



## CITY COUNCIL AGENDA

May 18, 2026 at 7:00 PM

Wilsonville City Hall & Remote Video Conferencing

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### **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](mailto: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 [5:30 PM]**

### **COUNCILORS' CONCERNS [5:35 PM]**

### **PRE-COUNCIL WORK SESSION [5:40 PM]**

- A. Community Enhancement Program Grant Report - Wilsonville Field Guide & Wildlife (*Rappold*) [15 min]
- B. Tourism Development Strategy (*Mombert*) [15 min]
- C. [Town Center Building Height Waiver Provision Project \(\*Guile-Hinman/Bateschell\*\) \[25 min\]](#)

### **ADJOURN [6:35 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, May 18, 2026 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10:00 a.m. on May 5, 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. [Tualatin Valley Fire & Rescue's State of the District \(Chief Smario\) \[15 min\]](#)

**CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS [7:25 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 [7:40 PM]**

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

**CONSENT AGENDA [8:00 PM]**

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. \(Mombert\)](#)

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 \(Capital Improvement Project #2113\). \(Weigel\)](#)

12. [Minutes of the May 4, 2026 City Council Meeting. \(City Recorder\)](#)

**NEW BUSINESS [8:05 PM]**

**CONTINUING BUSINESS [8:05 PM]**

**PUBLIC HEARING [8:05 PM]**

**CITY MANAGER'S BUSINESS [8:05 PM]**

**LEGAL BUSINESS [8:10 PM]**

**ADJOURN [8:15 PM]**

**INFORMATIONAL ITEMS – No Council Action Necessary**

[Pride Month Proclamation](#)

[National Public Works Week Proclamation](#)

[City Manager Reports](#)

*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**

<b>Meeting Date:</b> May 18, 2026		<b>Subject:</b> Town Center Building Height Waiver Provision Project	
		<b>Staff Member:</b> Amanda Guile-Hinman, City Attorney Miranda Bateschell, Planning Director	
		<b>Department:</b> Legal, Community Development	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> 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 checked="" type="checkbox"/> Not Applicable <b>Comments:</b> N/A	
<b>Staff Recommendation:</b> N/A			
<b>Recommended Language for Motion:</b> N/A			
<b>Project / Issue Relates To:</b>			
<input checked="" type="checkbox"/> Council Goals/Priorities: Goal 4: Communications & Engagement	<input type="checkbox"/> Adopted Master Plan(s):	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

Examine Development Code provisions concerning waivers to building height currently provided in the Town Center Zone (Wilsonville Code 4.132 (.06)D and 4.118(.03)A.8), review input from Town Center Building Height Waiver Task Force (“Task Force”), and provide feedback and/or questions for the Task Force to further consider.

**EXECUTIVE SUMMARY:**

This staff report provides an overview of the City project to review the waiver provision in WC 4.132(.06)(D), which offers applicants an opportunity to seek a waiver within two of the subdistricts of the Wilsonville Town Center relating to building ground floor floorplate and/or building height. Additionally, this staff report reviews the work of the Town Center Building Height Waiver Task Force thus far, which has explored various options to revise the waiver provision. Staff seeks input from City Council to provide back to the Task Force as it focuses on particular revisions to the waiver. Staff will provide the City Council’s feedback and questions to the Task Force for its consideration at its May 19, 2026 meeting.

**I. BACKGROUND**

**A. Establishing the Task Force – Resolution No. 3244**

Resolution No. 3244 (attached hereto as **Attachment 1**) establishes the Wilsonville City Council’s desire to review Town Center building height waiver provisions in the Wilsonville Code and to establish a limited duration task force to help recommend updates to the waiver provisions.

At its [February 19, 2026 work session](#), Council received background factual and legal information regarding the Wilsonville Town Center and related Town Center Plan and then deliberated whether to explore updated to the building height waiver language applicable to the Wilsonville Town Center.

At its [March 2, 2026 meeting](#), Council adopted Resolution No. 3244 (**Attachment 1**) to consider amendments to the Wilsonville Code that affect potential building heights for redevelopment in the Wilsonville Town Center. In particular, Resolution No. 3244 provides a process for Council to consider modification to building height waiver language within the Wilsonville Code that allows increased building height in the Wilsonville Town Center. The Resolution also called for establishing a limited duration task force to review options of possible updates to the building height waiver language in the Wilsonville Code.

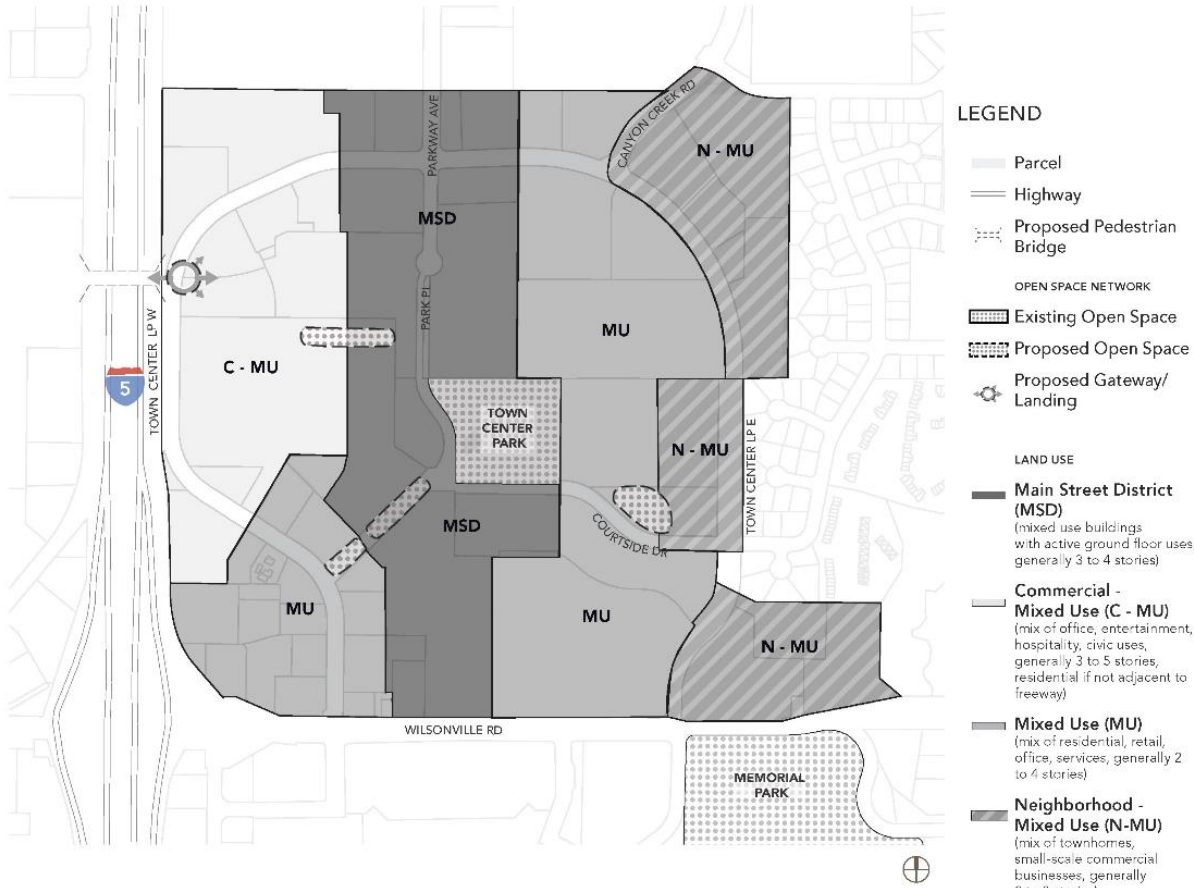
**B. Town Center Plan Overview**

The Wilsonville Town Center Plan presents a blueprint that will guide future development in Town Center through strategic actions (new projects, policies, programs or partnerships) in order to achieve the Wilsonville community’s vision for Town Center. The City webpage with Town Center Plan information is available [here](#). The Town Center project team worked with the community at over one hundred meetings and events from 2017 through 2019, and through dozens of surveys and polls to formulate the various elements of the Plan. The community is passionate about the future of Town Center and has voiced a vision and plan for the next stage in Town Center’s evolution.

The Town Center Plan guides development in Town Center to create the heart of Wilsonville – a vibrant, walkable destination that inspires people to come together and socialize, shop, live, and work. The Town Center Plan identifies parks, civic spaces, and amenities to provide year-round, compelling experiences. To promote the heart of Wilsonville, the Town Center Plan has several

components, including updates to the City Code to provide for mixed-use development, an “Emerald Chain” open space/park concept, multi-modal infrastructure to encourage bicycle and pedestrian accessibility, and economic development strategies. The Town Center Plan identified implementation measures, including parking strategies to ensure efficient and convenient parking for visitors, workers, and residents, infrastructure investments, economic development strategies, and regulatory actions (including adoption of updates to the Wilsonville Code).

Of particular importance to this Task Force’s work, the Town Center Plan and related regulatory actions created four (4) subdistricts within the Town Center: Commercial Mixed-Use (C-MU), Mixed-Use (MU), Main Street District (MSD), and Neighborhood Mixed-Use (N-MU). The Main Street District represents the central hub of the Town Center. The other subdistricts transition from allowances for taller buildings adjacent to I-5 to smaller buildings adjacent to the residential area east of Town Center Loop East. Below is a map of the subdistricts, which is found in the Wilsonville Code:



Since the Town Center Plan adoption in 2019, the City commenced work on the implementation measures including adopting updates to the City Transportation System Plan (2020) and the Town Center Streetscape Plan (2021), designing the Town Center Gateway Plaza (2021), undertaking an infrastructure funding plan (2022), conducting a vertical housing development

zone (VHDZ) study and adopting the VHDZ (2022), creating a Town Center street naming policy and handbook (2024), and completing an urban renewal feasibility study (2024), which study is currently being updated at the direction of the City Council.

### C. 2025 Town Center Outreach

In Fall 2025, in response to City Council Goal No. 4: Communications and Engagement, the City created a *Let's Talk, Wilsonville!* questionnaire for the community and conducted three focus groups to better understand community members' excitement and concerns regarding the Wilsonville Town Center, the Town Center Plan, and urban renewal as a financing tool for Town Center infrastructure/development. A summary report from the City's consultants was provided at the December 1, 2025 Council meeting, which report can be found [here](#) and video of the presentation can be found [here](#), starting at the 3-hour mark. In that outreach, community members expressed concerns regarding the potential height of future buildings in Town Center and the possibility for them to feel too much like they belong in a big city. From this feedback, staff proposed to the City Council to consider re-examining the building height waiver provisions for Town Center in the Wilsonville Code.

## II. BUILDING HEIGHT WAIVER PROVISION

The current Town Center building height waiver provision in the Wilsonville Code is provided as **Attachment 2** to this staff report and the general waiver provision (referenced in the Town Center building height waiver provision) is provided as **Attachment 3** to this staff report. The provisions relevant to this project are highlighted. In particular, the current waiver provision in WC 4.132 allows buildings in C-MU and MU to waive building height requirements (meaning development can seek a waiver to only be one-story tall or seek a waiver to increase building height) and floorplate limitations (the square-footage of the floor area) if they meet the general waiver requirements in WC 4.118 and also select one item from each of Menu One and Menu Two to enhance the development. The building height waiver is not allowed in the Main Street District subdistrict or the Neighborhood Mixed-Use subdistrict.

Staff reviewed prior Planning Commission and City Council work sessions and meetings where discussions regarding floorplate and building height occurred. At the direction from Planning Commission, both Planning Commission and City Council considered drafts of the waiver provision. The Planning Commission's intent with the waiver provision was to provide flexibility for future development in Town Center. While previously provided to Council, for ease of access, these work sessions and meetings discussions can be found in **Attachment 4** to this staff report.

## III. TASK FORCE MEETINGS

Upon the establishment of the Task Force, it has met twice to begin work on this project. At the first meeting, held on April 15, 2026, City staff provided a high-level overview of the Town Center Plan and how the waiver provision was created and refined and also discussed the work that the Task Force would be undertaking. Information about the April 15, 2026 Task Force meeting is available [here](#).

At its second meeting on April 21, 2026, the Task Force reviewed drafts of different options for revising the waiver provision. **Attachment 5** is the packet of options and descriptive chart provided to the Task Force. Staff provide the following high-level overview of each Option.

- **Option 1:** Stays true to original language/intent where the waiver provides flexibility and the affordable housing bonus story is still available, but the language is updated to be explicit about limiting the increase in building height and closing any possible loophole in the citywide waiver provision.
  
- **Option 2:** Stays true to original language/intent where the waiver provides flexibility, but flexibility may involve a choice of either the bonus story for affordable housing or a waiver for an additional story, to prohibit any building from being 7 stories. Language is updated to be explicit about limiting the increase in building height and closing any possible loophole in the citywide waiver provision.
  
- **Option 3:** Reflects adherence to community’s preference during the Town Center planning process for buildings of 3-5 stories, while maintaining flexibility and incentive for affordable housing, since those projects are harder to pencil. Stays true to an intentional choice at time of Plan. Language is updated to be explicit about limiting the increase in building height and closing any possible loophole in the citywide waiver provision.
  
- **Option 4:** Reflects adherence to community’s preference during the Town Center planning process for buildings of 3-5 stories. Limits flexibility in C-MU and incentive for affordable housing. Language is updated to be explicit about limiting the increase in building height and closing any possible loophole in the citywide waiver provision.

An additional consideration for each Option was whether to limit the waiver in the MU subdistrict to only the areas west of the MSD subdistrict so that developments in the MU subdistrict adjacent to the N-MU subdistrict cannot seek the waiver to increase building height. Staff included this additional consideration for the Task Force to determine whether it furthers the vision for the planned land use in Town Center, with larger buildings nearer I-5 (the C-MU subdistrict), stepping down to the smaller buildings near the residential area to the east (the N-MU subdistrict).

The Task Force was divided into three groups of three to discuss each of the Options and asked the following prompts for each Option:

1. Discuss whether the Option meets the vision and/or components of the Town Center Plan.
  - a. In what ways does it strengthen the Plan vision?
  - b. Are there any concerns with the Option?
  
2. In what ways is this Option consistent or inconsistent with the original intent of the waiver provision (WC 4.132(.06)D.) to increase flexibility for development?

3. What additional follow-up is needed to better understand the practical implications of the Option?
4. Are there other options that should be considered?

After the small group discussions, the Task Force reconvened and reported on their feedback. Each small group's report-out is summarized below:

- Group 1: consensus was that Option 1 was too tall and not what the public can handle. The group looked at Option 2 with the asterisks (the limitation of increasing the building height east of the Main Street District). The group also discussed an "Option 5" of not allowing any building height waiver, but the challenge of having one building already approved for the additional story makes it difficult to have that building as a "unicorn" in Town Center.
- Group 2: one person liked Option 1 for its flexibility and not being too restrictive, but 2 others in the group thought Option 3 was best. They also liked the asterisks. They noted that if the City moved forward with Option 1, they should consider an escalation of the menu items, where a building with 2 additional stories would need to do more than one item from each menu. This group also discussed the menu items and "raising the bar" on them. The group discussed that some of the menu items would be easy to get and so should be revisited. The group like height being towards I-5.
- Group 3: the area of consensus was that, if there is more density, it should be closer to I-5, however, one member wanted to see an option of no increased building height waiver and only allow a bonus floor for affordable housing. Of the options presented, Option 2 was the most popular. Another "Option 5" was discussed in this group where west of the Main Street District (toward I-5), development could only seek a waiver to increase building height and not decrease building height, and east of the Main Street District (toward the residential area), development could only seek a waiver to decrease building height and not increase building height. This "Option 5" received some general support from members of the two other small groups.

Some other themes emerged from the feedback:

- Task Force members generally found 7 stories to be too tall and inconsistent with the vision of the Town Center Plan.
- Members liked the idea of the "asterisks" as part of the update to the waiver provision, where the area of the MU subdistrict east of the Main Street District (the area closer to Town Center Loop East and the residential area) would not be eligible for a waiver to increase building height.
- Some members found Option 4 too limiting.
- Some members favored Option 3, but the general group also discussed a the new "Option 5" from Group 3 where the MU subdistrict west of the Main Street District would only be

eligible for a waiver to increase building height (but not decrease to one story) and the MU subdistrict east of the Main Street District would only be eligible for a waiver to decrease building height.

- The Task Force also had discussion around the two menus that are part of the waiver provision. Task Force members are interested in further examining the menus and whether they should be updated to require more of developers who seek a waiver.
  - Staff noted that if the waiver menu items are further refined, an additional Task Force meeting may be necessary.

More information from the April 21, 2026 Task Force meeting can be found [here](#).

With this background and initial feedback from the Task Force, staff seeks input from Council to provide back to the Task Force as it continues to consider updates to the building height waiver provision. Questions for Council:

1. In contemplating a cap to limit building height to no more than six (6) stories (considering the waiver provision and the bonus floor for affordable housing provision), what do you want the Task Force to consider? Would you support this cap?
2. As the Task Force considers prohibiting properties in the MU subdistrict east of the Main Street District from seeking a waiver to increase building height, what should the Task Force consider? What is your feedback on this proposal?
3. Should the menu items in the waiver provision be revisited at this time? If so, what suggestions do you have for modifying existing items or adding items that either provide a community benefit or mitigate the additional scale of the building granted through the waiver (increased height, single-story height, or increased single-user footprint)?
4. What additional follow-up is needed for you to better understand the proposal for potential revisions to the waiver provision?
5. Are there other options or revisions that the Task Force should consider?

#### IV. PROJECT TIMELINE

Staff anticipates the following timeline to complete the work:

- April 15, 2026: First Task Force Meeting
- April 21, 2026: Second Task Force Meeting
- May 13, 2026: First Planning Commission Work Session
- May 18, 2026: First City Council Work Session
- May 19, 2026: Third Task Force Meeting
- Summer 2026: Additional Planning Commission and City Council Work Sessions
- Summer/Fall 2026: Planning Commission and City Council Public Hearings

**ATTACHMENTS:**

1. Resolution No. 3244
2. WC 4.132
3. WC 4.118
4. Review of Planning Commission and City Council discussions on waiver language
5. Packet of Options for Task Force April 21, 2026 meeting

# ATTACHMENT 1

## RESOLUTION NO. 3244

### A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING A REVIEW OF BUILDING HEIGHT WAIVER PROVISIONS IN THE WILSONVILLE CODE APPLICABLE TO TOWN CENTER.

WHEREAS, in May 2019, after a multi-year planning process, the City Council adopted Ordinance No. 835, establishing a new Town Center Plan for the redevelopment of the Wilsonville Town Center (the “Town Center Plan”), as well as amendments to the City Comprehensive Plan Text and Map, the Development Code, and the City Zoning Map relating to Town Center; and

WHEREAS, in Spring 2025, the City Council adopted its 2025-2027 Council Goals, which included Goal No. 4 focusing on communications and engagement; and

WHEREAS, the first outcome of Goal No. 4 seeks to provide information to the community to understand the Town Center Plan, Urban Renewal, and other funding sources for infrastructure to help inform future Council direction; and

WHEREAS, to achieve the first outcome, Strategy 4.2 states that, if there are specific areas of interest concerning the Town Center/Urban Renewal to review, to develop a strategy for the review with specific policy recommendations; and

WHEREAS, on December 1, 2025, consultants for the City provided information the City Council of community feedback concerning Town Center; and

WHEREAS, while community members generally were excited about local amenities, some of the concerns that were raised included concerns about losing a “small-town feel” and the building height of future development in the Town Center; and

WHEREAS, in response to this feedback, at its February 19, 2026 work session, the City Council deliberated whether to explore updates to the building height waiver provision applicable to the Town Center.

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

Section 1. Wilsonville Code Review. The City Council hereby authorizes a review of building height waiver provisions in the Wilsonville Code applicable to the Town Center.

Section 2. Limited Duration Task Force. For this review, staff will establish a limited duration task force comprised of Wilsonville residents and business community members, including, but not limited to: (1) some original Town Center Task Force members; (2) business

owners within Town Center; (3) at least one member of the Development Review Board (as the body that must review waiver applications); (4) at least one member of the Planning Commission (as the body that must recommend to City Council revisions to the Development Code); (5) a Parks and Recreation Advisory Board member (as the body that recommends policies concerning park land within Town Center); and (6) additional community members not previously engaged in the Town Center public outreach.

Section 3. Timeline. This review process should generally follow the following timeline: (1) Task Force meetings in Spring 2026; (2) Planning Commission and City Council work session in Spring/Summer 2026; and (3) required public hearings in Summer/Fall 2026.

Section 4. Effective Date. This Resolution is effective upon adoption.

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

Signed by:  
*Mayor Shawn O'Neil*  
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Shawn O'Neil, Mayor

ATTEST:

DocuSigned by:  
*Kimberly Veliz*  
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Kimberly Veliz, MMC, City Recorder

SUMMARY OF VOTES:

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

**Section 4.132. Town Center Zone.**

(.01) The Town Center (TC) Zone applies to lands within the Town Center Comprehensive Plan Map designation. The TC Zone is a Planned Development Zone, subject to applicable Planned Development regulations (see Section 4.140 and 4.118). Where conflicts occur between these standards and other Development Code regulations or other ordinances, the provisions of this Chapter shall apply.

The purposes of the TC Zone are to:

- A. Implement the Town Center policies and implementation measures of the Comprehensive Plan.
- B. Implement the Wilsonville Town Center Plan recommendations for the Town Center Comprehensive Plan Map designation.
- C. Create a vibrant, walkable destination that inspires people to socialize, shop, live, and work.
- D. Support future development that transforms Town Center into the heart of Wilsonville.
- E. Foster active parks, civic spaces, and amenities that provide year-round, compelling experiences.
- F. Create a development pattern where Wilsonville residents and visitors come for shopping, dining, culture, and entertainment.

*Sub-districts.* The TC Zone includes four sub-districts (Figure 1):

- a. *Main Street.* A walkable and lively main street with a mix of active uses and three- to four-story buildings through the heart of Town Center along Parkway Avenue, which would extend south past Town Center Park to Wilsonville Road.
- b. *Neighborhood-Mixed Use.* Development would be primarily small-scale mixed-use, two- to three-story development, with neighborhood-serving commercial businesses or townhomes adjacent to Town Center Loop East and the existing residential neighborhoods. Neighborhood-mixed use provides a transition from single-family neighborhoods east of Town Center Loop East to the central portions of Town Center.
- c. *Mixed Use.* A variety of two- to four-story buildings throughout Town Center would provide the mix of residential, commercial and office uses the community is looking to have in Town Center. Moderate activity near Wilsonville Road would be commercially focused while the areas near Town Center Park would include more residential and mixed-use buildings.
- d. *Commercial-Mixed Use.* Allowing taller buildings, up to five stories, along I-5 and near the future bike/pedestrian bridge landing, would improve Town Center's visibility, help create a sense of place, and support the increased level of activity and economic vibrancy desired by community members, including additional employment opportunities, entertainment, and hospitality services. As proposed, residential uses in this area would be required to be buffered from I-5 by non-residential buildings.

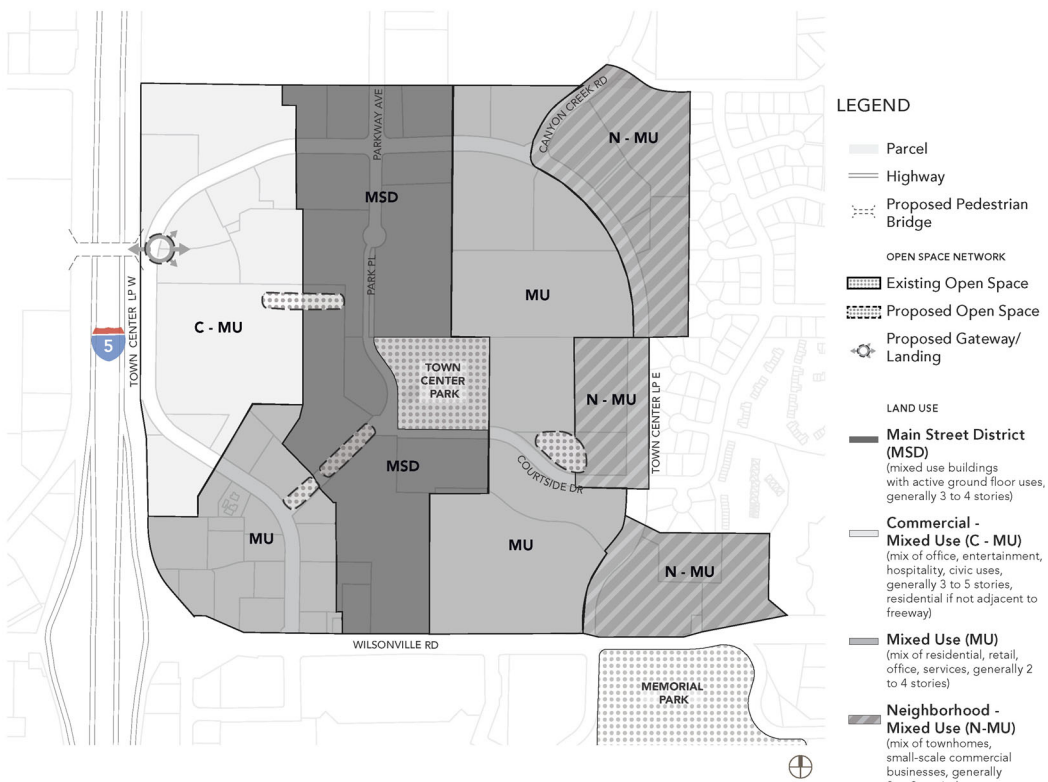
If a development site includes more than one sub-district, and the development of different portions of the parcel under different sub-districts is not feasible due to site size or other site constraints not related to proposed uses, the applicant may follow the standards for either sub-district within 50 feet of the sub-district boundary. The selection and application of the sub-district standards must provide for compatibility with any existing or approved development designed pursuant to the TC Zone standards and result in building orientation consistent with the building and street frontage requirements in Subsection 4.132(.06)B.

(.02) *Uses permitted anywhere in the TC Zone:*

- A. Open space.

- B. Multiple-family Dwelling Units, except in areas immediately adjacent to I-5 as noted in Subsection [4.132](.03)A. below within the Commercial-Mixed Use District.
- C. Public or private parks, playgrounds, recreational and community buildings and uses.
- D. Commercial recreation.
- E. Religious institutions.
- F. Retail sales and service of retail products, under a footprint of 30,000 square feet per use.
- G. Office, including medical facilities.
- H. Personal and professional services.
- I. Child and/or day care.
- J. Food service (e.g. restaurants, food carts, food cart pods).
- K. Beverage service (e.g. cafes, brewpubs, bars).
- L. Any of the above in mixed-use buildings.

Figure 1. Town Center Sub-Districts



(.03) Permitted and Prohibited uses in specific sub-districts. Figure 1, Land Use Sub-Districts, illustrates subareas of the Town Center where certain regulations apply. Below are use-related regulations for the sub-districts.

A. Commercial-Mixed Use (C-MU):

1. Additional permitted uses—Commercial recreation with outdoor facilities (e.g. cart track); single-user commercial or retail (e.g. grocery store or retail establishment) may exceed 30,000 square feet if located on more than one story of a multi-story building; cinemas.
  2. Multiple-family dwelling units are prohibited immediately adjacent to I-5. Multiple-family development must be buffered from I-5 by non-residential building(s).
  3. Uses with drive-through facilities—New uses with drive-through facilities (e.g. fast food, banks, car wash) are permitted in the C-MU sub-district, provided that they meet design and development standards for the TC Zone. Existing drive-through uses and facilities may be continued consistent with Section 4.189.
- B. *Main Street (MS):*
1. Uses with drive-through facilities - New uses with drive-through facilities (e.g. fast food, banks, car wash) are prohibited. Existing drive-through uses and facilities may be continued consistent with Section 4.189. In the MS sub-district, a change in use is prohibited for new drive-through uses.
- C. *Mixed Use (MU):*
1. Additional permitted uses—Single-user commercial or retail (e.g. grocery store or retail establishment) may exceed 30,000 square feet if located on more than one story of a multi-story building.
  2. Uses with drive-through facilities—New uses with drive-through facilities (e.g. fast food, banks, car wash) are permitted in the MU sub-district, provided that they meet design and development standards for the TC Zone. Existing drive-through uses and facilities may be continued consistent with Section 4.189.
- D. *Neighborhood Mixed Use (N-MU):*
1. Uses with drive-through facilities—New uses with drive-through facilities (e.g. fast food, banks, car wash), are prohibited. Existing drive-through uses and facilities may be continued consistent with Section 4.189. In the N-MU sub-district, a change in use is permitted if redeveloping an existing drive-through use with another drive-through use, consistent with the other standards of Section 4.189.

