



APRIL 2024

MONTHLY REPORT

From The Director's Office

Greetings,

Providing quality customer service is the foundation of our operation in the Community Development Department. Our team strives every day to provide positive responsive experiences for our customers, moving projects forward in a timely manner and assisting clients in meeting their construction needs. We are accessible, available and responsive to the needs of our customers. So, when Daniel Pauly, Senior Planner was asked to represent the City at the April 11 Washington County Spring Development Forum, which creates opportunities for building and development industry customers to learn more about development-related services, initiatives, and processing timelines, I was quite pleased.



Attendees included staff from other Washington County jurisdictions, consultants and developers, primarily focused on residential construction. Based on the Washington County focus of this annual event, Mr. Pauly offered his initial comments on the City's various industrial areas in Washington County including recent development in the Coffee Creek industrial area, recent updates to the Coffee Creek development standards, and current efforts to make the Basalt Creek industrial area development-ready.

Mr. Pauly also shared a number of citywide updates that would be of particular interest to residential developers. These updates included highlights of recent development in Frog Pond West, including the use of middle housing land divisions, status of Frog Pond East and South code development and finance planning, recent adoption of the Stormwater Master Plan, and the success and efficiency of the City's online permitting system.

By learning from others, and sharing the tools that make us successful, we can continuously learn and improve our services to the community at large.

Respectfully submitted,

Chris Neamtzu, AICP

Community Development Director

Building Division

Decoding the Process: Understanding the Development of Building Codes

This article explores the intricate and vital world of building code development. Understanding the processes behind building codes is crucial, as they serve as the foundation for ensuring safety, sustainability, and functionality in construction.

- **Introduction to Building Codes:** Building codes are a set of regulations that stipulate standards for construction, ensuring the safety and welfare of building occupants and the public. They cover various aspects, including design, construction, maintenance, and occupancy of buildings.
- **Code Development Organizations:** Multiple organizations contribute to the development of building codes. Bodies such as the International Code Council (ICC), National Fire Protection Association (NFPA), and local government agencies work collaboratively to create and update these codes.
- **Research and Input:** Code development involves extensive research and input from industry professionals, including architects, engineers, contractors, and building officials. They provide expertise, insights, and experiences that shape the content of the codes.
- **Code Creation Process:** This process typically begins with proposed changes or additions to existing codes. These suggestions are thoroughly reviewed, debated, and may go through multiple hearings or committees for validation.
- **Public Participation:** Public participation is a fundamental aspect of code development. Stakeholders, along with the general public, are given opportunities to voice their opinions and provide feedback during the code development cycle.
- **Adoption and Implementation:** Once codes are developed and reviewed, they undergo adoption by local, state, or national governing bodies. Adoption involves formal approval and integration of the codes into legal requirements for construction projects.
- **Continuous Updates:** Building codes are not static. They undergo regular updates to adapt to new technologies, research findings, and changing societal needs. This continuous improvement ensures that codes remain relevant and effective.
- **Importance of Compliance:** Compliance with building codes is essential. It guarantees that construction projects are safe, durable, and meet the established standards for structural integrity, fire safety, and more.
- **Global Harmonization:** There are efforts to align codes internationally to create a more cohesive global standard. This harmonization fosters consistency in safety and construction practices worldwide.
- **Future Trends:** The future of building codes is evolving towards more sustainable and resilient practices. Expect codes to increasingly focus on environmental impact, energy efficiency, and disaster resilience.

Building codes form the backbone of safe and functional construction. Understanding the complexity of their development and staying abreast of evolving codes is crucial for all construction professionals. As the landscape of construction evolves, codes will continue to adapt to meet new challenges and advancements.



Economic Development Division

Learning From Peer Communities – Food Carts, Adaptive Reuse

Staff met with one of the owners of the Willamette Garage Food Carts, Mary Brennock, and the Community Development Director for the City of Milwaukie, Joseph Briglio (separate meetings).

Willamette Garage opened in West Linn nearly two years ago. It is an entirely private-sector-driven project on West Linn's "Main Street"—Willamette Falls Drive—at the site of a former gas and automobile service station. The project has exceeded the owners' financial forecasts and has been a real boon to the community, as a gathering place for families and an active use in downtown West Linn. Many residents desire a similar establishment in Wilsonville. Ms. Brennock and her partners took on the project without prior experience, seeing the need and opportunity.

