

From The Director's Office

Greetings!

Candi "Claus" Garrett of our Engineering Division has done it again! She has made one Wilsonville family's holiday one to remember by organizing and coordinating another fantastic "Family Giving" event. This is our 14th year helping a family have the best holiday ever. The family that we helped this year is a single Mom with four daughters ages one, three, ten and twelve.

For folks that aren't familiar with our Family Giving, I'll explain. Staff contacts a local school counselor in October asking for one or two families that we could help. We then get a lot of information from the family about clothes styles, sizes, houseware needs, game ideas and favorite holiday foods. Tags are hung on the wall in the City Hall lobby near the tree with specific items that have been requested by the family. Staff members pick tags and bring unwrapped gifts to City Hall. Then staff gathers to wrap all the presents and delivers everything to the family with Santa (this year there were two!) and his elves the week before the Holiday. It's a wonderful, heartwarming tradition Candi and Shelley White of the Planning Division love to do year after year. I am personally proud to be a part of such a wonderful tradition that positively impacts a Wilsonville family.

The Community Development Department wishes you all a wonderful holiday season filled with good times, laughter, and loved ones.

Respectfully submitted,

Chris Neamtzu, AICP

Community Development Director

2023 FAMILY GIVING



Building Division

Winter Maintenance: Keeping Your Property Safe and Sound

As we enter the winter season, it's essential to address property maintenance in the face of colder temperatures and potential weather-related challenges. Let's delve into strategies to safeguard your property and ensure safety during the winter months.

Roof and Gutter Maintenance: The weight of snow and ice can put stress on your roof. Check for loose or damaged shingles and ensure gutters are clean and free from debris to prevent ice dams that can lead to water damage.

Insulation and Heat Sources: Inspect and maintain insulation to prevent heat loss, and check heating sources like furnaces, fireplaces, and space heaters for proper functionality. Ensure they are safely installed and well-ventilated to avoid carbon monoxide hazards.

Pipe Protection: Protect pipes from freezing by insulating them and allowing faucets to drip during freezing temperatures. Locate your main water shut-off valve in case of emergencies and learn how to turn it off.

Exterior Property Maintenance: Clear pathways, driveways, and sidewalks from snow and ice promptly to prevent slips and falls. Use ice melt or sand to create safer walking surfaces.

Exterior Lighting: Ensure that outdoor lights are in working order. Longer nights in winter call for proper lighting to enhance safety around your property.

Fire Safety Precautions: If using supplemental heating sources, such as space heaters or fireplaces, be vigilant about fire safety. Keep flammable materials away from heat sources and have fire extinguishers readily available.

Stay Informed and Prepared: Stay updated on local weather forecasts and emergency notifications. Being informed allows for better preparation and proactive measures to mitigate potential risks.

As we embrace the winter season, property maintenance and preparedness are key to safeguarding your home and ensuring the safety of your loved ones. The City of Wilsonville Building Division encourages proactive measures to prevent weather-related incidents. Wishing everyone a fun and safe winter season!



Economic Development Division

Building Networks

December is a busy month for end-of-year and holiday oriented gatherings. This year was no exception. Staff attended the following meetings, representing the City of Wilsonville:

- GPI Investor Mixer
- Westside Economic Alliance – State of the Westside Lunch
- Wilsonville Area Chamber of Commerce Annual Meeting
- Washington County Small Business Support Network
- Lunch with Affordable Housing developer, Greenlight Development

Economic Development and Communications Team Up for Town Center Urban Renewal Public Outreach

Staff from both departments have been collaborating and putting foundational pieces in place, in order to properly inform the public about the advisory vote on Town Center Urban Renewal in May 2024. Materials that originate from the City must be information and factual and cannot attempt to influence a voter. We can encourage voters to cast their vote, but not suggest they should vote any certain way.

All materials will be driving voters to “learn more” at a stand-alone website we are creating, which will have the url:

wilsonvilletowncenter.com. The website will be home to all things Town Center, including the Town Center Plan, past documents and studies that have pointed the City toward urban renewal, meeting presentations, engaging graphics, and the ballot language itself. We will also highlight successful past uses of urban renewal: the Year 2000 plan and the Westside Plan. Front and center on the website will be a 60-90 second video describing urban renewal and how it would be used in Town Center. Staff is putting the contract in place right now with the video production company, based in Portland.

