



MAY 2020

MONTHLY REPORT

From The Director's Office

Housing issues are continually on the mind and firmly in the work program of Community Development Department staff. This month, staff will release the 2019 Annual Housing Report, which is an illustrative, interactive story map overview of housing activities and trends. The report contains charts, maps and summaries of our housing inventory, the amount and type of homes constructed throughout the community as well as the number of homes approved for future construction by the DRB. The report contains development, affordability and growth trends. Council will receive a presentation on the Annual Report at an upcoming work session. I am hopeful that you will find this an interesting and valuable tool.

Last month, the Planning Commission conducted a public hearing on the Equitable Housing Strategic Plan, forwarding it unanimously to the Council. The goal of this Plan is to identify market gaps and prioritize strategies to fill the gaps providing citizens with housing opportunities for different household compositions, ages and incomes. The Plan was guided by a Council goal that led to the creation of seven policy objectives to guide development of recommended strategic actions included within the Plan. This important work is scheduled to be on the Council docket in June.

Additionally, staff have been busy advancing many housing related items, participating in and tracking committee rulemaking and model code work at the state level on House Bill 2001 and House Bill 2003. Work on infrastructure based time extension requests is also ongoing with much focus on writing grants to assist in implementing the Council work program. Staff recently submitted grant requests upwards of \$500,000 for master planning Frog Pond East and South, in addition to addressing the legislative mandates related to missing middle housing products. Staff are optimistic at our chances of receiving substantial resources from outside agencies to complete this important housing work.

Respectfully submitted,

Chris Neamtzu, AICP
Community Development Director



Building Division

Building Safety Month 2020

As you may know, building codes and inspections help protect communities from a variety of disasters, such as fires, weather-related events, and structural problems. To celebrate all that building codes and inspections do to keep our community safe, Mayor Tim Knapp proclaimed May 2020 as Building Safety Month.

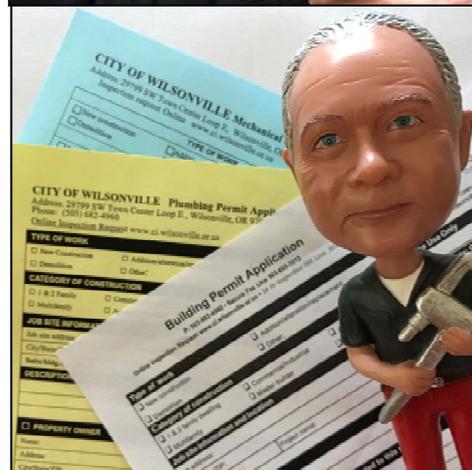
For the past several years, the Building Division has partnered with the team at the Library to host a build event on the Library patio prior to Storytime. This event has become a highlight of the year for both staff and community members—especially our youngest community members. In light of current circumstances, however, we made the difficult decision not to hold this annual event during Building Safety Month in May.

However, our Building staff still wanted to be able to engage with community members throughout the month and to draw attention to topics such as disaster preparedness, water safety, sustainability, and career opportunities in the field. Building Inspector and Plans Examiner Mike Ditty stepped up to the plate, offering use of his lookalike bobblehead as a fun outreach tool. Meet “Inspector Bitty,” our bite-sized partner in safety!

Throughout the month of May, Inspector Bitty has been making appearances on the City’s social media pages and on our virtual City Hall, [Let’s Talk, Wilsonville!](#), to offer helpful safety tips and fun facts on building-related topics. Building codes are often seen as a serious topic (and they are!), but doesn’t mean they can’t be fun or interesting—at least that’s how we see it here in the Building Division!

Are you planning an upcoming building project? Please don’t hesitate to reach out to our Building team with any questions you might have. We want your project to succeed from the beginning, and are all happy to help answer your questions.

—Laura Ruggles, Permit Technician



Economic Development Division

COVID-19 Economic Response

- COVID-19 Relief Grants Program
 - On May 4, City Council approved \$400,000 in grant awards to 125 Wilsonville businesses.
 - The Wilsonville Small Business COVID-19 Relief Grants Program was publicized via news releases, social media channels, emails, phone calls to nearly 700 businesses, and a postcard mailing to all residents and businesses with Wilsonville mailing addresses.
 - Council amended the program to award an additional \$1,500 to 38 qualifying businesses in the tourism/hospitality sector funded by City Transient Lodging Tax (TLT) revenues.
 - Grant checks were administered and cut to all recipients on May 7, just three days after the final award decision.
 - Example of how the grant money will be used include:
 - Vanguard Brewing is using a portion of their \$5,500 relief grant to fund a community soup initiative called Soup On Us that offers free soup on Tuesday-Saturday to community members in need.
 - Concert School of Music used their \$4,000 relief grant to help keep its 15 employees on the payroll and fund laptops and accessories to improve the school’s virtual teaching capacity.
 - Final COVID-19 relief grant allocations:

	Grant Amount	Estimated	Actual	Estimated	Actual
Home-Based Businesses	\$1,000/ \$2,500	28	21	\$28,000	\$25,500
Microbusinesses	\$2,000 / \$3,500	85	56	\$170,000	\$134,500
Small Business	\$4,000 / \$5,500	43	45	\$172,000	\$210,000
Clackamas County Hotels	\$10,000	3	3	\$30,000	\$30,000
Total		159	125	\$400,000	\$400,000

- Oregon Reopening
 - Communications sent to 800 businesses on May 13 with information on Oregon Reopening guidelines. City resource page here: ci.wilsonville.or.us/reopen.
 - Reopening Webinar Series was offered to local Wilsonville businesses featuring Washington County public health experts, City of Wilsonville staff, Chamber of Commerce staff, and staff from the Office of Governor Kate Brown. Webinar topics included advising for the restaurant, retail, personal services, and professional services sectors. City of Wilsonville and Chamber of Commerce staff also offered a webinar called “Roadmap to Reopening and Recovery” featuring the Clackamas County SBDC and the Governor’s Regional Solutions.
 - City acquiring and distributing PPE (face masks and gloves) to Wilsonville small/public facing businesses with under 20 full-time employees. This could impact 100+ businesses.

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 submitted a proposal on May 14 for property in Wilsonville.
- Minnesota-based industrial developer is seeking to acquire 45 acres in the Coffee Creek Industrial Area for a speculative 300,000-600,000 square foot distribution center development. Property acquisition efforts are underway.

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)

Culvert inspection of the two culverts crossing under Boeckman Road at Boeckman Creek is nearly complete.

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 occurred in 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 June 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 complete. Installation of City water system improvements is underway. Construction of the WWSP 66" raw water pipeline is expected to begin in mid-June, and completion is anticipated for January 2021.



Culvert at Boeckman Dip Bridge



Elligsen Well

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. Work is nearing completion, with instrumentation, control programming, and startup operations occurred in May with final completion in June.

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. Draft plaza layouts will be presented before Planning Commission for feedback at their June meeting. The bridge and plaza conceptual designs will be available for public feedback in August.

Memorial Drive Splitter Manhole Replacement (2085)

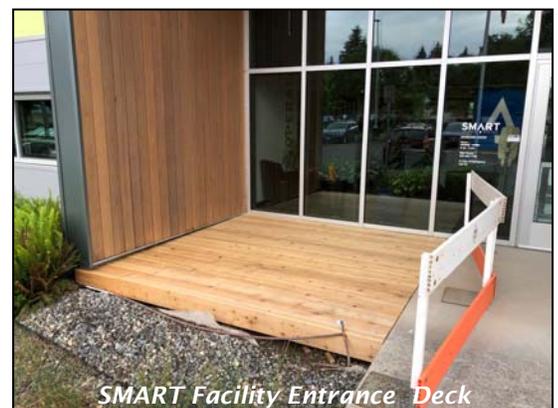
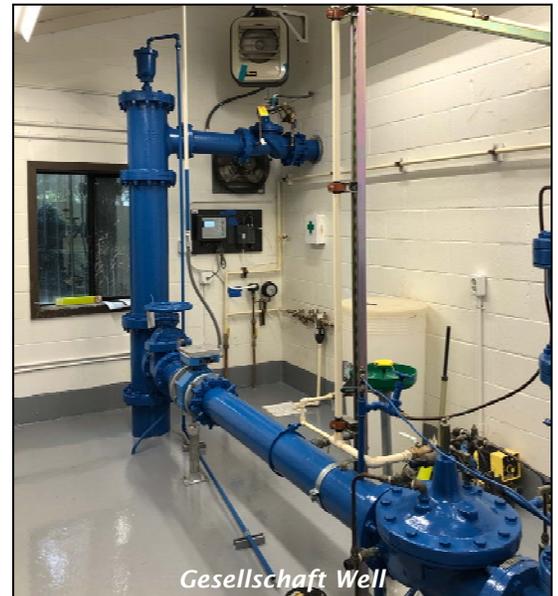
This project involves the replacement of an existing sanitary sewer manhole at the intersection of Parkway Avenue and Memorial Drive with a new flow diversion manhole. The purpose of the project is to maintain equalized flows between two parallel sewer lines under I-5 and to avoid potential overflows. Multiple utility conflicts discovered in September 2019 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 June with completion in March 2021.