While she described the City of West Linn as generally supportive of the project, she also noted that the City role was merely that of regulator. The City did not do anything special to spur or incentivize the project. It was a "right place, right time" situation.

The City of Milwaukie recently sold off its historic City Hall property to Henry Point Development, who will lease to pFriem Family Brewers and Keeper Coffee for an anchor establishment in downtown Milwaukie. As owner of the property, the City of Milwaukie was able to shape the project and require the developer to complete a project that was well-aligned with the community's vision and the legacy of the iconic building. The sale of the property to Henry Point was conditioned up on these requirements—such as the community use of the surrounding grounds, and the preservation of the building's historical façade.

Key takeaways:

- Wilsonville is ready for its own food cart establishment, but the lacking element may not be government facilitation of that outcome. Rather, an ambitious business-person and a suitable site may be all that is lacking. Still, staff will continue to work on identifying either or both a capable operator and a suitable site in order to meet the demand for this community/commercial amenity.
- When local government owns property, the community owns property. As such, they can control the fate of that property and play a very active role in any development or re-development. Public control of key properties in the city may not be a prerequisite for success, but it does put the City and its residents in the driver seat.

Local Business Newsletter

After an unintentional break, the Local Business Newsletter is back with an April 2024 issue. The newsletter subscriber list consists of 615 email addresses. Of those, 338 (or 56.3%) opened the email, which is about 16% higher than our average open-rate.

Content in the newsletter is diverse and meant to be meaningful for a number of different business sizes and types. This issue included an invitation to connect with Economic Development staff directly, as well as links to partner organizations such as the Small Business Development Center (SBDC), the Chamber of Commerce, Mount Hood Economic Alliance, and others.

Other topics featured in the newsletter: The Town Center Plan and Measure 3-605, Rep. Neron's April Town Hall, SMART Vanpool program, Washington and Clackamas County 'Economic Indicator' data, and an update from Willamette Water Supply on their pipeline project.



Economic Development Division

Promoting Best Practices through OEDA leadership

Economic Development Manager, Matt Lorenzen, acts as co-chair for the Oregon Economic Development Association (OEDA) “TIF Committee”—a workgroup within the greater OEDA organization, focusing on education, advocacy, and the promotion of urban renewal best practices.

In April, the Tax Increment Finance (TIF) Committee met to discuss the advancement of a project to update the 2018 Tax Increment Finance “Best Practices Manual.” This document is used by Oregon urban renewal practitioners across the state. Wilsonville staff will help shape the project, which will include a feature on Wilsonville’s innovative use of urban renewal, the Wilsonville Investment Now (WIN) program.

Responding to Residents

Considerable staff time has been spent in the month of April, providing information and responding to questions and concerns from residents, regarding the proposed Town Center Urban Renewal District.

On April 4, staff supported Mayor Fitzgerald at the Charbonneau Country Club to present information on a number of city projects that affect Charbonneau residents. A majority of time was devoted to a presentation on the Town Center Plan and how urban renewal could be used, if Measure 3-605 passes, to advance that plan through the construction of crucial infrastructure projects.

Aside from this formal setting, numerous questions and concerns have been submitted to the City through various channels, including email, the wilsonvilletowncenter.com website, the City Recorder, and social media. While staff cannot legally engage in advocacy for the city’s ballot measure(s), we have taken time to provide information, where misinformation may exist, and to answer questions. In many cases we are able to refer people to the wilsonvilletowncenter.com website, which contains copious information, readily accessible, for those willing to take the time to seek facts.

Small Business Summit

On April 3, the Oregon Business Recovery Center (BRC), an extension of the Wilsonville Area Chamber of Commerce, held its inaugural Small Business Summit at the Clackamas Community College, Wilsonville Campus.

City Economic Development staff were there as an exhibitor, answering questions about various City projects and issues, including the Town Center Plan and Measure 3-605.

