



CITY COUNCIL AGENDA

June 01, 2026 at 7:00 PM

Wilsonville City Hall & Remote Video Conferencing

PARTICIPANTS MAY ATTEND THE MEETING AT:

City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon

YouTube: <https://youtube.com/c/cityofwilsonvilleor>

Zoom: <https://us02web.zoom.us/j/81536056468>

TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:

Register with the City Recorder:

CityRecorder@wilsonvilleoregon.gov

Individuals may submit comments online at: <https://www.wilsonvilleoregon.gov/SpeakerCard>

via email to the address above, or may mail written comments to:

City Recorder – Wilsonville City Hall

29799 SW Town Center Loop East, Wilsonville, OR 97070

CITY COUNCIL MISSION STATEMENT

To protect and enhance Wilsonville's livability by providing quality service to ensure a safe, attractive, economically vital community while preserving our natural environment and heritage.

REVIEW OF AGENDA AND ITEMS ON CONSENT [5:00 PM]

COUNCILORS' CONCERNS [5:05 PM]

PRE-COUNCIL WORK SESSION [5:10 PM]

- A. [2026 Town Center Urban Renewal Feasibility Study \(Lorenzen\) \[35 min\]](#)
- B. [Statewide Transportation Improvement Fund \(STIF\) Plan for the 2028-29 Biennium \(Lewis/Kotler\) \[15 min\]](#)

ADJOURN [6:00 PM]

Break to switch Zoom accounts [5 min.]

EXECUTIVE SESSION [6:05 PM]

1. ORS 192.660(2)(f) Exempt Public Records

To consider information or records that are exempt by law from public inspection.

2. ORS 192.660(2)(h) Legal Counsel/Litigation

To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

ADJOURN [6:55 PM]

CITY COUNCIL MEETING

The following is a summary of the legislative and other matters to come before the Wilsonville City Council a regular session to be held, June 1, 2026 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10:00 a.m. on May 19, 2026. Remonstrances and other documents pertaining to any matters listed in said summary filed at or prior to the time of the meeting may be considered there with except where a time limit for filing has been fixed.

CALL TO ORDER [7:00 PM]

1. Roll Call
2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

MAYOR'S BUSINESS [7:05 PM]

4. Upcoming Meetings (*Link to City Calendar: <https://www.wilsonvilleoregon.gov/calendar>*)

COMMUNICATIONS [7:10 PM]

5. Metro Presentation (*Councilor Rosenthal*) [15 min]
6. Heart of the City - Community Enhancement Program (CEP) Update (*Director Lyn Whelchel*) [15 min]

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS [7:40 PM]

This is an opportunity for visitors to address the City Council on any matter concerning City's Business or any matter over which the Council has control. It is also the time to address items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the City Council will make every effort to respond to questions raised during citizen input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS [7:50 PM]

7. Council President Berry
8. Councilor Cunningham
9. Councilor Shevlin

10. Councilor Scull

CONSENT AGENDA [8:10 PM]

11. [Minutes of the May 18, 2026 City Council Meeting. \(City Recorder\)](#)

NEW BUSINESS [8:15 PM]

12. [Resolution No. 3262](#)

[A Resolution To Allocate Community Enhancement Funds For Fiscal Year 2026/2027. \(Mombert\)](#)

CONTINUING BUSINESS [8:30 PM]

PUBLIC HEARING [8:30 PM]

13. [Ordinance No. 903 - 1st Reading \(Legislative Land Use Hearing\)](#)

[An Ordinance Of The City Of Wilsonville Adopting Amendments To Chapter 2 And Chapter 4 Of The Wilsonville City Code Related To The Housing Statutory Compliance Project – Part 1; And Declaring An Emergency. \(Rybold\)](#)

14. [Resolution No. 3264](#)

[A Resolution Declaring The City’s Eligibility To Receive State Shared Revenues. \(Smith\)](#)

15. [Resolution No. 3265](#)

[A Resolution Declaring The City’s Election To Receive State Shared Revenues. \(Smith\)](#)

16. [Resolution No. 3266](#)

[A Resolution Of The City Of Wilsonville Adopting The Budget, Making Appropriations, Declaring The Ad Valorem Tax Levy, And Classifying The Levy As Provided By ORS 310.060\(2\) For Fiscal Year 2026-27. \(Smith\)](#)

CITY MANAGER’S BUSINESS [9:10 PM]

CITY MANAGER’S BUSINESS [9:15 PM]

ADJOURN [9:20 PM]

**AN EXECUTIVE SESSION WILL
IMMEDIATELY FOLLOW THE WORK SESSION**

**AN URBAN RENEWAL AGENCY MEETING WILL
IMMEDIATELY FOLLOW THE CITY COUNCIL MEETING**

Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The City will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting Kimberly Veliz, City Recorder at 503-570-1506 or : assistive listening devices (ALD), sign language interpreter, and/or bilingual interpreter. Those who need accessibility assistance can contact the City by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.

Habr  interpretes disponibles para aqu llas personas que no hablan Ingl s, previo acuerdo. Comun quese al 503-570-1506



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: June 1, 2026		Subject: 2026 Town Center Urban Renewal Feasibility Study Staff Member: Matt Lorenzen, Economic Development Manager Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: N/A			
Recommended Language for Motion: N/A			
Project / Issue Relates To:			
<input checked="" type="checkbox"/> Council Goals/Priorities: Goal 4: Community understands Town Center Plan, Urban Renewal, and other funding sources for infrastructure through engagement to inform Council direction		<input checked="" type="checkbox"/> Adopted Master Plan(s): <ul style="list-style-type: none"> • Town Center Plan (2019) • Urban Renewal Strategic Plan (2022) 	<input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

Staff is seeking guidance on two items:

1. City Council confirmation that the revised 2026 Town Center Urban Renewal Feasibility Study, as attached, is to serve as the basis for a November 2026 ballot measure;
2. Direct staff to begin the development of ballot measure language for City Council review.

EXECUTIVE SUMMARY:

Feasibility Study

In early 2026, the City Council directed staff to revisit and refine the 2023 urban renewal feasibility assumptions to evaluate more conservative redevelopment scenarios. The updated analysis incorporated additional community feedback, revised assumptions regarding development intensity, parking to be provided by developers, residential unit sizes, building heights, and overall redevelopment acreage.

At its [April 6, 2026 meeting](#), the City Council reviewed three revised redevelopment scenarios based on reductions to the original 2023 study assumptions. Following Council discussion, the Council reached consensus and directed staff to proceed with Scenario 1 — the 10% redevelopment acreage reduction scenario — as the basis for an updated 2026 Town Center Urban Renewal Feasibility Study.

The attached 2026 Feasibility Study (**Attachment 1**, the “Study”) reflects that Council direction and serves as the updated financial feasibility analysis for an urban renewal program within Town Center.

Attachment 1 and Attachment 2 are identical, but Attachment 2 highlights the changes that were made between the 2023 document and the new, 2026 document, making updates and revisions easy to identify. There are, nonetheless, a few changes of special note:

1. The duration of the plan, as shown in the 2026 Study, has been decreased from 30 years, originally forecast in the 2023 study, to 28 years.
This change resulted from an error found in one formula. Correcting the error reduced the projected urban renewal plan duration by two years.
2. When staff presented to Council on April 6, 2026, Scenario 1, the 10% redevelopment reduction scenario, was shown with a maximum indebtedness (MI) of \$89.9M, stated in 2026 dollars. Because a Town Center Urban Renewal Plan, if adopted, would not become effective until 2027, staff directed our consultants to present figures in 2027 dollars. Therefore, the projected MI has been adjusted from \$89.8M to \$92.3M.

(Over a 28-year plan period, the inflation-adjusted MI figure is \$164M, as noted in the Study document and appendix. This is the MI amount that must be included in the public notice per Measure 3-632.)
3. Exhibit 12 of the Study has been replaced with a new table. The projects and programs are the same as those found in the 2023 study, but the project costs and allocations have been updated and inflation-adjusted.

Please confirm that the 2026 Town Center Urban Renewal Feasibility Study (Attachment 1) should serve as the basis for a November 2026 ballot measure.

Ballot Measure Language

The establishment of a new urban renewal area and plan requires City Council action to refer the matter to voters at a general election—November 2026.

Shall staff draft ballot language, incorporating the findings of the 2026 Study and required disclosures, and present to Council for review, comment, and revision?

EXPECTED RESULTS:

If the Council refers the question of Town Center Urban Renewal to voters, to appear on the November 2026 ballot, that decision would need to be formalized through a Council-adopted resolution at a subsequent meeting later this summer. The 2026 Feasibility Study would appear as an exhibit to that resolution and become the basis for the ballot caption, question, summary, and explanatory statement, which would also be an exhibit to the resolution. Notice required under the recently passed Charter amendment will reference information determined from the Feasibility Study, including estimated duration and maximum indebtedness of the plan, as well as other required disclosures.

TIMELINE:

The following timeline incorporates Council actions and voting outcomes that are undetermined at this point, but provided here for informational and hypothetical purposes:

- June 1, 2026: Council confirms 2026 Town Center Urban Renewal Feasibility Study as the basis for a potential November 2026 ballot measure
- June-July 2026: Staff develops ballot language and presents to Council for input
- August 2026: Council considers adoption of a resolution referring the question to voters, referencing the 2026 Feasibility Study and Council-approved ballot language by exhibit
- November 3, 2026: General Election – Town Center urban renewal measure appears on ballot for Wilsonville voters

CURRENT YEAR BUDGET IMPACTS:

Funding for the 2026 urban renewal feasibility and scenario work comes from multiple budget line items in the Community Development (CD) Admin fund intended for special projects and consultant work.

COMMUNITY INVOLVEMENT PROCESS:

N/A

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

The 2026 Feasibility Study provides the community and the City Council with the data and qualitative information needed to evaluate the merits of a potential urban renewal plan to construct infrastructure and facilitate redevelopment within the Town Center planning area.

ALTERNATIVES:

The City Council may direct revisions to the attached Study; however, such revisions may preclude the City's ability to meet the deadlines required for placing this matter on the November 2026 ballot.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. [2026 Town Center Urban Renewal Feasibility Study](#) (by hyperlink)
2. [2026 Town Center Urban Renewal Feasibility Study \(changes highlighted\)](#) (by hyperlink)
3. [2023 Town Center Urban Renewal Feasibility Study](#) (by hyperlink)



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: June 1, 2026		Subject: Statewide Transportation Improvement Fund (STIF) Plan for the 2028-29 Biennium	
		Staff Member: Kelsey Lewis, Grants & Programs Manager & Diana Kotler, Transit Operations Manager	
		Department: SMART	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: Council consider the staff recommendation and provide comment.			
Recommended Language for Motion: N/A			
Project / Issue Relates To:			
<input type="checkbox"/> Council Goals/Priorities:	<input checked="" type="checkbox"/> Adopted Master Plan(s): Transit Master Plan	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

Staff will present plans for Statewide Transportation Improvement Fund projects for the 2028-2029 biennial plan, to be included in the application for funding through TriMet to the Oregon Transportation Commission.

EXECUTIVE SUMMARY:

The Oregon Legislature enacted a new employee payroll tax under House Bill 2017 dedicated to funding the expansion of public transportation services. The payroll tax is administered through the Statewide Transportation Improvement Fund, or STIF. The Oregon Department of Transportation (ODOT) disburses ninety percent (90%) of the STIF funds by formula to Qualified Entities (QE) based on the amount of payroll tax generated in their area.

The Oregon Legislature designated TriMet as the Qualified Entity (QE) for the purpose of administering the STIF planning process, and receiving and distributing STIF funds for Clackamas, Multnomah and Washington counties. The current STIF plan underway is the fiscal year (FY) 2026-2027 plan. Project eligibility is strictly regulated by HB 2017. A project must appear in an adopted plan to be eligible for funding. SMART submits its plan for the next two years of STIF funding through TriMet for approval by the Oregon Transportation Commission. Now is the time to submit our plan for STIF funding in the Fiscal Years 2027 - 28 and 2028 -29.

ODOT has not yet released new revenue estimates in 2026, so we are using round estimates to build the draft plan. The final plan will come to City Council as part of the STIF agreement with TriMet, likely in early 2027. The estimate for STIF revenue in this period is \$3.1 million for the biennium. We are also including \$2.2 million in anticipated unspent funds from prior years, and \$3.6 million in Regional Coordination funds from TriMet for a total of \$8.4 million.

Given SMART's recent expansion of bus service and newly updated facilities, both at the transit center and the operations facility, this plan is mostly focused on maintaining operations and replacing vehicles.

Continuing Projects from Existing Plan

Route 2X service from Wilsonville to Tualatin (Regional Coordination)

Route 12X service from Wilsonville to Clackamas Town Center (Regional Coordination)

Continued service on Routes 1X, 2X, 7 and 12X

Replacement buses- grant match

Out-of-town medical Dial-a-Ride service

Bus stop and transit center amenities to improve access to transit

STIF audit

New Projects Proposed in 2028-2029 Plan

Consultant for future service planning

Operations reserve fund

Plan contingency fund (formerly called program reserve)

Approximate Funding

Direct STIF funds: \$3,100,000
Regional Coordination funds: \$3,600,000
Previous plan unspent funds: \$2,200,000
Total: \$8,900,000

TIMELINE:

SMART staff intends to submit a plan to TriMet in the summer of 2026. TriMet will finalize the combined plan in November 2026 and submit the final application for funds to the Oregon Department of Transportation (for approval by the Oregon Transportation Commission) in January 2027.

CURRENT YEAR BUDGET IMPACTS:

There are no impacts on the current budget year.

COMMUNITY INVOLVEMENT PROCESS:

Project ideas in this plan came from public engagement during the creation of the 2023 Transit Master Plan. This plan is available at <https://www.ridesmart.com/transit/page/transit-master-plan>. SMART also conducts a rider survey each year to get further feedback on transit needs from the community.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

These projects intend to increase access to and utilization of the transit system in Wilsonville.

ALTERNATIVES:

City Council can submit a plan, as attached or with changes, or choose not to submit a plan, however, that is not recommended since we cannot spend STIF funds for the 2028-29 biennium if a plan is not submitted.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

N/A



CITY COUNCIL MINUTES

May 18, 2026, at 7:00 PM

Wilsonville City Hall & Remote Video Conferencing

CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, May 18, 2026. The Mayor called the meeting to order at 7:31 p.m., followed by the roll call and the Pledge of Allegiance.

PRESENT:

Mayor O'Neil
 Councilor President Berry
 Councilor Cunningham
 Councilor Shevlin
 Councilor Scull

STAFF PRESENT:

Amanda Guile-Hinman, City Attorney
 Andrea Villagrana, Human Resource Manager
 Bill Evans, Communications & Marketing Manager
 Jeanna Troha, City Manager
 Kimberly Veliz, City Recorder
 Everett Wild, Government Affairs Manager
 Zoe Mombert, Assistant to the City Manager

3. Motion to approve the following order of the agenda.

Motion: Moved to approve the following order of the agenda.

Motion made by Councilor Berry, Seconded by Councilors Shevlin and Scull.

Voting Yea:

Mayor O’Neil, Councilor Berry, Councilor Shevlin, Councilor Cunningham, Councilor Scull

Vote: Motion carried 5-0.

MAYOR'S BUSINESS

4. Upcoming Meetings (*Link to City Calendar: <https://www.wilsonvilleoregon.gov/calendar>*)

The Mayor announced the following meetings and events:

Primary Election

- The Mayor encouraged all to vote on May 19, 2026, in the primary election.

National Public Works Week

- The Mayor read aloud for the record National Public Works Week proclamation. Following the reading the Public Works team was applauded for their service.

Pride Month

- The Mayor then read into the record the Pride Month proclamation and informed the audience of upcoming celebrations hosted by the Diversity, Equity and Inclusion (DEI) Committee. The Mayor presented the proclamation to the Wilsonville Pride group representative Rick Wallace and posed for a photo with members of the group.

Budget Committee Meetings

- The Wilsonville Budget Committee, which was comprised of all members of City Council plus an equal number of community members, met on May 6 and May 12, 2026. The Budget Committee approved the budget at the May 12, 2026, meeting, and the approved budget goes to City Council for final adoption, at the June 1, 2026, City Council meeting. Staff were thanked for their roles in the process.

Clackamas County Coordinating Committee (C4) Meeting

- The Clackamas County Coordinating Committee, C4, met on May 7, 2026, in the City of Milwaukie. We received presentations on the Moderate-Income Revolving Loan (MIRL) Program led by Oregon Housing and Community Services (OHCS). MIRL is an opportunity to create homeownership for individuals and families who earn 80-120% of Area Median Income—too much to qualify for subsidized affordable housing but still at risk of inflated costs and inability to move from renting into home ownership.
- The group also heard from the Port of Portland, the City of Sandy, and the City of Milwaukie about their economic development activities and what strategies they are employing to retain and attract businesses.
- The C4 Annual Retreat will be on June 5-6, 2026, and all Councilors are invited to attend.

Washington County Coordinating Committee (WCCC)

- May 18, 2026, the Mayor participated in the Washington County Coordinating Committee. The group considered several expenditure requests for road and pedestrian projects in Washington County and received informational presentations on the TV Highway Transit and Safety Project and Metro's Community Connector Transit Study.

Washington County Budget Information Session

- The Mayor attended the May 11, 2026, Washington County budget briefing for local elected officials. Washington County Administrator Tanya Ange reviewed the budget message and outlined the current financial situation in Washington County and the process to balance their budget.

School Visit

- On May 13, 2026, the Mayor visited Ms. Carolina Wilde's 8th Grade language arts class at Inza Wood Middle School. The students were working on writing letters to city leaders. They were researching various activities and programs they would like to see in Wilsonville and writing letters to city leaders to advocate for those visions.

Oregon Daughters of the American Revolution (DAR) State Conference

- On May 15, 2026, the Mayor welcomed the Oregon State Society of the Daughters of the American Revolution to Wilsonville for their annual conference held at the Holiday Inn Wilsonville.

Bike Month and Walk+Roll Month

- May 2026 was both Bike Month and Walk+Roll Challenge Month. SMART hosted various events throughout the month which included group bike rides, challenges, and prize drawings. These programs were a way to encourage kids and adults to stay active and healthy, explore the community from a new vantage point, and build community among active transportation enthusiasts.

Memorial Day

- City offices and the library would be closed on May 25, 2026, in honor of Memorial Day. Additionally, SMART transit services will not be operating that day.
- The City was scheduled to hold a Memorial Day Remembrance Ceremony at the Oregon Korean War Memorial in Town Center Park on May 25, 2026.

City Council Meeting

- The next City Council meeting would be on June 1, 2026.

COMMUNICATIONS

5. Tualatin Valley Fire & Rescue's State of the District

Chief Smario presented the Tualatin Valley Fire & Rescue (TVF&R) 2026 State of the District Address. The PowerPoint presentation shown to City Council has been added to the record.

Chief Sumario began the presentation with an incident snapshot which provided data analytics for the Wilsonville service area, covering incident types across eight categories including EMS, fire, hazard, service calls, false alarms, and vegetation fires.

The Chief then reported on preparations for the 2026 wildland season. The Chief divulged that TVF&R anticipated an active 2026 season given low snowpack and drought conditions.

Council heard about the significant shift in how communities are using the 911 system, with an increasing proportion of calls classified as basic life support (BLS) not always requiring the deployment of costly fire engines or ladder trucks. It was disclosed that TVF&R was pursuing several initiatives to modernize its EMS model such as:

- Advanced Practice Community Paramedics (APCPs)
- Licensed Care Facility Outreach
- Nurse Navigation

The Chief also informed the City Council that several station projects are underway as part of the bond and capital projects approved by voters in November 2021.

Lastly, the Chief discussed the Struggle Well Program, a partnership between TVF&R and the Boulder Crest Foundation since 2022 that provided a multi-day workshop originally developed for military veterans and now adapted for first responders.

Following the presentation City Council appreciated the fire department and asked clarification questions.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

This is an opportunity for visitors to address the City Council on any matter concerning City's Business or any matter over which the Council has control. It is also the time to address items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the City Council will make every effort to respond to questions raised during citizen input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

The following individuals provided public comments:

Doris Wehler	Jeremy Borders-Baldwin	Jeff Zundel
Susan Reep	Synthea Russell	Rick Wallace

COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

6. Council President Berry

The Council President thanked the audience for attending then reported on the following events:

- Budget Committee Meetings on May 6 and May 12, 2026
- Clackamas County Coordinating Committee (C4) Meeting on May 7, 2026
- Vuela Grand Opening on May 27, 2026
- Industry Tour on May 29, 2026

In closing, the Council President encouraged the audience to review the monthly City Manager Reports, which are posted on the City's website and included in the City Council packet.

7. Councilor Cunningham

Councilor Cunningham reported on the following events:

- National Fallen Firefighters Memorial Weekend on May 2 – 4, 2026
- National Police Week on May 10 – 16, 2026
- National Police Memorial Day on May 15, 2026
- Visit to Ms. Carolina Wilde's 8th Grade language arts class at Inza Wood Middle School on May 13, 2026
- Planning Commission Meeting on May 13, 2026
 - Councilor Cunningham responded to public comment regarding his departure from the Planning Commission meeting, stating he left because his mother was visiting from out of town and that he had confirmed with the Oregon Government Ethics Commission he could testify before the Planning Commission as a City Council. He reiterated concerns about the Town Center height waiver process, citing public outreach that showed support for lower building heights, while acknowledging legal challenges to reducing heights after property purchases made under current code assumptions.

