

**PLANNING COMMISSION  
WEDNESDAY, FEBRUARY 13, 2013  
6:00 P.M.**

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

**Approved**  
with 1 correction on page 10 of 13  
**March 13, 2013**

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**Minutes**

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**I. CALL TO ORDER - ROLL CALL**

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

Planning Commission: Ben Altman, Eric Postma, Ray Phelps, Marta McGuire, Peter Hurley, Al Levit, Phyllis Millan. City Councilor Julie Fitzgerald arrived shortly after Roll Call.

City Staff: Chris Neamtzu, Nancy Kraushaar, Barbara Jacobson, Katie Mangle and Kristin Retherford.

**II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**III. INTRODUCTION OF NEW PLANNING COMMISSIONER PHYLLIS MILLAN**

Phyllis Millan introduced herself, noting her previous years of service as a Development Review Board member and her involvement with the Bicycle and Pedestrian Master Plan. She has seen a lot of change in the community during her 22 years living in Wilsonville, and looks forward to assisting the City as Wilsonville moves forward.

**IV. CITIZEN'S INPUT** - This is an opportunity for visitors to address the Planning Commission on items not on the agenda.

**Terry Kester, 2973 SW Camelot Wilsonville, OR**, read his statement regarding the need to prepare for impending disaster, namely an earthquake, into the record. He urged and challenged the Commission to make disaster planning a priority. He submitted his written statement for the record

Commissioner McGuire thanked Mr. Kester for attending the meeting and raising a critical issue especially in light of current events and the natural disasters other communities have faced. Emergency planning should be in the forefront as the City considers its short- and long-term planning.

**V. CITY COUNCIL LIAISON REPORT**

A. Introduction of Councilor Julie Fitzgerald

Chair Altman welcomed newly elected City Councilor Fitzgerald.

## B. City Council Update

Councilor Fitzgerald reported on City Council's actions and responded to questions and comments from the Planning Commission as follows:

- Council considered various issues regarding the Visitor Information Center during work session and was acquiring more information about outstanding issues. No decisions had been made yet.
- Council passed a resolution to proceed with a study of the SMART transportation system, which would consider ways to improve efficiency and perhaps reduce costs of the most expensive aspects of the transit system, such as door-to-door transportation, by collaborating with other transportation agencies. The City contracted with an expert in the field to report on areas where the City could get more for its transit dollars.
  - Taxi cabs were not called out in the study; however, it was comprehensive and would consider all options so she would make a note of it.
  - Barbara Jacobson, Assistant City Attorney, confirmed no prohibitions exist on taxi cabs servicing the area. A taxi cab franchise served Wilsonville years ago, but it no longer operated due to the lack of business, which was the problem. Taxi companies do serve the area for long hauls like to the airport; however, Wilsonville is too far out to economically substantiate the usual short haul drives. She had reviewed the scope of the work for the SMART study and could not recall any mention of cab service.
- The Natural Resources Division made a presentation and Council subsequently passed Resolution 2396 to approve a study and redesign of the Memorial Park parking lot, which has been damaged apparently, by storm water.
- Council approved a legislative agenda for the current session, which she reviewed, noting Council would support initiatives to reclaim industrial brown field sites.
  - Chris Neamtzu, Planning Director, offered to obtain the most recent map on brown fields in the city. A number of sites had been reclaimed over the years, including the Shell gas station at Wilsonville Rd and Boones Ferry Rd; Burns Brothers, which had small amounts of contamination before being redeveloped into Argyle Square; and near the WES commuter rail station, where a meth lab was found. Any place there are legacy underwater storage tanks is a likely site. He would be surprised if any unaddressed brown field remained in the city.
  - Councilor Fitzgerald added that other cities in the League of Oregon Cities did have brown fields and it would be helpful to note that this was something Wilsonville was interested in so that they might help Wilsonville.
  - Mr. Neamtzu stated he has attended several presentations about a good brown field program Metro was developing that had funding for limited clean-ups. He noted Commissioner McGuire might have more information.
- Council approved Ordinance 713 amending the Prohibited Parking Ordinance to allow motor homes and trailers to park overnight on the street for one night, providing travelers extra time to unload their vehicles after returning from a trip.