The City Manager’s office provided Wilsonville-branded lanyards, cell phone credit card sleeves, and socks. The socks were very popular and fodder for good conversation with attendees.

The event was well-attended by businesses from Wilsonville, Keizer, Sherwood, and Newberg. We understand the Chamber/BRC intends to continue with the event next year, as funding and demand allows.



Engineering Division, Capital Projects

2023 Street Maintenance (4014/4118/4717)

The following improvements were performed by S-2 Contractors:

- Boeckman Road (near I-5 Overpass): Road base reconstruction, paving and re-striping.
- Wilsonville Road (between I-5 and Kinsman Road): Road base reconstruction, all paving and striping.
- Wilsonville Road (near Rose Lane): Road base reconstruction, all paving and striping.

Staff has performed a final inspection; however, the bike and crosswalk striping did not fully meet the obligations of the contract and will need to be fixed. Because the work is on Wilsonville Road, the City is requiring this work to be performed at night and is waiting for temperatures to come up so that the final product can be applied.

2024 Street Maintenance (4014/4717)

On November 6, Council awarded a contract to Century West Engineering for the design of:

Boones Ferry Road (Wilsonville Road to Bailey Street)

- Rehabilitation of pavement section
- Updating of all non-compliant ADA pedestrian ramps
- Pedestrian signal improvements at Boones Ferry Road at the entrance to Fred Meyer
- Updating of the mid-block pedestrian crossing near Killer Burger

Bailey Street (Boones Ferry Road to cul-de-sac near Subaru Dealership)

- Reconstruction of pavement section
- Updating of all non-compliant ADA pedestrian ramps

Boberg Road (Boeckman Road to Barber Road)

- Reconstruction of pavement section

This project is working through design with a goal of bidding in spring and construction in June-August of 2024.

Boberg (Sewer) Manhole Replacement (2100)

This project just completed replacement of a sewer manhole and installation of an internal diversion structure adjacent to the new Public Works campus. This diversion structure will send flows from one sewage basin that sees high stormwater flows through inflow and infiltration (I&I) during rain events, to be diverted to a lower flow sewage basin. This diversion will reduce the potential of any sewage backups in the higher flow basin.

Boeckman Creek Flow Mitigation (7068)

This project will look at storm water flows coming off the Siemens site towards Boeckman Creek. Historically, these flows were directed towards the Coffee Creek wetlands, but with development of the Siemens site, flows were altered to head towards Boeckman Creek in the 1980s. These flows are needed to return to their natural waterways with the installation of the new Boeckman bridge. Vegetation clearing began between SW Parkway and SW Ash Meadows in advance of other field investigation. These field investigations should be completed near the end of summer.

Engineering Division, Capital Projects

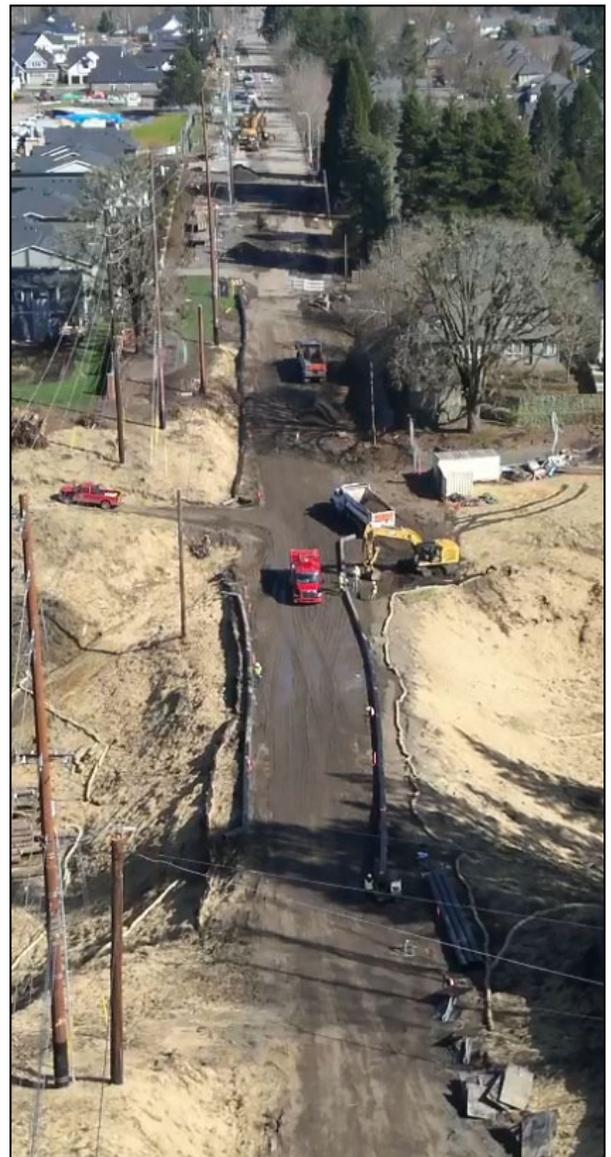
Boeckman Creek Interceptor (2107)

