



City of Tualatin

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OFFICIAL

TUALATIN PLANNING COMMISSION -

MINUTES OF May 15, 2014

TPC MEMBERS PRESENT:

Alan Aplin
Adam Butts
Jeff DeHaan
Bill Beers
Cameron Grile
Jan Giunta

STAFF PRESENT

Aquilla Hurd-Ravich
Clare Fuchs
Ben Bryant
Cindy Hahn
Lynette Sanford

TPC MEMBER ABSENT: Nic Herriges

GUESTS: Mike Riley, Christe White, Grace Lucini

1. CALL TO ORDER AND ROLL CALL:

Alan Aplin, Chair, called the meeting to order at 6:30 pm and reviewed the agenda. Roll call was taken.

2. APPROVAL OF MINUTES:

Mr. Aplin asked for review and approval of the April 17, 2014 TPC minutes. MOTION by Grile SECONDED by Beers to approve the minutes. MOTION PASSED 6-0.

3. COMMUNICATION FROM THE PUBLIC (NOT ON THE AGENDA):

Ms. Hurd-Ravich welcomed the newest members of the Planning Commission, Adam Butts and Jan Giunta. Mike Riley is stepping down after several years on the Commission and Ms. Hurd-Ravich thanked him for his service.

4. ACTION ITEMS:

A. POSTPONED: Consideration of Variances to two setback minimums and two height maximums for the Espedal Apartments in the High density Residential (RH) Planning District at 17865 & 17985 SW Pacific Highway (99W) (Tax Map 2S1 15C, Tax Lot 2191, 2202, and 2300) (VAR-14-02)

Ms. Fuchs, Senior Planner reported that Mountain West Investment submitted a letter stating they are withdrawing their Variance application regarding the Espedal Apartments. They will be redesigning the project, which will no longer need variances.

These minutes are not verbatim. The meeting was recorded, and copies of the recording are retained for a period of one year from the date of the meeting and are available upon request.

An Architectural Review application should be arriving in the next few weeks.

B. Sign Variance for Cabela's store in the Office Commercial (CO) and Central Commercial (CC) Planning district at 7555 SW Nyberg Street (Tax Map and Lot 2S1 24B 2100, 2S1 24A 2507 and 2700) (SVAR-14-01)

Mr. Aplin read the script regarding quasi-judicial hearings. Ms. Fuchs presented the staff report regarding a sign variance for Cabela's, which included a PowerPoint presentation. The Cabela's application (SVAR-14-01) requests variances to allow a front wall sign with up to 8-foot high letters with a total sign area of 373 square feet. Normally, 4-foot high letters with a total sign area of 150 square feet would be allowed. Cabela's also proposes a second variance for an east wall sign to face I-5 with up to 8-foot high letters and a total of 227 square feet. Normally, 4-foot high letter with a total sign area of 150 square feet would be allowed.

Ms. Fuchs went through the slides that detailed the variance request, proportion difference, and the variance criteria. Ms. Fuchs stated that there are four avenues for a decision - they can approve the application, approve with amendments, request for the applicant to modify the application, or deny it.

Mr. Aplin inquired as to how many people attended the Neighborhood/Developer meeting and the comments received. Ms. Fuchs responded that four people attended. One of the citizens felt the signs are too large, one thought the architecture will block a portion of the sign at the proposed size, and the last comment was that the rendering makes the sign look flat.

Ms. Giunta asked about the pole signs along Nyberg Rd and I-5. Ms. Fuchs stated the applicant has not applied for signage on the poles, but they could take the existing signs and transform them. They would have to reduce the face by 25%.

Christe White, Land Use Council for Centercal

Ms. White presented a few PowerPoint slides that clarified the proportion size of the signs on the building walls and renderings of how the signs would appear from Nyberg Road, 535 feet away. Ms. White explained they are minimizing the signage allowed to alleviate clutter and to not overwhelm the site. Ms. Giunta asked about the illumination of the signs at night. Ms. White answered that it will be a soft white LED light. Ms. Giunta asked if the landscaping will cover the sign. Ms. White responded that it depends on the angle.

MOTION by DeHaan, SECONDED by Giunta to approve the Sign Variance for Cabela's. MOTION PASSED 6-0.

