



JUNE 2020

MONTHLY REPORT

From The Director's Office

Greetings!!

Community Development Department staff are always looking for ways to fund our planning and capital construction work using what we call "other people's money." I am pleased to announce the award of three significant grants totaling \$532,100 to the City's Planning Division to implement a variety of housing related projects on the Council work program over the next couple of years.

- **HB 2001 Technical Support (DLCD Technical Assistance Grant of \$100,000)** This grant pays for consultant costs to meet the mandates of House Bill 2001 passed by the Oregon Legislature in 2019, but goes beyond meeting the minimum requirements of state law, seeking to provide a variety of units of quality design at affordable price points and with broad community support. The project will provide hearing-ready documents for compliance with state law, but also will be an integral part of continuing the City's work to address affordable housing concerns.
- **Latinx Community Engagement (Metro, Community Engagement Grant of \$82,100)** This grant will fund working with a yet to be identified community partner to engage the Latinx community in the siting and design standards portion of House Bill 2001, Frog Pond East/South work, and establish long-term relationships and a framework for ongoing involvement of the Latinx community in decision making in Wilsonville.
- **Frog Pond East/South Master Plan (Metro, Comprehensive Planning Grant of \$350,000)** This grant will support consultant costs for the master planning of the Frog Pond East/South neighborhoods recently added to the Urban Growth Boundary. This project will be a significant part of Wilsonville's ongoing housing work.

Planning grants are highly competitive; we are fortunate to have done so well. Focusing on "other people's money" is one way staff can demonstrate good financial stewardship. I would like to specifically recognize Daniel Pauly, Planning Manager, who authored all three of these grants for the City. Great job, Dan!!!

Respectfully submitted,

Chris Neamtzu, AICP
Community Development Director



Building Division

What-cha Looking At? Handrail and Guardrail Requirements

Summertime can be a great time to build a new deck that you can use to relax or entertain guests. While there are many items to consider when building that special deck, an important one is the design of the handrails and guardrails.

Building code requires guardrails for decks that are 30" or more off the ground. The guardrails and posts must be designed to withstand forces of 200 pounds in any direction and the in-fill components—like balusters, glass, or wires—need to withstand 50 pounds per square foot. There is a minimum height requirement of 36" and the distance between the balusters and below the bottom rail cannot exceed 4". The reason for the narrow dimension between openings is to prevent children and large objects from falling off the deck. See Figure 1 for more details.

Handrails are the graspable portion of a railing system that you use when ascending or descending a flight of stairs. Handrails are required on at least one side of a continuous run of stairs with four or more risers. The handrail height is also regulated and shall be installed between 30" and 38" above the nose of the stair tread. Figure 2 shows how to properly measure the handrail height.

There are other code approved guardrail designs that can be even more architecturally pleasing. The three photos below show metal posts with horizontal cable and metal top and bottom guardrails.

There are many options available when designing a deck guardrail and handrail system. Be sure to incorporate the building code in your design to ensure that your family and guests will be safe.

Happy Building! —Brian Pascoe, Building Inspector/Plans

RAILING ANATOMY

Decks higher than 30 in. require a guardrail at least 36 in. tall.

A 4-in. sphere must not pass through the space between the balusters and below the bottom rail.

A 6-in. sphere must not pass through the triangular opening formed by the riser tread and the bottom rail.

Railing must withstand a minimum concentrated live load of 200 pounds of force (lb).

