

From The Director's Office

Serving the Community with Pride!

At the end of June, Governor Brown eased restrictions in our state as a majority of eligible Oregonians have been vaccinated. Some limitations still exist and dangerous variants are still circulating, so caution is not completely abandoned. However, citizens can generally return to normal activities. This is incredible news, and something that many of us have wished for. That being said, the pandemic and all the changes it brought is something I will never forget.

As a dedicated, long-serving public employee, I have been amazed at the hard-work and dedication of the staff in the City's Community Development Department. For over a year, they have given in ways they have never been asked to before. This team of professionals is truly amazing, having continued to provide service to our customers throughout the pandemic. To me, that is an indication of the care and dedication of the entire Community Development Department team to one another as well as to all of our customers.

The team pulled together in extreme times of need to support each other and to recognize the importance of our daily functions to citizens, developers, and contractors who need our services to move their projects forward. If our ability to provide services were impeded—or worse yet, stopped—it would impact hundreds of individuals' abilities to perform their jobs, which in turn gives them a paycheck that allows them to feed and shelter their families. We are extremely proud of our accomplishments over the past year, and are very pleased we were able to find new ways to succeed. We found ways to meet new challenges month after month by being trusting, creative, innovative, and flexible—and perhaps most importantly, demonstrating that we are all dedicated public servants.

Sure, there were incredibly stressful times in the dark months of winter when it seemed that the pandemic may be with us forever. It seemed that every day brought more bad news as well as harder and harder issues to grapple with. Those hard days made us stronger and more appreciative of the simple things in life. It is time to enjoy days filled with sunshine (albeit admittedly 116 degrees is even beyond heat that I would like), friends, travel, fresh restaurant meals, and most importantly, family and loved ones.

Respectfully submitted,

Chris Neamtzu, AICP
Community Development Director



The Planning team dressed up as cereal "MASKots" for Halloween during the COVID-19 pandemic.

Building Division

Public Records Requests

The City of Wilsonville retains records across all departments that are available to the public. In the Building Division, these records include construction plans, permit history, inspection records, and other related information for each address in Wilsonville.

What is a public record?

As defined by ORS 192.005(2) "Public record" means any information that:

- A. is prepared, owned, used or retained by a state agency or political subdivision;
- B. relates to an activity, transaction or function of a state agency or political subdivision; and
- C. is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the state agency or political subdivision.

A writing is defined as: handwriting, typewriting, printing, photographing, and every means of recording, including letters, words, pictures, sounds, or symbols or combination thereof, and all papers, maps, files, facsimiles or electronic recordings.

Writing also includes information stored on computer tape, microfiche, photographs, films, tape, or videotape, and virtually any other method of recording information. Public records may be in machine readable or electronic form.

To access these records, members of the public can submit a Public Records Request to the City Recorder in a number of ways; there is an online request form, and a document that be filled

electronically or handwritten then emailed or submitted in person. The City Recorder then distributes the request to the applicable department(s) to research and fill the request and a fee is charged based on staff time and any copies made. Building Division records are currently in the process of digital archiving so a portion of construction plans, permits, inspection records and other archived documents are available electronically and are provided to the individual making the request via a secure link. If a record is not yet digitized, the requestor can choose to visit City Hall and review the records in person, or be charged a fee to receive copies. If the individual making the request reviews the Building Division records in person, they are typically provided with the paper address file and are welcome to take photos of any documents free of charge.

More information about Public Records Requests, including a timeline, which records are exempt, and frequently asked questions can be found on the Public Records page of the Administration section of the City of Wilsonville website.

—Megan Munsterman, Permit Technician

**CITY OF WILSONVILLE
PUBLIC RECORDS REQUEST FORM**

Oregon Public Records law grants each person the right to inspect the records of a public body (unless exempt from disclosure). The City shall respond to all requests as soon as practical and without unreasonable delay within five (5) business days or, within five (5) business days, will explain why more time is needed for a full response.

| | | |
|---------------------------|---|--|
| Date and Time of Request: | Name: _____ Company: _____ Mailing Address: _____ E-Mail: _____ Phone #: _____ Cell #: _____ FAX #: _____ | This form may be submitted: <ul style="list-style-type: none"> • By E-mail to: cityrecorder@ci.wilsonville.or.us • In Person or Via Mail: City Recorder's Office 29799 SW Town Center Loop E. Wilsonville, OR 97070 • By Fax (503)682-1015 |
|---------------------------|---|--|

