



MARCH 2020 MONTHLY REPORT

From The Director's Office

Greetings—

Wilsonville's strong foundation as a close knit community begins with its many dedicated and caring citizen volunteers. National Volunteer Month in the United States takes place in the month of April. This month is dedicated to honoring all of the volunteers in our communities as well as encouraging volunteerism throughout the month. The work of the Community Development Department is guided by our citizen volunteers, without them, we could not do the important work of the people.

From the quasi-judicial volunteers who guide development review across the community, who make important decisions on land use and site plan review, to the legislative policy makers who advise the City Council on matters of long-range plans, citizens are the engine to the work of the Department. Wilsonville values and appreciates its citizen volunteers. Many stakeholder groups, committees, and task forces are convened to provide expert direction on a wide variety of topics from arts, culture, history, and tourism to equitable housing, urban renewal, and special area plans like Town Center. Citizen volunteers are the foundational backbone of the work that is needed to guide the community's future. We are certainly very fortunate to have such a deep bench of passionate caring individuals who give of themselves regularly to keep this community livable.

With spring now here, if these were normal times, volunteer opportunities would be popping up all around the community as the days get longer and warmer. Unfortunately, during this weird and uncertain time, we don't want anyone compromising their physical distancing so the best thing to do is plan your volunteer activities for the future, and for now stay safe and home. Once the time is right, know that groups such as the Rotary Club, Historical Society, Development Review Board, Parks Board, or Budget Committee will continue to provide wonderful opportunities to volunteer and give back to your community helping to make Wilsonville the tremendous community it is.

So, get out there and volunteer, it feels great, you won't be sorry.

Respectfully submitted,
Chris Neamtzu, AICP
Community Development Director

Building Division

Whatcha Looking At? Fire Hydrants

Did you know that before hydrants were invented, the “fire plug” was the assembly used to access firefighting water supplies in the 17th century. The “fire plug” was a big wooden plug placed in a hollowed out wooden log used to transport water for the early municipal water systems. The firefighters would move the cobblestones in the streets and expose the wooden log/pipe, remove the “fire plug” and water would shoot up. Firefighters would then use buckets or a hand pump to move water to extinguish a fire. It would not be until the late 1800’s when cast iron fire hydrants, similar to today’s model, would be introduced and replaced.

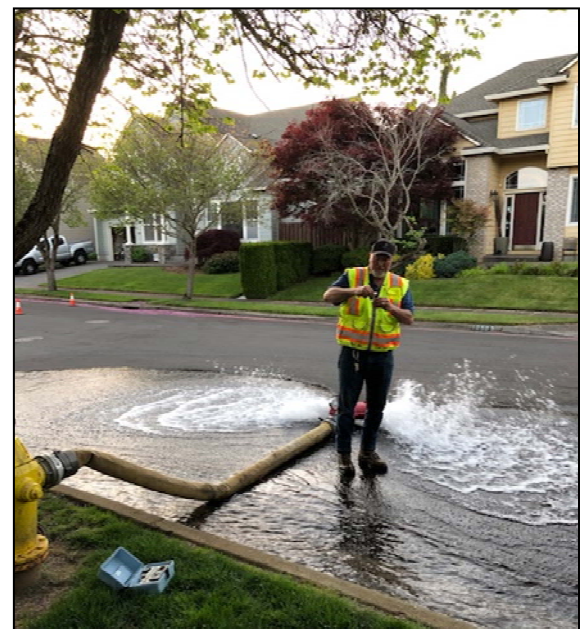
Today’s fire hydrants, like the fire plug, are designed to assist firefighters with putting out fires. The difference here is all the added technology that makes it easier and faster to douse a burning building. The fire hydrant as it is installed cannot function properly unless the owner completes the required preventative maintenance. The Oregon Fire Code requires all fire hydrants be inspected annually and after each operation; including hydrant flushing and maintenance. The periodic flushing of hydrants insures the integrity of the municipal water system while providing the highest quality water to the City’s customers. More specifically, hydrant flushing serves the following purposes:

- Flushes sediments from the water main pipes, enhancing water quality
- Verifies that fire hydrants and valves are working properly and that ample water flow is available for firefighting needs
- Aid in determining weaknesses in the water pipes and related fittings and valves

Just as important as maintenance, the fire department shall not be deterred or hindered from gaining immediate access to a fire hydrant. Maintaining a 3-foot clear space and no parking within 10 feet of a fire hydrant will provide the required fire department access.