In Pursuit of a Federal Grant to Support Construction of Bike/Pedestrian Bridge

Economic Development staff are teaming up with Engineering to contract with an experienced consulting team in pursuit of a federal “RAISE” grant to help fund the construction of the I-5 Bike/Pedestrian Bridge.

CFM Consultants is a firm with an active presence in both Salem and Washington DC. They provide grant-writing services as well as advocacy support with Oregon’s senators and representatives in DC, whose voice matters when it comes to grant award decision-making.

This will be a fast-moving project. The application deadline is February 28. Staff will be providing all the supporting information and documentation, while CFM will be crafting the application and narrative itself.



Economic Development Division

Town Center Urban Renewal Feasibility Study

Staff and consultants briefed the City Council on December 18, for the last time regarding the Town Center Urban Renewal Feasibility Study, which has been ongoing since the summer.

The briefing covered the final draft of the Feasibility Study document, with appendices, draft ballot language, and a basic outline of communication methods and channels to be employed in advance of a potential advisory vote on the question of Town Center Urban Renewal in May 2024.

Council provided feedback regarding the ballot language and posed several questions about urban renewal generally, as well as specifically regarding the potential use of urban renewal in Town Center.



Miscellanea

A significant portion of each week is often committed to miscellaneous activities that do not fit within a certain theme or category, but nonetheless support business development and business retention in the city. In December staff also completed the following:

- Assembled and submitted a response to Request For Information (RFI) called Project Topaz. This opportunity seeks a facility for a call center to house up to 1000 employees. The Peyton Business Center is an excellent candidate.
- Delivered books to each active member of the Childcare Provider Consortium, as a “thank you” for their time and energy, and to encourage thought as we head into 2024.
- Met with Clackamas County Childcare Coalition, with the Leo Company, to support their policy advocacy efforts. Greg and Rachel Leo are engaging and will add a lot of value in this area.
- Created a draft two-page summary to recognize the astonishing success of the imminently-closing, Westside Urban Renewal Plan.
- Created a two-page summary of statutory reporting requirements for urban renewal agencies across the State. This was done in support of the City’s role as co-chair of Oregon Economic Development Association’s “TIF Committee.”
- Convened ESS (Wilsonville-based Battery Manufacturer) and Business Oregon to encourage ESS to submit an application for a \$50,000 award to support their efforts in obtaining funding made available through the Federal Inflation Reduction Act (IRA). Preliminary feedback indicates ESS will receive the award.
- Met with real estate broker, Peter Stalick, together with CD Director Chris Neamtzu, to discuss grievances as well as ideas for improvement with regard to land-use and building permitting within the CD Department.
- Supported the Planning division’s efforts to create a scope of work to advance the Basalt Creek Industrial Area toward development readiness. These efforts are supported by \$390,000 of grant dollars, obtained through joint efforts between Planning and Economic Development staff.

Onward to 2024!

Engineering Division, Capital Projects

2022 Street Maintenance(4014/4118/4717)

This project included Pedestrian Curb Ramp Replacements (4014), Signal Modifications (4118), and Pedestrian Crossing Improvements (4717). The curb ramps and pedestrian push button replacements were done to comply with ADA requirements ahead of the 2023 Street Maintenance project that is repaving Wilsonville Road adjacent to the ramps. Also included within this project was pedestrian crossing improvements along French Prairie Road in Charbonneau that enhance the safety and visibility of pedestrians. The collective project was performed by Emery & Sons and its subcontractors. This project has been accepted by the City and is now in a two-year warranty period. Over the course of the next two years, staff will inspect the improvements to make sure they are free from defects prior to warranty expiration.

2023 Street Maintenance (4014/4118/4717)

The following improvements were performed by S-2 Contractors:

- Boeckman Road (near I-5 Overpass): Road base reconstruction, paving and re-striping.
- Wilsonville Road (between I-5 and Kinsman Road): Road base reconstruction, all paving and striping.
- Wilsonville Road (near Rose Lane): Road base reconstruction, all paving and striping

Staff has performed a final inspection and working to resolve issues where the contract was not fulfilled.