C. Consideration of Resolution 03-14TPC for a Sign Variance for Cabela's store to place a total of 373 square feet of signage on the south side (front) of the building and a total of 227 square feet of signage on the east side of the building toward I-5.

MOTION by Grile, SECONDED by Beers to approve Resolution 03-14TPC. MOTION PASSED 6-0.

5. **COMMUNICATION FROM CITY STAFF:**

A. SW Corridor Draft Recommendation

Mr. Bryant, Economic Development Manager, presented the SW Corridor draft recommendation which included a PowerPoint presentation. Mr. Bryant explained that prior to the construction of any alignment, Metro and TriMet need to complete a Draft Environmental Impact Statement (DEIS) to determine which alignment is most preferred based on the impacts and benefits.

Mr. Bryant explained that two years ago there were several different alignment options. The recommendation included to eliminate two potential routes: Upper Boones Ferry Road in Durham and Downtown option that connects to the Clark Lumber site. This recommendation maintains options to Bridgeport at the "front door" near I-5 continuing along Lower Boones Ferry Road to downtown Tualatin near the Green Parking Lot.

Mr., Bryant added the next steps in the process include a Metro Opt-In Survey online, which is available through May 23. The Tigard/Tualatin Business Forum scheduled for May 21 is being rescheduled. A CIO Community meeting will be held on May 22. Feedback will go to City Council on May 27 and the Steering Committee will make a decision on June 9, which will be either light rail or bus rapid transit.

Ms. Giunta encouraged the Planning Commission members to attend the CIO forum because there will be new information including housing and employment for the Tualatin route. It will be held May 22 at 6:30 pm in the Juanita Pohl Center.

B. Basalt Creek Concept Plan Project – Update and Presentation of Partnering Agreement and Public Involvement Plan

Cindy Hahn, Associate Planner, presented information on the Basalt Creek Concept Plan Project, which included a PowerPoint presentation. Ms. Hahn reported that the Partnering Agreement has been revised to include a statement about compliance with the Oregon Public Meetings Law. Since two jurisdictions are involved, Tualatin and Wilsonville, the City Councils decided that they wanted to act as the Steering Committee for the project. The Partnering Agreement outlines how decisions are going to be made regarding Basalt Creek.

Ms. Hahn explained that there are four techniques regarding the public involvement plan: engagement materials, targeted stakeholder outreach, public events and online surveys, and information updates and announcements. The public involvement plan involves many different groups including property owners, business owners, and developers. A workshop is coming up on June 17 at Horizon Church, south of Norwood.

Additionally, there will be an open house later in the year to look at how our alternatives compare against the measures and goals. Mr. Grile asked when she will be back for updates. Ms. Hahn said the plan was to come to the Planning Commission and Councils at a regular basis to give updates and ask for input. She noted she will be at the Planning Commission meeting in June.

Mr. DeHaan asked how many property owners are involved. Ms. Hahn responded approximately 150. Ms. Giunta asked if they have begun the land use planning process. Ms. Hahn responded that they are in the information gathering phase and the drafts will be coming up in June or July. Ms. Giunta expressed concerns about 124th Avenue as it approaches I-5. Ms. Hurd-Ravich answered that the alignment has not changed and will not be affected. Ms. Hahn stated that there will be interesting opportunities with regards to parks, trails, and joint recreation facilities.

Grace Lucini, 23677 SW Boones Ferry Rd.

Ms. Lucini lives in the Basalt Creek area and passed out a packet of information that included background regarding the law on notices. Ms. Lucini stated that she is not getting notices about public meetings, even though she has requested to be notified. Ms. Hurd-Ravich noted that the Planning Commission meeting agenda's are always posted in two public places, The City Offices and the Library, and information about Basalt Creek is updated on our web site. Information about the Council Meetings is emailed to interested parties. Ms. Hurd-Ravich added that she will consult with the City Attorney regarding future notices. The handout she submitted is attached.

6. FUTURE ACTION ITEMS

Ms. Hurd-Ravich stated that on June 19, Ms. Hahn will give a presentation regarding Basalt Creek. There may be discussion regarding Climate Smart Communities.

