

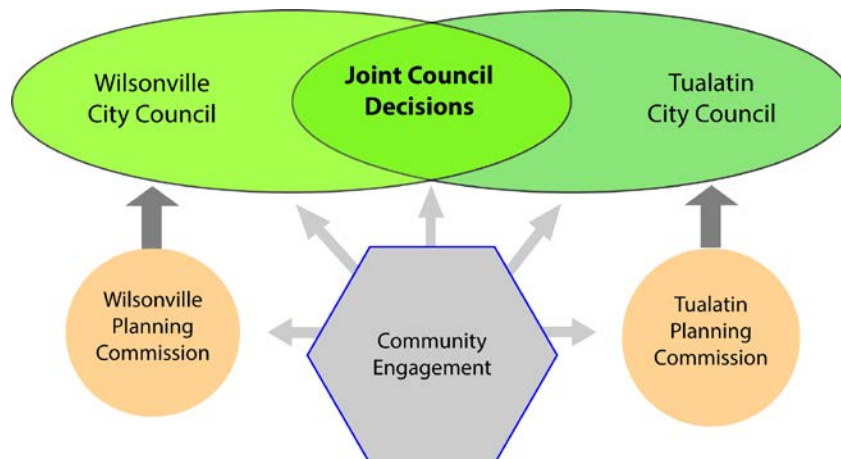


Basalt Creek Concept Plan Project Partnering Agreement

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



The cities will undertake the planning process both through meetings of existing public bodies and through specially-scheduled meetings and workshops with the public and stakeholders. In notice and conduct of all public meetings for the project, staff members will follow Oregon Public Meetings Law (ORS 192.610 -192.690).

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 limited basis at the beginning of the project to accomplish these tasks.

*Joint City Councils*¹ – 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*ⁱⁱ – 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*ⁱⁱⁱ – 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^{iv} – 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^v – 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^{vi} – Throughout the process, development of the Basalt Creek Concept Plan will be informed through a variety of community engagement opportunities that will be described in detail in the Public Involvement Plan (PIP) for the project. Engagement opportunities are expected to 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^{vii} – 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 essential 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:

- Essential 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
 - Portland General Electric

- Northwest Natural
- Sherwood School District
- SMART
- Tigard/Tualatin School District
- Tri-Met
- Tualatin Valley Water District
- 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 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^{viii} – 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.).

ⁱ Staff members will follow Oregon Public Meetings Law (ORS 192.610 -192.690) in notice and conduct of public meetings for the project.

ⁱⁱ Ibid.

ⁱⁱⁱ Ibid.

^{iv} Ibid.

^v Ibid.

^{vi} Ibid.

^{vii} Ibid.

^{viii} Ibid.