

## **AGENDA**

### **WILSONVILLE CITY COUNCIL MEETING MAY 20, 2013 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.

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

- 5:00 P.M. EXECUTIVE SESSION [15 min.]**  
A. Pursuant to ORS 192.660(2)(f) Exempt Public Records and  
ORS 192.660(2)(h) Litigation
- 5:15 P.M. COUNCILORS' CONCERNS [5 min.]**
- 5:25 P.M. PRE-COUNCIL WORK SESSION**
- A. Natural Hazard Mitigation Update (Kerber) [10 min.]  
B. Library Board Application Review / Appointment [5 min.]  
C. Council Goals (Cosgrove) [20 min.]  
D. Covered Trash Enclosures Follow-Up (Kraushaar) [5 min.]
- 6:50 P.M. ADJOURN**
- 

#### **CITY COUNCIL MEETING**

The following is a summary of the legislative and other matters to come before the Wilsonville City Council a regular session to be held, May 20, 2013 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on May 14, 2013. 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**

- A. Proclamation Declaring May 19-25, 2013 National Public Works Week (staff – Kerber)
- B. Adopt Council Goals
- C. Upcoming Meetings

**7:25 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.

**7:30 P.M. COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS**

- A. Council President Starr – Park & Recreation Advisory Board, Chamber/City Leadership; and Economic Development Task Force
- B. Councilor Goddard – Library Board, Chamber Board, and Clackamas County Business Alliance
- C. Councilor Fitzgerald – Planning Commission; Committee for Citizen Involvement; and Library Board
- D. Councilor Stevens – Development Review Panels A and B; Wilsonville Seniors

**7:35 P.M. CONSENT AGENDA**

**A. Resolution No. 2418**

A Resolution Of The City Of Wilsonville For Adoption Updates To The City's Addendum To The Clackamas County Multi-Jurisdiction Hazard Mitigation Plan. (staff – Kerber)

- B. Minutes of the May 6, 2013 Council Meeting. (staff – King)

**7:35 P.M. CITY MANAGER'S BUSINESS**

**7:40 P.M. LEGAL BUSINESS**

**7:45 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](mailto:king@ci.wilsonville.or.us)




**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b>  May 20, 2013		<b>Subject:</b> Library Board Vacancy  <b>Staff Member:</b> Sandra King <b>Department:</b> Administration	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b>	
<b>Staff Recommendation:</b> No staff recommendation has been made; the report is for Council information and direction to staff.			
<b>Recommended Language for Motion:</b> N/A			
<b>PROJECT / ISSUE RELATES TO:</b> <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:**

Review the application received through the current recruitment process to fill the upcoming vacant seat on the five-member Library Board.

**EXECUTIVE SUMMARY:**

William Benedetto advised staff that he does not want to be reappointed to a second term on the Library Board. Mr. Benedetto's term will end June 30, 2013. The vacancy notice and application information was posted on the City's website, included in the *Boones Ferry Messenger*, announced during Council meetings, included in the *Wilsonville Spokesman*, and posted in city buildings. The deadline for the thirty-day application period was May 10, 2013.

Two applications were submitted during this recruitment process, from Caroline Berry, and Megan Chuinard. Both applications are attached.

Currently on file are applications submitted in the 2012 Library Board vacancy recruitment process. These applicants are: Ted Case and Lindsay Berschauer. Their applications are attached to this memo.

**EXPECTED RESULTS:** N/A

**TIMELINE:**

The four-year terms on the Library Board begin July 1 of each year. With the upcoming vacancy, if no appointment is made, the Library Board will have four members whose terms expire in 2014, 2015 and 2016.

**CURRENT YEAR BUDGET IMPACTS:** None.

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

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**LEGAL REVIEW / COMMENT:** *[Item must be sent to City Attorney for review.]*

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMUNITY INVOLVEMENT PROCESS:**

Advertisements were placed on the City's website, inserted into the *Boones Ferry Messenger*, posted in all city buildings and announced at Council meetings. In addition, the *Wilsonville Spokesman* included an announcement.

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

The potential impact is a four-member Library Board, which could hinder decision making.

**ALTERNATIVES:**

1. Council may interview the applicants and make the appointment; or
2. Direct staff to re-advertise the vacancy for an additional time period with the goal of receiving additional applications.

**CITY MANAGER COMMENT:**

**ATTACHMENTS**

A. Library Board applications.



City of

**WILSONVILLE**  
in OREGON



29799 Town Center Loop East  
Wilsonville, OR 97070  
503-682-1011 - Phone  
503-682-1015 - Fax

**APPLICATION FOR APPOINTMENT TO BOARD/COMMISSION**

Name: Berry Caroline Vaudine Date: May 4, 2013  
Last First Middle

Home Address: 29745 SW Rose Lane, #163

City/State/Zip: Wilsonville, Oregon 97070

Is this address within the City? yes I've lived in Wilsonville since: 2010

Telephone No.: \_\_\_\_\_  
Home Work Cell/Mobile  
503 545 4613

E-Mail Address: Berrycaroline@gmail.com

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

Present Occupation: Insurance sales and customer service

Which Committee(s) would you like to be appointed to:

*Dates of meetings are listed at the end of this application.  
Please make sure those dates work with your schedule before you apply.*

- ☐ Budget Committee
- ☐ Parks and Recreation Advisory Board
- ☒ Library Advisory Board
- ☐ Development Review Board
- ☐ Planning Commission

Employment, professional, and volunteer background:

Please see attached.

Previous City appointments, offices or activities:

Please refer to my resume attached

As additional background for the Mayor and City Council, please answer the following questions.  
Feel free to add additional pages.

1. What experience/training/qualifications do you have for this particular board or commission? You may attach a resume.

Please see attached.

2. What specific contribution do you hope to make?

Please see attached.

3. What community topics concern you that relate to this board or commission? Why do you want to become a member?

Please see attached.

4. Describe your involvement in relevant community groups and activities. (Lack of previous involvement will not disqualify you from consideration.)

Please see attached.

Signature: Captline Vander Zee

Date: May 4, 2013

**Meeting dates** (all meeting dates are subject to change or additions)

- Budget Committee – typically meets in April-May to consider City budget for new fiscal year
- Development Review Board – Second and fourth Mondays of the month
- Library Board – Fourth Wednesday of the month
- Parks & Recreation Advisory Board – Second Thursday of the month
- Planning Commission – Second Wednesday of the month

Please be advised members of the City Council, the Planning Commission and Development Review Board are required to file an annual **Statement Of Economic Interest** with the State of Oregon. A sample reporting form is available from the City Records Office at 29799 SW Town Center Loop East indicating the type of information you will be required to disclose if you are appointed.

For office use only:

Date Received: 5/10/13 8 AM *sk*

Date Considered: \_\_\_\_\_

Action by Council: \_\_\_\_\_

Term Expires: \_\_\_\_\_

**Please return this form to:**

City Recorder

29799 SW Town Center Loop E., Wilsonville, OR 97070

(503) 570-1506 FAX (503) 682-1015

E-mail: [king@ci.wilsonville.or.us](mailto:king@ci.wilsonville.or.us)

May 9, 2013

Re: City of Wilsonville Library Board Member

It is a pleasure to submit this letter of interest for the Library Board Member position listed on the city's website. Attached please find a copy of my resume and completed application for your review. I am confident that you will find me to be a great fit for this position.

I have a Master of Urban Planning and lots of experience working on various volunteer boards. My passion is books and I am a huge fan of the Wilsonville Library.

I offer the following skills that are required for this position:

- ☐ Ability to plan, organize, prioritize, and follow-up with multiple concurrent projects using time wisely
- ☐ Creative problem solving skills
- ☐ Work independently and as part of a
- ☐ Excellent outreach and relationships skills with public team
- ☐ Outstanding written and verbal communication skills
- ☐ Professional demeanor, integrity, high energy, and enjoys having fun

I bring to this position a love and enthusiasm for our library, our community and working with people.

Thank you for your consideration. I look forward to meeting with you in the very near future to learn more about how I can contribute to the success of Wilsonville's Library.

With warm regards,

Caroline Vaudine Berry  
Tel: 503 545 4613  
Email: [Berrycaroline@gmail.com](mailto:Berrycaroline@gmail.com)



**Which Committee(s) would you like to be appointed to:**

Dates of meetings are listed at the end of this application.

Please make sure those dates work with your schedule before you apply.

☐ Budget Committee

☐ Parks and Recreation Advisory Board

☒ Library Advisory Board

☐ Development Review Board

☐ Planning Commission

Employment, professional, and volunteer background:

**I am a licensed insurance producer for Ryan Hite Agency (Farmers) in SE Portland. I hold a Masters in Urban Planning from the University of Washington. I have many years of community planning and service experience. In addition, I am a volunteer Sunday school teacher for 11 year olds in Wilsonville.**

1. What experience/training/qualifications do you have for this particular board or commission?  
**I have served as staff member for several cities in the Puget Sound area on different commissions including the Arts, Design Review and Planning Commission. I want to contribute to the success of the City of Wilsonville as a wonderful community in which to live, work and play. My passion is reading. I love our library .**
2. What specific contribution do you hope to make?  
**My strength is listening to people, setting goals and implementing plans. I want to use my skills in making our library an even better library for tomorrow.**
3. What community topics concern you that relate to this board or commission? Why do you want to become a member?  
**This is not a big problem, but I would like to improve the library by allowing library cardholders to pay their fines online. This may help collect outstanding fees in a timelier manner.**
4. Describe your involvement in relevant community groups and activities. (Lack of previous involvement will not disqualify you from consideration.)  
**I served as President of two different Parent Teacher Organizations. One school was in SE Portland and the other in Tianjin China. I have served several multi-year terms on my daughters' School Advisory Board as the Secretary. I enjoy working with people to solve problems and improve communities.**

King, Sandy

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**From:** Caroline Berry <berrycaroline@gmail.com>  
**Sent:** Thursday, May 09, 2013 7:03 PM  
**To:** King, Sandy  
**Subject:** Library Board Member position  
**Attachments:** Cvb Cover Letter Wilsonville Library.docx; Cvb lib app.pdf

It is a pleasure to submit this letter of interest for the Library Board Member position listed on the city's website. Attached please find a copy of my resume and completed application for your review. I am confident that you will find me to be a great fit for this position.

I have a Master of Urban Planning and lots of experience working on various volunteer boards. My passion is books and I am a huge fan of the Wilsonville Library.

Thank you for your consideration. I look forward to meeting with you in the very near future to learn more about how I can contribute to the success of Wilsonville's Library.

With warm regards,

Caroline Vaudine Berry

Tel: 503 545 4613



**APPLICATION FOR APPOINTMENT TO BOARD/COMMISSION**

Name: Chuinard Megan Ann Date: 5/9/13  
Last First Middle  
Home Address: 29785 SW Rose Lane #215  
City/State/Zip: Wilsonville, OR 97070  
Is this address within the City? Yes I've lived in Wilsonville since: Jan. 2012  
Telephone No.: 503.267.8578 503.986.1426 503 267 8578  
Home Work Cell/Mobile  
E-Mail Address: megan.chuinard@gmail.com  
Are you a registered Voter with the State of Oregon? Yes  
Present Occupation: Chief of Staff to State Representative John Davis  
Which Committee(s) would you like to be appointed to:

*Dates of meetings are listed at the end of this application.  
Please make sure those dates work with your schedule before you apply.*

- ☐ Budget Committee
- ☐ Parks and Recreation Advisory Board
- ☒ Library Advisory Board
- ☐ Development Review Board
- ☐ Planning Commission

Employment, professional, and volunteer background:

See attached resume.

Previous City appointments, offices or activities:

Not applicable.

As additional background for the Mayor and City Council, please answer the following questions.  
Feel free to add additional pages.



1. What experience/training/qualifications do you have for this particular board or commission? You may attach a resume.
2. What specific contribution do you hope to make?
3. What community topics concern you that relate to this board or commission? Why do you want to become a member?
4. Describe your involvement in relevant community groups and activities. (Lack of previous involvement will not disqualify you from consideration.)

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

*Megan Chinnard*

Date: \_\_\_\_\_

*May 9, 2013*

**Meeting dates** (all meeting dates are subject to change or additions)

- Budget Committee – typically meets in April-May to consider City budget for new fiscal year
- Development Review Board – Second and fourth Mondays of the month
- Library Board – Fourth Wednesday of the month
- Parks & Recreation Advisory Board – Second Thursday of the month
- Planning Commission – Second Wednesday of the month

Please be advised members of the City Council, the Planning Commission and Development Review Board are required to file an annual **Statement Of Economic Interest** with the State of Oregon. A sample reporting form is available from the City Records Office at 29799 SW Town Center Loop East indicating the type of information you will be required to disclose if you are appointed.

For office use only:

Date Received: \_\_\_\_\_

*5/10/13 4:30pm AL*

Date Considered: \_\_\_\_\_

Action by Council: \_\_\_\_\_

Term Expires: \_\_\_\_\_

**Please return this form to:**

City Recorder

29799 SW Town Center Loop E., Wilsonville, OR 97070

(503) 570-1506 FAX (503) 682-1015

E-mail: [king@ci.wilsonville.or.us](mailto:king@ci.wilsonville.or.us)

- 1. What experience/training/qualifications do you have for this particular board or commission? You may attach a resume.**

I have a life-long passion for libraries. I have only lived in Wilsonville for a little over a year. Previously, I lived in Forest Grove, and served as the Campaign Coordinator for the Forest Grove Library Foundation. In this position, I worked closely with the Library Foundation Board and with the Library Director. This position gave me an opportunity to work with the community to move our library toward positive improvements, and provided me with general knowledge of how the library functions, along with its boards.

Because of my interest in and work for Representative Davis, I have an above average understanding how government and policy creation works. Though I have not had the chance to be deeply involved in our community, I have become familiar with the district through my work with Representative Davis.

- 2. What specific contribution do you hope to make?**

As a young person in the community, I hope to bring a fresh perspective to the Wilsonville Library Advisory Board. I hope to bring an understanding of how my generation may or may not use libraries, and wish to find ways to continue to accommodate for all patrons that use its services, accounting for changes in technology and varied uses of the library, as the library has become more than a place for finding copies of books, but a general staple in our community. I want to give back to the community in ensuring that the Wilsonville Library remains accessible to all patrons.

- 3. What community topics concern you that relate to this board or commission? Why do you want to become a member?**

I want to make certain that as technology and resources are constantly changing, we can continue to ensure the accessibility of resources for all patrons, adapting to advancing technology.

I am excited about the variety of programs the library has to offer, and wish to see these programs continue to thrive. We provide much needed resources to our community in a means of a place for the community to gather, learning atmospheres and programs for all ages, literature, news, internet, and many other meaningful tools. I want to see these continue and for our library to remain accessible to all residents and visitors in our community.

- 4. Describe your involvement in relevant community groups and activities.** (Lack of previous involvement will not disqualify you from consideration.)

Having moved from Forest Grove, a little more than a year ago, I had been a part of the Forest Grove Library Foundation fundraising team, coordinating a capital campaign for improvements to the Library. I had invested time working

and volunteering with the Forest Grove Library Foundation Board for more than a year, and still continue to provide assistance in fundraising strategies.

In 2012, I was nominated by local officials in the City of Forest Grove to be a part of the Rural Development Initiative, a leadership program put on by the Ford Family Foundation, teaching leadership skills to community members. The goal of the program was to empower community members, help them further develop leadership skills, and to apply earned knowledge to better the community. As a class, we formed a partnership with the program, the Forest Grove School District, and the Community Alternative Learning Center (CALC), to enhance the learning atmosphere for students who attend CALC.

Though these activities were with another community, I feel the skills and passion from these activities will transfer well to the Wilsonville Library Advisory Board.



# MEGAN CHUINARD

29785 SW Rose Lane #215 □ Wilsonville, OR 97070 □ (503) 267-8578 □ Megan.Chuinard@gmail.com

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## EXECUTIVE SUMMARY

CAMPAIGN MANAGEMENT | COMMUNICATION | GOVERNMENT & PUBLIC RELATIONS

Professional with experience in public policy and campaign management. Extensive ground-advocacy experience and understanding of state and local political process, campaign organization and public policy creation.

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## AREAS OF EXPERTISE

- |                       |                        |                      |
|-----------------------|------------------------|----------------------|
| ▪ Coalition Building  | ▪ Fundraising Strategy | ▪ Campaign Strategy  |
| ▪ Grassroots Planning | ▪ Media Relations      | ▪ Project Management |
| ▪ Policy Analysis     | ▪ Community Advocacy   | ▪ Issue Management   |
- 

## EDUCATION

BACHELOR OF ARTS IN POLITICAL SCIENCE SEPTEMBER 2010

- MINOR IN COMMUNICATION STUDIES
- University of Oregon -Eugene, OR
- 

## PROFESSIONAL EXPERIENCE

CHIEF OF STAFF (NOVEMBER 2012- PRESENT)

STATE REPRESENTATIVE JOHN DAVIS, OREGON STATE LEGISLATURE- SALEM, OR

Manage office staff. Develop and coordinate internship programs. Research and coordinate policy creation with Representative. Manage media relations. Develop and implement constituent outreach plan.

DEPUTY COMMUNICATIONS DIRECTOR (JULY 2012- NOVEMBER 2012)

NEW MEDIA NORTHWEST - SALEM, OR

Developed and implemented communications strategies on multiple campaigns. Created, edited, and coordinated concepts and content for print media, social media, television, and radio. Coordinated campaign activities for specific clients including: volunteer recruitment, constituent outreach, speaking engagements, fundraising, and gathering endorsements.

FIELD DIRECTOR (JANUARY 2012- JULY 2012)

COMMON SENSE FOR OREGON - SALEM, OR

Organized efforts throughout the state in support of citizen initiative to eliminate Oregon Estate Tax. Identified key community and organizational contacts. Sought endorsements and support from a wide range of existing citizen and business organizations. Established earned media plan. Acted as media relations manager for campaign. Designed and maintained campaign website. Coordinated public education campaign through speaking events and campaign literature. Identified individual stories to enhance campaign messaging. Coordinated volunteer petition circulation with paid petition circulation activities.

FUNDRAISING ASSISTANT (DECEMBER 2011- JANUARY 2012)

COMMON SENSE FOR OREGON- SALEM, OR

Developed lists of local donors. Arranged and hosted donor gatherings for issues campaign.

CONTINUED ...

**LEGISLATIVE ASSISTANT (SEPTEMBER 2011-DECEMBER 2011)****STATE REPRESENTATIVE VIC GILLIAM, OREGON STATE LEGISLATURE- SALEM, OR**

Communicated with constituents and lobbyists. Held policy meetings with lobbyists and briefed Representative. Researched and tracked bills. Prepared schedule for Representative. Coordinated with media contacts. Maintained information on district and statewide issues.

**CAMPAIGN COORDINATOR (AUGUST 2011-DECEMBER 2011)****FOREST GROVE LIBRARY FOUNDATION- FOREST GROVE, OR**

Developed and executed plans for \$250,000 capital campaign. Built relationships with community members, business leaders and government officials. Organized large and small-scale community events and fundraisers. Coordinated media relations and publicity. Detailed progress of campaign to key community contacts.

**ACHIEVEMENTS:**

- Developed and implemented successful community awareness campaign.
- Assisted in developing private donor plan.
- Created and implemented annual fundraising events.
- Developed successful earned media strategies.

**LEGISLATIVE ASSISTANT (APRIL 2011-JUNE 2011)****STATE SENATOR FRANK MORSE, OREGON STATE LEGISLATURE- SALEM, OR**

Communicated with constituents and lobbyists. Researched and tracked bills. Prepared schedule for Senator. Drafted newsletter articles. Coordinated with media contacts. Maintained information on district and statewide issues.

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**PROFESSIONAL DEVELOPMENT ACTIVITIES****OREGON CAMPAIGN INSTITUTE- SALEM, OR (2012)**

Campaign training. Learned methods of new media for campaigns and general campaign management structures.

**RURAL DEVELOPMENT INITIATIVE (2012)****FORD INSTITUTE LEADERSHIP PROGRAM-FOREST GROVE, OR**

Leadership skills training. Collaborated with community leaders to coordinate community development project.





29799 Town Center Loop East  
Wilsonville, OR 97070  
503-682-1011 - Phone  
503-682-1015 - Fax

### APPLICATION FOR APPOINTMENT TO BOARD/COMMISSION

Name: Case Ted J. Date: April 3, 2012  
Last First Middle

Home Address: 29264 SW San Remo Court

City/State/Zip: Wilsonville, OR 97070

Is this address within the City? Yes I've lived in Wilsonville since: 2008

Telephone No.: 503-910-9590 503-585-9988 503 - 910-9590  
Home Work Cell/Mobile

E-Mail Address: tcase@oreca.org

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

Present Occupation: Executive Director, Oregon Rural Electric Co-ops

Which Committee(s) would you like to be appointed to:

*Dates of meetings are listed at the end of this application.  
Please make sure those dates work with your schedule before you apply.*

- ☐ Budget Committee
- ☐ Parks and Recreation Advisory Board
- ☒ Library Advisory Board
- ☐ Development Review Board
- ☐ Planning Commission

Employment, professional, and volunteer background:

See attached sheet

Previous City appointments, offices or activities:

See attached sheet

As additional background for the Mayor and City Council, please answer the following questions.  
Feel free to add additional pages.



**Employment, professional and volunteer background:**

Currently, Executive Director of the Oregon Rural Electric Cooperative Association, Salem

Former positions include:

Legislative Director, National Rural Electric Cooperative Association, 1997-2008, Washington D.C.

Congressional speechwriter and Staff Director of a U.S. House of Representatives Subcommittee, 1989-1997, Washington D.C.

Volunteer tutor, Northern Virginia Literacy Council, (Volunteer of the Year 2003)

**Previous City Appointments, offices or activities:**

None in Wilsonville.

Served as congressional liaison with City of Medford as a congressional staff member – 1987-89

**1. What experience/training/qualifications do you have for this particular board or commission?**

I have a Masters in Writing from Johns Hopkins University. I worked closely with the Library of Congress and the Congressional Research Service as a legislative aide on Capitol Hill. I also managed a \$6 million budget for a National trade association in Washington D.C.

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

I am at the Wilsonville library three times a week, either doing research on my upcoming book or with my family in the children's section. The facility, staff and services are exemplary. I am committed to keeping this level of service to the Wilsonville community.

**3. What community topics concern you that relate to this board or commission? Why do you want to become a member?**

Maintaining adequate funding and providing a diverse range of programs is my primary concern, particularly in tough budget times. I want to use my skills sets and work collaboratively with the Board on maintaining the culture of excellence and to provide guidance on how to meet the needs of the community.

**4. Describe your involvement in relevant community groups and activities.**

Board Member, Oregon Heat (provides low-income weatherization)

Sunday school teacher, Community of Hope Lutheran Church, Wilsonville

See attached sheet for answers  
to four questions

1. What experience/training/qualifications do you have for this particular board or commission? You may attach a resume.
2. What specific contribution do you hope to make?
3. What community topics concern you that relate to this board or commission? Why do you want to become a member?
4. Describe your involvement in relevant community groups and activities. (Lack of previous involvement will not disqualify you from consideration.)

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



Date: April 6, 2012

**Meeting dates** (all meeting dates are subject to change or additions)

- Budget Committee – typically meets in April-May to consider City budget for new fiscal year
- Development Review Board – Second and fourth Mondays of the month
- Library Board – Fourth Wednesday of the month
- Parks & Recreation Advisory Board – Second Thursday of the month
- Planning Commission – Second Wednesday of the month

Please be advised members of the City Council, the Planning Commission and Development Review Board are required to file an annual **Statement Of Economic Interest** with the State of Oregon. A sample reporting form is available from the City Records Office at 29799 SW Town Center Loop East indicating the type of information you will be required to disclose if you are appointed.

For office use only:

Date Received: 4/6/12

*ack*  
4:14 PM

Date Considered: 4/16/12

Action by Council: \_\_\_\_\_

Term Expires: \_\_\_\_\_

**Please return this form to:**

City Recorder

29799 SW Town Center Loop E., Wilsonville, OR 97070

(503) 570-1506 FAX (503) 682-1015

E-mail: [king@ci.wilsonville.or.us](mailto:king@ci.wilsonville.or.us)

Rec'd 7/20/12 ack

City of

**WILSONVILLE**  
in OREGON



29799 Town Center Loop East  
Wilsonville, OR 97070  
503-682-1011 - Phone  
503-682-1015 - Fax

### APPLICATION FOR APPOINTMENT TO BOARD/COMMISSION

Name: Berschauer Lindsay J. Date: 7/17/12  
Last First Middle

Home Address: 29008 SW Villebois DR. S.

City/State/Zip: Wilsonville, OR 97070

Is this address within the City? YES I've lived in Wilsonville since: March 2010

Telephone No.: (503) 427 2645 (503) 675-7366 (503) 708 2558  
Home Work Cell/Mobile

E-Mail Address: lindsay@thirdcenturysolutions.com

Are you a registered Voter with the State of Oregon? YES

Present Occupation: Director, Oregon Transformation Project

Which Committee(s) would you like to be appointed to:

*Dates of meetings are listed at the end of this application.  
Please make sure those dates work with your schedule before you apply.*

- ☒ Budget Committee
- ☒ Parks and Recreation Advisory Board
- ☒ Library Advisory Board
- ☒ Development Review Board
- ☒ Planning Commission

Employment, professional, and volunteer background:

See attached Bio.

Previous City appointments, offices or activities:

See Bio.

As additional background for the Mayor and City Council, please answer the following questions.  
Feel free to add additional pages.



1. What experience/training/qualifications do you have for this particular board or commission? You may attach a resume.

*See bio.*

*Additional skills: public speaking, Knowledge of Oregon land use laws and Metro*

2. What specific contribution do you hope to make? *plans.*

*Use my knowledge and experience to help shape the future of the city.*

3. What community topics concern you that relate to this board or commission? Why do you want to become a member?

*Topics of concern: land use, development, Metro involvement, business expansion, efficient use of tax dollars.*

4. Describe your involvement in relevant community groups and activities. (Lack of previous involvement will not disqualify you from consideration.)

*I am President of the Carvahlo Condo Association in Villebois. My son (5 yrs) attends NW Montessori.*

Signature: *Lidley B. B.*

Date: *7/17/12*

**Meeting dates** (all meeting dates are subject to change or additions)

- Budget Committee – typically meets in April-May to consider City budget for new fiscal year
- Development Review Board – Second and fourth Mondays of the month
- Library Board – Fourth Wednesday of the month
- Parks & Recreation Advisory Board – Second Thursday of the month
- Planning Commission – Second Wednesday of the month

*Please be advised members of the City Council, the Planning Commission and Development Review Board are required to file an annual Statement Of Economic Interest with the State of Oregon. A sample reporting form is available from the City Records Office at 29799 SW Town Center Loop East indicating the type of information you will be required to disclose if you are appointed.*

For office use only:

Date Received: *7/20/12* *ack*

Date Considered: \_\_\_\_\_

Action by Council: \_\_\_\_\_

Term Expires: \_\_\_\_\_

Please return this form to:

City Recorder

29799 SW Town Center Loop E., Wilsonville, OR 97070

(503) 570-1506 FAX (503) 682-1015

E-mail: [king@ci.wilsonville.or.us](mailto:king@ci.wilsonville.or.us)

## Lindsay Berschauer-BIO

### Employment:

#### Third Century Solutions

Executive Director of the Oregon Transformation Project

April 2011-present

- Educational research on private sector issues affecting Oregon. Create "Flashfacts" designed to appeal to Independent, Non-Affiliated and Women voters. Messaging research with focus groups on women and Independent voters
- Partner with Representative Dennis Richardson, Co-Chair of Ways & Means Committee to create budget reform proposals and assist with research/editing of Dennis' weekly newsletter
- Support the Oregon Transformation Project PAC and its activities: Clackamas County Urban Renewal ballot measure, Clackamas County Rail Vote Measure, Slate campaign for conservative Clackamas County Commissioners, Ask Damascus efforts, SW Washington County Rail Vote Initiatives, Clackamas County Ballot Chase Project, Support of pro private sector Legislative candidates, Support of statewide candidates.

