project cost within the budgeted amount.
- (3) A contract may not be awarded under this section if the scope of the project is significantly changed from the description in the original bid documents.
- (4) The Contracting Agency will adhere to the provisions of ORS 279C.340 in applying this section.

2.318 Bid Rejection, Disqualification, Appeal. (1) The Contracting Agency may reject any bid not in compliance with all prescribed public bidding procedures and requirements and may reject all bids if it is in the public interest to do so.

(a) The person does not have sufficient financial ability to perform the contract. Evidence that the person can acquire a surety bond in the amount and type required shall be sufficient to establish financial ability;

(b) The person does not have equipment available to perform the contract;

(c) The person does not have personnel or sufficient experience to perform the contract; or

(d) The person has breached contractual obligations to public and/or private contracting agencies.

(2) A person who has been disqualified as a bidder may appeal such disqualification to the Board as follows:

(a) The person shall, within three business days after receipt of notice of disqualification, in writing, notify the City Recorder that the person wishes to appeal the disqualification;

(b) Immediately upon receipt of such written notice of appeal, the Recorder shall inform the Board;

(c) Upon receipt of notice of appeal, the Board shall notify the person appealing the time and place of the public hearing;

(d) The Board shall consider de novo the notice of disqualification, the record of the investigation made by the City Manager and/or the Community Development Director or City

Engineer, and any evidence provided by the parties. ~~The hearing shall be public and the appeal decided scheduling permits.~~ The Board's decision and reasons therefore shall be in writing.

(3) In addition to the powers and duties established by this Code, the Board and Contracting Agency shall have such additional powers as authorized by State law and may also:

- (a) Require notice publication in addition to that required by State law;
- (b) Require pre-qualification for persons desiring to bid for public improvement contracts;
- (c) Grant exemptions from the bid security and performance bond required on contracts for public improvements;
- (d) Make alternate arrangements for retainage pursuant to the Oregon Contracting Code.

2.319 Conflict of Law. In the event of a conflict between any provision of the State of Oregon Public Contracting Code or the Model Rules and this chapter of the Wilsonville Code, the provisions of this chapter shall control.

(Sections 2.310 through 2.319 were repealed and replaced with new Sections 2.310-2.319 by Ordinance No. 578 adopted 2/22/05)



Patrick Duke
Library Director

**LIBRARY
BOARD**
Hilly Alexander
Chair

**Megan
Chuinard**

Caroline Berry

Reggie Gaines

Alan Steiger

Wilsonville Public Library
Monthly Report to Council
February 2014

Headlines:

- **Free Tax Help continues on Saturdays 1 to 4pm Saturdays through April 12th.** Be sure to bring necessary documentation and 2012 tax records.
- **Food for Fines continues through the end of February.** 1 can or box of food equals 50 cents off of existing fines. No expired food please.
- **Teen LEGO Night on February 21st at 6pm**
- **Wilsonville History Night at McMenemy's Old Church - What makes Timberline cool?: the cultural significance of Timberline Lodge. February 25th, 6pm** (doors open at 5pm)
- **Library Board meeting. February 26th, 6:30pm** at the Library.

January Statistics

- **Physical item circulation: 40,021** items checked out or renewed.
- **E-book and downloadable audiobook circulation: 1,729**, up 73% from last year.
- **Volunteer hours donated to the library: 984** (5.6 FTE)

Administration

- **Strategic Planning update**
Wahoo! We have a plan. Below are the goals. Over the next few months, I will explain these one at a time.

2014 Strategic Plan Goals:

- **Ignite a passion for reading and learning in all children from birth**
- **Spark, nourish and foster the joy of reading and natural curiosity for residents of all ages**
- **Advance the Library as a community focal point and resource hub**
- **Enhance community access to information through technology**
- **Cultivate relationships to enhance services to the community**
- **Encourage and support a team that is rooted in service and that innovates as the community evolves.**

Adult Services

- **January adult programming attendance: 328.**

Upcoming Programming (not mentioned above):

- **Book Notes Concert: Retta Christie Trio, March 8th, 2pm**
- **March Book Club: *The Thirteenth Tale* by Diane Setterfield, copies at the library for pickup. Discuss this on March 13th, 6pm**
- **The Genealogy Club meets on March 17 at 1pm**

Youth Services

- January Youth Services programming attendance was **2,609** (showoffs).
- **Library Family Nights**
In January and February, the Youth Services team hosted a series of Library Family Nights for families with kids enrolled in the local elementary schools. Each of the sessions introduced the Library and its services to families, some who had never visited the Library before. Attendance for the 5 programs was over 600, with over 50 library cards given to kids and parents. The Wilsonville Public Library Foundation paid for books (in Spanish and English) to be given away to all kids in attendance.

Upcoming Programming

- **Storytime and other preschool programming:**

This year's schedule:

Toddler Time
Tuesdays 10 am

Babytime
Tuesdays 11 am

Family Storytime
Tuesday 6:30 pm
Wednesday 10:30 am,
and 1:00 pm
Thursday 10:30 am

**Haz un Titero y cuenta un
Cuento en Espanol e Ingles**
(Bilingual Storytime)
Monday 6 pm

School age programming
each month.

- **K-2 Book Adventures, March 20, 4pm**

See more events at www.wilsonvillelibrary.org

Affiliates

- **Wilsonville Friends of the Library**
The Friends Partner of the month for February is Wilsonville Diamond, and the March Partner will be Ace Deuce Stitches.
- **Wilsonville Public Library Foundation**
Alan Steiger became President of the Wilsonville Public Library Foundation at the February meeting.

