



City Council Meeting November 16, 2020

Executive Session 5:00pm

Work Session 5:25 pm

Council Meeting 7:00pm

(All held in Council Chambers)

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

- Councilors are participating virtually, via Zoom videoconferencing.

To Provide Public Comment:

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

You can watch the City Council Meeting here:

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

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

City of Wilsonville

City Council Meeting

November 16, 2020



AGENDA

**WILSONVILLE CITY COUNCIL MEETING
NOVEMBER 16, 2020
7:00 P.M.**

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

Mayor Tim Knapp

Council President Kristin Akervall
Councilor Charlotte Lehan

Councilor Joann Linville
Councilor Ben West

CITY COUNCIL MISSION STATEMENT

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

**Executive Session, Work Session and City Council meetings
will be held in the Council Chambers, City Hall, 1st Floor**

- 5:00 P.M. EXECUTIVE SESSION [25 min.]**
A. Pursuant to: ORS 192.660 (2)(e) Real Property Transactions
ORS 192.660(2)(h) Legal Counsel / Litigation
- 5:25 P.M. REVIEW OF AGENDA AND ITEMS ON CONSENT [5 min.]**
- 5:30 P.M. COUNCILORS' CONCERNS [5 min.]**
- 5:35 P.M. PRE-COUNCIL WORK SESSION**
- A. Kitakata Sister City Advisory Board (Monahan/ Cosgrove) [20 min.]
B. Review of the Solid Waste Collection Rate Report, November 2020 (Ottenad) [20 min.]
C. Employment Site Readiness Report for the Coffee Creek Industrial Area (Vance) [25 min.]
- 6:40 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, November 16, 2020 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on November 3, 2020. Remonstrances and other documents pertaining to any matters listed in said summary filed at or prior to the time of the meeting may be considered there with except where a time limit for filing has been fixed.

7:00 P.M. CALL TO ORDER

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

7:05 P.M. MAYOR'S BUSINESS

- A. Small Business Saturday in Wilsonville Proclamation
- B. Placeholder for Appointments/Reappointments
- C. Upcoming Meetings

7:20 P.M. COMMUNICATIONS

- A. Metro Update (Dirksen)

7:35 P.M. CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

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

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

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

7:50 P.M. CONSENT AGENDA

- A. Minutes of the November 2, 2020 City Council Meeting. (Veliz)

7:55 P.M. NEW BUSINESS

- A. **Resolution No. 2857**
A Resolution Of The City Of Wilsonville City Council Adopting The Arts, Culture And Heritage Strategy, November 2020. (Ottenad)
- B. **Resolution No. 2861**
A Resolution Of The Wilsonville City Council Accepting The Metro Employment Land Readiness Report For The Coffee Creek Industrial Area. (Vance)
- C. City Council Review of Development Review Board Resolution No. 382. (Luxhoj)

9:20 P.M. CONTINUING BUSINESS

- A. **Ordinance No. 846** – 2nd Reading
An Ordinance Of The City Of Wilsonville Approving Transportation System Plan Amendments Related To The Town Center Plan. (Le/Rybold)

9:30 P.M. PUBLIC HEARING

- A. None.

9:35 P.M. CITY MANAGER'S BUSINESS

9:40 P.M. LEGAL BUSINESS

9:45 P.M. ADJOURN

INFORMATION ITEMS – No Council Action Necessary.

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



**CITY COUNCIL MEETING
STAFF REPORT**

<p>Meeting Date: November 16, 2020</p>	<p>Subject: Kitakata Sister City Advisory Board</p> <p>Staff Member: Zoe Monahan, Assistant to the City Manager</p> <p>Department: Administration</p>
<p>Action Required</p> <p><input type="checkbox"/> Motion</p> <p><input type="checkbox"/> Public Hearing Date:</p> <p><input type="checkbox"/> Ordinance 1st Reading Date:</p> <p><input type="checkbox"/> Ordinance 2nd Reading Date:</p> <p><input type="checkbox"/> Resolution</p> <p><input checked="" type="checkbox"/> Information or Direction</p> <p><input type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Council Direction</p> <p><input type="checkbox"/> Consent Agenda</p>	<p>Advisory Board/Commission Recommendation</p> <p><input type="checkbox"/> Approval</p> <p><input type="checkbox"/> Denial</p> <p><input type="checkbox"/> None Forwarded</p> <p><input checked="" type="checkbox"/> Not Applicable</p> <p>Comments: Continued discussion regarding the bylaws for a new City Committee to focus on the sister city relationship between the City of Wilsonville and Kitakata, Japan.</p>
<p>Staff Recommendation: Provide input on the draft bylaw language for a new Kitakata Sister City Advisory Board.</p>	
<p>Recommended Language for Motion: N/A</p>	
<p>Project / Issue Relates to: Sister City Relationship with Kitakata, Japan</p>	
<p><input checked="" type="checkbox"/> Council Goals/Priorities:</p>	<p><input type="checkbox"/> Adopted Master Plan(s):</p>
<p><input type="checkbox"/> Not Applicable</p>	

ISSUE BEFORE COUNCIL:

Establishing the creation of the Kitakata Sister City Advisory Board.

EXECUTIVE SUMMARY:

The City of Wilsonville has had a Sister City Relationship with Kitakata, Japan for the last 32 years (Est. Oct. 17, 1988). This relationship was established to:

“... deepen the understanding and friendship between the two cities through programs in such fields as education, culture, and economy. It is our intent that this relationship will contribute to promoting better relations between the two countries and consequently to the peace and prosperity of the world.”

For the duration of this Sister City relationship, a small non-profit group, The Wilsonville Sister City Association (WSCA), has provided a program through cultural exchanges, home stay programs, constant communication via letters and email, fundraising, student exchanges, etc. The group has had a limited ability to receive funding and continue the same level of programming that was offered in the past over the past few years.

Over the last two years, the strengthened relationship between the WSCA and the City of Wilsonville, it has come to City Staff and WSCA member's attention that the group is no longer sustainable as a group of volunteer citizens. The WSCA is in need of not only a dedicated staff liaison, but of City advisory board status, which would allow for greater structure, consistency, financial stability, and allow the program to not only continue, but to grow. It is also expected that the sister city relationship will be strengthened by increasing the City's participation.

During the October 2019 visit to Kitakata, which was made up of members of the WSCA and a City of Wilsonville staff liaison, it became very apparent that our counterparts in Kitakata are eager to grow the sister city relationship. Mayor Endo and City staff in Kitakata are eager to expand relationships between local business owners, sports organizations, school boards, and Council members. The City of Wilsonville was invited to visit Kitakata, Japan sometime in the summer of 2020 however; the trip was canceled due to the Covid- 19 pandemic. Kitakata counterparts have suggested zoom meetings to continue conversations and relationship building with Wilsonville during the pandemic. The zoom meetings are expected to begin in late 2020.

At the December 16, 2019 Council Work Session, a proposed budget, and bylaws for the future Wilsonville Sister City Advisory Board were discussed at City Council Work Session. Parks & Recreation staff were prepared to present proposed bylaws during a council work session in early 2020 but the conversation about the bylaws were put on hold as staff responded to the Covid- 19 pandemic. Staff would like to finalize the bylaws to establish the committee in order to create the new advisory committee in early 2021.

EXPECTED RESULTS:

The Wilsonville Sister City Advisory Board has three main functions as stated in the bylaws:

1. Help guide and support the development and activities of the Sister City Program, whose mission is to encourage cross-cultural understanding and to promote educational and economic exchange between the citizens of Wilsonville and our Sister City Kitakata, Japan.

2. Serve in an advocacy, supporting and ambassadorial capacity and assist in organizing events and promoting a positive image and good relations for the Sister City Program and the City of Wilsonville within the community, the region, the state and internationally.
3. Work to further the planning and implementation of initiatives that support the Sister City Program. The Board may recommend general policies and activities and otherwise advise and support the Mayor and City Council. The Board may recommend policy to the Mayor and City Council.

TIMELINE:

Staff will make modifications to the bylaws based on Council’s direction and bring the bylaws back for adoption before the end of 2020. After adoption of a resolution, staff will notify known and interested parties of the creation of the Kitakata Sister City Advisory Board, and promote available positions on the board through direct outreach, media releases, web and social media postings in the December – January timeframe.

Using a January 29 application deadline, staff will aim to advance all applications for the Mayor’s consideration and nomination to the board. Positions on the board will be filled as soon as possible, with the first official board meeting planned in spring 2021.

During the first few meetings of the board, the board will undergo Oregon Public Meetings Law training, as well as goal setting and priorities training with a city appointed facilitator and/or trainer.

CURRENT YEAR BUDGET IMPACTS:

An estimated annual budget of \$15,000 dollars would need to be added to the Parks and Recreation General Services budget for the 2020/2021 fiscal year. A new line item would be added to the Parks and Recreation budget.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 10/27/2020

An approved supplemental budget adjustment will be required before the funds are available.

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 11/05/2020

COMMUNITY INVOLVEMENT PROCESS:

N/A

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

This program is a unique opportunity for the City to strengthen our Sister City relationship and provide community members to engage with students from Japan. The program invites citizens of Wilsonville to host student and chaperones from Kitakata Japan for about a week. Similarly, when students from Wilsonville travel to Japan, families in Kitakata will host the students from Wilsonville.

This direct interaction between citizens has many benefits to the community including cultural exchange, universal understanding, and friendship. For students in particular this program also promotes education, self-awareness, planning and organization, and a broadening of cultural understanding and appreciation.

ALTERNATIVES:

Wilsonville Sister City Association (WSCA) continues as a group of volunteers, which will not be sustainable for growth.

CITY MANAGER COMMENT:

N/A

ATTACHMENT:

- A. Draft Kitakata Sister City Bylaws

BYLAWS OF THE KITAKATA SISTER CITY ADVISORY BOARD

I. CHARTER/PURPOSE.

The purpose of the Wilsonville Kitakata Sister City Advisory Board (“Board”) is to help guide and support the development and activities of the Sister City Program (“Program”). The Board’s mission is to encourage cross-cultural understanding and to promote educational and economic exchange between the City of Wilsonville and our Sister City Kitakata, Japan. This is an advisory board to the Wilsonville Mayor (“Mayor”) and the Wilsonville City Council (“Council”).

The Board serves in an advocacy, supporting, and ambassadorial capacity by promoting a positive image and good relations for the Program and the City of Wilsonville (“City”) within the community and internationally. The Board is a standing committee of the City.

Board members work to promote initiatives that support the Program. The Board will recommend general policies and activities and will otherwise advise and support the Mayor and Council with respect to advancement of the Program goals and aspirations.

II. BOARD MEMBERSHIP AND FORMATION.

The Board will consist of no less than five (5) and no more than nine (9) members. Official terms of office of Board member terms begin January 1st of the year immediately following appointment, unless the member is appointed to fill an unexpired term, in which case the Board member shall serve until the end of the term the Board member was appointed to fill. Board member terms shall be staggered. All recommendations for appointments to the Board shall be made by the Mayor and ratified by the Council.

Diversity in membership is encouraged. The Mayor will therefore attempt to achieve diversity by including, among others, local school district employees, Wilsonville high school students, past host family members and exchange students, and local business owners.

Board membership staggering will proceed as follows: Of the members first appointed, two members shall be appointed for a one-year term, two members shall be appointed for a two-year term, and three members shall be appointed for a three-year term. Subsequent appointments shall be for terms of three years. Decisions concerning reappointment of a Board member will be recommended by the Mayor and ratified by the Council.

Upon completion of a term, a Board member who does not continue with the Board may, upon request, be designated an “emeritus board member.” Emeritus board members will be invited to continue close association with the Program. Emeritus board members are regarded as ex-officio members of the Board and are welcome to attend meetings and be heard, but they will not have voting rights and will not be considered as members for the purpose of establishing a quorum.

Board members shall be deemed public officials for the purposes of Oregon's Public Meetings Law and State ethics laws.

No Board member shall be appointed for more than two full consecutive terms (not counting a partial term served), but any person may be appointed again to the Board after an interval of one year.

III. DUTIES OF THE BOARD.

The Board of Directors will report to and take direction from the Council. The Board of Directors shall support the development of the Program by:

- a. Assisting in the development of Sister City strategic plans.
- b. Submitting recommendations for the annual Program budget.
- c. Recommending Program policies to the Council.
- d. Conducting activities through projects and events to support Wilsonville and its Sister City, including:
 - 1) Resource development;
 - 2) Promotion of cross-cultural understanding and exchange between the community of Wilsonville and Kitakata;
 - 3) Community support and public relations and outreach.

IV. VACANCIES ON THE BOARD.

Vacancies on the Board shall be filled by appointment, upon recommendation from the Mayor and ratification by the Council. Those appointed Board members will hold office until such position would normally terminate.

V. BOARD OFFICERS AND STAFF LIAISON.

Officers of the Board will consist of a Chair and Vice-Chair, together with such other officers as the Board members from time to time may require.

- a. **DUTIES OF THE CHAIR.** The Chair shall preside over all meetings of the Board and generally discharge the duties as are properly required by the Board. The Chair, in consultation with the Staff Liaison, will set the meeting agenda for Board meetings.
- b. **DUTIES OF THE VICE-CHAIR.** The Vice-Chair shall preside over meetings of the Board in the absence of the Chair. The Vice-Chair will otherwise exercise those powers and perform such duties as assigned by the Chair.
- c. **DUTIES OF LIAISON.** The Sister City Staff Liaison will be a City staff person appointed by the City Manager to assist the Board with those duties, as assigned by the Chair or Vice-Chair.

Each Officer shall be elected by the Board for a one-year term. No member shall serve as an Officer for more than two consecutive one year terms, but may be appointed again after an interval of one year has passed.

Elections shall be held at the first meeting of the Board each year, and Officers shall assume office immediately following the election. With the exception of the initial year of the Board, Board members shall serve on the Board for at least one year before becoming eligible to serve as an Officer.

Vacancies in the position of Chair and Vice-Chair, regardless of cause, shall be filled by majority vote of the remaining Board members, and those elected to fill vacated positions shall hold office until the next regularly scheduled election.

VI. MEETINGS OF THE BOARD.

- a. REGULAR MEETINGS. Regular Board meetings will be held quarterly, at a designated time and at a location within Wilsonville.
- b. SPECIAL MEETINGS. Special meetings of the Board may be called at any time, at the discretion of the Board Chair, and shall be promptly called upon written request of any three members of the Board to the Chair. Such meetings shall be held at the location within the City of Wilsonville, as designated by the Chair.
- c. NOTICE OF BOARD MEETINGS. Notice of all regular and special Board meetings shall be given to the public in compliance with Oregon’s public meetings laws.
- d. QUORUM AND VOTE. A simple majority of the appointed Board members constitutes a quorum and is required in order to transact business or take official action. A majority of the Board members must be present to consider any item on the agenda.
- e. ORDER OF BUSINESS. Business at both regular and special meetings of the Board shall be conducted according to *Roberts Rules of Order Newly Revised*.
- f. RECORD KEEPING. The Staff Liaison shall draft the minutes of all official Board meetings and retain the minutes in accordance with Oregon’s public record laws.
- g. OPERATING BUDGET. The Staff Liaison shall be responsible for drafting requests for an operating budget in conjunction with the Board, to be submitted to Council through the annual budget process.

VII. AMENDMENTS.

Recommendations to alter, amend, or repeal these Bylaws may be made upon thirty days’ notice at any meeting of the Board, and approved by a vote of at least two-thirds of all the Board members. Such recommendations must be reviewed by the City Attorney for legal compliance and conformance to City Code, and thereafter be presented to Council for approval or denial before any changes to the Bylaws can be made.

Approved and adopted by the Wilsonville City Council on this ____ day of _____, 2020 by Resolution No. _____.



**CITY COUNCIL
STAFF REPORT**

Meeting Date: November 16, 2020		Subject: Review of the Solid Waste Collection Rate Report, November 2020	
		Staff Member: Mark Ottenad, Public/Government Affairs Director	
		Department: Administration/Legal	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date <input type="checkbox"/> Ordinance 1 st Reading Date <input type="checkbox"/> Ordinance 2 nd 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	
		Comments: Annual solid waste rate review conducted based on the Solid Waste Franchise Ordinance No. 814 adopted in 2018.	
Staff Recommendation: N/A			
Recommended Language for Motion: N/A.			
Project / Issue Relates To:			
<input checked="" type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s): Solid Waste Franchise	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

Acceptance of rate review findings that no solid waste rate modification is required at this time.

EXECUTIVE SUMMARY:

The Solid Waste Collection Rate Report, November 2020, finds that the current rates are sufficient to maintain Republic Services at an operating margin higher than the franchise “target margin” of 10%, (11.3%) but below the 12% ceiling. Therefore, it is recommended to keep the current rate schedules unchanged until the 2020 results are submitted and reviewed in the second quarter of 2021. City staff can return at the Dec. 7 City Council meeting with a resolution adopting the Solid Waste Collection Rate Report, November 2020, to continue current rates effective as of Jan. 1, 2021.

SOLID WASTE FRANCHISE RATE REVIEW BACKGROUND:

When the City adopted a new Solid Waste Franchise Agreement with Republic Services (“Franchise Agreement”) in May 2018 (Ordinance No. 814), the Franchise Agreement provided the City ability to review Republic Services’ financial information to determine adequate collection rates on an annual basis. As a result, the City commissioned solid waste rate consultant Chris Bell, CPA, of Bell and Associates to undertake a financial review of the solid waste franchisee operations and make a determination of the firm’s operating margin, which is to be within the 8%–12% range, with a target of 10%. Mr. Bell’s latest review is attached hereto as Exhibit 1.

The Solid Waste Collection Rate Report, November 2020, provides information on:

- Adjusted Results for 2019
- Projected Results for 2020
- Solid Waste Disposal
- Projected 2019 to Actual 2019 Results
- Year-to-Year Comparison of Expenses: 2019 Adjusted to 2020 Projected Results
- Rate Recommendation

Results from the November 2020 review found the operating margin for Republic Services was greater than the 10% target operating margin of the Franchise Agreement:

- 2019 Adjusted Results: 16.1% operating margin, or 61% greater than target operating margin of 10%
- 2020 Projected Results: 11.3% operating margin, or 13% greater than target operating margin of 10%

Due in part to Covid-19 pandemic impacts to operations and other issues, compilation of financial data was delayed. Republic Services has indicated agreement with the financial data contained within the attached Solid Waste Collection Rate Report. The Report does note a potential increase by Metro of the Regional System Fee that if passed, may impact expenses in 2021.

RESULTS FROM PRIOR 2019 RATE REVIEW PROCESS: NEW SERVICES

On September 5, 2019, the City Council reviewed solid waste collection rates and approved Resolution No. 2768, A Resolution of the City of Wilsonville Adopting the Findings of the 2019 Solid-Waste Franchise Rate Review. At that time, the operating margin of the franchisee exceeded the target operating profit of 10% by 61%, as noted above. As a result City Council instructed staff to work with Republic Services on services enhancements for both residential and business customers that could have the effect of bringing that profit margin back into alignment.

The following is an update on the status of new solid waste service enhancements requested by City Council in 2019:

1. **Residential Food-Scraps Program:** This new program, requested by some residents, was implemented in February 2020 and allows food scraps to be collected with yard debris. The City Council agreed to support a Wilsonville-Metro Community Enhancement Program Grant request for distribution of up to 500 compost pails during 2021 to further encourage residential participation.
2. **Bulky Waste Pick-up for ADA/Senior Citizens:** This temporary program was suspended in March 2020 due to the Covid-19 pandemic but resumed in July. The program offers Wilsonville residents who have disability or meet the definition of senior citizen the option of home pick-up of large/bulky waste items free of charge. A total of 46 pick-ups have occurred to-date of the projected 100 total for 2020.
3. **Polystyrene Recycling Collection Station:** Republic Services set up a collection station at its facility where residents and commercial/industrial customers can deposit block polystyrene foam for recycling. Initial utilization has been good, but with a fair amount of contamination of 26% at the outset. City staff is working with Republic Services on improved customer communications.
4. **Commercial Business Fluorescent Tube and Battery Recycling:** This limited-duration program aimed at commercial and industrial businesses was suspended due to the Covid-19 pandemic and subsequent wildfire disruption. The City is working with Clackamas County Sustainability, Republic Services and other potential partners to re-launch a business outreach program with appropriate protocols. Republic Services has acquired on-site recycling mail-back recycling boxes for distribution.

Note that the new Metro-mandated commercial food-scraps collection program to be phased-in over a three-year period starting in March 2020 was postponed one year due to the Covid-19 pandemic.

EXPECTED RESULTS:

Based on the Solid Waste Collection Rate Report, November 2020, no rate increase will occur in 2021.

TIMELINE:

Adoption via resolution on Dec. 2, 2020, of the Solid Waste Collection Rate Report, November 2020, that would maintain the current solid waste rates effective January 1, 2021.

CURRENT YEAR BUDGET IMPACTS:

The Solid Waste Collection Rate Report projects that City franchise fee revenue of 2019, adjusted amount of \$254,494, will increase by \$102,565 (40.3%) to \$357,059 for 2020. Per the Franchise Agreement, on January 1, 2020, the franchise fee paid to the City increased from three percent (3%) to the standard franchise fee of five percent (5%).

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 11/6/2020

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 11/6/2020

COMMUNITY INVOLVEMENT PROCESS:

Adoption of the Solid-Waste Franchise Ordinance No. 814 in 2018 followed standard City public outreach practices. The 2020 rate review is a by-product of the new solid-waste franchise ordinance.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

The community benefits by continuing to receive Republic Services solid waste collection services with no increase in rates.

ALTERNATIVES:

N/A

CITY MANAGER COMMENT:

N/A

ATTACHMENT:

Exhibit 1: "Solid Waste Collection Rate Report, November 2020"



City of Wilsonville

SOLID WASTE COLLECTION RATE REPORT | NOVEMBER 2020



Bell & Associates

SOLID WASTE & RECYCLING CONSULTANTS

City of Wilsonville

Solid Waste Collection Rate Report

November 2020
Bell & Associates

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Chris Bell, CPA
Bell & Associates
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360-210-4344
Chris@Bellassociatesinc.com

Background of Solid Waste Review

The City of Wilsonville (City) contracted with Bell & Associates, a consulting firm with expertise in solid waste collection operations, to provide the City with solid waste and recycling consulting services. In March 2020, solid waste franchisee Republic Services (Republic) submitted its annual detailed cost reports to the City for the calendar year 2019.

Annual Cost Report

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

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

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

Adjusted Report for 2019

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

Table 1: Adjusted 2019 Wilsonville Results

Cost Component	Roll Cart	Container	Drop Box	Composite
Revenues	2,101,570	2,748,872	2,444,033	7,294,475
Allowable Costs for Rates	1,758,847	2,259,497	2,099,901	6,118,245
Franchise Income	342,723	489,375	344,132	1,176,230
Margin (Income / Revenue)	16.3%	17.8%	14.1%	16.1%

Projected Results for 2020

Projecting the financial performance for 2020 was complicated by the statewide shutdowns due to the covid virus. A monthly report was developed to assist the haulers and local jurisdictions with estimating the impact on the hauler finances and adjust the rates, if necessary, to keep the franchisees within the operational margins. That report was not submitted by Republic; therefore, an estimate based on the submissions from other franchisees was made to calculate the impact of the shut down in Wilsonville for the current year.

The line item expenses from 2019 were adjusted to project the results for 2020 using assumptions based on contractual obligations such as the labor agreement between Republic and the union drivers, administrative wages, health insurance, recycling processing, fees, and estimated inflation. Table 2 summarizes the inflation assumptions.

The assumptions used for the 2020 projection include:

The projection factors include:

- January 1, 2020, rate decrease for the recycling surcharge for cart service (\$1.25 per customer per month) and commercial (\$0.75 per yard).
- The driver wage increase is calculated on the hourly wage increase from the Teamster's contract through 2020, which is 2.0% for most drivers. Health insurance for union and non-union employees increased by 4.35%.
- Disposal increased by \$0.90 per ton effective June 1, 2020, from the Metro excise tax.
- Inflation increased by 2.11% from June 2019 to June 2020. This was doubled to 4.08% to account for 2021. Management and administrative labor costs are projected to increase by 2.0%.
- Franchise fees were increased by two percentage points from 3% to 5% of projected revenue, which is a 40% increase when compared to 2019.
- Oregon's Corporate Activity Tax (CAT) was imposed on companies for the privilege of doing business within the State on January 1, 2020. The tax is measured on a business's commercial activity—the total amount a business realized from transactions and activity in Oregon. The CAT is applied to Oregon taxable commercial activity and is computed as \$250 plus 0.57% of a company's Oregon commercial activity of more than \$1 million. The composite tax rate for waste and recycling services within the Portland region is calculated at 0.50% of total revenue. The estimated expense is approximately \$35,700.

Expense	Change
Driver Wage	2.0%
Administrative Wage	2.0%
Health Insurance	4.35%
Inflation	2.11%
Franchise Fees	40.0%

Solid Waste Disposal

Metro assesses a Regional System Fee (RSF) on every ton of waste generated and delivered to a licensed disposal facility within the Metro region. The current RSF is \$18.58 per ton. Metro staff is proposing an increase of the RSF by \$2.65 effective January 1, 2021.

Metro typically adjusts their disposal rate on July 1 to coincide with the beginning of the fiscal year. This year's disposal rate increase was delayed by Metro due to adverse financial impact from the

reduction of disposal revenue from the statewide covid shutdown. Metro reported that waste tons are significantly lower than budgeted in their July presentation and that collected tons have shifted from commercial to residential customers.

What has not been clearly communicated by Metro staff is the need for the increase. Metro staff have provided initial high-level summarized financial data, but the specific details have not been provided to the numerous jurisdictions that have requested the information.

Metro's current allocation of tonnages to private transfer stations is approximately 40% of all waste tons generated within the region. Willamette Resources Incorporated (WRI) is the transfer station that takes Wilsonville's waste. WRI had a tonnage allocation of 74,606 for FY2020. The disposal rate charged to Wilsonville is dependent on WRI receiving 74,606 tons of waste. Metro has proposed decreasing WRI's tonnage allocation from 74,606 to 71,491. Because a portion of WRI's costs is fixed, the reduction of tons may trigger an increase in the rate charged by WRI for disposal, which will impact customers that have their waste disposed at WRI.

Commercial waste tons within the region are considerably lower, especially in Portland, due to business closures from the statewide shutdown, followed by the continued rioting. It is plausible that the tonnage allocation to WRI and other private transfer stations could decrease even further because Metro's revenue is dependent on receiving 40% of all waste tons to their facility.

Projected 2019 to Actual 2019 Results

Table 3 compares the projected 2019 results from last year's rate review—the Solid Waste Collection Rate Report, August 2019, adopted via Resolution No. 2768 on September 5, 2019—to the adjusted results.

Table 3: Projected 2019 Results to Actual Results		
Report Table	Projected 2019	Actual 2019
Total Revenue	\$ 7,546,437	\$ 7,294,475
SW and Yard Debris Disposal	2,810,123	2,605,488
Recycling Processing	414,707	378,504
Labor, Health Ins, & Payroll Taxes	1,046,272	1,368,448
Truck, Fuel, Repair & Maintenance	712,544	536,623
Equipment and Containers	99,964	119,410
Franchise Fees	229,632	254,494
Other Direct Expense / Food Waste	185,988	186,927
Management & Administration	673,356	670,581
Less: Unallowable Costs	(12,348)	(2,230)
Total Expenses	6,160,238	6,118,245
Income (Revenue – Expense)	\$ 1,386,199	\$ 1,176,230
Margin	18.4%	16.1%

Year-to-Year Comparison of Expenses

Projected decreases from the recycling surcharges and the business disruption combined with estimated line item costs for the current year are summarized in Table 4.

Table 4: Adjusted Results

Report Table	2019 Adjusted	2020 Projected	\$ ▲	% ▲
Collection Revenue	\$ 7,294,475	\$ 7,143,212	\$ (151,263)	-2.1%
SW and Yard Debris Disposal	2,605,488	2,639,425	33,937	1.3
Recycling Processing	378,504	378,504	0	0.0
Labor, Health Ins, & Taxes	1,368,448	1,400,421	31,973	2.3
Truck, Fuel, and Repairs	536,623	541,987	5,364	1.0
Equipment and Containers	119,410	119,847	437	0.4
Franchise Fees	254,494	357,059	102,565	40.3
Other Expense / Food Waste	186,927	225,079	38,152	20.4
Management & Administration	670,581	678,813	8,232	1.2
Less: Unallowable Costs	(2,230)	(2,230)	0	0.0
Total Expense	6,118,245	6,338,905	220,660	3.6
Income (Revenue – Expense)	\$ 1,176,230	\$ 804,307	\$ 319,501	-31.6
Margin (Income / Total Revenue)	16.1%	11.3%		-4.8%

Rate Recommendation

The current rates are sufficient to return Republic Services to a rate higher than the franchise target margin of 10% but below the 12% ceiling. Therefore, it is recommended to the City Council to keep the current rate schedules unchanged until the 2020 results are submitted and reviewed in the second quarter of 2021.

Attachment A

Reported
Return on Revenues
City of Wilsonville January 1 to December 31, 2019

	Residential Service			Commercial Service			Drop Box	Grand Totals
	Solid Waste	Recycling	Yard Debris	Solid Waste	Recycling			
Collection & Service Revenues	2,099,655	1,915	0	2,748,772	100	2,444,033	7,294,475	
Direct Costs of Operations	729,693 % of revenue	516,401 % of revenue	292,538 % of revenue	1,326,449 % of revenue	598,156 % of revenue	2,214,393 % of revenue	5,677,630	
Disposal Expense	339,606 16%	159,669 8%	71,117 3%	785,661 29%	218,835 218835%	1,636,840 67%	3,211,728	
Labor Expense	210,988 10%	237,606 11%	147,481 7%	253,837 9%	219,133 219133%	299,403 12%	1,368,448	
Truck Expense	73,035 3%	82,250 4%	51,051 2%	103,563 4%	89,403 89403%	137,321 6%	536,623	
Equipment Expense	18,898 1%	21,282 1%	13,209 1%	21,297 1%	13,647 13647%	31,077 1%	119,410	
Franchise Fees	73,321 3%	0 0%	0 0%	95,904 3%	0 0%	85,269 3%	254,494	
Other Direct Expense	13,845 1%	15,594 1%	9,680 0%	66,187 2%	57,138 57138%	24,483 1%	186,927	
Indirect Costs of Operations	288,136			268,812		118,024	674,972	
Management Expense	41,970 2%			41,931 2%		17,407 1%	101,308	
Administrative Expense	19,699 1%			19,680 1%		8,178 0%	47,557	
Other Overhead Expenses	226,467 11%			207,201 8%		92,439 4%	526,107	
Total Cost	1,826,768			2,193,417		2,332,417	6,352,602	
Less Unallowable Costs	921			920		389	2,230	
Allowable Costs	1,825,847			2,192,497		2,332,028	6,350,372	
Franchise Income	275,723			556,375		112,005	944,103	
Return on revenues	13.13%			20.24%		4.58%	12.94%	
Revenues	2,101,570			2,748,872		2,444,033	7,294,475	
Direct Costs of Operations	1,538,632 73%			1,924,605 70%		2,214,393	5,677,630	
Indirect Costs of Operations	288,136 14%			268,812 10%		118,024	674,972	
Total Cost	1,826,768			2,193,417		2,332,417	6,352,602	
Less Unallowable Costs	921 0%			920 0%		389	2,230	
Allowable Costs	1,825,847			2,192,497		2,332,028	6,350,372	
Franchise Income	275,723			556,375		112,005	944,103	
Return on revenues	13.12%			20.24%		4.58%	12.94%	

Attachment B

**Adjusted
Return on Revenues
City of Wilsonville January 1 to December 31, 2019**

	Residential Service			Commercial Service				Drop Box	Grand Totals
	Solid Waste	Recycling	Yard Debris	Solid Waste	Recycling	Yard	Yard		
Collection & Service Revenues	2,099,655	1,915	0	2,748,772	100		2,444,033	7,294,475	
Direct Costs of Operations	729,693	491,401	292,538	1,326,449	623,156		1,986,657	5,449,894	
	Monthly \$ per Can/Cart	Monthly \$ per Can/Cart	Monthly \$ per Can/Cart	Monthly \$ per Yard	Monthly \$ per Yard		\$ per pull		
Disposal Expense	339,606	134,669	71,117	785,661	243,835		1,409,104	2,983,992	
Labor Expense	210,988	237,606	147,481	253,837	219,133		299,403	1,368,448	
Truck Expense	73,035	82,250	51,051	103,563	89,403		137,321	536,623	
Equipment Expense	18,898	21,282	13,209	21,297	13,647		31,077	119,410	
Franchise Fees	73,321	0	0	95,904	0		85,269	254,494	
Other Direct Expense	13,845	15,594	9,680	66,187	57,138		24,483	186,927	
Indirect Costs of Operations	246,136			310,812			113,633	670,581	
Management Expense	41,970			41,931			16,758	100,659	
Administrative Expense	19,699			19,680			7,873	47,252	
Other Overhead Expenses	184,467			249,201			89,002	522,670	
Total Cost	1,759,768			2,260,417			2,100,290	6,120,475	
Less Unallowable Costs	921	(0.01)		920			389	2,230	
Allowable Costs	1,758,847			2,259,497			2,099,901	6,118,245	
Franchise Income	342,723			489,375			344,132	1,176,230	
Return on revenues	16.31%			17.80%			14.08%	16.12%	
Carts/ Yards/ Drop Box Pulls	5,463		5,211	130,156	146,120		5,852		
Revenues	2,101,570			2,748,872			2,444,033	7,294,475	
	% of revenue			% of revenue					
Direct Costs of Operations	1,513,632	72%		1,949,605	71%		1,986,657	5,449,894	
Indirect Costs of Operations	246,136	12%		310,812	11%		113,633	670,581	
Total Cost	1,759,768			2,260,417			2,100,290	6,120,475	
Less Unallowable Costs	921	0%		920	0%		389	2,230	
Allowable Costs	1,758,847			2,259,497			2,099,901	6,118,245	
Franchise Income	342,723			489,375			344,132	1,176,230	
Return on revenues	16.31%			17.80%			14.08%	16.12%	

Attachment C

**Projected 2020 Results
Return on Revenues
City of Wilsonville**

	Residential Service			Commercial Service			Drop Box	Grand Totals					
	Solid Waste	Recycling	Yard Debris	Solid Waste	Recycling								
		% ▲ from prior year		% ▲ from prior year		% ▲ from prior year							
Collection & Service Revenues	2,059,700	-1.9%	1,946	1.6%	0	#DIV/0!	2,616,294	-4.8%	102	2.0%	2,465,170	0.9%	7,143,212
Surcharge Coverage													0
Direct Costs of Operations	781,738		497,800		302,910		1,382,753		630,313		2,066,808		5,662,322
Disposal / Processing Expense	346,006	1.9%	134,669	0.0%	77,517	9.0%	785,661	0.0%	243,835	0.0%	1,430,241	1.5%	3,017,929
Labor Expense	215,837	2.3%	243,067	2.3%	150,871	2.3%	259,881	2.4%	224,351	2.4%	306,414	2.3%	1,400,421
Truck Expense	73,740	1.0%	83,044	1.0%	51,544	1.0%	104,677	1.1%	90,365	1.1%	138,617	0.9%	541,987
Equipment Expense	18,937	0.2%	21,326	0.2%	13,236	0.2%	21,362	0.3%	13,684	0.3%	31,302	0.7%	119,847
Franchise Fees	102,985	40.5%	0		0		130,815	36.4%	0		123,259	44.6%	357,059
Other Direct Expense	24,233	75.0%	15,694	0.6%	9,742	0.6%	80,357	21.4%	58,078	1.6%	36,975	51.0%	225,079
Indirect Costs of Operations	249,587	12%					314,219	12%			115,007	5%	678,813
Management Expense	42,901	2.2%					42,862	2.2%			17,129	2.2%	102,892
Administrative Expense	20,093	2.0%					20,073	2.0%			8,030	2.0%	48,196
Other Overhead Expenses	186,593	1.2%					251,284	0.8%			89,848	1.0%	527,725
Less Unallowable Costs	921						920				389		2,230
Revenues	2,061,646						2,616,396				2,465,170		7,143,212
		% ▲ from prior year						% ▲ from prior year					
Direct Costs of Operations	1,582,448	4.5%					2,013,066	3.3%			2,066,808		5,662,322
Indirect Costs of Operations	249,587	1.4%					314,219	1.1%			115,007		678,813
Total Cost	1,832,035	4.1%					2,327,285	3.0%			2,181,815		6,341,135
Less Unallowable Costs	921	0.0%					920	0.0%			389		2,230
Allowable Costs	1,831,114						2,326,365				2,181,426		6,338,905
Franchise Income	230,532						290,031				283,744		804,307
Projected Return on Revenues	11.18%						11.09%				11.51%		11.26%
2019 Return on Revenues	16.31%						17.80%				14.08%		16.12%

Inflation Assumptions			Changes in Revenue		
Driver Wage	2.00%	Inflation	2.11%	Cart & Cont Revenue	
Health Ins	4.35%	Fuel	0.00%	Reduction of recycling surcharge by 50%	
G&A Wage	2.00%	Rec Processing	0.00%		

Residential Recycling Surcharge decreased revenue by \$81,948
 Commercial Recycling Surcharge decreased revenue by \$22,527
 Residential Revenue increased by 2% for increased extra charges from business lockdown - \$41,993
 Commercial Revenue decreased by 4% for business shutdown - \$109,951



City of Wilsonville Proclamation for 'Small Business Saturday' on Nov. 28, 2020

WHEREAS, the City of Wilsonville celebrates our local small businesses and the contributions they make to our area economy and community; and

WHEREAS, according to the U.S. Small Business Administration, 30.7 million small businesses represent 99% of all firms with paid employees in the United States and are responsible for 65% of net new jobs created from 2000 to 2018; and

WHEREAS, while small businesses employ 47% of the employees in the private sector:

- 62% of small businesses reported that they need to see consumer spending return to pre-COVID levels by the end of 2020 in order to stay in business; and
- 65% of U.S. small business owners said it would be most helpful to their business to have their "regulars" return and start making purchases again; and
- Three-quarters of U.S. consumers are currently looking for ways to "Shop Small" and support their local community businesses; and

WHEREAS, 97% of consumers who shopped on "Small Business Saturday" agree that small businesses are essential to their community; and

WHEREAS, 95% of consumers who shopped on "Small Business Saturday" reported the day makes them want to shop or eat at small, independently-owned businesses all year long, not just during the holiday season; and

WHEREAS, the City of Wilsonville strongly supports our local small businesses that create jobs, boost our economy, and serve our community; and

WHEREAS, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as "Small Business Saturday."

NOW, Therefore, I, Tim Knapp, Mayor of the City of Wilsonville, do hereby proclaim, November 28, 2020, as:

"SMALL BUSINESS SATURDAY"

And urge the residents of our community, and communities across the country, to support small businesses and merchants on "Small Business Saturday" and throughout the year.

A handwritten signature in blue ink that reads "Tim Knapp". The signature is written in a cursive style and is positioned above a horizontal line.

Tim Knapp, Mayor

Dated the 16th day of November 2020

Reappointment / Appointment List for November 16, 2020 Council Meeting

Parks and Recreation Board – Reappointment

Reappointment of Daniel Christensen to the Parks and Recreation Board for a term beginning 1/1/2021 to 12/31/2024.

Motion: I moved to ratify the reappointment of Daniel Christensen to the Parks and Recreation Board for a term beginning 1/1/2021 to 12/31/2024.

Parks and Recreation Board – Reappointment

Reappointment of James Barnes to the Parks and Recreation Board for a term beginning 1/1/2021 to 12/31/2024.

Motion: I moved to ratify the reappointment of James Barnes to the Parks and Recreation Board for a term beginning 1/1/2021 to 12/31/2024.

Development Review Board – Reappointment

Reappointment of Daniel McKay to the Development Review Board for a term beginning 1/1/2021 to 12/31/2022.

Motion: I moved to ratify the reappointment of Daniel Christensen to the Development Review Board for a term beginning 1/1/2021 to 12/31/2022.

Planning Commission – Appointment

Appointment of Olive Gallagher to the Planning Commission for a term beginning 1/1/2021 to 12/31/2023.

Motion: I moved to ratify the appointment of Olive Gallagher to the Planning Commission for a term beginning 1/1/2021 to 12/31/2023.

CITY COUNCIL ROLLING SCHEDULE

Board and Commission Meetings 2020

Items known as of 11/12/20

November

DATE	DAY	TIME	EVENT	LOCATION
11/23	Monday	6:30 p.m.	DRB Panel B	Council Chambers
11/25	Wednesday	6:30 p.m.	Library Board	Library

December

DATE	DAY	TIME	EVENT	LOCATION
12/2	Wednesday	6:30 p.m.	Library Board	Library
12/7	Monday	7:00 p.m.	City Council Meeting	Council Chambers
12/9	Wednesday	6:00 p.m.	Planning Commission	Council Chambers
12/14	Monday	6:30 p.m.	DRB Panel A	Council Chambers
12/21	Monday	7:00 p.m.	City Council Meeting	Council Chambers
12/28	Monday	6:30 p.m.	DRB Panel B	Council Chambers

Community Events:

11/2 – 12/11 Fill a Stocking for a Wilsonville Senior! Filled stockings can be donated to the Parks and Recreation. Administrative Building from 8:00 a.m. to 5 p.m., Monday thru Friday.

11/18 Community Enhancement Information Session; 12:00 p.m. to 1:00 p.m. and 6:00 p.m. to 7:00 p.m. online at: <https://us02web.zoom.us/j/88014890847>

11/26 – 11/27 City Offices Closed in Observance of Thanksgiving Holiday.

11/18 Community Enhancement Information Session; 12:00 p.m. to 1:00 p.m. and 6:00 p.m. online at: <https://us02web.zoom.us/j/88014890847>

12/8 Diversity, Equity, and Inclusion (DEI) Community Listening Session; 6:00 p.m. to 8:00 p.m. via Zoom.

12/11 American Red Cross Blood Drive; 10:00 a.m. – 3:00 p.m. at the Library.

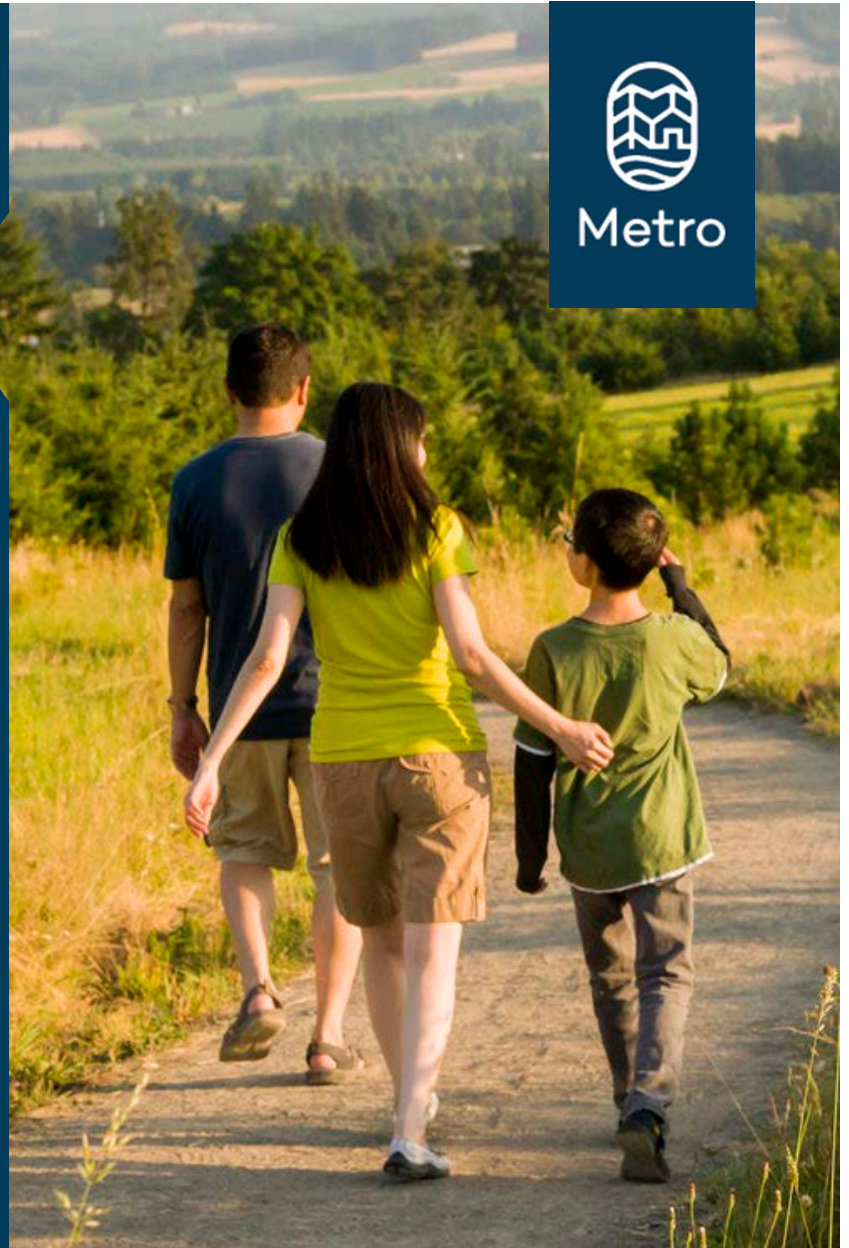
12/24 Library Closes at 2 p.m. Offices in for of Christmas Eve.

12/25 City Offices Closed in Observance of Christmas Day.

All dates and times are tentative; check the City's online calendar for schedule changes at www.ci.wilsonville.or.us.

Investing in a growing region

Wilsonville City Council
November 16th, 2020



Amidst A Difficult Time...





Parks and Nature Bond

Thank you to voters.

Refinement of the \$475 million bond renewal underway.

Target bond investments to benefit communities most impacted by the pandemic.

Formation of the bond oversight committee.
Application deadline is **today!**

www.oregonmetro.gov/public-projects/parks-and-nature-investments/oversight

Metro Affordable Housing Bond

- First of its kind regional housing measure.
- Projects of note like the Mary Ann in Beaverton and Viewfinder in Tigard are near completion.
- Washington Co. selected seven projects for concept endorsement by the council.
- In total, 17 affordable housing projects are underway throughout the region.



1,897 new affordable homes



The region says Yes to Supportive Housing Services

Oversight committee appointments will be made soon.

5,000 supportive housing units needed. Seeking landlords and developers to partner.

Program implementation is expected to begin summer of 2021.



Regional Waste and Recycling

The regional waste plan is a blueprint for addressing challenges with our current system.

2021 Legislative session : extended producer responsibility.

Survey is available for feedback on a proposed recycling and transfer facility in Cornelius.

Take a survey about a proposed transfer center in Washington County



Measure 26-218: “Get Moving 2020”

Developed with input from community and leaders from around the region.

Transit, traffic and other transportation projects & programs in Multnomah, Washington & Clackamas counties.

Proposed tax on certain employers, starting 2022 (up to .75% of payroll).



Thank you to our community and partners.





Metro

oregonmetro.gov



CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, November 2, 2020 Mayor Knapp called the meeting to order at 7:13 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Knapp
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Miranda Bateschell, Planning Director
Dan Pauly, Planning Manager
Kim Rybold, Senior Planner
Khoi Le, Development Engineering Manager
Beth Wolf, Senior Systems Analyst
Andy Stone, IT Director
Dwight Brashear, Transit Director
Eric Loomis, Transit Operations Manager

Motion to approve the order of the agenda.

Motion: Councilor Lehan moved to approve the order of the agenda with the modification that Council continue the item under New Business, which is the review of Development Review Board Resolution No. 386 until the next City Council meeting on November 16, 2020. Councilor Linville seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

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

MAYOR'S BUSINESS

A. Veterans Day Proclamation

The Mayor read the Veterans Day proclamation into the record.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

B. Upcoming Meetings

Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.

COMMUNICATIONS

A. Marion County

Council listened to a presentation regarding the TLM Holdings, LLC application case # 19-002 for zone changes, comprehensive plan amendment, and conditional use. Presenters on behalf of TLM Holding, LLC included Alan Sorem, Aron Faegre, and Dr. Lacey Brown. The PowerPoint has been made a part of the record.

B. Republic Services' City of Wilsonville 2019 Annual Report

Republic Services' staff including Jason Jordan, KJ Lewis, and Will Mathias presented a PowerPoint along with the company's 2019 annual report, both of which have been made part of the record.

Following the presentation Council asked questions of Republic Services' staff.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

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

There was no public input.

COUNCILOR COMMENTS

A. Council President Akervall

Councilor Akervall expressed gratitude for the Parks and Recreation staff for their effort in creating creative and safe harvest festival activities.

In addition, she appreciated the proclamation that was read by the Mayor for Veterans Day, and the significance of the holiday.

Councilor Akervall wished everyone a happy Diwali or Festival of Lights.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Mentioned she attended the Home Builders Association presentation on the book the *Color of Law* by author Richard Rothstein.

B. Councilor Lehan

Councilor Lehan wished all a happy Election Day.

C. Councilor West

Reminded everyone to get out and vote. Informed that voters can drop off their ballots at the City Hall ballot drop box until 8:00 p.m. on November 3, 2020.

Councilor West wished everyone a happy Veterans Day.

He encouraged all to find safe ways to enjoy Thanksgiving and other upcoming holidays.

D. Councilor Linville

Thanked the Veterans for their service.

Councilor Linville reported she was unable to attend the Home Builders Association presentation on the book the *Color of Law* by author Richard Rothstein. However, she did purchase and listen to the audiobook and recommends it for the other councilors.

Councilor Linville mentioned the following upcoming events:

- November 17, 2020 at noon and 6:30 p.m. virtual meetings regarding urban forest resources in Charbonneau and Town Center will take place.
- November 16 to December 4, 2020 there will be a survey available for the public on LetsTalkWilsonville about the urban forest resources in Charbonneau and Town Center on
- November 18, 2020 at noon and 6:00 p.m. staff will hold information sessions on Wilsonville-Metro Community Enhancement program.
- December 8, 2020 at noon staff will hold another information session on the Wilsonville-Metro Community Enhancement program.
- December 8, 2020 Council will hold a listening session on Diversity, Equity, and Inclusion (DEI).

CONSENT AGENDA

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

- A. Minutes of the April 6, 2020; October 5, 2020 and October 19, 2020 City Council Meetings.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

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

Vote: Motion carried 5-0.

SUMMARY OF VOTES

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

NEW BUSINESS

A. City Council Review of Development Review Board Resolution No. 382.

Council passed a motion at the beginning of the meeting to move this item to the November 16, 2020 City Council meeting.

CONTINUING BUSINESS

A. None.

PUBLIC HEARING

A. **Resolution No. 2859**

A Resolution Of The Wilsonville City Council Authorizing The Discontinuation Of South Metro Area Regional Transit's (SMART) Charbonneau Shuttle Route.

Ms. Jacobson read the title of Resolution No. 2859 into the record.

Mayor Knapp provided the public hearing format and opened the public hearing at 8:14 p.m.

Dwight Brashear, Transit Director and Eric Loomis, Transit Operations Manager provided the staff report.

Mayor Knapp invited public comment, seeing none he closed the public hearing at 8:21 p.m.

Motion: Councilor Linville moved to approve Resolution No. 2859. Councilor Akervall seconded the motion.

Council comments followed.

Vote: Motion carried 5-0.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

SUMMARY OF VOTES

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

B. Ordinance No. 846

An Ordinance Of The City Of Wilsonville Approving Transportation System Plan Amendments Related To The Town Center Plan.

Ms. Jacobson read the title of Ordinance No. 846 into the record on first reading.

Mayor Knapp provided the public hearing format and opened the public hearing at 8:25 p.m.

Kim Rybold, Senior Planner and Khoi Le, Development Engineering Manager along with consultant Scott Mansur of DKS provided the staff report and PowerPoint. The PowerPoint has been made a part of the record.

At the closing of the presentation, staff recommended that City Council vote to adopt the Transportation System Plan amendments as presented in the packet.

Council questions followed.

Mayor Knapp invited public comment, seeing none he closed the public hearing at 8:48 p.m.

Motion: Councilor Lehan moved to adopt Ordinance No. 846 on first reading. Councilor West seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

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

CITY MANAGER’S BUSINESS

No Report.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

LEGAL BUSINESS

Council agreed that after the adjournment of the City Council meeting they would move into another Executive Session.

ADJOURN

Mayor Knapp adjourned the meeting at 8:54 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Mayor



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: Nov. 16, 2020		Subject: Resolution No. 2857 Adoption of the Arts, Culture and Heritage Strategy (ACHS), November 2020	
		Staff Member: Mark Ottenad, Public/Government Affairs Director	
		Department: Administration	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendations: Staff recommends that Council adopt Resolution No. 2857.			
Recommended Language for Motion: I move to approve Resolution No. 2857.			
Project / Issue Relates To:			
<input checked="" type="checkbox"/> Council Goals/Priorities: City Council Work Plan 2019-21		<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

City Council adoption under New Business of the Arts, Culture and Heritage Strategy (ACHS), November 2020.

EXECUTIVE SUMMARY:

The Arts, Culture and Heritage Strategy (ACHS) is the product of a highly engaged public process occurring in two phases in 2018 and 2020. During the second phase in 2020, the City assembled the largest advisory task force in its history to provide feedback and guidance on this strategic planning initiative. The 42-member Arts, Culture and Heritage Task Force met on three occasions during the summer of 2020 to review materials and provide feedback and recommendations. The City undertook extensive community engagement that included multiple public surveys (including one which provides valuable insights on how 15 other municipalities in the Portland region are supporting local culture), meetings of the task force and special populations (youth and Latinx), in-depth interviews with local-area stakeholders and leaders of other cities' cultural institutions, and public comment opportunities on draft planning documents.

In summary, the ACHS Findings demonstrate that the greater Wilsonville community embraces arts and culture and wishes that local arts, culture, heritage resources and opportunities had greater prominence in the public sphere – including more direct support from the City. The following clear themes emerged toward a community cultural vision:

- Actively embracing all cultures in Wilsonville
- Need for greater cultural opportunities
- Arts/cultural center that is flexible, multi-purpose, inclusive
- Schools and City collaborating around local culture
- A comprehensive strategy that builds on strengths and addresses challenges/barriers to cultural participation.

The community's schools of the West Linn-Wilsonville School District are recognized as a key source of cultural programming that is highly regarded. The community's cultural nonprofit organizations, however, have been experiencing volunteer recruitment and financial problems for the past few years, and the COVID-19 pandemic has aggravated these issues.

The ACHS Recommendations focus on increasing the level of active support that the City provides to arts, culture and heritage facilities, programs and events, including creating an Arts and Culture Commission and a full-time staff position to manage both the existing tourism promotion and proposed new cultural affairs programs. City Council adoption of the ACHS provides a road-map for increased public-sector engagement to facilitate a more vibrant public arts and culture scene for the community, including looking at funding resource options, developing a public-arts program and advancing an arts and cultural center or facility.

As noted in the report "Leadership (from the City) does not mean doing everything, but it does mean stepping forward to strengthen and mobilize assets, address challenges/barriers, leverage resources, and actively work toward achieving the cultural vision."

