



APRIL 2020 MONTHLY REPORT

From The Director's Office

Good day!

The world is a very different place than it was in February, and we are all rapidly adapting to new norms every single day. It is my sincere hope that everyone in our Wilsonville family is safe and healthy. I am pleased to report that the dedicated public servants in the Community Development Department are open for business, serving the community with pride!



Over the past two months, there have been many behind the scene changes to routine processes and protocols that have allowed us to stay busy and continue to serve the needs of our customers. Our primary focus has been to facilitate new construction and advance public infrastructure projects. The City was one of the first in the region to stand up its Emergency Operations Center (EOC) as well as to declare a state of emergency. The EOC is a critical coordination tool and is at the center of the dissemination of consistent information and coordination regarding the City's response to the virus. The timely declaration of a state of emergency is key in triggering the flow of resources and funds to those in need.

These actions appear small on the surface, but are evidence of the forethought that has gone into managing this crisis. Staff have recently spent time updating the important continuity of operations plan (COOP) that guides succession of duties in an emergency. The City has also responsibly embraced a telecommuting plan that allows the majority of department staff to work remotely. This results in appropriate physical distancing in the office at City Hall by minimizing the number of people on the floor, both reducing risks of exposure while ensuring accountability through daily coordination and reporting. Staff have also been working hard on the creation, marketing, and evaluation of submittals for the Small Business Relief Grant program. The outpouring of appreciation surrounding this program has been truly remarkable.

There have now been a number of remote City Council meetings, and at the end of April the DRB successfully conducted a land use hearing. In May, the Planning Commission will give remote meetings a try. Staff have set up digital plan submittal processes, remote plan review, online payment, and remote inspection services when necessary. These new tools are allowing staff to continue to provide the high level quality customer service that our clients rely upon.

Respectfully submitted,

Chris Neamtzu, AICP
Community Development Director



Building Division

A Plan Reviewer's Perspective — Building Element: Safety Glazing

Safety glazing is the code phrase used for glass that is less susceptible to damage and is less dangerous when accidentally broken. Safety glazing can be found in windows, doors, and shower partition walls. The required locations for safety glazing in homes is described in detail in the Oregon Residential Specialty Code. These locations are referred to as “hazardous locations”. Hazardous locations can include glazing found in fixed glass panels, in operable panels in doors, in the close vicinity of swinging doors, or in glass panes where either the bottom edge is less than 18 inches or the top edge is greater than 36 inches from the floor.



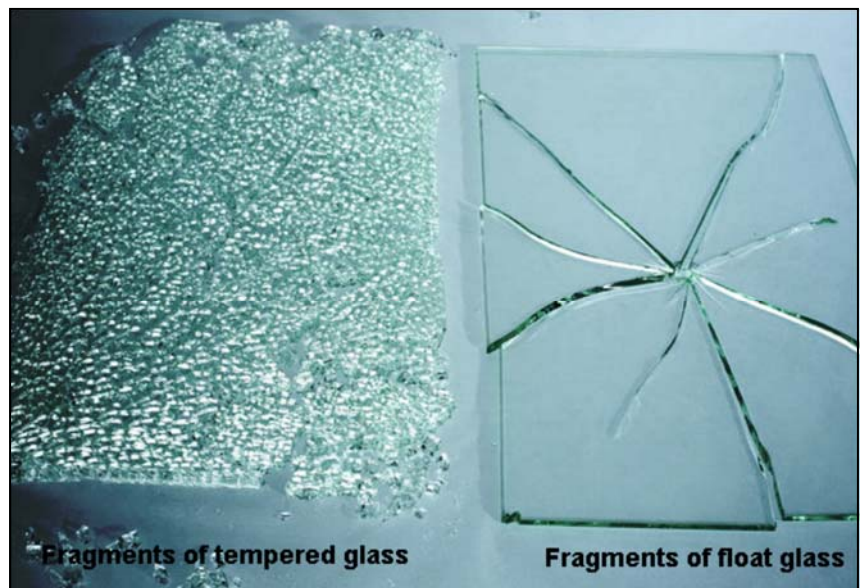
Every pane of safety glazing that is installed in a hazardous location must have a permanent marking which specifies, among other things, the type of glass and the safety standard it complies with. This marking is typically laser etched or marked in such a way that, once applied, cannot be removed without being destroyed.