SMART Parking Lot Improvements (8135)

This project 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. Paving of the new parking area was completed in late April. Sealing and striping work occurred in May. Work is anticipated to be completed by the end of June.



Engineering Division, Capital Projects

Street Maintenance Project (4014/4118/4725)

The design team is working on finishing up the plans for street maintenance on Day Road, Elligsen Road, Parkway Avenue, and Main Street. The construction project was advertised on May 27 and we anticipate bringing a construction contract to Council on July 6.

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, and a consultant was selected. An engineering contract award is anticipated in June.

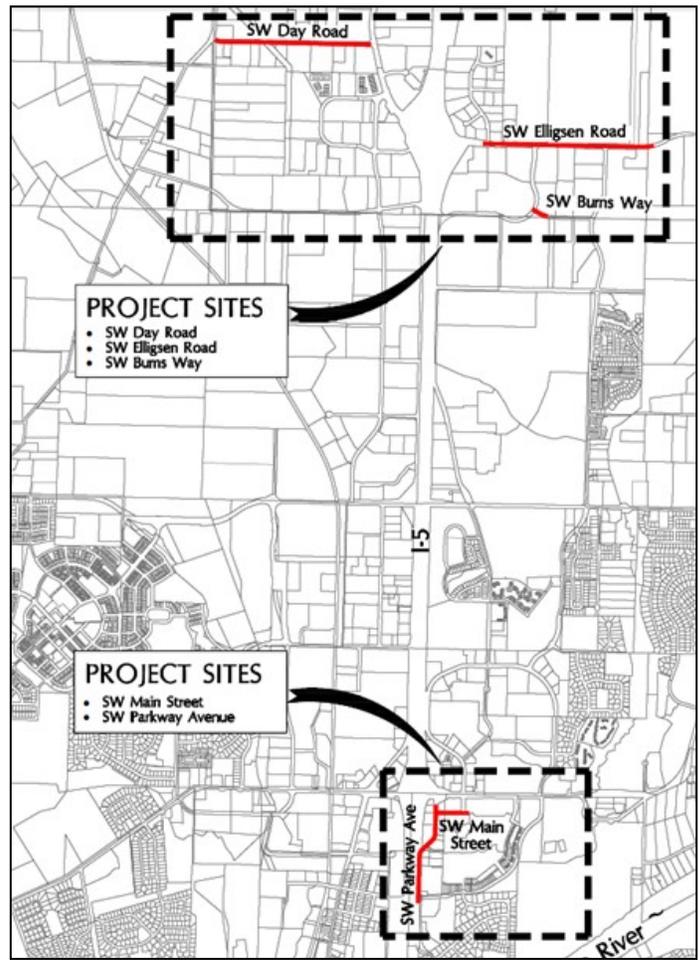
WWSP Coordination (1127)

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 is complete. 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 June 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 to begin in 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. The engineering contract was awarded in May, and the project is anticipated to be completed in June 2021.



Engineering Division, Private Development

DP Nicoli

This project is located on Boberg Road, and will include the installation of water service, LIDA facilities, and sidewalk extensions, in addition to the repair of the street and curb section along the property on Boberg Road. The Public Works Permit has been issued and grading has started.



DP Nicoli

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 Avenue Commons

Fir Avenue Commons

This is a ten home condominium development nestled in Old Town on Fir Avenue. Nine homes are currently under construction. Franchise utilities are ready for installation. The final street work is awaiting granite curbs that are coming from the East Coast.

Frog Pond Meadows

74-lot subdivision located north of Stafford Meadows and adjacent to Stafford Road. The contractor (NEI) is completing final items and will request a punchlist as soon as the design engineer certifies the job.



Grace Chapel

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, as well as ADA slope requirements. The project is currently in the maintenance phase except for the sidewalks.

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 contractor has installed the public storm piping and is currently preparing the site for the building expansion. The new driveways and a new sanitary connection are not yet complete.



Hilton Garden Inn

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, grass seeding, and final punch list remain before this project goes into the maintenance phase.

