



JANUARY 2021

# MONTHLY REPORT

## From The Director's Office

Portland State University's (PSU) Population Research Center releases preliminary and official certified population estimates for all Oregon counties and cities annually. Prepared as of July 1 each year, preliminary estimates are released around November 15 and sent to local jurisdictions and community partners. Certified estimates are posted on December 15, and supplemental reports are published quarterly. In the most recent report, PSU reports that Wilsonville's population is now 25,915, which is an increase of 280 people from July 2019.

Wilsonville is now the 21st largest city in the state of Oregon—larger than Ashland, Newberg, Woodburn, Forest Grove, and Klamath Falls. Perhaps most interestingly, Wilsonville's population is less than West Linn's population by 60 people.

Residential construction has slowed during the pandemic, with 84 new homes being constructed in the community in 2020. This is down from 134 the prior calendar year. While residential construction activity has slowed, the City is expected to maintain a steady overall level of construction activity for the foreseeable future, including new industrial buildings and high-valued tenant improvements.

New home construction will continue in several areas of the City, including subdivisions recently approved in the 180-acre Frog Pond West area. This development is expected to continue to add marginally to the City's population growth over the next couple of years while the Villebois Village winds down and is nearing completion.

The City issued 113 residential construction permits in fiscal year 2020. While robust, the total number of new starts is down from the peak of 465 issued in fiscal year 2013. The decline was predicted as the City moved deeper into Frog Pond West where the lots are slightly larger and the price points considerably higher, which impacts the velocity of sales. These numbers contrast to the low point of 45 residential permits issued during the recession in fiscal year 2010.

Commercial/industrial building activity included 215 permits (up from 122 the prior year) resulting in a construction value of \$32,146,155 (just under \$2,000,000 less than the previous year). Much of this activity can be attributed to new tenant improvements and remodels or additions as businesses grow and reinvest in the community.

The City is poised to continue to see tremendous things happen in 2021!! I look forward to continuing to work with you to make it happen.

Respectfully submitted,

Chris Neamtzu, AICP  
Community Development Director

## Building Division

### 2020: Reviewing a Challenging Year

Despite nine months of delivering service during a global pandemic and statewide wildfires the Building Division had a productive and positive year in 2020, all things considered. The following information highlights the Building Division’s work areas:

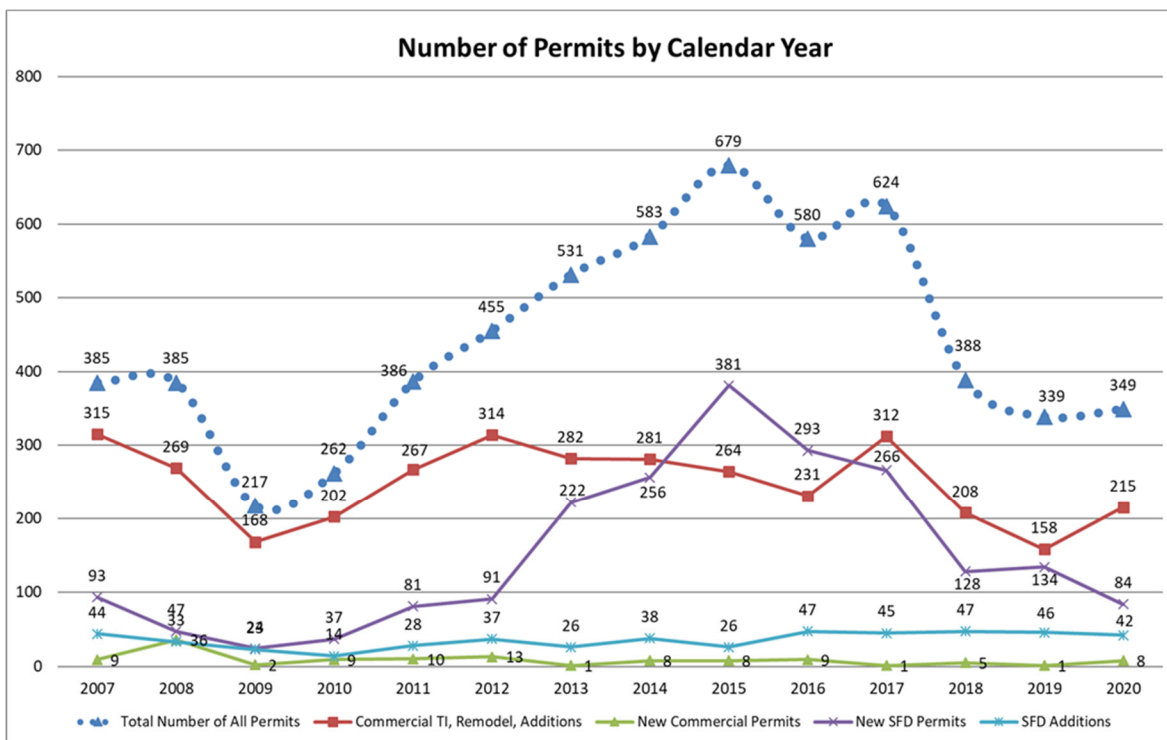
#### Residential Permits (1 & 2 Family Dwellings)

