

### From The Director's Office

Greetings,

It is hard to believe that spring is just around the corner given all the crisp days we have had lately. Staff in the Community Development Department are busy preparing for another vigorous season of public and private construction activity with significant street, pipe, and park projects gearing up for ground breaking. Active projects include on-going inspection services at Eye Health NW, the Family Fun Center, Hilton Garden Inn, and Frog Pond West. Pre-application meetings have been scheduled with Sysco as well as a major health care provider in the region. There are many exciting projects coming to the community and this next year will bring with it great opportunity.



*2019 West Linn-Wilsonville School District Bond Summit*

Several members of the City's executive team participated in the West Linn-Wilsonville School District Bond Summit. The Summit highlighted the proposed list of capital improvement projects across the district for community member review and feedback. The event was a driver that helps the School Board prioritize projects and create their list of improvements to go on the November 2019 ballot. At the Summit, community members learned about proposals for a 600 person auditorium addition at WHS, a new primary school in Frog Pond West, relocation and expansion of Art Tech to the Athey Creek site in Stafford, as well as district-wide technology and safety updates. It was fun imagining the tremendous facilities that the children of the community will enjoy if the Bond is successful.

Susan Rothenberger, a long-standing City employee, was recently promoted to an Engineering Inspector II position after serving for many years as the CAD technician. This is a wonderful opportunity for Susan to use new skills as she moves into the field for much of her work. I also want to congratulate Miranda Bateschell on being promoted to Planning Director. Miranda's skills will serve the City very well as she takes the lead on the day to day Planning activities. Lastly, Cindy Luxhoj (lucks-hoy) was hired as the City's new Associate Planner, bringing over twenty years of public and private experience to the Planning Division. Please join me in welcoming Cindy!

Respectfully submitted,

Chris Neamtzu, AICP

Community Development Director

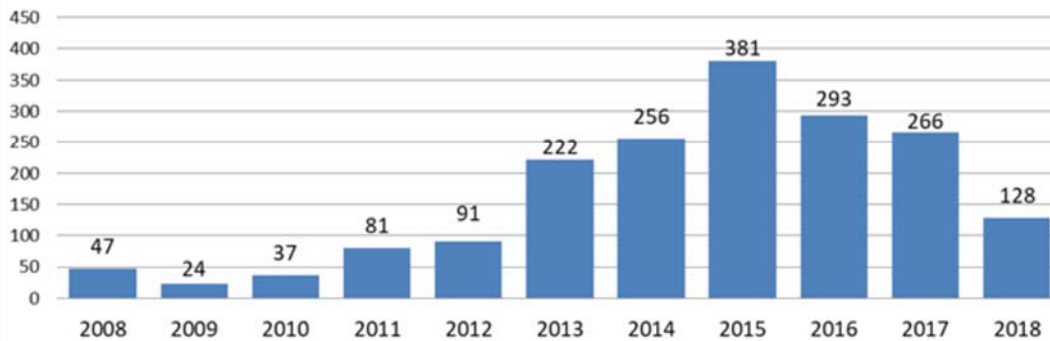
## Building Division

### 2018—A Year in Review

It has been a very positive and productive year for the Building Division. This month we reflect on 2018 in light of the past ten years of building permit related construction activity in the City. As noted in the following charts, which speak for themselves, we have finally caught a breather after years of record-breaking volumes of permits.



