

## From The Director's Office

Greetings!

As part of Building Safety Month, Building Division staff have been out in the community engaging citizens about the importance of safe buildings and the great career paths that are offered in local government in the building inspection and plan review fields. In conjunction with Story Time at the Library, Building staff worked with 40-50 kids to build custom herb boxes to take home (see right). They also engaged with the seventh and eighth grade students at Wood Middle School as part of career day. I am very proud of the Building Division team for their impressive engagement efforts.

Last month, the Community Development Department said goodbye to Development Engineering Manager Steve Adams who was a 17-year employee of the City. Steve accepted the City Engineer assignment with the City of Milwaukie. Steve has been an incredible contributor to all the work that the Department does, mainly guiding new development and the delivery of quality infrastructure associated with private development. His institutional knowledge, work ethic and dedication to the organizational mission will be sorely missed. We all wish Steve the very best in his new endeavor.

In other staffing news, I want to congratulate Daniel Pauly for his promotion to the Planning Manager position. Daniel has been a planner for the City for over a decade, demonstrating a mastery of the Development Code and the associated legal frameworks. Daniel has grown considerably over the years into a highly functioning team leader. Please join me in welcoming Daniel onto the City's management team.

Just over six months ago, City Council approved the formation of the Traffic Concerns Team (TCT). The TCT was formed with the purpose of creating a "central clearing house" for traffic complaints comprised of a multi-disciplinary team approach. The team examines incoming complaints and makes decisions on a course of action which can include things such as the installation of signage, engineering changes, speed studies, enforcement, or a combination of transportation related treatments. For a summary of activities that the traffic team has fielded and resolved over the past six months, please refer to the update later in this report.

Respectfully submitted,

Chris Neamtzu, AICP  
Community Development Director



## Building Division

### Building Safety Month—May 2019

Across the United States the month of May was recognized as Building Safety Month. Each week featured a new theme from the International Code Council that emphasized ways in which building safety professionals contribute to a built environment that is safer, stronger, healthier, and more energy efficient.

For one of our local Wilsonville events, Building Safety staff partnered with Library staff during Library Story Time. Building staff setup a building safety booth at the Library on the outdoor patio next to where Story Time was held. Building Safety Inspectors helped kids as “Jr. Inspectors” to construct wooden planters then helped each kid plant herbs in the planters.

Parents received information that focused on building safety in their homes and what types of safety features are present and how to recognize and maintain them. The event was informative and great times were had by all. Below are a few photos of the Jr. Inspectors and staff.

For questions about building safety and other construction topics, Building Inspection staff are a resource and happy to answer questions. In addition, the Building Safety Month website has some great resources available year-round at [www.BuildingSafetyMonth.org](http://www.BuildingSafetyMonth.org).



May 1-5, 2019

May 6-12, 2019

May 13-19, 2019

May 20-26, 2019

May 27-31, 2019

**WEEK 1**

**PREPARING FOR DISASTERS:  
BUILD STRONG,  
BUILD SMART**

**WEEK 2**

**ENSURING A SAFER FUTURE  
THROUGH TRAINING  
AND EDUCATION**

**WEEK 3**

**SECURING CLEAN,  
ABUNDANT WATER  
FOR ALL COMMUNITIES**

**WEEK 4**

**CONSTRUCTION  
PROFESSIONALS  
AND HOMEOWNERS:  
PARTNERS IN SAFETY**

**WEEK 5**

**INNOVATIONS IN  
BUILDING SAFETY**



## Building Division

### Building Safety Month—May 2019

On May 17, the Building Division hosted a building inspection field lab for Chemeketa's Building Inspection Technology (BIT) students. The students performed field inspections on two Polygon Homes and the new Hilton Hotel. They also toured the Street of Dreams site. Building Inspector Brian Pascoe and Building Official Dan Carlson provided tours and instruction to the class of 13 BIT students who are in the first year of a two year Associate of Applied Science degree.



## Economic Development

### Business Recruitment

- Corrugated box manufacturer looking for a 140,000 square foot building to expand. This project would create/retain 100 jobs.

### Business Retention & Expansion

- As part of a Business Retention/Expansion effort, the Economic Development Division will be seeking input from Wilsonville based businesses about current challenges, interest in expansion, satisfaction with City services, and appetite for workforce assistance resources.
  - Wilsonville businesses are invited to complete an electronic survey by June 28 at [surveymonkey.com/r/wilsonvilleecdev](https://surveymonkey.com/r/wilsonvilleecdev).
  - The Economic Development Division is also setting up conversations with many of the City's traded sector and high-growth employers to seek input and provide expansion assistance.

