



PLANNING COMMISSION
WEDNESDAY, MARCH 14, 2018
*******NOTE START TIME IS 6:30 PM*******

AGENDA

I. 6:30 PM CALL TO ORDER - ROLL CALL

Jerry Greenfield Eric Postma Ron Heberlein Peter Hurley
Kamran Mesbah Phyllis Millan
Simon Springall

PLEDGE OF ALLEGIANCE

CITIZEN'S INPUT

This is the time that citizens have the opportunity to address the Planning Commission regarding any item that is not already scheduled for a formal Public Hearing tonight. Therefore, if any member of the audience would like to speak about any Work Session item or any other matter of concern, please raise your hand so that we may hear from you now.

ADMINISTRATIVE MATTERS

I.A. Consideration Of The Feb. 14, 2018 Meeting Minutes

Documents:

[I. A. Consideration Of The Feb. 14, 2018 Meeting Minutes.pdf](#)

II. 6:45 PM WORK SESSION

II. A. Southbound I-5 Boone Bridge Auxiliary Lane Study (Kraushaar) (30 Mins)

Documents:

[II. A. Southbound I-5 Boone Bridge Auxiliary Lane Study.pdf](#)

III. 7:15 PM INFORMATIONAL

III. A. French Prairie Bridge (Weigel)(15 Minutes)

Documents:

[III. A. French Prairie Bridge.pdf](#)

III. B. City Council Action Minutes (Feb 5 And Feb. 22, 2018)

Documents:

[III. B. City Council Action Minutes.pdf](#)

III. C. 2018 Planning Commission Work Program

Documents:

IV. 7:45 PM ADJOURNMENT

Time frames for agenda items are not time certain.

Public Testimony

The Commission places great value on testimony from the public. People who want to testify are encouraged to:

- *Provide written summaries of their testimony*
- *Recognize that substance, not length, determines the value of testimony*
- *Endorse rather than repeat testimony of others*

Thank you for taking the time to present your views.

For further information on Agenda items, call Tami Bergeron, Planning Administrative Assistant, at (503) 570-1571 or e-mail her at bergeron@ci.wilsonville.or.us.

Assistive Listening Devices (ALD) are available for persons with impaired hearing and can be scheduled for this 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 call the Planning Administrative Assistant at (503) 682-4960



PLANNING COMMISSION

WEDNESDAY, MARCH 14, 2018

I. ADMINISTRATIVE MATTERS

- A. Consideration of the February 14, 2018 Planning Commission Meeting minutes

**PLANNING COMMISSION
WEDNESDAY, FEBRUARY 14, 2018
6:00 P.M.**

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

*Minutes to be approved
at the March 14, 2018 PC
Meeting*

Minutes

I. CALL TO ORDER - ROLL CALL

Chair Jerry Greenfield called the meeting to order at 6:06 p.m. Those present:

Planning Commission: Jerry Greenfield, Eric Postma, Peter Hurley, Simon Springall, Phyllis Millan, Kamran Mesbah, and Ron Heberlein.

City Staff: Chris Neamtzu, Amanda Guile-Hinman, Andrew Sheehan and Nancy Kraushaar

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

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

ADMINISTRATIVE MATTERS

A. Welcome New Planning Commissioner Ron Heberlein

Chris Neamtzu, Planning Director, introduced Ron Heberlein and provided a brief background of his career and volunteer experience, which included the Development Review Board (DRB) and Frog Pond Technical Advisory Committee.

Commissioner Heberlein said he had been interested in the Planning Commission since he began volunteering for the City. His time on the DRB gave him a feel for how things operate and this would be a great fit. He was an engineer for 15 years before becoming a program manager. He has two kids enrolled in Boeckman Creek and is building a plane in his garage.

B. Planning Commission Chair & Vice-Chair Nomination

Simon Springall nominated Jerry Greenfield as the 2018 Planning Commission Chair.
Peter Hurley nominated Eric Postma as the 2018 Chair.

Following a ballot vote, Jerry Greenfield was elected 2018 Planning Commission Chair.

Phyllis Millan nominated Eric Postma as the 2018 Planning Commission Vice-Chair.
There were no other nominations.

Eric Postma was elected 2018 Planning Commission Vice-Chair.

C. Consideration of the January 10, 2018 Planning Commission Minutes

The January 10, 2018 Planning Commission minutes were accepted as presented.

II. LEGISLATIVE HEARING

A. Water Treatment Plant Master Plan Update (Kraushaar)

Chair Greenfield read the legislative hearing procedure into the record and opened the public hearing at 6:13 pm.

Chris Neamtzu, Planning Director, noted the Planning Commission had a work session on the Water Treatment Plant Master Plan Update a couple of months ago, so much of tonight's PowerPoint would look familiar. The proposed update came out of a larger master plan created by the water supply partners. The City initially had pieces of that larger plan and former Project Manager Eric Mende decided it would make more sense to create a mini master plan for the water treatment plant site that focused on the City's facility, which was the document being presented to the Commission tonight. He noted that Nancy Kraushaar was now the Project Manager and Jude Grounds of Carollo Engineers was the primary author of the master plan.

Nancy Kraushaar, Community Development Director, noted prior Project Manager Eric Mende had taken a job in Eugene and was no longer with the City of Wilsonville, so she had taken over as Project Manager. Jude Grounds was an expert and a great consultant that knew the ins and outs of the Master Plan. The purpose of the Master Plan Update was to ensure the City was keeping up with growth and changes to treatment processes. When the plant was originally built, the City knew expansion would be necessary over time, and many seismic and safety repairs were also necessary. Carollo Engineers was hired to help the City examine the entire plant and develop the latest list of projects, timing, and growth projections for the plant, so the City could keep up with demand.

Ms. Kraushaar and Jude Grounds of Carollo Engineers, Inc. presented the 2017 Water Treatment Plant Master Plan Update via PowerPoint, paper copies of which were provided at the dais. The purposes of the update and how the Master Plan's improvements would be implemented were reviewed with these key comments:

- The treatment plant was built in 2002 in partnership with the Tualatin Valley Water District (TVWD). The partnership made the treatment plant possible and the City has always valued that partnership.
 - The plant was designed for 70 million gallons per day (MGD) and with very conservative level of service (LOS) goals and operations. The community had been using wells for water prior to the treatment plant and the City planned to use the Willamette River as its water source. Some communities believed the river was too contaminated to use, so the City wanted to deliver the highest quality of water to its residents; therefore, the treatment plant was designed in a very superior way. The plant's current capacity was 15 MGD, of which 5 MGD was used by Sherwood following agreements between TVWD and Sherwood.
 - The plant was still state-of-the art, but improvements were needed to ensure it stayed that way.
- The existing treatment plant, with its Actiflo, intermediate ozone filters, and clear well, was becoming the gold standard for water treatment in the region because it provided multiple barriers for the types of contaminants that the City anticipated and wanted to plan for surface waters like the Willamette River. Lake Oswego and Tigard had already adopted the standard, as would the Willamette Water Supply Program.
- Incorporate Level of Service Goals from 2015 Master Plan. The LOS goals covered everything from the way the plant was currently operated, which was very conservatively, to meeting water quality goals that comply with Oregon's rules. The 2015 Master Plan update recommended middle ground would goals where the City could maintain water quality goals and push a bit more water through the plant.
 - LOS goals were also defined for seismic and non-seismic events, such as a Cascadia Subduction Zone event or a gasoline spill in the river.
- The 20 MGD and 30 MGD capacity expansions would occur within a 20-year planning window.
 - The 20 MGD expansion would incorporate life safety and seismic improvements the City was now aware of based on new seismic criteria. Additionally, the expansion would allow the facility to push more water through the existing concrete and included some mechanical improvements.