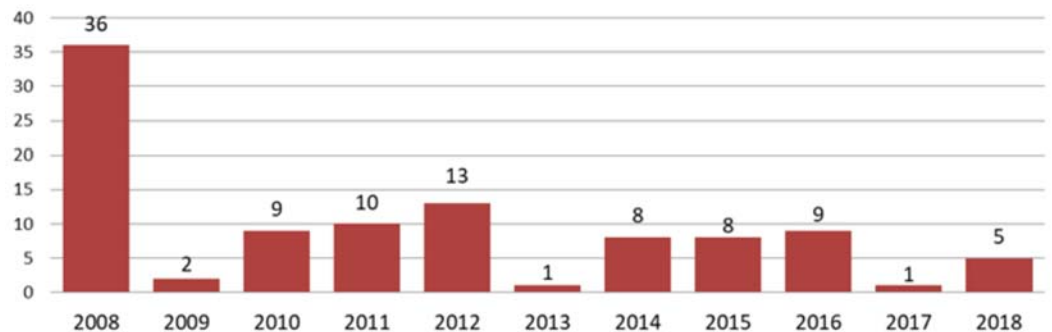
**Number of New Home Permits**



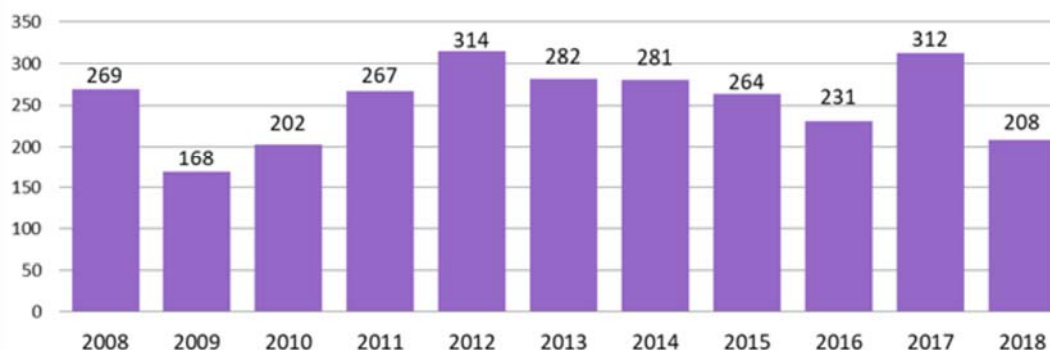
Construction activity has slowed slightly, mostly due to the wind-down of new home permits in Villebois. However, we do anticipate a continuance of current levels as Frog Pond development starts this spring.

**Number of New Commercial Permits**

Permits for new commercial structures remained flat with a slight uptick from 2017. New business from Eye Health NW and several condominium projects contributed to 2018 numbers.



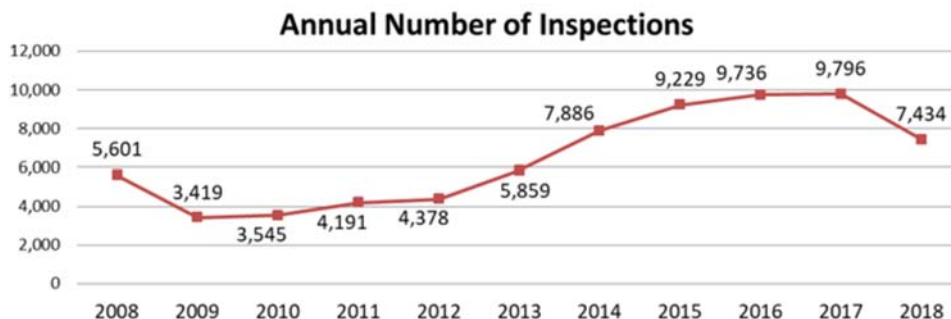
**Number of Commercial TI, Remodel, Additions**



One area that continues to remain relatively steady is business investment through remodels, additions, and tenant improvement permits. These numbers reflect a healthy business community over a long period.

## Building Division

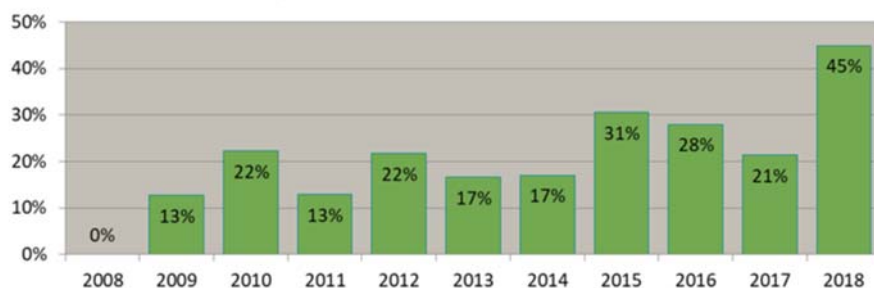
The Division was very busy with inspections even though the number of inspections dropped in 2018. As a result, the Division pulled back on utilizing its backup on-call inspectors. Current staffing is at a healthy level.



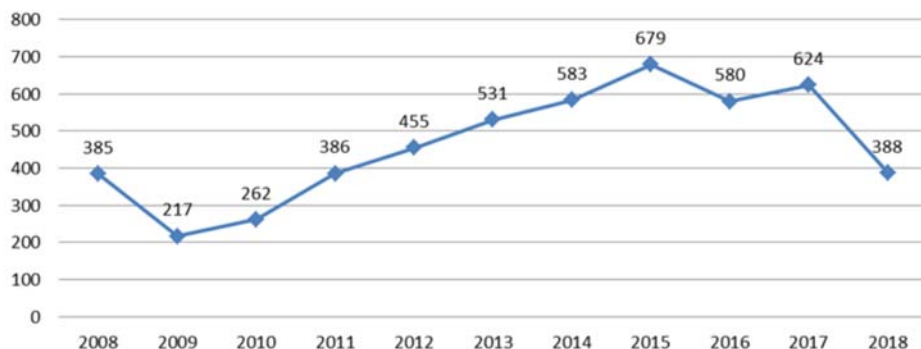
### Annual Number of Plumbing & Mechanical Permits Issued Online (Contractor Trips Saved to City Hall)



