



## DIVERSITY, EQUITY AND INCLUSION COMMITTEE AGENDA

May 14, 2024 at 6:00 PM

City Hall and Zoom (<https://us02web.zoom.us/j/83159324538>)

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### AMENDED AGENDA

#### PARTICIPANTS MAY ATTEND THE MEETING AT:

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

Zoom: <https://us02web.zoom.us/j/83159324538>

#### TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:

Register with Administration:

[DEI@ci.wilsonville.or.us](mailto:DEI@ci.wilsonville.or.us)

Individuals may submit comments by 12:00 PM on the day before the meeting date via email to the address above, or may mail written comments to:

Administration - Wilsonville City Hall

29799 SW Town Center Loop East, Wilsonville, OR 97070

### CALL TO ORDER

1. Roll Call

### PUBLIC INPUT AND COMMUNITY ANNOUNCEMENTS

*This is an opportunity for visitors to address the Diversity, Equity, and Inclusion (DEI) Committee on any matter concerning the committee's business, items on the agenda or any matter over which the committee has control. Staff and the committee will make every effort to respond to questions raised during public input before tonight's meeting ends, or as quickly as possible thereafter. Please limit your comments to three (3) minutes.*

### CONSENT AGENDA

2. [DEI Meeting Minutes for April 9, 2024](#)

### COMMITTEE DISCUSSION & RECOMMENDATION

3. [Bylaw Review - Purpose](#)
4. Juneteenth Event Discussion
5. Pride Storytime Input

6. All are Welcome Decal
7. [Oregon Black Pioneers Display for Black History Month](#)
8. [Program Scoping](#)
9. [Street Naming Convention - Criteria](#)

## **ADMINISTRATIVE BUSINESS**

## **ADJOURN**

**NEXT MEETING** - Tuesday, June 11, 2024 at 6:00 pm

*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 the Assistant to the City Manager at 503-570-1503 or [DEI@ci.wilsonville.or.us](mailto:DEI@ci.wilsonville.or.us): 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 503-570-1503.*



## DIVERSITY, EQUITY AND INCLUSION COMMITTEE AGENDA

April 09, 2024 at 6:00 PM

Wilsonville City Hall & Zoom: <https://us02web.zoom.us/j/83159324538>

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### CALL TO ORDER

Meeting was called to order at 6:01 p.m.

### 1. ROLL CALL

#### In Attendance:

Chair Erika Pham  
Vice-Chair Karla Brashear  
Carolina Wilde  
David Siha (Zoom)  
Diane Imel  
Elisabeth Garcia Davidson  
Fay Gyapong-Porter (Zoom)  
Imran Haider (Zoom)  
Jay Edwards  
Justin Brown  
Student - Aasha Patel  
Student - George Luo  
Garritt Rosenthal, Metro District 3 Council

#### Excused:

Tracy Hester

#### Staff and/or Guest/s:

Lyanna Hoang  
Zoe Mombert

### PUBLIC INPUT AND COMMUNITY ANNOUNCEMENTS

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### CONSENT AGENDA

2. February 13, 2024 Minutes
3. March 12, 2024 Minutes

Vice-Chair Brashear made a motion to approve the February 13, 2024 and March 12, 2024 DEI Minutes. Justin Brown seconded the motion. Motion passed unanimously.

## COMMITTEE DISCUSSION & RECOMMENDATION

### 4. **Street Naming Convention - Next Steps**

Discussed additional local leaders who should be added to the list and researched by our summer intern to be presented to the committee for further consideration later this summer. Committee will then discuss which local leaders should be advanced to the Planning Department for the street naming convention project and which names should be advanced to Parks & Recreation for future park names.

### 5. **Juneteenth Event Discussion**

Food options and giveaways are under committee review and finalize so staff can contact vendors, finalize details and advertising materials.

Jay Edwards made a motion order yummm bowls (with and without protein) from Café Yumm for Juneteenth and use the remaining sponsorship funds to purchase 2 book options to give to participants. Chair Pham seconded the motion. Motion passed unanimously.

Chair Pham made a motion for 130 chicken and 20 vegetarian Yumm bowls. Vice-Chair Brashear seconded the motion. Imran Haider abstained; motion passed.

### 6. **Program Scoping**

Review of the memo and spreadsheet to identify our priorities and work plan for the next 18 months. Based on the discussion this evening, staff will bring back a proposed work plan at our next meeting set for May 14 and select by June.

## Upcoming Events:

June 1	Pride Month Mural Reception and Pin Debut Town Center Park 2:00 – 4:00 pm Refreshments and store time at the event
June 19	Juneteenth Celebration Town Center Park 5:00 -7:00 pm
August 22	Party in the Park (DEI Committee table)

## ADMINISTRATIVE BUSINESS

Staff shared with the committee about the recent Parks & Rec Grant letter in support from the community chairs, updated on the Natural Resources Grant request and let the committee know that the July meeting will be a joint meeting with Arts, Culture and Heritage Committee.

**ADJOURN** – Meeting adjourned at 7:52 p.m.

**NEXT MEETING** - Tuesday, May 14, 2024 @ 6:00 p.m.

# City of Wilsonville Diversity, Equity and Inclusion Committee Charter

Item 3.

December 2023

The Diversity, Equity and Inclusion Committee is hereby created as a deliberative and recommending body of the City Manager's Office, subject to the following:

**Section 1. Name of Committee:** Diversity, Equity and Inclusion Committee ("Committee").

**Section 2. Purpose:** To create a culture of acceptance and mutual respect that acknowledges differences and strives for equitable outcomes of opportunity, access and inclusion by:

A. Advising the Wilsonville City Council ("Council") on policy decisions related to diversity, equitable outcomes, and inclusion;

B. Making recommendations to the Council on public engagement strategies and methods by which all Wilsonville residents have the opportunity to better participate in the decision-making process;

C. Advising the City on culturally responsive service delivery, programming, and communication strategies;

D. Creating, updating and overseeing progress on the City's Diversity, Equity and Inclusion Plan;

E. Identifying local community leaders and building more leadership capacity in Wilsonville's diverse communities.

**Section 3. Appointment:** The Mayor appoints and the City Council confirms Committee members, who serve at the pleasure of the Council.

**Section 4. Membership:**

A. *Number of Members.* The Diversity, Equity, and Inclusion Committee shall be composed of eleven (11) to thirteen (13) members.

B. *Residency.* Members must reside, own a business, or attend school within the City of Wilsonville city limits. A majority of members appointed must reside within the City limits. The

Council can appoint a member or members to the Diversity, Equity, and Inclusion Committee who does not meet any of these residency criteria if it is determined that the member brings significant value to the Committee.

*C. Appointments.* The Council will appoint the committee members. The Council will strive to appoint members to the Diversity, Equity, and Inclusion Committee who bring their lived experiences regardless of their immutable traits including but not limited to race, ethnicity, LGBTQ+, gender, socio-economic status/history, disability, age amongst other identities. Appointed members will be expected to think broadly in terms of how issues of racism, sexism, ableism, and other discriminatory and prejudicial biases impact all residents in Wilsonville.

*D. Terms.* Except as otherwise provided below, Committee Terms are for three years, commencing with January of each year. All members may serve two consecutive three-year terms. Members who have served two full terms may be reappointed to the Diversity, Equity, and Inclusion Committee after a one-year hiatus from the Committee.

*E. Removal.* A Committee member may be removed for misconduct or nonperformance of duty by motion, requesting that a member be removed by the Council. A committee member can be absent from four (4) meetings in one (1) calendar year, after the fifth absence in one (1) calendar year, the committee member will automatically be removed from the committee.

*F. Youth Members.* The Council will appoint up to two (2) Wilsonville-area high school student(s) to serve up to (2) two one (1) year term on the Committee. The youth member(s) will be a voting member(s).

**Section 5. Term of Voting-Member Appointments:** To begin, members will be appointed for staggered three-year terms based on the fiscal year, scheduled so that four (4) or five (5) members are appointed or reappointed each year. A vacancy in a position may be appointed to fulfill the remainder of any term. Terms of appointment for less than three (3) years shall not count towards the maximum time of service, including partial term appointments to fill vacancies and the initial appointment of Positions 1 – 9.

