



NOVEMBER 2018

MONTHLY

REPORT

From The Director's Office

Happy Thanksgiving and upcoming Holidays! We welcomed Megan Munsterman as our new Permit Tech in the Building Division.

November brought more progress on the Basalt Creek Concept Plan Area. We met with Tualatin and Washington County staff to set the schedule to adopt Comprehensive Plan amendments to prepare for our requisite Urban Planning Area Agreements with the County. The Comprehensive Plan amendments will be considered by the Planning Commission followed by the City Council in early 2019.

Public Works, Jacobs (our Wastewater Treatment Plant Operator), and CD staff worked together to consider a request by Swire Coca-Cola to modify their high-strength industrial wastewater discharge permit to mitigate recent limitations. They reported that two of their three off-site locations will no longer accept their discharge. Together we analyzed their request and concluded the permit adjustment request can be approved. According to design memos, the adjustment was anticipated for the 2014 Wastewater Treatment Plant upgrade.

Please find much more information about recent CD activities in the following pages.

This is my last monthly report. In my extremely rewarding 6 1/2 years in Wilsonville, I have learned the City can take great pride in CD. From addressing citizen concerns with timely responses; from development ideas to DRB packets and hearings; from sign permits to Comprehensive Plan amendments with Planning Commission hearings; from right-of-way permits to new roads and bridges; from 8-inch sewer extensions to the future Memorial Park Pump Station; from bare ground to new pipes and sidewalks that serve new homes with building permits that create great neighborhoods; from underutilized land to economic development with permitted and inspected big buildings that house new jobs; from urban pollutants to cleaner water in our streams and healthier salmon; from barriers to better connections for all modes—including comfortable walking and biking and access to SMART connections; this is what CD strives to achieve.

I now pass the baton to Chris Neamtzu! Thank you for the opportunity to serve such a wonderful community. -Nancy Kraushaar, PE, Director



Building Division

Staying Connected

This month the Building Division hosted two major events that placed the spotlight directly on the City of Wilsonville and all the great things we are doing in our region.

The first event was a regional Building Official and Contractor Round Table. This event was jointly sponsored by the Home Builders Association of Portland Metro and the City of Wilsonville. Over 25 area contractors and building officials from our area connected for two hours to discuss a variety of mutually engaging topics. These included the impacts of permit and SDC fees on affordable housing, new energy code initiatives from the State, electronic plan review and inspections, industry housing trends, labor shortages and the future labor pool, innovative permit processes, and how best to communicate and work together.

This event, which is held twice a year, continues to produce positive results in providing a forum for facilitating open communication and mutual understanding of issues impacting both the Homebuilders and Building Officials.



The second event was a quarterly Oregon Building Officials Association meeting where over 60 code officials from across the state gathered to network and hear updates from the State Building Codes Administrator, Mark Long, about building code related legislation, energy codes, tiny houses, fire codes, and others. In addition, a peer-to-peer round-table session was facilitated over topics that included marijuana facilities and building codes, tiny houses, affordable housing, existing building challenges, and other industry topics like innovative permitting processes and labor shortages.



It's a privilege to host forums such as these and to provide a gathering place for industry professionals to engage in productive conversation. This improves communications, promotes regional consistency, creates an environment for positive relationships and networking, and helps our region to have a stronger built environment.