7. ANNOUNCEMENTS/PLANNING COMMISSION COMMUNICATION

Mr. Aplin asked Ms. Giunta to update the members about issues involving the CIO organizations. Ms. Giunta stated that she heard from a resident of the East CIO that Lennar Homes is looking to develop the Barngrover property off 65th and Sagert, also known as Sagert Farm. Lennar Homes withdrew the lot size they submitted previously, and they're coming to the City with a variance asking for medium density housing. Ms. Hurd-Ravich added that Lennar Homes is requesting a Plan Map Amendment to change the zoning from low-density to medium-density and will apply for a Conditional Use Permit that will allow them to downsize to 4,500 square foot lots. Ms. Fuchs will attend the upcoming meeting.

8. ADJOURNMENT

MOTION by Beers SECONDED by DeHaan to adjourn the meeting at 7:47 pm.
MOTION PASSED 6-0.

Lynette Sanford

____ Lynette Sanford, Office Coordinator

CITY OF TUALATIN
TUALATIN PLANNING COMMISSION

May 15, 2014

AGENDA TOPIC----5 B

1. **BASALT CREEK CONCEPT PLAN PROJECT- UPDATE**
2. **BASALT CREEK CONCEPT PLAN PROJECT- PRESENTATION OF PARTNERING AGREEMENT**
3. **BASALT CREEK CONCEPT PLAN -PRESENTATION OF PROJECT PUBLIC INVOLVEMENT PLAN**

Citizen Comment by Grace Lucini Resident of Basalt Creek Area

BACKGROUND ON ADDTION OF STATEMENT ON COMPLIANCE TO OREGON PUBLIC MEETINGS LAW
(ORS 192.610-192.690)

- Public Meetings Law is also commonly referred to as Daylight Laws, or Transparency Laws
- The State of Oregon, Department of Justice created a manual to assist with compliance to Oregon Public Meetings Law
 - The State of Oregon, Department of Justice Attorney General's Public Records and Meetings Manual January, 2011
 - Please see Excepts regarding Notice for Public Meetings
 - Public Notice vs Actual Notice
 - Interested Persons- Actual Notice (when requested by written request)
 - Notice to provide
 - "Include a list of the principal subjects anticipated to be considered at the meeting"
 - "The List should be specific enough to permit members of the public to recognize the matters in which they are interested... should be sufficiently descriptive so that interested persons will get an accurate picture of the agenda topics...i.e. public works contract probably is **not** a sufficient description ..."
 - "The Notice for a regular meeting should be *reasonably calculated* to give actual notice of the time and place for the meeting to interested persons including news media which have requested notice ORS 192.640(1)
- Residents within Basalt Creek Area are currently not citizens of the City of Tualatin nor of the City of Wilsonville
- Citizens and Property Owners within Basalt Creek Area (the affected area) do not have elected representation within the Basalt Creek Concept Planning Process to speak on their behalf.
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BASALT CREEK CONCEPT PLAN PROJECT- PRESENTATION OF PARTNERING AGREEMENT

- Appreciate the efforts to amend and include the Public Meetings Statement within the Partnering Agreement
- While Public Meetings Law statement included, not yet implemented
 - Tualatin City Council January 2014 stated support of Notice to affected residents
 - (FA)Consultant Contract accepted and executed January 2014
 - Public Meetings- City Council Work Session for both Tualatin and for Wilsonville met within the last few weeks with incomplete Notice given to Interested Persons
 - Project Staff have reported to the two City Councils over 100 entries submitted to be included in notification during those meetings
 - Now 4-5 months later into a proposed 18-24 month process and appropriate Notice to **all** Interested Persons still not provided.
 - This meeting of the Tualatin Planning Commission Meetings included as a Public Meeting- yet the Project is still not in compliance with the Public Meetings Law---
 - *Actual Notice was not given to **all** Interested Persons who have submitted a request*
- **Under Process and Protocols/Communications/Commitments –**
 - Page 3 of 4 of Agreement states:
 - “Raise issues honestly, clearly and early in the process”
 - “Express concerns or issues; silence on an issue will be understood to mean agreement”
- **Identified the Role of the Tualatin Planning Commission**
 - **The role of the Tualatin Planning Commission will be to consider input gathered from community engagement**
- **It is appropriate for the Tualatin Planning Commission to comment and make recommendation to the Basalt Creek Concept Planning Staff**
 - **To identify and resolve factors which prohibit providing timely Actual Notice to Interested Persons who have provided written request of Public Meetings on Basalt Creek Concept Planning**
 - **Recommend that the Project Staff Provide Actual and Public Notice of Public Meetings on Basalt Creek Concept Planning as recommended by the State of Oregon Department of Justice Meetings Manual prior to the next Public Meeting.**