At the outset of the Committee, voting positions will be staggered as follows: five (5) positions are one-year or slightly less in duration and four (4) positions are a two-year duration or slightly less in duration, and four (4) positions are full three-year appointments or slightly less in duration; assuming appointment by June 1, 2021:

Position #1 – 1-year term: 6/1/21 – 12/31/22 next term: 1/1/22-12/31/25

Position #2 – 1-year term: 6/1/21 – 12/31/22; next term: 1/1/22-12/31/25

Position #3 – 1-year term: 6/1/21 – 12/31/22; next term: 1/1/22-12/31/25

Position #4 – 1-year term: 6/1/21 – 12/31/22; next term: 1/1/22-12/31/25

Position #5 – 1-year term: 6/1/21 – 12/31/22; next term: 1/1/22-12/31/25

Position #6 – 2-year term: 6/1/21 – 12/31/23; next term: 1/1/23-12/31/26

Position #7– 2-year term: 6/1/21 – 12/31/23; next term: 1/1/23-12/31/26

Position #8– 2-year term: 6/1/21 – 12/31/23; next term: 1/1/23-12/31/26

Position #9– 2-year term: 6/1/21 – 12/31/23; next term: 1/1/23-12/31/26

Position #10 – 3-year term: 6/1/21 – 12/31/24; next term: 1/1/24-12/31/27

Position #11 – 3-year term: 6/1/21 – 12/31/24; next term: 1/1/24-12/31/27

Position #12 – 3-year term: 6/1/21 – 12/31/24; next term: 1/1/24-12/31/27

Position #13 – 3-year term: 6/1/21 – 12/31/24; next term: 1/1/24-12/31/27

**Section 6. Organization:** At the first meeting of each fiscal year, the Committee will elect a chair and vice-chair from the voting members.

The Chair (Vice Chair in the absence of the Chair) will preside over all meetings.

An appointed City staff person or outside contractor will serve as secretary to keep notes of each public meeting and assist with administrative tasks.

The Committee will meet on an agreed-upon schedule at least four (4) times per year. The Chair may also call a special meeting with one week's advance notice. Such meeting notice may be given by email or regular mail.

A meeting may be held without a quorum; however, to vote on a matter the committee must have a quorum present which will consist of a simple majority of appointed voting members.

Committee members may participate in a meeting by telephone or videoconference.

Unless falling under an exemption to public meetings laws, all meetings will otherwise be public meetings, announced and conducted in accordance with public meeting requirements.

Except as provided under Oregon Public Meetings Law, the Rules of Parliamentary Law and Practice as in Roberts Rules of Order Revised Edition (“Roberts Rules”) shall govern each committee meeting. In the event of a conflict between Oregon Public Meetings Law and Roberts Rules, Oregon Public Meetings Law shall control.

**Section 7. Voting:** All members are entitled to vote in person (including by telephone or video conference) at a meeting. Proxies are not allowed. A majority vote of the members voting on the question will be required to carry any matters submitted. A member who abstains from a vote shall be counted as present for purposes of the quorum but not counted as having voted on the question.

**Section 8. Amendments:** Recommendations to amend this Charter may be made at a regular or special board meeting and approved by a vote of at least two-thirds of the entire Committee. Such recommendations shall be reviewed by the City Attorney for legal compliance and conformance to City Code, and thereafter be presented to City Council for approval.

Adopted May 3, 2021 (Resolution 2893)

Amended December 4, 2023 (Resolution 3104)



## TRAVELING EXHIBITS

Preserving and Presenting the  
History of Black Oregonians

As Oregon's only historical society dedicated to preserving and presenting the experiences of Black Oregonians statewide, we're proud to offer exhibits that can be rented and displayed throughout the state.

**Rent one of our unique exhibits to  
showcase in your community.**

# Racing to Change: Oregon's Civil Rights Years

Racing to Change details the Civil Rights Movement in Oregon during the 1960s and 1970s, a time of cultural and social upheaval, conflict, and change.

The exhibit explores how racist attitudes, policies of exclusion, and the destruction of Black-owned neighborhoods shaped Oregon, and how the Black community worked to overcome these obstacles.

- Dimensions:  
7' tall x 2.5' wide
- Features 8 free standing vinyl banners on metal bases
- Banners retract to fit into a carrying cases that weigh approx. 8 lbs



## A CHANGE IS GONNA COME

In the 1950s, Oregon's Black population was scattered around the state. With the passage of a public accommodations law and a fair housing law, job and housing opportunities opened for Black Oregonians. Despite these legal victories, however, repression, discrimination, and racist attitudes were still built into the culture. In many all-white Portland neighborhoods, segregation was maintained by discriminatory laws, intimidation, and violence.

# The Black Pioneers

The Black Pioneers shares the stories of the earliest Black settlers in Oregon, both free and enslaved.

This exhibit reveals the stories of early Black pioneers who challenged Oregon's discriminatory laws and laid the foundation for Oregon's future Black communities.



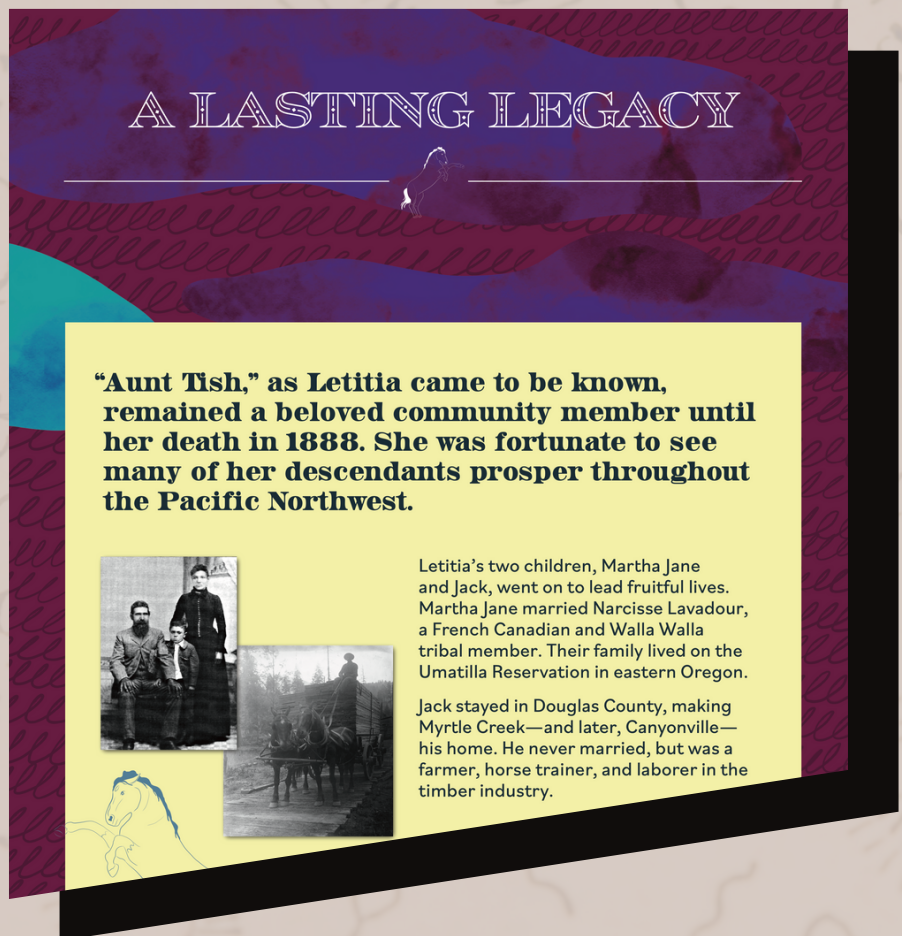
- Dimensions:  
7' tall x 4' wide
- Features 8  
free standing  
vinyl banners  
on metal  
bases
- Banners  
retract to fit  
into a carrying  
cases that  
weigh approx.  
8 lbs

# Letitia Carson: An Enduring Spirit of Hope and Freedom

Letitia Carson was a Black Oregon homesteader, farmer and matriarch living in the time of Oregon's exclusion laws.

This exhibit tells the story of Letitia's transition from enslaved woman to landowner, and how her persistence and grit carved pathways for Black and Indigenous Oregonians today.

- Dimensions:  
7' tall x 4' wide
- Features 8  
free standing  
vinyl banners  
on metal  
bases
- Banners  
retract to fit  
into a carrying  
cases that  
weigh approx.  
8 lbs





## TRAVELING EXHIBITS

### PRICING PER EXHIBIT

- 1 month: \$1000 per month
- 2 months: \$800 per month
- 3 months: \$700 per month
- 4 months or more: \$500 per month

### HOW TO BOOK

To book an exhibit, submit your information using the [Hire Our Team form](#) on our website, or email us at [hello@oregonblackpioneers.org](mailto:hello@oregonblackpioneers.org). Our team will reach out to set it up!