Background

The ACHS was conducted over a two-year period, with phase one performed in 2018 that involved fieldwork research, stakeholder interviews and a community survey and meeting. The initial phase of developing the ACHS was suspended after November 2018 as two major community proposals advanced:

- The West Linn-Wilsonville School District considered during the period of November 2018 – July 2019 and then in August 2019 placed a \$206.8 million capital ballot measure

for voters' consideration. The bond measure featured construction of a \$25 million, 600-seat auditorium/performing arts center at Wilsonville High School and remodeling an existing facility to serve as the Arts and Technology High School. The bond measure passed in November 2019 and the school district in May 2020 announced formation of a community committee to assist with design of the auditorium, as well as plans to vacate by the 2022 school year a City-leased facility currently used as the Arts and Technology High School.

- In conjunction with the Tourism Promotion Committee, the City's Park and Recreation Department developed in late 2019 and issued in November 2019 an RFP (Request for Proposals) for a feasibility study of year-round, multi-purpose public-use facility with potential lodging addition. The City conducted interviews of proposers responding to the RFP in March 2020; however, the City suspended for the foreseeable future the RFP process regarding a year-round, multi-purpose public-use facility as the COVID-19 pandemic hit.

Phase two of the ACHS process benefited by recognizing and dealing with these significant realities that have come to pass, especially the COVID-19 pandemic situation that began in March 2020.

The City retained community cultural development consultant [Bill Flood](#), who holds a Master of Science degree in Community Systems Planning and Development from Pennsylvania State University and was a 2008 recipient of a Fulbright Senior Specialist grant. Bill possesses extensive experience working with a wide range of public agencies and private organizations to advance local cultural planning, development, and resource development, including strategic planning and resource development with The Museum At Warm Springs (Confederated Tribes of Warm Springs), financial sustainability strategies for the Maryhill Museum, and development of the Molalla Area Vision and Action Plan for the City of Mollala. Previously Bill Flood served as Portland Program Coordinator (2014-2017) and Instructor (2007-2018) for the University of Oregon, Arts Administration Program; and as Community Development Coordinator (1996-2005) and Arts Education Coordinator (1996-1999) for the Oregon Arts Commission.

The City Council Work Plan 2019-21 features a goal focused on local arts and culture:

G. Arts, Culture and Community Amenities

2. Explore the establishment of an Arts and Culture Commission based on the results of the Arts, Culture and Heritage Strategy study
 - Research public-art and sculpture programs in other cities to add into the Arts, Culture and Heritage Strategy.
 - Develop an updated plan or supplement to finalize the Arts and Culture plan.
 - Evaluate existing boards and commissions to include the arts and culture duties or stand-alone committee.
3. Explore options for adding additional resources to elevate the city's efforts around arts, culture, and tourism, including the possibility of adding staffing.

EXPECTED RESULTS:

The City Council adopts Resolution No. 2857 that adopts the ACHS.

TIMELINE:

The City Council considered the Draft ACHS at the October 19, 2020, work session.

CURRENT YEAR BUDGET IMPACTS:

No anticipated budget impacts to the current fiscal year; consultant work had been budgeted.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 11/4/2020

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 11/12/2020

COMMUNITY INVOLVEMENT PROCESS:

The City undertook extensive community engagement that included multiple public surveys, a community meeting, meetings of the 42-member ACHS task force and special populations and public comment opportunities on draft planning documents.

For details on the multi-phased community-engagement process, please see:

- ACHS, Section A, Methodology: Planning and Public-Engagement Process;
- Appendix I: Arts, Culture and Heritage Strategy (ACHS) Task Force
- Appendix J: Arts, Culture and Heritage Strategy (ACHS) Public Meeting Notes
- Appendix K: Survey Instruments and Summary of Responses for Arts, Culture and Heritage Strategy (ACHS)
- Appendix L: Public Engagement for Arts, Culture and Heritage Strategy (ACHS)
- Appendix M: Media Coverage of Arts, Culture and Heritage Strategy (ACHS)

CITY MANAGER COMMENT:

Adoption of Resolution No. 2857 advances a City Council 2019-20 Goal.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

Adoption of the ACHS provides a municipal road map increased City support for local arts, culture and heritage programs and opportunities that the community would like to see.

ALTERNATIVES:

N/A

ATTACHMENT:

1. Resolution No. 2857
 - A. Arts, Culture and Heritage Strategy (ACHS), November 2020

RESOLUTION NO. 2857

A RESOLUTION OF THE CITY OF WILSONVILLE CITY COUNCIL ADOPTING THE ARTS, CULTURE AND HERITAGE STRATEGY, NOVEMBER 2020.

WHEREAS, the Arts, Culture and Heritage Strategy reflects a City Council 2019-20 Goal that provides findings and recommendations for cultivating a sustainable, long-term plan that supports community aspirations for a vibrant cultural scene in Wilsonville; and

WHEREAS, the Arts, Culture and Heritage Strategy (ACHS) was conducted over a two-year period, with phase one performed in 2018 that involved fieldwork research, stakeholder

WHEREAS, the City assembled during 2020 the largest advisory task force in its history to provide feedback and guidance on this strategic planning initiative; and

WHEREAS, a 42-member task force appointed by the City Manager was composed of local-area residents and West Linn-Wilsonville School District education officials with a personal and/or professional interest and experience with arts, culture and heritage programs, events and facilities; and

WHEREAS, the Arts, Culture and Heritage Strategy Task Force met on three occasions online via Zoom on June 24, July 21, and August 25, 2020, to review materials and provide feedback and recommendations; and

WHEREAS, a total of 33 ACHS Task Force members volunteered to serve on one of five committees; and

WHEREAS, the City conducted extensive community engagement during 2020 that included multiple public surveys, meetings of the task force and special populations and public comment opportunities on draft planning documents; and

WHEREAS, the City conducted an online Community Cultural Vision Survey during June and July 2020 with 89 respondents and during Sept. 2018 with 126 respondents that sought to identify strengths and challenges of local area arts, culture and heritage, and a vision of culture that local residents desire; and

WHEREAS, the City conducted an online Community Cultural Assets Survey during June and July 2020 with 23 respondents that sought to identify local-area cultural assets as resources to build upon and support, providing a baseline of assets data; and

WHEREAS, members of the ACHS Task Force Cultural Assets Committees reviewed and supplemented the list of cultural assets that appear in the ACHS; and

WHEREAS, a total of 51 stakeholder interviews were conducted over a two-year period in 2018 and 2020, including in-depth interviews with 18 community leaders and cultural affairs proponents in 2020 and 31 interviews during summer and fall 2018; and

WHEREAS, the City conducted during June through August 2020 a Municipal Survey of Cultural Facilities and Programs through an online survey and interviews with 20 representatives of 15 greater Portland metropolitan communities that own or operate arts, culture and heritage facilities and/or programs and events in order to identify how other comparable cities support and/or operate local arts, culture and heritage assets, including facilities and/or programs and events; and

WHEREAS, the draft findings and recommendations of the ACHS were published for public comment during August 21-31, 2020, and the Draft ACHS published for public comment October 8-20, 2020; and

WHEREAS, the City Council reviewed and discussed the Draft ACHS during work session on October 19, 2020, and instructed staff to proceed with advancing this resolution of adoption.

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

1. The City Council adopts the Arts, Culture and Heritage Strategy (ACHS), November 2020, and instructs the City Manager to advance the recommendations contained therein; and
2. This Resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof on the 16th day of November 2020, and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Akervall

Councilor Lehan

Councilor West

Councilor Linville

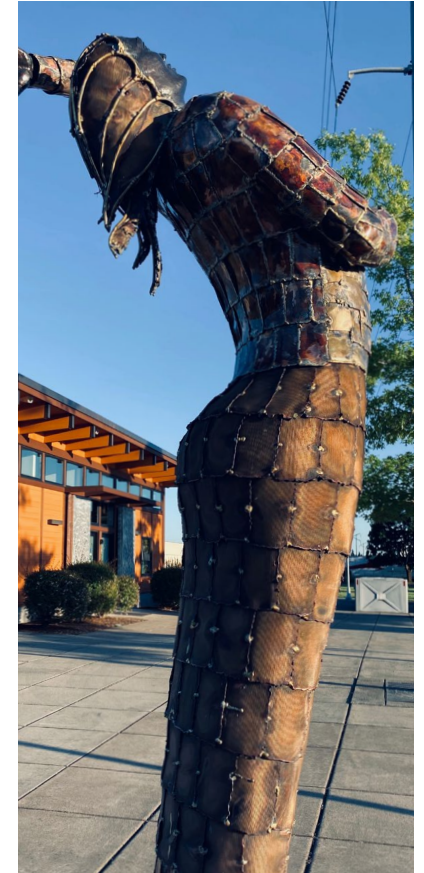
Exhibit:

A. Arts, Culture and Heritage Strategy (ACHS), November 2020



Arts, Culture, and Heritage Strategy (ACHS)

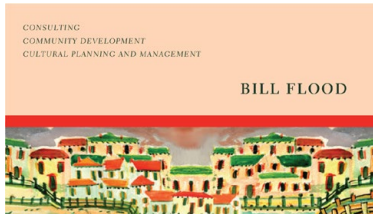
November 2020





Arts, Culture, and Heritage Strategy (ACHS) November 2020

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Consultant
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Sydney Fort
Graphic Designer
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Cover photos, from top left to bottom right:

A performer acting as a statue attracts attention at the annual Wilsonville Festival of Arts produced by the Wilsonville Arts & Culture Council in Town Center Park. Credit: City of Wilsonville.

"Let's Dance," a metal human sculpture by Jim M. Johnson located at the Wilsonville Transit Center. Credit: City of Wilsonville.

Regina Wollrabe, "Cha Cha the Clown," poses with Theonie Gilmour, a founder and past executive director of Wilsonville Arts & Culture Council. Credit: City of Wilsonville.

Historic McMenamins Wilsonville Old Church & Pub, formerly the United Methodist Church built in 1911. Credit: Eddie Gao.

Family Memorial Park dock on the Willamette River Andrea Robert Holmes for the Explore Wilsonville Program. Credit: Andrea Johnson for the Explore Wilsonville program.

Middleground Farms near Wilsonville hosts residents and visitors for farm-to-table cooking experiences. Credit: Andrea Johnson for the Explore Wilsonville program.

City Council

Mayor Tim Knapp
Councilor Charlotte Lehan
Council President Kristin Akervall
Councilor Joann Linville
Councilor Ben West

Padmanabhan (PK) Melethil
Regan Molatore
Isela Morales
Brady Mordhorst
Edwardo Navarro-Santana
Mallory Nelson

Arts, Culture and Heritage Strategy (ACHS) Task Force

Donna Atkinson
Toni Avery
Jasleen Bhushan
Paul Bunn
Rebecca (Becky) Burkeen
Rose Case
Mary Closson
Maggi Decker
David DeHart
John Dillin
Pat Duke
Angennette Escobar
Jenny Evers
Jerry Greenfield
David Harrelson
Eric Hoem
Eleanor Gale Karrick
Greg Leo
Sydney Leveque
Anne MacCracken
Mike McCarty
Benjamin Mefford

David Niklas
Susan Reep
Susan Schenk
Rohit Sharma
Christopher Shotola-Hardt
Richard (Dick) Spence
Elaine Swyt
Laurie Tarter
Shelly Tracy
Steven Van Wechel
Kit Whittaker
Aaron Woods

City Council Liaisons

Councilor Charlotte Lehan
Councilor Joann Linville

ACHS Project Management

Mark Ottenad, Project Manager
Bill Flood, Consultant
Zoe Monahan, Assistant Project Manager

City Appointed Management

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney

Arts, Culture and Heritage Strategy Task Force Committees Members

Task Force members sorted alpha by last name

Steering Committee

Paul Bunn
John Dillin
Angenette Escobar
David Harrelson
Joann Linville
Benjamin Mefford
David Niklas
Christopher Shotola-Hardt
Elaine Swyt

Youth Advisory Committee

Jasleen Bhushan
Rebecca (Becky) Burkeen
John Dillin
Angenette Escobar
Eleanor Gale Karrick
Sydney Leveque
Isela Morales
Christopher Shotola-Hardt

Arts Cultural Assets Committee

Toni Avery
Maggi Decker
John Dillin
Eric Hoem

Joann Linville
Anne MacCracken
Benjamin Mefford
David Niklas
Susan Reep
Susan Schenk
Christopher Shotola-Hardt
Dick Spence
Laurie Tarter
Elaine Swyt

Heritage/History Cultural Assets Committee

Donna Atkinson
Paul Bunn
John Dillin
Pat Duke
Charlotte Lehan
Greg Leo
Brady Mordhorst
PK Melethil
Mallory Nelson
Steven Van Wechel
Christopher Shotola-Hardt
Aaron Woods

Humanities/Literary Arts Cultural Assets Committee

Maggi Decker
Anne MacCracken
Benjamin Mefford
Mallory Nelson
Kit Whittaker
Aaron Woods

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The annual Wilsonville Festival of the Arts is hosted by the Wilsonville Arts & Culture Council in Town Center Park. Credit: City of Wilsonville.

Section A: Introduction

A Cultural Strategy for Wilsonville

The Arts, Culture and Heritage Strategy, a City Council 2019–20 Goal, provides findings and recommendations for cultivating a sustainable, long-term plan that supports community aspirations for a vibrant cultural scene in Wilsonville. Appendices to this report document all steps of this cultural planning process and provide resources intended to support strategy implementation.

The Arts, Culture and Heritage Strategy (ACHS) was conducted over a two-year period, with phase one performed in 2018 that involved fieldwork research, stakeholder interviews and a community survey and meeting. The initial phase of developing the ACHS was suspended after November 2018 as two major community proposals advanced:

- The West Linn-Wilsonville School District considered during the period of November 2018–July 2019 and then in August 2019 placed a \$206.8 million capital ballot measure for voters' consideration. The bond measure featured construction of a \$25 million, 600-seat auditorium/performing arts center at Wilsonville High School and remodeling an existing facility to serve as the Arts and Technology High School. The bond measure passed in November 2019 and the school district in May 2020 announced formation of a community committee to assist with design of the auditorium, as well as plans to vacate by the 2022 school year a City-leased facility currently used as the Arts and Technology High School.

- In conjunction with the Tourism Promotion Committee, the City's Park and Recreation Department developed in late 2019 and issued in November 2019 an RFP (Request for Proposals) for a feasibility study of year-round, multi-purpose public-use facility with potential lodging addition. The City conducted interviews of proposers responding to the RFP in March 2020; however, the City suspended for the foreseeable future the RFP process regarding a year-round, multi-purpose public-use facility as the COVID-19 pandemic hit.

Phase two of Arts, Culture and Heritage Strategy (ACHS) now benefits by recognizing and dealing with these significant realities that have come to pass, especially the COVID-19 pandemic situation that began in March 2020. A key focus for the ACHS is cultivating greater community support and organizational capacity that results in a more sustainable, long-term set of programs advancing arts, culture and heritage.

A key focus for the ACHS is cultivating greater community support and organizational capacity that results in a more sustainable, long-term set of programs advancing arts, culture and heritage.

Definitions

By “arts” we mean those practices and disciplines that grow our expressive minds, skills, and encourage creativity and compassion.

By “BIPOC” we mean an acronym for Black, Indigenous, and People of Color.

By “creatives” we mean people with an intense desire to make, create, produce original work. We include artists, designers, craftspeople, scholars and teachers, writers, documentarians, historians and heritage specialists, librarians, and others.


By “culture” we mean those traditions, skills, practices that unite us and from which we draw our individuality, and also practices that build our critical thinking and awareness.

- By “formal culture” we mean primarily public, private non-profit, or private-for-profit heritage, history, humanities organizations or individuals (cultural practitioners/cultural workers) and their work.
- By “informal culture” we mean experiences such as community theater, singing in a church choir, traditional or social dancing, belonging to a book club, or participating in a community garden.

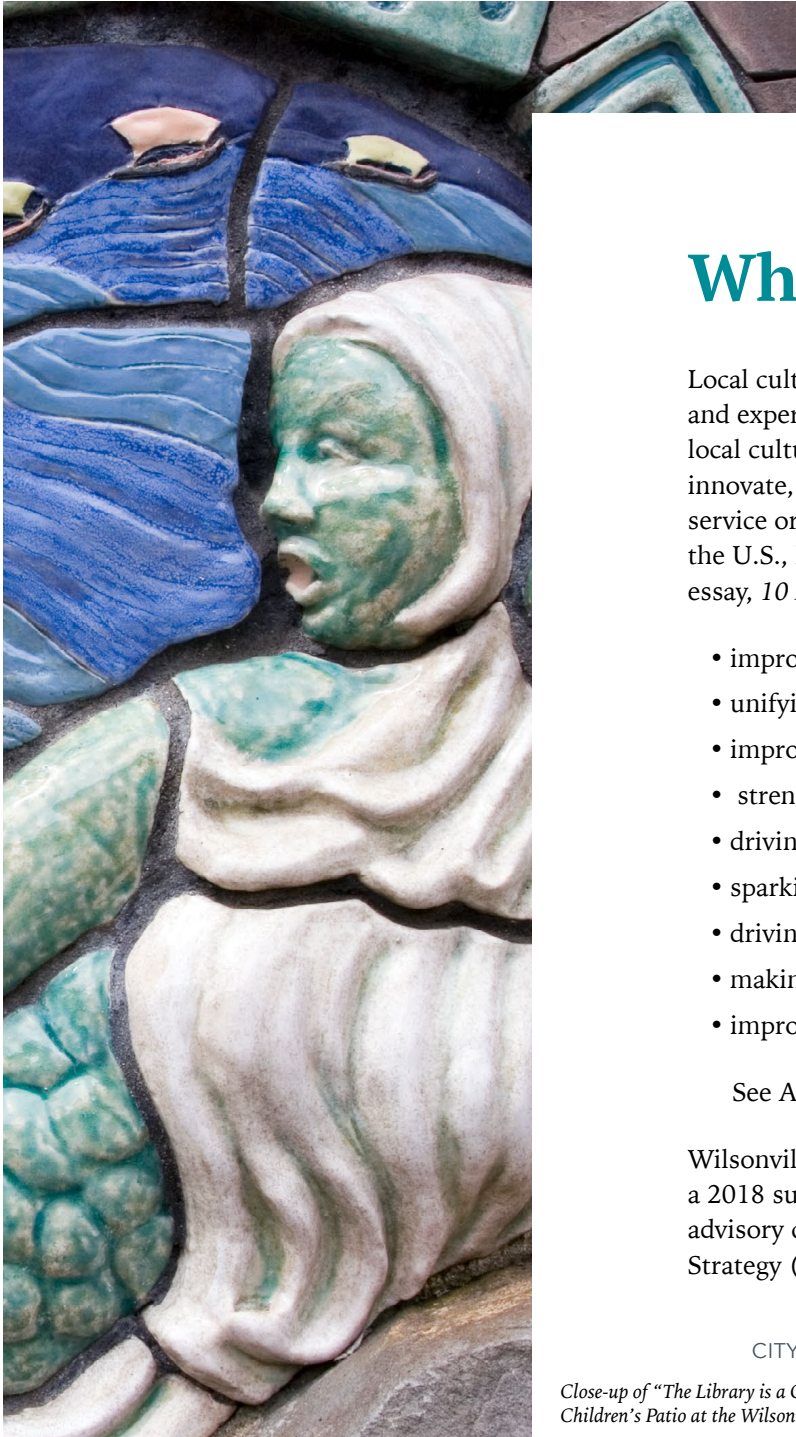
Both formal and informal culture are elements of a healthy community culture.

By “heritage” we mean those events, sites, elements of our culture that are inherited and have a special place in our collective memory. “History” chronicles our past.

By “Latinx” we mean a gender-neutral term for people of Latin American descent.



These definitions are grounded in the understanding that we are all a product of and participate in culture: we inherit parts of our culture and are continually making, changing, and transforming other elements of our culture. (2018 Clackamas County Plan for Arts, Heritage, and Humanities)



Why a Cultural Strategy?

Local culture—cumulatively composed of arts, cultural and heritage activities, places, and experiences—is the social adhesive that bonds us together as a community. Growing local culture builds the capacity of a community to come together to learn, celebrate, innovate, grieve, recover, plan, and move forward. Americans for the Arts, a national service organization serving 1,500 organizations and 6,000 individual members across the U.S., has been documenting the value of local arts and culture for 60 years. The essay, *10 Reasons to Support the Arts* (2018), documents the value of arts through:

- improving individual well-being,
- unifying communities,
- improving academic performance,
- strengthening local economies,
- driving tourism and revenue to local businesses,
- sparking creativity and innovation,
- driving creative industries,
- making social impact, and
- improving healthcare and the health and well-being of our military.

See Appendix Q: Articles and Studies Related to Arts, Culture and Heritage.

Wilsonville area residents indicated their interest and support for local culture through a 2018 survey and again in 2020 by overwhelmingly volunteering to serve on the largest advisory committee in the City’s history, the 42-member Arts, Culture and Heritage Strategy (ACHS) Task Force.

Wilsonville Community Cultural Situation in a Historical Context

Introduction

In some ways Wilsonville seems like a young place, a recently established city whose founding is in the memory of living residents. However, in other more fundamental ways, the history of this place spans centuries, reflecting human experiences at an important intersection of the Willamette River with the trails, roads, railroads and freeways that connect the lands along the Columbia River with the vast verdant Willamette Valley. The Wilsonville area has always been a place of connection, of mobility and transit, of possibility and of mixture of the people and their cultures—past and present—who have settled at the gateway to the Willamette Valley.

The long-time period of canoe- and raft-based form of transportation was replaced by more modern forms of transport. The steamboat era gave way to the railroad era. The railroad era was replaced by the freeway and surface road system. Through it all, the story of the Wilsonville area has been a story of a settlement at the crossroads of the river and trail, road, railroad and freeway.

The story of the Wilsonville area has been a story of a settlement at the crossroads of the river and trail, road, railroad and freeway.



“Wilsonville Circa 1910” is an intarsia or decorative wood mosaic based on historical photos and is located at the Wilsonville Public Library. Credit: City of Wilsonville.

Geology and Topography

Located at the north end of the Willamette Valley, Wilsonville is situated in a unique topographic position along the lowest banks on both sides of the Willamette River in a gap between Ladd Hill and the Chehalem Mountains to the west and Petes Mountain to the east. This natural low-bank crossing of the river has always provided the easiest overland route between the Willamette Valley and the Columbia River region of the Portland area—and subsequently has shaped the cultural history of the Wilsonville area.

Indigenous Peoples

The Wilsonville area is located within the ancestral homelands of the Kalapuya people, between territories attributed to the Tualatin Band and the Pudding River Band of Kalapuya, with other nearby groups including the Santiam Band of Kalapuya, Molalla, and Clackamas people.

The descendants of the Kalapuya say they have been here since “time immemorial,” or since a time that no one can remember. Their memory through oral traditions stretches back into deep time. Stories passed generation to generation describe landscape-level geological events such as the flooding of the Willamette Valley in over 400 feet of water. Today, these events are known to geologists as the Missoula floods, totaling some 80 to 90 events dating back 13,000 to 18,000 years ago.

The Kalapuyan people hunted the prairies, fished the rivers and the falls, and gathered foods in the wetlands and prairies of the Northern Willamette Valley and foothills of the Chehalem Mountains.

From the time of first contact with European explorers in the early 1700s, waves of imported diseases like smallpox, measles, and cholera decimated the indigenous populations of the Northwest. With increasing migration of Euro-American settlers in the 1800s, the Willamette Valley Treaty of 1855 was signed that dictated the terms of the removal of the remaining Kalapuya from their homelands. Today, most of the Kalapuya are members of the Confederated Tribes of Grand Ronde.

Immigration

Even before the Western migration of settlers, the Wilsonville-area played a significant role in regional trade and commerce by virtue of the Willamette River water-highway at its doorstep. Throughout the 1820s and 1830s French fur trappers from the Hudson Bay Company worked the area and eventually settled during the 1840s in the Champoeg area of French Prairie. In 1843 French Prairie residents voted in favor of forming an Oregon Provisional Government.

Among the first immigrants to come to the Oregon Country by 1846 were Kentucky-born Col. Alphonso Boone, grandson of famous pioneer Daniel Boone, and seven of his children who came from Missouri on wagon trains traveling the southern Applegate route. Alphonso and his older sons headed to the California Gold Rush in 1848 where Alphonso died in 1850. His son, Jesse, returned to Wilsonville where his land claim marked the beginning of Wilsonville—then known as Boones Landing—and the establishment of Boones Ferry across the Willamette River and Boones Ferry Road, the precursor to Interstate 5.

Nearby along the Pudding River, preacher William Keil formed the Aurora Colony in 1856, a religious utopian community that became known for overnight lodging, meals and musical entertainment. German migrants with surnames like

Even before the Western migration of settlers, the Wilsonville-area played a significant role in regional trade and commerce by virtue of the Willamette River water-highway at its doorstep.

Boeckman, Elligsen, Boberg, Ridder, Koellermeier, Tauchmann, and Wilson settled in the Wilsonville area, establishing in 1880 the German Evangelist Reformers Church—known today as the historic Frog Pond Church.

Steamboat Era

Early settlers were attracted to the fertile soils and lush forests, as well as the transportation and other benefits of the Willamette River and its tributaries. Canoes and rafts were the initial mode of river transport, and then starting in the 1850s steamboats plied the Willamette River watershed. A variety of steamboats moved people, animals, and goods up and down the river, transporting agricultural commodities to market—especially to the California “Gold Rush” fields—and importing supplies for a growing settler population. The steamboat landings along the banks of the Willamette River became the first settlements with ports, warehouses and commercial centers, with many like Milwaukie, Oregon City and Wilsonville becoming the cities we know today.

Since the early 1840s the river town of Butteville, located at the base La Butte, served as a prime shipping point for farmers’ crops to be transported to Oregon City, where commodities were portaged around Willamette Falls to the lower Willamette River and on to the Columbia River, the ports of the Pacific, and the world beyond. Butteville was higher in elevation than Champoeg, surviving the flood of 1861 to flourish during the steamboat era as the head of navigation for much of the Willamette Valley. Today, Butteville carries on this river town tradition by hosting visitors at the oldest continuously operating retail establishment in Oregon at the Historic Butteville Store and at neighboring Champoeg State Heritage Area. Visitors today can stop at the Historic Butteville Store to eat, drink gather and socialize, just



The steamship “Modoc” on the Willamette River arrives at Boones Landing, the originating area of Wilsonville, circa 1906 or 1907, with railroad bridge in background. Credit: Wilsonville-Boones Ferry Historical Society.

as Oregonians have for over 150 years. Nearby, the Butteville Cemetery, established in 1836, is the final resting place for many of Oregon’s earlier settlers.

The opening of the Willamette Falls Locks and Canal in 1873 eliminated the need for portage at Willamette Falls and established an “open river” nearly all the way south to Eugene and north to the Columbia River. By the time Wilsonville got its current name from postmaster Charles Wilson in 1880, Old Town was already a bustling commercial center because of the ferry crossing and the fact that it was the last/first commercial stop above the Falls. Wilsonville by then already had a hotel, two saloons, a general store, a bank, a feed store, and numerous other businesses.

Railroad Era

The railroad era began about 1870 with competing rail lines on the east and west side of the Willamette River—one through nearby Canby and Aurora, the other through Tualatin and

Sherwood, roughly paralleling respectively Oregon Highways 99E and 99W. The rail lines merged into the Oregon & California Railroad and were later acquired by the Southern Pacific Railroad.

The first railroad trestle across the Willamette River was built in Wilsonville at that “low-bank gap” (see page 19) in 1908 when the Oregon Electric Railway began running interurban passenger rail from Portland to Salem and later extending to Eugene, with as many as 19 passenger trains a day through Wilsonville. High school students from Wilsonville rode the OE trains daily to attend Lincoln High School in Portland. Today, Burlington Northern Railroad leases that rail line to the Genesee & Wyoming as a short-line to feed larger train sets and deliver commodities to the Port of Portland for export.

A Growing Diverse Population

Oregon’s Latinx population started to grow around the turn of the twentieth century with railroads allowing migrant workers from Mexico transportation into the Western U.S. The World War II-era Bracero Program brought thousands of laborers to the West. During the 1970s a new wave of Latinx immigrants came to Oregon, most of them from Michoacan and Oaxaca, Mexico, finding work on tree farms and in canneries, as well as the migrant farmworker circuit. Mexican crews also worked in the forest industry during the 1970s and 1980s, replanting logged-over areas, and in the 1990s and 2000s on contract crews fighting forest and range fires.


Between 1980 and 1990, the Latinx population in Oregon grew by 70%. Most lived in cities, with only 33% living in rural areas. Migration from Latin America increased substantially during the 1990s, with the immigrant population from Latin America

nearly tripling in Oregon between 1900 and 2000. While Latinx immigrants in the 1970s had been largely young men working in the agricultural industry, women made up 44% of immigrants from Latin America in the twenty-first century.

A significant number of immigrants worked in manufacturing, food and hospitality services, construction, and maintenance.

The highest concentration of Latinxs in Oregon in the twenty-first century has been in towns with historic immigrant populations. Five cities have majority Latinx populations—all of them in traditional agricultural areas near Wilsonville—including Gervais (67%), Woodburn (59%), and Cornelius (50%). Larger cities in the Portland metro area, including Hillsboro, Gresham, and Beaverton, also saw significant increases in the Latinx population; Salem’s Latinx population reached 20%, according to the 2010 Census, and communities such as Independence in the Willamette Valley also saw significant increases in their Latinx populations.

In demographic terms, Latinxs in Oregon are a diverse mix of first-generation immigrants and long-term residents. In the twenty-first century, Latinxs are the largest minority in Oregon. Census data reports that the Latinx population in Oregon increased 144% between 1990 and 2000. By 2003, the permanent Latinx population had risen to 9% of the state’s total population, or about 320,200 people. Based on 2013 census, almost 500,000 Latinxs lived in Oregon, about 12% of the population—the fourteenth largest number of Latinxs in the nation. Of those who identify as Latinxs, 63% were born in the United States.



In the twenty-first century, Latinxs are the largest minority in Oregon.

In Oregon, 85% of Latinxs are of Mexican origin, with the remaining 15% primarily from Guatemala, Puerto Rico, Cuba, El Salvador, and the Dominican Republic.

In Wilsonville, the estimated Latinx population for the community as a whole ranges from 11 to 12%. However, double that number—25%—of Wilsonville middle-school children identify as of Hispanic ethnicity.

Automobile Freeway Era

Construction of the “Baldock Freeway,” now Interstate Five or I-5, through Wilsonville in 1954 parallel to Boones Ferry Road brought major changes to the community, shifting focus from the river and the railroads to the highways. Boones Ferry, which had made up to 300 trips per day carrying up to 12 autos at a time, ceased operating with the opening of the I-5 Boone Bridge over the Willamette River.

The construction of I-5 created a ‘westside’ and ‘eastside’ of town, along with the relocation of the town center from “Old Town” to the intersection of Wilsonville and Boones Ferry Roads. As available land space became too constrained between the freeway

and the railroad, the town center relocated again in the 1970s to the eastside in what is now the Town Center

area. While some former river- or railroad-focused towns declined with the advent of the new modern I-5 freeway, Wilsonville shifted its focus from the river to the railroad to the freeway, continuing to change and grow.

The construction of I-5 created a ‘westside’ and ‘eastside’ of town, along with the relocation of the town center from “Old Town” to the intersection of Wilsonville and Boones Ferry Roads.



Intersection of Wilsonville Road and Boones Ferry Road, circa 1950. Credit: Wilsonville-Boones Ferry Historical Society.

Dammasch State Hospital

Without the ferry, Old Town businesses started to fade as I-5 traffic bypassed Wilsonville. Almost immediately, active and eventually successful efforts began to compete for the location of Oregon’s newest psychiatric mental hospital. Construction began in 1958 and F.H. Dammasch Hospital opened in 1961. This 400,000-square-foot facility had its own sewer plant, water towers, steam plant, fire service, four residential houses, three apartment buildings, and more than 400 employees, many of whom lived on the grounds with their families.

A development of this large scale, arriving in an unincorporated town with fewer than 800 residents, created significant impacts to the community, businesses, and school district. While Dammasch Hospital closed in 1995 and nearly all traces of it have disappeared with the construction of the Villebois community, Wilsonville has continued a tradition of caring for and housing residents with mental-health disabilities.

The Line at the River

Incorporating as a city in 1969, Wilsonville scrambled to manage development of Oregon’s first large-scale planned community in 1970. The large-scale Charbonneau development was located in a rural agricultural area just south of Wilsonville along the Willamette River. Reacting negatively to the perceived “shameless threat to our environment and to the whole quality of life—unfettered despoiling of the land,” Governor Tom McCall championed the passage of Senate Bill 100 in 1973. SB 100 firmly established Oregon land-use law to regulate the planning of urban growth and conserve farm and forest land. Wilsonville has consistently resisted efforts to expand south of Charbonneau despite the continued pressure of urban development to advance into prime resource or “foundational” farmland of French Prairie.

Coffee Creek Correctional Facility

When the Dammasch State Hospital closed, State government officials sought to find a location for a new Oregon prison outside of Salem, the state capitol which had a number of state prisons

and mental health hospital, and near Portland. The City sought to use the beautiful hilltop site of the former Dammasch Hospital for a “new urban” residential village, while the Oregon Department of Corrections proposed a prison in 1996.

Through three sessions of the Oregon legislature, citizens of Wilsonville and the City fought

The City sought to use the beautiful hilltop site of the former Dammasch Hospital for a “new urban” residential village, while the Oregon Department of Corrections proposed a prison in 1996.

with the State to re-site the prison to its current location one mile away to a site in North Wilsonville adjacent to other proposed industrial uses. In 2002, the issue was settled and the Coffee Creek Correctional Facility, housing all the State’s women prisoners and acting as the intake facility for all Oregon prisoners, was successfully sited in the Coffee Creek area. With approximately 2,000 inmates and 450 employees, the Coffee Creek area has become an anchor for new employment lands in Northwest Wilsonville.

Wholesale Distribution and Tech Development

Early major developments in the 1970s of Smith’s Home Furnishings warehouse (later Hollywood Video distribution center and now Findley Chrysler Jeep Dodge) and Payless Drug (now Rite Aid) and Nike (now Campbell Soup’s Pacific Foods) distribution centers marked Wilsonville as an industrial hub, later followed by GI Joes camping/sporting goods, Sysco Food Services, Coca-Cola and others.

The start of Wilsonville’s high-tech software engineering and manufacturing employment began with Beaverton-based Tektronix opening a new corporate headquarters and a color laser-printer operation in 1975, later acquired by Xerox in 1999. Mentor Graphics, founded in 1981 and acquired by Siemens in 2016, grew over 40 years to becoming a 4,000-employee worldwide electronic-design automation firm with 1,000 employees at the Wilsonville headquarters.

Wilsonville continued to develop a cluster of high-tech manufacturing and software engineering firms as In-Focus and later Precision Interconnect (now Tyco Electronics TE

Medical), Siemens Mentor Graphics, Xerox Office Products, FLIR Systems, Collins Aerospace (formerly Rockwell Collins), DW Fritz Automation and others set up shop. Due to global competition, tech firms imported highly skilled engineers and other in-demand skill-sets from around the world, including the Indian subcontinent, Southeast Asia and the greater Middle Eastern region. Many of these foreign workers have settled in the greater Wilsonville area, working in and contributing to the local community.

Public Education

Since the community's earliest days, Wilsonville has had a strong commitment to public education. Even before 1900-era one-room schools in the area were closing and consolidating into Wilsonville Grade School, high school students attended Lincoln

High School in Portland. When West Linn High School opened in 1920, Wilsonville students were bused to West Linn until Wilsonville High School opened in 1995.

After World War II Wilsonville Grade School became part of the West Linn School District 3J as part of the state-wide push for school-district consolidation. Evolving to become the West Linn-Wilsonville School District, Wilsonville today has three primary

schools (Boones Ferry, Boeckman, and Lowrie); two middle schools (Wood and Meridian); and currently two high schools (Arts and Technology and Wilsonville High School). The Charbonneau District is served by the Canby School District.

Over time, Wilsonville began to host institutions of higher education. One of Oregon's largest community colleges, Clackamas Community College broke ground on the Wilsonville Training Center in 1991 as a joint collaborative venture with Pacific Power and Portland General Electric for power line-worker training. In 2012, the state's leading polytechnic university, Oregon Institute of Technology, consolidated four Portland-area facilities into one campus at the former InFocus headquarters in Wilsonville. The "Oregon Tech Portland-Metro" campus focuses on medical-lab sciences in partnership with the Oregon Health and Science University and renewable-energy engineering.

Other Public Investment

Over a 20-year period between 2000 and 2020, estimated total real market value of real estate increased by about 300% from \$1.9 billion to \$5.6 billion. Wilsonville's strong property tax-base allows the City and School District to provide high-quality public-works infrastructure and educational services respectively that are some of the top-rated in Oregon.

Subsequently during the 1990s as federal support for financing key public infrastructure such as water and sewage treatment for cities declined and Oregon land-use law slowed urban sprawl,

Since the community's earliest days, Wilsonville has had a strong commitment to public education.



*The old one-room historical Advance School.
Credit: Wilsonville-Boones Ferry Historical Society.*

Wilsonville focused on compact, efficient urban development. Calculated use of tax-increment financing, known as urban renewal, for public infrastructure provided resources to key service districts such as fire and schools as well as municipal infrastructure like water, sewer, and roads. Public infrastructure improvements helped leverage private-sector investment capital that resulted in significant industrial, commercial and residential development throughout the community.

Civic Involvement

As Portland-area corporate executives and Salem-based State government officials moved to the Charbonneau District and other new Wilsonville neighborhoods in the 1970s and '80s and then retired, they became engaged with the community and served on City boards and commissions and on the boards of nonprofit organizations. Residents of Charbonneau along with other Wilsonville-area neighbors led Citizens for Public Art in the early 2000s and later formed the Charbonneau Arts Association, joined the Rotary Club and formed Lions and Kiwanis social-service outlets and supported international cultural exchange programs such as the Wilsonville-Kitakata (Japan) Sister City alliance. However, similar to 1950s-era veterans who led the Korean War Veterans Association/Oregon Trail Chapter to site the Oregon Korean War Memorial in Wilsonville in 2000, many of the “original” Charbonneau and Wilsonville-area residents who sought to personally invest in their growing community have been passing on in recent years.

Current Status


Now Wilsonville’s 1,000-plus businesses provide over 20,000 jobs, with nearly half of these positions in high-wage professional

technical or industrial occupations engaged in manufacturing, software development, engineering, and wholesale distribution. Total direct annual payroll in 2017 by Wilsonville-based employers exceeded \$1.1 billion—an 80% increase since 2000—that generated a total direct/indirect regional economic-multiplier impact of over \$3.2 billion per year. Wilsonville’s top-10 private-sector employers—primarily manufacturing, engineering and distribution firms—account for 4,800 jobs, or 24% of the community’s total employment.

Wilsonville’s strategic position on I-5 makes the city a dual gateway—south to the Willamette Valley and north to the Portland metro area. Residents, employers, and travelers take advantage of Wilsonville’s location for living, working, commuting, recreating, and transporting goods.

- Of Wilsonville’s 25,000 residents in 2020, approximately 10,000 or 40% are employed with roughly 85% working outside of town and 15% employed in town.
- Of Wilsonville businesses’ 20,000 employees, 90% commute from residences elsewhere to jobs in Wilsonville. Major cities contributing towards Wilsonville employers’ workforce include Portland, followed by residents of Wilsonville, Beaverton, Tualatin, Tigard, and other cities.

Regional trade and commerce continue to be Wilsonville’s competitive edge in the region. An interviewee for the Arts, Culture and Heritage Strategy remarked that he views the trucks in Wilsonville’s



Wilsonville’s strategic position on I-5 makes the city a dual gateway—south to the Willamette Valley and north to the Portland metro area.

industrial area as the former steamboats on the river. Wilsonville was a main stop on the river, the last stop before Willamette Falls, and the City grew from this origin. Residents of Wilsonville deeply appreciate the community’s location and proximity to jobs, cultural events, shopping, outdoor recreation, scenic views, wineries, and other amenities of the region. As one of the survey respondents remarked: “I can get anywhere within 30 minutes.”

Cultural Identity Challenges

While Wilsonville was established over a hundred years ago, most of the community’s buildings, streets and other infrastructure are relatively young—generally 40 years or less in age. From a community with approximately 1,000 residents in 1969 to a population of 25,000 in 2019 with 20,000 workers, Wilsonville has transformed from a rural agrarian town to a high-tech, industrial employment center. Relocation of the “town center” in the 1950s and again in the 1970s has contributed to a common perception that the city does not have a clear physical community center or “downtown.”

While Wilsonville was established over a hundred years ago, most of the community’s buildings, streets and other infrastructure are relatively young—generally 40 years or less in age.

Thus, several factors over time contribute to a lack of a clear cultural identity for Wilsonville that include:

- Relocation of the “town center” coupled with multiple new retail nodes, resulting in the lack of an obvious prime commercial core.
- An evolving economy away from a primarily agricultural base where most



The Willamette River flows through Wilsonville, with the railroad bridge and I-5 Boone Bridge in lower foreground and snow-covered Mt. Hood in the background. Credit: City of Wilsonville.

residents made a living to a diversified set of industries focused on software engineering, high-tech manufacturing, wholesale distribution and retail/services.

- Dynamic and rapid population growth with new residents originating from many places, both in the U.S. and around the world who bring a variety of customs and cultures.
- An active older, retired cohort of residents who personally supported cultural activities but have gradually declined in activity level.
- A physical and transportation landscape that is still evolving.
- A high degree of mobility for businesses and employees, where many who work in Wilsonville may not live in or have deep personal connections with the community.

- No clear community-centric, municipally-led cultural strategy and support system.

Our common civic identity is informed and guided by our history. As local historian and City Councilor Charlotte Lehan has observed, “We are a vibrant city at an ancient crossroads. Each new wave of people has contributed to our diverse cultural identity. We celebrate these differences in many ways, which unifies us as having a common cultural identity made by many complementary influences. The Wilsonville of the future is formed by the same qualities of its past—diverse, mobile, moving at the pace of change, evolving into the culturally rich, high quality of life place that we are today.”

The Arts, Culture and Heritage Strategy explores in greater detail key findings pertaining to the community’s current cultural situation, and provides recommendations addressing those findings.

This ‘Wilsonville Community Cultural Situation in a Historical Context’ section was composed with assistance of members of the Wilsonville-Boones Ferry Historical Society.



Historical displays at the Aurora Colony Museum. Credit: Andrea Johnson for the Explore Wilsonville program.



Methodology: Planning and Public-Engagement Process

The Arts, Culture and Heritage Strategy (ACHS), a Wilsonville City Council 2019–20 Goal, provides findings and recommendations to the City Council for cultivating a sustainable, long-term plan that supports community aspirations for a vibrant cultural scene in Wilsonville. This planning process and subsequent report builds on the 2018 Wilsonville Community Investment Strategy for Arts, Culture and Heritage completed by Taylor Consulting.

The City assembled the largest advisory task force in its history to provide feedback and guidance on this strategic planning initiative. The 42-member Arts, Culture and Heritage Task Force met on three occasions during the summer of 2020 to review materials and provide feedback and recommendations.

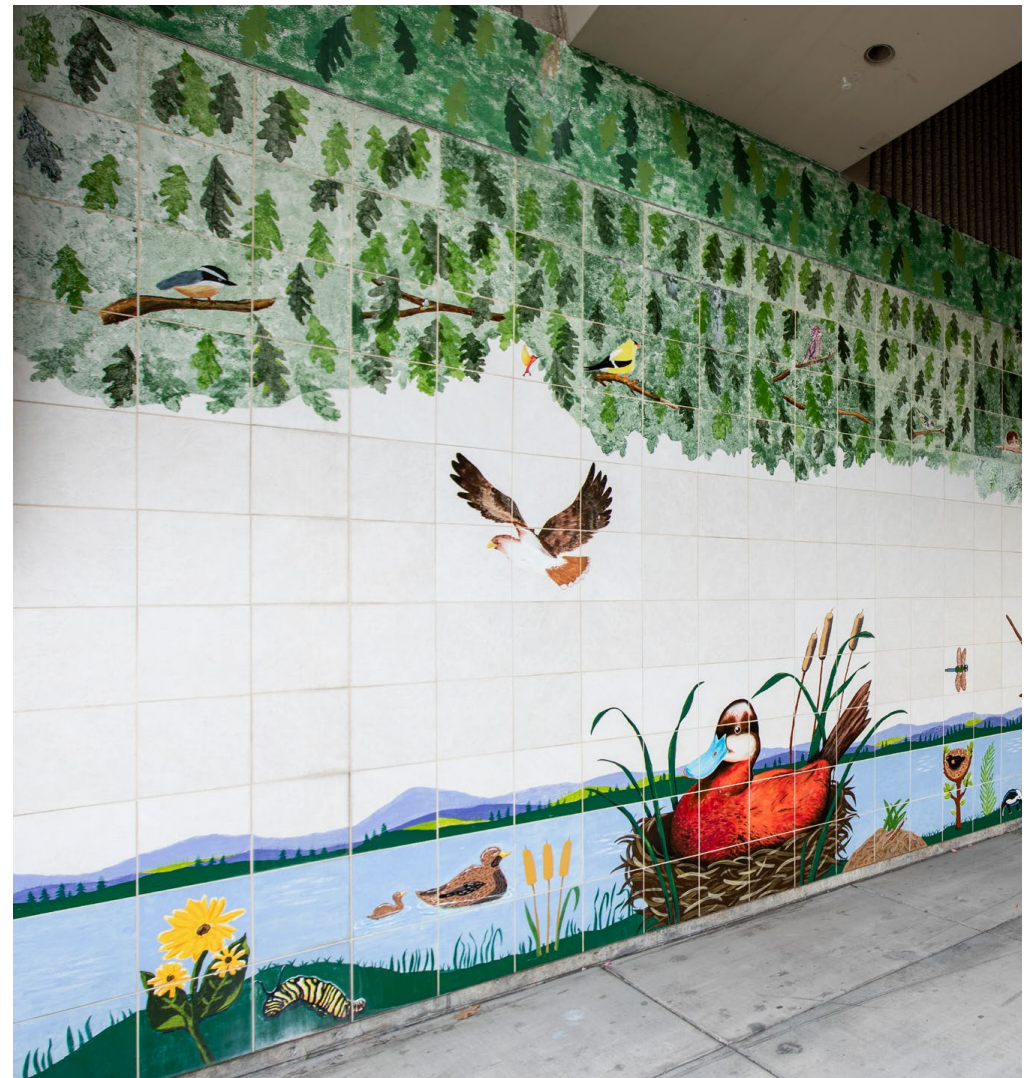
The City undertook extensive community engagement that included multiple public surveys, meetings of the task force and special populations and public comment opportunities on draft planning documents.

Public Engagement, Surveys, Prior City Studies and Reports:

- Arts, Culture and Heritage Strategy Task Force
 - A 42-member task force composed of local-area residents with a personal and/or professional interest and experience with arts, culture and heritage programs, events and facilities; see Appendix I: Arts, Culture and Heritage Strategy (ACHS) Task Force.
 - Three meetings held online via Zoom: June 24, July 21, and August 25, 2020; see Appendix J: Arts, Culture and Heritage Strategy (ACHS) Public Meeting Notes.
 - A total of 33 Task Force members volunteered to serve on one of five committees, with some members serving on more than one committee; see Appendix I: Arts, Culture and Heritage Strategy (ACHS) Task Force:
 - Steering Committee: 10 members
 - Youth Advisory Committee: 7 members
 - Arts Cultural Assets Committee: 13 members
 - Heritage/History Cultural Assets Committee: 10 members
 - Humanities/Literary Arts Cultural Assets Committee: 6 members
- Community Cultural Vision Surveys
 - Online surveys conducted during June and July 2020 with 89 respondents and during Sept. 2018 with 126 respondents that sought to identify strengths and challenges of local area arts, culture and heritage, and a vision of culture that local residents desire; see Appendix K: Survey Instruments and Summary of Responses for Arts, Culture and Heritage Strategy (ACHS).
- Community Cultural Assets Survey
 - Online survey conducted during June and July 2020 with 23 respondents that sought to identify local-area cultural assets as resources to build upon and support, providing a baseline of assets data.
 - ACHS Task Force Cultural Assets Committees reviewed and supplemented the list of cultural assets; see Appendix K: Survey Instruments and Summary of Responses for Arts, Culture and Heritage Strategy (ACHS).
- Stakeholder Interviews
 - A total of 51 stakeholder interviews were conducted over a two-year period in 2018 and 2020. In-depth interviews were conducted with 18 community leaders and cultural affairs proponents in 2020 to better understand key issues, concerns and opportunities for cultural advancement. Additionally, 31 interviews were conducted during phase one of the ACHS during summer and fall 2018. See SECTION D: Data—Results of Interviews, Surveys, and Meetings.
- Public Meetings
 - As noted above, three meetings of the ACHS Task Force were held online via Zoom on June 24, July 21, and August 25, 2020.
 - Youth Engagement Meeting on July 20, 2020, with seven participants of the Youth Advisory Committee that sought to receive candid feedback from local youth.
 - Latinx Family Engagement Meeting on August 3, 2020,

with five participants that sought to receive candid feedback from local Latinx families.

- Community meeting held October 29, 2018, held in conjunction with the Clackamas County Arts Alliance. See Appendix J: Arts, Culture and Heritage Strategy (ACHS) Public Meeting Notes.
- Municipal Survey of Cultural Facilities and Programs
 - Online survey and interviews conducted June through August 2020 with representatives of 15 cities that own or operate arts, culture and heritage facilities and/or programs and events.
 - Objective was to identify how other comparable communities support and/or operate local arts, culture and heritage assets, including facilities and/or programs and events. See Appendix K: Survey Instruments and Summary of Responses for Arts, Culture and Heritage Strategy (ACHS).
- Prior City of Wilsonville Master Plans and Strategies
- Appendix C: Citations to City of Wilsonville Master Plans and Strategies, details references to supporting arts, culture, heritage through:
 - 2019 Town Center Plan
 - 2018 Parks and Recreation Comprehensive Master Plan
 - 2014 Tourism Development Strategy



A scene from the “Beauty & The Bridge” I-5/Wilsonville Road interchange underpass pedestrian safety and student art project. Credit: City of Wilsonville.

Arts, Culture, and Heritage (ACHS) Task Force Members Affiliations

Task Force members' list sorted by last name

Donna Atkinson, Outreach Chair, Wilsonville Community Seniors, Inc

Toni Avery, local-area artist

Jasleen Bhushan, youth community representative

Paul Bunn, former member City of Wilsonville Budget Committee

Rebecca (Becky) Burkeen, Director of Alumni Relations, Oregon Institute of Technology/Oregon Tech Portland Metro Campus, Wilsonville

Rose Case, Old Town neighborhood volunteer; retired teacher

Mary Closson, President, Closson Communications; former Member, City of Wilsonville Parks and Recreation Advisory Board; Member, City of Wilsonville Urban Renewal Task Force

Maggi Decker, Past Chair, Wilsonville Arts & Culture Council

David DeHart, Board Member, Clackamas County Arts Alliance

John Dillin, local-area resident interested in arts and culture

Pat Duke, Library Director, City of Wilsonville Public Library

Angenette Escobar, Art Educator, Wilsonville High School, West Linn-Wilsonville School District

Jenny Evers, Co-President, West Linn-Wilsonville Music & Arts Partners

Jerry Greenfield, Commission Chair, City of Wilsonville Planning Commission

David Harrelson, Tribal Historic Preservation Officer, Cultural Resources Department, The Confederated Tribes of Grand Ronde; Board Member, Chehalem Cultural Center, Newberg

Eric Hoem, President, Charbonneau Arts Association

Eleanor Gale Karrick, youth community representative

Greg Leo, Board Member, Friends of Historic Butteville

Sydney Leveque, youth community representative

Anne MacCracken, Transit Management Analyst, City of Wilsonville—SMART Transit

Mike McCarty, Parks & Recreation Director, City of Wilsonville Parks & Recreation Dept.

Benjamin Mefford, Director of the Wilsonville Festival of the Arts, Wilsonville Arts & Culture Council

Padmanabhan (PK) Melethil, Past President, Wilsonville Arts & Culture Council

Regan Molatore, Board Chair, West Linn-Wilsonville School District

Isela Morales, youth and Latinx representative

Brady Mordhorst, Organizer, Fun in the Park

Edwardo Navarro-Santana, Latinx community representative

Mallory Nelson, Youth Representative on the Wilsonville Public Library Board

David Niklas, President, WilsonvilleSTAGE

Susan Reep, local-area artist

Susan Schenk, Board Member, Clackamas County Arts Alliance; Wilsonville Boones Ferry Historical Society

Rohit Sharma, Member, City of Wilsonville Tourism Promotion Committee; Owner, Hilton-Garden Inn, Wilsonville

Christopher Shotola-Hardt, President, Wilsonville Arts & Culture Council; former Visual Art Teacher, Wilsonville High School (retired)

Richard (Dick) Spence, Board Member, WilsonvilleSTAGE; Wilsonville Public Library Foundation

Elaine Swyt, Board Member, Charbonneau Arts Association

Laurie Tarter, Member, Wilsonville Area Chamber of Commerce

Shelly Tracy, Director, Wilsonville Training Center, Clackamas Community College

Steven Van Wechel, President, Wilsonville Boones Ferry Historical Society

Kit Whittaker, Board Member, Wilsonville Arts & Culture Council

Aaron Woods, Commissioner, City of Wilsonville Planning Commission

City Council Liaisons

City Councilor **Charlotte Lehan**

City Councilor **Joann Linville**

ACHS Task Force City Staff and Consultant

City Staff

Mark Ottenad, Public/Government Affairs Director, ACHS Project Manager

Zoe Monahan, Assistant to the City Manager

Consultant

Bill Flood, Community Development and Cultural Planning Consultant, 503-710-5413; bill@billflood.org



Section B: Findings

Following are findings based on interviews, surveys, public meetings and additional research.

COMMUNITY CONTEXT

Finding 1. Wilsonville lacks a clear community core/center and a collective cultural identity.

While founded in 1846 and known as Boones Landing until formally named Wilsonville in 1880, the City of Wilsonville did not incorporate until 1969.

- Unlike many older historic cities that have an easily distinguished downtown “town center” core, Wilsonville’s downtown is difficult for residents and visitors to pinpoint. During this past 170 years, the Wilsonville “downtown” or town center has relocated three times:
 - First in the Old Town area, when Willamette River steamboats were the primary mode of transportation from 1850 through the 1890s, and subsequently with the “railroad” era that included opening in 1908 of the Oregon Electric Railway through Wilsonville with a train station in Old Town.
 - Then to the intersection of Boones Ferry Road and Wilsonville Road during the 1950s when I-5 was constructed, centered on the area located to the west between I-5 and the railroad tracks.
 - And finally to the current Town Center area during the 1970s when space constraints of the area between I-5 and the railroad tracks became evident for new development. While the Town Center area includes several important assets—including the commercial Town Center Shopping Center and publicly owned Town

Center Park, Oregon Korean War Memorial, Community (Senior) Center, and City Hall—it is still developing. The Town Center Plan recognized that the area lacks the activity level that should accompany a vibrant downtown and has proposed major redevelopment to increase business and residential density and provide a more pedestrian friendly, attractive place to visit, shop and “hang out.”