Respectfully Submitted,

Grace Lucini

**STATE OF OREGON
DEPARTMENT OF JUSTICE**

**ATTORNEY GENERAL'S
PUBLIC RECORDS
AND
MEETINGS MANUAL**



“Knowledge will forever govern ignorance.
And a people who mean to be their own governors, must arm
themselves with the power knowledge gives. A popular government
without popular information or the means of acquiring it, is but
a prologue to a farce or a tragedy, or perhaps both.”
James Madison (1822)

**JOHN R. KROGER
Attorney General**

January 2011

A. Policy of the Public Meetings Law

ORS 192.620 establishes Oregon's policy of open decision-making by governing bodies:

The Oregon form of government requires an informed public aware of the deliberations and decisions of governing bodies and the information upon which such decisions were made. It is the intent of ORS 192.610 to 192.690 that decisions of governing bodies be arrived at openly.

This open decision-making policy is given effect by the law's substantive provisions. These provisions are intended to ensure, among other things, that the meetings of governing bodies, at which decisions about the public's business are made or discussed, are open to the public, ORS 192.630(1), (2); that the public has notice of the time and place of meetings, ORS 192.640; and that the meetings are accessible to persons wishing to attend, ORS 192.630(4), (5).

We have acknowledged that strict compliance with the substantive requirements of the Public Meetings Law frequently may "sacrifice[] speed and spontaneity for more process and formality."² Nonetheless, we believe that the law's requirements generally will not interfere with a public body's administration.

All substantive provisions of the Public Meetings Law should be read in light of the policy declaration in ORS 192.620. In case of questions about the application of the Public Meetings Law to particular circumstances, the policy section of the law ordinarily will require a decision favoring openness.³

The key requirements of the Public Meetings Law are to hold meetings that are open to the public unless an executive session is authorized, to give notice of meetings and to take minutes or otherwise record the meeting. In addition, there are requirements regarding location, voting and accessibility for disabled persons. All of these requirements are discussed below.

² Letter of Advice dated September 12, 1988, to Public Utility Commission (OP-6292) at 7 (see App F).

³ See *Oregonian Publishing Co. v. Board of Parole*, 95 Or App 501, 769 P2d 795 (1989) (policy stated in ORS 192.620 requires court to analyze coverage of law broadly and its exemptions narrowly) (see App D).

governing bodies, even though those local government hearings may be remarkably similar to state agency contested case proceedings.²⁵

D. Requirements of the Law

1. Notice

The Public Meetings Law requires that public notice be given of the time and place of meetings. This requirement applies to regular, special and emergency meetings as those terms are used in ORS 192.640. The public notice requirements apply to any "meeting" of a "governing body" subject to the law, including committees, subcommittees and advisory groups. See discussion above of Governing Bodies and of Meetings. A governing body's notice must be reasonably calculated to provide actual notice to the persons and the media that have stated in writing that they wish to be notified of every meeting.²⁶

NOTICE TO BE GIVEN
Any Meeting of a Public Body
Including Committees, and Advisory
Groups



If a meeting will consist only of an executive session, notice still must be given to the members of the governing body, to the general public and to news media that have requested notice. The notice also must state the specific legal provision authorizing the executive session. ORS 192.640(2).

Governing Body to Provide
"ACTUAL NOTICE"
to Persons that have stated in writing
they wish to be notified of every meeting

(= Interested Persons)

Notices for meetings that will include both an executive session and a nonexecutive session should give notice of both and state the statutory authority for the executive session.

To assist the public body in satisfying the accessibility requirements of ORS 192.630(5) and the Americans with Disabilities Act, the notice should provide the name of a person and telephone number (including TTY number) at the public body to contact to make a request for an interpreter for the hearing impaired or for other communication aids. See p. B-5 for a sample meeting notice that includes such information. As an alternative, public bodies that know their audience is likely to require a sign language interpreter or other communication aids and services should simply make those services available and so state in their notice.