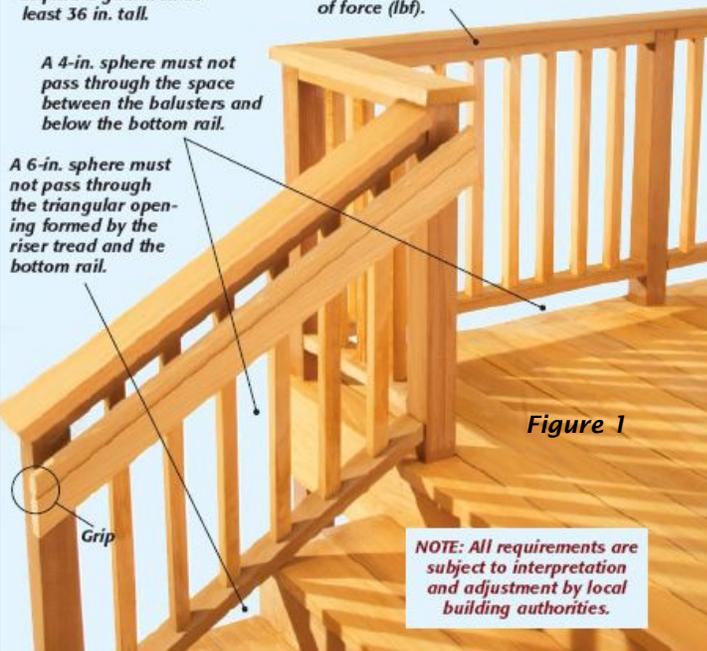
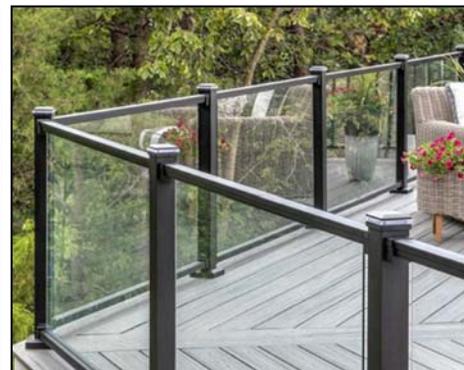
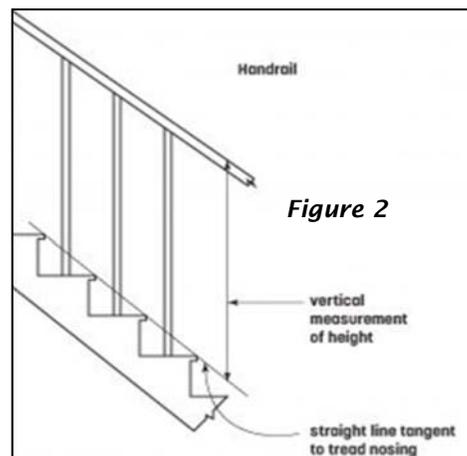


Figure 1

HANDRAIL REQUIREMENTS

- *Grippable* handrail required for four or more risers
- Grip dimensions must be between 1-1/4 and 2-1/4 in. or provide an equivalent gripping surface
- Height must be 34 to 38 in. above the leading edge of the treads
- 1-1/2-in. minimum clearance from posts or top rail
- Handrails should have smooth surfaces and rounded edges

NOTE: All requirements are subject to interpretation and adjustment by local building authorities.



Economic Development Division

COVID-19 Economic Recovery

- City staff participated in a webinar for local businesses on June 2 to address specific questions on reopening guidelines in partnership with the Wilsonville Area Chamber of Commerce, staff from the Office of Governor Kate Brown, and Clackamas Community College. Panelist included:
 - Raihana Ansary, Regional Solutions Coordinator—Metro Region, Office of the Governor
 - Rob Campbell, Director—Small Business Development Center (SBDC)
 - Willie Fisher, Connections with Business & Industry—Clackamas Community College
 - Jordan Vance, Economic Development Manager—City of Wilsonville
- Washington County has used Coronavirus Aid, Relief, and Economic Security (CARES) Act dollars to fund four Business Recovery Centers (BRC) throughout the County, with one in Tualatin to serve the south-metro area, including Wilsonville. The BRC is a one-stop-shop where Wilsonville businesses can access funding opportunities (local, State, Federal, CDFI), receive training regarding compliance with Governor’s guidelines, and obtain coaching on how to adapt to the “new normal.” Assistance will include replacing disrupted supply chains, obtaining sanitizing supplies and PPE, pursuing new revenue streams, and addressing workforce needs.
 - Wilsonville business can schedule a virtual or in-person appointment at the BRC by contacting BRCconsultant@tualatinchamber.com or (503) 692-0780.
- Dine Out Wilsonville: City has created a new program, “Dine Out, Wilsonville,” which supports local restaurants that wish to expand outdoor seating during Phase 1 of reopening. The City is expediting review and waiving fees for food and drink establishments seeking expanded outdoor seating areas on private property or on public easements. Permits, processed in 1-2 days, are reviewed as a Class I Administrative Review and require property owners or their representatives signature. Requests must adhere to OHA and applicable County standards.

Town Center Plan Implementation

- Staff continues outreach efforts to property owners, developers, and investors on key sites in Town Center. Throughout the spring and summer, staff initiated a development opportunity site (DOS) analysis on a catalytic site in Town Center to evaluate feasibility conditions and estimated range of public investment that may be required in order to enhance project feasibility. Final DOS results will be included in the marketing plan as a way to generate interest and enthusiasm for redevelopment projects among property owners and prospective developers.