- **New:** The number of new home permits (shown as the purple line below) has tapered significantly in 2020 to 84, which is down from 134 in 2019. With several subdivisions either approved or in the process of gaining approvals, this number will likely increase to around 125 in 2021.
- **Existing:** Residential remodels and additions came in at 42 permits (shown as the teal line below). This is remarkably consistent with preceding years. Moving forward we don’t foresee this changing much.

#### Commercial Permits (also includes Industrial and Multi-Family)

- **New:** Generally there are a small number of new commercial buildings (shown as the green line below) constructed each year in Wilsonville. In 2020, Wilsonville had 8 new commercial structures built. Moving forward, there are a number of significant projects in pre-development. We anticipate a similar quantity in 2021.
- **Existing:** The interesting and somewhat surprising highlight is remodels, additions, and tenant improvement (TI) permits. Businesses in Wilsonville seem to be reinvesting in their businesses as the number of permits (shown as the red line below) was 215 for 2020, which is higher than pre-pandemic years of 2019 and 2018. Moving forward in 2021, we foresee this number holding firm.

Overall, the number of total permits (shown as the dotted blue line below) is similar (and slightly higher at 349) compared to 2019. In addition, while not shown in this graph, the total project valuation for all permits was \$68.4 million in 2020, compared to \$68.9 million in 2019 which is surprisingly close. With the commercial and residential projects currently in the pipeline for 2021 we anticipate the total permit volume and valuation will both increase.



## Economic Development

### Wilsonville Restaurant Relief Program Summary

The City of Wilsonville recognizes the devastating effect of the COVID-19 crisis on many of our local businesses, specifically the restaurant industry, and is committed to identifying solutions that provide relief and restore the health of our business community. In this spirit, the City provided temporary financial assistance to help restaurateurs overcome the loss of revenue and disruption from the COVID-19 related State public-health orders that closed seated dining.

On December 7, the City Council established the Restaurant Relief Program with two tiers of grants. The first tier of larger grants was for full-service sit-down restaurants and the second tier of smaller grants was for general take-out, self-service restaurants. The City Council allocated \$80,000 to this program.

### **60 Restaurant establishments were eligible to apply for the Restaurant Relief Program**

- 30 (or 50%) of these were full-service restaurants
- 30 (or 50%) of these were self-service restaurants
- 43 of 60 (or 72%) of restaurants applied for the grant program
- Of the 30 full-service restaurants, 26 applied for relief (87%).
- Of the 30 self-service restaurants, 17 applied for relief (57%).

Staff communicated directly with each restaurant establishment by providing a mailed letter in addition to an email sent to the business license contact on file with the City informing them of the details of the program. Additionally, during the eligibility timeframe, follow-up calls and emails were sent to encourage application.

### **Grant Award Sizes**

- Each eligible full-service sit-down restaurant that applied received \$1,785.71.
- Each eligible general take-out, self-service restaurants that applied received \$1,000.00.

**At \$1,785 per full-service and \$1,000 per self-service restaurant, the City of Wilsonville provided a total of \$63,410 to local restaurants in need (\$46,410/full & \$17,000/self-service).**

- 17 (or 28%) of eligible restaurants did not apply.
- 4 (or 13%) of restaurants that did not apply were full-service.
- 13 (or 43%) of restaurants that did not apply were self-service.
- 43 (or 72%) of eligible restaurants submitted a complete application.
- 2 of the self-service restaurants reported that their business was doing fine and they wanted to allow others to utilize the relief funds.