This project will upsize the existing Boeckman Creek Interceptor sewer collection pipeline in order to support the development of the Frog Pond area. A regional trail will be installed as a part of the maintenance path from Boeckman Road to Memorial Park. Field investigations of the original area are finished, however, it was determined additional field investigations are needed to complete the routing study. CIP 7054, Gesellschaft Water Well Channel Restoration, will also be brought into this project to minimize City design and construction costs. Consultant proposal for additional work was accepted, and data is being gathered near the west side of the Wilsonville Bridge at Boeckman Creek. Once additional information is collected, analyzed, and reviewed, a public open house will be held to seek input on the design to refine the layout. Currently, project constraints are being analyzed to help determine required design elements. Dates for outreach events will be set at appropriate times and advertised in advance of the events.

Boeckman Road Corridor Project (4212/4206/4205/2102/7065)

This project involves the design and construction of the Boeckman Dip Bridge, Boeckman Road Improvements (Canyon Creek Road – Stafford Road), Canyon Creek Traffic Signal, and Boeckman Road Sanitary Sewer projects. The Tapani-Sundt Joint Venture is now complete with design. Property acquisitions are advancing, and very nearly complete. This project has been divided into several guaranteed maximum price (GMP) packages. The entire project is expected to be complete in Fall of 2025.

- **GMP 1: Temporary Traffic Signal at Stafford Road and 65th Ave**
 - ◇ Complete!
- **GMP 2: Meridian Creek Culverts, House Demo**
 - ◇ Complete!
- **GMP 3: Bridge, Roundabout, and Road Widening**
 - ◇ All site clearing has been completed.
 - ◇ Sewer line installation is under way, with flagging in each direction.
 - ◇ Joint utility trenching underway through various sections on the project.
 - ◇ Work in the roundabout at Canyon Creek and Boeckman is underway. Work is starting on the Siemens site, as well as utility work through the intersection.
 - ◇ Pile driving activities are expected to start mid-May. This activity is expected to generate significant noise. Outreach activities have been targeting informing the public well in advance of this work.



Engineering Division, Capital Projects

Charbonneau Lift Station (2106)

This project involves replacing the Charbonneau wastewater lift station with a submersible lift station and replacing the force main from the station to the I-5 bridge. The design contract was awarded to Murraysmith in December 2021, and final design was completed in October 2023. A construction contract with Tapani, Inc. was awarded by City Council in December 2023, with construction anticipated for completion in September 2024.

West Side Level B Reservoir and Transmission Main (1149)

This project will design and construct a new three million gallon water reservoir just west of City limits, along with a 24-inch transmission main connecting to the City water system. City Council awarded the design contract to Consor in February 2023. Design will be completed in spring of 2024, followed by construction in 2024-2025.