Parks and Recreation

January 2014 Report



The Hit Parade

Disc jockey Jim Pritchard brought a bit of trivia, a lot of memories, and some great music to the Community Center on Monday, January 27th. Jim tried to stump his participants by playing a quick sample of a song, and challenging the audience of seniors and National Honor Society students to guess the artist. The combination of music and behind the scenes stories of musical artists from the 40's and 50's was an entertaining combination for participants.



Parks Update

* On the evening of January 2nd, ball fields 2 and 3 in Memorial Park received a tremendous amount of damage due to a vehicle/s driving on the grass. This was the second incident of a vehicle on the grass in the late night hours in the past month. Staff is currently exploring options for securing the park at night. As a result of the vandalism, parks staff has been working hard to repair the damage and prepare the fields for use by local sports organizations starting in February and March.



* Parks staff recently tilled the Community Garden as they work towards a Spring opening. For the 2014 season, staff will look to expand the number of in-ground plots at the garden by maximizing available space within the fenced area. Registration for the garden opens on March 20th.

Parks and Recreation

Senior Fitness Testing - Round Two

In July of 2013, both Healthy Bones and Balance classes participated in the Center's first formalized fitness testing process for older adults. Following the testing 39 participants met with personal trainer, Brad Moore and received their results and a comparison to others of the same age and gender. On January 10th, the Center opened training up to any "Active Adults" aged 55+ and conducted the Senior Fitness Test. After the second round of testing is completed for the Healthy Bones classes, staff will have collected data on 69 participants. According to Brad Moore, "The testing is a real motivator, people want to do well. Also, it lets us know where people are, and identify strengths and weaknesses."

The Center will continue to offer testing twice per year use the information to demonstrate how classes are helping participants improve various areas of fitness.



Soccer Shots Kicks Off!



The Winter session of Soccer Shots kicked off in January with 12 participants in the introductory soccer class. The first class for 2-3 year olds includes some parent involvement while the second class for 3-5 year olds allows the players to get out and play on their own!

Upcoming Programs/Events

AARP Tax Help - All the preparations are all in place, and the first two days of appointments are already full. The AARP/IRS free Income Tax Assistance program is back, and as popular as ever. Volunteers from the community, headed up by coordinator Sue Woebkenberg have been preparing for the past few months, studying for the tax preparers exam, and learning the software required for e-filing taxes. The program will be available to seniors and individuals of lower income every Thursday from February 6 through April 10 at the Community Center.

Daddy Daughter Dance - Friday, February 28th, 7:00pm to 9:00pm, Wilsonville Community Center. "A night in Hollywood" is the theme for the annual event which always sells out. Tickets are \$14 per person and includes unlimited photos in the photo booth!

Wilsonville Egg Hunt - Saturday, April 19th, 10:00am, Memorial Park Ball Fields. The event is free and open to children up to 11 years old.

From the Director

“Infrastructure.” It’s an ugly sounding word that lots of people aren’t even able to pronounce. 25 years ago, it was a word used mostly by the military. In recent years, we are hearing it more often, for some very good reasons.

SMART is primarily concerned about transportation infrastructure, but nationwide, public facilities of all kinds have been allowed to deteriorate while maintenance has often been deferred for many years. Wilsonville residents understand that quality infrastructure costs a lot, but having poor quality infrastructure can cost even more over the long run.

Whether we are talking about buses for a public transit system or any other sort of public infrastructure, paying to maintain, and eventually replace, those things is an investment of the public’s money. Whether the funding comes from local taxes, bus fares or federal grants, it is all the public’s money, entrusted to the City to invest wisely.

SMART has been fortunate in terms of the investments we have been able to make in recent years. We have a new office building and shop, with a driver break room that is just a few years old – and built without having to borrow money to do it. We have been able to replace aging buses with safer and more efficient new buses. We also get to operate our buses mostly on roads and bridges that are well maintained – unlike much of the rest of the country.

Return on investment for public infrastructure includes the creation or retention of living wage jobs in traded sector industries – something Wilsonville is good at. It isn’t cheap or easy, but it really is important.