#### Cascade Policy Institute, Public Policy Analyst

September 2010-April 2011

- Successfully fought against Portland Public Schools' \$548M construction bond measure that would have forced seniors out of their homes and raised property taxes an average of \$1,000/year. Testified to PPS School Board. Radio & television appearances.

#### Berschauer Phillips Construction Company-Part Owner

Olympia, Washington, 2007-2009

Commercial General Contractor

Named Large Business of the Year by Providence St. Peter Foundation 2009

- Built/renovated schools, office buildings and commercial property. Developed commercial property

Professional & Community Involvement:

- 2012 National Republican Convention: Alternate Delegate, CD5
- Emerging Leaders for Oregon PAC Board Member
- President of Carvahlo Condominium Homeowners Association
- Junior League of Portland, Former Chair of Donor Relations
- Freedom Foundation, Member
- Washington Policy Center, Member
- Wilsonville Kiwanis Club
- Thurston County Republicans
- Providence St. Peter Hospital, philanthropic member
- Pope John Paul II High School, Lacey, WA, Steering committee
- Children's Hospital, philanthropic member
- The National MS Society, member
- Kappa Alpha Theta Alumni

Education:

Arizona State University  
B. S. Justice/Pre-Law, 2001  
Minor, Political Science



# **Wilsonville City Council Goal Setting Retreat**

**April 2013**



## Wilsonville Key Performance Areas and Council Goals

2013-2015

1. Quality Education
2. Fiscal Discipline
3. Environmental Stewardship
4. Clear Vision and Community Design
  - a. ***Develop a plan to improve bike and pedestrian connectivity throughout the community and integrate the plan in the City's Capital Improvement Plan.***
5. Thoughtful Land Use
  - a. ***Complete a formal concept plan for Advance Road and Frog Pond Residential Areas.***
6. Well Maintained Infrastructure
7. Community Amenities and Recreation
  - a. ***Complete a feasibility study for a community recreational/ aquatic center in Wilsonville.***
  - b. ***Complete a plan for successful integration of our existing living, working and playing areas in existing planned development through TSP adoption, the launching of concept planning and CIP by the Third Quarter of 2013.***
8. Welcoming, Engaged and Satisfied Residents
9. Multi-Modal Transportation Network
10. Safe Healthy & Aesthetically Pleasing Community
11. Economic Development
  - a. ***Develop and begin to implement a strategy to increase occupancy by filling vacant store fronts.***
  - b. ***Develop a funding and annexation strategy for implementing Coffee Creek Industrial area in 18 months.***
  - c. ***Complete and adopt Basalt Creek industrial area concept plan in the next 18 to 24 months.***
  - d. ***Develop a strategic branding plan, including complete visual identity plan and logo, to promote the City's livability and economic opportunities by April 2014***

## Wilsonville, Oregon – City Council Goal Setting Retreat

The Wilsonville City Council met on April 12 and 13, 2013 to conduct a planning session for the coming year. The meeting was facilitated by Julia Novak from The Novak Consulting Group. The purpose of the retreat was:

- Get to know fellow members of the governing body
- Articulate expectations for one another
- Identify critical issues for the City to pursue in the coming year

### Welcome/Introductions and Expectations

Each member of the governing body had an opportunity to share their expectations for the retreat. Those expectations included:

- Clear sense of where we share common goals
- Know each other better
- Continued building communication patterns
- Hear the dialogue

### This I Believe

Each Council member was given five to seven minutes to share "what they believe" about the future of the City. This exercise is loosely based on the "This I Believe" Essay format made popular on National Public Radio. Councilors were invited to share what they personally believe to be true about the future of the City.

Tim	<ul style="list-style-type: none"><li>• Wilsonville has opportunities far beyond what most small towns in today's world aspire to</li><li>• Geographic, economic positions and our base of educated and informed citizens – people committed to youth, the mission of their churches, their social groups – this is a fairly remarkable social dynamic – the question is how do we take those and find some sort of joint vision</li><li>• The opportunity is there – we have made some good moves in past years, have choices to make in the future and we are blessed with some kind of unusual set of factors that may enable us to do that</li><li>• Function as a small town, still, and this is valued in the community</li><li>• Sense of cohesiveness and connectedness – people feel a part of the overall social unit – can we continue to deal with the growth pressures without losing that – how do we do this successfully</li><li>• 26 years in town...only 4,500 people then – been interesting to watch it evolve – am optimistic that we can tap into the people and possibilities that will give us a strong future – economically and socially</li></ul>
Scott	<ul style="list-style-type: none"><li>• I believe that we are where we are right now because of smart planning; health and safety, planning, infrastructure, schools have all led to us to have an incredible opportunity for the future.</li><li>• The City is vibrant now and has the opportunity to be viable and vibrant now, 25 years from now and 50 years from now</li><li>• Council must be visionary and must own the vision</li></ul>



## Wilsonville, Oregon – City Council Goal Setting Retreat

	<ul style="list-style-type: none"> <li>• The Cities the own a vision and work towards it from one Council to the next is what sets them apart – it is what has set Wilsonville apart and we can continue to do that</li> <li>• We need a cohesive vision for the future</li> <li>• Partnerships with business are very important – provides for our infrastructure</li> <li>• Commercial, industrial and residential opportunities exist in this town.</li> <li>• I like livability – means different things to different people, but in this town people have high livability</li> <li>• Have to protect people from the stupidity of big government and keep having a small town feel</li> <li>• We are here to serve the people, not lord over them</li> <li>• City Hall does good job of serving the people</li> <li>• Definition of community: a people grouped together in a safe environment working, eating, worshiping, recreating and living together who choose to value common goals take care and help one another, value each other – especially the most vulnerable, for the benefit of society...community exists for the benefit of society and community happens in Wilsonville</li> <li>• Hoping for buy in for a community center because that is important for Community</li> </ul>
Susie	<ul style="list-style-type: none"> <li>• I believe Wilsonville is a place for everyone, welcomes all and embraces differences</li> <li>• Chose Wilsonville because of short commute and schools reputation – at that time the community felt homogenous – but I have had a chance to take a fresh look of Wilsonville</li> <li>• So much to appreciate about Wilsonville – City should remain on the same course</li> <li>• We are only slowly becoming more diverse – there are things we can do to encourage diversity – an emphasis on this will provide another positive attribute for the community.</li> </ul>
Julie	<ul style="list-style-type: none"> <li>• Wilsonville attracted me because of its uniqueness – it is new enough – its like a pallet you can do things with it – people have cared for it...thought has gone into planning – there is opportunity here</li> <li>• The look of a place contributes to the quality of life – it guides how people behave and treat each other</li> <li>• Diversity – we have residents from different places, we have pride in our schools and the up with a we offer here provides some real uniqueness – hope it continues</li> <li>• Opportunity exists because we are going to grow.</li> <li>• You can do a lot right where you live!</li> <li>• Live, work and play in Wilsonville – we have a long way to go to get more people involved – how to we break through the barriers of peoples busy lives to get them more involved</li> </ul>
Richard	<ul style="list-style-type: none"> <li>• Grew up from a humble background – but carry on values from my family that are true today – hard work; if something is worth having it is worth working for; live my life with honesty and integrity and I expect the same from people around me</li> <li>• Fortunate to be in a position to make a positive difference in the community I live in.</li> <li>• Core belief about the City – fortunate to be able to call Wilsonville home; people live here because of how it was when they moved here, not how it might look 20 years in the future – we uniquely look 20 years down the road, that is part of our responsibility.</li> </ul>



## Wilsonville, Oregon – City Council Goal Setting Retreat

At the completion of the “This I Believe” statements – the group discussed what they heard from their colleagues that was the same (where there was agreement), where there was potential disagreement, and anything that was truly unique.

What ideas were the same?	What ideas were unique?
<ul style="list-style-type: none"><li>• Everyone loves living here</li><li>• Opportunity</li><li>• Listening to people</li><li>• Mindful of responsibilities</li><li>• Youth/Quality Schools</li><li>• Livability means different things to different people</li><li>• Respect for prior planning/past</li><li>• Employment opportunities – variety – abundance – diverse tax base</li><li>• Community of Choice!</li></ul>	<ul style="list-style-type: none"><li>• Attractive to business</li><li>• Small government – not bureaucratic</li><li>• Serving the people (we agree!)</li><li>• Diversity – emerging – we need housing opportunities for all</li><li>• Pallet – we were a greenfield and in many ways still are</li></ul>

### Roles and Expectations

#### *Roles*

The Council considered what it means to be a City Council member in Wilsonville and how that translated into their role as a governing body. The group identified the following:

- Nurture, grow and protect a vision for the City’s future
- Be visible and active in the community
- Responsibility to build and hold the public trust – being ethical – acting with integrity
- Make decisions on behalf of the community
- Be good stewards of other people’s money and resources – including the natural environment
- Protect peoples investment
- Listen to the community – to the individual viewpoints
- Listen for the community – have an ear to the ground and know what things might be coming at us
- Know how to compromise – find a middle ground
- Maintain good relations with other governments
- Maintain good relations with business and community groups
- Serve as liaisons to Boards and Commissions
- Put City needs ahead of personal needs – look at the bigger picture
- Remember it is a privilege to serve
- Encourage people to engage
- Get the community involved
- Be aware of the community’s value for good schools

## Wilsonville, Oregon – City Council Goal Setting Retreat

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- Be objective
- Hire the City Manager and City Attorney
- Celebrate community achievements

The group identified the following as a special role related to the Mayor:

- Run meetings
- Maintain relations and represent us to other local governments, as well as state and federal official
- Be our spokesperson
- Represent us at meetings

For the Council President, the following role was identified:

- Fill in for the Mayor when he is unavailable
- Recommend liaison assignments
- Make recommendations for boards and commissions
- Provide a quasi-leadership role for the body

### ***Expectations***

Members of the governing body were asked to consider what they expected from their colleagues on the City Council. Those expectations were shared and discussed.

#### ***Expectations of Fellow Members of Council:***

- Prioritize the role of being an elected official
  - Attend regular meetings of the City Council
- Keep commitments
  - Call ahead when you cannot attend a meeting you had indicated you would attend
  - Get substitutes when appropriate
- We will not unnecessarily surprise each other at Council meetings
  - Use work sessions to vet issues, express opinions, etc.
- When a decision is made – move on!
  - Accept the Council decision and agree not to undermine it
- Talk 1-1 with one another about issues
- Contribute – active participation
- Willingness to openly deliberate at work sessions and meetings
- Prepare by reading all background materials before meetings
- Be genuine with expressing thoughts, ideas and opinions
- Listen
- Demonstrate civility
  - Be civil, respectful and professional



## Wilsonville, Oregon – City Council Goal Setting Retreat

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- Be willing to consider an alternative point of view
- Leave cell phones alone during meetings
  - Understand personal emergencies may arise
  - Acknowledge use of electronics and explain why you may be accessing phone, etc.
- Defend the truth – and accept responsibility for finding truth and not accepting heresay
- Encourage citizen participation
  - Be accessible as a body
  - Encourage broader engagement
- Honesty and Integrity
- Educate yourself on the issues and their background
  - Understand why what is, is before advocating for change
- Ask staff clarifying questions before meetings
- Use the work session effectively
- Consider others view points before formalizing positions
- Treat others as you would like to be treated
- Follow our meeting protocols
- Be parsimonious at meetings
- Don't feel obligated to use the microphone

***Each person also identified what they were willing to give their colleagues:***

- My time
- Permission to let me when I overstep my role or am not meeting expectations (preferably in a 1-1 setting)
- Withhold judgment of others on work life balance
- Assume good intentions on the part of my colleagues
- Make an effort to be patient
- Credit for the work you do
- Open minded – a chance to be persuaded
- Appreciation to City staff – and for how they prepare for meetings

## Wilsonville, Oregon – City Council Goal Setting Retreat

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### Day Two

The retreat continued on Saturday, April 13, and the City Council was joined by the City's department heads and Assistant City Manager.

### Check-in

Those in attendance on Friday evening provided some reflection on those things that went well, and those things that could have gone better.

What went well?	What could have been better?
<ul style="list-style-type: none"><li>• People were confident about being candid</li><li>• Learned a lot – liked idea about talking more 1-1</li><li>• Good opportunity to get to know new members</li><li>• Good to develop clarity around expectations</li><li>• More in common than different</li><li>• Had difficult conversations</li><li>• Council dedicated to serve – genuine desire, not based on individual egos</li><li>• Opportunity for self-reflection on how to improve</li><li>• Enjoyed dialogue and wine!</li></ul>	<ul style="list-style-type: none"><li>• Need to keep working on having difficult conversations</li><li>• Some of what was expressed was aspirational have to be true to this to be have a lasting positive impact</li></ul>

### Expectations

Each person shared their individual expectations for today's goal session.

- Face time with the City Council
- Understand Council goals – know what they are so we can achieve them
- Listen to the Council so we can implement
- Set firm goals- achievable – measureable – communicate them to the community
- Open, honest discussion about our goals and aspirations
- Clearly defined achievable goals with 12 to 18 month horizon
- Get a clear sense of what Council wants to achieve
- Objectives so we know what is to be achieved by goals
- Develop team approach to implementing Council Goals (Council Staff Team)
- Hat is a "great" staff person/Council person – develop our working relationship
- Develop goals – different from the past - be more visionary and conceptual
- Help enroll the community in Council goals
- Get to know the Council better
- Pay attention to the long view
- Innovative ways to engage the community

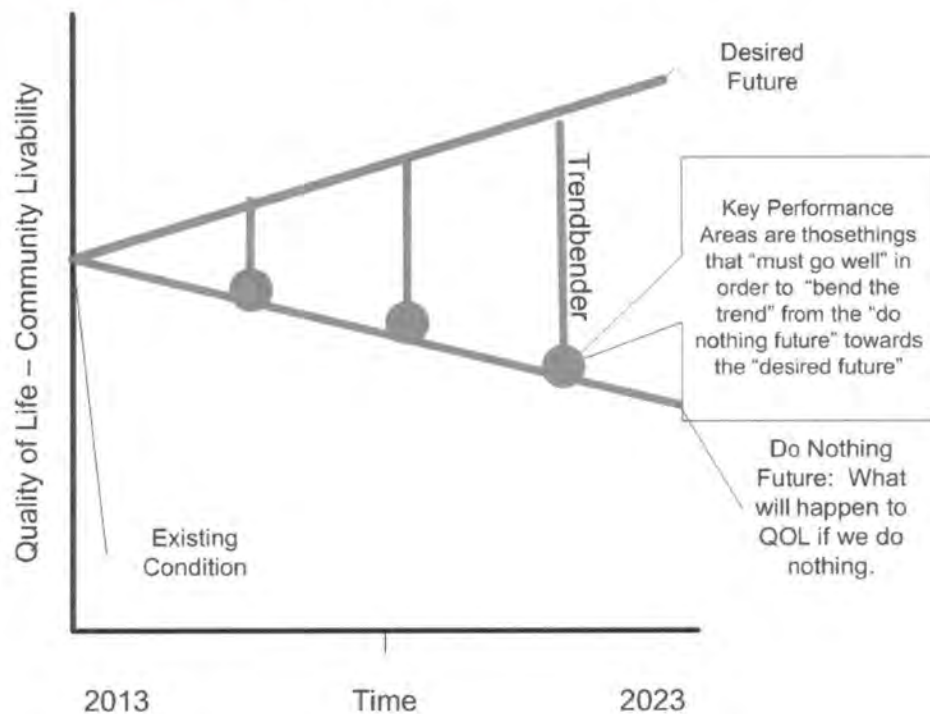
## Wilsonville, Oregon – City Council Goal Setting Retreat

- Identify the things we want to do in the next 12 to 24 months to take us towards a longer term vision!
- Quick look back on where we have come in the last two years

The group began the discussion on priority issues by reflecting on accomplishments from the past two years – specifically related to community engagement and customer service.

### Key Performance Areas

The City Council reviewed the concept of Trendbenders/Key Performance Areas.



The group then identified the following **Key Performance Areas** for maintaining and improving the Quality of Life in Wilsonville.

1. Quality Education
2. Fiscal Discipline
3. Environmental Stewardship
4. Clear Vision and Community Design
5. Thoughtful Land Use
6. Well Maintained Infrastructure
7. Community Amenities and Recreation
8. Welcoming, Engaged and Satisfied Residents
9. Multi-Modal Transportation Network
10. Safe Healthy & Aesthetically Pleasing Community
11. Economic Development



### Priority Goals and Initiatives

The Council then brainstormed potential Council Goals/Initiatives that would be important to pursue in the next 18 to 24 months. Each item is listed below beneath the Key Performance Area it had the strongest connection to and the number of “dots” each initiative received during multi-voting is indicated.

1. Quality Education
2. Fiscal Discipline
  - a. Early retirement of urban renewal debt - 1
3. Environmental Stewardship
4. Clear Vision and Community Design
  - a. Conduct public process to build community vision in Wilsonville for the next 20 years – 1
  - b. **Develop plans and steps to interconnect our neighborhoods, work places, commercial and recreational areas - 4**
  - c. Review Comprehensive plan - 1
5. Thoughtful Land Use
  - a. Balance residential planning to mirror ratios of West Linn/Lake Oswego/Tualatin concerning multi-family/single family mix - 2
  - b. **Complete concept planning for Advance Road Expansion Area – 3**
  - c. Slow push for higher density – 2
  - d. Keep Wilsonville’s rural feel via City survey - 0
6. Well Maintained Infrastructure
7. Community Amenities and Recreation
  - a. More sports fields – 1
  - b. Expand community events/activities for seniors – 0
  - c. Explores ways to increase access to the River – 2
  - d. **Complete bike path connectivity from East to West and North to South – 4**
  - e. **Conduct a feasibility study to evaluate building a community/aquatic center - 5**
8. Welcoming, Engaged and Satisfied Residents
  - a. Less formal work sessions - 0
9. Multi-Modal Transportation Network
  - a. Increase pedestrian activity - 2
10. Safe Healthy & Aesthetically Pleasing Community
  - a. City sponsored community volunteer activities - 1
11. Economic Development
  - a. Be proactive(partner) in redeveloping area with Kravens, Arby’s Strip Mall – 1
  - b. Build a regional softball/baseball/soccer/lacrosse sports complex – 1
  - c. Develop a strategic plan for Urban Renewal (incorporate specified plans, measurements and sunsets to build public trust ) – 1
  - d. **Create a Wilsonville “brand” – 3**

## Wilsonville, Oregon – City Council Goal Setting Retreat

- e. Develop a tourism plan (increase tourism revenue and incorporate natural areas tourism) – 0
- f. **Vacant storefronts filled – 3**
- g. Hotel conference center – 0
- h. **Develop Industrial land in Coffee and Basalt Creek - 3**

For each of these issues the group was asked to write a SMART<sup>1</sup> Goal Statement and then consider and discuss the following questions:

- What is the problem we are trying to solve/what opportunity should we seize?
- What does success look like?

The final agreed upon Council Goals for 2013-2015 are:

<b>Problem we are solving/ Opportunity we are seizing</b>	<b>Goal Statement</b>	<b>What does success look like?</b>
Respond to the community interest in a community recreational/aquatic center	<b>Complete a feasibility study for a community recreational/aquatic center in Wilsonville.</b>	A completed feasibility study presented to Council by July 1, 2014.
Capitalize on the opportunity of available land to provide housing for future growth, expand the City tax base, create livable neighborhoods as our employment base grows	<b>Complete a formal concept plan for Advance Road and Frog Pond Residential Areas.</b>	<ul style="list-style-type: none"> <li>• Plan complete</li> <li>• Advance Road areas is added to the UGB in 2014</li> </ul>
Too many vacant store fronts	<b>Develop and begin to implement a strategy to increase occupancy by filling vacant store fronts.</b>	<ul style="list-style-type: none"> <li>• Increase occupancy of currently vacant storefronts</li> </ul>
Low inventory of industrial land and shovel ready multiple land use; Lack of funding; Two planning areas are approved in the UGB (exp Basalt and CC)	<b>Develop a funding and annexation strategy for implementing Coffee Creek Industrial area in 18 months.</b>  <b>Complete and adopt Basalt Creek industrial area concept plan in the next 18 to 24 months.</b>	<ul style="list-style-type: none"> <li>• Funding for building infrastructure and for aggregating the land</li> </ul>
Limited funds to build connections; Incorporate plans I place TSP, Pedestrian Plans, TSP Polices, etc.	<b>Complete a plan for successful integration of our existing living, working and playing areas in existing planned development through TSP adoption, the launching of concept planning</b>	<ul style="list-style-type: none"> <li>• Sense of community, easy to use and identified network connectivity</li> </ul>

<sup>1</sup> SMART = Specific, Measureable, Achievable, with a Reach, and Timed



## Wilsonville, Oregon – City Council Goal Setting Retreat

	and CIP by the Third Quarter of 2013.	
Limited bike and pedestrian connections between neighborhoods, schools, public facilities, commercial centers and employment centers, and access to and along the Willamette River.	<b>Develop a plan to improve bike and pedestrian connectivity throughout the community and integrate the plan in the City's Capital Improvement Plan.</b>	<ul style="list-style-type: none"> <li>Review current plans recommend amendments</li> <li>Prioritize projects and develop a capital improvement plan to fund</li> <li>Complete the project</li> <li>Increase the walk from 42 to 70</li> </ul>
Sending a faint, if any message, lack of uniform, simple clear communication focus. Opportunity to recognize the need to change.	<b>Develop a strategic branding plan, including complete visual identity plan and logo, to promote the City's livability and economic opportunities by April 2014</b>	<ul style="list-style-type: none"> <li>The message is broadly and well received</li> </ul>
		<ul style="list-style-type: none"> <li></li> </ul>

City staff will develop work plans for the articulated Council Goals and bring back the completed work plans with proposed schedules for Council consideration.

### Other Items

#### Council Liaison Roles to Boards and Commissions

- Council needs to set the tone for what the role of the liaison is
- We recognize that the roles differ based on which board and commission
  - Attend the meetings, at least at the very beginning (Council Liaison Report) and stay whenever you can
- Share what is current and relevant with City Council – offer to take things back to Council
- Primary job of the liaison is to listen
  - Recognize that when you speak your comments may have greater impact then you intend because you are an elected official
  - It is best not to speak (engage and make comments) to the Design Review Board or Planning Commission in their quasi-judicial roles or during the business portion of their meeting
- When reporting back to City Council as a liaison, be clear if you have not attended the meeting you are reporting upon and state how you are receiving information you are sharing
- Have enough presence to encourage dialogue between Boards & Commissions and the City Council
- It is important for Council to balance their work/life balance, and staff is there to support you in doing this.



## Wilsonville, Oregon – City Council Goal Setting Retreat

### Next Steps

City staff will develop work plans and bring the goals back for Council adoption. The plan is for there to be quarterly updates on Council Goals provided by the City Manager throughout the year.

### Debrief

What went well?	What could have been better?
<ul style="list-style-type: none"><li>• Lots of ways we interacted – variety is good</li><li>• We have goals</li><li>• Very collaborative – process was effective</li><li>• Council is willing to be engaged</li><li>• Bring and experienced people engaged in this community</li><li>• Good food!</li><li>• Great space</li><li>• Appreciate staff presence and participation</li><li>• Feel staff and Council on same page</li></ul>	<ul style="list-style-type: none"><li>• Some things I would have liked to have discussed didn't surface – may bring up in work sessions</li><li>• Feel we are still limited because of less than full participation by some</li></ul>

### Parting Thoughts

At the conclusion of the retreat, each person was asked to reflect on the retreat: where the City has been, where the City is going, and how they feel about the retreat and where they are headed.

Stephan	Glad I was here! This was good.
Joanne	Great opportunity to not just know what the goals are but why they are the goals
Julie	Appreciated setting expectations last night – will help with productive communications going forward. Great ideas!
Scott	Always good for Council (and staff) to spend time together and talk about a variety of things so we get more background. Like getting to know staff better. Good job on the larger goals, but there still may be some tactical things for us to take on – maybe we should reserve time to take care of those in the future.
Delora	Appreciate the opportunity to sit here and listen to the discussion. It will make our work easier as we put together our work plans
Nancy	Appreciate and value the face time with the Council. These goals look like fun!
Susie	For me – this has been really nice. Feel the formality at Council meetings...it sets a difficult tone for talking with each other. This breaks that down and it is helpful. Wonder if we needed one more day – worry about what Scott didn't get out there that he wanted to say...
Sandy	It was nice to see the process from the wide broad goals and narrow them down to something specific. Pleasure to see people working together

## Wilsonville, Oregon – City Council Goal Setting Retreat

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Bryan	Appreciate clear direction! Informal process in this beautiful facility – don't feel like I'm missing anything else! Laughter is critically important!
Jeanna	Thought today was fantastic – enjoyed the dialogue. Like hearing the meaning behind the goals and what success looks like – this is helpful to us as staff. Should be a fun 12 to 18 months.
Mike	Everyone has captured it...this was very well done. Everyone participated. Facilitator kept us on task/schedule. Am excited and energized.
Tim	Appreciate the nice comments and appreciate people spending their Saturday this way. Critical to do this once a year. We don't spend enough face time talking proactively about broad concepts – rather we talk reactively to things that we must take action on. Need to carve out work session time to do that. <i>(Bryan indicated a willingness to try to figure out how to build that into regular time together)</i> In all this has been a very robust goal setting process. It has been far more successful than prior ones we have been through. Legitimate issues were aired in an open way that allowed people to have input. Provides additional validity for our goals. Feel like we are on a good track – feel good about the staff and that we can make some significant progress and advance the interest of the City in the next couple of years. Quarterly reports will be useful – having more discussion on a regular basis is important. Appreciate the facilitation – this is a step in the process. Keep or perspective and not get lost in the day to day!

# City of Wilsonville, Oregon

## Staff Retreat

May 2013





## Workshop Summary

On May 9, 2013, the City of Wilsonville staff held a facilitated workshop to strengthen the relationship between the department heads and continue the strategic planning work the Wilsonville City Council began at their off-site work session in April. The staff workshop was attended by the City Manager, Assistant City Manager and all the department heads and was facilitated by The Novak Consulting Group. This report summarizes the conversations held at the session.

### Ground Rules

All attendees agreed to follow these operating norms during the retreat:

- Listen with respect...
  - ...no interrupting
  - ...no talking over
  - ...disagree agreeably
- Try things on for size
- Be open to new learning
- Be fully present
- Participate...be engaged
- Have fun!