- Wilsonville appears to many residents as not having one community core/center, and has developed various ‘centers’ over time, including Old Town area, Charbonneau Village, Town Center, Main Street, North Wilsonville Argyle Square area and Villebois parks and village center. While not diminishing the importance of neighborhood cores/centers, the lack of one central historical downtown town center has contributed to a perception that the community lacks a cultural center.
- Wilsonville has been one of Oregon’s fastest growing communities for 30 years, increasing more than 250% in population from 7,100 residents in 1990 to over 25,000 in 2020. Rapid growth induces change in a community’s landscape, businesses and kinds of jobs, and the residential population.
 - A number of survey respondents felt that Wilsonville lacks a cultural identity, a feeling often connected with communities experiencing rapid change and growth.
- However, a clear majority of residents participating in this planning process value local culture.
 - A survey conducted in 2018 by Taylor Consulting during phase one of the ACHS process showed 70% of respondents noting that they definitely need arts, culture, and heritage.

See Appendix N: Draft Reports of the Arts, Culture and Heritage Strategy (ACHS).

- The fact that over 40 local-area residents volunteered to serve on the current Arts, Culture and Heritage Strategy Task Force in the time of the COVID-19 pandemic shows strong support for local culture.
- The public survey conducted for the 2018 Parks and Recreation Comprehensive Master Plan found “music and arts in the parks” as one of the top three amenities and services for which the community reported a desire to add or expand. See Appendix C: Citations to City of Wilsonville Master Plans and Strategies.



“The Birds” is a stainless steel sculpture by Carlton Bell in 1977 and gifted to the Wilsonville Library Foundation by Ron and Bonnie Anderson, on display at the Wilsonville Public Library. Credit: City of Wilsonville.

Finding 2. Demographic changes underway shape the future community.

Through each primary component of this planning process (Task Force meetings, interviews, outreach meetings with youth and Latinx families, and surveys) the call to embrace, support, and make more visible the diversity of Wilsonville—including ethnic background, age, socio-economic levels, sexual orientation and gender identification—was clear and consistent.

Specifically mentioned was highlighting the cultural traditions, especially celebrations and food, of Wilsonville’s minority-population residents of Latinx, Asian, South Asian/Indian, African-American, and indigenous descent. Recognizing the significant and growing population of students and their families of Latinx ethnic background, the School District committed in 2018 to producing all public communications in both English and Spanish.

As one public comment noted “Attention to diversity and inclusion are essential for a healthy community culture.”

As demographers have been reporting for several years, the ethnic composition of Wilsonville like the United States is changing, with an increasing proportion of the community identifying as of Latinx background. For more information, see Appendix A: Demographic Data.

The proportion of Wilsonville middle-school age children who identify being of Latinx or Hispanic ethnic background is twice or 100% greater than that of the community as a whole. This

suggests that Wilsonville can expect a significant increase in the Latinx adult and family population.

- U.S. Census data shows that 11%–12% of the Wilsonville community is “Hispanic or Latino Origin.”
- West Linn-Wilsonville School District demographic data shows that 25% of Wilsonville middle school students identify as “Hispanic.”

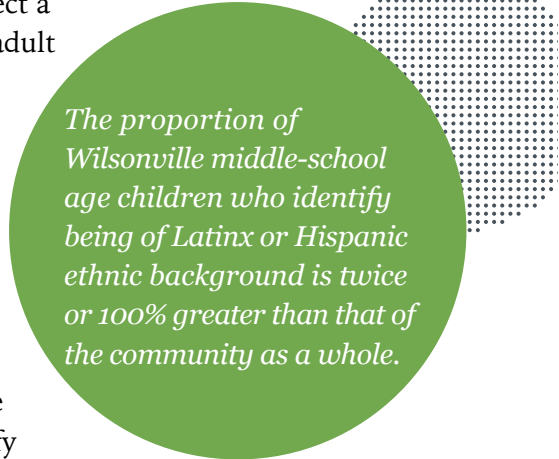
See Appendix A: Demographic Data.

The Portland-area Metro regional government provided in 2016 the following 50-year population forecast to the year 2070:

“The Hispanic population group in the region is expected to grow rapidly during the next 50 years due to natural increases and strength in net in-migration...

“The Hispanic (or Latino) population segment is expected to add another 665,000 people by 2060, the largest increase in a race or ethnic population. Whites will grow by another 285,000 followed by another 250,000 Asians.

“People of Hispanic or Latino ethnicity are expected to be one-third of future migrants, almost double the region’s current share of population. Asian migrants are expected to account for one-fifth of future net migrants, representing 3 times over the share of Asians in the region today. The share of future migrants of Black, Native Indian and Pacific Island descent are expected to be about the same as today’s regional shares, respectively, 3%, 1%, and 1%.



The proportion of Wilsonville middle-school age children who identify being of Latinx or Hispanic ethnic background is twice or 100% greater than that of the community as a whole.

“The future migration profile reinforces the racial profile of future births in the region such that we anticipate a majority of minorities by about the year 2070. The ascension of majority minorities is about 25 years delayed as compared to the U.S. as a whole (according to Census Bureau middle series projections) because of the much higher concentration of white residents from the onset of the forecast. 2070 is when we expect the shift in status—assuming extrapolations and various other growth assumptions are correct.”

See Appendix A: Demographic Data: Race, Ethnicity, Age and Gender Forecast for the Portland MSA and 3 counties—FAQ: Metro 2060 Population Forecast, July 2016.

Additionally, stakeholder interviews indicated that an older, retired cohort composed primarily of Wilsonville area and Charbonneau District residents were once the primary proponents of advancing public art and cultural activities. Many former residents who helped to organize and lead the Wilsonville Citizens for Public Art—including the late Keith Amundson, Tony Holt, Mick Scott, Steve Spicer and retirees Alan Kirk (former City Councilor) and Theonie Gilmore—are no longer actively engaged.



Guests enjoy authentic Moroccan cuisine at Dar Essalam restaurant in Wilsonville. Credit: Andrea Johnson for the Explore Wilsonville program.

CULTURAL NONPROFITS

Finding 3. Wilsonville cultural nonprofit organizations are stressed.

The Wilsonville City Council recognized that cultural nonprofits that provide valuable community services were having capacity problems to fund and execute programs and events over the past several years. Local nonprofits make up an essential part of the delivery system of local arts, culture, and heritage. Anecdotal reports indicate that most of the community’s nonprofit organizations—especially those involved in arts, culture and heritage—are experiencing financial problems and having difficulties recruiting and retaining volunteers.

During the past several years, several community nonprofits have either become inactive or dissolved, including Wilsonville Citizens for Public Art, Just Us Guys, Garrets Space, Friends of the Wilsonville Center, Wilsonville Lions Foundation and Charbonneau Lions Club.

During the past several years, several community nonprofits have either become inactive or dissolved.

Other organizations have experienced some problems with funding and volunteers, including Wilsonville Community Sharing, Wilsonville Sister City Association, Wilsonville Kiwanis, Wilsonville Celebration Days, Wilsonville Arts & Culture Council and the Wilsonville-Boones Ferry Historical Society.

Recognition of this issue led the Council to make creating an Arts, Culture and Heritage Strategy as a 2019-20 City Council Goal.

An examination of the publicly available Form 990 federal tax-returns over a three- to five-year period of 22 Wilsonville nonprofits empirically demonstrates an overall decline in income and reserves for cultural nonprofits. Following is a summary of findings from “Report on Nonprofit Forms 990 Quantitative Analysis,” commissioned by the City and conducted by VISTRA in August 2020.

- **“Organization Size.** Nearly one-half of the nonprofits included in this analysis are small organizations with gross receipts of less than \$50,000 in one or more of the years 2013–2019. In spite of the limited financial resources of these organizations, they may have significant positive impact on the community.
- **“Organization Requirements.** All nonprofits have compliance and operational requirements such as Form 990 filing, state registrations, financial management, board management, program management, etc. *Organizations with limited financial resources are likely unable to hire staff to manage these activities and often rely on volunteers to perform these functions.*
- **“Revenues.** *Three (3) of the 13 organizations filing Forms 990/990-EZ reported overall decreases in Revenues on their most recent Forms 990/990-EZ filed between 2013 and 2019.*
- **“Net Income.** *Six (6) of the 13 organizations filing Form 990/990-EZ reported overall decreases in Net Income on their most recent Forms 990/990-EZ filed between 2013 and 2019.*
- **“Estimated Reserves.** Estimated reserves are based on Total Assets, Total Liabilities, Total Non-liquid Assets and Expenses. *Two (2) of the 13 organizations filing Form 990/990-*

EZ reported overall decreases in Estimated Reserves on their most recent Forms 990/990-EZ filed between 2013 and 2019.

Three (3) organizations had years with no reserves based on our calculated estimate.”

Note: bold italic emphasis added; See Appendix H: Nonprofits Analyses and Reports for nonprofit organizations’ Form 990 analysis.

Even after this cursory review by a professional firm the need still exists to better understand the specific financial and organizational issues of Wilsonville’s cultural nonprofits and determine next steps.

While not specific to Wilsonville, the “Portland Metropolitan Area Arts Ecology Study” released by The DeVos Institute of Arts Management at the University of Maryland in September 2020 notes the following “Trends in the National Arts Ecology” that are impacting the nonprofit sector:

- Reduction in arts and humanities education in the public schools
- Aging of traditional donor base
- Role of electronic substitutes
- Role of electronic distribution of cultural programming: In 2017, 74% of adults got arts on the internet, 50% attended a live event
- Many cultural institutions are having difficulty adapting to this new environment

In terms of the greater Portland metropolitan area, the study notes that:

- New industries are growing, but are not very engaged with the arts
 - Corporations are giving, but not much to the arts
 - Interviews suggest a lack of outreach by most arts organizations, to executives and senior staff at major corporations.
- Access to space for creation and presentation is limited and shrinking
- Portland’s population is becoming younger and more culturally diverse; some organizations are adjusting successfully, others face diminishing support
- The donor community is underdeveloped; many organizations achieve less than the national average in individual giving
 - Many arts organizations rely on a few donors; Arts boards are relatively small; Board fundraising engagement and capacity are lacking; Board giving is modest
- Most organizations underspend on marketing
 - Staff capacity challenges in fundraising and marketing are common; Development and Marketing were overwhelmingly cited as areas lacking capacity, both in terms of skills and number of staff
 - A lack of institutional marketing has resulted in tepid cultural tourism

See Appendix H: Nonprofits Analyses and Reports.

Finding 4. The COVID-19 pandemic has worsened the condition of Oregon's and Wilsonville's cultural nonprofits.

Just as many for-profit businesses are struggling to weather the COVID-19 pandemic storm, the Oregon nonprofit sector is also struggling to survive. The nonprofit World of Speed Motorsports Museum, a significant and well-financed Wilsonville cultural asset, closed in 2020 as a direct result attributable to the COVID-19 pandemic.

A survey of 1,600 Oregon charitable nonprofits conducted in June 2020 by the Nonprofit Association of Oregon, Portland State University's Nonprofit Institute, Mercy Corps Northwest and Oregon Voluntary Organizations Active in Disasters showed that:

- 54% of nonprofits reported losses in earned income, with 35% losing more than 50% in earned income.
- 56% have concerns that they will not be able to maintain levels of service.
- 46% say they are worried about covering operating expenses through the end of the year.

Arts and education nonprofits reportedly face the biggest challenges to surviving in the long term. Forty-eight out of 56 nonprofits in this cohort report concerns over their future survival and ability to sustain their funding, fundraising and programs.

Most of these nonprofits have small operating budgets: 40% have budgets of between \$1,000 and \$5,000, and 22% have budgets between \$1 million and \$5 million.

The survey reveals how many organizations are suffering from a lack of volunteer help because of closures and social-distancing requirements. This statewide survey matches anecdotal observations and interview comments that many of the lead volunteers for arts, culture, heritage in Wilsonville and throughout Oregon are aging, stepping aside as board members and volunteers. The COVID-19 pandemic has further made volunteer participation and board recruitment increasingly difficult.

Arts and education nonprofits reportedly face the biggest challenges to surviving in the long term.

The 2020 report concludes: “Without immediate attention and firm commitments of resources to this critical sector, our efforts to recover and move forward as a state will be severely impeded.”

Wilsonville nonprofits largely fit the profile of nonprofits noted in the survey of 1,600 Oregon charitable nonprofits. Volunteer leaders of local nonprofits are seeking to adjust to the new reality of physical social-distancing, mask-wearing and reducing the size of indoor public gatherings. Examples include:

- The Charbonneau Arts Association's modified 37th annual art show entitled for 2020 as “Art with Flair—The Virtual Exhibition.” For the entire month of October, the virtual show presents a gallery art-show featuring all major art-media formats with artist, artisan, and musician portfolios and profiles, with online links routing attendees to artists' websites and social media for purchase. Additionally, the online event showcases local student art works and special projects, as well as a fund-raising silent auction.

- The Korean War Memorial Foundation of Oregon, in conjunction with the City's Park and Recreation Department and the Korean War Veterans Association (KWVA)/Oregon Trail Chapter, is advancing plans and fundraising for a long-sought Korean War Memorial Interpretive Center to be located inside the Parks and Recreation Department's administration building in Town Center Park.

See Appendix H: Nonprofits Analyses and Reports.



Visitors explore historical agricultural implements on display at Champoeg State Heritage Area, just south of Wilsonville in French Prairie. Credit: Andrea Johnson for the Explore Wilsonville program.

PUBLIC SECTOR

Finding 5. The City lacks a comprehensive plan for supporting arts, culture and heritage facilities, programs and events.

There is no clear vision for a vibrant cultural scene in Wilsonville. The lack of a municipal ‘master plan’ for public support for arts, culture and heritage has prevented the City from focusing resources that would help to create a culturally vibrant community.

The closest that the City may have come to advancing an arts program occurred in 2003 when the City Council adopted Resolution No. 1817, “A Resolution of the City of Wilsonville City Council Acknowledging the Formation of the ‘Wilsonville Citizens for Public Art’ Committee and Authorizing City Staff to Assist the Wilsonville Citizens for Public Art Committee in the formation of their Organization and Placement of Art in Prominent Public Locations in the City.”

The City Council agreed to provide direct public support to this group of residents:

“1. Based upon the above recitals, the Wilsonville City Council acknowledges the organization of the Wilsonville Citizens for Public Art Committee and hereby authorizes the appropriate members of City Staff to assist this Committee in its implementation of initial placement of art pieces in

Wilsonville, and arrangement of necessary procedures to move towards becoming an independent not-for-profit organization in support of public art in Wilsonville.”

“2. A separate pass-through account is established for the Wilsonville Citizens for Public Art Committee by the City’s Finance Department, to hold funds of the Committee and disburse funds for their expenses until such time as they have established themselves as an independent not-for-profit organization to receive its own funding.”

See Appendix D: City Support for Arts, Culture and Heritage.

Thus while not a comprehensive strategy for advancing public art and community culture, the City Council’s direction set into motion a coordinated effort by the City and residents to acquire and display public art. Changes in City Council, staff and volunteers coupled with negative financial impacts of the Great Recession appear to have resulted in gradual decline of the public arts program starting in 2008. Appendix G: Wilsonville Public Art lists public art in Wilsonville that has been acquired over time by the City, other government agencies and the private sector.



The metal horse sculpture “Apache” by Jesse Swickard grazes at Town Center Park. Credit: City of Wilsonville.

During the 2020 phase of the ACHS, the following themes toward a cultural vision came up consistently in this study process:

Cultural Vision

- Actively embracing all cultures in Wilsonville
- Need for greater cultural opportunities
- Arts/cultural center that is flexible, multi-purpose, inclusive
- Schools and City collaborating around local culture
- A comprehensive strategy must build on strengths and address challenges/barriers to cultural participation.
Following are the core strengths and challenges/barriers that emerged through this process.

When asked in a 2020 public survey for residents’ “vision for culture” in Wilsonville, the following ‘word cloud’ of most used phrases arose from responses:



Cultural Strengths

- Local area parks
- Wilsonville Public Library
- Willamette River and associated history and heritage (indigenous, pioneer, etc.)
- Cultural programs within West Linn-Wilsonville Schools
- Existing events, programs, cultural organizations
- Diversity of community, including ethnic and socio-economic
- People—Wilsonville is perceived by many in the community as a welcoming, friendly place

When asked in a 2020 public survey for residents’ “cultural attributes or strengths” of the Wilsonville area, the following ‘word cloud’ of most used phrases arose from responses:



Challenges/Barriers to Participation in Local Culture

- Lack of physical community core/center, focal point, and cultural direction
- Shortage of cultural facilities for both Schools and City
- Lack of cultural inclusion/sense of exclusion: how to reach and engage marginalized populations that specifically include youth, Spanish-speaking, LGBTQ and low-income.
- Time—people are busy commuting/working, caring for families, etc.
- Cost of living in Wilsonville is high. The City’s 2020 Equitable Housing Strategy found that “Many residents are paying more than 30% of their income on housing. Almost a quarter (23%) of all households in Wilsonville are cost-burdened, defined as spending more than 30% of their income on housing costs. Renters are particularly impacted: 42% are cost-burdened or extremely cost-burdened (spending more than 50% of their income on housing costs).”

When asked in a 2020 public survey for residents’ “challenges or barriers to you or others participating in local culture in the Wilsonville area,” the following ‘word cloud’ of most used phrases arose from responses:



Finding 6. The primary units of local government coordinate on many issues and projects; community members seek greater support for cultural activities and programs.

The two primary local governments responsible for providing key public infrastructure and educational services respectively to the residents of Wilsonville and the general public—the City of Wilsonville and the West Linn-Wilsonville School District, and to a lesser degree Clackamas Community College—communicate and engage regularly on issues pertaining to transportation infrastructure, development planning and technical assistance. See Appendix F: City of Wilsonville and West Linn-Wilsonville School District Collaborations for more information.

The City has tended to focus on providing first-rate public-works infrastructure for treatment of water, wastewater and stormwater, transportation facilities including roads and sidewalks, public transit services, and parks and recreational programming. Fieldwork research showed that City’s foremost cultural institution—the Wilsonville Public Library—is exceptionally well regarded for providing cultural resources and programming.

The City’s support for the School District has come primarily through sponsoring voter-approved levies and the use of urban renewal or tax-increment financing to support the development of school facilities that benefit the greater community, purchase of

land that can be traded with School District for siting schools and parks, and infrastructure-related projects. Some examples include a 1992 City urban renewal agency contribution of \$2 million for “joint community/high school facilities in Wilsonville,” City support for serial levies in 1994 and 1997 that also featured “programming of Wilsonville High School and sports fields, gang prevention activities for youth, and a full-time DARE officer,” urban renewal funding during 2010-12 of the \$800,000 I-5/Wilsonville Road underpass public-art/pedestrian sidewalk-safety project known as “Beauty and the Bridge,” and leasing of a City-owned facility for use by the District as the Arts and Technology High School.

The School District by definition has focused on providing high-quality public education and supporting services in grades K through 12 that include strong support for community cultural activities, events and programs. The District routinely opens its facilities and playing fields for community use when their facilities are not being actively used by students and school programs. For example, the District hosts in school facilities various community uses after school hours and on the weekends that primarily include youth sports, scouting troops, student clubs, ecumenical groups, STEM groups (robotics), childcare and the similar groups. The District provides logistical support for student participation in the annual Festival of the Arts event, as well as storage space at no charge for Wilsonville Arts and Culture Council to store Festival of the Arts supplies.

The ACHS fieldwork research showed that the schools are considered one of the primary sources of cultural activity and programming in Wilsonville.

One of the remarkable findings that interviews and surveys highlighted was the amazing amount and quality of arts education and cross-cultural activities and events conducted by the School District. For example, Wilsonville High School's Día de los Muertos celebration and the primary schools' International Night events are popular with both students and their families and community leaders. Additionally, members of the community's youth spoke highly of their art teachers, school-based cultural events and the varied arts curriculum offered by Wilsonville schools. The ACHS fieldwork research showed that the schools are considered one of the primary source sources of cultural activity and programming in Wilsonville. Both students and teachers expressed during meetings and interviews that they wished they could expand the school's cultural programming to the community, and stakeholders interviewed in this planning process had the same notion.

Recognizing the significant and growing population of students and their families of Latinx ethnic background, the District committed in 2018 to producing all public communications in both English and Spanish.

Interviews conducted for the ACHS tended to show that members of the community want City government to take more of a leadership role to actively support local arts and culture — to both improve quality-of-life and create economic-development opportunities. Additionally, residents engaged in performing arts, including music, theatre and dance—desire use of District auditorium facilities.

Successful passage in 2019 of a School District bond measure included funds for relocating Arts and Technology High School

to a district-owned facility and construction of a new, larger auditorium at Wilsonville High School. The School District is in the process of designing and constructing a new Performing Arts Center (PAC) at Wilsonville High School that may facilitate greater community utilization.

In commissioning the ACHS, the Wilsonville City Council recognized that the City did not have a mandate in the form of a policy document to more actively support cultural endeavors in the community.



*Children enjoy cooling off on a hot summer day at the Murase Plaza water features in Wilsonville.
Credit: City of Wilsonville.*

Finding 7. The community seeks public-sector leadership to support arts, culture and heritage facilities, programs and events.

A constant refrain from the fieldwork research, including the Cultural Vision Survey and stakeholder interviews in 2018 and 2020, demonstrated a desire for greater public-sector engagement in cultural affairs and increased support for community nonprofits involved in arts, culture and heritage. Additionally, the Municipal Survey of Cultural Facilities and Programs demonstrated that active public-sector engagement with the nonprofit sector produces a greater volume and quality of cultural programming and events.

While the City has an annual Community Opportunity Grant program (\$25,000 total budget) overseen by the Parks and Recreation Advisory Board and an annual Community Tourism Grant program (\$25,000 total budget) overseen by the Tourism Promotion Committee, neither board nor committee has a focus on arts, culture and heritage. The grant programs have been funded at the same level for the past 20 years; no funds were awarded from the Community Tourism Grant program in FY19-20.

No City volunteer leadership body or staff focus solely on supporting, developing and coordinating community cultural activities, events and programs.

For some time, members of the Tourism Promotion Committee have felt stymied in awarding tourism grants that provide key

support for cultural nonprofits that sponsor mostly ‘community-oriented’ events/programs, while being mandated by state law for tourism funds that are to target visitors from over 50 miles away. The Wilsonville Visitor Profile Survey conducted in 2018 found that “visitation in Wilsonville is largely regional [with] a majority of visitors” (80%) originating from nearby counties. The Visitor Profile Survey also notes the opportunity for rallying residents around local culture and turning them into the best promoters for tourism. “A targeted campaign to local residents to inform them of things to do, new restaurants and lodging, attractions, and events would be beneficial since they could potentially be Wilsonville’s most compelling evangelists when it comes to word of mouth marketing and referrals.”

The Wilsonville Public Library, with support from the Wilsonville Friends of the Library and the Wilsonville Public Library Foundation, has advanced a rich literary arts and humanities program embracing cultural diversity aimed at increasing literacy primarily among families with young children. The Library also houses the Wilsonville-Boones Ferry Historical Society archives collection. The Library was constantly named as the City’s primary cultural venue in survey results, interviews and meetings.

However, no City volunteer leadership body or staff focus solely on supporting, developing and coordinating community cultural activities, events and programs.

PUBLIC ART AND CULTURAL CENTER

Finding 8. Public art is recognized as a significant cultural asset in Wilsonville.

Wilsonville area citizens have been active in gaining artwork in key public spaces since at least 2003. The existing collection of artwork stands as a testament to these dedicated residents, the former Wilsonville Citizens for Public Art, Wilsonville Arts and Culture Council and local donors.

When asked about local culture, survey respondents and interviewees often reference the public art that is currently on display in Wilsonville. Many area residents enjoy the public art, and some call for greater diversity in public art forms, including murals. Others would like to see more consistent placement, programming and management of public art. From our survey of 15 municipalities, public art stands out as the #1 consistent area for programming. Over 80% of municipal respondents provide assistance with public-art acquisition and programming.

When asked about local culture, survey respondents and interviewees often reference the public art that is currently on display in Wilsonville.

The City Public Works Department together with GIS Division cataloged all public art in Wilsonville, and is creating a plan for on-going maintenance of City-owned public art. See Appendix G: Wilsonville Public Art.



The metal and glass “Clock Tower” sculpture by Jerry Werner located at the Wilsonville Transit Center also contains video cameras and public address system. Credit: City of Wilsonville.

Public art—specifically as a tool of creative-placemaking—is called for in both the 2019 Town Center Plan and the 2018 Parks and Recreation Comprehensive Master Plan; see Appendix C: Citations to City of Wilsonville Master Plans and Strategies. It is important to note that nationally public art as a tool of placemaking is less about placing static artwork in public spaces and more about commissioning artwork that is well integrated with the site, honors the site’s history and stories, and engages the viewer/participant. Art then becomes a tool for building both physical community and human community. (See Appendix Q: Articles and Studies Related to Arts, Culture and Heritage.)

Finding 9. Extensive community demand exists for an arts and cultural center/facility.

A resounding and repeated call for a Wilsonville cultural center arose from all of the outreach efforts in both phases in 2018 and 2020 of the Arts, Culture and Heritage Strategy. Surveys, interviews and meetings cumulatively conducted over a two-year period demonstrated a repeated refrain for a community cultural center where residents and visitors can participate in cultural activities including performances, exhibits, lectures, events, and classes. See Appendix K: Survey Instruments and Summary of Responses for Arts, Culture and Heritage Strategy (ACHS).

The broad mission for the center is to provide a range of cultural opportunities, bring together community cultural assets, serve as performance home for organizations such as WilsonvilleSTAGE, and highlight/promote the cultures of Wilsonville.

A resounding call for a Wilsonville cultural center arose from all of the outreach efforts in phase one of the Arts, Culture and Heritage Strategy in 2018 and again in 2020.

An arts and culture center is most often seen as a flexible, multi-purpose, welcoming facility. The scale, programming, and business model for such a facility must be specific to Wilsonville, just as each of the municipalities surveyed through this planning process have a specific approach and funding base. Based on the needs of specific arts and cultural activities and the potential number of participants, more than one facility may be appropriate.

The 2018 Parks and Recreation Comprehensive Plan calls for “design, fund, and improve new performance area (in Town Center Park).” See Appendix C: Citations to City of Wilsonville Master Plans and Strategies.



Cyclists pause to admire “Let’s Dance,” a metal human sculpture by Jim M. Johnson located at the Wilsonville Transit Center. Credit: City of Wilsonville.

FUNDING AND RESOURCES

Finding 10. Funding and resource development are crucial to improve nonprofit organizational capacity and advance arts/culture programs.

Below are key pertinent findings around funding and resource development from the survey of 15 comparable communities that operate municipal arts and cultural facilities and/or programming. Identifying a blend of funding and resource development approaches is key to creating a sustainable cultural affairs program.

- Having both a dedicated staff person and dedicated funding are vitally important.
- Creating a diversified, sustainable funding stream for cultural programming is crucial for long-term success. Reliance on one primary funding source can place cultural programming in a vulnerable position to a change in conditions. A balanced funding model and a robust public/private partnership is often key to success.
- Wilsonville's cultural organizations appear to largely lack deep financial or volunteer support from local corporations. Yet these corporations benefit from being in a community with a vibrant cultural life.

- Stay responsive to the community as you develop resources.
- Position the program(s) as additive rather than a repetition of something that's already regionally available.
- Where possible, operate within the City's structure (for the benefit of retirement, higher compensation, departmental support), yet stay agile as an independent non-profit can be. Trying for the best of both possible worlds—public-sector and nonprofit-sector—often produces strong results.

Creating a diversified, sustainable funding stream for cultural programming is crucial for long-term success.



Section C: Recommendations

The following recommendations have been vetted through the ACHS Task Force and public review. All comments received have been reviewed, discussed, and where feasible integrated with recommendations.

COMMUNITY CONTEXT

Recommendation 1.

City adopts this cultural strategy and provides public-sector leadership and coordination to support community arts, culture and heritage facilities, programs and events.

For the City to build on community cultural assets and create a cultural vision identified by residents in this study, the City must step forward and lead. Findings 3 and 4 show that the community’s cultural nonprofits are unable to do so without City leadership and support.

The local-area educational institutions of the West Linn-Wilsonville School District and Clackamas Community College cover a wider territory than the Wilsonville community and are focused on serving students and their families.

Leadership does not mean doing everything, but it does mean stepping forward to strengthen and mobilize assets, address challenges/barriers, leverage resources, and actively work toward achieving the cultural vision. Untapped resources to support growth and development of local culture includes private sector corporations which will benefit from a more vibrant local cultural scene.

Stakeholders, through interviews, consistently call for this kind of City leadership. Adopting this cultural strategy will immediately demonstrate City leadership to advance a culturally vibrant community.

The “Portland Metropolitan Area Arts Ecology Study” released by The DeVos Institute of Arts Management at the University of Maryland in September 2020 provides a Major Initiatives Summary that echoes the recommendations of this strategy:

- Help organizations survive the pandemic
 - Advance cultural equity and racial justice with targeted initiatives
 - Portland as a national leader in artistic innovation, entrepreneurialism, and diverse cultural perspectives
 - Achieving scale and prominence need not be at odds with nurturing a diverse, responsive, and inclusive creative community
 - Invest in the growth of exceptional small organizations and the sustainability of the largest sectoral leaders
 - Get serious about developing and celebrating an engaged donor community
 - Invest in building and reviving creation and development space
 - Establish an arts task force to identify and advance collective opportunities
- See Appendix H: Nonprofits Analyses and Reports.

For the City to build on the cultural assets and create a cultural vision identified by residents in this study, the City must step forward and lead; there is no one else to do so.



Riders enjoy a horse-drawn carriage ride during the City of Wilsonville's annual Harvest Festival focused on the historical Stein-Boozier Barn in the Murase Plaza area of Memorial Park, Wilsonville. Credit: City of Wilsonville.

Recommendation 2.

Make cultural diversity and ethnic inclusivity a priority.

In 2017 the Wilsonville City Council adopted Resolution No. 2626 declaring the City of Wilsonville as a welcoming and inclusive city; see Appendix D: City Support for Arts, Culture and Heritage. The resolution states that Wilsonville is “an inclusive City that has and will continue to welcome the collective contributions of all persons, honoring and respecting people of every race, color, national origin, immigration or refugee status, heritage, culture.”

This City Council directive sets the stage to embed inclusivity in all arts, culture and heritage thinking and practices. Some participants in this research process said that they choose to live in Wilsonville instead of neighboring communities because it is more ethnically diverse.

Developing a diversity, equity, and inclusion lens and practice requires serious commitment and effort, but can advance many Wilsonville goals well into the future. The Director of the Chehalem Cultural Center in Newberg said as advice to the City of Wilsonville: “I would also encourage bringing in voices from

traditionally marginalized groups as early as possible to shape the project from the start. It is harder to reverse engineer that process and bring them on once things are moving.”



“Fantasma” (smaller image) and the Day of the Dead painting “Ojos de mi Hermana” by Angennette Escobar in 2018.

The outreach meetings with youth and Latinx families during this planning process were very productive. The City should stay in continual dialogue with youth, Latinx, LGBTQ, and other under-served populations as the City works in partnership towards greater equity and inclusion.

Due to Wilsonville’s prominence in the “Silcon Forest” as an international high-tech center that features renown firms with substantial employment, including Siemens Mentor Graphics, Xerox Office Products, FLIR Systems, Collins Aerospace and others, a highly educated, diverse workforce resides locally. In particular, populations from the Indian subcontinent, Southeast Asia and the greater Middle East were recruited by tech firms and have settled in the Wilsonville area, further diversifying the local cultural blend.

The “Portland Metropolitan Area Arts Ecology Study” of September 2020 Empowering Equity Initiatives section suggests:

- Advancing equity by helping culturally-specific organizations to flourish, while equipping historically white organizations to create comprehensive and lasting systemic changes.
- Funding for partnerships between culturally-specific and historically white organizations.
 - Support production, residencies, research and experimentation in cross-cultural/intercultural work.
 - To spark new relationships, foster dialogue, create new opportunities, and access to wider markets.

See Appendix H: Nonprofits Analyses and Reports.

This City Council directive sets the stage to embed inclusivity in all arts, culture and heritage thinking and practices.

CULTURAL NONPROFITS

Recommendation 3.

Provide strategic assistance to Wilsonville cultural nonprofits in order to build organizational capacity.

Working with local cultural non-profits to build their capacity to serve the community must be a priority of the proposed new Arts, Culture, Heritage Commission (below). Non-profits are essential elements of a healthy community arts ecology.

Following is a summary of recommendations from “Report on Nonprofit Forms 990 Quantitative Analysis,” commissioned by the City and conducted by VISTRA, August 2020; see Appendix H: Nonprofits Analyses and Reports.

- **“Training.** The 10 organizations in the sample that report gross receipts of less than \$50,000 could benefit from fund development training such as the courses offered by the Nonprofit Leadership Center (<https://nlctb.org>). Investing in training can lead to improved efficiency and sustainability for the organizations.
- **“Consolidate or Collaborate.** The administrative burden of operating a nonprofit can be overwhelming for some organizations, particularly those with all volunteer management. Wilsonville nonprofits may find it beneficial to consider consolidating or collaborating to gain efficiencies in management requirements.

- **“Program vs. Independent Organization.** An approach that offers cost savings and increased efficiencies is for new or small nonprofits to become programs of appropriate larger nonprofits, rather than becoming or remaining independent organizations with all of the administrative and compliance requirements.”

Thus, in addition to training on nonprofit organizational requirements and fund-raising, these recommendations suggest a more ‘United Fund’ approach to collaboration and fund-raising, and may go further to even suggest consolidation of community cultural nonprofits. Given the recent past, current and future prospects for volunteer/board recruitment and participation, Wilsonville’s cultural nonprofits need to seriously consider these recommendations. The City is in a position through the ACHS to work in partnership with and support building the capacity of local cultural nonprofits.

These recommendations were seconded in the “Portland Metropolitan Area Arts Ecology Study” released by The Devos



Docents reenact historical sewing techniques at the Aurora Colony Museum. Credit: Robert Holmes for the Explore Wilsonville program.

Institute of Arts Management at the University of Maryland. The September 2020 study states in the Introductory section:

“While the Portland/Vancouver Metro Area is home to a collection of larger, renowned anchor organizations with decades of history and several smaller groups serving modern needs of niche audiences, the region is thinner when it comes to strong, mid-sized arts groups. **Through strategies such as thoughtful merger of or collaboration by similarly minded small organizations, purposeful investment by donors and increased support from elected leaders, the city can achieve more balance in terms of the range of groups serving patrons.**” Emphasis added.

The Pandemic Support section of the “Portland Metropolitan Area Arts Ecology Study” highlighted these potential actions to “Create a bridge to sustain during shutdown, and re-emerge with relevance and strength.”:

- Support for major organizations
 - Stabilization funding
- Planning services for midsized and small organizations
 - Response and scenario planning
- Assist mergers, prompted by pandemic conditions
 - Some small organizations with similar missions may find opportunities in mergers or formalized joint ventures.
 - Provide consulting
 - Provide legal advice
 - Provide initial grant funding

See Appendix H: Nonprofits Analyses and Reports.

In addition to training on nonprofit organizational requirements and fund-raising, these recommendations suggest a more ‘United Way’ approach to collaboration and fund-raising.



Korean-American singers perform at a ceremony at the Oregon Korean War Memorial in Town Center Park, Wilsonville. Credit: City of Wilsonville.

PUBLIC SECTOR

Recommendation 4.

City forms an Arts and Culture Commission and provides supporting staffing resource.

Twelve of the 15 communities in the Portland metropolitan area surveyed during this planning process, have, or are in the process of forming, an arts/cultural advisory body to City Council. Wilsonville lacks this level of commitment to and coordination of local culture. Staff of the 15 cities interviewed provided “advice for the City of Wilsonville” for the composition and duties of an Arts and Culture Commission; see Appendix K: Survey Instruments and Summary of Responses for Arts, Culture and Heritage Strategy (ACHS).

By definition, an Arts and Culture Commission would be a multi-disciplinary body that ‘crosses over’ various City departments, including Library, Parks & Recreation, Community Development, Public Works, and Administration. Thus, the Commission would have a relationship with other City bodies and supporting nonprofits relevant to these departments, including respectively the Library Board, Friends of the Library, Wilsonville Public Library Foundation, Parks & Recreation Advisory Board, Heritage Tree Committee and the Tourism Promotion Committee.

In order to propel the work of the Arts and Culture Commission, the City should consider creating a full-time position that could also work with the City’s Tourism Promotion Committee and program. Currently, no City staff

are dedicated solely to the Tourism Promotion Program. Rather, the relatively new Tourism Promotion Program that the City Council created with the Tourism Development Strategy of 2014 has been staffed primarily by Administration staff as ‘other duties as assigned,’ and to a lesser degree with Parks & Recreation staff. A full-time staff person dedicated to tourism and cultural affairs would allow the City to develop greater expertise, networking connections and dedicated work product to advance an integrated tourism and cultural affairs program. Thus, the Tourism and Cultural Affairs Coordinator would staff both the Tourism Promotion Committee and the Arts and Culture Commission.

To propel the work of the Arts and Culture Commission, the City should consider creating a full-time position that could also work with the City’s Tourism Promotion Committee and program.

In the tourism realm, the City works closely with the lead Clackamas County Tourism and Cultural Affairs Department, doing business as Oregon’s Mt. Hood Territory. Since arts, culture and heritage activities and programs are often attractive to visitors and act as a tourism draw, a full-time staff position of Tourism and Cultural Affairs Coordinator is recommended. Thus, the City’s arts-culture-heritage and tourism-promotion efforts would be similarly organized as the lead County agency responsible for tourism and cultural affairs.

The “Portland Metropolitan Area Arts Ecology Study” by The DeVos Institute of Arts Management, University of Maryland, of September 2020 found that:



“The Wilsonville Interactivator” by Frank Boyden and Brad Rude is an interactive, kinetic metal sculpture located at the Westside Express Service (WES) commuter rail station platform at the Wilsonville Transit Center. Credit: City of Wilsonville.

- The arts community cannot grow on its own. The study reveals that cultivating a task force of diverse voices can help identify and advance collective opportunities for success for multiple groups.

- Or, is there a need for a more comprehensive task force, with business leaders, politicians, philanthropists, representatives from major foundations, and educators?

- E.g. Denver Commission on Cultural Affairs.

- The committee could act in an advisory capacity to municipal governments and public sector funders.

- This volunteer group could advance collective efforts in programming, public awareness and engagement, and advocacy.

See Appendix H: Nonprofits Analyses and Reports.

The Commission should be composed of representatives of Wilsonville residents and employers who have an interest in advancing local arts and culture and have the time and skills to serve in this important leadership capacity. The majority of

commissioners should also be knowledgeable in one or more of the key cultural disciplines, including:

- Arts/Designs/Handcrafts, such as ceramics, handcrafts, mixed-media art and others.
- Heritage, such as folklore, history, language arts and others.
- Literary Arts, such as the humanities, poetry, writing and others.
- Performing Arts, such as dance, music, theater and others.
- Visual Arts, such as painting, photography, sculpture, video and others.

Some Commissioners may represent related areas such as local or regional media, architecture/design, tourism, or bring other important skills such as fund development, strategic planning, enterprise development, etc. Commissioners should also represent the ethnic diversity of Wilsonville.

The Arts and Culture Commission would most likely:

- Oversee implementation of the ACHS and make recommendations to the City Council for new initiatives and funding requests.
- Look to seize opportunities to support and grow Wilsonville’s cultural assets. Advocate and troubleshoot within the City structure for nonprofits and artists/creatives.
- Recommend specific strategies to support artists, creatives, and cultural nonprofits. (The term “creatives” indicates people with an intense desire to make, create, produce original work that can include artists, designers, craftspeople, scholars and teachers, writers, documentarians, historians and heritage specialists, librarians, and others.)

- Encourage collaboration with the schools, community cultural nonprofits and other key partners toward common goals.
- Oversee programs, including a public art program, grants and/or technical assistance, and key cultural events. The intent is for the City to support events of community non-profits such as the Historical Society’s well-attended history lectures at McMenammin’s Old Church and Pub.
- Closely coordinate with other City departments and their respective Council-confirmed boards and commissions including:
 - The Library and Library Board.
 - Parks and Recreation Department and the Parks and Recreation Advisory Board and the Tourism Promotion Committee.
- Provide input on cultural facility studies and implementation.
- Seek opportunities to leverage funding and other resources to advance cultural programs.
- Consider creating a “Cultural Calendar” on the City’s websites, including the tourism-oriented ExploreWilsonville.com.

A Tourism and Cultural Affairs Coordinator position could include duties such as:

- Local/community arts and cultural activities:
 - Coordinating activities, fundraising and programs with the community’s cultural nonprofits.
 - Assisting Administration, Library and Parks and Recreation Departments with working with cultural nonprofits.
 - Staffing the Arts and Culture Commission and the Tourism

Promotion Committee, including arranging meetings, taking meeting minutes and other functions.

- Supervising contractors, such as the Tourism Promotion and Destination Marketing Contractor for the Tourism Promotion program.
- Cultivating supporters including board members, donors and sponsors.
- Working with the Mayor and Economic Development Manager to call on Wilsonville businesses and encourage participation and sponsorship of local cultural endeavors.
- Developing relationships with funders and composing grant requests to funding bodies.
- Regional arts and cultural activities:
 - Networking with other municipal organizations’ arts and culture programs and facilities.
 - Keeping in contact with regional resource organizations including the Regional Arts and Culture Council (Portland), Clackamas County Arts Alliance, Clackamas Cultural Coalition and Clackamas County Tourism and Cultural Affairs Department.
- International cultural affairs:
 - Staffing the Wilsonville-Kitakata/Japan Sister City program.
 - Arranging visits from South Korean delegates to the Oregon Korean War Memorial.
 - Coordinating with the Korean War Memorial Interpretative Center in conjunction with the Korea War Memorial Foundation of Oregon and Korean War Veterans Association (KWVA)/Oregon Trail Chapter.

An issue for City consideration is which department or departments should “house” or oversee the proposed Arts and Culture Commission and Tourism and Cultural Affairs Coordinator position. The results of the survey of 15 municipalities that own or operate arts and culture programs and/or facilities show that no one single department is constantly singled out as having primary responsibility for cultural programming. Rather, cities have variously housed an arts and culture commission and supporting staff in either Administration Department (City Manager’s Office), Library or Parks and Recreation Department, and occasionally in the Community Development Department/Economic Development Division. Sometimes the commission is under one department and support staff in another department. There is no consistent placement of a cultural affairs program or function, other than the Library is always a common feature.

The variety of departments assigned “arts and culture” responsibilities varies in large part apparently due to the multi-disciplinary nature of arts, culture and heritage activities and programming, as well as the capacity or orientation of various cities’ departments. Like many communities, much of the City of Wilsonville’s cultural and heritage events and programs are organized and sponsored by the Library. However, also like many communities, the Parks and Recreation Department is highly engaged in siting public art and hosting cultural events or programs in city parks, as well as sponsoring hands-on art classes and activities. Unlike traditional municipal public-works functions, perhaps because of the “newness” of a city having to operate cultural programming at a higher level of awareness and activity, the Administration Department or City Manager’s Office works to with the Council-appointed commission and to coordinate the various departments’ events and programs.

As noted above, the Wilsonville Administration Department staff has been the primary City personnel working with the Tourism Promotion Committee and advancing the tourism promotion program, with some support from Park and Recreation Department staff. Since the proposed Arts and Culture Commission and Tourism and Cultural Affairs Coordinator position would work in close collaboration with the Tourism Promotion Committee and program, and coordinate with both the Library and Parks and Recreation Department, it may make sense to continue to house the new commission and staff in the Administration Department. The City’s marketing-communications and public information office functions are also housed in the Administration Department, which could be advantageous given the marketing needs of cultural nonprofits. Siting in the Administration Department also provides additional opportunity to coordinate with the Mayor and City Council members who could be engaged in recruiting commission members, as well as seeking support from nonprofit volunteers and members of the business community to support and sponsor cultural programming. City leadership engagement through the Council and City Manager’s Office provides an opportunity to engage Community Development Department’s Economic Development Manager on high-level business calls that further overall City objectives of business customer-service.

However, whichever department is ultimately chosen to house the Commission and staff, it is crucial that the three primary departments—Administration, Library and Parks and Recreation—with arts, culture and heritage-related duties coordinate closely.

Recommendation 5.

Improve inter-governmental collaboration and coordination to advance arts, culture, and heritage.

As indicated throughout this report, the School District’s arts and cultural programs and activities are highly valued. Several respondents, including both youth and interviewees, discussed how great it would be if the School District’s cultural activities could “spill out” into the community.

Wilsonville parents highly regard the School’s International Evenings. Youth and others give high marks to the Días de los Muertos festival which drew approximately 1,000 participants in 2019. These events have the strong engagement, creativity, and relevance that people want to see more of in the community.

Both the School District and the City have a lack of cultural facilities, and the School District is now in design phase for a new performing arts center at Wilsonville High School. The community will benefit if both the School District and the City carefully coordinate and potentially collaborate on facility use. That said, it is most often very difficult for high school performing arts facilities to be shared with community

Several respondents, including both youth and interviewees, discussed how great it would be if the School District’s cultural activities could “spill out” into the community.



Participants at a science presentation focused on outer space at the Wilsonville Public Library. Credit: City of Wilsonville.

use during the school year. But there is opportunity to collaborate around potential summer facility use and programming that benefits both the City and the School District. Another partner to include in these conversations is Clackamas Community College.

A process for coordination and collaboration between the public cultural providers needs to be created. The proposed Tourism and Cultural Affairs Coordinator would be in a position to provide this level of coordination with the public-sector, nonprofits and cultural creatives that enables a greater community celebration of culture.

PUBLIC ART AND CULTURAL CENTER

Recommendation 6.

Develop a long-term, sustainable public art program.



Custom-made accent panels on walls of the South Metro Area Regional Transit (SMART) operations building echo the design of the nearby metal and glass “Clock Tower” sculpture by Jerry Werner located at the Wilsonville Transit Center. Credit: City of Wilsonville.

Wilsonville’s public art is definitely appreciated by both residents and visitors. During the Arts, Culture and Heritage Strategy process, community members repeatedly called for additional public art that embraces a greater range of styles, intent, and artistry.

The following recommendations focus on creating clear policies and procedures toward a public art program and collection, not only individual pieces.

- Develop a public art plan so that artwork is thoughtfully commissioned as part of a public collection. The plan would identify a vision for the program and public art collection, goals and standards, as well as needed policies and procedures for commissioning.

- Review various funding strategies for community acceptance and ability to implement.
- Set aside dollars with a schedule for annual maintenance and upkeep of public art. The same is also needed for Wilsonville’s heritage markers.
- Identify resources to support consultation with public art professionals, potentially to manage projects.
- Continue to engage local and regional artists in the design, planning, and implementation of the public art program. This engagement should include building awareness and skills of local and regional artists in the area of public art.

During the Arts, Culture and Heritage Strategy process, community members repeatedly called for additional public art that embraces a greater range of styles, intent, and artistry.

Recommendation 7.

The City works with partners to advance an arts and cultural center/facility.

Survey respondents and interviewees repeatedly in both 2018 and 2020 identified the lack of both a physical community cultural center/core and a cultural focus in Wilsonville. This makes sense, given the rapid growth of Wilsonville and the number of times it has re-sited “town center” locations.

Participants consistently identified a community arts/culture/heritage center as a way to ensure cultural opportunities are manifest. The word opportunities comes up consistently as both a current “lack” and a “hope.” There is a clear call among participants in the Strategy process for an arts/culture/heritage center. Most participants are modest in their vision of a center, but consistently imagine a facility that is:

- Flexible: can grow/change with the needs/demands of Wilsonville.
- Multi-purpose: can accommodate a variety of cultural uses including performances, exhibitions, lectures, special events, and classes.
- Home to Wilsonville Theatre Company (WilsonvilleSTAGE) and potentially the Wilsonville Historical Society, both of which have physical assets deserving proper care. Certainly the center would be home for performing arts.
- Inclusive of a space(s) for visual and other arts exhibitions. The intriguing idea for a cooperative gallery such as the

Spiral Gallery in Estacada and Portland’s Blackfish Gallery was also proposed.

- A facility study should also review how to better utilize existing municipal facilities and potentially imagining a set of facilities with cultural uses.
- The 2018 Parks and Recreation Comprehensive Plan calls for “design, fund, and improve new performance area (in Town Center Park).” See Appendix C: Citations to City of Wilsonville Master Plans and Strategies.

While the scope of this project does not seek to identify a specific location and operating model for an arts/cultural/heritage center, several locations have been suggested, including the prior Albertsons grocery building at Lowrie Marketplace, Frog Pond (United Methodist) Church, soon-to-be former Art and Technology High School building (former Wesleyan Church, now owned by City), and the Town Center area. There are pros and cons to clustering cultural assets in one facility versus multiple cultural uses in various locations. The City should engage local artists, creatives, and cultural organizations in the conversations about potential site(s), uses, and operating models. And definitely consult with the Library; it serves as a beloved, inclusive cultural center.

Our survey of fifteen municipalities showed two primary models of owning and operating a cultural facility.

Participants consistently identified a community arts/culture/heritage center as a way to ensure cultural opportunities are manifest.

- Both the Walters Arts Center in Hillsboro and the Sherwood Arts Center are owned and operated by municipalities.
- The Chehalem Cultural Center (Newberg) is owned by the Chehalem Parks and Recreation District but operated by the Chehalem Cultural Center (501c3). The Center for the Arts in Beaverton (in construction) will be owned by the City of Beaverton but operated by the Beaverton Arts Foundation (501c3.)
- When considering a new or improved Wilsonville cultural facility, review the data collected in this survey, and meet with key staff and visit other community facilities (especially Sherwood, Beaverton, Lake Oswego, Hillsboro, Vancouver, and Newberg.)

The 2020 “Portland Metropolitan Area Arts Ecology Study” suggests:

Create a program aimed at assisting new and small arts organizations:

- Offer low cost, subsidized office and rehearsal space
- Offer subsidized, shared back office services and technical assistance
- Support organizational development; provide access to consultation
- Stimulate collaboration and joint ventures
- Reserve space and resources specifically for BIPOC organizations

See Appendix H: Nonprofits Analyses and Reports.



An artist shows a portfolio of images to browsers during the annual Wilsonville Festival of the Arts produced by the Wilsonville Arts & Culture Council in Town Center Park. Credit: City of Wilsonville.

FUNDING

Recommendation 8.

Improve and create sustainable funding mechanisms to support cultural activities, events and programs.

Advice for the City of Wilsonville from colleagues in communities surveyed that operate cultural programs provided a variety of funding options to consider. Below are reflections toward a funding model that surfaced in this planning process; note this is not an exhaustive list.

- Focus on creating a balanced, reliable and diversified funding mechanisms to create a financially sustainable arts and cultural affair program.
- Be careful of funding sources that can drop suddenly because of visitors not traveling or residents not spending dollars on entertainment. This includes Transient Room Occupancy Tax and entertainment tax revenues that can vary greatly.
- Avoid developing a fund development mechanism/strategy that local cultural organizations perceive as competing with their own fund raising.
- Local cultural organizations discussed the difficulty of leveraging local business dollars for support/sponsorship. This is key for City consideration since Wilsonville is such a strong center for business/commerce. Growing donor business support for arts, culture, heritage is important.
- Consider leveraging City funds with other funding sources,

such as the Travel Oregon/Oregon Tourism Commission Competitive Grants Program and Metro Community Placemaking Grants program.

- The Wilsonville Chamber of Commerce should be thoroughly on-board with fund development approaches that support arts, culture, and heritage as positive business attractors to Wilsonville.

Focus on creating a balanced, reliable and diversified funding mechanisms to create a financially sustainable arts and cultural affair program.

Other options discussed in stakeholder interviews include potential local sources of funding operations:

- **Review and evaluate two existing City grants programs**—the Community Opportunity Grants and Community Tourism Grants—to determine if each is serving its purpose, if total awards should be increased, and if the Community Tourism Grants program should be potentially changed to Cultural Events Grants program.
- **Wilsonville-Metro Community Enhancement Program (CEP)**, funded by a surcharge on solid-waste transferred in Wilsonville, can award funds to a wide range of activities and programs that benefit the community, including:
 - Improve the appearance or environmental quality of the community.
 - Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization.
 - Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas,

and/or improve the public awareness and the opportunities to enjoy them.

- Result in improvement to, or an increase in, recreational areas and programs.
- Benefit youth, seniors, low income persons or underserved populations.
- **Wilsonville Cultural Fund.** Create a mechanism for receiving gifts/donations/bequests possibly within the Oregon

Community Foundation. The City of Hillsboro has such a foundation that should be consulted to better understand various issues before developing similar plan for Wilsonville.

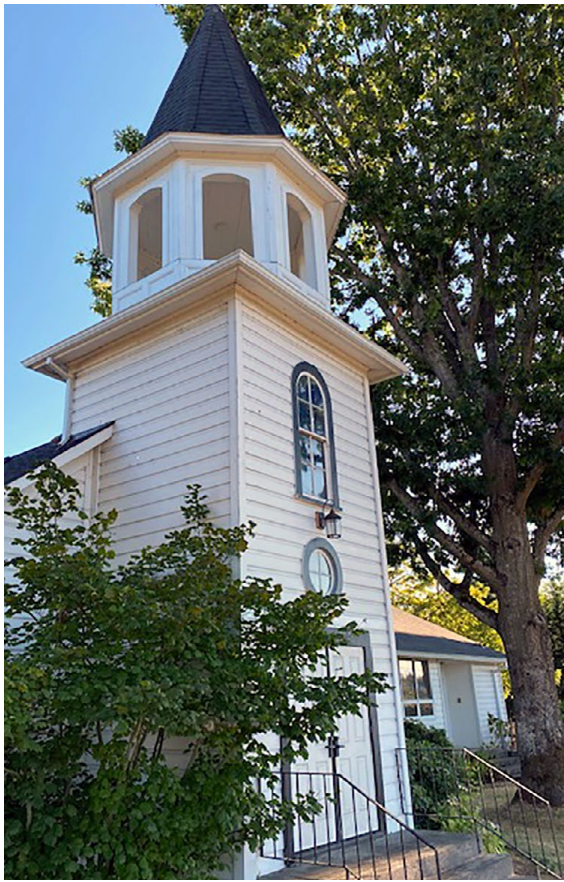
- **A per-capita or per-household tax**, such as the City of Portland Arts Tax.
- **Transient occupancy tax** revenues that flow into the City of Wilsonville general fund.
- **Payroll tax on employers.** A payroll tax since Wilsonville has a robust annual payroll for a community of approximately 25,000.
- **Joint fundraising approaches** to support nonprofits (a “United Fund” approach.)

