

**PLANNING COMMISSION
WEDNESDAY, FEBRUARY 10, 2016
6:00 P.M.**

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

3/9/2016
Approved as
Presented

Minutes

I. CALL TO ORDER - ROLL CALL

Chair Greenfield called the meeting to order at 6:01 p.m. Those present:

Planning Commission: Jerry Greenfield, Eric Postma, Peter Hurley, Simon Springall, and Phyllis Millan. Al Levit and City Councilor Charlotte Lehan were absent.

City Staff: Miranda Bateschell, Michael Kohlhoff, Eric Mende, Jen Massa Smith, Britney Buttacavoli

Chair Greenfield added the 2016 Planning Commission Work Program to the agenda under Other Business.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. CITIZEN'S INPUT - This is an opportunity for visitors to address the Planning Commission on items not on the agenda. There was none.

IV. CITY COUNCIL LIAISON REPORT

No Council Liaison Report was given due to Councilor Lehan's absence.

V. CONSIDERATION OF THE MINUTES

A. Consideration of the January 13, 2016 Planning Commission minutes
The January 13, 2016 Planning Commission minutes were accepted as presented.

VI. WORK SESSION

A. Transit Master Plan Public Involvement Strategy (Jen Massa Smith)

Chris Watchie, Cogito, Eugene, OR, stated her firm was heading up the Public Involvement Strategy for the Transit Master Plan. The company focused on land use, transportation, and economic development public involvement strategies, and had worked with South Metro Area Regional Transit (SMART) in the past.

Jen Massa Smith, Program Manager, SMART Transit, presented the Staff report, which was included in the packet. Unlike the 2008 Transit Master Plan (TMP), this TMP update would utilize a task force rather than an advisory committee and Cogito was hired to go into the community per the Public Involvement Plan. The 2008 TMP focused on Westside Express Service (WES) coming into town; SMART redesigned its routes to meet all of the light rail trains and focused on commuters coming in and out of town using WES. Much had changed in 10 years and SMART sought to address areas that have experienced so much growth, like Villebois, and to be proactive in its planning for transit in the Frog Pond and Coffee Creek Areas. The main reason for the Public Involvement Plan is to understand how SMART is or is not meeting the public's needs and whether SMART should focus on regional service or more service within Wilsonville. Because so many tradeoffs are involved in what could actually be accomplished, public involvement is important. A transit planning workshop is scheduled for March 10th from 5:30 to 8:30 pm that would provide a special opportunity for decision-makers like the

Planning Commissioners to learn about transit planning and grapple with the tradeoffs in providing transit services.

Ms. Watchie explained that public involvement plans are intended to improve, foster, and strengthen the relationships between the community and agency, and could be done in a variety of ways, providing accurate, easily accessible information in convenient locations. Typically, public involvement processes expect the public to come to evening open houses at designated locations. Although that could be successful in certain situations, like in the summer when it stays light later and school is out for summer break, it could be very hard for others to attend for various reasons. Cogito's public involvement strategy warrants going where people are to make the process easier and more accessible to those folks. She overviewed the Transit Master Plan (TMP) Public Involvement Plan included in the meeting packet with these key additional comments:

- The timeline was depicted on Page 3 of the Public Involvement Plan. Cogito is about to enter into a series of community interviews to ask the public some baseline questions about the tradeoffs Ms. Massa Smith mentioned. Both Cogito and Ms Massa Smith strongly encourage the Commissioners to attend the workshop on March 10th, the first in series of focus groups that will be highly informative about the tradeoffs for SMART and how they affect land use. The second focus group would deal with seniors, people with disabilities, and the third focus group is Title 6, low income users. These three main focus groups along with many one-on-one interviews will supplement the community-wide surveys.
- Community Survey #1 would run for about one month and be accessible online and via electronic kiosks, which would be placed in a number of different places throughout the community, such as cultural nights at schools, at the library, church events, and outside Fred Meyer, for example. The intent is to catch people during their normal activities rather than expecting them to come someplace in order to provide input. This seems a more exciting way of reaching more people and getting much broader input for SMART.
 - People would begin seeing the kiosks moving in around town. The kiosks would be iPads on stands and could be moved quickly to another area if input is not being received.
 - A list of kiosk locations would be provided during Community Survey #1, the first informational gathering phase. SMART's service planners would use the information gathered to develop transit options that would then be vetted with the community later in the summer (Community Survey #2).
- While a fairly tight process and short timeframe, the public involvement would be done in a very effective and collaborative manner.
- The Planning Commission would receive regular E-updates as the TMP Update project progressed and she hopes the Commissioners would forward the updates to their constituents and networks. She noted the Interested Parties List for those wanting to receive E-updates currently included more than 1,200 contacts.
- Cogito has been working with the TMP Task Force to learn about other potential areas for the kiosks, as well as other ways to reach citizens. Employee lounges, the WES station, and senior centers at lunch time were some of the suggestions received so far.