The two most common types of safety glazing are tempered glass and laminated glass. Tempered glass is thermally and physically stronger than regular glass. Laminated glass is typically even stronger. Tempered glass is created through a process that involves controlled chemical or heat treatment to

balance the internal stress of the glass, causing the glass to break into small pebble-like pieces instead of dangerous shards. Laminated glass is made up of layers of glass and plastic that are held together by a binding inner layer. Laminated glass is also usually tempered but the laminated inner layer prevents the small glass fragments from escaping. This creates a glass system that is extremely strong and able to withstand significant strike forces such as from flying debris in a hurricane or storm event.

During plan review, a plans examiner ensures that hazardous glazing locations are identified on the construction plans and that the designer specifies what type of safety glass will be installed. During the inspection phase, the building inspector verifies that tempered or laminated safety glazing is installed in the correct locations and observes that the required etchings on the glass are present.

—Carl Brown, Building Inspector/Plans Examiner I



Fragments of tempered glass

Fragments of float glass

Economic Development Division

COVID-19 Economic Response

- Economic Development staff have been re-deployed to staff a “one-stop shop” resource center to communicate and deploy federal, state, and local resources to address business and workforce needs related to COVID-19 disruptions. Activities include facilitation of SBA/CARES Act webinars, training events, classes and workshops, access to capital grants, and one-on-one business advising sessions and referrals in partnership with the local chamber commerce, Clackamas County College Small Business Development Center, Clackamas Workforce Partnership, as well as regional, state, and federal agency partners.
- The City has committed \$480,000 in funds to City economy recovery programs, including:
 - **Small Business COVID-19 Relief Grants** (\$400,000): Contingent on Council adoption on April 20, this program was developed to offer immediate financial assistance to micro-businesses (\$2,000 grants for businesses with no more than five employees) and small businesses (\$5,000 grants for businesses with no more than 20 full-time employees). The program was designed by a mini-task force of three people, including Economic Development Manager Jordan Vance, Councilor Joann Linville, and Wilsonville Chamber of Commerce CEO Kevin O’Malley. The criteria prioritizes submissions by long-standing businesses, local operators, businesses that have not otherwise received relief, and those recognized as Minority/Women Enterprise, Disadvantaged Business Enterprise, or Service Disabled Veteran.
 - **#OneWilsonville Shop Local Program** (\$20,000): City employees are visiting local restaurants to purchase \$20,000 in gift cards, providing a segment of our local business community with immediate and much needed support in the wake of the State’s stay home directive that has temporarily closed doors and dining rooms, as well as diminished sales at retail establishments citywide. A list of Wilsonville restaurants and other retailers currently operating can be found at <https://www.ci.wilsonville.or.us/residents/page/onewilsonville-retailers-open-business>.
 - **Utility and Rent Relief** (\$60,000): The City is providing assistance to Wilsonville Community Sharing to assist residents in need with utility and rent relief.

Recruitment

- Product packaging manufacturer for food/medical/retail industries is looking for a 50,000+ square foot industrial facility. Project would create 33 jobs. Staff are submitting a proposal for property in Wilsonville.

Engineering Division, Capital Projects

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

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

Boeckman Dip Bridge (4205/4206/4212)

Staff presented an update to Council on April 6. Staff also presented and Council approved the Stormwater Master Plan Amendment adding a study for Boeckman Creek that will help us understand the hydraulic and hydrologic impacts of project alternatives. Additionally, a culvert inspection company has been contracted to provide a condition assessment of the two culverts crossing under Boeckman Road at Boeckman Creek.

Elligsen Well Upgrade and Maintenance (1128)

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

French Prairie Bridge (9137)

This project will determine the final location, alignment, and design type and includes preparation of preliminary construction and environmental documents for a new pedestrian, bike, and emergency vehicle bridge over the Willamette River in the vicinity of Boones Ferry Road. City staff are coordinating with Clackamas County to schedule a resolution supporting the Task Force recommendation of the suspension bridge as the preferred bridge before the Clackamas Board of County Commissioners.

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 begin in May and to be completed by the end of 2020.

Garden Acres Road (4201)

This project involves the design and construction of Garden Acres Road from a rural local access road to an urban industrial roadway as part of the Coffee Creek Industrial Area plan and includes Willamette Water Supply Program segment PLM_1.2 of the 66" water transmission pipe. Construction of a new storm drainage pipe to serve the future Coffee Creek Industrial Area is being installed along Garden Acres Road. Construction completion is anticipated for January 2021.

