

From The Director's Office

Greetings,

On February 8, Community Development Department managers presented to the Civics Academy, which is a seven month-long program comprised of a series of city hosted meetings and events which are designed to prepare community members for roles on local government boards and commissions, such as the Development Review Board or the



Planning Commission. The program affords participants a look inside of city operations and provides opportunities to meet city staff and elected officials as well as tour city facilities.

Staff is excited each year to present the robust Community Development program, and the many associated projects and initiatives that are happening in our community. Staff begins with high-level overviews of each Division's functions, roles and responsibilities (planning, building, engineering, natural resources and economic development). Next, we present a comprehensive overview of the planning and implementation of the Villebois Village demonstrating the multi-disciplinary nature of planning and building a village, in which each Community Development Department Division plays a critical role. From preparing the long-range plans for new portions of the community, to laying out land uses, planning and designing utilities and reviewing private development to ensure the health and safety of citizens, the presentation weaves together each of our areas of expertise into a compelling story of complete communities, quality of life and livability.

Lastly, Staff takes participants on an in-depth tour of active and recently completed City Capital Improvement Projects, as well as private development projects throughout the community. So many past graduates have advanced on from the Civics Academy to fulfill critical roles in City Government, continuing the City's lasting legacy of good governance.

Respectfully submitted,

Chris Neamtzu, AICP

Community Development Director

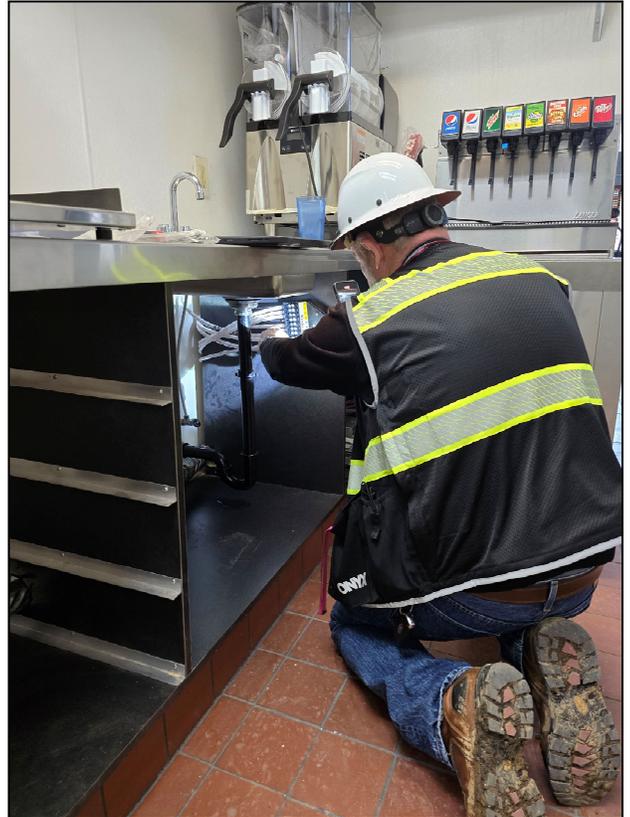
Building Division

Behind the Scenes: A Day in the Life of a Building Inspector

Today, we're offering a unique perspective as we take you behind the scenes to explore the daily life of a building inspector. What happens in a typical day in this profession? What challenges and responsibilities do inspectors face? Join us as we shed light on the less visible aspects of building inspections and the people who keep our structures safe and sound.

A Day in the Life of a Building Inspector

- **Morning Routine:** Building inspectors often start their day early, preparing for site visits. They equip themselves with essential tools, review inspection schedules, and ensure they have all the necessary paperwork and safety gear.
- **Site Visits:** Inspectors visit various construction sites throughout the day. They assess ongoing projects, ensuring that work is in compliance with local building codes and safety standards. From residential homes to commercial developments, their expertise is in high demand.
- **Documentation:** Accurate record-keeping is a crucial aspect of the job. Inspectors document their findings, take photographs, and maintain detailed inspection reports. This documentation is essential for record-keeping and for sharing results with property owners and contractors.
- **Communication:** Building inspectors are in constant communication with property owners, contractors, and other stakeholders. They explain their findings, answer questions, and provide guidance on addressing any issues that may arise during the inspection.
- **Problem Solving:** Inspectors often encounter unexpected challenges during their visits. Whether it's structural concerns, code violations, or safety hazards, they must think on their feet and come up with effective solutions.
- **Education and Training:** Staying current with building codes and regulations is a must. Inspectors dedicate time to ongoing education and training to ensure they're up to date with the latest industry standards and safety protocols.
- **Safety First:** Safety is a top priority for building inspectors. They assess not only the safety of the structures they inspect but also their own safety. This includes wearing appropriate protective gear, such as hard hats, safety vests, and masks when needed.
- **Teamwork:** Building inspectors often work as part of a larger team. They collaborate with city planners, engineers, and fire safety officials to ensure that all aspects of a project align with safety and zoning requirements.
- **Flexibility:** No two days are the same for building inspectors. They need to be adaptable, as they may be called to respond to urgent situations, like code violations or structural concerns that require immediate attention.