### Strategic Planning and Workshop Goals

Attendees were charged with accomplishing the following goals during the workshop:

- Strengthen the working relationships between department heads
- Engage in accomplishing Council priorities
- Discuss organizational needs and priorities

### Attendees

Bryan Cosgrove, City Manager  
Jeanna Troja, Assistant City Manager  
Delora Kerber, Public Works Director  
Michael City Attorney  
Nancy Krashaar, Community Development Director  
Stephan Lashbrook, Transit  
Joanne Ossana, Finance Director  
Stan Scherer, Parks and Recreation Director  
Patrick Duke, Library Director

### **Expectations**

Each attendee was given the opportunity to share their expectations for the session. These included:

- Listen – learn how to help with workplans
- Bonding
- Curious about group MTBI – learning
- Being with colleagues
- Teambuilding
- Opportunity to meet colleagues – establish relationships
- First executive management team session – ever
- Getting a workplan established
- Focus on customer service
- Relationship building

### **Debrief the Meyers Briggs Type Indicator (MBTI)**

Prior to the session, attendees took the MBTI instrument. The consultants reviewed the theory of MBTI and discussed each of the preferences. The group participated in exercises and discussions to learn more about how their typology preferences impact on how they work together as well as with the Council, staff, and the public.

### **Support the Council's Priorities**

The attendees reviewed the Council's priorities that were articulated at the April retreat. Then, the group developed draft action plans for each of the Council's priorities.

## **KEY PERFORMANCE AREA: Clear Vision and Community Design**

Goal: Develop a plan to improve bike and pedestrian connectivity throughout the community and integrate the plan in the City's Capital Improvement Plan.

Why problem are we solving/opportunity are we seizing?	What does success look like?
<ul style="list-style-type: none"><li>Limited bike and pedestrian connections between neighborhoods, schools, public facilities, commercial centers and employment centers, and access to and along the Willamette River.</li></ul>	<ul style="list-style-type: none"><li>Review current plans recommend amendments</li><li>Prioritize projects and develop a capital improvement plan to fund</li><li>Complete the project</li><li>Increase the walk from 42 to 70</li></ul>

Support needed:

Action Steps	Timeline	Staff Leader
Address bike and pedestrian plans for Canyon creek, Kinsman Phase 1 & 2, and Barber in TSP	June 2013	Nancy
Revisit bike/pedestrian plans	June 2013	Nancy
Conduct gap analysis	June 2013	Nancy
Integrate projects into CIP	October 2013	Nancy



**KEY PERFORMANCE AREA: Thoughtful Land Use**

Goal: Complete a formal concept plan for Advance Road and Frog Pond Residential Areas.

Why problem are we solving/opportunity are we seizing?	What does success look like?
<ul style="list-style-type: none"> <li>Capitalize on the opportunity of available land to provide housing for future growth, expand the City tax base, create livable neighborhoods as our employment base grows</li> </ul>	<ul style="list-style-type: none"> <li>Plan complete</li> <li>Advance Road areas is added to the UGB in 2014</li> </ul>

Support needed:

Action Steps	Timeline	Staff Leader
Develop a scope of work	August	Nancy
Hire a consultant	October	Nancy
Develop a concept plan	Oct. 2014	Nancy
Final concept plan adopted by the Council	Nov. 2014	Nancy

## KEY PERFORMANCE AREA: Community Amenities and Recreation

Goal: Complete a feasibility study for a community recreational/ aquatic center in Wilsonville.

Why problem are we solving/opportunity are we seizing?	What does success look like?
<ul style="list-style-type: none"> <li>Respond to the community interest in a community recreational/aquatic center</li> </ul>	<ul style="list-style-type: none"> <li>A completed feasibility study presented to Council by July 1, 2014.</li> </ul>

Support needed: \$50,000 funded

Core staff team: Chris M. Martin Brown, Brian Stevenson, Joanne, Bryan, Jeanna

Action Steps	Timeline	Staff Leader
Hire consultant	June 1 – August 15, 2013	Stan
City Manager appoint the Task Force -- use task force to look at various models	August 15, 2013	Bryan
Develop conceptual design plan	March 1, 2014	Stan
Develop feasibility study	March – June 2014	Consultant/Stan
Present to Council	July 1, 2014	Stan

## KEY PERFORMANCE AREA: Community Amenities and Recreation

Goal: Complete a plan for successful integration of our existing living, working and playing areas in existing planned development through TSP adoption, the launching of concept planning and CIP by the Third Quarter of 2013.

Why problem are we solving/opportunity are we seizing?	What does success look like?
<ul style="list-style-type: none"> <li>Limited funds to build connections; Incorporate plans I place TSP, Pedestrian Plans, TSP Policies, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Sense of community, easy to use and identified network connectivity</li> </ul>

Support needed:

Action Steps	Timeline	Staff Leader
Transportation System Plan (TSP) to City Council	June 2013	Nancy
Identify proactive CIP – show specific projects	September 2013	Nancy
Integrate with community planning	September 2013	Nancy
Bring integration to Council – bicycle and pedestrian connectivity	October 2013	Nancy



**KEY PERFORMANCE AREA: Economic Development**

Goal: Develop and begin to implement a strategy to increase occupancy by filling vacant store fronts.

<b>Why problem are we solving/opportunity are we seizing?</b>	<b>What does success look like?</b>
<ul style="list-style-type: none"> <li>• Too many vacant store fronts</li> </ul>	<ul style="list-style-type: none"> <li>• Increase occupancy of currently vacant storefronts</li> </ul>

Support needed:

<b>Action Steps</b>	<b>Timeline</b>	<b>Staff Leader</b>
Work with Chamber to identify funding strategy	March 2014	Bryan
Hire consultant to identify retail leakage	October 2014	Bryan
Bring retail market strategy to Council	November 2014	Bryan

**KEY PERFORMANCE AREA: Economic Development**

Goal: Develop a funding and annexation strategy for implementing Coffee Creek Industrial area in 18 months.

Why problem are we solving/opportunity are we seizing?	What does success look like?
<ul style="list-style-type: none"> <li>Low inventory of industrial land and shovel ready multiple land use; Lack of funding; Two planning areas are approved in the UGB (exp Basalt and CC)</li> </ul>	<ul style="list-style-type: none"> <li>Funding for building infrastructure and for aggregating the land</li> </ul>

Support needed:

Action Steps	Timeline	Staff Leader
Develop scope of work and hire consultant	August – September 2013	Nancy/Kirstin
Develop Urban Renewal Strategic Plan	February 2014	Nancy/Kristin
Examine and prioritize funding sources for Water and Sewer CIP with high priority areas in the City	November 2013	Joanne
Have landowner meetings for annexation priority areas	April/May 2014	Nancy/Kristin

**KEY PERFORMANCE AREA: Economic Development**

Goal: Complete and adopt Basalt Creek industrial area concept plan in the next 18 to 24 months.

<b>Why problem are we solving/opportunity are we seizing?</b>	<b>What does success look like?</b>
<ul style="list-style-type: none"> <li>Low inventory of industrial land and shovel ready multiple land use; Lack of funding; Two planning areas are approved in the UGB (exp Basalt and CC)</li> </ul>	<ul style="list-style-type: none"> <li>Funding for building infrastructure and for aggregating the land</li> </ul>

Support needed:

<b>Action Steps</b>	<b>Timeline</b>	<b>Staff Leader</b>
Complete intergovernmental agreement (IGA) – Tualatin has the lead; have a joint worksession with two Councils and Planning Commissions	July 2013	Nancy
Select consultant/scope of work	November 2013	Nancy
Develop Concept Plan	November 2013 - January 2015	Nancy
Plan approval	April 2015	Nancy



## KEY PERFORMANCE AREA: Economic Development

Goal: Develop a strategic branding plan, including complete visual identity plan and logo, to promote the City's livability and economic opportunities by April 2014

Why problem are we solving/opportunity are we seizing?	What does success look like?
<ul style="list-style-type: none"> <li>Sending a faint, if any message; lack of uniform, simple clear communication focus. Opportunity to recognize the need to change.</li> </ul>	<ul style="list-style-type: none"> <li>The message is broadly and well received</li> </ul>

Support needed:

Action Steps	Timeline	Staff Leader
Develop a scope of work	July 1, 2013	Bryan/Jeanna
Hire consultant	September 1, 2013	Bryan/Jeanna
Develop a plan	October – March 2014	Bryan/Jeanna
Council adoption	April 2014	Bryan/Jeanna

### Reflecting on Customer Service and Organizational Priorities

The City Manager gave his remarks noting that the City does some great things in customer service. He believes the staff embraces the attitude of great customer service. He is committed to continuous improvement in all areas

#### What the City does well in Customer Service:

- Knowledge and professionalism
- Strong
- Some
- Staff are respectful
- Responsive

#### What the City could do better in Customer Service:

- Adopt an attitude of continuous improvement
  - Measure results, surveys, etc.
- How do we reward employees for exemplary customer service – identify specific criteria
- More transparency in our budget – identify salary and benefits (Albany, Beaverton example)
- More welcoming atmosphere on first floor of City Hall (entrance)
- 24-hour return of phone calls
- Consistent standards for voice mail and email
- Develop organization-wide customer service standards (Tualatin Valley Fire is exemplary)
- Customer service training based on standards
- Process improvement, suggestion
  
- Develop Customer Service Standards
- Customer Service Training

### Next Steps

Joanne will develop a work plan to improve the transparency of the city's budget document. Albany and Beaverton were cited as examples.

Jeanna will develop a work plan to develop customer service standards and provide training for employees to those standards.

- Identify a task force (consider using the existing Performance Management Task Force and adding a few more "stars")
- Develop standards for how internal and external customers should experience interacting with the City
- Incorporate how we could reward employees for exemplary customer service
- Incorporate process improvement/employee suggestion programs
- Provide training for employees to those standards
- Consider how to make the first floor of City Hall a more welcoming customer service experience.

The City Manager discussed scheduling a retreat with the City's Management Team that will include Myers-Briggs and sharing the Council strategic plan in the coming month.

King, Sandy

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**From:** Kraushaar, Nancy  
**Sent:** Friday, May 10, 2013 1:58 PM  
**To:** Cosgrove, Bryan  
**Cc:** King, Sandy; Neamtzu, Chris; Rappold, Kerry; Brown, Martin; Pauly, Daniel  
**Subject:** Covered Trash Enclosures  
**Attachments:** 05-10-2013 - Staff Memo on Trash Enclosure Covers.pdf

Bryan: In response to concerns that were discussed at the City Council, the CD staff has prepared the attached memo that provides background on:

1. When the code that requires covered trash enclosures was adopted and its rationale,
2. The specific case background for the Carl's Jr. development (where the covered trash enclosure is required and concerns have been raised by the neighboring Chevron property owner),
3. A comparison of other jurisdictions' codes for covered trash enclosures, and
4. Our recommendation that we review the code, its purpose, and propose potential revisions as necessary.

Can you please transmit this to the Mayor and City Council as you see appropriate? Thank you. Have a great weekend! - Nancy

**Nancy Kraushaar, PE**  
*Community Development Director*  
*City of Wilsonville*  
*29799 SW Town Center Loop E*  
*Wilsonville, OR 97070*  
*503.570.1562 (office)*





## **MEMORANDUM**

DATE: May 10, 2013

TO: Nancy Kraushaar, Community Development Director

FROM: Martin Brown, Building Official, Daniel Pauly, Associate Planner, and Kerry Rappold, Natural Resources Program Manager

RE: Covered Trash and Recycling Enclosures

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### ***Introduction:***

This memo provides information on the issue of trash and recycling enclosure covers brought up by Mr. Garry LaPoint during the April 1, 2013 City Council meeting. This memo explains the legislative history, Carl's Jr./Chevron case background, regulations from other Oregon jurisdictions, and staff recommendations related to the requirement for covered trash and recycling enclosures in Subsection 8.210 (9) Wilsonville Code.

### ***Legislative History and Public Involvement Process***

Revisions to Chapter 8 of the City Code were adopted by the City Council on January 3, 2011. The revisions primarily addressed changes to the City's wastewater pretreatment requirements, but also included the requirement for covered trash and recycling enclosures, covered vehicle fueling and maintenance areas, and some plumbing code updates. The new requirements provide improved management techniques for protecting the public wastewater and stormwater systems.

The City Council conducted a public hearing, which included a public notice, and voted unanimously to adopt the revisions to Chapter 8. No appeals were filed.

### ***Stormwater Management Rationale for Covered Enclosures***

The City of Wilsonville's National Pollutant Discharge Elimination System (NPDES) stormwater permit (issued by DEQ March 16, 2012) requires the City to reduce the discharge of pollutants to the maximum extent possible. The permit language in the City's permit includes a Stormwater Management Plan (SWMP) that contains specific best management practices (BMPs) to address sources of pollutants, including sediment, trash and debris, organics, nutrients, metals, bacteria, metals, toxics, and oil and grease.

BMPs, identified within the SWMP, specifically address the control of pollutants from industrial and commercial facilities, spill prevention, and the review and update of applicable code and development standards related to stormwater control. The requirement for covered trash and





The concerns regarding a cover on the enclosure expressed in the letter can be summarized as follows:

- The containers Chevron uses are large and don't have wheels. The cover will not enable the hauler to lift the containers straight up and over the cab to dump. It also leaves little room for error when lifting with hydraulics. A little slip can cause damage to the container and roof of an enclosure.
- Having a cover forces the hauler, in order to dump the containers, to make multiple backing maneuvers into a busy circulation area where vehicles are using the Chevron fueling area resulting in safety concerns.

In his letter, Mr. LaPoint requested a waiver from the cover requirement for the reasons stated. Unlike many of the regulations governing development, the requirement is not in the Planning and Land Development Chapter of City Code and is not subject to the waiver process that would be typically used for many development requirements such as setbacks, height, and parking.

Chapter 8 of the City Code, where the requirement is located, is under the authority of the Public Works Director. After reviewing the regulation and the request Public Works Director, Delora Kerber, found that no authority is given in the code to waive the cover requirement, regardless of the merits of Mr. LaPoint's case.

On March 19, 2013 Community Development, Public Works, and other members of the City's management team met to discuss the topic and Mr. LaPoint's request in their regular weekly meeting. Following the meeting, three options for the trash enclosure were sent to the developer's representative:

1. Submit to Martin Brown a building permit for motorized retractable cover that would immediately open and close during the trash hauler's operation. The cover must meet snow load and wind load design.
2. Move the trash containers back to the originally approved existing Chevron location. However, this may require the corral to be expanded and subsequent roofing added.
3. Build a permanent (non-retractable) roof over the new location and obtain necessary building permits.

Currently Building Plans that include roofs on all trash enclosures have been submitted and approved by the Planning Division and are pending review by the Building Plans Examiner prior to issuance of Building Permits for the project. Any subsequent changes to the trash enclosure plans resulting from changing the regulation or other action by Council allowing all or a portion of the enclosure to be uncovered or leading to an alternate design can be reviewed administratively by Planning Staff.

### ***Other Oregon Jurisdictions***

A survey of other jurisdictions to determine their requirements for roof structures over trash enclosures was conducted with the following findings:



### **City of Portland**

The City of Portland requires both a roof structure and a sanitary drain for new trash enclosures and is requiring upgrades for "existing wet use" establishments. Areas containing cardboard recycling materials are exempt from the requirements. The reason for the roof structure over the enclosures is twofold: 1) divert stormwater from the trash area to reduce potential pollutants entering receiving streams, and 2) to prevent rain water from entering the sanitary drain within the enclosure. A roof by itself would not be required unless a drain to the sanitary was required to be installed. See attached detail from the stormwater management manual.

### **Clean Water Services**

Clean Water Services which provide services for most of Washington County jurisdictions do not require a roof over trash enclosures. They do encourage the cover but do not have a regulation that requires such cover over the enclosure.

### **Clackamas County Water Environment Services (WES)**

Clackamas County WES does not require a roof or a drain within the enclosure. If a drain to the sanitary is provided, then a roof is required to protect rain from entering the sanitary sewer system.

### **City of Salem**

The City of Salem requires a roof covering over all new trash enclosures along with a drain to the sanitary sewer system. The reason for the roof structure is to protect the sanitary drain from the rain water and to divert pollutants to the sewer system (thereby reducing pollutants to the stormwater system and receiving streams). The roof structure over the enclosure is required to be at least 14 feet above grade at the entry to the enclosure to allow the garbage company access for their trucks.

### **City of Corvallis**

The City of Corvallis does not have a regulation that would require a roof or a drain within the trash enclosure, however, if a drain to the sanitary sewer is provided within the enclosure, a roof structure over the enclosure would be required.

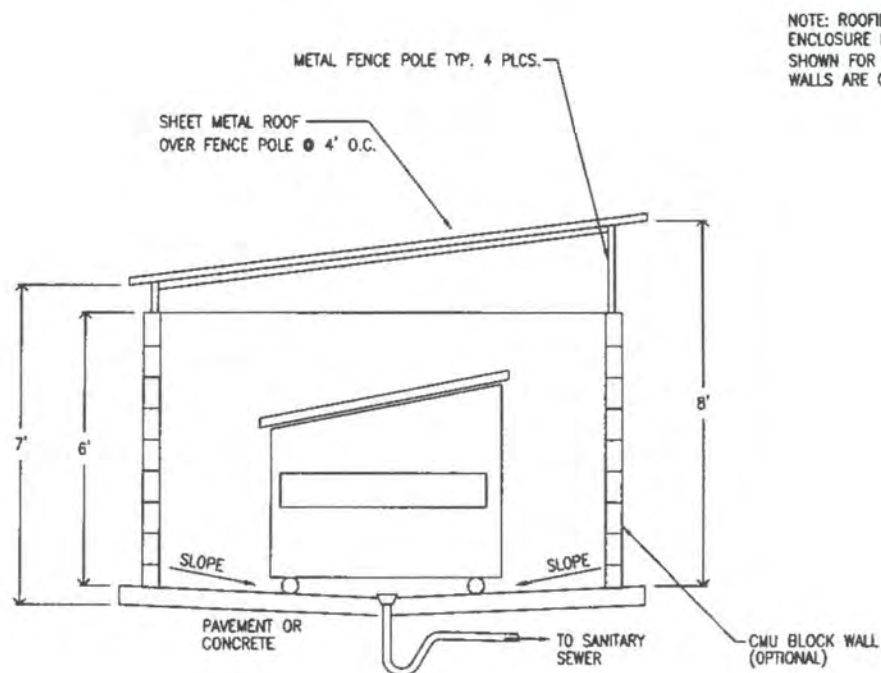
### **City of Eugene/Springfield**

The City of Eugene and Springfield have both adopted the City of Portland storm water management standards which require a sanitary drain with a roof over the trash enclosure.

### ***Recommendation***

The recommendation is to review the regulation and options to address the purpose of the regulation and revise as necessary or prudent.

*Attachment: City of Portland Stormwater Management Manual - Detail*



NOTE: ROOFING MATERIALS AND  
ENCLOSURE DIMENSIONS ARE  
SHOWN FOR REFERENCE ONLY.\*  
WALLS ARE OPTIONAL.

- DRAWING NOT TO SCALE -

## STORMWATER MANAGEMENT MANUAL SUPPLEMENTAL DETAILS

- Supplemental Details -  
**Trash Enclosure**  
Source Control

NUMBER

**SW-510**



Bureau of Environmental Services







## “Because of Public Works...”

WHEREAS, because of public works, infrastructure, facilities and services that are of vital importance to the livability of our community are available and enhance the health, safety, and well-being of the people of Wilsonville; and

WHEREAS, because of public works, such facilities and services are provided through the dedicated efforts of public works professionals, including utility workers, operators, technicians, analysts, engineers, managers, and administrators from both the public and the private sectors. Who together plan, design, build, operate and maintain the transportation system, water supply, waste treatment, public buildings and other structures and systems essential to our citizens; and

WHEREAS, it is in the public interest for the citizens, civic organizations and businesses in Wilsonville to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their community; and

WHEREAS, the year 2013 marks the 53<sup>rd</sup> annual National Public Works Week sponsored by the American Public Works Association with an Oregon Chapter of nearly 800 members;

NOW THEREFORE: I, Tim Knapp, Mayor of the City of Wilsonville, hereby proclaim the week of May 19 - 25, 2013 to be

## NATIONAL PUBLIC WORKS WEEK

in Wilsonville, Oregon and encourage all citizens to join in this observance and celebrate the benefits because of Public Works.

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Tim Knapp, Mayor  
May 20, 2013



# **CITY COUNCIL ROLLING SCHEDULE**

## **Board and Commission Meetings 2013**

### *MAY*

DATE	DAY	TIME	MEETING	LOCATION
5/20	Monday	7 p.m.	City Council meeting	Council Chambers
5/22	Wednesday	6:30 p.m.	Library Board	Library
5/27	Monday	Memorial Day City offices closed		

### *JUNE*

DATE	DAY	TIME	MEETING	LOCATION
6/3	Monday	7 p.m.	City Council Meeting	Council Chambers
6/10	Monday	6:30 p.m.	DRB Panel A	Council Chambers
6/12	Wednesday	6 p.m.	Planning Commission	Council Chambers
6/17	Monday	7 p.m.	City Council Meeting	Council Chambers
6/26	Wednesday	6:30 p.m.	Library Board	Library

#### **COMMUNITY EVENTS:**

##### **Festival of Arts**

June 1 -2; 10 a.m.

Town Center Park

The 2013 "Headliner" is Patrick Lamb and his 10 piece band performing Saturday from 3 p.m. to 5 p.m.

##### **Water Feature Season Opens June 1**



## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b> May 20, 2013	<b>Subject: Resolution No. 2418</b> Natural Hazard Mitigation Plan, 2012 Amendments and Update  <b>Staff Member:</b> Delora Kerber <b>Department:</b> Public Works
<b>Action Required</b> <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda	<b>Advisory Board/Commission Recommendation</b> <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b>  
<b>Staff Recommendation:</b> Approve Resolution for adopting updates to the City's Addendum to the Clackamas County Multi-jurisdiction Hazard Mitigation Plan.	
<b>Recommended Language for Motion:</b> I move to adopt Resolution 2418.	
<b>PROJECT / ISSUE RELATES TO:</b> <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:

Review and approval of the City of Wilsonville Hazard Mitigation Plan update.

### EXECUTIVE SUMMARY:

The purpose of having a Natural Hazard Mitigation Plan (NHMP) is to help reduce future loss of life and damage to property from natural hazards such as floods, landslides, wildfires, severe storms, volcanoes and earthquakes.



The NHMP provides Wilsonville with a set of goals, action items and resources designed to reduce risk from future natural disaster events. It also makes the City eligible for various FEMA mitigation grants.

On February 17, 2010, Council adopted the City of Wilsonville's Addendum to Clackamas County Natural Hazard Mitigation Plan (NHMP) Update 2007. Since that time, Clackamas County updated their NHMP in 2011-12 prompting the City of Wilsonville to review and modify the City's Addendum.

Through grant funds, the Oregon Partnership for Disaster Resilience was hired to prepare an Appendix to the City of Wilsonville Addendum to the Clackamas County NHMP (Wilsonville Addendum) to cover needed revisions to the City's Addendum.

Both the County's and City's NHMP need pre-approval and final approval from Federal Emergency Management Agency (FEMA) and the Oregon Office of Emergency Management (OOEM).

**EXPECTED RESULTS:**

Having final approval from FEMA is a requirement of eligibility for any future FEMA's Pre-Disaster Mitigation Grants, Hazard Mitigation Grants and/or Flood Mitigation Assistance Grants.

**CURRENT YEAR BUDGET IMPACTS:** None.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: \_\_\_\_\_ JEO \_\_\_\_\_ Date: \_\_\_\_\_ 5-20-13 \_\_\_\_\_

No Financial impact.

**LEGAL REVIEW / COMMENT:** *[Item must be sent to City Attorney for review.]*

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMUNITY INVOLVEMENT PROCESS:**

The City's NHMP steering committee was reconvened and met on June 8, 2012 to discuss the plan update including risk assessment, mitigation strategy, and plan implementation and maintenance. Committee members included: City staff from various departments; representatives from the West Linn- Wilsonville School District, Tualatin Valley Fire & Rescue, and Sysco Portland, Inc.; and an interested citizen who is a retired fire chief.

**ATTACHMENTS**

A. Resolution No 2418



## RESOLUTION NO. 2418

### A RESOLUTION OF THE CITY OF WILSONVILLE FOR ADOPTION UPDATES TO THE CITY'S ADDENDUM TO THE CLACKAMAS COUNTY MULTI-JURISDICTION HAZARD MITIGATION PLAN

WHEREAS, the City of Wilsonville recognizes the threat that natural hazards pose to people, property and infrastructure within our community; and

WHEREAS, undertaking hazard mitigation actions will reduce the potential for harm to people, property and infrastructure from future hazard occurrences; and

WHEREAS, an adopted Natural Hazards Mitigation Plan is required as a condition of future funding for mitigation projects under multiple FEMA pre- and post-disaster mitigation grant programs; and

WHEREAS, the City of Wilsonville adopted the *City of Wilsonville Addendum to the Clackamas County Natural Hazards Mitigation Plan*, via Resolution No. 2226 on February 17, 2010; and

WHEREAS, Clackamas County has subsequently completed an update to the *Clackamas County Multi-Jurisdictional Natural Hazards Mitigation Plan* of which the City of Wilsonville is party to; and

WHEREAS, the City of Wilsonville has updated its addendum to the *Clackamas County Multi-Jurisdictional Natural Hazards Mitigation Plan* to reflect new information contained therein through the creation of a new appendix (*Appendix C*); and

WHEREAS, the Oregon Office of Emergency Management and Federal Emergency Management Agency, Region X officials have approved the *Clackamas County Multi-Jurisdictional Natural Hazard Mitigation Plan* on April 8, 2013 and pre-approved *Appendix C* of the *City of Wilsonville Addendum to the Clackamas County Natural Hazards Mitigation Plan* on April 12, 2013 contingent upon this official adoption of the participating governments and entities;

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

1. The City adopts *Appendix C: City of Wilsonville Addendum to the Clackamas County Natural Hazards Mitigation Plan, 2012 Amendments and Update*.

2. With adoption of *Appendix C*, the *City of Wilsonville Addendum to the Clackamas County Multi-Jurisdictional Natural Hazards Mitigation Plan* is updated to reflect the changes identified in said appendix.
3. The City will submit this Adoption Resolution to the Oregon Office of Emergency Management and Federal Emergency Management Agency, Region X officials to enable final approval of the *City of Wilsonville Addendum to the Clackamas County Multi-Jurisdictional Natural Hazards Mitigation Plan*.
4. This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting this 20th day of May 2013 and filed with the Wilsonville City Recorder this date.

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TIM KNAPP, Mayor

ATTEST:

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Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

Mayor Knapp  
Councilor Starr  
Councilor Goddard  
Councilor Fitzgerald  
Councilor Stevens

Attachments:

Exhibit A- Appendix C: City of Wilsonville Addendum to Clackamas County Natural Hazards Mitigation Plan, 2012 Amendments and Update  
Exhibit B- Appendix B: Action Items, 2012 Update  
Exhibit C – Appendix A: Planning and Public Process, 2012 Update





# **Appendix C:**

## **City of Wilsonville**

### **Addendum to the Clackamas County Natural Hazards Mitigation Plan 2012 Amendments and Update**

The Oregon Partnership for Disaster Resilience prepared this Appendix to the City of Wilsonville Addendum to the Clackamas County Natural Hazard Mitigation Plan (Wilsonville Addendum) as part of the 2011-12 update to the Clackamas County Natural Hazard Mitigation Plan. Upon local adoption, the appendix will become part of the Wilsonville Addendum and will ensure that the City of Wilsonville maintains FEMA Pre-Disaster Mitigation Program eligibility as well as compliance with the Clackamas County NHMP.

