

**CITY OF WILSONVILLE
PLANNING COMMISSION**

**WEDNESDAY
MARCH 12, 2014**

6:00 P.M.



**WILSONVILLE CITY HALL
29799 SW TOWN CENTER LOOP EAST
WILSONVILLE, OREGON**

**PLANNING COMMISSION
WEDNESDAY MARCH 12, 2014
6:00 PM**

AGENDA

I. 6:00 PM CALL TO ORDER - ROLL CALL

Ben Altman, Chair
Al Levit
Marta McGuire
Jerry Greenfield

Eric Postma, Vice Chair
Peter Hurley
Phyllis Millan
City Council Liaison Susie Stevens

II. 6:05 PM PLEDGE OF ALLEGIANCE

III. 6:10 PM CITIZEN'S INPUT – This is an opportunity for visitors to address the Planning Commission on items **not** on the agenda.

IV. 6:15 PM CITY COUNCIL LIAISON REPORT

V. 6:20 PM ELECTION OF 2014 PLANNING COMMISSION CHAIR AND VICE CHAIR

VI. 6:25 PM CONSIDERATION OF THE MINUTES

A. Consideration of the February 19, 2013 Planning Commission minutes

VII. 6:30 PM WORK SESSION

- A. Concept Planning Update:
- Basalt Creek Concept Plan
 - Frog Pond / Advance Road Planning

VIII. 7:30 PM OTHER BUSINESS

A. 2014 Planning Commission Work Program

IX. 7:35 PM INFORMATIONAL ITEMS

A. Citywide Signage and Wayfinding Plan

X. 8:45 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 Linda Straessle, Planning Administrative Assistant, at (503) 570-1571 or e-mail her at straessle@ci.wilsonville.or.us.

Meeting packets are available on the City's web site at: <http://www.ci.wilsonville.or.us/pdocs>.

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

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City of Wilsonville

**PLANNING COMMISSION
WEDNESDAY MARCH 12, 2014
6:00 PM**

VI. CONSIDERATION OF THE MINUTES

A. Consideration of the February 19, 2013 Planning Commission minutes

The February 19, 2014 PC Minutes will be distributed on Friday, March 7.



City of Wilsonville

PLANNING COMMISSION
WEDNESDAY MARCH 12, 2014
6:00 PM

VII. WORK SESSION

- A. Concept Planning Update:
- Basalt Creek Concept Plan
 - Frog Pond / Advance Road Planning

**PLANNING COMMISSION MEETING
STAFF REPORT**

Meeting Date: March 19, 2014	Subject: Concept Planning Update: Frog Pond / Advance Road Planning and Basalt Creek Concept Plan Staff Member: Katie Mangle Department: Community Development
Action Required	Advisory Board/Commission Recommendation
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments:

Staff Recommendation:
Recommended Language for Motion:

PROJECT / ISSUE RELATES TO:		
<input checked="" type="checkbox"/> Council Goals/Priorities Thoughtful Land Use 5.a. Complete a formal concept plan for Advance Road and Frog Pond Residential Areas. 11.c. Complete and adopt Basalt Creek industrial area concept plan in the next 18 to 24 months	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

ISSUE BEFORE THE COMMISSION:

Over the next two years, developing and adopting long-term development plans for Wilsonville’s growth areas will comprise a significant portion of the Planning Commission’s work program. This agenda item is an opportunity for the Commission to discuss the projects generally, and the most effective role for the Commission to play in each.

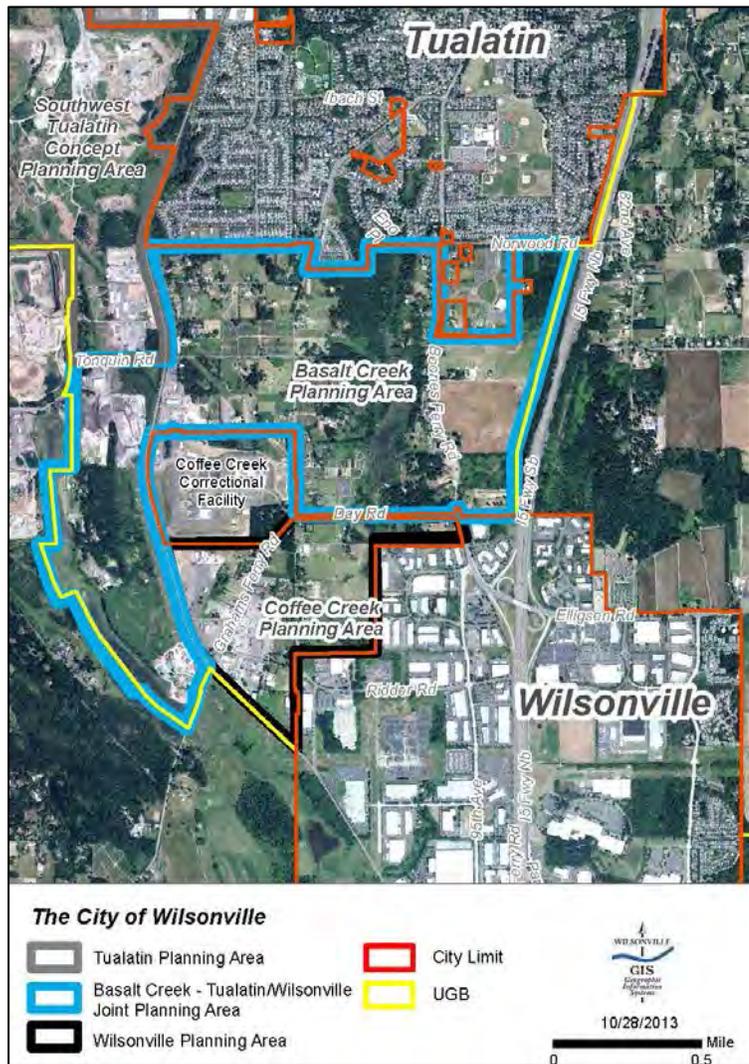
EXECUTIVE SUMMARY:

Concept Plans are a type of long-term plan that is required by the Metro Functional Plan Title 11, Planning For New Urban Areas, (see Attachment A). Broadly speaking, a concept plan identifies a vision for the area and guides future land use and transportation plans. Additionally, it outlines an implementation strategy for future provision of urban services (water, sanitary sewer, and storm sewer systems), other public services, and protection of natural and cultural resources. The Concept Plan work provides the opportunity to address the needs of area residents and other community members.