Urban Renewal

- Coffee Creek
 - Development: Site aggregation efforts are underway by the developer to consolidate approximately 40 acres of land for industrial/distribution center development.
 - Infrastructure: Garden Acres Road is under construction with an estimated completion date of January 2021.
- TIF Zone program: URA Task Force to convene on July 22 to review new program framework that allows for added flexibility of site location and eligibility criteria, ideally adaptable to both recession and growth economies.

Engineering Division, Capital Projects

5th Street/Kinsman Road Extension (1139/2099/4196)

This project involves the design and construction of the extension of 5th Street and Kinsman Road between Boones Ferry Road and Wilsonville Road, including water, sewer, storm, franchise utility extension, and installation of a portion of the Ice Age Tonquin Trail. Land acquisition is underway. Construction is planned to start in the first quarter of 2021.

Elligsen Well Upgrade and Maintenance (1128)

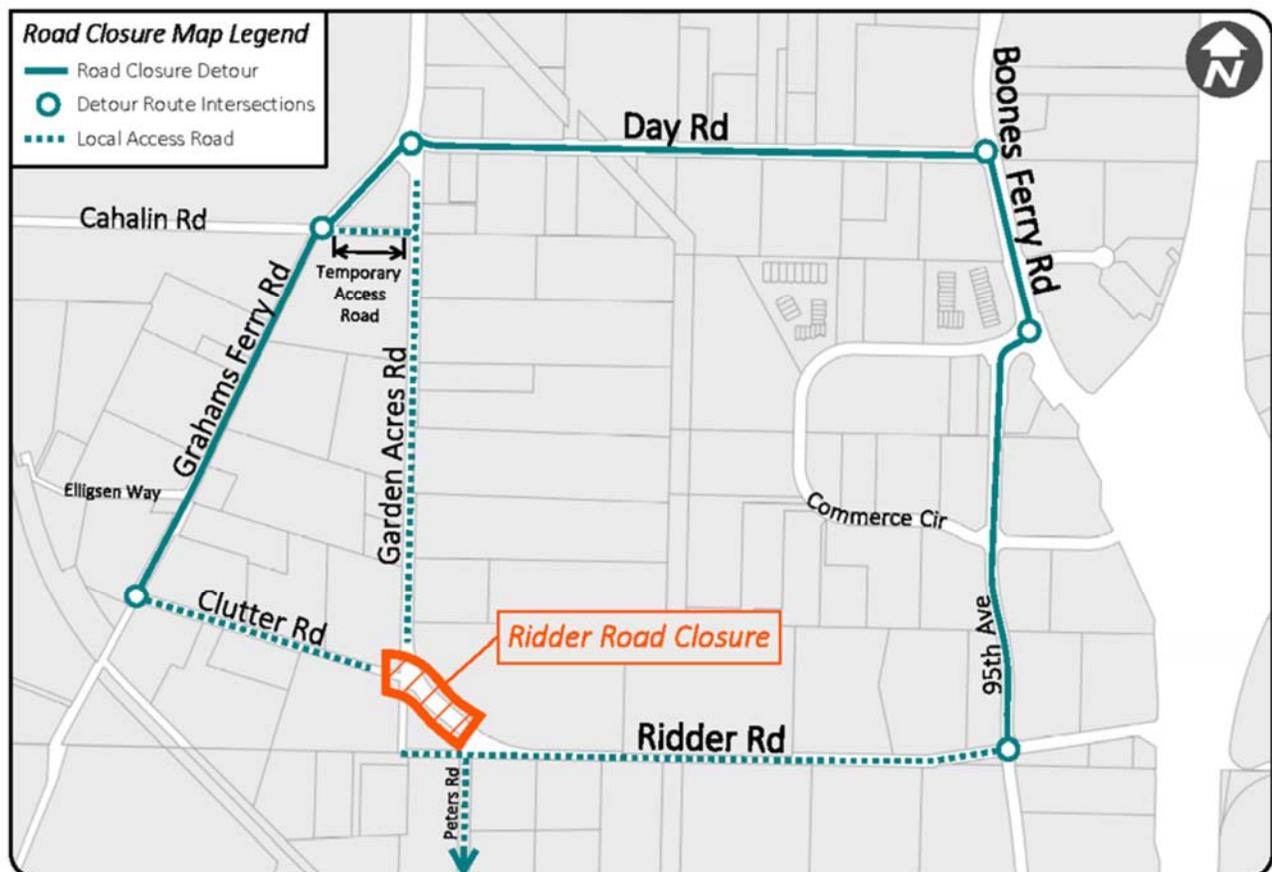
This project involves correcting well casing and water chemistry deficiencies in the existing Elligsen well to maintain it as a backup supply for emergencies. Well column and casing inspections, water chemistry analysis, and recommendations for improvements to address any discovered deficiencies occurred in May and June. After inspection and analysis is complete, redevelopment of well capacity and other recommended improvements will occur.

