



**CITY OF CORNELIUS  
PUBLIC INFRASTRUCTURE ADVISORY BOARD**

**AGENDA**

**TUESDAY, MARCH 19, 2024**

**HYBRID MEETING**

*In-Person (1300 S Kodiak Circle, Cornelius, OR 97113) and Zoom.*

**Roll Call:** Norby Chartrey, Nancy Arp, Jeff Arp, Brian Domsic, Ben Romero, Janet Fleshman, Chrissy Dawson (remote).

**Staff Present:** Barbara Fryer, Community Development Director; Mark Crowell, Public Works Director; Terry Keyes, City Engineer.

**Public Attendees:** Melanie Johnston

**1. CALL TO ORDER – ROLL CALL**

All members took a few seconds each to introduce themselves.

**2. REVIEW AND APPROVAL OF MINUTES – NONE**

Mark Crowell reviewed the procedure for approving minutes, to be implemented at future meetings when there are minutes to approve.

**3. ADMINISTRATIVE ANNOUNCEMENTS**

- a. Public Works Director

Crowell explained the general procedure for the Public Infrastructure Advisory Board (PIAB) and answered questions.

- b. Community Development Director - NONE
- c. Public Works Foreman - ABSENT
- d. City Engineer - NONE

**4. COMMUNITY PARTICIPATION – NONE**

**5. PRESENTATIONS AND APPOINTMENTS**

- a. Election of a Chair and Vice Chair

Crowell opened the discussion and explained the nomination process for electing a Chair and Vice-Chair of the PIAB. Crowell explained the duties of the Chair and Vice-Chair, noting that staff are available to facilitate until the Chair and Vice-Chair are comfortable with their duties. The Chair and Vice-Chair are yearly positions. The reelection for Chair and Vice-Chair will happen in January at the beginning of each year.

Janet Fleshman asked who held the Chair position for the Public Works Advisory Board (PWAB).

Crowell answered that Brian Domsic was the Chair for the PWAB. Discussion continued about the positions, member interest, and the procedure.

Fleshman made a motion that Brian Domsic be elected the Chair of the PIAB, Chartrey seconded. Motion passed unanimously, 7-0.

Domsic made a motion that Janet Fleshman be elected the Vice-Chair of the PIAB, Nancy Arp seconded. Motion passed unanimously, 7-0.

## **6. CAPITAL IMPROVEMENT PROJECTS AND UPDATES**

### **a. 19th/Davis Mini Roundabout**

Terry Keyes, City Engineer, briefly described the project. Keyes reported a complication for the project; a utility pole includes service lines from three utility companies that need to coordinate moving their service lines underground. This is causing month-long delays; the work cannot start until the utility lines have been moved underground. Once that happens, the intersection will be closed for six weeks for construction.

Nancy Arp (N. Arp) asked if NW Susbauer Road is going to be closed.

Crowell answered the City will be closing 19<sup>th</sup>, which turns into Susbauer, a County road. Crowell explained the benefits of closing the intersection. Discussion continued about the project and other minor improvements.

Jeff Arp (J. Arp) asked if the City has to pay the utility companies to remove their lines from the utility poles.

Keyes answered the City does not have to pay the utility companies to remove their service lines. Discussion continued regarding whose responsibility it is to remove the utility pole when all service lines are removed, and possible strategies to get the utility companies to complete the work.

b. Booster Station

Keyes described the Booster Station location and purpose. Keyes briefly explained the project to upgrade the facility. The project will not be completed until the summer of next year. Discussion continued about project delays.

N. Arp asked if the project construction will affect the general public.

Crowell answered no and explained the benefits of improvements being made. Discussion continued about the Booster Pump station and its role working with the Aquifer Storage and Recovery (ASR) system.

c. CDBG Sidewalk Projects

Keyes described the sidewalk projects and the Community Development Block Grants (CDBG) that have been received by the City. The projects will be finished around June.

Dawson asked who the project contractor is.

Keyes answered Pacific. Keyes stated all of the concrete, except at the intersection at 12<sup>th</sup> and Dogwood, is pervious concrete. Keyes explained what pervious surface is and the reason for using it. Discussion continued about pervious surface and the cost.

d. Laurel Woods Bridge

Keyes briefly described the project. Keyes reported the Laurel Woods Bridge is in the design phase and when construction is expected to begin.