## VI. CONSIDERATION OF THE MINUTES

The January 9, 2013 Planning Commission minutes were approved as presented 5 to 0 to 2 with Commissioners Postma and Millan abstaining.

## VII. CONSIDERATION OF 2013 PLANNING COMMISSION CHAIR AND VICE CHAIR

Ray Phelps nominated Ben Altman as the 2013 Planning Commission Chair. Eric Postma seconded the nomination.

Marta McGuire nominated Al Levit as the 2013 Planning Commission Chair. Peter Hurley seconded the nomination.

**Ben Altman was elected as the 2013 Planning Commission Chair by a 5 to 0 to 2 vote with Marta McGuire and Al Levit abstaining.**

Ray Phelps nominated Eric Postma as the 2013 Planning Commission Vice-Chair. Peter Hurley seconded the nomination.

Marta McGuire nominated Al Levit as the 2013 Planning Commission Vice-Chair. Phyllis Millan seconded the nomination.

**Eric Postma was elected as the 2013 Planning Commission Vice-Chair by a 4 to 0 to 3 vote with Marta McGuire, Al Levit and Phyllis Millan abstaining.**

Chris Neamtzu, Planning Director, stated Staff appreciates receiving comments about issues before meetings, which allows Staff time to think and respond about them. He asked Ms. Jacobson to discuss concerns about the emails exchanges in terms of the public meetings law notification requirements.

Barbara Jacobson, Assistant City Attorney, explained that email correspondence between public body members is a huge issue in public government and where there are many watchdog groups. She cited an infamous case in Springfield, OR where an email chain was found to be a public meeting and because of the nature of the emails exchanged, the City Councilors were personally fined. The attorney general's opinion provided clear instructions about what can and cannot be done, with these comments:

- Staff can email meeting materials, agendas, and copies of drafts, etc. to Commissioners in advance of meetings and Commissioners can send comments back to Staff. However, such comments cannot be copied to the other Commissioners nor can a Commissioner respond to those comments to Staff, which denotes a meeting deliberation.
  - She believed this occurred slightly today, though completely inadvertent. She entered the emails, into the record, adding that Staff would ensure all the Commissioners received copies.
- She then read the attorney general's opinion which included discussion about the limits of communication between or among a quorum of members of a public body. She noted examples of how these limits might be violated.
- She confirmed reply-all should not be used when sending emails; emails should be personal communication between one or two Commissioners, less than a quorum, to Staff. If "reply all" is inadvertently used, an immediate email saying, "Please do not respond to my email, I did not mean to hit "reply all."

Commissioner Phelps explained he sent two emails today and because he was familiar with the Attorney General's opinion, he deliberately did not "reply all." When he used "reply all" in response to Commissioner Millan's email, it was only to the degree that he was encouraging an exchange; he

expressed no opinion with regard to the content. He believed these examples were well within what is acceptable under the attorney general's opinion.

Ms. Jacobson clarified she was not being accusatory; however, this form of communication had many nuances. She confirmed sending emails through Staff is the preferred method, having questions, etc. ahead of time is helpful for Staff.

Commissioner Hurley questioned whether it was appropriate for Commissioners to email Staff about their thoughts, questions and comments pertaining to issues and then have Staff forward these items back out to the Commission.

Ms. Jacobson advised the safest protocol was to direct all questions to Staff for them to address either in a revised document or during discussion at the meeting. The idea of a public meeting was that the public gets to be involved in the meeting discussions. She agreed to provide a copy of the attorney general's opinion, adding that it covers many other issues on public meetings that might be helpful.

## **VIII. WORK SESSIONS**

### **A. City of Wilsonville Ballot Measure 3-421 – Business Incentive Program for Investment and Job Creation by Manufacturers (Retherford)**

Kristin Retherford, Urban Renewal Manager, reviewed the background and provided an overview about the Business Incentive Program and the process to implement the plans. Her key comments and responses to clarifying questions from the Commission were as follows:

- An Economic Development Committee met through the spring, resulting in the Economic Development Strategy that Council adopted in August. In that strategy were recommendations for actions to be taken immediately. One action was to convene a task force to consider business attributes that would be consistent with the community's goals and those outlined in the Strategy. The task force was also asked to look at economic development incentives and make recommendations to Council with criteria as to when economic development incentives may be appropriate for business retention and expansion and recruitment purposes.
- The 20- to 25-member task force convened in November with a broad range of representation, including Planning Commissioners and members from throughout Wilsonville as well as other communities and taxing districts. The task force first focused on recruitment, bringing in large businesses or businesses that would make a large level of investment or bring a large number of jobs.
  - The task force's recommendations led to the development of a tax increment finance zone which is the focus of Ballot Measure 3-421 going before voters in March.
  - Wilsonville's large number of vacant or underutilized warehouses and inquiries by business consistently asking what incentives the city offers led to the creation of tax increment finance zones and ballot proposal.
    - Six warehouses of more than 100,000 sq feet were identified that have remained vacant or underutilized for a number of years.
    - Other neighboring communities offer enterprise zones that provide tax abatement programs, and Wilsonville has none, so the focus was to see how Wilsonville could level the playing field with neighboring communities and fill these underutilized or vacant warehouses.

- In the past, the City has been told it would not qualify for an enterprise zone because the community's wealth level was too high, so the City did not apply. Under recently passed legislation, an opportunity may exist for the City to exclude more wealthy pockets of the community when applying for the zone. Approval was uncertain as various calculations ultimately determine qualification.
- The City wants to do something to possibly replicate an enterprise zone that would be clear and transparent to any businesses wanting to locate in one of the six different properties. While an enterprise zone provides an abatement of taxes, the proposed program would provide a rebate of up to 75 percent of the property tax increment.
  - For example, if one of these created zones has an assessed value of \$1 million and over time that assessed value increases, that is called the tax increment. Up to 75 percent of this increase in assessed value would be rebated back to the qualifying business.
  - Each of the six properties would become its own urban renewal zone. Each building is more than 100,000 square feet and to qualify for the program, businesses would have to invest a minimum of \$25 million and bring 75 new full-time jobs.
  - In addition, these new jobs would have to meet salary criteria, and additional incentives would be offered to businesses meeting criteria for higher paying jobs.
    - If the jobs paid 125 percent of the average Clackamas County wage, the business would qualify for a three-year rebate program. If the jobs paid 150 percent of the average Clackamas County wage, the business would qualify for a five-year rebate period.
  - The lifespan proposed for the urban renewal districts is a maximum of 15 years; however, the incentive would only be paid for a maximum of 10 years. She discussed sample scenarios as follows:
    - If no applications are submitted for a particular zoned property within five years, the City would close the zone.
    - If a business qualified in Year 1 for the three-year program, having met all the required criteria, they would get a three-year rebate, and seven years would be left in that zone. That company could re-qualify, again meeting the criteria of new jobs and investment, and start a new time period up to 10 years maximum.
    - The program would be closed after being active or rebates given for 10 years. The program's 15 year maximum would be met only if a business did not apply and qualify to the program until Year 5 and then the 10 years would commence.
  - Businesses who made the investment and qualified for the rebate program, but fell under the required threshold period would not continue to get the investment in ensuing years depending upon which program they had qualified for.
- In terms of process, if voters pass the ballot on the March 12<sup>th</sup> election and Council decides to move forward with creating the zones, the City would go through the process of creating the six new urban renewal areas, presenting the urban renewal plans to the Planning Commission to seek a recommendation to Council to adopt an ordinance enacting the different urban renewal areas.

Ms. Retherford responded to questions and comments from the Commission and key discussion points were as follows:

- The program was not currently set up to allow subleases to benefit from the proposed incentives.
- A business currently operating on one of the designated properties that meets the qualifications once the program is established would qualify for the rebate. For example, a warehousing company is operating on one of the identified properties. If after the zone designation that company were to

add manufacturing to their process and met the investment and job requirements, they would qualify for the rebate program.