## Economic Development

One explanation for the low response from self-service establishments is that it appears from the outreach that many of the self-service restaurants are doing acceptably well. Establishments such as Papa Murphy's, Jimmy John's, and Starbucks are not experiencing as significant of a decline in revenues as their counterparts and their business models are much less negatively impacted as a result of COVID-19.

Part of this program's eligibility requirements stated that they must be current on city utilities and transit taxes.

- 12 restaurants (20%) were behind in paying Transit Taxes to the City. This program motivated them to pay past due balances in order to receive the relief funds. In all cases, the Transit Taxes owed to the city were less than the grant to the restaurant.
- Zero restaurants were behind in paying city utilities.

Of those restaurants that applied, relief monies were designated to be used in the following areas (multiple selections allowed):

Categories	Designated Use	Percentage of all Applications
Payroll	39	90
Rent/Bills	39	90
Equipment	8	18
Deferred Maintenance	6	14
Other	4	9

### Restaurant Owner/Operator Comments

While all of the restaurant operators were extremely thankful for the assistance, and several noted how timely the delivery of the assistance was at the holiday season, below are some specific comments that City staff received:

Bullwinkle's	"Thank you for doing this City of Wilsonville!"
Abella Italian Kitchen	Owners expressed their gratitude for this grant opportunity.
Gyro House	Owner said he appreciated the funds to pay his staff.
Lux Sucre	"We appreciate being considered!"
Juan Colorado	He thanked Wilsonville for helping his family business.
The Indian Kitchen	Just bought this restaurant in January 2020. Then was hit with COVID closures shortly thereafter. Thank you to the City for caring about his restaurant's success.
Perfect Pizza	"Thank you for the help, we really appreciate it."
Vanguard Brewing	"Thank you so very much for your help with grant. We so much appreciate the City of Wilsonville and everything it is doing to help small businesses survive these trying times."
Boonetown Tap & Grill	"It was nice chatting with you yesterday. A heart-full of gratitude and thanks to the City of Wilsonville for this grant. And thank YOU for working so fast to get this grant in motion. It comes at a very critical time for all us restaurant owners. Your quick action is very, very much appreciated!"

## 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 work is underway. Construction bids were due February 2. Construction is planned to start in March 2021.

### **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. Murraysmith, the City's engineering consultant, was brought under contract in August 2020 to start design work. Preliminary design work (60%) happened over November and December. Design work is anticipated to continue through March 2021, with construction occurring in spring and summer 2021.

### **Boeckman Dip Bridge (4212)**

We are reviewing the report evaluating an embankment option and comparing it to our other project alternatives. We will also be preparing a council presentation to share this information and recommendation. Work has begun on the hydraulic/hydrologic study to better understand the system today and what potential impacts our various project alternatives might have.

### **Elligsen Well Facility Rehab and Upgrades (1083)**

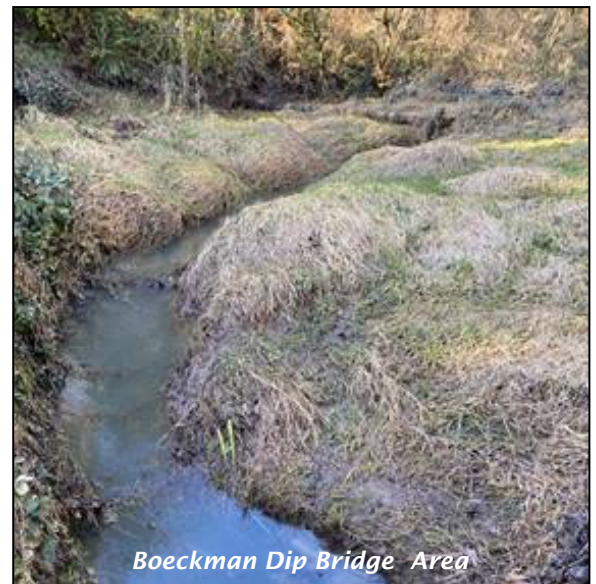
This project addresses upgrades and repairs needed to correct deficiencies in the Elligsen well house, including piping, electrical, instrumentation and controls, and mechanical systems. Notice to proceed for design was issued in the middle of January 2021 with design work continuing until the summer. Construction work is tentatively scheduled for late summer and fall 2021.