Attention Requestor: To expedite your request be as specific as possible in describing the records being requested. Include the type of access requested (copying or inspection).

| | |
|---|--|
| Description of Records Requested (be as specific as possible) | PRICES: Photocopies - 8 1/2 x 11 - \$25/page - 8 1/2 x 14 - \$25/page - 11 x 17 - \$25/page - 24 x 36 - \$5.50 - 34 x 44 - \$8.50 - Compact Disks - \$10 each - Audio - \$5.00 each Research time will be billed at actual staff hourly rate. |
|---|--|

I want to inspect the requested records in person and do not want copies produced at this time.
 I would like copies of the requested records and I agree to reimburse the city for the costs of duplicating the requested records in accordance with ORS 192.410-192.505, which includes the actual cost of making the records available, prior to receipt of the requested material.

How would you like to receive these records? Email Mail Pick-Up of City Hall

Signed: _____, requester.

If applicable provide:
 Street Address and/or Property Description (County tax map and tax lot; or subdivision lot and block):

 Project Name(s): _____

Engineering Division, Capital Pro-

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 the installation of a portion of the Ice Age Tonquin Trail. Sewer, storm, and water utility installation continues. Construction of the Tonquin Trail boardwalk and 5th Street Bridge over Coffee Creek (pictured right) is underway. Construction will continue through January 2023.



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 into the future. Three bids were received by the June 2 deadline: Pleasant Hill Development Company submitted the lowest responsive bid. The contract was awarded internally by the Engineering Division due to its lower amount. Construction will last approximately two weeks and began in July but will not extend past the end of September 2021.

Boeckman Creek Hydraulic Analysis (4212/7065)

Stream surveying and gauge monitoring tasks are complete for this phase of the work. The team is analyzing the data collected to date and updating the hydraulic model to reflect the existing creek conditions.

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

Staff went to Council on August 2 with a resolution to authorize alternative contracting for the Boeckman Road Corridor Project (similar to what was approved for the WTP expansion). If authorized, staff will then advertise for an Owner's Representative and will begin building the Progressive Design Build team.

Crosswalk Enhancement Assessment (4717)

This project studies nine existing or proposed crosswalk locations throughout the city and will recommend new safety measures or enhancements for each crossing. Kittelson & Associates will be performing assessment activities that began in June and will continue to the end of September 2021.

Elligsen Well Facility Rehab and Upgrades (1083)

This project addresses upgrades and repairs needed to correct deficiencies in the Elligsen well house, including piping, electrical, instrumentation and controls, and mechanical systems. Design work started in January 2021 and will continue through the summer. Construction work is tentatively scheduled to begin late summer and continue through fall 2021.

Engineering Division, Capital Projects

Garden Acres Road (4201)

The 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. Project is complete.

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. Preliminary 60% design documents have been submitted and are currently under review. Project updates to Planning Commission and City Council are scheduled for August.

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 2020 and is anticipated to be completed in September 2021.

Old Farm Road Phase I (1500/2500/4500/7500)

This project includes paving, storm sewer, sanitary sewer, and water line improvements to Old Farm Road, Arbor Glen Loop, and Arbor Glen Court in the Charbonneau development. The contract was awarded to Braun Construction in April. Construction began in June and is anticipated to be completed by December 2021.

Raw Water Facility Improvements

This project (shown right) is a capital improvement project under management of the Willamette Water Supply Commission and Tualatin Valley Water District. Improvements include seismic upgrades to the existing intake facility and river embankment and installation of a 66-inch raw water pipe and 8-inch domestic City water pipe.



Rivergreen & Corral Creek Lift Stations (2105)

This project involves upgrading the Rivergreen and Corral Creek wastewater lift stations. The design contract was awarded to Murraysmith. Design will be completed by December 2021, with construction anticipated for completion in 2022.

Street Maintenance Project 2021 (4014/4118/4725)

Construction is quickly approaching on Town Center Loop and Park Place. Staff are currently working with the contractor to finalize the construction schedule.