2024 Street Maintenance (4014/4717)

In the fall, Staff walked the project limits with the consulting team to establish expectations and discuss future efforts such as future pavement design.

Boones Ferry Road (Wilsonville Road to Bailey Street)

- Reconstruction of pavement section
- Updating of all non-compliant ADA pedestrian ramps
- Pedestrian signal improvements at Boones Ferry Road at the entrance to Fred Meyer
- Updating of the mid-block pedestrian crossing near Killer Burger

Bailey Street (Boones Ferry Road to cul-de-sac near Subaru Dealership)

- Reconstruction of pavement section
- Updating of all non-compliant ADA pedestrian ramps

Boberg Road (Boeckman Road to Barber Road)

- Reconstruction of pavement section

Boeckman Creek Interceptor (2107)

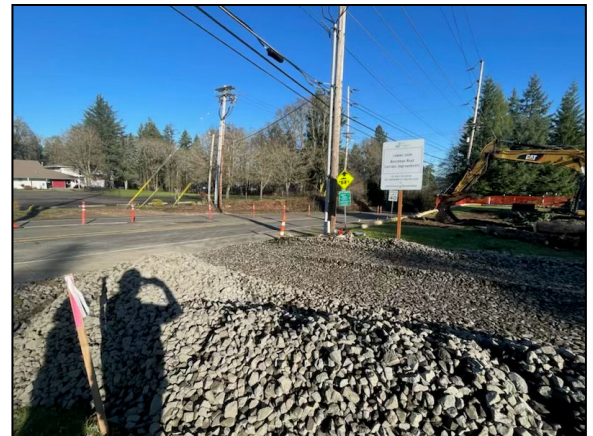
This project will upsize the existing Boeckman Creek Interceptor sewer collection pipeline in order to support the development of the Frog Pond area. A regional trail will be installed as a part of the maintenance path from Boeckman Road to Memorial Park. Field investigations are nearly finished, and the design is approaching 30 percent complete. A preliminary review of the trail layout and maintenance concept plan is under review. Once review is completed, a public open house will be held to seek input on the design to refine the layout. One additional open house event is planned for advance designs. The dates for both events will be set and advertised in advance of the events.

Engineering Division, Capital Projects

Boeckman Road Corridor Project (4212/4206/4205/2102/7065)

This project involves the design and construction of the Boeckman Dip Bridge, Boeckman Road Improvements (Canyon Creek Road – Stafford Road), Canyon Creek Traffic Signal, and Boeckman Road Sanitary Sewer projects. The Tapani-Sundt Joint Venture is pushing to design the project and advancing time-critical components. Property acquisitions were completed in December. This project has been divided into several guaranteed maximum price (GMP).

- **GMP 1: Temporary Traffic Signal at Stafford and 65th Ave**
 - ◊ Work is complete on this package.
- **GMP 2: Meridian Creek Culverts, House Demo**
 - ◊ Work is complete on this package.
- **GMP 3: Bridge, Roundabout, and Road Widening**
 - ◊ Costs have been accepted by the City Council as of December 4. Notice to proceed (NTP) has been issued, and long lead items have been ordered. A trailer, minor clearing, and erosion control will be installed in the coming days at the intersection of Canyon Creek and Boeckman. Road closure is expected to start on January 22, with extensive public communication and information being distributed prior to the closure.



Other work is occurring in advance of the bridge work such as tree clearing, utility relocations, and coordination with the new primary school site. The recent photos to the right show current ongoing progress of this project.

Charbonneau Consolidated Plan—Edgewater and Village Greens (1500/2500/4500/7500)

This project is one of 38 project areas designated by the Charbonneau Consolidated Plan for the design and construction of water, wastewater, and stormwater improvements. This project specifically focuses on Edgewater Lane, Village Greens Circle and French Prairie Road. This project is ready for bid once funding becomes available.