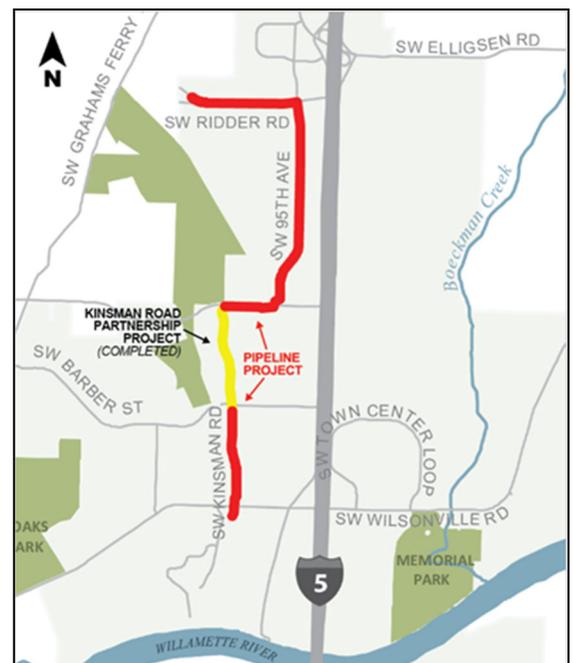
Water Treatment Plant (WTP) Expansion to 20 MGD (1144)

This project will expand the WTP capacity to 20 MGD and incorporate related WTP capital improvements. A Construction Management/ General Contractor (CMGC) alternative contracting method was approved by City Council in March 2020. An engineering contract was awarded to Stantec in July 2020. The CMGC contract was awarded to Kiewit in August 2021. Final design was completed in coordination with the CMGC in March 2022. Construction began in June 2022, with completion expected in June 2024.

Willamette Water Supply Program Coordination (1127)

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

- **Phase 1, Wilsonville Road (PLM_1.1)** Arrowhead Creek Lane to Wilsonville Road—**COMPLETE**
- **Phase 2, Garden Acres Road to 124th (PLM_1.2)** Ridder Road to Day Road—**COMPLETE**
- **Phase 3, Wilsonville Road to Garden Acres Road (PLM_1.3)** The WWSP's last section of transmission pipeline to be constructed in the City of Wilsonville began in fall 2022, with completion planned for 2024. It will connect the remaining portion of the pipeline through Wilsonville and has an alignment along Kinsman Road, Boeckman Road, 95th Avenue, and Ridder Road (see image). The Engineering Division is currently in the process of reviewing final plans and coordinating construction. The trenchless crossing under Wilsonville Road and under Boeckman Road have been completed. Pipe install on the northern half of 95th Avenue to Ridder Road has been completed and restoration of the sidewalk and curb and gutter on the east side of the road is ongoing. The east side of 95th Avenue from Hillman Court to Ridder Road has been temporarily paved and is opened to two way traffic, with permanent concrete road panel restoration to follow in Summer 2024. Pipe installation and water main relocation began on 95th Avenue from Hillman Court to Boeckman Road at the end of February 2024. Pipe installation has been completed on Kinsman Road between Wilsonville Road and Barber Street, and the contractor has begun preparation for restoring the concrete road panels on the west side of Kinsman Road.



Engineering Division, Private Development

Residential Construction Activities

Canyon Creek South Phase 3

The contractor paved at the beginning of December (pictured). The City awaits submittal of construction drawings for the open space improvements.

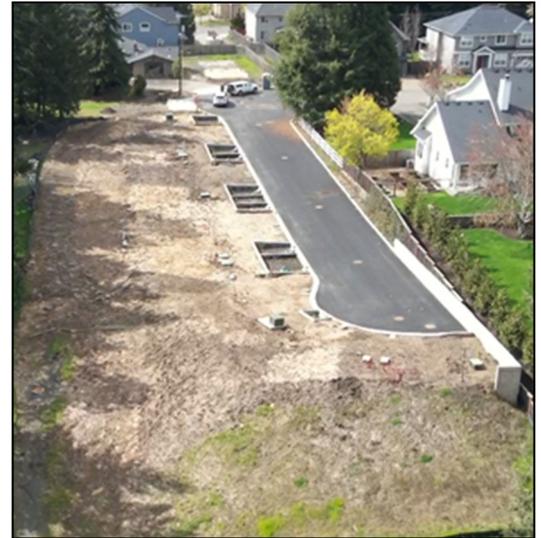
Frog Pond West

Frog Pond West continues to see significant construction activities. Housing construction in the Frog Pond Ridge, Frog Pond Crossing, Frog Pond Oaks and Frog Pond Vista subdivisions is on-going.