### Coffee Creek Industrial Area

- Development: Acquisition efforts appear to be underway for numerous parcels on the eastern side of Garden Acres Road for speculative industrial development.
- Financing: The Wilsonville City Council approved the \$3.8 million bond to finance Garden Acres Road, which will be repaid with TIF revenue over time. The project went out to bid in April and construction is planned to commence in the summer.

### Workforce Development

- Ribbon cutting event for Oregon Tech's new fabrication laboratory that will allow engineering students and faculty better access to sophisticated equipment where they can apply concepts learned in the classroom.





## Engineering Division, Capital Projects

### **5th to Kinsman Road Extension (4196)**

Nine contractors have been pre-qualified to bid on this project. City staff have been working with the consultant team on next steps. With the acquisition process, staff are working on review of appraisals.

### **Charbonneau Utility Repairs – French Prairie Drive Phase II and Old Farm Road Phase I (1500/2500/4500/7500)**

This project involves repair and replacement of deficient storm, sewer, and water pipe lines in the Charbonneau District, as identified in the Charbonneau Consolidated Improvement Plan. The design was finalized in mid-May with construction beginning in summer 2019 (for French Prairie). Old Farm Road Phase 1 project will be designed later in 2019 and early 2020, with construction in spring/summer 2020.

### **Coffee Creek Industrial Area Regional Stormwater Facility Project (7060)**

This project involves modeling of current and buildout stormwater runoff conditions within portions of the Coffee Creek and Basalt Creek basins and will design and construct improvements to alleviate existing seasonal flooding to allow for future development within both the Coffee Creek Industrial Area and the Basalt Creek Concept Area. The draft Alternative Report was submitted in April followed by the Alternatives Review Meeting in mid-May 2019. Once a preferred alternative is determined, preliminary design work will begin.

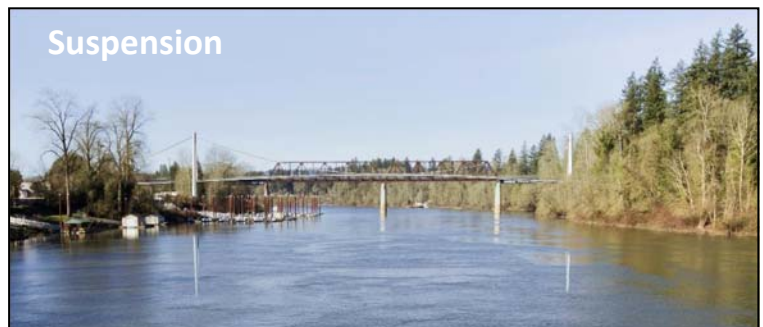
### **Elligsen Well Upgrade and Maintenance (1128)**

This project involves correcting well casing and water chemistry deficiencies in the existing Elligsen well to maintain it as a backup supply for emergencies. Capacity analysis of the stormwater system downstream of the well house which carries pump-to-waste flows will continue through June 2019. Identifying and quantifying well deficiencies and improvements to the well casing, redevelopment of well capacity, and other improvements will occur in fiscal year 2019-2020.

### **French Prairie Bridge (9137)**



See the following page for more information about the French Prairie Bridge project and visit <http://frenchprairiebridgeproject.org/> to take a survey on the two remaining bridge designs (shown here).



## Engineering Division, Capital Projects

### **French Prairie Bridge (9137)**

This project will determine the final location, alignment, and design type and includes preparation of preliminary construction and environmental documents for a new pedestrian, bike, and emergency vehicle bridge over the Willamette River in the vicinity of Boones Ferry Road. An online survey gathering public input on the two remaining bridge designs, cable stayed and suspension, wrapped up on May 8. The project Task Force will use the public feedback at their meeting on June 4 to make a recommendation on the preferred bridge design for consideration by City Council and the Clackamas Board of County Commissioners.

### **Garden Acres Road (4201)**

The project involves the design and construction of Garden Acres Road from a rural local access road to an urban industrial roadway as part of the Coffee Creek Industrial Area plan and includes Willamette Water Supply Program segment PLM\_1.2 of the 66" water transmission pipe. The project went out for construction bid, with a bid opening date of May 30. Construction is anticipated to begin in July.



### **Gesellschaft Well Facility and Upgrade (1083)**

This project addresses upgrades and repairs needed to correct deficiencies in the Gesellschaft well house, including piping, electrical, and mechanical systems. Design will be finalized in spring 2019 and will be constructed in summer 2019.

### **I-5 Pedestrian Bridge (4202)**

This project involves the design and preparation of construction documents for a pedestrian and bicycle bridge over Interstate 5 from Town Center Loop West to Boones Ferry/Barber Street. Council approved purchase of the Town Center Pad A property for use as the east bridge landing and Town Center gateway at the May 6. Staff is preparing Request for Proposal documents to solicit design proposals from qualified consulting firms, expected to begin in July.