- The City would not know the terms and lengths of existing leases, and some lease negotiations have been initiated after the six properties were identified.
- If an existing lease were to expire one, two, or three years after the designation, there would still be a period of time that a new business could be attracted to making an investment in the space.
- Addressing investments made prior to the creation of the zones was not specified in the proposal or ballot measure, but would be considered more deeply if the plans are created.
- Valuing the tenant improvements and equipment added to the buildings would be handled via tax assessment. The county tax assessor would value the personal property or fixtures and tenant improvements to determine the new assessed value on the property.
  - For example, suppose a warehouse has a base value of \$10 million and a company qualifying for the rebate program invests \$30 million into the property. The tax assessor would determine the actual increase in value once the tenant improvements were done. The City would issue a building permit noting a declared value of \$25 or \$30 million of investment going into the building. The County would then reassess the property. When the tax assessed value increases, the company would pay their property taxes based on the new assessed value and the City would rebate up to 75 percent of the new increased value.
- She clarified that all taxes collected on the base assessed value would continue to go to the taxing districts; no one was giving up anything on the base assessed value.
  - Using the prior example, this program would enable the base assessed value of \$10 million to increase by \$30 million, of which 25 percent would be distributed to the taxing districts for the life of the property. Up to 75 percent of that growth would go back to the business, but only during the rebate period. The taxing districts would forego 75 percent of the additional assessed value for up to ten years.
  - If a business did not come because there was no enterprise zone, the other taxing districts would receive nothing except that currently received on the base value. If a business did come even without an enterprise zone, then the other districts, including the City, would get 100 percent of the property taxes.
  - Commissioner Phelps explained if no business moves in, the districts would get the property tax payment based on the original \$10 million assessed value. If a business moves in and makes a \$30 million investment, 25 percent would go into the revenue stream of the taxing districts, the school district, fire district, etc., so their revenue would increase by that 25 percent. The 75 percent, the abatement value, would be forgone but only until the program is completed in its duration.
  - He noted the two largest stakeholders in that revenue stream, the fire and school districts, were at the discussion when the ballot measure was created and did not object.
  - The various agencies would be at the table before any City plan is adopted so they would have an opportunity to participate, be aware of the plan ahead of time and typically budget accordingly.
- Commissioner Postma noted the importance of informing the public about the urban renewal districts, especially those relying on the education system. He expressed concern about recreating some of the deficiencies seen in most urban renewal districts, where the system did not incrementally increase the dollars going to public services.
  - Ms. Retherford agreed most urban renewal districts do not under-levy, but collect all of the property tax increment. The City of Wilsonville has a history of under-levying or returning

property to the tax rolls to share back with the other taxing districts. The City sought to replicate that in this proposal as well, but by doing the 25 percent under-levy to continue to share with the other districts.

- A business that rented the building as opposed to buying the property would be treated the same because the business is responsible for the property taxes as per the lease. As part of the negotiation with the business as the entity paying the taxes, the rebate would go back to them.

Commissioner McGuire commented that she participated in the first portion of the Economic Development Task Force and was impressed that this particular issue was prioritized in the second round to get something on the ballot. She was hopeful it would pass because it would make a difference in the community.

Ms. Retherford noted that this proposal was just one task that the task force was charged with and now that the measure is ready to go to a vote, they will look further into business attributes, business types and other scenarios where incentives may or may not be appropriate. The next task force meeting will be February 28<sup>th</sup> and the final meeting will be March 20<sup>th</sup>.

#### B. Transportation System Plan Update Chapters 1-4 (Neamtzu/DKS)

Chris Neamtzu, Planning Director, stated the first draft of Chapters 1-4 of the Transportation System Plan (TSP) would be presented and discussed tonight. An additional three chapters would be discussed at the next March meeting and the April meeting was reserved for additional conversation if needed, before the public hearings. Staff had a relatively short turnaround time for completing the first draft and the project's team leaders, Scott Mansur and Brad Coy of DKS Associates, did an outstanding job of listening to the concerns being raised through the update process. He reminded that an Executive Summary had not yet been written but would be forthcoming along with a glossary of terms.

Scott Mansur, DKS Associates, summarized what had occurred with the project to date, reviewing key milestones including the virtual open house held in December where a lot of good feedback was received from the community and included in the TSP. Tonight, draft Chapters 1-4 would be reviewed and any changes discussed. Chapter 5-7 would be discussed at the next meeting and included various standards, classifications, programs that the City manages, like Safe Routes to School and SMART, as well as performance, which will measure and determine whether the stated goals are being achieved. Some policy changes would also be discussed.