### Annual Percentage (%) of Plumbing & Mechanical Permits Issued Online



### Total Number of All Permits



The demand for online permitting services continues to rise. The two adjacent charts indicate a record number of Plumbing and Mechanical permits obtained online, and a record overall percentage increase. This is despite a drop in the overall total number of all permits as shown in the last chart. From a sustainability perspective, this saves contractors a great deal of time and resources in traveling to City Hall to obtain permits. The Division is looking forward to enhanced online service offerings for all permits with future replacement of our permitting system.

## Economic Development

- **Coffee Creek Industrial Area**
  - Development: Acquisition efforts appear to be progressing for an industrial developer seeking to develop 40 acres of land east of Garden Acres Road in the Coffee Creek Industrial Area for a 700,000 square foot speculative industrial development.
  - Financing: City pursuing financing with private bank for \$3.8 million loan to help finance construction of Garden Acres Road in Coffee Creek Industrial Area, to be repaid with TIF revenue over time. City seeks to have loan approved and dispersed by end of March before putting project out to bid on April 22.
- **Business Recruitment**
  - A Michigan-based automotive company acquired automotive companies in Wilsonville and Hood River and is looking for a 35,000 square foot warehouse with a 12,000 square foot office to accommodate an electric vehicle project expansion in Oregon. Project could create up to 50 new jobs. City submitted proposal recommending two sites—Parkway Woods and DW Fritz.
  - Two Wilsonville residents seek to start food cart pod in Town Center. Residents are approaching property owners in Town Center to assess viability of a temporary use on vacant parking lots before investing in a more permanent food cart pod structures.
  - An Arizona-based coworking/small business incubator company is considering expansion to Wilsonville to support growing startup ecosystem in the City. The coworking company is already collaborating with a large local employer.
- **Business Retention & Expansion**
  - City and State staff met with Wilsonville-based business Corner Coffee Shoppe/Pure Wild Oregon to discuss Business Oregon's export assistance program. Pure Wild Oregon produces jams, jellies, and condiments and seeks public export assistance in preparation for Expo West conference in March.
  - Boones Ferry Messenger (BFM) Business Spotlights: we will begin featuring business spotlights in the BFM each month to highlight new business, local expansions, and other newsworthy events. If you would like to nominate a business in the community for an upcoming spotlight, please email Jordan Vance at [vance@ci.wilsonville.or.us](mailto:vance@ci.wilsonville.or.us).
- **Vertical Housing Development Zone Assessment**
  - City Council gave staff direction to continue assessment of potential Vertical Housing Development Zone (VHDZ) tool to encourage mixed-use development in Villebois Village Center. Staff is collecting information and meeting with neighboring cities—including Beaverton, Gresham, Milwaukie, and Tigard—to inform the recommendation staff will provide to Council on the program.

## Engineering Division, Capital Projects

### **5th to Kinsman Road Extension (4196)**

100% design plans are under review. The partial federal shutdown has delayed review/approval of our NOAA—NMFS permit. We may or may not receive our permit in time for construction to occur this year within the Coffee Lake Creek waterway where two bridges need to be built. Staff is looking at alternative construction sequences that may need to be taken.

### **Charbonneau Utility Repairs – French Prairie Drive Phase II and Old Farm Road Phase I (1500/2500/4500/7500)**

This project involves repair and replacement of deficient storm, sewer, and water pipe lines in the Charbonneau District, as identified in the Charbonneau Consolidated Improvement Plan. Preliminary utility investigatory work is completed. 60% design on both projects is nearing completion. A public open house is scheduled for February 26 to present the proposed design and to hear resident input.

### **Coffee Creek Industrial Area Regional Stormwater Facility Project (7060)**

This project involves modeling of current and buildout stormwater runoff conditions within portions of the Coffee Creek and Basalt Creek basins and will design and construct improvements to alleviate existing seasonal flooding to allow for future development within both the Coffee Creek Industrial Area and the Basalt Creek Concept Area. Preliminary topographic survey work was completed in mid-January 2019. Hydraulic modeling of the drainage basin is underway in February and March with Facility Siting Alternatives being prepared for City review in April.