The Public Meetings Law requires that the notice of any meeting "include a list of the principal subjects anticipated to be considered at the meeting." ORS 192.640(1). This list should be specific enough to permit

²⁵ 40 Op Atty Gen 388, 389-90 (1980) (see App F).

²⁶ Members of the governing body, of course, also should receive actual notice. Cf. ORS 182.020(1).

members of the public to recognize the matters in which they are interested. This requirement ordinarily would be met by dissemination of an agenda. The agenda need not go into detail about subjects scheduled for discussion or action, but it should be sufficiently descriptive so that interested persons will get an accurate picture of the agenda topics. For example, "public works contract" probably is not a sufficient description when the governing body intends to let a contract for demolition of a landmark building.

The Public Meetings Law does not require that every proposed item of business be described in the notice. The law requires a reasonable effort to inform the public and interested persons, including news media, of the nature of the more important issues ("principal subjects") coming before the body. And the governing body may take up additional "principal subjects" arising too late to be mentioned in the notice. See ORS 192.640(1) (listing of principal subjects "shall not limit the ability of a governing body to consider additional subjects"). But, if an executive session is being held, the discussion must be limited to the topic(s) listed in the statutory provision(s) identified as authority for the executive session, ORS 192.640(2). Of course, if the subject matter is governed by the rulemaking requirements of the Administrative Procedures Act (ORS chapter 183), the notice requirements of that statute must be met.

The goal of notice for any meeting is two-fold: to provide general notice to the public at large and to provide actual notice to specifically interested persons. The following are suggested methods of meeting the notice requirements for the three types of meetings addressed in the Public Meetings Law:

Press Releases — Press releases should be given to the appropriate publications and news services. The following list of publications and news services is commonly used.

- **Wire Service** — Associated Press. Notices directed to this service at its main offices at the Press Room, State Capitol Bldg., Salem, Oregon 97301 (Phone (503) 363-5358; Fax (503) 363-9502) or 121 S.W. Salmon Street, Suite 1450, Portland, Oregon 97204-2924 (Phone (503) 228-2169; Fax (503) 228-5514), will reach the service. In other areas of the state, notices directed to subscribing news media should reach the service.



Identification of differences between "Public Notification" and "Notification of Interested Persons"



Very Important Statement
 "General Notice" is different than "Actual Notice" to Specifically Interested Persons

- **Local Media Representatives** — If a meeting involves matters that affect a particular geographic area, press releases should be sent to the local media.
- **Trade Papers, Special Interest Publications and Professional Journals** — Agencies regulating matters affecting trades, occupations, professions and special interest groups that have regularly scheduled publications directed to affected persons should provide these publications with notices of the agencies' public meetings.

Paid display advertising is not required. A governing body is not required to ensure that the release is published. News media requesting notice of meetings *must* be given notice.

Mailing Lists — Agencies maintaining mailing lists of licensees or other persons or groups for notice purposes, either as a regular practice or under the requirements of ORS 183.335(8), should mail or fax notices of regular meetings to persons on those lists.

Interested Persons — If a governing body is aware of persons having a special interest in a particular action, those persons generally should be notified, unless doing so would be unduly burdensome or expensive.



Notice Boards — Some smaller communities have a designated area or bulletin board for posting notices. Governing bodies may want to post notices of meetings in such areas.

a. Regularly Scheduled Meetings

The notice for a regular meeting must be *reasonably calculated* to give actual notice of the time and place for the meeting “to interested persons including news media which have requested notice.” ORS 192.640(1).

b. Special Meetings

Special meetings require at least 24 hours' notice. ORS 192.640(3). As with regular meetings, press releases should be issued or phone calls made to the wire services and other media. In addition, subject to a rule of reasonableness, governing bodies should notify interested persons either by mail, facsimile or telephone. News media requesting notice must be notified.

c. Emergency Meetings

An “emergency meeting” is a special meeting called on less than 24 hours' notice. The governing body must be able to point to some reason

*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.

See
Reference
Note iv
Page 4 of 4

Included
for Notice
Under
Oregon
Public
Meetings
Law

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.).