This appendix is organized according to the sections outlined in the Wilsonville Addendum. A description of each section is presented below with proposed changes and updates following each.

## **Section 1: Planning Process**

The planning process section of the Wilsonville Addendum describes the activities used by the steering committee and community to develop the plan. Updates to the Planning Process section are as follows:

On Page 8, following the "Planning Process" subsection, insert the following:

### ***2012 Planning Process***

*The RARE Participant and Clackamas County Emergency Management developed and facilitated one plan update meeting with the Hazard Mitigation Advisory Committee on June 8, 2012. Please see Appendix A for the meeting agenda and minutes.*

*2012 Committee members included:*

- *Martin Brown, City of Wilsonville – Building Official*
- *Ray Brunstrom, Wilsonville Citizen*
- *Laura Comstock, Clackamas County Emergency Management/RARE*
- *Randy Edmiston, Sysco Portland Inc.*
- *Blaise Edmonds, City of Wilsonville – Planning*
- *Delora Kerber, City of Wilsonville – Public Works*
- *Steve Munsterman, City of Wilsonville – Public Works*
- *Jeff Rubin, TVF&R*
- *Dan Stark, City of Wilsonville – GIS*

## EXHIBIT A

- Tim Woodley, WLWV-School District

NHMP Update Meeting - June 8, 2012: The participant worked with the city lead to convene the steering committee and meet to review and update the city's Natural Hazards Mitigation Plan Addendum. Because the county is in the process of updating their NHMP, each of the cities were required to update their addendums, regardless of when their plan was last updated or developed. This is to ensure that the county and all of the cities are on the same timeline, and will now all update their NHMP's in 5 years. As part of this meeting, the steering committee reviewed the county's updated hazard assessment and made necessary changes to their hazard assessment, if necessary. The committee also reviewed their list of community assets to determine if any new additions or changes needed to be made. The committee also reported on progress made to the action items listed in the current NHMP. The committee reviewed the mitigation strategy and plan implementation and maintenance pieces and made changes if necessary.

On Page 11, second paragraph following the "Plan Maintenance" subsection, delete the entire paragraph and replace with the following paragraph:

### Semi Annual Meetings

~~The HMAC will meet on a semi-annual basis. Meetings will be held in the April and October of each year to allow the committee to debrief on the previous hazard seasons and prepare for the upcoming hazard seasons. In addition to debriefing and preparing for the upcoming hazard seasons, at the first meeting the committee will:~~

### Annual Meeting

~~The HMAC will meet once a year. The meeting will be coordinated by the convener. This meeting will debrief on the previous hazard seasons and prepare for the upcoming hazard seasons. In addition to debriefing and preparing for the upcoming hazard seasons, the committee will:~~

On Page 11, first sentence following the first set of bullets under the "Plan Maintenance" subsection, delete the following sentence:

~~During the second meeting of each year, the committee will:~~

On Page 12, first paragraph following the set of bullets under the "Plan Maintenance" subsection, insert the following paragraph:

*The convener, or city lead designee, will be responsible for meeting annually with the county Hazard Mitigation Coordinator. This meeting will provide a chance for each of the city leads to meet together and discuss updates and progress with the Hazard Mitigation Coordinator. The convener will report back to the HMAC with information gathered. The Coordinator will be responsible for setting up the meeting, and providing the city leads with updates on new studies or potential funding opportunities for mitigation projects.*

On Page 12, third paragraph following the "Plan Maintenance" subsection, delete the first sentence and replace with the following sentence:



## EXHIBIT A

~~The convener will be responsible for documenting the outcome of the semi-annual meetings.~~

The convener will be responsible for documenting the outcome of the annual meeting, as well as the meeting with the county's Hazard Mitigation Coordinator.

## Section 2: Community Profile

The community profile section of the Wilsonville Addendum describes a variety of community characteristics specific to the City of Wilsonville. Based on new information compiled during the Clackamas County NHMP update process, updates to the Wilsonville Addendum include the following:

On Page 27, under the "Critical Infrastructure- Bridges" subsection, add the following bullet:

- *Arrowhead Creek Lane Bridge*

On Page 27, under the "Critical Infrastructure" subsection, edit and add the following bullets:

- *Commuter Rail Station (WES); ~~freight tracks~~*
- *Freight tracks*

On Page 27, under the "Critical Infrastructure" subsection, edit the following bullet:

- *~~Communications towers (Elligsen, Pioneer Court, Villebois)~~*
- *Communications towers (Elligsen, Pioneer Court, Villebois, 1<sup>st</sup> Street)*

On Page 27, under the "Critical Infrastructure" subsection, add the following bullet:

- *First Student Fleet & Dispatch*

On Page 27, under the "Essential Facilities" subsection, delete the following bullet:

- ~~*WLWV at Town Center (Pre-school to 7<sup>th</sup> grade)*~~

On Page 28, under the "Essential Facilities" subsection, edit the following bullet:

- ~~*New primary school at Villebois (under construction)*~~ *Lowrie (Villebois) Primary School*

On Page 28, under the Schools bullet of the "Essential Facilities" subsection, add the following bullet:

- *Oregon Institute of Technology*

On Page 28, under the Food provider's bullet of the "Essential Facilities" subsection, add the following bullets:

- *Fred Meyer*
- *Pacific Natural Foods*



## EXHIBIT A

On Page 28, under the Pharmacies bullet of the "Essential Facilities" subsection, add the following bullet:

- *Fred Meyer*

On Page 28, under the "Vulnerable Populations" subsection, edit the following bullet:

- ~~*Canyon Creek Correctional Facility*~~
- *Coffee Creek Correctional Facility*

On Page 28, under the "Vulnerable Populations – Senior Care Facilities" subsection, edit the following bullet:

- ~~*Springridge Court*~~ *at Charbonneau (Alzheimer Units)*

On Page 29, under the "Economic Assets/Population Centers" subsection, edit the following bullet:

- ~~*Sysco Food Services of Portland, Inc.*~~
- *Sysco Portland, Inc.*

On Page 29, under the "Economic Assets/Population Centers" subsection, add the following bullets:

- *Old Town Square*
- *Pacific Natural Foods*
- *Georgia Pacific*

On Page 29, under the "Environmental Assets" subsection, delete the following bullet:

- ~~*South Tributary*~~

On Page 30, under the "Environmental Assets" subsection, combine and edit the following bullets:

- ~~*Charbonneau*~~
- ~~*Golf Course*~~
- *Charbonneau Golf Course*

On Page 30, under the "Environmental Assets" subsection, add the following bullets:

- *Sofia Park*
- *Palermo Park*

On Page 30, under the "Community Assets", add a subsection of *Hazardous Materials: Those sites that store, manufacture, or use potentially hazardous materials.*

## EXHIBIT A

On Page 33, under the "Historic and Cultural Resources" section, delete the entire paragraph and replace with the following paragraph:

- ~~Historic and cultural resources such as historic structures and landmarks can help to define a community and may also be sources of tourism dollars. Protecting these resources from the impact of disasters is important. Historic and cultural resources in Wilsonville include the Magness Memorial Tree Farm, Memorial Park, Graham Oaks Nature Park and Trailhead, Fir Point Farm, Town Center Park, Boones Ferry Park, Murase Plaza, the Oregon Korean War Memorial, Clackamas County Visitors Center, CREST Environmental Learning Center, and the annual Wilsonville Festival of Arts and Parade featuring the world of local and regional artists, poetry readings, story telling, music and dance performances. The historic buildings in Old Town include Aden's Store, Cottage Hotel, Norris Machine, Old Bank, Old Feed Store, Old Methodist Church, Old Town Village, Old Train Station, Saint Cyril's, Stein-Boozier Barn, and the Tauchman House.~~
- Historic and cultural assets include those facilities that augment or help define community character, and if lost would represent a significant loss for the community. Protecting these resources from the impact of disasters is important. Historic and cultural resources in Wilsonville include the Magness Memorial Tree Farm, Memorial Park, Stein-Boozier Barn, Graham Oaks Nature Park and Trailhead, Fir Point Farm, Town Center Park, Boones Ferry Park, Murase Plaza, the Oregon Korean War Memorial, Clackamas County Visitors Center, and CREST Environmental Learning Center. The historic buildings in Old Town include Aden's Store, Cottage Hotel, Norris Machine, Old Bank, Old Feed Store, Old Methodist Church, Old Town Village, Old Train Station, Saint Cyril's, and the Tauchman House.

On Page 33, under the "Government Structure" section, edit the following paragraph:

- Public Works: Responsible for maintaining streets, street lights, water distribution, sewer collections, storm water system and managing the Willamette River Water Treatment Plant and Wastewater Treatment Plant. ~~along with maintaining 12 public parks totaling 235 acres and the preservation of open spaces, trees, creeks, wetlands and habitat areas.~~

On Page 33, under the "Government Structure" section, add the following paragraph:

- Parks and Recreation: Responsible for maintaining 11 public parks totaling 185 acres and the preservation of 28 acres of open spaces, trees, creeks, wetlands and habitat areas.



## Section 3: Risk Assessment

The risk assessment section of the Wilsonville Addendum describes the types, causes, characteristics and relative risk posed by natural hazards on the City of Wilsonville. Based on new information compiled during the Clackamas County NHMP update process, updates to the Wilsonville Addendum include the following:

On Page 47, remove the section, “Severe Storms: Wind and Winter” and replace with:

~~*Severe Storms: Wind and Winter*~~

*Severe Storms: Wind, Winter, and Extreme Heat*

On Page 47, after Paragraph 4 of the “Severe Storms: Wind and Winter” subsection, insert the following paragraph:

*Extreme heat has a moderate threat in Wilsonville. The HMAC estimates the probability for future extreme heat events is ‘moderate,’ meaning one incident is likely within a 35 to 75 year period. This estimate is higher than the county’s ‘low’ rating. The vulnerability estimate of future extreme heat events is ‘moderate,’ meaning between 1% and 10% of the population and assets would be affected in a major event. This estimate is in agreement with the county’s ‘moderate’ rating.*

On Page 49, Paragraph 5 of the “Earthquake” subsection, delete the first two sentences of the paragraph and replace with the following:

~~*The SEOC ranks the probability of future earthquake events as ‘low,’ meaning one event is likely within a 75 to 100 year period. This estimate is lower than the county’s ‘high’ probability estimate.*~~

*The HMAC ranks the probability of future earthquake events as ‘low,’ meaning one event is likely within a 75 to 100 year period. This estimate is lower than the county’s ‘moderate’ probability estimate.*

On Page 54, Paragraph 4 of the “Volcano” subsection, delete sentences one and two and insert the following:

*Clackamas County estimates a low probability that volcanic eruptions will occur in the future and a high vulnerability to volcanic events. Both ratings are true for the city of Wilsonville as well.*

*Clackamas County estimates a low probability that volcanic eruptions will occur in the future and a moderate vulnerability to volcanic events. Both ratings are true for the city of Wilsonville as well.*

On Page 54, following the “Volcano” subsection, insert the following new “Drought” subsection:

***Drought Profile***

*The Clackamas County Multi-Jurisdictional Natural Hazards Mitigation Plan adequately describes the causes and characteristics, history, location, extent and*



## EXHIBIT A

*impacts of drought affecting the city of Wilsonville. Descriptions of the drought hazard can be found on pages DR 1 to DR in Volume II of the 2012 Clackamas County Natural Hazards Mitigation Plan update.*

*The probability of drought in Wilsonville was determined using scientific data, historical occurrences, and local knowledge. The HMAC estimates the probability of drought to be 'moderate' meaning one incident is likely within a 35 to 75 year period. This is in agreement with the county's 'moderate' rating. The HMAC estimates that Wilsonville has a 'low' vulnerability to drought conditions, meaning less than 1% of the population could be affected in a large-scale regional event. This is in agreement with the county's 'low' rating.*

### ***Drought Mitigation Activities***

*The existing drought hazard mitigation activities are conducted at the county, regional, state, and federal levels and are described in the Clackamas County Natural Hazards Mitigation Plan. As such, the information will not be repeated here.*

### ***Drought Mitigation Action Items***

*The city of Wilsonville does not believe that implementing drought-related mitigation activities will be cost-effective at this time. As such, the city has not identified drought mitigation action items. Wilsonville will partner with Clackamas County, however, on the implementation of mitigation strategies that benefit both jurisdictions.*

## **Section 4: Action Items**

The action items section of the Wilsonville Addendum describes detailed recommendations for activities that local departments, citizens and others could engage in to reduce risk. Based on new information compiled during the Clackamas County NHMP update process, updates to the Wilsonville Addendum include the following:

On Page 55, Paragraph 1 of the "Action Items" subsection, delete the last sentence of the paragraph and replace with the following:

~~*Full action item worksheets are located in Appendix B of this addendum.*~~

*The full action item worksheets with updated progress for 2012 are located in Appendix B of this addendum.*

On Page 56, Paragraph 2 of the "Action Items" subsection, delete the first two sentences of the paragraph and replace with the following:

~~*Note: the City of Wilsonville does not believe that implementing landslide and volcano-related mitigation activities will be cost-effective at this time. As such, the city has not identified landslide or volcanic-eruption mitigation action items.*~~

*Note: the City of Wilsonville does not believe that implementing landslide, drought, and volcanic-related mitigation activities will be cost-effective at this time. As such, the city has not identified landslide, drought, or volcanic-eruption mitigation action items.*

EXHIBIT B

**Appendix B: Action Item Worksheets**  
**2012 Update**

## EXHIBIT B

**2012 Updated Action Items****Multi Hazard #1**

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Develop public education programs to inform the public about methods of mitigating the impacts of natural hazards.		<i>Protect Life and Property, Promote Public Awareness, Encourage Partnerships and Implementation</i>	
<b>Rationale for Proposed Action Item:</b>			
<ul style="list-style-type: none"> <li>Conducting public outreach campaigns raises awareness about natural hazards and helps illustrate what residents and businesses can do to reduce the impact of a natural disaster on their properties, thereby significantly reducing the impact of natural hazards on the City of Wilsonville.</li> <li>The Disaster Mitigation Act of 2000 requires that communities continue to involve the public beyond the original planning process [201.6(c)(4)(ii)]. Developing public education programs for hazard risk mitigation would be a way to keep the public informed of, and involved in, the county's actions to mitigate hazards.</li> </ul>			
<b>Ideas for Implementation:</b>			
<ul style="list-style-type: none"> <li>Conduct public education as hazard seasons approach. These include earthquake awareness month in April, wildfire prevention in summer, and flood and severe storm information in winter;</li> <li>Identify property owners in flood, landslide, and wildfire hazard zones, and conduct a target mailing to disseminate information on all hazards;</li> <li>Partner with Clackamas County and other jurisdictions to develop public education flyers for all hazards;</li> <li>Include insurance information in public outreach and education materials and promote purchase of appropriate insurance coverage;</li> <li>Include hazard information on the city website and link to the Tualatin Valley Fire &amp; Rescue safety tips website; and</li> <li>Utilize the city newsletter, The Boones Ferry Messenger, to disseminate hazard information</li> </ul>			
<b>Coordinating Organization:</b>		Tualatin Valley Fire & Rescue	
<b>Internal Partners:</b>		<b>External Partners:</b>	
Hazard Mitigation Advisory Committee		Neighborhood Associations, Wilsonville Chamber of Commerce, Clackamas County, Oregon Partnership for Disaster Resilience	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term</u> (0-2 years)	<u>Long Term</u> (2-4 or more years)		
Ongoing			
<b>Form Submitted by:</b>		Hazard Mitigation Advisory Committee	
<b>Status</b>		New Action, 2009. Ongoing, 2012.	



## EXHIBIT B

**Multi Hazard #2**

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Integrate the goals and action items from the Natural Hazards Mitigation Plan into existing regulatory documents and programs, where appropriate.		<i>Protect Life and Property, Promote Public Awareness, Enhance Natural Systems, Encourage Partnerships and Implementation, Augment Emergency Services</i>	
<b>Rationale for Proposed Action Item:</b>			
<ul style="list-style-type: none"> <li>The Disaster Mitigation Act of 2000 requires communities to identify actions and projects that reduce the effects of hazards on the community [201.6(c)(3)(ii)]. Incorporating natural hazards plans into comprehensive plans, local ordinances, and land-use regulations will ensure that communities implement the proper mitigation measures for their community.</li> </ul>			
<b>Ideas for Implementation:</b>			
<ul style="list-style-type: none"> <li>Use the mitigation plan to help the City's Comprehensive Land Use Plan meet State Land Use Planning Goal 7, designed to protect life and property from natural disasters and hazards through planning strategies that restrict development in areas of known hazards;</li> <li>Integrate the city's mitigation actions into the current capital improvement plans to ensure development does not encroach on known hazard areas;</li> <li>Incorporate the Natural Hazards Mitigation Plan into City Code where appropriate; and</li> <li>Use the natural hazard mitigation planning resources provided by the Oregon Partnership for Disaster Resilience to learn how to better integrate the NHMP into existing documents and programs.</li> </ul>			
<b>Coordinating Organization:</b>		Planning Department	
<b>Internal Partners:</b>		<b>External Partners:</b>	
Public Works Department, Building Department, Planning Commission, Natural Resources		Oregon Partnership for Disaster Resilience, Department of Land Conservation and Development, Oregon Department of Transportation, Department of Environmental Quality	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term</u> (0-2 years)	<u>Long Term</u> (2-4 or more years)		
<u>Ongoing</u>			
<b>Form Submitted by:</b>		Hazard Mitigation Advisory Committee	
<b>Status</b>		<del>New Action, 2009.</del> Ongoing, 2012.	

## EXHIBIT B

**Multi Hazard #3**

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>
Identify and pursue funding opportunities to develop and implement hazard mitigation activities.		<i>Protect Life and Property, Promote Public Awareness, Enhance Natural Systems, Encourage Partnerships and Implementation, Augment Emergency Services</i>
<b>Rationale for Proposed Action Item:</b>		
<ul style="list-style-type: none"> <li>• Implementation cannot occur without proper funding. The switch from planning to implementation is the step that begins the reduction of risk.</li> <li>• The Pre-Disaster Mitigation Grant Program provides funds for hazard mitigation planning and project implementation prior to a disaster event. PDM grants are nationally competitive.</li> <li>• The Hazard Mitigation Grant Program provides funds to implement long-term hazard mitigation measures and projects after a major disaster declaration. HMGP funds are available to communities within states that have recently received Presidential Disaster Declarations. HMGP funds are prioritized for communities that are directly affected by a disaster, but communities outside of the disaster declaration are typically eligible as well.</li> <li>• Flood Mitigation Assistance helps communities implement measures that reduce or eliminate the long-term risk of flood damage to buildings, manufactured homes, and other structures insurable under the National Flood Insurance Program.</li> </ul>		
<b>Ideas for Implementation:</b>		
<ul style="list-style-type: none"> <li>• Meetings will be held semi-annually to discuss, update, and implement actions in the NHMP. Funding opportunities should also be discussed at the semi-annual meetings;</li> <li>• Develop incentives for special service districts, citizens, and businesses to pursue hazard mitigation projects;</li> <li>• Allocate city resources and assistance to mitigation projects when possible; and</li> <li>• Partner with other organizations and agencies to identify grant programs and foundations that may support mitigation activities.</li> <li>• Work to obtain funding to support a Wildfire Consultant to work with ODF on the update of the Community Wildfire Protection Plan.</li> </ul>		
<b>Coordinating Organization:</b>	TVF&R, Planning Department, Building Department, Community Development Department, Public Works Department, Natural Resources, Human Resources, Hazard Mitigation Advisory Committee	
<b>Internal Partners:</b>		<b>External Partners:</b>
Finance Department, City Council		Clackamas County Emergency Management, Tualatin Valley Fire & Rescue, Oregon Emergency Management, FEMA Region X
<b>Timeline:</b>		<b>If available, estimated cost:</b>
Short Term (0-2 years)	Long Term (2-4 or more years)	
	Ongoing	
<b>Form Submitted by:</b>	Hazard Mitigation Advisory Committee	
<b>Status</b>	New Action, 2009. Ongoing, 2012.	



## EXHIBIT B

**Multi Hazard #4**

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Continue to update and improve hazard assessments in the Natural Hazards Mitigation Plan as new information becomes available.		<i>Promote Public Awareness, Augment Emergency Services</i>	
<b>Rationale for Proposed Action Item:</b>			
<ul style="list-style-type: none"> <li>• The city was unable to conduct a quantitative risk analysis for most hazards.</li> <li>• Oregon updates the state risk assessment once every three years. Communities are informed of new risk information if it affects areas in their jurisdiction.</li> <li>• New demographic data will become available after the 2010 census.</li> </ul>			
<b>Ideas for Implementation:</b>			
<ul style="list-style-type: none"> <li>• Continue to update vulnerability assessment as data becomes available and new development occurs;</li> <li>• Cooperate with participating agencies or secure funding needed to obtain data to perform a risk analysis;</li> <li>• Update GIS hazards maps as information becomes available;</li> <li>• Use new data to guide public outreach programs and update educational outreach pieces; and</li> <li>• Update codes and city policies when new data and information becomes available as required by state planning goal 7.</li> </ul>			
<b>Coordinating Organization:</b>		Hazard Mitigation Advisory Committee	
<b>Internal Partners:</b>		<b>External Partners:</b>	
Planning, Community Development, and GIS Departments		Tualatin Valley Fire & Rescue, Clackamas County Emergency Management, Washington County Emergency Management, METRO, Oregon Emergency Management, DOGAMI, FEMA	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term</u> (0-2 years)	<u>Long Term</u> (2-4 or more years)		
<u>Ongoing</u>			
<b>Form Submitted by:</b>		Hazard Mitigation Advisory Committee	
<b>Status</b>		New Action, 2009. Ongoing, 2012.	



## EXHIBIT B

**Multi Hazard #5**

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Continue vegetation management throughout the city.		<i>Protect Life and Property, Promote Public Awareness, Enhance Natural Systems, Encourage Partnerships and Implementation</i>	
<b>Rationale for Proposed Action Item:</b>			
<ul style="list-style-type: none"> <li>Landscaping and vegetation make a difference in mitigating the impacts of natural hazards. Trees break the force of the wind and stabilize the soil. Wetlands absorb much of the overflow from stream channels. Fire-resistant vegetation can retard the spread of wildfires toward vulnerable buildings. Limiting or regulating the amount of vegetation cleared off a hillside lot reduces the risk of increasing the number of landslide-prone areas in a community. Planting vegetation or maintaining slope terraces can also reduce slope-runoff. Planners can use landscaping requirements to preserve or enhance the protection such natural features afford. These requirements may be part of site plan reviews or a separate set of zoning regulations and environmental performance standards.</li> </ul>			
<b>Ideas for Implementation:</b>			
<ul style="list-style-type: none"> <li>Partner with Clackamas County, Oregon Department of Transportation (ODOT), railroad companies, Oregon Department of Forestry (ODF), US Forestry Service (USFS), and citizens to control vegetation along transportation corridors;</li> <li>Identify appropriate practices for eliminating invasive species such as blackberry and English Ivy;</li> <li>Maintain healthy urban canopy and remove excess understory;</li> <li>Maintain vegetation coverage for slope stability;</li> <li>Identify hazardous trees for remediation or removal;</li> <li>Review and update existing ordinances to incorporate and improve vegetation management on private property;</li> <li>Develop mechanism to review vegetation on a case by case basis;</li> <li>Provide education to the public about justifications for, and benefits of vegetation mitigation practices; and</li> <li>Encourage fuels reduction on private property by providing education for pruning, safe tree removal and native vegetation use;</li> <li>Continue to update the Significant Resource Overlay Zone (SROZ); and</li> <li>Continue to enforce the noxious vegetation code.</li> <li>Maintain and update the Community Wildfire Protection Plan (CWPP) as needed.</li> </ul>			
<b>Coordinating Organization:</b>		Community Development Public Works and Natural Resources Departments	
<b>Internal Partners:</b>		<b>External Partners:</b>	
Planning and Public Works Community Development Departments		Clackamas County, railroad companies, ODOT, ODF, PGE, USFS	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
Short Term (0-2 years)	Long Term (2-4 or more years)		
Ongoing			
<b>Form Submitted by:</b>		Hazard Mitigation Advisory Committee	
<b>Status</b>		New Action, 2009. Ongoing, 2012.	



## EXHIBIT B

**Flood #1**

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Ensure continued compliance in the National Flood Insurance Program (NFIP) through enforcement of local floodplain management ordinances.		<i>Protect Life and Property, Promote Public Awareness, Enhance Natural Systems, Encourage Partnerships and Implementation, Augment Emergency Services</i>	
<b>Rationale for Proposed Action Item:</b>			
<ul style="list-style-type: none"> <li>The National Flood Insurance Program provides communities with federally backed flood insurance to homeowners, renters, and business owners, provided that communities develop and enforce adequate floodplain management ordinances. The benefits of adopting NFIP standards for communities are a reduced level of flood damage in the community and stronger buildings that can withstand floods. According to the NFIP, buildings constructed in compliance with NFIP building standards suffer approximately 80 percent less damage annually than those not built in compliance.</li> <li>The Disaster Mitigation Act of 2000 requires communities to identify mitigation actions that address new and existing buildings and infrastructure [201.6(c)(3)(ii)]. Continued participation in the NFIP will help reduce the level of flood damage to new and existing buildings in communities while providing homeowners, renters and business owners additional flood insurance protection.</li> </ul>			
<b>Ideas for Implementation:</b>			
<ul style="list-style-type: none"> <li>Community Assistance Visits (CAV) are scheduled visits to communities participating in the NFIP for the purpose of: 1) conducting a comprehensive assessment of the community's floodplain management program; 2) assisting the community and its staff in understanding the NFIP and its requirements; and 3) assisting the community in implementing effective flood loss reduction measures when program deficiencies or violations are discovered. Actively participate with DLCD and FEMA during Community Assistance Visits.</li> <li>Conduct an assessment of the floodplain ordinances to ensure they reflect current flood hazards and situations, and meet NFIP requirements.</li> <li>Coordinate with the county to ensure that floodplain ordinances and NFIP regulations are maintained and enforced.</li> <li>Mitigate areas that are prone to flooding and/or have the potential to flood. These areas include SW Commerce Circle, Sun Place, Rose Lane, and the pathway/parking lot at Inza R. Wood Middle School, Montgomery Way, and Memorial Park.</li> </ul>			
<b>Coordinating Organization:</b>		Community Development Department	
<b>Internal Partners:</b>		<b>External Partners:</b>	
GIS, Building Codes and Planning Departments		FEMA, DLCD, Clackamas County Planning Department	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term</u> (0-2 years)	<u>Long Term</u> (2-4 or more years)		
<u>Ongoing</u>			
<b>Form Submitted by:</b>		Hazard Mitigation Advisory Committee	
<b>Status</b>		New Action, 2009. Ongoing, 2012.	

