



## **City Council Meeting October 18, 2021**

**Executive Session - 5:00 p.m.  
Work Session – 5:25 p.m.  
Council Meeting - 7:00 p.m.  
Urban Renewal Agency – Following Council Meeting  
(Held in Council Chambers)**

This meeting is taking place with social distancing precautions in place.

### **To Provide Public Comment:**

- Written comments may be submitted to the City Recorder (Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, OR 97070).
- Digital comments (email) may be submitted to [cityrecorder@ci.wilsonville.or.us](mailto:cityrecorder@ci.wilsonville.or.us).
- Individuals may participate online through the Zoom videoconferencing platform.
- Contact City Recorder at (503) 570-1506 [cityrecorder@ci.wilsonville.or.us](mailto:cityrecorder@ci.wilsonville.or.us) to register.

### **You can watch the City Council Meeting here:**

YouTube: [youtube.com/c/CityofWilsonvilleOR](https://www.youtube.com/c/CityofWilsonvilleOR)

Zoom: <https://us02web.zoom.us/j/81536056468>

# City of Wilsonville

City Council Meeting

October 18, 2021



**AGENDA**

**WILSONVILLE CITY COUNCIL MEETING  
OCTOBER 18, 2021  
7:00 P.M.**

**CITY HALL  
29799 SW TOWN CENTER LOOP EAST  
WILSONVILLE, OREGON**

Mayor Julie Fitzgerald

Council President Kristin Akervall  
Councilor Charlotte Lehan

Councilor Joann Linville  
Councilor Ben West

**CITY COUNCIL MISSION STATEMENT**

To protect and enhance Wilsonville's livability by providing quality service to ensure a safe, attractive, economically vital community while preserving our natural environment and heritage.

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**Executive Session, Work Session, City Council, and URA meetings  
will be held in the Council Chambers, City Hall, 1<sup>st</sup> Floor**

- 5:00 P.M. EXECUTIVE SESSION** [25 min.]  
A. Pursuant to: ORS 192.660 (2)(e) Real Property Transactions  
ORS 192.660(2)(h) Legal Counsel / Litigation
- Break to switch Zoom accounts* [10 min.]
- 5:35 P.M. REVIEW OF AGENDA AND ITEMS ON CONSENT** [5 min.]
- 5:40 P.M. COUNCILORS' CONCERNS** [5 min.]
- 5:45 P.M. PRE-COUNCIL WORK SESSION**
- A. Frog Pond East and South Master Plan (Pauly) [30 min.]  
B. 2021 Solid Waste Collection Rate Report Review (Ottenad) [20 min.]
- 6:35 P.M. ADJOURN**
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**CITY COUNCIL MEETING**

The following is a summary of the legislative and other matters to come before the Wilsonville City Council a regular session to be held, Monday, October 18, 2021 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on October 5, 2021. Remonstrances and other documents pertaining to any matters listed in said summary filed at or prior to the time of the meeting may be considered there with except where a time limit for filing has been fixed.

**7:00 P.M. CALL TO ORDER**

- A. Roll Call
- B. Pledge of Allegiance
- C. Motion to approve the following order of the agenda.

**7:05 P.M. MAYOR'S BUSINESS**

- A. Upcoming Meetings

**7:15 P.M. COMMUNICATIONS**

- A. Kitakata Sister City Advisory Board Work Plan (Behler/ Board Chair Sumerlin)

**7:30 P.M. CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS**

This is an opportunity for visitors to address the City Council on items *not* on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

**7:40 P.M. COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS**

- A. Council President Akervall
- B. Councilor Lehan
- C. Councilor West
- D. Councilor Linville

**8:00 P.M. CONSENT AGENDA**

A. **Resolution No. 2934**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Amend The Professional Services Agreement With JayRay Ads & PR, Inc, For 'Explore Wilsonville' Tourism Promotion And Development And Destination Marketing Program. (Mombert)

B. **Resolution No. 2936**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute An Amendment To The Construction Manager/General Contractor (CM/GC) Contract With Kiewit Infrastructure West Co. To Procure A New Ozone Generation System For The Willamette River Water Treatment Plant Expansion Project (Capital Improvement Project #1144). (Nacrelli)

- C. Minutes of the October 4, 2021 City Council meeting. (Veliz)

**8:05 P.M. NEW BUSINESS**

A. **Resolution No. 2928**

A Resolution Of The City Of Wilsonville Approving An Amendment To The Planning Division Fee Schedule Adding Fees For Middle Housing Land Divisions And Further Refining The Fee Schedule For Wireless Communication Facilities. (Pauly)

**B. Resolution No. 2929**

A Resolution Of The City Of Wilsonville Amending The Old Town Neighborhood Plan And Continuing To Accept The Old Town Neighborhood Plan As A Non-Regulatory Planning Tool. (Pauly)

**C. Resolution No. 2930**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Enter Into An Interim Development Agreement With Taylor Morrison Northwest, LLC Regarding Design, Funding And Construction Of Regional Parks 5 And 6 In The Clermont Subdivision, Villebois. (Neamtzu)

**8:30 P.M. CONTINUING BUSINESS**

**A. Ordinance No. 850 – 2<sup>nd</sup> Reading**

An Ordinance Of The City Of Wilsonville Adopting The Wilsonville Town Center Streetscape Plan As An Appendix To The Wilsonville Town Center Plan, A Sub-Element Of The Comprehensive Plan. (Bradford)

**B. Ordinance No. 851 – 2<sup>nd</sup> Reading**

An Ordinance Of The City Of Wilsonville Amending The Text Of The Wilsonville Comprehensive Plan, Text Of The Development Code, The Frog Pond West Master Plan, And The Villebois Village Master Plan; Adopting A Legislative Zone Map Amendment To Rezone Residential Properties In The Old Town Neighborhood To The Newly Established Old Town Residential Zone; And Declaring Development In Planned Development Residential Zones As Legal Non-Conforming To Increase The Allowance Of Middle Housing In Wilsonville. (Pauly)

**C. Ordinance No. 852 – 2<sup>nd</sup> Reading**

An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From Public Facility (PF) Zone To The Village (V) Zone On Approximately 1.40 Acres In The Villebois Village Center, Adjacent To The Piazza At Villebois To The Northeast And Northwest; The Land Is More Particularly Described As Tax Lot 2800 And Adjacent Right-Of-Way, Section 15AC, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Costa Pacific Communities, Applicant. (Luxhoj)

**8:45 P.M. PUBLIC HEARING**

**A. Resolution No. 2932 (Legislative)**

A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2021-22. (Katko)

**9:00 P.M. CITY MANAGER'S BUSINESS**

**9:05 P.M. LEGAL BUSINESS**

**9:10 P.M. ADJOURN**

**INFORMATION ITEMS** – No Council Action Necessary.

**AN URBAN RENEWAL AGENCY MEETING  
WILL IMMEDIATELY FOLLOW THE CITY COUNCIL MEETING**

Time frames for agenda items are not time certain (i.e. Agenda items may be considered earlier than indicated.) Assistive Listening Devices (ALD) are available for persons with impaired hearing and can be scheduled for this meeting if required at least 48 hours prior to the meeting. The city will also endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting: Qualified sign language interpreters for persons with speech or hearing impairments. Qualified bilingual interpreters. To obtain services, please contact the City Recorder, (503) 570-1506 or [cityrecorder@ci.wilsonville.or.us](mailto:cityrecorder@ci.wilsonville.or.us).



## CITY COUNCIL WORK SESSION STAFF REPORT

<b>Meeting Date:</b> October 18, 2021	<b>Subject:</b> Frog Pond East and South Master Plan  <b>Staff Member:</b> Daniel Pauly, Planning Manager  <b>Department:</b> Community Development	
<b>Action Required</b>	<b>Advisory Board/Commission Recommendation</b>	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b> N/A	
<b>Staff Recommendation:</b> Provide requested directional input on the project.		
<b>Recommended Language for Motion:</b> N/A		
<b>Project / Issue Relates To:</b>		
<input checked="" type="checkbox"/> Council Goals/Priorities: Expand home ownership	<input type="checkbox"/> Adopted Master Plan(s):	<input type="checkbox"/> Not Applicable

### ISSUE BEFORE CITY COUNCIL:

Receive a briefing on and give feedback on the work to date on the Frog Pond East and South Master Plan project including the project background memo, outreach plan, and planned project schedule.

## **EXECUTIVE SUMMARY:**

In 2010, Metro established a series of urban and rural reserves to guide the region's urbanization over the following 50 years. The land that is now called Frog Pond East and South was designated as an urban reserve. Subsequently, in 2015, the City adopted the Frog Pond Area Plan to set the stage for additional planning and eventual development in the urban reserve. Besides the urban reserve area, the Frog Pond Area Plan also included undeveloped land already within the City's Urban Growth Boundary (UGB) now known as Frog Pond West. The vision established for all of Frog Pond in the area plan states:

“The Frog Pond Area in 2035 is a Wilsonville community with attractive and connected neighborhoods. The community's hallmarks are its walkable and active streets, variety of quality homes, and connected trails and open spaces. Frog Pond's excellent schools and parks are focal points of the community. Frog Pond is “just a short bike, walk, or bus trip” from all parts of Wilsonville – a highly valued part of the larger city.”

In 2017, a master plan and implementing zoning code was adopted for Frog Pond West. The Master Plan provided the necessary regulatory framework for the residential neighborhood currently under development north of Boeckman Road and west of Stafford Road. At the time master planning was not done for the remainder of the Frog Pond Area, Frog Pond East and South, as it was not yet in the UGB.

In 2018, Metro expanded the UGB to include the remainder of the Frog Pond Area. As part of the Metro Ordinance adopting the UGB expansion, Metro required Wilsonville to complete master planning to make the area development ready, from a regulatory standpoint, by December 2022. In 2020 Metro awarded the City a \$350,000 grant to fund a significant portion of the master planning work. In early 2021 the City awarded a contract to a consultant team led by Angelo Planning Group to support the City in completion of the master plan. Background work began in May and the City is now in the process of kicking off the project with the public, Planning Commission, and City Council.

Similar to past master planning efforts, such as Villebois and Frog Pond West, this master planning effort will identify the types and locations of the homes, other land uses, parks, open spaces, streets, trails and neighborhood amenities to be built over the next 10-20 years. To support implementation of the plan, the process also identifies water, sewer, stormwater, and transportation infrastructure needs and funding sources.

Parts of the master planning process will be similar to that of Frog Pond West completed in 2017. This includes the same level of sub-district analysis, building on the basic framework from the 2015 Frog Pond Area Plan, and commitment to quality design, walkable neighborhoods, and natural resource and tree preservation. In addition, the project team will build its infrastructure funding approach off the work previously done for Frog Pond West.

The Frog Pond East and South Master Plan will also be different from the Frog Pond West Master Plan in a number of notable ways. This includes looking at housing variety and distribution with (1) additional focus on housing for a wider variety of income levels and how to encourage housing options not historically well-provided by the market and (2) less focus on mathematic density and

more focus on how the built form of housing structures contribute to the look and feel of the neighborhood. The planned process also includes a broader and more inclusive outreach program to ensure a variety of groups, particularly those historically marginalized, have a meaningful and impactful voice in the decisions made. See Attachment 5, Community Engagement Plan. Finally, the master plan process will examine adjusting how system development charges (SDCs) and other infrastructure fees are calculated to ensure infrastructure costs are equitably carried by varying housing types.

For this first work session, the project team requests the Council's discussion and feedback on initial background and project management documents (Attachments 1-4). Questions to guide the discussion are as follows:

1. Any questions or concerns about the project scope and schedule?
2. What feedback does the Council have on the Outreach Plan? What other suggestions do you have to reach additional groups or better engage groups?

**EXPECTED RESULTS:**

Gather feedback and direction from the City Council on the Frog Pond East and South Master Plan project.

**TIMELINE:**

This is the first in a series of work sessions for the City Council. The project must be completed by December 2022. See Attachments 2 and 3 for more timeline information.

**CURRENT YEAR BUDGET IMPACTS:**

The main consultant contract is for \$350,000 funded through a Metro grant. Work began during FY 20/21. Unused portions have been rolled over and the City anticipates spending \$260,000 by the end of FY 21/22. The remaining \$90,000 is planned to be budgeted during FY 22/23 to conclude the project.

**FINANCIAL REVIEW:**

Reviewed by: KAK Date: 10/8/2021

**LEGAL REVIEW:**

Reviewed by: BAJ Date: 10/12/2021

**COMMUNITY INVOLVEMENT PROCESS:**

As outline in Attachment 4, Community Engagement Plan, the project team plans a robust public engagement program that will include meaningful and impactful involvement of historically marginalized communities of color.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:**

Well-designed neighborhoods with a variety of housing options for current and future Wilsonville residents.



**ALTERNATIVES:**

At this early point in the project the project team has not analyzed different alternatives for the City Council's consideration.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Attachment 1 Project Scope
2. Attachment 2 Project Preliminary Schedule
3. Attachment 3 Background and Regulatory Research Memo
4. Attachment 4 Community Engagement Plan

## Scope of Work City of Wilsonville Frog Pond East and South Master Plan



### Project Overview

Consultant team is responsible for assisting the City in creating the regulatory framework and essential analysis needed to develop a Master Plan for development of Advance Road Expansion Area also known as Frog Pond East and South. The project will ensure compliance with Metro's conditions of UGB expansion, state statute and rules, including House Bill 2001 and related administrative rules regarding middle housing, as well as local goals and strategies coming from the City's ongoing housing work, including the Equitable Housing Strategic Plan. The project aims to be at the forefront of equitable housing planning with specific outcomes benefiting historically marginalized communities of color.

### Phase 1: Project Kick-off, Background, and Regulatory Research

#### Task 1.1: Project Kick-off, Background, and Regulatory Research

Task 1.1 will initiate the project. The consultant team will produce a memorandum summarizing background information as it relates to opportunities and constraints for the project, as well as summarizing the necessary regulatory compliance. The consultant team will review the documents listed in the RFP and provide a memorandum that briefly summarizes content that is applicable to Frog Pond, including a summary list of priority issues and what is directive to the Master Plan effort. A kick-off meeting and related kick-off deliverables are listed below.

#### **Deliverables:**

- a. Kick-off meeting
- b. Prepare project schedule
- c. Prepare templates for memo, agenda, project mapping
- d. Receive/coordinate GIS data for the project and establish official project boundary
- e. Research and prepare Task 1.1 memo

#### Task 1.2: Outreach Scoping and Community Engagement Plan

We recommend that Task 1.2 create the plan and initial outreach described in the RFP, but in the reverse of the order identified in the RFP. That is, we will first prepare an outline of the Outreach Plan, but then conduct the groundwork and initial outreach described for Deliverable 1.2.b as a path to completing the community engagement strategy and plan.

In addition to the overall outreach process, this task will explore and determine the Committee structure for the project. There are options: traditional Community Advisory Committee; Planning Commission as lead; hybrid model. We propose that the options be developed and vetted in Task 1.2, leading to a decision by the City Council. To determine the desired Committee option and engagement process, we suggest the following guiding principles: the voice of those who would be impacted will have meaningful input into decision making throughout the process; equity and inclusion will be integrated; and the advisory and decision making hierarchy will be clear and designed to be responsive

## Attachment 1

to community input.

For this task, we will meet with partner organizations, conduct focus groups, and create online input opportunities to introduce the project, seek advice on engagement, and ask values-based questions to inform outreach and the master plan. Following this groundwork, we will prepare the comprehensive community engagement plan as described in the RFP. As part of this task, APG will create a Public Engagement Log and post it on SharePoint. This list will be a shared document for the City and APG to keep a running log of public engagement activities—usable for interim reporting and the public engagement summaries needed for Task 3.3 deliverables.

All meetings in the scope are assumed to be virtual. If COVID-19 protocols change and the City desires in-person meetings, APG and the City will discuss and agree on scope/budget changes, if needed, prior to conducting in-person meetings.

**Deliverables:**

- a. Community Engagement Plan outline (an outline and preliminary strategy for the entire Frog Pond engagement process)
- b. Memo describing the plan for Initial Outreach (purpose, process, groups to engage, draft agendas, Committee structure options)
- c. Initial outreach communication materials (project fact sheet, initial content for *Let's Talk Wilsonville!*)
- d. Initial outreach meetings (see Task 1.3)
- e. Memo summarizing feedback received during the Initial Outreach process
- f. Comprehensive community engagement plan
- g. Public engagement log

Task 1.3: Phase 1 Meetings and Outreach

Assumptions, task roles and services are:

- The scopes for Phase 1, Phase 2 and Phase 2 engagement are preliminary and subject to refinement from the outcomes of Task 1.2
- Team work sessions will be used to collaborate and advance written products. APG will prepare agendas and facilitate the work sessions, working closely with the City Program Manager. This task also provides time for brief check-in's between team meetings.
- For Planning Commission (or Advisory Committee) meetings, the City will prepare the agenda, staff report, and PPT, with the support of the consulting team for content/images.
- For City Council meetings, staff will have the lead role, using content prepared as part of the scope. The APG Project Manager, or a topic task leader, will be available for each Council meeting.
- Outreach meetings will be conducted per the Engagement Plan. APG will have prepare meeting plans/agendas, co-facilitate with the City, and provide meeting materials. This scope assumes the City will manage a *Let's Talk Wilsonville!* page, prepare regular project update articles for the Boones Ferry Messenger, and post information to applicable social media platforms. The APG team, will provide Spanish translation for project materials.

**Deliverables:**

- a. Team work sessions (up to 5, additional to Kick-off)
- b. Planning Commission meetings (up to 2)
- c. City Council meetings (up to 2)
- d. Outreach meetings (up to 5, no community events or online surveys for this phase)

**Phase 2: Land Use and Community Design****Task 2.1: Affordable Housing Analysis**

The City's Equitable Housing Strategic Plan (EHSP) calls for the City to identify affordable housing targets for Frog Pond East and South, including number of units, depth of affordability, and unit size. These targets are intended to balance the need for market-rate development to fund needed infrastructure investments with the need to expand affordable housing supply and the availability of lower-cost unrestricted housing options. The affordable housing strategy for the area will also need to consider how affordable housing within the area will have access to amenities and is integrated into the fabric of the new neighborhoods. This task will build on and refine the intentions set in the EHSP, exploring potential partnerships with affordable housing developers and other measures to deliver affordable housing in the area. It will include up to two interviews or focus groups with local affordable housing providers. For efficiency, we recommend combining deliverables 2.1.1. and 2.1.2 into a single memorandum.

**Deliverables**

- a. Affordable housing opportunities memo including evaluation of opportunities and constraints for affordable housing in the area, consideration of strategies in Wilsonville's Equitable Housing Strategic Plan and conditions in the UGB Expansion Conditions of Approval, analysis of affordable housing needs/targets for the area, and recommended production strategies for the area

**Task 2.2: Explore Encouraging ADUs**

Accessory Dwelling Units (ADUs) offer an opportunity to seamlessly integrate additional, smaller units within neighborhoods while staying within traditional single family development and financing models. In the context of a greenfield development, the dynamics of ADU production are different than in developed neighborhoods where the primary driver is individual property owners modifying an existing home. For a greenfield setting, measures to encourage ADUs need to consider ways to influence homebuilders' floorplans to encourage building ADUs at time of construction and/or home designs that lend themselves to easy conversion later. Given the target density for this area, this task will also consider options for integrating ADUs into higher-density detached and single family attached housing. This task will include up to two interviews with homebuilders; analysis of readily available home sales and survey data and input from outreach to understand the interest and demand from buyers for houses with ADUs; and review of the relevant development code and other regulations specifically relevant to ADUs to identify any unintended obstacles to ADU production. It will also estimate a range of rents for ADUs within new homes in this area to understand what household income levels the ADUs would be affordable to. For efficiency, we recommend combining deliverables 2.2.1, 2.2.2, and 2.2.3 into a single memorandum.

**Deliverables:**

- a. ADU market and opportunities memo, including analysis of demand and potential rents, opportunities and constraints to ADU production, and recommended development code and/or regulatory refinements

**Task 2.3: Residential Sub-district Planning**

*Note: Task 2.3 (Residential) and Task 2.4 (Neighborhood Commercial) will be prepared in tandem as an iterative design process.*

**Step 1: Master Plan base map.** APG and Walker Macy will prepare a base map to establish a physical framework for sub-district evaluation and planning. We will review and verify/refine the buildable land inventory for East and South, overlay framework roads, identify priority natural features (e.g., tree groves), and sketch other base map features. The resultant base map will be preliminary but guiding to subsequent work. The map will be supported by a brief memo documenting how it was prepared. An arborist report will be prepared during this task. The tree inventory will identify significant trees and groves (a tree survey for the entire project area is beyond the scope of this project).

**Step 2: Memorandum describing sub-district assumptions, housing mix alternatives, and plan diagrams.** Step 2 will define alternatives. A memo and supporting sketches will be prepared to define and evaluate: (1) HB 2001 requirements and options for middle housing implementation (we recommend that these be vetted with DLCD); (2) annotated plan diagrams showing concepts for arrangement of housing types/densities and how they will transition within the neighborhoods, and (3) conceptual placement of the commercial center, East neighborhood park, trails, and other features. These drawings will be the broad alternatives to be discussed in the process. They will be diagrammatic, not detailed, to emphasize the big ideas and opportunities. Internally, we will prepare GIS versions of the maps so that housing capacities can be measured, reported, and discussed in the process. The budget supports preparation of up to three alternatives for this task.

**Step 3: Refinement of alternatives, preferred alternative and sub-district map and table.** The alternatives defined in Step 2 will be taken through review and input opportunities by the team, Planning Commission, City Council, and community—ultimately leading to a preferred alternative. The process steps will be defined as part of the public involvement plan. We anticipate that input from participants will direct the preparation of up to two refined alternatives, and ultimately to a preferred alternative recommendation from the Planning Commission. This task will prepare those refinements, remaining at sketch level. The preferred alternative will be prepared in both diagram form, and at property-specific sub-district layout. The draft sub-district map will be accompanied by a table listing minimum and maximum housing allowances.

**Site studies and three visualizations.** Three site studies will be defined in collaboration with City staff. We recommend that they be prepared in draft form as part of Step 2 and 3 above to help participants visualize plan alternatives. The site studies will be finalized as part of the preparation of the Master Plan report. Three visualizations (street level views) will be prepared.

**Deliverables:**

- a. Master plan base map and documentation memo, and arborist report
- b. Memo describing sub-district assumptions, housing mix alternatives and plan diagrams (up to

## Attachment 1

three plan alternative diagrams)

- c. Housing capacity analysis for alternatives (GIS data and tables)
- d. Refinement of alternatives (up to two), memo describing preferred alternative
- e. Sub-district map and table for the preferred alternative
- f. Three draft site studies and three visualizations

#### Task 2.4: Neighborhood Commercial Area Evaluation

**Background.** LCG will review recent commercial market studies and other reports to inform the commercial market analysis. LCG will interview retail developers and/or brokers who are active in the area and gather input from the public through the Task 1.2 outreach plan, to understand where and how people shop, work, and access other commercial services in the area. The consultant team will attempt to determine any particular unmet community needs that could be satisfied in Frog Pond East and South.

**Commercial market analysis.** LCG will then analyze the commercial development market including commercial supply (the landscape of existing or planned retail, commercial, office, healthcare, and other commercial properties in the market area) and demand (the amount of spending by households, employees, and potentially visitors today and in the future within the primary market area). Where demand is greater than supply, commercial development opportunities exist, and LCG will detail these opportunities by commercial tenant type, square footage, acreage, parking demands, etc. LCG will prepare two to three concise summaries/case studies of comparable commercial centers and compare them to the subject site on the basis of surrounding population, employment, traffic counts, and other metrics that drive commercial development. The case studies will illustrate the opportunities associated with vertical mixed- use development.

**Location, design, placemaking and sketches.** Concurrent with the market evaluation, Walker Macy will identify an array of options for neighborhood commercial area locations, using precedent images to illustrate potential type and scale of neighborhood commercial nodes. After an initial review of market findings and options for potential locations in a work session with the City, Walker Macy will refine and recommend preferred sites for future neighborhood commercial nodes, including diagrams and conceptual illustrations for the repurposing of the Grange building. Similar to the “Ten Essentials” approach from previous Frog Pond planning, Walker Macy will also provide illustrated urban design guidelines specific to neighborhood commercial development that will encourage pedestrian-friendly, active, and attractive commercial amenities with a place-based Wilsonville identity. These guidelines will draw strongly from community input on desired neighborhood character and amenities. The options for commercial location and the urban design and placemaking guidelines will be packaged into an illustrated draft memo. After City review of the draft memo, Walker Macy will refine the memo and then produce more detailed concept illustrations of a neighborhood commercial center. Depending on location and project needs, this set of illustrations could represent a real location or could be a prototypical illustration that outlines the desired urban design and placemaking elements of neighborhood commercial areas in Frog Pond East and South.

#### Deliverables:

- a. Neighborhood Commercial Market Analysis including supply and demand analysis and key takeaways from broker, developer, and public input
- b. Concise neighborhood commercial development case studies

## Attachment 1

- c. Draft options for neighborhood commercial node locations
- d. Work session with City to review market findings and discuss and refine potential sites for neighborhood commercial
- e. Draft Neighborhood Commercial Center Design memo
- f. Final Neighborhood Commercial Center Design memo
- g. Conceptual illustrations of a site or prototype for a neighborhood commercial node in Frog Pond East and South

#### Task 2.5: Public Realm Planning

**Tree Preservation Strategy Memo.** Early in the process, during the Background Research phase, the project team will work with a certified arborist and City staff to gain permission to access properties in the master plan area. The consultant team will work with the City and arborist to establish criteria for significant trees in the area. After an arborist inventory, Walker Macy will produce a Tree Preservation Strategy Memo for the area that outlines the multiple benefits of preserving mature trees, describes the methodology for identifying significant trees, and provides design strategies for preserving significant trees within future development. The memo will be illustrated with a map of the area tree inventory, site photos, and precedent images. This memo and its illustrations will aid in community conversations about neighborhood character and serve as a guide during development and public realm planning.

**Street and trail demonstration plan and cross sections.** As a first step in the public realm planning process, APG and Walker Macy will use the existing street network and planned street connections from Frog Pond West as a basis to develop a series of conceptual options for a public street and trail network in the master plan area (the first option will serve as the base map referenced in Task 2.3). We suggest that pedestrian and bike facilities, both on- and off-street, should be studied along with the public street network in order to ensure maximum connectivity. At a collaborative work session with City staff using maps of these conceptual options, we will gather feedback on potential connections and discuss the desired characteristics of major street corridors and trail connections. The team will then refine the options into a preferred network and produce a street and trail demonstration plan. The demonstration plan will be supplemented by illustrated, 3D cross-sections of key street corridors and their dimensions and amenities, including concepts for bike facilities and off-street trails. The draft street demonstration plan will be used as a framework for planning residential sub-districts and neighborhood commercial uses and may be informed by subsequent findings from these processes. The consultant team will draw from prior experience planning for the larger Frog Pond area to ensure public realm continuity and connectivity with Frog Pond West. Community input on walkability, bike-ability, and other types of connectivity will be incorporated into recommendations for streets and trails.

**Park and open space framework.** Concurrent with street and trail network planning, Walker Macy and APG will identify a framework of open spaces, well-connected by trails and walkable streets, which will serve future neighborhoods in the master plan area. The initial conceptual framework of open spaces will include multiple open space types and sizes, located based on criteria including surrounding need, connection to existing and planned parks, site suitability, and natural features including tree clusters and habitat., based on Area Plan inventory information. Based on City review and robust community input on desired parks and open space amenities, Walker Macy will develop a preferred parks and open space framework map along with recommendations for amenities within each type of planned park and open space. As part of these recommendations, the team will coordinate with Oregon State Parks regarding the Meridian Landing site on the Willamette River, and identify access issues and opportunities from

Frog Pond South.

**Public Street Design Elements Memo.** Building on the street and trail demonstration plan and cross sections, Walker Macy will develop more detailed recommendations for a number of design elements of public streets, including street trees, public lighting, and street signage and entry monuments. The goal of these recommendations will be to create a contiguous public realm with Frog Pond West and incorporate community input on the desired look and feel of streets. The street tree plan will build on street tree planning for Frog Pond West as well as current best practices for street tree species selection and will be tailored to street types in the master plan area. The public lighting plan will be developed in consultation with a lighting specialist, and will include a map of recommended lighting types and spacing for each street type. Guidelines for street signage and entry monuments will include a map of recommended locations for special street signage, including neighborhood entry signs and street toppers, and identify any key potential locations for gateway elements to mark entry to the Frog Pond area.

**Deliverables:**

- a. Tree Preservation Strategy Memo
- b. Up to three conceptual diagrammatic options for future street network
- c. Draft pedestrian and bike trails framework
- d. Street and Trail Demonstration Plan
- e. Park and Open Space Framework map and recommendations memo
- f. Public Street Design Elements memo, illustrated with maps, diagrams, and photos

**Task 2.6: Development Code Updates**

As necessary, the project team will produce a package of recommended development code updates to implement preferred alternatives developed in Tasks 2.3 and 2.4, specifically to the Residential Neighborhood (RN) Zone to:

1. Encourage the preferred mix of middle housing;
2. Otherwise help implement the preferred housing variety identified in the sub-district planning; and
3. Enable the preferred neighborhood commercial alternative.

**Deliverables:**

- a. Development Code updates (V1 through V4)

**Task 2.7 Phase 2 Meetings and Outreach**

Roles and services will be the same as described in Task 1.3.

**Deliverables:**

- a. Team work sessions (up to 8)
- b. Planning Commission or Advisory Committee meetings (up to 5)
- c. City Council meetings (up to 2)
- d. Outreach meetings (up to 10, one community event and online survey)



## Phase 3: Implementation Strategies and Adoption

### Task 3.1: Infrastructure Plan and Funding Strategy

#### *Task 3.1.1 Water, Sewer and Storm Water Background, Plans, and Cost Estimates*

**Background research.** Under this task, the consultant team will perform a review of requested background information provided by the City regarding infrastructure relevant to the Frog Pond area. This information will include the Frog Pond Area Plan, and current infrastructure master plans and subsequent studies and reports prepared for relevant facilities. The consultant team will coordinate with City staff regarding status of planned, underway, and recently completed projects that will serve the Frog Pond area. The team will coordinate with City staff regarding lessons learned from infrastructure development in the Frog Pond West area currently underway and recommend opportunities for implementation into the Frog Pond East and South areas. The consultant team will prepare a memorandum summarizing key considerations from the background research. The memorandum will build upon the concepts developed for infrastructure service as described in the Frog Pond Area Plan and will include preliminary observations regarding infrastructure to serve land uses anticipated for Frog Pond East and South.

**Plans and Cost Estimates.** Under this task, the consultant team will assess the public water, sanitary sewer and stormwater infrastructure as laid out in the Frog Pond Area Plan in coordination with the background review performed in Task 3.1. The evaluation will be conducted for the first scenario which requires infrastructure to support 20 net dwelling units (DU) per acre. The team will provide recommendations for specific projects to be added to the City's infrastructure master plans and will prepare a Class 5 cost estimate to implement the scenario. The team will perform an assessment to estimate changes to the infrastructure plan that are needed to support the second scenario of a preferred land use mix identified in Tasks 2.3 and 2.4. The assessment will include a Class 5 cost estimate for implementation of the second scenario. A direct comparison of the different infrastructure needs under the two scenarios will be summarized, including costs broken down by cost per dwelling unit.

#### **Deliverables:**

- a. Review background information/existing plans
- b. Research/review the current status of capital improvement projects
- c. Prepare memorandum summarizing existing conditions for water, sewer, storm infrastructure
- d. Prepare map of existing water/sewer/storm infrastructure, formatted to project mapping templates, with GIS data
- e. Provide mapping in GIS layers
- f. Develop preliminary infrastructure maps for water, sanitary sewer and stormwater systems on both a local planning scale and a regional City-wide scale for the 20 net DU/acre scenario
- g. Estimate sizing and costs of water, sanitary sewer and stormwater infrastructure for the 20 net DU/acre scenario
- h. Assess changes to infrastructure plan for the alternate land use scenario, with recommended infrastructure changes and cost estimates
- i. Prepare memorandum summarizing assessments, recommended projects, and cost estimates
- j. Provide mapping in GIS layers

## Attachment 1

*Task 3.1.2 Transportation Analysis, Plans, and Cost Estimates*

**Motor Vehicle Evaluation.** Building off the prior Frog Pond planning, DKS will conduct transportation analysis of the major intersections on the east side of Wilsonville. Up to 13 study intersections are assumed that are most likely to be impacted from the future Frog Pond land use.

As part of this Task, consultant shall utilize historical weekday PM peak hour traffic counts at intersections listed above. Due to Covid19 impacts to peak hour traffic volumes, it is not recommended to collect new traffic counts at this time due to reductions in traffic volumes. The study intersections will be evaluated for each of the following scenarios:

- Existing Conditions (2021) – Based on existing geometries and baseline traffic volumes
- Future Baseline (2040) – Using volume forecasts from Wilsonville TSP and geometries associated with High Priority Projects

Using the updated land use assumptions prepared for the East and South Neighborhoods, DKS will perform future transportation analysis to evaluate the impact the proposed land use would have on the transportation system to meet Transportation Planning Rule impacts. The Frog Pond land use will be compared to the land use assumptions provided in the Metro Travel Demand model to determine potential trip impacts. DKS will prepare a trip generation summary comparing up to three potential land use scenarios. DKS will conduct traffic analysis to support TPR findings for one future 2040 land use scenario. Additional traffic volume post processing will be performed to adjust the volumes based on how the trips vary from the Metro assumptions. Future analysis will also evaluate the impact to the I-5/Elligsen Road and I-5/Wilsonville Road interchanges (ramp terminals and junctions) as well as the remaining study intersections.

The High Priority Projects proposed in the City's TSP will be assumed as part of the 2040 baseline transportation network. Applicable City and ODOT performance criteria will be assessed for each future transportation scenario. Should the study intersections not meet performance standards or safety/operational criteria, DKS will propose mitigation/improvements to address the specific deficiency.

DKS will evaluate the street and trail layouts for the proposed concept plans to assure pedestrian and bicycle connectivity has been addressed. We will make connectivity recommendations for all modes to assure the proposed neighborhoods are connected to existing and future schools and parks.

Consultant shall provide planning level cost estimates for any transportation mitigations and/or improvements identified in the transportation analysis noted above as well as new collector and arterial street improvements.

**Pedestrian and Bicycle Evaluation.** DKS will also evaluate pedestrian and bicycle connectivity and will make recommended locations for enhanced pedestrian crossings, and multiuse path and bicycle/pedestrian connectivity, coordinated with the recommendations in Task 2.5.

**Deliverables:**

- a. Transportation Technical Memorandum summarizing the transportation findings for all modes of travel (V1, V2 and final)
- b. Street, intersection, and pathway infrastructure project list with associated planning level cost estimates

## Attachment 1

*Task 3.1.3 – Park Cost Estimates*

The City will prepare cost estimates for proposed public park and open space.

*Task 3.1.4 - Infrastructure Funding Strategy and Explore SDC Options*

LCG will lead the team's preparation of an Infrastructure Funding Strategy, which will incorporate the high-level cost estimates described above for infrastructure projects including transportation, utilities, and parks. Consistent with the Frog Pond West strategy, these costs will be categorized into different scales (e.g., major off sites, district/framework, and local projects), subdivided into the cost of the minimum infrastructure required vs. oversizing cost, and identified if already on an existing capital facilities or improvement plan.

Consistent with the Frog Pond West funding strategy, this scope assumes that the primary new funding source generated by Frog Pond East and South will be a supplemental fee that is calculated on a per-door and per commercial square foot, basis. This supplemental fee will likely be combined with City CIP funds and potentially other funding sources. The funding strategy will identify the cost and sources of funding for each major infrastructure element, and a fee revenue schedule that shows a projection of fees to be collected over an approximately 20-year period.

Concurrently with the funding analysis and strategy development, LCG will review both the City's current SDC policies as well as alternative methods that could be utilized in the study area that are variable and based on different sizes and types of dwelling units, an approach that can more fairly reflect the more modest infrastructure system impacts of smaller units, and therefore make smaller units more affordable. LCG will focus on up to three SDC policies adopted by other Oregon cities that meet statutory requirements, could be applicable to Wilsonville, and may advance the City's policy goals. The team will compare the pros and cons of the City's current approach versus the other SDC policies.

LCG and APG will prepare recommended draft SDC code and policy language for the City. This code and policy language may implement the variable SDCs linked to different sized dwelling units that provide reduced fees for development that creates lower system impacts. We recommend participation by the City Attorney's office for this task, and that they have the lead role for drafting the final, adoption-ready SDC regulations.

LCG and APG will participate in City-led meetings with property owners and developers (including market-rate and affordable housing developers) regarding the Infrastructure Funding Strategy and SDC options.

**Deliverables:**

- a. Infrastructure Funding Strategy
- b. Meetings with property owners/developers (up to 4 one-on-one or group interviews)
- c. SDC Options Evaluation Memorandum and SDC code and policy language The SDC options evaluation and code language will be delivered together with the Infrastructure Funding Strategy.

*Task 3.3: Adoption*

**Master plan document and illustration.** APG will prepare a master plan document incorporating the project outcomes from the project. The document will include the main master plan document and

Attachment 1

appendices. The document will go through two reviews with staff, and work sessions with the Planning Commission, and City Council (minimum 3 each) prior to moving forward to the hearing process for adoption. The document will follow a format and level of detail similar to the Frog Pond West Master Plan adopted by the City in 2017. The report will include a water-color illustration similar to Frog Pond West.

**Hearings-ready Comprehensive Plan and Development Code updates.** The project team will facilitate public feedback on the entire package of proposals prior to public hearings as defined in the outreach plan in Task 1.2.

**Outreach summary memorandum and report.** The project team will produce a memorandum and related reports summarizing outreach efforts for the project. The memorandum will include brief reflection on lessons learned and recommendations for ongoing community engagement on a variety of projects.

**Regulatory findings.** APG and the City will write regulatory findings supporting the adoption of the master plan and other related documents. APG will write findings for the statewide planning goals, the transportation planning rule and middle housing rules, Metro Urban Growth Management Functional Plan, and the conditions of Metro's 2018 UGB expansion. If an economic, social, environmental, and energy (ESEE) analysis is required for Goal 5, the City and APG will scope the extent of it and agree on the level of detail that matches budget resources prior to APG commencing the findings. The City will write findings of compliance with amendment criteria for the Wilsonville Development Code and Comprehensive Plan.

**Deliverables:**

- a. Master Plan (V1, V2, final per Planning Commission guidance), and watercolor illustration.
- b. Hearings-ready Comprehensive Plan and Development Code updates (V1, V2, final per Planning Commission guidance)
- c. Outreach summary memorandum and report (V1, V2, final per Planning Commission guidance)
- d. Regulatory findings (V1, V2, final per Planning Commission guidance)

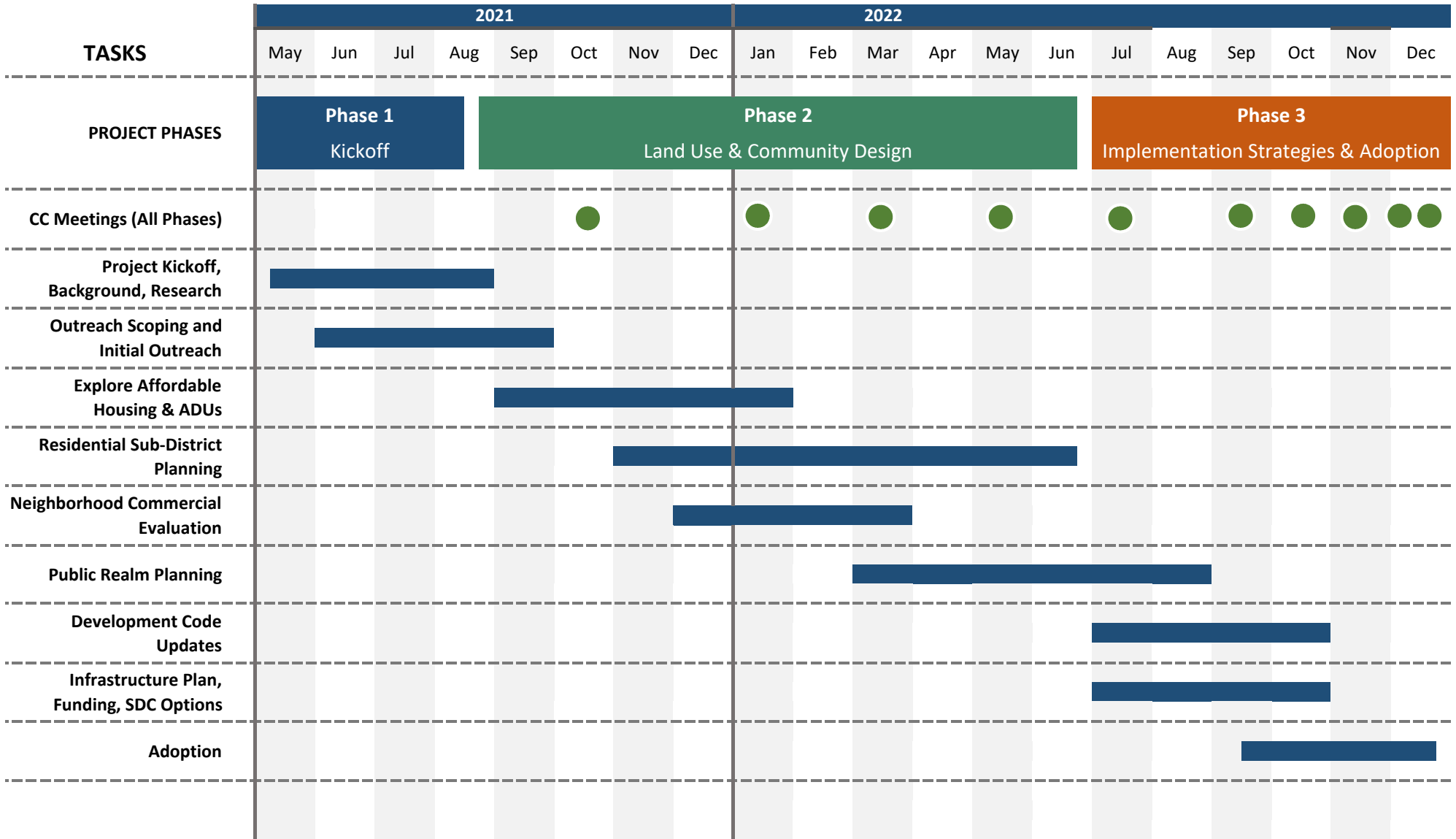
Task 3.4 Phase 3 Meetings and Outreach

Roles and services will be the same as described in Task 1.3.

**Deliverables:**

- a. Team work sessions (up to 6)
- b. Planning Commission meetings (3)
- c. City Council meetings (3)
- d. Outreach meetings, additional to Task 3.1.4 (up to 5, one community event and online survey)

Attachment 2 Draft Project Schedule



rev. 10/7/2021

● City Council Meeting

# BACKGROUND AND REGULATORY RESEARCH

TO: Dan Pauly, City of Wilsonville  
FROM: Andrew Parish, Joe Dills, and Emma Porricolo, APG  
CC:  
DATE: September 28, 2021

## Introduction

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The purpose of this memorandum is to summarize background information and issues of regulatory compliance as they relate to opportunities and constraints for the Frog Pond East and South Master Plan. Per Task 1.1 of the project scope, we reviewed the following information, as available.

- (1) Residential standards currently used in Wilsonville including general standards, Old Town Single-Family Design Standards, Villebois Pattern Books and other design requirements, and Residential Neighborhood (RN) Zone design standards.*
- (2) Historic residential development patterns in Wilsonville, including in large master plans including Charbonneau, Villebois, and Frog Pond West.*
- (3) The City's Equitable Housing Strategic Plan adopted in June 2020.*
- (4) The City's Middle Housing Project including updated Development Code standards and Comprehensive Plan language and related outreach to historically marginalized communities of color. This project is underway with substantial hearings-ready documents complete in Spring 2021 and hearings anticipated in Summer/Fall 2021.*
- (5) State statute and rules related to housing, including those related to Middle Housing and SDCs.*
- (6) Metro code related to housing.*
- (7) State and regional land use regulations related to planning in new urban growth areas.*
- (8) The conditions of Metro's 2018 urban growth boundary decision applicable to the Frog Pond area and Wilsonville in general.*
- (9) Industry best practices related to residential standards including how good design can occur that does not add significant cost.*
- (10) Existing published materials, especially emerging discussions, regarding impact on residential planning and standards on historically marginalized communities of color.*

The above-listed topics span a wide range of material and a deep well of details. For this memo, we focus on key take-aways that are opportunities and constraints for the Frog Pond East and South Master Plan. Where possible, we note best planning and design practices that do not add significant costs and impacts of residential planning on historically marginalized communities of color.

We have organized the review three jurisdictional levels, and included an “Emerging Trends and Other Topics” category:

- Wilsonville Planning Context
- Regional Planning Context
- State Statutes and Administrative Rules
- Emerging Trends and Other Topics

## Summary of Key Points

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Major takeaways of these background materials are described below.

### City of Wilsonville Regulatory Context

- The Frog Pond area is Wilsonville’s next great neighborhood, and this plan aims to build on the tradition of high-quality design and livability seen in other Wilsonville communities. The specific context of Frog Pond differs from Villebois, for example, in the number of different property owners and prevailing economic environment, but the plan will build on the City’s prior successes and lessons learned.
- The Wilsonville Middle Housing Project will include changes to the City’s development code and inform how housing is provided in the Frog Pond area.
- The policy direction in the Wilsonville Equitable Housing Strategic Plan will directly inform the Master Plan goals and public engagement process.

### Regional Regulatory Context

- The conditions of approval included in Ordinance 18-1427 apply to the area, most notably the requirement for at least 1,325 new homes. The appropriateness of a Metro 2040 Growth Concept “Corridor” designation in the area will be evaluated.
- Findings of compliance with the Urban Growth Management Functional Plan will be required upon completion of the Master Plan.

### State of Oregon Regulatory Context

- House Bill 2001 and its implementing statutes and rules apply to the area. Middle housing types, including duplexes, triplexes, quadplexes, townhouses, and cottage clusters must be permitted in all residential zones that permit single family detached dwellings.
- Per ORS 197.303(4) ADUs must be permitted on all lots with one single-family home. ADU development standards cannot require owner occupancy or off-street parking.

### Emerging Trends and Other Topics

- The City of Wilsonville is very interested in ways that the City can achieve a greater level of affordability for housing in the Frog Pond area. Early tasks will examine these issues, including an analysis of affordable housing needs and opportunities, research into encouraging ADU’s, as well as a significant effort creating an infrastructure plan and funding strategy later in the project.

## Attachment 3

## City of Wilsonville - Local Planning Context

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This section summarizes opportunities and constraints for Frog Pond East and South regarding residential standards, recent planning efforts, and other relevant documents for the City of Wilsonville.

### Residential Standards

Wilsonville makes extensive use of residential design standards throughout its code. There are standards that are zone-specific and others that are area-specific, summarized below.

- WDC 4.113 provides residential development standards that are applicable to all zones. Unless the text of specific zones or master plans address the topics in WDC 4.113, these standards apply. These standards address open space (a blanket requirement of 25% of the Gross Development Area), setbacks, height guidelines, parking, fences, accessory dwelling units, and other topics.
- WDC 4.124 provides standards applicable to Planned Development Residential zones, which cover much of the City.
- WDC 4.125 provides the standards used in Villebois. They reflect the high level of design quality expected for this award-winning master-planned community. Villebois' design standards are applied under the umbrella of the overall Villebois Master Plan, Villebois Pattern Book, and comprehensive Village Zone standards.
- WDC 4.138 contains the Old Town (O) Overlay Zone. These standards are intended to create a consistent architectural pattern and building orientation among a variety of use types to create a pleasing and pedestrian-friendly environment.
- WDC 4.127 contains the Residential Neighborhood (RN) Zone, which was created specifically for use in implementing the Frog Pond Master Plans. The RN Zone regulates:
  - Use and general development standards
  - Lot standards specific to portions of the Frog Pond West Neighborhood, e.g. adjacent to Boeckman and Stafford Roads, and adjacent to Willow Creek Road
  - Open space standards that recognize the public open space provided by the neighborhood parks, Boeckman Creek area, and other greenspaces.
  - Block, access, and connectivity standards that reference the Frog Pond West Street Demonstration Plan.
  - Main entrance standards
  - Garage standards
  - Residential design standards, including façade articulation, glazing requirements, a menu of design elements, housing plan variety in subdivisions, and other requirements.

**Relevance for Frog Pond East & South:** The Frog Pond East & South Master Plan will be implemented through the City's development code. As part of the plan's development, the project team will evaluate whether portions of the WDC need to be amended or new sections are needed to achieve the vision for Frog Pond East and South.





**Frog Pond Context:** The Frog Pond East and South Master Plan will continue Wilsonville’s history of well-planned communities. The planning team will use the successes and lessons learned from previous developments in Wilsonville to create a connected and well-designed addition to the City.

### Wilsonville Equitable Housing Strategic Plan

Adopted in June 2020, the primary goal of the Equitable Housing Strategic Plan is to identify gaps that are currently present in Wilsonville’s housing market and develop a plan with prioritized strategies to fill these gaps, providing Wilsonville residents and employees housing opportunities for different household compositions, ages, and income ranges. Plan documents are available at:

<https://www.ci.wilsonville.or.us/planning/page/equitable-housing-strategic-plan>

**Frog Pond Context:** The Equitable Housing Strategic Plan will inform how this Master Plan addresses housing in Frog Pond. Implementation Action 1C specifically calls for the City to “Define Equitable Housing Approaches in New Urban Growth Areas.” These approaches are anticipated to include goals/targets for accessibility to services and amenities, unit types, and unit affordability levels. The targets for these affordability levels should be reasonably achievable, allowing for sufficient market-rate development to support key infrastructure investments. The approach will provide a framework that can be applied in other growth areas beyond Frog Pond.

### Wilsonville Middle Housing Project

The Wilsonville Middle Housing Project is an update of the City’s code to comply with Oregon House Bill 2001 (HB2001). These updates will expand housing options and variety in Wilsonville’s residential areas to provide more equitable housing choices and outcomes. The project is currently going through final adoption. Project documents are available at <https://www.letstalkwilsonville.com/middle-housing-code-update>

**Frog Pond Context:** The Master Plan will build on the City’s outreach on the topics of housing diversity and affordability. Frog Pond East and South will be planned to include middle housing – though the specific zoning designations and other regulatory requirements have yet to be determined.

## Regional Regulatory Context

This section summarizes Metro code related to housing and regional land use regulations related to planning in new urban growth areas.

### Metro Urban Growth Management Functional Plan

The Urban Growth Management Functional Plan is Section 3.07 of the Metro Code.<sup>1</sup> The plan provides tools to meet goals of the 2040 Growth Concept, Metro’s long-range growth management plan for the Portland metropolitan area. The functional plan addresses a range of topics:

- Housing capacity (Title 1)

<sup>1</sup> <https://www.oregonmetro.gov/urban-growth-management-functional-plan>

### Attachment 3

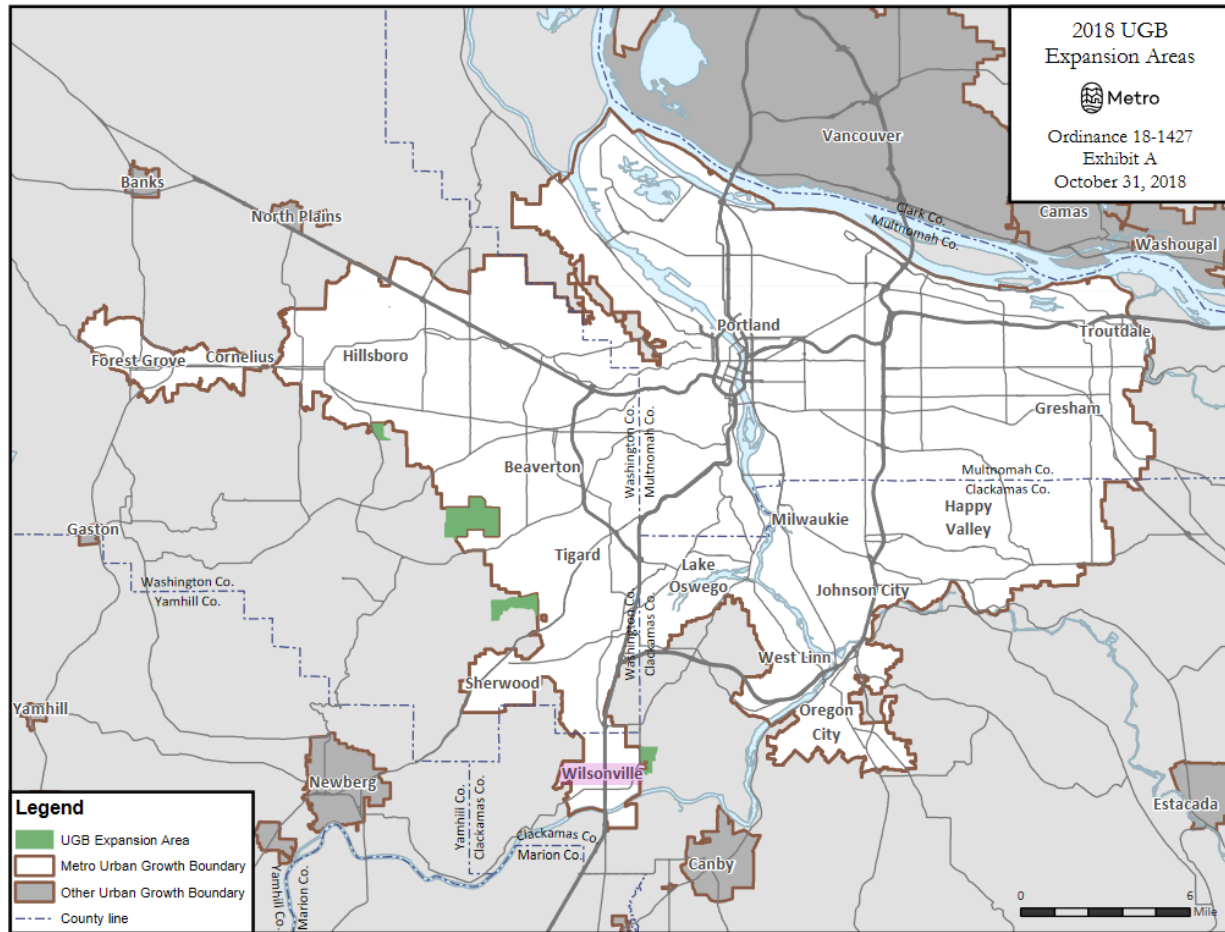
- Water quality and flood management (Title 3)
- Employment areas (Title 4)
- Centers, Corridors, Station Communities, and Main Streets (Title 6)
- Housing Choice (Title 7)
- Compliance measures (Title 8)
- Planning for New Urban Areas (Title 11)
- Protection of Residential Neighborhoods (Title 12)
- Nature in Neighborhoods (Title 13)
- Urban Growth Boundary (Title 14)

Metro jurisdictions are required to be consistent with the Functional Plan in their comprehensive plans and implementing ordinances.

**Frog Pond Context:** The Urban Growth Management Functional Plan guides long range planning for the Frog Pond area and was a foundational item for the previous Frog Pond Concept Plan effort. The adoption of the Frog Pond East and South Master Plan will require findings of compliance with Metro's Urban Growth Management Functional Plan.

## 2018 Urban Growth Boundary Amendment and Conditions of Approval

Figure 1. 2018 UGB Expansion Areas



The City of Wilsonville submitted a request to include the Frog Pond East and South area (also known as the “Advance Road” expansion area) to the regional UGB as part of the 2018 growth management decision.<sup>2</sup> The Frog Pond West area was already within the UGB at that time. Ordinance 18-1427<sup>3</sup> amended the Metro UGB to include this area and contains conditions general of approval, as well as conditions specific to Wilsonville.

A partial list of general requirements includes:

- Updating the Wilsonville Comprehensive Plan to include the UGB expansion area

<sup>2</sup> <https://www.oregonmetro.gov/sites/default/files/2018/06/01/Wilsonville-expansion-narrative.pdf>

<sup>3</sup> [https://www.oregonmetro.gov/sites/default/files/2019/08/01/MetroCouncil-MetroLegislation-Ordinances-18-1427\\_0.pdf](https://www.oregonmetro.gov/sites/default/files/2019/08/01/MetroCouncil-MetroLegislation-Ordinances-18-1427_0.pdf)

### Attachment 3

- Housing types permitted at a minimum must include duplexes, triplexes, fourplexes, townhomes, and accessory-dwelling units (in addition to single-family homes) in all zones that permit single-family homes. Wilsonville's RN zone lists all such uses as permitted uses, but limits Frog Pond West to a maximum of two attached units generally, with three on corners. For the Frog Pond East and South expansion areas, middle housing will be allowed more broadly in terms of variety of units.
- Exploring ways to encourage the construction of ADUs in the expansion area.
- Exploring adoption of variable system development charges designed to reduce the costs of building smaller homes in order to make them more affordable to purchasers and renters.

Requirements specific to Wilsonville include:

1. Wilsonville shall plan for at least 1,325 homes in the Advance Road expansion area.
2. The expansion area shall be designated Neighborhood on the 2040 Growth Concept map.
3. The city may propose the addition of Corridors for depiction on the 2040 Growth Concept map as an outcome of comprehensive planning for the area.

**Frog Pond Context:** The Master Plan will need to show how it meets the conditions of approval in the 2018 UGB decision. As part of the planning effort, the team will examine whether a “Corridor” designation on the Metro 2040 Growth Concept Map is appropriate for the area.

## State Statute and Administrative Rules

This section summarizes State of Oregon Revised Statutes (ORS), Oregon Administrative Rules (OAR), and other items relevant to the Master Plan effort.

### Middle Housing Requirements (House Bill 2001 and its implementation)

The Oregon Legislature passed House Bill (HB) 2001 in August 2019 to help provide Oregonians with a wider range of housing choices. HB 2001 requires Oregon cities with populations over 25,000 and those within the Portland Metro boundary (collectively referred to as “Large Cities”) to adopt zoning code regulations and comprehensive plan amendments to permit middle housing types in residential zones. Specifically, Wilsonville and other Large Cities will need to allow:

- Duplexes on each lot or parcel zoned for residential use that allows for the development of detached single-family dwellings; and
- Triplexes, quadplexes, cottage clusters, and townhouses in areas zoned for residential use that allow for the development of detached single-family dwellings.

The City “may regulate siting and design of middle housing.” However, it may not adopt standards or requirements that result in unreasonable cost or delay in the development of middle housing. The City is in the process of final adoption of code and plan amendments to comply with HB 2001 through the Wilsonville Middle Housing Project.

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**Frog Pond Context:** HB 2001's requirements for master planned communities are a key topic for the Frog Pond area. Master planning for Frog Pond East and South will need to consider how to comply with the state requirements while meeting other project goals. Master plans completed after January 1, 2021, must allow all middle housing types defined in OAR 660-046 (duplex, triplex, quadplex, townhouse, and cottage cluster), and regulations for middle housing must comply with all applicable requirements of OAR 660-046.

### Accessory Dwelling Unit Requirements

Implementing Senate Bill 1051, ORS 197.312 requires cities greater than 2,000 population must allow at least one accessory dwelling unit (ADU) per single-family detached dwelling, subject to reasonable local regulations relating to siting and design. DLCD created a packet providing guidance of implementing ADU requirements, but its provisions are not required by law.

House Bill 2001 established that off-street parking and owner occupancy requirements are not reasonable local regulations relating to siting and design. Therefore, as of January 1, 2020, local jurisdictions cannot require off-street parking spaces for ADUs, nor can they require a property owner live in a primary or accessory dwelling. The law provides an exception for ADUs that are used as vacation rentals, which may be mandated to provide off-street parking or have owner-occupancy requirements.

**Frog Pond Context:** Residential standards in the master plan area must allow at least one ADU on lots with single family detached dwellings, and cannot require off-street parking or owner occupancy requirements for the ADUs. Today, Wilsonville's city-wide residential standards are consistent with these state requirements today or will be with the adoption of the updates with the Middle Housing in Wilsonville Project.

### Systems Development Charges

State statute related to Systems Development Charges (SDCs) are contained in ORS 223.297 to 223.314, which provide a uniform framework to provide equitable funding for orderly growth and development in Oregon's communities and to establish that these funds may only be used for capital improvements. Statutes define the types of activities that may be subject to SDCs, the process by which a jurisdiction may levy such a fee, and what SDC funds may be used for.

**Frog Pond Context:** The funding of infrastructure for Frog Pond East and South will come from a variety of sources, including through SDCs. The Master Plan process will include an analysis of expected infrastructure costs and funding strategies that are consistent with state law and the goals of the project.

### Clear and Objective Standards for Housing

ORS 197.307(4) requires that local governments adopt and apply clear and objective standards, conditions, and procedures regulating the development of "needed housing." Pursuant to 197.303, needed housing means "all housing types on land zoned for residential use or mixed residential and commercial use that is determined to meet the need shown for housing within an urban growth boundary at particular price ranges and rent levels..." This is to ensure that communities do not use

discretionary or subjective criteria to deny housing projects. The clear and objective standards, conditions, and procedures cannot discourage housing through unreasonable cost or delay. This includes development standards such as setbacks and building height that apply to housing at the time of building permit, as well as land use application criteria that apply to partitions, subdivisions, site reviews, conditional use permits and planned unit developments that will provide housing. In response to the requirements for clear and objective standards, some cities have created a two-track development review system, a clear and objective track and a discretionary track.

**Frog Pond Context:** The City must provide a pathway for development of housing in Frog Pond East and South that is “clear and objective.” The City may also provide a separate “discretionary” path as desired.

## Emerging Trends & Other Topics

### The Role of Land Use Regulation in Marginalizing Communities of Color

The book “The Color of Law” by Richard Rothstein, published in 2017, quickly became a must-read item for planners and policymakers. The book differentiates the activities of unscrupulous real estate agents, unethical mortgage lenders, and other examples of “*de facto* segregation” – impacts that are the result of private individuals – with the explicit government policies designed to ensure the separation of African Americans from whites (*de jure* segregation). Impacts of these policies have lasted generations and affected everything from household wealth accumulation to educational attainment to health outcomes.

**Frog Pond Context:** The Frog Pond Master Plan will engage with the City’s newly formed Diversity, Equity, and Inclusion (DEI) committee to discuss the ways this planning effort can best help the City of Wilsonville create housing opportunities for all. It will also include targeted multi-cultural outreach modeled on the outreach conducted as part of the City’s 2020 housing efforts.

### The Role of Design Review in Housing Affordability

Michael Anderson of Sightline recently authored an article about the impacts of design review, and the risk of lengthy appeals processes, on housing production in the Portland metropolitan region. Anderson notes that housing projects are 20 times more likely than other projects to face design appeals, and this process can kill a project that lacks deep-pocketed investors and may chill housing development that would otherwise occur.

<https://www.sightline.org/2021/06/04/portlands-new-design-rules-could-kill-housing-but-they-dont-have-to/>

**Frog Pond Context:** The Master Plan will establish the process by which housing will be developed in Frog Pond East and South. Regulatory hurdles such as design requirements and the potential for appeals by neighboring homeowners may be in tension with some of the Plan’s goals for housing affordability. Achieving good neighborhood design while creating housing that is more affordable to Wilsonville residents will be a goal of the Master Plan.

### Construction Practices and Design Impacts on Affordability

The Joint Center for Housing Studies at Harvard University and Neighborworks America published a paper in March 2020 titled “More for Less? An Inquiry into Design and Construction Strategies for

### Attachment 3

Addressing Multifamily Housing Costs.” The report notes that “Many new multifamily units are renting at prices that are prohibitive for middle- and low-income renters. The need for more affordable multifamily housing is clear, but developers, architects and contractors face rising construction and land costs as they build multifamily housing.” The authors conducted 30 interviews to create a report oriented primarily toward developers of large multifamily projects, but also has lessons for public officials.

**Frog Pond Context:** Several strategies identified in this report are relevant for Frog Pond. 1. Land costs are generally 10-20% of all costs – having a site that is fully constructable at the desired scale is key. 2. Constructing the massing with a few big moves rather than many small moves. 3. Simplify facades while still creating variation through materials. The extent to which the City of Wilsonville can mitigate land costs and enact design requirements that allow for less costly massing and façade solutions, the more affordable the outcome is likely to be. These topics will be addressed in greater detail through early Master Plan tasks.





# Memorandum

**September 23, 2021**

**To:** Dan Pauly  
**Cc:** Project Team  
**From:** Joe Dills, Andrew Parish and Mariana Valenzuela  
**Re:** Community Engagement Plan – Frog Pond East and South Master Plan

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This memo presents a draft Community Engagement Plan (Engagement Plan) for the Frog Pond East and South Master Plan. The Engagement Plan is a living document that will be adapted over time to meet the evolving needs of the project.

## PURPOSE AND DRAFT GOALS

The purpose of this Engagement Plan is to guide community involvement and engagement during the Frog Pond East and South Master Plan (Master Plan) process. The draft goals of the engagement process are to:

- **Create opportunities for inclusive participation**
- **Involve a broad range of the Wilsonville Community, including those who have been historically underrepresented**
- **Gather feedback from participants by implementing a variety of community engagement strategies**
- **Use the feedback during the planning process to inform the Master Plan**

## GUIDING PRINCIPLES

The following principles will guide outreach and engagement:

- **Many voices** - The voices of those who will be affected by the Master Plan will have opportunities for meaningful input into the decision-making process
- **Equity lens** - An equity and inclusion lens will be applied at each step
- **Responsiveness** - The engagement process will include “feedback loops” that demonstrate how community input has been addressed
- **Many ways to participate** – There will be multiple ways to learn about the project, provide input, and participate
- **Clarity**- The process will provide clear and accurate information to help all participants understand the process
- **Welcoming process** – The process will provide a safe and welcoming space for participants to share their opinions and ideas regarding the project



## COMMUNITY PARTICIPANTS

The following is an initial list of community participants brainstormed with the City in May 2021.

- The three neighboring Homeowners Associations
- Frog Pond West residents
- Property owners
- Traditional and non-traditional developers
- School District
- Rural residents in the area
- Latino community
- Youth
- Wilsonville renters
- Bonneville Power Administration
- Seniors
- Metro

## KEY MESSAGES

**WHAT** –The Frog Pond East and South Master Plan will set the stage for Wilsonville’s next great neighborhoods. The plan will identify the types and locations of homes, parks, open space, streets, trails, and neighborhood services that will be built over the next 10-20 years. It will also plan the water, sewer, stormwater, and transportation infrastructure that are needed and how they will be funded. It will look closely at the costs of housing and how good planning can help keep those costs in line with what future residents can afford.

**WHERE** – The “Frog Pond Area” includes three distinct neighborhoods in the Northwest, Northeast, and Southeast corners of Boeckman/Advance/Stafford/Wilsonville Roads, as shown in the map on the following page. Frog Pond West has an adopted master plan and is developing today – the East and South neighborhoods are the subject of this planning effort.

### **WHY -**

1. **A great neighborhood starts with a great plan.** There are many property owners and stakeholders in this area – the master plan will create certainty for all and lead to the type of quality development that Wilsonville expects.
2. **Housing opportunities, especially more affordable housing choices, are needed and a priority for this plan.** In order to achieve this, the City will be looking closely at housing costs and what can be done to create more affordable options.
3. **A master plan is required by Wilsonville’s Comprehensive Plan prior to annexation and development.** Other additions to the City – Charbonneau, Villebois, Frog Pond West – have all had similar plans.
4. **Frog Pond East and South were added to the Urban Growth Boundary in December, 2018.** The City of Wilsonville has received a planning grant from Metro to prepare the Master Plan



**WHO** – The plan will be created by a diverse range of participants representing the full breadth of Wilsonville community members and other partners. The City is intent on crafting a plan that embodies its goals for public participation and equitable housing outcomes. In order to accomplish this, the Frog Pond East and South plan will engage underrepresented and historically disadvantaged groups, those with limited English proficiency, and others who are often left out of important planning processes.



## COMMUNITY INPUT AND DECISION-MAKING STRUCTURE

The diagram below is a generalized structure of input and decision making:

### Draft Input and Decision-Making Structure



## ENGAGEMENT TOOLS AND ACTIVITIES

### Public information – Initial Ideas

- Let's Talk Wilsonville page. This will be the primary “project website” – City staff will lead updates to the site with support and content from the consultant team. The page will provide information as well as be the site of (non-scientific) community surveys.
- Social Media announcements, including through groups such as Latinos de Wilsonville and the Arts & Cultural Council
- Tabling events (farmers market, library, El Grito)
- Pop-ups at community events
- Interested parties email list
- Boones Ferry Messenger

### Meetings

- Two general types of Planning Commission meetings are planned:
  - a. **Work sessions.** The Planning Commission will hold work sessions with the project team to review working documents and project issues. Citizens may comment during the standing Citizen's Input item on the agenda. The work session format will be similar to the Middle Housing project work sessions and all meetings will be streamed over YouTube in real time.
  - b. **“CCI” meetings.** These meetings will be dedicated to dialog between the Planning Commission and community members, with project team member present to listen and



provide visuals and other supporting information. The Planning Commission will convene in its role as the Wilsonville Committee for Community Involvement (CCI).

- c. **Schedule** – A schedule of meeting dates and topics will be prepared. The general approach is to schedule CCI meetings approximately every other month so there is on-going and timely opportunity to comment on project ideas as they evolve.
- City Council work sessions
  - a. The City Council will be briefed approximately every other month so they can provide guidance and have on-going knowledge about the plan
- Other outreach meetings to be determined and scheduled:
  - a. Diversity Equity and Inclusion Committee engagement
  - b. Community forums/events
  - c. Focus groups and stakeholder meetings, including multi-cultural outreach meetings

## ENGAGING UNDERREPRESENTED COMMUNITIES IN WILSONVILLE

### Introduction – Reducing barriers to participation

There are several models of community engagement strategies to gather input from the public. However, it is important to keep in mind that all these methods must adapt to the specific needs of the target population. When planning the community engagement process for historically marginalized communities it is essential that we consider the barriers which prevent or hinder their participation on focus groups or advisory committees. To engage the community for the Frog Pond East and South project, we will adapt our outreach strategies to make the process accessible to these groups by providing written material in their language and hire interpretation services for community conversation activities. Furthermore, we will consider their cultural background, and will apply best practices for public participation.

Transportation, language, and technology are some of the obstacles to consider. To provide access and increase participation from our target population, we will distribute material in Spanish and conduct virtual meetings with simultaneous interpretation. During the multicultural Housing Outreach in 2020, we learned that social media is an effective tool to spark interest in community events and conversations. The Latino community has responded positively to public participation invitations, and they are very grateful for these opportunities. However, although they respond to social media requests, it is essential to connect with them with a phone call rather than via email. The community participants engaged during the Housing Outreach will be re-engaged during the Frog Pond process.

### Community engagement framework

#### Our core values

- **Inclusivity:** The voice of those who would be impacted must be part of the decision-making process, particularly members of historically marginalized groups. The level of community participation must be determined during the inception of the planning process.
- **Communication:** Clear communication must be a part of all community engagement activities. Opinions and concerns expressed by participants will be considered.
- **Accountability:** Participants must be part of the entire process, and they must be informed of the evolution of the planning project.



- **Transparency and accuracy** are essential to ensure all participants understand all relevant information. Most importantly, these elements are the foundation to build trust between entities.

#### Steps

- Define objectives and outcomes
- Identify key stakeholders and potential participants
- Determine which community outreach strategies will be used
- Create a timeline for community outreach activities

During the community outreach process, we will implement the following best practices:

- Build trust through community partnerships
- Provide communication in the language of preference for participants
- Provide clear and accurate information
- Provide a safe place for conversation events
- Respect cultural norms
- Offer participants compensation for their time

We will address the challenges that hinder public participation of marginalized community members by implementing these set of practices. By doing so, our community engagement activities will result in increased participation, reliable input from participants, and most importantly, the voice of community members will be present during the planning process of this project.

## ENGAGEMENT PHASES AND DRAFT WORK PLAN

The following engagement phases are aligned with the project work plan. Using this structure, outreach activities will be brainstormed with the team and refined during Phase 1.

### Phase 1 – Project Kick-off, Background, and Regulatory Research

- Engagement – This is a “**Listening**” phase, focused on communicating project basics, and obtaining input/listening to input on how best to engage the community, aspirations for Frog Pond, and key issues.
- Work plan and schedule:
  - August-September – prepare Community Engagement Plan
  - September – Prepare fact sheet, Let’s Talk page, and other initial public information materials
  - September-October – initial outreach meetings:
    - Property owners informational meeting (September 23)
    - Frog Pond West residents and property owners (September 28)
    - Neighboring Homeowners Associations (October 7)
  - Planning Commission – October 13
  - City Council – October 18

### Phase 2 – Land Use and Community Design

- Engagement – This will be an “**Exploring**” phase, where working ideas and options are communicated and there are feedback loops for community input to be considered by the



Planning Commission and team. Master Plan elements are anticipated to evolve and become working recommendations during this phase.

- Work plan and schedule scope:
  - December 2021 – July 2022
  - Planning Commission and City Council – see schedule
  - Outreach meetings – tbd

### Phase 3 – Implementation Strategies and Adoption

- Engagement – This will be a **“Refining”** stage where the zoning, funding and other implementation is developed, stakeholder feedback is engaged, and working recommendations are finalized.
- Work plan and schedule scope:
  - July 2022 – December 2022
  - Planning Commission and City Council – see schedule
  - Outreach meetings – tbd



## CITY COUNCIL STAFF REPORT

<b>Meeting Date:</b> October 18, 2021	<b>Subject:</b> Review the Findings and Recommendations of the 2021 Solid Waste Collection Rate Report  <b>Staff Member:</b> Mark Ottenad, Public/Government Affairs Director  <b>Department:</b> Administration	
<b>Action Required</b>	<b>Advisory Board/Commission Recommendation</b>	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b> Resolution No. 2931 to adopt the Findings and Recommendations of the 2021 Solid Waste Collection Rate Report is scheduled for the November 15, 2021, City Council meeting.	
<b>Staff Recommendation:</b> Provide staff with direction as desired by Council.		
<b>Recommended Language for Motion:</b> N/A.		
<b>Project / Issue Relates To:</b>		
<input type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s): Solid Waste Franchise	<input type="checkbox"/> Not Applicable

### ISSUE BEFORE COUNCIL:

City Council work session to review the Findings and Recommendations of the 2021 Solid Waste Collection Rate Report prior to adoption via resolution and provide direction to staff as needed, to be effective on Jan. 1, 2022.



**EXECUTIVE SUMMARY:**

The Solid Waste Collection Rate Report (“Report”), October 2021, finds that Republic Services Rate of Return (“ROR”) adjusted for 2020 and projected for 2021 exceeds the Solid Waste Franchise allowable range of 8%-12%, with a target of 10% ROR; see Report pp. 1-2. Therefore, the Report recommends an across-the-board rate reduction for all three classes of solid-waste customers, including residential, commercial and industrial customers, effective January 1, 2022; see Report pp. 5-7 for proposed rate adjustments.

Additionally, with the recovery of recycling markets, the Report recommends removing the temporary recycling surcharge that was reduced in half last year, effective Jan. 1, 2021; see Report p. 6.

Finally, due to cost inefficiency, the Report recommends not continuing the temporary and pilot-program of recycling services that were enacted for 2020 as a way to reduce the exceedance of the ROR by Republic and evaluate new services to the community; see Report pp. 3-5. In particular, the Report calls out the following services that are not cost effective and had issues with meeting Council’s intended goals:

- Senior Bulky Waste Collection
- Commercial Battery and Florescent Tube Recycling
- Residential and Commercial Polystyrene Recycling

Should City Council elect to continue any of these three programs above, the calculated customer rate impact is summarized on Report p. 5.

Note that Residential Food-Scraps Collection Program is a permanent, on-going program; implementation of the Commercial Food-Scraps Collection Program was delayed by Metro for two years until March 2022 due to Covid-19 pandemic complications; and proposed Public Works Street-Sweepings and Leaf Collection and Disposal was unable to be executed; see Report pp. 3-5.

**Thus, in summary, the questions/issues before Council are:**

1. Does the Council agree with the Report recommendation to modify residential, commercial and industrial customer rates as outlined in the Report, pp. 5-7?
2. Does the Council agree with the Report recommendation to eliminate the temporary recycling surcharge as outlined in Report, p. 6?
3. Does the Council agree with the Report recommendation to not continue the additional recycling services, *viz.*, Senior Bulky Waste Collection, Commercial Battery and Florescent Tube Recycling, and Residential and Commercial Polystyrene Recycling, as outlined in the Report, pp 3-6?
  - a. If not, what specific services would Council seek to continue? See Report p. 5 for annual cost and rate payer impact.

**STAFF OBSERVATION:**

City Council members may wonder why has the Republic Services' ROR exceeded the 8%-12% acceptable range for the past several years; see Report p. 5. In a nutshell, at least a partial answer is due to Wilsonville's consistent, on-going population growth and new housing development. In essence, Republic Services' customer market continues to grow with no new-customer acquisition costs and a larger customer-base on which to spread costs. While Republic Services has minimal, incremental expense to add one new household on a street already being serviced, that new household becomes a permanent revenue-generating customer. For communities that are not growing, the result can become a static customer base on which to spread increasing costs that results in rate increases.

**SOLID WASTE FRANCHISE RATE REVIEW BACKGROUND:**

When the City adopted a new Solid Waste Franchise Agreement with Republic Services ("Franchise Agreement") in May 2018 (Ordinance No. 814), the Franchise Agreement provided the City ability to review Republic Services' financial information to determine adequate collection rates on an annual basis. As a result, the City has commissioned solid waste rate consultant Chris Bell, CPA, of Bell and Associates to undertake a financial review over the past four years of the solid waste franchisee operations and make a determination of the firm's operating margin or rate of return (ROR), which is to be within the 8%–12% range, with a target of 10%. Mr. Bell's latest review is attached hereto as Exhibit 1, Solid Waste Collection Rate Report, October 2021. The ROR has exceeded the target rate every year for the last 4 years.

**EXPECTED RESULTS:**

The City Council provides direction to staff regarding Council's preferred solid waste rates and services to be incorporated into Resolution No. 2931.

**TIMELINE:**

Adoption Resolution No. 2931 on November 15, 2021, of the Solid Waste Collection Rate Report, October 2021, would provide direction on solid waste rates and services effective as of January 1, 2022.

**CURRENT YEAR BUDGET IMPACTS:**

The Report, p. 8, projects City franchise fee revenue of calendar year 2020 for an adjusted amount of approximately \$395,000. The Report, p. 9, projects City franchise fee revenue of calendar year 2021 for an amount of approximately \$373,000, due to decreased rates.

**FINANCIAL REVIEW:**

Reviewed by: KAK Date: 10/08/2021

**LEGAL REVIEW:**

Reviewed by: BAJ Date: 10/12/2021

**COMMUNITY INVOLVEMENT PROCESS:**

Adoption of the Solid-Waste Franchise Ordinance No. 814 in 2018 followed standard City public outreach practices. The 2021 rate review is a by-product of the new solid-waste franchise Ordinance No. 814.

**POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:**

The community benefits by continuing to receive Republic Services solid waste collection services with a decrease in rates.

**ALTERNATIVES:**

N/A

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENT:**

Exhibit A: "Solid Waste Collection Rate Report, October 2021"

EXHIBIT A



## City of Wilsonville

### Solid Waste Collection Rate Report

Bell & Associates / October 2021



**EXHIBIT A**

# City of Wilsonville

## Solid Waste Collection Rate Report

October 2021  
Bell & Associates

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## Background of Solid Waste Review

The City of Wilsonville (City) contracted with Bell & Associates, a consulting firm with expertise in solid waste collection operations, to provide the City with solid waste and recycling consulting services. In March 2021, solid waste franchisee Republic Services (Republic) submitted its annual detailed cost reports to the City for the calendar year 2020.

## Annual Cost Report

The collection of waste and recycling within Wilsonville is accomplished under an exclusive franchise agreement between Republic Services and the City. The annual report provides line-item costs and revenues associated with providing service within the City as well as combined line item totals for their non-Wilsonville operations. The format of the report provides the capacity to calculate the cost of service for each line of business (cart, container, and drop box). Cart collection is primarily for residential customers, whereas business customers are serviced with a container. Reported results were analyzed, and the following tasks were completed:

- a. Analyze reported route collection hours to the reported customer counts for each line of business.
- b. Using a predictive test of revenue for each line of business, ensure the reported revenues are reasonable for the number of reported customers.
- c. By thoroughly reviewing the reported direct cost line items, determine if the expense is reasonable in relation to the customer and operational data entered from the detailed cost report.
- d. Utilize a predictive test of disposal to determine if the reported disposal expense is reasonable.
- e. Using the reported administrative line items, determine if the expense is reasonable in relation to the operational data entered from the detailed cost report.
- f. Review the costs between the City and Republic's other franchised collection operations to determine if the allocations are reasonable.

Report adjustments were made to the submission by Republic from the application of the tasks above that reduced the reported costs and increased the profitability of services provided to Wilsonville customers.

## Adjusted Report for 2020

Table 1 details the return for each collection service provided within the Wilsonville franchise collection system.

**Table 1: Adjusted 2020 Wilsonville Results**

Description	Roll Cart	Container	Drop Box	Composite
Revenues	2,091,199	2,775,970	2,500,518	7,367,687
Allowable Costs for Rates	1,806,130	2,363,290	2,007,727	6,177,147
Franchise Income	285,069	412,680	492,791	1,190,540
<b>Margin (Income / Revenue)</b>	<b>13.6%</b>	<b>14.9%</b>	<b>19.7%</b>	<b>16.2%</b>

## Projected Results for 2021

Specific line item expenses from the adjusted 2020 report were escalated to project the results for 2021 using assumptions based on Metro's increased taxes and fees, contractual obligations such as the labor agreement between Republic and the union drivers, administrative wages, health insurance, recycling processing, fees, and estimated inflation. Table 2 summarizes the inflation assumptions.

The assumptions used for the 2021 projection include:

- January 1, 2020 rate decrease for the recycling surcharge for cart service (\$1.25 per customer per month) and commercial (\$0.75 per yard).
- Processing costs for collected commingled has decreased by 84.3% from January 2020 due to strong material markets. Republic paid \$438,995 to process recycling in 2020. The estimated cost to process recycling has decreased to \$103,623, which is a savings of \$335,372 to Wilsonville ratepayers.
- Driver wage increase is calculated on the hourly wage increase from the Teamster's contract, which increased from \$27.54 to \$28.19 for most drivers. The impact is an increase of 2.4%. Health insurance for union employees did not increase; however, health insurance for non-union employees increased by 5.0%.
- Inflation increased by 4.54% from June 2020 to June 2021. Management and administrative labor costs are projected to increase by the rate of inflation, which is 4.54%.
- Republic's front-line collection trucks use natural gas while the older trucks use diesel. The estimated increase for natural gas is 5%, while diesel is projected to increase by 35%. The blended increase in fuel is 10% for the current year.
- The disposal fee increased in January 2021 due to contractual increases. Additionally, the Regional System Fee (RSF) assessed by Metro increased by \$7.07 per ton on July 1, 2021. Metro assesses a per ton fee on every ton of waste generated and delivered to a licensed disposal facility within the Metro region. The total increase for disposal is calculated at 6.9% for 2021.

Expense	Change
Recycling Processing	-84.30%
Driver Wage	2.40%
Administrative Wage	4.54%
Health Insurance	5.00%
Inflation	4.54%
Fuel	10.00%
Solid Waste Disposal	3.13%

## Projected 2021 Expenses

The estimated increases noted above were applied to the 2020 expenses and summarized in Table 3.

**Table 3: Projected 2021 Financial Performance for Wilsonville**

Description	Roll Cart	Container	Drop Box	Composite
Revenues	2,091,199	2,775,970	2,588,525	7,455,694
Allowable Costs for Rates	1,749,749	2,228,846	2,103,673	6,082,268
Franchise Income	341,450	547,124	484,852	1,373,426
Margin (Income / Revenue)	<b>16.3%</b>	<b>19.7%</b>	<b>18.7%</b>	<b>18.4%</b>

## **Additional Bulky Waste and Recycling Services During 2020**

Republic Services provided the following additional services within the City of Wilsonville during 2020 based on City Council adoption in December 2019 of Resolution No. 2775, which included “adopting the findings of the solid waste collection rate report amended December 2019, creating new community recycling services and city street sweeping collection/disposal service and reducing the temporary recycling surcharge rate.”

### **1. Residential Food-Scraps Collection Program**

In 2019, Exhibit B to Resolution No. 2775 created a permanent program to “allow food scraps to be collected with the yard-debris cart service. This would be an on-going, permanent program with an estimated first-year cost of \$21,521 and an estimated start in Q2 2020 (April).

Republic Services implemented the program in March 2020 and provided customers with educational material on food-scraps recycling using the yard-debris cart.



### **2. Senior Bulky Waste Collection**

In 2019, Exhibit B to Resolution No. 2775 created a limited-edition program for Bulky Waste Pick-up for ADA/Senior Citizens for “Wilsonville residents who have a disability or are older senior citizens would be offered home pick-up of large/bulky waste items free of charge. This would be a limited-duration program of one year or less with a budget of \$10,000 that estimates 250 pick-ups at an average cost \$40 each, with an estimated start in Q1 2020 (February).’

Republic Services provided services to 96 Wilsonville residents through this program. The amount of material collected ranged from as little as a dog's bed to appliances and a few garage clean outs. Many of the collected items could have easily been set out with the weekly trash. When one of the customers was asked why they didn't just set it out, they replied that it was "free" if Republic made a special trip for the item. The estimated cost of this service was \$5,778 – the majority of the cost being incurred was to collect the items.

### **3. Business Battery and Fluorescent Tube Recycling**

In 2019, Exhibit B to Resolution No. 2775 created a limited-edition program for Commercial/Industrial Fluorescent Tubes/Batteries Box Mail-Back Service for “Businesses would be to obtain at no charge for a limited duration of one year or less “recycling box mailback” service for 48" fluorescent tubes and batteries. Based on results and feedback to the successful 2017 Wilsonville-Metro Community Enhancement Program project, City staff could determine that greatest demand appears to be for standard 4-foot-long tubes and batteries. A total of \$15,000 is budgeted with an estimated start date in Q1 2020 (March).”

Republic Services purchased \$10,000 of battery containers and florescent tube packaging for City and County staff to distribute to local businesses, pending new Covid 19 pandemic procedures and staffing resource. Republic indicates that some distribution occurred; however, it was not tracked as to what businesses received. Republic also indicates that the West Linn-Wilsonville School District is interested in participating in the program.



#### **4. Polystyrene Recycling**

In 2019, Exhibit B to Resolution No. 2775 created a limited-edition program for Styrofoam Collection/Recycling with “a collection station at its WRI transfer facility for residents and commercial/industrial customers to deposit clean Styrofoam packaging for recycling. As a new pilot-program, total demand is uncertain; however, both industrial businesses and residents have indicated high interest. Program to be evaluated during next solid waste rate review process. A total of \$10,000 is budgeted with an estimated start date in Q1 2020 (March).”

Polystyrene, or Styrofoam™ as it is called by most people, was added to Republic’s recycling depot in August 2020. The intent (hope) was that people would drop off clean material. However, no good deed goes unpunished as the amount of contamination mixed with the clean material has been significant enough that Republic is required to sort of contents of the container daily. Figure 1 provides a visual of the amount of material and contamination workers have to remove.

Clean Polystyrene is sorted, bagged, and stored in drop boxes for delivery to Agilyx in Tigard (Figure 2). As of May 2021, there were 7,980 pounds of material dropped off at the depot. The program’s total cost from August 2020 through May 2021 was \$8,829, which averaged \$883 per month. Therefore, the per-pound diversion cost of this program is \$1.11.

#### **5. Commercial Food-Scraps Collection Program**

In August 2019, the City Council adopted Ordinance No. 837, which codified the Metro-mandated commercial food-scraps collection program that was to commence in Q1 2020. However, due to Covid-19 pandemic, Metro has delayed implementation of the commercial food-scraps collection program by two years, starting in Q1 2022. Some large Wilsonville businesses that generate food-scraps have commenced voluntary compliance in 2019.

#### **6. Public Works Street-Sweepings and Leaf Collection and Disposal**

In 2019, Exhibit B to Resolution No. 2775 indicated that the “City is need of collection and disposal services for street-sweepings and leaves, which is required by law. Republic Services is tentatively able to provide these services with DEQ permitting to the City at an estimated annual cost of approximately \$85,000. The staff recommendation allows for about \$75,000 of rate-of-return margin that would be credited to City for collection and disposal services for street-sweepings and leaves by Republic Services.

*Figure 1: Material dropped off at the Polystyrene recycling depot*



*Figure 2: Bagged Foam waiting for delivery to Agilyx*



Republic Services corporate headquarters indicated that the company was not willing to accept potential liability for collecting or processing street sweepings. This proposal did not advance.

**Service Recommendations**

It is not recommended that any of the three limited-edition programs (Senior Bulky Waste Collection, Business Battery and Fluorescent Tube Recycling, Polystyrene Recycling) be continued due to the high costs. However, if the Council should decide to retain all or some of the services, the estimated annual cost of each of these programs is estimated in Table 4.

**Table 4: Limited Recycling Program Annual Cost and Rate Payer Impact**

Recycling Programs	Annual Cost	Rate Payer Impact
Senior Bulky Waste Collection	\$7,500	\$1.40 per residential customer
Commercial Battery and Florescent Tube Recycling	\$7,500	\$0.05 per collected yard of commercial waste
Residential and Commercial Polystyrene Recycling	\$12,000	\$1.12 per residential customer and \$0.04 per collected yard of waste

**Rate Recommendation**

The current rates, combined with the decreased cost of processing collected recycling, will return Republic Services to a rate higher than the franchise ceiling margin of 12%. The adjusted rate of return in Wilsonville over the last four years is summarized in Table 5.

**Table 5: Republic Services Financial Performance from 2018 to 2021**

Year	Return	Revenue	Fran Income	Income over 12%	Income over 10%
Adjusted 2018	15.13%	\$7,049,692	\$1,066,698	\$250,835	\$401,921
Adjusted 2019	16.12%	\$7,294,475	\$1,176,230	\$341,924	\$496,425
Adjusted 2020	16.16%	\$7,367,687	\$1,190,540	\$348,202	\$504,190
Projected 2021	18.42%	\$7,455,694	\$1,373,426	\$544,026	\$697,618
Totals				\$1,484,987	\$2,100,154

Republic has generated \$1.48M over the high end of the rate range, which is 12%, and \$2.1M over at the 10% target range. Because the rates are generating returns over the 8% to 12% operating margin rates, it is recommended to the City Council consider decreasing rates to the 10% target margin. Taking into consideration a full year of the increased tipping fee, Table 6 on the following page summarizes the proposed adjustment for each line of business within Wilsonville.

**Table 6: Proposed Rate Adjustments by Line of Business**

Description	Roll Cart Service	Container	Roll Off
Revenue	\$2,091,199	\$2,775,970	\$2,759,531
Allowable Costs	\$1,794,259	\$2,316,595	\$2,233,516
Revenue @ 10%	\$1,993,621	\$2,573,994	\$2,481,684
Revenue Adjustment	\$(97,578)	\$(201,976)	\$(277,847)
% Decrease	-4.7%	-7.6%	-10.1%

**Cart Service Adjustment**

The recycling surcharge will be eliminated for all customers. Rates for cart customers with minimal service, such as the 20 gallon cart or monthly service, the elimination of the recycling surcharge will be the only adjustment. Customers with larger containers will have the recycling surcharge eliminated plus a decrease in the monthly collection rate. Rate details are summarized below.

**Table 7: Proposed Rate Adjustment for Residential Cart Service**

Service	Current Rate	Rate Adjustment	Proposed Rate	Recycling Surcharge
Res On Call	\$12.26	\$ 0	\$12.26	\$(1.25)
Res 20 gallon	\$21.32	\$ 0	\$21.32	\$(1.25)
Res 35 gallon	\$28.11	\$(0.07)	\$28.04	\$(1.25)
Res 60 gallon	\$36.89	\$(0.48)	\$36.41	\$(1.25)
Res 90 gallon	\$41.84	\$(0.72)	\$41.12	\$(1.25)

**Container Rate Adjustment**

The same method used for cart customers will be applied to the rate calculations for container customers. Table 8 summarizes the rate impact for commercial customers with one pick up per week.

**Table 8: Proposed Rate Adjustment for Commercial Container Service**

Service	Current Rate	Rate Adjustment	Proposed Rate	Recycling Surcharge
1 yard	\$108.96	\$ 0	\$108.96	\$(12.00)
2 yard	\$186.79	\$(1.64)	\$185.15	\$(12.00)
4 yard	\$337.04	\$(12.60)	\$324.44	\$(12.00)
6 yard	\$470.54	\$(22.35)	\$448.19	\$(12.00)
8 yard	\$623.92	\$(33.55)	\$590.37	\$(12.00)

**Drop Box Rate Adjustment**

With the exception of the 20 yard drop box and compactors, the remaining haul fees are reduced by 10.7% and rounded to the nearest \$1.

**Table 9: Proposed Rate Adjustment for Drop Box and Compactor Service**

Open Drop Box	Current Rate	Rate Adjustment	Proposed Rate
20 Yard Drop Box	\$123.66	\$ 0.34	\$124.00
30 Yard Drop Box	\$155.65	\$(15.65)	\$140.00
40 Yard Drop Box	\$176.97	\$(17.97)	\$159.00
10 to 19 Yard Compactor	\$123.66	\$ 0.34	\$124.00
20 to 29 Yard Compactor	\$155.65	\$(15.65)	\$140.00
30 to 39 Yard Compactor	\$219.61	\$(22.61)	\$197.00
40 to 49 Yard Compactor	\$294.23	\$(30.23)	\$264.00

**Attachment A – Adjusted 2020 Results**

**Adjusted  
Return on Revenues  
City of Wilsonville January 1 to December 31, 2020**

	Residential Service			Commercial Service			Drop Box	Grand Totals
	Solid Waste	Recycling	Yard Debris	Solid Waste	Recycling			
<b>Collection &amp; Service Revenues</b>	<b>2,091,199</b>	<b>0</b>	<b>0</b>	<b>2,775,970</b>	<b>0</b>	<b>2,500,518</b>	<b>7,367,687</b>	
<b>Direct Costs of Operations</b>	<b>821,026</b>	<b>425,992</b>	<b>294,751</b>	<b>1,328,260</b>	<b>683,377</b>	<b>1,908,601</b>	<b>5,462,007</b>	
	Monthly \$ per Can/Cart	Monthly \$ per Can/Cart	Monthly \$ per Can/Cart	Monthly \$ per Yard	Monthly \$ per Yard	\$ per pull		
Disposal Expense	437,231 6.31	140,713 2.03	125,986 2.56	861,975 6.31	257,119 1.88	1,316,634 238.00	3,139,658	
Labor Expense	165,083 2.38	188,678 2.72	117,963 2.40	185,968 1.36	289,698 2.12	275,930 49.88	1,223,320	
Truck Expense	60,501 0.87	69,257 1.00	34,691 0.71	64,831 0.47	100,993 0.74	96,192 17.39	426,465	
Equipment Expense	30,046 0.43	17,588 0.25	9,971 0.20	36,118 0.26	20,562 0.15	54,764 9.90	169,049	
Franchise Fees	104,337 1.51	0 -	0 -	151,282 1.11	0 -	139,237 25.17	394,856	
Other Direct Expense	23,828 0.34	9,756 0.14	6,140 0.12	28,086 0.21	15,005 0.11	25,844 4.67	108,659	
<b>Indirect Costs of Operations</b>	<b>264,361</b>			<b>351,653</b>		<b>99,126</b>	<b>715,140</b>	
Management Expense	47,366 0.68			62,875 0.46		18,982 3.43	129,223	
Administrative Expense	14,543 0.21			19,305 0.14		5,833 1.05	39,681	
Other Overhead Expenses	202,452 2.92			269,473 1.97		74,311 13.43	546,236	
<b>Total Cost</b>	<b>1,806,130</b>			<b>2,363,290</b>		<b>2,007,727</b>	<b>6,177,147</b>	
<b>Less Unallowable Costs</b>	<b>0</b>			<b>0</b>		<b>0</b>	<b>0</b>	
<b>Allowable Costs</b>	<b>1,806,130</b>			<b>2,363,290</b>		<b>2,007,727</b>	<b>6,177,147</b>	
<b>Franchise Income</b>	<b>285,069</b>			<b>412,680</b>		<b>492,791</b>	<b>1,190,540</b>	
<b>Carts/ Yards/ Drop Box Pulls</b>	<b>5,771</b>		<b>4,095</b>	<b>136,552</b>	<b>146,120</b>	<b>5,532</b>		
<b>Revenues</b>	<b>2,091,199</b>			<b>2,775,970</b>		<b>2,500,518</b>	<b>7,367,687</b>	
	% of revenue			% of revenue				
<b>Direct Costs of Operations</b>	1,541,769 74%			2,011,637 72%		1,908,601 72%	5,462,007	
<b>Indirect Costs of Operations</b>	264,361 13%			351,653 13%		99,126 4%	715,140	
<b>Total Cost</b>	1,806,130			2,363,290		2,007,727	6,177,147	
<b>Less Unallowable Costs</b>	0 0%			0 0%		0 0%	0	
<b>Allowable Costs</b>	1,806,130			2,363,290		2,007,727	6,177,147	
<b>Franchise Income</b>	285,069			412,680		492,791	1,190,540	
<b>Return on revenues</b>	<b>13.63%</b>			<b>14.87%</b>		<b>19.71%</b>	<b>16.16%</b>	

**Attachment B – Projected 2021**

**Projected 2021 Results  
 Return on Revenues  
 City of Wilsonville**

	Residential Service			Yard Debris	Commercial Service			Drop Box	Grand Totals				
	Solid Waste	Recycling			Solid Waste	Recycling							
		% ▲ from prior year	% ▲ from prior year		% ▲ from prior year	% ▲ from prior year		% ▲ from prior year					
<b>Collection &amp; Service Revenues</b>	<b>2,091,199</b>	0.0%	0	0	<b>2,775,970</b>	0.0%	0	<b>2,588,525</b>	3.5%	<b>7,455,694</b>			
<b>Surcharge Overage</b>										0			
<b>Direct Costs of Operations</b>	<b>864,845</b>		<b>314,114</b>	<b>298,968</b>	<b>1,390,043</b>		<b>477,212</b>	<b>2,001,867</b>		<b>5,347,049</b>			
Disposal / Processing Expense	467,400	6.9%	22,092	-84.3%	125,986	0.0%	921,451	6.9%	40,368	-84.3%	1,404,641	6.7%	2,981,938
Labor Expense	168,921	2.3%	193,064	2.3%	120,702	2.3%	190,290	2.3%	296,431	2.3%	282,343	2.3%	1,251,751
Truck Expense	69,182	14.3%	71,602	3.4%	36,161	4.2%	74,102	14.3%	104,596	3.6%	103,097	7.2%	458,740
Equipment Expense	30,687	2.1%	17,588	0.0%	9,971	0.0%	37,048	2.6%	20,793	1.1%	56,498	3.2%	172,585
Franchise Fees	104,560	0.2%	0		0		138,798	-8.3%	0		129,426	-7.0%	372,784
Other Direct Expense	24,095	1.1%	9,768	0.1%	6,148	0.1%	28,354	1.0%	15,024	0.1%	25,862	0.1%	109,251
<b>Indirect Costs of Operations</b>	<b>271,822</b>	13%			<b>361,591</b>	13%			<b>101,806</b>	4%	<b>735,219</b>		
Management Expense	49,534	4.6%			65,752	4.6%			19,850	4.6%	135,136		
Administrative Expense	15,203	4.5%			20,182	4.5%			6,098	4.5%	41,483		
Other Overhead Expenses	207,085	2.3%			275,657	2.3%			75,858	2.1%	558,600		
<b>Less Unallowable Costs</b>	<b>0</b>				<b>0</b>				<b>0</b>		<b>0</b>		<b>0</b>
<b>Revenues</b>	<b>2,091,199</b>				<b>2,775,970</b>				<b>2,588,525</b>		<b>7,455,694</b>		
		% ▲ from prior year				% ▲ from prior year				% ▲ from prior year			
<b>Direct Costs of Operations</b>	<b>1,477,927</b>	-4.1%			<b>1,867,255</b>	-7.2%			<b>2,001,867</b>		<b>5,347,049</b>		
<b>Indirect Costs of Operations</b>	<b>271,822</b>	2.8%			<b>361,591</b>	2.8%			<b>101,806</b>		<b>735,219</b>		
<b>Total Cost</b>	<b>1,749,749</b>	-3.1%			<b>2,228,846</b>	-5.7%			<b>2,103,673</b>		<b>6,082,268</b>		
<b>Less Unallowable Costs</b>	<b>0</b>				<b>0</b>				<b>0</b>		<b>0</b>		
<b>Allowable Costs</b>	<b>1,749,749</b>				<b>2,228,846</b>				<b>2,103,673</b>		<b>6,082,268</b>		
<b>Franchise Income</b>	<b>341,450</b>				<b>547,124</b>				<b>484,852</b>		<b>1,373,426</b>		
<b>Projected Return on Revenues</b>	<b>16.33%</b>				<b>19.71%</b>				<b>18.73%</b>		<b>18.42%</b>		
<b>2020 Return on Revenues</b>	<b>13.63%</b>				<b>14.87%</b>				<b>19.71%</b>		<b>16.16%</b>		

**CITY COUNCIL ROLLING SCHEDULE**  
**Board and Commission Meetings 2021**  
**Items known as of 10/12/21**

**October**

Date	Day	Time	Event	Location
10/25	Monday	6:30 p.m.	DRB Panel B	Council Chambers
10/27	Wednesday	6:30 p.m.	Library Board	Library

**November**

Date	Day	Time	Event	Location
11/1	Monday	7:00 p.m.	City Council Meeting	Council Chambers
11/8	Monday	6:30 p.m.	DRB Panel A	Council Chambers
11/9	Tuesday	6:00 p.m.	Diversity, Equity and Inclusion (DEI) Committee	Willamette River Room
11/10	Wednesday	6:00 p.m.	Planning Commission	Council Chambers
11/15	Monday	7:00 p.m.	City Council Meeting	Council Chambers
11/22	Monday	6:30 p.m.	DRB Panel B	Council Chambers

**Community Events:**

- 10/19** Quilters from 9:00 a.m. to 11:45 a.m. at the Tauchman House  
**10/20** Bingo from 12:45 p.m. to 1:45 p.m. at the Community Center  
**10/23** Bulky Waste Day from 9:00 a.m. to 1:00 p.m. at Republic Services  
**10/22** Bridge for Advancing Players: Drop-In Lessons from 10:00 a.m. to 11:30 a.m. at the Community Center  
**10/22** Bridge Group from 1:00 p.m. to 4:00 p.m. at the Community Center  
**10/26** Quilters from 9:00 a.m. to 11:45 a.m. at the Tauchman House  
**10/26** Bus on Shoulder Kick Off  
**10/29** Bridge for Advancing Players: Drop-In Lessons from 10:00 a.m. to 11:30 a.m. at the Community Center  
**10/29** Bridge Group from 1:00 p.m. to 4:00 p.m. at the Community Center  
**11/2** Quilters from 9:00 a.m. to 11:45 a.m. at the Tauchman House  
**11/5** Bridge for Advancing Players: Drop-In Lessons from 10:00 a.m. to 11:30 a.m. at the Community Center  
**11/5** Bridge Group from 1:00 p.m. to 4:00 p.m. at the Community Center  
**11/6** Paper Shredding Event from 9:00 a.m. to 2:00 p.m. at City Hall  
**11/12** Bridge for Advancing Players: Drop-In Lessons from 10:00 a.m. to 11:30 a.m. at the Community Center  
**11/12** Bridge Group from 1:00 p.m. to 4:00 p.m. at the Community Center  
**11/8** Be Seen. Be SMART. Safety Campaign from 6:00 a.m. to 8:30 a.m. and 3:30 p.m. to 6:00 p.m. at the Wilsonville Transit Center  
**11/9** Quilters from 9:00 a.m. to 11:45 a.m. at the Tauchman House  
**11/9** Life 101: ID Theft and Scams Seminar from 10:45 a.m. to 11:45 a.m. at the Community Center  
**11/11** City Offices closed in observance of Veterans Day  
**11/16** Quilters from 9:00 a.m. to 11:45 a.m. at the Tauchman House  
**11/17** Bingo from 12:45 p.m. to 1:45 p.m. at the Community Center  
**11/20** Leaf Drop Off Day from 9:00 a.m. to 2:00 p.m. at City Hall  
**11/25 -11/26** City Offices closed in observance of the Thanksgiving Holiday

All dates and times are tentative; check the City's online calendar for schedule changes at [www.ci.wilsonville.or.us](http://www.ci.wilsonville.or.us).



## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b> October 18, 2021	<b>Subject: Resolution No. 2934</b> A Resolution of the City of Wilsonville Authorizing the City Manager to Amend the Professional Services Agreement with JayRay Ads & PR, Inc, for ‘Explore Wilsonville’ Tourism Promotion and Development and Destination Marketing Program.  <b>Staff Member:</b> Zoe Mombert, Assistant to the City Manager  <b>Departments:</b> Administration
<b>Action Required</b> <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda	<b>Advisory Board/Commission Recommendation</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable  <b>Comments:</b>
<b>Staff Recommendations:</b> Staff recommends that City Council approve the consent agenda.	
<b>Recommended Language for Motion:</b> I move to approve the consent agenda.	
<b>PROJECT / ISSUE RELATES TO:</b> <input type="checkbox"/> Council Goals/Priorities <input type="checkbox"/> Adopted Master Plan(s) <input checked="" type="checkbox"/> Not Applicable	

### ISSUE BEFORE COUNCIL

City Council adoption of Resolution No. 2934 will add engagement and targeted marketing services to the professional services agreement with JayRay Ads & PR, Inc., for ‘Explore Wilsonville’ tourism promotion and development and destination marketing services for the period of January – July 2022.



## EXECUTIVE SUMMARY

The City Council adopted Resolution No. 2776 on December 16, 2019, authorizing the City to obtain professional tourism promotion services for the last half of FY 2019/20 and the subsequent FY 2020/21. The agreement was for \$300,000. Due to the Covid-19 pandemic, the City had to reduce the budget and scope for this contract. The City Council passed Resolution No. 2891 on May 3, 2021 to extend the contract for the remaining \$120,000 of the contract previously awarded in 2019. JayRay has continued their work on a limited scope. The extended contract has allowed us to continue our tourism promotion program.

As we get closer to a “new normal” and people are starting to travel again it is time for us to start investing in additional engagement services. To do this, the Wilsonville Tourism Promotion Committee has recommended that the City Council amend the current contract with JayRay for a reopening campaign. This will not only increase our marketing efforts but also use visitor data to strategically market Wilsonville to people who are more likely to be interested travel to Wilsonville, resulting in increased overnight hotel stays in Wilsonville. The increased budget (up to \$50,000) will allow the JayRay to provide the following scope of work:

- Gather geolocation data using mobile devices to gain visitor insights to learn where visitors are coming from, what types of events draw them here, if they stay the night and how long they stay. (Visitor = someone who traveled from 50+ miles away to visit Wilsonville)
- Use geolocation marketing to retarget visitors who have come to Wilsonville in the past and invite them to come again through digital advertising.
- Use geolocation marketing to find look alike audiences (new visitors that match the profiles of those that have visited Wilsonville in the past) and invite them to visit through digital advertising.
- Use geolocation data to track daily, weekly, and monthly who is visiting Wilsonville—a direct response of the digital ads placed.
- Publish stories in travel publications that reach top visitor markets (where the majority of visitors are coming from), using collected geolocation data.
- Develop up to 30 travel itineraries within 10 trip categories featured on ExploreWilsonville.com (arts & culture, family fun, farmlandia, foodie, history & heritage, outdoorsy, rest & relaxation, shopping, sports, wine country)
- Write and publish 6 blogs (1 per month) on ExploreWilsonville.com to promote new travel itineraries.

## BACKGROUND INFORMATION

On August 20, 2019, the City published an RFP for ‘Explore Wilsonville’ Tourism Promotion and Development and Destination Marketing Services and received eight (8) qualified proposals by the deadline of September 30, 2019. Members of the Tourism Promotion Committee and staff acting as the Selection Review Committee reviewed all eight proposals on October 18, 2019, and selected four (4) finalists to interview. During the course of interviews that were conducted on November 13, 2019, one firm stood out as the consensus choice of the committee with the highest criteria evaluation: JayRay of Tacoma, Washington.

JayRay’s proposal and interview specifically addressed many of the Tourism Promotion Committee members’ issues of concern, including demonstrating a keen understanding of Wilsonville’s position in the shadow of a major market, a regional tourism marketing approach that positions Wilsonville as the ideal overnight lodging location for day trips to area attractions,

and a strategic focus to develop new “packages” that encourage visitation during the slower shoulder-season months.

After the professional services agreement was signed in December 2019, the unexpected pandemic started in March 2020. The City Manager directed staff to reduce the scope and budget of the contract to the uncertainty of the covid-19 pandemic. Luckily, JayRay was willing to amend the contract (First Amendment dated June 4, 2020) to reflect a limited scope and budget for FY 20/21.

Staff and the Tourism Promotion Committee has be extremely happy with JayRay’s social media content, web updates and enhanced pocket trips. Council authorized a contract extension in May 2020 to continue the marketing services and use the unused portion of the previously authorized contract amount.

This contact will increase the project budget by up to \$50,000 for a reopening campaign from January – June 2022.

### **EXPECTED RESULTS**

Adoption of the resolution advances the Council Wilsonville Tourism Development Strategy and provide additional marketing efforts and expertise to advance current tourism promotion efforts for the second half of FY 2021/22.

### **TIMELINE:**

Resolution No. 2934 amends the professional services agreement with JayRay Ads & PR, Inc., for ‘Explore Wilsonville’ tourism promotion and development and destination marketing services to add a reopening campaign during the period of January 1, 2022 – June 30, 2022.

### **CURRENT YEAR BUDGET IMPACTS**

The additional budget (up to \$50,000) to accomplish the Scope of Work in the Professional Services Agreement will be budgeted as a part of the supplemental budget adjustment being reviewed by City Council on October 18, 2022.

### **FINANCIAL REVIEW**

Reviewed by: KAK Date: 10/17/2021

### **LEGAL REVIEW**

Reviewed by: BAJ Date: 10/12/2021

### **COMMUNITY INVOLVEMENT PROCESS**

Development of the underlying Tourism Development Strategy had considerable public engagement during the 2013-14 timeframe that included participation by a large citizen task force and interviews/surveys with residents and tourism stakeholders. Subsequently, the Tourism Promotion Committee has overseen development of three annual business plans, adopted by Council, that have been advertised to the community. Members of the Tourism Promotion Committee represent a wide spectrum of community interests.

**POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:**

Potential benefits to the community included increased awareness of Wilsonville as a viable tourism destination, development of better visitor services and new revenues to local businesses and increased transient lodging tax collections for the City.

**ALTERNATIVES**

N/A.

**CITY MANAGER COMMENT**

**ATTACHMENTS**

- A. Resolution No. 2934, A Resolution of the City of Wilsonville Authorizing the City Manager to Amend the Professional Services Agreement with JayRay Ads & PR, Inc, for ‘Explore Wilsonville’ Tourism Promotion and Development and Destination Marketing Project
  - 1. Professional Services Agreement with JayRay Ads & PR, Inc, for ‘Explore Wilsonville’ Tourism Promotion and Development and Destination Marketing Project
- B. Jay Ray’s Reopening Campaign Proposal

**RESOLUTION NO. 2934**

**A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE CITY MANAGER TO AMEND THE PROFESSIONAL SERVICES AGREEMENT WITH JAYRAY ADS & PR, INC, FOR ‘EXPLORE WILSONVILLE’ TOURISM PROMOTION AND DEVELOPMENT AND DESTINATION MARKETING PROGRAM.**

WHEREAS, the City Council adopted on June 15, 2015, Resolution No. 2541 to establish the Tourism Promotion Committee that, among other duties, is to oversee the implementation of the *Wilsonville Tourism Development Strategy*; and

WHEREAS, after issuing a request for proposals, and upon the recommendation by the Tourism Promotion Committee and City staff, the City Council authorized the City Manager to execute a Professional Services Agreement with JayRay Ads & PR, Inc. by approving resolution 2758 on December 16, 2019, the purpose of said agreement being to promote and develop Wilsonville as a tourist destination; and

WHEREAS, the COVID-19 Pandemic necessitated a first amendment dated June 4, 2020 to modify the scope of work and reduce the budget;

WHEREAS, the City extended the time for performance of the agreement with JayRay Ads & PR, Inc. for the yet unused contract amount of up to \$120,000 to continue the agreement for the period of July 1, 2021, through December 31, 2022 on May 3, 2021; and

WHEREAS, the City wishes to amend the agreement with JayRay Ads & PR, Inc. to add the services described in Exhibit 1, in an amount of up to an additional \$50,000, to be performed during the period of January 1, 2022, through June 30, 2022

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. The City Manager is authorized to execute a third amendment to the Professional Services Agreement with JayRay Ads & PR, Inc., for the purpose increasing the contract by an amount not to exceed \$50,000 during FY2021/22 for services described in Exhibit 1.

2. The total budget, including the additional services, equals a not to exceed amount of \$350,000 for the performance of the tourism promotion services with all services completed on or before December 31, 2022.
3. This resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 18<sup>th</sup> day of October 2021, and filed with the Wilsonville City Recorder this date.

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Julie Fitzgerald, Mayor

ATTEST:

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Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Fitzgerald

Council President Akervall

Councilor Lehan

Councilor West

Councilor Linville

Exhibit:

1. Third Amendment to Professional Services Agreement with JayRay Ads & PR, Inc., for 'Explore Wilsonville' Tourism Promotion and Development and Destination Marketing Project

**CITY OF WILSONVILLE  
THIRD AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT**

**Tourism Promotion and Destination Marketing Project**

This Third Amendment to Professional Services Agreement (“Third Amendment”) is effective the \_\_\_\_ day of \_\_\_\_\_ 2021 (“Effective Date”), by and between the **City of Wilsonville**, a municipal corporation of the State of Oregon (“City”), and **JayRay Ads & PR, Inc.**, a Washington corporation (“Consultant”), upon the terms and conditions set forth below.

**RECITALS**

WHEREAS, the City entered into a Professional Services Agreement (“Agreement”) with Consultant on December 27, 2019, relating to the Tourism Promotion and Destination Marketing Project (“Project”); and

WHEREAS, the City entered into a First Amendment to Professional Services Agreement (“First Amendment”) with Consultant on June 4, 2020 which clarified the scope of the Agreement as a result of the COVID-19 Coronavirus Pandemic; and

WHEREAS, the City entered into a Second Amendment to Professional Services Agreement (“Second Amendment”) with Consultant on May 10, 2021 which reassessed the City’s tourism promotion activities as a result of the continued COVID-19 Pandemic; and

WHEREAS, the City requires additional services which Consultant is capable of providing, under terms and conditions hereinafter described; and

WHEREAS, Consultant represents that Consultant is qualified to perform the Additional Services described herein on the basis of specialized experience and technical expertise; and

WHEREAS, Consultant is prepared to provide such Additional Services as the City does hereinafter require;

NOW, THEREFORE, in consideration of these mutual promises and the terms and conditions set forth herein, the parties agree as follows:

**AGREEMENT**

The Agreement is amended as follows:

**Section 1. Additional Services To Be Provided**

Consultant will perform the Additional Services more particularly described in **Exhibit A**, attached hereto and incorporated by reference herein, for the Project pursuant to all original terms of the Agreement, except as modified herein.

**Section 2. Time for Completion of Additional Services**

The Additional Services provided by Consultant pursuant to this Third Amendment shall be completed by no later than June 30, 2022.

**Section 3. Compensation**

The City agrees to pay Consultant on a time and materials basis, guaranteed not to exceed FIFTY THOUSAND DOLLARS (\$50,000), for performance of the Additional Services (“Additional Compensation Amount”) which, when totaled with the Compensation Amount, equals a total not-to-exceed amount of THREE HUNDRED FIFTY THOUSAND DOLLARS (\$350,000) for the performance of the Services and Additional Services (“Total Compensation Amount”). Consultant’s estimate of time and materials is attached hereto as **Exhibit A**, and incorporated herein by reference.

**Section 4. All Other Terms**

All of the other terms and conditions of the Agreement shall remain in full force and effect, as therein written. Unless otherwise defined herein, the defined terms of the Agreement shall apply to this Third Amendment.

The Consultant and the City hereby agree to all provisions of this Third Amendment.

**CONSULTANT:**

JAYRAY ADS & PR, INC.

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

As Its: \_\_\_\_\_

Employer I.D. No. \_\_\_\_\_

**CITY:**

CITY OF WILSONVILLE

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

As Its: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Barbara Jacobson, City Attorney  
City of Wilsonville, Oregon

## Explore Wilsonville Scope of Work & Budget Detail

### TOURISM PROMOTION AND DEVELOPMENT AND DESTINATION MARKETING SERVICES

Jan. 1-June 30, 2022 Reopening Campaign

August 9, 2021

**BUDGET: \$50,000**

#### REOPENING CAMPAIGN \$50,000 LEVEL

**MARKETING SERVICES: \$35,000**

**SEPT '21-AUG '22**

Deliverables	Budget
<p>Geofencing campaign with SeeSource based on geolocation monthly data subscription to reach those mostly likely to visit Wilsonville. We'll learn who is going to Wilsonville, where they visit when they're here and what they spend money on (12 month subscription beginning Sept. 2021)</p> <ul style="list-style-type: none"> <li>Consumer spending (credit card) data to learn where visitors are spending money (12 months) \$5,400</li> <li>Three years of historical data (one-time cost) back to 2018 \$1,000</li> <li>Analysis of 6 points of interest (hotels, parks, wineries, farms, Bullwinkle's Family Fun Center and entire city limits) and 3 years of historical data \$15,564</li> </ul> <p>Data we'll gather includes:</p> <ul style="list-style-type: none"> <li>-Map of home location of visitors</li> <li>-Daily, weekly and monthly number of unique visitors to each point of interest</li> <li>-Daily, weekly and monthly number of total visitors by point of interest</li> <li>-Number of visitors by point of interest and by zip code</li> <li>-Demographic profile of visitors by zip code</li> <li>-% of market (at City, County or zip code level)</li> <li>-Increase/decrease of visitors by zip code</li> <li>-Spending dashboard</li> <li>-Advertising analytics chart</li> <li>-Return on investment calculated</li> </ul> <p><i>We'll be able to answer: Of those that saw our ads, X visited [a Wilsonville hotel] and [a park] and spent money on x. We'll even be able to learn WHICH Wilsonville hotel through a drill-down data process.</i></p> <p><i>Allows us to create lookalike audiences based on demographic and psychographic data of past visitors = more precise, better data and smarter marketing strategy</i></p>	
<p>Project management, set up geofencing locations, reporting and customized dashboards, monthly</p> <p><i>Note: use this data and run digital ads (\$11,000 in advertising in existing budget) through SeeSource</i></p>	\$3,036
<p>Digital Winter and Spring advertising campaign (Jan-June 2022) to promote Wilsonville hotel packages and overnight stays, positioning Wilsonville an affordable basecamp to the greater Portland area. Additional advertising dollars to reach more people and drive more business to Wilsonville using SeeSource geolocation data and ad placements</p> <p>Advertising product capabilities include digital display ads, HTML 5, native content, video, connected TV and social media, as well as programmatic</p>	\$10,000
<b>SUBTOTAL</b>	<b>\$35,000</b>



**PUBLIC RELATIONS SERVICES: \$5,000****JAN-JUNE '22**

<b>Deliverables</b>	<b>Budget</b>
Paid story content partnership with national and regional travel/lifestyle publications to get coverage of Wilsonville in major magazines (digital/print) to align with Winter/Spring ad campaign. Includes story development, coordination and paid placement.	\$5,000
<b>SUBTOTAL</b>	<b>\$5,000</b>

**WEBSITE SERVICES: \$10,000****JAN-JUNE '22**

<b>Deliverables</b>	<b>Budget</b>
Expand Wilsonville trip itinerary content from 10 total trips to a series of 2-3 trips per each category (10 categories currently). Ex: Outdoorsy trip would become a theme with 2-3 itineraries in that theme. Includes research, writing, redesign itinerary pages and content upload.	\$6,000
Monthly blog (Jan-June) to promote winter/spring campaign themes (includes \$500 promotion allowance)	\$4,000
<b>SUBTOTAL</b>	<b>\$10,000</b>

**TOTAL BUDGET** \$50,000

# MEDIA BUY

Explore Wilsonville Reopening Campaign

August 9, 2021

**JAYRAY** A PLACE TO THINK

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## 2022 REOPENING CAMPAIGN

### Goals:

- Increase awareness of Wilsonville as an overnight destination
- Increase number of hotel rooms booked
- Increase online engagement with those living outside of Wilsonville
- Learn who our visitors are
- Track results for better data to inform future marketing strategies

### Campaign type:

- Geofencing with See Source
- Digital ads, online placement based on data gathered

---

## SEE SOURCE GEOFENCING + AD CAMPAIGNS

- Geofence points of interest in Wilsonville, learn who is going to Wilsonville + where they go + where they spend \$ (collect data back to 2018)
- Ability to geofence competitors (Portland hotels) and serve ads to visitors there
- Ability to create lookalike audiences based on demographic and psychographic data of past visitors = more precise
- Better data = smarter marketing strategy

### WHY SEE SOURCE? ECONOMIC IMPACT + TRAVEL DATA!

Show the true impact of marketing efforts to stakeholders

- Total ad impressions + # of people who saw ads + # of people who then visited (data avail on points of interest that are geofenced + tracked through mobile devices)
- Instantly derive data on audiences for events, seasons, points of interest, specific dates

Advertising products:

- Digital display ads, HTML 5, Native, Video, Connected TV, Social
- Programmatic advertising placements:



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## WHAT WE'LL LEARN ABOUT WILSONVILLE VISITORS:

### Geolocation data will power our ad campaigns to reach those most likely to visit Wilsonville!

Geolocation (cell phone GPS) data by See Source for visitors with up to 20 charts, maps, graphs and other visualizations as described below for up to 6 points of interest. Plus, access to a web-based customized dashboard with up to 20 live data reports with the ability to manipulate time periods for the type of data including but not limited to:

- Analysis of 6 points of interest (POI) we choose (+3 years historical data)
- Credit Card spending data
- Map of home location of visitors
- Daily, weekly, and monthly # of unique visitors by POI
- Daily, weekly and monthly total visitors by POI
- Year-over-year comparisons
- # of Visitors by POI and by zip code
- Demographic profile of visitors by zip code
- % of market (at City, County or zip code level) captured by POI
- Increase/decrease of visitors by zip code
- Spending dashboards
- Advertising analytics charts including spend
- Return on Investment calculated down to zip code level  
*(requires marketing spend data at zip code level by Visitor to be implemented—TBD)*

Of those that saw our ads,  
X visited [a Wilsonville hotel]  
and visited [Bullwinkle's] and [a  
Wilsonville park] and...

We'll even be able to learn  
*WHICH* Wilsonville hotel through  
a drill-down data process.

## MEDIA STRATEGY- 3 KEY OPPORTUNITIES

### PAST VISITORS

- Visitors to specific Points of Interest (POI's) identified by client or to the community generally
- Visitors during a specific season
- Previous visitors who stayed in a hotel
- Visitors with high spending levels
- Regional drive or fly markets

### GEO-CONQUESTING

- Visitors to similar tourism destinations
- Visitors to similar POI's such as mountain bike trails, beaches, or museums
- People who have attended similar special events regionally
- Known travelers during off/shoulder seasons to similar POI's

### NEW MARKETS

- Create lookalike audiences of current visitors using household demographics and psychographics
- Create lookalike audiences from competitive POI's
- Identification of visitors around the country who match the destination or venue "target market" by season who are known travelers

## GEOFENCING WILSONVILLE

*We can attribute ads to hotel visits AND see the bigger picture—who's coming to Wilsonville, where they are going and what they are spending money on*

### 6 Points of Interest in Wilsonville (TBD):

1. Entire city limits (area)
2. Hotels (+drilldown to each hotel)
3. Parks (+drilldown to each park or other outdoor rec venues)
4. Bullwinkle's Family Fun Center
5. Wineries (+drilldown to each winery) OR Competitor
6. Farms (+drilldown to each farm) OR Competitor

ITEM	TIMING	CUSTOMIZATION	BUDGET
6 POIs (+ 4 drill-downs) with insights dashboard	12 months (Sept. '21-Aug.'22)	Included	\$15,564
3 years of historical data	One-time cost	Included	\$1,000
Monthly consumer spending data (credit card) data	12 months (Sept. '21-Aug.'22)		\$5,400
Project management, Setup	JayRay		\$3,306
<b>TOTAL</b>			<b>\$25,000</b>

## CAMPAIGN PROMOTIONS

1. Winter campaign
2. Spring campaign

CAMPAIGN	TARGETING	TIMING	BUDGET
Winter	Digital ads to target past visitors AND look alike audiences	Winter 2022	\$11,000 (from existing budget)
Spring	Digital ads to target past visitors AND look alike audiences	Spring 2022	\$10,000 (new budget)
AD SPEND			\$21,000
GEOFENCING + DATA			\$25,000
TOTAL BUDGET			\$46,000

## + PARTNERSHIPS AVAILABLE

*\*Need to confirm ad placements based on budget*

- Wilsonville businesses can geofence an area: \$220/month (*City, Bullwinkle's, Hotels...*)
- Explore Wilsonville can put more \$\$ into advertising if businesses/organizations pay for geofencing data

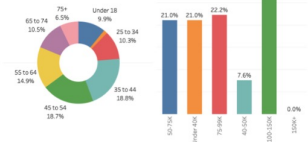


# PROCESS

3 YEARS OF HISTORICAL VISITOR DATA



## IDENTIFY VISITORS



## IDENTIFY POI'S VISITED

25-34 Yr. Outdoor Rec. Enthusiasts 

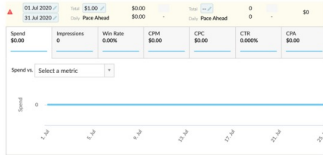
65+ Yr. Museums, Nat. Parks, Golf 

35-50 Yr. Mountain Bikers/ Skiers 

25-34 Yr. Beach Goers/ Family POI 

19-25 Yr. Outdoor Rec/ Music Festivals 

## DAILY ANALYTICS & ATTRIBUTION



## MAID ADVERTISING BASED ON INTERESTS



## Data example

# SEE SOURCE VISITOR PROFILE




### Visitor Profile

Zip Code	State Abbr	City Name	35 to 44	45 to 54	55 to 64	65+	Gen Z	Millenials	Gen X	Boomers	% of Households w/ Children	Avg. Household Size	Median Income	Bachelor Degree or Higher
94028	CA	Portola Vall..	8.2%	17.0%	16.2%	27.6%	15.6%	7.5%	22.0%	43.8%	31.05%	3	244,671	83.4%
10007	NY	New York	19.7%	16.1%	9.5%	5.9%	10.3%	33.0%	27.0%	15.4%	25.35%	2	242,644	76.8%
94024	CA	Los Altos	11.6%	16.4%	16.9%	19.6%	17.6%	9.4%	25.3%	36.5%	41.07%	3	220,970	83.9%
98314	WA	Bremerton	3.9%	0.4%	0.2%	0.0%	80.7%	16.7%	2.0%	0.2%	69.23%	3	218,750	25.5%
22066	VA	Great Falls	9.2%	18.2%	17.3%	18.3%	20.8%	9.1%	22.6%	35.6%	39.42%	3	218,638	80.1%
06870	CT	Old Greenw..	13.5%	18.7%	12.3%	13.2%	19.4%	12.1%	24.1%	25.5%			217,361	77.3%
92657	CA	Newport Co..	11.0%	20.0%	18.5%	19.0%	16.0%	12.7%	23.5%	37.5%	25.15%	3	215,000	72.6%
10504	NY	Armonk	9.8%	18.1%	17.6%	14.4%	24.2%	7.7%	22.8%	32.0%	43.23%	3	213,234	82.3%
10577	NY	Purchase	4.2%	8.2%	6.2%	6.4%	68.1%	4.0%	9.3%	12.6%	35.32%	3	213,173	71.8%
02468	MA	Waban	10.4%	16.2%	17.8%	19.3%	19.2%	10.0%	23.6%	37.1%			212,394	89.7%
94022	CA	Los Altos	11.1%	16.9%	14.6%	23.1%	16.1%	11.1%	23.8%	37.7%	32.52%	3	208,984	82.5%
06820	CT	Darien	13.5%	17.1%	12.2%	11.9%	24.7%	10.6%	24.7%	24.1%			208,848	81.0%
11724	NY	Cold Spring ..	11.2%	18.0%	15.3%	13.1%	21.2%	16.2%	20.4%	28.4%	40.80%	3	207,656	80.7%
06878	CT	Riverside	14.6%	19.3%	11.7%	13.0%	20.7%	12.3%	22.6%	24.7%			207,500	71.3%
76092	TX	Southlake	13.6%	21.0%	14.6%	8.8%	23.8%	9.5%	28.2%	23.4%	49.88%	3	207,127	68.8%
60022	IL	Glencoe	11.2%	17.2%	16.6%	16.8%	22.9%	7.6%	22.9%	33.4%	38.30%	3	204,118	86.6%
22039	VA	Fairfax Stat..	9.2%	16.3%	20.5%	16.2%	22.0%	9.8%	22.7%	36.7%	34.96%	3	204,063	77.2%




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**THANK YOU!**

Contact us

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-  253.627.9128
-  bbaeth@jayray.com

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## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b> October 18, 2021	<b>Subject: Resolution No. 2936</b> A Resolution of the City of Wilsonville Authorizing the City Manager to Execute an Amendment to the Construction Manager/ General Contractor (CM/GC) Agreement with Kiewit Infrastructure West Co. to procure a new ozone generation system for the Willamette River Water Treatment Plant Expansion project (Capital Improvement Project 1144)  <b>Staff Member:</b> Mike Nacrelli, Senior Civil Engineer  <b>Department:</b> Community Development	
<b>Action Required</b>	<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b> N/A	
<b>Staff Recommendation:</b> Staff recommends Council adopt the Consent Agenda.		
<b>Recommended Language for Motion:</b> I move to approve the Consent Agenda.		
<b>Project / Issue Relates To:</b>		
<input type="checkbox"/> Council Goals/Priorities:	<input checked="" type="checkbox"/> Adopted Master Plan(s): Willamette River Water Treatment Plant Master Plan Update 2017	<input type="checkbox"/> Not Applicable

### ISSUE BEFORE COUNCIL:

A City of Wilsonville Resolution approving an Amendment to the Construction Manager/ General Contractor (CM/GC) Agreement with Kiewit Infrastructure West Co. (Kiewit) in the amount of \$2,271,488.37 to procure a new ozone generation system for the Willamette River Water Treatment Plant (WRWTP) Expansion (CIP #1144) project (Project).

### Resolution No. 2936 Staff Report

**EXECUTIVE SUMMARY:**

The WRWTP is scheduled for expansion from 15 Million Gallons per Day (MGD) to 20 MGD design capacity necessary to meet projected demand as both the City of Wilsonville and the City of Sherwood continue to grow. The 2017 WRWTP Master Plan Update identifies the improvements necessary for this expansion, including replacement of the existing obsolete ozone generation system. Council adopted Resolution No. 2801 on March 16, 2020 authorizing the use of a Construction Manager/General Contractor (CMGC) alternative contracting method for construction of the Project. On August 16, 2021, Council adopted Resolution No. 2917 authorizing the award of a CM/GC contract with Kiewit for the Project.

The CM/GC contract includes preconstruction services for the Project, with provisions to negotiate a Guaranteed Maximum Price (GMP) for construction, as well as early work packages for critical equipment with long lead times. This proposed Amendment for the first early work package includes procurement of a new ozone generation system. The project design team, led by Stantec Consulting Services, has confirmed the WRWTP Master Plan assumptions and determined the existing ozone generators are experiencing operational deficiencies that are crucial to proper functionality of the WRWTP. The anticipated lead time for obtaining the replacement ozone generators is approximately one year, necessitating that the procurement process begin as soon as possible.

Staff directed Kiewit to solicit ozone generation system cost proposals from three approved vendors. Two proposals were received by the September 17, 2021 due date. Staff and the engineering consultant evaluated the submitted proposals and determined that the Suez system provides the best value to the City, at a price of \$2,271,488.37 for the package.

**EXPECTED RESULTS:**

The expanded WRWTP will provide sufficient capacity to accommodate growth in the City of Wilsonville for the next 10 years, including more seismically resilient facilities, and replacement of outdated equipment.

**TIMELINE:**

The ozone generation system is expected to be furnished by November 2022 and installed by April 2023. Final design of the remaining Project elements will likely be completed and a GMP negotiated by January 2022, with construction completed by the end of 2023.

**CURRENT YEAR BUDGET IMPACTS:**

The FY2021/22 budget includes \$25,311,900 for construction of the Water Treatment Plant 20 MGD Expansion project (CIP 1144) funded through a combination of water utility fees, water system development charges and contributions from the City of Sherwood. The proposed contract Amendment is \$2,271,488.37, within the budgeted amount. This project is anticipated in the City's five-year capital improvement plan and will carry into the next fiscal year.

**FINANCIAL REVIEW:**

Reviewed by: KAK Date: 10/07/2021

**LEGAL REVIEW:**

Reviewed by: BAJ Date: 10/12/2021

**COMMUNITY INVOLVEMENT PROCESS:**

The scope and schedule of WRWTP expansion projects were identified and adopted as part of the 2017 WRWTP Master Plan Update. Adoption of the updated master plan included significant coordination and cooperation between the partner jurisdictions, including City of Wilsonville, City of Sherwood, City of Hillsboro, Tualatin Valley Water District, and the Willamette Water Supply Program. A webpage and virtual open house were provided where the entire master plan document could be viewed, and public comment and questions submitted. Public hearings before the Wilsonville Planning Commission and City Council were held as part of approval of the 2017 WRWTP Master Plan Update adopting ordinance (Ordinance No. 815).

**POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:**

The Project will provide needed capacity expansion at the WRWTP to accommodate planned development in the cities of Wilsonville and Sherwood for the next 10 years. The Project includes opportunistic improvements to seismically improve the WRWTP and replace aging and outdated equipment while the expansion work is underway, reducing future maintenance needs, costs, and impacts to the plant.

**ALTERNATIVES:**

The Project work will include assessment of a number of design alternatives in the expansion of the WRWTP. Each alternative will be assessed on the basis of cost, design life, regulatory compliance, support of planned future expansion, equipment reliability, and a number of other considerations, resulting in a well-planned, high-quality expansion of the City's water treatment infrastructure.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Resolution No. 2936
  - A. Willamette River Water Treatment Plant Expansion CM/GC Early Work Amendment

**RESOLUTION NO. 2936**

**A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE CONSTRUCTION MANAGER/GENERAL CONTRACTOR (CM/GC) CONTRACT WITH KIEWIT INFRASTRUCTURE WEST CO. TO PROCURE A NEW OZONE GENERATION SYSTEM FOR THE WILLAMETTE RIVER WATER TREATMENT PLANT EXPANSION PROJECT (CAPITAL IMPROVEMENT PROJECT #1144).**

WHEREAS, the City has planned and budgeted for CM/GC services for Capital Improvement Project #1144, known as the Willamette River Water Treatment Plant (WRWTP) Expansion project (the Project); and

WHEREAS, City Council approved Resolution No. 2801 on March 16, 2020 authorizing the use of a CM/GC contracting method for construction of the Project; and

WHEREAS, City Council approved Resolution No. 2917 on August 16, 2021 authorizing the award of a CM/GC contract to Kiewit Infrastructure West Co. (Kiewit); and

WHEREAS, the CM/GC contract allows the execution of Early Work Packages for critical equipment with long lead times; and

WHEREAS, the existing WRWTP ozone generators are nearing the end of their useful life; and

WHEREAS, Kiewit submitted proposals on September 17, 2021 from City-approved suppliers that were subsequently evaluated, with the Suez system determined to be the best value for the City.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. The procurement process for the Project duly followed Oregon Public Contracting Rules, and Kiewit has provided a responsive and responsible proposal to furnish a new ozone generation system.
2. The City Council, acting as the Local Contract Review Board, authorizes the City Manager to enter into and execute, on behalf of the City of Wilsonville, a CM/GC Contract Amendment with Kiewit for a not-to-

exceed amount of \$2,271,488.37 for an ozone generation system, which is substantially similar to **Exhibit A** attached hereto.

3. This resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 18<sup>th</sup> day of October, 2021, and filed with the Wilsonville City Recorder this date.

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JULIE FIZGERALD, MAYOR

ATTEST:

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Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Fitzgerald  
Council President Akervall  
Councilor Lehan  
Councilor West  
Councilor Linville

EXHIBIT:

- A. Willamette River Water Treatment Plant Expansion CM/GC Early Work Amendment



## AMENDMENT NUMBER 1 TO CONTRACT NUMBER 220280

for

**City of Wilsonville CM/GC Contract (Construction Manager/General Contractor)**

Project: Willamette River Water Treatment Plant Expansion / Upgrade Project, CIP #1144

Contract 220280 (“Contract”) was made and entered by and between **Kiewit Infrastructure West Co.**, a Delaware corporation (the “CM/GC”), and the **City of Wilsonville**, a municipal corporation of the State of Oregon (the “City”), with an effective date of September 13, 2021.

This Amendment Number 1 is effective the \_\_\_\_ day of \_\_\_\_\_ 2021, and amends the Contract as follows:

I. Section 3.1.6 is modified to add the following:

1. Early Procurement Item #1 – Ozone Generator Procurement. The CM/GC has obtained a proposal for Ozone Generator Procurement (Early Procurement Item #1) from Suez Treatment Solutions, dated September 17, 2021, which is acceptable to the City and the Engineer. Early Procurement Item #1 shall include CM/GC services to complete, submit, and address the requisite submittals and requests for information. The scope of work and schedule requirements are described in the exhibits listed below, in order of precedence. The CM/GC shall expedite the delivery of this Early Equipment, with an expedited delivery date reasonably anticipated to occur on or before November 9, 2022. If a different anticipated delivery date is given by the Early Equipment supplier when ordered, or any time thereafter, the CM/GC shall promptly notify Engineer and Owner of the later delivery date, understanding timely delivery is critical to the Project schedule. Exhibits 10 and 11 are incorporated by reference herein, and not attached due to size.
  - Exhibit 9 – Correspondence During Bidding, consisting of 4 pages, attached hereto as **Exhibit A**.
  - Exhibit 10 – Willamette River Water Treatment Plant Expansion, WRWTP Ozone Generator Procurement Specifications (1,711 pages) and Drawings (49 pages), dated August 23, 2021, Prepared for City of Wilsonville, Prepared by Stantec Consulting Services, Inc.
  - Exhibit 11 – Proposal for Ozone Generator Procurement from Suez Treatment Solutions, dated September 17, 2021, and follow-up clarifying correspondence consisting of 72 pages. Provide Options 3, 4, 6, and 7. Owner reserves the right to contract directly with Suez for Options 1 and 5. Option 2 is rejected.
2. Early Procurement Item #1 – Compensation. The CM/GC shall be compensated based on the payment milestones listed in the “Terms of Payment” in Exhibit 11, page 21 of 22, plus payment due to the CM/GC per the Early Procurement Item #1 Price Table. Costs for installation of the Early Procurement Item #1 are excluded

from this Amendment Number 1, and the CM/GC shall include the installation price in its future Guaranteed Maximum Price (GMP) amendment.

3. Early Procurement Item #1 – Price Table (does not include installation).

Item	Rate	Procurement Amount
Ozone Procurement Pricing (Items A-Q)		\$1,959,800.00
Optional Equipment Pricing (Options 3, 4, 6, 7)		\$43,750.00
<b>Subtotal</b>		<b>\$2,003,550.00</b>
Performance and Payment Bond	0.60%	\$12,021.30
General Liability Insurance Rate	0.15%	\$3,005.33
Builders Risk Insurance Rate	0.59%	\$11,820.95
<b>Subtotal</b>		<b>\$2,030,397.58</b>
Lump Sum GC	3%	\$60,911.93
<b>Subtotal</b>		<b>\$2,091,309.51</b>
CM/GC Fee	8%	\$167,304.76
<b>Subtotal</b>		<b>\$2,258,614.27</b>
GRT	0.57%	\$12,874.10
<b>Firm Lump Sum Cost</b>		<b>\$2,271,488.37</b>

4. Early Procurement Item #1 – Insurance.

- Provide property insurance coverage in the amount of the purchase price, including all shipping and handling, acceptable to the City for Early Equipment during manufacture, shipping, and onsite storage prior to the City having beneficial use of the Early Equipment.
  - Include property insurance coverage naming the City of Wilsonville as Additional Insured and Loss Payee, and waiving all rights of subrogation, in an amount equal or greater than the value of the full actual Early Equipment cost.
- Until final acceptance of the Early Equipment for beneficial use by the City, the CM/GC bears all risk of loss or damage to the Early Equipment.
- All other insurance requirements of the Contract, including, but not limited to, general liability, pollution, and builders risk, shall apply to this Amendment Number 1 and the Early Equipment purchase, storage, installation, and operation.

5. Early Procurement Warranty. Warranty for Early Equipment is as provided in Exhibit 10, Section 46-31-50, pages 13-14, Subsection 1.9 Warranty, except that the warranty language shall be corrected to read that the Warranty Period is for a

minimum period of five (5) years from the date of Final Completion (deleting Substantial Completion).

II. Except as provided in this Amendment Number 1, all other terms and conditions of the Contract remain unchanged and in full force and effect.

III. This Contract Amendment may be signed in two or more counterparts, each of which shall be deemed an original and, when taken together, shall constitute one and the same Contract Amendment. Further, each party signing this Amendment Number 1 on behalf of a party warrants that he/she has full authority to enter into this Amendment Number 1 on behalf of his/her respective party.

IV. The parties agree the City and the CM/GC may execute this Amendment Number 1 by electronic means, including the use of electronic signatures.

**CM/GC:**

**OWNER:**

KIEWIT INFRASTRUCTURE WEST CO.

CITY OF WILSONVILLE

By: \_\_\_\_\_

By: \_\_\_\_\_

Eric M. Scott

Bryan Cosgrove

As Its: Senior Vice President

As Its: City Manager

Employer ID No. 47-0647803

APPROVED AS TO FORM:

\_\_\_\_\_  
Barbara A. Jacobson, City Attorney  
City of Wilsonville, Oregon

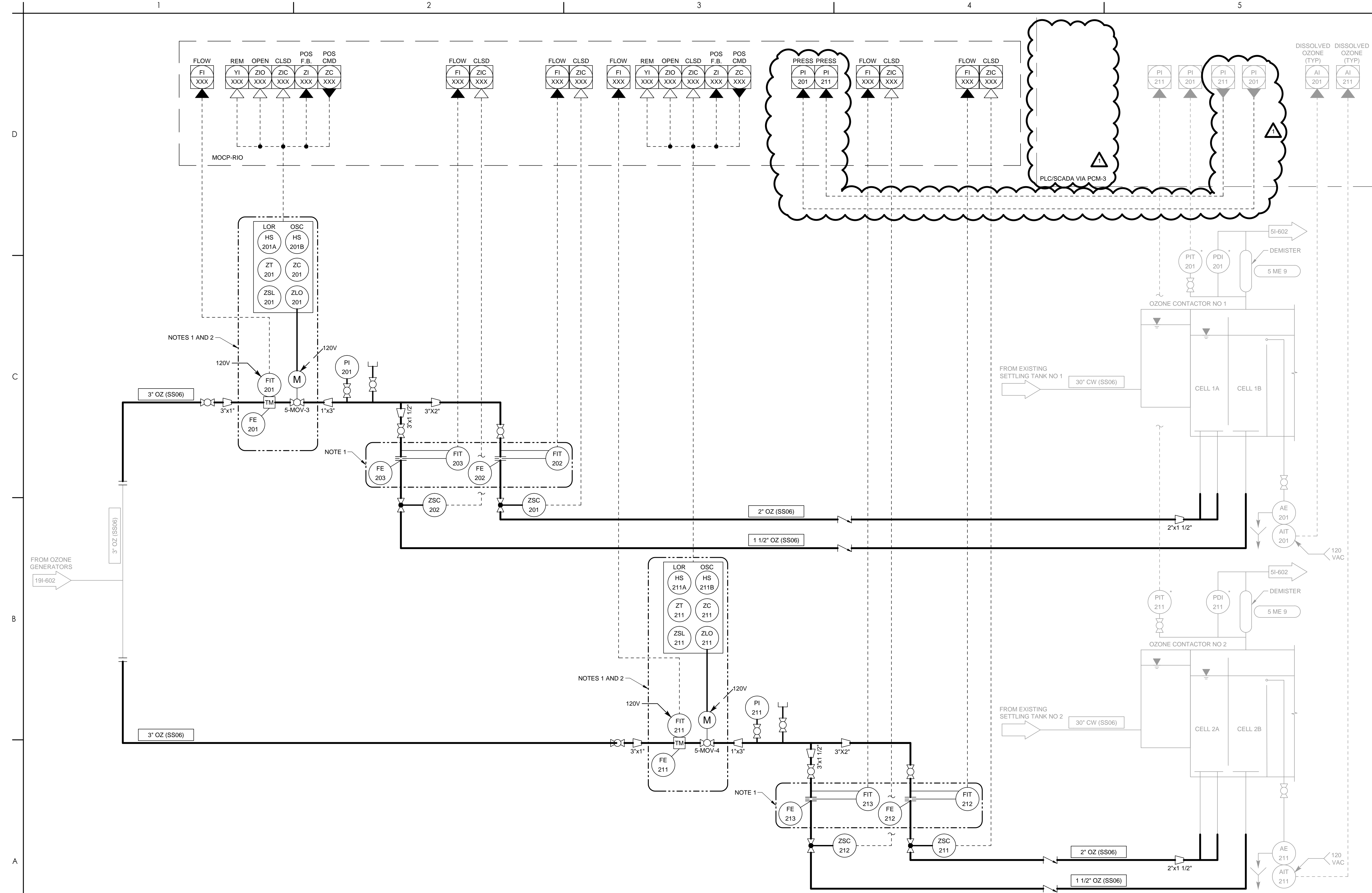


**Client:** City of Wilsonville  
**Project:** Willamette River WTP Expansion  
**Document:** 60% Design Documents

**INSTRUCTIONS:** Critical issues (X) may have a significant impact on rework, schedule, cost or risk and require immediate resolution. All comments need to be back-checked and approved by the reviewers.

Comments								
Cmnt #	Critical Issue	Reviewer			Originator			Back-Checked & Approved
		Reviewer	Reference Dwg, Spec, Page, Sec, Det, etc	Review Comments / Questions	Resolution / Response	Resolution		
						Date	Name	
<b>Preliminary Design Review</b>								
1		William Negod - Suez Treatment Solutions Inc.		The panel PCM2A; which PLC in the entire system do the I/Os belong to? In other words, which PLC is this RIO's owner?	PCM2A is a new remote IO panel that is owned by the existing plant PLC. The purpose of this panel is to provide hardwired control and status signals between the MOCP and plant PLC. PCM2A is to be provided by PCSS (process control system supplier) not OSS (ozone system supplier). See I-009 network	9/13/2021	CS/ASK	
2		William Negod - Suez Treatment Solutions Inc.		The panel PCM2A; why are there hardwired I/Os pertaining to not only status of the ozone generators, but also commands to RUN (start/stop) the generators, as well as what seems to be analog set points to the generators such as "flow", "concentration", "does demand" and "plant flow". a. Why are these hardwired? b. Would it not be better to transfer over a communication link? c. Why would the generators require information like "plant flow" and "dose demand" and "flow demand"? d. The "O3 concentration" and "O3 (O2) Flow" are shown on the P&ID as wired to the respective generator's local PLC. i. Why are they shown wired directly from the instruments to the PCM2A?	The hardwired signals between PCM2A and MOCP are the critical control and status information necessary to operate the ozone system and coordinate with the plant PLC control. These are hardwired because there is no guarantee that the selected OSS control system will utilize a PLC that can exchange data natively with the plant PLC. It is assumed that the MOCP will need to know specific plant information like plant water flow, ozone dose setpoint and ozone concentration setpoint. The ozone concentration and dose are values that need to be available in the MOCP PLC so they are to be hardwired from PCM2A is an existing control panel that is a remote IO drop owned by the existing plant PLC. See I-009 network drawing.	9/13/2021	CS/ASK	
3		William Negod - Suez Treatment Solutions Inc.		The panel PCM2; which PLC in the entire system do the I/Os belong to? In other words, which PLC is this RIO's owner?		9/13/2021	CS/ASK	

4		<b>William Negod - Suez Treatment Solutions Inc.</b>		There does not seem to be any P&ID's of the LOX, VAPORIZERS and GOX HEADER systems. We are specifically looking for the main GOX PRV's and other I/O for the LOX/GOX system. Please provide.	The P&ID for these systems is provided on Drawing 5I-1 in Attachment B of the Ozone Procurement Specifications. Page 1707 of 1711.	9/13/2021	CS/ASK	
5		<b>William Negod - Suez Treatment Solutions Inc.</b>		The P&IDs are showing only two (2) instruments, both providing analog information to PCM3. a. Please confirm that these are truly the only instruments and signals associated to the contactors.	As shown on Drawings 5I-601 and 5I-602, there are more than two instruments with analog signals being sent through PCM-3. There are several existing analyzers (dissolved ozone in contact chambers) and instruments that are wired to PCM3.	9/13/2021	CS/ASK	
6		<b>William Negod - Suez Treatment Solutions Inc.</b>		The panel PCM3; which PLC in the entire system do the I/Os belong to? In other words, which PLC is this RIO's owner?	PCM3 is an existing panel that is remote IO belonging to the existing plant PLC. Some existing analog instrumentation is shown on the P&IDs that are wired to PCM3. All other IO associated with ozone contacting is wired to a new remote IO drop (MOCP-RIO) that is located in the same physical area as PCM3. MOCP-RIO is a new panel to be provided by the OSS and linked to the MOCP via existing plant fiber optic cable through existing PCM3 and existing PCM2 (See Control Network Diagram-1 on I-009). Please see revised Drawings 5I-601 and 5I-602.	9/13/2021	CS/ASK	
7		<b>William Negod - Suez Treatment Solutions Inc.</b>		Please provide, if not already provided, a complete list of I/Os associated with PCM3, in the form of electrical diagrams if available. Other formats are acceptable.	The pressure indicating transmitters (PIT-201 and PIT-211) have been hard wired to the new MOCP RIO panel. See revised Drawings 5I-601. It is our understanding that there aren't any other existing signals that would be needed for the new ozone system. It is our understanding that the PITs on the contactor basins will be tied to the control of the ozone	9/13/2021	CS/ASK	



**GENERAL SHEET NOTES**

1. VALVES, ACTUATORS, INSTRUMENTS, CONTROLS, AND OTHER ITEMS NOTED SHALL BE FURNISHED BY THE OZONE SYSTEM SUPPLIER (OSS) AND INSTALLED BY THE CONTRACTOR.
2. FLOW METER AND FLOW CONTROL VALVE SHALL BE SIZED BY OSS, SIZES SHOWN ARE REPRESENTATIVE ONLY. OSS SHALL COORDINATE SIZING WITH GENERAL CONTRACTOR.
3. EXISTING RESIDUAL OZONE ANALYZERS ARE NOT SHOWN ON THIS DRAWING. REFER TO EXISTING DOCUMENTATION PROVIDED IN SECTION 463150 APPENDIX A.

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 Portland, Oregon 97204-3128  
 Tel: +1.503.226.7377  
 www.stantec.com

**FOR** Consultants  
**CDM Smith**  
 PORTLAND

NO.	DATE	BY	APP'D	REVISION
0	2021.08.13	APP	MM/DD	ISSUED
1	2021.08.13	APP	MM/DD	REVISION

Permit/Seal  
**ORIGINAL SEALED**

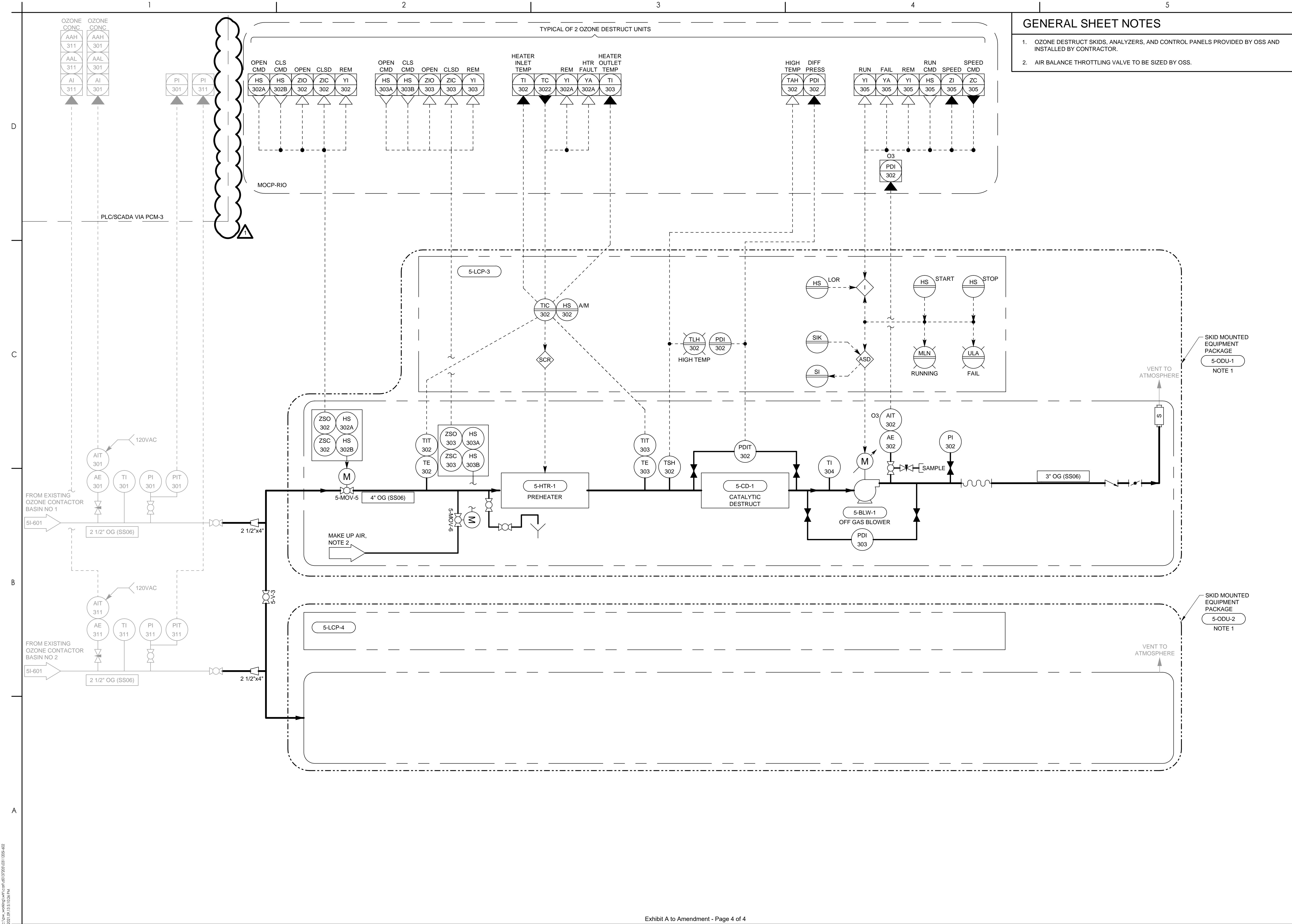
Client/Project  
 City of Wilsonville  
 Willamette River Water  
 Treatment Plant  
 Expansion Project  
 Wilsonville, Oregon

Project No.: 2002003112  
 File Name: 03112051-601  
 Scale: NO SCALE

WKT ASK MDR 2021.07.16  
 Dwn. Dgr. Chkd. YYYY.MM.DD

Title  
 OZONE CONTACTORS  
 FEED GAS SYSTEM P&ID  
 Revision:  
 Drawing No.  
**51-601**

C:\pwworkspace\191-602\191-602.rvt  
 2021/08/13 6:22:31 PM



**GENERAL SHEET NOTES**

- OZONE DESTRUCT SKIDS, ANALYZERS, AND CONTROL PANELS PROVIDED BY OSS AND INSTALLED BY CONTRACTOR.
- AIR BALANCE THROTTLING VALVE TO BE SIZED BY OSS.

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**FOR** Consultants  
**CDM Smith**  
**PORTLAND**

NO.	DATE	BY	CHKD	APP'D	REVISION
1	2021.08.13	APP	CHK	APP	ISSUED FOR PERMIT

NO.	DATE	BY	CHKD	APP'D	REVISION
1	2021.08.13	APP	CHK	APP	ISSUED FOR PERMIT

Permit/Seal  
**ORIGINAL SEALED**

SKID MOUNTED EQUIPMENT PACKAGE  
 5-ODU-2  
 NOTE 1

Client/Project  
 City of Wilsonville  
 Willamette River Water Treatment Plant Expansion Project  
 Wilsonville, Oregon

Project No.: 2002003112  
 File Name: 03112051-402  
 Scale: NO SCALE

WKT ASK MDR 2021.07.16  
 Dwn. Dgln. Chkd. YYYY.MM.DD

Title  
 OZONE CONTACTORS DESTRUCT SYSTEM P&ID

Revision:  
 Drawing No.  
**51-602**

**CITY OF WILSONVILLE  
CITY COUNCIL MEETING MINUTES**

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A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, October 4, 2021. Mayor Fitzgerald called the meeting to order at 7:10 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

- Mayor Fitzgerald
- Council President Akervall
- Councilor Lehan
- Councilor West
- Councilor Linville

Staff present included:

- Bryan Cosgrove, City Manager
- Barbara Jacobson, City Attorney
- Kimberly Veliz, City Recorder
- Mark Ottenad, Public/Government Affairs Director
- Zoe Mombert, Assistant to the City Manager
- Cindy Luxhoj, Associate Planner
- Philip Bradford, Associate Planner
- Dan Pauly, Planning Manager
- Kimberly Rybold, Senior Planner

Motion to approve the order of the agenda.

**Motion:** Councilor Akervall moved to approve the order of the agenda. Councilor Lehan seconded the motion.

**Vote:** Motion carried 5-0.

**SUMMARY OF VOTES**

Mayor Fitzgerald	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

**MAYOR’S BUSINESS**

A. Upcoming Meetings

Mayor Fitzgerald reported on the meetings and events she recently attended which included:

Greater Portland Inc. (GPI) Economic Summit

- Held as a hybrid event on September 30, 2021.
- The Mayor recalled participants were masked and had their vaccination cards verified.



**CITY OF WILSONVILLE**  
**CITY COUNCIL MEETING MINUTES**

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- The name of the event was “Champions of Transformation” and featured a number of speakers, including:
  - Monique Claiborne, the newly named President & CEO of GPI.
  - Kofi Bonner, CEO of investment firm Bedrock who has done many public private partnerships including philanthropy.
  - The event’s featured executive was Emily Leproust, CEO of Twist Bioscience based out of San Francisco.

Dr. Leproust spoke about some of the excellent development work by GPI and the decision for Twist Bioscience to locate in Wilsonville. Twist Bioscience’s \$70 million capital expansion in Wilsonville. The City’s innovative Wilsonville Invest Now Tax Increment Finance program is to bring 200 new high-wage jobs to the community.

- The Mayor was thankful for the invitation to the summit given by Maria Pope, CEO of PGE.

Retirement Party for Library Director Pat Duke

- Pat Duke worked 25 years for the City.
- As Library Director, he brought a real emphasis on high-quality customer service and developing children’s literacy, especially with the Dolly Parton Imagination Library Program that provides a free book each month to children from birth to age five.
- Pat Duke led Library staff to develop public programs for different audiences that celebrate culture and literacy.
- Some of these programs include the Great Book Discussion groups, Book Notes concerts, Baby and Toddler Time, Family Storytime, Genealogy Club, Art Wall displays, Curiosity Café, First Friday Films, K thru 2 Book Adventures, and Lego Night. Of course, the pandemic had interrupted programs and led to more online presentations.
- Pat Duke worked with cities and libraries across the county to form the Library District of Clackamas County in 2008 that helps to fund library services to the public.
- Each library, including the Wilsonville Public Library, receives about \$1 million every 10 years for library renovations. It was recalled that the City undertook a \$1.3 million renovation at the Library with use of Library District funds.
- The Mayor wished Pat Duke well in his retirement and thanked him for all he has done.

Clackamas County Coordinating Committee (C4) Annual Retreat

- Held virtually the prior Friday and Saturday.
- Councilor Linville and the Mayor represented the City in discussions of various transit issues, including improving cross-regional inter-city routes.
- SMART Transit Director Dwight Brashear helped to lead presentations by public transit operators in Clackamas County, with SMART’s new bus on shoulder service featured prominently.
- One of the more salient issues raised was the need for better coordination and collaboration by TriMet with the smaller transit operators to improve transit services.

**CITY OF WILSONVILLE**  
**CITY COUNCIL MEETING MINUTES**

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- Therefore, the City continues to press Metro for SMART to have a seat at the Joint Policy Committee on Transportation (JPACT) that makes regional policy and funding decisions of federal transportation funds.
- Only when all of the Portland metro-area Federal Transit Administration urban-area transit providers have an equitable seat at the table will the City be able to make headway with TriMet to improve regional transit service.

**Upcoming Meetings**

The Mayor reported on the following upcoming meetings:

City Council Meeting

- The next City Council meeting is Monday, October 18, 2021.

Next Oregon Aviation Board Planning Session and Meeting

- The Mayor reported she would attend the meeting and anticipated participation from members of the public; with some members of City Council would be listening in on these meetings via Zoom.
- It was recalled the master planning process City Council had been talking about for years has not yet started. However, it was supposed to start at the end of the year. When it does start, it is intended to include citizen representation and representatives of the communities surrounding the airport.
- That new master plan process is intended to determine if a larger airport with more and larger jets and longer runway makes sense and is needed
- Given that the master planning process has not begun, the Mayor was surprised to read in a document published for the upcoming Aviation Board Planning Session called “Aurora State Airport Review” that the Aviation Department plans a \$32 million expansion of the Aurora State Airport starting in Fiscal Year 2024, including a major runway extension.
- The Mayor hopes this report is only the hope of the state agency, and not a predetermined outcome because the master planning process has not yet started. The official master planning process has received \$1 million in Federal Funds for the planning process.
- The Mayor reminded people are going to put in a lot of time into this process. Therefore, she wants to make sure that good representation of the communities, citizens are involved in the process, and that their time is put to good use.
- The Mayor hopes the master planning process it is not a predetermined outcome as it sounds like in that report. She further hopes it is a vision because a predetermined outcome would probably end up with the exact same situation that preceded this controversial 2011 Aurora State Airport Master Plan. Which is the one that the Oregon Court of Appeals recently found violated state land use and public process laws.
- The data and facts ascertained in a formal public process oriented master planning process including input from local area communities and residents should matter. The City Council will diligently continue advocating for and representing the interests of all of the citizens of Wilsonville.

**CITY OF WILSONVILLE  
CITY COUNCIL MEETING MINUTES**

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October is “Long-Term Residents Month”

- This national month of recognition celebrates the federal Nursing Home Reform Act of 1987. It guarantees residents who live in long-term care facilities their individual rights, in order to promote and maintain their dignity and autonomy.
- In Wilsonville, there are a lot of older senior age populations and in addition to the largely retired residents of the Charbonneau District, Wilsonville hosts 6 assisted living and residential care facilities.
- As a City that seeks to improve the health and well-being of residents, the Parks and Recreation Department operates an active program of senior activities and fitness at the Community Center. Highlighted on the City’s website and in recent publication of activities offered for people of older ages in the community. All the assisted living and residential care facilities in Wilsonville facilitate their residents’ ability to participate in programs at the Community Center.
- The Mayor noted in Wilsonville many of the volunteers who serve on nonprofit boards around the City in different functions and those that volunteer on City committees are often retirees. The Mayor stated, the City is blessed to have a significant cohort of retirees who volunteer their skills and time to making Wilsonville a better place to live, work and recreate.

**COMMUNICATIONS**

- A. None.

**CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS**

This is an opportunity for visitors to address the City Council on items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight’s meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

There was no public input.

**COUNCILOR COMMENTS**

- A. Council President Akervall

Announced she was happy to attend the retirement party for Pat Duke whom was the director of the Library for many years. She appreciated the fantastic work done at the Library under Pat’s leadership.

Councilor Akervall also attended a webinar on Middle Housing that was moderated by Miranda Bateschell, Planning Director. During the webinar, a number of different projects from areas across the state were presented. In addition, there was discussion from leaders in the industry about their contributions to create viable projects as well as some of the challenges that exist.

Reminded everyone of the Harvest Festival scheduled at Murase Park on October 16, 2021

**CITY OF WILSONVILLE**  
**CITY COUNCIL MEETING MINUTES**

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B. Councilor Lehan

Reported due to a death in her family she was unable to attend Pat Duke's retirement. Councilor Lehan then expressed admiration for Pat Duke's many years of work at the Library and the many accolades he brought to library programming.

Councilor Lehan then showed the audience a compost bucket. She explained the City is giving away free compost buckets to Wilsonville residents with a limit of one per household. Those interested in receiving a compost bucket should read the latest Boones Ferry Messenger for details of the giveaway program.

It was mentioned that another event listed in Boones Ferry Messenger was Bulky Waste Day. Councilor Lehan reminded Bulky Waste Day is free and is held on October 23, 2021 at Republic Services on Ridder Road. The audience was encouraged to read the rules for the event because of the pandemic a mask must be worn and participants must be able to offload their own items. Councilor Lehan reminded that at the event donations of toiletries were being accepted for Wilsonville Community Sharing.

C. Councilor West

Echoed the kind words towards Pat Duke and added that he is one of the kindest, sweetest, compassionate, and nicest persons. Councilor West shared he was unable to attend the retirement due to a scheduling conflict. Councilor West thanked Pat Duke for his service to the Wilsonville community and wished him the best.

Councilor West explained he was unable to attend the Wilsonville-Metro Community Enhancement Committee meeting due to a scheduling conflict with work.

He attended the Development Review Board meeting where the topic of the Piazza was discussed.

In closing, Councilor West encouraged everybody take advantage of the Bulky Waste Day.

D. Councilor Linville

Ms. Linville reported the subcommittee for the Willamette Falls Locks Commission met and identified a list of potential candidates to serve on the Willamette Falls Locks Authority. The subcommittee is in the process of checking with the potential candidates to ensure they are willing to have their names submitted for nomination. Councilor Linville informed the Willamette Falls Locks Commission would meet on October 27, 2021 to make a final decision about the 11 member Willamette Falls Locks Authority recommendations. The final recommendations would be forwarded to the Governor whom would make the final decision on appointees by the end of the year.

**CITY OF WILSONVILLE  
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Councilor Linville reminded the audience of Indigenous Peoples' Day. She recalled how the day is often confused with Columbus Day, which was not a positive day for the indigenous peoples in the United States. Ms. Linville recalled the importance of supporting and recognizing indigenous people.

Next, Councilor Linville shared some items in her emergency preparedness kit. Items included solar power pack, hand charged radio/flashlight, solar USB port chargeable, lanterns and light bulbs.

Lastly, Councilor Linville congratulated Pat Duke on his retirement.

**CONSENT AGENDA**

Ms. Jacobson read the titles of the Consent Agenda items into the record.

**A. Resolution No. 2914**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With The Leo Company, LLC, For Government Relations And Emergency Preparedness Training Consulting Services.

**B. Resolution No. 2925**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With R.C. Contracting, LLC To Construct The Municipal Parking Lots Slurry Seal Project.

**C. Minutes of the September 20, 2021 City Council meeting.**

**Motion:** Councilor Lehan moved to approve the Consent Agenda as read. Councilor Linville seconded the motion.

**Vote:** Motion carried 5-0.

**SUMMARY OF VOTES**

Mayor Fitzgerald	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

**NEW BUSINESS**

A. None.

**CONTINUING BUSINESS**

A. None.

**CITY OF WILSONVILLE  
CITY COUNCIL MEETING MINUTES**

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**PUBLIC HEARING**

A. **Ordinance No. 850** – *1<sup>st</sup> Reading (Legislative Hearing)*

An Ordinance Of The City Of Wilsonville Adopting The Wilsonville Town Center Streetscape Plan As An Appendix To The Wilsonville Town Center Plan, A Sub-Element Of The Comprehensive Plan.

Ms. Jacobson read the title of Ordinance No. 850 into the record on first reading.

Mayor Fitzgerald provided the public hearing format and opened the public hearing at 7:41 p.m.

Philip Bradford, Associate Planner along with Ben Weber, Consultant SERA Design provided the staff report and PowerPoint, both of which has been made a part of the record.

Council then asked clarifying question of staff and provided comment.

Mayor Fitzgerald invited additional speakers, seeing none she closed the public hearing at 8:11 p.m.

**Motion:** Councilor Akervall moved to approve Ordinance No. 850 on first reading. Councilor Lehan seconded the motion.

Council discussion ensued.

**Vote:** Motion carried 5-0.

**SUMMARY OF VOTES**

Mayor Fitzgerald	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

B. **Ordinance No. 851** – *1<sup>st</sup> Reading (Legislative Hearing)*

An Ordinance Of The City Of Wilsonville Amending The Text Of The Wilsonville Comprehensive Plan, Text Of The Development Code, The Frog Pond West Master Plan, And The Villebois Village Master Plan; Adopting A Legislative Zone Map Amendment To Rezone Residential Properties In The Old Town Neighborhood To The Newly Established Old Town Residential Zone; And Declaring Development In Planned Development Residential Zones As Legal Non-Conforming To Increase The Allowance Of Middle Housing In Wilsonville.

Ms. Jacobson read the title of Ordinance No. 851 into the record on first reading.

Mayor Fitzgerald provided the public hearing format and opened the public hearing at 8:19 p.m.

**CITY OF WILSONVILLE**  
**CITY COUNCIL MEETING MINUTES**

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Staff requested that the City Attorney reread the title of Ordinance No. 851 to ensure the correct title was read as the ordinance title had been updated.

Ms. Jacobson read the updated title of Ordinance No. 851 into the record on first reading.

Dan Pauly, Planning Manager then provided the staff report and PowerPoint, both of which had been made a part of the record.

Kate Rogers joined Mr. Pauly; Consultant of APG joined to respond to Council's clarifying questions.

Following the presentation staff explained, they respectively disagree with Home Builders Association point about the new language. Staff noted the reason for the disagreement is the new language essentially closes potential loopholes around middle housing land divisions. Staff then proceeded to provide examples. It was mentioned that the consultants share the same interpretation as staff.

Council asked clarifying questions of staff.

Mayor Fitzgerald then invited public testimony.

Roseann Johnson, Assistant Director of Government Affairs at Home Builders Association of Metro Portland provided public testimony. Ms. Johnson explained the Home Builders Association has a couple concerns about the proposed code amendments. However, by in large the Home Builders Association supports the tremendous list. Ms. Johnson appreciated that accessory dwelling units (ADUs) can go through the middle housing land division. However, she stated that cluster housing as being defined is by all intents and purposes if it functions, as middle housing calling it a different name does not change its function. Therefore, it should be required to proceed through a middle housing expedited land division. She further stated it would be a nightmare for the financial community to be able to discern the difference between these resulting lots of parcels in the middle housing land division.

Councilor Linville asked Mr. Pauly to respond to the concerns Ms. Johnson had regarding the financing component.

Mr. Pauly stated staff does not truly know if there would be an issue. He explained the City of Wilsonville is clear in definitions.

The Mayor asked for additional speakers, seeing none she closed the public hearing at 9:05 p.m.

**Motion:** Councilor Linville moved of approval of Ordinance No. 851 on first reading. Councilor Lehan seconded the motion.

Councilor West shared he was on the fence with this item. He wanted to support the work of the City however; he noted concern for the naming used because property designations/types matter when purchasing housing.

**CITY OF WILSONVILLE  
CITY COUNCIL MEETING MINUTES**

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Councilor Lehan added that the City of Wilsonville has some of the most competent planning staff you would ever find in a city of this size. Moreover, staff and the Planning Commission have worked on this recommendation for more than a year. Ms. Lehan announced her faith in both City staff and Planning Commissioners.

Councilor Linville reminded that the City already has a code and legislation is allowing jurisdictions to take the requirements and make it fit with the City’s code. Therefore, the City has an obligation to make sure the language is consistent with its code. She too mentioned her faith in staff and Planning Commissioners.

The Mayor agreed with comments made by Councilor Linville and Councilor Lehan and acknowledged Councilor West's comments.

**Motion Clarified:** Councilor Linville moved to adopt Ordinance No. 851 on first reading. Councilor Lehan seconded the motion.

**Withdrawal of Motion:** Councilor Linville moved to withdraw the motion and restate. Councilor West seconded the motion.

**Vote:** Motion carried 5-0.

**SUMMARY OF VOTES**

Mayor Fitzgerald	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

City Attorney Jacobson informed Council of their options to restate the motion. She explained Council could clarify the motion to state that it includes the changes Mr. Pauly indicated on the slide that he showed. Another option was at second reading Ordinance No. 851 can come back with a markup of all of the changes that need to be made in case there is any additional.

The below is the miscellaneous language clean ups displayed in the PowerPoint by Mr. Pauly:

- Remove “fee schedule” from Ordinance title
- October 1 memo
  - Typographical edits
  - Clarifying edits
- Clarifying edits not yet mentioned
  - Number of design elements
  - Window coverage reduction
  - Density exemptions
  - Frog Pond West small lot attached req.



**CITY OF WILSONVILLE  
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**Restated Motion:** Councilor Linville moved to adopt Ordinance No. 851 on first reading with the recommendations that had been read into the record by Mr. Pauly. Councilor Lehan seconded the motion.

**Vote:** Motion carried 5-0.

SUMMARY OF VOTES

Mayor Fitzgerald	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

C. **Ordinance No. 852** – *1<sup>st</sup> Reading (Quasi-Judicial Hearing)*

An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From Public Facility (PF) Zone To The Village (V) Zone On Approximately 1.40 Acres In The Villebois Village Center, Adjacent To The Piazza At Villebois To The Northeast And Northwest; The Land Is More Particularly Described As Tax Lot 2800 And Adjacent Right-Of-Way, Section 15AC, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Costa Pacific Communities, Applicant.

Ms. Jacobson read the title of Ordinance No. 852 into the record on first reading.

Mayor Fitzgerald provided the public hearing format and opened the public hearing at 9:20 p.m.

No Councilor declared a conflict of interest, bias, or conclusion from information gained outside the hearing. No member of the audience challenged any of the Councilor’s participation.

Cindy Luxhoj, Associate Planner with the assistance of Dan Pauly, Planning Manager provided the staff report and PowerPoint, both of which has been made a part of the record.

Staff confirmed the action City Council was taking on Ordinance No. 852 was strictly on zoning and not on the component portions of the project or anything related to the specification or standards that are being applied to the project application.

City Attorney Jacobson reported explained Ordinance No. 852 is a change to the zoning and not an approval in any way shape or form of the plan, which is scheduled to be go back to the Development Review Board at their next meeting. Ms. Jacobson recalled she had asked the question about the up zoning on and the impact of taxes and was told it would be negligible. Furthermore, she understood the applicant wanted to go forward with the zone change now even though the Development Review Board has not approved the plan.

Mayor Fitzgerald invited public testimony.

Garret Prior, Wilsonville resident, spoke in support of Ordinance No. 852.

**CITY OF WILSONVILLE  
CITY COUNCIL MEETING MINUTES**

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Michele Sandlin, Wilsonville resident asked a clarifying question of staff.

Staff responded that the zone map amendment applies to only the two sites that are part of lot 76. The other two parcels where Buildings B and C, and parking are proposed to be located are already zoned Village. The only parts of the applications that are being considered by Development Review Board, that are contingent on City Council approval of the zone map amendment are for the PDP the FDP and the tree plan for lot 76. Therefore, in terms of what is actually being built from the ground would still be subject to further Development Review Board review at the October 25, 2021 meeting.

Stacy Connery, with Pacific Community Design whom was representing the applicant Rudy Kadlub of Costa Pacific Communities, spoke in support of Ordinance No. 852.

Seeing no further public testimony the Mayor closed the public hearing at 9:39 p.m.

**Motion:** Councilor Lehan moved to adopt Ordinance No. 852 on first reading. Councilor West seconded the motion.

Councilor Lehan thought it was appropriate she make the motion because on her first City Council meeting in 1991 is when this property was annexed into Wilsonville. Councilor Lehan recalled she was on Council from 1995 to 1997 when the Dammasch State Hospital closed and the City spent two or three years fighting for the location of the of the Coffee Creek Correctional Facility, in order to have Villebois. Councilor Lehan commented the process of developing Villebois had taken over twenty years. However, this was the final piece to bring it into City of Wilsonville.

**Vote:** Motion carried 5-0.

**SUMMARY OF VOTES**

Mayor Fitzgerald	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

**CITY MANAGER’S BUSINESS**

No Report.

**LEGAL BUSINESS**

No Report.

The Mayor mentioned for the record Council had been efficient with their time in the Work Session with an extra 30 minutes prior to the Council meeting. Therefore, Council held the Executive Session earlier.

**CITY OF WILSONVILLE  
CITY COUNCIL MEETING MINUTES**

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**ADJOURN**

Mayor Fitzgerald adjourned the meeting at 9:43 p.m.

Respectfully submitted,

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Kimberly Veliz, City Recorder

ATTEST:

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Julie Fitzgerald, Mayor



## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b> October 18, 2021	<b>Subject: Resolution No. 2928</b> Middle Housing in Wilsonville Project-Fee Schedule Update Removal of Duplicate Fees and Other Clarification Regarding Wireless Communication Facility Fees  <b>Staff Member:</b> Daniel Pauly, Planning Manager  <b>Department:</b> Community Development	
<b>Action Required</b>	<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input checked="" type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable  <b>Comments:</b> The Planning Commission did not review the fee schedule update, which is typical.	
<b>Staff Recommendation:</b> Staff recommends Council adopt Resolution No. 2928.		
<b>Recommended Language for Motion:</b> I move to approve Resolution No. 2928 to update the Planning Division fee schedule.		
<b>Project / Issue Relates To:</b>		
<input type="checkbox"/> Council Goals/Priorities:	<input type="checkbox"/> Adopted Master Plan(s):	<input checked="" type="checkbox"/> Not Applicable

### ISSUE BEFORE CITY COUNCIL:

Consider adoption of necessary updates to the Planning Division fee schedule related to the new middle housing land division process adopted as part of the Middle Housing in Wilsonville Project with Ordinance No. 851. In addition, consider removal of duplicative fees and addition of clarifying language in the recently adopted wireless communication facility fees.

**EXECUTIVE SUMMARY:**

The Development Code updates adopted with Ordinance No. 851 include a new planning permit type called Middle Housing Land Divisions to help facilitate individual ownership of middle housing and be consistent with Senate Bill 458 adopted by the 2021 Oregon legislature. The Planning Division’s fee schedule, consequently, needs to be updated to establish the appropriate permit fees for the new permit type. This resolution assigns the appropriate fees.

The Planning Division determined the appropriate fees for Middle Housing Land Divisions by determining which existing processes are most similar and setting the fee to be the same as the similar processes. As with all land division permit types, fees are needed both for tentative plat review as well as final plat review. The tentative plat review process for Middle Housing Land Divisions vary depending on whether the review requires expedited review under new State law adopted through Senate Bill 458.

Tentative plat review for Middle Housing Land Divisions requiring expedited review will have the same fee as the current fee listed for "Expedited Land Division Under ORS 197." The fee is currently \$1,228 plus \$22 per lot.

Tentative plat review for Middle Housing Land Divisions not requiring expedited review will have the the same fee as the current fee listed for "Tentative Plat Review of Partitions" which varies depending on whether reviewed administratively or by the Development Review Board (DRB). The fee is currently \$1,088 for administrative review and \$2,283 for DRB review.

Final plat review for all Middle Housing Land Divisions will have the same fee as the current fee listed for Final Plat Review for a partition. The fee is currently \$1,244.

While preparing the fee resolution for Middle Housing Land Divisions staff became aware of duplicative fees and unclear descriptions in the wireless communication facility fees adopted by Resolution No. 2905 on June 21, 2021. Staff recommends the duplicative fees be removed and descriptive language be modified to provide clarity to staff and customers. The lack of clarity with the fee schedule adopted in June comes from an attempt to align differing terminology in listing types of review between City code and related federal rules. Planning staff has worked with our wireless review consultant, Cityscape, to understand the language alignment issue and clarify and correct.

**EXPECTED RESULTS:**

Adoption of updates to the Planning Division fee schedule related to middle housing land divisions and wireless communication facilities.

**TIMELINE:**

The resolution will become effective concurrently with Ordinance No. 851, which will be November 18, 2021 if Ordinance No. 851 is adopted on second reading as planned on October 18, 2021.

**CURRENT YEAR BUDGET IMPACTS:**

No significant impacts. Costs to prepare the fee update was a minimal amount of staff time covered by current budget. The additional fees have potential to generate additional permit income. However, staff expects the related permit volume to be minimal during the current fiscal year.

**FINANCIAL REVIEW:**

Reviewed by: KAK Date: 10/7/2021

**LEGAL REVIEW:**

Reviewed by: BAJ Date: 10/12/2021

**COMMUNITY INVOLVEMENT PROCESS:**

Substantial outreach occurred for the broader Middle Housing in Wilsonville project. The proposed fee update action is a type of action for which public outreach does not typically occur.

**POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:**

Support cost recovery for Planning Division permit processing to reduce demand on other City financial resources.

**ALTERNATIVES:**

The Council may adopt additional or modified fees. No specific alternatives identified.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Attachment 1 Resolution No. 2928 Planning Division Fee Schedule Update
  - A. Exhibit A: Updated Planning Division fee schedule

## RESOLUTION NO. 2928

### **A RESOLUTION OF THE CITY OF WILSONVILLE APPROVING AN AMENDMENT TO THE PLANNING DIVISION FEE SCHEDULE ADDING FEES FOR MIDDLE HOUSING LAND DIVISIONS AND FURTHER REFINING THE FEE SCHEDULE FOR WIRELESS COMMUNICATION FACILITIES.**

WHEREAS, the allowance of Middle Housing Land Divisions under Ordinance No. 851 necessitates updating the Planning Division fee schedule to identify fees for Middle Housing Land Divisions tentative plat reviews requiring expedited review, Middle Housing Land Divisions tentative plats not requiring expedited review, and Middle Housing Land Division final plats; and

WHEREAS, Middle Housing Land Divisions requiring expedited review are most similar to Expedited Land Division under ORS 197 identified in the existing fee schedule; and

WHEREAS, Middle Housing Land Divisions not requiring expedited review are most similar to Tentative Plat Review of Partitions, whether reviewed administratively or by the Development Review Board, identified in the existing fee schedule; and

WHEREAS, Middle Housing Land Divisions final plat review is most similar to Final Plat Review for a partition identified in the existing fee schedule; and

WHEREAS, application fees for Middle Housing Land Divisions, listed in **Exhibit A**, attached hereto and incorporated herein, represent a reasonable recovery of the cost for reviewing such applications; and

WHEREAS, Resolution No. 2905 approved an amendment to the Planning Division fee schedule adding a wireless communication facilities section to include planning application review fees, technical design review fees, and an appeal of decision fee; and

WHEREAS, after adoption of Resolution No. 2905 a number of the listed fees were found to need additional clarity for staff and customers; and

WHEREAS, the City desires to remove the duplicative fees and add clarifying descriptive language to have clarity for City staff and customers on the appropriate fee for various wireless communication facility applications; and

WHEREAS, the fee schedule, as listed in **Exhibit A**, attached hereto and incorporated herein, reflects the desired edits to the Wireless Communication Facilities fees.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

Section 1. FINDINGS.

The above-recited findings are adopted and incorporated by reference herein.

Section 2. DETERMINATION.

a. Planning Division fee schedule be updated to include fees for Middle Housing Land Divisions as follows:

- Middle Housing Land Divisions requiring expedited review having the same fee as the current fee listed for Expedited Land Division Under ORS 197,
- Middle Housing Land Divisions not requiring expedited review having the same fee as the current fee listed for Tentative Plat Review of Partitions depending on whether reviewed administratively or by the Development Review Board, and
- Middle Housing Land Division final plats having the same fee as the current fee listed for Final Plat Review for a partition;

b. Planning Division fee schedule updated for wireless communication facilities as shown in Exhibit A.

c. The new fees shall be indexed annually consistent with the other fees on the Planning Division Fee Schedule.

Section 2. EFFECTIVE DATE OF RESOLUTION.

This Resolution is effective on the effective date of Ordinance No. 851.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this \_\_\_\_ day of \_\_\_\_\_ 20\_\_, and filed with the Wilsonville City Recorder this date.

\_\_\_\_\_  
Julie Fitzgerald, Mayor

ATTEST:



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Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Fitzgerald

Council President Akervall

Councilor Lehan

Councilor West

Councilor Linville

EXHIBITS:

- A. Updated Planning Fee Schedule

## Planning Division Fees Effective February 28, 2021

Fee Type	Fee
<b>Administrative Review</b>	
Class I	\$361
Class II	\$1,567
<b>Annexation</b>	
	\$4,700 + Metro annexation fee
	Single tax lot less than 1 acre: \$150
	One to 5 acre: \$250
	Five to 40 acres: \$300
	More than 40 acres: \$400
<b>Appeals</b>	
Administrative Decision	\$511
Planning Director Interpretation or Administrative Decision with Technical Review (e.g. SDC calculation, WCF decision, etc.)	\$2,500
DRB or Planning Commission Action	\$3,731
Referee Decision (expedited land division)	\$1,228
<b>Architectural Review (Villebois)</b>	
Single Family	\$409
Multi-family per Unit	\$102
<b>Change of non-conforming use</b>	
	\$1,088
<b>Comprehensive Plan Amendment</b>	
Legislative text	\$10,224 + \$915 if BM 56 notice is required
Legislative map	\$6,892 + \$915 if BM 56 notice is required
Quasi-judicial map	\$3,354 + \$915 if BM 56 notice is required
<b>Conditional Use Permit</b>	
Accessory Use to SFD in Willamette River Greenway	\$1,841
All others	\$2,724
<b>Erosion Control Inspection Fee</b>	
Base	\$431
Per additional inspection	\$81
<b>Expedited Land Division (see Resolution No. 2928)</b>	
Villebois	Double the regular fee
Under ORS 197 <a href="#">and Middle Housing Land Division requiring expedited review</a>	\$1,228 + \$22/lot <a href="#">or land division unit</a>
<b>Final Plat Review (see Resolution No. 2928)</b>	
Partition <a href="#">and Middle Housing Land Divisions</a>	\$1,244
Subdivision	\$2,670
<b>Parks Plan Review Fee</b>	
	\$2,810

Adopted by Resolution 2620.

Note: Each fee component stands alone and may require multiple components

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## Planning Division Fees Effective February 28, 2021

Fee Type	Fee
<b>Planned Unit Development</b>	
Stage I	
Any Use	\$2,283
Modified	\$1,281
Villebois SAP Modification	\$1,637
Stage II	
< 2 gross acres	\$8,426
2 to 10 gross acres	\$10,537
> 10 gross acres	\$12,642
Modified	\$3,037
Villebois PDP	Base fee \$2,455; <b>Plus</b> \$307/net acre for all sites > 2 acres; <b>Plus</b> \$22/lot
<b>Preapplication Conference</b>	
Residential < 10 lots/units	\$431
Other Signs only	\$205
All others	\$899
<b>Recorded Matter – Per Document</b>	
Document Fee – Per Legal Document	\$361
<b>Requested transcript of meeting</b>	
	Billed to the applicant at the City's current transcriptionist's rate
<b>Reinspection fee - when applicant fails to pass initial planning inspection</b>	
	Billed at hourly staff rate
<b>Request for special meeting</b>	
Staff	\$307
DRB or Planning Commission	\$2,789
City Council	\$3,074
<b>Request for Time Extension</b>	
Administrative	\$102
DRB Review: First Extension	\$511
DRB Review: Second Extension	\$1,023
DRB Review: Third Extension	\$2,046
<b>Request to Modify Conditions of Approval</b>	
Administrative	\$996
DRB Review	\$2,568
City Council	\$3,640
<b>Review of Bldg Permit Application</b>	
Residential – Deck/Garage/Carport, etc.	\$280
All other Residential	\$345
All other	\$1,018 or 0.0082% of value of bldg, whichever is greater, not to exceed \$15,350

Adopted by Resolution 2620.

Note: Each fee component stands alone and may require multiple components

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## Planning Division Fees Effective February 28, 2021

<b>Fee Type</b>	<b>Fee</b>
<b>SROZ Review</b>	
Verification of Boundary	
Abbreviated	\$425
Standard	\$522
<b>SRIR Review</b>	
Abbreviated	\$603
Standard	\$1,712
Review Mitigation Monitoring Report	
	\$511
<b>Signs Permits and Review (Except Temporary Signs)</b>	
Class I Sign Permit	\$205
Minor Adjustment as Part of Class I Sign Permit	\$102
Class II Sign Permit	\$581
Class III Sign Permit	\$861
Master Sign Plan	\$1,443
<b>Site Design Review</b>	
	Base fee \$2,283; <b>Plus \$1,631 per occupied building subject to review</b> <b>Plus \$1,631 per 5 acres, or portion thereof, of net site area (excludes single-family lots)</b>
<b>Staff interpretation (written)</b>	
Without public notice (including zone compliance letter)	\$275
With public notice	1,788
<b>Street Vacation</b>	
	\$4,286

Adopted by Resolution 2620.

Note: Each fee component stands alone and may require multiple components

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## Planning Division Fees Effective February 28, 2021

Fee Type	Fee
<b>Temporary Use and Sign Permits</b>	
Class I < 15 days	\$70
Class I 15 - 30 days	\$97
Class I Annual Event Signs	\$48
Class II 31-60 days	\$441
Class II 61-120 days (signs only)	\$592
Class II 61-120 days (other temporary uses, may incorporate concurrent sign request)	\$662
DRB Review more than 120 days (non-sign temporary uses only)	\$1,895
<b>Tentative Plat Review (<a href="#">see Resolution No. 2928</a>)</b>	
Partition <a href="#">and Middle Housing Land Division not requiring expedited review</a>	
Administrative Review	\$1,088
DRB Review	\$2,283
Subdivision	
	Base fee \$3,284 <b>Plus \$38/lot</b>
<b>Tree Permit</b>	
Type A Permit	
3 or fewer trees	\$22
Type B or C Permit	
3 or fewer trees	\$108
4 - 10 trees	\$151 + \$11/tree to be removed
11 - 25 trees	\$312 + \$11/tree to be removed
26 or more trees	\$334 + \$11/tree to be removed
Type D Permit	
	\$808
DRB Review of Type C Tree Removal Plan	
	\$167
<b>Urban Reserve Concept Plan – Initiated by Owners</b>	
0 to 50 acres	Base fee \$2,692 <b>Plus \$162/hour for Staff Review/Report/Research Time, Not to exceed \$12,922</b>
51 to 250 acres	Base fee \$5,384 <b>Plus \$162/hour for Staff Review/Report/Research Time, Not to exceed \$23,727</b>
251+ acres	Base fee \$8,076 <b>Plus \$162/hour for Staff Review/Report/Research Time</b>

Adopted by Resolution 2620.

Note: Each fee component stands alone and may require multiple components

## Planning Division Fees Effective February 28, 2021

Fee Type	Fee
<b>Variance</b>	
Administrative	\$716
DRB Review	\$3,252
<b>Waiver</b>	
per waiver	\$592
<b>Wireless Communication Facilities (see Resolutions 2720 <del>and</del>, 2905, and 2928)</b>	
<u>Deposit when submitting application:</u>	
Small Wireless Facility in Public ROW (See Resolution 2720)	-Planning Review Fee for up to 5 sites/nodes (same as Class I Review) \$361 <b>-Plus</b> Technical Review Fee of \$800 x number of sites/nodes
WCF in and out of Public ROW (pursuant to Section 6409a)	-Planning Review Fee per site/node (same as Class II Review) \$1,567 <b>-Plus</b> Technical Review Fee of <del>\$4,000</del> <b>\$1,800</b> per site/node
Modification to Existing WCF <del>Tower (not eligible for Section 6409a) or "Substantial" Macro Collocation, Modification or Upgrade ("Substantial" is an increase in WCF tower height in excess of what is allowed under Section 6409 and/or an increase of an existing WCF ground compound.) not eligible for 6409(a) and new macro WCFs on public property.</del>	-Planning Review Fee per site/node (same as Class II Review) \$1,567 <b>-Plus</b> Technical Review Fee of \$4,000 per site/node
<del>"Non-substantial" Macro Collocation, Modification or Upgrade ("Non-substantial" is any change or modification of a WCF that would be by right an eligible facility request according to Section 6409 of the Spectrum Act.)</del>	<del>-Planning Review Fee per site/node (same as Class II Review) \$1,567 <b>-Plus</b> Technical Review Fee of \$1,800 per site/node</del>
<del>New Macro WCF Facilities</del>	<del>-Planning Review Fee per site/node (same as Class II Review) \$1,567 <b>-Plus</b> Technical Review Fee of \$4,000 per site/node</del>
<del>New WCF in Other Locations not on public property</del>	<del>-Planning Review Fee per site/node (same as Conditional Use Permit Review) \$2,724 <b>-Plus</b> Technical Review Fee of \$4,000 per site/node</del>
<u>Final Cost:</u> Actual costs incurred by the City to review, including outside consulting costs. Applicants will be refunded any over payment and invoiced any under payment	
<b>Villebois Expedited Review</b>	
	Double applicable fee
<b>Villebois FDP</b>	
	\$1,637
<b>Zone Change</b>	
Legislative text	\$10,224 + \$915 if BM 56 notice is required
Legislative Map	\$6,892 + \$915 if BM 56 notice is required
Quasi-judicial Map	\$3,354
<b>Zoning Verification Letter</b>	
	\$323

Adopted by Resolution 2620.

Note: Each fee component stands alone and may require multiple components

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**CITY COUNCIL MEETING  
STAFF REPORT**

<p><b>Meeting Date:</b> October 18, 2021</p>	<p><b>Subject: Resolution No. 2929</b> Middle Housing in Wilsonville Project-Old Town Neighborhood Plan</p> <p><b>Staff Member:</b> Daniel Pauly, Planning Manager</p> <p><b>Department:</b> Community Development</p>	
<p><b>Action Required</b></p>	<p><b>Advisory Board/Commission Recommendation</b></p>	
<p><input checked="" type="checkbox"/> Motion</p> <p><input type="checkbox"/> Public Hearing Date:</p> <p><input type="checkbox"/> Ordinance 1<sup>st</sup> Reading Date:</p> <p><input type="checkbox"/> Ordinance 2<sup>nd</sup> Reading Date:</p> <p><input checked="" type="checkbox"/> Resolution</p> <p><input type="checkbox"/> Information or Direction</p> <p><input type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Council Direction</p> <p><input type="checkbox"/> Consent Agenda</p>	<p><input checked="" type="checkbox"/> Approval</p> <p><input type="checkbox"/> Denial</p> <p><input type="checkbox"/> None Forwarded</p> <p><input type="checkbox"/> Not Applicable</p> <p><b>Comments:</b> At their September 8, 2021 meeting, the Planning Commission unanimously recommended approval of the proposed amendments along with other amendments included in Ordinance No. 851.</p>	
<p><b>Staff Recommendation:</b> Staff recommends Council adopt Resolution No. 2929.</p>		
<p><b>Recommended Language for Motion:</b> I move to approve Resolution No. 2929 to update the Old Town Neighborhood Plan.</p>		
<p><b>Project / Issue Relates To:</b></p>		
<p><input type="checkbox"/> Council Goals/Priorities:</p>	<p><input type="checkbox"/> Adopted Master Plan(s):</p>	<p><input type="checkbox"/> Not Applicable</p>

**ISSUE BEFORE CITY COUNCIL:**

Consider adoption of updates to the Old Town Neighborhood Plan in connection with the Middle Housing in Wilsonville Project. This action was broken out from the broader package of updates in Ordinance No. 851 for consistency, as the neighborhood plan was previously adopted by resolution and not by ordinance.

**EXECUTIVE SUMMARY:**

The proposed updates to the Old Town Neighborhood Plan are part of the City’s broader effort to update local development regulations related to the allowance of middle housing. Other related updates were adopted on first reading in Ordinance No. 851 on October 4, 2021 and are schedule for a second reading the same evening as the adoption of this resolution.

In 2011, after extensive planning efforts with the Old Town Neighborhood, the City Council adopted Resolution No. 2324 accepting the Old Town Neighborhood Plan as a non-regulatory planning document. Since the 2011 acceptance, State and local regulations related to residential development have changed, particularly in regards to allowance of and regulation of middle housing and accessory dwelling units (ADUs). In particular, Senate Bill 1051, adopted by the Oregon Legislature in 2017, limits how the City can regulate ADUs and Senate Bill 2001, adopted by the Oregon Legislature in 2019, futher limits how the City can regulate ADUs and added a number of requirements related to middle housing.

As part of the Middle Housing in Wilsonville Project the City performed an audit of planning documents, including the Old Town Neighborhood Plan, to identify updates necessary to comply with House Bill 2001, implementing administrative rules, other recent law changes such as Senate Bill 1051, and the Equitable Housing Strategic Plan.

While not required as part of compliance, the project team recommended the Planning Commission include updates to the Old Town Neighborhood Plan from the audit as part of their broader recommendation to udpate the Comprehensive Plan, Development Code, and legislative master plans. The Planning Commission subsequently included updating the Old Town Neighborhood Plan in their recommendation to City Council.

**EXPECTED RESULTS:**

Adoption of updates to the Old Town Neighborhood Plan associated with the Middle Housing in Wilsonville project.

**TIMELINE:**

The resolution will become effective concurrently with Ordinance No. 851, which will be November 18, 2021 if Ordinance No. 851 is adopted on second reading as planned on October 18, 2021.

**CURRENT YEAR BUDGET IMPACTS:**

The budget for the Old Town Neighborhood Plan update was part of the broader Middle Housing in Wilsonville Project. For the broader project the main consultant contract is for \$125,000. \$95,000 is covered by a grant from the Oregon Department of Land Conservation and Development (DLCD). The remaining amount is covered by funds budgeted in the City’s FY 2020-2021 Budget. Specific outreach to the Latinx community is funded by an \$81,200 Metro grant. The remaining balance from the FY 2020-2021 budget will be rolled over into FY 2021-2022 for completion of the project.

**FINANCIAL REVIEW:**

Reviewed by: KAK Date: 10/05/2021



**LEGAL REVIEW:**

Reviewed by: BAJ Date: 10/12/2021

**COMMUNITY INVOLVEMENT PROCESS:**

Outside the broader community outreach for the Middle Housing in Wilsonville project, the project team held two meetings via Zoom specifically for Old Town residents to discuss the impact of the Middle Housing in Wilsonville project on the neighborhood and gather the residents' feedback.

**POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:**

Updating the Old Town Neighborhood Plan to reflect current development and law increases the relevance and usefulness of the document to guide future planning efforts and other City actions in the neighborhood.

**ALTERNATIVES:**

The Council may adopt additional or modified approaches to have the Old Town Neighborhood Plan incorporate changes to the regulatory environment or not change it all.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Attachment 1 Resolution No. 2929 Old Town Neighborhood Plan Update
  - A. Exhibit A: Middle Housing in Wilsonville Old Town Neighborhood Plan updates

**RESOLUTION NO. 2929**

**A RESOLUTION OF THE CITY OF WILSONVILLE AMENDING THE OLD TOWN NEIGHBORHOOD PLAN AND CONTINUING TO ACCEPT THE OLD TOWN NEIGHBORHOOD PLAN AS A NON-REGULATORY PLANNING TOOL.**

WHEREAS, House Bill 2001, adopted by the Oregon Legislature in 2019, directs cities throughout Oregon to adopt regulations allowing duplexes on each lot zoned for residential use that allows for development of detached single-family dwelling, and allowing triplexes, quadplexes, cottage clusters, and townhouses in areas zoned for residential use; and

WHEREAS, House Bill 2001 and Senate Bill 1051, adopted by the Oregon Legislature in 2017, limit how the City can regulate Accessory Dwelling Units; and

WHEREAS, the City adopted the Equitable Housing Strategic Plan in June 2020 through Resolution No. 2820 which included Implementation Action 1B to “Incorporate Equitable Housing into Middle Housing Planning”; and

WHEREAS, the City performed an audit of current planning documents including the Old Town Neighborhood Plan to identify updates necessary to comply with House Bill 2001, implementing administrative rules, other recent law changes such as Senate Bill 1051, and the Equitable Housing Strategic Plan; and

WHEREAS, the 2011 Old Town Neighborhood Plan, a non-regulatory neighborhood plan accepted by City Council in Resolution No. 2324, included a number of references and statements no longer valid due to development changes in the neighborhood over the last decade and changes to State law and related changes to City code; and

WHEREAS, updating the Old Town Neighborhood Plan to reflect current development and law increases the relevance and usefulness of the document; and

WHEREAS, the Planning Commission held eight work sessions and the City Council has held five work sessions to help guide and shape updates related to Middle House in Wilsonville including these updates to the Old Town Neighborhood Plan along with updates to the Comprehensive Plan, legislative master plans, Development Code, and Zoning Map adopted under Ordinance No. 851 (the other Middle Housing amendments); and

WHEREAS, the Wilsonville Planning Director, taking into consideration input and suggested revisions provided by the Planning Commission members and the public, submitted the

proposed amendments to the Old Town Neighborhood Plan together with the other Middle Housing amendments to the Planning Commission, along with a Staff Report, in accordance with the public hearing and notice procedures that are set forth in Sections 4.012, 4.197, and 4.198 of the Wilsonville Code; and

WHEREAS, the Planning Commission, after 13,733 Public Hearing Notices regarding the Planning Commission and City Council hearings were mailed, were posted in various public places in City buildings and on the City's website and social media accounts, and were published in the Wilsonville Spokesman and emailed to impacted agencies and other interested parties, held a Public Hearing on September 8, 2021, to review the proposed Old Town Neighborhood Plan amendments together with the other Middle Housing amendments, and to gather additional testimony and evidence regarding the proposal; and

WHEREAS, the Commission afforded all interested parties an opportunity to be heard on this subject, has entered all available evidence and testimony into the public record of their proceeding, and unanimously adopted Resolution LP21-0003 recommending adoption of the proposed amendments to the City Council; and

WHEREAS, the City Council, after Public Hearing Notices were provided, as described above, held a public hearing on October 4, 2021, to consider the other Middle House amendments and adopted Ordinance No. 851 on first reading; and

WHEREAS, the City Council, on October 18, 2021, adopted Ordinance No. 851 on second reading; and

WHEREAS, due to the Old Town Neighborhood Plan amendments being related to the other Middle Housing amendments adopted in Ordinance No. 851, it is prudent to adopt this Resolution the same date as Ordinance No. 851 final approval for the effective date to be concurrent with the effective date of Ordinance No. 851; and

WHEREAS, **Exhibit A**, attached hereto and incorporated herein, reflects the desired amendments to the Old Town Neighborhood Plan.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

Section 1. FINDINGS.

The above-recited findings are adopted and incorporated by reference herein.

Section 2. DETERMINATION.

Continues to accept the Old Town Neighborhood Plan as a non-regulatory planning tool with amendments attached hereto and marked as Exhibit A.

Section 2. EFFECTIVE DATE OF RESOLUTION.

This Resolution is effective upon the effective date of Ordinance No. 851.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 18th day of October 2021, and filed with the Wilsonville City Recorder this date.

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Julie Fitzgerald, Mayor

ATTEST:

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Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Fitzgerald

Council President Akervall

Councilor Lehan

Councilor West

Councilor Linville

EXHIBITS:

A. Middle Housing in Wilsonville Old Town Neighborhood Plan updates

# Old Town



## ***Neighborhood Plan***

### **Wilsonville Oregon**

***Adopted September 19, 2011  
Middle Housing Update  
PC Hearing Draft 09.01.21***

# Acknowledgements:

## 2011 Wilsonville City Council

Mayor Tim Knapp  
Councilor Celia Núñez  
Councilor Steve Hurst  
Councilor Richard Goddard  
Councilor Scott Starr  
  
Former Councilor Alan Kirk  
Former Councilor Michelle Ripple

### 2011 Planning Commission

Marta McGuire  
Ray Phelps  
Amy Dvorak  
Al Levit  
Tom Sullivan  
Ben Altman  
Eric Postma

### Former Commissioners who reviewed Plan

Dustin Kohls  
Carol A. Montclair  
Yvonne Peck  
Robert Meyer  
Steve Hurst  
Susan Guyton  
Craig Faiman  
Richard Goddard

### Old Town Neighborhood Committee

Steve Van Wechel – President  
Doug Muench – Vice President  
Barbara Bergmans – Secretary/Treasurer  
Thank you to all who participated in the preparation of this Plan

### City of Wilsonville Staff

Sandi Young – Planning Director\*  
Chris Neamtzu – Planning Director  
Linda Straessle – Administrative Assistant  
Dan Stark – GIS Manager  
Susan Johnson – GIS and Mapping Technician  
Kristy Lacy – Associate Planner\*  
Stephan Lashbrook – Assistant Community Development Director  
Paul Lee – Assistant City Attorney\*  
Jadene Stensland – Deputy City Engineer\*

\*No longer working for the City

### Consultants

Rob Palena – Mackay and Sposito, Inc.  
Nevue Ngan Associates

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- B. Boones Ferry Historic District & Architectural Pattern Book
- C. Boones Ferry Road Streetscape Project by Nevue Ngan Associates
- D. Proposed Capital Projects – Preliminary Cost Estimates, prepared by MacKay & Sposito, Inc.

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## *1. Introduction and Intent: Old Town – “Our Vision”*

The Old Town Neighborhood Plan (OTNP) sets forth a vision for the neighborhood. As the City continues to change, and development pressures and the cost of living increase, it is critical that the character that makes Old Town special needs to be identified, maintained and enhanced. City staff worked with neighbors and business owners who live and work within Old Town to develop a neighborhood vision and recommendations for the first neighborhood plan for the Old Town area. The Old Town Neighborhood Plan (OTNP) will help guide new development as it occurs in the neighborhood.

To the families that live in Old Town, and the businesses that are located there, Old Town is a very special place. For the most part, they made a choice to locate there (over other neighborhoods in Wilsonville) and would not consider relocating.

Many of Wilsonville’s residents have never been in Old Town and know very little about it. So what is it about Old Town that generates such fierce loyalty in its residents and business people?

The purpose of the Old Town Neighborhood Plan (OTNP) is to identify the essence of what makes Old Town a special place, and to provide guidance on how to move Old Town into the 21<sup>st</sup> Century while maintaining its unique character. The intent of the Old Town Neighborhood Plan is to retain those aspects that contribute to its unique character: older buildings with simple design and small scale, stands of mature trees, and streets with a rural feel which are safely shared with bikes and pedestrians. To accomplish this, the OTNP proposes land use, transportation, utilities, parks/trails/trees/open space, and architectural guidelines. A list of recommendations is proposed for those parts of the plan.

### **Background of the Old Town Neighborhood Plan:**

The Old Town Neighborhood Plan is based on the results of a series of meetings with Old Town residents, businesses and property owners. Each meeting was organized around a specific topic with a goal of learning how that subject or issue has been implemented in the past, determining whether that should change, and if so developing recommendations for those changes.

The impetus for this series of meetings was a “New Urbanism” type residential development proposal on one of the few larger vacant lots in Old Town. The neighborhood was opposed to the development, feeling that it would set a precedent for future similar development proposals that would destroy much of what makes Old Town unique.

The City Council responded to that testimony by requesting that City staff work with the Old Town community to determine the parameters of acceptable development and redevelopment in their community.

### **Old Town Neighborhood Plan Update**

In 2021, the Old Town Neighborhood Plan was updated to reflect recent changes to Oregon state law and associated changes to Wilsonville’s Development Code and Zoning Map. These updates are found in the Land Use section of the plan (Chapter 6).

*Wilsonville's Old Town Neighborhood Plan*

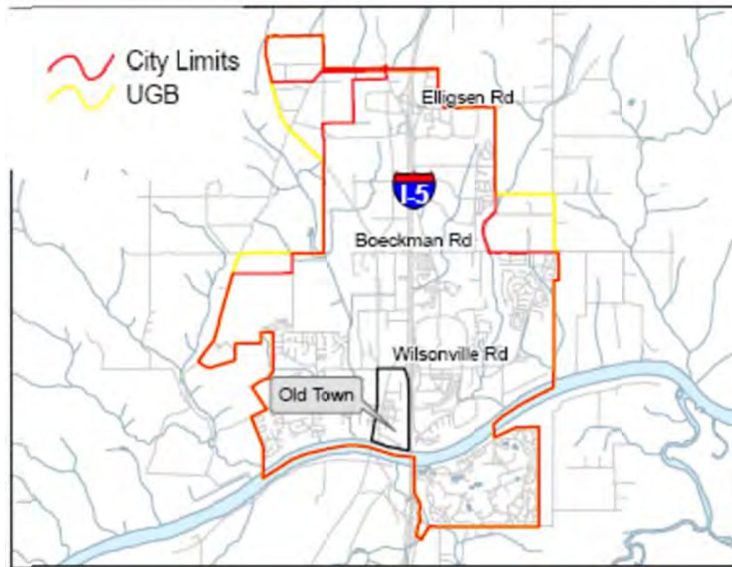
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**Where Is Old Town?**

According to the West Side Master Plan, accepted by the City Council in December 1996, the Boones Ferry District (Old Town) includes all the lands located between the Oregon Electric Railway and the I 5 right-of-way, and between the Willamette River and approximately Wilsonville Road. (Map 1.1) Others would say that Old Town is smaller, ending at Bailey Street on the north or even at the north end of Magnolia Avenue, but including the south, east and west boundaries identified as “the Boones Ferry District”. Still others feel that the historic core area developed around the Boones Ferry landing, and later, with the coming of the rail, expanding north to the vicinity of 5<sup>th</sup> Street is the ‘real’ Old Town. After discussion, it was decided to use the Boones Ferry District boundary extended north to Wilsonville Road for a more comprehensive planning effort. (Map 1.1)



**Map 1.1. Boones Ferry District**

*Wilsonville's Old Town Neighborhood Plan***Map 1.2. Old Town In Wilsonville****What Is Different About Old Town?**

Some of the defining characteristics of Old Town are the older development and the human scale of the neighborhood. The plat of Old Town was recorded in 1908 (See Chapter 5), and reflects larger lots than are generally found in today's residential developments. There has been little partitioning or further subdivision, so large lot sizes remain. Old Town has built out incrementally with a variety of architectural styles reflecting housing trends from the respective period. Most of the development occurred in the county before Wilsonville was incorporated. Dwellings are mostly single story with large yards and mature trees. Since there are few sidewalks and no through traffic, the character of the neighborhood is "old fashioned" and much less formal. Residents walk and play in the streets, and visit with their neighbors. Social interaction is encouraged by the evolving patterns of the neighborhood. Infrastructure does not separate people, but enables them to interact more freely.

Most of the recent development in Wilsonville occurred after the construction of the Boone Bridge and I-5 in the late 1950's, and the incorporation of the City of Wilsonville in 1969. In contrast, the oldest buildings in Old Town were built in the late 1880's and early 1900's. Early aerial photos (1936) show Old Town surrounded by operating farms. The older buildings are simple in design and small in scale as shown in early photos. Several have been renovated in keeping with their historic character. Infill development has maintained the modest scale and has been repeating basic architectural style elements. At one time, Old Town was generally self-sufficient with a school, a church, a general store, post office and other businesses serving the community.

Because it is older, and very little redevelopment has occurred, stands of mature trees are found throughout Old Town.

Streets were built to rural standards without curbs, gutters, and in many instances, without sidewalks. The overall appearance is less formal than in newer neighborhoods. There are no

*Wilsonville's Old Town Neighborhood Plan*

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through streets and no large scale commercial establishments so the neighborhood is quieter, and streets can be safely shared with bikes and pedestrians.

No riverfront development has occurred other than Boones Ferry Park, which is an under-utilized City park located at the south end of Boones Ferry Road.

**Existing Development:**

Existing development within Old Town includes a bank building, the Old Methodist Church, apartments, a mini-storage facility, two historic commercial structures, a manufacturing facility, Lowries Marketplace and three mixed-use commercial/industrial buildings, as well as many residential properties with varying densities. Two of the mixed-use buildings were developed as the first historic replica façade envisioned for the Old Town District discussed in the Land Use chapter.

In 2009, the City approved development/re-development at the southeast corner of Boones Ferry Road and Wilsonville Road. The site was approved for mixed-use development, commercial and residential, with the main anchor being a Fred Meyer store, which opened in July 2011. The development is a much larger scale than typically found in Old Town, however, design consideration was given to provide smaller perimeter pad buildings architecturally designed to complement Old Town.

The majority of Wilsonville's residential areas were developed after 1970 as planned unit developments, and built out with similar architectural styles in a relatively short time period.

Dwellings are generally two-story or taller. The rights-of-way are fully developed with streets, sidewalks, street lights and street trees. A strong sense of identity and ownership has developed within each neighborhood.

Conventional wisdom says that Old Town should be retrofitted with all the amenities of residential planned unit developments (PUD) in the remainder of the city, and the housing stock upgraded to modern housing styles and densities. If that occurs, Old Town as it now exists will be lost, and it will become just one more PUD in the city. The intent of the OTNP is to preserve the existing neighborhood, while being open to redevelopment and infrastructure upgrades consistent with the Old Town character.

**\*\*\* Chapters 2 – 5 are not included in this review draft \*\*\***

## 6. *Land Use*

### **Overview of Land Use**

The Old Town Neighborhood has an overlay of land use regulations, some of which conflict. Old Town is subject to State, Metro and local land use rules and regulations.

### **State**

The State's land use program is based on the Department of Land Conservation and Development's (DLCD) nineteen (19) Statewide Planning Goals and Guidelines; the first fifteen (15) of which apply to Wilsonville. The first 14 goals were adopted in December 1974, with the remaining goals adopted over the next two years. The Statewide Planning Goals have since been amended and readopted as part of the Oregon Administrative Rules (OAR 660, Division 15)

OAR 660 requires municipalities to prepare Comprehensive Land Use Plans and implementing ordinances, which are then reviewed by DLCD and the Land Conservation and Development Commission (LCDC) for compliance with the Goals. Plans and ordinances that are determined to comply are then "acknowledged" by LCDC to be in compliance with the Goals and become acknowledged plans. If a municipality does not have an acknowledged Plan, then the Statewide Goals must be applied directly to each development proposal in that municipality. Once a municipality has received acknowledgement, then development proposals are reviewed under the local Comprehensive Plan and development regulations. Municipalities are required to update their Comprehensive Plans and ordinances periodically, a process called "Periodic Review".

The City of Wilsonville has an acknowledged Comprehensive Plan and acknowledged development regulations which apply to all of Wilsonville, including Old Town. The Comprehensive Plan includes a Transportation Systems Plan, ~~the Villebois Village Master Plan,~~ the Water System Master Plan, the Wastewater Treatment System Master Plan, the Stormwater Master Plan, the Bike and Pedestrian Master Plan, Park and Recreation Master Plan, ~~and the Transit Master Plans, and various area-specific master plans, such as the Villebois Village Master Plan.~~ The Old Town Neighborhood Plan was adopted by resolution, with a direction to work on specific tasks in the future, but is not considered a supporting document to the Comprehensive Plan.

Updates to the Old Town Neighborhood Plan were added in 2021 to reflect recent changes to state law. In 2017, the Oregon State Legislature passed Senate Bill 1051 (SB 1051), which requires cities with a population greater than 2,500 to allow the development of at least one accessory dwelling unit (ADU) for each detached single-family dwelling on a residentially-zoned lot, subject to reasonable local regulations relating to siting and design. The requirements of SB 1051 are codified in Oregon Revised Statutes (ORS) 197.312. The City of Wilsonville updated its Development Code to comply with these requirements in 2018.

Then, in 2019, the Legislature passed House Bill 2001 (HB 2001) to help provide Oregonians with more housing choices. HB 2001 requires Oregon cities with populations over 25,000 and those within the Portland metro area (referred to as "Large Cities") to adopt zoning regulations and comprehensive plan amendments to allow middle housing in areas zoned for residential use that allow for the development of detached single-family dwellings. Specifically, Large Cities must allow:

- A duplex on each lot or parcel zoned for residential use that allows for the development of detached single-family dwellings; and
- Triplexes, quadplexes, cottage clusters, and townhouses in areas zoned for residential use

that allow for the development of detached single-family dwellings.

HB 2001's middle housing requirements are codified in ORS 197.758 and Oregon Administrative Rules (OAR) Chapter 660, Division 46. HB 2001 also modified the ADU provisions of SB 1051, clarifying that "reasonable local regulations relating to siting and design" does not include owner-occupancy requirements or requirements to construct additional off-street parking for ADUs.

Because the Old Town Neighborhood Plan is not a component of the Comprehensive Plan, amendments to the Old Town plan are not necessary for legal compliance with these state laws. However, amendments were needed to ensure that the plan continues to be a useful policy document going forward and contributes to the larger goal of increasing opportunities for housing in Wilsonville.

### **Metro:**

The City of Wilsonville is a member of Metro, an elected regional service district serving three counties and 25 cities within its service area. Under its charter, Metro has jurisdiction over the urban growth boundary and other regional land use issues, solid waste and recycling, regional open space and regional transportation planning as well as several facilities such as the Zoo and the Convention Center. Metro also has adopted and acknowledged land use-related documents, including a 2040 Growth Concept Plan.

The Metropolitan Housing Rule (OAR 660-007/Division 7) establishes regional residential density and housing mix standards for communities within the Metro Urban Growth Boundary. It sets minimum residential density standards for new construction by jurisdiction. Wilsonville must provide for the opportunity to build new housing at an overall average density of 8 or more dwelling units per net buildable acre, as well as designate sufficient buildable land to provide the opportunity for at least 50% of new residential units to be attached housing (either single-family attached or multiple-family units.)

Title 1 of the Metro Urban Growth Management Functional Plan requires member cities to adopt minimum residential development density standards. If minimum density standards were not adopted by 2011, Title 1 requires cities to adopt a minimum density that is at least 80 percent of the maximum density in the zone.

### **Old Town**

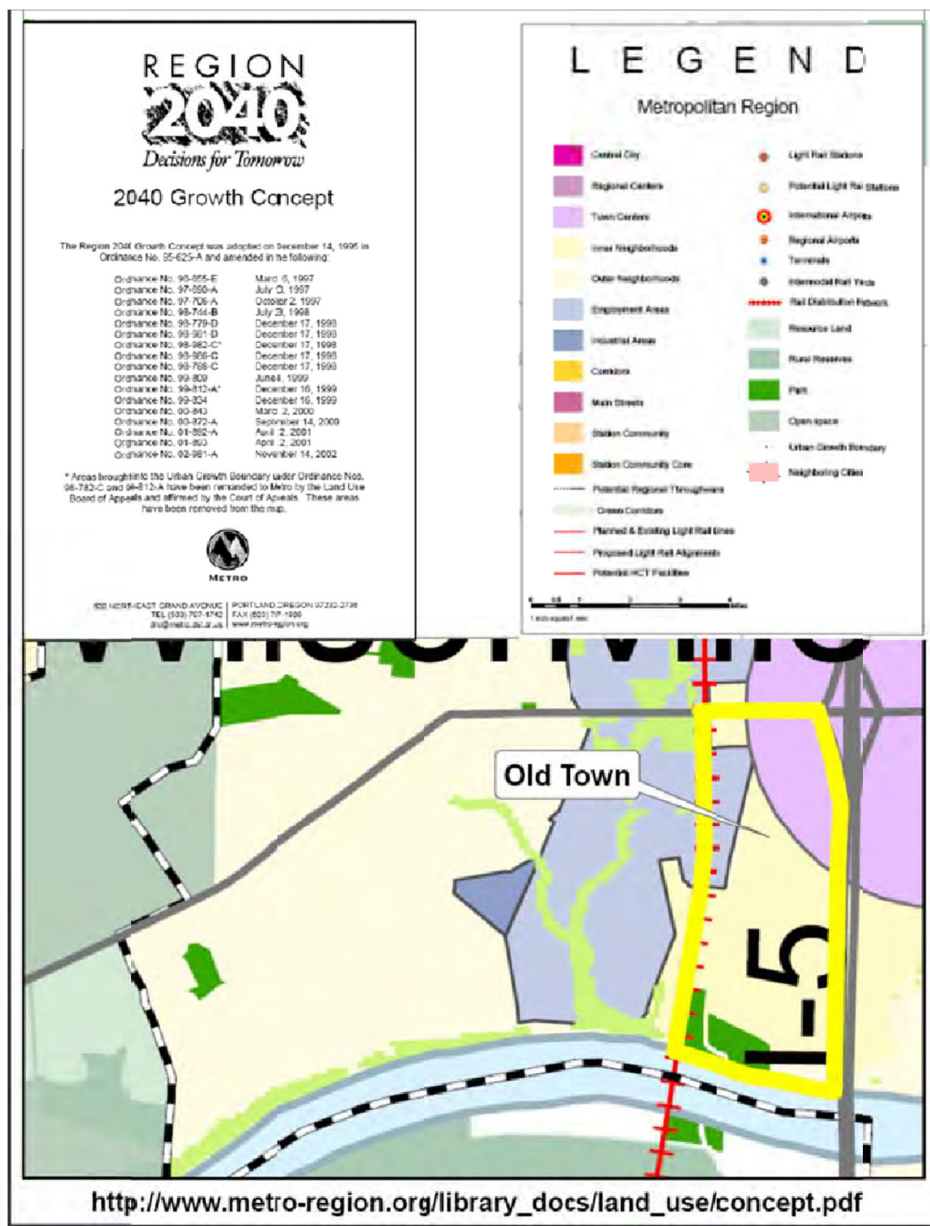
Title 12 of the Metro Urban Growth Management Functional Plan is titled "Protection of Residential Neighborhoods". It states that, "Existing neighborhoods are essential to the success of the 2040 Growth Concept" and that, "Metro shall not require any city to authorize an increase in residential density of a single-family neighborhood in an area mapped solely as an Inner or Outer Neighborhood pursuant to Metro Code Section 3.07.130 prior to May 22, 2002".

*Wilsonville's Old Town Neighborhood Plan*

The question becomes, "Is Old Town a single-family neighborhood mapped solely as an Inner Neighborhood?" Metro's 2040 Growth Concept Plan was first adopted in 1995, and designated most of the Old Town area as an Inner Neighborhood. However, the map also included a Town Center designation which applies to the Town Center development north of Wilsonville Road, to the Village at Main, and extends across I-5 to the Fred Meyer lands, Lowries Marketplace

(Albertson's) and commercial lands along Wilsonville Road west almost to the railroad tracks. Due to large differences in the scale of Metro maps vs. city maps, City staff has been working to reconcile the exact location of the designations on the Metro map with the City's

Comprehensive Plan and zoning. For the purposes of this Plan, the residential area of Old Town is mapped as Inner Neighborhood and is protected by Title 12. (Map 6.1)



Map 6.1. Old Town's Metro's Region 2040 Growth Concept Map Designations



*Wilsonville's Old Town Neighborhood Plan*

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**City**

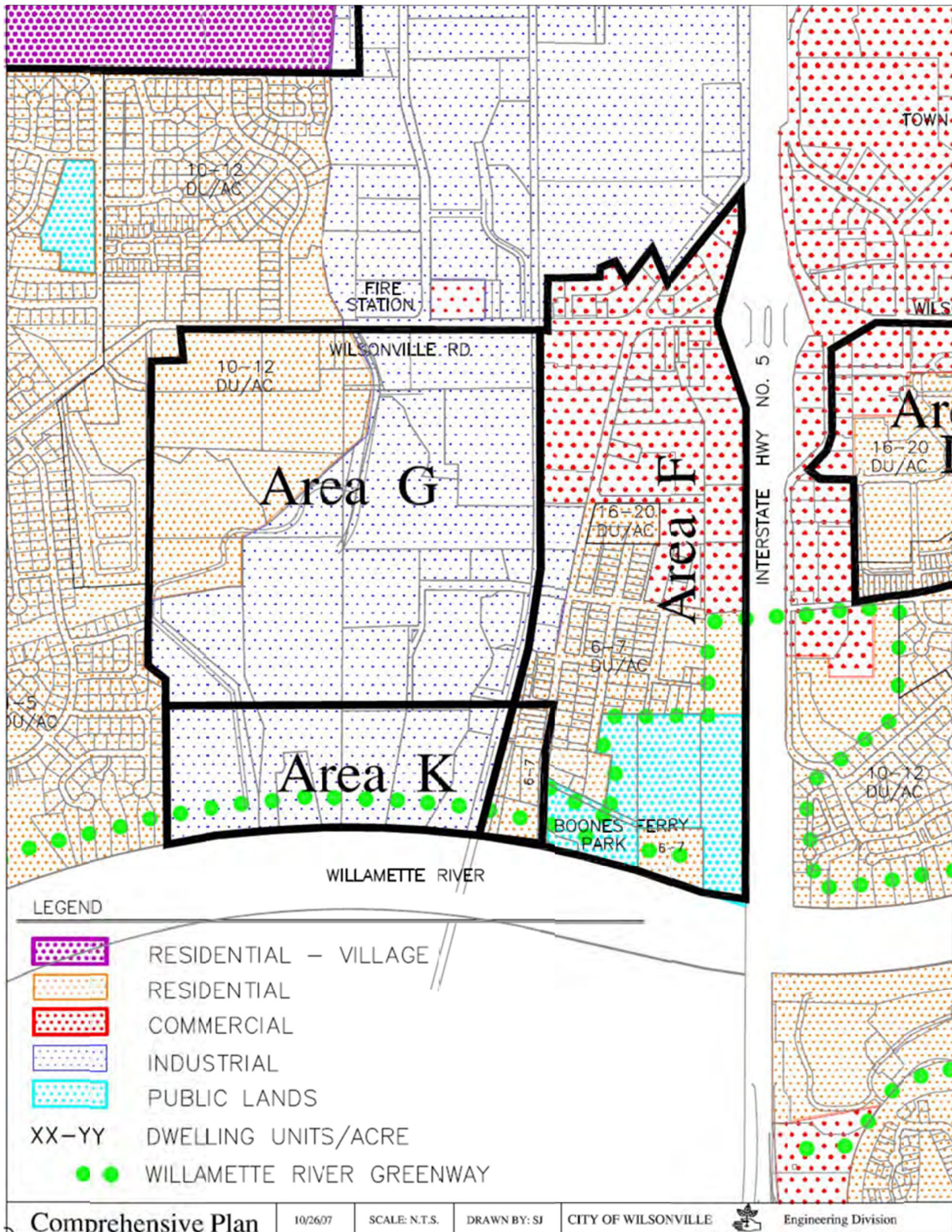
City regulations need to be reviewed in light of the City's development process which requires application for a development proposal at the same time as an application for a Zoning Map amendment. The City's Comprehensive Plan designates future land uses of properties in the City, but unlike many other communities in Oregon, zoning is not changed to be consistent with the Comprehensive Plan until a development application on a specific site has been reviewed by the DRB and approved by the City Council.

**City Comprehensive Plan**

The Comprehensive Plan designates lands between Wilsonville Road and Bailey Street as Commercial. (Map 6.2) Lands between Bailey Street and 5<sup>th</sup> Street, west of I-5 to the alley east of Magnolia Avenue, are also designated Commercial. Lands west of Boones Ferry Road between Bailey Street and 4<sup>th</sup> Street are designated Industrial. The remaining lands, except for those in public ownership are designated as a variety of residential densities, mostly 6 – 7 dwelling units/acre with the apartments being designated at 16 – 20 du/acre. The River Village Mobile Home Park, located at the east end of Tauchman Street between the street and the Willamette River, is also designated 6 – 7 dwelling units per acre.

According to the Comprehensive Plan, the 6 – 7 du/acre designation translates to zoning districts of Planned Development Residential – 3 (PDR-3) or Planned Development Residential – 4 (PDR-4). The Planning and Land Development Ordinance (Wilsonville's Development Code) further refines the designation by equating the PDR-4 zone with the 6 - 7 du/acre Plan designation.

Wilsonville's Old Town Neighborhood Plan



*Wilsonville's Old Town Neighborhood Plan*

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The Old Town area is also included in two Areas of Special Concern in the Comprehensive Plan. Area F includes almost all of Old Town.

**Area of Special Concern F**

This area is situated west of I-5 and primarily, although not entirely, south of Wilsonville Road, and includes commercial and residential properties in the Old Town neighborhood. It includes the existing retail centers, both north and south of Wilsonville Road, plus land to the south along both sides of Boones Ferry Road to the Willamette River. Future development applications in Area F must address the design objectives listed below, as well as all other applicable Development Code requirements.

This Area of Concern specifically includes the "Old Town" area of the City. A portion of Old Town includes properties previously master planned as "Wilsonville Square 76." As a result of the West Side master planning effort, additional emphasis has been placed on creating an Old Town District (through overlay zoning), and reinforcing the appearance of the City's historic beginnings.

The purpose of the Old Town Overlay Zone is to reinforce the appearance of the city's historic beginnings and to create a unique commercial main street. The Old Town District is envisioned as a modern representation of the community's past, and is intended to promote compatibility of commercial designs with Old Town residential development and to create a functional main street.

By moving in the direction of recreating an "Old Town", it is recognized that the Wilsonville Square 76 Plan is outdated, falling short of new design objectives. Therefore, there is a need for coordinated planning and broader based master planning that addresses all of the commercial development in Old Town, not just that on the east side of Boones Ferry Road.

**Area of Special Concern K**

The portion of Old Town located west of Boones Ferry Road and south of 3<sup>rd</sup> Street is located in the second Area of Special Concern, Area K. Area K lies south of and immediately adjacent to Area G. Planning and development must be coordinated between the two areas for efficiency of infrastructure and compatibility of uses.

The Comprehensive Plan says, "Note: Area K, land along the Willamette River, west of Boones Ferry, has been designated in the West Side Master Plan for river-focused development. Text applying to this Area of Special Concern will be completed when the Natural Resource Plan has been adopted." Within Area K, east of the railroad tracks, lands south of 2<sup>nd</sup> Street are in public ownership, while residential lots between 3<sup>rd</sup> Street and 2<sup>nd</sup> Street are in private ownership.

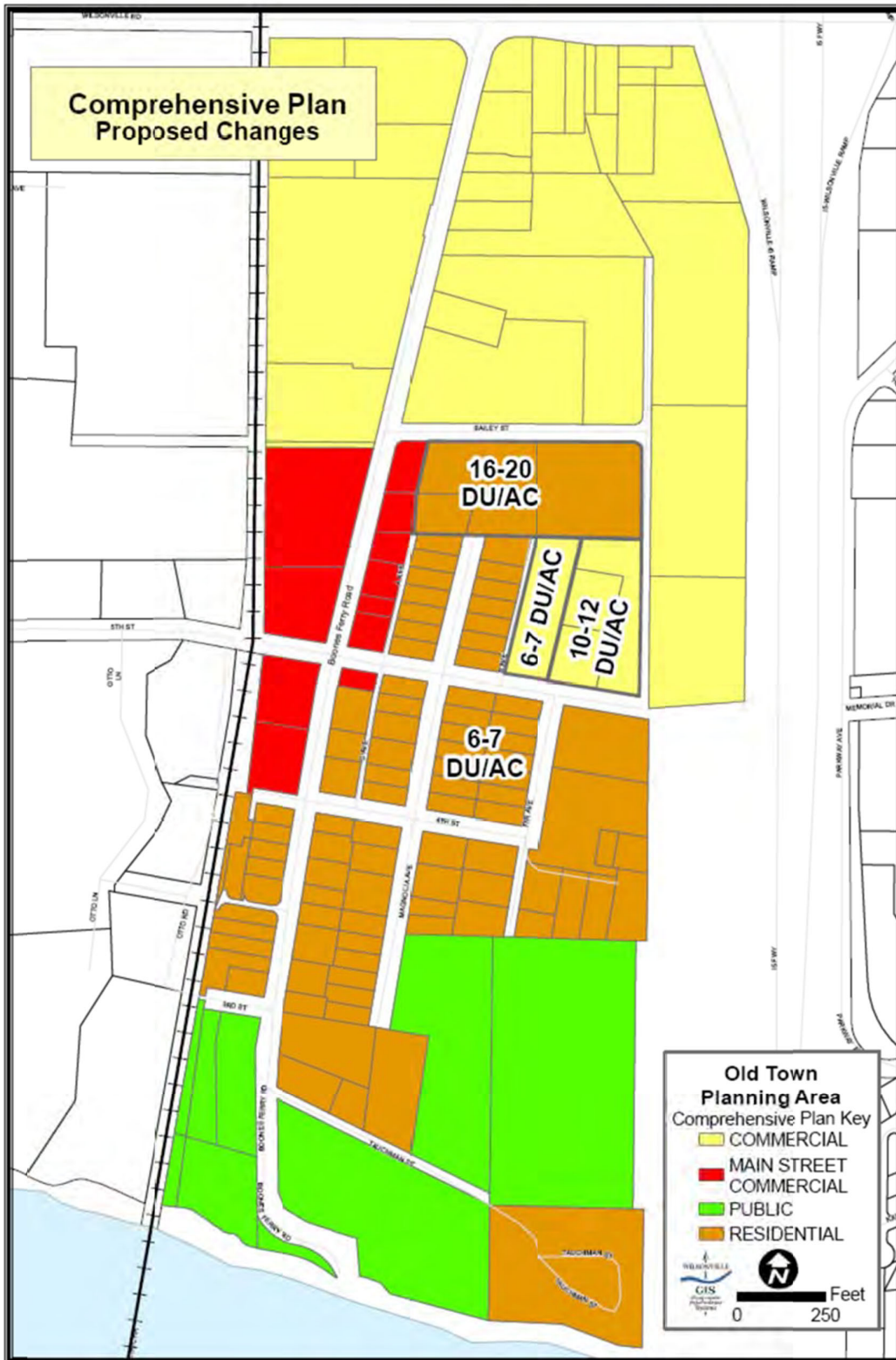
*Wilsonville's Old Town Neighborhood Plan*

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**Recommendations:**

- 6.1. Amend the Existing Comprehensive Plan Map (see Map 6.3) as follows:**
- 6.1.a. Designate lands in public ownership south of 2<sup>nd</sup> Street east of the railroad tracks from Residential to Public.**
  - 6.1.b. Designate all ODOT-owned lands south of 5<sup>th</sup> Street as public.**
  - 6.1.c. Designate lands one lot deep on both sides of Boones Ferry Road between Bailey Street and 5th Street; and lands on the west side of Boones Ferry Road between 4th Street and 5th Street; and Tax Lot 3S 1W 23AC, 4100, as the Old Town Main Street District.**
  - 6.1.d. Designate all ~~single family~~ residential lands in Old Town south of Boones Ferry Village, including lands east of Boones Ferry Road between 4th and 5th as Old Town Residential. Designate existing multi-family complexes at either 10 -12 du/ac or 16 – 20 du/ac, whichever is closest to the existing density.**
  - 6.1.e. Designate all of Boones Ferry Village as Residential, 16 – 20 du/ac.**
  - 6.1.f. Designate Tax Lot 3S 1W 23AC, 2500 as Residential, 6 - 7 du/ac.**
  - 6.1.g. Designate Tax Lots 3S 1W 23AC, 200, 201 and 202 as Residential, 10 – 12 du/ac.**
  - 6.1.h. Re-designate the lot at the north end of Magnolia Avenue (Tax Lot 3S 1W 23AB, 2101) from Commercial to 6 – 7 du/ac, since its access is via Magnolia Avenue, a residential street.**
  - 6.1.i. Move the Areas of Special Concern, Area F boundary to the north side of Wilsonville Road.**
  - 6.1.j. Move the Areas of Special Concern, Area K boundary to the west side of the railroad right-of-way.**
- 6.2. Amend the Comprehensive Plan text as follows:**
- ~~**6.2.a. Adopt policies supporting the potential for changing the zoning for the River Village Mobile Home Park to a higher residential density at the time a development application is approved if trees are preserved.**~~
  - ~~**6.2.b.**~~ **6.2.a. Amend the Comprehensive Plan text to direct that the appropriate zone for implementation of the residential designation of 6 – 7 du/ac within the Old Town area is an Old Town Residential (R) Zone and not the PDR-4 Zone.**
  - ~~**6.2.c.**~~ **6.2.b. Amend the text for Area F to delete language relating to Old Town that has been implemented in the Old Town Plan and recommended code amendments.**

*Wilsonville's Old Town Neighborhood Plan*



Map 6.3. Comprehensive Plan – Proposed Changes

*Wilsonville's Old Town Neighborhood Plan*

**Zoning Designations**

In order to provide a process to insure orderly development consistent with the availability of adequate public facilities, lands are rezoned consistent with the Comprehensive Plan on a case-by-case basis.

At time of acceptance of the Old Town Neighborhood Plan by the City in Old Town, lands within the approved Lowries Marketplace development and Wilsonville Square 76 ~~are~~ were zoned Planned Development Commercial. Lands included in Old Town Village ~~are~~ were zoned Planned Development Industrial, and most of the area between 2<sup>nd</sup> Street and 3<sup>rd</sup> Street ~~has been~~ was zoned Planned Development Residential (PDR- 4). (Map 6.4) The remaining residential lands ~~are~~ were zoned either Residential Agricultural-Holding (RA-H, Residential) or Residential (R), and the public lands ~~are~~ were zoned RA-H (Public Lands).

Urbanizable properties within the City which are planned for development and which have not previously received development approval in accordance with the Comprehensive Plan are placed within the Future Development Residential Agricultural Holding (FDARA-H) Zone (formerly RA-H zone). At such time as development is proposed the property must be rezoned consistent with the Comprehensive Plan. The ~~FDARA-H~~ zone allows a single-family dwelling and accessory uses, and home occupations subject to the applicable criteria in Section 4.001(110) of the City's Development Code, as well as agricultural uses and public recreational facilities.

The purpose of the Residential (R) Zone is to provide standards and a simplified review process for small-scale low and medium density residential development. It is for sites which do not qualify as Planned Developments. The subject site must be 2 acres or less in size, ~~and no more than 30% of the site can be proposed to be covered by buildings.~~ Detached ~~and attached~~ single-family dwellings, middle housing, and apartments are permitted uses subject to the density limitations of the Comprehensive Plan. For example, the apartments north of Tauchman are zoned 'R'.

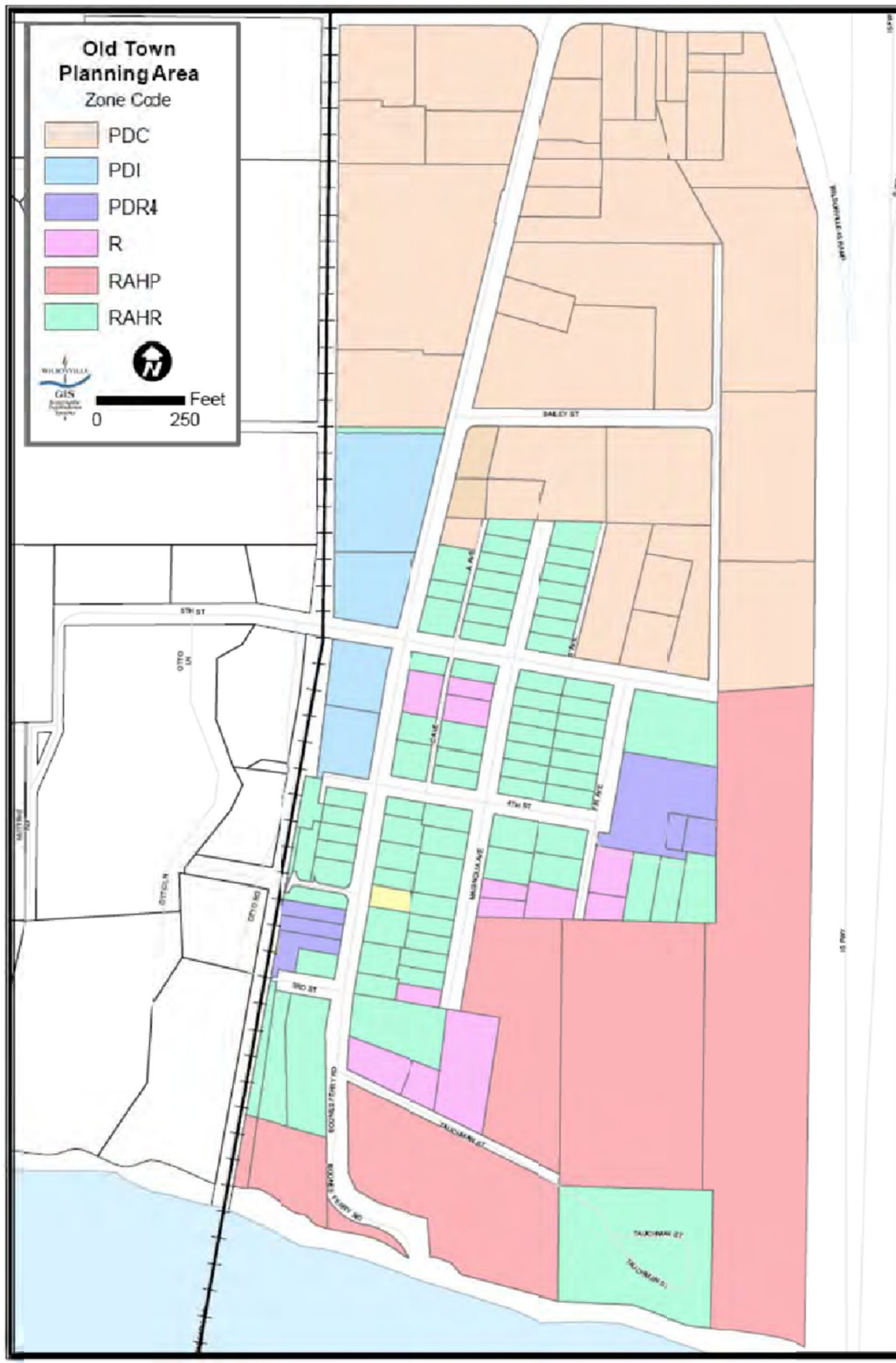
**Table 6.1: Comparison of the PDR-4 Zone, the OTOZ and the R Zone (NOTE: These code provisions have changed since the adoption of this plan. This table is no longer accurate.)**

	<b>PDR-4</b>	<b>OTOZ</b>	<b>Residential (R) Zone</b>
Average lot size	5000 square feet	5000 square feet	
Minimum lot size	4000 square feet	4000 square feet	5000 square feet
Minimum density	1 unit/6000 square feet		
Minimum lot width at building line	35 feet	35 feet	60'
Minimum street frontage on public street	35 feet		30'
Minimum lot depth	60 feet	60 feet	70'
Setbacks			
Minimum front yard	15 feet To garage or carport: 20'	15 feet To garage or carport: 20'	15' To garage or carport: 20'
Minimum side yard		5'	
One story	5'		5'
Two or more stories	7'		7'
Corner lots	10' adjacent to streets	10' adjacent to streets	10' adjacent to streets
To garage or carport	20'	20'	20'
Rear yard		15'	
One story	15'		15'
Two or more stories	20'		20'
Maximum building height	35 feet	35 feet	35'

*Wilsonville's Old Town Neighborhood Plan*

Maximum lot coverage	75% total for all buildings	75% total for all buildings	20% for all residential bldgs, 30% for all bldgs.
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*Wilsonville's Old Town Neighborhood Plan*



**Map 6.4. Existing Old Town Planning Area – Zone Code** (NOTE: The zoning map has changed since the adoption of this plan. This map is no longer accurate.)



*Wilsonville's Old Town Neighborhood Plan*

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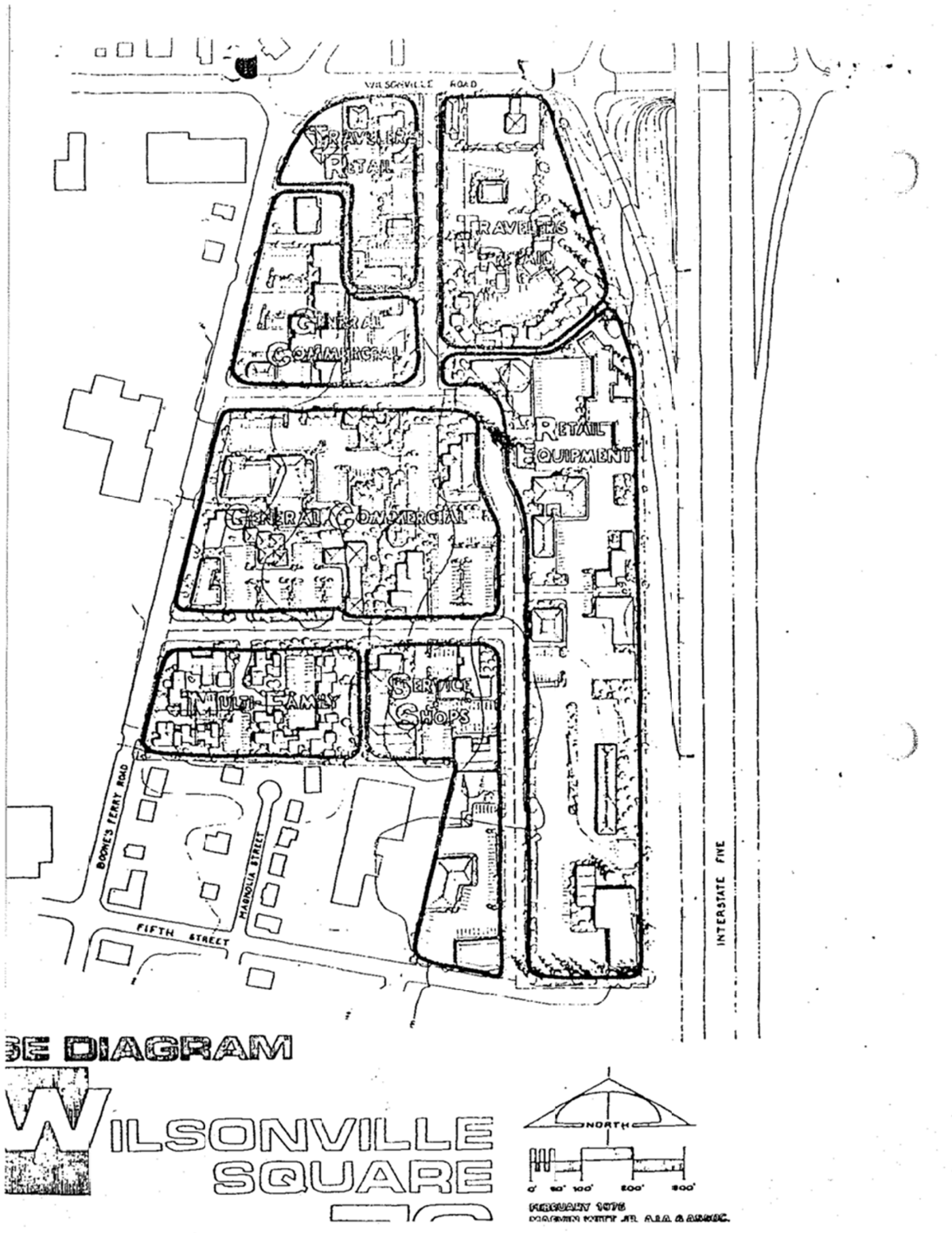
**Wilsonville Square 76 Plan:**

The Square 76 Plan was approved in 1976, modifying an earlier Concept Plan adopted in 1973 (Map **6.5**). It includes 33 acres of land located east of Boones Ferry Road, between Wilsonville Road and a line running east from Boones Ferry Road at the north end of Magnolia Street, to the I-5 right-of-way; and also including lands located between the Curran Coil Spring, Inc. plant and I-5 north of 5<sup>th</sup> Street. In 1998, the Catholic Church purchased the lands due east of the Curran lands. Approval was received for modification of the Square 76 Plan and for the construction of the Church's Social Hall and parking lot. The modification located the building approximately where an internal street for Square 76 was located. According to the Clackamas County Assessor's Maps, there is a 25' right-of-way, dedicated to the public in 2003, running north-south along the east side of the Social Hall parcel. Tax Lot 3S 1W 23AC, 0101 located between I-5 and the dedicated public right-of-way is vacant and is still included in the Square 76 Plan.

**Recommendations:**

- 6.4 The Planning Commission should initiate a public hearing process to consider proposed changes to the Comprehensive Plan and Zoning.**

*Wilsonville's Old Town Neighborhood Plan*



Map 6.5. W Isonville Square 76

*Wilsonville's Old Town Neighborhood Plan*

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**Old Town Overlay Zone (OTOZ)**

Over the period from the mid-1990's until today, the city has consulted with a variety of nationally recognized planning and development experts. Several of these experts came to Wilsonville to assess the needs of the city from the standpoint of transportation needs, commercial services, neighborhood development, pedestrian-friendly and human-scale concepts as applied to Wilsonville. Expert consultants who have worked with the city in these areas include Architectural and Planning Consultants, Bill Lennertz and Steve Coyle (Lennertz & Coyle), Retail Development Expert Robert Gibb and renowned Urban Planner Fred Kent.

Several important concepts were developed through these discussions. These concepts include:

- Development of amenities for people will enhance the community. Development of amenities for automobiles will increase traffic.
- Infrastructure development to encourage alternate transportation modes will have to occur before growth in non-automobile transportation mode usage can be expected.
- Delineation of "neighborhoods" should guide plans to make direct connections from each neighborhood center to adjacent neighborhood centers.
- Multiple connections need to be available to residents to choose routes when faced with vehicle congestion on the roads. More small connections are better than a few large ones.
- Residents need to be able to travel to schools, commercial services, recreation and employment on routes other than Wilsonville Road, if they are not intending to access I-5.
- Commercial goods and services need to be available to residents on both sides of I-5, so that unnecessary congestion-causing trips across I-5 are avoided.

The creation of the Old Town Overlay was the first step in implementing this vision of creating a commercial development to serve west side residents. It was envisioned that that development would be located along Boones Ferry Road (Map 6.6). Significant investment by the private sector in commercial development and street improvements based on these concepts has occurred, and more is pending. The next steps to codify a master plan for Old Town north of 5<sup>th</sup> Street need to honor and continue the vision, concepts and plans to which this commitment has been made. Clarification, refinement and improvements can be made while maintaining the integrity of the overall concept. Building communities is a long-term project requiring consistent long-term direction for success.

The OTOZ is an overlay zone over base zoning. The criteria in the base zone apply, unless specifically modified by the OTOZ.

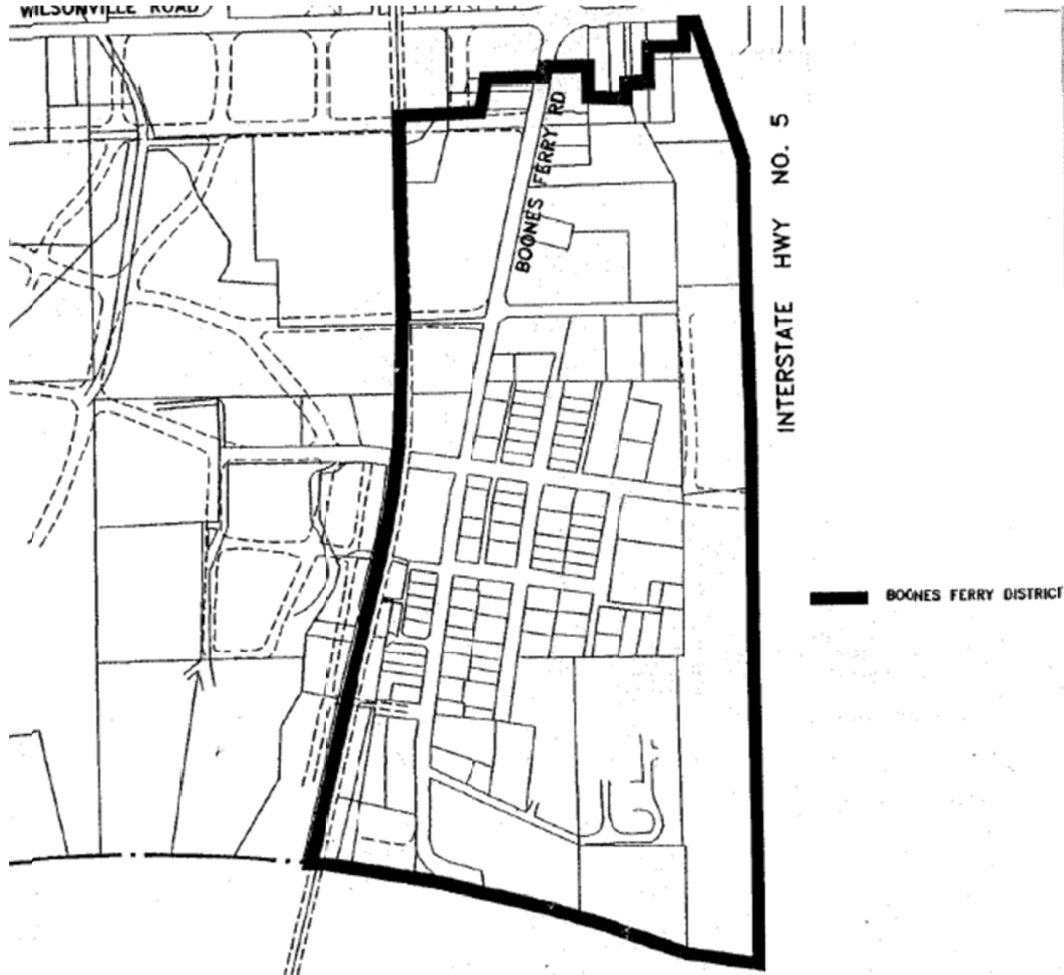
Section 4.138 of the City's Development Code states that the purpose of the Old Town Overlay Zone is to establish design standards that will be applied to developments within the Old Town Neighborhood. It is not intended as an additional set of permit criteria, but rather to serve as guidelines creating a traditional Old Town Main Street and mixed-use neighborhood. It is recognized that the Old Town neighborhood is of unique significance because of its existing pattern of mixed uses, its access to the Willamette River and because it was the original center of housing and commerce for the community. It is the desire of the City to have buildings in the Overlay Zone reflect a range of architectural types and styles that were popular in the Willamette Valley from approximately 1880 to 1930. The OTOZ assumes gradual, but significant redevelopment in Old Town, rather than lot-by-lot improvements and/or replacements of existing

*Wilsonville's Old Town Neighborhood Plan*

dwellings. The majority of the standards included in the OTOZ apply to development along Boones Ferry Road and/or to commercial, industrial and multi-family dwellings.

The primary land use type in Old Town, south of Bailey Street, is the detached single-family dwelling on 50' x 125' (6250 square feet) or larger lots. The character is more similar to development under the provisions of the R Zone, rather than the PDR-4 Zone. (Table 6.1) The greatest difference in character is the difference in allowable lot coverage. The R Zone standards clearly provide more open lot area, and by default, a smaller dwelling footprint, both of which are typical of existing Old Town development patterns.

The architectural design standards in the OTOZ will not preserve the character of Old Town without accompanying regulations that continue to allow the existing ratio of open yard area to building on individual lots.



**Map 6.6. Old Town Overlay Zone.**

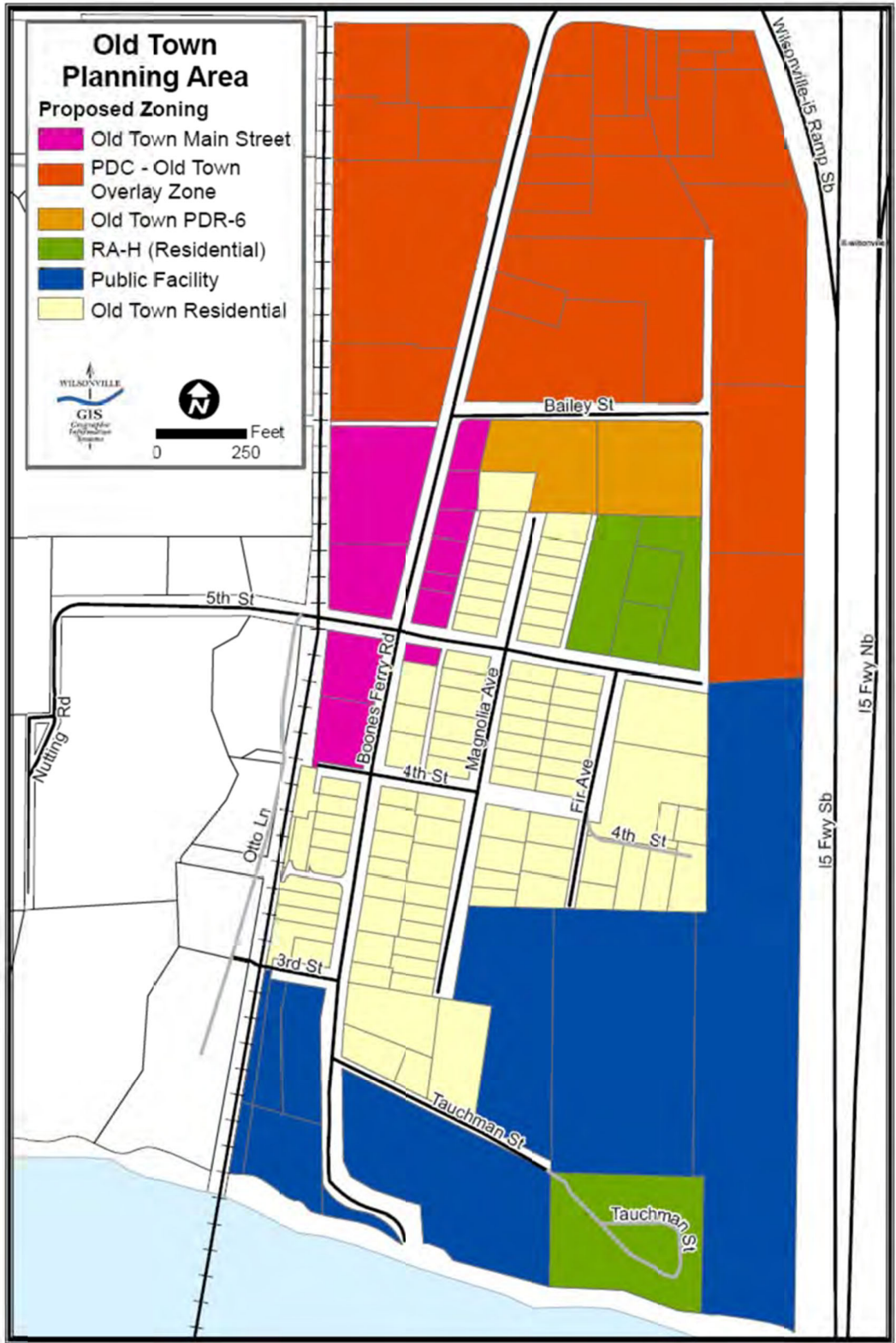
*Wilsonville's Old Town Neighborhood Plan*

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**Recommendations: (See Map 6.7)****6.5. Amend the Planning and Land Development Ordinance as follows:**

- 6.5.a. Adopt an Old Town Residential Zone based on the City's existing Residential (R) Zone, incorporating by reference architectural standards guidelines and including a special subsection applicable to residential land abutting Boones Ferry Road south of 4<sup>th</sup> Street, and incorporating Boones Ferry Streetscape Concept Plan standards. Provide for adaptive reuse of the historic buildings east of Boones Ferry Road between 4<sup>th</sup> Street and 5<sup>th</sup> Street in keeping with their historic character and Main Street principles.**
- 6.5.b. Rezone all single-family lots in Old Town as Old Town Residential (OTR) Zone. Normally, rezoning is done at the time of development, but this is a developed neighborhood. Rezoning at this time requires new development and alterations to existing development to meet the requirements of the OTR Zone and not the PDR-4 Zone, thus helping to maintain the historic development pattern of Old Town.**
- 6.5.c. Adopt a Planned Development Commercial-Old Town District modeled on the PDC-TC Zone, but including applicable sections of the Old Town Overlay District. Amend the Zoning Map to PDC-OT for lands between Bailey Street and Wilsonville Road that are also between the railroad and I- 5, and for vacant lands adjacent to the ODOT right-of-way east of Boones Ferry Village and St. Cyril's Social Hall.**
- 6.5.d. Adopt an Old Town Main Street District applicable to lands one lot deep adjacent to Boones Ferry Road between Bailey Street and 5<sup>th</sup> Street, to lands on the west side of Boones Ferry Road between 4<sup>th</sup> Street and 5<sup>th</sup> Street, and to the lot at the southeast corner of Boones Ferry Road and 5<sup>th</sup> Street. Incorporate applicable design guidelines from the existing Old Town Overlay Zone. Include the Old Town Architectural Guidelines and the Boones Ferry Streetscape Concept Plan by reference.**
- 6.5.e. Repeal the Old Town Overlay District and the Square 76 Plan when these recommended zones are adopted.**
- 6.5.f. See Accessory Dwelling Unit section for ADU recommendations.**

*Wilsonville's Old Town Neighborhood Plan*



**Map 6.7. Recommended Zoning Map**

*Wilsonville’s Old Town Neighborhood Plan*

**Accessory Dwelling Units (ADU’s)**

Accessory dwelling units, sometimes called “granny flats” are small dwelling units accessory to the main dwelling unit on a lot. They may be attached or detached. ADU’s are widely used within the United States, initially to provide housing for dependent relatives, for caregivers for a resident of the main dwelling, or as a living unit for caretakers of property. In college communities, ADUs provide student housing and income for the resident family while reducing the number of illegal apartment conversions. Over time, as housing has become more costly, the use of ADU’s has been broadened in many places to allow affordable occupancy by anyone, whether related to the occupants or operation of the main dwelling unit or not.

As noted previously, Oregon state statute requires cities with a population greater than 2,500 to allow the development of at least one ADU for each detached single-family dwelling on a residentially-zoned lot, subject to reasonable local regulations relating to siting and design (per ORS 197.312). As defined by the statute, “reasonable local regulations relating to siting and design” does not include owner-occupancy requirements or requirements to construct additional off-street parking for ADUs. In addition, ADUs cannot be subject to density limits.

At the time the Old Town Neighborhood Plan was initially adopted, the placement of ADU’s in Old Town is still anwas a controversial issue. The City’s Development Code presently allows ADU’s as a permitted use in residential zones subject to certain standards. A compromise proposal was drafted by Old Town residents and is included in the Appendix. Other property owners have provided another alternative also included in the appendix. If adopted, limitation on ADU’s in Old Town would differ from other neighborhoods with Wilsonville. However, state law requires Wilsonville to allow an ADU for every single-family detached dwelling, special exceptions for the Old Town neighborhood would not be permissible.

Table 6.2, below, compares the two proposals to the existing City Code. This table was updated in 2021 to reflect recent Code updates. It is important to note that the Old Town residents’ and developers’ proposals do not comply with state law with regard to occupancy, off-street parking, and density standards.

**Table 6.2. Comparisons of ADU Characteristics**

<b>ADU characteristics</b>	<b>City Code</b>	<b>OT residents &amp; Property Owners</b>	<b>Developers’ Preferred Alternative</b>
<b>Size of unit</b>	600 sq. ft.	600 sq. ft.	600 sq. ft.
<b># of units/sfd</b>	1	1	1
<b>Occupancy</b>	Anyone	Family member in ADU or primary unit	Anyone
<b>Architectural compatibility</b>	yes	yes	yes
<b>Off-street parking spaces</b>	0+1	1	1
<b>Limit on # of total occupants on lot</b>	no	yes	no
<b>Limit density of ADUs in neighborhood</b>	no Specific to Planned Development approvals.	yes	no

*Wilsonville's Old Town Neighborhood Plan*

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**Areas of Consensus on ADUs:****Architectural Design:**

There is agreement that the architecture of the ADU should be compatible with the architectural style of the main dwelling unit.

The City's Development Code was updated to make the ADU design standards clear and objective, as required by state law. The code currently requires that roof and siding materials for the ADU match either the primary dwelling, a primary dwelling on an adjacent lot, or a primary dwelling within the same subdivision. "The Accessory Dwelling Unit must be of substantially the same exterior design and architecture (i.e., siding, windows, doors and roofing materials) as the primary dwelling unit on the property."

**Size and location of ADUs:**

The ADU may be attached to, or detached from the primary dwelling unit. The size of ADUs is limited to 600 square feet or less. There appears to be consensus on these requirements.

**Parking:**

The Development Code requires one parking space per ADU. The Architectural Pattern Books for Villebois included one parking space per ADU. There are a few ADUs in Canyon Creek Estates. They do not have extra parking spaces for those units. Concerns have been raised about the additional congestion and loss of neighborhood character caused by onstreet parking for ADUs.

**Limit density of ADUs in the neighborhood:**

There is a strong desire by Old Town residents to limit the number of ADUs that can be approved in Old Town, due to parking, traffic and character of the area issues. However, no mechanism has been identified for directly limiting density of ADUs in the neighborhood, since ADUs are not counted in density calculations within the city. They are, in essence, bonus units to encourage provision of affordable housing. The recommendation to require that either the main unit or the ADU be occupied by the owner of the lot will serve to somewhat limit the number of ADUs.

**Recommendations:**

(NOTE: The recommendations regarding ADUs that were originally included in this plan no longer comply with state law. Therefore, they have been deleted.)

~~6.6.1 Amend the Planning and Land Development Code to regulate ADU development in the Old Town Residential Zone by density and dispersal restrictions to retain the historic single-family character of the neighborhood.~~

~~6.6.2. Amend the Planning and Land Development Code requiring one onsite parking space per ADU in residential zones. The additional parking space should not be in the front yard unless screened from the street by fencing or landscaping.~~

**\*\*\* Chapters 7 – 12 are not included in this review draft \*\*\***





## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b> October 18, 2021	<b>Subject: Resolution No. 2930</b> Interim Development Agreement with Taylor Morrison Northwest, LLC regarding funding, design and construction of Regional Park-6 (RP-6) in Villebois  <b>Staff Member:</b> Chris Neamtzu, AICP, Community Development Director  <b>Department:</b> Community Development Department	
<b>Action Required</b>	<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable	<b>Comments:</b> N/A
<b>Staff Recommendation:</b> Staff recommends Council adopt Resolution No. 2930.		
<b>Recommended Language for Motion:</b> I move to approve Resolution No. 2930.		
<b>Project / Issue Relates To:</b>		
<input checked="" type="checkbox"/> Council Goals/Priorities: Align infrastructure plans with sustainable funding sources	<input checked="" type="checkbox"/> Adopted Master Plan(s): Villebois Village Master Plan	<input type="checkbox"/> Not Applicable

### ISSUE BEFORE COUNCIL:

Council is being asked to adopt an interim development agreement with Taylor Morrison Northwest, LLC outlining the general terms regarding funding, design and construction of Regional Park-6 in the Clermont subdivision, Villebois (Attachment A). A more comprehensive Development Agreement will be brought back to Council within 30-days of this action.

**EXECUTIVE SUMMARY:**

Taylor Morrison Northwest, LLC (TM) purchased William Lyon Homes in 2020, who had purchased Polygon Northwest in 2014. Polygon, who was the City's long-standing partner in implementing numerous phases of Villebois received land-use approval from the Development Review Board (DRB) and City Council for the Clermont subdivision in 2018. Clermont is the last single-family neighborhood remaining in the Villebois project. Clermont is comprised of 87 single-family lots (DRB approval was 89 lots, 2 lots were removed through Administrative Review to save trees), and contains an unfinished corner of Regional Park – 5 (Trocadero Park) as well as Regional Park – 6 (Cavallo Park). Clermont is referred to in Villebois phasing as Preliminary Development Plan – 5 North (PDP-5N).

As part of the construction of the Clermont subdivision, TM is required to enter into a Development Agreement with the City that outlines roles and responsibilities for funding, design and construction of the unfinished portion of Regional Park 5 and all of Regional Park 6, which is the last regional park in Villebois. TM broke ground with a grading and tree removal permit earlier in the summer. Efforts were initiated to write a full Development Agreement, but given the time constraints and the developers wish to obtain a Public Works Permit to begin certain construction activities including the subdivision utilities, streets and the park prior to the wet weather season, an interim development agreement was agreed to as the preferred approach.

*Condition of approval PFC 2 states “Applicant shall enter into a Development Agreement with the City that clarifies responsibilities, reimbursements and/or estimated costs for construction of Regional Park (RP-6), city sanitary sewer main between Tooze Road and Verdun Loop, and street improvements or modifications.”*

*Additionally, Condition of approval PDC 3 states “All park and open space improvements approved by the DRB shall be completed prior to issuance of the 45<sup>th</sup> house permit for PDP 5 North. If weather or other special circumstances prohibit completion, bonding for the improvements will be permitted. See Finding 54.”*

The Villebois Master Plan states a primary purpose of Regional Park 6 is to preserve “several large groves of trees”. Given that Regional Park – 6 is a larger regional park at 6.42 acres in size, it is beyond the developer's responsibility to dedicate, design and construct the park without contributions from the public. Thus, a development agreement is needed to spell out the responsibilities for funding, design, timing and construction of the Park.

Since time is of the essence to construct the subdivision prior to the arrival of wet winter weather, staff agreed to enter into an interim Development Agreement just to address the funding and construction of the park, which allowed TM to obtain their Public Works permit to continue to construct the site improvements while the larger more comprehensive Development Agreement is crafted.

The engineers cost estimate to design, grade, remove trees, and construct the park is approximately \$960,000. Staff proposes to utilize the Parks System Development Charges (SDCs) that would have been collected from the lots in Clermont to fund the public's portion of the Regional Park.

The City's proposed contribution of \$569,328 is the total amount of Parks SDC's that the 87 lots would generate (87 X \$6,544/lot = \$569,328). Given that final construction cost estimates have not been obtained and the City's costs are capped, the cost split is fair and equitable to both the Developer and the City. It should be noted that the 6.42 acres of land will be dedicated to the public at no cost. TM has signed the interim Development Agreement, City Manager will do the same following approval by the City Council.

The key elements of the Interim Development Agreement are as follows:

- 1. Construction and Completion of RP-6 and Remainder of RP-5.** Developer (TM) shall construct and complete RP-6 and the remainder of RP-5, as set forth in the DRB conditions of approval and in accordance with the adopted plans and specifications.
- 2. Payment of Design and Construction Costs for RP-6 and Remainder of RP-5.** Developer (TM) shall initially bear the cost of designing and constructing RP6 and the remainder of RP5, at Developer's sole cost and expense, to be credited on a lot by lot basis at permit issuance by the City.
- 3. City Grant of Credits.** Construction and installation of RP-6 is required as a condition of DRB approval. In consideration of Developer's construction and installation of RP-6 (and the balance of RP-5), the City will grant credits to the Developer against Parks System Development Charges ("SDCs") that would otherwise be assessed against each home until Parks SDC credits in an amount equal to \$569,328 ("Credits") have been given.
- 4. Modifications to Park Design or Amenities.** The parties agree to collaborate with each other in good faith to update the park design, as needed or desired. No amendment, change, or modification of the park design and amenities shall be valid unless agreed to by the City, in writing, and signed by both parties. If agreement cannot be reached, the park design will remain unchanged.
- 5. Other DRB Conditions of Approval.** All DRB conditions of approval shall continue to be in full force and effect, as written. A more comprehensive Development Agreement, incorporating all DRB conditions, shall be negotiated within 30 days after the effective date of this Agreement. This Agreement is solely in consideration of the City issuing TM public works permits to continue work on PDP-5N prior to execution of the comprehensive Development Agreement.

**EXPECTED RESULTS:**

A funded and complete regional park in the Clermont subdivision by the issuance of the 45<sup>th</sup> home permit consistent with Condition of Approval PDC 3.

**TIMELINE:**

Single-family home construction and market conditions will dictate the specific timeline for park completion. Staff anticipates that by summer of 2022 the park will be complete.

**CURRENT YEAR BUDGET IMPACTS:**

There are no budgeted dollars for Regional Park – 5 and 6 in the FY 21-22 Adopted Budget. This Development Agreement is the vehicle for contributing funds to the construction of the parks. The Parks SDC Fund will not receive \$569,328 as a result of this agreement. These dollars are being leveraged to fund nearly \$1M in design and construction of the last regional park in Villebois.

**FINANCIAL REVIEW:**

Reviewed by: KAK Date: 10/05/2021

**LEGAL REVIEW:**

Reviewed by: BAJ Date: 10/21/2021

**COMMUNITY INVOLVEMENT PROCESS:**

There was significant community involvement into the creation of the Villebois Village Master Plan, specifically the parks chapter, as well as on the Clermont land-use application before the DRB and City Council.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:**

Completion of Regional Park 6 in 2022 will be a major milestone for the Villebois project, in that the last single-family subdivision and Regional Park will be completed following nearly 20 years of implementing the Villebois Village Master Plan. This is truly a time for reflection and celebration on what has been accomplished.

**ALTERNATIVES:**

There are no other workable alternatives for completion of the parks given the conditions of approval, timing of the project and construction activity already underway.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Resolution No. 2930
  - A. DRAFT Interim Development Agreement including site plans for parks and open space in the Clermont subdivision.

**RESOLUTION NO. 2930**

**A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERIM DEVELOPMENT AGREEMENT WITH TAYLOR MORRISON NORTHWEST, LLC REGARDING DESIGN, FUNDING AND CONSTRUCTION OF REGIONAL PARKS 5 AND 6 IN THE CLERMONT SUBDIVISION, VILLEBOIS.**

WHEREAS, the Villebois Village Master Plan is a regulatory document that was adopted as a sub-element of the City's Comprehensive Plan; and

WHEREAS, Villebois is an example of a public – private partnership, where both the development community and the City's Urban Renewal Agency have collaborated to provide needed infrastructure commensurate with the many phases of development in Villebois; and

WHEREAS, the Villebois Village Master Plan contains a chapter on parks and recreation experiences in Villebois which includes a regional parks system that benefits citizens of the City; and

WHEREAS, there are significant efficiencies both in time and in financing that can be achieved when the park is built at the same time as the subdivision improvements; and

WHEREAS, Taylor Morrison Northwest, LLC has purchased property previously entitled by Polygon Northwest, commonly referred to as the Chang Property, now referred to as Clermont, which includes a small part of Regional Park 5, and all of Regional Park 6; and

WHEREAS, Clermont represents Preliminary Development Plan (PDP) – 5 of Specific Area Plan (SAP) North, also commonly referred to as PDP-5N; and

WHEREAS, the City desires to complete the Villebois regional park system with its private development partners to bring the park to completion in a financially efficient manner, which in this case is Taylor Morrison Northwest, LLC who is constructing the PDP-5N subdivision and the associated 87 single-family homes; and

WHEREAS, Condition of approval PFC 2 of Planning Case File No. DB18

0049 – DB18-0051 states “*Applicant shall enter into a Development Agreement with the City that clarifies responsibilities, reimbursements and/or estimated costs for construction of Regional Park (RP-6), city sanitary sewer main between Tooze Road and Verdun Loop, and street improvements or modifications*”; and

WHEREAS, Condition of approval PDC 3 states “*All park and open space improvements approved by the DRB shall be completed prior to issuance of the 45<sup>th</sup> house permit for PDP- 5 North. If weather or other special circumstances prohibit completion, bonding for the improvements will be permitted. See Finding 54*”; and

WHEREAS, Regional Park - 6 is 6.42 acres in size, which is beyond the developer’s proportional responsibility to fund and construct due to its regional size and amenities; and

WHEREAS, according to the Villebois Master Plan, one of the primary purposes of Regional Park – 6 is to preserve several large tree groves; and

WHEREAS, the park contains a significant segment of the Ice Age Tonquin Trail, a regional trail facility that is planned to connect the cities of Tualatin, Sherwood and Wilsonville, as well as two playgrounds and a dog park that serve the community’s larger recreational needs; and

WHEREAS, the preliminary engineers cost estimate for the construction of Regional Park – 6 and the remainder of Regional Park – 5 is \$960,000; and

WHEREAS, the City has agreed to provide Taylor Morrison Northwest, LLC with Parks System Development Charge (SDC) credits up to the value of the parks SDC’s that would otherwise be collected on the project, which total \$569,328 (87 lots X Parks SDC of \$6,544/lot); and

WHEREAS, the Developer is required to fund the balance of the Regional Park construction and is required to complete the park before the 45<sup>th</sup> building permit is issued; and

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

Section 1. The City of Wilsonville authorizes the City Manager to enter into and execute an interim Development Agreement on behalf of the City of Wilsonville, with Taylor Morrison Northwest, LLC for a value of \$569,328 in substantially the form as attached hereto as Exhibit A.

Section 2. Within 30-days of adoption of this Resolution, the full Development Agreement will be sent to the City Council for review.

Section 3. This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting there of this 18<sup>th</sup> day of October 2021, and filed with the Wilsonville City Recorder this date.

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Julie Fitzgerald, Mayor

ATTEST:

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Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Fitzgerald

Council President Akervall

Councilor Lehan

Councilor West

Councilor Linville

EXHIBIT:

A. Interim Development Agreement with Taylor Morrison Northwest, LLC

**INTERIM DEVELOPMENT AGREEMENT  
(Park Development Only)**

THIS INTERIM DEVELOPMENT AGREEMENT (“Agreement”) is entered into by the **City of Wilsonville**, a municipal corporation of the State of Oregon (the “City”), and **Taylor Morrison Northwest, LLC**, a Delaware limited liability company, as successor in interest to **Polygon WLH, LLC** (“Developer”).

**RECITALS**

A. In conjunction with the November 28, 2018 Development approval given by the City of Wilsonville Development Review Board (“DRB”) for the Clermont Development-Phase 5 north of Villebois (“PDP-5”), pursuant to PFC2, Developer is required to enter into a Development Agreement with the City outlining all conditions of approval as required by the DRB (“Development Agreement”).

B. Due to time constraints and Developer’s wish to obtain a public works permit to begin certain construction activity, the City has agreed to issue the public works permit prior to execution of the full Development Agreement, subject to the terms and conditions of this Agreement, addressing only construction of Regional Park 6 (“RP6”), open space, and completion of the remainder of Regional Park 5 (“RP5”).

C. The parties hereby agree to complete and enter into the more comprehensive required Development Agreement within 30 days after the effective date of this Agreement.

**NOW, THEREFORE**, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Construction and Completion of RP6 and Remainder of RP5.** Developer shall construct and complete, or cause the construction and completion of, RP6 and the remainder of RP5, as set forth in the DRB conditions of approval and in accordance with the plans and specifications attached hereto as **Exhibit A**. In accordance with PDC3 and Finding C54, and this Agreement, the City shall not issue the building permit for the 45<sup>th</sup> house within PDP-5 until RP6, the remainder of RP5, and all “open space improvements approved by the Development Review Board” within PDP-5 have been inspected and found to be complete by City Parks staff.
2. **Payment of Design and Construction Costs for RP6 and Remainder of RP5.** Developer shall initially bear the cost of designing and constructing RP6 and the remainder of RP5, at Developer’s sole cost and expense.
3. **City Grant of Credits.** Construction and installation of RP6 is required as a condition of DRB approval. RP6 is identified in the City’s adopted parks plan as a Regional Park. In consideration of Developer’s construction and installation of RP6, the City will grant credits to the Developer against City Parks System Development Charges (“SDCs”) that would otherwise be assessed against each home within PDP-5 until Parks SDC credits in an amount equal to \$569,000 (“Credits”) have been given. As long as park and open space work is diligently underway, the City



will grant the Parks SDC credit to Developer on each building permit for each house by reducing the total building permit fee due by deducting the Parks SDC as paid until the above amount has been credited. If construction has not begun or is not progressing, the City reserves the right to hold the Parks SDC credits until reasonable progress on RP6 and open space is shown, in accordance with an agreed upon written construction schedule.

- 4. Modifications to Park Design or Amenities.** The parties agree to collaborate with each other in good faith to update the park design, as needed or desired. No amendment, change, or modification of the park design and amenities, as depicted on **Exhibit A**, shall be valid unless agreed to by the City, in writing, and signed by both parties. If agreement cannot be reached, the park design will remain unchanged.
- 5. Other DRB Conditions of Approval.** All DRB conditions of approval shall continue to be in full force and effect, as written. A more comprehensive Development Agreement, incorporating all DRB conditions, shall be negotiated within 30 days after the Effective Date of this Agreement. This Agreement is solely in consideration of the City issuing Developer public works permits to continue work on PDP-5 prior to execution of the comprehensive Development Agreement.

**6. Default; Remedies.**

6.1. Default by Developer; City Remedies. Developer shall be in default under this Agreement if Developer breaches any provision of this Agreement, whether by action or inaction, and such breach continues and is not remedied within 10 days after Developer receives written notice from the City specifying the breach. In the case of a breach that cannot, with due diligence, be cured within a period of 10 days, Developer shall be in default under this Agreement if Developer does not commence the cure of the breach within 10 days after Developer receives written notice from the City and thereafter diligently work to complete the cure within an additional reasonable time, not to exceed an additional 20 days. No building permits will be issued until the default is cured. If the default remains uncured, the City may pursue any and all rights and remedies available to it for breach of contract, at law or in equity.

6.2. Default by City; Developer Remedies. The City shall be in default under this Agreement if the City breaches any material provision of this Agreement, whether by action or inaction, and such breach continues and is not remedied within 10 days after the City receives written notice from Developer specifying the breach. In the case of a breach that cannot, with due diligence, be cured within a period of 10 days, the City shall be in default under this Agreement if the City does not commence the cure of the breach within 10 days after the City receives written notice from Developer and thereafter diligently work to complete the cure within an additional reasonable period of time, not to exceed 20 days. If the default remains uncured, Developer may pursue any and all rights or remedies available to it for breach of contract, at law or in equity.

- 7. Notices.** Any notice required or permitted under this Agreement shall be in writing and shall be given when actually delivered in person or forty-eight (48) hours after having been deposited in the United States mail as certified or registered mail, addressed to the addresses set forth below, or to such other address as one party may indicate by written notice to the other party.

To City: City of Wilsonville  
Attn: Chris Neamtzu, Community Development Director  
29799 SW Town Center Loop East  
Wilsonville, OR 97070

To Developer: Taylor Morrison Northwest, LLC  
Attn: Curtis Huson  
703 Broadway Street, Suite 510  
Vancouver, WA 98660

## 8. Miscellaneous Provisions.

8.1. Integration. This Agreement contains the entire and integrated agreement between the parties and supersedes all prior written or oral discussions, representations, or agreements with respect only to the limited subject matter of this Agreement. In case of conflict among these or any other documents, the provisions of the Development Review Board Conditions of Approval and then this Agreement shall control.

8.2. Legal Effect and Assignment. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors, and assigns. This Agreement may be enforced by an action at law or in equity.

8.3. No Assignment. Developer may not assign this Agreement, nor delegate the performance of any obligations hereunder, unless agreed to in advance and in writing by the City.

8.4. Adherence to Law. This Agreement shall be subject to, and Developer shall adhere to, all applicable federal, state, and local laws (including the Wilsonville Code and Public Works Standards), including but not limited to laws, rules, regulations, and policies concerning employer and employee relationships, workers compensation, and minimum and prevailing wage requirements. Any certificates, licenses, or permits that Developer is required by law to obtain or maintain in order to perform the work described in this Agreement shall be obtained and maintained throughout the term of this Agreement.

8.5. Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the State of Oregon, regardless of any conflicts of laws. All contractual provisions required by ORS Chapters 279A, 279B, 279C, and related Oregon Administrative Rules to be included in public agreements are hereby incorporated by reference and shall become a part of this Agreement as if fully set forth herein.

8.6. Jurisdiction. Jurisdiction and venue for any dispute shall be in Clackamas County Circuit Court.

8.7. Legal Action/Attorney Fees. If a suit, action, or other proceeding of any nature whatsoever (including any proceeding under the U.S. Bankruptcy Code, any administrative

proceeding, trial and/or any appeal or petition for review) is instituted in connection with any controversy arising out of this Agreement or to interpret or enforce any rights or obligations hereunder, the prevailing party shall be entitled to recover attorney, paralegal, accountant, and other expert fees and all other fees, costs, and expenses actually incurred and reasonably necessary in connection therewith, as determined by the court or body at trial or on any appeal or review, in addition to all other amounts provided by law.

8.8. Nonwaiver. Failure by either party at any time to require performance by the other party of any of the provisions of this Agreement shall in no way affect the party's rights hereunder to enforce the same, nor shall any waiver by the party of the breach hereof be held to be a waiver of any succeeding breach or a waiver of this nonwaiver clause.

8.9. Severability. If any provision of this Agreement is found to be void or unenforceable to any extent, it is the intent of the parties that the rest of the Agreement shall remain in full force and effect, to the greatest extent allowed by law.

8.10. Modification. This Agreement shall not be modified except by written instrument executed by Developer and the City.

8.11. Time of the Essence. Time is expressly made of the essence in the performance of this Agreement.

8.12. Calculation of Time. Except where the reference is to business days, all periods of time referred to herein shall include Saturdays, Sundays, and legal holidays in the State of Oregon, except that if the last day of any period falls on any Saturday, Sunday, or legal holiday observed by the City, the period shall be extended to include the next day which is not a Saturday, Sunday, or legal holiday. Where the reference is to business days, periods of time referred to herein shall exclude Saturdays, Sundays, and legal holidays observed by the City. Whenever a time period is set forth in days in this Agreement, the first day from which the designated period of time begins to run shall not be included.

8.13. Headings. Any titles of the sections of this Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

8.14. Number, Gender and Captions. In construing this Agreement, it is understood that, if the context so requires, the singular pronoun shall be taken to mean and include the plural, the masculine, the feminine and the neuter, and that, generally, all grammatical changes shall be made, assumed, and implied to individuals and/or corporations and partnerships. All captions and paragraph headings used herein are intended solely for convenience of reference and shall in no way limit any of the provisions of this Agreement.

8.15. Good Faith and Reasonableness. The parties intend that the obligations of good faith and fair dealing apply to this Agreement.

8.16. Other Necessary Acts. Each party shall execute and deliver to the other all such further instruments and documents as may be reasonably necessary to carry out this Agreement in order

to provide and secure to the other parties the full and complete enjoyment of rights and privileges hereunder.

8.17. Interpretation. As a further condition of this Agreement, the City and Developer acknowledge that this Agreement shall be deemed and construed to have been prepared mutually by each party and it shall be expressly agreed that any uncertainty or ambiguity existing therein shall not be construed against any party.

8.18. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall constitute an original agreement but all of which together shall constitute one and the same instrument. The parties expressly agree that if the signature of Developer and/or the City on this Agreement is not an original, but is a digital, mechanical, or electronic reproduction (such as, but not limited to, a photocopy, fax, e-mail, PDF, Adobe image, JPEG, telegram, telex, or telecopy), then such digital, mechanical, or electrical reproduction is as enforceable, valid, and binding as, and the legal equivalent to, an authentic and traditional ink-on-paper original wet signature penned manually by their signatory. Further, the parties may deliver executed signature pages to this Agreement by electronic means to the other party, and the electronic copy will be deemed to be effective as an original.

8.19. Nature of Agreement. The parties agree that this Agreement does not constitute or concern the adoption, amendment, or application of the Statewide Planning Goals, a comprehensive plan provision, or a land use regulation, the City and Developer acknowledging and agreeing that any and all land use approvals required for PDP-5, RP5, and RP6 are to be obtained (or have been obtained) in due course on another date in accordance with all applicable laws and regulations.

8.20. Relationship. Nothing in this Agreement shall be construed to create an agency relationship or a partnership or joint venture between the parties.

8.21. Termination. This Agreement shall terminate upon the parties' negotiation and mutual approval and execution of the Development Agreement.

8.22. Recitals. The introductory recitals of this Agreement are true and correct and are incorporated into and made a part of this Agreement as if fully set forth herein.

8.23. Exhibits. All exhibits referenced in this Agreement are incorporated into and made a part of this Agreement as if fully set forth herein.

8.24. Effective Date. This Agreement shall take effect upon execution and approval by both parties. Notwithstanding the foregoing, however, the City cannot sign this Agreement until approved by the City Council, which approval is anticipated to be given on October 4, 2021. However, to prevent delay to Developer, Developer may sign before that date, agreeing to thereafter be fully bound, in order to allow Developer to obtain the public works permit.

8.25. Authority. Each party signing on behalf of Developer and the City hereby warrants actual authority to bind their respective party.

The Developer and the City hereby agree to all provisions of this Agreement.

**DEVELOPER:**

TAYLOR MORRISON NORTHWEST, LLC,  
a Delaware limited liability company

By:  \_\_\_\_\_  
DocuSigned by:  
2A4445A4C8F34A9...

Print Name: Curtis Huson

As Its: vice President

Dated: 9/16/2021

**CITY:**

CITY OF WILSONVILLE,  
a municipal corporation of the State of Oregon

By: \_\_\_\_\_

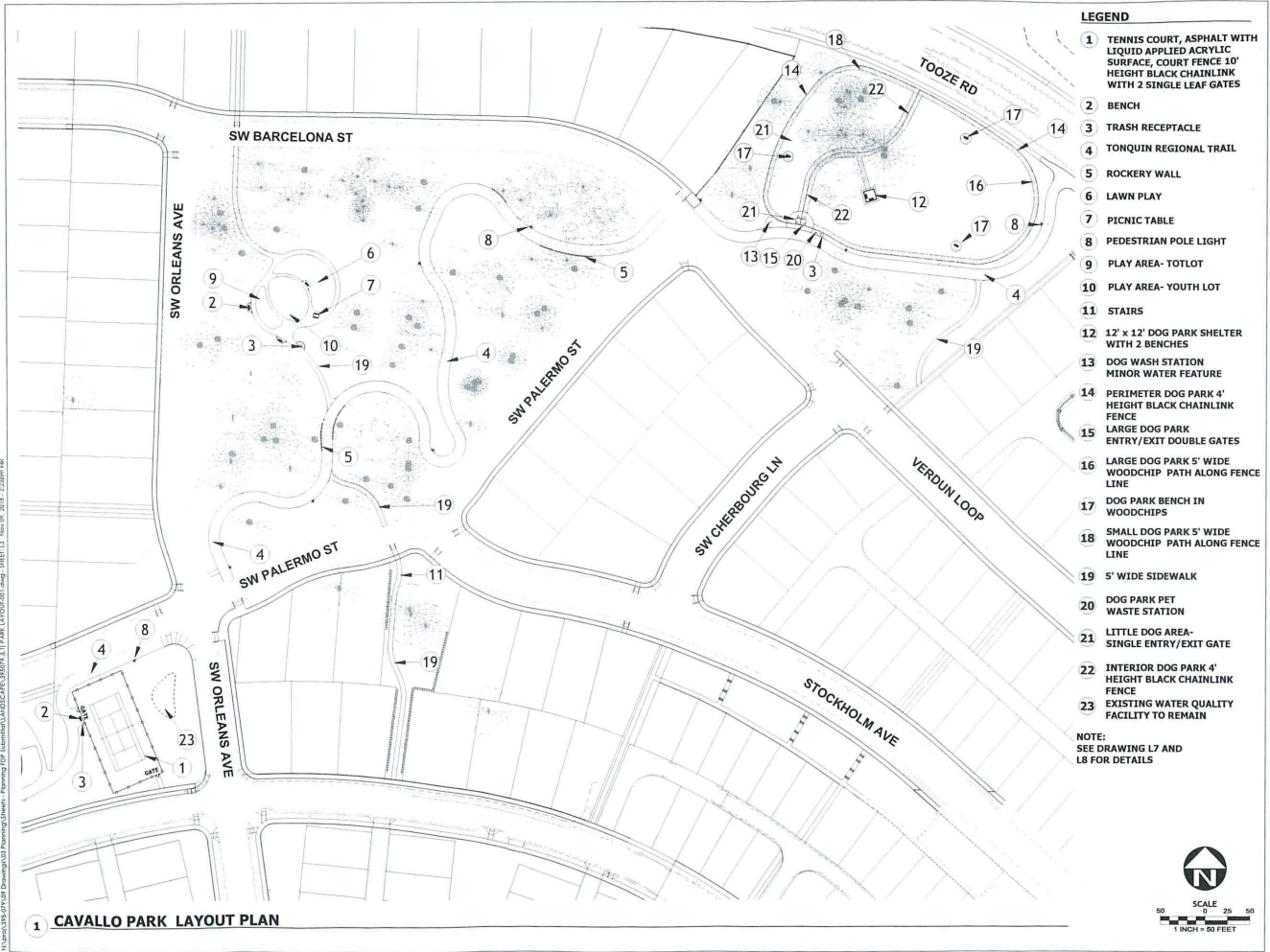
Print Name: \_\_\_\_\_

As Its: \_\_\_\_\_

Dated: \_\_\_\_\_

APPROVED AS TO FORM FOR THE CITY:

\_\_\_\_\_  
Barbara A. Jacobson, City Attorney



12544 SW Main Street  
Tigard, OR 97223  
(503) 941-9484

DATE: 09/28/2018

REVISIONS		
NO.	DATE	DESCRIPTION

PDP 5N  
CLERMONT  
AT VILLEBOIS

Final  
Development  
Plan  
CAVALLO PARK  
LAYOUT  
PLAN

PROJECT NO.:	395-079
TYPE:	PLANNING
REVIEWED BY:	JJK

**L3**

Clermont

Site Plan



Legend

	Open Space	
	Daylight/Tuckunder Product	
	Small Lots (32' - 35')	19
	Medium Lots (49' - 51')	22
	Standard Lots (48' - 54')	40
	Large Lots (70')	6
	<b>Total</b>	<b>87</b>



# EXHIBIT A



## LEGAL DESCRIPTION

Zone Change  
Clermont

3 1 W 15AB 7200, 7290, 7300, 7400, 7500, and 7600

Parcels I, II, and III, of the land described in Document Nos. 91-08202 and 91-08203, Clackamas County Deed Records, in the Northeast Quarter of Section 15, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, State of Oregon, more particularly described as follows:

BEGINNING at the North quarter-corner of said Section 15;

thence along the North line of Samuel B. Franklin Donation Land Claim No. 50, South 88° 35' 17" East, a distance of 1226.19 feet to the northeast corner of said Samuel B. Franklin Donation Land Claim No. 50;

thence along the East line of said Samuel B. Franklin Donation Land Claim No. 50, South 01° 35' 01" West, a distance of 909.38 feet to a point on the northerly plat line of "Tonquin Meadows";

thence along the northerly plat line of "Tonquin Woods at Villebois No. 6", "Tonquin Meadows", "Fir Terrace", and "Calais East at Villebois", North 88° 34' 00" West, a distance of 1235.31 feet to a point on the easterly plat line of "Calais East at Villebois";

thence along said easterly plat line, and its extension, North 02° 09' 29" East, a distance of 909.00 feet to the POINT OF BEGINNING.

Containing 25.687 acres, more or less.

Basis of bearings being plat of "Calais East at Villebois", Clackamas County Plat Records.

Property Vested in:

Victor C. Chang et al.

3 1 W 15AB 7200, 7290, 7300, 7400, 7500, and 7600

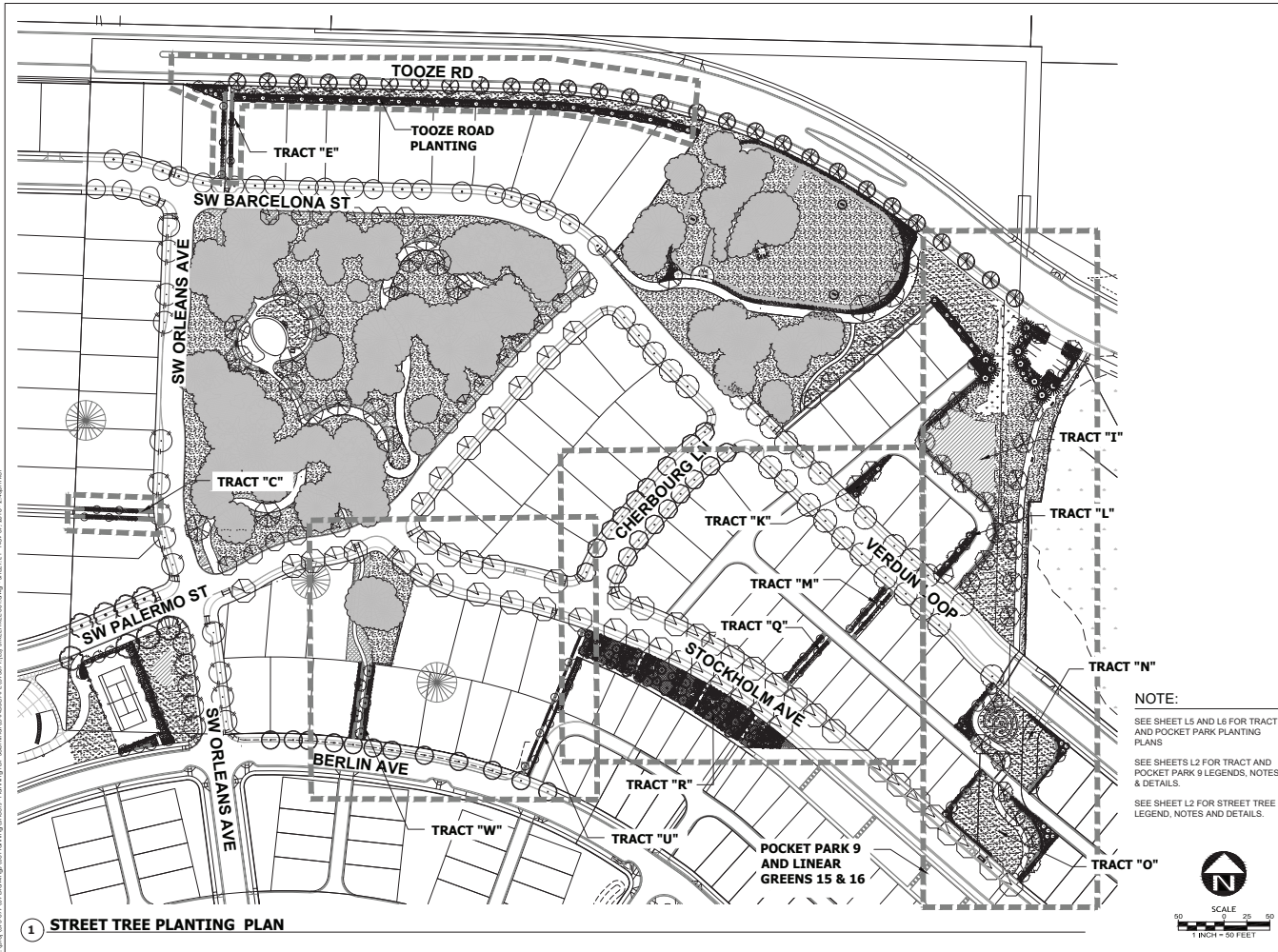
REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

OREGON  
JULY 9, 2002  
TRAVIS C. JANSEN  
57751

RENEWS: 6/30/2019







12564 SW Main Street  
Portland, OR 97223  
[T] 503-941-9484

DATE: 09/28/2018

REVISIONS		
NO.	DATE	DESCRIPTION

PDP 5N  
CLERMONT  
AT VILLEBOIS

Final  
Development  
Plan  
STREET TREE  
PLANTING  
PLAN

PROJECT NO.: 395-079  
TYPE: PLANNING  
REVIEWED BY: JJK

**L1**





- LEGEND**
- 1 TENNIS COURT, ASPHALT WITH LIQUID APPLIED ACRYLIC SURFACE, COURT FENCE 10' HEIGHT BLACK CHAINLINK WITH 2 SINGLE LEAF GATES
  - 2 BENCH
  - 3 TRASH RECEPTACLE
  - 4 TONQUIN REGIONAL TRAIL
  - 5 ROCKERY WALL
  - 6 LAWN PLAY
  - 7 PICNIC TABLE
  - 8 PEDESTRIAN POLE LIGHT
  - 9 PLAY AREA- TOTLOT
  - 10 PLAY AREA- YOUTH LOT
  - 11 STAIRS
  - 12 12' x 12' DOG PARK SHELTER WITH 2 BENCHES
  - 13 DOG WASH STATION MINOR WATER FEATURE
  - 14 PERIMETER DOG PARK 4' HEIGHT BLACK CHAINLINK FENCE
  - 15 LARGE DOG PARK ENTRY/EXIT DOUBLE GATES
  - 16 LARGE DOG PARK 5' WIDE WOODCHIP PATH ALONG FENCE LINE
  - 17 DOG PARK BENCH IN WOODCHIPS
  - 18 SMALL DOG PARK 5' WIDE WOODCHIP PATH ALONG FENCE LINE
  - 19 5' WIDE SIDEWALK
  - 20 DOG PARK PET WASTE STATION
  - 21 LITTLE DOG AREA- SINGLE ENTRY/EXIT GATE
  - 22 INTERIOR DOG PARK 4' HEIGHT BLACK CHAINLINK FENCE
  - 23 EXISTING WATER QUALITY FACILITY TO REMAIN
- NOTE:**  
SEE DRAWING L7 AND L8 FOR DETAILS

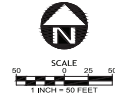
**Pacific Community Design**  
12564 SW Main Street  
Tigard, OR 97223  
[T] 503-941-9484

DATE: 09/28/2018

REVISIONS	
NO.	DESCRIPTION

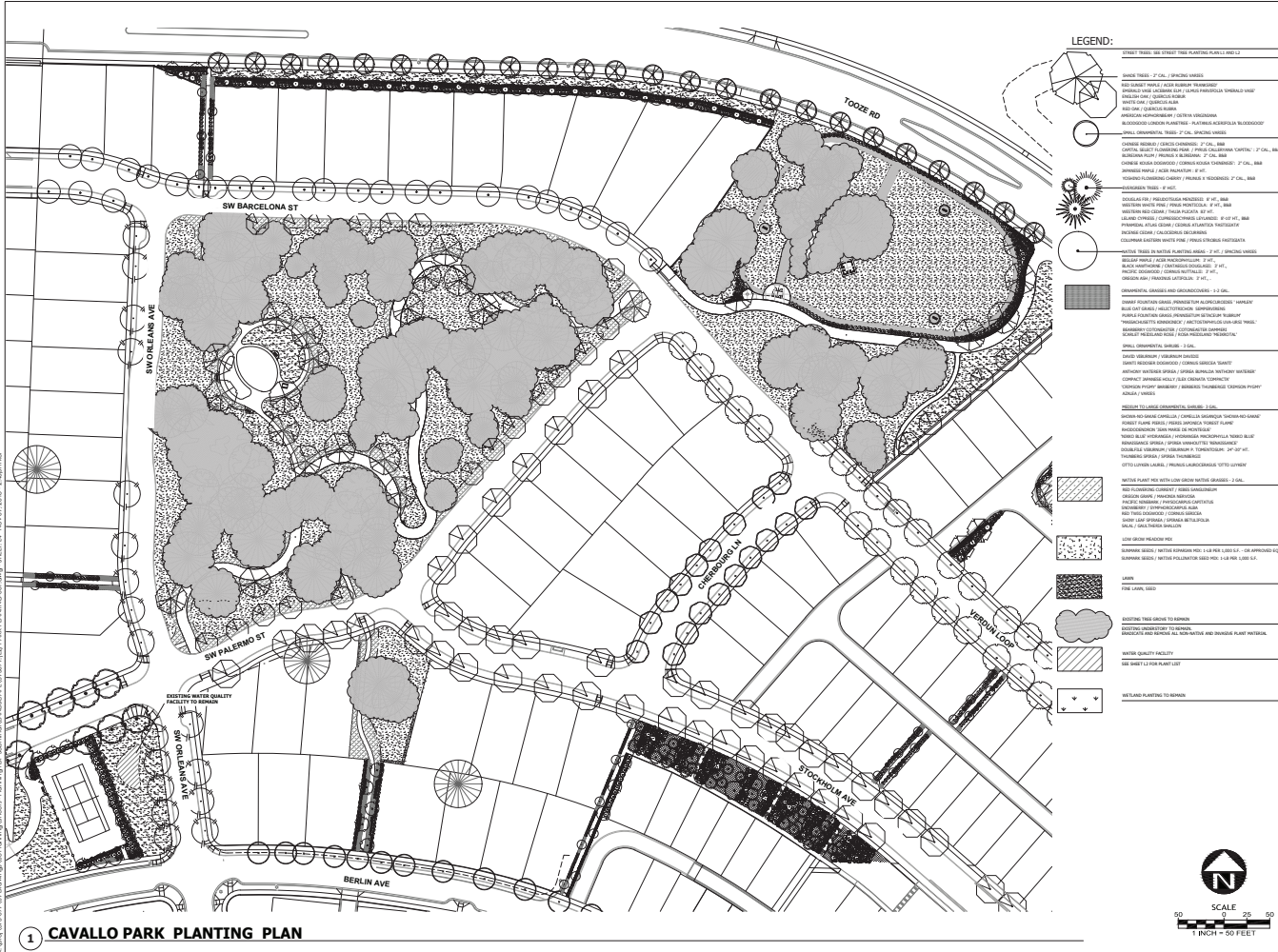
**PDP 5N  
CLERMONT  
AT VILLEBOIS**

Final  
Development  
Plan  
**CAVALLO PARK  
LAYOUT  
PLAN**



PROJECT NO.: 395-079  
TYPE: PLANNING  
REVIEWED BY: JJK

**L3**



**Pacific Community Design**  
 12564 SW Main Street  
 Tigard, OR 97223  
 (503) 941-9484

DATE: 09/28/2015

**REVISIONS**

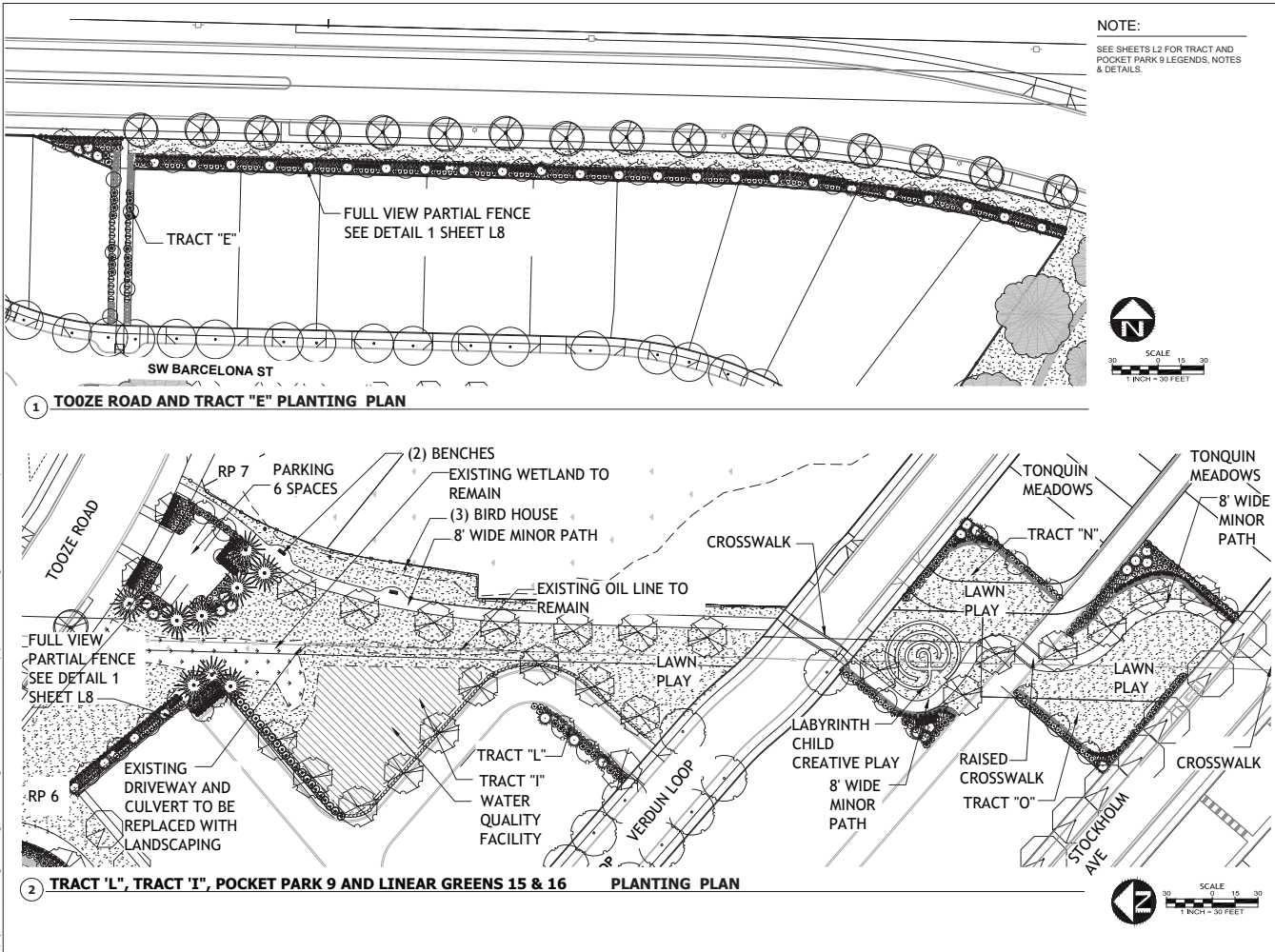
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**PDP 5N  
 CLERMONT  
 AT VILLEBOIS**

**Final  
 Development  
 Plan  
 CAVALLO PARK  
 PLANTING  
 PLAN**

PROJECT NO.: 395-079  
 TYPE: PLANNING  
 REVIEWED BY: JJK

**L4**



12564 SW Main Street  
Tigard, OR 97228  
(503) 941-9484

DATE: 09/28/2018

REVISIONS		
NO.	DATE	DESCRIPTION

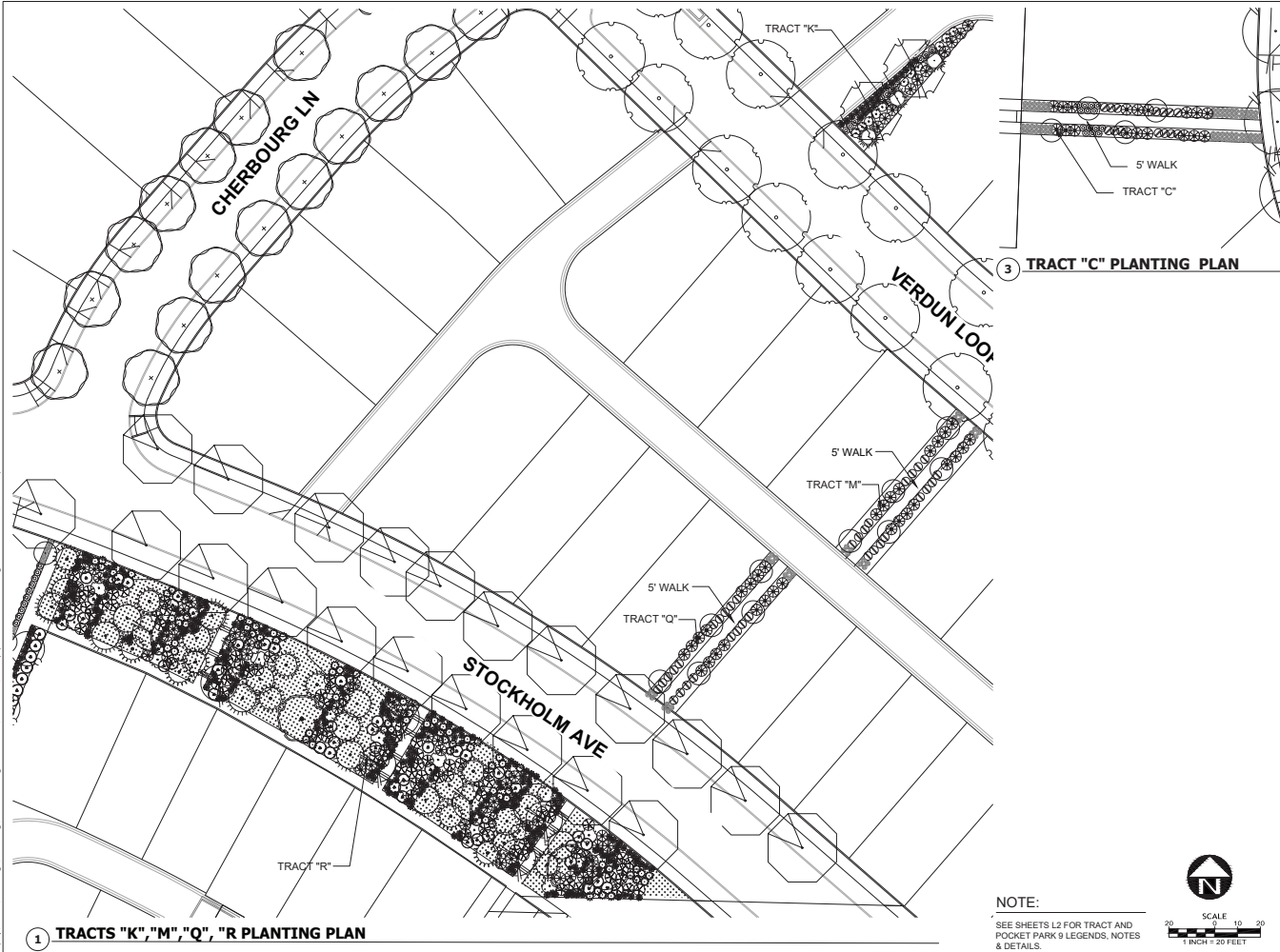
PDP 5N  
CLERMONT  
AT VILLEBOIS

Final  
Development  
Plan  
OPEN SPACE  
PLANTING  
PLAN

PROJECT NO.: 395-079  
TYPE: PLANNING  
REVIEWED BY: JJK

**L5**

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12564 SW Main Street  
Tigard, OR 97223  
[T] 503-941-9484

DATE: 09/28/2018

REVISIONS		
NO.	DATE	DESCRIPTION

**PDP 5N  
CLERMONT  
AT VILLEBOIS**

Final  
Development  
Plan  
**OPEN SPACE  
PLANTING  
PLAN**

PROJECT NO.: 395-079  
TYPE: PLANNING  
REVIEWED BY: JJK

**L6**



12564 SW Main Street  
 Tigard, OR 97223  
 (503) 941-9484

DATE: 09/28/2018

REVISIONS		
NO.	DATE	DESCRIPTION

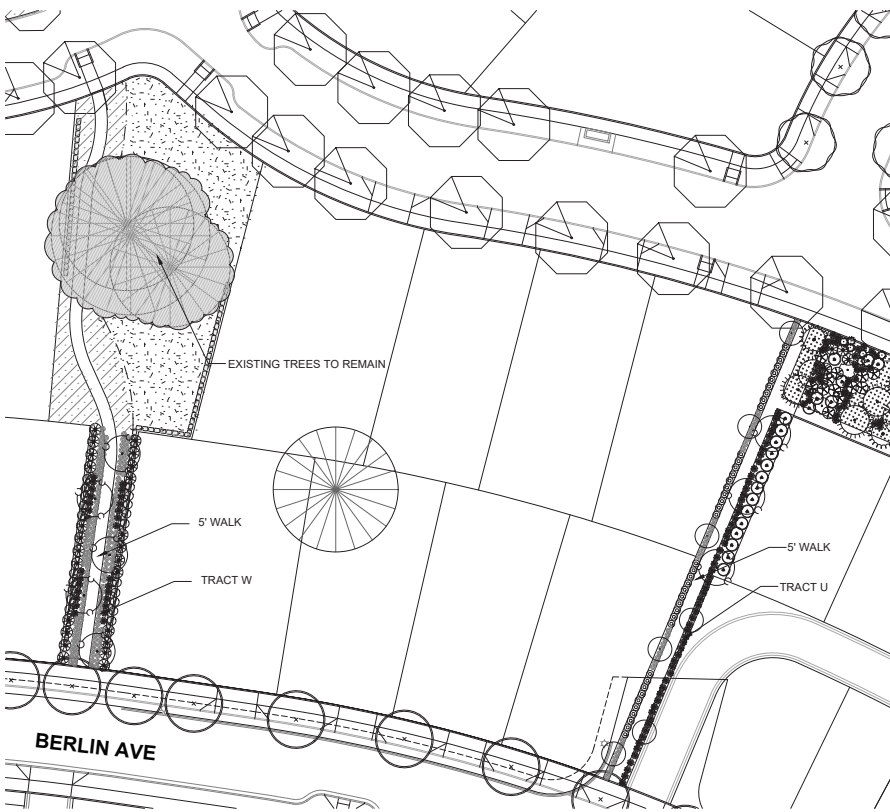
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 CLERMONT  
 AT VILLEBOIS**

Final  
 Development  
 Plan  
**OPEN SPACE  
 PLANTING  
 PLAN**

PROJECT NO.: 395-079  
 TYPE: PLANNING  
 REVIEWED BY: JJK

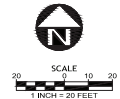
**L7**

EXHIBIT A - Page 11 of 13



**1 TRACT "W" & "U" PLANTING PLAN**

**NOTE:**  
 SEE SHEETS L2 FOR TRACT AND  
 POCKET PARK 9 LEGENDS, NOTES  
 & DETAILS.



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URBAN / GREENWAY BENCH  
MANUFACTURER: LANDSCAPE FORMS  
MODEL: THE PLANWELL SERIES  
FINISH: PINE WOOD, METAL: BLACK POWDERCOATED  
SIZE: 72" LENGTH

**BENCH DETAIL**

SCALE: N.T.S.

1  
L8



**LABYRINTH  
CHILD CREATIVE PLAY**

SCALE: N.T.S.

4  
L8

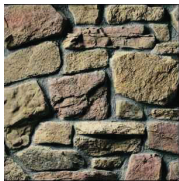


PICNIC TABLE  
MANUFACTURER: TIMBERFORM  
MODEL: ARBOR PICNIC TABLE WITH SEATS, MODEL 2242-6  
FINISH: SEASONED DOUGLAS FIR, CLEAR PRESERVATIVE  
SIZE: LENGTH 6'-10" WIDTH 3'-7" HEIGHT 2'-6"

**PICNIC TABLE**

SCALE: N.T.S.

2  
L8



STONE VENEER  
MANUFACTURE: CULTURED STONE  
SUPPLIER: MUTUAL MATERIALS  
MATERIAL: CHARDONNAY OLD  
COUNTRY FIELD STONE

**CULTURED STONE VENEER**

SCALE: N.T.S.

5  
L8



TRASH RECEPTACLE  
MANUFACTURER: LANDSCAPE FORMS  
MODEL: THE PLANWELL LITTER RECEPTACLE  
FINISH: PINE WOOD, METAL: BLACK POWDERCOATED  
SIZE: 30" DIAMETER, 38" HEIGHT, 35 GALLON CAPACITY

**TRASH RECEPTACLE**

SCALE: N.T.S.

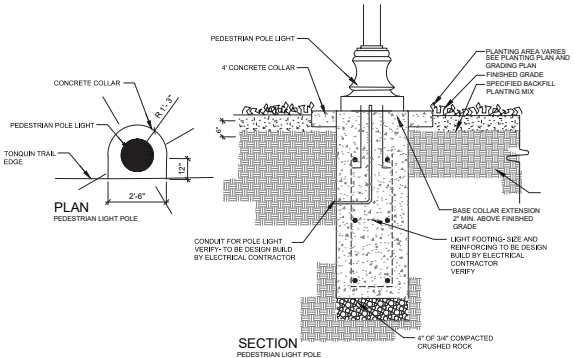
3  
L8



**DOG WASH STATION  
MINOR WATER FEATURE-DOG PARK**

SCALE: N.T.S.

6  
L8



**DARK SKY FRIENDLY  
PEDESTRIAN POLE LIGHT**

SCALE: N.T.S.

7  
L8



PET WASTE STATION SIGN AND POST  
MANUFACTURER: PET WASTE ELIMINATOR  
POST MODEL: STEEL SIGN POST 8" HT.  
COLOR: GREEN  
SIGN MODEL: PLEASE CLEAN UP AFTER YOUR PET  
MODEL: STARTER, INCLUDES PET WASTE BAGS AND DISPENSER



**PET WASTE STATION**

SCALE: N.T.S.

8  
L8



12564 SW Main Street  
Tigard, OR 97223  
(503) 941-7464

DATE: 09/18/2018

REVISIONS	
NO.	DESCRIPTION

**PDP 5N  
CLERMONT  
AT VILLEBOIS**

Final  
Development  
Plan  
DETAILS

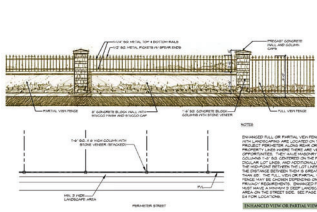
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TYPE: PLANNING  
REVIEWED BY: JJK

**L8**

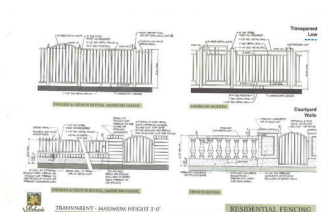
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DATE: 09/18/2018

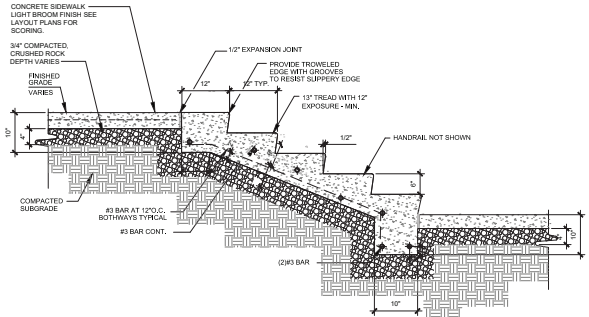
REVISIONS		
NO.	DATE	DESCRIPTION



**FULL VIEW PARTIAL FENCE**  
SCALE: N.T.S. 1  
L9



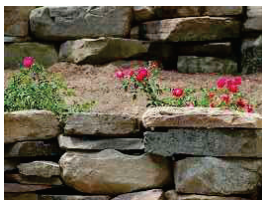
**STAIR HANDRAIL DESIGN- SIMILAR**  
SCALE: N.T.S. 4  
L9



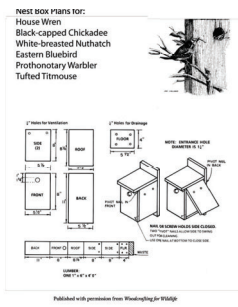
**CONCRETE STAIR**  
SCALE: N.T.S. 6  
L9



**DOG PARK SHELTER**  
SCALE: N.T.S. 2  
L9



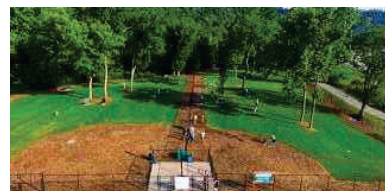
**ROCKERY WALLS AT PATH EDGE**  
SCALE: N.T.S. 5  
L9



**BIRD NEST BOX**  
SCALE: N.T.S. 7  
L9



**TENNIS COURTS**  
SCALE: N.T.S. 3  
L9



**DOG PARK- FENCING**  
SCALE: N.T.S. 8  
L9

PDP 5N  
CLERMONT  
AT VILLEBOIS

Final  
Development  
Plan  
DETAILS

PROJECT NO.:	395-079
TYPE:	PLANNING
REVIEWED BY:	JJK

**L9**

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## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b> October 18, 2021	<b>Subject: Ordinance No. 850 – 2<sup>nd</sup> Reading</b> Wilsonville Town Center Streetscape Plan  <b>Staff Member:</b> Philip Bradford, Associate Planner  <b>Department:</b> Community Development	
<b>Action Required</b>	<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: <input checked="" type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: October 4, 2021 <input checked="" type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: October 18, 2021 <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable  <b>Comments:</b> At the September 8, 2021 meeting, the Planning Commission held a public hearing and unanimously recommended approval to the City Council.	
<b>Staff Recommendation:</b> Staff recommends Council adopt Ordinance 850 on second reading.		
<b>Recommended Language for Motion:</b> I move to approve Ordinance No. 850 on second reading.		
<b>Project / Issue Relates To:</b>		
<input type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s): Wilsonville Town Center Plan	<input type="checkbox"/> Not Applicable

### ISSUE BEFORE COUNCIL:

Council will consider adopting the Wilsonville Town Center Streetscape Plan and implementing policies.

**EXECUTIVE SUMMARY:**

The Wilsonville Town Center Plan, adopted in 2019, contains goals that reflect the community's priorities for Town Center. The Town Center Plan includes a list of actions to implement these goals. One of the implementation items directs staff to develop a streetscape design plan. The intent of the Town Center Streetscape Plan project is to create a document that contains the specificity necessary to guide the future construction of the multi-modal street network identified in the Town Center Plan that achieves the well-designed public realm envisioned by the Plan. The Town Center Streetscape Plan includes sidewalk and street cross-sections that clearly define widths, amenity zones, and landscaping zones, along with selecting specific street furniture, lighting, and materials to create a distinct visual appearance for Town Center.

Starting in early 2020 staff began work on the Town Center Streetscape Plan with the consultant selection process. After entering into a professional services agreement with SERA Architects, Inc. the project team held a site visit to familiarize the team with Town Center and document the existing conditions. As a starting point in developing initial design concepts, the project team reviewed input from several plans and projects that influence the Streetscape Plan, including the I-5 Bike and Pedestrian Bridge, Signage and Wayfinding Plan, and Bike and Pedestrian Connectivity Plan. Utilizing this input, the project team created three preliminary concepts, which were Agricultural Legacy, River Environment, and Technological Innovation.

During fall 2020 and spring 2021, the project team conducted several Public Forums online and held two online engagement activities to collect community preferences for the future streetscape designs. The initial themes that emerged from community engagement were a preference for a modern and natural aesthetic, sustainable and easy to maintain street furniture, and a cohesive look across Town Center. During the second round of community engagement where the refined concepts were presented, it was clear that the community preferred the River Environment concept. However, the public placed high importance on movement areas such as sidewalks during this phase of community engagement, and feedback highlighted how the Technological Innovation theme would provide superior connectivity throughout Town Center compared to the River Environment concept. This feedback led the project team to recommend a hybrid concept, which Planning Commission and City Council supported during subsequent work sessions.

With clear direction from the Planning Commission, City Council, and the community, the project team have created a Streetscape Plan that reflects the goals of the Town Center Plan and will create an attractive public realm for the streets within Town Center. The result of this yearlong planning process is the proposed Wilsonville Town Center Streetscape Plan (Attachment 1, Exhibit A).

The Town Center Streetscape Plan will be adopted as an appendix to the Town Center Plan, which is a Supporting Document of the Comprehensive Plan. The Town Center Streetscape Plan will be Appendix J. The Streetscape Plan identifies further efforts to be completed by the City, such as creating a variety of construction detail drawings to assist developers and City capital projects in bringing the Plan's designs to life during construction. The amendment to the Town Center Plan is consistent with state, regional, and local plans and policies as documented in the Wilsonville Town Center Streetscape Plan Findings Report (Attachment 1, Exhibit B).

On September 8, 2021, the Planning Commission held a legislative hearing regarding the Town Center Streetscape Plan project. Planning Commission approved Resolution LP 21-0002 recommending approval of the Wilsonville Town Center Streetscape Plan.

**EXPECTED RESULTS:**

Adoption of the Wilsonville Town Center Streetscape Plan as an appendix to the Wilsonville Town Center Plan.

**TIMELINE:**

The Planning Commission held the first public hearing on the Town Center Streetscape Plan on September 8, 2021. The first reading before the City Council took place on October 4, 2021 and the second reading will be before the City Council on October 18, 2021.

**CURRENT YEAR BUDGET IMPACTS:**

The adopted budget for FY2021-22 includes \$230,000 for Town Center Implementation Activities in CIP project #3004. The Streetscape Plan is estimated to cost \$50,000, with a majority of these funds previously spent in the FY2020-21 budget year.

**FINANCIAL REVIEW:**

Reviewed by: KAK Date: 9/23/2021

**LEGAL REVIEW:**

Reviewed by: BAJ Date: 9/27/2021

**COMMUNITY INVOLVEMENT PROCESS:**

There were numerous opportunities to participate in the project as outlined in the Public Engagement Summary in Attachment 1 Exhibit A, Appendix B. Due to social distancing guidelines stemming from the COVID-19 pandemic; the project team had to conduct community involvement activities in nontraditional ways. Utilizing the existing tools available such as *Let's Talk, Wilsonville!* and Zoom, the project team held public forums in November 2020 and February 2021, each with two meeting times in order to give the community more flexible options for participation. In addition, corresponding online survey questions were posted online for those who did not participate in the Forums. As the project enters the public hearing phase, there will be additional opportunities for citizen input.

**POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:** As a result of undertaking the Wilsonville Town Center Plan's implementation activities, including the Streetscape Plan, the City will begin to realize the community's vision for a more commercially vibrant, walkable, mixed-use Town Center.

**ALTERNATIVES:**

The City Council may recommend the Plan as is, with modifications, or continue the hearing for more information or deliberation.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Attachment 1: Ordinance No. 850
  - A. [Ordinance No. 850 Exhibit A – Town Center Streetscape Plan and Appendices](#)
  - B. [Ordinance No. 850 Exhibit B – Planning Commission Record](#)

**ORDINANCE NO. 850**

**AN ORDINANCE OF THE CITY OF WILSONVILLE ADOPTING THE WILSONVILLE TOWN CENTER STREETScape PLAN AS AN APPENDIX TO THE WILSONVILLE TOWN CENTER PLAN, A SUB-ELEMENT OF THE COMPREHENSIVE PLAN.**

WHEREAS, the 2040 Growth Concept Map of Metro’s Regional Framework Plan shows the Wilsonville Town Center as a town center and defines a town center as a focal area for growth that provides services to tens of thousands within a two- to three-mile radius and typically includes one- to three-story buildings for employment and housing; and

WHEREAS, the City Council established starting the Wilsonville Town Center Plan as a 2015-2017 Council Priority Goal; and

WHEREAS, extensive community involvement shaped the Town Center Plan and over the course of the project, public input was gathered at over one-hundred public meetings and events; and

WHEREAS, in 2019 the City of Wilsonville (“City”) approved Ordinance No. 835 adopting the Town Center Plan; and

WHEREAS, the Town Center Plan includes developing a Streetscape Design Plan as a priority implementation item, and contains a list of multimodal transportation-related infrastructure investments, cost estimates, and cross sections intended to support future development in Town Center; and

WHEREAS, the goal of the Town Center Streetscape Plan is to create design guidelines and specific product selections for the public realm within Town Center reflective of community preferences for a modern, natural aesthetic and provide a cohesive feel across the different land use sub-districts and street types; and

WHEREAS, the City entered a professional services agreement with SERA Architects, Inc.; and

WHEREAS, the project’s engagement plan was designed to take into account social distancing measures and provide ample opportunity to provide citizen input remotely via online surveys and video conferencing tools; and

WHEREAS, community involvement for the Wilsonville Town Center Streetscape Plan began in November 2020 and included technical advisory committee meetings, online public forums, and online surveys; and

WHEREAS, the City Council held three work sessions and the Planning Commission five work sessions regarding the Wilsonville Town Center Streetscape Plan; and

WHEREAS, the Planning Commission of the City of Wilsonville has the authority to review and make recommendations to the City Council regarding legislative changes to, or adoption of new elements and sub-elements of, the Comprehensive Plan pursuant to Sections 2.322 and 4.032 of the Wilsonville Code (“WC”); and

WHEREAS, the Planning Director submitted a Staff Report and Findings, in accordance with the public hearing and notice procedures that are set forth in WC Sections 4.008, 4.012, and 4.198; and

WHEREAS, the Planning Commission, after public hearing notices were provided to approximately 180 property owners within 250 feet of Town Center, a list of interested agencies, emailed to approximately 285 people, published in the Wilsonville Spokesman, and posted in three locations throughout the City and on the City’s website, held a public hearing on September 8, 2021, to review the proposed Town Center Streetscape Plan to gather additional testimony and evidence regarding the proposed Amendments; and

WHEREAS, the Planning Commission has afforded all interested parties an opportunity to be heard on this subject and has entered all available evidence and testimony into the public record of their proceeding; and

WHEREAS, the Planning Commission has duly considered the subject, including the staff recommendations and all the exhibits and testimony introduced and offered by all interested parties; and

WHEREAS, the Planning Commission thereafter deliberated and voted unanimously to approve Resolution No. LP21-0002 recommending adoption to the City Council; and

WHEREAS, a copy of the record of the aforementioned Planning Commission action and recommendation is marked Exhibit B attached and incorporated herein; and

WHEREAS, following the Planning Commission public hearing, the Wilsonville Planning Director forwarded the recommended Wilsonville Town Center Streetscape Plan to the City Council, along with a staff report and attachments, in accordance with the public hearing and notice



procedures that are set forth in Sections 4.008, 4.011, 4.012, and 4.198 of the Wilsonville Code; and

WHEREAS, the City Council, after Public Hearing Notices were provided to a list of interested parties, property owners, and affected agencies, and posted in three locations throughout the City and on the City website, held a public hearing on October 4, 2021 to review the proposed Wilsonville Town Center Streetscape Plan, and to gather additional testimony and evidence regarding the proposal; and

WHEREAS, the City Council has afforded all interested parties an opportunity to be heard on this subject and has entered all available evidence and testimony into the public record of their proceeding; and

WHEREAS, the City Council has duly considered the subject, including the Planning Commission recommendations and all the exhibits and testimony introduced and offered by all interested parties.

**NOW, THEREFORE, THE CITY OF WILSONVILLE ORDAINS AS FOLLOWS:**

**1. FINDINGS:**

The above recited findings are adopted and incorporated by reference herein as findings and conclusions of Resolution No. LP21-0002, which includes the staff report and attachments (Exhibit B). The City Council further finds and concludes that the adoption of the proposed Wilsonville Town Center Streetscape Plan is necessary to help protect the public health, safety, and welfare of the municipality by planning that will support the development of a vibrant town center within the City limits.

**2. DETERMINATION:**

Based on such findings, the City Council hereby adopts the Wilsonville Town Center Streetscape Plan, attached hereto and marked as Exhibit A. The City Recorder is hereby directed to prepare final formatting to make sure such style and confirming changes match the format and style of the Wilsonville Town Center Plan, as this document will become Appendix J.

**3. EFFECTIVE DATE OF ORDINANCE**

This Ordinance shall be declared to be in full force and effect thirty (30) days from the date of final passage and approval.

SUBMITTED to the Wilsonville City Council and read the first time at a meeting thereof on the 4<sup>th</sup> day of October 2021, and scheduled for second reading on October 18, 2021 commencing at the hour of 7:00 p.m. at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon.

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Kimberly Veliz, City Recorder

ENACTED by the City Council on the 18<sup>th</sup> day of October, 2021, by the following votes:

Yes: \_\_\_\_\_ No: \_\_\_\_\_

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Kimberly Veliz, City Recorder

DATED and signed by the Mayor this \_\_\_\_\_ day of October, 2021.

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Julie Fitzgerald Mayor

SUMMARY OF VOTES:

Mayor Fitzgerald  
Council President Akervall  
Councilor Lehan  
Councilor West  
Councilor Linville

EXHIBITS:

- A. [Ordinance No. 850 Exhibit A – Town Center Streetscape Plan and Appendices](#)
- B. [Ordinance No. 850 Exhibit B – Planning Commission Record](#)



## CITY COUNCIL PUBLIC HEARING STAFF REPORT

<b>Meeting Date:</b> October 18, 2021	<b>Subject: Ordinance No. 851 – 2<sup>nd</sup> Reading</b> Middle Housing in Wilsonville Project  <b>Staff Member:</b> Daniel Pauly, Planning Manager  <b>Department:</b> Community Development	
<b>Action Required</b>	<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: October 4, 2021 <input checked="" type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: October 4, 2021 <input checked="" type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: October 18, 2021 <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable  <b>Comments:</b> At their September 8, 2021 meeting, the Planning Commission unanimously recommended approval of the proposed amendments with minor changes which are reflected in the draft presented to Council.	
<b>Staff Recommendation:</b> Staff recommends Council adopt Ordinance No. 851 on second reading with edits to Exhibit C as outline in the memorandum dated October 1, 2021.		
<b>Recommended Language for Motion:</b> I move to approve Ordinance No. 851 on second reading with edits to Exhibit C as outline in the memorandum dated October 1, 2021.		
<b>Project / Issue Relates To:</b>		
<input checked="" type="checkbox"/> Council Goals/Priorities: Expand home ownership	<input checked="" type="checkbox"/> Adopted Master Plan(s): Frog Pond West Master Plan, Villebois Village Master Plan	<input type="checkbox"/> Not Applicable

### ISSUE BEFORE CITY COUNCIL:

Consider adoption of updates to the Comprehensive Plan, Frog Pond West Master Plan, Villebois Village Master Plan, and Development Code, as well as a Legislative Zone Map Amendment in Old Town to the new Old Town Residential (OTR) Zone.

## EXECUTIVE SUMMARY:

The City is updating local development regulations related to the allowance of middle housing. Middle housing includes housing types where a few homes are on one lot (duplex, triplex) and where homes are on separate lots that share a common wall (townhouses). The project is driven by updates to state law as well as local equitable housing policy. The desired project outcomes, as directed by City Council, are as follows:

### Desired Project Outcomes:

- Support the vision of a thoughtful, inclusive built environment.
- Comply with House Bill 2001 and related administrative rules adopted by the Land Conservation and Development Commission.
- Increase the opportunity for the development of more middle housing to help meet the housing needs of our diverse community.
- Public outreach to inform middle housing design, particularly from historically marginalized communities of color.
- Create standards that have a high likelihood for use by developers/property owners and result in actual development of middle housing.
- Update infrastructure plans, as needed, to support additional middle housing production.
- Understand options for infrastructure financing related to middle housing.
- Evaluate and update parking strategies and policies to minimize parking congestion.

The City Council held six work session on the topic prior to the public hearing and ordinance first reading on October 4. Planning Commission had eight work sessions prior to their public hearing on September 8. The City Council has previously reviewed drafts of the proposed amendments to the Comprehensive Plan, legislative master plans, Old Town Neighborhood Plan, and Development Code. The proposed updates (Exhibits A-C of Attachment 1) incorporate feedback from the City Council as well as feedback from the Planning Commission, community, and stakeholders including the changes listed in an October 1 memo (Attachment 4) and discussed during the October 4 hearing.

To assist in understanding the updates the project team categorized the updates. The updates are color-coded by category as depicted below.

**Category 1:** Direct requirement for state compliance, no significant local flexibility.

**Category 2:** Indirect requirement for state compliance, no significant local flexibility. These updates make middle housing development feasible or acknowledge allowance of middle housing.

**Category 3:** Requirement of state compliance with local flexibility.

**Category 4:** Not necessary for compliance or feasibility and not directly related to middle housing. Includes technical code fixes and updates to the broader residential parking policy not required by the state. These updates are included out of convenience since much of the residential code is already being amended.

In summary the proposed updates to the Comprehensive Plan, Frog Pond West Master Plan, Villebois Village Master Plan, Development Code, and Zone Map do the following:

- Allows duplexes and other middle housing (triplexes, quadplexes, cottage clusters, and townhouses) on land that allows single-family houses, and ensures the review process for

middle housing is the same as that for single-family homes to comply with Oregon House Bill 2001 (HB 2001).

- Establishes new design standards (architecture, parking design, etc.) for single-family houses and middle housing.
- Establishes land division processes for middle housing consistent with Oregon Senate Bill 458.
- Updates the Wilsonville Zoning Map and establishes the Old Town Residential Zone for residential land in the Old Town neighborhood.
- Establishes standards and processes for planned developments in all zones to become legal non-conforming.

**EXPECTED RESULTS:**

Adoption of updates to the Comprehensive Plan, Villebois Village and Frog Pond West Master Plans, Development Code, and Zone Map associated with the Middle Housing in Wilsonville project.

**TIMELINE:**

The updates will become effective 30 days after adoption of the ordinance.

**CURRENT YEAR BUDGET IMPACTS:**

The main consultant contract is for \$125,000. \$95,000 is covered by a grant from the Oregon Department of Land Conservation and Development (DLCD). The remaining amount is covered by funds budgeted in the City’s FY 2020-2021 Budget. Specific outreach to the Latinx community is funded by an \$81,200 Metro grant. The remaining balance from the FY 2020-2021 budget will be rolled over into FY 2021-2022 for completion of the project.

**FINANCIAL REVIEW:**

Reviewed by: KAK Date: 9/23/2021

**LEGAL REVIEW:**

Reviewed by: BAJ Date: 9/27/2021

**COMMUNITY INVOLVEMENT PROCESS:**

Opportunities to engage have included community meetings, stakeholder meetings, focus groups, online surveys, and other online materials. Outreach included Latinx community focus groups supported by a Metro Community Engagement Grant. Comments have been solicited from the development community and other stakeholders. See Outreach Report, Attachment 3 for more details.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:**

A greater amount of middle housing in neighborhoods meeting standards with broad community support. A greater amount of middle housing will create more housing opportunities for a variety of incomes, needs, and preferences.

**ALTERNATIVES:**

The Council may adopt additional or modified approaches that help the City achieve compliance with House Bill 2001 and Senate Bill 458 and further the policy objectives of the City's Equitable Housing Strategic Plan. If the City does not adopt House Bill 2001 compliant standards by June 30, 2022, a state model code will come into effect for Wilsonville. If the City does not adopt Senate Bill 458 compliant standards by June 30, 2022 the City's land division standards would not comply with state law and the text of the new state statute would take precedence.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

Attachment 1: Ordinance No. 851:

[Exhibit A: Comprehensive Plan Amendments](#)

[Exhibit B: Legislative Master Plan \(Frog Pond West Master Plan and Villebois Village Master Plan\) Amendments](#)

[Exhibit C: Wilsonville Development Code Amendments](#)

[Exhibit D: Zoning Order LP21-0003](#)

[Exhibit E: Planning Commission Record \(electronic only\)](#)

[Attachment 2 Middle Housing in Wilsonville Infrastructure Analysis Memoranda](#)

[Attachment 3 Middle Housing in Wilsonville Outreach Report](#)

Attachment 4 October 1, 2021 Memo RE Exhibit C

**ORDINANCE NO. 851**

**AN ORDINANCE OF THE CITY OF WILSONVILLE AMENDING THE TEXT OF THE WILSONVILLE COMPREHENSIVE PLAN, TEXT OF THE DEVELOPMENT CODE, THE FROG POND WEST MASTER PLAN, AND THE VILLEBOIS VILLAGE MASTER PLAN; ADOPTING A LEGISLATIVE ZONE MAP AMENDMENT TO REZONE RESIDENTIAL PROPERTIES IN THE OLD TOWN NEIGHBORHOOD TO THE NEWLY ESTABLISHED OLD TOWN RESIDENTIAL ZONE; AND DECLARING DEVELOPMENT IN PLANNED DEVELOPMENT RESIDENTIAL ZONES AS LEGAL NON-CONFORMING TO INCREASE THE ALLOWANCE OF MIDDLE HOUSING IN WILSONVILLE.**

WHEREAS, House Bill 2001, adopted by the Oregon Legislature in 2019, directs cities throughout Oregon to adopt regulations allowing duplexes on each lot zoned for residential use that allows for development of detached single-family dwelling, and allowing triplexes, quadplexes, cottage clusters, and townhouses in areas zoned for residential use; and

WHEREAS, the City adopted the Equitable Housing Strategic Plan in June 2020 through Resolution No. 2820 which included Implementation Action 1B to “Incorporate Equitable Housing into Middle Housing Planning”; and

WHEREAS, the City performed an audit of current Comprehensive Plan text, legislative master plans and other similar documents, and the Planning and Land Development Ordinance (Development Code) to identify updates necessary to comply with House Bill 2001, implementing administrative rules, and the Equitable Housing Strategic Plan; and

WHEREAS, the current Comprehensive Plan text does not incorporate concepts from the City’s Equitable Housing Strategic Plan or address the requirements of House Bill 2001 and associated administrative rules; and

WHEREAS, the updated text incorporates middle housing into Comprehensive Plan text language along with new references to exemptions to density maximums as well as incorporates policy objectives and actions identified in the Equitable Housing Strategic Plan; and

WHEREAS, neither the Frog Pond West Master Plan, adopted by Ordinance No. 806, or Villebois Village Master Plan, last adopted, as amended, by Ordinance No. 724 addressed middle housing and allowance of middle housing consistent with House Bill 2001 and the related administrative rules; and

WHEREAS, adopting amendments to the Frog Pond West Master Plan and Villebois Village Master Plan, legislative master plans that are sub-elements of the Comprehensive Plan, allows middle housing as prescribed by the State and updates Wilsonville’s housing policy while

maintaining the intent of the master plans as well as the planned look and feel of the neighborhoods in the master plan areas; and

WHEREAS, the 2011 Old Town Neighborhood Plan, accepted by City Council in Resolution No. 2324, identified an implementation action of adopting a new Old Town-specific residential zone; and

WHEREAS, adopting a new Old Town Residential Zone and applying to residential properties in the Old Town Neighborhood by a legislative zone map amendment addresses middle housing compliance issues while helping implement the Old Town Neighborhood Plan; and

WHEREAS, the Development Code currently lacks adequate definitions and references to middle housing, and does not comply in a number of ways with House Bill 2001 and related administrative rules, and

WHEREAS, the updates to the Development Code addresses compliance including, but not limited to, allowance of middle housing, density calculations, and review process, as well as establishes reasonable standards for middle housing to be integrated into existing and future neighborhoods; and

WHEREAS, current regulations allow past planned development approvals to indefinitely take precedence over updated Development Code standards and zoning; and

WHEREAS, such indefinite precedence of planned development approvals leads to compliance issues with House Bill 2001 as it does not allow middle housing to be built within residential planned developments where middle housing was not previously allowed using the same process as single-family homes; and

WHEREAS, in all planned development zones within the City a substantial number of developments have been built over the last forty plus years that do not comply with current zoning standards; and

WHEREAS, the City finds it prudent as changes occur within these planned development sites for the changes to come further into compliance with current Development Code; and

WHEREAS, Senate Bill 458, adopted by the Oregon legislature in 2021, provides for division of land within middle housing development to better facilitate sale of units to individual buyers; and

WHEREAS, additional flexibility in dividing land for the purpose of platting and property transfer will provide additional for-sale housing choices at a lower price point increasing home



buying opportunities for first-time homebuyers and homebuyers with lower home purchasing budgets; and

WHEREAS, by the proposed actions the City will comply with House Bill 2001 and it's implementing administrative rules, Senate Bill 458, and the City's Equitable Housing Strategic Plan; and

WHEREAS, the City conducted public outreach to impacted groups and the community in general to gather input for updates to City code, plans, and regulations; and

WHEREAS, the City made a special effort to reach out to the Latinx community, a growing demographic in Wilsonville and historically underrepresented in public outreach, to enable the Latinx community to have a meaningful impact on the final updates; and

WHEREAS, the Planning Commission held eight work sessions and the City Council has held five work sessions to help guide and shape the recommended updates; and

WHEREAS, the Planning Commission has the authority, pursuant to Sections 2.322 and 4.032 Wilsonville Code, to review and make recommendations to the City Council regarding legislative changes to the Comprehensive Plan, it's sub-elements including legislative master plans, the Development Code, and legislative zone map amendments; and

WHEREAS, the Wilsonville Planning Director, taking into consideration input and suggested revisions provided by the Planning Commission members and the public, submitted the proposed amendments to the Wilsonville Comprehensive Plan, Frog Pond West Master Plan, Villebois Village Master Plan, Old Town Neighborhood Plan, and Development Code to the Planning Commission as well as a legislative Zone Map Amendment, along with a Staff Report, in accordance with the public hearing and notice procedures that are set forth in Sections 4.012, 4.197, and 4.198 of the Wilsonville Code; and

WHEREAS, the Planning Commission, after 13,733 Public Hearing Notices, regarding the Planning Commission and City Council hearings, were mailed, were posted in various public places in City buildings, posted on the City's website and social media accounts, published in the Wilsonville Spokesman and emailed to impacted agencies and other interested parties, held a Public Hearing on September 8, 2021, to review the proposed amendments to the Wilsonville Comprehensive Plan, Legislative Master Plans, Neighborhood Plan, and Development Code, as well as a Zone Map Amendment, and other related actions, and to gather additional testimony and evidence regarding the proposal; and

WHEREAS, the Commission afforded all interested parties an opportunity to be heard on this subject, has entered all available evidence and testimony into the public record of their proceeding, a copy of which is marked Exhibit E attached and incorporated herein, and unanimously adopted Resolution LP21-0003 recommending adoption of the proposed amendments to the City Council; and

WHEREAS, following the Planning Commission public hearing, the Wilsonville Planning Director forwarded the recommended amendments to the Wilsonville Comprehensive Plan, Frog Pond West Master Plan, Villebois Village Master Plan, Old Town Neighborhood Plan, and Development Code as well as a legislative Zone Map Amendment to the City Council, along with a staff report and attachments, in accordance with the public hearing and notice procedures set forth in Sections 4.008, 4.011, 4.012, and 4.198 of the Wilsonville Code; and

WHEREAS, the City Council, after Public Hearing Notices were provided, as described above, held a public hearing on October 4, 2021, to review the proposed amendments to the Wilsonville Comprehensive Plan, Frog Pond West Master Plan, Villebois Village Master Plan, and Development Code as well as a legislative Zone Map Amendment, and to gather additional testimony and evidence regarding the proposal; and

WHEREAS, the City Council has afforded all interested parties an opportunity to be heard on this subject and has entered all available evidence and testimony into the public record of their proceedings; and

WHEREAS, the City Council has duly considered the subject, including the Planning Commission recommendations and all the exhibits and testimony introduced and offered by all interested parties.

**NOW, THEREFORE, THE CITY OF WILSONVILLE ORDAINS AS FOLLOWS**

**Section 1. Findings**

The above-recited findings are adopted and incorporated by reference herein as findings and conclusions of Resolution No. LP21-0003, which includes the staff report and attachments (Exhibit E). The City Council further finds and concludes that the adoption of the proposed amendments to the Wilsonville Comprehensive Plan, Frog Pond West Master Plan, Villebois Village Master Plan, and Development Code as well as a legislative Zone Map are necessary to help protect the public health, safety, and welfare of the municipality

by supporting a greater variety of housing to meet a variety of housing needs within the City limits.

Section 2. Determination

Based on such findings, the City Council hereby:

- Adopts the amendments to the Wilsonville Comprehensive Plan, Frog Pond West Master Plan, Villebois Village Master Plan, and Development Code, attached hereto and marked as Exhibits A, B, and C;
- Adopts a Legislative Zone Map amendment for Old Town as prescribed by Zoning Order LP21-0003, attached hereto and marked as Exhibit D, incorporated by reference as if fully set forth herein;
- Directs the City Recorder to prepare final Comprehensive Plan, Frog Pond West Master Plan, Villebois Village Master Plan, and Development Code formatting to make sure such style and conforming changes match the format and style of the Comprehensive Plan, its sub-element legislative master plans, and the Development Code.

Section 3. Effective Date of Ordinance No. 851

This Ordinance shall be declared to be in full force and effective thirty (30) days from the date of final passage and approval.

SUBMITTED to the Wilsonville City Council and read the first time at a meeting thereof on the 4<sup>th</sup> day of October 2021, and scheduled the second reading on October 18, 2021, commencing at the hour of 7:00 p.m. at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon.

\_\_\_\_\_  
Kimberly Veliz, City Recorder

ENACTED by the City Council on the 4th day of October, 2021, by the following votes:

Yes: \_\_\_\_\_ No: \_\_\_\_\_

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Kimberly Veliz, City Recorder

DATED and signed by the Mayor this \_\_\_\_\_ day of \_\_\_\_, 2021

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Julie Fitzgerald Mayor

SUMMARY OF VOTES:

Mayor Fitzgerald

Council President Akervall

Councilor Lehan

Councilor West

Councilor Linville

EXHIBITS:

- A. Ordinance No. 851 [Exhibit A: Comprehensive Plan Amendments](#)
- Ordinance No. 851 [Exhibit B: Legislative Master Plan \(Frog Pond West Master Plan and Villebois Village Master Plan\) Amendments](#)
- Ordinance No. 851 [Exhibit C: Wilsonville Development Code Amendments](#)
- Ordinance No. 851 [Exhibit D: Zoning Order LP21-0003](#)
- B. Ordinance No. 851 [Exhibit E: Planning Commission Record \(electronic only\)](#)



## Memorandum

**From:** Daniel Pauly AICP, Planning Manager  
**To:** City Council  
**Date:** October 1, 2021  
**RE:** Edits to Proposed Development Code Updates in Exhibit C of Ordinance No. 851, Middle Housing in Wilsonville

The following are typographical and clarifying edits recommended by staff after final review of the proposed updates to the Development Code related to the Middle Housing in Wilsonville Project, Exhibit C to Ordinance No. 851. For each edit, the page and code section reference in Exhibit C is provided followed by an explanation of the edit and language as revised. Staff recommends any motion to adopt Ordinance No. 851 includes the language “with edits to Exhibit C as outline in the memorandum dated October 1”, or similar wording. Removed language is shown ~~struckthrough~~, added language is **bold underlined**, moved language is *italicized double-underlined* in new location, and ~~italicized and double struckthrough~~ in location it is moved from.

Page 2, Definition of Cottage Cluster project.

Edit Description: Removed second sentence which is a redundant restatement of courtyard standards in proposed Subsection 4.113 (.14) F.

Revised language:

Cottage cluster project: A development site with one or more cottage clusters. ~~Each cottage cluster as part of a cottage cluster project must have its own common courtyard.~~

Page 28, Subsection 4.113 (.14) C.

Edit Description: Removed a stray phrase “in at least one of the following ways:” between C. and 1.

Revised language:

- C. Standards applicable to all residential structures except as noted in I. below.
  - ~~in at least one of the following ways:~~
    - 1. Facade Variety:

Page 30 Subsection 4.113 (.14) C. 2. b.

Edit Description: Reordered language for a clearer flow of the requirements and added language to be clearer how many design elements are required based on the length of a facade.

Revised language:

- b. Articulation. All public-facing facades of residential structures, other than townhouses, shall incorporate ~~the required number~~ the following design elements at a minimum interval of every 30 feet, except as noted in 2.c. below, ~~such elements shall occur at a minimum interval of 30 feet.~~ **The minimum number of the following design elements is determined by dividing the façade length by 30 and rounding up to the nearest whole number.** For townhouse articulation standards, see subsection (.14) E.4.

Page 30 Subsection 4.113 (.14) C. 2. c.

Edit Description: Added clearer reference to 30-foot interval requirement in Subsection 4.113 (.14) C. 2. b.

Revised language:

- c. For structures with two or more dwelling units, a single design element that spans at least 50% of the façade of two adjacent units can count as two articulation elements to meet the standard in subsection b. and can meet the standard for 60 feet of façade width (**two adjacent 30-foot intervals**). Such elements may overlap horizontally with other required design elements on the façade.

Page 31 Subsection 4.113 (.14) C. 2. e.

Edit Description: Added language to clarify the standard allows window area to be “reduced to” rather than “reduced by”.

Revised language:

- e. Reductions to required windows percentage: The required percent of façade of a residential structure in the public-facing facade covered by windows or entry doors for single-family or middle housing in any zone may be reduced ~~as follows~~ **to the percentages that follow:**

Page 53 Subsection 4.113 (.14) I. 2.

Edit Description: “structure in added” should read “structure is added”. Text corrected.

Revised language:

2. Where a residential structure ~~in~~ **is** added on to, the design standards in C.-H. only apply if the footprint is expanded by 25% or more.

Page 53 Subsection 4.113 (.14) J.

Edit Description: “In additional to” should read “In addition to”. Text corrected.

An “and” is also added to the list of standards (.1 through 3.) to clarify all must be applied

Revised language:

- J. Alternative Discretionary Review: As an alternative to meeting one or more design standards of this subsection an applicant may request Site Design Review by the Development Review Board of a proposed design. In ~~additional~~ **addition** to the Site Design Review Standards, affirmative findings shall be made that the following standards are met:
  1. The request is compatible with existing surrounding development in terms of placement of buildings, scale of buildings, and architectural design;
  2. The request is due to special conditions or circumstances that make it difficult to comply with the applicable Design Standards, or the request would achieve a design that is superior to the design that could be achieved by complying with the applicable Design Standards; **and**
  3. The request continues to comply with and be consistent with State statute and rules related to Middle Housing, including being consistent with State definitions of different Middle Housing types.

Page 103 Section 4.125 Table V-1

Edit Description: Footnote 19 was not in the table. Added to the correct place next to “Front Max.”

Revised language:

Front Max.<sup>19</sup>

Page 135 Subsection 4.125 (.22)

Edit Description: Removed unnecessary redundant language “or declared by ordinance to be”. This language pertains to methods of a development plan becoming legal non-conforming, which is explained in detail in the referenced Subsection 4.140 (.10).

Revised language:

- (.22) In the Village Zone, approved SAPs, PDPs, and FDPs, are considered “approved plans” and are the basis of legal conforming status of development consistent with Subsection 4.140 (.10) C. SAPs, PDPs, and FDPs can become ~~or be declared by ordinance to be~~ legal non-conforming in the same manner as other planned developments in the City as described in Subsection 4.140 (.10) C.

Page 135 Subsection 4.125 (.23) A. 1.

Edit Description: Wording “beyond one unit per lot” added to be consistent with other similar references throughout the code.

Revised language:

1. Middle housing units other than townhouses shall be exempt from maximum density requirements **beyond one unit per lot**. The maximum density for townhouses shall be the less of: (1) four times the density permitted for single-family detached dwellings, or (2) 25 dwelling units per net acre.

Page 142 Section 4.127 Table 2

Edit Description: Footnote next to “Side Min.” not updated when additional footnotes added. Footnote revised from I. to M. to reference the correct footnote from existing code standards.

Revised language:

Side Min.<sup>1M</sup>

Page 152 Section 4.127 (.16) F.

Edit Description: Deleted language added back in. An existing provision reading “Small Lot developments over 10 acres shall include duplexes and/or attached 2-unit single family homes comprising 10% of the homes – corner locations are preferred” was, at one point, deleted due to a new draft provision extending the ten percent requirement throughout Frog Pond West. The draft provision extending the ten percent was subsequently removed from the recommended updates. When the provision to extend was removed, the existing provision for small lot subdistricts should have been added



back in. In the end, there is no change to this provision for small lot subdistricts from the existing code other than changing “attached single-family” to “townhouse” to be consistent with updated definitions.

Revised updated language:

- F. House Plan Variety. No two directly adjacent or opposite dwelling units residential structures may possess the same front or street-facing elevation. A structure containing multiple middle housing units shall be considered a single residential structure for the purpose of house plan variety. This standard is met when front or street-facing elevations differ from one another due to different materials, articulation, roof type, inclusion of a porch, fenestration, and/or number of stories. Where façades repeat on the same block face, they must have at least three intervening lots residential structures between them that meet the above standard. **Small Lot developments over 10 acres shall include duplexes and/or 2-unit townhouses comprising 10% of the homes – corner locations are preferred.**

*(note: added language exists in current code)*

Page 173 Subsection 4.140 (.10) D.

Edit Description: Wording “beyond one unit per lot” added to be consistent with other similar references throughout the code.

Revised language:

- D. The following are exempt from established residential density requirements **beyond one unit per lot.**

Page 196 Subsection 4.232 (.03)

Edit Description: Added additional language clarifying the intention that middle housing land divisions combined with the allowance of detached middle housing, particularly 2, 3, and 4-unit cluster housing, cannot be used to create units of land substantially similar to detached single-family lots. This additional language also helps ensure the middle housing land division language is not used to avoid existing land division standards or standards such as open space standards tied to the number of lots.

Added language:

**G. The Middle Housing Land Division is not used to create separate units of land for a 2, 3, or 4-Unit Cluster Housing development on either of the following:**

- 1. On land otherwise divisible through a partition or subdivision to create lots for detached single-family homes; or**

2. On lots in subdivisions or partitions recorded in the prior twenty-four month period unless the average size of the resulting land division units, determined by adding the areas of land division units and dividing by the number of land division units, is sixty percent or less of the minimum lot size in the zone.



## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b> October 18, 2021	<b>Subject: Ordinance No. 852 – 2<sup>nd</sup> Reading</b> Zone Map Amendment for undeveloped lots to the northeast and northwest of the Piazza at Villebois  <b>Staff Member:</b> Cindy Luxhoj AICP, Associate Planner  <b>Department:</b> Community Development	
<b>Action Required</b>	<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: October 4, 2021 <input checked="" type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: October 4, 2021 <input checked="" type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: October 18, 2021 <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable  <b>Comments:</b> During a public hearing on September 27, 2021, Development Review Board (DRB) Panel B reviewed and recommended adoption of the Zone Map Amendment to City Council.	
<b>Staff Recommendation:</b> Staff recommends Council adopt Ordinance No. 852 on second reading.		
<b>Recommended Language for Motion:</b> I move to adopt Ordinance No. 852 on second reading.		
<b>Project / Issue Relates To:</b>		
<input type="checkbox"/> Council Goals/Priorities:	<input checked="" type="checkbox"/> Adopted Master Plan(s): Villebois Village Master Plan	<input type="checkbox"/> Not Applicable

### ISSUE BEFORE COUNCIL:

Approve, modify, or deny Ordinance No. 852 to rezone approximately 1.40 acres in the Villebois Village Center, adjacent to the Piazza at Villebois to the northeast and northwest, from Public Facility (PF) to Village (V).

**EXECUTIVE SUMMARY:**

The Village Center is the former site of the Dammasch State Hospital and has kept Public Facility (PF) zoning from this previous use until Preliminary Development Plans (PDPs) are proposed. The subject 1.40 acres is the final land in the Village Center and all of Villebois to have the Zone changed to Village (V) concurrent with development proposals. The proposed Zone Map Amendment to Village (V) has long been planned and is the only rezoning option for the land consistent with the City’s Comprehensive Plan and the Villebois Village Master Plan.

At time of the City Council packet publication for the October 4, 2021 hearing, the land use applications were pending action by the Development Review Board (DRB) Panel B. During a public hearing on September 27, 2021, the DRB Panel B reviewed and took action on the Zone Map Amendment, recommending approval to City Council by a vote of 3-1 in favor. At a continued hearing on October 25, 2021, the DRB is scheduled to take action on the proposed Preliminary Development Plan (PDP), Final Development Plan (FDP), and Type C Tree Plan for the property, contingent on approval of the Zone Map Amendment.

**EXPECTED RESULTS:**

Adoption of Ordinance No. 852 will rezone approximately 1.40 acres in the Villebois Village Center, immediately adjacent to the Piazza at Villebois to the northeast and northwest, from Public Facility (PF) to Village (V), enabling development of the property consistent with the Villebois Village Master Plan.

**TIMELINE:**

The Zone Map Amendment will be in effect 30-days after ordinance adoption on second reading..

**CURRENT YEAR BUDGET IMPACTS:**

The applicant paid established application fees for this proposal.

**FINANCIAL REVIEW:**

Reviewed by: KAK Date: 9/23/2021

**LEGAL REVIEW:**

Reviewed by: BAJ Date: 9/27/2021

**COMMUNITY INVOLVEMENT PROCESS:**

Staff sent the required public hearing notices and held the required public hearings. Staff made materials regarding the application readily available to the public.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:**

The Zone Map Amendment enables the subject property to be developed consistent with the Comprehensive Plan and the Villebois Village Master Plan.

**ALTERNATIVES:**

The alternatives are to approve or deny the zone map amendment request..

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

Attachment 1 – Ordinance No. 852:

Exhibit A – Zoning Order DB21-0008 Including Legal Description and Sketch Depicting  
Zone Map Amendment

Exhibit B – Zone Map Amendment Compliance Findings

Exhibit C –Development Review Board Panel B Resolution No. 393-A Recommending  
Approval of Zone Map Amendment

**ORDINANCE NO. 852**

**AN ORDINANCE OF THE CITY OF WILSONVILLE APPROVING A ZONE MAP AMENDMENT FROM PUBLIC FACILITY (PF) ZONE TO THE VILLAGE (V) ZONE ON APPROXIMATELY 1.40 ACRES IN THE VILLEBOIS VILLAGE CENTER, ADJACENT TO THE PIAZZA AT VILLEBOIS TO THE NORTHEAST AND NORTHWEST; THE LAND IS MORE PARTICULARLY DESCRIBED AS TAX LOT 2800 AND ADJACENT RIGHT-OF-WAY, SECTION 15AC, TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, CLACKAMAS COUNTY, OREGON. COSTA PACIFIC COMMUNITIES, APPLICANT.**

WHEREAS, certain real property is within the Villebois Village Master Plan boundary; and

WHEREAS, the City of Wilsonville desires to have the properties zoned consistent with the Wilsonville Comprehensive Plan Map designation of “Residential-Village” rather than maintain the current zoning designations as has been done for the rest of the land as it developed within the Villebois Village Master Plan area; and

WHEREAS, the City of Wilsonville Planning Staff analyzed the Zone Map Amendment request and prepared a staff report for the Development Review Board, finding that the application met the requirements for a Zone Map Amendment and recommending approval of the Zone Map Amendment, which staff report was presented to the Development Review Board on September 27, 2021; and

WHEREAS, Development Review Board Panel 'B' held a public hearing on the application for a Zone Map Amendment, among other requests, on September 27, 2021, and after taking public testimony and giving full consideration to the matter, adopted Resolution No. 393-A which recommends City Council approval of the Zone Map Amendment request (Case File DB21-0008) and adopts the staff report with findings and recommendation, all as placed on the record at the hearing; and

WHEREAS, on October 4, 2021, the Wilsonville City Council held a public hearing regarding the above described matter, wherein the City Council considered the full public record on the Zone Map Amendment Case File made before the Development Review Board, including the Development Review Board and City Council staff reports; took public testimony; and, upon deliberation, concluded that the proposed Zone Map Amendment meets the applicable approval criteria under the City of Wilsonville Development Code.

NOW, THEREFORE, THE CITY OF WILSONVILLE ORDAINS AS FOLLOWS:

Section 1. The City Council adopts, as findings and conclusions, the forgoing Recitals and the Zone Map Amendment Findings in Exhibit B, as if fully set forth herein.

Section 2. The official City of Wilsonville Zone Map is hereby amended by Zoning Order DB21-0008, attached hereto as Exhibit A, from the Public Facility (PF) Zone to the Village (V) Zone.

SUBMITTED to the Wilsonville City Council and read the first time at a meeting thereof on the 4<sup>th</sup> day of October 2021, and scheduled the second reading on October 18, 2021 commencing at the hour of 7:00 p.m. at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon.

\_\_\_\_\_  
Kimberly Veliz, City Recorder

ENACTED by the City Council on the 4th day of October, 2021, by the following votes:

Yes: \_\_\_\_\_ No: \_\_\_\_\_

\_\_\_\_\_  
Kimberly Veliz, City Recorder

DATED and signed by the Mayor this \_\_\_\_\_ day of \_\_\_, 2021

\_\_\_\_\_  
Julie Fitzgerald Mayor

SUMMARY OF VOTES:

- Mayor Fitzgerald
- Council President Akervall
- Councilor Lehan
- Councilor West
- Councilor Linville

**EXHIBITS:**

- A. Ordinance No. 852 Exhibit A – Zoning Order DB21-0008 including legal description and sketch depicting zone map amendment
- B. Ordinance No. 852 Exhibit B – Compliance findings
- C. Ordinance No. 852 Exhibit C – DRB Resolution No. 393-A recommending approval of Zone Map Amendment



Ordinance No. 852 Exhibit A

**BEFORE THE CITY COUNCIL OF  
THE CITY OF WILSONVILLE,  
OREGON**

In the Matter of the Application of	)	
Costa Pacific Communities, for a Rezoning	)	
of Land and Amendment of the	)	<b>ZONING ORDER DB21-0008</b>
City of Wilsonville Zoning Map	)	
Incorporated in Section 4.102 of the	)	
Wilsonville Code.	)	

The above-entitled matter is before the Council to consider the application of DB21-0008, for a Zone Map Amendment and an Order, amending the official Zoning Map as incorporated in Section 4.102 of the Wilsonville Code.

The Council finds that the subject property (“Property”), legally described and shown on the attached legal description and sketch, has heretofore appeared on the City of Wilsonville zoning map as Public Facility (PF).

The Council having heard and considered all matters relevant to the application for a Zone Map Amendment, including the Development Review Board Panel ‘B’ record and recommendation, finds that the application should be approved.

THEREFORE IT IS HEREBY ORDERED that the Property, consisting of approximately 1.4 acres in the Villebois Village Center, adjacent to the Piazza at Villebois to the northeast and northwest, comprising Tax Lot 2800, of Section 15AC and adjacent right-of way, as more particularly shown and described in the attached legal description and sketch, is hereby rezoned to Village (V), subject to conditions detailed in this Order’s adopting Ordinance. The foregoing rezoning is hereby declared an amendment to the Wilsonville Zoning Map (Section 4.102 WC) and shall appear as such from and after entry of this Order.

Dated: This 18<sup>th</sup> day of October, 2021.

\_\_\_\_\_  
Julie Fitzgerald, MAYOR

APPROVED AS TO FORM:

\_\_\_\_\_  
Barbara A. Jacobson, City Attorney

Ordinance No. 852 Exhibit A

ATTEST:

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Kimberly Veliz, City Recorder

Attachment: Legal Description and Sketch Depicting Land/Territory to be Rezoned

Ordinance No. 852 Exhibit A



**LEGAL DESCRIPTION**

Zone Change

Lot 76

Map 3S1W15AC Tax Lot 2800

Lot 76, plat of "Villebois Village Center No. 3", Clackamas County Plat Records, in the Northeast Quarter of Section 15, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, State of Oregon, more particularly described as follows:

BEGINNING at the most southerly corner of Lot 11, plat of "Berkshire No. 2", Clackamas County Plat Records;

thence along the southeasterly line of said lot and its extension, North 47°02' 56" East, a distance of 225.50 feet to a point on the centerline of SW Valencia Lane;

thence along said centerline, South 42°56' 37" East, a distance of 169.09 feet;

thence leaving said centerline, North 47°03' 23" East, a distance of 91.00 feet;

thence along the southwesterly line of Tract A, plat of "Siena", Clackamas County Plat Records, and its extension, South 42°56' 37" East, a distance of 193.00 feet to a point on the northerly Right-of-Way line of SW Villebois Drive North;

thence along said northerly Right-of-Way line, South 47°03' 23" West, a distance of 80.69 feet to an angle point;

thence continuing along said Right-of-Way line, South 47°03' 24" West, a distance of 71.31 feet to the most easterly corner of Tract O, plat of "Villebois Village Center", Clackamas County Plat Records;

thence along the northeasterly line of said Tract O and Parcel 5, Partition Plat No. 2013-051, Clackamas County Plat Records, North 42°56' 36" West, a distance of 162.50 feet to an angle point;

thence continuing along the northeasterly line of said Parcel 5, North 47°03' 24" East, a distance of 15.00 feet to an angle point;

thence continuing along said northeasterly line, North 42°56' 36" West, a distance of 63.00 feet to the most northerly corner of said Parcel 5;

thence along the northwesterly line of said Parcel 5, South 47°03' 24" West, a distance of 179.50 feet to the most westerly Southwest corner of said Parcel 5;

Ordinance No. 852 Exhibit A

Page 2 of 2



thence along the northeasterly Right-of-Way line of SW Barber Street, North 42° 56' 36" West, a distance of 136.56 feet to the POINT OF BEGINNING.

Containing 1.40 acres, more or less.

Basis of bearings being plat of "Villebois Village Center No. 3", Clackamas County Plat Records.

Property Vested in:

RCS - Villebois Development, LLC

Map 3S1W15AC Tax Lot 2800

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

OREGON  
JULY 9, 2002  
TRAVIS C. JANSEN  
57751

RENEWS: 6/30/2021

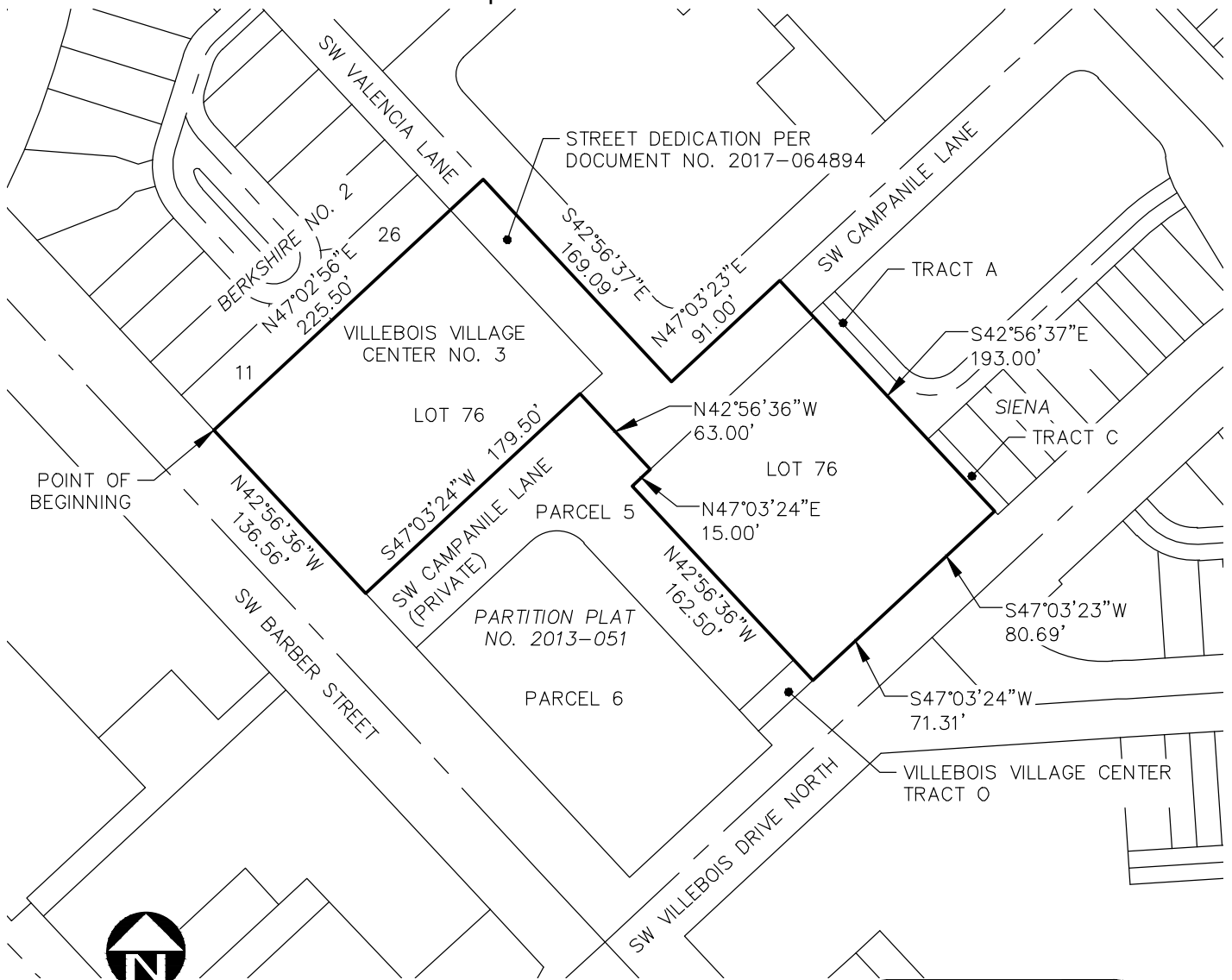


**SKETCH TO ACCOMPANY LEGAL DESCRIPTION**

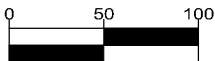
Zone Change

Lot 76

Map 3S1W15AC Tax Lot 2800



SCALE



1 INCH = 100 FEET

Property Vested in:  
RCS - VILLEBOIS DEVELOPMENT, LLC  
Map 3S1W15AC Tax Lot 2800

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

OREGON  
JULY 9, 2002  
TRAVIS C. JANSEN  
57751

RENEWS: 6/30/2021



Ordinance No. 852 Exhibit B  
 Zone Map Amendment Compliance Findings

Villebois Village Center Mixed Use  
 Special Area Plan (SAP) Central  
 PDPs 12C Lot 76

City Council  
 Quasi-Judicial Public Hearing

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**Hearing Date:** October 4, 2021  
**Date of Report:** September 27, 2021

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**Application Nos.:** DB21-0008 Zone Map Amendment

**Request/Summary:** The request before the City Council is a Zone Map Amendment for approximately 1.40 acres.

**Location:** Villebois Village Center. The property described as Tax Lot 2800 and adjacent right-of-way, Section 15AC, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon.

**Owner:** RCS Villebois Development LLC (Contact: Rudy Kadlub)

**Applicant:** Costa Pacific Communities (Contact: Rudy Kadlub)

**Applicant’s Rep.:** Pacific Community Design, Inc. (Contact: Stacy Connery AICP)

**Comprehensive Plan Designation:** Residential-Village

**Zone Map Classification:** Current: Public Facility (PF)  
 Proposed: Village (V)

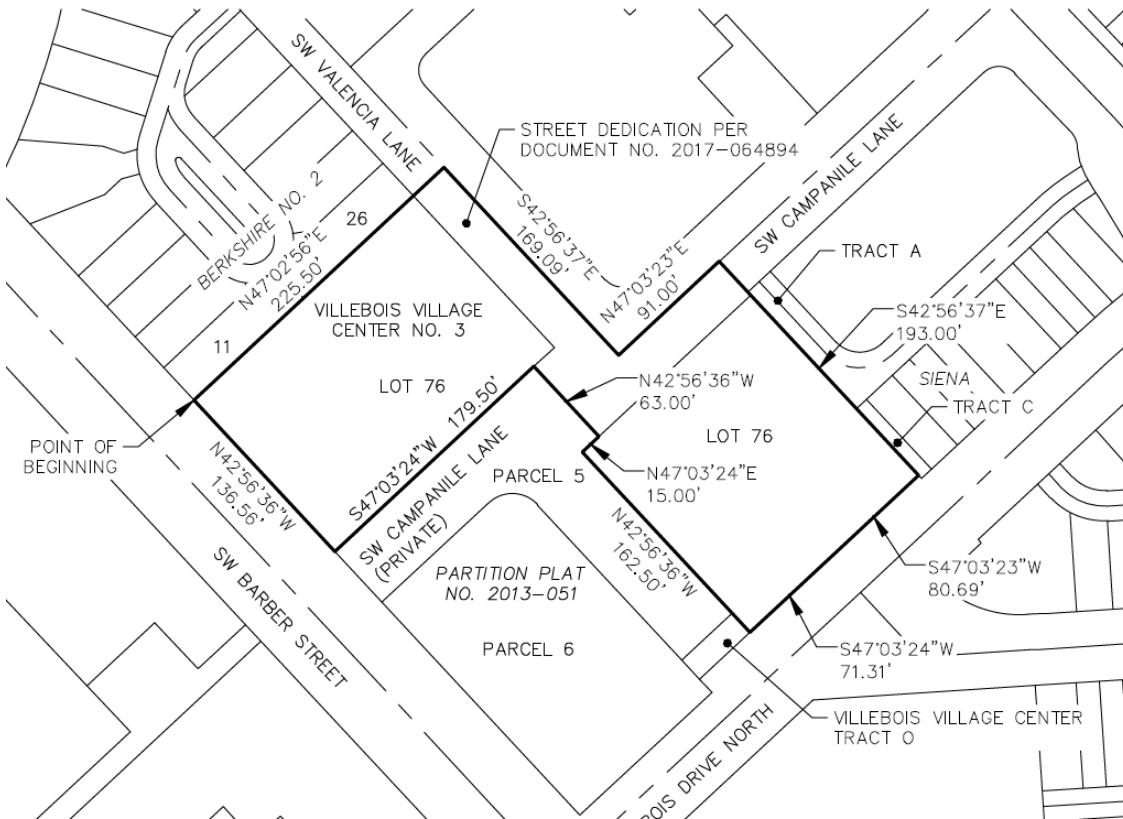
**Staff Reviewers:** Cindy Luxhoj AICP, Associate Planner

**DRB/Staff Recommendation:** **Adopt** the requested Zone Map Amendment

**Applicable Review Criteria:**

<b>Development Code:</b>	
Section 4.110	Zones
Section 4.127	Residential Neighborhood (RN) Zone
Section 4.197	Zone Changes
<b>Comprehensive Plan and Sub-elements:</b>	
Citizen Involvement	
Urban Growth Management	
Public Facilities and Services	
Land Use and Development	
Plan Map	
Area of Special Concern L	
Transportation Systems Plan	
Villebois Village Master Plan	
<b>Regional and State Law and Planning Documents</b>	
Statewide Planning Goals	

**Vicinity Map:**



## Summary:

### Zone Map Amendment (DB21-0008)

As shown by the outlined area in the figure on Page 2, the request is to change the zoning for SAP Central PDP 12C Lot 76 (Tax Lot 2800) from Public Facility (PF) to Village (V). The site is designated Residential-Village on the Comprehensive Plan Map. Approval of the zone change is consistent with the Comprehensive Plan Map designation and enables development of the property consistent with the Villebois Village Master Plan.

## Findings:

NOTE: Pursuant to Section 4.014 the burden of proving that the necessary findings of fact can be made for approval of any land use or development application rests with the applicant in the case.

### General Information

#### Application Procedures-In General Section 4.008

The application is being processed in accordance with the applicable general procedures of this Section.

#### Who May Initiate Application Section 4.009

The application has been submitted on behalf of the property owner, RCS Villebois Development LLC, and is signed by an authorized representative, Rudy Kadlub.

### Request: DB21-0008 Zone Map Amendment

As described in the Findings below, the applicable criteria for this request are met or will be met by Conditions of Approval.

## Comprehensive Plan

### Residential Development Implementation Measure 4.1.4.

- A1. The subject site is part of the Villebois Village Master Plan, which is comprised of a variety of housing opportunities of varying densities. There are many different housing types within the Villebois community, ranging from multifamily to larger lots. Villebois includes opportunities for affordable, senior, and community housing. Compliance with this Implementation Measure was addressed with the Villebois Village Master Plan. The land use plan for the subject area is consistent with the Villebois Village Master Plan.



## Development in Residential Village Applicable Plans and Code

Implementation Measure 4.1.6.a. and c.

- A2.** The review of the proposed development includes reviewing and applying applicable portions of the Villebois Village Concept Plan, Villebois Village Master Plan, SAP Central, the Comprehensive Plan, and the Development Code. Rezoning the property to Village (V) will allow application of the Village Zone standards created to implement these plans, policies, and codes.

## Contents of Villebois Village Master Plan

Implementation Measure 4.1.6.b.

- A3.** The concurrent proposal for a PDP implements the procedures as outlined by the Villebois Village Master Plan, as previously approved.

## Applying Village Zone to Residential Village Comprehensive Plan Designation

Implementation Measure 4.1.6.c.

- A4.** The request is to apply the Village Zone to an area designated as Residential Village in the Comprehensive Plan.

## Wide Range of Uses in Village Zone

Implementation Measure 4.1.6.d.

- A5.** The subject property is made up of two sites with a combined area of approximately 1.19 acres within the Villebois Village Center. The plan for the subject property includes two mixed use buildings, one for each site. Both buildings will have retail space, common areas, and residential units on their first floors with residential units on the top three floors. The proposed residential land use and housing types in this area are consistent with those portrayed in the Villebois Village Master Plan, which this regulation is intended to implement.

## **Development Code**

### Zoning Concurrent with Planned Development Approval

Section 4.029

- A6.** The applicant is applying for a zone change concurrent with a PDP for the subject property in conformance with the Code.

### Base Zoning Designations

Subsection 4.110 (.01) H.

- A7.** The requested zoning designation of Village (V) is among the base zones identified in this subsection.

### Village Zone Purpose

Subsection 4.125 (.01)

- A8.** Consistent with the Village Zone purpose, the proposal is for land designated Residential-Village on the Comprehensive Plan map and within the Villebois Village Master Plan area to receive the zoning designation of Village (V).

### Village Zone Permitted Uses

Subsection 4.125 (.02)

- A9.** The proposed mixed-use buildings are consistent with the uses permitted in Village Zone and Villebois Village Master Plan.

### Zone Change Concurrent with PDP Approval

Subsection 4.125 (.18) B. 2.

- A10.** The requested zone map amendment is concurrent with a request for PDP approval.

### Zone Change Procedures

Subsection 4.197 (.02) A.

- A11.** The applicant submitted the request for a zone map amendment as set forth in the applicable code sections.

### Conformance with Comprehensive Plan Map, etc.

Subsection 4.197 (.02) B.

- A12.** The subject area is designated Residential Village on the Comprehensive Plan Map. Therefore, application of the Village Zone is consistent with the Comprehensive Plan.

### Residential Designated Lands-Housing Variety

Subsection 4.197 (.02) C.

- A13.** Implementation Measures 4.1.4. b, d, e, q, and x require a variety of housing. The proposed zone map amendment allows for furthering of these implementation measures by permitting development of the diverse housing types called for in the Villebois Village Master Plan, with which development on the subject property must conform.

### Public Facility Concurrency

Subsection 4.197 (.02) D.

- A14.** The PDP compliance report, plan sheets, and supporting utility and drainage report demonstrate that the existing primary public facilities are available and can be provided in conjunction with the project. The Traffic Impact Analysis confirms traffic concurrency.

### Impact on SROZ Areas

Subsection 4.197 (.02) E.

- A15.** No SROZ is within the area to be rezoned.

### Development within 2 Years

Subsection 4.197 (.02) F.

**A16.** As stated in the application materials, the applicant is committed to a schedule demonstrating that development of the subject property is reasonably expected to commence within two (2) years of the initial approval of the zone change. In the event the applicant or their successors do not commence development within two (2) years, allowing related land use approvals to expire, the zone change will remain in effect.

### Development Standards and Conditions of Approval

Subsection 4.197 (.02) G.

**A17.** As can be found in the findings for the accompanying requests, the applicable development standards will be met either as proposed or as a condition of approval.

DEVELOPMENT REVIEW BOARD  
RESOLUTION NO. 393-A

A RESOLUTION ADOPTING FINDINGS RECOMMENDING APPROVAL TO CITY COUNCIL OF A ZONE MAP AMENDMENT FROM PUBLIC FACILITY (PF) TO VILLAGE (V) FOR THE SUBJECT SITES LOCATED ON TAX LOT 2800 AND ADJOINING RIGHT OF WAY OF SECTION 15AC, TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON. PACIFIC COMMUNITY DESIGN, INC. – REPRESENTATIVE FOR COSTA PACIFIC COMMUNITIES – APPLICANT AND RCS DEVELOPMENT LLC – OWNER.

WHEREAS, an application, together with planning exhibits for the above-captioned request, has been submitted in accordance with the procedures set forth in Section 4.008 of the Wilsonville Code, and

WHEREAS, the Planning Staff has prepared a staff report on the above-captioned subject, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel B at a scheduled meeting conducted on September 27, 2021, at which time exhibits, together with findings and public testimony were entered into the public record, and

WHEREAS, the Development Review Board considered the subject and the recommendations contained in the staff report, and

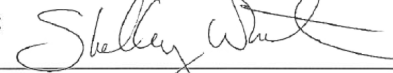
WHEREAS, on September 27, 2021, the Development Review Board recommended approval to City Council of the Zone Map Amendment (DB21-0008) from Public Facility (PF) to Village (V) for the subject site, and

WHEREAS, interested parties, if any, have had an opportunity to be heard on the subject.

NOW, THEREFORE, BE IT RESOLVED that the Development Review Board of the City of Wilsonville does hereby adopt the portion of the staff report dated September 20, 2021, attached hereto as Exhibit A1, with findings and recommendations contained therein, pertaining to the Zone Map Amendment request (DB21-0008) and forwards the recommendation for approval to City Council for their consideration.

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 27<sup>th</sup> day of September, 2021, and filed with the Planning Administrative Assistant on Sept. 30, 2021. This resolution is final on the 15<sup>th</sup> calendar day after the postmarked date of the written notice of decision per WC Sec 4.022(.09) unless appealed per WC Sec 4.022(.02) or called up for review by the Council in accordance with WC Sec 4.022(.03).

  
\_\_\_\_\_  
Sammy Nada, Chair, Panel B  
Wilsonville Development Review Board

Attest:   
\_\_\_\_\_  
Shelley White, Planning Administrative Assistant



**CITY COUNCIL MEETING  
STAFF REPORT**

<p><b>Meeting Date:</b> October 18, 2021</p>	<p><b>Subject: Resolution No. 2932</b> Supplemental Budget Adjustment</p> <p><b>Staff Member:</b> Keith Katko, Finance Director</p> <p><b>Department:</b> Finance</p>	
<p><b>Action Required</b></p>	<p><b>Advisory Board/Commission Recommendation</b></p>	
<p><input checked="" type="checkbox"/> Motion</p> <p><input checked="" type="checkbox"/> Public Hearing Date: October 18, 2021</p> <p><input type="checkbox"/> Ordinance 1<sup>st</sup> Reading Date:</p> <p><input type="checkbox"/> Ordinance 2<sup>nd</sup> Reading Date:</p> <p><input checked="" type="checkbox"/> Resolution</p> <p><input type="checkbox"/> Information or Direction</p> <p><input type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Council Direction</p> <p><input type="checkbox"/> Consent Agenda</p>	<p><input type="checkbox"/> Approval</p> <p><input type="checkbox"/> Denial</p> <p><input type="checkbox"/> None Forwarded</p> <p><input checked="" type="checkbox"/> Not Applicable</p>	
<p><b>Comments:</b> N/A</p>		
<p><b>Staff Recommendation:</b> Staff recommends Council adopt Resolution No. 2932.</p>		
<p><b>Recommended Language for Motion:</b> I move to approve Resolution No. 2932.</p>		
<p><b>Project / Issue Relates To:</b></p>		
<p><input type="checkbox"/> Council Goals/Priorities</p>	<p><input type="checkbox"/> Adopted Master Plan(s)</p>	<p><input checked="" type="checkbox"/> Not Applicable</p>

**ISSUE BEFORE COUNCIL:**

A supplemental budget resolution for the FY 2021/22 budget year.

**EXECUTIVE SUMMARY:**

Oregon's Local Budget Law allows the Council to amend the adopted budget for an occurrence or condition that was not known at the time the budget was adopted. A special hearing must be held to discuss and adopt the supplemental budget. The governing body holds the hearing. The budget committee is not required to be involved. Public notice of the hearing must be published 5 to 30 days before the hearing. The governing body enacts a resolution to adopt the supplemental budget after the hearing.

This is the first supplemental budget for fiscal year 2021/2022. The supplemental budget includes \$5,861,999 of unused Capital Improvement Project (CIP) related funds rolled over from the prior fiscal year as well as \$1,383,680 in new budgetary requests. The CIP rollover request of \$5,861,999 includes \$5,384,120 of direct costs and \$477,879 of overhead costs and is detailed in **Attachment 1**. Total new request amount of \$1,383,680 is comprised of the following:

- **\$676,720** for salary and wage adjustments. At the time the budget was developed, labor negotiations were postponed due to COVID-19. Negotiations are completed and the necessary supplemental broken out by fund is as follows:

Fund	Amount
General Fund	\$312,850
CD Fund	112,310
Building Inspection	30,090
Road Operating	17,440
Transit	134,150
Fleet	24,750
Water Operating	18,050
Sewer Operating	16,830
Stormwater Operating	10,250
<b>TOTAL</b>	<b>\$676,720</b>

- **\$43,000** - Vehicle ordered in FY 2020/21 but delivered in FY 21/22 (Fleet Fund reserve).
- **\$27,500** - Replacement of bus washing machine brush (Transit Fund).
- **\$35,000** - Consulting for Transit Oriented Development at SMART Central (Transit Fund).
- **\$10,000** - Safety program funded by SAIF workers compensation dividend received in prior year (General Fund/HR Risk Management).
- **\$50,000** - Increase the Tourism Promotion budget for a 2022 reopening campaign focused on increased engagement and data for future marketing strategies (Gen Fund/Parks & Rec).
- **\$37,460** - Library strategic plan; department rollover of prior year unused amount (General Fund).
- **\$279,000** for ice machine damage and City Hall renovation/upgrade. Property insurance will cover \$93,402 as replacement value and \$185,598 City proceeds will cover the additional improvements to downstairs and upstairs front desk areas. City proceeds broken out by fund as follows:

Fund	Amount
General Fund	\$92,800
CD Fund	55,678
Building Inspection	37,120
<b>TOTAL</b>	<b>\$185,598</b>

- **\$230,000** for ice storm damage in the community. Technically this is unused budget rollover from prior fiscal year but displayed here for additional context. The total package submitted to FEMA was for \$746,557 (including prior year expenses). Actual reimbursement will be determined by FEMA. This remaining budget needed will cover the parking lot restoration and tree maintenance expenses. Until FEMA reimbursement determination, the budgetary request is funded as follows:

Fund	Amount
General Fund	\$149,500
CD Fund	48,300
Water Fund	16,100
Sewer Fund	16,100
<b>TOTAL</b>	<b>\$230,000</b>

### **EXPECTED RESULTS:**

The supplemental budget adjustment adopted by the Council at regularly scheduled meeting.

### **TIMELINE:**

As required by Local Budget Law, a notice for the public hearing has been published in the Wilsonville Spokesman on October 6, 2021 and October 13, 2021. Adoption of the Supplemental Budget Adjustment is required prior to the end of the fiscal year, June 30, 2021.

### **FINANCIAL REVIEW:**

Reviewed by: KAK Date: 10/05/2021

### **LEGAL REVIEW:**

Reviewed by: BAJ Date: 10/12/2021

### **COMMUNITY INVOLVEMENT PROCESS:**

A public hearing must be part of the adoption process.

### **POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY**

The amended budget provides for the delivery of services and construction of capital projects throughout the community.

### **ALTERNATIVES:**

Not approving the attached supplemental budget could result in overspending current budget appropriations. The City is required to disclose all excess of expenditures over appropriations in the Comprehensive Annual Financial report.

### **CITY MANAGER COMMENT:**

N/A

### **ATTACHMENTS:**

1. CIP Rollover Supplemental Budget Adjustment
2. Resolution No. 2932
  - A. Need, Purpose And Amount: Detail By Fund & Category

**ATTACHMENT #1 - CIP ROLLOVER SUPPLEMENTAL BUDGET ADJUSTMENTS**

FUND	CIP#	CIP Description	Direct	Overhead
Water CIP	1121	Annual - Pipe/Valve/Hydrant Replacement	\$ 37,530	1,314
Water CIP	1117	Annual - Fire Flow Data Collection	5,150	180
Water CIP	1139	5th Street / Kinsman Extension Water Line	382,787	13,398
Sewer CIP	2065	Memorial Park Pump Station	748,000	76,180
Sewer CIP	2099	5th Street / Kinsman Extension Sewer Trunk	650,798	22,778
Sewer CIP	2100	Boberg Diversion Structure	4,522	5,158
Sewer CIP	2102	Boeckman Rd Sanitary Improvements - Frog Pond	50,000	6,662
Sewer CIP	2103	Garden Acres Sewer Extension	6,368	223
Sewer CIP	2404	Wastewater Treatment Plant Master Plan	210,047	58,526
Sewer CIP	2105	Corral Creek & Rivergreen Pump Station Rehabilita	58,922	23,548
Road CIP	3001	Frog Pond Master Planning (East/South)	32,000	26,984
Road CIP	3004	Town Center Plan Implementation	30,000	29,308
Road CIP	4014	Street Maintenance	907,860	31,775
Road CIP	4202	I-5 Pedestrian Bridge	619,603	21,686
Road CIP	4205	Boeckman Rd Street Improvements - Frog Pond	100,000	13,500
Road CIP	4206	Canyon Creek/Boeckman Traffic Signal	40,000	5,400
Road CIP	4717	Pedestrian Enhancements	36,857	6,290
Road CIP	4729	Citywide Signage & Wayfinding (Formerly 3003)	137,124	19,799
Storm CIP	7061	Garden Acres Road Storm System	23,792	833
Storm CIP	7064	Stormwater Master Plan Update	73,192	26,808
Storm CIP	7065	Boeckman Creek Hydraulic Analysis	66,121	10,314
Storm CIP	7500	Storm Ops Allocation to Charbonneau	173,913	26,087
Facilities CIP	8098	Library Improvements	239,000	-
Parks CIP	9132	Memorial Park Master Plan Implementation	81,360	2,848
Parks CIP	9148	Boeckman Trail Slope Stabilization	3,865	-
Parks CIP	9152	Annual - Play Structure Replacement	11,423	-
Parks CIP	9155	Ice Age Tonquin Trail	3,595	126
Parks CIP	9165	Urban Forest Management Plan	5,000	5,569
Parks CIP	9167	Villebois Parks - RP7/RP8	521,372	38,248
Parks CIP	9171	Boones Ferry Park Master Plan Implementation	123,919	4,337
			<u>\$ 5,384,120</u>	<u>\$ 477,879</u>



**RESOLUTION NO. 2932**

**A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET ADJUSTMENT FOR FISCAL YEAR 2021-22.**

WHEREAS, the City adopted a budget and appropriated funds for fiscal year 2021-22 by Resolution 2903; and,

WHEREAS, certain expenditures are expected to exceed the original adopted budget in some of the City's funds and budgetary transfers are necessary within these funds to provide adequate appropriation levels to expend the unforeseen costs; and,

WHEREAS, ORS 294.463 provides that a city may adjust appropriations within appropriation categories provided the enabling resolution states the need for the adjustment, purpose of the expenditure and corresponding amount of appropriation; and,

WHEREAS, all transfers from contingencies within the fiscal year to date that exceed fifteen percent (15%) of the fund's total appropriations, are included in the supplemental budget adjustment request; and,

WHEREAS, all expenditure transfers within the fiscal year to date in aggregate exceed ten percent (10%) of the fund's total expenditures, are included in the supplemental budget adjustment request; and,

WHEREAS, consistent with local budget law and based upon the foregoing, the staff report in this matter and public hearing input, the public interest is served in the proposed supplemental budget adjustment,

WHEREAS, to facilitate clarification of the adjustments in this resolution, Attachment A to this resolution provides a summary by fund of the appropriation categories affected by the proposed transfer of budget appropriation and the purpose of the expenditure.

**NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:**

The City amends and adjusts the estimated revenues and appropriations within the funds and categories delineated and set forth in Attachment A, attached hereto and incorporated by reference herein as if fully set forth.

This resolution becomes effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 18<sup>th</sup> day of October and filed with Wilsonville City Recorder this same date.

\_\_\_\_\_  
Julie Fitzgerald, MAYOR

ATTEST:

\_\_\_\_\_  
Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Fitzgerald

Councilor President Akervall

Councilor Lehan

Councilor West

Councilor Linville

ATTACHMENT:

A. Need, Purpose And Amount: Detail By Fund & Category

## ATTACHMENT A

### NEED, PURPOSE AND AMOUNT: DETAIL BY FUND & CATEGORY

	Current Appropriations	Change in Appropriations	Amended Appropriations
<b>General Fund</b>			
Interfund transfers	\$ 20,664,319	\$ 177,200	\$ 20,841,519
All other resources	28,126,938	-	28,126,938
Total increase in resources	<u>48,791,257</u>	<u>177,200</u>	48,968,457
Administration	\$ 2,029,655	\$ 18,370	\$ 2,048,025
Finance	1,598,810	44,930	1,643,740
Information Technology	1,221,554	26,710	1,248,264
Legal	708,452	14,090	722,542
Human Resources & Risk Management	888,700	25,340	914,040
Public Works Administration	885,531	25,510	911,041
Facilities	1,379,931	32,900	1,412,831
Parks Maintenance	1,787,569	41,140	1,828,709
Parks & Recreation	1,609,227	80,450	1,689,677
Library	2,121,120	93,120	2,214,240
Law Enforcement	5,538,456	-	5,538,456
Municipal Court	230,050	7,750	237,800
Transfers to Other Funds	19,100,169	750,372	19,850,541
Contingency	9,692,033	(983,482)	8,708,551
Net change in requirements	<u>\$ 48,791,257</u>	<u>\$ 177,200</u>	
Resource increase in Interfund transfers is overhead from capital improvement project changes. Expense increases are for library strategic plan, tourism development initiative, safety and health program, and financial impact of union contracts recently approved by Council. Transfers to Other Funds increase includes CIP funding for library improvement (8098), Boeckman Trail Stabilization (9148), Play Structure Replacement (9152) and Urban Forestry Management Plan (9165).			
<b>Building Fund</b>			
Building	1,279,508	30,090	1,309,598
Interfund transfers	405,606	55,678	461,284
Contingency	1,101,661	(85,768)	1,015,893
Net change in requirements	<u>\$ 2,786,775</u>	<u>\$ -</u>	\$ 2,786,775
Requirement increase is financial impact of union contracts recently approved by Council and for Interfund Transfer to fund CIP 0997 City Hall renovation, with funding through Contingency.			
<b>Community Development Fund</b>			
Interfund Transfers	\$ 2,383,525	\$ 300,679	\$ 2,684,204
All other resources	3,123,270	42,000	3,165,270
Total increase in resources	<u>5,506,795</u>	<u>342,679</u>	<u>5,849,474</u>
CD Administration	619,221	14,350	633,571
Engineering	2,194,343	59,860	2,254,203
Planning	1,236,790	38,100	1,274,890
Interfund transfers	598,095	37,120	635,215
Contingency	858,346	193,249	1,051,595
Net change in requirements	<u>\$ 5,506,795</u>	<u>\$ 342,679</u>	\$ 5,849,474
Resource increase in Interfund transfers is overhead from capital improvement project changes. Requirement increase is financial impact of union contract recently approved by Council and for Interfund Transfer to fund CIP 0997 City Hall renovation, with funding through Contingency.			
<b>Road Operating Fund</b>			
Road Operating	\$ 925,830	\$ 17,440	\$ 943,270
Interfund transfers	809,155	\$ 91,447	900,602
Contingency	2,412,467	(108,887)	2,303,580
Net change in requirements	<u>\$ 4,147,452</u>	<u>\$ -</u>	\$ 4,147,452
Requirement increases are financial impact of union contracts recently approved by Council and Interfund Transfers to fund CIP 0998 Community Ice Storm Damage, with funding through Contingency.			

	Current Appropriations	Change in Appropriations	Amended Appropriations
<b>Road Maintenance Fund</b>			
Interfund transfers	\$ 2,503,924	\$ 939,635	\$ 3,443,559
Contingency	1,781,846	(939,635)	842,211
Net change in requirements	\$ 4,285,770	\$ -	\$ 4,285,770
Requirement increases for Interfund Transfers will fund Road Capital Improvement Projects, with funding through Contingency.			
<b>Streets Capital Projects Fund</b>			
Interfund transfers	\$ 12,298,164	\$ 2,026,186	\$ 14,324,350
All other resources	2,232,190	32,000	2,264,190
Total increase in resources	\$ 14,530,354	\$ 2,058,186	\$ 16,588,540
Streets capital projects	11,606,587	1,903,444	13,510,031
Interfund Transfers	740,178	154,742	894,920
Contingency	2,183,589	-	2,183,589
Net change in requirements	\$ 14,530,354	\$ 2,058,186	\$ 16,588,540
The interfund transfers and the corresponding requirements for street capital projects and transfers to other funds is for the following projects: Frog Pond Master Planning (3001), Town Center Plan Implementatin (3004), Street Maintenance (4014), I-5 Ped Bridge (4202), Boeckman Street Improve (4205), Canyon Creek Signal (4206), Pedestrian Enhancements (4717), and Signage (4719).			
<b>Street SDC Fund</b>			
Materials and Services	\$ 41,470	\$ -	\$ 41,470
Interfund Transfers	7,766,745	800,189	8,566,934
Contingency	1,076,298	(800,189)	276,109
Net change in requirements	\$ 8,884,513	\$ -	\$ 8,884,513
Requirement increases for Interfund Transfers will fund Road Capital Improvement Projects, with funding through Contingency.			
<b>Transit Fund</b>			
Transit	\$ 8,360,088	\$ 617,744	\$ 8,977,832
Interfund Transfers	669,447	-	669,447
Contingency	5,861,271	(617,744)	5,243,527
Net change in requirements	\$ 14,890,806	\$ -	\$ 14,890,806
Requirement increases are financial impact of union contracts recently approved by Council, bus brush, & development consulting services, with funding through Contingency.			
<b>Water Operating Fund</b>			
Water Operations	\$ 1,578,978	\$ 18,050	\$ 1,597,028
Water Treatment	3,835,711	-	3,835,711
Interfund Transfers	10,798,267	60,274	10,858,541
Contingency	11,746,960	(78,324)	11,668,636
Net change in requirements	\$ 27,959,916	\$ -	\$ 27,959,916
Requirement increases are financial impact of union contracts recently approved by Council and for Interfund Transfers to fund Water Capital Improvement Projects, with funding through Contingency.			
<b>Water Capital Projects Fund</b>			
Interfund transfers	\$ 19,559,885	\$ 440,359	\$ 20,000,244
All other resources	9,697,940	-	9,697,940
Total increase in resources	\$ 29,257,825	\$ 440,359	\$ 29,698,184
Water capital projects	26,735,916	425,467	27,161,383
Interfund Transfers	997,351	14,892	1,012,243
Contingency	1,524,558	-	1,524,558
Net change in requirements	\$ 29,257,825	\$ 440,359	\$ 29,698,184
The interfund transfers and the corresponding requirements for water capital projects and transfers to other funds are for the following projects: Annual Pipe/Valve, Hydrant Replacements (1121), 5th St/Kinsman Water Line (1139), Annual Fire Flow Data Collection (1117).			
<b>Water SDC Fund</b>			
Materials and Services	\$ 25,940	\$ -	\$ 25,940
Debt Service	485,000	-	485,000
Interfund Transfers	9,625,868	396,185	10,022,053
Contingency	2,769,738	(396,185)	2,373,553
Net change in requirements	\$ 12,906,546	\$ -	\$ 12,906,546
Requirement increases for Interfund Transfers will fund Water Capital Improvement Projects, with funding through Contingency.			

	Current Appropriations	Change in Appropriations	Amended Appropriations
<b>Sewer Operating Fund</b>			
Sewer Collection	\$ 1,216,011	\$ 12,450	\$ 1,228,461
Sewer Treatment	3,074,746	-	3,074,746
Sewer Pretreatment	118,923	4,380	123,303
Debt Service	2,623,500	-	2,623,500
Interfund Transfers	2,907,055	554,707	3,461,762
Contingency	14,619,187	(571,537)	14,047,650
Net change in requirements	\$ 24,559,422	\$ -	\$ 24,559,422
Requirement increases are financial impact of union contracts recently approved by Council and for Interfund Transfers to fund Sewer Capital Improvement Projects, with funding through Contingency.			
<b>Sewer Capital Projects Fund</b>			
Interfund transfers	\$ 3,418,226	\$ 1,921,732	\$ 5,339,958
All other resources	15,148	-	15,148
Total increase in resources	\$ 3,433,374	\$ 1,921,732	\$ 5,355,106
Sewer capital projects	3,025,344	1,728,657	4,754,001
Interfund Transfers	312,773	193,075	505,848
Contingency	95,257	-	95,257
Net change in requirements	\$ 3,433,374	\$ 1,921,732	\$ 5,355,106
The interfund transfers and the corresponding requirements for water capital projects and transfers to other funds are for the following projects: Memorial Park Pump Station (2065), 5th St/Kinsman Ext. (2099), Boberg Diversion (2100), Boeckman Imp (2102), Garden Acres Ext (2103), WWTP Master Plan (2404), Coral Creek Pump Station (2105).			
<b>Sewer SDC Fund</b>			
Materials and Services	\$ 22,050	\$ -	\$ 22,050
Interfund Transfers	1,792,521	1,383,125	3,175,646
Contingency	7,118	(1,383,125)	(1,376,007)
Net change in requirements	\$ 1,821,689	\$ -	\$ 1,821,689
Requirement increases for Interfund Transfers will fund Sewer Capital Improvement Projects, with funding through Contingency.			
<b>Stormwater Operating Fund</b>			
Stormwater Maintenance	\$ 1,168,706	\$ 10,250	\$ 1,178,956
Debt Service	518,000	-	518,000
Interfund Transfers	2,049,216	288,218	2,337,434
Contingency	3,520,347	(298,468)	3,221,879
Net change in requirements	\$ 7,256,269	\$ -	\$ 7,256,269
Requirement increases are financial impact of union contracts recently approved by Council and for Interfund Transfers to fund Stormwater Capital Improvement Projects, with funding through Contingency.			
<b>Stormwater Capital Projects Fund</b>			
Interfund transfers	\$ 1,760,254	\$ 401,060	\$ 2,161,314
All other resources	3,868	-	3,868
Total increase in resources	\$ 1,764,122	\$ 401,060	\$ 2,165,182
Stormwater Capital Projects	1,437,576	337,018	1,774,594
Interfund Transfers	218,314	64,042	282,356
Contingency	108,232	-	108,232
Net change in requirements	\$ 1,764,122	\$ 401,060	\$ 2,165,182
The interfund transfers and the corresponding requirements for stormwater capital projects and transfers to other funds are for the following projects: Garden Acres (7061), Master Plan (7064), Boeckman Creek Hydraulic Analysis (7065), Charbonneau (7500).			
<b>Stormwater SDC</b>			
Materials and Services	\$ 5,750	\$ -	\$ 5,750
Interfund Transfers	253,382	112,842	366,224
Contingency	2,867,901	(112,842)	2,755,059
Net change in requirements	\$ 3,127,033	\$ -	\$ 3,127,033
Requirement increases for Interfund Transfers will fund Stormwater Capital Improvement Projects, with funding through Contingency.			

	Current Appropriations	Change in Appropriations	Amended Appropriations
<b>Fleet Fund</b>			
Fleet	\$ 1,473,285	\$ 67,750	\$ 1,541,035
Interfund transfers	2,400	-	418,844
Contingency	1,116,045	(67,750)	1,048,295
Net change in requirements	\$ 2,591,730	\$ -	\$ 2,589,330
Requirement increase is financial impact of union contracts recently approved by Council, funded from Contingency.			
<b>Facilities/Information Services Capital Projects Fund</b>			
Interfund transfers	\$ 1,698,707	\$ 654,598	2,353,305
Intergovernmental	418,844	-	418,844
All other resources	11,388	93,402	104,790
Total increase in resources	\$ 2,128,939	\$ 748,000	2,876,939
Facilities/Information Services capital projects	\$ 1,970,453	\$ 748,000	\$ 2,718,453
Interfund Transfers	52,721	-	52,721
Contingency	105,765	-	105,765
Net change in requirements	\$ 2,128,939	\$ 748,000	\$ 2,876,939
The interfund transfers and the corresponding requirements for facilities/information services capital projects and transfers to other funds is for the following capital project: Library Improvements, CH Renovation (0997), Community Ice Storm Damage (0998)			
<b>Parks Capital Projects Fund</b>			
Interfund transfers	\$ 2,272,050	\$ 801,662	\$ 3,073,712
All other resources	328,229	-	328,229
Total increase in resources	\$ 2,600,279	\$ 801,662	\$ 3,401,941
Parks capital projects	\$ 2,074,505	\$ 750,534	\$ 2,825,039
Interfund Transfers	157,593	51,128	208,721
Contingency	368,181	-	368,181
Net change in requirements	\$ 2,600,279	\$ 801,662	\$ 3,401,941
The interfund transfers and the corresponding requirements for parks capital projects and transfer to other funds is for the following capital projects: Memorial Park Master Plan (9132), Boeckman Trail (9148), Annual Play Structures (9152), Ice Age Tonquin Trail (9155), Urban Forest Plan (9165), Villebois Parks (9167), and Boones Ferry Master Plan (9171).			
<b>Parks SDC Fund</b>			
Materials and Services	\$ 16,890	\$ -	\$ 16,890
Interfund Transfers	1,322,155	775,805	2,097,960
Contingency	2,241,982	(775,805)	1,466,177
Net change in requirements	\$ 3,581,027	\$ -	\$ 3,581,027
Requirement increases for Interfund Transfers will fund Parks Capital Improvement Projects, with funding through Contingency.			



# SEPTEMBER 2021 MONTHLY REPORT

## From The Director's Office

The pandemic has been challenging for all of us in so many different ways, impacting our daily lives and creating challenges never before imagined. One outcome I had not anticipated has been the tremendous number of people retiring, shifting to new jobs with different opportunities for growth, or moving to new jobs in other states. For over a year and a half, people have been largely isolated while working from home and not engaging in social activities. Perhaps this has given people additional time to think about and execute career changes, determine what their priorities really are, and live for the moment.

In Community Development, we are seeing the trend unfold locally with five team members making moves to different positions over the past six months. Rebuilding our professional team is an incredibly time consuming and important task. The Building Division recently recruited two new employees—a new commercial plans examiner as well as a new residential plans examiner. We are very pleased to welcome Mariah Lemen and Jon Scott to our team of building and code professionals. They are both currently getting up to speed on local conditions and projects and have already made immediate impacts.

Currently, we are recruiting for a number of important positions including City Engineer, Development Engineering Manager, and Economic Development Manager. We are hopeful that our quality reputation in the region will serve us well as we rebuild our Community Development management team. Of course, on top of this labor shortage is possibly the busiest time the department has seen in many years. It is truly amazing to have so many exciting projects going, both in private development and on the capital side of the City's projects. We all look forward to being fully staffed again. This amazing team pulls together in times like these to support each other while continuing to meet our service expectation of continually serving the community with pride!



Respectfully submitted,

Chris Neamtzu, AICP  
Community Development Director

## Building Division

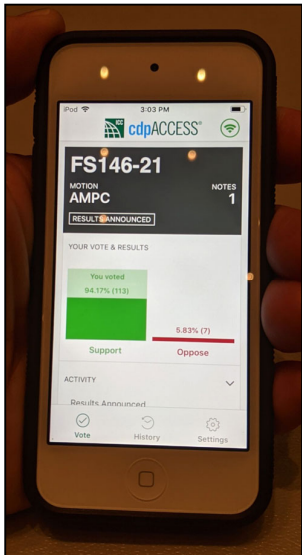
### Welcome to the Team

The Building Division is once again fully staffed! Mariah Lemen has joined the team as Building Inspector/Plans Examiner II. Mariah is originally from Newberg, Oregon and previously held the position of Building Inspector/Plans Examiner II for the City of Independence before joining the Wilsonville team. In her free time, she enjoys spending time with family, friends, and dog Daisy, as well as outdoor activities such as hiking, fishing, and camping. Mariah was a student of Wilsonville’s Building Official, Dan Carlson, in Chemeketa Community College’s Building Inspection Technology Program and decided to come to work for Wilsonville to be closer to home. She holds multiple certifications, including Plan Review and Inspector for both residential and commercial, and Fire Life Safety. Mariah has been getting to know the team, shadowing our Inspectors in the field, and completing plan reviews to get permits issued and keep construction moving in the City. Welcome to Wilsonville, Mariah!



### Whatcha Lookin’ At: ICC Code Change Hearings

This month Building Official Dan Carlson participated in the International Code Council (ICC) building code change hearings in Pittsburgh, PA. Every year, code professionals and industry representatives from all over the world come together to hear code change proposals and vote on acceptability. This year over 1,400 code change proposals were brought forward and heard. While anyone can propose a code change, only governmental members can vote to approve code changes. Each governmental voting delegate is assigned an iPod voting device (shown left) that allows voting to occur quickly and accurately while providing nearly instant results. Code changes that are approved will be incorporated into the next edition of the ICC building codes.





## 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 the installation of a portion of the Ice Age Tonquin Trail. Utility casing installation beneath the railroad track is underway. Sewer, storm, and water utility installation continues. Construction of the Tonquin Trail boardwalk and 5th Street Bridge over Coffee Creek (pictured right) is underway. Construction will continue through January 2023.



### **95th Avenue Storm Pipe Repairs (7062)**

This project replaces collapsed and crushed portions of existing storm pipeline on 95th Avenue. The goal of this project is to replace these sections of pipes prior to work being performed by Willamette Water Supply Program for the construction of PLM\_1.3 which is scheduled for the middle of 2022. Bidding and construction of this project is currently scheduled for early Spring 2022.

### **Boberg Diversion Structure Replacement (2100)**

This project replaces the outdated Boberg Road wastewater diversion structure to improve wastewater collection system functionality and ensures available capacity for upstream development in the Coffee Creek and Basalt Creek areas into the future. Once started, construction will last approximately two weeks and is expected to happen sometime between the beginning of September and the end of October.

### **Boeckman Road Corridor Project (4212/4206/4205/2102/7065)**

This project involves the design and construction of the Boeckman Dip Bridge, Boeckman Road Improvements (Canyon Creek Road to Stafford Road), Canyon Creek Traffic Signal, and Boeckman Road Sanitary Sewer projects. The owner's representative proposals are due on September 30 with the contract award planned for November. Preliminary hydraulic analysis work for Boeckman Creek continues and is to be completed by the end of the year.

### **Crosswalk Enhancement Assessment (4717)**

This project originally consisted of the study of nine existing or proposed crosswalk locations throughout the City and will recommend new safety measures or enhancements for each crossing. In the beginning of September, nine additional crossing locations within the Charbonneau District were added to the contract. Because of these added crossing locations, Kittelson & Associates will be performing assessment activities through the end of November 2021.

### **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 continuing to prepare 90% design documents and are incorporating comments received from staff, Planning Commission, and City Council.

## Engineering Division, Capital Projects

### **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 began in July 2020 and is anticipated to be completed in September 2021.

### **Old Farm Road Phase I (1500/2500/4500/7500)**

This project includes paving, storm sewer, sanitary sewer, and water line improvements to Old Farm Road, Arbor Glen Loop, and Arbor Glen Court in the Charbonneau development. The contract was awarded to Braun Construction in April. Construction began in June and is anticipated to be completed by December 2021.

### **Priority 1B Water Distribution Improvements (1148)**

This project constructs water distribution piping improvements to correct fire flow deficiencies identified in the Water Distribution System Master Plan. Fiscal year 2021-2022 improvements include 8-inch pipeline upgrades on Jackson Way and Evergreen Avenue and an 8-inch loop connection north of Seely Avenue. August and September work consisted of professional surveyors collecting required topographic and underground utility data needed for design. Design work will occur internally within the Engineering Division over the winter time with bidding and construction happening in early Spring 2022.

### **Raw Water Facility Improvements**

This project is a capital improvement project under management of the Willamette Water Supply Commission and Tualatin Valley Water District. Improvements include seismic upgrades to the existing intake facility and river embankment and installation of a 66-inch raw water pipe and 8-inch domestic City water pipe.

### **Rivergreen & Corral Creek Lift Stations (2105)**

This project involves upgrading the Rivergreen and Corral Creek wastewater lift stations. The design contract was awarded to Murraysmith. Design will be completed by December 2021, with construction anticipated for completion in 2022.

### **Street Maintenance Project 2021 (4014/4118/4725)**

This project involves the rehabilitation of the asphalt driving surface on Town Center Loop and Park Place and includes ADA improvements to pedestrian curb ramps and pedestrian signals, new vehicle signal detection at signalized intersections and bike safety improvements along Town Center Loop. Paving is nearly complete with final striping planned for early October.



## Engineering Division, Capital Projects

### 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. A Construction Manager/ General Contractor (CMGC) alternative contracting method was approved by City Council. An engineering contract was awarded to Stantec in July 2020. The CMGC contract was awarded to Kiewit in August 2021. Final design will be completed in coordination with the CMGC by December 2021, followed by construction through 2022-2023.

### WWSP Coordination (1127)

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

- **Phase 1, Wilsonville Road (PLM\_1.1)** Arrowhead Creek Lane to Wilsonville Road—**COMPLETE**
- **Phase 2, Garden Acres Road to 124th (PLM 1.2)** Ridder Road to Day Road—**COMPLETE**
- **Phase 3, Wilsonville Road to Garden Acres Road (PLM 1.3)** The WWSP is coordinating with the City of Wilsonville to construct 12,200 feet of a 66-inch water pipeline from just south of the Wilsonville Road and Kinsman Road intersection to Garden Acres Road. It will connect the remaining portion of the pipeline through Wilsonville and it follows Kinsman Road, Boeckman Road, 95th Avenue, and Ridder Road.
  - Construction of the PLM\_1.3 pipeline is anticipated to begin in February 2022, with completion in 2024.
  - 90% design plans are expected to be submitted to the City for review in September 2021.



### 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 2020 and the project is anticipated to be completed by spring of 2022.

## **Engineering Division, Private Development**

### **Canyon Creek South Phase 3**

This is a five lot subdivision on Canyon Creek Road South. The project is currently under review.

### **Charbonneau Activity Center**

This project involves a new building, stormwater facility, and utility connections in the Village Center area of Charbonneau. The contractor is working on private utilities and the foundation.

### **Coffee Creek Logistics Center (Panattoni Warehouse)**

This project is located on the southwest corner of Clutter Road and Garden Acres Road. The pre-construction meeting occurred on May 24.

### **Costco ADA Improvements**

Project will include erosion control inspections.

### **Fir Avenue Commons**

This is a ten-unit condominium development in Old Town. The project punch list is complete and this project is moving to the two year maintenance period.

### **Frog Pond Ridge**

This is a 69-lot subdivision north of Frog Pond Meadows. The contractor is grading before utilities are to be connected.

### **Magnolia 6-Plex**

A small development in Old Town that will require sanitary, storm, and water facilities. The contractor is removing trees and clearing debris.

### **Northstar Contractor Establishment—Clay Street**

This project is located in Washington County and onsite improvements are subject under the Washington County permit. The street improvements are under the City of Wilsonville permit. The contractor is working on final items before a final walk-through for punch list items.

### **Parkway Woods**

This project involves a parking lot update and building modifications at the Xerox campus (formerly Tektronix). A series of stormwater planters will be included to bring the parking lot up to today's standards. The contractor is removing trees and starting to remove asphalt and sidewalks.

### **SSI Shredding**

Site plans were submitted for two additional buildings on the existing site, along with sidewalk, sanitary, and water additions. The permit has been issued and work began the week of May 24.

### **Villebois Clermont**

Grading and demolition have begun for Clermont, a 87-lot subdivision in Villebois.

### **Wilsonville High School Auditorium**

The school district will be adding a new water line, sanitary force main, and storm facilities. The project is currently under review.

### **Wood Middle School**

Additions to Wood Middle School will require a new stormwater facility. The contractor worked on the interior modifications while school was out. The storm facility will be constructed in the fall.

## Engineering Division, Natural Resources

### Temperature Data Loggers

Over the summer months, staff deployed temperature data loggers within Coffee Lake Creek and Boeckman Creek, which are subsequently removed in the fall with the arrival of cooler temperatures. The small, inexpensive loggers capture daily temperature measurements, which are retrievable with a mobile device. In the past, temperature data was only collected on a periodic basis. The data informs the City's efforts to address stream temperature, as required by the Oregon Department of Environmental Quality. The City is responsible for implementing a Temperature Management Plan, which includes measures to protect and increase stream shading.

With climate change, Northwest rivers are warming earlier and staying warm longer; that sometimes causes adult salmon and steelhead migrating from the ocean to die in rivers before they can spawn, often before they can even reach their spawning grounds.

In addition, City staff worked collaboratively with the U.S. Geological Survey (USGS) to research cold-water refuges in local tributaries (i.e., Boeckman Creek and Coffee Lake Creek) to the Willamette River. The research was part of a larger USGS study that looked at these cold-water areas in the Willamette River Basin. Cold-water refuges—small pockets of cooler water, most located where tributaries meet mainstem rivers—provide the respite fish need to cool down and prepare for the remainder of their journey.

The USGS surveyed temperature and dissolved oxygen to capture the spatial variability in these conditions at tributary mouths, potential groundwater seeps, and along the shoreline in Wilsonville. The USGS conducted the survey in May-July 2018 to coincide when migrating salmonids may be using cold-water refuges



## Planning Division, Current

### Administrative Land Use Decisions Issued

- Change of Use to Equipment Rental Company on Ridder Road
- Penske Truck rental new fuel canopy and building remodel on Ridder Road at 95th Avenue
- Modification to tree removal plan for Clermont at Villebois subdivision due to ice storm
- 1 Class I sign permits
- 8 Type A Tree Permits
- 5 Type B Tree Permits
- 5 Residential building permit land use reviews
- Other building permits

### Construction Permit Review, Development Inspections, and Project Management

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

- Clermont Subdivision (Villebois Phase 5 North)
- Magnolia 6-Plex in Old Town
- New Charbonneau Activity Center
- Panattoni Development Company warehouse
- Parkway Woods Business Park remodel/site revisions
- Residential subdivisions in Frog Pond West

### Development Review Board (DRB)

DRB Panel A did not meet in September.

During their regular meeting on September 27, DRB Panel B approved a Zone Map amendment and other component applications for development of mixed-use apartments and associated parking around the Piazza at Villebois. Following a public hearing, the Board recommended approval of the Zone Map Amendment to City Council by a vote of 3-1, and continued the hearing on the other component applications until their next meeting on October 25.

### DRB Projects Under Review

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

- Approval of vehicle storage area at Mercedes-Benz of Wilsonville
- Frog Pond Crossing subdivision, located at the northwest corner of Frog Pond Lane and Stafford Road
- Land division and zone change for Frog Pond Church
- Modifications to industrial building at 95th Avenue and Hillman Court for Oregon Department of Administrative Services
- Public Works Complex on Boberg Road (shown above)
- Temporary Use Permit for Model Home Complex—Clermont at Villebois
- Villebois Village Center development around Piazza Villebois



## Planning Division, Current

### Ice Storm Tree Damage and Response

During September, the Planning team continued work related to the City's response to extensive tree damage from the February 2021 ice storm. In particular, Assistant Planner Georgia McAlister continued to intake and review tree removal permits and answer questions, and coordinate pre-replanting stump grinding assistance using funds from a Metro community enhancement grant. Associate Planner Cindy Luxhoj continued to coordinate the multi-disciplinary response.

## Planning Division, Long Range

### Frog Pond East and South Master Plan

September began the public kick-off of the project with two community meetings with residents and property owners in Frog Pond East, South, and West. The kick-off will continue in October with an additional community meeting and work sessions with Planning Commission and City Council. During September, the consultant team also continued work on an affordable housing needs analysis.



## FROG POND EAST & SOUTH MASTER PLAN

### Middle Housing in Wilsonville Project (House Bill 2001 Implementation)

On September 8, the Planning Commission held a public hearing regarding the proposed updates to the Comprehensive Plan, Frog Pond West and Villebois Master Plans, Old Town Neighborhood Plan, and Development Code. Considering the information from the hearing and the information gained over eight work sessions, the Planning Commission unanimously recommended approval of the proposal to City Council with minor edits. At a September 20 work session, staff updated the City Council on the Planning Commission recommendation. The City Council is scheduled to hold a public hearing on October 4 for final adoption of the proposal.



*Middle housing on Chestnut Lane in the Frog Pond Neighborhood*

### Planning Commission

At their regularly scheduled meeting on September 8, the Planning Commission held two public hearings. One on the Town Center Streetscape Plan and the Middle Housing in Wilsonville Project. The Planning Commission previously held multiple work sessions on both proposal and felt comfortable with their understanding of the proposals. Following each public hearing, the Planning Commission unanimously recommended approval of the proposals to City Council. Following the public hearings, the Planning Commission held a work session receiving an update on the work completed to date on the Urban Forest Management Plan.

### Transit-Oriented Development at the Wilsonville Transit Center

The Equitable Housing Strategic Plan identifies exploration of Transit-Oriented Development (TOD) at the Wilsonville Transit Center as a near-term implementation action. On September 9, the project team shared an assessment of opportunities and constraints on the project site with City Council and gathered input on a vision, goals, and priorities for future development on the site. The project team will use this feedback, including ideas for site amenities, desired unit types, and affordability levels, to develop site design alternatives that illustrate options for development on this site. These alternatives will be shared with City Council at a work session in November.

## Planning Division, Long Range

### **Vertical Housing Development Zones**

The Equitable Housing Strategic Plan identifies creation of tax abatements to create diversity and affordability in the City's housing supply as a near-term implementation action. Additionally, the Town Center Plan identifies exploration of Vertical Housing Development Zones (VHDZ) as a short-term implementation action to encourage mixed-use development. During September, the project team conducted additional research on options for criteria related to the definition and design of eligible non-residential spaces. The project team also began to develop boundary options for where VHDZ could be applied in Town Center. The project team will share options for these criteria, along with Town Center boundary options, at a work session in November.



## WILSONVILLE TOWN CENTER PLAN

### **Wilsonville Town Center Plan**

#### *I-5 Pedestrian Bridge*

The Town Center project team continued development of the preferred bridge and plaza designs for the I-5 Pedestrian Bridge and Town Center Gateway Plaza project, which will provide an important connection between Town Center, the Wilsonville Transit Center and neighborhoods west of Interstate 5. During September, the project team reviewed Planning Commission and City Council comments on the 60% design documents for the bridge and gateway plaza and began development of the final 90% design documents. Based on this feedback, the project team will continue to look at refined retaining wall options and specialty paving treatments for inclusion in the final 90% design package, which will be finalized later this fall.

General project information is available on the project website: <https://www.ci.wilsonville.or.us/engineering/page/i-5-bikeped-bridge-project>.

#### *Streetscape Plan*

The City is developing a streetscape plan that establishes design guidelines for sidewalks and streets in Town Center, including items such as street furniture, lighting fixtures, landscaping, public art placement, and pavement design. The completed plan will create a distinct look and feel for Town Center streets. During August, the Planning Commission held a public hearing and unanimously recommended approval of the plan to City Council. The City Council is scheduled to hold a public hearing on October 4.





# SEPTEMBER MONTHLY REPORT

*FINANCE—The department where everyone counts*

- **New Assistant Finance Director:** In the great news file, the City has a new Assistant Finance Director! Katherine Smith was promoted from the City's Finance Operations Manager to Assistant Finance Director. She brings a broad based accounting, finance, and managerial background from both public and private sectors. As well as a service-oriented mindset, sharp analytical skills, strategic thinking, accounting know how, and a collaborative team spirit to ensure heightened Finance Department business partnering within our organization. This is a big win for our department and the organization.
- **Staffing:** The department has two remaining openings, the Finance Operations Manager position and an Accounting Technician.
- **Finalized FYE 2021 Trial Balance:** One small step for the department and one giant step for the ongoing migration to its new Enterprise Resource Planning (ERP) system, MUNIS. The closure of Fiscal Year end has been no small task in the shadow of immense change management still underway just beneath the surface throughout the organization.

The City of course shifted its General Ledger, Purchasing, and Accounts Payable systems mid fiscal year, changing its Chart of Account structure in the process affecting nearly 3,000 different accounts across the City's 24 Funds, training and reskilling end users, coordinating technology, and redesigning business practices to fit the software. The smooth transition belies the ongoing hard work by the entire Finance Team in this endeavor (as well as of course IT). The metaphor of rebuilding an aircraft engine while simultaneously flying the same plane at the speed of sound is apropos. The closure of FYE 2021 was one for the record books. Phase I of Payroll has also now been fully implemented. Phase II will entail electronic timesheets and a more automated processing is on the horizon. Also on the immediate horizon is Utility Billing, Business Licensing, and Transit Tax collections.

- **ATTACHED FINANCIALS:** FINANCE continues to monitor all departments for on-going budget compliance. A couple of items of note:
  - ⇒ General Fund: Intergovernmental Revenue reflects the receipt of \$2.8 million ARPA funds. Other Revenues reflects the overnight loan repayment to the Urban Renewal.
  - ⇒ Transit Fund: Intergovernmental Revenue reflect the receipt of \$787k in Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funds. SMART will receive a total allocation of \$1.6 million

<b>CITY OF WILSONVILLE - Fund Summaries</b>
<b>Reporting Month: SEP FY 2022</b>

	<b>Current Year Budget</b>	<b>Year to Date Activity</b>	<b>Remaining Balance</b>	<b>% Used</b>
<b>110 - General Fund</b>				
Taxes	\$ 12,450,940	\$ 41,044	\$ 12,409,896	0%
Intergovernmental	2,685,330	2,828,343	(143,013)	105%
Licenses and permits	169,850	140,512	29,338	83%
Charges for services	706,490	64,820	641,670	9%
Fines and forfeitures	315,000	24,847	290,153	8%
Investment revenue	91,000	335	90,665	0%
Other revenues	16,343,324	16,339,866	3,458	100%
Transfers in	4,453,155	775,649	3,677,506	17%
<b>TOTAL REVENUES</b>	<b>\$ 37,215,089</b>	<b>\$ 20,215,416</b>	<b>\$ 16,999,673</b>	<b>54%</b>
Personnel services	9,763,662	1,801,703	7,961,959	18%
Materials and services	26,426,917	17,354,755	9,072,162	66%
Capital outlay	20,000	1,472	18,528	7%
Transfers out	2,888,645	192,712	2,695,933	7%
<b>TOTAL EXPENDITURES</b>	<b>\$ 39,099,224</b>	<b>\$ 19,350,642</b>	<b>\$ 19,748,582</b>	<b>49%</b>
<b>610 - Fleet Fund</b>				
Charges for services	\$ 1,489,124	\$ 372,278	\$ 1,116,846	25%
Investment revenue	7,500	-	7,500	0%
<b>TOTAL REVENUES</b>	<b>\$ 1,496,624</b>	<b>\$ 372,278</b>	<b>\$ 1,124,346</b>	<b>25%</b>
Personnel services	802,150	153,817	648,333	19%
Materials and services	671,135	101,166	569,969	15%
Capital outlay	-	42,908	(42,908)	-
Transfers out	2,400	600	1,800	25%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,475,685</b>	<b>\$ 298,491</b>	<b>\$ 1,177,194</b>	<b>20%</b>
<b>230 - Building Inspection Fund</b>				
Licenses and permits	\$ 1,060,463	\$ 818,238	\$ 242,225	77%
Charges for services	11,700	-	11,700	0%
Investment revenue	12,000	-	12,000	0%
Transfers in	41,545	10,386	31,159	25%
<b>TOTAL REVENUES</b>	<b>\$ 1,125,708</b>	<b>\$ 828,624</b>	<b>\$ 297,084</b>	<b>74%</b>
Personnel services	1,102,560	162,377	940,183	15%
Materials and services	176,948	86,995	89,953	49%
Transfers out	405,606	85,341	320,265	21%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,685,114</b>	<b>\$ 334,713</b>	<b>\$ 1,350,401</b>	<b>20%</b>
<b>231 - Community Development Fund</b>				
Intergovernmental	\$ 161,200	\$ -	\$ 161,200	0%
Licenses and permits	593,446	412,204	181,242	69%
Charges for services	745,080	119,229	625,851	16%
Investment revenue	8,500	-	8,500	0%
Other revenues	250	-	250	0%
Transfers in	2,383,525	409,585	1,973,940	17%
<b>TOTAL REVENUES</b>	<b>\$ 3,892,001</b>	<b>\$ 941,018</b>	<b>\$ 2,950,983</b>	<b>24%</b>
Personnel services	3,266,740	510,295	2,756,445	16%
Materials and services	783,614	137,591	646,023	18%
Transfers out	598,095	147,270	450,825	25%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,648,449</b>	<b>\$ 795,156</b>	<b>\$ 3,853,293</b>	<b>17%</b>
<b>240 - Road Operating Fund</b>				
Intergovernmental	\$ 1,995,223	\$ 143,975	\$ 1,851,248	7%
Investment revenue	12,500	-	12,500	0%
Other revenues	-	3,301	(3,301)	-
<b>TOTAL REVENUES</b>	<b>\$ 2,007,723</b>	<b>\$ 147,276</b>	<b>\$ 1,860,447</b>	<b>7%</b>
Personnel services	416,900	48,000	368,900	12%
Materials and services	495,930	92,128	403,802	19%
Capital outlay	13,000	-	13,000	0%
Transfers out	809,155	70,785	738,370	9%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,734,985</b>	<b>\$ 210,913</b>	<b>\$ 1,524,072</b>	<b>12%</b>

**CITY OF WILSONVILLE - Fund Summaries**  
**Reporting Month: SEP FY 2022**

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>241 - Road Maintenance Fund</b>				
Charges for services	\$ 2,150,000	\$ 554,162	\$ 1,595,838	26%
Investment revenue	20,000	-	20,000	0%
<b>TOTAL REVENUES</b>	<b>\$ 2,170,000</b>	<b>\$ 554,162</b>	<b>\$ 1,615,838</b>	<b>26%</b>
Transfers out	\$ 2,503,924	\$ 56,458	2,447,466	2%
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,503,924</b>	<b>\$ 56,458</b>	<b>\$ 2,447,466</b>	<b>2%</b>
<b>260 - Transit Fund</b>				
Taxes	\$ 5,000,000	\$ 1,198,784	\$ 3,801,216	24%
Intergovernmental	3,964,104	799,597	3,164,507	20%
Charges for services	-	1,167	(1,167)	-
Fines and forfeitures	5,000	9,944	(4,944)	199%
Investment revenue	75,000	-	75,000	0%
Other revenues	16,000	-	16,000	0%
<b>TOTAL REVENUES</b>	<b>\$ 9,060,104</b>	<b>\$ 2,009,492</b>	<b>\$ 7,050,612</b>	<b>22%</b>
Personnel services	4,251,900	734,973	3,516,927	17%
Materials and services	2,118,188	518,759	1,599,429	24%
Capital outlay	1,990,000	337,680	1,652,320	17%
Transfers out	669,447	147,307	522,140	22%
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,029,535</b>	<b>\$ 1,738,719</b>	<b>\$ 7,290,816</b>	<b>19%</b>
<b>510 - Water Operating Fund</b>				
Charges for services	\$ 9,411,000	\$ 4,195,334	\$ 5,215,666	45%
Investment revenue	150,000	-	150,000	0%
Other revenues	12,000	8,597	3,403	72%
<b>TOTAL REVENUES</b>	<b>\$ 9,573,000</b>	<b>\$ 4,203,931</b>	<b>\$ 5,369,069</b>	<b>44%</b>
Personnel services	629,100	95,305	533,795	15%
Materials and services	4,538,189	479,763	4,058,426	11%
Capital outlay	247,400	-	247,400	0%
Transfers out	10,798,267	309,550	10,488,717	3%
<b>TOTAL EXPENDITURES</b>	<b>\$ 16,212,956</b>	<b>\$ 884,618</b>	<b>\$ 15,328,338</b>	<b>5%</b>
<b>520 - Sewer Operating Fund</b>				
Charges for services	\$ 8,275,000	\$ 2,096,921	\$ 6,178,079	25%
Investment revenue	160,000	-	160,000	0%
Other revenues	30,000	2,797	27,203	9%
Transfers in	600,000	-	600,000	0%
<b>TOTAL REVENUES</b>	<b>\$ 9,065,000</b>	<b>\$ 2,099,718</b>	<b>\$ 6,965,282</b>	<b>23%</b>
Personnel services	377,750	33,598	344,152	9%
Materials and services	3,740,830	610,708	3,130,122	16%
Capital outlay	291,100	-	291,100	0%
Debt service	2,623,500	-	2,623,500	0%
Transfers out	2,907,055	229,996	2,677,059	8%
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,940,235</b>	<b>\$ 874,302</b>	<b>\$ 9,065,933</b>	<b>9%</b>
<b>550 - Street Lighting Fund</b>				
Charges for services	\$ 536,650	\$ 137,938	\$ 398,712	26%
Investment revenue	8,500	-	8,500	0%
<b>TOTAL REVENUES</b>	<b>\$ 545,150</b>	<b>\$ 137,938</b>	<b>\$ 407,212</b>	<b>25%</b>
Materials and services	384,030	44,858	339,172	12%
Transfers out	1,045,000	-	1,045,000	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,429,030</b>	<b>\$ 44,858</b>	<b>\$ 1,384,172</b>	<b>3%</b>
<b>570 - Stormwater Operating Fund</b>				
Charges for services	\$ 3,440,000	\$ 875,977	\$ 2,564,023	25%
Investment revenue	15,000	-	15,000	0%
<b>TOTAL REVENUES</b>	<b>\$ 3,455,000</b>	<b>\$ 875,977</b>	<b>\$ 2,579,023</b>	<b>25%</b>
Personnel services	273,170	44,940	228,230	16%
Materials and services	788,536	68,237	720,299	9%
Capital outlay	107,000	-	107,000	0%
Debt service	518,000	-	518,000	0%
Transfers out	2,049,216	167,340	1,881,876	8%
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,735,922</b>	<b>\$ 280,517</b>	<b>\$ 3,455,405</b>	<b>8%</b>



# SEPTEMBER 2021 MONTHLY REPORT

## *From the Director*

Fall programs returned to the library. Youth programs resumed with weekly Toddler/Baby Time and Storytime in virtual formats. Teen programs resumed their regular monthly events online as well. Adult programs continued with the monthly online meetings of Article Club and Book Club, as well as the weekly English Class and Conversation Group. In conjunction with Banned Books Month, Dr. Bill Thierfelder presented a “Profiles” online program on “The Banning of George Orwell”. Oregon Psychological Association member Jeffrey Dunkerley II gave an online presentation about “Parenting in a Pandemic” and provided tips and resources to help parents support their children.

September was Banned Books Month. To celebrate and promote the month, library staff created a special display highlighting this form of censorship, and held a program featuring the works of George Orwell.

A new StoryWalk went up in Tranquil Park. The library and the Parks and Recreation department teamed up to provide this fun way to enjoy reading and the outdoors at the same time. Laminated pages from an illustrated book are attached to signs, which are installed at intervals along an outdoor path. As you stroll down the trail, you're directed to the next page in the story. In October, another Storywalk will go up in Memorial Park along the trail by the river.

The Phila Simmons study room reopened in September. The room is reservable and free for public use. Currently there is a capacity limit of two people in the room and masks must be worn at all times. For additional safety, there is an air purifier and cleaning supplies in the room, and all reservations include a fifteen minute window between reservations to allow the room to air out between uses.

The winners of the 2<sup>nd</sup> annual Short Story Contest were announced. A panel of seven library staff read the stories submitted by writers of all ages and then ranked the stories using the criteria of creativity, style, and voice. The winners and their stories are available on the library website: [www.WilsonvilleLibrary.org/story](http://www.WilsonvilleLibrary.org/story).

Volunteers from Key Bank visited the library twice in September. They helped dust shelves and straighten items—all activities that we very much appreciate.

Library Director Patrick Duke retired September 30 after 25 years of service to the City of Wilsonville. On September 24, a party was held at the Stein-Boozier Barn with City staff, Board members, and other guests in attendance. We will deeply miss Pat and wish him the best in his retirement.

*-Shasta Sasser, Interim Library Director*



**FREE PUMPKINS**

**LIVE MUSIC**

**SCAVENGER HUNT**

**Harvest Festival**

**OCTOBER 16, 2021**

STEIN BOOZIER BARN  
MURASE PLAZA, WILSONVILLE OR  
10 AM - 1 PM

**STORY TIME**

**COSTUME PARADE**

**PHOTO STATION**

WILSONVILLE  
PARKS & RECREATION

## September 2021 Parks & Rec Report

### Directors Report:

September is a month of transition: summer break ends and the kiddos go back to school; long, hot summer days shift to shorter, cooler fall ones; the parks team turns their focus from water features, irrigation, and mowing to aeration, fertilization, and leaf blowing; the recreation team winds down movies and summer camps and turns towards harvest festival preparation, mini-hoopers sign ups, and other fall programs.

Our team is also going through a period of transition as this month we said good bye to long time employee Ahsamon Ante-Marandi. We wish her well on her new adventure and would like to publicly thank her for 7+ years of dedicated service to the Parks & Recreation department and the greater Wilsonville community. Her warm, friendly demeanor, attention to detail, and patient listening ear will be sorely missed.

The Community Center has begun to see an increase in activity and program attendance this month while also rolling out a new healthy immunity class offering. Other notable events this month include:

- City Council's approval of the Memorial Park Rest Room construction contract
- The Walnut Grove Heritage Tree dedication
- The roll out of the composting bucket program
- Significant progress on the Nature Play area
- River Fox Playground public outreach
- DEI Committee presentation

Here's to another great month!

-Kris Ammerman



## Recreation Updates:

### New Workshop Highlight– Sound Bath Meditation

September was host to several new and exciting classes including a “Sound Bath Meditation” workshop in Memorial Park at the River Shelter. There were 20 participants signed up, and those in attendance had nothing but positive feedback after the event, with some even getting their picture with the instructor. During the workshop, attendees were encouraged to lay down on a yoga mat with a blanket and pillow, while being serenaded by crystal singing bowls. It is said that the vibrational frequencies from the singing bowls helps to induce a state of relaxation and meditation. Several parks and rec staff were in attendance at the workshop and can confirm that the experience was simply wonderful.



### Harvest Festival Planning

September was a big month for planning the upcoming October 16 Harvest Festival in Murase Plaza at the Stein Boozier Barn. This year's event will be held from 10am to 1pm and will feature a live band, a balloon artist, a library story time, a magic themed scavenger hunt, free mini pumpkins, a donut and coffee truck, a roaming magician, a costume parade, a compost bucket giveaway, crafts and more! The much loved wagon rides will take a break this year due to social distancing. Activities will be spread out throughout the park to promote social distancing, and masks must be worn when social distancing cannot be maintained. There will be ample signage throughout the event to remind attendees of these rules. In lieu of an entrance fee for the event, Wilsonville Parks and Rec will be collecting dog food, cat food, and pet treats for Wilsonville Community Sharing.

### Mini Hoopers Program

September was a busy month of Mini Hooper sign ups for 1st and 2nd grade basketball. Registrations closed in early October, and a total of 60 kids have registered. This program is run entirely with volunteer coaches from the community with logistical and scheduling support from Parks and Recreation. The program runs out of Boones Ferry Primary school gym facilities. This year's program has several changes to help ensure the program is as safe as can be in regards to Covid. Small cohorts/teams will not be mixing and will instead have scrimmages against one another where the team is broken down into smaller groups. This will help immensely if contact tracing is necessary due to an exposure, and would result in only that specific group having to cease practice instead of the entire league. All coaches and spectators will need to wear masks during practice.



## Community Center Updates:

The Community Center continues to welcome community members back and September brought the return of the “Life 101” lecture series. The series resumed with presentations from Dr. Dave Duemling regarding Healthy Immunity and one from the Alzheimer’s Association who gave an overview of understanding Alzheimer’s and dementia. September also brought the return of four in-person fitness classes. The classes are currently meeting outside at Memorial Park but will retreat to the Community Center as the fall weather increases.

The Home-delivered meal program continues to serve the community at a high level producing just over 2,100 meals during September. With the addition of a handful of new clients, daily clients served has climbed to over 100 per day.

## Board Highlights

**Kitakata Sister City Advisory Board**— The Kitakata Sister City Advisory Board continues to brainstorm activities that can be held to spread awareness of the Wilsonville / Kitakata Connection. The Advisory board plans to host an informational table and activity at the upcoming Harvest Festival on October 16.



**Korean War Memorial Foundation of Oregon:** The Korean War Memorial Foundation of Oregon continues to fundraise and collect artifacts for the future Interpretive Center. (pictures above)

**Wilsonville Community Seniors Inc.** – Wilsonville Community Seniors Inc. has resumed their popular Senior Trip program. These monthly excursions give seniors a day long outing which typically includes an fun or educational stop as well lunch. The November trip will travel to the Oregon Jewish Museum and Center for Holocaust Education with lunch at the Old Spaghetti Factory.

## Parks Maintenance Updates:

### Nature Play Nearing Completion

The Parks team continued work on the new Nature Play area at Memorial Park this month. The team spent time installing the active play components which include stepping pods and balance beams. All of the log material used in this project was sourced locally and most is from Memorial Park. This project truly has been focused on, a one of a kind play feature that is sustainably built with local materials. The team is excited for the community to engage with this new play area soon.



**Balance Beams**



**Active Play Area**

### River Fox Playground Project

The City of Wilsonville is funding a capital project this year to replace 21-year-old play equipment at River Fox Park. Modern composite play structures typically feature slides, play panels and other elements that can be mixed and matched. The Parks & Recreation team is conducting public outreach to learn which elements, themes and color schemes are favored by community members. The survey will remain open until October 30.



**River Fox Park**



# TAKE OUR RIVER FOX PARK PLAY EQUIPMENT SURVEY

*¡Responda a nuestra encuesta sobre el área de juegos infantiles ahora!*



Wilsonville Parks & Recreation is installing  
new play equipment at River Fox Park!  
Take the survey by Oct. 30.

- What play amenities would you like to see?
  - Which theme should we pursue?
  - Which colors should be used?

Point your smartphone camera at the QR code ⇨  
or enter [bit.ly/3jSAKf9](https://bit.ly/3jSAKf9) on your web browser



*¡Parques y Recreación de Wilsonville está instalando  
nuevo equipo de juegos en el parque River Fox!  
Responda a más tardar el 30 de octubre.*

- ¿Qué juegos le gustaría que hubiera?
  - ¿Qué tema le gustaría ver?
- ¿Qué colores le gustaría que se usaran?

⇨ Apunte la cámara de su dispositivo móvil al código QR  
o visite [bit.ly/3zQshOn](https://bit.ly/3zQshOn) desde su navegador  
para acceder a la encuesta.

 Wilsonville Parks & Recreation

 [WilsonvilleParksandRec.com](https://WilsonvilleParksandRec.com)

Contact/Contacto:  
Dustin Schull  
503-570-1544  
[dschull@ci.wilsonville.or.us](mailto:dschull@ci.wilsonville.or.us)





# City of Wilsonville Police

September 2021

## BACK TO SCHOOL



September 8th marked the return of students to Wilsonville schools. Our School Resource Officer, Deputy Zach Keirsey, was on hand to help welcome them back. He looks forward to joining various activities with students and staff throughout the year.

Although Keirsey's office is located inside Wilsonville High, he will be responsible for all of the schools within the City of Wilsonville, and making the rounds.



Over recent months, we've seen a slight uptick in the number of vehicles stolen out of Wilsonville. Some of the contributing factors have been unlocked doors or the presence of vehicle keys. Whether the keys were left in an ignition, under a seat, in the center console, or tucked into a wallet or purse inside the vehicle, they were present. Suspect information has been limited, but with some indication several may be connected to a group operating in multiple area-counties.

We encourage anyone with useful information to contact our tip line at 503-723-4949.

## HEY, YOU'RE NEW AROUND HERE



*Justin Bieker*



*Dan Blair*



*Robby Nashif*



*Chris O'Connor*

During September, deputies Justin Bieker and Chris O'Connor joined our Wilsonville staff, and we welcomed returning deputies Dan Blair and Robby Nashif. Rotating back into the County were deputies Matt Bigoni, Gabby Snedecor, and Ben Toops.



Students from a local school stopped in to meet police and complete a class assignment. Chief Rob Wurpes was happy to join them for a picture in our lobby.

# WILSONVILLE MONTHLY ACTIVITY REPORT September 2021

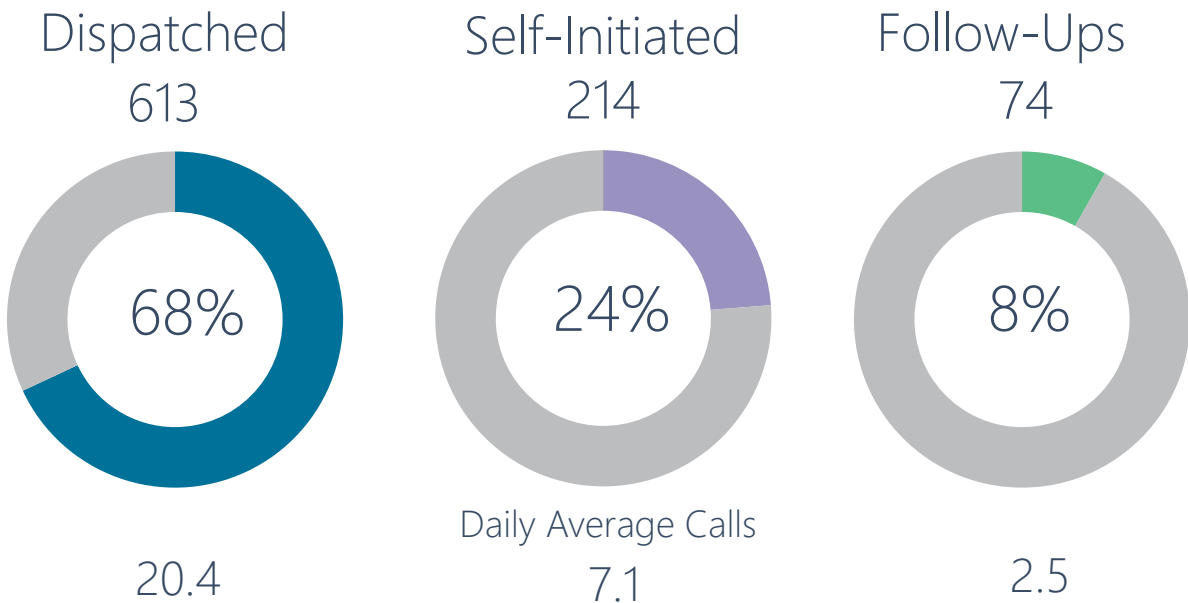
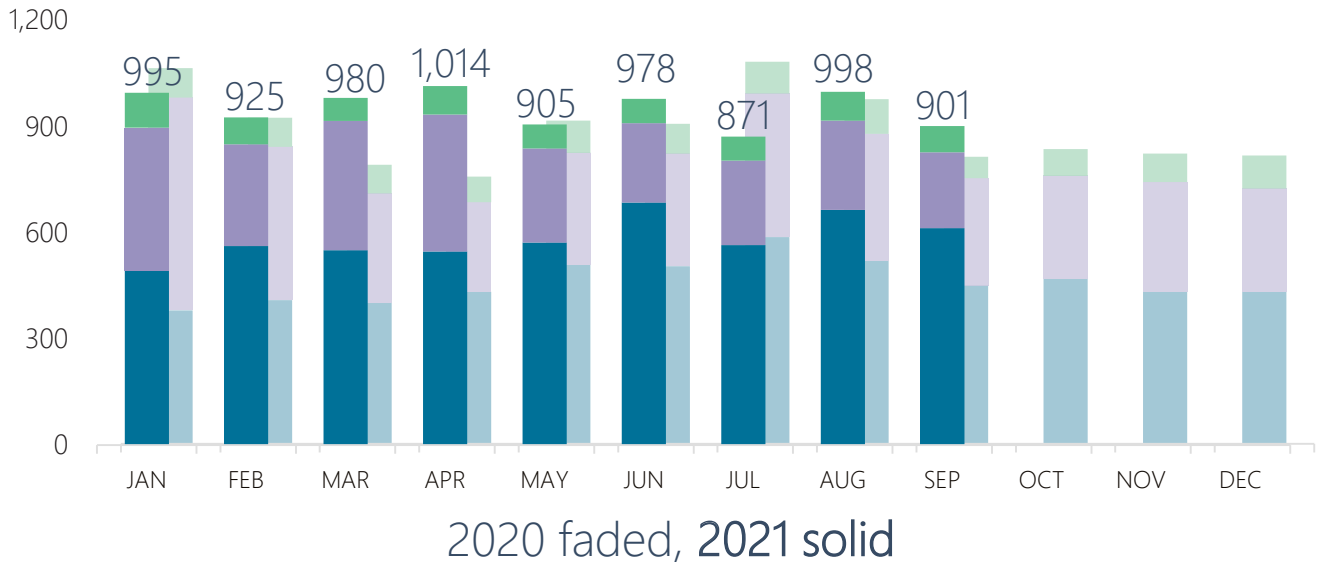


CITY OF WILSONVILLE POLICE DEPARTMENT  
30000 SW Town Center Loop  
Wilsonville, OR 97070

In Partnership with



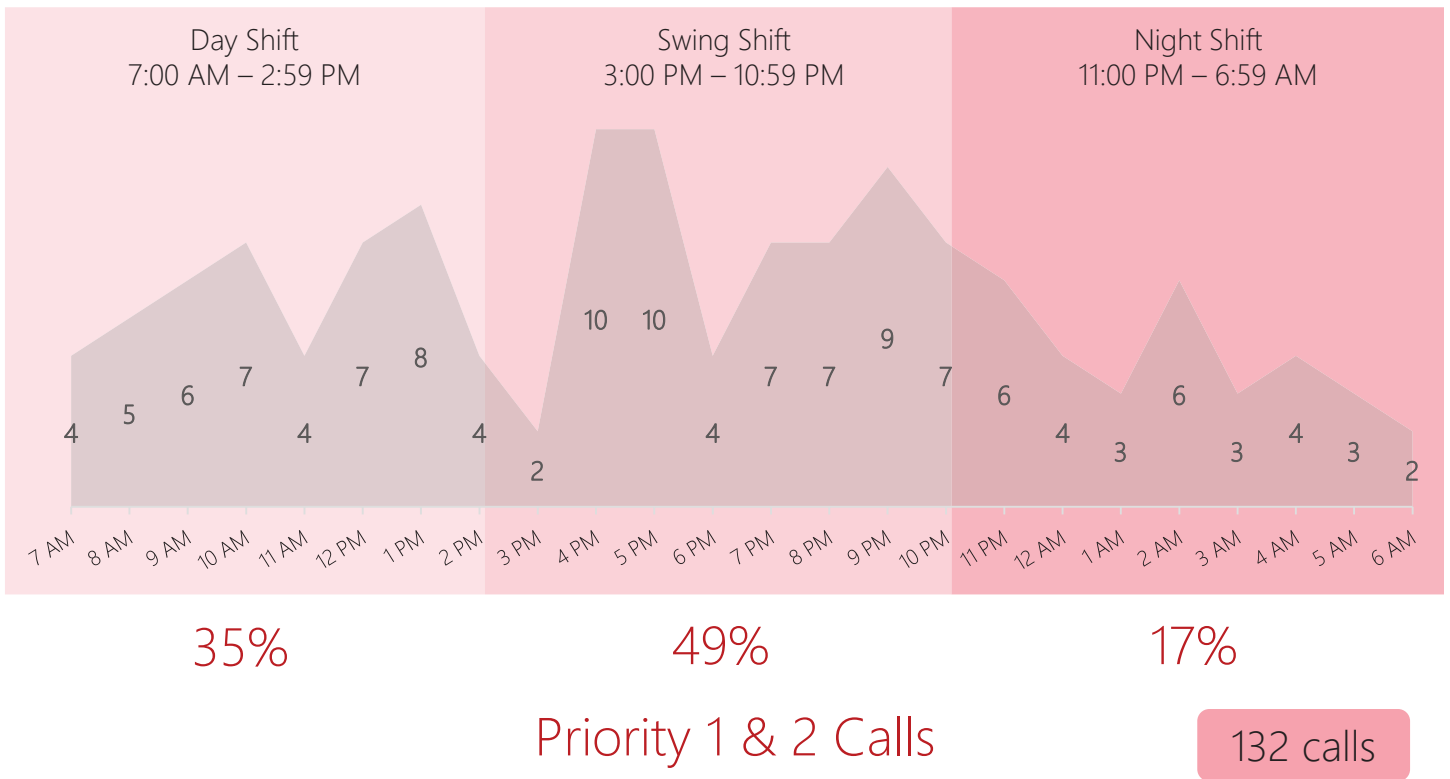
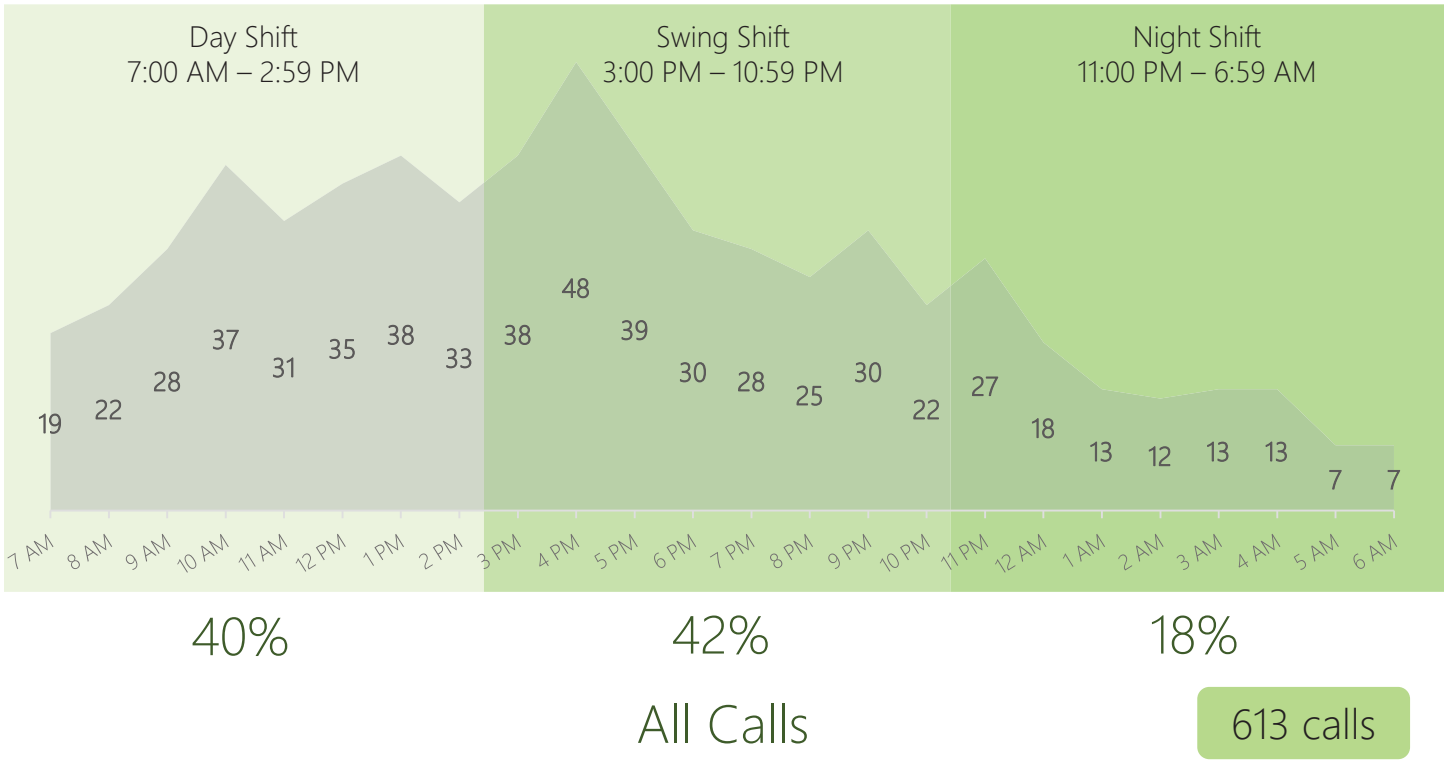
**Clackamas County  
Sheriff's Office**



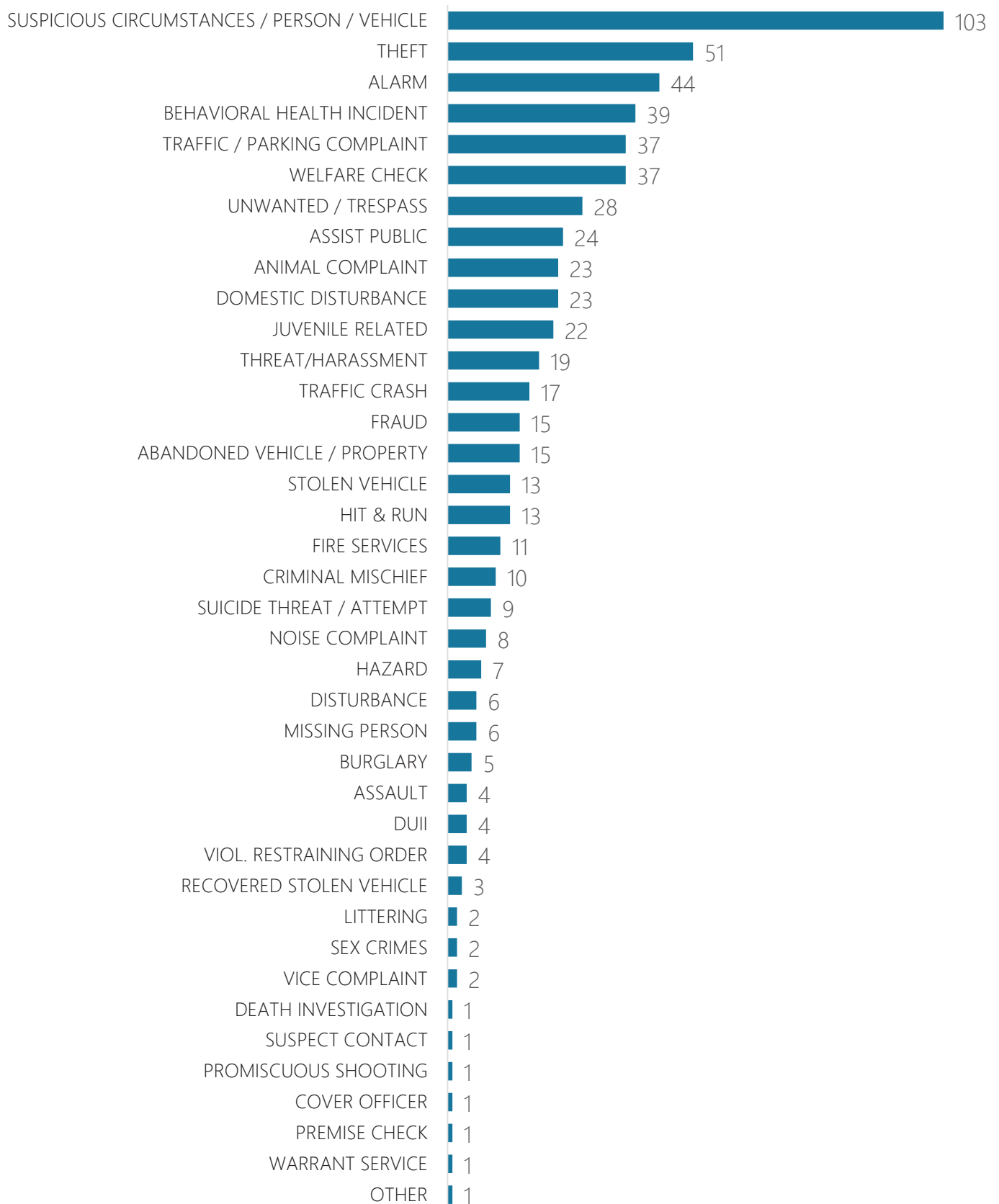
Median Hold & Response Times for Dispatched Calls

