

PLANNING COMMISSION

**WEDNESDAY, JANUARY 9, 2013
6:00 P.M.**

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

**Approved
February 13, 2013**

Minutes

I. CALL TO ORDER - ROLL CALL

Chair Altman called the meeting to order at 6:02 p.m. Those present:

Planning Commission: Ben Altman, Ray Phelps, Peter Hurley, Marta McGuire, and Al Levit. Eric Postma was absent.

City Staff: Chris Neamtzu, Barbara Jacobson and Katie Mangle

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 REPORT

Chris Neamtzu, Planning Director, reported on the following City Council meetings:

- On December 17, 2012, City Council:
 - Heard Staff present the Banner Policy and proposed additional areas for the banners on the north end as a gateway in the vicinity of Elligsen Rd. Staff was asked to return to Council with a resolution.
 - Received an update from Patty Brescia, Senior Programs Manager, on the ACHIEVE Grant, a National Recreation & Parks Association grant awarded to Wilsonville intended to stimulate healthy thinking and activities in the community.
 - A citizen panel guided several specific initiatives, one of which involved working with restaurants, like Abella's, to put healthy items on the kids menus, and supermarkets, including Lamb's Thriftway, to get healthy food checkout aisles. Lamb's is now dedicating a healthy aisle where fruit and "good-for-you" items would replace candy and other temptations. The biggest initiative put forth was a tobacco-free policy in city parks and on city properties which the Council approved by a resolution without much testimony. Work on the initiatives would continue with other businesses, restaurants and supermarkets in the community.
 - Discussed appointments to the Development Review Board (DRB), Parks Board, Budget Committee and Planning Commission.
 - Said farewell to Councilor President Celia Nunez and thanked her for years of service to the community.
 - Approved a Supplemental Budget adjustment under New Business and the resolution for tobacco-free city facilities.
 - Approved on second reading the Fox Center Town Homes and a large subdivision on the east side of Villebois for Polygon Homes.

- On January 7, 2013, City Council:
 - Made board and commission appointments, including appointing Phyllis Millan, a former DRB member, as a new Planning Commissioner who would be joining the next Commission meeting. The Mayor and new Councilors were also sworn in.
 - Approved Addendum #4 to a development agreement related to Villebois.
 - Reviewed the resolution explaining the ballot measure regarding the business incentive program for investment and job creation by manufacturers. He agreed to schedule an update about the resolution for the Commission.
 - Putting Tax Increment Financing (TIF) to the vote was an urgent recommendation made at the Task Force meeting and the title, associated language and description would be on a March ballot. The Task Force had just started its work and had more on its work plan, but when the TIF came up, the Task Force focused on the TIF given the time sensitivity of the ballot cycle.

Commissioner Phelps explained there was a proposal from a company interested in expanding in Wilsonville which was looking for financial assistance. City Council asked the Economic Development Strategies Committee to abbreviate its process for the purpose of evaluating whether a process is needed and if so, what should that process be. He asked that copies of the resolution be given to the Commissioners. He believed the proposition was well thought through and yet accelerated that particular topical area. The Economic Development Commission would now step back and start the entire exercise, which he anticipated would take two or three meetings.

Chair Altman suggested a briefing be scheduled on the Commission's agenda as another way to get information out about the ballot measure. Mr. Neamtzu agreed to schedule it on the agenda for next month's meeting.

Commissioner Phelps also suggested doing something in March to help inform the electorate because the Planning Commission meeting would precede the March election date.

Mr. Neamtzu stated the Commission's new Council liaison was tentatively scheduled to be determined at the next Council meeting. Council was also working to schedule its goal-setting retreat. City Manager Bryan Cosgrove wanted to solicit specific, written input from all the boards, commissions, senior directors and staff about what priorities Council should consider at their retreat where they would establish the work program to be implemented by the Commission.

Chair Altman suggested that in addition to any individual Commissioner's input, the Commission work as a group to identify priority goals for Council at the February meeting and send Council recommendations based on the Commission's consensus.

Commissioner Phelps proposed inviting the public to the February meeting to get their input about the Council's goals as well.

V. CONSIDERATION OF THE MINUTES

The December 12, 2012 Planning Commission Minutes were approved as presented by a 4 to 0 to 1 vote with Commissioner McGuire abstaining.