Discussion and feedback from the Planning Commission and responses to questions by Ms. Massa Smith and Ms. Watchie were as follows:

- The same Community Survey would be online and at the kiosks, and will most likely launch the end of February or beginning of March. An E-update would be sent to the Interested Parties List, and articles submitted to both the *Boones Ferry Messenger* and *Wilsonville Spokesman*. They hope The Oregonian would at least highlight the public involvement process and project timeline looking ahead. They feel confident that these efforts combined with the information that would be distributed through the City's various commissions and board would result in a very good response.
- Other kiosk locations intended to reach those populations that did not attend Task Force meetings on a regular basis include: Goodwill and Murase Plaza, where the fountains in the summer attracted a diverse cross-section of people, including parents and grandparents.
 - Cogito received a list of homeowners associations (HOA) in the community and would ask them to distribute the survey through their networks.

- The Chamber of Commerce would be happy to distribute any information about providing online input to all of its member businesses. Businesses want to feel involved given their financial contributions to SMART and would also pass information on to their employees.
 - Cogito would contact the Chamber to do a presentation with the electronic kiosks. Like the other focus groups, the March 10th workshop is invite only, but this first one would be larger and more intensive than others. All the top employers would be invited and Ms. Watchie agreed to follow up with Chamber CEO Kevin O'Malley.
- Getting the businesses' and employees' perspectives is very important given the dual nature of SMART's services, bringing employees to Wilsonville businesses and residents to transit. Moving the kiosks around and placing them at the various retail and light industrial parks around town would reach employees of small employers in local business parks
 - Distributing door hangers or postcards that announce when and where kiosks will be available would help to reach nonresidents as well.
- Ms. Watchie reiterated the importance of the Planning Commissioners' attendance at the March 10th workshop, noting the implications for the Planning Commission regarding discussion about whether transit led or followed development. A staff person from Jarrett Walker and Associates, national experts on helping design and think about transit in communities of all sizes, is leading the workshop and so attending the workshop is an extremely worthwhile time investment.
- Cogito was involved in the Transit Master Plan process prior to 2008. While smaller projects considered different routes, most recently the Route 2X between Wilsonville and Portland, and the out of town Dial-a-Ride, the entire system had not been studied for almost 10 years. Much in the current TMP had been accomplished; however, because some things have changed so much, some programs might not make sense to do anymore.
- Staff confirmed the Planning Commission would be making a recommendation to City Council. Although the presented timeline has not yet been updated, the Commission's Work Program now includes work sessions on the entire TMP in April and again in August with the public hearing in September. The Public Involvement Strategy was being presented today, and the Commission would work into the broader TMP and SMART service in the upcoming work sessions, which were currently scheduled for the Planning Commission, not the Committee for Citizen Involvement (CCI).

Ms. Watchie confirmed that Goodwill, school or parent involvement nights, and senior residence facilities, in addition to office parks for kiosk placement was a great strategy. Cogito worked on the Beauty and the Bridge Project in the past, so the company has a good relationship with the schools, and is happy to follow up with them. She welcomed further ideas about reaching the public, noting that doing public involvement well was an iterative process as no template worked in any one community, so adjustments must be considered.

The Commission took a brief recess and reconvened at 6:30 pm.

VII. INFORMATIONAL

A. Bike Wayfinding Signage Plan (Britney Buttacavoli)

Eric Mende, Capital Projects Engineering Manager, described his role at the City, which included overseeing the budget, staffing, and the overall management of the Capital Program. Master plans are a key part of the Capital Program as City projects and the costs put into the annual budget came from the master plans approved by the Planning Commission. He introduced Britney Buttacavoli, who graduated from Oregon State University with a degree in civil engineering in March 2015 and began working for the City as an intern in July.

Britney Buttacavoli presented the Bicycle Wayfinding Signage Plan via PowerPoint, included in the meeting packet. She noted the Bicycle Wayfinding Signage System was different from and only one component of the overall City Wayfinding System, which would be implemented at a later time; so information not included in the Bicycle Wayfinding System could be included in a future project.