Stephan Lashbrook



A compressed natural gas (CNG) bus backing up to SMART's CNG fueling station

In This Issue

- SMART Operations
- Options Programs
- Fleet Award

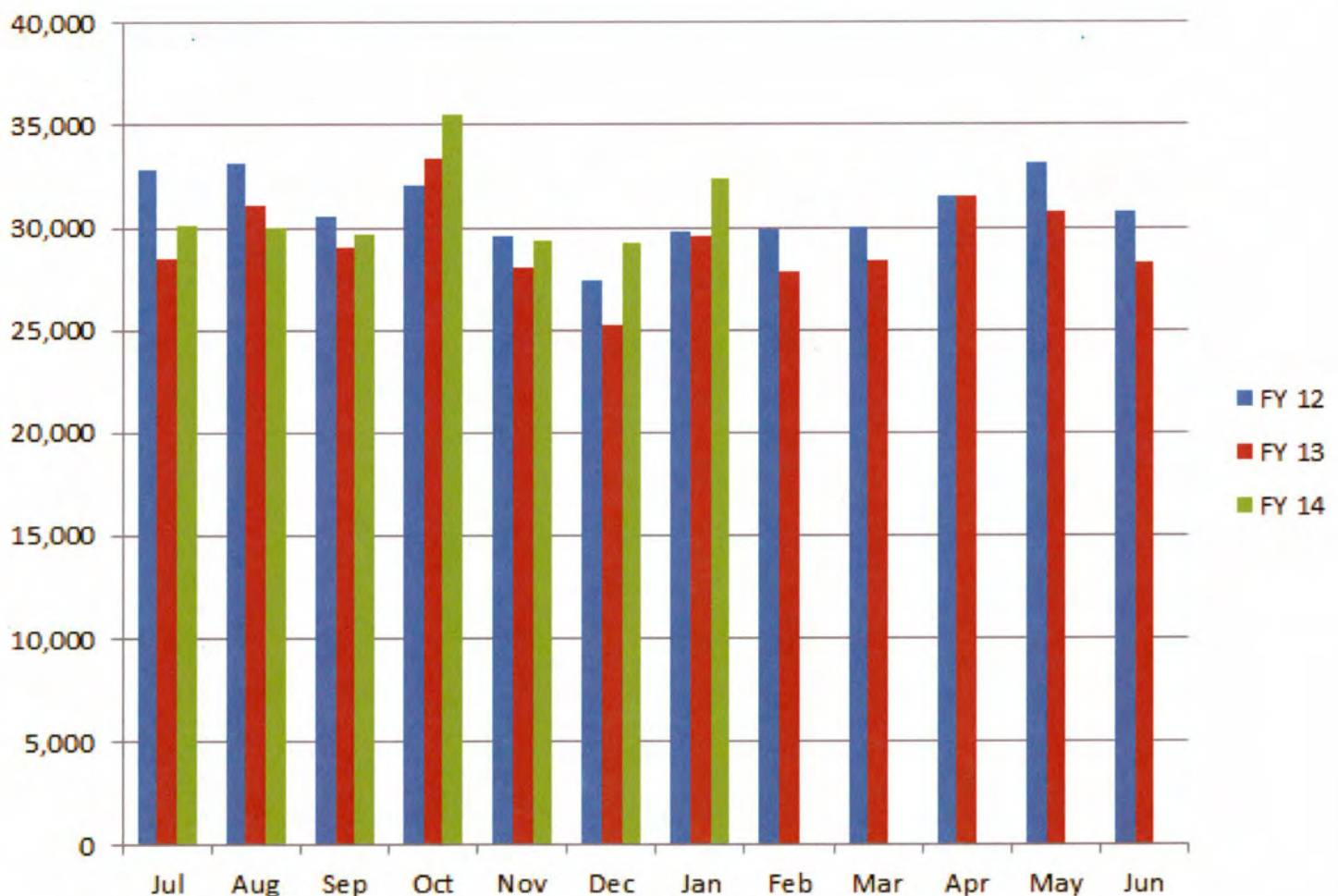
SMART OPERATIONS

January Report

With this month's ridership of 32,432, we are outpacing the record ridership of FY12. Also, compared to last year, ridership is 5.6% above last year. The biggest gain in ridership is on the Crosstown Route 4, with almost 2,500 more riders during January than last year, a 24% increase.

Route 2X Barbur, Route 3 Canby, and Route 5 95th Ave., also saw increases.

The new 8X from Beaverton carried 201 passengers and the new 9X, designed specifically for OIT students carried only 21 passengers during the month of January.



Options Outreach Programs

- Many of SMART's programs and projects are funded by grants. The next application cycle for Metro's Regional Travel Options grants will be announced later this year and we want to be prepared with application ideas. SMART will look to the City's adopted transportation plans and would also like to hear from you with thoughts for a potential new project or program you would like to see happen in 2015 – 2016.
- SMART Options staff are busy preparing for the 2014 spring/summer outreach season and scheduling dates for group walks and bike tours. If you have an idea for a group walk or bike ride or would like to volunteer with Walk Smart or Bike Smart, please let us know!
walksmart@ridesmart.com



COLUMBIA-WILLAMETTE CLEAN CITIES COALITION

On February 6, 2014, Scott Simonton, The City of Wilsonville's Fleet Manager, accepted an award in recognition of the outstanding implementation of SMART's Compressed Natural Gas fueling station and clean fuel buses for a smaller sized transit system.

The primary objective of Columbia-Willamette Clean Cities Coalition is to promote the use of domestically-produced alternative transportation fuels. The promotion and use of these alternative fuels benefits the United States through clean air and energy independence.

For more information visit www.CWcleancities.org

Contact Us

Stephan Lashbrook
Transit Director
503-570-1576
Lashbrook@ridesmart.com

Steve Allen
Operations Manager
503-570-1577
Allen@ridesmart.com

Scott Simonton
Fleet Manager
503-570-1541
Simonton@ridesmart.com

Jen Massa Smith
Program Manager
503-682-4523
Massa@ridesmart.com

City of Wilsonville
Work Session and City Council Meeting Calendar

ITEMS ARE TENTATIVELY SCHEDULED AND MAY BE MOVED TO ANOTHER MEETING.

Meeting Date	Agenda Items
FEBRUARY 18	Clackamas County and Chamber Will Hold Town Hall at Wilsonville Community Center 7 to 8:30 p.m. For more information, contact Tim Heider at 503-742-5911
FEBRUARY 20 PACKET MATERIALS DUE FEBRUARY 4	Executive Session – Work Session <ul style="list-style-type: none"> • Goal 10 Residential Land Study recommendations and Frog Pond Update (Mangle) 20 minutes • SMART Bus Stop Smoking Ban - Lashbrook Mayor's Business <ul style="list-style-type: none"> • Karina Jaroch – Girl Scout Gold Award Recognition Communications Consent Agenda <ul style="list-style-type: none"> • Resolution in support of placement of 2 statues in Town Center Park near Korean War Memorial (Kohlhoff) Public Hearing Continuing Business <ul style="list-style-type: none"> • Ord. 733 – 2nd reading public contracting code (Kraushaar) New Business URBAN RENEWAL AGENCY MEETING <ul style="list-style-type: none"> • Resolution for acquiring right-of-way from Mentor Graphics for CIP #4184 (Adams) • Villebois Drive North ROW Dedication (Retherford)