8. Councilor Shevlin

Councilor Shevlin reported on the following events:

- One Book, One Coast Events: "They Called Us Enemy by George Takei." The other associated events included:
 - A Japanese Tea Ceremony demonstration on May 21, 2026
 - A performance by Oregon Koto-Kai on May 30, 2026
 - An author talks with George Takei on May 31, 2026
- Diversity, Equity and Inclusion (DEI) Committee Cultural Calendar:
 - May 2026 was Jewish American Heritage Month
 - May 2026 was also Asian American and Pacific Islander Heritage Month

9. Councilor Scull

Councilor Scull reported on the following events and provided a written report for the record:

- Lowry Primary School Community Environmental Stewardship Event on May 16, 2026
- Vuela Grand Opening on May 27, 2026
- Diversity, Equity and Inclusion (DEI) Speaker Series: Building Quality Relationships in Your Community:
 - May 28, 2026, featured speaker was entrepreneur Keith Sconiers, whose presentation was entitled “Building Quality Relationships in Your Community.” He would address the components of community building, including the power of relationships, connecting, and building community, bringing people together, and being a good neighbor.

CONSENT AGENDA

The City Attorney read the titles on the Consent Agenda items into the record.

10. **Resolution No. 3253**

A Resolution Of The City Of Wilsonville Adopting The FY 2026/27 Five-Year Action Plan And Annual One-Year Implementation Plan For The Wilsonville Tourism Development Strategy.

11. **Resolution No. 3267**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Jacobs Engineering Group Inc. To Provide Engineering Consulting Services For The Wastewater Treatment Plant Aeration Basin Expansion Project (Capital Improvement Project #2113).

12. Minutes of May 4, 2026, City Council Meeting.

Motion: Moved to approve the Consent Agenda.

Motion made by Councilor Berry, Seconded by Councilor Scull.

Voting Yea:

Mayor O’Neil, Councilor Berry, Councilor Shevlin, Councilor Cunningham, Councilor Scull

Vote: Motion carried 5-0.

NEW BUSINESS

There was none.

CONTINUING BUSINESS

There was none.

PUBLIC HEARING

There was none.

CITY MANAGER’S BUSINESS

There was none.

LEGAL BUSINESS

There was none.

ADJOURN

The Mayor adjourned the meeting at 8:53 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Shawn O’Neil, Mayor



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: June 1, 2026		Subject: Resolution No. 3262 A Resolution To Allocate Community Enhancement Funds For Fiscal Year 2026/2027 Staff Member: Zoe Mombert, Assistant to the City Manager Department: Administration	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable Comments: The Wilsonville-Metro Community Enhancement Committee (CEC) recommended Fiscal Year 2026-27 project allocations at their April 30, 2026, meeting.	
Staff Recommendation: Staff recommends Council adopt Resolution No. 3262.			
Recommended Language for Motion: I move to adopt Resolution No. 3262.			
Project / Issue Relates To: Wilsonville – Metro Community Enhancement Program			
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input checked="" type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

Review and approve Wilsonville – Metro Community Enhancement grant allocation for fiscal year (FY) 2026-27.

EXECUTIVE SUMMARY:

The City of Wilsonville receives Community Enhancement Funds (CEF) through Metro to offset the impacts of the waste processing plant operated by Republic Services in the City. The City receives \$1 per ton of waste processed at the Wilsonville location. The City also accepts Community Investments Fees (CIF) through Metro to contribute to the grant funding. The Wilsonville-Metro Community Enhancement Committee meets annually to discuss the project nominations and make a recommendation to City Council.

Project nominations were accepted from non-profit organizations and public agencies from November 2025 – January 2026. This year, the City received six (6) applications. At the April 30, 2026, Wilsonville – Metro Community Enhancement Committee meeting, applicants provided presentations and answered questions about their grant requests. Following the applicant presentations, the committee increased the recommended amounts for the Wilsonville Historical Society Growing Up in Wilsonville Book Reprint Project and the Wilsonville Public Library Foundation Study Pods Project.

The Wilsonville Historical Society plans to distribute their books widely throughout the community. They originally requested funds for 100 books; however, the number of books did not appear to meet their goals. The committee decided to double the requested funding of \$1,500 to \$3,000 to support the Wilsonville Historical Society.

The committee also increased the funding for the Study Pod Project from \$20,000 to \$24,810. During the presentation, Wilsonville Library Foundation Chair explained that between the application submittal and the presentation, they learned there were two unanticipated expenses required to complete the project including; building permits for the installation or the study pods as well as sprinkling the units with individual fire suppression systems. Since these expenses are required to advance the project, the committee allocated additional funds to make this project successful.

The Committee, made up of two city councilors, four community members, and a Metro Councilor, thoroughly reviewed the applications and recommend awarding funds for the following projects:

Applicant	Project	Amount
Arts Culture and Heritage Commission	Utility Box Public Art Project – ‘Celebrating the Arts’ Project	\$15,050
Charbonneau Community Foundation	French Prairie Road Median Renewal Project	\$37,500
Tourism Promotion Committee	Enhancing Wilsonville's Biking Infrastructure Project	\$5,944
Wilsonville High School (WHS) ASB	2026 Dia de los Muertos Festival at WHS Project	\$12,000

Wilsonville Historical Society	Growing Up in Wilsonville Book Reprint Project	\$3,000
Wilsonville Public Library Foundation	Study Pods Project	\$24,810

The total recommended project allocation for FY 2025-26 is \$98,304.

Community Enhancement Program Projects Background

City Resolution No. 2543 (July 2015) that created the Wilsonville – Metro Community Enhancement Program (CEP) provided for City Council approval of the project recommendations made by the Wilsonville-Metro Community Enhancement Committee.

Community Enhancement Program Funds may be used immediately on smaller projects, following an application process, or accumulated for up to three (3) years to underwrite a larger project; Metro provides flexibility for communities to design a local version of the program.

The Community Enhancement Program funding is used for “enhancing the host community of the facility from which the fees have been collected” to fund projects that “rehabilitate and enhance the area within the city.” Eligible projects can improve the appearance or environmental quality of the community, increase reuse and recycling opportunities or improve recreational areas and programs.

Goals for community enhancement projects include:

- a) Improve the appearance or environmental quality of the community.
- b) Reduce the amount or toxicity of waste.
- c) Increase reuse and recycling opportunities.
- d) Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Code.
- e) Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.
- f) Result in improvement to, or an increase in, recreational areas and programs.
- g) Result in improvement in safety and community emergency preparedness.
- h) Benefit youth, seniors, low-income persons or underserved populations.
- i) Foster and enhance community enrichment through educational programming, arts and cultural projects.

Goal “g”, was revised to include “community emergency preparedness” by the Wilsonville-Metro Community Enhancement Committee in the fall of 2025, before the city began accepting applications for fiscal year 2026-27.

Proposals are scheduled to be accepted again in late fall and early winter with additional project award recommendations in spring 2027 by the committee. Staff generally begins advertising the program in early to mid-fall.

EXPECTED RESULTS:

Completion of the funded projects by June 30, 2027.

TIMELINE:

Funding will be available July 1, 2026, and the project should be complete by June 30, 2027.

CURRENT YEAR BUDGET IMPACTS:

The Wilsonville- Metro Community Enhancement Program is funded through a Metro program and included in the fiscal year 2026-27 budget. The City receives revenue on a quarterly basis, which can only be used for these projects.

COMMUNITY INVOLVEMENT PROCESS:

The Wilsonville-Metro Community Enhancement Committee is made up of four community members, two city councilors, and a Metro Councilor. Their meetings are advertised and open to the public.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

The community will benefit from all these projects in different ways.

ALTERNATIVES:

The City Council could choose to adopt, modify, or reject Resolution No. 3262.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No. 3262
2. Project Applications and Review Materials

RESOLUTION NO. 3262**A RESOLUTION TO ALLOCATE COMMUNITY ENHANCEMENT FUNDS FOR FISCAL YEAR 2026/2027.**

WHEREAS, the Community Enhancement Program (CEP) was created by Resolution No. 2543 in July 2015; and

WHEREAS, the Community Enhancement Program (CEP) was continued by Resolution No. 2897 in May 2021; and

WHEREAS, the Community Enhancement Program (CEP) accepted additional funding from Metro's Community Investment Fee (CIF) by Resolution No. 3033 in January 2023; and

WHEREAS, Community Enhancement Program (CEP) and additional funding from Metro's Community Investment Fee (CIF) was continued by Resolution No. 3268 in May 2026; and

WHEREAS, the Community Enhancement Program funding is used for "enhancing the host community of the facility from which the fees have been collected" to fund projects that "rehabilitate and enhance the area within the city"; and

WHEREAS, eligible projects can improve the appearance or environmental quality of the community, increase reuse and recycling opportunities or improve recreational areas and programs; and

WHEREAS, the annual Community Enhancement grant cycle was open from November 2025 – January 2026,

WHEREAS; a six members of the seven-member committee reviewed the applications to ensure that they comply with the program goals and criteria and made a recommendation to fund the following projects: Arts Culture and Heritage Commission Utility Box Public Art Project – 'Celebrating the Arts' Project (\$15,050), Charbonneau Community Foundation French Prairie Road Median Renewal Project (\$37,500), Tourism Promotion Committee Enhancing Wilsonville's Biking Infrastructure Project (\$5,944), Wilsonville High School (WHS) ASB 2026 Dia de los Muertos Festival at WHS Project (\$12,000), Wilsonville Historical Society Growing Up in Wilsonville Book Reprint Project (\$3,000), Wilsonville Public Library Foundation Study Pods Project (\$24,810) be allocated in fiscal year 2026/27.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

Section 1: The City allocates Community Enhancement Funds to the following project for Fiscal Year 2026/2027:

- Utility Box Public Art Project – 'Celebrating the Arts' - \$15,050

- French Prairie Road Median Renewal Project - \$37,500
- Enhancing Wilsonville's Biking Infrastructure Project - \$5,944
- 2026 Dia de los Muertos Festival at WHS Project - \$12,000
- Growing Up in Wilsonville Book Reprint Project - \$3,000
- Study Pods Project - \$24,810

Section 2: This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting there of this 1st day of June 2026 and filed with the Wilsonville City Recorder this date.

Shawn O'Neil, Mayor

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor O'Neil

Council President Berry

Councilor Scull

Councilor Cunningham

Councilor Shevlin

Wilsonville-Metro Community Enhancement Project Applications

CEP Project Nominations 2026									
	Project Title	Sponsor	Eligible	Appropriate	Project Cost	Scalable	CEC Recommendation	City Council Approval	
1	French Prairie Road Median Renewal Project	Charbonneau Community Foundation			\$ 37,500.00		\$ 37,500.00		
	Requesting funds to replace this unsightly landscaping with rock & drought resistant plant material not needing irrigation.								
2	2026 Dia de los Muertos Festival at Wilsonville High School	Wilsonville High School ASB			\$12,000		\$ 12,000.00		
	The Dia de los Muertos Festival at Wilsonville High School will improve our community appearance by adding vibrant colors, flowers and unique art to our public space, transforming it into a beautiful, culturally rich display.								
3	Enhancing Wilsonville's Biking Infrastructure	City of Wilsonville Tourism Promotion Committee			\$5,944		\$ 5,944.00		
	This project will provide Wilsonville community members, and those visiting the Wilsonville community, an opportunity for basic bike repair at two locations within the City.								
4	Growing Up in Wilsonville book reprint	Wilsonville Historical Society			\$1,500		\$ 3,000.00		
	The grant will support a reprint of 100 books, which will be distributed at no cost through the library, local businesses, and the historical society.								
5	Study Pods	Wilsonville Public Library Foundation			\$20,000.00		\$ 24,810.00		
	The Wilsonville Public Library would purchase two quiet study pods which are small, self-contained workspaces.								
6	Utility Box Public Art Project – ‘Celebrating the Arts’	Erika Valentine, Arts & Culture Program Coordinator, City of Wilsonville			\$15,050		\$ 15,050.00		
	A Utility Box Public Art Program consists of utilizing blank traffic signal boxes or utility cabinets into blank spaces to put artwork on.								
Total					\$ 91,994.00		\$ 98,304.00	\$ -	

Utility Box Public Art Project

‘Celebrating the Arts’

Published on *City of Wilsonville Oregon* (<https://www.wilsonvilleoregon.gov>)

[Home](#) > [2026 Project Nomination Form–Community Enhancement Program](#) > [Webform results](#) > Submission #1

Submission information

Form: [2026 Project Nomination Form–Community Enhancement Program](#) [1]
Submitted by evalentine
Wed, 12/31/2025 - 4:41pm
143.244.98.165

Applicant Information

Sponsor:

Erika Valentine, Arts & Culture Program Coordinator, City of Wilsonville

Tax ID#**Contact Person:**

Erika Valentine

Daytime Phone:

503.570.1629

Email Address:

EValentine@wilsonvilleoregon.gov

Address:

29600 Park Pl

City:

Wilsonville

State:

OR

Zip code:

97070

Type of Organization:

A local government, local-government advisory committee, department or special district provided that the agency includes documented support from the local-government executive officer.

Project Information

Project Title:

Utility Box Public Art Project – ‘Celebrating the Arts’

Amount Requested:

\$ 15,050

Mark all of the goals below which your project meets and explain how in the boxes below:

- Improve the appearance or environmental quality of the community
- Benefit youth, seniors, low income persons and/or underserved populations
- Foster and enhance community enrichment through educational programming, arts and cultural projects.

How project meets 'Improve the appearance or environmental quality of the community' (be clear & specific)

The Utility Boxes are an existing piece of City infrastructure that is blank. Adding artwork to the boxes will improve the appearance and create accessible art for people to enjoy. Public Art is recognized for improving the quality of communities.

How project meets 'Benefit youth, seniors, low income persons and/or underserved populations' (be clear & specific)

Public Art is both free and accessible to everyone in the community.

How project meets 'Foster and enhance community enrichment through educational programming, arts and cultural projects' (be clear & specific)

A utility box art project will enhance community identity and is providing additional artwork for the City of Wilsonville.

Brief Project Description and Explanation of how the CEP funds will be used, include project start and end dates:

A Utility Box Public Art Program consists of utilizing blank traffic signal boxes or utility cabinets into blank spaces to put artwork on. Utility Box programs can help beautify the City, provide opportunities to local artists, and foster community pride by displaying vibrant artwork on otherwise plain existing City Infrastructure. Utility Box Public Art projects are also known to deter tagging and graffiti; and the vinyl can easily be cleaned. This proposed project consists of working with a company who would produce the vinyl wraps featuring original artwork submitted by artists, and then installed onto the boxes using a thick, weather-resistant vinyl; as recommended by the City's Public Work Department.

The City of Wilsonville has 24 traffic signal cabinets. This project proposal outlines doing 7 boxes to start with a pilot program. The Arts, Culture, and Heritage Commission (ACHC) discussed this project concept at their November 2025 meeting and voted to have the overall artwork theme be "Celebrating the Arts."

The program would consist of a Call for Art Application to solicit artists who would include original artwork files/images and a selection process facilitated by City Arts Staff who oversee the ACHC. The ACHC would review, score, and award the applications to determine which artwork would be selected. City staff would work with the Legal department on artist contracts and work with the selected contractor for production/installation of the boxes.

The administrative work on the project would begin in the summer of 2026 with an estimated install an completion date being in the spring of 2027.

Where would the project be located and who owns the property if applicable?

The City owns 24 traffic signal cabinets which are located at intersections and are considered City property. Arts staff would work with Public Works staff to determine which specific boxes to include in this pilot program, with approval from the Arts, Culture, and Heritage Commission.

For a project located on private or other public land (property not owned by the City of Wilsonville), written documentation from the landowner that gives the project sponsor and City permission for the project to occur on the land is required. Indicate here if the

project is located on private or other public land (property not owned by the City of Wilsonville) and indicate if written permission from the landowner is to be submitted.

N/A

What impact might the project have on nearby homes and businesses?

Some boxes may be viewable by businesses or neighborhoods. Staff would do their due diligence to make sure the community is aware of the project.

What kind of on-going maintenance needs and costs might be required by the project?

Boxes should have a lifespan of a minimum of 5 years but can last longer. No regular maintenance should be needed. The vinyl is graffiti resistant and easy to clean. Should a box be damaged beyond repair, it can be removed, and reprinted to be replaced. Any maintenance could be funded through the public art maintenance account on a case by case basis. Cost for 1 new reprint/installation would be approximately \$1,650.

Who will benefit if this project is funded? Estimate how many Wilsonville residents will benefit if this project is funded.

Public art is viewable by all and accessible to everyone, so the entire community can benefit. Public art can benefit communities by fostering identity and pride and making spaces more vibrant and engaging.

How does the project serve diverse or traditionally underserved populations?

Public Art is viewable and accessible to everyone. The project will create an 'outdoor gallery' for people to enjoy.

Does this project serve a specific cultural or ethnic group in Wilsonville? If so, please specify.

No

Upload Optional Supplemental Materials:

[image_examples.docx](#) [2]

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep [3]

Upload Budget:

[project_budget_worksheet_5_utility_box_public_art.xlsx](#) [4]

How were these costs estimated (quotes, catalog, previous projects, etc.)?

Quotes were gathered from Contractors who have completed Vinyl Wrap Utility Box Projects in nearby Cities (i.e Tualatin)

Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?

N/A

Will the project be completed with the proposed funding or will future funding be necessary?

The project will be completed with the requested funds which consists of completing 7 boxes. Should the project be successful and well received by the community, staff would solicit additional funds for the completion of more boxes.

Funds are available for projects after July 1, 2026. Is this project compatible with that timing? How and when might this project be implemented?

Yes that is compatible for timing.

Estimated timeline as follows:

Estimated selection of box locations: August 2026

Estimated issue of the Call for Art Application: September 2026

Estimated review and selection of artists/artwork: November 2026

Installation and completion: Spring 2027

Identify if the project is included in an adopted Master Plan or Strategic Plan. (City of Wilsonville, school district, non-profit, etc.)

The City of Wilsonville's Arts, Culture, and Heritage Strategy (Adopted 2020) states that "Public Art is recognized as a significant cultural asset in Wilsonville" and recommends implementing more public art projects. Additionally, in the Tourism Development Strategy (Adopted 2025), Public Art is also listed as an objective to "support the growth of our Arts and Culture Ecosystem" and to "explore funding mechanisms for public arts to enhance visitor areas."

Project Management

Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task:

- Work with Public Works Staff to confirm specific locations of which boxes we will select (August 2026)
- Staff draft the 'Call for Art' application and have the ACHC provide input/approve it, as well as box locations (August 2026)
- Issue and market the 'Call for Art' application (September 2026)
- Deadline for artist submissions of Call for Art (November 2026)
- ACHC review and select which artists/artwork to award boxes to (November 2026)
- Staff execute Artist contracts and begin work with contract company for production/installation schedule (January 2027)
- Installation of box art, dependent on weather and contractor schedule (April 2027)

Describe prior experience managing similar projects. Include prior Community Enhancement Projects:

I am currently the City's Arts and Culture Program Coordinator which includes management of the Public Art Program. I am also the staff liaison of the City's Arts, Culture, and Heritage Commission. Prior to working for the City of Wilsonville I implemented a utility box public art project where I previously worked in California for the City of San Ramon. The previous Community Enhancement Projects that I have managed included the mural at the Memorial Park Skatepark as well as the heARTs of Wilsonville project that consisted of 10 fiberglass heart sculptures.

Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

Staff will need to continue to work with the Public Works Department. Initial correspondence has already taken place to confirm they approve of the overall project concept and how it will be implemented. Additional communication with different City Departments will need to take place as the project develops. Staff will also want to inform any local businesses about the project, if their business is nearby a selected utility box.

If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application:

N/A

Do you have currently have an active CEP grant?

No

If yes, will you be seeking and exception?

No, an exception is not needed or requested.

Project Certifications:

- This project will not promote or inhibit religion in any way.
- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

Signature:

Erika Valentine

Date Signed: Wed 12/31/25

Electronic signature agreement. By selecting the "I Accept" button, you are signing this agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature. You also represent that you are authorized to enter into this Agreement for all persons who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement.

I accept: Yes

Source URL: <https://www.wilsonvilleoregon.gov/node/129493/submission/67535>

Links

[1] <https://www.wilsonvilleoregon.gov/bc-mce/webform/2026-project-nomination-form%E2%80%93community-enhancement-program> [2] https://www.wilsonvilleoregon.gov/system/files/webform/image_examples.docx [3]

<http://www.ci.wilsonville.or.us/cep> [4]

https://www.wilsonvilleoregon.gov/system/files/webform/project_budget_worksheet_5_utility_box_public_art.xlsx

Project Budget				
	CEP	Sponsor	Other #1	Other #2
Personal Services				
Supplies				
Capital				
Materials - (Contractor cost for production & installation of 7 boxes)	\$ 11,550.00			
Other (please explain)				
Artist stipends \$500 X 7 boxes	\$ 3,500.00			
Total	\$ 15,050.00	0	0	0

Total Estimated Cost **\$15,050**
 % of Total Budget provided by
 Sponsor \$

Kaylee Edwards

From: Zoe Mombert
Sent: Thursday, April 23, 2026 9:42 AM
To: Kaylee Edwards
Subject: FW: Wilsonville - Metro Community Enhancement Grant Application Follow up

For packet

Kind regards,

Zoe Mombert
(she/her/hers)
Assistant to the City Manager
City of Wilsonville

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From: Erika Valentine <evalentine@wilsonvilleoregon.gov>
Sent: Wednesday, April 1, 2026 12:20 PM
To: Zoe Mombert <mombert@wilsonvilleoregon.gov>
Subject: RE: Wilsonville - Metro Community Enhancement Grant Application Follow up

Hi Zoe,

Please see answers below in red.

Also during the internal staff meeting, it was brought up to be aware of any legal issues /federal laws and regulations. I got a very thorough response from Alie on that and you're CC'd in (just in case this comes up or if the Committee want that email).

Thanks!