Economic Development

- **Coffee Creek Industrial Area**
 - Development: Acquisition efforts appear to be progressing for an industrial developer seeking to develop a 700,000 square foot speculative industrial development. The site is 40 acres of land west of Garden Acres in the Coffee Creek Industrial Area.
 - Financing: The City is proceeding with an application for \$3.6 million loan from Business Oregon to help finance construction of Garden Acres Road in Coffee Creek Industrial Area, to be repaid with TIF revenue over time. Staff desires to submit application in December in anticipation of a Business Oregon IFA Board decision in February 2019.
- **Business Recruitment**
 - A Wholesale distributor of luxury vehicles is considering relocating from Texas to Wilsonville. They are looking for 20,000 square feet of leasable industrial space.
 - An industrial laundry business from Gresham with 17 employees is considering relocation to Wilsonville. They are looking for 5,000 square feet of leasable industrial space.
- **Business Retention & Expansion**
 - SWIRE Coca-Cola expanded into an adjacent 30,000 square foot building at 29900 SW Kinsman Road, which resulted in a consolidation of multiple regional locations into one presence in Wilsonville. At a November 14 grand opening event, we heard from SWIRE leadership about the company's 200 year history and how it became the world's largest beverage company. They also discussed their commitment to the environment through innovative packaging design, internal waste management programs, and community programs to drive improvements in recycling and recovery. Swire currently employs over 600 people in Wilsonville.
- **Regional Activities**
 - Metro Site Readiness Grant: Wilsonville is participating in an effort to develop a region-wide toolkit for employment land site readiness to help remove barriers to private investment and redevelopment of region's employment lands, specifically for Coffee Creek Industrial Area as it relates to Wilsonville's participation. The first project advisory meeting was held on November 14.
 - Greater Portland Inc:
 - Board Meeting: Economic Development Manager Jordan Vance attended the November 15 board meeting where GPI notified stakeholders they will be considering a deeper role in regional business retention/expansion efforts and will be exploring potential alliances with other organizations like PBA and CREDC to achieve this goal.
 - Small Cities Consortium: Mayor Knapp was voted in as new Chair of GPI Small City Consortium, which is a group of small cities in the region that will be represented by Mayor Knapp on the GPI Board. Economic Development Manager Jordan Vance will coordinate monthly meetings in Tualatin with small city mayors and staff to discuss economic development issues.

Engineering Division, Capital Projects

5th to Kinsman Road Extension (4196)

Staff is working with our consultant (Otak) to finalize the 100% project plans and specifications for bidding the project in January/February 2019. Construction is anticipated to start in spring/summer 2019.

124th Avenue Extension

Washington County's contractor continues construction of the 124th Avenue Extension project. Grahams Ferry Road was reopened on Friday, November 30. Washington County is working with their contractor to complete all outstanding items of work as quickly as possible. The new section of 124th will not be open until early 2019.

Boones Ferry Road / Fred Meyer Improvements (4199)

Project is complete.

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. Design work began in November. Public outreach with the neighborhood is planned for early 2019 to gather resident input.

Coffee Creek Industrial Area Regional Stormwater Facility Project (7060)

This project involves modeling the current and future stormwater runoff conditions within portions of the Coffee Creek and Basalt Creek basins. The design and construction improvements will alleviate existing seasonal flooding to allow for future development within both the Coffee Creek Industrial Area and the Basalt Creek Concept Area. The Professional Services Agreement for Phase 1: Alternative Analysis and Preliminary Design is going to Council in early December and the project will kick-off in the middle of December.

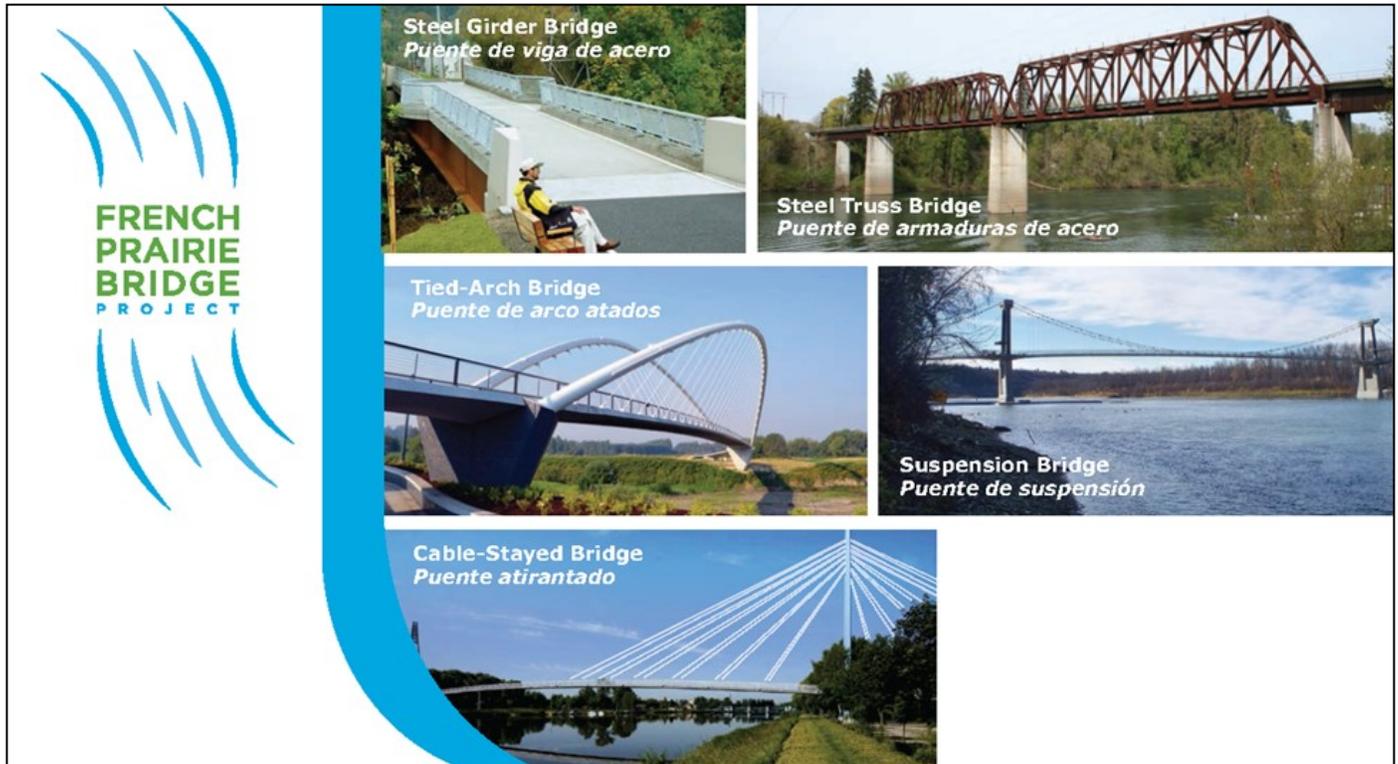
Coffee Creek Sewer Facilities (2101)