(.04) *Consistency with Street Network and Multi-modal Network:*

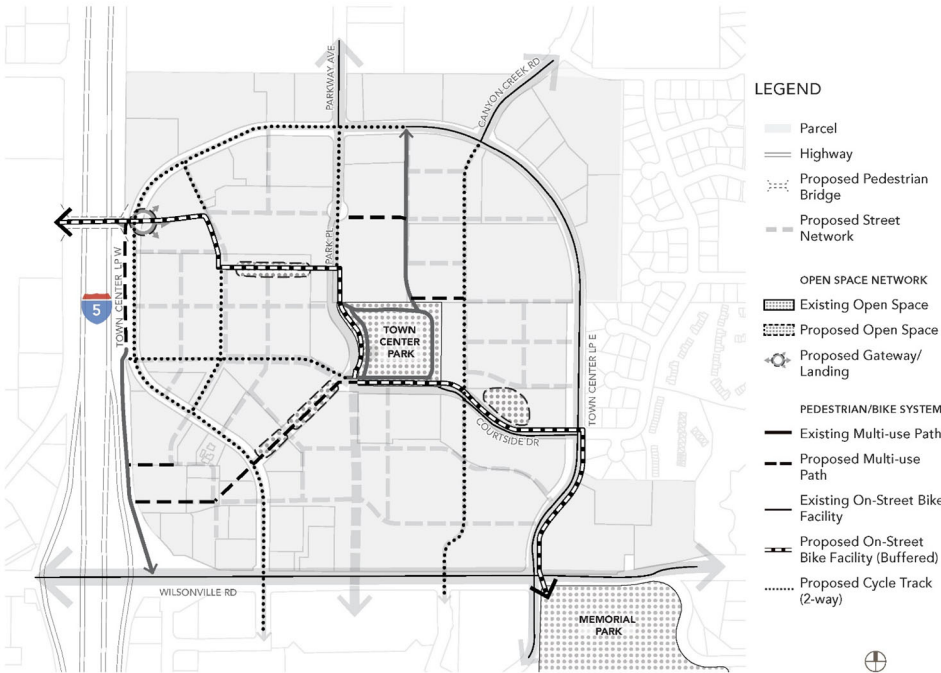
- A. All development will be consistent with the Street Network and Multi-modal Network, shown in Figures 2 and 3. Street and multi-modal facility locations are approximate and will be finalized as part of the development review process. The purpose of these plans are to support the creation of a highly connected and walkable Town Center where there are options for travel. The Development Review Board (DRB) may approve variations from Figures 2 and/or 3, if:
1. Existing development restricts the connection from being developed;
  2. Existing natural resources and/or open space would be adversely affected by construction of the facility and mitigation of those impacts is not feasible.
- B. If a street or other multimodal connection varies from Figures 2 and/or 3, equivalent connectivity and multi-modal travel options shall be provided as determined in a Transportation Impact Analysis prepared per Section 4.140 and approved by the City Engineer.
- C. All development shall provide transportation facilities consistent with the cross-sections in the Wilsonville Town Center Plan and applicable provisions of the Wilsonville Transportation System Plan subject to variations approved by the City Engineer.

D. All franchise utilities shall be located underground within the public sidewalk.

Figure 2. Street Network



Figure 3. Multimodal Network



(.05) Consistency with Open Space Network:

- A. All development will be consistent with the Open Space Network, shown in Figure 4. The open space sizes and locations on Figure 4 are approximate and will be finalized as part of the development review process. The purpose of the plan is to create open spaces that are linked and serve as attractive amenities for Town Center. The Development Review Board may approve variations from Figure 4 if needed to accommodate existing development or physical constraints, and/or, preserve natural resources and open space. If an open space is varied, equivalent open space and open space linkage shall be provided.
- B. The Development Review Board may specify the method of assuring the long-term protection and maintenance of open space and/or recreational areas. Where such protection or maintenance are the responsibility of a private party or homeowners' association, the City Attorney shall review any pertinent bylaws, covenants or agreements prior to recordation.

**Figure 4. Open Space Network**



**(.06) Design and Development Standards:**

- A. *Purpose and Intent.* The purpose of the design standards is to:
  1. Provide high quality design in new development and redevelopment that promotes a sense of community identity and implements the Wilsonville Town Center Vision.
  2. Provide a well-defined pedestrian, bicycle and vehicular network, good connections to adjacent land uses and direct connections to transit stops.
  3. Provide quality and usable open space, increase street tree canopy, and create transitions between land uses.
  4. Provide sustainable development through the adaptive reuse of existing buildings and increase the use of low-impact development best practices.
  5. All development shall follow these standards except as permitted in Subsection 4.132(.06) D.
- B. *Building/Street Frontage Requirements.* Building and street frontage requirements in this section are intended to create an active pedestrian environment through sidewalk-facing ground floors and entryways with protection from the elements for pedestrians.

Street type	Main Street	Local Roads	Collectors	Arterial	Multi-Use Paths
<b>Objective</b>	Provides pedestrian-oriented and active building	Provides local access to adjacent development with	Provides capacity to accommodate multimodal transportation	Provides connectivity to regional system focused on	Provides bicycle, and pedestrian connectivity travel within

	frontage on street.	pedestrian design focus. Local roads should also provide access to parking and service entrances.	access and connectivity to regional connections.	moving people. Access from adjacent multimodal networks is focused at signalized intersections.	Town Center and connections to larger bike/ped system.
<b>Sidewalks</b>	Required. Separated from curb by planting strip, tree wells, or rain gardens.	Required. Separated from curb by planting strip, tree wells, or rain gardens.	Required. Separated from curb by planting strip, tree wells, or rain gardens.	Required. Separated from curb by planting strip, tree wells, or rain gardens.	N/A
<b>Sidewalk width (curb to building) [1]</b>	12 feet, plus optional setbacks. 10 feet fronting Town Center Park.	12—14 feet, depending on local street option.	12—13.5 feet (per TSP).	13.5—16.5 feet (per TSP).	Varies—minimum 12 feet.
<b>Landscaping type</b>	Street trees and plantings, including rain gardens, rooftop gardens, plazas.	Street trees and plantings, including rain gardens, rooftop gardens, plazas.	See Section 4.176.	See Section 4.176.	See Section 4.176.
<b>On-street parking</b>	Parallel or diagonal parking required. Parklets and bicycle parking permitted in street [2].	Dependent on local road design (see cross section options). Parallel parking on both sides, or diagonal parking on one side, depending on ROW availability	Optional	Prohibited	N/A

		and street cross-section.			
<b>Number of lanes</b>	Two	Two	Two	Three to five	N/A
<b>Bicycle facilities</b>	See Figure 3. One-way buffered bike lanes required north of Town Center Park. Two-way cycle track adjacent to Town Center Park and on Courtside Drive from Park Place to Town Center Loop East.	Varies by local street option.	Buffered, one-way, except where two-way cycle track is recommended (see Figure 3).	Buffered, one way.	N/A
<b>Minimum % of building along street frontage (see Figures 5.A through 5.D for typical site designs)</b>	Minimum 70% of buildings facing main street. Buildings to be placed at corners with primary building access at or within 20 feet of the corner.	Minimum 50% of building facing a local street. Buildings to be placed at corners.	Minimum 50%	Minimum 50%	N/A
<b>Location of parking</b>	On street, behind building (surface or structured, above or below grade)), or at shared central location.	On street when allowed, behind or to the side of building. Off street parking is not permitted along main street frontage. Off-street parking prohibited at	To the back or side of building. Off-street parking prohibited at corners of public streets.	To the back or side of building. Off-street parking prohibited at corners of public streets.	N/A

		corners of public streets.			
<b>Parking access</b>	Parking access provided via local street, alley, or midblock crossing. Alleys must be located more than 100 feet from another road or access point. Shared access is encouraged. Parking access is restricted on north/south main street unless no other access is feasible.	Parking access provided via local access street or alley.	Parking access provided via local street.	Not permitted. Access to be provided at signalized intersections and interior circulation system.	N/A
<b>Driveway spacing standards</b>	100 ft. min	100 ft. min	100 ft. min	N/A	N/A
<b>Block length</b>	Maximum block length is 400 ft. The maximum distance to a pedestrian mid-block crossing shall be 250 ft. Maximum mid-block crossing width up to 20 ft.	Maximum block length is 400 ft. The maximum distance to a pedestrian mid-block crossing shall be 250 ft. to provide pedestrian and parking access. Maximum mid-block crossing width up to 30 ft.	N/A	N/A	N/A

<b>Typical vehicle speed</b>	20—25 mph	20—25 mph	25—30 mph	25—35 mph	N/A
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- [1] Sidewalk width includes landscaping area. Tree wells shall include root barriers, the use of structural soils, soil cells, or other means to minimize impacts to sidewalks or roadway from root intrusion.
- [2] A maximum of two parklets are permitted per block, per side of street.

**Figure 5.A. Building Placement and Location of Parking, Main Street Intersection (typical)**

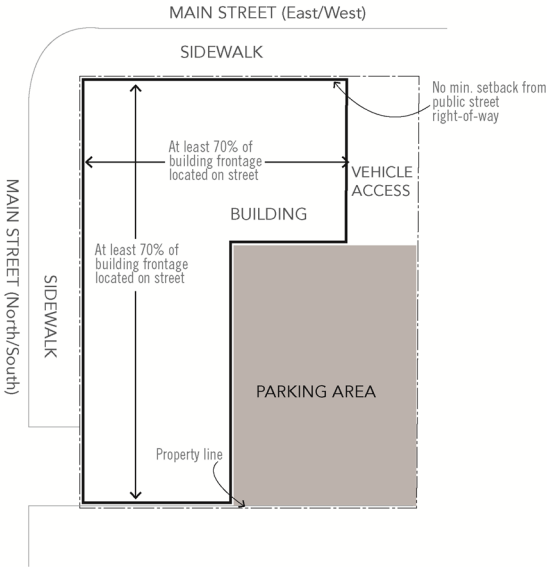


Figure 5.B. Building Placement and Location of Parking, Main Street/Local Street Intersection (typical)

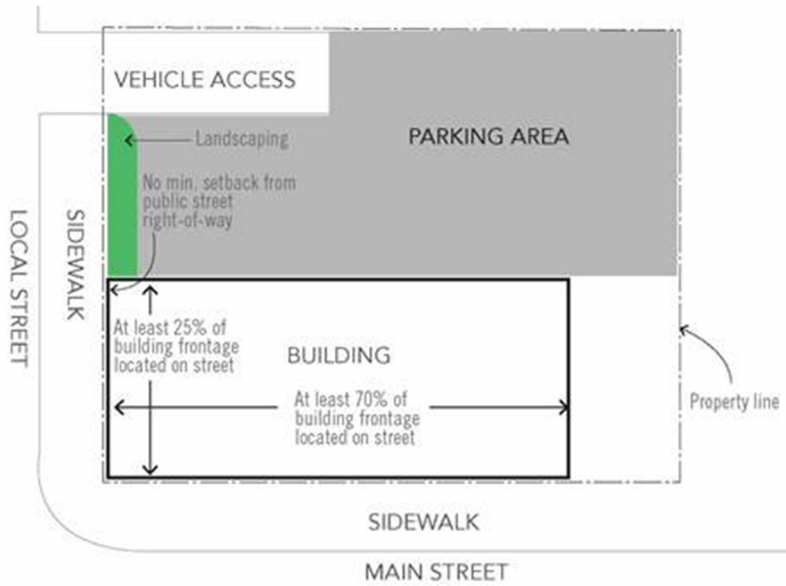


Figure 5.C. Building Placement and Location of Parking, Local Street/Local Street Intersection (typical)

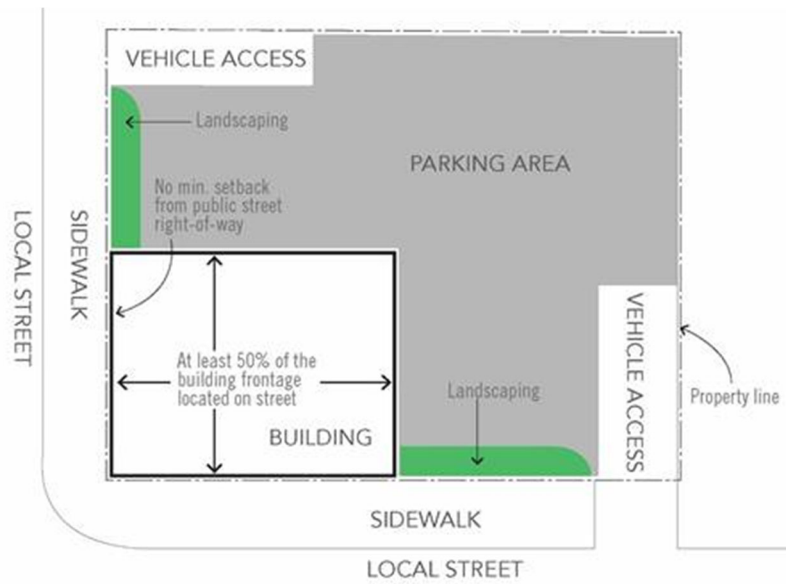
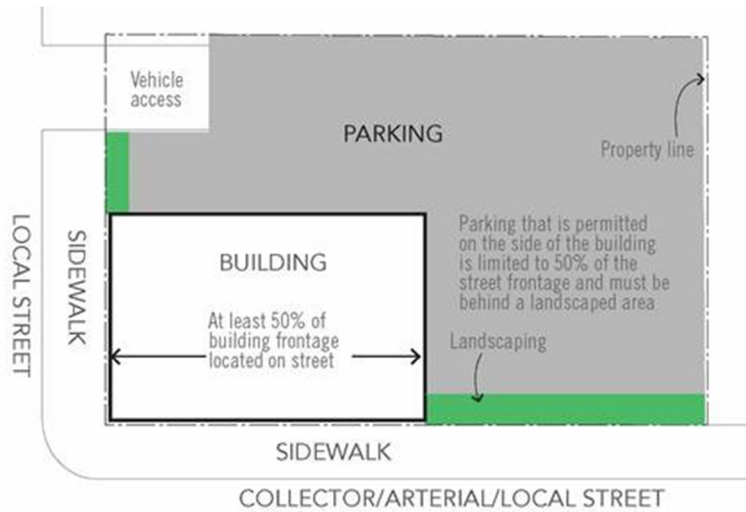


Figure 5.D. Building Placement and Location of Parking, Arterial/Collector/Local Street frontage (typical)



C. *Development Standards.* Development standards apply to all new development within the Town Center boundary.

Table 2. Town Center Development Standards [1]				
	Town Center			
STANDARD	SUB-DISTRICT			
	MSD	N-MU	MU	C-MU
Front setback				
Minimum	0 ft.	0 ft.	0 ft.	0 ft.
Maximum [2]	20 ft.	20 ft.	20 ft.	10 ft.
Side facing street on corner and through lots				
Minimum	0 ft.	0 ft.	0 ft.	0 ft.
Maximum [2]	10 ft.	10 ft.	10 ft.	10 ft.
Side yard				
Minimum	0 ft.	0 ft.	0 ft.	0 ft.
Maximum [2]	10 ft.	10 ft.	10 ft.	10 ft.
Rear setback				
Minimum	0 ft.	0 ft.	0 ft.	0 ft.
Maximum	20 ft.	20 ft.	20 ft.	20 ft.
Building height (stories) [3]				
Minimum	two	two	two	two
>Maximum (stories/feet) [4]	four	three	four	five
Ground floor height minimum [5]	15 ft.	12 ft.	12 ft.	15 ft.
Ground floor uses	Mixed-use buildings required within 200 feet of the Park	N/A	N/A	N/A

	Place/Courtside Drive intersection.			
Building site coverage maximum	90%	75%	90%	90%
Minimum landscaping	10%	15%	10%	10%
Minimum building frontage	70%	25%	50%	50%
Residential density (units per acre)				
Minimum [6]	40	16	40	40
Maximum	None	40	None	None

- [1] This table does not apply to existing development. All new buildings in the district must meet these development standards.
- [2] For commercial development, the maximum front and street side yard setback is ten feet. For mixed-use and residential only development, the maximum front setback is 20 feet. Front setbacks are permitted provided they are used for seating or other uses that encourage pedestrian activity and active ground floor uses. A variety of building setbacks are encouraged.
- [3] Second stories or higher in buildings must be useable. No false front buildings are permitted.
- [4] Within the MSD, MU and C-MU sub-districts, the maximum number of building stories may be increased by one story if a minimum of 25 percent of the units of the bonus floor area are affordable, with rental rates /mortgage restrictions for a minimum of ten years, to households earning at or below 80 percent of median family income of Wilsonville.
- [5] This standard does not apply to residential only buildings.
- [6] Minimum residential density applies to residential-only development. There is no minimum residential density for mixed-use development.

D. **Waivers to Development Standards.** Development standards apply to all new development within the Town Center boundary.

The Development Review Board (DRB) may approve waivers to the size of the ground floor of a building floorplate and/or the number of stories of a building within the MU and C-MU sub-districts, consistent with the provisions of Section 4.118 (.03) if one item from each of the two following menus are met in a manner to clearly go substantially above and beyond Code requirements and typical building and site design to create a sense of place and mitigate negative impacts of the project related to the reason for the waiver. Items chosen from the menus shall account for need based on adjacent sites or the surrounding area:

**Menu One:**

- 1. Public amenities, such as a plaza or other community gathering space, incorporated into the building design. Public plaza or other gathering spaces located in a prominent, visible location adjacent to a public street and include movable furniture that is functional and visually interesting.
- 2. Public community meeting space provided within the building.
- 3. Provision of ground floor facades that include additional supporting storefronts. The primary entrance of all businesses shall be located on the primary street frontage.
- 4. Provision of incubator space on site, either within or adjacent to the development that provides below market lease rates for small businesses.

5. Provision of affordable housing on the development site, consistent with the provisions of Table 2, footnote 4.

**Menu Two:**

- 1. Innovative building techniques, such as rainwater harvesting, graywater systems, green roofs, or other environmental systems, shall be incorporated into the building design to significantly reduce impact to the environment.
- 2. Building architecture that creates a distinctive community landmark exemplifying the preferred materials and form for Town Center described in Subsection 4.132(.06)M. and discussed in the Town Center Plan.
- 3. Pedestrian-oriented and creative lighting incorporated into landscape features and plazas and/or interior window retail displays that are lit at night.
- 4. Achievement of LEED certification, Earth Advantage, or another recognized environmental certification.
- 5. Installation of public art, consistent with the provisions of Subsection 4.132(.06)K. for art within plaza areas.

E. *Building Placement.* Buildings shall meet the following standards:

- 1. Main Streets and Local Streets. Where parcels are bounded by a main street and perpendicular street, buildings shall be located at the street intersection. For parcels with frontage only on one street or if a building is already located at the street intersection, the new building shall be located immediately adjacent to existing building to create a continuous building façade with adjacent buildings. Street frontage requirements for main street are a minimum of 70 percent of the lot frontage. Off-street parking shall be located behind buildings fronting main street, either on surface or tuck under lot, parking structure, or at a central off-site parking facility located within the TC boundary.
- 2. If a parcel fronts two or more different street design classifications, the primary building entrance shall front the following in order of priority: main street, local street, collector street.
- 3. Minimum building frontage requirements for a local street shall be 25 percent if the development also fronts main street.
- 4. Minimum building frontage requirements for a local street shall be 50 percent if the development fronts another local street.
- 5. For parcels that do not front a main street or a local street, the minimum building frontage shall occupy a minimum 50 percent of the lot frontage.
- 6. The Development Review Board may approve variations from building placement standards if existing development, physical constraints, or site circulation and access are infeasible. If the Development Review Board determines that a variation from building placement standards is required, building placement should be prioritized as follows:
  - a. If the development is adjacent to main street, the primary frontage of the building shall remain on main street with variation from this standard occurring on a side street.
  - b. If the development is adjacent to the main streets (e.g. Park Place and Courtside Drive) the primary frontage shall be on Park Place with the variation occurring on Courtside Drive.
  - c. If the development is adjacent to two local streets, the primary frontage shall be on the north/south local street with the variation occurring on east/west local street.

- F. *Building Setbacks.* The minimum building setback from public street rights-of-way shall be zero feet; the maximum building setback shall be 20 feet for MSD and N-MU districts. The maximum setback shall be ten feet for all other districts. No off-street vehicle parking or loading is permitted within the setback. Bicycle parking is permitted within the setback.
- G. *Front Yard Setback Design.* Landscaping, water quality treatment, seating areas, an arcade, or a hard-surfaced expansion of the pedestrian path must be provided between a structure and a public street or accessway. If a building abuts more than one street, the required improvements shall be provided on all streets. Hard-surfaced areas shall be constructed with scored concrete or modular paving materials. Benches and other street furnishings are encouraged.
- H. *Walkway Connection to Building Entrances.* A walkway connection is required between a building's entrance and a public street or accessway. This walkway must be at least six feet wide and be paved with concrete or modular paving materials. Building entrances at a corner adjacent to a public street intersection are encouraged.
- I. *Parking Location and Landscape Design:*
1. Parking for buildings adjacent to public street rights-of-way must be located to the side or rear of newly constructed buildings, except for buildings fronting main street, where parking must be located behind the building, either surface, tuck under or structured (above or below grade). For locations where parking may be located to the side of the building, parking is limited to 50 percent of the street frontage and must be behind a landscaped area per Section 4.176.
  2. Within off-street parking lots, all parking spaces, except for those designated for ADA accessible space or deliveries, shall be shared spaces. Designation for individual uses is not permitted.
  3. Within off-street parking lots, time limitations may be placed on parking spaces to encourage parking turnover. This includes time limitations to pickup and drop off of goods from area businesses (e.g. drycleaner, bank ATM etc.).
- J. *Parking Garages and Off-street Parking Access.* Parking garages must meet all building standards identified within this section. Off street access to a parking lot or garage should be located to minimize conflicts with pedestrians and must be provided from an alley or local street.
- K. *Plaza Areas.* The following plaza design standards are intended to enhance the overall site layout and ensure that plaza areas are designed as an accessible amenity.
1. Plaza space shall be required when a mixed-use or commercial development or redevelopment involves a gross site area greater than two acres. When a plaza is required as a percentage of the overall required open space the plaza space shall incorporate at least three of the following elements:
    - a. One seating space is provided for every 250 square feet of plaza area and/or public space. The seating space requirement may be met by providing benches, chairs, and/or seat-walls. Areas actively used for public outdoor cafes are exempted from the calculation in the seating area requirement. Remaining plaza areas must meet the seating requirement.
    - b. Structures such as pergolas, canopies, awnings, arcades, or other similar elements to provide shade and rain coverage. Structures should provide coverage for year-round use of the plaza.
    - c. Notwithstanding trees required to satisfy the open space requirement, additional trees are provided at a rate of one tree per 800 square feet of plaza or public space area.
    - d. Water features.

- e. Public art. Public art that is proposed or provided must satisfy all of the following requirements:
- i. The art must be designed and produced by a professional artist;
  - ii. The art must relate in terms of scale, material, form and content to immediate and adjacent buildings and architecture, landscaping or other settings so as to complement the site and its surroundings;
  - iii. The art must demonstrate excellence in craftsmanship, originality in conception, and integrity of materials. Interactive art is encouraged;
  - iv. Minimal maintenance must be adequate for preserving the long-term integrity and enjoyment of the art, as evidenced by a maintenance plan submitted with the public art proposal;
  - v. Art in private construction projects must be maintained by the property owner in a manner acceptable to the City in accordance with a maintenance plan submitted with the art proposal;
  - vi. The art must meet all applicable building code requirements.
  - vii. The art must be accompanied by an identifying plaque that features the artist's name, artwork title and date of completion. This plaque must be made of a durable material and be installed permanently near the art.
- f. Activity areas including but not limited to outdoor cafes, retail spaces, and/or programmed spaces that accommodate entertainment, meetings, educational activities, and play areas.
- g. Pedestrian-scale wayfinding.
2. Plaza areas shall be visible and accessible from adjacent streets or pedestrian areas. A minimum of 75 percent of the plaza frontage shall provide direct unobstructed access from adjacent streets.
  3. Stormwater management facilities shall be integrated into the plaza design and used as an amenity to the greatest extent possible.
  4. No less than 20 percent or more than 60 percent of the plaza area shall be utilized for planted landscaping, including stormwater detention areas. All other areas shall be composed of hardscaping.
  5. The minimum size of a plaza shall be 2,000 square feet.
  6. Litter receptacles shall be provided at a minimum of four cubic feet of capacity per 800 square feet of open plaza space.
- L. *Drive Through Facilities.* A drive-through facility shall be subject to the following standards:
1. Shall only be permitted if the building also includes indoor seating.
  2. Shall not be permitted on parcels with frontage on a main street.
  3. All traffic queuing using the drive through facilities shall be accommodated on site and shall not conflict with bicycle and pedestrian mobility adjacent to the site.
  4. A drive-through lane shall not be located in the area between a building and a public street and the drive-through windows shall not face a public street.
  5. In addition to standards for drive throughs, buildings with drive-through facilities shall also meet standards for primary building access (Subsection 4.132(.06)M.2.h.).

- 6. Drive-through facilities shall be clearly marked with signage to avoid conflict with on site and adjacent pedestrian and bicycle facilities.

Figure 6. Drive Through Facilities in Town Center, if not enclosed in a structure (typical)



M. *Building Design Standards:*

- 1. *General Provisions:*
  - a. The first-floor façade of all buildings, including structured parking facilities, shall be designed to encourage and complement pedestrian-scale interest and activity through the use of elements such as windows, awnings, and other similar features.
  - b. Building entrances shall be clearly marked, provide weather covering, and incorporate architectural features of the building.
  - c. Architectural features and treatments shall not be limited to a single façade. All visible sides of a building from the street, whether viewed from public or private property, shall display a similar level of quality and architectural interest, with elements such as windows, awnings, murals, a variety of exterior materials, reveals, and other similar features.
  - d. Green building techniques are encouraged, which could include the use of green roofs, gray water and water harvesting, and/or LEED certification of buildings.
- 2. *Design Standards:*

[a.] All buildings, including parking garages, shall comply with the following design standards. Building facade windows are required on all street-facing facades (see Figure 7), as follows:

Ground Story: Mixed Use and Non-Residential	60% of facade
Upper Stories: Mixed Use	30% of facade
Ground Story: Residential Only	30% of facade

- i. Window area is the aggregate area of the glass within each window, including any interior grids, mullions, or transoms. Facade area is the aggregate area of each street-facing vertical wall plane.
- ii. Required windows shall be clear glass and not mirrored or frosted, except for bathrooms. Clear glass within doors may be counted toward meeting the window coverage standard.
- iii. *Ground floor windows.* All street-facing elevations within the building setback (zero to 20 feet) along public streets shall include a minimum of 60 percent of the ground floor wall area with windows, display areas or doorway openings. The ground floor wall area shall be measured from two feet above grade to ten feet above grade for the entire width of the street-facing elevation. The ground floor window requirement shall be met within the ground floor wall area and for glass doorway openings to ground level. Up to 50 percent of the ground floor window requirement may be met on an adjoining elevation as long as the entire requirement is located at a building corner.
- iv. Street-facing facades that contain vehicle parking, such as a parking structure, do not have to provide windows but shall provide facade openings that meet the minimum required window area. If required facade openings do not contain glass, they may contain architectural elements that are no more than 30 percent sight-obscuring.

b. *Building Facades:*

- i. Facades that face a public street shall extend no more than 50 feet without providing at least one of the following features: (a) a variation in building materials; (b) a building off-set of at least one foot; (c) a wall area that is entirely separated from other wall areas by a projection, such as an arcade; or (d) by other design features that reflect the building's structural system (See Figure 8). No building facade shall extend for more than 250 feet without a pedestrian connection between or through the building (see Figure 11).
- ii. Buildings more than three stories are required to step back six feet from the building facade at the beginning of the fourth story.

Figure 7. Window Placement and Percentage of Facade

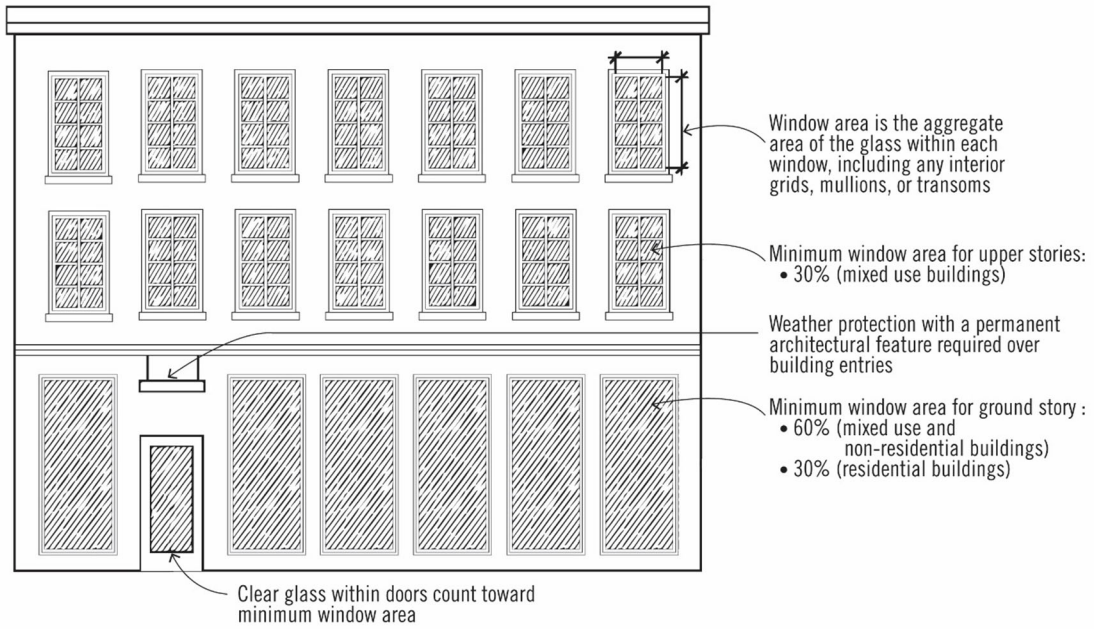
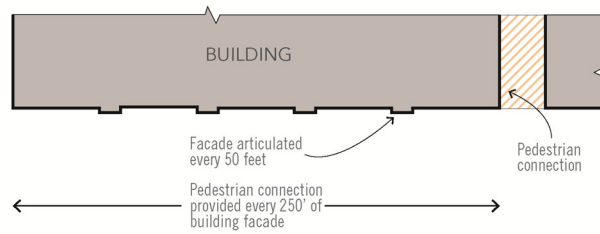
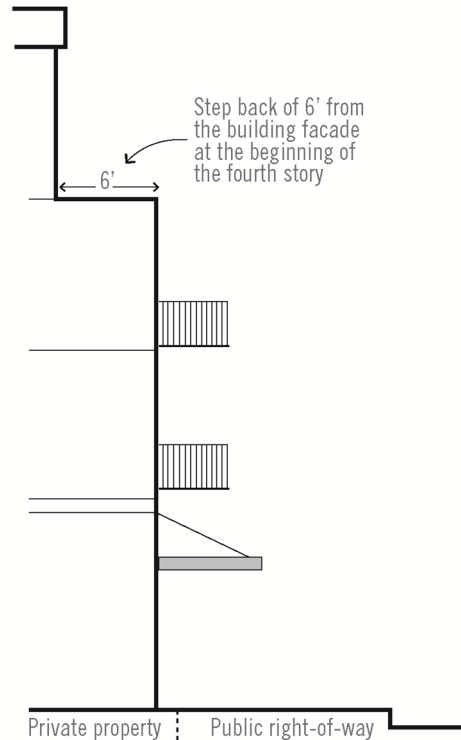


Figure 8. Building Facade Articulation and Stepbacks





c. **Weather Protection (for non-residential and mixed-use buildings):**

- i. A projecting facade element (awning, canopy, arcade, or marquee) is required on the street-facing façade. Within the MSD sub-district, weather protection shall be provided across the entire length of the building frontage.
- ii. All weather protection must comply with the Oregon Structural Specialty Code in effect at the time of application for projections or encroachments into the public right-of-way.
- iii. Weather protection shall be maintained and in good condition.
- iv. Marquees shall have a minimum ten-foot clearance from the bottom of the marquee to the sidewalk. Canopies and awnings shall have a minimum eight-foot clearance from the bottom of the awning or canopy to the sidewalk.
- v. The projecting façade element shall not extend into amenity zone or conflict with street lights. If the projecting façade element blocks light shed from adjacent street lights, exterior lighting shall be located on the building.
- vi. Awnings shall match the width of storefronts or window openings.
- vii. Internally lit awnings are not permitted.
- viii. Awnings shall be made of glass, metal, or a combination of these materials. Fabric awnings are not permitted.