Charbonneau Lift Station (2106)

This project involves replacing the Charbonneau wastewater lift station with a submersible lift station and replacing the force main from the station to the I-5 bridge. The design contract was awarded to Murraysmith in December 2021, and final design was completed in October 2023. A construction contract with Tapani, Inc. will be presented to City Council for award in December 2023, with construction anticipated for completion in September 2024.

West Side Level B Reservoir and Transmission Main (1149)

This project will design and construct a new three million gallon water reservoir just west of City limits, along with a 24-inch transmission main connecting to the City water system. City Council awarded the design contract to Consor in February 2023. Design will be completed in 2024, followed by construction in 2024-2025.

Engineering Division, Capital Projects

WTP Expansion to 20 MGD (1144)

This project will expand the WTP capacity to 20 MGD and incorporate related WTP capital improvements. A CMGC alternative contracting method was approved by City Council in March 2020. An engineering contract was awarded to Stantec in July 2020. The CMGC contract was awarded to Kiewit in August 2021. City Council approved an early work package for ozone generator replacement in October 2021. Final design was completed in coordination with the CMGC in March 2022. Construction (pictured) began in June 2022 with completion expected in June 2024.

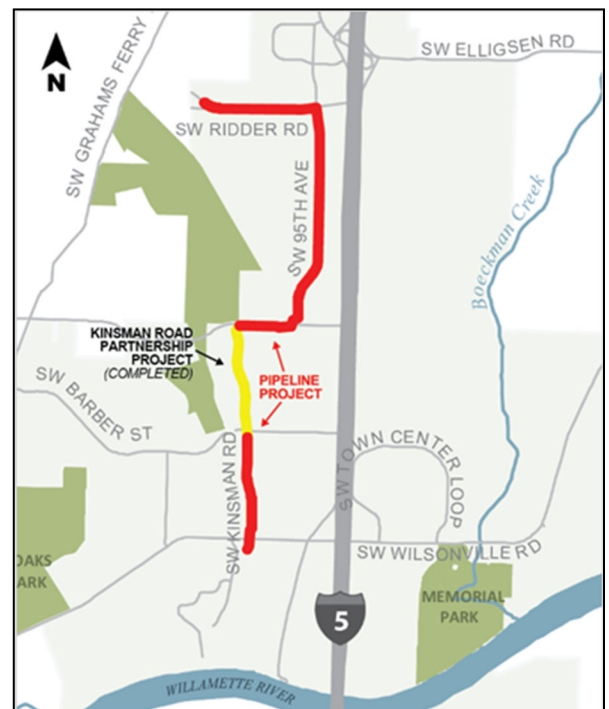


WWSP Coordination (1127)

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

- **Phase 1, Wilsonville Road (PLM_1.1)** Arrowhead Creek Lane to Wilsonville Road—**COMPLETE**
- **Phase 2, Garden Acres Road to 124th (PLM_1.2)** Ridder Road to Day Road—**COMPLETE**
- **Phase 3, Wilsonville Road to Garden Acres Road (PLM_1.3)** The WWSP's last section of transmission pipeline to be constructed in the City of Wilsonville began in fall 2022, with completion planned for 2024. It will connect the remaining portion of the pipeline through Wilsonville

and has an alignment along Kinsman Road, Boeckman Road, 95th Avenue, and Ridder Road (see image). The Engineering Division is currently in the process of reviewing final plans and coordinating construction. The trenchless crossing under Wilsonville Road has been completed. Pipe install on the northern half of 95th Avenue to Ridder Road has been completed and restoration of the sidewalk, curb, and gutter on the east side of the road is ongoing. The east side of 95th Avenue from Hillman Court to Ridder Road will be temporarily paved and opened to two way traffic, with concrete road panel restoration to follow in Spring 2024. Pipe installation has been completed on Kinsman Road between Wilsonville Road and Barber Street, and the street has been temporarily paved. The contractor will begin restoring the concrete road panels on the west side of Kinsman Road after restoration has been completed on 95th Avenue. The trenchless crossing under Boeckman Road has begun.



Wastewater Treatment Plant (WWTP) Master Plan (2104)

This project evaluates capacity of WWTP processes to accommodate projected growth and regulatory changes. A prioritized capital improvement plan and budget has been developed. The project was completed and the findings presented to the Planning Commission in December 2023. The Master Plan will be presented to City Council for adoption in January 2024.