VI. WORK SESSIONS

A. Transportation System Plan (TSP) Online Open House Outcomes

Katie Mangle, Manager, Long Range Planning, believed the Online Open House was a success, noting the Commissioners who participated significantly contributed to the information provided. She

presented the Staff Report, noting the key findings and statistics regarding the two-week long Online Open House, which replaced the traditional in-person open house for this TSP process.

- Of the roughly 300 people who “attended”, about 100 people spent some time on the site and looked more specifically into the information. At least 27 people spent a fair amount of time on the site and submitted valuable, thoughtful, and specific comments with more detail than comments submitted during in-person open houses.
- Contrary to expectations, people did not spend more time on the Open House site even though they could access the information from the comfort of home or at a more convenient time or location. People may have provided more detailed comments online than at a traditional open house because typing on a keyboard is typically how people communicate written comments today. Many of the same individuals who had attended previous brick and mortar open houses, also attended the Online Open House, but they submitted more comments from their computer.

Discussion regarding the Online Open House continued as follows with key comments and responses from Staff:

- Vote by mail in Oregon started to engage people more proactively in the comfort of their environment and where they were most apt to respond to an inquiry. Results proved this more successful than expected with voter turnout increasing from 10 percent to 70 percent in odd-voting years.
 - Similar to voting, the biggest deterrents to getting feedback involved: finding open house locations, people having to leave their homes to get to the location or having an emergency and missing the event, all of which impact information flow.
 - More avenues to provide input should be available, particularly with regard to planning items, in order to get better public input.
- Having computers at future traditional open house rather than notepads was suggested. This would also be a timesaver for Staff in that the input received would be entered directly and not have to be recaptured.
 - Video-taping has been used to gather testimony at previous City-sponsored open houses where people go into a booth and speak to a camera to communicate privately and candidly.
- Online open houses do not provide the same opportunities to engage in dialogue and conversation as traditional open houses. Staff can often direct attendees to specific areas of interest, help them navigate the process, and explain to best get information or provide feedback.
 - This hurdle made designing the online open house difficult because anticipating how someone would navigate through the website resulted in having in a lot of information. Next time, Staff would allow more time to have non staff people test the open house site to ensure it “flowed” well.
- As a follow-up to the virtual open house, Staff would be responding to the 100 or so who provided input and would inform them that the Planning Commission would be discussing the TSP at a regular meeting, so they could add to or reinforce their comments. Staff would report more about responding to the comments at the next meeting.
- While only 22 actual comments were received from the 79 or so that went to the visitors page, this capture rate was pretty normal compared to brick and mortar open houses. Surprisingly, a fair number of people spent time on the Policy page titled, “Big Ideas” that had no graphics or video suggesting people took time to read the policies, which was impressive.
- The results of the open house were shared with other City departments and the City Manager encouraged using virtual open houses as a tool, although other tools like brick and mortar open houses and public meetings would still be utilized.
- Using a cognitive organization, such as the Planning Commission, was suggested to bring forth more engagement, since the City had a ready-made mailing list.
 - Another consideration is that many people do not have computers.
- An executive summary and link to a quick survey, perhaps via SurveyMonkey, could be sent to the email list during the public hearing process so people could give quick feedback about proposals.