- The 30 MGD expansion would occur at the end of the planning horizon and was intended to provide additional capacity.
- Identify Lower Site Repairs/Replacements/Upgrades. Veolia Water North America has done an outstanding job operating the plant by performing high-quality maintenance on all of the equipment to ensure maximum useful life. Veolia's budgets had been incorporated into the Master Plan Update.
 - Seismic codes had changed requiring some seismic retrofits which include shoring up some of the deeper basins to ensure they would stay intact in a seismic event.
 - Life safety repairs included things like maintenance, fall protections, and handrails, as well as addressing changes in the building codes.
 - Equipment repairs and replacements were planned. Pumps, for example, have a useful life of about 30 years. Staff worked to align these repairs and replacements with other capacity expansions to make these capital improvement projects the most cost effective and efficient.
- Implementation Plan. Many of the plant upgrades would be coordinated with the Willamette Water Supply Program, which would expand the pump station, upgrade the generator, and install new seismic walls to protect the plant and their equipment from potential sliding in a big earthquake. Anytime Willamette Water Supply was on site, the City would do what it could to combine projects and coordinate as partners.
 - The items circled on Slide 20 indicated the work that would be done by Willamette Water Supply. Their new water pump station/electrical building would take up a large portion of the treatment plant's site, and the Secant Pile wall was for seismic protection.
 - Willamette Water Supply's new facilities would be very close to Wilsonville's water plant. As the City partners with Willamette Water Supply during the work, the City would ensure no impacts would deter from anything the City needed to do at the site.
 - The Master Plan also included a long list of smaller projects scheduled from 2022 to 2036, depending on what needed done. Some life safety repairs and smaller seismic projects would be done annually. Staff still needed to do more work on the Capital Improvement Program (CIP) to fit projects into the budget cycle.
- The CIP estimate included many big ticket items. (Slide 22) Currently, the City's water rates were balanced with project costs; however, another water rate review would be done later in the year, and the timing of the projects would be considered to make sure the City could meet its needs with the finances available at the time.
- Water demands were growing. According to demand forecasts, the City would need the 20 MGD capacity expansion completed by 2022 and the 30 MGD expansion by 2036. Because the estimates might change due to changes with water conservation, water use, and water reuse, Master Plan assumptions and growth projections would be reviewed every five to ten years.
- Next steps included a City Council work session and First Reading on March 5th; the Second Reading and adoption of the ordinance on March 19th; and the effective date 30 days later on April 19, 2018.

Commissioner Mesbah:

- Asked what the cost differences were between the three LOS in today's dollars.
 - Mr. Grounds explained the LOS dictated how the plant would be operated and expanded. The most conservative, which was the current operational parameters for the plant, the 30 MGD expansion would need to happen at the 20 MGD level, so, \$32 million would need to be implemented next year. (Slide 22).
 - The middle LOS criteria would allow the City to postpone the 30 MGD expansion simply by pushing more water through the plant. The plant was originally designed to accommodate that incremental capacity expansion, which would cost \$3 million.
- Noted that was the capital cost. He wanted net present worth for the different options, which included operations and maintenance. In looking at such facility plans, he was used to seeing present worth comparisons in order to make an apples-to-apples comparison.

- Mr. Grounds said he did not have those numbers with him, but the 2015 Master Plan, which was done as part of the Willamette Water Supply Program, included an incredible amount of present worth analysis associated with each criterion for operations.
- Said he did not see present worth cost comparisons in the 2015 Master Plan on the City's website, but he might have missed them in the 1,012 pages.
 - Mr. Grounds confirmed the present net worth numbers were in the materials on the City's website and summarized in a presentation. The numbers were summarized in the chapters and in a cost tech memorandum in an appendix. He did not know if that was presented to the Planning Commission, but he would provide that reference to the Commission.
- Stated he had missed the December presentation and would have asked Mr. Mende for the information. After Mr. Mende's first presentation in 2017, he told Mr. Mende that present worth values needed to be in his presentations, even if it was just three numbers because the presentations were for public information. Just picking the middle LOS would between two extremes did not tell anyone what the savings were or what cost calculations would be reflected in the fees people would be charged. The whole purpose of the public hearing was to inform the public.
- Noted he did not see population forecasts included in the water use projections. He saw several references in the facilities plan and assumed City Planning Staff considered potential population projections. The Environmental Protection Agency (EPA) did this work using authorized population projections. In many ways, plans are a dream. The history of growth needed to be seen, as well as the potential for future growth. Demographers were likely doing this work at the Metro Council level and allocating numbers to the different municipalities in the region. Those numbers should be clearly referred to in the Master Plan, so the projections did not come across as wishful thinking or guess work. He understood this Master Plan would be revisited every five years, but the numbers that get adopted would drive fee increases this year. If the numbers were off or the City was overbuilding, people could be charged unnecessary fees. The data becomes part of the information campaign for the users.
 - Mr. Grounds replied the projections and demands were provided to Carollo and he believed they were developed as part of the Water Distribution System Master Plan and Water Conservation Plan that were done separate from this Water Treatment Plant Facility Plan. His scope was focused on infrastructure inside the facility. He relied on the distribution system planning and forecasting engineers to develop those projections. He agreed including a cross reference from his work to that planning work would be good to make sure the integrity of the numbers was transparent.
 - Chair Greenfield recalled seeing a figure of 50,000 at midcentury for capacity. He asked if that was a based on a guess at population.
 - Mr. Grounds explained those projections came from the Master Plan work, but even though Carollo did not do that work for the City, the assumptions increase the farther out one went. The scope for water treatment plant facility plans was typically limited to 20 years, because that was where the industry felt comfortable planning. Plans were refined every five years to try to narrow the scope, but certainly the numbers that were 50 years out were a best guess at this point.
- Added that sometimes, 50-year projections were the only choice because the project involved putting pipes with a 50-year life expectancy in the ground. However, a 20-year projection should definitely be included. The official expected growth projections were updated every ten years.
 - Ms. Kraushaar offered to provide the numbers that were assumed in the Water Distribution System Master Plan. She suggested adding a paragraph in the Executive Summary to provide a backdrop for the growth assumptions.
- The Commission was asking the questions the constituents would be asking. If the information was missing, most people would not ask about population projections. Tonight's hearing was an opportunity to educate. The aspects of this facilities plan dealing with seismic and code upgrades were necessary, but the optional aspects of the plan must have justification and costs as well. He believed adding the numbers and references to other documents in clear ways in the Executive Summary would make this Master Plan useful to the average citizen.

Commissioner Postma confirmed the information was readily available and could be added prior to presenting the Master Plan Updates to City Council.

- Ms. Kraushaar clarified the added information would include the growth projections used in the Water Distribution Master Plan, which were used to forecast demand in 20 years, as well as the assumptions that were made.

Commissioner Heberlein added he wanted to identify the key assumptions used to develop the Master Plan. It was difficult to read a Master Plan from the beginning without having those assumptions defined.

- Mr. Grounds said he understood some net present values showing the impacts of each option should also be included.