## MEMORANDUM

TO: Diversity, Equity and Inclusion Committee  
FROM: Zoe Mombert, Assistant to the City Manager  
RE: Program Scoping Update  
DATE: April 30, 2024

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The Diversity, Equity and Inclusion (DEI) Committee has been working on projects identified in the committee's strategic plan, following project prioritized of the strategy in August 2022. Many of the projects are ongoing, some have started but require ongoing review or work to keep them going. In addition to the projects outlined in the strategic plan, the committee also provides recommendations to city departments, partners with city departments on projects and also provides letters of support to advance city initiatives.

At the April 9 DEI committee meeting, the committee reviewed the prioritized projects as well as the adopted cultural calendar to identify how the committee should prioritize their work over the next 18 months. (The intent is to identify how the committee will focus time and effort to be more efficient and strategic with their time.) The chart with the strategic priorities and cultural calendar in addition to the list of lecture series/ speaker series topics has been updated based on the committee's preferences. (As a reminder, each committee received three votes for the cultural calendar with actions and one vote for the strategic action list. It is clear that visual representation remains important to the committee and there are a number of dates of significance from the cultural calendar which committee members are interested in highlighting.

At the May 14 meeting, the committee will discuss and prioritize their work for the next 18 months.

As a reminder, the City of Wilsonville highlights each date of significance on the City's website calendar, in the Boones Ferry Messenger and in a social media post. Each committee member is asked to review these materials and come prepared with initial thoughts to have an active discussion at the committee meeting.

**DEI Work Plan With Committee Input - OVERVIEW**
**Item 8.**

Action/Strategy		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Lecture series	More notification to the public												
Develop cultural calendar	2 support - Development new multi-cultural events												
Work with other cities/school district to support or partner in the development of cultural events												X	
Provide recommendations on meeting and event accessibility, as well as ADA enforcement	1 support - accessibility												
Engage youth to provide regular social media content		X	X	X	X	X	X	X	X	X	X	X	X
Recommendations regarding existing programs, meetings, events, etc. to make more inclusive to all.													
Develop new multi-cultural events, Collaborate with Juneteenth Subcommittee, community.							X						x
Identify and compile best practices among City departments; develop consistency.	Recommendations regarding current policy - big component of mission statement, but haven't tackled												
Recommendations for producing bilingual materials													
Highlight, share perspectives of community members to tie in with monthly themes. (BFM)	1 support - highlight community members in BFM & social media												
Highlight, advocate for businesses owned by marginalized people.	Black Business Association of Oregon (Liason)												
Visual representation	5 support visual representation - easiest way to inform, educate and engage						X						
Collaborate with City departments & other city boards	2 supports collaboration with other cities												
Acknowledge and recognize our multicultural heritage	2 supports - acknowledge multicultural												

**JANUARY**

Item 8.

Action/Strategy	Emancipation Proclamation (Jan 1)	World Braille Day (Jan 4)	Martin Luther King Jr Day (3rd Monday Jan)	Lunar New Year (Date varies Jan/Feb)
Lecture series				
Develop cultural calendar				
Work with other cities/school district to support or partner in the development of cultural events				
Provide recommendations on meeting and event accessibility, as well as ADA enforcement				
Engage youth to provide regular social media content				
Recommendations regarding existing programs, meetings, events, etc. to make more inclusive to all				
Develop new multi-cultural events, Collaborate with Juneteenth Subcommittee, community.				
Identify and compile best practices among City departments; develop consistency.				
Recommendations for producing bilingual materials				
Highlight, share perspectives of community members to tie in with monthly themes. (BFM)				BFM article about how lunar new year is celebrated
Highlight, advocate for businesses owned by marginalized people.				
Visual representation				
Collaborate with City departments & other city boards				
Acknowledge and recognize our multicultural heritage				

**FEBRUARY**

Item 8.

Action/Strategy	Black History Month
Lecture series	Event with library speaker; speaker tie-in
Develop cultural calendar	
Work with other cities/school district to support or partner in the development of cultural events	
Provide recommendations on meeting and event accessibility, as well as ADA enforcement	
Engage youth to provide regular social media content	
Recommendations regarding existing programs, meetings, events, etc. to make more inclusive to all	Book reading for kids
Develop new multi-cultural events, Collaborate with Juneteenth Subcommittee, community.	
Identify and compile best practices among City departments; develop consistency.	
Recommendations for producing bilingual materials	
Highlight, share perspectives of community members to tie in with monthly themes. (BFM)	
Highlight, advocate for businesses owned by marginalized people.	
Visual representation	2 Support - More visual rep/media throughout the city. WHS/BSU partner with City for larger art installations
Collaborate with City departments & other city boards	
Acknowledge and recognize our multicultural heritage	

**MARCH**

Item 8.

Action/Strategy	Festivals	Ramadan (date varies)	Women's History Month	Holi (date varies)	Nowruz (date varies)	Cesar Chavez Day (Mar 31)	International Tr. Day of Visa (Mar 31)
Lecture series		Lecture & engage youth	Women in STEM library talk				
Develop cultural calendar							
Work with other cities/school district to support or partner in the development of cultural events.			Women in history book reading for kids				
Provide recommendations on meeting and event accessibility, as well as ADA enforcement.							
Engage youth to provide regular social media content	Festivals that engage youth and families; Youth outreach; colored powders, holiday background						
Recommendations regarding existing programs, meetings, events, etc. to make more inclusive to all							
Develop new multi-cultural events, Collaborate with Juneteenth Subcommittee, community.							
Identify and compile best practices among City departments; develop consistency.							
Recommendations for producing bilingual materials							
Highlight, share perspectives of community members to tie in with monthly themes. (BFM)							
Highlight, advocate for businesses owned by marginalized people.							
Visual representation			Visual representation Library display				
Collaborate with City departments & other city boards							
Acknowledge and recognize our multicultural heritage		*Coding & technology Contributions * Community Outreach to benefit less fortunate in recognition of Ramadan					

## APRIL

Item 8.

Action/Strategy	Deaf Heritage Month	Arab American Heritage Month	Passover (date varies)	Ramadan - Eld -al-varies)
Lecture series				
Develop cultural calendar				
Work with other cities/school district to support or partner in the development of cultural events				
Provide recommendations on meeting and event accessibility, as well as ADA enforcement				
Engage youth to provide regular social media content				
Recommendations regarding existing programs, meetings, events, etc. to make more inclusive to all				
Develop new multi-cultural events, Collaborate with Juneteenth Subcommittee, community.				
Identify and compile best practices among City departments; develop consistency.				
Recommendations for producing bilingual materials				
Highlight, share perspectives of community members to tie in with monthly themes. (BFM)				
Highlight, advocate for businesses owned by marginalized people.				
Visual representation				
Collaborate with City departments & other city boards				
Acknowledge and recognize our multicultural heritage				

## MAY

Item 8.

Action/Strategy	NOT SPECIFIC	Asian American Pacific Islander Heritage Month	Jewish American Heritage Month
Lecture series	Mental health awareness event ??		Mental Health Awareness Event
Develop cultural calendar			
Work with other cities/school district to support or partner in the development of cultural events			
Provide recommendations on meeting and event accessibility, as well as ADA enforcement		Storywalk, celebrating different API groups in the community	
Engage youth to provide regular social media content			
Recommendations regarding existing programs, meetings, events, etc. to make more inclusive to all.			
Develop new multi-cultural events, Collaborate with Juneteenth Subcommittee, community.		May Day Revival of plant growth (Green Time) Labor celebration	
Identify and compile best practices among City departments; develop consistency.			
Recommendations for producing bilingual materials			
Highlight, share perspectives of community members to tie in with monthly themes. (BFM)			
Highlight, advocate for businesses owned by marginalized people.			
Visual representation			
Collaborate with City departments & other city boards			
Acknowledge and recognize our multicultural heritage			

## JUNE

Item 8.

Action/Strategy	Pride Month	Immigrant Heritage Month	Juneteenth (Jun 19)
Lecture series			
Develop cultural calendar			
Work with other cities/school district to support or partner in the development of cultural events		Arbor Day - can be about gardening; our designation as a tree city; native PNW plants	
Provide recommendations on meeting and event accessibility, as well as ADA enforcement			
Engage youth to provide regular social media content			
Recommendations regarding existing programs, meetings, events, etc. to make more inclusive to all			
Develop new multi-cultural events, Collaborate with Juneteenth Subcommittee, community.			Juneteenth Event (2021 - 2024)
Identify and compile best practices among City departments; develop consistency.			
Recommendations for producing bilingual materials			
Highlight, share perspectives of community members to tie in with monthly themes. (BFM)			
Highlight, advocate for businesses owned by marginalized people.			
Visual representation	Chalk Art (2022?, 2023), Mural, Storywalk sign and Pin (2024)		
Collaborate with City departments & other city boards	Mural and Storywalk		
Acknowledge and recognize our multicultural heritage		Contributions to the economy	

JULY

Item 8.