Mr. Mansur and Brad Coy, DKS Associates, reviewed Draft Chapters 1-4 of the TSP Update, which were included in the meeting packet, noting the changes made in light of discussion and feedback from Staff and the Planning Commission.

Key comments, questions and discussion items regarding each chapter continued as follows:

- Chapter 1: Sets the stage for the importance of transportation planning and Wilsonville's rich history. The timeline sets the stage for past documents and how those have all worked together towards the current TSP Update.
  - Table 2 on Page 9 of 92 refers to the City's estimated funding sources. Looking forward, the table on Page 55 of 92 includes estimates from additional funding sources, such as that gained through coordination with ODOT, Metro, etc.

- The timeline on Page 5 of 92 should identify the Villebois Village Master Plan as being in 2001, the first adoption point, not 2004.
- The Commission was encouraged to note and send any typographical errors in the draft work to Staff.
- Chapter 2: Provides the City's vision along with the goals, policies and implementation measures presented in December. A table was included in the Staff report documenting the text changes made since December. A few Commissioners provided some text changes and comments.
  - The policies and implementation measures were a bit confusing to read. Visually, the underlined implementation measures looked and often sounded-like the next policy. Suggestions included:
    - Include implementation measures as a table by policy.
    - Call out the differences between a policy and implementation measures, which might be in the definitions.
    - Use a process chart to describe how policy and implementation measures interrelate and connect. Information previously provided in a memo to the Commission would be helpful to include.
    - Include a footnote at the beginning of each chapter showing the hierarchy and relationship between policy and implementation measure and also the implementation measure and the project.
    - The Comprehensive Plan has an example which describes the relationship of the goals, policies, and objectives.
  - Concern was expressed about using the word "all" in Policy 4 on Page 13 of 92; it set up a mindset that everything would be accommodated, which is not feasible.
    - The wording extended from a vision that tried to describe the ideal, what the City would like to accomplish, recognizing the City is always moving forward and at any point in time, the ideal may not be delivered, but they would keep working toward it. Other parts might be similar that also go beyond what might be real at any point in time. Concerns about raising expectations beyond deliverability were understandable.
  - The language in Policy 22 on Page 17 of 92 seemed clunky, and would be clarified.
  - Implementation Measure 37.a on Page 19 of 92 seemed to indicate that Wilsonville wants more housing, because Wilsonville will have more jobs than residents, according to the projections. However, it was more an issue of cost and desirability. Changing the language to, "so more people ~~are able~~ **want** to live and work within Wilsonville" might be better.
  - A prior suggestion was made to have a Bike and Pedestrian Task Force or Advisory Board similar to what is in Policy 34 for Transit. That board would provide feedback on design and construction. The measure could be placed under the Active Transportation of Pedestrians and Bicyclists Section.
  - An implementation measure or policy is needed to require that either a detour or serious access be provided through construction for bikes and pedestrians. During construction of the Wilsonville Rd underpass, the ability of people to walk or bike through the site was unnecessarily hindered.
  - Ms. Jacobson confirmed that all of the emails discussed earlier and distributed to the Commission would be placed into record, including Commissioner Levit's comments on the draft chapters.
    - Staff's intended to put comments from those emails and the citizen input received from the open houses and virtual open house into a table for tracking and response purposes, which would be made available.



