

**PLANNING COMMISSION
WEDNESDAY, DECEMBER 9, 2015
6:00 P.M.**

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

Approved as
presented
01/13/2016

Minutes

I. CALL TO ORDER - ROLL CALL

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

Planning Commission: Marta McGuire, Jerry Greenfield, Simon Springall, Peter Hurley, and Eric Postma. Al Levit arrived shortly after Roll Call. Phyllis Millan and City Councilor Charlotte Lehan were absent.

City Staff: Chris Neamtzu, Barbara Jacobson, Kristin Retherford, and Steve Adams

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 City Council Liaison Report was given due to Councilor Lehan's absence.

Chris Neamtzu, Planning Director, introduced new Planning Administrative Assistant Tami Bergeron, who started working at the City last week. Since Ms. Bergeron would be corresponding with the Planning Commission, he wanted the Commission to put a face to the name and the emails the Commissioners would receive in the future.

Tami Bergeron stated that she formerly worked in human resources for the City of Tualatin and the planning and building departments for the City of Newberg. She appreciated the opportunity to work with the Planning Commission and hoped to be a big help.

The Planning Commissioners welcomed Ms. Bergeron.

V. CONSIDERATION OF THE MINUTES

A. Consideration of the October 14, 2015 Planning Commission minutes

Chair McGuire noted the last page should state that Vice Chair Greenfield adjourned the meeting.

The October 14, 2015 Planning Commission minutes were approved 5 to 0 to 1 as corrected with Chair McGuire abstaining.

B. Consideration of the November 12, 2015 Planning Commission minutes

The November 12, 2015 Minutes were not presented in the packet, but distributed prior to the meeting.

Chair McGuire noted the last page should state that Vice Chair Greenfield adjourned the meeting.

The November 12, 2015 Planning Commission minutes were approved 3 to 0 to 3 as corrected with Chair McGuire, Commissioner Postma, and Commissioner Hurley abstaining.

VI. PUBLIC HEARING

- A. **LP15-0006 - West Side Urban Renewal Plan Substantial Amendment** (Retherford) A substantial amendment to the West Side Urban Renewal Area (URA) is proposed to increase the Plan's maximum indebtedness. The Planning Commission will be reviewing the proposed substantial amendment for conformance with the City's Comprehensive Plan. This hearing was postponed from the November 12, 2015, Planning Commission meeting, at which a presentation was made regarding the proposal and then postponed due to the lack of a quorum.

Chair McGuire read the legislative hearing procedure into the record and opened the public hearing at 6:12 pm.

Kristin Retherford, Economic Development Manager, reminded that she and Consultant Elaine Howard from ECONorthwest had updated the Planning Commission on the various urban renewal projects underway within the city, including the substantial amendment to the West Side Urban Renewal area, at a work session in October. During the November 12, 2015 meeting, a more in depth presentation was given regarding the substantial amendment and discussed what items came under the Planning Commission's purview, which was to determine whether the Urban Renewal Plan conformed to the City's Comprehensive Plan. A link to the November 12th presentation was forwarded to the Planning Commission so that those who were not present could review the information.

- She explained that the purpose of the substantial amendment was to increase the maximum indebtedness of the West Side Urban Renewal Area from \$40 million to \$49.4 million to allow completion of the projects in the plan. No new projects were added to the plan; however, the amendment would remove a couple projects from the plan, as well as some acreage from the plan boundary.
- She stated that there was no new information to share with the Commission beyond the presentation given on November 12th, and distributed to the Commission.

Mr. Neamtzu noted the Planning Commission action was in the form of a recommendation to City Council, which would hold additional public hearings regarding the substantial amendment.

Ms. Retherford confirmed a City Council public hearing is scheduled for January 21, 2016 with a Council vote scheduled for February 1, 2016. She formally requested that the presentation given at the November 12, 2015 Planning Commission meeting be entered into the record.