Commissioner Mesbah:

- Noted if one of the options turned the 30 MGD expansion into the 20 MGD expansion, there would be a big capital cost difference.
 - Mr. Grounds agreed if a net present value of 10 years was considered, there would be a big difference because the numbers were incredibly skewed toward the trigger for capacity expansion, particularly the more concrete expansion. If a net present value of 50 or 100 years was considered, the difference began to attenuate. He asked what horizon should be used in the net present value.
- Replied the EPA documentation for present worth work was 20 years with the understanding that anything with a life longer than 20 years would be monetized and brought back to the present worth.
 - Mr. Grounds said the criteria, inflation and etc. used for the net present value analysis as part of the 2015 Master Plan Update was driven by the criteria submitted by TVWD. The Commission might want to look at those criteria to ensure it aligned with the City's expectations.
- Stated present worth calculations did not use inflation. It used authorized percentages given by the EPA for the discount rate. It was important to explain that the present worth number was not the amount that would be paid, but it put options on the same level so they could be compared.
 - Mr. Grounds confirmed he would share the information.

Commissioner Heberlein:

- Asked what percentage of each capacity expansion was allocated to Wilsonville versus other water users.
 - Mr. Grounds said Sherwood could use up to 9.7 MGD in the future. However, discussions were still ongoing between Wilsonville and Sherwood.
- Said it looked like the two expansions were only being funded by system development charges (SDCs), which were paid by new construction, not the rate payers. (Slide 22)
 - Ms. Kraushaar added the expansions were 100 percent eligible for SDC funding. However, it would be up to City Council to decide how much SDCs and rates to spend on the expansion after considering the Budget Committee's recommendations.
 - She confirmed the life safety, seismic, electrical, and operational upgrades would be paid for by the rate payers.

Commissioner Mesbah asked if Sherwood was an owner or client, and who owned the plant.

- Ms. Kraushaar explained that Sherwood had an agreement with TVWD, Wilsonville's contractual partner. The City of Wilsonville and TVWD both owned a share of the plant.

Chair Greenfield asked if Wilsonville's arrangement with Sherwood was an intergovernmental agreement (IGA).

Commissioner Postma stated the IGA was with TVWD, not Sherwood. Sherwood had its own IGA with TVWD.

- Ms. Kraushaar confirmed Commissioner Postma was correct.

Commissioner Heberlein:

- Understood that in theory, Sherwood would be paying their fair share of the costs for the expansion.
 - Ms. Kraushaar replied yes, as well as some of the maintenance costs. The current agreement was based on consumption. Wilsonville would need to work with Sherwood while developing the new CIP to determine the appropriate cost sharing. She would be working on the agreement during a meeting scheduled for next week.
- Confirmed the costs were not yet defined, so the costs on Slide 20 did not give the Commission any idea how much Wilsonville and Sherwood would pay.
 - Mr. Grounds stated that was correct. The final report would have the cost decisions memorialized in it.

Commissioner Postma:

- Confirmed that any portion paid through SDCs would also translate over to Sherwood.
 - Ms. Kraushaar added she was not familiar with Sherwood's SDCs, but if those charges were for growth, surely Sherwood would include that cost in its SDC methodology.
- Confirmed Wilsonville was not Sherwood's only source of water, which skewed the SDC analysis a bit. As some point, two jurisdictions would start pointing fingers at each other about paying after spending so much money.

Commissioner Mesbah suggested adding a paragraph to the Executive Summary explaining that Wilsonville was in the process of coming to an agreement with Sherwood or TVWD on cost sharing and how it would be allocated.

Chair Greenfield asked if this issue needed to be addressed in the resolution.

Commissioner Postma stated it could be done by simply asking for changes to the Executive Summary. The same applied for cost sharing and expenditures.

Ms. Kraushaar recommended adding a paragraph about the importance of cost sharing and making sure the costs were allocated fairly and equitably to those who benefit from the utility. The Master Plan was not the place to include concrete agreements on cost sharing, but it was definitely an important piece to planning the water system.

Commissioner Postma said he and Commissioner Mesbah had been advocating for using the Executive Summary as the way to inform the public. The public would not look any further than the Executive Summary, so the Executive Summaries of these documents needed to speak to the people in a manner they could be understood. With regard to cost sharing expenditures, the Commission wanted to ensure there was some understanding as to how those expenditures got paid. However, simply saying it was important to have an equitable cost sharing relationship might not be saying enough if there was no understanding or indication of what needed to be figured out. Transparency was all about making sure people understand the mechanism so they could feel confident about following the issues they cared about. He was concerned one sentence about the importance of an equitable cost sharing relationship with Sherwood and other jurisdictions would not be enough. He suggested the summary explain that the project could be paid for with SDCs and rate changes coordinated amongst multiple jurisdictions.

Commissioner Mesbah added it would not be wise to start upsetting other jurisdictions during negotiations by saying the City would work on an agreement until Wilsonville believed it was fair. However, he agreed with Commissioner Postma that the City needed to clearly indicate to the average citizen what the negotiation would be aimed at.

- Amanda Guile-Hinman, Assistant City Attorney, suggested making a recommendation rather than a dictation of the Commission wanted: note the importance of the agreement and recommend equitable distribution of the costs.

Commissioner Postma clarified that in addition to a recommendation for an equitable resolution, he wanted an explanation of the types of things that went into the analysis of how costs would be shared.

- Ms. Guile-Hinman explained that there were a variety of opportunities for getting funding and she did not want to foreclose on any possibilities.

Commissioner Heberlein said if this was just for Wilsonville's requirements, the 30 MGD expansion would not be necessary. The project costs were significantly different without any assumption of cost sharing with other partners. If the other jurisdictions asked Wilsonville to fund the entire project, he would say the Master Plan was invalid because Wilsonville did not need that much additional capacity.

- Ms. Kraushaar explained the Master Plan was a look to the future based on existing conditions and expected future conditions, which could change. That potential for change was the reason the master plans were updated regularly. Master plans evolve with time and this was the City's best guess for right now. She would be happy to make changes or additions that addressed the Commission's concerns.

Chair Greenfield asked what kind of input Sherwood made into the Master Plan.

- Mr. Grounds said the former project manager had kept Sherwood updated the Master Plan's development. Sherwood representatives would attend meetings and provide comments. Staff would meet with Sherwood representatives on Tuesday to begin discussing cost sharing. He believed the relationship between Wilsonville and Sherwood was strong and collaborative.
- Ms. Kraushaar added that Sherwood was limited and unable to grow the way Wilsonville had. Sherwood's usage was currently set at 5 MGD, but their maximum usage was 9.6 MGD, which helped Wilsonville estimate its share of the costs.

Commissioner Mesbah noted the future projections might change due to conservation. The 20 MGD threshold could be the difference between serving Sherwood or not. While 33 percent would be a lot of conservation, Wilsonville usually tried to achieve 20 or 25 percent with really good conservation. However, it was not possible to know what technology would do to conservation capabilities 20 years from now. That was a \$32 million prize, especially if Sherwood and Wilsonville were in that kind of collaborative, cooperative spirit. Both communities might want to do a conservation campaign that would delay the big jump. Now is the time to talk about conservation, not three years before upgrades were needed.