<p>MARCH 3</p> <p>PACKET MATERIALS DUE FEBRUARY 18</p> <p>Mayor OOT</p>	<p>Executive Session –</p> <p>Work Session</p> <ul style="list-style-type: none">• Wayfinding <p>Communications</p> <ul style="list-style-type: none">• 1425 Error Code Xero Robotics – Kyla Minato <p>Consent Agenda</p> <p>Public Hearing</p> <ul style="list-style-type: none">• Ordinance – first reading -- 110th Avenue Street Vacation (Dan Pauley)• Set hearing date for March 17th for appeal of DRB decision by the Human Bean <p>Continuing Business</p> <p>New Business</p> <p>URBAN RENEWAL AGENCY MEETING</p> <ul style="list-style-type: none">• Resolution for acquiring right-of-way from Mentor Graphics for CIP #4184 (Adams)• Villebois Drive North ROW Dedication (Retherford)
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<p>MARCH 17</p> <p>PACKET MATERIALS DUE</p> <p>MARCH 4</p>	<p>Executive Session –</p> <p>Work Session</p> <ul style="list-style-type: none"> • Housing Needs Analysis (Mangle) • URA Strategic Plan (Retherford) <p>Mayor’s Business</p> <ul style="list-style-type: none"> • Proclamation declaring April Parkinson’s Awareness Month <p>Communications</p> <ul style="list-style-type: none"> • Chief Duyck annual State of the District <p>Consent Agenda</p> <p>Public Hearing</p> <ul style="list-style-type: none"> • SMART Bus Stop Smoking Ban – first reading (Lashbrook) <ul style="list-style-type: none"> • Appeal by Human Bean for DRB decision <p>Continuing Business</p> <ul style="list-style-type: none"> • Ordinance –2nd reading -- 110th Avenue Street Vacation (Dan Pauley) <p>New Business</p> <ul style="list-style-type: none"> • Adoption of Urban Renewal Strategic Plan (Retherford) • Contract approval – Frog Pond CP PSA
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<p>APRIL 7</p> <p>PACKET MATERIALS DUE MARCH 24</p> <p>OAMR MID-YEAR BEND SCK OOT APRIL 2-4</p> <p>SCK OOT APRIL 10-11</p>	<p>Executive Session –</p> <p>Work Session</p> <p>Communications</p> <ul style="list-style-type: none"> • WWTP Quarterly Report (Mende) • Metro Councilor Craig Dirksen – Metro activities update <p>Consent Agenda</p> <p>Public Hearing</p> <ul style="list-style-type: none"> • Housing Needs Analysis (Mangle) <p>Continuing Business</p> <ul style="list-style-type: none"> • SMART Bus Stop Smoking Ban –2nd reading (Lashbrook) <p>New Business</p> <ul style="list-style-type: none"> • Fiber Franchise Agreement with Clackamas County (Kohlhoff) [moved from 3/3/14] <div data-bbox="1389 464 1764 602" style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p>Next WWTP quarterly report may be a ribbon cutting event.</p> </div>
<p>APRIL 21</p> <p>PACKET MATERIALS DUE APRIL 8</p>	<p>Executive Session –</p> <p>Work Session</p> <p>Communications</p> <p>Consent Agenda</p> <p>Public Hearing</p> <ul style="list-style-type: none"> • <p>Continuing Business</p> <p>New Business</p> <ul style="list-style-type: none"> •
<p>MAY 1</p>	<p>Budget Committee Meeting 6 p.m.</p>
<p>MAY 8</p>	<p>Budget Committee Meeting 6 p.m.</p>
<p>MAY 13</p>	<p>Budget Committee Meeting 6 p.m.</p>
<p>MID-MAY SATURDAY -- DATE TBD</p>	<p>“Spring Training” Meeting of all Boards & Commissions Either May 10, 17, or 31 (the 24th is Memorial weekend)</p>

FALL OF 2015	Citizen's Academy
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UNSCHEDULED ITEMS

- Xerces Society/Crest Center (Jacobson & Rappold)
- ODOT Passenger Rail Update (Kraushaar)
- Legislative Changes
- Draft Tourism Development Strategy (Councilor Fitzgerald, Consultant Bill Baker, Ottenad)
- Final Tourism Development Strategy presented (Councilor Fitzgerald, Consultant Bill Baker, Ottenad)
-

“Wilsonville: Bedroom community, future destination resort, small town, business center, something else or a combination? What are the common values that will shape our choices?”

FUTURE SEARCH

A Report to the Community from the City of Wilsonville



Community: People with a common interest. In this case, the common interest was the creation of a vision for the future of Wilsonville.

People came together in the library of our new high school; a symbol of youth, learning and free access to information. A place where ideas are nurtured and helped to grow.

The pillars of the community, those who volunteered to give their time for the community's benefit, came to stand alongside the pillars of the new building — the symbolism was inescapable.



On January 26, 27 and 28, 1995, 91 citizens — each of them representing key stakeholder groups — came together at Wilsonville High School to brainstorm an ideal future for Wilsonville. Out of this two-and-a-half day “Future Search” conference came a set of common values and community goals to guide the city as it plans for the future. These values and goals are the basis of a community vision of what Wilsonville can be; of what we want it to be.



The school itself is a symbol of the dedication and spirit of a community that sees its own identity tied to education and life-long learning. A new school, holding the promise of a proud future. Wilsonville's own high school, a symbol of the community coming of age, a mark of the city's unique identity.

It was a conference where the community was brought into the school and the school was given to the community; an event where people representing a wide cross-section of Wilsonville citizens agreed to take responsibility for the future of their community; and the people said “Let us be accountable for the future we will create.”