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

iii Ibid.

iv Ibid.

v Ibid.

vi Ibid.

vii Ibid.

viii Ibid.

3. Interested Persons Contact List

Description & Purpose

The FA Team will collaborate with the City of Tualatin and City of Wilsonville to effectively utilize the existing contact list of interested persons. Stakeholders on the contact list will receive periodic email updates corresponding to major project milestones, including notices of public events. The stakeholder contact list will be managed by the City of Tualatin and used to send project update messages via email.

Materials

The master contact list will include names, email addresses, phone numbers, and addresses of stakeholders. This contact list should also track stakeholder types (i.e. property owner, business owner, resident) and organizational affiliations. The contact list can be used to track additional stakeholder information, such as identifying interview candidates, focus group members, or workshop attendees.

The contact list should include but not be limited to the following:

- Property Owners and Neighbors
- Other residents and tenants
- Tualatin Community Representatives (CIOs)
- Wilsonville Community Representatives
- Tualatin Business Representatives
- Wilsonville Business Representatives
- Westside Economic Alliance Representatives
- Horizon School Representatives
- Agency Review Team
- Stakeholder Interviewees

Roles

PMT

- Collect new contact information from stakeholders by providing and collecting sign-in sheets at the public workshop and open house
- Manage and update master email distribution list
- Reach out to community groups to request permission to add their members to the outreach contact list
- Protect the addresses and privacy of individuals on the contact list
- Provide the FA Team with existing project email distribution lists. May necessitate merging of lists between organizations

FA Team

- Protect the addresses and privacy of individuals on the contact list
- Provide PMT with access to contact information collected through online surveys

4. Email Updates

Description & Purpose

The purpose of on-going communications via email (using the Interested Persons contact list described above) is to highlight positive momentum toward achieving community goals. Email updates will be sent to the email distribution list described above to communicate project milestones and to notify stakeholders of the public workshop, open house, online surveys, online public draft documents, etc., as needed.

Materials

General project updates may include, but not be limited to the following information:

- Status of the project in relation to the General Milestone Calendar
- Upcoming opportunities for public engagement
- Links to results and images from recent outreach activities
- Links to the online surveys
- Links to the project webpage
- Public availability of draft or final documents
- Outcomes of Joint Council meetings or major decision points
- Contact information for project management

Roles

PMT

- Establish a PMT strategy for review of email content
- Review and approve a template for email updates
- Review and approve content for email updates
- Establish a project email address and contact for email blasts

FA Team

- Prepare an email template in Mailchimp (or similar service) to manage messaging to email distribution list
- Prepare content for email updates in consultation with the PMT
- Send email blasts prior to public meetings and at key milestones, once content is approved by PMT

5. Press Releases

Description & Purpose

Project press releases will be issued jointly by the City of Tualatin and the City of Wilsonville on project-branded letterhead to reach local and regional media contacts at key milestones. The City of Tualatin, City of Wilsonville and the FA Team will jointly prepare and review press releases prior to issuing them.

4. Planning Commission Briefings

Description & Purpose

Planning Commission Briefings are intended to provide project updates to the Cities individual Planning Commissions prior to major decision points to identify any issues and gather feedback from the Commissions. These briefings will include, at a minimum:

- Project Updates
- Concept Plan Discussion
- Jurisdictional Boundary Discussion
- Concept Plan Acceptance

Briefings to the Planning Commissions will take place prior to Individual Council briefings. The Planning Commission engagement is important to set the stage for future comprehensive plan amendments and other planning actions that will happen within each jurisdiction as a result of the concept plan acceptance.

Materials

Meeting agendas will be developed to focus on gathering feedback and information from the Planning Commissions including:

1. Jurisdictional Boundaries Recommendation
2. Draft Preferred Scenario
3. Draft Concept Plan

Roles

PMT

- Schedule briefings
- Create meeting agendas
- Keep written record of meetings and provide FA Team with meeting notes

FA Team

- Provide feedback on meeting agenda

5. Individual Council Information Briefings

Description & Purpose

Individual Council briefings are intended to provide project updates at key points throughout the planning process. Briefings will include:

- Project updates
- Discussions about major milestones (Existing Conditions, draft and preferred scenarios)
- Identification of Council concerns and gathering feedback to inform the concept planning process