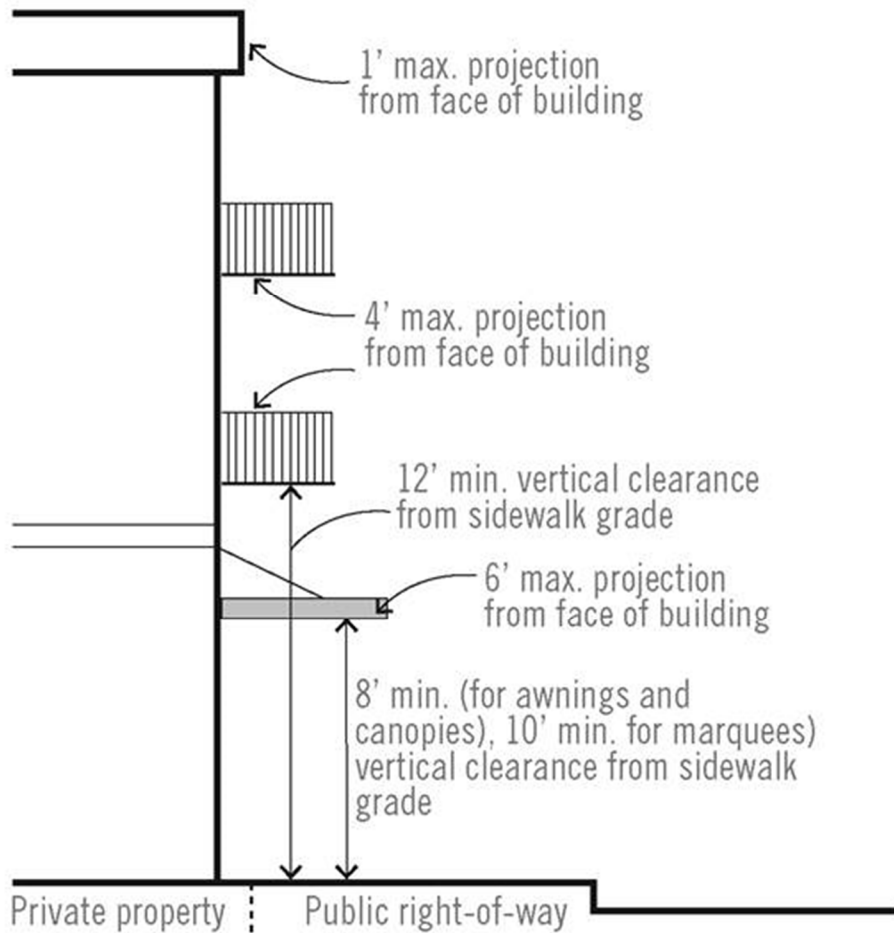
- d. **Building Materials.** Plane concrete block, plain concrete, T-111 or similar sheet materials, corrugated metal, plywood, sheet press board or vinyl siding may not be used as exterior finish materials. Foundation material may be plain concrete or plain concrete block where

the foundation material is not revealed for more than two feet. Use of brick and natural materials (wood) is encouraged.

- e. *Roofs and roof lines.* Except in the case of a building entrance feature, roofs shall be designed as an extension of the primary materials used for the building and should respect the building's structural system and architectural style. False fronts and false roofs are not permitted.
- f. *Rooftop features/equipment screening:*
- i. The following rooftop equipment does not require screening:
    - Solar panels, wind generators, and green roof features;
    - Equipment under two feet in height.
  - ii. Elevator mechanical equipment may extend above the height limit a maximum of 16 feet provided that the mechanical shaft is incorporated into the architecture of the building.
  - iii. Satellite dishes and other communications equipment shall be limited to ten feet in height from the roof, shall be set back a minimum of five feet from the roof edge and screened from public view to the extent possible.
  - iv. All other roof-mounted mechanical equipment shall be limited to ten feet in height, shall be set back a minimum of five feet from the roof edge and screened from public view and from views from adjacent buildings.
  - v. On all structures exceeding 35 feet in height, roofs shall have drainage systems that are architecturally integrated into the building design.
  - vi. Any external stairwells, corridors and circulation components of a building shall be architecturally compatible with the overall structure, through the use of similar materials, colors, and other building elements.
  - vii. Required screening shall not be included in the building's maximum height calculation.
- g. *General Screening.* Utility meters shall be located on the back or side of a building, screened from view from a public street to the greatest extent possible, and shall be painted a color to blend with the building façade.
- h. *Primary Entry.*
- i. *For commercial/institutional/mixed-use buildings:*
    - At least one entry door is required for each business with a ground floor frontage.
    - Each entrance shall be covered, recessed, or treated with a permanent architectural feature in such a way that weather protection is provided.
    - All primary ground-floor common entries shall be oriented to the street or a public space directly facing the street, or placed at an angle up to 45 degrees from an adjacent street. Primary ground-floor common entries shall not be oriented to the interior or to a parking lot.
    - Courtyards, plazas and similar entry features may be utilized to satisfy the building entrance requirement when these features are designed to connect the adjacent street edge to the main building entrance.

- 
- ii. *For residential buildings:*
- *Entry door.* The primary public entrance to each building unit shall be covered, recessed, or treated with a permanent architectural feature in such a way that weather protection is provided.
  - All primary ground-floor common entries of multifamily buildings or individual unit entries of attached residential units that front the street shall be oriented to the street or public right-of-way, not to the interior or to a parking lot.
- i. *Building projections.* Building projections are allowed as follows (see Figure 9):
- i. Architectural elements such as eaves, cornices and cornices may project up to one foot from the face of the building.
  - ii. Bay windows and balconies may project up to four feet from the face of the building. Balconies that project into the right-of-way shall have a minimum vertical clearance of 12 feet from sidewalk grade or be mounted at the floor elevation, whichever is greater.
  - iii. See also Subsection 4.132(.06)M.2.C. for standards related to weather protection.

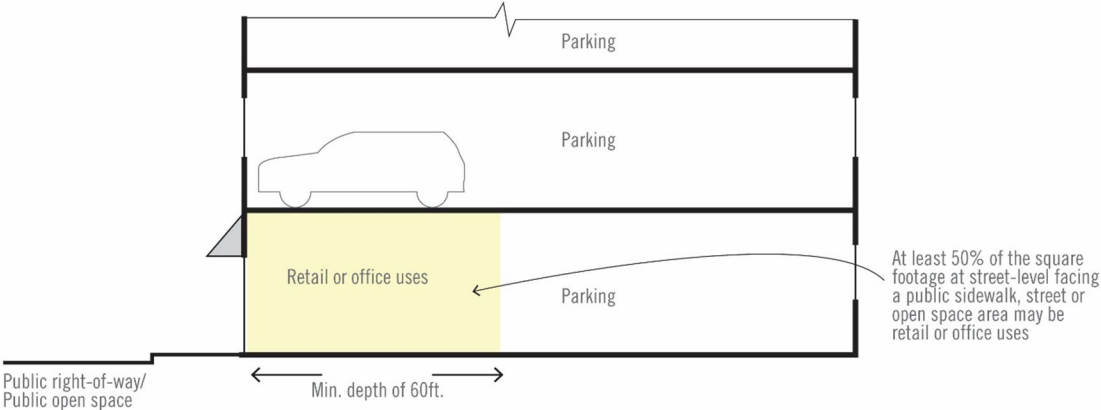
Figure 9. Building Projections



- N. *Off Street Parking and Loading.* Parking standards are identified in Section 4.155.
- O. *Parking within a Building or Structure:*
1. Parking structures shall be designed to allow reuse of the building for non-parking uses, such as office or residential uses.
  2. The ground floor façade of a structured parking facility that abuts a public sidewalk, street, or open space and that is not occupied by entrances, exits, or waiting areas shall be designed and constructed with a minimum unfinished floor to ceiling height of 15 feet in order to allow occupancy by uses other than parking that are permitted in the underlying district (see Figure 10).
  3. Parking structures located in the MSD and adjacent to a public street shall contain retail or office uses on the first floor fronting the street or be wrapped with development of equal or greater height than the parking structure. At least 50 percent of a street-level floor facing a public sidewalk, street, or open space area shall contain retail or office uses to a minimum depth of 60 feet.

- 4. Facade openings that face a public street or open space shall be vertically and horizontally aligned and all floors fronting on those facades shall be level, not inclined.
- 5. The first floor facade of a parking structure located adjacent to a public street shall include at least three architectural elements such as arcades, windows, awnings, overhangs, screens, grills, louvers or other similar non-opaque features.
- 6. Parking structures shall be designed so that motorized vehicles parked on all levels of the structure are screened to a minimum height of 42 inches.
- 7. Where the upper floors of above-ground parking structures are visible from a public street, such surfaces shall include architectural or vegetative finishes.
- 8. Within a surface parking lot or structure, the bicycle spaces, carpool, vanpool, shared car, or electric vehicle charging spaces should be placed in preferred locations relative to the street, the building entrances, and the primary pedestrian routes within and around the project site.

Figure 10. Parking Structure-Ground Floor Design

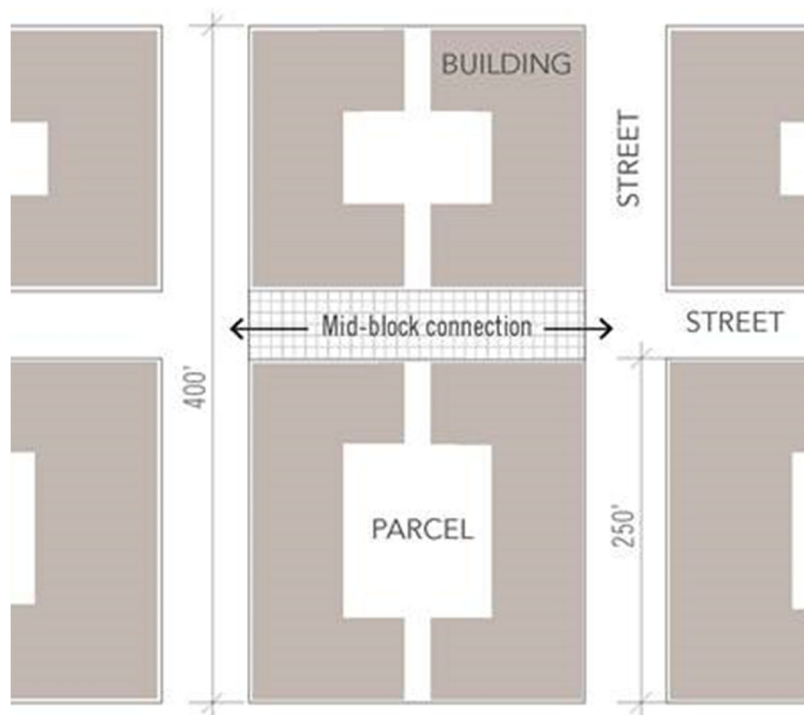


P. *Street Connectivity:*

- 1. *Purpose.* The purpose of these standards and procedures is to create safe, comfortable, and attractive streetscapes for pedestrians, improve connectivity for all modes of travel, and remove barriers for small-scale incremental development.
- 2. *General Provisions.* This section contains the standards and procedures for improvements to public transportation facilities for all property located in the Wilsonville Town Center Boundary, including specific standards for vehicle, pedestrian, bicycle, and transit facilities. The terms "transportation facilities" and "transportation improvements" generally include those facilities, or improvements to those facilities, that accommodate all modes of travel that are usually located in public rights-of-way, also commonly referred to as streets. "Frontage improvements" are transportation improvements immediately adjacent to a proposed development's street frontage. "Off-site improvements" are transportation improvements not adjacent to a proposed development's street frontage.
- 3. *Transportation Facility Standards:*
  - a. *Intersection design and spacing:*

- i. Transportation facilities shall be designed and constructed in conformance to the applicable section of the City Development Code and to the City's Public Works Standards.
  - ii. Street intersections shall have curb extensions to reduce pedestrian crossing distances unless there are other standards that apply, such as areas with flush curbs.
  - iii. New street intersections, including alleys, are subject to approval by the City Engineer.
- b. *Transportation network connectivity:*
- i. Minimum required transportation improvements are identified in the Wilsonville Town Center Plan. Alleys are encouraged but not required. Private streets are prohibited.
  - ii. Bicycle and pedestrian connections are required where the addition of a connection would link the end of a permanent turnaround to an adjacent street or provide a midblock connection through a long block. A mid-block connection is required where at least one block face is 400 feet or more in length (see Figure 11). A required connection must go through the interior of the block and connect the block face to its opposite block face. The mid-block crossing shall be demarcated with paving, signage, or design that clearly demarcates the crossing is designated for pedestrian and bicycle crossings.

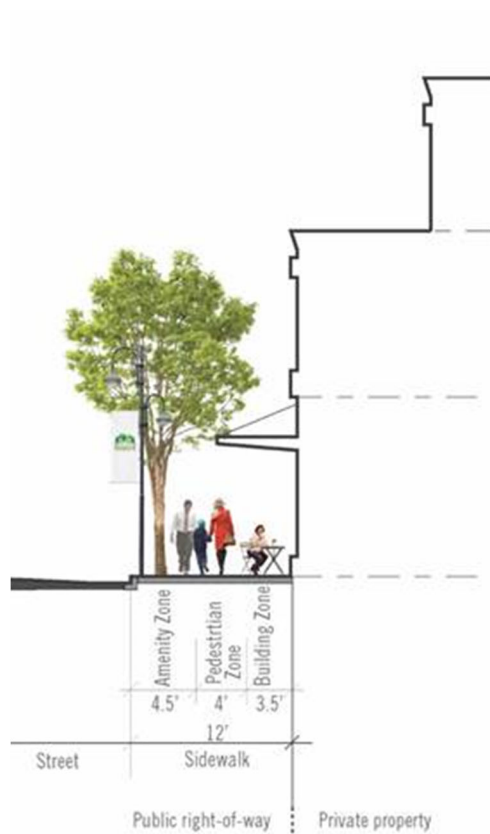
**Figure 11. Mid-Block Pedestrian and Bicycle Connections**



- 
- iii. Streets shall be extended to the boundary lines of the proposed development where necessary to give access to or allow for future development of adjoining properties.
- Any required or proposed new streets through or along the boundary of the proposed development shall be accompanied by a future street plan. The future street plan shall show that it is feasible to extend all required or proposed new streets onto adjoining properties to the satisfaction of the City Engineer.
  - Temporary turnarounds shall be constructed for street stubs in excess of 150 feet in length. Drainage facilities shall be constructed to properly manage stormwater runoff from temporary turnarounds.
  - Street stubs to adjoining properties shall not be considered permanent turnarounds, unless required and designed as permanent turnarounds, since they are intended to continue as through streets when adjoining properties develop.
  - Reserve strips may be required in order to ensure the eventual continuation or completion of a street.
- iv. Permanent dead end streets are not allowed except where no opportunity exists for creating a through street connection. Dead end streets shall meet all fire code access requirements and shall only be used where topographical constraints, protected natural resource areas, existing development patterns, or strict adherence to other City requirements precludes a future street connection. The lack of present ownership or control over abutting property shall not be grounds for a dead end street.
- v. *Street design.* All streets are subject to the standards illustrated in the Wilsonville Town Center Plan.
- vi. Street trees shall be required along all street frontages. The minimum number of required street trees shall be determined by dividing the length (in feet) of the proposed development's street frontage by 30 feet. When the result is a fraction, the number of street trees required shall be the nearest whole number.
- x. Sidewalks shall have a minimum unobstructed width of six feet for pedestrian through travel. Permanent structures or utilities within the required pedestrian through-travel area are restricted unless approved by the City Engineer. Sidewalk area outside of the required through-travel area may be used for landscaping, pedestrian amenities such as permanent street furniture, bicycle parking, trash cans, and drinking fountains.
- xi. Temporary placement of customer seating, merchandise display, temporary A-frame signs or other uses by businesses adjacent to the street shall be placed within the amenity or building zone in front of the business (see Figure 12). The building zone may be extended into the pedestrian zone in front of the building if a minimum of four feet is provided for the pedestrian through area. Placement of any temporary uses requires a temporary right-of-way use permit and approval by the City Engineer.
- xii. Temporary signs, such as A-Frames, are permitted within Town Center provided the temporary sign meets the following standards:

- One temporary sign is allowed per public entrance to buildings.
  - Temporary signs may be up to 12 square feet in area. Only one side of a portable sign will be counted. The vertical dimension of the sign including support structure may be no greater than 42 inches.
  - Signs may be placed in front of the building only during business hours.
  - Electrical signs and changing image sign features are prohibited.
- xi. Off street paths shall meet the City's path standards identified in the Transportation system plan, unless noted otherwise in the Wilsonville Town Center Plan. The location and type of facility shall be consistent the trail and open space, and street cross section illustrated in the Wilsonville Town Center Plan. Trail widths may be reduced where constrained by existing development, protected natural resource areas, or topography as determined by the City Engineer.

**Figure 12. Sidewalk Furnishing and Pedestrian Through Zones**



(Ord. No. 835, 6-5-2019)

**Section 4.118. Standards Applying to all Planned Development Zones.**

- (.01) *Height Guidelines.* In "S" overlay zones, the solar access provisions of Section 4.137 shall be used to determine maximum building heights. In cases that are subject to review by the Development Review Board, the Board may further regulate heights as follows:
- A. Restrict or regulate the height or building design consistent with adequate provision of fire protection and fire-fighting apparatus height limitations.
  - B. To provide buffering of low density developments by requiring the placement of three or more story buildings away from the property lines abutting a low density zone.
  - C. To regulate building height or design to protect scenic vistas of Mt. Hood or the Willamette River.
  - D. In no case shall the height of duplexes, triplexes, fourplexes, or townhouses be limited to less than the maximum height allowed for detached single-family dwellings in the same zone. In addition, in no case shall the height of triplexes, fourplexes, or townhouses be limited to less than 25 feet.
- (.02) Underground Utilities shall be governed by Sections 4.300 to 4.320. All utilities above ground shall be located so as to minimize adverse impacts on the site and neighboring properties.
- (.03) Notwithstanding the provisions of Section 4.140 to the contrary, the Development Review Board, in order to implement the purposes and objectives of Section 4.140, and based on findings of fact supported by the record may:
- A. Waive the following typical development standards:
    1. Minimum lot area;
    2. Lot width and frontage;
    3. Height and yard requirements;
    4. Lot coverage;
    5. Lot depth;
    6. Street widths;
    7. Sidewalk requirements;
    8. Height of buildings other than signs;
    9. Parking space configuration and drive aisle design;
    10. Minimum number of loading spaces;
    11. Shade tree islands in parking lots, provided that alternative shading is provided;
    12. Fence height;
    13. Architectural design standards, including residential design standards;
    14. Transit facilities;
    15. On-site pedestrian access and circulation standards;
    16. Solar access standards, as provided in section 4.137;
    17. Open space in the Frog Pond West Neighborhood in the Residential Neighborhood zone; and;
    18. Lot orientation.

- B. The following shall not be waived by the Board, unless there is substantial evidence in the whole record to support a finding that the intent and purpose of the standards will be met in alternative ways:
  - 1. Open space requirements in residential areas, except that the Board may waive or reduce open space requirements in the Frog Pond West Neighborhood in the Residential Neighborhood zone. Waivers in compliance with [Section] 4.127(.09)(B)(2)(d);
  - 2. Minimum density standards and housing variety standards in residential zones. The required minimum density may be reduced by the Board in the Residential Neighborhood zone in compliance with [Section] 4.127(.06) B; and
  - 3. Minimum landscape, buffering, and screening standards.
- C. The following shall not be waived by the Board, unless there is substantial evidence in the whole record to support a finding that the intent and purpose of the standards will be met in alternative ways, and the action taken will not violate any applicable federal, state, or regional standards:
  - 1. Maximum number of parking spaces;
  - 2. Standards for mitigation of trees that are removed;
  - 3. Standards for mitigation of wetlands that are filled or damaged; and
  - 4. Trails or pathways shown in the Parks and Recreation Master Plan.
- D. Locate individual building, accessory buildings, off-street parking and loading facilities, open space and landscaping and screening without reference to lot lines; and
- E. Adopt other requirements or restrictions, inclusive of, but not limited to, the following, except that no additional requirements or restrictions can conflict with established clear and objective standards for residential development or be grounds for denying a residential development proposal when the applicant has selected the clear and objective path for approval:
  - 1. Percent coverage of land by buildings and structures in relationship to property boundaries to provide stepped increases in densities away from low-density development.
  - 2. Parking ratios and areas expressed in relation to use of various portions of the property and/or building floor area.
  - 3. The locations, width and improvement of vehicular and pedestrian access to various portions of the property, including portions within abutting street or private drive.
  - 4. Arrangement and spacing of buildings and structures to provide appropriate open spaces around buildings.
  - 5. Location and size of off-street loading areas and docks.
  - 6. Uses of buildings and structures by general classification, and by specific designation when there are unusual requirements for parking, or when the use involves noise, dust, odor, fumes, smoke, vibration, glare or radiation incompatible with present or potential development of surrounding property. Such incompatible uses may be excluded in the amendment approving the zone change or the approval of requested permits.
  - 7. Measures designed to minimize or eliminate noise, dust, odor, fumes, smoke, vibration, glare, or radiation which would have an adverse effect on the present or potential development on surrounding properties.
  - 8. Schedule of time for construction of the proposed buildings and structures and any stage of development thereof to insure consistency with the City's adopted Capital Improvements Plan and other applicable regulations.

9. A waiver of the right of remonstrance by the applicant to the formation of a Local Improvement District (LID) for streets, utilities and/or other public purposes.
  10. Modify the proposed development in order to prevent congestion of streets and/or to facilitate transportation.
  11. Condition the issuance of an occupancy permit upon the installation of landscaping or upon a reasonable scheduling for completion of the installation of landscaping. In the latter event, a posting of a bond or other security in an amount equal to 110 percent of the cost of the landscaping and installation may be required.
  12. A dedication of property for streets, pathways, and bicycle paths in accordance with adopted Facilities Master Plans or such other streets necessary to provide proper development of adjacent properties.
- (.04) The Planning Director and Development Review Board shall, in making their determination of compliance in attaching conditions, consider the effects of this action on availability and cost. The provisions of this section shall not be used in such a manner that additional conditions, either singularly or cumulatively, have the effect of unnecessarily increasing the cost of development. However, consideration of these factors shall not prevent the Board from imposing conditions of approval necessary to meet the minimum requirements of the Comprehensive Plan and Code.
- (.05) The Planning Director, Development Review Board, or on appeal, the City Council, may as a condition of approval for any development for which an application is submitted, require that portions of the tract or tracts under consideration be set aside, improved, conveyed or dedicated for the following uses:
- A. *Recreational Facilities:* The Director, Board, or Council, as the case may be, may require that suitable area for parks or playgrounds be set aside, improved or permanently reserved for the owners, residents, employees or patrons of the development consistent with adopted Park standards and Parks and Recreation Master Plan.
  - B. *Open Space Area:* Whenever private and/or common open space area is provided, the City shall require that an association of owners or tenants be established which shall adopt such Articles of Incorporation, By-Laws or other appropriate agreement, and shall adopt and impose such Declaration of Covenants and Restrictions on such open space areas and/or common areas that are acceptable to the Development Review Board. Said association shall be formed and continued for the purpose of maintaining such open space area. Such an association, if required, may undertake other functions. It shall be created in such a manner that owners of property shall automatically be members and shall be subject to assessments levied to maintain said open space area for the purposes intended. The period of existence of such association shall be not less than 20 years and it shall continue thereafter and until a majority vote of the members shall terminate it, and the City Council formally votes to accept such termination.
  - C. *Easements:* Easements necessary to the orderly extension of public utilities, and the protection of open space, may be required as a condition of approval. When required, such easements must meet the requirements of the City Attorney prior to recordation.
- (.06) Nothing in this Code shall prevent the owner of a site that is less than two acres in size from filing an application to rezone and develop the site as a Planned Development. Smaller properties may or may not be suitable for such development, depending upon their particular sizes, shapes, locations, and the nature of the proposed development, but Planned Developments shall be encouraged at any appropriate location.
- (.07) *Density Transfers.* In order to protect significant open space or resource areas, the Development Review Board may authorize the transfer of development densities from one portion of a proposed development to another. Such transfers may go to adjoining properties, provided that those properties are considered to be part of the total development under consideration as a unit.

(.08) *Wetland Mitigation and other mitigation for lost or damaged resources.* The Development Review Board may, after considering the testimony of experts in the field, allow for the replacement of resource areas with newly created or enhanced resource areas. The Board may specify the ratio of lost to created and/or enhanced areas after making findings based on information in the record. As much as possible, mitigation areas shall replicate the beneficial values of the lost or damaged resource areas.

(.09) *Habitat-Friendly Development Practices.* To the extent practicable, development and construction activities of any lot shall consider the use of habitat-friendly development practices, which include:

- A. Minimizing grading, removal of native vegetation, disturbance and removal of native soils, and impervious area;
- B. Minimizing adverse hydrological impacts on water resources, such as using the practices described in Part (a) of Table NR-2 in Section 4.139.03, unless their use is prohibited by an applicable and required state or federal permit, such as a permit required under the federal Clean Water Act, 33 U.S.C. §§ 1251 et seq., or the federal Safe Drinking Water Act, 42 U.S.C. §§ 300f et seq., and including conditions or plans required by such permit;
- C. Minimizing impacts on wildlife corridors and fish passage, such as by using the practices described in Part (b) of Table NR-2 in Section 4.139.03; and
- D. Using the practices described in Part (c) of Table NR-2 in Section 4.139.03.