- **Leveraging donors via Oregon Cultural Trust.** The Oregon Cultural Trust’s fund campaign is based on the following steps.
 1. Donate first to a local cultural non-profit.
 2. Donate the same amount to the Oregon Cultural Trust.
 3. The amount donated to the Oregon Cultural Trust is returned to the donor as a refund on state income taxes.
 4. Donations to the Oregon Cultural Trust support culture in Oregon, including the Clackamas County Cultural Coalition and local projects and organizations funded through the CCCC.

This (above) is not an exhaustive list of potential funding sources. Appendix P: Funding Options Information to Advance the Arts, Culture and Heritage Strategy (ACHS) describes a real estate tax being considered by a New Jersey community.

Local funding sources associated with capital construction

- **Urban renewal/tax increment financing:** The City has strategically used tax-increment financing via the Wilsonville Urban Renewal Agency to fund a range of public improvements over the past 25 years, including the Beauty and the Bridge I-5/Wilsonville Road underpass public-art/pedestrian-safety project.
- **Public percent-for-art ordinance** to ensure the integration of public art with public capital construction projects. Percent-for-art policies generally apply to any municipal capital improvement project where a determined percentage of the total project budget is set aside for public art. These policies



*The historical Frog Pond Church building of the Meridian United Church of Christ in Wilsonville.
Credit: Eddie Gao.*

also address how the money is to be spent on the acquisition, commissioning, and maintenance of public artworks.

Passed in 1975, Oregon’s Percent-for-Art legislation mandates that 1% of the direct construction funds of new or remodeled state buildings with construction budgets of \$100,000 or more be set aside for the acquisition of artwork. The Oregon Arts Commission oversees the Program and maintains archives of slides, photographs and related documentation for the works of art selected.

- **Public art in private development:** Incentives or requirements to gain public art or other cultural amenities in private development should also be considered. Gaining public art in commercial development is identified in the 2014 Tourism Development Strategy and 2019 Town Center Plan. Over time, some private developers have incorporated art on public display in Wilsonville, including at Argyle Square and Lowries Marketplace. See Appendix C: Citations to City of Wilsonville Master Plans and Strategies: 2018 Parks and Recreation Comprehensive Master Plan calls for integration of public art.

The “Portland Metropolitan Area Arts Ecology Study” by The DeVos Institute of Arts Management at the University of Maryland, September 2020, suggests conceptually that following are actions to improve cultural nonprofits capacity and financials:

Funding for Flagship Organizations

- A healthy ecology depends on synergy between large and small organizations

Support of Marketing Efforts—Market penetration and institutional visibility is low for many organizations



The “Guardian” by Jesse Swickard stands watch near the Oregon Korean War Memorial in Town Center Park. The steel powder-coated sculpture contains a video camera looking at the Memorial. Credit: City of Wilsonville.

- Major funders could consider providing specific support for marketing plans that:
 - Create strong institutional images for arts organizations
 - Create high efficiency/high effectiveness programmatic marketing activities
 - Employ innovative digital marketing techniques
 - Build recognition outside of Portland
 - Foster collaborations between arts institutions to lower the cost of marketing while increasing reach

programming with national visibility

- Political leaders and foundation leaders work together to engage corporate executives in the arts
 - Encourage civic and business leaders to join arts boards
- See Appendix H: Nonprofits Analyses and Reports.

Developing a Vital Philanthropic Base

1. Foster Individual Giving

- Funding and capacity building for organizations committed to establishing a healthy individual giving program.
- Channel Portland’s spirit of volunteerism and grassroots changemaking into financial support.
 - Is there an opportunity to offer more participatory engagement opportunities to appeal to ‘hands on’ millennial donors?
- Foundations could make matching grants to incentivize donor acquisition.

2. Build Bridges to the Business Community

- Consider re-establishing the Business Committee for the Arts, under private sector leadership
- Recognize star arts philanthropists from the business community
- Build excitement with ambitiously scaled, cross-sector



The “Acorn” basalt sculpture by Mauricio Saldana is located in Graham Oaks Nature Park in Wilsonville. Credit: City of Wilsonville.



SECTION D: Data—Results of Interviews, Surveys, and Meetings

Stakeholder Interviews: Summary of Consistent Themes

Over the course of a two-year period, a total of 49 interviews were conducted with a wide range of stakeholders, including cultural nonprofits' volunteers and staff, City and School District officials, and other area residents interested in cultural affairs. Following is a summary of interview results from the 2020 study with 18 interviews.

What is your vision of what a rich and diverse cultural life would be like for Wilsonville? What comes to mind? What do you envision?

Clear themes from interviews:

- Cultural center is needed, serving broad spectrum of arts/culture/heritage.
- Engaging/supporting diversity of people and cultures in Wilsonville is key.
- Expanding into community the School arts/cultural programs.
- Focusing on connection, flexibility, creating a unifying force, building on the successful local programs (especially School and City-sponsored.)

What are Wilsonville's cultural strengths or assets?

Clear themes from interviews:

- People—friendly, welcoming, family-friendly and relaxed community
 - Breadth of local artistic/cultural talent

- Parks, access to outdoors and region
- River, this place of connection and trade
 - Unique history beginning with indigenous people then pioneers
- Existing arts/cultural programs in schools
- Successful and beloved City-sponsored events
- Opportunity for City and Schools to partner more
- More diversity than West Linn and other surrounding communities

What are the barriers/challenges to you or others participating in local culture in Wilsonville?

Clear themes from interviews:

- Time; people are very busy with families, work/community, etc.
- Communication—how to reach people, how to include new voices
- Need to understand and focus on all cultures, including LGBTQ
- Accessibility, especially financial, is key. Cost of living is high.
- Both City and Schools are short on arts/cultural facilities.
- Lack of a central focus (both place and organization.)

Please give me your sense of how the City of Wilsonville can best support local arts, heritage, culture. Think about funding, needs, management structure, etc.

Clear themes from interviews:

- Call for the City to step forward and lead. Others will come on board.
- Consistent call for a cultural center (multi-use, flexible facility) where people can bring their expertise and resources.
- Coordination is a central concern. Consistent call for the City to step up and become the coordinating body, at least for now.
- Funding must be identified. There is interest in a joint public/private funding model.
- Integrate diversity/equity/inclusion practices in all steps of this initiative.

Youth Engagement Meeting: Summary of Consistent Themes

What is your vision of what a rich and diverse cultural life would be like for Wilsonville? What comes to mind? What do you envision?

- More cultural opportunities for youth
 - More events (free) of all kinds (festivals, theatre, etc.), including food
 - More public art of different styles
- School and community events are better connected – school events spill over to community, and community events consider interests of youth and affordability
- People are educated on history of all cultures

What are Wilsonville’s cultural strengths or assets?

- Student/school communities and great clubs
- Safe environment to express yourself

What are the barriers/challenges to you or others participating in local culture in Wilsonville?

- Free events are needed to attract youth and families that cannot pay
- Community events are often not really geared to youth participation
- Transportation to Portland events is a challenge



Children play at Boones Ferry Park in Wilsonville. Credit: Andrea Johnson for the Explore Wilsonville program.

Latinx Family Engagement Meeting: Summary of Consistent Themes

Demographic profile data of note:

- 11%–12% of Wilsonville’s population is Latinx, US Census 2019 ACS.
- Total Latinx school population is closer to 20%, with Lowrie and Wood Middle Schools having 25% Latinx, according to a West Linn-Wilsonville School District survey

What is your vision of what a rich and diverse cultural life would be like for Wilsonville? What comes to mind? What do you envision?

- Resource center for Latinx families (could be the Wilsonville Library)
 - Language instruction (both English and Spanish)
 - Cultural exchange
 - Support for kids and families
 - Bilingual performing arts and events
 - Link between parents, City, Schools
- Better communication with City and other organizations

- Better communication within Latinx community
- Latinx and broader community is better integrated
- Translation (in Spanish) is a normal part of City and civic activities
- More Latinx-friendly community events, including with food
- Broader community is informed on other cultures

What are Wilsonville’s cultural strengths or assets?

- Bilingual staffing and programming at School
- Diversity at School
- Welcoming community that feels safe
- SMART transit service
- A growing undercurrent of diversity

What are the barriers/challenges to you or others participating in local culture in Wilsonville?

- Often Latinx families are not aware of community events.
 - One meeting participant started a Latinx Facebook page following our meeting.
- Language is a barrier for some whose first language is Spanish.
- Community events often happen at a time when Latinx families are working.
- Affordability of events and services is key for Latinx families.
- Transportation is a challenge, especially when SMART bus doesn’t run on the weekends.

Cultural Vision Survey: Summary of Consistent Themes

Following is a summary of consistent themes from 89 on-line survey respondents.

What are the Wilsonville-area's top cultural attributes or strengths?



“Flight of the Moon,” a steel and glass butterfly sculpture by Laurel Marie Hagner and Jesse Swickard is located just outside of the Wilsonville Public Library. Credit: City of Wilsonville.

- Strong library... library as hub... including rotating art shows, monthly history nights, cultural events. So many tools there to find things to explore.
- Public schools with curricula strengths in the arts, especially High School
- Rural roots, pioneer history, historical links to current, regional agriculture and farming (fresh produce, destination activities, equestrian centers, wineries.)
- Community and high school events, including Farmers Market—people love the events.
- Parks and access to river and nature
- Friendly community

What are the top three challenges or barriers to you or others participating in local culture in the Wilsonville area?

- Lack of gravitas; lack of community; lack of focal point; lack of vibrancy. No central place for arts to come together as a main focus. We lack opportunities for creativity, participation, expression in multiple genres and ways.
- Lack of a sense of culture or clear cultural direction. No central place/facility(ies) for arts, culture, heritage.
- We are a suburb with no town center. Combination of metro-urban and rural.
- Community conflicted on cultural and ethnic diversity. Some see it as a strength of Wilsonville (e.g., more diverse than neighboring communities), others feel that serious efforts are not made (other than in schools) to truly include and engage beyond white, hetero-normative, middle-class culture. There is a call for more inclusive, cross-cultural events, as well as affordable housing.

What are the favorite landmarks or places to hang out in the Wilsonville area?

- Parks (overwhelming response)
- Library (consistent response)
- Non-chain restaurants, coffee shops, etc.

Please describe what a rich a diverse cultural life would be like for Wilsonville-area community members? What comes to mind? What do you envision?

- More diversity in performances, public art, art/culture reflecting marginalized voices, multi-level community celebrations, small businesses
- Arts/cultural center. Clustering of cultural assets to create focus.

Two vision statements offered by participants:

- Wilsonville is a place where beauty, art, culture, and learning thrive. Our community nurtures individual fulfillment and sense of belonging.
- I envision Wilsonville as a diverse, inclusive, and equitable place where cultural diversity is celebrated and supported.



A metal and fused-glass bus-waiting shelter by Laurel Marie Hagner and Jesse Swickard is located at the Wilsonville Transit Center. Credit: City of Wilsonville.

Cultural Assets Inventory Survey

The following cultural assets were identified through a public online survey and three ACHS committees: Arts Cultural Assets, Heritage/History Assets and Literary Arts/Humanities Assets Committees.

***Bold** indicates an asset named multiple times*

ARTS - Arts/Designs/Handcrafts

Individual/person	<p>Trieste Andrews, President, Three Rivers Art Guild</p> <p>Theonie Gilmore, founder and prior executive director, WACC</p> <p>Eric Hoem, President, Charbonneau Arts Association</p> <p>Benjamin Mefford, sculptor, Director Wilsonville Festival of Arts</p> <p>Lauren Salgado, graphic designer</p> <p>Elaine Swyt, web designer</p> <p>Susan Schenk, artist & arts administrator</p> <p>Paul Missal</p>
Organization/ nonprofit or government agency	<p>Charbonneau Arts Association</p> <p>Three Rivers Art Guild</p> <p>Wilsonville Arts & Culture Council (WACC)</p>
Business/for-profit company	<p>Hughes Water Garden</p> <p>McMenamins Old Church & Pub</p>
Event—historical that occurred in the past	<p>WACC’s Sesquicentennial celebration</p>
Object—such as artwork, book, product, tool, etc.	<p>Art Guild - Artist Consortium</p> <p>Beauty and the Bridge Public-Art Tiles-Mural, I-5/Wilsonville Road underpass</p> <p>CREST Mural</p> <p>Wind Bouquet (kinetic sculpture @ CREST)</p> <p>Life Tree (sculpture @ WHS by Jesse Swickard)</p>

ARTS - Arts/Designs/ Handcrafts continued

Object—such as artwork, book, product, tool, etc. cont.	Murals by Hector Hernandez at Wilsonville High School and Parks and Recreation Facility in Town Center Park Art collection and Intarsia at Wilsonville Public Library Wilsonville Heritage Quilts (fundraiser by WACC)
Place/location	Charbonneau Country Club Beauty and the Bridge Public-Art Tiles-Mural, I-5/ Wilsonville Road underpass Various school art programs Wilsonville Public Library

Bold indicates an asset named multiple times

ARTS - Performing Arts

Individual/person	Chad Davies, WHS Band Director John Fitzgerald WHS Theatre Co-Director John Hillan-Payne, Music Educator & Board of Music & Arts Partners Jason Katz, WHS Theatre Co-Director Kevin Karrick, jazz guitarist & composer Annie Kubitchek, WHS Choral Director David Rowe, jazz musician & music coordinator Charbonneau Arts Festival Matt Whitehead, Music Art Tech HS
Organization/ nonprofit or government agency	I-5 Connection Soul'd Out, Wilsonville High School acapella group Wilsonville Theater Co./ WilsonvilleSTAGE Wilsonville Arts & Culture Council (WACC)

ARTS - Performing Arts continued

Business/for-profit company	Bug Toast, progressive folk band Innovative Dance Music Man Studio/Concert School of Music (Nathan & Lori Givens) Metro Dance Academy
Event—annual community celebration	Día De Los Muertos Celebration Wilsonville Festival of Arts Rotary Summer Concerts in the Park Series Fun in the Park, Wilsonville Celebration Days
Event—historical that occurred in the past	Millennial Winter Light Festival (WACC) Concerts organized by Theonie Gilmore & WACC - nationally-acclaimed artists' concerts and visits to local schools Play commissioned for Sesquicentennial

ARTS - Visual Arts

Individual/person	Sparkle Anderson, sculptor Keith Amundsen, founding member Wilsonville Citizens for Public Art; led annual trolley tours of Wilsonville's public art works for Wilsonville Festival of Arts. Toni Avery, painter Joan Carlson, artist; retired Artist-in-Residence at Boones Ferry Primary School; long-time board member Wilsonville Arts & Culture Council; co-chair Student Art Pavilion feature at annual Wilsonville Festival of Arts; exhibited at Elysium Artists Gallery formerly occupying the 2nd floor of Portland Millworks; key member of the art educator team for Beauty & The Bridge.
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ARTS - Visual Arts continued

<p>Individual/person cont.</p>	<p>Angenette Escobar, Art Teacher & Art Director, Wilsonville High School; founder of the Wilsonville Dia de los Muertos Festival; professional, exhibiting artist; planning committee & volunteer coordinator for Wilsonville Festival of Arts;</p> <p>Charlie Hyman retired photography teacher Wilsonville High School; professional, exhibiting photographer; has photographed many events for the school district, local organizations, & Wilsonville Festival of Arts;</p> <p>Murase water-features in Town Center Park and Murase Plaza in Memorial Park, designed by world-renown landscape architect Robert Murase</p> <p>Paul Missal, seminal NW painter & revered painting professor emeritus Pacific Northwest College of Art; founding member of Blackfish Gallery in Portland (40+years); work is in many important collections & Portland Art Museum.</p> <p>Christopher Shotola-Hardt, retired art teacher & art director Wilsonville High School; artist-owner @ Blackfish Gallery; founder Wilsonville Festival of Arts; president Wilsonville Arts & Culture Council; many public art works in town</p> <p>Jesse Swickard, metal sculptor, several public art pieces throughout Wilsonville; founding member Wilsonville Citizens for Public Art.</p>
<p>Organization/ nonprofit or government agency</p>	<p>Charbonneau Arts Association</p> <p>West Linn-Wilsonville Music & Arts Partners</p> <p>Wilsonville Arts & Culture Council (WACC)</p> <p>Wilsonville Public Library</p>
<p>Business/for-profit company</p>	<p>Bullwinkle’/Family Fun Center</p> <p>Corner Coffee Shoppe</p>

ARTS - Visual Arts continued

Business/for-profit company cont.	<p>Trudy’s Living Room showcased works by NW Artists & Photographers</p> <p>Starbucks / Fred Meyer Old Town Square, hosts gallery space for Wilsonville HS Fine Art</p> <p>Wilsonville Jeep RAM, ran an art gallery for over a year, showcasing local artists under leadership of Laurie Tartar</p>
Event—annual community celebration	<p>Charbonneau Arts Festival</p> <p>Wilsonville High School Art Show</p> <p>Wilsonville High School Dia de los Muertos Festival</p> <p>Wilsonville High School Annual Arts Dinner, fundraiser for MAP (Music and Arts Partners)</p> <p>Wilsonville Festival of Arts</p>
Event—historical that occurred in the past	<p>Farmers Market (in the summer)</p> <p>US Congressional High School Art Competition Exhibition</p>
Object—such as artwork, book, product, tool, etc.	<p>Children’s Art Institute (K–12 summer art program at Boeckman Creek Primary,) ran for ten years, took a hiatus and returned for four more years</p> <p>Millennial Winter Lights Festival (WACC)</p> <p>Wilsonville Open Studios Tour (WACC)</p>
Place/location	<p>Public artwork/sculptures around town and at WES station</p> <p>Recycled elements mobile at CREST garden</p>

Bold indicates an asset named multiple times

LITERARY ARTS/HUMANITIES

Individual/person	<p>Dave DeHart, author</p> <p>Christina Katz, author & writing coach, organized author series at library for WACC</p> <p>Kevin Luby, author</p> <p>Walt Morey, author of numerous works of children’s fiction, including ‘Gentle Ben.’</p> <p>Kit Whittaker, WACC Board; Organizes NW Authors Tent for Wilsonville Festival of Arts</p>
Organization/ nonprofit or government agency	<p>Wilsonville Public Library</p> <p>Wilsonville Public Library Summer Reading Program</p> <p><i>The Boones Ferry Messenger</i>, City of Wilsonville</p> <p>Wilsonville Alliance for Inclusive Community</p>
Business/for-profit company	<p>Wilsonville Spokesman, Pamplin Newspapers</p> <p><i>Charbonneau Villager</i>, Charbonneau Country Club</p>
Object—such as artwork, book, product, tool, etc.	<p>NW Author Series at Library, Christina Katz for WACC</p>

HERITAGE/HISTORY

Individual/person	<p>Janet Boone McGarrigle, descendent Daniel Boone</p> <p>John Smith, Boones Ferry Historical Society</p> <p>Steve Van Wechel, working to preserve local history</p>
Organization/ nonprofit or government agency	<p>Aurora Colony Museum</p> <p>Friends of Historic Butteville</p> <p>Historic Butteville Store, Oregon State Parks</p>

HERITAGE/HISTORY continued

Organization/ nonprofit or government agency cont.	Korean War Memorial Foundation of Oregon Meridian United Church of Christ (Frog Pond Church) Wilsonville-Boones Ferry Historical Society
Business/for-profit company	Lee Farms Magness Memorial Tree Farm, World Forestry Center
Event—annual community celebration	Wilsonville HS Día de los Muertos Festival
Event—historical that occurred in the past	Historic Butteville Store summer dinner/music series History Lectures at McMenamins Old Church & Pub City of Wilsonville’s 50th Anniversary Community Block Party, 2018
Place/location	Boones Ferry Historical Society’s history markers Oregon Korean War Memorial, Town Center Park

Survey of 15 Communities in Portland Metro Region for Governance and Operations of Arts, Culture and Heritage Programs and Facilities: Summary of Survey Responses

Through an online survey and interviews conducted July–August 2020, the City received input from 13 municipal governments and five nonprofit organizations of 15 communities in the greater Portland metro region known to operate cultural programs and/or facilities:

Communities Surveyed

Beaverton	Lake Oswego	Sherwood
Forest Grove	McMinnville	Tigard
Gresham	Milwaukie	Tualatin
Hillsboro	Newberg	Vancouver, WA
Hood River	Oregon City	West Linn

City Governments/Organizations Surveyed

- Arts Council of Lake Oswego
- Chehalem Cultural Center, Newberg
- City of Beaverton - Arts Program
- City of Forest Grove - Public Library
- City of Gresham - Art Committee
- City of Hillsboro - Cultural Arts Program
- City of Hood River
- City of Lake Oswego
- City of McMinnville - Public Library
- City of Milwaukie - Arts Committee
- City of Oregon City
- City of Sherwood - Cultural Arts Commission
- City of Tigard
- City of Tualatin - Arts Advisory Committee
- City of Vancouver
- City of West - Linn Arts & Culture Commission
- Columbia Center for the Arts, Hood River
- Tigard Downtown Alliance
- Tualatin Valley Creates (Nonprofit serving Washington County)

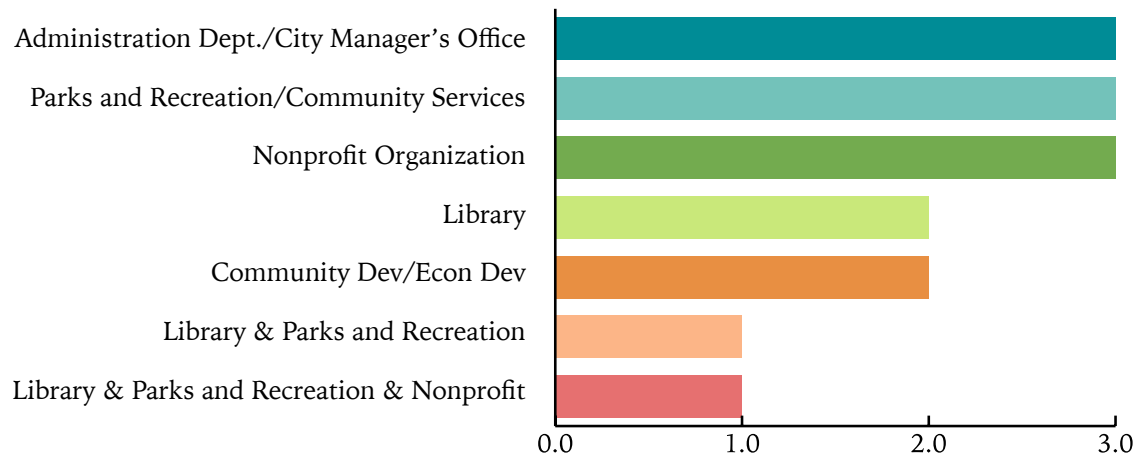
It’s important to note that all of these communities have robust Library facilities and programs, and that information is often not included in their responses.

Which City Department(s) oversee arts, cultural, heritage programs?

Of the 15 communities:

- 12 municipalities have some degree of public arts, cultural and heritage programs.
- 3 communities (Newberg, Lake Oswego, and Hood River) have strong 501 (c)(3) cultural organizations that serve as the primary providers of cultural services.
 - Chehalem Cultural Center in Newberg works closely with the Chehalem Parks and Recreation District.
 - Lake Oswego Arts Council contracts with the City to run the public art program in conjunction with Library and Parks and Recreation Dept.
 - The City of Hood River has no official municipal arts programs, but the Columbia Arts Center and Gorge Arts in Education are active local arts service providers.

City Department or Organization Responsible for Arts, Culture, and Heritage Programming and/or Facilities Management



Details on communities' city departments or organizations responsible for arts, culture and heritage programming and/or facilities management:

Beaverton: Administration Dept./City Manager's Office Arts Program; Arts Commission

Forest Grove: Library and Parks and Recreation Dept.; Public Arts Commission

Gresham: Administration Dept./City Manager's Office; Art Committee

Hillsboro: Parks and Recreation Dept. operates public arts program and contracts with Hillsboro Arts & Culture Council to operate the Walters Cultural Arts Center

Hood River: No city department; Columbia Center for the Arts nonprofit organization

Lake Oswego: Lake Oswego Arts Council nonprofit organization (former City board) in conjunction with Library and Parks and Recreation Dept.

McMinnville: Library

Milwaukie: Administration Dept./City Manager's Office

Newberg: No city department; Chehalem Cultural Center nonprofit organization

Oregon City: No city department; Three Rivers Artist Guild & Gallery nonprofit organization

Sherwood: Community Services/Parks and Recreation Dept.

(operating Cultural Arts Center); Cultural Arts Commission.

Tigard: Community Development Dept., Economic Development Div.; Tigard Downtown Alliance nonprofit organization

Tualatin: Parks and Recreation Dept.; Arts Advisory Committee

Vancouver, WA: Community Development Dept., Economic Development Div.; Culture, Art & Heritage Commission

West Linn: Library; Art and Culture Commission

Does a citizen advisory body oversee the programs?

- 100% have some kind of an advisory group or are in process of forming one.

Who appoints the members of the advisory body?

- The three 501c3 organizations are governed by their boards.
- The twelve municipalities either have an arts/cultural advisory body or are in the process of forming one. The majority of these municipalities treat their arts/cultural advisory bodies as they do other City advisory committees.
 - Six of the advisory bodies are appointed by City Council.
 - Five of the advisory bodies are appointed by the Mayor (with council concurrence.)
 - One advisory body is being formed.

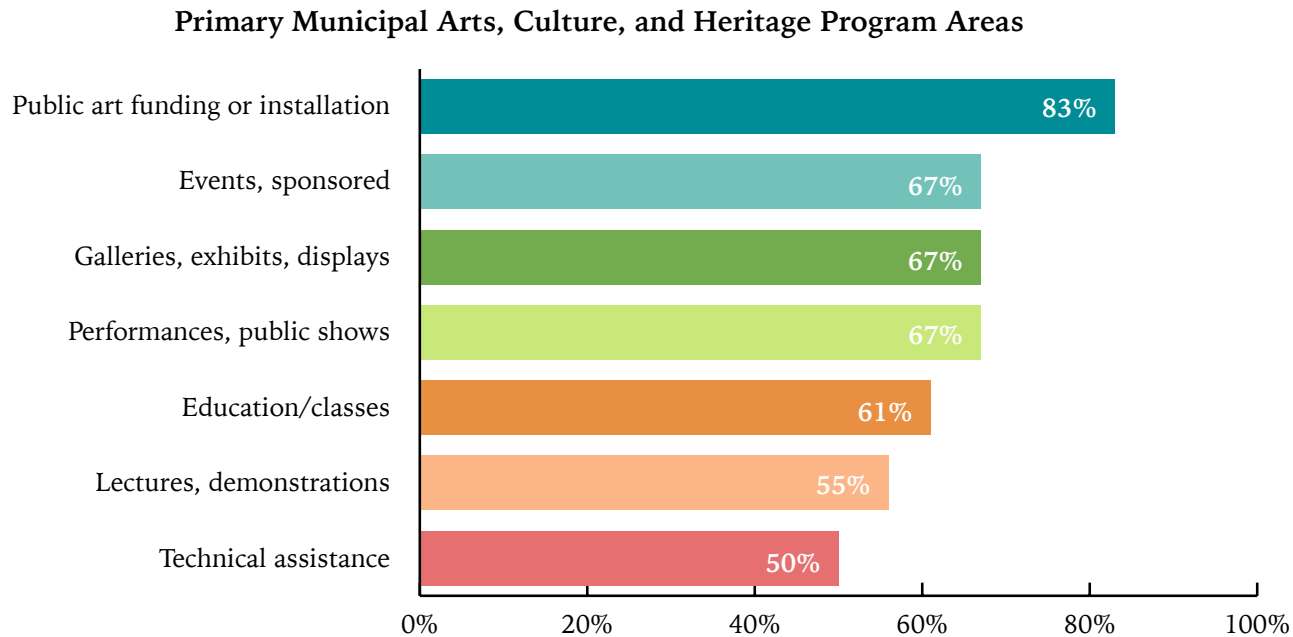
Of the twelve communities with City arts/culture/heritage commissions:

[Notes: the arts/cultural/heritage commission is sometimes housed in a different department—Administration Dept./Office of the City Manager—than the arts/culture/heritage programs; three cities with no programs have nonprofit organizations with boards of directors that take the lead.]

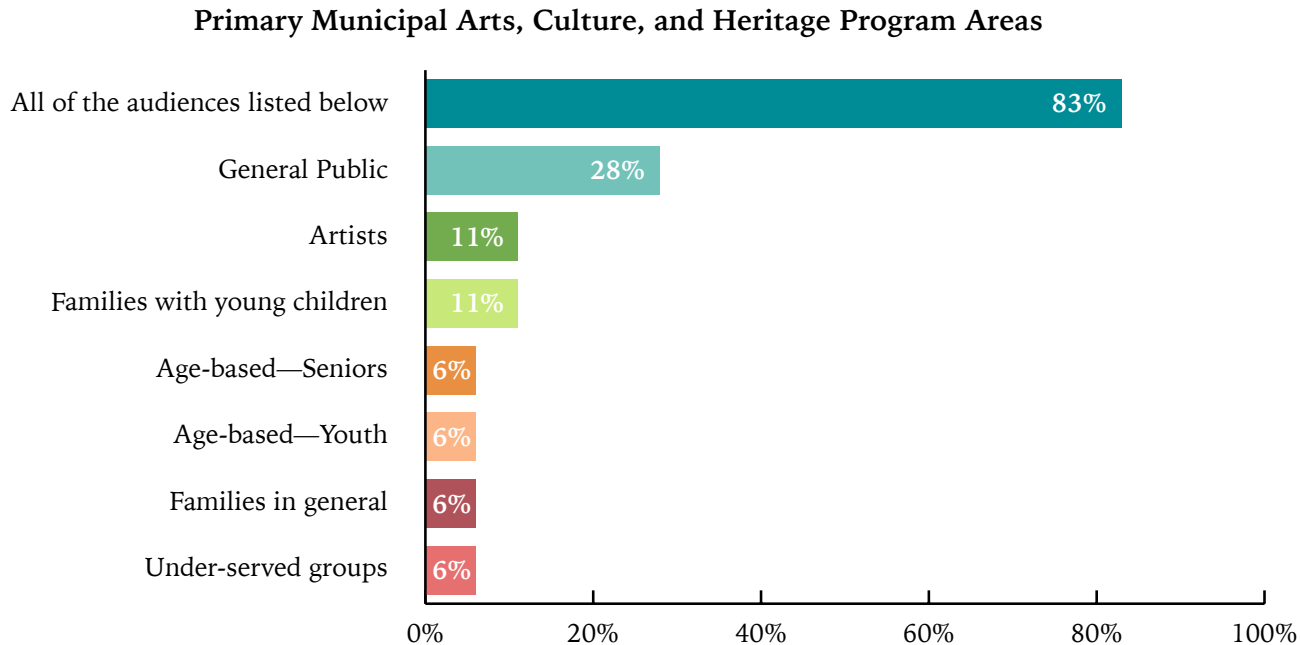
- Four are supervised by Parks and Recreation Dept.

- Three are supervised by Administration Dept./City Manager’s/Mayor’s Office
- Two are supervised by Library and Parks and Recreation Dept.
- Two are supervised by Community Services, Community/Economic Development Dept.
- One is supervised by the Library.

What are the primary program areas for arts, culture and heritage?



Who are primary audiences for these programs?

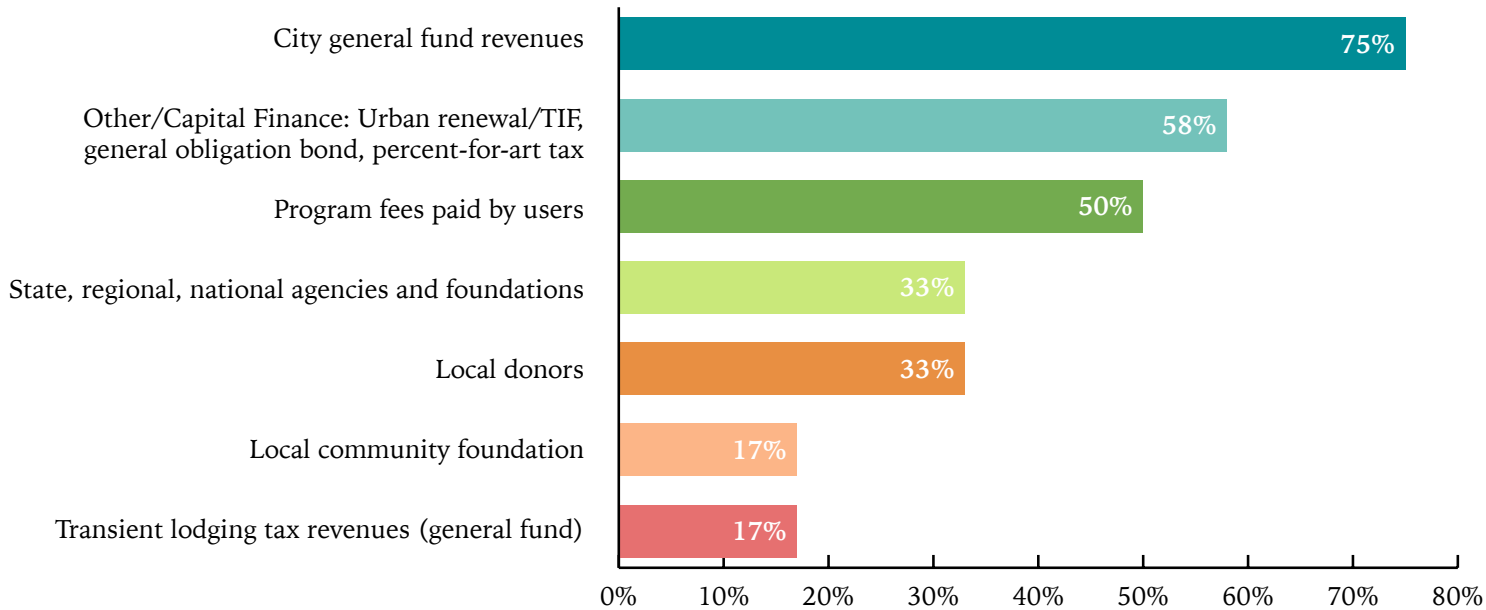


How is staffing organized and supported? What is the approximate number of FTE staff? 9 respondents:

- FTE ranges from 0 staff in McMinnville to 12 at the Chehalem Cultural Center in Newberg. The average number of FTE for the 9 respondents is 4.
- Annual budgets range from \$18,100 (Tualatin) to \$1.5 million (Hillsboro), with an average of \$511,828 for the 9 respondents.

What are the primary funding sources for programs?

Primary Funding Sources for Arts, Culture, and Heritage Programs, including Facilities Capital Expense



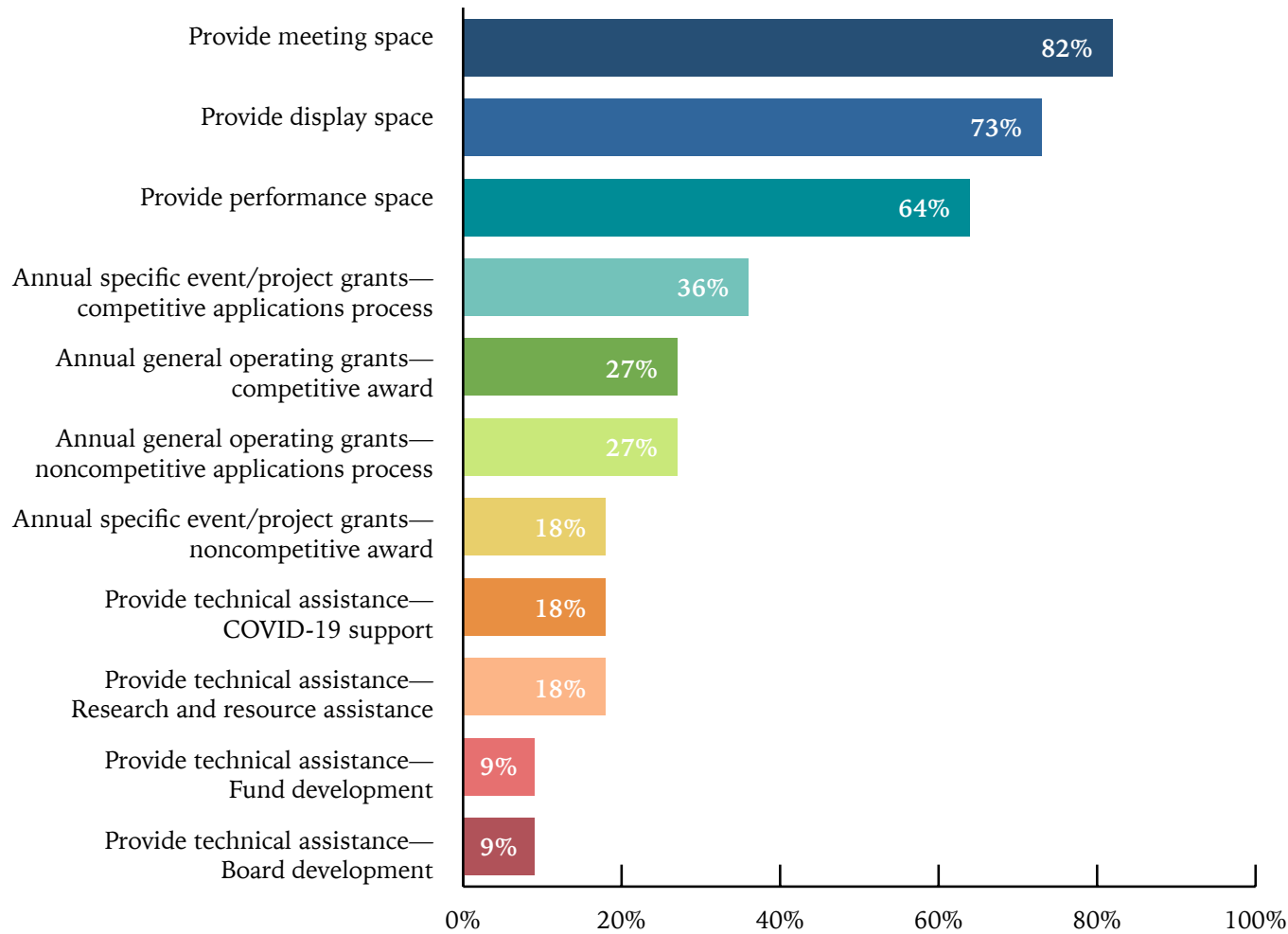
Cultural Facilities

Community cultural facilities vary widely in scope and programming. Often libraries also host events, meetings, and annual visual art shows. Respondents to the survey often did not give information for all cultural facilities in the community; for example, the Lake Oswego Arts Council supports public-art programming but not the Lakewood Center for the Arts.

- Both the Walters Arts Center in Hillsboro and the Sherwood Arts Center are owned and operated by the municipalities.
- The Chehalem Cultural Center (Newberg) facility is owned by the Chehalem Parks and Recreation District but operated by the Chehalem Cultural Center (501c3.)
- The Center for the Arts in Beaverton (in construction) will be owned by the City of Beaverton but operated by the Beaverton Arts Foundation (501c3.)

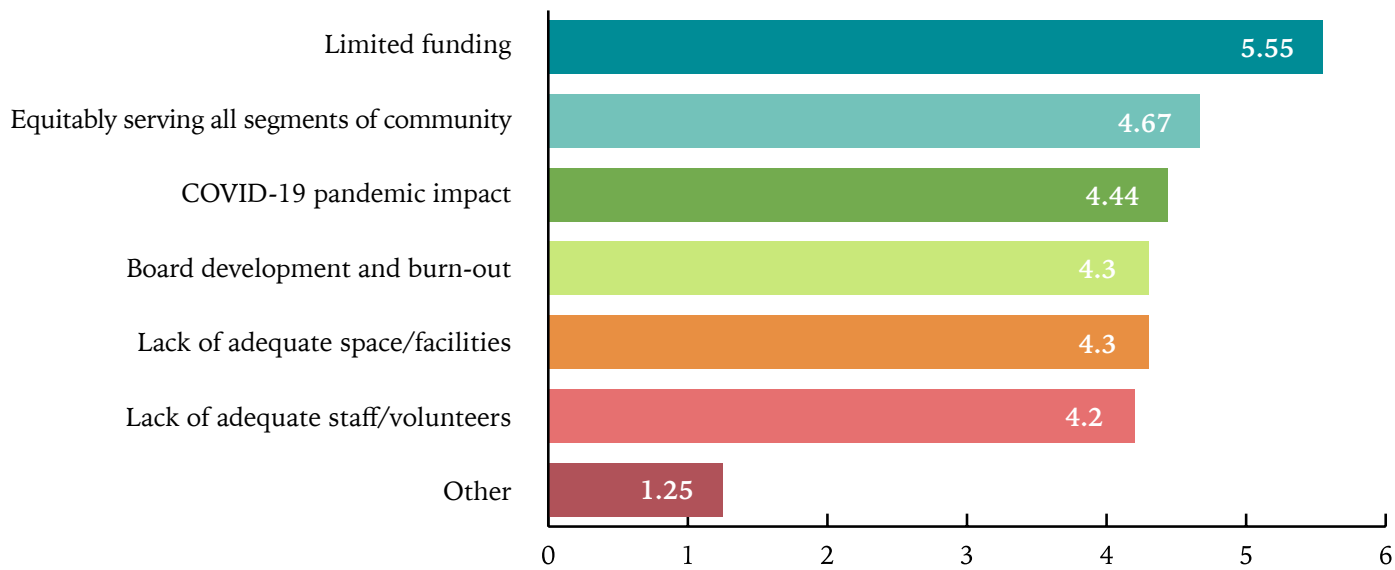
Do you have programs, key partnerships, or other ways to support non-profit cultural organizations in your community?

City Programs, Key Partnerships and Other Ways to Support Nonprofit Cultural Organizations in the Community



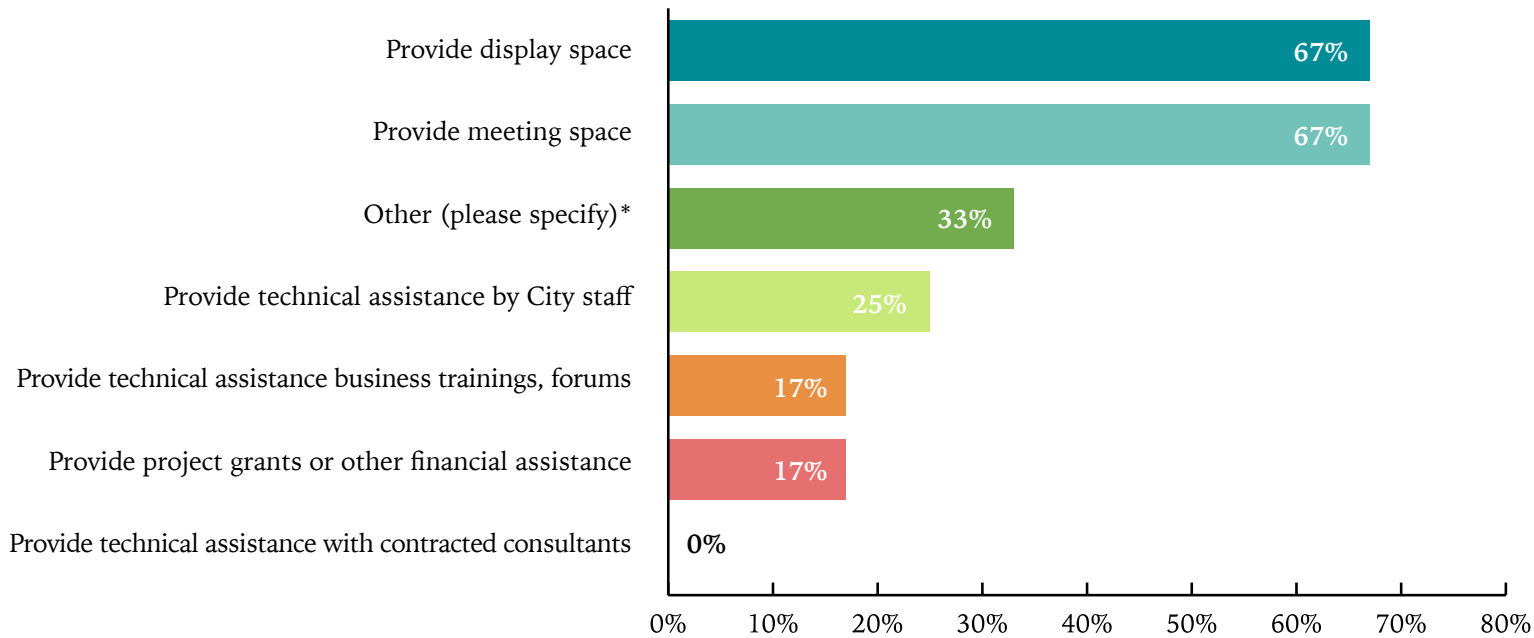
What are the primary challenges facing the cultural non-profits in your community? Check all that apply. Please rank in order all that apply.

Primary Challenges Facing the Cultural Nonprofits in Your Community



Do you have programs or other ways to support individual artists, creatives, businesses and others in the for-profit cultural sectors?

Programs or Other Ways to Support Individual Artists, Creatives, Businesses and Others in the For-Profit Cultural Sectors?



*Other (please specify):

We provide grants to individuals but only for community-based projects, not their personal artistic practice.

Since we work closely with the Library, we can help groups coordinate use of the Library’s community spaces

We have a nonprofit round table... great way to bring non-profits together and build partnerships.

Newly selected Commission

What advice do you have for the City of Wilsonville as we develop strategies for ongoing support of local culture? Below is a brief summary of responses.

- Collaborations are key. More and more thinking about how to promote the region and other cultural organizations (via our Columbia Gorge Cultural Alliance). Find your team; figure it out together.
- Sherwood Center is 100% publicly funded. That is the way to keep quality standards up. Not running it through a 501 (c)(3).
- Have a dedicated staff person; can't get a program without traction.
- Cultivate support with City Council and key community members. Create a sustainable funding stream. Strive to promote art that reflects the identity of the community or what the community aspires to be.
- Gather as much information as possible from the community regarding their expectations, needs, etc. As resources for these efforts are so very limited, it is important to make every effort to be responsive to the community.
- Focus your arts programming within a specific area of the city to begin, such as the downtown core.
- Position your program as additive rather than a repetition of something that's already regionally available. Work with your partners in your immediate neighboring communities to collaboratively make something better rather than replicating what works elsewhere.

See this as an opportunity to take the best and highest ideals and operations and make them better. If you can somehow operate within the City's structure (for the benefit of retirement, higher compensation, departmental support), yet have agency over how agile the program can be as an independent non-profit can be, that's the best of all possible worlds.

- West Linn's Arts & Culture Commission is just beginning and has been slowed by the COVID pandemic. Working with City Council to create parameters and funding.
- Integrate the creative sector into all aspects of City operations; do not treat it as separate. When developing business grants, create an option specific to arts organizations and advertise it as such. When adapting permit processes be sure to offer cultural event and public art permit assistance programs (reduced fees, expedited approvals).
- Develop a percent for public art structure (1-6%), both public and private development. These funds can then become grants to individuals who create temporary and permanent art installations. It can be sliding scale as needed.
- Invite an arts leader to all civic development conversations (budget dialog, transportation planning, safety planning) because artists can be the conduit for general public to better relate to these developments.
- This is fantastic that you are putting together this survey to learn from other local organizations! Thank you for sharing the results. Will they be anonymized at all?
- I encourage you to have a funding model that is as balanced as possible. The more you rely on one funding source the more vulnerable you are to a sudden change in conditions. I have seen COVID-19 wipe out many organizations that

relied too heavily on either ticket sales, foundation support, or government support. A balanced funding model and a robust public/private partnership with the Chehalem Parks and Recreation District has been a key to our success and has allowed us to weather the sudden onset of Covid-19 better than many similar organizations.

- Encourage bringing in voices from traditionally marginalized groups as early as possible to shape the project from the start. It is harder to reverse engineer that process and bring them on once things are moving.
- Make sure you have adequate funding to get things off the ground. Kick it off with dedicated funding.



*Metal walkway leading to boat dock on Willamette River at Memorial Park in Wilsonville.
Credit: Eddie Gao*

Stakeholders Interviewed

Over the course of two years, a total of 49 stakeholder interviews were conducted by consultants to the City working on an arts, culture and heritage strategy; 18 interviews were conducted in 2020 and 31 interviews in 2018. These interviews served to provide focus on key areas of concern and to raise issues for further review and consideration.

2020 Interviews Conducted

Donna Atkinson, Outreach Chair, Wilsonville Community Seniors, Inc

Pat Duke, Library Director, City of Wilsonville - Public Library

Angennette Escobar, Art Educator, Wilsonville High School, West Linn-Wilsonville School District

Jenny Evers, Co-President, West Linn-Wilsonville Music & Arts Partners

David Harrelson, Tribal Historic Preservation Officer, Cultural Resources Department, The Confederated Tribes of Grand Ronde

Eric Hoem, President, Charbonneau Arts Association

Chelsea King, Board Vice Chair, West Linn-Wilsonville School District

Tim Knapp, Mayor, City of Wilsonville - City Council

Charlotte Lehan, City Councilor, City of Wilsonville - City Council

Joann Linville, City Councilor, City of Wilsonville - City Council

Benjamin Mefford, Director of the Wilsonville Festival of the Arts, Wilsonville Arts & Culture Council

Regan Molatore, Board Chair, West Linn-Wilsonville School District

David Niklas, President, WilsonvilleSTAGE

Rohit Sharma, Member, Position 1, City of Wilsonville - Tourism Promotion Committee

Christopher Shotola-Hardt, President, Wilsonville Arts & Culture Council; Former Visual Art Teacher, Wilsonville High School (retired)

Shelly Tracy, Director, Wilsonville Training Center, Clackamas Community College

Steven Van Wechel, President, Wilsonville Boones Ferry Historical Society

Aaron Woods, Commissioner, City of Wilsonville - Planning Commission

2018 Interviews Conducted

Kristen Akervall, City Councilor, City of Wilsonville - City Council

Bill Amadon, Community Supporter; Member, City of Wilsonville Budget Committee

Melody Ashford, Executive Director, Willamette Falls Media Center, Oregon City

Jim Austin, Community Relations Coordinator, Clackamas County Tourism and Cultural Affairs Dept., Oregon City

Jaimy & Sherine Beltran, Community Supporters; Principals,
Beltran Properties Group

Pat Duke, Library Director, City of Wilsonville - Public Library
Nicholas Emmet, General Manager, Key Bank Wilsonville

Joyce Gabriel, Student Services & Facility Coordinator, Clackamas
Community College Wilsonville Training Center

Andy and Katie Green, Community Supporters; Principals, Green
Group Real Estate

Angela Handran, Assistant to the City Manager, City of
Wilsonville – Administration Dept.

Eric Hoem, Coordinator, Charbonneau Arts Festival,
Charbonneau Arts Association

Terry Kester, Director, Wilsonville Theater Company
(WilsonvilleSTAGE)

Tim Knapp, Mayor, City of Wilsonville - City Council

Mark Ottenad, Public/Government Affairs Director, City of
Wilsonville - Administration Dept.

Jin Park, Chair, Korean War Memorial Foundation Oregon;
Principal, The Reserve Vineyard & Golf Club, Hillsboro

Dave Pearson, Executive Director, World of Speed Motorsports
Museum

Chris Perry, Manager, Wilsonville Farmers Market

Samara Phelps, Tourism Development Manager, Clackamas
County Tourism and Cultural Affairs Dept., Oregon City

Susan Schenk, Board Member, Clackamas County Arts Alliance;
Wilsonville-Boones Ferry Historical Society

Alisa Shaver, General Manager, Fred Meyer Wilsonville store

Cheryl Snow, Executive Director, Clackamas County Arts
Alliance, Oregon City

Dick Spence, Board Member, WilsonvilleSTAGE; Wilsonville
Public Library Foundation

Scott Starr, City Councilor, City of Wilsonville - City Council

Dave Stead, Member, Tourism Promotion Committee; General
Manager, Langdon Farms Golf Club, Aurora

Susie Stevens, City Councilor, City of Wilsonville – City Council;
Executive Director, Charbonneau Country Club

Brian Stevenson, Program Manager, City of Wilsonville - Parks
and Recreation Dept.

Jesse Swickard, local-area metal sculptor artist; co-founded of
Wilsonville Citizens for Public Art, Sherwood

Steve Turner, Genealogist, City of Wilsonville - Public Library

Steven Van Wechel, President, Wilsonville Boones Ferry Historical
Society

Deb Wattlin, General Manager, Starbucks/Fred Meyer Wilsonville
store

Sara Wolf, Manager, Wilsonville Festival of Arts, Wilsonville Arts
and Culture Council



Photos, from top left to bottom right:

Children play in the Town Center Park water feature designed by renowned American landscape architect Robert Murase. Credit: City of Wilsonville.

The metal and glass "Clock Tower" sculpture by Jerry Werner located at the Wilsonville Transit Center. Credit: City of Wilsonville.

Stained glass windows in the historic McMenamins Wilsonville Old Church & Pub, formerly the United Methodist Church built in 1911. Credit: City of Wilsonville.

A child explores the rotatable steel disc sculpture "Re-invention" by Ivan McLean located outside of the Wilsonville Public Library. Credit: City of Wilsonville.