### **Memorial Drive Splitter Manhole Replacement (2085)**

This project involves the replacement of an existing sanitary sewer manhole at the intersection of Parkway Avenue and Memorial Drive with a new flow diversion manhole. The purpose of the project is to maintain equalized flows between two parallel sewer lines under I-5 and to avoid potential overflows. Construction is anticipated to begin in June.

### **Memorial Park Pump Station (2065)**

60% design review meeting is complete. The consultant team is working on incorporating comments and finishing up the packet for the land use submittal.

## Engineering Division, Capital Projects

### Willamette River Storm Outfalls (7053)

A low bid was received from Moore Excavation, Inc. in the amount of \$1,022,919. Construction work is expected to start in June.

### WTP Surge Tank (1111)

Construction continues at the Water Treatment Plant for installation of the new surge tanks and new meter and vault. The WTP was shut down on May 8 for the installation of the meter and connection of the surge tank pipelines. Work progressed as planned and service to customers was not disrupted.



### WWSP Coordination (1127)

Ongoing coordination efforts continue with the Willamette Water Supply Program. Here are the updates on their major elements of work within Wilsonville:

- **WWSP Pipeline:** Ongoing coordination efforts are occurring for the Garden Acres Road project (4201), the Kinsman/Wilsonville Road truck turning improvements. WWSP is preparing to submit final construction drawings for pipeline 1.1, a 66" raw water pipeline between Arrowhead Creek Lane and Wilsonville Road, for construction this summer.
- **Raw Water Facility:** Ongoing coordination efforts are occurring for the WWSP Raw Water Facility including coordination with the 5th/Kinsman project (4196), WTP Expansion to 20 MGD (1144) and the City's water treatment plant operations and the Parks Department. LU application has been submitted and being reviewed. Construction will be completed in two phases. Phase 1 is pipeline work and ground improvements beginning in summer 2020. Phase 2 is mechanical and upper site construction in 2022.

## Engineering Division, Private Developments

### **Fir Commons**

Construction work has started for this nine home condominium development near Fir Avenue and 4th Street in Old Town.

### **Frog Pond Meadows**

Plans have been submitted and are under review for this 74-lot subdivision located north of Stafford Meadows and adjacent to Stafford Road.

### **Frog Pond—Morgan Farm Phase 2**

Plans have been submitted and are under review for this 42-lot subdivision located north of Morgan Farm Phase 1.

### **Grace Chapel**

Plans have been received and are under review for this remodel and expansion of the south building of the former Pioneer Pacific College.

### **Hilton Garden Inn**

Construction work has started for this new, four story hotel at Memorial Drive and Parkway Avenue.

### **Northstar Contractor Establishment—Day Road**

Construction work has started for street frontage improvements for this project.



## Natural Resources

### “Free” Native Tree Program

To help reduce stream temperatures and pollutants, the City offers up to five native tree seedlings for any resident or business within City limits to install on their property. Residents or businesses receive a tree coupon, which allows them to redeem the native plants at Bosky Dell Natives nursery. Plantings along streams, riparian corridors, or other water bodies are encouraged, but regardless of the location, tree plantings enhance the City’s “urban forest” and contribute to a healthier environment. The incentive program is part of the strategy to address the City’s NPDES stormwater permit requirements.



### Stormwater System Annual Inspection and Maintenance Report

The City has stormwater maintenance agreements with property owners for the operation and maintenance of private stormwater systems. By May 1 of each year, an annual inspection and maintenance report is due from the owner or responsible party (e.g. management company, HOA, etc.). In March, City staff mailed letters to property owners or responsible parties, including a report form, reminding them to submit their annual report. The required information includes the inspection date and any maintenance, repair, or replanting activities that were completed. After receiving the reports, City staff conducts an inspection to verify the information in the report.

## Planning Division, Current

### **Administrative Land Use Decisions Issued**

- Architectural and Site Modifications for Bullwinkle's Expansion
- Greenhouse at CREST adjacent to Boones Ferry Primary School
- 3 Zoning Verification Letters
- 1 Final Partition Plat
- 4 Temporary Use Permits
- 9 Type A Tree Permits
- 2 Type B Tree Permits
- 2 Class I Sign Permits
- New Single-family and row house building permits

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## Board and Commission Updates

### **Development Review Board (DRB)**

During their May 13 meeting, DRB Panel A unanimously forwarded a recommendation to the City Council to approve a zone map amendment from RA-H to Planned Development Industrial for an industrial property between Boones Ferry Road and Boberg Road just south of Boeckman Road. Concurrently, the Panel approved with conditions a Stage I Master Plan for the property for a multi-phased industrial office/warehouse/flex space development. In addition, the Panel unanimously approved a five year temporary use permit for a model home with associated parking for the Morgan Farm Subdivision in Frog Pond.