(Ord. No. 674, 11-16-2009; Ord. No. 682, 9-9-2010; Ord. No. 719, 6-17-2013; Ord. No. 806, 7-17-2017; Ord. No. 892, § 2(Exh. A), 12-2-2024; Ord. No. 899, § 2(Exh. A), 8-4-2025)

## ATTACHMENT 4

1. August 8, 2018 Planning Commission Work Session
  - a. Staff Report with outreach summaries, draft Plan Maps and cross-sections, and draft Code and design guidelines (draft Code on pp: 65-80):  
[https://www.wilsonvilleoregon.gov/sites/default/files/fileattachments/planning\\_commission/meeting/packets/12621/iii.a.town\\_center\\_plan\\_bateschell\\_45\\_minutes.pdf](https://www.wilsonvilleoregon.gov/sites/default/files/fileattachments/planning_commission/meeting/packets/12621/iii.a.town_center_plan_bateschell_45_minutes.pdf)
  - b. Minutes:  
[https://www.wilsonvilleoregon.gov/sites/default/files/fileattachments/planning\\_commission/meeting/12621/wpc\\_aug\\_8\\_2018\\_final.pdf](https://www.wilsonvilleoregon.gov/sites/default/files/fileattachments/planning_commission/meeting/12621/wpc_aug_8_2018_final.pdf)
  - c. Video: [https://www.youtube.com/watch?v=455CF\\_bKG7M](https://www.youtube.com/watch?v=455CF_bKG7M)
    - i. 2:16:03-2:27:28
  
2. October 10, 2018 Planning Commission Work Session
  - a. Staff Report with draft Comp Plan, Development Code, Feasibility Analysis, and Traffic Analysis (draft Code on pp. 115-155):  
[https://www.wilsonvilleoregon.gov/sites/default/files/fileattachments/planning\\_commission/meeting/packets/12641/iii.a.town\\_center\\_plan.pdf](https://www.wilsonvilleoregon.gov/sites/default/files/fileattachments/planning_commission/meeting/packets/12641/iii.a.town_center_plan.pdf)
  - b. Minutes:  
[https://www.wilsonvilleoregon.gov/sites/default/files/fileattachments/planning\\_commission/meeting/12641/oct\\_10\\_2018\\_final.pdf](https://www.wilsonvilleoregon.gov/sites/default/files/fileattachments/planning_commission/meeting/12641/oct_10_2018_final.pdf)
  - c. Video  
<https://www.youtube.com/watch?v=OUfR0b1Itcl&list=PLtMnfUI4sX9PJ9Xa3XOTJ4aZSC1waZa9c&index=85>:
    - i. 1:29:07-1:33:15
  
3. November 14, 2018 Planning Commission Work Session
  - a. Staff Report with draft Implementation Strategies and draft Development Code (draft Code on pp: 24-49):  
[https://www.wilsonvilleoregon.gov/sites/default/files/fileattachments/planning\\_commission/meeting/packets/12651/iii.a.town\\_center\\_plan.pdf](https://www.wilsonvilleoregon.gov/sites/default/files/fileattachments/planning_commission/meeting/packets/12651/iii.a.town_center_plan.pdf)
  - b. Minutes:  
[https://www.wilsonvilleoregon.gov/sites/default/files/fileattachments/planning\\_commission/meeting/12651/nov\\_14\\_2018\\_final.pdf](https://www.wilsonvilleoregon.gov/sites/default/files/fileattachments/planning_commission/meeting/12651/nov_14_2018_final.pdf)
  - c. Video <https://www.youtube.com/watch?v=Nt0UDsiD4TU>:
    - i. 1:47:17-2:41:50
  
4. January 9, 2019 Planning Commission Work Session (**this is the key work session where a waiver option was discussed**)
  - a. Draft Comp Plan and Code language (draft Code on pp. 109-152):  
[https://www.wilsonvilleoregon.gov/sites/default/files/fileattachments/planning/page/5101/appendix\\_a.tc\\_comprehensive\\_plan\\_and\\_development\\_code\\_amendments.pdf](https://www.wilsonvilleoregon.gov/sites/default/files/fileattachments/planning/page/5101/appendix_a.tc_comprehensive_plan_and_development_code_amendments.pdf)

- b. Minutes:  
[https://www.wilsonvilleoregon.gov/sites/default/files/fileattachments/planning\\_commission/meeting/12671/wpc\\_jan\\_9\\_2019\\_final.pdf](https://www.wilsonvilleoregon.gov/sites/default/files/fileattachments/planning_commission/meeting/12671/wpc_jan_9_2019_final.pdf)
  - c. Video <https://www.youtube.com/watch?v=uPLEhCdV3mE>:
    - i. 1:36:08-2:23:04
5. February 4, 2019 City Council Work Session
- a. Packet with draft Code language (draft Code on pp. 118-145; waiver language on page 130):  
[https://www.wilsonvilleoregon.gov/sites/default/files/fileattachments/city\\_council/meeting/packets/27681/2.4.19\\_council\\_packet.pdf](https://www.wilsonvilleoregon.gov/sites/default/files/fileattachments/city_council/meeting/packets/27681/2.4.19_council_packet.pdf)
  - b. Video <https://www.youtube.com/watch?v=o9SFFARk5hQ&feature=youtu.be>:
    - i. 54:43-55:43;
    - ii. 1:01:28-1:04:42 (discussion about public art in waiver language);
    - iii. 1:36:45-1:43:18 (floorplate discussion)
6. March 19, 2019 Planning Commission Public Hearing
- a. Staff Report:  
[https://www.wilsonvilleoregon.gov/sites/default/files/fileattachments/planning\\_commission/meeting/packets/88931/ii.a.\\_town\\_center\\_plan\\_90\\_minutes.pdf](https://www.wilsonvilleoregon.gov/sites/default/files/fileattachments/planning_commission/meeting/packets/88931/ii.a._town_center_plan_90_minutes.pdf)
    - i. Appendix A to Staff Report with draft Comprehensive Plan update and draft Code (draft waiver language on pp. 123-124):  
[https://www.wilsonvilleoregon.gov/sites/default/files/fileattachments/city\\_council/meeting/130200/appendix\\_a.\\_comprehensive\\_plan\\_and\\_development\\_code\\_amendments\\_v4.pdf](https://www.wilsonvilleoregon.gov/sites/default/files/fileattachments/city_council/meeting/130200/appendix_a._comprehensive_plan_and_development_code_amendments_v4.pdf)
  - b. Minutes:  
[https://www.wilsonvilleoregon.gov/sites/default/files/fileattachments/planning\\_commission/meeting/88931/wpc\\_march\\_13\\_2019\\_final.pdf](https://www.wilsonvilleoregon.gov/sites/default/files/fileattachments/planning_commission/meeting/88931/wpc_march_13_2019_final.pdf)
  - c. Video <https://www.youtube.com/watch?v=osW7bhkI0oY>:
    - i. 25:28-26:56;
    - ii. 29:42-37:00;
    - iii. 55:38-2:01:11
7. April 15, 2019 City Council Public Hearing
- a. Council packet (errata sheet with minor revisions to waiver language on p. 42 of packet):  
[https://www.wilsonvilleoregon.gov/sites/default/files/fileattachments/city\\_council/meeting/packets/27741/4.15.19\\_council\\_packet.pdf](https://www.wilsonvilleoregon.gov/sites/default/files/fileattachments/city_council/meeting/packets/27741/4.15.19_council_packet.pdf)
  - b. Comp Plan and Development Code (Code on pp. 109-181, waiver language on pp. 123-124):  
[https://www.wilsonvilleoregon.gov/sites/default/files/fileattachments/city\\_council/meeting/27741/wilsonville\\_town\\_center\\_plan\\_-\\_appendix\\_a.\\_comprehensive\\_plan\\_and\\_development\\_code\\_amendments\\_v4.2.pdf](https://www.wilsonvilleoregon.gov/sites/default/files/fileattachments/city_council/meeting/27741/wilsonville_town_center_plan_-_appendix_a._comprehensive_plan_and_development_code_amendments_v4.2.pdf)

## Option 1

### Section 4.132. Town Center Zone.

...

(.06) *Design and Development Standards:*

...

- C. *Development Standards.* Development standards apply to all new development within the Town Center boundary.

<b>Table 2. Town Center Development Standards [1]</b>				
	<b>Town Center</b>			
<b>STANDARD</b>	<b>SUB-DISTRICT</b>			
	<b>MSD</b>	<b>N-MU</b>	<b>MU</b>	<b>C-MU</b>
<b>Front setback</b>				
Minimum	0 ft.	0 ft.	0 ft.	0 ft.
Maximum [2]	20 ft.	20 ft.	20 ft.	10 ft.
<b>Side facing street on corner and through lots</b>				
Minimum	0 ft.	0 ft.	0 ft.	0 ft.
Maximum [2]	10 ft.	10 ft.	10 ft.	10 ft.
<b>Side yard</b>				
Minimum	0 ft.	0 ft.	0 ft.	0 ft.
Maximum [2]	10 ft.	10 ft.	10 ft.	10 ft.
<b>Rear setback</b>				
Minimum	0 ft.	0 ft.	0 ft.	0 ft.
Maximum	20 ft.	20 ft.	20 ft.	20 ft.
<b>Building height (stories) [3]</b>				
Minimum	two	two	two	two
>Maximum (stories/feet) [4]	four	three	four	five
Ground floor height minimum [5]	15 ft.	12 ft.	12 ft.	15 ft.
Ground floor uses	Mixed-use buildings required within 200 feet of the Park Place/Courtside Drive intersection.	N/A	N/A	N/A
Building site coverage maximum	90%	75%	90%	90%
Minimum landscaping	10%	15%	10%	10%
Minimum building frontage	70%	25%	50%	50%
<b>Residential density (units per acre)</b>				
Minimum [6]	40	16	40	40
Maximum	None	40	None	None

# Option 1

- [1] This table does not apply to existing development. All new buildings in the district must meet these development standards.
- [2] For commercial development, the maximum front and street side yard setback is ten feet. For mixed-use and residential only development, the maximum front setback is 20 feet. Front setbacks are permitted provided they are used for seating or other uses that encourage pedestrian activity and active ground floor uses. A variety of building setbacks are encouraged.
- [3] Second stories or higher in buildings must be useable. No false front buildings are permitted.
- [4] Within the MSD, MU and C-MU sub-districts, the maximum number of building stories may be increased by one story if a minimum of 25 percent of the units of the bonus floor area are affordable, with rental rates /mortgage restrictions for a minimum of ten years, to households earning at or below 80 percent of median family income of Wilsonville.
- [5] This standard does not apply to residential only buildings.
- [6] Minimum residential density applies to residential-only development. There is no minimum residential density for mixed-use development.

D. *Waivers to Development Standards.* Development standards apply to all new development within the Town Center boundary.

The Development Review Board (DRB) may approve waivers within the MU and C-MU sub-districts to: (a) increase the size of the ground floor of a building floorplate; (b) decrease and/or the number of stories of a building; or (c) increase the number of stories of a building by one story within the MU and C-MU sub-districts, so long as the applicant meets the requirements inconsistent with the provisions of Section 4.118 (.03) and-if one item from each of the two following menus are met in a manner to clearly go substantially above and beyond Code requirements and typical building and site design to create a sense of place and mitigate negative impacts of the project related to the reason for the waiver. A waiver to increase the number of stories of a building is in addition to the allowed bonus floor identified in Table 2, Note 4. Notwithstanding Section 4.118(.03), waivers to the size of the ground floor building floorplate or number of stories is not allowed in the MSD and N-MU subdistricts, nor is an applicant allowed to seek a waiver under Section 4.118(.03) absent compliance with this subsection D. Items chosen from the menus shall account for need based on adjacent sites or the surrounding area:

*Menu One:*

- 1. Public amenities, such as a plaza or other community gathering space, incorporated into the building design. Public plaza or other gathering spaces located in a prominent, visible location adjacent to a public street and include movable furniture that is functional and visually interesting.
- 2. Public community meeting space provided within the building.
- 3. Provision of ground floor facades that include additional supporting storefronts. The primary entrance of all businesses shall be located on the primary street frontage.
- 4. Provision of incubator space on site, either within or adjacent to the development that provides below market lease rates for small businesses.
- 5. Provision of affordable housing on the development site, consistent with the provisions of Table 2, footnote 4.

*Menu Two:*

# Option 1

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1. Innovative building techniques, such as rainwater harvesting, graywater systems, green roofs, or other environmental systems, shall be incorporated into the building design to significantly reduce impact to the environment.
2. Building architecture that creates a distinctive community landmark exemplifying the preferred materials and form for Town Center described in Subsection 4.132(.06)M. and discussed in the Town Center Plan.
3. Pedestrian-oriented and creative lighting incorporated into landscape features and plazas and/or interior window retail displays that are lit at night.
4. Achievement of LEED certification, Earth Advantage, or another recognized environmental certification.
5. Installation of public art, consistent with the provisions of Subsection 4.132(.06)K. for art within plaza areas.

....

**Section 4.132. Town Center Zone.**

...

(.06) *Design and Development Standards:*

...

- C. *Development Standards.* Development standards apply to all new development within the Town Center boundary.

<b>Table 2. Town Center Development Standards [1]</b>				
	<b>Town Center</b>			
<b>STANDARD</b>	<b>SUB-DISTRICT</b>			
	<b>MSD</b>	<b>N-MU</b>	<b>MU</b>	<b>C-MU</b>
<b>Front setback</b>				
Minimum	0 ft.	0 ft.	0 ft.	0 ft.
Maximum [2]	20 ft.	20 ft.	20 ft.	10 ft.
<b>Side facing street on corner and through lots</b>				
Minimum	0 ft.	0 ft.	0 ft.	0 ft.
Maximum [2]	10 ft.	10 ft.	10 ft.	10 ft.
<b>Side yard</b>				
Minimum	0 ft.	0 ft.	0 ft.	0 ft.
Maximum [2]	10 ft.	10 ft.	10 ft.	10 ft.
<b>Rear setback</b>				
Minimum	0 ft.	0 ft.	0 ft.	0 ft.
Maximum	20 ft.	20 ft.	20 ft.	20 ft.
<b>Building height (stories) [3]</b>				
Minimum	two	two	two	two
>Maximum (stories/feet) [4]	four	three	four	five
Ground floor height minimum [5]	15 ft.	12 ft.	12 ft.	15 ft.
Ground floor uses	Mixed-use buildings required within 200 feet of the Park Place/Courtside Drive intersection.	N/A	N/A	N/A
Building site coverage maximum	90%	75%	90%	90%
Minimum landscaping	10%	15%	10%	10%
Minimum building frontage	70%	25%	50%	50%
<b>Residential density (units per acre)</b>				
Minimum [6]	40	16	40	40
Maximum	None	40	None	None

## OPTION 2

- [1] This table does not apply to existing development. All new buildings in the district must meet these development standards.
  - [2] For commercial development, the maximum front and street side yard setback is ten feet. For mixed-use and residential only development, the maximum front setback is 20 feet. Front setbacks are permitted provided they are used for seating or other uses that encourage pedestrian activity and active ground floor uses. A variety of building setbacks are encouraged.
  - [3] Second stories or higher in buildings must be useable. No false front buildings are permitted.
  - [4] Within the MSD, MU and C-MU sub-districts, the maximum number of building stories may be increased by one story if a minimum of 25 percent of the units of the bonus floor area are affordable, with rental rates /mortgage restrictions for a minimum of ten years, to households earning at or below 80 percent of median family income of Wilsonville.
  - [5] This standard does not apply to residential only buildings.
  - [6] Minimum residential density applies to residential-only development. There is no minimum residential density for mixed-use development.
- D. *Waivers to Development Standards.* Development standards apply to all new development within the Town Center boundary.

The Development Review Board (DRB) may approve waivers within the MU and C-MU sub-districts to: (a) increase the size of the ground floor of a building floorplate; (b) decrease and/or the number of stories of a building; or (c) increase the number of stories of a building by one story within the MU and C-MU sub-districts, so long as the applicant meets the requirements inconsistent with the provisions of Section 4.118 (.03) and-if one item from each of the two following menus are met in a manner to clearly go substantially above and beyond Code requirements and typical building and site design to create a sense of place and mitigate negative impacts of the project related to the reason for the waiver. A waiver to increase the number of stories may not be obtained if a development includes a bonus floor as allowed pursuant to Table 2, Note 4. Notwithstanding Section 4.118(.03), waivers to the size of the ground floor building floorplate or number of stories is not allowed in the MSD and N-MU subdistricts, nor is an applicant allowed to seek a waiver under Section 4.118(.03) absent compliance with this subsection D. Items chosen from the menus shall account for need based on adjacent sites or the surrounding area:

*Menu One:*

- 1. Public amenities, such as a plaza or other community gathering space, incorporated into the building design. Public plaza or other gathering spaces located in a prominent, visible location adjacent to a public street and include movable furniture that is functional and visually interesting.
- 2. Public community meeting space provided within the building.
- 3. Provision of ground floor facades that include additional supporting storefronts. The primary entrance of all businesses shall be located on the primary street frontage.
- 4. Provision of incubator space on site, either within or adjacent to the development that provides below market lease rates for small businesses.
- 5. Provision of affordable housing on the development site, consistent with the provisions of Table 2, footnote 4.

*Menu Two:*

## OPTION 2

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Item C.

1. Innovative building techniques, such as rainwater harvesting, graywater systems, green roofs, or other environmental systems, shall be incorporated into the building design to significantly reduce impact to the environment.
2. Building architecture that creates a distinctive community landmark exemplifying the preferred materials and form for Town Center described in Subsection 4.132(.06)M. and discussed in the Town Center Plan.
3. Pedestrian-oriented and creative lighting incorporated into landscape features and plazas and/or interior window retail displays that are lit at night.
4. Achievement of LEED certification, Earth Advantage, or another recognized environmental certification.
5. Installation of public art, consistent with the provisions of Subsection 4.132(.06)K. for art within plaza areas.

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Created: 2026-03-05 14:16:39 [EST]

(Supp. No. 6)

**Section 4.132. Town Center Zone.**

...

(.06) *Design and Development Standards:*

...

- C. *Development Standards.* Development standards apply to all new development within the Town Center boundary.

<b>Table 2. Town Center Development Standards [1]</b>				
	<b>Town Center</b>			
<b>STANDARD</b>	<b>SUB-DISTRICT</b>			
	<b>MSD</b>	<b>N-MU</b>	<b>MU</b>	<b>C-MU</b>
<b>Front setback</b>				
Minimum	0 ft.	0 ft.	0 ft.	0 ft.
Maximum [2]	20 ft.	20 ft.	20 ft.	10 ft.
<b>Side facing street on corner and through lots</b>				
Minimum	0 ft.	0 ft.	0 ft.	0 ft.
Maximum [2]	10 ft.	10 ft.	10 ft.	10 ft.
<b>Side yard</b>				
Minimum	0 ft.	0 ft.	0 ft.	0 ft.
Maximum [2]	10 ft.	10 ft.	10 ft.	10 ft.
<b>Rear setback</b>				
Minimum	0 ft.	0 ft.	0 ft.	0 ft.
Maximum	20 ft.	20 ft.	20 ft.	20 ft.
<b>Building height (stories) [3]</b>				
Minimum	two	two	two	two
>Maximum (stories/feet) [4]	four	three	four	five
Ground floor height minimum [5]	15 ft.	12 ft.	12 ft.	15 ft.
Ground floor uses	Mixed-use buildings required within 200 feet of the Park Place/Courtside Drive intersection.	N/A	N/A	N/A
Building site coverage maximum	90%	75%	90%	90%
Minimum landscaping	10%	15%	10%	10%
Minimum building frontage	70%	25%	50%	50%
<b>Residential density (units per acre)</b>				
Minimum [6]	40	16	40	40
Maximum	None	40	None	None

- [1] This table does not apply to existing development. All new buildings in the district must meet these development standards.
  - [2] For commercial development, the maximum front and street side yard setback is ten feet. For mixed-use and residential only development, the maximum front setback is 20 feet. Front setbacks are permitted provided they are used for seating or other uses that encourage pedestrian activity and active ground floor uses. A variety of building setbacks are encouraged.
  - [3] Second stories or higher in buildings must be useable. No false front buildings are permitted.
  - [4] Within the MSD, MU and C-MU sub-districts, the maximum number of building stories may be increased by one story if a minimum of 25 percent of the units of the bonus floor area are affordable, with rental rates /mortgage restrictions for a minimum of ten years, to households earning at or below 80 percent of median family income of Wilsonville.
  - [5] This standard does not apply to residential only buildings.
  - [6] Minimum residential density applies to residential-only development. There is no minimum residential density for mixed-use development.
- D. *Waivers to Development Standards.* Development standards apply to all new development within the Town Center boundary.

The Development Review Board (DRB) may approve waivers within the MU and C-MU sub-districts to: (a) increase the size of the ground floor of a building floorplate; or (b) decrease ~~and/or~~ the number of stories of a building. Within the MU sub-district, the DRB may also approve a waiver to increase the number of stories of a building by one story within the MU and C-MU sub-districts. Any waiver sought under this subsection D must ~~meet the requirements inconsistent with the provisions of~~ Section 4.118 (.03) ~~and if~~ one item from each of the two following menus are met in a manner to clearly go substantially above and beyond Code requirements and typical building and site design to create a sense of place and mitigate negative impacts of the project related to the reason for the waiver. A waiver to increase the number of stories of a building is in addition to the allowed bonus floor identified in Table 2, Note 4. Notwithstanding Section 4.118(.03), waivers to the size of the ground floor building floorplate or number of stories is not allowed in the MSD and N-MU subdistricts, nor is an applicant allowed to seek a waiver under Section 4.118(.03) absent compliance with this subsection D. Items chosen from the menus shall account for need based on adjacent sites or the surrounding area:

*Menu One:*

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2. Public community meeting space provided within the building.
3. Provision of ground floor facades that include additional supporting storefronts. The primary entrance of all businesses shall be located on the primary street frontage.
4. Provision of incubator space on site, either within or adjacent to the development that provides below market lease rates for small businesses.
5. Provision of affordable housing on the development site, consistent with the provisions of Table 2, footnote 4.

*Menu Two:*

### OPTION 3

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Item C.

1. Innovative building techniques, such as rainwater harvesting, graywater systems, green roofs, or other environmental systems, shall be incorporated into the building design to significantly reduce impact to the environment.
2. Building architecture that creates a distinctive community landmark exemplifying the preferred materials and form for Town Center described in Subsection 4.132(.06)M. and discussed in the Town Center Plan.
3. Pedestrian-oriented and creative lighting incorporated into landscape features and plazas and/or interior window retail displays that are lit at night.
4. Achievement of LEED certification, Earth Advantage, or another recognized environmental certification.
5. Installation of public art, consistent with the provisions of Subsection 4.132(.06)K. for art within plaza areas.

...

**Section 4.132. Town Center Zone.**

...

(.06) *Design and Development Standards:*

...

- C. *Development Standards.* Development standards apply to all new development within the Town Center boundary.

<b>Table 2. Town Center Development Standards [1]</b>				
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<b>STANDARD</b>	<b>SUB-DISTRICT</b>			
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<b>Front setback</b>				
Minimum	0 ft.	0 ft.	0 ft.	0 ft.
Maximum [2]	20 ft.	20 ft.	20 ft.	10 ft.
<b>Side facing street on corner and through lots</b>				
Minimum	0 ft.	0 ft.	0 ft.	0 ft.
Maximum [2]	10 ft.	10 ft.	10 ft.	10 ft.
<b>Side yard</b>				
Minimum	0 ft.	0 ft.	0 ft.	0 ft.
Maximum [2]	10 ft.	10 ft.	10 ft.	10 ft.
<b>Rear setback</b>				
Minimum	0 ft.	0 ft.	0 ft.	0 ft.
Maximum	20 ft.	20 ft.	20 ft.	20 ft.
<b>Building height (stories) [3]</b>				
Minimum	two	two	two	two
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Ground floor uses	Mixed-use buildings required within 200 feet of the Park Place/Courtside Drive intersection.	N/A	N/A	N/A
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Minimum landscaping	10%	15%	10%	10%
Minimum building frontage	70%	25%	50%	50%
<b>Residential density (units per acre)</b>				
Minimum [6]	40	16	40	40
Maximum	None	40	None	None

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4. Provision of incubator space on site, either within or adjacent to the development that provides below market lease rates for small businesses.
5. Provision of affordable housing on the development site, consistent with the provisions of Table 2, footnote 4.

*Menu Two:*

## OPTION 4

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Item C.

1. Innovative building techniques, such as rainwater harvesting, graywater systems, green roofs, or other environmental systems, shall be incorporated into the building design to significantly reduce impact to the environment.
2. Building architecture that creates a distinctive community landmark exemplifying the preferred materials and form for Town Center described in Subsection 4.132(.06)M. and discussed in the Town Center Plan.
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4. Achievement of LEED certification, Earth Advantage, or another recognized environmental certification.
5. Installation of public art, consistent with the provisions of Subsection 4.132(.06)K. for art within plaza areas.

....



### Chart of Town Center Building Height Waiver Alternative Options 1-4

Options	Allow Additional Story <sup>^</sup> in MU?*	Allow Additional Story in CMU?	Allow Additional Story AND Bonus Story for Aff Hsg?
Option 1	Yes (max = 5 stories)	Yes (max = 6 stories)	Yes (max = 6 & 7 stories)
Option 2	Yes (max = 5 stories)	Yes (max = 6 stories)	No
Option 3	Yes (max = 5 stories)	No (max = 5 stories)	Yes (max = 6 stories)
Option 4	Yes (max = 5 stories)	No (max = 5 stories)	No

\* For each Option, an additional consideration could be to limit the waiver to just the areas west of the Main Street District so that developments in MU adjacent to N-MU (2-3 story building height subdistrict) cannot seek the waiver to increase building height.

<sup>^</sup> Section 4.001.306 Story: That portion of a building included between a floor and the ceiling next above it, exclusive of a basement.



# State of the District

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# TONIGHT'S TOPICS

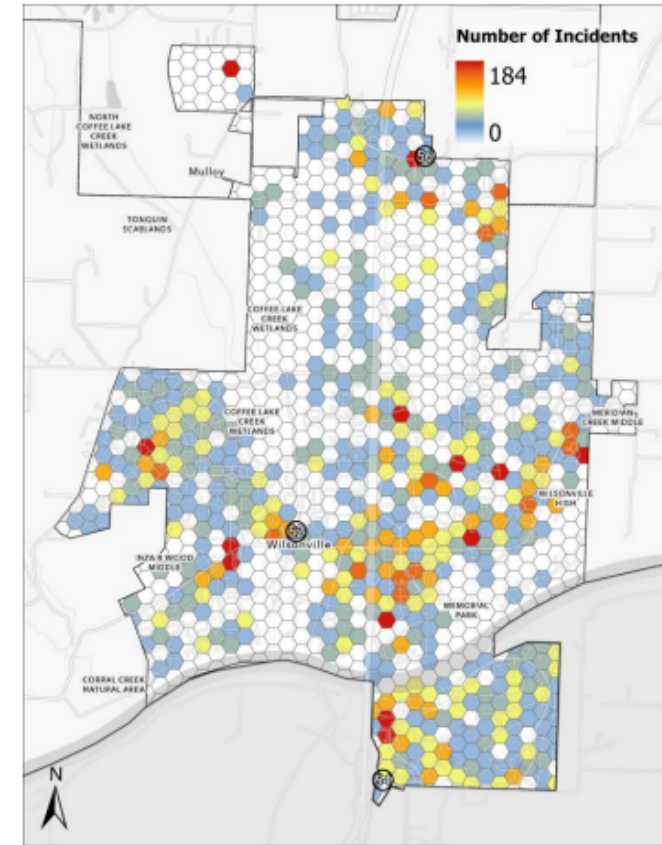
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- Incident Snapshot
- Preparing for Wildland Season
- EMS Landscape
- Bond & Capital Projects
- Struggle Well

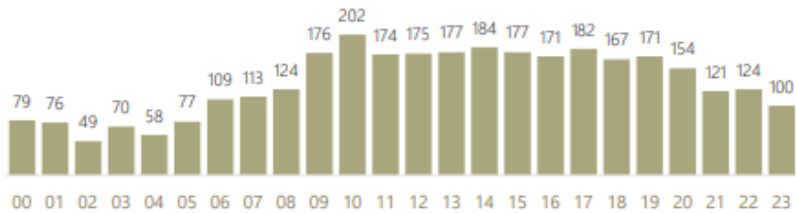
# Wilsonville

## 3,210 Incidents

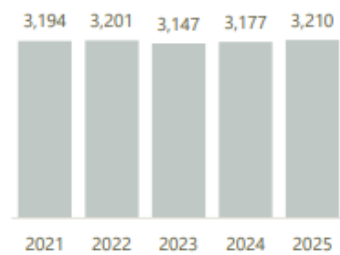
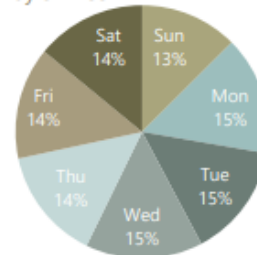
Total Incidents <b>3,210</b>							
EMS	FIRE	HAZARD	SERVICE	GOOD INTENT	FALSE ALARM	NATURAL CONDITION	OTHER
Dispatched As							
<b>2,675</b>	<b>296</b>	<b>16</b>	<b>220</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>
83.3%	9.2%	0.5%	6.9%	0.0%	0.0%	0.0%	0.1%
Situation Found							
<b>2,318</b>	<b>57</b>	<b>46</b>	<b>89</b>	<b>441</b>	<b>255</b>	<b>1</b>	<b>3</b>
72.2%	1.8%	1.4%	2.8%	13.7%	7.9%	0.0%	0.1%
Incident Sub-Categories							
<b>Structure Fires</b>	<b>Cooking Fires</b>	<b>Vehicle Fires</b>	<b>Vegetation Fires</b>	<b>Other Fires</b>	<b>Critical Patients*</b>	<b>MVC with Injury</b>	<b>MVC Unknown Injury</b>
6	5	7	30	9	643	61	86
Structure Fire Types				*Critical Patients: cardiac arrest, chest pain, stroke, seizure, breathing problem, drowning, respiratory distress, respiratory arrest, or trauma system entry.			
Residential	Commercial			*MVC*=motor vehicle crash.			
5	1						



Hour of Day



Day of Week



Top Station Responses

Station	Station 52	47%
Station	Station 54	30%
Station	Station 56	18%
Station	Station 34	2%
Station	Station 57	2%

Depending on incident severity, units from multiple stations may respond to a single incident.

Data Filters: no test, information, interfacility transports, or mobile health care incidents.

Incident data gathered geospatially based on city boundary.



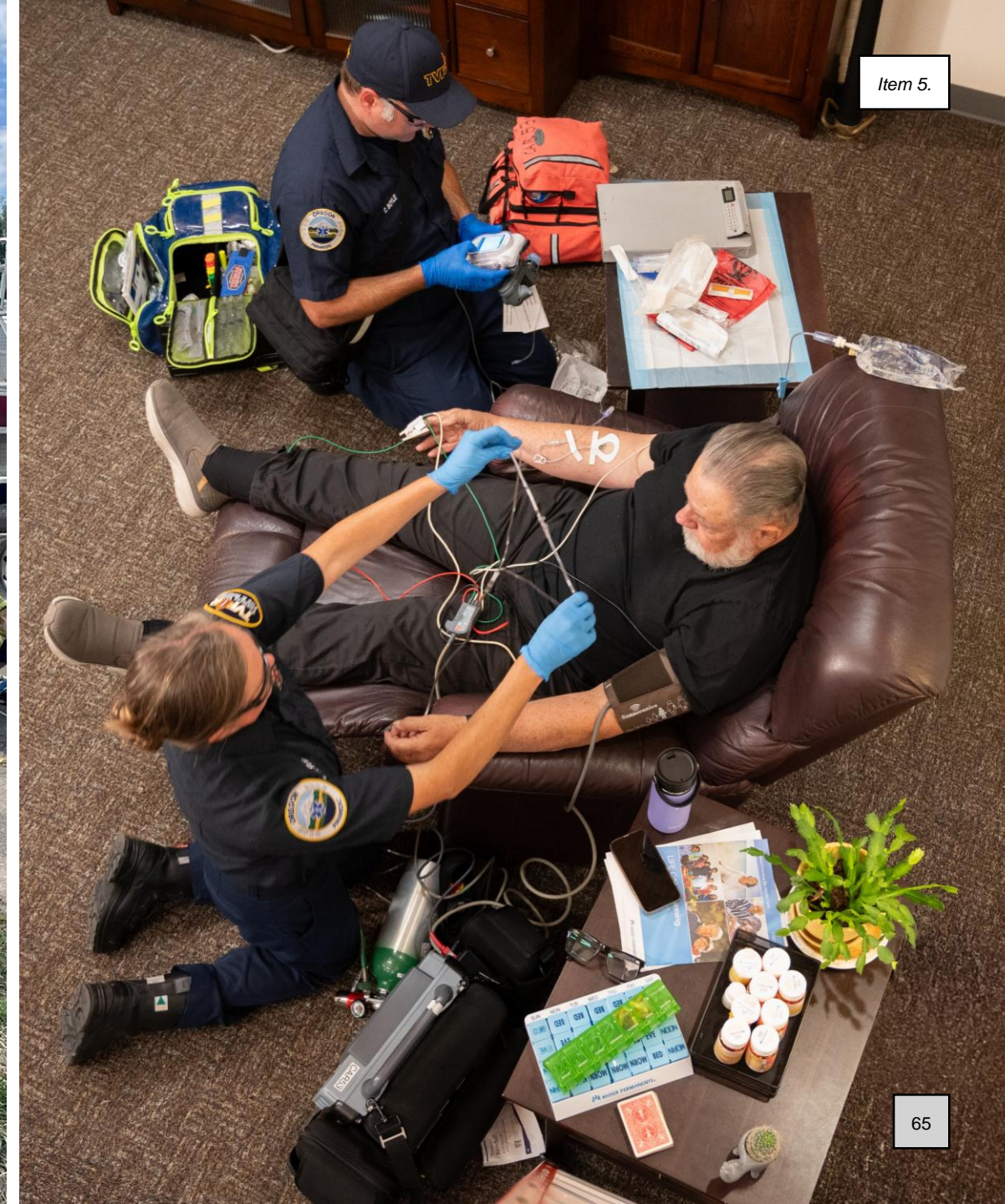
# Preparing for Wildland Season

A woman with long brown hair, wearing a pink long-sleeved shirt and a headset, is seated at a workstation. She is looking at a large array of computer monitors. The workstation consists of several monitors arranged in two rows. The top row has three monitors, and the bottom row has four. The monitors display various software interfaces, including what appears to be a dispatching or emergency management system. One monitor in the bottom row shows a red banner with the text "09:31:44 05/24/2023 Wednesday". The woman's hands are on a black keyboard and a black mouse. A silver mug is on the desk to her right. In the background, there are other computer monitors and a sign that says "CT2".