FUTURE SEARCH PARTICIPANTS

Debbie Alexander
David Allen
Ben Altman
Ron Anderson
Sparkle Anderson
Tim Bakke
Tom Barthel
Steve Benson
Richard Bernard
Virginia Blakelock
Helen Burns
Joyce Campbell
Patricia Carter
Sandra Chandler
Suzanne Christman
Don Clarke
Steve Cogan
Mike Cook
Ralph Coppersmith
George Crace
Nan Dewey
Gary Dirrim
Deanna Edwards
Linda Elliot
Lou Fasano
Kathie Ferrite
Kathy Fieldstadt
Rich Gentes
Theonie Gilmore
Jeff Grant
Brian Griffin
Joanna Hawkins
Dwight Huffman
Debra Iguchi
Merle Irvine
Helen Jack
Eldon Johansen
Bob Johnson
Dave Kanner
Tim Knapp
Theresa Kohlhoff
Jerry Krummel
Jon Kvistad
David Lake
Mark Laughman
Tim Leahy
Charlotte Lehan
Jane Leo
Greg Leo
Arlene Loble
Harold Long
Peter McDonald
Glenn Milnor
Doris Minard
Gary Mittlestadt
Michael Niss
Pat O'Hogan
Max Pascall
Bruce Pearson
Muriel Peterson
Loretta Pickerell
Glenn Ransom
Jack Rayborn
Lee Reedy
Mary Roland
Rod Sargent
Greta Sheppard
Wayne Sorenson
Steve Spicer
Tanney Staffenson
Mike Stone
Tom Sullivan
Michael Sutton
* Sue Swiegart
Cynthia Thompson
Al Turner
Bob Van Vickie
Pam Vann

Barbara Waggoner
Bob Weaver
Don Weege
Marian Wiedemann
Kit Wittaker
Roger Woehl
Sherilyn Young
Deb Zundel
Danika Zundel

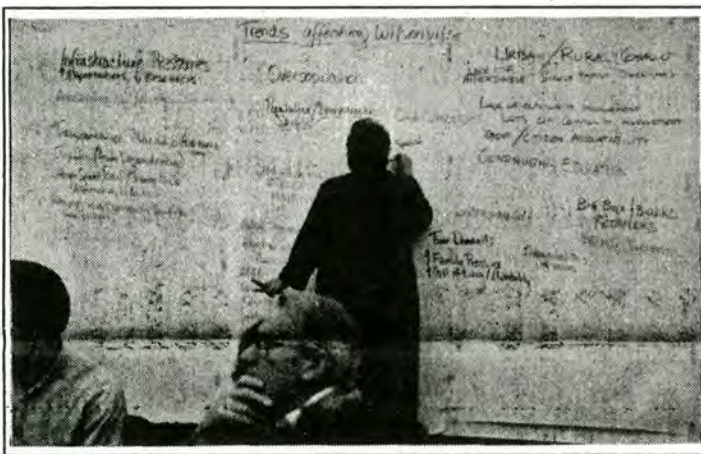
HISTORIC THEMES:

- Appreciating our Common History
- Individual's history is positive; society's trend is not
- change is accelerating
- personal optimism goes hand in hand with "growing pains"
- polarization - less common ground
- history determined by events rather than vision
- see limits of natural resources
- more hope for Wilsonville than for the planet
- people have decided to have more influence shaping the future
- some people have been active in shaping the future; we are continuing that process now
- we are focusing on community unity
- we are cycling back to some of the same issues of the 60's; i.e. growth, involvement in government
- shift from family focus to global to community
- increasing distrust of government

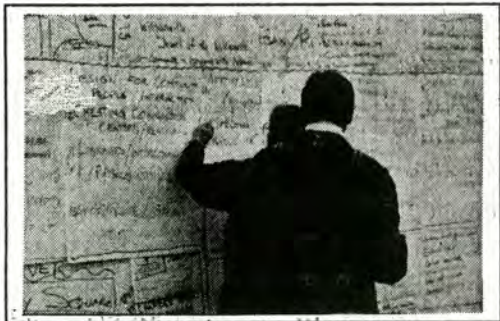
The Future Search process

A future search is a conference with no leaders and no speeches. One of the underlying principles of a future search is that each person is an expert who has something important to bring to the process. Everyone who attends is on equal footing with everyone else.

A citizens committee, or "design team," spent many weeks prior to the conference identifying key stakeholder groups in the community, then identifying representatives of those stakeholder groups to invite to the conference. Whenever possible, people were invited who could represent more than one stakeholder group. Everyone who attended lives, works or has some other direct interest in the city.



Participants began the conference by noting significant historical events affecting themselves, society at large and Wilsonville in particular, from 1965 through the present day. Once these "historic themes" were identified, participants listed all of the societal and world trends impacting Wilsonville...

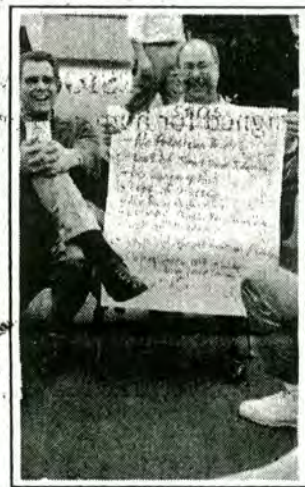


From these presentations, a set of "core values" were distilled. Then, using the core values as a guide, the conference broke up into small groups, each of which took responsibility for developing an action plan...

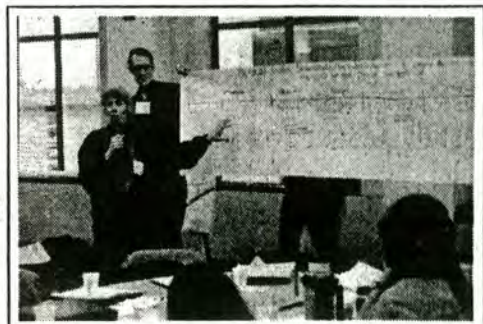
... and a timeline for implementing those items that would get Wilsonville to the conference's vision of our most desirable future.