Basalt Creek Concept Plan

The 840-acre Basalt Creek study area has been in the Metro Urban Growth Boundary since 2004. In June 2010, the Cities of Tualatin and Wilsonville agreed to jointly planning for the future of the Basalt Creek area. In December 2012, a Policy Advisory Group composed of elected and administrative leaders from the cities, Washington County, and Metro, unanimously recommended the adoption of the Basalt Creek Transportation Refinement Plan to identify the major multi-modal transportation investments to be made in the area. The Concept Plan will incorporate these transportation assumptions.

Jurisdiction of the area will ultimately be divided between the two cities, both of which envision it including parks, green spaces, a small amount of retail, as well as employment and residential uses. Both cities see the area contributing to a major regional economic workshed anchored by Coffee Creek in Wilsonville and Southwest Concept Plan in Tualatin.



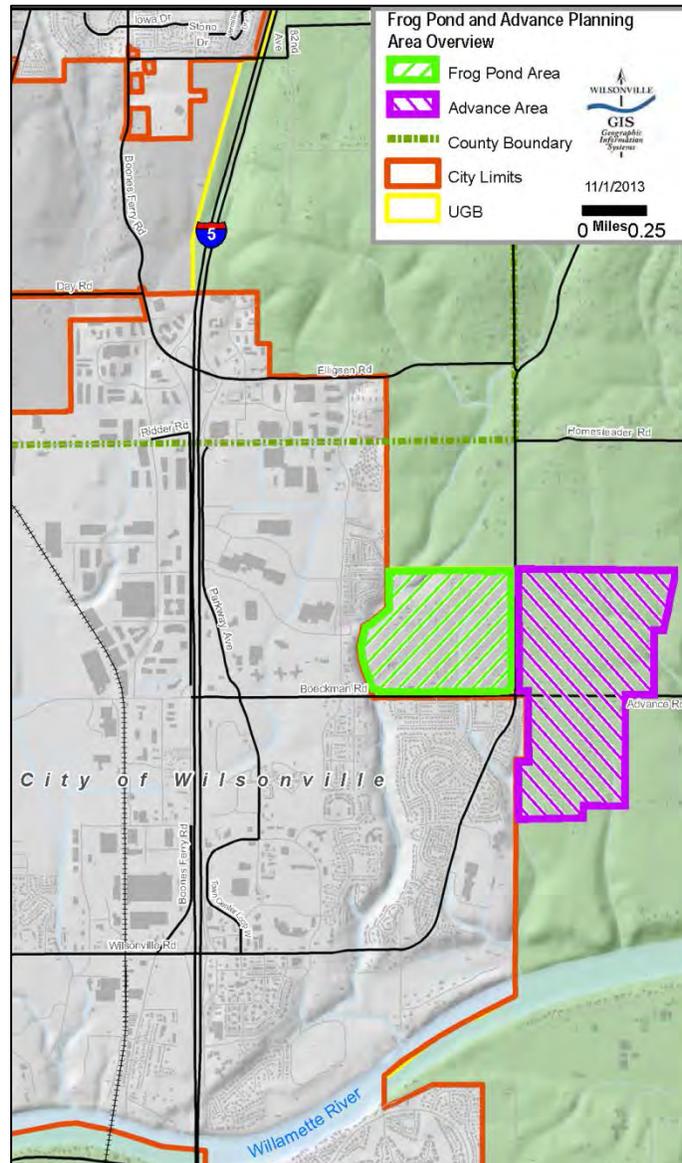
The Basalt Creek Concept Plan Partnering Agreement and Process Diagram (see Attachment B) outlines how the cities of Tualatin and Wilsonville will generally approach decision-making and public involvement for the project. Jointly, the two City Councils have decided to play a more active role in this project than is typical for a planning project. Wilsonville Council also expressed a strong desire for the Planning Commission to provide recommendations on alternatives, and the ultimate Plan.

Frog Pond / Advance Road Planning Project

In 2002, Metro Council added the 181-acre Frog Pond area to the UGB. The City is responsible for completing a concept plan for that area by the end of 2015. In 2009, Wilsonville’s Planning Commission embarked on the “20-Year Look” at potential future expansion areas for Wilsonville. The City concluded that the priority for future residential development should be given to the Frog Pond and Advance Road areas, given their relationship to existing employment areas, residential uses and property already defined as a future school site.

The Frog Pond/ Advance Road Planning Project will involve two phases:

1. *Create a Concept Plan for the whole area.* This broad plan will define: the mix of land uses; range of housing types; location of schools, parks, and natural areas; water quality and ecosystem protection; multimodal transportation; public facilities location; and financial feasibility.
2. *Create a Master Plan for just the Frog Pond area.* This more detailed planning of Frog Pond will result in the adoption of Comprehensive Plan land use designations, more detailed public facility design and cost estimating, and drafting of zoning to be applied at the time of development. The intent of this phase is to set the stage for annexation, rezoning, and permitting for development.



See Attachment C for a conceptual schedule, showing the relationship between the various tasks, and key meetings.

This project will create a model for planning connected, low impact residential neighborhoods, which are the building blocks for all healthy cities. Growth in Wilsonville has meant quality development in partnership with natural systems, and this project will incorporate Wilsonville's existing leading-edge practices such as tree preservation, integration of open space, stormwater management, and walkable village-scale design. Additionally, big ideas about the new places will be illustrated through pictures and design studies, not relying only on quantitative metrics to shape the conversation. Design, diversity, and connectivity are key aspects to developing a successful community.

EXPECTED RESULTS:

The Basalt Creek Concept Plan project will result in:

1. A Concept Plan for the study area.
2. A phasing schedule for public facilities, development, and transportation investments
3. Implementation tools, including Comprehensive Plan amendments

The Frog Pond/ Advance Road Planning project will result in three primary products:

1. A Concept Plan for the entire Frog Pond / Advance Road study area.
2. A Master Plan for the Frog Pond area.
3. Draft implementing ordinances, including amendments to the Comprehensive Plan, Transportation System Plan, and Development Code.

TIMELINE:

The Basalt Creek Concept Plan project is getting underway this month, and is expected to take 18-24 months.

The Frog Pond/ Advance Road Planning project schedule will be driven by the milestones defined in the City's Intergovernmental Agreement with Metro accepting the grant that is funding the project. The City has committed to meeting the following key deadlines for the first phase of the project:

- Public Involvement Plan and Site Analysis April 31, 2014
- Selection of one development alternative October 31, 2014
- Final Concept Plan April 30, 2015

The City has already begun work on the project, conducting resource inventories and defining buildable lands in the study area. The consulting team will begin work immediately upon execution of the contract.