### **Coffee Creek Sewer Facilities (2101)**

This project involves the preliminary design of sanitary sewer facilities required to support future development of the Coffee Creek and Basalt Creek development areas. Review of the plan is complete and the final document is expected by the end of March.

### **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. Before addressing well deficiencies, the gravity stormwater system downstream of the well house is being studied to confirm that there is available capacity in this pipe system to carry pump-to-waste flows that are discharged on a monthly basis when the well pumps are exercised. Once this capacity is confirmed, work will commence on addressing well deficiencies.

## Engineering Division, Capital Projects

### **French Prairie Bridge (9137)**

This project will determine the final location, alignment, and design type. It 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. The project team is performing additional analysis and cost estimating of the two bridge types in preparation for selection of the preferred bridge type expected this spring.

### **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. Property acquisition work is underway. Staff is reviewing the 90% combined plans and specifications, including the Willamette Water Supply Program 66" water pipeline. Bid advertisement for construction is scheduled to occur at the end of April 2019.

### **Gesellschaft Well Facility and Upgrade (1083)**

This project addresses upgrades and repairs needed to correct deficiencies in the Gesellschaft well house, including piping, electrical, and mechanical systems. Design will be finalized in spring 2019 and will be constructed in summer 2019.

### **Graham Oaks Pedestrian Enhancements/Willamette Way Intersection (0012/0013/4717)**

We are working with the contractor to insure the proper RRFB materials are ordered and we are getting the area prepped for curb ramp and sidewalk construction. The initial stages of work will include tree and shrub removal on Willamette Way West where the new sidewalk will be placed. We are also working to get utilities relocated to accommodate our upcoming work.

### **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 is working to lift covenants and restrictions on the east bridge landing property as part of a sale agreement approved by Council in November. Design of the bridge will begin after completion of the Town Center Plan.

### **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. Competitive quotes will be solicited in early March and the project is anticipated to be constructed in spring 2019.

### **Memorial Park Pump Station (2065)**

Our consultant team is performing additional geotechnical analysis to accommodate the unforeseen higher groundwater and soil instability. We are steadily working toward 60% design plans that will be sent out for stakeholder reviews.

### **Street Maintenance (4014/4118)**

We are working towards 90% design of Wilsonville Road and Boones Ferry Road. We are looking at different construction methods and the preferred method to date requires drier weather (summer) paving. We are working with our consultant and Clackamas County on signal detection during and after construction and will be adding as much bike detection as is feasible with this project.

## Engineering Division, Capital Projects

### Water Telemetry (1114)

Brown and Caldwell is putting together the network and communication upgrade plan which will include a project list and estimates for future upgrades.

### Willamette River Storm Outfalls (7053)

100% design plans have been submitted and are under review. We anticipate bidding and hiring a contractor by May, with construction anticipated to start in spring/summer 2019.

### WTP Surge Tank (1111)

Construction has started at the Water Treatment Plant for the addition of the surge tanks (see right). Two trees were removed in preparation for replacement of the meter vault near the parking lot. Street lights along Arrowhead Creek Lane will be temporarily out while the vault is being constructed.



### WWSP Coordination (1127)

Ongoing coordination efforts are occurring for the Garden Acres Road project (4201), the 5th/Kinsman project (4196), and the Kinsman/Wilsonville Road truck turning improvements. Staff has reviewed and provided 30% design comments to WWSP on PLM 1.3—66" pipeline on Boeckman/95th/Ridder. Legal is performing final review of the Garden Acres IGA incorporating the WWSP 66" water line into the Garden Acres project.

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## Engineering Division, Private Developments

### Fir Commons

Construction expected to start in March for this nine home condominium development near Fir Avenue and 4th Street in Old Town.

### Frog Pond—Morgan Farm Phase 1

Construction is ongoing on this 37-lot subdivision.

### Frog Pond—Stafford Meadows

Public works construction is almost complete. Initial homebuilding permits have been issued for the Street of Dreams.

### Hilton Garden Inn

Staff held a preconstruction meeting regarding the demolition of the existing Quality Inn at Parkway Avenue and Memorial Drive and the construction of a 4-story, 118-room Hilton Garden Inn.

### Villebois Mont Blanc

Public Works construction is almost complete for this 68-lot subdivision near Villebois Drive and Orleans Avenue. Now that Villebois Drive is complete and open to traffic between Barber Street and Boeckman/Tooze, we will add a four way stop to the intersection of Barber and Villebois Drive.