Arts, Culture, and Heritage Strategy (ACHS)

November 2020

City of Wilsonville, Oregon

29799 SW Town Center Loop E
Wilsonville, OR 97070

publicaffairs@ci.wilsonville.or.us
www.ci.wilsonville.or.us/achs

City of Wilsonville
Arts, Culture and Heritage Strategy



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Appendices for the Draft Arts, Culture and Heritage

https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/arts_culture_and_heritage_strategy_task_force/page/99561/appendices_for_draft_achs_10_08_2020.pdf

Appendix A: Demographic Data

https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/arts_culture_and_heritage_strategy_task_force/page/99561/app_a_-_demographic_data.pdf

Appendix B: Wilsonville Visitor Profile Survey

https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/arts_culture_and_heritage_strategy_task_force/page/99561/app_b_-_visitor_profile_survey.pdf

Appendix C: Citations to City of Wilsonville Master Plans and Strategies

https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/arts_culture_and_heritage_strategy_task_force/page/99561/app_c_-_citations.pdf

Appendix D: City Support for Arts, Culture and Heritage

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Appendix E: Related City Boards and Committees

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Appendix F: City of Wilsonville and West Linn-Wilsonville School District Collaborations

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Appendix G: Wilsonville Public Art

https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/arts_culture_and_heritage_strategy_task_force/page/99561/app_g_-_public_art.pdf

Appendix H: Nonprofits Analyses and Reports

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Appendix I: Arts, Culture and Heritage Strategy (ACHS) Task Force

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Appendix J: Arts, Culture and Heritage Strategy (ACHS) Public Meeting Notes

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Appendix K: Survey Instruments and Summary of Responses for Arts, Culture and Heritage Strategy (ACHS)

https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/arts_culture_and_heritage_strategy_task_force/page/99561/app_k_-_survey_instruments.pdf

Appendix L: Public Engagement for Arts, Culture and Heritage Strategy (ACHS)

https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/arts_culture_and_heritage_strategy_task_force/page/99561/app_l_-_public_engagement.pdf

Appendix M: Media Coverage of Arts, Culture and Heritage Strategy (ACHS)

https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/arts_culture_and_heritage_strategy_task_force/page/99561/app_m_-_media_coverage.pdf

Appendix N: Draft Reports of the Arts, Culture and Heritage Strategy (ACHS)

https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/arts_culture_and_heritage_strategy_task_force/page/99561/app_n_-_draft_reports.pdf

Appendix O: Arts, Culture and Heritage Strategy (ACHS) Scope of Work and Consultant Background

https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/arts_culture_and_heritage_strategy_task_force/page/99561/app_o_-_scope_and_contractor.pdf

Appendix P: Funding Options Information to Advance the Arts, Culture and Heritage Strategy (ACHS)

https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/arts_culture_and_heritage_strategy_task_force/page/99561/app_p_-_funding_options.pdf

Appendix Q: Articles and Studies Related to Arts, Culture and Heritage

https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/arts_culture_and_heritage_strategy_task_force/page/99561/app_q_-_related_articles.pdf



**CITY COUNCIL MEETING
STAFF REPORT**

<p>Meeting Date: November 16, 2020</p>	<p>Subject: Resolution No. 2861 Employment Site Readiness Report for the Coffee Creek Industrial Area</p> <p>Staff Member: Jordan Vance, Economic Development Manager</p> <p>Department: Community Development</p>	
<p>Action Required</p>	<p>Advisory Board/Commission Recommendation</p>	
<p><input type="checkbox"/> Motion</p> <p><input type="checkbox"/> Public Hearing Date:</p> <p><input type="checkbox"/> Ordinance 1st Reading Date:</p> <p><input type="checkbox"/> Ordinance 2nd Reading Date:</p> <p><input type="checkbox"/> Resolution</p> <p><input checked="" type="checkbox"/> Information or Direction</p> <p><input type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Council Direction</p> <p><input type="checkbox"/> Consent Agenda</p>	<p><input type="checkbox"/> Approval</p> <p><input type="checkbox"/> Denial</p> <p><input type="checkbox"/> None Forwarded</p> <p><input checked="" type="checkbox"/> Not Applicable</p> <p>Comments: N/A</p>	
<p>Staff Recommendation: Staff recommends that Council adopt Resolution No. 2861.</p>		
<p>Recommended Language for Motion: I move to approve Resolution No. 2861.</p>		
<p>Project / Issue Relates To:</p>		
<p><input checked="" type="checkbox"/> Council Goals/Priorities</p>	<p><input type="checkbox"/> Adopted Master Plan(s)</p>	<p><input type="checkbox"/> Not Applicable</p>

ISSUE BEFORE COUNCIL:

Update on Employment Site Readiness Report for Coffee Creek Industrial Area Site.

EXECUTIVE SUMMARY:

Several site readiness challenges have long hindered the development of key employment lands in the Portland metro region. Meanwhile, employment space and site needs have increased over the last decade as the region's economy has expanded and the population has increased. Solving these difficult issues is a key priority of leadership at the local, regional, and state level.

The Employment Land Site Readiness Toolkit Project ("Project") was designed to help find tools to move challenged industrial and commercial employment sites within the Metro urban growth boundary to development-readiness to accommodate projected population growth. The Project is a follow-up from the Regional Industrial Site Readiness Lands inventories completed in 2011, 2014 and 2017 that tiered industrial sites based on time to market and highlighted seven key site readiness challenges limiting market development of these sites.

A Metro 2040 Planning and Development Grant funded the Project with matching funds from 19 regional partners (2 counties, 13 cities, including Wilsonville, and 4 regional entities). The Port of Portland, Greater Portland Inc., and Metro managed the project, working with a consultant team lead by Cascadia Partners.

This Employment Land Site Readiness Toolkit contains four separate executive summary reports in Attachment A that provide new ideas and important refinements to existing tools that, if implemented and funded, can give local leaders greater ability to ready employment lands for the development and job growth needed to support the economy of the Portland region. This set of reports also provides some preliminary considerations for how to incorporate issues of equity into both the approach and tools deployed to address employment land readiness. Equity has not traditionally been considered within the context of employment land policy and this report is intended to serve as an initial guide for how to meaningfully consider equity in such projects.

All contained within Attachment A which is linked [here](#), the Task 1 Report identifies national best practices and innovative tools for addressing key employment land readiness challenges and equitable development. The Task 2 Report details two new real estate and finance tools that could make a significant impact on site readiness. The Task 3 Report summarizes recommended modifications to existing economic development tools in Oregon. The Task 4 Report outlines site readiness roadmaps for three sites in the region and tests several of these tools to help demonstrate the impact of individual tools and the layering of tools needed to achieve financial feasibility for each of these sites. This set of Reports should serve as a resource for local practitioners as well as a source of potential legislative ideas for local and state leaders focused on improving employment site readiness.

Wilsonville's Coffee Creek Industrial Area was selected for development of a detailed site readiness study with a set of customized development strategies. Opening up the 225-acre Coffee Creek Industrial Area for development is a critical part of the City's economic development strategy. The district is currently encumbered by numerous challenges, including infrastructure and site aggregation, which this grant seeks to address by finding tangible tools to move challenged sites to market-readiness. The detailed site readiness roadmap recommends the following strategies for Wilsonville:

Specific Recommendations:

- Expand the responsible use of Tax Increment Financing (TIF) to employment land readiness in the Coffee Creek Industrial Area in the following ways. Refer to page 13 of Attachment E linked [here](#) for more in-depth information.
 - URA Option 1: Site Readiness Cost Reimbursement
 - A fairly conservative use of URA is to simply refund a private developer a portion of their tax increment as repayment for on-site and/or off-site investments made by that private developer. This is a form of private financing and TIF is a vehicle to recycle new tax dollars on-site in the form of a tax abatement. This method is fairly modest in scale and impact.
 - URA Option 2: Vertical Improvement Property Tax Abatement
 - A more robust and impactful incentive is to structure a 10-year property tax abatement on all vertical improvements. Vertical improvement costs on these sites are significantly larger than site readiness costs, so the level of tax abatement is larger than Option 1. For this analysis, no cap on tax abatement amounts was assumed.
- Explore tools like Major Streets Transportation Improvement Program (MSTIP) to offset large off-site transportation costs compared to other sites. MSTIP is a public financing tool for transportation infrastructure and requires voter approval to fund specific transportation projects. Only Washington County currently has such a program. The tool carries political risk and there is no guarantee that the specific transportation improvements needed by any of these three sites would be on the list. Refer to page 53 of Attachment C linked [here](#) for more in-depth information.
- Land banks and land waivers have larger financial impact due to large site size. Land Bank Authorities (LBA) are effective land assembly entities since they are tax exempt and can buy and hold land with low carrying costs over a long period of time. For this analysis, it was assumed that a LBA was able to assemble the land in question and either lease or write down the entire cost of the land. Refer to page 5 of Attachment E linked [here](#) for more in-depth information.

General Recommendations:

- Consider near term implementation of available tools identified by this Project.
- Consider using Horizontal Development Agreement (HDA), which is a way to negotiate a multi-party coordinated development process, and define specific tools or incentives that parties to the agreement can utilize under specific conditions, such as in exchange for community benefits or specific uses or end users. Refer to page 3 of Attachment D linked [here](#) for more in-depth information.
- Implement market-feasible System Development Charge (SDC) financing program in partnership with the state's economic development agency Business Oregon, financed by an existing State special works fund. SDC financing is a widely available tool but it is seldom used because most if not all of the local terms of the financing make it impossible to be used by conventional developers. SDC financing is nearly universally required to be a first position loan, which would make securing conventional debt impossible. In addition, the payback periods (amortization period) are too short and interest rates are too high to make the tool appealing. For this analysis, a second position loan with favorable lending

term (1% over 10 years) has been modeled. Refer to page 25 of Attachment E linked [here](#) for more in-depth information.

- Assist landowners in forming and administering Local Improvement Districts (LIDs). LIDs are a means of financing local capital improvements through the formation of special assessment districts that include the benefiting properties. The governing body of local governments (cities and counties) in Oregon have the statutory authority under ORS 223.309 to establish LIDs. LID assessments are a lien on properties, which may be paid in one lump sum (upfront) or payable in annual installments for a minimum of 10 and a maximum 30 years. Refer to page 19 of Attachment E linked [here](#) for more in-depth information.
- Advocate for state and regional action on new tools and funding that would improve the city's ability to help overcome site readiness challenges. Refer to Attachment E linked [here](#) for more in-depth information.

For in-depth supplemental reading on site readiness tools, case studies and best practices research examined in this study. Please refer to Attachments C-F linked [here](#).

EXPECTED RESULTS:

Consider local action steps recommended in the report that will move Coffee Creek Industrial Area to market-readiness.

TIMELINE:

This is the last phase of the Project.

CURRENT YEAR BUDGET IMPACTS:

In-Kind Contribution: 19 hours of staff time effort = \$1,710

City Contribution of Matching Funds: \$1,000

FINANCIAL REVIEW / COMMENTS:

Reviewed by: CAR Date: 10/22/2020

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 11/10/2020

COMMUNITY INVOLVEMENT PROCESS:

N/A

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

Development of Coffee Creek Industrial Area, which would host up to 1,500 family-wage industrial jobs with an annual payroll of over \$98 million.

ALTERNATIVES:

Do not accept the report or any of the roadmap recommendations.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No. 2861

Attachments can be found at the following links:

- A. [Site Readiness Executive Summary Reports](#)
- B. [Wilsonville Customized Study](#)
2. [National Best Practices for Site Development](#)
3. [New Site Development Real Estate and Finance Tools](#)
4. [Modifications to Existing Development Tools](#)
5. [Development Roadmaps](#)
6. [Wilsonville Metro Agreement](#)

RESOLUTION NO. 2861

A RESOLUTION OF THE WILSONVILLE CITY COUNCIL ACCEPTING THE METRO EMPLOYMENT LAND READINESS REPORT FOR THE COFFEE CREEK INDUSTRIAL AREA.

WHEREAS, in 2018, the City of Wilsonville agreed to participate in the Employment Land Readiness Toolkit Project (“Project”) led by grant recipient Port of Portland and funded by a Metro Community Development grant; and

WHEREAS, the Employment Land Readiness Toolkit Project was designed to help find tools to move challenged industrial and commercial employment sites within the Metro urban growth boundary to development-readiness to accommodate projected population growth; and

WHEREAS, the City of Wilsonville contributed to this Project through a \$1,000 cash match and in-kind match of staff time and leadership on the Project steering committee; and

WHEREAS, Wilsonville’s Coffee Creek Industrial Area was selected for development of a detailed site readiness study with a set of customized development strategies.

NOW THEREFORE, BE IT RESOLVED BY THE WILSONVILLE CITY COUNCIL THAT:

1. The Wilsonville City Council hereby acknowledges the findings of the Metro Employment Land Readiness Toolkit Report for the Coffee Creek Industrial Area (“Findings”).
2. This action does not provide endorsement of or agreement to implement the Findings.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 16th day of November, 2020, and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Akervall

Councilor Linville

Councilor Lehan

Councilor West

Exhibit:

- A. [Site Readiness Executive Summary Reports](#)
- B. [Wilsonville Customized Study](#)



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 16, 2020	Subject: City Council Review of Development Review Board Resolution No. 382 Review of the Record for the SW Magnolia Townhomes Project in Wilsonville's Old Town Neighborhood Staff Member: Cindy Luxhoj AICP, Associate Planner Department: Community Development	
Action Required	Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable Comments: At the September 28, 2020 meeting, the Development Review Board Panel B adopted Resolution 382 with a 3-1 vote, approving with conditions a Stage II Final Plan, Site Design Review, and Type C Tree Removal Plan for a 6-unit townhome development at 30535 SW Magnolia Avenue.	
Staff Recommendation: Staff recommends that the City Council affirm DRB Resolution 382 approving the proposed development.		
Recommended Language for Motion: I move to affirm DRB Resolution 382.		
Project / Issue Relates To:		
<input type="checkbox"/> Council Goals/Priorities:	<input type="checkbox"/> Adopted Master Plan(s):	<input checked="" type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

Review of the record for the approval of a Stage II Final Plan, Site Design Review, and Type C Tree Removal Plan for the SW Magnolia Townhomes Project.

EXECUTIVE SUMMARY:

On December 23, 2019, the City received an application for Stage II Final Plan, Site Design Review, and Type C Tree Removal Plan review for the SW Magnolia Avenue Townhomes, a 6-unit proposed development at 30535 SW Magnolia Avenue (see location map on page 5 of 61 of the Staff Report in Exhibit D). The project site is the last vacant, undeveloped lot in the Wilsonville Square 76 Master Plan and located at the north end of SW Magnolia Avenue in Wilsonville's Old Town Neighborhood.

Prior to the application submittal, the City held a Pre-Application meeting with the applicant on August 29, 2019, at which time staff suggested the applicant hold a neighborhood meeting, even though it is not required by the Development Code, to give Old Town residents an opportunity to discuss the proposed project with the developer. The Applicant held a Neighborhood Meeting on October 29, 2019. The Applicant noted that three key issues were identified at the meeting: off-street parking and density, building height and privacy, and architecture. The Applicant's materials state that certain design changes were made to respond to these key issues prior to submittal of their final design on December 23, 2019. After two incompleteness reviews, staff deemed the application complete on June 25, 2020, and scheduled a public hearing on the matter for August 24, 2020.

On August 4, 2020, staff sent the required public notices, and all proper notification procedures were satisfied. Development Review Board (DRB) Panel B considered the matter at a public hearing on August 24, 2020, and due to substantial public testimony received, continued the hearing to a date certain of September 28, 2020 (see Exhibit F for transcript). The purpose of the continuation, as captured in the approved motion, was to encourage the Applicant to reach out to neighbors to address issues voiced by the neighbors regarding height, design, parking, and traffic. The motion to continue held the record open for Resolution No. 382.

A response from the Applicant and the Applicant's attorney was submitted to the DRB between the August 24 and September 28 public hearings (see Exhibit E). The Applicant noted the key areas of concern raised during the public testimony at the August 24, 2020 DRB Hearing were the same as those presented during the Neighborhood Meeting they previously held on October 29, 2019, and therefore, chose not to hold a neighborhood meeting between the two hearings. The Applicant provided a summary of how the design submitted in the final application was previously modified to respond to neighborhood concerns regarding those issues of height, design, parking, and density/traffic, while still meeting the requirements of the Wilsonville Development Code (see Exhibit E for full response). In summary, the applicant's response states:

- They integrated a gable roof at a height that is within the allowed height by the Development Code for a single-family residence, and prior to the September 28 hearing agreed to reduce the height by another 1.5 feet;
- They proposed a traditional main street orientation of townhomes rather than a single apartment building / block massing, broken up among two buildings and vertically by unit, to provide traditional architectural forms and better integrated outdoor common space, making the project more pedestrian-oriented;

- The design doubled the on-site parking to 12 spaces from the initial design (and Development Code requirement) of 6; and
- They could not reduce the density of the project, by even 1 unit, because it would result in non-compliance with the minimum density shown on the Comprehensive Plan Map.

The Applicant's supplemental materials also note that the applications must be reviewed based on the applicable standards and criteria set forth in the Wilsonville Development Code, and that none of the opponents at the public hearing challenged the applicant's compliance with these clear and objective standards. The Applicant's team further highlighted that while they are not required to, they also integrated design elements that would be complimentary/consistent with the Wilsonville Old Town Single-Family Design Standards: "The team landed on a blended aesthetic styling of Western Farmhouse and Ranch architectural elements as described within those standards. Elements such as gabled roofs and their associated slopes, the expressing of that gabled profile, covered entries, large forward-facing picture windows, shingle siding, minimal eaves, and attached garages are all elements of these styles denoted in those standards and present in the proposed design."

In an attempt to assist the DRB in both preparing for the September 28 public hearing and also in determining whether the application met the various requirements of the Wilsonville Development Code as it related to concerns raised by neighbors, staff published a revised staff report on September 21 (Exhibit D). Staff summarized public comment by key concern area and listed the relevant code sections for clarity (see page 63-65 of 66, Exhibit D). Staff re-formatted the findings for the Old Town Overlay Zone requirements to clarify how the various standards were met by the application (see page 51-53 of 66, Exhibit D). Staff also corrected Finding A29 to respond to an inaccuracy articulated through citizen comment.

Findings for all review criteria applicable to the applications were presented in the staff report. Findings relevant to the key areas of concern raised by citizens can be found on the following pages of the Staff Report in Exhibit D:

- Findings related to height guidelines are provided on page 28 of 66. The standard is met.
- A summary related to site design is presented on pages 7-10 of 66. Findings related to site design review begin on page 45 of 66, with Findings B34 through B54 related to the Old Town Overlay Zone provided on pages 50-53 of 66. Subjective design criteria cannot be grounds for denial of a housing project. All standards are met.
- Finding A28 related to allowed uses and density is presented on page 29 of 66. The standard is met.
- Findings related to parking are provided on pages 33-36 of 66 and discussion provided on page 9 of 66. All standards are met.
- Findings related to traffic are provided on pages 26-27 and 30-31 of 66 and discussion provided on page 6 of 66. All standards are met.

The staff report also included a recommendation to the DRB to approve with conditions the requested Stage II Final Plan Revision, Site Design Review, and Type C Tree Removal Plan (DB19-0047 through DB19-0049).

At the continued hearing, the DRB took additional testimony from the public and the applicant (see Exhibit C for transcript). After closing the public hearing, the DRB moved to approve the applications. Discussion highlighted their understanding of citizen concerns and also the need to rule based on the Development Code. DRB members determined the applications met existing City Code. Following their deliberation, the DRB approved with conditions the development application in DRB Resolution 382.

During the appeal period, the City Council held a special meeting on October 12, 2020, to discuss DRB Resolution 382 as members of the public had reached out to members of the City Council. The Council unanimously voted to call-up DRB Resolution 382 for review on the record only by the full Council in order to gain an understanding of the case file and decision. The approval granted by DRB Resolution 382 is suspended until the City Council acts on the call-up. The full record associated with DRB Resolution 382 is attached to this staff report.

Staff will also be available at the City Council meeting to answer any clarifying questions the Council may have regarding the information in the record.

EXPECTED RESULTS:

Reviewing the record and affirming DRB Resolution 382, which in effect will allow the proposed development to move forward.

TIMELINE:

The City Council's decision will become effective immediately.

CURRENT YEAR BUDGET IMPACTS:

No impacts on the current year budget have been identified.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 10/22/2020

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 10/23/2020

COMMUNITY INVOLVEMENT PROCESS: The applicant voluntarily held a neighborhood meeting on October 29, 2019, to provide opportunity for Old Town Neighborhood residents to comment on the proposed project. Following receipt of the development application and deeming it complete, staff scheduled the date for DRB review and sent the required public hearing notices. Substantial public testimony was received in writing in advance of and at the DRB public hearing on August 24, 2020, as well as at the continued public hearing on September 28, 2020. All public testimony was considered and entered into the record as required.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

Development of the subject land will provide additional housing choices.

ALTERNATIVES:

The alternatives are to affirm, reverse, modify in whole or part, or remand with or without instruction DRB Resolution 382. Reversing or modifying the decision could result in appeal by the Applicant to the Oregon Land Use Board of Appeals. Remanding the DRB's decision will delay the development as proposed and could result in additional conditions of the project that may or may not be amenable to the Applicant. The Applicant has extended the 120-day decision timeline until November 30, 2020, and a remand could be accommodated at the DRB Panel B meeting on November 23, 2020.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Full Record for DRB Resolution 382 can be found at the following links:
 - A. [Applicant's Waiver of 120-day Rule](#)
 - B. [Notice of Decision including Amended & Adopted DRB Staff Report and Applicant's Acknowledgement Accepting Conditions of Approval](#)
 - C. [Full Transcript of September 28, 2020 DRB Hearing](#)
 - D. [DRB Packet, September 28, 2020 Hearing, including Staff Report and Exhibits \(A3, D7\)](#)
 - E. [New Exhibits Presented, September 28, 2020 Hearing, \(Exhibits B4-B5 and D8-D10\)](#)
 - F. [Full Transcript, August 24, 2020 Hearing](#)
 - G. [DRB Packet, August 24, 2020 Hearing, including Staff Report and Exhibits \(C1, D1-D6\)](#)
 - H. [Exhibit A2, DRB Staff Report, August 24, 2020 Hearing, Staff's Presentation Slides](#)
 - I. [Exhibit B1, DRB Staff Report, August 24, 2020 Hearing, Applicant Submittal Materials](#)
 - J. [Exhibit B2, DRB Staff Report, August 24, 2020 Hearing, Applicant Submittal Materials](#)
 - K. [Exhibit B3, DRB Staff Report, August 24, 2020 Hearing, Applicant Submittal Materials](#)
 - L. [Public Hearing Notice](#)
2. Presentation



City Council Review of the Record of Development Review Board Resolution No. 382 – SW Magnolia Avenue Townhomes

City Council Meeting
November 2, 2020
Presented by:
Cindy Luxhoj AICP, Associate Planner



Background

- Applications
 - Stage II Final Plan
 - Site Design Review
 - Type C Tree Removal Plan
- Project description and location





Key Dates





Key Issues / Applicable Standards

- Height guidelines
- Allowed uses and density
- Parking
- Traffic
- Site Design



Key Issues / Applicable Standards

- Height Guidelines:
 - Required:
 - No height limit in PDC zone
 - 35 feet maximum height applied consistent with residential development zones
 - Proposed:
 - 32 feet to gable peak, 27 feet to eave
 - 29.5 feet middle height between gable and eave
 - Prior to September 28, 2020 DRB meeting, applicant agreed to further reduce height by 1.5 feet to 28 feet

- *Finding A19, Page 28 of 66, Subsection 4.113 (.04)*
- *Finding B37, Page 51 of 66, Subsection 4.138 (.05)*



Key Issues / Applicable Standards

- Allowed Uses and Density:
 - Required / Allowed:
 - Wilsonville Square 76 Master Plan – Multi-Family
 - Comprehensive Plan – Residential 16-20 units per acre
 - Use – Residential, per PDC zone, which allows residential uses in PDR zone
 - Proposed:
 - Residential, Multi-family townhomes, 16.2 units per acre

- *Finding A6, Page 24 of 66, Subsection 4.140 (.06)*
- *Finding A28, Page 29 of 66, Subsections 4.131 (.01) and (.02)*



Key Issues / Applicable Standards

- Parking:
 - Required:
 - Minimum 1 parking space per dwelling unit for multi-family dwelling units of 10 or fewer units
 - 6 spaces for 6-unit development
 - No maximum
 - Proposed:
 - 12 spaces total, 6 in garages and 6 in driveways and access easement area

- *Findings A47 through A60, Pages 33-36 of 66, Subsection 4.155 (.03)*



Key Issues / Applicable Standards

- Traffic:
 - Required:
 - Traffic analysis to determine traffic generated and assess impacts to Wilsonville Road Interchange Area Management Plan
 - Proposed:
 - Estimated trips maintain City's level of service standard
 - No significant impact on nearby intersections

- *Finding A14, Pages 26-27 of 66, Subsection 4.140 (.09) J. 2.*
- *Findings A33 through A39, Pages 30-31 of 66, Subsections 4.133.01 through 4.133.04*



Key Issues / Applicable Standards

- Site Design:
 - Old Town Overlay Zone Review Paths
 - Objective vs Subjective Standards
 - Related Clear & Objective Standards Approach

- *Findings B34 through B52, Pages 50-57 of 66, Subsections 4.138 (.01) through (.05)*



Old Town Overlay Zone

- Class I Administrative Review:
 - New single-family development (including duplexes) that complies with Old Town Single-Family Design Standards Book
- Site Design Review:
 - New single-family development with design that does not comply with Standards Book
 - New multi-family residential development



Objective vs Subjective Standards

- **Clear & Objective:**
 - Provisions regulating density or height of development
 - May not have effect of discouraging needed housing through unreasonable cost or delay
- **Subjective / Discretionary:**
 - Regulate appearance or aesthetics
 - Allowed under certain conditions



Related Clear & Objective Standards Approach

- **IF...**
 - ✓ Façade divided into series of smaller dwellings
 - ✓ Varied façades and articulations
 - ✓ Durable exterior materials
 - ✓ Allowed type of siding
 - ✓ Roof pitch greater than 4:12
 - ✓ Allowed roof material
 - ✓ Covered entry way, variations in relief
- **THEN...**
 - ✓ Reflects 1880's to 1930's architecture



Key Issues / Applicable Standards

- Site Design:
 - Required:
 - Façade divided into series of smaller dwellings (G. 3.)
 - Varied façades and articulations (H. 1.)
 - Proposed:
 - Size / scale typical of era row house
 - Buildings divided by rooflines and articulation
 - Facades varied and articulated to provide visual interest

• *Finding B37, Pages 51-53 of 66, Subsection 4.138 (.05) G. and H.*



Key Issues / Applicable Standards

- Site Design:
 - Required:
 - Durable exterior materials (H. 2.)
 - Allowed type of siding (H. 4.)
 - Exterior materials / color match architecture of period (H. 5.)
 - Proposed:
 - Durable materials such as shingles and natural wood
 - Wood and shingle siding
 - Natural, neutral colors

- *Findings B37, Pages 51-53 of 66, Subsection 4.138 (.05) H.*



Key Issues / Applicable Standards

- Site Design:
 - Required:
 - Roof pitch greater than 4:12 (I. 1.)
 - Allowed roof materials (I. 5.)
 - Proposed:
 - Gabled roof with pitch of 6:12
 - Dark gray, metal standing seam

- *Findings B37,
Pages 51-53 of 66,
Subsection 4.138
(.05) I.*



Key Issues / Applicable Standards

- Site Design:
 - Required:
 - Covered entry way; variations in relief (J. and K.)
 - Proposed:
 - Entrances emphasized with covering / lighting
 - Decks, alcoves, entries, covered or recessed
 - Variation and relief in materials, window / door placement, façade articulation

• *Findings B37, Pages 51-53 of 66, Subsection 4.138 (.05) J. and K.*



Key Issues / Applicable Standards

- Site Design:
 - Required:
 - Reflects 1880's to 1930's architecture
 - Proposed:
 - Demonstrated compliance with clear & objective standards
 - Therefore, reflects 1880's to 1930's architecture

- *Findings B37,
Pages 51-53 of 66,
Subsection 4.138
(.05) G.*



Conclusion and Recommendation

- Conclusion:
 - DRB followed proper noticing and hearing procedures
 - DRB considered public testimony, and the staff report findings and recommendations
 - DRB deliberated and approved with conditions Resolution No. 382
- Recommendation:
 - Affirm Development Review Board Resolution No. 382 approving the SW Magnolia Avenue Townhomes project



Questions?



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 16, 2020		Subject: Ordinance No. 846 – 2nd Reading Town Center TSP Amendments	
		Staff Member: Khoi Le, PE, Development Engineering Manager; Kimberly Rybold, AICP, Senior Planner	
		Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: November 2,2020 <input checked="" type="checkbox"/> Ordinance 1 st Reading Date: November 2,2020 <input checked="" type="checkbox"/> Ordinance 2 nd Reading Date: November 16,2020 <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable	
		Comments: At their October 14, 2020 meeting, the Planning Commission unanimously approved a recommendation to City Council to adopt the proposed amendments.	
Staff Recommendation: Staff recommends that Council adopt Ordinance No. 846 on second reading.			
Recommended Language for Motion: I move to approve Ordinance No. 846 on second reading.			
Project / Issue Relates To:			
<input checked="" type="checkbox"/> Council Goals/Priorities: Town Center	<input checked="" type="checkbox"/> Adopted Master Plan(s): Transportation System Plan (TSP), Town Center Plan	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

Hold a public hearing and consider adoption of the proposed amendments to the Wilsonville Transportation System Plan (TSP) to incorporate transportation-related infrastructure investments adopted in the Town Center Plan.

EXECUTIVE SUMMARY:

In 2019, the Wilsonville City Council adopted the Wilsonville Town Center Plan, establishing a vision for a vibrant, walkable community hub that inspires people to come together and socialize, shop, live, and work. The Plan envisions a mixed-use development pattern to create a walkable and vibrant Town Center, home to active parks, civic spaces, and amenities that provide year-round, compelling experiences.

The Town Center Plan contains several goals and implementation strategies to guide future development. Goal 4 of the Town Center Plan is Safe Access and Connectivity, which aims to provide transportation infrastructure designed to create a safe, accessible environment for all modes of travel in Town Center, creating enhanced connectivity throughout Town Center and to surrounding areas. In order to achieve this goal and the broader vision for Town Center, the implementation chapter of the plan calls for updating the City's TSP to incorporate the Plan's transportation-related infrastructure improvement projects into the Higher Priority Projects list.

The proposed TSP Amendments (Attachment 1, Exhibit A) include the addition of the following infrastructure investment projects from the Town Center Plan to the Higher Priority Projects list:

- IN.1 - I-5 Pedestrian/Bicycle Bridge Gateway
- IN.2 - Park Place Redesign from Town Center Loop to the Northern Edge of Town Center Park
- IN.3 - Park Place Redesign from Town Center Park to Courtside Drive
- IN.4 - Park Place Extension from Courtside Drive to Wilsonville Road
- IN.5 - Courtside Drive Street Improvements from Park Place to Town Center Loop East
- IN.6 - Courtside Drive Extension from Park Place to Town Center Loop West
- IN.7 - Wilsonville Road Intersection Modifications
- IN.8 - Town Center Loop West Modifications
- IN.10 - Park Place Promenade from Town Center Loop West to Courtside Drive
- IN.11 - Cycle Tracks within Town Center
- IN.12 - West Promenade

Cost estimates, as noted in the Town Center Plan, are included with these projects, along with associated changes to maps within the TSP. Cross sections developed and adopted as part of the Town Center Plan are included in the TSP update.

As part of the TSP update process, the project team completed additional analysis requested by Oregon Department of Transportation (ODOT) to ensure that the proposed TSP amendments would not result in vehicle queuing issues at the Interstate 5 interchange ramps. The analysis confirmed that vehicle queuing on Wilsonville Road is not expected to impact the interchange ramp terminals (Attachment 1, Exhibit B). Staff determined that the Town Center infrastructure projects are consistent with the Wilsonville Interchange Area Management Plan (IAMP) and no amendments are needed. The project team made minor modifications to two of the Wilsonville Road TSP projects to include an additional lane at the Wilsonville Road/Town Center Loop West intersection, signal coordination, or other alternative measures as needed to address any potential queuing that may occur in the future. A letter of support from ODOT was provided and is included within the project record (Attachment 1, Exhibit B).

On October 14, 2020, the Planning Commission held a public hearing and following the hearing unanimously recommended adoption of the proposed amendments to City Council.

EXPECTED RESULTS:

Adoption of the Town Center TSP Updates will integrate the transportation-related infrastructure investments from the Town Center Plan into the TSP’s Higher Priority Projects list, setting the stage for the City to pursue financing strategies to construct these improvements.

TIMELINE:

The public hearing and first reading is scheduled for November 2, 2020, with a second reading of the Ordinance on November 16, 2020.

CURRENT YEAR BUDGET IMPACTS:

The adopted budget for FY2020-21 includes \$185,000 for Town Center Implementation Activities in CIP project #3004. The TSP updates, including additional analysis needed per ODOT to determine impacts to the Interstate 5 interchange are estimated to cost \$34,000. Approximately \$18,000 of these funds will be spent in the FY2020-21 budget year.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 10/20/2020

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 10/29/2020

COMMUNITY INVOLVEMENT PROCESS:

The Town Center Plan included a robust and inclusive public outreach process where the multimodal transportation investments to be included in the TSP update were identified as transformational elements for becoming a more walkable and accessible district. Staff sent notice of the amendments to the property owners and affected agencies via U.S. postal mail.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

As a result of undertaking the Town Center Plan’s implementation activities, including the TSP update, the City will begin to realize the community’s vision for a more commercially vibrant, walkable, mixed-use Town Center.

ALTERNATIVES:

The City Council may provide recommendations and modifications to the TSP Amendments.

CITY MANAGER COMMENT:

N/A

ATTACHMENT:

1. Ordinance No. 846
Ordinance No. 846 attachments can be found at the following links:
 - A. [Transportation System Plan Amendments](#)
 - B. [Planning Commission Record](#)
2. TSP Amendment Summary Memo

ORDINANCE NO. 846

AN ORDINANCE OF THE CITY OF WILSONVILLE APPROVING TRANSPORTATION SYSTEM PLAN AMENDMENTS RELATED TO THE TOWN CENTER PLAN.

WHEREAS, the 2040 Growth Concept Map of Metro's Regional Framework Plan shows the Wilsonville Town Center as a town center and defines a town center as a focal area for growth that provides services to tens of thousands within a two- to three-mile radius and typically includes one- to three-story buildings for employment and housing; and

WHEREAS, the City Council established starting the Town Center Plan as a 2015-2017 Council Priority Goal; and

WHEREAS, extensive community involvement shaped the Town Center Plan and over the course of the project, public input was gathered at over one-hundred public meetings and events; and

WHEREAS, in 2019 the City of Wilsonville approved Ordinance No. 835 adopting the Town Center Plan; and

WHEREAS, the Town Center Plan contains a list of transportation-related infrastructure investments, cost estimates, and cross sections intended to support future development in Town Center; and

WHEREAS, on July 8, 2020 the Wilsonville Planning Commission held a work session to discuss and take public testimony on the proposed Town Center Transportation System Plan amendments; and

WHEREAS, following the timely mailing and publication of the required notice, the Planning Commission conducted a public hearing on October 14, 2020, wherein the Commission received written public testimony, staff reports and input, and Attachments and Exhibits, and thereafter deliberated and voted unanimously to approve Planning Commission Resolution No. LP20-0003 recommending approval of the Transportation System Plan amendment, attached as **Exhibit A** to the City Council; and

WHEREAS, a copy of the record of the aforementioned Planning Commission action and recommendation ("Record") is marked **Exhibit B**, attached and incorporated herein; and

WHEREAS, following the Planning Commission public hearing, the Wilsonville Planning Director forwarded the recommended Transportation System Plan amendments to the City Council, along with a staff report and attachments, in accordance with the public hearing and notice procedures that are set forth in Sections 4.008, 4.011, 4.012, and 4.198 of the Wilsonville Code; and

WHEREAS, on November 2, 2020 the Wilsonville City Council held a work session to discuss the Town Center Transportation System Plan amendments; and

WHEREAS, the City Council, after Public Hearing Notices were provided to a list of interested parties, property owners, and affected agencies, and posted in three locations throughout the City and on the City website, held a public hearing on November 2, 2020 to review the proposed Town Center Transportation System Plan amendments, and to gather additional testimony and evidence regarding the proposal; and

WHEREAS, the City Council has afforded all interested parties an opportunity to be heard on this subject and has entered all available evidence and testimony into the public record of their proceeding; and

WHEREAS, the City Council has duly considered the subject, including the Planning Commission recommendations and all the exhibits and testimony introduced and offered by all interested parties.

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

1. FINDINGS.

The above-recited findings are adopted and incorporated by reference herein as findings and conclusions of Resolution No. LP20-0003, which includes the staff report and attachments (**Exhibit B**). The City Council further finds and concludes that the adoption of the proposed Town Center Transportation System Plan amendments are necessary to help protect the public health, safety, and welfare of the municipality by planning that will support the development of a vibrant town center within the City limits.

2. DETERMINATION.

Based on such findings, the City Council hereby adopts Transportation System Plan amendments, attached hereto and marked as **Exhibit A**, and incorporated by reference as if fully set forth herein.

3. EFFECTIVE DATE OF ORDINANCE.

This Ordinance shall be declared to be in full force and effect thirty (30) days from the date of final passage and approval.

SUBMITTED to the Wilsonville City Council and read for the first time at a regular meeting thereof on the 2nd day of November, 2020, and scheduled for a second reading at a regular meeting of the Council on the 16th day of November, 2020, commencing at the hour of 7:00 P.M. at the Wilsonville City Hall.

Kimberly Veliz, City Recorder

ENACTED by the City Council on the 16th day of November, 2020 by the following votes:

Yes:___ No: ___

Kimberly Veliz, City Recorder

DATED and signed by the Mayor this 16th day of November, 2020.

TIM KNAPP, Mayor

SUMMARY OF VOTES:

Mayor Knapp

Council President Akervall

Councilor Lehan

Councilor West

Councilor Linville

EXHIBITS:

- A. [Transportation System Plan Amendments](#)
- B. [Planning Commission Record](#)

Ord. No. 846 Attachment 2



117 COMMERCIAL STREET NE, SUITE 310, SALEM, OR 97301 • 503.391.8773 • DKSASSOCIATES.COM

MEMORANDUM

DATE: October 6, 2020

TO: Khoi Le, P.E. | City of Wilsonville

FROM: Scott Mansur, P.E., PTOE | DKS Associates
Jenna Bogert, E.I.T. | DKS Associates

SUBJECT: Wilsonville Transportation System Plan (TSP) Amendment Summary P18197-007

INTRODUCTION

The Town Center Plan was formally adopted by the City of Wilsonville on May 6, 2019. An excerpt from the Town Center Plan listing the transportation infrastructure projects is attached to this memorandum for reference. This memorandum discusses necessary amendments to the City of Wilsonville's Transportation System Plan (TSP) based on transportation requirements and projects identified in the Town Center Plan. The TSP changes include the addition of the following projects to the Higher Priority project list:

- Infrastructure Project #1 - Show I-5 Pedestrian/Bicycle Bridge Gateway Improvements project which will include landscaping and wayfinding signage and provides an established gateway to the Town Center.
- Infrastructure Project #2 - Show the addition of buffered bike lanes and wider sidewalks on Park Place from Town Center Loop to the north edge of Town Center Park.
- Infrastructure Project #3 - Show the Park Place Redesign from Town Center Park to Courtside Drive. This project includes construction this segment of roadway as a festival street. The cross section includes two travel lanes, on-street parking, and a protected two-way cycle track.
- Infrastructure Project #4 - Show the Park Place Extension (Courtside Drive to Wilsonville Road).
- Infrastructure Project #5 - Show the Courtside Drive street improvements (Park Place to Town Center Loop E). The improvements include a two-way cycle track and the addition of on-street parking on the south side.

- Infrastructure Project #6 - Show the roadway extension of Courtside Drive (Park Place East to Town Center Loop West).
- Infrastructure Project #7 – Wilsonville Road Intersection Modifications
 - Show the elimination of eastbound and westbound left turns on Wilsonville Road at the Town Center Loop West intersection. Additionally, a landscaped median and crosswalk will be added to the west leg to improve pedestrian and bicycle safety. This traffic signal will require modification.
 - Show the new signalized intersection on Wilsonville Road where the extension of Park Place would create a new four-leg intersection at Wilsonville Road, which includes eastbound and westbound left turns and the removal of existing median landscaping.
 - Show the replacement of the existing traffic signal at Rebekah Street with an enhanced pedestrian crossing (pedestrian activated flashing beacon) with medians. Minor street access at this intersection will be restricted to right-in/right-out only movements.
 - Show the addition of dual eastbound left turns with dual northbound receiving lanes at the Wilsonville Road/Town Center Loop East intersection. This traffic signal will require modification.
- Infrastructure Project #8 - Show the Town Center Loop West modifications, which include reducing the travel lanes from 5 lanes to 3 lanes and restriping the outside lanes as buffered bike lanes.
- Infrastructure Project #10 - Show the conversion of Park Place (Town Center Loop West to Courtside Drive) to a promenade for bicycle and pedestrian activity.
- Infrastructure Project #11 – Show the location of multiple proposed cycle tracks within the Town Center.
- Infrastructure Project #12 – Show the proposed West Promenade located just north of the existing Fry’s Electronics store.

PROPOSED AMENDMENTS FOR TSP COMPLIANCE

The discussion of recommended revisions is generally organized by reference to the applicable chapter(s) of the TSP. In all chapters, revisions to existing TSP language are presented with deletions shown in ~~strikethrough~~ and additions shown as underlined. The revised TSP figures and text are attached to this memorandum. The revisions identified in this memorandum will also be addressed in a final amended TSP document once the revisions are approved by the Planning Commission and City Council.

EXECUTIVE SUMMARY

The following changes are recommended to the Executive Summary of the City of Wilsonville's TSP.

HIGHER PRIORITY PROJECTS FIGURE (PAGE IV)

See the recommended changes to this figure in Figure 5-2: Higher Priority Projects.

HIGHER PRIORITY PROJECTS TABLE (PAGE V)

Add or Remove the following projects to this table:

- RE – 15: Park Place Extension
- RE - 16: Courtside Drive Extension
- UU – 11: Park Place Redesign
- UU – 12: Park Place at Town Center Park Redesign
- UU – 13: Courtside Drive Upgrades
- ~~SI – 04: Wilsonville Rd/Town Center Loop West Intersection Improvements~~
- SI – 09: Wilsonville Road/Town Center Loop West Turn Lane Removal
- SI – 10: Wilsonville Road/Park Place New Traffic Signal
- SI – 11: Wilsonville Road/Town Center Loop East Dual Left Turn Lanes
- BW - 09a: I-5 Bike/Pedestrian Bridge
- BW – 09b: I-5 Bike/Pedestrian Bridge Gateway Treatments
- BW - 16: Town Center Loop West Bicycle Lanes
- BW – 17: Wilsonville Road/Rebekah Street Enhanced Pedestrian Crossing
- BW – 18: Park Place Promenade
- BW – 19a: Cycle Track: I-5 Ped/Bike Bridge to Town Center Park
- BW – 19b: Cycle Track: Town Center Loop E
- BW – 20: West Promenade

CHAPTER 3: THE STANDARDS

The following changes are recommended to Chapter 3 of the City of Wilsonville's TSP.

FIGURE 3-4: FREIGHT ROUTES (PAGE 3-9)

Summary of changes:

- Show Wilsonville Road (from Town Center Loop West to Town Center Loop East) as a future truck route.
- Show Town Center Loop East (from Wilsonville Road to Parkway Avenue) as a future truck route.

FIGURE 3-5: BICYCLE ROUTES (PAGE 3-11)

Summary of changes:

- Relocate the I-5 Pedestrian/Bicycle Bridge north of Town Center Loop to the south so it aligns with the proposed location in the Town Center Plan.
- Add blue highlight to Town Center Loop West from Wilsonville Road to Parkway Avenue to indicate a future bike lane (BW-16).
- Add a dashed blue line to indicate future bike lanes on the Courtside Drive extension (RE-16).
- Add a red dashed line to indicate future cycle tracks along the segments listed in projects BW-19a, BW-19b, UU-12 and UU – 13.
- Add a red dashed line to the legend that represents future cycle tracks.
- Remove blue highlight, add solid blue line to Town Center Loop East from Parkway Avenue to Wilsonville Road.
- Remove blue highlight, add solid blue line to Boeckman Road from Parkway Avenue to Canyon Creek Road.
- Remove blue highlight, add solid blue line to Canyon Creek Road between Town Center Loop and Boeckman Road.

PAGE 3-12: FACILITY TYPES TEXTBOX

Town Center Area

FIGURE 3-11: SHARED USE PATHS AND TRAIL CROSS SECTIONS

Add in one new cross section from the Town Center Plan:

- Promenade

**PAGE 3-13: TOWN CENTER AREA CROSS SECTIONS
(INSERT NEW PAGES AFTER PAGE 3-19)**

The Town Center Plan includes some unique cross section standards for some of the new roadway extensions and upgrades to existing roadways. These cross sections include wider sidewalks and bicycle facilities to accommodate safer and increased multimodal access and connectivity within the Town Center. For any development in the Town Center Area, please reference the Town Center Plan (2019) for additional cross sections.

- Park Place Extension Cross Section¹ (RE – 15)
- Courtside Drive Extension Cross Section (RE - 16)
- Park Place Redesign Cross Section (UU - 11)
- Park Place Redesign at Town Center Park Cross Section (UU – 12)
- Courtside Drive Upgrade Cross Section (UU - 13)

1. Install a 12-foot wide left turn pocket at major intersections (e.g. Wilsonville Road)

CHAPTER 5: THE PROJECTS

The following changes are recommended to Chapter 5 of the City of Wilsonville’s TSP.

FIGURE 5-2: HIGHER PRIORITY PROJECTS (PAGE 5-5)

Added the following projects to the figure:

- Add the Park Place Extension project (RE – 15) as a main street roadway extension between Courtside Drive and Wilsonville Road.
Add main street roadway extension to the legend as a purple line.
- Add the Courtside Drive Extension project (RE-16) as a main street roadway extension between Park Place and Town Center Loop East.
- Add the Park Place Redesign project (UU – 11) as a main street urban upgrade between Town Center Loop to just north of the Town Center Park.
Add main street urban upgrade to the legend as a purple highlight.
- Add the Park Place at Town Center Park Redesign project (UU – 12) as a main street urban upgrade between just north of Town Center Park to Courtside Drive.
- Add the Courtside Drive Upgrades project (UU – 13) as a Collector street urban upgrade from Park Place to Town Center Loop East.
- Add the Wilsonville Road/Town Center Loop West Turn Lane Removal project (SI - 09) to the figure.
- Add the Wilsonville Road/Park Place New Traffic Signal project (SI – 10) to the figure.

- Add the Wilsonville Road/Town Center Loop East Dual Turn Lanes (SI-11) to the figure.
- Renumber the I-5 Pedestrian/Bicycle Bridge project, BW-09, to BW-09a.
- Add the I-5 Pedestrian/Bicycle Bridge Gateway Improvements project (BW-09b) to the pedestrian bridge near Town Center Loop West.
- Add the Town Center Loop West Bicycle Lanes project (BW-16) from Parkway Avenue to Wilsonville Road to the figure.
- Add the Wilsonville Road/Rebekah Street Enhanced Pedestrian Crossing (BW-17) project to the figure.
- Add the Park Place Promenade project (BW-18) as a bikeway/walkway on Park Place between Courtside Drive and Town Center Loop West.
- Add the Cycle Track: From the I-5 Ped/Bike Bridge to Town Center Park project (BW-19a) as a bikeway to the figure.
- Add the Cycle Track: Town Center Loop E project (BW-19a) as a bikeway to the figure from Courtside Drive to Wilsonville Road.
- Add the West Promenade (BW-20) along the proposed cycle track that connects the I-5 Pedestrian/Bicycle Bridge to Park Place.
- Remove the Wilsonville Rd/Town Center Loop West Intersection Improvements (SI - 04) project from the map.

TABLE 5-5: HIGHER PRIORITY PROJECTS (SOUTHEAST QUADRANT) (PAGE 5-12 AND INSERT NEW PAGE AFTER 5-12)

Add the following text to the table:

PROJECT	DESCRIPTION	COST
<u>RE - 15: Park Place Extension</u>	<u>Construct an extension of Park Place from Courtside Drive to Wilsonville Road as a new main street with two travel lanes, parking, and sidewalks on both sides. This extension will create a new signalized intersection at Wilsonville Road (see SI-10).</u>	<u>\$6,300,000</u>
<u>RE - 16: Courtside Drive Extension</u>	<u>Construct an extension of Courtside Drive from Park Place to Town Center Loop West as a new main street with two travel lanes, buffered bike lanes, and sidewalks.</u>	<u>\$6,600,000</u>

PROJECT	DESCRIPTION	COST
<u>UU – 11: Park Place Redesign</u>	<u>Upgrade Park Place between Town Center Loop and northern edge of Town Center Park to meet the cross-section standard shown in Figure 3-13, which includes two-travel lanes with buffered bike lanes and sidewalks.</u>	<u>\$4,400,000</u>
<u>UU – 12: Park Place at Town Center Park Redesign</u>	<u>Upgrade Park Place between the northern edge of Town Center Park to Courtside Drive to meet the cross-section standard shown in Figure 3-13, which includes the installation of a two-lane, curbless street with on street parking, a buffered two-way cycle track, and sidewalks.</u>	<u>\$3,700,000</u>
<u>UU – 13: Courtside Drive Upgrades</u>	<u>Upgrade Courtside Drive between Town Center Loop East and Park Place to meet the cross-section standard shown in Figure 3-13, which includes the addition of a buffered two-way cycle track and parking on the south side of Courtside Drive.</u>	<u>\$7,900,00</u>
<u>SI – 04: Wilsonville Rd/Town Center Loop West Intersection Improvements</u>	<u>Widen the north leg of the intersection and install a second southbound right turn lane (dual lanes)</u>	<u>\$500,000</u>
<u>SI – 09: Wilsonville Road/Town Center Loop West Turn Lane Removal</u>	<u>Modify the existing signal to eliminate eastbound and westbound left turns, add a landscaped median to the west leg, and add a crosswalk to the west side of the intersection with a median refuge island. This project should include a “trap lane” to mitigate queuing into the ramp terminal intersection unless at the time of construction a 20-year analysis demonstrates that it is not needed or if alternative mitigation is identified that that has similar or better results.</u>	<u>\$750,000</u>
<u>SI – 10: Wilsonville Road/Park Place New Traffic Signal</u>	<u>Modify the intersection to add left turn lanes on Wilsonville Road and install a traffic signal that allows all turning movements. To be installed in conjunction with SI-09 and RE-15. The project should include signal coordination with dump loop sensors unless at the time of construction a 20-year analysis demonstrates that the sensors and signal coordination in the corridor is not needed</u>	<u>\$1,500,000</u>

PROJECT	DESCRIPTION	COST
	<u>or if alternative mitigation is identified that that has similar or better results. Both projects SI-09 and SI-10 should be implemented simultaneously.</u>	
<u>SI – 11: Wilsonville Road/Town Center Loop East Dual Left Turn Lanes</u>	<u>Modify the existing traffic signal to include dual eastbound left turn lanes and modify the north leg to have dual receiving lanes. Remove eastbound and southbound dedicated right turn lanes to accommodate added lanes.</u>	<u>\$1,500,000</u>
<u>BW -09a: I-5 Pedestrian/Bicycle Bridge</u>	No change	No change
<u>BW – 09b: I-5 Pedestrian/Bicycle Bridge Gateway Treatments</u>	<u>Install architectural elements, seating, landscaping, and wayfinding/directional signage at the gateway of the I-5 Pedestrian/Bicycle Bridge.</u>	<u>\$1,500,000</u>
<u>BW - 16: Town Center Loop Bike Lanes</u>	<u>Reduce the number of travel lanes on Town Center Loop West between Parkway Avenue and Wilsonville Road to three lanes and restripe the outside lanes for bicycle lanes.</u>	<u>\$207,000</u>
<u>BW – 17: Wilsonville Road/Rebekah Street Enhanced Pedestrian Crossing</u>	<u>Modify the intersection by removing the existing traffic signal, extending the landscaped median, and restricting minor street turning movements to right-in, right-out only. Install activated flashers for pedestrian and bicycle crossings of Wilsonville Road.</u>	<u>\$500,000</u>
<u>BW – 18: Park Place Promenade</u>	<u>Convert the existing segment of Park Place between Courtyard Drive and Town Center Loop West from a motor vehicle route to pedestrian/bicycle facilities only. Construct a promenade that includes a cycle track and wide walkway for pedestrians.</u>	<u>\$2,400,000</u>
<u>BW – 19a: Cycle Track: I-5 Ped/Bike Bridge to Town Center Park</u>	<u>Install a two-way cycle track connecting the I-5 ped/bike bridgehead to Park Place near Town Center Park. This segment would likely require purchasing right-of-way or could be combined with future redevelopment of the Fry’s site.</u>	<u>\$75,000</u>

PROJECT	DESCRIPTION	COST
<u>BW - 19b: Cycle Track: Town Center Loop E</u>	<u>Install a two-way cycle track on the east side of Town Center Loop East from Courtside Drive to Wilsonville Road. This project would not likely be implemented until after SI-11 has been completed.</u>	<u>\$51,000</u>
<u>BW - 20: West Promenade</u>	<u>Install a promenade along the proposed cycle track that connects the I-5 Pedestrian/Bicycle Bridge to Park Place.</u>	<u>\$1,800,000</u>

FIGURE 5-6: HIGHER PRIORITY PROJECTS (SOUTHEAST QUADRANT) (PAGE 5-13)

Summary of changes:

Same changes as Figure 5-2: Higher Priority Projects (page 5-5)

Please contact Scott Mansur if you have any questions. Thank you!

ATTACHMENTS

- **TRANSPORTATION INFRASTRUCTURE PROJECTS EXCERPT FROM TOWN CENTER PLAN (MAY 6TH, 2019)**
- **REVISED TSP FIGURES AND TEXT**

Ord. No. 846 Attachment 2

Implementing the Town Center Plan

update the Parks and Recreation Master Plan to incorporate parks and trails recommendations. The City's capital improvement plan should be amended to incorporate the Plan's infrastructure investment projects. This update is assumed to occur when those plans are updated, if not sooner, following adoption of the Plan.

Estimated Costs (Items RA.1-RA.3):

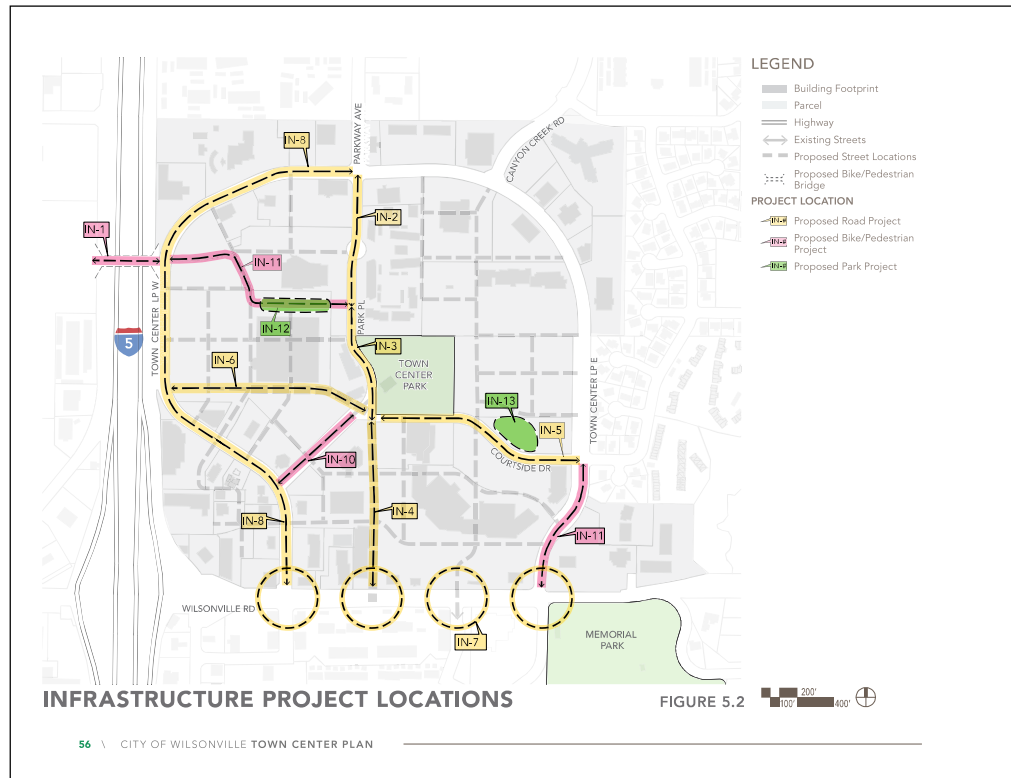
Item RA.1-RA.3 will be completed as part of the Town Center Plan adoption process. Costs associated with RA.4 will require temporary allocations of staff time at a fraction of FTE. Costs associated with implementing RA.5 are expected to be approximately \$15,000 to update the Transportation System Plan. Other plan updates will require temporary allocations of staff time at a fraction of FTE and completed during regular plan amendment processes.