Action/Strategy	Disability Pride Month	American Disability Act (Jul 26)
Lecture series		
Develop cultural calendar		
Work with other cities/school district to support or partner in the development of cultural events		
Provide recommendations on meeting and event accessibility, as well as ADA enforcement		
Engage youth to provide regular social media content		
recommendations regarding existing programs, meetings, events, etc. to make more inclusive to all		
develop new multi-cultural events, Collaborate with Juneteenth Subcommittee, community.		
Identify and compile best practices among City departments; develop consistency.		
recommendations for producing bilingual materials		
Highlight, share perspectives of community members to tie in with monthly themes. (BFM)		
Highlight, advocate for businesses owned by marginalized people.		
Visual representation		
Collaborate with City departments & other city boards		
Acknowledge and recognize our multicultural heritage		

**AUGUST**

Item 8.

Action/Strategy	International Day of the Worlds Indigenous Peoples Day (Aug 9)	Senior Citizen Day (Aug 21)	Raksha Bandhan (date varies)
Lecture series			
Develop cultural calendar			
Work with other cities/school district to support or partner in the development of cultural events	Connect across cultures via "world" music		
Provide recommendations on meeting and event accessibility, as well as ADA enforcement			
Engage youth to provide regular social media content			
Recommendations regarding existing programs, meetings, events, etc. to make more inclusive to all			
Develop new multi-cultural events, Collaborate with Juneteenth Subcommittee, community.			
Identify and compile best practices among City departments; develop consistency.			
Recommendations for producing bilingual materials			
Highlight, share perspectives of community members to tie in with monthly themes. (BFM)			
Highlight, advocate for businesses owned by marginalized people.			
Visual representation			
Collaborate with City departments & other city boards			
Acknowledge and recognize our multicultural heritage			

SEPTEMBER

Item 8.

Action/Strategy	Hispanic Heritage Month (Sep 15 - Oct 15)	Rosh Hashanah (date varies)	Yom Kippur (date varies)
Lecture series	Library tie-in Book reading for kids		
Develop cultural calendar			
Work with other cities/school district to support or partner in the development of cultural events			
Provide recommendations on meeting and event accessibility, as well as ADA enforcement			
Engage youth to provide regular social media content	Focus on engaging youth celebration for our large hispanic population		
Recommendations regarding existing programs, meetings, events, etc. to make more inclusive to all			
Develop new multi-cultural events, Collaborate with Juneteenth Subcommittee, community.			
Identify and compile best practices among City departments; develop consistency.			
Recommendations for producing bilingual materials			
Highlight, share perspectives of community members to tie in with monthly themes. (BFM)	Celebration of hispanic culture or celebrated person/s		
Highlight, advocate for businesses owned by marginalized people.			
Visual representation	Visual representation		
Collaborate with City departments & other city boards	Coco screening 2023		
Acknowledge and recognize our multicultural heritage	Latinx celebration or dances/food, Latino Outreach!		

## OCTOBER

Item 8.

Action/Strategy	Disability Heritage Month	Indigenous Peoples Day (second Monday in Oct)	World Mental Health Day (Oct 9)	National Coming Out Day (Oct 10)
Lecture series		Speaker series or other educational event about local indigenous group/s	Speaker series on mental health topics	
Develop cultural calendar				
Work with other cities/school district to support or partner in the development of cultural events				
Provide recommendations on meeting and event accessibility, as well as ADA enforcement				
Engage youth to provide regular social media content				
Recommendations regarding existing programs, meetings, events, etc. to make more inclusive to all				
Develop new multi-cultural events, Collaborate with Juneteenth Subcommittee, community.				
Identify and compile best practices among City departments; develop consistency.				
Recommendations for producing bilingual materials				
Highlight, share perspectives of community members to tie in with monthly themes. (BFM)				
Highlight, advocate for businesses owned by marginalized people.				
Visual representation				
Collaborate with City departments & other city boards		Mental health benefits re: living in more harmony with nature		
Acknowledge and recognize our multicultural heritage		Latino Outreach		

**NOVEMBER**
*Item 8.*

Action/Strategy	Native American Heritage Month	Dia de los Muertos (Nov 1)	Transgender Day of Remembrance (Nov 20)	Diwali (date varies)
Lecture series	* Speaker for Native American Month to focus on the REAL story * History of the area * Library tie-in			
Develop cultural calendar				
Work with other cities/school district to support or partner in the development of cultural events		Partner with WHS (2023)		
Provide recommendations on meeting and event accessibility, as well as ADA enforcement				
Engage youth to provide regular social media content				
Recommendations regarding existing programs, meetings, events, etc. to make more inclusive to all	Kids book reading			
Develop new multi-cultural events, Collaborate with Juneteenth Subcommittee, community.		Multicultural event for the community	International potluck, International festival	Diwali dinner; education on event; plugging nearby temples with public celebrations
Identify and compile best practices among City departments; develop consistency.				
Recommendations for producing bilingual materials				
Highlight, share perspectives of community members to tie in with monthly themes. (BFM)				
Highlight, advocate for businesses owned by marginalized people.				
Visual representation	Indigenous visual representation			
Collaborate with City departments & other city boards				
Acknowledge and recognize our multicultural heritage				

DECEMBER

Item 8.

Action/Strategy	Rosa Parks Day (Dec 1)	Internatnational Day of People with Disabilities (Dec 3)	Hanukkah (date varies)	Kawanzaa (Dec 26 - Jan 1)	Las Posadas (not on calendar)
Lecture series					
Develop cultural calendar					
Work with other cities/school district to support or partner in the development of cultural events					
Provide recommendations on meeting and event accessibility, as well as ADA enforcement					
Engage youth to provide regular social media content					
Recommendations regarding existing programs, meetings, events, etc. to make more inclusive to all					
Develop new multi-cultural events, Collaborate with Juneteenth Subcommittee, community.					Posadas Event 2023
Identify and compile best practices among City departments; develop consistency.					
Recommendations for producing bilingual materials					
Highlight, share perspectives of community members to tie in with monthly themes. (BFM)					
Highlight, advocate for businesses owned by marginalized people.					
Visual representation					
Collaborate with City departments & other city boards					
Acknowledge and recognize our multicultural heritage					

## DIVERSITY, EQUITY AND INCLUSION COMMITTEE STRATEGIC PLAN ACTIONS

### Prioritization adopted by the DEI committee on August 9, 2022

#### Priority Level 1

- Objective 1      Lecture series: Develop community conversations on DEI-related topics (i.e. racism, sexism, ageism, classism, heterosexism, access, prejudice, discrimination, bias, naming etc.); address topics with sensitivity, conviction, and compassion. Collaborate with City boards and commissions, community, school district, other cities.
- Objective 3      Develop a cultural calendar (highlight events, holidays, etc.)
- Objective 3      Work with other cities/school district to elevate, promote, support or partner in the development of cultural events (Pride, Dia de los Muertos, etc.)

#### Priority Level 2

- Objective 1      Provide recommendations on meeting and event accessibility, as well as ADA enforcement.
- Objective 2      Engage youth to provide regular social media content (to share on City platforms).
- Objective 3      Provide recommendations regarding existing programs, meetings, events, etc. to make them more inclusive to all community members.

#### Priority Level 3

- Objective 1      Juneteenth as a springboard to develop new multi-cultural events. Collaborate with Juneteenth Subcommittee, community.
- Objective 1      Identify and compile best practices among City departments; develop consistency.
- Objective 1      Develop partnerships, collaboration with businesses.
- Objective 2      Provide recommendations for producing bilingual materials.
- Objective 2      Highlight, share perspectives of community members to tie in with monthly themes. Interviews, columns (Boones Ferry Messenger).
- Objective 2      Highlight, advocate for businesses owned by marginalized people. Share their stories.
- Objective 3      Visual representation (flags, symbols, holiday decor on City property).
- Objective 3      Collaborate with City departments (Library, Parks, etc.) and boards (Arts, Culture & Heritage, Kitakata Sister City Board, Tourism, etc.).
- Objective 3      Acknowledge and recognize our multicultural heritage including; Kalapuya Natives, German and Greek settlers and Chinese laborers.