Engineering Division, Capital Projects

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. A CMGC alternative contracting method was approved by City Council. An engineering contract was awarded to Stantec in July 2020. The CMGC selection is anticipated in August 2021. Final design will be completed in coordination with the CMGC by December 2021, followed by construction through 2022-2023.

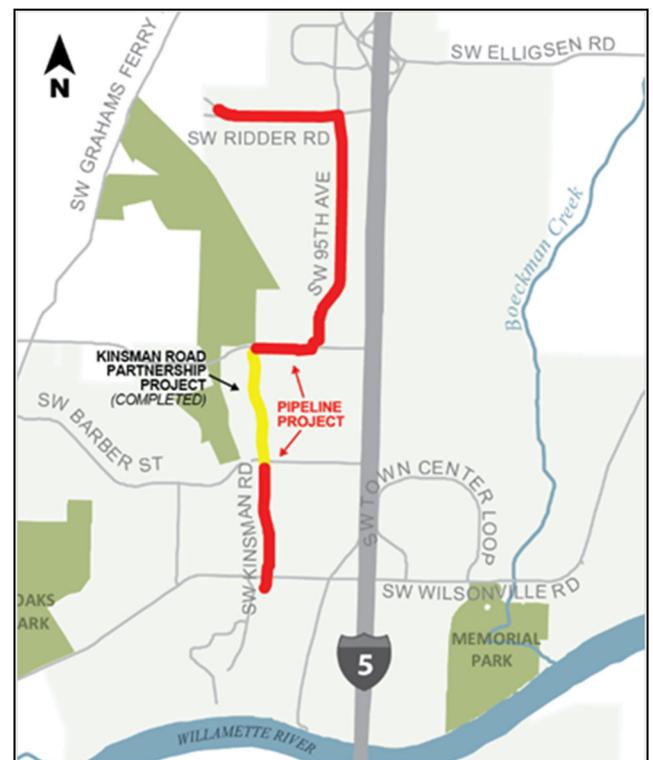
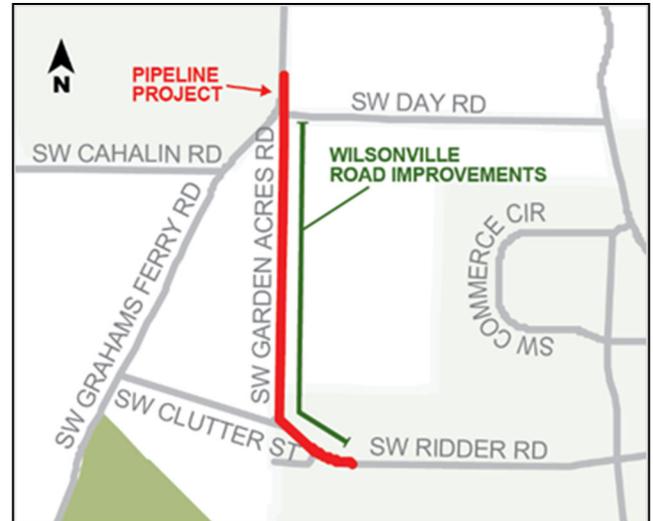
WWSP Coordination (1127)

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

- **Phase 2, Garden Acres Road to 124th (PLM 1.2)**
The WWSP partnered with Wilsonville to construct the PLM_1.2 pipeline with the City's Garden Acres Road Improvements Project.
 - Moore Excavation, Inc. has constructed 3,600 feet of 66-inch pipeline along Garden Acres Road from Ridder Road to just beyond Day Road. Their work included a trenchless undercrossing of Day Road.
 - Project is complete.
- **Phase 3, Wilsonville Road to Garden Acres Road (PLM 1.3)**
The WWSP is coordinating with the City of Wilsonville to construct 12,200 feet of a 66-inch water pipeline from just south of the Wilsonville Road and Kinsman Road intersection to Garden Acres Road. It will connect the remaining portion of the pipeline through Wilsonville and it follows Kinsman Road, Boeckman Road, 95th Avenue, and Ridder Road.
 - Construction of the PLM_1.3 pipeline is anticipated to begin in February 2022, with completion in 2024.
 - 90% design plans are expected to be submitted to the City for review in August 2021.

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 2020 and the project is anticipated to be completed by spring of 2022.