Comments from the Planning Commission and Staff's responses to Commissioner questions were as follows:

- The rank or prioritization of the destinations was based on responses from the signage survey, which identified the preferences and priorities the bicycling public put on those destinations. Alta Planning + Design, the City's consultant, also helped determine the destination ranking.
 - The City also received a lot of input and suggestions from the City of Milwaukie, which recently did a bicycle signage system.
- Ranking reflected how often different people would be traveling by bike to various areas. Noting that schools would be a bit different destination than a park, or commercial area. The schools had low rankings because not many people indicated traveling there was a priority for them. Additionally, those traveling to the schools knew where the schools were located.
- A few demographic questions were included on the survey, but no specific analysis was done with regard to the demographics of the 140 respondents.
- The ranking system was important when making decisions about what destinations to add or include on the signage. The category was also a factor; for example, districts needed to be signed to three miles away, as they were more important than other destinations.
- The Sign Display and Placement Plan was also a useful resource in the way it indexed all the City's intersections.
- Parkway Avenue, between Boeckman Road and Town Center Loop had been signed, "Caution: Bicycles on Roadway". However, the road was not wide enough for bicyclists and an agreement had been made that the City would not require the developer of Jory Trail to widen Parkway Avenue, but they had to install a double-wide sidewalk to function as dual use sidewalk. Bicycles traveling southbound should be directed onto the sidewalk on Parkway Avenue. A bike lane currently existed on the northbound lanes of Parkway Avenue.
 - Mr. Mende agreed to find out whether the City placed the signs or whether the developer had been conditioned to do so.
- Commissioner Levit had been briefed on the Bicycle Wayfinding System last week. As an avid bicyclist, he had good insight to bicycle travel and provided a lot of good input.
- At a traffic circle, the standard practice was to have bicyclists use the sidewalks, which was encouraged by the curb cuts. Cyclists who are very comfortable with traffic typically went through the roundabout.
- Another difficulty when trying to direct people through roundabouts and onto different streets was sign pollution. Comments had been made about adding even more signage to the existing number of signs at roundabouts, so it was something for the City to consider.
 - It was also important to ensure both bicycles and vehicles traveled in the right direction.
 - Initially, the decision signs were to be placed before the roundabout, but Alta suggested adding turn signs within the roundabout. The key was to find the proper balance of not using too many signs, but also to provide clear direction for cyclists.
 - There was no room to incorporate signs with a circle and curved arrows that indicated traveling around the roundabout and when to turn. The arrows used to direct bicyclists in a roundabout were only 2 x 2 inches.
- About 150 total signs were proposed in the Plan. The guidelines proposed placing bicycle wayfinding signage 30 ft, 100 ft, and 200 ft before an intersection, but Staff was working with Public Works to use existing poles to avoid cluttering the system with additional poles.

Chair Greenfield commented that the report was impressive.

VIII. OTHER BUSINESS

A. 2016 Planning Commission Work Program

This item was added to the agenda.

Miranda Bateschell, Long-Range Planning Manager, noted the TMP work session scheduled for June would be moved to August. She updated that Staff had been waiting for confirmation on the citywide logo before moving

forward with the Citywide signage and wayfinding program, which was intended to direct people to the places they wanted to go within the city, but also to create a sense of place around the city and its character. Staff was currently determining the scope of work, noting the overall wayfinding program would integrate the experiences of drivers and pedestrians, as well as bicyclists to some degree. A consultant would be hired in the spring, and Staff would present the City-side Signage and Wayfinding draft program to the Commission in September.

- She noted the upcoming agenda items for March, noting the TSP Amendments might be moved to April.
- The Basalt Creek project team was working toward a public open house and outreach to the technical agency teams about next steps. Staff would be providing a quick update and a new calendar about the progress in May with adoption of the Basalt Creek Concept Plan anticipated later this year.
- She explained that the Frog Pond Area Plan work session would involve discussion about the initial concepts for Phase 2 in terms of the approaches for the Zoning and Development Codes and what language would be needed to support the Frog Pond Concept Plan that was adopted in the fall. Staff and the Commission would discuss ideas and ways to implement what was in the Concept Plan and then Staff would use the Commission's input to draft the language that would be presented to the Commission.

Commissioner Postma reminded the statutes required the CCI to meet three times annually, noting that some items on the Work Program, such as the French Prairie Bridge work session, could be addressed by the CCI to meet the requirements.

- Ms. Bateschell agreed the Commission missed the opportunity to convene as the CCI, which was an oversight by Staff in terms of how the agenda was created and notified. There would be plenty of opportunities to meet as the CCI given the upcoming work on the Town Center, French Prairie Bridge, and other upcoming projects.

Commissioner Springall noted he would not be present for the March Planning Commission meeting or the March 10th Transit Master Plan workshop. He noted the book, "Start with Why" by Simon Sinek had been recommended for the Leadership Academy and suggested some Commissioners might find it interesting. The book offered an interesting perspective on why certain businesses succeed, but also targeted general leadership and community involvement skills.

IX. ADJOURNMENT

Chair Greenfield adjourned the regular meeting of the Wilsonville Planning Commission at 7:06 p.m.

Respectfully submitted,

By Paula Pinyerd of ABC Transcription Services, Inc. for
Tami Bergeron, Administrative Assistant - Planning