## Cultural Calendar

### **January**

- Emancipation Proclamation (1<sup>st</sup>)
- World Braille Day (4<sup>th</sup>)
- Martin Luther King Jr. Day (16<sup>th</sup>)
- Lunar New Year (Jan/Feb) (Jan 22<sup>nd</sup> in 2023)

### **February**

- Black History Month

### **March**

- Ramadan Begins
- Women's History Month (8<sup>th</sup>)
- Holi (8<sup>th</sup>)
- Nowruz - (Iranian New Year/ Persian New Year (21-22)
- Cesar Chavez Day (31<sup>st</sup>)
- International transgender day of visibility (31<sup>st</sup>)

### **April**

- Deaf Heritage Month
- Arab American Heritage Month
- Passover
- Ramadan ends Eld-al-Fitr

### **May**

- Asian American and Pacific Islander Heritage Month
- Jewish American Heritage Month

### **June**

- Pride Month
- Immigrant Heritage Month
- Juneteenth (19<sup>th</sup>)

### **July**

- Disability Pride Month
- Americans with Disability Act (26<sup>th</sup>)

### **August**

- International Day of the World's Indigenous Peoples (UN) (9<sup>th</sup>)
- National Senior Citizens Day (21<sup>st</sup>)
- Raksha Bandhan (30<sup>th</sup>)

**September**

- Hispanic Heritage Month (9/15 – 10/15)
- Rosh Hashanah (15 – 17 in 2023)
- Yom Kippur (24-25 in 2023)

**October**

- Disability Heritage Month
- Indigenous Peoples Day (10<sup>th</sup>)
- World Mental Health Day (10<sup>th</sup>)
- National Coming Out Day (11<sup>th</sup>)

**November**

- Native American Heritage Month
- Dia de Los Muertos (1<sup>st</sup>)
- Transgender Day of Remembrance (20<sup>th</sup>)
- Diwali (between Oct/November based on Hindu lunar calendar) November 12 in 2023 (October 24, 2022)

**December**

- Rosa Parks Day (1<sup>st</sup>)
- International Day of Persons with Disabilities (3<sup>rd</sup>)
- Hanukkah (18<sup>th</sup> ~26<sup>th</sup> – changes)
- Kwanzaa (26<sup>th</sup> – Jan 1<sup>st</sup>)

## Lecture Series/ Speaker Series Program

### 2023

**March 2**      ***“Displacing Black Portland: A History of Housing Discrimination”*** (at Hilton Garden Inn)

Presented by Zachary Stocks, Oregon Black Pioneers

**April 27**      ***“Growing up Muslim in Clackamas County”*** (at Hilton Garden Inn)

Presented by Imran Haider, Washington State University

**May 4**      ***“The Mainstreaming of Antisemitism in America”*** (at Charbonneau Country Club)

Presented by Bob Horenstein, Jewish Federation of Greater Portland

**June 8**      ***“Systemic Racism in Oregon Schools”*** (at Wilsonville Library)

Presented by Rudyane Rivera-Lindstrom, Higher Education Coordinating Commission

**July 6**      ***“The Culture, Language and Etiquette of Disability”*** (at Clackamas Community College)

Presented by Ian Jaquiss, Relay Resources

### 2024

**February 1**      *“Fleeing Displacement and Escaping El Salvador’s Civil War for Life in America,”* presented by Elizabeth and Karla Brashear.

**March 6**      “LGBTQIA+: Understanding and Allyship,” presented by Erika Pham.

**April 4**      “Braving the Storm: A Couple's Search for Sanctuary in Wilsonville,” presented by Bob, Kiana and Ellie Furughi.

**May 30**      “Building Community Through Culture,” presented by Renee Roman Nose.



## MEMO

**To:** Diversity, Equity and Inclusion Committee  
**From:** Zoe Mombert, Assistant to the City Manager  
**Date:** April 30, 2024  
**RE:** Street Naming Convention

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The Diversity, Equity and Inclusion (DEI) Committee has been discussing street naming conventions for a number of months. The project is past the original deadline provided by the Engineering and Planning divisions. The project, which is intended to have the DEI committee recommend the street naming convention for the new Town Center area, needs to be complete no later than September 2024. The committee has discussed leaders and natural resources as options but has struggled to develop a list of leaders.

At the April 2024 regular committee meeting, Member Wilde suggested having criteria for the leaders and offered the Corvallis School District building renaming process as an example (attached). ***If the committee intends to select criteria, this must occur at the May meeting*** to allow time for names to be submitted by the June meeting. The city will conduct research from July – August in order to have a list of names and supporting information to the committee for review and decision at the DEI Committee's September 2024 meeting.

Staff suggestions for consideration based on the Corvallis School District Renaming Criteria:

- 1: Street Names and Park Names should inspire community members.
- 2: Name reflects social justice commitment to intentionally disrupting racism, genderism, ableism, and other socially unjust biases (person, place, thing). Additional weight should be given to figures who valued and worked for social justice in their lives.
3. Women who made inspirational contributions during their lives should be given additional weight in recommendations to remedy the lack of representation of women's contributions to the community.
4. Local Indigenous people who made inspirational contributions during their lives should be given additional weight in recommendations to remedy the lack of representation of indigenous peoples' contributions to the community.

After the criteria is selected, committee members will need to gather any additional names to be considered and submit them to staff to be considered by the committee in June for further review.

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## Renaming Criteria

*These are the criteria proposed and utilized by the School Renaming Task Force that met in the fall and early winter.*

C1: School name should inspire children and the community

C2: Name reflects social justice commitment to intentionally disrupting racism, genderism, ableism & other socially unjust biases (person, place, thing) Additional weight in recommendation should be given to figures who valued and worked for social justice in their lives

C3: Women who have made inspirational contributions during their lives should be given additional weight in recommendations to remedy the lack of representation among current school names

C4: At least one school in Corvallis should have a name that honors the local indigenous people (person, place, thing)

C5: At least one school in Corvallis should have a name that honors the community's connection to place

C6: Those that intentionally perpetuated white dominance (i.e. slaveholders, racist and/or anti-Indigenous views, etc.) will *not* be considered.



## Memorandum

**DATE:** February 2, 2024

**TO:** Diversity, Equity, and Inclusion (DEI) Committee

**FROM:** Sarah Pearlman, Assistant Planner  
Amy Pepper, PE, Development Engineering Manager  
Miranda Bateschell, Planning Director

**RE:** **Town Center Plan Street Naming- Staff Recommendation**

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At the January DEI Committee meeting, staff presented the two main themes based on prior ideas from the DEI Committee for a street naming scheme in Town Center: Recognition of Leaders from Diverse Backgrounds (Theme A) and Recognition of Oregon's Diverse Landscape (Theme B). The DEI Committee invited Mr. Peter Hatch, History & Archaeology Specialist with the Confederated Tribes of Siletz Indians (CTSI), to provide insight and feedback on the theme options during the meeting. Prior meeting materials have been provided as attachments for the Committee's convenience.

On January 31, 2024, staff met with Mr. Hatch, to further discuss feedback for a Town Center-specific street naming scheme. Mr. Hatch shared that the Confederated Tribes of Siletz Indians appreciated the opportunity to comment and be included, but felt that the planned workflow for how names will be brought into use did not offer certainty about whether streets named for tribal leaders would be prominent or aesthetically pleasing in a way that would confer the honor that the City and Committee intend, and therefore it does not make sense for CTSI to suggest tribal leaders as potential street names at this time.

Mr. Hatch shared additions to the existing native plant list that had significance to the Confederated Tribes of Siletz Indians, including elderberry, tarweed, and juncus and wishes to compliment the City and Staff on the excellent list already prepared. Staff plans to update the citywide list based on these recommendations. The option of pulling significant native plants to the Confederated Tribes of Siletz Indians for use in Town Center was explored. However, the DEI Committee expressly communicated a desire for names in Town Center to be inclusive of native peoples as well as other cultures and peoples present in the community today. In addition, the use of native plants is already in the street naming policy and prevalent in the community, and one goal of the Town Center Naming scheme is to differentiate the area from the rest of the City.