City Building Inspector Mike Ditty performs a plumbing inspection at a restaurant

Economic Development Division

Childcare Provider Consortium

The Consortium met twice in February. They remain interested in advocating at the State legislature, and appreciate the City's government affairs and lobby team. Two bills are currently being heard during this short session: HB 4098 and HB 4158. The Consortium supports both, and we have discussed how and when to provide testimony.

The Consortium has also expressed new interest in the continuation of discussion about a local pilot program. Staffing, employee retention, and competitive pay are the leading challenges that burden private childcare providers and their ability to serve more children and families, and to do so at affordable rates. Any pilot program would likely need to address these issues which, of course, come at a cost. In future meetings of the Consortium we will be exploring what a pilot program could look like—its costs, potential revenue sources, and program structure/mechanics.

This is an open-ended exercise. Staff will consult Council if/when ideas begin to take shape. Councilor Kristin Akervall has been an engaged member of the taskforce, and we thank her for her commitment to this group and the Council's goals.



Mayor joins panel at Clackamas County Business Alliance (CCBA)

The CCBA held their annual Mayoral Summit on Friday, February 23, 2024. The Mayor was invited as a panelist among other Clackamas County mayors, including mayors of Lake Oswego, Oregon City, Sandy, Happy Valley, Milwaukie, West Linn, Canby, and Gladstone.

Mayor Fitzgerald shared thoughts about regional issues including tolling and I-5 congestion (Boone Bridge). She also shared information about ongoing city projects including Town Center, Frog Pond, Basalt Creek, and the proposed study of WES extension to Salem.

Staff attended the event in support of Mayor Fitzgerald. It was a good event and another opportunity for Wilsonville to shine among peers.



Economic Development Division

Measure 3-605 – Town Center Urban Renewal

City Council has referred the question of Town Center Urban Renewal to voters on an advisory basis, and the City Manager's office has filed the appropriate paperwork with County Elections, including the ballot title, summary, and explanatory statement. Clackamas County has assigned a measure number: 3-605.

Staff has been working with Deep Sky Studios, of Portland, to produce an informational video that provides basic information on urban renewal and how it would be used in Town Center if the measure passes.

Simultaneously, staff has submitted the video script and copy from the forthcoming informational website to the Secretary of State's Elections Division for review under the Safe Harbor program, which provides limited protection from potential complaints if/when a member of the public takes issue with those communications pieces and/or the language therein.

First review of the video script and website is complete, and staff is making revisions in order to work toward being granted Safe Harbor. Staff is working with Legal to ensure compliance with elections law as well. This has been a heavy lift for staff in economic development, communications, and legal departments in terms of staff time and internal resources.

RAISE Grant Application Submitted

As noted in a previous report, economic development staff has been coordinating with Engineering and a hired consultant to develop and submit a grant application to the US Department of Transportation for the RAISE program. The application was submitted on February 27, and we will know the outcome by summer 2024. The City requested \$22M for the construction of the fully-permitted and designed I-5 Bike/Ped Bridge, which has been a planned project of the City for over a decade. The project was also most recently affirmed and included in the 2019 Town Center Plan.

Staff believes the application submitted will be highly competitive as it is well-aligned with the goals and objectives of the RAISE program, and construction-ready. But, grants are made nationwide, and the landscape is very competitive. We are hoping for an award, while also surveying and pursuing other grant opportunities that may be announced or which may already exist.

Twist Bioscience – WIN Rebate

Staff has completed review of Twist's program compliance documentation and now awaits the legal department's review of the verification letter before it is sent to Twist. Staff has found Twist has complied with the capital investment, job creation, and wage requirements and anticipates a rebate will be issued by the City before July 31, per the program rules. After consulting with the Mayor and Council President, we may recognize this milestone in a City Council meeting this summer if so desired by Council and Twist Bioscience.



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 and are working to resolve issues where the contract was not fulfilled.