- Chapter 3: The Needs Section. The map on Page 14 of 92 was added and identifies the cross-sectional deficiencies based on their classification and design standard. One example was 95<sup>th</sup> Ave, north of Boeckman Rd, where a sidewalk is missing. Other deficiencies might include a turn lane or bike lanes.
  - A section was also provided significant information about freight routes and deficiencies. A recommended freight route map and its purpose would be added to the standards section and how it would be helpful in making sure that construction projects consider freight.
  - Chair Altman previously provided added text relating to the air, water and pipeline section that could easily be accommodated in the chapter. Chair Altman explained that although the City had no jurisdiction over the facilities, the City's concerns should be clarified in the TSP in order to carry the issues forward.
  - Comments relative to Commissioner Levit's email were as follows:
    - Relative to the Aurora airport noise, "Charbonneau" should be replaced with "residents of Wilsonville".
    - Although the City of Wilsonville has jurisdiction over all the traffic signals, Clackamas County maintains and operates the traffic signals for the City. The goal is to get all the traffic signals on Clackamas County's fiber network which allows the County to remotely observe from their computers via video camera if a signal is operating, change the signal timing to address concerns, etc. The Transportation System Management and Operation (TSMO) needs section discusses arterial corridor management and looking a smart transportation systems such as demand-based traffic signal timing, which was identified for two interchange areas. The system also detects bikes.
  - The term "doghouse 5-section style green ball" on Page 31 of 92 refers to an old style traffic signal head with a green and red arrow side by side, the yellow, and with the red at the top in the middle. These signals are no longer the State standard and are being placed with a four-section light with a yellow flashing arrow.
  - The Freight Roadways and Deficiencies map on Page 32 of 92; the intersection at Barber St and Boberg Rd was an impossible turn for big trucks. The lane is narrow and the curb extends to the edge of the intersection, making the radius very tight. The trailers of trucks turning left traveling north often go over the curb. Trucks traveling south cannot make the right turn going westbound; it is real tight.
    - Another problem area is at the west end of Wilsonville Rd near Graham Oaks. Many truck drivers miss the sign about it not being a truck route and try to turn around, ending up in the farmer's field near the orchard. This location was also discussed at the TAC meetings.
  - The Bike and Pedestrian Needs Figure on Page 34 of 92 identified "key bike and pedestrian gaps" but a number of others exist. The word "key" should be replaced, perhaps with "major", "significant" or "most significant".
  - Language in Paragraph 3 on Page 33 of 93 about the maintenance of debris on the I-5 Interchange should be modified to "existing shoulder" because no bike lanes exist on I-5, the ramps or the bridge. Although bikes are permitted, the shoulders should not be visualized as a safe bike route.
    - The original intent of the language was to keep bike lanes on Wilsonville Rd and Elligsen Rd clear.
  - In Service Coverage and Bus Frequency on Page 35 of 92, further clarification was needed about the need for more public input and a better public process if a bus route is being considered for elimination.

- The map on Page 36 of 92 was misleading because it includes intermittent service stops, such as at Graham Oaks, in Villebois and on Boeckman Rd, west of Advance Rd. Staff should work with SMART to identify the intermittent routes and distinguish them differently on the map.
- No SMART bus stop was planned for within Memorial Park. The Memorial Park project discussed at City Council contemplated a concept that was linked between all three master plans: the Bicycle and Pedestrian, Parks and Recreation, and Transit Master Plans. The concept was for an interpretative mapping kiosk area with all kinds of information for any visitor to gather about the 100-acre park. A bus pullout would be added for convenience.
  - SMART occasionally serves Memorial Park for a variety of special events, but school buses have the most activity due to sports team events.
  - A bus shelter existed on Memorial Drive that had no bus service. Staff would talk to Transit Director Stephan Lashbrook about a bus stop on Memorial Drive.
- Language in the lower call out box on the Safety Deficiencies on Page 38 of 92 should be changed to “Narrow northbound shoulder on I-5 Bridge (only available **bike and pedestrian** connection over the Willamette River).” People do use the railroad bridge although it was not legal or safe.
  - “Sidewalk” could now be deleted from the call out regarding Boeckman Rd.
- Dave Bernert, the owner of Wilsonville Concrete, expressed concerns with regard to their operations which might not have been considered in the TSP:
  - Maintaining the vertical clearance of the bike/pedestrian bridge over the river was important because the company hauls equipment, including big cranes, on the river.
  - The TSP shows an additional east/west connection when the current pathway on Industrial Way going to the water treatment plant is extended, making the connection to Old Town. He is concerned about the design and safety between trucks and pathway users.
    - Wilsonville Concrete has an established agreement with the City regarding the timing of any of those pathway improvements, which would not be made until the bridge that extends Kinsman Road across the creek is in place.
- The bike/truck conflict on Industrial Way appears to be a traffic management issue. Bikes and pedestrians in the area tend to wander on the road, requiring truck drivers to be very cautious of people.
  - Commissioner Levit stated conflicts are very rare. The truck drivers tend to be aware, courteous and cautious of the bikers. Signs posted at Wilsonville Rd and Industrial Way state, “Not for bike or pedestrian access.” Yet, a trail comes right up to the road. People are directed to an access which is inaccessible going westbound on Wilsonville Rd. Getting to the other trail is not easy and no marking exists. It can be accessed by taking Brown Rd.
  - The disconnect with the sign had to do with the agreement. When the water line extension went in from the water treatment plant, an easement was granted for the pathway, but the pathway was put in the wrong place; it was not in the easement.
- Concern was expressed about emergency vehicles being able to use ~~auto~~ **Otto** Lane, the underpass under the railroad at Boones Ferry Park. Otto Lane is a private drive.
  - The at-grade crossing at 5<sup>th</sup> Street provides access to the neighborhood.
- Comments regarding the critical link across the Willamette River on page 33 of 92 should include that the trail (RT-06) also connects with the Willamette Valley Scenic Bike Route.
- Now that Parkway Ave has been dead-ended at Wilsonville Rd, the corner of Parkway Ave and Main St has become very dangerous for pedestrians and drivers. Drivers traveling north on Parkway make the turn onto Main St pretty fast. Pedestrians and drivers cannot see around the corner due to high shrubs and cars parked up against the street in the parking lot.