## EXHIBIT B

**Flood #2**

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Coordinate with the Oregon Department of Transportation (ODOT) to increase the capacity of culverts.		<i>Protect Life and Property, Enhance Natural Systems, Augment Emergency Services</i>	
<b>Rationale for Proposed Action Item:</b>			
<ul style="list-style-type: none"> <li>In 2008, flooding occurred at culverts and drainage choke points near Sun Place, Commerce Circle, and a pathway near Inza R. Wood Middle School. <del>The La Quinta Hotel on Sun Place experienced a few inches of flooding on the first floor.</del></li> <li>In the past flooding has occurred along the Willamette River, in Coffee Creek Wetlands, and at choke points that can back up during heavy precipitations events. These problems areas include the backside of SW Commerce Circle, Sun Place (where a La Quinta hotel is located) , a pathway at Inza R. Wood Middle Schools (which has resulted in the parking lot being flooded in the past), and Rose Lane, where the river can back up and come onto the road, causing traffic problems.</li> <li>The ODOT culverts have not expanded with the growth of Wilsonville. The undersized culverts have caused flooding on the north end of town near the La Quinta, Les Schwab, and Gas Station.</li> <li>Property owners continue to blow leaves into storm drains where they clog the culverts. Undersized culverts continue to be cleaned regularly.</li> </ul>			
<b>Ideas for Implementation:</b>			
<ul style="list-style-type: none"> <li>Develop an Intergovernmental Agreement with ODOT</li> <li>Identify undersized culverts and propose mitigation action;</li> <li>Work with business owners to discuss flooding problems;</li> <li>Prioritize construction projects based on criticality of need; and</li> <li>Coordinate with ODOT for funding opportunities.</li> </ul>			
<b>Coordinating Organization:</b>		Community Development Department	
<b>Internal Partners:</b>		<b>External Partners:</b>	
Engineering and Public Works Departments		ODOT, Business community, METRO, Clackamas County, Washington County	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term</u> (0-2 years)	<u>Long Term</u> (2-4 or more years)		
	<u>Ongoing</u>		
<b>Form Submitted by:</b>		Hazard Mitigation Advisory Committee	
<b>Status</b>		New Action, 2009. Ongoing, 2012.	



## EXHIBIT B

**Flood #3**

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Implement the recommendations found in the Storm Water Master Plan.		<i>Protect Life and Property, Enhance Natural Systems</i>	
<b>Rationale for Proposed Action Item:</b>			
<ul style="list-style-type: none"> <li>• The storm water master plan developed Capital Improvement Projects to address deficiencies in the storm water system;</li> <li>• The storm water master plan promotes proper watershed management; and</li> <li>• Storm Water management is a key element in maintaining and enhancing a community's livability. There is a direct link between storm water and a community's surface and ground waters. Protecting these waters is vital for a great number of uses, including fish and wildlife habitat, recreation, and drinking water.</li> </ul>			
<b>Ideas for Implementation:</b>			
<ul style="list-style-type: none"> <li>• Identify funding sources to implement recommendations.</li> </ul>			
<b>Coordinating Organization:</b>		Natural Resources	
<b>Internal Partners:</b>		<b>External Partners:</b>	
Planning and Public Works Departments		Clackamas County Water Environment Services, METRO, Department of Environmental Quality, Department of Land Conservation and Development, Department of State Lands	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term</u> (0-2 years)	<u>Long Term</u> (2-4 or more years)		
<u>Ongoing</u>			
<b>Form Submitted by:</b>		Hazard Mitigation Advisory Committee	
<b>Status</b>		<p><del>New Action, 2009.</del> Ongoing, 2012.</p> <p><u>2012 Status</u></p> <ul style="list-style-type: none"> <li>• The Storm Water Master Plan was adopted in 2012.</li> </ul>	

## EXHIBIT B

**Severe Storm #1**

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Reduce negative effects from severe windstorm and severe winter storm events.		<i>Protect Life and Property, Promote Public Awareness, Enhance Natural Systems, Encourage Partnerships and Implementation, Augment Emergency Services</i>	
<b>Rationale for Proposed Action Item:</b>			
<ul style="list-style-type: none"> <li>The Disaster Mitigation Act of 2000 requires communities to identify and analyze a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each hazard, with particular emphasis on new and existing buildings and infrastructure[201.6(c)(3)(ii)]. Developing and implementing programs to reduce the potential for wind and winter storms to cause power outages can assist a community in mitigating its overall risk to wind and winter storms.</li> </ul>			
<b>Ideas for Implementation:</b>			
<ul style="list-style-type: none"> <li>Encourage burial of power lines for existing development;</li> <li>Ensure that there are back up underground lines to major businesses &amp; employers;</li> <li>Develop partnerships to implement programs to keep trees from threatening lives, property, and public infrastructure; and</li> <li>Continue regular tree trimming practices.</li> <li>Door Hangers – The city focuses on the trees that line the streets, while property owners take care of trees on their property.</li> </ul>			
<b>Coordinating Organization:</b>		Community Development and Public Works	
<b>Internal Partners:</b>		<b>External Partners:</b>	
		PGE, Bonneville Power Administration	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term</u> (0-2 years)	<u>Long Term</u> (2-4 or more years)		
<u>Ongoing</u>			
<b>Form Submitted by:</b>		Hazard Mitigation Advisory Committee	
<b>Status</b>		<del>New Action, 2009.</del> Ongoing, 2012.	



## EXHIBIT B

## Earthquake #1

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Conduct seismic evaluations on the Wastewater Treatment Plant, Community Center, and Public Works/Police Building for implementing appropriate structural mitigation strategies.		<i>Protect Life and Property, Encourage Partnerships and Implementation, Augment Emergency Services</i>	
<b>Rationale for Proposed Action Item:</b>			
<ul style="list-style-type: none"> <li>• The Wastewater Treatment Plant, Community Center, and Public Works/Police Building are not up to seismic standards; and</li> <li>• Pre-disaster mitigation strategies will reduce post-disaster response needs by lessening life loss, injury, damage, and disruption.</li> </ul>			
<b>Ideas for Implementation:</b>			
<ul style="list-style-type: none"> <li>▪ Obtain funding to perform evaluations;</li> <li>▪ Prioritize seismic upgrades based on criticality of need and population served;</li> <li>▪ Partner with appropriate organizations to implement seismic upgrades; and</li> <li>▪ Seismically retrofit these facilities to guarantee continuous operation during and after a natural disaster.</li> </ul>			
<b>Coordinating Organization:</b>		Community Development and Public Works	
<b>Internal Partners:</b>		<b>External Partners:</b>	
Building and Engineering Departments		Wilsonville Police, DOGAMI, TVF&R	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term (0-2 years)</u>	<u>Long Term (2-4 or more years)</u>		
Ongoing			
<b>Form Submitted by:</b>		Hazard Mitigation Advisory Committee	
<b>Status</b>		<p><del>New Action, 2009:</del> Ongoing, 2012.</p> <p><u>2012 Status</u></p> <ul style="list-style-type: none"> <li>• The seismic study on the Charbonneau reservoir was completed in April 2012. Any decision about what to do regarding the reservoir has been incorporated in the Water Plan updates.</li> <li>• The Wastewater Treatment Plant is currently being updated. By 2013, all buildings will be evaluated and updated as needed.</li> <li>• Critical facilities within the city are currently up to life safety standards, but not operational standards.</li> </ul>	

## EXHIBIT B

## Earthquake #2

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Seismically retrofit Elligseon Road Fire Station and associated structures.		<i>Protect Life and Property, Encourage Partnerships and Implementation, Augment Emergency Services</i>	
<b>Rationale for Proposed Action Item:</b>			
<ul style="list-style-type: none"> <li>The Elligseon Road Fire Station and associated office space were built before 1960 and have major structural and design deficiencies. Seismic concerns are significant.</li> </ul>			
<b>Ideas for Implementation:</b>			
<ul style="list-style-type: none"> <li>Use the bond money approved by voters in November 2006 to:             <ul style="list-style-type: none"> <li>Reconstruct Elligseon Road Fire Station; and</li> <li>Retrofit adjacent vehicle shops and office space.</li> </ul> </li> </ul>			
<b>Coordinating Organization:</b>		Tualatin Valley Fire & Rescue	
<b>Internal Partners:</b>		<b>External Partners:</b>	
Engineering and Building Departments		Clackamas County, Washington County	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term</u> (0-2 years)	<u>Long Term</u> (2-4 or more years)		
<u>Ongoing</u> Mid-2012			
<b>Form Submitted by:</b>		Hazard Mitigation Advisory Committee	
<b>Status</b>		<p><del>New Action, 2009.</del> Ongoing, 2012.</p> <p><u>2012 Status</u></p> <ul style="list-style-type: none"> <li>TVF&amp;R is performing substantial seismic upgrades on both of Wilsonville's fire stations. Station 56 (North Wilsonville/Elligsen Road) is being completely rebuilt and will be co-located with TVF&amp;R's South Operating Center. Demolition took place in March 2012; new facilities are expected to open by July 2013. Construction will be to current seismic codes for critical facilities for the station and operating center, the latter of which will host TVF&amp;R's South Battalion Headquarters and backup Fire Operations Center for emergency activations, as well as a backup data center. In addition to structural seismic reinforcement, the facilities will incorporate extensive non-structural mitigation (including base isolation for the data center) and large emergency generators. The facility is designed to be a stand-alone operating center/District headquarters if necessary.</li> <li>Station 52 (South Wilsonville/Kinsman Rd.) will receive seismic and other upgrades starting in 2013, with completion expected in 2014. Seismic upgrades will include current codes for critical facilities as well as nonstructural mitigation.</li> </ul>	



## EXHIBIT B

**Earthquake #3**

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Perform non-structural mitigation on public facilities to improve life safety standards.		<i>Protect Life and Property, Encourage Partnerships and Implementation, Augment Emergency Services</i>	
<b>Rationale for Proposed Action Item:</b>			
<ul style="list-style-type: none"> <li>The Disaster Mitigation Act of 2000 requires communities to identify actions and projects that reduce the effects of hazards on the community, particularly to buildings and infrastructure [201.6(c)(3)(ii)]. Implementing non-structural mitigation programs will reduce the potential for life loss in public buildings and assist a community in reducing its overall earthquake risk.</li> </ul>			
<b>Ideas for Implementation:</b>			
<ul style="list-style-type: none"> <li>Provide information to government building and school facility managers and teachers on nonstructural mitigation techniques including: securing bookcases, filing cabinets, light fixtures, and other objects that can cause injuries and block exits; and</li> <li>Encourage facility managers, business owners, and teachers to refer to FEMA's practical guidebook: Reducing the Risks of Nonstructural Earthquake Damage;</li> </ul>			
<b>Coordinating Organization:</b>		Human Resources	
<b>Internal Partners:</b>		<b>External Partners:</b>	
Facilities and Public Works Departments, and West Linn/Wilsonville School District		TVF&R, Oregon Occupational Safety and Health Administration	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term</u> (0-2 years)	<u>Long Term</u> (2-4 or more years)		
<u>Ongoing</u>			
<b>Form Submitted by:</b>		Hazard Mitigation Advisory Committee	
<b>Status</b>		<del>New Action, 2009.</del> <del>Ongoing, 2012.</del>  <u>2012 Status</u> <ul style="list-style-type: none"> <li>The city of Wilsonville provides non-structural mitigation public outreach and education regularly, including drills and trainings.</li> </ul>	

EXHIBIT C

**Appendix A: Planning and Public Process**  
**2012 Update**



## EXHIBIT C

### MINUTES

**Meeting:** HMAC - Wilsonville Natural Hazards Mitigation Plan Update Meeting  
**Date:** Friday, June 8, 2012  
**Scheduled Time:** 8:00 am – 12:00 pm  
**Actual Time:** 8:00 am – 9:30 am  
**Location:** Wilsonville Public Works Building

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#### I. Attendees

- a. Martin Brown, City of Wilsonville – Building Official
- b. Ray Brunstrom, Wilsonville Citizen
- c. Laura Comstock, Clackamas County Emergency Management/RARE
- d. Randy Edmiston, Sysco Portland Inc.
- e. Blaise Edmonds, City of Wilsonville – Planning
- f. Delora Kerber, City of Wilsonville – Public Works
- g. Steve Munsterman, City of Wilsonville – Public Works
- h. Jeff Rubin, TVF&R
- i. Daniel Stark, City of Wilsonville – GIS
- j. Tim Woodley, WLWV-SD

#### II. Brief Overview of NHMP and the Update Process

- a. Laura gave a brief overview of the NHMP update process and a timeline of events for the Clackamas County NHMP. Topics discussed included the Disaster Mitigation Act of 2000, grant opportunities, plan update requirements, hazard events since 2007, countywide disaster declarations, new hazards to be incorporated in the county's 2012 update, and discussion of the city addendum/changes memo.
- b. A handout was distributed that listed the following elements from the 2010 Wilsonville NHMP: risk assessment, action items, and community assets. The group used this handout to go one by one through each section, updating necessary components.

#### III. Risk Assessment

- a. Hazard overview
  - i. No major natural hazard events have occurred since 2010.
  - ii. There was a discussion about the county's inclusion of drought and extreme heat hazards. As a result of this addition, Wilsonville needs to assess these new hazards and incorporate them into their risk assessment.
- b. History, Vulnerability, Maximum Threat, Probability
  - i. Below is the new risk assessment table for all hazards. It should be noted that for the risk assessment we separated windstorm, winter storm, and extreme heat, but all are profiled under severe storm.

##### WILSONVILLE:

	Probability	Vulnerability
Flood	High	Low
Landslide	Low	Low
Windstorms	High	Low
Winter Storms	High	Medium
Wildfire	Medium	Medium
Earthquake	Low	High
Volcano	Low	High Medium
Drought	Medium	Low
Extreme Heat	Medium	Medium

#### IV. Mitigation Strategy Overview

- a. County Mission and Goals
  - i. The group reaffirmed that they agreed with the mission statement and goals outlined in the county's NHMP.

## EXHIBIT C

- b. Review and Update Action Items
  - i. The group reviewed the current list of action items and documented on the progress and status of each one.
- c. Community Assets
  - i. The group reviewed the current list of community assets and updated a few listings.

### V. Plan Implementation and Maintenance

- a. Maintenance review
  - i. The group agreed to keep the convener, the Wilsonville Emergency Management Coordinator.
  - ii. The group decided to keep the coordinating body, the Hazard Mitigation Advisory Committee.
  - iii. The group decided to change the plan implementation and maintenance meeting schedule from twice a year to once a year. The Hazard Mitigation Advisory Committee will meet once a year to discuss any new updates to the plan in regards to action items, risk assessment, new studies, and new natural hazard events that have affected Wilsonville, etc.
  - iv. Also, the HMAc agreed that the city lead will participate in the county's Hazard Mitigation Coordinator's annual city leads meeting. This will be a chance for all city leads to meet up with the county to discuss updates and progress, as well as potential funding sources or grant programs.
- b. Public Involvement and Participation
  - i. The group agreed that their current public involvement and participation was sufficient.

### VI. Next Steps

- a. Laura discussed that in the next month she would draft out the changes memo for the committee to review and edit. The changes memo will be in the form of an appendix and will be signed and approved by City Council, and then placed in the back of the current NHMP.



## EXHIBIT C

### **2012 NHMP UPDATE HANDOUT:**

#### **Wilsonville Risk Assessment from 2010 NHMP**

##### Probability:

LOW = one incident likely within 75 to 100 years

MEDIUM = one incident likely within 35 to 75 years

HIGH = one incident likely within 10 to 35 years

##### Vulnerability:

LOW = less than 1-percent affected

MEDIUM = between 1 and 10-percent affected

HIGH = more than 10-percent affected

##### **WILSONVILLE:**

	Probability	Vulnerability
Flood	High	Low
Landslide	Low	Low
Windstorms	High	Low
Winter Storms	High	Medium
Wildfire	Medium	Medium
Earthquake	Low	High
Volcano	Low	High
Drought		
Extreme Heat		

##### **COUNTY:**

	Probability	Vulnerability
Flood	High	Medium
Landslide	High	Low
Windstorms	Medium	Low
Winter Storms	High	Medium
Wildfire	Medium	Medium
Earthquake	Medium	High
Volcano	Low	Medium (county)
Drought	Medium	Low
Extreme Heat	Low	Medium

**CITY OF WILSONVILLE**  
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A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, May 6, 2013. Mayor Knapp called the meeting to order at 7:10 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  
Councilor Fitzgerald  
Councilor Stevens

Staff present included:

Bryan Cosgrove, City Manager  
Jeanna Troha, Assistant City Manager  
Mike Kohlhoff, City Attorney  
Sandra King, City Recorder  
Delora Kerber, Public Works Director  
Kristin Retherford, Urban Renewal Manager  
Steve Adams, Engineer  
Jen Massa Smith, SMART Transit  
Mark Ottenad, Government Affairs Director  
Steve Munsterman, Public Works Supervisor  
Eric Mende, Engineer

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 4-0.

**MAYOR'S BUSINESS**

A. Proclamation Declaring May as Bike Month

Jen Massa Smith Program Manager for SMART transit presented the staff report. The League of American Bicyclists created National Bike to Work Day and follow up with promoting Bike Week and Bike Month during the month of May. Bike to Work Day has grown and developed into a nationwide event and local, regional, and national bicycle advocacy groups participate to encourage people to commute to work and make other trips using a bicycle.

Mayor Knapp read the proclamation declaring May as Bike Month into the record.

B. Proclamation Declaring Drinking Water Week

The proclamation declaring Drinking Water Week was read into the record by the Mayor.



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C. Upcoming meetings were announced. Mayor Knapp indicated he had attended the Washington County Coordinating Committee with Councilor Stevens where transportation options were discussed.

**COMMUNICATIONS**

A. Recognize Tourism and Opportunity Grant Recipients

Jeanna Troha introduced the recipients of the Tourism Grant and the Opportunity Grant. Ms. Troha explained the grant award process.

The City offers a \$25,000 Tourism Grant, funded by the City of Wilsonville lodging, transient room taxes assessed to hotels, motels, and bed and breakfasts for guests in the City of Wilsonville. The types of projects considered for the Tourism Grant include: a) project, event, annual festival that would further tourism in the Wilsonville, directly benefitting the economy, culture, and image of Wilsonville; b) production of a new product or event to attract tourism and/or convention business to the Wilsonville area; c) a one-time festival or event attracting community participation and visitors to Wilsonville.

The intent of the Opportunity Grant is to fund events, projects, and activities that benefit the community but are not directly related to tourism. This grant is funded by general fund dollars and was created as part of a City Council goal to provide an additional opportunity for community groups that did not qualify for the Tourism Grant.

The Parks and Recreation Advisory Board has the authority to review the applications and award grant funding based on each Grant's criteria.

Tourism Grant recipients: Wilsonville Rotary Club Concert Series; Arts and Culture Council Arts Festival; Wilsonville Celebration Days Fun in the Park; Kiwanis Fun Run; Korean War Veterans; American Cancer Society Relay for Life; Wilsonville West Linn Farm Loop; and Wilsonville Farmers Market.

Opportunity Grant recipients include: Wilsonville Robotics; Wilsonville Theater Company; Rotary Chess For Success; Lowrie School PTA; Just Us Guys; and Willie Fit.

B. Presentation to Through A Child's Eyes Program, Alan Kirk representing Ore Pac.

On behalf of Wilsonville Rotary Club and Ore Pac, Alan Kirk presented a check for the "Through A Child's Eyes" (TACE) Program to John Ludlow. TACE provides events throughout the year to allow Coffee Creek Correction Facility inmates who are mothers to have a enjoyable day with their children.

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Alan Kirk said TACE is sponsored by the Wilsonville Rotary; however the program would not be successful without the leadership of John Ludlow and Doris Wehler who started the program.

Mr. Ludlow spoke about the roots of the program and its growth over the past twelve years, and the success story of the program which has been adopted by other prisons in the state of Oregon.

### **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.

Klaus Gibson, expressed concern that the mental health housing funding would be eliminated by the 2013 State Legislature by transferring the money to the State General Fund; in the agreement to move the prison location from the Dammasch property to the Day Road location was a condition that the proceeds of the land sale were to be used to create a mental health housing fund. Mr. Gibson asked Council to look at the situation.

Mayor Knapp asked staff to research the situation and report back to Council.

Councilor Goddard asked who gave Greg Leo the authority to speak to the media about this issue on behalf of the City. He preferred to have staff speak on behalf of the City.

Mr. Cosgrove stated Mr. Leo is the City's paid lobbyist in Salem. Mr. Cosgrove recalled the Legislature had the ability to amend the law should they choose to do so, and with the budget constraints the State is facing, that may be the direction they are heading. Staff would bring back more information.

### **COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS**

Councilor Goddard – Library Board, Chamber Board, and Clackamas County Business Alliance. The Councilor announced there was a vacancy on the Library Board and applications can be found on the City's website or from the City Recorder. Councilor Goddard challenged the Council to participate in WERK Day this Saturday.

Councilor Fitzgerald – Planning Commission; Committee for Citizen Involvement; and Library Board reported the Planning Commission would be holding a public hearing on the Transportation System Plan (TSP) on May 8<sup>th</sup>; the TSP is scheduled to be heard before the Council on June 3<sup>rd</sup>. She announced a silent auction fundraiser for student art scholarships would be hosted by the Wilsonville Arts and Culture Council June 1<sup>st</sup>.

Councilor Stevens – Development Review Panels A and B; and Wilsonville Seniors reported the dates of the next DRB meetings. The Wilsonville Seniors will begin their strategic planning and



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visioning planning process next week. The Councilor invited the community to participate in Bulky Waste Day.

**CONSENT AGENDA**

A. **Resolution No.2415**

A Resolution Of The City Of Wilsonville Approving A Modification To Street Lighting Standards For Those Sections Of Grahams Ferry Road And Tooze Road Adjacent To The Villebois Village Development.

B. Minutes of the April 1, 2013 and April 15, 2013 City Council Meetings.

Mr. Kohlhoff read the Consent Agenda items into the record.

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

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

**NEW BUSINESS**

A. **Resolution No. 2414 – revised 5/6/13**

A Resolution Of The City Of Wilsonville Authorizing The City Staff To Proceed With Condemnation As Necessary To Acquire Real Property Needed For Public Improvements Related To The Kinsman Transmission Main Segment 3B From Barber Street To Boeckman Road To Provide Water Service To The City Of Sherwood.

Mr. Kohlhoff read Resolution No. 2414 into the record by title only.

The staff report was prepared by Kristin Retherford. On December 3, 2012, City Council approved Resolution No. 2386, authorizing staff to acquire easements from three properties needed to construct Phase 3b of the Kinsman Transmission Main from Barber to Boeckman to provide water to the City of Sherwood per the terms of the Intergovernmental Agreement between the cities of Sherwood and Wilsonville.

Two of the easements have been addressed, leaving one remaining. Staff has not been able to reach a settlement on the third easement. If settlement cannot be reached, staff would ask Council for authorization to proceed with condemnation. Negotiations are continuing; but in order to meet the timeline to bid the project, start construction this summer, and complete the construction before the rainy season, staff would like authorization to proceed with condemnation. If settlement cannot be reached through negotiations in the next couple of months, staff would proceed with condemnation if it is necessary.

Staff made initial offers for these acquisitions and initiated negotiations on February 28, 2013.



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Negotiations continue on the one remaining acquisition. Resolution No 2386 directs staff to return to City Council to recommend the acquisition for condemnation should settlement not be reached in time to meet the project schedule. The exercise of eminent domain will require staff to obtain a new appraisal for the acquisition, submit a new offer to the property owner based on the new appraisal, and provide a 40-day minimum consideration period prior to filing a condemnation action with Clackamas County Court. Given these steps, staff feels it is prudent to receive authorization at this time to use condemnation so that property acquisition doesn't delay the project schedule. Staff could then begin a new appraisal process while continuing negotiations with the property owner. Ideally, settlement will be reached before filing becomes necessary.

Mr. Kohlhoff said the Resolution contains two critical findings: one is that the water line is clearly a public project; and second the City is asking for the minimum amount of construction easement to build the project. In meeting this public need, it is the greatest good in the sense of providing the public and City with water. And it is the least amount of private injury or taking. The area of the easement is not buildable, and the construction is underground so landscaping requirements could be met.

Councilor Fitzgerald noted she was in favor of the resolution since the water line is necessary for the public good to provide the water, and the City is striving for the least possible public impact.

Councilor Goddard asked if it was true the city has extended an offer in excess of the appraised value for the easement.

Ms. Retherford said the counter offer was higher than the appraised value, there were four comparable land values included in that appraisal; the counter offer was within the range of the comparables contained in the appraisal.

Councilor Goddard preferred to see a negotiated settlement and the use of condemnation as a last resort.

Mr. Kohlhoff said that has been the policy of City staff over the past thirty years.

Ms. Retherford indicated the City has pursued a "friendly condemnation" where the intent is to have more time to allow ongoing negotiations to achieve mutually amicable settlement.

**Motion:** Councilor Fitzgerald moved to approve Resolution No. 2414. Councilor Stevens seconded the motion.

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

**B. Resolution No. 2416**

A Resolution Of The City Of Wilsonville Authorizing Acquisition Of Property Interest Related To Construction Of An Infill Segment Of Sidewalk Along Willamette Way East.



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The title of Resolution No. 2416 was read into the record by Mr. Kohlhoff.

The staff report was presented by Kristin Retherford. There is currently a missing pedestrian link along Willamette Way East that leaves a 550 foot long gap in the sidewalk and trail system between Morey's Landing and the park at the Water Treatment Facility to the south and schools, Graham Oaks and Villebois to the north.

Developers of the approved Fox Chase Apartments at the corner of Willamette Way East and Wilsonville Road have been conditioned to construct a 10-foot wide trail segment on their property to fill in part of this missing link. Construction is planned for this summer. This will leave a 550 foot long segment of sidewalk still needed along the west side of the Autumn Park Apartment development to provide full connectivity in this area.

The City has an upcoming project (CIP #2091) that will construct sewer line improvements at Autumn Park Apartments this spring and summer. In order to minimize disruption to the Autumn Park Apartments with additional construction in the future, staff would like to proceed with acquisitions needed to construct this section of sidewalk infill during the same construction season as the sewer project and construction of the Fox Chase Apartments. This project will serve a dual purpose of providing a safe route to schools on the north side of Wilsonville Road, and also provide another local segment of the regional Ice Age Tonquin Trail. This project supports Council's goal to improve connectivity in the community. Upon completion of this project, the City will have established an important off-street pathway for children in the area to enhance the safety of their route to school. It will also provide a new segment for connecting Graham Oaks with the Water Treatment Plant and the ultimate build out of the Ice Age Tonquin Trail in Wilsonville.

Staff will contract for an appraisal upon approval of this resolution and extend an offer to the property owners in June. Construction is anticipated for August.

**Motion:** Councilor Fitzgerald moved to approve Resolution No. 2416. Councilor Stevens seconded the motion.

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

**C. Resolution No. 2417**

A Resolution Of The Wilsonville City Council Authorizing Staff To Take Necessary Steps To Create Multiple Single-Property Urban Renewal Districts To Be Called Tax Increment Finance Zones.

Mr. Kohlhoff read Resolution No. 2417 into the record by title only.