Engineering Division, Private Development

Canyon Creek South Phase 3

This is a five lot subdivision on Canyon Creek Road South. The project is currently under review.

Charbonneau Activity Center

This project involves a new building, stormwater facility, and utility connections in the Village Center area of Charbonneau. The contractor is working on private utilities and the foundation.

Coffee Creek Logistics Center (Panattoni Warehouse)

This project is located on the southwest corner of Clutter Road and Garden Acres Road. The pre-construction meeting occurred on May 24.

Costco ADA Improvements

Project will include erosion control inspections.

Fir Avenue Commons

This is a ten-unit condominium development in Old Town and it is nearing completion. Several outstanding items need to be addressed on the punch list.

Frog Pond Ridge

Plans for this 69-lot subdivision north of Frog Pond Meadows have been approved. Permits and bonds have been paid. The erosion control and tree protection are approved for grading.

Magnolia 6-Plex

A small development in Old Town that will require sanitary, storm, and water facilities. The project is currently under review.

Northstar Contractor Establishment—Clay Street

This project is located in Washington County and onsite improvements are subject under the Washington County permit. The street improvements are under the City of Wilsonville permit. The contractor is working on final items before a final walk-through for punch list items.

Parkway Woods

This project involves a parking lot update and building modifications at the Xerox campus (formerly Tektronix). A series of stormwater planters will be included to bring the parking lot up to today's standards. The project plans are approved and ready for construction pending final fees and bonding and once the pre-construction meeting takes place.

SSI Shredding

Site plans were submitted for two additional buildings on the existing site, along with sidewalk, sanitary, and water additions. The permit has been issued and work began the week of May 24.

Villebois Clermont

Grading and demolition have begun for Clermont, a 87-lot subdivision in Villebois.

Wilsonville High School Auditorium

The school district will be adding a new water line, sanitary force main, and storm facilities. The project is currently under review.

Wood Middle School

Additions to Wood Middle School will require a stormwater facility. The contractor will be working on the interior modifications while school is out. The storm facility will be constructed in the fall.

Engineering Division, Natural Resources

NPDES Stormwater Permit—Industrial Inspections

Wilsonville is home to a wide array of industrial businesses. Some of these industrial facilities use hazardous substances to manufacture products. To ensure these hazardous substances do not enter the stormwater system, annual inspections are conducted at facilities throughout Wilsonville. These inspections focus on “high potential pollutant generating facilities” that have been identified based on the City’s business license inventory.

Sarah Sand, the City’s Stormwater Management Coordinator, conducts the annual inspections, which are a combination of windshield surveys and a formal site inspection. Annually, all of the high potential pollutant generating facilities are surveyed, and based on professional judgment and the knowledge of current activities and facilities at each site, a facility is selected for formal inspection.

During the formal inspection, Sarah walks the site, both indoors and outdoors to evaluate whether the facility has the potential to contribute significant pollutant loads to the stormwater system. A facility inspection form is completed, noting any findings of concern indicating the appropriate follow-up action(s). At the conclusion of the inspection, Sarah discusses any findings of concern with the business owner/operator.

The results of the industrial inspections are included in the City’s NPDES Stormwater Annual Report, which is submitted to the Oregon Department of Environmental Quality.



Planning Division, Current

Administrative Land Use Decisions Issued

- Minor changes to DRB approved parking areas, tree preservation, and stormwater for Parkway Woods Business Park
- Outdoor covered storage area and other minor architectural changes for Twist Bioscience
- 2-lot partition at southern end of Canyon Creek Road South
- Entry directional signs for DP Nicoli on Boberg Road
- 1 New Tenant Sign
- 6 Type A Tree Permits (Non-Emergency)
- 2 Type B Tree Permits
- 1 Type C Tree Permit
- 8 Residential building permit land use reviews
- Other building permits

Construction Permit Review, Development Inspections, and Project Management

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

- Clermont Subdivision (Villebois Phase 5 North)
- Fir Avenue Commons development in Old Town
- Magnolia 6-Plex in Old Town
- New Charbonneau Activity Center
- Panattoni Development Company warehouse on Clutter Street
- Parkway Woods Business Park remodel/site revisions
- Residential subdivisions in Frog Pond West

Development Review Board (DRB)

Neither DRB Panel A or Panel B met in July.