- Frog Pond Crossing subdivision, a 29-lot subdivision located north of Frog Pond Lane, was paved at the end of July. The contractor is working on punchlist items for project closeout. Home construction is underway.
- Frog Pond Estates, a 22-lot subdivision located south of Frog Pond Lane and west of Frog Pond Ridge, is working on final completion items.
- Frog Pond Oaks subdivision, a 41-lot subdivision located to the west of Frog Pond Crossing, is continuing to work on punchlist items for project closeout. Home construction is anticipated to start in spring 2024.
- Frog Pond Overlook, a 24-lot subdivision located north of Frog Pond Lane and west of Frog Pond Vista, is anticipated to start construction in May 2024.
- Frog Pond Primary, the new West Linn-Wilsonville School District primary school on Boeckman Road is working primarily onsite. Brisband is anticipated to be paved by mid-June.
- Frog Pond Terrace, a 19-lot subdivision located north of Morgan Farms, is anticipated to start construction in May 2024.
- Frog Pond Vista subdivision, a 44-lot subdivision to the west of Frog Pond Oaks, is continuing to work on punchlist items for project closeout. Home construction underway.

Villebois Clermont

The contractor is continuing to work on punchlist items at Regional Parks 5 and 6. Home construction is nearing completion.



Natural Resources Division

Stormwater System Annual Inspection and Maintenance Reports

The City has stormwater maintenance agreements with property owners for the operation and maintenance of private stormwater systems. By May of each year, an annual inspection and maintenance report is due from the owner or responsible party (e.g., management company, home owners associations). 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

- 8 Type A Tree Permits
- 7 Type B Tree Permits
- 2 Class 1 Administrative Reviews
- 2 Class 2 Administrative Reviews
- 1 Class 1 Sign Permit

Construction Permit Review, Development Inspections, and Project Management

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

- Industrial development on Day Road
- New gas station and convenience store on Boones Ferry Road
- Residential subdivisions in Frog Pond West

Development Review Board (DRB)

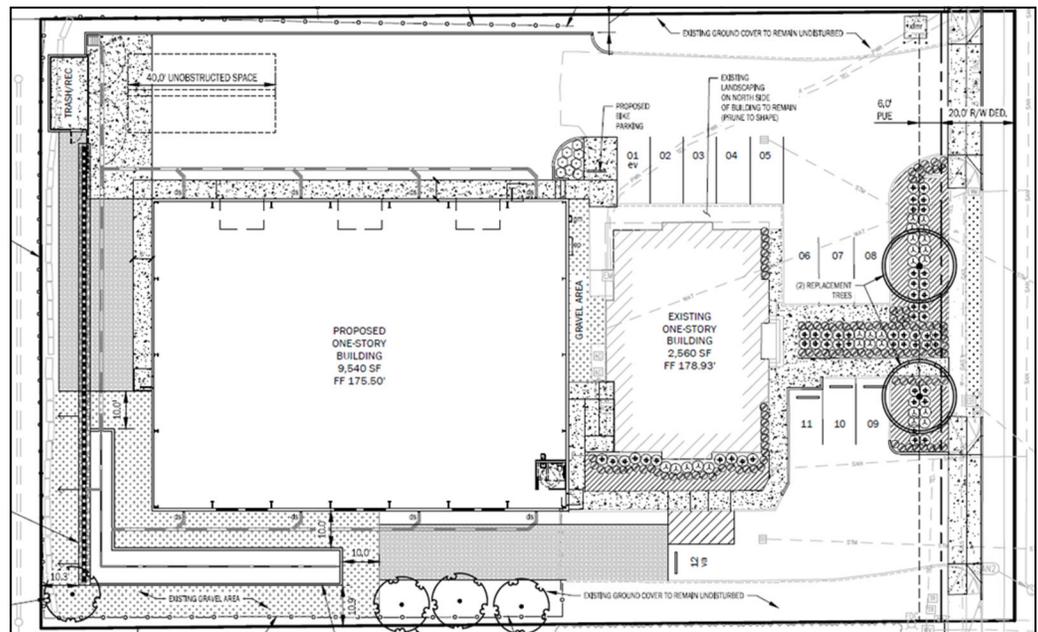
DRB Panel B met on April 8 to hold a hearing regarding continuation of a non-conforming use at 29400 Town Center Loop West. The hearing was closed on that date, but record was left open. The Panel reconvened on April 24 at which time they unanimously denied the request for the Home Depot to qualify as a continuation of the existing non-conforming use.