INFRASTRUCTURE INVESTMENTS

Public infrastructure, including roads, sewer, water, stormwater, fiber/conduit infrastructure, and parks, provide the foundation for a complete community. Infrastructure provides essential services and in Town Center provides the transformational

elements for becoming a more walkable and accessible district. While some infrastructure projects will likely be completed as part of private development, there are several projects that could be partially or wholly publicly funded to catalyze development. "Framework projects" are projects that establish a foundational element of the Plan. Framework projects are projects that were identified by the project Task Force, Planning Commission and City Council as being the most important projects to complete (pending funding) to implement the Plan's vision. These are high priority projects that will receive public funding to cover a portion of the costs. Local businesses and landowners will be integral parts of the design and construction process to identify ways to minimize impacts when construction does occur in the future.

"Estimated costs" are total project costs and provided for the infrastructure investments that are likely to have a public funding component. Streetscape projects do not include sewer, water, or stormwater costs, which are broken out separately (see IN.14), but assumed to be built concurrently. Depending on the timing of adjacent development, the City or a private developer may construct the improvements. Table 5.1 on page 99 identifies the proposed phasing for each major infrastructure project, and the Plan recommends the creation of an Infrastructure Finance Study to



Ord. No. 846 Attachment 2

Implementing the Town Center Plan

outline more specific timing and a funding strategy for these infrastructure investments (see ED.9 on page 91). Phasing for major projects considers the interdependence of specific elements of each project. For example, modifications to Wilsonville Road would not occur until the Park Place extension is constructed. The Park Place extension project would require implementing the signal changes/timing at the other Wilsonville Road intersections, triggering the Wilsonville Road modifications.

Infrastructure projects, unless otherwise stated, assume full construction or reconstruction of a particular segment. Some projects would only modify existing facilities, which may reduce total project costs. Some street projects would also include sewer, water and stormwater infrastructure, which are provided as separate cost estimates (see IN.14) to reflect the relocation of these facilities to the public right-of-way. All road construction projects assume that the facility will include stormwater management and green street amenities, such as stormwater swales and landscaping treatments (as described in Chapter 4) to reduce environmental impacts of construction and use of the facility. Infrastructure projects should also include fiber/conduit facilities to the extent possible. Locations of infrastructure projects are identified on Figure 5.2.

IN.1 I-5 Bike/Pedestrian Bridge Gateway (Framework Project)

The City is in the process of designing a bike/pedestrian bridge over I-5 that will connect the northwest corner of Town Center to the existing transit center and development on the west side of I-5. While the exact location of the bridgehead is still to be determined, the eastside bridgehead in Town Center will provide an opportunity to establish a highly visible gateway to Town Center. A well-designed bridge and bridge landing can include architectural elements that reflect Town Center as well as seating, landscaping and wayfinding/directional signage, providing direct connections for people to destinations in Town Center, such as Town Center Park using a two-way cycle track, and to the local and regional bicycle and pedestrian network.

Estimated Cost: \$10.8 million (bridge), \$1.5 million (bridge landing/gateway)

IN.2 Park Place Redesign (Town Center Loop to Northern Edge of Town Center Park)

This section of existing roadway, currently known as Parkway, is one of the original connections from Town Center Loop

adjacent to the theater and apartments. The recommended future design for this section of Park Place includes two travel lanes, buffered bike lanes, and wide sidewalks (see Appendix D for the recommended cross section). Buffered one-way bike lanes are recommended in this section of roadway to provide connections to existing bicycle lanes north of Town Center Loop.

Estimated Cost: \$4.4 million

IN.3 Park Place Redesign (Town Center Park to Courthouse Drive, Framework Project)

This section of Park Place becomes an extension of Town Center Park. Constructed as a curbside street (see Figure 5.3 for the recommended cross section) that can be closed during events in Town Center Park, a farmers market, or other civic use. This section of roadway is a critical transition between the northern and southern portions of the main street and a core component of the Town Center vision. This section of Park Place includes



two travel lanes, on street parking, and a protected two-way cycle track, providing an important multimodal connection between the I-5 bike/pedestrian bridge, Promenade, and the two-way cycle track proposed on the north side of Courthouse Drive to Memorial Park (see IN.5 for a project description).

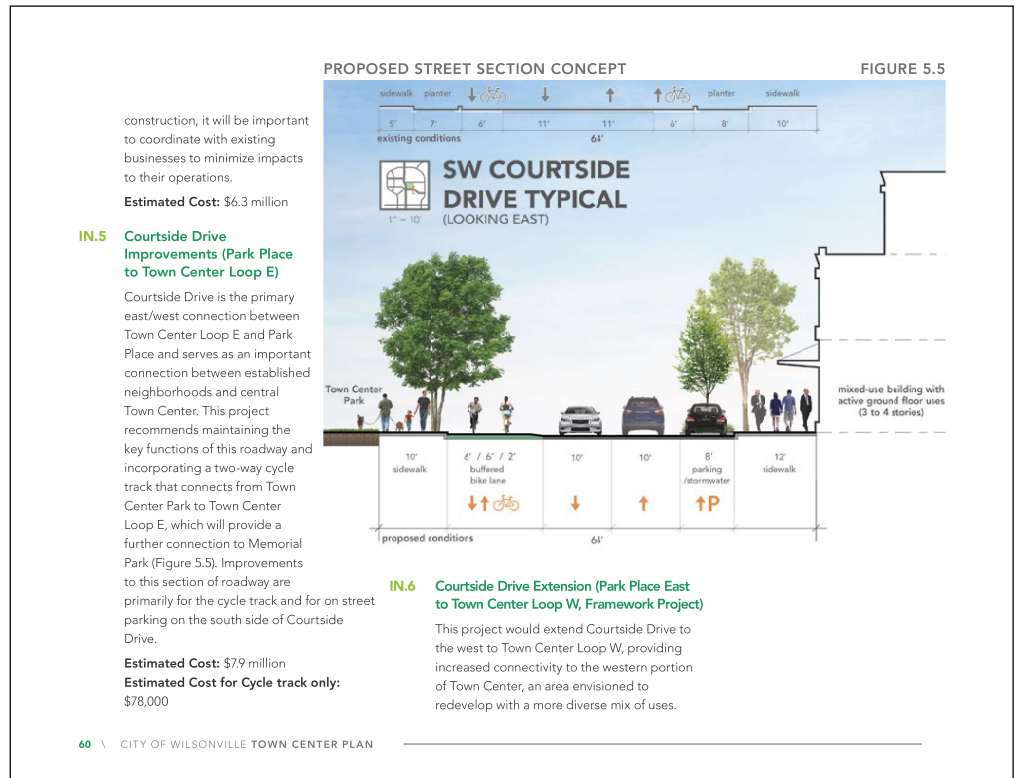
Estimated Cost: \$3.7 million

FIGURE 5.3

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corridor, gathering spaces, and placemaking programs for Town Center. It will offer more opportunities and better visibility for small, independent businesses, keeping local dollars in Wilsonville. This extension of Park Place (see Figure 5.4 for the recommended cross section) is a future roadway located within an existing parking lot. The extension would create a new signalized intersection at Wilsonville Road. The recommended design for this new segment of Park Place includes two travel lanes, on-street parking, and wide sidewalks to create a strong pedestrian-oriented landscape. The street would be marked as a shared facility, where bicycles and automobiles share the same travel lane. Shared lanes, as opposed to dedicated bicycle lanes, are recommended for this section because of the expected slow vehicle speeds, proposed dedicated bicycle lanes on adjacent roads, and the limited amount of right-of-way available to construct the new connection. With the proposed design, no business displacements are anticipated with the construction of this segment, but during



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FIGURE 5.6

The recommended roadway design includes two travel lanes, on street parking, bicycle lanes and wide sidewalks (see Appendix D, Local Street, Option 2) to create a strong pedestrian-oriented landscape.

Estimated Cost: \$6.6 million

IN.7 Wilsonville Road Intersection Modifications

Wilsonville Road is the most important arterial connection to Town Center and also provides access to one of two I-5 interchanges in Wilsonville. Wilsonville Road experiences congestion at peak hours due to existing capacity issues on I-5 at Boone Bridge, affecting the Wilsonville Road/

Town Center Loop W intersection where traffic can back up on both roadways. Recommended improvements along Wilsonville Road are designed to improve traffic distribution through Town Center and better accommodate anticipated traffic growth (Figure 5.6). The Wilsonville Road improvements allow for and implementation of the desired multimodal form as recommended in this plan (see intersection plan views in Appendix B). Specific changes to Wilsonville Road include:

- **Wilsonville Road/Town Center Loop W**
Modify the existing traffic signal to eliminate eastbound and westbound left turns, add a landscaped median to

the west leg, and improve pedestrian and bicycle safety by adding a crosswalk to the west side of the intersection and a median refuge to cross Wilsonville Road. Providing protected pedestrian refuges and signalization for bicycle and pedestrian crossings is essential for improving safety and increasing walking in the area.

- **Wilsonville Road/Park Place**
Construct a new intersection that connects the extension of Parkway Avenue to Wilsonville Road. At this intersection, install a traffic signal that allows all turning movements and moves eastbound left turn traffic further from the I-5 interchange.
- **Wilsonville Road/Rebekah Street**
Remove the existing traffic signal and restrict the minor street turning movements to be right-in, right-out only by continuing the landscaped median or using space for a pedestrian and bicycle median. Include bicycle and pedestrian activated flashers for crossings.
- **Wilsonville Road/Town Center Loop E**
Modify the existing traffic signal to include dual eastbound lefts and modify the north leg to have dual northbound

receiving lanes. Remove eastbound and southbound dedicated right-turn lanes to accommodate added lanes.

Estimated Cost: \$1.8 million

IN.8 Town Center Loop W Modifications

Town Center Loop W is a wide street with five lanes in many locations and without bicycle lanes or complete sidewalks. The focus of this project is to make Town Center Loop W more pedestrian and bicycle friendly, help redistribute through traffic, and reduce congestion at the Wilsonville Road/Town Center Loop W intersection.

As development occurs adjacent to Town Center Loop W, the roadway could transition to a local road (see Appendix D for potential cross sections) that provides access to businesses as well as multimodal access from the bike/pedestrian bridge and western portions of Town Center. In the event a parallel road is constructed and can accommodate the traffic, Town Center Loop W could also be vacated and the right-of-way used for development. If it remains in place, Town Center Loop W would be reduced from five to three lanes (two travel lanes with left turn pockets) in conjunction with intersection

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PROPOSED STREET SECTION CONCEPT

FIGURE 5.7

Implementing the Town Center Plan



improvements could include reducing the number of lanes through temporary placement of traffic controls using concrete planters or bollards to reduce road width, and restriping for bicycle lanes in the outside travel lane.
Estimated Cost: \$207,000 (Interim). Full buildout is expected to be in conjunction with private development.

IN.9 Local Road Network

Creating a more walkable and accessible Town Center will also require constructing new local roads. These connections would be constructed as part of a development in which the private developer assumes the cost of these local roads. Figure 5.7 identifies the proposed local road network in Town Center, which uses the existing road network as the foundation of the multimodal system. The location of these local connections is approximate and based on the desired block lengths of 400 feet. Precise locations will be determined during site planning and review. These extensions would require new right-of-way and would generally include two travel lanes, parallel parking on both sides of the street, sidewalks, and street trees, although

improvements for Town Center Loop E to accommodate the anticipated shift in traffic patterns. Surplus right-of-way will be used for on-site stormwater treatment, addressing an ongoing stormwater issue in the vicinity of I-5. This is assumed to occur with adjacent development that would pay for the street improvements. In the interim,

some connections may use a "woonerf" style design, or pedestrian-only connections (Appendix D). Some streets would also include fiber conduit, new sewer and water infrastructure while all streets would have stormwater pipes (see Figures 4.1, 4.2, and 4.3 for general location of facilities) that are assumed to be constructed by private development.

Estimated Cost: Not applicable. Local roads and associated communications, sewer, water and stormwater infrastructure identified as part of the Plan are assumed to be constructed by private development.

IN.10 Park Place Promenade Redesign

The Park Place Promenade redesigns Park Place between Town Center Loop W and Courtside Drive to eliminate it as a vehicular route and create a linear park feature that provides bicycle and pedestrian access and a location for future temporary events such as festivals or a farmers market. The final design of this area will be determined as part of the design of future adjacent development expected to front the promenade. Essential components should include provisions for temporary events, public gathering spaces with shade and/or weather covering, bicycle

and pedestrian connectivity and transit vehicle access. Design would be similar to the woonerf-style local street cross section (Appendix D) that is designed to be closeable through traffic. Depending on the final design, vehicle charging, car share and bus stops could also be incorporated into the design.

Estimated Cost: \$2.4 million

IN.11 Cycle Tracks

There are several sections of two-way cycle tracks identified in the Plan. These provide essential connectivity elements both within Town Center and to the surrounding bicycle and trail network. There are four primary cycle tracks proposed in Town Center that together create a continuous cycle track between the I-5 bike/pedestrian bridge and Memorial Park. The type of bicycle facility to be located within the Park Place Promenade will be determined as part of the Park Place Promenade design process (see Project IN.10). Prior to development of the project, or as portions are constructed, the City could place placards, signage or other information to describe the entire project and how it will function when completed.

- **Segment 1: Bike/Pedestrian Bridge to Town Center Park.** This segment would

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be constructed from the future bike/ pedestrian bridge to approximately the north side of Town Center Park. While the final bridgehead location is still to be determined, the proposed connection would be located generally at the northern end of the Fry's parking lot and connecting to Park Place along/as part of the Promenade (see Project IN.12), where it would cross Park Place and then run on the east side of the roadway adjacent to Town Center Park. This segment would likely require purchasing right-of-way, or could be combined with future redevelopment of the Fry's site.

- **Segment 2: Town Center Park to Courtside Drive.** This segment would be constructed as part of the Park Place Redesign (Project IN.3) because it will require reconfiguring the corner of Town Center Park and potentially the western parking area for Town Center Park to accommodate the future main street extension south to Wilsonville Road. A quick win project could be to restripe the existing roadway as a two-way buffered bike lane, similar to what was completed during the Town Center Main Street Popup event at the 2018 Wilsonville Community Block Party (see page 25)



CYCLE TRACK VERSUS BUFFERED BICYCLE LANES

A **CYCLE TRACK** is an exclusive bike facility that is separated from motor vehicle traffic, parking lanes and sidewalks through the use of bollards, medians, or raised curbs. Cycle tracks can be designed in a variety of ways, but all are intended to be primarily used for bicycles, and are separated from motor vehicle travel lanes, parking lanes, and sidewalks. In situations where on-street parking is allowed, cycle tracks are located to the curb-side of the parking (in contrast to bike lanes).

BUFFERED BIKE LANES are conventional bicycle lanes paired with a designated buffer space (usually painted) separating the bicycle lane from the adjacent motor vehicle travel lane and/or parking lane. Buffered bike lanes can be used anywhere a traditional bike lane is proposed and provides more space for bikes without making the bike lane appear so wide that it might be mistaken for a travel or parking lane.

PROPOSED STREET SECTION CONCEPT

FIGURE 5.8



during the planning process for the Plan. The two-way buffered bike lane would then be replaced with a permanent two-way cycle track.

- **Segment 3: Town Center Park to Town Center Loop E (Courtside Drive Segment).** This segment is implemented primarily through restriping the existing roadway on the north side of Courtside Drive between Park Place and Town Center Loop E and could be implemented at the same time as the quick win described for Segment 2. Access to the Town Center Park parking area along Courtside Drive may need to be modified to accommodate this project. No additional right-of-way is assumed to be required because the existing right-of-way is available to accommodate the proposed improvements.
- **Segment 4: Town Center Loop E to Wilsonville Road.** This segment would be located on the east side of Town Center Loop E. This section of cycle track would connect the central

portion of Town Center to Memorial Park south of Wilsonville Road. This project would not likely be implemented until the modifications to the Wilsonville Road/Town Center Loop E intersection are completed as there are already buffered bicycle lanes on Town Center

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Loop E The cycle track improvements would increase safety by crossing to the east side on Town Center Loop E at Courtside Avenue, not at Wilsonville Road, to remove the potential conflicts with the additional left turn movements from Wilsonville Road to Town Center Loop E. The two-way cycle track and vehicular lanes, as proposed, will fit within existing right-of-way.

Estimated Cost: Segment 1: \$75,000; Segment 2: N/A, expected to be completed as part of the Park Place redesign (project costs are included within that project); Segment 3: \$78,000; Segment 4: \$51,000.

IN.12 Promenade (Framework Project)

The Promenade is a linear park located north of the existing Fry's building. This project provides an important multimodal connection between the I-5 bike/pedestrian bridge landing and the two-way cycle track on Park Place (Figure 5.8). The bike/pedestrian landing is expected to connect to the Promenade, either directly or through another connection, depending on the final bridge location. This project would likely be constructed if redevelopment on all or a portion of the Fry's and/or Regal

Theater parcel occurred. The Promenade provides plaza and open space for area residents and employees and helps create a very active area near the I-5 bike/pedestrian bridge landing that draws users from the bridge into Town Center. The promenade also envisions an integrated stormwater feature, wide sidewalks and seating areas in addition to a portion of Segment 1 of the proposed cycle track (see Project IN.11).

Estimated Cost: \$1.8 million

The Promenade is assumed to be constructed, in whole or in part, by private development. The City may pursue funding for this project in advance of adjacent development as part of the bike/pedestrian bridge landing or following the bridge project to ensure the cycle track and emerald chain connections are constructed in a timely fashion.

IN.13 Town Center Skatepark

The Plan incorporates the proposed skatepark to be located east of Town Center Park, described in Project 1.7.a of the 2018 Wilsonville Parks and Recreation Comprehensive Master Plan. This location is along the cycle-track and within the chain of green spaces between Town Center Park and Memorial Park.

Estimated Cost: \$800,000 per the City's most recent cost estimate included in the 2018 Parks and Recreation Comprehensive Master Plan.

IN.14 Water, Sewer and Stormwater System Upgrades

As new development occurs, additional infrastructure facilities will be required. As new roads are constructed, water, sewer, and stormwater system upgrades will be constructed as part of the road project to minimize costs (see Figures 4.1, 4.2 and 4.3 for complete system locations). For systems within local roads, those facilities would be paid for and constructed by private development. Depending on the timing of adjacent development, the City or a private developer may construct the improvements. Adjacent development would be responsible for connecting to the system.

Estimated Cost: Water: \$11.2 million, sewer: \$10 million, stormwater: \$26.2 million (NOTE: these costs do not include any infrastructure within local roads, which would be constructed by private development).

PARKING STRATEGIES

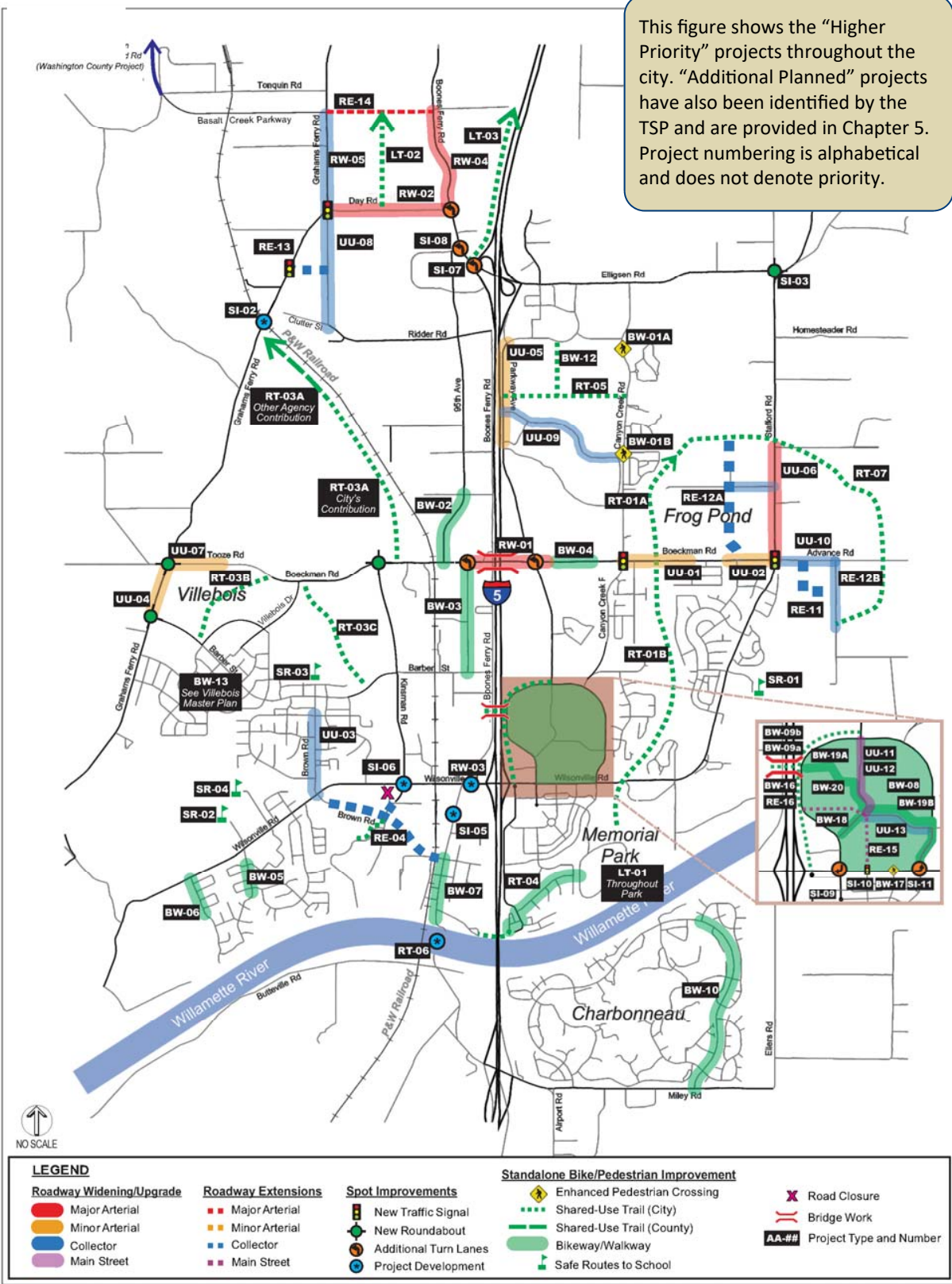
There are many ways to encourage pedestrian-oriented development within Town Center while still providing parking options for those accessing Town Center by car. Parking is a part of Town Center and should be placed in convenient, accessible locations but screened from view by either buildings or landscaping. Pedestrians should not have to walk through parking lots to access adjacent businesses or residences.

The parking analysis (see Appendix E) completed for the Plan showed that parking usage varies considerably by location, time of day, weekdays and weekends in Town Center. Future development will require parking, likely a combination of surface and structured facilities. As Town Center develops over time, a variety of parking management techniques and incentives could be implemented to achieve the goals for parking in the Town Center.

PA.1 Develop a Town Center Parking Management Plan

The purpose of the parking management plan is to ensure that off-street parking is not the driving factor in how land is used within Town Center. Prior to developing a parking management plan, the City should conduct a parking inventory and

HIGHER PRIORITY PROJECTS



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HIGHER PRIORITY PROJECTS (LISTED ALPHABETICALLY BY IMPROVEMENT)

No.	Higher Priority Project
Roadway Extensions (Multimodal Connectivity)	
RE-04A	Corridor Study for Brown Road Extension
RE-04B	Brown Road Extension (5th Street Connection)
RE-13	Java Road Connection and Signal
RE-11	Meridian Creek Middle School Site Improvements
RE-12A	Frog Pond West Neighborhood Collector Roads
RE-12B	Frog Pond South Neighborhood Collector Roads
RE-14	Basalt Creek Parkway Connection
RE-15	Park Place Extension
RE-16	Courtside Drive Extension
Roadway Widening (Capacity)	
RW-01	Boeckman Road Bridge and Corridor Improvements
RW-02	Day Road Widening
RW-03	Widen Wilsonville Road East of Boones Ferry Road
RW-04	Boones Ferry Road Widening
RW-05	Grahams Ferry Road Widening
Urban Upgrades (Multimodal Connectivity and Safety)	
UU-01	Boeckman Road Dip Improvements
UU-02	Boeckman Road Urban Upgrade
UU-03	Brown Road Upgrades
UU-04	Grahams Ferry Urban Upgrade
UU-05	Parkway Avenue Urban Upgrade
UU-06	Stafford Road Urban Upgrade
UU-07	Tooze Road Urban Upgrade
UU-08	Garden Acres Road Urban Upgrade
UU-09	Printer Parkway Urban Upgrade
UU-10	Advance Road Urban Upgrade
UU-11	Park Place Redesign
UU-12	Park Place at Town Center Redesign
UU-13	Courtside Drive Upgrades
Spot Improvements (Transportation System Management/Operations)	
SI-02	Grahams Ferry Railroad Undercrossing Project Development
SI-03	Stafford Road/65th Avenue Intersection Improvements
SI-05	Curb Extension Removal on Boones Ferry Road
SI-06	Truck Turning Improvements SW Kinsman Road
SI-07	Dual Southbound Right Turn Lanes on I-5 Off-Ramp at Boones Ferry Road
SI-08	Boones Ferry Road/95th Avenue Access Management
SI-09	Wilsonville Road/Town Center Loop West Turn Lane Removal
SI-10	Wilsonville Road/Park Place Traffic Signal
SI-11	Wilsonville Road/Town Center Loop East Dual Turn Lanes
Bikeways and Walkways (Standalone Pedestrian and Bicycle Improvements)	
BW-01 A/B	Canyon Creek Road Enhanced Pedestrian Crossings
BW-02	95th Avenue Sidewalk Infill

No.	Higher Priority Project
Bikeways and Walkways (Standalone Pedestrian and Bicycle Improvements) . . . Continued	
BW-03	Boberg Road Sidewalk Infill
BW-04	Boeckman Road Bike Lanes and Sidewalk Infill
BW-05	Willamette Way East Sidewalk Infill
BW-06	Willamette Way West Sidewalk Infill
BW-07	Boones Ferry Road Sharrows
BW-08	Town Center Loop Pedestrian, Bicycle, and Transit Improvements
BW-09a	I-5 Bike/Pedestrian Bridge
BW-09b	I-5 Bike/Pedestrian Bridge Gateway Treatments
BW-10	French Prairie Drive Pathway
BW-12	Parkway Center Trail Connector
BW-13	Villebois Loop Trail
BW-14	Wayfinding Signage
BW-15	Property Acquisitions for Bike/Ped Connectivity
BW-16	Town Center Loop West Bicycle Lanes
BW-17	Wilsonville Road/Rebekah Street Enhanced Pedestrian Crossing
BW-18	Park Place Promenade
BW-19a	Cycle Track: Ped/Bike Bridge to Town Center Park
BW-19b	Cycle Track: Town Center Loop East
BW-20	West Promenade
Safe Routes to School (Standalone Pedestrian and Bicycle Improvements)	
SR-01	Boeckman Creek Primary Safe Routes to School Improvements
SR-02	Boones Ferry Primary Safe Routes to School Improvements
SR-03	Lowrie Primary Safe Routes to School Improvements
SR-04	Wood Middle School Safe Routes to School Improvements
Local Trails (Standalone Pedestrian and Bicycle Improvements)	
LT-01	Memorial Park Trail Improvements
LT-02	Basalt Creek Canyon Ridge Trail
LT-03	I-5 Easement Trail
Regional Trails (Standalone Pedestrian and Bicycle Improvements/Safety)	
RT-01A	Boeckman Creek Trail (North)
RT-01B	Boeckman Creek Trail (South)
RT-03A	Tonquin Trail (North)
RT-03B/C	Tonquin Trail (Villebois)
RT-04	Waterfront Trail Improvements
RT-05	Wiedemann Road Trail
RT-06	Willamette River Bike/Pedestrian/Emergency Bridge Project Dev.
RT-07	Revised Frog Pond Regional Trail
Transit Improvements	
TI-01	Pedestrian Access to Transit
TI-02	Transit Street Improvements

FIGURE 3-4. FREIGHT ROUTES

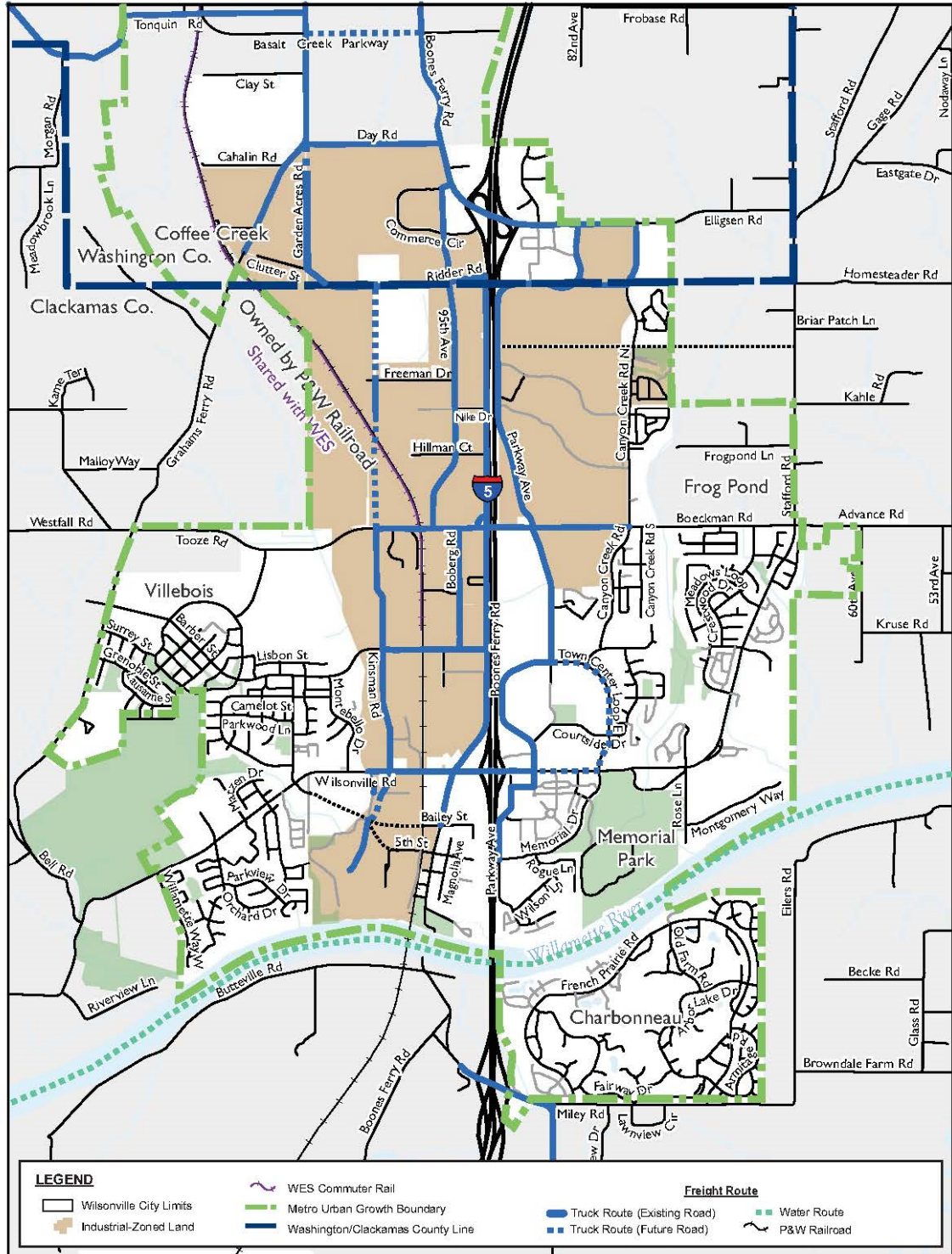
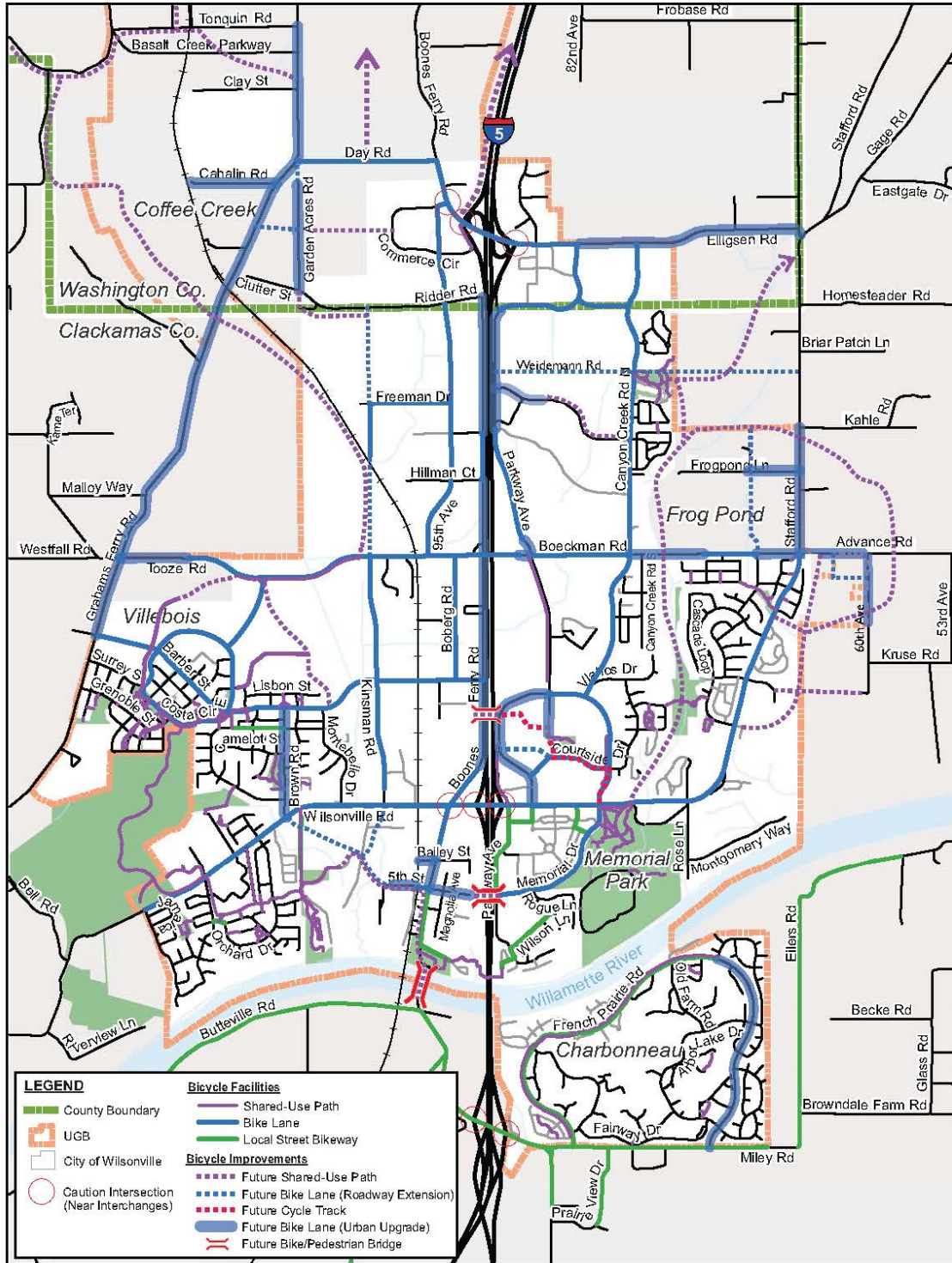


FIGURE 3-5. BICYCLE ROUTES



STREET CROSS-SECTION DESIGN

Since different streets serve different purposes, a functional classification system—which is a hierarchy of street designations—provides a framework for identifying the size and type of various street elements to consider including in a street's design. Not all elements are included on all streets and so they must be carefully selected based on multimodal needs.

While a street's functional classification does not dictate which street elements to include, it does facilitate the selection of multimodal facilities and widths that will help ensure the roadway can meet its intended multimodal function. Adjacent land uses and available right-of-way width also influence which elements are included in a specific segment.

Roadway cross-section design elements include travel lanes, curbs, planter strips, sidewalks on both sides of the road, and bicycle facilities consistent with designated bikeways, walkways, and shared-use trails. Low impact development (LID) standards may also be used throughout the City at the City's discretion.

FACILITY TYPES

Cross-section standards are provided for the following facilities:

- Major Arterials
- Minor Arterials
- Collectors
- Local Streets
- Low Impact Development (LID) Local Streets (similar modifications may be made to other streets regardless of classification)
- Shared-Use Paths and Trails
- Bicycle Facility Design Options
- Town Center Area



Example of a Major Arterial - Boeckman Road looking west towards Boberg Road and 95th Avenue



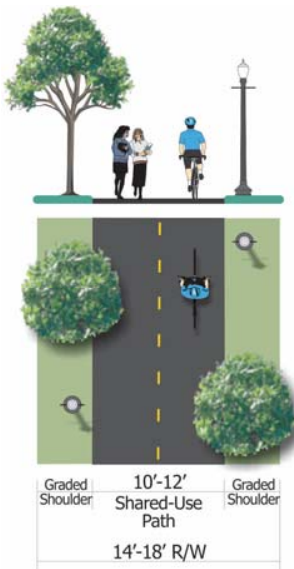
Example of a Collector - Barber Street looking east near SMART Central at Wilsonville Station transit center



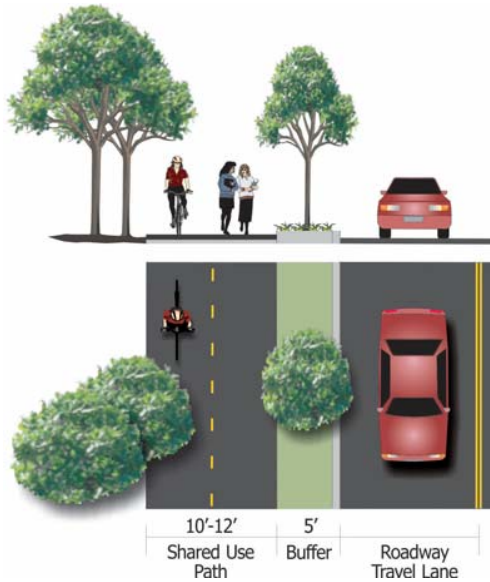
Example of a Local Street - Rogue Lane looking east near Memorial Park

FIGURE 3-11. SHARED-USE PATH AND TRAIL CROSS-SECTIONS

SHARED-USE PATH



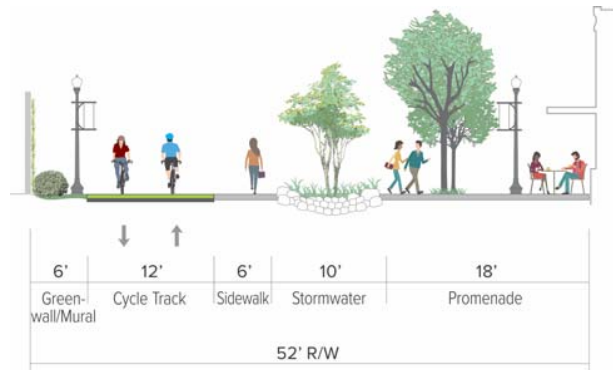
**SHARED-USE PATH
ADJACENT TO ROADWAY**



NATURE TRAIL



PROMENADE



Notes:

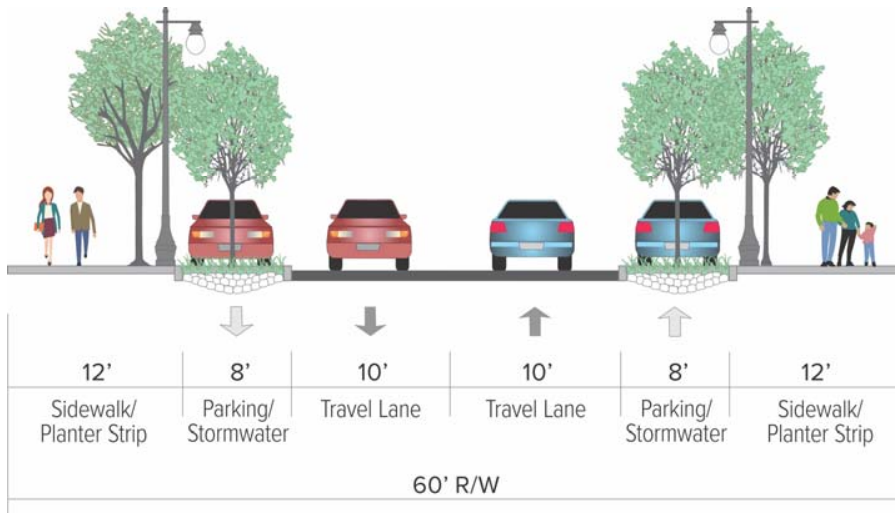
1. Trail types and widths as approved by Community Development Director.
2. Typical cross section of shared-use path is 12 feet wide with 2-foot-wide compacted crushed stone shoulders.
3. Vertical separation between shared-use path and roadway may be used instead of 5' buffer as approved by Community Development Director.
4. Cross-section standards identified in the Ice Age Tonquin Trail Master Plan are required along the Ice Age Tonquin Trail.
5. Additional design standards are available in the Bicycle and Pedestrian Master Plan.

FIGURE 3-13. TOWN CENTER PLAN CROSS-SECTIONS

TOWN CENTER PLAN

The Town Center Plan includes some unique cross section standards for some of the new roadway extensions and upgrades to existing roadways. These cross sections include wider sidewalks and bicycle facilities to accommodate safer and increased multimodal access and connectivity within the Town Center. For any development in the Town Center Area, please reference the Town Center Plan (2019) for additional cross sections.

PARK PLACE EXTENSION (RE-15)



Notes:

1. Install a 12-foot wide left turn pocket at major intersections (e.g. Wilsonville Road)

COURTSIDE DRIVE EXTENSION (RE-16)

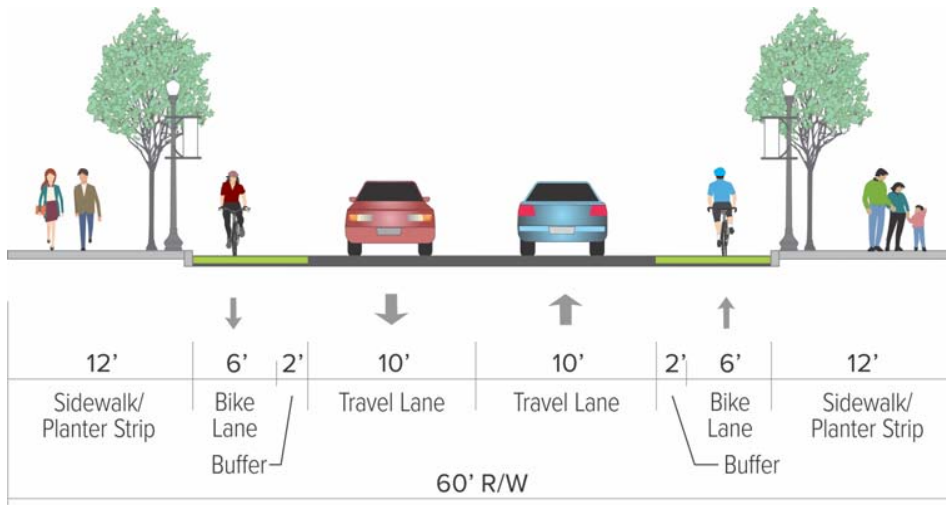
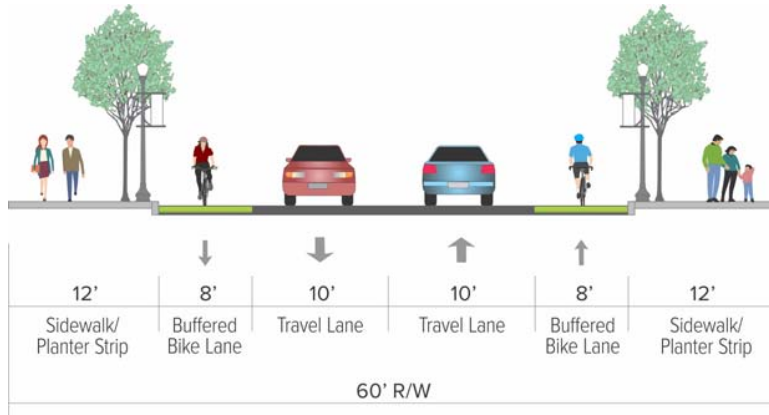
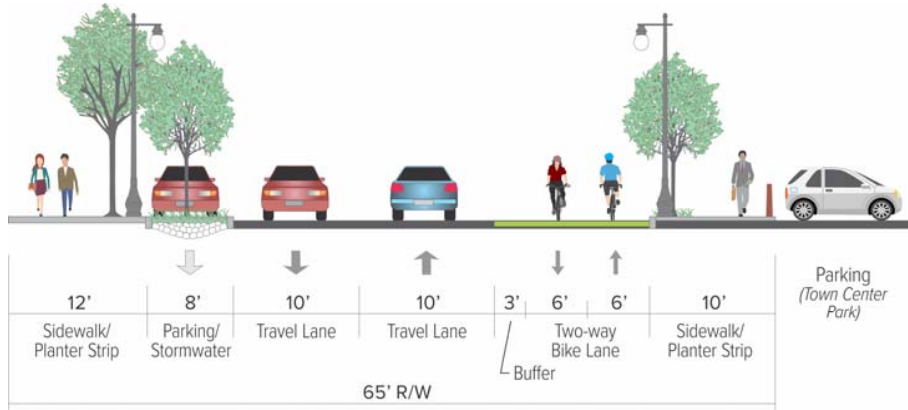


FIGURE 3-13. TOWN CENTER PLAN CROSS-SECTIONS (CONT.)

PARK PLACE REDESIGN (UU-11)



PARK PLACE AT TOWN CENTER REDESIGN (UU-12)



COURTSIDE DRIVE UPGRADE (UU-13)

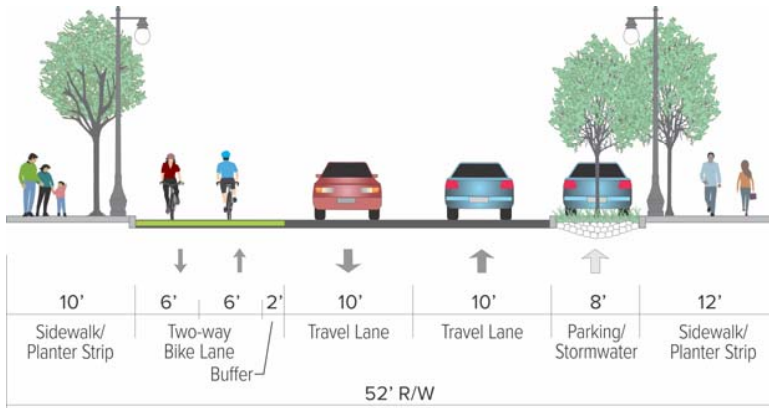


FIGURE 5-2. HIGHER PRIORITY PROJECTS

This figure provides an overall perspective of the Higher Priority projects throughout the city. Additional details are provided on the pages that follow for each of the City's four quadrants (Northwest, Northeast, Southwest, Southeast), which use I-5 and Boeckman Road as dividing lines.

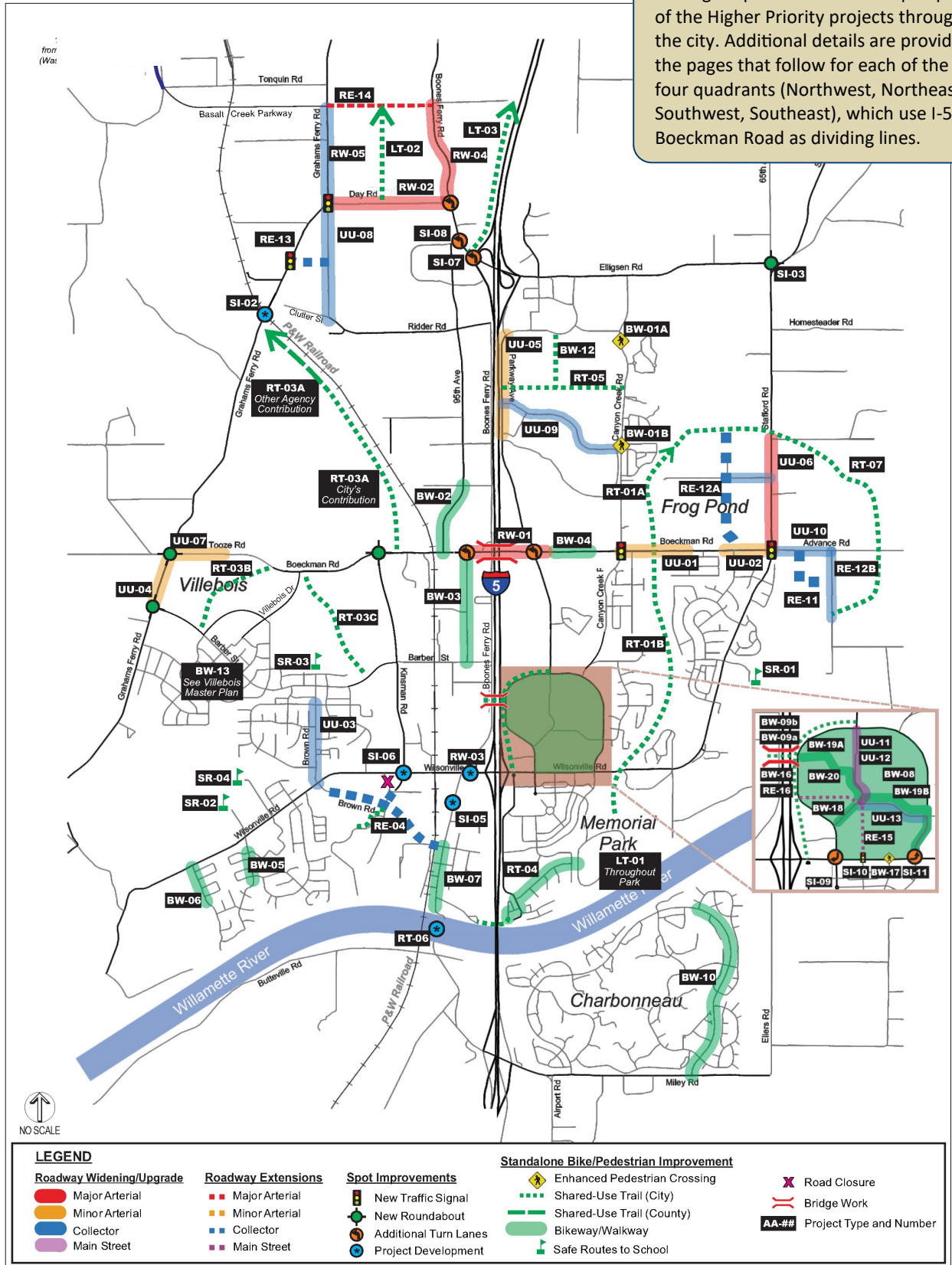


Table 5-5. Higher Priority Projects (Southeast Quadrant)

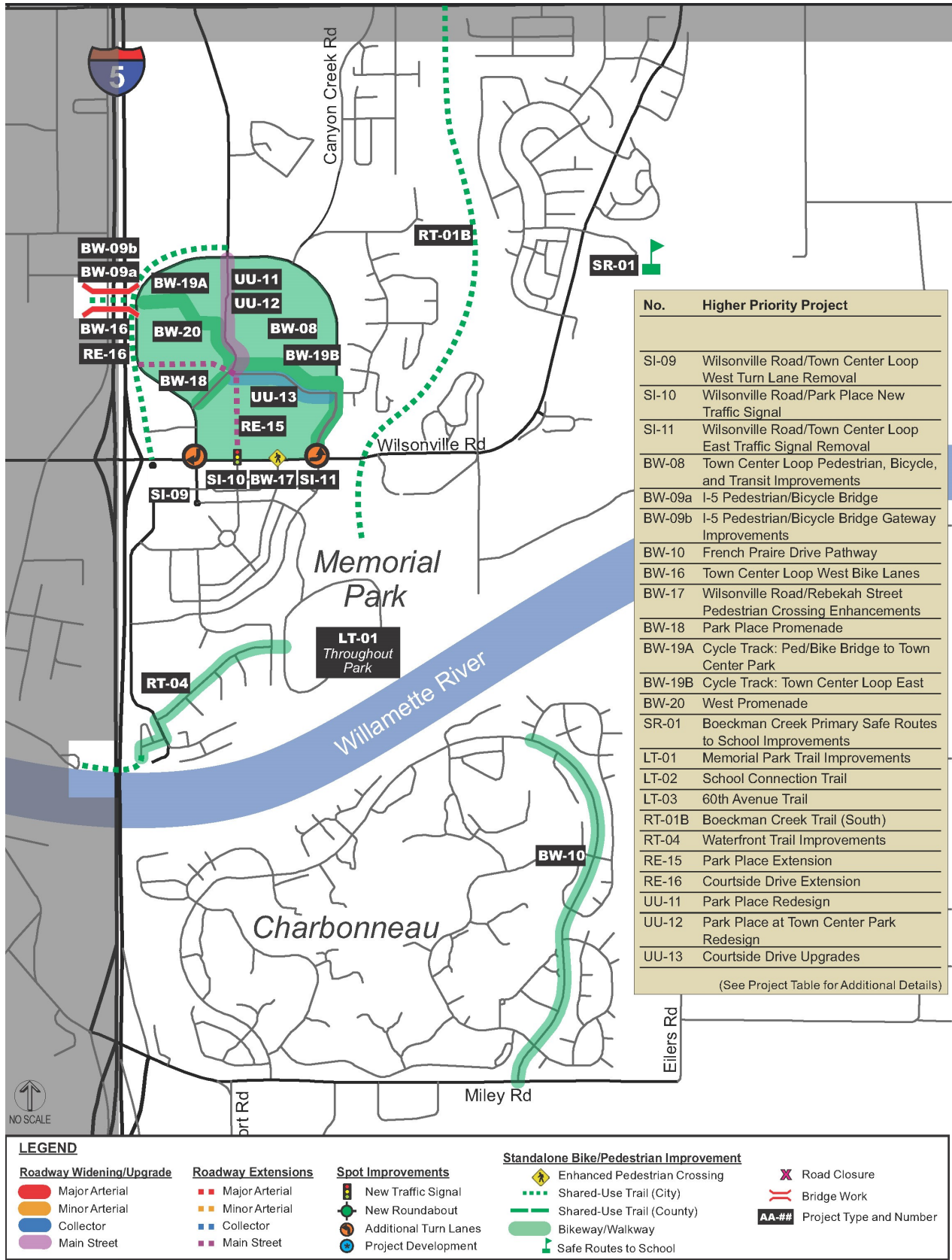
Project	Description	Cost
Roadway Extensions		
RE-15 Park Place Extension	Construct an extension of Park Place from Courthouse Drive to Wilsonville Road as a new main street with two travel lanes, parking, and sidewalks on both sides (see Figure 3-13). This extension will create a new signalized intersection at Wilsonville Road (SI-10)	\$6,300,000
RE-16 Courthouse Drive Extension	Construct an extension of Courthouse Drive from Park Place to Town Center Loop West as a new main street with two travel lanes, buffered bike lanes, and sidewalks (see Figure 3-13).	\$6,600,000
Urban Upgrades		
UU-11 Park Place Redesign	Upgrade Park Place between Town Center Loop and northern edge of Town Center Park to meet the cross-section standard in Figure 3-13, which includes two-travel lanes with buffered bike lanes and sidewalks	\$4,400,000
UU-12 Park Place at Town Center Park Redesign	Upgrade Park Place between the northern edge of Town Center Park to Courthouse Drive to meet the cross-section standard in Figure 3-13, which includes the installation of two-lane curb-less street with on street parking, a two-way buffered cycle track, and sidewalks.	\$3,700,000
UU-13 Courthouse Drive Upgrades	Upgrade Courthouse Drive between Town Center Loop East and Park Place to meet the cross-section standard in Figure 3-13, which includes the addition of a buffered two-way cycle track and parking on the south side of Courthouse Drive.	\$7,900,000
Spot Improvements		
SI-09 Wilsonville Road/Town Center Loop West Turn Lane Removal	Modify the existing signal to eliminate eastbound and westbound left turns, add a landscaped median to the west leg, and add a crosswalk to the west side of the intersection with a median refuge island. This project should include a "trap lane" to mitigate queuing into the ramp terminal intersection unless at the time of construction a 20-year analysis demonstrates that it is not needed or if alternative mitigation is identified that that has similar or better results.	\$750,000
SI-10 Wilsonville Road/Park Place New Traffic Signal	Modify the intersection to add left turn lanes on Wilsonville Road and install a traffic signal that allows all turning movements. To be installed in conjunction with SI-09 and RE-15. The project should include signal coordination with dump loop sensors unless at the time of construction a 20-year analysis demonstrates that the sensors and signal coordination in the corridor is not needed or if alternative mitigation is identified that that has similar or better results. Both projects SI-09 and SI-10 should be implemented simultaneously.	\$1,500,000
SI-11 Wilsonville Road/Town Center Loop East Dual Left Turn Lanes	Modify the existing traffic signal to include dual eastbound left turn lanes and modify the north leg to have dual receiving lanes. Removed eastbound and southbound dedicated right turn lanes to accommodate added lanes	\$1,500,000
Standalone Pedestrian and Bicycle Improvements (Bikeways and Walkways)		
BW-08 Town Center Loop Pedestrian, Bicycle, and Transit Improvements	Create more direct connections between destinations within Town Center area, improve accessibility to civic uses and transit stops, retrofit sidewalks with curb ramps, highlight crosswalks with colored pavement, and construct other similar treatments that support pedestrian, bicycle, and transit access and circulation; also construct shared-use path along Town Center Loop West from Wilsonville Road to Parkway Avenue.	\$500,000

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Table 5-5. Higher Priority Projects (Southeast Quadrant) - Cont.