Engineering Division, Private Development

Residential Construction Activities

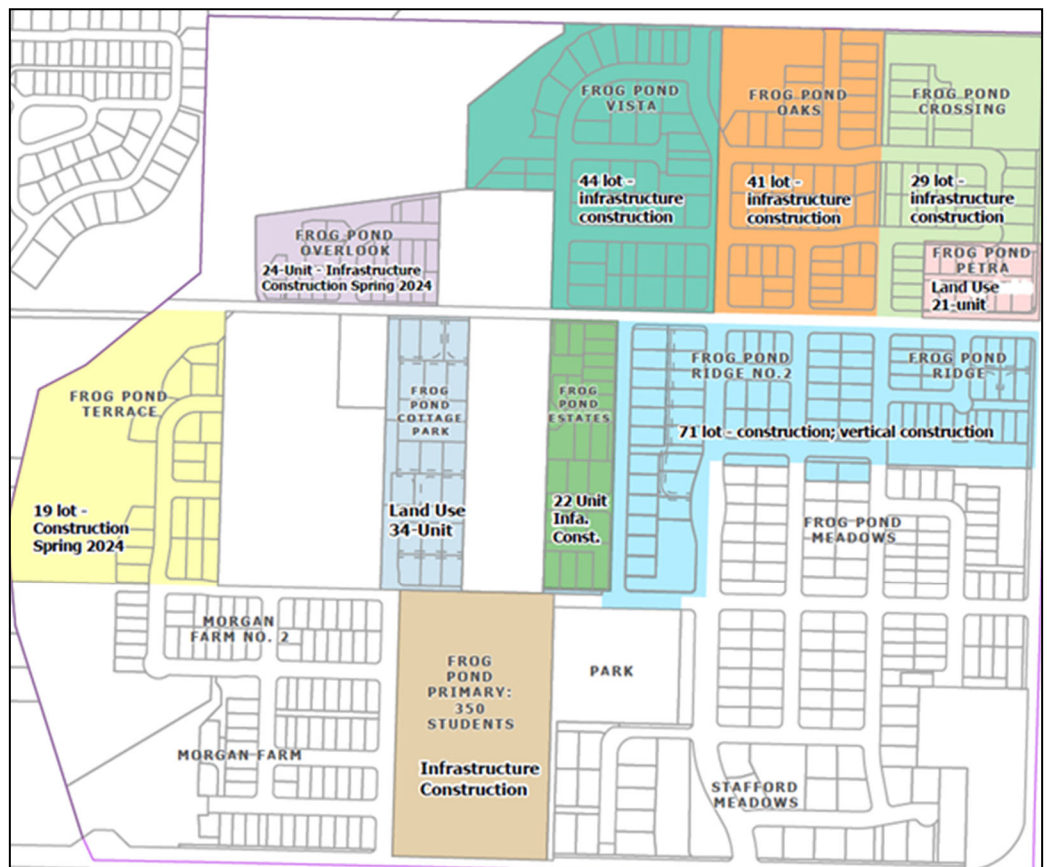
Canyon Creek South Phase 3

The contractor paved at the beginning of December, and is working on punchlist items for closeout including open space improvements.

Frog Pond West

Frog Pond West continues to see significant construction activities. Housing construction in Frog Pond Ridge, located south of Frog Pond Lane, is ongoing.

- Frog Pond Crossing subdivision, a 29-lot subdivision located north of Frog Pond Lane, was paved at the end of July. The contractor is working on punchlist items for project closeout. Home construction is underway.
- Frog Pond Estates, a 17-lot subdivision located south of Frog Pond Lane and west of Frog Pond Ridge, was paved in December.
- Frog Pond Oaks subdivision, a 41-lot subdivision located to the west of Frog Pond Crossing, was paved at the end of September. The contractor is working on punchlist items for project closeout.
- Frog Pond Overlook, a 24-lot subdivision located north of Frog Pond Lane and west of Frog Pond Vista, is anticipated to start construction in spring 2024.
- Frog Pond Primary, the new West Linn-Wilsonville School District primary school on Boeckman Road, is working primarily onsite.
- Frog Pond Terrace, a 19-lot subdivision located north of Morgan Farms, is anticipated to start construction in spring 2024.
- Frog Pond Vista subdivision, a 38-lot subdivision to the west of Frog Pond Oaks, was paved at the beginning of December. The contractor is working on punchlist items for project closeout.