Chair Greenfield:

- Said the capacity variables for demand and delivery were obviously quantifiable, but the quality variable was less quantifiable. He asked Staff to comment on the middle range threshold for acceptable quality.
 - Mr. Grounds responded when the original water plant was built, the idea was to design it to address all future unknowns as best as possible. Those criteria were defined by Wilsonville's commitment to date to dose ozone at a concentration that allowed 90 percent in activation of cryptosporidium, which was not detected in the river at that time. It had been detected a few times since, but it had not been ubiquitous. The decision was to retain that criteria in the operational standards. If Wilsonville did not use ozone for cryptosporidium, even more water could be pushed through. However, as part of the 2015 Master Plan, the City, Sherwood, TVWD, Beaverton, and Hillsboro agreed that the criteria the plan had been operated at to date was criteria that should not be relaxed. Maintaining the water quality was the way to operate with integrity.
- Inquired if there were criterion other than the cryptosporidium that the City should be aware of.
 - Mr. Grounds said the adjacent processes were ballasted flocculation and granular activated carbon filtration. Increasing the overflow rate of ballasted flocculation would allow more water to be pushed through. The rate at the B criteria would still be relatively conservative. Lake Oswego's and Tigard's plants were designed at a rate higher than Wilsonville's rate at the B criteria. For the granular activated carbon filtration, the rates at which water would be filtered approach rates approved in Oregon and Washington. Wilsonville's filter was very robust and could increase loading rates, but

those loading rates were capped based on how much water was pushed through the filters at the B criteria. The B criteria would be adopted for the future expansion.

- Asked if chemical filtration was less sensitive to pushing water through.
 - Mr. Grounds explained that granular activated carbon removed organics and allowed some biological activity that also removed organics. The effectiveness of absorption and the biological activity was proportional to how much time the water spent in the column of media. As more water was pushed through the carbon, less organics could be absorbed. It would be difficult to determine if that would have an impact because the raw water quality was pristine. The filters were not being loaded with so much that removal of organics could be seen. The City also replaced the carbon proactively, keeping it very absorptive. Pushing more water through and increasing the filtration rate could increase the probability of a tricky contaminate getting through.
- Understood if that occurred, the contaminate would be discovered and filtration rates could be adjusted.
 - Mr. Grounds noted the policies were implemented to prevent water quality issues. That decision was made by a consensus of all the participants involved in the 2015 Master Plan Update.

Commissioner Heberlein said he preferred the plan represent the cost to Wilsonville and indicate that costs would be shared. If the costs were not yet known because there was not an agreement, maybe a range of estimated costs to each jurisdiction could be noted for the different projects. Seeing Wilsonville's cost instead of the total project cost would give a better indication of the impacts to the rate payers.

- Mr. Grounds added that Carollo tried to take extra steps by providing Staff with an electronic CIP, which was an interactive spreadsheet. As things were negotiated with Sherwood, and as true project costs come in, the CIP could be adjusted as the project moved forward. The spreadsheet also included parameters for the cost split between Wilsonville and Sherwood.

Commissioner Postma asked what assumptions the CIP spreadsheet was based on. He cautioned against displaying the spreadsheet, as it could be considered an exhibit and Staff might not want people to see it.

- Ms. Guile-Hinman recommended that the spreadsheet not be displayed.

Commissioner Millan commended that Wilsonville's water quality continued to exceed most other city water quality reports. She was happy to hear that would be continued. However, she was concerned about seismic activities and whether the projected LOS could actually be reached. She believed the projected LOS were purely speculative and that no one really knew what would happen. The forecast was that the land would almost be liquefied for a few minutes, which led her to doubt that the construction for all of the projections would be enough. Other things needed to be considered, like upgrading switch gears, which would be extremely important if more water was going to be pushed through. That LOS could not be maintained without that upgrade. Many considerations were highly technical. While her fellow Commissioners were concerned about cost sharing, she believed the foundations of operations were very solid.

- Mr. Grounds noted that the Secant Pile wall shown on Slide 20 was a monumental benefit to the city. The wall would hold the land back in a seismic event and help prevent a lateral spread while dealing with the differential total sediment that occurred as water escaped from the liquefied soils.

Chair Greenfield asked what authority approved the design of the wall.

- Mr. Grounds replied he would have to get back to the Commission on that. The design was currently being completed as part of the highly collaborative Willamette Water Supply Program, and Wilsonville had a representative and a review role in the Program's process.
- Ms. Kraushaar added the wall design would go beyond the Building Code. Structural engineers and geotechnical experts were working on the project, and there would also be plenty of peer reviews.
- Mr. Grounds explained that the premise of program was to create a seismically resilient water supply. The consultants working on the program were considering every detail, down to the welding on the pipe joints. The design would be held to a very high standard.

Commissioner Postma noted the Commission had been discussing potential additions to the Executive Summary. He did not want to tie Staff's hands and preferred to leave it to their discretion as to where to add the additional text. He confirmed the wording of the recommended revisions with the Commission as follows:

- Include key assumptions used to develop the Master Plan, which would include the growth projections used to forecast the demand.
- Discussion of net present value, as discussed by the Commission.
- Discussion about cost sharing and that a future process existed to determine the cost sharing in some equitable manner.

Commissioner Mesbah:

- Asked what fire demand assumptions were used.
 - Mr. Grounds explained that Building Codes did not consider water treatment plants to be critical facilities because reservoirs provide fire flow, not treatment plants. However, water treatment plants were still designed as critical facilities. The fire flow analysis was included in the Water Treatment Plant Distribution System Master Plan, and not considered for the Water Treatment Plant Master Plan. Treatment plants were designed to meet maximum daily demands, and reservoirs were used to handle peak day demands and fire flow.
- Added that was why he wanted to know the fire flow standard being used. In his experience, depending on the standard, the fire flow demand volumes added to peak hour usage were a whole unit above that.
 - Ms. Kraushaar said she did not know the exact number of hours, but agreed it was significant.
- Said it was two hours, 2,000 gallons per minute, which added up in a small community, and in his opinion, it would require a huge reservoir. He had not seen any elevated reservoirs in Wilsonville.
 - Ms. Kraushaar said elevated reservoirs were not typical in Oregon, but the large, round reservoirs about 30 feet tall were common.
- Stated it had impacts on insurance rates. The elements that benefit people in ways that have nothing to do with drinking water become educational pieces that should be meaningful to people because they save money. He confirmed his concern about fire flow and dealing with the entire distribution system did not need to be addressed in the Water Treatment Plant Master Plan.

Commissioner Springall confirmed the reservoir on Elligson Road was part of Wilsonville's water system, and that the reservoir in Charbonneau was a small tank.

- Ms. Kraushaar added there were several reservoirs. There were two tanks on Elligson Road and one higher up on the hill at the same elevation as Tualatin's tank. Another reservoir was planned for an area northwest of Villebois. The Water Distribution Master Plan gave that project a five to ten-year timeline.

Mr. Grounds confirmed the Executive Summary was a high-level summary of the entire Master Plan. Everything would be included in the body of the document, and the Commission could coach Staff on which elements of the Master Plan's body should be highlighted in the Executive Summary.

Commissioner Postma agreed some of the additions would be long enough that they would have to be included in the body, but the Executive Summary should include a sentence touching on those additions. He did not want the Executive Summary to be too technical.

Chair Greenfield noted the recommendations were issues the Commission wanted to call to Council's attention. He closed the public hearing at 7:15 pm.

Commissioner Postma moved to approve Resolution No. LP18-0002 with the following additions to the Willamette River Water Treatment Plant 2017 Master Plan Update:

- **Include key assumptions used to develop the Master Plan, which would include growth projections used to forecast demand;**
- **Include discussion of net present value as discussed on the record;**

- **Include some treatment of cost sharing and processes to determine an equitable distribution of the costs.**

Commissioner Heberlein seconded the motion, which passed unanimously.

III. INFORMATIONAL

A. City of Wilsonville Tree Inventory (Public Works)

Chris Neamtzu, Planning Director, overviewed the City's internship program and introduced Andrew Sheehan, the intern who worked with Public Works on the street tree inventory. He noted the last street tree inventory done in 1998 was just a rough survey, but it looked at the trees by neighborhood and the diversity of species. The City had always been concerned about the urban forest and damaging pests, and it was important to understand the age and distribution of the species. He thanked Commissioner Springall for notifying him of the newspaper article and suggesting tonight's work session.