Project		Description	Cost
BW-09a	I-5 Bike/Pedestrian Bridge	Construct Bike/Pedestrian Bridge over I-5 approximately aligned with Barber Street to improve connectivity of Town Center area with businesses and neighborhoods on west side of I-5; include aesthetic design treatments.	\$4,000,000
BW-09b	I-5 Bike/Pedestrian Bridge Gateway Treatments	Install architectural elements, seating, landscaping, and wayfinding/directional signage at the gateway of the I-5 Pedestrian/Bicycle bridge.	\$1,500,000
BW-10	French Prairie Drive Pathway	Construct 10-foot wide shared-use path along French Prairie Drive from Country View Lane to Miley Road or reconfigure existing roadway to remove a travel lane in each direction and add bicycle and pedestrian facilities.	\$1,140,000
BW-16	Town Center Loop Bike Lanes	Reduce the number of travel lanes on Town Center Loop West between Parkway Avenue and Wilsonville Road to three lanes and restripe the outside lanes for bicycle lanes.	\$207,000
BW-17	Wilsonville/Rebekah Enhanced Pedestrian Crossing	Remove the existing traffic signal and restrict minor street turning movements to right-in, right-out only. Install activated flashers for pedestrian and bicycle crossings of Wilsonville Road.	\$500,000
BW-18	Park Place Promenade	Convert the existing segment of Park Place between Courtside Drive and Town Center Loop West from a motor vehicle route to pedestrian/bicycle facilities only. Construct a promenade that includes a cycle track and wide walkway for pedestrians.	\$2,400,000
BW-19a	Cycle Track: Ped/Bike bridge to Town Center Park	Install a two-way cycle track connecting the I-5 ped/bike bridgehead to Park Place near Town Center Park. This segment would likely require purchasing right-of-way or could be combined with future redevelopment of the Fry's site.	\$75,000
BW-19b	Cycle Track: Town Center Loop East	Install a two-way cycle track on the east side of Town Center Loop East from Courtside Drive to Wilsonville Road. This project would not likely be implemented until after SI-11 has been completed.	\$51,000
BW-20	Promenade Framework Improvements	Install a promenade along the proposed cycle track that connects the I-5 Pedestrian/Bicycle Bridge to Park Place.	\$1,800,000
Standalone Pedestrian and Bicycle Improvements (Safe Routes to School)			
SR-01	Boeckman Creek Primary Safe Routes to School Improvements	Construct a bicycle parking shelter near the school and a new 10 to 12-foot bike path on the south side of the existing sidewalk that meanders south of the tree line and connects to the existing marked crosswalk near the school parking lot	\$65,000
Standalone Pedestrian and Bicycle Improvements (Local Trails)			
LT-01	Memorial Park Trail Improvements	Construct trails throughout Memorial Park, including the Memorial Park Center Loop Trail, the River Trail, Kolbe Homestead Trail, and Klein Homestead Trail	\$595,000
Standalone Pedestrian and Bicycle Improvements (Regional Trails)			
RT-01B	Boeckman Creek Trail (South)	Construct north-south trail through east Wilsonville following Boeckman Creek, with connections to neighborhoods, parks, and intersecting roads (may need a boardwalk for various sections and would require a comprehensive public process)	\$1,150,000 (Partial Regional funding)
RT-04	Waterfront Trail Improvements	Improve the condition of the shared-use path as it passes underneath the I-5 Boone Bridge by removing the Jersey barriers, installing bollards, widening the trail, adding appropriate pedestrian features such as benches and lighting, and altering the grade of the path underneath the underpass to make it more easily accessible	\$125,000

FIGURE 5-6. HIGHER PRIORITY PROJECTS (SOUTHEAST QUADRANT)





OCTOBER 2020 MONTHLY REPORT

From The Director's Office

When looking at the capital projects that the City's Community Development Department managed across the community this past summer, one thing is clear—connectivity is at the forefront of staff's mind when planning new urban areas as well as retrofitting existing areas of the community. The overarching goal we strive to achieve is to provide an active interconnected community with transportation choices for people at every stage of life.

When planned in unison, the various modes of transportation provide opportunities for complete community connectivity and interrelated opportunities for work, play, shopping, and exercise for residents, employees, and visitors in and between every neighborhood in the city. Providing new connections allows people to travel by different modes of transportation whether it be by foot, on a bike, in a car, or on a bus. The convenient provision of diverse options for getting where you need to go easily makes a community more equitable and livable.

I am excited to share a number of exciting new connections the City made over the summer:

Boones Ferry Park Trail, Phase 2: Several years ago, the City leveraged Metro Local Share funds to purchase the River Village Mobile Home Park, adding it to the Boones Ferry Park acreage. Following master planning of Boones Ferry Park, City staff initiated Phase 2 of the I-5 Undercrossing Trail. The photo on the top right shows the new trail section through the acquired property connecting to the existing trail and Boones Ferry Park.

Tivoli Park (Regional Park 8): Community residents soon will have improved access to the Coffee Lake Creek wetland complex through the construction of over ½ mile of the Ice Age Tonquin Trail along the east side of Coffee Lake Drive in Villebois. This new multi-use regional trail will connect to the existing greenway trail providing new opportunities to interact with nature and observe wildlife activity in the wetlands.

Garden Acres Road Urban Upgrade: Along with the urban upgrade to Garden Acres Road is a new multi-modal protected bike lane facility. This new off-street facility is the first of its kind in Wilsonville and provides safe access to future jobs for employees. While still under construction, the picture on the bottom right shows the new continuous stormwater planter wall that will frame the future protected bike lane connection along Garden Acres.

Respectfully submitted,

Chris Neamtzu, AICP
Community Development Director



Boones Ferry Park Trail



Tivoli Park

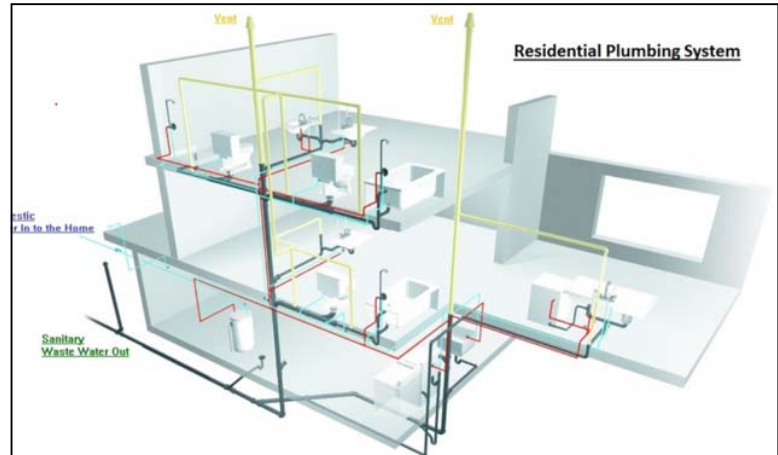


Garden Acres Road Protected Bike Lane

Building Division

The State of Oregon Building Code Division has adopted new interim amendments to the 2017 Oregon Plumbing Specialty Code. The new amendments were part of the code adoption review for the 2021 Oregon Plumbing Specialty Code (OPSC). Since the adoption of the new code has been delayed to April 2021, the following amendments were selected because they provide cost savings to consumers while offering additional choices for code compliance. These include:

- New maximum fixture and fixture fitting flow rates. For toilets it is 1.28 gallons per minute; remote locations is 1.6 gallons per minute.
- Allowing a 1-1/2" trap and trap arm for bathtub to shower retrofits (maximum 36" x 60").
- Allowing a maximum of five water closets for 3" vertical and horizontal drainage piping.
- No longer allowing 1/8" slope for 3" drainage pipe, due to the added toilet fixtures.
- Allowing eight public lavatories to be installed on 1-1/2" pipe.

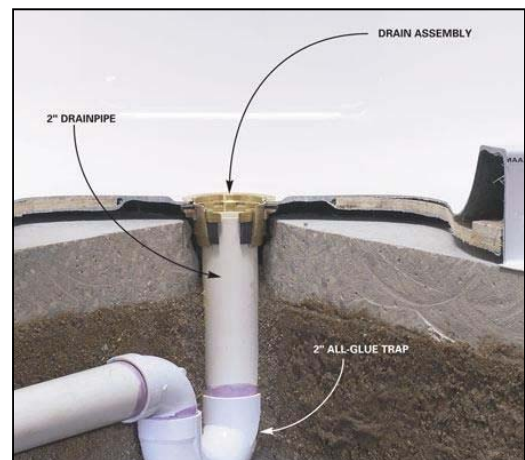


Now that we know the new interim amendments to the plumbing code, let's understand how this will affect a typical residential home and homeowner. Take a look at the residential plumbing system above and notice there are three toilets installed in this home. This is a typical installation practice and it requires a minimum 3" sewer line to carry the sewer load.

With many residential remodels in the City of Wilsonville, the Building Division receives applications requesting the installation of an additional bathroom in a typical three bathroom home. Previously, the 2017 OPSC required the homeowner to increase their sanitary sewer main to a 4" pipe when adding a fourth toilet/bathroom to the plumbing system. With the new footnote added to table 703.2 of the 2017 OPSC, homeowners will no longer incur the added expense of increasing the main sewer line size from the city main to their home. The new language in the plumbing code will accommodate up to five toilets on a 3" sanitary sewer main.

Not only do we see the addition of toilets within residential dwellings, but the Building Division receives many permit applications from homeowners requesting to change an existing bathtub to a shower. In the drainage fixture table (702.1) of the plumbing code, bathtubs are required to have 1-1/2" trap and trap arms in new construction, while showers are required to have 2" trap and trap arms in new construction. Therefore, when removing an existing bathtub the existing trap and trap arm are typically 1-1/2". In order to keep the costs of this retro fit affordable, the new interim amendment of the plumbing code allows for the retrofit shower to be installed with a 1-1/2" trap and trap arm instead of the required 2" trap and trap arm.

With the new interim amendments to the 2017 OPSC, many homeowners adding bathrooms or swapping out tubs for showers can now save time and money when tackling these new projects.



-Melissa Gitt, Building Inspector/Plans Examiner IV

Economic Development Division

Business Recovery Strategies

- Staff is presenting new economic recovery strategies to support the retention of Wilsonville existing small businesses that have been negatively impacted from the pandemic, including local food and beverage businesses. Proposals for discussion with Wilsonville City Council include:
 - **Wilsonville Business Recovery Center (BRC)**
 - Projected budget: \$10,000
 - Potential funding sources: Clackamas County will fund the first month (November) up front so that the Wilsonville BRC may begin operations immediately. Funding to sustain the center in 2021 could be provided by future CARES Act dollars, as well as support from State, County, and City resources.
 - Duration: November-December 2020
 - Replicate Business Recovery Center (BRC) model from Washington County and establish a new BRC in Clackamas County to serve Wilsonville-area businesses.
 - The Wilsonville Business Recovery Center will provide “one-stop” access to resources for local businesses in Clackamas County seeking to re-establish and/or stabilize operations in response to COVID-19. We will provide complimentary services to all Wilsonville area businesses in Clackamas County and partner with the other Business Recovery Center partners in the region: Canby, Mt. Hood, Oregon City, and Sandy, as well as any other BRC’s established in Clackamas County. As a collaborative, we will ensure a coordinated and professional approach and response. Every business seeking support will be treated individually and will be provided with a tailored plan for their specific needs and assistance. The centers will act as triage intake operation assessing support and assistance requirements and utilizing the expertise of partner organizations or contracted industry professionals when needed.
 - **Outdoor Dining Programs**
 - Projected budget: \$30,000-40,000. This would provide eight to twelve grants ranging from \$3,000-5,000 per restaurant.
 - Potential funding sources: Washington County CARES Act Fund (\$500,000 available for Washington County projects); City general fund (reimbursable by State CARES Act dollars).
 - Extension of Wilsonville’s Dine Out program through rainy season designed to waive fees and expedite City staff review for expanded outdoor seating requests from restaurants.
 - Dine Out,
 - Design and construction of dining parklets
 - Outdoor covered pavilion and food cart complex
 - Heat lamps, lighting, umbrellas, tents, and planter boxes

Economic Development Division

- **Shop Small and Small Business Saturday Promotion through the Holiday Season**
 - City of Wilsonville to participate in the Small Business Saturday campaign to help recognize and promote the efforts of local Wilsonville businesses that help create jobs, boost the economy, and keep our community thriving. City participation efforts may include:
 - City Council proclamation recognizing the contributions of small businesses to the local economy and the day of November 28, 2020 as Small Business Saturday.
 - Registration as a Small Business Saturday Neighborhood Champion to receive event materials, tote bags, and posters to promote safe shopping at local businesses this holiday season.
 - Coordination with Chamber of Commerce on local small business promotional campaigns, including the Chamber's "Where's Wilson C. Bear Contest" offering weekly \$25 gift cards to local businesses.
- **Ongoing Business Recovery Content and Webinar Series**
 - The cities of Forest Grove, Sherwood, Tigard, and Wilsonville have partnered to host a six month business recovery webinar series focused on topics like small business financing, prepping restaurants for winter seating, and sales and marketing strategies during COVID-19.
 - The City of Wilsonville is offering a bi-weekly "Business Recovery" newsletter to over 600 local subscribers that updates Wilsonville businesses on local, county, state, and federal recovery programs related to training, financing, and public health policy.

Business Recruitment

- Bay-area synthetic biology company is seeking 100,000 square feet of research/laboratory space in Wilsonville that would result in a \$20-30 million investment and 150-200 new high-wage jobs, including lab technicians and scientists. Company has indicated that Wilsonville is its first choice for location and said the proposed Wilsonville Investment Now (WIN) incentive program helped drive their decision, as preliminary evaluations show the business might qualify for a tax rebate given the large investment.
- Developer seeks 40-60 acres of industrial land in Coffee Creek Industrial Area or Westside Railroad Area for construction of 500,000 plus square foot fulfillment/distribution facility for a large Fortune 100 company.

Urban Renewal

- On October 19, the Wilsonville City Council adopted administrative rules for the Wilsonville Investment Now (WIN) Program, a new local economic development program that seeks to incentivize businesses to operate in Wilsonville by providing urban renewal tax rebates for qualifying development projects outside of the City's existing urban renewal areas. The first program of its kind in Oregon, WIN aims to attract high-value investments from a wide range of businesses. The program's flexible evaluation criteria provides multiple tiers of benefit, including rewards for Wilsonville-owned business and those prioritizing diversity, equity, and inclusion initiatives. The Council's action allows staff to promote the program, and to bring back site-specific applications for City Council consideration upon receipt. More information on the WIN Program can be found at <https://www.ci.wilsonville.or.us/economic/page/new-wilsonville-investment-now-win-program>.

Engineering Division, Capital Projects

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

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

Boberg Diversion Structure Replacement (2100)

This project replaces the outdated Boberg Road wastewater diversion structure to improve wastewater collection system functionality and ensures available capacity for upstream development in the Coffee Creek and Basalt Creek areas in the future. Murraysmith, the City's engineering consultant, was brought under contract in August 2020 to start design work. Design work is anticipated to continue through March 2021, with construction occurring in spring and summer 2021.

Elligsen Well Upgrade and Maintenance (1128)

This project involves correcting well casing and water chemistry deficiencies in the existing Elligsen well to maintain it as a backup supply for emergencies. Well rehabilitation was advertised in September, contract awarded in mid-October, and rehabilitation work planned to begin in early November. Also included in this contract is evaluation work at the two existing Charbonneau wells. This evaluation work will help guide subsequent rehabilitation work next fiscal year. Rehabilitation operations will continue through March 2021.

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

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

Garden Acres Road (4201)

This project involves the design and construction of Garden Acres Road from a rural local access road to an urban industrial roadway as part of the Coffee Creek Industrial Area plan and includes Willamette Water Supply Program segment PLM_1.2 of the 66" water transmission pipe. Installation is complete of the WWSP 66" raw water pipeline on Garden Acres Road and beneath Day Road. Work on the north side of Day Road to connect the pipeline to existing pipe on Graham's Ferry Road is underway. Roadway construction on Garden Acres Road (shown right) is underway. Project completion is anticipated for January 2021.



Engineering Division, Capital Projects

I-5 Pedestrian Bridge (4202)

This project involves the design and preparation of construction documents for a pedestrian and bicycle bridge over Interstate 5 from Town Center Loop West to Boones Ferry/Barber Street. City Council selected the tied arch as the preferred bridge design alternative and agreed with a plaza design approach combining the most highly rated elements of the Drops, Ripples, and River Oxbow plaza design concepts at the October 5 meeting. The design team is proceeding with development of preliminary design drawings and documents.



Memorial Park Pump Station (2065)

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

WTP Expansion to 20 MGD (1144)

This project will expand the Water Treatment Plant (WTP) capacity to 20 MGD and incorporate related WTP capital improvements, including Life Safety Upgrades (1137), Seismic Retrofits (1145), and Repair and Replacement (1146) projects. A Contract Management/ General Contractor (CMGC) alternative contracting method was approved by City Council. An engineering contract was awarded in July. Completion of the 30% design is anticipated in late 2020, at which time a CMGC solicitation would occur. Final design will be completed in coordination with the CMGC in 2021, followed by construction in 2022-2023.

WWSP Coordination (1127)

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

- **PLM 1.1** This is the WWSP 66" raw water pipeline between Arrowhead Creek Lane and Wilsonville Road. Construction of the pipeline is underway. Completion of this segment of pipeline is expected by the end of November.
- **PLM 1.2** This is the WWSP 66" raw water pipeline that is included as part of the Garden Acres Road (4201) project. Construction of the WWSP pipeline is underway and will continue through the end of 2020.
- **PLM 1.3** This is the remainder of the WWSP 66" raw water pipeline through Wilsonville, including Kinsman Road, Boeckman Road, 95th Avenue, and Ridder Road. WWSP is progressing toward 60% design plans. Construction is scheduled to begin in the second quarter of 2021.
- **Raw Water Facility Improvements** This capital improvement project is under the management of the Willamette Water Supply Commission and the Tualatin Valley Water District. Improvements include seismic upgrades to the existing intake facility and river embankment, as well as the installation of a 66" raw water pipe and an 8" domestic City water pipe. Onsite construction has been taking place with grading and removal of site soils.

Engineering Division, Capital Projects

WWTP Master Plan (2104)

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

Engineering Division, Private Development

DP Nicoli

Onsite construction has restarted after a long break. Stormwater and water construction on Boberg Road is anticipated to start soon.

Dutch Bros Coffee

Dutch Bros will install a Rapid Flash Beacon (RFB) crosswalk, upgrade the crosswalk on Park Place, create new storm connections, and install a street light before the Certificate of Occupancy is issued.

Fir Avenue Commons

This is a ten-unit condominium development in Old Town. The final building permit has been issued. Construction of the private pervious drive and internal sidewalks is underway.

Grace Chapel

This project involves the remodel and expansion of the south building of the former Pioneer Pacific College, along with the rerouting of a major storm drain line. Work continues on site improvements. The sanitary sewer connection and stormwater facilities are currently under construction.

Northstar Contractor Establishment—Clay Street

This project is located in Washington County and onsite improvements are subject to the Washington County permit. The street improvements are under a City of Wilsonville permit. Prep work is being done for a new driveway.

Peyton Lane

This project adds a stormwater/rain garden facility to the parking lot of an existing building at the corner of Barber Street and Boones Ferry Road.



Engineering Division, Private Development

Regional Park 7&8

This is a regional park from Barber Street along Coffee Lake Drive to Villebois Drive N. The pedestrian paths, storm level spreader, and open space are being installed.

Siena at Villebois Fire Reconstruction

Onsite construction is steady at Siena at Villebois. Engineering final approval for street pavement, sidewalk, and LIDA stormwater facilities will be complete prior to issuance of final certificate of occupancy.



Regional Park 7&8



Regional Park 7&8

Engineering Division, Natural Resources

I-5 Undercrossing Trail—Phase 2

On August 30, Banzer Construction started Phase 2 of the I-5 Undercrossing Trail. The shared-use path between Boones Ferry Park and the existing pedestrian bridge trail connection will include construction of grade modifications, a 775-foot-long, 12-foot-wide asphalt paved shared-use path, conduit for future lighting and optical fiber, signage, and striping. In October, the contractor completed paving of the trail, installation of a retaining wall and junction boxes, and final grading.



Urban Forest Management Plan

An Urban Forest Management Plan (UFMP) to guide the City’s programs and actions related to the urban forest is underway. The UFMP will provide an integrated approach to preserving, sustaining, and regenerating Wilsonville’s urban forest into the future. While the UFMP will cover the entire City, it will have two focus areas: Charbonneau and Town Center.

Currently, the consultant is compiling data about Wilsonville’s urban forest and conducting interviews with staff from Community Development, Parks and Recreation, and Public Works to receive their input about maintenance activities, policy and code requirements, and community outreach. A second survey is scheduled for November 16—December 4 and two open houses (12:00 pm and 6:30 pm) are scheduled for November 17.

Planning Division, Current

Administrative Land Use Decisions Issued

- 2 Class I Sign Permits
- 7 Type A Tree Permits
- 7 Type B Tree Permit
- 2 Zoning Verification Letters
- Residential building permits

Construction Permit Review, Development Inspections, and Project Management

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

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

Development Review Board (DRB)

In their October 12 meeting, DRB Panel A held a continued hearing on revisions to I&E Construction on Parkway Avenue and unanimously approved the revised architecture and sign size waiver with additional conditions. The approval of revised architecture included a requirement for an additional wood paneling treatment on the northeast corner of the building and adding wood trellises with climbing plants. The approval of the sign area waiver also included an additional condition of approval that stipulated no change in material, color, or lighting from the surrounding perforated metal panel previously approved. DRB felt the additional condition did not allow the sign waiver to set precedence for other sign area waivers beyond this very specific installation.

During the October 26 meeting, DRB Panel B held two public hearings. The first was for an expanded storage yard at the DP Nicoli project currently under construction. Following the public hearing, the DRB unanimously approved the application. The second reading concerned parking area modifications and architectural changes to the former Xerox campus between Parkway Avenue and Canyon Creek Road known as Parkway Woods. The proposed parking lot changes include substantial tree removal. Following the hearing, the DRB unanimously approved the request.

During a special meeting on October 12 City Council called up the decision of DRB Panel B from September 28 approving a 6-plex residential development on Magnolia Avenue in Old Town. The City Council will consider the matter on the record during their November 2 meeting.

Planning Division, Current

DRB Projects Under Review

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

- Parkway Woods (former Xerox campus) remodel and additional parking
- Revisions to outdoor storage area for DP Nicoli on Boberg Road
- Architecture and sign changes for I&E Construction on Parkway Avenue
- 8-lot subdivision on Canyon Creek Road South
- Wood Middle School gym addition, greenhouse, and remodeling
- New activity center for Charbonneau Country Club (shown below)



Planning Division, Long Range

Basalt Creek Parkway

Washington County continues design work on the extension of Basalt Creek Parkway from Grahams Ferry Road to Boones Ferry Road. The County is coordinating with City staff for design input, particularly as it relates to stormwater runoff and the relationship to the future trail in the area. The County plans on finalizing the 30% design package by the end of the year.

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

Staff continued to be engaged during final revisions to rules before their planned adoption in November, including Planning Director Miranda Bateschell's participation in a Technical Advisory Committee (TAC)/Rulemaking Advisory Committee (RAC) meeting on Monday, October 12.

Middle Housing in Wilsonville Project (House Bill 2001 Implementation)

In October, the project consultant team, led by Angelo Planning Group, reviewed staff's initial code audit and prepared a memo on the topic to share with Planning Commission in the Commission's November meeting. In addition, staff continued to stay engaged in the state rulemaking including listening to and participating in a Technical Advisory Committee (TAC)/Rulemaking Advisory Committee (RAC) meeting as the state works towards rule adoption in November. Staff also worked on the contract and agreements with Centro Cultural of Washington County and Metro for an outreach component of the project focused on the Latino community and other communities of color.

Planning Division, Long Range

Planning Commission

The Planning Commission held its regularly scheduled meeting on October 14. During the meeting, the Commission held a public hearing on Transportation Systems Plan updates related to implementing the Wilsonville Town Center Plan. Following the hearing the Commission unanimously forwarded a recommendation to Council for adoption as presented.

Small Wireless

The City has selected Cityscape Consultants Inc. to be the City's consultant on small wireless policy development and application review. In October, staff continued to work on the scope of services and finalizing the contract with Cityscape.

Wilsonville Town Center Plan

I-5 Pedestrian Bridge



WILSONVILLE TOWN CENTER
I-5 PEDESTRIAN BRIDGE

The Town Center project team continued development of bridge and plaza designs for the I-5 Pedestrian Bridge and Town Center Gateway Plaza project, which will provide an important connection between Town Center, the Wilsonville Transit Center, and neighborhoods west of Interstate 5. On October 5, City Council passed a resolution supporting the Planning Commission recommendation of the tied arch as the preferred bridge type, prioritizing lighting and custom safety fencing as the top design elements for the bridge. City Council also supported the Planning Commission recommendation of a plaza design approach that combines elements of the Drops and Ripples and River Oxbow plaza concepts. Based on this direction, the project team will move forward with detailed design of the preferred bridge and gateway plaza. General project information is available on the project website: www.letstalkwilsonville.com/I5-Ped-Bridge.

Streetscape Plan

After kicking off the project in September with a tour of Town Center and focusing on the upcoming presentation to Planning Commission, staff and the consultant have set a date for the first public forum for November 10. The forum will seek input on general design elements and themes that will be incorporated into the three preliminary design concepts. The design concepts will be shown to the public through an additional public forum and to the Planning Commission for additional input later in the project. Staff and the consultant will present findings from the first public forum to Planning Commission on November 12.



WILSONVILLE TOWN CENTER
STREETSCAPE PLAN

Transportation System Plan

During October, the Town Center team published the final draft Town Center Transportation System Plan (TSP) amendments, which will integrate the transportation-related infrastructure projects from the 2019 Town Center Plan into the TSP. The Planning Commission held a public hearing on the amendments on October 14, recommending approval to City Council. The City Council public hearing is scheduled for November 2.



WILSONVILLE TOWN CENTER
TSP UPDATE

General information on Town Center implementation projects is available on the project website: www.wilsonvilletowncenter.com.



OCTOBER MONTHLY REPORT

From the Director:

Greetings from the Finance Team!

We are officially on MUNIS!! We are experiencing what I would call the typical pains of getting onto a new system but we have issued accounts payable checks, imported information from non-MUNIS systems for Utility Billing and Permitting and are able to keep up with daily journal entries. Tomorrow we start our report writing training and as such, I am not able to attach a financial report for October.

Next month we will also have training on the Budget Module as yes, it is almost that time of year! While we hope to eventually have each department enter their information in to the system, this year, the Finance Team will handle the process.

Rockwell Collins has paid their transit taxes in full and will be making their quarterly payments on time going forward. It required a lot of work by Barbara Jacobson but we have received over \$400K to cover over a year's worth of taxes due to the City.

Attached please find the letter from Merina & Co., the City's auditors, regarding the impact of the CARES funding on our annual audit. To date, the Office of Management and Budget has yet to release the auditing guidelines for the single audit. They are hoping to have the information available for 12/21/20. Unfortunately, this will delay the completion of the annual audit and require the City to request an extension for the submission of its Comprehensive Annual Financial Report.

-Cathy Rodocker

By the Numbers:

Finance Statistics for the period of July 1, 2020-October 31, 2020

Please Note: Utility Billing is reported with a one month lag.

<u>Utility Billing:</u>		<u>Accounts Payable:</u>		<u>Municipal Court:</u>	
Total Monthly Bills	20,395	Invoices Processed	1696	Total Citations Issued	382
New Customers	301	Payments Processed	1086	Total Suspensions Issued	114
New Service Locations	37			Ticket Revenue	\$69,348

November 4, 2020

To the Honorable Mayor and City Council
City of Wilsonville, Oregon

During the global pandemic the United States government has distributed funding to state and local governments. The most substantial portion is through the Coronavirus, Aid, Relief, and Economic Security (CARES) Act. The City of Wilsonville received federal awards including CARES funding.

When an entity expends over \$750,000 in federal awards, which includes all direct and pass-through federal awards during the fiscal year, a single audit is required. Auditors determine which federal programs will be selected for extensive compliance testing based on specific criteria including dollar amount expended, risk, and coverage, established by the federal government. These selected federal programs are called major programs and must be audited. The CARES funding is going to be a major program based on the amount the City received and risk associated with a new funding source.

Each year, Office of Management and Budget (OMB) releases a Compliance Supplement that provides the specific compliance requirements for federal grants. The 2020 Compliance Supplement is being released in two parts. The first part was issued August 18, 2020. The addendum for new federal programs established by the CARES Act, as well as existing programs impacted by COVID-19, has yet to be issued. The OMB has stated that they hope to have it out by December 21, 2020. Since the CARES funding for the City has been identified as a major program, the audit will need to go on extension due to the delayed release of the CARES Act Compliance Supplement addendum.

We have also attached a flyer that explains in a more detail about the CARES funding, if you are interested.

If you have any questions or concerns please let me know tmoffitt@merina.com or 503-723-0300.



Tonya Moffitt, CPA
Merina+Co

Focused on Your Wants and Understanding Your Needs



CORONAVIRUS/COVID-19 GOVERNMENT RELATED INFORMATION

The United States government has distributed or is in the process of distributing billions in funding to state and local governmental entities and healthcare providers under various spending bills. The most substantial portion of this funding is through the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The CARES Act was passed and signed into law in March 2020 and provided resources for various new programs including the Coronavirus Relief Fund (CRF), the Provider Relief Fund, and the Paycheck Protection Program. Significant funding was also provided through existing channels, notably HUD (Department of Housing and Urban Development) Community Development Block Grant (CDBG) and FEMA Disaster Assistance Funding. Each of these various federal awarding agencies has its own separate rules and guidance related to the usage, reporting, and audit requirements for these funds.

WHAT WE KNOW

Limited guidance has been released to date regarding the specific compliance requirements regarding these funds. Given what we know about federal awards and previously awarded emergency type funds it is important to:

1. Ensure there are adequate internal controls surrounding receipt and use of these funds,
2. Ensure that the funds are being used in accordance with the terms and conditions and/or grant agreements established by the awarding agency, and
3. Ensure all funds used are tracked and documented for lost revenue and qualified expenses.

EXTENSIONS

- Single Audits - OMB originally issued M-20-17 granting blanket extension for Single Audits to the Federal Audit Clearinghouse due to COVID. They then revised it by issuing M-20-26:

FISCAL YEAR-END	FAC SUBMISSION ORIGINAL DUE DATE	M-20-26	EXTENSION DUE DATES
6/30/19 – 9/30/19	3/30/20 – 6/30/20	6-Month Extension	9/30/20 – 12/31/20
10/31/19 – 12/31/19	7/31/20 – 9/30/20	3 Month Extension	10/31/20 – 12/31/20
1/31/20 – 6/30/20	10/31/20 – 3/30/21	Extension Rescinded	10/31/20 – 3/30/21

- Comprehensive Annual Financial Reports (CAFR's) – Government Finance Officers Association will approve extension of the submission deadline of those that need more time due to COVID-19 disruption.
- Oregon Financial Statements - Oregon Secretary of State will approve extensions for filing of municipal audit reports if requested due to COVID-19 disruption.

IS A SINGLE AUDIT APPLICABLE?

If you expended over \$750,000 in federal awards, which includes all direct and pass-through federal awards during the fiscal year, a single audit is required. If you received and used CARES Act funding during the fiscal year there is a high probability the single audit will identify that program as a major program to be audited.

Each year, Office of Management and Budget releases a Compliance Supplement that provides the specific compliance requirements for federal grants. The 2020 Compliance Supplement will be released in two parts – the first part was issued August 18, 2020, and an addendum for new federal programs established by the CARES Act, as well as existing programs impacted by COVID-19, which has yet to be issued. Refer to the Compliance Supplement for guidance with any federal awards received and expended. If the CARES funding is identified as a major program, the audit may need to go on extension due to the delay of the second part of the Compliance Supplement.

RESOURCES

As more guidance is released regarding specific compliance requirements of these funds, MCO will provide updated communication. Some additional resources that you may find helpful:

1. GASB issued Technical Bulletin No. 2020-1: Accounting and Financial Reporting Issues Related to the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and Coronavirus Diseases https://www.gasb.org/jsp/GASB/Document_C/DocumentPage?cid=1176174832053&acceptedDisclaimer=true
2. AICPA's FAQs: State and Local Government Financial Statement Accounting and Auditing Matters and Auditor Reporting Issues Relating to COVID-19 <https://www.aicpa.org/content/dam/aicpa/interstareas/governmentauditquality/resources/auditeeresourcecenter/downloadabledocuments/state-and-local-gov-accounting-and-auditing-faq-related-to-coronavirus.pdf>
3. Government Finance Officers Association - Coronavirus Response Resource Center <https://www.gfoa.org/coronavirus>

WE'RE HERE TO HELP

During this unprecedented time, we're closely monitoring the pandemic situation as it evolves so we can provide you with up-to-date guidance and any other support you need. Feel free to contact the Merina+Co team for further assistance. Focused on your wants and understanding your needs.



OCTOBER 2020 MONTHLY REPORT

From the Director

We felt like we were able to gain our footing once again in October.

October programs kicked off with Kindergarten Carnival. This collaboration with West Linn Public Library invited kindergartners and their families to participate in a virtual "Kindergarten Carnival" by picking up packets that included a free book, bookmark, STEM activities, and information about library services and then completing the virtual carnival activities to win prizes.

The Teens held a Bingo Night and their annual Murder Mystery Night via Zoom. In preparation for Halloween, teens could pick up a "Teen Treats & Tricks" bag, which contained treats like candy and stickers, and assorted novelties with which to 'trick' people, like silly string.

Adult programs included Article Club, Book Club, English Conversation Group, a "Profiles" presentation about the Salem Witch Trials, and a workshop on "How to Write a Novel in Thirty Days," in preparation for November's National Novel Writing Month. History Pub, a program in collaboration with McMenamins, was postponed.

The Friends of the Wilsonville Library held Book Donation Drives on October 7 and 21. Over sixty bags and boxes of books were donated to help restock the Friends' bookstore "Twice Sold Tales" in the library's lobby, which is currently selling books online.

Library staff continued to look at ways to provide computer services to the public. With the issues we've had with extended possession of the library's Chromebooks by some patrons, staff are considering options for encouraging more prompt returns of the laptops. Staff are also examining possible means of providing computer services to the public inside the library in a safe manner.

"Lucky Day" books and movies are again available for check out. These items are the latest bestsellers in books and movies, and they are available for patrons who visit the library and find them on display. Our Lucky Day collection is so popular that most of the collection was checked out by the end of its first week back.

Clackamas County Health Authority approved a revised quarantine timeline for library items. After discussion with the City of Wilsonville's EOC, we were able to reduce the quarantine time for returned library items from six days to twenty-four hours.

Many of our on-call library clerks have been unable to return to work due to a variety of reasons, so we started a recruitment for new on-call library clerks.

-Pat Duke, Library Director



October 2020 Parks & Rec Monthly Report

Director's Report:

Even with limited face to face activities being allowed, the Parks and Recreation Department was extremely busy in October 2020.

The Parks Crew completed the much anticipated "new" Dog Park located in Memorial Park. This park was officially open to the public Friday, October 16 and has been very well attended each and every day. With a new parking lot that can accommodate up to 30 vehicles, an area that is a half-acre for small and/or timid dogs and 1.5 acres for large and/or more active dogs, there is plenty of space for a large pack of pups. This park also includes a permanent restroom, a four-stall washing station, covered shelters, benches, dog waste bags, a water bottle fill station and the completion of over 4,000 feet of new trails through the adjacent forest. It is truly first class, as is your Parks Crew that made it all happen

Recreation activities included a drive-thru Ice Cream Social put on by Brain Stevenson and his amazing team at the Community Center. This same team also cooked and delivered over 1,900 meals for the month of October.

Recreation Coordinator Erica Behler organized a very successful drive-thru pumpkin and craft pick-up, as well as a virtual fall door décor' contest, virtual wand making, and 5 hidden pumpkin hunts held in various City Parks. She also created a virtual pumpkin carving contest, a guess the weight of the pumpkin event and a Chalk the Park Costume Day at Town Center Park. All activities were extremely successful and well attended by many Wilsonville residents and the prizes for all winners were outstanding.

Look for even MORE events in the last two months of 2020!

Please stay safe, and visit the City's beautiful parks! We look forward to seeing more residents at our future events.

-Mike McCarty

Recreation Updates:

Harvest Festival 2020

Harvest Festival 2020 was no doubt different than in prior years, but what a wonderful success it was! Instead of a 3 hour, in-person event at the barn, we hosted a 15 day extravaganza of virtual contests, scavenger hunts, drive through events and more! We are so thankful for how our community participated and made this event such a success! Thank you Wilsonville! We had over 300 folks come to our drive through pumpkin and craft pickup, and we collected more than 300 pairs of shoes at our Soles 4 Souls shoe drive event. All of our virtual contests, including pumpkin carving, fall door décor, guess the weight of the pumpkin, and Howl-O-Ween all had great participation. We will definitely continue to host events like these in the future!



October 2020



Recreation Updates:

New Dog Park: The new dog park site by the Community Garden in Memorial Park opened this month! So far, feedback has been quite positive and the park looks fabulous! If you haven't had a chance to take a walk on the new trails, get out there— they are absolutely beautiful! The new park also features a single stall bathroom, new benches and shelters, a dog washing station, and bottle fill stations. The Parks and Recreation department had a small ribbon cutting ceremony (pictured above) to celebrate all the hard work that the team has put in to making this park a reality.

Community Center Updates:

Drive-Thru Ice Cream and Craft Pick-Up: The older adult drive thru ice cream and craft pickup at the Community Center was a big hit. Approximately 50 community members came by to get an ice cream treat, arts and craft package and to say "hi" to Community Center staff. This was the first "in-person" event the Center had hosted since March. It was great to connect with familiar faces that, pre-pandemic, were seen on a daily basis. Center staff also distributed another 95 craft packages to home-delivered meal clients.

Medicare: Jeff Dunham hosted 5 clients for a Medicare resource meeting. Jeff is able to answer questions about Medicare and help folks navigate the process to enroll and make changes. He will be available to assist additional clients in November by appointment only.

Upcoming:

Holiday Toy Drive: The Parks and Recreation department will be collecting new, unwrapped toys beginning November 2 through December 8. Toys will be brought to Clackamas County Compassion in Action to be distributed to those less fortunate in our community this holiday season. Toys may be brought to the Parks Admin building at 29600 SW Park Place Monday through Friday 8am to 5pm.

Parks Maintenance Updates:

- Opened new dog park in Memorial Park
- Repaired storm water bio swales in Memorial Park and Murase Park
- Tommy Reeder helped Eagle Scouts with an irrigation project
- Worked towards the completion of the Park at Merryfield Trail
- Mitigated blackberries in Regional Park 8



MONTHLY NEWS

City of Wilsonville Police

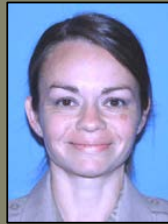
VOLUME 3 | ISSUE 10 | PUBLISHED NOVEMBER 9, 2020 | **October 2020**

September brought several changes in personnel our way. Deputies Andrew Drakos, Justin Smith, and Ashley Walker moved to County districts and we welcomed Andrew Kiesel, Gabriel Snedecor, and Connor Warren to the City.

H
E
L
L
O



A. Kiesel



G. Snedecor



C. Warren

L
A
T
E
R



A. Drakos



J. Smith



A. Walker



Our Traffic Officer, Deputy Brenden McKoy, responded to a traffic accident on October 15. Thankfully, no one was injured. McKoy and the tow truck driver exchanged information about the “ruff” moment.



At approximately 2:00 am on October 19, Wilsonville Police responded with TVF&R to a dumpster fire at Canyon Creek Apartments. The incident is currently under investigation, assigned to Deputy Z. Gerry. It is unknown at this time if the fire was intentionally set.



Late one night in June, Wilsonville Police, with Clackamas County Sheriff's Office, responded to a silent alarm at Stafford Elementary. They encountered several juveniles who had broken into the location. Parents were contacted and the situation addressed.

In October, Sonitrol Pacific, the school's security company, thanked law enforcement for their efforts. Among those recognized was Officer Z. Keirse.

WILSONVILLE MONTHLY ACTIVITY REPORT October 2020

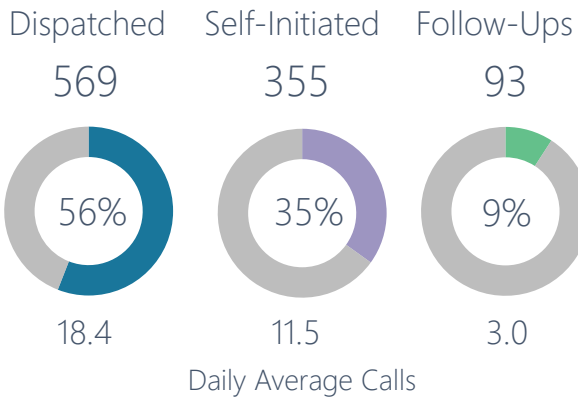
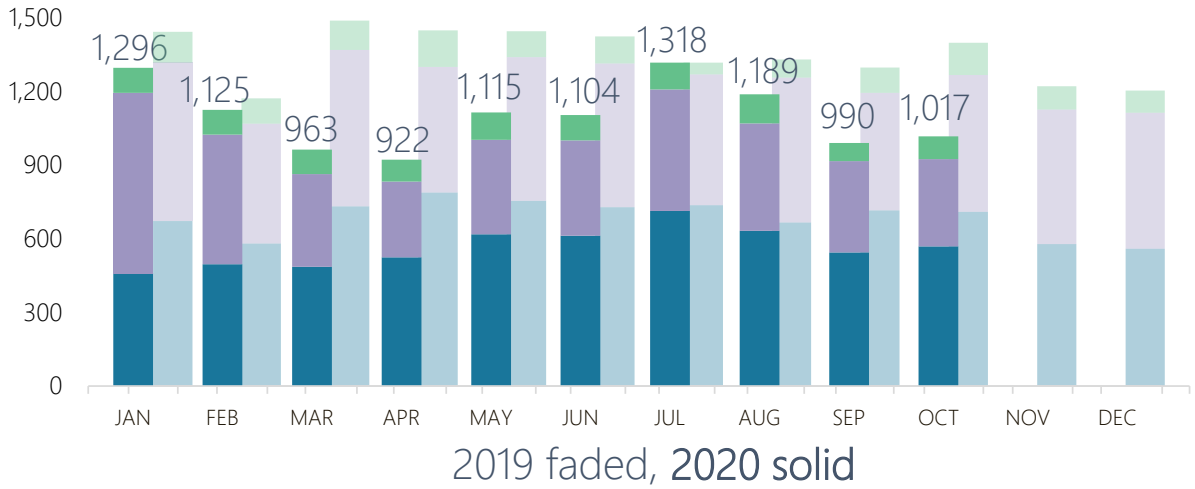


CITY OF WILSONVILLE POLICE DEPARTMENT
30000 SW Town Center Loop
Wilsonville, OR 97070

In Partnership with

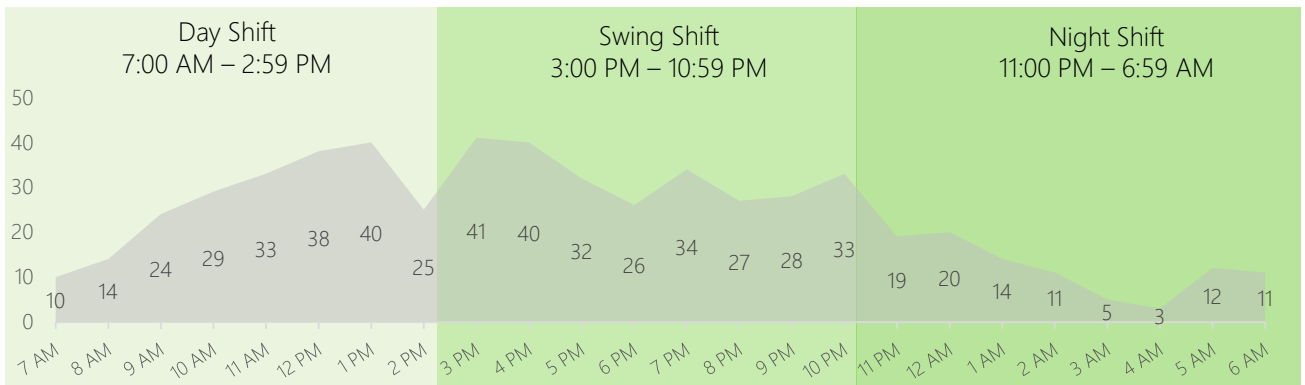


**Clackamas County
Sheriff's Office**



Median Hold & Response Times for Dispatched Calls

Duration Type	All Calls	Priority 1 & 2 Calls
Hold Duration (Input to Dispatch)	3:18	2:13
Response Duration (Dispatch to Arrival)	5:29	5:30



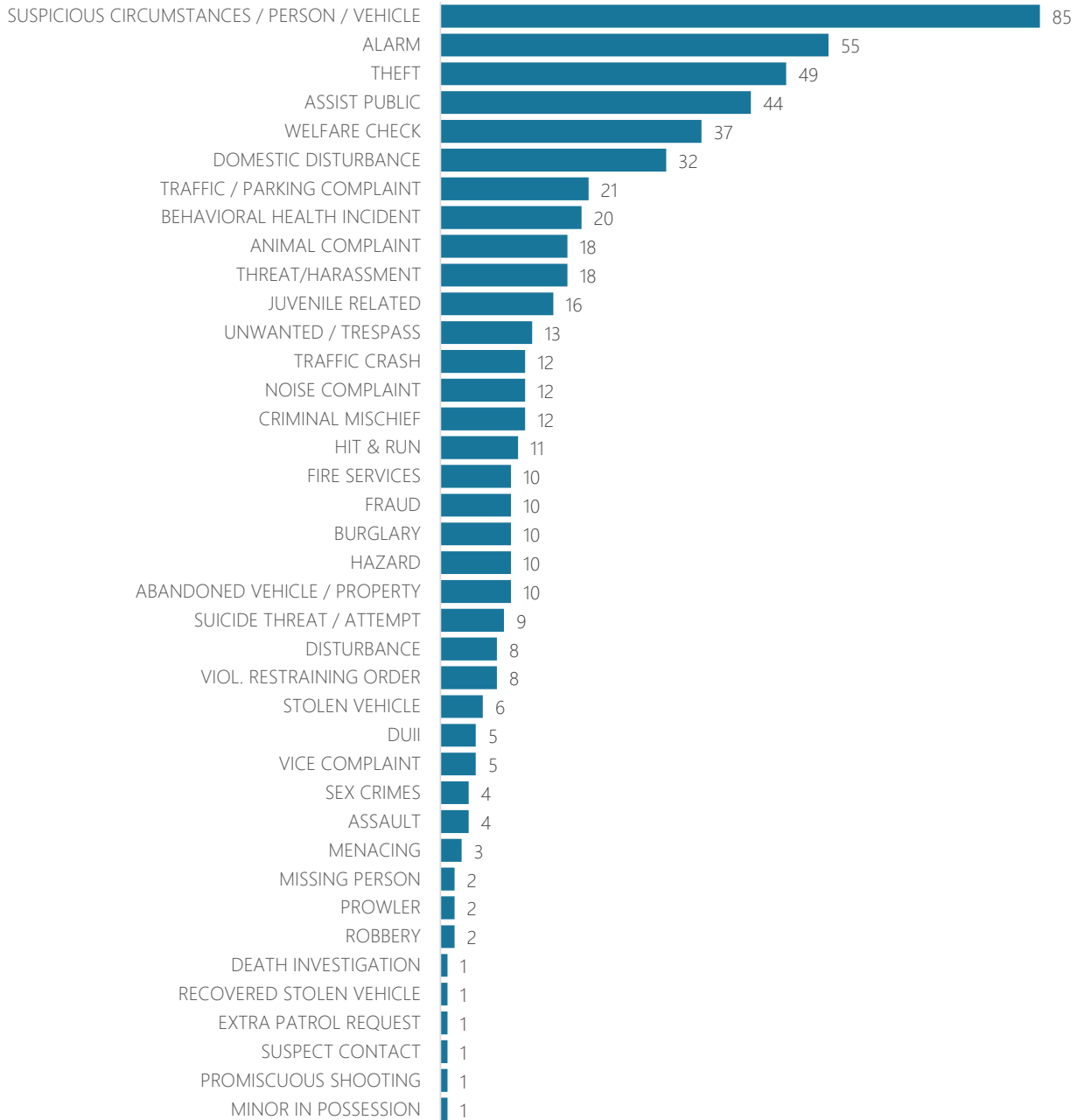
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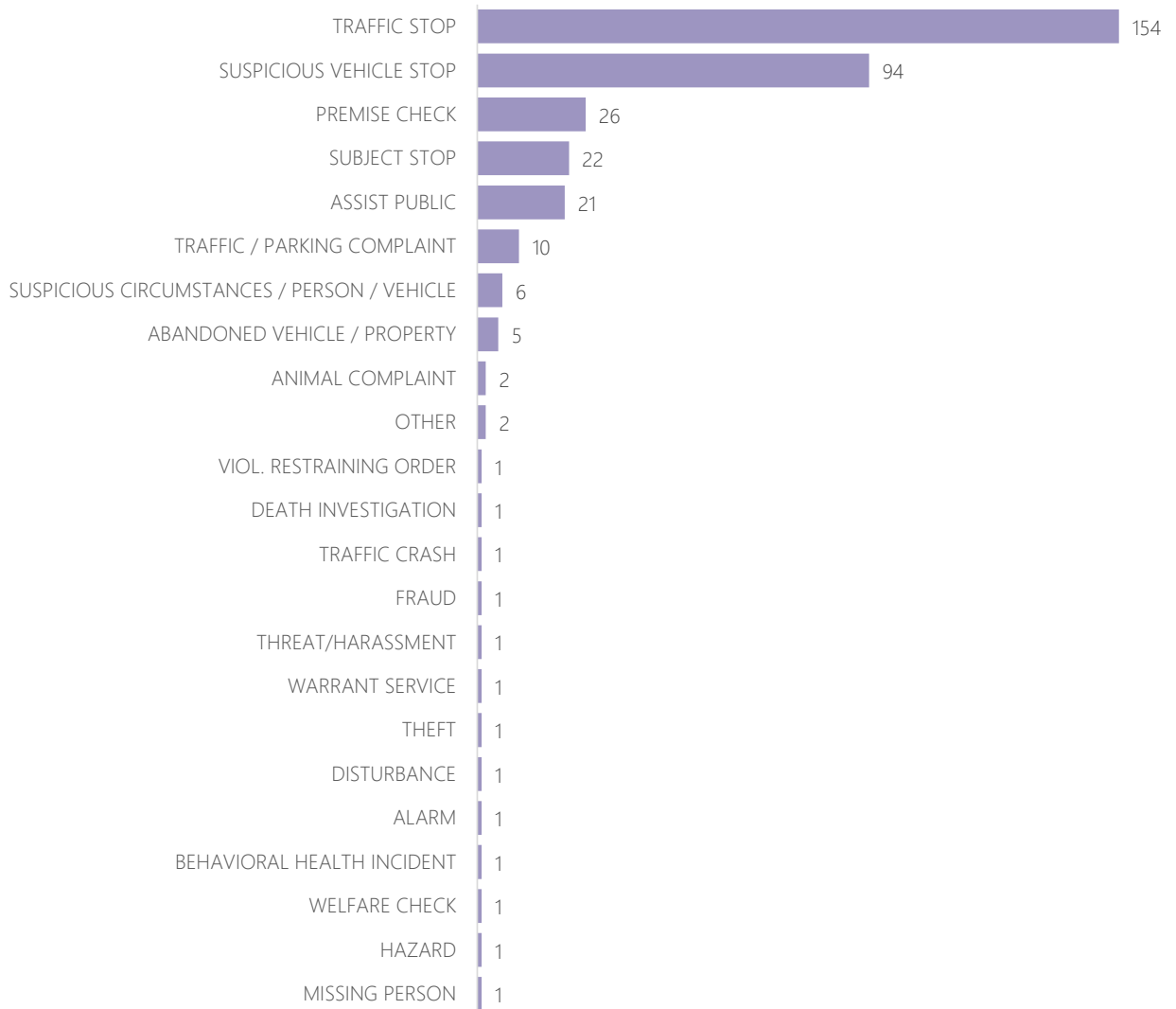
13%