- The City should find a way for those watching on television to connect with Planning Commission topics without having to physically attend the meeting.
- Staff has been considering how to use the web more actively, such as with development review. There were many things the City could do; it was a new concept and they just have to think it through. The City was well positioned to take advantage of all the technology available.
 - A web link about the discussion topic could be provided during a live telecast or rebroadcast so the public could get additional information and provide feedback.
- Information communicated electronically should be simplified as much as possible, particularly the executive summaries. Details or legal information could be added later.
 - DKS is committed to simplifying information and utilizing graphics as much as possible. Graphics worked really well in the technical memo but challenges arose when converting the graphics to the website. Clackamas County's open house site for their TSP used an interactive map where people could embed comments right into the map, which was much more intuitive.
- It was encouraging to see that the written comments did not reveal anything that was not heard before or previously considered by the Commission.
 - Staff agreed and noted that the TSP priorities would not be changed.
 - A lot of confusion existed with how the City is characterizing the French Prairie Bridge, which was similar to what the Commission discussed at the last meeting. Staff would ensure that was clearer.
- People did comment about the safety issue on Canyon Creek Road near Xerox where no pedestrian crossing exists. This concern had been raised at a previous open house. The Engineering Division was looking into the matter.
- In addition to the comments page, a link to a SurveyMonkey survey was provided. The bar graphs and tables on pages 32 to 41 of the Staff Report reflected the responses provided to the questions shown at the top of the page. This point and click method provided another way for people to identify their specific priorities and provide information without having to write a narrative. The input would be helpful in developing the yearly Capitol Projects list.
 - For Question 5, on page 36 of 41, the public was asked to rank five higher-priority projects.
 - Row 1 indicated the number of times a project was selected as the top project. For example, the Barber Street Extension was chosen as the top project 7 times, which represented 32 percent of the votes.
 - The average ranking column was automatically generated from the software, and not considered to be a meaningful metric at this time. None of the five projects would be ranked over another in the TSP. These were already highly-ranked projects in the Financially Constrained Group.
 - This method provided additional information, inviting people's opinions about their preferred projects. The Engineering Division was interested in learning what projects were most important and what should happen in the next few years.
 - Further work was needed regarding Questions 3 and 4 where people were asked to list their priorities. It would be helpful to know how many times the Barber Street Extension was identified, instead of just having as part of a long list.
 - Responses to both communication mechanisms were successful in that 27 people filled out the narrative and 22 people filled out the survey.
- Engaging Wilsonville's top employers to obtain input from nonresident Wilsonville employees was suggested, especially with regard to the transportation network.
 - Staff forwarded information about the survey to the transportation coordinators of Wilsonville's large employers via email addresses available through the SMART Options Program.
 - Emailing the information to a person higher in the organization was suggested. The City should try to more actively engage those commuting in and out of town, such as putting terminals in the workplace so employees could complete the survey.
 - Commissioner Phelps stated that the Chamber of Commerce would help wherever possible.

The Commission commended Ms. Mangle for her work on the City's first online open house and its success.

B. Statewide Planning Goal 10-Housing, Overview and Discussion

Katie Mangle, Manager, Long Range Planning, presented the Staff Report via PowerPoint, describing policy framework for Goal 10 and the related State regulations. The Goal 10 Housing Needs Analysis would help with local planning needs for the next 20 years and finalize the periodic review of the Comprehensive Plan as required by the State.

Comments and discussion regarding Goal 10 and the upcoming Housing Needs Analysis included the following:

- Goal 10 focuses on numbers and the type, cost and placement of housing, including many different types of housing, not on livability goals per se. Highly redevelopable land, such as the Town Center area that allows for residential, would also be included in the study.
 - Livability issues and housing types to accommodate the needs of an aging population would be addressed in the planning steps following the analysis.
- Goal 10 Housing Analysis would determine the housing numbers Wilsonville needs to accommodate its share of the housing that is expected for the area over the next 20 years.
 - After determining the required housing units, the city's existing housing would be assessed as well as how the current housing types and densities relate to the distribution allowed by the Comprehensive Plan. The Comprehensive Plan must then accommodate the housing needs determined by the assessment.
 - Frog Pond has already been identified for future residential development so the City is not searching for some unknown territory for housing. However, policy questions may arise if, for example, 5,000 units are needed and land for 2,000 units is available within the existing city and land for 3,000 units is in Frog Pond.
- The minimum density tends to drive the layouts of residential developments, and smaller lot sizes result in multiple story units.
 - It would be interesting to hear what it would take, what the threshold would be, to get homebuilders to build single-story homes because typical densities and market incentives tend to drive two-story housing.
 - The City recently received permits from Lennar Homes for three, single-level, single-family homes on estate lots along the perimeter of Villebois. The homes had nice floor plans and were less per square foot than other homes by Lennar Homes. While not affordable housing, for Villebois the new homes were comparably priced per square foot.
 - Decision making is driven by buyers' requests. Developers may build a two story with a master on the main to get more value. Lots less than 5,000 lot square feet, limited housing options unless a cottage home is built.
- The 20-year housing needs forecast done at the time of the urban growth boundary (UGB) expansion, when Metro denied the Advance Road area, was projected for the region, which was Metro's responsibility. The City was responsible to forecast housing needs at the local level.
 - The region needed the Advance Road area, but Metro was able to satisfy the housing need elsewhere with the sites that were added in Beaverton and Hillsboro. The big challenge for Metro in the UGB number for housing is the Damascus distortion that accounts on paper for housing being provided, but is not deliverable.
 - Mr. Neamtzu agreed to review and return with more definitive figures regarding the work on the 20-Year Look the Planning Commission previously did where housing was determined to be needed, but the land was not made available.