COMMUNITY INVOLVEMENT PROCESS:

Property owners and others in the community will be invited to participate in both planning processes. Detailed Public Involvement Plans will outline how this will happen.

As illustrated in Attachment D, staff is proposing to create a Task Force to advise project staff on key aspects of the Frog Pond / Advance Road Planning project, allowing property owners and other citizens to engage in dialogue with decision-makers. This would enable the Planning

Commission to focus on the big picture and function of the plans. Staff will use multiple tools to involve and inform community members about the project.

ATTACHMENTS

- A. Title 11, Planning For New Urban Areas
- B. Basalt Creek Concept Plan Partnering Agreement and Process Diagram
- C. Frog Pond / Advance Rd. project conceptual schedule diagram
- D. Frog Pond / Advance Rd. project public involvement diagram

sufficient to support and under normal circumstances do support a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs and similar areas. Wetlands are those areas identified and delineated by a qualified wetland specialist as set forth in the 1987 Corps of Engineers Wetland Delineation Manual.

(uuu)"Zoned capacity" means the highest number of dwelling units or jobs that are allowed to be contained in an area by zoning and other city or county jurisdiction regulations.

(Ordinance No. 97-715B, Sec. 1. Amended by Ordinance No. 98-721A, Sec. 1; Ordinance No. 98-730C, Sec. 10. Readopted by Ordinance No. 00-839, Sec. 1. Amended by Ordinance No. 00—869A, Sec. 2; Ordinance No. 02-972A, Sec. 1; Ordinance No. 05-1077C, Sec. 6; and Ordinance No. 10-1244B, Sec. 9).

TITLE 11: PLANNING FOR NEW URBAN AREAS

3.07.1105 Purpose and Intent

The Regional Framework Plan calls for long-range planning to ensure that areas brought into the UGB are urbanized efficiently and become or contribute to mixed-use, walkable, transit-friendly communities. It is the purpose of Title 11 to guide such long-range planning for urban reserves and areas added to the UGB. It is also the purpose of Title 11 to provide interim protection for areas added to the UGB until city or county amendments to land use regulations to allow urbanization become applicable to the areas.

(Ordinance No. 99-818A, Sec. 3. Amended by Ordinance No. 02-969B, Sec. 11; and Ordinance No. 10-1238A, Sec. 5; and Ordinance No. 11-1252A, Sec. 1).

3.07.1110 Planning for Areas Designated Urban Reserve

- A. The county responsible for land use planning for an urban reserve and any city likely to provide governance or an urban service for the area, shall, in conjunction with Metro and appropriate service districts, develop a concept plan for the urban reserve prior to its addition to the UGB pursuant to sections 3.07.1420, 3.07.1430 or 3.07.1435 of this chapter. The date for completion of a concept plan and the area of urban reserves to be planned will be jointly determined by Metro and the county and city or cities.
- B. A local government, in creating a concept plan to comply with this section, shall consider actions necessary to achieve the following outcomes:

1. If the plan proposes a mix of residential and employment uses:
 - a. A mix and intensity of uses that will make efficient use of the public systems and facilities described in subsection C;
 - b. A development pattern that supports pedestrian and bicycle travel to retail, professional and civic services;
 - c. A range of housing of different types, tenure and prices addressing the housing needs in the prospective UGB expansion area in the context of the housing needs of the governing city, the county, and the region if data on regional housing needs are available, in order to help create economically and socially vital and complete neighborhoods and cities and avoiding the concentration of poverty and the isolation of families and people of modest means;
 - d. Sufficient employment opportunities to support a healthy economy, including, for proposed employment areas, lands with characteristics, such as proximity to transportation facilities, needed by employers;
 - e. Well-connected systems of streets, bikeways, parks, recreational trails and public transit that link to needed housing so as to reduce the combined cost of housing and transportation;
 - f. A well-connected system of parks, natural areas and other public open spaces;
 - g. Protection of natural ecological systems and important natural landscape features; and
 - h. Avoidance or minimization of adverse effects on farm and forest practices and important natural landscape features on nearby rural lands.
2. If the plan involves fewer than 100 acres or proposes to accommodate only residential or employment needs, depending on the need to be accommodated:

- a. A range of housing of different types, tenure and prices addressing the housing needs in the prospective UGB expansion area in the context of the housing needs of the governing city, the county, and the region if data on regional housing needs are available, in order to help create economically and socially vital and complete neighborhoods and cities and avoiding the concentration of poverty and the isolation of families and people of modest means;
- b. Sufficient employment opportunities to support a healthy economy, including, for proposed employment areas, lands with characteristics, such as proximity to transportation facilities, needed by employers;
- c. Well-connected systems of streets, bikeways, pedestrian ways, parks, natural areas, recreation trails;
- d. Protection of natural ecological systems and important natural landscape features; and
- e. Avoidance or minimization of adverse effects on farm and forest practices and important natural landscape features on nearby rural lands.

C. A concept plan shall:

1. Show the general locations of any residential, commercial, industrial, institutional and public uses proposed for the area with sufficient detail to allow estimates of the cost of the public systems and facilities described in paragraph 2;
2. For proposed sewer, park and trail, water and stormwater systems and transportation facilities, provide the following:
 - a. The general locations of proposed sewer, park and trail, water and stormwater systems;
 - b. The mode, function and general location of any proposed state transportation facilities, arterial facilities, regional transit and trail facilities and freight intermodal facilities;

- c. The proposed connections of these systems and facilities, if any, to existing systems;
 - d. Preliminary estimates of the costs of the systems and facilities in sufficient detail to determine feasibility and allow cost comparisons with other areas;
 - e. Proposed methods to finance the systems and facilities; and
 - f. Consideration for protection of the capacity, function and safe operation of state highway interchanges, including existing and planned interchanges and planned improvements to interchanges.
3. If the area subject to the concept plan calls for designation of land for industrial use, include an assessment of opportunities to create and protect parcels 50 acres or larger and to cluster uses that benefit from proximity to one another;
 4. If the area subject to the concept plan calls for designation of land for residential use, the concept plan will describe the goals for meeting the housing needs for the concept planning area in the context of the housing needs of the governing city, the county, and the region if data on regional housing needs are available. As part of this statement of objectives, the concept plan shall identify the general number, price and type of market and nonmarket-provided housing. The concept plan shall also identify preliminary strategies, including fee waivers, subsidies, zoning incentives and private and nonprofit partnerships, that will support the likelihood of achieving the outcomes described in subsection B of this section;
 5. Show water quality resource areas, flood management areas and habitat conservation areas that will be subject to performance standards under Titles 3 and 13 of this chapter;