- Keeping the foliage trimmed would help sight lines; the vegetation is on private property. The elimination of parking could be considered.
- Chapter 4: The Projects. Mr. Mansur reviewed a number of bike/walk projects that were added to each of the quadrant maps based on feedback from the Commission and the virtual open house.
  - Bike/Walk Project 1 (BW-01), a pedestrian crossing on Canyon Creek Road, was added in the northeast quadrant (Page 45 of 92) in response to feedback from the virtual open house, replacing a pedestrian crossing adjacent to Pioneer Pacific College and OIT, which had been constructed and was nearly operational. The final location was to be determined based on an engineering study.
    - Adding an additional crossing to BW-01 was suggested, placing the crossings closer to the two extremes, to provide residents complete and safe mobility.
      - Residents from the apartments cross Burns Way to go to Argyle Square and crossing at the hill and with curves is problematic.
    - Separating improvements along Elligsen Rd into two sections had been suggested, but if the improvement west of Canyon Creek Rd could not be done, then a walkway was suggested to provide safe crossing to get into Argyle Square.
  - Concern was expressed about extending Canyon Creek Rd to meet Town Center Lp East (Page 53) would increase traffic on Town Center Lp East between Wilsonville Rd and Canyon Creek Rd, which was being downgraded to a collector and reduced to three lanes with added bike lanes.
    - The traffic model confirmed the traffic volumes were consistent with a collector modification. While traffic would be added, it would not be that significant even after Advance Road and Frog Pond were built. Conservative traffic volume estimates were used in the model with Town Center Lp East working as a collector.
    - The rationale behind the project would be discussed at the next meeting.
  - Urban Upgrade Project UU-P4 (Page 59) showed three lanes with bike lanes and transit improvements on Grahams Ferry Rd. Only two lanes were indicated on Boones Ferry Rd for UU-P2B (Page 63), because left-turn lanes would be provided where warrants were met on Boones Ferry Rd, such as at Barber St. Grahams Ferry Rd also has higher speeds so a more consistent turn lane is required.
  - Both UU-P2B and UU-P2A include the same verbiage that alternative parallel routes exist; however no north/south route exists on the west side of the freeway other than Grahams Ferry Rd.
    - Although 95<sup>th</sup> Ave was intended as the alternative route with regard to UU-P2A, nothing gets traffic from Elligsen Rd to Wilsonville Rd like Boones Ferry Rd.
    - The alternative route for UU-P2B was the Kinsman Rd Extension between Barber St and Boeckman Rd and that connection was designated a higher priority project. The question was whether that was a sufficient parallel route being further from Boones Ferry Rd than 95<sup>th</sup> Ave. Extending Kinsman Rd north was not a higher priority project.
  - After discussion with Staff and consideration of the costs and impacts involved, it was decided that the improvements on Elligsen Rd (UU-P3) would remain as one project because of significant trees between Canyon Creek Rd and Parkway Center as well as a retaining wall.
  - Mr. Mansur confirmed that if the land north of Elligsen Rd was ever incorporated into the city, the road could be moved north to accommodate improvements.
  - Clarifying language was recommended to indicate that cost estimates for the planned projects were the complete project cost and that no distinctions were given about funding sources. Funding sources were noted for higher priority projects.

