CITY COUNCIL MEETING
STAFF REPORT

Meeting Date: March 21, 2016

Subject: Resolution No. 2577
Town Center Master Plan

Staff Member: Miranda Bateschell
Department: Community Development

Action Required
☐ Motion
☐ Public Hearing Date:
☐ Ordinance 1st Reading Date:
☐ Ordinance 2nd Reading Date:
☐ Resolution
☐ Information or Direction
☐ Information Only
☒ Council Direction
☒ Consent Agenda

Advisory Board/Commission Recommendation
☐ Approval
☐ Denial
☐ None Forwarded
☐ Not Applicable

Comments:

Staff Recommendation: Approve Resolution No. 2577 on Consent Agenda.

Recommended Language for Motion: I move to approve the Consent Agenda.

PROJECT / ISSUE RELATES TO: [Identify which goal(s), master plans(s) issue relates to.]
☒ Council Goals/Priorities
☒ Town Center
☐ Adopted Master Plan(s)
☐ Not Applicable

ISSUE BEFORE COUNCIL: In order to establish an Inter-Governmental Agreement with Metro executing the terms of the Community Planning and Development Grant for the Wilsonville Town Center Master Plan, the City Council needs to approve the IGA and direct the City Manager to execute the IGA between Wilsonville and Metro.

EXECUTIVE SUMMARY: City staff applied for a Metro Community Planning and Development Grant in response to a City Council priority goal to pursue a Town Center Master Plan. On September 24, 2015, the Metro Council approved the Community Planning and Development Grant proposal for the Wilsonville Town Center Master Plan project for the full request of $320,000. Before the Town Center Master Plan project can begin and grant funds dispersed, an Inter-Governmental Agreement between Metro and the City of Wilsonville needs to be executed. The IGA outlines the major milestones, deliverables, and conditions for funding

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and is consistent with the approved proposal. One condition of Metro’s CET-CPDG Administrative Rules requires the City Council approve the IGA. Once approved, the City Manager can sign the IGA and staff can begin work on the project.

**EXPECTED RESULTS:** An Inter-Governmental Agreement with Metro will be executed which documents the terms of the Community Planning and Development Grant for the Wilsonville Town Center Master Plan.

**TIMELINE:** With an executed IGA by the end of March, staff anticipates posting a Request for Proposals in April and entering into a contract with a consultant team by the end of spring in preparation to kick-off the project in the community this summer.

**CURRENT YEAR BUDGET IMPACTS:** The project has a total budget of $420,000 of which $320,000 is funded through the Metro Community Planning and Development grant funds and $100,000 is funded with City Urban Renewal funds. Within this fiscal year, staff anticipates spending approximately $40,000 of those funds with half of the costs attributable to staff time and the other half to consultant services.

**FINANCIAL REVIEW / COMMENTS:** [Item must be sent to Finance for review.]
Reviewed by: ______________  Date: ______________

**LEGAL REVIEW / COMMENT:**
Reviewed by: _____BJ___________ Date: __3/14/16___________

**COMMUNITY INVOLVEMENT PROCESS:**
There will be an innovative and broad public engagement plan to help guide the Town Center Master Plan. The public engagement plan will be one of the first components of the project to be developed and will include using cutting-edge technology, such as mobile applications, to collect ideas and reach as many community members as possible as well as targeted outreach to specific stakeholders and underserved community groups. There will be multiple opportunities to participate in the project such as an advisory committee, workshops / charrette, focus groups, visual preference surveys, and online feedback tools; and the team looks to engage a broad spectrum of residents as well as local businesses, property owners, developers, students, employees, and nearby farmers and producers.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY** (businesses, neighborhoods, protected and other groups): As a result of this project, the city anticipates specific actions that will help the Town Center become a more vibrant, pedestrian and transit-supportive mixed-use district that integrates the urban and natural environments, to create an attractive and accessible place for visitors and residents of all ages to shop, eat, live, work, learn, and play. The actions will help remove barriers and encourage private investment in the Wilsonville Town Center. Benefits to the community also include: identifying tools to maintain and strengthen businesses in the Town Center, improving access to and within the center, and making it a place where people want to spend time and support businesses.

**ALTERNATIVES:**

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N/A

CITY MANAGER COMMENT:

ATTACHMENTS
A. Construction Excise Tax Grant Intergovernmental Agreement
RESOLUTION NO. 2577

A WILSONVILLE CITY COUNCIL RESOLUTION DIRECTING THE CITY MANAGER TO SIGN AN INTER-GOVERNMENTAL AGREEMENT BETWEEN WILSONVILLE AND METRO FOR THE WILSONVILLE TOWN CENTER MASTER PLAN PROJECT.

WHEREAS, in 2015 the Wilsonville City Council set a Council Priority to initiate a redevelopment plan for the Wilsonville Town Center; and

WHEREAS, city staff applied for a Metro Community Planning and Development Grant, funded by the Construction Excise Tax, to pursue a Town Center Master Plan Project; and

WHEREAS, on September 24, 2015, the Metro Council approved the Community Planning and Development Grant proposal for the Wilsonville Town Center Master Plan project (“the Project”) for the full request of $320,000; and

WHEREAS, the Project has a total budget of $420,000 of which $320,000 is funded through the Metro Community Planning and Development grant funds and $100,000 is funded with City Urban Renewal funds; and

WHEREAS, an Inter-Governmental Agreement between Metro and the City of Wilsonville is needed to establish the Project’s major milestones, deliverables, conditions for funding, and reimbursement schedule; and

WHEREAS, the Project as outlined in the Inter-Governmental Agreement is consistent with the City’s approved grant proposal; and

WHEREAS, the Project aims to identify actions that will help remove barriers and encourage private investment in the Wilsonville Town Center to create a more vibrant, pedestrian and transit-supportive mixed-use district that integrates the urban and natural environments, and is an attractive and accessible place for visitors and residents of all ages to shop, eat, live, work, learn, and play; and

WHEREAS, the Project will develop an innovative and broad public engagement plan to help guide the Town Center Master Plan.

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

1. The Wilsonville City Council approves the Inter-Governmental Agreement between Metro and the City of Wilsonville for the Wilsonville Town Center Master Plan project.

2. The Wilsonville City Council directs the City Manager to sign the Inter-Governmental Agreement between Wilsonville and Metro for the Wilsonville Town Center Master Plan Project.
3. This resolution shall be effective upon adoption.

ADOPTED by the Wilsonville City Council at their regular meeting thereof this 21st day of March, 2016, and filed with the Wilsonville City Recorder this date.

________________________________
TIM KNAPP, Mayor

ATTEST:

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Sandra C. King, MMC City Recorder

SUMMARY OF VOTES:

Mayor Knapp
Council President Starr
Councilor Fitzgerald
Councilor Stevens
Councilor Lehan

Attachments:
Exhibit A – Wilsonville-Metro Construction Excise Tax Grant Intergovernmental Agreement.