- Advance Road was denied because Metro was not looking at a 20-year supply in their UGB update, instead was looking to meet their need for the next five-year period which could be met in various locations.
- One reason for the Goal 10 Housing Analysis project was to provide data and better information going into the next regional process, where the City would not only have concept planning for Frog Pond, but also a stronger argument for Advance Road if the need is demonstrated through this project.
- The timing of this project is critical and would help inform the Frog Pond concept planning which could include some of the Advance Road UGB area to set Wilsonville up for the urban growth reserves (UGR) decision.
- The Comprehensive Plan or zoning based on current existing conditions would be applied as the baseline when making assumptions to determine the actual land available for residential development in commercially-designated zones that allow for some residential development. Such assumptions would include the underlying density for commercial zones, which currently have none. This information would also help determine if zoning or Comprehensive Plan changes are needed.
- With all the cities doing the same exercise, the Commission asked to have the current data on other regional cities' population trends, housing analysis, etc. available at the end of the analysis to compare to Wilsonville, especially from cities in the south metro area.
 - Craig Dirksen, former Tigard mayor and now on the Metro Council and representative for Wilsonville's district, could come talk to the Planning Commission to share Metro's perspective and also understand and share Wilsonville's perspective with Metro.
 - Wilsonville provided data for the population employment forecast Metro Council just adopted for the region. While that data would also be used in the housing assessment, it was a static number about how many housing units or jobs are allowed by the current zoning; it did not address housing needs.
- Staff sought feedback about the public involvement process and proposed using the Planning Commission as both the Chief Advisory Committee to review and discuss all the deliverables presented by Staff and the consulting team, and as the Committee for Citizen Involvement (CCI) to host a larger public forum where the consultant would explain the deliverables and public comment and concerns could be addressed. The City website would also be used to share information.
- Mr. Neamtzu confirmed that the City and school district have an ongoing relationship. The City spends a lot of time coordinating on the district's planning efforts and the district is notified of the City's land use actions. The school district will be a stakeholder in the Goal 10 Analysis.
 - The school district has its own planning committee and comprehensive long-range planning document which is updated regularly. One priority is to address overcrowding. A middle school at the Advance Road site would get children out of the portable classrooms at Inza R Wood Middle School. The City is discussing the actions needed in the short and medium term to accommodate the new middle school and the district is discussing the bonds.
 - A meeting between the City and school board has been scheduled in February to discuss strategies, all of which will inform the work of the housing analysis.
- The housing analysis would provide an opportunity to reach out to people, including those with school-age children, to engage about the topic. The overcrowding of schools and discussion about a new middle school would get people's attention so the City could solicit additional input on larger housing issues in the city.
 - The school district would be interested as the process moved forward because they were preparing for a bond measure that would go on the ballot hopefully in March.
- The Goal 10 Housing Analysis was expected to take six to nine months. The buildable lands inventory is already underway as well as some policy evaluations. Consultants would be brought on board to begin their work in February/March. Deeper discussions about housing should commence by fall and hopefully something would be adopted by the year's end.

- Hearing specific input from home builders as well as the general public might help the outcomes, the distribution of the numbers and what the analysis' findings might mean to Code standards. Several Planning Staff members have strong relationships with many homebuilders, so Staff would liaise with specific builders as well as the school district. The market side is an important part of the equation.
- Most of the Goal 10 work appeared to be statistical information gathering and data assimilation. Seeking larger public input about how the community should look and deeper discussions about strategy to determine what to do with the housing analysis information would occur in the fall. At this point, no one was certain what issues might arise or whether any particular issue would need to be addressed.
 - Similar to the community survey, information could be shared with the community about the comparative data from other cities and what the analysis revealed about the community using easily understood graphics rather than all the statistics.
- The Commission might consider meeting more frequently to maintain the project's timeline.
- It would be helpful for the Commission to know when it was acting as the CCI to have a very clear record of the CCI's actions and ensure the bodies' functions do not overlap.
- Getting the study done quickly was important because the City continues to grow. In the last year, the population increased by more than 1,000 people. The word has gotten out that Wilsonville is a great community.