So, don’t be like the guy in the photo below and remember “whatcha looking at” when you see a fire hydrant!

Melissa Gitt, Building Inspector/Plans Examiner IV



Economic Development Division

COVID Economic Response

- City Economic Development Department is working with local Chamber of Commerce as well as regional and state partners to facilitate communication and deployment of federal, state, and local resources to address business and workforce needs related to COVID-19 disruption.
- Summary of engagement:
 - Business resources email sent to 500+ local businesses on March 17.
 - City participated in Chamber virtual town hall on March 18 to convey City support and relay information about business resources. There were 50 participants.
 - Considering “South Metro Business Resources” teleconference call for interested businesses with Tualatin and Sherwood.
 - Working with Chamber of Commerce on deployment of Business Impact Survey to understand business impacts and where public assistance could be most helpful.
 - Participated in the Governor’s Regional Economic Response Team Task Force on March 20 to inform deployment of federal/state resources and inform the Governor’s Economic Recovery Council on short-term regional-specific needs and long terms needs for recession recovery.
 - Speaking with local property owners about ideas to buffer impact on small business tenants.

Resources Shared With Local Wilsonville Businesses to Help Ease Disruptions from COVID

- Greater Portland Inc., the regional economic development agency, [has put together a list](#) of helpful business assistance programs and resources specifically for businesses in the Greater Portland area.
- Business Oregon [has assembled resources](#) for small businesses in the event of local, regional, or statewide economic impacts due to identified disasters.
- The Wilsonville Chamber of Commerce Business has created an [Impact Survey](#).
- The [Oregon Work Share program](#) provides an alternative for employers who are considering layoffs; instead, the employer may reduce work hours for a group of workers, who then can receive partial Unemployment Insurance benefits.
- Center for Disease Control [interim guidance for businesses and employers](#).
- Small Business Administration [guidance for businesses and employers](#).
- Oregon Employment Department [information for workers, job-seekers, and employers](#).
- SBA Economic Injury Disaster Loan is now available to Oregon businesses that have suffered economic injury due to the outbreak of COVID-19 and are eligible to apply for disaster loan assistance.
 - The [applications](#) can be filled out online. These loans offer up to \$2 million in assistance and may be used to pay fixed debts, payroll, accounts payable, and other bills that cannot be paid because of the disaster’s impact. The interest rate is 3.75% for small businesses. The interest rate for non-profits is 2.75%. SBA offers loans with long-term repayments in order to keep payments affordable, up to a maximum of 30 years. Terms are determined on a case-by-case basis, based upon each borrower’s ability to repay.

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. Construction is planned to start in the first quarter of 2021.

Boeckman Dip Bridge (4205/4206/4212)

Staff plan to bring an alternative construction presentation to Council on April 6. Staff will also be bringing to Council a resolution to add a CIP project to the Stormwater Master Plan to further investigate the hydrology and hydraulic impacts and potential Boeckman Creek mitigation requirements associated with the project to provide a more accurate scope and cost of the project for City Council consideration. A preliminary tree survey was completed and will be included in the update to Council.

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 between the months of March and April. 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 April or 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 (see right). Construction completion is anticipated for December 2020.



Engineering Division, Capital Projects

Gesellschaft Well Facility Rehab and Upgrade (1083)

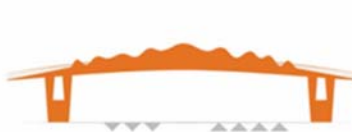
This project addresses upgrades and repairs needed to correct deficiencies in the Gesellschaft well house, including piping, electrical, and mechanical systems. The City's Contractor, Stettler Supply & Construction, mobilized to the well site in late September. Work is wrapping up in March with final completion anticipated for April 2020.

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. Staff presented results of the public engagement kickoff and received feedback from Planning Commission and City Council on guiding design principles, bridge types, and bridge and plaza amenities at their March meetings. The results and feedback will be used to develop three alternatives for bridge and plaza design to be presented for public feedback at the Community Block Party in August.