... followed by an exercise in which individual participants and small groups were asked to list all of those things that make them glad, mad and sad about Wilsonville.



With this as a backdrop, small work groups created their most desirable vision for Wilsonville's future, then presented that vision to the entire conference.



PERSONAL EXPERIENCE WITH THE PRESENT:
Each group reflected on their own personal, city-related, interactions and experiences in Wilsonville. They listed experiences that made them **MAD, SAD OR GLAD** which were then summarized as follows:

GLAD:

- Best of both worlds
- People's spirits and souls
- People in the community
- small town feel
- cooperation among various organizations
- natural resources
- school system, parks and people
- community and social infrastructure for people to come together
- economic and vitality and this vision process
- Physical attributes of area
- common facilities
- city government and agencies that will help solve problem - economic viability
- increasing sense of community involvement - cooperation together.

MAD:

- Current development design standards - would like to see counterbalance
- Traffic
- Traffic, facilities for pedestrians, bicycles
- uncontrolled growth.
- Original plan not being followed - how people perceive it is not being followed.
- Crime
- things that draw people in large numbers.
- Process and lack of understanding of it.
- Detrimental change in aesthetics in design and natural spaces
- Negative impacts of growth, traffic, economics placed above livability

SAD:

- Not taking advantage of natural features, parks and rivers

- separation of neighborhoods

- people choosing not to communicate together and lack of a community focal point

- no focal point (river would be ideal focal point)

- No town focal point

- no on-going cooperation of resources

- lack of youth involvement

- unfulfilled hopes and dreams

- no swimming pool

- the way town center developed

- lack of pedestrian access

- loss of wildlife

- lack of retail services

- Despite resources, the lack of sense of identity

- no community center

- lives out of control because of government intervention, lack of control and influence

- too many changes and no way of controlling

TRENDS AFFECTING WILSONVILLE - All are interrelated -

After discussion the conference participants could see that the trends identified as significant to the world and narrowed down as significant by the individual affinity groups are all interrelated and trends affecting Wilsonville were listed as follows:

Increasing tension between self interests and community interests
Infrastructure pressures
Expectations
Resources
Accelerated by large industrial growth
Transportation Planning - not keeping pace
Traffic - auto dependency
High Speed rail/ Transportation hub
Alternatives to automobile
Resurgence of community ownership
Interaction

Who chooses?
Who is responsible?
Who holds them accountable?

Migration patterns
Overpopulation
Population/ demographic shifts
Changing funding structure/ mandates
Outside development forces
Effect of government regulations
Planning requirements
2040
Environmental concerns affecting land use planning
Integrated approaches to planning
TPR
Trend toward more local control
Environmental awareness
GAIA consciousness

THE DESIRED VISION
Mixed-use, higher density, transportation oriented, pedestrian friendly - land and other developments
River, waterways development
enhancement
Natural resource preservation - restoration
(greenway, infrastructure)
Garden City
(treed streets, parks, greenways, etc.)
Home of Oregon
Garden Project
Retain heritage, historical identity
Preservation of rural areas
(outside the city) - allow for reasonable shifts in UGB
Sense of place - community identity
One school district
Design for community - people - interaction
Creating connected "centers"/ features
Linkages/ interconnected physical spaces (EW & N/S)
Appropriate/ strong industrial base
Affordable living (including houses)
Lifelong learning
Cradle to grave options (living, recreation, etc)
Local, self-reliant community (farmers market, services, etc)

The Core Values

UNIQUE IDENTITY - We value a community that has a unique identity; separate from other communities around it.
SENSE OF COMMUNITY - We value a livable community which respects diversity and offers a safe haven and nurturing environment. We value a healthy community; economically, physically and spiritually.
CITIZEN ACCOUNTABILITY - We believe citizens must take responsibility for defining and making real the community they would like Wilsonville to be.
INTERCONNECTEDNESS (in terms of transportation, communication, programs, urban and rural areas) - We value a community in which consideration is given to the connections between seemingly unrelated decisions and actions. We also value the physical connections created by efficient transportation and communications systems.
ART/CULTURE/DESIGN - We value a community that is designed for human interaction and in which development reflects community design standards.

FREEDOM TO CHOOSE, FREEDOM TO BE HEARD - We value a balance between community and individual rights, in which fairness is paramount and all needs are considered.
ENVIRONMENTAL FRIENDLINESS - We value the integration and balance of land uses: Housing, recreation, industry, open space, etc. We value the protection and integration of the natural environment with development.
SUSTAINABILITY (in terms of economy, self-reliance, environment and equity) - We value a community that does not diminish its resources in such a way as to make the future less livable for future generations than it is for us.
ECONOMIC DIVERSITY AND VITALITY - We value a community that is a good place in which to do business and in which there is an appropriate and strong industrial base.
LIFE-LONG LEARNING - We value a community that offers cradle-to-grave opportunities for education and recreation.