# Evolving EMS Landscape

Wednesday, May 24, 2023

Item 5.



Item 5.

# BOND & CAPITAL PROJECTS



**Station 35**



**Station 20**



# Struggle Well



*Tualatin Valley Fire & Rescue*

**QR Code for 2025 Year in Review**





**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> May 18, 2026		<b>Subject: Resolution No. 3253</b> A Resolution of the City of Wilsonville Adopting the FY 26/27 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy  <b>Staff Member:</b> Zoe Mombert, Assistant to the City Manager  <b>Department:</b> Administration	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda		<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable  <b>Comments:</b> The Tourism Promotion Committee unanimously recommended adoption of the plan at the May 6, 2026, meeting.	
<b>Staff Recommendation:</b> Staff recommends adopting the Consent Agenda.			
<b>Recommended Language for Motion:</b> I move to adopt the Consent Agenda.			
<b>Project / Issue Relates To:</b>			
<input type="checkbox"/> Council Goals/Priorities:	<input checked="" type="checkbox"/> Adopted Master Plan(s): Tourism Development Strategy, April 2025	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

Adoption of Resolution No. 3253 approves the proposed fiscal year (FY) 2026-2027 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy as recommended to City Council by the Tourism Promotion Committee on May 6, 2026.

## EXECUTIVE SUMMARY:

The Tourism Promotion Committee unanimously recommended, on May 6, 2026, adoption by Council of fiscal year (FY) 2026-2027 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy. This is the eleventh, rolling version of the Tourism promotion business plan, which is updated annually as required by Resolution No. 2541 that created the City's tourism promotion program and formed the Tourism Promotion Committee. Essentially, this update to the Tourism promotion business plan continues to advance the longer-term five-year strategy of the action plan. That is, the short-term one-year implementation plan seeks to advance the top priorities of the larger five-year action plan.

The FY 2026-2027 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy is known by the shorthand "1/5-Year Action/Implementation Plan". It lists Tourism Promotion Committee Members and Committee Meetings, summarizes the past year's accomplishments and lays out possible projects to be accomplished in FY 2026-2027.

The Tourism Promotion Consultant JayRay Ads & PR continued to expand social media and marketing efforts over the last year; including hosting travel writers and influencers, relaunching the Explore Wilsonville E- newsletter, and implemented a successful "Cozy Season" digital marketing campaign. In early May, a stay local campaign, "Invite. Explore. Repeat." was launched to expand local familiarity with the brand and encourage community members to invite people to stay in Wilsonville. They also continue work with Datafy, a geofencing data-analytics consultant, on the City's behalf. Using aggregated credit card expenditure data, Datafy has helped JayRay and the Tourism Promotion Committee better understand our visitors and improve our marketing efforts.

The Tourism Promotion Committee focused on the following strategies in FY 2025 -26:

- 1.2 "Evaluate needs and fund bicycle amenities such as maintenance stops, route maps, and bike route signage"
- 1.8 "Develop destination ambassadorship toolkit for tourism-oriented businesses to inform visitors and train front-line staff"
- 1.15 "Increase Connections with Partner Destination Marketing Organizations (DMO) at the Regional and State Level"
- 1.16 "Increase Explore Wilsonville Visibility at Industry Events and within our Community"
- 2.2 "Develop partnerships to identify and foster the development of a Wilsonville specific signature event"
- 2.12. "Perform Destination Accessibility Audit"

The Tourism Promotion Committee intends to focus on the following strategies in FY 2026 -27:

- 1.2 "Evaluate needs and fund bicycle amenities such as maintenance stops, route maps, and bike route signage"
- 1.5 "Collaborate with local producers to enhance and promote farm-to-table offerings"

- 1.6 “Leverage proximity to wine country in marketing to support local dining”
- 1.7 “Perform gap analysis for food and beverage.”
- 1.8 “Develop destination ambassadorship toolkit for tourism-oriented businesses to inform visitors and train front-line staff”
- 1.13 “Advocate for implementation of other elements of the Town Center Plan as appropriate for the development of the visitor economy.”
- 1.15 “Increase Connections with Partner DMO at the Regional and State Level”
- 1.16 “Increase Explore Wilsonville Visibility at Industry Events and within our Community”

**EXPECTED RESULTS:**

The City’s Explore Wilsonville tourism promotion program continues to operate through the fiscal year 2026-2027.

**TIMELINE:**

The City’s Explore Wilsonville tourism promotion program continues operation through June 30, 2027.

**CURRENT YEAR BUDGET IMPACTS:**

The proposed FY 2026-2027 Promotion & Destination Marketing Services Plan is within budget. The City’s FY 2026-2027 total Park & Recreation Tourism budget includes \$300,000 for tourism promotion.

**COMMUNITY INVOLVEMENT PROCESS:**

Development of the original Tourism Development Strategy had considerable public engagement during the 2013-2014 timeframe that included participation by a large citizen task force and interviews/surveys with residents and tourism stakeholders. Subsequently, the Tourism Promotion Committee has overseen the development of 10 annual business plans, adopted by the Council. There was community and stakeholder engagement during the development of the new Tourism Development Strategy, which is currently being implemented.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

A. Resolution No. 3253

1. FY 2026/2027 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy

**RESOLUTION NO. 3253****A RESOLUTION OF THE CITY OF WILSONVILLE ADOPTING THE FY 2026/2027 FIVE-YEAR ACTION PLAN AND ANNUAL ONE-YEAR IMPLEMENTATION PLAN FOR THE WILSONVILLE TOURISM DEVELOPMENT STRATEGY.**

WHEREAS, the City Council adopted on May 5, 2014, Resolution No. 2468 approving the *Wilsonville Tourism Development Strategy* (“Strategy”), which set forth a blueprint for implementing a tourism strategy for the greater Wilsonville community, including forming a Destination Marketing Organization (DMO) or committee to develop and promote tourism; and

WHEREAS, the City Council adopted on June 15, 2015, Resolution No. 2541 to establish the Tourism Promotion Committee that, among other duties, is to oversee the implementation of the Strategy and develop an annual business plan; and

WHEREAS, the City Council adopted on April 4, 2016, the first annual *FY 2016/17 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy* (“Plan”), a business plan for the tourism promotion program; and

WHEREAS, the City Council adopted on June 19, 2017, the second annual rolling *FY 2017/18 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy* (“Plan”), a business plan for the tourism promotion program; and

WHEREAS, the City Council adopted on February 22, 2018, Resolution No. 2669, which approved the *FY 2017/18 & 18/19 Tourism Promotion Marketing Plan* composed of the “FY 2017/18 & 18/19 Marketing Playbook” Plan, dated February 2018, and supporting “Scope of Work 2018/2019 Advertising & Marketing Services,” dated January 19, 2018, to implement the *Wilsonville Tourism Development Strategy*; and;

WHEREAS, the City Council adopted on July 16, 2018, Resolution No. 2699 the third annual rolling *FY 2018/19 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy* (“Plan”), a business plan for the tourism promotion program; and

WHEREAS, the City Council adopted on July 15, 2019, Resolution No. 2758 the fourth annual rolling *FY 2019/20 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy* (“Plan”), a business plan for the tourism promotion program; and

WHEREAS, The City Council adopted on June 15, 2020, Resolution No. 2825 fifth annual rolling *FY 2020/21 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy*, a business plan for the tourism promotion program; and

WHEREAS, The City Council adopted on May 17, 2021, Resolution No. 2898 sixth annual rolling *FY 2021/22 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy*, a business plan for the tourism promotion program; and

WHEREAS, The City Council adopted on May 16, 2022, Resolution No. 2964 seventh annual rolling *FY 2022/23 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy*, a business plan for the tourism promotion program; and

WHEREAS, The City Council adopted on May 15, 2023, Resolution No. 3047 eight annual rolling *FY 2023/24 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy*, a business plan for the tourism promotion program; and

WHEREAS, The City Council adopted on May 1, 2024, Resolution No. 3141 ninth annual rolling *FY 2024/25 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy*, a business plan for the tourism promotion program; and

WHEREAS, The City Council adopted on April 7, 2025, Resolution No. 3194 tenth annual rolling *FY 2025/26 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy*, a business plan for the tourism promotion program; and

WHEREAS, the Tourism Promotion Committee worked to produce and voted unanimously on May 6, 2026, to recommend to the City Council adoption of the updated, eleventh annual rolling *FY 2026/27 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy*, a business plan for the tourism promotion program;

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

1. The City Council adopts *FY 2026/27 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy*, attached hereto as Exhibit 1.
2. This resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 18<sup>th</sup> day of May, 2026 and filed with the Wilsonville City Recorder this date.

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Shawn O'Neil, Mayor

ATTEST:

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Kimberly Veliz, MMC, City Recorder

SUMMARY OF VOTES:

Mayor O'Neil

Council President Berry

Councilor Cunningham

Councilor Scull

Councilor Shevlin

EXHIBIT:

1. *FY 2026/27 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy, May 6, 2026*, with attachment



**FY 2026/27 Five-Year Action Plan and  
Annual One-Year Implementation Plan for  
the Wilsonville Tourism Development Strategy**

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May 6, 2026

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**Attachment:**

- 1. JayRay FY 25/26 Quarterly Report Summary**

## A. Introduction

The Wilsonville Tourism Promotion Committee (TPC) met on May 6, 2026, and recommended for adoption to the City Council the eleventh rolling Five-Year Action Plan and Annual One-Year Implementation Plan (also known as the “1/5-Year Action/Implementation Plan”) for fiscal year (FY) 2026/27. Each year, the committee updates the plan to account for work accomplished during the prior year and to plan for the following year-plus time period.

Members of the committee have worked diligently to advance the objectives of the City Council as outlined in the past year’s FY 2025/26 Five-Year Action Plan and Annual One-Year Implementation Plan as provided for under the authority of Resolution No. 2541 (2015), which created the City’s Tourism Promotion Program; and Resolution No. 3195 which adopted the update *Wilsonville Tourism Development Strategy, April 2025* on April 7, 2025.

## B. Tourism Promotion Committee Members

Supported by the City Manager’s Office, the Wilsonville Tourism Promotion Committee (TPC) is composed of 12 members total, with seven voting positions and five ex-officio advisory positions, as established by Resolution No. 2541, sorted descending alphabetically by last name.

### The seven voting members of the TPC include:

- **Gus Casenada:** General Manger, Hilton Garden Inn appointed mid-term to Position No. 4 in in June 2025 to fill Jerad Firby’s unexpired term ending June 30, 2026.
- **Noelle Craddock:** Owner of Our Sweet Escape, Wilsonville. Appointed in November 2024 to Position No. 6 with a term expiring June 30, 2026. Linn Anderson did not seek reappointment.
- **Jennifer Gage:** Former General Manager of Abella Italian Kitchen restaurant, Wilsonville; reappointed to Position No. 5 in June 2024 to full three-year term ending June 30, 2027.
- **Elaine Owen:** Owner of Lady Hill Winery, St. Paul, was reappointed to Position No. 3 in July 2023 to a term ending June 30, 2026.
- **Sungmin Park,** Owner of the Holiday Inn Hotel & Convention Center Portland South/Wilsonville; appointed in July 2023 to Position No. 7 with term ending June 30, 2026.
- **Brandon Roben, Chair:** CEO of Oaks Amusement Park, Portland; reappointed on May 19, 2025 to Position No. 2 with a term ending June 30, 2028.
- **Justin Timm:** Owner, Frog Pond Farms, Wilsonville; appointed in February 2026 to Position No.1 to fill Elizabeth Crawford’s unexpired term ending June 30, 2028.

### The committee includes five non-voting, ex-officio advisory TPC members composed of:

1. **Clackamas County Tourism and Cultural Affairs, dba Oregon’s Mt Hood Territory:** Lizzie Keenan, Executive Director, or designee Jim Austin, Development & Community Relations Lead.
  2. **Washington County Visitors Association dba Explore Tualatin Valley:** Dave Parulo, President/CEO, or designee Sylke Neal-Finnegan, Vice President of Marketing & Communications.
- **Wilsonville Area Chamber of Commerce:** Kevin Ferrasci O’Malley, CEO, until December 2025 when the Chamber paused their operations.

- **City of Wilsonville Parks and Recreation Department:** Megan Big John, Parks and Recreation Director or designee Brian Stevenson, Recreation Manager.
- **City of Wilsonville City Council:** City Council President Caroline Berry was appointed January 2023.

### **C. Committee Meetings**

The committee met on six (6) occasions in fiscal year (FY) 2025/26, meeting the minimum required four (4) meetings per fiscal year pursuant to Resolution No. 2541. Meetings of the committee were held on September 3, November 5, December 3, 2025, and January 14, March 4, and May 6, 2026.

### **D. Advancing Tourism Development Priorities**

It was anticipated that the committee would be able to advance strategy 1.15 and 1.16 (described below) when the FY 25/26 plan was adopted in 2025. The committee was able to start four additional strategies including 1.2, 1.8, 2.2 and 2.12 (described below), which were identified following the adoption of the updated Tourism Developments Strategy, adopted by City Council in April 2025.

### **E. Past Year's Accomplishments, FY 2025/26**

The Tourism Promotion Committee has had a successful year, advancing key objectives as set-out in the prior fiscal year's plan, the FY 2025/26 Five-Year Action Plan and Annual One-Year Implementation Plan adopted by the City Council through Resolution No. 3194 on April 7, 2025. Following is an accounting of accomplishments achieved towards meeting FY 25/26 objectives.

- **Recruit to fill all voting positions for the Tourism Promotion Committee.**

In June 2025, Mayor O'Neil appointed with Council consent Gus Casenada to Position No. 4 and in February 2026, Mayor O'Neil appointed Justin Timm to Position No. 2.

- **Elect chair/vice-chair leadership positions.**

Brandon Roben was elected Chair and Elizabeth Crawford was elected Vice Chair during the first meeting of the new fiscal year in September 2025. In October 2025, Elizabeth Crawford resigned from the Committee and Gus Casenada was elected Vice Chair at the November 2025 meeting.

- **Tourism Promotion and Destination Marketing Consultant contractor advances components of the Tourism Promotion Marketing Plan.**

JayRay, the City's Tourism Promotion and Destination Marketing Consultant, provided social-media posts on Facebook, Instagram, and Pinterest three times weekly to encourage people to stay at Wilsonville, located "in the heart of it all" The posts have promoted the updated itineraries, Parks and Recreation programming, local businesses and area attractions. The intent is to continue to engage and grow social-media followers. The social-media posts, blog posts, and articles encourage potential travelers to plan their stay in Wilsonville while visiting area attractions and events.

In October 2025, JayRay relaunched the Explore Wilsonville E-Newsletter. This was originally intended to be a monthly e-newsletter, but after reflecting the amount of content available and

capacity needed to develop the e-newsletter, the newsletter is sent every other month (six times a year). The response has been positive. There are about 450 newsletter subscribers.

JayRay, also developed a stay local campaign, with a trial launch in fall 2025 and a full launch late spring 2026. This campaign included an online e-postcard landing page, print and online advertising in the *The Review* (Wilsonville Spokesman) and *Charbonneau Villager* from May – June 2026. Additionally, a two-sided postcard insert will be included in the May 2026 edition of the Wilsonville Life magazine and a two-page article in the June 2026 edition of the magazine. The campaign was designed to have opportunities for local business participation by providing items such as stickers, window clings, and coasters. The campaign is intended to inspire community members to invite their friends and family to plan a trip to visit and stay in Wilsonville. It will also help community members become Explore Wilsonville ambassadors with a social media component.

JayRay secured a cooperative marketing opportunity with Oregon Mount Hood Territory to advertise in Travel Oregon's 2026 State Visitor Guide. In addition, JayRay continues to promote Wilsonville to the drive-market through a poster display at the French Prairie Rest Area and a visitor brochure displayed in Oregon hotels, visitor centers and the Portland Airport distributed through Certified Folders. Google ads also began in Spring 2026 to drive traffic to the website.

- **Geolocation Data.**

The Tourism Promotion and Destination Marketing Consultant has continued to work with geolocation sub-consultant Datafy to focus on key areas including liquid tourism and shopping since these activities seem to be popular among overnight visitors. Datafy aggregates anonymous credit-card expenditure data to understand where visitors are spending their money. The data has been used to target Explore Wilsonville marketing efforts at key audiences interested in particular kinds of attractions.

This fiscal year, a successful cozy season campaign featuring digital display and video ads was implemented through Datafy during the winter months. Early results showed 1.25 million in impressions, 2,000 clicks to [ExploreWilsonville.com](https://www.explorewilsonville.com) and an estimated impact of \$54,000 to Wilsonville with 171 total trips and 253 room rights booked as a direct result of the campaign. Top-performing markets include Eugene, Seattle-Tacoma, Sacramento, and Bend. The data will continue to be evaluated and used to continue to improve our marketing efforts in FY 26/27.

- **The committee monitors implementation of the Tourism Promotion Marketing Plan, including features and operation of the tourism website.**

Staff worked with the Tourism Promotion and Destination Marketing Consultant firm JayRay to continue to enhance ExploreWilsonville.com. Specifically, the online event calendar and business listings were regularly updated and maintained as needed, graphic images were modified quarterly, in addition to seasonal blogs and a quarterly accessibility audit. The website plugin, UserWay, was added to enhance accessibility to all website users in the fall of 2025.

- **Internet/website and social media products are researched and reviewed by staff/contractor with committee to target product recommendation and selection.**

The trip itineraries continue to be promoted on the ExploreWilsonville.com website. JayRay refreshes seasonal trip itineraries to help visitors plan their visit in advance. JayRay has continued to focus on increasing social media posts and growing the number of social media followers. Reels and user-generated content were used as a way to increase social media engagement.

One influencer visited Wilsonville in FY 25/26 (with a plan to bring one more in Spring 2026) and an increase in website traffic was directly linked to the visit. Influencers were selected based on the number of followers, content they post on social media, and ability to connect with our target audience. JayRay developed itineraries that would introduce the Influencer’s followers to Wilsonville and the benefits of making it their travel location for family fun, outdoor adventures and foodies alike.

- **Public relations activities grow Wilsonville’s awareness as a welcoming community at the direction of the committee.**

JayRay attended the 2025 Travel and Words Conference in Medford, Oregon to connect one-on-one with 30 travel and lifestyle writers who write for more than 500 media outlets across the Pacific Northwest. As a result, Wilsonville has been featured in travel publications and continues to receive interest from other journalists to visit. JayRay also debuted a guest-blogger program in FY25-26 that included partnering with regional travel writers to share their story about Wilsonville directly on [ExploreWilsonville.com](https://www.explorewilsonville.com).

- **Tourism Destination Strategy**

The City Council adopted the updated Tourism Development Strategy in April 2025. The committee immediately started working on five elements from Stage 1 and 2 of the of the plan below.

### TOURISM DEVELOPMENT STRATEGIES

Stage 1 : Year 0- 4	
1.1	Collaborate with Parks & Recreation Department to support elements of Boones Ferry and Memorial Park Master Plans related to river access
1.2	Evaluate needs and fund bicycle amenities such as maintenance stops, route maps, and bike route signage
1.3	Identify and evaluate funding strategies for continued investment in current and planned park and outdoor sports facilities
1.4	Conduct feasibility study for an indoor sports/entertainment complex with a potential adjacent lodging facility
1.5	Collaborate with local producers to enhance and promote farm-to-table offerings
1.6	Leverage proximity to wine country in marketing to support local dining
1.7	Perform gap analysis for food and beverage

1.8	Develop destination ambassadorship toolkit for tourism-oriented businesses to inform visitors and train front-line staff
1.9	Conduct gap analysis of current lodging and identify opportunities for new choices
1.10	Evaluate short-term rental (STR) opportunities and policies and create a Quick Start Guide to ease creation of new STRs for owners
1.11	Offer capacity-building resources to arts, culture, and heritage nonprofits in order to increase programming
1.12	Explore funding mechanisms for public arts to enhance visitor areas
1.13	Advocate for implementation of other elements of the Town Center Plan as appropriate for the development of the visitor economy
1.14	Increase City Transient Lodging Tax (TLT) rate to augment and stabilize the marketing budget for Explore Wilsonville
1.15	Increase connections with partner DMOs at the regional and state levels
1.16	Increase Explore Wilsonville visibility at industry events and within our community
<b>Stage 2: Year 5 - 7</b>	
2.1	Identify and execute opportunities for funding events and festivals, with a focus on outdoor recreation, cultural heritage, and automotive events
2.2	Develop partnerships to identify and foster the development of a Wilsonville-specific signature event
2.3	Incentivize expansion of local dining options in the Town Center area
2.4	Create relationships with local “liquid tourism” providers to offer more options with experiences and family friendly activities
2.5	Partner with private or nonprofit entities to enable bicycle rentals in Wilsonville
2.6	Develop a mural policy for private property and consider partnerships to develop a mural festival
2.7	Develop sorting criteria to prioritize investments in events and festivals that drive visitation
2.8	Foster development of food cart pod or food hall

2.9	Develop a marketing toolkit for new STR owners
2.1	Initiate a feasibility study for a cultural arts center/theater
2.11	Increase SMART service on weekends and investigate options to expand routes to include hotels and shopping centers
2.12	Perform destination accessibility audit
2.13	Partner with third parties to offer non-motorized watercraft rentals and guide services for river activities

**1.2 “Evaluate needs and fund bicycle amenities such as maintenance stops, route maps, and bike route signage”**

Tourism Consultant, Whereabout, developed an ad-hoc working group to evaluate needed amenities, route maps and signage throughout the fiscal year. The ad hoc group included Rick Wallace (bike enthusiast), as well as staff members Brian Steveson, Wyle O’Neil and Zoe Mombert. The group discussed working with local app producer *Ride with GPS* to develop and host a digital biking map. The map would provide information to bikers regarding nearby places to bike and identify bike amenities to support bikers visiting Wilsonville. The ad-hoc committee discussed the Bike Friendly Community Certification through the League of American Bicyclists City staff will explore the application requirements to determine if it is feasible to pursue this opportunity in 2026 or 2027.

During the development of the Tourism Development Strategy there was a discussion about the need for bike maintenance stations. The Tourism Promotion Committee submitted a Wilsonville – Metro Community Enhancement Grant application to fund two bike repair stations, selected by the Parks & Recreation Department. The repair stations will increase the bike amenities in Wilsonville. The Wilsonville- Metro Community Enhancement Committee recommended funding for both bike repair stations. The City Council adopted Resolution 3268 on May 18, 2026, allocating the funding for this project. The Parks and Recreation Department will advance this project in summer 2026.

**1.8 “Develop destination ambassadorship toolkit for tourism-oriented businesses to inform visitors and train front-line staff”**

An ad-hoc committee including TPC members Gus Casenada, Sungmin Park and Noelle Craddock, joined by Zoe Mombert (staff) met several times in 2025. The group was able to identify a recommended ambassador framework to propose to the committee, focusing on hospitality training videos and guides to help hospitality staff and their guests find restaurants and attractions to enjoy while they stay in Wilsonville. The Explore Wilsonville website will need to remain updated to provide accurate information. It will be important to work with partners to keep their websites up to date as well.

### **1.15 “Increase Connections with Partner DMO at the Regional and State Level”**

Staff has actively participated in additional events to increase connections to regional and state partner DMOs including;

- Attended Travel Oregon Partner Summit (September 23, 2025)
- Accessible Tourism Ambassador Training, attended advocated to bring Southern Oregon University’s training to Wilsonville (October 3, 2025)
- Attended TravelAbility Summit, Oregon Mt. Hood Territory scholarship (October 12 –5, 2025)
- Participated in Oregon Mt. Hood Territory’s Strategic Investment Fund grant review panel (January 2026)
- Attended Oregon Governor’s Conference (March 9-11, 2026)

### **1.16 “Increase Explore Wilsonville Visibility at Industry Events and within our Community”**

Explore Wilsonville’s visibility at industry events and within the community has increased due to the following activities;

- Participated in the Wilsonville Area Chamber of Commerce Golf Tournament as a sponsor (July 2025)
- Hosted a Wilsonville Area Chamber of Commerce Morning Spark event (October 2025)
- Soft launch of the “Invite. Explore. Repeat.” stay local campaign (social media only- October 2025)
- Rotary Club of Wilsonville presentation regarding the Explore Wilsonville program (December 11, 2025)
- “Invite. Explore. Repeat.” stay local campaign (digital postcard, The Review, formerly the Wilsonville Spokesman ads, Charbonneau Villager ads, Wilsonville Life ad and paid article, and campaign collateral including window clings, stickers and coasters (April – June 2026).

### **2.2 “Develop partnerships to identify and foster the development of a Wilsonville specific signature event”**

An ad-hoc committee was formed to evaluate possible signature events. The ad-hoc committee including Noelle Cradock (TPC Member), Libby Crawford (former TPC Member), Amber Dizon (Chamber Board Member), Erika Valentine (staff), and Zoe Mombert (staff) met several times during the fiscal year. The committee explored five potential event categories that could make sense in Wilsonville including Disc Golf, Pickleball, Wine/ Food/ Culinary, Music, and Automotive.

Tier 1:

- Cherry Blossom Festival—pair with events such as a race, an evening wine event, and other cherry themed elements (i.e. cherry cars). The focus of the event could be the Town Center cherry trees and highlighting the partnership with Wilsonville’s Sister City, Kitakata, Japan).
- Disc Golf—work with Kuhl Discs (Keizer, OR) to build off existing tournaments, such as a master’s tournament and pair with an evening brew festival. There is already an existing disc golf tournament in Wilsonville, and there could be an opportunity for multi-day tournaments and partnerships with local businesses like Vanguard Brewing.

Tier 2:

- Car festival – based on Wilsonville's location, there is not a shortage of car dealerships, there could be an opportunity for a focus on a unique type of car such as vintage Subaru rally cars and partner with the local dealership, such as Wilsonville Subaru.
- Concert Series and City summer events have occurred for many years. They could provide a springboard opportunity for organic community driven events to develop into a future signature event.

The ad-hoc committee recommended working with community partners to build existing events for now and support new events as they emerge organically. It is recommended that a signature event be discussed annually to ensure that potential opportunities are not missed.

For this strategy to advance, the City will need to determine if it has the interest and resources to increase the capacity of seating areas, restrooms and parking at one or more of its parks, would likely be needed before advancing a signature event. (This may not be necessary for the disc golf option.)

## 2.12 “Perform Destination Accessibility Audit”

The City of Wilsonville/ Explore Wilsonville submitted a Travel Oregon Grant for a Wheel the World Assessment of 15 sites in Wilsonville on February 27, 2025. This grant was not awarded. A similar grant application was submitted to Willamette Valley Visitors Association (WVVA), for a Strategic Investment grant to fund the project in October 2025. This grant application was awarded, totaling 23% of the total available grant funds. The City of Wilsonville/ Explore Wilsonville entered into an agreement with WVVA on December 17, 2025, to accept the grant funds.

An agreement with Wheel the World (WTW) was executed on February 5, 2026, to complete the assessment. Staff and WTW have engaged local businesses to participate in the assessment and attend training. A mapper will visit Wilsonville May 18-22, 2026, to perform an assessment at the following locations:

Hilton Garden Inn  
Quality Inn  
Lux Sucre  
Frog Pond Farms  
Yesteryear Farms  
McMenamins Old Church & Pub  
Tumwater Vineyard  
Bulwinkle’s

Our Table Cooperative  
Lady Hill Winery  
Town Center Park  
Memorial Park  
SMART Transit

The project is expected to be completed by fall 2026.

## **F. Five-Year Action Plan for Tourism Development: FY2026/27 – FY2030/31**

The Tourism Development Strategy that guides the work of the Tourism Promotion Committee was adopted by the City Council on April 7, 2025. The *Tourism Development Strategy, April 2025*, sets the priorities for the Tourism Promotion Committee’s future work. Strategies in Stage 1 and Stage 2, starting on page 5 of this report, are recommended to occur over the next five years. The plan anticipates that the committee will advance 4-5 strategies per year to complete the plan over the next 10 years.

## **G. Annual One-Year Implementation Plan: FY26/27, July 2026 – June 2027**

The eleventh, rolling one-year implementation plan seeks to focus on prioritizing strategies in the new Tourism Development Strategy, April 2025 (TDS). Next fiscal year’s work plan includes implementing the proposed marketing plan and advancing eight strategies.

**1. Conduct Tourism Promotion Committee Business:** The committee executes all Council-mandated activities, including:

- **Leadership:** Elect a chair and vice chair at the first meeting of the new fiscal year.
- **Meetings:** Hold at least four meetings with quorum attendance during the fiscal year.
- **Marketing Plans:** Work with staff and consultant to draft for City Council adoption an Annual One-Year Implementation Plan and the Tourism Promotion and Destination Marketing Plan for FY26/27. The full, complete FY26/27 marketing plan is to be developed by JayRay, the Tourism Promotion and Destination Marketing Consultant.