Erika Valentine
Arts & Culture Program Coordinator
Wilsonville Parks and Recreation

503.570.1629 Direct
Evalentine@wilsonvilleoregon.gov
WilsonvilleParksandRec.com



Admin Building
29600 SW Park Place, Wilsonville, OR 97070

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From: Zoe Mombert <mombert@wilsonvilleoregon.gov>
Sent: Friday, March 20, 2026 2:03 PM
To: Erika Valentine <evalentine@wilsonvilleoregon.gov>
Subject: Wilsonville - Metro Community Enhancement Grant Application Follow up

Hello Erika

I hope you are well and looking forward to spring! I met with city staff to review the Wilsonville – Metro Community Enhancement grant applications in preparation for the April 30, Wilsonville – Metro Community Enhancement Committee grant review meeting. Staff had the following questions and feedback:

- Will the utility boxes be on City, County or ODOT property? **The Boxes are on City Property. The County does service the boxes, and the County is aware of and in support of the project (Martin Montalvo, Public Works Operations Manager, has been the go-between with the County).**
- Staff expressed a concern about utility boxes on ODOT property. **N/A**
- It was suggested that the applicant check with Clackamas county regarding approvals and neighboring jurisdictions in Clackamas county with similar projects to confirm the process and ability to advance the process within the outlined scope. **The County is on board. I do not believe there are other utility box art projects in Clackamas County (Tualatin would be closest but in Washington County).**

If you have an opportunity to provide additional information to me via email by April 15, that would be appreciated.

As a reminder, the Wilsonville – Metro Community Enhancement Committee will meet on April 30, 2026, 6:00pm in the City Council Chambers at City Hall. Your grant presentation can up to 5 minutes long and the committee may also ask you questions about your proposed project. Please let me know if you have any questions and I look forward to learning more about your grant proposal.

Kind regards,

Zoe Mombert

(she/her/hers)

Assistant to the City Manager

City of Wilsonville/ Explore Wilsonville

503.570.1503

mombert@wilsonvilleoregon.gov

www.ci.wilsonville.or.us

www.ExploreWilsonville.com

Facebook.com/CityofWilsonville



29799 SW Town Center Loop East, Wilsonville, OR 97070

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Kaylee Edwards

From: Zoe Mombert
Sent: Thursday, April 23, 2026 10:01 AM
To: Kaylee Edwards
Subject: FW: utility boxes

Kind regards,

Zoe Mombert
(she/her/hers)
Assistant to the City Manager
City of Wilsonville

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From: Erika Valentine <evalentine@wilsonvilleoregon.gov>
Sent: Friday, March 27, 2026 11:16 AM
To: Aliese Cloo <acloo@wilsonvilleoregon.gov>
Cc: Amanda Guile-Hinman <guile@wilsonvilleoregon.gov>; Zoe Mombert <mombert@wilsonvilleoregon.gov>
Subject: RE: utility boxes

Hi Alie,

Thanks for looking into this for me and explaining everything. It all makes sense – will avoid intersection/crosswalk art 😊.

Happy Friday!

Erika Valentine
Arts & Culture Program Coordinator
Wilsonville Parks and Recreation

503.570.1629 Direct
Evalentine@wilsonvilleoregon.gov
WilsonvilleParksandRec.com



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29600 SW Park Place, Wilsonville, OR 97070

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From: Aliese Cloo <acloo@wilsonvilleoregon.gov>

Sent: Friday, March 27, 2026 10:29 AM

To: Erika Valentine <evalentine@wilsonvilleoregon.gov>

Cc: Amanda Guile-Hinman <guile@wilsonvilleoregon.gov>; Zoe Mombert <mombert@wilsonvilleoregon.gov>

Subject: RE: utility boxes

Happy Friday Erika,

I am not finding any federal regulations that specifically prohibit artwork on the utility control cabinets. Because the utility box cabinets house control utilities, and aren't traffic control devices themselves as defined by the Manual on Uniform Traffic Control Devices (MUTCD), it does not appear that any MUTCD regulations would apply to them at this time.

I imagine that Martin and Zach were thinking of the federal SAFE ROADS initiative and the corresponding U.S. Transportation Secretary memos that went out. That federal initiative focuses on non-freeway arterial roads and contemplates the need to keep intersections and crosswalks free from distraction caused by political messages, artwork, or anything else that could detract from driver and pedestrian safety. The Department of Transportation FAQ released related to the SAFE ROADS initiative specifically calls art in intersections and crosswalks as distractions saying:

“Q10: What are examples of ‘distraction-reducing strategies’?”

Distractions include promotional or political messages of any nature, artwork, or anything else that detracts from the core mission of motorists, bicyclists, and pedestrians safely navigating the right-of way. For instance, intersections and crosswalks, especially, need to be kept free from distractions. Examples of distraction-reducing strategies to minimize driver, pedestrian, and automated vehicle confusion include but are not limited to:

- Clear, concise, and consistent applications of traffic control devices (e.g., pavement markings, highway signs, and traffic signals) that are consistent with the 11th edition of the Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD).
- Reduction of roadside clutter, including noncompliant and nonessential traffic control devices, notices, or advertisements within the right-of-way that distract attention from road users”

As a note, the MUTCD states that “aesthetic surface treatments and intersection murals are not considered traffic control devices and, therefore, are not governed by the MUTCD, except where those treatments interact with and adversely impact official traffic control devices.” There is also a Federal Highway Administration Official Ruling that states crosswalk art is contrary to the goal of increased safety and a contributing factor to a false sense of security for motorists and pedestrians.

All of these limitations are tailored toward crosswalk art and art within intersections. The public utility boxes are near intersections and on sidewalks, but they are not directly within a crosswalk or intersections, so any regulations that address distractions within the roadway, crosswalk, or intersection would not directly apply to them at this time.

Long story short, from what I can tell, there are no current statutes or regulations that would prevent the City from being able to undertake this utility box public art project, but there is a potential that, if utility box art becomes a larger nationwide trend like the crosswalk art, that the federal department of

transportation could broaden things and start specifically calling out and requesting utility box art removal under the same premise that their location adjacent to intersections and roadways is distracting to drivers, especially since the SAFE ROADS initiative FAQ document already mentions reducing roadside clutter that distracts attention from road users.

Hope this is helpful and let me know if you have any questions!

Best,

Alie Cloo
Assistant City Attorney
 City of Wilsonville

503.570.1561
acloo@wilsonvilleoregon.gov
www.ci.wilsonville.or.us



29799 SW Town Center Loop East, Wilsonville, OR 97070

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From: Erika Valentine <evalentine@wilsonvilleoregon.gov>
Sent: Friday, March 13, 2026 3:28 PM
To: Aliese Cloo <acloo@wilsonvilleoregon.gov>
Cc: Amanda Guile-Hinman <guile@wilsonvilleoregon.gov>; Zoe Mombert <mombert@wilsonvilleoregon.gov>
Subject: FW: utility boxes

Hi Alie,

Happy Friday!

I am pursuing a utility box public art program through the Wilsonville-Metro Community Enhancement Grant Program. I started a utility box program back in 2018 where I previously worked and these programs are very common (Portland, Tualatin, Keizer, etc.) Back in Sept. I brought the project up to Public Works (see thread below - I hi-lighted what I thought would be relevant information for you) and Martin brought up possible federal regulations/laws which were, as I understand, in response to painted rainbow crosswalks. We had the internal staff review meeting of all grant applications today, and while the internal staff review all unanimously thought the project should be fully funded, Zach Weigel also brought up these potential federal regulations/laws and to make sure we are in understanding of not breaking any mandates. It was recommended that I reach out directly to legal on this.

I am unclear if there are actual federal laws/regulations already in place about artwork near roads (this seems unlikely, as I see many City's are currently in progress of implementing these programs) OR if it is more a threat of 'what-if' regulations come. It also may be specific to crosswalk art – like the rainbow murals on the streets. Utility

boxes are in close proximity to intersections as they are traffic signal boxes, and are on the sidewalks (exam attached).

The next date in the process for receiving funding/approval is on April 30th when the Community Enhancement Committee receives presentations from all applicants.

Can you please dig into this and let me know what I need to understand as the project manager on this program? I have CC'd Zoe Mombert as she oversees this grant program.

Feel free to reach out with any questions on the project.

Thank you,

Erika Valentine

Arts & Culture Program Coordinator
Wilsonville Parks and Recreation

503.570.1629 Direct

EValentine@wilsonvilleoregon.gov

WilsonvilleParksandRec.com



Admin Building
29600 SW Park Place, Wilsonville, OR 97070

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From: Erika Valentine

Sent: Tuesday, December 16, 2025 4:29 PM

To: Martin Montalvo <montalvo@wilsonvilleoregon.gov>

Cc: Steve Rymer <srymer@wilsonvilleoregon.gov>; Delora Kerber <kerber@wilsonvilleoregon.gov>; Brad Painter <bpainter@wilsonvilleoregon.gov>

Subject: RE: utility boxes

Hi Martin,

Thanks for your help with the GIS map!

The list below #1 – 5 all makes sense and are feasible. I added some extra notes below in **red** for added clarification.

I will keep PW informed as the project moves along in FY 26 – 27, should funding be awarded in July.

Let me know if there are any questions.

Best,

Erika Valentine

Arts & Culture Program Coordinator
Wilsonville Parks and Recreation

503.570.1629 Direct

EValentine@wilsonvilleoregon.gov

WilsonvilleParksandRec.com



Admin Building
29600 SW Park Place, Wilsonville, OR 97070

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From: Martin Montalvo <montalvo@wilsonvilleoregon.gov>
Sent: Tuesday, December 16, 2025 11:57 AM
To: Erika Valentine <evalentine@wilsonvilleoregon.gov>
Cc: Steve Rymer <srymer@wilsonvilleoregon.gov>; Delora Kerber <kerber@wilsonvilleoregon.gov>; Brad Painter <bpainter@wilsonvilleoregon.gov>
Subject: RE: utility boxes

Erika,

Our GIS team was able to complete a web map with the locations of the control cabinets for the intersections, and they will be reaching out to you with the information.

There is still no new information regarding the federal government's recent initiatives on art with the Right of Way.

For this project to proceed there are a few conditions that needed to be met.

1. Artwork on the control cabinets shall be in the form of vinyl wrap material that is resistant to graffiti markings. Yes, the companies I have gathered quotes from all use an industrial vinyl that is said to be easy to wipe any graffiti from.
2. The grant application should cover the production as well as the installation of the art work. Yes, the selected vendor will be responsible for both production and installation to be paid by the grant funding. There will also be a small/separate stipend to be paid to the artists.
3. When soliciting for the artwork, it should be stipulated that the artwork shall avoid any topics with political or cultural overtones. This will help avoid any potential issues after the art is installed and any conditions the Feds impose on us. With a Call for Art like this (same process as the Hearts), I will do an internal/staff review of applications prior to what gets forwarded onto the Arts Commission (ACHC). I will pull any out that may cause issues. Fortunately the ACHC is going with a "Celebrating the Arts" theme which should help with their selection and mitigate risk.
4. Public Works has the right to remove the vinyl art if it impedes the operation or maintainability of the cabinet itself. Yes, there's always standard language in the artist contracts that artwork becomes the City's property and the City can remove the Artwork at its sole discretion. I would ask to be notified if there are plans for removal.

- 5. If the artwork vinyl is damaged in any way, by accident or malicious intent, replacement costs are so the responsibility of the Arts and Culture Program. **Correct, there is a Public Art Maintenance GL housed in the Parks budget that would cover any maintenance costs (or simply removal) on this project.**

Respectfully,

Martin Montalvo
 Wilsonville PWD Ops Mgr
 503-570-1560

Disclosure Notice: Messages to and from this e-mail address may be subject to the Oregon Public Records Law.

From: Erika Valentine <evalentine@wilsonvilleoregon.gov>
Sent: Monday, December 15, 2025 3:29 PM
To: Martin Montalvo <montalvo@wilsonvilleoregon.gov>
Subject: RE: utility boxes

Hi Martin,

I am working on my CEP application due Jan 9 for the utility box art project.

You mentioned that you asked the GIS team to prepare a webmap of the locations of the 24 boxes. By chance did that get done? I do not think I necessarily need that info for the CEP Committee, but it would be helpful later down the line with the Arts Commission (ACHC).

Brad previously provided the attached PDF so I have that as a reference. If I understand correctly, I am looking at the orange asterisks as viable box options for artwork..can you confirm that is correct?

Thank you,

Erika Valentine
 Arts & Culture Program Coordinator
 Wilsonville Parks and Recreation

503.570.1629 Direct
Evalentine@wilsonvilleoregon.gov
WilsonvilleParksandRec.com



Admin Building
 29600 SW Park Place, Wilsonville, OR 97070

Disclosure Notice: Messages to and from this e-mail address may be subject to the Oregon Public Records Law.

From: Erika Valentine
Sent: Tuesday, November 4, 2025 8:52 AM
To: Martin Montalvo <montalvo@wilsonvilleoregon.gov>
Cc: Kris Ammerman <kammerman@wilsonvilleoregon.gov>; Zoe Mombert <mombert@wilsonvilleoregon.gov>
Subject: RE: U.S. Transportation Secretary Sean P. Duffy to Governors: Roads are for Safety, Not Politics | US Department of Transportation

Hi Martin,

I am starting to prep my packet materials for the 11/19 ACHC meeting. They will receive a general staff report from me about a Utility Box Art Project. I would then be applying to the CEP Grant.

I would work on determining locations until after grant funds get awarded.

Is there any new or additional information I should be aware of prior to the next ACHC meeting?

Thank you,

Erika Valentine
 Arts & Culture Program Coordinator
 Wilsonville Parks and Recreation

503.570.1629 Direct
EValentine@wilsonvilleoregon.gov
WilsonvilleParksandRec.com



Admin Building
 29600 SW Park Place, Wilsonville, OR 97070

Disclosure Notice: Messages to and from this e-mail address may be subject to the Oregon Public Records Law.

From: Martin Montalvo <montalvo@wilsonvilleoregon.gov>
Sent: Wednesday, September 3, 2025 8:18 AM
To: Kris Ammerman <kammerman@wilsonvilleoregon.gov>; Delora Kerber <kerber@wilsonvilleoregon.gov>; Erika Valentine <evalentine@wilsonvilleoregon.gov>; Brad Painter <bpainter@wilsonvilleoregon.gov>
Subject: FW: U.S. Transportation Secretary Sean P. Duffy to Governors: Roads are for Safety, Not Politics | US Department of Transportation

Good morning,

I contacted Carl Olson, Clackamas County Transportation Manager, regarding the artwork project that Erika is investigating to gauge his experience with projects of this nature. Carl made me aware of recent memo from the Federal DOT regarding distractions in intersections. It's still unclear as to the impacts of this initiative but there should be more information coming within the next few months. I wanted to make you all aware of it as you

continue to investigate this art project and these potential federal mandate impacts. I suspect this was driven by the pride related crosswalks in Orlando and other cities, but it will have national ramifications.

With that said, I have our GIS team preparing a webmap the exact location of all 24 of the signal cabinets. Carl has confirmed that his operational concerns for the artwork are minimal. He does agree with the preference for vinyl versus paint though. Additionally, we are tracking down a specification sheet for the Model 332 and 332S signal cabinets for you. Those are the two types we have in the City. Neither Carl or I have the cabinet spec as it's a CalTrans spec that is used nationally. The standard 332 cabinet has approximate dimensions of 64 inches high, 24 inches wide, and 30 inches deep. When including the standard 18-inch extension base/riser, the total height is 82 inches.

Respectfully,

Martin Montalvo
Wilsonville PWD Ops Mgr
503-570-1560

Disclosure Notice: Messages to and from this e-mail address may be subject to the Oregon Public Records Law.

From: Olson, Carl <COlson@clackamas.us>
Sent: Tuesday, September 2, 2025 4:40 PM
To: Martin Montalvo <montalvo@wilsonvilleoregon.gov>
Subject: FW: U.S. Transportation Secretary Sean P. Duffy to Governors: Roads are for Safety, Not Politics | US Department of Transportation

This is what was jogging my memory, the quote "Roads are for safety, not political messages or artwork. Today I am calling on governors in every state to ensure that roadways, intersections, and crosswalks are kept free of distractions," said **U.S. Transportation Secretary Sean P. Duffy**.

Link below:

Carl Olson, P.E., PTOE
County Traffic Engineer
Clackamas County
Office: 503-742-4684
Cell: 971-235-3260

From: Bezner, Mike <MikeBez@clackamas.us>
Sent: Wednesday, July 2, 2025 7:52 AM
To: Olson, Carl <COlson@clackamas.us>
Subject: U.S. Transportation Secretary Sean P. Duffy to Governors: Roads are for Safety, Not Politics | US Department of Transportation

<https://www.transportation.gov/briefing-room/us-transportation-secretary-sean-p-duffy-governors-roads-are-safety-not-politics>

French Prairie Road Median Renewal Project

**Charbonneau
Community
Foundation**

Published on *City of Wilsonville Oregon* (<https://www.wilsonvilleoregon.gov>)

[Home](#) > [2026 Project Nomination Form–Community Enhancement Program](#) > [Webform results](#) > Submission #2

Submission information

Form: [2026 Project Nomination Form–Community Enhancement Program](#) [1]
Submitted by Visitor (not verified)
Mon, 01/05/2026 - 10:53am
73.240.31.254

Applicant Information

Sponsor:

Charbonneau Community Foundation

Tax ID#

33-1389869

Contact Person:

Dave Mauk

Daytime Phone:

206-920-4442

Email Address:

charbonneaufund@gmail.com

Address:

31160 SW Country View Loop

City:

Wilsonville

State:

OR

Zip code:

97070

Type of Organization:

A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c) (3) tax-exempt status

Project Information

Project Title:

French Prairie Road Median Renewal Project

Amount Requested:

\$ 37,500

Mark all of the goals below which your project meets and explain how in the boxes below:

- Improve the appearance or environmental quality of the community
- Reduce the amount or toxicity of waste

How project meets 'Improve the appearance or environmental quality of the community' (be clear & specific)

Currently the vegetation in the project footprint is dead or dying due to shutting off the irrigation to conserve water usage. The project will replace this unsightly landscaping with rock & drought resistant plant material not needing irrigation.

How project meets 'Reduce the amount or toxicity of waste' (be clear & specific)

Currently, irrigation water is being wasted with numerous leaks in the system, causing weak, dying or dead plants, which in turn cause runoff issues in rain events due to soil that is unable to absorb the rainfall.

Brief Project Description and Explanation of how the CEP funds will be used, include project start and end dates:

CEP funds would be used to hire a professional landscape firm to prepare a transition plan where the irrigation is abandoned, existing turf, plants & debris are removed, sprinklers are capped, river rock & drought resistant plants are installed, & a cleanup of the area is undertaken. Several community open houses would be hosted to describe the project & get community buy-in. The project is estimated to be performed in stages over a period of 6 - 12 months.

Where would the project be located and who owns the property if applicable?

The project is located in the median strip & 10' easement on the inside of French Prairie Road in three sections in the Charbonneau District of Wilsonville. It covers approximately 35,100 square feet of surface area. The easement & median are owned by the City of Wilsonville.

For a project located on private or other public land (property not owned by the City of Wilsonville), written documentation from the landowner that gives the project sponsor and City permission for the project to occur on the land is required. Indicate here if the project is located on private or other public land (property not owned by the City of Wilsonville) and indicate if written permission from the landowner is to be submitted.

A Memorandum of Understanding between the City of Wilsonville & Charbonneau Country Club currently exists related to ownership & obligations of those parties to the property within the project area. Both parties propose an amendment to the MOU to accommodate the project. This is projected to be done in the second quarter of 2026, prior to the start of the project itself.

What impact might the project have on nearby homes and businesses?

The removal & installation of landscape material, irrigation pipes are on public, city owned property, however the community would be effected by the disruption of noise, equipment movement, & dirt for a limited period of time.

What kind of on-going maintenance needs and costs might be required by the project?

There would be significant cost savings in maintenance & operations from lack of water use, irrigation system repairs, & plant maintenance.

Who will benefit if this project is funded? Estimate how many Wilsonville residents will benefit if this project is funded.

This project enhances the main thoroughfare through the Charbonneau District, home to over 3,000 Wilsonville residents, & tens of thousands of annual visitors to local businesses, the golf course, hundreds of wage earners who work in Charbonneau, & family members who visit their families.

How does the project serve diverse or traditionally underserved populations?

The average age of Charbonneau is between 65-75, so a senior population is served by this project.

Does this project serve a specific cultural or ethnic group in Wilsonville? If so, please specify.

No it does not.

Upload Optional Supplemental Materials:

[french_prairie_landscape_project-project_map.pdf](#) [2]

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep [3]

Upload Budget:

[french_prairie_landscape_project-scope_budget.pdf](#) [4]

How were these costs estimated (quotes, catalog, previous projects, etc.)?

The costs for this project were prepared by Pacific Landscape Management, an experienced, professional organization, done in collaboration with the City of Wilsonville's Department of Public Works, & Engineering, & Charbonneau Country Club staff.

Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?

Yes, the source of funding for the portion of the project not covered by the sponsor & grant is provided by Charbonneau Country Club & is included in their 2026 capital improvement budget.

Will the project be completed with the proposed funding or will future funding be necessary?

The project will be completed as proposed, with no additional funding necessary.

Funds are available for projects after July 1, 2026. Is this project compatible with that timing? How and when might this project be implemented?

Yes, the timing is ideal for the project, as planning, documentation & an amended MOU are required prior to implementation that takes place from March - the end of June.

Identify if the project is included in an adopted Master Plan or Strategic Plan. (City of Wilsonville, school district, non-profit, etc.)

Unknown at this time. This will be reviewed & checked by the City's Public Works & Engineering departments.

Project Management

Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task:

A - abandon the turf & plants in the median & shoulder strips of French Prairie Road where indicated; B - abandon the irrigation lines & sprinklers on the inner loop of French Prairie Road where indicated; C - remove former landscape material & install new landscape material in these areas in accordance to an approved landscape design & plan.