### **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. This project also includes investigative evaluation work at Charbonneau wells to determine existing conditions to help guide subsequent rehabilitation work. Well evaluation at Charbonneau wells started in early November and continued through the end of December, with work at the Elligsen well to follow. Rehabilitation operations will continue through March 2021.

### **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. Testing of the WWSP 66" raw water pipeline is complete and final connection on Graham's Ferry Road is underway. Roadway construction on Garden Acres Road is underway. Project completion is anticipated for March 2021 (weather dependent).



*Boeckman Dip Bridge Area*



## Engineering Division, Capital Projects

### **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 proceeding with design of the bridge and plaza based on Council direction in October. Preliminary 30% design documents have been submitted and are currently under review.

### **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 and is anticipated to be completed in March 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 design will be completed and construction bids will be solicited in January or February 2021. Construction is anticipated to be completed by December 2021.

### **Raw Water Facility Improvements**

This project 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. Onsite construction has been taking place with grading and the removal of site soils.

### **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 2020 (4014/4118)**

Construction is substantially complete for the 2020 street maintenance project. The contractors will be around town working on finishing up the last few items as weather allows.

### **WTP Expansion to 20 MGD (1144)**

This project will expand the Water Treatment Plant (WTP) capacity to 20 MGD and incorporate related WTP capital improvements, including Life Safety Upgrades (1137), Seismic Retrofits (1145), and Repair and Replacement (1146) projects. A Construction Manager/General Contractor (CMGC) alternative contracting method was approved by City Council. An engineering contract was awarded in July. Completion of the 30% design is anticipated in early 2021, at which time a CMGC solicitation will occur. Final design will be completed in coordination with the CMGC in 2021, followed by construction in 2022-2023.

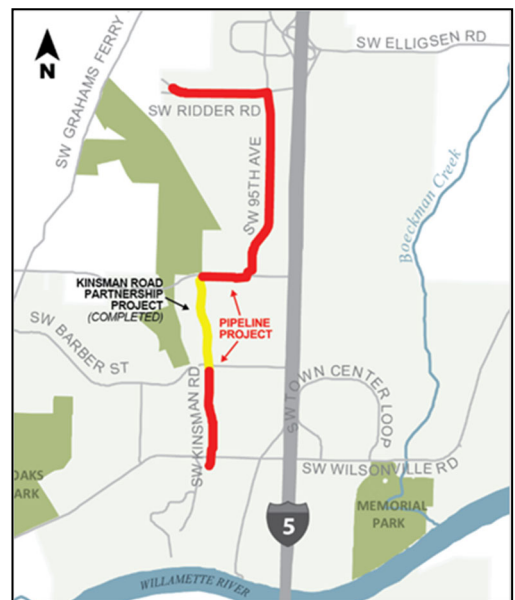
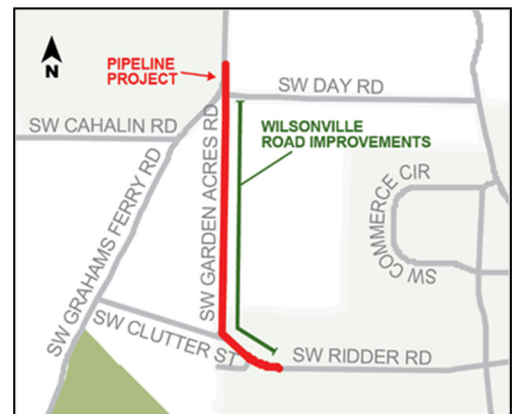


## Engineering Division, Capital Projects

### WWSP Coordination (1127)

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

- Phase 1 Wilsonville Road (PLM 1.1)** The Willamette Water Supply Program's (WWSP) PLM\_1.1 project consists of 1,400 feet of 66-inch diameter pipeline that began construction in the fall of 2019. The pipeline starts near the Willamette River Water Treatment Plant property. It ends at Kinsman Road just south of the Kinsman Road and Wilsonville Road intersection.
  - Construction of the project is substantially complete with minor punch list work underway.
  - Final completion is anticipated to occur in February 2021.
- 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.
  - Installation and testing of the pipeline is complete. Final connection to PLM\_3.0 in Graham's Ferry Road is underway. The project is scheduled to be completed in early March 2021.
- 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.
  - Construction will occur in phases to enhance safety and minimize traffic, neighborhood, and business disruptions.
  - 60% design plans will be submitted for review in February 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 and the project is anticipated to be completed by fall 2021.