The FY26/27 Marketing Campaign will include:

- Regular social media content (at least three posts per week)
- E-Newsletter (6)
- Seasonal digital campaigns (3-4)
- Host influencers (2-3) and travel writers (2-3)
- Evaluate “Invite. Explore. Repeat.” stay local campaign
- Continue stay local campaign if the TPC deems it to be successful

2. **Advance Strategies 1.5 “Collaborate with local producers to enhance and promote farm-to-table offerings,” 1.6 “Leverage proximity to wine country in marketing to support local dining, ”and 1.7 “Perform gap analysis for food and beverage.”** Hire a consultant to perform a gap analysis for food and beverages. As a part of the analysis, evaluate farm-to-table partnership opportunities as recommendations to leverage the proximity to surrounding wineries.
3. **Implement Strategy 1.8 “Develop destination ambassadorship toolkit for tourism-oriented businesses to inform visitors and train front-line staff.”** Develop the “Explore Wilsonville Destination Knowledge Base” document, featuring a categorized list and/or map of Wilsonville assets and attractions with brief descriptions. This resource will be provided to prospective Ambassadors alongside the training modules. Marketing materials outlining the program and its benefits will also be developed to promote participation among local businesses.

To support program launch, branded materials including a “Certified Explore Wilsonville Ambassador” badge pin and a window cling identifying participating businesses will need to be designed and produced.

4. **Advance strategy 1.13”Advocate for implementation of other elements of the Town Center Plan as appropriate for the development of the visitor economy.”** As part of the City Council’s 2025-2027 goal setting, they directed staff to advance a communications plan surrounding the 2019 Town Center Plan. As the City Council advances this work, it would be beneficial to support their efforts and highlight future opportunities in the Town Center area.

The City Council may also advance an advisory vote for a Town Center Urban Renewal district which could fund infrastructure in Town Center. A funding mechanism for infrastructure would support the development of the Town Center area. Development of the area will provide additional attractions, restaurants, and activities for visitors.

The committee could distribute the Town Center and urban renewal educational information, if the City Council advances a communications plan and/or an advisory ballot title, to advance the implementation of the Town Center Plan.

5. **Continue to advance strategy 1.2 “Evaluate needs and fund bicycle amenities such as maintenance stops, route maps, and bike route signage”** Develop a new Explore Wilsonville Bike Route Map app which includes exiting routes, connections and amenities. City staff will evaluate and potentially apply for the Bike Friendly Community Certification through the League of American Bicyclists.
6. **Continue to advance strategies 1.15 “Increase Connections with Partner DMO at the Regional and State Level” and 1.16 “Increase Explore Wilsonville Visibility at Industry Events and within our Community”:** Continue to engage and partner at local, regional and state events to continue to build and maintain partner relationships and Explore Wilsonville’s brand recognition.
7. **Advance additional strategies if unanticipated opportunities emerge during the fiscal year.**
8. **Implement the draft proposed Tourism Promotion budget for FY26/27:**

Tourism Promotion and Destination Marketing Contract .....\$200,000

Expenses are estimated based on the following itemization Marketing: \$95,000

- Geolocation data and marketing campaigns
- Geofencing
- Art and Creative Design
- Ad Design
- Advertising allowance
- Brochure printing and distribution with Certified Folders
- Special project (supports Destination Marketing Strategic Plan)
- Public Relations: \$30,00
  - Editorial calendar
  - Media pitching and follow up (quarterly)
  - Cision® media database subscription
  - Micro-influencer/ travel blogger marketing
  - Media hosting allowance
    - Attendance at media conference to directly pitch writers
- Management: \$25,000
  - Manage program
  - Membership (Travel Oregon)
  - Monthly dashboard of KPIs
  - Quarterly reports (fiscal year)
  - Tourism Promotion Committee meetings (quarterly, virtual)
  - Conference attendance at ODA or Oregon Governor’s Conference on Tourism
- Social Media: \$25,000
  - Manage Facebook, Instagram and Pinterest
  - Write copy and curate content for 3-5 posts per week
  - Community engagement
  - Boosted posts
- Website: \$25,000
  - Manage and host website
  - Plug-in/software subscriptions
  - Refresh content, events, hero images, business listings
  - Develop campaign landing pages for marketing campaigns
  - Seasonal blog
  - Quarterly accessibility Audit

Tourism Special Projects ..... \$ 85,000

- Restaurant Gap Analysis: \$30,000
- Certified Explore Wilsonville Ambassador Collateral: \$5,000
- Explore Wilsonville Destination Knowledge Base Map: \$12,00
- Implementation of the Tourism Development Plan: \$38,000

Tourism Subscriptions ..... \$ 12,900

- MailChimp (Newsletter): \$600
- UserWay Plug In Subscription: \$500

- Costar annual Membership: \$5,400
- Wheel the World Membership: \$5,400
- Ride GPS Implementation and Membership: \$1,000

TOTAL Tourism Promotion Budget FY2026-27 .....\$ 287,900

The committee has seen transient lodging tax (TLT) collections over \$600,000 in recent years. However, occupancy and revue are lower this fiscal year, which is consistent at the County and State level. This is likely due to the increase in gas prices and traveler concerns regarding the economy. The estimated TLT revenue for FY 25/26 is conservative and TLT revenue is expected to continue to be around \$600,000 in FY 26/27.

**Transient Lodging Tax (TLT) Collected by Fiscal Year**

FY 22/23 (Actual)	FY 23/24 (Actual)	FY 24/25 (Actual)	FY 25/26 (Year to Date April 2026)	FY 25/26 (Estimate)
\$610,765.69	\$627,988.32	\$609,724.54	\$435,359.30	\$580,000

# Annual Snapshot FY 2025-2026



# MARKETING CAMPAIGN CALENDAR

JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Invite. Explore. Repeat. (Local Campaign/VFR)										National Bike Month	
		Cozy Season: 'Ber Bucket List (Social Media Campaign)					Oregon Craft Beer Month			Oregon Wine Month	Oregon State Parks Day
Park + Recreation Month					Can You Picture It? (Geolocation Marketing Campaign)					National Travel + Tourism Wk	
								In Bloom + Spring Sips (Social Media Campaign)			
									Invite. Explore. Repeat. (Local Campaign/VFR)		

# FY 25-26 ACTIVITY SUMMARY

## ONGOING/WEEKLY:

- Website management and hosting, social media management, media story pitching, STR and geolocation data analysis

### Q1 (JULY-SEPT)

- Pitched travel writers at Travel & Words Conference
- Redesigned French Prairie rest area poster
- Refreshed editorial calendar and media fact sheet
- Summer guest blogs
- Hosted content partners Downs & Towns and @Wander.With.Bri
- Soft-launched local campaign
- Launched a new visitor e-newsletter
- Hearts & Handcrafted Flavors itinerary
- JayRay FAM trip of Wilsonville

### Q2 (OCT-DEC)

- Fall guest blogs
- Social media paid follower campaign + e-newsletter promo
- Ran Cozy Season 'Ber Bucket List ad promotions
- Travel Oregon Visitor Guide ad
- Launched Winter "Picture It" geolocation marketing campaign
- Published monthly visitor e-newsletter

### Q3 (JAN-MARCH)

- Winter guest blogs
- Secured Spring Road Trip article in partnership with Oregon's Mt. Hood Territory (OMHT)
- Secured Sunrise Splendor article in partnership with OMHT
- Wrapped up Winter geolocation marketing campaign (30-day post campaign report)
- Social media paid follower campaign + e-newsletter promo
- Attended the Oregon Governor's Conference on Tourism
- Published bi-monthly visitor e-newsletter

### Q4 (APRIL-JUNE)

*In progress!*

- Launched a local campaign to encourage residents to invite their friends and family to Wilsonville
  - Ads via social media, geolocation and local publications
- Produced local campaign promo items (stickers, window clings) and staycation giveaway prizes
- Hosted content partner/influencer @TravelingSpud
- Bi-monthly visitor e-newsletter

## FY 25-26 RESULTS IN PROGRESS

July 2025-March 2026

Metrics	FY 25-26 Results
<b>Influenced articles</b> (number of articles earned)	8
<b>New website users</b>	29,423
<b>Social media reach</b> (Facebook, Instagram, Pinterest)	418,319
<b>Social media followers</b> (Facebook, Instagram)	5,615
<b>Visitor e-newsletter subscribers</b> (New)	465

### WINTER GEOLOCATION MARKETING CAMPAIGN RESULTS TO DATE:

- 896 trips
- \$356,362 est. campaign impact
- \$23.56: \$1 est. return on ad spend
- 1.3M impressions
- 2,020 total clicks



# COSTAR, STR HOTEL REPORT

Occupancy (%)	2025						2026			Year To Date			Running 12 Months		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2024	2025	2026	2024	2025	2026
This Year	73.6	76.2	65.7	66.5	57.7	55.1	52.9	58.4	60.9	64.0	57.5	57.4	64.3	65.3	64.8
Last Year	76.7	77.0	68.6	66.6	59.5	51.6	50.1	60.3	62.5	60.0	64.0	57.5	69.3	64.3	65.3
Percent Change	-4.1	-1.0	-4.2	-0.1	-3.0	6.9	5.6	-3.2	-2.5	6.7	-10.1	-0.3	-7.3	1.5	-0.7

ADR	2025						2026			Year To Date			Running 12 Months		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2024	2025	2026	2024	2025	2026
This Year	132.61	131.15	117.22	113.23	101.08	96.37	98.94	103.80	102.61	106.59	100.40	101.82	116.94	115.21	114.09
Last Year	135.57	135.62	119.77	115.53	101.28	94.75	97.68	99.84	103.06	104.29	106.59	100.40	113.96	116.94	115.21
Percent Change	-2.2	-3.3	-2.1	-2.0	-0.2	1.7	1.3	4.0	-0.4	2.2	-5.8	1.4	2.6	-1.5	-1.0

RevPAR	2025						2026			Year To Date			Running 12 Months		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2024	2025	2026	2024	2025	2026
This Year	97.55	99.96	77.01	75.34	58.31	53.14	52.33	60.61	62.52	68.24	57.77	58.42	75.16	75.19	73.93
Last Year	103.98	104.42	82.13	76.92	60.25	48.88	48.92	60.20	64.42	62.56	68.24	57.77	78.97	75.16	75.19
Percent Change	-6.2	-4.3	-6.2	-2.1	-3.2	8.7	7.0	0.7	-3.0	9.1	-15.3	1.1	-4.8	0.0	-1.7

Supply	2025						2026			Year To Date			Running 12 Months		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2024	2025	2026	2024	2025	2026
This Year	19,065	19,065	18,450	19,065	18,450	19,065	19,065	17,220	19,065	55,350	55,350	55,350	224,475	224,475	224,475
Last Year	19,065	19,065	18,450	19,065	18,450	19,065	19,065	17,220	19,065	55,350	55,350	55,350	224,475	224,475	224,475
Percent Change	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

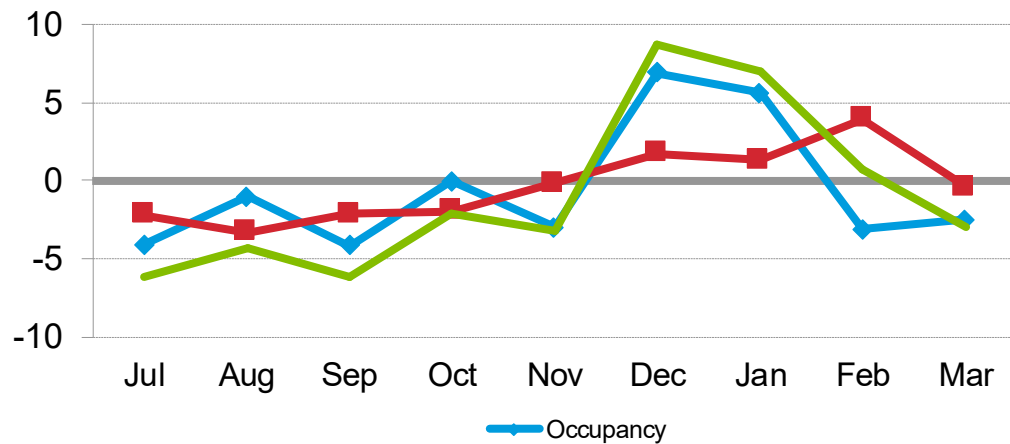
Demand	2025						2026			Year To Date			Running 12 Months		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2024	2025	2026	2024	2025	2026
This Year	14,024	14,531	12,121	12,685	10,644	10,513	10,084	10,055	11,616	35,437	31,849	31,755	144,272	146,503	145,457
Last Year	14,622	14,679	12,651	12,694	10,975	9,834	9,549	10,383	11,917	33,204	35,437	31,849	155,553	144,272	146,503
Percent Change	-4.1	-1.0	-4.2	-0.1	-3.0	6.9	5.6	-3.2	-2.5	6.7	-10.1	-0.3	-7.3	1.5	-0.7

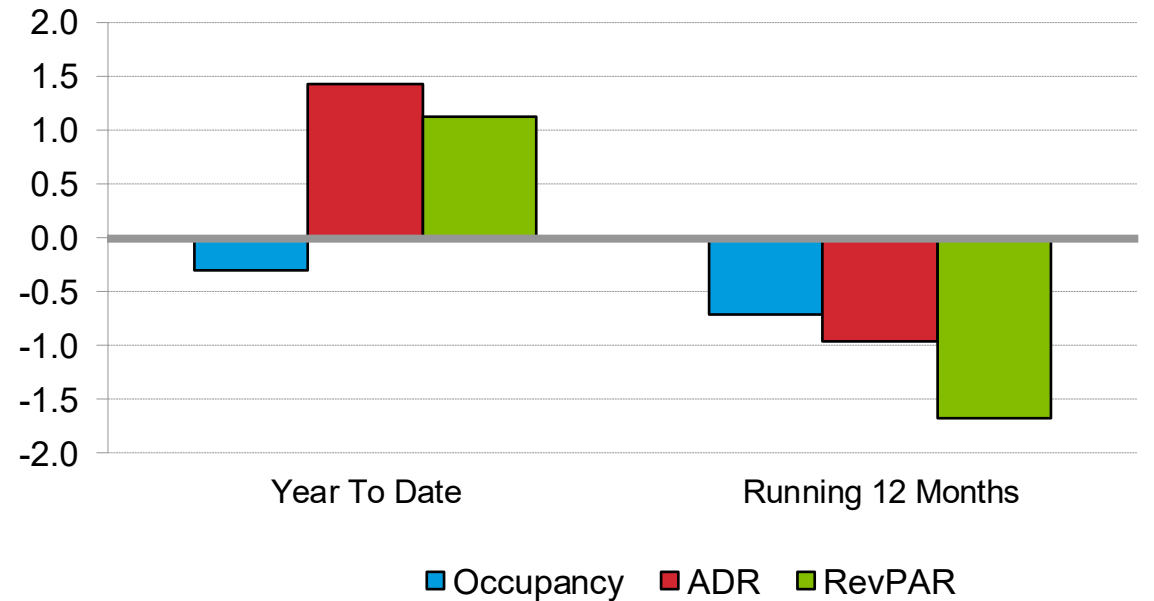
Revenue	2025						2026			Year To Date			Running 12 Months		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2024	2025	2026	2024	2025	2026
This Year	1,859,744	1,905,712	1,420,814	1,436,378	1,075,869	1,013,100	997,726	1,043,754	1,191,906	3,777,179	3,197,607	3,233,386	16,871,190	16,878,654	16,595,909
Last Year	1,982,335	1,990,795	1,515,259	1,466,519	1,111,580	931,811	932,730	1,036,663	1,228,213	3,462,933	3,777,179	3,197,607	17,727,237	16,871,190	16,878,654
Percent Change	-6.2	-4.3	-6.2	-2.1	-3.2	8.7	7.0	0.7	-3.0	9.1	-15.3	1.1	-4.8	0.0	-1.7

# COSTAR, STR HOTEL REPORT

### Monthly Percent Change



### Overall Percent Change





**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> May 18, 2026		<b>Subject: Resolution No. 3267</b> Authorizing the City Manager to execute a Professional Services Agreement with Jacobs Engineering Group Inc. for the Wastewater Treatment Plant Aeration Basin Expansion Project (Capital Improvement Project No. 2113)  <b>Staff Member:</b> Zach Weigel, PE, City Engineer  <b>Department:</b> Community Development	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b> N/A	
<b>Staff Recommendation:</b> Staff recommends Council adopt the Consent Agenda.			
<b>Recommended Language for Motion:</b> I move to adopt the Consent Agenda.			
<b>Project / Issue Relates To:</b>			
<input type="checkbox"/> Council Goals/Priorities:	<input checked="" type="checkbox"/> Adopted Master Plan(s): 2023 Wastewater Treatment Plant Master Plan – Project #3	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

A City of Wilsonville Resolution approving a Professional Services Agreement (PSA) with Jacobs Engineering Group Inc. in the amount of \$298,871 for the Wastewater Treatment Plant (WWTP) Aeration Basin Expansion (Project), Capital Improvement Project (CIP) No. 2113.

**EXECUTIVE SUMMARY:**

The 2023 Wastewater Treatment Plant (WWTP) Master Plan identified the need to expand the Aeration Basin (AB) facility treatment capacity in order to accommodate anticipated growth within the City, while continuing to protect public health and the environment. The AB facility is the heart of the secondary wastewater treatment process, where organic wastes are broken down and harmful contaminants are removed.

The existing AB facility consists of three basins and six blowers to provide the necessary secondary wastewater treatment. To expand the AB capacity, the WWTP Master Plan identified a project to add a fourth basin and a seventh blower to the AB facility. In addition, geotechnical foundation mitigation to improve the seismic resilience of the AB facility is included as part of the expansion work.

Prior to proceeding with AB expansion design, the project team will evaluate alternatives for increasing AB capacity through various process intensification technologies. The AB expansion alternative that best meets the long-term treatment capacity needs at the most economical cost will be carried forward to final design and construction.

Staff issued a Request for Proposals (RFP) in October 2025 for professional engineering services for the Project, including alternatives evaluation, design, construction document preparation, bidding assistance, and construction administration and inspection. Four proposals were received by the October 29, 2025 due date. Staff evaluated the submitted proposals and determined that Jacobs Engineering Group Inc. (Jacobs) was qualified to perform engineering consulting services for the Project.

Resolution No. 3267 authorizes Phase I Project work, consisting of an AB expansion alternatives evaluation. Once a preferred AB expansion alternative is identified, subsequent PSA amendments will be defined and fee negotiated with Jacobs for the following phases of work:

- Phase II – Engineering Design and Construction Document Preparation
- Phase III – Construction Engineering Services

**EXPECTED RESULTS:**

The Project will provide capacity expansion for the secondary treatment process at the Wilsonville WWTP, meeting applicable discharge permit requirements for treatment of existing and future wastewater flows anticipated through the year 2038.

**TIMELINE:**

The alternatives evaluation phase of the Project, scheduled to be completed by December 2026, will determine the preferred approach to providing increased secondary treatment capacity. Once the preferred alternative is selected, the design phase will begin and is expected to be completed in the spring of 2028. Construction is anticipated for completion by the end of 2029.

**CURRENT YEAR BUDGET IMPACTS:**

The Fiscal Year 2025-26 (FY26) budget for Capital Improvement Project (CIP) No. 2113 includes \$2,745,600 in funding through an Oregon Department of Environmental Quality (DEQ) – Clean Water State Revolving Fund loan, sufficient for the \$298,871 contract amount. The Project is included in the City’s five-year capital improvement plan and will carry into subsequent fiscal years.

**COMMUNITY INVOLVEMENT PROCESS:**

The Aeration Basin Expansion Project was identified as a high priority project through the 2023 WWTP Master Plan, which included an extensive community involvement through public open house events, City-wide mailings, and Planning Commission and City Council work sessions and a public hearing.

Staff will provide regular Project updates on the City website as the project progresses. After completion of the initial alternatives evaluation, interested community members will be engaged during the design phase through planned open house meetings and a “Let’s Talk, Wilsonville!” webpage. Project information will be communicated to surrounding property owners, residents, and businesses through articles in the Boones Ferry Messenger, social media, mailers, and door hangers.

**POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:**

Treated wastewater effluent is essential to protecting public health and the environment in accordance with state and federal requirements. This Project will ensure adequate secondary wastewater treatment capacity through the year 2038.

**ALTERNATIVES:**

The project team will analyze several alternatives for expanding secondary treatment capacity at the WWTP as part of the Project to determine the best approach to meeting the City’s current and future wastewater treatment needs.

Council could direct staff to modify the proposed PSA scope of work and renegotiate the fee or reject the contract and cancel the project altogether. These alternatives are not recommended due to the increased risk of exceeding available secondary wastewater treatment capacity as the City continues to grow. Project delay could also jeopardize the City’s project funding through Oregon DEQ.




**CITY MANAGER COMMENT:**

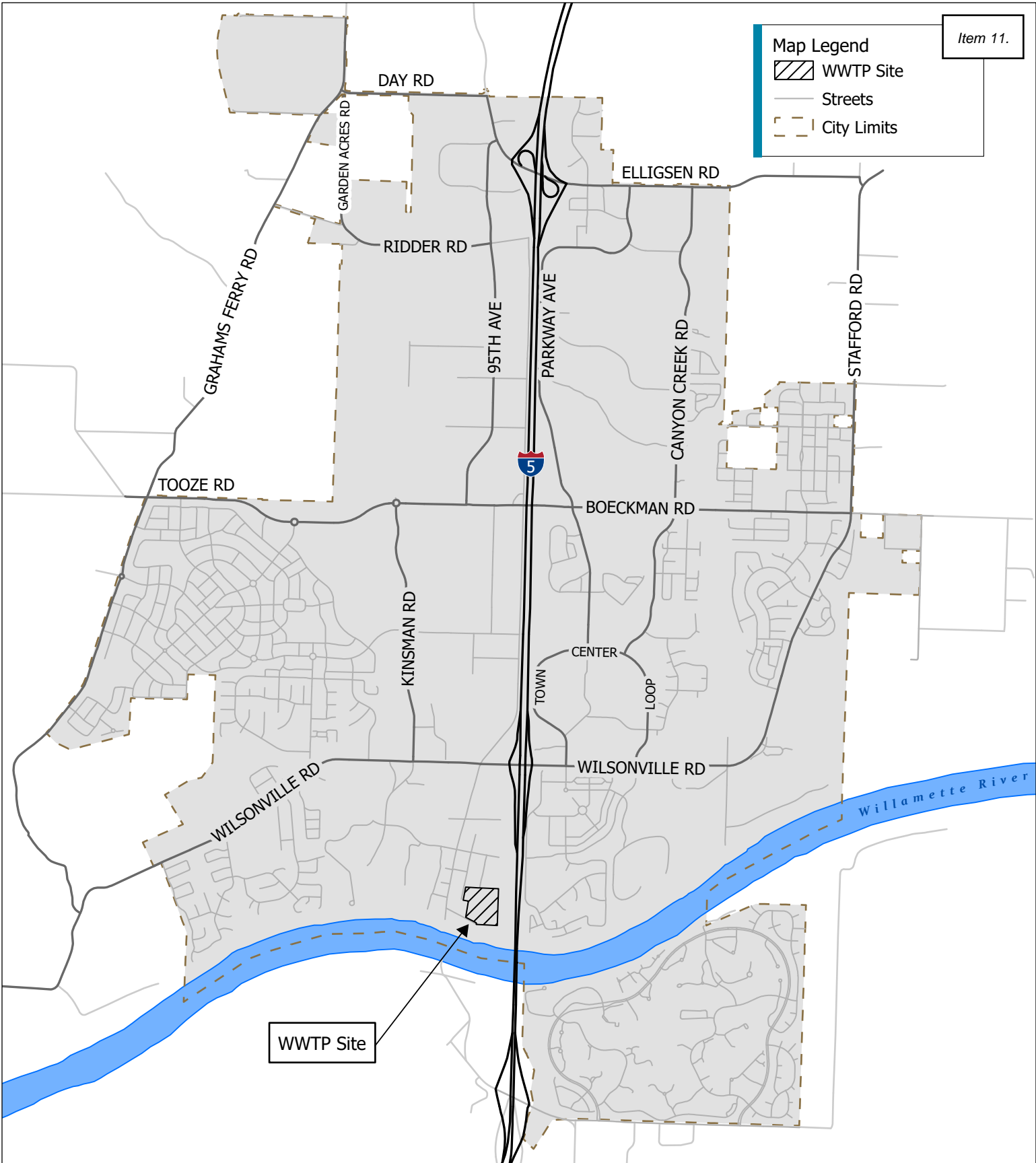
N/A

**ATTACHMENTS:**

1. Location Map
2. Resolution No. 3267
  - A. WWTP Aeration Basin Expansion Professional Services Agreement

**Map Legend**

-  WWTP Site
-  Streets
-  City Limits



WWTP Site



# Attachment 1

## WWTP Aeration Basin Expansion

### Location Map

**Disclaimer**

This project is for informational purposes and may not have been prepared for, or be suitable for, legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.



**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).**

WHEREAS, the City has planned and budgeted for engineering consulting services for Capital Improvement Project #2113, known as the Wastewater Treatment Plant (WWTP) Aeration Basin Expansion project (the Project); and

WHEREAS, the City solicited proposals from qualified consulting firms for the Project that duly followed State of Oregon Public Contracting Rules and the City of Wilsonville Municipal Code; and

WHEREAS, Jacobs Engineering Group Inc. submitted a proposal on October 29, 2025 and was subsequently evaluated and determined to be the most qualified consultant to perform the work; and

WHEREAS, following the qualifications-based selection process and under the direction of the City, a detailed scope of work was prepared, and the fee for the scope was negotiated and found to be acceptable and appropriate for the services to be provided.

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

Section 1. The procurement process for the Project duly followed Oregon Public Contracting Rules, and Jacobs Engineering Group Inc. has provided a responsive and responsible proposal for engineering consulting services.

Section 2. The City Council, acting as the Local Contract Review Board, authorizes the City Manager to enter into and execute, on behalf of the City of Wilsonville, a Professional Services Agreement with Jacobs Engineering Group Inc. for a not-to-exceed amount of \$298,871 which is substantially similar to **Exhibit A** attached hereto.

Section 3. Effective Date. This Resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 18<sup>th</sup> day of May 2026 and filed with the Wilsonville City Recorder this date.

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Shawn O'Neil, Mayor

ATTEST:

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Kimberly Veliz, MMC, City Recorder

SUMMARY OF VOTES:

Mayor O'Neil

Council President Berry

Councilor Cunningham

Councilor Scull

Councilor Shevlin

EXHIBIT:

- A. WWTP Aeration Basin Expansion Professional Services Agreement

## CITY OF WILSONVILLE PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“Agreement”) for the Wastewater Treatment Plant Aeration Basin Expansion Project (“Project”) is made and entered into on \_\_\_\_\_ (“Effective Date”) by and between the **City of Wilsonville**, a municipal corporation of the State of Oregon (hereinafter referred to as the “City”), and **Jacobs Engineering Group Inc.**, a Delaware corporation (hereinafter referred to as “Consultant”).

### RECITALS

WHEREAS, the City requires services which Consultant is capable of providing, under terms and conditions hereinafter described; and

WHEREAS, Consultant represents that Consultant is qualified to perform the services described herein on the basis of specialized experience and technical expertise; and

WHEREAS, Consultant is prepared to provide such services as the City does hereinafter require.

NOW, THEREFORE, in consideration of these mutual promises and the terms and conditions set forth herein, the parties agree as follows:

### AGREEMENT

#### **Section 1. Scope of Work**

Consultant shall diligently perform the design and construction support services according to the requirements identified in the Scope of Work for the Project, attached hereto as **Exhibit A** and incorporated by reference herein (the “Services”).

#### **Section 2. Term**

The term of this Agreement shall be from the Effective Date until all Services required to be performed hereunder are completed and accepted, or no later than October 31, 2026, whichever occurs first, unless earlier terminated in accordance herewith or an extension of time is agreed to, in writing, by the City.

#### **Section 3. Consultant’s Services**

3.1. All written documents, drawings, and plans submitted by Consultant in conjunction with the Services shall bear the signature, stamp, or initials of Consultant’s authorized Project Manager. Any documents submitted by Consultant that do not bear the signature, stamp, or initials of Consultant’s authorized Project Manager, will not be relied upon by the City. Interpretation of plans and answers to questions regarding the Services or Scope of Work given by Consultant’s Project Manager may be verbal or in writing, and may be relied upon by the City, whether given verbally or

in writing. If requested by the City to be in writing, Consultant's Project Manager will provide such written documentation.

3.2. Consultant will not be deemed to be in default by reason of delays in performance due to circumstances beyond Consultant's reasonable control, including, but not limited to, strikes, lockouts, severe acts of nature, or other unavoidable delays or acts of third parties not under Consultant's direction and control ("Force Majeure"). In the case of the happening of any Force Majeure event, the time for completion of the Services will be extended accordingly and proportionately by the City, in writing, but the City will not be responsible for any additional costs as a result of the Force Majeure event. Lack of labor, supplies, materials, or the cost of any of the foregoing shall not be deemed a Force Majeure event.

3.3. The existence of this Agreement between the City and Consultant shall not be construed as the City's promise or assurance that Consultant will be retained for future services beyond the Scope of Work described herein.

3.4. Consultant shall maintain the confidentiality of any confidential information that is exempt from disclosure under state or federal law to which Consultant may have access by reason of this Agreement. Consultant warrants that Consultant's employees assigned to the Services provided in this Agreement shall be clearly instructed to maintain this confidentiality. All agreements with respect to confidentiality shall survive the termination or expiration of this Agreement.

#### **Section 4. Compensation**

4.1. Except as otherwise set forth in this **Section 4**, the City agrees to pay Consultant on a time and materials basis, guaranteed not to exceed **Two Hundred Ninety-Eight Thousand Eight Hundred Seventy-One Dollars (\$298,871.00)**, for performance of the Services ("Compensation Amount"). Any compensation in excess of the Compensation Amount will require an express written Addendum to be executed between the City and Consultant. Consultant's Rate Schedule is set forth in **Exhibit B**, attached hereto and incorporated by reference herein.

4.2. During the course of Consultant's performance, if the City, through its Project Manager, specifically requests Consultant to provide additional services that are beyond the Scope of Work described on **Exhibit A**, Consultant shall provide such additional services and bill the City at the hourly rates outlined on Consultant's Rate Schedule, as set forth in **Exhibit B**. Any additional services beyond the Scope of Work, or any compensation above the amount shown in **Subsection 4.1**, requires a written Addendum executed in compliance with the provisions of **Section 19**.