French Prairie Road Phase II (2500/4500/7500)

This project will include paving, storm sewer, and sanitary sewer improvements to French Prairie Road in the Charbonneau development. The contract was awarded to K&E Excavating. Construction has begun and is anticipated to be completed by the end of 2020.

Garden Acres Road (4201)

This 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. Construction of the WWSP 66" raw water pipeline is underway with clearing of vegetation on the north side of Day Road complete. Ridder Road between Peters Road and Grahams Ferry Road will be closed for six weeks beginning on July 6 for installation of WWSP pipeline and roadway improvements. Project completion is anticipated for January 2021.



Engineering Division, Capital Projects

Gesellschaft Well Facility Rehab and Upgrade (1083)

This project addresses upgrades and repairs needed to correct deficiencies in the Gesellschaft well house, including piping, electrical, and mechanical systems. Work is nearing completion, with instrumentation, control programming, and startup operations occurred in May with final completion in June.

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. The design team is currently preparing bridge and plaza design concepts based on results of the public engagement and feedback received from the Planning Commission and City Council. Draft plaza layouts will be presented before Planning Commission for feedback at their July meeting. The bridge and plaza conceptual designs will be available for public feedback in August.

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. Multiple utility conflicts discovered in September 2019 caused a project delay of six months. Now that all the utility conflicts have been removed or relocated, work can now continue and will be completed in July 2020.

Memorial Park Pump Station (2065)

This project involves replacing and relocating the wastewater pump station in Memorial Park. The contract was awarded to McClure and Sons. Construction is anticipated to begin in July with completion in March 2021.

SMART Parking Lot Improvements (8135)

This project involved the expansion of the existing employee and visitor parking lot at the SMART Administrative/Fleet Facility by adding ten parking stalls, a new curb and sidewalk, and a new cedar deck at the facility entrance. A large portion of the project's cost was covered by a Federal Transit Administration grant received by the City in 2017. Sealing and striping work was completed in late May and all punch list items were completed in June. The parking lot is completed and is now available for use for SMART employees.



Engineering Division, Capital Projects

Street Maintenance Project (4014/4118)

Bid opening was on June 16 and six bids were received. A resolution to award the construction contract is on the agenda for the July 6 City Council meeting. Construction is anticipated to begin in early August.

WTP Expansion to 20 MGD (1144)

This project will expand the Water Treatment Plant (WTP) capacity to 20 MGD and incorporate related WTP capital improvements, including Life Safety Upgrades (1137), Seismic Retrofits (1145), and Repair and Replacement (1146) projects. A CMGC alternative contracting method was approved by City Council. A Request for Proposals for engineering services was issued in April, and a consultant was selected. An engineering contract award is anticipated in July.

WWSP Coordination (1127)

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

- **PLM 1.1** This is the WWSP 66" raw water pipeline between Arrowhead Creek Lane and Wilsonville Road. Construction of the pipeline is underway. Pipe installation along Kinsman Road south of Wilsonville Road is complete. Completion of this segment of pipeline is expected in Fall 2020.
- **PLM 1.2** This is the WWSP 66" raw water pipeline that is included as part of the Garden Acres Road (4201) project. Construction of the WWSP pipeline is underway and will continue through September 2020.
- **PLM 1.3** This is the remainder of the WWSP 66" raw water pipeline through Wilsonville, including Kinsman Road, Boeckman Road, 95th Avenue, and Ridder Road. WWSP is progressing toward 60% design plans. Construction is scheduled to begin in Fall 2020.
- **Raw Water Facility Improvements** This capital improvement project is under the management of the Willamette Water Supply Commission and the Tualatin Valley Water District. Improvements include seismic upgrades to the existing intake facility and river embankment, as well as the installation of a 66" raw water pipe and an 8" domestic City water pipe. The Erosion Control and Public Works Permits have been issued. Construction is anticipated to begin in July 2020.