Kristin Retherford prepared the following staff report. On March 12, 2013 the citizens of Wilsonville voted in favor of creating Tax Increment Financing Zones to incentivize capital investment and job creation by manufacturers. This election was the result of nearly a year of public process that began with the creation of an Economic Development Advisory Committee



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in the spring of 2012, the City Council adoption of an Economic Development Strategy in August of 2012, and the convening of an Economic Development Task Force in November 2012 to further examine the issues of business incentives and attributes. The Task Force concluded their work on March 20, 2013 with a report containing their recommendations to City Council. On April 15, 2013 the City Council approved resolution 2413 adopting the recommendations of the Task Force. Also on April 15, 2013 the City's Urban Renewal Agency Board approved URA Resolution No. 230 recommending that City Council move forward with creating multiple single-property urban renewal districts referred to as TIF Zones as a tool to provide incentives for economic development and authorizing staff to begin work necessary to create the TIF Zones.

The purpose of the TIF Zones is to provide economic development incentives via property-tax rebates to incentivize private-sector investment in vacant or underutilized industrial buildings. The TIF Zone program would provide manufacturing businesses with a financial incentive to make the substantial capital investment needed to upgrade large industrial properties into higher value manufacturing facilities that provide a larger number of higher-wage jobs and increased assessed valuation. The program would place the City of Wilsonville in a more competitive position in the greater Portland region, State of Oregon and global economy to 'win' a greater share of private-sector business investment.

Following a qualifying investment, which must be made within the first five years of the life of a given Zone, the Zone could have up to a ten-year lifespan at which point the Zone would be closed. If no qualifying investment is made within the first five years, the Zone would automatically be closed. Each Zone would share 25 percent of increased tax increment with other taxing districts such as schools and the fire district and rebate the balance of incrementally paid-taxes back to the company. That is, the company is rewarded for making the capital investment in Wilsonville by receiving back a portion of the increase in property taxes paid that result from the company's investment. The greater the investment, the greater the rebate reward. Thus, the rebate is based on the company's performance and proportional to the level of capital investment and job creation.

The proposed Zones would rebate up to 75 percent of increased property tax increment for three years for each minimum qualifying investment and job creation for companies that invest at least \$25 million in capital improvements and/or qualified equipment and create 75 or more new full-time jobs paying at least 125 percent of the average Clackamas County wage, with two additional years (5 total) available if the new jobs pay 150 percent of average wage paid in Clackamas County. Each Zone would terminate ten years after the first qualifying rebate. Non-performance during the term of the Zone would require repayment of rebates. If no qualifying investment occurs within five years of creating the Zone, the Zone would terminate.

A new three or five-year rebate period could begin with any additional round of new qualifying capital investment and job creation meeting the above minimum criteria, providing a maximum of 10 years of rebates period. Again, however, qualified investment needs to be made within 5 years of program adoption. This limits the potential life of the program to 15 years.



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To create the TIF Zones, staff must follow the process outlined in statute for creating urban renewal districts. This process includes creation of a Plan and a Report for each proposed urban renewal area or TIF Zone. The Plan will address goals and objectives, identify the plan's activities and projects (in this case the rebate program), address property acquisition, disposition and relocation, tax increment financing of the plan and the proposed maximum indebtedness, protocol for amending the plan, and findings related to blight and conformance with the City's comprehensive plan. The plan must also include a legal description of the proposed urban renewal area. The required report on the plan includes much of the same information, but is more technical in nature. This document must examine the physical, social and economic conditions of the proposed urban renewal area and impact on municipal services. It will also contain a financial analysis that examines the cost of the program and financing, completion dates, estimated amounts of tax increment revenues to be used to reach the maximum indebtedness, and impacts to other taxing districts. The report will also document compliance with statutory limits on assessed value and acreage included in the City's urban renewal areas.

Upon authorization by the City Council, staff will implement the attached schedule of steps necessary to create TIF Zone urban renewal areas. Staff will retain a consultant to begin drafting legal descriptions for the proposed TIF Zones as well as the plans and reports required for all urban renewal areas by State statute. The process includes significant public outreach and opportunity for input, including two public hearings and a public open house, and outreach to the City's overlapping taxing districts.

Staff expects to have consultants on board the second week of May to begin drafting the plan, report and legal descriptions. The process of creating an urban renewal district is approximately six months. The target completion date for creating the TIF Zones is September 23, 2013, pending all regulatory notice and meeting requirements, and support from the City's overlapping taxing districts.

Staff does not yet have a cost estimate for consulting services for creating the urban renewal plans. The proposed 2013/14 budget for the Urban Renewal Department includes \$127,745 for Professional Services, which was included in anticipation of creating the TIF Zones and developing a strategic plan for urban renewal.

Cost estimates are not yet available for this project, but the 2012/13 Approved Budget and 2013/14 Proposed Budget both include appropriations for Professional Services, which can be used for these consulting services. As estimated costs become available, the budget will need to be reviewed to ensure that appropriations are sufficient before commitments are made.

This matter has been discussed by the Economic Development Task Force at multiple meetings and approved by the citizens of Wilsonville in the March 12, 2013 election. The Task Force recommendations were adopted by City Council at a regular meeting held on April 15, 2013 with strong endorsement by eight members of the Task Force. A recommendation on this matter was made to City Council by the City's Urban Renewal Agency Board at a public meeting held on April 15, 2013. During the process of creating the TIF Zones, there will be further opportunity for community involvement and input.



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If the City Council authorizes staff to proceed with creating the proposed TIF Zones, the City would have a way to fund economic development incentives to better compete with the Enterprise Zones in place in other communities. If successful, this program could lead to long-term benefits to the community in the form of increased property tax and payroll tax revenues, as well as the creation of numerous jobs.

The alternatives would be to not create the TIF Zones, or to create a different number of TIF Zones than the six proposed to the Task Force and the voters.

This Resolution represents the culmination of months of task force work related to economic development in general, and business incentives in particular. The Business Attributes and Incentives task force members provided a tremendous service to the community, and to Council. Staff appreciates the hard work and diligence shown by the task force members and we are pleased to present their recommendation to Council in the form of this resolution.

**Motion:** Councilor Stevens moved to approve Resolution No. 2417. Councilor Fitzgerald seconded the motion.

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

## **PUBLIC HEARING**

**A. Resolution No. 2405**

A Resolution Of The City Of Wilsonville Approving The Award Of A Sole Source Contract For Road Construction To Polygon Northwest Company, LLC.

The title of Resolution No. 2405 was read into the record by the City Attorney.

Mayor Knapp called the public hearing to order at 8:18 p.m. and read the hearing process.

The staff report was presented by Steve Adams. Pursuant to Contract Addendum No. 2 entered into by the City and Polygon on September 8, 2011, the City has agreed to provide SDC credits for its share of the remaining construction costs for Grahams Ferry Road. Total estimated construction cost is \$295,751.10 of which an estimated \$118,647.30 is the City's expected share; together with the standard 17 percent reimbursement for soft costs and 7 percent reimbursement for the Public Works Permit the total estimated SDC credits to Polygon II are \$147,546.17.

Construction will be completed on Grahams Ferry Road from Surrey Street north through the planned roundabout with Barber Street. Construction work will begin in April 2013 and completed within twelve (12) months per Addendum No. 2.

Public outreach has been an ongoing process that began before the Villebois Village Master Plan was adopted by Council on August 18, 2003, continued with DRB and Council approval of Villebois SAP South PDP 4 in 2005 and 2006, and DRB and Council approval of Villebois SAP North PDP 1 in 2011. In recent years several citizens have expressed their dissatisfaction with



**CITY OF WILSONVILLE  
CITY COUNCIL MEETING MINUTES**

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the uncompleted state of Grahams Ferry Road and are looking forward to seeing its construction completed.

Villebois development agreements placed responsibility of construction of Grahams Ferry Road on the master developer, Villebois LLC. Construction of the roadway was started in 2009; however, it was never completed due to the economic downturn. City staff worked with both Villebois LLC and Polygon in 2011 and entered into Contract Addendum No. 2 as a way to complete construction of the roadway in conjunction with constructing Villebois SAP North PDP

NEI has been the contractor performing the work from the beginning, completing the underground work in 2009, completed the Phase 1 work adjacent to Villebois South 4, and the developer would like to hire them to complete Phase 2 work adjacent to Villebois North 1 because of their knowledge of what is out there and what has been done and what needs to be fished. In the development agreement with Polygon NW it was stated the City would work with them and allow Polygon to hire NEI as a sole source to complete the work. A roundabout was added to this section of the roadway in response to a 2008 Council concern about traffic speed.

Councilor Fitzgerald asked for explanation of the time frame.

Mr. Adams said the developer split SAP North into two phases; Phase 1 is completely built with home construction beginning. Phase 2 is the western portion adjacent to Grahams Ferry Road and most of the underground work has been finished in this Phase. NEI is waiting to move to Grahams Ferry Road to begin construction.

The Mayor invited testimony from the public; hearing nothing he closed the public hearing at 8:22 p.m.

**Motion:** Councilor Fitzgerald moved to approve Resolution No. 2405. Councilor Stevens seconded the motion.

Councilor Goddard expressed reservation with the Resolution because it contains the statement, "Polygon and Polygon II believe it is most cost effective and time efficient to continue to retain NEI as Polygon II's contractor", while that may be the case, he was not surprised Polygon would want to continue to use a contractor they are currently using.

Mr. Kohlhoff provided some history on the situation. Before Polygon was involved, NEI was hired to do the work by the prior developer who got into financial difficulty and owed NEI money; NEI could have walked off the project, however, Polygon worked with NEI, and NEI worked with the City and didn't walk off the project. NEI completed the work because Polygon stepped up and NEI had all of the background and knowledge finish the work. It is the equivalent to follow-on work, the three entities worked to save the road project when Villebois LLC went under and did not complete the work. Separate contracts would double mobilization costs on the same roadway, and getting the coordination between two different contractors for this size of a project did not make financial sense, so there are good bases for why the findings were made.



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

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Councilor Goddard was also worried about the "whereas clause" stating the Council finds awarding this contract without bid will likely result in substantial cost savings to the City. Councilor Goddard thought it was difficult to support such a finding without seeing the numbers of the cost savings projected.

Mr. Kohlhoff indicated this was a statutory finding that has to be made and that's why the whereas clauses contain the background and why there would be substantially less cost with regards to the coordination issues and the mobilization, and having two contractors in one location doing work at the same time.

In addition, Councilor Goddard said it had been brought to his attention the Mayor had received donations to his campaign in the most recent election from several executives from Polygon. He felt it was important to protect the integrity of the Council and the way decisions are made. A decision like this should be transparent; and given the circumstances with contributions from Polygon to the Mayor's campaign could lead one to a possible conclusion there was less than complete transparency in this decision.

Mr. Kohlhoff stated the Mayor did not participate in staff's review, adding the Mayor can abstain from the vote if that is an issue. Clearly, Mr. Adams took a hard look at this to make sure, and given what was going on out there and given what Polygon did to save the project and the road and the cost from the first timeout, it made a lot of sense to do this as a sole source and follow-on.

Councilor Fitzgerald asked if NEI was the contractor who did the work in Villebois out to Grahams Ferry Road.

Mr. Adams described the underground utility work completed by NEI in 2009.

Councilor Fitzgerald agreed a lot of work was done previously, and the remaining work to be done is paving. Mr. Adams said most of the work to be done is surface work, with the roundabout being the majority of the project cost.

Referring to Councilor Goddard's comments, Mayor Knapp did not believe that any campaign related issues were involved. He did not have any involvement in the discussion of this project or who would do the construction; however, if it would make Councilor Goddard more comfortable he was willing to abstain from the vote and let the three councilors make the decision. Councilors received a detailed report from staff and should be able to judge the issue on its merits.

Councilor Fitzgerald commented she was comfortable with that adding in small communities there is a finite number of contributors to elections and one of the sources is the business community. She did not see any reason for concern.

Mayor Knapp said he would abstain from the vote.

**Vote:** Motion carried 2-1-1.



**CITY OF WILSONVILLE**  
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Councilors Fitzgerald and Stevens voting "Yes"  
Councilor Goddard voting "No"  
Mayor Knapp abstained

**CITY MANAGER'S BUSINESS**

Mr. Cosgrove attended the Clackamas County City Managers meeting where the C-4 transportation enhancement funding was discussed. The two main sources of that funding will be a gas tax and vehicle registration fee. The idea of a county road district was introduced, and Council will need to weigh in on it in the future. The Council may also need to address the Clackamas County Library Network technology upgrades. Staff would bring information to the Council at the right time.

**LEGAL BUSINESS** – There was no report.

**ADJOURN**

The Mayor adjourned the Council meeting at 8:33 p.m.

Respectfully submitted,

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Sandra C. King, MMC, City Recorder

ATTEST:

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Tim Knapp, Mayor



City of Wilsonville

APRIL 2013

# Community Development

## FROM THE DIRECTOR'S OFFICE

Department managers attended a valuable emergency preparedness table top exercise on April 11 that was sponsored by Delora Kerber and Tualatin Valley Fire and Rescue. The scenario we used involved how we would respond to potential explosives in a building just west of our Wilsonville Rad interchange. We shared ideas, expertise, and gained very practical knowledge about how to handle such an event.

CD staff met with ODOT to review the scope, cost estimate, and funding request that was submitted for State Transportation Improvement Program (STIP) funding. Our application for construction of the Kinsman Road extension from Barber to Boeckman is on the 150% list. ODOT is screening this list to verify the projects are realistic and achievable.

Several months ago, Metro asked if they could do a case study on SMART as part of their Climate Smart Communities project to showcase actions that are helping to create a healthy community where people have easy access to travel options to meet everyday needs. CD and SMART staff assisted with information and document review. I have attached it to this report or it can be found at the following link: [http://library.oregonmetro.gov/files/wilsonville\\_2pm\\_041713\\_final2.pdf](http://library.oregonmetro.gov/files/wilsonville_2pm_041713_final2.pdf).

Our staff met with the Parks and Recreation Board to present information and receive their input on the Memorial Park pump station replacement project and parking lot reconstruction project. After sharing this information with the City Council in work session, the project teams are looking at alternatives in response to the discussions and instructive feedback.



It is great to see so many people in the construction industry working in Wilsonville. Particularly exciting is it to see the Piazza under construction, which promises to be another wonderful community gathering place.

Final plans and contract documents are being prepared for the Boeckman Road reconstruction project. After we received data that affirmed suitable conditions, the second lift of gravel was placed this month to continue pre-consolidation of the subgrade soils. Assuming settlement is achieved that is compatible with future roadway loading, we are preparing for a late summer/fall construction. We will keep the City Council apprised of changes to this.

Respectfully,

Nancy Kraushaar





## Building Division, Current Projects

### Major Developments under construction:

#### Permits reviewed (2013):

##### *Single Family:*

Villebois: 142

Other: 22

##### *Commercial/Industrial:*

Tenant improvements: 12

Includes: Stream,

Carl's Jr. & Retail Building

#### Permits Issued (2013):

##### *Single Family:*

Villebois: 78

Other: 14

##### *Commercial/Industrial: 48*



Villebois Piazza

## Engineering Division, Capital Projects

- **Boeckman Road Reconstruction (4177):** Plans and specifications will be available for bidding on May 23.
- **Rivergreen Storm Outfall (7012):** 90% plans submitted to City for review.
- **Morey's Landing Storm Channel (7044):** Working with homeowner and design engineer on final elements of reconstruction plans. Project bidding soon.
- A busy construction season is ahead. **Autumn Park Sewer (2091), Road Maintenance (4014), Segment 3b (1055), Wilsonville Bridge Erosion (7038), and Rivergreen (7012)** will all bid soon and be constructed by year end.
- **Kinsman Transmission Main Phase 3B (1055):** Five bidders pre-qualified. Bid package out May 7th.
- **Waste Water Treatment Plant DBO (2082):** Construction at 60% complete. On schedule, on budget. Official 180-day notice received, setting acceptance test start date of October 21, 2013.

## Engineering, Private Development

**Villebois North PDP 1 Phase 1 – Polygon NW:** Street lights are installed, construction is complete.

**Villebois North PDP 1  
Phase 2 – Polygon  
NW:** Presently under  
construction.



**Villebois Piazza:**

Public Works Permit issued. Presently under construction; the two private streets are completed; Piazza construction moving swiftly; project must be completed by May 31.

**Villebois East PDP 2 – Lennar Homes:** Plans expected to be submitted for review in May. Developer hopes to start early grading work in June

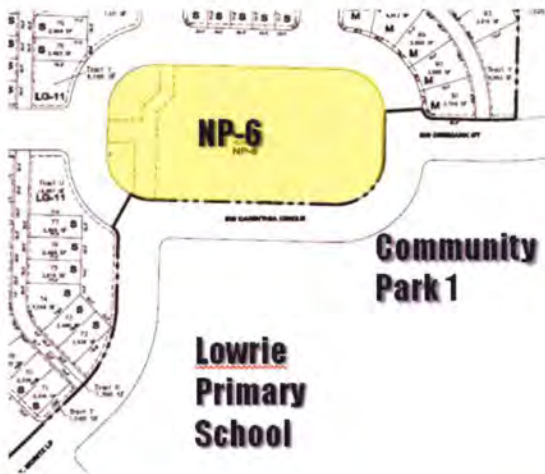
**Tonkin Gran Turismo:** Presently under construction.



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## Planning Division, Current

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The Development Review Board Panel A approved Resolution No. 251. The DRB approved a Final Development Plan and Preliminary Development Plan Refinements for a Private Neighborhood Park (Neighborhood Park 6). The site is north of Lowrie Primary School, Villebois. Staff: Daniel Pauly.

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The Planning Division Staff and Barbara Jacobson conducted a training session on April 8th for DRB Panels A and B. All ten commissioners attended and the event was considered a success. Training topics included:

- \* History and Overview of Planning in Wilsonville (Neamtzu)
- \* What makes the Wilsonville Code Unique? (Edmonds)
- \* Relationship of Mater Plans to Code (Pauly)
- \* Application Processes and Elements of A Staff Report (Wheeler)
- \* Ex-parte Contact, Conflict of Interest, Bias (Jacobson)

There was additional DRB interest for future training sessions on how to make motions. On April 22nd Barbara Jacobson conducted a training session with Panel B.



# Planning Division, Long Range

## TSP

**Transportation System Plan Update:** At the upcoming May 8<sup>th</sup> meeting, the Planning Commission will be conducting a public hearing on the draft TSP. City staff sent out over 4,500 public hearing notices to citizen's community wide. Staff has had several meetings with interested property/business owners discussing the Plan and project lists. Following the Commission review and recommendation, the City Council will conduct additional public hearings in preparation for final adoption. The Council hearings are tentatively scheduled for June.

## DRB

**Development Review Board Training:** On April 22<sup>nd</sup>, the Planning and Legal staff conducted follow-up training on motion making as part of Panel B's regular meeting.

## HOUSING NEEDS ASSESSMENT

(Statewide Planning Goal 10): The Housing Needs Assessment project is underway, with the dual objectives of completing a state Periodic Review requirement and to provide local information needed to plan for Wilsonville's next neighborhoods. The City has selected ECONorthwest to provide planning and development economics expertise, and they have begun collecting building permit and demographic data. Staff has nearly completed a draft Buildable Lands Inventory to determine how much land is available for residential development.

## FROG POND-ADVANCE ROAD

The City is seeking funding for the Frog Pond-Advance Road Concept Plan from Metro's Community Planning and Development (CPD) grant program, which is funded through a Construction Excise Tax (CET). The final application for the grant was submitted April 18. The proposal is to develop plans in two phases - prepare a concept plan for both the

Frog Pond and Advance Road areas, then a more detailed master plan with zoning for the Frog Pond area. The objective is to prepare the Frog Pond area for private investment in approximately 2015-16, and prepare for the Advance Road area to be considered with the next round of Urban Growth Boundary (UGB) expansion decisions in 2015.

## INDUSTRIAL SITE READINESS PROJECT

The City is also partnering with Washington County and the cities of Tualatin, Sherwood, Hillsboro, Forest Grove and the Port of Portland on a grant to Metro's CPD program to advance site planning and infrastructure evaluation for several aggregated sites in the Coffee Creek Industrial Area to provide large lot industrial sites that can be used for traded sector job creation.

## PLANNING COMMISSION

The next Planning Commission meeting is May 8<sup>th</sup>, 6:00 PM City Council Chambers. The Planning Commission will be conducting a public hearing on the draft TSP.

If there are questions on any of these projects, please contact Chris Neamtzu, Planning Director or Katie Mangle, Long-Range Planning Manager.







## Regional partners

Working together to help meet Oregon's target for reducing greenhouse gas emissions from cars and trucks



## Climate benefits

Transit	★ ★ ★ ★ ★
Active transportation	★ ★ ● ● ●
Employer-based commuter programs	★ ★ ● ● ●
Public education and marketing	★ ★ ★ ● ●

These greenhouse gas emissions reduction strategies are an important part of what the City of Wilsonville is already doing to realize its vision for the future, and provide a strong foundation for meeting state climate goals for 2035. The climate benefits shown represent the relative effectiveness of each strategy.

For more information on greenhouse gas emissions reduction strategies, refer to the Climate Smart Communities Scenarios Project website at [www.oregonmetro.gov/climatescenarios](http://www.oregonmetro.gov/climatescenarios).



## Keys to success

**Cultivate community involvement and support** A community should develop a vision in partnership with government agencies, residents and businesses. Wilsonville's Parks and Recreation, Bicycle and Pedestrian, and Transit master plans were all created under the umbrella of one advisory committee.

**Develop and foster public-private partnerships** Many Wilsonville businesses are proud sponsors of public programs such as Walk Smart, Movies in the Park, and Wilsonville Sunday Streets.

**Support local businesses with transportation options** Wilsonville businesses employ a skilled, diverse workforce from throughout the Portland metropolitan and North Willamette Valley regions. SMART provides a crucial service for many of the 9 out of 10 Wilsonville workers commuting from elsewhere to jobs in Wilsonville.

**Leverage location within the region** The southern-most city in the region, Wilsonville is located halfway between Portland, Oregon's largest city, and Salem, the state capital. With ongoing planning and investment in its transportation system, the city can continue to serve its residents, businesses and the northern Willamette Valley.

## About Metro

Metro crosses city limits and county lines to build a resilient economy, keep nature close by and respond to a changing climate. Representing a diverse population of 1.5 million people in 25 cities and three counties, Metro's directly elected council gives voters a voice in decisions about how the region grows and communities prosper. Metro works with communities, businesses and residents to make the Portland metropolitan area a great place to live, work and shape the future.

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Tom Hughes

**Metro Councilors**  
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Carlotta Collette, District 2  
Craig Dirksen, District 3  
Kathryn Harrington, District 4  
Sam Chase, District 5  
Bob Stacey, District 6

**Auditor**  
Suzanne Flynn

SPRING 2013

## CLIMATE SMART COMMUNITIES SCENARIOS PROJECT



# Wilsonville Community case study

## A vision for a connected community

Wilsonville's transportation system has been shaped by the vision of city and business leaders over the last twenty-four years to create a healthy community where people have easy access to transportation to meet everyday needs. The development of SMART (South Metro Area Regional Transit) in 1989, and TriMet's WES (Westside Express Service) Commuter Rail service in 2009 are examples of transportation investments that support this vision.

Over the years, SMART has evolved into a full service, dependable transit system offering a safe and convenient way to travel within Wilsonville and to other areas, including Canby and Salem. At SMART Central Station, TriMet's WES Commuter Rail offers train service to Tualatin, Tigard and Beaverton where it connects with other bus lines and the MAX light rail system. The city also made important investments to improve community walking and biking connections to transit and expand the information available to residents, visitors and businesses about their travel choices. These investments help reduce the number of vehicle miles traveled by the more than 18,000 commuters who come to Wilsonville from other communities every day to work.

As a result, people of all ages choose SMART for travel to work, the grocery store, appointments, and nearby parks and natural areas. These choices help support sustainable development in the region and meet the state mandate to reduce greenhouse gas emissions from cars and small trucks.

## Key challenges

- Increasing congestion and frequent traffic backups on I-5 hamper freight movement and access to Wilsonville jobs and impacts the city's economy.
- I-5 and the Willamette River are major barriers to developing connected walking and biking networks within the community.
- Ninety percent of the employees working in the city live in other communities.



The Oregon Legislature has required the Portland metropolitan region to reduce per capita greenhouse gas emissions from cars and small trucks by 2035.