6. Be coordinated with the comprehensive plans and land use regulations that apply to nearby lands already within the UGB;
 7. Include an agreement between or among the county and the city or cities and service districts that preliminarily identifies which city, cities or districts will likely be the providers of urban services, as defined at ORS 195.065(4), when the area is urbanized;
 8. Include an agreement between or among the county and the city or cities that preliminarily identifies the local government responsible for comprehensive planning of the area, and the city or cities that will have authority to annex the area, or portions of it, following addition to the UGB;
 9. Provide that an area added to the UGB must be annexed to a city prior to, or simultaneously with, application of city land use regulations to the area intended to comply with subsection C of section 3.07.1120; and
 10. Be coordinated with schools districts, including coordination of demographic assumptions.
- B. Concept plans shall guide, but not bind:
1. The designation of 2040 Growth Concept design types by the Metro Council;
 2. Conditions in the Metro ordinance that adds the area to the UGB; or
 3. Amendments to city or county comprehensive plans or land use regulations following addition of the area to the UGB.
- C. If the local governments responsible for completion of a concept plan under this section are unable to reach agreement on a concept plan by the date set under subsection A, then the Metro Council may nonetheless add the area to the UGB if necessary to fulfill its responsibility under ORS 197.299 to ensure the UGB has sufficient capacity to accommodate forecasted growth.

(Ordinance No. 98-772B, Sec. 2. Amended by Ordinance No. 99-818A, Sec. 3; Ordinance No. 02-969B, Sec. 11; Ordinance No. 06-1110A, Sec. 1; Ordinance No. 10-1238A, Sec. 5; and Ordinance No. 11-1252A, Sec. 1).

3.07.1120 Planning for Areas Added to the UGB

- A. The county or city responsible for comprehensive planning of an area, as specified by the intergovernmental agreement adopted pursuant to section 3.07.1110C(7) or the ordinance that added the area to the UGB, shall adopt comprehensive plan provisions and land use regulations for the area to address the requirements of subsection C by the date specified by the ordinance or by section 3.07.1455B(4) of this chapter.
- B. If the concept plan developed for the area pursuant to section 3.07.1110 assigns planning responsibility to more than one city or county, the responsible local governments shall provide for concurrent consideration and adoption of proposed comprehensive plan provisions unless the ordinance adding the area to the UGB provides otherwise.
- C. Comprehensive plan provisions for the area shall include:
1. Specific plan designation boundaries derived from and generally consistent with the boundaries of design type designations assigned by the Metro Council in the ordinance adding the area to the UGB;
 2. Provision for annexation to a city and to any necessary service districts prior to, or simultaneously with, application of city land use regulations intended to comply with this subsection;
 3. Provisions that ensure zoned capacity for the number and types of housing units, if any, specified by the Metro Council pursuant to section 3.07.1455B(2) of this chapter;
 4. Provision for affordable housing consistent with Title 7 of this chapter if the comprehensive plan authorizes housing in any part of the area.
 5. Provision for the amount of land and improvements needed, if any, for public school facilities sufficient to serve the area added to the UGB in coordination with affected school districts. This

requirement includes consideration of any school facility plan prepared in accordance with ORS 195.110;

6. Provision for the amount of land and improvements needed, if any, for public park facilities sufficient to serve the area added to the UGB in coordination with affected park providers.
 7. A conceptual street plan that identifies internal street connections and connections to adjacent urban areas to improve local access and improve the integrity of the regional street system. For areas that allow residential or mixed-use development, the plan shall meet the standards for street connections in the Regional Transportation Functional Plan;
 8. Provision for the financing of local and state public facilities and services; and
 9. A strategy for protection of the capacity and function of state highway interchanges, including existing and planned interchanges and planned improvements to interchanges.
- D. The county or city responsible for comprehensive planning of an area shall submit to Metro a determination of the residential capacity of any area zoned to allow dwelling units, using the method in section 3.07.120, within 30 days after adoption of new land use regulations for the area.

(Ordinance No. 98-772B, Sec. 2. Amended by Ordinance No. 99-818A, Sec. 3; Ordinance No. 01-929A, Sec. 8; Ordinance No. 02-964, Sec. 5; Ordinance No. 05-1077C, Sec. 6; Ordinance No. 05-1089A, Sec. 2; Ordinance No. 07-1137A, Sec. 3; Ordinance No. 10-1238A, Sec. 5; and Ordinance No. 11-1252A, Sec. 1).

3.07.1130 Interim Protection of Areas Added to the UGB

Until land use regulations that comply with section 3.07.1120 become applicable to the area, the city or county responsible for planning the area added to the UGB shall not adopt or approve:

- A. A land use regulation or zoning map amendment that allows higher residential density in the area than allowed by regulations in effect at the time of addition of the area to the UGB;

- B. A land use regulation or zoning map amendment that allows commercial or industrial uses not allowed under regulations in effect at the time of addition of the area to the UGB;
- C. A land division or partition that would result in creation of a lot or parcel less than 20 acres in size, except for public facilities and services as defined in section 3.07.1010 of this chapter, or for a new public school;
- D. In an area designated by the Metro Council in the ordinance adding the area to the UGB as Regionally Significant Industrial Area:
 - 1. A commercial use that is not accessory to industrial uses in the area; and
 - 2. A school, a church, a park or any other institutional or community service use intended to serve people who do not work or reside in the area.

(Ordinance No. 98-772B, Sec. 2. Amended by Ordinance No. 99-818A, Sec. 3; Ordinance No. 10-1238A, Sec. 5; and Ordinance No. 11-1252A, Sec. 1).

3.07.1140 Applicability

Section 3.07.1110 becomes applicable on December 31, 2011.

(Ordinance No. 98-772B, Sec. 2. Amended by Ordinance No. 99-818A, Sec. 3; Ordinance No. 10-1238A, Sec. 5; and Ordinance No. 11-1252A, Sec. 1).