Describe prior experience managing similar projects. Include prior Community Enhancement Projects:

A \$15,000 landscape beautification project was completed in 2025 that received \$10,000 in CEP funding by the same sponsor, Charbonneau Community Foundation, & alliance partner, Charbonneau Country Club.

Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

The coordination is ongoing, between the City of Wilsonville's Public Works department, Charbonneau Country Club, the sponsor, & landscape Management company.

If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application:

n/a

Do you currently have an active CEP grant?

No

If yes, will you be seeking an exception?

No, an exception is not needed or requested.

Project Certifications:

- This project will not promote or inhibit religion in any way.
- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

Signature:

Dave Mauk

Date Signed: Mon 1/5/26

Electronic signature agreement. By selecting the "I Accept" button, you are signing this agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature. You also represent that you are authorized to enter into this Agreement for all persons who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement.

I accept: Yes

Source URL: <https://www.wilsonvilleoregon.gov/node/129493/submission/67549>

Links

[1] <https://www.wilsonvilleoregon.gov/bc-mce/webform/2026-project-nomination-form%E2%80%93community-enhancement-program> [2] https://www.wilsonvilleoregon.gov/system/files/webform/french_prairie_landscape_project-project_map.pdf [3] <http://www.ci.wilsonville.or.us/cep> [4] https://www.wilsonvilleoregon.gov/system/files/webform/french_prairie_landscape_project-scope_budget.pdf

French Prairie Road Median Renewal Project

Supplemental Notes

Pacific Landscape Management was chosen in a competitive bidding process. They emerged with a low bid, & as the only contractor who had the capability to handle the large volume of river rock the project required. They are one of the primary landscape contractors used by Charbonneau, & currently handle French Prairie Road maintenance for Charbonneau.

Maintenance & capital budgets have been adjusted for the years 2025, 2026 & 2027 to accommodate the significant expense of this project.

The city has specified certain criteria for landscape projects along French Prairie Road:

- 1) preserve the oak trees lining French Prairie Road;
- 2) avoid cutting the roots or removing the French Prairie Road oak trees;
- 3) reduce landscape maintenance costs along French Prairie Road.

The goals for both the city & Charbonneau are to save & maintain French Prairie Road's currently stressed oak trees, for their natural beauty as an appealing community asset, while reducing the costs associated with maintaining these scenic trees.

The existing Memorandum of Understanding between the City of Wilsonville & Charbonneau Country Club governs the maintenance & cost-bearing responsibilities of both parties concerning the easements, median & trees of French Prairie Road through the Charbonneau District. The city & Charbonneau are committed to amending this agreement to enable the CEG project to be implemented.

Charbonneau has other landscape maintenance projects that are being conducted during this three-year budget cycle that are not included in this project, such as replacing other parts of French Prairie Road medians with plant material, & ongoing maintenance. This project is not a continuation of the project that received CEG funds in 2025. That project was for corners of intersections on the outer loop side, limited to the Country Club Estates neighborhood.

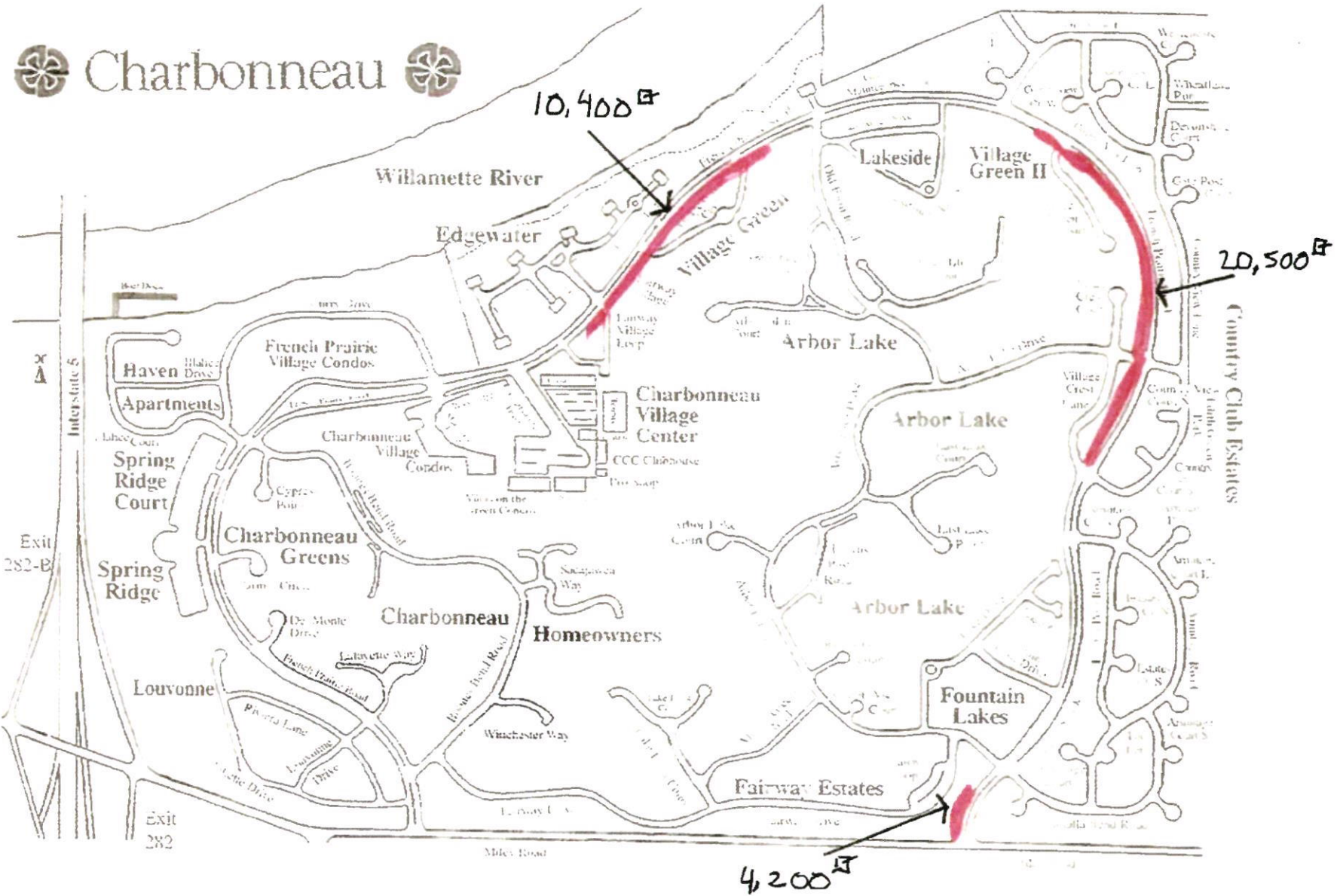
Charbonneau is paying 100% of the cost for abandoning the irrigation lines, & replacing three sleeves for pipes under French Prairie Road. One of these was completed in 2025, & the other two will be done in each of the next two years, separate from the CEG project.

Additionally, both the city & Charbonneau incurred expenses from the damage two storms caused in autumn, 2025 to the trees along French Prairie Road. Charbonneau paid \$9,000 for one incident, & \$7,000 for the other. Both involved removing tree debris along French Prairie Road caused by the storms. An outcome of the 2026 CEG project would be healthier trees that would have less debris & cleanup costs for both the city & Charbonneau.

Critical Path Timeline for the French Prairie Road Median Renewal Project

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
apply for CEG & mandatory interview	draft MOU amendment	work w/city on MOU amendment	finalize MOU amendment	MOU amendment ratified by all parties	CEG determination	CEG awarded	monitor & record expenses	track project & expenses
rough concept of landscape design	draft landscape design	refine landscape design	share design w/city	revise design as necessary based on feedback	finalize design, plant material & other materials	remove existing landscape	begin enhancement of project area	project assessment by collaborative partners
abandon maintenance of project area	abandon irrigation in project area	develop list of suitable plant material	reassess budget based on material	revise budget & plans as necessary	finalize budget & plans	project funding	landscape installation phase 1	landscape installation phase 2
		schedule open houses	community open house I	community open house II	community update	community update	community & collaborative partner update	community & collaborative partner update

TURF REMOVAL MAP



PACIFIC

LANDSCAPE MANAGEMENT

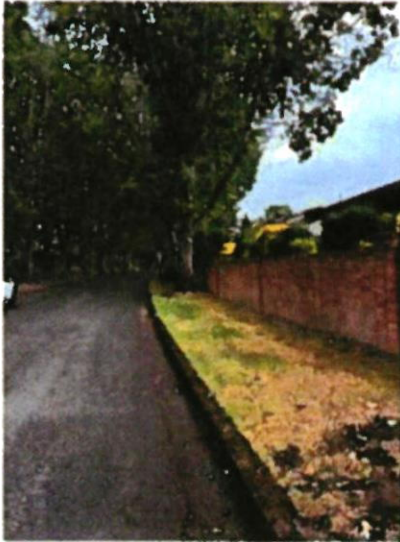
7997 NE Walker Road, Hillsboro, OR 97124
 LCB# 7318 Phone: (503) 648-3900 Fax: (503) 642-2369

Proposal For Charbonneau Country Club

December 08, 2025

32000 SW Charbonneau Drive Wilsonville, OR 97070

Contract# 223522



Lawn Elimination to inner designated turf areas along French Prairie: -- 35,100' sq. ft. of Area

River Rock Installation:

Please see attached map which highlights areas to remove the turf.

- Spray out the lawn to kill off the grass.
- Scalp the lawn to lowest setting.
- Peel back the hard edges, (sidewalks & curbs), to create a lip for the river rock to keep hold in place.
- This will require an excavator at times to help in the difficult locations.
- Removal of excess turf, soil, and debris. to include disposal fees. Approximately 50 yards.
- Cap/flow off the sprinkler heads and/or turn off the irrigation zone (if applicable).
- Install 200 yards of river rock 1" to 2" and 50 yards of 2" to 6" river rock to the bed.
- Conveyor truck will be used to install rock.
- After rock is put down, crew will need to move and place rock as necessary.
- Clean up upon completion of the project.

NOTE:

Not all areas along the curbline will be peeled back due to heavy tree roots.

Contract No. - 223522

Charbonneau Country Club

Total: \$73,971.00

Plants can be added at additional cost.

Boulders can be added at additional cost.

Total: \$73,971.00

BY Kelly Crouch
Kelly Crouch

DATE 12/08/2025

CLIENT SIGNATURE _____
Charbonneau Country Club

DATE _____

Payment due 30 days from date of invoice. Finance charges of 18% per annum charged for all past due amounts.
Price good for 90 days from proposal date. Some of this work may include work performed by a subcontractor.

Page 2/2

LICENSED BY: THE STATE LANDSCAPE CONTRACTORS BOARD:
Oregon LCB: #7318 WA LCG #Pacificm913DB
2111 FRONT STREET NE, SUITE 2-101, SALEM, OREGON 97301 Phone: 1-503-378-5909

Kaylee Edwards

From: Zoe Mombert
Sent: Thursday, April 23, 2026 9:46 AM
To: Dave Mauk
Cc: Kaylee Edwards
Subject: RE: Wilsonville - Metro Community Enhancement Grant Application Follow up

Dave,

Thank you for providing this information. Do you have any additional updates? Please provide the full project budget and the budget for the grant portion of the project.

Thank you again!

Kind regards,

Zoe Mombert
 (she/her/hers)
 Assistant to the City Manager
 City of Wilsonville

Disclosure Notice: Messages to and from this e-mail address may be subject to the Oregon Public Records Law.

From: Dave Mauk <dave@charbonneaucountryclub.com>
Sent: Tuesday, March 24, 2026 7:56 AM
To: Zoe Mombert <mombert@wilsonvilleoregon.gov>
Subject: Re: Wilsonville - Metro Community Enhancement Grant Application Follow up

Greetings Zoe -

Happy Spring to you, too! We missed each other at Bryan's festive event on St. Paddy's Day. It was good to see so many folks from past positions at the city & those active in our community. It was positive energy for Bryan to sail away on.

I've had the presentation date on the calendar for quite some time - the date looms large! Your clarifying questions are all solid ones that I'm getting answers on from the project coordinator, who is Charbonneau's property manager. He & others have been working with the city's public works' staff on an ongoing basis. One of subjects is amending the Memorandum of Understanding between the City of Wilsonville & Charbonneau. This spells out each parties shared responsibilities & costs on French Prairie Road through the community.

The Community Enhancement Grant application is for partial funding, though the entire project would likely be shown to demonstrate how the grant funding fits in with the other funding pieces. This is what we did for the 2025 CEG. Is this what you'd like to see? Or would you rather only show the piece of the project for which the Foundation is seeking funding?

The goal of the project as a whole is to preserve & maintain the oak trees along French Prairie Road, while lowering the costs of maintaining them for both the City of Wilsonville & Charbonneau. The one-time cost of the project to do this is where the funding pieces fall into place.

I have meetings scheduled over the next week to clarify these details & the project budget. Don't hesitate to ask more questions or express other concerns.

Thanks for your correspondence. Best regards -

Dave

David E. Mauk

Charbonneau Country Club | Vice President of the Board

Chair, Civic Affairs Committee

Charbonneau District #1 Voting Precinct in Oregon

On Fri, Mar 20, 2026 at 2:07 PM Zoe Mombert <mombert@wilsonvilleoregon.gov> wrote:

Hello Dave,

I hope you are well and looking forward to spring! I met with city staff to review the Wilsonville – Metro Community Enhancement grant applications in preparation for the April 30, Wilsonville – Metro Community Enhancement Committee grant review meeting. Staff had the following questions and feedback:

- Does this application reflect the whole project or a portion of the project?
- The bid appears to be for river rock, what are the cost of plantings?
- How will plants be maintained?
- Do you have necessary city approval from the city for this project and to cap the irrigation?
-

If you have an opportunity to provide additional information to me via email by April 15, that would be appreciated.

As a reminder, the Wilsonville – Metro Community Enhancement Committee will meet on April 30, 2026, 6:00pm in the City Council Chambers at City Hall. Your grant presentation can up to 5 minutes long and the committee may also ask you questions about your proposed project. Please let me know if you have any questions and I look forward to learning more about your grant proposal.

Kind regards,

Zoe Mombert

(she/her/hers)

Assistant to the City Manager

City of Wilsonville/ Explore Wilsonville

503.570.1503

mombert@wilsonvilleoregon.gov

www.ci.wilsonville.or.us

www.ExploreWilsonville.com

Facebook.com/CityofWilsonville



29799 SW Town Center Loop East, Wilsonville, OR 97070

Disclosure Notice: Messages to and from this e-mail address may be subject to the Oregon Public Records Law.

**Wilsonville Tourism
Promotion
Committee
Enhancing
Wilsonville's Biking
Infrastructure**

Project Budget				
	CEP	Sponsor	Other #1	Other #2
Personal Services (project mgmt)		1,000		
Supplies (2 bike repair stations)	4,444			
Capital				
Materials (branding and e-map)	1,500			
Other (concrete pad x 1)		1,000		
Total	5944	2000	0	0

Total Estimated Cost 7944
% of Total Budget provided by Sponsor 25%

Published on *City of Wilsonville Oregon* (<https://www.wilsonvilleoregon.gov>)

[Home](#) > [2026 Project Nomination Form–Community Enhancement Program](#) > [Webform results](#) > Submission #5

Submission information

Form: [2026 Project Nomination Form–Community Enhancement Program](#) [1]
 Submitted by Visitor (not verified)
 Fri, 01/09/2026 - 11:37am
 143.244.98.165

Applicant Information

Sponsor:

City of Wilsonville Tourism Promotion Committee

Tax ID#

Contact Person:

Brian Stevenson

Daytime Phone:

5035701523

Email Address:

stevenson@wilsonvilleoregon.gov

Address:

7965 SW Wilsonville Road

City:

Wilsonville

State:

Oregon

Zip code:

97070

Type of Organization:

A local government, local-government advisory committee, department or special district provided that the agency includes documented support from the local-government executive officer.

Project Information

Project Title:

Enhancing Wilsonville's Biking Infrastructure

Amount Requested:

\$ 5,944

Mark all of the goals below which your project meets and explain how in the boxes below:

Result in improvement to, or an increase in, recreational areas and programs

How project meets 'Result in improvement to, or an increase in, recreational areas and programs' (be clear & specific)

This project will provide Wilsonville community members, and those visiting the Wilsonville community, an opportunity for basic bike repair at two locations within the City.

Brief Project Description and Explanation of how the CEP funds will be used, include project start and end dates:

The City's Tourism Promotion Committee (TPC) is currently advancing the recently adopted Tourism Development Strategy. Action 1.2 of the strategy is "Evaluate needs and fund bicycle amenities such as maintenance stops, route maps, and bike route signage". The overall goal is to create bicycle infrastructure that enhances Wilsonville's connectivity and attractiveness as a cycling destination. The TPC discussed the opportunity to apply for a community enhancement grant and unanimously voted to request funding for two bike repair stations at their December 9, 2025 committee meeting.

The CEP funds would be used to purchase and install two bike maintenance stations. They would be installed in the community near regional parks or trails to support bike infrastructure, making the City a more attractive destination for bike enthusiasts.

City Parks and Recreation staff have researched possible stations. Based on research and reviews of other local jurisdictions, they have recommended the Dero Fixit Pro. This product is a stand-alone bike repair station allowing two bikers to repair their bikes at a time. The repair station also has a bike tire inflation pump.

'Explore Wilsonville' branding and access to bike or park maps would also be part of the stations.

The project is expected to begin July 2026 and be completed by November 2026.

Where would the project be located and who owns the property if applicable?

Location 1: Murase Plaza, near the intersection of Wilsonville Road, Memorial Drive and Town Center Loop East. This location is also near existing bike racks, water fountain, a shade structure and restrooms. Station will be mounted to existing concrete.

Location 2: Tivoli Park, near the intersection of Barber Street and Coffee Lake Drive. This site requires the installation of a concrete pad to place the Fixit station.

Both locations are within City parks and were chosen with intentionality to ensure equitable access for both east and west side users.

For a project located on private or other public land (property not owned by the City of Wilsonville), written documentation from the landowner that gives the project sponsor and City permission for the project to occur on the land is required. Indicate here if the project is located on private or other public land (property not owned by the City of Wilsonville) and indicate if written permission from the landowner is to be submitted.

N/A

What impact might the project have on nearby homes and businesses?

This project will provide nearby homes and businesses an opportunity for basic bike repair.

No negative impacts are expected.

What kind of on-going maintenance needs and costs might be required by the project?

Minimal ongoing maintenance will be required. Replacing lost or broken tools/parts will be handled as part of routine park maintenance. The wire cables that hold each individual tool appear to hold up well and tool loss is not expected to be a major issue.

Who will benefit if this project is funded? Estimate how many Wilsonville residents will benefit if this project is funded.

The actual number of residents served is yet to be determined. It is the hope that community members riding their bikes along the Ice Age Tonquin Trail in Villebois and biking around the Town Center/Memorial Park area will find value in access to specific bike repair tools they may not have with them or have access to in their own homes.

How does the project serve diverse or traditionally underserved populations?

The project will provide no cost access to bike repair tools providing everyone in the Wilsonville community with the opportunity to make simple bike repairs at no cost.

Does this project serve a specific cultural or ethnic group in Wilsonville? If so, please specify.

While not serving a specific cultural or ethnic group, everyone in the community has the opportunity to benefit from this project.

Upload Optional Supplemental Materials:

[supplemental_materials.pdf](#) [2]

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep [3]

Upload Budget:

[project_budget_worksheet.xlsx](#) [4]

How were these costs estimated (quotes, catalog, previous projects, etc.)?

A direct quote was acquired from the vendor.

Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?

Yes. The concrete pour and installation will be included in the ongoing Parks Maintenance operations budget.

Will the project be completed with the proposed funding or will future funding be necessary?

Yes

Funds are available for projects after July 1, 2026. Is this project compatible with that timing? How and when might this project be implemented?

July 2026: Funds become available

July 2026: Order Dero Fixit Pro stations

August/September 2026: Dero Fixit Pro stations arrive

October/November 2026: Dero Fixit Pro stations installed by Parks and Rec staff and ready for use

Identify if the project is included in an adopted Master Plan or Strategic Plan. (City of Wilsonville, school district, non-profit, etc.)

Project is included in the 2025-2035 Explore Wilsonville Tourism Development Strategy. Specifically, Objective 2: "Accelerate Sports and Recreation", Strategy 1.2 "Evaluate needs and fund bicycle amenities such as maintenance stops, route maps, and bike route signage."

Additionally, in the 2018 Comprehensive Parks and Recreation Master Plan, "Objective 1.6: Upgrade convenience and customer service amenities to existing facilities."

Project Management

Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task:

July 2026: Funds become available

July 2026: Order Dero Fixit Pro stations

August/September 2026: Dero Fixit Pro stations arrive

October/November 2026: Dero Fixit Pro stations installed and ready for use

Describe prior experience managing similar projects. Include prior Community Enhancement Projects:

Parks and Recreation staff have experience in a wide range of project management and installation of recreation-related products.

Successful completion of past Community Enhancement projects include:

- Completion of Memorial Park Disc Golf Course
- Relocation of Memorial Park Dog Park
- Memorial Park Nature Play Playground
- Murase Plaza Musical Instruments
- Installation of the HeARTs of Wilsonville Public Art Display

Current Community Enhancement Project, "Memorial Park Wayfinding/Trail Project" has an expected completion by May 2026.

Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

No

If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application:

N/A

Do you currently have an active CEP grant?

Yes

If yes, will you be seeking an exception?

No, an exception is not needed or requested.

Project Certifications:

- This project will not promote or inhibit religion in any way.

- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

Signature:

Brian Stevenson

Date Signed: Fri 1/9/26

Electronic signature agreement. By selecting the "I Accept" button, you are signing this agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature. You also represent that you are authorized to enter into this Agreement for all persons who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement.

I accept: Yes**Source URL:**<https://www.wilsonvilleoregon.gov/node/129493/submission/67576>**Links**

[1] <https://www.wilsonvilleoregon.gov/bc-mce/webform/2026-project-nomination-form%E2%80%93community-enhancement-program> [2] https://www.wilsonvilleoregon.gov/system/files/webform/supplemental_materials.pdf [3] <http://www.ci.wilsonville.or.us/cep> [4] https://www.wilsonvilleoregon.gov/system/files/webform/project_budget_worksheet.xlsx

Kaylee Edwards

From: Zoe Mombert
Sent: Thursday, April 23, 2026 9:47 AM
To: Kaylee Edwards
Subject: FW: Wilsonville - Metro Community Enhancement Grant Application Follow up

For the packet

Kind regards,

Zoe Mombert
(she/her/hers)
Assistant to the City Manager
City of Wilsonville

Disclosure Notice: Messages to and from this e-mail address may be subject to the Oregon Public Records Law.

From: Brian Stevenson <stevenson@wilsonvilleoregon.gov>
Sent: Friday, March 20, 2026 3:31 PM
To: Zoe Mombert <mombert@wilsonvilleoregon.gov>
Subject: RE: Wilsonville - Metro Community Enhancement Grant Application Follow up

The intention was to apply as the Tourism Promotion Committee.

Let me know if you need anything further.

Thanks

Brian Stevenson, CPRP, CYSA
Program Manager
Wilsonville Parks and Recreation

503.570.1523
WilsonvilleParksandRec.com



Community Center
7965 SW Wilsonville Road, Wilsonville, OR 97070

From: Zoe Mombert <mombert@wilsonvilleoregon.gov>
Sent: Friday, March 20, 2026 2:17 PM
To: Brian Stevenson <stevenson@wilsonvilleoregon.gov>
Subject: Wilsonville - Metro Community Enhancement Grant Application Follow up

Hello Brian,

I hope you are well and looking forward to spring! I met with city staff to review the Wilsonville – Metro Community Enhancement grant applications in preparation for the April 30, Wilsonville – Metro Community Enhancement Committee grant review meeting. Staff had the following questions and feedback:

- Are you applying on behalf of the Tourism Promotion Committee or Parks and Recreation Department?
- If you are applying on behalf of the Parks and Recreation Department, additional information about the current Wayfinding Project progress and exemption request will be needed.

If you have an opportunity to provide additional information to me via email by April 15, that would be appreciated.

As a reminder, the Wilsonville – Metro Community Enhancement Committee will meet on April 30, 2026, 6:00pm in the City Council Chambers at City Hall. Your grant presentation can up to 5 minutes long and the committee may also ask you questions about your proposed project. Please let me know if you have any questions and I look forward to learning more about your grant proposal.

Kind regards,

Zoe Mombert

(she/her/hers)

Assistant to the City Manager

City of Wilsonville/ Explore Wilsonville

503.570.1503

mombert@wilsonvilleoregon.gov

www.ci.wilsonville.or.us

www.ExploreWilsonville.com

Facebook.com/CityofWilsonville



29799 SW Town Center Loop East, Wilsonville, OR 97070

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2026 Dia de los Muertos Festival

Wilsonville High School ASB

Published on *City of Wilsonville Oregon* (<https://www.wilsonvilleoregon.gov>)

[Home](#) > [2026 Project Nomination Form–Community Enhancement Program](#) > [Webform results](#) > Submission #6

Submission information

Form: [2026 Project Nomination Form–Community Enhancement Program](#) [1]
Submitted by Visitor (not verified)
Fri, 01/09/2026 - 1:51pm
198.236.41.35

Applicant Information

Sponsor:

Wilsonville High School ASB

Tax ID#

93-6000234

Contact Person:

Angennette Escobar

Daytime Phone:

971-533-9004

Email Address:

escobara@wlwv.k12.or.us

Address:

6800 SW Wilsonville Rd.

City:

Wilsonville

State:

OR

Zip code:

97070

Type of Organization:

A school or institution of higher learning

Project Information

Project Title:

2026 Dia de los Muertos Festival at Wilsonville High School

Amount Requested:

\$ 12,000

Mark all of the goals below which your project meets and explain how in the boxes below:

- Improve the appearance or environmental quality of the community

- Benefit youth, seniors, low income persons and/or underserved populations
- Foster and enhance community enrichment through educational programming, arts and cultural projects.

How project meets 'Improve the appearance or environmental quality of the community' (be clear & specific)

The Dia de los Muertos Festival at Wilsonville High School will improve our community appearance by adding vibrant colors, flowers and unique art to our public space, transforming it into a beautiful, culturally rich display. This event will boost our school and community pride and social cohesion by bringing diverse groups of people together to share heritage. This will foster inclusivity and a sense of belonging. An ofrenda will be built that will overflow with colorful marigolds, brightly colored papel picado, bread of the dead and sugar skulls. The ofrenda is the heart of the festival and will turn our space into a living art installation. Wilsonville High School and Wilsonville at large will become a site of cultural pride and visual interest, drawing people in and creating a festive atmosphere with art, food, craft, culture, costumes, music and dance.

How project meets 'Benefit youth, seniors, low income persons and/or underserved populations' (be clear & specific)

The Dia de los Muertos Festival at Wilsonville High School is a FREE event that benefits youth, seniors and underserved populations. Our Dia de los Muertos celebration offers significant social, emotional, and cultural benefits to diverse populations by transforming the subject of death into a joyful, communal, and therapeutic experience. This celebration facilitates healing through collective grief processing, strengthens community cohesion, and provides educational opportunities that foster pride in heritage.

There are many benefits to youth including:

Cultural education and identity: For younger generations, especially those with Mexican heritage, the holiday helps embed pride, identity, and connection to ancestral heritage.

Healthy understanding of death: The celebration teaches children that life and death are part of a natural circle, reducing fear and anxiety associated with mortality.

Creative engagement: Through crafting sugar skulls and papel picado and building ofrendas (altars), youth engage in hands-on, artistic, and educational activities.

Emotional processing: Activities like creating an ofrenda allow children to process grief and maintain a continued, loving bond with deceased loved ones.

Benefits to seniors include:

Combating isolation: Our festival involves music, dancing, food and art, offering seniors a way to connect with the community and reduce feelings of isolation.

Intergenerational connection: Seniors often play a key role in sharing traditions and memories, which helps them feel valued and keeps their stories alive.

Processing grief and regret: The celebration provides a structured, and supportive space for older adults to process long-term grief and reconcile with memories of the departed.

Benefits to low-income and underserved populations are:

Accessible healing and community power: For marginalized communities, this public celebration is a form of "ritual communication" that strengthens community and reinforces collective identity.

Solidarity and mutual support: Our festival fosters a spirit of solidarity, emphasizing that collective effort is more meaningful than individual effort, which is essential for supporting vulnerable populations.

Increased visibility: This event brings attention to and celebrates the culture of marginalized groups, fostering a sense of belonging and recognition in the wider community.

General benefits to our overall community include:

Mental health : The holiday provides a "therapeutic" space to turn sorrow into gratitude, helping

people navigate complex emotions like guilt and pain.

Community cohesion: It strengthens social ties, bringing people together to share stories and support one another, thus improving overall mental health.

How project meets 'Foster and enhance community enrichment through educational programming, arts and cultural projects' (be clear & specific)

Wilsonville High School's Day of the Dead (Día de los Muertos) celebration fosters community enrichment by promoting cultural understanding, empathy, and intergenerational connection through educational programming like altar-building workshops, storytelling, music, dance, art, crafts, traditional food, and history, which normalize conversations about life, death, and remembrance, reinforcing community identity and shared humanity across diverse backgrounds.

Brief Project Description and Explanation of how the CEP funds will be used, include project start and end dates:

The Dia de los Muertos Festival at Wilsonville High School is a free event to remember, honor and celebrate ancestors, loved ones and heroes who have passed. The festival will take place on Wednesday, October 28th- Sunday, November 1, 2026 at Wilsonville High School. Festivities will include a Dia de los Muertos ancestor ofrenda/ altar, memory wall activity, music and dance performances, a student art show, face painting, sugar skull decorating, arts and crafts and more. Families can purchase dinner and treats from food carts and vendors at the event. The festival will include several days of events for students at school during the school day, culminating into a public event to be held during non-school hours.

CEP funds will be used to pay for decorations for the event spaces, purchase supplies for arts, crafts and activities, pay performers, pay for advertising and promotion, and to cover the costs of event management and administrative fees.

Where would the project be located and who owns the property if applicable?

Wilsonville High School owned by the West Linn Wilsonville School District

For a project located on private or other public land (property not owned by the City of Wilsonville), written documentation from the landowner that gives the project sponsor and City permission for the project to occur on the land is required. Indicate here if the project is located on private or other public land (property not owned by the City of Wilsonville) and indicate if written permission from the landowner is to be submitted.

Does not apply.

What impact might the project have on nearby homes and businesses?

None

What kind of on-going maintenance needs and costs might be required by the project?

None

Who will benefit if this project is funded? Estimate how many Wilsonville residents will benefit if this project is funded.

The Dia de los Muertos event at Wilsonville High School is open to the public and free of charge. All Wilsonville residents can benefit from this diverse cultural event. In recent years the event has grown more and more popular. In 2015, the first year it was held, 500 Wilsonville residents attended the event. In 2024, it was estimated that over 1200 participated in the event.

With the help of the Community Enhancement Program, I estimate that upwards of 2000 or more Wilsonville students, their families, residents and visitors will benefit if this project is funded.

How does the project serve diverse or traditionally underserved populations?

The Dia de los Muertos Festival at Wilsonville High School will serve diverse and underserved communities by fostering cultural pride, strengthening community bonds, and offering positive ways to confront mortality and honor ancestors. This is especially important for marginalized groups like Latinx communities.

This celebration will bring people together and unite diverse Latino groups as well as welcome neighbors to share in traditions, fostering a sense of belonging and mutual understanding. It will also provide vital space to remember immigrant ancestors and the sacrifices of past generations, connecting them to the present and honoring their journey.

Does this project serve a specific cultural or ethnic group in Wilsonville? If so, please specify.

Yes, the Dia de los Muertos festival will serve the Mexican and Mexican American community in Wilsonville by acting as a vital celebration and cultural expression for honoring ancestors and reclaiming indigenous roots. But its themes of remembrance and vibrant artistry will also make it a popular, inclusive celebration for many others. In the US, Day of the Dead celebrations have evolved into a unique American hybrid cultural practice for all who want to connect with heritage and honor loved ones.

Upload Optional Supplemental Materials:

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep [2]

Upload Budget:

[proposed_budget_for_2026_dia_de_los_muertos_festival.docx](#) [3]

How were these costs estimated (quotes, catalog, previous projects, etc.)?

These costs were estimated based on previous Day of the Dead Festivals ad activities at Wilsonville High School.

Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?

N/A

Will the project be completed with the proposed funding or will future funding be necessary?

The project will be completed with the proposed funding.

Funds are available for projects after July 1, 2026. Is this project compatible with that timing? How and when might this project be implemented?

Preliminary planning for the November event will commence as soon as notice of funds are awarded available, with the bulk of the organizing, planning and implementation to occur from Aug- late October ahead of the festival.

Identify if the project is included in an adopted Master Plan or Strategic Plan. (City of Wilsonville, school district, non-profit, etc.)

To my knowledge this project is not included in any master or strategic plan.

Project Management

Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task:

August- September 15: Schedule music/dance performances, schedule/reserve food vendors, order marigolds

September 1- 15: Order supplies/ materials for decorations and activities. Request invoices and arrange payment for performers, food vendors.

September 15- October 15: Organize, fabricate and store decorations for the event. Design, print and distribute event posters. Advertise in Spokesman and Boones Ferry Messenger.

October 15- 30: Email blasts about the event, advertise on social media. Prepare arts and activities centers. Install art show in event space.

October 27-29: In school building events and activities leading up to Festival: Memory wall activity, musical/dance performances, art show attendance, sugar skull decorating, etc.

October 30- Nov 1st: Build/ decorate ofrenda, prepare and decorate venue for activities, performers and event spectators/visitors, hold public Day of the Dead Festival event.

Describe prior experience managing similar projects. Include prior Community Enhancement Projects:

I am a working artist as well as an art director/ art educator for Wilsonville HS. I have started, organized, planned and executed every Dia de los Muertos Festival at Wilsonville HS from 2015-2025. I also, recently, completed one of the Hearts of Wilsonville painted hearts with my National Art Honor Society students.

Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

N/A

If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application:

N/A

Do you currently have an active CEP grant?

No

If yes, will you be seeking an exception?

No, an exception is not needed or requested.

Project Certifications:

- This project will not promote or inhibit religion in any way.
- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

Signature:

Angennette Escobar

Date Signed: Fri 1/9/26

Electronic signature agreement. By selecting the "I Accept" button, you are signing this agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction

regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature. You also represent that you are authorized to enter into this Agreement for all persons who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement.

I accept: Yes

Source URL:<https://www.wilsonvilleoregon.gov/node/129493/submission/67583>

Links

[1] <https://www.wilsonvilleoregon.gov/bc-mce/webform/2026-project-nomination-form%E2%80%93community-enhancement-program> [2] <http://www.ci.wilsonville.or.us/cep> [3]

https://www.wilsonvilleoregon.gov/system/files/webform/proposed_budget_for_2026_dia_de_los_muertos_festival.docx

Proposed Budget for 2026 Dia de los Muertos Festival at Wilsonville High School

Ofrenda supplies	\$500
Face Painting supplies	\$300
Performers	\$5000
Sugar Skull Making and Decorating	\$300
Memory Wall activity supplies and incentives (school day event)	\$1800
Decorations for event spaces	\$600
Costumes	\$1200
Advertising (printing)	\$300
Administrative/ staff time	\$2000
Total=	\$12,000

Kaylee Edwards

From: Zoe Mombert
Sent: Thursday, April 23, 2026 9:50 AM
To: Angenette Escobar
Cc: Kaylee Edwards
Subject: RE: Wilsonville - Metro Community Enhancement Grant Application Follow up

Importance: High

Angenette,

I hope you are doing well! As a reminder, please plan to answer the questions below at the April 30 Community Enhancement Committee meeting.

Kind regards,

Zoe Mombert
 (she/her/hers)
Assistant to the City Manager
 City of Wilsonville

Disclosure Notice: Messages to and from this e-mail address may be subject to the Oregon Public Records Law.

From: Zoe Mombert
Sent: Friday, March 20, 2026 1:34 PM
To: Angenette Escobar <escobara@wlwv.k12.or.us>
Subject: Wilsonville - Metro Community Enhancement Grant Application Follow up

Hello Angenette,

I hope you are well and looking forward to spring break! I met with city staff to review the Wilsonville – Metro Community Enhancement grant applications in preparation for the April 30, Wilsonville – Metro Community Enhancement Committee grant review meeting. Staff had the following questions and feedback:

- Is this a one-time enhancement of the Dia de los Muertos event?
- How will the larger event be maintained?
- How much volunteer labor will be provided (in kind match)?
- How much of the request is for the school only vs. community event(s)?
- Can you please provide more detail about the types of school and community events included in this project?
- What is the cost of the school (daytime) events and cost of the community (evening) events?
- What supplies are needed for an activity wall?
- To confirm, the event will not prohibit or exclude anyone based on religion.

If you have an opportunity to provide additional information to me via email by April 15, that would be appreciated.

As a reminder, the Wilsonville – Metro Community Enhancement Committee will meet on April 30, 6:00pm in the City Council Chambers at City Hall. Your grant presentation can up to 5 minutes long and the committee may also ask you questions about your proposed project. Please let me know if you have any questions and I look forward to learning more about your grant proposal.

Kind regards,

Zoe Mombert

(she/her/hers)

Assistant to the City Manager

City of Wilsonville/ Explore Wilsonville

503.570.1503

mombert@wilsonvilleoregon.gov

www.ci.wilsonville.or.us

www.ExploreWilsonville.com

Facebook.com/CityofWilsonville



29799 SW Town Center Loop East, Wilsonville, OR 97070

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Wilsonville Historical Society

Growing Up in Wilsonville Book Reprint

Project Budget				
	CEP	Sponsor	Other #1	Other #2
Personal Services publisher	1400			
Supplies				
Capital				
Materials QR stickers	100			
Other (please explain)				
Total	1500	0	0	0

Total Estimated Cost 1500
 % of Total Budget provided by Sponsor 0

Published on *City of Wilsonville Oregon* (<https://www.wilsonvilleoregon.gov>)

[Home](#) > [2026 Project Nomination Form–Community Enhancement Program](#) > [Webform results](#) > Submission #4

Submission information

Form: [2026 Project Nomination Form–Community Enhancement Program](#) ^[1]
Submitted by Visitor (not verified)
Thu, 01/08/2026 - 1:48pm
73.180.18.27

Applicant Information

Sponsor:

Wilsonville Historical Society

Tax ID#

non-profit

Contact Person:

Susan Schenk

Daytime Phone:

503 505 2115

Email Address:

schenk.susan3@gmail.com

Address:

11010 SW Morey Court

City:

Wilsonville

State:

OR

Zip code:

97070

Type of Organization:

A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c) (3) tax-exempt status

Project Information

Project Title:

Growing Up in Wilsonville book reprint

Amount Requested:

\$ 1500

Mark all of the goals below which your project meets and explain how in the boxes below:

Foster and enhance community enrichment through educational programming, arts and cultural projects.

How project meets 'Foster and enhance community enrichment through educational programming, arts and cultural projects' (be clear & specific)

Our self-published book, "Growing Up in Wilsonville," offers the current community a glimpse into what life was like here over a century ago. This grant would allow us to reprint the book so residents and visitors can learn about and feel connected to this community. The reprint would promote interest and membership in the society.

Brief Project Description and Explanation of how the CEP funds will be used, include project start and end dates:

The grant will support a reprint of 100 books, which will be distributed at no cost through the library, local businesses, and the historical society. Research, editing, and initial distribution to schools and supporters of the society have already been completed. The reprinted edition will feature a sticker with a QR code directing readers to the society's website along with an acknowledgment of CEP funding. Reprint in July and distribute for the next 12 months.

Where would the project be located and who owns the property if applicable?

The historical society will oversee distribution to local organizations, tourist destinations, and individuals who actively promote Wilsonville. Additional copies will be securely stored by designated members.

For a project located on private or other public land (property not owned by the City of Wilsonville), written documentation from the landowner that gives the project sponsor and City permission for the project to occur on the land is required. Indicate here if the project is located on private or other public land (property not owned by the City of Wilsonville) and indicate if written permission from the landowner is to be submitted.

Organizations and businesses may choose to provide the books to their customers.

What impact might the project have on nearby homes and businesses?

No impact

What kind of on-going maintenance needs and costs might be required by the project?

None

Who will benefit if this project is funded? Estimate how many Wilsonville residents will benefit if this project is funded.

We distributed 90 original prints to Wilsonville schools, city leaders, society members, and friends. An additional 100 copies through this grant will be available for hotels and restaurants, the Chamber of Commerce, the library, and as incentives for supporting the historical society. These recipients will have an immeasurable influence, but at least 100.

How does the project serve diverse or traditionally underserved populations?

This book presents historical photos and narration through a child's eyes, making the local story accessible to everyone.

Does this project serve a specific cultural or ethnic group in Wilsonville? If so, please specify.

This book presents historical photos and narration through a child's eyes, making the local story accessible to everyone.

Upload Optional Supplemental Materials:

[2026_grant_book.jpg](#) ^[2]

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep ^[3]

Upload Budget:

[2026_reprint_project_budget_worksheet_7.xlsx](#) ^[4]

How were these costs estimated (quotes, catalog, previous projects, etc.)?

Reprint costs from the first round of publishing,

Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?

Donations to the society.

Will the project be completed with the proposed funding or will future funding be necessary?

No future spending expected.

Funds are available for projects after July 1, 2026. Is this project compatible with that timing? How and when might this project be implemented?

The publisher is ready to reprint when we advise them to do so in July.

Identify if the project is included in an adopted Master Plan or Strategic Plan. (City of Wilsonville, school district, non-profit, etc.)

This project continues the Wilsonville Historical Society's strategic plan following the success of the distribution of the self-funded initial printing.

Project Management

Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task:

The sole remaining task is to inform the publisher regarding the reprint. All research, photo compilation, writing, and editing have already been completed.

Describe prior experience managing similar projects. Include prior Community Enhancement Projects:

The society previously used CEP grants to organize and digitize photographs for the original book and its narrative. All grants were managed well, except for some COVID-related delays that limited access to resources and staff.

Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

We are collaborating with the owner of the Holiday Inn and a self-storage facility, both of whom wish to offer the books as goodwill gestures to their customers. We anticipate that additional businesses serving guests and new residents will express interest in participating. Furthermore, our members are actively engaged with the Chamber of Commerce and the tourism board. We already have a strong relationship with the schools, city commissioners and the library who are all distribution sources.

If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application:

NA

Do you have currently have an active CEP grant?

No

If yes, will you be seeking and exception?

No, an exception is not needed or requested.

Project Certifications:

- This project will not promote or inhibit religion in any way.
- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

Signature:

Susan B. Schenk

Date Signed: Thu 1/8/26

Electronic signature agreement. By selecting the "I Accept" button, you are signing this agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature. You also represent that you are authorized to enter into this Agreement for all persons who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement.