## Strategies

- Transit
- Active transportation
- Employer-based commuter programs
- Public education and marketing



[www.oregonmetro.gov/climatescenarios](http://www.oregonmetro.gov/climatescenarios)







**Wilsonville Planning Division  
2013 First Quarter Report  
January through March**

**City Council Activities  
January through March 2013**

Permit Number	Permit Description	Applicant/Staff	Meeting Date(s) / Actions
LP13-0003	Transportation System Plan Update Review of Draft Plan	NEAMTZU	<u>Work Session</u> March 18
LP13-0004	Statewide Planning Goal 10 – Housing Needs Analysis	MANGLE	<u>Work Session</u> March 18

**Planning Commission Activities  
January through March 2013**

Permit Number	Project Description	Applicant/Staff	Meeting Date(s) / Actions
LP13-0003	Transportation System Plan Update <ul style="list-style-type: none"> <li>Online Open House Outcomes</li> <li>Draft Chapters 1 – 4</li> <li>Draft Chapters 4 - 7</li> </ul>	NEAMTZU	<u>Work Sessions</u> January 9 February 13 March 13 <b>PC Hearing: May 8</b>
Work Session	Statewide Planning Goal 10 –Housing, Overview & Discussion	MANGLE	January 9
Election	2013 Planning Commission Chair: Ben Altman 2013 Planning Commission Vice-chair: Eric Postma		February 13
Work Session	Ballot Measure 3-421 – Business Incentive Program for Investment and Job Creation by Manufacturers	RETFERFORD	February 13
LP13-0004	Transportation System Plan Code Amendments	MANGLE	<u>Work Session</u> March 13

**Development Review Board Panel A Activities  
January through March 2013**

Permit Number	Permit Description	Applicant	Hearing Date(s) / Actions
Elections	2013 DRB A Chair: Mary Fierros Bower 2013 DRB A Vice-chair: Lenka Keith		February 11
DB12-0070	<b>WILSONVILLE FAMILY FUN CENTER</b> Class 3 Planned Development Stage 1 Zip Line - Modified Stage I Master Plan <b>DB12-0071</b> - Class 3 Planned Development Stage 2 <b>DB12-0072</b> - Class 3 Site Design Review <b>DB12-0073</b> - Class 3 Waiver - Height Waiver 29111 SW TOWN CENTER LOOP W	WILSONVILLE FAMILY FUN CENTER Applicant Rep: Ben Altman, SFA Design Group	February 11 <b>Approved</b>
DB12-0071	<b>WILSONVILLE FAMILY FUN CENTER ZIP LINE</b> Class 3 Planned Development Stage 2: Modify Conditions <i>PDB3 to address specific notice and process-related issues for the 25 special all-night events for a zip line attraction</i> 29111 SW TOWN CENTER LOOP W	WILSONVILLE FAMILY FUN CENTER Applicant Rep: Ben Altman, SFA Design Group	March 11 <b>Approved</b>

**Wilsonville Planning Division  
2013 First Quarter Report  
January through March**

**Development Review Board Panel A Activities  
January through March 2013**

<b>DB12-0060</b>	<b>RON TONKIN GRAN TURISMO</b> Ron Tonkin Gran Turismo Dealership Class 3 Planned Development Stage 2: Final Plan <b>DB12-0061</b> - Class 3 Site Design Review <b>DB12-0063</b> - Class 3 Tree Removal Plan <b>DB12-0068</b> - Class 3 Signs - Master Sign Plan 25300 SW PARKWAY AVE	RON TONKIN MANAGEMENT	February 11 <b>Approved</b>
<b>DB13-0002</b>	<b>OLD TOWN SINGLE FAMILY</b> Class 3 Site Design Review 2 single-family dwellings in Old Town Overlay 9155 SW 4TH ST	BRITCLIFFE MARK AND DARLA	March 11 <b>Approved</b>
<b>DB12-0074</b>	<b>BOONES FERRY POINTE (CARL'S JR AND MULTI-TENANT COMMERCIAL CENTER)</b> Class 3 Planned Development Stage 2 - Final Plan <b>DB12-0075</b> - Class 3 Site Design Review <b>DB12-0076</b> - Class 3 Master Sign Plan 25250 SW 95TH AVE	WILSONVILLE DEVCO LLC	March 11 <b>Approved</b>

**Development Review Board Panel B Activities  
January through March 2013**

<b>Permit Number</b>	<b>Permit Description</b>	<b>Applicant</b>	<b>Hearing Date(s) / Actions</b>
<b>Elections</b>	2013 DRB B Chair: Andrew Karr 2013 DRB B Vice-chair: Cheryl Dorman		January 28
<b>DB12-0069</b>	<b>BRENCHLEY ESTATES - NORTH</b> Class 3 Temporary Use Permit-DRB Review Modular Sales building for up to 5 years. (for 30-lot subdivision) 28375 SW PARKWAY AVE	SF 30 PARTNERS, L.P. Applicant's Rep: OTAK, Inc.	January 28 <b>Approved</b>
<b>DB12-0064</b>	<b>VILLEBOIS SAP SOUTH PDP 5 (TONQUIN WOODS AT VILLEBOIS)</b> Villebois PDP AND PDP Modification - Change Row Houses to Small Cottages <b>DB12-0065</b> - Villebois SAP and SAP Amendment to Pattern Book to add information for Small Cottages 27 lots (Lots 19-27)	POLYGON NORTHWEST/PAYMASTER	January 28 <b>Approved</b>
<b>DB12-0066</b>	<b>VILLEBOIS SAP NORTH PDP 1 (TONQUIN WOODS AT VILLEBOIS NO. 2)</b> Villebois PDP AND PDP Modification to change Row Houses to Small Cottages <b>DB12-0067</b> - Villebois SAP and SAP Amendment - Pattern Book Amendment to add information for Small Cottages 82 lots (Lots 28 - 39)	POLYGON NORTHWEST/PAYMASTER	January 28 <b>Approved</b>
<b>DB12-0083</b>	<b>VILLEBOIS SAP CENTRAL PDP 1: LES BOIS DETACHED ROW HOMES &amp; DUPLEXES</b> Villebois Final Development Plan (FDP) Les Bois Row Homes	POLYGON PAYMASTER, LLC	February 25 <b>Continued to April 22</b>
<b>DB12-0077</b>	<b>VILLEBOIS SAP CENTRAL PDP 1: TOULOUSE STREET DETACHED ROW HOMES</b> Villebois PDP AND PDP Modification (Refinement) <b>DB12-0078</b> - Class 3 Tentative Plat Review <b>DB12-0079</b> - Final Development Plan (FDP) - architecture	POLYGON PAYMASTER, LLC	February 25 <b>Approved</b>



**Wilsonville Planning Division  
2013 First Quarter Report  
January through March**

<b>Development Review Board Panel B Activities January through March 2013</b>			
<b>DB12-0080</b>	<b>VILLEBOIS SAP CENTRAL PDP 2: COSTA CIRCLE WEST DETACHED ROW HOMES)</b> Villebois PDP AND PDP Modification (refinement) <b>DB12-0081</b> - Class 3 Tentative Plat Review - Replat of lots 56-70 of Villebois Village Center #2 <b>DB12-0082</b> - Villebois Final Development Plan (FDP) for architecture	POLYGON PAYMASTER, LLC	February 25 <b>Approved</b>
<b>DB13-0001</b>	<b>VILLEBOIS SAP EAST PDP 4</b> Villebois Final Development Plan (FDP) SAP East PDP 4 Neighborhood Park 6 29092 SW 110TH AVE	POLYGON PAYMASTER, LLC	March 25 <b>Approved</b>

<b>Pending City Council Activities Planning Projects Scheduled for Hearings / Work Sessions during 2013 SECOND QUARTER</b>			
<b>Permit Number</b>	<b>Permit Description</b>	<b>Applicant</b>	<b>Hearing Date(s) / Actions</b>
LP13-0003	Transportation System Plan Update	NEAMTZU	<u>CC Hearing:</u> June 3
LP13-0004	Transportation System Plan Update-related Development Code Amendments	MANGLE	<u>Worksession:</u> May 6 <u>CC Hearing:</u> June 3

<b>Pending Planning Commission/CCI Activities Planning Projects Scheduled for Hearings/Work Sessions during 2013 SECOND QUARTER</b>			
<b>Permit Number</b>	<b>Project Description</b>	<b>Staff</b>	<b>Work Sessions/ Public Hearings</b>
	<ul style="list-style-type: none"> <li>• Goal 10 Housing Needs Analysis</li> <li>• Density Inconsistency Code Amendments</li> <li>• Basalt Creek Concept Planning</li> <li>• Old Town Plan Code Amendments</li> <li>• Villebois Master Plan Amendments</li> <li>• TIF Zones</li> </ul>		

**Wilsonville Planning Division  
2013 First Quarter Report  
January through March**

<b>Pending Development Review Board Activities Planning Projects Scheduled for Hearings / Work Sessions after March 31, 2013</b>			
<b>Permit Number</b>	<b>Permit Description</b>	<b>Applicant</b>	<b>Hearing Date(s) / Actions</b>
<b>DB13-0006</b>	<b>FOX CENTER TOWNHOMES</b> Class 3 Site Design Review Site Design Review for a 15-unit townhome complex with associated utilities, parking & landscape.	SEEMA LLC	May 13
<b>DB13-0005</b>	Class 3 Master Sign Plan Miley Rd. Office Building MSP 8995 SW MILEY RD	RUDNICK ELECTRIC	TBD

<b>Scheduled Pre-Application Meetings January through March 2013</b>	
<b>Number</b>	<b>Description</b>
<b>PA13-0001</b>	Outdoor Center Patio
<b>PA13-0002</b>	Conversion of existing warehouse space to offices for Pioneer Pacific College
<b>PA13-0003</b>	Former GI Joe's building
<b>PA13-0004</b>	4previously approved 2nd phase of Chad Ward's building
<b>PA13-0005</b>	Miley/I-5 Office Building Signs
<b>PA13-0006</b>	Zion Property Villebois SAP North And SAP Central

<b>Administrative Reviews January through March 2013</b>			
<b>Permit Number</b>	<b>Permit Description</b>	<b>Applicant</b>	<b>Hearing Date(s) / Actions</b>
<b>AR12-0026</b>	<b>TONQUIN WOODS NO. 2/VILLEBOIS SAP 1N</b> Planning Class I Review Final Plat Review	POLYGON NORTHWEST/PAYMASTER	Pending
<b>AR12-0045</b>	<b>COPPER CREEK SUBDIVISION</b> Planning Class I Review Final Plat Review - 21-lot Planned Development 27490 SW CANYON CREEK RD N	MISSION HOMES NORTHWEST LLC	Issued
<b>AR12-0049</b>	<b>JORY TRAIL AT THE GROVE</b> Planning Class II Review Final plat review for 30 lot subdivision 28255 SW PARKWAY AVE	SF 30 PARTNERS, L.P.	Pending
<b>AR12-0053</b>	<b>VILLEBOIS VILLAGE CENTER</b> Planning Class II Review Final Plat <b>Piazza</b> Partition	PACIFIC COMMUNITY DESIGN	Pending



**Wilsonville Planning Division  
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<b>Administrative Reviews January through March 2013</b>			
<b>Permit Number</b>	<b>Permit Description</b>	<b>Applicant</b>	<b>Hearing Date(s) / Actions</b>
<b>AR12-0056</b>	<b>VENTURE PROPERTIES INC.</b> Planning Class II Review Director interpretation on Stage I Master Plan 28325 SW CANYON CREEK RD S	VENTURE PROPERTIES INC.	Issued
<b>AR12-0057</b>	<b>BERREY INVESTMENT LLC</b> Planning Class I Review Enclosure for storage tank (Ionbond) 25749 SW CANYON CREEK RD	BERREY INVESTMENT LLC	Pending
<b>AR12-0058</b>	<b>BRENCHLEY ESTATES - NORTH</b> Final Subdivision Plat (Phase 1) Two (2) Lots only. Includes portion of Lot Line Adjustment approved in IAR12-0031 28375 SW PARKWAY AVE	BRENCHLEY ESTATES PARTNERS LP	Pending
<b>AR13-0001</b>	<b>VILLEBOIS SAP NORTH PDP 1 (TONQUIN WOODS #2 AT VILLEBOIS)</b> Planning Class I Review Reduced Setback Agreement Lot 63 Front Setback from 12' min. to 10.9' min. Front Setback for Porch from 8' min. to 4.5' min. 29048 SW MONTE CARLO AVE	POLYGON PAYMASTER, LLC	Issued
<b>AR13-0002</b>	<b>VILLEBOIS SAP NORTH PDP 1 (TONQUIN WOODS #2 AT VILLEBOIS)</b> Planning Class I Review Reduced Setback Agreement Lot 66 Front Setback from 12' min. to 10' min. Front Setback for Porch from 8' min. to 6' min. 28976 SW MONTE CARLO AVE	POLYGON PAYMASTER, LLC	Issued
<b>AR13-0003</b>	<b>VILLEBOIS SAP NORTH PDP 1 (TONQUIN WOODS #2 AT VILLEBOIS)</b> Planning Class I Review Reduced Setback Agreement Lot 67 Front Setback from 12' min to 11.6' min. Front Setback for Porch from 8' min. to 4.4" min. 28966 SW MONTE CARLO AVE	POLYGON PAYMASTER, LLC	Issued
<b>AR13-0004</b>	<b>VILLEBOIS SAP NORTH PDP 1 (TONQUIN WOODS #2 AT VILLEBOIS)</b> Planning Class I Review Reduced Setback Agreement Lot 69 Front Setback from 12' min. to 11.5' min. Front Setback for Porch from 8' min. to 4.8' min. 29016 SW MONTE CARLO AVE	POLYGON PAYMASTER, LLC	Issued
<b>AR13-0005</b>	<b>VILLEBOIS SAP NORTH PDP 1 (TONQUIN WOODS #2 AT VILLEBOIS)</b> Planning Class I Review Reduced Setback Agreement Lot 72 Front Setback for Porch from 8' min. to 7.1' min. 11810 SW Barber Street	POLYGON PAYMASTER, LLC	Issued
<b>AR13-0006</b>	<b>VILLEBOIS SAP NORTH PDP 1 (TONQUIN WOODS #2 AT VILLEBOIS)</b> Planning Class I Review Reduced Setback Agreement Lot 76 Front Setback from 12' min. to 9.4' min. Front Setback for Porch from 8' min. to 3' min. 11826 SW Barber Street	POLYGON PAYMASTER, LLC	Issued

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<b>Administrative Reviews January through March 2013</b>			
<b>Permit Number</b>	<b>Permit Description</b>	<b>Applicant</b>	<b>Hearing Date(s) / Actions</b>
<b>AR13-0007</b>	<b>CITY OF WILSONVILLE</b> Planning Class II Review Temporary storage of boulders	CITY OF WILSONVILLE	Issued
<b>AR13-0008</b>	<b>VILLEBOIS SAP NORTH PDP 1 (TONQUIN WOODS #2 AT VILLEBOIS)</b> Planning Class I Review Reduced Setback Agreement Lot 60 Front Setback from 12' min to 11.8' min. Front Setback for Porch from 8' min. to 5.9' min. 29060 SW MONTE CARLO AVE	POLYGON PAYMASTER, LLC	Issued
<b>AR13-0009</b>	<b>SRS DISTRIBUTION</b> Planning Class II Review Outdoor storage 28670 SW BOBERG RD	SRS DISTRIBUTION	Issued
<b>AR13-0010</b>	<b>CRP/HOLLAND BRENCHLEY ESTATES</b> Planning Class I Review Paint change for Branchley North 28035 SW PARKWAY AVE	CRP/HOLLAND BRENCHLEY ESTATES	Issued
<b>AR13-0011</b>	Planning Class I Review Zoning Verification Letter 27255 SW 95TH AVE	B & C ZONING	Issued
<b>AR13-0013</b>	<b>VILLEBOIS SAP EAST-LEGEND HOMES</b> Planning Class I Review Reduced Setback Agreement Lot 33 10612 SW LONDON LN	LEGEND HOMES CORPORATION	Pending
<b>AR13-0014</b>	<b>WILSONVILLE CAR MUSEUM</b> Planning Class I Review Change of Use from Automobile Dealership to Car Museum 27490 SW 95TH AVE	MIDWAY, LLC	Issued
<b>AR13-0015</b>	<b>RON TONKIN GRAN TURISMO</b> Planning Class II Review Waiver to allow increase of exterior sales area from 628 sq. ft. to 1,341 sq. ft. to allow display of vehicles for sale under existing or approved canopies 25300 SW PARKWAY AVE	RON TONKIN MANAGEMENT	Pending
<b>AR13-0016</b>	<b>WILLAMETTE LANDING/ABELE/RENAISSANCE</b> Planning Class I Review Willamette Landing - Minor revisions to approved development plans - pond pathway, retaining walls, landscape buffer and pathway connections	RENAISSANCE DEV CORP	Pending
<b>AR13-0017</b>	<b>D THOMPSON PROPERTIES LLC</b> Planning Class I Review Fueling station addition 7950 SW BURNS WAY	D THOMPSON PROPERTIES LLC	Issued



**Wilsonville Planning Division  
2013 First Quarter Report  
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<b>Sign Reviews January through March 2013</b>			
<b>Permit Number</b>	<b>Permit Description</b>	<b>Applicant</b>	<b>Hearing Date(s) / Actions</b>
SR13-0001	<b>GREAT CLIPS</b> Planning Class 1 Sign Review Temporary sign for 15 day event - Jan 23-Feb 1 30060 SW BOONES FERRY RD	TOKATEE HOLDING LLC	Issued
SR13-0002	<b>BRIDGE CREEK LLC</b> Planning Class 1 Sign Review Temporary Sales Banner from 1/15-3/15-Applicant added 30 more days See SR12-0015 29697 SW ROSE LN	BRIDGE CREEK LLC	Issued
SR13-0003	<b>BUSTER BEAVER</b> Planning Class 1 Sign Review One entry sign-42sq ft 28120 SW BOBERG RD	BUSTER BEAVER	Issued
SR13-0004	<b>ROCKWELL AMERICAN</b> Planning Class 1 Sign Review Replace existing sign with one (1) new sign. Former copy: Century Wheel & Rim..	PROFESSIONAL SIGN& GRAPHICS	Issued
SR13-0005	<b>ZOOMCARE</b> Planning Class 1 Sign Review New illuminated wall signs 25600 SW ARGYLE AVE	VANCOUVER SIGN COMPANY INC	Issued
SR13-0006	<b>QUEST/SUMMIT STAFFING</b> Planning Class 1 Sign Review Tenant Sign 9725 SW COMMERCE CIR	SUMMIT STAFFING SOLUTIONS	Issued
SR13-0007	<b>ICHI TERIYAKI</b> Planning Class 1 Sign Review 30200 SW BOONES FERRY RD	THE GREEN SIGNS	Pending
SR13-0008	<b>DW FRITZ AUTOMATION</b> Class II Sign Permit Major Adjustment to Master Sign Plan 27200 SW PARKWAY AVE	SECURITY SIGNS INC	Pending
SR13-0009	<b>MENTOR GRAPHICS CORP</b> Class II Sign Permit Data Center Sign 8005 SW BOECKMAN RD	MENTOR GRAPHICS CORP	Pending
SR13-0010	<b>GRACE CHAPEL</b> Planning Class 1 Sign Review Annual Event Signs for Rummage Sale Friday March 8th and Saturday March 9th. 28925 SW BOBERG RD	ANASTASIA CARTER	Issued
SR13-0011	<b>CANYON CREEK BUSINESS PARK PHASE II/ IONBOND</b> Planning Class 1 Sign Review Install one (1) wall sign. Tenant: Suites 400 & 500 25749 SW CANYON CREEK RD	PROFESSIONAL SIGN& GRAPHICS	Issued
SR13-0013	<b>APOLLO</b> Class II Sign Permit 26055 SW CANYON CREEK RD N	FAST SIGNS-TIGARD	Issued

**Wilsonville Planning Division  
2013 First Quarter Report  
January through March**

<b>Sign Reviews January through March 2013</b>			
<b>Permit Number</b>	<b>Permit Description</b>	<b>Applicant</b>	<b>Hearing Date(s) / Actions</b>
<b>SR13-0014</b>	<b>EQUUS ENGLISH RIDING SUPPLY-AH</b> Planning Class 1 Sign Review 30020 SW BOONES FERRY RD	ADVANCED ELECTRIC SIGNS INC	Issued
<b>SR13-0015</b>	<b>CHARBONNEAU</b> Planning Class 1 Sign Review Charbonneau entry sign-copy change 31840 SW CHARBONNEAU DR	SECURITY SIGNS INC	Issued
<b>SR13-0016</b>	<b>OLD TOWN SQUARE/BELL TOWER APARTMENTS</b> Class II Sign Permit MSP Modification Old Town Square for Bell Tower Apts 30480 SW BOONES FERRY RD	PROFESSIONAL SIGN& GRAPHICS	Pending

<b>Tree Reviews January through March 2013</b>			
<b>Permit Number</b>	<b>Permit Description</b>	<b>Applicant</b>	<b>Hearing Date(s) / Actions</b>
<b>TR12-0112</b>	Type B Class II Tree Removal Permit Remove six (6) trees. 10200 SW COMMERCE CIR	LORIN FIELDING NOTE: Ownership recently changed. New Owner is Kopai #2 LLC.	Issued
<b>TR13-0001</b>	Type A Class 1 Tree Removal Permit Remove one (1) Vine Maple clump. 29211 SW COURTSIDE DR	RICHARD HENDRICKS	Issued
<b>TR13-0002</b>	<b>FAMILY FUN CENTER</b> Type B Class II Tree Removal Permit Removal of two parking lot trees 29111 SW TOWN CENTER LOOP W	WILSONVILLE FAMILY FUN CENTER	Issued
<b>TR13-0003</b>	Type A Class 1 Tree Removal Permit Removal of two (2) trees in front yard 29630 SW MONTEBELLO DR	ZDENEK VYMAZAL	Issued
<b>TR13-0004</b>	Type A Class 1 Tree Removal Permit Removal of Dying Sweetgum in front yard 7561 SW WIMBLEDON CT	HOOK ALFRED G JR & JUDAH J	Issued
<b>TR13-0005</b>	Type A Class 1 Tree Removal Permit Removal of one Sweet Gum tree 6565 SW ESSEX CT	NW TREE SPECIALISTS	Issued
<b>TR13-0006</b>	Type A Class 1 Tree Removal Permit Removal of 2 trees 9185 SW 4TH ST	BRITCLIFFE MARK	Issued
<b>TR13-0007</b>	Type A Class 1 Tree Removal Permit Removal of one dead Douglas Fir tree 6700 SW WILSONVILLE RD	WEST LINN-WILS SCH DIST #3J	Issued
<b>TR13-0008</b>	Type B Class II Tree Removal Permit Removal of 3 Cherry street trees 30925 SW SALMON LN	MARTIN SCOTT D	Issued
<b>TR13-0009</b>	Type A Class 1 Tree Removal Permit Removal of one Cherry tree 29730 SW LANCELOT LN	MCCANN ELIZABETH C R	Issued



**Wilsonville Planning Division  
2013 First Quarter Report  
January through March**

<b>Tree Reviews January through March 2013</b>			
<b>Permit Number</b>	<b>Permit Description</b>	<b>Applicant</b>	<b>Hearing Date(s) / Actions</b>
TR13-0010	Type B Class II Tree Removal Permit Removal of 7 trees 28727 SW CASCADE LOOP	WIEGAND JOHN D & JANE E	Issued
TR13-0011	Type B Class II Tree Removal Permit Removal of 2 street trees 28585 SW SANDALWOOD DR	WHITE ERIC J & JENNIFER E	Issued
TR13-0012	<b>RON TONKIN MANAGEMENT</b> Type C or Type D Class 1 Tree Removal Permit Removal of 12 trees Tree Removal Plan approved 2/11/2013; case file DB12-0063 [See case file DB12-0060 et seq]. 25300 SW PARKWAY AVE	RON TONKIN MANAGEMENT	Issued
TR13-0013	Type A Class 1 Tree Removal Permit Removal of 2 birch trees in front yard 28948 SW MEADOWS LOOP	WRIGHT KURT G & KATHLEEN L	Issued
TR13-0014	Type A Class 1 Tree Removal Permit Removal of 3 Crabapple Trees 7053 SW GLENWOOD CT	BAZZANO RICHARD A & D M MELVIL	Issued
TR13-0015	Type A Class 1 Tree Removal Permit Removal of one dead Cottonwood 31385 SW OLYMPIC DR	NORTHWEST ARBOR- CULTURE INC	Issued
TR13-0016	<b>HATHAWAY COURT APARTMENT COMPLEX</b> Type B Class II Tree Removal Permit Removal of 6 trees within 29501 SW MEADOWS LOOP	ARBOR PRO INC	Pending

<b>Code Enforcement January through March 2013</b>		
<b>Permit Number</b>	<b>Code Enforcement Description</b>	<b>Action</b>
CE13-0001	Nuisance-Open Storage of Junk	Resolved
CE13-0002	Open storage of junk	Resolved
CE13-0003	Barking Dog	Resolved
CE13-0004	Graffiti	Resolved
CE13-0005	Bush Blocking Stop Sign	Resolved
CE13-0006	Graffiti	Resolved
CE13-0007	Addition to home without permits	Resolved

**Wilsonville Planning Division  
2013 First Quarter Report  
January through March**

**Planning Staff Activities, Projects and Meetings  
January through March 2013**

**Recurring Activities**

Archiving/Purging of Planning Records	Parks Team Meetings
Budget meetings	Posting of Public Notices on project sites
Community Service Team meetings	Pre-Construction meetings
Conservation and Efficiency meetings	Project Site Visits/inspections
Counter – Customer Service	Safe Routes to School
Conditions of Approval Tracking	School District meetings
Development Coordination Meetings	Transportation Systems Plan Update
Eden Permit Tracking	Updating Planning's web pages
French Prairie Bicycle/Pedestrian/Emergency Bridge	Villebois Meetings
Metro Committee meetings	Washington County Planning Directors meetings



## CITY OF WILSONVILLE - Fund Summaries - through April 30, 2013

Budget Year Elapsed →

83%

	Budget	Activity	% Used
<b>Fund 110 General Fund:</b>			
Taxes	8,133,050	7,563,867	93%
Intergovernmental	1,569,551	1,315,010	84%
Licenses and Permits	120,600	127,333	106%
Charges for Services	413,800	384,398	93%
Fines	380,000	319,508	84%
Investment Revenue	100,000	82,081	82%
Other Revenues	130,600	208,225	159%
Transfers	2,429,428	1,539,299	63%
<b>Total Revenue</b>	<b>13,277,029</b>	<b>11,539,720</b>	<b>87%</b>
Personal Services	6,274,220	4,716,833	75%
Materials and Services	6,867,600	5,392,012	79%
Capital Outlay	95,000	76,390	80%
Transfers	1,444,600	698,841	48%
<b>Total Expense</b>	<b>14,681,420</b>	<b>10,884,076</b>	<b>74%</b>
<b>Fund 210 Fleet Fund:</b>			
Charges for Services	1,167,935	973,270	83%
Investment Revenue	20,000	16,477	82%
Other Revenues	0	11,406	-%
<b>Total Revenue</b>	<b>1,187,935</b>	<b>1,001,153</b>	<b>84%</b>
Personal Services	515,740	381,619	74%
Materials and Services	649,470	484,461	75%
Capital Outlay	94,500	74,841	79%
Transfers	529,040	821,539	155%
<b>Total Expense</b>	<b>1,788,750</b>	<b>1,762,460</b>	<b>99%</b>
<b>Fund 230 Building Fund:</b>			
Licenses and Permits	729,952	754,452	103%
Licenses and Permits-Villebois	113,201	307,407	272%
Investment Revenue	5,000	7,488	150%
Other Revenues	0	216	-%
Transfers	13,000	4,781	37%
<b>Total Revenue</b>	<b>861,153</b>	<b>1,074,343</b>	<b>125%</b>
Personal Services	585,970	467,637	80%
Materials and Services	72,545	36,866	51%
Transfers	118,660	75,012	63%
<b>Total Expense</b>	<b>777,175</b>	<b>579,516</b>	<b>75%</b>
<b>Fund 235 Community Development Fund:</b>			
Intergovernmental	25,000	0	-%
Licenses and Permits	403,916	410,027	102%
Licenses and Permits-Villebois	231,340	212,890	92%
Charges for Services	571,000	544,376	95%
Investment Revenue	11,000	16,730	152%
Other Revenues	500	3,215	643%
Transfers	2,398,389	1,211,640	51%
<b>Total Revenue</b>	<b>3,641,145</b>	<b>2,398,877</b>	<b>66%</b>
Personal Services	2,756,490	1,973,665	72%
Materials and Services	573,610	269,186	47%
Transfers	288,300	217,715	76%
<b>Total Expense</b>	<b>3,618,400</b>	<b>2,460,566</b>	<b>68%</b>
<b>Fund 240 Road Operating Fund:</b>			
Intergovernmental	1,108,000	841,311	76%
Investment Revenue	2,000	4,194	210%
Other Revenues	0	7,722	-%
Transfers	0	2,615	-%
<b>Total Revenue</b>	<b>1,110,000</b>	<b>855,842</b>	<b>77%</b>
Personal Services	300,170	246,767	82%
Materials and Services	420,548	290,934	69%
Transfers	312,060	211,192	68%
<b>Total Expense</b>	<b>1,032,778</b>	<b>748,894</b>	<b>73%</b>

## CITY OF WILSONVILLE - Fund Summaries - through April 30, 2013

Budget Year Elapsed →

83%

	Budget	Activity	% Used
<b>Fund 245 Road Maintenance Fund:</b>			
Charges for Services	635,000	535,537	84%
Investment Revenue	1,000	1,446	145%
Other Revenues	0	62,880	-%
<b>Total Revenue</b>	<b>636,000</b>	<b>599,863</b>	<b>94%</b>
Materials and Services	510	0	-%
Transfers	650,000	455,161	70%
<b>Total Expense</b>	<b>650,510</b>	<b>455,161</b>	<b>70%</b>
<b>Fund 260 Transit Fund:</b>			
Taxes	4,400,000	3,339,234	76%
Intergovernmental	956,062	2,597,576	272%
Charges for Services	178,000	155,358	87%
Investment Revenue	17,000	8,541	50%
Other Revenues	10,000	27,666	277%
<b>Total Revenue</b>	<b>5,561,062</b>	<b>6,128,374</b>	<b>110%</b>
Personal Services	2,886,460	2,184,199	76%
Materials and Services	1,632,365	1,409,199	86%
Capital Outlay	600,000	432,935	72%
Transfers	1,538,580	1,861,342	121%
<b>Total Expense</b>	<b>6,657,405</b>	<b>5,887,676</b>	<b>88%</b>
<b>Fund 310 Water Operating Fund:</b>			
Intergovernmental	0	3,402	-%
Charges for Services	6,412,200	5,770,133	90%
Fines	0	9,187	-%
Investment Revenue	20,000	15,950	80%
Other Revenues	0	4,915	-%
Transfers	350,000	350,000	100%
<b>Total Revenue</b>	<b>6,782,200</b>	<b>6,153,587</b>	<b>91%</b>
Personal Services	534,300	382,360	72%
Materials and Services	3,411,952	2,198,581	64%
Capital Outlay	65,000	28,530	44%
Debt Service	1,886,000	817,992	43%
Transfers	534,200	268,505	50%
<b>Total Expense</b>	<b>6,431,452</b>	<b>3,695,968</b>	<b>57%</b>
<b>Fund 320 Sewer Operating Fund:</b>			
Charges for Services	6,550,000	5,139,471	78%
Investment Revenue	45,000	40,431	90%
Other Revenues	18,216	19,286	106%
Transfers	785,000	785,973	100%
<b>Total Revenue</b>	<b>7,398,216</b>	<b>5,985,161</b>	<b>81%</b>
Personal Services	255,840	200,758	78%
Materials and Services	2,381,869	1,620,932	68%
Debt Service	2,589,000	1,281,156	49%
Transfers	1,460,000	396,492	27%
<b>Total Expense</b>	<b>6,686,709</b>	<b>3,499,338</b>	<b>52%</b>
<b>Fund 350 Street Lighting Fund:</b>			
Charges for Services	385,000	323,871	84%
Investment Revenue	3,000	3,532	118%
<b>Total Revenue</b>	<b>388,000</b>	<b>327,403</b>	<b>84%</b>
Materials and Services	296,100	193,880	65%
Transfers	59,280	3,408	6%
<b>Total Expense</b>	<b>355,380</b>	<b>197,288</b>	<b>56%</b>
<b>Fund 370 Storm Water Operating Fund:</b>			
Charges for Services	1,260,000	957,677	76%
Investment Revenue	3,000	2,512	84%
Other Revenues	0	2,062	-%
Transfers	700,000	300,000	43%
<b>Total Revenue</b>	<b>1,963,000</b>	<b>1,262,250</b>	<b>64%</b>
Personal Services	242,550	183,341	76%
Materials and Services	432,005	265,996	62%
Transfers	933,800	430,144	46%
<b>Total Expense</b>	<b>1,608,355</b>	<b>879,480</b>	<b>55%</b>





**Patrick Duke**  
**Library Director**

**LIBRARY**  
**BOARD**  
**Hilly Alexander**  
**Chair**

**La Rue Williams**  
**Bill Benedetto**  
**Reggie Gaines**  
**Alan Steiger**

## **Wilsonville Public Library** **Monthly Report to Council** **April 2013**

### **April Statistics**

- Physical item circulation: 40,412 items checked out or renewed. This is down 6% from last year. Ouch.
- E-book and downloadable audiobook circulation: 1022
- Reference questions answered: 1,817

### **Administration**

- **Strategic Planning under way**

The Steering Committee is planning on starting data gathering in early June. We'll be surveying users and non-users and examining building use. Later in the summer, we'll reform a Community Advisory Panel, which is comprised of library stakeholders, in order to have a conversation about the Library's direction.