TITLE 12: PROTECTION OF RESIDENTIAL NEIGHBORHOODS

3.07.1210 Purpose and Intent

Existing neighborhoods are essential to the success of the 2040 Growth Concept. The intent of Title 12 of the Urban Growth Management Functional Plan is to protect the region's residential neighborhoods. The purpose of Title 12 is to help implement the policy of the Regional Framework Plan to protect existing residential neighborhoods from air and water pollution, noise and crime and to provide adequate levels of public services.

(Ordinance No. 02-969B, Sec. 3.)

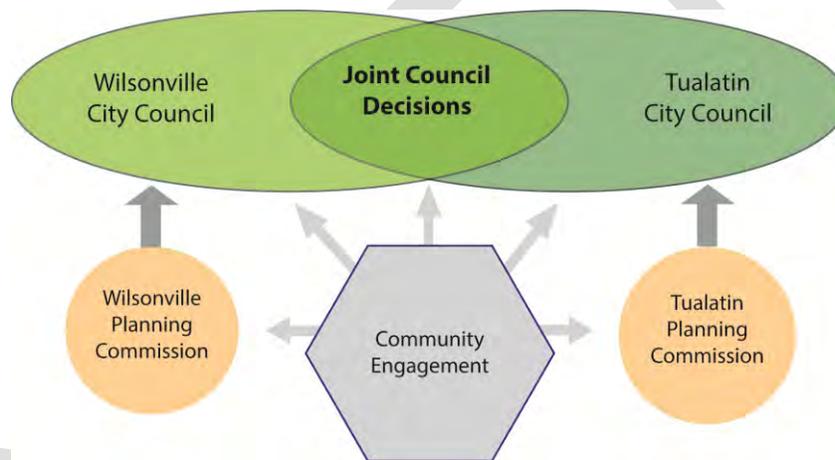
Basalt Creek Concept Plan

DRAFT Project Partnering Agreement – December 2013

Purpose

The purpose of this agreement is to identify the roles and responsibilities of the Basalt Creek Concept Plan project partners. Specifically, it highlights the duties of the multiple stakeholder groups and the two City Councils. In July 2010, the Cities of Tualatin and Wilsonville entered into a Memorandum of Understanding which outlined their commitment to work collaboratively to create a land use concept plan. This document furthers that agreement with additional detail regarding the process to finalize the Basalt Creek Concept Plan.

Decision-making Structure



Roles & Responsibilities:

Council Subcommittee – Two elected officials for each city will serve on this subcommittee to outline and further refine the process for this project. This group will be charged with two primary tasks: 1) establish a decision making framework; and 2) identify community engagement techniques to be used throughout the project. It is envisioned that the subcommittee will meet on a relatively limited basis before key decision points, especially during the beginning of the project.

Joint City Councils – The Tualatin and Wilsonville City Councils will be the ultimate decision-making body for the final Basalt Creek Concept Plan. Both City Councils will be tasked with approving the guiding principles, selecting the preferred land use scenario which will also include the provision of public services, identifying future jurisdictional boundaries, and approving the final Basalt Creek Concept Plan.

Tualatin City Council – While the final plan will be approved jointly by both City Councils, it is recognized that there will be some issues that require greater input from the City of Tualatin. Specifically, measures, ordinances, and resolutions to amend the Tualatin Development Code to implement the final plan will be made by the Tualatin City Council. The Tualatin City Council will receive periodic check-ins from staff throughout the planning process.

Wilsonville City Council – While the final plan will be approved jointly by both City Councils, it is recognized that there will be some issues that require greater input from the City of Wilsonville. Specifically, measures, ordinances, and resolutions to amend the Wilsonville Development Code and Comprehensive Plan to implement the final plan will be made by the Wilsonville City Council. The Wilsonville City Council will receive periodic check-ins from staff throughout the planning process.

Tualatin Planning Commission – The role of the Tualatin Planning Commission will be to consider input gathered through community engagement and from the Agency Review Team to further recommendations to the Tualatin and Wilsonville City Councils. In addition, they will serve in their advisory capacity to amend the Tualatin Community Plan Map to implement the final Basalt Creek Concept Plan.

Wilsonville Planning Commission – The role of the Wilsonville Planning Commission will be to consider input gathered through community engagement and from the Agency Review Team to further recommendations to the Tualatin and Wilsonville City Councils. In addition, they will serve in their advisory capacity to amend the Wilsonville Development Code and Comprehensive Plan to implement the final Basalt Creek Concept Plan.

Community Engagement – Throughout the process, development of the Basalt Creek Concept Plan will be informed through a variety of community engagement opportunities. These will include interviews, focus groups, public workshops, and online survey and comment opportunities. Input gathered through community engagement will be shared with the two Planning Commissions and City Councils.

Agency Review Team – In addition to being informed through community engagement, the Basalt Creek Concept Plan process will be assisted by the Agency Review Team, whose primary role will be to advise staff members of both cities about regulatory and planning compliance. Input gathered from this group will be included in regular updates to the Planning Commissions and City Councils. Involvement in this group will be required for some key agencies that need to approve or agree with the concept plan, while other agencies will be invited to participate in the planning process when their advice is needed on specific issues. The Agency Review Team will include members from the following organizations:

- Required Agencies
 - Metro
 - ODOT
 - Tualatin Valley Fire & Rescue
 - Washington County
 - Bonneville Power Administration
- Invited Agencies
 - City of Sherwood
 - City of Tualatin (Departments other than Community Development/Planning)
 - City of Wilsonville (Departments other than Community Development/Planning)
 - Clackamas County
 - Clean Water Services
 - Sherwood School District
 - SMART
 - Tigard/Tualatin School District
 - Tri-Met
 - Wilsonville / West-Linn School District

Major agreements will be discussed at meetings, but some elements or decisions for moving forward with technical work may be made outside of meetings. As appropriate, the Agency Review Team will be

Attachment B

consulted with and informed. As requested, additional staff from each agency will be copied on communications for meetings, review of materials, and general coordination where other related area projects may be involved.

Tualatin and Wilsonville Staff Members – Staff members from the cities will keep others informed during this process and coordinate information that is distributed to the community. Any information that will be distributed publicly for the Basalt Creek Concept Plan will be reviewed by one key staff member from each of the cities. This will ensure the cities are prepared to field questions that may be raised by the public.

Process Schedule

The process diagram in Attachment A outlines key milestones and deliverables in the project.