## Natural Resources

### “Free” Native Tree Program

To help reduce stream temperature and pollutants, the City offers up to five native tree seedlings for any resident or business within city limits to plant on their property. Residents or businesses receive a tree coupon, which allows them to redeem the native plants at Bosky Dell Natives nursery. Plantings along streams, riparian corridors, or other water bodies are encouraged, but regardless of the location, tree plantings enhance the City’s “Urban Forest” and contribute to a healthier environment. The incentive program is part of the strategy to address the City’s NPDES stormwater permit requirements.





## Planning Division, Current

### **Administrative Land Use Decisions Issued**

- Phase 5 North Villebois Clermont Minor Revisions: Remove 2 lots, add open space, change mid-block trail location
- Morgan Farm Frog Pong Minor Revisions: Modify SROZ Boundary, Remove 1 lot, modify stormwater facilities
- 2 Class I Administrative Review
- 2 Zoning Verification Letter
- 11 Type A Tree Permits
- 2 Type B Tree Permit
- 2 Class I Sign Permits
- New Single-family and row house building permits

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## Board and Commission Updates

### **Development Review Board (DRB)**

Development Review Board Panel A met on Monday, February 11. After conducting a public hearing, the board unanimously approved the request to annex approximately 23.9 acres into the City of Wilsonville, as well as requests for rezoning and development plans for a 74-lot single-family subdivision. The proposed subdivision is located on the west side of Stafford Road just north of Boeckman Road. The request also annexed the site of a future park and an existing church. The subdivision is the third approved in Frog Pond. The City Council will further review the annexation and rezoning requests in March.

Development Review Board Panel B met on Monday, February 25. The board heard a request from FLIR Systems, Inc. for the necessary sign code waivers to allow a third thirty-five foot flagpole along with the two planned permit-exempt flagpoles on the north side of their building. Following the public hearing the board approved the request by a vote of 3-1.

### **Planning Commission**

The Planning Commission nominated and elected Jerry Greenfield as the commission chair and Eric Postma as the vice chair.

Kimberly Rybold, Wilsonville's Associate Planner and Scott Mansur from DKS Associates presented the Basalt Creek Comprehensive Plan and TSP Amendments at the February 13 Planning Commission hearing. The Planning Commission approved Resolution LP19-0001 recommending the City Council adopt the comprehensive plan text and map amendments and the transportation system plan amendments related to the Basalt Creek Concept Plan and a comprehensive plan map amendment related to the Coffee Creek Master Plan. A public hearing is scheduled before the City Council on April 1.

Chris Neamtzu, Wilsonville's Community Development Director and Mary Stewart of Alta Planning + Design, presented the Citywide Signage & Wayfinding project at the February 13 Planning Commission hearing. The Planning Commission approved Resolution LP19-0002 that recommends approval of the Citywide Signage & Wayfinding Plan to the City Council. This project goes before City Council for a hearing on March 18.

## Planning Division, Long Range



### **Basalt Creek Concept Plan**

The project team finalized the Comprehensive Plan Text and Map Amendments as well as the Transportation System Plan (TSP) Amendments and presented before the Planning Commission at a public hearing on February 13. City staff worked with Washington County staff to prepare a final draft of the Urban Planning Area Agreement. Staff also prepared for and presented before a City Council work session on February 21 to outline upcoming hearings related to the various implementation actions associated with the Basalt Creek Concept Plan. Public hearings in front of the City Council are scheduled for March 4, regarding the UPAA with Washington County, and April 1 regarding the Comprehensive Plan and TSP Amendments.

General project information is available on the City's project website <https://www.ci.wilsonville.or.us/planning/page/basalt-creek>.

### **Equitable Housing Strategic Plan**

Staff is working with Metro to update the grant milestones and schedule based on the final scope of work with the consultant team. Initial data is being gathered in partnership with the Clackamas County Housing Needs analysis. Initial reports will be available and public outreach activities will begin in spring after the pending adoptions of several other planning projects.



**WILSONVILLE TOWN CENTER PLAN**

### **Wilsonville Town Center Plan**

The project team presented the draft Town Center Plan at the January 9 Planning Commission work session and is working on revisions to the Plan in order to incorporate the Planning Commission's feedback and final recommendations. An updated draft will be presented to City Council at the February 4 work session. The team is also busy composing an online version of the Plan to be released for public review and comment in early February 2019. Adoption of the Plan is scheduled for March 13 at Planning Commission and April 15 at City Council.

For additional information about the Town Center Plan project, visit the project website [www.wilsonvilletowncenter.com](http://www.wilsonvilletowncenter.com).