### **Adult Services**

#### **May Programming:**

- **Library Book Club** is reading and talking about *Aleph* by **Paulo Coelho** on May 9th
- **Oregon History Program** at Mc Menamins Old Church and Pub  
**Pollution in Paradise: the documentary that launched Tom McCall's political career** with William G. Robbins  
Tuesday, May 28 at 6:30pm.
- **Booknotes Concert Series** features **Al Andalus** on May 11th at 2pm.

See more events at [www.wilsonvillelibrary.org](http://www.wilsonvillelibrary.org)

### **Youth Services**

#### **Programming**

The week of May 6th, 380 children attended the Library's youth programming. If you add parents, attendance was over 580.

- **K-2 Book Adventures theme:** Dig into Reading on May 16
- **Teen writing group** meets May 15th

## **Affiliates**

- **Wilsonville Friends of the Library**

Longtime Friends Treasurer Chuck Heilbrun passes away suddenly in April. Pat Duke has taken over as Interim Treasurer until a permanent replacement can be found. Chuck was a very warm hearted gentleman and will be missed.

- **Wilsonville Public Library Foundation**

In April, the Foundation approved funding for the Wilsonville History talks at McMenamins Old Church.



# Parks and Recreation Department

April 2013 Report

Active Lifestyles  
Social Opportunities  
Healthy Community

## Tai Chi: Moving for Better Balance



In partnership with Dr. Fuzhong Li of the Oregon Research Institute, the Community Center has completed a year of participation in an evidence based fall prevention program. Tai Chi: Moving For Better Balance is a basic, eight form Tai Chi routine that helps to improve balance, flexibility and leg strength.

In spring of 2012, eighteen seniors from the Center participated in a series of pre-tests and this month will complete the post testing protocol to determine the physical benefits they have received from the program. The class was offered free to participants for the past year in exchange for participation in the study.

The class was so well received by participants it will be added to the schedule of current classes available for registration this summer, and will be ideal for individuals at a beginner's level who are concerned about balance. During this class, some exercises are performed seated and some while standing.

## Egg Hunt Recap

The annual egg hunt saw more than 1,000 individuals descend on the ballfields in Memorial Park on the morning of March 30th. With help from Wilsonville Albertsons and Hope Assembly Church over 10,000 plastic eggs were spread out for 4 age groups of hunters. This event is made possible by an incredible partnership with Albertsons who provides all the eggs, various grand prizes and takes the time to solicit other local businesses for donations. This year the following businesses contributed prizes/coupons for free menu items or attractions:

- \* 2 bikes & a basketball hoop from Albertsons
- \* 1,000 coupons from Sonic
- \* 1,000 coupons from Domino's
- \* 405 coupons from Little Cesar's
- \* 200 frisbees from Wanker's Corner
- \* 100 coupons from Family Fun Center
- \* 70 coupons from Taco Bell
- \* 75 coupons from McDonald's





# Parks & Recreation Department

## Honor Flight

On May 4th, 35 were in attendance at the Library for the showing of a movie based on the Honor Flight program. The program raises funds to send World War II Veterans on a trip back to Washington D.C. to view the World War II Memorial. Recent Honor Flight attendees, and Wilsonville residents, Jim Chase and Gil Gillfilan, as well as Ralph Butterworth, received a special memento to honor their World War II service after the movie. Frank Betz, the Chairman of the Welcome Home Committee with the Beaverton VFW Post 4617 was on hand to do the honors. According to Gail Yakopatz, Director of Honor Flight of Oregon, the Wilsonville event raised enough money to sponsor a veteran for the October 2013 trip. The showing was held in honor of Jack Alwen, a treasured Wilsonville volunteer who has generously given his time to the Library Foundation, the Income Tax Assistance Program and the Medicare Assistance Program offered at the Community Center. Jack attended an Honor Flight a few years back, and has been a volunteer with the program since his trip.



## ACHIEVE Update

Tobacco Free Parks signs have been purchased using funds from the ACHIEVE Healthy Communities grant, and parks maintenance crews have begun installing them at the Stein Boozier Barn in Murase Plaza and in some parks on the west side of town.

The fruit and vegetable tasting program at Wilsonville primary schools has continued, and training is ongoing with PTA members, and other school volunteers, who will conduct the program next year. Students were shown how to prepare green smoothies containing spinach at one of the classes, and ACHIEVE team member Jay Puppo reported that that his children told him they were excited to go to the store and buy spinach to make the healthy drink at home.

Work has begun with Lambs Thriftway for design and installation of "Healthy Checkout Lane" signage to further promote the aisle which contains fruit, nuts, water and other healthy alternatives.

## Upcoming Programs/Events

- \* WERK Day is Saturday, May 11th
- \* Summer program registration opens Monday, May 13th
- \* Queen of the High Road 1/2 Marathon is Saturday, May 18th (no street closures associated w/ event)
- \* Movies in the Park begin on Friday, July 12 with a showing of Madagascar 3. Movie starts at dusk.



# WILSONVILLE PUBLIC WORKS DEPARTMENT

City Council Report, May 7, 2013

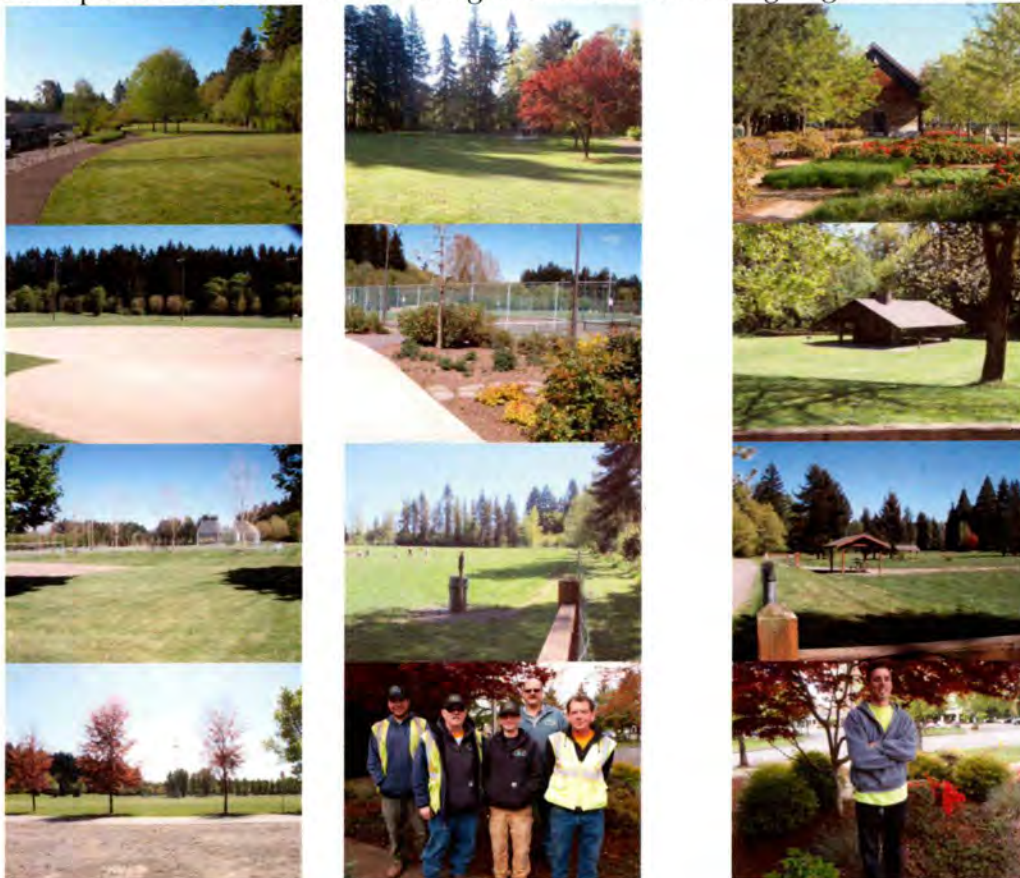
## PARK MAINTENANCE

### Memorial Park Water Supply

Considerable effort has recently been expended in the repair and replacement of the water supply line to the River Shelter restrooms and shelter area. This approximately 20 year old 2" PVC water line has had five leaks and repairs, including replacement of two valves and 180' of pipe with three leaks, and additionally two other leaks were repaired and work was completed to ensure any potential cross-connection issues were eliminated.

### Spring Activities

There are 11 mowing sites completed weekly. Daily in the busy parks the restrooms are cleaned, litter is picked up and the garbage receptacles are emptied; less often in other parks. Annuals have been planted in three areas, spring rough-mowing has been completed at five sites, and moss control has been applied in most areas. Annual Lime application has been applied to the turf areas in Memorial Park. Weed control was completed in the Memorial Park gravel areas and is on-going in all landscape areas.



### Reservation Activities

Currently both baseball and soccer is heavily under way. Two reservations at the Stein Barn have occurred and both the River and Forest Shelters have been readied for use with the first shelter reservation to occur on May 18. Good weather allowed an early start on preparation for the Community Garden and plantings by users are under way.



## PUBLIC WORKS ADMINISTRATION

### First Aid, CPR, and AED Training

On April 17 and again on the 24th, Public Works coordinated Cardiopulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid Training classes for City staff.

Twenty four (24) employees attended the four-hour class which covered various elements of emergency response for the home, community and workplace. The training is consistent with the 2010 American Heart Association CPR, Emergency Cardiovascular Care (ECC) guidelines and the International First Aid Science Advisory Board which meets the requirements by Federal Occupational Safety and Health Association (OSHA) for workplace responders.

With successful completion of the course and passing the test, attendees were certified for administering adult and child CPR, AED, and first aid.



## FACILITIES AND LANDSCAPE MAINTENANCE

April turned out to be an incredibly busy month for the Facilities and Landscape Maintenance Division, as they juggled their usual tasks along with a couple special projects and several training classes.

Senior Utility Workers Ivan Crumrine and Sean Byrne worked closely with the IT Department as they designed and constructed a newly built-in AV cabinet in to the Willamette River II Conference Room. This design will save time from moving around the old portable AV cart as well as provide better protection of the City's AV equipment.





The Facility Landscape Crew Robb Rollins and Max McCluskey, worked busily on enhancing the landscape at the south entrance of City Hall. The enhancements included boulders from the Public Works stock pile at no cost to the City. Ferns and other native plantings were also utilized and the project was then topped off with a fresh layer of bark.



We added several tool racks and attachments to the old Easement Machine Trailer, making it a very efficient addition to the Facility Maintenance arsenal. The trailer allows Senior Utility Worker Robb Rollins, to attack his landscaping responsibilities more efficiently by having all the tools and equipment on board and reducing the amount of trips to and from the maintenance yard. The trailer can also be left on site with seasonal help and still allow Robb to address other tasks needing attention.

Supervisor Matt Baker and Senior Utility Worker Ivan Crumrine attended the Certified Pool Operators Course and successfully tested to obtain their certifications. Shortly after Senior Utility Worker Sean Byrne took the Aquatic Facility Operators course and successfully obtained his certification completing his last requirement of his six-month probation. We are proud to announce Sean as the official newest member of the Building and Landscape Maintenance Division of the Public Works Department.



Early April was a bit windy causing several trees to come down throughout the city such as the one below at Montebello.





## Councilor Concerns / Follow Up Items

Last Updated May 6, 2013

Meeting Date	Concern / Request	Staff Member /Department	Date Completed
4/15/13	Starr-Parks & Recreation Master Plan as it pertains to Memorial Park	New P&R Director?	
	Fitzgerald – review lighting standards and have discussion		
	Knapp – PGE LED lighting	Kerber	Staff preparing memo re: costs
	Memorial Park Lift Station relocation		June 3 <sup>rd</sup> work session
4/1/13	Starr – when will Boeckman Road be completed?	Kraushaar	October 2013 * *Unless something changes
July 16	Permanent location for Public Works Shops	Kerber	Facility Analysis to be done next FY

## *From the Director*

*This is the first monthly report from South Metro Area Regional Transit (SMART), the City of Wilsonville's Transit Department. I continue to be surprised by the number of people who live or work in Wilsonville and don't know about SMART. That said, here are a few tidbits offered as an introduction:*

- 1) We're not TriMet. TriMet is the big transit agency to the north. TriMet does provide transit service into Wilsonville in two ways: the Westside commuter rail (WES); and bus route 96 that only comes into Wilsonville on Commerce Circle at the north end of town.
- 2) SMART provides bus service around Wilsonville and also provides commuter express buses to the Barbur Boulevard Transit Center in Portland and to downtown Salem. SMART also serves Canby during morning and evening commute times.
- 3) SMART also provides Dial-a-Ride service to those who need it.
- 4) You can ride all of SMART's in-town buses for free. Fares are charged for out-of-town service.
- 5) The major revenue source paying for SMART services is a local payroll tax, which is substantially below TriMet's payroll tax (.005% v. .007137%). The local business community really makes it possible for SMART to provide the services we provide. Please think of them and do business with local companies every chance you get.

*Stephan Lashbrook, Transit Director*

**SMART**

*"I want to take this opportunity to let SMART know how much we appreciate their service and especially our Dial A Ride driver, Bernie !!*

*He is always on time, is friendly, professional and always has a smile for us all. He is a very good/safe driver and willing to help everyone with any problems or questions we may have.*

*It's always a pleasure to ride with Bernie."*

*- Pat DeLude,  
Weideman Park*



**SMART Central Station**

## **In This Issue**

- Options Programs
- Fleet Maintenance
- Ridership Stats
- Integration Project





Art by Bike Tour— May 2012

## Options Programs

### Walk Smart

April 26, 2013—The season's first Walk @ Lunch event brought out over 50 participants from 14 businesses from all over Wilsonville. The group walk began and ended at Metro Graphics. The next Walk @ Lunch group walk will be held on June 26, 2013.

### Bike Smart

May is Bike Month in Wilsonville and all around the nation! Get your free "Bike Smart" safety kit and weather-resistant bicycle seat cover—while supplies last. Pick yours up at the new SMART Office located at 28879 SW Boberg Road.

### Regional Campaigns

SMART Options Program staff are busy preparing for the annual "Carefree Commuter Challenge". This is a region-wide campaign that promotes alternatives to driving alone. Businesses and other transportation advocacy groups participate from all over the metro-region. This month-long campaign begins July 1, 2013.

Find the full summer calendar of events at [RideSmart.com](http://RideSmart.com)

## Fleet Update

In addition to usual routine maintenance and repair work, Fleet staff has concentrated on annual servicing and preparation of the City's mowers, and other related turf maintenance equipment. This includes not only the twelve mowers of varying sizes and types, but also the edgers, blowers, and trailers associated with their use.

The recent reorganization of the departments within Public Works resulted in necessary changes to the vehicle fleet. Changes included several vehicle reassignments, and the modification of some existing vehicles. Upon completion of the physical changes, corresponding changes were made in the Fleet software, to ensure accuracy of fleet charges to the individual divisions of Public Works.



Fleet Maintenance



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**SMART Central Station**

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Fleet Maintenance



## Operations

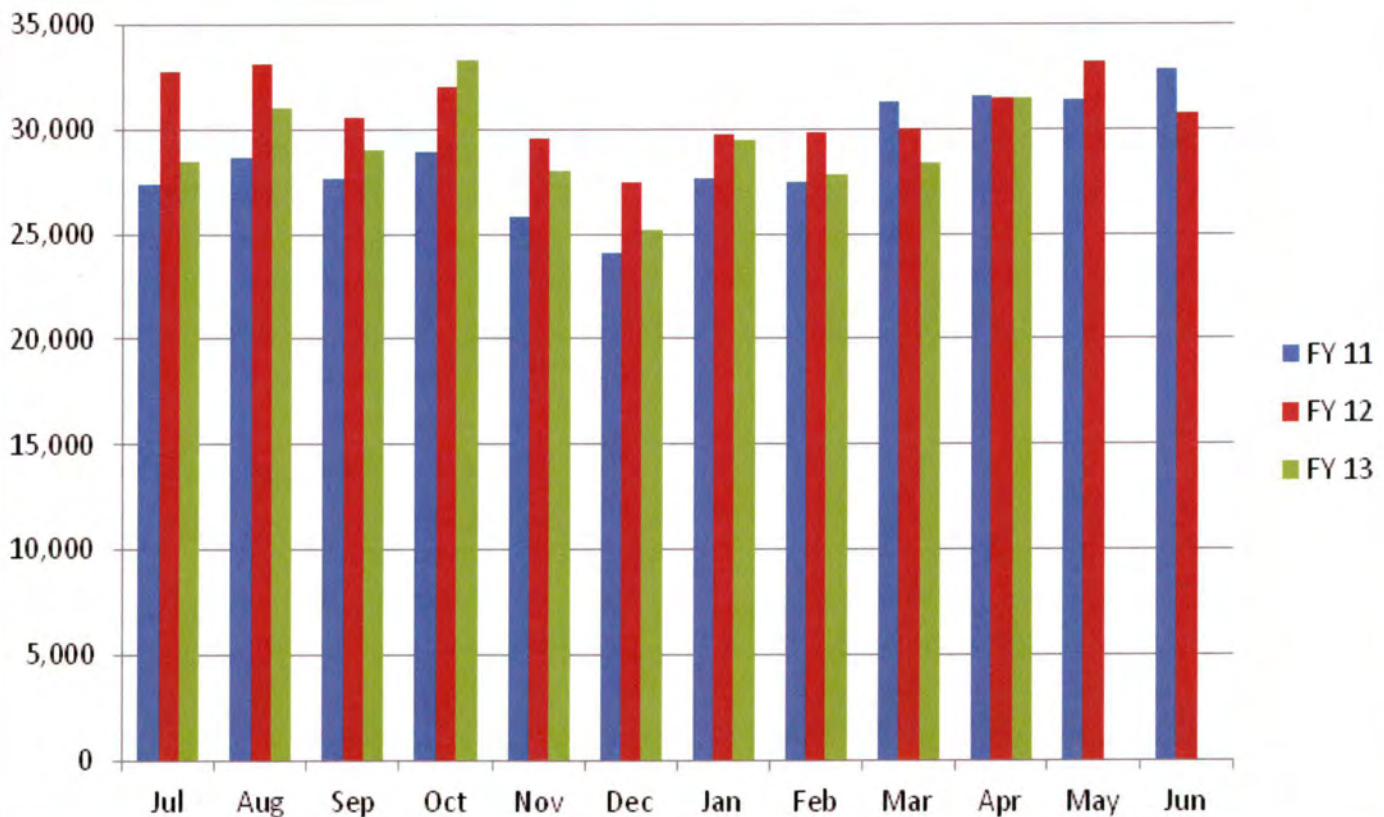
After a record breaking year in FY12, due in part to the rising price of gas reaching well over \$4.00 per gallon, ridership has backed off somewhat.

Through April, 2013, ridership is down 5.2% for the year. However, April proved to be a good ridership month, matching the ridership counts of last year. We have been watching the Crosstown 4 route because the ridership had recently dropped 9% but ridership has rebounded back to over 11,000 for the month.

We will continue to analyze this route to determine why it's experiencing the volatility in ridership.



Seeing eye dog training day on a SMART bus





# Transit Integration Project

Staff and consultants are currently conducting stakeholder interviews and putting final touches on the community survey that will soon be available online to employees and residents of Wilsonville. This survey will gather information from current users of SMART services, as well as collect information from non-users.

The public outreach portion of this project begins in May and will continue throughout the summer. The survey and project page information can be found at [www.RideSmart.com](http://www.RideSmart.com) beginning in mid-May.



**Keep an eye out for the Trolley's return just after Memorial Day!**

## Contact Us

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City of Wilsonville  
May 20, 2013 City Council Meeting

✓ Library Board  
Application

SPEAKER CARD

NAME: Megan Chuinard

ADDRESS: 29785 SW Rose Lane #215

TELEPHONE: 503.267.8578 E-MAIL Megan.Chuinard@gmail.com

AGENDA ITEM YOU WANT TO ADDRESS: \_\_\_\_\_

Please limit your comments to 3 minutes. Thank you.



**City of Wilsonville  
City Council Meeting  
May 20, 2013 Sign In Sheet**

[illegible]

**May 20, 2013**  
**City Council Meeting Action Minutes**

DATE: MAY 21, 2013

LOCATION: 29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR

Time Start: 5:10 P.M.

Time End: 7:27 P.M.

**ATTENDANCE LOG**

COUNCILORS	STAFF	STAFF
Mayor Knapp	Bryan Cosgrove	Stephan Lashbrook
Councilor Goddard	Mike Kohlhoff	Mark Ottenad
Councilor Starr	Jeanna Troha	Delora Kerber
Councilor Fitzgerald	Sandy King	
Councilor Stevens		

AGENDA	ACTIONS
<b>WORK SESSION</b>	
<p>Council Concerns</p> <ul style="list-style-type: none"> <li>Councilor Goddard had heard the city of Hillsboro was building a new water treatment plant in Wilsonville and wanted more information.</li> <li>Councilor Starr – Wilsonville Monuments at I-5 and Wilsonville road used to fly American flags, and he wanted to see the flags returned; also wanted to have the planters planted</li> </ul>	<p>Staff was waiting for Hillsboro to make their decision; they will be coming to discuss plans with Council.</p>
Natural Hazard Mitigation Update	Staff presented the updates to the City's addendum to the Clackamas County multi-jurisdiction hazard mitigation plan.
Library Board Application Review	Councilors Goddard and Fitzgerald will interview the candidates and bring their recommendation to Council June 3 <sup>rd</sup> .
Council Goals	Staff reviewed the goals developed by Council at their April retreat and the action plans staff proposed for accomplishing the goals. City Manager to provide quarterly update.
Covered Trash Enclosure Follow-Up	Staff wanted to take a closer look at the regulations and will be coming back to Council with a more tailored approach, an appeal process and variances for types of business for Council consideration.
<b>REGULAR MEETING</b>	
<p><u>Mayor's Business</u></p> <ul style="list-style-type: none"> <li>Proclamation Declaring May 19-25 National Public Works Week.</li> </ul>	Mayor read proclamation into the record.



<ul style="list-style-type: none"> <li>• Adopt City Council Goals</li> </ul> <p><b>Key Performance Area: Clear Vision and Community Design</b>  <b>Goal: Develop a plan to improve bike and pedestrian connectivity throughout the community and integrate the plan in the City's Capital Improvement Plan</b></p> <p><b>Key Performance Area: Thoughtful Land Use</b>  <b>Goal: Complete a formal concept plan for Advance Road and Frog Pond Residential Areas</b></p> <p><b>Key Performance Area: Community Amenities and Recreation</b>  <b>Goal: Complete a feasibility study for a community recreational/aquatic center in Wilsonville</b></p> <p><b>Goal: Complete a plan for successful integration of our existing living, working and playing areas in existing planned development through TSP adoption, the launching of concept planning and CIP by the Third Quarter of 2013.</b></p> <p><b>Key Performance Area: Economic Development</b>  <b>Goal: Develop and begin to implement a strategy to increase occupancy by filling vacant store fronts.</b></p> <p><b>Goal: Develop a funding and annexation strategy for implementing Coffee Creek Industrial area in 18 months.</b></p> <p><b>Goal: Complete and adopt Basalt Creek Industrial area concept plan in the next 18 to 24 months.</b></p> <p><b>Goal: Develop a strategic branding plan, including complete visual identity plan and logo to promote the City's livability and economic opportunities by April 2014.</b></p>	<p>Adopted 5-0.</p>
<p><u>Consent Agenda</u></p> <ul style="list-style-type: none"> <li>• Resolution No. 2418 – Addendum to the Hazard Mitigation Plan</li> <li>• May 6, 2013 Council Minutes</li> </ul>	<p>Adopted 5-0</p>
<p><u>City Manager's Business</u></p>	<p>July 1, 2013 Council meeting cancelled due to lack of quorum.</p>
<p><u>City Attorney's Business</u></p>	<p>Last easement agreement obtained for Segment 3B transmission line to Sherwood.</p>

**RECORDED BY: SCK**