A memorandum written by Attorney Bill Kloos of Eugene, OR was distributed that described the policy background regarding the ORS and State housing policy, explaining where the policies came from and why the State is using them. Mr. Neamtzu obtained the material at a land use law training he attended a while ago.

Chair Altman said he was anxious to see how the numbers related to what was forecasted 30 years ago when the City formulated the Comprehensive Plan Strategy for the first 20 years. At a Planning Commission meeting, one question posed to a Citizens Involvement Group was how big a comfortable size city should be and what would it look like. The group responded almost unanimously that McMinnville was right size, which at that time was population 35,000.

VII. OTHER BUSINESS

A. 2013 Planning Commission Work Program

Chris Neamtzu, Planning Director, clarified the work program in the packet was not likely to play out as noted and the additional presentations mentioned during work session would make the schedule tighter.

- He emphasized the importance of focusing on the TSP project which would consume a lot of time so some work program items would be reprioritized. Staff would receive the draft TSP document January 18th.
- Concept planning for Basalt Creek would be starting with the City of Tualatin and the Goal 10 process would start immediately.
- The Commission would likely see a legislative amendment initiated by a private developer to amend the Villebois Master Plan for the Living Enrichment Center site. Resources must be preserved to ensure the matter was addressed in a timely and thoughtful manner.
- A few other items were also expected to come up during the first half of 2013, making it a very busy and important year.

Commissioner Phelps requested that adequate lead time be given if additional meetings were added to the Commission's schedule.

B. Commissioners' Comments

Commissioner Levit inquired about references in the “*Boones Ferry Messenger*” regarding City Council actions on December 3 regarding Resolution No. 2387 approving the development agreement between the City and Redus that would reimburse the City for road work and wetland stabilization.

Barbara Jacobson, Assistant City Attorney, explained that while not privy to all details, the resolution stemmed from the fact that Redus was the lender to one of the Villebois developers that went into bankruptcy. The development agreement was reworked to accommodate a new developer. One item that came up was how to pay for some of the improvements that would go through as the properties eventually developed. Since the developers who were supposed to do the improvements went into bankruptcy, the lands were left in a holding pattern. The City did work that was necessary for a school opening and the resolution addressed how future developers of that land would pay for the advantage received from the infrastructure improvements.

Mr. Neamtzu added the improvements involved an oversizing of sewer pipe and the construction of a segment of Coffee Lake Drive that would be a future street through Redus property that serves the Lowrie Primary School.

Commissioner Phelps asked about Craig Dirksen speaking to the Commission about his perspective about his experience as the former Tigard mayor and now as a Metro Councilor about the Goal 10 process as the City of Wilsonville transitions into Metro’s process. The City might need a strategy to get the best benefit going forward.

Mr. Neamtzu noted Climate Smart Communities was a topic Metro was working on and the timeframe of certain significant provisions could dovetail well with the City’s Goal 10 timing. Metro may be on a schedule to present some Climate Smart work that could become an opportunity to discuss both housing and Climate Smart issues. Staff would investigate the timelines to see if a dovetailed meeting that would make sense.

Chair Altman agreed maximizing Mr. Dirksen’s time with more than one topic was best.

Commissioner Phelps added Mr. Dirksen is aware of all three topics, Goal 10, the TSP, and Basalt Creek on the local government level but now also has Metro’s viewpoint.

VIII. INFORMATIONAL ITEMS

A. Basalt Creek Transportation Planning

IX. ADJOURNMENT

Chair Altman adjourned the Wilsonville Planning Commission meeting at 7:38 p.m.

Respectfully submitted,

By Paula Pinyerd of ABC Transcription Services, Inc. for
Linda Straessle, Planning Administrative Assistant