



November 20, 2019

Lise Glancy, Grant Administrator  
Metro Employment Lands Site Readiness Toolkit Grant  
Port of Portland  
Box 3529  
Portland, Oregon 97208

**RE: Metro 2040 Grant -Metro Employment Land Site Readiness Toolkit Project**

Dear Ms. Glancy:

The City of Wilsonville acknowledges that the Port of Portland in partnership with Greater Portland Inc (GPI) and 17 other regional and local jurisdictions, including Wilsonville, received grant funding from Metro to develop a region-wide toolkit for employment land site readiness within the Metro UGB to help remove barriers to private investment and development of the regions employment lands.

We are pleased that the Coffee Creek Industrial Area has been selected for development of a detailed site readiness roadmap with a set of customized development strategies. Opening up the 225-acre Coffee Creek Industrial Area for development is a critical part of our economic development strategy. The City envisions the Coffee Creek Industrial Area could host up to 1,500 family-wage industrial jobs with an annual payroll of over \$98 million. The district is currently encumbered by numerous challenges, including infrastructure and site aggregation, which this grant seeks to address by finding tangible tools to move challenged sites to market-readiness. The detailed site readiness roadmap for Wilsonville will likely look at solutions to site aggregation, including the utilization of a Horizontal Development Agreement (HDA).

In order for this roadmap to be developed and be of benefit to the City, we understand that City information and assistance will be required. This letter is to confirm that the City commits to the following:

- Designate Jordan Vance, Economic Development Manager as point of contact to coordinate the assembly/delivery of jurisdiction public works and planning information required to support the development of a site readiness roadmap for the Coffee Creek Industrial Area site. This includes, where available: as-built, current conditions data related to the site, site constraints, infrastructure location and capacity, entitlements, site aggregation, and other encumbrances.
- Once the site readiness roadmap is completed, we will schedule and hold an information update for City Council on the Coffee Creek Industrial Area site readiness roadmap report and seek Council review at the conclusion of this meeting.
- Provide the Port or Portland, as grant coordinator, with a copy of meeting agenda and meeting minutes at the conclusion of this Council meeting.

We look forward to the final product and appreciate your partnership in this effort.

Sincerely,

City Manager