Process and Protocols/Communications/Commitments

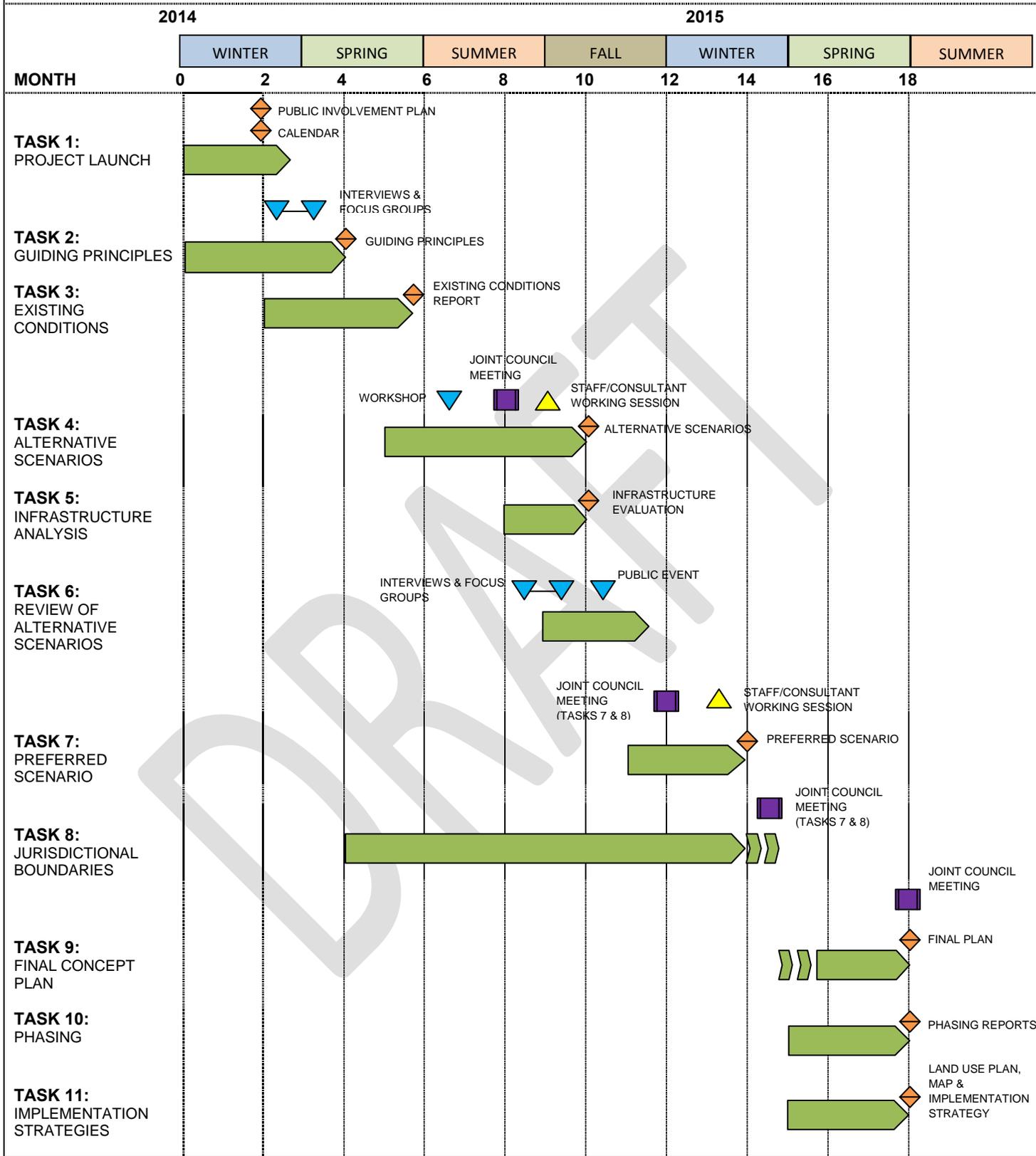
Meeting Ground Rules (all meetings):

- Notify staff if not able to attend a meeting or will be late.
- Read materials in advance.
- Provide comments on draft meeting materials that are distributed in advance of meetings for comment.
- Treat everyone with respect.
- Listen carefully with the intent of understanding.
- Let others finish before speaking.
- Share the air– let others speak once before speaking twice.
- Raise issues honestly, clearly and early in the process.
- Express concerns or issues; silence on an issue will be understood to mean agreement.
- Focus questions and comments on the subject at hand and stick to the agenda.
- When discussing events or issues of the past, apply them productively to the present discussion.
- Collaborate with other group members – seek to find common ground.
- Put cell phones on silent mode.
- Participate!

End meetings on time. If agenda items cannot be completed on time, groups members will decide if the meeting should be extended, if an additional meeting should be scheduled, or if the issue will be dealt with in another way (subgroup, email, etc.).