- For example, the projected \$6 million cost for UU-P3 on Page 61 of 92 was the completed project cost. Being a County road, the City would not be contributing the entire cost. Also, \$2 million was estimated as the total cost for SI-03, the intersection of Stafford Rd and Elligsen Rd, on Page 49.
- The City is trying to coordinate with Clackamas County to ensure projects that interface between the jurisdictions are also represented in the County TSP. Commissioner Levit is part of a task force advisory committee for the Clackamas County TSP.
- A matrix would be added to the technical appendix showing the total cost of each TSP project, as well as the dollar amounts assumed to be from the City of Wilsonville and Clackamas County.
  - For SI-03, \$1.5 million was assumed to be from Clackamas County with the City's match being \$500,000 due to Frog Pond development.
  - Appropriate notations would be included to direct the reader to the matrix.
- Commissioner Levit stated the questions in his email could be addressed offline.
- The roads near the hilltop apartment complex near the intersection of Canyon Creek Rd and Elligsen Rd were not included in the City maps because they were private roads. The City's GIS files only include public local streets.
  - The size of that housing area should justify a crosswalk.
- Project BW-12 on Page 50 of 92 dated back to the City's first Bicycle and Pedestrian Master Plan in 1993. The shared-use path follows a linear ditch west of Sysco immediately adjacent to a north/south drainage stream basin runoff area and close to the property line to protect the developable property of that site; however, the path seems to end at a dangerous spot. The inclusion of some older projects might need to be reconsidered.
- Changing the regional trail designation of RT-O6, the French Prairie Bridge (Page 51 of 92), to a bike/walk (BW) designation was discussed.
  - Having a bike/walk (BW) designation was appropriate for safety reasons and because the improvement would serve as a connection from Charbonneau to the rest of the city.
  - It would also technically be the end of the Ice Age Tonquin Trail if that trail is completed.
  - Maintaining the regional trail (RT) designation would be helpful when seeking regional grant funding. The project could be given a dual designation, a City BW designation, along with the regional trail (RT) designation.
  - Ultimately, funding would be sought from the County, which must be considered in determining the project's final designation.
- RT-O6 should be a high priority project for safety reasons and because of the advantages of bringing people to downtown businesses. The city is missing out on hundreds of people looking for food and drink in the summer.

Commissioner Postma asked that a good funding discussion be included in the Executive Summary, which was about all that 75 percent of the people would read. He emphasized that funding sources and details should be clearly presented and made as accessible as humanly possible.

- He noted that the projects appeared to be very Villebois centric, so clarifying how SDC's and other local and regional funding sources contribute to the TSP projects would be important.

Chair Altman stated he still sought clarity about how the existing Master Plans would be carried forward, managed and recognized within the TSP Update. Some items had been merged but not all.

**IX. OTHER BUSINESS**

A. 2013 Planning Commission Work Program

Chris Neamtzu, Planning Director, updated that work on the TSP would continue in March, with the April meeting date reserved as a floater to tidy up any outstanding issues before heading into public hearings, which were proposed for May.

Ms. Mangle confirmed that even though nothing was listed for the June meeting, there would be agenda items for the Planning Commission to address.

B. Commissioners' Comments

Commissioner Levit inquired about placing public trash cans at varying points in the city due to the unsightly amount of litter. He had heard comments that the city looks nice without trash cans, but the trash is still a problem, especially near the two schools and along Wilsonville Rd. The walkway under the bridge was ODOT's responsibility.

Mr. Neamtzu clarified that Public Works' personnel pick up trash at the bus stops, but SMART does not pay for that work. He suggested noting specific locations of concern via the City's online Citizen Request Form.

**VIII. INFORMATIONAL ITEMS**

A. CET Grant Letters of Support

**IX. ADJOURNMENT**

Chair Altman adjourned the regular meeting of the Wilsonville Planning Commission at 8:20 p.m.

Respectfully submitted,

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