## Engineering Division, Private Development

### Coffee Creek Logistics Center (Panattoni Warehouse)

This project is located on the southwest corner of Clutter Road and Garden Acres Road. It is currently under plan review.

### DP Nicoli

This project has made a lot of progress in the last month. All utility pipes are being tested and scoped for verification. Street paving will take place this month on Boberg Road adjacent to the project.

### Fir Avenue Commons

This is a ten-unit condominium development in Old Town and it is nearing completion. The sidewalks and driveways are in, as is the pervious private drive. The above-ground communication lines still need to be relocated on 4th Street.

### Grace Chapel

This 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. Work continues on site improvements.

### 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 curb has been poured and the road has been temporarily patched.

### Regional Park 7&8

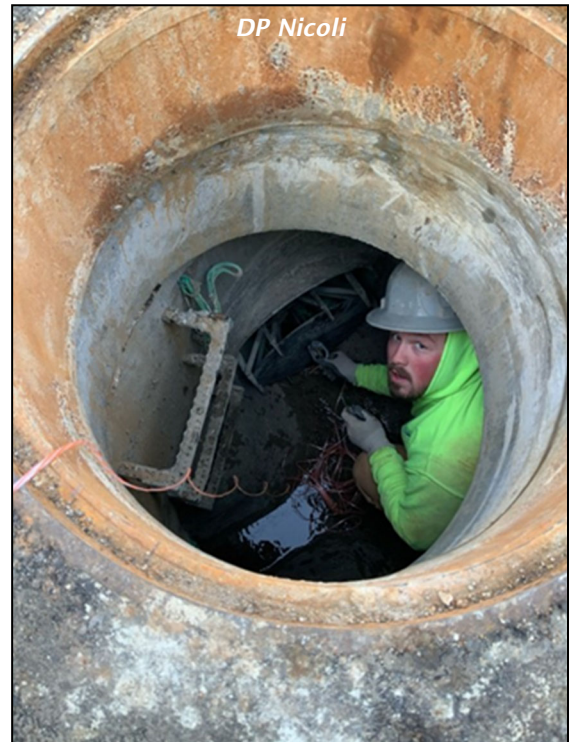
This is a regional park from Barber Street along Coffee Lake Drive to Villebois Drive. The pedestrian paths, storm level spreader, and open space are near completion.

### Siena at Villebois Fire Reconstruction

Onsite construction is steady at Siena at Villebois. Engineering final approval for street pavement, sidewalk, and LID stormwater facilities will be complete prior to issuance of final Certificate of Occupancy.

### SSI Shredding

Site plans have been submitted for two additional structures on the existing site. The plans are currently under plan review.



*DP Nicoli*



*Fir Avenue Commons*



*Grace Chapel*



## Engineering Division, Natural Resources

### Urban Forest Management Plan

An Urban Forest Management Plan (UFMP) to guide the City's programs and actions related to the urban forest is underway. The UFMP will provide an integrated approach to preserving, sustaining, and regenerating Wilsonville's urban forest into the future. While the UFMP will cover the entire City, it will have two focus areas: Charbonneau and Town Center.

Currently, the consultant is analyzing data about Wilsonville's urban forest and beginning the process of preparing goals and strategies. The draft plan should be completed in March, and work sessions have been scheduled for the Planning Commission and City Council in April and May, respectively.

### Wildlife Monitoring

Starting with the Boeckman Road extension and continuing with the Kinsman Road extension ten years later, passageways were provided to allow wildlife a safe and convenient way to cross beneath the roads. Due to their location within and adjacent to the Coffee Lake wetlands, the passages are essential for maintaining habitat connectivity and wildlife corridors. Because wildlife have different requirements, several different types of passages under the roads needed to be constructed. The passageways range in size from small culverts to the bridge on Boeckman Road. In addition, the Barber Street extension includes a bridge that spans the wetlands and accommodates wildlife movement.