VALUES:
Sense of family - individual and family responsibility
Healthy community - economically, physically, spiritually
Relatedness and connectivity
RESPECT Honor individual environment, people, places and things
Fairness, weigh balance and take in as many needs as possible
Environmental friendliness
Integration of value of land uses
integration and balance of land uses, recreat, indus, open space etc
Sensitivity to diverse community
Sense of community, in partnership with urban and rural area
Responsible citizens in regional and global environment
Liveability
Sustainability, build a future, economical, socially, etc
Sense of identity
garden, historical
Freedom - responsibility
Learning - cradle to grave
Balance of community and individual rights
Person to person interaction
Unbiased representation
Protection and integration of natural environment with development
Self-reliance
Aesthetics - arts and culture and design
Transportation efficiency as a value
Citizens must be accountable for making defineable and real future
Community which provides a safe haven, nurturing environment
Sense of connectedness
Encourage economic vitality and diversity

The Community Goals

1. A user-friendly community that incorporates mixed uses, high density and other land uses, facilitated by an effective inter-modal transportation system.
We envision a city in which single-family, multi-family and commercial land uses are combined with each other; a walkable city that's easy to get around in by bicycle, car and mass transit; a city with a new and vibrant downtown area built around innovative design and development standards.
Among the items in the action plan:
* Define mixed use
* Complete and adopt open space plan
* Update Transportation Master Plan
* Designate a parcel to be master-planned as a new downtown
* Revise Town Center Master Plan
* Create a Dammasch property master plan
* Research available financing through gov't and developer cooperation
* Vote on Urban Renewal Agency extension
* Revise and update development standards
* Create a public works plan
* Create a downtown overlay district
* Hire an architect to consult and advise on design standards

2. Community identity based on the waterfront and the "garden city" theme.
Our goal is to create better public access to the Willamette River and to establish an identity for the city built around the river and the notion that Wilsonville is a "garden city," with all of the possibilities that the image of a garden might conjure; for homes, businesses and public facilities.
Among the items in the action plan:
* Complete a waterfront property inventory
* Establish parking and street guidelines
* Address infrastructure implications
* Create ordinances, design standards, etc. that move the city closer to the goal
* Seek out development partners
3. Natural areas and streams preserved and restored as part of the community infrastructure.
We envision a city in which our natural areas and open spaces are cherished by those who live and work here and preserved and protected for the generations that will follow; a city that considers environmental impacts as a fundamental part of its decision-making process.
Among the items in the action plan:
* Protection and promotion of trees and native land-

continued on back page

Effect of special interest groups vs real community
desires and wants
Tribalisation of Wilsonville
Urban/Rural conflict
Lack of affordable single family dwellings
Lack of community involvement
Lots of community involvement
Government/citizen accountability, choice, responsibility
Continuing education
Sustainability
Time demands
Family Pressures
Fragmentation of values
Cost of living/ livability
Big box/bucks retailers
SOHO Businesses
Global Village economics
Health care access
Quality of life and environmental issues
Available water
NIMBY (Not in my back yard)
BANANA (Build almost nothing anywhere near anyone)
Change in entry level jobs
Technology based jobs
Technology based industry
Telecommuting

Community Goals

continued from previous page

scaping

- * Restoration of Coffee Lake and other wetlands and stream corridors
- * Landscaping of transportation corridors
- * Creation/protection of wildlife corridors
- * Education programs stressing the value of natural resources
- * Urban growth boundary and overall development standards based on natural features (design with nature)
- * Preparation of Open Space Master Plan (including plans for maintaining natural areas and setting limits on parking areas)

4. A unique sense of place

Through design and development standards we want to create a city that is like no other; whose look and feel is uniquely "Wilsonville."

Among the items in the action plan:

- * Increasing community involvement (including town hall meetings, neighborhood watch, public art, a single local school district, life-long learning and public involvement with local schools)
- * Promoting the Garden City theme, including tree planting, a farmers market in a town square, Oregon Garden Project, integrated "adopt a trail" program, and wildlife appreciation
- * Develop a town square with pedestrian connections to neighborhoods
- * Develop historic theme for Old Town including revitalization of Old Town businesses and adoption of design standards for Old Town
- * Develop a river/waterway focus including a boardwalk, restaurant(s) and a ferry

5. An innovative, community-wide network structure as a vehicle for communication: community concerns and project interaction.

We envision a city in which neighborhood associations, individual citizens, community groups and city government create and have access to communication networks, using the best technology available, to influence decisions and enhance citizen accountability.

Among the items in the action plan:

- * Communicate results of Future Search Conference to entire community
- * Identify existing networks and gaps within those networks
- * Organize and improve connections within existing networks
- * Organize neighborhood associations
- * Ongoing research of communications systems and techniques

6. Balanced, cooperative effort between government, community and business to ensure economic vitality.

The Wilsonville of the future will support its business/industrial community with clear standards for doing business in the city; with necessary infrastructure improvements and allocation of resources to encourage new business development.

Among the items in the action plan:

- * Create a clear, concise written description of what it takes to establish a business in the city.
- * Create clear standards with quarterly follow-ups
- * Update Comprehensive Plan
- * Provide sufficient, properly zoned land inventory
- * Infrastructure improve-

ment (ongoing)

7. An environment that is conducive to the construction of affordable housing for all economic levels.

We envision a city in which everyone who wants to live here is able to afford housing here, regardless of their income level; a city in which people can live close to their workplace.

Among the items in the action plan:

- * Reduce open space and lot coverage requirements for affordable housing
- * Modify height/landscaping requirements
- * Increase manufactured housing

The Garden City Theme

Something that was repeated throughout the conference was the idea of creating a community identity around gardens. In terms of community identity, no other single idea generated as much interest.

The much-publicized Oregon Garden project helped stimulate the discussion. But even with the Oregon Garden project having chosen Silverton for its location, it is entirely possible for Wilsonville to incorporate the garden city theme into future plans. Wilsonville's location, on the edge of the Portland metropolitan area and in a setting that still offers a lot of rural character, lends itself to the garden city theme.

Wilsonville still has a great deal of open space in its city limits. With the community's support for the garden city theme, there is time and opportunity to make it a reality.