DRB Projects Under Review

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

- Approval of vehicle storage area at Mercedes-Benz of Wilsonville
- Land division and zone change for Frog Pond Church
- Modifications to industrial building at 95th Avenue and Hillman Court for Oregon Department of Administrative Services (pictured right)
- Public Works Complex on Boberg Road
- Villebois Village Center development around Piazza Villebois

Ice Storm Tree Damage and Response

During June, the Planning team continued to be a key part of the City's response to extensive tree damage from the February 2021 ice and snow storm. In particular, Assistant Planner Georgia McAlister continued to intake and review tree removal permits and answer questions, especially for industrial and commercial customers. Associate Planner Cindy Luxhoj continued to coordinate the multi-disciplinary response, particularly preparing for replanting events in the fall and coordinating stump grinding using funds from a Metro community enhancement grant. Public Works continued their work to inventory tree damage.

Planning Division, Long Range

Middle Housing in Wilsonville Project (House Bill 2001 Implementation)

In July, the project team held work sessions with the Planning Commission and the City Council to continue to discuss proposed changes and infrastructure analyses. On July 20, the City also hosted a virtual public forum

during which the Planning Commission and project team answered questions and discussed the evolution of the project over the last year. The project team also worked to prepare materials for August Planning Commission and City Council work sessions and the Planning Commission public hearing in September.



Planning Commission

At their regularly scheduled meeting on July 14, the Planning Commission held a public hearing on whether the WIN (Wilsonville Investment Now) Program proposal for Twist Bioscience at the Parkway Woods Business Park is consistent with the City's Comprehensive Plan. Following the hearing, the Commission agreed the proposal is consistent with the Comprehensive Plan. The Planning Commission also held a work session for the Middle Housing Project. In the work session, the Commission expressed general support for the approach for driveway design, parking standards, and an updated approach for design standards that apply to all single-family homes and middle housing. The Planning Commission plans one additional work session on middle housing in August prior to a public hearing at their September meeting. On July 20, the Planning Commission hosted a public forum on middle housing in their role as the Committee for Citizen Involvement.

Transit-Oriented Development at the Wilsonville Transit Center

The Equitable Housing Strategic Plan identifies exploration of Transit-Oriented Development (TOD) at the Wilsonville Transit Center as a near-term implementation action. During July, the project team continued an assessment of opportunities and constraints on the project site. The project team also held stakeholder interviews with the Housing Authority of Clackamas County, Metro TOD staff, and other key City staff to gather information on project types and funding sources available to support development. This information will be summarized into a report to assist with City Council's development of a vision, goals, and priorities for the site at an upcoming work session in September.

Vertical Housing Development Zones

The Equitable Housing Strategic Plan identifies creation of tax abatements to create diversity and affordability in the City's housing supply as a near-term implementation action. Additionally, the Town Center Plan identifies exploration of Vertical Housing Development Zones (VHDZ) as a short-term implementation action to encourage mixed-use development. During July, the project team finalized a memorandum to respond to the questions and suggestions that City Council raised during a work session in May about potential VHDZ implementation in vertical, mixed-use areas of the City. Staff and the consultant will share this memorandum at an upcoming City Council work session on August 2.

Planning Division, Long Range



WILSONVILLE TOWN CENTER PLAN

Wilsonville Town Center Plan

I-5 Pedestrian Bridge

The Town Center project team continued development of the preferred 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. During July, the City staff reviewed 60% design documents for the bridge and gateway plaza. These documents include more detailed information on design elements for the plaza including seating, landscaping materials, shade structures, and pavement materials. The project team will present highlights of these design updates to the Planning Commission and City Council at work sessions in August.

General project information is available on the project website: <https://www.ci.wilsonville.or.us/engineering/page/i-5-bikeped-bridge-project>.

Streetscape Plan

The City is developing a streetscape plan that establishes design guidelines for sidewalks and streets in Town Center, including items such as street furniture, lighting fixtures, landscaping, public art placement and pavement design. The completed plan will create a distinct look and feel for Town Center streets. During July, the project consultant incorporated feedback into an updated draft plan. City staff reviewed the draft and prepared for the consideration of the adoption of the plan by Planning Commission and City Council.