In cooperation with Portland State University and a wildlife consultant, the City has been able to document through monitoring the extensive use and effectiveness of the wildlife crossings. To date, more than 20 different species have used the passageways, which include deer, coyote, rabbit, raccoon, opossum, beaver, rodents, mink, short- and long-tailed weasel, frogs, and snakes.



## Planning Division, Current

### Administrative Land Use Decisions Issued

- 1-Year Extension of Land Use Approvals for Villebois Phase 5 North
- 1 Accessory Dwelling Unit (ADU)
- 2 Class I Sign Permits
- 1 Class I Temporary Use Permit
- 4 Type A Tree Permits
- 5 Type B Tree Permits
- Residential building permits

### Construction Permit Review, Development Inspections, and Project Management

In January, 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:

- DP Nicoli Industrial Development on Boberg Road
- Grace Chapel on Parkway Avenue
- Hilton Garden Inn on Parkway Avenue
- I&E Construction headquarters on Parkway Avenue
- Panattoni warehouse (Coffee Creek Logistics Center) on Clutter Road
- Parkway Woods Business Park remodel/site revisions
- Regional Park 7&8 in Villebois
- Residential subdivisions in Frog Pond West

### Development Review Board (DRB)

Due to an otherwise inability to have a quorum, a combined panel of DRB A and B met on January 11 for hearing on a new activity center in Charbonneau. The four participating members voted unanimously to approve the project. Following the public hearing six new Panel A and Panel B members were introduced and staff provided training.

On January 25 both panels met again together for additional training.

### DRB Projects Under Review

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

- 8-lot subdivision on Canyon Creek Road South
- New activity center for Charbonneau Country Club (shown right)
- Wilsonville High School expansion, including a new auditorium



## Planning Division, Long Range

### Middle Housing in Wilsonville Project (House Bill 2001 Implementation)

In January, Planning staff prepared for and held a Planning Commission work session, as well as prepared for a City Council work session on February 1. In addition, the project team worked on getting ready for public outreach in the coming months.

### Planning Commission

At their regularly scheduled meeting on January 13, the Planning Commission held a work session regarding the City's Middle Housing Project. The work session covered the audit of legislative master plans, particularly focused on compliance for the Frog Pond West Master Plan, additional discussion of potential Development Code changes, and an introduction to the review of siting and design standards. Also during the meeting Kamran Mesbah was elected as Planning Commission Chair for 2021 and Jennifer Willard as Vice-Chair.

### Small Wireless Facility (SWF's)

The City is in the final stage of executing a contract with CityScape Consultants, Inc., for small wireless facilities and wireless communication facilities technical services. CityScape will provide technical expertise and assist with review for wireless facilities applications, ensuring compliance with both the City's standards and Federal regulations.

### Wilsonville Town Center Plan

#### *I-5 Pedestrian Bridge*

The Town Center project team continued development of 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 January, the consultant team submitted 30% design documents to City staff for review. The project team anticipates providing an update to the Planning Commission and City Council on these plans in March.

General project information is available on the project website: [www.letstalkwilsonville.com/I5-Ped-Bridge](http://www.letstalkwilsonville.com/I5-Ped-Bridge).

#### *Streetscape Plan*

The Town Center Streetscape Plan will be introduced to City Council at their February 1 work session where the project team will seek additional feedback on the project work so far. The initial design concepts have been further refined to incorporate feedback from the November Forums and Planning Commission work session. These more detailed concepts will be presented at the second public forums on February 9 for additional direction and input from residents. [Let's Talk, Wilsonville!](#) will also be used for additional community engagement activities during this phase of the project. Staff and the consultant team are continuing to schedule stakeholder interviews with interested parties to gain additional input on each design concept and overall project direction. Once all of the input is incorporated into the streetscape design, the draft plan will be presented to Planning Commission and City Council in the spring.

### MIDDLE HOUSING TYPES



*Duplex: Two dwellings on a lot, usually in a single building.*



*Triplex and Quadplex: Three or four dwellings on a lot, usually in a single building.*



*Townhouse: Homes constructed in a row of attached units, each on a separate lot.*



*Cottage Clusters: Small dwellings clustered around a common courtyard.*