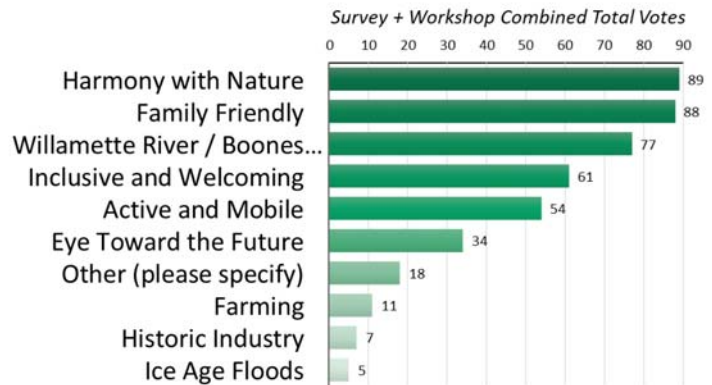
Gesellschaft Well Facility Rehab and Upgrade (1083)

This project addresses upgrades and repairs needed to correct deficiencies in the Gesellschaft well house, including piping, electrical, and mechanical systems. Work is nearing completion, with startup operations occurring in April and final completion in early May.

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. The design team is currently preparing bridge and plaza design concepts based on results of the public engagement and feedback received from the Planning Commission and City Council. Public input on the conceptual design for the bridge and plaza will be sought over the summer.



Themes and Elements that Represent the Community of Wilsonville

Memorial Drive Splitter Manhole Replacement (2085)

This project involves the replacement of an existing sanitary sewer manhole at the intersection of Parkway Avenue and Memorial Drive with a new flow diversion manhole. The purpose of the project is to maintain equalized flows between two parallel sewer lines under I-5 and to avoid potential overflows. Multiple utility conflicts discovered in September 2019 have caused a project delay of six months. Now that all the utility conflicts have been removed or relocated, work can now continue and will be completed before July 2020.

Memorial Park Pump Station (2065)

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

SMART Parking Lot Improvements (8135)

This project (shown right) involves the expansion of the existing employee and visitor parking lot at the SMART Administrative/Fleet Facility by adding ten parking stalls, a new curb and sidewalk, and a new cedar deck at the facility entrance. A large portion of the project’s cost will be covered by a Federal Transit Administration grant received by the City in 2017. The City’s contractor mobilized to the site in late March to begin excavation of the new parking area. Work is anticipated to continue through the middle of June.



Street Maintenance Project (4014/4118/4725)

Staff have reviewed the 60% plan submittal and are working with the consultant team to go from 60% to 90% design for Day Road, Elligsen Road, Parkway Avenue, Main Street, Town Center Loop, and Park Place. After the 90% plan submittal, the project will be split into two construction phases. The first phase of work will be constructed this fiscal year and the second will be programmed for next year. The design phase of the project will include the listed roadways.

WTP Expansion to 20 MGD (1144)

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

Engineering Division, Capital Projects

WWSP Coordination (1127)

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

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

WWTP Master Plan (2104)

This project will evaluate capacity of Wastewater Treatment Plant (WWTP) processes to accommodate projected growth and regulatory changes. A prioritized capital improvement plan and budget will be developed. Engineering proposals were received and a consultant was selected in January. Contract negotiations are underway, with a contract award anticipated in May.

Engineering Division, Private Development

Aspen Meadows Phase 2

This is a five lot subdivision on the east side of Canyon Creek Road South. The project is now in the two year maintenance phase.

Dutch Bros Coffee

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

Fir Commons

This is a ten home condominium development nestled in Old Town on Fir Avenue. Eight homes are currently under construction. Work has slowed with the current pandemic, causing disruptions in the workforce availability.



Fir Commons

Engineering Division, Private Development

Frog Pond Meadows

74-lot subdivision located north of Stafford Meadows and adjacent to Stafford Road. The contractor (NEI) continues to work on the concrete intersection, storm system on Stafford Road, and utility testing.

Frog Pond—Morgan Farm Phase 2

42-lot subdivision located north of Morgan Farm Phase 1. This project is in the final stages. The Engineering Division and the developer are working to address underground water intrusion at one of the stormwater swale facilities. The project will go to the maintenance phase soon.

Grace Chapel

Project involves the remodel and expansion of the south building of the former Pioneer Pacific College, along with the rerouting of a major storm drain line. A new sanitary connection and new driveway are also part of the project. The contractor is making great progress with the public storm piping, and much of the existing curb, asphalt, and plant debris have been removed.