Andrew Sheehan, Intern, presented the Street Tree Inventory via PowerPoint, paper copies of which were provided at the dais, describing the process used for the inventory and reviewing the number, species, tree health, and utility conflicts of street trees in Wilsonville overall, as well as in the Charbonneau and Villebois neighborhoods; however, data was provided for all nine neighborhood zones. (Slide 15)

Key comments and discussion items were as follows, including responses to Commissioner questions from Staff as noted:

- Trees in the parks had already been surveyed, however, some trees in parks located along the streets were included because they were considered both park and street trees.
- The roots of larger trees generally caused sidewalk damage. Villebois was a newer part of the city, but the southern portion, which was the older part of the neighborhood that contained a lot of mature oaks and maples, had some significant sidewalk damage. (Slide 10)
 - The results were surprising because all of Villebois was built with a root barrier, as required by Public Works, which should have prevented tree root from damaging the sidewalks. Perhaps the barrier was installed incorrectly or had become damaged. Mr. Neamtzu said he was compelled to do his own visual assessment of the damage.
 - The Planning Department needed to be aware of the tree health and the impacts to infrastructure, which was discussed at length in the newspaper article.
 - Villebois had worse sidewalk damage than expected for a new neighborhood built with the newest and best planning regulations and Code updates. The City needed to find out if the work was not done to the standard specified in the past, or if something could be done better in the Code going forward. The issues needed to be explored further, especially in the worst areas. The inventory was very informative.
- Mr. Neamtzu noted that an Urban Forestry Management Plan Project had emerged from the tree inventory. Staff would request budget funding to develop a plan that used the tree inventory data to provide recommendations after considering the community holistically and from an urban forestry perspective. The inventory's data would become stale in one to two years, so it was important to create an action plan quickly.
- The Code included a list of recommended tree species from the 1980s, but the list had not really been approved. The data from the tree inventory could help create an approved list of recommended trees.
 - Mr. Neamtzu hoped the Code could be overhauled, particularly the landscaping section. Because the evolution of cultivated tree varieties rapidly changed and larger cities do a great job of keeping up with those changes, the City did not keep its own list but deferred to Portland's or Seattle's tree list. The City was typically better than most communities at ensuring the right trees were planted in the right places.
- The City had an antiquated Public Works Standard for tree spacing and height. The challenges of planting trees near utilities and infrastructure were described. In more dense urban areas, like Villebois, utility and infrastructure requirements were often in conflict with tree planting (Slide 11), but it was the only way to

balance the livability of neighborhoods and still retain some urban forestry elements. There was certainly tension between those creating neighborhoods and those having to maintain them.

- The City was at a point where street tree installation must be inspected to ensure trees were planted in the right spot to protect the City's infrastructure.
- The City of Portland has banned all red maples from being planted as street trees due to concerns about the potential of pests or disease wiping out the existing red maples, which were so widely used in the city.
- Villebois received a low tree health rating compared other neighborhoods because many of the younger trees were dying due to incorrect planting.
- Quantifying damage to utilities and sidewalks caused by street trees was suggested. In the inventory, sidewalk damage was indicated whether there was a crack or a significantly raised portion of the sidewalk, resulting in lifted panels which created dangerous walking conditions. Intrusion of tree roots was another problem.
 - Mr. Neamtzu confirmed Public Works Staff presented repair program ideas to City Council. Council had established a goal to consider urban forestry and street tree issues in neighborhoods. The last sidewalk repair program failed to consider street trees, so a program update needed to be presented to Council.
 - Sherwood had a cost sharing program for sidewalk repairs. The City of Sherwood hires the contractor to do all the sidewalk repairs in the neighborhood. The City pays 50 percent of costs and the other half is charged to each resident on their utility bill. Residents can pay off that cost over the course of one year. Residents could opt out and hire their own contractor. However, Sherwood's program is very robust and comprehensive, and residents receive significant cost savings and detailed reports.
 - Mr. Neamtzu envisioned a comparable program in Wilsonville because currently, according to Code, all the responsibility was on the property owner. Residents were forced to keep trees doing damage, but were still responsible for that damage, which he agreed did not seem fair.
 - In some larger neighborhoods, homeowners associations were responsible for street trees in common areas. In older neighborhoods, where the trees were getting quite large, the homeowners were responsible. Mature trees were great for the urban canopy, but not for sidewalks.
- The dangerous conditions of the sidewalk along Wilsonville Rd were discussed. The rubber sidewalk installed in that location about eight years ago was already heaving, as seen in the bottom photo on Slide 10. A curb extension would be required to keep the tree in its current location. Hopefully, one individual homeowner would not be responsible for paying for that repair.
 - Many of the issues being discussed were wider concerns so distributing repair costs was supported.
 - While working on the tree inventory, the number one complaint from the public was tree root damage to sidewalks as well as comments that residents should not have to pay for all the repairs.
- While Villebois' trees should be healthiest, the overall health of street trees in Villebois was poor compared to the rest of the city due to improper planting. Many of the older trees were healthy, but while taking inventory, Staff saw new trees being planted as fast as possible; some with their root ball above ground.
- The interns started working on the inventory in July and finished in December, conducting field work 40 hours per week and walking every street in Wilsonville at least twice.
- The tree inventory would be useful to the Planning Department, Planning Commission, and city residents. Providing the information to the Development Review Boards (DRBs) was suggested because the data might inform decisions on new developments like Frog Pond.
- Administrative approvals for a Type B Tree Removal, which was for a street tree or for more than three trees, typically included an arborists report. Removing a street tree required notification and a reason, like a utility conflict, disease, or a dying tree. The City processed a lot of Type B permits. On private property, there was nothing to question so a citizen could take out more than four trees for any reason.
 - Staff offered the City's arborist to save citizens money; however, citizens could still hire their own arborist when applying for a tree removal permit. The City's arborist was just a first line of communication and could answer questions about overall tree health, but he would not climb into trees, analyze insects, or do a comprehensive analysis of the conditions.