2024 Street Maintenance (4014/4717)

Staff is working with design consultants Century West Engineering and Central Geotech to determine the most cost effective method for performing the work below. The goals of the project are to complete the following by August 30, 2024.

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)

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

Boberg Road (Boeckman Road to Barber Road)

- Reconstruction of pavement section

Boeckman Creek Flow Mitigation (7068)

This projects 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. Pending Council approval of the scope and fee in late February, engineering design will be kicking off over the next month.

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. Staff is reviewing the consultant proposal and working on an amendment to include both new areas once deemed feasible. 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. One additional open house event is planned for advance designs. The dates for both events will be set and advertised in advance of the events.

Engineering Division, Capital Projects

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 nearly complete with design, with minor cleanup remaining. 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 2025.

- **GMP 1: Temporary Traffic Signal at Stafford Road and 65th Ave**
 - ◊ Work is complete on this package. Public feedback on the signal has been significantly positive.
- **GMP 2: Meridian Creek Culverts, House Demo**
 - ◊ Work is complete on this package (pictured). Recent heavy rain events were easily conveyed under the road through these culverts.
- **GMP 3: Bridge, Roundabout, and Road Widening**
 - ◊ Costs have been accepted by the City Council as of December 4. Notice to proceed has been issued, and long lead items have been ordered.



Road closure started on January 22, with extensive public communication and information distributed prior to the closure. Tree removal and overhead utility relocation work is underway, with deep sewer installation from the dip to Stafford road starting this month. Pile driving activities are expected this spring.

Charbonneau Consolidated Plan—Edgewater and Village Greens (1500/2500/4500/7500)

This project is one of 38 project areas designated by the Charbonneau Consolidated Plan for the design and construction of water, wastewater, and stormwater improvements. This project specifically focuses on Edgewater Lane, Village Greens Circle and French Prairie Road. This project is ready for bid once funding becomes available.

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 2024, followed by construction in fiscal year 2024-2025.

Engineering Division, Capital Projects

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

This project will expand the WTP capacity to 20 MGD and incorporate related WTP capital improvements. A Construction Manager/ 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.

WWSP 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 has 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 Spring 2024. Pipe installation and water main relocation will begin 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 street has been temporarily paved. The contractor will begin restoring the concrete road panels on the west side of Kinsman Road after restoration has been completed on 95th Avenue. The trenchless crossing under Boeckman Road has begun.



Wastewater Treatment Plant (WWTP) Master Plan (2104)

This project evaluates capacity of WWTP processes to accommodate projected growth and regulatory changes. A prioritized capital improvement plan and budget has been developed. The project was completed and the findings presented to the Planning Commission in December 2023. The Master Plan was presented to City Council for adoption in January 2024.

Engineering Division, Private Development

Residential Construction Activities

Canyon Creek South Phase 3

The contractor paved at the beginning of December and is working on punchlist items for closeout including open space improvements.

Frog Pond West

Frog Pond West continues to see significant construction activities. Housing construction in the Frog Pond Ridge subdivision, located south of Frog Pond Lane, and Frog Pond Crossing subdivision, located north of Frog Pond Lane, is ongoing.



- 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 17-lot subdivision located south of Frog Pond Lane and west of Frog Pond Ridge, is working with the private utilities companies to have overhead utilities along Frog Pond Lane placed underground so that street improvements can be completed.
- 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 March 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 spring 2024.
- Frog Pond Primary, the new West Linn-Wilsonville School District primary school on Boeckman Road, is working primarily onsite (pictured). Work on the utilities (sewer, storm, and water) located in Brisband Lane is underway.
- Frog Pond Terrace, a 19-lot subdivision located north of Morgan Farms, is anticipated to start construction in spring 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 is anticipated to start in March 2024.



Villebois Clermont

The contractor is continuing to work on punch list items at Regional Parks 5 and 6. Home construction continues.

Natural Resources Division

“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 the City Limits, to install 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 National Pollutant Discharge Elimination System (NPDES) stormwater permit requirements.