Villebois Clermont

The contractor is continuing to work on punch list items at Regional Parks 5 and 6. Home construction continues.

Natural Resources Division

NPDES MS4 Annual Report

An annual report is prepared every fall for the City's National Pollution Discharge Elimination System (NPDES) MS4 stormwater program. The report is submitted to the Oregon Department of Environmental Quality and documents stormwater management practices, land use changes and new development activities, program expenditures, and water quality monitoring.

Highlights from this year's report include:

- Erosion and sediment control (ESC) – All new and redevelopment projects disturbing over 500 square feet shall have an approved ESC plan. During the reporting year (July 1, 2022 to June 30, 2023), certified City inspectors approved ESC plans for 156 projects and conducted 836 ESC inspections.
- New stormwater facilities – Every year sees an increase in the number of private stormwater facilities constructed to treat and control stormwater runoff from development sites. During the reporting year, thirty rain gardens, thirty vegetated swales, ten planter boxes, and one detention pond were installed.
- Existing structural controls – During the reporting year, staff inspected 190 public structural controls. All of the structural controls were given an inspection ranking and entered into the City's asset management system (i.e., Cartegraph).
- Approximately 18,174 linear feet of the stormwater conveyance system was cleaned and maintained by Public Works during the reporting year.
- And Public Works swept 3,449 miles of City streets during the reporting year, which resulted in the removal of 579 tons of debris.



Vegetated Swale



Planter Box

Planning Division, Current

Administrative Land Use Decisions Issued

- 1 Type A Tree Permit
- 4 Type B Tree Permits
- 1 Type C Tree Permit
- 2 Class 2 Administrative Reviews
- 2 Class 1 Sign Permits

Construction Permit Review, Development Inspections, and Project Management

In December, Planning staff worked with developers and contractors to ensure construction of the following projects are consistent with Development Review Board and City Council approvals:

- Industrial development on Day Road
- New gas station and convenience store on Boones Ferry Road
- New Public Works Building
- Residential subdivisions in Frog Pond West

Development Review Board (DRB)

DRB Panel A met on December 11. At the meeting the Board continued a hearing on a new industrial building at ParkWorks off Parkway Avenue to their January meeting. The Board also approved a 21-unit subdivision at the corner of Frog Pond Lane and Stafford Road in Frog Pond West.

DRB Panel B did not meet in December.

DRB Projects Under Review

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

- 21-unit subdivision in Frog Pond West
- 34-unit subdivision in Frog Pond West
- Conditional Use Permit for short-term rental in residential zone on Wilsonville Road
- Design of private park in new subdivision at 28700 SW Canyon Creek Road South
- Digital changeable copy sign on Boeckman Creek Primary School
- New electric substation along Parkway Avenue north of Boeckman Road
- New industrial building at ParkWorks off Parkway Avenue
- New Office Building for CIS (City County Insurance Services) at Wilsonville and Kinsman Roads
- Transit-Oriented Mixed-Use Development adjacent to SMART Central/WES Station on Barber Street
- Warehouse expansion on Boberg Road



Proposed Office Building Kinsman and Wilsonville Road, Elevation Facing Wilsonville Road

Planning Division, Long Range

Coffee Creek Form-based Code Assessment and Basalt Creek Code Implementation

Planning staff is conducting an assessment of the Coffee Creek Form-based Code standards to identify ways in which they could be adjusted to streamline land use review and encourage additional high-quality industrial development. This information also will be used to help determine what zoning is appropriate for the Basalt Creek industrial area. In addition to zoning, implementation in Basalt Creek involves infrastructure planning, funding, and other steps to ensure the land in this area is development-ready. In December, staff worked on scoping and determining the consultant team to support the project using \$390,000 in grant funds. These funds include an additional \$120,000 in from Metro to expand the scope to include economic opportunities and strategies throughout the City.