I accept: Yes

Source URL: <https://www.wilsonvilleoregon.gov/node/129493/submission/67570>

Links

[1] <https://www.wilsonvilleoregon.gov/bc-mce/webform/2026-project-nomination-form%E2%80%93community-enhancement-program> [2] https://www.wilsonvilleoregon.gov/system/files/webform/2026_grant_book.jpg [3] <http://www.ci.wilsonville.or.us/cep> [4] https://www.wilsonvilleoregon.gov/system/files/webform/2026_reprint_project_budget_worksheet_7.xlsx

Kaylee Edwards

From: Zoe Mombert
Sent: Thursday, April 23, 2026 9:53 AM
To: Susan and John Schenk
Cc: Kaylee Edwards
Subject: RE: Wilsonville - Metro Community Enhancement Grant Application Follow up

Hi Susan,

I hope you are doing well! As a reminder, please plan to answer the questions below at the April 30 Community Enhancement Committee meeting.

Kind regards,

Zoe Mombert
 (she/her/hers)
 Assistant to the City Manager
 City of Wilsonville

Disclosure Notice: Messages to and from this e-mail address may be subject to the Oregon Public Records Law.

From: Zoe Mombert
Sent: Friday, March 20, 2026 1:59 PM
To: Susan and John Schenk <schenk.susan3@gmail.com>
Subject: Wilsonville - Metro Community Enhancement Grant Application Follow up

Hello Susan,

I hope you are well and looking forward to spring! I met with city staff to review the Wilsonville – Metro Community Enhancement grant applications in preparation for the April 30, Wilsonville – Metro Community Enhancement Committee grant review meeting. Staff had the following questions and feedback:

- What is the cost to reprint each book?
- If the books are sold, will they be sold for the same price?
- Will be the books be for sale or given away?
- If they are sold, where would this occur? Has this been coordinated with the location?
- How will they be distributed to children, and has this been coordinated with the location or individual?

If you have an opportunity to provide additional information to me via email by April 15, that would be appreciated.

As a reminder, the Wilsonville – Metro Community Enhancement Committee will meet on April 30, 2026, 6:00pm in the City Council Chambers at City Hall. Your grant presentation can up to 5 minutes long and the committee may also ask you questions about your proposed project. Please let me know if you have any questions and I look forward to learning more about your grant proposal.

Kind regards,

Zoe Mombert

(she/her/hers)

Assistant to the City Manager

City of Wilsonville/ Explore Wilsonville

503.570.1503

mombert@wilsonvilleoregon.gov

www.ci.wilsonville.or.us

www.ExploreWilsonville.com

[Facebook.com/CityofWilsonville](https://www.facebook.com/CityofWilsonville)



29799 SW Town Center Loop East, Wilsonville, OR 97070

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Wilsonville Public Library

Study Pods

Published on *City of Wilsonville Oregon* (<https://www.wilsonvilleoregon.gov>)

[Home](#) > [2026 Project Nomination Form–Community Enhancement Program](#) > [Webform results](#) > Submission #3

Submission information

Form: [2026 Project Nomination Form–Community Enhancement Program](#) [1]
Submitted by Visitor (not verified)
Thu, 01/08/2026 - 11:38am
198.236.192.246

Applicant Information

Sponsor:

Wilsonville Public Library Foundation

Tax ID#

93-1259098

Contact Person:

Shasta Sasser

Daytime Phone:

503-570-1590

Email Address:

sasser@wilsonvillelibrary.org

Address:

8200 SW Wilsonville Rd

City:

Wilsonville

State:

OR

Zip code:

97070

Type of Organization:

A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c) (3) tax-exempt status

Project Information

Project Title:

Study Pods

Amount Requested:

\$ 20,000.00

Mark all of the goals below which your project meets and explain how in the boxes below:

Benefit youth, seniors, low income persons and/or underserved populations

How project meets 'Benefit youth, seniors, low income persons and/or underserved populations' (be clear & specific)

Youth, specifically teens, could use the study pods to take online tests, study, or work on projects without distraction. Youth could also use the space for telehealth, job interviews, college application interviews, or other appointments in which they may need privacy. Seniors and low income persons could use the pods for virtual meetings such as financial or legal appointments or telehealth appointments. The pods have wifi access and electrical outlets to allow users to use the internet. Job seekers can use the pods for filling out applications or virtual interviews. One pod will be ADA accessible and will benefit community members who are disabled or have physical challenges. Finally, the pods will offer a quiet space for library patrons who might be feeling overwhelmed or overstimulated.

Brief Project Description and Explanation of how the CEP funds will be used, include project start and end dates:

The CEP funds would be used to purchase two quiet study pods for the Wilsonville Public Library. Study pods are small, self-contained workspaces (for comparison, think slightly larger telephone booths). They generally have a chair and a tabletop inside. These pods are soundproof workstations with electricity, a ventilation system, and wifi access. They are great for telehealth appointments, private appointments, Zoom interviews, online learning and test-taking, or independent working/studying. The library offers test proctoring services and the pods could also be used for test proctoring. We hope to purchase one ADA compliant study pod and one single user pod. The pods would be purchased when funds are available in July, 2026.

Where would the project be located and who owns the property if applicable?

There is space along a wall in the library near the southeast corner of the public space that has been identified for the two pods. The City of Wilsonville owns the property.

For a project located on private or other public land (property not owned by the City of Wilsonville), written documentation from the landowner that gives the project sponsor and City permission for the project to occur on the land is required. Indicate here if the project is located on private or other public land (property not owned by the City of Wilsonville) and indicate if written permission from the landowner is to be submitted.

N/A

What impact might the project have on nearby homes and businesses?

There is no anticipated impact to nearby homes and businesses in terms of additional traffic or disturbances, as the project would be within the library building. However, the pods could provide a private, quiet space for virtual business meetings, classes, job interviews, and health appointments that would positively impact nearby homes and businesses.

What kind of on-going maintenance needs and costs might be required by the project?

The pods would need to be cleaned regularly and that could be performed by city staff. Over time interior items such as the chair and tabletop may need to be replaced due to general wear and tear. These costs can be absorbed by the library.

Who will benefit if this project is funded? Estimate how many Wilsonville residents will benefit if this project is funded.

The study pods would be available to anyone and would benefit underserved community members. A library card is not a requirement to use library study spaces. The study pods would be available to patrons to use 2 hours per day. Within the library's open hours, potentially 62 people per week could use the study pods. The library currently has three study rooms and they are frequently in use. In 2025, the library had to deny over 340 requests for study room reservations due to no availability; all study rooms were booked. There were 2,793 reservations

successfully made for the existing study rooms in 2025. There is a clear community need for more study/work space.

How does the project serve diverse or traditionally underserved populations?

The study pods would benefit youth, seniors, low-income persons and/or underserved populations. Youth, particularly teens and tweens, could use the pods for a quiet space to study without distraction or for online classes or tutoring. Seniors and low-income persons could utilize the pods for telehealth or other confidential online appointments as the pods will have wifi and electricity and will have soundproofing features for privacy. The proposal specifies that one of the two pods will be ADA accessible, which will benefit patrons with disabilities. Finally, the library can be a busy, and sometimes loud place and the study pods could also serve as a quiet, calming sensory space, benefiting underserved populations.

Does this project serve a specific cultural or ethnic group in Wilsonville? If so, please specify.

The pods would be available to everyone.

Upload Optional Supplemental Materials:

[library_foundation_study_room_ce_grant_-_dei_committee.pdf](#) ^[2]

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep ^[3]

Upload Budget:

[project_budget_worksheet_1.xlsx](#) ^[4]

How were these costs estimated (quotes, catalog, previous projects, etc.)?

The costs were compiled through online vendor catalogs and vendor quotes. The library director contacted the West Linn Public Library to ask about their quiet study pods and then researched several vendors and compiled pricing. The costs include the purchase of the two pods (one ADA compliant), shipping costs, and a small amount for outfitting the pods with chairs and accessories.

Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?

Yes, the Wilsonville Public Library Foundation has pledged to contribute \$15,000 to this project.

Will the project be completed with the proposed funding or will future funding be necessary?

Future funding should not be necessary, unless additional pods are desired. General wear and tear and replacement of interior chairs and accessories can be covered within the library's budget.

Funds are available for projects after July 1, 2026. Is this project compatible with that timing? How and when might this project be implemented?

This project is compatible with the funding timeline. The pods would be purchased when the funds are available in July. Once the pods are received, installation should be fairly quick, and the pods would then be available to reserve by the community.

Identify if the project is included in an adopted Master Plan or Strategic Plan. (City of Wilsonville, school district, non-profit, etc.)

From the Wilsonville Public Library's current strategic plan, this project meets the following strategies:

- Expand programs, resources, and activities for teens and 'tweens.
- Establish the Library as a place to access technology not available at home.
- Explore options for adding small meeting rooms.
- Increase library resources through partnering with local organizations.
- Work closely with the city and county DEI committees to develop objectives for improvement in diversity, equity and inclusion: Evaluate physical space and identify initiatives to better reflect the community.

From the Wilsonville Public Library Foundation's strategic plan, this project touches on the following strategies:

- Expanding funding and fiscal management: start writing grants.
- Build a plan to find and reach more diverse communities.

Project Management

Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task:

July 2026: Order pods and furniture/accessories

July/August 2026: Library staff will prepare the site for the pods, add pods to overall library study room policy, add pods to reservation software and formalize a cleaning schedule

September/October 2026: Install pods in the library and make pods available to the public

Describe prior experience managing similar projects. Include prior Community Enhancement Projects:

The Wilsonville Public Library Foundation applied for and was awarded a Wilsonville-Metro Community Enhancement Grant in 2023 for a Storywalk project at Tivoli park. That project has been a huge success and enjoyed by the community.

Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

The library director has met with the city's internal Facilities Project Team (FPT), which is made up of members from facilities, building, IT, finance, and legal and the group vets potential projects in city buildings. There were no concerns from the FPT. There would be coordination for installation of the pods with IT and facilities staff.

If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application:

N/A

Do you currently have an active CEP grant?

No

If yes, will you be seeking an exception?

No, an exception is not needed or requested.

Project Certifications:

- This project will not promote or inhibit religion in any way.
- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

Signature:

Shasta Sasser

Date Signed: Thu 1/8/26

Electronic signature agreement. By selecting the "I Accept" button, you are signing this agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature. You also represent that you are authorized to enter into this Agreement for all persons who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement.

I accept: Yes

Source URL:<https://www.wilsonvilleoregon.gov/node/129493/submission/67569>

Links

[1] <https://www.wilsonvilleoregon.gov/bc-mce/webform/2026-project-nomination-form%E2%80%93community-enhancement-program> [2]

https://www.wilsonvilleoregon.gov/system/files/webform/library_foundation_study_room_ce_grant_-_dei_committee.pdf [3]

<http://www.ci.wilsonville.or.us/cep> [4]

https://www.wilsonvilleoregon.gov/system/files/webform/project_budget_worksheet_1.xlsx

Kaylee Edwards

From: Zoe Mombert
Sent: Thursday, April 23, 2026 9:51 AM
To: Kaylee Edwards
Subject: FW: Wilsonville - Metro Community Enhancement Grant Application Follow up
Attachments: Quotation. Wilsonville Library. LL040626.pdf

For packet...

Kind regards,

Zoe Mombert
 (she/her/hers)
 Assistant to the City Manager
 City of Wilsonville

Disclosure Notice: Messages to and from this e-mail address may be subject to the Oregon Public Records Law.

From: Shasta Sasser <sasser@wilsonvillelibrary.org>
Sent: Tuesday, April 7, 2026 4:26 PM
To: Zoe Mombert <mombert@wilsonvilleoregon.gov>
Subject: RE: Wilsonville - Metro Community Enhancement Grant Application Follow up

Hi Zoe,

The first quotes I got did not include shipping and installation costs. I have asked the vendor for more information and have received an updated quote. The labor costs to install the pods are \$5,290 plus an additional \$1,840 for prevailing wage. There is also an additional tariff recovery fee of \$1,346 and freight costs of \$1,220. All of this brings the total costs to \$37,525 so I will need to ask the foundation to cover the additional \$2,525 over the original budget. I can make a new budget and send to you. In the meantime, I've included the updated quote, attached.

I'm also going to the FPT about these on April 22 as there were some concerns brought up in the last FPT meeting about fire suppressions system requirements. I had brought this project to the FPT previously and those concerns were not brought up. There is a chance that the costs to add fire suppression sprinklers to the pods will make them so far over budget that we may have to pull out of the grant. I'll know more after the April 22 FPT meeting. At a certain point, it may just be cheaper to wall off two more study rooms.

Happy to chat more on the phone, too, if you'd like.

Shasta Sasser (*she/her/hers*)
 Library Director
 Wilsonville Public Library

503.570.1590

From: Zoe Mombert <mombert@wilsonvilleoregon.gov>
Sent: Friday, March 20, 2026 2:15 PM
To: Shasta Sasser <sasser@wilsonvillelibrary.org>
Subject: Wilsonville - Metro Community Enhancement Grant Application Follow up

Hello Shasta,

I hope you are well and looking forward to spring! I met with city staff to review the Wilsonville – Metro Community Enhancement grant applications in preparation for the April 30, Wilsonville – Metro Community Enhancement Committee grant review meeting. Staff had the following questions and feedback:

- What is the cost to install the study pods?
- Could you please provide more information about the relationship between the project and grant program goals?

If you have an opportunity to provide additional information to me via email by April 15, that would be appreciated.

As a reminder, the Wilsonville – Metro Community Enhancement Committee will meet on April 30, 2026, 6:00pm in the City Council Chambers at City Hall. Your grant presentation can up to 5 minutes long and the committee may also ask you questions about your proposed project. Please let me know if you have any questions and I look forward to learning more about your grant proposal.

Kind regards,

Zoe Mombert
 (*she/her/hers*)
 Assistant to the City Manager
 City of Wilsonville/ Explore Wilsonville
 503.570.1503
mombert@wilsonvilleoregon.gov
www.ci.wilsonville.or.us
www.ExploreWilsonville.com
[Facebook.com/CityofWilsonville](https://www.facebook.com/CityofWilsonville)



QUOTATION

Reference: LL040626
Date: 04/06/26

To: Wilsonville Library
Project: -



Myofficepods

E: sales@myofficepods.com

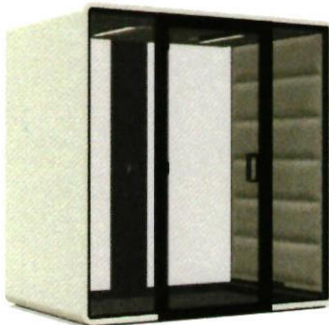
myofficepods.com

Product: HushFree

My Office Pod's terms and conditions of sales and installation apply (copy available on request).

Qty.	Description	Unit Price	Extension
1	HushFree Access M - 87" w x 89.41" h x 54.72" d in (4 person)	\$16,170	\$16,170

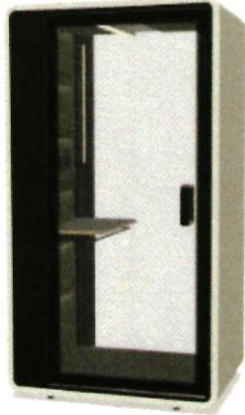
MFC exterior finished in WHITE or COSMOS GREY (FINISH TBC), acoustic laminated rear clear glass and acoustic laminated glass door, cosmos gray latch handle and hinges. Internal acoustic fabric panels in Felt (FINISH TBC). Carpeted floor, adjustable leveling feet. Integrated castors. Includes Power outlet and USB A+C.



1	<p>Height-adjustable Desk - 42" x 30"</p> <p>BIFMA-compliant height range (22.6" – 48.7") , (FINISH TBC)</p>	\$599	\$599
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1	<p>HushFree S Phone Booth - 48.97" w x 90.53" h x 35.43" d in (1 person)</p> <p>External carcass in WHITE or COSMOS GREY (FINISH TBC), laminated front and back acoustic glass panels; and tempered, laminated acoustic glass door with handle. Internal walls lined with acoustic felt fabric (FINISH TBC). Carpeted floor, adjustable leveling feet and integrated castors. LED lights and ventilation system included, power socket and USB included. Fitted with castors. With integrated height-adjustable sit & stand table top in white.</p>	11,060	\$11,060
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1	Tariff Recovery Fee	\$1,346	\$1,346
1	Freight	\$1,220	\$1,220

1	Installation to - 8200 SW Wilsonville RD, Wilsonville, OR, 97070	\$5,290	\$5,290
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(Assumes Non-Union Labor, normal working hours, free parking and overall good access)

****Total/Partial manual stair carry of parts, will have an extra cost**

1	OPTIONAL - Prevailing Wage	\$1,840	\$1,840
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Net Total	\$37,525.00
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Total	<u>\$37,525.00</u>
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***Sales Tax might be applicable at invoice stage*



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: June 1, 2026		Subject: Ordinance No. 903 – 1st Reading Housing Statutory Compliance – Part 1	
		Staff Members: Kimberly Rybold, AICP, Senior Planner	
		Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: June 1, 2026 <input checked="" type="checkbox"/> Ordinance 1 st Reading Date: June 1, 2026 <input type="checkbox"/> Ordinance 2 nd Reading Date: June 15, 2026 <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable	
		Comments: During a public hearing on May 13, 2026, Planning Commission unanimously recommended adoption of the Development Code amendments related to Part 1 of the Housing Statutory Compliance Project.	
Staff Recommendation: Adoption of the proposed amendments to the Development Code and related amendments to Chapter 2 of City Code that ensure the City’s residential land use review process complies with State law while implementing Action C of the City’s Housing Production Strategy.			
Recommended Language for Motion: I move to adopt Ordinance No. 903 on first reading.			
Project / Issue Relates To:			
<input type="checkbox"/> Council Goals/Priorities:	<input checked="" type="checkbox"/> Adopted Master Plan(s): Housing Production Strategy	<input checked="" type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

City Council will consider a recommendation from the Planning Commission and related proposals to amend the City’s Code to implement Action C of the City’s Housing Production Strategy while meeting statutory requirements.

EXECUTIVE SUMMARY:

In June 2025, City Council adopted the Housing Production Strategy (HPS), a document required for the City's continued compliance with Statewide Planning Goal 10 (Housing). The HPS includes seven actions the city will pursue over the next six (6) years to help address Wilsonville's unmet housing needs. Among these is Action C, Evaluate Use of Administrative Review Processes for Residential Development, which would update the City's land use review process for residential development to process most land use applications administratively via the Class II review process.

In the 2025 Session, the Oregon Legislature passed Senate Bill (SB) 974 requiring cities and counties to issue decisions without a public hearing on certain residential development applications, including Wilsonville's most common residential land use applications. In the 2026 Session, the Oregon Legislature passed House Bill (HB) 4037, which requires an administrative review process for all housing applications meeting clear and objective standards, limits the notification radius for these applications, and limits appeals of these decisions to only the applicant. The effective date for changes required by both bills is July 1, 2026.

As these statutory requirements overlap with HPS Action C, the City is undertaking these Development Code amendments as Part 1 of the Housing Statutory Compliance Project. The proposed Development Code amendments (Attachment 1, Exhibit A) seek to balance compliance with these state statutory requirements with a customer service-friendly review process that remains transparent and accessible to community members.

Proposed Development Code Amendments

Throughout late 2025 and early 2026, the project team held two work sessions with Planning Commission and three work sessions with City Council to gather input on the proposed Development Code amendments. The project team shared a Development Code Audit Memo that identified statutorily required changes to the Development Code resulting from SB 974, provided updates on statutorily required changes resulting from HB 4037, and sought feedback on other updates that would best implement HPS Action C while maintaining a clear, consistent, and transparent land use review process for related application types. Feedback gathered from these work sessions informed development of the proposed Development Code amendments. The amendments seek to build on processes already established within the Development Code to enable administrative review of most applications for residential development.

Based on this legislation and the direction from HPS Action C, the proposed Development Code amendments include the following (note: please refer to the Table of Contents in Attachment 1 for details on which amendments result directly from legislative requirements):

- **Waiver Process** – The hearing, noticing, and appeals requirements of HB 4037 apply to applications for housing development meeting clear and objective standards in the Development Code. State law provides cities with the ability to offer an alternative review process for housing applications using criteria that are not clear and objective, which the

City typically reviews using the discretionary waiver process established in Section 4.118 (.03). While SB 974 requires the City to process waiver requests associated with residential development administratively, decisions issued on these requests will have different appeal eligibility than decisions for residential applications that do not request waivers (see additional discussion below). To clarify this distinction, the proposed Development Code amendments include the creation of Section 4.119, Waivers, which defines waivers as the City's alternative review process pursuant to state law and provides additional clarity around criteria to be used in making decisions on waivers.

- **Appeals** – For residential development applications meeting clear and objective standards in the Development Code, HB 4037 limits local appeals on administrative decisions, along with any subsequent appeals to the Land Use Board of Appeals (LUBA), to only the applicant. This differs from applications requesting discretionary waivers, where the current appeals process for administrative decisions would apply, which includes appeal hearings at the Development Review Board, along with any subsequent appeals to the City Council and LUBA. Proposed amendments to Section 4.022, Appeals, are intended to better illustrate this distinction and provide clarity on the appeals process for all land use application types.
- **Mailed Notifications** – HB 4037 limits the ability of a city to provide notice to property owners outside of 100 feet of the subject property, except for developments of 20 units or more where cities are allowed to provide notice to property owners within 500 feet. While there was a desire among the Planning Commission and City Council to continue using the City's 250-foot notice radius, to minimize legal risk associated with maintaining multiple notification radii for different application types, the proposed Development Code amendments change the City's mailed notification radius for all applications to 100 feet, consistent with HB 4037's requirements.
- **Annexation** – While not required for statutory compliance, the proposed Development Code amendments to Section 4.700, Annexations and Urban Growth Boundary Amendments, enable an expedited hearing process for residential development consistent with an adopted legislative master plan, consistent with the direction from HPS Action C. This mirrors the process used in the Coffee Creek Industrial Design Overlay District, where a public hearing on the annexation request is scheduled at City Council once a land use application is deemed complete.
- **Definition Updates** – During the project work sessions, Planning Commission and City Council provided direction that all related applications for residential development should continue to be reviewed as a single application package. This guidance is consistent with HB 4037's requirement for all applications for housing meeting clear and objective standards to be reviewed administratively, including applications for residential mixed-use development. A definition for "residential development" is included within the proposed Development Code amendments to distinguish which applications are subject to the administrative review process. Likewise, a definition for "review authority" is

included in the proposed Development Code amendments to replace references throughout the Development Code to the Development Review Board's (DRB) decision-making authority.