This project involves the preliminary design of sanitary sewer facilities required to support future development of the Coffee Creek and Basalt Creek development areas. Preliminary sewer infrastructure maps are under review. Planning work is anticipated to be complete by the end of the year.

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 Task Force will receive an overview of the five bridge types under consideration and a summary of the feedback received from the Technical Advisory Committee (TAC) and public events on December 5. The Task Force is expected to identify the top two bridge designs for City and County consideration at a work session on January 7.



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. The consultant team is coordinating with Willamette Water Supply Program to incorporate the 66" water pipeline into the Garden Acres construction plans.

Graham Oaks Pedestrian Enhancements (0012)

The construction contract is out for bids. We will be reviewing bids in early December and we anticipate construction starting early January.

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.

Engineering Division, Capital Projects

Memorial Park Pump Station (2065)

We are working with our consultant team on 60% plans. Unforeseen soil conditions have resulted in additional geotechnical investigation and design requirements. An amendment will be coming to council to capture these additional items of work.

Street Maintenance (4014/4118)

We are on track to get the street maintenance work done in the spring on Wilsonville Road and Boones Ferry Road. Our consultant team has finished surveying, pavement corings, and preliminary ADA design. We are working with them to proceed to 60% design plans and develop preliminary cost estimates.

Tooze Road to Grahams Ferry Road (4146)

The project is almost complete. The roads have been striped and street lights are activated. Signal lights should go live within the next few weeks.

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)

Staff is working with our consultant (AKS Engineering) to finalize the 100% project plans and specifications for bidding the project in January/February 2019. Construction is anticipated to start in spring/summer 2019.

WTP Surge Tank (1111)

Bids opened and authorization to award was given by City Council. Construction is anticipated to start in the winter.

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 expects to receive final review plans and specifications from WWSP for the 5th/Kinsman project and Kinsman/Wilsonville Road truck turning improvements within the next month. Staff is reviewing a draft IGA to incorporate the WWSP 66" water line into the Garden Acres project.



Tooze Road, looking west to new traffic signal at Grahams Ferry Road.

Engineering Division, Private Developments

Frog Pond—Morgan Farm Phase 1

Public Works Permit issued and construction is underway on this 37-lot subdivision. Installation of a new sanitary sewer main line connecting from our existing sewer main near Boeckman Creek. The crossing and following along Boeckman Road to this project has been completed.

Frog Pond—Stafford Meadows

Public Works Permit has been issued and construction is underway on this 44-lot subdivision. Paving of streets is expected to occur in December, weather permitting.

Villebois Mont Blanc

Public Works construction is almost complete for this 68-lot subdivision near Villebois Drive and Orleans Avenue.