Duration Type	All Calls	Priority 1 & 2 Calls
Hold Duration (Input to Dispatch)	4:01	2:29
Response Duration (Dispatch to Arrival)	6:33	5:57

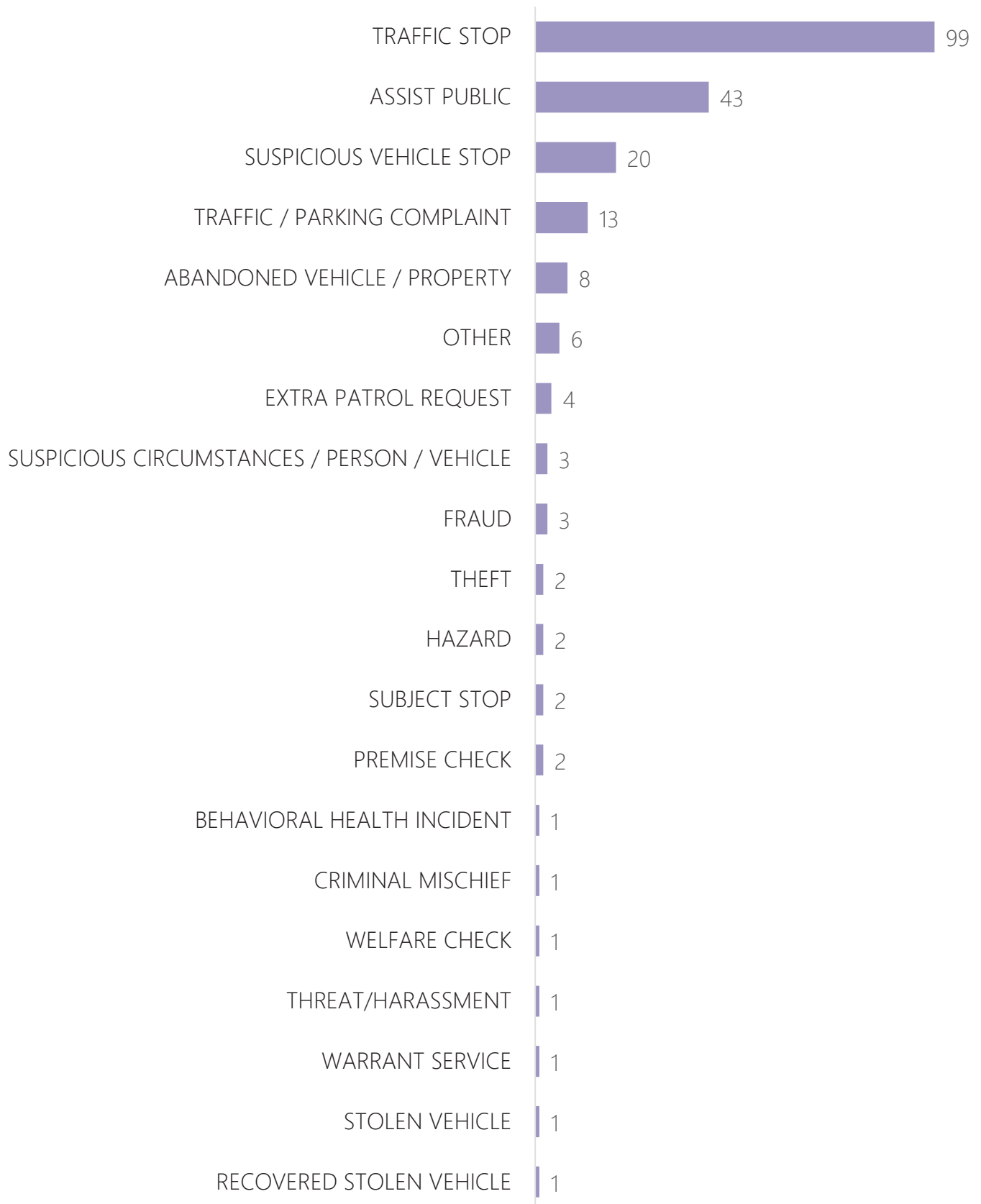
**Dispatched Calls for Service Breakdown by Hour of Day & Shift Time Groupings**  
(not actual breakdown of Wilsonville PD shift schedules)



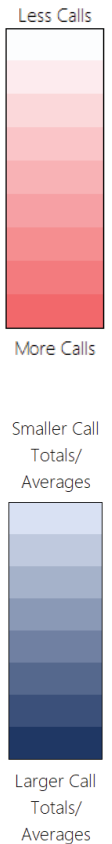
## Dispatched Call Types



## Self-Initiated Call Types



Dispatched Call Types	2020			2021								Rolling Monthly Average	
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug		Sep
ABANDONED VEHICLE / PROPERTY	10	10	6	7	7	10	18	16	12	8	9	15	10.7
ALARM (2nd)	55	60	38	48	69	49	49	63	83	54	45	44	54.8
ANIMAL COMPLAINT	18	10	18	13	17	21	17	9	35	24	24	23	19.1
ASSAULT	4	2	2	4	7	3	2	3	13	0	9	4	4.4
ASSIST PUBLIC (4th)	44	30	28	31	34	24	31	41	44	38	41	24	34.2
BEHAVIORAL HEALTH INCIDENT	20	27	26	16	35	37	12	16	23	26	40	39	26.4
BURGLARY	10	3	8	3	1	3	0	7	6	10	7	5	5.3
COVER OFFICER	0	1	1	0	1	2	1	1	1	2	2	1	1.1
CRIMINAL MISCHIEF	12	14	16	7	7	6	12	8	19	13	8	10	11.0
DEATH INVESTIGATION	1	4	3	3	2	3	4	2	6	3	3	1	2.9
DISTURBANCE	8	6	7	7	7	4	10	4	9	4	8	6	6.7
DOMESTIC DISTURBANCE	32	22	25	35	32	33	32	39	29	23	32	23	29.8
DUII	5	12	6	4	6	3	6	7	5	7	4	4	5.8
EXTRA PATROL REQUEST	1	3	0	1	0	1	2	3	2	0	2	0	1.3
FIRE SERVICES	10	9	7	3	10	7	5	4	11	10	6	11	7.8
FRAUD	10	18	25	16	22	23	14	19	18	10	22	15	17.7
HAZARD	10	7	9	4	14	5	8	8	8	5	9	7	7.8
HIT & RUN	11	3	12	19	11	9	10	15	14	15	12	13	12.0
JUVENILE RELATED	16	13	18	10	10	10	14	25	21	12	15	22	15.5
LITTERING	0	0	0	1	0	0	0	1	1	1	0	2	0.5
MARINE PATROL	0	0	0	0	0	0	0	1	2	1	0	0	0.3
MARINE RESCUE	0	0	0	0	0	0	0	0	0	1	0	0	0.1
MENACING	3	0	0	0	1	3	1	2	1	1	1	0	1.1
MINOR IN POSSESSION	1	2	0	0	0	0	1	1	3	1	3	0	1.0
MISSING PERSON	2	3	6	7	1	5	4	4	1	3	2	6	3.7
NOISE COMPLAINT	12	7	3	15	9	6	13	12	10	15	16	8	10.5
OTHER	0	0	2	0	0	1	2	0	1	0	2	1	0.8
OVERDOSE	0	0	1	2	1	4	1	0	1	0	1	0	0.9
PREMISE CHECK	0	0	0	0	1	0	1	0	3	0	1	1	0.6
PROMISCUOUS SHOOTING	1	1	0	1	4	0	0	0	3	0	0	1	0.9
PROWLER	2	0	0	0	0	0	0	1	1	2	0	0	0.5
RECOVERED STOLEN VEHICLE	1	2	1	3	1	0	0	0	3	2	0	3	1.3
ROBBERY	2	0	0	1	0	0	0	0	1	0	0	0	0.3
SEX CRIMES	4	2	4	0	1	1	2	1	2	3	3	2	2.1
SHOOTING	0	0	1	0	0	0	1	0	0	0	0	0	
STOLEN VEHICLE	6	7	7	8	7	7	1	6	11	2	15	13	7.5
SUICIDE THREAT / ATTEMPT	9	13	9	13	6	8	13	18	12	17	8	9	11.3
SUSPECT CONTACT	1	2	0	0	0	0	0	0	1	1	1	1	0.6
SUSPICIOUS CIRCUMSTANCES / PERSON / VEHICLE (1st)	85	70	77	68	74	78	88	91	89	78	78	103	81.6
THEFT (3rd)	49	39	47	46	46	37	46	23	39	38	70	51	44.3
THREAT/HARASSMENT	18	23	20	16	21	20	17	26	18	24	31	19	21.1
TRAFFIC / PARKING COMPLAINT	21	27	18	19	16	30	35	19	31	41	41	37	27.9
TRAFFIC CRASH	12	15	17	9	10	14	15	22	10	14	16	17	14.3
UNWANTED / TRESPASS	13	25	27	23	26	30	17	20	20	22	34	28	23.8
VICE COMPLAINT	5	3	4	0	3	5	7	4	3	3	3	2	3.5
VIOL. RESTRAINING ORDER	8	4	5	1	0	3	3	1	3	2	3	4	3.1
WARRANT SERVICE	0	1	0	1	0	0	1	1	3	1	2	1	0.9
WELFARE CHECK (5th)	37	27	22	28	42	45	31	28	53	28	35	37	34.4
<b>Grand Total</b>	<b>569</b>	<b>527</b>	<b>526</b>	<b>493</b>	<b>562</b>	<b>550</b>	<b>547</b>	<b>572</b>	<b>685</b>	<b>565</b>	<b>664</b>	<b>613</b>	<b>572.8</b>



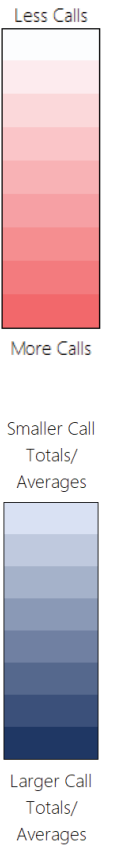
\*Top 5 dispatched call types in last 12 months in red



LE Calls for Service in the City of Wilsonville – Self-Initiated Call Type Breakdown

September 2021

Self-Initiated Call Types	2020				2021								Rolling Monthly Average
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
ABANDONED VEHICLE / PROPERTY	5	9	6	2	5	4	4	5	10	6	10	8	6.2
ALARM	1	0	0	2	0	1	1	1	1	2	0	0	0.8
ANIMAL COMPLAINT	2	2	2	1	3	1	0	1	1	0	2	0	1.3
ASSAULT	0	0	0	1	0	0	0	0	0	0	0	0	0.1
ASSIST PUBLIC (3rd)	21	24	22	21	16	20	27	26	28	26	30	43	25.3
BEHAVIORAL HEALTH INCIDENT	1	1	0	0	2	0	1	0	0	0	1	1	0.6
BURGLARY	0	0	0	1	0	0	0	0	0	0	0	0	0.1
CRIMINAL MISCHIEF	0	1	0	0	0	0	1	1	0	0	1	1	0.4
DEATH INVESTIGATION	1	0	0	0	0	0	0	0	0	0	0	0	0.1
DISTURBANCE	1	0	1	0	0	0	0	0	0	0	0	0	0.2
DOMESTIC DISTURBANCE	0	0	1	1	1	0	0	0	1	1	1	0	0.5
DUII	0	0	0	0	0	0	0	0	1	0	0	0	0.1
EXTRA PATROL REQUEST	0	7	0	1	1	1	0	3	2	0	0	4	1.6
FIRE SERVICES	0	1	0	1	0	0	0	0	0	0	0	0	0.2
FRAUD	1	0	0	2	2	2	0	3	0	3	0	3	1.3
HAZARD	1	5	2	4	19	4	2	1	1	1	4	2	3.8
HIT & RUN	0	0	0	0	0	0	0	2	0	1	1	0	0.3
JUVENILE RELATED	0	0	0	1	0	1	0	0	0	0	1	0	0.3
K9 REQUEST	0	0	0	2	1	0	0	0	0	0	0	0	0.3
MISSING PERSON	1	0	0	0	0	0	0	0	0	0	0	0	0.1
NOISE COMPLAINT	0	0	0	0	1	0	0	0	0	1	0	0	0.2
OTHER	2	6	2	4	2	12	13	7	2	5	2	6	5.3
PREMISE CHECK (4th)	26	33	51	47	12	13	13	12	8	8	8	2	19.4
PURSUIT	0	0	0	1	0	1	2	2	2	2	1	0	0.9
RECOVERED STOLEN VEHICLE	0	1	3	1	0	1	3	1	0	0	0	1	0.9
SEX CRIMES	0	0	1	0	0	0	0	0	0	0	0	0	0.1
STOLEN VEHICLE	0	0	1	0	0	0	0	1	0	0	0	1	0.3
SUBJECT STOP (5th)	22	7	14	20	12	13	10	13	15	13	10	2	12.6
SUICIDE THREAT / ATTEMPT	0	1	0	0	0	0	0	0	0	0	0	0	0.1
SUSPECT CONTACT	0	3	0	3	1	1	2	3	2	1	2	0	1.5
SUSPICIOUS CIRCUMSTANCES / PERSON / VEHICLE	6	6	4	7	5	1	4	4	7	3	3	3	4.4
SUSPICIOUS VEHICLE STOP (2nd)	94	96	83	84	51	75	39	41	48	39	25	20	57.9
THEFT	1	0	1	1	1	0	0	1	1	0	2	2	0.8
THREAT/HARASSMENT	1	0	1	0	0	0	0	0	0	2	0	1	0.4
TRAFFIC / PARKING COMPLAINT	10	11	6	10	7	18	16	15	8	5	12	13	10.9
TRAFFIC CRASH	1	2	2	0	0	2	1	1	1	2	3	0	1.3
TRAFFIC STOP (1st)	154	155	152	184	143	191	244	120	84	115	130	99	147.6
UNWANTED / TRESPASS	0	1	0	0	0	1	0	1	0	0	0	0	0.3
VICE COMPLAINT	0	0	0	0	0	0	0	0	0	1	0	0	0.1
VIOL. RESTRAINING ORDER	1	0	0	0	0	0	0	0	0	0	0	0	0.1
WARRANT SERVICE	1	1	0	0	0	2	1	0	1	1	2	1	0.8
WELFARE CHECK	1	3	0	1	2	0	2	1	0	0	1	1	1.0
<b>Grand Total</b>	<b>355</b>	<b>376</b>	<b>355</b>	<b>403</b>	<b>287</b>	<b>365</b>	<b>386</b>	<b>266</b>	<b>224</b>	<b>238</b>	<b>252</b>	<b>214</b>	<b>310.1</b>
	<b>3,721</b>												



\*Top 5 dispatched call types in last 12 months in red

## Dispatched Call Types

Dispatched Call Type	September		% Difference
	2020	2021	
FIRE SERVICES	2	11	450%
ASSAULT	1	4	300%
RECOVERED STOLEN VEHICLE	1	3	200%
TRAFFIC / PARKING COMPLAINT	15	37	147%
TRAFFIC CRASH	8	17	113%
ANIMAL COMPLAINT	11	23	109%
DUII	2	4	100%
MISSING PERSON	3	6	100%
SEX CRIMES	1	2	100%
WELFARE CHECK	20	37	85%
JUVENILE RELATED	12	22	83%
BURGLARY	3	5	67%
BEHAVIORAL HEALTH INCIDENT	24	39	63%
UNWANTED / TRESPASS	19	28	47%
HIT & RUN	9	13	44%
HAZARD	5	7	40%
DOMESTIC DISTURBANCE	17	23	35%
STOLEN VEHICLE	11	13	18%
DEATH INVESTIGATION	1	1	No Change
LITTERING	2	2	No Change
SUSPECT CONTACT	1	1	No Change
SUSPICIOUS CIRCUMSTANCES / PERSON / VEHICLE	106	103	-3%
THREAT/HARASSMENT	20	19	-5%
ABANDONED VEHICLE / PROPERTY	16	15	-6%
ALARM	48	44	-8%
THEFT	57	51	-11%
FRAUD	18	15	-17%
DISTURBANCE	8	6	-25%
SUICIDE THREAT / ATTEMPT	13	9	-31%
VIOL. RESTRAINING ORDER	6	4	-33%
ASSIST PUBLIC	39	24	-38%
NOISE COMPLAINT	13	8	-38%
CRIMINAL MISCHIEF	18	10	-44%
WARRANT SERVICE	2	1	-50%
VICE COMPLAINT	5	2	-60%
ARSON	1	0	-100%
EXTRA PATROL REQUEST	3	0	-100%
MENACING	2	0	-100%
OVERDOSE	1	0	-100%
ROBBERY	1	0	-100%
COVER OFFICER	0	1	NC
OTHER	0	1	NC
PREMISE CHECK	0	1	NC
PROMISCUOUS SHOOTING	0	1	NC
<b>Grand Total</b>	<b>545</b>	<b>613</b>	<b>12%</b>

Increase

Decrease

NC = Not Calculable. A percentage difference is not calculable when the older value equals 0, as the newer value cannot divide into 0.

## Self-Initiated Call Types

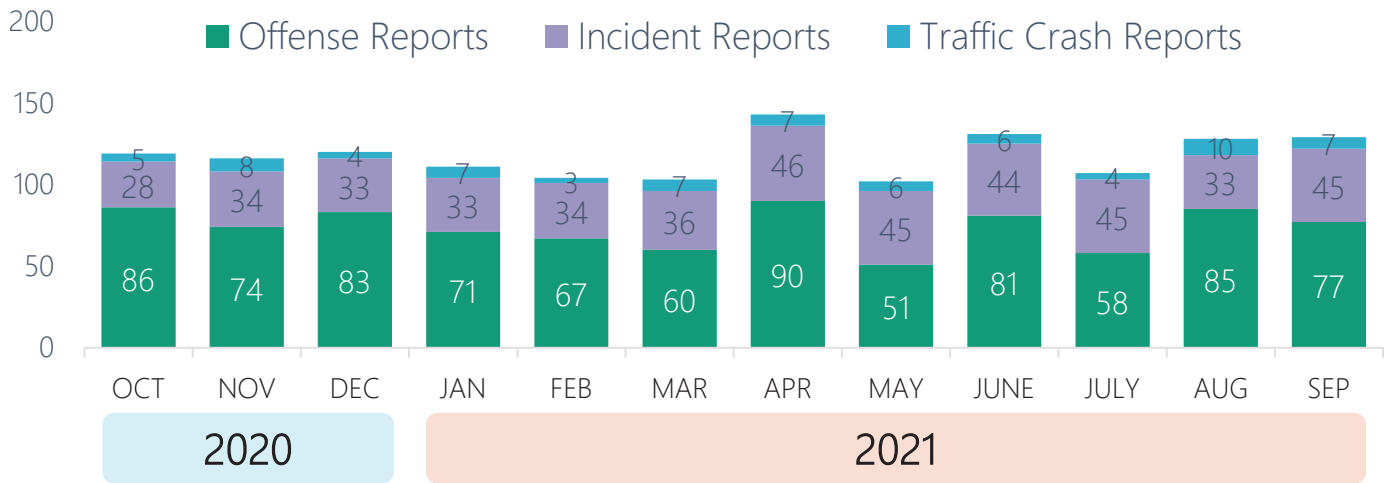
Self-Initiated Call Type	September		% Difference
	2020	2021	
ASSIST PUBLIC	28	43	54%
ABANDONED VEHICLE / PROPERTY	7	8	14%
FRAUD	3	3	No Change
RECOVERED STOLEN VEHICLE	1	1	No Change
STOLEN VEHICLE	1	1	No Change
THEFT	2	2	No Change
TRAFFIC / PARKING COMPLAINT	16	13	-19%
OTHER	8	6	-25%
TRAFFIC STOP	146	99	-32%
HAZARD	4	2	-50%
SUSPICIOUS CIRCUMSTANCES / PERSON / VEHICLE	8	3	-63%
SUSPICIOUS VEHICLE STOP	75	20	-73%
CRIMINAL MISCHIEF	4	1	-75%
SUBJECT STOP	22	2	-91%
PREMISE CHECK	34	2	-94%
ANIMAL COMPLAINT	4	0	-100%
HIT & RUN	1	0	-100%
JUVENILE RELATED	4	0	-100%
MISSING PERSON	1	0	-100%
SUSPECT CONTACT	1	0	-100%
TRAFFIC CRASH	1	0	-100%
BEHAVIORAL HEALTH INCIDENT	0	1	NC
EXTRA PATROL REQUEST	0	4	NC
THREAT/HARASSMENT	0	1	NC
WARRANT SERVICE	0	1	NC
WELFARE CHECK	0	1	NC
<b>Grand Total</b>	<b>371</b>	<b>214</b>	<b>-42%</b>

Increase

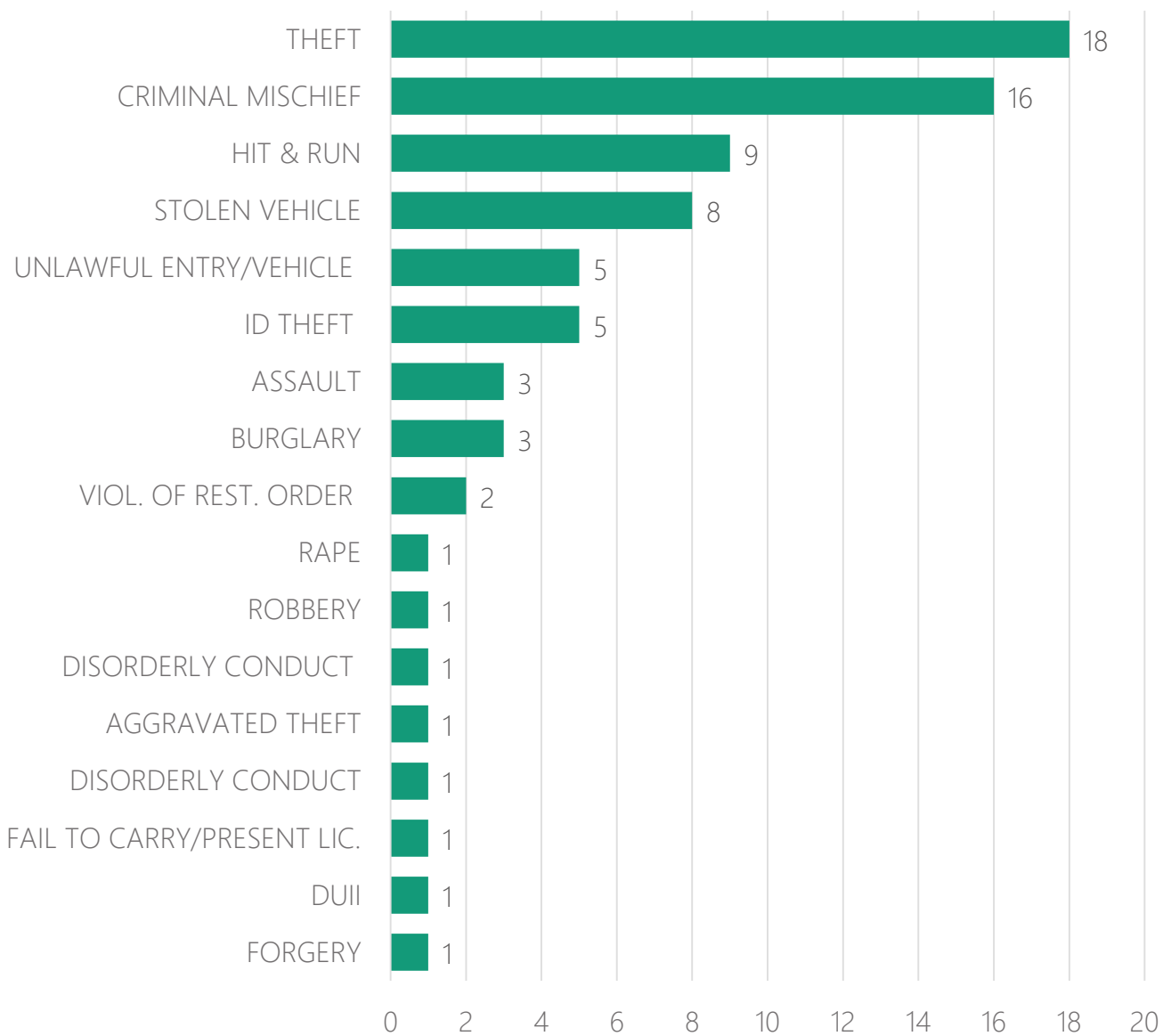
Decrease

NC = Not Calculable. A percentage difference is not calculable when the older value equals 0, as the newer value cannot divide into 0.

### Monthly Reports Written

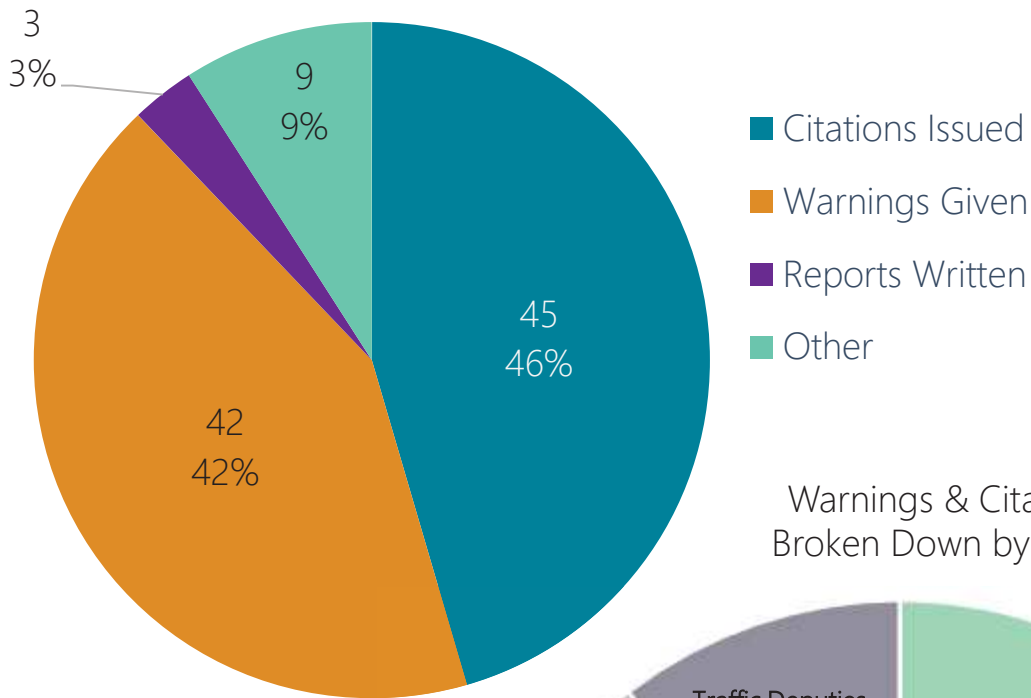


### Offense Reports Written Breakdown by Top Charge

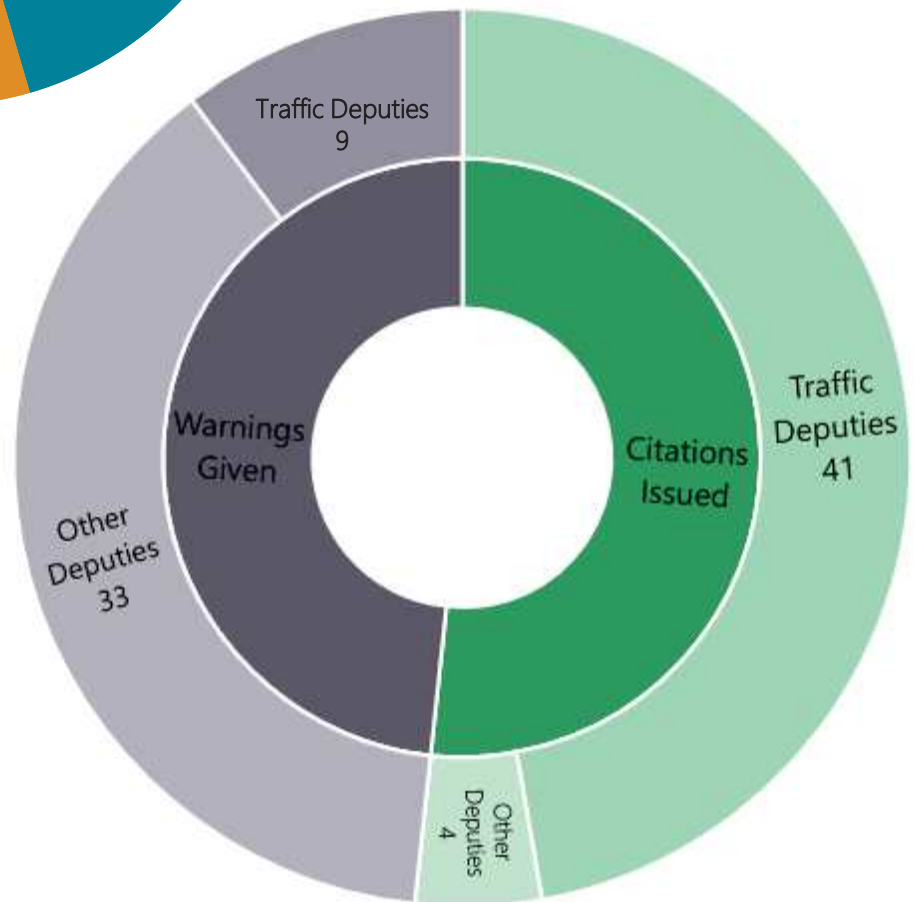


In September 2021, **99** traffic stops were made within the city limits, resulting in **45** citations issued, **42** warnings given, and **3** offense/incident reports created. Of the **45** citations issued, **67** violations were included (see next slide).

### Traffic Stop Dispositions Types

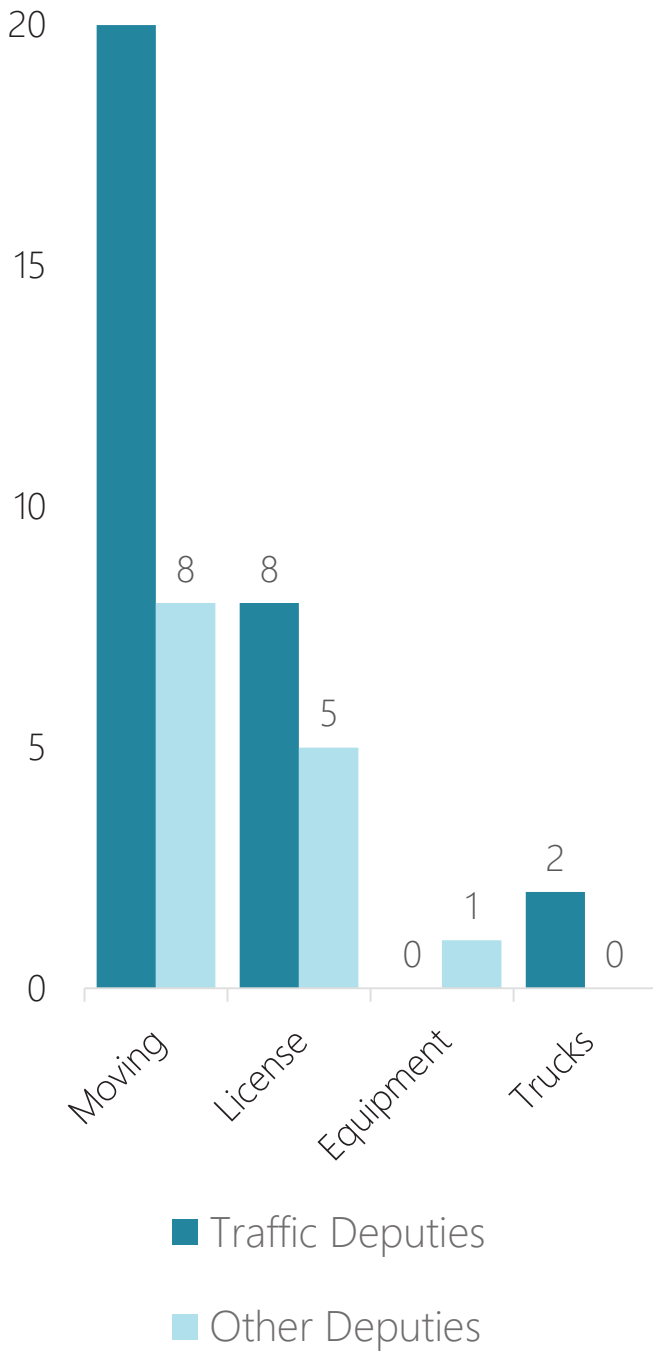


### Warnings & Citations Issued Broken Down by Deputy Type

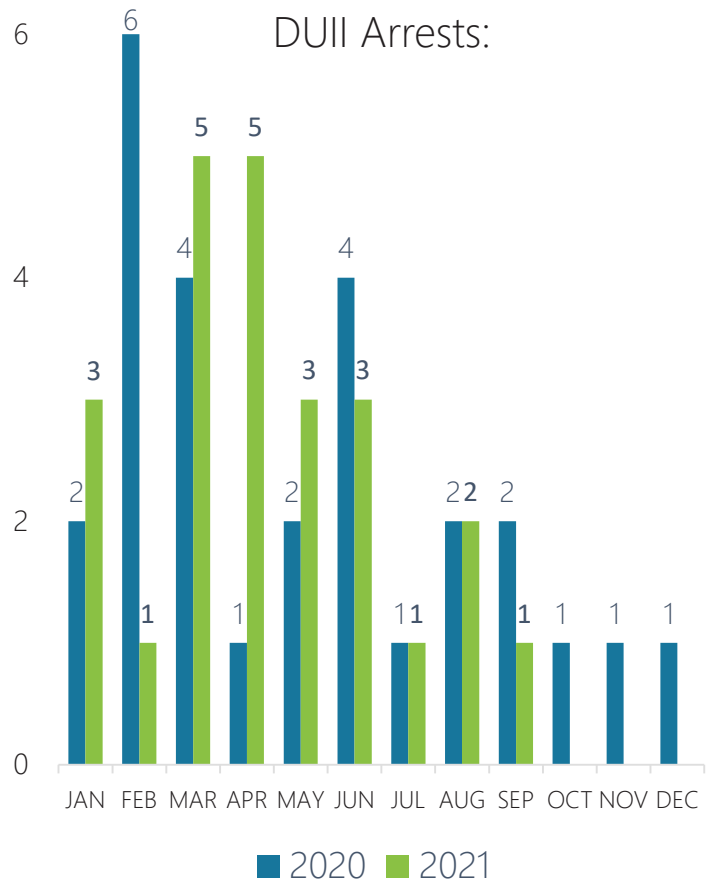


Citation Types Issued:

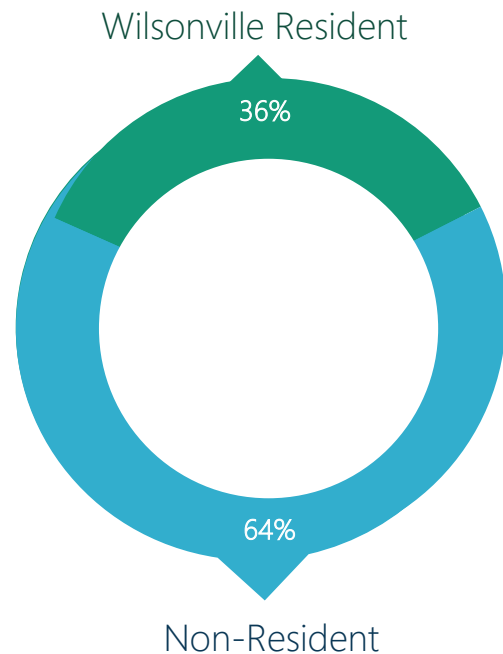
Of the 45 citations issued, 67 violations were included in the following types:



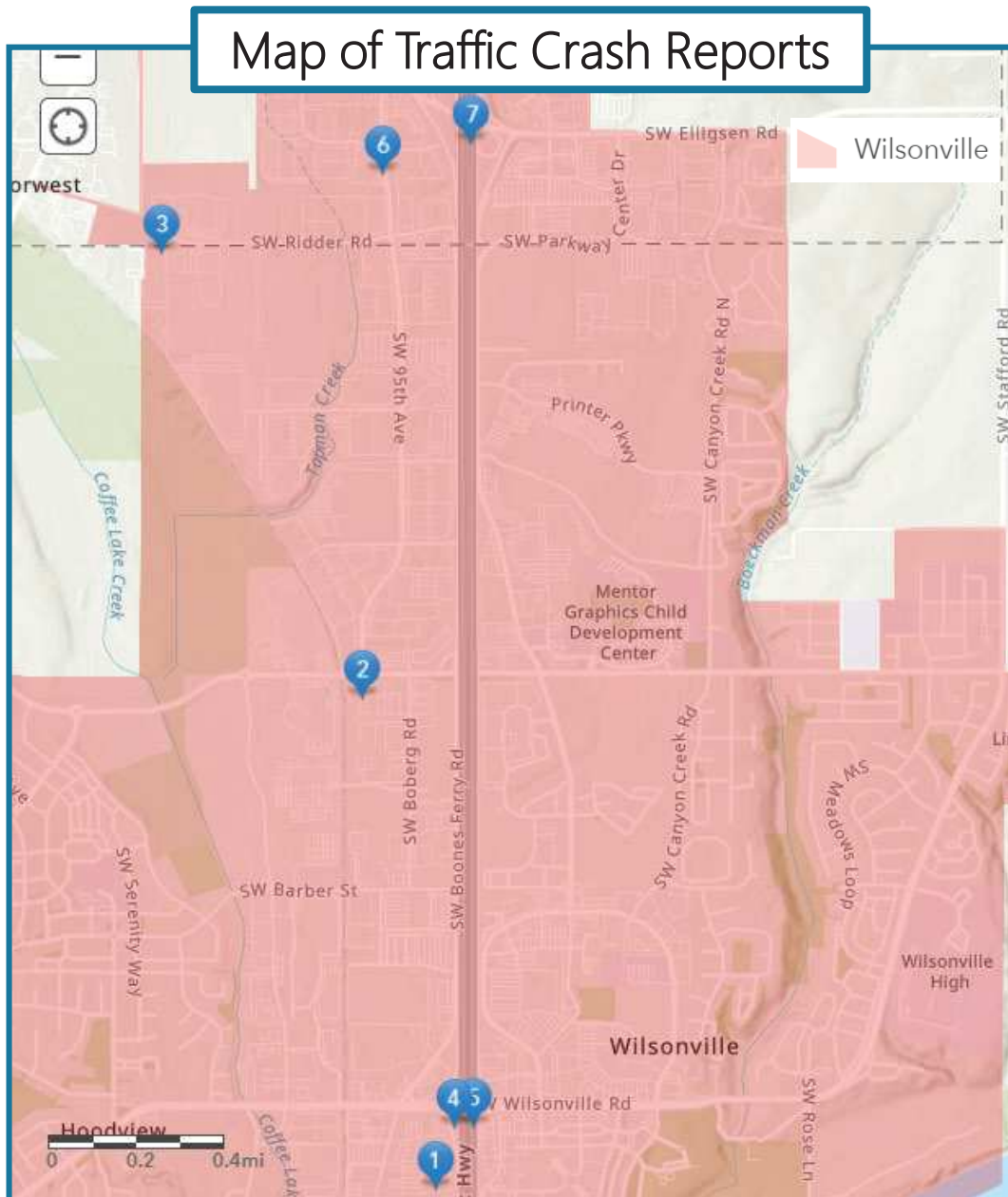
DUII Arrests:



Driver's Residency of Traffic Stop Subject (according to DL):



Map #	Case	Date	Address
1	21-019120	Sep 5	30300 SW BOONES FERRY RD
2	21-019368	Sep 9	SW 95TH AVE & SW BOECKMAN RD
3	21-019894	Sep 15	10388 SW RIDDER RD
4	21-019922	Sep 15	SW WILSONVILLE RD & I-5 NB
5	21-020341	Sep 21	SW WILSONVILLE RD & I-5 N
6	21-020355	Sep 214	SW 95TH AVE & SW COMMERCE CIR
7	21-020617	Sep 24	SW ELLIGSEN RD & I5 FWY NB





# SEPTEMBER 2021 MONTHLY REPORT

## From The Director's Office:

**Congratulations to Andy Sheehan**, Asset Management Coordinator, **Martin Montalvo**, Operations Manager, along with **Roman Kylo** and **Jay Heber**, both Utilities Maintenance Specialists who worked on the LED Streetlight project.

The City of Wilsonville's Public Works Department won a High-Performance Operations Award at this year's Cartegraph Virtual Conference in recognition for our work in using our asset management system and CartegraphOne mobile app on the LED Streetlight Conversion Project.





## From the Director’s Office, continued

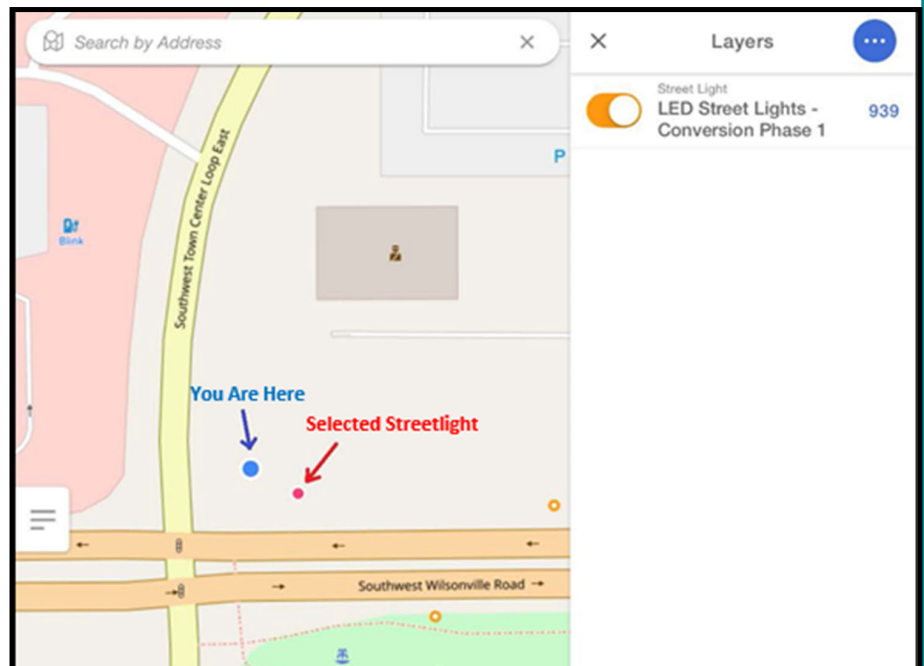
### High-Performance Operations Award

In 2020 the City of Wilsonville began work on a project to convert approximately 3000 street lights throughout the City from HPS bulb fixtures to new more efficient LED fixtures. This would have been a challenging project even in a normal year but was made even more so with added hurdles of the pandemic and wildfires.

In order to track the progress of the LED conversion project and streamline the process for updating asset data, the City provided the contractors completing the fixture installs with an iPad, a Cartegraph login with access limited to the Street Light asset layer and some additional training on using the Cartegraph One app to enter information as they completed the fixture conversion installs in the field.

The fields being updated included the fixture type, new LED bulb wattages, a photo of the newly installed asset and any additional notes, such as unreported damage. Using the updated assets as a trigger an automation then created a follow-up inspection task assigned to City staff for confirmation that the LED install was completed with any issues being noted and addressed. Information for the newly converted LED street lights could then exported from Cartegraph and easily shared with the regional power providers allowing them to quickly update their billing system. This quick turnaround of information meant the City was able to realize the benefit of reduced electricity costs from the more efficient LED street lights.

The City completed Phase 1 of the LED Streetlight Conversion Project in early 2021 successfully changing out approximately 932 street lights to new LED fixtures. By using Cartegraph OMS to track the installs and update asset information in the field as the work was being completed we were able to streamline the data collection process saving staff time and resources. Updated street light data could then be quickly shared with our regional power provider allowing the City to expeditiously see a 76% reduction in electricity costs for the street lights converted to more efficient LED fixtures.



Best Regards,

Delora Kerber, Public Works Director

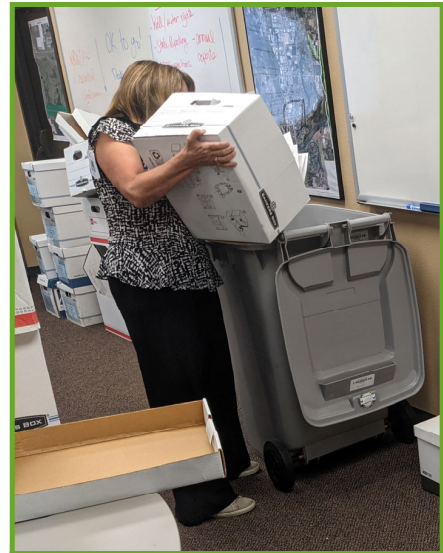
## Administration

### Let's get digital!

In 2019, the City adopted the Laserfiche Action Plan outlining our records management goals, including scanning all documents that need to be kept for longer than five years into Laserfiche, a content management software. Laserfiche helps large organizations manage all the documents that they generate. As they are scanned, the digital files are saved, securely stored and given metadata to assist with locating them in the future. Some documents are required to be kept permanently but most can be destroyed after a specific length of time outlined by the State of Oregon.

Like most offices, Public Works previously relied solely on paper documentation for our maintenance logs and work orders. Now this information is managed in Cartegraph, our web-based asset management software, which can be accessed remotely by multiple users. With the conversion to digital storage we are using less paper, requiring less physical storage, and making important information more accessible.

On September 21-23, the Public Works department completed a three day records management event with the help of Kim Veliz, City Recorder and Jan King, Laserfiche Assistant. Jayme Taylor, PW Program Coordinator acts as the department's "Laserfiche Champion" who is responsible for helping staff identify and retain records by the retention schedule set by the State. Together, this group sorted through over 20 banker boxes, pulling out documents that needed to be scanned for long term digital storage. Shred bins were brought in to securely store the documents—under lock and key!— before being picked up by the shredding service.



*Loading secure shred bin*



*Empty boxes—ready for re-use or recycling*

## Facilities

### Welcome, Trevor!



*Trevor Denfeld, Facilities Technician*

The Facilities Department is excited to welcome Trevor Denfeld into the Facilities Maintenance Technician position. Trevor joins us with a multitude of experience spanning different industries. He was most recently a crew foreman for a structural steel construction company, and also has general construction and golf course maintenance experience. He has really hit the ground running here by eagerly knocking out dozens of work requests and has already been enrolled in the limited building electrician program, HVAC certification program, certified pool operators course, and has already obtained his flagging certification.

Trevor was born and raised in Oregon and is proud to call the PNW home. He really enjoys anything outdoor related, especially hiking, camping, dirt/mountain biking, and hunting. He is really enjoying Wilsonville and is happy for the opportunity to serve this great community.

## Stormwater

### Leaf and Rainy Season Prep

As rainy season approaches each year, our Stormwater staff has a list of actions they take in preparation. One activity is ensuring that the critical outfalls are inspected and cleaned. The Villebois neighborhood design allows for the community's stormwater to be piped to a "level spreader" outfall. The level spreader is a three feet deep by three feet wide by forty feet long concrete basin. It slows the velocity of the water entering the device, forces the water level to gradually rise to a predetermined level, and then slowly discharges over a field. Slowing the water along with the change in elevation allow the pollutants in the stormwater to settle to the bottom of the spreader and not into the adjacent wetlands.



*Roman and Konnen cleaning out level spreader*

The work requires coordination with the HOA, Clackamas Corrections crews and various pieces of heavy equipment. In all, staff was able to remove over three cubic yards of material from the level spreader in this year's clean out.

## Roads

### Difficult Manhole Replacement

After a few weeks of planning, Roads and Stormwater staff coordinated the replacement of a crumbling stormwater manhole lid in the intersection of Wilsonville Road and Town Center Loop East. The intersection is one of busiest in the city, which present logistical challenges that needed to be addressed before completing the difficult replacement.

Public Works staff coordinated with Engineering to develop an appropriate traffic control plan for the repair. Based on the traffic load at this location, construction could only occur between 9 AM and 3:30 PM. During this narrow window, staff set up all safety controls, excavated and effected the repair. The new concrete collar and manhole lid was set within this time frame and is functioning well.



*Excavated stormwater manhole*



*Traffic control for the work site*

## Utilities—Water

### Preserving water assets

As the season transitions into fall, there is a final push to wrap up construction projects before the rainy weather returns. The crew experienced an uptick in utility locates and engineering requests. These requests included assistance with collecting bacteriological water samples, water main shutdowns and general investigative work to provide Public Works feedback.

This month a technician from Norton Corrosion Control was on site to perform the annual inspection of the cathodic protection system. This system prevents the corrosion of steel assets, such as the above-ground water reservoirs and the underground water transmission pipeline. The technician checks to ensure that all of the components of the system are functioning properly and takes readings to measure the remaining lifespan of the system.



*Chad & David shutting off a water main*



*Contractor performing an inspection*

## Utilities—Water cont.

### 2021 Lead & Copper Study Results

The City of Wilsonville is required by the United States Environmental Protection Agency (US EPA) and the Oregon Health Authority (OHA) to collect and analyze residential tap water samples every three years for lead and copper under the Lead and Copper Rule. The samples are collected from preapproved residences with older plumbing systems and are used to determine the exact lead and copper levels in the water. Sampling is required for regulatory compliance, but it also demonstrates that the City of Wilsonville is properly treating and delivering water to its customers in a way that reduces the possibility of lead and copper contamination.



*Sampling is easy—just turn on the tap!*

During the third week of August, staff delivered the sample bottles to the participating properties and picked up the samples provided by the residents. The tap water samples are sent to an external laboratory for analysis. The results for the lead and copper samples came back this month and as in years past, the results were satisfactory. The Lead and Copper Rule states that the concentration of lead and copper must be less than or equal to the 'action level' in at least 90% of samples collected. Both of the 90<sup>th</sup> percentile values are below the action levels (AL) for lead and copper, currently of 0.015 mg/L and 1.3 mg/L respectively. The 90<sup>th</sup> percentile lead level was ND (none detected). The 90<sup>th</sup> percentile copper level was 0.078 mg/L.

## Utilities—Wastewater

### Inspections and Cleaning helps the wastewater flow

The Wastewater crew continues to perform sewer main cleaning in the Orchard neighborhood. After completing routine maintenance in the area, the crew will return to conduct a CCTV (closed-circuit television) inspection.



*David cleaning a sewer main*

The crew continues to check on off road manholes to inspect the structure and operation as well as take an assessment of the vegetation growth that can inhibit access to the manhole.



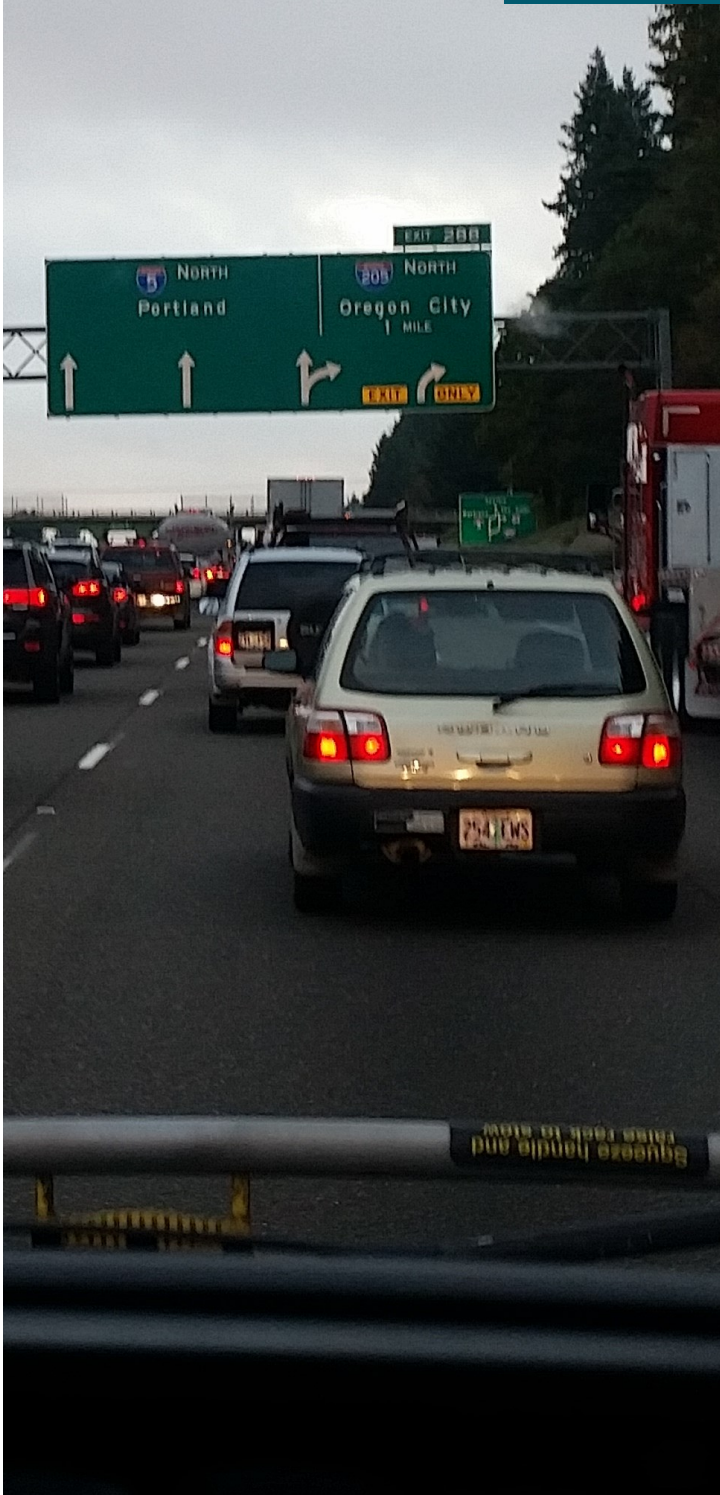
*Accessing an off road manhole*



# SMART

SOUTH METRO AREA REGIONAL TRANSIT

SEPT 2021 Report



Time...precious, irreplaceable, and coveted. Why then do some of us waste so much of it worrying about tomorrow when today demands our immediate, undivided attention? Tomorrow will arrive soon enough, and with it, more time for us to wallow in its challenges. Did I mention that yesterday is gone forever and tomorrow is not promised to any of us? Why not do your absolute best work today? There is no better day than today to do what is right, what is good. In the words of H. Jackson Brown, Jr., *"The best preparation for tomorrow is doing your best today."*

**Dwight Brashear**  
Transit Director



## Fleet Services – **Scott Simonton** Fleet Services Manager



In preparation for the upcoming launch of SMART's Bus on Shoulder project, special graphics have been installed on the vehicles which will travel the shoulder. The production of the graphics, and installation, was handled by Gillespie Graphics, a local Wilsonville business.

SMART's third battery electric bus is nearing completion at the Proterra factory in Los Angeles. This bus is identical to the two electric buses we received in 2019. Scott Simonton, Fleet services Manager, is scheduled to conduct final inspection activities October 19.

Final inspection is an FTA requirement, which must take place prior to delivery. The vehicle is scheduled to arrive in Wilsonville in early November.



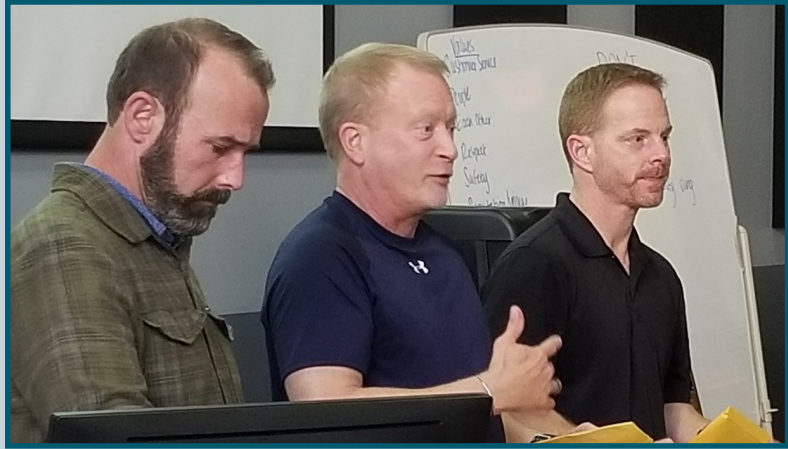
## Operations - Eric Loomis Operations Manager

### Behind the Scenes

As the “wheels are turning” at SMART with many ongoing projects at the helm, one might wonder how so much can be happening at a small transit agency.

Well, of course it starts at the top with leadership and clear direction, but what about the bridge between leadership and the front lines? SMART currently has three operations supervisors that oversee 36 operators and 2 dispatchers with the day-to-day operations. Every day, from well before dawn to well after dusk, SMART supervisors ensure buses are scheduled properly, drivers are checked in, and Dial-a-Ride schedules are accurate. At a small agency such as SMART, supervisors tend to “wear many hats.” All three supervisors are cross-trained on fixed route services, Dial-a-Ride services, new employee training, CDL training, and new project training. Supervisors are certified in many different courses offered by Transportation Safety Institute, National Transit Institute, and many others.

Periodically, they attend training on “Reasonable Suspicion” for up-to-date information on signs to identify drug and alcohol abuse.

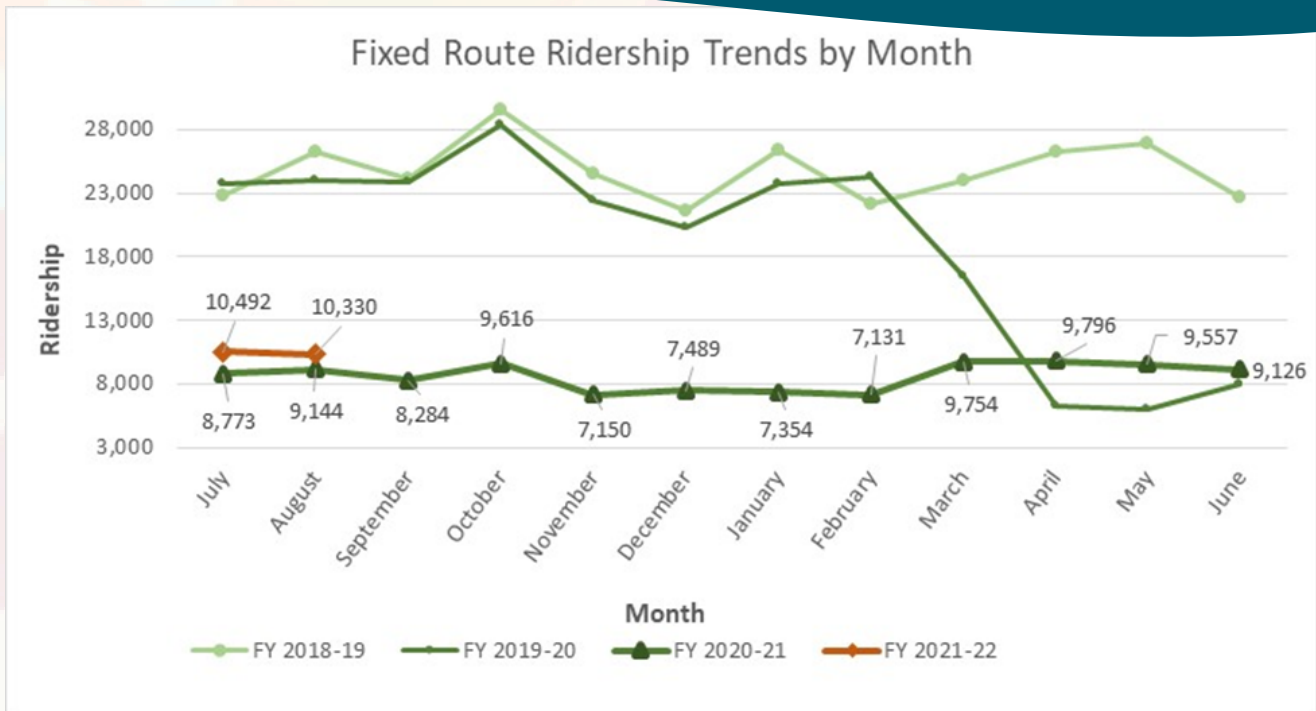


*SMART Supervisor Image from 2018*

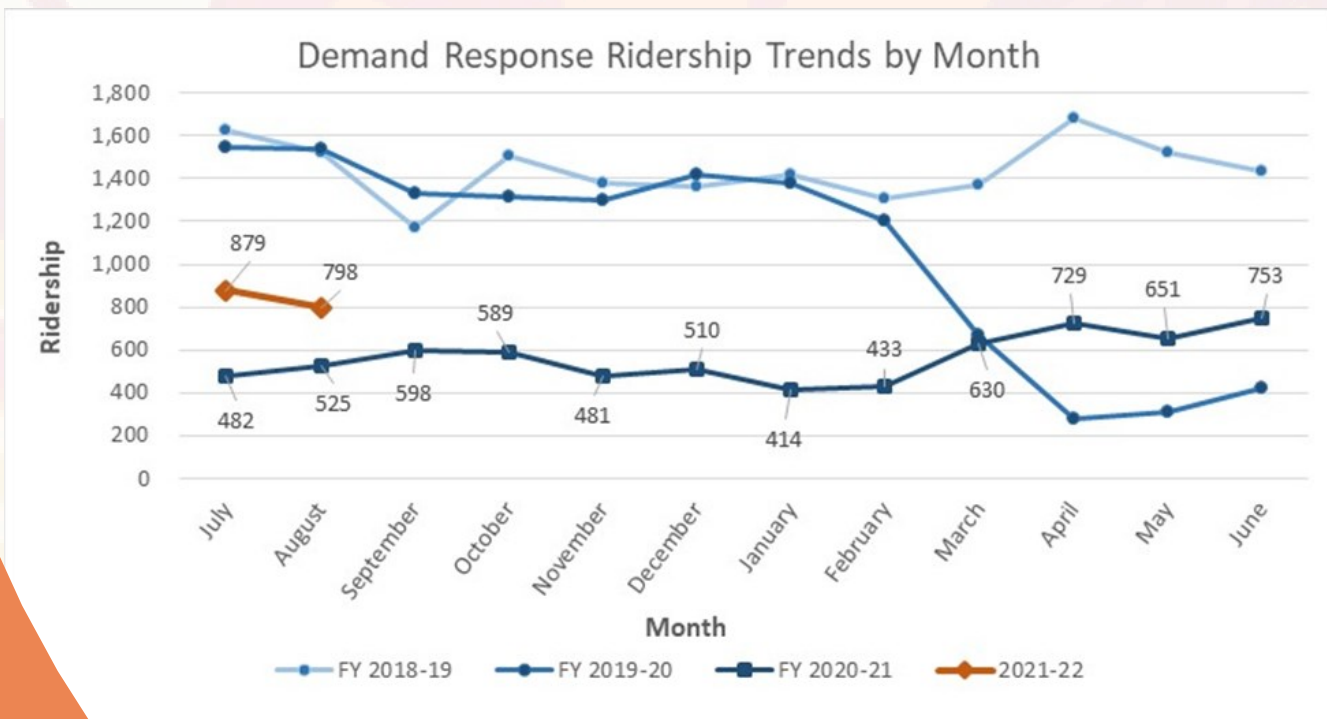
For each new operational project, training is required for drivers and dispatchers to ensure they are launched safely and successfully. Most recently, SMART has been working on the Intelligent Transportation System and bus-on-shoulder projects. Drivers have attended many training sessions since March of this year to learn how to operate the new tablets mounted in buses and how to collect data for our reporting systems. For bus-on-shoulder, training has begun to ensure drivers will be safely operating and merging onto and from the shoulder along the I-5 corridor. For each of these projects, Supervisors must go through a “train the trainer” session to fully understand and communicate the trainings to front line employees.

SMART’s three transit supervisors have been with SMART for a combination of 54 years! The experience they bring to our front line operations and employees is truly what keeps the wheels on the buses going ‘round and ‘round, with a safe and well-trained driver behind the wheel.

Operations - Eric Loomis Operations Manager



Ridership is staying consistent through the COVID-19 pandemic with no noticeable changes for either fixed route or demand response. As the school year begins we do expect to see an increase on our routes that serve the West Linn-Wilsonville School district.



## Transportation Options - Michelle Marston Program Coordinator



As SMART made updates to the automatic passenger counters, vehicle location Global Positioning Systems (GPS), the most sought after amenity that will effect passengers right a way is the availability of the free onboard Wifi.

This is a huge benefit for passengers who enjoy surfing the internet, checking messages, and passing the time while onboard.

## 2021 Get There Challenge Oct. 4 - 17, 2021

SMART has been gearing up information with large employers in Wilsonville to stir up excitement about the upcoming annual Get There Challenge.

Employees are encouraged to unlock fun and skill-building achievements—plus, log transportation options trips and remote work days for their chance to WIN prizes.

Challenge yourself, and help make Oregon an even better place to live, work, and play. Create an account in Get There or login to your existing account to unlock achievements. Each achievement is worth points toward weekly and grand prize drawings. The more points you earn, the greater your chances are to win the grand prize!

GET STARTED

It's as easy as 1, 2, 3!

- 1** Create an account in the Get There tool or log in here.
- 2** Go to the Challenge page and unlock achievements to earn points.
- 3** Become eligible to win Get There Challenge prizes!

## Grants & Programs – Kelsey Lewis Grants and Programs Manager

Readers may remember that the Coronavirus Aid, Relief, and Economic Security (CARES) Act was signed in 2020 and the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) in 2021. While the names of the federal legislation are

quite a mouthful, they come with the benefit of providing funding to transit operations throughout the pandemic. In September, we closed out our CARES grant and started reporting on our CRRSAA grant. These grants have allowed SMART to maintain a high level of service despite the challenges of the last year and a half.