ATTACHMENT A

PROCESS DIAGRAM *1

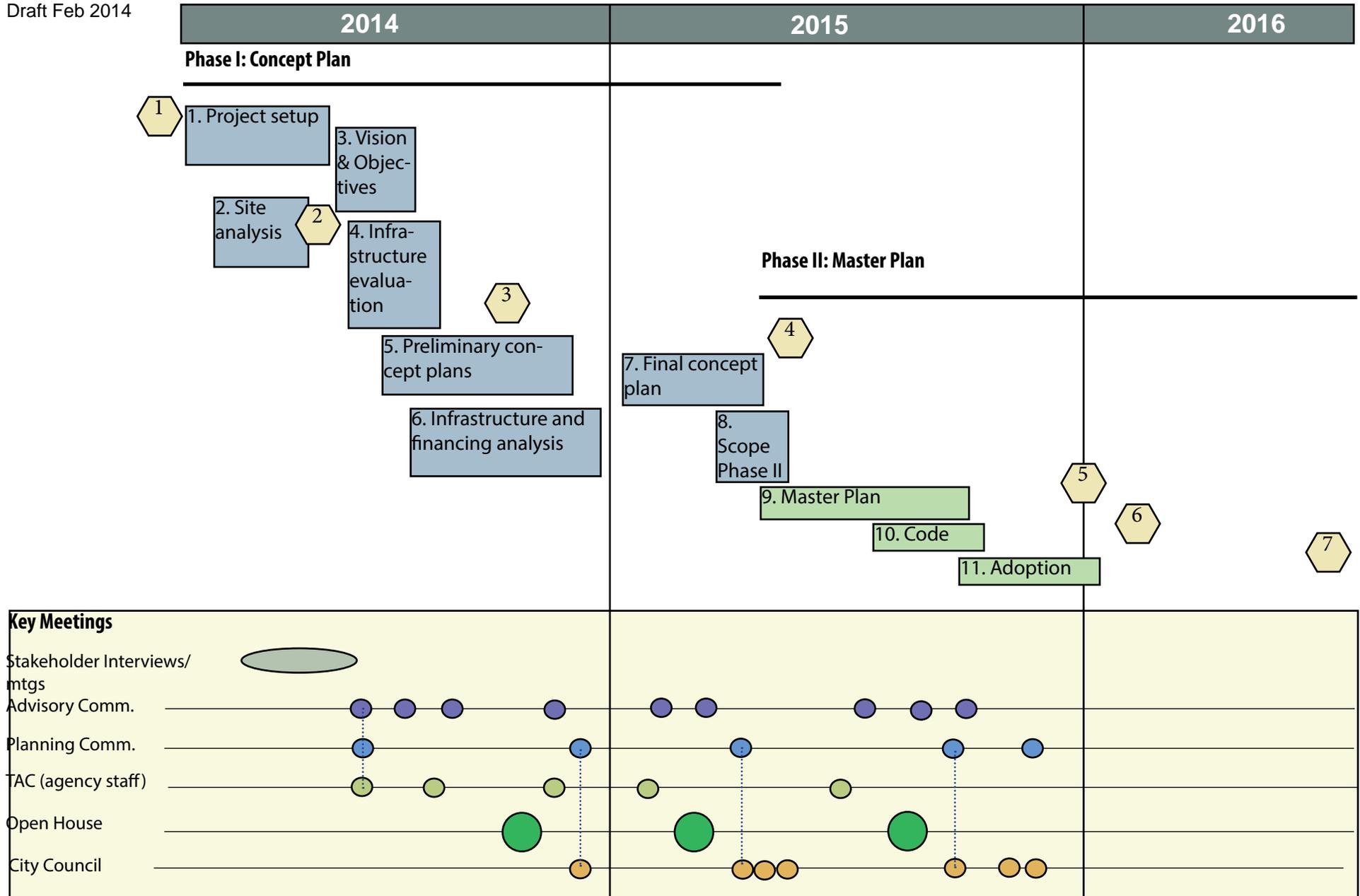


- PRODUCT
- STAFF/CONSULTANT WORKING SESSION
- JOINT COUNCIL MEETING
- COMMUNITY ENGAGEMENT

*1 Assumes regular individual City Council updates throughout the concept planning process! Basalt Creek & Frog Pond Advance Rd Updates
 Planning Commission, March 12, 2014
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Frog Pond / Advance Rd Planning Project - Conceptual Schedule

Draft Feb 2014

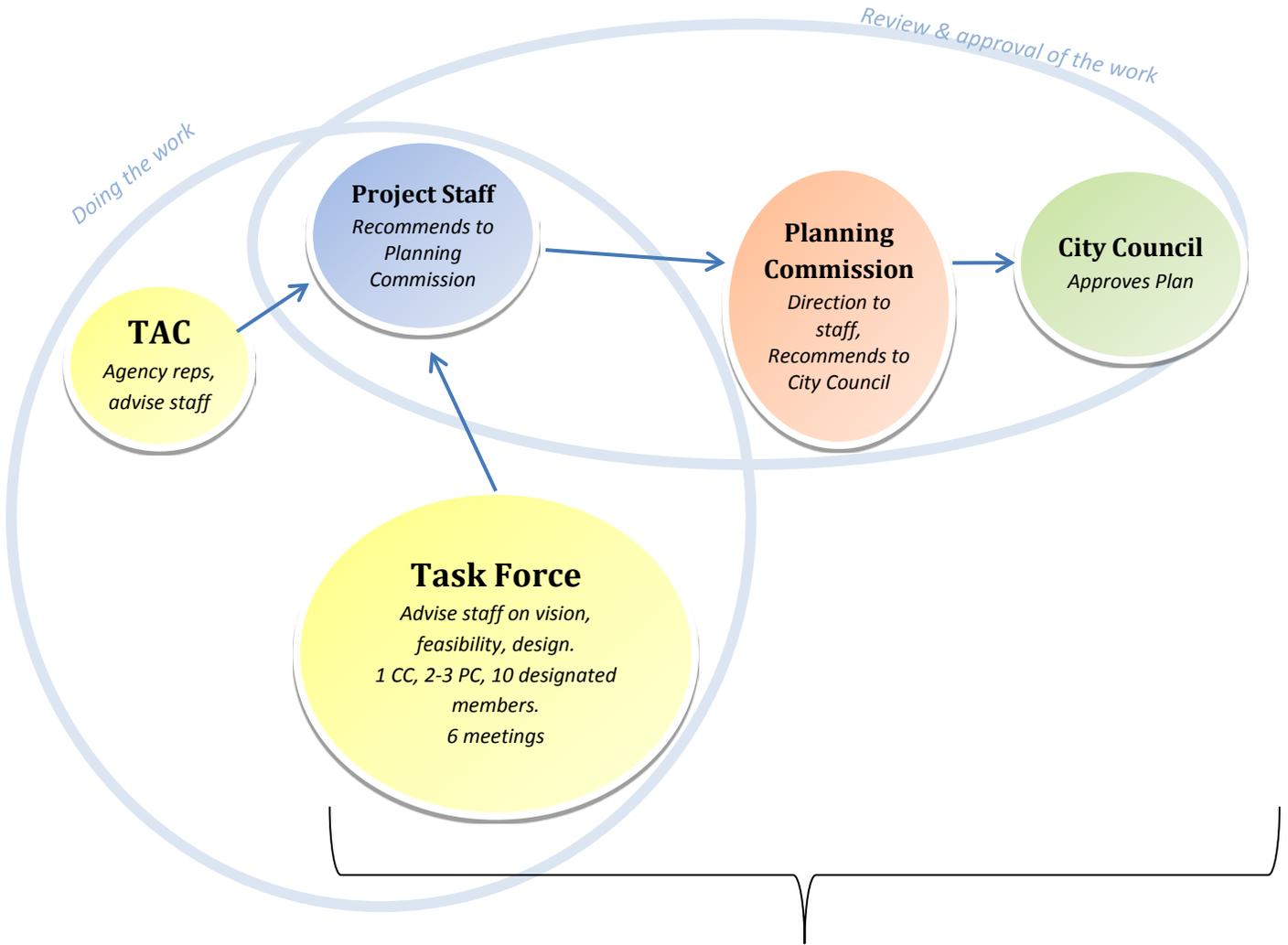


= Grant milestone

Note: City staff will lead additional, regular briefings for Planning Commission and City Council.