Planning Division, Current

Administrative Land Use Decisions Issued

- 3 Type A Tree Permits
- 3 Type B Tree Permits
- 3 Class 1 Administrative Reviews
- 4 Class 2 Administrative Reviews
- 2 Class 1 Sign Permits

Construction Permit Review, Development Inspections, and Project Management

In February, 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)

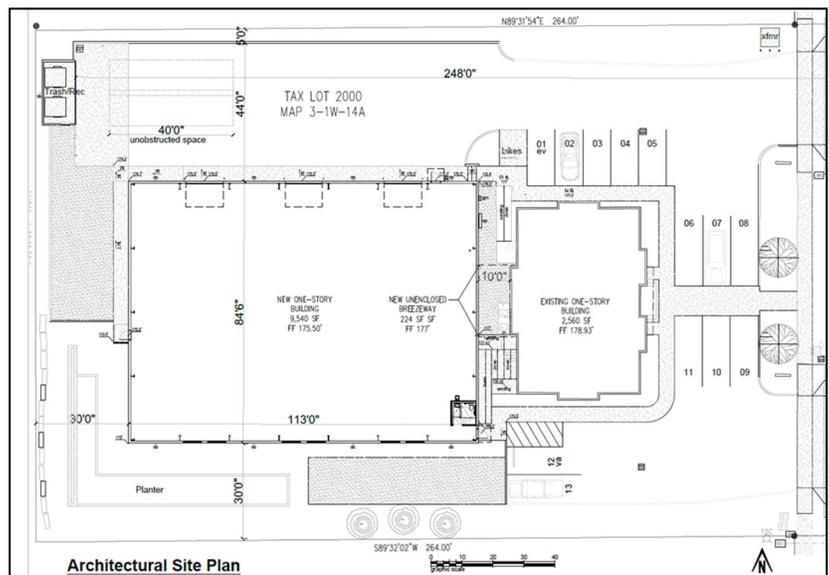
DRB Panel A met on February 12. At the meeting, the Board again continued a hearing on a new industrial building at ParkWorks off Parkway Avenue, this time to their March meeting. The Board also elected a chair and vice chair for 2024. Jean Svadlenka was re-elected chair and Rob Candrian was elected vice chair.

DRB Panel B met on February 26. Following a public hearing, the board unanimously approved a new PGE substation on Parkway Avenue between Al's Garden Center and Grace Chapel. The board also held a hearing on an appeal of the Planning Director's Determination on non-conformance in Class 1 Review ADMN23-0029. No decision was rendered as the appellant requested, as allowed under State law, to leave the written record open for seven (7) additional days.

DRB Projects Under Review

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

- Appeal of Administrative Decision RE: Non-Conformance Status
- Digital changeable copy sign on Boeckman Creek Primary School
- New electric substation along Parkway Avenue north of Boeckman Road
- New industrial building at ParkWorks off Parkway Avenue
- New Office Building for City County Insurance Services (CIS) at Wilsonville and Kinsman Roads
- Site improvement on the OrePac campus south of Kinsman Road south of Wilsonville Road
- Warehouse expansion on Boberg Road



Proposed Site Plan for Warehouse Expansion on Boberg Road

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 February, the project team continued work on testing and refining draft code concepts. A work session was held with the Planning Commission. The month also included meetings with staff as well as with consultants and stakeholders. Also during February work continued on the infrastructure funding plan, including 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. The City's last Housing Needs Analysis was adopted in 2014. In February, the project team awaited finalization of contracts administered by the State and getting set to being the third and final phase of the project in earnest.

Industrial Readiness Project

At the February Planning Commission meeting, staff presented proposed amendments to the Coffee Creek form-based code standards for recommended adoption by Council. The project team also worked on scoping and identifying consultants for the next phases of 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 February, Associate Planner Georgia McAlister continued as a key member of the Mediterranean Oak Borer (MOB) 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. Coordinating with City Staff, Oregon Department of Agriculture (ODA) and Oregon Department of Forestry (ODF) set traps throughout the City in areas where MOB may be present to begin monitoring the load and behaviors of the insects. The MOB Task force discussed current process for removal, potential improvements, and revisions to removal and disposal criteria. The MOB task force continues to focus on planning for the spring season, coordinating with ODA, ODF, and other interested parties on research efforts.

Statewide Policy Involvement

In February, members of the Planning Staff closely followed drafting of housing-related legislation for the 2024 Oregon Legislature short session. The proposed legislation touches on important topics including exemptions to local land use regulations and urban growth boundaries.

Planning Division, Long Range

Planning Commission

The Planning Commission met on February 14. The Commission held a hearing on proposed amendments to the Coffee Creek form-based code standards and unanimously forwarded a recommendation for adoption to City Council. The Commission also held two work sessions, first on the citywide Stormwater Master Plan, and then on the Frog Pond East and South Development Code with the discussion focused on review of a demonstration plan of how development could occur under the draft standards.

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 February, the City began 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 February, 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 began 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