WWTP Master Plan (2104)

This project will evaluate capacity of Wastewater Treatment Plant (WWTP) processes to accommodate projected growth and regulatory changes. A prioritized capital improvement plan and budget will be developed. The engineering contract was awarded in May, and the project is anticipated to be completed by fall 2021.

Engineering Division, Private Development

DP Nicoli

This project, located on Boberg Road, is moving along. The contractor is mostly working on the onsite utilities. They anticipate beginning onsite paving in August. A new fire hydrant has been installed in the right of way on Boberg Road.

Dutch Bros Coffee

A new Dutch Bros Coffee Drive-Thru is proposed on the vacant parcel at the southeast corner between Park Place and Town Center Loop West. As a part of the development, a new Rapid Flash Beacon (RFB) crossing will be installed on Town Center Loop West just south of Park Place. In addition to the RFB, a marked crosswalk will also be installed at the intersection on Park Place. The project is currently under review. Grading and Erosion Control Permits have been issued.

Fir Avenue Commons

Nine of the ten homes in this charming development are under construction on Fir Avenue in historic Old Town. Franchise utilities are being installed and granite curbs are on their way from the east coast. Final street work can begin once curbs are installed and franchise utilities are in place.

Frog Pond Meadows

74-lot subdivision located north of Stafford Meadows and adjacent to Stafford Road. The contractor (NEI) is completing final items and will request a punchlist as soon as the design engineer certifies the job.

Frog Pond—Morgan Farm Phase 2

42-lot subdivision located north of Morgan Farm Phase 1. This project is in the final stages. The Engineering Division and the developer are working to address underground water intrusion at one of the stormwater swale facilities, as well as ADA slope requirements. The project is currently in the maintenance phase except for the sidewalks.

Grace Chapel

Project involves the remodel and expansion of the south building of the former Pioneer Pacific College, along with the rerouting of a major storm drain line. The contractor continues working on site improvements. New driveways and a new sanitary connection are not yet complete.

Hilton Garden Inn

Construction continues on this four-story hotel at Memorial Drive and Parkway Avenue. Asphalt road repair, grass seeding, and the final punch list remain before this project goes into the maintenance phase.



Engineering Division, Private Development

Northstar Contractor Establishment—Clay Street

The Public Works Permit was issued for this half street improvement project that will add sidewalks and street side swales on our border with Washington County near Coffee Creek Correctional Facility. The Public Works Permit was issued. Construction started on June 26.

Shredding Systems

This project involves adding an additional building and expanding the sanitary, water, and storm systems. A sidewalk will also be added on 95th Avenue. The project is currently under plan review.

Siena at Villebois Fire Reconstruction

Contractor NEI completed the installation of the concrete curbs and the paving. They are now working on wrapping up the LIDA facilities.



Engineering Division, Natural Resources

Celebrating Pollinators!

Due to COVID-19, staff had to cancel the Pollinator Week Celebration scheduled in June. However, it's never too late to celebrate pollinators and recognize the critical role they play in sustaining life on Earth. Birds, bats, bees, butterflies, beetles, and small mammals that pollinate plants are responsible for bringing us one out of every three bites of food. They also sustain our ecosystems and produce our natural resources by helping plants reproduce.

Some steps to help pollinators include:

- Add local native flowering plants in your landscape.
- Choose plants with a variety of colors.
- Choose flowers with different shapes and sizes.
- Choose plants with different flowering times to provide forage all season.
- Select plants with different heights and growth habits.
- Include plants that are favored food for butterfly caterpillars; the loss of foliage is well worth it!
- Reduce or eliminate the use of pesticides (including herbicides).



In August 2017, City Council adopted a resolution designating Wilsonville a Bee City USA affiliate. Bee City USA is a nationwide effort to foster ongoing dialogue in urban areas to raise awareness of pollinators and the role they play in our communities and what each of us can do to provide them with healthy habitat. Bee City USA corresponds with many of the existing "Bee Stewards" program initiatives, such as creating pollinator habitat, adopting an integrated pest management plan for City properties and facilities, and raising community awareness and participation in pollinator conservation.

Planning Division, Current

Administrative Land Use Decisions Issued

- Collocation of Wireless Communication Facility on Existing Tower near the Wastewater Treatment Plant
- 3 Temporary Use Permits for Firework Stands
- 2 Outdoor Seating Approvals for Restaurants/Bars
- 1 Other Class I Administrative Review
- 2 Class I Sign Permits
- 15 Type A Tree Permits
- 6 Type B Tree Permits
- Building permits for commercial and residential renovations/additions

Construction Permit Review, Development Inspections, and Project Management

In June, Planning staff actively worked with developers and contractors to ensure construction of the following projects are consistent with Development Review Board and City Council approvals:

- DP Nicoli Industrial Development on Boberg Road
- Dutch Bros Coffee kiosk in Town Center
- Fir Avenue Commons residential development in Old Town
- Grace Chapel on Parkway Avenue
- Hilton Garden Inn on Parkway Avenue
- I&E Construction headquarters on Parkway Avenue
- Regional Park 7&8 in Villebois
- Residential subdivisions in Frog Pond West
- Willamette Water Supply Project

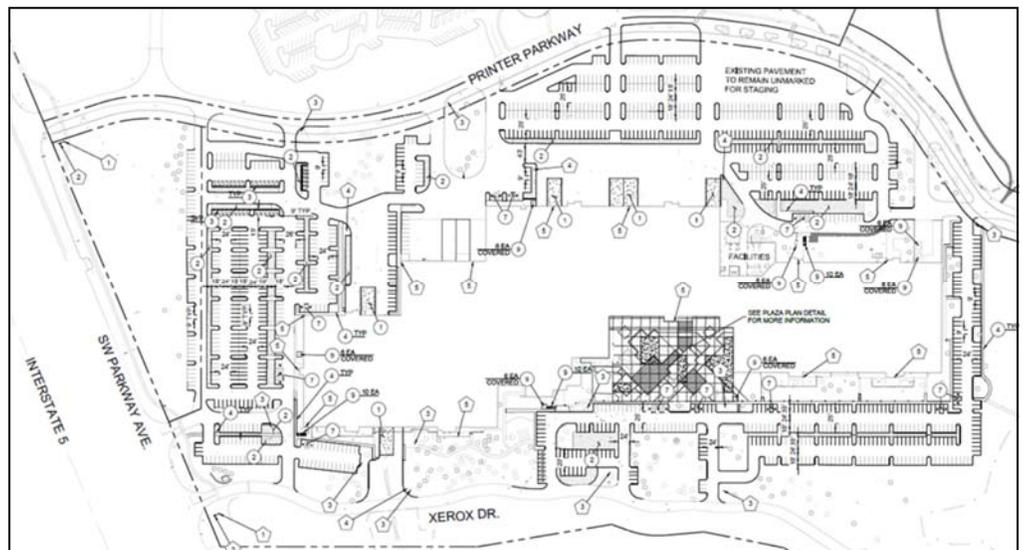
Development Review Board (DRB)

DRB Panel A and Panel B did not meet in June.

DRB Projects Under Review

During June, Planning staff actively worked on the following major projects in preparation for potential public hearings before the Development Review Board:

- 6-unit residential development in Old Town at the north end of Magnolia Avenue
- 69-lot subdivision in Frog Pond proposed by West Hills Development
- Parkway Woods (former Xerox campus) remodel and additional parking (shown right)



Planning Division, Long Range

Comment on Industrial Development in Unincorporated Marion County north of Aurora

In June, staff worked with legal staff to prepare testimony in opposition to a land use application for an industrial/commercial development on property zoned as Exclusive Farm Use adjacent to the Aurora Airport. The City submitted written testimony and Planning Manager Daniel Pauly testified in person before the Marion County Board of Commissioners on June 24. The Board of Commissioners did not make a decision at the June hearing, but left the record open for 21 days, with expectations of making a decision in late July.

Equitable Housing Strategic Plan

After nearly a year of stakeholder outreach, market research, and input from a project task force, City Council approved the Equitable Housing Strategic Plan after holding a public hearing on June 15. The Plan will provide a framework for actions the City can take with the goal of making housing more affordable and attainable.

Initial steps to implement the two of these prioritized actions in the Equitable Housing Strategic Plan are underway. The Planning Division recently received grant funding to fund a portion of the House Bill 2001 compliance housing work (Strategic Plan Action 1B) and Frog Pond East and South planning work (Strategic Plan Action 1C). The Planning Division plans on kicking off the House Bill 2001 compliance work this summer, and then kicking off the Frog Pond East and South planning work in early 2021.