N. Arp asked if the City would consider naming the bridge after Ralph Brown. N. Arp expressed wishes to honor Ralph Brown.

Barbara Fryer, Community Development Directory, stated the discussion can be added to the agenda for future PIAB meetings. Fryer recalled the previous Parks Advisory Board discussed not naming projects after any individual, and suggested the group revisit the policy. Fryer noted that the PIAB can decide what to recommend to the City Council. The City Council decides on the appropriate action.

e. CDBG New Grant – Davis St. Phase 3

Keyes noted that another CDBG has been awarded to the City to complete the sidewalk on Davis street, from 10<sup>th</sup> to 11<sup>th</sup>. Keyes briefly described CDBG plans.

f. S 29th Blvd Alternatives

Keyes explained the project, its location, and the problems that have arisen from the estimated cost. City staff are looking into alternatives to the project. Discussion continued about the original proposed project, the cost, and the alternatives the City is considering.

g. Council Creek Trail

Keyes briefly explained the scope of the Council Creek Trail project and reported the project is in the design phase. The County wants to begin construction within the year.

Fryer added the County has available funds to start construction, but the trail will not be open to the public until 2029.

Domsic asked if the City has a contract award date for the project.

Keyes did not have an answer. Discussion continued about the timeline of the project.

Norby Chartey asked about the right-of-way.

Keyes replied that ODOT owns the railbed. TriMet has plans to take it over. The Council Creek Trail is being planned with the future inclusion of a light rail in mind. There isn't enough money to complete a project of that scope, and the population does not justify the inclusion of a light rail system.

Fryer added that the delay in TriMet acquiring the right-of-way is due to a Federal Environmental Review needing to be completed. The beginning of the trail construction will likely occur before TriMet acquires the right-of-way. TriMet will have to maintain a rail with trail.

Crowell added that part of the delay is because the Railroad is responsible for removing the railroad tracks and wood-ties. Crowell listed all the crossings that will have rail tracks removed. Crowell expects this will happen within a year. The City has a plan for detours when each road closure occurs.

h. Park Fence Installation

Crowell explained the City received a request for fences around playgrounds, to give parents the peace of mind that their children will not run away. The request came from an organization that has helped other cities fence playgrounds. Discussion continued about the benefits of fence inclusion. Crowell discussed the expense and reported which parks have had fencing and/or gates included. Crowell reported plans for further fencing in the upcoming fiscal year.

Dawson stated they are on the Hillsboro Project team for the new Hops Stadium. There is a significant amount of fencing that may be available for salvage. Dawson noted that the Hillsboro Park Department expects to begin removing fencing the week of July 7<sup>th</sup>. Dawson asked if the City of Cornelius would be interested in salvaging fencing for this project.

Crowell answered that the City staff is interested and offered to let the Public Works Foreman, Ryan Howell, know about the offer.

**7. COMMUNITY DEVELOPMENT PROJECTS AND UPDATES**

- a. Long Range Planning
  - i. Visioning

Fryer described the Visioning process and the actions that have been taken to solicit community feedback. Fryer discussed the timeline for composing and adopting the City's Vision Plan.

- ii. Comprehensive Plan Update

Fryer explained that the information gathered for the City's Visioning will also be used to rewrite the City's Comprehensive Plan. The Comprehensive Plan has not been completely rewritten since 1980; only sections have been occasionally revised. There is an open Request for Proposals (RFP) for the rewrite.

- iii. Parks Master Plan Update

Fryer explained the Comprehensive Plan RFP also includes the Parks Master Plan. Fryer explained the need for the Parks Master Plan to be updated for the City to consider acquiring part of the Cornelius Elementary School. Fryer explained further the topics that may be updated and addressed in the Parks Master Plan.

b. Current Planning

i. Pending Final Plats:

1. Hybrid Heating & Cooling

Fryer briefly described the project, its locations, and the great length of time that has passed waiting for ODOT approval.

2. Bobcat

Fryer briefly described the project location and noted that it is in progress.

3. 1<sup>st</sup> and Baseline

Fryer briefly described the proposed project, as it was presented at the Planning Commission. Fryer explained the proposed uses of the project, and some of the possible changes since the application was approved.

4. Kem Sports Courts

Fryer explained some of the details of the project and its location. Discussion continued about the project and the proposed use.