Engineering Division, Private Development

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. The Public Works Permit was issued. 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.

Siena at Villebois Fire Reconstruction

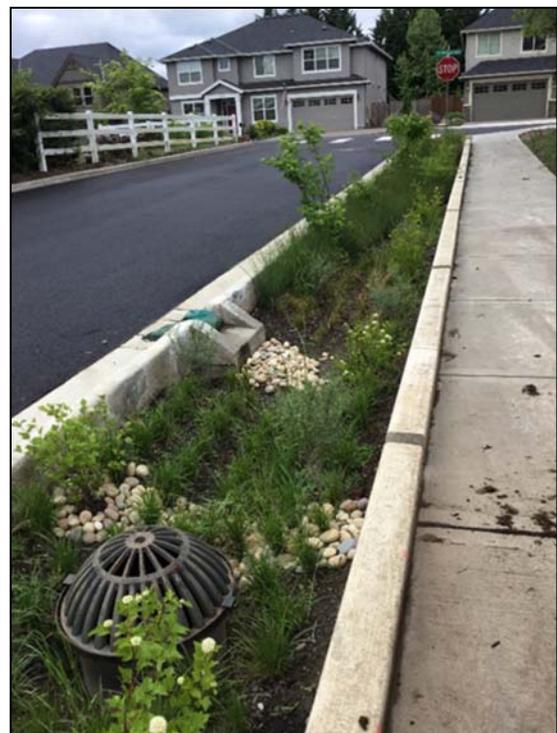
Taylor Morrison (formerly Polygon Homes) has hired NEI to begin the repair of the street, curb, gutter, and LIDA facilities along Campanile Lane, Valencia Lane, and Collina Lane. This work is expected to last two to three weeks.



Engineering Division, Natural Resources

Stormwater System Annual Inspection and Maintenance Report

The City has stormwater maintenance agreements with property owners for the operation and maintenance of private stormwater systems. By May 1 of each year, an annual inspection and maintenance report is due from the owner or responsible party (e.g., management company, HOA, etc.). In March, City staff mailed letters to property owners or responsible parties, including a report form, reminding them to submit their annual report. The required information includes the inspection date and any maintenance, repair, or replanting activities that were completed. After receiving the reports, City staff conducts an inspection to verify the information in the report.



Planning Division, Current

Administrative Land Use Decisions Issued

- 2-lot partition on Canyon Creek Road South
- Additional sign on porte cochere for new Hilton Garden Inn
- 13 Type A Tree Permits
- 5 Type B Tree Permits
- 1 Type C Tree Permit
- 1 Class I Sign Permit
- 1 Zoning Verification Letter
- 4 residential building permit approvals (decks, outbuildings, additions)

Construction Permit Review, Development Inspections, and Project Management

In May, 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:

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

Development Review Board (DRB)

During their May 11 meeting, DRB Panel A held public hearings and unanimously approved two extensions of temporary use permits. The first was a two-year extension for temporary mailboxes and a coffee cart at Piazza Villebois, and the second was a five-year extension for a temporary office building at Republic Services on Ridder Road. The review of the Republic Services application also included a revision to the phasing of future planned expansions. This was DRB Panel A's first virtual meeting using the Zoom video conference platform and it went smoothly.

DRB Panel B did not meet in May.

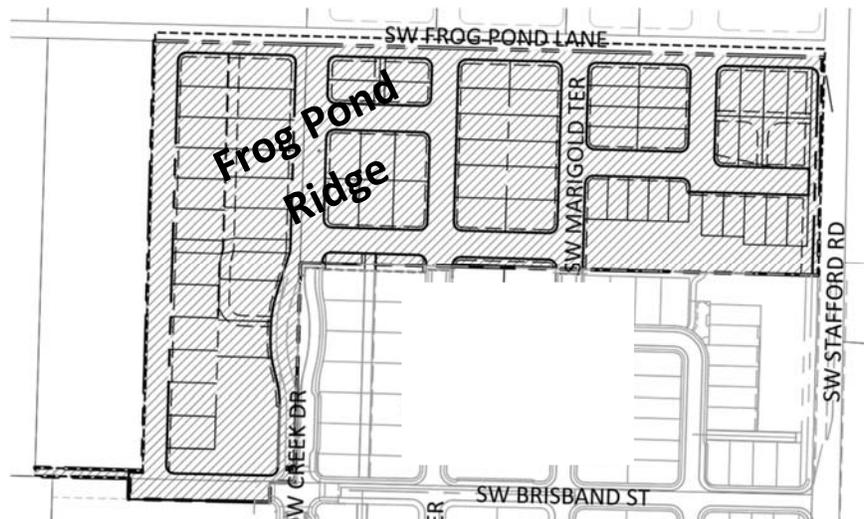


Planning Division, Current

DRB Projects Under Review

During May, 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
- 69-lot subdivision in Frog Pond proposed by West Hills Development
- Parkway Woods (former Xerox campus) remodel