Cable - Cantilever



Modern - Artistic



Arching - Simple

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. Engineering is currently in coordination with private utilities for relocation of conduits with the City's proposed manhole. At this time, a completion date for this project is unknown, but the project is to be completed this current fiscal year.

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 April and be completed in March 2021.

Street Maintenance Project (4014/4118/4725)

The City is working with our Consultant team to assess the existing conditions, recommend treatments, and proceed to 60% design for Day Road, Elligsen Road, Parkway Avenue, Main Street, Town Center Loop, and Park Place. This initial work will determine the scope of work that will be constructed this fiscal year and what will be programmed for next year. The design phase of the project will include each of the roadways listed above.

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 Construction Manager/ General Contractor (CMGC) alternative contracting method was approved by City Council. A Request for Proposals for engineering services will be 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 their 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 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 April 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.

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 reviewed and a consultant was selected in January. Contract negotiations are currently underway, with a contract award anticipated in April.

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.

Fir Commons

This is a ten home condominium development near Fir Avenue and 4th Street in Old Town. Eight homes are currently under construction. Street work is on hold pending installation of granite curbs on Fir Avenue, as well as the installation of stormwater planters and the relocation of PGE lines on 4th Street.



Engineering Division, Private Development

Frog Pond Meadows

74-lot subdivision located north of Stafford Meadows and adjacent to Stafford Road. The contractor (NEI) is currently working on the concrete intersection, sidewalks, and utility testing.

Frog Pond—Morgan Farm Phase 2

42-lot subdivision located north of Morgan Farm Phase 1. The contractor (NEI) is working on completing the punchlist items.

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. The project to begin in the near future.

Hilton Garden Inn

Construction continues on this four-story hotel at Memorial Drive and Parkway Avenue (bottom right). Final items needed for completion include road repairs.

Northstar Contractor Establishment—Clay Street

This is a half street improvement project that will add sidewalks and street side swales on our border with Washington County near Coffee Creek Correctional Facility.

Shredding Systems

This project involves adding an additional building and expanding the sanitary, water, and storm systems. The permit is currently under initial plan review.



Engineering Division, Natural Resources

Water Temperature Monitoring

The viability of our native fish populations begins to sharply decline at 68 degrees Fahrenheit. Therefore, the Oregon Department of Environmental Quality instituted temperature regulations, known as a Total Maximum Daily Load (TMDL), for the Willamette River. As a result, in 2018, the City initiated a water temperature monitoring program on Boeckman Creek and Coffee Lake Creek. Preliminary data analysis has shown that Boeckman Creek is consistently below 68 degrees F at the sampling sites located at the Boeckman Road Dip and the pedestrian bridge in Memorial Park near Rose Lane. In contrast, Coffee Lake Creek begins to warm in April and frequently exceeds the standard. In 2019, there were 41 days of temperatures above 68 degrees F at the Boeckman Bridge sampling site in the Coffee Lake wetland complex. In the wetland complex, the lack of shade along the creek increases the water temperature, which also affects downstream temperatures. However, these constraints have always existed in the wetland complex, which have precluded the historic presence of native coldwater fish species. Staff will continue to monitor temperatures this upcoming spring and summer by deploying temperature loggers in April. This year, staff plan to add a temperature logger in the Willamette River to record river temperatures over the summer. Monitoring the temperature in the river will give us more information to inform trends of warming in the Willamette River and our local streams.



Planning Division, Current

Administrative Land Use Decisions Issued

- SMART Office Parking Lot Expansion
- 2 Class I Administrative Approvals
- 1 Class I Sign Permit
- 6 Type A Tree Permits
- 4 Type B Tree Permits
- 1 Type C Tree Permit
- 2 Zoning Verification Letters
- 2 Final Plats
- New Single-Family Building Permits

Planning Division, Current

Construction Permit Review, Development Inspections, and Project Management

In March, 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

Development Review Board (DRB)

Neither DRB Panel met in March.