Dispatched Calls for Service Breakdown by Hour of Day & Shift Time Groupings (not actual breakdown of Wilsonville PD shift schedules)

Dispatched Call Types



Self-Initiated Call Types



DISPATCHED CALL TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2020 Monthly Trend Line
ABANDONED VEHICLE / PROPERTY	14	10	11	17	11	18	14	20	16	10			
ALARM (2nd)	38	48	52	40	0	47	53	49	48	55			
ANIMAL COMPLAINT	11	7	22	6	0	18	26	26	11	18			
ARSON	0	0	0	0	0	0	0	0	1	0			
ASSAULT	6	5	4	4	0	4	4	7	1	4			
ASSIST PUBLIC (4th)	24	32	36	28	9	43	62	35	39	44			
BEHAVIORAL HEALTH INCIDENT	7	24	18	8	0	16	25	11	24	20			
BURGLARY	8	7	7	1	0	5	3	10	3	10			
COVER OFFICER	6	1	0	0	1	1	4	4	0	0			
CRIMINAL MISCHIEF	6	7	5	10	16	21	13	22	18	12			
DEATH INVESTIGATION	0	4	1	0	3	4	2	4	1	1			
DISTURBANCE	11	7	8	11	7	6	13	11	8	8			
DOMESTIC DISTURBANCE	16	19	32	21	31	36	23	27	17	32			
DUII	6	10	3	3	5	1	4	7	2	5			
EXTRA PATROL REQUEST	2	1	0	1	0	0	0	5	3	1			
FIRE SERVICES	6	7	8	3	0	7	5	7	2	10			
FRAUD	16	19	16	22	19	19	31	29	18	10			
HAZARD	3	7	3	5	4	3	5	6	5	10			
HIT & RUN	7	11	10	13	12	9	15	17	9	11			
JUVENILE RELATED	18	17	23	17	15	24	22	14	12	16			
LITTERING	1	3	0	0	1	1	3	0	2	0			
MARINE PATROL	0	1	0	1	0	0	0	1	0	0			
MENACING	1	0	0	1	0	0	0	1	2	3			
MINOR IN POSSESSION	6	2	4	1	1	1	1	1	0	1			
MISSING PERSON	5	5	6	5	5	6	1	4	3	2			
NOISE COMPLAINT	10	9	17	16	20	21	16	15	13	12			
OTHER	0	2	1	5	2	2	4	0	0	0			
OVERDOSE	1	0	0	0	0	2	1	0	1	0			
PREMISE CHECK	1	1	0	4	1	0	0	0	0	0			
PROMISCUOUS SHOOTING	1	0	2	3	1	0	0	3	0	1			
PROWLER	0	1	2	0	1	1	1	0	0	2			
PURSUIT	0	0	0	1	0	0	0	0	0	0			
RECOVERED STOLEN VEHICLE	1	1	2	2	5	3	2	1	1	1			
ROBBERY	0	0	0	0	1	1	1	0	1	2			
SEX CRIMES	4	0	2	3	1	0	4	3	1	4			
SHOOTING	0	0	0	0	0	0	0	1	0	0			
STOLEN VEHICLE	1	8	9	9	17	8	11	10	11	6			
SUBJECT STOP	0	0	0	0	1	0	0	0	0	0			
SUICIDE THREAT / ATTEMPT	3	16	8	14	8	10	11	14	13	9			
SUSPECT CONTACT	1	0	0	3	4	3	1	0	1	1			
SUSPICIOUS CIRCUMSTANCES / PERSON / VEHICLE (1st)	71	69	55	57	95	87	107	82	106	85			
SUSPICIOUS VEHICLE STOP	2	0	0	0	0	0	0	0	0	0			
THEFT (3rd)	46	40	36	75	66	51	64	48	57	49			
THREAT/HARASSMENT	15	19	20	29	22	33	23	21	20	18			
TRAFFIC / PARKING COMPLAINT	13	11	9	25	19	18	26	22	15	21			
TRAFFIC CRASH	10	13	11	6	8	13	15	14	8	12			
TRAFFIC STOP	1	0	0	0	0	0	1	0	0	0			
UNWANTED / TRESPASS	19	17	13	20	22	23	27	24	19	13			
VICE COMPLAINT	3	7	4	1	2	7	4	0	5	5			
VIOL. RESTRAINING ORDER	1	1	1	5	6	2	6	7	6	8			
WARRANT SERVICE	2	1	1	0	2	0	1	0	2	0			
WELFARE CHECK (5th)	32	26	24	28	40	40	58	50	20	37			
Grand Total	456	496	486	524	484	615	713	633	545	569			

*Top 5 call types in red

Self-Initiated Call Types

SELF-INITIATED CALL TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2020 Monthly Trend Line
ABANDONED VEHICLE / PROPERTY	1	8	5	7	1	1	4	5	7	5			
ALARM	1	0	0	0	0	0	0	0	0	1			
ANIMAL COMPLAINT	7	2	2	5	0	4	4	3	4	2			
ASSAULT	1	0	0	0	0	0	0	0	0	0			
ASSIST PUBLIC (5th)	21	17	16	22	8	26	19	33	28	21			
BEHAVIORAL HEALTH INCIDENT	0	0	0	0	0	0	0	0	0	1			
CRIMINAL MISCHIEF	6	2	0	0	1	0	1	1	4	0			
DEATH INVESTIGATION	0	0	0	0	0	0	0	0	0	1			
DISTURBANCE	0	1	0	0	0	0	0	0	0	1			
DUII	0	0	1	0	0	0	0	1	0	0			
EXTRA PATROL REQUEST	15	9	0	3	4	2	3	3	0	0			
FIRE SERVICES	1	0	0	1	0	0	0	0	0	0			
FRAUD	2	2	1	0	0	2	2	3	3	1			
HAZARD	2	0	3	1	0	1	3	3	4	1			
HIT & RUN	0	1	2	1	0	0	0	0	1	0			
JUVENILE RELATED	1	1	2	0	0	0	0	1	4	0			
K9 REQUEST	0	0	1	0	1	0	1	1	0	0			
MINOR IN POSSESSION	3	2	0	0	0	0	0	0	0	0			
MISSING PERSON	0	0	0	0	0	0	0	0	1	1			
NOISE COMPLAINT	0	0	0	0	0	0	1	0	0	0			
OTHER	1	0	4	5	2	5	1	2	8	2			
PREMISE CHECK (3rd)	98	57	83	88	55	99	98	38	34	26			
PURSUIT	1	1	0	1	0	0	0	1	0	0			
RECOVERED STOLEN VEHICLE	1	1	1	4	2	0	1	0	1	0			
SEX CRIMES	0	0	3	0	0	1	0	1	0	0			
STOLEN VEHICLE	0	0	0	0	1	1	0	0	1	0			
SUBJECT STOP (4th)	30	19	12	19	22	34	28	29	22	22			
SUICIDE THREAT / ATTEMPT	0	0	0	0	1	0	0	0	0	0			
SUSPECT CONTACT	3	4	5	5	1	3	4	4	1	0			
SUSPICIOUS CIRCUMSTANCES / PERSON / VEHICLE	8	4	5	18	21	10	19	13	8	6			
SUSPICIOUS VEHICLE STOP (2nd)	84	62	52	60	51	58	103	78	75	94			
THEFT	5	2	1	2	2	3	2	1	2	1			
THREAT/HARASSMENT	1	0	2	1	0	0	0	0	0	1			
TRAFFIC / PARKING COMPLAINT	24	17	10	8	11	9	10	15	16	10			
TRAFFIC CRASH	4	3	1	1	1	1	2	0	1	1			
TRAFFIC STOP (1st)	390	308	161	53	183	122	188	199	146	154			
UNWANTED / TRESPASS	0	1	0	2	1	1	0	0	0	0			
VICE COMPLAINT	0	0	0	1	0	0	0	1	0	0			
VIOL. RESTRAINING ORDER	0	0	0	0	0	0	0	0	0	1			
WARRANT SERVICE	9	2	3	1	0	3	1	1	0	1			
WELFARE CHECK	1	2	2	0	1	3	1	0	0	1			
Grand Total	721	528	378	309	370	389	496	437	371	355			

*Top 5 call types in red

Call Type	October			
	2019	# Diff.	% Diff.	2020
NOISE COMPLAINT	3	9	300%	12
MENACING	1	2	200%	3
VICE COMPLAINT	2	3	150%	5
STOLEN VEHICLE	3	3	100%	6
VIOL. RESTRAINING ORDER	4	4	100%	8
DOMESTIC DISTURBANCE	22	10	45%	32
SUSP. CIRC. / PERSON / VEHICLE	59	26	44%	85
THREAT/HARASSMENT	14	4	29%	18
BURGLARY	8	2	25%	10
WELFARE CHECK	31	6	19%	37
THEFT	42	7	17%	49
DISTURBANCE	7	1	14%	8
ALARM	52	3	6%	55
MINOR IN POSSESSION	1	0	No change	1
RECOVERED STOLEN VEHICLE	1	0	No change	1
SUSPECT CONTACT	1	0	No change	1
HAZARD	11	-1	-9%	10
SUICIDE THREAT / ATTEMPT	10	-1	-10%	9
BEHAVIORAL HEALTH INCIDENT	23	-3	-13%	20
ASSIST PUBLIC	52	-8	-15%	44
HIT & RUN	13	-2	-15%	11
FIRE SERVICES	12	-2	-17%	10
TRAFFIC / PARKING COMPLAINT	27	-6	-22%	21
TRAFFIC CRASH	16	-4	-25%	12
JUVENILE RELATED	22	-6	-27%	16
DUII	7	-2	-29%	5
CRIMINAL MISCHIEF	17	-5	-29%	12
UNWANTED / TRESPASS	21	-8	-38%	13
ANIMAL COMPLAINT	33	-15	-45%	18
DEATH INVESTIGATION	2	-1	-50%	1
EXTRA PATROL REQUEST	2	-1	-50%	1
FRAUD	22	-12	-55%	10
ASSAULT	9	-5	-56%	4
MISSING PERSON	5	-3	-60%	2
ABANDONED VEHICLE / PROPERTY	27	-17	-63%	10
COVER OFFICER	3	-3	-100%	0
LITTERING	1	-1	-100%	0
MARINE PATROL	1	-1	-100%	0
OTHER	1	-1	-100%	0
OVERDOSE	1	-1	-100%	0
PREMISE CHECK	1	-1	-100%	0
TRAFFIC STOP	2	-2	-100%	0
PROMISCUOUS SHOOTING	0	1	NC	1
PROWLER	0	2	NC	2
ROBBERY	0	2	NC	2
SEX CRIMES	0	4	NC	4
Grand Total	592	-23	-4%	569

Increase

Decrease

NC = Not Calculable.
A percentage difference is not calculable when the older value equals 0, as the newer value cannot divide into 0.

Self-Initiated Call Types

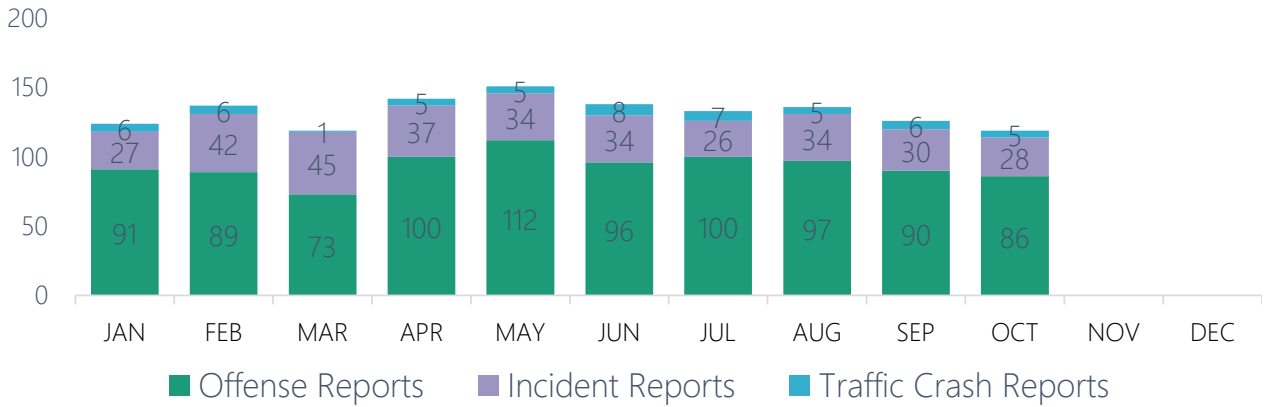
Call Type	October			
	2019	# Diff.	% Diff.	2020
SUSPICIOUS VEHICLE STOP	51	43	84%	94
SUBJECT STOP	8	14	175%	22
SUSP. CIRC. / PERSON / VEHICLE	2	4	200%	6
BEHAVIORAL HEALTH INCIDENT	1	0	No change	1
MISSING PERSON	1	0	No change	1
ASSIST PUBLIC	23	-2	-9%	21
ABANDONED VEHICLE / PROPERTY	9	-4	-44%	5
FRAUD	2	-1	-50%	1
TRAFFIC STOP	331	-177	-53%	154
PREMISE CHECK	71	-45	-63%	26
HAZARD	3	-2	-67%	1
TRAFFIC CRASH	3	-2	-67%	1
THREAT/HARASSMENT	4	-3	-75%	1
TRAFFIC / PARKING COMPLAINT	42	-32	-76%	10
ANIMAL COMPLAINT	9	-7	-78%	2
OTHER	9	-7	-78%	2
WELFARE CHECK	5	-4	-80%	1
THEFT	6	-5	-83%	1
WARRANT SERVICE	8	-7	-88%	1
ASSAULT	1	-1	-100%	0
CRIMINAL MISCHIEF	10	-10	-100%	0
DUII	1	-1	-100%	0
EXTRA PATROL REQUEST	34	-34	-100%	0
HIT & RUN	1	-1	-100%	0
JUVENILE RELATED	3	-3	-100%	0
MINOR IN POSSESSION	1	-1	-100%	0
SUSPECT CONTACT	3	-3	-100%	0
VICE COMPLAINT	1	-1	-100%	0
ALARM	0	1	NC	1
DEATH INVESTIGATION	0	1	NC	1
DISTURBANCE	0	1	NC	1
VIOL. RESTRAINING ORDER	0	1	NC	1
Grand Total	643	-288	-45%	355

Increase

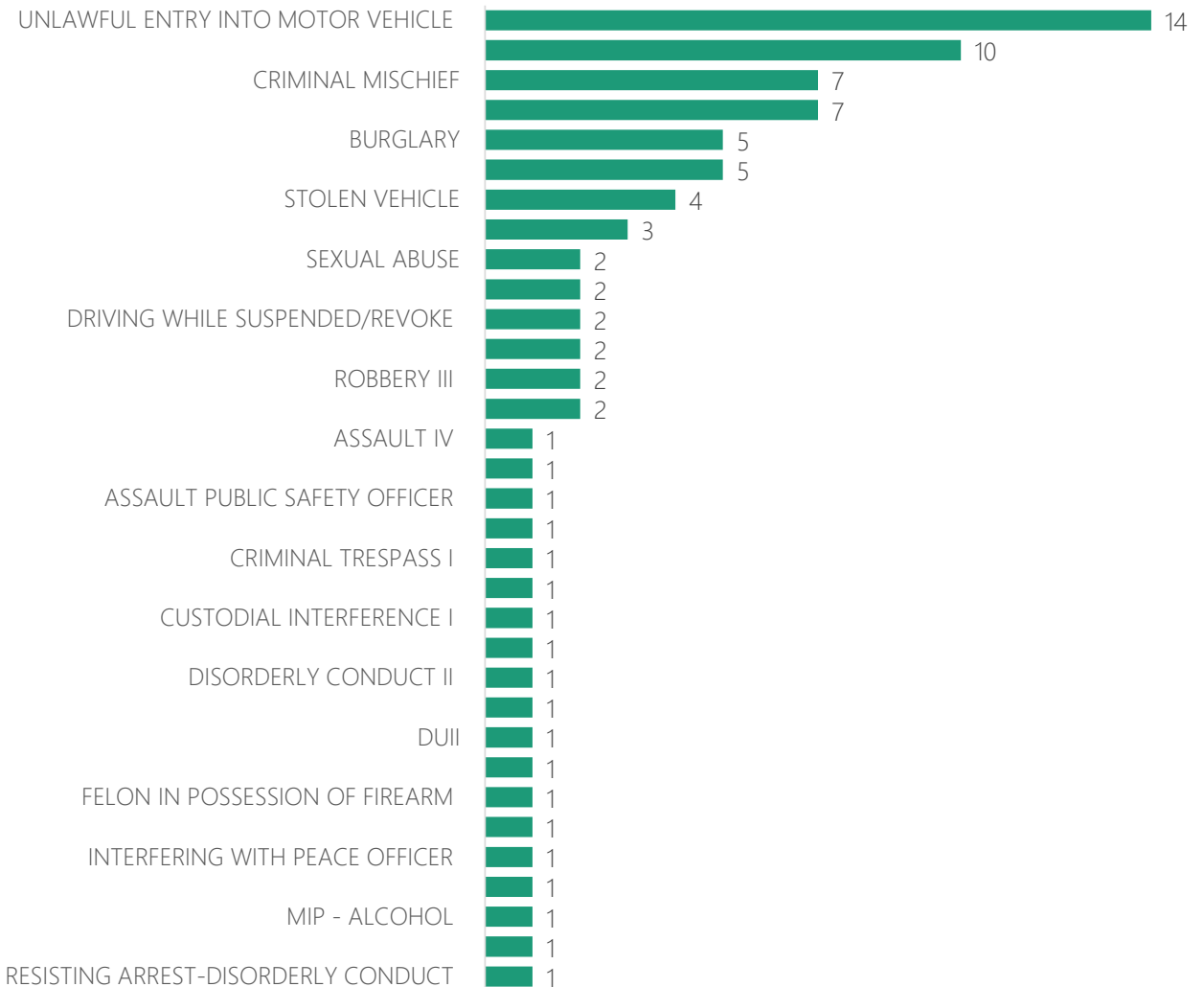
Decrease

NC = Not Calculable. A percentage difference is not calculable when the older value equals 0, as the newer value cannot divide into 0.

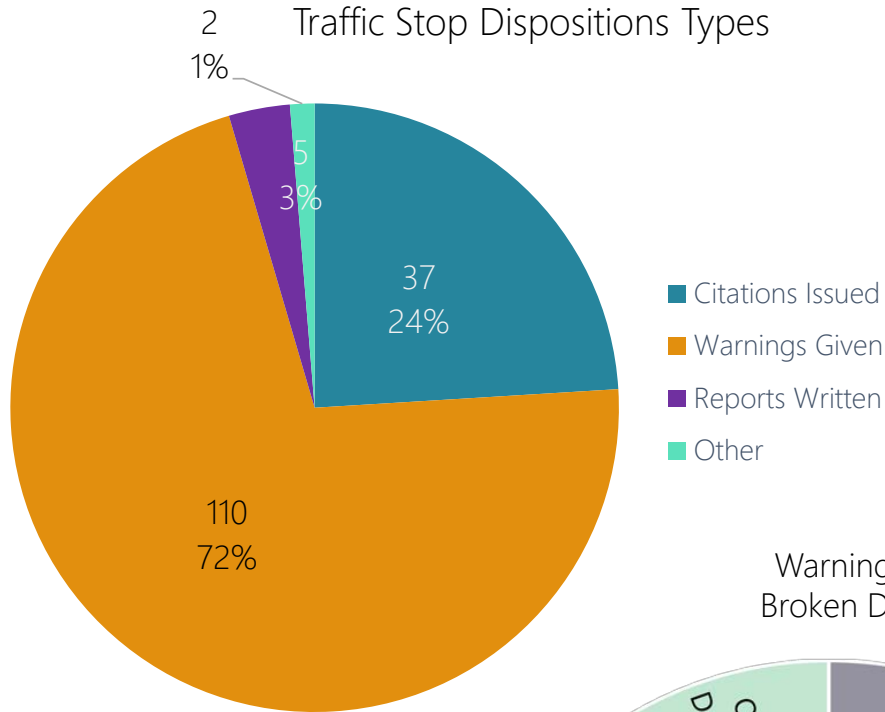
Monthly Reports Written



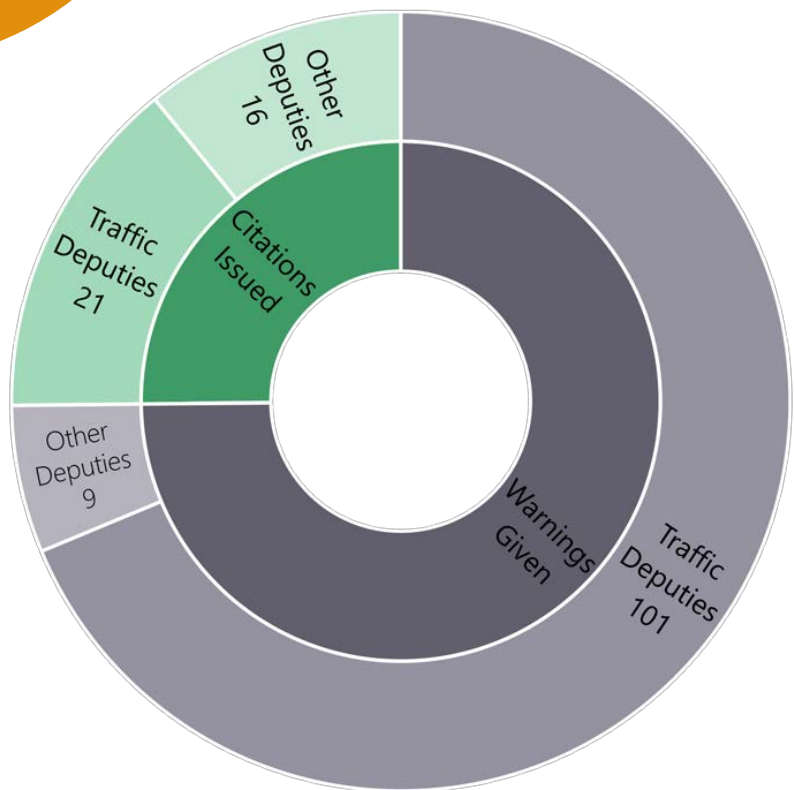
Offense Reports Written Breakdown by Top Charge



In October 2020, 154 traffic stops were made within the city limits, resulting in 37 citations issued, 110 warnings given, and 5 offense/incident reports created. Of the 37 citations issued, 49 charges were included (see next slide).

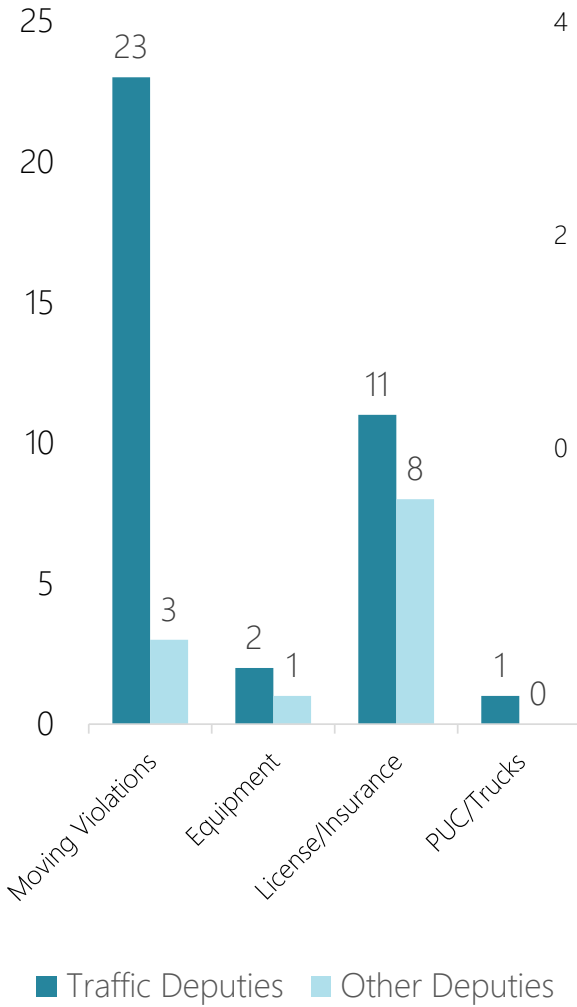


Warnings & Citations Issued Broken Down by Deputy Type

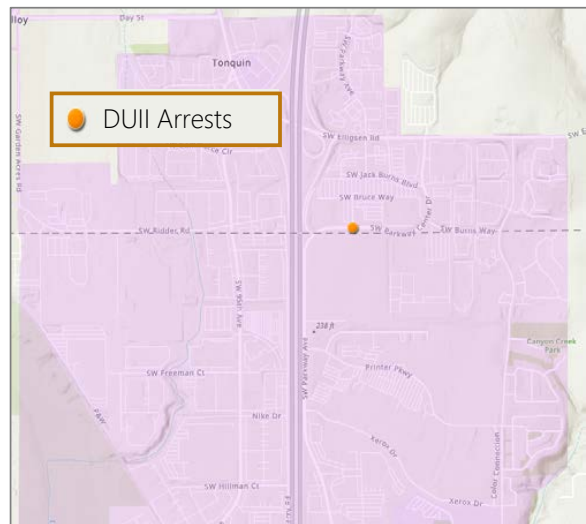
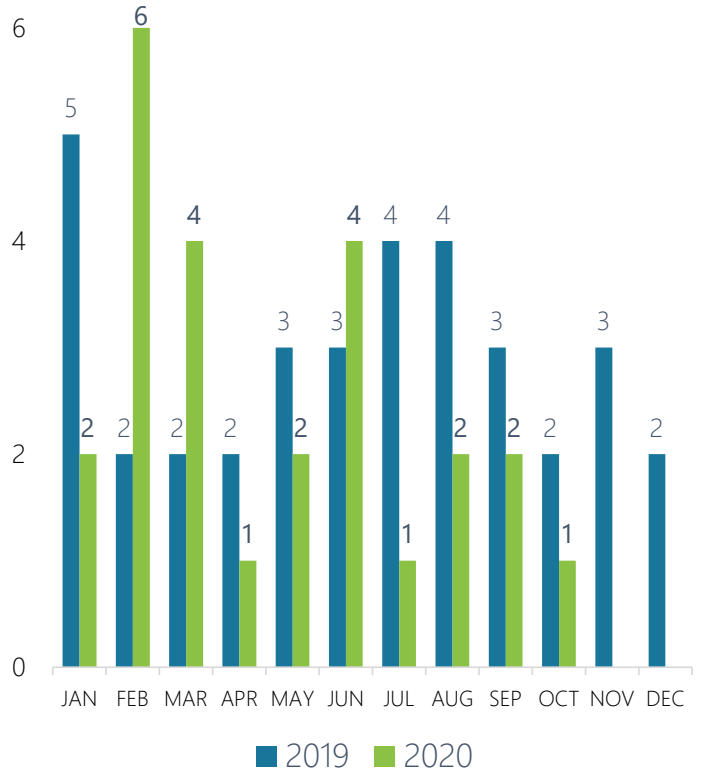


Citation Types Issued:

Of the 37 citations issued, 49 charges were included in the following types:

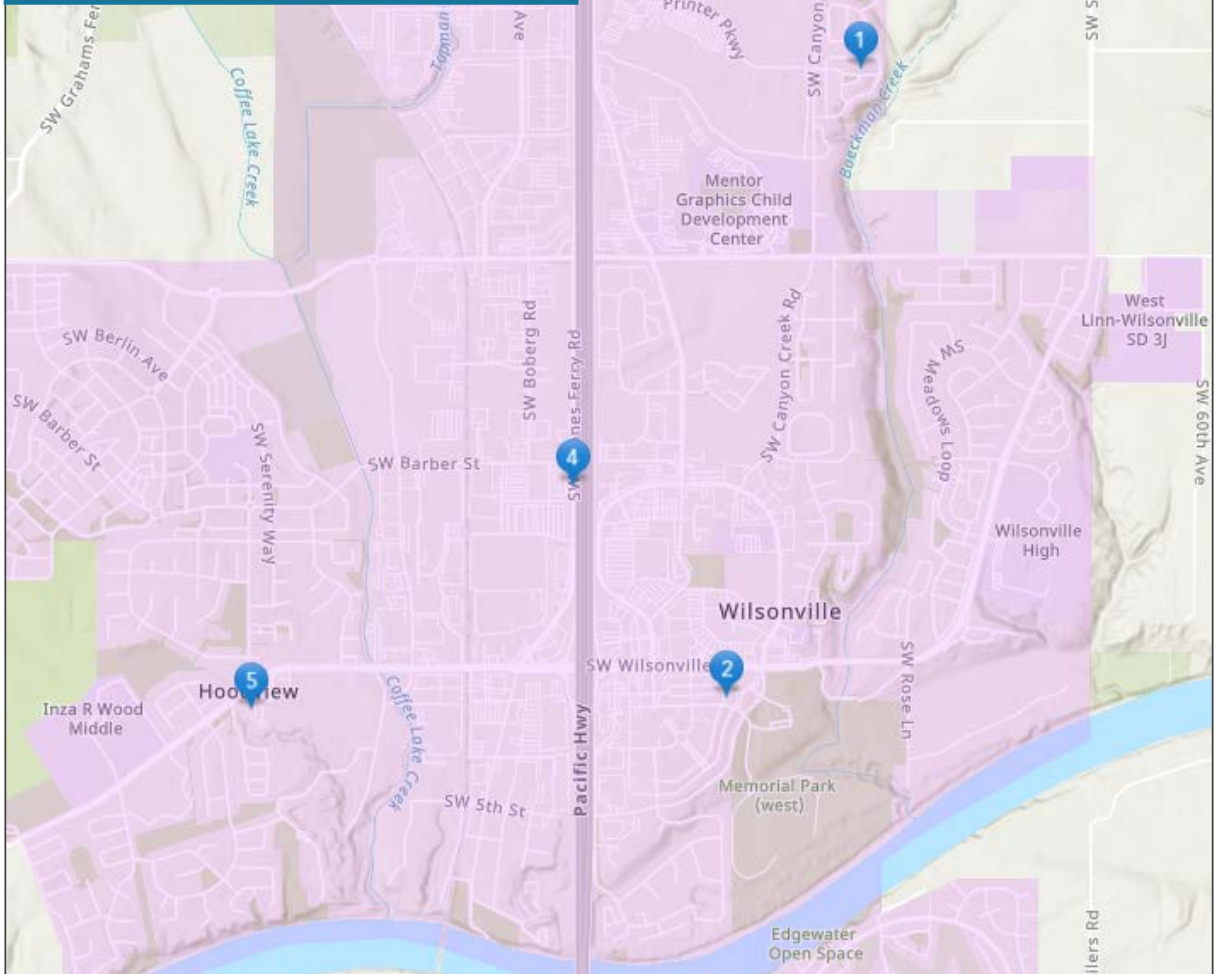


DUII Arrests:



Map of Traffic Crash Reports

#	Case	Date	Address
1	20-022094	Oct 13	7670 SW ROANOKE DR
2	20-022142	Oct 14	SW WILSONVILLE RD. & SW REBEKAH ST.
3	20-022246	Oct 15	SW JACK BURNS BLVD & SW ARGYLE AVE
4	20-022702	Oct 21	SW BARBER & SW BOONES FERRY RD
5	20-022988	Oct 25	SW WILSONVILLE RD & SW BROWN RD





OCTOBER 2020 MONTHLY REPORT

From The Director's Office:

Council Goal #5—Implement the Street Tree Replacement Program

One of the goals of the 2019-2021 City Council Work Plan under Organizational Excellence and Continuous Improvement is #5 - Implement the Street Tree Replacement Program. I am happy to announce significant progress on the completion of this goal occurred when the second Street Tree Planting Event was held on Saturday, October 24, 2020.

To date there have been 32 street trees and 15 yard trees installed as part of this program. The City partnered with the Friends of Trees (FOT), a non-profit organization whose mission is “Planting trees and growing healthy communities together”, for the execution of this project.

Due to safety concerns around the COVID-19 virus, the planting event was unable to bring community members together to plant trees. Only staff and trained planting volunteers were involved in the planting event. Each planting team included two to three people. Face coverings and physical distancing will be required of all planters, to keep volunteers, staff, and community members safe.

Typically, a potluck lunch occurs at the end of the event with food made by the tree recipients as a way to contribute to the tree planting event. This year that option was not available and instead recipients were asked for food donations which were sent to a local community group to support people in need.



Friends of Trees staff and trained volunteers installing street trees around the City



Best Regards,

Delora Kerber, Public Works Director

Stormwater

Prevent the Rise, Encourage the Fall

The autumn months keep the crew busy. Fallen leaves can accumulate in the street and clog storm inlets, causing areas of standing water. Backups can happen any time but especially after heavy rains. The crew regularly checks known 'hot spots' on stormy days as well as rely on members of the public to alert them to problems elsewhere in the City. Occasionally, backup issues can be caused by something obstructing the pipes underground, not just due to surface debris. The rainy weather creates the opportunity to find problems underfoot so the issue can be quickly corrected.



Standing water at crosswalk



After clearing curb inlet

During the fall season, the crew also focuses on cleaning inlets and outlets in detention ponds. Detention ponds are designed to hold water and gradually release it into the stormwater system through a pipe. Downed branches from recent windstorms and fall leaves find their way to the grates during heavy rains. If grates become clogged with debris, the water will not drain and can cause flooding. Regular checks keep inlets clear of debris, ensuring that water flows effectively.



Debris in detention pond



There's a grate under there!

Roads

Timber!

A large Douglas Fir fell in the Memorial Park parking lot following a windstorm. The tree presented a significant hazard, blocking the road and restricting access for park visitors. The crew worked quickly to clear the tree, which was cut into sections and removed from the travel lanes. The remaining debris was blown off of the roadway to make travel safe for pedestrians, cyclists and motorists.

The debris was then chipped and hauled to the City’s chip pile to be used in future landscape beds. A new tree will be planted in the same location at a later date, to help bring shade to the parking lot.



Downed fir tree



Lane cleared

Getting Ready to be Decorated

Every year, the Leyland Cypress on the corner of Boones Ferry Road and Wilsonville Road is pruned in preparation for the holiday season. It is a two person job—one crewmember trims the bottom of the tree using a pole hedger and the second works in the bucket to access the top of the tree.

Pruning the Cypress keeps it looking tidy and ensures that the tree doesn’t outgrow its space. It also prepares the tree for the next step: adding holidays lights in November.



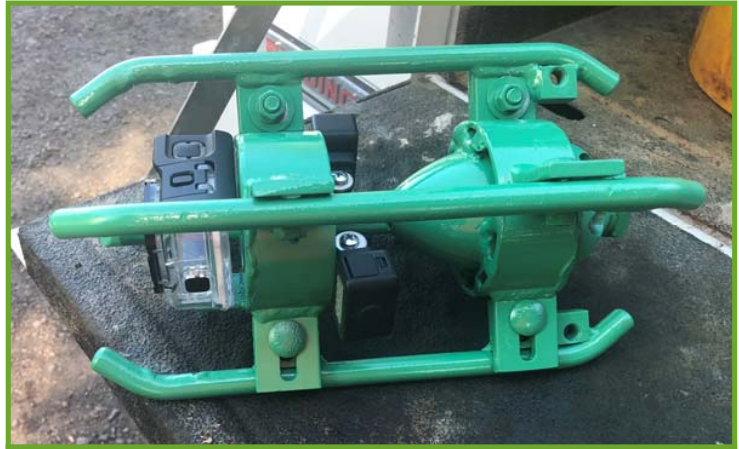
lift

Things are shaping up nicely!

Utilities—Wastewater & Water

Innovative Inspection Tools

One of the important duties of a wastewater collection operator is to identify assets in need of repair and to diagnose the problem. Without being able to physically view the inside of a buried pipe, the task is nearly impossible without the right equipment. The wastewater crew has created a couple of innovative inspection tools in-house to quickly and safely assess the condition of manholes and sewer mainlines.



The “Go Pro” nozzle

Using a set of nozzle skids, a waterproof action camera, auxiliary lights and a part of an old root cutter, the crew fabricated a sewer pipe inspection camera. While connected to the high pressure cleaning hose on the sewer truck, the camera can propel up the entire length of the mainline and then retract back to its starting point. After it is removed, operators wirelessly connect the camera to an iPad to download and view the video. Any issues are entered into Cartegraph asset management software and repairs are planned. The process is similar for manholes, with the camera attached to a long pole and lowered into a confined space. This tool does not replace a detailed closed circuit television (CCTV) inspection but it is useful to quickly diagnose problems in an emergency situation or when there is no CCTV truck available.

Collaborate, Calibrate and Adjust

Every year a selection of water meters three inches and larger are tested and verified for accuracy. The City uses a contractor who provides a bench tested calibrated meter, which is connected to the meter being tested. Water is run through both meters and compared for accuracy. If necessary the contractor performs any repairs or adjustments to the meter while on site.



Jerry Anderson and Steve Gering test a large meter

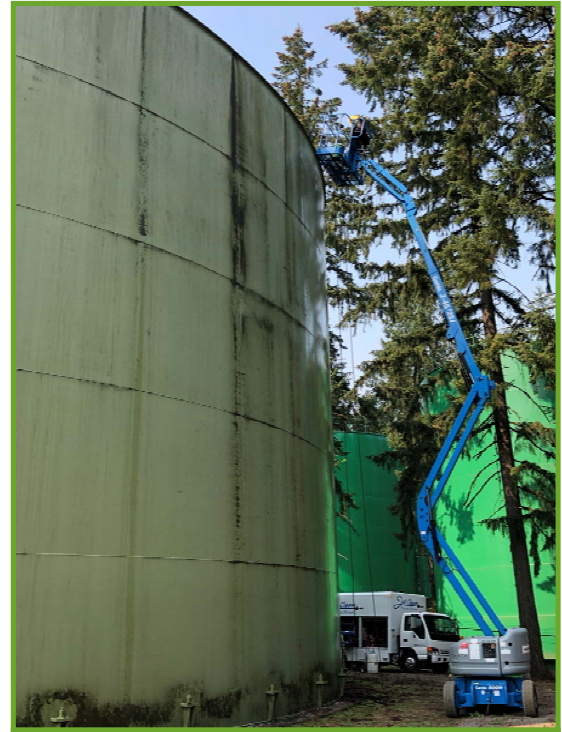
Utilities—Water

A Really Big Cleaning Job

In order to maintain the exterior surface coating of water reservoirs, surfaces need to be periodically cleaned. The Wilsonville Water Master Plan recommends this activity occur every five years.

A contractor was hired to perform this work. With the use of a boom lift and two person pressure washing crew the tops and sides of three reservoirs were cleaned.

The cleaning removed the moss, algae, and tree debris that had accumulated on the surface of the reservoirs over the past five years. Not only does the cleaning extend the life of the coating, it also improves the aesthetic appearance of the tanks.



Using a boom lift to access the roof



Pressure washing the sides



Finished job

Facilities

Bulky Waste Day

Each year, the City of Wilsonville partners with Republic Services to offer a “Bulky Waste Day”, an opportunity for residents to dispose of bulky waste items, such as furniture or large appliances, that would not be picked up during regular curbside service. In lieu of payment, participants were asked to bring donations of new, wrapped toiletry items for the Wilsonville Community Sharing’s food bank.



Daniel Morena poses with the donations

Despite the additional logistics due to COVID-19, the contactless event went smoothly. Each vehicle was weighed before and after unloading to determine the weight of the load. Just over 47 tons of bulky waste was collected and 350 vehicles went through the line during the four hour event on October 10th. Another successful Bulky Waste Day!



A huge thanks to the Bulky Waste Day crew!

Council Goal #5—Implement the Street Tree Replacement Program

Friends of Trees planting event held Saturday, October 24, 2020



Temporary storage of the trees prior to the planting event



Snack and water provided for the event workers



Equipment needed for the event workers was placed to ensure appropriate physical distancing



Check-in tent and sanitization tent for volunteers

SMART

SOUTH METRO AREA  REGIONAL TRANSIT

October 2020 Report

Some may wonder where I find inspiration for my monthly prelude. Well, the simple answer is, inspiration finds me wherever I might be. There are days when a muse walks into my office, rings my telephone or sends me a text. There are other times when my drive to and from work serves as the perfect conduit. No matter the origin, I perceive inspiration like a prescribed medicine. I need only open up and let it in.

Recently, I was corresponding with a respected colleague. This particular individual is the picture of character and integrity. A rare and precious jewel among all the costume jewelry. A person who makes you want to be a better you. It was during our exchange that I found myself reminding them of how much they mean to me professionally and just how much they are valued. After responding with genuine appreciation, I was asked why I felt it was necessary to share my feelings at this particular time? Well, I could have spilled an entire bushel full of reasons, but I chose to settle on the one that would answer the question, absolutely and would leave no room for doubt.

I explained how none of us is guaranteed tomorrow and how I was not prepared to take the chance that my thoughts would remain forever imprisoned in my cerebrum. Perhaps Garth Brooks said it most succinctly when he wrote the poignant words to the song, *If Tomorrow Never Comes*. With this however, unpleasant reality firmly planted in our collective minds, might I suggest that there is no better day than today to tell that certain someone how much they mean to you.

Dwight Brashear
Transit Director



Transportation Options - Michelle Marston Program Coordinator

ACTIVITY ACHIEVEMENTS:



ACTION ACHIEVEMENTS:



SKILL BUILDER ACHIEVEMENTS:



Social distancing may have changed daily life, but the **Get There Challenge** was here to celebrate our creativity and resilience. An online event held October 5 - 18 for a brand new type of challenge.

Commuters were encouraged to sharpen remote-work skills, stay active, get recognized, and win prizes! Challenge participants could take actions to unlock 20 "achievements" for the chance to win prizes. Many of them from their own home.

The Challenge has concluded, but you can still log trips on the site and find carpool partners for when commuting is in full swing again.



get there challenge

COMCAST BUSINESS
BEYOND FAST

The Get There Challenge is on!
Sharpen Your Skills. Stay Active. Win Prizes.

October 5-18

Join Anytime -
GetThereOregon.org

Emails were sent to the large employers HR and Transportation Coordinators to let them know of this statewide event. Learn more at getthere.oregon.org

Here are a few quick highlights from this year's Challenge:

- 1,626 participants
- 588 new users from 10/5-10/18;
1,328 new users since 9/1-10/21
- 18,639 trips logged, totaling 165,986 miles
- Someone from the little town of Sweethome won the grand prize!

This October, SMART Options created a survey for large Wilsonville employers to complete. This information will help us learn more about business' opinions on transportation for their employees due to COVID-19.

The goal was to learn more about how our large employers are responding to this pandemic when it comes to their employees' commute options. SMART is interested in perceptions of COVID-19 safety/risk, and how that relates to transportation decisions of mode choice.

Grants and Programs - Elli Work

Grants and Programs Manager

The SMART team kicked off October with an in-depth interview for PGE's Drive Change Grant for another electric bus (grant \$554,336, match \$277,168, total \$831,504). The awards will be announced by the end of the year.

The month also brought a concentrated effort to writing two STIF Discretionary Grants:

1. Technology Updates: grant \$150,416, match \$37,604, total \$188,020.

A. 14 each, 13" eReader display panels for the busiest bus stops. This technology provides ridership with real time arrival and departure information as well as rider alerts. A new push to talk feature provides information in English and Spanish.

B. Destination sign integration with internal and external electronic signs providing visual and audio announcements.

2. Transportation Management

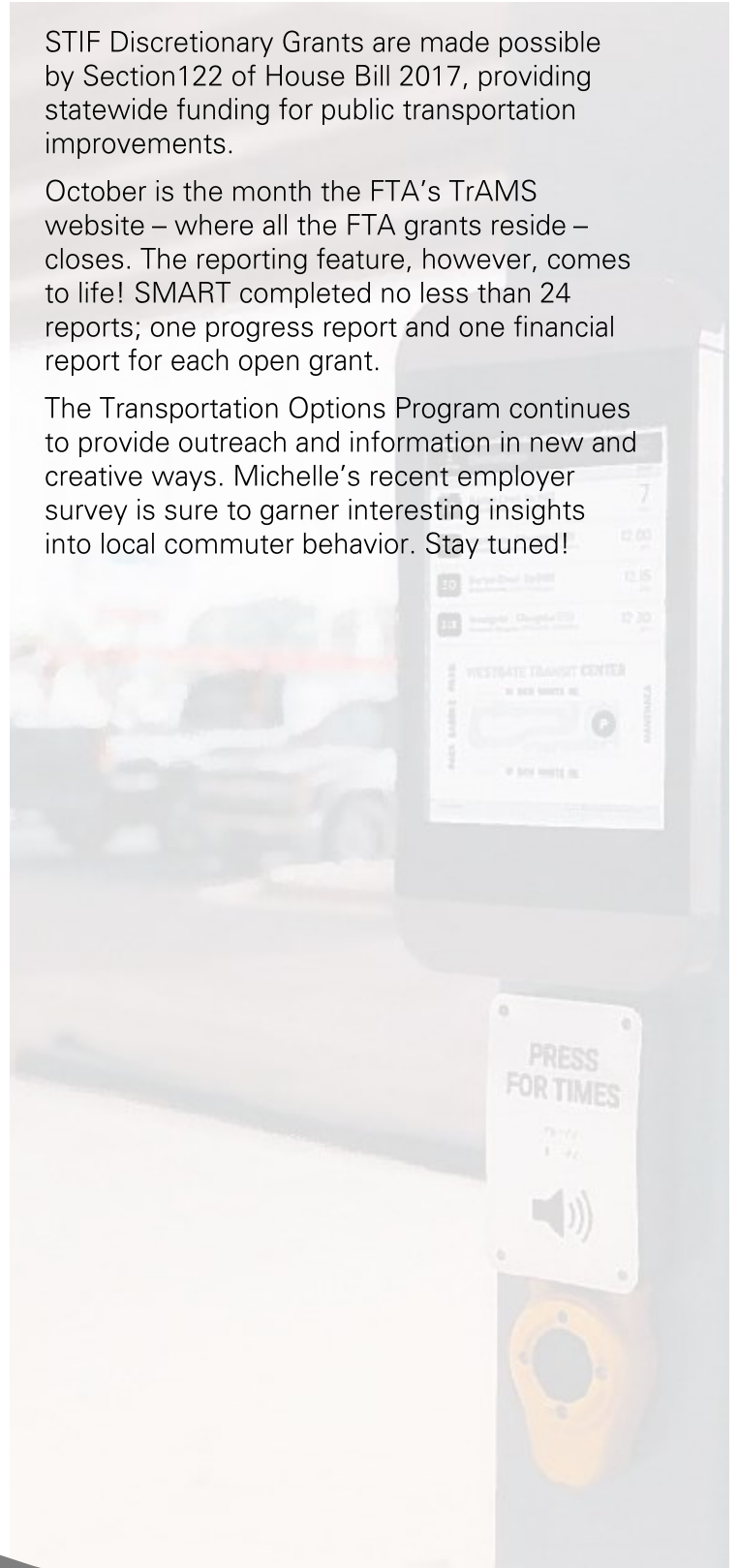
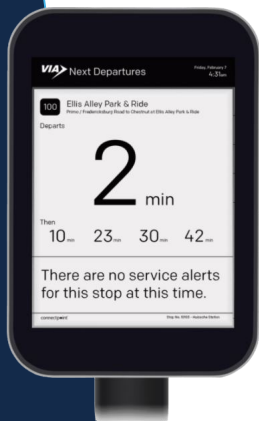
Plan Update: grant \$112,000, match \$28,000, total \$140,000.

Much has changed since the last TMP was approved in June 2017. This grant will deploy transportation consultants to review and revise the TMP after a thorough public involvement process. The updated TMP will more closely mirror regional and state transportation goals in addition to SMART's STIF projects moving forward.

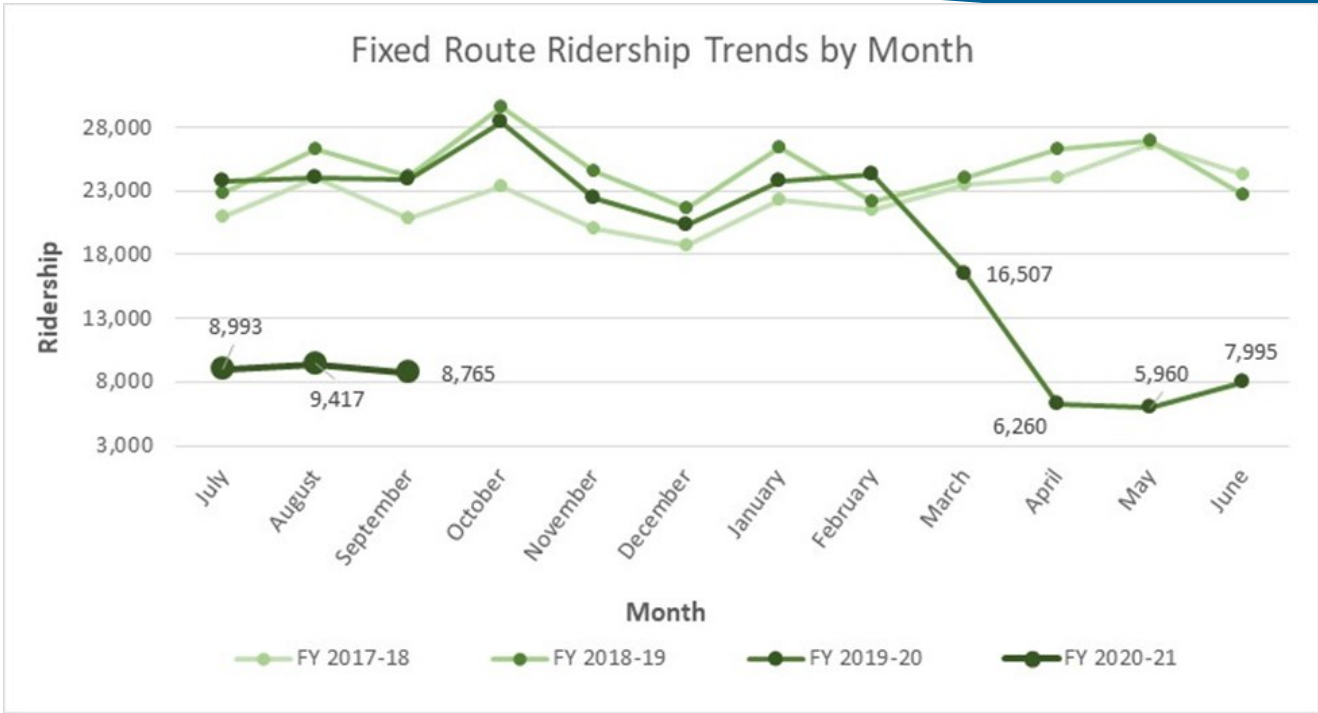
STIF Discretionary Grants are made possible by Section 122 of House Bill 2017, providing statewide funding for public transportation improvements.

October is the month the FTA's TrAMS website – where all the FTA grants reside – closes. The reporting feature, however, comes to life! SMART completed no less than 24 reports; one progress report and one financial report for each open grant.

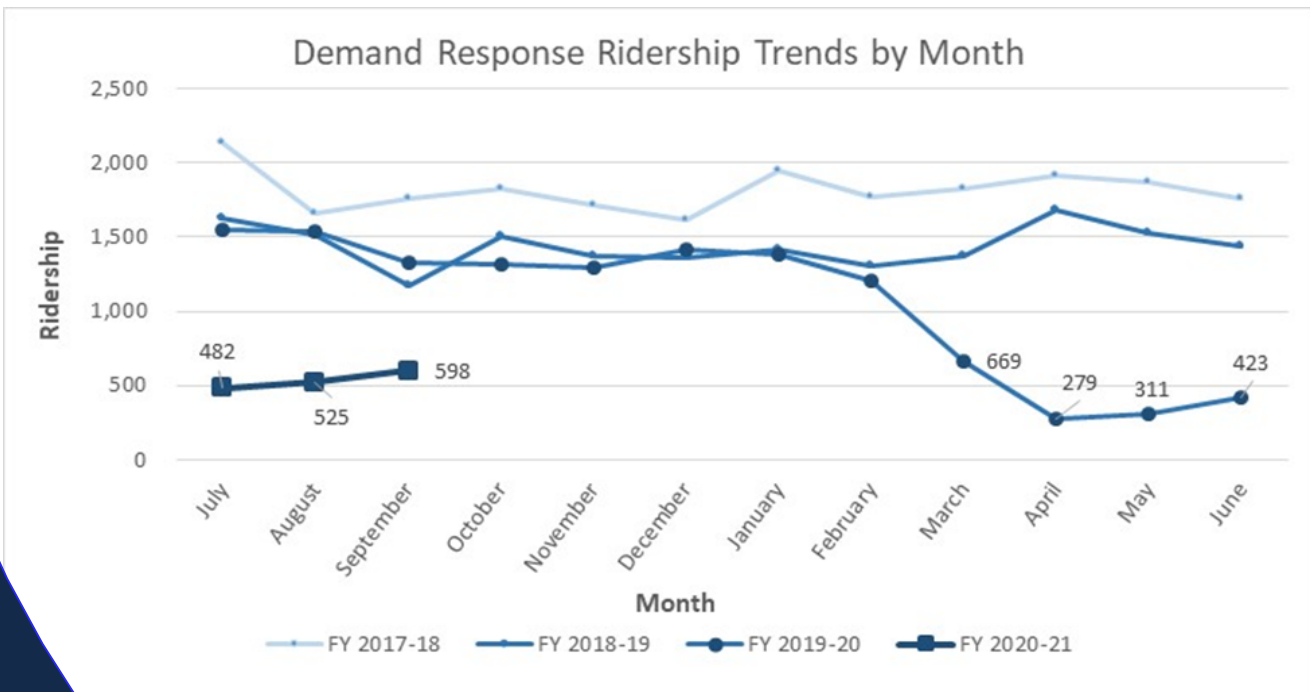
The Transportation Options Program continues to provide outreach and information in new and creative ways. Michelle's recent employer survey is sure to garner interesting insights into local commuter behavior. Stay tuned!



Operations - Eric Loomis Operations Manager



Ridership for both fixed route and demand response continue to rebuild slowly from COVID-19. The initial downturn in ridership began in March 2020 and hit the lowest point in May. Fixed route ridership in September is down 7% while demand response ridership increased by 14% compared to August 2020.



Fleet Services– Scott Simonton Fleet Services Manager

Over the past month, in addition to normal daily duties, our mechanics have been focusing on maintenance and preparation of Public Works' winter response equipment. The City utilizes two snow plows, two sand spreaders, and a liquid de-ice application unit.

Each piece of equipment is brought through the shop for annual maintenance and testing, and any needed repairs are addressed. Additionally, inventory is checked to ensure adequate spare parts (typically wear items) are on hand for the winter months.



Snowplow attachment is made ready for the season.