Barbara Jacobson, Assistant City Attorney, confirmed the November 12, 2015 presentation should be included into the record. She reminded that only three Commissioners were present at the that meeting, and so it was decided that even though no action could take place due to the lack of quorum, it would be beneficial for the Commissioners present to hear that testimony of the consultants and Ms. Retherford.

Commissioner Levit: asked if the parcels being removed as a result of the substantial amendment would require some formal inclusion to be added into the Year 2000 Urban Renewal Plan.

- Ms. Retherford explained that some parcels being removed from the West Side Urban Renewal Plan would be completely returned to the tax rolls. Some parcels contained the alignment options for the Old Town Escape Project from the West Side Plan. After the West Side Substantial Amendment was voted on by City Council, there would be a process to conduct a minor amendment to the Year 2000 Urban Renewal Plan to add in the alignment to the Old Town Escape. The minor amendment would also remove a number of other parcels throughout the Year 2000 boundary to free up acreage for the creation of the new urban renewal district in the Coffee Creek area.

- She clarified that the minor amendment would not come before the Planning Commission as it was a Council action and confirmed that the minor amendment was discussed during the work session in October.

Chair McGuire noted that no one was in the audience and closed the public hearing at 6:21 pm.

Commissioner Greenfield moved that the Wilsonville Planning Commission finds that the substantial amendment to the West Side Urban Renewal Plan and Report identified in Exhibits 1 and 2 are in conformance with the City of Wilsonville's Comprehensive plan and recommend that the Wilsonville city Council adopt an ordinance to substantially amend the West Side Urban Renewal Plan and Report as presented. Commission Springall seconded the motion, which passed unanimously.

VII. OTHER BUSINESS

A. 2015 Planning Commission Work Program

Chris Neamtzu, Planning Director, stated Staff was working on a complete, year-long 2016 work program outline for the Commission to review and discuss in January when a new Chair would be elected.

- He announced that Ms. Retherford had accepted an assignment with the City of Salem. He thanked her for all the work that she had done during her 11 years with the City.

Ms. Retherford stated she would be working as the Urban Development Director in Salem beginning December 21, 2015. She described her new position, which had been vacant for several months, adding she was very excited about its opportunities and challenges, but noted it was hard to leave a place where she had great people to work with and had enjoyed working. She thanked the Planning Commission for their support.

Chair McGuire and the Planning Commissioners congratulated Ms. Retherford and thanked her for her hard work.

Mr. Neamtzu announced this was Chair McGuire's final meeting with the Planning Commission after serving for eight years. He described some of the work and the many plans Chair McGuire had done with the Planning Commission, as well as for the community. He presented Chair McGuire with an award recognizing her service to the City.

Chair McGuire observed that her daughter was two years old when she began serving on the Planning Commission and was now ten years old, noting how quickly the time had passed. She recalled a presentation she was asked to give to a civil leadership minor class at Portland State for undergraduate students where she talked about volunteerism and the importance of getting engaged in your community. Although struggling with the issues that came before the Planning Commission had been tough at times, especially when the community was divided, she believed it was an important and a deep experience to be able to collaborate with such a diverse group of individuals. She appreciated the opportunity to work with Staff. Her work with the Commission had given her rich experiences to draw from while working on her doctorate and she thanked the members of the Planning Commission for the opportunity. She concluded by wishing everyone the best and thanked her fellow Commissioners for their service.

VIII. INFORMATIONAL

A. Basalt Creek Concept Planning Update (Bateschell)

Chris Neamtzu, Planning Director, stated that a joint meeting with Tualatin's City Council would be held on December 16, 2015 at 6:00 pm at City Hall to discuss the proposed Basalt Creek boundary and land use plan. He believed they were close to reaching an agreement, and Staff would return before the Planning Commission in January to give a thorough briefing on the outcome of that meeting. He was optimistic that progress would be made and the project brought to a close in 2016.

IX. ADJOURNMENT

Chair McGuire adjourned the regular meeting of the Wilsonville Planning Commission at 6:31 p.m.

Respectfully submitted,

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