Planning Division, Long Range

Comment on Industrial Development in Unincorporated Marion County north of Aurora

In May, staff became aware that a long-stagnant application for an airport-related development on Exclusive Farm Use land adjacent to the Aurora Airport was moving forward to a hearing before the Marion County Board of Commissioners on June 3 at 9:30 a.m. Staff had previously offered comment when the proposal was before a hearing's officer. Staff reviewed updated information from the applicant and Marion County staff and prepared comments for participation in the June hearing.

Commercial Recreation in Industrial Zones

Planning staff continued to work on exploring code changes for additional allowance of Commercial Recreation uses in the PDI zones. Following a Council work session in April, the Planning Commission held a work session on May 13. City Council and Planning Commission have provided staff the necessary direction and input to allow staff to draft code updates to bring back to the Planning Commission and City Council at the appropriate time in the future. Initial staff feedback included allowing Commercial Recreation uses up to 10,000-15,000 square feet as a conditional use in multi-tenant industrial development designated as "Employment" on the Metro Title 4 Map. The discussion at City Council and Planning Commission emphasized the importance of preserving industrial land for industrial uses while being flexible where it made sense to allow commercial recreation uses.

Planning Division, Long Range

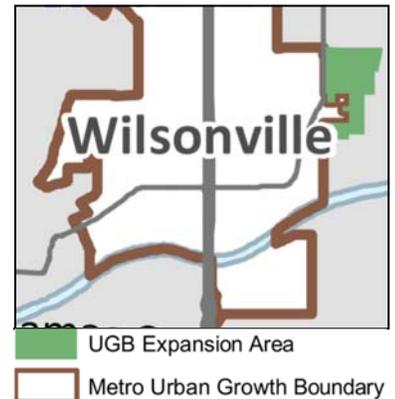
Equitable Housing Strategic Plan

After nearly a year of stakeholder outreach, market research, and input from a project task force, Planning Commission, and City Council, the project team published the final draft Equitable Housing Strategic Plan in May. The Planning Commission held a public hearing on the Plan on May 13, recommending that City Council approve the Plan. The City Council has a public hearing scheduled for June 15. Upon its adoption, the Plan will provide a framework for actions the City can take with the goal of making housing more affordable and attainable.

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 (see right). The City is required to adopt a master plan and related policies and codes for the area by the end of 2022. Staff are awaiting word on a grant request to Metro prior to continuing this 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. In May, staff reviewed draft rules and model code from the state and provided feedback. Staff also continue to await word on grant requests before moving forward with the project in the coming months.



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 fourth meeting of the state’s Technical Advisory Committee (TAC) on May 18 for rulemaking on Housing Production Strategies.

Planning Division, Long Range

Planning Commission

On May 13, the Planning Commission held a public hearing on the Equitable Housing Strategic Plan and received an update during their work session on the potential for Commercial Recreation uses in the PDI zones. For the Equitable Housing Strategic Plan, the Commission unanimously recommended approval of the plan to City Council as well as discussed a desire to set up a City committee on equity and inclusion to continue the discussion on equitable housing as well as broader equity issues. Staff will bring back more information on the equity and inclusion committee options for the Commission's consideration. For Commercial Recreation uses in the PDI zones, the Commission appreciated the additional information from staff and provided staff the direction needed to continue to work on this topic at the appropriate time. This was the Planning Commission's first virtual meeting using the Zoom video conference platform and it went smoothly.

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 adopted the ordinance incorporating the updates into the Comprehensive Plan and Development Code on second reading on May 4. The updates will go into effect on June 3.

Wilsonville Town Center Plan



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 May, the project team continued discussion on integrating input gathered during the project kickoff outreach. The team also discussed refinements to the project's Public Engagement Plan in light of COVID-19 related modifications to the City's public events schedule.

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



WILSONVILLE TOWN CENTER
I-5 PEDESTRIAN 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 May, staff sent out a request for qualifications for the project and began reviewing the submitted bids to select a consultant.