4.3. Except for amounts withheld by the City pursuant to this Agreement, Consultant will be paid for Services for which an itemized invoice is received by the City within thirty (30) days of receipt, unless the City disputes such invoice. In that instance, the undisputed portion of the invoice will be paid by the City within the above timeframe. The City will set forth its reasons for the disputed claim amount and make good faith efforts to resolve the invoice dispute with Consultant as promptly as is reasonably possible.

4.4. The City will be responsible for the direct payment of required fees payable to governmental agencies, including, but not limited to, plan checking, land use, zoning, permitting, and all other similar fees resulting from this Project, that are not specifically covered by **Exhibit A**.

4.5. Consultant's Compensation Amount and Rate Schedule are all-inclusive and include, but are not limited to, all work-related costs, expenses, salaries or wages, plus fringe benefits and contributions, including payroll taxes, workers' compensation insurance, liability insurance, profit, pension benefits and similar contributions and benefits, technology and/or software charges, licensing, trademark, and/or copyright costs, office expenses, travel expenses, mileage, and all other indirect and overhead charges, including, but not limited to, the Oregon Corporate Activity Tax (CAT).

## **Section 5. Prevailing Wages**

This is a contract for a Public Works Project subject to ORS 279C.800 to 279C.870. Therefore, not less than the current applicable state prevailing wage must be paid on this Project for any and all applicable trades or occupations utilized in the performance of the Services. Wage rates for this Project are those published by the Oregon Bureau of Labor and Industries (BOLI), entitled "Prevailing Wage Rates for Public Works Contracts," effective July 5, 2025, and all subsequent amendments. The BOLI prevailing wage rate for public works contracts can be found at the following website: <http://www.oregon.gov/boli/employers/pages/prevailing-wage-rates.aspx>. Because this is a public works contract subject to payment of prevailing wages, each applicable worker in each trade or occupation employed in the performance of the Services, either by Consultant, a subcontractor, or other person doing or contracting to do, or contracting for the whole or any part of the Services, must be paid not less than the applicable state prevailing wage for an hour's work in the same trade or occupation in the locality where such labor is performed, in accordance with ORS 279C.838 and 279C.840, if applicable. In addition, this contract is also covered by the federal Davis-Bacon Act (40 USC § 3141 et seq.). Therefore, Consultant and subcontractors shall pay workers or others performing Services contemplated by this Agreement the higher of the state or federal prevailing rate of wage, as determined by the Commissioner of the Bureau of Labor and Industries, in accordance with ORS 279C. Consultant must comply with all public contracting wages required by law. If applicable, Consultant and any subcontractor, or their sureties, shall file a certificate of rate of wage as required by ORS 279C.845. If the City determines at any time that the prevailing rate of wages has not been or is not being paid as required herein, it may retain from the moneys due to Consultant an amount sufficient to make up the difference between the wages actually paid and the prevailing rate of wages, and may also cancel the contract for breach. Consultant shall be liable to the workers affected for failure to pay the required rate of wage, including all fringe benefits under ORS 279C.840(5). If applicable, Consultant shall include a contract provision in compliance with this paragraph in every subcontract and shall require each subcontractor to include it in subcontract(s).

## **Section 6. City's Rights and Responsibilities**

6.1. The City will designate a Project Manager to facilitate day-to-day communication between Consultant and the City, including timely receipt and processing of invoices, requests for information, and general coordination of City staff to support the Project.

6.2. Award of this contract is subject to budget appropriation. Funds are approved for Fiscal Year 2025-26. If not completed within this fiscal year, funds may not be appropriated for the next fiscal year. The City also reserves the right to terminate this contract early, as described in **Section 17**.

### **Section 7. City's Project Manager**

The City's Project Manager is Mike Nacrelli. The City shall give Consultant prompt written notice of any re-designation of its Project Manager.

### **Section 8. Consultant's Project Manager**

Consultant's Project Manager is Kristen Jackson. In the event that Consultant's designated Project Manager is changed, Consultant shall give the City prompt written notification of such re-designation. Recognizing the need for consistency and knowledge in the administration of the Project, Consultant's Project Manager will not be changed without the written consent of the City, which consent shall not be unreasonably withheld. In the event the City receives any communication from Consultant that is not from Consultant's designated Project Manager, the City may request verification by Consultant's Project Manager, which verification must be promptly furnished.

### **Section 9. Project Information**

Except for confidential information designated by the City as information not to be shared, Consultant agrees to share Project information with, and to fully cooperate with, those corporations, firms, contractors, public utilities, governmental entities, and persons involved in or associated with the Project. No information, news, or press releases related to the Project, whether made to representatives of newspapers, magazines, or television and radio stations, shall be made without the written authorization of the City's Project Manager.

### **Section 10. Duty to Inform**

If at any time during the performance of this Agreement or any future phase of this Agreement for which Consultant has been retained, Consultant becomes aware of actual or potential problems, faults, or defects in the Project or Scope of Work, or any portion thereof; or of any nonconformance with federal, state, or local laws, rules, or regulations; or if Consultant has any objection to any decision or order made by the City with respect to such laws, rules, or regulations, Consultant shall give prompt written notice thereof to the City's Project Manager. Any delay or failure on the part of the City to provide a written response to Consultant shall neither constitute agreement with nor acquiescence to Consultant's statement or claim, nor constitute a waiver of any of the City's rights.

### **Section 11. Subcontractors and Assignments**

11.1. Consultant shall not subcontract with others for any of the Services prescribed herein, assign this Agreement, or assign any of Consultant's rights acquired hereunder without obtaining prior written approval from the City, which approval may be granted or denied in the City's sole discretion. Any attempted assignment of this Agreement without the written consent of the City will

be void. Some Services may be performed by persons other than Consultant, provided Consultant advises the City of the names of such subcontractors and the work which they intend to perform, and the City specifically agrees in writing to such subcontracting. Consultant acknowledges such work will be provided to the City pursuant to a subcontract(s) between Consultant and subcontractor(s) and no privity of contract exists between the City and the subcontractor(s). For all Services performed under subcontract to Consultant, as approved by the City, Consultant shall only charge the compensation rates shown on the approved Rate Schedule (**Exhibit B**). Rate schedules for named or unnamed subcontractors, and Consultant markups of subcontractor billings, will only be recognized by the City as set forth in Consultant's Rate Schedule, unless documented and approved, in writing, by the City pursuant to a modification to Consultant's Rate Schedule, per **Section 19** of this Agreement.

11.2. Unless otherwise specifically provided by this Agreement, a written consent granted in accordance with **Section 11.1**, or a valid amendment pursuant to **Section 19**, the City incurs no liability to third parties for any compensation (the City is not required to reimburse any costs for work performed by others on behalf of Consultant).

11.3. Consultant shall defend, indemnify, and hold the City harmless against, any liability, cost, or damage arising out of Consultant's use of such subcontractor(s) and subcontractor's negligent acts, errors, or omissions. Unless otherwise agreed to, in writing, by the City, Consultant shall require that all of Consultant's subcontractors also comply with and be subject to the provisions of this **Section 11** and meet the same insurance requirements of Consultant under this Agreement.

11.4. The City has the right to enter into other agreements for the Project, to be coordinated with this Agreement. Consultant must cooperate with the City and other firms, engineers, or subcontractors on the Project so that all portions of the Project may be completed in the least possible time and within normal working hours. Consultant must furnish other engineers, subcontractors, and affected public utilities, whose designs are fitted into Consultant's design, detail drawings giving full information so that conflicts can be avoided.

## **Section 12. Consultant Is Independent Contractor**

Consultant is an independent contractor for all purposes and shall be entitled to no compensation other than the Compensation Amount provided for under **Section 4** of this Agreement. Consultant will be solely responsible for determining the manner and means of accomplishing the end result of Consultant's Services. The City does not have the right to control or interfere with the manner or method of accomplishing said Services. The City, however, will have the right to specify and control the results of Consultant's Services so such Services meet the requirements of the Project.

## **Section 13. Consultant Responsibilities**

13.1. Consultant must make prompt payment for any claims for labor, materials, or services furnished to Consultant by any person in connection with this Agreement as such claims become due. Consultant shall not permit any liens or claims to be filed or prosecuted against the City on account of any labor or material furnished to or on behalf of Consultant. If Consultant fails, neglects, or refuses to make prompt payment of any such claim, the City may, but shall not be obligated to, pay such

claim to the person furnishing the labor, materials, or services and offset the amount of the payment against funds due or to become due to Consultant under this Agreement. The City may also recover any such amounts directly from Consultant.

13.2. Consultant must comply with all applicable Oregon and federal wage and hour laws, including BOLI wage requirements, if applicable. Consultant shall make all required workers' compensation and medical care payments on time. Consultant shall be fully responsible for payment of all employee withholdings required by law, including, but not limited to, taxes, including payroll, income, Social Security (FICA), and Medicaid. Consultant shall also be fully responsible for payment of salaries, benefits, taxes, Industrial Accident Fund contributions, and all other charges on account of any employees. Consultant shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167. All costs incident to the hiring of assistants or employees shall be Consultant's responsibility. Consultant shall defend, indemnify, and hold the City harmless from claims for payment of all such expenses.

13.3. No person shall be discriminated against by Consultant or any subcontractor in the performance of this Agreement on the basis of sex, gender, race, color, creed, religion, marital status, age, disability, sexual orientation, gender identity, or national origin. Any violation of this provision shall be grounds for cancellation, termination, or suspension of the Agreement, in whole or in part, by the City. References to "subcontractor" mean a subcontractor at any tier.

13.4. Consultant acknowledges to, and for the benefit of, the City of Wilsonville and the State of Oregon, acting by and through the Department of Environmental Quality Clean Water State Revolving Fund, that it understands the Services under this Agreement are being funded with monies made available by the Clean Water State Revolving Fund that have statutory requirements that all iron and steel products used in the Project be produced in the United States ("American Iron and Steel Requirement"), including iron and steel products provided by the prime contractor, and that this requirement will be incorporated in Consultant's design.

13.5. Because this contract may also be funded, in part, by federal funds, Consultant must comply with all the required federal provisions of the United States Environmental Protection Agency (EPA), as set forth in **Section 14** below, some of which may overlap with those stated in this Section. Should a conflict exist, the stricter provision shall apply unless otherwise specifically pre-empted by federal law.

#### **Section 14. Required Federal Provisions**

This Agreement is funded, in whole or in part, with state and/or federal funds. Consultant must therefore comply with all of the following, in addition to the provisions listed above:

14.1. **Clean Air and Clean Water.** Consultant agrees to comply with the inspection and other requirements of the Clean Air Act, as amended (42 USC § 7401 *et seq.*), and the Federal Water Pollution Control Act, as amended (33 USC § 1251 *et seq.*). Consultant agrees it will not use any violating facilities, it will report the use of facilities placed on or likely to be placed on EPA "List of Violating Facilities," and it will report any violation of use of prohibited facilities to the City. Consultant understands and agrees that the City will, in turn, report each violation, as required, to

assure notification to the appropriate EPA Regional Office. Consultant also agrees to include these requirements in each subcontract exceeding \$150,000, financed in whole or in part with federal assistance provided by the EPA.

**14.2. Energy Conservation.** Consultant agrees to comply with mandatory standards and policies relating to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

**14.3. Recovered Materials.** Consultant agrees to provide a preference for those products and services that conserve natural resources, protect the environment, and are energy efficient by complying with and facilitating compliance with Section 6002 of the Resource Conservation and Recovery Act, as amended (42 USC § 6962), and EPA, “Comprehensive Procurement Guideline for Products Containing Recovered Materials” (40 CFR Part 247).

**14.4. Lobbying Restrictions.** Consultant certifies, to the best of its knowledge and belief, that:

14.4.1. No federal appropriated funds have been paid or will be paid, by or on behalf of Consultant, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

14.4.2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, Consultant will complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

14.4.3. Consultant will require that the language of this certification be included in the award documents for all sub-awards, at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements), and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**14.5. Access to Records and Reports.** The following federal access to records requirements apply to this Agreement:

14.5.1. Record Retention. Consultant agrees to retain, and will require its subcontractors of all tiers to retain, complete and readily accessible records related in whole or in part to this Agreement, including but not limited to documents, reports, data, statistics, subcontracts, sub-agreements, leases, arrangements, other third party agreements of any type, and supporting materials related to those records.

14.5.2. Retention Period. Consultant agrees to comply with the record retention requirements in accordance 2 CFR § 200.333. Consultant will maintain all books, records, accounts, and reports required under this Agreement for a period of not less than three (3) years after the date of termination or expiration of this Agreement, except in the event of litigation or settlement of claims arising from the performance of this Agreement, in which case records will be maintained until the City, the Secretary of the Treasury, the Comptroller General of the United States, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims, or exceptions related thereto.

14.5.3. Access to Records. Consultant agrees to provide the City, the Secretary of the Treasury, the Comptroller General of the United States, or any of their duly authorized representatives, sufficient access to any books, documents, papers, and records of Consultant which are related to performance of this Agreement for the purposes of making audits, examinations, excerpts, and transcriptions, as reasonably may be required. Consultant also agrees to permit any of the foregoing parties (at their costs) to reproduce by any means whatsoever any excerpts and transcriptions as reasonably needed.

14.5.4. Access to the Sites of Performance. Consultant agrees to permit the EPA and its contractors access to the sites of performance under this Agreement as reasonably may be required.

14.6. **Contract Work Hours and Safety Standards**. Consultant will comply with all federal laws, regulations, and requirements providing wage and hour protections for non-construction employees, in accordance with 40 USC § 3702, Contract Work Hours and Safety Standards Act, and other relevant parts of that Act; 40 USC § 3701 *et seq.*; and U.S. Department of Labor regulations, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction (also Labor Standards Provisions Applicable to Non-Construction Contracts Subject to the Contract Work Hours and Safety Standards Act) (29 CFR Part 5).

14.6.1. Records Retention. Consultant will maintain payrolls and basic payroll records during the course of performance of the Services under this Agreement and will preserve them for a period of three (3) years from the completion of the Services for all laborers and mechanics, including guards and watchmen, working on the Services. Such records shall contain the name and address of each such employee, social security number, correct classifications, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid.

14.6.2. Access to Records. The records maintained pursuant to **Subsection 14.6.1** will be made available by Consultant for inspection, copying, or transcription by authorized

representatives of the EPA and the Department of Labor, and Consultant will permit such representatives to interview employees during working hours on the job.

14.6.3. Subcontracts. Consultant will require the inclusion of the language of this **Section 14.6** within subcontracts of all tiers.

#### 14.7. **Civil Rights Requirements.**

Under this Agreement, Consultant will, at all times, comply with the following requirements and will include these requirements in each subcontract entered into as part thereof:

14.7.1. Nondiscrimination. In accordance with Title VI of the Civil Rights Act of 1964, as amended (42 USC § 2000d), Section 303 of the Age Discrimination Act of 1975, as amended (42 USC § 6102), Section 202 of the Americans with Disabilities Act of 1990, as amended (42 USC § 12132), Consultant agrees that it will not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, age, disability, or national origin. In addition, Consultant agrees to comply with applicable federal implementing regulations and other implementing requirements the EPA may issue.

14.7.2. Race, Color, Religion, National Origin, Sex. In accordance with Title VII of the Civil Rights Act, as amended (42 USC § 2000e *et seq.*), Consultant agrees to comply with all applicable equal employment opportunity requirements of the U.S. Department of Labor regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor" (41 CFR Chapter 60), and Executive Order No. 11246, "Equal Employment Opportunity in Federal Employment," September 24, 1965; 42 USC § 2000e note, as amended by any later Executive Order that amends or supersedes it, referenced in 42 USC § 2000e note. Consultant agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their sex, gender, race, color, creed, religion, marital status, age, disability, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to, the following: employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, Consultant agrees to comply with any implementing requirements the EPA may issue.

14.7.3. Age. In accordance with the Age Discrimination in Employment Act of 1967, as amended (29 USC §§ 621-634); U.S. Equal Employment Opportunity Commission regulations, "Age Discrimination in Employment Act" (29 CFR Part 1625); the Age Discrimination Act of 1975, as amended (42 USC § 6101 *et seq.*); U.S. Department of Health and Human Services implementing regulations, "Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance" (45 CFR Part 90); Consultant agrees to refrain from discrimination against present and prospective employees on the basis of age. In addition, Consultant agrees to comply with any implementing requirements the EPA may issue.

14.7.4. **Disabilities.** In accordance with Section 504 of the Rehabilitation Act of 1973, as amended (29 USC § 794); the Americans with Disabilities Act of 1990, as amended (42 USC § 12101 *et seq.*); the Architectural Barriers Act of 1968, as amended (42 USC § 4151 *et seq.*); Consultant agrees that it will not discriminate against individuals on the basis of disability. In addition, Consultant agrees to comply with any implementing requirements the EPA may issue.

#### 14.8. **Program Fraud and False or Fraudulent Statements and Related Acts.**

14.8.1. Consultant acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended (31 USC § 3801 *et seq.*), and U.S. Department of Transportation regulations, “Program Fraud Civil Remedies” (49 CFR Part 31), apply to its actions pertaining to this Project. Upon execution of this Agreement, Consultant certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to this Agreement or the EPA-assisted Project for which the Services are being performed. In addition to other penalties that may be applicable, Consultant further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on Consultant to the extent the Federal Government deems appropriate.

14.8.2. Consultant also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with federal assistance originally awarded by the EPA under the authority of 49 USC Chapter 53, the Government reserves the right to impose the penalties of 18 USC § 1001 and 49 USC § 5323(l) on Consultant, to the extent the Federal Government deems appropriate.

14.8.3. Consultant agrees to include the above two clauses in each subcontract financed in whole or in part with federal assistance provided by the EPA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

#### 14.9. **Suspension and Debarment.**

14.9.1. Consultant must comply with and facilitate compliance with U.S. Department of Transportation regulations, “Nonprocurement Suspension and Debarment” (2 CFR Part 1200), which adopts and supplements the U.S. Office of Management and Budget (U.S. OMB) “Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)” (2 CFR Part 180). Consultant is required to verify that its principals, affiliates, and any subcontractors are eligible to participate in this federally funded Contract and are not presently declared by any federal department or agency to be debarred, suspended, proposed for debarment, voluntarily excluded, disqualified, or declared ineligible from participation in any federally assisted award.

14.9.2. Consultant is required to comply with Subpart C of 2 CFR Part 180, as supplemented by 2 CFR Part 1200, and must include the requirement to comply with Subpart C of 2 CFR Part 180 in any lower tier covered transaction it enters into. By signing and submitting its bid or proposal, Consultant has certified as follows:

***The certification in this clause is a material representation of fact relied upon by the City. If it is later determined that Consultant knowingly rendered an erroneous certification, in addition to remedies available to the City, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. Consultant agrees to comply with the requirements of 2 CFR Part 180, Subpart C, as supplemented by 2 CFR Part 1200, while this offer is valid and throughout the period of any contract that may arise from this offer. Consultant further agrees to include a provision requiring such compliance in its lower tier covered transactions.***

#### 14.10. Trafficking in Persons.

14.10.1. Consultant agrees that it and its employees that participate in the Project covered under this Agreement may not:

14.10.1.1. Withhold monthly progress payments;

14.10.1.2. Engage in forms of trafficking in persons during the period of time that this Agreement is in effect;

14.10.1.3. Procure a commercial sex act during the period of time that this Agreement is in effect; or

14.10.1.4. Use forced labor in the performance of the Agreement or any subcontracts thereunder.

14.10.2. Consultant agrees to comply, and assures the compliance of each subrecipient, with federal requirements and guidance, including:

14.10.2.1. Section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended, 22 USC § 7104(g); and

14.10.2.2. The terms of this Section, which have been derived from U.S. OMB regulatory guidance, "Award Term for Trafficking in Persons," 2 CFR Part 175, per U.S. OMB's direction.

14.10.3. Consultant agrees to, and assures that each subrecipient will:

14.10.3.1. Inform the EPA immediately of any information it receives from any source alleging a violation of the prohibitions listed in this clause; and

14.10.3.2. Include the substance of this clause in all agreements or subcontracts with recipients, subrecipients, suppliers, and subcontractors at every tier, including this requirement to flow down the clause.

**14.11. Safe Operation of Motor Vehicles.** Consultant is encouraged to adopt and promote on-the-job seat belt use policies and programs for its employees and other personnel that operate company-owned vehicles, company-rented vehicles, or personally operated vehicles. Consultant agrees to adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers, including policies that ban text messaging while using an electronic device supplied by an employer and driving a vehicle the driver owns or rents, a vehicle Consultant owns, leases, or rents, or a privately-owned vehicle when on official business in connection with the work performed under this Agreement.

**14.12. Federal Changes.** Consultant shall at all times comply with all applicable EPA regulations, policies, procedures, and directives, including without limitation those listed directly or by reference in any Master Agreement between the City and the EPA, as they may be amended or promulgated from time to time during the term of this Agreement. Consultant's failure to so comply shall constitute a material breach of this Agreement.

**14.13. Violation and Breach of Contract; Termination.** The clauses concerning violation and breach of this Agreement and termination of this Agreement can be found in **Section 17**, below.

**14.14. No Obligation by the Federal Government.**

14.14.1. The City and Consultant acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of this contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the City, Consultant, or any other party (whether or not a party to that contract) pertaining to any matter resulting from this contract.

14.14.2. Consultant agrees to include the above clause in each subcontract financed in whole or in part with federal assistance provided by the EPA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

**14.15. United States Environmental Protection Agency (EPA) Terms Controlling.** Anything to the contrary herein notwithstanding, all EPA-mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. Consultant shall not perform any act, fail to perform any act, or refuse to comply with any City requests which would cause the City to be in violation of the EPA terms and conditions.

**Section 15. Indemnity**

**15.1. Indemnification.** Consultant acknowledges responsibility for liability arising out of the performance of this Agreement, and shall defend, indemnify, and hold the City harmless from any

and all liability, settlements, loss, costs, and expenses in connection with any action, suit, or claim to the proportionate extent caused by Consultant's negligent acts, omissions, errors, or willful or reckless misconduct pursuant to this Agreement; the negligent acts, omissions, errors, or willful or reckless misconduct of any subcontractor or subconsultant hired by Consultant; all costs incident to Consultant's hiring of assistants or employees; or from Consultant's failure to perform its responsibilities as set forth in this Agreement. The review, approval, or acceptance by the City, its Project Manager, or any City employee of documents or other work performed, prepared, or submitted by Consultant shall not be considered a negligent act, error, omission, or willful misconduct on the part of the City, and none of the foregoing shall relieve Consultant of its responsibility to perform in full conformity with the City's requirements, as set forth in this Agreement, and to indemnify the City as provided above and to reimburse the City for any and all costs and damages suffered by the City as a result of Consultant's negligent performance of this Agreement, failure of performance hereunder, violation of state or federal laws, or failure to adhere to the standards of performance and care described in **Subsection 15.2**. For those claims based on professional liability (as opposed to general liability or automobile liability), Consultant shall not be required to provide the City's defense but will be required to reimburse the City for the City's defense costs incurred in any litigation resulting from the negligent acts, omissions, errors, or willful or reckless misconduct by Consultant.

15.2. **Standard of Care.** In the performance of the Services, Consultant agrees to use the degree of care and skill exercised under similar circumstances by reputable members of Consultant's profession practicing in the Portland metropolitan area. Consultant will re-perform any Services not meeting this standard without additional compensation. Consultant's re-performance of any Services, even if done at the City's request, shall not be considered as a limitation or waiver by the City of any other remedies or claims it may have arising out of Consultant's failure to perform in accordance with the applicable standard of care of this Agreement or within the prescribed timeframe.

## Section 16. Insurance

16.1. **Insurance Requirements.** Consultant must maintain insurance coverage acceptable to the City in full force and effect throughout the term of this Agreement. Such insurance shall cover all risks arising directly or indirectly out of Consultant's activities or work hereunder. Any and all agents or subcontractors with which Consultant contracts for any portion of the Services must have insurance that conforms to the insurance requirements in this Agreement. Additionally, if a subcontractor is an engineer, architect, or other professional, Consultant must require the subcontractor to carry Professional Errors and Omissions insurance and must provide to the City proof of such coverage. The amount of insurance carried is in no way a limitation on Consultant's liability hereunder. The policy or policies maintained by Consultant shall provide the following limits and coverages at all times during performance of this Agreement:

16.1.1. Commercial General Liability Insurance. Consultant and all subcontractors shall obtain, each at their own expense, and keep in effect during the term of this Agreement, comprehensive Commercial General Liability Insurance covering Bodily Injury and Property Damage, written on an "occurrence" form policy. This coverage shall include broad form Contractual Liability insurance for the indemnities provided under this Agreement and shall be for the following insurance coverage amounts: The coverage shall be in the amount of **\$2,000,000** for each occurrence and **\$3,000,000** general aggregate and shall include Products-

Completed Operations Aggregate in the amount of **\$2,000,000** per occurrence, Fire Damage (any one fire) in the amount of **\$50,000**, and Medical Expense (any one person) in the amount of **\$10,000**. All of the foregoing coverages must be carried and maintained at all times during this Agreement.

16.1.2. Professional Errors and Omissions Coverage. Consultant agrees to carry Professional Errors and Omissions Liability insurance on a policy form appropriate to the professionals providing the work hereunder with a limit of **\$2,000,000** per claim and aggregate. Consultant shall maintain this insurance for damages alleged to be as a result of errors, omissions, or negligent acts of Consultant. Such policy shall have a retroactive date effective before the commencement of any work by Consultant on the Services covered by this Agreement, and coverage will remain in force for a period of at least three (3) years after termination of this Agreement.

16.1.3. Business Automobile Liability Insurance. If Consultant or any subcontractors will be using a motor vehicle in the performance of the Services herein, Consultant shall provide the City a certificate indicating that Consultant and its subcontractors have business automobile liability coverage for all owned, hired, and non-owned vehicles. The Combined Single Limit per accident shall be **\$2,000,000**.

16.1.4. Workers' Compensation Insurance. Consultant, its subcontractors, and all employers providing work, labor, or materials under this Agreement that are subject employers under the Oregon Workers' Compensation Law shall comply with ORS 656.017, which requires them to provide workers' compensation coverage that satisfies Oregon law for all their subject workers under ORS 656.126. Out-of-state employers must provide Oregon workers' compensation coverage for their workers who work at a single location within Oregon for more than thirty (30) days in a calendar year. Consultants who perform work without the assistance or labor of any employee need not obtain such coverage. This shall include Employer's Liability Insurance with coverage limits of **\$500,000** each accident.

16.1.5. Insurance Carrier Rating. Coverages provided by Consultant and its subcontractors must be underwritten by an insurance company deemed acceptable by the City, with an AM Best Rating of A or better. The City reserves the right to reject all or any insurance carrier(s) with a financial rating that is unacceptable to the City.

16.1.6. Additional Insured and Termination Endorsements. The City will be included as an additional insured with respect to Consultant's liabilities hereunder in insurance coverages. Additional Insured coverage under Consultant's Commercial General Liability, Automobile Liability, and Excess Liability policies, as applicable, will be provided by endorsement. Additional insured coverage shall be for both ongoing operations via ISO Form CG 2010 or its equivalent, and products and completed operations via ISO Form CG 2037 or its equivalent. Coverage shall be Primary and Non-Contributory with the exception of Professional Errors and Omissions coverage and Worker's Compensation. Waiver of Subrogation endorsement via ISO Form CG 2404 or its equivalent shall be provided under Consultant's Commercial General Liability and Automobile Liability policies. The following is included as additional insured: "The City of Wilsonville, its elected and

appointed officials, officers, and employees.” A blanket endorsement shall also be provided requiring the insurance carrier to give the City at least thirty (30) days’ written notification of any termination or major modification of the insurance policies required hereunder. Consultant must be an additional insured on the insurance policies obtained by its subcontractors performing any of the Services contemplated under this Agreement.

16.1.7. Certificates of Insurance. As evidence of the insurance coverage required by this Agreement, Consultant shall furnish a Certificate of Insurance to the City. This Agreement shall not be effective until the required certificates and the Additional Insured Endorsements have been received and approved by the City. Consultant agrees that it will not terminate or change its coverage during the term of this Agreement without giving the City at least thirty (30) days’ prior advance notice and Consultant will obtain an endorsement from its insurance carrier, in favor of the City, requiring the carrier to notify the City of any termination or change in insurance coverage, as provided above.

16.2. Primary Coverage. The coverage provided by the Commercial General Liability and Business Automobile Liability policies shall be primary, and any other insurance carried by the City is excess. Consultant shall be responsible for any deductible amounts payable under all policies of insurance. If insurance policies are “Claims Made” policies, Consultant will be required to maintain such policies in full force and effect throughout any warranty period.

## **Section 17. Early Termination; Default**

17.1. This Agreement may be terminated prior to the expiration of the agreed upon terms:

17.1.1. By mutual written consent of the parties;

17.1.2. By the City, for any reason, and within its sole discretion, effective upon delivery of written notice to Consultant by mail or in person; or

17.1.3. By Consultant, effective upon seven (7) days’ prior written notice in the event of substantial failure by the City to perform in accordance with the terms through no fault of Consultant, where such default is not cured within the seven (7) day period by the City. Withholding of disputed payment is not a default by the City.

17.2. If the City terminates this Agreement, in whole or in part, due to default or failure of Consultant to perform Services in accordance with the Agreement, the City may procure, upon reasonable terms and in a reasonable manner, services similar to those so terminated. In addition to any other remedies the City may have, both at law and in equity, for breach of contract, Consultant shall be liable for all costs and damages incurred by the City as a result of the default by Consultant, including, but not limited to, all costs incurred by the City in procuring services from others as needed to complete this Agreement. This Agreement shall be in full force to the extent not terminated by written notice from the City to Consultant. In the event of a default, the City will provide Consultant with written notice of the default and a period of ten (10) days to cure the default. If Consultant notifies the City that it wishes to cure the default but cannot, in good faith, do so within the ten (10) day cure period provided, then the City may elect, in its sole discretion, to extend the cure period to

an agreed upon time period, which agreed upon extension must be in writing and signed by the parties prior to the expiration of the cure period. Unless a written, signed extension has been fully executed by the parties, if Consultant fails to cure prior to expiration of the cure period, the Agreement is automatically terminated.