DRB Projects Under Review

During March, Planning staff actively worked on the following major projects in preparation for potential public hearings before the Development Review Board:

- 6-unit residential development in Old Town at the north end of Magnolia Avenue
- 11-lot subdivision at the south end of Canyon Creek Road South
- 3-lot partition and zone change along the northern portion of Canyon Creek Road South
- New warehouse on Boberg Road for DP Nicoli
- 69-lot subdivision in Frog Pond proposed by West Hills Development
- Warehouse on Clutter Road in the Coffee Creek Industrial Area (below)



Planning Division, Long Range

Equitable Housing Strategic Plan

The project team held a work session with the City Council on March 2, where they shared the draft Equitable Housing Strategic Plan and discussed ideas for measuring the Plan’s long-term success. Based on the feedback gathered at that work session, the project team will further refine the Plan document to integrate City Council Comments along with prior input received from the Planning Commission and project task force. Staff also worked on preparing for an additional work session with City Council, scheduled for April 6, to gather additional input on priorities for actions and funding prior to publishing the final Equitable Housing Strategic Plan for public hearing.

General project information is available on the project website: www.ci.wilsonville.or.us/housing.

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. City staff also prepared a draft grant request to Metro to fund a large portion of the scope and budget for the master planning work. City Council approved a Resolution in support of the grant application in their March 16 meeting.

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 March, staff submitted an application to the State Department of Land Conservation and Development for a grant in support of the project and a draft of a grant to Metro for support of public involvement related to the project.

Wilsonville Equitable Housing Strategic Plan



UGB Expansion Area
 Metro Urban Growth Boundary



Planning Division, Long Range

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

Planning staff continues to coordinate with the Department of Land Conservation and Development 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 second meeting of the state's Technical Advisory Committee (TAC) for rulemaking on Housing Production Strategies on March 11.

Planning Commission

During their March 11 meeting, the Planning Commission held a public hearing and two work sessions. In addition, the Planning Commission honored Commissioner Simon Springall as it was his final Planning Commission meeting. Commissioner Springall, who is moving out of Wilsonville, has long served on the Development Review Board and Planning Commission and has been involved in a variety of volunteer activities and community events.



Aerial photo of Villebois .

Following five previous work sessions, the Planning Commission held a public hearing on the Residential Code Modernization Project. Following a presentation from staff and a brief discussion, the Commission unanimously forwarded a recommendation to City Council for approval of the proposed Comprehensive Plan and Development Code changes. The changes seek to address issues raised over the last couple of decades. The proposed changes focus on clarifying (not changing) how many housing units can be built on a given amount of land, clarifying lot size, and clarifying the amount of open space. The City Council is scheduled to hold a public hearing on this project on April 20.

In the first work session, the Commission received an update on the I-5 Pedestrian Bridge Gateway Plaza project. The work session includes reviewing the results of initial public input and presenting the guiding design elements, bridge types and amenities, and plaza design elements. In the second work session, staff introduced the Town Center Streetscape Plan, which is occurring concurrently with the I-5 Pedestrian Bridge and Gateway Plaza project. The work session introduced the project timeline and sought the Commission's feedback and guidance on the elements included in the draft scope of work.

Residential Code Modernization Project

The Wilsonville Residential Zoning Modernization Project seeks to update City residential zoning standards in the Planned Development Residential (PDR) and (R) zones. The updates seek to address issues raised over the last couple of decades. The proposed updates focus on clarifying (not changing) how many housing units can be built on a given amount of land, clarifying lot size, and clarifying the amount of open space. Following five Planning Commission work sessions and two City Council Work Sessions, Planning Commission held a public hearing on March 11 at which time they forwarded a final recommendation to City Council to approve the proposed changes. The project is scheduled for a Public Hearing at City Council on April 20.

Planning Division, Long Range

Wilsonville Town Center Plan

I-5 Pedestrian Bridge

The Town Center project team continued to gather 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. The project team held a work session with the Planning Commission on March 11, sharing community input on project priorities and design elements from the public open house and survey on *Let's Talk, Wilsonville!* They also shared this information with City Council a work session on March 16. The project team will use the Planning Commission and City Council input, along with the community feedback, to develop bridge types and approaches to evaluate, along with Gateway Plaza layouts, for further public consideration this summer.



WILSONVILLE TOWN CENTER PLAN

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 March, staff continued to work on refining the project scope, including discussing it with the Planning Commission, with the goal of bringing a consultant on board by the end of spring.



WILSONVILLE TOWN CENTER
I-5 PEDESTRIAN BRIDGE