- * Investigate tax assessment freeze or delay
- * Credit/Waiver of systems development charges

8. Life-long learning opportunities for all Wilsonville citizens.

We envision a community in which all citizens — from their birth through their entire lives — are encouraged to engage in educational opportunities which enhance their quality of life.

Among the items in the action plan:

- * Create a local/regional educational consortium to:
 - Make educational opportunities available to all pre-school children
 - Create an adult literacy program
 - Create an information network
- * Chamber of Commerce to create a "citizens academy"

9. A functional transportation system.

The Wilsonville of the future will feature a street system that provides quick and easy access to all parts of the city; bicycle and pedestrian ways that do the same; and a mass transit system that is available to and used by all.

Among the items in the action plan:

- * Periodic reviews of Transportation Master Plan by Mayor's Blue Ribbon Panel
- * Begin priority street construction projects
- * Accelerate bicycle/pedestrian projects
- * Feasibility study of water transportation
- * Feasibility study of Boeckman Road interchange

10. The best ongoing integrated parks and recreation system in the State of Oregon.

Through the development of neighborhood parks, the Town Center Park, the completion of Memorial Park and the creation of a swim center and additional

community centers, Wilsonville will offer a park system and recreation programs that are the envy of the state.

Among the items in the action plan:

- * Establish citizens' advocacy group for parks (Friends of Parks System)

- * Develop Master Plan "Plus" - plan for a swim center

- * Identify and establish stable funding source

- * Establish multi-age sports/rec programs

11. Create design standards to assure that new development is attractive and functional.

We envision a city in which the design of new development complements and enhances the livability of the community; design that is functional as well as visually pleasing; that incorporates art and considers local desires.

Among the items in the action plan:

- * Landscape the I-5 corridor
- * Build berms to hide unattractive buildings from public view
- * Plant more trees now
- * Create a well-defined edge to the community
- * Do not allow parking to overwhelm buildings
- * Create overlay design standards for specific neighborhoods (e.g., Old Town)

12. Develop alternative sources of financing for community projects

We envision a city in which lack of financing is not a constant barrier to realizing community goals, but in which already over-burdened traditional funding sources are not burdened even further.

Among the items in the action plan:

- * Create a community foundation to solicit and receive living trust donations from citizens and their estates
- * Extend the Urban Renewal District in five year increments
- * Establish surcharge on business license fees to fund "Garden City" improvements
- * Identify user fees, special levies and special improvement districts for parks, etc.

How can you get involved?

Wednesday, June 14,
7 p.m. at Wilsonville
High School.

Mark it on your calendar and plan to attend.

That's the date for a Future Search follow-up meeting to which the entire community is invited. Everyone is welcome to join with the Future Search participants in finalizing and prioritizing action plans for carrying out the Future Search Goals.

In addition, Anton Nelessen, an internationally recognized expert in community design and planning, will make a special presentation on Wednesday, May 31 at 8 p.m. at Wilsonville High School. Come join us for what promises to be an entertaining and educational evening!

*"Man who owns dog
must also own shovel."*

...a definition of citizen accountability presented to the Future Search Conference by participant E. Lee Reedy.



**City of Wilsonville
City Council Meeting
February 20, 2014 Sign In Sheet**

[illegible]

City of Wilsonville

February 20, 2014 City Council Meeting Action Minutes

COUNCILORS	STAFF	STAFF	STAFF
Mayor Knapp	Bryan Cosgrove	Katie Mangle	Eric Mende
Councilor Goddard – arrived at 6:05 p.m.	Mike Kohlhoff	Steve Adams	Mark Ottenad
Councilor Starr - Excused	Jeanna Troha	Jon Gail	Kristin Retherford
Councilor Fitzgerald	Sandra King	Mark Ottenad	Angela Handran
Councilor Stevens	Stephan Lashbrook	Steve Munsterman	Chris Neamtzu
	Nancy Kraushaar		Delora Kerber

AGENDA	ACTIONS
WORK SESSION	
<ul style="list-style-type: none"> Council Concerns - None Goal 10 Residential Land Study Recommendations and Frog Pond Update Proposed Ordinance No. 735 prohibiting smoking within 20 feet of transit stops and shelters 	<p>Staff presented the draft housing needs analysis that will inform planning for the Frog Pond and Advance Road areas. A public hearing will be scheduled for March before the Planning Commission.</p> <p>Staff introduced the proposal to ban smoking within 20 feet of transit stops limiting the exposure to second hand smoke; Council directed staff to move forward with the proposal. A public hearing on the ordinance will be scheduled for March 17, 2014.</p>
REGULAR MEETING	
<u>Mayor's Business</u>	
<u>Communications</u>	Mayor Knapp recognized Ms. Jaroch for her Girl Scout community service project benefiting Brother Andre Café food pantry in Portland.
<ul style="list-style-type: none"> Recognize Karina Jaroch for receiving Girl Scout Gold Award TVF&R Citizen Life Saving Certificate and Coin award to Tom Smith 	TVF&R presented a lifesaving Award to Tom Smith for his quick action performing the Heimlich maneuver and saving Arlene Schnitzer's life.
<u>Consent Agenda</u>	
<ul style="list-style-type: none"> Resolution No. 2452 – authorizing staff to work with the Korean War Memorial Foundation to locate and install 2 sculptures at the Korean War Memorial Minutes of the 2/3/14 Council meeting 	Approved 4-0
<u>Continuing Business</u>	
<ul style="list-style-type: none"> Ordinance No. 733 – amending Wilsonville public contracting code sections 	Approved on second reading 4-0
<u>City Manager's Business</u>	Reminded Council of the May 17, 2014 "Spring Training" with all board and commission members.
<u>Legal Business</u>	No report.
Adjourned at 7:36 p.m.	

RECORDED BY: SCK