During their May 30 meeting, DRB Panel B considered a request for a five year temporary use permit for a four classroom modular building at Boeckman Creek Primary School. The board continued the hearing to their next meeting on June 24 to hear additional information on the proposal from the school district.

### **Planning Commission**

Planning Commission did not meet in May. The next regular Planning Commission Meeting is Wednesday, June 12. The scheduled topics are a work session on the Equitable Housing Strategic Plan and an informational update on the Clackamas County Housing Needs Analysis project.

## Planning Division, Long Range

### **Basalt Creek Concept Plan**

On May 10, Peter O. Watts filed a Notice of Intent to Appeal the land use decision made by City of Tualatin Ordinance No. 1418-19 which involves approving the Basalt Creek Comprehensive Plan Amendments implementing the Basalt Creek Concept Plan. Wilsonville City Attorney prepared a Motion to Intervene in the matter consistent with the Inter-governmental Agreement between the Cities, Washington County, and Metro.



General project information is available on the City's project web page <https://www.ci.wilsonville.or.us/planning/page/basalt-creek>.

### **Equitable Housing Strategic Plan**

The project team (City staff, Metro staff, and the consultant team) held a project kickoff meeting to confirm project milestones, deliverables, and schedule. Initial data is being gathered in partnership with the Clackamas County Housing Needs analysis, and the project team is outlining plans for community engagement and establishing the project task force. Staff is preparing for initial updates to the Planning Commission and City Council in June to share the project scope and schedule and confirm project objectives. Meetings later in summer and fall will focus on the market findings and public outreach results in order to prepare for discussions on various policies and programs for the City to consider.

### **Wilsonville Town Center Plan**

Staff presented the Town Center Plan at the May 6 City Council Public Hearing for Second Reading of Ordinance No. 835, Adopting the Wilsonville Town Center Plan and related amendments to the Comprehensive Plan Map and Text, Zoning Map, and Development Code. After considering the information and public testimony, the City Council unanimously passed a motion to approve Ordinance No. 835.

For additional information about the Town Center Plan project, visit the project website [www.wilsonvilletowncenter.com](http://www.wilsonvilletowncenter.com).





## Traffic Concern Team

### Six Month Report

Approximately six months ago, City Council approved the formation of the Traffic Concern Team (TCT). The TCT was formed with the purpose of creating a “central clearing house” for traffic complaints and is comprised of a multi-disciplinary team approach to problem solving. The team is made up of three staff members from Engineering, one from Public Works, one from the Police Department, and one from Code Compliance.

The team examines incoming complaints that are not easily resolved and require the multi-disciplinary team to evaluate the situation and make recommendations on a course of action. If citizens have a traffic related complaint, it is best to guide them to the City’s online [Citizen Request Module](#) (CRM), as it provides a centralized place for fielding, tracking, and resolving traffic related complaints.

The Team meets monthly. The first meeting was held on December 6, 2018. There have been six meetings held to date. Since December 2018, 26 complaints have been received. They include:

- Request for stop signs at the intersection of Barber Street and Villebois Drive.
- Request for traffic control device at Barber Street and Yosemite Way.
- Request for a “School Bus Stop Ahead” sign on Day Road.
- Request for a “No Left Turn” sign or barrier on Boones Ferry Road by The Ram.
- Report of speeding on Town Center Loop W., which makes it difficult to get out of Starbucks, Chipotle, etc.
- Concerns for pedestrian safety and visibility at the intersection of Parkway Avenue and Ash Creek Road.
- Request for new “No Parking” signage on St. Helens Drive.
- Request for a “No Outlet” street sign to be added to Ashton Circle cul-de-sac at Montebello.
- Speed Reader Board location requests (ongoing)
- Request for additional “No Parking” signs on Fairway Drive.

### Key Accomplishments

- Moved “No Parking” signs on Churchill further back to allow for a larger sight distance.
- Installation of reflector buttons and more signage on all islands citywide as a result of concerns regarding visibility. This work will be ongoing in between other Public Works projects.
- “No Parking” signs installed on St. Helens Drive.
- Crack seal installed on a large area (4’x8’) of 95th Avenue towards Boeckman Road
- Purchased a new compact Speed Reader Board on May 15 to allow for easy relocations of the board.
- Created a monthly rotation for the Speed Reader to be reviewed at each TCT meeting.