5. 16<sup>th</sup> and Alpine

Fryer briefly explained the project, noting it is owned and proposed by the same person developing the sports courts.

6. Calida

Fryer briefly described the project. City staff is waiting for the final drawing; once approved the developer can submit for final plat approval. Discussion continued about the location of the project.

N.Arp asked if the proposed building was three stories.

Fryer could not recall, but explained there will be 15 buildings with 346 units.

N.Arp asked if the development would have parking.

Fryer answered yes. Discussion continued about the parking requirements.

- c. Planning Commission: 7:00 pm at City Council Chambers
  - i. March 26: Economic Opportunities Analysis (EOA)

Fryer provided a brief history about when the EOA was completed and the limited potential for development in the city. Fryer gave a summary of the industrial companies located in the city. City staff plan to go to the legislature in 2025, with a new EOA, to ask for more land for industrial development. The new EOA will go to the Planning Commission for approval. City Council will consider it in May.

- ii. April 23: Municipal Code Omnibus Amendment to clean up planning related items

Fryer explained the Municipal Code amendments that will take place are to clean up planning related items. Fryer expressed intentions to discuss relevant code amendments with the PIAB at a later meeting. The code amendments are intended to go to the Planning Commission on May 27, 2024.

## **8. SITE DEVELOPMENT AND ENGINEERING PROJECTS AND UPDATES**

- a. Single Family Residential
  - iii. Laurel Woods

Keyes described the Laurel Woods subdivision. Keyes described the phases that are complete, in progress, and planned for the future. Keyes discussed road closures and the planned expansion of Dogwood Park.

- b. Commercial
  - i. Hybrid Heating & Cooling – No Update
  - ii. Bobcat – No Update

- iii. 1<sup>st</sup> and Baseline – No update; City staff is waiting for plans to review.
- iv. Kem Sports Courts – No Update; City staff is waiting for plans to review.
- v. Chase Bank

Keyes briefly described the project and location. Keyes reported the plans have been reviewed and the project is currently working through the process with ODOT.

- c. Industrial
  - i. Rinchem

Keyes briefly described the project and location. The project is complete.

- ii. Meadowlark

Keyes briefly described the project. The project is finishing construction. Discussion continued regarding the possible uses for the building, noting that it has yet to be determined.

- d. Multi-Family Residential
  - i. Plaza Los Amigos

Keyes described the project. The project is almost finished, and residents are expected to move in in the next few months. The project includes a park.

Crowell added that the park will be a city park. Discussion continued about the location of the park and how the park will be named.

Chartrey asked about pedestrian access to the park.

Keyes explained there won't be any path from the north until the Council Creek Trail is complete.

Crowell added that there is a pathway going north and south at the edge of the park, from Davis street to the railroad right-of-way. Discussion continued about future pedestrian connections.

- ii. Calida – No update.
- e. Institutional



i. Cornelius Elementary School

Keyes described the project and the school bus access. Keyes noted some street and parking improvements the project includes. Keyes explained the project is with the State for review and will hold a Ground Breaking Ceremony.

Fryer added the ceremony is on April 3<sup>rd</sup> at 4pm.

Keyes explained the actual construction isn't expected to begin until summer, possibly May. Discussion continued about the impending construction and the work being completed in preparation.

Chartrey expressed concerns about the driveways being affected by the construction, including their own.

Crowell responded with assurance that residents will have a good portion of their driveways reconstructed, and noted that some, such as Chartrey, may receive a retaining wall. Those details will be discussed with residents as needed.

**9. PUBLIC AGENCY PROJECTS**

- a. Council Creek Regional Trail – Discussed previously in the meeting.
- b. Emerald Ash Borer

Crowell explained the presence of the Emerald Ash Borer in the City and the actions being taken to mitigate the problem. Crowell noted that the City is taking responsibility for any ash trees in the public right-of-way, which would normally be the property owner's responsibility, in addition to street trees and trees in public spaces. Crowell discussed identifying ash trees, identifying the presence of the ash borer, and treatment/eradication options. Crowell noted that the City's preferred method is treatment, to maintain the City's tree canopy, but that isn't always advisable.

- c. ODOT East Lane Rectangular Rapid Flashing Beacon (RRFB)

Keyes explained the location and purpose of the RRFB; it is an ODOT project. The project is not expected to be completed for another couple of months. Discussion continued about the vehicle traffic and potential for traffic accidents.

d. TVHWY Bus Rapid Transit project

Fryer explained the TV HWY Bus Rapid Transit project would include rapid transit from Beaverton Transit Center to Forest Grove. The focus of the project is to save time and increase reliability of public transit. Fryer discussed the potential exorbitant cost of the project, the reasons for the high cost, and explained the project is being reviewed and discussed by the Steering Committee in an effort to find solutions.

N.Arp asked if rapid transit meant there are no stops aside from the transit stations.

Fryer answered the stops would be every half to three-quarters of a mile.

N.Arp asked what the distance is now between stops.

Fryer answered that in Cornelius downtown the stops are every few blocks. Fryer described the ideal spacing between bus stops. Discussion continued about the demographic for bus service and other solutions to increase service that are being considered.

e. Metro projects

Fryer stated the Metro representative for the area is Juan Carlos. Fryer gave a brief explanation of how the projects were determined. Fryer offered to provide copies with descriptions of each of the projects.

- ii. Tarrybrooke Park – No Update
- iii. Steamboat Park – No Update
- iv. King's Island – No Update
- v. East Council Creek Trail Master Plan

Fryer explained Metro does not have the funds for the East Council Creek Trail Master Plan, but it was presented to the Council on April 4<sup>th</sup> and has since been adopted. Fryer briefly described the proposed project and its location.

## **10. OPERATIONS UPDATE & DISCUSSIONS**

a. Utility Maintenance

Crowell reported that the public works staff has been cleaning and televising the City's storm and sanitary sewer system. This is required by Clean Water Services (CWS), as part of a required maintenance plan. Crowell explained the timeline for the individual requirements and the process of cleaning the system. Crowell reported that several leaks have been repaired in

the last couple of months. The staff is in the process of completing replacement projects. The City's water leak loss rate is down to the 9-10% range, which is very good. Crowell noted that 20 years ago that percentage was closer to 20, noting that the system replacements and leak detection practices have been very effective. Discussion continued about water loss causes and ramifications.

b. Park Maintenance

Crowell reported that the parks staff has been putting new bark dust and trimming vegetation. Starting this week, staff has started mowing. Crowell explained that all of the mowers are mulching recycling mowers; staff does not bag any grass. Previously only one staff member held a public applicator's license to spray in public areas, over the winter an additional staff member received that license. The third parks member is working toward getting licensed as well.

Chartrey asked about new developments and when or if new parks are managed by the City.

Crowell explained that most developments include public parks; the City has very few parks maintained by Home Owners Associations. Discussion continued about parks that belong to the City.

c. Aquifer Storage and Recovery (ASR) Status

Crowell discussed at length what the ASR does, why it is useful, and where it is located. Since September, the City has put around 20 million gallons of water in the ground. The City is required to leave in around 15% of the ASR's capacity. The City is putting in approximately 180,000 gallons a day. The City won't pull water out of the system for another 46 or 47 more days. The City will put in another 10 million gallons, bringing the ASR to capacity at around 70 million gallons. Crowell discussed the cost of maintaining the system. Crowell discussed the benefits of the system for emergency situations and the growth of the City's population.

N.Arp asked if the City can fluoride the water.

Crowell answered the way the system is set up, that process would be expensive and difficult to do. The water the City purchases does not have fluoride. Crowell discussed the contentious nature of adding fluoride to the water.

N.Arp asked if there is any impact on the City's water supply by how much it rains, and if there is a drought if the City buys the same amount of water from Hillsboro.

Crowell answered yes, and added that the treatment plant the City buys water from is affected by the rainfall. Discussion continued about the treatment plant locations, infrastructure, and municipality access.

d. Recruitment

Crowell reported that a Utility Maintenance crew member retired recently and the City has held interviews. Within the next week or so, the City will offer the job to a candidate. Discussion continued about the candidates. Crowell reported that the seasonal position will be opening soon; that position is a six-month position that does mostly parks and some streets duties. Crowell discussed their retirement, coming up in June, and the possible reorganization of the Department to cover their responsibilities.

e. Determine Board Objectives

Crowell explained that the Board should reflect on how the meetings should be organized in the future. A conversation on the PIAB objectives will take place at the next meeting.

**11. ADJOURNMENT**

J.Arp made a motion to adjourn the meeting. Dawson seconded. Motions passed unanimously, 7-0.