Frog Pond East and South Master Plan

With the Frog Pond East and South Master Plan adopted in December 2022, the City is now focusing on implementation. Two outstanding implementation steps are in process: (1) Development Code amendments, and (2) an infrastructure funding plan. During December, the project team continued work on testing and refining draft code concepts, particularly siting and design standards and housing variety. Work sessions were held with both the City Council and Planning Commission. The month also included meetings with staff as well as with consultants and stakeholders.

Also during December, work continued on the infrastructure funding plan, including reviewing a draft memo that will be a major portion of the plan.



FROG POND EAST & SOUTH MASTER PLAN

Housing Our Future

This multi-year project will analyze Wilsonville's housing capacity and need followed by developing strategies to produce housing to meet the identified housing needs. The City's last Housing Needs Analysis was adopted in 2014. In December, the project team worked on finishing the last tasks of phase 2 of the project and getting contracts and detailed work plans in place for the third and final phase of the project.

Oregon White Oak Response Coordination

In December, Associate Planner Georgia McAlister continued as a key member of the Mediterranean Oak Borer (MOB) task force, continuing to coordinate efforts between various City Divisions and Departments, as well as contract arborists, property owners, and others to diagnose and make a plan to address the declining health of a number of the City's Oregon White Oak trees. Other members of the Planning Division were involved as well advising Georgia and working on permits for removal and how to best address White Oak trees in existing and planned development. The MOB task force focused on planning for the winter season when tree failures are more likely, establishing the best practices for our roads crew. Georgia helped prepare a Council briefing on the MOB efforts.

Planning Division, Long Range

Statewide Policy Involvement

In December, members of the Planning Staff, together with Engineering and Building Staff continued to track the Governor's Housing Production Advisory Council (HPAC) and other policy discussions to inform upcoming legislative sessions focused on fees, permitting process, and review standards to support increased housing production.

In addition, the City's Planning Director, Miranda Bateschell, continued serving on the State's Oregon Housing Needs Analysis Rulemaking Advisory Committee for HB 2001 (2023) and attended multiple meetings. This effort will amend rules related to Goals 10 (Housing) and 14 (Urbanization) as well as housing- and urbanization-related sections of Oregon Revised Statute (ORS 197.286 to 197.314). The intent of this rulemaking is to refocus the implementation of Goal 10 from a narrow focus on housing capacity towards a more comprehensive framework that emphasizes local actions to promote housing production, affordability, and choice within their community and across the state.

Planning Commission

The Planning Commission met on December 13. The Commission held a public hearing for and unanimously recommended to City Council approval of the Wastewater Treatment Plant Master Plan. The Planning Commission additionally held two work sessions. First, they discussed and gave tentative support to refinements to the Coffee Creek Industrial design standards. Second, they continued the discussion on implementing development code for Frog Pond East and South.

Transit-Oriented Development at the Wilsonville Transit Center

The Equitable Housing Strategic Plan identified exploration of Transit-Oriented Development (TOD) at the Wilsonville Transit Center as a near-term implementation action. Throughout 2023, the City has been working with the project's selected developer, Palindrome, to refine development plans for the site. The proposed project includes 121 units of housing affordable to households making between 30% and 80% of Area Median Income, along with ground-floor tenants including a welcome center for SMART, a new home for Wilsonville Community Sharing, and a coffee house/taproom space. During December, the City continued review of the submitted land use application.

General project information is available on the project website:

<https://ci.wilsonville.or.us/planning/page/wilsonville-transit-center-tod>

Wilsonville Town Center Plan Implementation

During December, the Town Center project team neared completion of work on a detailed Urban Renewal Feasibility Study, taking the findings of the recently adopted Infrastructure Funding Plan and further assessing forecasted revenues, maximum indebtedness, a project list, and proposed district boundary for an Urban Renewal District in Town Center. After the final Urban Renewal Task Force meeting on November 30, the project team held two work sessions with City Council to discuss the project list, draft ballot language, and communications plan for the planned advisory vote on the proposed Urban Renewal Area in May 2024. City Council will make a final decision on ballot language in January.



WILSONVILLE TOWN CENTER