Decision Making and Public Involvement Diagram

Frog Pond/ Advance Road Planning Project



Public Information & Input

- Stakeholder & developer interviews
- Robust website
- Open houses (2 real, 1 virtual)
- Email listserv
- Property owner meetings
- BFM articles
- Frequent PC & CC work session briefings



City of Wilsonville

**PLANNING COMMISSION
WEDNESDAY MARCH 12, 2014
6:00 PM**

VIII. OTHER BUSINESS

- A. 2014 Planning Commission Work Program

2014 Annual Planning Commission Work Program

DATE	AGENDA ITEMS		
	Informational	Work Sessions	Public Hearings
March 12	Citywide Signage & Wayfinding Plan	Frog Pond/Advance Rd Planning Basalt Creek Concept Plan	
April 9		Industrial Form-Based Code	Goal 10 Housing Needs Analysis
May 14		Frog Pond/Advance Rd Planning	
June 11		Goal 10 Code Amendments	

2014

- 1 5-year Infrastructure Plan
- 2 Asset Management Plan
- 3 **Basalt Creek Concept Planning**
- 4 Code Amendments to the Solid Waste and Recycling Section of the WC
- 5 Community Investment Initiative
- 6 Climate Smart Communities (Metro)
- 7 **Density Inconsistency Code Amendments**
- 8 **Development Code amendments related to density**
- 9 **Industrial Form-Based Code**
- 10 **Frog Pond / Advance Road Concept Planning**
- 11 **Goal 10 Housing Plan**
- 12 **Old Town Code Amendments**
- 13 Parks & Rec MP Update - Rec Center/Memorial Park Planning
- 14 French Prairie Bike/Ped Bridge
- 15 Citywide signage and way finding program

*Projects in bold are being actively worked on in preparation for future worksessions



City of Wilsonville

**PLANNING COMMISSION
WEDNESDAY MARCH 12, 2014
6:00 PM**

IX. INFORMATIONAL ITEMS

- A. Citywide Signage and Wayfinding Plan

**CITY COUNCIL WORKSESSION
STAFF REPORT**

Meeting Date: March 3, 2014	Subject: Citywide Signage and Way finding Plan Staff Member: Chris Neamtzu, Planning Director Department: Community Development
Action Required	Advisory Board/Commission Recommendation
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments:

Staff Recommendation: The Council should discuss the benefits of a citywide signage and way finding program and provide Staff with direction on the next steps.
Recommended Language for Motion: N/A

PROJECT / ISSUE RELATES TO: <i>[Identify which goal(s), master plans(s) issue relates to.]</i>		
<input checked="" type="checkbox"/> Council Goals/Priorities Economic Development -strategic branding -filling vacant storefronts	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

At the January 23, 2014, Council meeting, under citizen input, Planning Commissioner Ben Altman presented his thoughts regarding the creation of a citywide signage and way finding program. The Council directed the City Manager to have staff return with more information on project scope, timeline and resources needed.

EXECUTIVE SUMMARY:

Way finding signage can be an important part of a community's identity and can be a valuable addition to a city's landscape. A comprehensive way finding program can promote a better visitor experience and improve traffic patterns by providing essential information that people need to find destinations and districts throughout a City. One of the main purposes of such a program is to create comprehensive and consistent identification necessary to help visitors find their destination.

Successful way finding provides needed information at an appropriate scale without resulting in clutter or excessive maintenance. Thoughtful design and placement is critical in implementing a successful program. Way finding signage typically includes a community created thematic look which is comprised of color palettes, fonts, logos, graphics, materials, architectural designs and other identifying features such as street furniture and lighting that support and complement the identity of a community.

Community way finding is based around the dynamics of the visitor experience as people enter the City, orient themselves and find their destinations. To be successful, the signs need to address different user groups, motor vehicles, cyclists and pedestrians. Each category needs to be tailored to the needs of the user, appropriately placed and scaled to be effective.

The City Council has identified several goals related to economic development, specifically developing strategic branding with a visual identity plan and logo, filling vacant storefronts and promoting tourism. Developing a signage and way finding plan align well with these other endeavors.

The signage and way finding system is also included as a recommendation in the recently developed draft Tourism Development Strategy. Recommendation 3.7 states: ***Develop and implement a comprehensive way finding system. The need for improved signage and way finding was identified in interviews and workshops. In addition to providing clear directions, signage is important for way finding, identity and the creation of attractions linking venues to form coherent and attractive trails and touring routes. This should be conducted after the brand strategy is completed (emphasis added).*** Recommendation 3.8 states: ***Develop a comprehensive signage strategy for the city. A comprehensive signage strategy is required to address directional signage issues in addition to more localized way finding, including the provision of quality, effective temporary signage for events.***

Staff recommends that the current tourism development effort and the strategic branding plan be completed **before** the City embarks on the creation of a signage and way finding program. A signage and way finding program can build on the momentum and community effort created through the Council's identity and branding goals. Way finding signage could incorporate the various creative elements developed through the community-branding process.

If the Council agrees that this project is a priority, Staff could be directed to include a new project in the FY 14-15 proposed city budget to fund the consultant work necessary to create the plan. Staff would need time to scope the project to determine the appropriate amount to budget.

EXPECTED RESULTS:

Creation of a community-wide signage and way finding program will result in an enhanced visitor experience while promoting community identity.

TIMELINE:

The timeline depends on the completion of the strategic branding plan and funding the project. Once these items are complete, consultants selected and scope of work defined, the project would take approximately 4-6 months.

CURRENT YEAR BUDGET IMPACTS:

There is currently no adopted budget for this project. Once underway, Staff time would be required to manage consultants, create work products and coordinate the public involvement process.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: _____ Date: _____

LEGAL REVIEW / COMMENT:

Reviewed by: _____ Date: _____

COMMUNITY INVOLVEMENT PROCESS:

The specifics of the community involvement process would be defined in a scope of work. Staff recommends that a citizen committee be involved to guide the process. Membership could be comprised of a subset of participants from the Tourism Task Force and upcoming branding effort.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY (businesses, neighborhoods, protected and other groups): Creation of a signage and way finding program would be beneficial to visitors of the community and the businesses that rely on them.

ALTERNATIVES:

Do nothing at this time.

CITY MANAGER COMMENT: