

**AGENDA**

**WILSONVILLE CITY COUNCIL MEETING**

**JUNE 15, 2015**

**7:30 P.M.**

**CITY HALL**

**29799 SW TOWN CENTER LOOP**

**WILSONVILLE, OREGON**

Mayor Tim Knapp

Council President Scott Starr

Councilor Susie Stevens

Councilor Julie Fitzgerald

Councilor Charlotte Lehan

**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.

**Executive Session is held in the Willamette River Room, City Hall, 2<sup>nd</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)(f) Exempt Public Records
- 5:30 P.M. REVIEW OF AGENDA** [5 min.]
- 5:35 P.M. COUNCILORS’ CONCERNS** [5 min.]
- 5:45 P.M. PRE-COUNCIL WORK SESSION**
  - A. Recreation and Aquatic Center Survey Results (Troha / Sherer) *Oral Report* [30 min.]
  - B. Update on West Side Urban Renewal Substantial Amendment to add Coffee Creek Feasibility Study (Retherford) *Oral Report* [10 min.]
  - C. Basalt Creek Update Preparation for Joint Council Meeting with Tualatin (Bateschell / Neamtzu) [30 min.] **PAGE 1**
  - D. Frog Pond Concept Plan (Neamtzu) [30 min.] **PAGE 16**
- 7:25 P.M. ADJOURN**

### 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, June 15, 2015 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on June 2, 2015. 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 therewith except where a time limit for filing has been fixed.

**7:30 P.M.**

**CALL TO ORDER**

- A. Roll Call
- B. Pledge of Allegiance
- C. Motion to approve the following order of the agenda and to remove items from the consent agenda.

**7:35 P.M.**

**MAYOR'S BUSINESS**

**PAGE 230**

- A. Upcoming Meetings

**7:45 P.M.**

**COMMUNICATIONS**

- A. Greater Portland Inc. (GPI) Economic-Development Presentation – Mayor Lou Ogden, Small Cities Consortium Chair, GPI Board Member; Alisa Pyszka, VP of Recruitment and Expansion (Retherford)

**7:55 P.M.**

**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.

**8:00 P.M.**

**COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS**

- A. Council President Starr – (Park & Recreation Advisory Board Liaison)
- B. Councilor Fitzgerald – (Development Review Panels A & B Liaison)
- C. Councilor Stevens – (Library Board and Wilsonville Seniors Liaison)
- D. Councilor Lehan– (Planning Commission and CCI Liaison)

**8:15 P.M.**

**CONSENT AGENDA**

- A. **Resolution No. 2542** **PAGE 231**  
A Resolution Of The City Of Wilsonville Approving An Agreement With TWV. Inc. (DBA Sustainable Cleaning Systems) For The Project Known As Janitorial Services. (staff – Kerber)
- B. **Resolution No. 2538** **PAGE 258**  
A Resolution Authorizing A Five Year Capital Interfund Loan From The General Fund To The Stormwater Capital Fund. (staff – Cole)
- C. Minutes of the June 1, 2015 City Council Meeting. (staff – King) **PAGE 264**

**8:20 P.M.**

**PUBLIC HEARING**

- A. **Resolution No. 2539** **PAGE 277**  
A Resolution Authorizing A Supplemental Budget Adjustment For FY 2014-15 (staff – Cole/Rodocker)

**8:45 P.M**

**NEW BUSINESS**

- A. **Resolution No. 2540** **PAGE 286**  
A Resolution Of The City Of Wilsonville Authorizing Support Grant Agreement With Wilsonville Community Sharing. (staff – Cole)





**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> June 15, 2015		<b>Subject:</b> Basalt Creek Concept Plan  <b>Staff Member:</b> Miranda Bateschell, Chris Neamtzu <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 type="checkbox"/> Information or Direction <input checked="" 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>	
<b>Staff Recommendation:</b> Staff recommends City Council discuss Basalt Creek land use and boundary alternatives, and review the analysis and outcomes of the two options presented in preparation for a discussion with the Tualatin City Council.			
<b>Recommended Language for Motion:</b>			
<b>Project / Issue Relates To:</b> <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>			
<input checked="" type="checkbox"/> Council Goals/Priorities Basalt Creek Concept Plan	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

In preparation for the June 17, 2015 Joint Council meeting with the Tualatin City Council, staff will share the results of the land use scenario analysis for the Basalt Creek planning area. At the June 15 work session, staff requests the Council ask questions and share their thoughts about the land use scenario analysis and discuss the land use types, key indicators and potential benefits of the two draft boundary options.

Then at the Joint Council meeting, the Councils will be asked to provide direction on the two options for land use analyzed and the jurisdictional boundary for the Basalt Creek planning area.



This feedback will direct the project team to develop a preferred alternative and boundary for the concept plan for Joint Council review later this summer.

### **EXECUTIVE SUMMARY:**

The Basalt Creek Concept Plan will establish a vision and jurisdictional boundary for the 847 acres between the cities of Wilsonville and Tualatin. At the Wilsonville-Tualatin Joint Council meeting in December, the project team presented a base-case infrastructure and land use scenario with an initial jurisdictional boundary along the future east-west connector, Basalt Creek Parkway.

At that meeting, members of the Councils expressed key objectives for the project team to focus on in preparing alternative scenarios:

- Design efficient infrastructure systems (considering both construction and long-term operating and maintenance costs) independent of jurisdictional boundary.
- Examine additional boundary options that do not necessarily follow the future Basalt Creek Parkway alignment.
- Aim for jurisdictional equity when considering the various measures altogether.
- Provide more residential capacity in the northern portion of the planning area for the City of Tualatin.
- Propose creative solutions for transitions from employment to housing.
- Focus on land uses that will create development forms reflective of the two cities.
- Present a scenario designed around an implementable infrastructure plan.

These objectives, as well as the Basalt Creek: Guiding Principles and Evaluation Criteria (Attachment A), guided the project team during the scenario analysis and in developing the two land use and boundary options (Attachment B) for the upcoming Joint Council meeting. Using Envision Tomorrow (modeling software), the analysis included land use modeling with specific building types from each of the cities and localized fees and SDCs. Once these land uses were modelled, particular indicators were reviewed to evaluate the different scenarios. More information on the model outputs will be provided at the Joint Council meeting, but indicators closely related to the guiding principles and objectives are included in the attached materials (Attachment C).

### Conclusions and Discussion:

Through the land use analysis, it has become clear both West Railroad and Basalt Creek Canyon provide the area with incredible natural resource assets. At approximately 240 acres and 100 acres respectively, they represent 40 percent of the entire study area. In both options, West Railroad is a significant portion of the land designated for the City of Wilsonville (Option 1: 31 percent, Option 2: 23 percent), but a very limited portion of jobs created (Option 1: 6 percent, Option 2: 4 percent). West Railroad has limited development opportunities due to topography; natural areas, habitat, and wetlands; limited access; and high cost to provide infrastructure service.

In comparing the two land use scenario boundary options, both provide:

- high-quality employment and housing opportunities,
- innovative and appropriate transition areas between residential and employment uses,

- responsiveness to the real estate market,
- robust and efficient infrastructure systems, and
- development that generally “pays its way.”

In both scenarios, options remain for how sanitary sewer service will be shared in specific portions of the study area. This will be determined in the future in preparation for development and through shared service agreements regardless of the selected boundary option.

There are also some differences between the two options. Option 2 appears to provide:

- more jobs overall, which was the key reason for adding this area to the Urban Growth Boundary;
- less disparity between cities in regards to estimated assessed value at build-out;
- less disparity between cities in the revenue-cost difference for infrastructure construction;
- a more equitable split of the Basalt Creek Canyon and West Railroad areas;
- a more equitable split of the more developable acreage outside of the highly constrained Basalt Creek Canyon and West Railroad areas; and
- a better opportunity to loop the water system in the City of Wilsonville (which improves potable water system reliability and water quality).

Finally, it is important to think about: *which option creates the most complete cohesive community for Wilsonville?*

In addition to the observations above, Option 2 offers cohesion to the Wilsonville’s existing west-side/north-end industrial and employment area. Having residential uses south of the future Basalt Creek Parkway, as shown in Option 1, will become disconnected from the housing north of the Parkway. And eventually, with employment and industrial uses nearby (to the south and on the east side of Boones Ferry Road) and in line-of-sight across the canyon wetlands, providing this area with employment-based redevelopment options may be desirable and would be more consistent with surrounding land uses. Option 2 also provides more land north of the prison, which allows the massing needed to build an industrial neighborhood as well as consistent zoning and development standards to ensure a cohesive design on both sides of the future Parkway.

### **EXPECTED RESULTS:**

The discussion at the Wilsonville City Council Work Session should ground the City Council in the land use alternative scenarios analysis for Basalt Creek, on the impacts of the two different options for the City of Wilsonville, and for a productive work session at the Wilsonville-Tualatin Joint Council Meeting. Specifically, the project team is seeking direction on a preferred jurisdictional boundary and land uses. With this direction, the project team will work to refine one of the options into a preferred alternative over the summer.

### **TIMELINE:**

The meeting on June 17, 2015 will be the third Wilsonville-Tualatin Joint Council Meeting for the Basalt Creek Concept Plan. Based on the discussion and guidance received at the upcoming Joint Council meeting, the project team will refine the land use scenario for the Basalt Creek

Concept Plan. The preferred alternative will be developed over the summer for further input from both Councils as well as the public in late summer or early fall. Input received over the fall on that preferred alternative will then be incorporated into the final Basalt Creek Concept Plan to begin the process for adopting plan amendments by the end of this year. A project timeline is included in the materials for context on what the project has already accomplished and how this meeting relates to next steps for the project (Attachment D).

**CURRENT YEAR BUDGET IMPACTS:**

None. The City of Tualatin received approximately \$350K from Metro's Construction Excise Tax (CET) grant program to perform concept planning. The City of Wilsonville has, and will continue to, invest staff time into the process.

**COMMUNITY INVOLVEMENT PROCESS:**

The project includes participation from affected residents, businesses, and property owners. Citizens will be asked to share ideas about the land use alternatives at a Public Open House over the summer.

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

A portion of the Basalt Creek area will be important for the long-term growth of Wilsonville's industrial base and employment opportunities for residents in the city. Conducting a thorough and thoughtful planning process will identify and resolve potential impacts to the community. The Basalt Creek area presents an opportunity to maximize assessed property value, integrate jobs and housing, develop efficient transportation and utility systems, create an attractive business community, and incorporate natural resource areas and provide recreational opportunities as community amenities and assets.

**CITY MANAGER COMMENT:**

**ATTACHMENTS:**

- A. Basalt Creek: Guiding Principles and Evaluation Criteria
- B. Basalt Creek Land Use Scenario: Boundary Option 1 & 2
- C. Key Scenario Indicators Summary
- D. Project Timeline

MEMORANDUM

## **Basalt Creek: Guiding Principles and Evaluation Criteria**

TO: Basalt Creek Project Management Team (Cities of Tualatin and Wilsonville)

FROM: Leila Aman, Project Lead, Fregonese Associates

DATE: December 29, 2014

RE: Guiding Principles and Evaluation Criteria for the Basalt Creek Concept Plan

### **Purpose of Guiding Principles**

Guiding Principles are intended to represent the collective interests and goals for the Basalt Creek planning area. The guiding principles provide a framework for gathering input and developing transparent and meaningful measures that can help inform the decision making process.

### **Purpose of Scenario Indicators**

Indicators are the outputs of evaluation criteria which are created near the beginning of the scenario planning process. They generally reflect the guiding principles as well as previously adopted community goals. Indicators may also be related to new or emerging community goals or issues: such as transit access, housing costs, or air quality.

The indicators will be used during the development and evaluation of the scenarios within Envision Tomorrow to communicate the benefits, impacts and tradeoffs of different policy choices and investments. Using Envision Tomorrow, alternative scenarios are tested and refined, and then compared and evaluated based on their indicator performance. Indicators enable Envision Tomorrow users to tie the scenario results to the community values and guiding principles.

In practice, this approach not only allows the public to visualize their region's future, final plans created using our scenario planning process will come with a dashboard of indicators so policymakers can monitor their progress and make adjustments along the way, in concert with established guiding principles and long-term vision.

## **Guiding Principles**

### **Qualitative Guiding Principles**

#### **1. Maintain and complement the Cities' unique identities**

The cities of Wilsonville and Tualatin each have unique qualities that draw people to live and work there. Those qualities should be maintained and enhanced by development in the Basalt Creek planning area.

## **2. Capitalize on the area's unique assets and natural location**

Development in the planning area should preserve and leverage the natural beauty of Basalt Creek by protecting key natural resources and sensitive areas while minimizing the negative impacts of new development. Recreation opportunities should be made accessible in the area through the creation of new open spaces and trails and integrating them with existing regional networks.

## **3. Explore creative approaches to integrate jobs and housing**

Long distances between centers of employment and residential neighborhoods can cause long travel times, congestion and pollution. Planning for the Basalt Creek area should consider a range of methods (and the feasibility of those methods) for integrating residential and employment land uses to create more high quality living and working environments.

## **4. Create a uniquely attractive business community unmatched in the metropolitan region**

Planning for the Basalt Creek area should capitalize on its unique assets - the location of the planning area near the center of one of the region's largest clusters of employment land, projections for rapid employment growth in the local market, and superior access to major transportation routes (I-5, I-205 and Highway 217) – to facilitate development of high quality employment facilities and opportunities that will benefit both the local and regional economies.

## **5. Ensure appropriate transitions between land uses**

While integration of housing and employment can enrich a community, there remains a need for physical separation between uses that might negatively impact one another. Land uses should be arranged within the study area to minimize these impacts, such as excessive noise, traffic, nighttime light, or air pollution. Use of buffers to mitigate auditory, aesthetic, and safety impacts may include swaths of vegetated land, sound walls, or commercial development (among others).

### **Quantitative Guiding Principles**

*Associated measures from Envision Tomorrow and other quantitative analysis that will be conducted as part of the concept planning process are described.*

## 6. Meet regional responsibility for jobs and housing

### *Population and employment forecast performance*

*Using output from the Envision Tomorrow scenario modeling tool added jobs and housing units will be compared back to the regional forecast estimate (from Metro's Gamma model) for jobs and households within the planning area.*

## 7. Design cohesive and efficient transportation and utility systems

### *Evaluation of Wet Infrastructure*

*Aggregate water and sewer requirements will be developed for each of the three (3) alternatives. A comparison will be provided indicating required capacity and potential infrastructure elements based on each alternative land use plan and the existing systems inventory.*

### *Performance of transportation systems*

*Motor vehicle transportation system for each of three alternatives will be evaluated including the development of future year 2035 PM peak hour volumes using a focus-area travel demand model. Intersection operation analysis (level of service and v/c ratios) based on the forecasted 2035 PM volumes will be conducted using Synchro.*

### *Internal water consumption and Landscaping water consumption*

*Water consumption has a major impact both financially and environmentally. Water bills can make up a large proportion of household or business utility costs, and excessive water consumption can put a strain on water supplies and infrastructure, especially in regions with water scarcity. Anticipated domestic and irrigation water consumption by residential households and commercial or industrial businesses will be estimated based on existing usage patterns within Tualatin and Wilsonville."*

## 8. Maximize assessed property value

### *Building value and local revenue*

*Adding new housing and employment space to a community brings additional tax revenue that can be used for new infrastructure and services to support new and existing residents and businesses. Different scenarios can produce different amounts of tax*

revenue (property tax, sales tax and transportation impact fee (TIF)) due to the differing values of particular building types and locations. .

## **9. Incorporate natural resource areas and provide recreational opportunities as community amenities and assets**

### **Percent of Natural Area Protected within the planning area**

Types of natural areas to be considered for protection from development include:

- Wetlands and Floodplains
- Metro Title 3 Lands
- Metro Title 13 Lands

Some development may occur in these areas. However, the proportion of total development planned for non-environmentally sensitive areas should be maximized in order to preserve habitat, ecosystem services, open space, and recreation opportunities in the planning area.

Environmentally sensitive lands are identified and described in the Basalt Creek Existing Conditions Report.

### **Total jobs allocated to prime flat industrial lands within the planning area**

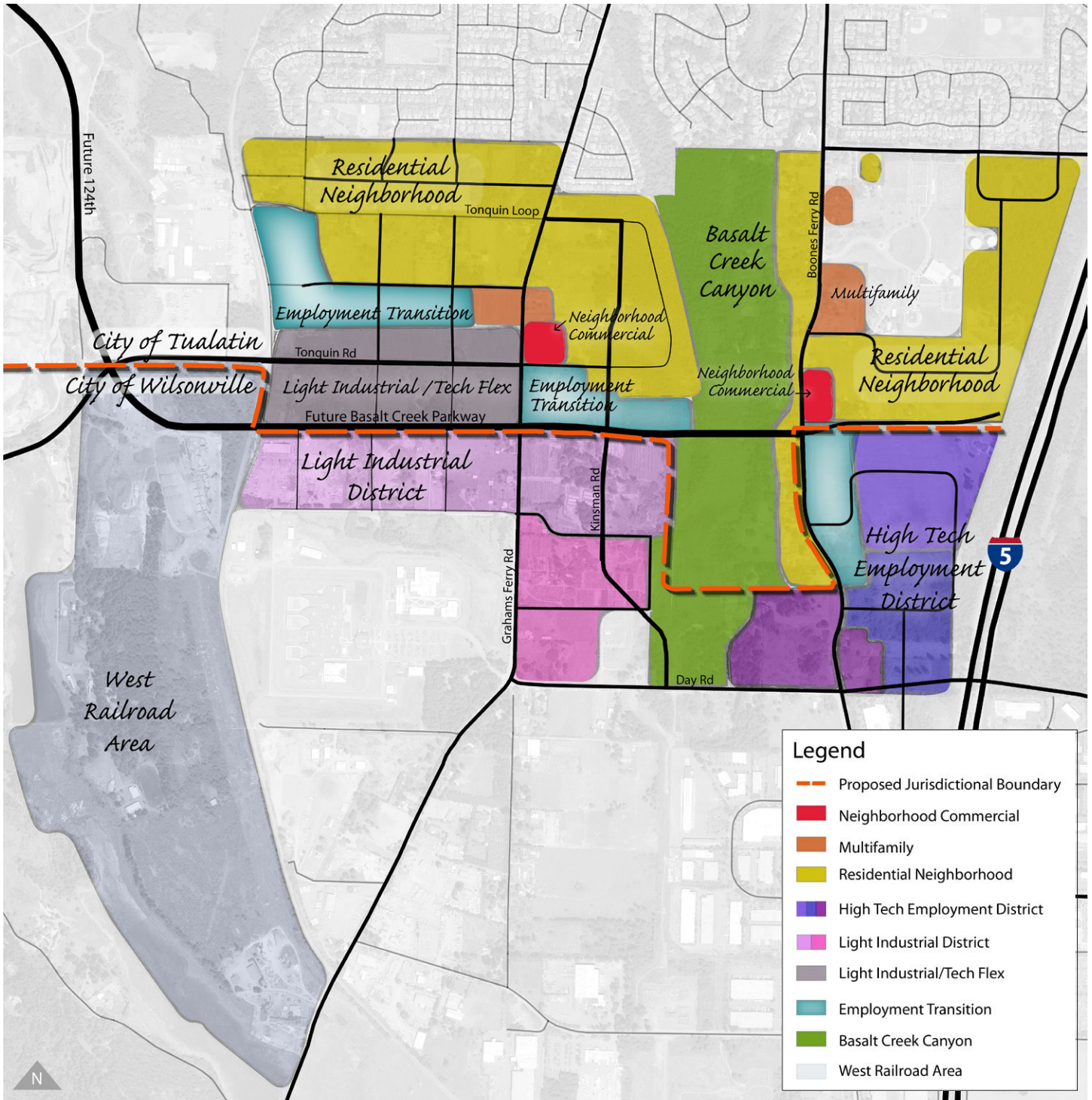
The largest proportion possible of new jobs forecasted for the planning area should be allocated to lands identified as suitable for industrial and/or office development, one factor of which is the absence of sensitive environmental features and constraints.

Land suitable for industrial and/or office development is identified and described in the Basalt Creek Existing Conditions Report.

### **Acres of impervious surface**

Impervious surface can have a negative impact on the health of a region's waterways. Instead of soaking in and filtering through the soil, rainwater runs off impervious surfaces, washing many polluting substances such as pesticides and oils into streams and other aqueous habitats. Increasing impervious surface runoff also increases the volume of runoff, and the speed which the water is delivered to streams, resulting in higher peak flows.



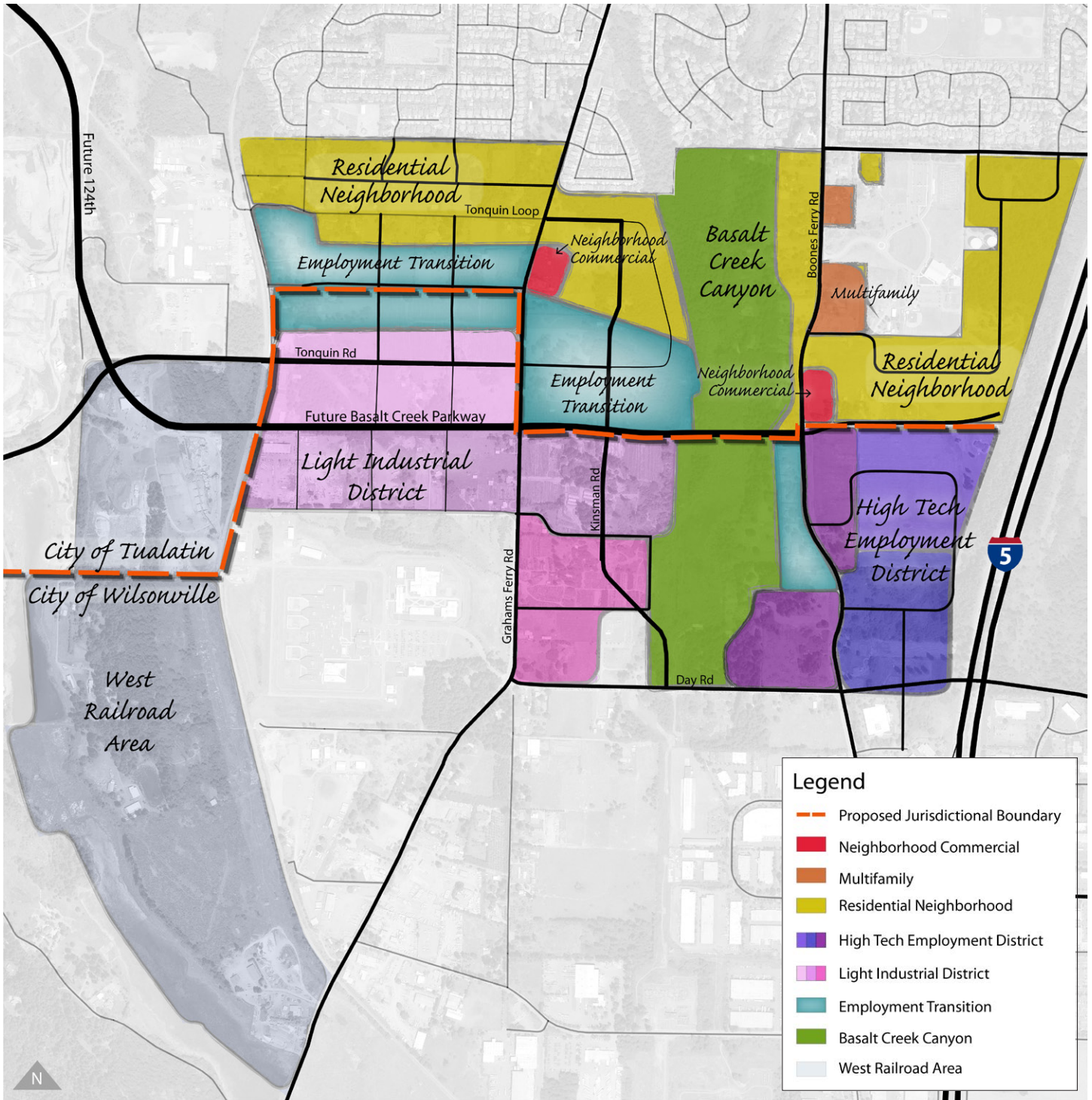


## Boundary Option 1 Land Use Scenario

### Basalt Creek Concept Plan







**Boundary Option 2 Land Use Scenario**  
**Basalt Creek Concept Plan**

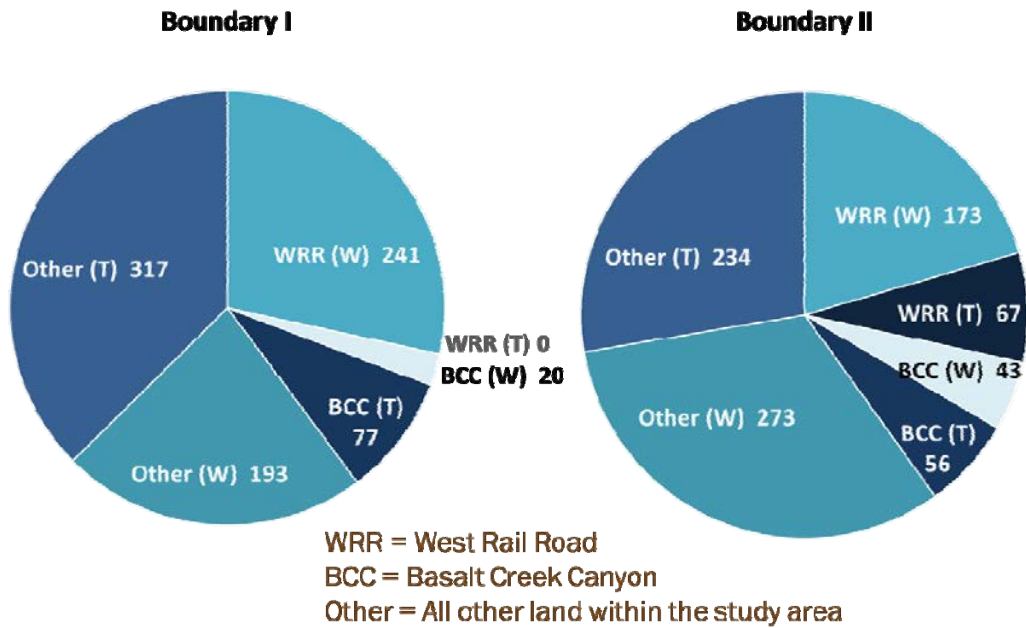


## Key Scenario Indicators Summary

Using Envision Tomorrow, alternative scenarios are tested and refined, and then compared and evaluated based on their indicator performance. Indicators are the outputs of evaluation criteria which are created near the beginning of the scenario planning process. They generally reflect the guiding principles as well as previously adopted community goals. Indicators enable Envision Tomorrow users to tie the scenario results to the community values and guiding principles as well as communicate the benefits, impacts and tradeoffs of different policy choices and investments.

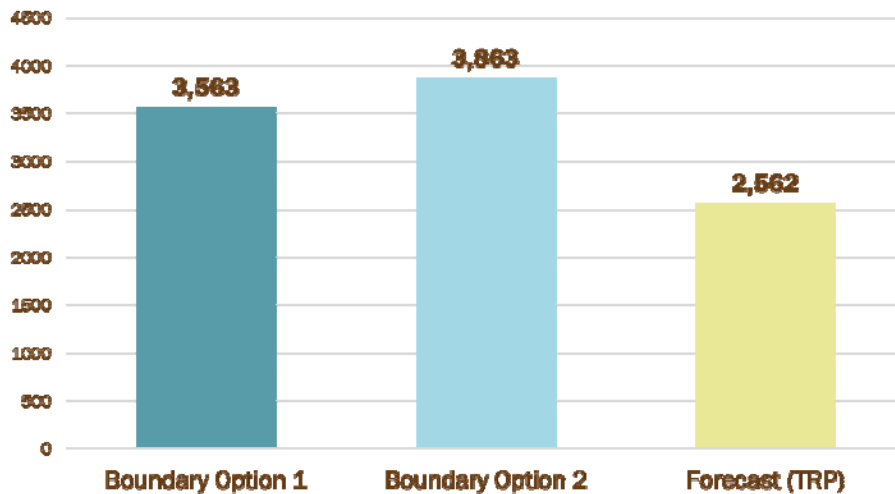
The indicators below help us understand the two boundary options (Attachment B) and what each means for the cities of Wilsonville and Tualatin.

### Total Acres Added



\*\*\* Total Land for full study area - 847 acres

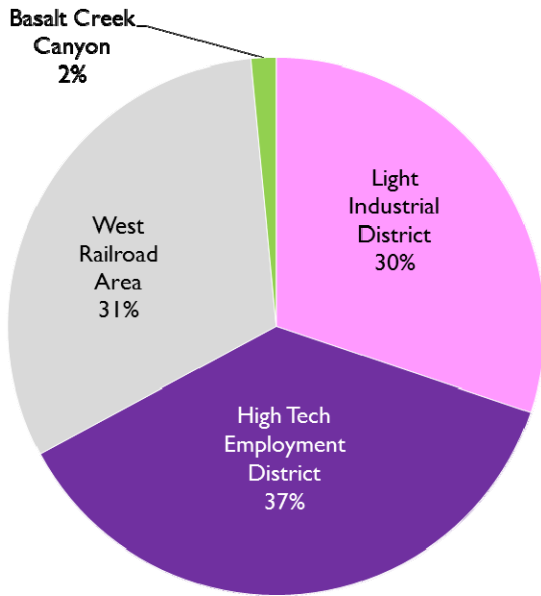
### Total Jobs Added



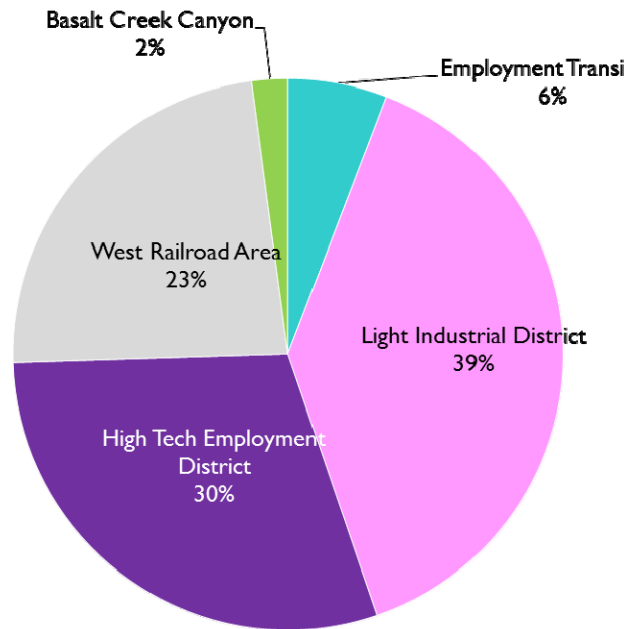
## Wilsonville Land Use Mix

\* % of developable acres

### Boundary Option 1



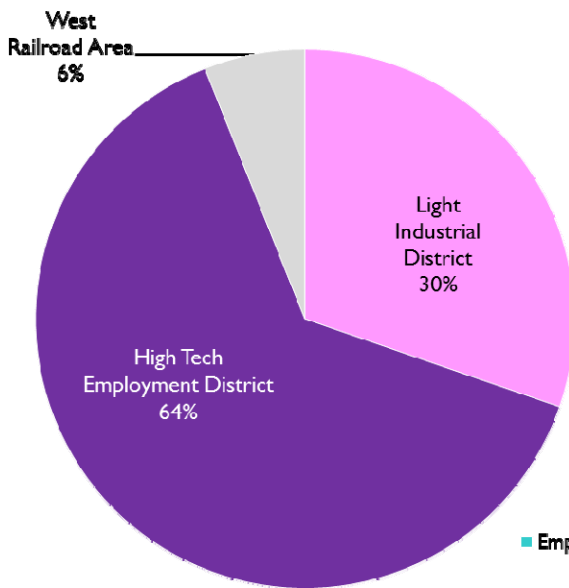
### Boundary Option 2



- Employment Transition
- Light Industrial District
- High Tech Employment District
- West Railroad Area
- Basalt Creek Canyon

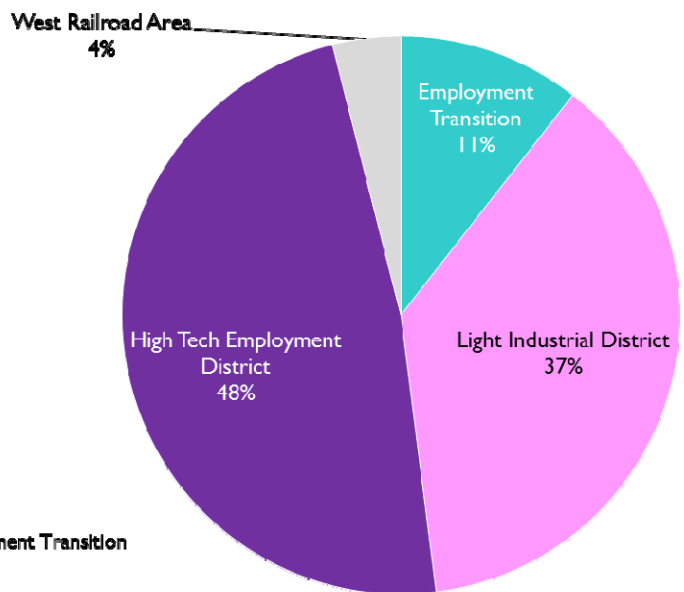
## Wilsonville Employment Mix

### Boundary Option 1



Total Jobs: 1,974

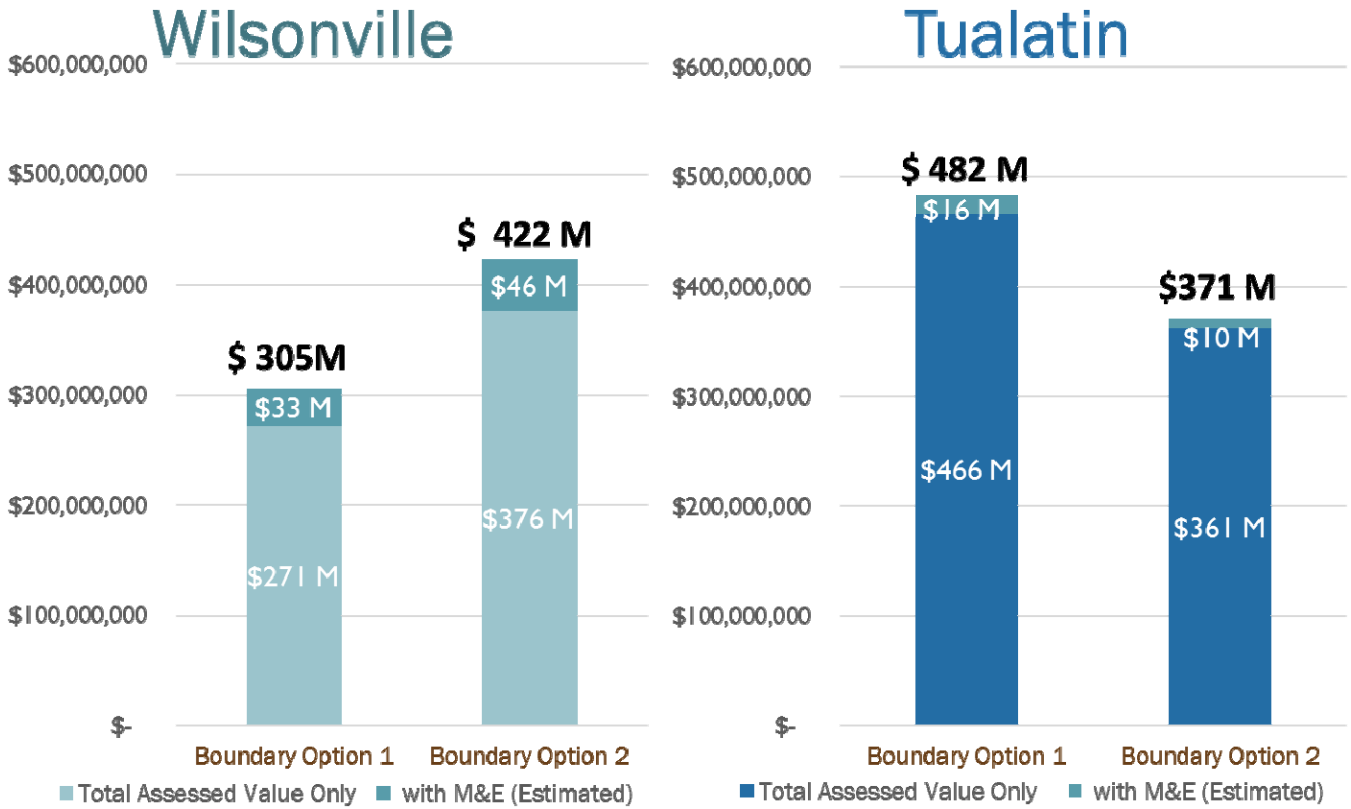
### Boundary Option 2



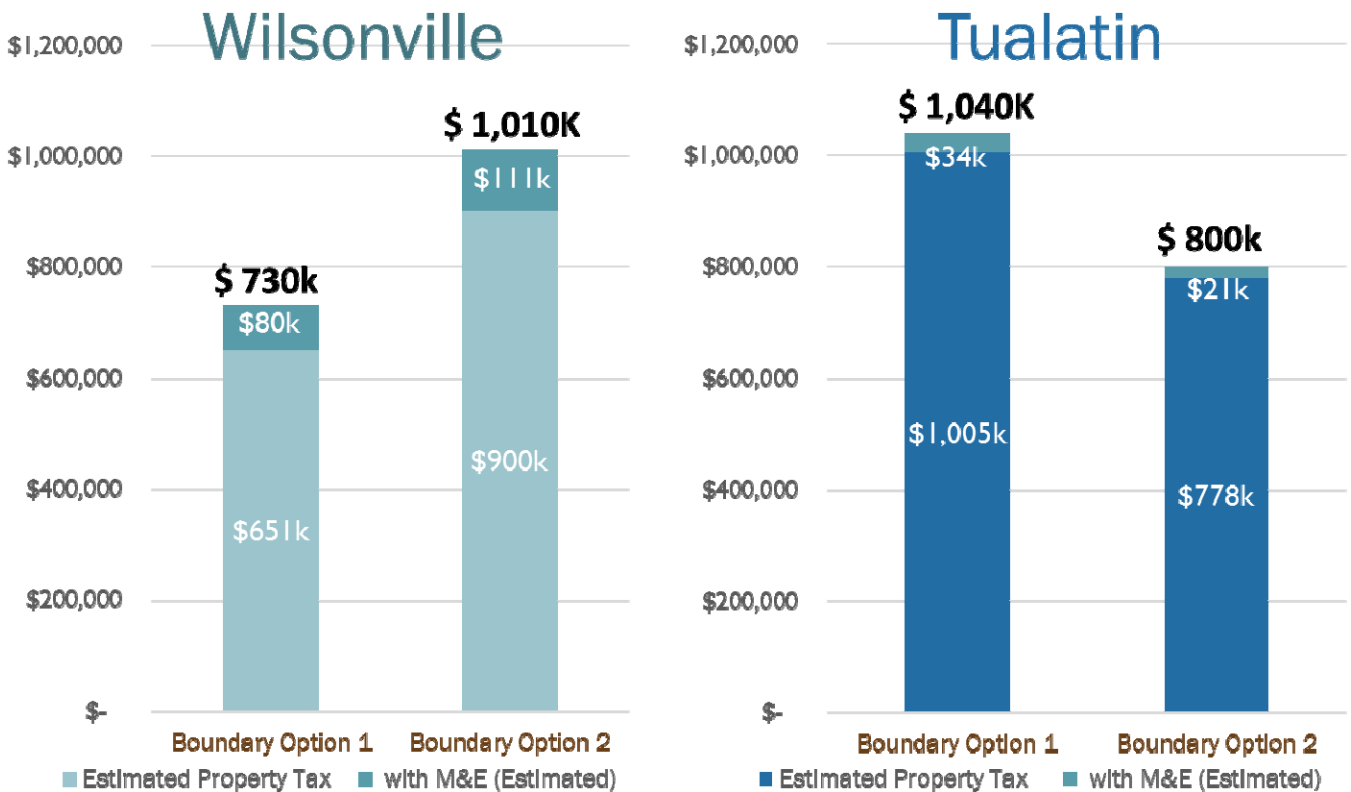
Total Jobs: 2,821

- Employment Transition
- Light Industrial District
- High Tech Employment District
- West Railroad Area

## Assessed Value at Buildout with Machinery and Equipment

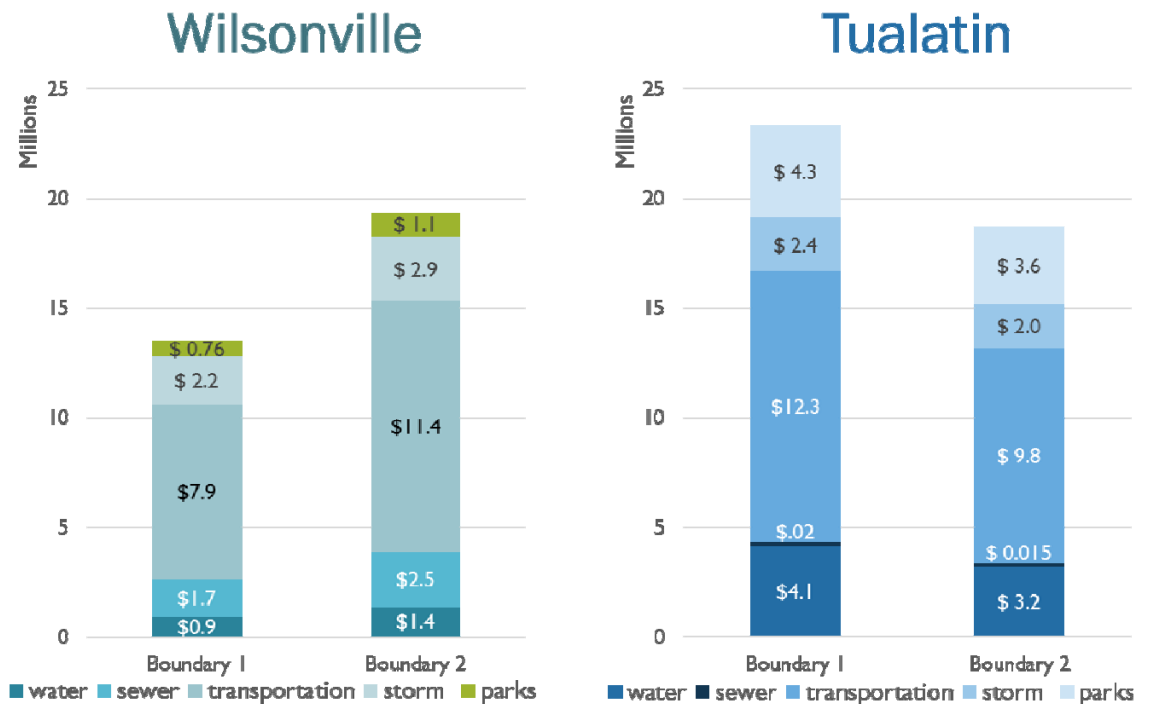


## Annual Property Tax at Buildout with Machinery and Equipment





## SDCs at Buildout by Type

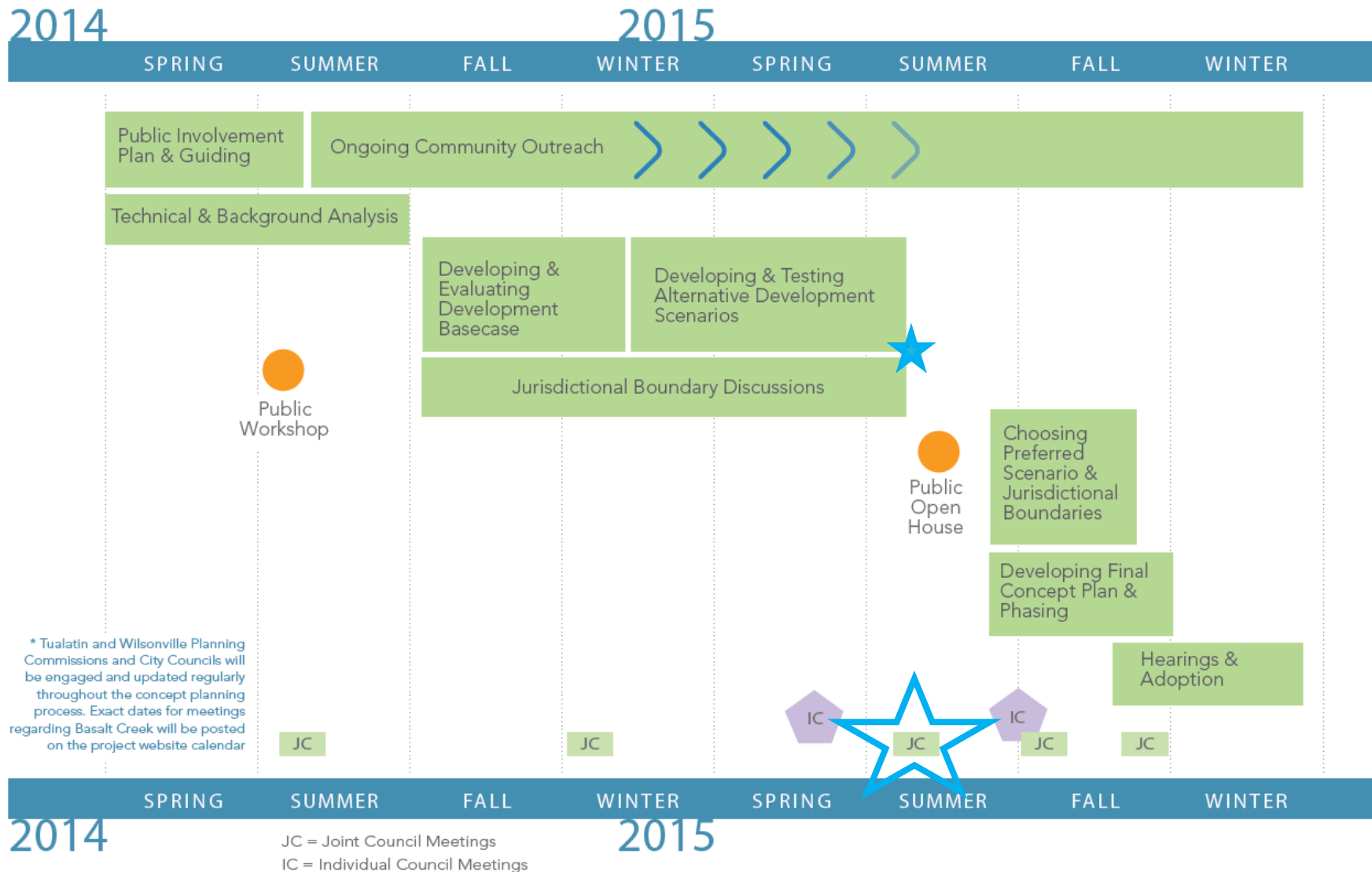


## Summary: Boundary Comparison (updated 6/11/15)

Indicators	Tualatin Option 1	Wilsonville Option 1	Tualatin Option 2	Wilsonville Option 2
all dollar values shown in millions				
<b>Developable Acres</b>	201 ac	190 ac	155 ac	236 ac
WRR & BCC Acres*	10 ac	63 ac	12 ac	61 ac
Unconstrained Dev. Acres	191 ac	127 ac	143 ac	175 ac
<b>Households</b>	906	36	755	75
<b>Jobs</b>	1,600	2,000	1,000	2,800
<b>Assessed Value</b>	\$483 M	\$305 M	\$371 M	\$423 M
<b>City Property Tax</b>	\$1.0 M	\$0.7 M	\$0.8 M	\$1.0 M
<b>Sanitary (cost/revenue Δ)</b>	\$(1.8) M	\$(1.8) M	\$(1.8) M	\$(1.0) M
<b>Water (cost/revenue Δ)</b>	\$3.2 M	\$(0.1) M	\$2.3 M	\$0.2 M
<b>Transportation (cost/revenue Δ)</b>	\$11.0 M	\$3.0 M	\$8.6 M	\$6.1 M
<b>Stormwater (revenue)</b>	\$2.4 M	\$2.2 M	\$2.0 M	\$3.0 M
<b>Parks (revenue)</b>	\$4.3 M	\$0.8 M	\$3.6 M	\$1.1 M

\*Developable Acres includes portions of the West Railroad and Basalt Creek Canyon areas

# Concept Plan - Timeline





**CITY COUNCIL WORKSESSION  
STAFF REPORT**

<b>Meeting Date:</b>  June 15, 2015		<b>Subject:</b> Frog Pond Area Plan update and next steps  <b>Staff Member:</b> Chris Neamtzu, AICP <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> The Planning Commission met on June 10 <sup>th</sup> to review the same packet of information.	
<b>Staff Recommendation:</b> N/A			
<b>Recommended Language for Motion:</b> N/A			
<b>PROJECT / ISSUE RELATES TO:</b>			
<input checked="" type="checkbox"/> Council Goals/Priorities FY 13'-15': Thoughtful Land Use – Complete a formal concept plan for Advance Road and Frog Pond residential areas.	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

Staff will brief the Council on the latest planning developments for the Frog Pond Area Plan, and provide information on next steps.

The project team has completed the second round of public involvement on the Frog Pond Area Plan. To date, there has been excellent public participation from a wide variety of stakeholders. Staff will present a summary of the survey results and introduce new information that is responsive to the recent public input on lot size. The purpose of this meeting is to provide

information about key outstanding issues and provide options for consideration. Discussion and feedback is requested of Council to inform the ultimate direction the project takes.

**EXECUTIVE SUMMARY:**

The project team has completed the second round of public involvement on the Frog Pond Area Plan. To date, there has been excellent public participation from a wide variety of stakeholders. Staff will present a summary of the survey results and introduce new information that is responsive to the recent public input on lot size. The purpose of this meeting is to provide information about key outstanding issues and provide options for consideration. Discussion and feedback is requested of Council to inform the ultimate direction the project takes.

In January, the Planning Commission and City Council conducted a joint worksession on the Draft Frog Pond Area Plan providing direction to the project team on a wide variety of topics, most notably the housing mix and the location of a commercial node.

Regarding housing mix, the consensus was to remove multi-family housing (apartments, condominiums, senior housing) from the plan and to continue to locate the neighborhood scale retail at the northeast corner of Boeckman/Advance, Wilsonville/Stafford. Based on the direction provided, the plan was revised and presented to the Task Force in March.

An on-line and in-person open house was conducted in April, and the results were posted on the project web site in May. Over the month of May, testimony was received in both writing and in person at the May 18<sup>th</sup> City Council meeting. In summary, community members have requested that the City look at increasing the lot sizes in the Plan.

The materials in your packet are responsive to this public input and are the subject of policy discussions with both the Planning Commission and City Council over the months of June and July in preparation for adoption of Phase 1 in August/September.

At the June 15 work session, Staff will present:

1. 2<sup>nd</sup> open house summary
2. Status of working recommendations, issues/options for the concept plan
3. Infrastructure overview
4. Draft infrastructure funding strategy
5. Revised land development financial analysis

The project team is working on a number of additional products for review in July. Those items include:

1. Final draft of the infrastructure analysis
2. East neighborhood demonstration plan depicting the attached/cottage single-family housing type
3. Lot diagrams and site layouts
4. 60<sup>th</sup> Avenue cross sections
5. Continued discussion of the issues/tradeoffs between options

**EXPECTED RESULTS:** Additional community dialogue about options and tradeoffs will ensure a thoughtful concept plan for the entire area.



**TIMELINE:** The overall project timeline has been delayed by a couple of months to afford thoughtful and deliberate responses to public comment. The following review schedule is envisioned.

- June - informational discussions with the Planning Commission and City Council
- July - direction on the concept plan
- August - public hearings before the Planning Commission
- September - public hearings before the City Council
- September – Spring 2016 phase 2 master planning for the west neighborhood

**CURRENT YEAR BUDGET IMPACTS:** The city received a Metro Community Planning and Development Grant to complete the work.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**LEGAL REVIEW / COMMENT:**

Reviewed by: MEK \_\_\_\_\_ Date: 6/3/2015 \_\_\_\_\_

NA as this is an informational report.

**COMMUNITY INVOLVEMENT PROCESS:** The preparation of the concept plan for the Frog Pond area is guided by a detailed Public Involvement Plan (PIP).

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY** (businesses, neighborhoods, protected and other groups): Completing a concept plan for the Frog Pond area is a City Council goal. Conducting a thorough and thoughtful planning process will identify and resolve potential impacts to the community. The benefits to the community include the potential for well-planned new neighborhoods that are well-connected to existing neighborhoods and that include new housing opportunities, quality trails, parks and retail services to serve new and existing residents.

**ALTERNATIVES:** The project has been through numerous alternatives with more included in the packet. Policy direction is anticipated in July as part of upcoming meetings.

**CITY MANAGER COMMENT:**

**ATTACHMENTS**

- A. Agenda for the work session
- B. April 2015 community survey results
- C. Memorandum from APG “Key Issues Options and Solutions for June 10<sup>th</sup> Work Session”
- D. Memorandum from LCG “Draft Infrastructure Funding Strategy”
- E. Memorandum from LCG “Land Development Financial Analysis”
- F. Citizen input received since April 2015 open house



## FROG POND AREA PLAN

Creating a great community

### Planning Commission Work Session – June 10, 2015

**Date:** June 10, 2015  
**Time:** 6:00 to 8:00 PM

Wilsonville City Hall  
 29799 SW Town Center Loop East,  
 Wilsonville, OR 97070  
 Room: Willamette River 1 & 2  
 (upstairs)

## Agenda

- |           |  |   |
|-----------|--|---|
| 6:00 p.m. | <p><b>Welcome and Overview of Work Session</b></p> <ul style="list-style-type: none"> <li>• Where we are in the Frog Pond process – goals for the work session and next steps</li> <li>• Brief framing of key issues and information to be presented tonight</li> </ul>  | <p>Chris Neamtzu</p> <p>Joe Dills, Angelo Planning Group</p>          |
| 6:10 p.m. | <p><b>What We've Heard: Highlights from the Open House, On-line Survey, and Recent Testimony</b></p>   | <p>Miranda Bateschell</p>   |
| 6:30 p.m. | <p><b>Infrastructure Funding and Development Feasibility</b></p> <ul style="list-style-type: none"> <li>• Brief overview of infrastructure needs</li> <li>• Draft Infrastructure Funding Strategy</li> <li>• Draft Land Development Financial Analysis</li> </ul> <p><i>Action requested: None. This is an informational item and opportunity for the Planning Commission to discuss these issues. A presentation will be provided for each item above, followed by Planning Commission discussion.</i></p>  | <p>Nancy Kraushaar</p> <p>Brian Vanneman, Leland Consulting Group</p> |
| 7:10 p.m. | <p><b>Key Issues, Options and Solutions</b></p> <ul style="list-style-type: none"> <li>• Please see the memorandum in the packet from Angelo Planning Group.</li> <li>• Overview of options for the Planning Commission to consider – focusing mainly on housing and lots size choices for the West Neighborhood</li> <li>• Other key issues will be briefly addressed</li> </ul> <p><i>Action requested: None. This is an informational item and opportunity for the Planning Commission to discuss these issues. To help inform the July discussion by the Planning Commission, the team requests that questions and follow-up be identified in the course of the June work session.</i></p> | <p>Joe Dills, Angelo Planning Group</p>                               |
| 8:00 p.m. | <p><b>Next Steps and Conclude Work Session</b></p>   | <p>Chair</p>  |

For additional information, visit the project website at [www.ci.wilsonville.or.us/frogpond](http://www.ci.wilsonville.or.us/frogpond) or contact Chris Neamtzu, City of Wilsonville Planning Director, at [Neamtzu@ci.wilsonville.or.us](mailto:Neamtzu@ci.wilsonville.or.us) or 503-570-1574.



# FROG POND AREA PLAN

Creating a great community

## Frog Pond Area Plan: April 2015 Online Open House Survey Results

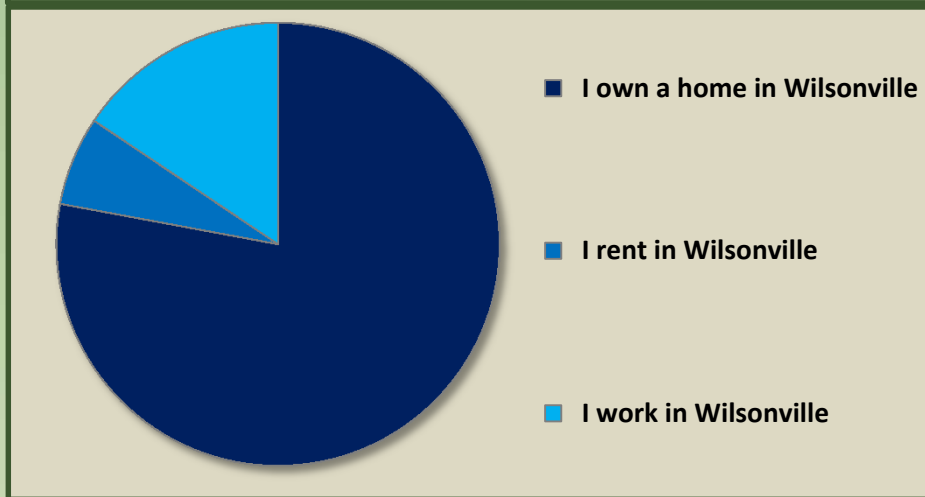
### See also:

- [Online Survey](#)
- [Compiled Comments From Survey](#)
- Materials available at April 2, 2015 Frog Pond Area Plan Open House:
  - [One page overview](#)
  - [Display Boards](#)
  - [Presentation](#)

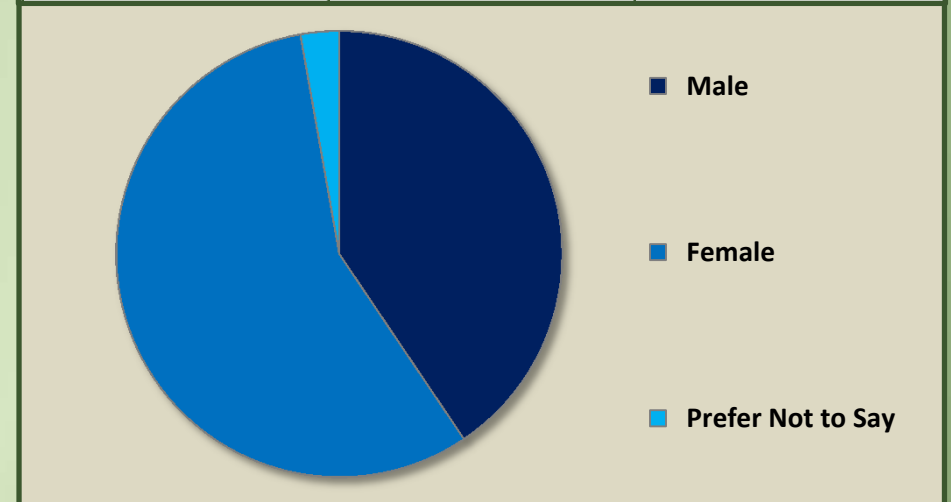
**178 Total Responses**

Complete Responses: 148

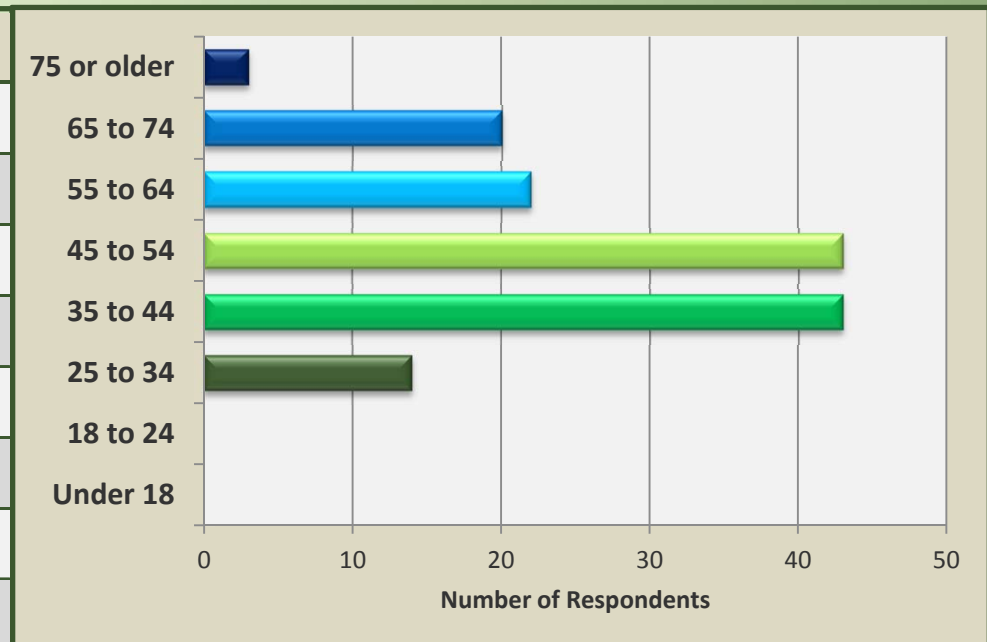
I own a home in Wilsonville	I rent in Wilsonville	I work in Wilsonville	Total Respondents
88.24%	7.35%	17.65%	
120	10	24	154



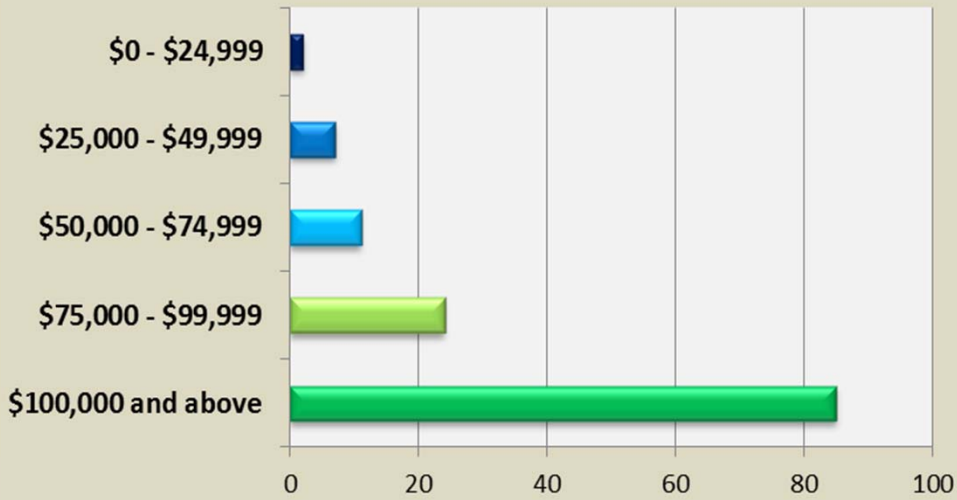
Male	Female	Prefer Not to Say
58	81	4
40.56%	56.64%	2.80%



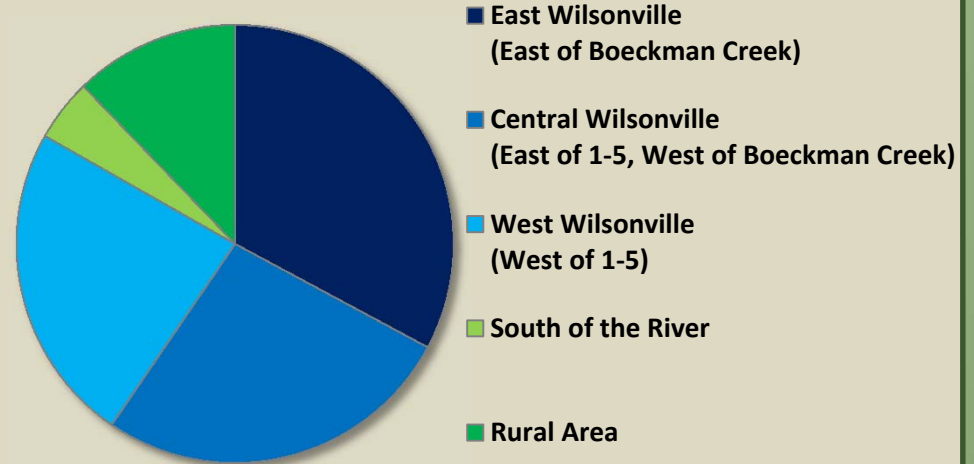
Age Categories	Respondents' Ages	Percentage
75 or older	3	2.07%
65 to 74	20	13.79%
55 to 64	22	15.17%
45 to 54	43	29.66%
35 to 44	43	29.66%
25 to 34	14	9.66%
18 to 24	0	0.00%
Under 18	0	0.00%



### Approximate Annual Income of Respondents



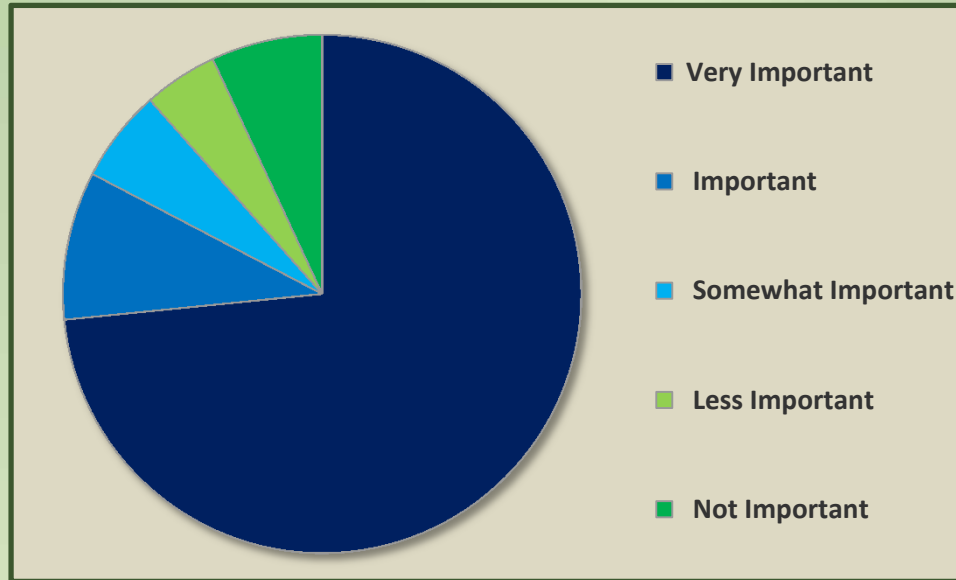
Average Annual Income of Respondents	Responses	Percentage
\$0 - \$24,999	2	1.55%
\$25,000 - \$49,999	7	5.43%
\$50,000 - \$74,999	11	8.53%
\$75,000 - \$99,999	24	18.60%
\$100,000 and above	85	65.89%



Where Respondents Live	Responses	Percentage
East Wilsonville (East of Boeckman Creek)	43	32.82%
Central Wilsonville (East of 1-5, West of Boeckman Creek)	35	26.72%
West Wilsonville (West of 1-5)	31	23.66%
South of the River	6	4.58%
Rural Area	16	12.21%

Please review the land use materials at the open house and answer the questions below.

**Q1: How important is it to provide detached, single-family homes in the Frog Pond area to meet near-term housing needs?**



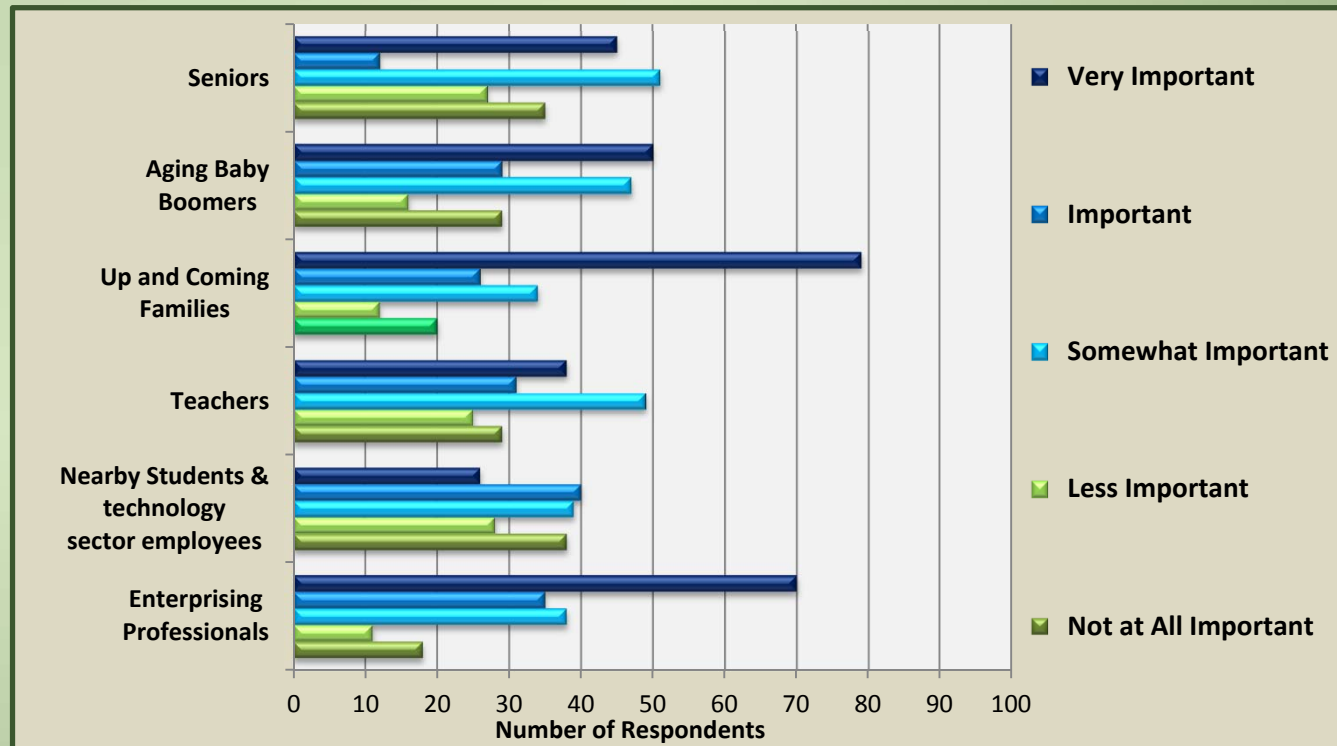
Very Important	Important	Somewhat Important	Less Important	Not Important	Total	Weighted Average
73.41%	9.25%	5.78%	4.62%	6.94%		
127	16	10	8	12	173	4.38

Please review the land use materials at the open house and answer the questions below.

## Q2: How important is it to provide housing in the Frog Pond area with the appropriate type, size, and price point for the following groups?

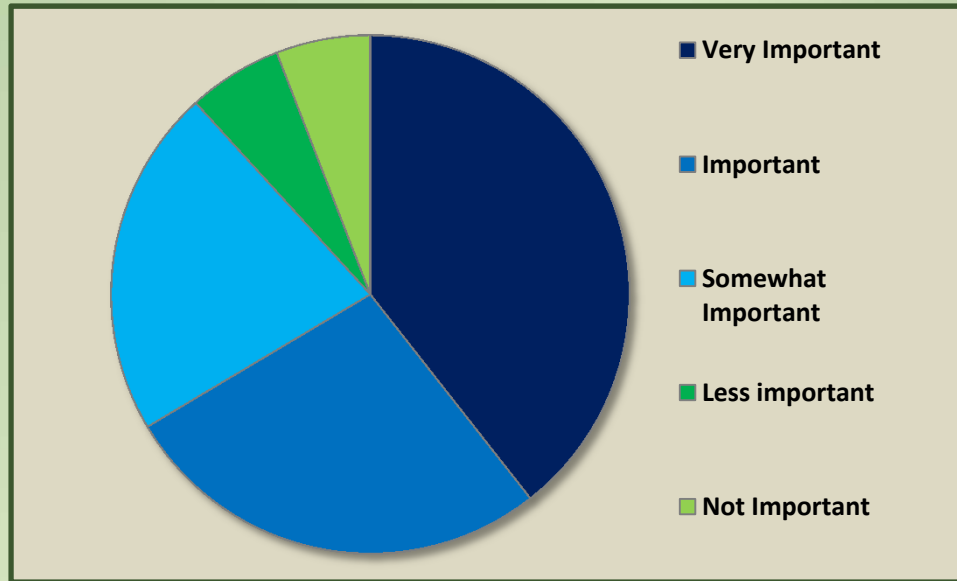
	Very Important	Important	Somewhat Important	Less Important	Not at All Important	Total	Weighted Average
Seniors	26.47% 45	7.06% 12	30.00% 51	15.88% 27	20.59% 35	170	3.03
Aging Baby Boomers	29.24% 50	16.96% 29	27.49% 47	9.36% 16	16.96% 29	171	3.32
Up and Coming Families	46.20% 79	15.20% 26	19.88% 34	7.02% 12	11.70% 20	171	3.77
Teachers	22.09% 38	18.02% 31	28.49% 49	14.53% 25	16.86% 29	172	3.14
Nearby Students & technology sector employees	15.20% 26	23.39% 40	22.81% 39	16.37% 28	22.22% 38	171	2.93
Enterprising Professionals	40.70% 70	20.35% 35	22.09% 38	6.40% 11	10.47% 18	172	3.74

*See Compiled Comments from Survey, page 1, for comments regarding Survey Question #2.*



Please review the land use materials at the open house and answer the questions below.

**Q3: How important is it that future development in the Frog Pond area can pay for the infrastructure needed to serve the area?**

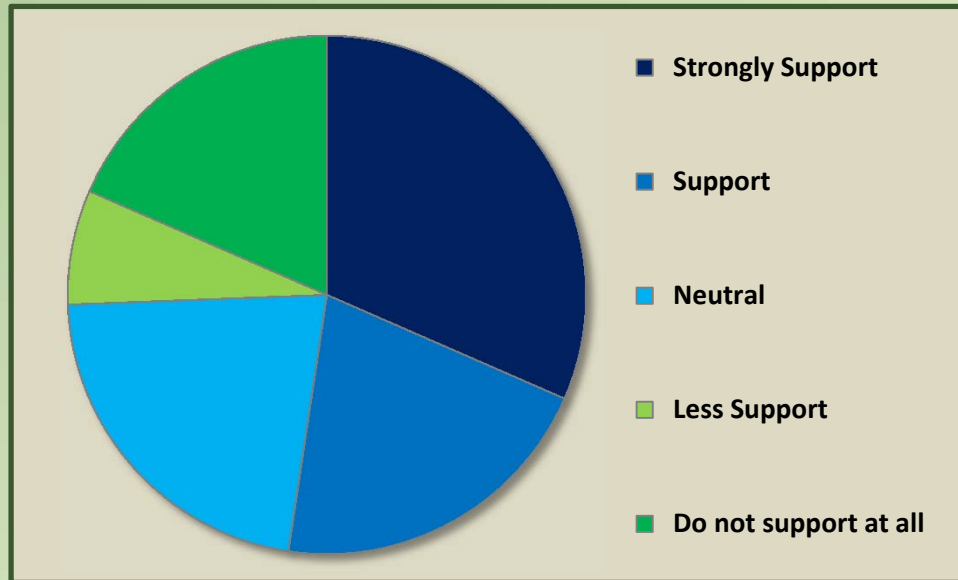


Very Important	Important	Somewhat Important	Less Important	Not Important	Total	Weighted Average
39.41%	27.06%	21.76%	5.88%	5.88%		
67	46	37	10	10	170	3.88



Please review the lot size flexibility materials at the open house and answer the questions below.

**Q4: What is your level of support for using one or more of these zoning techniques to provide flexibility in regards to lot size within the different housing categories outlined in the Frog Pond Area Plan?**



See *Compiled Comments from Survey*, page 3, for comments regarding Survey Question #4.

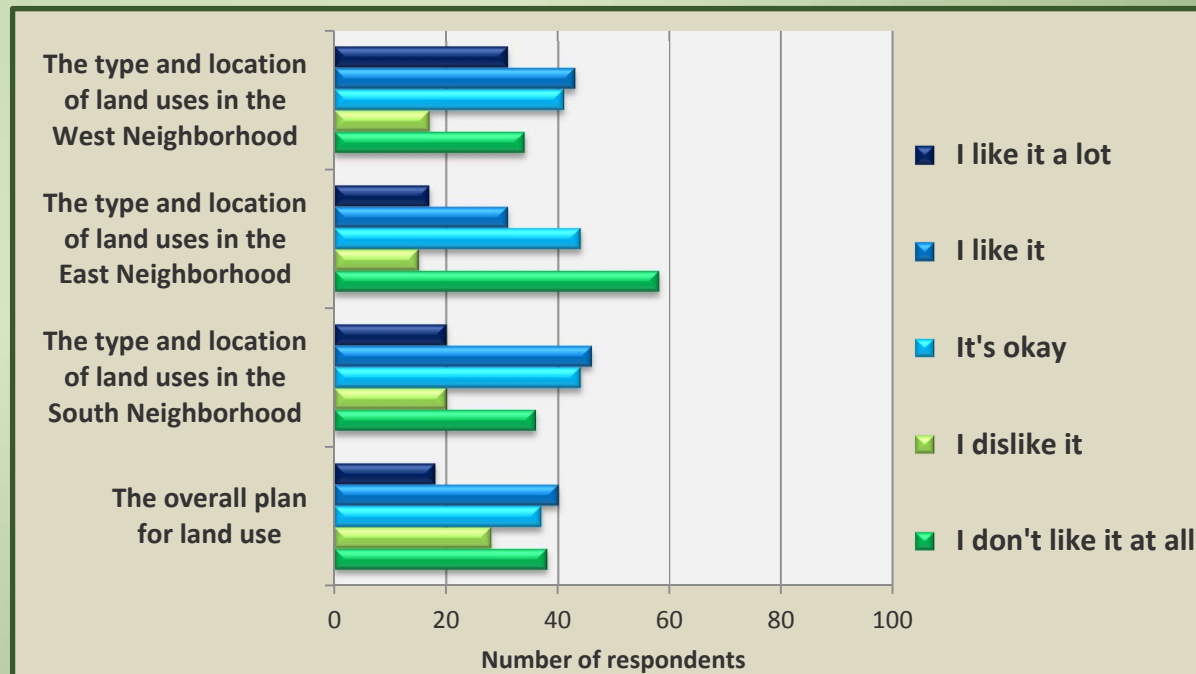
Strongly Support	Support	Neutral	Less Support	Do not support at all	Total	Weighted Average
31.55%	20.83%	22.02%	7.14%	18.45%		
53	35	37	12	31	168	3.40

Please review the lot size flexibility materials at the open house and answer the questions below.

## Q5: Considering all land uses, please rate the following components of the Land Use Framework.

	I like it a lot	I like it	It's okay	I dislike it	I don't like it at all	Total	Weighted Average
The type and location of land uses in the West Neighborhood	18.67% 31	25.90% 43	24.70% 41	10.24% 17	20.48% 34	166	3.12
The type and location of land uses in the East Neighborhood	10.30% 17	18.79% 31	26.67% 44	9.09% 15	35.15% 58	165	2.60
The type and location of land uses in the South Neighborhood	12.05% 20	27.71% 46	26.51% 44	12.05% 20	21.69% 36	166	2.96
The overall plan for land use	11.18% 18	24.84% 40	22.98% 37	17.39% 28	23.60% 38	161	2.83

See *Compiled Comments from Survey, page 6*, for comments regarding Survey Question #5.

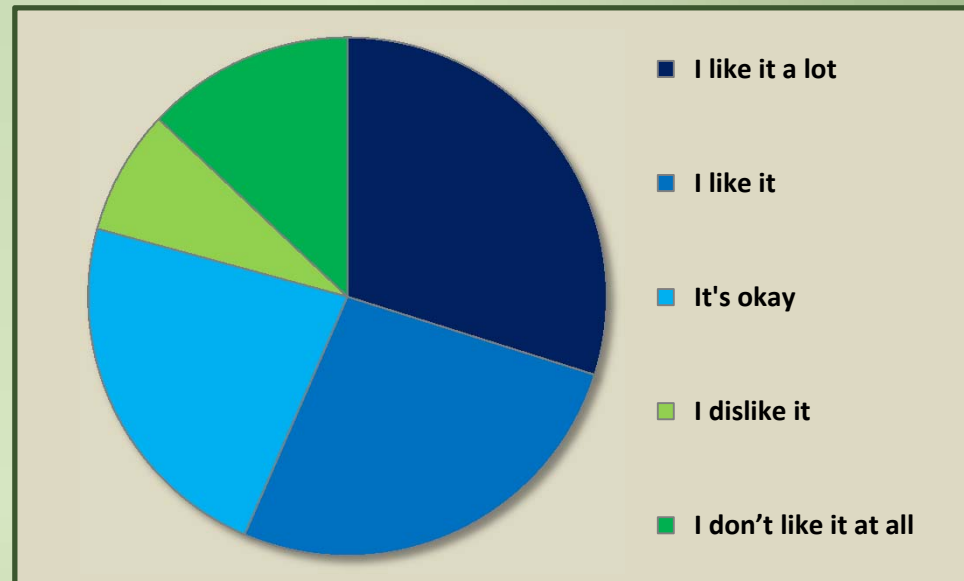


Please review the Community Design materials at the open house and answer the questions below.

**Q6: Please let us know your overall impression of the images\* - for you, how well do they illustrate a quality, walkable single family neighborhood for Frog Pond's West Neighborhood?**

\*See Question #7, on slide 10, of this presentation for images.

See *Compiled Comments from Survey*, page 11, for comments regarding Survey Question #6.



I like it a lot	I like it	It's okay	I dislike it	I don't like it at all	Total	Weighted Average
29.87%	26.62%	22.73%	7.79%	12.99%		
46	41	35	12	20	154	3.53

Please review the Community Design materials at the open house and answer the questions below.

Q7: What specific neighborhood design feature do you like? What features do you dislike? Please tell us why.



**Street Trees**  
(Provide canopy over street for shade, pedestrian comfort, and rainwater absorption)



**Stormwater Bioswale**  
(Natural detention and filtration of on-street rainwater)



**Large Lot Single Family**



**Medium Lot Single Family**  
(With mature tree protected in front yard)



**Homes Facing Park**



**Neighborhood Park**

See Compiled Comments from Survey, page 14, for comments regarding Survey Question #7.



**Large Lot Single Family**



**Stormwater Bioswale**  
(Natural detention and filtration of on-street rainwater)



**Street Trees**  
(Provide canopy over street for shade, pedestrian comfort, and rainwater absorption)



**Medium Lot Single Family**  
(With mature tree protected in front yard)



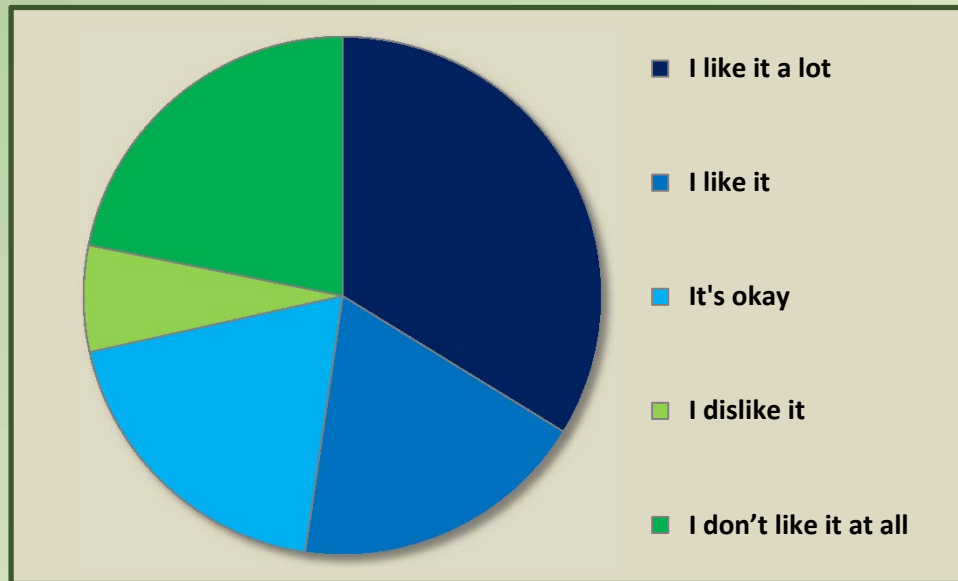
**Homes Facing Park**



**Neighborhood Park**

Please review the Community Design materials at the open house and answer the questions below.

**Q8: Please let us know your overall impression of the images\* – for you, how well do they illustrate a neighborhood scale commercial or mixed use development appropriate to the site proposed at the northeast corner Wilsonville Road and Advance Road?**



\*See Question #9, on slide 12, of this presentation for images.

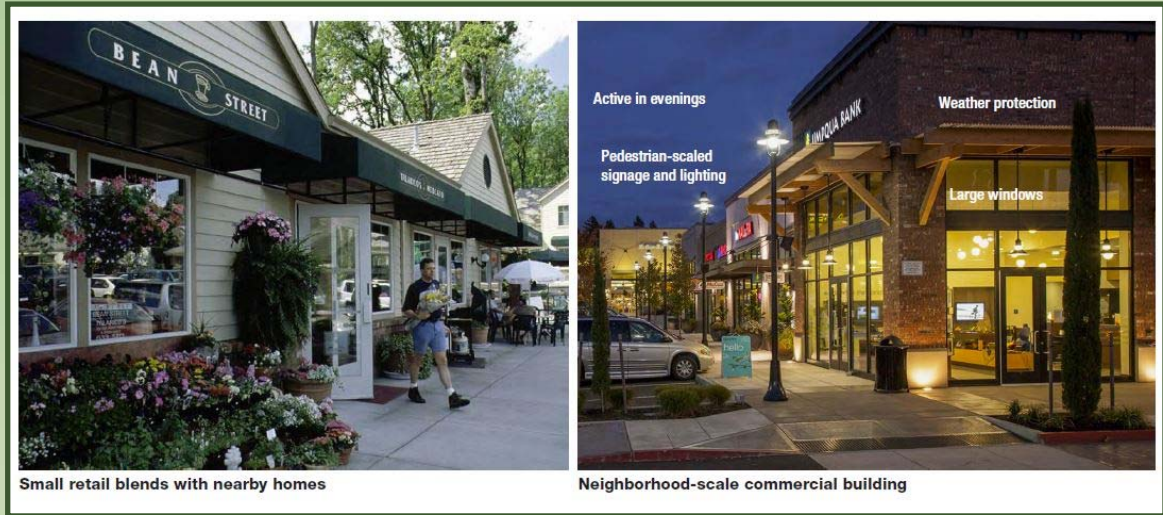
See *Compiled Comments from Survey*, page 18, for comments regarding Survey Question #8.

I like it a lot	I like it	It's okay	I dislike it	I don't like it at all	Total	Weighted Average
33.77%	18.54%	19.21%	6.62%	21.85%	151	3.36
51	28	29	10	33		



Please review the Community Design materials at the open house and answer the questions below.

## Q9: What specific commercial or mixed-use design features do you like? What features do you dislike?

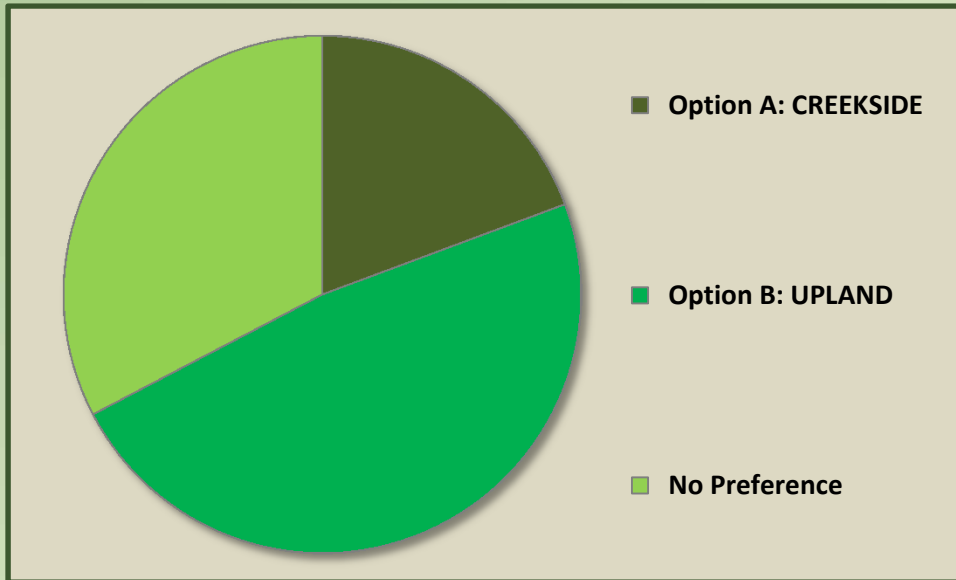


See *Compiled Comments from Survey*, page 21, for comments regarding Survey Question #9.



Please review the Boeckman Creek Trail Options materials at the open house and answer the questions below.

## Q10: Which option\* for the Boeckman Creek Trail do you prefer?



\*See Question #11, on slide 14, of this presentation for maps showing the options.

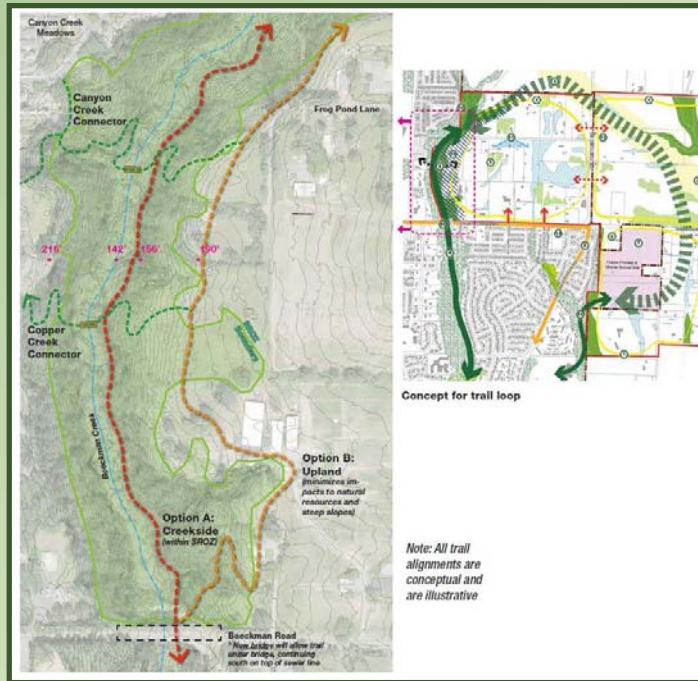
See *Compiled Comments from Survey*, page 26, for comments regarding Survey Question #10.

Option A: Creekside	Option B: Upland	No Preference	Total
19.33%	48.00%	32.67%	
29	72	49	150

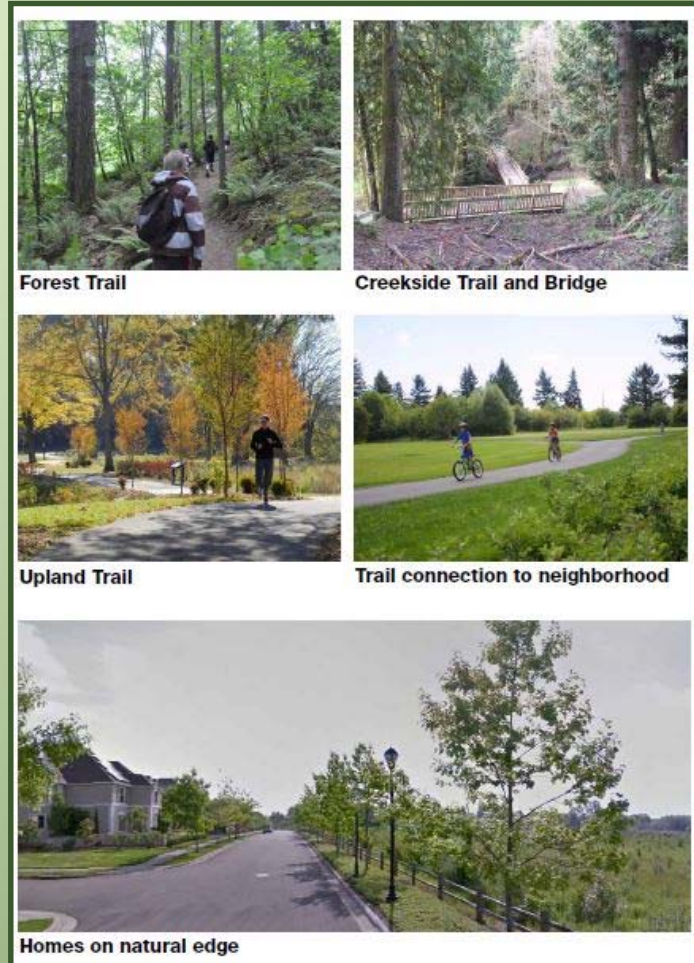


Please review the Boeckman Creek Trail Options materials at the open house and answer the questions below.

## Q11: Why did you choose this Boeckman Creek Trail option?



See *Compiled Comments from Survey, page 27*, for comments regarding Survey Question #11.

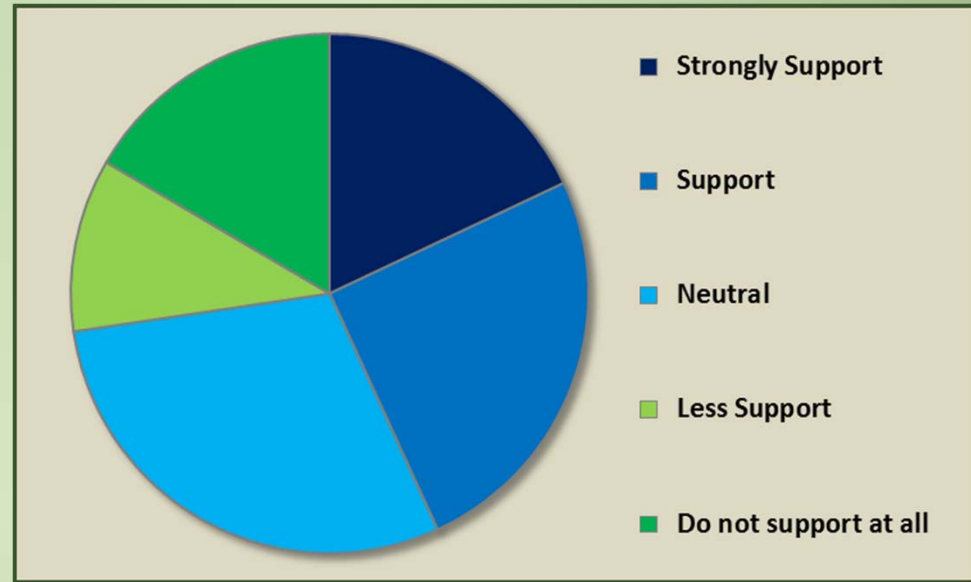




Please review the Transportation Framework materials at the open house and answer the questions below.

## Q12: What is your level of support for the Transportation Framework?

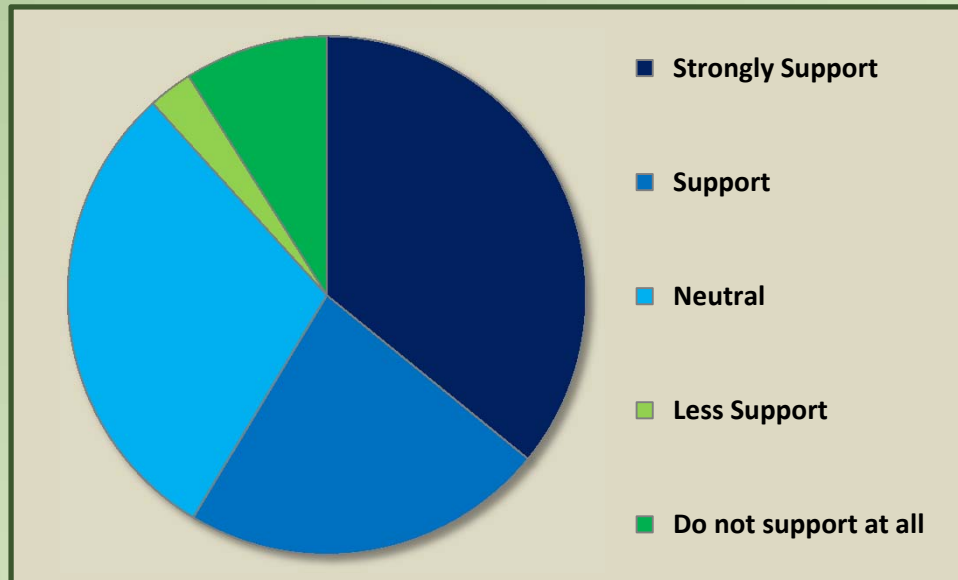
See *Compiled Comments from Survey, page 32*, for comments regarding Survey Question #12.



Strongly Support	Support	Neutral	Less Support	Do not support at all	Total	Weighted Average
17.99%	25.18%	29.50%	10.79%	16.55%		
25	35	41	15	23	139	3.17

Please review the Transportation Framework materials at the open house and answer the questions below.

## Q13: What is your level of support for the bicycle/pedestrian framework in the Frog Pond area?



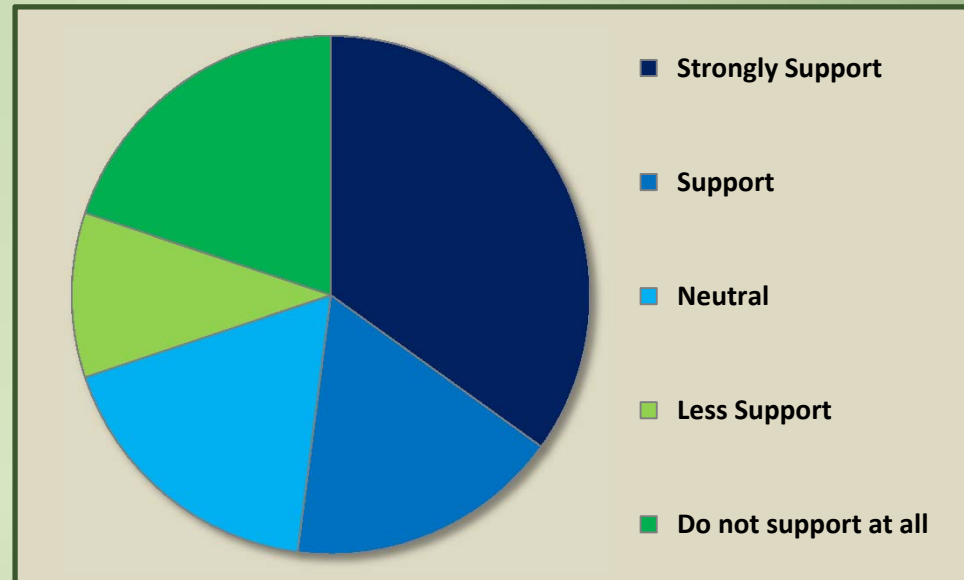
See *Compiled Comments from Survey*, page 36, for comments regarding Survey Question #13.

Strongly Support	Support	Neutral	Less Support	Do not support at all	Total	Weighted Average
35.86%	22.76%	29.66%	2.76%	8.97%		
52	33	43	4	13	145	3.74

Please review the Transportation Framework materials at the open house and answer the questions below.

## Q14: What is your level of support for a bicycle/pedestrian undercrossing in the Frog Pond area?

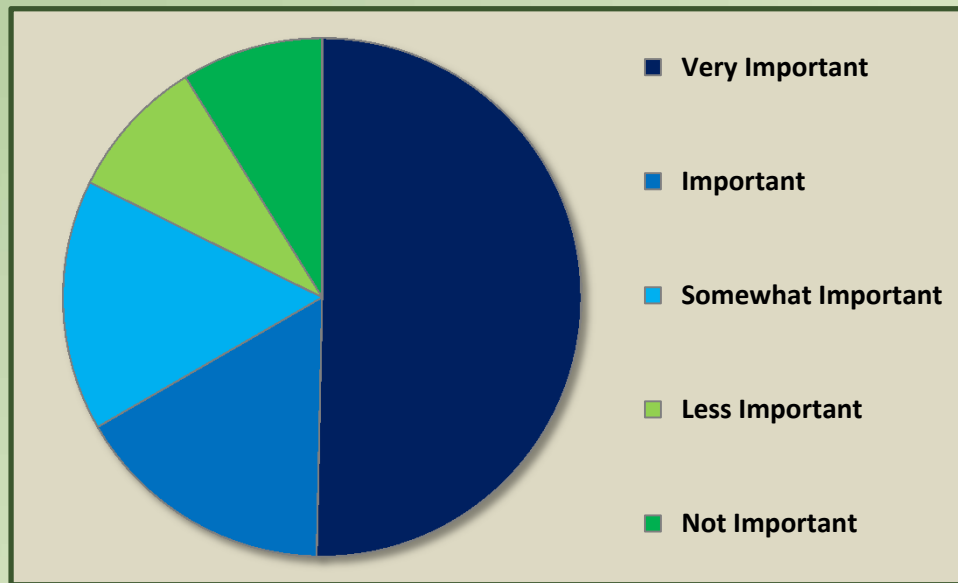
See *Compiled Comments from Survey*, page 38, for comments regarding Survey Question #14.



Strongly Support	Support	Neutral	Less Support	Do not support at all	Total	Weighted Average
34.93%	17.12%	17.81%	10.27%	19.86%		
51	25	26	15	29	146	3.37

Please review the Parks, Open Space, and Natural Resources materials at the open house and answer the questions below.

**Q15: How important is it to you to have a neighborhood park within a 5-10 minute walk of each residence?**



See *Compiled Comments from Survey*, page 42, for comments regarding Survey Question #15.

Very Important	Important	Somewhat Important	Less Important	Not Important	Total	Weighted Average
50.34%	16.33%	15.65%	8.84%	8.84%	147	3.9
74	24	23	13	13		

Please review the Parks, Open Space, and Natural Resources materials at the open house and answer the questions below.

**Q16: Wilsonville's neighborhood parks typically have play equipment, an open lawn area, and paths, and my include a restroom or picnic shelter. Are there specific features or ideas you have for Frog Pond's neighborhood parks?**



*See Compiled Comments from Survey, page 44, for comments regarding Survey Question #16.*

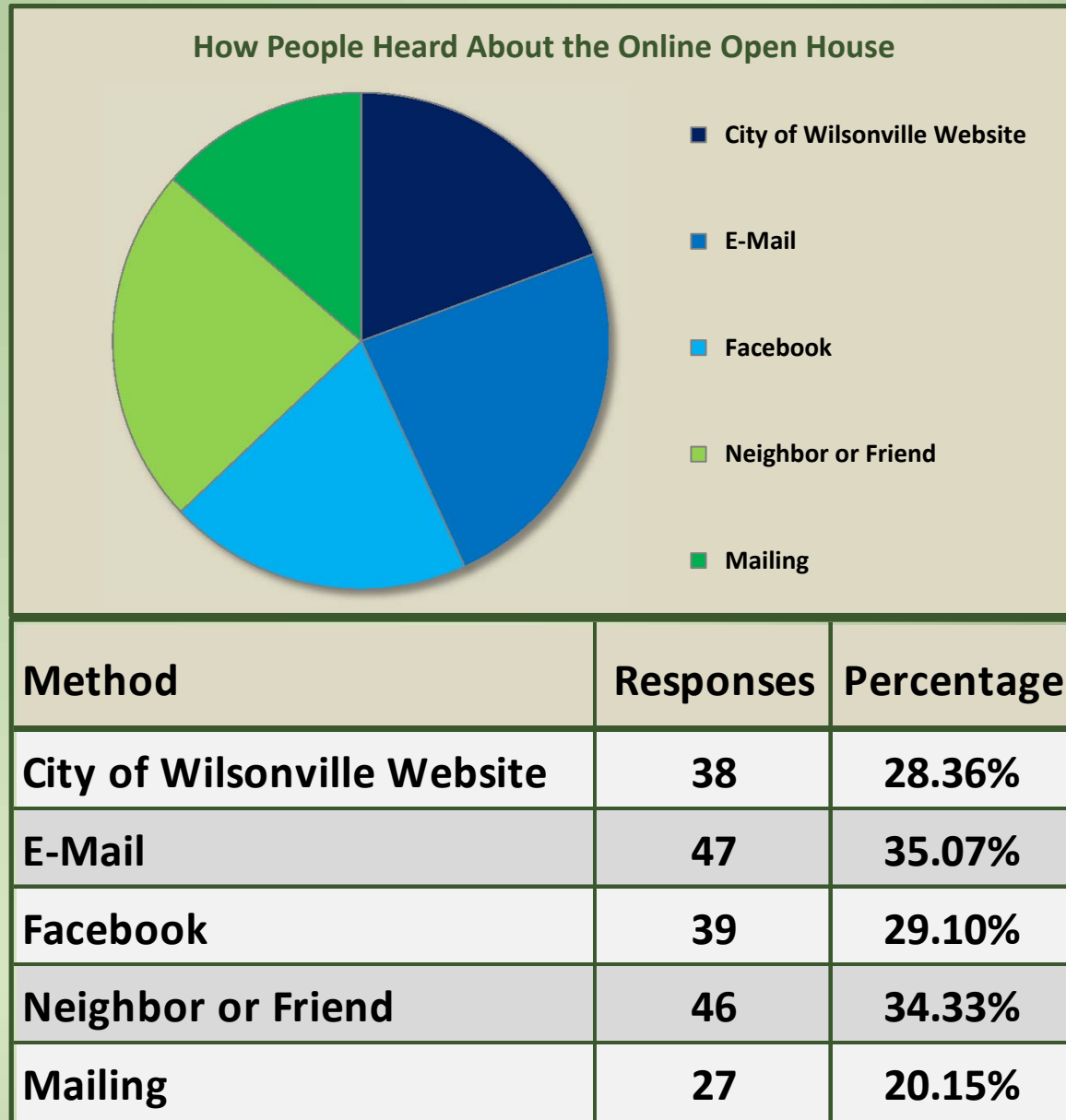




**Q17: Do you have any additional thoughts about the Frog Pond Draft Concept Plan that you would like to share?**



*See Compiled Comments from Survey, page 47, for comments responding to Survey Question #17.*







# Frog Pond Area Plan

## April 2 – April 12, 2015 Online Open House

# Online Survey

Available online at: <http://www.ci.wilsonville.or.us/636/Maps-Documents>





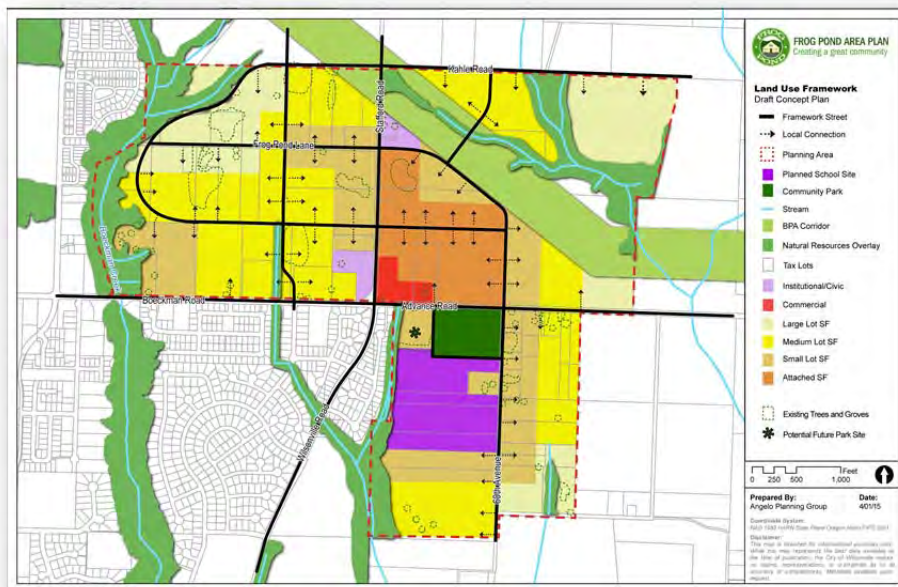


# Frog Pond Area Plan

## April 2 – April 12, 2015 Online Open House

### Land Use Material available at April 2, 2015 Frog Pond Area Plan Open House

Available online at: <http://www.ci.wilsonville.or.us/636/Maps-Documents>



## Memorandum

Date 3 June 2015

To Chris Neamtzu, City of Wilsonville

From Brian Vanneman, Leland Consulting Group

CC Joe Dills, Angelo Planning Group

Subject **Frog Pond Area Plan: Infrastructure Funding Strategy**

Project 5462 Frog Pond

### INTRODUCTION AND EXECUTIVE SUMMARY

The Frog Pond Area Plan, led by the City of Wilsonville, will establish a vision for the 500-acre Frog Pond area and define expectations for the type of community it will be in the future. This memorandum is a part of the Frog Pond Area Plan and summarizes Leland Consulting Group's (LCG) infrastructure funding analysis and proposed strategy, which has been developed in collaboration with City of Wilsonville Community Development, Public Works, and Economic Development staff, and the Angelo Planning Group (APG) team. The types of infrastructure evaluated in this memorandum are transportation, sanitary sewer, water, stormwater, and parks.

Key findings and recommendations of this funding strategy include:

- **Funding strategies vary depending on the category and scale of infrastructure.** *“Local”* infrastructure will be paid for by developers, *“framework”* infrastructure such as Frog Pond arterial roads will be shared between developers and the City when oversizing is involved, and *“major off-site”* infrastructure will be built and paid for by the City through the Capital Improvement Projects (CIP) program. Descriptions of these three infrastructure categories and who pays for what infrastructure begins on page 4.
- **There are more than 40 different infrastructure projects proposed for the 500-acre Frog Pond Area.** The costs of these facilities have been estimated by DKS Associates (DKS), Murray, Smith & Associates, Inc. (MSA), and the City. Each of these facilities falls into one of the three categories listed above. A complete list of the infrastructure facilities and the recommended funding strategy for each begins on page 10.
- **This funding strategy defines two “reimbursement areas”—one for the West (“RA-W”) and East and South (“RA-E”) Neighborhoods—along with several infrastructure funding strategies that could be used in these areas.** In each reimbursement area, a number of framework infrastructure projects will benefit properties throughout the area. Therefore, the costs of these projects should be equitably distributed among multiple property owners, since there is currently no major, well-capitalized master developer capable of undertaking major infrastructure improvements within Frog Pond. For example, upgrades to Boeckman and Stafford Roads, and two new Neighborhood Parks, will benefit the entire West Neighborhood (and the City as a whole), and their cost cannot be carried by any single property owner.
- **The primary tools by which framework projects in the RA are likely to be funded are developer-initiated reimbursement districts, local improvement districts (LID), and city-initiated reimbursement districts.** These options can also be mixed and matched—both reimbursement districts and LIDs could be implemented to fund different projects in RA-W and –E. Both reimbursement districts and LIDs are tools whereby infrastructure is built upfront by a developer or the City, and the developer is then reimbursed for cost via fees or assessments from property



owners over time. A description of framework infrastructure and potential funding strategies begins on page 5.

- **The total cost of framework projects proposed to be paid for through reimbursement districts or LIDs is estimated to be \$10.6 and \$11.0 million respectively in the RA-W and RA-E, so these projects will therefore be a significant funding obligation for the developer or City.** However, these investments will be phased; while the RA-W improvements could be needed within the next few years, the RA-E may not be needed for some time.
- **Development in the Frog Pond area will generate significant SDC revenues, ranging from \$46.8 to \$55.4 million depending on which land use option is selected.** Several different variations of CIP-related revenues and costs are evaluated beginning on page 14. In this context, “revenues” are Systems Development Charges (SDCs, fees paid by developers when applying for building permits) and “costs” are infrastructure paid for by the CIP fund. (Costs associated with reimbursement districts or LIDs are not considered in this calculation since they will be financed and reimbursed separately.) If projected revenues from all three Frog Pond neighborhoods (West, East, and South) are taken into account, SDC revenues should exceed allocated CIP costs. If only the West Neighborhood is considered, then there is a funding gap for transportation, of \$1 million for Option D and \$1.95 million for Option E, due to CIP contributions to the Boeckman Road Bridge, and Boeckman and Stafford Road Urban Upgrade projects. There is a small sanitary sewer surplus (just under \$160,000 for Option E). Water, Stormwater, and Parks SDCs show a surplus.
- **The proposed reimbursement areas will likely pass on most of the framework infrastructure costs to the developers and homebuilders who invest in Frog Pond via a cost allocation (fee or assessment) for each unit of housing.** Because different costs will be passed on to the West and East/South Neighborhoods, and there are different land use options (D and E), this per-unit cost allocation can vary. In the West Neighborhood, this reimbursement district fee is likely to be between \$14,100 (Option D) and \$17,000 (Option E), for the East and South Neighborhoods, it is likely to be between (\$7,500 and \$9,100), since more homes and commercial development are planned East of Stafford Road, but comparatively less infrastructure costs. This calculation is shown on page 18. It should be noted that there are different approaches (i.e., per acre) to calculating proportionate shares for reimbursement districts. For purposes of this memo, a per-door cost has been used.

## TYPES OF INFRASTRUCTURE

This memorandum proposes a funding strategy for the following five types of infrastructure: transportation, sanitary sewer, water, stormwater, and parks. These are the types of infrastructure that are essential to new residential communities, and the City will play some role in the provision of this infrastructure. Collectively, this infrastructure includes arterial and collector roads, sanitary sewer pipes and pump stations, water pipes and reservoirs, stormwater detention ponds and detention basins, and trails and parks. Other types of infrastructure—particularly utilities such as power and cable—will be needed for Frog Pond, but are not paid for in whole or part by the City of Wilsonville and are therefore not considered here.

Infrastructure cost estimates for Frog Pond were completed by DKS Associates (transportation), Murray, Smith & Associates, Inc. (sanitary sewer, water, and stormwater), and the City of Wilsonville (parks). The City of Wilsonville’s Engineering Division provided actual costs (engineering estimates or contractor bids) for more than 20 completed residential subdivision projects that were built in the city between 2005 and 2014. The primary sources for the cost estimates used here are listed below. Additional supplementary sources used can be found in the Appendices.

- *Frog Pond Area Plan – Future Transportation Analysis*, September 24, 2014, DKS Associates, and subsequent refinements to cost estimates (received May 27, 2015).
- *Frog Pond Area Plan – Concept Plan Infrastructure Analysis*, Murray, Smith & Associates, Inc., March 18, 2015.

Figures 1 and 2 below are representative images from the analysis prepared by DKS and MSA that show the location and types of infrastructure planned for Frog Pond. They are intended to be illustrative rather than a complete catalog of infrastructure. Figure 1 shows transportation infrastructure such as streets and trails. Figure 2 shows the sanitary sewer, water, and stormwater infrastructure proposed for the Frog Pond West Neighborhood (as red, blue, and green lines, respectively).

This memorandum does not contain detailed descriptions or specifications about the infrastructure to be funded. For example, DKS' recommendation is that the Advance Road Urban Upgrade project would upgrade "the existing road to a 3-lane cross section with sidewalks and bike lanes, which would be similar for either a Collector or Minor Arterial..." For such detailed descriptions of Frog Pond infrastructure, please consult the work prepared by DKS, MSA, and Angelo Planning Group (APG).

**Figure 1. Auto, Bicycle and Pedestrian Transportation Infrastructure Diagram (DKS)**

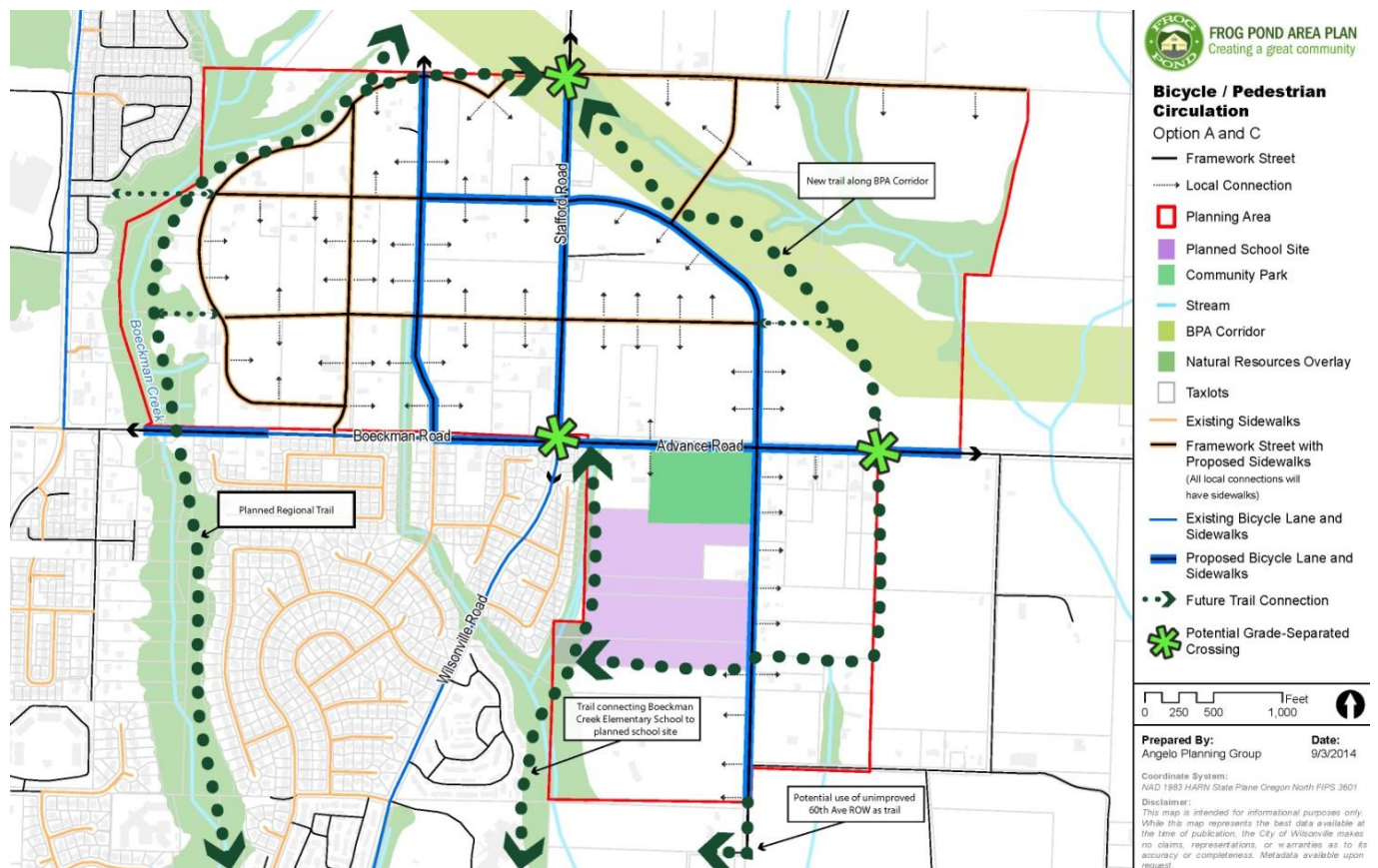
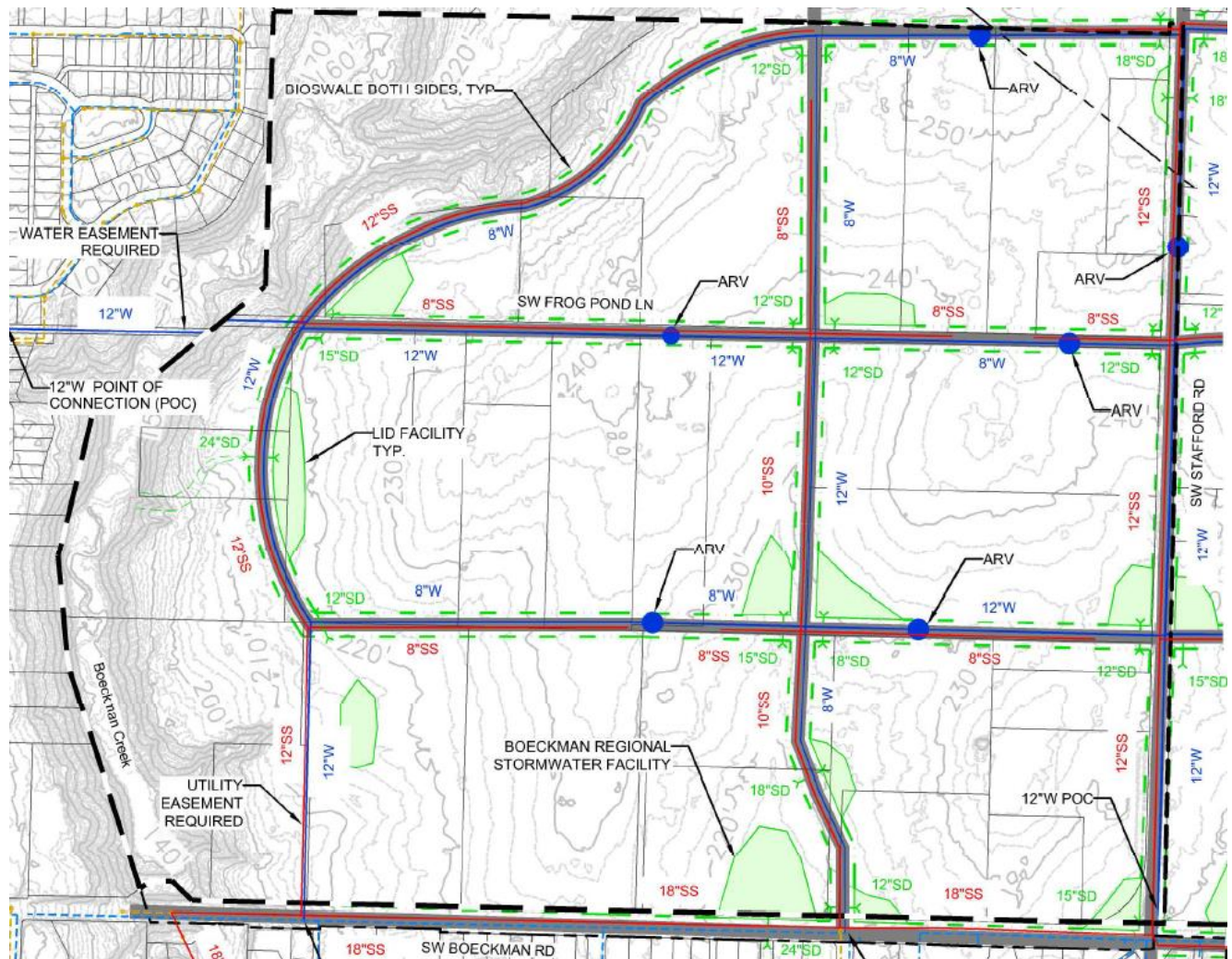


Figure 2. Frog Pond Composite Utility Plan – West Neighborhood (MSA)



## INFRASTRUCTURE CATEGORIES AND FUNDING APPROACHES

There are three different categories or scales of infrastructure, which are listed below. It is important to distinguish between each of these infrastructure categories because different approaches to and sources of funding (e.g., City or developer) are typically used for each of the different categories. This funding strategy also recommends different approaches for each of these infrastructure categories.

- “Local” or “on-site” infrastructure;
- “Major off-site” infrastructure; and
- “Framework” or “major framework” infrastructure.

### Local or On-Site Infrastructure

- “Local” or “on-site” infrastructure is located on or adjacent to a development property and largely serves the development (residential or commercial) that is on the site. This infrastructure may be of any type—transportation, sanitary sewer, water, stormwater, or parks.



- The City's policy is that this infrastructure is built and largely paid for by developers. The City may participate via SDC credits for oversized components (explained in the Framework Infrastructure section below).
- An example of local infrastructure is a local street 8-inch water line or sewer line that will serve a development site.
- The costs of the most local level of on-site infrastructure (with no oversized component) are not considered in this funding strategy since these are the responsibility of individual developers. These developer costs, are however, considered separately, in the Land Development Financial Analysis memorandum.
- This funding strategy recommends that developers continue to pay for local infrastructure up front, while receiving SDC credits for oversized components, in keeping with the City's policies.

### Major Off-Site Infrastructure

- Major off-site infrastructure is infrastructure that is located outside of the 500-acre Frog Pond concept plan boundary.
- Examples include the West Side (water) Reservoir, Boeckman Trunk Sewer Line, Memorial Park Pump Station (MPPS), Boeckman Road Bridge, and Stafford Road—65th Ave Intersection Improvements.
- One reason this infrastructure is different from framework infrastructure is that a greater share of its capacity is needed to serve other parts of the City. Put another way, these are projects of citywide importance. For example, MSA has estimated that 25 percent of the capacity of the West Side Reservoir is needed for Frog Pond; the other 75 percent is needed to support growth in other parts of the City.
- For this reason, major off-site infrastructure is built and paid for by the City of Wilsonville through the CIP. SDCs are the primary source of funding for CIP facilities intended to provide capacity for growth; additional funding may come from utility rate funds, general fund reserves, transfers from other government agencies, and urban renewal funds (within urban renewal areas).
- Information on the City's capital projects program can be found at:  
<http://www.ci.wilsonville.or.us/DocumentCenter/View/7317>

### Framework Infrastructure

- "Framework" or "major framework" infrastructure is larger than local infrastructure, serves many properties within Frog Pond, and is located within or adjacent to the Frog Pond boundary.
- Examples include upgrades to Boeckman and Stafford Roads, which will serve all of the homes planned for Frog Pond, as well as (to some degree) residents and businesses elsewhere in the City. Another example is the "oversized" water line in Stafford Road.
- In terms of scale and location, framework infrastructure is between local and major off-site infrastructure. However, there are likely to be more policy and logistical choices associated with framework than local or major off-site infrastructure.
- There is a developer and City share of most framework infrastructure, meaning that some part of the costs is paid for by both parties. This is in recognition that this larger infrastructure serves both the immediately surrounding development, as well as current and future residents and businesses. The developer share is the minimum size of the facility that is required by the City to serve the proposed development. For roads, the minimum required size is 24 feet from face of curb, or 48 feet if developers control both sides of the road. For sewer and water pipes, the minimum required pipe size

is 8 inches. The size of the facility beyond this minimum required size is the “oversize” amount, which is the City’s responsibility.

- These facilities may be built and paid for by developers, or by the City. If developers build the facility, they typically pay directly for the entire facility; the City contributes its (oversize) share via SDC credits, which developers can count against the SDC fees they owe at the time of building permit issuance. Several additional framework infrastructure funding strategies are described in the section below.
- This funding strategy recommends that the City consider taking an assertive and creative approach to coordinate the building of framework infrastructure and consider the tools described below, such as developer- and City-initiated reimbursement districts, and local improvement districts (LIDs). This is in part because there is at present no master developer at Frog Pond, and thus no known, well-capitalized party capable of financing major framework infrastructure.

## FRAMEWORK INFRASTRUCTURE FUNDING STRATEGIES

While the appropriate funding strategy for local and major off-site improvements is relatively straightforward (developer and CIP funding, respectively), funding for framework infrastructure requires more careful consideration for several reasons:

- Framework infrastructure costs are significant—greater than local infrastructure—and must be paid for early in the development process, while the revenues that offset those costs (such as fees, lot or home sales) come later and may take place over many years, inferring that a financing mechanism or other approach is needed.
- The infrastructure will benefit multiple properties. The costs and benefits of infrastructure are not necessarily evenly divided among parties. For example, a 2.5-acre neighborhood park could theoretically be sited on a 5-acre property. While the land and construction cost for this park would typically fall to the developer, property owners and future residents throughout the West Neighborhood will benefit from the park. Thus, the cost would be concentrated and the benefit widespread. A mechanism that can distribute the costs among multiple parties is therefore needed.
- At this time, the City cannot rely on a “master developer” who would fund major projects as part of developing a significant part of Frog Pond West. As stated above, there is as yet no master developer or major land owners in the Frog Pond Area and thus no known, well-capitalized party capable of financing such major framework infrastructure. Currently, property is divided amongst many land owners. There are 26 property owners in the West Neighborhood, and the average property size is 5 acres. The largest ownership is 25 acres and the smallest is 0.9 acres.
- City action that helps to implement framework infrastructure will show momentum and public commitment to moving Frog Pond forward in a phased and logical manner. Cities often use their ability to invest in infrastructure to strategically advance the development of employment, residential, and mixed use areas.
- Without a larger funding strategy, small early developers in Frog Pond could struggle to make the infrastructure improvements necessary to develop their sites.

## Reimbursement Areas

Given this context for framework infrastructure, an important component of this funding strategy is two “reimbursement areas”—one that encompasses infrastructure related to the West Neighborhood (RA-W), and one that encompasses infrastructure related to the East and South Neighborhoods (RA-E).

These reimbursement areas could incorporate some or all of the following specific funding tools, several of which are described in greater detail below:

- Reimbursement districts (RD), either developer or city initiated. Within each reimbursement *area* (West and East), numerous individual reimbursement *districts* could exist.
- LID, either developer or city initiated; or Advance Finance Districts (AFD), a variation on LID.
- Supplemental SDC.
- Expansion of the types of facilities that are considered SDC creditable by the City.
- Direct CIP investments.

The basic principles behind RD, LID, and supplemental SDCs are relatively similar: infrastructure is built and paid for in advance, and fees paid by property owners or developers over time serve to pay the principal, interest, and administrative costs associated with funding the original infrastructure.

There are approximately \$10.6 million of major framework project costs within the RA-W, associated with the projects listed below. A detailed list of all projects, and the portion that RA-W would pay, is included in Tables 1 through 3, which begin on page 11.

- Two Neighborhood Parks in the West Neighborhood;
- Boeckman Road Urban Upgrade, including associated sewer and water lines in the right of way;
- Stafford Road Urban Upgrade, including associated sewer and water lines in the right of way; and
- Boeckman/Stafford Traffic Signal.

There are approximately \$11.0 million of major framework project costs within the RA-E, as shown in Tables 1 through 3.

Improvements and funding mechanisms for the RA-W are likely to be needed before RA-E. Improvements and funding mechanisms for RA-W could be initiated following the adoption of the Frog Pond Area Plan and subsequent West Neighborhood Master Plan (Phase 2 of this project). The RA-E would only be initiated when the East and South Neighborhoods are brought into the Urban Growth Boundary and ready for development, which could be many years.

### Reimbursement Districts

A reimbursement district is an area within which one party (a developer or the City) builds infrastructure that benefits multiple property owners. The other benefiting property owners pay a reimbursement fee—a pro rata share of the infrastructure costs (determined on a per-unit, lineal foot, or per-acre basis)—to the original developer or City, typically at the time when property owners seek public works permits for development. A single reimbursement district could cover all of the infrastructure in RA-W, or there could be numerous districts to cover different pieces of road, park, sewer, and water infrastructure. Reimbursement district fees are in addition to SDCs.

The City has used reimbursement districts in the past, for example, the City formed the Coffee Lake Drive Sewer Improvements Reimbursement District in 2012. The City's Reimbursement District policies are set forth in section 3.116 of the City Code.

LCG recommends that the following approaches and mechanisms be included in reimbursement districts, which should help to mitigate the costs and risk to the City:

- Developers should be encouraged to form and provide funding for reimbursement district improvements.
- RA-W improvements can be phased. For example, Boeckman Road might be improved before Stafford Road, which would enable developers or the City to stagger or phase its investments and take on smaller amounts of debt at any one time.

- Include an inflationary factor in the calculation of the reimbursement fee, which can help cover the developers or the City's interest carrying costs over time.
- Be prepared to extend the "sunset" time period for the reimbursement district, so that developers or the City can recapture all costs. The sunset time period is pre-set at ten years currently, and can be extended by the City Council for "good cause."

In a developer-initiated reimbursement district, a developer pays directly for the entire facility; the City contributes its (oversize) share via Systems Development Charge (SDC) credits, which developers can count against the SDC fees they owe at the time of building permit issuance.

In a city-initiated reimbursement district, the City would build and pay for the entire facility upfront. The developer (non-oversized) portion would then be charged back to developers via a reimbursement district.

In either case, the upfront capital that pays for reimbursement district improvements must be advanced by developers (from private sources) or the City (from the CIP fund, general fund, or other source), without a secure form of repayment. Therefore, there is financial risk to the party that initiates the district and developers may avoid initiating large-scale reimbursement districts. If development is slower than expected, the developer or City will have to carry the cost of debt service payments for a longer period of time. Fee revenue will also be lower if the amount of development is less than expected (for example, if a property owner is permitted to build 100 homes but only chooses to build 50). However, this particular issue could be addressed by different methodologies, including calculating costs on a per acre basis.

### Local Improvement Districts

An LID is similar to a reimbursement district in that the cost of infrastructure that benefits multiple property owners is divided among those property owners in an equitable manner, and paid by an assessment. Like reimbursement districts, LIDs may be initiated by property owners or the City. One or more LIDs could be used in RA-W and RA-E, in conjunction with or in place of reimbursement districts.

LIDs differ from reimbursement districts in the following important ways:

- Typically, a majority (50% plus one) of property owners (weighted by the amount of area they own) must sign a petition in support of initiating the district. (The establishment of a reimbursement district is a discretionary decision made by the city council.) Naturally, this requires the support of property owners, and outreach and discussion among property owners may require considerable time.
- Assessments may be paid in a lump sum or financed over time at the property owner's discretion. Assessments are due upon allocation of costs. As noted above, fees are typically due later in a reimbursement district, when property owners seek public works permits.
- The LID creates a lien against each individual's property until all assessments are paid in full. This is seen as a negative by lenders, whose strong preference is that there be no other claims on the property on which they are making a loan, and often by property owners. This is a positive since the lien creates a secure income stream against which the City can issue bond debt. Whether an LID is initiated by property owners or the City, LID debt is always issued by a government agency, and thus takes advantage of low interest rates.

Thus, LIDs are a financing mechanism that can create capital for construction. By contrast, the capital for a reimbursement district must be advanced by the City (from the City's various infrastructure-related funds and may or may not include issuance of City debt) or developers (from private sources).

Additional details regarding LIDs can be found in Oregon Revised Statutes (ORS) Chapter 223: Local Improvements and Works.

## Other Approaches to Framework Infrastructure

In addition to the reimbursement district and LID funding tools described above, the following tools help with the funding of framework infrastructure in the two reimbursement areas:

- *Supplemental SDC.* The City could establish an additional, supplemental SDC specific to Frog Pond. Functionally, this would be similar to a reimbursement district that covered all of the major framework costs associated with the entire RA-W or RA-E—a new fee would be put in place to help pay for these costs.
- *Expansion of the types of facilities that are considered SDC creditable by the City.* For example, certain park improvements could be considered SDC creditable, which would provide an extra incentive for developers to make those improvements. Such an approach was taken in Villebois, where certain park improvements were creditable. This could reduce SDC receipts which would be used to help fund CIP projects elsewhere.
- *Direct CIP investments.* As described elsewhere, the City could potentially fund additional projects or portions of projects, such as the Boeckman or Stafford Road upgrades, through the CIP. An analysis of each infrastructure component may be appropriate to determine if doing so would require deferring or reprioritizing other projects already on the list.

## OTHER FUNDING SOURCES

In a small number of cases, there are additional funding sources that are expected to supplement those described above. These additional funding sources are:

- *West Linn - Wilsonville School District.* Two schools will be built within Frog Pond, and the school district is anticipated to pay for some infrastructure needed to serve these schools, such as improvements to Advance Road, Boeckman-Stafford traffic signal, South Neighborhood Collector roads, 12" water main extension, and a pump station and force main. It is important to note that what infrastructure the District will build is subject to the school project's plans and phasing, and the City's review of impacts—all of which are in the pre-application stages. All citations of costs and revenues related to the schools are preliminary and subject to change.
- *Clackamas County.* The County has identified the Stafford Road—65th Avenue Improvements in the agency's transportation system plan. While this project is not likely to be built in the short or medium term (before 10 years), it is included in the list of relevant (off-site) projects in this strategy, and this strategy assumes that the County will take a major role in funding and building the project, with some participation from the City. The cost estimate used in this plan was developed by the County.
- *Urban Renewal.* No City of Wilsonville urban renewal funding for Frog Pond has been assumed as a part of this funding strategy. Conversations with City staff indicate that the City's urban renewal task force has identified investments elsewhere in the City that are likely to be higher priorities.
- *Grants and investments by other government agencies.* Grants are a potential funding source. However, no specific grants have yet been identified that the planning team believes will provide significant infrastructure funding for Frog Pond. Metro's Metropolitan Transportation Improvement Program (MTIP) is one such grant program, which guides how a range of federal and local transportation funds are invested in the region. MTIP funds could be used for major projects associated with Frog Pond, such as the Boeckman Road Bridge, but the collective judgment of City staff and the planning team is that it will be difficult to secure such funds since demand for MTIP funds typically outstrips availability. Nonetheless, it may be worthwhile for project stakeholders to continue to pursue grants and investments by other government agencies.

## LIST OF FROG POND INFRASTRUCTURE PROJECTS

Tables 1 through 3 below contain a list of all the infrastructure projects associated with Frog Pond. Projects are grouped by type—transportation, sanitary sewer, water, stormwater, and parks—and then by category—local, framework, and major off-sites.

The “Funding Approach and Notes” column describes LCG’s recommended approach to funding each project, which has been developed in collaboration with the City’s Community Development and Public Works staff and APG team. Much of the information in this column is a recap of the Infrastructure Categories section above. An important premise is that the funding strategy for area within the UGB (the West Neighborhood, Schools, and community park) must stand on its own. The timing of development of the urban reserve areas is too uncertain to rely on for funding of projects that are needed for development of the area within the UGB.

The “Estimates” column shows who produced the cost estimate; in some cases, two cost estimates were completed. The costs columns show what entity or fund is expected to pay for the project.

Total estimated developer costs for RA-W and RA-E are highlighted in yellow at the bottom of Table 3.



**Table 1. Frog Pond Infrastructure Cost Summary - Transportation**

Project Category and Name		Who Builds?	Timing Facility Built with:	Funding Approach and Notes	Estimates by		Total Cost Est	City Costs			Developer Costs			Other Costs		City Cost Attributable to FP
					Est 1	Est 2		CIP or Other Fund	SDC Credits	Collectors Locals	RA West (RA-W)	RA East (RA-E)	Amount	Source		
<b>Transportation</b>																
Local	West Neighborhood Collectors	Developer	West	Developers build and receive SDC credits for oversize (generally, roadway > 24' or 48', and bike lanes).	DKS	City	\$9,510,000		\$1,585,000	\$7,925,000						\$0
	East Neighborhood Collectors	Developer	East		DKS	City	\$8,160,000		\$1,360,000	\$6,800,000						\$0
	South Neighborhood Collectors	Developer	South	As above; school also pays for proportionate share.	DKS	City	\$3,900,000		\$450,000	\$2,650,000			\$800,000	School D.	\$0	
	Local roads	Developer	Varies	Developers build. No city costs, so costs are not included here.		City	-									-
Framework	Boeckman Road Urban Upgrade UU-02 (Part 1)	City	West	City builds. South side is city responsibility, north side is developers responsibility and is charged to RDW.	DKS		\$3,700,000	\$1,850,000			\$1,850,000					\$1,850,000
	Boeckman/Stafford Traffic Signal UU-02 (Part 2)	City	West	City builds, charges proportionate shares to RDW, RDE, and school district; city pays for remainder of project via CIP. This could be a gateway treatment than a roundabout.	DKS		\$500,000				\$70,000	\$305,000	\$125,000	School D.	\$0	
	Stafford Road Urban Upgrade UU-06 Phase 1	City	West	City builds with West Neighborhood; places reimbursement district on RDW, City (CIP) pays for 14' of 38'.	DKS		\$3,000,000	\$1,000,000			\$2,000,000				\$1,000,000	
	Advance Road Urban Upgrade UU-P1 Phase 1A and 1B	City	School	Phase 1A and 1B is the facilities on the south side of Advance that are west of 60th. City builds, school district pays pro rata share.	DKS		\$1,087,500	\$543,750					\$543,750	School D.	\$0	
	Stafford Road Urban Upgrade UU-06 Phase 2	City	East	City builds with East Neighborhood, places reimbursement district on RDE, developers pays for all additional roadway.	DKS	City	\$2,000,000					\$2,000,000			\$0	
	Potential Single-Lane Roundabout or Gateway Treatment on Stafford Road	City	East	Project is only built when E neighborhood develops. City builds, charges proportionate share to RDE. This could be more of a gateway treatment than a roundabout.	DKS		\$600,000	\$600,000							\$0	
	Advance Road Urban Upgrade UU-P1 Phase 2	City	East	Phase 2 is the facilities on the north side of Advance, and all facilities (north and south) east of 60th. City builds, pays for portion outside of FP (south side), charges developer costs to RDE.	DKS		\$3,262,500	\$543,750				\$2,718,750			\$0	
	Major Off Site	Boeckman Road Bridge Improvements UU-01	City	TBD	City builds via CIP. This project is of citywide importance and addresses safety issues.	OBEC		\$12,200,000	\$12,200,000							\$4,270,000
Stafford Rd./65th Ave Improvements SI-03		County	TBD	Future project, not directly associated with FP. 10% attributable to FP.	County		\$5,500,000	\$1,000,000		\$0			\$4,500,000	County	\$100,000	
<b>Subtotal</b>							<b>\$53,420,000</b>	<b>\$17,737,500</b>	<b>\$3,395,000</b>	<b>\$17,375,000</b>	<b>\$3,920,000</b>	<b>\$5,023,750</b>	<b>\$5,968,750</b>		<b>\$8,907,500</b>	

Source for all subsequent tables and figures: Leland Consulting Group, based on cost estimates provided by DKS, MSA, and City of Wilsonville.

All figures and funding strategies are preliminary and subject to change.

**Table 2. Frog Pond Infrastructure Cost Summary – Sanitary Sewer and Water**

Project Category and Name		Who Builds?	Timing Facility Built with:	Funding Approach and Notes	Estimates by		Total Cost Est	City Costs			Developer Costs			Other Costs		City Cost Attributable to FP
					Est 1	Est 2		CIP or Other Fund	SDC Credits	Collectors Locals	RA West (RA-W)	RA East (RA-E)	Amount	Source		
<b>Sanitary Sewer</b>																\$0
Local	Major Sanitary Lines: West	Developer	West	Developers build, receive SDC credits for oversized components (>8")	MSA	City	\$1,370,000		\$80,000	\$1,290,000						\$0
	Major Sanitary Lines: East	Developer	East	"	MSA	City	\$630,000		\$40,000	\$590,000						\$0
	Major Sanitary Lines: South	Developer	South	"	MSA	City	\$660,000		\$35,000	\$625,000						\$0
	Local SS (8" and smaller)	Developer	Varies	Developers build. No city costs, so costs are not included here.	MSA	City	-									-
Framework	Boeckman Road SS	City	West	City builds as part of road rebuild, charges developer (non-oversize) portion to RDW.	MSA		\$680,000	\$120,000			\$560,000					\$120,000
	Stafford Road SS	City	West	City builds with Stafford Road Phase 1, charges developer (non-oversize) costs to RDW and RDE. Rough proportionality of 1/3 demand in West, and 2/3 in East assumed here.	MSA		\$640,000	\$50,000			\$196,667	\$393,333				\$50,000
	Advance Road SS	City	School	City builds, charges developer (non-oversize) portion to RDE. This project only extends to 60th Ave; SS to the east is not oversized.	MSA		\$780,000	\$40,000				\$740,000				\$40,000
	Pump station and force main	School	School	School builds, serves school properties.	MSA		\$1,290,000						\$1,290,000	School D.		\$0
Major Off Site	Boeckman Trunk Sewer	City	East	Major off site project, paid by City via CIP. 52% attributable to FP. Likely does not need to be built for the West Neighborhood, Schools, and Parks alone; can be built with East and South Neighborhoods.	MSA		\$8,000,000	\$8,000,000		\$0						\$4,160,000
	Memorial Park Pump Station	City	West	Major off site project, paid by City via CIP. 48% attributable to FP; however project is not growth related per se; it is in the flood plain and should be upgraded. Does not need to be in place until 40% of West Neighborhood and School is in place.	MSA		\$5,200,000	\$5,200,000		\$0						\$2,496,000
	<b>Subtotal</b>						<b>\$19,250,000</b>	<b>\$13,410,000</b>	<b>\$155,000</b>	<b>\$2,505,000</b>	<b>\$756,667</b>	<b>\$1,133,333</b>	<b>\$1,290,000</b>			<b>\$6,866,000</b>
<b>Water</b>																\$0
Local	Major Water Lines: West	Developer	West	Developers build, receive SDC credits for oversized components (>8" pipe size).	MSA	City	\$2,580,000		\$460,000	\$2,120,000						\$0
	Major Water Lines: East	Developer	East		MSA	City	\$2,580,000		\$470,000	\$2,110,000						\$0
	Major Water Lines: South	Developer	South		MSA	City	\$1,860,000		\$330,000	\$1,530,000						\$0
	Local Water (8" and smaller)	Developer	Varies	Developers build. No city costs, so not included here.	MSA	City	\$0									\$0
Framework	Boeckman Road W	City	NA	NA. Water line in Boeckman already exists.	MSA		\$0									\$0
	Stafford Road W	City	West	Same as Stafford SS. City builds with Stafford Road Phase 1, charges developer (non-oversize) costs to RDW and RDE. Rough proportionality of 1/3 demand in West, and 2/3 in East assumed here.	MSA		\$1,080,000	\$200,000			\$293,333	\$586,667				\$200,000
	Advance Road W	Shared	School	City builds, charges developer (non-oversize) portion to RDE.	MSA		\$890,000	\$160,000				\$730,000				\$160,000
Major Off Site	West Side Reservoir	City	West	Major off site project, paid by City via CIP. 25% attributable to FP.	MSA		\$5,800,000	\$5,800,000								\$1,450,000
	<b>Subtotal</b>						<b>\$14,790,000</b>	<b>\$6,160,000</b>	<b>\$1,260,000</b>	<b>\$5,760,000</b>	<b>\$293,333</b>	<b>\$1,316,667</b>	<b>\$0</b>			<b>\$1,810,000</b>

Source for all subsequent tables and figures: Leland Consulting Group, based on cost estimates provided by DKS, MSA, and City of Wilsonville. All figures and funding strategies are preliminary and subject to change.

**Table 3. Frog Pond Infrastructure Cost Summary – Stormwater and Parks**

Project Category and Name	Who Builds?	Timing Facility Built with:	Funding Approach and Notes	Estimates by		Total Cost Est	City Costs			Developer Costs			Other Costs		City Cost Attributable to FP
				Est. 1	Est. 2		CIP or Other Fund	SDC Credits	Collectors Locals	RA West (RA-W)	RA East (RA-E)	Amount	Source		
<b>Stormwater</b>															\$0
Local	Developer	Varies	Developers build. No city costs, so not included here.	MSA	City	\$0				\$0					\$0
Major	NA	NA	Included in DKS' roadway cost estimates	MSA	DKS	\$0									\$0
Framework	NA	NA	"	MSA	DKS	\$0									\$0
			<b>Subtotal</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>
<b>Parks</b>															\$0
Local	City	West	City acquires land, pays for construction, charges cost to RDW. Cost estimates include land and construction costs.	City		\$3,375,900				\$3,375,900					\$0
	City	West	As above. Linear park with fewer built amenities, adjacent or connected to the Boeckman Creek Trail.	City		\$2,286,900				\$2,286,900					\$0
	City	East	As above, city charges cost to RDE.	City		\$3,375,900					\$3,375,900				\$0
	City	West	Developer builds, receives City share (2/3) from either SDC credits (assumed here) or CIP.	DKS		\$850,000		\$570,000	\$280,000						\$0
	City	East		DKS		\$700,000		\$460,000	\$240,000						\$0
	City	East	City builds since trail is in BPA right of way, charges developer portion (1/3) to RDE.	DKS		\$670,000	\$450,000				\$220,000				\$450,000
	City	School	School builds and pays for this trail.	DKS		\$700,000						\$700,000	School D.		\$0
Framework	City	West	Major project, paid via City CIP. 25% attributable to FP.	City		\$5,410,000	\$5,410,000								\$1,352,500
			<b>Subtotal</b>			<b>\$17,368,700</b>	<b>\$5,860,000</b>	<b>\$1,030,000</b>	<b>\$520,000</b>	<b>\$5,662,800</b>	<b>\$3,595,900</b>	<b>\$700,000</b>			<b>\$1,802,500</b>
<b>Total Costs</b>						<b>\$104,828,700</b>	<b>\$43,167,500</b>	<b>\$5,840,000</b>	<b>\$26,160,000</b>	<b>\$10,632,800</b>	<b>\$11,069,650</b>	<b>\$7,958,750</b>			<b>\$19,386,000</b>

Source for all subsequent tables and figures: Leland Consulting Group, based on cost estimates provided by DKS, MSA, and City of Wilsonville. All figures and funding strategies are preliminary and subject to change.

## CIP COSTS AND REVENUES

This section compares estimates of the System Development Charge (SDC) revenues that would be generated by development in Frog Pond, with the Capital Improvement Projects (CIP) costs associated with Frog Pond, in order to estimate a funding surplus or gap for the City.

Since the primary revenue source for Capital Improvements Projects is SDCs—paid when building permits are obtained—these estimates depend in part on the land use density option selected. The estimates also depend on whether we consider the entire Frog Pond Area, or just the West Neighborhood. Note that in cases where current SDCs do not meet CIP needs, SDCs can be increased, or supplemental SDCs or reimbursement fees can be assigned to particular areas.

Table 4 below shows the two most recent land use options prepared by Angelo Planning Group, Options D and E. Option D is the working draft Concept Plan that was shared at the recent Open House. Option E is a lower density option that has been prepared for Planning Commission review. The primary difference in the two options, from an infrastructure funding point of view, is the amount of single family housing—Option D has approximately 21 percent more dwelling units, and therefore, significantly more SDC revenue.

**Table 4. Land Use Options D and E**

	D	E	
<b>Frog Pond - All Neighborhoods</b>			
<b>Single Family (units)</b>	<b>2,078</b>	<b>1,716</b>	<b>dus</b>
Multifamily (units)	-	-	dus
Commercial Area (sf)	69,150	69,150	SF
Elementary School (sf)	67,000	67,000	SF
Middle School (sf)	92,500	92,500	SF
Community Parks	10.0	10.0	acres
Neighborhood Parks	7.5	7.5	acres
<b>West Neighborhood</b>	<b>754</b>	<b>625</b>	<b>dus</b>
<b>South and East Neighborhoods</b>	<b>1,324</b>	<b>1,091</b>	<b>dus</b>

Source: Angelo Planning Group, Leland Consulting Group

Table 5 shows the current SDC fees paid by one single family home in Wilsonville, as well as the SDC revenues projected for Frog Pond under both land use options. Total SDC revenues are \$56.0 and \$47.3 million for Options D and E respectively.

**Table 5. SDC Revenues - Options D and E**

Plan and Area	Transp.	Sewer	Water	Storm	Parks	Total
<b>Single Family Home</b>	\$7,381	\$4,647	\$5,300	\$1,458	\$5,150	\$23,936
<b>Option D</b>						
West Neighborhood	\$5,568,594	\$3,503,838	\$4,079,178	\$1,129,280	\$3,883,100	\$18,163,990
East & South Neighborhoods	\$13,766,649	\$6,701,320	\$7,542,193	\$2,357,992	\$6,910,522	\$37,278,676
<b>Total</b>	<b>\$19,335,243</b>	<b>\$10,205,158</b>	<b>\$11,621,371</b>	<b>\$3,487,272</b>	<b>\$10,793,622</b>	<b>\$55,442,665</b>
<b>Option E</b>						
West Neighborhood	\$4,616,445	\$2,904,375	\$3,395,478	\$941,198	\$3,218,750	\$15,076,246
East & South Neighborhoods	\$12,046,876	\$5,618,569	\$6,307,293	\$2,018,278	\$5,710,572	\$31,701,588
<b>Total</b>	<b>\$16,663,321</b>	<b>\$8,522,944</b>	<b>\$9,702,771</b>	<b>\$2,959,476</b>	<b>\$8,929,322</b>	<b>\$46,777,833</b>

Source: City of Wilsonville, Leland Consulting Group

Note that not all SDC revenue comes from single family home development. About 10 percent of the total revenue comes from other types of development, including commercial and schools.

Tables 6 through 9 below compare SDC revenue (from Table 5) to the City's CIP costs (see "City Cost Attributable to FP" column at far right of infrastructure cost summary tables).

Note that not all City costs are considered to be attributable to Frog Pond. Rather, a percentage of the demand for *major off site* projects has been allocated to Frog Pond; notes are shown in the Funding Approach and Notes column of the infrastructure cost summary tables. For example, as mentioned above, only 25 percent of the West Side Reservoir is estimated to be attributable to new demand from Frog Pond, and thus, only 25 percent of the cost has been attributed to Frog Pond. Other examples include: 52 percent of the flow managed by the Boeckman Trunk Sewer, and 48 percent of the flow managed by the Memorial Park Pump Station, is attributable to Frog Pond, per MSA's analysis. The City has estimated that 35 percent of the PM peak hour traffic on the Boeckman Road Bridge is attributable to Frog Pond.

100 percent of the City's CIP costs associated with Framework and local infrastructure is considered to be attributable to Frog Pond, since this infrastructure likely would not be built if the area were not developed.



Tables 6 and 7 show that, when the entire Frog Pond area (all three neighborhoods) is taken into account, there is a funding surplus in each of the infrastructure types. Note that this funding surplus will be directed to the CIP, and thereby to other projects of citywide importance from which Frog Pond residents and businesses will benefit.

**Table 6. Revenues and Costs – Option D, All Neighborhoods**

	Transportation	Sewer	Water	Stormwater	Parks	Total
<b>Sources</b>						
SDCs Generated within FP Area	\$19,335,243	\$10,205,158	\$11,621,371	\$3,487,272	\$10,793,622	\$55,442,665
- SDCs credited to developers	\$3,395,000	\$155,000	\$1,260,000	\$0	\$1,030,000	\$5,840,000
<b>Net Sources</b>	\$15,940,243	\$10,050,158	\$10,361,371	\$3,487,272	\$9,763,622	\$49,602,665
<b>Uses (CIP Costs Attributable to Frog Pond)</b>	\$8,907,500	\$6,866,000	\$1,810,000	\$0	\$1,802,500	\$19,386,000
<b>Funding Surplus or (Gap)</b>	<b>\$7,032,743</b>	<b>\$3,184,158</b>	<b>\$8,551,371</b>	<b>\$3,487,272</b>	<b>\$7,961,122</b>	<b>\$30,216,665</b>

Source: City of Wilsonville, Leland Consulting Group

**Table 7. Revenues and Costs – Option E, All Neighborhoods**

	Transportation	Sewer	Water	Stormwater	Parks	Total
<b>Sources</b>						
SDCs Generated within FP Area	\$16,663,321	\$8,522,944	\$9,702,771	\$2,959,476	\$8,929,322	\$46,777,833
- SDCs credited to developers	\$3,395,000	\$155,000	\$1,260,000	\$0	\$1,030,000	\$5,840,000
<b>Net Sources</b>	\$13,268,321	\$8,367,944	\$8,442,771	\$2,959,476	\$7,899,322	\$40,937,833
<b>Uses (CIP Costs Attributable to Frog Pond)</b>	\$8,907,500	\$6,866,000	\$1,810,000	\$0	\$1,802,500	\$19,386,000
<b>Funding Surplus or (Gap)</b>	<b>\$4,360,821</b>	<b>\$1,501,944</b>	<b>\$6,632,771</b>	<b>\$2,959,476</b>	<b>\$6,096,822</b>	<b>\$21,551,833</b>

Source: City of Wilsonville, Leland Consulting Group

Tables 8 and 9 show that, when just the West Neighborhood is considered, there is a funding surplus in most of the infrastructure types. The exception is transportation, in which there is a \$1 million gap for Option D, and a \$1.95 million gap for Option E due to CIP contributions to the Boeckman Road Bridge, and Boeckman and Stafford Road Urban Upgrade projects (\$4.95 million in Frog Pond West attributable costs). There are funding surpluses, sometimes slight, in the other infrastructure categories.

The sanitary sewer infrastructure surplus is very small—just under \$160,000 for Option E. This is because the Memorial Park Pump Station and framework sewer lines in Boeckman and Stafford Roads (\$2.66 million in Frog Pond West attributable costs) would need to be built along with the West Neighborhood.

**Table 8. Revenues and Costs – Option D, West Neighborhood**

	Transportation	Sewer	Water	Stormwater	Parks	Total
<b>Sources</b>						
SDCs Generated within FP Area	\$5,568,594	\$3,503,838	\$4,079,178	\$1,129,280	\$3,883,100	\$18,163,990
- SDCs credited to developers	\$1,585,000	\$80,000	\$460,000	\$0	\$570,000	\$2,695,000
<b>Net Sources</b>	\$3,983,594	\$3,423,838	\$3,619,178	\$1,129,280	\$3,313,100	\$15,468,990
<b>Uses (CIP Costs Attributable to Frog Pond)</b>	\$4,985,000	\$2,666,000	\$1,650,000	\$0	\$1,352,500	\$10,653,500
<b>Funding Surplus or (Gap)</b>	<b>(\$1,001,406)</b>	<b>\$757,838</b>	<b>\$1,969,178</b>	<b>\$1,129,280</b>	<b>\$1,960,600</b>	<b>\$4,815,490</b>

**Table 9. Revenues and Costs – Option E, West Neighborhood**

	Transportation	Sewer	Water	Stormwater	Parks	Total
<b>Sources</b>						
SDCs Generated within FP Area	\$4,616,445	\$2,904,375	\$3,395,478	\$941,198	\$3,218,750	\$15,076,246
- SDCs credited to developers	\$1,585,000	\$80,000	\$460,000	\$0	\$570,000	\$2,695,000
<b>Net Sources</b>	\$3,031,445	\$2,824,375	\$2,935,478	\$941,198	\$2,648,750	\$12,381,246
<b>Uses (CIP Costs Attributable to Frog Pond)</b>	\$4,985,000	\$2,666,000	\$1,650,000	\$0	\$1,352,500	\$10,653,500
<b>Funding Surplus or (Gap)</b>	<b>(\$1,953,555)</b>	<b>\$158,375</b>	<b>\$1,285,478</b>	<b>\$941,198</b>	<b>\$1,296,250</b>	<b>\$1,727,746</b>

## REIMBURSEMENT DISTRICT COST ALLOCATION

An important issue for developers considering building in Frog Pond is the allocated cost of the reimbursement districts that they will need to pay in addition to SDCs and the other costs associated with land development. Developers must pay for infrastructure costs somehow, and developers' likely responses to higher-than-typical infrastructure costs will be to try to negotiate a lower cost for land, pass higher costs on through a higher home sale price (if possible), or look for other places where they can find buildable residential land. The impact of infrastructure costs on development feasibility is further explored in the Frog Pond Land Development Financial Analysis memorandum.

Table 10 shows the total cost of projects proposed to be paid for by RA-W and RA-E, and the "residential allocation." These figures come from the last row in Table 3. For RA-W, all costs paid for by the district are allocated to residential development. In RA-E, some costs (about 10 percent) are paid by commercial development, schools, and parks. The cost per unit is significantly higher in the West than East, since a smaller residential cost allocation is divided among many more units.

The reimbursement district cost per dwelling unit varies depending on the land use option. Because there are more housing units in Option D, the cost of all infrastructure projects is divided among more units, and the "cost allocation per unit" is lower. This allocation is the approximate reimbursement fee that a developer would have to pay for each housing unit.

**Table 10. Reimbursement District Costs**

	RA West	RA East
Cost of Projects Paid for by RD	\$10,632,800	\$11,069,650
- Commercial and School Allocation	\$0	\$1,138,789
= Residential Allocation	\$10,632,800	\$9,930,861
<b>Option D</b>		
Dwelling Units	754	1,324
RD Cost Allocation per Unit	\$14,102	\$7,501
<b>Option E</b>		
Dwelling Units	625	1,091
RD Cost Allocation per Unit	\$17,012	\$9,103

## APPENDICES AND INFORMATION SOURCES

The following source documents were used in the preparation of this memorandum and are cited throughout when appropriate:

- Frog Pond Area Plan web site: <http://www.ci.wilsonville.or.us/628/Frog-Pond-Area-Plan>
- City of Wilsonville Capital Improvement Projects program, <http://www.ci.wilsonville.or.us/150/Capital-Projects>
- City of Wilsonville City Code, Section 3.116 Reimbursement for Extensions of Streets, Water, Storm Drainage and Sewer Lines or Other Utility Services. <http://www.ci.wilsonville.or.us/DocumentCenter/View/34>
- Adopted Budget, FY 2013-14, Capital Improvement Projects (CIP) section, pages 165 – 218.
- *Transportation Infrastructure – Street Credits/Reimbursements*, Steve R. Adams, P.E., Development Engineering Manager, City of Wilsonville, September 5, 2014.
- *Frog Pond Area Plan – Concept Plan Infrastructure Analysis*, Murray, Smith & Associates, Inc., March 18, 2015.
- *Wilsonville Transportation System Plan (TSP)*, adopted June 17, 2013.
- *Wilsonville Parks & Recreation Master Plan*, adopted September 17, 2007.
- *Market Analysis*, Frog Pond Area Plan, Leland Consulting Group, August 2014.
- Land use plans, Angelo Planning Group.
- Discussions with City staff and Frog Pond consultant team members regarding required infrastructure and associated costs.

## Memorandum

Date 3 June 2015

To Chris Neamtzu, Planning Director, City of Wilsonville

From Brian Vanneman and Wally Hobson, Leland Consulting Group

CC Joe Dills, Angelo Planning Group

Subject **Frog Pond Area Plan: Land Development Financial Analysis**

Project 5462

### Introduction

As part of the Frog Pond Area Plan, Leland Consulting Group (LCG) was engaged by the City of Wilsonville to evaluate the economics of land development and single family home development in the study area. This memorandum summarizes LCG's findings, and was completed in order to address key questions relevant to the Frog Pond Area Plan, including:

- What types of single-family home development are likely to be feasible at Frog Pond (generate an adequate rate of return for developers), while also providing the funds necessary to pay for land and infrastructure?
- How do development inputs, particularly major off-site infrastructure costs, affect development feasibility at Frog Pond?

The first version of this memorandum was completed in January 2015. This version has been revised to take into account changes to the proposed land use concepts and revised infrastructure costs. A list of additional revisions to this memo is included on page 3.

### Assumptions and Site Plans

Based on conversations with the City and Angelo Planning Group (APG), the following summarizes the assumptions used for this financial analysis:

- We assume that a potential land developer is considering the purchase of a generic 20-acre site within the Frog Pond West Neighborhood. At the point of development, the subject site is within the UGB, City comprehensive plan and zoning designations have been applied, and the developer can petition the City to annex the site. Other parts of the Frog Pond area are developing.
- Major components of the infrastructure system (major "framework" improvements to arterial roads and intersections, parks, major sanitary sewer and water lines and infrastructure, trails, etc.) are being constructed by the City and other land developers.
- In the event that the City or other developers elsewhere in Frog Pond are building and paying for major framework infrastructure, they will pass on a pro-rata share of the cost of those improvements via a reimbursement district or other mechanism (e.g., local improvement district or area specific System Development Charge (SDC); this is referred to here as a reimbursement district cost allocation per unit. See the Frog Pond Infrastructure Funding Strategy for a further discussion of infrastructure costs.

Four different site plans were initially modeled that represent different detached single family home lot sizes, as well as the likely size, scale, and price of the homes themselves. The first three site plans are similar to specific neighborhoods that already exist in Wilsonville. These site plans and approximate lot size are shown below and reflect the lot sizes planned for Frog Pond land use "Option D." The larger lot sizes proposed for land use Option E are discussed later.



- Small Lot: 4,000 square foot lots, similar to average lot sizes in the Legend at Villebois neighborhoods.
- Medium Lot: 6,000 square foot lots, similar to average lots sizes in the Landover neighborhood.
- Large Lot: 8,000 square foot lots, similar to average lot sizes in the Meadows neighborhood.
- Estate Lot: 15,000 square foot lots, representative of various “estate lot” homes located in Wilsonville and other communities in the metropolitan area.

Conceptual plans for the 20-acre subject site were prepared by Walker Macy landscape architects to show small, medium, and large lot development types. The estate lot development type was added later and therefore a concept plan was not drawn by Walker Macy. Information about the three comparable Wilsonville neighborhoods is included as attachments to this memorandum. The size and density of typical lots in Frog Pond were adjusted slightly in spring 2015, and therefore some figures used in this memo (such as the total number of units) no longer precisely match the drawings prepared by Walker Macy.

### Data Sources

Between November 2014 and January 2015, Leland Consulting Group (LCG) reviewed home sale information in Wilsonville, Tualatin, and West Linn in order to inform our financial analyses for Frog Pond, and among other things to estimate reasonable sales prices of homes in Frog Pond (in 2015 dollars).

Our main data source was Metrostudy ([www.metrostudy.com](http://www.metrostudy.com)), which in our estimation is the best source of data regarding sales of new homes in the Portland region (Metrostudy was formerly New Home Trends). We also looked at data from Zillow and RMLS, and talked to developers and brokers. Metrostudy differs from most RMLS data in that it covers *new construction*. By contrast, RMLS reports information about the sales of new and older homes (*resales*). Prices for older homes (resales) are usually below new construction, and therefore less reliable. In addition, because Metrostudy covers only new construction, LCG believes that it is more indicative of recent (and near future) home building trends such as number of sales per year, size of homes, size of lots, etc. (We do acknowledge that people's choices may be constrained due to zoning, regulation, etc., and therefore issues such as demand for large lots may not be accurately reflected by past sales trends.) Metrostudy provided us with information on the sale of 1,786 homes (both attached and detached) in Wilsonville, Tualatin, and West Linn between January 1, 2005 and December 31, 2014, and this is the primary data used for this analysis.

In terms of larger lots, some recent testimony to City Council regarding Frog Pond has raised some valid questions. One of the problems with estimating “average” sales prices for expensive homes and larger lots is that there are not many of these sales. For example, of the 458 *new-build* homes that sold in Tualatin and Wilsonville between 2010 and 2014, only three were 10,000 or larger. Therefore, for estate lot homes, more judgment on our part was required, and we reviewed individual home sales near Frog Pond. LCG did see some homes that sold at or above \$1 million, but these tended to be really exceptional lots and locations, in particular with views of and access to the Willamette River, a unique amenity that obviously does not exist at Frog Pond. This raises the related question of the size of the market for \$800,000 or \$1 million-plus homes is. Our demographic research indicates that 4 percent of households currently in Wilsonville earn more than \$200,000, and therefore would be likely to be able to afford a home of \$800,000 or more. In summary, a variety of sources suggests that housing that is accessible to households earning \$75,000 to \$150,000 per year should constitute the bulk of the offerings at Frog Pond. Data sources and relevant homebuyer demographics are discussed again on pages 4 (Inputs to the Financial Analysis) and 7 (Household Demographics for Wilsonville and Market Area).

## Development Models

Two development models were used in order to test the viability of land and home development on the subject site. While the outputs of these models are different, they are both intended to test the development dynamics specifically on the subject site, and by extension, throughout the Frog Pond West Neighborhood. In each model, while most of the inputs used remain the same, selected inputs were changed in order to understand the impact of specific factors on development. These models are:

1. **Residual Land Value Model.** In this model, we solve for the estimated amount per square foot that a typical land developers would pay a current property owner for “raw” land (not served by infrastructure or subdivided), by beginning with the land developer’s revenues (the sale of finished lots to homebuilders), and deducting the land developer’s costs and required profit margin (25 percent). These costs are reimbursement district or off-site infrastructure costs; on-site infrastructure costs (the roads, sidewalks, sewer, water, and stormwater infrastructure internal to the project), and soft costs (design and engineering fees, legal, surveying, permitting, other). Revenues less costs and required profit equals residual land value. All inputs to this model are intended to reflect, as accurately as possible, current conditions in Frog Pond and Wilsonville.

More information about each of these cost and revenue factors is described on the Inputs section which begins on page 4.

2. **Market Price vs. Required Price Model.** In this model, we compare the difference between the “required price” for the homes offered for sale on the subject site in Frog Pond, and the average market price for comparable homes in Wilsonville. The required price is defined as the price at which a developer (who builds both the home and develops the land) can feasibly pay for all of the costs of development described above, earn an acceptable profit, and pay a minimum of \$4.00 per square foot for raw land (or \$174,000 per acre). \$4.00 per square foot was established, based on a review of current land values and in coordination with the City, as approximately the minimum land value at which land transactions for urban development would occur.

In summary, in the first model lot sale values are fixed to the current market while land values are allowed to vary in response. In the second model, land values are fixed to a reasonable minimum, and required home sales prices are allowed to vary in response. The purpose of both models is to help the project team, stakeholders, and decision makers understand the impact of housing types on residual land value and required home prices.

## Memo Revisions

While the format of this analysis is consistent with the January 2015 memorandum, the following changes and revisions have been made, most of which were dictated by changes to the Frog Pond Area Plan. Some of these changes are explained in greater detail in the Inputs section that follows.

- Slightly different housing types (lot sizes) are assumed here, consistent with land use Options D and E, developed by APG in spring 2015.
- The off-site costs passed on to development on the 20-acre subject site via the reimbursement district cost allocation per unit, have been revised based on infrastructure funding refinements and are less than assumed in January. This reduction in off-site costs improves development feasibility, residual land values, and other measures of feasibility. The off-site cost allocation in the January analysis was approximately \$25,000; here it is \$14,000 and \$17,000 for Options D and E respectively. The cost allocation is lower for Option D since there are more homes over which to divide the total reimbursement district cost allocation. The calculation for these off-site projects is included in the Frog Pond Infrastructure Funding Strategy.

- Home sales values have been increased by 9.4 percent to reflect the current hot housing market, and expectations that the market will continue to get hotter. Most housing value data originally collected for this analysis comes from 2013 and 2014, and Zillow reports a year-over-year, May 2014 to May 2015, home value increase of 9.4 percent for Wilsonville. In addition, homebuilders are typically looking to the future and in good markets, anticipating increasing sales prices. This escalation factor incorporates recent and anticipated future price escalation for 2015.

### Inputs to the Financial Analysis

**Costs.** In addition to the off-site cost allocation mentioned above, land developers are expected to pay the following costs associated with development:

- Raw land purchase price. As described above, raw land purchase price is allowed to vary in the Residual Land Value model. In the Market Value model, a “target” minimum purchase price of \$4.00 per square foot for raw land (or \$174,000 per acre) was established.
- Reimbursement district or off-site cost allocation per unit. This is described above and is attributable to costs for major “framework” infrastructure with benefits to the entire West Neighborhood, particularly improvements to Boeckman and Stafford Roads (including the sewer and water infrastructure in those roads) and two Neighborhood Parks.
- On-site Street and Utility costs. On-site costs were provided by the City of Wilsonville’s Engineering staff based on recent development costs for projects in Villebois and other parts of the City, and in particular the Retherford Meadows subdivision which is now under construction and is believed to be a reasonable comparable project due to its size (88 homes) and timing. The on-site costs provided by the City include the costs of building internal streets, sanitary sewer, water, and stormwater facilities. On-site costs for Retherford Meadows are just under \$27,000 per lot, and lots are similar in size to the small lot housing type evaluated here. Since there are 156 lots in the small lot concept (Concept D), total on-site costs are estimated at \$4,160,000. This estimate was also checked by dividing the costs by the total linear footage of roadway in the project (approximately 4,480), which results in a cost of \$928 per linear foot. Based on conversations with developers, this is reasonable, though infrastructure costs could be higher. For the purposes of this analysis, on-site costs are assumed to remain the same regardless of the site plan/lot size, since the configuration of the street network does not change.
- Other Soft Costs. These costs include land planning, architecture and engineering, survey, fees, title insurance, closing costs, legal, administrative, and other costs and are estimated at 10 percent of hard costs (on-site street and utility cost).
- Gross Profit Margin is targeted at 25 percent of gross revenue, an acceptable rate of return for land development, though many land developers have historically sought returns of 30 percent or higher.
- System Development Charges (SDCs). SDCs are not included as a cost in this analysis, since they will be paid by the homebuilders who purchase lots from our subject land developer, rather than by the land developer. SDCs are paid by homebuilders at the time of building permit application and issuance, and will be one of the City’s major funding sources for infrastructure.

**Revenues.** Since this is a land development financial model, revenue is generated from finished lot sales. A prototypical land developer buys the land, secures all entitlements and records the necessary subdivision documents, pays for off-site infrastructure, designs and pays for on-site infrastructure, landscaping, and amenities, and then sells lots to one or more homebuilders. In practice, the land developer and homebuilder are sometimes the same entity, but regardless, the process of land development alone must return an acceptable return on investment and profit to the land in order to induce the land developer’s participation.

To establish the fair market value for a finished lot, home sale information from New Home Trends/Metrostudy, Zillow, RMLS (Regional Multiple Listing Service), and online and field research were collected and analyzed. As stated above, these market value estimates have been updated to reflect the

upswing in the housing market (nearly 10 percent over one year), and research conducted in spring 2015. Figure 1 shows some of the summary information about the market assumptions made in this analysis. Based on this data, market-average sales values for new homes in Option D of \$394,000, \$470,000, and \$574,000 were established for the small, medium, and large lot homes respectively. (See “Home Price” row below.) Market-average sales values for the larger lot sizes and larger homes assumed in Option E and also shown. The Estate Lot size remains the same in both land use options, at 15,000 square feet.

Note that these figures are estimated *market averages for new construction homes*—actual home sales values will differ significantly depending a variety of attributes including location, home features, size, homebuilder, finishes and features, views, etc. In addition, market averages produced by RMLS depend heavily on *resales* of older homes which make up the majority of transactions, not new construction (just built) homes. Therefore, RMLS figures will tend to be lower.

**Figure 1. Market Prices for Representative Wilsonville Single Family Homes**

	Option D			Option E			Estate
	Small Lot	Med. Lot	Large Lot	Small Lot	Med. Lot	Large Lot	Lot
Lot Size	4,000	6,000	8,000	5,000	7,000	10,000	15,000
Home Size	2,150	2,575	3,000	2,365	2,790	3,500	4,000
Number of homes in 20 acre site	156	105	77	124	89	63	42
Home Market Price	\$394,000	\$470,000	\$547,000	\$432,000	\$508,500	\$635,000	\$831,000
Home Price Per Square Foot	\$183	\$183	\$182	\$183	\$182	\$181	\$208
Finished Lot Value	\$98,500	\$117,500	\$136,750	\$108,000	\$127,125	\$158,750	\$207,750
Lot Value Per Square Foot	\$25	\$20	\$17	\$22	\$18	\$16	\$14

Source: Metrostudy/New Home Trends, Zillow, RMLS, Leland Consulting Group.

The following information puts the data shown above for Option D into context; additional images and data about average homes in the market area is included in the appendices. The average sale price of a typical new construction small lot home (3,500 to 4,500 square foot lot) in Wilsonville in 2013 and 2014 was \$360,000 according to Metrostudy data; this has been escalated to \$394,000 based on the fact that the housing market has improved significantly and home prices are expected to continue to increase. The current asking prices (May 2015) for Legend Homes’ Oxford and St. Tropez “small lot” homes at Villebois are \$390,000 and \$381,900, respectively.

The average sale price of a typical medium lot home in Wilsonville between in 2011 and 2014 was \$426,818 according to Metrostudy data. As of September 2014, Zillow showed that the median sale price for a four bedroom home in Wilsonville was \$442,000. The individual medium lot homes reviewed for this analysis contained four bedrooms. An average market value of \$425,000 was selected for this analysis.

There are far fewer transactions in the large lot and estate lot categories. Therefore, reliable market averages are more difficult to establish and subject to greater judgment. The smaller number of large and estate lot homes likely reflects both Wilsonville’s demographics and the availability of larger lot types.

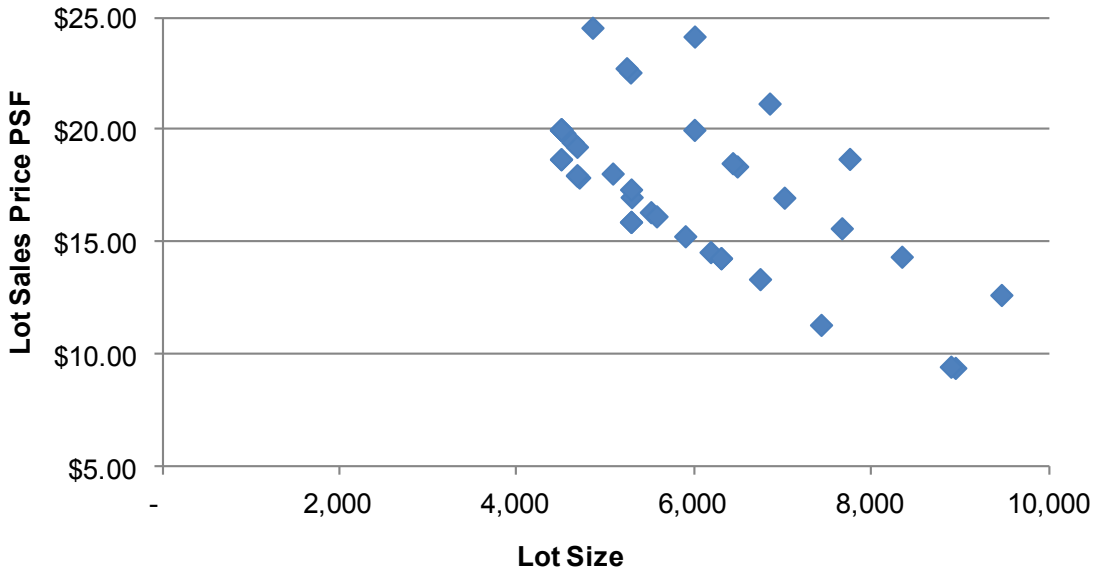
For example, of the 459 new-construction home sales recorded by New Home Trends between 2010 and 2014 in Wilsonville and Tualatin, 9 were for lots that were 8,500 square feet or larger (2 percent of all new-construction sales). Therefore, LCG reviewed individual home sales for these lot size categories as well as other data. Average large-lot home sales in Wilsonville range from approximately \$500,000 to

\$550,000. The average new construction home on an 8,000 to 9,000 square foot lot sold in either Tualatin or Wilsonville between 2010 and 2014 was \$512,400. Based on this information and applying a year-over-year escalation factor, an average market value of \$547,000 was selected for this analysis.

Again, there are very few estate lot sales upon which to base market averages. Most estate lots are positioned next to regionally-distinctive amenities, particularly views and direct access to the Willamette River. A market average of \$831,000 for estate lots without such a regionally distinct amenity was estimated based on a review of comparable home sales. Information about a representative home sale of this size and price is included in the appendices.

Based on developer interviews and review of market data, and as reflected in Figure 1, lot values are estimated to be 25 percent of the finished home’s sale price. Forty-five recent transactions were reviewed in which the average ratio between lot and home value was 25 percent. Developers interviewed for this project estimated this ratio at between 23 and 30 percent. Lot sales information from Metrostudy for a Wilsonville, Tualatin, and other cities was also reviewed and is consistent with this analysis. Figure 1 above shows that, as lot size increases, the per-square-foot value of lots typically decreases (even though the total home value increases). This trend is also shown in Figure 2, which shows from 45 lot sale transactions in recorded in Tualatin and Wilsonville since 2009, for which LCG has data for the finished home sale price, lot sale price, and lot size. (The majority of transactions shown took place in Tualatin. Unfortunately, neither Clackamas County nor Metrostudy is able to collect comprehensive data for all home and lot sales.) For these homes, lot sales averaged 25 percent of the sales value of the finished home. For example, the lot for a \$400,000 home would cost the homebuilder \$100,000.

**Figure 2. Lot Sales Price Per Square Foot versus Lot Size**



Source: Metrostudy / New Home Trends, Leland Consulting Group.

The primary housing market data collected and reviewed for this analysis was for homes built and sold in Wilsonville. Based on interviews with developers and brokers, data for Tualatin and Sherwood was also reviewed because these markets are comparable and competitive and sources reported that potential home-buyers are often considering homes in these other communities along with Wilsonville as they make a purchase decision. This is consistent with data collected by the RMLS, a REALTOR-owned real estate database, which includes Wilsonville in the “Tigard, Tualatin, Sherwood, Wilsonville” submarket.



Housing data for the City of West Linn was also reviewed. The RMLS October 2014 Market Action report lists the average year-to-date home sale value within the Tigard, Tualatin, Sherwood, Wilsonville submarket as \$335,800; the comparable figure for the Lake Oswego, West Linn submarket is \$531,400, about \$195,600 (58 percent,) more than homes in the Wilsonville submarket. This is partially due to inventory—there are more high-value homes available in the Lake Oswego and West Linn submarket. It is also due in part to household incomes, regional location and access, amenities such as views, and historic and current perceptions in the marketplace.

### Household Demographics for Wilsonville and Market Area

Key determinants of housing demand include household growth, employment, general economic conditions, and household incomes. Currently, the long-term population and employment growth outlook for the Portland metro region and Wilsonville are positive. For example, as documented in the Frog Pond Market Analysis (August 2014), Metro projects that household growth within Wilsonville will average 1.8 percent annually through 2035, and is therefore should continue to support housing demand in Frog Pond and elsewhere.

Figure 3 below shows the percent of Wilsonville households that are within a series of income categories. Each of these income categories implies a potential home price purchase, shown at right. These purchase prices generally represent the upper end of prices that households could qualify for, and assume that interest rates remain low (approximately 4.25 percent), and households have equity for a down payment.

**Figure 3. Percent of Households by Income Range and Home Purchase Price, Wilsonville, 2014**

Household Income Category		Percent of Households	Typical Monthly Mortgage Payment		Home Purchase Price Range	
Low	High					
\$0	\$15,000	12%	\$0	\$310	\$0	\$60,000
\$15,000	\$25,000	9%	\$310	\$520	\$60,000	\$100,000
\$25,000	\$35,000	10%	\$520	\$730	\$100,000	\$140,000
\$35,000	\$50,000	12%	\$730	\$1,040	\$140,000	\$200,000
\$50,000	\$75,000	14%	\$1,040	\$1,560	\$200,000	\$300,000
\$75,000	\$100,000	14%	\$1,560	\$2,080	\$300,000	\$395,000
\$100,000	\$150,000	20%	\$2,080	\$3,130	\$395,000	\$600,000
\$150,000	\$200,000	5%	\$3,130	\$4,170	\$600,000	\$795,000
\$200,000		4%	\$4,170	\$0	\$795,000	+

Source: US Census, ESRI Business Analyst, Leland Consulting Group.

These income categories suggest current willingness to pay for single family homes for households currently located in Wilsonville, and show that the largest demographic groups and deepest sources of demand are likely to be from households in the \$75,000 to \$150,000 income range category, which makes up 34 percent of all households, and a greater share of homebuying households. The capacity to pay for homes that cost more than \$600,000 is more limited, which is consistent with home sales data.

Community input received to date indicates that features such as back yards, parks, and access to schools are highly desirable features. LCG believes that these features, particularly yards, can be included as part of medium-lot home areas, and potentially other lot sizes.

Figure 3 below compares household income categories in Wilsonville to those in Tualatin and West Linn. While it is certainly possible that Wilsonville and Frog Pond could attract additional, higher-income households (\$150,000-plus) from elsewhere, the \$75,000 to \$150,000 groups are also collectively larger in both Tualatin and West Linn. LCG recommends that the bulk of housing at Frog Pond be targeted to homebuyers in the \$75,000 to \$150,000 income range.

**Figure 4. Percent of Households by Income Range  
Wilsonville, Tualatin, and West Linn, 2014**

Household Income Range	Wilsonville	Tualatin	West Linn
\$0 - \$15,000	12%	8%	5%
\$15,000 - \$25,000	9%	10%	4%
\$25,000 - \$35,000	10%	10%	7%
\$35,000 - \$50,000	12%	11%	9%
\$50,000 - \$75,000	14%	16%	15%
\$75,000 - \$100,000	14%	13%	11%
\$100,000 - \$150,000	20%	17%	22%
\$150,000 - \$200,000	5%	8%	13%
\$200,000 +	4%	6%	14%

Source: US Census, ESRI Business Analyst, Leland Consulting Group.

## Residual Land Value Model

The results of the residual land value model are summarized in Figures 2 (land use Option D) and 3 (Option E) below. Complete model inputs are shown in the Appendices, beginning on page 16.

Figure 5 shows that the projected residual values of raw land in Frog Pond for land use Option D are estimated at \$6.33, \$4.38, \$3.17, and \$2.08 per square foot for the small, medium, large, and estate lot projects respectively.

The primary reason that smaller lots perform better financially is that the land developer's total revenues (lot sales) are greater: there are more lots to sell at a higher price per square foot. Meanwhile, most major costs—on-site infrastructure, soft costs, and land—remain fixed. These dynamics favor small lot development despite the fact that other costs, particularly the off-site infrastructure allocation, increases as density increases.

The land values for the large and estate lots are below the minimum "target" land value of \$4.00 per square foot, which will provide less incentive for property owners to sell to prospective land developers, and therefore less development "velocity" for Frog Pond.

**Figure 5. Residual Land Value Model – Option D**

	Small Lot	Medium Lot	Large Lot	Estate Lot
Lot Size (SF)	4,000	6,000	8,000	15,000
Net Density (LD Model)	10.9	7.3	5.4	2.9
Off-Site Allocation Cost per DU	\$14,102	\$14,102	\$14,102	\$14,102
Number of homes in 20 acre site	156	105	77	42
Lot Transfer Price	\$98,500	\$117,500	\$136,750	\$207,750
Required Home Price	\$394,000	\$470,000	\$547,000	\$831,000
Required Home Price per SF	\$183	\$183	\$182	\$163
Market Price	\$394,000	\$470,000	\$547,000	\$831,000
Market Price per SF	\$183	\$183	\$182	\$163
<b>Raw Land Value per Square Foot</b>	<b>\$6.33</b>	<b>\$4.38</b>	<b>\$3.17</b>	<b>\$2.08</b>

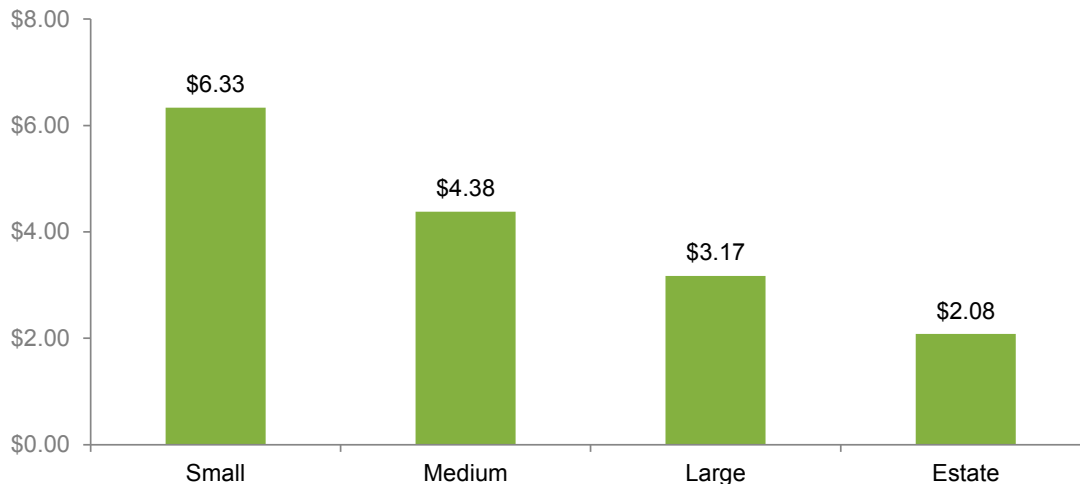


Figure 6 below shows that the projected residual values of raw land in Frog Pond for land use Option E are estimated at \$4.62, \$3.40, \$2.70, and \$2.08 per square foot for the small, medium, large, and estate lot projects respectively.

These changes are largely due to the fact that the lot sizes have been increased slightly for each of the housing types. As this happens, there are fewer lots that can be sold by the land developer within the subject site, less overall revenue, and less capacity to pay for raw land.

The land values for the medium, large, and estate lots are below the minimum “target” land value of \$4.00 per square foot, which will provide less incentive for property owners to sell to prospective land developers, and therefore less development “velocity” for Frog Pond.

**Figure 6. Residual Land Value Model – Option E**

	Small Lot	Medium Lot	Large Lot	Estate Lot
Lot Size (SF)	5,000	7,000	10,000	15,000
Net Density (LD Model)	8.7	6.2	4.4	2.9
Off-Site Allocation Cost per DU	\$17,012	\$17,012	\$17,012	\$14,102
Number of homes in 20 acre site	124	89	63	42
Lot Transfer Price	\$108,000	\$127,125	\$158,750	\$207,750
Required Home Price	\$432,000	\$508,500	\$635,000	\$831,000
Required Home Price per SF	\$201	\$197	\$212	\$163
Market Price	\$432,000	\$508,500	\$635,000	\$831,000
Market Price per SF	\$201	\$197	\$212	\$163
<b>Raw Land Value per Square Foot</b>	<b>\$4.62</b>	<b>\$3.40</b>	<b>\$2.70</b>	<b>\$2.08</b>

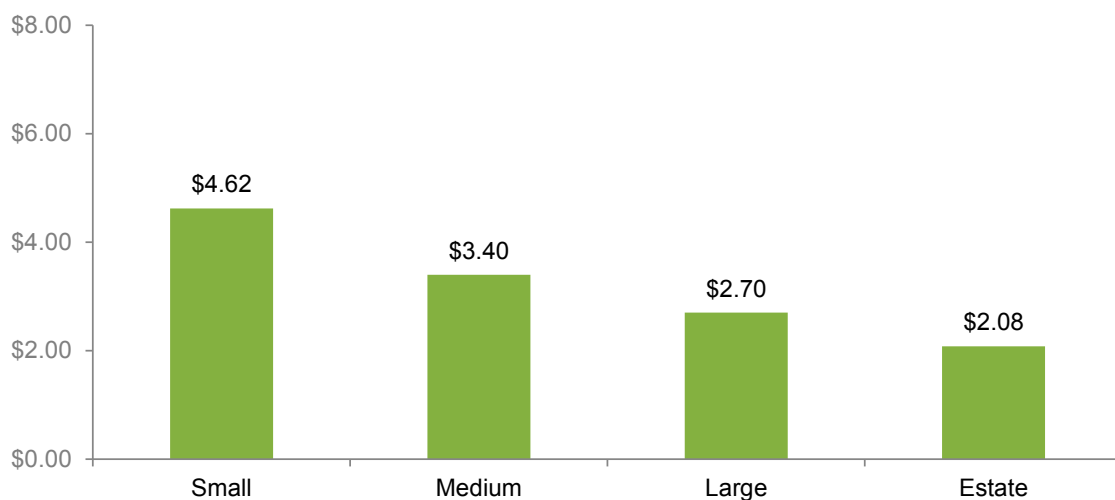
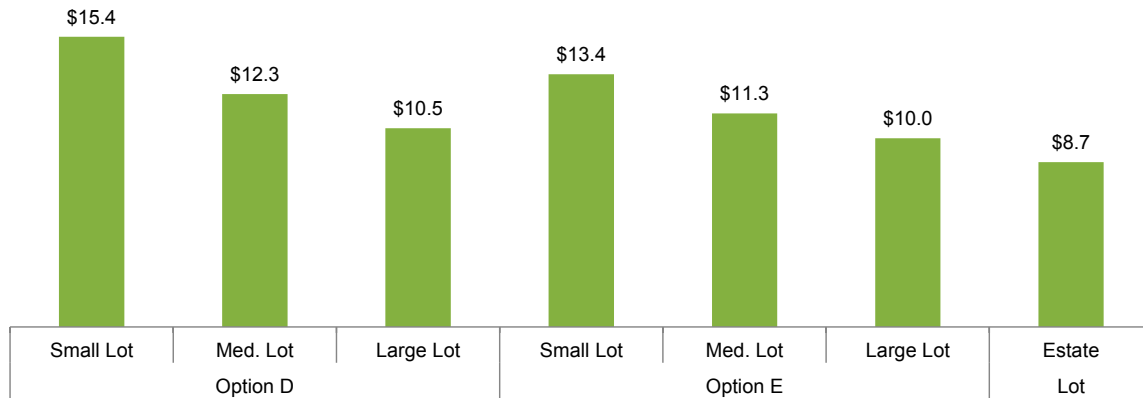


Figure 7 below shows the total lot sale revenues that would be realized by the land developer by selling home lots on the 20-acre subject site to homebuilders. This is calculated by multiplying the number of lots in the development by the lot sale (transfer) price (see Figures 5 and 6). More lots that are valued more per square foot result in greater total revenue. Total revenue is a key driver of residual land value. Since many costs associated with the site are fixed—particularly on-site infrastructure and soft costs—greater revenue results in greater capacity to pay for land.

**Figure 7. Total Lot Sale Revenues for Subject Site**





## Market Price Model

The results of the Market Price vs. Required Price Model are shown in Figures 4 (land use Option D) and 5 (Option E).

Figure 8 below shows the summary data from Option D assuming a minimum target raw land value of \$4.00 per square foot. For the small lot development type, the “required” home sales price (required in order to pay for all costs and profit while returning the target value to the land), is “below market” for the small lot project. This means that small lot homes could feasibly be built here, and that home sales prices or raw land purchase price could probably increase, thus bringing the home sales prices “to market.” Medium lot development is 3 percent above market—very close.

However, the large and estate lot development types are above market by 16 percent (\$86,500) and 32 percent (\$267,800) respectively. Homes in the large and estate lot sizes would need to sell for about \$86,500 and \$267,800 more than comparable homes in the Wilsonville market. This means that developers would have to significantly decrease some costs—for raw land, on or off site infrastructure, soft costs—or profit in order to bring their homes in line with the market and compete effectively. The most likely approach is to decrease the purchase price for raw land. If costs cannot be reduced, large and estate lot housing would likely be infeasible.

**Figure 8. Market Price Model – Land Use Option D**

	Small Lot	Medium Lot	Large Lot	Estate Lot
Lot Size (SF)	4,000	6,000	8,000	15,000
Net Density	10.9	7.3	5.4	2.9
Dwelling Units on 20 Acres	156	105	77	42
Raw Land Cost per Square Foot	\$4.00	\$4.00	\$4.00	\$4.00
Off-Site Allocation Cost per DU	\$14,102	\$14,102	\$14,102	\$14,102
Lot Transfer Price	\$87,698	\$121,162	\$158,383	\$274,701
Required Home Price	\$350,793	\$484,647	\$633,534	\$1,098,804
Required Home Price per SF	\$163	\$188	\$211	\$215
Market Price	\$394,000	\$470,000	\$547,000	\$831,000
Market Price per SF	\$183	\$183	\$182	\$182
Percent Over Market	-11%	3%	16%	32%
Cost Over Market	\$43,200	\$14,600	\$86,500	\$267,800

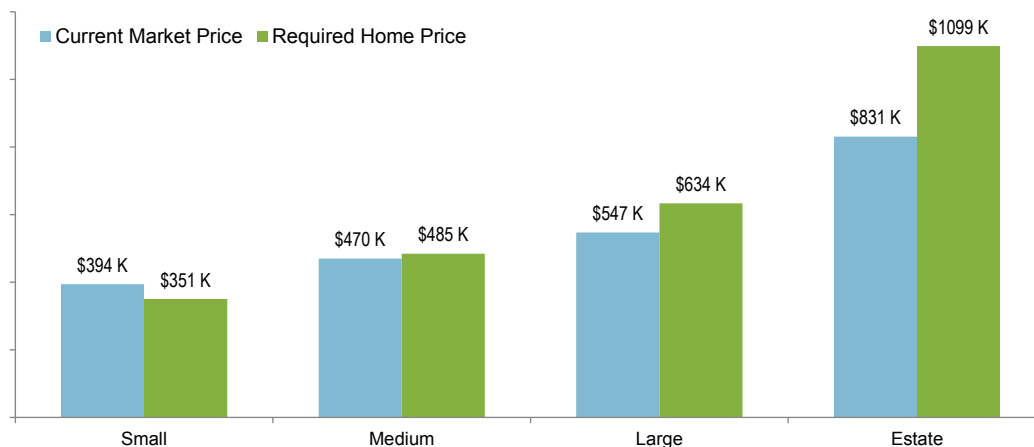
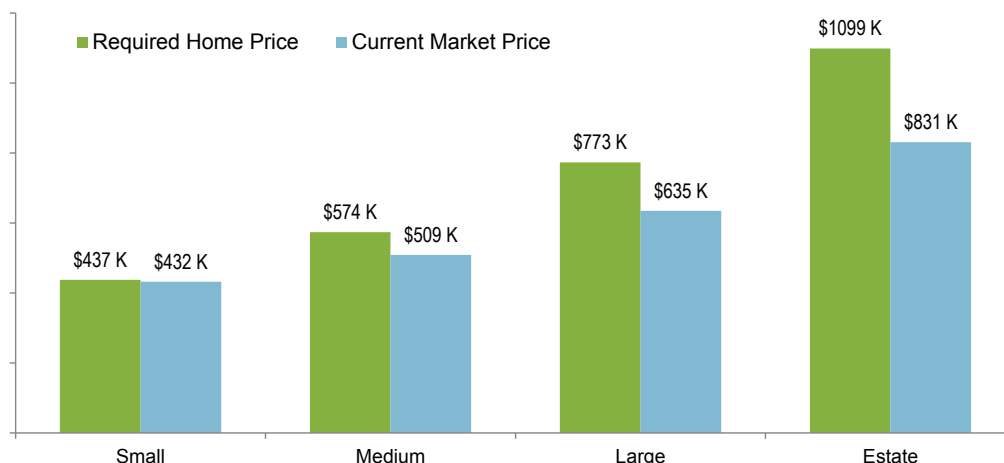


Figure 9 below shows the summary data from Option E assuming a minimum target raw land value of \$4.00 per square foot. For the small lot development type, the “required” home sales price (required in order to pay for all costs and profit while returning the target value to the land), is 1 percent above market.

Medium, large, and estate lot development types are above market by 13, 22, and 32 percent respectively—homes in the medium, large, and estate lot sizes would need to sell for about \$65,300, \$138,100, and \$267,800 more than comparable homes in the Wilsonville market. As stated above, this means that developers would have to significantly decrease some costs—for raw land, on or off site infrastructure, soft costs—or profit in order to bring their homes in line with the market and compete effectively. The most likely approach is to decrease the purchase price for raw land. If costs cannot be reduced, large and estate lot housing would likely be infeasible. The financial differences between this Option (E), and the previous Option (D), are due to the fact that the lot sizes have been increased for each of the housing types. As this happens, there are fewer lots that can be sold by the land developer within the subject site, less overall revenue, and less capacity to pay for raw land.

**Figure 9. Market Price Model – Land Use Option E**

	Small Lot	Medium Lot	Large Lot	Estate Lot
Lot Size (SF)	5,000	7,000	10,000	15,000
Net Density	8.7	6.2	4.4	2.9
Dwelling Units on 20 Acres	124	89	63	42
Raw Land Cost per Square Foot	\$4.00	\$4.00	\$4.00	\$4.00
Off-Site Allocation Cost per DU	\$17,012	\$17,012	\$17,012	\$14,102
Lot Transfer Price	\$109,359	\$143,444	\$193,282	\$274,701
Required Home Price	\$437,434	\$573,777	\$773,129	\$1,098,804
Required Home Price per SF	\$203	\$223	\$258	\$215
Current Market Price	\$432,000	\$508,500	\$635,000	\$831,000
Market Price per SF	\$183	\$183	\$182	\$182
Percent Over Market	1%	13%	22%	32%
Cost Over Market	\$5,400	\$65,300	\$138,100	\$267,800

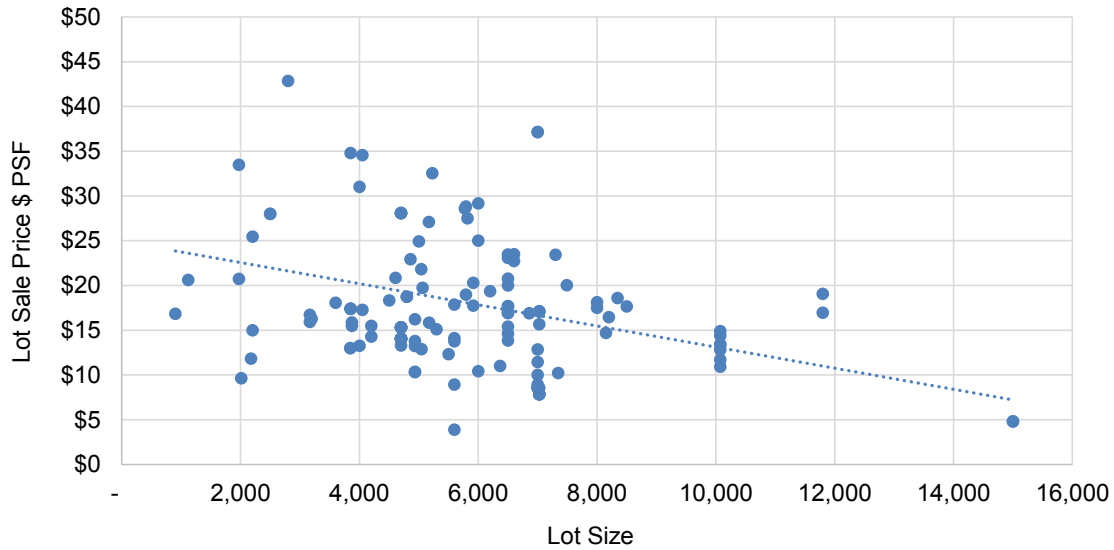


**Limitations.** Numerous inputs are required in order to fully evaluate a potential real estate development project. LCG considers this analysis to be preliminary, and additional analysis will need to be completed by developers considering investing in Frog Pond, including site-specific land plans, cost estimates, home designs, and target sales prices. Every reasonable effort has been made to ensure that the data contained in this report is accurate and reliable. This report is based upon estimates, assumptions and information developed by LCG from independent research, knowledge of the industry, and information and data received from other parties. No responsibility is assumed for inaccuracies in information received by LCG.

**Appendix A: Additional Figures and Detailed Financial Analysis of Development Concepts**

**Figure 10. Lot Sales Price Per Square Foot compared to Lot Size**

Washington County Lot Sales, 2012 – 2014; trend line shown.



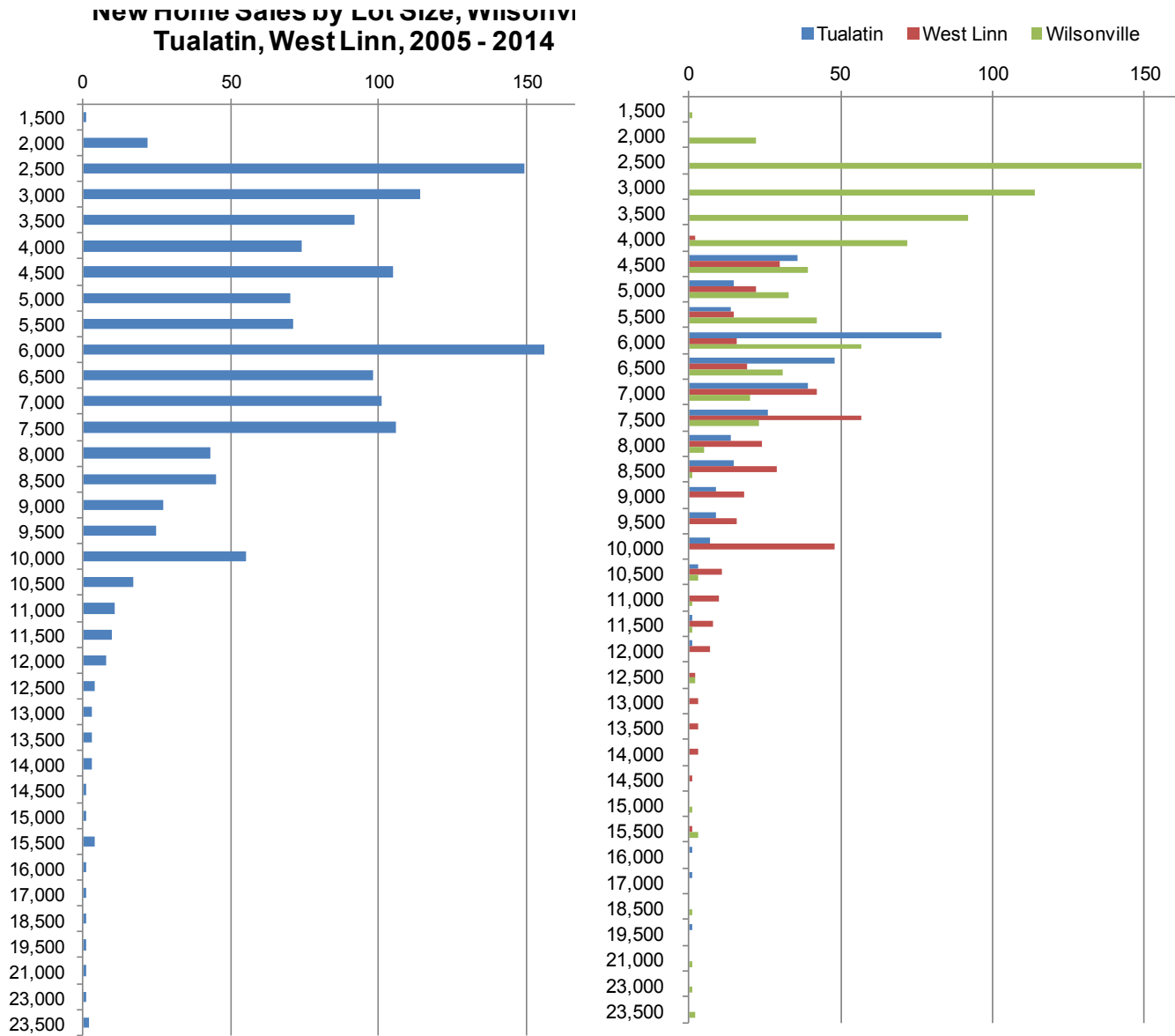
Source: Metrostudy / New Home Trends, Leland Consulting Group.

**Figure 11. Average Detached Home Sales Price by City, New Construction, 2005 to 2014**

City	Average Sales Price	Percent Above Wilsonville
Wilsonville	\$396,741	-
Tualatin	\$507,981	28%
West Linn	\$579,381	46%

Source: New Home Trends/Metrostudy, Leland Consulting Group.

**Figure 12. Detached New Home Sales by Lot Size in Wilsonville, Tualatin, and West Linn, New Construction, 2005 to 2014**



### Small Lot Development Concept (Option D)

Site Assumptions	Frog Pond Site	Legend At Villebois
Gross Site Size (acres)	20	31.2
Dwelling Units	156	188
Gross Density (du/acre)	7.8	6.0
Average Lot Size (square feet)	3,993	3,754
Right of Way (acres)	5.7	15.0
Net Buildable Area	14.3	16.2
Net Density (du/acre)	10.9	11.6

Note: ROW does not include alleyways.

Land Development Costs	Scenario 1			Market Model	RLV Model	
	Percent	Cost per SF	Cost per Lot			Total Cost
Raw Land	25.5%	\$4.00	\$22,338	\$3,484,800	\$22,338	\$35,365
Off-site Cost Allocation	16.1%	\$3.53	\$14,102	\$2,199,890	\$14,102	\$14,102
On-Site Street & Utility Cost	30.4%	\$6.68	\$26,667	\$4,160,000	\$26,667	\$26,667
Other Soft Costs	3.0%	\$0.67	\$2,667	\$416,000	\$2,667	\$2,667
Gross Profit Margin	25.0%	\$5.49	\$21,925	\$3,420,230	\$21,925	\$19,700
<b>Lot Sale Transfer Price</b>	<b>100.0%</b>	<b>\$21.96</b>	<b>\$87,698</b>	<b>\$13,680,920</b>	<b>\$87,698</b>	<b>\$98,500</b>

\$0  
25%

Off-Site Costs: 100% 0%  
 Home value market price increased by: 0%  
 Adjusted land price PSF: **\$6.33**

Finished Home Price	Home Price	Ave. Price per SF	Market Price Total	Market Price per SF	% Over Market
<b>Market Value Model</b>	\$350,793	\$163.16	\$394,000	\$183.26	-11%
	\$350,793	\$163.16	\$394,000	\$183.26	-11%
<b>Residual Land Value Model</b>	\$394,000	\$183.26	\$394,000	\$183.26	0%

Ratio of Lot Price to Total Price 25%  
 Average Home Size (Square Feet) 2,150



### Medium Lot Development Concept (Option D)

Site Assumptions	Frog Pond Site	Canyon Creek Renaissance
Gross Site Size (acres)	20	10.4
Dwelling Units	105	45
Gross Density (du/acre)	5.3	4.3
Average Lot Size (square feet)	5,932	6,137
Right of Way (acres)	5.7	4.1
Net Buildable Area	14.3	6.3
Net Density (du/acre)	7.3	7.1

Note: ROW does not include alleyways.

Land Development Costs	Scenario 1				Market Model	RLV Model
	Percent	Cost	Cost	Total		
		per SF	per Lot	Cost		
Raw Land	27.4%	\$4.00	\$33,189	\$3,484,800	\$33,189	\$36,317
Off-site Cost Allocation	11.6%	\$2.38	\$14,102	\$1,480,695	\$14,102	\$14,102
On-Site Street & Utility Cost	32.7%	\$6.68	\$39,619	\$4,160,000	\$39,619	\$39,619
Other Soft Costs*	3.3%	\$0.67	\$3,961.90	\$416,000	\$3,962	\$3,962
Gross Profit Margin	25.0%	\$5.11	\$30,290	\$3,180,498	\$30,290	\$23,500
<b>Lot Sale Transfer Price</b>	<b>100.0%</b>	<b>\$20.42</b>	<b>\$121,162</b>	<b>\$12,721,993</b>	<b>\$121,162</b>	<b>\$117,500</b>

\$0  
25%

Off-Site Costs: 100% 0%  
 Home value market price increased by: 0%  
 Adjusted land price PSF: **\$4.38**

Finished Home Price	Home Price	Ave. Price per SF	Market Price Total	Market Price per SF	% Over Market
<b>Scenario 1</b>	\$484,647	\$188.21	\$470,000	\$182.52	3.1%
<b>Scenario 2</b>	\$484,647	\$188.21	\$470,000	\$182.52	3.1%
<b>Scenario 3</b>	\$470,000	\$182.52	\$470,000	\$182.52	0.0%
Ratio of Lot Price to Total Price	25%				
Average Home Size (Square Feet)	2,575				

## Large Lot Development Concept (Option D)

Site Assumptions	Frog Pond Site	Morey's Landing
Gross Site Size (acres)	20	56.0
Dwelling Units	77	138
Gross Density (du/acre)	3.9	2.5
Average Lot Size (square feet)	8,090	7,348
Right of Way (acres)	5.7	32.7
Net Buildable Area	14.3	23.3
Net Density (du/acre)	5.4	5.9

Note: ROW does not include alleyways.

Land Development Costs	Scenario 1			Market Model	RLV Model	
	Percent	Cost per SF	Cost per Lot			Total Cost
Raw Land	28.6%	\$4.00	\$45,257	\$3,484,800	\$45,257	\$35,870
Off-site Cost Allocation	8.9%	\$1.74	\$14,102	\$1,085,843	\$14,102	\$14,102
On-Site Street & Utility Cost	34.1%	\$6.68	\$54,026	\$4,160,000	\$54,026	\$54,026
Other Soft Costs	3.4%	\$0.67	\$5,403	\$416,000	\$5,403	\$5,403
Gross Profit Margin	25.0%	\$4.89	\$39,596	\$3,048,881	\$39,596	\$27,350
<b>Lot Sale Transfer Price</b>	<b>100.0%</b>	<b>\$19.58</b>	<b>\$158,383</b>	<b>\$12,195,524</b>	<b>\$158,383</b>	<b>\$136,750</b>

Check -		\$0
		25%
Off-Site Costs:	100%	0%
Home value market price increased by:		0%
Adjusted land price PSF:		<b>\$3.17</b>

Finished Home Price	Home Price	Ave. Price per SF	Market Price		% Over Market
			Total	per SF	
<b>Scenario 1</b>	\$633,534	\$211.18	\$547,000	\$182.33	15.8%
<b>Scenario 2</b>	\$633,534	\$211.18	\$547,000	\$182.33	15.8%
<b>Scenario 3</b>	\$547,000	\$182.33	\$547,000	\$182.33	0.0%

Average Home Size (Square Feet)	3,000
Ratio of Lot Price to Total Price	25%

### Estate Lot Development Concept

Site Assumptions	Frog Pond Site
Gross Site Size (acres)	20
Dwelling Units	42
Gross Density (du/acre)	2.1
Average Lot Size (square feet)	14,800
Right of Way (acres)	5.7
Net Buildable Area	14.3
Net Density (du/acre)	2.9

Note: ROW does not include alleyways.

Land Development Costs	Percent	Cost per SF	Cost per Lot	Total Cost	Market Model	RLV Model
Raw Land	30.2%	\$4.00	\$82,971	\$3,484,800	\$82,971	\$43,146
Off-site Cost Allocation	5.1%	\$0.95	\$14,102	\$592,278	\$14,102	\$14,102
On-Site Street & Utility Cost	36.1%	\$6.69	\$99,048	\$4,160,000	\$99,048	\$99,048
Other Soft Costs	3.6%	\$0.67	\$9,905	\$416,000	\$9,905	\$9,905
Gross Profit Margin	25.0%	\$4.64	\$68,675	\$2,884,359	\$68,675	\$41,550
<b>Lot Sale Transfer Price</b>	<b>100.0%</b>	<b>\$18.56</b>	<b>\$274,701</b>	<b>\$11,537,437</b>	<b>\$274,701</b>	<b>\$207,750</b>

\$0  
25%

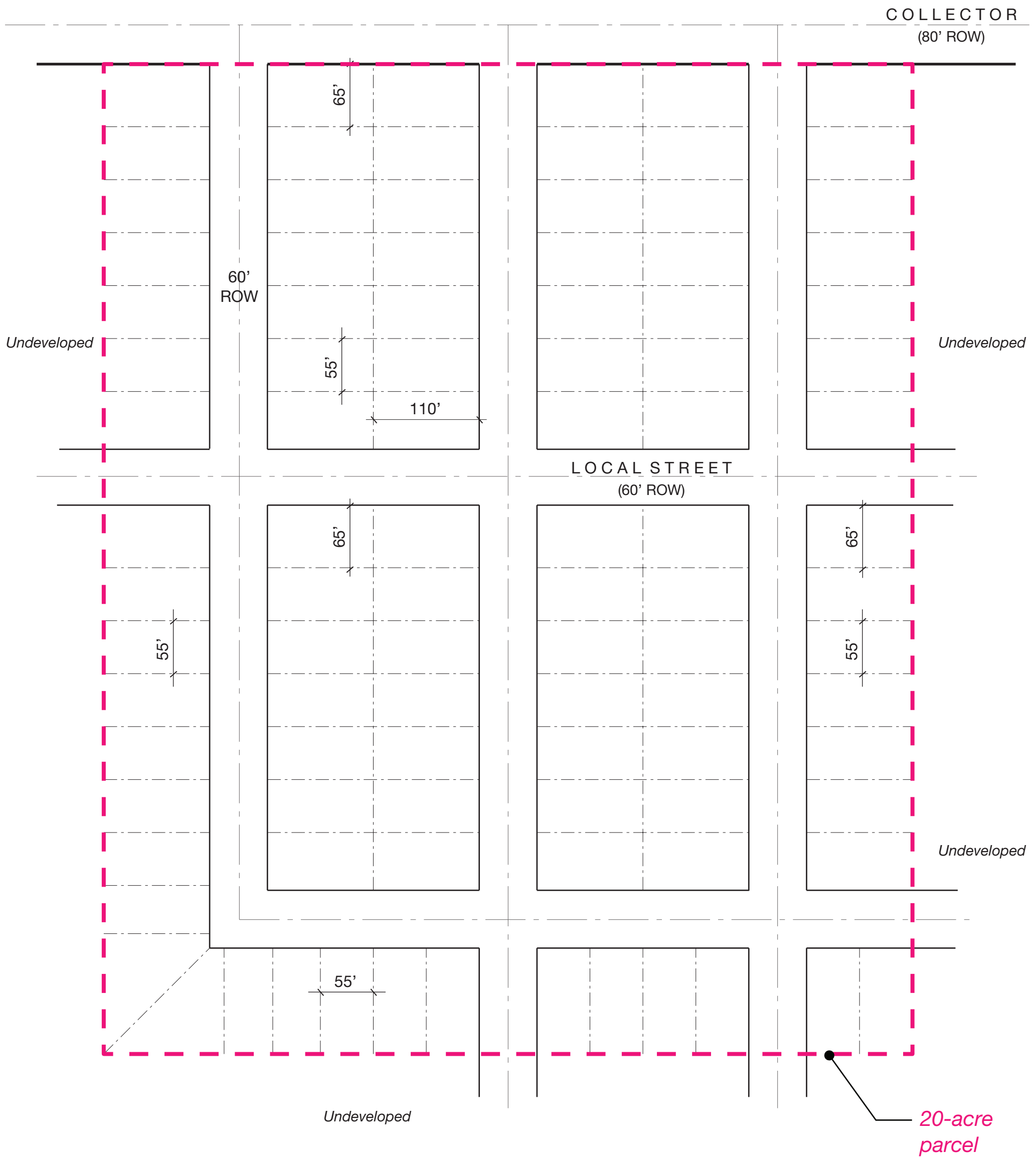
Off-Site Costs: 100% 0%  
 Home value market price increased by: 0%  
 Adjusted land price PSF: **\$2.08**

Finished Home Price	Home Price	Ave. Price per SF	Market Price		% Over Market
			Total	per SF	
<b>Scenario 1</b>	\$1,098,804	\$215.45	\$831,000	\$182.33	32.2%
<b>Scenario 2</b>	\$1,098,804	\$215.45	\$831,000	\$182.33	32.2%
<b>Scenario 3</b>	\$831,000	\$162.94	\$831,000	\$162.94	0.0%
Average Home Size (Square Feet)	5,100				
Ratio of Lot Price to Total Price	25%				

**Appendix B**

- Conceptual plans for the 20-acre subject site by Walker Macy landscape architects
- Comparable Wilsonville neighborhoods
- Representative Small, Medium, Large, and Estate Lot homes
- RMLS October 2014 Market Action Report

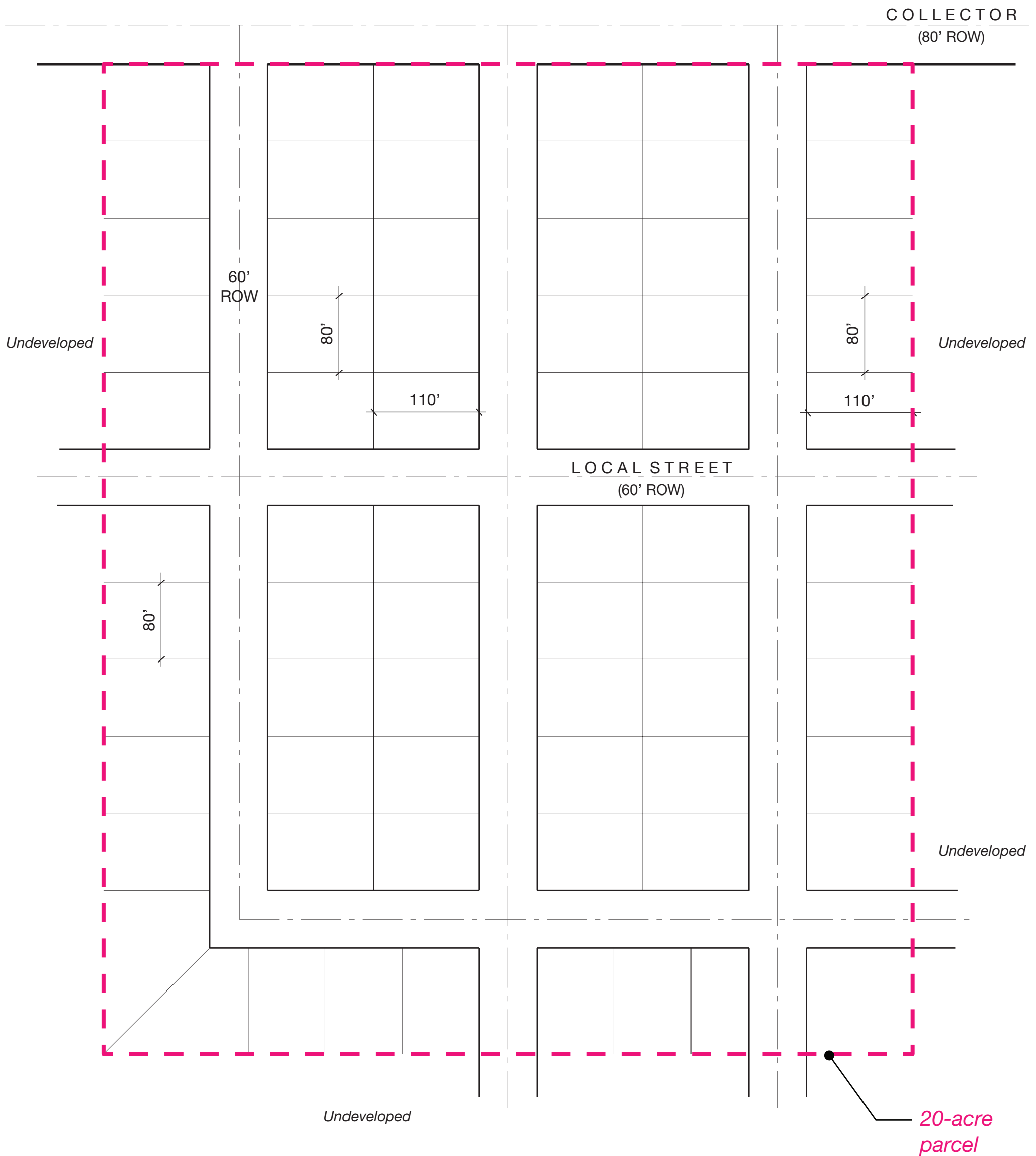




**Medium Lots**  
5500sf - 6500sf  
November 2014







**Large Lots**  
8800sf  
November 2014



# Legend at Villebois

Zoning: V



Gross Acres: 31.22  
Number of Lots: 188  
Gross Density: 6.0 du/ac

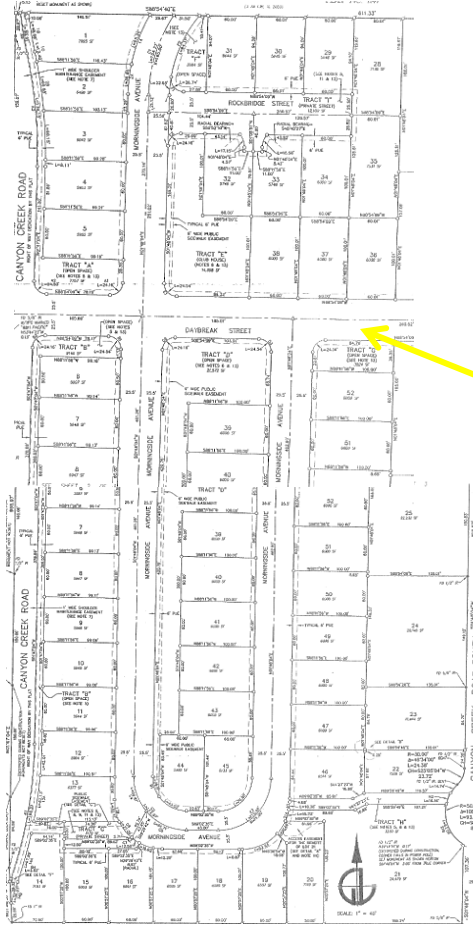
Net Acres: 16.2 acres  
Net Density: 11.5 du/ac  
Typical Lot Size: 2,800-4,500



# Renaissance Homes

at Canyon Creek

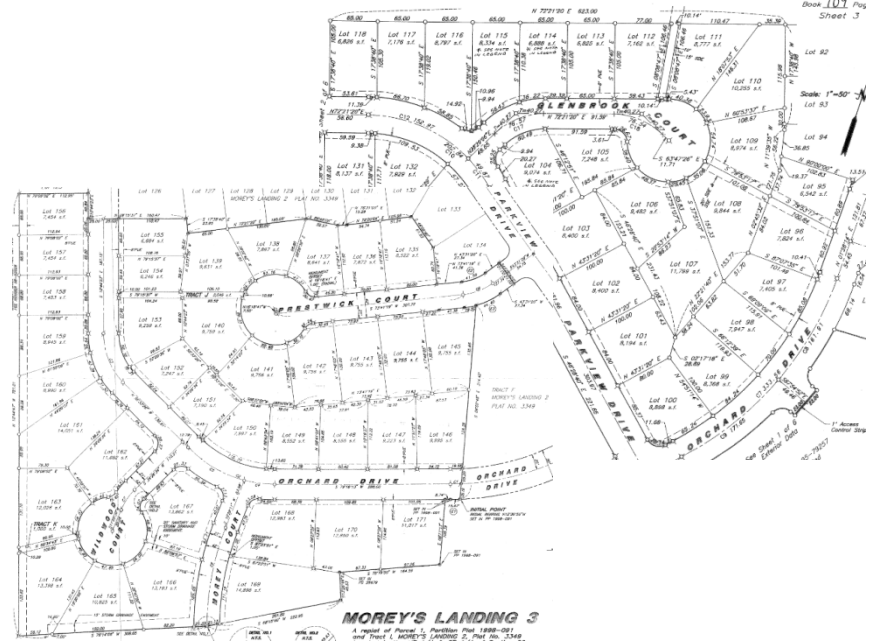
Zoning: PDR-3



Gross Acres: 10.43  
Number of Lots: 45  
Gross Density: 3.6 du/ acre  
  
Net Acres: 6.34  
Net Density: 7.1 du/ac  
Typical Lot size: 6,000 sq. ft.

# Morey's Landing

Zoning: PDR-3



Gross Acres: 56  
Number of Lots: 138  
Gross density: 3 du/acre  
  
Net Acres: 23.28  
Net density: 5.93 du/acre  
Typical Lot Size: 7,000-9,000





[Contact an Agent About This Home](#)

29364 SW Brown Road, Wilsonville, OR 97070 – Legend at Villebois

**Move-In Ready**

2302 SF, 3 Bedrooms, 2.5 Baths

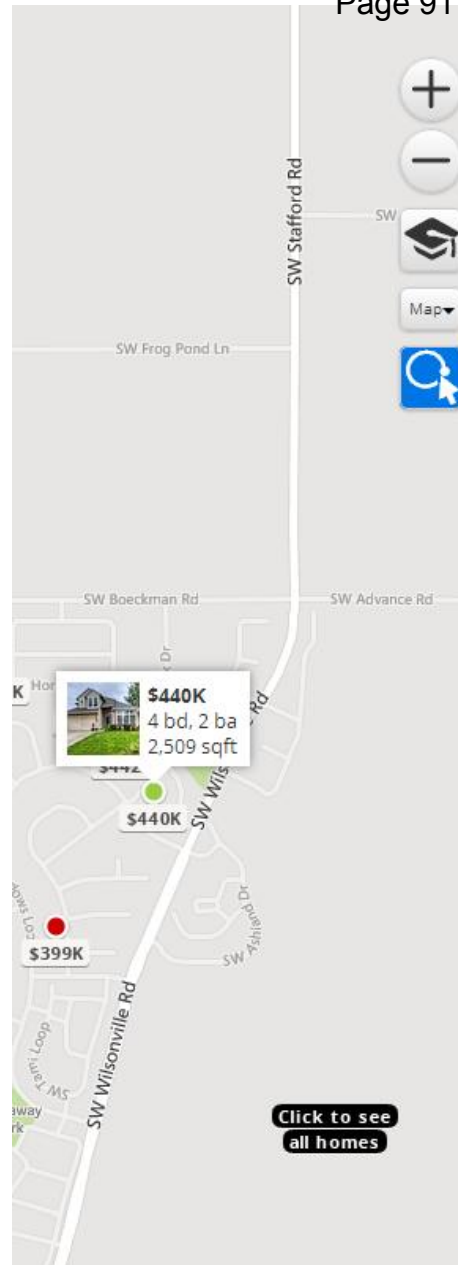
Dining Room, Master Suite, Great Room, 2-Car Garage

RMLS# 14598724

**The Courtyard Collection**

**\$368,245**

# Medium Lot



28520 SW Sandalwood Ct,  
Wilsonville, OR 97070

4 beds · 2 baths · 2,509 sqft

● FOR SALE

\$439,900

Zestimate®: \$401,170

EST. MORTGAGE

\$1,648/mo

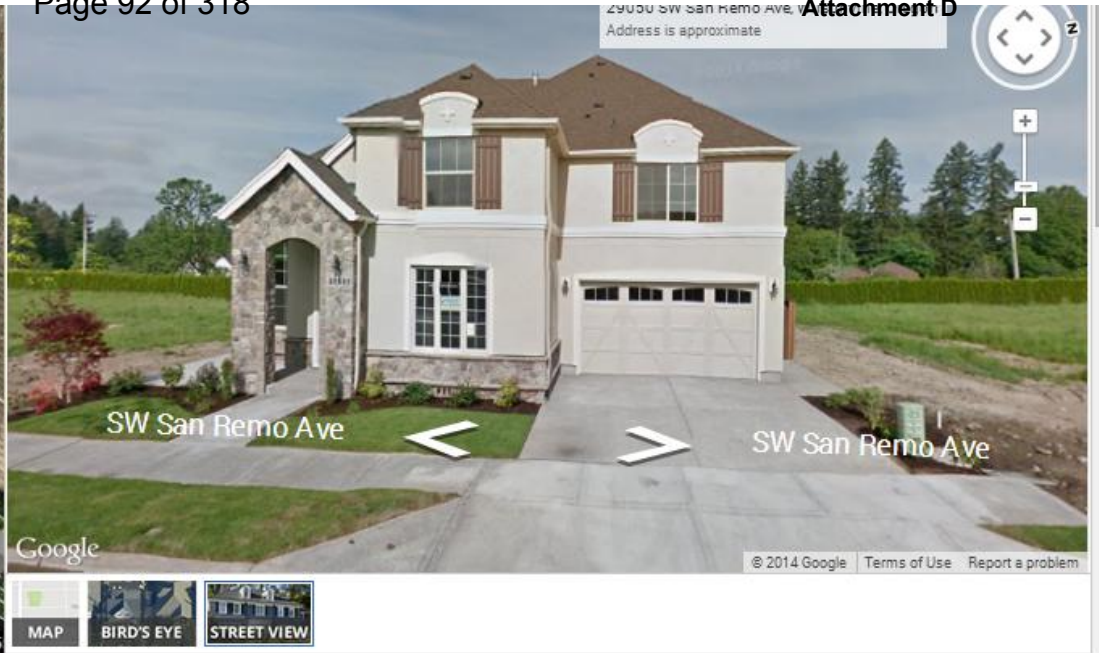
[Get Pre-Approved on Zillow](#)

[See your 2014 Credit Score from Equifax](#)





Large Lot



## 29041 SW San Remo Ave, Wilsonville, OR 97070

5 beds • 3.5 baths • 4,025 sqft

**SOLD: \$553,139**

Sold on 05/31/12  
Zestimate®: \$603,269


### EST. MORTGAGE


\$2,072/mo


[See current rates on Zillow](#)  
[Sign Up: Free Equifax Credit Score!](#)

This 4025 square foot single family home has 5 bedrooms and 3.5 bathrooms. It is located at 29041 SW San Remo Ave Wilsonville, Oregon.

### CONTACT A LOCAL AGENT

- 

**The Nick Shivers Team**  
 ★★★★★ (82)  
 158 Recent sales  
 (503) 376-9481
- 

**Jaimy & Sherine Beltran**  
 ★★★★★ (35)  
 34 Recent sales  
 (971) 373-5011
- 

**Terry Sprague CEO Luxe CHRISTIE'S**  
 ★★★★★ (17)  
 25 Recent sales  
 (503) 388-4395



# Estate Lot



6887 SW Cedar Pointe Dr,  
Wilsonville, OR 97070

4 beds · 5 baths · 5,107 sqft

● **SOLD: \$760,000**

Sold on 12/12/14

Zestimate®: \$742,487

**EST. MORTGAGE**

\$2,810/mo

[See current rates on Zillow](#)

High walking score & lush sylvan views of dedicated green space on your own property! This home looks just as good as the day it was built - beautifully maintained & improved with a real home theater. Main level living, gracious floor plan w/curved staircase, wainscoting, hardwood floors, granite surfaces and huge 4+ car garage! Walking distance to award winning schools, parks, shopping and restaurants. This neighborhood is a true gem.

## FACTS

- Lot: 0.36 acres
- Single Family
- Price/sqft: \$149
- Built in 2004
- Last sold: Dec 2014 for \$760,000



# MARKET ACTION



A Publication of RMLS™, The Source for Real Estate Statistics in Your Community

Residential Review: Metro Portland, Oregon

October 2014 Reporting Period

## October Residential Highlights Year to Date Summary

October brought an uptick in closings to the Portland metro area. These closed sales (2,487) showed a 13.6% increase over the 2,189 closings posted last October and a 4.6% increase over the 2,378 closings last September. It was the strongest October for closings in the Portland metro area since 2006 when there were 2,503. Pending sales (2,480) cooled 2.8% from September's 2,551 accepted offers, but were 16.7% stronger than the 2,125 offers accepted last October. New listings, at 2,881, similarly cooled 7.1% from September (3,102) but represented a 13.6% increase over last October (2,535).

There are currently 6,963 active residential listings in the Portland metro area. Total market time rose in October to 65 days, and inventory decreased to 2.8 months.

Activity in the Portland metro area has now surpassed numbers from last year. New listings (34,056) are up 4.9%, pending sales (24,671) are up 3.0%, and closed sales (23,301) are up 1.7% compared to the first ten months of 2013.

### Average and Median Sale Prices

The average price the first ten months of the year was \$333,200, up 7.4% from the same time frame in 2013 when the average was \$310,200. In the same comparison, the median also rose 7.5% from \$265,000 in the first ten months of 2013 to \$285,000 in the same period of 2014.

Inventory in Months*			
	2012	2013	2014
January	7.0	4.7	4.1
February	6.5	4.5	3.9
March	5.0	3.2	3.1
April	4.7	3.1	2.8
May	4.2	2.5	2.8
June	3.9	2.9	2.8
July	4.6	2.8	2.9
August	3.9	3.1	3.0
September	4.6	3.7	3.1
October	3.8	3.4	2.8
November	4.2	3.7	
December	3.6	3.2	

\*Inventory in Months is calculated by dividing the Active Residential Listings at the end of the month in question by the number of closed sales for that month. This includes proposed and under construction homes.

### Percent Change of 12-Month Sale Price Compared With The Previous 12 Months

**Average Sale Price % Change:**  
+7.8% (\$330,100 v. \$306,300)

**Median Sale Price % Change:**  
+9.3% (\$284,100 v. \$259,900)

For further explanation of this measure, see the second footnote on page 2.

Portland Metro Residential Highlights		New Listings	Pending Sales	Closed Sales	Average Sale Price	Median Sale Price	Total Market Time
2014	October	2,881	2,480	2,487	335,600	289,000	65
	September	3,102	2,551	2,378	338,100	289,900	60
	Year-to-date	34,056	24,671	23,301	333,200	285,000	70
2013	October	2,535	2,125	2,189	314,100	270,000	76
	Year-to-date	32,452	23,955	22,909	310,200	265,000	83
Change	October	13.6%	16.7%	13.6%	6.8%	7.0%	-13.8%
	Prev Mo 2014	-7.1%	-2.8%	4.6%	-0.7%	-0.3%	8.7%
	Year-to-date	4.9%	3.0%	1.7%	7.4%	7.5%	-15.7%

## Portland Metropolitan Area, Oregon

		RESIDENTIAL														COMMERCIAL		LAND		MULTIFAMILY		
		Current Month							Year-To-Date							Year-To-Date		Year-To-Date		Year-To-Date		
		Active Listings	New Listings	Expired/Cancelled Listings	Pending Sales	Pending Sales 2014 v. 2013 <sup>1</sup>	Closed Sales	Average Sale Price	Total Market Time <sup>3</sup>	New Listings	Pending Sales	Pending Sales 2014 v. 2013 <sup>1</sup>	Closed Sales	Average Sale Price	Median Sale Price	Avg. Sale Price % Change <sup>2</sup>	Closed Sales	Average Sale Price	Closed Sales	Average Sale Price	Closed Sales	Average Sale Price
141	N Portland	213	115	35	111	14.4%	118	302,200	67	1,448	1,154	9.6%	1,116	290,500	277,000	11.0%	11	389,000	17	215,300	31	423,000
142	NE Portland	481	253	62	262	11.0%	261	351,200	47	3,114	2,371	-3.9%	2,236	347,900	306,000	7.5%	25	393,800	38	124,200	70	387,200
143	SE Portland	671	348	106	328	25.7%	311	299,300	44	4,010	3,016	7.6%	2,819	302,500	259,900	13.6%	33	457,500	53	158,000	124	475,000
144	Gresham/ Troutdale	540	215	65	160	34.5%	138	244,600	100	2,192	1,523	13.8%	1,423	243,500	229,000	11.2%	8	288,900	48	162,700	37	366,000
145	Milwaukie/ Clackamas	569	224	104	202	18.1%	196	327,200	62	2,829	1,994	3.3%	1,844	310,900	287,000	11.9%	5	339,700	98	167,000	15	328,600
146	Oregon City/ Canby	403	131	65	107	-8.5%	130	305,500	72	1,777	1,312	5.0%	1,261	298,400	279,000	10.3%	6	274,800	86	183,300	13	259,800
147	Lake Oswego/ West Linn	475	166	68	136	3.0%	130	547,800	81	2,075	1,343	-3.0%	1,278	531,400	459,000	9.4%	2	564,300	46	359,900	11	407,600
148	W Portland	723	328	141	291	17.8%	237	480,000	65	3,803	2,653	-3.9%	2,512	471,500	395,000	5.8%	8	298,600	76	226,500	37	570,500
149	NW Wash Co.	254	101	40	97	-2.0%	115	435,500	57	1,580	1,185	-1.1%	1,177	421,700	394,000	7.2%	-	-	41	256,000	5	334,900
150	Beaverton/ Aloha	537	271	88	217	19.2%	244	278,900	51	3,099	2,275	8.0%	2,177	275,400	254,000	7.3%	4	270,500	11	154,200	36	346,000
151	Tigard/ Wilsonville	583	270	99	219	25.1%	256	338,500	65	2,989	2,184	-2.1%	2,043	335,800	320,000	6.5%	7	660,400	32	386,100	8	415,400
152	Hillsboro/ Forest Grove	468	199	53	158	0.0%	182	267,400	62	2,242	1,710	-0.2%	1,607	271,700	250,000	11.1%	16	262,300	47	193,900	32	378,600
153	Mt. Hood	109	24	8	17	41.7%	12	245,500	68	243	167	25.6%	159	240,300	219,500	5.2%	2	216,500	14	66,800	-	-
155	Columbia Co.	347	103	40	75	78.6%	54	217,500	141	936	609	14.3%	543	211,900	201,500	12.9%	10	243,000	43	90,900	12	166,000
156	Yamhill Co.	590	133	63	100	29.9%	103	229,200	114	1,719	1,175	11.4%	1,106	250,400	220,000	1.4%	14	240,600	79	240,100	18	265,000

<sup>1</sup> Percent change in number of pending sales this year compared to last year. The Current Month section compares October 2014 with October 2013. The Year-To-Date section compares 2014 year-to-date statistics through October with 2013 year-to-date statistics through October.

<sup>2</sup> % Change is based on a comparison of the rolling average sale price for the last 12 months (11/1/13-10/31/14) with 12 months before (11/1/12-10/31/13).

<sup>3</sup> Total Market Time is the number of days from when a property is listed to when an offer is accepted on that same property. If a property is re-listed within 31 days, Total Market Time continues to accrue; however, it does not include the time that it was off the market.



# Memorandum

June 3, 2015

**To:** Wilsonville Planning Commission  
**Cc:** Frog Pond Area Plan Task Force, Project Team  
**From:** Joe Dills and Andrew Parish, Angelo Planning Group  
**Re:** Frog Pond Concept Plan – Key Issues, Options, and Solutions for June 10<sup>th</sup> Work Session

---

## PURPOSE

The purpose of this memorandum is to: (1) Identify key issues for completing the Frog Pond Concept Plan; (2) Provide information, options and solutions for those key issues for consideration by the Planning Commission.

## STATUS OF WORKING RECOMMENDATIONS FOR THE CONCEPT PLAN

### Summary of work to date

The working recommendations of the Frog Pond Area Plan have been prepared with the guidance of the Frog Pond Task Force (who met four times) and Frog Pond Technical Advisory Committee (three meetings). The working recommendations of the plan were prepared in a series of steps and community outreach, as summarized below:

- Vision and Guiding Principles (approved by the City Council on August 14, 2014)
- Land Use and Transportation Alternatives – Summary and Evaluation (reviewed by the Task Force on October 2, 2014)
- Open house and On-Line Survey (October, 2014)
- Preferred Concept Plan – Working Recommendations (reviewed by the Task Force on December 4, 2014)
- Joint Planning Commission-City Council discussion and direction on residential element and neighborhood commercial center (January 22, 2014)
- Draft Concept Plan Updates (reviewed by the Task Force on March 18, 2015)
- Open House and on-line survey (April, 2015)
- Posting of on-line survey results (May, 2015)

The above-listed progression of plan concepts were supported by multiple technical reports. Examples include: opportunities and constraints report, market analysis, transportation impact analysis, water-sewer-storm water analysis, infrastructure funding plan, and development feasibility analysis. All of the plans and studies summarized above are available on the project web site:

<http://www.ci.wilsonville.or.us/628/Frog-Pond-Area-Plan>.





### Status of recommendations and suggested key issues

Based on feedback from the Task Force, the Open House and On-line Survey, and community input in April and May, there are several key issues that require discussion by the Planning Commission prior to preparing a recommended Concept Plan. The foremost of the key issues is the residential element of the Land Use Framework, specifically the provision of “large lots.” There are a few other issues as well noted below. To help see the entire set of working recommendations in context, the team has prepared the following table listing each element of the working Concept Plan and characterized those elements that are broadly supported, as well as those that are key issues and require further review by the Planning Commission. As used here, “broadly supported” means feedback has been generally positive and no specific changes have been identified as needed.

Page references below refer to pages in this memorandum where more information is provided. Some elements will be discussed more fully at the July meeting of the Planning Commission. Other elements will be discussed as part of Phase 2 of the Frog Pond process, during which the West Neighborhood Master Plan and zoning recommendations will be prepared.

### Summary and Status of Concept Plan Recommendations

Line item	Concept plan element - working recommendations	Broadly supported – planned as part of recommended Draft Concept Plan	Key Issue – Requires further review by the Planning Commission. Notes and references to further information are provided below.
1	Vision and Guiding Principles	x	
2	Neighborhood Framework	x	
3	Land use Framework		
4	<ul style="list-style-type: none"> <li>Residential</li> </ul>		See Key Issue 1, page 4.
5	<ul style="list-style-type: none"> <li>School and Community Park</li> </ul>	x	
6	<ul style="list-style-type: none"> <li>Civic/Institutional</li> </ul>	x	
7	<ul style="list-style-type: none"> <li>Neighborhood Commercial</li> </ul>		Use and location was directed by the Planning Commission and City Council on January 21, 2015. See below for Community Design comments.
8	Street Framework		
9	<ul style="list-style-type: none"> <li>60<sup>th</sup> Avenue classification and cross -section</li> </ul>		See Key Issue 2, page 16.
10	<ul style="list-style-type: none"> <li>Remainder of Street Framework</li> </ul>	x	
11	Pedestrian and Bicycle Framework		
12	<ul style="list-style-type: none"> <li>Boeckman trail conceptual alignment (Upland option)</li> </ul>	x	
13	<ul style="list-style-type: none"> <li>Advance Road undercrossing – general concept; not a commitment to build</li> </ul>	x	





Line item	Concept plan element - working recommendations	Broadly supported – planned as part of recommended Draft Concept Plan	Key Issue – Requires further review by the Planning Commission. Notes and references to further information are provided below.
14	Park and Open Space Framework	x	Broadly supported. See Key Issue 3, page 17, for a park-related update.
15	Infrastructure Framework	x	
16	Infrastructure Funding Strategy		Needs Planning Commission review in relation to Land Use Framework Residential Component. See memorandum from Leland Consulting Group, dated June 3, 2015.
17	Land Development Financial Analysis		Informational memo only, not a part of the Concept Plan. Needs Planning Commission review in relation to Land Use Framework Residential Component. See memorandum from Leland Consulting Group, dated June 3, 2015.
18	Community Design Framework		
19	<ul style="list-style-type: none"> <li>Community Design Principles</li> </ul>	x	
20	<ul style="list-style-type: none"> <li>West Neighborhood Demonstration Plan</li> </ul>	x	
21	<ul style="list-style-type: none"> <li>Neighborhood Commercial Center design concepts</li> </ul>		See Key Issue 4, page 16.
22	<ul style="list-style-type: none"> <li>East Neighborhood Demonstration Plan</li> </ul>	n/a	Will be provided for Planning Commission review in July.
23	Zoning Strategy	n/a	Phase 2: Information only, not a part of the Concept Plan. Important information for understanding how the Concept Plan will be implemented.
24	<ul style="list-style-type: none"> <li>Overall approach</li> </ul>	x	
25	<ul style="list-style-type: none"> <li>Early work on standards:               <ol style="list-style-type: none"> <li>Flexible Lot Size Options</li> <li>Minimum yard standards</li> <li>Quality design standards</li> </ol> </li> </ul>	n/a	Phase 2: Zoning standards for Frog Pond West will be addressed in Phase 2 of the project. See Key Issue 5, page 17 for comments on the items listed here.



## KEY ISSUES, OPTIONS AND SOLUTIONS

### Key Issue 1 – Residential Lot Sizes and Housing, and Paying For Infrastructure

#### Issue Description

The umbrella question for this key issue is: “What is the best residential plan that will the best balance: implementing the vision and guiding principles, addressing City and community preferences, covering the cost of infrastructure, and enabling desirable development?”

This question is being brought to the Planning Commission in order to be responsive to community feedback from the on-line open house and recent testimony. In summary, feedback has focused on concerns regarding lots size ranges, and the proportion of land planned for each lot size range. To generalize, commenters have expressed a desire for lower density, and more “large lots” than are currently shown on the draft Concept Plan. Many commenters have expressed this as a values-based request, focusing on Wilsonville’s high quality of life and why they move to the community, a priority for private amenities such as ample yards and three-car garages, and various concerns about recent development in Wilsonville. Another reason noted is there is an unmet need for larger lots and the larger homes that would be built on them.

The question is also on the table because of the importance of aligning the land use plan with the infrastructure funding plan. This alignment is a fundamental and practical need of property owners, the City, and future developers. It is also captured in one of the project’s Guiding Principles, which says: “Create a feasible implementation strategy - A realistic funding plan for infrastructure, smart and flexible regulations, and other strategies to promote successful implementation of the plan.” The on-line survey asked: “How important is it that future development in the Frog Pond area can pay for the infrastructure needed to serve the area?” Of the 170 respondents, 88% answered in the top positive categories ranging from Very Important to Somewhat Important.

#### Context

The context for answering this question starts with the overall residential implementation strategy that has been crafted to date. The strategy has several parts:

1. The Frog Pond area will be planned and developed as three interconnected neighborhoods (West, East and South) that are an integrated part of adjacent areas and an extension of the larger City.
2. Frog Pond West will be planned exclusively for single family detached homes, and, lower density than future development in the East and South neighborhoods.
3. All neighborhoods in the Frog Pond area will have features that implement walkability, connectivity, housing variety, parks and open spaces, and other aspects of the vision and guiding principles.

For the purposes of this key issue, the above planning strategies are assumed as foundational.

#### West Neighborhood

The project team recommends that Planning Commission look first at the West Neighborhood, followed by the East and South neighborhoods, as it examines the lot size issue. In the last six months, it has



become clear that it could be many years before the East and South neighborhoods are brought into the Urban Growth Boundary (UGB), with additional years beyond that before annexation and development would occur. The East and South neighborhoods will also require a Master Plan that is not part of this project. The current Metro Urban Growth Report states that the current Metropolitan UGB has a 20-year land supply for residential growth. Further, all urban reserve areas in Clackamas and Multnomah counties are tied up in litigation over the urban reserve decisions by Metro. The City of Wilsonville will continue to do long range planning for the urban reserve areas, but until there is more clarity on these issues the City's request to Metro to bring them into the UGB is on hold.

*Description of the Current Draft Concept Plan for the West Neighborhood (Option D)*

The location of the lot sizes in the current plan (called Option D here, so options can be easily referenced) follow the following concepts:

- Large lots (7000-9000 square feet) in the northwest portion of the neighborhood, creating a transition to Boeckman Creek in the western half of Frog Pond Lane.
- Medium Lots (5000-7000 square feet) in much of the remainder of the neighborhood, forming the predominant land use (52% of the gross buildable area).
- Small Lots (2000-3000 square feet) in two areas: the southwest corner of the neighborhood (based on this being the closest area to jobs and commercial uses to the west); and along Stafford Road and the east half of Frog Pond Lane based on proximity to a future transit route.

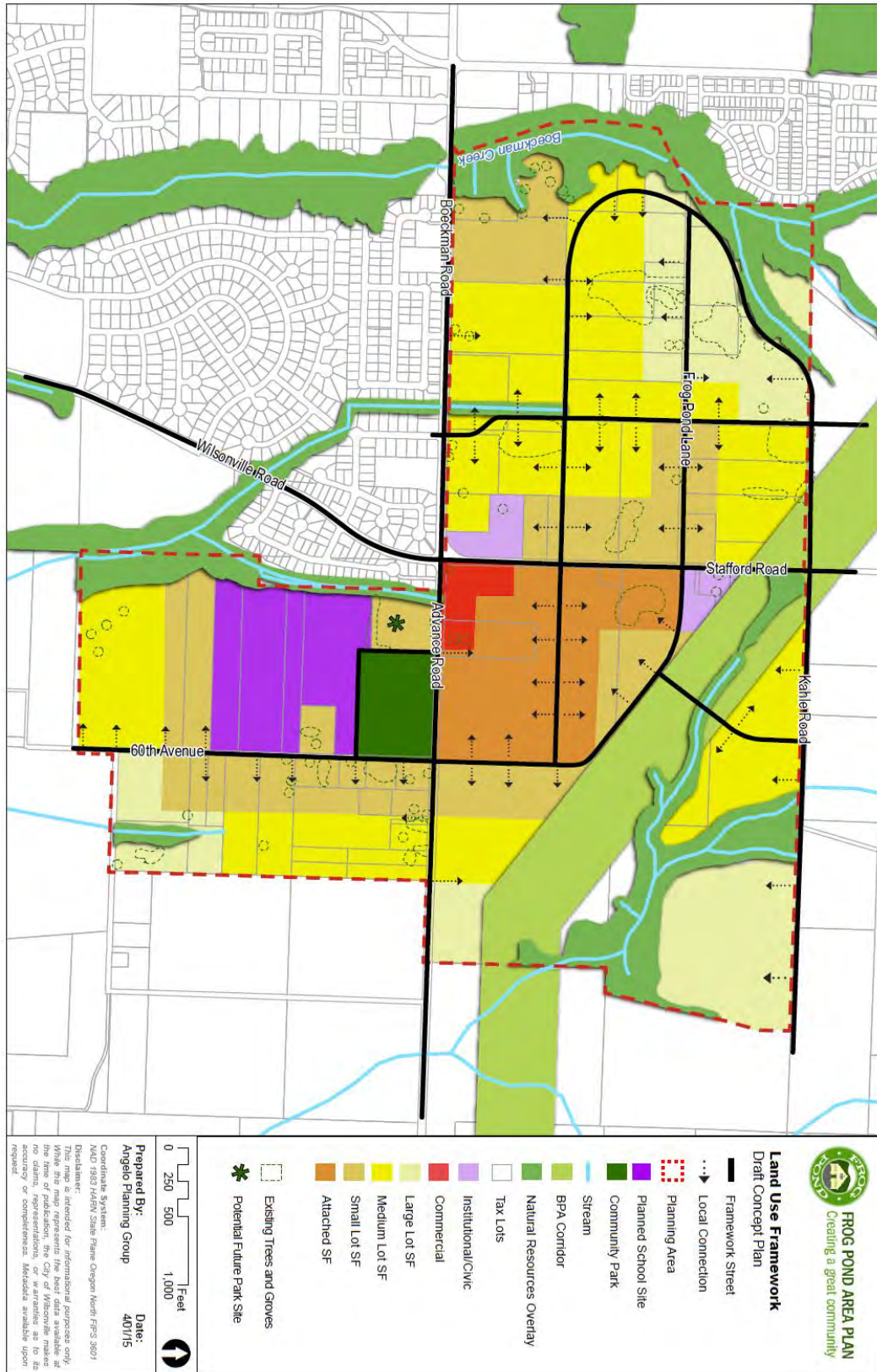
The Land Use Framework Map is on the following page.

It is important to note that the character and livability of development would not be solely influenced by the lot sizes on the Land Use Framework Map. Design standards, articulated at a policy level in the Community Design Framework Principles, would result in walkable streets, varied building form, architectural detailing, etc.

Table 1 summarizes the acreages and housing capacities of Option D.

**Table 1 – West Neighborhood Housing Metrics for Option D**

Designation	Lot Size Range (SF)	Gross Acres	Net Acres	Dwellings	Net Density (Dwellings / Net Acre)
Large Lot Single Family	7,000-9,000	31.8	20.6	112	5.4
Medium Lot Single Family	5,000-7,000	79.1	53.2	386	7.3
Small Lot Single Family	3,000-5,000	35.8	23.6	256	10.9
Civic Institutional	-	3.9	3.9	-	-
<b>Totals</b>	-	<b>150.6</b>	<b>97.4</b>	<b>754</b>	<b>7.7</b>





The following tables provide additional ways of looking at the lots sizes in Option D. Table 2 and the image on Page 8 provide lot size information for other Wilsonville neighborhoods for comparison to each lot size category of Frog Pond West.

**Table 2 – Comparison of Frog Pond West (Option D) to Existing Wilsonville Neighborhoods**

Designation	Frog Pond West			Comparison Neighborhoods			
	Lot Size Range (SF)	Average Lot Size	Density (Units / Net Acre)	Neighborhood	Lots Typical Size Range (SF)	Average Lot Size	Density (Units / Net Acre)
Large Lot Single Family	7,000 - 9,000	8,000	5.4	Morey's Landing	7,000 - 9,000	8,610 SF	5.1
				Wilsonville Meadows	6,500 - 15,500	8,244 SF	4.9
				The Park at Merryfield	5,000 - 8,000	8,659 SF	5.0
Medium Lot Single Family	5,000 - 7,000	6,000	7.3	Landover	4,000 - 11,800	6,690 SF	6.5
				Arbor Crossing	4,500 - 9,000	6,478 SF	6.7
				Renaissance Homes at Canyon Creek (I)	5,000 - 8,000	6,136 SF	7.1
Small Lot Single Family	3,000 - 5,000	4,000	10.9	Legend at Villebois	2,700 - 6,150	3,783 SF	11.5

Source: Angelo Planning Group GIS Analysis

Table 3 provides the estimated “required home price” for each land use category, based on the land development financial analysis by Leland Consulting Group<sup>1</sup> included in this packet. The “required home price” is an estimate of what a home would sell for using the infrastructure costs estimated specifically for Frog Pond West coupled with the other land development assumptions described in the memo.

**Table 3 – Estimated Dwelling Cost Range for Frog Pond West (Option D)**

Designation	Lot Size Range (SF)	Average Lot Size	Required Home Price
Large Lot Single Family	7,000-9,000	8,000	\$633,500
Medium Lot Single Family	5,000-7,000	6,000	\$484,600
Small Lot Single Family	3,000-5,000	4,000	\$350,800

Source for required home prices: Leland Consulting Group Market Price Model. These are estimates, based on infrastructure and development feasibility information prepared to date, and are subject to change.

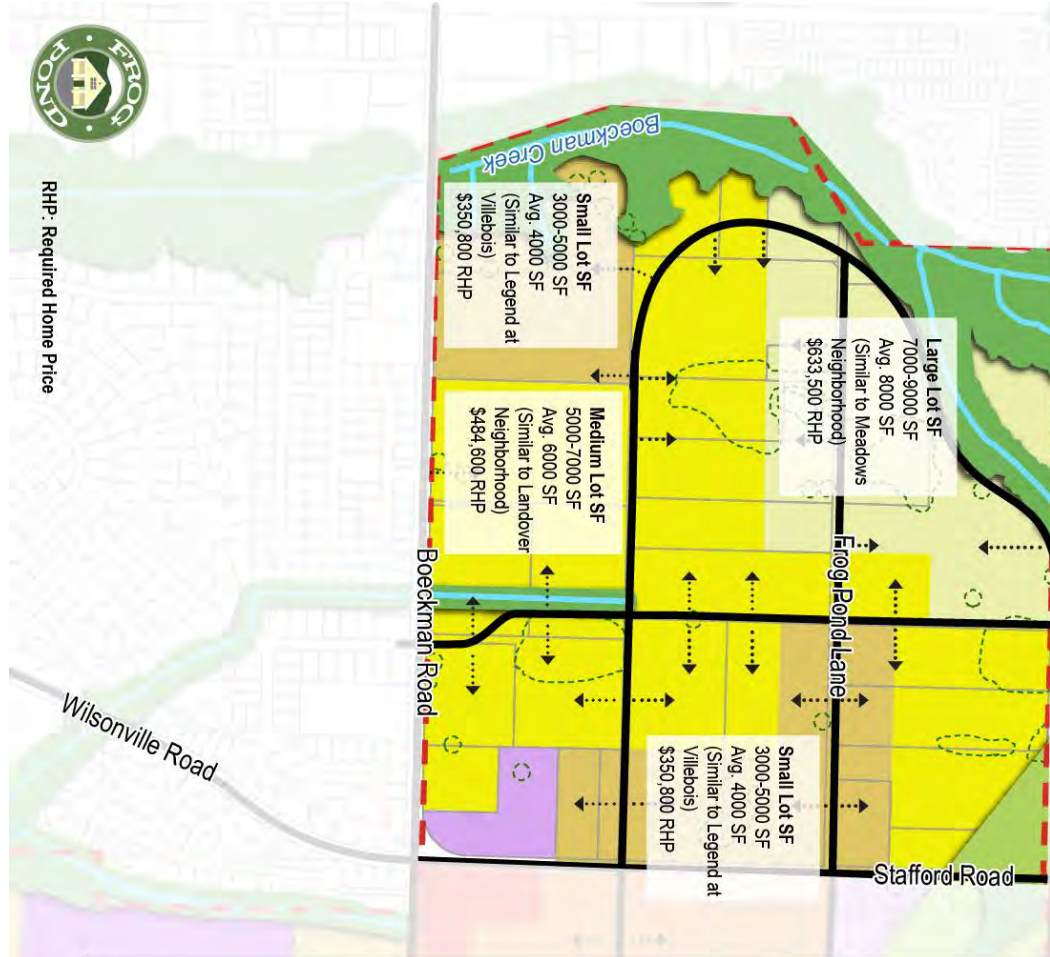
<sup>1</sup> Frog Pond Area Plan: Land Development Financial Analysis, Leland Consulting Group, June 3, 2015, Figure 4, Market Price Model. The memo is included in the packet for the June 10, 2015 Planning Commission meeting.





RHP: Required Home Price

## Option D: Draft Concept Plan Land Use Framework



### NEIGHBORHOOD COMPARISONS

 <p><b>Large Lot SF</b> - Comparable to Wilsonville Meadows</p>	 <p>Avg. Lot Size: 8973 SF Range: 6500 - 15000 SF Net Density: 4.8 Units/Acre</p>
 <p><b>Medium Lot SF</b> - Comparable to Renaissance at Canyon Creek</p>	 <p>Avg. Lot Size: 6136 SF Range: 5000 - 8000 SF Net Density: 7.1 Units/Acre</p>
 <p><b>Small Lot SF</b> - Comparable to Legend at Villebois</p>	 <p>Avg. Lot Size: 3783 SF Range: 3800 - 6100 SF Net Density: 11.5 Units/Acre</p>





*Description of an alternative lower density Concept Plan for the West Neighborhood (Option E)*

What would be responsive to the comments and concerns about the lot sizes and amounts of large lots described in Option D above? To provide what this might look like, the team has prepared an alternative plan – Option E. Option E uses the same basic geographies and location criteria as described above for Option D, but the lot sizes are increased in all categories.

- The Large Lot Single Family lots are increased from 7,000-9,000 square feet to 8,000-12,000 square feet.
- The Medium Lot Single Family lots are increased from 5,000-7,000 square feet to 6,000-8,000 square feet.
- The Small Lot Single Family lots are increased from 2,000-3,000 square feet to 4,000-6,000 square feet.

As noted above, the character and livability of development would not be solely influenced by the lot sizes on the Land Use Framework. Design standards, articulated at a policy level in the Community Design Framework Principles, would result in walkable streets, varied building form, architectural detailing, etc.

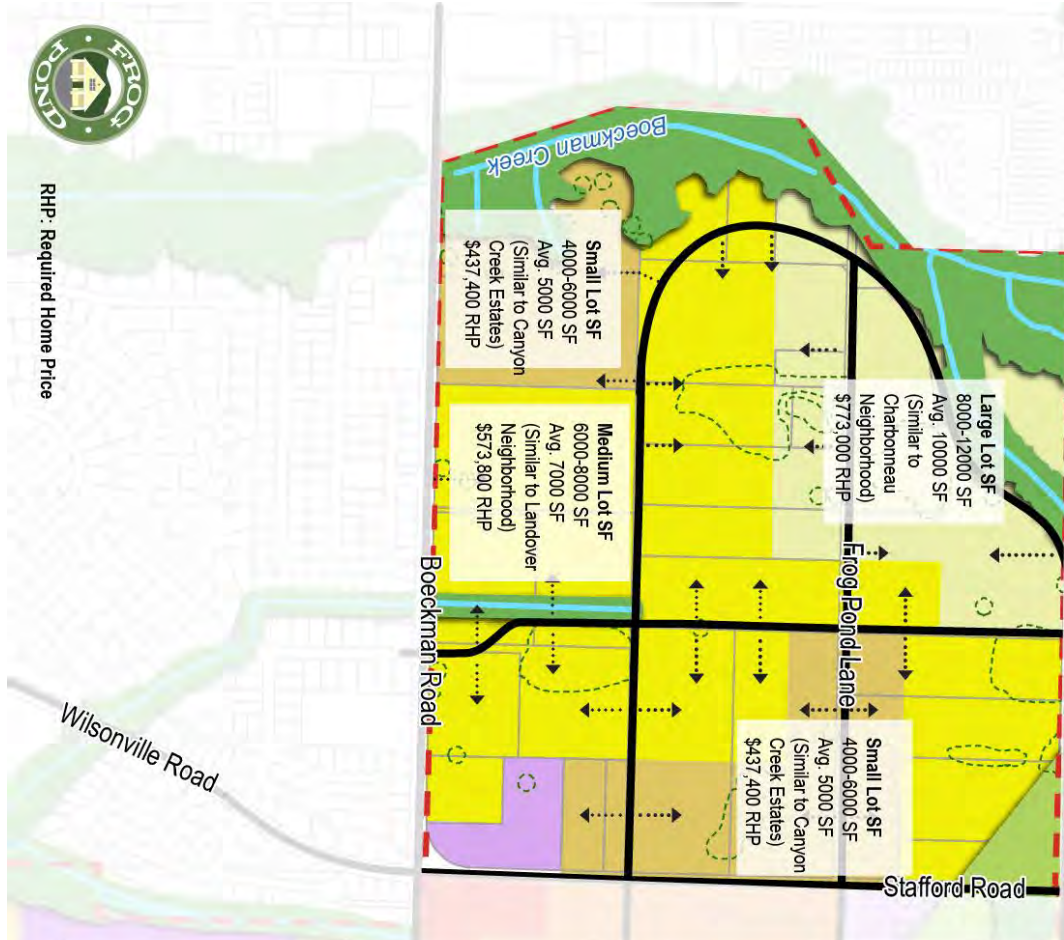
Table 4 summarizes the acreages and housing capacities of Option E.

**Table 4 – West Neighborhood Housing Metrics for Option E**

Designation	Lot Size Range (SF)	Gross Acres	Net Acres	Dwellings	Net Density (Dwellings/Net Acre)
Large Lot Single Family	8,000 - 12,000	31.8	20.6	89	4.4
Medium Lot Single Family	6,000 - 8,000	79.1	53.2	331	6.2
Small Lot Single Family	4,000 - 6,000	35.8	23.6	205	8.7
Civic Institutional	-	3.9	3.9	-	-
<b>Totals</b>	-	<b>150.6</b>	<b>97.4</b>	<b>625</b>	<b>6.4</b>



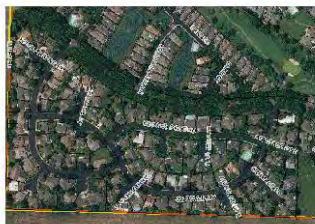
# Option E: Larger Lot Option Land Use Framework



RHP: Required Home Price

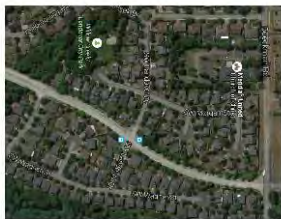
## NEIGHBORHOOD COMPARISONS

Large Lot SF - Comparable to Chatronneau Single Family East Neighborhood



Avg. Lot Size: 9256 SF  
Range: 7500-15000 SF  
Net Density: 4.7 Units/Acre

Medium Lot SF - Comparable to Landover Neighborhood



Avg. Lot Size: 6690 SF  
Range: 4100 - 11000 SF  
Net Density: 6.5 Units/Acre

Small Lot SF - Comparable to Canyon Creek Estates Neighborhood



Avg. Lot Size: 5186 SF  
Range: 4500 - 7800 SF  
Net Density: 8.39 Units/Acre



Tables 5 and 6 below provide information about comparable neighborhoods and estimated required home prices for Option E, as was done for Option D in Tables 2 and 3. Similar to the notes above, Table 6 provides the estimated price of a home in Frog Pond using the infrastructure costs estimated specifically from Frog Pond West, coupled with the other land development assumptions described in the Leland memo included in this packet.<sup>2</sup>

**Table 5 – Comparison of Frog Pond West (Option E) to Existing Wilsonville Neighborhoods**

Frog Pond West				Comparison Neighborhoods			
Designation	Lot Size Range (SF)	Average Lot Size	Density (Units / Net Acre)	Neighborhood	Lots Size Range (SF)	Average Lot Size	Density (Units / Net Acre)
Large Lot Single Family	8,000-12,000	10,000	4.4	Charbonneau Single Family East	7,500 - 15,000	9,256 SF	4.7
Medium Lot Single Family	6,000-8,000	7,000	6.2	Arbor Crossing	4,500 - 9,000	6,478 SF	6.7
				Landover	4,000 - 11,800	6,690 SF	6.5
Small Lot Single Family	4,000-6,000	5,000	8.7	Renaissance Homes at Canyon Creek (I)	5,000 - 8,000	6,136 SF	7.1
				Canyon Creek Estates	4,500 - 7,500	5,186 SF	8.4

Source: Angelo Planning Group GIS Analysis

**Table 6 – Estimated Dwelling Cost Range for Frog Pond West (Option E)**

Designation	Lot Size Range (SF)	Average Lot Size	Required Home Price
Large Lot Single Family	8,000 - 12,000	10,000	\$773,100
Medium Lot Single Family	6,000 - 8,000	7,000	\$573,800
Small Lot Single Family	4,000 - 6,000	5,000	\$437,400

Source: Leland Consulting Group Market Price Model. These are estimates, based on infrastructure and development feasibility information prepared to date, and are subject to change.

*Observations and Comparisons between Option D and Option E for the West Neighborhood*

**Total dwellings** – Reduced from 754 (Option D) to 625 (Option E) – a reduction of 129 units or 17%.

<sup>2</sup> Frog Pond Area Plan: Land Development Financial Analysis, Leland Consulting Group, June 3, 2015, Figure 5, Market Price Model. The memo is included in the packet for the June 10, 2015 Planning Commission meeting.



**Net density** – Net Density is reduced from 7.7 dwellings per net acre (Option D) to 6.4 dwelling per net acre (Option E) – a reduction of 17%.

**Affordability** – Comparisons of the Required Home Price in options D and E are summarized below.<sup>3</sup> These estimates assume that major infrastructure (e.g. Stafford Road upgrade) is distributed evenly between all properties in Frog Pond West.

**Large Lot** – Option D Required Home Price is \$633,500 and Option E price point is \$973,000 (18% increase)

**Medium Lot** – Option D Required Home Price is \$484,600 and Option E price point is \$573,800 (18.4% increase)

**Small Lot** – Option D Required Home Price is \$350,800 and Option E price point is \$437,400 (24% increase)

**System Development Charge Revenues** – The City collects system development charges when properties are developed. They are used to fund capital improvements throughout the City. System development charge revenue estimates for Option D and Option E are provided below.

Plan and Area	Transp.	Sewer	Water	Storm	Parks	Total
<b>Single Family Home</b>	\$7,381	\$4,647	\$5,300	\$1,458	\$5,150	\$23,936
<b>Option D</b>						
West Neighborhood	\$5,568,594	\$3,503,838	\$4,079,178	\$1,129,280	\$3,883,100	\$18,163,990
East & South Neighborhoods	\$13,766,649	\$6,701,320	\$7,542,193	\$2,357,992	\$6,910,522	\$37,278,676
<b>Total</b>	<b>\$19,335,243</b>	<b>\$10,205,158</b>	<b>\$11,621,371</b>	<b>\$3,487,272</b>	<b>\$10,793,622</b>	<b>\$55,442,665</b>
<b>Option E</b>						
West Neighborhood	\$4,616,445	\$2,904,375	\$3,395,478	\$941,198	\$3,218,750	\$15,076,246
East & South Neighborhoods	\$12,046,876	\$5,618,569	\$6,307,293	\$2,018,278	\$5,710,572	\$31,701,588
<b>Total</b>	<b>\$16,663,321</b>	<b>\$8,522,944</b>	<b>\$9,702,771</b>	<b>\$2,959,476</b>	<b>\$8,929,322</b>	<b>\$46,777,833</b>

**Cost per Lot for Major Infrastructure** – The Leland Draft Infrastructure Funding Strategy identifies approximately \$10.6 million in major infrastructure necessary to serve Frog Pond West, above and beyond the on-site costs a developer would incur to build local water and sewer lines, streets, storm drainage, etc.<sup>4</sup> Examples of the major infrastructure for Frog Pond West include the oversized portions of Boeckman and Stafford Roads, a traffic signal at the intersection of Boeckman-Stafford-Advance-Wilsonville Roads, the Boeckman Trail, and neighborhood parks to serve Frog Pond West. Under the City's infrastructure funding policies and practices, this \$10.6 million would typically be funded by the multiple benefiting properties through a Reimbursement District, Local Improvement District or similar

<sup>3</sup> Frog Pond Area Plan: Land Development Financial Analysis, Leland Consulting Group, June 3, 2015, Figure 5, Market Price Model. The memo is included in the packet for the June 10, 2015 Planning Commission meeting.

<sup>4</sup> All references in this paragraph are to: Frog Pond Area Plan: Land Development Financial Analysis, Leland Consulting Group, June 3, 2015, Figure 5, Market Price Model. The memo is included in the packet for the June 10, 2015 Planning Commission meeting.





financial instrument. Assuming the \$10.6 million would be allocated across all properties within Frog Pond West, the cost per lot comparison is: \$14,100 per lot for Option D; and, \$17,000 per lot for Option E (17.0% increase).

**Metro Functional Plan Compliance** – Metro has told the City that there are no density targets required for Frog Pond West. From this perspective, the two plans are essentially the same. Metro will be contacted in June to determine if there are other compliance issues associated with the two plans.

### East and South Neighborhoods

As noted above, most of the East and South neighborhoods are designated urban reserves by Metro (the school and community park properties are within the current UGB). It is unknown when these areas will be brought into the UGB, but it will likely be many years down the road. It makes sense for the City to conduct long range concept planning for the area, so that if and when the urban reserves do develop, the entire area knits together and is planned cohesively. In addition, Concept Planning is a requirement to be considered for inclusion in the UGB. Table 7 provides the housing metrics for the current plan, Option D, for the combined East and South Neighborhoods.

**Table 7 – Combined South and East Neighborhood Housing Metrics for Option D**

Designation	Lot Size Range (SF)	Gross Acres	Net Acres	Dwellings	Net Density (Dwellings/Net Acre)
Large Lot Single Family	7000-9000	40.5	27.4	147	5.4
Medium Lot Single Family	5000-7000	53.3	39.7	288	7.3
Small Lot Single Family	3000-5000	52.9	37.6	409	10.9
Attached/Cottage Single Family	2000-3000	37.7	37.7	481	17.4
Civic Institutional	-	7.3	3.3	-	-
Neighborhood Commercial	-	5.3	5.3	-	-
<b>Totals</b>	-	<b>195.1</b>	<b>132.3</b>	<b>1,325</b>	<b>10.0</b>

The above-described assumptions for Option E were also used to calculate housing metrics for the east and south areas and presented in Table 8. An additional assumption is the former Attached Single-Family designation is renamed “Attached/Cottage Single Family” (ACSF) to indicate the intended flexibility in the housing form, and respond to concerns about too uniform a housing pattern in the East Neighborhood. As such, the lot sizes for this designation increased from the previous 2,000-3,000 square feet to 2,000-4,000 square feet.

**Table 8 – Combined South and East Neighborhood Housing Metrics for Option E**

Designation	Lot Size Range (SF)	Gross Acres	Net Acres	Dwellings	Net Density (Dwellings/Net Acre)
Large Lot Single Family	8,000 - 12,000	40.5	27.4	118	4.4
Medium Lot Single Family	6,000 - 8,000	53.3	39.7	246	6.2
Small Lot Single Family	4,000 - 6,000	52.9	37.6	326	8.7
Attached/Cottage Single Family	2,000 - 4,000	37.7	37.7	401	14.5
Civic Institutional	-	7.3	3.3	-	-
Neighborhood Commercial	-	5.3	5.3	-	-
<b>Totals</b>	-	<b>195.1</b>	<b>132.3</b>	<b>1,091</b>	<b>8.2</b>

*Observations and Comparisons between Option D and Option E for the Combined East and South Neighborhoods*

**Total dwellings** – Total dwellings are reduced from 1,325 (Option D) to 1,091 (Option E), a reduction of 17.6%.

**Net density** – Net density is reduced from 10.0 dwellings per net acre (Option D) to 8.24 dwelling per net acre (Option E) – a reduction of 17.6%.

**Affordability** – The relative price point comparisons are likely to be similar, on a percentage basis, to those cited above. Homes built under Option D would be more affordable. The affordability will be greatly influenced by market forces and the change in cost of development between now and when (if) the urban reserves are developed.

**System Development Charge Revenues** – The SDC estimates for the East and South Neighborhoods are summarized on Page 12 of this memo.

**Cost per Lot for Major Infrastructure** - The Infrastructure Funding Plan identifies approximately \$11 million in major infrastructure that is necessary to serve the residential properties in Frog Pond East and South, above and beyond the typical on-site costs a developer would incur to build local water and sewer lines, streets, storm drainage, etc. Examples of the major infrastructure for are the north side of Advance Road, the BPA Powerline Trail, and the neighborhood park in the East Neighborhood. Under the City's infrastructure funding policies and practices, this \$11 million would typically be funded by multiple benefiting properties through a Reimbursement District, Local Improvement District or similar financial instrument. Assuming the \$11.0 million would be allocated across all residential properties within Frog Pond East and South, the cost per lot comparison is: \$7,500 per lot for Option D; and, \$9,100 per lot for Option E (17.6% increase).





**Metro Functional Plan Compliance** – Metro Title 11 applies to urban reserve areas. Metro’s representative on the Frog Pond Technical Advisory Committee stated that Metro staff could support the levels of density being examined at the time (Alternative B in the three alternatives evaluated last fall. Since that time, Multi-Family residential has been removed from the plan as directed in the joint City Council-Planning Commission work session in January. This reduced densities in the East Neighborhood by about 15%. Metro will be contacted in June to determine if there are other compliance issues associated with the two plans (options D and E).

### Recommendation

The project team is providing information for the Planning Commission to consider. The recommendation for the June meeting is to discuss the issues, options and trade-offs. If there is additional information the Planning Commission would like, the June meeting would be a good time to identify it. Resolution of this key issue, specifically the lot size designations in relation to development feasibility, will be brought back for Planning Commission direction in July. The City Council will also be conducting a work session which will inform the dialogue as the project proceeds.

### Key Issue 2 – 60<sup>th</sup> Avenue Classification and Cross-Section

#### Issue Framing

There are two questions for this key issue:

1. Should 60<sup>th</sup> Avenue (south of Advance Road) be classified as a Collector Street or Local Framework Street?
2. What should be the preferred cross-section – specifically, should bike lanes be on-street or off-street?

The current working recommendation is that 60<sup>th</sup> Avenue should be classified as a Collector street from Advance Road south to the entry to the schools, and as a Local Framework street south of that point. The street would have two travel lanes (a center turn lane or median treatment is not needed due to the future traffic volumes). On-street parking could be allowed under Wilsonville standards. There is flexibility in how to site the bike lanes, but a Collector street in Wilsonville typically would have on-street striped lanes or a unique solution such as a cycle track.

Task Force member Bill Ciz (a property owner in the South Neighborhood) has advocated for the Local Framework option classification for 60<sup>th</sup> Avenue. This would also be a similar two-lane cross section (with parking possible), but the bike lanes would not be on-street. Mr. Ciz recommends that a multi-use path (off-street and parallel to 60<sup>th</sup> Avenue) be built on the west side of 60<sup>th</sup>. This would narrow the curb-to-curb cross-section and place a prominent path along the edges of the community park and school.

#### Working Recommendation

Staff recommends that this issue be discussed by the Planning Commission in July. In the interim, the City will be completing the traffic impact analysis for the proposed schools. This will provide additional information to inform the 60<sup>th</sup> Avenue questions. Staff will prepare cross-sections for Planning Commission review.



### Key Issue 3 – Refinement for West Neighborhood Parks

#### Issue Description

This issue proposes flexibility for how the City implements the two neighborhood parks planned for the West Neighborhood. The refined concept would place a neighborhood park (2 acres minimum) within the neighborhood as the primary active neighborhood park. The second park would be located in the western portion of the neighborhood, along the Boeckman Trail, and would be a roughly 1.5 acre linear feature with a recreational trail in a more natural setting intended to provide visual and physical access to the Boeckman Creek corridor.

This issue is being brought to the Planning Commission as a working idea that has emerged from the Infrastructure Funding Plan. The original plan for two “standard” neighborhood parks would cost an estimated \$7,950,000<sup>5</sup>. The refined concept would cost an estimated \$5,660,000 saving \$2,290,000.<sup>6</sup> This savings is helpful to the project’s effort to reduce infrastructure costs while still providing quality infrastructure and leveraging the neighborhood’s abundant natural resources. It is recognized that through the platting and development process, additional private parks will be provided – the figures here represent the public portion of the parks system.

The original 2-park concept stems from the Wilsonville Park and Recreation Master Plan. The following table summarizes how the Frog Pond Concept Plan’s West Neighborhood compares.

**Table 9 – Park Assumptions and Needs Compared to Parks & Recreation Master Plan**

	<b>Frog Pond Concept Plan: West Neighborhood</b>	<b>Parks and Recreation Master Plan: Frog Pond-Advance Road Neighborhood</b>
Assumed Residential Capacity	<ul style="list-style-type: none"> <li>• 754 Single Family Units</li> </ul>	<ul style="list-style-type: none"> <li>• 600 Single Family Units</li> <li>• 600 Multifamily Units</li> </ul>
Planned Parks	<ul style="list-style-type: none"> <li>• 1 Neighborhood Park (2 acres Minimum)</li> <li>• 1 Linear Feature with recreational trail (roughly 1.5 acres)</li> </ul>	<ul style="list-style-type: none"> <li>• 7.13 Acres Neighborhood Parks</li> </ul>

### Key Issue 4 – Neighborhood Commercial Design

#### Issue Description

The question for this key issue is: “What guidance should be captured in the Concept Plan to ensure that the neighborhood commercial center is the appropriate scale and design to be a positive and compatible use in the East Neighborhood?”

At the January 21, 2015 joint meeting of the Planning Commission and City Council, the project team requested guidance on whether to include the neighborhood commercial center in the Land Use

<sup>5</sup> October 10, 2014 memo titled “Frog Pond Area Plan: Funding Analysis” from Leland Consulting Group.

<sup>6</sup> June 3, 2015 memo titled “Frog Pond Area Plan: Infrastructure Funding Strategy” from Leland Consulting Group.



Framework, and if so, at what location. The Planning Commission and City Council voted on four possible options:

1. Retail in the “Four Corners” location, recommended by the project team. (5 votes)
2. A smaller commercial node at the Grange location, as examined in earlier iterations of the plan. (2 votes)
3. Flexible land use designations that allow for a "market-oriented" approach, allowing commercial development or residential development on these properties. (3 votes)
4. Removing retail from the planning area entirely, and instead considering a larger retail location west of Stafford Road within the Elligsen urban reserve area. (1 vote)

The Planning Commission and City Council voted to retain the use and locate it at the northeast corner of the Stafford-Boeckman-Wilsonville-Advance Road intersection. In short, the Planning Commission and Council members were supportive of the potential for local shops and services to complement the surrounding four neighborhoods, walking and biking to reduce the need for automobile trips to other commercial areas of the City, and design compatible with the surrounding residential uses.

This key issue is being brought to the Planning Commission in response to community feedback from the on-line open house and testimony since the January joint meeting. For survey question 8 regarding the proposed commercial community design standards, 151 people responded and the response was generally positive (3.36 overall weighted average score, 72% rating the images as “Its okay” or better). In the written comments, common concerns included: doubt that the retail would be successful, belief that Wilsonville has ample retail in other locations, concern for competition with vacant spaces, and a sense that Villebois’ retail was not successful so Frog Pond should not have local retail.

Positive comments centered around: liking the imagery, preference for small scale, blending with the neighborhood, not being a regional destination, support for walkability, and a desire for outdoor seating.

### Recommendation

This issue is included because the project team believes it is important to acknowledge the concerns. The use and location should be retained in the Concept Plan, following the direction from January. Additionally, the design elements that received support should also be included in the Concept Plan.

### Key Issue 5 – Zoning Standards

#### Issue Description and Recommendations

As the Concept Plan has explored concepts for lot sizes and community design, the project team has identified ideas for zoning strategies to address community preferences. The project team recommends these ideas for further exploration in Phase 2:

- **Flexible lot size options** – Work to date has revealed interest and support for several lot size flexibility tools. The first is the City’s existing lot size averaging standards, which are already part of the Planned Development Residential (PDR) provisions in the Wilsonville Code. Task Force and on-line survey feedback has also been mostly positive regarding using the PDR provisions for this flexibility as well as the potential for Accessory Dwelling Units (ADUs) to help meet



minimum density requirements, while increasing flexibility for larger lots. Feedback has been less positive about transfer of density – the team recommends this idea not be advanced.

- **Yard standards** – One of the often-cited reasons for the need for larger lots is to ensure good yards for homes. In Phase 2, the project should look at minimum yard requirements or design standards as a tool to address this desire.
- **Quality design standards** - The Zoning Strategy memorandum, which will not be part of the Concept Plan, recommends: “As a zoning strategy for the Frog Pond area, the City should consider creating a hybrid of its PDR regulations and the Villebois regulations. There are good elements to draw from each, and the local experience and familiarity with them will be valuable in future implementation.” The reference to Villebois is about the role that design standards play in ensuring quality design. The specific design standards to be applied in Frog Pond should be tailored for Frog Pond, and worked out in Phase 2 which will follow adoption of the Concept Plan and will progress well into 2016.



**FROG POND AREA PLAN**  
Creating a great community

## APPENDIX - CONCEPT PLAN RECOMMENDATIONS





## A VISION FOR FROG POND IN 2035

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.

### GUIDING PRINCIPLES FOR THE FROG POND AREA PLAN

#### Create great neighborhoods

Frog Pond's homes, streets, open spaces, neighborhood-scale retail, and other uses fit together into walkable, cohesive, and connected neighborhoods.

#### Create a complete streets and trails network

Streets are designed for safe and enjoyable travel by car, bike, or on foot and a great network of trails is provided.

#### Provide access to nature

The creeks and natural areas provide opportunities to see and interact with nature close to home.

#### Create community gathering spaces

Beautiful parks, quality schools, and other public spaces serve as community centers and gathering places. The land uses, transportation, and open space around the Advance Road school and park sites support a compatible neighborhood plan in that area.

#### Provide for Wilsonville's housing needs

A variety of attractive homes are provided to fulfill the City's housing needs and align with the market. Single-family homes are an important part of the mix, and neighborhoods are designed to be multi-generational and offer attractive housing options at a variety of prices.

#### Create a feasible implementation strategy

A realistic funding plan for infrastructure, tailored regulations, and other strategies promote successful implementation of the plan.



### Frog Pond is an extension of Wilsonville

Frog Pond is truly connected – it is an easy walk, bike trip, or bus ride to other parts of Wilsonville, and Frog Pond feels like a well-planned extension of the city.

### Retain trees

Mature native trees are integrated into the community to enhance the area's character and value.

### Honor Frog Pond's history

A sense of history is retained, recognized, and celebrated.

### Provide compatible transitions to surrounding areas

New urban land uses are good neighbors to adjacent rural land uses, future developable areas, and existing neighborhoods.

### Promote healthy, active lifestyles

Extensive walkways, community gardens, recreational facilities, and other elements support active and healthy lifestyles.

### Integrate sustainability

Economic, environmental, and community-oriented solutions are integrated to meet the needs of today's residents and help future residents meet their own needs.

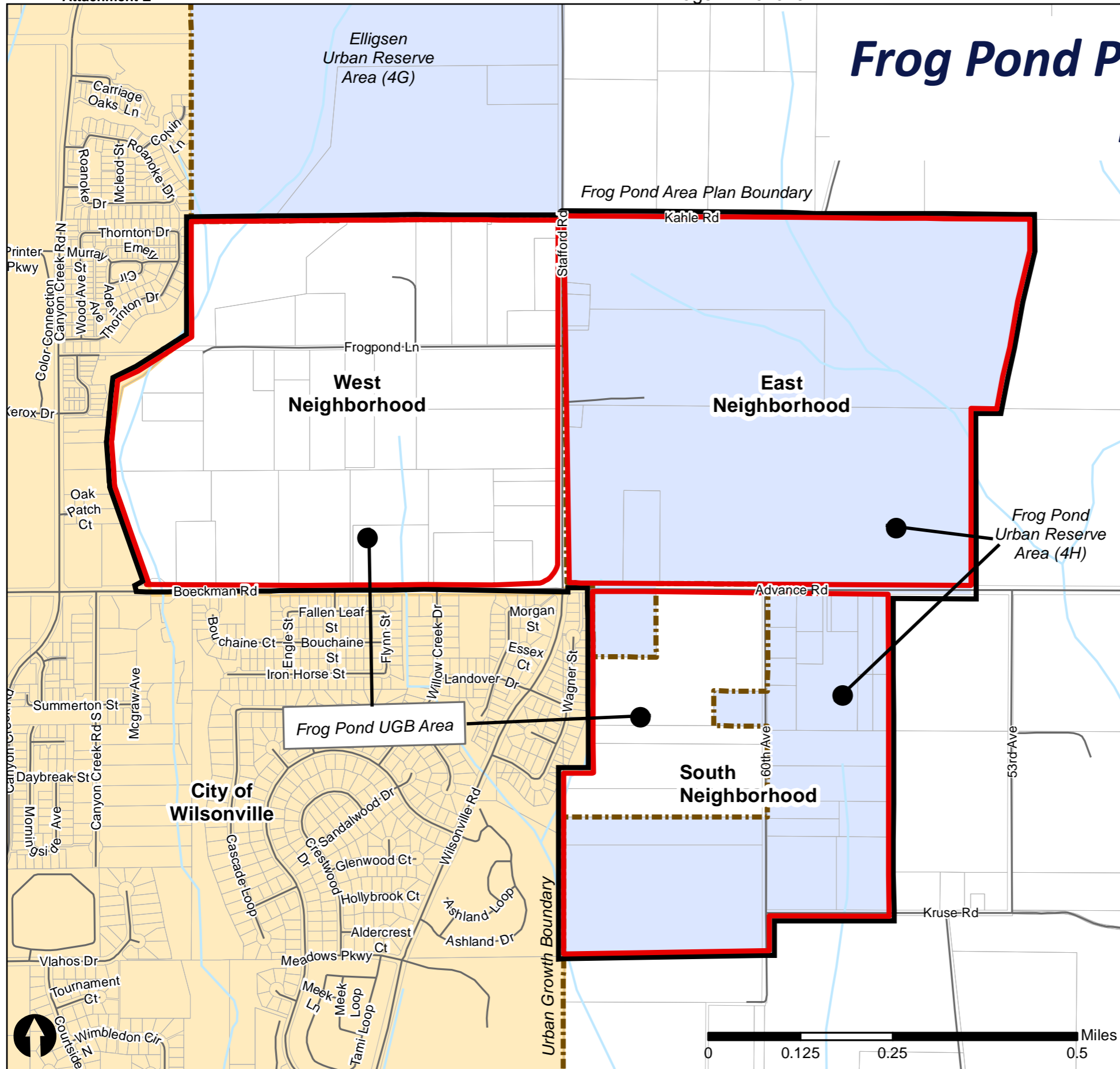
### Coordinate with Wilsonville's transportation network

The plan is consistent with the Wilsonville Transportation System Plan. Traffic impacts are managed for key streets and intersections, including the I-5 interchanges.

## PROCESS PRINCIPLES


















- Create a model that could be used in other communities.
- Provide early and ongoing opportunities for stakeholders to raise issues and concerns.
- Facilitate equitable and constructive communication between the public and project team.
- Empower residents to become involved with the project.
- Provide the public with balanced and objective information to help the public understand issues, alternatives, opportunities, and solutions.

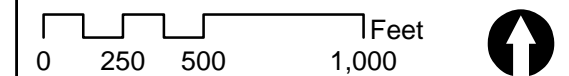
# Frog Pond Planning Area & Neighborhoods





Land Use Framework  
Draft Concept Plan

-  Framework Street
-  Local Connection
-  Planning Area
-  Planned School Site
-  Community Park
-  Stream
-  BPA Corridor
-  Natural Resources Overlay
-  Tax Lots
-  Institutional/Civic
-  Commercial
-  Large Lot SF
-  Medium Lot SF
-  Small Lot SF
-  Attached SF
-  Existing Trees and Groves
-  Potential Future Park Site

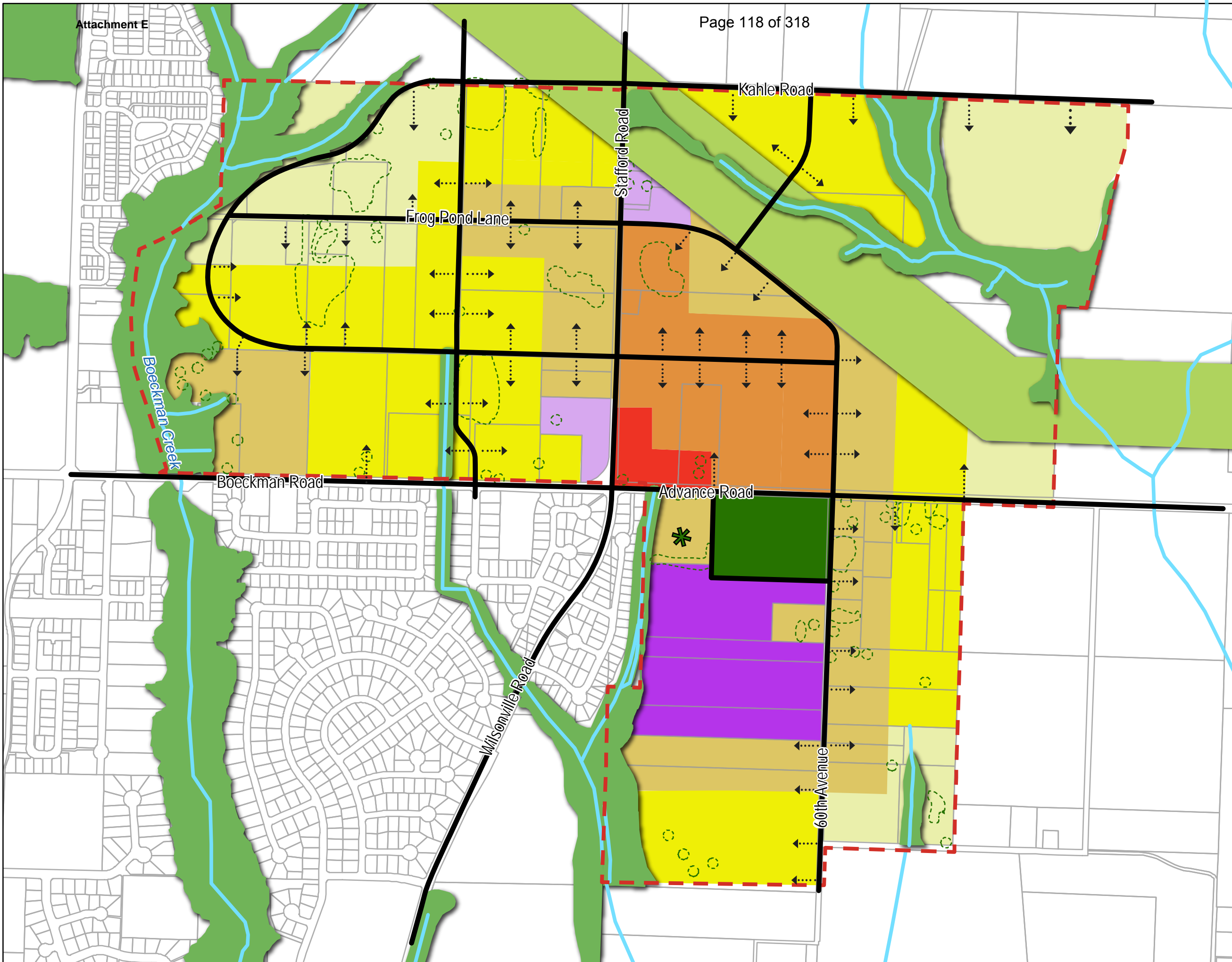


**Prepared By:**  
Angelo Planning Group

**Date:**  
4/01/15

Coordinate System:  
NAD 1983 HARN State Plane Oregon North FIPS 3601

**Disclaimer:**  
This map is intended for informational purposes only. While this map represents the best data available at the time of publication, the City of Wilsonville makes no claims, representations, or warranties as to its accuracy or completeness. Metadata available upon request.







**Large Lot Single Family**  
*(with Accessory Dwelling Unit over garage)*



**Large Lot Single Family**



**Large Lot Single Family**



**Medium Lot Single Family**



**Medium Lot Single Family**



**Medium Lot Single Family**



**Duplex within Medium Lot Single Family Neighborhood**



**Medium Lot Single Family**  
*(With mature tree protected in front yard)*





**Small Lot Single Family**  
*(Cottages)*



**Small Lot Single Family**  
*(Cottages)*



**Small Lot Single Family**  
*(Small lot detached)*



**Attached Single Family**  
*(Townhomes)*



**Attached Single Family**  
*(Townhomes)*



**Attached Single Family**  
*(Townhomes)*





**Neighborhood-scale commercial building**



**Corner left unbuilt to provide access into parking lot from Main Street**



**Stormwater treatment integrated into Main Street**



**Parking is located behind buildings and well-landscaped. On-street parking contributes to supply.**



**Mature trees protected within parking lot**



**Commercial  
(Small-scale retail)**



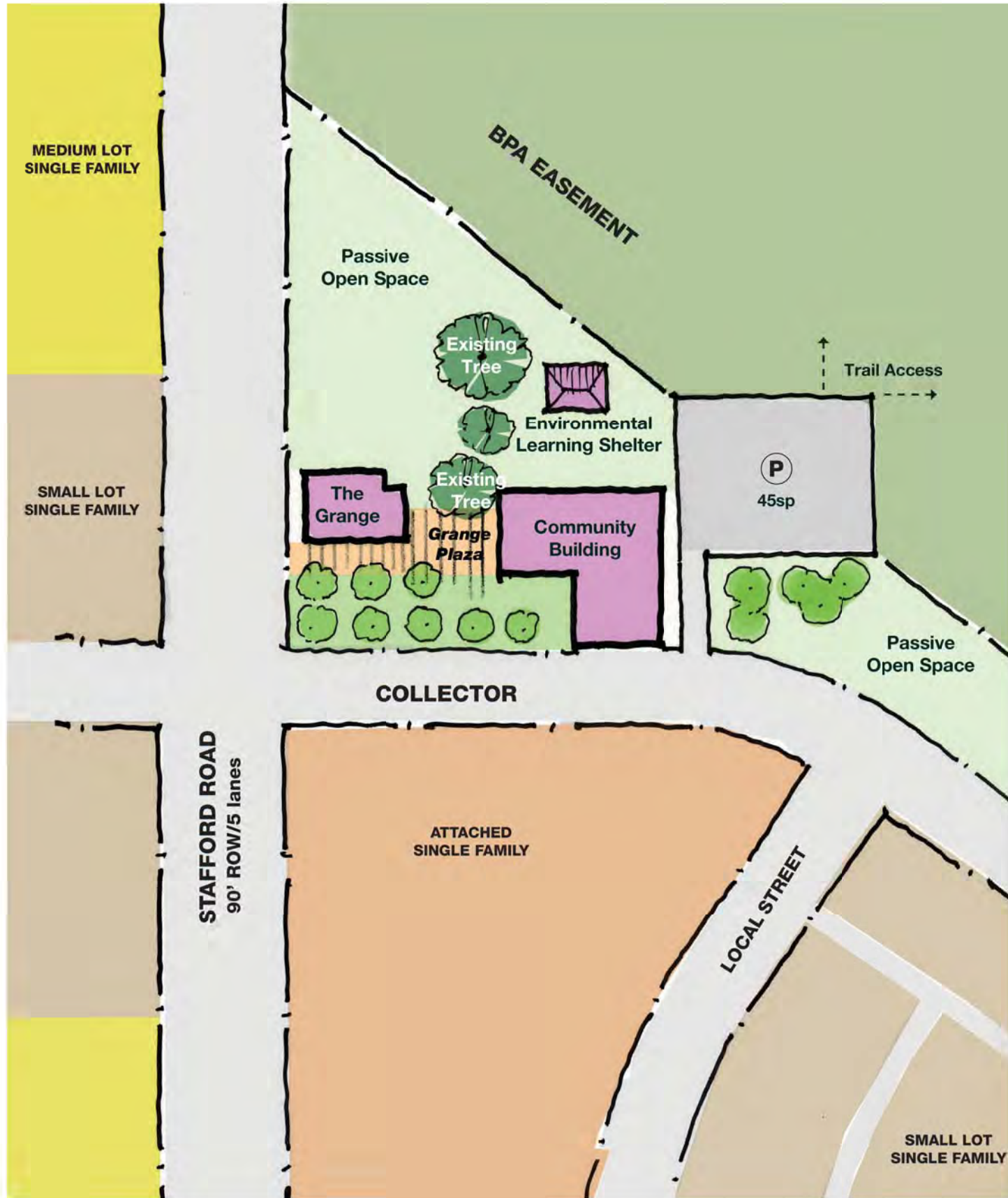
**Commercial  
(Mixed Use, 3 stories housing over 1 retail)**



**Commercial  
(Mixed Use, 2 stories housing over 1 retail)**

**Neighborhood Commercial**





Aerial view of Grange



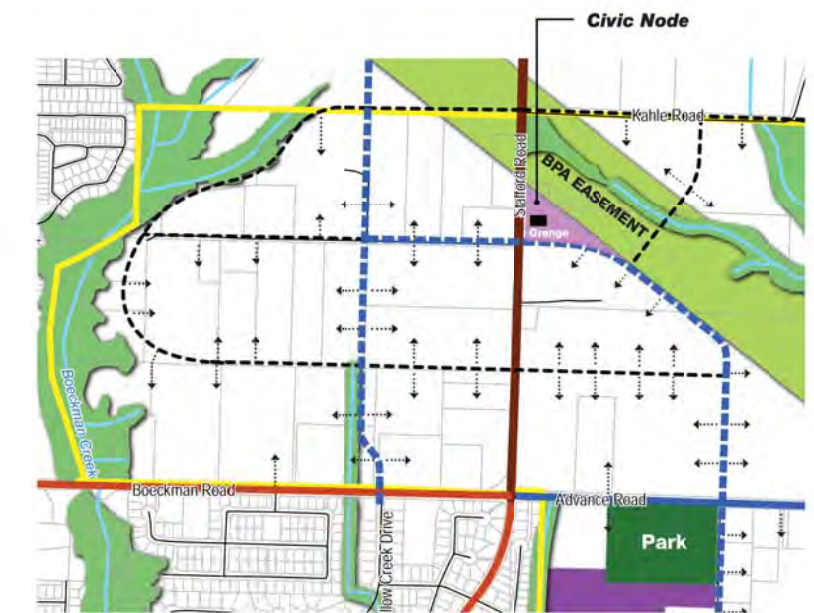
Grange site from Frog Pond Lane



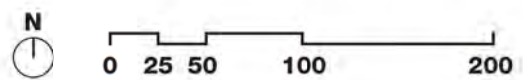
Historic Grange can be repurposed like Wilsonville's Old Town Church.



Small Environmental Learning Center



Key Map



# Frog Pond Grange Civic Node Program and Access Study





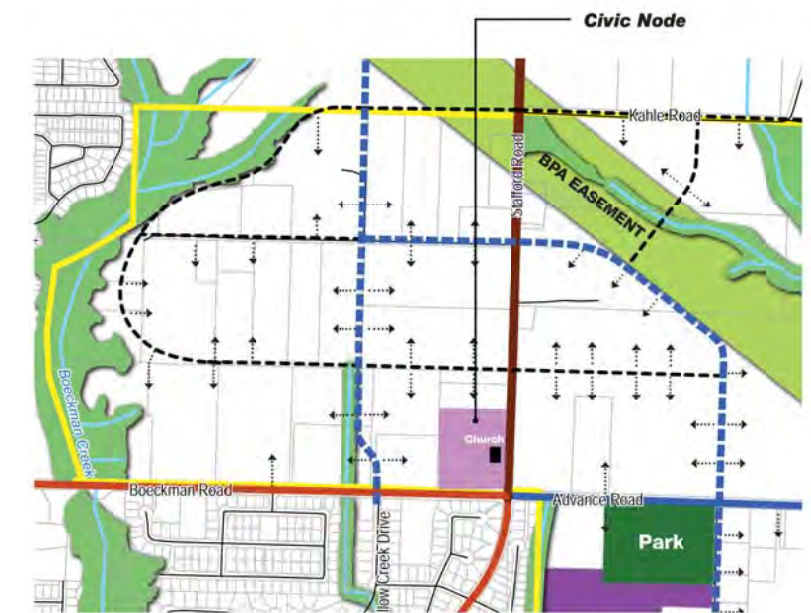
Aerial view of site, showing existing Lutheran Church.



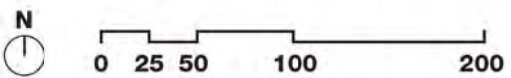
Civic Buildings on a small public plaza



Small daycare and community use building



Key Map



# Four Corners Civic Node Program and Access Study

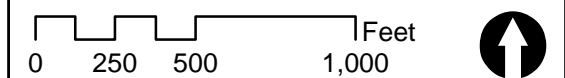




Transportation Framework  
**Draft Preferred Alternative**

- Existing Major Arterial
- Existing Minor Arterial
- Existing Collector
- New Collector\*
- Existing Local Street
- New Local Framework Street
- New Local Connection
- Planning Area
- Planned School Site
- Community Park
- Stream
- BPA Corridor
- Natural Resources Overlay
- Tax Lots
- Stop Signs (on side streets) or Roundabout
- Traffic Signal
- Stop Sign (on side streets)

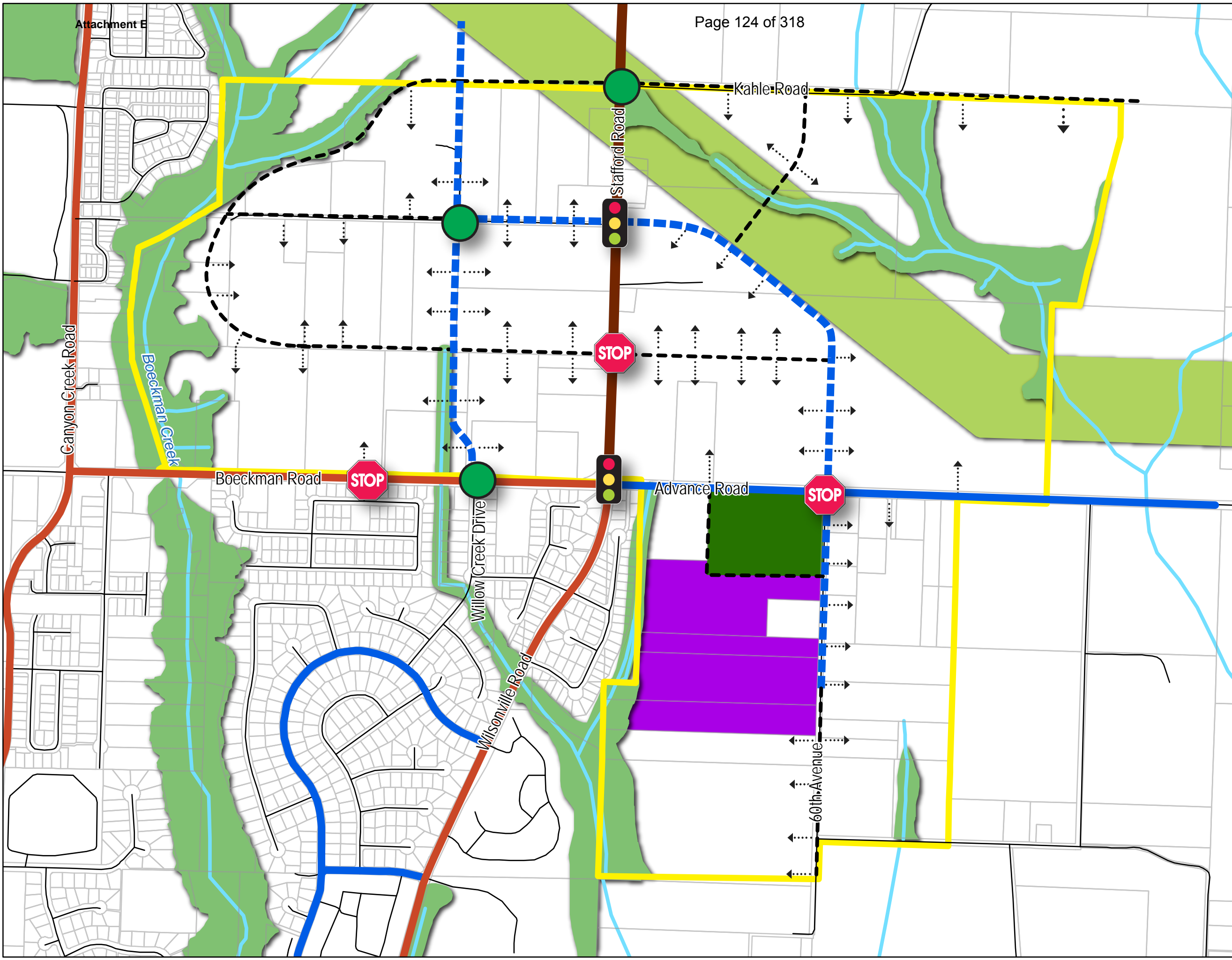
\* Includes bike lanes and on-street parking where appropriate.



**Prepared By:** Angelo Planning Group  
**Date:** 11/12/2014

**Coordinate System:**  
NAD 1983 HARN State Plane Oregon North FIPS 3601

















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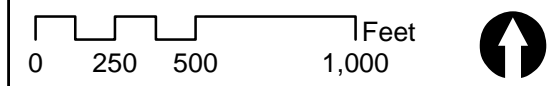






**Bicycle / Pedestrian Framework**  
**Draft Preferred Alternative**

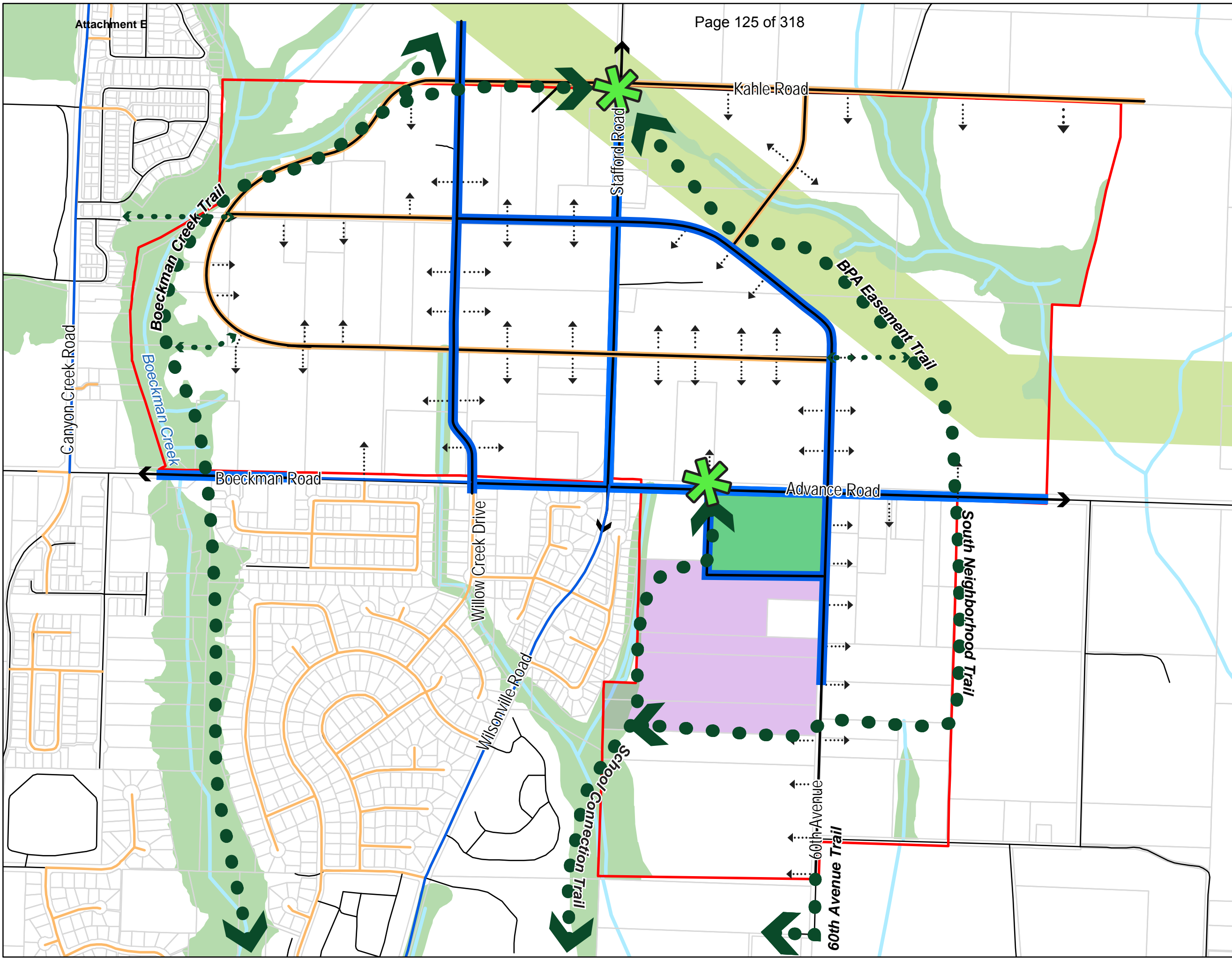
-  Framework Street
-  Local Connection
-  Planning Area
-  Planned School Site
-  Community Park
-  Stream
-  BPA Corridor
-  Natural Resources Overlay
-  Tax Lots
-  Existing Sidewalks
-  Existing Roads
-  Existing Bicycle Lane and Sidewalks
-  Framework Street  
(All city streets will have sidewalks)
-  Proposed Bicycle Lane and Sidewalks
-  Future Trail Connection
-  Potential Grade-Separated Crossing



**Prepared By:** Angelo Planning Group  
**Date:** 11/21/2014

**Coordinate System:**  
NAD 1983 HARN State Plane Oregon North FIPS 3601

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Attachment E

Boeckman Creek Trail  
Boeckman Creek

Stafford Road

Kahle Road

BPA Easement Trail

Boeckman Road

Advance Road

Willow Creek Drive

Wilsonville Road

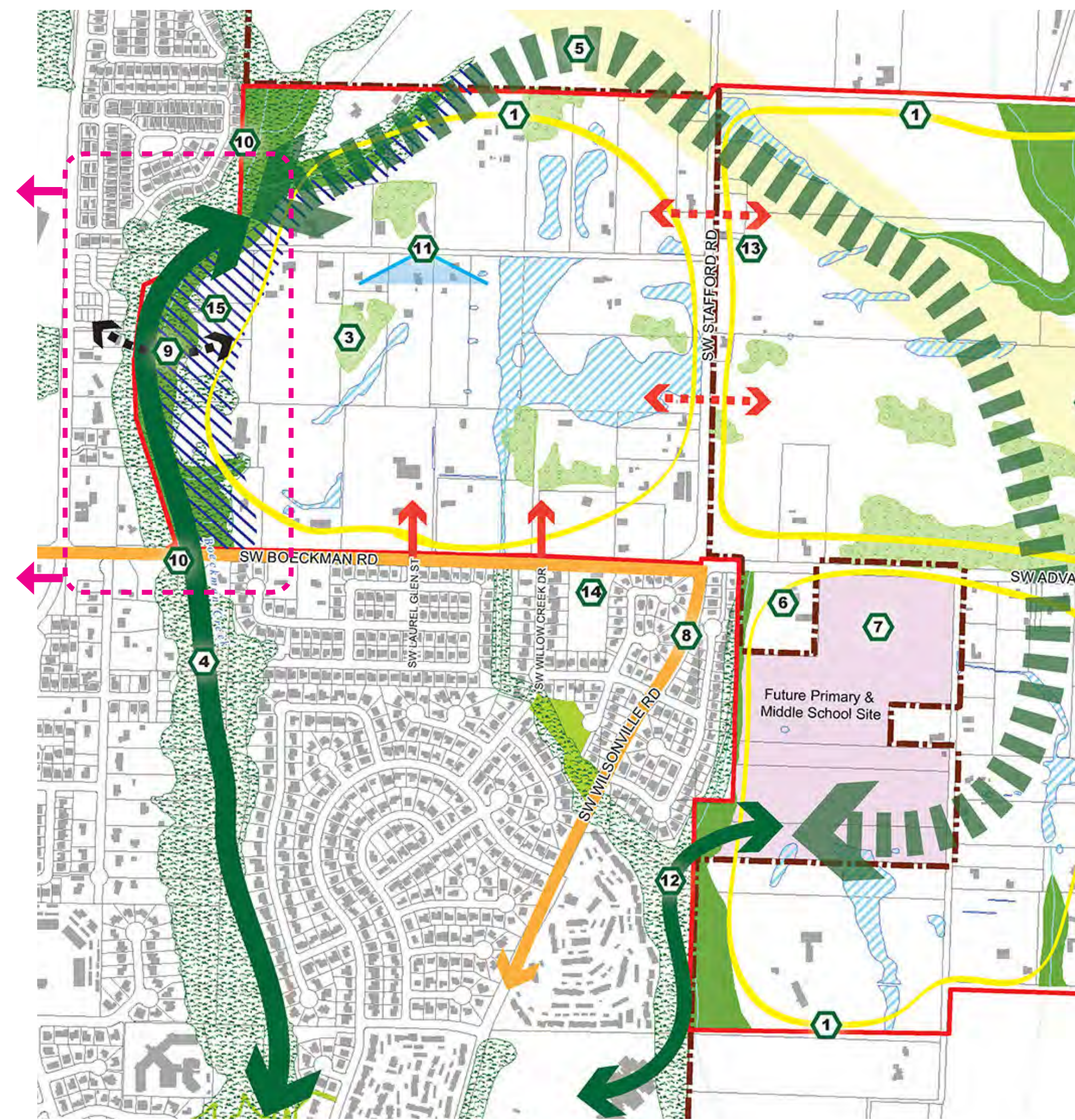
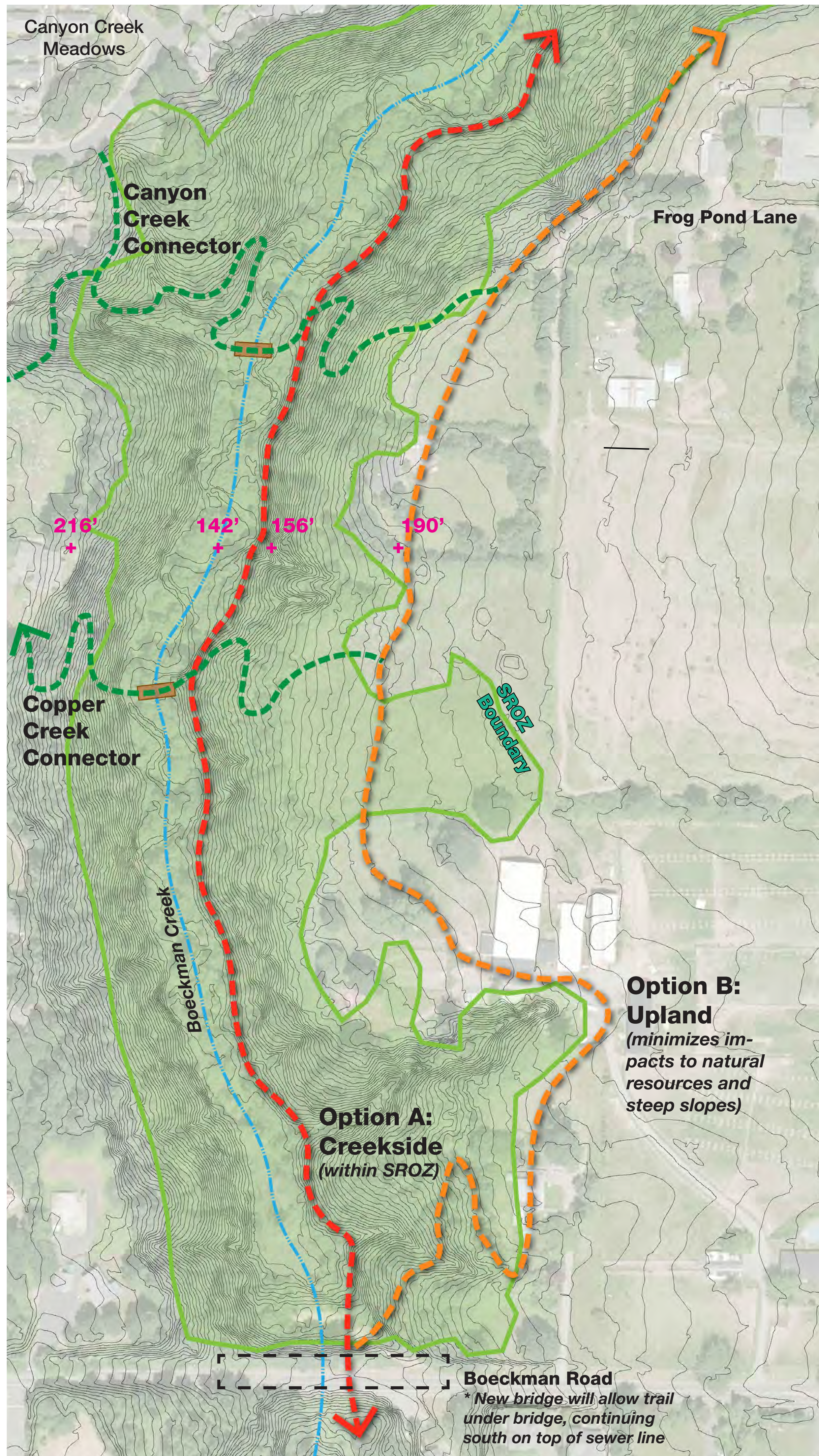
South Neighborhood Trail

School Connection Trail

60th Avenue Trail

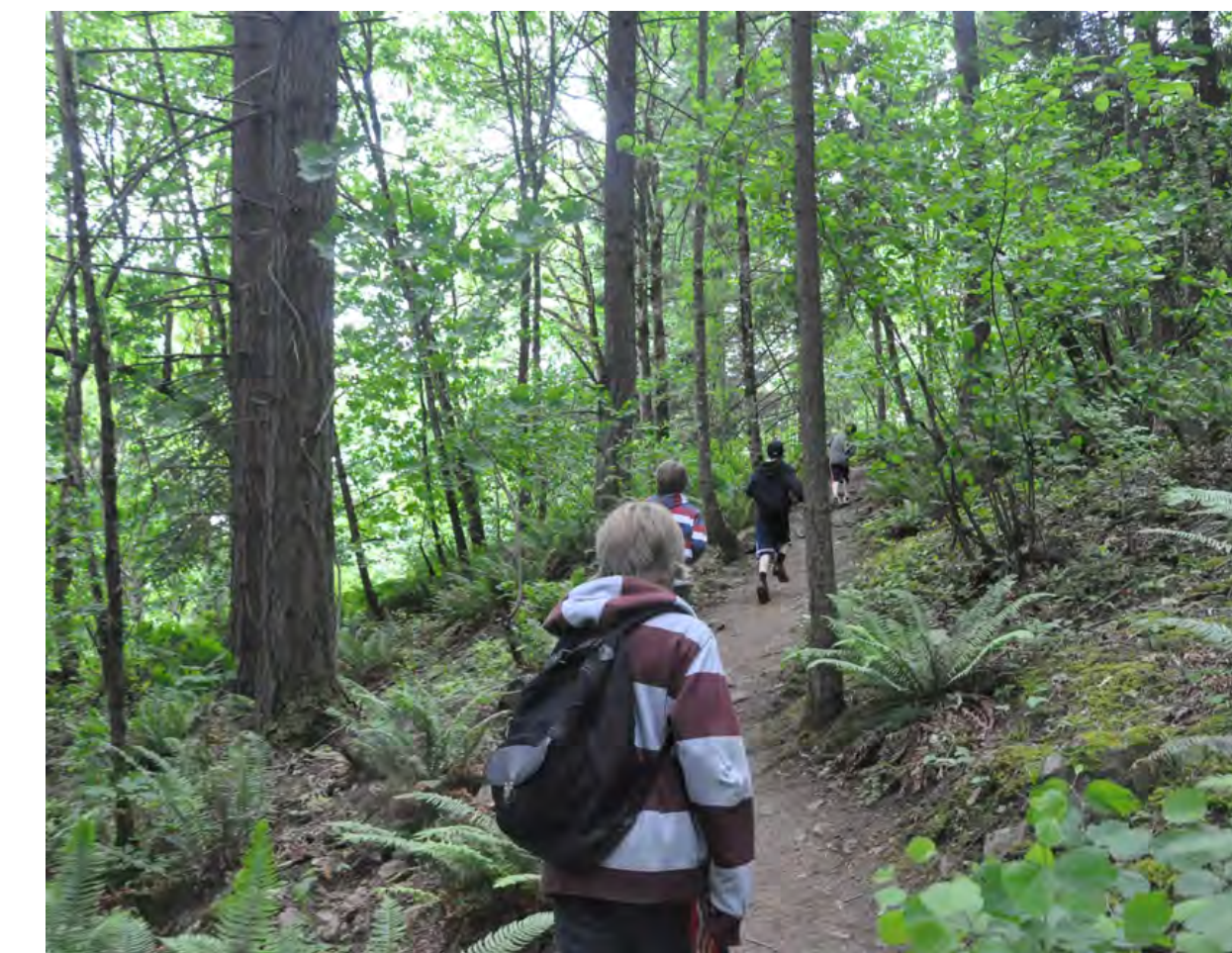
Canyon Creek Road





Concept for trail loop

*Note: All trail alignments are conceptual and are illustrative*



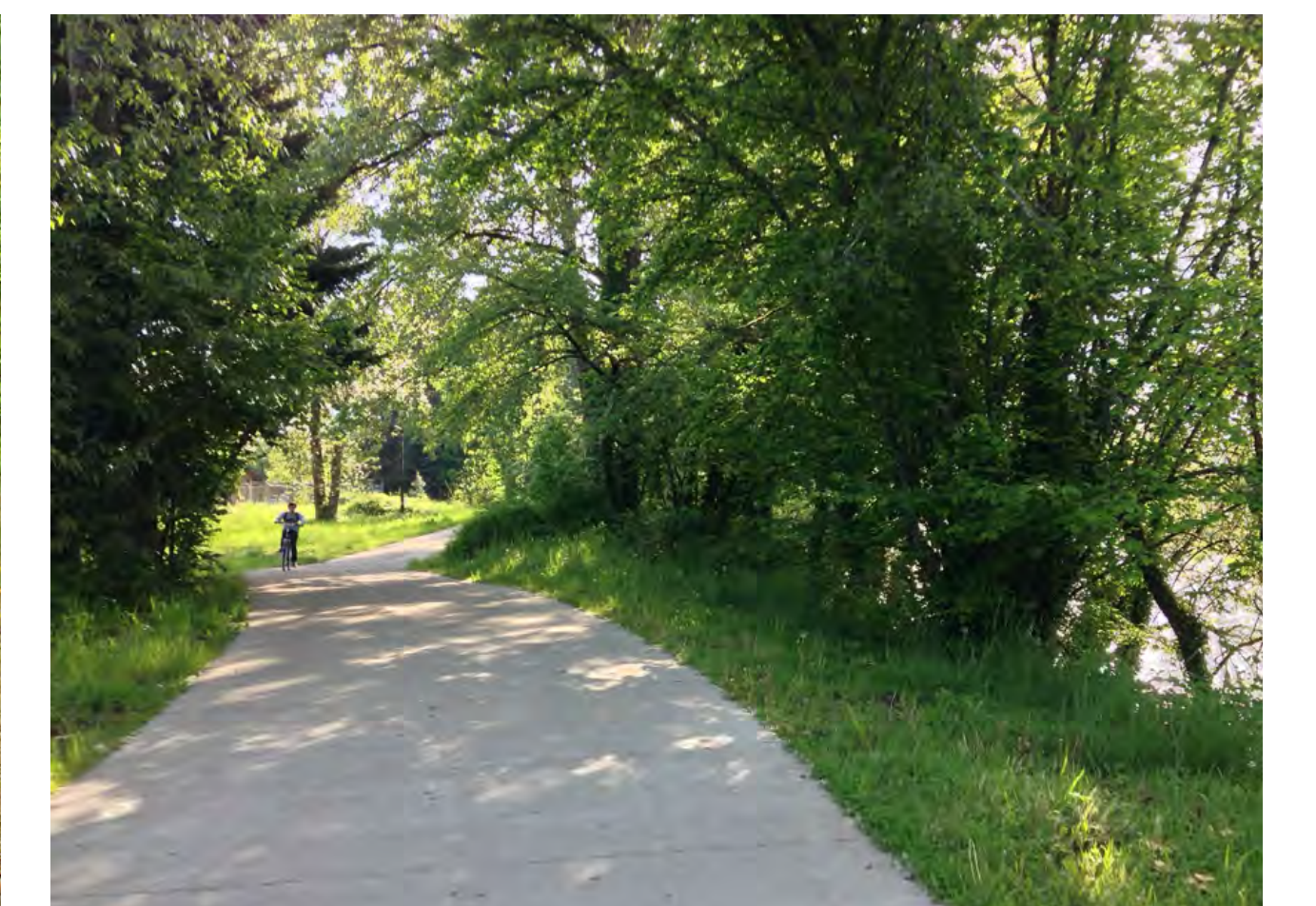
Connector Trail in forest



Creekside Trail and Bridge



Upland Trail



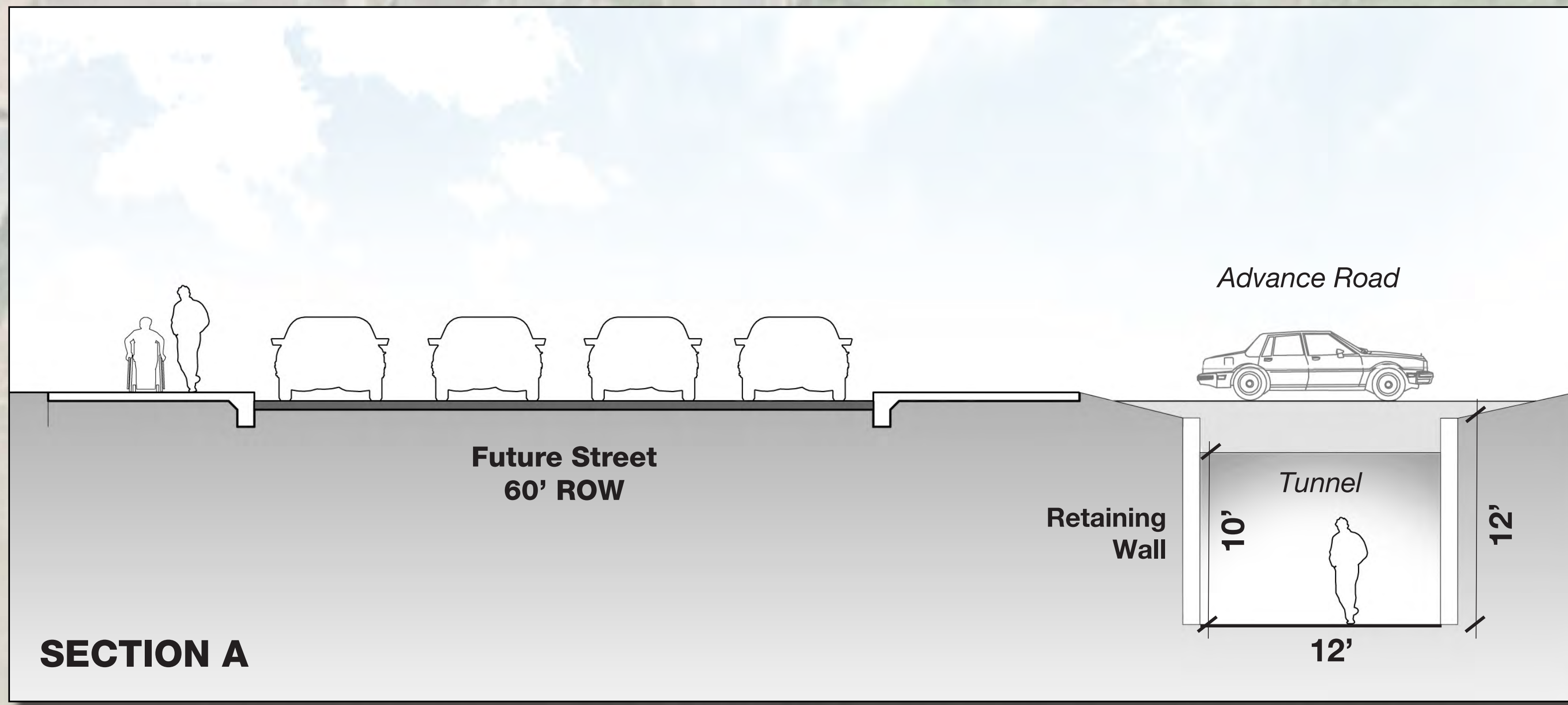
Upland Trail



Homes on natural edge

# Community Design Framework Demonstration Plan: Boeckman Creek Connections





**SECTION A**

STAFFORD ROAD

BOECKMAN RD

ADVANCE RD

FUTURE COMMERCIAL

FUTURE RESIDENTIAL

FUTURE PARK

Future Road 60' ROW

FUTURE SCHOOL

**Undercrossing and Ramp Details**

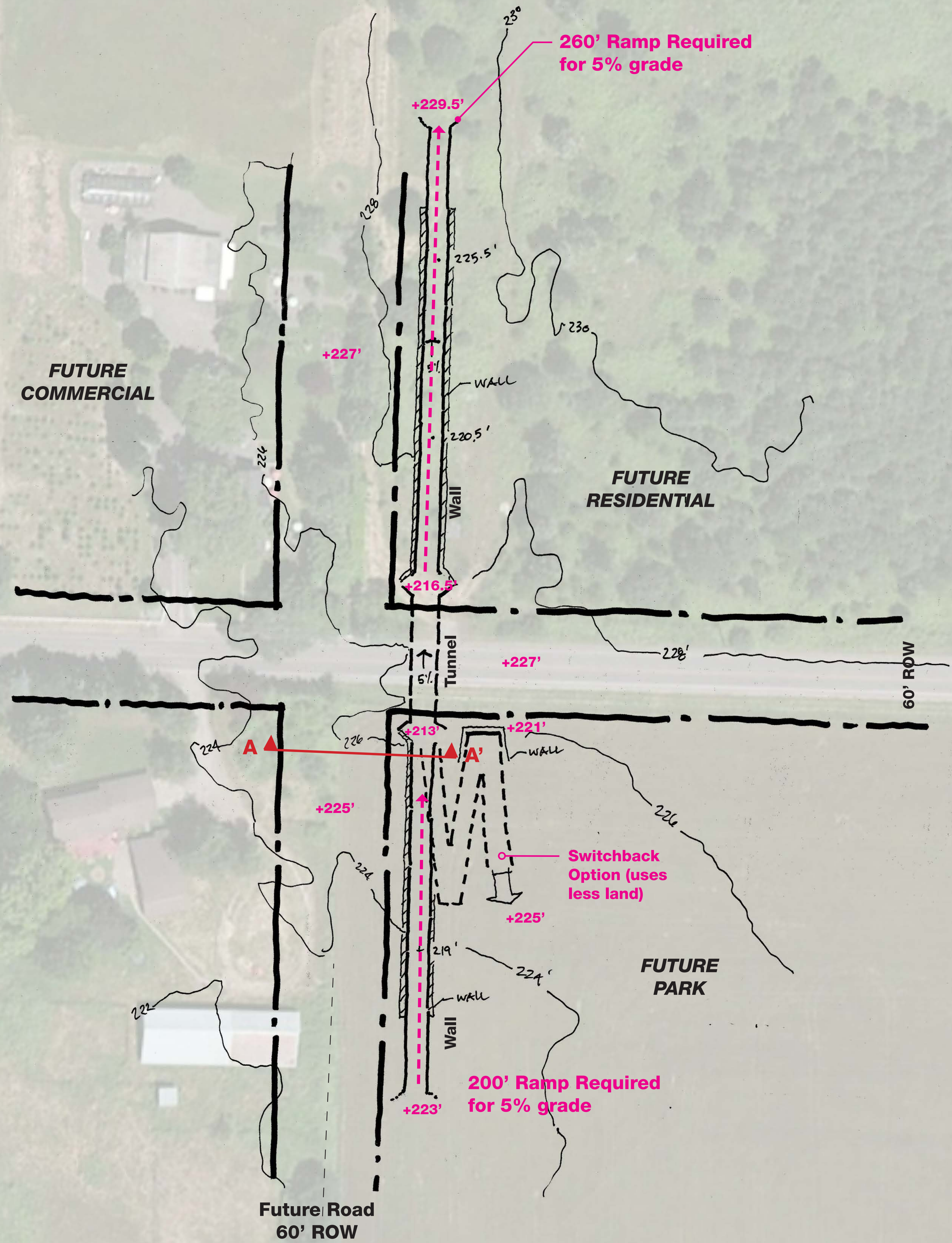
- A gradient less than 5% is not considered a ramp so does not need landings or railings.
- The opening for undercrossing tunnel should be 10 ft high by 12-14 ft wide.
- If trail width is over 12ft the opening width should match
- Gradient leading into the tunnel should not exceed 5% slope and should include a 5-8ft-long grade transition before entry and exit.
- Undercrossings shown will require significant retaining walls

If ramp is 5% or steeper there will be less ramp but the following apply:

- Maximum gradient= 1:12 or 8%
- Cross slope 2% max
- Maximum vertical rise of 30 inches before landing is required
- 2% slope on landings
- Landing length 60 inches min.
- Landings required at a change in direction (5'x5')
- Railings on both sides



Property Line



**Pedestrian and Bike Undercrossing Study**





# Memorandum

3/13/2015

**To:** Frog Pond Area Plan Task Force  
**Cc:** Technical Advisory Committee  
**From:** Angelo Planning Group Team  
**Re:** Under-crossings Within the Frog Pond Concept Plan – What We Have Learned To Date

---

## OVERVIEW

As part of the Frog Pond Concept Plan, interest has arisen for below grade street crossings near two main intersections in the planning area. The purpose of this memorandum is to summarize information gathered to date regarding below grade street crossings (aka under-crossings). For purposes of brevity, the information is summarized in bullet format.

## CONCEPT

The vision and purpose of under-crossings is to:

- Facilitate safe street crossings for pedestrians and bicycles, particularly to the proposed schools and Community Park south of Advance Road.
- Support the vision for the Frog Pond area neighborhoods as one of Wilsonville’s most walkable areas.

## POTENTIAL LOCATIONS

- Please see the attached Bicycle and Pedestrian Framework Plan.
- The primary undercrossing would be located under Advance Road, approximately 660 feet east of the four corners intersection. This location is under the planned intersection that will serve as one of the access points to the schools and park, and, as access to the East Neighborhood and neighborhood commercial center to the north. The undercrossing would also be at the northern end of a planned trail.
- Another potential undercrossing is located at the gateway intersection of Stafford Road and Kahle Road.

## CONSIDERATIONS FOR THE ADVANCE ROAD LOCATION

### Site Study

- Walker Macy prepared the attached site study for the Advance Road location.
- To achieve the assumed grades shown, the access ramps would need to be configured either as:
  - a. A straight access ramp extending approximately 200 feet north of Advance Road. A similar straight ramp design would run approximately 260 feet from the intersection on the south side of Advance Road.
  - b. A switchback access ramp, which would require less distance north and south of the intersection but a wider footprint to accommodate the switchbacks.



### Team Comments on the Site Study

- *Location* – Placing the trail and undercrossing next to the park creates a direct connection between those uses.
- *Switchbacks and ramps* – The advantage with switchbacks is they will slow bikes down. Question: would the switchback design be steeper with landings at the switchbacks? Perhaps a ramp on the south end and switchbacks on the north end would work well.
- *Light and openness* – To give it less of a dark trench look, either benching the retaining walls or battering them back should be considered. A battered wall with the switchback design would greatly improve the lighting.
- *Utilities* - MSA has prepared draft infrastructure plans for the Concept Plan. Utilities, particularly sewer routing, will need to be carefully reviewed to work with the undercrossing.
- *Coordination* – Clearly the design of the undercrossing needs to be highly coordinated with the School District and the City, reflecting considerations of infrastructure systems, safe routes to school, the trail-park relationship, attractiveness for all users, and impact to properties.

### EXAMPLE PROJECTS

DKS summarizes two constructed undercrossing projects as follows (images are included in the attachments):

- “The first was a tunnel in Washougal Washington under SR-14. This tunnel had significant tunnel lighting for security purposes. As you can see from the photos, there is great visibility during the day due to the tunnel lighting. It also had two motion activated CCTV security cameras that record footage anytime someone walked through the tunnels. This tunnel had a planning level cost estimate of \$3.1 million. The actual construction cost was \$1.25 million. I’m not sure what the design and right of way fees were on this project.”
- The second tunnel is in the Washington/Skamania portion of the Columbia River Gorge. This tunnel was for a Forest Service trail that crossed SR-14. Note that this tunnel did not have lighting so you can see how dark it appears. There were two similar grade separated tunnels constructed as part of this project so the attached bid is for two tunnels. The construction cost of these tunnels was \$4.6 million or (\$2.3 million per tunnel).”

### RECOMMENDATION FOR THE CONCEPT PLAN

At this point, Angelo Planning Group recommends that the under-crossings be retained on the Bicycle and Pedestrian Framework Plan, and identified as a concept for continued study. That is, the Concept Plan would describe the vision and purpose for the under-crossings and include the information gathered during the Concept Plan process. The need for further detailed study, coordination, and design would be identified. The logical time for that work to be done is prior to engineering studies for the improvement of Advance Road as part of the park and school design.

### ATTACHMENTS

- Bicycle and Pedestrian Framework Plan
- Walker Macy site study
- DKS images of example projects
- Images from the boards prepared for the Open House



**UNDERCROSSING EXAMPLE 1: SR-14 Tunnel in Washougal, WA**



**Before:** South side of SR 14



**After:** South end of SR 14 Pedestrian Tunnel, with stairs and ADA-accessible path connecting to fitness trail along the top of the Columbia River dike



**UNDERCROSSING EXAMPLE 1: SR-14 Tunnel in Washougal, WA**



**Before:** North side of SR 14



**After:** North end of SR 14 Pedestrian Tunnel, with pedestrian plaza



Open House Images of Intersection Treatments



Pedestrian Refuge at Roundabout



HAWK Pedestrian Crossing



Open House Images of Intersection Treatments



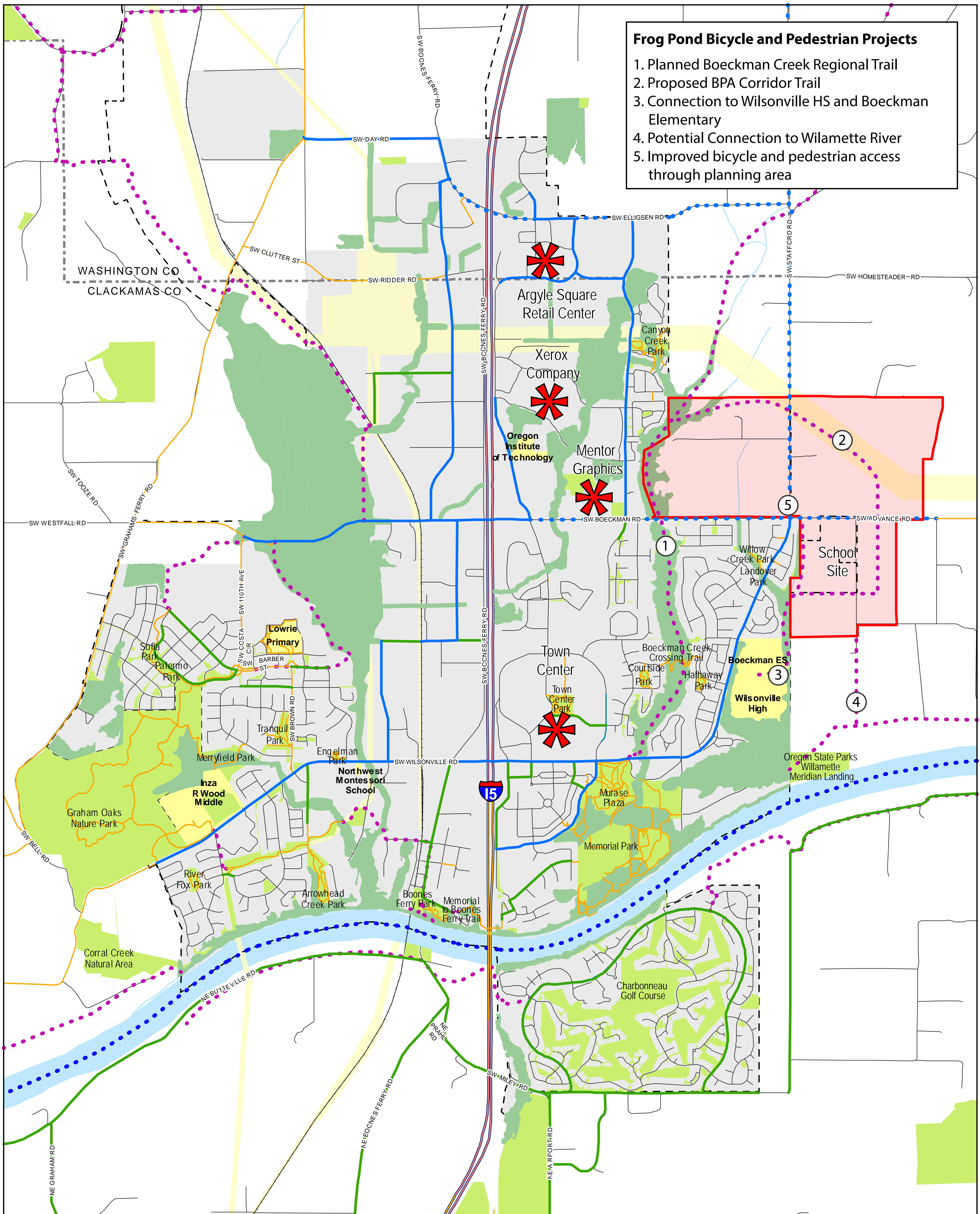
Curbless Street and Intersection



Pedestrian Undercrossing



# Citywide Bicycle and Pedestrian Circulation



- Frog Pond Bicycle and Pedestrian Projects**
1. Planned Boeckman Creek Regional Trail
  2. Proposed BPA Corridor Trail
  3. Connection to Wilsonville HS and Boeckman Elementary
  4. Potential Connection to Wilamette River
  5. Improved bicycle and pedestrian access through planning area

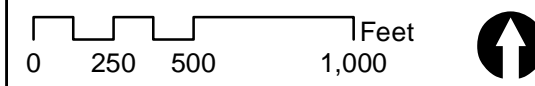
<ul style="list-style-type: none"> <li><span style="color: blue;">—</span> Existing Bike Lane</li> <li><span style="color: blue;">⋯</span> Proposed Bikeway</li> <li><span style="color: green;">—</span> Low-Moderate Traffic Through Street</li> <li><span style="color: orange;">—</span> Existing Trail</li> <li><span style="color: magenta;">⋯</span> Proposed Regional Trail</li> <li><span style="color: blue;">⋯</span> Proposed Water Trail</li> <li><span style="color: red;">✱</span> Major Destination</li> </ul>	<ul style="list-style-type: none"> <li><span style="border: 1px dashed black; display: inline-block; width: 1em; height: 1em;"></span> Urban Growth Boundary</li> <li><span style="background-color: #90EE90; width: 1em; height: 1em; display: inline-block;"></span> Park</li> <li><span style="background-color: #FFFF00; width: 1em; height: 1em; display: inline-block;"></span> School</li> <li><span style="background-color: #90EE90; width: 1em; height: 1em; display: inline-block;"></span> Natural Area</li> <li><span style="background-color: #D3D3D3; width: 1em; height: 1em; display: inline-block;"></span> City of Wilsonville</li> <li><span style="border: 2px solid red; width: 1em; height: 1em; display: inline-block;"></span> Frog Pond Planning Area</li> </ul>	<p>0 1,000 2,000 4,000 Feet</p> <p>Coordinate System: NAD 1983 HARN State Plane Oregon North FIPS 3601</p> <p><b>Prepared By:</b> Angelo Planning Group</p> <p><b>Date:</b> 9/10/2014</p> <p><b>Disclaimer:</b> This map is intended for informational purposes only. While this map represents the best data available at the time of publication, the City of Wilsonville makes no claims, representations, or warranties as to its accuracy or completeness. Metadata available upon request.</p>
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Parks Framework

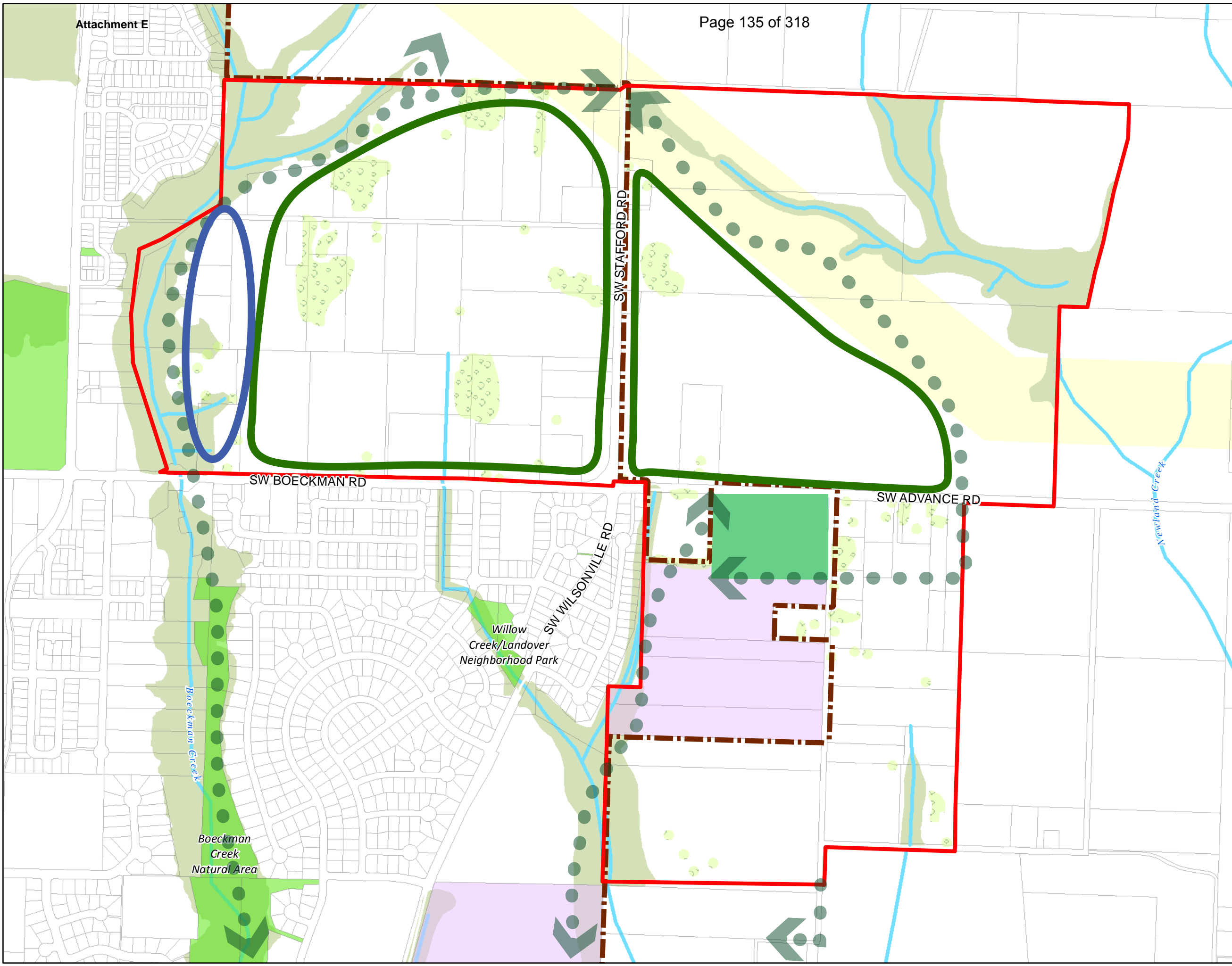
-  Planning Area
-  UGB
-  Streams
-  Tree Groves
-  Taxlots
-  Existing Parks and/or Natural Areas
-  Existing & Future School Sites
-  Significant Natural Resources
-  BPA Easement
-  Future Community Park
-  Neighborhood Park Target Area (for a 2.5 Acre Neighborhood Park)
-  Trailside Park
-  Future Trail Connection (See Boeckman Creek Trail Concept for proposed alignment)



**Prepared By:**  
Angelo Planning Group

**Coordinate System:**  
NAD 1983 HARN State Plane Oregon North FIPS 3601

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# Memorandum

3/13/2015

**To:** Frog Pond Area Plan Technical Advisory Committee and Task Force  
**Cc:** Project Team  
**From:** Angelo Planning Group and Walker Macy  
**Re:** Community Design Framework

---

## OVERVIEW

The purpose of this memorandum is to describe a Community Design Framework for the Frog Pond Concept Plan. As used here, community design refers to the both architectural design (building scale) and community design (neighborhood scale) as described in Wilsonville's Comprehensive Plan:

"Implementation Measure 4.1.5.ii - The design of developments within the community can be regarded from two viewpoints: the design of structures as they relate to site and function (architectural design) and, their relationship to the surrounding area (community design). Both aspects shall be considered to be of equal importance. Good architectural design is necessary to provide visual variety and allow for individual identity. At the same time, good community design provides a sense of unity with other development while eliminating conflicting appearances." (Plan, page D-29)

It is proposed that a Community Design Framework be included in the Concept Plan to describe the vision and expectations for architectural and community design in the Frog Pond area. The Community Design Framework will also serve as the foundation for potential comprehensive plan policies and development code provisions to implement the plan.

The Community Design Framework will add a seventh framework plan to the six that have been prepared to date:

- Neighborhood Framework
- Land Use Framework
- Street Framework
- Pedestrian and Bicycle Framework
- Park and Open Space Framework
- Infrastructure Framework
- Community Design Framework

The key parts of the community design framework will be:

- Community design principles – the intended outcomes
- Demonstration plans and images – conceptual plans and precedent imagery showing how the principles could be applied.



## COMMUNITY DESIGN PRINCIPLES

The following principles are proposed. Some principles are topical and apply broadly across the planning area. Some principles are specific to locations within the planning area.

Create a network of walkable blocks

Create community focal points at the schools, parks, civic nodes, and neighborhood commercial center

Provide safe intersections and safe routes to school

Provide a variety of housing types and forms at the block scale

Provide pedestrian-oriented and human scale architectural design

Create compatible transitions between different building forms

Create compatible transitions at the urban-rural interface

Provide physical and visual access to nature

Preserve key natural features and integrate them into new development

Design storm water features as amenities

## DEMONSTRATION PLANS AND IMAGES

Demonstration plans and images are in-process as of the date of this memo. Working ideas for the images include:

1. Layout of 4-6 block area around a park, representative of potential development in the West Neighborhood
2. Zoom-in detail of the neighborhood commercial center
3. Layout of 4-6 block area around where multiple housing types come together, such as in the East Neighborhood
4. Site study of Boeckman Creek trail and how it works with adjacent neighborhood areas



# Memorandum

Updated - 5/27/2015

**To:** Frog Pond Area Plan Technical Advisory Committee and Task Force  
**Cc:** Project Team  
**From:** Joe Dills, Angelo Planning Group  
**Re:** Frog Pond Concept Plan Zoning Strategy

---

## INTRODUCTION

The purpose of this memorandum is to discuss and recommend a zoning strategy for the Frog Pond Concept Plan and Master Plan. The term zoning strategy is used here as a short-hand term to mean the package of land use regulations needed for implementation, including amendments to the Wilsonville's Comprehensive Plan, Transportation System Plan, Zoning Code and related documents.

This strategy is a first "structural" review of the following questions:

- What documents will be amended or adopted to implement the plan?
- What should be the proposed Comprehensive Plan designation(s) for the area?
- What will be the nature of the implementing zoning: specifically, existing Planned Development Residential (PDR) regulations, Villebois-like village regulations, a hybrid of PDR and Villebois, or new regulations entirely?
- What standards and design guidelines should be anticipated?

This memo is a prelude to writing the actual regulations – an approach, not the language itself. It is beneficial to do now – as the Concept Plan is being prepared – so that the overall vision and plan direction is informed by knowledge of how it will be implemented.

References to the Concept Plan below refer to the concept plan for the entire 500-acre planning area. References to the Master Plan refer to the more detailed planning that will be done in Phase 2 of the project for the West Neighborhood, the area currently within the Urban Growth Boundary (UGB).

## BACKGROUND REVIEW

### Wilsonville Comprehensive Plan

Angelo Planning Group has reviewed the Wilsonville Comprehensive Plan to identify policies that are relevant to Frog Pond. Based on this review, the Comprehensive Plan provisions listed below are particularly relevant to crafting the zoning strategy.

1. **Concept Plan and Master Plan as supporting documents of the Comprehensive Plan.** As described in the Introduction section, concept plans, master plans and similar documents are adopted as supporting documents of the Comprehensive Plan. A distinction is made between those that are explicitly adopted as "part of the Comprehensive Plan" and those which are not. The former have regulatory authority, and apply when findings must be made "consistent with the Comprehensive Plan". Supporting documents which are not part of the Comprehensive Plan are more guiding and are not regulatory.





2. **Core Concepts.** Many of the core concepts in the Concept Plan are consistent with the goals and implementing measures of the Comprehensive Plan. Examples include:
  - Walkable neighborhoods.
  - Community design that blends the natural environment with urban development.
  - Local neighborhood commercial centers, with an emphasis on quality design and compatibility with adjacent residential areas.
  - Boeckman Creek as an open space with scenic views.
  - Protection of valuable natural resource lands.
  - Compatibility between urban development and adjacent rural and agricultural lands.
  - Recognition of, and priority for, good architectural design and overall community design.
3. **Minimum densities – the 80% rule.** The Comprehensive Plan includes an explicit Implementation Measure requiring a minimum density standard, as required by Metro. This standard is stated in the zoning code. Flexibility in its application is afforded through the City's Planned Development regulations.
4. **Comprehensive Plan Map designations.** The Frog Pond UGB area (the West Neighborhood) is designated as Area of Special Concern L. Most residential areas of the City carry a Residential plan map designation. The exception is Villebois which has a Village designation and package regulations that are specific to the Villebois master plan area.

### Zoning Code

Based on a review of the code and discussions with staff, the following are important points to note regarding the zoning strategy.

1. PDR zoning provides flexibility to waive and modify standards. It is notable that minimum density is not currently eligible for waiver. Rather, some flexibility is provided through the different housing types and lot sizes allowed in the PDR zones.
2. Multi-family housing is "typically permitted" in PDR zones. This provision is counter to the intent for the West Neighborhood of Frog Pond.
3. The City has identified the need to address several problems with density ranges in the code: inconsistency with the density ranges in the Comprehensive Plan, and; gaps between the density ranges in PDR 4-5 and PDR 5-6.
4. The Village Zone regulations and review process of Villebois reflect the unique vision, master plan and details of Villebois. Several stakeholders have noted that development review in Villebois is very complicated and a more simplified system should be implemented in Frog Pond.
5. While the Village Zone and procedures may not be the best choice for Frog Pond (due to its uniqueness and complexity), staff have indicated that some of the standards may be useful to consider in Frog Pond.



## Examples from Other Cities

### Bend – Special Planned Districts (SPDs)

Bend uses Special Planned Districts to implement master plans in sub-areas of the City. There is a wide variety of SPDs: ranging from Northwest Crossing (a master planned community similar to Villebois) to the Medical District (a hospital-anchored medical district) to the Lave Ridge Refinement Plan (a residential neighborhood). Bend's SPDs focus on the code: each one is a chapter within the zoning ordinance. The chapters are generally very comprehensive, including uses, development standards, design requirements, and maps of street and other framework plans. Some SPDs are essentially mini-codes within the code, and others are a combination of base zoning and additional special area requirements.

For further information, please see: <http://www.codepublishing.com/OR/bend/?BendDCNT.html>

### Portland – Plan Districts

Like Bend, Portland also implements sub-area plans through its zoning ordinance. Portland currently has 32 Plan Districts, covering many different neighborhoods, town centers and districts within the city. Portland's Plan Districts are crafted to include only those regulations that are different from the base zone or other sections of the code. Some are very complex – the Central City Plan District runs 47 pages - and others are comprised of relatively few requirements.

For further information, please see: <http://www.portlandoregon.gov/bps/34563>

### Beaverton - South Cooper Mountain Community Plan

The City of Beaverton recently completed the South Cooper Mountain (SCM) Concept Plan, including the SCM Community Plan and code updates. The Concept Plan covers 2300 acres of land, including lands within the UGB and adjacent urban reserve lands. The Concept Plan was adopted by resolution as the guiding plan for the area. Land use implementation within the 544-acre UGB/city limits area occurs through a package of regulations: (1) Comprehensive Plan map designations; (2) the SCM Community Plan, a new Comprehensive Plan chapter containing goals and policies (along with explanatory text and graphics) that are part of most development reviews; (3) updates to the City's Transportation System Plan; and, (4) citations of the applicability of the Community Plan within the Development Code. Zoning (using the City's existing zones and standards) is applied concurrent with development review. Overall, the City will be using existing zones, standards and procedures, and supplementing them with a comprehensive set of Comprehensive Plan policies that specify requirements for development. The regulations described above were adopted in January, 2015 and will be effective on March 6, 2015.

For further information, please see: <http://www.beavertonoregon.gov/index.aspx?NID=1210>



## AN APPROACH FOR FROG POND – DRAFT, FOR DISCUSSION

### General goals and ideas

The zoning strategy for the Frog Pond area should:

- a. Implement the Frog Pond vision and guiding principles.
- b. Create a system that will implement the vision if there is incremental development in the Frog Pond UGB area. That is, the City should not rely on a large project/master developer approach like Villebois.
- c. Design a zoning structure that will work in the short and long term: first in the West Neighborhood, then in the East and South Neighborhoods, and ultimately in other future urban reserve areas.
- d. Only adopt new base zones if there is a compelling reason to. The more “new code” that is created, the more potential there is for problems.
- e. Craft the fewest number of rules to get the job done, while meeting the City’s expectations for quality development.

### The Zoning Strategy

As a zoning strategy for the Frog Pond area, the City should consider creating a hybrid of its PDR regulations and the Villebois regulations. There are good elements to draw from each, and the local experience and familiarity with them will be valuable in future implementation.

The following zoning strategy elements and working ideas should be considered.

1. Adopt the Concept Plan (500-acre planning area) and Master Plan (UGB area) as supporting documents of the Comprehensive Plan as follows:
  - a. The Concept Plan will establish, for the entire 500-acre area, the: overall vision and guiding principles; framework plans for land use, streets, pedestrian and bicycle networks, infrastructure and community design; infrastructure funding strategy; and zoning strategy. The Concept Plan would not be “part of the Comprehensive Plan” as defined by the City, that is, it would not have a regulatory role. Rather, it is a guiding plan for Comprehensive Plan amendments, more detailed master plans, code amendments, and on-going infrastructure planning.
  - b. The Master Plan will establish, for the West Neighborhood and School-Park UGB areas, property specific Comprehensive Plan map designation(s) and the intended zones and future zoning boundaries. The Master Plan would also provide: zoomed-in versions of the frameworks plans, with supplementing details (as-needed) for streets, blocks, pedestrian and bicycle facilities, parks and open space, and infrastructure; design guidelines; and, an infrastructure funding plan.
  - c. Master plans for the East and South Neighborhoods will be created after/if those areas are brought into the UGB.





2. Update/delete the “Area L” Comprehensive Plan designation and text to be consistent with the plan.
3. Create and apply a new Comprehensive Plan designation called “Neighborhood” as the “base” plan designation for the West Neighborhood. The Neighborhood designation’s purpose will be to create complete and walkable new neighborhoods in Wilsonville. The City’s Residential designation is an option, but a new designation would better reflect the City vision for new neighborhoods with the areas added to the UGB. The School-Park properties will be designated Public Lands.
4. Adopt “fixes” to the problems previously identified by the City regarding the Planned Development Residential zones and utilize these revised PDR zones in the Frog Pond area.<sup>1</sup> Add language to prohibit multi-family housing types in the PDR zones that are applied in the Frog Pond Master Plan (West Neighborhood). Table 1 lists a comparison between Comprehensive Plan densities, PDR zone densities and the working Frog Pond Concept Plan designations.
5. Supplement the PDR regulations with design requirements intended to create quality development, consistent with the Master Plan. How to codify these supplemental standards needs to be determined – one option is to create a new chapter “4.119 Standards Applying within the Neighborhood Comprehensive Plan designation.” The Village Zone and Villebois regulations provide good source material for the supplemental design requirements. A working list is attached. However, the design standards to be applied in Frog Pond should be specifically tailored to Frog Pond.
6. Utilize a two-step approach for entitlements. Step 1 is the initial adoption of the Comprehensive Plan map designations and package of plan and code amendments. Step 2 is the application of property-specific zoning concurrent with PDR review. The following comparison table will need to be updated when the final land use designations for the Concept Plan are approved.

**Table 1 Comparison Table**

Comprehensive Plan Density	Zoning District	Closest Frog Pond Designation – as of May, 2015	Frog Pond Density – as of May, 2015
0-1 u/acre	PDR-1		
2-3 u/acre	PDR-2		
<b>4-5 u/acre</b>	<b>PDR-3</b>	Large Lot Single Family	5.4 u/acre
<b>6-7 u/acre</b>	<b>PDR-4</b>	Medium Lot Single Family	7.3 u/acre
<b>10-12 u/acre</b>	<b>PDR-5</b>	Small Lot Single Family	10.9 u/acre
<b>16-20 u/acre</b>	<b>PDR-6</b>	Attached Single Family	17.4 u/acre

<sup>1</sup> The City has identified the need to: (1) correct the density “gaps” between the PDR-4/PDR-5 and PDR 5/PDR 6 zones; and, (2) Make the densities cited in the Comprehensive Plan and Code more consistent.



### Quality Design Requirements – Initial Ideas

The following is an initial list of the types of design requirements that would ensure high quality design. They are sourced primarily from the Villebois code and pattern books, as reviewed by City staff.

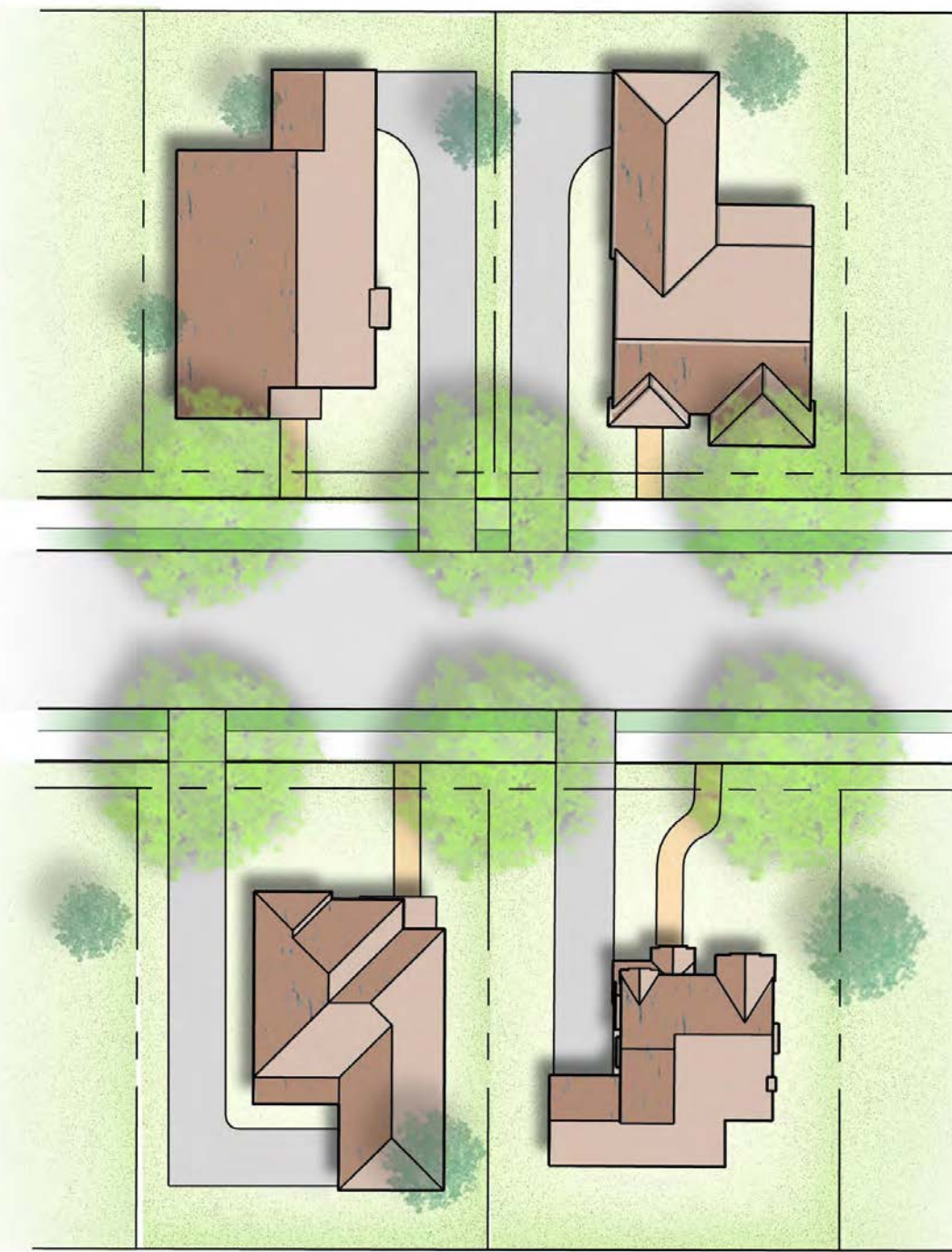
This list is intended solely as ideas and information. The Frog Pond design standards should be specifically tailored to implementing the Frog Pond vision.

1. A table of permitted building materials, similar to Villebois, to require quality materials with a shelf life and avoid materials such as vinyl siding.
2. A “rules of adjacency” approach that addresses architectural styles and colors intended to promote architectural compatibility and harmony between adjacent developments, and architectural variety within each PDR zone.
3. Fencing details, standards and placement.
4. Requirements for enhanced building elevations along public view sheds (streets, parks, trails, open space). This requires window trim, gridded windows, wrapped masonry at corners etc.
5. Street signs with the Frog Pond logo.
6. Dark sky street light requirements.
7. A unified approach to community elements such as street furniture, parks and playgrounds.
8. A master street tree plan based on planting strip widths and the functional classification of streets.
9. Encouragement of passive solar orientation.
10. Use of public works standards for Low Impact Development.
11. Lot diagrams with other design elements included regarding the home – 10” stoops, shutter size to cover window proportionally, courtyard designs on townhomes (semi-public space), no “snout” houses, rear setback in alleys, front setbacks for home/porch.
12. Alleys for attached single family and small lot single family development.



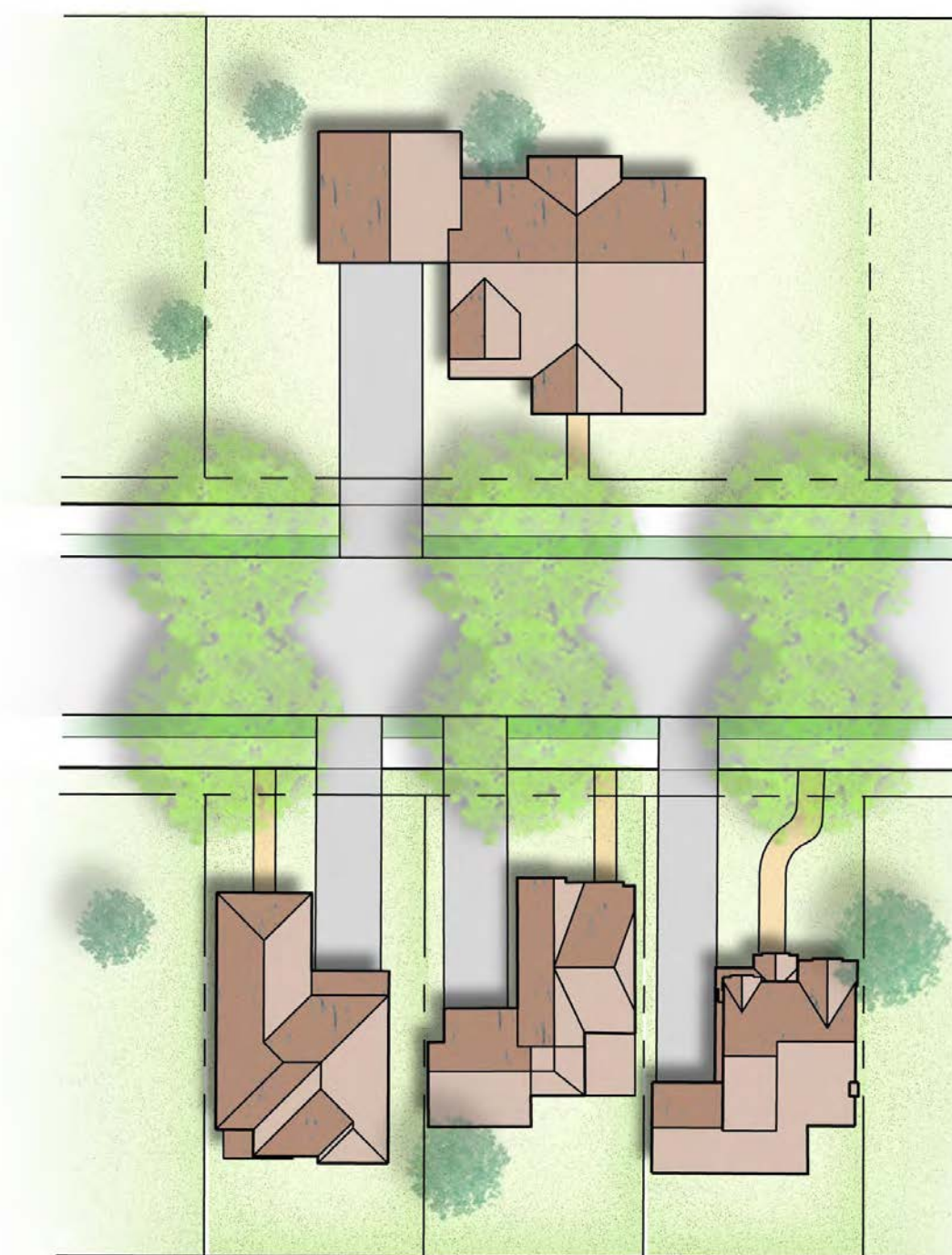
## Base Case

Study site with four 8,000 square foot lots



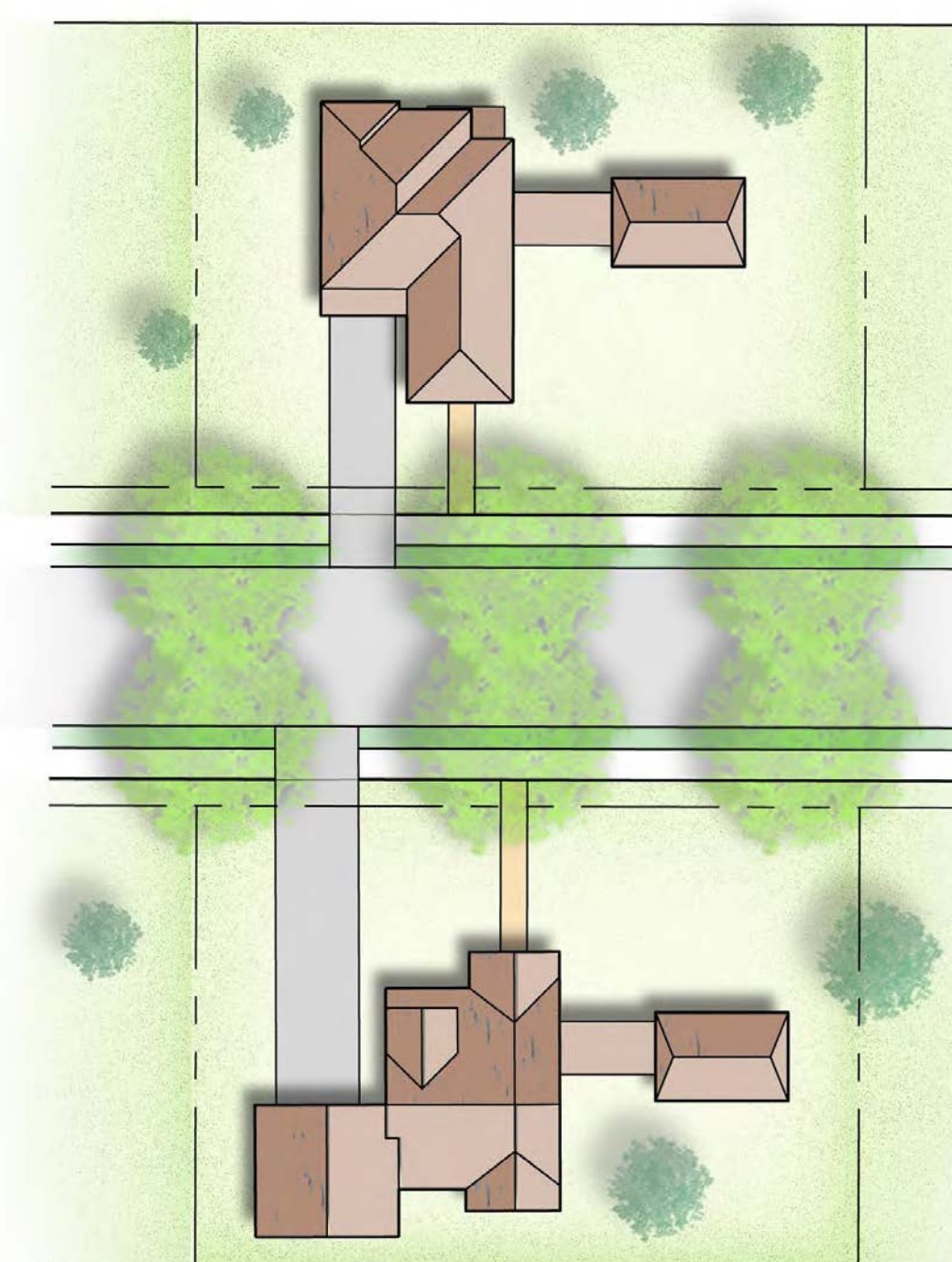
## Option 1: Planned Development Residential Zone

Allows lot size averaging. Example: one 16,000 square foot lot and three 5,300 square foot lots



## Option 2: Accessory Dwelling Units

Allows an extra “granny flat” on each of two 16,000 square foot lots



## Lot Size Flexibility Options



Larger lots as a result of lot size averaging and accessory dwellings

Create community focal points

Create a network of walkable blocks



Provide a variety of housing types and forms

Provide safe intersections

Preserve key natural features (trees)



**Street Trees**  
(Provide canopy over street for shade, pedestrian comfort, and rainwater absorption)



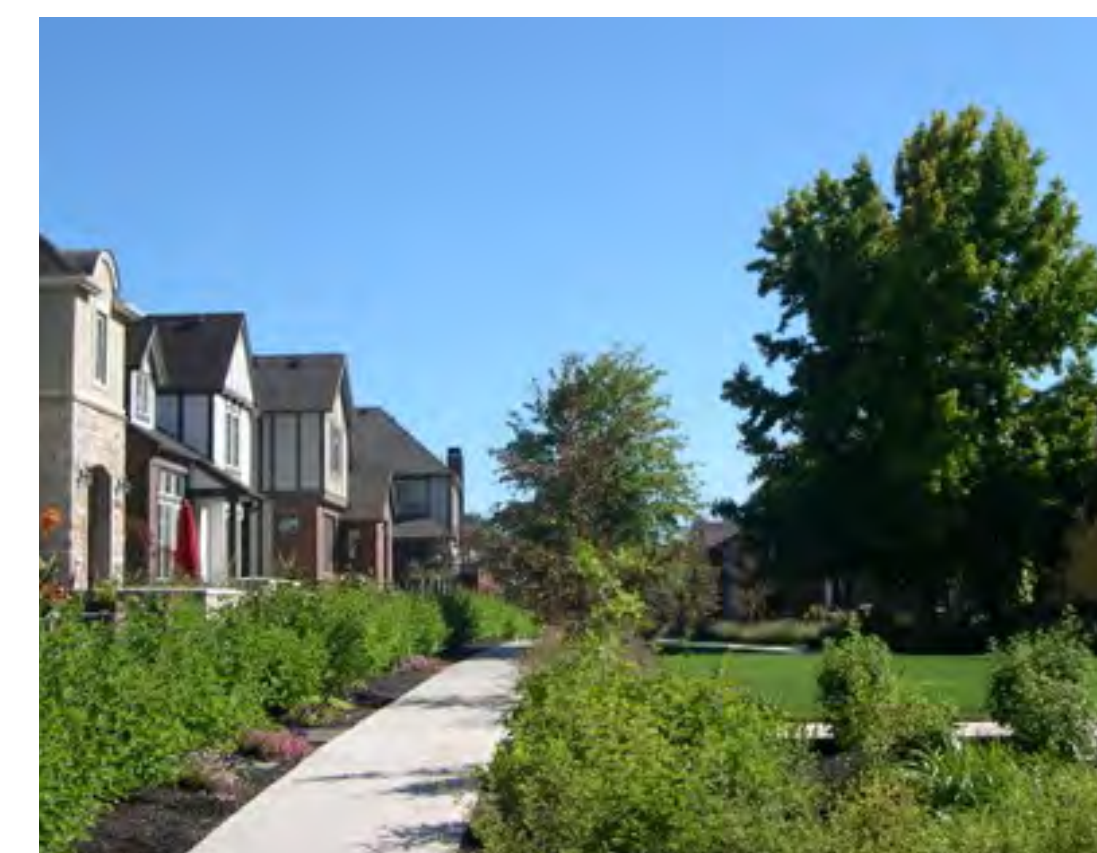
**Stormwater Bioswale**  
(Natural detention and filtration of on-street rainwater)



**Large Lot Single Family**



**Medium Lot Single Family**  
(With mature tree protected in front yard)



**Homes Facing Park**



**Neighborhood Park**

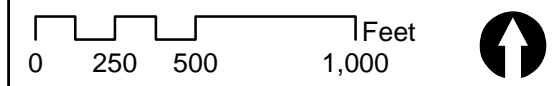
# Community Design Framework Demonstration Plan: Single Family Neighborhood





Bicycle / Pedestrian Framework  
Draft Preferred Alternative

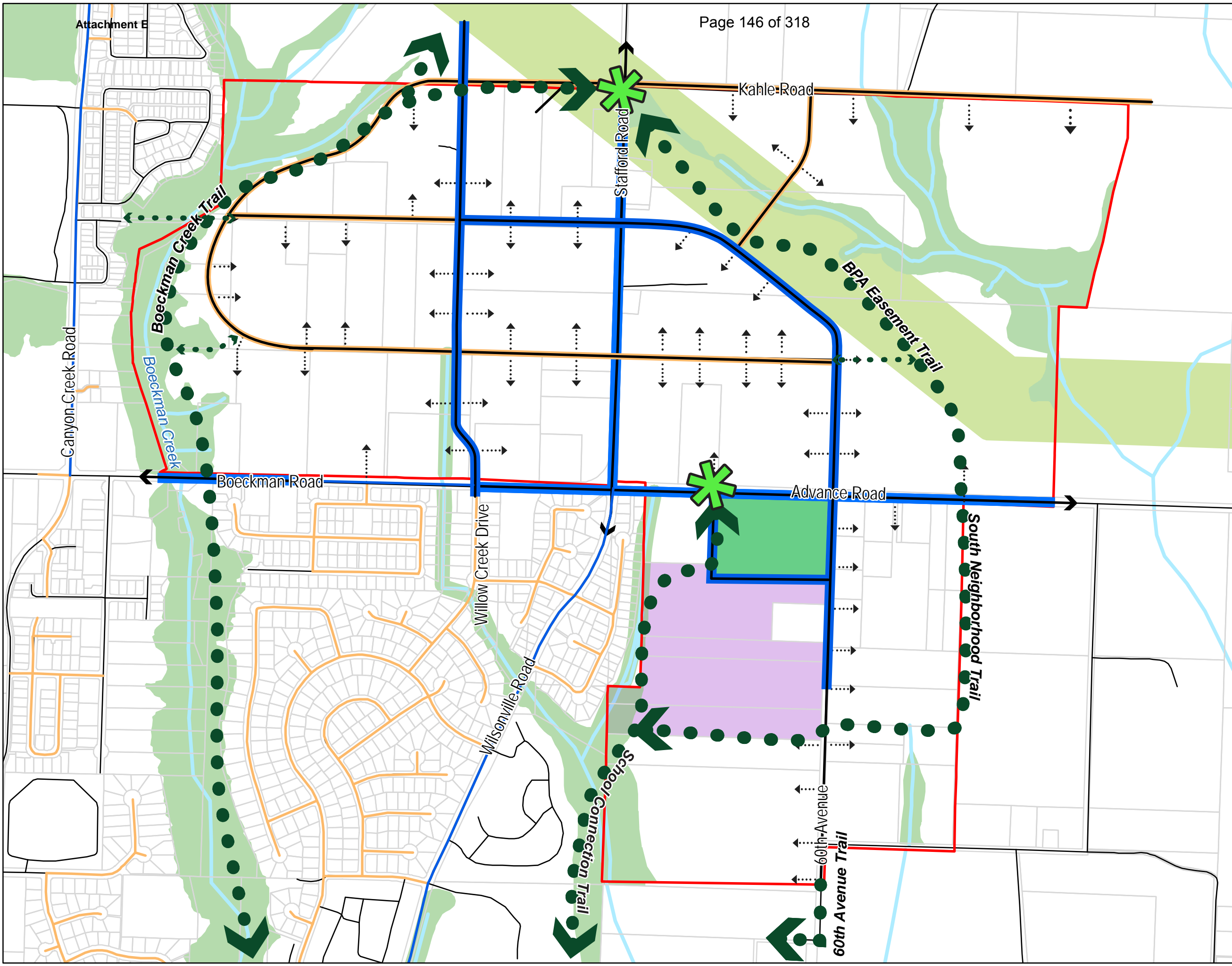
- Framework Street
- Local Connection
- Planning Area
- Planned School Site
- Community Park
- Stream
- BPA Corridor
- Natural Resources Overlay
- Tax Lots
- Existing Sidewalks
- Existing Roads
- Existing Bicycle Lane and Sidewalks
- Framework Street  
(All city streets will have sidewalks)
- Proposed Bicycle Lane and Sidewalks
- Future Trail Connection
- Potential Grade-Separated Crossing



Prepared By: Angelo Planning Group  
Date: 11/21/2014

Coordinate System:  
NAD 1983 HARN State Plane Oregon North FIPS 3601

Disclaimer:  
This map is intended for informational purposes only. While this map represents the best data available at the time of publication, the City of Wilsonville makes no claims, representations, or warranties as to its accuracy or completeness. Metadata available upon request.



Boeckman Creek Trail

BPA Easement Trail

South Neighborhood Trail

School Connection Trail

60th Avenue Trail

Canyon Creek Road

Boeckman Road

Willow Creek Drive

Wilsonville Road

Stafford Road

Kahle Road

Advance Road

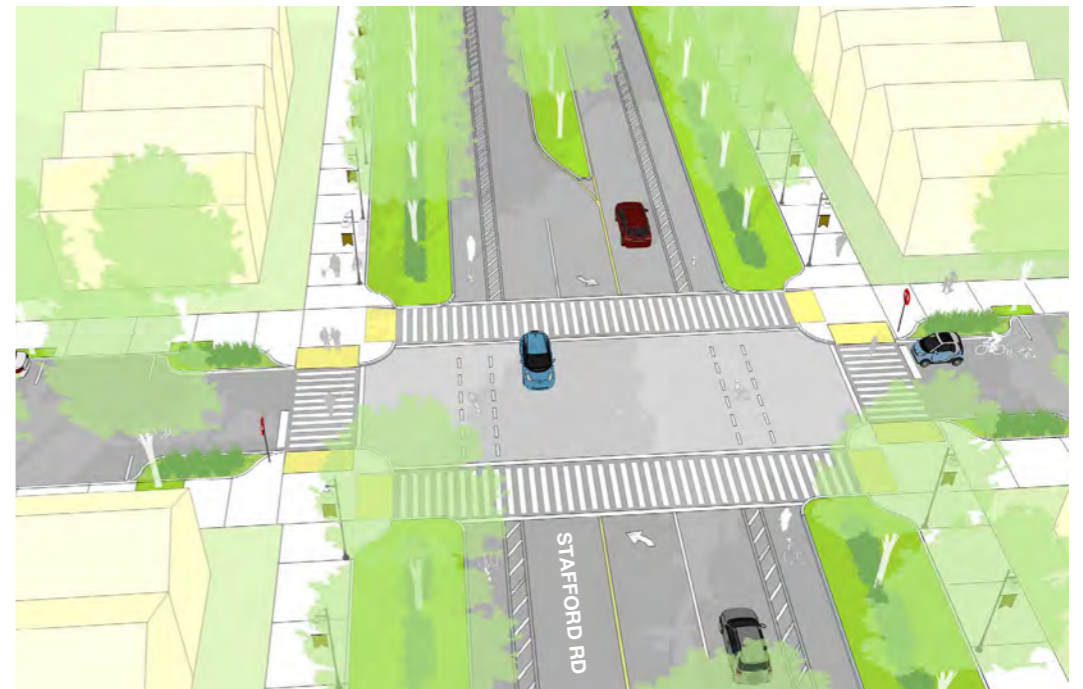
60th Avenue



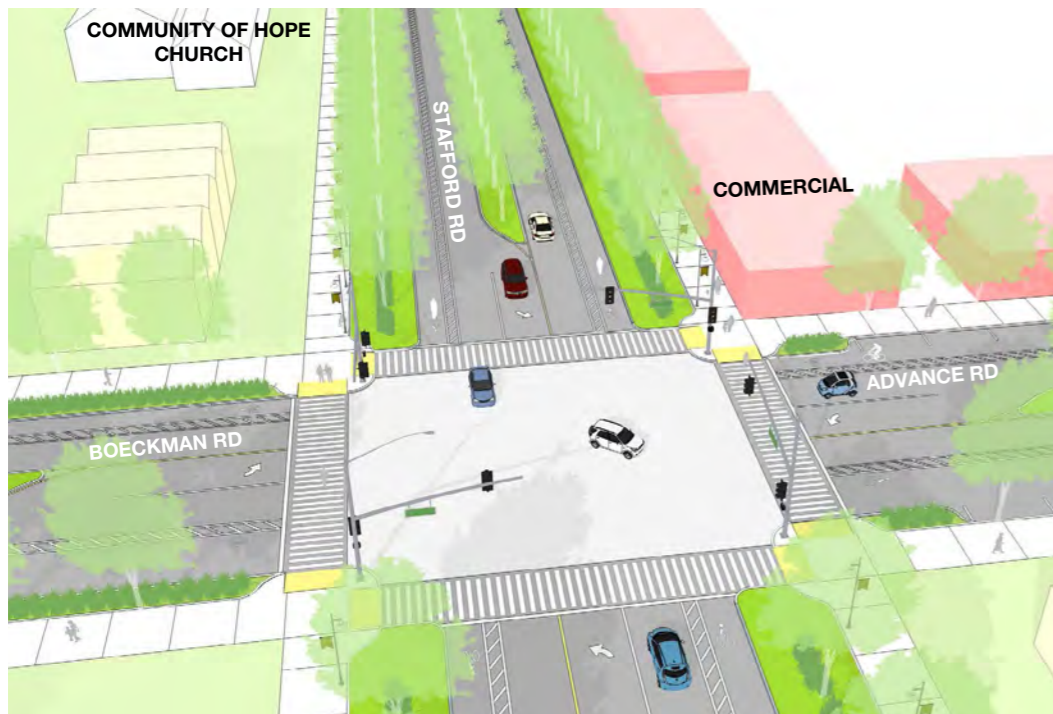
# Stafford Road Intersection Concepts



**1** New Neighborhood Collector Intersection

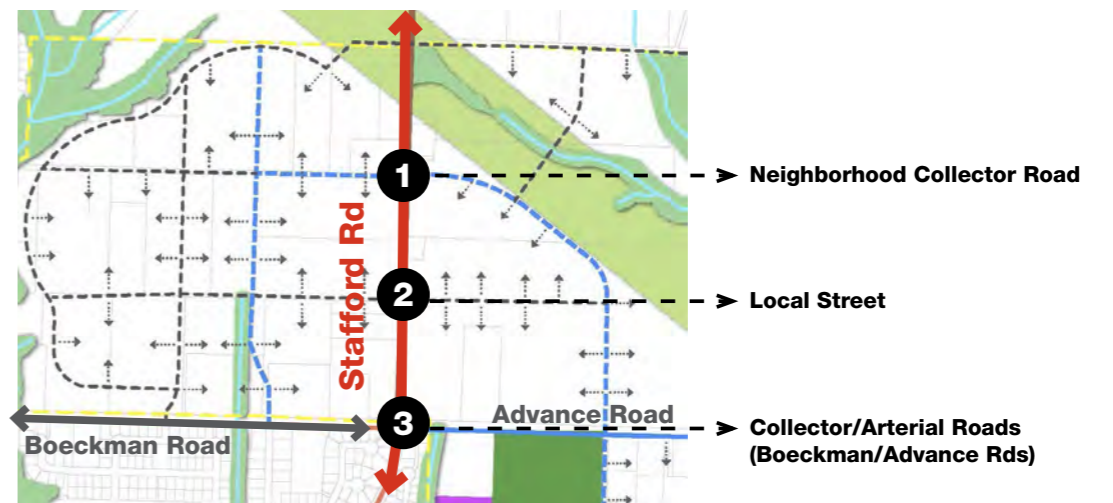


**2** New Local Street Intersection



**3** Boeckman Road/Advance Road Intersection

*Sidewalk extents represent sufficient ROW for potential expansion of Stafford Rd. to 5 lanes*



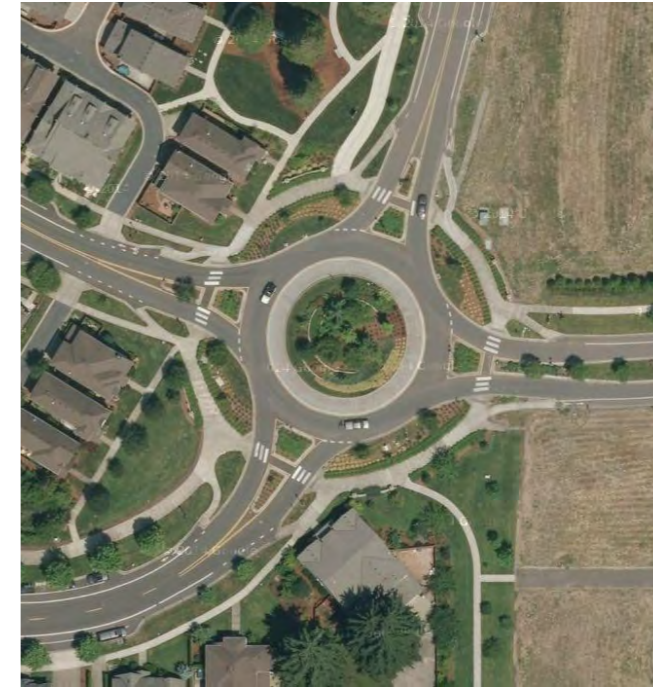
**Key Map**



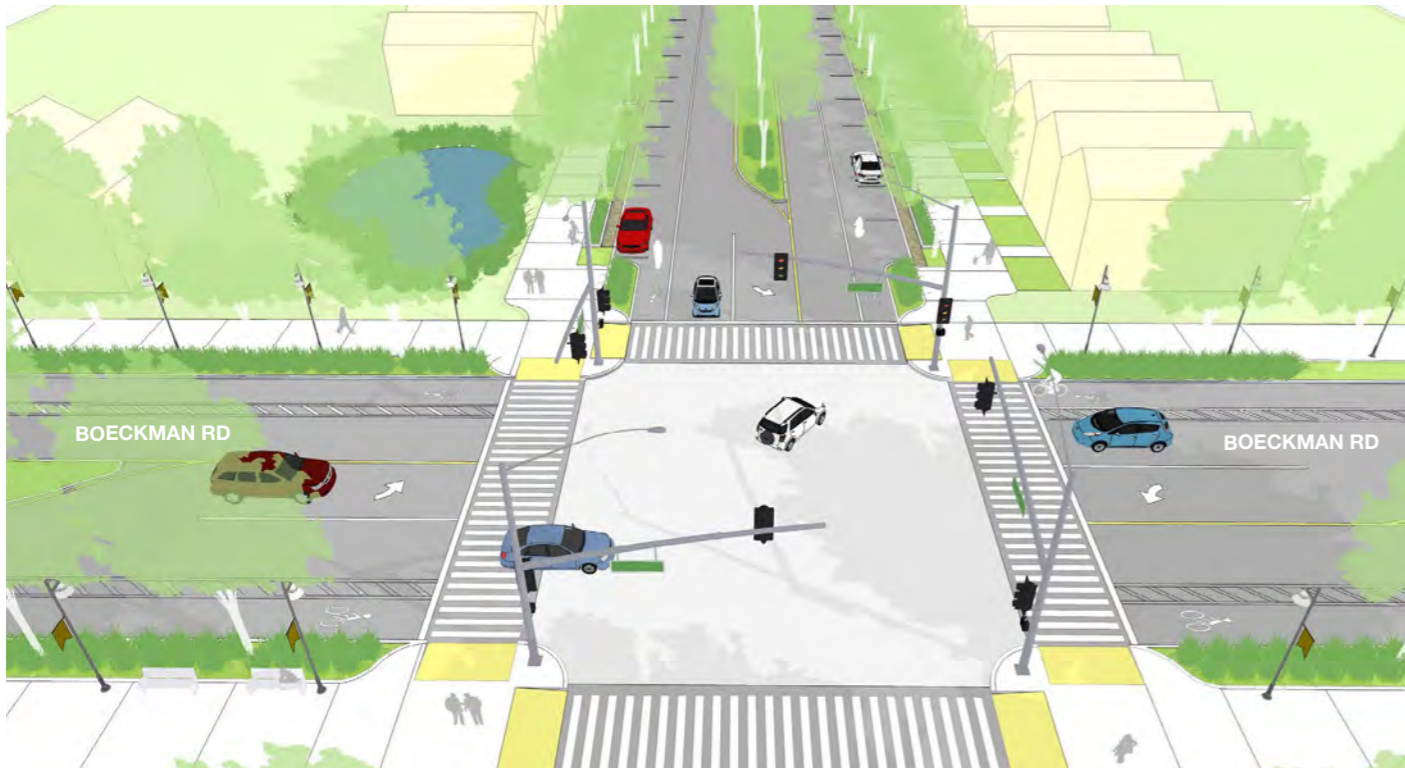
# New Collector Road Intersection Concepts



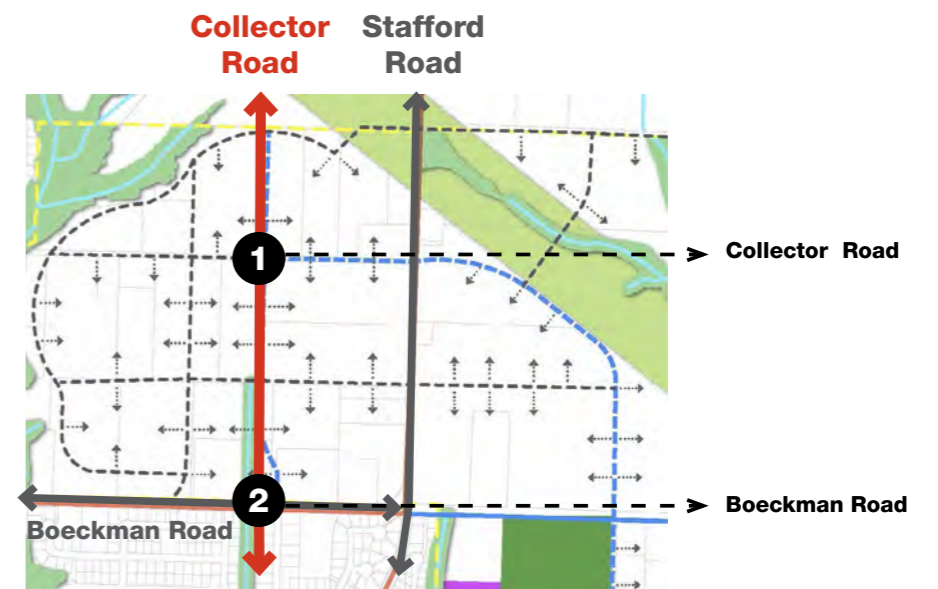
**1** Collector Road Roundabout



Wilsonville Roundabout Example



**2** Boeckman Road Intersection



Key Map



# Stafford Road Gateway Concept



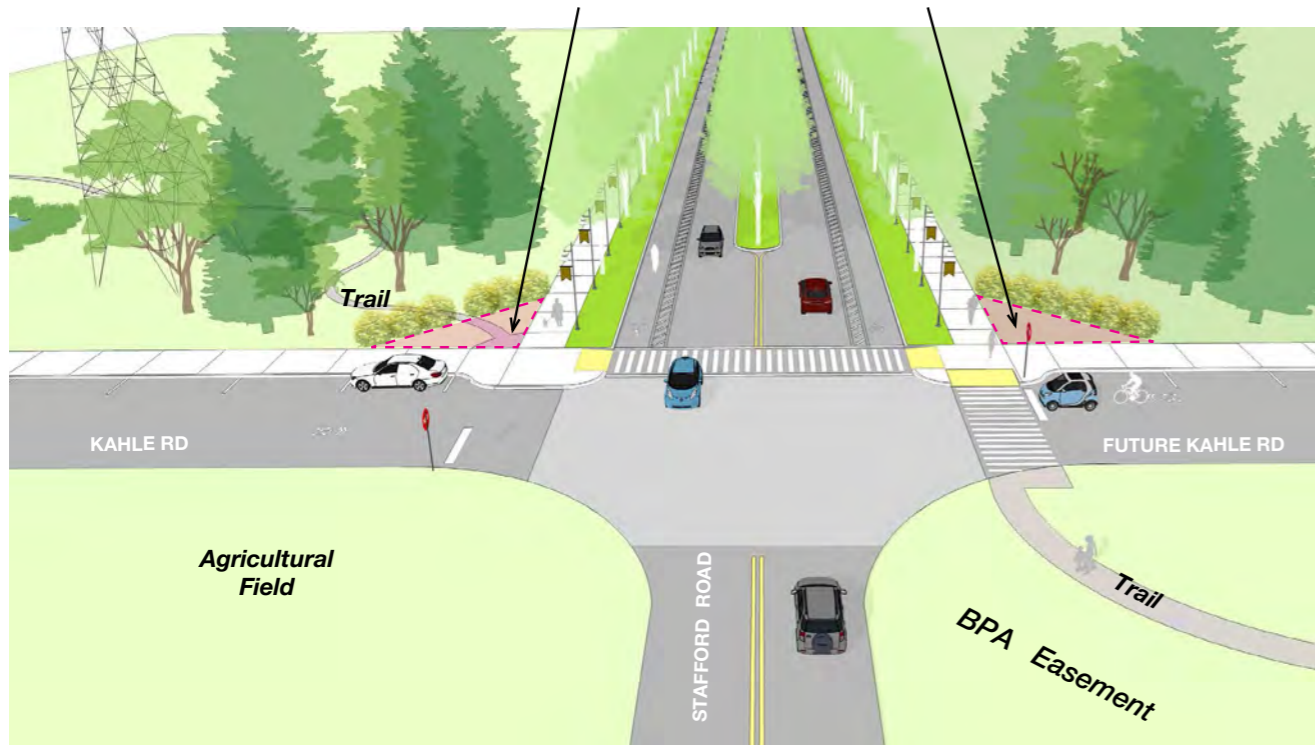
Seasonal color provides visual interest



Opportunity to highlight trail connection



Potential area for gateway element



**Conceptual Gateway Intersection**  
SW Stafford & SW Kahle, looking south

- Facilitates transition from rural to urban setting
- Landscape and signage design should reflect the character of the planning area



Vertical elements, landscape and signage mark transitions and gateways



# Intersection Crossing Treatment Examples



**Pedestrian Refuge at Roundabout**



**Bicycle Priority at Intersection**



**Curbless Street and Intersection**



**Pedestrian Undercrossings**



**Pedestrian Undercrossings**



**Concrete Crosswalk**



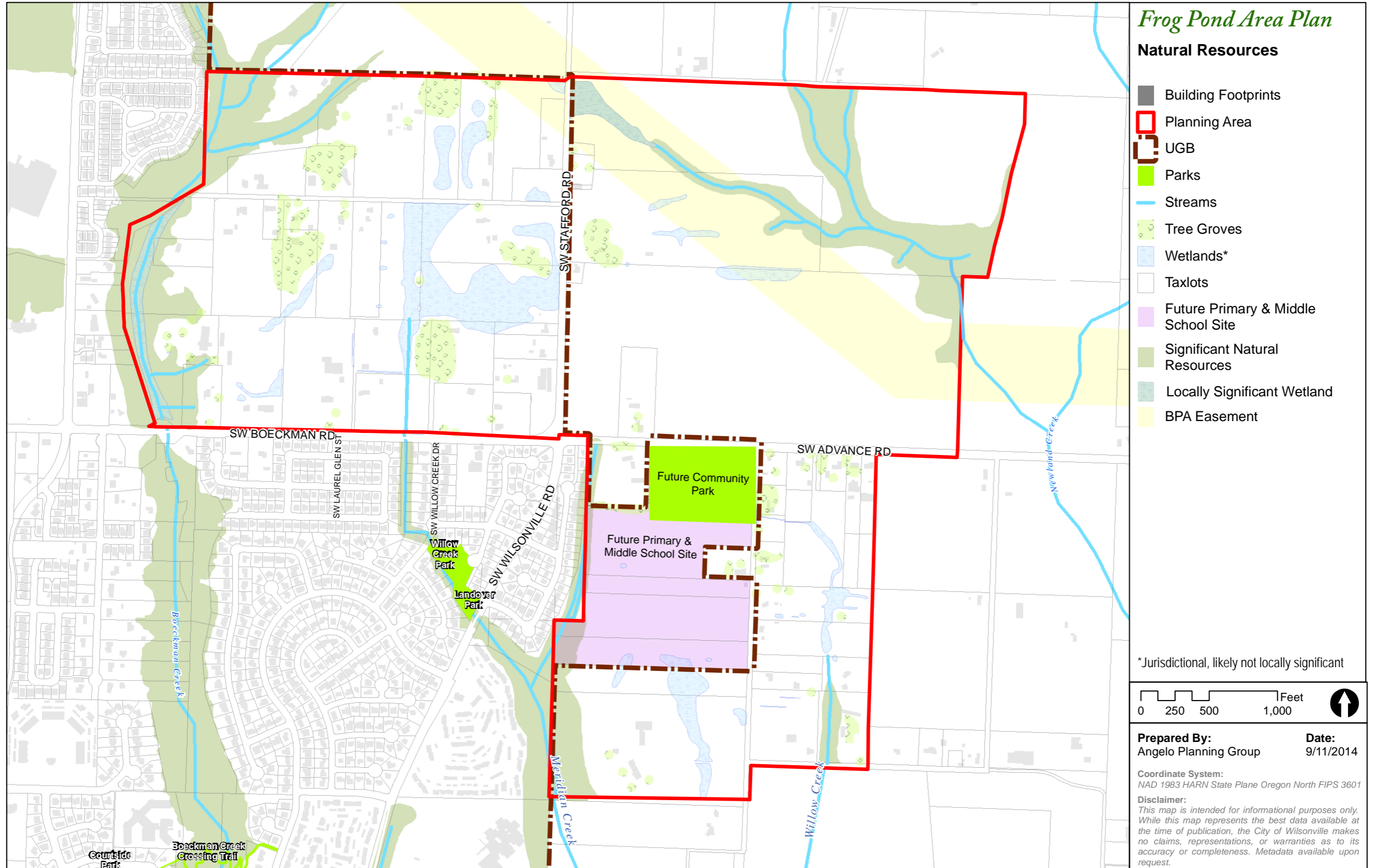
**Curb Bump-Out**



**Zebra Crossing**  
*(Provides wide, visible and safe crossing)*



# Natural Resources





# *Open Space Edge Conditions*



**Homes overlooking community garden**



**Low density home overlooking open space**



**Homes facing pocket park**



**Homes facing park and natural area**



**Homes overlooking nature park**



**Homes facing Powerline easement**



# Park Examples & Design Concepts



**Kids' fountain in park plaza**



**Neighborhood Center Plaza**



**Park events**



**Civic space and mature trees in neighborhood park**



**Neighborhood Park**



**Trails**



**Park integrated with powerline easement**





BPA EASEMENT

SCALE IN FEET

40' STUB (FUTURE)

BIOSWALE BOTH SIDES, TYP

WATER EASEMENT REQUIRED

12"W

12"W POINT OF CONNECTION (POC)

LID FACILITY TYP.

SW FROG POND LN

ARV

ARV

Boeckman Creek

UTILITY EASEMENT REQUIRED

18"SS POC NOT SHOWN

SW BOECKMAN RD

12"W POC

MATCHLINE - SEE FIGURE 2

**LEGEND**

- FROG POND AREA BOUNDARY
- WASTEWATER PIPE - NEW
- WASTEWATER FORCE MAIN - NEW
- WASTEWATER PUMP STATION - NEW
- WASTEWATER PIPE - EXISTING
- STORM CULVERT - NEW
- STORM LID FACILITY - NEW
- STORM PIPE - EXISTING
- STORM BIOSWALE - NEW
- WATER PIPE - NEW
- WATER AIR RELIEF VALVE (ARV) - NEW
- WATER PIPE - EXISTING
- CITY LIMITS
- URBAN GROWTH BOUNDARY (UGB)
- NEW STREET



**FIGURE 1  
DRAFT**

Frog Pond Area Plan  
Composite Utility Plan

DRAFT CONCEPT PLAN -  
INFRASTRUCTURE FRAMEWORK  
PLANS

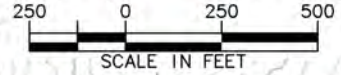


Murray, Smith & Associates, Inc.  
Engineers/Planners  
Portland, Oregon

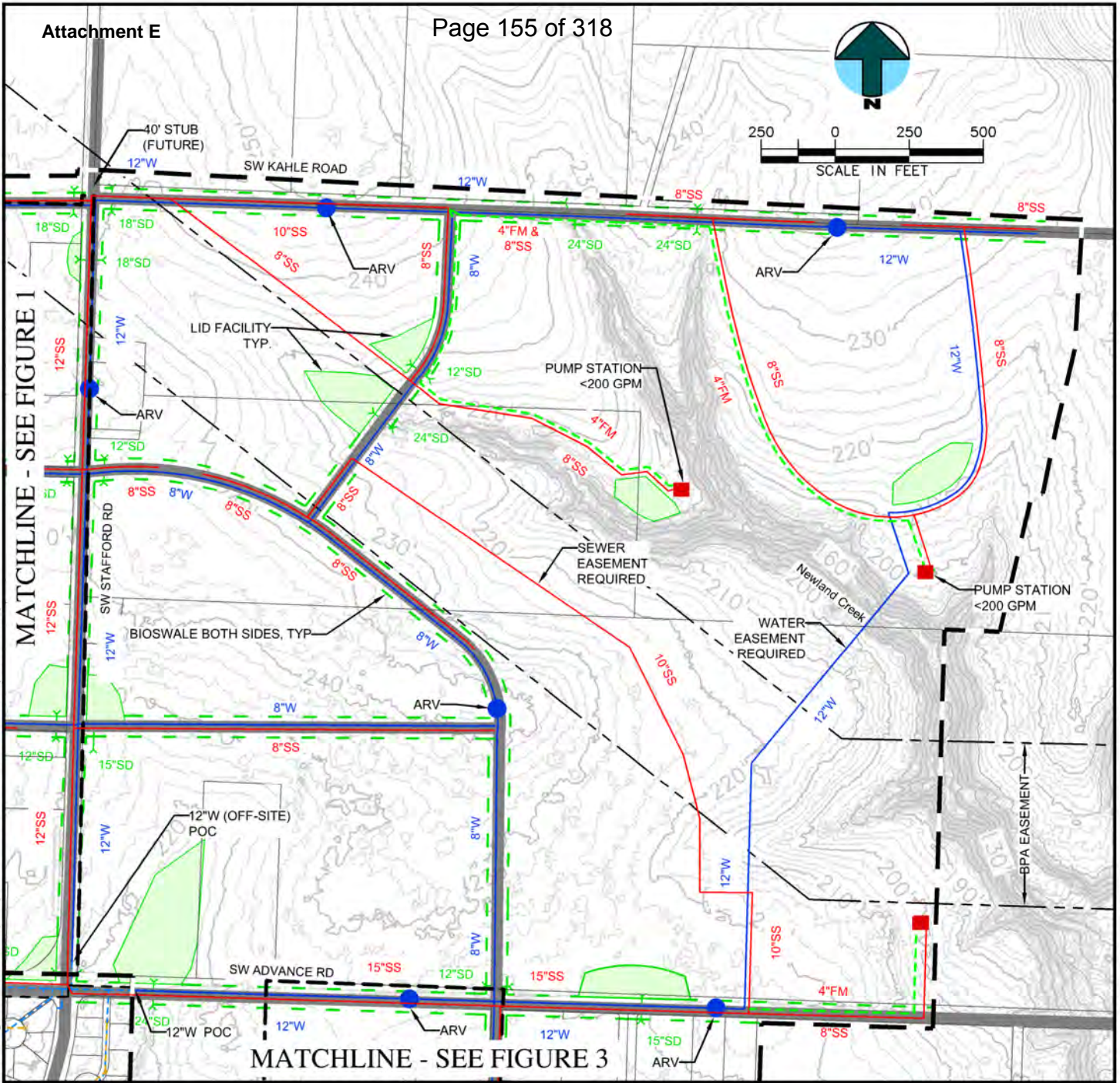
February 2015  
14-1553.00

C:\PDX\_Projects\14\1553\CAD\Figures\14-1553-OR-PREFER-PLAN.dwg FIGURE 1 2/17/2015 10:26 AM NJM 20.0s (LMS Tech)





C:\PDX\_Projects\14\1553\CAD\Figures\14-1553-OR-PREFER-PLAN.dwg FIGURE 2 2/17/2015 10:26 AM NJM 20.0s (LMS Tech)



**LEGEND**

- FROG POND AREA BOUNDARY
- WASTEWATER PIPE - NEW
- WASTEWATER FORCE MAIN - NEW
- WASTEWATER PUMP STATION - NEW
- WASTEWATER PIPE - EXISTING
- STORM CULVERT - NEW
- STORM LID FACILITY - NEW
- STORM PIPE - EXISTING
- STORM BIOSWALE - NEW
- WATER PIPE - NEW
- WATER AIR RELIEF VALVE (ARV) - NEW
- WATER PIPE - EXISTING
- CITY LIMITS
- URBAN GROWTH BOUNDARY (UGB)
- NEW STREET

**FIGURE 2**  
**DRAFT**



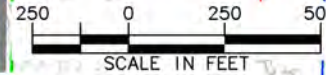
Frog Pond Area Plan  
Composite Utility Plan

**DRAFT CONCEPT PLAN -  
INFRASTRUCTURE FRAMEWORK  
PLANS**

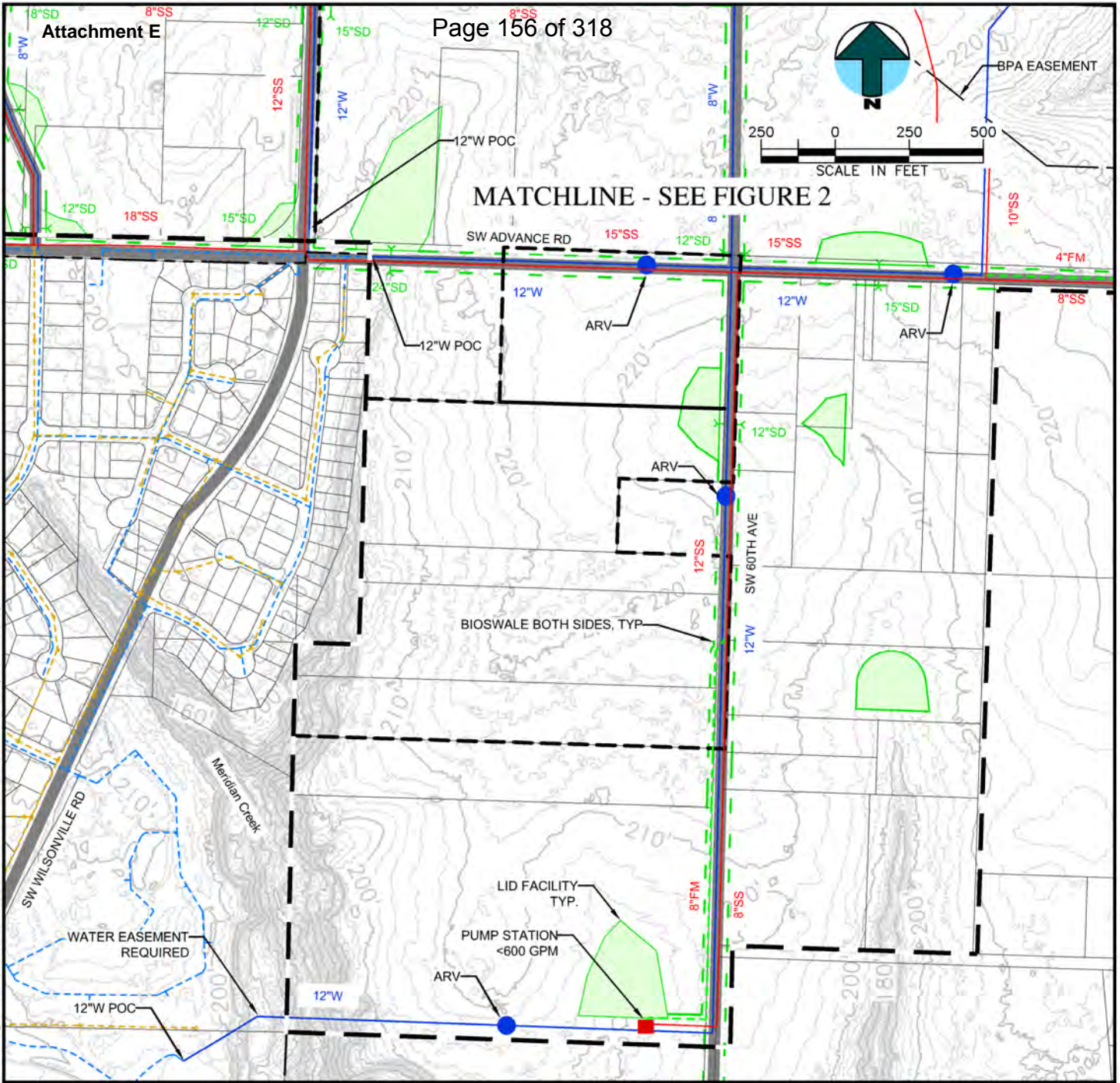


February 2015  
14-1553.500





MATCHLINE - SEE FIGURE 2



**LEGEND**

- FROG POND AREA BOUNDARY
- WASTEWATER PIPE - NEW
- WASTEWATER FORCE MAIN - NEW
- WASTEWATER PUMP STATION - NEW
- WASTEWATER PIPE - EXISTING
- STORM CULVERT - NEW
- STORM LID FACILITY - NEW
- STORM PIPE - EXISTING
- STORM BIOSWALE - NEW
- WATER PIPE - NEW
- WATER AIR RELIEF VALVE (ARV) - NEW
- WATER PIPE - EXISTING
- CITY LIMITS
- URBAN GROWTH BOUNDARY (UGB)
- NEW STREET



City of  
**WILSONVILLE**  
In OREGON

**FIGURE 3**  
**DRAFT**

Frog Pond Area Plan  
Composite Utility Plan

**DRAFT CONCEPT PLAN -  
INFRASTRUCTURE FRAMEWORK  
PLANS**



Murray, Smith & Associates, Inc.  
Engineers/Planners  
Portland, Oregon

February 2015  
14-1553.500

C:\PDX\_Projects\14\1553\CAD\Figures\14-1553-OR-PREFER-PLAN.dwg FIGURE 3 2/17/2015 10:26 AM NUM 20.0s (LMS Tech)





**Green Roof**  
*(Reduces roof runoff and improves building insulation)*



**Pervious Paving**  
*(Allows rainwater to percolate into soil)*



**Parking Lot Rain Garden**  
*(Natural detention and filtration of parking lot rainwater)*



**Retention Pond**  
*(Holds rainwater in wetland environment)*



**Street Trees**  
*(Provide canopy over street for shade, pedestrian comfort, and rainwater absorption)*



**Stormwater Bioswale**  
*(Natural detention and filtration of on-street rainwater)*

**Green Infrastructure**

June 2, 2015

To: Wilsonville Frog Pond Task Force  
c/o Mr. Chris Neamtzu Planning Director

Subject: Concept Plan

We request that you consider the following in your deliberations for the final Frog Pond area site configuration.

There are a diverse number of potential residents, ranging from starter households to families to seniors that will be in need of housing. They all have different needs in home features and costs. There will be people moving into the area and existing residents that would like to relocate within Wilsonville for the amenities it offers. No single type of lot size can meet these needs. Large lots are being advocated as a way to address the existing imbalance within Wilsonville between multifamily and single family housing. While well intended and passionately argued, it is not the panacea. We believe a flexible approach allowing larger lots to be created from smaller ones is an appropriate way to address this issue. There is a need for medium and small lot housing as well as large lot sites. Allow the latitude to develop site lot sizes where they make economic and market sense. We feel this balanced approach would appeal to potential residents and contribute to the success of the Frog Pond neighborhoods. We are in favor of owner occupied single family housing units comprised of stand alone residences, townhouse and condominiums. We are not in favor of additional multifamily housing rental apartments. We understand that multifamily rental housing is no longer being considered for any of the Frog Pond neighborhoods.

Thank you considering our comments.

Paul and Janene Chaney  
27227 SW Stafford Road  
Wilsonville, Oregon 97070



Elizabeth Cullen  
Nodaway Lane  
Wilsonville, OR 97070

May 29, 2015

The Honorable Tim Knap  
Mayor of Wilsonville  
29799 SW Town Center Loop E.  
Wilsonville, OR 97070

Dear Mayor Knap:

I moved to Wilsonville a year and a half ago. I'm quite concerned about the development proposed for the Frog Pond area. The thought of 700 new homes, additional apartments, and a vague "significant commercial section" seems excessive. That sounds like the size of a new town. The amount of cars this would add to the roads seems untenable, especially if we are also adding a school. Had my realtor informed me about these plans I don't think I would have moved here.

That amount of development will destroy Wilsonville. Residents will be made miserable during construction and after with all the new traffic. It will change the face of Wilsonville.

When and if this project takes place, I hope that thoughtful planning will be in place. Wilsonville doesn't need more congested, four storey apartment blocks like The Holland Partner Group has built and is currently adding onto.

I'm sorry I was not available for the last meeting, and I will make an effort to come to the next.

Sincerely,



Elizabeth Cullen

Cc: Planning Commission

*Rec'd 6/1/15  
ACK*

---

**Subject:** RE: Frog Pond Concept plan

**From:** Debi Laue [mailto:laued@hasson.com]  
**Sent:** Tuesday, May 26, 2015 11:07 PM  
**To:** Neamtzu, Chris  
**Cc:** Straessle, Linda  
**Subject:** Re: Frog Pond Concept plan

Thank you for the in depth reply Brian. One piece of the conversation that is missing is all the data is the pent up demand for high quality single level homes.

I would enjoy the opportunity to meet with you (Chris) and Brian after the first of June. What are some dates/times that work for you?

Best Regards,

Debi

Sent from my iPhone

---

On May 26, 2015, at 4:40 PM, Neamtzu, Chris <[neamtzu@ci.wilsonville.or.us](mailto:neamtzu@ci.wilsonville.or.us)> wrote:

Hi Debi,

Hope you had a great Memorial Day weekend.

Please see the below response from Brian Vanneman, Principal at LCG, regarding the testimony provided at the City Council worksession on 5.18.  
Please let me know what follow up questions there may be.

Thank you,  
Chris

**FROM: Brian Vanneman, LCG**

Between November 2014 and January 2015, I and my colleagues at Leland Consulting Group (LCG) reviewed home sale information in Wilsonville, Tualatin, and West Linn in order to inform our financial analyses for Frog Pond, and among other things to estimate reasonable sales prices of homes in Frog Pond (in 2015 dollars).

Our main data source was Metrostudy (<http://www.metrostudy.com/>), which in our estimation is the best source of data regarding sales of new homes in the Portland region (Metrostudy was formerly New Home Trends). We also looked at data from Zillow and RMLS, and talked to developers and brokers. Metrostudy differs from most RMLS data in that it covers **new construction**. By contrast, RMLS reports information about the sales of new and older homes (re-sales). Prices for older homes (re-sales) are usually below new construction, and therefore less reliable. In addition, because Metrostudy covers only



new construction, we feel it is more indicative of recent (and near future) home building trends such as number of sales per year, size of homes, size of lots, etc. (We do acknowledge that people's choices are constrained due to zoning, regulation, etc., and therefore issues such as demand for large lots may not be accurately reflected by past sales trends.) Metrostudy provided us with information on the sale of 1,786 homes in Wilsonville, Tualatin, and West Linn between 1/1/2005 and 12/31/2014, and this was the primary data we looked at.

It seems like LCG and many of the residents who testified before Council generally agree that there is a lot of demand for homes in the \$350,000 to \$600,000 range. I am glad that people think that is one sweet spot for the market. Our demographic analysis indicates that about 35% of Wilsonville's population could buy a home in this range, and that is likely the largest market (by number of households) of potential homebuyers. This is a reasonable purchase price for many families earning between \$75,000 and \$150,000. Also, our dataset of home sales in this mid-market range is deep. Most home sales are in that range, and therefore we can be confident that the figures we provided (e.g., lot size, sale price, home size) are relatively good averages.

In terms of larger lots, some testimony, including that of Ms. Laue, raises good questions. One of the problems with estimating "average" sales prices for expensive homes and larger lots is that there are not many of these sales. Hence, when Ms. Laue stated that we based our analysis on a very small number of "estate lot" homes, she is correct. For example, of the 458 new-build homes that sold in Tualatin and Wilsonville between 2010 and 2014, only three were 10,000 or larger. (Note that Ms. Laue may have more recent data from 2015.) Therefore, for estate lot homes, more judgment on our part was required, and we reviewed individual home sales near Frog Pond. We did see some homes that sold at or above \$1 million, but these tended to be really exceptional lots and locations, in particular with views of and access to the Willamette River. This amenity does not exist at Frog Pond.

To me, an important question is how large this market for \$800,000 or \$1 million-plus homes is. Our demographic research indicates that 4 percent of households currently in Wilsonville earn more than \$200,000, and therefore would be likely to be able to afford a home of \$800,000 or more. Again, I recognize the chicken or egg question—it is possible that Frog Pond and Wilsonville could attract a greater share of such households. However, even in West Linn, this percentage is 14 percent, which suggests a range for how deep this market is likely to be.

A quick review of Pahlisch Homes inventory suggests to me that most of their homes are selling in this \$350,000 to \$600,000 range. (<http://www.pahlischhomes.com/homes/northwest-oregon/>) They have a few homes at \$2 million-plus, however these are a relatively small share (three?) of their offerings; one is the 2015 Street of Dreams home, which is 4,600 square feet on .4 acres in Lake Oswego.

Another data point is: Of the 395 new construction homes that sold in Wilsonville and Tualatin between 2012 and 2014, none sold for more than \$625,000, and only 3 percent sold for \$500,000 or more.

In summary, a variety of sources suggests that housing that is accessible to households earning \$75,000 to \$150,000 per year should constitute the bulk of the offerings at Frog Pond. I will leave the design features to the rest of the Angelo Planning Group team, but yards, parks, and access to schools all sound like great neighborhood features.

I also hope that this planning process can find a lot of common ground and result in a plan that Wilsonville's residents are really excited about.

I can meet with or talk with you and Ms. Laue; however, my preference is to do that on or after June 1, as I have a number of deadlines before then.

Thank you.

Brian

**Brian Vanneman** | Principal

LELAND CONSULTING GROUP  
610 SW Alder Street Suite 1008 Portland Oregon 97205  
p 503.222.1600 m 503.780.1676 f 503.222.5078  
[www.lelandconsulting.com](http://www.lelandconsulting.com)  
People Places Prosperity

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**Chris Neamtzu, AICP**  
Planning Director  
City of Wilsonville | Community Development Department  
503-570-1574 | [neamtzu@ci.wilsonville.or.us](mailto:neamtzu@ci.wilsonville.or.us)

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**From:** Debi Laue [<mailto:laued@hasson.com>]  
**Sent:** Friday, May 22, 2015 1:37 PM  
**To:** Neamtzu, Chris  
**Subject:** Re: Frog Pond Concept plan

Thank you Chris.

Debi



Debi Laue, Principal Broker  
The Hasson Company  
Cell: 503-502-1750  
Office: 503-212-5034  
[www.TheLaueTeam.com](http://www.TheLaueTeam.com)

---

On Fri, May 22, 2015 at 1:31 PM, Neamtzu, Chris <[neamtzu@ci.wilsonville.or.us](mailto:neamtzu@ci.wilsonville.or.us)> wrote:  
Sounds good, there is a lot of work underway. I would recommend that we wait to provide updated memorandums as they will be available in the next couple of weeks.  
I did share the original memo with Peter Kusyk when I met with him.

Best,



**Chris Neamtzu, AICP**

Planning Director

City of Wilsonville | Community Development Department

[503-570-1574](tel:503-570-1574) | [neamtzu@ci.wilsonville.or.us](mailto:neamtzu@ci.wilsonville.or.us)

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**From:** Debi Laue [mailto:[laued@hasson.com](mailto:laued@hasson.com)]**Sent:** Friday, May 22, 2015 1:12 PM**To:** Neamtzu, Chris**Subject:** Re: Frog Pond Concept plan

If you have that document handy (in email form) I would be happy to send it on to all the developers I've been in touch with. My copy was printed out when it was given to me and I've written all over it. I would like to talk to the consultant when they are available.

Thank you,

Debi



Debi Laue, Principal Broker

The Hasson Company

Cell: [503-502-1750](tel:503-502-1750)Office: [503-212-5034](tel:503-212-5034)[www.TheLaueTeam.com](http://www.TheLaueTeam.com)

---

On Fri, May 22, 2015 at 12:57 PM, Neamtzu, Chris <[neamtzu@ci.wilsonville.or.us](mailto:neamtzu@ci.wilsonville.or.us)> wrote:

Hello Debi,

Thank you for the letter, it will be included in the record. Just curious, did you share the infrastructure funding and development feasibility memo with Pahlisch Homes?

The project team is working on a wide variety of materials that will be the subject of upcoming meetings. I am asking Leyland to respond directly to your concerns/comments in writing. Once I get you that, you may want to have a conversation with them about the approach and findings. I am happy to set that up.

Have a great weekend,

**Chris Neamtzu, AICP**

Planning Director  
City of Wilsonville | Community Development Department  
[503-570-1574](tel:503-570-1574) | [neamtzu@ci.wilsonville.or.us](mailto:neamtzu@ci.wilsonville.or.us)

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**From:** Debi Laue [mailto:[laued@hasson.com](mailto:laued@hasson.com)]  
**Sent:** Monday, May 18, 2015 9:49 PM  
**To:** Neamtzu, Chris  
**Subject:** Frog Pond Concept plan

Hi Chris,

Tonight at the City Council meeting, I shared data from my own research regarding the possible/probable pricing for several product types that would more than cover the infrastructure cost of larger lots. Tim Knapp encouraged me to set an appointment with you to review the data and give you a copy of it.

I would really like the opportunity to follow up with you when you have time. I've attached a letter from Phillip Pahlisch that shares the perspective of several builders I've talked to regarding the large lot scenario. It would be great to have this added into the record.

Please advise.

Thank you for your time,

Debi



Debi Laue, Principal Broker  
The Hasson Company  
Cell: [503-502-1750](tel:503-502-1750)  
Office: [503-212-5034](tel:503-212-5034)  
[www.TheLaueTeam.com](http://www.TheLaueTeam.com)

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----- Forwarded message -----

**From:** Elya Simukka <[elyas@pahlischhomes.com](mailto:elyas@pahlischhomes.com)>  
**Date:** Mon, May 18, 2015 at 3:26 PM  
**Subject:** Letter for Hearing Tonight  
**To:** "[laued@hasson.com](mailto:laued@hasson.com)" <[laued@hasson.com](mailto:laued@hasson.com)>  
**Cc:** Phillip Pahlisch <[phillipp@pahlischhomes.com](mailto:phillipp@pahlischhomes.com)>  
Hi Debi,



Here is a letter for the Frogpond hearing tonight with Pahlisch's support for bigger lots in Wilsonville. Phillip is golfing for charity currently, so feel free to contact me if you think anything in the letter needs changed immediately. Wishing you well tonight!

Warm regards,

**Elya Simukka**

Regional Business Representative

**Pahlisch Homes, Inc.**

12725 SW 66<sup>th</sup> Avenue, Suite 101

Tigard, OR 97223

Mobile: [\(503\) 314-0744](tel:(503)314-0744)

Office: [\(503\) 596-2208](tel:(503)596-2208); 207

[www.PahlischHomes.com](http://www.PahlischHomes.com)

[www.Facebook.com/pahlischhomes](http://www.Facebook.com/pahlischhomes)

May 18, 2015

To the Wilsonville City Planning Council,

Pahlisch Homes' wishes to express our endorsement in favor of larger lot sizes at the Frogpond Concept Planning area.

Pahlisch attests that larger lots in Frogpond would be a mutually beneficial plan and sound development decision for the city and builder, as larger lots meets the need of an ever growing home buyer market seeking executive and luxurious single level homes. Larger lots will accommodate these home styles that are desired and needed in Wilsonville, OR. With ideal land conditions, Pahlisch Homes has experienced much success building homes on larger lots in our 30 years' building communities in Oregon. Pahlisch Homes believes Frogpond is one such area.

One past example of our success building homes on larger lots was at the 2013 NW Natural Street of Dreams at Stonehenge. We built two homes here on Rosement Road, and each lot was approximately 1/3 acre on flat land. The margins on these homes allowed for the costs associated with infrastructure to be fully covered. In Pahlisch Homes' experience, the final sale of the homes here, and in many instances of building on sizable, flat lots do fully support the additional costs of development associated with a larger lot size. From these positive outcomes and given the current homebuyer market in Wilsonville, Pahlisch Homes urges the Wilsonville city planning council to consider larger lot sizes at Frogpond.

Sincerely,

Phillip Pahlisch

Owner and VP of NW OR & SW WA Region

Pahlisch Homes, Inc.





**Straessle, Linda**

---

**From:** Straessle, Linda  
**Sent:** Friday, May 22, 2015 12:41 PM  
**To:** 'Katjohn1'  
**Cc:** Neamtzu, Chris  
**Subject:** RE: Frog Pond

Kathy,

The Traffic Analysis is included as Appendix B: *Future Transportation Analysis Memorandum to the Frog Pond Alternatives Evaluation Summary Appendices* document found on the Frog Pond Area Plan's [Maps and Documents](#) page.

It starts on page 45 at this link: <http://www.ci.wilsonville.or.us/DocumentCenter/View/6695>.

*Linda Straessle*  
**Planning Administrative Assistant**  
**City of Wilsonville**  
29799 SW Town Center Loop East  
Wilsonville OR 97070  
503.570.1571  
[straessle@ci.wilsonville.or.us](mailto:straessle@ci.wilsonville.or.us)



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**From:** Katjohn1  
**Sent:** Tuesday, May 19, 2015 7:58 PM  
**To:** Neamtzu, Chris  
**Cc:** Straessle, Linda  
**Subject:** Re: Frog Pond

Sorry, I can't seem to locate the traffic analysis. Can you send me the link for that? Wilsonville Rd can't handle the traffic it has now and Villebois isn't even completed. Boeckman Rd is the only savior and that is getting backed up now. It takes 15 minutes to get to the West side unless you get stuck behind a bus. Plus, anytime a bus has kids on it, it backs up Wilsonville Rd even more with each stop both ways. Fun in the morning and afternoon.

Thanks for your time,  
Katherine

Sent from my iPhone

On May 19, 2015, at 1:19 PM, Neamtzu, Chris <[neamtzu@ci.wilsonville.or.us](mailto:neamtzu@ci.wilsonville.or.us)> wrote:

Hello Katherine,

Thank you for your comments. I would like to provide you with a link to the project web site so you can stay apprised of the latest information. The page can be accessed at <http://www.ci.wilsonville.or.us/628/Frog-Pond-Area-Plan>

It contains all of the technical information created to date, including the traffic analysis. The consultant team indeed does account for the specific uses in the area, including the middle school. There are **no** apartments proposed in the concept plan and the west neighborhood is currently proposed with all single-family detached homes on a variety of lot sizes. More information will be coming over the next couple of months. If there are other questions or comments, please let me know.

Thank you,

Chris

## Frog Pond Area Plan Draft Alternative Concept Plan Comments

**First Name\***

Katherine

**Last Name\***

budiao

**Email\***

**Please provide comments or questions in the box below.**

Since the new middle school will bring in kids from other areas I hope you are calculating that into the traffic. I lived for 14 years in Rivergreen. Once Villebois opened, I could walk faster than drive on Wilsonville Rd headed to the East side of town. Very poor planning. Crimes, drugs, fights at schools, and gangs are way up- mainly from kids in the apartments. Parents in the apartments aren't invested in the community and a lot aren't invested in their kids. They are too busy working and usually have only one parent. At council meeting, one council member said there won't be apartments. At the end, another council member said there might be? Which is it and why the confusion?

**Chris Neamtzu, AICP**

Planning Director

City of Wilsonville | Community Development Department

503-570-1574 | [neamtzu@ci.wilsonville.or.us](mailto:neamtzu@ci.wilsonville.or.us)

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**From:** Neamtzu, Chris  
**Sent:** Friday, May 22, 2015 12:50 PM  
**To:** luiten@  
**Cc:** Straessle, Linda  
**Subject:** RE: Frog pond development

Dear Kathy,

Thank you for your comments.

I want to point out that the draft concept plan does not contain any apartments, and that the west neighborhood is all single-family detached housing on a range of lot sizes to accommodate a variety of buyers.

If you have not already reviewed the draft plan on the project web site, I would encourage you to do so. It can be accessed at: <http://www.ci.wilsonville.or.us/628/Frog-Pond-Area-Plan>

Have a great weekend.

**Chris Neamtzu, AICP**

Planning Director

City of Wilsonville | Community Development Department

503-570-1574 | [neamtzu@ci.wilsonville.or.us](mailto:neamtzu@ci.wilsonville.or.us)

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**From:** Kathy Luiten  
**Sent:** Friday, May 22, 2015 11:20 AM  
**To:** Talk2PC  
**Subject:** Frog pond development

To the Planning Commission,

First of all, thank you for your dedicated service to our wonderful town and community. I have lived, worked and raised my children in Wilsonville for almost 38 years. I have seen it grow from 1000 people to the present population. Overall I have been pleased with the growth and new amenities but I am seriously concerned with the number of apartment complexes and attached housing units that have been built. In the early days of city planning, we were told by the city officials that the apartments/high density would be built first. "Don't worry" the single family homes will come later. **Now it is time for the single family homes.** High density housing makes up 60% of the residences in Wilsonville. This is too high of a percentage for our community. We need to keep a balance of incomes, families, structures. I can go on and on but I think you know all of the concerns.

**Please designate the Frog Pond area as a place for larger lots sizes.** I do not believe that it will cost too much to develop if we let many of the lots become  $\frac{1}{4}$  acre lots for families who

treasure a little more space, gardens and animals. Wilsonville has grown up from being a farming community to more densely populated in just a few short years. We don't want it to just become like every other suburb...we have our own unique community that values nature. Please consider this in your planning. **Our parks are wonderful but backyards are great too.**

Thank you for listening,  
Kathy Luiten Goodwin



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**From:****Sent:** Thursday, May 14, 2015 3:08 PM**To:** Neamtzu, Chris**Subject:** Frog Pond lot size

Dear Chris:

I am out of the country on business. I was concerned to hear that the Frog Pond master plan is being scrapped and that development will be delayed for another year. Can you confirm? The rumor is that the large lot group has become organized, talking about aesthetics, talking about catering to "entrepreneurs" and other supposedly well heeled citizens. But these types of people are already a small minority of the US population. Why are they suddenly going to choose Wilsonville over West Linn or, for that matter, Dunthorpe? What is the demographic and economic argument? An entrepreneur like me (running a business with 130 employees) already lives in Frog Pond. You keep me by not doing anything. But would that be good for the real growth needs of our city? I'm certainly not going to stay for so called "large lots" when the bulldozers start moving. Hey, my "lot" is already 16 acres!

Count me as a landowner who would be very happy with the small lot sizes that you laid out for my property--the southwest corner of Frog Pond.

Sincerely,

Jim Wolfston  
Boeckman Rd

Sent from IBM Notes Traveler

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**Subject:** FW: Frog Pond development

From: Cosgrove, Bryan  
Sent: Wednesday, May 20, 2015 2:34 PM  
To: 'Lisa Reiter'  
Subject: RE: Frog Pond development

Lisa,

Thank you for sharing your thoughts and concerns about the Frog Pond development. I'd like to address a few of the concerns you've raised. There are zero apartment units being proposed for Frog Pond West. The proposed densities are akin to Meadows, Canyon Creek Estates and Arbor Crossing. The plan includes an abundance of parks, open spaces, natural areas, riparian zone protection, and trails. Additionally, the city owns 10 acres adjacent to the proposed new middle school at Frog Pond, and between the two entities there will be roughly 15 acres of new sports fields added to the mix. The city's planning department has a long history of ensuring all new residential development is high quality, safe, and connected to the larger community. We also understand that traffic is a concern for all of our residents. The city's engineering department could provide you additional details on what transportation projects are scheduled for the Frog Pond area over the next 20 years. You make the point that the plans have been "discussed/debated/defended", but I'd like to assure you that there are many additional opportunities for you to weigh in on the proposed plan, including public hearings before the planning commission and the city council. I am not sure if you have visited the project website for Frog Pond, so I'm including the link for your information. There is a ton of information on the website that might satisfy some of your concerns. I do appreciate you reaching out, and city staff shares your concerns and desire to make sure all new development is well planned, thoughtful and of the highest quality. Let me know if there is anything else I can provide to you. Here is the link: <http://www.ci.wilsonville.or.us/628/Frog-Pond-Area-Plan>

Regards,

Bryan Cosgrove,  
City Manager

503.570.1504 (office)  
cosgrove@ci.wilsonville.or.us  
29799 SW Town Center Loop  
Wilsonville, Oregon 97070

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"The only disability in life is a bad attitude."  
~Scott Hamilton

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-----Original Message-----

From: Lisa Reiter  
Sent: Wednesday, May 20, 2015 11:15 AM  
To: Cosgrove, Bryan  
Subject: Frog Pond development



Dear Mr. Cosgrove,

My name is Lisa Reiter. I have lived at my current address of SW Morgan Street (Landover) with my husband and children for 18 years. Our home backs to the corner of Wilsonville Rd. and Boeckman, and I am writing to you today to express our concerns regarding the development being proposed in Frog Pond.

Like many of the residents of Wilsonville, we are greatly concerned about the proposal of multi-family housing and small lot development. Although we understand the development of Frog Pond is inevitable, our hope is the ultimate decision will be made to increase lot sizes and provide more single level homes, more parks and common spaces, including a sports field or community center. This is what is needed in our community- we are not desperate for more apartments or compact homes on tiny lots- we have neighborhoods in Wilsonville that meet those needs and are still developing. In 18 years, we've lived through the rapid development of our city. We've welcomed the new businesses and appreciate the diversity that comes with varying housing developments. However, we have also watched our beautiful Frog Pond become an ever increasing traffic jam- what used to be a secondary route in and out of the city has changed to a primary outlet. Although the plans show some improvements/alterations to the current 4 way stops and single roads, that solves only a minor problem. Stafford Road and 65th can only handle so much traffic- I cringe to see what would/could happen if the proposed multi-housing developments come to pass. I realize all of this has been discussed/debated/defended, but my family will be personally impacted with having this nightmare directly behind our home- the air quality, the noise, the safety issues directly affect us.

Please consider how these changes will impact individual residents. I love this city and my home, but the proposed changes, if not constructed thoughtfully and with care, will destroy our quality of life here on Morgan Street. I speak for myself and my family, but I know many residents who feel the same.

Thank you for your consideration-

Lisa Reiter  
Wilsonville 97070

Sent from my iPhone

---

**Subject:** FW: Frog Pond

**From:** Neamtzu, Chris  
**Sent:** Tuesday, May 19, 2015 1:20 PM  
**To:** [katjohn1@frontier.com](mailto:katjohn1@frontier.com)  
**Cc:** Straessle, Linda  
**Subject:** Frog Pond

Hello Katherine,

Thank you for your comments. I would like to provide you with a link to the project web site so you can stay apprised of the latest information. The page can be accessed at <http://www.ci.wilsonville.or.us/628/Frog-Pond-Area-Plan>

It contains all of the technical information created to date, including the traffic analysis. The consultant team indeed does account for the specific uses in the area, including the middle school. There are **no** apartments proposed in the concept plan and the west neighborhood is currently proposed with all single-family detached homes on a variety of lot sizes. More information will be coming over the next couple of months. If there are other questions or comments, please let me know.

Thank you,  
 Chris

**Chris Neamtzu, AICP**  
 Planning Director  
 City of Wilsonville | Community Development Department  
 503-570-1574 | [neamtzu@ci.wilsonville.or.us](mailto:neamtzu@ci.wilsonville.or.us)

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## Frog Pond Area Plan Draft Alternative Concept Plan Comments

**First Name\***  
 Katherine

**Last Name\***  
 Budiao

**Email\***

**Please provide comments or questions in the box below.**

Since the new middle school will bring in kids from other areas I hope you are calculating that into the traffic. I lived for 14 years in Rivergreen. Once Villebois opened, I could walk faster than drive on Wilsonville Rd headed to the East side of town. Very poor planning. Crimes, drugs, fights at schools, and gangs are way up- mainly from kids in the apartments. Parents in the apartments aren't invested in the community and a

lot aren't invested in their kids. They are too busy working and usually have only one parent. At council meeting, one council member said there won't be apartments. At the end, another council member said there might be? Which is it and why the confusion?



---

**Subject:** Online Form Submittal: Frog Pond Area Plan Comments

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com) [<mailto:noreply@civicplus.com>]

**Sent:** Saturday, May 16, 2015 7:46 AM

**To:** Straessle, Linda; Neamtzu, Chris

**Subject:** Online Form Submittal: Frog Pond Area Plan Comments

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Frog Pond Area Plan Comments

**First Name\***

Kathy

**Last Name\***

Hight

**Email\***

**Please provide comments or questions in the box below.**

I prefer low density housing for the entire Frog Pond plans. These past years we have added too much high density housing and this is causing huge traffic issues. We live in Wilsonville to keep away from the traffic issues in the large metropolitan cities!

If your comment is specific to a certain map or document, please include a reference to it so we can best respond.

**Thank you for participating.**

---

**Subject:** RE: Frog Pond

From: Christina Skipper  
Sent: Saturday, May 16, 2015 9:48 AM  
To: Cosgrove, Bryan  
Cc: [dawehler@gmail.com](mailto:dawehler@gmail.com)  
Subject: Frog Pond

My family lives in the Meadows at SW meadows loop and we do not want more high density housing in Frog Pond. Please keep our community of high quality with large lots and single family homes!

Sent from my iPhone

May 15, 2015

To whom it may concern:

My husband and I moved to Wilsonville w/our children about 11 ½ years ago. We LOVED it here because of the way it was then. We loved the wonderful schools, cleanliness, small-town atmosphere, friendly people, etc. I remember the population sign on Elligsen Rd reading about 16,000. We had 2-3 grocery stores at the time, gas station, a public library, some restaurants ....enough to sustain us in a nice quiet lifestyle but w/a freeway so close that we could jump on and drive very quickly to anything else we could want.

Now I feel that w/ALL the building going on that we are losing that small-town feeling....too many apartments/new homes....too many new office buildings and retail places popping up....we have enough buildings in Wilsonville....Open, undeveloped fields are good ☺! They are refreshing and beautiful. We see plenty of buildings. I would love to see those get used to full capacity and then...that's it. Keep Wilsonville the nice bubble that it is w/o connecting us to Tualatin or any other city. No more buildings or structures of any kind. We have everything we need and can drive to the places we don't have.

Wilsonville is a good place to live and I hope to keep it that way....without more development.

Cordially,

Andrea Bowles

7690 SW Roanoke Dr S.

Wilsonville OR 97070

(503) 200 4911



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**Subject:** RE: Frog Pond development

**From:** Cosgrove, Bryan  
**Sent:** Thursday, May 14, 2015 11:28 AM  
**To:** 'Charlotte Wilson'  
**Subject:** RE: Frog Pond development

Charlotte,

Thanks for the email regarding your concerns about Frog Pond. I agree with you that Wilsonville truly does have the best of both worlds, and a lot of that has to do with the exceptional attention to detail and thoughtful planning that has gone into the growth and development of this great town from its inception to present day. Whether it's the planned communities of Villebois and Charbonneau, or the more traditional neighborhoods like Meadows, Canyon Creek Estates, Morey's Landing, Hazlegreen, Park at Merrifield, or the recently completed, and exceptionally well designed 55-and over senior apartment complex, Protera at the Grove.

The City is committed – and required by statewide planning laws – to provide a diverse range of housing options across all income spectrums to meet the current and future needs of our residents. The city has a long tradition of ensuring quality design, and well planned, thoughtful neighborhoods. I hear much about “density”, but I always hear people say how much they love their own neighborhood, whether they live in an apartment, traditional subdivision, or in Villebois. I think that's a great thing when people feel very passionate about their neighborhood, and protective about the quality of life we all enjoy.

Your email makes reference to high density, apartments, and unaffordable housing. Let me see if I can ease your concerns about apartments. There are zero apartment units being proposed for Frog Pond West. The entire neighborhood is proposed to be single-family detached homes, with lot sizes ranging from 4,000 to 9,000 square feet – so essentially a blend of Canyon Creek Estates and Meadows.

On the affordability issue, I have had several emails sent to me in the past four days with roughly the same talking point. Unless I'm missing something on this issue, increasing lot sizes is not going to help with the affordability issue. Indeed, larger lot sizes will make housing prices dramatically more expensive. Developers pay a premium price for land and infrastructure costs. If they have fewer lots to spread those costs over then the cost of a single building lot increases accordingly.

I sincerely appreciate you taking the time to provide me with feedback on Frog Pond. I hope that you receive my email in the spirit in which it was intended, that is, to inform and provide additional background on the project. Your City Council takes very seriously its charge to ensure that the high standard of living we all enjoy in this town remains intact.

I am including a link to the project site for Frog Pond. I would encourage you to take a look at what is being planned, and remain engaged in the planning process as it moves forward for ultimate adoption by City Council. There is a “contact us” function on the website where you can provide additional feedback. Again, many thanks for reaching out. My phone number is listed below should you desire to speak with me directly.

<http://www.ci.wilsonville.or.us/628/Frog-Pond-Area-Plan>

Bryan Cosgrove,  
City Manager

503.570.1504 (office)

[cosgrove@ci.wilsonville.or.us](mailto:cosgrove@ci.wilsonville.or.us)

29799 SW Town Center Loop  
Wilsonville, Oregon 97070

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**“The only disability in life is a bad attitude.”**

**~Scott Hamilton**

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**From:** Charlotte Wilson  
**Sent:** Thursday, May 14, 2015 10:49 AM  
**To:** Cosgrove, Bryan  
**Cc:** [LRoney@WilsonvilleSpokesman.com](mailto:LRoney@WilsonvilleSpokesman.com); Doris Wehler  
**Subject:** Frog Pond development

Hello,

I'm Charlotte Wilson, and I'm a homeowner in Wilsonville. Almost two years ago my husband and I purchased a small condo on Volley Street. We've lived in Wilsonville for five years now (and my husband, Josh, spent most of his childhood here as well). What I love most about this community are the family-friendly neighborhoods, small-town feel, and fabulous schools. We have great grocery chains right at our fingertips, and the urban, funky vibes of Portland are only 20 minutes away. Wilsonville really does have the best of both worlds.

I was dismayed, therefore, to hear about the plans for developing the Frog Pond land, because Wilsonville does not need more high-density housing or more apartments. What Wilsonville needs is affordable--and investment-worthy--housing for young families that would allow them to grow and stay in the community. I've had so many friends (also young families) who, while they love Wilsonville, have had to move to places like Tualatin, Sherwood, Woodburn, and Salem, because long-term housing isn't affordable. Wilsonville doesn't need to be Portland; let Portland be Portland, because Wilsonville is a unique spot of its own.

I'm afraid that by building more high-density homes--that are honestly hardly a notch above town homes and far more expensive--we'll be crowding out the very demographic that makes this community so wonderful and inviting. Wilsonville needs homes that have real backyards, homes that families can grow in and settle into long-term.

Our family loves Wilsonville, and that's why when we were buying a home we decided to purchase a condo, rather than finding a more affordable house in a neighboring town. We won't, however, be able to stay in our current home for longer than five years or so, because our dreams for our family will require more space. We'd hate to have to move away from Wilsonville, but if the city continues on its trajectory of crowding out young, hardworking families, we'll be forced to leave this wonderful and unique pocket of the Portland metro area.

Please reconsider the plans for the Frog Pond development and find a solution that is more friendly to those who are eager to grow their families and contribute to this loving community.

Thank you for your time.

Regards,  
Charlotte Wilson

**Ben & Janet Burns**

7125 SW Highland Ct  
Wilsonville, OR 97070

May 13, 2015

Wilsonville City Council  
Attn: Bryan Cosgrove, City Manager  
29799 SW Town Center Loop E.  
Wilsonville, OR 97070

Re: Frog Pond Development

Dear Bryan,

We have only lived in Wilsonville for three years now, but have greatly enjoyed it. We moved from Southeast Portland because of the overcrowding of the David Douglas school district. That crowding was largely due to re-drawn school district boundaries that included many high density-housing units. We have seen what happens when a school needs to serve more people but has a smaller and less personally committed tax base. We would be saddened and mad if the City of Wilsonville allows the same scenario to develop.

However, we do understand the need for the City to allow for growth so that more people can enjoy the community and schools we enjoy, especially incoming new families. As marriage and family educators we are well aware of the social and financial challenges that lead many single-parent families to rely on the affordability of high-density housing. That is why we are asking the Planning Committee to consider alternatives to housing for families in challenging financial situations.

Working for a non-profit organization our first house in Portland was an 891 square foot starter home. It was small, but it allowed us to get into home ownership. There is a dearth of starter home options anywhere in the Portland metro area. We would ask you to seek a plan that allows for smaller homes in lieu of high-density units. This will accomplish several things:

1. Attract young, diversified, families desiring to get into home ownership.
2. Provide real, viable options of home ownership for single-parent families who desire to build equity, but have no realistic "entry level" opportunities.
3. Since smaller homes are usually "entry level" it would provide consistent turnover business for local realtors as families move to the next level of home.
4. It would further increase Wilsonville's reputation as "good for families".
5. It would provide more taxable lots for school revenue.
6. It will also provide viable options for aging residents to "downsize" locally.

Again, we understand the challenges you face as a committee, but respectfully ask that you consider other alternatives to high density housing in the Frog Pond Development.

Sincerely,  
Ben & Janet Burns

*Rick 5/15/15  
ack*



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**Subject:** RE: SW Grenoble St Wilsonville, OR 97070

**From:** Malea Vedack  
**Sent:** Tuesday, May 12, 2015 3:58 PM  
**To:** Cosgrove, Bryan  
**Subject:** Re: SW Grenoble St Wilsonville, OR 97070

Yes, I did notice that - after my email (of course). Thank you :) My main concern is really the density, the increasing crime rate (almost 9% in one year), and the traffic (we avoid Wilsonville Rd altogether and avoid the freeway like the plague)...and to us it feels less and less like a community every year (been here since 1996...long before Villebois). I appreciate you reaching out though, that number was an error on my part.

Malea

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On May 12, 2015, at 3:48 PM, Cosgrove, Bryan <[cosgrove@ci.wilsonville.or.us](mailto:cosgrove@ci.wilsonville.or.us)> wrote:

Malea,

I meant to mention that your email states that the large lots being planned for Frog Pond are "4000 square feet" and that you are concerned about apartments. There are no apartments being planned for in Frog Pond West, and the lot sizes range between 4000 to 9000 square feet. If you have not reviewed the project website for Frog Pond, I would encourage you to do so. I note by your address that you live in Villebois. The planned densities for Frog Pond are significantly less than those of Villebois; however, the planning concepts are similar: create livable, safe, walkable, connected neighborhoods with lots of parks and open spaces. Here is the link: <http://www.ci.wilsonville.or.us/628/Frog-Pond-Area-Plan>

Best,

Bryan Cosgrove,  
City Manager

503.570.1504 (office)  
[cosgrove@ci.wilsonville.or.us](mailto:cosgrove@ci.wilsonville.or.us)  
29799 SW Town Center Loop  
Wilsonville, Oregon 97070

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**"The only disability in life is a bad attitude."**

**~Scott Hamilton**

---

**From:** Malea Vedack  
**Sent:** Monday, May 11, 2015 4:21 PM  
**To:** Cosgrove, Bryan  
**Cc:**  
**Subject:** SW Grenoble St Wilsonville, OR 97070

To Whom It May Concern,

Please stop the current Frog Pond Development Plan which is to make more high-density housing (the LARGE lots are 4000 sq. feet...makes me wonder about the small ones...) in the Frog Pond Area.

I moved to Wilsonville because of its high quality of life, the schools, the very family friendly atmosphere, and a myriad of other reasons...in the last few years, Wilsonville has added huge numbers of apartment buildings. I didn't move here for more traffic and high-density, which leads to more crime, worse schools, a more transient population etc. I came here because I like knowing my neighbors, I like the small-town feeling, and the top-rated schools.

## Malea Vedack

Chief Administrative Officer

Foundation for Excellence in Mental Health Care

Wilsonville, OR 97070

[www.femhc.org](http://www.femhc.org)

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**Subject:** RE: Frog Pond development

**From:** Carl Goodwin  
**Sent:** Tuesday, May 12, 2015 1:54 PM  
**To:** Cosgrove, Bryan  
**Subject:** Frog Pond development

Bryan Cosgrove  
Wilsonville City Manager

Mr. Cosgrove,

I have concerns about the high housing density that's being proposed for the Frog Pond development area. The city of Wilsonville already has an excess of recent higher-density housing, most notably in the new apartments, townhomes and the retirement complex just east of I5. Before these were built, the city already had a higher percentage of apartments than any neighboring city. Currently nearly 60% of housing units are apartments. Much of Villebois consists of multi-unit buildings, and townhouses, and many more are already under construction. The detached, single-family houses are all on small lots. Even the larger homes have little or no yard. There are exactly two single-level housing units in Villebois.

The houses in the Landover and Wilsonville Meadows developments adjacent to Frog Pond, by contrast, have usable yards and more comfortable spaces between buildings. Still, the ubiquitous apartments exist as part of Wilsonville Meadows and Bridge Creek, but at least the houses offer alternatives.

Wilsonville needs more separate houses with yards to supplement those already nearby in order to attract people to come and stay as their families grow. Lower-density development in Frog Pond offers a better transition from Landover and Meadows to the fields, woods, and farms north on Wilsonville Road and east on Advance Road.

Higher density brings higher population and with it more stress on schools. Wilsonville High School was completed (1995). It needed to double its capacity for students just 10 years later. Doubling again to four times the original capacity is probably not physically possible but additional capacity would be necessary with the hundreds of housing units already built and the additional ones proposed for Frog Pond.

Carl Goodwin  
Homesteader Rd.  
Wilsonville



May 12, 2015

Wilsonville City Council  
C/O Bryan Cosgrove, City Manager  
29799 SW Town Center Loop E  
Wilsonville, OR 97070

Dear City Council members,

I am writing to you with my concern about the high-density housing proposed for the Frog Pond development in northeast Wilsonville.

We have been residents in the West Linn-Wilsonville School district for 11 years. All three of our children attended Boeckman Creek Primary, and are currently enrolled at Wood Middle School and Wilsonville High School. All three kids are and have been Wilsonville Youth sports athletes. Wilsonville is our community, and we love it!

However, we have been taken aback recently by the rate of growth, and lack of diversity in housing options in Wilsonville. Particularly, there is a glaring lack of larger lots for executive, or one level homes, and thus, a lack of the taxes/revenue those residence bring to the community.

Having said that, we do not live in Wilsonville. We, along with many other Wilsonville school students, live almost 4 miles north of Wilsonville High School, off 65th Avenue. It currently takes about 7 minutes to get to the high school via 65th and Stafford/Wilsonville Road. At the very minimum, our family takes 3-4 trips to Wilsonville, via Stafford Road, every day.

We have serious concerns about the proposed Frog Pond development's impact on traffic everywhere in Wilsonville, but in particular, north of Wilsonville on Stafford Road and 65th Avenue. These are, and will become more heavily travelled highway access roads, and the impact could be immense, especially if the development ends up being one of very high density. With the lowest density option of 1,759 new housing units, with probably close to two cars per unit, that's a total of 3,518 new vehicles traveling our narrow rural Stafford Rd. and 65th Avenue. If the highest-density option is chosen, we'll end up with as many as 5,306 new vehicles packing our roads. How will that increase in traffic volume be accommodated? In the proposal, at a minimum, on Stafford Road, I see two new traffic lights, one four-way stop and/or one or two roundabouts; and that doesn't include any necessary changes to the intersection at 65th and Stafford.

We are very concerned about how this proposed development will impact our property values, our frequent commutes to Wilsonville, and the option of being part of the Wilsonville community altogether, due to impossible access into the city.

Please, please consider a lower density option than is currently being proposed for the Frog Pond development. We understand the necessity for new development, but Wilsonville is such a lovely place, and I worry that more high density housing will ruin Wilsonville's quiet, rural/suburban family feeling. I find it difficult to believe that sales of bigger, nicer homes in Wilsonville would be a problem, given its great livability and fantastic schools. A continuation of The Meadows sized lots would be a more palatable option.

Thank you for your service to our community, and for your consideration of a more livable and lovable Wilsonville, with a better balance of housing options.

Sincerely,

  
Karin Grano  
6188 SW Wilhelm Rd.  
Tualatin, OR 97062  
503-805-4600

*Rec'd 5/18/15  
ACK*

---

**Subject:** RE: Thoughts from a WV resident

**From:** Scott McKnight  
**Sent:** Tuesday, May 12, 2015 3:40 PM  
**To:** Cosgrove, Bryan  
**Subject:** Re: Thoughts from a WV resident

Bryan,

I appreciate your thoughtful response and I recognize the challenges involved with these matters. I'm unaware of any talking points, outside of my personal experience in WV and conversations with friends. My wife did ask me to send my comments to you.

Look forward to meeting you as this process moves forward,

**Scott McKnight**  
**Regional Manager, Retail Sales Div.**  
**Shawfloors.com**

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On Tue, May 12, 2015 at 3:34 PM, Cosgrove, Bryan <[cosgrove@ci.wilsonville.or.us](mailto:cosgrove@ci.wilsonville.or.us)> wrote:

Scott,

Thank you for the very thoughtful email. I've received emails on Frog Pond in the past four days, all with similar talking points. I appreciate the sentiments expressed in your email. It's worth noting that the vast majority of apartments that have been built in Wilsonville over the past 5-7 years have been built in Villebois, and on the former Thunderbird Mobile Home Park site. Villebois is a planned community 17 years in the making, and the original intent of that plan was to include a variety of housing types, with quality regional and neighborhood parks. The Thunderbird site is zoned for higher density, which makes sense given its close proximity to I-5.

The current recommendations for Frog Pond West call for 100 percent single-family residential on lot sizes ranging from 4,000 to 9,000 square feet, which is essentially a blend of Meadows and Canyon Creek Estates. Moreover, the concept plan calls for quality parks, walking paths, natural area/wetland protection, and safe connections to nearby schools. I would encourage you to visit the project website and take a look at the concept plans for Frog Pond West and Frog Pond East. Here is the link: <http://www.ci.wilsonville.or.us/628/Frog-Pond-Area-Plan>

I hope that you always feel comfortable reaching out to your local government for any reason. I take your comments and concerns seriously, and I will forward your comments to the City Recorder so they are part of the official record.

Regards,

Bryan Cosgrove,  
City Manager  
[503.570.1504](tel:503.570.1504) (office)  
[cosgrove@ci.wilsonville.or.us](mailto:cosgrove@ci.wilsonville.or.us)  
29799 SW Town Center Loop  
Wilsonville, Oregon 97070

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**“The only disability in life is a bad attitude.”**

**~Scott Hamilton**

From: Scott McKnight  
Sent: Tuesday, May 12, 2015 3:00 PM  
To: Cosgrove, Bryan  
Cc: [LRoney@wilsonvillesspokesman.com](mailto:LRoney@wilsonvillesspokesman.com); Alys McKnight  
Subject: Thoughts from a WV resident

I'm writing as a very proud citizen of Wilsonville. My family and I moved here nine years ago, when housing was in very short supply and prices were quite steep. We made a tough decision to move here versus Sherwood and Tualatin, in part because of the 'community' feeling we felt here.

Last year, we decided we had outgrown our home and were looking to relocate- our preference was to stay in WV, but we gave strong consideration to leaving due to the type of growth that WV City leadership seems to be supportive of. We've watched apartment complex after complex be approved and built, while single family homes, with some type of basic family-friendly yard, have been largely ignored (outside of Villebois). We originally moved to Wilsonville Meadows, but honestly, as we considered our next move, we were frustrated with the lack of WV housing options for families. Ultimately, our investment and connections to the people of Wilsonville compelled us to stay in the Meadows and we were fortunate to find a home that fulfilled many of our wishes.

I'm forty-five years old and this is the first time in my life I've written to any type of government group or agency (shame on me, I guess), but I'm asking you to please consider the broader-base of full-time Wilsonville residents as you plan the Frog Pond area. Please plan for abundant parks and homes and yards that families can enjoy and grow with. Please, no more postage stamp lots or multi-family housing for this project.

I appreciate your listening and your civic service,

**Scott McKnight**  
**Regional Manager, Retail Sales Div.**  
**Shawfloors.com**

\*\*\*\*\*  
Privileged and/or confidential information may be contained in this message. If you are not the addressee indicated in this message (or are not responsible for delivery of this message to that person) , you may not copy or deliver this message to anyone. In such case, you should destroy this message and notify the sender by reply e-mail.  
If you or your employer do not consent to Internet e-mail for messages of this kind, please advise the sender.  
Shaw Industries does not provide or endorse any opinions, conclusions or other information in this message that do not relate to the official business of the company or its subsidiaries.  
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**Subject:** RE: Frog Pond

**From:** Anthony Newbold  
**Sent:** Tuesday, May 12, 2015 1:40 PM  
**To:** Cosgrove, Bryan  
**Cc:**  
**Subject:** Re: Frog Pond

Thanks Bryan,

I appreciate your prompt response! I just took some time to sort through a lot of the documents on the website. It does seem like there is a huge misconception about this project. I'd like to apologize for not doing my due diligence prior to contacting you and I'd also like to thank you for your reply.

One of the neighborhoods that my wife and I love to walk through is the neighborhood near us, on Roanoke. I think the Frog Pond plan seems to be a larger scale of this area, with the "medium" sized lots being similar to the homes in this area, then the smaller lots being similar to the homes a little to the south on Emery Circle. I like the diversity all along the East side of Canyon Cr. Rd. because it sort of appeals to everyone and seems to have more diversity than the Villebois area. I saw a comment in one of the draft plans that the idea is to have a community sort of like the Canyon Creek neighborhood that I just mentioned. Living in the Canyon Creek Apartments and walking through the neighborhoods just to the South of us always keeps us anxious to get our own place.

Thank you again for your prompt and kind response, despite my lack of prior knowledge. I was refraining from commenting on the Facebook group because it seems to only create drama, but I'm going to leave a little bit of this info on there for people to look into. I think it's highly important to see both sides and have actual knowledge of the plan...

I just subscribed to the Frog Pond notifications so I will be aware when changes are made in the future.

Have a great afternoon and thanks again!

Anthony Newbold

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**From:** "Cosgrove, Bryan" <[cosgrove@ci.wilsonville.or.us](mailto:cosgrove@ci.wilsonville.or.us)>  
**To:** Anthony Newbold  
**Sent:** Tuesday, May 12, 2015 12:01 PM  
**Subject:** RE: Frog Pond

Anthony,

Thank you for taking the time to share your opinions and thoughts on Frog Pond. I would encourage you to stay engaged in the planning process, and research what is being planned for the area. I've been receiving a lot of emails like yours with similar talking points. Of note in the string of emails is a misconception about the planned densities for the Frog Pond area. Many of the emails refer to "densities similar to Villebois, and 3,000 square foot lot sizes", which is not the case. I am including a link in this email to the project website. I would encourage you and others to review the information on the website, and continue to remain involved throughout the planning process. I am a firm believer that citizen input and involvement always leads to a better process and outcomes. I appreciate the tone of your email, and I hope the link I'm providing answers some of your questions. The website also has contact information for the project coordinator, and I encourage you to ask more questions, request information, and provide feedback.

I'm always willing to meet with any citizen to discuss their concerns or answer any questions. My phone number is listed below. Here is the link to the project website:

<http://www.ci.wilsonville.or.us/628/Frog-Pond-Area-Plan>

Regards,

Bryan Cosgrove,  
City Manager

503.570.1504 (office)  
[cosgrove@ci.wilsonville.or.us](mailto:cosgrove@ci.wilsonville.or.us)  
29799 SW Town Center Loop  
Wilsonville, Oregon 97070

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**“The only disability in life is a bad attitude.”**  
**~Scott Hamilton**

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**From:** Anthony Newbold  
**Sent:** Tuesday, May 12, 2015 9:53 AM  
**To:** Cosgrove, Bryan  
**Cc:**  
**Subject:** Frog Pond

Dear Mr. Cosgrove--

I would like to offer my opinion on the Frog Pond Development planning. Unfortunately I will not be able to attend the next meeting on May 18, 2015 so I am hoping that my email will be seen and my family's voice will be heard.

We currently live in the Canyon Creek Apartments and would like to buy a home someday soon (in Wilsonville, of course). Our family is growing and we are planning on continuing that growth. Currently, our oldest is 2 and she has more energy than any kid I've ever met! One of the things that we have discussed for when we buy a house is needing to have a backyard big enough to let our children run around in and get their energy out. With the Villebois-style housing that is becoming the new construction norm in Wilsonville, we would not be able to have that opportunity.

We LOVE Wilsonville and we are so thankful that there is a plan for further development. Without past development, we wouldn't live in Wilsonville. However, I would like to ask that you strongly consider larger lots that give plenty of space for families with young kids to run around in, entertain friends as the kids grow older, and give plenty of space for the parents to take advantage of when the kids are done with school (gardening, entertaining, etc.). When we buy a house, we will be looking for a long-term purchase. We want a home that will serve our needs for not just the next 5 years, but the next 50. I know that we are not alone in this, and in 20 years when Frog Pond is developed, there will be families just like us. Obviously I know it's not being built now and we probably won't be buying a house there. But I also know that we're not alone in our view and there will be families just like us in 20 years.

When we look to buy a house, our top priority is to stay in Wilsonville. But if the current trend continues, the only available housing being the Villebois-style, we will look elsewhere. If we look elsewhere and move out of Wilsonville, we probably won't come back. And that is a sad reality. It's sad for us because we love Wilsonville...but

we also need to pick a home that we will love and we want to establish roots for ourselves. It's also sad for the Community of Wilsonville as a whole, because my family has always been active in the community and always will be. My wife and I live with a purpose to connect with our neighbors and help people when they are in need. I see that as a priority with a lot of people in Wilsonville and that's one thing that is so great about this city. As a family, we will be growing in our community, both with friendships/relationships, and as our income grows. As our income increases, so will our ability to give back to the community. We hope to become an established family in Wilsonville, but if there is not the right type of housing available when we're ready to buy, we will be forced to look in a different area. I know this will be true for other families in 20 years as well.

Please consider a broader housing approach, rather than just high-density housing. One of the neat things about Wilsonville is that the East side is so different from the West side. There are many options for what neighborhood to live in and what style you want. What would be cool to see is that diversity sticking around for years to come, because I think it would attract more people, and more diverse people. By only moving forward with Villebois-style housing, you are really only targeting very young families and older, empty-nesters. Not that there is anything wrong with those types, but there also needs to be a place for the people in the middle, like my family will be in a few years.

Thank you for reading my lengthy email, I truly appreciate your time. Good luck next Monday, I know that people get upset real quick, so I don't envy you in your position!

Grace & Peace,

Anthony Newbold



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**Subject:** RE: Frog Pond development

-----Original Message-----

From: Cosgrove, Bryan  
Sent: Monday, May 11, 2015 5:08 PM  
To: 'Courtney'  
Subject: RE: Frog Pond development

Courtney,

Thanks for the email. I will forward your email to the City Recorder so she can include it in the official record that will ultimately go to Council prior to any decision being made. I am copying Chris Neamtzu and Miranda Bateschell in the city's planning department so they are aware of your concerns.

Best Regards,

Bryan Cosgrove,  
City Manager

503.570.1504 (office)  
[cosgrove@ci.wilsonville.or.us](mailto:cosgrove@ci.wilsonville.or.us)  
29799 SW Town Center Loop  
Wilsonville, Oregon 97070

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~Scott Hamilton

-----Original Message-----

From: Courtney  
Sent: Monday, May 11, 2015 5:07 PM  
To: Cosgrove, Bryan  
Cc: [dawehler@gmail.com](mailto:dawehler@gmail.com)  
Subject: Frog Pond development

I received your information from Emily McClelland.

I strongly disagree with this frog pond development. Wilsonville is very family oriented but if it gets even bigger with residents it will no longer be family oriented. It will also be less safe. I love the school that my kids go to and how safe it is. Please do not take this family feel away from us. We do not need to over due itself by meeting some sort of ridiculous goal that does not need to be met. We love Wilsonville. It is perfect how it is. Do not make this into Portland and I don't like Portland. Keep the goal to keep Wilsonville family oriented.

Thank you.

---

**Subject:** RE: Against Current Frog Pond Plan

**From:** Cosgrove, Bryan  
**Sent:** Monday, May 11, 2015 5:04 PM  
**To:** Emily Mc.  
**Cc:** Bateschell, Miranda; Neamtzu, Chris  
**Subject:** RE: Against Current Frog Pond Plan

Emily

Thanks for the email. I will forward your email to the City Recorder so she can include it in the official record that will ultimately go to Council prior to any decision being made. I am copying Chris Neamtzu and Miranda Bateschell in the city's planning department so they are aware of your concerns.

Best Regards,

Bryan Cosgrove,  
City Manager

503.570.1504 (office)  
[cosgrove@ci.wilsonville.or.us](mailto:cosgrove@ci.wilsonville.or.us)  
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Wilsonville, Oregon 97070

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**~Scott Hamilton**

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**From:** Emily Mc.  
**Sent:** Monday, May 11, 2015 4:09 PM  
**To:** Cosgrove, Bryan  
**Cc:** [LHall@wilsonvillespokesman.com](mailto:LHall@wilsonvillespokesman.com)  
**Subject:** Against Current Frog Pond Plan

Dear Mr. Cosgrove,

I have recently become aware of the city's plan to develop the Frog Pond area with the large lots being around 4000 sq. feet. We need larger lots, making for a much more family friendly neighborhood somewhat like The MEADOWS. I am VERY MUCH AGAINST the current proposal for Frog Pond. As I see it, the current plan is ANTI-FAMILY among many other bad things...Families, especially larger ones, can't live in apartments and have a long-term happy quality of life no matter how many parks you build. Families are what has made Wilsonville great and is what attracts long term and stable people to this area. I know of good families, good people, that will LEAVE our fantastic town if the current plan continues. Crime will increase, traffic will be horrendous, schools will suffer, leading to a lower quality of life for EVERYONE.

Sincerely,  
Emily McClelland  
Wilsonville, OR 97070

---

**To:** Neamtzu, Chris  
**Subject:** RE: SW Grenoble St Wilsonville, OR 97070

**From:** Cosgrove, Bryan  
**Sent:** Monday, May 11, 2015 5:05 PM  
**To:** Malea Vedack  
**Cc:** Neamtzu, Chris; Bateschell, Miranda  
**Subject:** RE: SW Grenoble St Wilsonville, OR 97070

Malea,

Thanks for the email. I will forward your email to the City Recorder so she can include it in the official record that will ultimately go to Council prior to any decision being made. I am copying Chris Neamtzu and Miranda Bateschell in the city's planning department so they are aware of your concerns.

Best Regards,

Bryan Cosgrove,  
City Manager

503.570.1504 (office)  
[cosgrove@ci.wilsonville.or.us](mailto:cosgrove@ci.wilsonville.or.us)  
29799 SW Town Center Loop  
Wilsonville, Oregon 97070

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**~Scott Hamilton**

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**From:** Malea Vedack  
**Sent:** Monday, May 11, 2015 4:21 PM  
**To:** Cosgrove, Bryan  
**Cc:**  
**Subject:** 12025 SW Grenoble St Wilsonville, OR 97070

To Whom It May Concern,

Please stop the current Frog Pond Development Plan which is to make more high-density housing (the LARGE lots are 4000 sq. feet...makes me wonder about the small ones...) in the Frog Pond Area. I moved to Wilsonville because of its high quality of life, the schools, the very family friendly atmosphere, and a myriad of other reasons...in the last few years, Wilsonville has added huge numbers of apartment buildings. I didn't move here for more traffic and high-density, which leads to more crime, worse schools, a more transient population etc. I came here because I like knowing my neighbors, I like the small-town feeling, and the top-rated schools.





FOUNDATION FOR EXCELLENCE  
IN MENTAL HEALTH CARE

*Expect Recovery*

## Malea Vedack

Chief Administrative Officer  
Foundation for Excellence in Mental Health Care  
P.O. Box 3772  
Wilsonville, OR 97070  
Phone: 503.841.1020

[www.femhc.org](http://www.femhc.org)

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**Subject:** RE: Concerns about Frog Pond Development

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**From:** Brooke Smith  
**Sent:** Sunday, May 10, 2015 10:05 PM  
**To:** Cosgrove, Bryan  
**Subject:** Concerns about Frog Pond Development

To whom it may concern,

I am writing to express my concerns for the future development plans of Frog Pond in Wilsonville, Oregon. I am a current resident of Wilsonville and have lived here for 11 years. We moved to Wilsonville because we felt like it was a great place to raise a family, it had a tight knit community feel, the ratings of the school were good, and it wasn't congested like Tigard, Tualatin, Beaverton, etc... The smallness is what made Wilsonville great! We have always felt like there were too many apartments in this town, but I understand a little diversity is good. However, you go on to build more apartments. Insane!! The effects are already showing with crime in our neighborhoods... A recent house burglary in the middle of the afternoon, along with several car burglaries. One in which my husband had to wake up half the neighborhood yelling... trying to chase down a guy attempting to get into our car. The amount of beggars getting off the freeway has also increased. High density brings more crime!! Are you raising children here in Wilsonville? Do you have families? Or, are you against families? Because I sort of feel like this is an attack on families! Families need yards to play in! The last set of homes you have added to the community are pretty much glorified town homes because they come with no yard! In-fact, you may as well not even put any yards in because they are no use to anyone! I am not sure I understand your motives behind wanting to add this to our community. Are you getting paid under the table by land developers? And if so, how do you sleep at night under such ethics???

I've also researched recent development in the Wilsonville area, and have discovered higher density housing is practically taking over this community. Research shows Wilsonville has already exceeded the balance of housing diversity, with the apartment housing having reached 55% in this area. The continued development of high density housing is going to have an extremely negative impact on Wilsonville. It will lower the economic value of surrounding properties, such as mine. It will decrease the safety I seek for my children, it will increase transient population and already has, and it will become a city known for transients rather than a community!

I understand and sympathize with the concept of meeting everyone's needs within their stage of life. However, I do believe 100% in balance within a

community. With the apartment percentage/high-density housing where it is now, this community needs Frog Pond to cater to the lower density housing! Frog pond should only consist of detached, single family homes! Lots should go above 8000+sq ft. The lot size in Arbor Crossings should be the small lot size, Meadows should be the medium lot size and there should be somewhere to go after that- ½ acre to 1 acre... For those people that have large families and have outgrown Arbor Crossings and The Meadows but can't quite afford the 5-10 acres out on Stafford.

Last but not least I feel strongly about not including retail in the future development. Retail needs to stay out by the freeway. Retail also tends to bring in a lot of crime and we don't want that by our neighborhoods! People can go 2 minutes into town for what they need. There is absolutely no need for retail in this development!

I ask that you strongly consider my thoughts. We are the long-term residents who want to promote long-term families to move in to this area and continue to build our safe, family friendly, tight-knit community. If you have any questions, please feel free to contact me at 503-682-3277

Sincerely,

Brooke Smith



**Straessle, Linda**

---

**Subject:** RE: Online Form Submittal: Frog Pond Area Plan Comments

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**From:** Neamtzu, Chris  
**Sent:** Monday, May 11, 2015 4:59 PM  
**To:**  
**Cc:** Straessle, Linda  
**Subject:** RE: Online Form Submittal: Frog Pond Area Plan Comments

Hello Janet,

Thank you for your comments.

Timelines are very difficult to anticipate at this time, particularly for the east and south neighborhoods. Metro has stated that they will be delaying their decision on adding land to the UGB this year due to numerous lawsuits (a final decision was scheduled for the end of this year). We do not know when they may take up this process again. It may be as short as a few years out, but not required by state law for 6 years.

The market and available infrastructure will determine the timelines for development. For the west neighborhood, we could see requests for development following adoption of phase 2 of the project, which is anticipated to run well into 2016. The development would start generally in the southern/southwestern part of that area and would progress north as developers install streets, sewer and water, which would have to be extended in an orderly manner. It would likely be many years before the development reached the northern portions of the west neighborhood. The city will not install on-site infrastructure (except possibly some parks) but could be involved in the perimeter roadways and off-site infrastructure in the form of reservoirs, sewer pipelines and pump stations.

I took a look at the urban and rural reserve map, your site is 'undesignated', which means it is not part of the 50-year supply of urban land that Metro and the three counties adopted several years ago.

As to the details of development such as roundabouts, those will require careful consideration and are part of future discussions. Generally, the way it works is there are appraisals done, offers made, counter offers, negotiations and fair market value or above paid for any property needed for public improvements. This is of course, and overly generalized description of a very complex set of negotiations.

Let me know if there are other questions.

Thank you,

**Chris Neamtzu, AICP**

Planning Director  
City of Wilsonville | Community Development Department  
503-570-1574 | [neamtzu@ci.wilsonville.or.us](mailto:neamtzu@ci.wilsonville.or.us)

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**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com) [<mailto:noreply@civicplus.com>]  
**Sent:** Sunday, May 10, 2015 5:38 PM

To: Straessle, Linda; Neamtzu, Chris

Subject: Online Form Submittal: Frog Pond Area Plan Comments

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Frog Pond Area Plan Comments

**First Name\***

Janet

**Last Name\***

Robertson

**Email\***

**Please provide comments or questions in the box below.**

Hello, I own 15 acres on the NE side of Stafford and Kahle (Plat 0557 Turner Little Farms). It is right on the edge of the Frog Pond development. I have reviewed the project documents but I don't see a timeline for development once metro accepts the plan and allows the inclusion of land into the urban growth district. A couple of questions: Will the construction on any part of this begin once developers own the land or the right to develop the land? Or will the city begin installing infrastructure such as street improvements, sidewalks, water/sewer before a developer is brought in? Since my property is right on the edge of all this I am very interested in the timing and also curious if my property is being considered to become urban reserve. Also if a round-a-bout is constructed at Stafford and Kahle, will it take a piece of my property and how is that handled? Thanks, Janet Robertson

If your comment is specific to a certain map or document, please include a reference to it so we can best respond.

**Thank you for participating.**

The following form was submitted via your website: Frog Pond Area Plan Comments

---

**From:** Cosgrove, Bryan  
**Sent:** Thursday, April 30, 2015 9:11 AM  
**To:** 'Roger & Carmen Hulbert'  
**Subject:** RE: Frog Pond Development

Roger and Carmen,

Thank you for your email. I will make sure your comments are included in the record as we move forward. In response to some of your concerns, the Frog Pond West area is currently in the Urban Reserves, while the Advance Road area is in limbo due to litigation surrounding the Clackamas County portion of Rural Reserves, which includes Advance Rd and the Stafford area. The current recommendations for Frog Pond West is make the area 100 percent single-family detached housing with no commercial or multi-family units being proposed. The current concept for lot sizes in Frog Pond West calls for lot sizes between 3,500-9,000 square feet. At a recent Council work session, there was Council consensus to bring the single-family to multi-family ratio back into balance. There are several factors that drive single-family lot sizes: cost of infrastructure, return on investment, cost of raw land, and consumer desires to name a few. In terms of timing, I like to remind folks that the Villebois development began over 17 years ago, and it is only 60 percent built out. These large scale developments are costly, time consuming, extremely complex and do not happen overnight.

Finally, the city is mandated by the state of Oregon to have a 20-year supply of residential land within our urban growth boundary. What we are doing right now is engaging in responsible planning for the next 20 years of orderly growth and development with the ultimate goal of providing needed housing for the 1500 acres of employment land between Tualatin and Wilsonville in the Coffee Creek and Basalt Creek areas. I encourage your continued involvement as the planning for Frog Pond moves forward. Thank you again for reaching out, and please feel free to email me with any additional concerns/questions.

Best Regards,  
Bryan Cosgrove,  
City Manager

503.570.1504 (office)  
[cosgrove@ci.wilsonville.or.us](mailto:cosgrove@ci.wilsonville.or.us)  
29799 SW Town Center Loop  
Wilsonville, Oregon 97070

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**From:** Roger & Carmen Hulbert  
**Sent:** Thursday, April 30, 2015 8:07 AM  
**To:** Cosgrove, Bryan  
**Subject:** Frog Pond Development

April 30, 2015

Bryan Cosgrove  
City Manager  
29799 SW Town Center Loop East  
Wilsonville, Oregon 97070

Dear Mr. Cosgrove,

Thank you for your service to the Wilsonville community. My wife and I are homeowners in Wilsonville and selected the area due to the family friendly community we found when house hunting. We appreciate the opportunity to let you know our opinion regarding the Frog Pond Development.



1. We are concerned at the rate in which high density developing has happened in Wilsonville and the negative impact it has had on our schools, quality of family life and economic impact on our home value.

2. In speaking with realtors, it is our understanding that there is a high demand for single family detached homes on larger lots allowing for children to play in their own yards.

3. We are a part of the aging population and would love to see more one-level homes, larger lots and garages without alleys. The alley concept seems that it would be difficult to navigate for many reasons. We are currently in a two story and will be looking for the one-level living as we reach the age of no longer able to navigate a two story.

4. As we approach this development, it seems as though Wilsonville's housing diversity is already out of balance (55% apartments) and adding more high density development will negatively impact the quality of life and home values of the Wilsonville community.

We urge you to protect our quality of life in Wilsonville. Thank you again for taking time to consider our opinion regarding this very important matter.

Sincerely,

Roger & Carmen Hulbert

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**From:** Neamtzu, Chris  
**Sent:** Thursday, April 16, 2015 9:40 AM  
**To:** Straessle, Linda  
**Subject:** FW: Frog Pond Area Plan

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**From:** Liz Ciz  
**Sent:** Sunday, April 12, 2015 9:40 PM  
**To:** Neamtzu, Chris  
**Subject:** Frog Pond Area Plan

Hello Chris,

I would like to make a few comments concerning the Frog Pond Neighborhood Plan.

1. When this project was first introduced to the community it was presented as a plan where the community could make suggestions and have input. As the plan progressed, and to this day, I do not see that any suggestions requested by members of the community has been considered by the Frog Pond Area planners. Not one. How is it that we are asked to give our suggestions and none have been put forward?
2. One of the biggest problems I see is the use of 60th Ave. as an access road for the school and park. Many of the folks on 60th Ave. have no intention of selling and moving away. My neighbors and I are upset and confused that at one meeting it appears 60th Ave. will remain as it is, with the school and park traffic using internal roads, and then at another meeting there are plans to widen 60th Ave. and use it as an access road for the school and park. This would greatly impact the neighborhood causing increased traffic and congestion. I hope you will consider the communities request to keep the school and park traffic within the UGB Area. Thank you for you time.

Sincerely,  
Liz Ciz

**Subject:**

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FW: Facebook comment regarding Frog Pond

**From:** Gail, Jon  
**Sent:** Monday, April 13, 2015 8:27 AM  
**To:** Neamtzu, Chris; Bateschell, Miranda  
**Subject:** Facebook comment regarding Frog Pond

FYI. We got this comment on our Facebook page after Friday's reminder post about the Frog Pond survey. I let her know that I would share the comment with you two.

**Elizabeth McCord** Hoping the survey and feedback from the community is truly considered and that this is not all smoke & mirrors to just push through what city councillors & some developers "want" \$\$\$  
.....if I wanted to live in Tigard, Tualatin, or Beaverton - we would have moved there.

Jon

Jon C. Gail  
Community Relations Coordinator  
City of Wilsonville  
29799 SW Town Center Loop East  
Wilsonville, OR 97070  
General: 503-682-1011  
Direct: 503-570-1502  
Mobile: 503-730-6450  
Email: [gail@ci.wilsonville.or.us](mailto:gail@ci.wilsonville.or.us)  
Web: [www.ci.wilsonville.or.us](http://www.ci.wilsonville.or.us)



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**From:** William Ciz

**Sent:** Friday, April 10, 2015 2:51 PM

**To:** [bbc@dksassociates.com](mailto:bbc@dksassociates.com)

**Cc:** Elizabeth Ciz; Andrew Parish ([aparish@angeloplanning.com](mailto:aparish@angeloplanning.com)); [jdills@angeloplanning.com](mailto:jdills@angeloplanning.com); Neamtzu, Chris; Bateschell, Miranda; Scott Mansur; Straessle, Linda

**Subject:** RE: Frog Pond Concept Plan

Hi Brad- Thanks for providing the project teams position on the road classification for 60<sup>th</sup> Ave at the open house last week. I would like to provide some additional comments on the road classification for 60<sup>th</sup> Ave. Until the open house last week I was under the impression that based on Chris's email below that 60<sup>th</sup> Ave and the new entrance to the school and park site were both reclassified as local framework streets. I attend both the January 22<sup>nd</sup> City Council and Planning Committee Workshop and the March 18<sup>th</sup> Task Force meeting and was told the maps were not updated so I assumed that the idea of 60<sup>th</sup> Ave as a local framework street was in the concept plan. At the open house I saw the concept plan transportation map with 60<sup>th</sup> Ave was classified as a collector for about 1000 feet along the school property. This surprised me. You explained in more detail that the team's thoughts were that 60<sup>th</sup> needed to be a collector, along the school and park frontage, primarily because of the school and park traffic, the street would have to handle in the future along with the new urban development in the south neighborhood. I believe the school and park traffic will mostly use the local framework street (the school driveway) from Advance Rd to enter and leave the school and park. This would split the future school and park traffic demand between to access points (school and park local framework street and 60<sup>th</sup> Ave). Additional 60<sup>th</sup> Ave would have to handle about 70 acres of residential development in the South neighborhood.

In my December email to Chris below I highlighted my reasoning why 60<sup>th</sup> Ave should not be a collector. I still think 60<sup>th</sup> Ave should be classified as a local framework and would like the project team to reevaluate the collector classification. Here are a couple of additional observations that I think support 60<sup>th</sup> Ave as a local framework:

1. As I said above I believe the majority of traffic to the school and park site will be on the local framework street off Advanced Rd. This reduces the future travel demand and volumes on 60<sup>th</sup> Ave
2. When you compare the size (in acres) and development potential of westerly part of the West neighborhood it is about the same size in area and development potential as all of the South neighborhood including the school and park site. So overall traffic demand should be about the same for both areas with just different traffic peaking characteristics for the school/park site. Note that the westerly part of the West neighborhood is served by local framework streets connecting to a new north/south collector.
3. As you know the only portion of the South neighborhood that is inside the UGB is the school and park site which I believe will be starting land use approves and design review for the new middle school very soon. I and my neighbors are concerned that if 60<sup>th</sup> is classified a collector it could affect the use of the street by the school and park site in the short term (1-10 years) which would impact our quality of life with more traffic and traffic noise on the street. We believe that 60<sup>th</sup> Ave as local framework street, with a smaller footprint, would be a better neighbor while we wait for our properties to be included into the UGB by Metro and for economic conditions to warrant development.
4. I believe you mentioned that city access requirements for properties adjacent to local framework streets are different than for collectors. I think you told me property access along local framework streets can be from multiple points while collectors require property access from one point per property. If you look at the sizes of the properties along the portion of 60<sup>th</sup> Ave that is currently classified as a collector, you find 4 properties in the one-two acre size and 1 five acre parcel. While nobody can predict how development will occur on these properties in the future having 60<sup>th</sup> Ave as a local framework street will provide more flexibility for development of our properties in the future.

Please review my email and reasoning with the project team and let me know if you are willing to change your recommendation of 60<sup>th</sup> Ave as a collector to the Planning Commission and the City Council. Let me know if you have any questions or need further clarification.

Also one last thing. You mentioned or asked me what I thought of a roundabout at the intersection of 60<sup>th</sup> Ave and Advance Road. After I thought about it for a while I think it is a great idea. A roundabout at this location could provide an excellent gateway into future Wilsonville from rural Clackamas County. It would be a great transition between urban and rural lands. I think the real plus is that it would slow traffic down for both the school and park activity zones. Right now traffic speeds on Advance Rd are in the 50mph range. I think it would also slow traffic down east of the roundabout. Thanks for your time last week discussing these issues.

Bill

William Ciz

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**From:** Neamtzu, Chris [<mailto:neamtzu@ci.wilsonville.or.us>]  
**Sent:** Friday, December 19, 2014 4:10 PM  
**To:** William Ciz; [jdills@angeloplanning.com](mailto:jdills@angeloplanning.com)  
**Cc:** Elizabeth Ciz; Andrew Parish ([aparish@angeloplanning.com](mailto:aparish@angeloplanning.com)); AICP Becky Hewitt ([rhewitt@angeloplanning.com](mailto:rhewitt@angeloplanning.com)); Bateschell, Miranda; Scott Mansur; Straessle, Linda  
**Subject:** RE: Frog Pond Concept Plan

Hello Bill,

Thank you for taking time to provide your comments on the draft plans, your expertise and knowledge in these areas is very valuable to the project.

The consultant team is taking a close look at the street classifications, we are in agreement that the collector may not be warranted on 60<sup>th</sup>, DKS will confirm and adjustments will be made in the next set of revisions. I like the idea of a framework street in this area, it is really about safe movement to and from the school and park.

Regarding the trail to the west of the school, it is common practice for new schools to have paved trails basically encircle the campus for recreational purposes. The plans to date show only the major connections (many from the city's TSP/bike ped plan), there will be many more smaller connections throughout the area. Also, the park design will need to be thought of as the school is being designed so they are integrated.

The area referenced south of Barber in Villebois is outside of the right of way in a private tract dedicated by the developer. The meandering paths are attractive and could be a good buffer as you have identified. I do know there are concerns about mixing bikes and peds on a single path, however the volumes in this area are likely to be relatively low reducing potential conflicts. These are really site design issues that will need to be taken up with the school district. The Lowrie property is a bit of an unknown and as you know is not currently part of the UGB. I am not sure if you envision the trail going around this piece, or across the front. The consultants have pulled the trail away from the northern part of the creek near Landover where the riparian canyon is thinner and have emphasized the future driveway off of Advance west of 60<sup>th</sup>. Until there is a more detailed school/park site plan, all of the lines are very generalized and will be refined as the site planning process begins.

In response to the question about the future driveway off of Advance to the school and park being a framework street and how that affects your property I offer the following. In the 2010 concept plan for the school site that was created, there was a driveway connection to 60<sup>th</sup> north of the Lowrie site that corresponds pretty closely to your north property line. There was also the connection to the very south end of the school site. It would seem a given that the school site will be developed with perimeter sidewalks and an internal circulation network. I am not sure I see a direct impact. Perhaps you can describe more of what you are thinking there and I can take a look.

I hope some of this information is helpful to you, Bill. Again, I want to thank you for providing your ideas and adding value to the TF and project.

Please let me know what other questions there may be.

Happy Holiday's to you and your family.

Thank you,

**Chris Neamtzu, AICP**

Planning Director

City of Wilsonville | Community Development Department

503-570-1574 | [neamtzu@ci.wilsonville.or.us](mailto:neamtzu@ci.wilsonville.or.us)

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**From:** William Ciz

**Sent:** Wednesday, December 10, 2014 2:04 PM

**To:** Neamtzu, Chris; [jdills@angeloplanning.com](mailto:jdills@angeloplanning.com)

**Cc:** Elizabeth Ciz

**Subject:** Frog Pond Concept Plan

Chris and Joe- After the meeting last week I started to think about your comments on 60<sup>th</sup> being a collector street and the new street or access road from Advance Road into the school and park site being designated in the plan as a new local framework street.

First some comments on 60<sup>th</sup> designated a collector. It seems to me that designating a road as a collector is about the type and amount of traffic that use the road now and will be using the road in the future and what type of uses the road would connect to now and in the future. The collectors in the west neighborhood make sense because they connect the whole neighbor to Stafford and Boeckman roads and to future UR land north of the power lines. The collectors in the east neighborhood make sense because they connect the whole neighbor to Stafford and Advance roads. 60<sup>th</sup> as a collector in the south neighborhood connects existing rural properties (about 12 houses outside the UR) and the South neighborhood to Advance Road but to nothing else. There are no future plans for any of the rural properties to urbanize and the amount of development capacity in the South neighborhood is less than the other two neighborhoods. Also some of the existing rural properties can use 53<sup>rd</sup> to get to Advance Road. So in my quick evaluation 60<sup>th</sup> does not warrant collector status, it is more like a local framework street. At the meeting you also brought up that having 60<sup>th</sup> as a collector would mean that the street would be wider and have bike lanes. A solution that I would like to propose is to classify 60<sup>th</sup> as a Local Framework Street and move the location of the trail from the west property line of the school and park site to the east property line of the school and park site on the west side of 60<sup>th</sup>. This would move the trail away from the neighbors in Landover per comment letter and would also provide a buffer for current and future residential uses along 60th from the school and park uses and activities (noise and light..etc). The design of the trail along 60<sup>th</sup> could look something like the wide setback sidewalk along Grahams Ferry south of the new Barber St roundabout. From the Advance Road/60<sup>th</sup> intersection the trail could continue east along the north or south side of Advance Road and connect to the BPA Easement trail. Let me know what you think of this idea.

Regarding the new street or access road into the school and park site being shown in the plan as a new local framework street. I would like to get some additional detail so I could understand how it might affect my property in both the long and short term. Since the school site will be the first to develop I would like to get a sense of what this might mean.

Thanks for your great work.

Bill



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**From:** Neamtzu, Chris  
**Sent:** Monday, April 06, 2015 9:29 AM  
**To:** Dr. Shari Melton  
**Cc:** Straessle, Linda  
**Subject:** RE: Frog Pond Development Plan

Thank you, Dr. Melton, the city appreciates your comments. They will be entered into the record for the decision makers consideration as part of the review process.

There is an on-line survey that you could complete to provide additional information ([www.ci.wilsonville.or.us/FrogPond](http://www.ci.wilsonville.or.us/FrogPond)).

The draft plan at this time does not include any multi-family housing (apartments, condos, senior housing) and the west neighborhood is entirely single-family detached housing on a variety of lot sizes.

Thanks again,

**Chris Neamtzu, AICP**

Planning Director  
City of Wilsonville | Community Development Department  
503-570-1574 | [neamtzu@ci.wilsonville.or.us](mailto:neamtzu@ci.wilsonville.or.us)

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**From:** Dr. Shari Melton  
**Sent:** Sunday, April 05, 2015 8:11 PM  
**To:** Neamtzu, Chris  
**Subject:** Frog Pond Development Plan

Chris Neamtzu  
City of Wilsonville Planning Director

Dear Chris,

Unfortunately, I was unable to attend the open house on April 2nd but wanted to provide some feedback on the proposed Frog Pond Development plan. I have lived in Wilsonville for about 12 years and am a homeowner in the Landover neighborhood. I have two main concerns about the plan as I understand it. The first is that I would like limited multi-family dwellings (no more than 10% of the overall residential area) so as not to overwhelm this area with a dense population that would significantly increase the noise and congestion in our neighborhood. The second is that I would prefer a plan that offers a variety of single-family home lots with integrated green spaces so as to maintain the beauty and livability of this area.

Thank you for the opportunity to provide this feedback.

Sincerely,  
Dr. Shari Melton

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**Subject:** FW: 7070 Frog Pond Lane  
**Attachments:** Frog Pond Co-Housing.pptx

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**From:** Neamtzu, Chris  
**Sent:** Monday, April 06, 2015 2:16 PM  
**To:** Joe Dills ([jdills@angeloplanning.com](mailto:jdills@angeloplanning.com)); Andrew Parish ([aparish@angeloplanning.com](mailto:aparish@angeloplanning.com)); Ken Pirie  
**Cc:** Straessle, Linda  
**Subject:** FW: 7070 Frog Pond Lane

Gents,

Attached is a presentation I received from a FP property owner/task force member, Amy Thurmond. We will need to keep co-housing and cluster/cottage housing design in mind and have a strategy going into phase 2

Thanks,

**Chris Neamtzu, AICP**  
Planning Director  
City of Wilsonville | Community Development Department  
503-570-1574 | [neamtzu@ci.wilsonville.or.us](mailto:neamtzu@ci.wilsonville.or.us)

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**From:** Amy Thurmond  
**Sent:** Friday, April 03, 2015 1:34 PM  
**To:** Neamtzu, Chris  
**Subject:** Re: 7070 Frog Pond Lane

Perfect. See you then. Here is the rough draft powerpoint presentation I put together. The main question from the project manager at SOJ was would the City recommend individual lots or condominium development. It may be too early to say--trying to be proactive!

---

On Fri, Apr 3, 2015 at 1:26 PM, Neamtzu, Chris <[neamtzu@ci.wilsonville.or.us](mailto:neamtzu@ci.wilsonville.or.us)> wrote:

Hello Amy,

How about 3 PM next Friday (4.8.15)?

Other times could work as well, please let me know.

I look forward to seeing your work.

Thank you,

**Chris Neamtzu, AICP**

Planning Director

City of Wilsonville | Community Development Department

[503-570-1574](tel:503-570-1574) | [neamtzu@ci.wilsonville.or.us](mailto:neamtzu@ci.wilsonville.or.us)

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**From:** Amy Thurmond]**Sent:** Friday, April 03, 2015 1:24 PM**To:** Neamtzu, Chris**Subject:** Re: 7070 Frog Pond Lane

My ideas seem consistent with the recent 85 page task force presentation. Could I schedule a time to meet with you and confirm that and see how I might best proceed? Fridays for me are usually totally open, and then other times here and there if needed.

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On Thu, Mar 12, 2015 at 8:53 AM, Neamtzu, Chris <[neamtzu@ci.wilsonville.or.us](mailto:neamtzu@ci.wilsonville.or.us)> wrote:

Amy,

I would be very pleased to be able to meet with you and discuss your development concepts. I am going to be on spring break vacation for two weeks, is there any chance you can wait until April? If not, you could meet with Miranda in my absence, she is Katie's replacement. I have cc'd her for convenience.

Thank you, Amy.

**Chris Neamtzu, AICP**

Planning Director

City of Wilsonville | Community Development Department

[503-570-1574](tel:503-570-1574) | [neamtzu@ci.wilsonville.or.us](mailto:neamtzu@ci.wilsonville.or.us)

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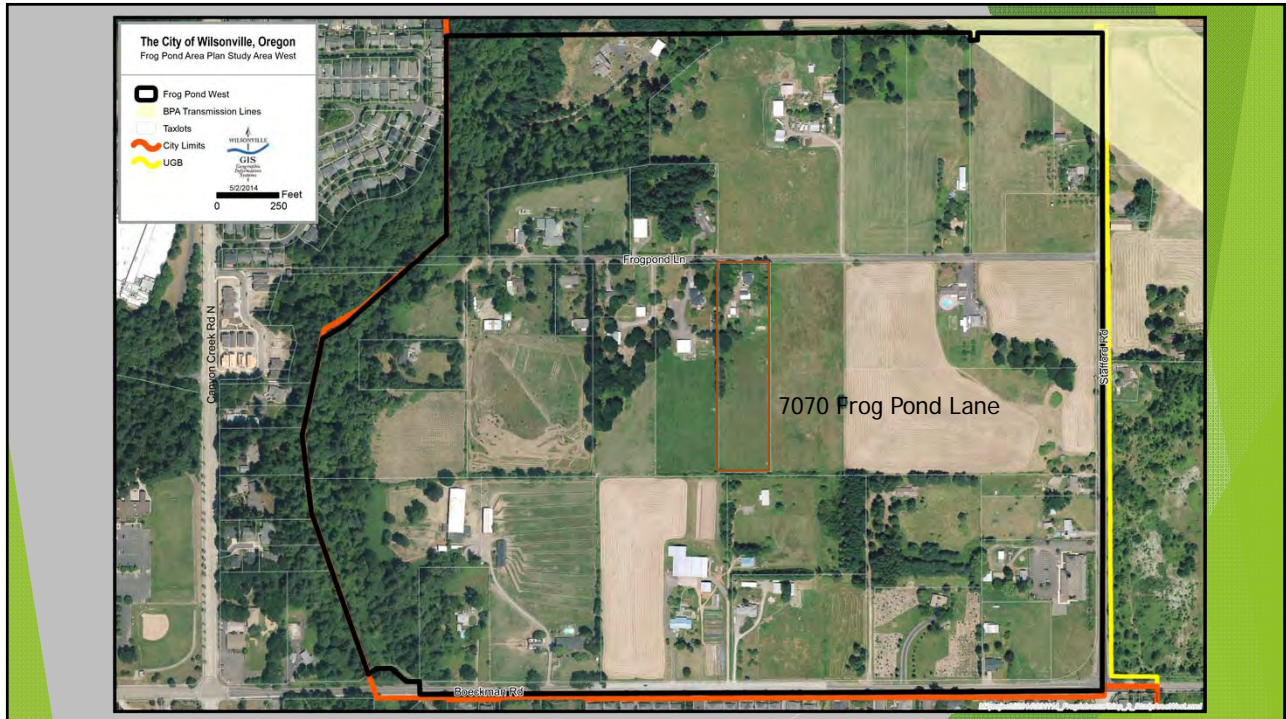
**From:** Amy Thurmond**Sent:** Wednesday, March 11, 2015 7:22 AM**To:** Neamtzu, Chris**Subject:** 7070 Frog Pond Lane

I am working with Shiels, Oblatz and Johnsen and have a rough draft for a planned community involving my property and possibly my neighbors on Frog Pond Lane. I know it is early but I would like to review this with you some basic concepts, including whether it would best be categorized as condominiums or separate lot lines. This is something I had discussed with Katy Mangle before she left and she thought it was something the City would support. Thanks so much.

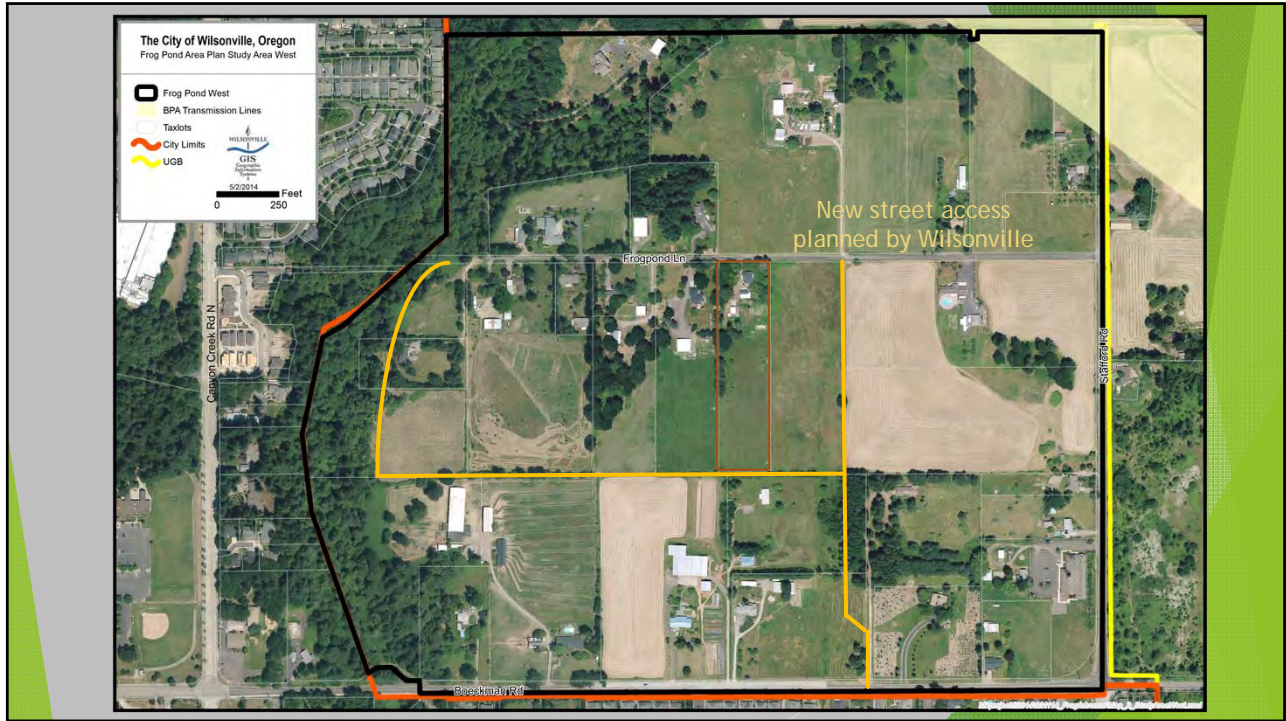


# Frog Pond Co-Housing rough draft

Amy Thurmond  
March 2015











<http://www.houseplans.com/plan/1380-square-foot-3-bedrooms-2-bathroom-ranch-house-plans-2-garage-33475>

**TWO CAR GARAGE**  
20'-0" x 20'-0"

Master bed and bath  
11'-0" x 15'-4"

BEDRM #3  
11'-4" x 10'-0"

BEDRM #2  
11'-4" x 12'-4"

GREAT RM  
20'-0" x 15'-4"

Kitchen and Dining

48' wide x 53' deep

## Cottages

## Common House

This side towards Community

<http://www.houseplans.com/plan/2693-square-foot-3-bedrooms-2-5-bathroom-contemporary-house-plans-0-garage-32304>

Living Room 20'-8" x 22'-0"

Dining 14'-8" x 10'-1"

Laundry


Bedroom 2 11'-8" x 12'-1"

Bedroom 3 9'-0" x 14'-0"

Master Bedroom 11'-8" x 20'-2"

AREA 2648 SQ. FT.

This side towards Frog Pond Lane



Features:

- 2700 sq' Common House with 770 sq' kitchen-dining-meeting room, laundry, workshop, office, 3 guest rooms, covered front and back porches, Adjacent guest parking
- 2400 sq' garden with walkways
- 2000 sq' chicken yard and additional outbuildings if needed
- 24 individual 1380sq' Homes with 3 bedrooms
- 2 baths, kitchen facing central strolling area, private covered back patio, 2 car garage and driveway access, covered front porch

## Goals

- ▶ Make a sound real estate investment
- ▶ Enjoy farm life with others
- ▶ Share the beauty of chickens and gardens as well as the upkeep
- ▶ Own a smaller home, and have access to a bigger chicken coop and garden
- ▶ Time previously spent on housework and weeding will be reduced, and spent with friends, children, and grandchildren
- ▶ Garden bounty, recipes and cooking expertise will be appreciated through community dinners, probably two or three a week
- ▶ Decision-making on community affairs through committees composed of a minimum of 3 people, depending on level of interest: chickens & pets, garden & grounds, common house & shared meals, accounting and legal, dispute resolution
- ▶ Common house and spaces co-designed by owners

## To consider:

- ▶ Collected rainwater for garden
- ▶ Solar power
- ▶ Eco-roof (like Multnomah County Library)
- ▶ Shared transportation: bikes, van, recycled school bus
- ▶ Root cellars, sky lights
- ▶ State of the art insulation: thermal and sound





Rec'd 5/18/15  
Citizen Impact

PETITION FOR LOWER DENSITY IN FROG POND

We, the undersigned residents of Wilsonville, Oregon petition the Wilsonville City Council to lower the proposed density of Frog Pond and particularly Frog Pond West. Too much high density development lowers the economic value of surrounding properties, and negatively impacts our schools. With approximately 55% apartments, our housing diversity is out of balance. To bring us back in balance, we need single family homes on 8,000-9000 sq. ft lots, similar to the Meadows development. There is a need for a plentiful number of 10,000-15,000 sq. ft. lots for people wanting large yards or to build large homes. We are petitioning to protect our quality of life, remembering that we are a suburban community and not a high density urban city.

Note: Complete Petition documents located in the Frog Pond Area Plan Planning File

Printed Name	Signature
Karin Grano	
Pete Szankelan	
Dave Grano	
Brian Witeles	
NICOLE WHEELER	
Wendy Collett	
Eli Slaughter	
Cathie Ericson	
Hisako Lam	
Ronald Lam	
Brandy Hurley	
Kris Packer	

Printed Name	Signature
Michelle Brennan	
MARGARET JEFFRIES	
Jennifer S. Bean	
Jennifer A. Bean	
Robin Froehette	
melinda Barkley	
Karen McIlmoil	
Chris McIlmoil	
Kathryn D. Whittaker	

Name, address and phone of circulator: Karin Grano

We, the undersigned residents of Wilsonville, Oregon petition the Wilsonville City Council to lower the proposed density of Frog Pond and particularly Frog Pond West. Too much high density development lowers the economic value of surrounding properties, and negatively impacts our schools. With approximately 55% apartments, our housing diversity is out of balance. To bring us back in balance, we need single family homes on 8,000-9000 sq. ft lots, similar to the Meadows development. There is a need for a plentiful number of 10,000-15,000 sq. ft. lots for people wanting large yards or to build large homes. We are petitioning to protect our quality of life, remembering that we are a suburban community and not a high density urban city.

Printed Name	Signature
Mark Friedman	
Tawny Friedman	
Robert Andersen	
Betty Andersen	
Stan Satter	
Julie Satter	
Zach Beattie	
KAREN FURNESS	
Tania Frolov	
Melissa Greenway	
Tom Hara	
Doug Welch	

Printed Name	Signature
Betsy R Kavali	
Sujatha Bhaskar	
Mark Brown	
Kevin McKenzie	
BARB OSTLER	
Scott Myers	
Tammy Myers	
William Ripe	
Michele Dollar	
Mike Joller	
<del>Mike</del> Reynolds	
Jim Gatto	

Printed Name	Signature
Shannon Brown	
Charles Bran	
DEAN LAMM	
Stan Lock	
Shereckan	
John Sukman	
Bambang Suparjo	
M Decker	
Tim Tikmas	
Rhat 25th	
Paul Robinson	
Kelley Robinson	

Name, address and phone of circulator:

Dorothy Von Eggers



We, the undersigned residents of Wilsonville, Oregon petition the Wilsonville City Council to lower the proposed density of Frog Pond and particularly Frog Pond West. Too much high density development lowers the economic value of surrounding properties, and negatively impacts our schools. With approximately 55% apartments, our housing diversity is out of balance. To bring us back in balance, we need single family homes on 8,000-9000 sq. ft lots, similar to the Meadows development. There is a need for a plentiful number of 10,000-15,000 sq. ft. lots for people wanting large yards or to build large homes. We are petitioning to protect our quality of life, remembering that we are a suburban community and not a high density urban city.

Printed Name	Signature
Deborah Schilling	<i>Deborah Schilling</i>
TED SCHILLING	<i>Ted Schilling</i>
Jess Wright	<i>Jess Wright</i>
Shannon Huffing	<i>Shannon Huffing</i>
Anise Vannoy	<i>Anise Vannoy</i>
Joyce Cason	<i>Joyce Cason</i>
Vimal Agg	<i>Vimal Agg</i>
Katie Graves	<i>Katie Graves</i>
Dylan Graves	<i>Dylan Graves</i>
Roland Van Bibber	<i>Roland Van Bibber</i>
TAFT L. WITCHELL	<i>Taft L. Wittchell</i>

Printed Name	Signature
Yuan Jiang	<i>Yuan Jiang</i>
Paul Burroll	<i>Paul Burroll</i>
Michael Beare-ste	<i>Michael Beare-ste</i>
Laurie Lamka	<i>Laurie Lamka</i>
Mike Lindberge	<i>Mike Lindberge</i>
Bethany Fugate	<i>Bethany Fugate</i>
JOHN BUDRAC	<i>John Budrac</i>
KATHERINE BUNDINO	<i>Katherine Bundino</i>
Shanette Gaines	<i>Shanette Gaines</i>
Ken Melvin	<i>Ken Melvin</i>
SCOTT CALVERT	<i>Scott Calvert</i>
Krysta Goe	<i>Krysta Goe</i>

Printed Name	Signature
Sam Fee	<i>Sam Fee</i>
Kerendorsey Tracy Doy	<i>Kerendorsey Tracy Doy</i>
Jennifer Dorsay	<i>Jennifer Dorsay</i>
Kelli Histrova	<i>Kelli Histrova</i>
Amy Chiavaro	<i>Amy Chiavaro</i>
Nancy Bosch	<i>Nancy Bosch</i>
Julie Clancy	<i>Julie Clancy</i>
Thomas H. Murphy	<i>Thomas H. Murphy</i>
Brenda Melum	<i>Brenda Melum</i>
JAMES GREENE	<i>James Greene</i>
Amy Smith	<i>Amy Smith</i>
Serani Karban	<i>Serani Karban</i>

Name, address and phone of circulator: Dorothy Von Eggers



We, the undersigned residents of Wilsonville, Oregon petition the Wilsonville City Council to lower the proposed density of Frog Pond and particularly Frog Pond West. Too much high density development lowers the economic value of surrounding properties, and negatively impacts our schools. With approximately 55% apartments, our housing diversity is out of balance. To bring us back in balance, we need single family homes on 8,000-9000 sq. ft lots, similar to the Meadows development. There is a need for a plentiful number of 10,000-15,000 sq. ft. lots for people wanting large yards or to build large homes. We are petitioning to protect our quality of life, remembering that we are a suburban community and not a high density urban city.

Printed Name	Signature	Ac	Printed Name	Signature	Printed Name	Signature
Jennifer Hays		2	SALLY HENSON		DAN HAENER	
Eric Alexander		2	Adam Guenther		Cindy White	
Beatrice		1	Georgie Fuller		Patty Kleener	
Daren Rowing		2	Clarence Fuller		Gretchen Dean	
Nicole Evans		-	Bunstrom, Lea		Gaby Nelson	
Melissa Dolar		-	BRUNSTROM RAY		Chris McReynolds	
Alan Cavan		-	Todd Houser		Bill Kramer	
Edwin Goh		6	Cheryl Havens		Rosario Flagg	
Jim Tiktze		-	JOHN HAVENS		Dennis Flagg	
Patrick Wolby		-	Greg Foreman		Sean Goe	
JANET WHEELAND		-	Kathy Ortega		Maguelina Toranzo	
Rodney Wheeland		-	Jennifer Whitaker		Ronald Lam	

Name, address and phone of circulator: Rhoda Wolff

We, the undersigned residents of Wilsonville, Oregon petition the Wilsonville City Council to lower the proposed density of Frog Pond and particularly Frog Pond West. Too much high density development lowers the economic value of surrounding properties, and negatively impacts our schools. With approximately 55% apartments, our housing diversity is out of balance. To bring us back in balance, we need single family homes on 8,000-9000 sq. ft lots, similar to the Meadows development. There is a need for a plentiful number of 10,000-15,000 sq. ft. lots for people wanting large yards or to build large homes. We are petitioning to protect our quality of life, remembering that we are a suburban community and not a high density urban city.

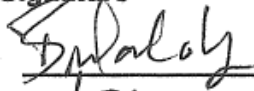
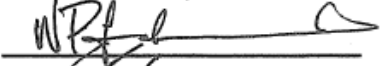


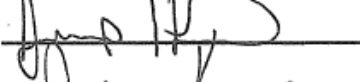
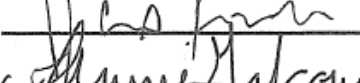
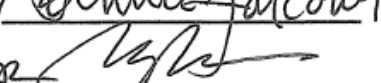
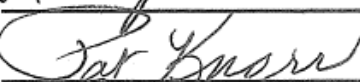
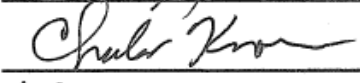


Printed Name	Signature
Amiee Harr	
Megan Osborn	
Jules Moody	
John McDonald	
HENRY NGUYEN	
LEON MULLER	
Lee Oles	
Catherine Day	
Norma Yoshida	
Marty Yoshida	
Julianne Brock	
Elisa Marelich	

Printed Name	Signature
Heather Ward	
Nancy Carlin's	
Swapna G.	
ALICE ANNE DIEM	
Angela Niggli	
Pam Rojek	
Rechael Wilcox	
Peggy Reubath	
April Prentice	
Nick Larson	
Gerhard Richter	
Mary Jo Richter	

Printed Name	Signature
Jacob Dalstra	
Fred Voss	
JOHN SHEARER	
WALLY MOORE	

Name, address and phone of circulator: Rhoda Wolff

We, the undersigned residents of Wilsonville, Oregon petition the Wilsonville City Council to lower the proposed density of Frog Pond and particularly Frog Pond West. Too much high density development lowers the economic value of surrounding properties, and negatively impacts our schools. With approximately 55% apartments, our housing diversity is out of balance. To bring us back in balance, we need single family homes on 8,000-9000 sq. ft lots, similar to the Meadows development. There is a need for a plentiful number of 10,000-15,000 sq. ft. lots for people wanting large yards or to build large homes. We are petitioning to protect our quality of life, remembering that we are a suburban community and not a high density urban city.

Printed Name	Signature
Brendan Colyer	
William LeKavett	
Helena Xie	
Mike Ninnant	
Jena Ninnant	
James Knorr	
Annie Falconer	
MIKE FALCONER	
Pat Knorr	
CHARLES KNORR	
KRISTEN COLYER	

Printed Name	Signature
Nancy Overholt	
MATT OVERHOLT	

Name, address and phone of circulator: Jennifer Koenig



We, the undersigned residents of Wilsonville, Oregon petition the Wilsonville City Council to lower the proposed density of Frog Pond and particularly Frog Pond West. Too much high density development lowers the economic value of surrounding properties, and negatively impacts our schools. With approximately 55% apartments, our housing diversity is out of balance. To bring us back in balance, we need single family homes on 8,000-9000 sq. ft lots, similar to the Meadows development. There is a need for a plentiful number of 10,000-15,000 sq. ft. lots for people wanting large yards or to build large homes. We are petitioning to protect our quality of life, remembering that we are a suburban community and not a high density urban city.

Printed Name

Signature

R. Andrew Shavere R. Andrew Shavere

Kari Shavere Kari Shavere

Donna Hammock Donna Hammock

INEENE JONES Ineene Jones

Printed Name

Signature

Megan Shinn Megan Shinn

Margie Shinn Margie Shinn

Sarah Shinn Sarah Shinn

Printed Name

Signature

Kelcey Roshak Kelcey Roshak

Tim Roshak Tim Roshak

Name, address and phone of circulator: Margie Shinn

We, the undersigned residents of Wilsonville, Oregon petition the Wilsonville City Council to lower the proposed density of Frog Pond and particularly Frog Pond West. Too much high density development lowers the economic value of surrounding properties, and negatively impacts our schools. With approximately 55% apartments, our housing diversity is out of balance. To bring us back in balance, we need single family homes on 8,000-9000 sq. ft lots, similar to the Meadows development. There is a need for a plentiful number of 10,000-15,000 sq. ft. lots for people wanting large yards or to build large homes. We are petitioning to protect our quality of life, remembering that we are a suburban community and not a high density urban city.

Printed Name	Signature
Scott Connetix	
Kathryn Mike Krueger	
Laura Moore	
Susan Bohn	
Liz Shuck	
Mike Berry	
Lesley Berry	
Lauren Gearhart	
Rolf Gearhart	
BARRY CRASEN	
Laura Larsen	
Jacob Larsen	

Printed Name	Signature
Traci Sprecher	
Jim MARDON	
Virginia Harper	
John Harper	
Chris Owen	
Rick Waubli	
Hayden Ball	
Linda Criscione	
Michael Criscione	

Printed Name	Signature
JANICE E. JOHNSON	
Richard D. Johnson	
Sharon Rebers	
Lynell Vandermolen	
Julie Tolbee	
FAY GYARONG	
Scott Myers	
CHRISTINE AURE	
David Stenstrom	
Alys McKnight	
Scott McKnight	
BRENT TUNN	

Name, address and phone of circulator: Karen Kaiser

We, the undersigned residents of Wilsonville, Oregon petition the Wilsonville City Council to lower the proposed density of Frog Pond and particularly Frog Pond West. Too much high density development lowers the economic value of surrounding properties, and negatively impacts our schools. With approximately 55% apartments, our housing diversity is out of balance. To bring us back in balance, we need single family homes on 8,000-9000 sq. ft lots, similar to the Meadows development. There is a need for a plentiful number of 10,000-15,000 sq. ft. lots for people wanting large yards or to build large homes. We are petitioning to protect our quality of life, remembering that we are a suburban community and not a high density urban city.

Printed Name	Signature
Lori Loen	<i>Lori Loen</i>
Dorothy Van Eggers	<i>Dorothy Van Egg</i>
Alice & John McDonald	<i>Alice McDonald</i>
Rhoda Wolff	<i>Rhoda Wolff</i>
WALT BUNK	<i>Walt Bunk</i>
JERRY MARTIN	<i>Jerry Martin</i>
Dranna Nelson	<i>DB Nelson</i>
Mike Haase	<i>Mike Haase</i>
<del>JAMES LOUIE</del>	<del><i>James Louie</i></del>
<del>JUDIE</del>	<del><i>Judie</i></del>
Doris Wehler	<i>Doris Wehler</i>
BRYAN AUSE	<i>Bryan Aulse</i>

Printed Name	Signature
<i>Snelesha Kelso</i>	<i>Snelesha Kelso</i>
Julie Lewis	<i>Julie Lewis</i>
HEAREITER	<i>Heareiter</i>
Shannon Rice	<i>Shannon Rice</i>
MIKE KREILKAMP	<i>Mike Kreilkamp</i>
Jan Mohatt	<i>Jan Mohatt</i>
Elizabeth McCord	<i>Elizabeth McCord</i>
Glen McCord	<i>Glen McCord</i>
Mike Timm	<i>Mike Timm</i>
Jenn Koenig	<i>Jenn Koenig</i>
Jason Koenig	<i>Jason Koenig</i>
RON LAM	<i>Ron Lam</i>
Sabo Lam	<i>Sabo Lam</i>

Printed Name	Signature
DEL ORCHARS	<i>Del Orchard</i>
Ted Jeffries	<i>Ted Jeffries</i>
David Kelso	<i>David Kelso</i>
Linda Sneed	<i>Linda Sneed</i>
John Sneed	<i>John Sneed</i>
Alan Cavano	<i>Alan Cavano</i>
JOHN MOHATT	<i>John Mohatt</i>
KATHY LUITEN	<i>Kathy Luiten</i>
Doug Lundrigan	<i>Doug Lundrigan</i>
APU GARDNER	<i>Apu Gardner</i>
Bill BRENNAN	<i>Bill Brennan</i>
Dean <del>Spredner</del>	<i>Dean Spredner</i>

Name, address and phone of circulator: Karen Kaiser



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Printed Name	Signature
Rick Waible	
AIRIKA WAIBLE	
Tammi Stead	
Dana Stead	
Valerie Roska	
Mark Roska	
Lori Bedell	
greg Bedell	
Tracey Chimenti	
Kerry Chimenti	
Joy Stahl	
Ron Stahl	

Printed Name	Signature
Mairin Wilson	
Mike Wilson	
JANICE BECKER	
Emily McClelland	
Michael S. Decker	
Lois Lundrigan	
Dawn Mikalbers	
Ava MIEHER	
John Carnathan	
William Davis	
Mauveon Ludlow	

Printed Name	Signature
Brian Bovee	
KRISTINA BOVEE	
SARAH REICHEL	
Paul REICHEL	
Christina Copart	
ELIZABETH PAYNE	
Annalee Rovani	
PIERO ROVANI	
Josh Dougherty	
Devin Dougherty	

Name, address and phone of circulator: Karen Kaiser

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<b>Printed Name</b>	<b>Signature</b>
<u>ANDREA LOWERY</u>	<u>Andrea Lowery</u>

<b>Printed Name</b>	<b>Signature</b>
<u>LEVI LEVASA</u>	<u>Levi Levasa</u>
<u>RICK WABLE</u>	<u>Rick Wable</u>
<u>Ryker Smith</u>	<u>Ryker Smith</u>
<u>Brooke Smith</u>	<u>Brooke Smith</u>
<u>KEN BECKER</u>	<u>Ken Becker</u>
<u>Hilary Lester</u>	<u>Hilary Lester</u>
<u>Marianne Willis</u>	<u>Marianne Willis</u>

**Name, address and phone of circulator:** Karen Kaiser

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Printed Name	Signature
<u>Lisa Willett</u>	<u>Lisa Willett</u>
<u>Mark Willett</u>	<u>Mark Willett</u>
<u>Dina Ochs</u>	<u>Dina Ochs</u>
<u>Neil Ochs</u>	<u>Neil Ochs</u>
<u>Bryony Lasselle</u>	<u>Bryony Lasselle</u>
<u>Grant Lasselle</u>	<u>Grant Lasselle</u>
<u>MARK West</u>	<u>Mark West</u>
<u>Frieda West</u>	<u>Frieda West</u>
<u>Hunter Dassonville</u>	<u>Hunter Dassonville</u>
<u>Dannell Dassonville</u>	<u>Dannell Dassonville</u>
<u>Allan Dassonville</u>	<u>Allan Dassonville</u>

Name, address and phone of circulator: Lisa Willett,

Printed Name	Signature
<u>MARK STUART</u>	<u>Mark Stuart</u>
<u>Mary Stewart</u>	<u>Mary Stewart</u>
<u>Kim Gahan</u>	<u>Kim Gahan</u>
<u>GREG GAHAN</u>	<u>Greg Gahan</u>
<u>JACQUELINE NORMAN</u>	<u>Jacqueline Norman</u>
<u>CATHERINE ROBERT</u>	<u>Catherine Robert</u>
<u>Susan K. Cleman</u>	<u>Susan K. Cleman</u>
<u>Sue-ellen Ludlow</u>	<u>Sue-ellen Ludlow</u>
<u>Shelley Woodward</u>	<u>Shelley Woodward</u>
<u>Lisa E. Humphrey</u>	<u>Lisa E. Humphrey</u>
<u>Rick Brauhard</u>	<u>Rick Brauhard</u>

Name, address and phone of circulator: Debi Lane



We, the undersigned residents of Wilsonville, Oregon petition the Wilsonville City Council to lower the proposed density of Frog Pond and particularly Frog Pond West. Too much high density development lowers the economic value of surrounding properties, and negatively impacts our schools. With approximately 55% apartments, our housing diversity is out of balance. To bring us back in balance, we need single family homes on 8,000-9000 sq. ft lots, similar to the Meadows development. There is a need for a plentiful number of 10,000-15,000 sq. ft. lots for people wanting large yards or to build large homes. We are petitioning to protect our quality of life, remembering that we are a suburban community and not a high density urban city.

Printed Name	Signature
<u>BARBARA NICHOLS</u>	<u>[Signature]</u>
<u>LARRY NICHOLS</u>	<u>[Signature]</u>
<u>THERESA SNYDER</u>	<u>[Signature]</u>
<u>JANICE HOOKER</u>	<u>[Signature]</u>

Name, address and phone of circulator: AVA MIEHER

Printed Name	Signature
<u>BROOKE SMITH</u>	<u>[Signature]</u> 7057 SW Iron St
<u>EMILY PETERSON</u>	<u>[Signature]</u>
<u>Jim Collins</u>	<u>[Signature]</u>
<u>Kerrie Warnick</u>	<u>[Signature]</u>
<u>Dani Jensen</u>	<u>[Signature]</u>
<u>Jessica Smith</u>	<u>[Signature]</u>
<u>Stephanie Stewart</u>	<u>[Signature]</u>
<u>TAMARA BATTLES</u>	<u>[Signature]</u>
<u>Katharine West</u>	<u>[Signature]</u>
<u>Ryan Warnick</u>	<u>[Signature]</u>
<u>Jared Jensen</u>	<u>[Signature]</u>
<u>Gretchen Dean</u>	<u>[Signature]</u>

Name, address and phone of circulator: Brooke Smith

We, the undersigned residents of Wilsonville, Oregon petition the Wilsonville City Council to lower the proposed density of Frog Pond and particularly Frog Pond West. Too much high density development lowers the economic value of surrounding properties, and negatively impacts our schools. With approximately 55% apartments, our housing diversity is out of balance. To bring us back in balance, we need single family homes on 8,000-9000 sq. ft lots, similar to the Meadows development. There is a need for a plentiful number of 10,000-15,000 sq. ft. lots for people wanting large yards or to build large homes. We are petitioning to protect our quality of life, remembering that we are a suburban community and not a high density urban city.

Printed Name	Signature
Ken Parck	<i>Ken Parck</i>
Shane Gutridge	<i>Shane Gutridge</i>
Mitch Albach	<i>Mitch Albach</i>
Borgny Anderson	<i>Borgny Anderson</i>
Laura Giese	<i>Laura Giese</i>
Elin Singer	<i>Elin Singer</i>
Alice Sweet	<i>Alice Sweet</i>
Lisa Allison	<i>Lisa Allison</i>
Tricia Bogan	<i>Tricia Bogan</i>
Angela Murve	<i>Angela Murve</i>
Grant Landy	<i>Grant Landy</i>
Kathleen McCullough	<i>Kathleen McCullough</i>

Printed Name	Signature
Joyce M McKillop	<i>Joyce M McKillop</i>
Jesse N Parry	<i>Jesse N Parry</i>
Dale McEvans	<i>Dale McEvans</i>
ERIC Stothower	<i>ERIC Stothower</i>
<del>NORMAN WITKOWSKI</del>	<del><i>NORMAN WITKOWSKI</i></del>
Taya Hill	<i>Taya Hill</i>
<del>Michelle Middlebrooks</del>	<del><i>Michelle Middlebrooks</i></del>
Karen Stephens	<i>Karen Stephens</i>
CASEY STEPHENS	<i>CASEY STEPHENS</i>

Name, address and phone of circulator: ALICIA DART

We, the undersigned residents of Wilsonville, Oregon petition the Wilsonville City Council to lower the proposed density of Frog Pond and particularly Frog Pond West. Too much high density development lowers the economic value of surrounding properties, and negatively impacts our schools. With approximately 55% apartments, our housing diversity is out of balance. To bring us back in balance, we need single family homes on 8,000-9000 sq. ft lots, similar to the Meadows development. There is a need for a plentiful number of 10,000-15,000 sq. ft. lots for people wanting large yards or to build large homes. We are petitioning to protect our quality of life, remembering that we are a suburban community and not a high density urban city.

<u>Name</u>	<u>Signature</u>
Donna Wilde	
Shelly Chandler	
Wendy Draney	
Danielle Apken	
Sue Heister	
Kathle Grov'n	
Hank Hoppers	
Erica Desjardins	
Cesar Giron	
Kelli Miller	
Heigh Thomas	
Suzanne Nelson	
Erin Ward	
Rachel Pendergraft	
MIKEE L. RIPP	
CHRISTOPHER V. RIPP	
Cadence Fee	
Bo Wu	
Patrick Weisgerber	

\* Children at Wilsonville School

<u>Printed Name</u>	<u>Signature</u>
GRADY NELSON	
Keith Kaiser	
Jeffery Olsen	
Darcy Olsen	

<u>Printed Name</u>	<u>Signature</u>
Jeff Richmond	
Barbara Ray	
Char Kauppila	
Robyn Rebers	
kl Payne	
Vicki Krause	
Rick Rich	
CLARENCE WISE	
Traci Sprecher	
Dean Sprecher	
STEVEN G. PLAS	
Susan Day	

Name, address and phone of circulator: None Given



**CITY COUNCIL ROLLING SCHEDULE****Board and Commission Meetings 2015****Items known as of 06/09/15****June**

DATE	DAY	TIME	MEETING	LOCATION
6/1	Monday	7 p.m.	City Council Meeting	Council Chambers
6/8	Monday	6:30 p.m.	DRB Panel A - Cancelled	Council Chambers
6/10	Wednesday	1 p.m.	Wilsonville Community Seniors, Inc.	Community Center
6/10	Wednesday	6 p.m.	Planning Commission	Council Chambers
6/15	Monday	7 p.m.	City Council Meeting	Council Chambers
6/22	Monday	6:30 p.m.	DRB Panel B	Council Chambers
6/24	Wednesday	6:30 p.m.	Library Board	Library

**COMMUNITY EVENTS****For the Love of Schools**

5K, 10K and Half Marathon

Sunday, June 7, 7 a.m. Tonkin Audi Wilsonville

ForTheLoveOfSchools.com

**Kinsman Road Open House**

June 10, 6 – 7:30 PM Wilsonville City Hall

The public is invited to view the proposed roadway improvements and offer ideas on the final design details before design is completed.

**Wilsonville Farmers Market**

Thursdays starting June 11 – 4 p.m. to 8 p.m. at Sofia Park

WilsonvilleMarket.com

**Relay for Life of Wilsonville**

June 12 6 p.m. start through June 13, 10 a.m.

Wood Middle School – RelayForLife.org

**Water Features Turned On**

June 13, 10 a.m. Town Center Park and Murase Plaza

**Summer Sizzle Pickleball Tournament**

June 13, 8:30 a.m. -4:30 p.m.

Pickleball Courts, Memorial Park

**Joint Meeting with Tualatin City Council** Tualatin Police Training Room

June 17, Wednesday 6 p.m.

Basalt Creek Update



## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b> June 15, 2015		<b>Subject: Resolution No. 2542</b> Janitorial Service Agreement	
		<b>Staff Member:</b> Delora Kerber <b>Department:</b> Public Works	
<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>	
<b>Staff Recommendation:</b> Staff recommends Council adopt Resolution No. 2542.			
<b>Recommended Language for Motion:</b> I move to approve Resolution No. 2542.			
<b>Project / Issue Relates To:</b> <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>			
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input checked="" type="checkbox"/> Not Applicable	

### ISSUE BEFORE COUNCIL:

Janitorial Services Agreement for City buildings.

### EXECUTIVE SUMMARY:

In 1977, the Oregon Legislature passed the “Products of Disabled Individuals” act which obliged local governments to purchase goods and services from Qualified Rehabilitation Facilities (QRF) when the product or service is listed on the Department of Administrative Services (DAS) Procurement List and meets the agency’s requirements.

The details of this act are contained in Oregon Revised Statute (ORS) Chapter 279.835 to 279.855 and Janitorial Services are one of the services identified on the DAS Procurement List. The purpose of ORS 279.835 to 279.855, 279A.025 (4) and 279C.335 is to encourage and assist individuals with disabilities to achieve maximum personal independence through useful and

productive gainful employment by assuring an expanded and constant market for sheltered workshop and activity center products and services, thereby enhancing their dignity and capacity for self-support and minimizing their dependence on welfare and need for costly institutionalization.

TVW, Inc. meets the criteria of a Qualified Rehabilitation Facility and the requirements of ORS 279.845(2); 279.850(1), and OAR 125-055-0010

Price for goods and services provided by Qualified Rehabilitation Facilities is determined by the Department of Administrative Services (DAS) in accordance with OAR 125-055-003 and DAS has final approval of price determination.

**EXPECTED RESULTS:**

This Janitorial Agreement contract ensures the City is in compliance with the Products of Disabled Individuals Act while providing cleaning services to City buildings.

**TIMELINE:**

This contract for Janitorial Services is for a two (2) year period but can be terminated by the City upon 30 day written notice.

**CURRENT YEAR BUDGET IMPACTS:**

The annual cost for the Janitorial Services is \$168,741 and was included in the FY 2015/2016 budget. Price approval is made by the Department of Administrative Services.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: SCole Date: 6/5/15

**LEGAL REVIEW / COMMENT:**

Reviewed by: MEK Date: 6/5/2015

The Resolution is approved as to form.

**COMMUNITY INVOLVEMENT PROCESS:**

No public outreach was done for this contract.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY** (businesses, neighborhoods, protected and other groups):

The mission of a Qualified Rehabilitation Facility (QRF) is to provide or facilitate employment related services to individuals with disabilities, enabling them to maximize their opportunities for employment.

**ALTERNATIVES:**

There are four Qualified Rehabilitation Facilities that provide services in the Wilsonville area. The City could contract with any of those Facilities and meet the State requirement. Based on staff's research, TVW, Inc. best fits the needs of the City.

**CITY MANAGER COMMENT:**



**ATTACHMENTS:**

- A. Resolution No. 2542
- B. Janitorial Services Agreement

**RESOLUTION NO. 2542**

**A RESOLUTION OF THE CITY OF WILSONVILLE APPROVING AN AGREEMENT WITH TWV, INC. (DBA SUSTAINABLE CLEANING SYSTEMS) FOR THE PROJECT KNOWN AS JANITORIAL SERVICES**

WHEREAS, the City requires janitorial services for City facilities located throughout the City; and

WHEREAS, the City is obligated to comply with the “Products of Disabled Individuals Act” to purchase goods and services from a Qualified Rehabilitation Facility; and

WHEREAS, in accordance with OAR 125-055-003, the Department of Administrative Services determines the reasonable and adequate price for QRF products and services; and

WHEREAS, Contractor represents that Contractor is qualified to perform the services described herein on the basis of experience and technical knowledge; and

WHEREAS, Contractor is a Qualified Rehabilitation Facility pursuant to ORS 279.845(2); 279.850(1), and OAR 125-055-0010; and

WHEREAS, the proposed price has been submitted to the Department of Administrative Services and State Procurement Office for approval; and

WHEREAS, Contractor is prepared to provide such services, as the City does hereinafter require, under terms and conditions hereinafter described; and

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

1. The Wilsonville City Council hereby approves and authorizes the City Manager to execute on behalf of the City of Wilsonville the Contract Agreement with TVW, Inc., a qualified Rehabilitation Facility, pursuant to ORS 279.845(2); 279.850(1), and OAR 125-055-0010 for the project known as Janitorial Services, a copy of which is attached as Exhibit 1 and by this reference included herein as if fully set forth.
2. Term of the Contract Agreement is for approximately a two year period ending June 30, 2017.

3. Contract payment is a monthly sum of \$14,061.75 not to exceed an annual cost of \$168,741.00.
4. This Resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 15<sup>th</sup> day of June 2015, and filed with the Wilsonville City Recorder this date.

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Tim Knapp, Mayor

ATTEST:

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Sandra C. King, City Recorder, MMC

SUMMARY OF VOTES:

Mayor Knapp  
Council President Starr  
Councilor Goddard  
Councilor Fitzgerald  
Councilor Stevens

Attachments:

Janitorial Services Contract



**CITY OF WILSONVILLE  
JANITORIAL SERVICES CONTRACT**

This Janitorial Services Contract (“Contract”) is made and entered into on this \_\_\_\_ day of \_\_\_\_\_, 2015 (“Effective Date”) by and between the **City of Wilsonville**, a municipal corporation of the State of Oregon (hereinafter referred to as the “City”), and **TVW, Inc.**, doing business as **Sustainable Cleaning Systems**, an Oregon non-profit corporation (hereinafter referred to as “Contractor”).

**RECITALS**

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

WHEREAS, Contractor represents that Contractor is qualified to perform the services described herein on the basis of specialized experience and technical expertise and that Contractor is and will at all times remain during the term of this Contract a Qualified Rehabilitation Facility pursuant to ORS 279.854(2), 279.850(1), and OAR 125-055-0010; and

WHEREAS, Contractor is prepared to provide such services, as the City does hereinafter require; and

WHEREAS, this Contract is subject to the Products of Disabled Individuals Act (“PDIA”);

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

**AGREEMENT**

**Section 1. Scope of Work**

Contractor will perform the janitorial services more particularly described in the Scope of Work (“Work”), attached hereto as **Exhibit A** and incorporated by reference herein.

**Section 2. Contract Term**

The term of this Contract shall be from the Effective Date, ending June 30, 2017, but may be terminated by the City, upon the giving of thirty (30) days’ written notice, if the City, in its sole determination, finds that the Contractor is not satisfactorily performing this Contract.

**Section 3. Contract Sum and Payment Terms**

3.1. Except as otherwise set forth in this **Section 3**, the City agrees to pay Contractor the monthly sum of FOURTEEN THOUSAND SIXTY-ONE DOLLARS AND SEVENTY-FIVE CENTS (\$14,061.75) for performance of the Work, as more particularly detailed in the Cost

Summary Sheet contained within **Exhibit A**, which also sets forth cleaning frequency (“Contract Sum”). Any compensation in excess of the Contract Sum will require express written agreement between the City and Contractor, as more particularly set forth in **Section 4**. Contractor’s Contract Sum is all inclusive and includes, but is not limited to, all work-related costs, including but not limited to janitorial supplies (except as specifically set forth in **Section 4** as being provided by the City), expenses, salaries or wages, plus fringe benefits and contributions, including payroll taxes, workers compensation insurance, liability insurance, profit, pension benefits, and all other contributions and benefits.

3.2. Contractor will be paid for Work in arrears, on a once monthly basis, for Work completed during the previous month, and within thirty (30) days of receipt of a detailed invoice of Work performed. Each invoice shall include adequate detail to identify the services provided. Upon completion of each month’s janitorial cycle, Contractor shall submit a statement to the City showing the following information: date of services, location of services, and cost of services per location. Contractor will not be paid for any Work beyond the Contract Sum unless such additional Work is preapproved and authorized, in writing, by the City’s Project Manager, as required under **Section 4**. If the City disputes adequate performance of all of the required Work, it will pay only that portion of the invoice not in dispute until the dispute is resolved.

#### **Section 4. Scope of Work and Supplies**

4.1. Contractor will perform the Scope of Work, more particularly described on **Exhibit A**, as such Scope of Work may be reasonably amended from time to time by the City, in accordance with the requirements of this Contract. In order to change the Scope of Work, both the City and the Contractor must complete and sign the Additional Services Request Order (“Additional Work Form”), attached hereto as **Exhibit B** and incorporated by reference herein, before any such additional Work is deemed authorized. No additional Work will be paid for without a completed and signed Additional Work Form. Contractor will furnish all cleaning supplies and labor required thereby. The City will furnish all paper products used for the bathrooms, including toilet paper, paper towels, toilet seat covers, and tissues.

4.2. Contractor will provide the City with a listing of all cleaning agents and chemicals it intends to use on City property, as well as Material Safety Data Sheets for all such products. The City shall have the right to reject the use of any chemical or product. The City strongly encourages the use of earth friendly and non-toxic or less toxic cleaning supplies.

4.3. Contractor must at all times comply with all security criteria set forth in the Scope of Work, both in the performance of the Work and in the selection of employees and supervisors assigned to perform the Work, as more particularly set forth in the Scope of Work.

#### **Section 5. Project Managers**

The City’s Project Manager is Matt Baker. Contractor’s Project Manager is Josh Bearman and his Alternate Project Manager is Allen Bethel. The City is authorized to treat them both as the assigned Project Managers. In the event that either of Contractor's designated Project Managers is changed, Contractor shall give the City prompt written notification of such redesignation.

Contractor's Project Manager shall not be changed without the written consent of the City, which consent shall not be unreasonably withheld. In the event the City receives any communication from Contractor that is not from Contractor's designated Project Manager, the City may request verification by Contractor's Project Manager, which verification must be promptly furnished. Either Project Manager may be reached at any time by calling the following 7-days a week, 24-hours a day, emergency telephone numbers: 503-317-9428 for Josh, and 503-720-5864 for Allen.

Contractor shall be required to maintain an office, which shall be provided with telephones and such personnel as may be necessary to take care of complaints, to receive orders for additional services or to receive any other instruction. Responsible management or supervisory persons shall be accessible at or through the office so as to assure the required performance under the Contract. When the office is closed, a telephone answering service shall be in operation to receive messages.

### **Section 6. Subcontractors and Assignments**

Contractor shall neither subcontract with others for any of the Work prescribed herein nor assign any of Contractor's rights acquired hereunder without obtaining prior written approval from the City. Any attempted assignment of this Contract without the written consent of the City shall be void. Except as otherwise specifically agreed, all costs for services performed by others on behalf of Contractor shall not be subject to additional reimbursement by the City.

### **Section 7. Contractor Is Independent Contractor**

Contractor is an independent contractor for all purposes and shall be entitled to no compensation other than the Contract Sum provided for under **Section 3** of this Contract. Contractor will be solely responsible for determining the manner and means of accomplishing the end result of Contractor's Work. The City does not have the right to control or interfere with the manner or method of accomplishing said Work. The City, however, will have the right to specify and control the results of Contractor's Work so such Work meets the requirements of the Project. Contractor hereby represents that no subcontractors will be used on the Project.

### **Section 8. Contractor Responsibilities**

8.1. Contractor must comply with all applicable Oregon and federal wage and hour laws. Contractor shall make all required workers compensation and medical care payments on time. Contractor shall be fully responsible for payment of all employee withholdings required by law, including but not limited to taxes, including payroll, income, Social Security (FICA), and Medicaid. Contractor shall also be fully responsible for payment of salaries, benefits, taxes, Industrial Accident Fund contributions, and all other charges on account of any employees. Contractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

8.2. Contractor must maintain a City of Wilsonville or Metro business license at all times while performing this Contract.



8.3. Contractor must maintain its status as a Qualified Rehabilitation Facilities (“QRF”) Contractor at all times during this Contract.

8.4. No person shall be discriminated against by Contractor in the performance of this Contract on the basis of sex, gender, race, color, creed, religion, marital status, age, disability, sexual orientation, gender identity, or national origin. Any violation of this provision shall be grounds for cancellation, termination, or suspension of the Contract, in whole or in part, by the City. Contractor shall comply with all federal, state, and local laws, regulations, executive orders, and ordinances applicable to the Contract or to the implementation of the Project. Without limiting the generality of the foregoing, Contractor expressly agrees to comply with the following laws, regulations, and executive orders to the extent they are applicable to the Contract or the implementation of the Project: (a) all applicable requirements of state civil rights and rehabilitation statutes, rules, and regulations; (b) Titles VI and VII of the Civil Rights Act of 1964, as amended; (c) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; (d) the Americans with Disabilities Act of 1990, as amended, and ORS 659A.142; (e) Executive Order 11246, as amended; (f) the Health Insurance Portability and Accountability Act of 1996; (g) the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended; (h) the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended; (i) all regulations and administrative rules established pursuant to the foregoing laws; and (j) all other applicable requirements of federal civil rights and rehabilitation statutes, rules, and regulations.

8.5. Contractor shall make payment promptly, as due, to all parties supplying to such Contractor labor or material for the prosecution of the Work provided for in the Contract. If Contractor fails, neglects, or refuses to make prompt payment of any such claim, the City may, but shall not be obligated to, pay such claim to the subcontractor furnishing the labor, materials, or services and offset the amount of the payment against funds due or to become due to Contractor under this Contract. The City may also recover any such amounts directly from Contractor.

8.6. Contractor shall make payment promptly, as due, to any party furnishing medical, surgical, hospital, or other needed care and attention incident to sickness or injury to the employees of Contractor of all sums which Contractor agreed to pay or collected or deducted from the wages of employees pursuant to any law, contract, or agreement for the purpose of providing payment for such service.

8.7. This contract is a public procurement contract subject to the provisions of ORS 279A and ORS 279B, including but not limited to 279B.020 and 279B.235 pertaining to hours of work and overtime, as applicable to this Janitorial Services Contract. Contractor must carefully review this and other public contracting requirements and fully comply therewith, to the extent applicable.

8.8. Contractor must give notice to employees who work on a public contract, in writing, either at the time of hire or before commencement of Work on the Contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the employees may be required to work.

8.9. The hourly rate of wage to be paid by any Contractor to employed workers or other persons doing or contracting to do all or part of the work contemplated by a public contract shall be not less than the applicable wage required by law.

8.10. Contractor, and all employers working under the Contract, are subject employers under the Oregon Workers Compensation Law and shall comply with ORS 656.017 unless otherwise exempt under ORS 656.126.

8.11. In the performance of this Contract, Contractor shall comply with all applicable federal, state, and local laws and regulations, including but not limited to those dealing with the prevention of environmental pollution and the preservation of natural resources (and avoidance of natural resource damages) in the performance of the Contract. All cleaning products used in the performance of this Contract shall be used in accordance with safety directions and must be properly disposed of in accordance with all laws. If new or amended statutes, ordinances, or regulations are adopted, or Contractor encounters a condition not referred to in this Contract, not caused by Contractor, and that was not discoverable by reasonable site inspection, which requires compliance with federal, state, or local laws or regulations dealing with the preservation of the environment.

8.12. Contractor shall take all precautions necessary for the safety and prevention of damage to property on or adjacent to the work areas; and for the safety of and prevention of injury to persons, including the City's employees, Contractor's employees, and third persons. Except as otherwise mandated by state law, the performance of Work under this Contract is at Contractor's sole risk.

8.13. Contractor shall be liable for any fine imposed against Contractor, the City or the 'Project' as a result of a violation of any laws or permitting requirements by Contractor or any suppliers.

8.14. In the event of lost keys or access cards, Contractor shall bear the cost to re-key all locks associated with that facility. The City will coordinate re-keying with the City Representative and deduct said charges from the next monthly payment.

8.15. Contractor shall be responsible for all miscellaneous and incidental costs associated with janitorial services for the City of Wilsonville's facilities.

## **Section 9. Indemnity and Insurance**

9.1. Contractor acknowledges responsibility for liability arising out of the performance of this Contract, and shall defend, indemnify, and hold the City harmless from any and all liability, settlements, loss, costs, and expenses in connection with any action, suit, or claim resulting or allegedly resulting from Contractor's negligent acts, omissions, errors, or willful or reckless misconduct pursuant to this Contract, or from Contractor's failure to perform its responsibilities as set forth in this Contract. The review, approval, or acceptance by the City, its Project Manager, or any City employee of documents or other work performed, prepared, or submitted by Contractor shall not be considered a negligent act, error, omission, or willful misconduct on the part of the

City, and none of the foregoing shall relieve Contractor of its responsibility to perform in full conformity with the City's requirements, as set forth in this Contract, and to indemnify the City as provided above and to reimburse the City for any and all costs and damages suffered by the City as a result of Contractor's negligent performance of this Contract, failure of performance hereunder, violation of state or federal laws, or failure to adhere to the standards of performance and care described in **Subsection 9.2**. Contractor shall defend the City (using legal counsel reasonably acceptable to the City) against any claim that alleges negligent acts, omissions, errors, or willful or reckless misconduct by Contractor.

9.2. In the performance of the Work, Contractor agrees to use that degree of care and skill exercised under similar circumstances by reputable members of Contractor's profession, practicing in the Portland metropolitan area. Contractor will re-perform any Work not meeting this standard without additional compensation. Contractor's re-performance of any Work, even if done at the City's request, shall not be considered as a limitation or waiver by the City of any other remedies or claims it may have arising out of Contractor's failure to perform in accordance with the applicable standard of care of this Contract and within the prescribed timeframe.

9.3. Contractor must maintain insurance coverage acceptable to the City in full force and effect throughout the term of this Contract. Such insurance shall cover all risks arising directly or indirectly out of Contractor's activities or work hereunder. The amount of insurance carried is in no way a limitation on Contractor's liability hereunder. The policy or policies of insurance maintained by Contractor shall provide at least the following minimum limits and coverages at all times during performance of this Contract:

9.3.1. Commercial General Liability Insurance. Contractor shall obtain, at Contractor's expense, and keep in effect during the term of this Contract, comprehensive Commercial General Liability Insurance covering Bodily Injury and Property Damage, written on an "occurrence" form policy. This coverage shall include broad form Contractual Liability insurance for the indemnities provided under this Contract and shall be for the following minimum insurance coverage amounts: The coverage shall be in the amount of **\$2,000,000** for each occurrence and **\$3,000,000** general aggregate and shall include Products-Completed Operations Aggregate in the minimum amount of **\$2,000,000** per occurrence, Fire Damage (any one fire) in the minimum amount of **\$50,000**, and Medical Expense (any one person) in the minimum amount of **\$10,000**. All of the foregoing coverages must be carried and maintained at all times during this Contract.

9.3.2. Professional Errors and Omissions Coverage. Contractor agrees to carry Professional Errors and Omissions Liability insurance on a policy form appropriate to the professionals providing the work hereunder with a limit of no less than **\$1,000,000** per claim. Contractor shall maintain this insurance for damages alleged to be as a result of errors, omissions, or negligent acts of Contractor. Such policy shall have a retroactive date effective before the commencement of any work by Contractor on the Work covered by this Contract, and coverage will remain in force for a period of at least three (3) years thereafter.



9.3.3. Business Automobile Liability Insurance. If Contractor will be using a motor vehicle in the performance of the Work herein, Contractor shall provide the City a certificate indicating that Contractor has business automobile liability coverage for all owned, hired, and non-owned vehicles. The Combined Single Limit per occurrence shall not be less than **\$2,000,000**.

9.3.4. Workers Compensation Insurance. Contractor and all employers providing work, labor, or materials under this Contract that are subject employers under the Oregon Workers Compensation Law shall comply with ORS 656.017, which requires them to provide workers compensation coverage that satisfies Oregon law for all their subject workers under ORS 656.126. Out-of-state employers must provide Oregon workers compensation coverage for their workers who work at a single location within Oregon for more than thirty (30) days in a calendar year. Contractors who perform work without the assistance or labor of any employee need not obtain such coverage. This shall include Employer's Liability Insurance with coverage limits of not less than **\$500,000** each accident.

9.3.5. Insurance Carrier Rating. Coverages provided by Contractor must be underwritten by an insurance company deemed acceptable by the City with an AM Best Rating of A or better. The City reserves the right to reject all or any insurance carrier(s) with a financial rating that is unacceptable to the City.

9.3.6. Additional Insured & Termination Endorsements. Additional Insured coverage under Contractor's Commercial General Liability, Automobile Liability, and Excess Liability Policy(ies), as applicable, will be provided by endorsement. Additional insured coverage shall be for both on-going operations via ISO Form CG 2010 or its equivalent, and products and completed operations via ISO Form CG 2037 or its equivalent. Coverage shall be Primary and Non-Contributory. Waiver of Subrogation endorsement via ISO form CG 2404 or its equivalent shall be provided. The following is included as additional insured: The City of Wilsonville, its elected and appointed officials, officers, agents, employees, and volunteers. An endorsement shall also be provided requiring the insurance carrier to give the City at least thirty (30) days' written notification of any termination or major modification of the insurance policies required hereunder.

9.3.7. Certificates of Insurance. As evidence of the insurance coverage required by this Contract, Contractor shall furnish a Certificate of Insurance to the City. This Contract shall not be effective until the required certificates and the Additional Insured Endorsements have been received and approved by the City. Contractor agrees that it will not terminate or change its coverage during the term of this Contract without giving the City at least thirty (30) days' prior advance notice and Contractor will obtain an endorsement from its insurance carrier, in favor of the City, requiring the carrier to notify the City of any termination or change in insurance coverage, as provided above.

9.4. The coverage provided by these policies shall be primary, and any other insurance carried by the City is excess. Contractor shall be responsible for any deductible amounts payable

under all policies of insurance. If insurance policies are “Claims Made” policies, Contractor will be required to maintain such policies in full force and effect throughout any warranty period.

## **Section 10. Personnel**

10.1. Contractor is expected to use prudent judgment in the selection of a work force. Proven judgment, integrity, work habits, and skill proficiency are essential employee requirements.

10.2. Contractor shall conduct a security clearance on all personnel. Contractor shall not assign to any facility an employee who has been convicted of any felonies, or misdemeanors that reflect negatively upon the honesty, reliability, general trustworthiness, or prudent judgment of the employee. There will be no exceptions and no substitutions of personnel without prior security clearance checks. The City reserves the right to conduct additional security clearance on any or all janitorial personnel that have access to City facilities.

10.3. Contractor shall have all employees working in City facilities fingerprinted within ten (10) days from the start of the contract. Each employee will also have passed a complete background check, a drug test, and must not have any felony convictions. The City must receive written verification of clearance for any employee with access and entry into the facilities PRIOR to the start of Work.

10.4. Notwithstanding the foregoing, the City shall have the right at any time to refuse access to any City-owned facility, premises, or systems to any employee, subcontractor, or agent of Contractor where the City determines, in its sole discretion, such person or entity poses a risk to the City, or any person, system, or asset associated with the City.

10.5. Contractor will provide the City with immediate notification of terminated employees and is responsible to retrieve terminated employees' keys and electronic key cards.

10.6. Contractor agrees to abide by all federal, state, and local laws, rules, and regulations prohibiting discrimination in employment and controlling workplace safety. Contractor agrees that in performing the Work hereunder, that it will meet all regulations in safety as required by OSHA. Contractor further agrees that it will bring to the attention of the City's Project Manager all conditions on the job site or contained within the specifications that appear to be in violation of the provisions of OSHA. Any violations of applicable laws, rules, and regulations may result in termination of the Contract.

10.7. Contractor's employees shall not be accompanied or assisted by non-employees during work shifts (including their own children).

10.8. Contractor shall provide a roster of employees for the City to review. It shall be an accurate, typed roster of all management and janitorial work force personnel who have any relationship with the Work to be performed at any of the facilities. The roster shall be submitted each month before Work commences, updated by Contractor to reflect any personnel changes. If

there are no personnel changes from month to month, then written notification to the City's Project Manager will suffice.

10.9. In the interest of safety, Contractor's supervisors must be able to communicate in English, both orally and in writing.

10.10. Contractor shall provide visible identification of its employees. Contractor-supplied picture ID badges and company uniforms shall be worn and displayed at all times Contractor's employees are in City facilities. Contractor's employees shall be clean and neat at all times when performing services to City facilities.

## **Section 11. Security Bonds**

Contractor shall ensure that all employees who are working in the City's facilities are bonded and insured. Contractor shall perform a criminal background check on all personnel assigned to work in the facilities and shall not allow any personnel who have been convicted of any felony or crime involving theft or dishonesty to work in the City's facilities. Contractor will be fully responsible for ensuring that all personnel assigned to work on this Contract cause no harm to City personnel or property and, if such harm occurs, shall be fully liable therefor.

## **Section 12. Early Termination; Default**

12.1. This Contract may be terminated for convenience at any time by the City upon the giving of thirty (30) days' written notice. Upon such termination, Contractor will be paid to complete any Work in process and, thereafter, this Contract shall be deemed terminated.

12.2. This Contract may be terminated prior to the expiration of the agreed upon terms by the City if Contractor breaches this Contract and fails to immediately cure the breach within one (1) business day of receipt of written notice of the breach from the City.

12.3. If the City terminates this Contract in whole or in part, due to default or failure of Contractor to perform Work in accordance with the Contract, the City may procure, upon reasonable terms and in a reasonable manner, services similar to those so terminated. In addition to any other remedies the City may have, both at law and in equity, for breach of contract, Contractor shall be liable for all costs and damages incurred by the City as a result of the default by Contractor, including, but not limited to all costs incurred by the City in procuring services from others as needed to complete this Contract. This Contract shall be in full force to the extent not terminated by written notice from the City to Contractor. In the event of a default, the City will provide Contractor with written notice of the default and a period of one (1) business day to cure the default. If Contractor notifies the City that it cannot, in good faith, do so within the one (1) business day cure period provided, then the City may elect, in its sole discretion, to extend the cure period to an agreed upon time period, or the City may elect to terminate this Contract and seek remedies for the default, as provided above.



### **Section 13. Contract Modification; Change Orders**

Any modification of the provisions of this Contract shall not be enforceable or binding unless reduced to writing and signed by both the City and Contractor.

### **Section 14. Access to Records**

The City shall have access, upon request, to such books, documents, receipts, papers, and records of Contractor as are directly pertinent to this Contract for the purpose of making audits, examination, excerpts, and transcripts for a period of four (4) years, unless within that time the City specifically requests an extension. This clause shall survive the expiration, completion, or termination of this Contract.

Contractor shall maintain records to assure conformance with the terms and conditions of this Contract, and to assure adequate performance and accurate expenditures within the Contract period. Contractor agrees to permit the City, the State of Oregon, the federal government, or their duly authorized representatives, to audit all records pertaining to this Contract to assure the accurate expenditure of funds.

### **Section 15. Notices**

Any notice required or permitted under this Contract 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: Matt Baker  
   29799 SW Town Center Loop East  
   Wilsonville, OR 97070

To Contractor:              TVW, Inc.  
   Attn: Dan Aberg, Executive Director  
   6615 SE Alexander Street  
   Hillsboro, OR 97123

### **Section 16. Miscellaneous Provisions**

16.1. Integration. This Contract, including all exhibits attached hereto, contains the entire and integrated agreement between the parties and supersedes all prior written or oral discussions, representations, or agreements. In case of conflict among these documents, the provisions of this Contract shall control.

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

16.3. No Assignment. Contractor may not assign this Contract, nor the performance of any obligations hereunder, unless agreed to in advance and in writing by the City.

16.4. Adherence to Law. Contractor 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 Contractor is required by law to obtain or maintain in order to perform the Work described in this Contract shall be obtained and maintained throughout the term of this Contract.

16.5. Governing Law. This Contract shall be construed in accordance with and governed by the laws of the State of Oregon. All contractual provisions required by ORS Chapters 279A and 279B to be included in public agreements are hereby incorporated by reference and shall become a part of this Contract as if fully set forth herein.

16.6. Jurisdiction. Venue for any dispute will be in Clackamas County Circuit Court.

16.7. Legal Action/Attorney Fees. If a suit, action, or other proceeding of any nature whatsoever (including any proceeding under the U.S. Bankruptcy Code) is instituted in connection with any controversy arising out of this Contract 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. If the City is required to seek legal assistance to enforce any term of this Contract, such fees shall include all of the above fees, whether or not a proceeding is initiated. Payment of all such fees shall also apply to any administrative proceeding, trial, and/or any appeal or petition for review.

16.8. Nonwaiver. Failure by either party at any time to require performance by the other party of any of the provisions of this Contract 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.

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

16.10. Modification. This Contract may not be modified except by written instrument executed by Contractor and the City.

16.11. Time of the Essence. Time is expressly made of the essence in the performance of this Contract.

16.12. 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 Contract, the first day from which the designated period of time begins to run shall not be included.

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

16.14. Number, Gender and Captions. In construing this Contract, 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 Contract.

16.15. Good Faith and Reasonableness. The Parties intend that the obligations of good faith and fair dealing apply to this Contract generally and that no negative inferences be drawn by the absence of an explicit obligation to be reasonable in any portion of this Contract. The obligation to be reasonable shall only be negated if arbitrariness is clearly and explicitly permitted as to the specific item in question, such as in the case of where this Contract gives the City “sole discretion” or the City is allowed to make a decision in its “sole judgment.”

16.16. 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 Contract in order to provide and secure to the other parties the full and complete enjoyment of rights and privileges hereunder.

16.17. Interpretation. As a further condition of this Contract, the City and Contractor acknowledge that this Contract 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. In the event that any party shall take an action, whether judicial or otherwise, to enforce or interpret any of the terms of the contract, the prevailing party shall be entitled to recover from the other party all expenses which it may reasonably incur in taking such action, including attorney fees and costs, whether incurred in a court of law or otherwise.

16.18. Entire Agreement. This Contract, all documents attached to this Contract, and all Contract Documents and laws and regulations incorporated by reference herein, represent the entire agreement between the parties.

16.19. Counterparts. This Contract may be executed in one or more counterparts, each of which shall constitute an original Contract but all of which together shall constitute one and the same instrument.



16.20. Authority. Each party signing on behalf of Contractor and the City hereby warrants actual authority to bind their respective party.

The Contractor and the City hereby agree to all provisions of this Contract.

**CONTRACTOR:**

TVW, INC.,  
an Oregon non-profit corporation

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

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

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

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

**CITY:**

CITY OF WILSONVILLE,  
an Oregon municipal corporation

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

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

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

**APPROVED AS TO FORM:**

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

**ATTESTED TO:**

\_\_\_\_\_  
Sandra C. King, MMC, City Recorder  
City of Wilsonville, Oregon

# EXHIBIT A

## SCOPE OF WORK

### GENERAL

Contractor shall perform all work and furnish all tools, materials, and equipment in order to provide all necessary janitorial services consistent with the accepted practices for other similar services, performed to the City's satisfaction, within the time period prescribed by the City, and pursuant to the direction of the City's Project Manager. Contractor assumes the risk of all conditions foreseen or unforeseen and agrees to continue to perform the work described in this contract without additional compensation. These corrections shall not give rise to a claim for additional compensation or allow substantial variance from the agreed schedule.

The facilities shall be maintained in a neat, clean, orderly, and first-class condition consistent with the *Cleaning Performance Standards* set forth in this **Exhibit A**. Services outlined are to be considered 'minimum requirements' and in no instance are they to limit the level of cleanliness in any facility.

Contractor shall furnish all equipment, materials, and services necessary to perform the janitorial duties consistent with the frequencies specified in the *Building Cleaning Tasks and Schedule* set forth in this **Exhibit A**.

Cleaning shall occur after normal hours of operation, as listed below.

### NATURE AND EXTENT OF SERVICES

There are nine (9) City facilities at various locations throughout the City of Wilsonville where janitorial services are required on a regularly scheduled basis to coincide with days of operation outlined in the facility descriptions below. City facilities operate five (5) to seven (7) days a week, twelve (12) to twenty-four (24) hours per day. With the exception of facilities that operate twenty-four (24) hours per day, janitorial services are to be accomplished during non-working hours at each location. Contractor shall be on call for Hazardous Material (blood and bodily fluids) clean-up on a 24 hour basis. Response time to the affected location must be within one (1) hour of call out.

### FACILITY DESCRIPTIONS

**NOTE: ALL SQUARE FOOTAGES ARE APPROXIMATE; CONTRACTOR SHALL VERIFY DIMENSIONS TO THEIR SATISFACTION PRIOR TO SUBMITTING PROPOSAL.**

1. **City Hall:** 29799 SW Town Center Loop East, Wilsonville - two-story building consisting of approximately 30,000 square feet of carpeted area and hard surface floors. Janitorial services shall be performed five (5) times per week. Normal hours of operation are Monday - Friday, 7:00 am - 11:00 pm.

2. **Community Center:** 7965 SW Wilsonville Road, Wilsonville - one-story building consisting of approximately 8,622 square feet of carpeted area and hard surface floors. Janitorial services shall be performed five (5) times per week. Normal hours of operation are Monday - Friday, 7:00 am - 11:00 pm.

3. **Library:** 8200 SW Wilsonville Road, Wilsonville – one-story building consisting of approximately 29,000 square feet of carpeted area and hard surface floors. Janitorial services shall be performed six (6) times per week. Normal hours of operation are Monday - Saturday, 9:00 am – 9:00 pm.

4. **Public Works / Police:** 30000 SW Town Center Loop East, Wilsonville – two-story building consisting of approximately 8,000 square feet of carpeted area and hard surface floors. Janitorial services shall be performed five (5) times per week. Normal hours of operation are Monday - Friday, 6:00 am - 6:00 pm.

5. **Parks and Recreation:** 29600 SW Park Place, Wilsonville – one-story building consisting of approximately 4,300 square feet of carpeted area and hard surface floors. Janitorial services shall be performed five (5) times per week. Normal hours of operation are Monday – Friday, 7:00 am – 9:00 pm.

6. **Smart/WES Operators Break Building:** 9699 SW Barber Street, Wilsonville - 880 square foot building with hard surface floors. Janitorial services shall be performed five (5) times per week. Normal hours of operation are Monday - Friday, 7:00 am - 7:00 pm.

7. **Tauchman House:** 31240 SW Boones Ferry Road, Wilsonville – 1,020 square feet of hardwood floor and laminate. Janitorial services shall be performed one (1) time per week. Normal hours of operation are Monday – Friday, 7:00 am to 7:00 pm.

8. **Three Bay Modular:** 7934 Memorial Drive, Wilsonville - 120 square foot locker room and shower. Janitorial services shall be performed one (1) time per week. Normal hours of operation are Monday – Friday, 7:00 am to 5:00 pm.

9. **Transit/Fleet:** 28879 Boberg Road, Wilsonville – one-story building consisting of approximately 3,735 square feet of carpeted area and hard surface floors. Janitorial services shall be performed five (5) times per week. Normal hours of operation are Monday – Friday, 7:00 am – 7:00 pm.

## **CONTRACTOR SUPERVISION**

Contractor shall provide an onsite working supervisor for each cleaning crew. The onsite supervisor’s primary task is to ensure that the Cleaning Performance Standards are being attained and preserved in all buildings and that Contractor’s employees understand and carry out what is required to satisfy the requirements of this Scope of Work.

Incompetent, careless, or negligent employees or agents shall be promptly discharged or removed from performing work on the City’s project by Contractor upon written request by the City. Failure to comply with such request is sufficient grounds for termination of the contract.



## **INSPECTION BY CITY'S PROJECT MANAGER**

All required services shall be subject to inspection at any time by the City's Project Manager. Contractor, or Contractor's Project Manager, will accompany the City's Project Manager on said inspection. The City will coordinate the day, location, and time of the inspection.

If any such services are found to be unsatisfactory and/or not in accordance with the Cleaning Performance Standards or Building Cleaning Tasks and Schedule, the City shall notify Contractor, and Contractor shall take immediate steps for corrective action, at no additional cost to the City.

## **CONTRACTOR SUPPLIED ITEMS**

All labor, janitorial tools, equipment, machines, including but not limited to commercial grade carpet vacuum and accessories, and supplies, except those items identified under City Supplied Items, necessary for the performance of daily, weekly, monthly, and quarterly janitorial services shall be furnished by Contractor at no expense or further cost to the City.

The City of Wilsonville requires that current Material Safety Data Sheets (MSDS) be submitted to the City's Project Manager for all chemicals being used on-site in all City facilities. These sheets, and the products, shall be kept up-to-date and properly labeled in the area designated by the City. No product shall be used in facilities until MSDS information has been reviewed and approved by the City's Project Manager.

All cleaning products used by Contractor must be certified by either Green Seal or Eco Logo and are listed on their respective websites: [www.greenseal.org/findaproduct/cleaners](http://www.greenseal.org/findaproduct/cleaners) and [www.ecologo.org/en/certifiedgreenproducts](http://www.ecologo.org/en/certifiedgreenproducts).

## **CITY SUPPLIED ITEMS**

The City will supply all paper products, including paper towels, toilet paper, toilet seat covers, tissues, etc. Contractor will order all such supplies from the City-designated vendor, and the vendor will provide the City with a detailed invoice which the City will pay.

## **JANITORIAL LOGS**

The City will establish a janitorial communication log at each City facility/work site to be cleaned, to be reviewed by janitorial staff daily. The log will be used to note performance issues that the City would like to see corrected. Janitorial staff shall acknowledge, in writing, each entry made by City personnel and how it has been resolved or, if not resolved, that it has been forwarded to Contractor's Project Manager for discussion with the City's Project Manager. The Janitorial Log shall remain in the City's designated area at each facility. Additional comments/notes/requests/instructions may be communicated to Contractor's Project Manager by the City's Project Manager via email, as needed.

## **CLEANING PERFORMANCE STANDARDS**

Contractor shall maintain the Cleaning Performance Standards outlined below for all facilities. The Cleaning Performance Standards represent a high level of cleanliness that defines the

'minimum' level of service. If portions of the Cleaning Performance Standards appear to reduce the service level required by another portion, Contractor shall use the higher standard.

The Building Cleaning Tasks and Schedule (below) identifies routine tasks and their **minimum** required occurrence; if additional tasks or frequencies are necessary to meet these standards, they shall be performed by Contractor.

Interior finishes are to be cleaned and maintained per manufacturers' product specifications.

Equipment and Cleaning Products: The City expects Contractor to be familiar with, and have access to, all equipment necessary and appropriate to perform tasks. All equipment shall be maintained in good working condition and repair, and operate at the original manufacturer's specifications.

Floor Care: Carpeted areas shall be thoroughly vacuumed every scheduled cleaning day, including under desks and tables, and must be free of loose dirt and debris, not spot-vacuumed. Report all spots and stains. This includes all portions of all carpeted areas.

All mats shall be visibly free of loose dirt and debris. Report all spots and stains.

Hard surface floors shall be visibly free of loose dirt, debris, spots, and stains and shall consistently have a clear and shiny appearance. Use of disinfectant products is further required on hard surface floors.

Waste Material: All waste receptacles shall be emptied, cleaned, and lined. Waste material shall be removed daily, and waste material will be placed in an area that has been designated by the City.

Recyclable Material: Recyclable material shall be emptied as needed, and recyclable material will be placed in an area that has been designated by the City.

Dusting: All interior surfaces seven (7) feet height and below, without exception, shall remain free of cobwebs, dirt, and/or accumulation of any kind of dust or debris.

Restrooms, Showers, and Locker Rooms: All restrooms, showers, and locker rooms shall be disinfected, odor-free, and spotless. No stains, mineral deposits, soap scum around drains, or other build-ups are acceptable on any surface.

All furnishings and fixtures shall be clean, bright, and shiny.

Doors, Knobs, Jambs, Walls, Finished Molding, and Elevators below seven (7) feet: Surfaces shall be clean and polished, and free of dirt, smudges, or any other marks.

Furniture: All upholstered furniture and partitions shall be visibly free of loose dirt and debris. Report all spots and stains.

Tabletops shall be disinfected, clean, and spot-free.

Chair and table legs shall be clean and dust-free.

Special Considerations: Contractor to check and acknowledge entries in Janitorial Logs, daily.

Contractor shall advise the City's Project Manager within twenty-four (24) hours of any irregularities noted during servicing (i.e., defective plumbing fixtures, burned-out lights, graffiti that cannot be removed, security issues, etc.).

Any special task, accomplished with non-routine frequency, is documented on a work order form. Contractor will complete the task and return the form to Contractor's supervisor, who will forward it to the City's Project Manager.

All areas assigned to janitorial functions (i.e., janitorial closets, storage rooms, etc.) are to be maintained in a neat and orderly fashion, and Contractor shall adhere to regulatory codes at all times (i.e., areas in front of electrical distribution panels, fire risers, personal or emergency exits, hot water heaters, etc.) shall be clear of all obstructions.

## **QUALITY ASSURANCE**

In addition to the requirement of daily checking of the Janitorial Logs, as provided above, to ensure compliance with the Scope of Work, Contractor shall have its lead worker perform on-site quality inspections a minimum of three times per week. Contractor's lead worker will complete Contractor's written quality assurance form no less than twice per month for each location cleaned, to be turned into Contractor's Project Manager.

Contractor's supervisor shall inspect all locations no less than twice monthly and complete Contractor's written quality assurance form, which shall be made available to the City's Project Manager.

Contractor's Project Manager/Managers or assigned quality assurance person will conduct random written quality inspections no less than three times per year, which shall be made available to the City's Project Manager.

In addition, every three months Contractor's Project Manager and the City's Project Manager shall have a joint walk-through quality inspection meeting. Completion of the Building Cleaning Tasks list and adherence to the Cleaning Performance Standards will be addressed during the quarterly meeting.



<b>BUILDING CLEANING TASKS AND SCHEDULE</b>	<b>DAILY</b>	<b>WEEKLY</b>	<b>MONTHLY</b>	<b>QUARTERLY</b>
<b>GENERAL PRIVATE OFFICES, CONFERENCE ROOMS, LOBBY, PUBLIC CORRIDORS, STAIRWELLS, ELEVATORS, ETC.</b>				
Empty and damp wipe all waste receptacles; replace liners as needed	x			
Transport trash to designated area identified by the City's Project Manager	x			
Transport recycle material to designated area identified by the City's Project Manager	x			
Clean and sanitize drinking fountains	x			
Clean and disinfect all conference room furniture and public counters, including copy/mail room	x			
Clean reception lobby glass, including front doors and other interior re-lights	x			
Vacuum all carpeted areas	x			
Dust mop all hard surface floors, including corners and hard to reach areas	x			
Spot clean all carpet spots and spills using extractor or spotting agent		x		
Damp wipe elevator floor tracks		x		
Dust all furniture, including desks, chairs, base of chairs, tables, filing cabinets, bookcases and shelves		x		
Damp wipe entire desktop {if cleared}		x		
Empty and clean exterior ashtrays and trash receptacles in or near exterior doors ❶		x		
Damp wipe doors, lever handles, frames, light switches, kick plates and railings		x		
Empty and clean four urns at Transit		x		
Damp wipe blackboards and whiteboards in conference rooms only		x		
Damp mop all hard surface floors		x		
Detail vacuum and edge all carpeted areas		x		
Dust and vacuum around and behind office equipment			x	
Vacuum ceiling and wall air grills			x	
Remove dust and cobwebs from ceiling areas			x	
Damp wipe venetian blinds			x	
Detail vacuum and spot clean all upholstered furniture, including partitions			x	
Damp wipe all low reach window sills, baseboards, moldings, and ledges			x	
Dust and remove debris and insects from all ceiling light fixtures				x
<b>RESTROOM/SHOWER</b>				
Clean, disinfect, and polish countertops, cabinetry, lockers, partitions, and fixtures, including toilet bowls, toilet seats, urinals, sinks, and all chrome fittings	x			
Clean and polish glass and mirrors	x			
Empty and damp wipe all containers and disposals; replace liners as needed ❶	x			
Remove spots, stains, and splashes on walls adjacent to sinks, toilets, and urinals	x			
Clean, polish, and refill all dispensers: napkins, soap, towels, toilet seat liners, toilet paper, etc. ❶	x			
Flush toilet bowls and urinals with chemicals ❷	x			
Detail mop with disinfectant cleaner all hard surface floors	x			
Damp wipe doors, frames, light switches, kick plates, and railings		x		

	DAILY	WEEKLY	MONTHLY	QUARTERLY
Vacuum ceiling and wall air grills			x	
Buff and wax all hard surfaces floors to maintain high gloss finish			x	
Damp wipe low reach areas, including baseboards, ledges, and moldings			x	
<b>LUNCH ROOM</b>				
Clean and sanitize tables, counters, appliance exteriors, and chairs	x			
Clean, polish, and refill all dispensers: soap, etc. ❶	x			
Empty and damp wipe all waste receptacles; replace liners as needed	x			
Detail mop with disinfectant cleaner all hard surface floors	x			
Clean, sanitize, and polish all sinks	x			
Damp wipe doors, frames, light switches, kick plates, and railings		x		
Damp wipe low reach areas, including baseboards, ledges, moldings, and pipes			x	
Buff and wax all hard surface floors to maintain high gloss finish			x	
<b>MISCELLANEOUS</b>				
Vacuum entrance mats and all other mats; clean floor under mats as noted in sections above	x			
Check logbook for instructions and cleaning problems	x			
Note in logbook any irregularities {defective lights, plumbing, etc.}	x			
Note in logbook any needed supplies	x			
Maintain neat and orderly janitorial supply closet	x			
Turn off lights and lock all doors and windows	x			
Report any security problems	x			

- ❶ SUPPLIES FURNISHED BY JANITORIAL CONTRACTOR
- ❷ CHEMICALS MUST BE APPROVED BY CITY OF WILSONVILLE

**ADDITIONAL REQUIREMENTS**

- Do not operate or adjust the setting of any of the heating, ventilating, or air conditioning system(s)
- Learn and carefully operate building security systems according to instructions, if necessary
- Order needed supplies through the City’s Project Manager (allow three days for delivery)
- Use designated closets and areas for storage of equipment and supplies; areas shall be kept clean and orderly
- Do not permit visitors, including children, inside buildings at any time
- Repair/replace, at Contractor’s cost, any furnishings or fixtures damaged by Contractor’s employees
- Turn in lost and found articles to Facilities Supervisor within 24 hours
- Interior finishes are to be cleaned and maintained per manufacturers' specifications

**COST SUMMARY SHEET FOR FACILITIES**

<u>FACILITY</u>	<u>CLEANING FREQUENCY</u>	<u>COST PER MONTH</u>	<u>COST PER YEAR</u>
<b>CITY HALL</b> 29799 SW TOWN CENTER LOOP EAST	5x/week1X	4,037.38	48,448.56
<b>COMMUNITY CENTER</b> 7965 SW WILSONVILLE ROAD	5x/week1X	1,555.09	18,661.08
<b>LIBRARY</b> 8200 SW WILSONVILLE ROAD	6x/week1X	4,492.70	53,912.40
<b>PUBLIC WORKS / POLICE</b> 30000 SW TOWN CENTER LOOP EAST	5x/week1X	1,425.34	17,104.08
<b>PARKS &amp; RECREATION</b> 29600 SW PARK PLACE	5x/week1X	749.79	8,997.48
<b>FLEET/TRANSIT</b> 28879 SW BOBERG ROAD	5x/week1X	971.36	11,656.32
<b>SMART/WES (BREAK ROOM BLDG)</b> 9699 SW BARBER STREET	5x/week1X	428.01	5,136.12
<b>TAUCHMAN HOUSE</b> 31240 SW BOONES FERRY ROAD	1x/week1X	233.11	2,797.32
<b>THREE BAY MODULAR</b> 7932 SW MEMORIAL DRIVE	1x/week1X	168.97	2,027.64
<b>TOTAL</b>		<b>\$14,061.75</b>	<b>\$168,741.00</b>



**EXHIBIT B**

**ADDITIONAL SERVICES REQUEST ORDER**

**SPECIAL SERVICE DESCRIPTION:**

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**COST FOR SPECIAL SERVICE:**

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**CONTRACTOR:**

TVW, INC.,  
an Oregon non-profit corporation

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

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

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

**CITY:**

CITY OF WILSONVILLE,  
an Oregon municipal corporation

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

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

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



**CITY COUNCIL MEETING  
STAFF REPORT**

<p><b>Meeting Date:</b>  June 15, 2105</p>	<p><b>Subject: Resolution No. 2538</b> Interfund loan from the General Fund to the Stormwater Capital Fund</p> <p><b>Staff Member:</b> Susan Cole <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  <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</p>	<p><input type="checkbox"/> Approval  <input type="checkbox"/> Denial  <input type="checkbox"/> None Forwarded  <input checked="" type="checkbox"/> Not Applicable</p> <p><b>Comments:</b></p>	
<p><b>Staff Recommendation:</b> Staff recommends Council adopt Resolution No. 2538</p>		
<p><b>Recommended Language for Motion:</b> I move to approve Resolution No. 2538</p>		
<p><b>Project / Issue Relates To:</b> <i>[Identify which goal(s), master plans(s) your issue relates to.]</i></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:**

Approval of a \$2 million interfund loan from the General Fund to the Stormwater Capital Fund, to finance capital improvements in accordance with the 2014 Stormwater Utility Rate Review.

**EXECUTIVE SUMMARY:**

The Stormwater Utility has identified approximately \$33 million in capital improvements that are necessary over the next 25 years. The first five years of the capital improvement program plan has identified approximately \$7,130,015 in needed investments. The Stormwater Utility is not able to cash finance these improvements, and so desires to enter into debt financing. The

proposal incorporated into the rate review is for the Stormwater Utility to begin its capital program with a \$2 million interfund loan from the General Fund, and then explore bond financing the remaining \$5 million in needed improvements. This resolution is to authorize the interfund loan from the General Fund.

The terms of this \$2 million interfund loan are that it will be for five years, at an interest rate approximately equal to the interest rate earned by the General Fund in the State's Local Government Investment Pool (LGIP), which is currently about one-half of one percent (0.5 percent). The loan will be made to the Stormwater Capital Fund for the financing of capital improvements. The loan will be paid back in annual payments, beginning in January, 2016, from the Stormwater Operating Fund.

The Stormwater Operating Fund records the monthly stormwater charges to utility customers. The stormwater rates were increased by the City Council in January of 2015, and were set at a level to pay the debt service on this interfund loan.

**EXPECTED RESULTS:**

The expected result of this interfund loan is to allow the Stormwater Capital Fund the financial wherewithal to begin its capital improvement program.

**TIMELINE:**

The interfund loan will be made in July of 2015, and the five year payback will begin in January, 2016. Annual payments will be made each year until the loan is paid off in the year 2020.

**CURRENT YEAR BUDGET IMPACTS:**

There are no current year budget impacts. For FY 2015-16, the loan and the payback have been budgeted.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: SCole Date: 5/29/15

**LEGAL REVIEW / COMMENT:**

Reviewed by: MEK Date: 6/2/15

The Resolution is approved as to form.

**COMMUNITY INVOLVEMENT PROCESS:**

This loan and its payback were included in the development of the FY 2015-16 budget, and public hearings were held on the budget.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY**

Necessary stormwater capital improvements will be made to better manage stormwater run-off.

**ALTERNATIVES:**

The Stormwater Utility could hold off on capital improvements until the fund is able to cash-finance improvements, in approximately four years.



**CITY MANAGER COMMENT:**

**ATTACHMENTS:**

A. Resolution No. 2538

**RESOLUTION NO. 2538**

**A RESOLUTION AUTHORIZING A FIVE YEAR CAPITAL INTERFUND  
LOAN FROM THE GENERAL FUND TO THE STORMWATER CAPITAL FUND**

WHEREAS, the 2012 Stormwater Master Plan identified various capital projects; and,

WHEREAS, in 2014 the Stormwater Utility underwent a rate review; and,

WHEREAS, additional significant stormwater outfall projects were identified during the rate review process; and,

WHEREAS, the Stormwater Utility has over \$33 million in identified capital improvement needs over the next 25 years; and,

WHEREAS, a five-year, priority based capital improvement program for the Stormwater Utility has been identified and estimated to cost \$7.1 million; and,

WHEREAS, the Stormwater Utility is unable to cash finance the identified capital improvement program; and,

WHEREAS, the General Fund has adequate unrestricted reserves and can offer favorable loan terms to the Stormwater Utility; and,

WHEREAS, ORS 294.468 allows one fund to loan money to another fund over multiple years for capital purposes;

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

1. To loan a principal amount of \$2 million from the City's General Fund to the Stormwater Capital Fund for the purpose of constructing and rehabilitating capital improvements.
2. The term of the loan shall be for five years, commencing July 1, 2015, and carry a per annum interest rate of one-half of one percent (0.5%). Payment shall be annual, each January 15, beginning 2016, through the year 2020, from the Stormwater Operating Fund.
3. Effective Date of this Resolution shall be immediately upon its adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 15<sup>th</sup> day of June, 2015 and filed with the Wilsonville City Recorder this same date.

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Tim Knapp, Mayor

ATTEST:

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Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Starr

Councilor Fitzgerald

Councilor Lehan

Councilor Stevens

Attachments:

Exhibit A – Loan Amortization Schedule



**EXHIBIT A – Loan Amortization Schedule**

**General Fund Interfund Loan to Stormwater Capital Fund**

**Payback Schedule from Stormwater Operating Fund**

Enter Values		Loan Summary	
Loan Amount	\$2,000,000.00	Scheduled Payment	\$ 406,019.95
Annual Interest Rate	0.50 %	Scheduled Number of Payments	5
Loan Period in Years	5	Actual Number of Payments	5
Number of Payments Per Year	1		
Start Date of Loan	7/1/2015	Total Interest	\$ 30,099.75

Pmt No.	Payment Date	Beginning Balance	Scheduled Payment	Total Payment	Principal	Interest	Ending Balance
1	1/15/2016	\$ 2,000,000.00	\$ 406,019.95	\$ 406,019.95	\$ 396,019.95	\$ 10,000.00	\$ 1,603,980.05
2	1/15/2017	1,603,980.05	406,019.95	406,019.95	398,000.05	8,019.90	1,205,980.00
3	1/15/2018	1,205,980.00	406,019.95	406,019.95	399,990.05	6,029.90	805,989.95
4	1/15/2019	805,989.95	406,019.95	406,019.95	401,990.00	4,029.95	403,999.95
5	1/15/2020	403,999.95	406,019.95	403,999.95	401,979.95	2,020.00	0.00

Page 264 of 318  
**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, June 1, 2015. Mayor Knapp called the meeting to order at 7:00 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Knapp  
Councilor Starr  
Councilor Fitzgerald  
Councilor Stevens - Excused  
Councilor Lehan

Staff present included:

Bryan Cosgrove, City Manager  
Jeanna Troha, Assistant City Manager  
Mike Kohlhoff, City Attorney  
Sandra King, City Recorder  
Susan Cole, Finance Director  
Cathy Rodocker, Assistant Finance Director  
Stan Sherer, Parks and Recreation Director  
Jon Gail, Community Relations Coordinator  
Nancy Kraushaar, Community Development Director  
Stephan Lashbrook, SMART Director

Motion to approve the order of the agenda.

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

**Vote:** Motion carried 4-0.

## **MAYOR'S BUSINESS**

### **A. Upcoming Meetings**

Mayor Knapp announced the next City Council meeting scheduled for June 15, 2015. He reported on the regional meetings he attended on behalf of the City including the Clackamas Cities Dinner; Westside Economic Alliance, the City's Leadership Academy and the Budget Committee meetings.

## **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.

Mitchell Bliss, asked Council to consider converting the left turn indicator in the traffic signal at Wilsonville Road and Willamette Way East to a flashing yellow arrow during the off-peak travel times. Mr. Bliss collected signatures of support for the change from residents in the neighboring homes.

Mr. Cosgrove asked Mr. Bliss to provide his contact information to Jon Gail, so the Engineering Department can review and respond to the suggestion.

Members of the Wilsonville Community Sharing (WCS) Board, Richard Spence, Tammy Puppo, Wes Morris and Dick Watson, reported on the activities of the WCS Board. They spoke about the increased demand in the community for services, and noted the available funding for utility bill support had been completely expended. They talked about their plans for fundraising and increasing community awareness about WCS. The Board will be looking for innovative ways to fund their programs. It was pointed out the amount of contributions from foundation grants have decreased; however, contributions from individuals and churches had increased. The Board members clarified any assistance for payment of utility bills, or rent etc. go directly to the utility, and not to the client asking for the aid and that the information and referral specialist uses strict guidelines to determine who qualified for assistance.

Council was supportive of the fundraising efforts to create a sustainable program. They were confident the increased outreach will benefit WCS.

Mayor Knapp indicated Council needed to provide direction to staff about the agreement between Wilsonville Community Sharing and the City which expires June 30<sup>th</sup>.

Councilor Starr recommended removing the language regarding the parameters of the unemployment percentage and base the support on the need specific to Wilsonville.

Mr. Cosgrove agreed with Ms. Cole's recommendation to continue the existing agreement for three to six months, giving staff time to work with WCS on some metrics and data based on the local situation, and then bring the new language back to the Council at the appropriate time.

Council directed staff to return with an agreement extending the utility relief program which allowed staff time to amend the language in the agreement based upon needs specific to Wilsonville.

### **COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS**

Council President Starr – (Park & Recreation Advisory Board Liaison) announced community events including the weekly Thursday Farmers Market in Villebois; the water features will be turned on June 13<sup>th</sup> in Town Center Park and Murase Plaza and the new playground equipment in Murase Park is now available for play. He also noted Wilsonville was identified as the best city in Oregon in which to open a business.



Councilor Fitzgerald – (Development Review Panels A & B Liaison) stated the upcoming meeting dates for the DRB-Panels and the Library Board.

Councilor Lehan– (Planning Commission and CCI Liaison) commented the Memorial Day events at Pleasant View Cemetery were very successful. The Councilor asked why the water features in Murase Plaza and Town Center Park were not open prior to the last day of school. Originally the timing was to allow preschoolers to enjoy the fountains without the larger kids there after school is let out.

Mr. Cosgrove responded it had been a budget decision to push the opening date back and allow keeping the fountains open later in the season.

Councilor Lehan asked to have the fountains open earlier to allow the younger children to enjoy the fountain without the older children. She announced the items to be considered at the next Planning Commission meeting.

### **CONSENT AGENDA**

Mr. Kohlhoff read the consent agenda items into the record.