At this February meeting, staff recommends that the DEI Committee choose Theme B: Recognition of Oregon’s Diverse Landscape to move forward with a street naming scheme for Town Center that reflects the diverse landscape of Oregon. This option aligns with the community desire for the design on Town Center to reflect Wilsonville’s connection with the Willamette River and nature as communicated in both the Town Center Plan and its Streetscape Plan. It reflects the vibrant and varied backgrounds of the physical landscape of the state and of those who spend time in Town Center. Mr. Hatch offered to review the draft list of street names of this theme (Attachment 1) and provide input on landscapes and features that have significance to CTSI, thus incorporating some indigenous cultures and people. Furthermore, this option limits some of the challenges inherent in using the names of individual people, including the intensive research and vetting process that would be needed and the concerns that individual people won’t fully encompass the diversity of backgrounds and experiences that the future of Town Center aims to represent.

**Discussion Questions:**

- Which option would the DEI Committee like to move forward?
- What additional input or ideas do members of the DEI Committee have on that selected option?
- Which members of the DEI Committee would be interested in providing feedback before the March meeting?

Based on input from the DEI Committee, Staff will work with Chair Pham, Mr. Hatch, and other interested members of the Committee who identify themselves at the February meeting to draft a Town Center Street Naming Policy for review at the March meeting and subsequent adoption as a modification or attachment to the existing Resolution (Attachment 4).

**Attachments:**

1. Town Center Street Naming: Summary of Options dated January 5, 2024
2. Town Center Street Naming Community Development Memo dated January 5, 2024
3. Town Center Street Naming Community Development Memo dated September 1, 2023
4. Resolution 1924
5. Approved Street Name List

## Town Center Street Naming: Summary of Options

January 5, 2024

The Town Center Street Naming Policy is intended to be supplemental to the Citywide Policy and provide for Town Center's identity as a neighborhood. Town Center is the heart of Wilsonville and its street names should set it apart as the City's core.

### Theme A: Recognition of Leaders from Diverse Backgrounds

- Town Center is intended to be a vibrant, diverse, and inclusive space for Wilsonville residents and friends to gather and spend time in. The process of planning Town Center was inclusive and a core community priority is creating inclusive community gather spaces. The street naming process for Town Center should follow that same vision set forth by the Town Center Plan.
- The current street naming policy offers historic Wilsonville surnames as options. Supplementing these leaders who have historically been represented with leaders from different backgrounds and experiences who have also made impacts in Oregon broadly, more accurately reflects our shared history and the future of the City.
- Naming the streets after leaders in Oregon from diverse backgrounds reflects the community's desire for spaces that allow people from those same diverse backgrounds to connect with each other and with the history of their state.
- Some preliminary examples:
  - From DEI Committee members
    - Cannady ([Beatrice Morrow Cannady](#)- an African American civil rights activist who also fought for women's suffrage)
    - York ([York](#)- An African American man, enslaved to William Clark, who was a part of the Lewis and Clark expedition. The first black man to cross North America.)
    - [Kalapuya](#)
    - [Atfalati](#)
    - Barrow ([Willie Beatrice Barrow](#)- A black civil rights activist and minister who lived in Portland and helped build one of the first black Churches of God in the city.)
    - McCoy ([William "Bill" Lipscomb McCoy](#)- the first African American elected to the Oregon legislature who re-ratified the Fourteenth Amendment (Due Process Clause) for Oregon.)
    - Leon ([Teresa Alonso Leon](#)- the first immigrant Latina elected to the Oregon legislature)
    - Cleary ([Beverly Cleary](#)- a native Oregonian and beloved author of the *Ramona Quimby* series and other children's novels)

- Gordly ([Avel Louise Gordly](#)- first black woman elected to the Oregon Senate)
- Jama ([Kayse Jama](#)- Oregon's first elected Muslim Senator)
- Woods ([Aaron Woods](#)- current Oregon Senator)
- Fitzgerald (Julie Fitzgerald- current Wilsonville Mayor who led the city through COVID and created the first DE Committee for the City.)
- Additional examples from staff research
  - Deiz ([Mercedes Deiz](#)- first black female lawyer in Oregon (admitted to the bar in 1960) and first woman of color to become a judge in Oregon and first black woman to be elected to the bench in Oregon)
  - Harrison ([Kathryn Harrison](#)- Tribal leader who regained federal recognition for the Confederated Tribes of the Siletz and the Confederated Tribes of Grand Ronde.)
  - Yasui ([Minoru Yasui](#)- Japanese American lawyer born in Oregon who was pivotal in fighting laws that targeted Japanese Americans and immigrants during WW2.)
  - Jaramillo ([Annabelle Jaramillo](#)- Latina politician and activist from Oregon who served on the National Environmental Justice Council and fought for LGBT rights.)

#### Theme B: Recognition of Oregon's Diverse Landscape

- The current street naming policy offers native plants and flowers as options. The street naming policy in Town Center can build upon this by recognizing key aspects of the Oregon landscape that honor the environmental stewardship that was prioritized by the community in the Town Center Plan.
- The Town Center Streetscape Plan communicates a community desire that the design of Town Center be based on Wilsonville's spirit of technological innovation and connection to the Willamette River. Street names that recognize and celebrate our state's diverse physical landscapes reflect Wilsonville's connection to nature.
- Town Center is intended to be a vibrant, diverse, and inclusive space for Wilsonville residents and friends to gather and spend time in. The process of planning Town Center was inclusive and a core community priority is creating inclusive community gather spaces. The street naming process for Town Center should follow that same vision set forth by the Town Center Plan.
- Naming the streets after features and elements of Oregon's diverse landscape reflects the vibrant and varied physical backgrounds of the state. In an abstract way this reflects the vibrant and varied backgrounds of those who spend time in Town Center, currently and in the future.
- Some preliminary examples:

- Examples from DEI Committee members
  - Alvord Desert related
  - Gorge
  - Sunstone
  - Agate
  - Jasper
  - Opal
  - Jory
  - Meadowlark
  - Hazelnut
  - Chanterelle
- Additional examples from staff research
  - Owyhee (Canyonlands)
  - Painted Hills
  - Tumalo (Falls)



## Memorandum

**DATE:** January 5, 2024

**TO:** Diversity, Equity, and Inclusion (DEI) Committee

**FROM:** Miranda Bateschell, Planning Director  
Amy Pepper, PE, Development Engineering Manager  
Sarah Pearlman, Assistant Planner

**RE:** **Town Center Plan Street Naming Themes**

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Conversations with DEI Committee members to date have brought forth two main themes for a street naming scheme in Town Center: Recognition of Leaders from Diverse Backgrounds and Recognition of Oregon's Diverse Landscape. Attached is a summary of the two themes as they relate to the Town Center Plan, the existing street-naming policy, and other relevant documents, along with initial examples of street names that fit each theme from DEI Committee members and preliminary staff research. Staff seek confirmation from DEI Committee members that the two themes have been accurately captured as well as street names to be added to each list.

At least one representative from the Confederated Tribes of Siletz will be joining the January meeting and other tribal representatives have been invited. At the January meeting, staff plans to present the two themes to the Committee and invited guests, listen, and integrate input from invited guests and feedback from the Committee into the street naming summary document. The updated document will be presented at the February DEI Committee meeting for further discussion and selection of a single street naming theme. Between the January and February meetings, staff can work with interested participants to further generate name options to be reviewed at the February meeting.

### Attachments:

Town Center Street Naming: Summary of Options  
Town Center Street Naming Community Development Memo dated September 1, 2023  
Resolution 1924  
Approved Street Name List

**MEMO – Community Development**

DATE: September 1, 2023

TO: Diversity, Equity and Inclusion (DEI) Committee

FROM: Miranda Bateschell, Planning Director  
Amy Pepper, PE, Development Engineering Manager

***RE: Town Center Plan Street Naming***

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In May 2019 (and later amended in October 2021), the City adopted the Wilsonville Town Center Plan. The Wilsonville Town Center Plan is a long-range plan for how the Town Center area can better serve the interests and needs of residents, visitors, businesses and local employees. The approximate 100-acre project area encompasses the properties north of Wilsonville Road, within and adjacent to Town Center Loop, including Town Center shopping center, Fry's Electronics, and Regal Cinemas Theater. The Town Center Plan (the Plan) was a community-driven project, developed with the input from a broad cross-section of Wilsonville residents, business owners, and employees through a variety of public engagement opportunities. Surveys, focus groups, neighborhood meetings, and outreach events resulted in thousands of touchpoints with the community. Community members expressed a specific desire for the future of Town Center as a vibrant, walkable destination that inspires people to come together and socialize, shop, live, and work. Town Center is the heart of Wilsonville. It is home to active parks, civic spaces, and amenities that provide year-round, compelling experiences. Wilsonville residents and visitors come to Town Center for shopping, dining, culture, and entertainment.