Hilton Garden Inn

Construction continues on this four-story hotel at Memorial Drive and Parkway Avenue. The Engineering Division recently approved a tap for a new irrigation meter. Asphalt road repair and the completion of the final punch list remain before this project goes into the maintenance phase.

Northstar Contractor Establishment—Clay Street

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

Shredding Systems

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



Grace Chapel



Hilton Garden Inn



Shredding Systems

Engineering Division, Natural Resources

Environmental Changes and the Pandemic

With the rush of daily routines and the other things that fill our days, it is easy to forget the delicate balance that sustains our home—planet Earth. The beauty we see every day—whether a blue sky, or flowers in bloom, or a hummingbird in flight—are dependent on a healthy planet. We all have a role in sustaining and caring for this wonderful world.

Over the last few months, the coronavirus pandemic has brought about significant changes to the environment. Due to shelter-in-place restrictions throughout the world, people have been forced to alter the ways they live, work, and play. This new normal has led to some rather rapid and environmentally friendly changes. The following are just a few of the many examples:

1. **Noticeable reductions in air pollution** – In cities as diverse as Wuhan and Milan, the decrease in emissions from vehicles, factories, and power plants has led to a precipitous decline in air pollution levels. One of the largest drops in air pollution occurred in eastern and central China. According to NASA, nitrogen dioxide levels have been 10 to 30 percent lower than normal. It's now possible for people to breathe easier and enjoy a beautiful blue sky, where only a couple months ago smog blanketed their cities.
2. **A decrease in noise caused by human activity** – With so many people staying home in many places around the world, there is significantly less noise from cars, buses, trains, and other transportation. In Boston, a researcher documented a drop in noise pollution by nearly 30 decibels. Without the constant drone of urban noise, it is now possible to hear the sound of birds singing as they relish the flowering of spring.
3. **Animals roaming freely in places usually filled with people** – Whether in national parks, such as Yosemite, or the streets of San Francisco, wildlife is taking advantage of the lack of people. In the sands along Brazil's northeast coast, nearly 100 critically endangered sea turtles have hatched on a deserted beach, their first steps going almost unnoticed because of coronavirus restrictions that prohibit people from gathering on the region's beaches.
4. **Whales migrating without the disruptive influence of maritime traffic** – North Pacific humpback whales have begun to move northward this month and will soon be swimming with newborn calves in southeast Alaska, a region also popular with cruise ships for views of local wildlife. Research has shown that ambient noise from ships and other maritime traffic can increase stress-hormone levels in marine creatures, which can affect their reproductive success. Whales have even shown they can adapt to the din, pausing their singing when ships are near and resuming when they move away.



Planning Division, Current

Administrative Land Use Decisions Issued

- 13 Type A Tree Permits
- 4 Type B Tree Permits
- 1 Type C Tree Permit
- 1 Zoning Verification Letter
- New Single-Family Building Permits

Construction Permit Review, Development Inspections, and Project Management

In April, 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:

- Hilton Garden Inn
- Fir Avenue Commons residential development in Old Town
- Regional Park 7&8 in Villebois
- Residential subdivisions in Frog Pond West
- Aspen Meadows and Aspen Meadows II subdivisions off Canyon Creek Road South
- I&E Construction headquarters on Parkway Avenue
- Dutch Bros Coffee kiosk in Town Center
- Grace Chapel on Parkway Avenue

COVID-19 Response

Like everyone else, the Planning Division will remember April 2020. Planning staff worked hard to keep work flowing while defining and adjusting protocols in response to the unprecedented COVID-19 emergency. The experience has shown the Planning Division has a talented and flexible team to support the important work they do. Specific work related to COVID-19 included:

- Prepared for and hosted the first remote Development Review Board Meeting
- Adapted staff work locations and meeting methods, including with the public, to ensure physical distancing
- Made the best use of current permitting software and other resources to continue to allow applicants to submit, pay for, and obtain approval of various permits remotely, including tree removal and construction
- Continued to offer great customer service to an increase in the daily inquiries the Planning Division receives

Development Review Board (DRB)

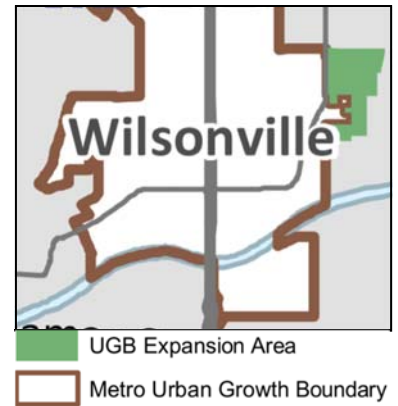
DRB Panel A did not meet in April, but is scheduled to have a meeting on May 11 to review two requests to renew temporary use permits.