General project information is available on the project website: www.ci.wilsonville.or.us/housing.

Frog Pond East and South

The master planning area encompasses the area added to the Urban Growth Boundary by Metro in 2018 (see right). The City is required to adopt a master plan and related policies and codes for the area by the end of 2022. In June, Metro awarded a grant to the City in the amount of \$350,000 to support the project. Staff are working with Metro on the grant agreement, with a plan to begin most portions of the project in early 2021.

House Bill 2001 Implementation (Middle Housing)

This project will build upon and help implement the Equitable Housing Strategic Plan while ensuring the City complies with House Bill 2001 regarding the allowance for middle housing, including duplexes, triplexes, quadplexes, row houses, and cottage cluster housing. The project will also help lay the foundation for the upcoming master planning work for Frog Pond East and South. In June, staff reviewed and commented on the most recent draft Administrative Rules and model code from the State. In addition, the City received notice from the Oregon Department of Land Conservation and Development (DLCD) that the City received \$100,000 in grant funding to support the project. The City also received word of a grant award from Metro in the amount of \$81,200 to support targeted outreach to the Latinx community related to the project. Staff are working with DLCD and Metro on the grant agreements.

House Bill 2003 Implementation (Housing Needs Analysis/Housing Production Strategies)

Planning staff continued to coordinate with DLCD staff on the implementation of House Bill 2003 concerning new Housing Needs Analysis (HNA) timelines and the new requirement to produce a periodic Housing Production Strategy. As Housing Production Strategies are a new requirement, to be completed by a City within a year of completing a HNA, a substantial amount of state administrative rulemaking needs to occur to define the requirements. Staff participated in a fifth meeting of the state's Technical Advisory Committee (TAC) for rulemaking on Housing Production Strategies on June 18 and provided additional feedback on a survey the Department sent out.

Wilsonville Equitable Housing Strategic Plan



Planning Division, Long Range

Planning Commission

On June 10, the Planning Commission received updates during their work session on an Urban Forestry Management Plan and the I-5 Pedestrian Bridge and Gateway Plaza project. For the Urban Forestry Management Plan, staff introduced the project and sought input on the upcoming process. For the I-5 Pedestrian Bridge and Town Center Gateway Plaza, the project team presented current conceptual bridge landing/plaza configurations under review and sought the Commission's input. Following the work session, Assistant Planner Georgia McAlister presented the 2019 Housing Report to the Commission, received their feedback, and answered questions.

Wilsonville Town Center Plan



I-5 Pedestrian Bridge

The Town Center project team continued to review design feedback on the I-5 Pedestrian Bridge and Town Center Gateway Plaza project, which will provide an important connection between Town Center and the Wilsonville Transit Center and neighborhoods west of Interstate 5. In June, the project team held a work session with the Planning Commission to present conceptual Gateway Plaza design configurations and gather preliminary feedback. This will assist the team in the development of alternatives for bridge types and approaches to evaluate, along with Gateway Plaza layouts, for further public consideration in July and August. The team also further refined the project's Public Engagement Plan in light of modifications to the City's public events due to COVID-19. An online open house is anticipated later this summer.

General project information is available on the project website: www.letstalkwilsonville.com/I5-Ped-Bridge.



Streetscape Plan

In order to achieve the goals and the broader vision within the recently adopted Town Center Plan, one of the implementation items calls for the creation of a Town Center Streetscape Design Plan. This plan will further refine street sections in the Town Center Plan and create a well-designed and implementable palette of street furniture, surface materials, lighting fixtures, and landscaping elements that will reflect the community's aesthetic preferences for Town Center. Staff sent out the request for qualifications to consultants on April 29 and received three proposals by the May 18 deadline. A consultant has been selected and staff are currently working together with the consultant to create a detailed scope of work and contract. Once finalized, staff and the consultant will quickly move to begin work on the project starting with a site tour and project kick off meeting.

Transportation System Plan

During June, the Town Center team began the process of updating the City's Transportation System Plan (TSP) to integrate the recommended transportation-related infrastructure investments from the Town Center Plan. The City agreed to a scope of work with its on-call traffic consultant, DKS Associates, to begin these updates and perform limited additional analysis of Wilsonville Road as requested by ODOT to determine the extent of any needed updates to the City's Interchange Area Management Plan (IAMP). DKS Associates will conduct this analysis and draft updates to the TSP this summer, with adoption anticipated later this year.