A. Minutes of the May 18, 2015 Council Meeting.

**Motion:** Councilor Fitzgerald moved to approve the consent agenda. Councilor Lehan seconded the motion.

**Vote:** Motion carried 4-0.

### **PUBLIC HEARING**

A. **Resolution No. 2533**  
A Resolution Declaring The City’s Eligibility To Receive State Shared Revenues.

B. **Resolution No. 2534**  
A Resolution Declaring The City’s Election To Receive State Shared Revenues.

Mr. Kohlhoff read the titles of Resolution No. 2533 and 2534 into the record and noted a joint public hearing to take testimony can be conducted, but the resolutions should be individually adopted with the eligibility Resolution going first.

Mayor Knapp opened the public hearing at 7:43 p.m. and announced the hearing format.

Susan Cole, Finance Director presented the staff report. Oregon law requires the public be given two opportunities to comment on receiving state shared revenues and their proposed use. The first opportunity is extended during the Budget Committee meeting held on May 14, 2015. The second opportunity is offered in conjunction with the budget adoption. The opportunity for the

public to address the Budget Committee pertaining to state shared revenues was offered at the meeting on May 14, 2015. No public testimony was received. State revenues allow, in part, funding for the road operations program, facility and parks maintenance, law enforcement, parks and recreation services and library operations

Mayor Knapp invited public comment, hearing nothing he closed the hearing on Resolutions No. 2533 and 2534 at 7:47 p.m.

C. **Resolution No. 2535**

A Resolution Of The City Of Wilsonville Adopting The Budget, Making Appropriations, Declaring The Ad Valorem Tax Levy, And Classifying The Levy As Provided By ORS 310.060(2) For Fiscal Year 2015-16.

Mr. Kohlhoff read the title of Resolution No. 2535 into the record.

Mayor Knapp opened the public hearing at 7:47 p.m. and announced the hearing format.

The staff report was presented by Susan Cole.

Following the Budget Committee vote to approve the budget the City Council must hold a public hearing and receive comments on the budget prior to adoption. Council must adopt the budget no later than June 30, 2015.

By law, the Council may make changes in the approved budget within certain limitations: (1) taxes may not be increased over the amount approved by the budget committee, and (2) estimated expenditures in a fund cannot be increased by more than \$5,000 or 10 percent, whichever is greater. The Council can reduce the budget from that approved by the Budget Committee.

The Budget Committee amended the FY 2015-16 budget in the following ways:

- The General Fund program of Administration was increased by \$15,000 in order to enhance funding previously allocated to help community members in need.
- The General Fund contingency was reduced by \$15,000 to accommodate the above and keep the General Fund in balance.
- The Water Fund program of Water Distribution and Sales was decreased by \$13,688 to reflect the removal from the budget of the membership to the Regional Water Consortium.
- The Water Fund contingency was increased by \$13,688 to accommodate the above and keep the Water Fund in balance.

Mayor Knapp asked for public testimony.

Mike Shangle, referred to the law enforcement budget and noted it is up about ten percent over last year's budget and asked for an explanation.

Mr. Cosgrove explained this is due to the addition of one more sergeant to help with supervision of the line officers. The rest is contractual costs for operating increases. Experience has shown the City will not pay the entire budgeted increase, and the City is credited back what is not spent.

Ms. Cole added the City budget includes a 4.3 percent increase over the current contract for police services with Clackamas County. The contract includes all the equipment for the officer and police car, gasoline, cost of living increases, in addition to training.

Mr. Cosgrove offered to provide Mr. Shangle the police protection cost comparison information of Wilsonville to surrounding communities. Mr. Shangle declined the information and indicated he was satisfied with the answers.

Mayor Knapp pointed out the City has the second lowest crime rate of the 21 metro cities, even though Wilsonville is spending less per capita than the comparison cities.

Mayor Knapp closed the hearing on Resolution No. 2535 at 7:59 p.m.

**Motion:** Councilor Starr moved to approve Resolution No. 2533. Councilor Fitzgerald seconded the motion.

**Vote:** Motion carried 4-0.

**Motion:** Councilor Lehan moved to approve Resolution No. 2534. Councilor Fitzgerald seconded the motion.

**Vote:** Motion carried 4-0.

**Motion:** Councilor Starr moved to approve Resolutions No. 2535. Councilor Lehan seconded the motion.

**Vote:** Motion carried 4-0.

D. **Resolution No. 2536**

A Resolution Of The City Of Wilsonville Adopting The Proposed Master Plan For Memorial Park Improvements.

Mr. Kohlhoff read the title of Resolution No. 2536 into the record.

Mayor Knapp opened the public hearing at 8:02 p.m. and explained the hearing process.

The staff report was presented by Stan Sherer, Parks and Recreation Director. Mr. Sherer introduced consultant Mike Zilis of Walker-Macy.



The City of Wilsonville initiated the master planning process for Memorial Park in October 2014. The process has produced the preferred conceptual design presented to Council for consideration and possible adoption tonight.

The City of Wilsonville solicited proposals from qualified landscape architectural and planning firms to update the long-range plan for the development and restoration of the 126 acre Memorial Park. Walker-Macy of Portland was chosen to manage the master planning process. The scope of work consisted of analyzing existing park uses and the demographics of the existing participation base, developing a conceptual design for rehabilitation and improvement projects, developing an operations and programming model, calculating cost estimates for the proposed enhancements, improving Willamette River access, and balancing the active and passive recreational opportunities to ensure respect of the natural environment while addressing the existing and perceived demand for recreation services.

The Parks Advisory Board approved the proposed plan and the Planning Commission passed a resolution recommending that the City Council adopt the Master Plan for Memorial Park improvements. The Planning Commission did include in their motion recommendations to add an additional sand volleyball court, add language to the Plan to consider the potential of adding synthetic turf athletic fields beyond what is currently depicted, and amend the phasing plan by moving the river access elements of the Plan into the first phase of development.

Mike Zilis used a PowerPoint to present the preferred plan recommended for adoption by the Planning Commission. The Plan is a balance of recreational and passive activities, will improve circulation for both vehicles and pedestrians, identify entries and improve parking, identify trail systems, preserving the environment while providing additional recreation opportunities. Mr. Zilis described the public participation and input process which included a number of open houses and an online survey. Comments were received from park users, in addition to listing priorities, one of which was river access in terms of views and small watercraft dock. Three options were presented to the community, and the proposal is a result of those conservations.

The park is divided into four quadrants: Murase Plaza, East, Riverfront and West. Mr. Zilis described the character, composition, and relation of the quadrant to adjacent elements and the neighboring community as well as providing details of those park spaces. The Planning Commission requested that river view overlooks be moved up to phase one on the project priority list; this recommendation will be incorporated into the final document.

Mr. Sherer stated should Council move to adopt the Master Plan, the motion should also include the approved recommendations made by the Planning Commission.

Mr. Kohlhoff suggested adding to Section 1 in the resolution the following phrase, "as recommended by the Planning Commission."

Councilor Lehan liked the overall concept of the Master Plan. She did express concern over the significant loss of meadow in the area of the disk golf course with the planting of additional trees. The loss of the meadow will eliminate a view of the Willamette River from the old Kolbe home site and eliminate the interface habitat between the forest and meadow and river. The

Councilor said the open meadows in the city, Graham Oaks and the Boeckman Crossing have become forested due to the plantings and thought more trees were not needed in Memorial Park. She asked if that many trees were required in a disk golf course.

Ms. Zilis said disk golf was a flexible activity that can be played in a meadow or forest. If the desire is to keep more meadow the plan can be adjusted.

Councilor Lehan recommended not over landscaping the area.

Mr. Cosgrove suggested if Councilors wanted to see fewer trees, they can include that in their motion.

Councilor Starr was glad to see the five ball fields and the attendant features. He asked if the regional walking trails could be used by bikes. Councilor Starr referred to page 87, and questioned the revenue numbers and asked for an explanation, in addition to the types of improvements made to the Stein Barn to increase the revenue rates. He asked if the figures on page 88, were labor costs for maintenance. The Councilor cautioned against overplanting the park.

Mr. Zilis stated the regional trail runs through the City and may be used by both pedestrians and bicycles. He indicated Councilor Starr's assumption on page 88 was correct.

Mayor Knapp wondered if there were enough trees in the Murase Plaza area near the fountain to shade people. He asked if the landscaping plans were included in the Master Plan by location. The Mayor was impressed with the amount of public input during the open houses and through the online survey.

Mr. Sherer said there is a funded project to terrace the banks above the water feature in Murase Plaza and to introduce trees for shade. This project will begin as soon as school begins in the fall. Specific landscaping plans were not called out in the Master Plan.

Councilor Starr commented if trees were to be added in the fountain area, do not obscure the line of sight for parents watching their children.

Councilor Fitzgerald agreed with the comments of the other councilors; she appreciated protecting the meadow habitat and the connectivity features of the park favored by the public. The design elements that were included to protect neighboring home owners provided a balance of interest.

Councilor Lehan asked if trail signage was included in the Plan to help walkers to find their way through the forested trails. She suggested the types of signs and maps used in Grahams Oak Park as a simple solution.

Mr. Kohlhoff was not sure he had captured the comments regarding the tree plantings and disk golf; but if Council wanted to add after "as recommended by the Planning Commission" "and

with direction to plant less trees for forest disk golf and to use the north portion of the river meadows instead”.

Mr. Cosgrove thought the Council did not need to be specific, but to adopt the plan per the recommendation of the Planning Commission and to provide direction to staff that before the disk golf feature is added that staff would come back to Council and check in before any construction was done.

Mayor Knapp invited public testimony.

Mark Kochanowski indicated he had been involved in youth sports for a number of years, and he supported retaining all five of the ball fields.

Mayor Knapp closed the hearing on Resolution No. 2536 at 8:39 p.m.

**Motion:** Councilor Lehan moved to approve Resolution No. 2536 including the modifications approved and recommended by the Planning Commission, and with direction to staff to come back with a fully detailed landscape plan for the disk golf area also known as the east side meadow. Councilor Starr seconded the motion.

Councilor Starr observed a concession stand near the ball fields may be a source of revenue to help pay for facilities in the Park. He noted the Council was approving a Master Plan without a funding source for the improvements.

Mayor Knapp stated the amount of collaboration with the community has been impressive. It goes to the unacknowledged vision the community has had over the years in setting aside this much park in these beautiful locations. This is a major step, although it is not funded, once we have a plan portions can be funded year by year going forward.

**Vote:** Motion carried 4-0.

**E. Resolution No. 2537**

A Resolution Of The City Of Wilsonville Adopting The Wilsonville Americans With Disabilities Act (ADA) Title II Transition Plan For Public Right-Of-Way & City Parks Facilities; And Repealing Resolution No. 897 Establishing A Disability Review Board, Defining The Authority And Duties Of The Board, Establishing Organization Of The Board, And Coordinator To Implement Disability Laws, Establishing A Procedure For Complaints To Be Addressed And Other Matters Pertaining Thereto.

Mr. Kohlhoff read the title of Resolution No. 2537 into the record.

Mayor Knapp opened the public hearing at 8:44 p.m. and announced the hearing format.



The staff report was presented by Zach Weigel City Engineer. He introduced Heather Buczek of MIG. Title II of the Americans with Disabilities Act (ADA) requires that public entities with 50 or more employees develop a transition plan that provides for the removal of physical barriers that limit individuals with disabilities access to local government programs, activities, or services. Parks facilities and other facilities in the public right-of-way constitute a service, program or activity of the City and are therefore subject to these regulations.

In preparation for developing the Plan, the City conducted an inventory of all park facilities in 2014, as well as all curb ramps, pedestrian signals, and transit facilities located within the public right-of-way. The inventory identified facilities that did not meet current ADA design standards. Any facility that is ADA deficient is labeled as a “physical barrier” in the Plan.

In January 2015, the City hired MIG, Inc. to utilize the City’s ADA inventory information and develop a Transition Plan in accordance with ADA Title II regulations. The Plan identifies a 10 -20 year barrier removal program that includes the following information:

- Identification of the barriers to program access;
- Identification of the specific barrier removal actions;
- Identification of a schedule for barrier removal; and
- Identification of responsibility for ensuring barrier removal.

Barrier removal within park facilities is to occur as part of changes in park programming and regular parks maintenance projects, the majority of which are scheduled to be completed within the next five years.

ADA facilities within the public right-of-way are typically improved when located within the limits of an infrastructure repair or replacement project or when impacted by nearby construction projects. The Transition Plan asserts that barriers within the public right-of-way will be removed under the following conditions:

- As part of a Capital Project for new construction or roadway alterations;
- As part of a Private Development Project affecting public right-of-way;
- As part of maintenance and repair projects and programs (Street Maintenance Program);
- Dedicated fund for ADA barrier removal (currently \$10,000 per year);
- Actively seek out and apply for grant funding specific to removal of access barriers.

Adopting the ADA Title II Transition Plan (Plan) will bring the City into compliance with Title II of the ADA for parks facilities, as well as curb ramps, pedestrian signals, and transit facilities within the public right-of-way.

The Plan will also help the City identify ADA barrier removal needs as part of Capital Project development, inform Private Developers of barrier removal requirements, and help determine an adequate funding level of the Street Surface Maintenance Program. As these access barriers are removed, the City’s programs, activities, and services will be made available to all members of the public, including those with disabilities and limited mobility.

Upon adoption of the Plan, the City will continue to plan for ADA barrier removal as part of capital and maintenance projects. Also, the City will begin documenting where and when ADA barriers have been removed, demonstrating the City's progress with Title II compliance.

It is important to note that regardless of the Plan, curb ramps are required to be upgraded to current standards by the U.S. Department of Justice and U.S. Department of Transportation as part of any roadway alteration project. These roadway alterations include any work that adds structure to an existing roadway surface, including asphalt overlays, grind and inlays, and micro surfacing; typical work that is associated with the City's Street Maintenance Program. The Street Maintenance fee is scheduled to be updated next fiscal year, including non-compliant curb ramp repair costs will be evaluated at that time. The Plan will be a valuable resource in determining anticipated curb ramp costs as part of this fee update.

The amended 2014-15 Wilsonville Budget includes \$49,155 in Road Operating funds and \$39,880 in Parks System Development Charges for the ADA Title II Transition Plan (Plan) project. A portion of the funds were used to complete the ADA barrier inventory for both the public right-of-way facilities and parks facilities. The City has contracted with MIG, Inc. to prepare the Plan in the amount of \$47,906.00.

Please note that the Plan is primarily a strategic planning document for barrier removal that also identifies the location of access barriers in City parks, curb ramps, pedestrian signals, and transit facilities within the public right-of-way. The Plan in itself is not expected to significantly impact the City's Capital Improvement or maintenance program budgets.

A public workshop was held on February 10, 2015 for community members to review the type and location of ADA barriers and obtain feedback on which deficiencies pose the greatest barrier to access and mobility. On May 7, 2015, a follow up open house was held to provide an opportunity for the public to review and comment on a draft of the ADA Transition Plan document.

The City targeted notice of the public meetings to community members, as well as regional disability groups and local care facilities through notices via the Boones Ferry Messenger, press releases, website, email, and mailings. In addition, interested persons are able to track the progress of the project, view upcoming meetings, and review and submit comments on all documents through the project website at [www.ci.wilsonville.or.us/ADA](http://www.ci.wilsonville.or.us/ADA).

Adoption of the ADA Title II Transition Plan (Plan) will allow the City to better plan for ADA barrier removal as part of Capital Improvement projects, Private Development improvements, the Street Maintenance Program, and other maintenance and repair programs in accordance with Title II of the ADA. As these barriers are incrementally removed, all community members, specifically those with disabilities and limited mobility, will be able to better access City services, programs, and activities.

In accordance with Title II of the ADA, the City is required to develop a transition plan that provides for the removal of physical barriers that limit individuals with disabilities access to

local government programs, activities, or services. In the development of the Transition Plan, City staff considered a number of alternatives regarding the prioritization of barrier removal. The proposed Plan balances the needs of the community with the requirements of ADA Title II. Barriers at entrances and pathways of park facilities and associated programs are given the highest priority. For public right-of-way facilities, barriers at locations serving government offices and public facilities are the top priority.

Ms. Buczek explained the Americans with Disabilities Act is a civil rights act, whose primary purpose is to provide equal access to programs, services and activities provided by public agencies. To fulfill the requirements of a Title II Transition Plan, the City first completes a facilities assessment, next identify a person responsible for compliance of the Title II Transition Plan, and also develop a Transition Plan schedule for structural modifications to become compliant with the ADA.

Options to accomplish the ADA goals include making the alternations identified at specific facilities, move the program or activity to a different facility that is accessible, or provide ancillary aid and services to assist the individuals. Any new construction or alternations must come into compliance with the current ADA code and the Oregon Structural Code. The plan for Wilsonville covers four specific facilities, parks, curb ramps, transit stops and pedestrian signals. Ms. Buczek reviewed the assessment process for the four facilities identified and the timelines to make the improvements.

Mr. Weigle explained if a complaint is made, the City would verify an actual barrier existed, and if so, the removal of the verified barrier will be scheduled within one year of the complaint as part of a capital project or maintenance project for repair. If the improvement was not made, the complainant may go to the Department of Justice and complain there, then DOJ can compel the City to make the correction immediately.

Mr. Kohlhoff added by having the Transition Plan and showing the City has a reasonable approach to this allows the City some negotiating room if there were complaints.

Mr. Cosgrove stated the Plan is a “safe harbor” for the City, as long as the City makes a good faith effort to implement the Plan it provides some protection. The current standards for all new development meet ADA standards per the Oregon State building code. Public facilities meet all ADA requirements; if new ADA regulations are passed the City would have to incorporate them into the City’s standards.

Councilor Lehan expressed concern about the design of sidewalk/driveway slopes and people in wheel chairs having difficulty negotiating them. Another option is the use of a rolled curb which allows a flat sidewalk.

Mr. Weigle said the recently adopted TSP and Public Works Standards do prioritize setback sidewalks with planter strips which help to reduce the number of sidewalk slopes to driveways.

Mr. Kohlhoff noted Engineering is very aware of the issue Councilor Lehan raised.



Mayor Knapp referred to page 20 of the ADA plan where it stated the explanation of “safe Harbor” would be provided later in the document; however he was unable to locate the reference.

Ms. Buczek stated that definition was on page 34 of the Plan and explained the basic concept of safe harbor is if the curb ramp was built to standards at the time, and then the code changes, the curb ramp does not need to be replaced until other road reconstruction/replacement maintenance was done.

Mayor Knapp invited public input, there was none and he closed the hearing on Resolution No. 2537 at 9:02 p.m.

**Motion:** Councilor Lehan moved to approve Resolutions No. 2537. Councilor Fitzgerald seconded the motion.

**Vote:** Motion carried 4-0.

F. **Ordinance No. 769** – 1<sup>st</sup> reading  
An Ordinance Of The City Of Wilsonville Amending Wilsonville Code Chapter 3, City Property And Chapter 8, Environment To Add Updated Erosion Control Requirements.

Mr. Kohlhoff read the title of Ordinance No. 769 into the record on first reading. He noted the item had been carried over from the May 18<sup>th</sup> Council meeting so staff could provide clarifications to the language.

**Motion:** Councilor Starr moved to continue Ordinance No. 769 to July 6<sup>th</sup> for work session and hold the public hearing on the July 20<sup>th</sup> Council meeting. Councilor Lehan seconded the motion

**Vote:** Motion carried 4-0.

#### **CITY MANAGER’S BUSINESS**

Mr. Cosgrove advised Council he would be out of town Wednesday to Friday of next week.

**LEGAL BUSINESS** – There was no report.

#### **ADJOURN**

Mayor Knapp adjourned the meeting at 9:05 p.m.

Respectfully submitted,

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Sandra C. King, MMC, City Recorder

ATTEST:  
**CITY COUNCIL MEETING MINUTES**  
**JUNE 1, 2015**

**PAGE 12 OF 12**

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Tim Knapp, Mayor



**CITY COUNCIL MEETING  
STAFF REPORT**

<p><b>Meeting Date:</b>  June 15, 2015</p>	<p><b>Subject: Resolution No. 2539</b> Supplemental Budget Adjustment</p> <p><b>Staff Member:</b> Cathy Rodocker <b>Department:</b> Finance</p>	
<p><b>Action Required</b></p> <p><input checked="" type="checkbox"/> Motion  <input checked="" 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</p>	<p><b>Advisory Board/Commission Recommendation</b></p> <p><input type="checkbox"/> Approval  <input type="checkbox"/> Denial  <input type="checkbox"/> None Forwarded  <input checked="" type="checkbox"/> Not Applicable</p> <p><b>Comments:</b></p>	
<p><b>Staff Recommendation:</b> Staff recommends Council adopt Resolution No. 2539.</p>		
<p><b>Recommended Language for Motion:</b> I move to approve Resolution No. 2539.</p>		
<p><b>Project / Issue Relates To:</b> <i>[Identify which goal(s), master plans(s) your issue relates to.]</i></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:**

Supplemental budget resolution for the FY2014-15 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 transfer resolution moves expenditures from one category to another within a specific fund and does not increase the overall budget that was approved during the annual budget process. A supplemental budget adjustment will impact the budget by increasing revenues and/or expenditures. The supplemental



adjustment can also recognize expenditures that exceed 10 percent of the adopted budget expenditures or 15 percent of the funds' adopted contingency.

The resolution being presented with this staff report is for a budget adjustment and will provide the needed budget authority for the remaining of the fiscal year. As per Local Budget Law, a budget adjustment requires a public hearing as part of the adoption process.

One of the primary budget adjustments will be the addition of \$35,000 to the Memorial Park Master Plan project. These funds were budgeted for last fiscal year but the project was delayed to this fiscal year. In addition, due to the continued growth in both the permit revenue and number of utility customers, an increase is needed for additional bank fees. In total, an additional \$53,900 over a number of funds will be required to meet the current estimates. A \$10,000 increase is required for the Street Lighting Fund for additional utility costs.

And lastly, a number of net zero transfers will be made to recognize the additional budget requirements for several projects.

Please refer to Attachment A.

**EXPECTED RESULTS:**

As stated in the Fiscal Management Policies, the City shall amend its annual budget in accordance with Oregon local budget law. The supplemental budget adjustment is adopted by the Council at a regularly scheduled meeting. Convening the budget committee is not required.

**TIMELINE:**

As required by Local Budget Law, a notice for the public hearing has been published in the Wilsonville Spokesman. The notice was published on Wednesday, June 10, 2015. Adoption of the Supplemental Budget Adjustment is required prior to the end of the fiscal year, June 30, 2015.

**CURRENT YEAR BUDGET IMPACTS:**

<b>Resources:</b>		<b>Expenditures:</b>	
CIP Funding: Interfund transfers	\$ 64,100	Parks Capital Projects	\$ 35,000
Charges for service	60,000	Bank Fees	53,900
		Utilities	10,000
		Transfer to other funds	35,000
		Contingencies	(9,800)
Total Resources	<u>\$ 124,100</u>		<u>\$ 124,100</u>

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: SCole Date: 6/4/15

**LEGAL REVIEW / COMMENT:**

Reviewed by: MEK Date: 6/1/15

The Resolution is approved as to form.

**COMMUNITY INVOLVEMENT PROCESS:**

As required by Local Budget Law, a notice for the public hearing has been published in the Wilsonville Spokesman. The notice has also been published on the City's website. As the accompanying resolution is a budget adjustment, 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:**

**ATTACHMENTS:**

- A. *Attachment #1-Supplemental Budget Adjustments*

Attachment #1-Supplemental Budget Adjustments

Supplemental Budget Requests						
Budget Requests	Material & Services	Capital Outlay	CD OH	GF OH	Total	Explanation
<b>Proj #9138-Memorial Park Master Plan Update</b>		<b>28,900</b>	<b>4,100</b>	<b>2,000</b>	<b>35,000</b>	Rollover unspent funds from FY2014
Parks SDC Funding					<b>(35,000)</b>	
<b>Bulding</b>	<b>12,000</b>				<b>12,000</b>	Increase bank charges
<b>Water Operating</b>	<b>7,800</b>				<b>7,800</b>	Increase bank charges
<b>Sewer Operating</b>	<b>8,500</b>				<b>8,500</b>	Increase bank charges
<b>Stormwater Operating</b>	<b>1,800</b>				<b>1,800</b>	Increase bank charges
<b>Water SDC</b>	<b>2,800</b>				<b>2,800</b>	Increase bank charges
<b>Sewer SDC</b>	<b>3,200</b>				<b>3,200</b>	Increase bank charges
<b>Street SDC</b>	<b>11,500</b>				<b>11,500</b>	Increase bank charges
<b>Stormwater SDC</b>	<b>2,000</b>				<b>2,000</b>	Increase bank charges
<b>Parks SDC</b>	<b>4,300</b>				<b>4,300</b>	Increase bank charges
Contingency - Various Funds as listed above					<b>(53,900)</b>	
<b>Streetlight Fund</b>	<b>10,000</b>				<b>10,000</b>	Increase utility budget: Electricity
Contingency					<b>(10,000)</b>	

Net Zero Adjustments

Projects that will be funded by reducing the budget of existing projects

Capital Projects	Capital Outlay	CD OH	GF OH	Total	Explanation
<b>Proj #7053-Willamette Way Outfalls</b>	<b>52,000</b>	<b>20,000</b>	<b>3,000</b>	<b>75,000</b>	Interim repairs
Proj #7054-Gesselshaft Water Well Channel Restoration	(75,000)			<b>(75,000)</b>	
<b>Proj #4714-Grahams Ferry Rd Sidewalk</b>	<b>15,000</b>	<b>700</b>	<b>300</b>	<b>16,000</b>	Easement acquisitions
Proj #4188-LED SDC Reimbursements	(15,000)	(700)	(300)	<b>(16,000)</b>	
<b>Proj #2088-Waste Water System Master Plan Update</b>	<b>25,000</b>	<b>35,000</b>	<b>-</b>	<b>60,000</b>	Additional contract and staff time required to complete project
Proj #2045-Boeckman Creek Sewer Line Replacement	(25,000)	(35,000)		<b>(60,000)</b>	
<b>Proj #3000-Basalt Creek Planning</b>	<b>13,850</b>	<b>6,150</b>	<b>-</b>	<b>20,000</b>	Additional contract and staff time required for the fiscal year
Proj #3002-Coffee Creek Planning	(13,850)	(6,150)		<b>(20,000)</b>	



**RESOLUTION NO. 2539**

**A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET ADJUSTMENT FOR FISCAL YEAR 2014-15.**

WHEREAS, the City adopted a budget and appropriated funds for fiscal year 2014-15 by Resolution 2476; 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 294.450 provides that a city may transfer appropriations within appropriation categories provided the enabling resolution states the need for the transfer, 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 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 15<sup>th</sup> day of June 2015 and filed with Wilsonville City Recorder this same date.

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TIM KNAPP, MAYOR

ATTEST:

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Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

Mayor Knapp  
Councilor Starr  
Councilor Stevens  
Councilor Fitzgerald  
Councilor Lehan

**ATTACHMENT A**  
**NEED, PURPOSE AND AMOUNT: DETAIL BY FUND & CATEGORY**

	Current Appropriations	Change in Appropriations	Amended Appropriations
<b>General Fund</b>			
Interfund transfers	\$ (2,695,651)	\$ (5,000)	\$ (2,700,651)
All other resources	(28,788,019)	-	(28,788,019)
Total increase in resources	\$ (31,483,670)	<b>\$ (5,000)</b>	\$ (31,488,670)
Contingency	\$ 8,481,526	\$ 5,000	\$ 8,486,526
All other requirements	23,002,144	-	\$ 23,002,144
Net change in requirements	\$ 31,483,670	<b>\$ 5,000</b>	\$ 31,488,670
Interfund transfers increase recognizes additional resources for the overhead charges on capital improvement projects. A net zero transfer will reallocate funds from the Coffee Creek Planning project to the Basalt Creek Planning project.			
<b>Building Inspection Fund</b>			
Materials and services	\$ 101,187	\$ 12,000	\$ 113,187
Contingency	2,826,453	(12,000)	2,814,453
All other requirements	1,003,311	-	1,003,311
Net change in requirements	\$ 3,930,951	<b>\$ -</b>	\$ 3,930,951
Increase in material and services required for additional bank fees.			
<b>Community Development Fund</b>			
Charges for service	\$ (663,550)	\$ (60,000)	(723,550)
Interfund transfers	(1,775,670)	(24,100)	(1,799,770)
All other resources	(2,628,689)	-	(2,628,689)
Total increase in resources	\$ (5,067,909)	<b>\$ (84,100)</b>	\$ (5,152,009)
Contingency	\$ 805,554	\$ 84,100	\$ 889,654
All other requirements	4,262,355	-	4,262,355
Net change in requirements	\$ 5,067,909	<b>\$ 84,100</b>	\$ 5,152,009
Interfund transfers increase recognizes additional resources for the overhead charges on capital improvement projects.			
<b>Water Operating Fund</b>			
Materials and services	\$ 3,590,619	\$ 7,800	\$ 3,598,419
Contingency	4,589,392	(7,800)	4,581,592
All other requirements	4,621,687	-	4,621,687
Net change in requirements	\$ 12,801,698	<b>\$ -</b>	\$ 12,801,698
Increase in material and services required for additional bank fees.			
<b>Sewer Operating Fund</b>			
Materials and services	\$ 2,993,033	\$ 8,500	\$ 3,001,533
Contingency	6,574,385	(8,500)	6,565,885
All other requirements	7,871,655	-	7,871,655
Net change in requirements	\$ 17,439,073	<b>\$ -</b>	\$ 17,439,073
Increase in material and services required for additional bank fees. A net zero transfer will reallocate funds from the Re-establish Boeckman Creek Maintenance Access project to the Waste Water System Master Plan project.			
<b>Streetlight Operating Fund</b>			
Materials and services	\$ 277,620	\$ 10,000	\$ 287,620
Contingency	565,675	(10,000)	555,675
All other requirements	233,045	-	233,045
Net change in requirements	\$ 1,076,340	<b>\$ -</b>	\$ 1,076,340
Increase in material and services required for additional utility services.			



**ATTACHMENT A**  
**NEED, PURPOSE AND AMOUNT: DETAIL BY FUND & CATEGORY**

	Current Appropriations	Change in Appropriations	Amended Appropriations
<b>Stormwater Operating Fund</b>			
Materials and services	\$ 477,255	\$ 1,800	\$ 479,055
Contingency	2,827	(1,800)	1,027
All other requirements	943,201	-	943,201
Net change in requirements	\$ 1,423,283	\$ -	\$ 1,423,283
Increase in material and services required for additional bank fees. A net zero transfer will reallocate funds from the Gesselschaft Water Well Channel Restoration project to the Willamette Way Outfalls project.			
<b>Stormwater Capital Projects Fund</b>			
Interfund transfers	\$ (434,190)	\$ -	\$ (434,190)
All other resources	(10,389)	-	(10,389)
Total increase in resources	\$ (444,579)	\$ -	\$ (444,579)
Stormwater capital projects	371,545	(23,000)	348,545
Transfers to other funds	62,645	23,000	85,645
Contingency	10,389	-	10,389
Net change in requirements	\$ 444,579	\$ -	\$ 444,579
A net zero transaction will reallocate funds from the Gesselschaft Water Well Channel Restoration project and the Willamette Way Outfalls project.			
<b>Parks Capital Projects Fund</b>			
Interfund transfers	\$ (2,625,817)	\$ (35,000)	\$ (2,660,817)
All other resources	(370,781)	-	(370,781)
Total increase in resources	\$ (2,996,598)	\$ (35,000)	\$ (3,031,598)
Parks capital projects	2,589,949	28,900	2,618,849
Transfers to other funds	351,114	6,100	357,214
Contingency	55,535	-	55,535
Net change in requirements	\$ 2,996,598	\$ 35,000	\$ 3,031,598
The interfund transfers and the corresponding requirements for parks capital projects and transfers to other funds is for the following project: Memorial Park Master Plan.			
<b>Water SDC Fund</b>			
Materials and services	4,700	2,800	7,500
Contingency	3,115,819	(2,800)	3,113,019
Net change in requirements	\$ 3,120,519	\$ -	\$ 3,120,519
The increase in materials and services required for additional bank fees.			
<b>Sewer SDC Fund</b>			
Materials and services	4,800	3,200	8,000
Contingency	7,347,988	(3,200)	7,344,788
Net change in requirements	\$ 7,352,788	\$ -	\$ 7,352,788
The increase in materials and services required for additional bank fees.			
<b>Streets SDC Fund</b>			
Materials and services	4,800	11,500	16,300
Contingency	5,674,277	(11,500)	5,662,777
Net change in requirements	\$ 5,679,077	\$ -	\$ 5,679,077
The increase in materials and services required for additional bank fees. A net zero transaction will reallocate funds from the LED SDC Reimbursement project to the Grahams Ferry Rd Sidewalk project.			

**ATTACHMENT A  
NEED, PURPOSE AND AMOUNT: DETAIL BY FUND & CATEGORY**

	Current Appropriations	Change in Appropriations	Amended Appropriations
<b>Stormwater SDC Fund</b>			
Materials and services	1,400	2,000	3,400
Contingency	1,289,945	(2,000)	1,287,945
Net change in requirements	\$ 1,291,345	\$ -	\$ 1,291,345
The increase in materials and services required for additional bank fees.			
<b>Parks SDC Fund</b>			
Transfers to other funds	2,367,947	35,000	2,402,947
Materials and services	3,200	4,300	7,500
Contingency	2,613,324	(39,300)	2,574,024
Net change in requirements	\$ 4,984,471	\$ -	\$ 4,984,471
The transfers to other funds is for the following project: Memorial Park Master Plan. The increase in materials and services required for additional bank fees.			
<b>The following list of projects will be funded by reducing the budget of existing projects, resulting in a net zero adjustment.</b>			
Capital Projects Budgets being Increased:		Capital Projects Budgets being Decreased:	
<b>Sewer CIP</b>			
Waste Water System Master Planning Update	60,000	Re-establish Boeckman Creek Maintenance	(60,000)
<b>Streets CIP</b>			
Basalt Creek Planning	20,000	Coffee Creek Planning	(20,000)
Grahams Ferry Rd Sidewalk	16,000	LEC SDC Reimbursement	(16,000)



## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b>  June 15, 2015	<b>Subject: Resolution No. 2540</b> Wilsonville Community Sharing Support Grant Agreement for 2015  <b>Staff Member:</b> Susan Cole <b>Department:</b> Finance	
<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> This resolution authorizes an agreement between the City and Wilsonville Community Sharing, for WCS to provide certain assistance to Wilsonville residents for fiscal year 2015-16 in the total amount of \$48,000, with one-half of the Utility Relief funds allocated contingent upon Council acceptance of guidelines.	
<b>Staff Recommendation:</b> Staff recommends Council adopt Resolution No. 2540		
<b>Recommended Language for Motion:</b> I move to approve Resolution No. 2540		
<b>Project / Issue Relates To:</b> <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>		
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input checked="" type="checkbox"/> Not Applicable

### ISSUE BEFORE COUNCIL:

Whether to approve a grant of financial assistance to Wilsonville Community Sharing for fiscal year 2015-16.

### EXECUTIVE SUMMARY:

As discussed in the June 1, 2015 City Council work session, the annual Support Grant Agreement between the City of Wilsonville and Wilsonville Community Sharing (WCS) expires

June 30, 2015. Additionally, the current agreement specifies that when the Portland area unemployment rate dips below seven percent,” the renter utility bill-paying assistance program shall cease.”

During the work session, Council discussed the merits of using the Portland area unemployment rate as a guideline to offer utility bill-paying assistance, and directed staff to work with WCS on alternative guidelines for the assistance program. Recognizing that the current contract expires on June 30, and that the community continues to have need for utility bill-paying assistance, Council provided direction to staff to bring forward a proposal that extends the utility bill-paying assistance for a period of time so the guidelines could be amended.

Additionally, Council directed staff to bring forward a Support Grant Agreement for the general purpose portion for the next fiscal year.

The attached resolution and Support Grant Agreement reflects Council direction.

For the renters utility bill-paying assistance program, the use of the Portland unemployment rate as a guideline to provide utility assistance has been removed. The proposal is to divide the funding (\$16,000) for this program in half, with the first half provided until December 31, 2015, while guidelines of the program for utility bill-paying assistance are developed. The second half of the funding would be contingent upon Council acceptance of the guidelines.

The general purpose portion of the grant reflects an increase of \$1,323, reflecting inflation, and increases from \$30,677 in FY 14-15 to \$32,000 in FY 15-16.

Two administrative changes are suggested to the overall grant agreement. The first is to have WCS submit their annual IRS Form 990 to the City within 10 business days of filing it with the IRS. The second change modifies the interest rate charged to WCS if the City finds that the grant funds have been inappropriately used and therefore must re-pay the City. It changes the interest rate from 12 percent to instead be based on the Federal Funds Rate plus 5 percent. The Federal Funds Rate is currently at 0.25 percent. The Federal Funds Rate is variable, even though it hasn't changed in a number of years, and is the rate banks typically use to set their interest rates and credit card rates.

**EXPECTED RESULTS:**

The expected result of this agreement is to continue support of WCS, and to develop guidelines for the renters utility bill-paying assistance program.

**TIMELINE:**

This resolution and agreement would be effective from July 1, 2015, through June 30, 2016. One-half of the \$16,000 available for the renters utility bill-paying assistance would be available through December 31, 2015. The remainder of the funding would be available contingent upon Council approval of guidelines on providing this assistance. Staff intends to work with WCS on developing these guidelines over the next several months, and to bring a proposal to the City Council for their consideration sometime in the fall of 2015.



**CURRENT YEAR BUDGET IMPACTS:**

There are no current year budget impacts. For FY 2015-16, \$48,000 in General Fund has been budgeted in the City Administration Department.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: SCole Date: 6/2/15

**LEGAL REVIEW / COMMENT:**

Reviewed by: MEK\_\_\_\_\_ Date: 6/2/2015\_\_\_\_\_

The Resolution is approved as to form.

**COMMUNITY INVOLVEMENT PROCESS:**

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY**

Helping those in need through Wilsonville Community Sharing.

**ALTERNATIVES:**

Not renew the Support Grant Agreement, which would impede the mission of WCS to help community members in need.

**CITY MANAGER COMMENT:**

**ATTACHMENTS:**

Resolution No. 2540

**RESOLUTION NO. 2540**

**A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING SUPPORT GRANT AGREEMENT WITH WILSONVILLE COMMUNITY SHARING**

WHEREAS, Wilsonville Community Sharing, an Oregon non-profit corporation, has been providing community outreach services, including but not limited to staffing, food, utility bill-paying assistance, prescription help, rent and housing support, and referral to other services beyond that which Wilsonville Community Sharing can meet for those in need; and

WHEREAS, the City of Wilsonville has supported the administrative and operational services of Wilsonville Community Sharing through grant support since fiscal year 1999-2000; and

WHEREAS, since fiscal year 2010-11 the City has provided both a general purpose grant and a separate renters utility bill-paying assistance grant, collectively referred to as "Grant"; and

WHEREAS, the City has included the Grant within the City Manager's budget which is subject to review by the Budget Committee and adoption by City Council; and

WHEREAS, Wilsonville Community Sharing has provided detailed quarterly and annual financial statements that include information on services and activities and Grant expenditures; and

WHEREAS, the Grant totaling \$48,000 is included in the FY 2015-16 budget and is composed of \$32,000 for the general purpose portion and \$16,000 for the renters utility bill-paying assistance portion; and

WHEREAS, the parties agree that it is prudent to enter into a Support Grant Agreement setting forth the respective parties' rights and obligations for the fiscal year 2015-16 (ending

June 30, 2016), ensure a financial reporting and review system, and state the specific purpose for which the Grant monies can be used;

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

1. A one-year Grant is awarded to Wilsonville Community Sharing.
2. The City Manager is authorized to enter into for the fiscal year 2015-16 (ending June 30, 2016) a Support Grant Agreement with Wilsonville Community Sharing, an Oregon non-profit organization, in the amount of \$48,000 for the fiscal year 2015-16, under the terms and conditions as set forth in the Support Grant Agreement, a copy of which is marked Exhibit A, attached hereto, and incorporated by reference as if fully set forth herein.
3. This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 15th day of June, 2015, and filed with the Wilsonville City Recorder this date.

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Tim Knapp, Mayor

ATTEST:

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Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Starr

Councilor Fitzgerald

Councilor Lehan

Councilor Stevens

Attachments:

Exhibit A – Wilsonville Community Sharing Support Grant Agreement

**EXHIBIT A**

**WILSONVILLE COMMUNITY SHARING  
SUPPORT GRANT AGREEMENT**

WHEREAS, Wilsonville Community Sharing, an Oregon non-profit corporation, has been providing community outreach services, including but not limited to staffing, food, utility bill-paying assistance, prescription help, rent and housing support, and referral to other services beyond that which Wilsonville Community Sharing can meet for those in need; and

WHEREAS, the City of Wilsonville has supported the administrative and operational services of Wilsonville Community Sharing through financial support since fiscal year 1999-2000 and has included the grant support in the City Manager's program budget; and

WHEREAS, the fiscal year 2015-16 budget includes a total of \$48,000 for financial support which is separated into a general purpose portion of \$32,000 and a renter utility bill-paying assistance portion of \$16,000, collectively this is referred to as "Grant"; and

WHEREAS, the general purpose portion of the Grant has been indexed to the Portland-Salem Metropolitan Area Consumer Price Index; and

WHEREAS, the renters utility bill-paying assistance portion was added in May 2010 in response to a Council Goal to address increased need resulting from the recession during that time period and contained a provision to continue through June 2013 or until the Portland metro area unemployment rate fell below 7%, whichever happened later; and

WHEREAS, the City Council now desires to cease to use the unemployment figure as a provision for providing utility bill-paying assistance and directs staff to work with Wilsonville Community Sharing on guidelines for the provision of such assistance; and

WHEREAS, the City Council allocates one-half of the renter utility bill-paying assistance funds through December 31, 2015; the second half to be allocated contingent upon Council acceptance of guidelines for the provision of such assistance; and

WHEREAS, Wilsonville Community Sharing has provided detailed quarterly and annual financial statements that include information on services and activities and Grant expenditures; and

WHEREAS, the parties agree that it is prudent to enter into a Grant Agreement setting forth the respective parties' rights and obligations and to establish the Grant for fiscal year 2015-16 (ending June 30, 2016), ensure a financial reporting and review system, and state the specific purpose for which the Grant monies can be used;

NOW, THEREFORE, based on the mutual considerations and provisions set forth below, the parties enter into this Support Grant Agreement ("Grant Agreement") as follows:



1. Purpose of Grant. To provide financial support to Wilsonville Community Sharing for administration and operations to provide community services and outreach to and for community members in need of such services, including but not limited to staffing, food, utility bill-paying assistance, prescription help, rent and housing support, and referral to other services beyond that which Wilsonville Community Sharing can provide. The financial support provided by the Grant is not for capital construction or renovation.

2. Grant Amount. The amount of the Grant for fiscal year 2015-16 shall be \$48,000, composed of \$32,000 for general support of all programs including administration and \$16,000 dedicated solely to renters utility bill-paying assistance.

3. Term of Grant. The term of the Agreement commences July 1, 2015 and terminates June 30, 2016, subject to the terms and provisions of this Agreement and Wilsonville Community Sharing providing the community services and outreach set forth in the above Section 1–Purpose.

4. Consumer Price Index Escalator. If the general support portion of the Grant shall be continued into the ensuing fiscal year (FY 2016-17) it shall be indexed to the Portland-Salem Metropolitan Area Consumer Price Index, all items, annual average year over year change, unless other modifications are approved by the City Council.

5. Renters Utility Bill-Paying Assistance Guidelines. One-half of the renters utility bill-paying assistance portion shall be allocated through December 31, 2015. The second half shall be allocated contingent upon Council acceptance of guidelines for the provision of such assistance.

6. Grant Administration.

6.1. The Grant shall be administered by the City’s Finance Director.

6.2. The Grant shall be paid quarterly by the seventh day of each quarter.

7. Reporting.

7.1. Wilsonville Community Sharing shall provide a report to the City on the use of the renters utility bill-paying assistance portion within three weeks following the end of a calendar quarter. The form of the report shall be similar to the format used in the prior fiscal year.

7.2. Wilsonville Community Sharing shall provide to the City an annual financial report each January setting forth the operational and administrative services and activities provided and the Grant expenditures in support thereof. The reports shall provide the information on services and activities and Grant expenditures for the prior calendar year and a budget from the 1<sup>st</sup> of January of that reporting year to December 31<sup>st</sup> of that year.

7.3. Wilsonville Community Sharing shall provide to the City a copy of its annual Form 990 IRS filing within 10 business days of filing it with the IRS.

8. Finance Review.

8.1. Wilsonville Community Sharing shall maintain books, records, documents, and other materials (collectively referred to as “documents and records”) that sufficiently and properly reflect back-up for all expenditures made pursuant to this Agreement. The City shall have full access to and the right to examine and copy, during normal Wilsonville Community Sharing business hours, all of the documents and records of Wilsonville Community Sharing related to matters covered by this Agreement, whether the documents and records are in electronic form or printed form and whether maintained separately or as part of other financial information. This inspection right shall remain in full force and effect for two (2) years from July 1, 2015.

8.2. Upon fifteen (15) days’ prior written notice, the City shall have the right to conduct an audit or financial review of Wilsonville Community Sharing’s documents and records, as reasonably related to this Agreement. If an audit or review of the documents and records determines that Grant funds have been inappropriately expended by Wilsonville Community Sharing under this Agreement or any federal, state, or City regulation, Wilsonville Community Sharing agrees that it must reimburse the City for the full amount identified by the audit or review as an inappropriate expenditure. Such outstanding amounts shall bear interest at the rate of the Federal Funds Rate (currently at 0.25%), plus 5%.

8.3. If the inappropriate expenditure(s) exceeds five hundred dollars (\$500) Wilsonville Community Sharing will reimburse the City for the cost of the audit or review.

8.4. Wilsonville Community Sharing may contest the audit findings and, if so, the parties will meet to arrive at a mutual resolution. If no resolution can be agreed upon within sixty (60) days, the parties will mutually agree on a review auditor to resolve the dispute or, if the parties cannot agree on a review auditor, either party may ask a Clackamas County judge to appoint a review auditor, whose finding shall be binding on the parties and non-appealable.

9. Grant Confidentiality. In reporting to the City under Section 7 and in reporting the findings of any audit or financial review, the names, addresses, social security numbers, medical information, or other information that is confidential under law as may pertain to the clients of Wilsonville Community Sharing shall not be reported and shall remain confidential.

10. Termination.

10.1. The City and Wilsonville Community Sharing may mutually terminate this Grant Agreement at any time.

10.2. The City may terminate this Grant Agreement at the end of the fiscal year in which the Grant has been funded if the City is unable to appropriate sufficient funding to fund the Grant for the ensuing year.

10.3. The City may terminate upon fifteen (15) days' notice upon an audit or financial review determination of inappropriate expenditure.

10.4. The City may terminate the Grant Agreement immediately upon receiving notice that Wilsonville Community Sharing is no longer providing the services set forth in Section 1–Purpose.

10.5. Wilsonville Community Sharing may terminate this Grant Agreement at the end of any quarter in which it has received funds and it may terminate this Grant at any time, provided it reimburses the City for any unexpended funds received.

11. Authority. The individuals executing this Grant Agreement on behalf of the respective parties thereto each represent and warrant to the other that he/she has the full power and authority to do so on behalf of said party and to bind said party to the terms of this Grant Agreement.

IN WITNESS WHEREOF, the undersigned have executed this Grant Agreement effective this \_\_\_\_ day of \_\_\_\_\_, 2015.

WILSONVILLE COMMUNITY SHARING

CITY OF WILSONVILLE

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

Wes Morris

As Its: President

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

Bryan Cosgrove

As Its: City Manager

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## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b> June 15, 2015	<b>Subject: Resolution No. 2541</b> Creating the City of Wilsonville Tourism Promotion Committee <b>Staff Member:</b> Mark Ottenad, Public/Government Affairs Director; Stan Sherer, Parks & Recreation Director <b>Department:</b> Administration; Parks & Recreation	
<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 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> City Council reviewed during the May 18, 2015, work session a proposal outline for formation of the Tourism Promotion Committee; the resolution implements the committee formation as directed by Council.	
<b>Staff Recommendations:</b> Staff recommends Council adopt Resolution No. 2541.		
<b>Recommended Language for Motion:</b> I move to approve Resolution No. 2541.		
<b>PROJECT / ISSUE RELATES TO:</b>		
<input checked="" type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

### ISSUE BEFORE COUNCIL

Adoption of a resolution establishing the creation of the Wilsonville Tourism Promotion Committee and prescribing an organizational framework.

### BACKGROUND

City Council reviewed during the May 18, 2015, work session a proposal and directed staff to proceed with some suggested modifications for formation of the Tourism Promotion Committee. The Council modified the proposal by adding:

1. To the list of potential committee stakeholders other possible representatives of General Retail and Restaurant businesses;



2. A Wilsonville Chamber of Commerce representative to the committee as an additional ex-officio member, bringing to 12 the total number of committee members.

## **EXPECTED RESULTS**

The Tourism Promotion Committee (“Committee”) has three primary areas of responsibility:

1. The Committee oversees implementation of the “Visit Wilsonville” Tourism Development Strategy and is charged specifically to develop a larger Five-Year Action Plan and annual One-Year Implementation Plans for fulfilling the Tourism Development Strategy, to be presented and recommended to City Council for approval.
2. The Committee makes recommendations to the City Council for tourism- and visitor-related marketing, promotions, expenditures and related programs and services that will result in increased tourism activity, as measured by overnight room stays at local lodging properties.
3. The Committee makes recommendations to City Council concerning the selection and disbursement of the annual Tourism Grant Programs operated by the City, including the Community Tourism Matching Grant Program (currently \$25,000 per year) and the Clackamas County Tourism Community Partnership Grant Program (currently \$20,000 per year).

## **TIMELINE**

After adoption of Resolution No. 2541, staff will notify known and interested parties in the City’s tourism promotion efforts and promote availability of the committee positions during the July–August timeframe using direct outreach, media releases, web and social media postings and announcements in The Boones Ferry Messenger.

Using an August 30 application deadline, staff will aim to advance a roster of candidates for the Mayor’s consideration and nomination to City Council during September, with Council approval during the first meeting of October.

## **CURRENT YEAR BUDGET IMPACTS**

At this time no additional budget impacts beyond that which has been budgeted are anticipated. However, the Tourism Promotion Committee may bring recommendations to the Council that carry budgetary implications.

## **FINANCIAL REVIEW / COMMENTS:**

Reviewed by: SCole Date: 6/3/15

## **LEGAL REVIEW / COMMENT:**

Reviewed by: MEK Date: June 2, 2015

The Resolution is approved as to form.

## **COMMUNITY INVOLVEMENT PROCESS**

Extensive community engagement process with citizen task force that developed *Wilsonville Tourism Development Strategy, May 2014*. Public and interested parties were notified about proposal for formation of Tourism Promotion Committee, which received all favorable reviews.

**POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY**

(businesses, neighborhoods, protected and other groups):

Additional visitor and tourism spending within the community that benefits primarily smaller hospitality and services businesses and also area lodging properties (along with increased transient lodging tax revenues to state and local governments).

**CITY MANAGER COMMENT**

Formation of the Tourism Promotion Committee is in alignment with Council goals and priorities as outlined in the *Wilsonville Tourism Development Strategy, May 2014*.

**ATTACHMENTS**

Resolution No. 2541, Formation of the City of Wilsonville Tourism Promotion Committee

**RESOLUTION NO. 2541**

**A RESOLUTION OF THE CITY COUNCIL CREATING THE WILSONVILLE  
TOURISM PROMOTION COMMITTEE**

WHEREAS, the City Council sought, after adoption in August 2012 of the *Economic Development Strategy*, to leverage existing assets and planned developments to create a strategic plan that would identify opportunities and provide recommendations to increase the City's market-share of tourism-related expenditures that benefit primarily small businesses in the retail, services and hospitality sectors; and

WHEREAS, the City Council in March 2013 requested that the City Manager recruit a volunteer task force to assist with creation of a Tourism Development Strategy and appointed City Councilor Julie Fitzgerald in an ex-officio position to chair the task force; and

WHEREAS, the City Manager issued in August 2013 a request for qualifications and through a competitive selection process selected Total Destination Marketing, an international tourism consulting firm based in Tualatin, Oregon, to act as professional consultants to advise on the creation of a Tourism Development Strategy; and

WHEREAS, the City Manager recruited and empaneled in September 2013 a 17-member task force composed of a wide range of stakeholders, including representatives of local lodging, dining and entertainment establishments; operators of agri-tourism, golf and sporting-tournaments venues; chamber of commerce principals; officials with regional tourism agencies; and residents; and

WHEREAS, Total Destination Marketing met with members of the task force over a five-month period of October 2013 through March 2014, holding five public meetings and hosting two community workshops and public-comment sessions; and

WHEREAS, the task forced presented a final recommended assessment and plan of action that was adopted by the City Council on May 5, 2014, as the *Wilsonville Tourism Development Strategy, May 2014*, which set forth a blueprint for how to implement a tourism strategy for the greater Wilsonville community, including forming a "Visit Wilsonville" Destination Marketing Organization (DMO) or committee; and

WHEREAS, staff researched community tourism organizational models for approximately 50 primary “tourism” cities or regions in Oregon and found five where the local government acts as the community’s primary tourism organizer and one where the municipal government successfully started a tourism committee and spun-off the committee to become a viable nonprofit tourism and convention bureau working in close conjunction with the regional DMO; and

WHEREAS, on May 18, 2015, the City Council reviewed a proposal outline to create a City of Wilsonville Tourism Promotion Committee and directed staff to proceed as outlined.

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

Section 1. Tourism Promotion Committee:

1.1 The Tourism Promotion Committee (“Committee”) is hereby created as a deliberative and recommending body of the Parks and Recreation Department that reports to the City Council.

Section 2. Vision and Mission:

2.1 The Committee’s Vision and Mission are adopted from the *Wilsonville Tourism Development Strategy, May 2014*:

2.2 Vision: “In 2023, Wilsonville is a welcoming, family-friendly community that is one of Oregon’s premier destination cities, investing in tourism, meetings, leisure and recreation strengths, amenities and services to provide compelling year-round experiences.”

2.3 Mission: “To facilitate the thoughtful development of Wilsonville’s visitor economy for the benefit of visitors and partners, and to enhance the quality of life for those who live and work in the community.”

Section 3. Purpose and Duties:

3.1 The Committee shall have three primary areas of responsibility:

3.2 A. To oversee implementation of the “Visit Wilsonville” Tourism Development Strategy and charged specifically to develop a larger Five-Year Action Plan and



annual One-Year Implementation Plans for fulfilling the Tourism Development Strategy that are to be recommended to City Council for approval.

3.3 B. To make recommendations to the City Council for tourism- and visitor-related marketing, promotions, expenditures and related programs and services that result in increased tourism activity, as measured by overnight room stays at local lodging properties.

3.4 C. To supervise the application process for and the selection and disbursement of the annual Tourism Grant Programs operated by the City, including the City of Wilsonville Community Tourism Matching Grant Program (currently \$25,000 per year) and the Clackamas County Tourism Community Partnership Grant Program (currently \$20,000 per year).

Section 4. Appointment:

4.1 The Mayor appoints and the City Council confirms Committee members, who serve at the pleasure of the Council.

Section 5. Membership:

5.1 The Committee shall consist of twelve (12) members, including seven (7) voting members and five (5) non-voting ex-officio members:

5.2 The seven (7) voting members are to be drawn from the hospitality and tourism industry in the greater Wilsonville area, including representatives of the following stakeholders: Agri-Tourism, Arts & Culture, Community Events, Equestrian Tourism, Event Facility, General Retail, Lodging, Organized Sporting Events, Restaurants, and Outdoor Recreation and Tourism Attractions.

5.3 The five (5) ex-officio positions are a City Councilor who also acts as Council liaison for the committee; the City's Parks and Recreation Director, or his/her designee; a Wilsonville Chamber of Commerce representative; and two professional staff persons, one each from Clackamas County Tourism and Cultural Affairs Department and Washington County Visitors Association.

Section 6. Term of Voting-Member Appointments:

- 6.1 Staggered three-year terms based on the fiscal year, scheduled so that two (2) or three (3) members are appointed or reappointed each year. A vacancy in a position may be appointed as outlined in Section 4 to fulfill the remainder of the term.
- 6.2 The appointment of a member shall automatically terminate upon the member's unexcused absence of three (3) consecutive meetings during a 12-month period. A member may serve a maximum of three (3) consecutive three-year terms; terms of appointment for less than three years shall not count towards the maximum time of service.
- 6.3 At the outset of the Committee, voting positions will be staggered as follows: Two (2) positions are one-year or slightly less in duration and two (2) positions are a two-year duration, and three (3) positions are full three-year appointments; assuming appointment by October 31, 2015:
  - Position #1 – 1-year term: 10/1/15 – 6/30/16; next term: 7/1/16-6/30/19
  - Position #2 – 1-year term: 10/1/15 – 6/30/16; next term: 7/1/16-6/30/19
  - Position #3 – 2-year term: 10/1/15 – 6/30/17; next term: 7/1/17-6/30/20
  - Position #4 – 2-year term: 10/1/15 – 6/30/17; next term: 7/1/17-6/30/20
  - Position #5 – 3-year term: 10/1/15 – 6/30/18; next term: 7/1/18-6/30/21
  - Position #6 – 3-year term: 10/1/15 – 6/30/18; next term: 7/1/18-6/30/21
  - Position #7 – 3-year term: 10/1/15 – 6/30/18; next term: 7/1/18-6/30/21

**Section 7. Organization and Conduct of Meetings:**

- 7.1 At the first meeting of each fiscal year, the Committee will elect a chair and vice-chair from the voting members.
- 7.2 The Chair (Vice Chair in the absence of the Chair) will preside over all meetings.
- 7.3 Unless otherwise specified, Robert's Rules of Order shall govern the meetings.
- 7.4 Committee members shall serve without pay but may be reimbursed for any expenses incurred in the discharge of their duties in line with approved city policies and with prior approval of the Parks and Recreation Director.
- 7.5 The City Manager shall appoint a staff person or outside contractor to serve as secretary to keep notes of each public meeting and assist with administrative tasks.

- 7.6 The Committee will meet on an agreed-upon schedule at least four (4) times per year. The Chair may also call a special meeting with one week's advance notice. Such meeting notice may be given by email or regular mail.
- 7.7 A meeting may be held without a quorum; however, a quorum of at least four (4) voting members is required in order for the Committee to vote on any matter.
- 7.8 Committee members may participate in a meeting telephonically.
- 7.9 All meetings will be announced and open to the public.

Section 8. Voting:

- 8.1 All members are entitled to vote in person at a meeting, regular or special. Proxies are not allowed.
- 8.2 A majority vote of the members voting on the question will be required to carry any matters submitted. A member who abstains from a vote shall be counted as present for purposes of the quorum but not counted as having voted on the question.

Section 9. Effective Date:

- 9.1 This resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting on June 15, 2015, and filed with the Wilsonville City Recorder this date.

\_\_\_\_\_  
Tim Knapp, Mayor

ATTEST:

\_\_\_\_\_  
Sandra C. King, City Recorder, MMC

SUMMARY OF VOTES:

Mayor Knapp –  
Council President Starr –  
Councilor Fitzgerald –  
Councilor Stevens –  
Councilor Lehan –

CITY OF WILSONVILLE

# Monthly Report



COMMUNITY DEVELOPMENT DEPARTMENT

MAY 2015



## FROM THE DIRECTOR'S OFFICE

In May, the CD Department made great progress on four City Council Key Performance areas:

- ◇ The Basalt Creek Concept Plan project team met frequently until solid information was developed to share with the Tualatin and Wilsonville City Councils. The councils will be briefed individually and jointly to discuss the results of the Scenarios Analysis for two boundary options for which key indicators have been modeled.
- ◇ In response to community input from an online survey and public comments, the Frog Pond project team developed proposed adjustments to the concept plan that will be shared by the Planning Commission and City Council in June.
- ◇ A consultant team (OBEC Consulting Engineers) was selected for the French Prairie Bridge project. Next steps include negotiations on scope of work and fee.
- ◇ EcoNorthwest is actively engaged in financial analysis to determine maximum indebtedness for a potential urban renewal district for the Coffee Creek area. The project team met with the State of Oregon to identify potential funding opportunities to help kick start development in the area.
- ◇ Miranda Bateschell submitted our application for a Metro CET grant to pursue a Town Center Master Plan.

Sidewalks are now complete on one side of the Barber Street bridge, and that project remains on schedule and under budget. Last, but not least, we received six proposals from engineering firms interested in the 3-Year Charbonneau Spot Repair project. We expect to select the consultant in June.

Happy Summer! — Nancy Kraushaar, PE

## Building Department

**Single Family Dwelling Permits YTD: 182**

**Major Projects Under Review:**

**Temporary or Certificates of Occupancy Issued:**

- OIT Office Alterations 27500 SW Parkway Ave.
- Vanilla Shell 28900 SW Villebois Dr. N. Suites A, B, and C.



JT Roth at Villebois



## Engineering Division, Capital Projects

**ADA Title II Transition Plan (4183/9115)**: The final Transition Plan is complete and will be presented to Council for adoption at a public hearing on July 1st . For more information visit the project web page at [www.ci.wilsonville.or.us/ADA](http://www.ci.wilsonville.or.us/ADA).

**Barber Street Extension (4116)**: Deck and sidewalk pours were completed in May. Construction remains on schedule for an October completion.

**Canyon Creek Pedestrian Enhancement (4717)**: Kittelson & Associates has been selected as the consulting firm to design the four crosswalk safety improvements on Canyon Creek Road between Elligsen Road and Boeckman Road. Design is anticipated to be completed in August with construction beginning in the Fall of this year.

**Charbonneau High Priority Utility Repair (2500/7500)**: Proposals for engineering design of the high priority spot repair projects identified in the Charbonneau Consolidated Improvement Plan are being evaluated. Award of a Professional Services Agreement for the engineering design work is scheduled for the July 6th Council meeting.

**Kinsman Road (4004)**: Property acquisition work continues. BPA is reviewing the land use agreement application and the project plans.

**Landover Medians (4720)**: A construction contract was executed with Weitman Excavation. Construction will begin June 15th (after school is out). Completion is expected in mid-July.

**Passive Permissive Signals (4118)**: The Parkway Ave/Town Center Loop signal is being repaired and is expected to be completed by the end of June.

**Street Maintenance (4014)**: A fix for the Parkway cul-de-sac driveway is being designed by staff. Staff will also be issuing contracts to refresh thermoplastic striping at the freeway interchanges on Wilsonville Road and Elligsen Road, as well as for spot asphalt repair and crack seal.

**Tooze Road: 110th to Graham's Ferry (4146)**: A design is progressing that saves the Red Oak tree on City property and is acceptable to ODOT and FHWA. Design is expected to be completed by Autumn.

**TVWD Pipeline Coordination (1127)**: Staff continues to work with TVWD and consultants to coordinate inclusion of a section of this 66" pipe into the Kinsman Road project (4004).

**Water Treatment Plant Master Plan (1122)**: Workshop #3 addressing Level of Service goals was held on May 7th. Workshop #4 on treatment processes was held on June 4th.

**Willamette River Storm Outfalls (7053)**: AKS Engineering & Forestry has been chosen as the consulting firm to design repairs to three storm outfalls experiencing erosion issues in the Rivergreen and Morey's Landing neighborhoods. Construction of these repairs is anticipated to begin in 2016 and continue through 2018. ESA will design emergency repairs to be implemented this summer at two of the outfalls.

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## Engineering Division, Private Development

**Fox Center Townhomes:** The developer has hired a new contractor, and work has resumed on this project at Willamette Way East and Wilsonville Road. Completion of Sidewalk and relocation of street lights are all that remains to be completed.

**Renaissance Homes:** An additional 3-lot subdivision on Canyon Creek Road South had their pre-construction meeting on May 13th. Construction began in May.

**Villebois Carvalho and Seville Row Homes:** Pipeline and roadway construction is completed for these 25 single family residential lots located off of Barber Street and Villebois Drive South.

**Villebois Grande Pointe:** A Public Works Permit has been issued to Polygon NW to begin construction of Phase 1 of the Grande Pointe subdivision. This 56-lot subdivision is located on the former LEC site. Work will also include reconstruction of Grahams Ferry Road adjacent to the subdivision. This work on Grahams Ferry Road is not expected to occur until late summer or fall.

**Villebois Tonquin Meadows 1:** A 132-lot subdivision. Underground utilities are nearing completion. Streets are scheduled for completion late summer.

**Villebois Tonquin Woods 6 & 7 and Calais:** As part of the Tonquin Woods 7 and Villebois Calais developments, Polygon NW will be reconstructing Grahams Ferry Road between Barber Street and Tooze Road. Road construction work is underway and the roadway is expected to reopen in mid-June. Bike lanes, street lighting and a sidewalk on the east side are included in the construction.

**Wilsonville Greens:** A 12-unit complex on Wilsonville Road, near Brown Road, is under plan review and is waiting for plan approval.

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## Economic Development Division

**Business Outreach:** Outreach efforts included site visit with Business Oregon and Greater Portland Inc. to DW Fritz to discuss their new subsidiary company, Otto, which is an app for tuning bicycles.

**Coffee Creek:** The consultant team has now been provided with most of the materials they need to get going on the Coffee Creek feasibility study and annexation strategy, and the substantial amendment to the West Side URA. Staff is currently working on scheduling a meeting of the Urban Renewal Task Force for late June or early July.

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## Planning Division, Current

DRB Panel 'A': APPROVED RESOLUTION NO. 304. Approved a Specific Area Plan Amendment with Master Plan Refinement Preliminary Development Plan Amendment, Revised Final Development Plan, to add community building and pool to previously approved Neighborhood Park 5 in Villemois.

Fred Gast, Polygon Northwest, Applicant. Staff: Dan Pauly, AICP. Case Files: DB14-0017 - DB15-0019.



## Planning Division, Long Range

**Basalt Creek Concept Plan:** The Basalt Creek Concept Plan will establish a vision and jurisdictional boundary for the 847 acres between the cities of Wilsonville and Tualatin. In May, the project team completed alternative land use scenarios and refined infrastructure cost estimates for serving the Basalt Creek planning area. The project team will be presenting alternative options for land use and jurisdictional boundary between the two cities to individual City Councils and to the Joint City Council in June. Feedback from these meetings will be used to develop a preferred land use alternative, which will be the focus of the Basalt Creek Concept Plan. The Wilsonville City Council Work Session is scheduled for June 15th. The joint Wilsonville and Tualatin City Council meeting is scheduled for June 17th from 6-8pm at the Tualatin Police Training Room. Citizens will be asked to share ideas about the land use alternatives at an Open House planned for late summer.

For more information, visit the project web page at [www.basaltcreek.com](http://www.basaltcreek.com).

**Frog Pond Area Plan:** The Frog Pond Area Plan will establish the vision for the 500-acre Frog Pond area and define expectations for the type of community it will be in the future. The project team has been working on producing a wide variety of new information that will be the subject of the June 10th Planning Commission worksession and the June 15th City Council worksession. The new materials are responsive to recent citizen input on the project.

For more information, visit the project web page at [www.ci.wilsonville.or.us/frogpond](http://www.ci.wilsonville.or.us/frogpond).



**Wilsonville Public Library  
Monthly Report to Council  
June 2015**

**Headlines:**

- **Get your Super Hero on!** By the time you read this, about 1,500 kids will have already signed up the **Summer Reading Program**. The theme for the kids this year is, **Every Hero Has a Story**. And get your picture taken as a Super Hero!



**Library Clerk Julie Peterson** is transformed. No phone booth necessary.

We have a kid-sized super hero as well.

**Patrick Duke  
Library Director**

**LIBRARY  
BOARD**

**Reggie Gaines  
Chair**

**Megan  
Chuinard**

**Caroline Berry**

**Hilly Alexander**

**Alan Steiger**

- **History Pub at Mc Menamins:** Tuesday June 30th. Doors open at 5pm. This month: **“Mystery of the Molalla Log Home”**
- **Library Board meeting.** June 24th, 6:30pm at the Library

**March Statistics**

- **Physical item circulation: 38,621** items checked out or renewed.
- **E-book and downloadable audiobook circulation 2,247.**
- **Volunteer hours donated to the Library: 924**
- **Current enrollment in Dolly Parton’s Imagination Library: 673**, 51% of WV preschoolers

**Adult Services**

Join us for the **Adult Summer Reading Program** starting June 8<sup>th</sup>. Turn in reading logs and bingo cards to win prizes that include a Kindle Paperwhite, a membership to the Portland Art Museum, or a local dinner. Get logs and info in the Library.



- **May** adult programming attendance: **253**.

**Upcoming Programming ( not mentioned above):**

- **Writers Group. July 14th 4pm.** The Writers Group meets the first and third Tuesday of each month to improve our writing in a supportive environment.
- **Great Books Discussion Group. July 21<sup>st</sup>, 6pm.** Join us each month for a roundtable discussion of how modern day issues are reflected and illuminated by the great Western classic books.
- **Game Night. June 24th , 6pm.** Play one of our games or bring your own. 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays.
- **Book Club. July 9th 6pm.** This month, : *"How We Got to Now" by Steve Johnson.*

**Youth Services**

- **January** Youth Services programming attendance was **2,123**.

**Upcoming Programming**

This Summer's weekly schedule:

**Toddler Time**

Tuesdays 10 am

**Babytime**

Tuesdays 11 am

**Family Stories and Science**

Tuesday 6:30 pm

Wednesday 10:30 am,  
and 1:30 pm

**Read to the Dogs**

Call for appointment  
503-570-1599

**Thursday Fun Shows**

Thursdays at 11am, 12:30, and  
sometimes 2pm

**Friday Family Films**

Fridays 12 pm

**Science Class** signups start  
July 13th

See more events and services at [www.wilsonvillelibrary.org](http://www.wilsonvillelibrary.org)



**June 2015**

## Director's Report

Layers of Plans – and SMART's Transit Master Plan is just one part.

As a planner myself, it does not surprise me, but the layers of planning that are required of a city can be daunting to the less wonkish among us. There are actually county (in our case, two counties), regional, state and federal planning requirements for our little transit system. I have been on the speaking tour lately, attending different meetings around the region and talking about the services that SMART provides and our plans for the future.

Here are the layers from top to bottom:

Federal Transit Administration (FTA) – our federal planning requirements really result from the fact that we receive funding from FTA, thereby requiring that we comply with the latest federal funding bill (currently MAP 21). Although the record-keeping and reporting requirements that go along with federal funds can be onerous, the planning requirements are not too strict. They are mostly geared to meeting state and regional requirements.

Oregon Department of Transportation (ODOT) – The state is just beginning work on a Public Transit Master Plan that will apply to all of Oregon. It is too early to tell what requirements may come down to the local level as a result, but staff will work closely with ODOT as that plan evolves.

Metropolitan Services District (Metro) – In blunt terms, all local governments in the area must comply with Metro requirements because Metro handles the distribution of federal transportation funds to the City of Wilsonville and all of the other cities and counties in the region. Metro adopts an updated Regional Transportation Plan (RTP) every four years and it contains a huge list of transportation projects, many of which will require federal funding. Over the next year, Metro will be adopting a Regional Transit Strategy as part of the next round of updates to the RTP. SMART will continue to be very involved in the preparation of the Regional Transit Strategy. Metro also has adopted a Climate Smart Strategy, in compliance with state law. The Climate Smart plan lists expanded transit service as one of the most effective ways to reduce the production of greenhouse gases from transportation sources.

City of Wilsonville – the City enacted the most recent Transportation System Plan (TSP) in compliance with state and regional requirements, as an element of the City's Comprehensive Plan. The Transit Master Plan on which we are just beginning work will help to implement the TSP.

I told you it would be wonkish. And I did not even mention JPACT, TPAC, C4 or the OTA.

*Stephan Lashbrook*

## SMART Booth at the Festival of Arts May 30, 2015



SMART helped Wilsonville celebrate National Bike Month and partnered with two bicycle businesses to offer free bike repairs and electric bicycle rides.

The SMART Trolley carried 136 passengers throughout the day on a Wilsonville Art Sculpture tour and the SMART booth folks were busy answering transportation questions, handing out bicycle safety information and also presented a new *Family Biking Guide* that will be available at the Farmers Market from July—September.

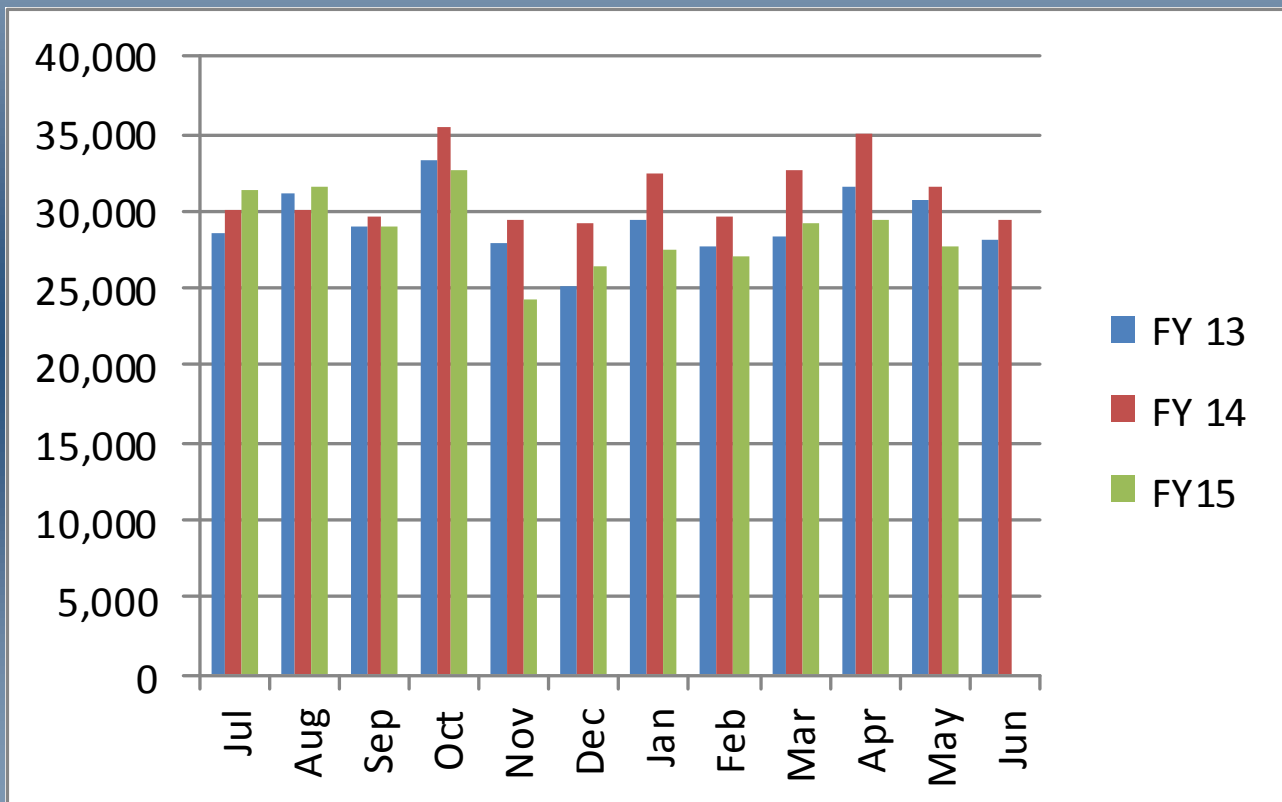
This event kicks off the summer season for the SMART outreach booth—our interns are starting in the end of June and you will find them out and about promoting SMART programs and services all summer long.

## May Operations Report

Contributing to the lower monthly figures for May include having only 20 work days. Most Mays have 22, but this year there were 5 Saturdays and 5 Sundays. Even so, we noticed that Route 1X Salem had lower ridership than usual. Upon closer examination, it appears many people are taking three day weekends. Friday ridership each week is 38% lower than on the other weekdays—152 average riders Monday—Thursday; 94 on Fridays. This may indicate a trend for the summer season. As a result, the 1X is down 13% from last year.

Operations lost three personnel suddenly, nearly at the same time. This caused us to turn down some special requests, as we lacked manpower to provide extra service. No regular service was affected, as we “cut and pasted” driver assignments to cover the gaps. By the end of May, we hired two more part time drivers and interviewed candidates for additional needed positions.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY 13	28,511	31,067	29,066	33,326	28,027	25,199	29,525	27,812	28,356	31,492	30,776	28,217	351,374
FY 14	30,094	30,024	29,661	35,481	29,342	29,216	32,432	29,551	32,645	35,010	31,581	29,371	374,408
FY15	31,421	31,650	28,971	32,568	24,192	26,510	27,535	27,122	29,155	29,348	27,645		316,117

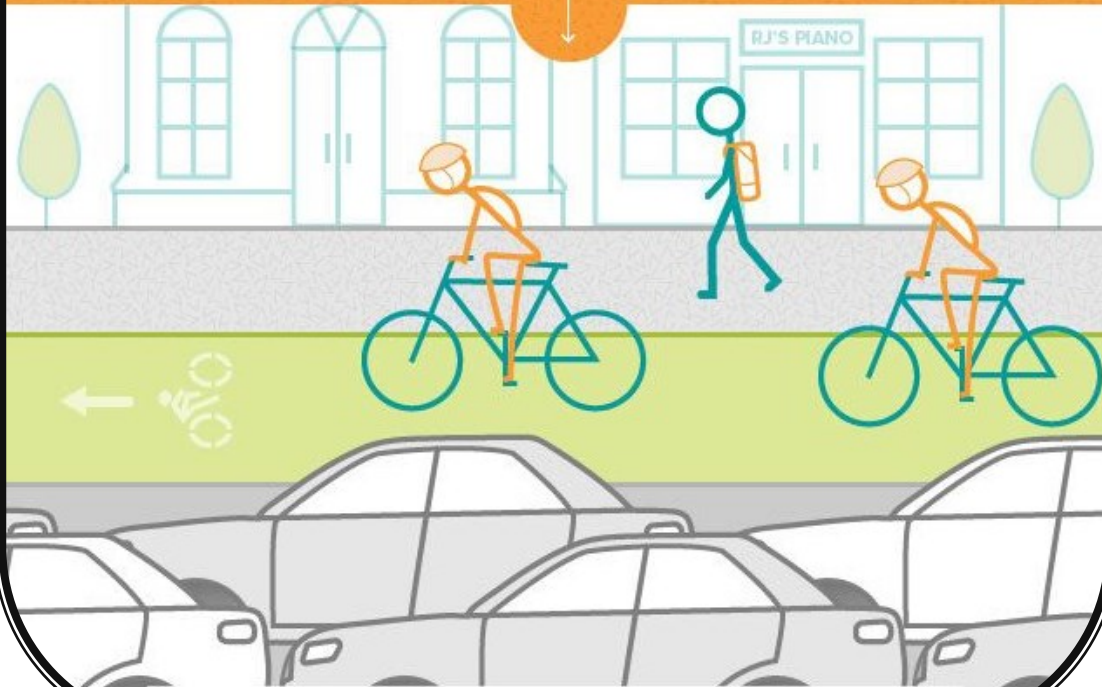




# WHAT TRAFFIC REPORT?

## 38%

of Portland Metro area residents  
*ride a bike for transportation at least once a month*



*In partnership with Metro and Drive Less Save More*

## Did You Know?

Since 1994, bicycle trips in the Portland Metro region have increased 191%

[DriveLessSaveMore.com](http://DriveLessSaveMore.com)

## Contact Us

### Stephan Lashbrook

Transit Director

503-570-1576

[Lashbrook@ridessmart.com](mailto:Lashbrook@ridessmart.com)

### Steve Allen

Operations Manager

503-570-1577

[Allen@ridessmart.com](mailto:Allen@ridessmart.com)

### Scott Simonton

Fleet Manager

503-570-1541

[Simonton@ridessmart.com](mailto:Simonton@ridessmart.com)

### Jen Massa Smith

Program Manager

503-682-4523

[Massa@ridessmart.com](mailto:Massa@ridessmart.com)



261 individuals took part in WERK Day - the City's annual park clean up event on May 9th



The revamped playground opened and the donated shade structure was completed at Murase Plaza



Spa Saturday at the Center provided 165 stress relieving appointments for participants who attended the May 16th event



77 meals were served during the Community Center's "Mothers Day Brunch"



## Parks Maintenance Update



Removed hazard tree at Memorial Park Boat Dock



Painted Korean War Memorial and associated granite benches



Successfully prepared for and hosted Memorial Day event at Town Center Park



Removed two dead trees at Sofia Park



Received delivery and began construction of five ADA compliant bleachers for Memorial Park



Cleaned all informational signs at parks and trails

## Upcoming Programs/Events

**For the Love of Schools 5k, 10k and 1/2 Marathon** - Sunday, June 7th, 7:00am, Tonkin Audi.

**Farmers Market** - Starts Thursday, June 11th, 4:00pm - 8:00pm, Sofia Park.

**Summer Sizzle Pickleball Tournament** - Saturday, June 13th, 8:30am - 4:30pm, Memorial Park.

**Boy Scout Plant Sale** - Saturday, June 20th, 9:00am - 3:00pm, Community Center Parking Lot.

# Public Works

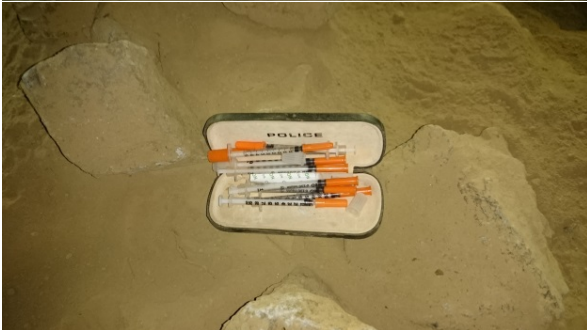
May 2015

## GRAFFITI

*Roads Division*

Boeckman Creek Bridge on Wilsonville Road has been tagged before but never this bad. It looks like Smerk the tagger is back in town or maybe he/she never left. Wilsonville Police reported the graffiti to Public Works. Seasonal Utility Worker Andrew Erkson spent three days under the bridge and picked up over six big bags of garbage and several hypodermic needles. Then he covered up the graffiti with a coat of paint.

**BEFORE**



**AFTER**



## OIL SPILL

*Roads & Facilities*

Public Works responded to a car accident at the intersection of French Prairie Road and Miley Road in early May. No one appeared to be injured, but there was a large amount of oil on the road. To clean up the spill Roads and Facilities crews deployed the Emergency Response Trailer that is fully loaded with oil absorbent peat moss, pads and other emergency supplies. Response time from the 3-Bay to French Prairie Road was 12 minutes. Traffic on I-5 was running smoothly that day, which helped. After the oil was absorbed by the peat moss a street sweeper was called in to sweep up the absorbent and return the roadway to its previous condition





## UTILITIES

### *Water Distribution*

The water crew continues to complete numerous locate requests (681 in May) as well as perform normal operations and maintenance tasks throughout the city.

With residential development in full swing, the crew has been busy with walk-through inspections of infrastructure, water main shutdowns for construction and new meter installations. The crew is also working on planned water meter replacements and will begin annual water main flushing on June 8.

Shawn Powlison performs one of the many utility locates for the City this month. Blue paint represents water infrastructure such as valves and main lines, while green shows sewer and storm water structures.



Chris Reece installs a water meter on London Lane. The crew is on track to install over 70 new water meters in Villebois this month.



## UTILITIES

### *Sewer and Storm Water*

The Collections crew continues to clean sewer mains throughout Charbonneau. Vactor Operators Mark Folz and Paul Havens clean a 420' section of sewer main using the trucks high-pressure jetting hose and rotating nozzle.



Paul Havens performs weed control around an off-street manhole to maintain proper access.





## INTERSECTION FACELIFT

### *Roads Division*

The City will be working with the developer of Brenchley Estates (Old Thunderbird Mobile Home Park) and PGE to give the southwest corner of Boeckman Road and Parkway Avenue a facelift. This strip of right-of-way has been an eyesore for a long time. Years ago fir trees were planted under the power lines in this area and have been a constant maintenance problem for PGE. The trees had to be topped in order to keep them out of the power lines. PGE has agreed to remove the trees at no cost to the City and provide some of the replacement trees and shrubs. The replacement trees will be a variety that will be slower growing and will not require the high maintenance like the fir trees. The developer has agreed to let the City tap into their irrigation system to water the new plantings. This new landscape should enhance the north corner of the Terrene property, along with Boeckman Road. Tree removal will start in June and the trees and shrubs will be planted this fall, so as to let the cool weather help get them established.





## Water Feature Project

### *Facilities Maintenance*

This is the new version of the Aquastar automatic back flush valve. The facilities crew has been waiting for the new version of the valve for a couple of years, due to the old model being prone to failure. The old model was equipped with an internal pressure switch that would leak and take out the control board. Now that the manufacturer has modified the switch to be external, Facilities is redesigning the Murase equipment vault to accommodate the new automatic back wash valves, as well as new chlorine erosion feeders.



The new equipment required such extensive re-plumbing of the system that the facilities crew and a hired mechanical contractor decided that it would be more cost effective to start from scratch. The photo below shows the original condition.



The photo below shows the completed project with all the new equipment as well as two new work stations for water sampling and record keeping. This project, coupled with more controls work should reduce the amount of trips in to the vault by allowing the water feature operators to monitor and operate the vault equipment from the Public Works Building.