Natural Resources

Coffee Lake Creek and Sediment-Laden Runoff

In August, staff deployed temperature data loggers within Coffee Lake Creek and Boeckman Creek. The small, inexpensive loggers capture daily temperature measurements, which are retrievable with a mobile device. Staff will remove the data loggers before winter and will then redeploy them in spring.

In order to retrieve the data logger from Coffee Lake Creek, staff need to access the mouth of the creek. During a recent site visit, staff noticed a sediment-laden discharge in the water. The creek was a milk chocolate color, which was unusual considering there had been no rain over the previous week. In response to this condition, staff investigated all of the upstream areas draining directly to the creek, including the Wilsonville Concrete plant.

In the end, it turned out the source of the sediment discharge was coming from the plant. The plant is a closed system that should not allow any runoff, including stormwater, to leave the site. Staff immediately contacted the plant operators, and they were able to quickly identify the source and take corrective action. They also reported the discharge to the appropriate authorities and arranged a tour of the plant, which allowed staff to gain a better understanding of the plant's operation.

The incident has led to improved communication and coordination between the plant's operators and City staff, which will benefit the plant's operation and the City's ability to monitor water quality conditions in the future.



The green circle on the photo above shows the brick that the temperature loggers are strapped to and placed in Boeckman Creek.

Planning Division, Current

Projects Being Prepared for DRB Hearings

- New Hotel Adjacent to Holiday Inn
- Frog Pond Meadows, 74-lot single-family development in Frog Pond West by West Hills Development

Administrative Land Use Decisions Issued

- Class II Administrative Review of new wireless communication antenna on City pole near wastewater treatment plant.
- Class II Sign Permit for new monument sign for Coca-Cola at 29900 SW Kinsman Road
- 1 Final Plat Approval
- 13 Type A Tree Permits
- 1 Class I Sign Permits
- New Single-family building permits

Board and Commission Updates

Development Review Board (DRB)

Development Review Board Panel A did not meet in October.

Development Review Board Panel B met November 26, after conducting a public hearing, unanimously approved Phase 5 North of Villebois which includes 89 homes and Regional Park 6. The DRB approval is contingent on City Council approval of a Zone Map Amendment request scheduled for a City Council hearing on December 17.

Planning Commission

On November 14, the Planning Commission conducted a hearing on the Boones Ferry Park Master Plan, presented by Mike McCarty. The Planning Commission unanimously voted to adopt Resolution LP18-0008 that recommended the Boones Ferry Park Master Plan be adopted by City Council.

Directly following, Miranda Bateschell, Kimberly Rybold, and MIG consultant Alex Dupey provided a Town Center Plan project update. They shared and received Planning Commission feedback on the proposed development code and design guidelines and the draft implementation measures related to the Town Center Plan.

The next regular Planning Commission meeting will be Wednesday, December 12 at 6:00 PM, which will include a work session on the Comprehensive Plan Amendments for the Basalt Creek Concept Plan.

Planning Division, Long Range



Basalt Creek Concept Plan

City staff set up a schedule with Washington County staff to amend the City's Urban Planning Area Agreement with Washington County and complete Transportation Planning Rule findings as part of the update to the City's Comprehensive Plan, which is scheduled for spring 2019. The City held a meeting on November 30 with the project team to discuss necessary amendments to the City's Transportation System Plan as part of this update and is preparing for a Planning Commission work session on December 12 at 6:00 PM at City Hall.

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

Citywide Signage and Wayfinding Plan

Planning Director Chris Neamtzu and Mary Stewart of Alta Planning + Design presented the draft Signage & Wayfinding Plan to the City Council in work session on November 5. The next step is the creation of design intent drawings and cost estimates. Staff is targeting a public hearing before Planning Commission on the final plan in early 2019.

For more information, please visit the project web page at www.ci.wilsonville.or.us/planning/page/citywide-signage-and-wayfinding-plan.

Equitable Housing Strategic Plan

In November, staff worked with the consultant team, led by ECONorthwest, to finalize a scope of work and contract. Work is expected to start in January with public outreach activities beginning in spring after the pending adoptions of several other planning projects.

Planning Division, Long Range



The project team drafted and updated various components of the Draft Town Center Plan, for further review and refinement by the City Council on November 5 and December 3 and the Planning Commission on November 14. The project team is busy preparing the draft plan to release for public review in January 2019.

For additional information about the Town Center Plan project, visit the project website www.wilsonvilletowncenter.com.