- In Canyon Creek, two trees were planted on every lot to give the neighborhood an immediate effect. The lots were too small to accommodate two trees, so, a neighborhood-wide permit was issued to allow for a comprehensive neighborhood-wide removal of every other tree. The City had issued these permits in other neighborhoods as well. If there was a single species throughout an entire neighborhood, the City could do a district-wide tree removal program.
- Several conditions could make the Type B Tree Removal process cumbersome and complicated. For example, in Canyon Creek, the trees were in the front yards on private property, not in the public rights-of-way. However, the trees were still considered street trees because of their proximity to the curb.
- The separation issue regarding street trees had to be addressed, but it was difficult to know when the landscaping crew would be working. A process could be established with specific planting protocols for Frog Pond. The City could require an inspection at the time of planting to ensure planting was done correctly.
- Right now, so many homes were being built and Staff did not have the time or resources to pay a lot of attention to new street trees. Although the Building Department Staff already visited every home, their expertise regarded fire, life, and safety.
 - Trees impact fire, life, and safety, especially considering their impact on sidewalks. In the 1980s, too many communities decided to build urban forests by planting trees with 3-ft circumferences in 3-ft parking strips.
- The City should develop a strong, robust, city-wide street tree plan because it would positively impact residents and homeowners. Current practices created situations that practically guaranteed inflicting financial burdens on homeowners. Sidewalks were public utilities and better street tree mitigation processes were needed. Trees doing damage to sidewalks or utilities should be replaced with a new, different type of tree. What financial liabilities were being incurred across the city because of this issue?
 - Given the responses from the Commission about the tree inventory, the Commission should work on a new street tree document.
 - The City should require either a 5-ft or 6-ft parking strip or trees should be planted on the homeowner's side of the sidewalk. The trees would have a better chance of survival and the homeowners were already responsible for the trees anyway.
- There were two distinct issues: mitigating the existing problem and making the City's Code more explicit and prospective with regard to street tree planting for new neighborhoods. The Commission's role in planning community-wide mitigation was questioned.
- The Commission did not want what happened in Villebois to occur in Frog Pond. The neighborhood would end up full of dead trees and needing hundreds of thousands of dollars in sidewalk and water main replacements.
- Inspecting at the time of planting made sense. However, soil in the parkways of new developments was scrap soil, so unless it was replaced with good soil in the root zone, trees would become stressed even if the root ball was completely buried. The right tree species needed to be planted in the right places. The large oaks along French Prairie in Charbonneau were breaking up the walls. The trees were planted too close to each other and overwatered, causing them to shed branches.
 - Perhaps Staff should budget for an additional person to oversee tree planting.
 - Newly planted trees were often guaranteed for a year, so the HOAs would not have to pay to replace them.
 - Inspections would incur fees, which would increase costs.
 - Many cities did not allow private developers to install trees and the city was entirely responsible for planting the trees. However, it was uncertain whether those cities also took responsibility for the trees' maintenance after installation.
- The tree inventory was eye opening. The City had to do better and create a process to avoid repeating the same errors in Frog Pond. Staff would work on developing a cost sharing program as well.

- Seattle gave a credit on stormwater charges if a property had trees of a certain size, canopy, etc. The benefits of trees on infrastructure were tremendous and a true cost/benefit analysis would demonstrate that with properly planted and properly maintained trees, the City would come out ahead. Hopefully, this would be reflected in the Urban Forestry Plan.
- Property owners with giant trees in one Wilsonville neighborhood had discussed how the trees took care of their stormwater, but they did not receive any break on storm water bills or on the cost of repairing the damage done by the trees.
- Unfortunately, trees become part of selling a development. Developers try to protect huge trees on the land, but end up locating a house or sidewalk in close proximity. The developers could say they were not cutting down the trees, but in ten years, they would be dead.
- The discussion needed to center on trees being renewable, and if a tree was not a Champion Tree, it should be removed and replaced in a better location to have a development that made sense. The face of the proposed development was being protected in the proposals just for PR purposes.
- Trees were one of the few City assets that appreciated overtime, but not if they were destroying sidewalks and utilities.

Chair Greenfield called for a brief recess at 8:10 pm and reconvened the meeting at 8:15 pm.

B. Southbound I-5 Boone Bridge Auxiliary Lane Study (Kraushaar)

Nancy Kraushaar, Community Development Director, stated the PowerPoint was prepared in partnership with ODOT, and was slightly different from the version in the original packet. When she first prepared the Staff report, she planned to present just the existing conditions. However, the future conditions memorandum and the evaluation of three ramp-to-ramp lane alternatives had been completed. The presentation would also be presented to various organizations throughout the city including the French Prairie Forum, Chamber of Commerce, Charbonneau, and the Oregon Freight Association. She presented the Southbound I-5 Boone Bridge Congestion Study, a revised copy of which was provided at the dais, and addressed clarifying questions from the Commission.

Comments and key responses to Commissioner questions were as follows:

- The numbers shown along the left side of I-5 (Slide 5) represented the existing measured trips during the PM peak hour. The maximum number of trips allowed by the ramp meter to enter the freeway from the southbound ramp was 1200 vehicles per hour, and because demand exceeded that amount, traffic backed up on the ramps, Wilsonville Rd, Boones Ferry Rd, and Town Center Lp.
- Staff was not sure if ODOT used variable operations on this ramp meter because it was located at the end of the system. Meters in the middle of the system were very reactive to traffic conditions. Staff was looking into how the ramp meter operated; however, ODOT would not set the ramp meter limit any higher than 1200 vehicles per hour.
- All freeway ramps were the State's and completely controlled by ODOT. However, ODOT wanted local support for the proposed facility plan. The Planning Commission would provide input for City Council to consider when considering a resolution to support the facility plan, which would be adopted into the Oregon Transportation Plan by the Oregon Transportation Commission.
- The ramp meters were set by ODOT to control the flow of traffic onto the freeway to a maximum of 1200 vehicles per hour to prevent overloading the capacity of the freeway. Vehicles were counted with a traffic counter to determine the actual number of trips during the PM peak hour. Many large cities have ramp meters that limit traffic flow.
- ODOT's level of service (LOS) goal for I-5 was LOS D. Currently, the project area was LOS E, which was failing.
- A business owner recently shared that they could not conduct any business passed 2:30 pm because of the freeway issues were region wide. Traffic congestion had been decades in the making.

- Freight delays from the Willamette River to I-205 cost \$750,000 per mile annually for freight. Congestion in the bottleneck could be impacted for two to three hours, so drivers must plan a 300 percent buffer to arrive on time 19 out of 20 days. (Slide 8)
- The Congestion Study was done on southbound traffic only, but Staff would see if traffic figures were available for the northbound portion of I-5 between Charbonneau and Wilsonville Rd. Looking at northbound traffic before and after the proposed alternatives would also help inform the southbound project.
- There was no timeline yet for making seismic improvements to the Boone Bridge; however, the State was getting pressure to be more prepared for the big earthquake, but funding was an issue. The State and Metro region have prioritized funding for three other large freeway projects, but the potential for the Boone Bridge to be considered one of the next high priorities for the State was good. A reasonable timeline for this project was 10 to 25 years.
- ODOT would consider increasing the flow at the Wilsonville on the southbound ramp to 1400 vehicles. However, Staff did not know the current actual demand on the ramp.
- Adding an auxiliary lane would not require widening the Boone Bridge, but adding a driving lane would.
- Adding the second lane off the Canby/Hubbard exit now was suggested because there was room in the area and the exit already opened up to two lanes. This would provide some relief to congestion more immediately than the current 10 to 20 year timeline. Staff would have the project team consider adding the lane ahead of time. (Option C, Slide 10)
- The speeds have been dropping quickly, especially over the last two years due to population growth and possibly the economy.
- Determining what was causing the significantly drop in average PM speeds (Slide 6) might lead to some more immediate and entirely different solutions than just fixing the Boone Bridge.
 - ODOT needed to consider a new bridge within a few miles of the Boone Bridge because so much development was occurring south of the Willamette River. Adding one lane on I-5 would not make a huge difference.
 - The Dundee bypass bridge could be used as connection, but roads would need to be built on the other side to make the connection viable which would be extremely difficult.
- Another factor confirming the need for the facilities plan was the anticipated growth in the Coffee Creek and Basalt Creek areas, which could dump even more truck traffic onto Stafford Rd, contributing to even more congestion. Alternatively, businesses might question whether they want to site their businesses in Wilsonville if their trucks could not travel efficiently.
 - Washington County did identify I-5 as a critical need in its freight study last year, so perhaps the timeline for the project's completion might be less than 20 years.
 - The City would continue to encourage people to use other modes of transportation. The transit network was focused in the Portland/Beaverton areas, but growing that network toward the outskirts of town would provide other alternatives to using the freeway.
 - Transit ridership, however, was down significantly nationwide.
 - Wilsonville was trying to grow its industry to improve the housing and jobs balance. The City wanted to provide opportunities for people to live and work closer so they did not have to use the freeway as much.
- Widening the Wilsonville Rd on ramp to two lanes was considered; however, ODOT eliminated that option because it would cause too many safety issues.
 - ODOT had been asked to increase the ramp meter limit. City Council might not support the plan if more traffic was not taken off Wilsonville Rd.
- Traffic was one of the biggest issues in Wilsonville right now, so there might be a large attendance at the public hearing in May.
- Reconfiguring the pedestrian bridge with travel lanes would alleviate some of the traffic from Wilsonville Rd headed to the first two exits. Although this would increase costs, funding mechanisms would increase as

well. Expanding the pedestrian bridge could produce a significant improvement, and the City would not have to wait on ODOT for funding.