One outcome of the Plan is it converts privately owned accessways to public streets. The first application for redevelopment, as recently approved by the City Development Review Board Panel B, replaces the existing Shari's restaurant with a five-story 114-unit mixed-use apartment building with 3,700 square feet of ground floor commercial improvements and associated improvements, including the construction of a new public street. The Developer approached the City to inquire about possible street names for the new street. The Town Center Plan does not identify a specific street naming convention outside of the City's adopted policy.

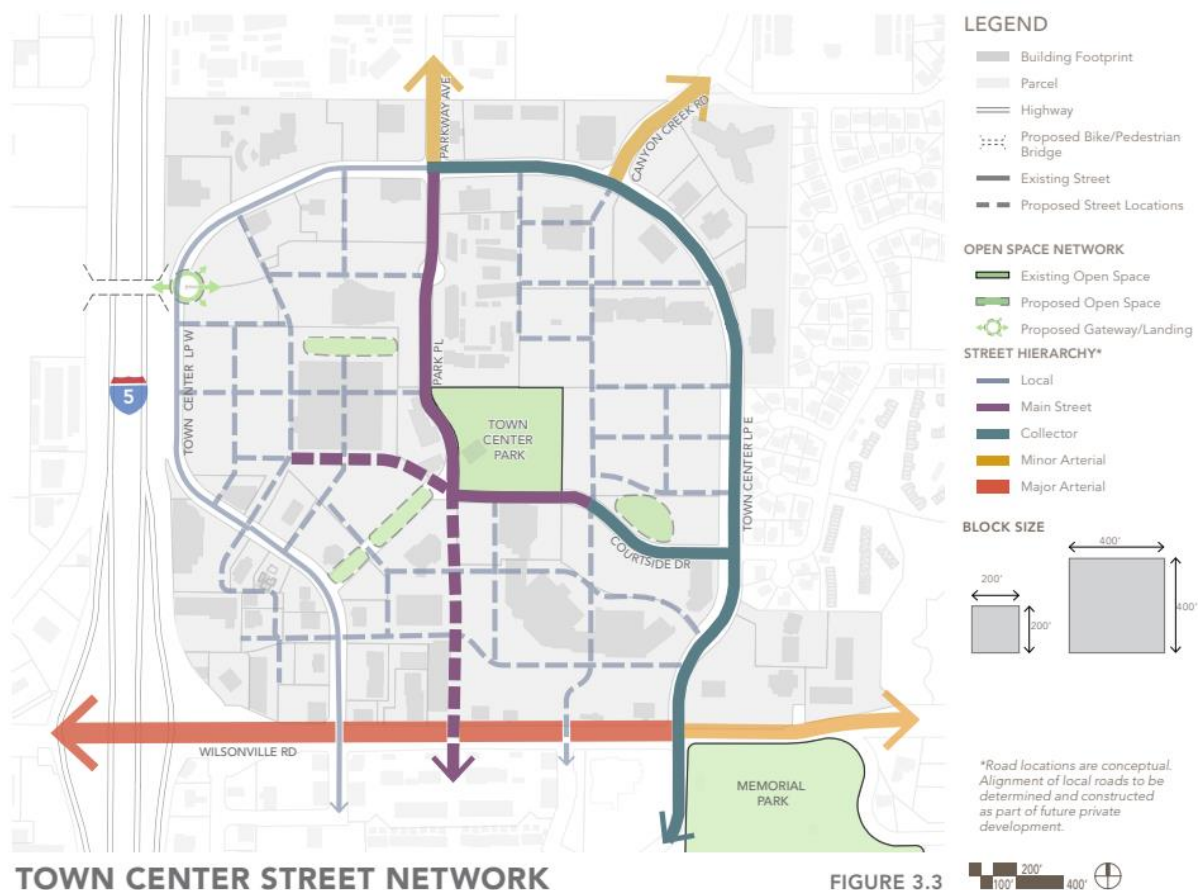
The City's pre-existing street naming policy states that streets shall be named using historic surnames or names reflecting Oregon geography, natural features or native plants and animals. Attached is a list of adopted names available for new streets.

Staff is interested in pursuing adoption of a theme or naming convention for streets in Town Center that helps to honor the bold vision of the Town Center Plan to create an accessible, diverse, connected and thriving place for all people to gather. To continue the inclusive, community-driven planning effort established by the Town Center Plan, rather than have staff lead or strategize on a

naming convention for this area, staff would like to ask the DEI committee to provide recommendations for street names and/or a street naming theme that is inclusive for all residents.

The desired timeline is to have a recommendation by the beginning of 2024 for implementation with the approved mixed-use development. Staff will be available to answer questions at the September DEI meeting that will help the Committee undertake this task. At the October or November DEI meeting, specific themes/naming conventions can be prioritized or a singular one selected, and then a list of names can be generated, reviewed, and finalized at following meetings.

For reference, here is the ultimate street layout desired in this area:



#### Attachments:

Resolution 1924

Approved Street Name List

#### Reference:

The Story of the Wilsonville Town Center Plan:

<https://wilsonville.maps.arcgis.com/apps/Cascade/index.html?appid=f6c8a240d00f4c0ba9b393d670f2d4de>

Wilsonville Town Center Plan:

[https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/planning/page/5101/wilsonville\\_plan\\_050919\\_web\\_amended101821.pdf](https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/planning/page/5101/wilsonville_plan_050919_web_amended101821.pdf)

**RESOLUTION NO. 1924****A RESOLUTION OF THE CITY OF WILSONVILLE ADOPTING A STREET NAMING AND ADDRESSING POLICY**

WHEREAS, a systematic street naming program contributes to efficient, safe and convenient way-finding within the community and specifically:

- Facilitates the implementation and effective operation of the Emergency 911 System.
- Provides for a neighborhood's identity.
- Establishes a street name and designator system that will improve the delivery of emergency services.
- Establishes a consistent and accurate methodology for site identification.
- Provides standards and procedures for addressing and re-addressing.
- Provides standards and procedures for naming and re-naming streets, both public and private.
- Enhances site identification for mail/parcel delivery, Geographic Information Systems (GIS) compatibility and emergency operations.

**NOW THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:****A. Street Identification:**

- a. All new streets within the City of Wilsonville shall be named in conformance with the following standards:
  1. No street names shall be used which will duplicate, sound like or closely resemble the names of existing streets, except for extensions of existing streets or when eventual connection can be anticipated.
  2. Landscaped arterials providing through traffic movement across the community shall be called "**Boulevards**".
  3. Meandering collectors providing through traffic movement across a neighborhood shall be called "**Drives**".

4. All other streets that generally run north-south shall be designated "**Avenues**". All other streets that generally run east-west shall be designated "**Streets**".
5. Winding curvilinear streets shall be designated "**Circle**" or "**Loop**". Streets that generally run for a short distance shall be designated "**Lanes**". Cul-de-sacs shall be designated as "**Court**", "**Place**" or "**Way**".
6. Other street name suffixes such as "**Hollow**", "**Terrace**" or "**Ridge**" will be considered on a case-by-case basis.
7. All streets shall be addressed and numbered in accordance with the addressing matrix of the Portland Metropolitan Area.
8. When practical, streets shall be named using historic surnames or names reflecting Oregon geography, natural features or native plants and animals. Utilization of first names is discouraged. Names to be considered may include, but are not limited to the following:
  - a. Early homesteaders or settlers in the Wilsonville area.
  - b. Original holders of Donation Land Claims in the Wilsonville area.
  - c. Heirs of original settlers or long-time residents of the Wilsonville area.
  - d. Early community leaders and pioneers of eminence.
  - e. Native American tribes indigenous to Oregon.
  - f. Pioneers of the Champoeg / Butteville area.
  - g. Native animal and bird names
  - h. Native tree and plant names
  - i. Agrarian and cultural themes
9. All streets shall have a suffix name. Only street suffix names from the USPS Postal Addressing Standards are permitted.
10. All streets shall be designated by one name for the entire length, whenever practical.
11. Consideration will be given to continuing the name of a street from outside the City, when applicable.
12. Streets that are offset at an intersection shall be given different names.
13. Any street which continues through an intersection shall be given the same name.

14. Street naming and addressing should be coordinated with the following agencies: Tualatin Valley Fire and Rescue, Clackamas County 911, Washington County Central Communications, and the United States Post Office.

15. Private streets shall be named at the time of preliminary site development review subject to the same standards as public streets.