The proposed Development Code amendments also include changes that reflect current practice in the processing and review of development applications, along with those that would provide limited additional eligibility for applications to be reviewed under the Class II process:

- **Site Design Review** – As presently written, the review criteria in Section 4.421 are discretionary in nature. While the City's practice has been to apply these criteria in a clear and objective manner to residential development applications using related standards in other sections of the Development Code, the proposed Development Code amendments will provide clarification of this practice while maintaining discretionary criteria for nonresidential development.
- **Review Timelines and Other Process Updates** – Throughout the Development Code there are references to review timelines for certain application types, including tree removal permits, floodplain permits, and plat reviews, that are inconsistent with state laws related to land use application processing timelines. To ensure consistency with state law, the proposed Development Code amendments remove these conflicting timelines, which will ensure the Code remains compliant with any additional future State changes to timelines. The proposed amendments also include refinements to pre-application meetings and application review procedures to reflect current practice.
- **Review of Modifications to Previously Approved Plans** – At the project work sessions, Planning Commission and City Council agreed that updates to the administrative review thresholds for nonresidential uses should be considered during this amendment process. The proposed Development Code amendments in Section 4.030 increase the threshold for these building or site area modifications to 10,000 square feet, up from 1,250 square feet, but maintain the limitation that this increase can be no more than 25 percent of the existing building floor square footage in determining eligibility for administrative review.

Proposed Amendments – Development Review Board Composition

By modifying the review process for residential development applications to a Class II administrative review, the overall volume of applications subject to DRB review and approval is expected to drop. At the project work sessions, Planning Commission and City Council expressed support for the continued role of the DRB in reviewing quasi-judicial land use applications but agreed that moving to a single DRB likely made sense given the anticipated reduction in application volume.

In doing so, City Council expressed interest in finding a way to maintain the scheduling flexibility that the two-panel structure currently allows as it ensures the City can meet its application review timeline requirements and it provides a better customer experience for applicants. To inform this

approach, the project team conducted outreach with both DRB panels to learn more about Board members' experiences serving on the DRB. DRB members generally expressed a desire to serve their community through volunteering in their roles and were open to additional meetings as needed to ensure applications can be processed in a timely manner. Some DRB members noted that frequent meeting cancellations affected their feelings of experience and proficiency when they did have hearings and hoped there would be future opportunities for additional training to stay prepared. DRB members generally understood why moving to a single panel would make sense if the volume of applicants was expected to drop.

Based on this feedback, amendments to Chapter 2 of City Code (Attachment 1, Exhibit B) are proposed to clarify the scope of applications eligible for DRB review and transition to a single seven-member DRB panel in 2027. City staff will hold a work session with City Council later this year to discuss the reappointment process for this transition. Staff recommends this process be formalized by Resolution later this year.

EXPECTED RESULTS:

Adoption of Ordinance No. 903, adopting the City Code amendments for Part 1 of the Housing Statutory Compliance Project.

TIMELINE:

City Code amendments in Part 1 of the Housing Statutory Compliance Project must be in effect by July 1, 2026 to ensure compliance with State law. Second reading is scheduled for June 15, 2026. Staff recommend declaring an emergency so that Ordinance No. 903 is effective July 1, 2026 to meet the statutory deadline. The City will begin work on Part 2 of the Housing Statutory Compliance Project, which will focus on compliance with other recent legislation, in the second half of 2026.

CURRENT YEAR BUDGET IMPACTS:

Planning's Professional Services budget covered project expenditures totaling approximately \$10,000 occurring prior to execution of a grant agreement with Department of Land Conservation and Development (DLCD). The majority of the project costs will be covered by a \$120,000 DLCD grant throughout fiscal year (FY) 2025-26 and FY 2026-27, which also includes Part 2 of the Housing Statutory Compliance Project.

COMMUNITY INVOLVEMENT PROCESS:

Public work sessions were held by the Planning Commission and City Council in addition to public hearings. The project team gathered input from the DRB panels to inform recommendations on future board composition. Public outreach is ongoing to inform the community of the process changes and gather feedback on preferred notification methods.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

Implementation of HPS Action C will enable the City to develop a clear and predictable development review process for residential development that continues to allow for and respond to public input while avoiding the confusion of City Code that is superseded by conflicting state

statute.

ALTERNATIVES:

Failure to complete the mandated updates by the statutorily required deadlines will expose the City to legal risk if affected residential land use applications are not processed consistent with state law. If the City does not implement HPS Action C, it will have to select an alternative action meeting similar housing production goals at the time of the HPS Midpoint Report in 2028.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Ordinance No. 903
 - A. [Proposed Development Code Amendments – May 2025](#) (by hyperlink)
 - B. Proposed City Code, Chapter 2 Amendments – May 2025
 - C. Findings Report
 - D. [Planning Commission Resolution No. LP26-0002 and Record](#) (by hyperlink)

ORDINANCE NO. 903**AN ORDINANCE OF THE CITY OF WILSONVILLE ADOPTING AMENDMENTS TO CHAPTER 2 AND CHAPTER 4 OF THE WILSONVILLE CITY CODE RELATED TO THE HOUSING STATUTORY COMPLIANCE PROJECT – PART 1; AND DECLARING AN EMERGENCY.**

WHEREAS, in 2025 the City adopted the Wilsonville Housing Production Strategy (HPS), which includes actions that Wilsonville can take to help address the unmet housing needs over the next six years as required by Statewide Planning Goal 10; and

WHEREAS, the HPS includes Action C, Evaluate Use of Administrative Review Processes for Residential Development, which directs the City to update its land use review process for residential development to process most land use applications administratively via the Class II review process; and

WHEREAS, in 2025, the Oregon Legislature passed Senate Bill 974 requiring cities and counties to issue decisions without a public hearing on certain residential development applications, including Wilsonville’s most common residential land use applications; and

WHEREAS, in 2026, the Oregon Legislature passed House Bill 4037, which requires an administrative review process for all housing applications meeting clear and objective standards, limits the notification radius for these applications, and limits appeals of these decisions to only the applicant; and

WHEREAS, process updates required by Senate Bill 974 and House Bill 4037 must be made by July 1, 2026 to meet legislatively established deadlines; and

WHEREAS, the City intends for Part 1 of the Housing Statutory Compliance project to ensure the City’s development review process meets the requirements of this recent legislation while maintaining public transparency, ease of administration, and good customer service; and

WHEREAS, amendments to Wilsonville Code (WC) Section 4.030 will allow for decisions on residential development applications to be issued by the Planning Director consistent with these requirements; and

WHEREAS, amendments to WC Section 4.022 will add clarity to the City’s appeals procedures and ensure they are consistent with statutory requirements; and

WHEREAS, amendments to WC Section 4.012 will ensure that the City's public noticing procedures are consistent with statutory requirements; and

WHEREAS, other edits to procedural requirements throughout the Development Code will ensure consistency with state-mandated review timelines and current best practices; and

WHEREAS, the process changes will result in fewer applications eligible for review by the Development Review Board; and

WHEREAS, Development Review Board meetings are typically cancelled when there are no land use applications scheduled for public hearing; and

WHEREAS, consolidation into a single Development Review Board panel of seven members beginning in 2027 will allow for continued timely processing of eligible land use applications while minimizing meeting cancellations; and

WHEREAS, edits to WC Sections 2.330, 2.331, and 2.332 will reflect this consolidation and ensure the powers and duties of the Development Review Board are consistent with the project's amendments to the Development Code; and

WHEREAS, City Council will establish initial terms of the single Development Review Board panel by Resolution at a later date in 2026; and

WHEREAS, the project team conducted outreach with the Development Review Board to gather input on review process changes; and

WHEREAS, the Planning Commission held two public work sessions and the City Council held three public work sessions to review and provide input on the project; and

WHEREAS, required notice of a public hearing has been provided to a list of interested parties and interested agencies, published in *The Review*, posted on the City's website, and posted in a variety of public areas in City buildings, all in accordance with the public hearing and notice procedures that are set forth in WC Sections 4.012 and 4.197; and

WHEREAS, following the timely mailing, posting, and publication of the required notice, the Planning Commission conducted a public hearing on May 13, 2026, to review the proposed Development Code amendments, and to gather additional testimony and evidence regarding the proposed amendments, and thereafter deliberated and voted to approve Resolution No. LP26-0002 recommending adoption to the City Council; and

WHEREAS, a copy of the record of the aforementioned Planning Commission action and recommendation is marked Exhibit D, attached hereto and incorporated by reference herein; and

WHEREAS, following the Planning Commission public hearing, the Planning Director forwarded the recommended Development Code amendments onto the City Council, along with a Staff Report and attachments, in accordance with the public hearing and notice procedures that are set forth in WC Sections 4.008, 4.012 and 4.197; and

WHEREAS, the City Council, after public hearing notices advertised in printed media, emailed, and posted in several locations throughout the City and on the City website, held a public hearing on June 1, 2026, to review the City Code amendments, and to gather additional evidence and testimony regarding the proposed actions; and

WHEREAS, the City Council afforded all interested parties an opportunity to be heard on the subject and has entered all available evidence and testimony into the public record of its proceeding; and

WHEREAS, the City Council duly considered the Planning Commission recommendation, information and recommendations regarding the amendments to Chapter 2 not under the Planning Commission's purview, and all the exhibits and testimony introduced and offered by all interested parties.

NOW, THEREFORE, THE CITY OF WILSONVILLE ORDAINS AS FOLLOWS:

- Section 1. Findings. The above-recited findings are adopted and incorporated herein, including the findings attached hereto as Exhibit C, and the findings and conclusions of Resolution No. LP26-0002, its staff report, and public record attached hereto as Exhibit D and incorporated herein. The City Council further finds and concludes that the adoption of the City Code amendments is necessary for the good of the public of the municipality as described in Exhibit D.
- Section 2. Chapter 2 of the Wilsonville City Code is hereby amended as shown in Exhibit B. Revisions to Section 2.330 are operative January 1, 2027, and all other amendments are operative July 1, 2026.

Section 3. Chapter 4 of the Wilsonville City Code is hereby amended as shown in Exhibit A.

Section 4. The City Recorder is hereby directed to prepare final formatting to make sure such style and conforming changes match the format and style of the City Code.

Section 5. Effective Date. This Ordinance being necessary for the immediate preservation of the public peace, health, and safety, an emergency is declared to exist and this Ordinance shall be in full force and effect on July 1, 2026.

SUBMITTED by the Wilsonville City Council at a regular meeting thereof this 1st day of June, 2026, and scheduled the second reading on June 15, 2026, commencing at the hour of 7:00 p.m. at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon.

Kimberly Veliz, MMC, City Recorder

ENACTED by the City Council on the 15th day of June, 2026, by the following votes:

Yes: _____ No: _____

Kimberly Veliz, City Recorder

DATED and signed by the Mayor this 15th day of June, 2026.

Shawn O’Neil, Mayor

SUMMARY OF VOTES:

Mayor O'Neil
Council President Berry
Councilor Cunningham
Councilor Scull
Councilor Shevlin

EXHIBITS:

- A. [Proposed Development Code Amendments – May 2025](#) (by hyperlink)
- B. Proposed City Code, Chapter 2 Amendments – May 2025
- C. Findings Report
- D. [Planning Commission Resolution No. LP26-0002 and Record](#) (by hyperlink)

Ordinance No. 903 Exhibit B

Housing Statutory Compliance – Part 1**City Code, Chapter 2 Amendments – May 2026**

Proposed added language **bold underline**. Proposed removed language ~~struck through~~.

2.330. Development Review Board Purpose and Members.

Amendments in this section will go into effect on January 1, 2027

- (1) (a) There is hereby created a Development Review Board for the purpose of reviewing, and taking action on, quasi-judicial land use applications. ~~In the interest of efficiency, the Development Review Board shall sit as two separate panels, each of which is hereby empowered to sit separately and make decisions or recommendations on applications. Each panel of the~~ The Development Review Board shall consist of ~~five~~ **seven** members who are not elected officials or employees of the City. ~~One member of each panel shall be designated as a liaison to attend City Council meetings and represent the Development Review Board when applications previously reviewed by the Board require City Council action. The liaison position may be rotated among the Board Members.~~
- (b) Except as provided in this subsection, members of the Development Review Board shall be residents of the City who are appointed by the Mayor with the consent of the City Council and may be removed by the Mayor with the consent of the City Council. Provided, however, that for the purpose of encouraging participation by the Wilsonville business community, not more than one member of ~~each~~ **the** Development Review Board panel may be appointed who does not reside within the City of Wilsonville if he/she is a property owner, or actively engaged in business or employment in the City.
- (c) Not more than one member of ~~each~~ **the** Development Review panel shall be engaged principally in the buying, selling or developing of real estate for profit as an individual, or be a member of any partnership or officer or employee of any corporation engaged principally in the buying, selling or developing of real estate for profit. Not more than one voting member of ~~each~~ **the** panel shall be engaged in the same kind of business, trade or profession.
- (2) Development Review Board members shall make every effort to attend all meetings ~~of their respective panels~~ and to notify the chair to prearrange absences other than emergencies. Unexcused absences from three meetings in any calendar year may be grounds for removal.
- (3) ~~The members of one panel of the Development Review Board may replace absent members of the other panel at any meeting in order to assure that a quorum is present to conduct business. Three~~ **Four** members shall constitute a quorum for **decision-making purposes** ~~each panel.~~
- (4) ~~Each panel of the~~ **The** Development Review Board shall annually elect a person to chair meetings and a vice-chair, who shall be voting members. This election shall take place at the first regular meeting each year.
- (5) ~~Notwithstanding the provision of two panels in Section 2.330(1) above, if the Planning Director and the Chair of each panel determine that a development application is of such a large scale that the public interests will be better served by combining the panels, the chairs may call the two panels together, en banc, to hear the application. Six members shall constitute a quorum when the two panels convene jointly.~~

(Ord. No. 453, 3-18-1996; Ord. No. 518, 4-17-2000)

2.331 Development Review Board Terms of Office.

Amendments in this section will go into effect on July 1, 2026

Each member of the Development Review Board shall serve a two-year term. **No member shall hold appointment for more than three (3) full consecutive terms. If a member is appointed to complete an unexpired term of another board member, that partial term will not count as a full term.** ~~or until a successor is appointed. Provided, however, that the terms of two (2) of the members of each panel shall expire at the end of calendar year 1996, and the terms of three (3) members of each panel shall expire at the end of 1997. Any vacancy shall be filled for the unexpired term of the predecessor in the office. No member shall hold appointment for more than three (3) full consecutive terms, but any person may be appointed again to the Board after an interval of one (1) year. However, an appointee may subsequently be appointed to a maximum of three consecutive two-year terms after completing the unexpired term of another board member.~~

(Ord. No. 453, 3-18-1996)

2.332. Development Review Board Powers and Duties.

Amendments in this section will go into effect on July 1, 2026

- (1) Except as otherwise provided by law, it shall be the duty of the Development Review Board, and it shall have power to take action on all quasi-judicial land use applications assigned for review to the Planning Commission or Design Review Board in Chapter Four of this Code.
- (2) Applications to be reviewed by the Development Review Board typically include **non-residential** subdivisions ~~and major partitions, other than those processed as "expedited land divisions",~~ planned developments, site level review of specific development proposals, design review applications, **and variances**; street naming and vacations; ~~zoning variances and conditional use permits;~~ and quasi-judicial amendments to Comprehensive Plan designations or zoning **that does not increase residential density.**
- (3) The Development Review Board shall conduct its meetings and deliberations in accordance with the laws of the State of Oregon and the Wilsonville Code.
- (4) All recommendations made to the Council by the Development Review Board shall be in writing, except under emergency circumstances, in which case the Planning Director, or the Director's designee, shall be authorized to convey such recommendations orally. Before taking final action on any such matters, the City Council shall carefully consider the reports and recommendations of the Development Review Board.
- (5) The Development Review Board shall have all the quasi-judicial powers which are now or may hereafter be given to land use hearings officers or planning commissions under the laws of the State of Oregon and the Wilsonville Code.
- (6) The Planning Director shall be responsible for determining whether an application is quasi-judicial or legislative in nature, after consultation with the City Attorney.

(Ord. No. 453, 3-18-1996)

LP26-0002: Housing Statutory Compliance – Part 1

FINDINGS REPORT

INTRODUCTION

This Findings Report provides evidence demonstrating how the City of Wilsonville’s adoption of Development Code amendments related to Part 1 of the Housing Statutory Compliance Project – Case File LP26-0002 (the proposal) complies with applicable City, Metro, and State policies and regulations. Please refer to the complete project record for additional information supporting adoption of the proposed Development Code amendments.

STATEWIDE PLANNING GOALS

The proposed Development Code amendments maintain compliance with the City’s Comprehensive Plan which has been acknowledged to comply with Statewide Planning goals. Additional findings regarding compliance with Statewide Planning Goals include the following:

GOAL 1, CITIZEN INVOLVEMENT

To develop a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the planning process.

Response: As discussed elsewhere in this Findings Report, the citizen involvement processes and requirements established in Wilsonville’s Comprehensive Plan consistent with Goal 1 are being followed. **This goal is met.**

GOAL 2, LAND USE PLANNING

To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions.

Response: The proposed Development Code text amendments support the goal of establishing processes and policy as a basis for making decisions on land use consistent with a Comprehensive Plan. The amendments will ensure the City’s land use review process for development is consistent with State law. **This goal is met.**

GOAL 10, HOUSING

To provide for the housing needs of citizens of the state.

Response: The amendments implement Action C (Evaluate Use of Administrative Review Processes for Residential Development) of Wilsonville’s Housing Production Strategy. Implementation of the Housing Production Strategy ensures the City’s continued compliance with Goal 10-Housing. **This goal is met.**

METRO CODE – LOCAL GOVERNMENT BOUNDARY CHANGES

CHAPTER 3.09.030: NOTICE REQUIREMENTS

This section requires that the reviewing entity of an annexation request must mail and post notice of deliberations at least 20 days prior to the public hearing date and publish this notice in a newspaper of general circulation within the same timeframe.

Response: The proposed Development Code amendments maintain these timeframes for public hearing notices. **These criteria are met.**

CHAPTER 3.09.050: HEARING AND DECISION REQUIREMENTS

This section provides direction on the criteria to be used in making a decision on an annexation request.

Response: While the proposed Development Code amendments modify the review process for annexations to require a single hearing before the City Council, they do not modify the criteria used to issue a decision on an annexation request. The current criteria for annexation requests are consistent with this section. **These criteria are met.**

OREGON REVISED STATUTES

ORS 197A.146: EXPEDITED PROCESS FOR CERTAIN RESIDENTIAL DEVELOPMENT APPLICATIONS

This statute requires that land use decisions on certain residential development applications, including zone changes that allow for denser residential use designations, planned unit developments, or variances from residential approval standards, be approved administratively without a public hearing.

Response: The purpose of Part 1 of the Housing Statutory Compliance project is to update the City's residential land use review process to ensure that these residential development application types have initial decisions issued without a public hearing, consistent with this statutory requirement. The proposed Development Code amendments require a Class II administrative land use review for residential development applications and amend the public notice period for Class II applications to be consistent with the 14-day period identified in this statute. Public notices will continue to include the information specified in this statute. **This statute is met.**

ORS 197A.400: CLEAR AND OBJECTIVE APPROVAL CRITERIA; ALTERNATIVE PROCESS

This statute requires that local governments may adopt and apply only clear and objective standards, conditions, and procedures for the development of housing. Alternative approval processes are allowed provided that the applicant retains the option to use a clear and objective process. For applications meeting clear and objective standards, local governments may not require public hearings, may only

provide notice within 100 feet of the subject property, and may only provide an opportunity for local appeal to the applicant.

Response: The purpose of Part 1 of the Housing Statutory Compliance project is to update the City’s residential land use review process to ensure that these residential development application types have initial decisions issued without a public hearing, consistent with this statutory requirement. The proposed Development Code amendments require a Class II administrative land use for residential development applications, amend the City’s appeals procedures, and modify the City’s public notification radius to 100 feet consistent with this statute. The proposed amendments clarify that variances, waivers, and refinements are the City’s alternative approval processes pursuant to this statute. **This statute is met.**

WILSONVILLE COMPREHENSIVE PLAN AND DEVELOPMENT CODE

The Wilsonville Comprehensive Plan and Development Code establish how Code amendments may be initiated and reviewed by the City.

PROCEDURES – DEVELOPMENT CODE AMENDMENTS

Section 4.032 Authority of the Planning Commission: This section specifies that the Planning Commission sits as an advisory body, making recommendations to the City Council on a variety of land use issues. The Commission has the authority to review and make recommendations on amendments to the Development Code.

Response: The Planning Commission will conduct a public hearing and provide the City Council with a recommendation on adoption of the Development Code text amendments. The City Council is the final local authority on this proposal. **At conclusion of the public hearing process, these criteria will be met.**

Section 4.033 – Authority of City Council: This section specifies that the City Council has final decision-making authority on amendments to the text of the Development Code as authorized in Section 4.197.

Response: The City Council will receive a recommendation from the Planning Commission on the Development Code text amendments. The City Council is the final local authority regarding this proposal, which will be adopted via Ordinance following a public hearing and a review of evidence and testimony. **At conclusion of the public hearing process, these criteria will be met.**

Section 4.197 – Development Code Amendments—Adoption by the City Council: This section provides standards for the review of Development Code amendments.