DRB Panel A met on April 22. Following a public hearing, the board unanimously approved a new warehouse behind an existing building at 28395 SW Boberg Road.

DRB Projects Under Review

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

- New Office Building for City County Insurance Services (CIS) at Wilsonville and Kinsman Roads
- Planning Director's Referral of a Continuation of Non-Conforming Use Determination on Town Center Loop West
- Site improvement on the OrePac campus south of Kinsman Road south of Wilsonville Road
- Warehouse expansion on Boberg Road



Site Plan for New Warehouse on Boberg Road approved by the Development Review Board in April

Planning Division, Long Range

Frog Pond East and South Master Plan

With the Frog Pond East and South Master Plan adopted in December 2022, the City is now focusing on implementation. Two outstanding implementation steps are in process: (1) Development Code amendments, and (2) an infrastructure funding plan. During April, the project team continued work on testing and refining draft code concepts, including holding work sessions with both the Planning Commission and City Council. Also, during April, work continued on the infrastructure funding plan, including again meeting with the development community for feedback.



FROG POND EAST & SOUTH MASTER PLAN

Housing Our Future

This multi-year project will analyze Wilsonville's housing capacity and need followed by developing strategies to produce housing to meet the identified housing needs. This will build upon previous work, including the 2014 Housing Needs Analysis and 2020 Equitable Housing Strategic Plan. In April, the project team solicited representatives to the project task force, which will be composed of people involved in real estate development (nonprofit and for profit), organizations with existing industry knowledge and experience around housing and housing development, and other non-profit partners working in the Wilsonville community. The task force will review technical data and community input, providing input on new housing strategies the City can pursue in the future. The project team also continued to gather the community's stories about how high housing costs impact quality of life a short survey on Let's Talk, Wilsonville!, open through mid-May. These stories will provide additional context to the City's housing needs identified in the project's technical analysis.

Industrial Readiness Project

During April, the project team worked on contracting with consultants to support the project, which will include specific work on the Basalt Creek industrial area between current City limits and Tualatin, as well as a citywide look at industrial land availability and readiness. The City has secured \$390,000 in grant funds from Business Oregon (\$100,000) and Metro (\$290,000) to support this project.

Oregon White Oak Response Coordination and Leadership

In April, Associate Planner Georgia McAlister continued as a key member of the Mediterranean Oak Borer task force, continuing to coordinate efforts between various City Divisions and Departments, as well as contract arborists, property owners, and others to diagnose and make a plan to address the declining health of a number of the City's Oregon White Oak trees.

Planning Commission

The Planning Commission met on April 10. The Commission held a work session regarding the Frog Pond East and South development code amendment package. The work session focused on answering Commissioner questions from prior work sessions and reviewing updates to proposed siting standards.

Planning Division, Long Range

Transit-Oriented Development at the Wilsonville Transit Center

The Equitable Housing Strategic Plan identified exploration of Transit-Oriented Development (TOD) at the Wilsonville Transit Center as a near-term implementation action. Throughout 2023, the City worked with the project's selected developer, Palindrome, to refine development plans for the site. The proposed project includes 121 units of housing affordable to households making between 30% and 80% of Area Median Income, along with ground-floor tenants including a welcome center for SMART, a new home for Wilsonville Community Sharing, and a coffee house/taproom space. In April, the City continued its review of construction permit documents consistent with the Development Review Board's approval of the project in January.

General project information is available on the project website:

<https://ci.wilsonville.or.us/planning/page/wilsonville-transit-center-tod>

Wilsonville Town Center Plan Implementation

During April, City staff continued implementation of a communications plan for the May advisory vote on the establishment of an Urban Renewal District in Town Center. The project team also continued planning for implementation activities in 2024, including additional development opportunity studies and parking management strategies. These activities are anticipated to begin later this year.



WILSONVILLE TOWN CENTER