- Regional traffic should be kept on the freeway by improving the freeway itself. Local residents did not want regional traffic bypassing through their neighborhoods to get across the river because the Boone Bridge was under built.
- Sixty percent of the traffic was local traffic just crossing the river, not regional traffic. The travel lanes on the pedestrian could connect to Miley Rd, which went into Canby.

C. City Council Action Minutes: (Jan. 4 and Jan. 18, 2018)

Chris Neamtzu, Planning Director, announced the Form-based Code was adopted on first reading at the February 12th City Council meeting by a unanimous vote and with almost no discussion about the options the Commission contemplated. The Council appreciated the Commission's work. The second reading was scheduled for February 22, 2018.

Chair Greenfield noted he heard at a recent conference that Wilsonville's Form-based Code was cutting edge.

D. 2018 Planning Commission Work Program

Chris Neamtzu, Planning Director, noted some additional items ~~that~~ were added this week. SMART planned to propose amendments to the Transit Master Plan in order to capture a new opportunity for revenue. The amendments would be discussed during a work session in May.

- He explained that the Density Inconsistency Revisions were highly technical and he expected about three hours of discussion. Staff was currently working on the revisions as time allowed. He was considering pulling the project from the Work Program because Staff had other pressing items and summer scheduling was also a factor.

IV. ADJOURNMENT

Chair Greenfield adjourned the regular meeting of the Wilsonville Planning Commission at 9:15 pm.

Respectfully submitted,

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



PLANNING COMMISSION

WEDNESDAY, MARCH 14, 2018

II. WORKSESSION

- A. Southbound I-5 Boone Bridge Auxiliary Lane Study (Kraushaar) (30 mins)

(Placeholder only- following earlier Open House)



PLANNING COMMISSION

WEDNESDAY, MARCH 14, 2018

III. INFORMATIONAL

A. French Prairie Bridge (Weigel) (15 mins.)

(Placeholder only)



PLANNING COMMISSION
WEDNESDAY, MARCH 14, 2018

III. INFORMATIONAL

B. City Council Action Minutes (Feb. 5 and Feb. 22, 2018)

City Council Meeting Action Minutes
February 5, 2018

City Council members present included:

Mayor Knapp
Councilor Starr
Councilor Stevens
Councilor Lehan
Councilor Akervall

Susan Cole, Finance Director
Angela Handran, Assistant to the City Manager
Chris Neamtzu, Planning Director
Kerry Rappold, Natural Resources Manager
Kimberly Rybold, Associate Planner
Mark Ottenad, Public/Government Affairs Director
Mike McCarty, Parks and Recreation Director
Mike Ward, Civil Engineer
Steve Adams, Engineering Manager
Bill Evans, Communications & Marketing Manager
Brian Stevenson, Recreation Coordinator
Jordan Vance, Economic Development Manager
Tod Blankenship, Parks Supervisor

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Delora Kerber, Public Works Director

AGENDA ITEM	ACTIONS
WORK SESSION	
A. City Attorney’s Contract Renewal	<p>The item was moved from work session order of business. It is to be voted on during the City Council meeting.</p> <p>Staff presented an update on the Memorial Park Parking Lot. Council instructed staff to proceed with the plan.</p> <p>Staff alerted Council of the projected shortfall for the 5th to Kinsman Project. Staff will return to Council with options at a future meeting.</p> <p>Staff presented on a pending contract award. The award is scheduled for the URA meeting under the consent agenda.</p>
B. Memorial Park Parking Lot Update	
C. 5th to Kinsman Project Cost Update	
D. Tooze Road Contract	
REGULAR MEETING	
<u>Mayor’s Business</u>	<p>Council renewed the City Attorney’s contract for an additional 2 years.</p> <p><u>Budget Committee</u> Appointment of William Amadon to Budget Committee for a term beginning 2/5/18 to 12/31/20.</p> <p><u>Planning Commission</u></p>
A. City Attorney’s Contract Renewal	
B. Appointments	

<p>C. Upcoming Meetings</p>	<p>Appointment of Ronald Heberlein to Planning Commission for a term beginning 2/5/18 to 12/31/21.</p> <p><u>Development Review Board</u> Appointment of Shanti Villarreal and Tracy Meyer to the Development Review Board and giving staff the authority to assign and move members between panels A and B.</p> <p><u>Community Enhancement Committee</u> Appointment of David Davis to Community Enhancement Committee Position 1 to fill the unexpired term of Kate Johnson term to expire 6/30/20.</p> <p>Appointment of Amanda Johnson to Community Enhancement Committee Position 2 to fill the unexpired term of Brad Hughbanks term to expire 6/30/20.</p> <p>Appointment of Purity Case to Community Enhancement Committee Position 3 to fill the unexpired term of Lawrence Beck term to expire 6/30/21.</p> <p>Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.</p>
<p><u>Consent Agenda</u> A. Minutes of the January 18, 2018 Council Meeting.</p>	<p>The Consent Agenda was adopted 5-0.</p>
<p><u>Public Hearing</u> A. <u>Ordinance No. 812</u> – 1st Reading An Ordinance Of The City Of Wilsonville Adopting The Coffee Creek Industrial Form-Based Code, Coffee Creek Design Overlay District Pattern Book And Related Comprehensive Plan And Development Code Changes, And Repealing WC Section 4.134 Day Road Design Overlay District, For The Coffee Creek Industrial Master Plan Area.</p> <p>B. <u>Ordinance No. 813</u> – 1st Reading An Ordinance Approving The Willamette Intake Facilities Intergovernmental Agreement To Form The Willamette Intake Facilities Commission, An Intergovernmental Entity Formed Under ORS Chapter 190 Between Tualatin Valley Water District And The Cities Of Wilsonville, Hillsboro, Sherwood, Beaverton, And Tigard.</p>	<p>After a public hearing was conducted, Ordinance No. 812 was adopted on first reading by a vote of 5-0.</p> <p>After a public hearing was conducted, Ordinance No. 813 was adopted on first reading by a vote of 5-0.</p>
<p><u>City Manager’s Business</u> A. Willamette Governance Group</p>	<p>Requested that Council begin to think of who to select as the Willamette Governance Group primary and an alternate members.</p>

B. Budget Committee	Reminded Council that there is a Budget Committee meeting scheduled for February 15 to provide the committee with an overview of PERS.
C. Communications & Marketing Manager	Communications & Marketing Manager Bill Evans was introduced to Council.
<u>Legal Business</u>	No report.
ADJOURN	10:11 p.m.
URA	
<u>Consent Agenda</u>	The Consent Agenda was adopted 5-0.
A. <u>URA Resolution No. 279</u> A Resolution Of The City Of Wilsonville Urban Renewal Agency Acting In Its Capacity As Its Local Contract Review Board Authorizing The City Manager To Execute A Construction Contract With Tapani, Inc. For Construction Of The Tooze Road Project (CIP# 4146).	
B. Minutes of the December 4, 2017 URA Meeting.	
ADJOURN	10:13 p.m.