Subsection 4.197 (.01) A. Planning Commission Public Hearing, Recommendation to City Council

Response: The Planning Commission will conduct a public hearing and then, by resolution, forward findings and a recommendation to the Wilsonville City Council within the allowed 40-day timeframe. **This criterion is met.**

Subsection 4.197 (.01) B. 1. Compliance with Procedures of 4.008

Response: The City mailed notices to affected properties and published/posted notices consistent with established procedures for legislative actions. The City produced written findings of fact regarding the application in this document for adoption by the Planning Commission. The City also published the findings and other elements a week prior to the Public Hearing as required by law. **This criterion is met.**

Subsection 4.197 (.01) B. 2. Compliance with Goals, Policies, and Objectives of Comprehensive Plan

Response: Findings below provide establish how the proposed Development Code amendments meet the applicable goals, policies, objectives, and implementation measures of Wilsonville’s Comprehensive Plan. **This criterion is met.**

Subsection 4.197 (.01) B. 3. Conflict with Other Portions of Development Code

Response: While drafting the Development Code amendments, the City took care to ensure the proposed code changes do not conflict with or endanger other provisions of the Development Code. The purpose of the proposed amendments is to improve clarity and function of the Development Code consistent with State law, removing existing conflicts. **This criterion is met.**

Subsection 4.197 (.01) B. 4. and 5. Compliance with Statewide Land Use Planning Goals, State Rules and Statutes, Federal Statutes

Response: 16. Findings above establish compliance with the applicable Statewide Land Use Planning Goals as well as applicable state statutes. The purpose of the Development Code amendments proposed as part of the Housing Statutory Compliance project is to ensure that the City’s residential development review process is consistent with updated requirements of State law. **This criterion is met.**

Subsection 4.197 (.03) Affirmative Findings Required

Response: The above findings provide the required affirmative findings on which a recommendation can be made to City Council for adoption of the requested amendments to the Wilsonville Development Code. **This criterion is met.**

CITIZEN INVOLVEMENT

GOAL 1.1: To encourage and provide means for interested parties to be involved in land use planning processes, on individual cases and City-wide programs and policies.

Policy 1.1.1: The City of Wilsonville shall provide opportunities for a wide range of public involvement in City planning programs and processes.

Response: By following the applicable implementation measures, see findings below, the City provided opportunities for public involvement encouraging, and providing means for, involvement of interested parties. Public notice of the public hearings was emailed to affected agencies and interested individuals. **These criteria are met.**

Implementation Measure 1.1.1.a. Early Involvement

Response: Planning Commission practice is to conduct a minimum of one work session per proposed Development Code revision allowing for early involvement. The City held work sessions with the Planning Commission and City Council throughout development of the Development Code amendments between October 2025 and April 2026. These work sessions were televised, streamed online, and open to the public. **This criterion is met.**

Implementation Measure 1.1.1.e. Encourage Participation of Certain Individuals, Including Residents and Property Owners

Response: The City encouraged residents, property owners, and other interested parties impacted by the proposed Development Code amendments to participate as described elsewhere in these findings. **This criterion is met.**

Implementation Measure 1.1.1.f. Procedures to Allow Interested Parties to Supply Information

Response: The City afforded interested parties the opportunity to provide oral input and testimony during the public hearings. In addition, the City afforded them the opportunity to provide written input and testimony. Throughout the work sessions and task force meetings, the City also encouraged and afforded opportunity for comments either in writing, in-person, or virtually at Planning Commission meetings. **This criterion is met.**

Implementation Measure 1.1.1.g. Types of Planning Commission Meetings, Gathering Input Prior to Public Hearings

Response: Prior to the scheduled public hearing on the proposed Development Code amendments, the Planning Commission held two work sessions open to the public on December 10, 2025 and March 30, 2026, during which the Planning Commission considered public input and provided feedback, which was incorporated into the current draft. **This criterion is met.**

Implementation Measure 1.1.1.h. Public Notices for Planning Commission Meetings

Response: The notice regarding the public hearing clearly indicated the type of meeting. **This criterion is met.**

GOAL 1.2: For Wilsonville to have an interested, informed, and involved citizenry.

Policy 1.2.1: The City of Wilsonville shall provide user-friendly information to assist the public in participating in City planning programs and processes.

Implementation Measures 1.2.1.a., b., c. User Friendly Information for Public

The published mailings and notices provided user-friendly information about the purpose, location, and nature of the meetings. The mailings widely publicized different ways for impacted parties to participate, access additional information about the proposal, and staff contact information for questions they may have. Staff also provided contact information and links to these files via the *Let's Talk, Wilsonville!* webpage. **This criterion is met.**

Policy 1.3: The City of Wilsonville shall coordinate with other agencies and organizations involved with Wilsonville’s planning programs and policies.

Implementation Measure 1.3.1.b. Coordinate Planning Activities with Affected Agencies

Response: The appropriate agencies have been notified through the DLCD notice and/or the Public Hearing Notice. Any comments will be entered into the public hearing record to be considered. **This criterion is met.**



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: June 1, 2026		Subject: Resolutions Nos. 3264 & 3265 State Shared Revenue	
		Staff Member: Katherine Smith, Assistant Finance Director	
		Department: Finance	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: June 1, 2026 <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable Comments: Budget as approved by Budget Committee on May 12, 2026, including state shared revenue.	
Staff Recommendation: Staff recommends Council adopt Resolution Nos. 3264 and 3265.			
Recommended Language for Motion: Two separate motions: I move to adopt Resolution No. 3264. I move to adopt Resolution No. 3265.			
PROJECT / ISSUE RELATES TO:			
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input checked="" type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

Public hearing on receipt and use of state shared revenues.

EXECUTIVE SUMMARY:

Oregon law requires the public be given two opportunities to comment on receiving state shared revenues and their proposed use. The first opportunity was extended during the Budget Committee meeting held on May 6 and 12, 2026. The second opportunity is offered in conjunction with the budget adoption.

The following table provides a summary of State Shared Revenue for fiscal year 2026-27:

Revenue	Fund Deposited	Amount
Gas Tax	Road Operating	\$2,056,000
Liquor Tax	General Fund	\$425,000
State Shared Revenue	General Fund	\$340,000
Cigarette Tax	General Fund	\$14,800

Possible uses for General Fund recognized liquor tax, state shared revenues, and cigarette tax include funding for Police, Parks and Building Maintenance, Library, Youth, Adult, and Senior Services, Policy and Administration, and Planning. Use of gas tax recognized in the Road Operating Fund is for road operations.

EXPECTED RESULTS:

Accompanying resolutions satisfy legal requirements to receive state shared revenues in fiscal year 2026-27.

TIMELINE:

- April 22 and 29, 2026: Public notice of the availability of the budget and Budget Committee meeting dates published in The Review (previously the Wilsonville Spokesman).
- May 6 and 12, 2026: Meeting of the Budget Committee, public invited to comment, voted to approve the budget with no changes.
- May 20, 2026: Public notice of the meeting to adopt published in The Review (previously the Wilsonville Spokesman).
- June 1, 2026: City Council meeting to receive public testimony and to adopt the budget, including accepting state shared revenue.

CURRENT YEAR BUDGET IMPACTS:

This will not affect the current budget.

COMMUNITY INVOLVEMENT PROCESS:

The opportunity for the public to address the Budget Committee pertaining to state shared revenues was offered at the meeting on May 6, 2026. No public testimony was received. Public comment will also be accepted at the June 1, 2026, City Council meeting.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

State revenues allow, in part, funding for the road operations program, facility and parks

maintenance, law enforcement, parks and recreation services and library operations.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

- A. Resolution No. 3264
- B. Resolution No. 3265

RESOLUTION NO. 3264**A RESOLUTION DECLARING THE CITY'S ELIGIBILITY TO RECEIVE STATE SHARED REVENUES.**

WHEREAS, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- 1) Police protection;
- 2) Fire protection;
- 3) Street construction, maintenance, and lighting;
- 4) Sanitary sewer;
- 5) Storm sewers;
- 6) Planning, zoning and subdivision control;
- 7) One or more utility services; and

WHEREAS, City officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

That the Wilsonville City Council hereby declares that the City directly provides all of the municipal services enumerated above, save and except the provision of the City's fire protection, which is through Tualatin Valley Fire & Rescue.

This resolution is effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 1st day of June 2026 and filed with the Wilsonville City Recorder this same date.

Shawn O'Neil, Mayor

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor O'Neil

Council President Berry

Councilor Scull

Councilor Cunningham

Councilor Shevlin

RESOLUTION NO. 3265

A RESOLUTION DECLARING THE CITY’S ELECTION TO RECEIVE STATE SHARED REVENUES.

WHEREAS, the Budget Committee has reviewed and approved the proposed use of State Shared Revenues; and

WHEREAS, a public hearing has been held before the Budget Committee on May 6, 2026, to discuss possible uses of the funds and before the City Council on June 1, 2026, to obtain public input as to the proposed uses of State Shared Revenues.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. Pursuant to ORS 221.770 the City of Wilsonville hereby elects to receive state shared revenues for the fiscal year 2026-27.
2. This resolution is effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 2nd day of June 2026 and filed with the Wilsonville City Recorder this same date.

Shawn O’Neil, Mayor

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

- Mayor O’Neil
- Council President Berry
- Councilor Scull
- Councilor Cunningham
- Councilor Shevlin



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: June 1, 2026		Subject: Resolution No. 3266 City Budget Adoption for Fiscal Year 2026-2027	
		Staff Member: Katherine Smith, Assistant Finance Director	
		Department: Finance	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: June 1, 2026 <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable Comments: Budget as approved by Budget Committee on May 12, 2026.	
Staff Recommendation: Staff recommends the Council adopt Resolution No. 3266.			
Recommended Language for Motion: I move to adopt Resolution No. 3266 and to approve the fiscal year 2026-2027 proposed budget, in the total amount of \$300,457,981 (three hundred million, four hundred fifty-seven thousand, nine hundred eighty one dollars); and levying the full amount of the permanent tax rate of \$2.5206. (two dollars and fifty two zero six cents).			
PROJECT / ISSUE RELATES TO:			
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input checked="" type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

Public hearing and adoption of the fiscal year 2026-2027 budget.

EXECUTIVE SUMMARY:

Following the Budget Committee vote to approve the budget, the City Council must hold a public hearing and receive comments on the budget prior to adoption. Council must adopt the budget no later than June 30, 2026.

The City of Wilsonville's budget was approved by the Budget Committee in the amount of \$300,457,981. A comprehensive table displaying the budget is on page 23 in the budget document.

Of the total adopted budget of \$300,457,981, the City appropriates \$267,142,260 for the fiscal year beginning July 1, 2026, as shown in Exhibit A – Schedule of Appropriations. An additional \$22,212,521 is reserved for future expenditures, and the difference of \$11,103,200 is not appropriated and is not available for expenditure during the year.

By law, the Council may make changes in the approved budget within certain limitations: (1) taxes may not be increased over the amount approved by the budget committee, and (2) estimated expenditures in a fund cannot be increased by more than \$5,000 or 10 percent, whichever is greater. The Council can reduce the budget from that approved by the Budget Committee.

EXPECTED RESULTS:

Create the budget for operating and capital purposes for the fiscal year 2026-2027.

TIMELINE:

- April 22 and 29, 2026 – Public notice of the availability of the budget and Budget Committee meeting dates published in The Review (previously the Wilsonville Spokesman).
- May 6 and 12, 2026 – Meeting of the Budget Committee, presentation of budget message, an opportunity for public to testify, voted to approve budget with no changes.
- May 20, 2026 – Public notice of the meeting to adopt published in The Review (previously the Wilsonville Spokesman).
- June 1, 2026 – Council meeting to receive public testimony and consider Resolution to adopt the budget.

COMMUNITY INVOLVEMENT PROCESS:

The opportunity for the public to address the Budget Committee was offered at the meetings on May 6 and 12, 2026. Two public comments were received. The public may also attend the June 1, 2026 public hearing on the City's budget.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

The budget provides for the delivery of services and construction of capital projects throughout the community.

ALTERNATIVES:

The City Council can adopt the budget as presented, or adopt with modifications. The city must adopt a fiscal year 2026-27 budget by the end of this fiscal year (June 30, 2026).

CURRENT YEAR BUDGET IMPACTS:

Does not affect the current year budget.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No. 3266
 - A. Schedule of Appropriations

RESOLUTION NO. 3266**A RESOLUTION OF THE CITY OF WILSONVILLE ADOPTING THE BUDGET, MAKING APPROPRIATIONS, DECLARING THE AD VALOREM TAX LEVY, AND CLASSIFYING THE LEVY AS PROVIDED BY ORS 310.060(2) FOR FISCAL YEAR 2026-27.**

WHEREAS, in accordance with ORS 294.426 the Wilsonville Budget Committee met on May 6, 2026 and May 12, 2026 to receive public testimony, hear the budget message and listen to presentations pertaining to the proposed budget for Fiscal Year 2026-27; and,

WHEREAS, the Budget Committee deliberated on the proposed budget on May 6, 2026 and on May 12, 2026; and

WHEREAS, the Budget Committee approved the proposed budget on May 12, 2026; and

WHEREAS, the proposed budget document included the Comprehensive Financial Management Policies which specifies certain reserves and contingency balances for operating funds and such a amounts were included in the approved budget, and

WHEREAS, on May 20, 2026, a summary of the budget, as required by ORS 294.438, was duly published in The Review, formerly the Wilsonville Spokesman, a newspaper of general circulation in the City; and,

WHEREAS, in accordance with ORS 294.456 the Wilsonville City Council duly held a public hearing on June 1, 2026 where all interested persons were afforded an opportunity to appear and be heard with respect to the approved budget for the fiscal year beginning July 1, 2026.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. The Council adopts the budget for fiscal year 2026-27 in the total amount of \$300,457,981.
2. Of the total adopted budget of \$300,457,981, the City appropriates \$267,142,260 for the fiscal year beginning July 1, 2026, as shown in Exhibit A – Schedule of Appropriations. An

additional \$22,212,521 is reserved for future expenditures, and the difference of \$11,103,200 is not appropriated and is not available for expenditure during the year.

- 3. The City of Wilsonville City Council hereby imposes the taxes provided for in the Adopted Budget at the permanent rate of \$2.5206 per \$1,000 of assessed value for general operations; and that these taxes are hereby imposed and categorized for the tax year 2026-27 upon the assessed value of all taxable property in the City.

	<u>General Government Limit</u>
Permanent Rate	\$2.5206 / \$1,000

- 4. In compliance with the City’s Financial Management Policies certain contingencies, reserves and carryover balances are established as part of the budget process. These balances are matched to the Governmental Accounting Standards Board (GASB) Pronouncement Number 54 standard terminology as set forth below.

- a. GASB Restricted category includes amounts for which an external source has created a legal restriction on available balances, such as for bond covenants and taxes restricted to payment of debt. Within the budget document such amounts are titled Restricted.
- b. GASB Committed category includes amounts for which Council has approved by resolution. Only a subsequent council resolution may change the amount or intended use. Within the budget document such amounts are titled Committed (unappropriated). The Committed (unappropriated) is also referred to as the unappropriated ending fund balance and serves as a carryover from one fiscal year to the next.
- c. GASB Assigned category includes amounts which are designated but for which a resolution has not been adopted. Authority is hereby granted to the City Council, City Manager and the Finance Director for the purpose of setting aside resources for specific future needs, such as equipment and building replacements and prudent financial reserves. Within the budget document such amounts are titled Assigned (designated) and Assigned (contingency). Assigned (designated) purpose

is identified on page 256 of the Proposed Budget document. Assigned (contingency) is the portion of appropriations available for use during a fiscal year if approved through Council Resolution.

- d. GASB Unassigned category is used exclusively in the General Fund and has the same meaning as Assigned (contingency) in paragraph (c) above.
 - e. City Council considers the spending of the restricted classification of fund balance on purposes for which such funds can be used to occur first when funds are spent for restricted and unrestricted purposes. When unrestricted classifications of fund balance are spent, the Council will consider that assigned amounts will be reduced first, followed by unassigned amounts and then committed amounts.
5. This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regularly scheduled meeting thereof this 1st day of June, 2026 and filed with the City Recorder this date.

Shawn O'Neil, Mayor

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor O'Neil
 Council President Berry
 Councilor Scull
 Councilor Cunningham
 Councilor Shevlin

ATTACHMENT:

- A. Schedule of Appropriations

Attachment A - Schedule of Appropriations
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General Fund

Administration	\$	2,509,649		
Finance		2,364,211		
Information Technology/GIS		1,947,640		
Legal		926,170		
Human Resources and Risk Management		1,471,590		
Public Works Administration		1,229,490		
Facilities		2,454,493		
Parks Maintenance		3,133,015		
Parks & Recreation		2,370,846		
Library		3,131,380		
Law/Code Enforcement		8,808,276		
Municipal Court		272,450		
Transfers to Other Funds		3,555,906		
Contingency		10,446,275		
Total Fund Appropriations		44,621,391	\$	44,621,391

Community Development Fund

C.D. Administration	\$	777,730		
Engineering		2,931,814		
Planning		1,471,905		
Transfers to Other Funds		770,988		
Contingency		959,282		
Total Fund Appropriations		6,911,719	\$	6,911,719

Building Inspection Fund

Building Inspection	\$	1,434,779		
Transfers to Other Funds		476,484		
Contingency		3,219,367		
Total Fund Appropriations		5,130,630	\$	5,130,630

Transit Operations Fund

Transit	\$	10,158,914		
Transfers to Other Funds		1,333,208		
Contingency		16,373,217		
Total Fund Appropriations		27,865,339	\$	27,865,339

Road Operating Fund

Road Operations	\$	1,427,620		
Debt Service		358,000		
Transfers to Other Funds		1,088,798		
Contingency		197,021		
Total Fund Appropriations		3,071,439	\$	3,071,439

Road Maintenance Fund

Transfers to Other Funds	\$	3,167,373		
Contingency		4,970,202		
Total Fund Appropriations		8,137,575	\$	8,137,575

Water Operating Fund

Water Distribution	\$	1,916,282		
Water Treatment Plant		7,322,935		
Debt Service		374,000		
Transfers to Other Funds		2,252,548		
Contingency		19,629,609		
Total Fund Appropriations		31,495,374	\$	31,495,374

Sewer Operating Fund		
Wastewater Collections	\$ 1,460,326	
Wastewater Treatment Plant	4,294,900	
Debt Service	2,960,000	
Transfers to Other Funds	13,526,268	
Contingency	6,834,886	
Total Fund Appropriations		\$ 29,076,380
Street Lighting Operating Fund		
Street Lighting	\$ 347,000	
Transfers to Other Funds	194,178	
Contingency	446,671	
Total Fund Appropriations		\$ 987,849
Stormwater Fund		
Stormwater Maintenance	\$ 1,405,052	
Debt Service	325,000	
Transfers to Other Funds	8,989,384	
Contingency	701,753	
Total Fund Appropriations		\$ 11,421,189
Fleet Service Fund		
Fleet	\$ 2,283,240	
Contingency	717,582	
Total Fund Appropriations		\$ 3,000,822
Water Capital Projects Fund		
Capital Projects	\$ 2,158,850	
Transfers to Other Funds	15,916,600	
Total Fund Appropriations		\$ 18,075,450
Sewer Capital Projects Fund		
Capital Projects	\$ 13,618,738	
Transfers to Other Funds	1,259,437	
Total Fund Appropriations		\$ 14,878,175
Road Capital Projects Fund		
Capital Projects	\$ 16,536,200	
Debt Service	9,392,917	
Transfers to Other Funds	1,133,288	
Total Fund Appropriations		\$ 27,062,405
Stormwater Capital Projects Fund		
Capital Projects	\$ 9,347,000	
Transfers to Other Funds	1,172,600	
Total Fund Appropriations		\$ 10,519,600
Facilities Capital Projects Fund		
Capital Projects	\$ 2,553,783	
Transfers to Other Funds	43,500	
Total Fund Appropriations		\$ 2,597,283

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Public Hearing – State Shared Revenues

- **Resolution 3264**: Acknowledge eligibility to receive State Shared Revenues

ORS 221.760 establishes eligibility for the City to receive state shared revenues, if the City provides four or more of the following services: (1) Police, (2) Fire, (3) Planning, (4) Street Construction, Maintenance, and Lighting, (5) Sewer, (6) Storm, (7) Utility Services. **The City provides all but Fire, meeting eligibility.**

State Shared Revenues anticipated and budgeted for FY 2026-27

Revenue	Fund	Budget
Gas Tax	Road Operating	\$2,056,000
Liquor Tax	General Fund	\$425,000
State Revenue Sharing	General Fund	\$340,000
Cigarette Tax	General Fund	\$14,800

- **Resolution 3265**: Election to receive State Shared Revenues

Public Hearing – Fiscal Year 2026-27 Budget

- Resolution 3266: FY 2026-27 Budget**

Levying the full amount of the permanent tax rate of \$2.5206

General Fund	\$ 49,213,391
Community Development	7,948,019
Building Inspection	5,418,030
Transit	29,672,339
Road Operating	3,357,439
Road Maintenance	8,137,575
Water Operating	33,175,374
Sewer Operating	30,136,380
Street Lighting	1,057,349
Stormwater Operating	11,706,189
Fleet Services	3,000,822
Capital Projects	74,681,048
System Development	<u>42,954,026</u>
Total FY 2026-27 Budget	<u>\$300,457,981</u>

Suggested Motion:

I move to adopt Resolution No. 3266 and to approve the fiscal year 2026-27 proposed budget, in the total amount of \$300,457,981; and levying the full amount of the permanent tax rate of \$2.5206.