During their April 27 meeting, DRB Panel B held a public hearing and unanimously approved an industrial building and storage yard for DP Nicoli on the east side of Boberg Road just south of Boeckman Road. This was the DRB's first virtual meeting using the Zoom video conference platform and it went smoothly.

Planning Division, Long Range

Frog Pond East and South

The master planning area encompasses the area added to the Urban Growth Boundary by Metro in 2018. The City is required to adopt a master plan and related policies and codes for the area by the end of 2022. In April, staff submitted a grant request to Metro to fund a large portion of the master planning work.



House Bill 2001 Implementation (Middle Housing)

This project will build upon and help implement the Equitable Housing Strategic Plan while ensuring the City complies with House Bill 2001 regarding the allowance for middle housing, including duplexes, triplexes, quadplexes, row houses, and cottage cluster housing. The project will also help lay the foundation for the upcoming master planning work for Frog Pond East and South. During April, staff submitted additional material to the State Department of Land Conservation and Development for a grant in support of the project and submitted a grant to Metro for support of involvement of the Latinx community in the project. In addition, staff continued to closely follow state rulemaking which is intended to clarify some key points regarding the legislation.



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

Planning staff continued to coordinate with DLCD staff on the implementation of House Bill 2003 concerning new Housing Needs Analysis (HNA) timelines and the new requirement to produce a periodic Housing Production Strategy. As Housing Production Strategies are a new requirement, to be completed by a City within a year of completing a HNA, a substantial amount of state administrative rulemaking needs to occur to define them. Staff participated in a third meeting of the state’s Technical Advisory Committee (TAC) for rulemaking on Housing Production Strategies on April 8.



Aerial photo of Villebois .

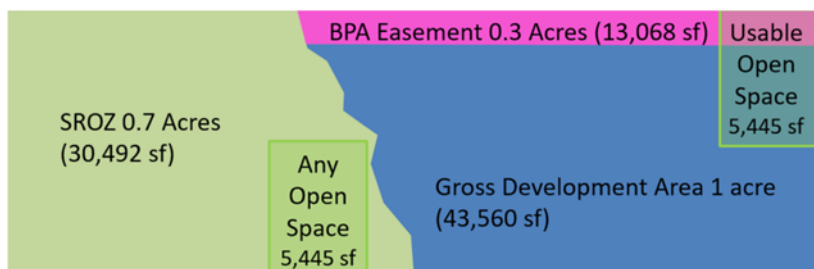
Planning Division, Long Range

Planning Commission

The April 8 Planning Commission Meeting was canceled. The next Planning Commission meeting is scheduled to occur on May 13 where the commission will hold a public hearing on the Equitable Housing Strategic Plan and get an update during their work session on the potential for Commercial Recreation uses in the PDI zones. This meeting will take place with social distancing precautions in place consistent with City Council protocols. Planning Commissioners will participate remotely, via Zoom videoconferencing, and public notices have provided adequate information for the public to participate.

Residential Code Modernization Project

The Wilsonville Residential Zoning Modernization Project updates City residential zoning standards in the Planned Development Residential (PDR) and (R) zones. The updates address issues raised over the last couple of decades. City



Council held a Public Hearing on April 20 and on first reading unanimously voted to approve the Ordinance adopting the proposed updates. A second reading is scheduled on May 4. If approved, the updates will go in effect in early June, thirty days after the second reading.

Wilsonville Town Center Plan



I-5 Pedestrian Bridge

The Town Center project team continued to review design feedback on the I-5 Pedestrian Bridge and Town Center Gateway Plaza project, which will provide an important connection between Town Center and the Wilsonville Transit Center and neighborhoods west of Interstate 5. Throughout April, the project team reviewed the Planning Commission and City Council input gathered during March, along with the community feedback from the project open house and online survey, to develop bridge types and approaches to evaluate, along with Gateway Plaza layouts, for further public consideration this summer.

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



Streetscape Plan

The Town Center Plan calls for creating Streetscape Design Standards to tie together the various sub-districts within the Town Center with an attractive design palette. As this project is inherently connected to the construction of the I-5 Pedestrian Bridge project, the I-5 Pedestrian Bridge and Town Center Streetscape plan are moving forward on a similar timeframe. During April, staff finalized a project scope in order to request quotes for professional services to assist the project team.