City Council Meeting Action Minutes February 22, 2018

City Council members present included:

Mayor Knapp
 Councilor Starr
 Councilor Stevens - Excused
 Councilor Lehan - Arrived 5:24 p.m.
 Councilor Akervall

Delora Kerber, Public Works Director
 Nancy Kraushaar, Community Develop. Director
 Susan Cole, Finance Director
 Angela Handran, Assistant to the City Manager
 Chris Neamtzu, Planning Director
 Kerry Rappold, Natural Resources Manager
 Kimberly Rybold, Associate Planner
 Mark Ottenad, Public/Government Affairs Director
 Mike Ward, Civil Engineer
 Zach Weigel, Civil Engineer
 Bill Evans, Communications & Marketing Manager
 Tod Blankenship, Parks Supervisor

Staff present included:

Bryan Cosgrove, City Manager
 Barbara Jacobson, City Attorney
 Kimberly Veliz, City Recorder
 Jeanna Troha, Assistant City Manager

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Urban Renewal - Year 2000 Amendment 11	Council was briefed that the public hearing for the Ordinance No. 817 was scheduled and noticed for the February 22, 2018 meeting. However, due to unanticipated delays, staff requested that during the Council meeting Councilors make a motion to continue the public hearing to May 7, 2018.
B. I-5 Undercrossing Change Order	Council had no objections to the I-5 Undercrossing Trail Improvement Project - Change Order.
C. Garden Acres Cross-section	Council approved the proposed modifications to the Garden Acres Cross-section.
D. C800 Cell Tower Lease Agreement	Staff requested that Council pull the item from the Council meeting agenda.
E. Integrated Pest Management	There was discussion between staff and Council regarding the development of a more comprehensive Integrated Pest Management plan.
F. Recreation in Industrial Zones	Council requested that staff further research this topic and provide more information regarding conditional usage.
G. Tourism Marketing Plan	Council was briefed that the Tourism Promotion Committee, unanimously recommended adoption by City Council of the Tourism Promotion Marketing Plan.
REGULAR MEETING	
<u>Mayor's Business</u>	
A. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.

<p><u>Consent Agenda</u></p> <p>A. Resolution No. 2667 A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Braun Construction & Design LLC For The Charbonneau High Priority Utility Repair Phase III Project (CIP #7500).</p> <p>B. Resolution No. 2668 A Resolution Of The City Of Wilsonville Authorizing A Change Order With 3Kings Environmental, Inc. For The I-5 Undercrossing Trail Improvement Phase I Project (CIP #9146).</p>	<p>The Consent Agenda was adopted 4-0.</p>
<p><u>Public Hearing</u></p> <p>A. Ordinance No. 817 Making Certain Determinations And Findings Relating To And Approving Year 2000 Urban Renewal Plan–11th Amendment And Directing That Notice Of Approval Be Published.</p>	<p>Council moved to continue the Year 2000 Urban Renewal 11th Amendment public hearing to the May 7, 2018 meeting. Motion was approved 4-0.</p>
<p><u>New Business</u></p> <p>A. Resolution No. 2665 A Resolution Authorizing The City Manager To Enter Into A Lease Agreement With Clackamas 800 Radio Group For The Use Of City-Owned Property On Level C Reservoir Parcel As A Wireless Communication Facility Tower Site.</p> <p>B. Resolution No. 2669 A Resolution Of The City Of Wilsonville City Council Adopting The FY17/18 & 18/19 Tourism Promotion Marketing Plan.</p>	<p>Resolution No. 2665 was pull from the Council agenda.</p> <p>Resolution No. 2669 was adopted 4-0.</p>
<p><u>Continuing Business</u></p> <p>A. Ordinance No. 812 – 2nd Reading An Ordinance Of The City Of Wilsonville Adopting The Coffee Creek Industrial Form-Based Code, Coffee Creek Design Overlay District Pattern Book And Related Comprehensive Plan And Development Code Changes, And Repealing WC Section 4.134 Day Road Design Overlay District, For The Coffee Creek Industrial Master Plan Area.</p> <p>B. Ordinance No. 813 – 2nd Reading An Ordinance Approving The Willamette Intake Facilities Intergovernmental Agreement To Form The Willamette Intake Facilities Commission, An Intergovernmental Entity Formed Under ORS Chapter 190 Between Tualatin Valley Water District And The Cities Of Wilsonville, Hillsboro, Sherwood, Beaverton, And Tigard.</p>	<p>Ordinance No. 812 was adopted on second reading by a vote of 4-0.</p> <p>Ordinance No. 813 was adopted on second reading by a vote of 4-0.</p>
<p><u>City Manager's Business</u></p>	<p>The City Manager reported that Mayor Knapp will be the City's primary member for the Willamette Intake Facilities (WIF) Commission. It was announced that an alternative member was still needed.</p>
<p><u>Legal Business</u></p>	<p>The City Attorney mentioned that Metro has set a briefing schedule and a timeframe to render its decision on Basalt Creek.</p>
<p>ADJOURN</p>	<p>8:47 p.m.</p>



PLANNING COMMISSION
WEDNESDAY, MARCH 14, 2018

III. INFORMATIONAL

C. 2018 Planning Commission Work Program

2018 WORK PROGRAM Planning Commission

updated: 3/7/2018

DATE	AGENDA ITEMS		
	Informational	Work Sessions	Public Hearings
Jan. 10, 2018	Metro Area Value Pricing (Kraushaar)		Coffee Creek Industrial Form-based Code
Feb. 14, 2018	City of Wilsonville Tree Inventory Southbound I-5 Boone Bridge Auxiliary Lane Study		Water Treatment Plant Master Plan
MAR. 14	OPEN HOUSE - Southbound I-5 Boone Bridge Auxiliary Lane Study		
Mar. 14, 2018* *(LATE START AT 6:30 PM)	French Prairie Bridge	Southbound I-5 Boone Bridge Aux. Lane Study	
April 11, 2018	Annual Housing Report French Prairie Bridge Citywide signage and wayfinding Project Town Center Plan Basalt Creek Concept Plan	Parks and Recreation Master Plan	Southbound I-5 Boone Bridge Auxiliary Lane Study
May 9, 2018	UGB Expansion Request	Basalt Creek Concept Plan SMART Programs Enhancement Strategy	Parks and Recreation Master Plan
June 13, 2018	Town Center Plan		SMART Programs Enhancement Strategy Basalt Creek Concept Plan
July 11, 2018	French Prairie Bridge		
Aug. 8, 2018		Town Center Plan	
Sept. 12, 2018			
Oct. 10, 2018		Town Center Plan	
Nov. 14, 2018			Town Center Plan
Dec. 12, 2018			
Jan. 9, 2019			

2018

- 1 Basalt Creek Concept Plan
- 2 Town Center Plan
- 3 Arrowhead Creek Planning Area
- 4 French Prairie Bike/Ped Bridge
- 5 Water Treatment Plant Master Plan
- 6 Solid Waste Code Amendments

- 7 Wayfinding & Signage
- 8 I-5 Exit 283-282 Interchange Facilities Plan Rpt
- 9 Density Inconsistency Revisions
- 10 Parks and Recreation Master Plan
- 11 Southbound I-5 Boone Bridge Aux.Lane Study
- 12 SMART Programs Enhancement Strategy
- 13 Recreation in Industrial Zones