- b. Street names shall be approved by the City Engineer, who may receive input from the DRB at the time of preliminary review of proposed subdivision or partition or prior to or upon acceptance of any street created by a public dedication.
- c. When used in this policy, the term "street" means any street, road, highway, private road, undeveloped platted road, right-of-way, and/or thoroughfare. When used in this policy, the term situs number, and/or address means a number assigned to a property for the specific identification of that property.

B. Alleys:

- a. Alleys shall be given identification when such alley provides the sole access for the delivery of emergency services.
- b. Addresses shall be posted at the corner(s) of an alley and the street to assist in building identification and the delivery of emergency services.

C. Re-naming of a Street:

- a. City Council or the City Engineer may initiate the renaming of a street, conducted through a public process, with notice to affected parties.
- b. Individuals wishing to rename a street must provide written approval from the majority of property owners along said street, and are subject to approval by the City Council. Applicants must pay costs associated with replacing signage.

D. Contingency:

- a. Situations and circumstances will arise which do not conform to the established street naming policies. Such situations must be evaluated on their own merits as well as conformance to general policies and guidelines. Review of street names should also take into account the issues that may tend to have a street name cause confusion, error or delay in matters affecting public safety and delivery of goods and services.

E. Addressing:

- a. The City's Engineering Division shall be designated to assign addresses with reference to Clackamas County Code – Title 7, the Oregon Geospatial Data Addressing Standard or similar standard.
- b. Situs numbers shall be placed on the front of the structure near the entry and shall be clearly visible from the street fronting the property.
  1. When the structure is within 50' of the fronting street, the assigned situs number shall be placed on the front of the structure in the vicinity of the front door or entry and readable from the street.
  2. If the structure is over 50' from the fronting street, or if the line of sight is obstructed, the situs number shall be additionally displayed on a suitable structure (mailbox, sign, post or fence) adjacent to the driveway entrance.
  3. If a series of structures are over 50' from the fronting street or if the line of sight is obstructed, or if emergency service access is from a designated alley or driveway, the situs number should be additionally displayed on a suitable structure (marquee, kiosk or map with legend) adjacent to both ends of the alley or driveway entrance, and be clearly posted on the rear of the structure adjacent to the alley or driveway.
- c. Building numbers shall be installed consistent with the current adopted Building and Fire Codes.
- d. Changes to building addresses shall be submitted to the City's Engineering Division in writing by the owner(s) of the property. Such requests shall be subject to an administrative processing fee.
- e. Only one address is permitted per building or dwelling unit. Individual tenant spaces/units shall be designated with suite/apartment numbers. Letters are not permitted.
- f. All Streets created by the subdivision process will be named prior to the submission of the final plat.

F. Street Signs:

- a. Street name signs shall be placed in accordance with the City's Public Works Standards and should include addressing block numbers.
- b. All public street signs shall be green in color with white lettering.

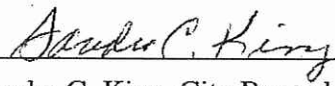
- c. All private street signs shall be blue in color with white lettering.
- G. Allowance for unique street names and signage through approved way-finding plans is permitted as long as there is clear differentiation between public and private streets.

This Resolution shall be effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 7<sup>th</sup> day of March, 2005, and filed with the Wilsonville City Recorder this same date.

  
ALAN KIRK, COUNCIL PRESIDENT

ATTEST:

  
Sandra C. King, City Recorder, CMC

SUMMARY OF VOTES:

Mayor Lehan	Excused
Councilor Kirk	Yes
Councilor Holt	Yes
Councilor Scott-Tabb	Yes
Councilor Knapp	Yes

Need some names?

Item 9.

## Historical names in the Wilsonville Area

Have streets, trees, or parks already  
named for them

Angus  
Balsiger  
Barham  
Bataglia  
Bischof  
Boston  
Brobst  
Bruck  
Bryant  
Epler  
Failmetzger  
Guyton  
Hasselbrink  
Heater  
Holbrook  
~~Wen~~  
Jaeger  
Koellmermeier  
Krause  
Lichtenthaler  
~~McGraw~~  
Misterek  
~~Murray~~  
Peters  
Riggs  
Saltzier  
Scheckla  
Schlickeiser  
Schwartz  
Stahlnecker  
Stangel  
Taylor  
Todd  
Tuckness  
Zumwalt

Jobse

Not  
used

Aden	S
Bailey	S
Baker	S
Barber	S
Bell	S
Boeckman	S
Boone	S, Park
Brown	S
Burns	S
Chutter	S
Cumberland	Tree
Curry	S
Eilers	S
Elligsen	S
Flynn	S
Franklin	S
Gordon	S
Graham	S
Guis	S
Kahle	S
Kolbe	S
Kruse	S
Lehan	S
Lowrie	S, Marketplace
Lyons	Park
Matzen	S
Meek	S
Montgomery	S
Morey	S, Neighborhood
Nutting	S
Ridder	S
Schroeder	S
Seely	S
Short	Tree
Tauchman	Park Building
Thornton	S
Tooze	S
Vlahos	S
Wagner	S
Wiedemann	S
Wilson	S, City
Young	S

# Historical surnames in the Wilsonville area

Date of review: 5/10/2023

Item 9.

Angus	Short (T)
Balsiger	Stahlnecker
Barham	Stangel
Bataglia	Tauchman (Bld)
Bischof	Taylor
Boston	Todd
Brobst	Tuckness
Bruck	Wiedemann (St)
Bryant	Zumwalt
Cumberland (T)	<del>Aden</del> (St)
Epler	<del>Bailey</del> (St)
Failmetzger	<del>Baker</del> (St)
Guyton	<del>Barber</del> (St)
Hasselbrink	<del>Bell</del> (St)
Heater	<del>Boeckman</del> (St)
Holbrook	<del>Boone</del> (St; Pk)
Jaeger	<del>Brown</del> (St)
Jobse	<del>Burns</del> (St)
Koellermeier	<del>Clutter</del> (St)
Krause	<del>Curry</del> (St)
Lichtenthaler	<del>Eilers</del> (St)
Lyons (Pk)	<del>Elligsen</del> (St)
Misterek	<del>Flynn</del> (St)
Peters	<del>Franklin</del> (St)
Riggs	<del>Gordon</del> (St)
Saltzier	<del>Graham</del> (St)
Scheckla	<del>Gwiss</del> (St)
Schlickeiser	<del>Kahle</del> (St)
Schwartz	<del>Kolbe</del> (St)

Key for name use	
<del>Strikethrough</del> = Used for street name	
St = Street	Mk = Marketplace
Pk = Park	Nh = Neighborhood
T = Tree	Bld = Building

~~Kruse~~ (St)  
~~Lehan~~ (St)  
~~Lowrie~~ (St; Mk)  
~~Matzen~~ (St)  
~~McGraw~~ (St)  
~~Meek~~ (St)  
~~Montgomery~~ (St)  
~~Morey~~ (St; Nh)  
~~Murray~~ (St)  
~~Nutting~~ (St)  
~~Ridder~~ (St)  
~~Schroeder~~ (St)  
~~Seely~~ (St)  
~~Thornton~~ (St)  
~~Teeze~~ (St)  
~~Vlahos~~ (St)  
~~Wagner~~ (St)  
~~Wilson~~ (St; City)  
~~Young~~ (St)

## Native Plant Street Names

Aspen	Milkweed	<del>Willow</del> (St)
Aster	Penstemon	<del>Windflower</del> (St)
Azalea	Pine	<del>Yarrow</del> (St)
Boxwood	Plum	<del>Yew</del> (St)
Boykinia	<del>Ponderosa</del> (St)	
Bunchberry	Rue	
Camas	Salal	
Cascara	Snowberry	
Cattail	Snowbrush	
Checkerbloom	Sorrel	
Cherry	Spirea	
Corydalis	Spruce	
Crabapple	Starflower	
Currant	Twinberry	
Daisy	Twinflower	
Fireweed	Viburnum	
Gilia	Violet	
Goldenrod	<del>Wildrye</del>	
Gooseberry	Wintergreen	
Grape	<del>Alder</del> (St)	
Grasswillow	<del>Ash</del> (St)	
Harebell	<del>Cedar</del> (St)	
Hemlock	<del>Dogwood</del> (St)	
Honeysuckle	<del>Fir</del> (St)	
Huckleberry	<del>Lupine</del> (St)	
Lily	<del>Maple</del> (St)	
Madrone	<del>Marigold</del> (St)	
Maidenhair	<del>Oak</del> (St)	
Manzanita	<del>Trillium</del> (St)	