17.3. If the City terminates this Agreement for its own convenience not due to any default by Consultant, payment of Consultant shall be prorated to, and include the day of, termination and shall be in full satisfaction of all claims by Consultant against the City under this Agreement.

17.4. Termination under any provision of this Section shall not affect any right, obligation, or liability of Consultant or the City that accrued prior to such termination. Consultant shall surrender to the City items of work or portions thereof, referred to in **Section 21**, for which Consultant has received payment or the City has made payment.

### **Section 18. Suspension of Services**

The City may suspend, delay, or interrupt all or any part of the Services for such time as the City deems appropriate for its own convenience by giving written notice thereof to Consultant. An adjustment in the time of performance or method of compensation shall be allowed as a result of such delay or suspension unless the reason for the delay is within Consultant's control. The City shall not be responsible for Services performed by any subcontractors after notice of suspension is given by the City to Consultant. Should the City suspend, delay, or interrupt the Services and the suspension is not within Consultant's control, then the City shall extend the time of completion by the length of the delay.

### **Section 19. Modification/Addendum**

Any modification of the provisions of this Agreement shall not be enforceable unless reduced to writing and signed by both the City and Consultant. A modification is a written document, contemporaneously executed by the City and Consultant, which increases or decreases the cost to the City over the agreed Compensation Amount in **Section 4** of this Agreement, or changes or modifies the Scope of Work or the time for performance. No modification shall be binding or effective until executed, in writing, by both Consultant and the City. In the event Consultant receives any communication of whatsoever nature from the City, which communication Consultant contends gives rise to any modification of this Agreement, Consultant shall, within five (5) days after receipt, make a written request for modification to the City's Project Manager in the form of an Addendum. Consultant's failure to submit such written request for modification in the form of an Addendum shall be the basis for refusal by the City to treat said communication as a basis for modification or to allow such modification. In connection with any modification to this Agreement affecting any change in price, Consultant shall submit a complete breakdown of labor, material, equipment, and other costs. If Consultant incurs additional costs or devotes additional time on Project tasks, the City shall be responsible for payment of only those additional costs for which it has agreed to pay under a signed Addendum. To be enforceable, the Addendum must describe with particularity the nature of the change, any delay in time the Addendum will cause, or any increase or decrease in the Compensation Amount. The Addendum must be signed and dated by both Consultant and the City before the Addendum may be implemented.

## Section 20. Access to Records

The City shall have access, upon request, to such books, documents, receipts, papers, and records of Consultant as are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcripts during the term of this Agreement and for a period of four (4) years after termination of the Agreement, unless the City specifically requests an extension. This clause shall survive the expiration, completion, or termination of this Agreement.

## Section 21. As-Builts/Property of the City

Consultant must provide redlined as-builts prior to Final Acceptance. As-builts should be provided in electronic format. All documents, reports, and research gathered or prepared by Consultant under this Agreement, including, but not limited to, spreadsheets, charts, graphs, drawings, tracings, maps, surveying records, mylars, modeling, data generation, papers, diaries, inspection reports, photographs, and any originals or certified copies of the original work forms, if any, shall be the exclusive property of the City and shall be delivered to the City prior to final payment. Any statutory or common law rights to such property held by Consultant as creator of such work shall be conveyed to the City upon request without additional compensation.

## Section 22. Notices

Any notice required or permitted under this Agreement shall be in writing and shall be given when actually delivered in person or forty-eight (48) hours after having been deposited in the United States mail as certified or registered mail, addressed to the addresses set forth below, or to such other address as one party may indicate by written notice to the other party.

To City:                      City of Wilsonville  
    Attn: Mike Nacrelli  
    29799 SW Town Center Loop East  
    Wilsonville, OR 97070

To Consultant:              Jacobs Engineering Group, Inc.  
    Attn: Kristen Jackson  
    2020 SW 4<sup>th</sup> Avenue, Suite 300  
    Portland, OR 97201

## Section 23. Miscellaneous Provisions

23.1. **Integration.** This Agreement, including all exhibits attached hereto, contains the entire and integrated agreement between the parties and supersedes all prior written or oral discussions, representations, or agreements. In case of conflict among these or any other documents, the provisions of this Agreement shall control, and the terms most favorable to the City, within the City's sole discretion, will apply.

23.2. **Legal Effect and Assignment.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors, and assigns. This Agreement may be enforced by an action at law or in equity.

23.3. **No Assignment.** Consultant may not assign this Agreement, nor delegate the performance of any obligations hereunder, unless agreed to in advance and in writing by the City.

23.4. **No Third-Party Beneficiaries.** This Agreement gives no rights or benefits to anyone other than the City and Consultant and has no third-party beneficiaries.

23.5. **Adherence to Law.** In the performance of this Agreement, Consultant shall adhere to all applicable federal, state, and local laws (including the Wilsonville Code and Public Works Standards), including, but not limited to, laws, rules, regulations, and policies concerning employer and employee relationships, workers' compensation, and minimum and prevailing wage requirements. Any certificates, licenses, or permits that Consultant is required by law to obtain or maintain in order to perform the Services described on **Exhibit A**, shall be obtained and maintained throughout the term of this Agreement.

23.6. **Governing Law.** This Agreement shall be construed in accordance with and governed by the laws of the State of Oregon, regardless of any conflicts of laws. All contractual provisions required by ORS Chapters 279A, 279B, 279C, and related Oregon Administrative Rules to be included in public agreements are hereby incorporated by reference and shall become a part of this Agreement as if fully set forth herein.

23.7. **Jurisdiction.** Jurisdiction and venue for any dispute will be in Clackamas County Circuit Court.

23.8. **Legal Action/Attorney Fees.** If a suit, action, or other proceeding of any nature whatsoever (including any proceeding under the U.S. Bankruptcy Code) is instituted in connection with any controversy arising out of this Agreement or to interpret or enforce any rights or obligations hereunder, the prevailing party shall be entitled to recover reasonable attorney, paralegal, accountant, and other expert fees and all other fees, costs, and expenses actually incurred and reasonably necessary in connection therewith, as determined by the court or body at trial or on any appeal or review, in addition to all other amounts provided by law. If the City is required to seek legal assistance to enforce any term of this Agreement, such fees shall include all of the above fees, whether or not a proceeding is initiated. Payment of all such fees shall also apply to any administrative proceeding, trial, and/or any appeal or petition for review.

23.9. **Nonwaiver.** Failure by either party at any time to require performance by the other party of any of the provisions of this Agreement shall in no way affect the party's rights hereunder to enforce the same, nor shall any waiver by the party of the breach hereof be held to be a waiver of any succeeding breach or a waiver of this nonwaiver clause.

23.10. **Severability.** If any provision of this Agreement is found to be void or unenforceable to any extent, it is the intent of the parties that the rest of the Agreement shall remain in full force and effect, to the greatest extent allowed by law.

23.11. **Modification.** This Agreement may not be modified except by written instrument executed by Consultant and the City.

23.12. **Time of the Essence.** Time is expressly made of the essence in the performance of this Agreement.

23.13. **Calculation of Time.** Except where the reference is to business days, all periods of time referred to herein shall include Saturdays, Sundays, and legal holidays in the State of Oregon, except that if the last day of any period falls on any Saturday, Sunday, or legal holiday observed by the City, the period shall be extended to include the next day which is not a Saturday, Sunday, or legal holiday. Where the reference is to business days, periods of time referred to herein shall exclude Saturdays, Sundays, and legal holidays observed by the City. Whenever a time period is set forth in days in this Agreement, the first day from which the designated period of time begins to run shall not be included.

23.14. **Headings.** Any titles of the sections of this Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

23.15. **Number, Gender and Captions.** In construing this Agreement, it is understood that, if the context so requires, the singular pronoun shall be taken to mean and include the plural, the masculine, the feminine and the neuter, and that, generally, all grammatical changes shall be made, assumed, and implied to individuals and/or corporations and partnerships. All captions and paragraph headings used herein are intended solely for convenience of reference and shall in no way limit any of the provisions of this Agreement.

23.16. **Good Faith and Reasonableness.** The parties intend that the obligations of good faith and fair dealing apply to this Agreement generally and that no negative inferences be drawn by the absence of an explicit obligation to be reasonable in any portion of this Agreement. The obligation to be reasonable shall only be negated if arbitrariness is clearly and explicitly permitted as to the specific item in question, such as in the case of where this Agreement gives the City “sole discretion” or the City is allowed to make a decision in its “sole judgment.”

23.17. **Other Necessary Acts.** Each party shall execute and deliver to the other all such further instruments and documents as may be reasonably necessary to carry out this Agreement in order to provide and secure to the other parties the full and complete enjoyment of rights and privileges hereunder.

23.18. **Interpretation.** As a further condition of this Agreement, the City and Consultant acknowledge that this Agreement shall be deemed and construed to have been prepared mutually by each party, and it shall be expressly agreed that any uncertainty or ambiguity existing therein shall not be construed against any party. In the event that any party shall take an action, whether judicial or otherwise, to enforce or interpret any of the terms of the Agreement, the prevailing party shall be entitled to recover from the other party all expenses which it may reasonably incur in taking such action, including attorney fees and costs, whether incurred in a court of law or otherwise.

23.19. **Entire Agreement.** This Agreement and all documents attached to this Agreement represent the entire agreement between the parties.

23.20. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall constitute an original Agreement but all of which together shall constitute one and the same instrument.

23.21. **Authority.** Each party signing on behalf of Consultant and the City hereby warrants actual authority to bind their respective party.

The Consultant and the City hereby agree to all provisions of this Agreement.

**CONSULTANT:**

**CITY:**

JACOBS ENGINEERING GROUP INC.

CITY OF WILSONVILLE

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

As Its: \_\_\_\_\_

As Its: \_\_\_\_\_

**APPROVED AS TO FORM:**

By: \_\_\_\_\_

Name: \_\_\_\_\_

City of Wilsonville Legal Counsel

# DESIGN SERVICES SCOPE OF WORK

## *WWTP Aeration Basin Expansion – (10% Project Definition Services)*

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### PROJECT DESCRIPTION

This scope of work describes the services to be rendered by Jacobs for the design of Aeration Basin Expansion Improvements to the Wilsonville Wastewater Treatment Plant. The improvements are generally as described in the City of Wilsonville Wastewater Treatment Plant Master Plan (Carollo, December 2023) and shall include the following project elements:

- Evaluation of treatment process intensification technologies (e.g., increased secondary treatment capacity without building a new aeration basin or future Membrane Bioreactor MBR facilities)

### BASIS OF DESIGN SCOPE AND FEE DEVELOPMENT

The following key assumptions were made in the compilation of this scope of work and the estimation of the level of effort:

- 1) The project definition design work on this project will last 5 months from authorization to proceed in May 2026 through October 2026.
- 2) Deliverables will be submitted in electronic versions in PDF format, capable of being annotated by City reviewers in Bluebeam software. Consultant will provide City instructions for accessing Bluebeam software and making annotations. Bluebeam is understood to be available at no cost from the software vendor. No printed copies will be provided.
- 3) City will provide to Jacobs all data in City's possession relating to Jacobs' services on the Project. Jacobs will reasonably rely upon the accuracy, timeliness, and completeness of the information provided by the City.
- 4) City will make its facilities accessible to Jacobs as required for Jacobs' performance of its services and will provide labor and safety equipment as required by Jacobs for such access. City will perform, at no cost to Jacobs, such tests of equipment, machinery, pipelines, and other components of City's facilities as may be required in connection with the project. Jacobs OMFS operates the Wilsonville WWTP facility, additional work required by Jacobs OMFS to allow access to the site for this project is covered by the agreement between the City and Jacobs OMFS.
- 5) In providing opinions of cost, financial analyses, economic feasibility projections, and schedules for the project, Jacobs has no control over cost or price of labor and materials;

-WILSONVILLE AERATION BASIN\_ATTACH A SOW\_REV6 - 04/17/2026

unknown or latent conditions of existing equipment or structures that may affect operation or maintenance costs; competitive bidding procedures and market conditions; time or quality of performance by operating personnel or third parties; and other economic and operational factors that may materially affect the ultimate project cost or schedule. Therefore, Jacobs makes no warranty that City's actual project costs, financial aspects, economic feasibility, or schedules will not vary from Jacobs' opinions, analyses, projections, or estimates.

If City wishes greater assurance as to any element of project cost, feasibility, or schedule, City will employ an independent cost estimator, contractor, or other appropriate advisor.

## WORK APPROACH

This task includes alternatives analysis to support decision making for the scope of work that will be carried into the design phase. Upon completion of the alternatives analysis in Phase 1A, Design and Bid Services will be negotiated as part of Phase 1B. Upon completion of design services, Services During Construction will be negotiated as part of Phase 2.

## Phase 1A – Project Definition Design Services

### Task 1 Project Definition Project Management

#### Task 1.1: Project Management

- Consultant shall provide overall management of the project work and oversight and coordination of the consultant team, including staff and sub-consultants. Coordinate project work with the City Project Manager and communicate work status on a regular basis and as project issues or concerns arise. Maintain an electronic project file for all project documents. Provide quality assurance such that all deliverables have been peer reviewed prior to submittal to the City.
- Consultant shall prepare monthly progress reports accompanied by progress billings, as well as monitor work tasks, budgets and schedule. Monthly progress billings are subject to City review and approval. The monthly progress reports shall include a narrative description of progress to-date, actual costs for each major task, estimates of percent complete and agreed upon cost variances.
- Consultant shall prepare a detailed Project schedule that includes each task and subtask and key project milestones. Update the Project schedule as changes to task timeframes occur.
- Project manager will meet with City's project manager throughout design of the Project to review Project progress and discuss upcoming work activities (weekly conference calls, typically 30 minutes duration), with written notes issued following such calls.
- Project manager shall prepare, implement, monitor and update the Project Management Plan as required throughout the Project.
- Project manager will maintain project action item and decision logs.

### **Deliverables**

- Monthly progress report and invoicing, project schedule, meeting notes.
- Design review of key project deliverables (10%)

### **Task 1.2: Project Management Plan**

The purpose of this task is to prepare the detailed Project Management Plan that will be used during the execution of this project work. Specific elements of the plan will include:

- Project Instructions: Define City and Jacobs project organization, communication, project cost control procedures, document control, health and safety considerations, change management and other project management requirements.
- CAD/CAE Standards: Define CAD/CAE software standards, graphic standards, file naming conventions and standards, revision/iteration control and other graphic standards.
- Quality Management Plan: Jacobs will use its standard continuous quality control process. The QMP will define the quality control process as customized for this project. This plan will be developed in the Quality Management task.
- Project Health and Safety Plan: Jacobs will develop a health and safety plan to apply to all employees working on this project. It will address safety in the office and during site visits and include any requirements by the City.

### **Deliverables**

- Project Management Plan, Quality Plan.

### **Task 1.3: Quality Management 10% Design**

This task is authorized through 10% design services. As part of the design phase, Jacobs will carry out a quality assurance program (QAP). The purpose of this QAP is to monitor the quality of the Project through the use of internal quality assurance/quality control (QA/QC) reviews as described herein. Jacobs will manage multidiscipline internal QA/QC review activities with senior review team. A QC review will be performed on process and cost calculations. Formal internal QA/QC reviews will be performed prior to the City's review of design deliverables.

A Quality Management Plan (QMP) will be prepared for the project to serve as a guide for all phases of the project. Key features of the QMP will include:

- A single point of contact responsible for all quality management.
- Independent quality review performed by discipline-specific quality reviewers to provide critical analysis without bias.
- Procedures for engineers; detailed checks of reports, calculations, drawings and specifications.

Audits by QA personnel will be conducted to verify conformance with the approved QMP and confirm that required checking and review functions are completed.

Design quality review documentation will demonstrate that the quality review process is complete and review comments are acceptably addressed as a component of the overall records

management system. The following documentation will be prepared, collected and properly stored in the project records system:

- Design review forms used by the City to document review comments.
- Project checklists or milestone checklists, signed by the reviewer and appropriate project staff.
- Review-related correspondence with City staff and other external agencies or entities.
- Audit correspondence, including results and corrective action documentation.

The level of effort for this task includes preparation of the QMP and effort for the Quality Manager. The effort for QC reviewers for each of the design phases is included with the specific design tasks.

### ***Deliverables***

- Quality Management Plan.
- Written documentation of QC reviews.

### **Task 1.4: Clean Water State Revolving Fund (SRF) Documentation**

This task supports required SRF documentation required during pre-construction activities, per the August 2025 Clean Water State Revolving Fund Design Bid Build Manual.

Application Process:

- Step 1: The City to coordinate DEQ review and approval of the wastewater planning documents. No Jacobs scope included to support this work.
- Step 2: The City to complete the value engineering study. No Jacobs scope included to support this work.
- Jacobs will support Step 3 by providing the applicable documents for City submission to DEQ:
  - Engineering Reports: Planning document and/or preliminary design report (included in Task 2.3 Aeration Basin Intensification Alternatives Analysis Technical Memorandum).

### **Task 2 Project Definition (10% Deliverables)**

Evaluate aeration basin intensification alternatives and select a preferred alternative to complete a Class 5 cost estimate, to compare against the cost of the Aeration Basin 4 expansion project and the planned membrane bioreactor from the facility plan.

The intensification alternatives should consider the future secondary treatment capacity upgrades recommended in the Master Plan (Carollo, 2023) and current condition assessment/replacement schedule information available.

### ***Assumptions***

The following assumptions pertain to all of Task 2:

- Evaluation of valves, piping, electrical, controls, structural, building mechanical, site/civil, or other disciplines related to a condition assessment are not included in this scope of work. Jacobs will use the most current condition assessment information available for alternatives evaluation.
- Recommendations for replacing of aging equipment will not be provided. Aging equipment considerations for the alternatives analysis will be based on the most current treatment plant capital outlay information available.
- The evaluations in this task order will focus on planning-level decision and budgetary opinions of cost. Drawings, specifications, equipment selection and other similar items will not be prepared as part of this task.
- This task is focused on secondary treatment. Capacity analysis of the headworks, outfall piping, sludge drying, and all other facilities at the Wilsonville WWTP are excluded.
- Some alternatives may require additional screening at headworks or upstream of the aeration basins, this will be included in the capital costs even though the capacity analysis of the entire headworks is excluded.

### **Task 2.1 Kickoff and Criteria Development**

A project kickoff meeting and workshop will be held at the Wilsonville WWTP in-person, 4 Jacobs staff, not to exceed 2 hours in length. Prior to the meeting, the Jacobs team will review existing data and plant record drawings. This task includes preparation of the workshop agenda, in-person attendance at the meeting, and development of meeting notes.

Jacobs will perform the following to establish project definition as part of this task:

- Confirm the design criteria (ie: planning window, etc.).
- Develop evaluation criteria and assumptions.
- Prepare for and Facilitate Kickoff Workshop.
  - At the kickoff meeting, preliminary screening of intensification alternatives, to the most promising 2 options. Options may include:
    - Mobile Biofilm Activated Sludge (MBAS)
    - Membrane Aerated Biofilm Reactor (MABR) + Hydrocyclones
    - Integrated Fixed-Film Activated Sludge (IFAS)
  - Kickoff meeting will also include an overview of potential regulatory scenarios.
- Develop project Criteria Technical Memorandum (draft and final, assuming no more than five (5) pages in length including tables, figures, and appendices)

As part of this task, Jacobs will prepare and submit to the Client a data request to supplement existing data that Jacobs already has. Examples include flows and loads data, previous studies and reports, hydraulic and process model files (or detailed output from the files,) record drawings, DMRs, and major equipment data (e.g., pump curves, specifications, etc.).

### **Deliverables**

- Kickoff workshop – agenda, materials and notes.
- Data request

- Draft and Final Criteria Technical Memorandum

## Task 2.2 Regulatory Scenarios Task

The purpose of this task is to use regulatory scenarios to inform decision-making for treatment options based on their ability to meet potential future nutrient discharge limits.

The task includes 2 parts:

1. Reviewing the receiving water quality and estimating 3 possible near term and long term limits.
2. Development of infrastructure needs to meet 3 receiving water scenarios (representing possible regulatory scenarios).

Part 1 – Receiving water quality analysis will include the following:

This task examines the potential impact that nutrients discharged from the Wilsonville WWTP contribute to the water quality of the Willamette River. This task will be completed with calculations of existing upstream/downstream river water quality data, and with use of the Jacobs' integrated AquaClara model that can model both river water quality and the Wilsonville WWTP.

Includes a virtual meeting to cover the results of this task, 4 Jacobs staff, not to exceed 1 hours in length.

### ***Deliverables***

- Table documenting the 3 receiving water scenarios and short TM.
- One meeting (virtual, 4 Jacobs staff) to review the results of the assessment.

Part 2 – Development of infrastructure needs to meet receiving water scenarios and potential regulatory scenarios. Analysis will include the following:

- Example regulatory scenarios:
  - Nutrient limits based on Environmental Protection Agency (EPA) Ecoregion values.
  - Nutrient limits less stringent than the Ecoregion values.
  - Nutrient limits based on current limits.
- One appropriate intensification technology will be paired with the regulatory scenario.
- Complete a simple (based on similar assumptions) life cycle cost analysis (LCA) of the 3 scenarios.
- Each life cycle cost analysis will include building aeration basin 4 today, or in the future (for a total of 6 LCAs). The capital cost carried in the LCA for aeration basin 4 will be a simple escalated number from the 2023 Master Plan (Carollo, 2023).
- Includes an evaluation of cashflow through time.

- A pros/cons table will be generated – including identification of potentially stranded assets, flexibility, and likelihood of the option to occur.

## **Task 2.3 Aeration Basin Intensification Alternatives Analysis**

### **Task 2.3.1 Process Model and Hydraulic Model Updates**

Jacobs will review process models created during both the facility planning project and during Jacobs' recent aeration basin upgrades project. The models will be updated as needed to calculate the anticipated capacity for the selected intensification alternatives from the kickoff meeting.

Jacobs will review the existing hydraulic model of the treatment plant and update it as necessary to inform the pros/cons and capital costs required for the intensification alternatives.

Site visit: One discipline site visit (1 day, 4 consultants, 1 hour site visit).

#### ***Deliverables***

- TM write up of modeling efforts included in the Alternatives Analysis Technical Memorandum.

### **Task 2.3.2 Alternatives Analysis**

Complete an alternative analysis with life cycle costs and pros/cons of the two selected alternatives from the Criteria Development task plus the baseline alternative of construction of aeration basin 4.

Draft and final Alternatives Analysis Technical Memorandum will include the following:

- Narrative of the scope
- Sketch of the work (box showing the approximate footprints on photographs)
- AACE Class 5 planning level construction cost estimate
- Conceptual 20-year net present value lifecycle cost
- Table of pros/cons

The selected alternatives will evaluate the secondary treatment system as a complete system, and will include recommendations as required for secondary clarification and RAS/WAS pumping modifications in addition to bioreactor modifications.

Task includes one virtual workshop, 4 Jacobs staff, not to exceed 2 hours in length. This task includes preparation of the workshop agenda, workshop materials, in-person attendance at the meeting, and development of meeting notes.

#### ***Deliverables:***

- Workshop – agenda, materials and notes.
- Draft and Final Alternatives Technical Memorandum.

## **Task 2.4 Support for briefing elected officials and agency management**

Support for briefings at local and agency senior management levels. Provide support with technical information and communication materials. Purpose is to present alternatives to elected

officials and seek direction on how to proceed with further design development. This task includes two meetings: in person, 1 hour each, with up to 2 Jacobs representatives.

### ***Deliverables***

- Technical and communications materials compiled from previous project work deliverables.

### **Task 2.5 Project Definition of Aeration Basin 4 Project (OPTIONAL TASK)**

Complete a 10% conceptual design for the Aeration Basin 4 project, in order to provide an updated Class 5 Cost Estimate. (Requires prior written authorization by the City.)

Draft and final Aeration Basin 4 Conceptual Design Technical Memorandum will include the following:

- Narrative of the scope
- Sketch of the work (box showing the approximate footprints on photographs)
- One AACE Class 5 planning level construction cost estimate

### **Site Visits:**

- One discipline site visit (1 day, 7 consultants, 2 hour site visit)
- One discipline site visit (1 day, 4 consultants, 1 hour site visit)

### ***Deliverables:***

- Draft and Final Conceptual Design Technical Memorandum (TM), including:
  - Narrative of the scope
  - Sketch of the work (box showing the approximate footprints on photographs)
  - One AACE Class 5 planning level construction cost estimate

## **Phase 1B – Design and Bid Services**

- Scope and fee will be negotiated at the end of Phase 1A services.

## **Phase 2 – Construction Engineering Services**

- Scope and fee will be negotiated at the end of Phase 1B services.

# COMPENSATION AND PAYMENT SCHEDULE

Jacobs proposes to perform the services described herein on a time and materials basis with an estimate not-to-exceed amount of \$298,871 per Attachment B. Labor cost will be billed per the staff categories in Table 1.

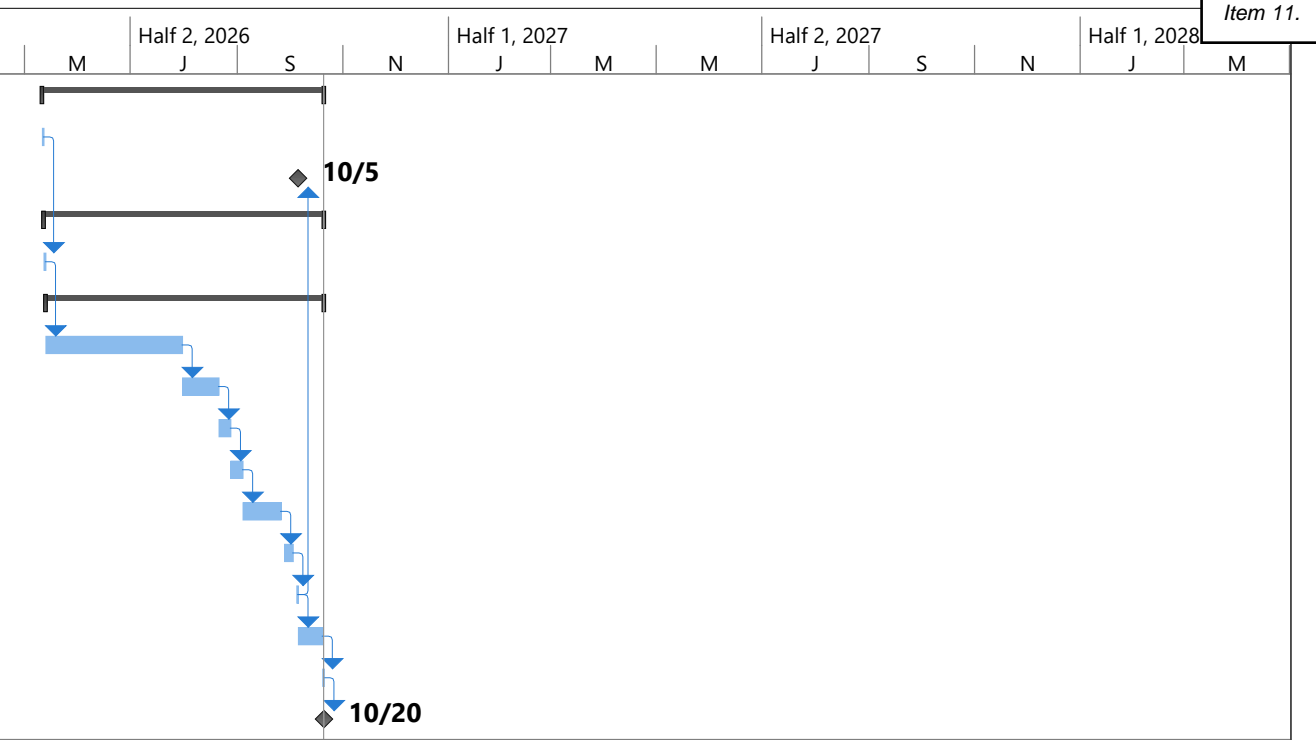
**Table 1. Staff Category Billing Rates**

Staff Category Billing Rate Hourly (subject to 3% escalation per year)	2026 Billing Rate	2027 Billing Rate
Senior Advisor	\$313	\$323
Senior Project Manager	\$303	\$312
Project Manager/Sr. Engineer	\$287	\$296
Senior Project Engineer	\$276	\$284
Mid-Level Engineer/Sr. Technical Staff	\$250	\$258
Project Engineer	\$239	\$246
Technical Staff	\$228	\$234
Senior Technician	\$207	\$213
Engineer/Editor	\$200	\$206
Staff Engineer 2	\$185	\$191
Technician 2	\$185	\$191
Staff Engineer 1/Scientist	\$170	\$175
Technician 1	\$156	\$160
Project Assistant/Project Accountant	\$140	\$144
Office	\$127	\$130
Junior Technician	\$120	\$124
Intern	\$113	\$117

**Attachments:**

- Attachment A – Schedule.
- Attachment B – Detailed Cost Breakdown.

ID	Task Mode	Task Name	Duration	Start	Finish	Half 1, 2026			Half 2, 2026			Half 1, 2027			Half 2, 2027			Half 1, 2028	
						J	M	M	J	S	N	J	M	M	J	S	N	J	M
1		<b>Wilsonville WWTP Aeration Basin Expansion Project</b>	<b>114 days</b>	<b>Mon 5/11/26</b>	<b>Tue 10/20/26</b>														
2		Notice to Proceed	1 day	Mon 5/11/26	Mon 5/11/26														
3		Deliverable - Alternative Analysis (10% Design)	0 days	Mon 10/5/26	Mon 10/5/26														
4		<b>Design</b>	<b>113 days</b>	<b>Tue 5/12/26</b>	<b>Tue 10/20/26</b>														
5		Kickoff	1 day	Tue 5/12/26	Tue 5/12/26														
6		<b>Alternative Analysis - Project Definition (10% Deliverables)</b>	<b>112 days</b>	<b>Wed 5/13/26</b>	<b>Tue 10/20/26</b>														
7		Alternative Evaluation	55 days	Wed 5/13/26	Thu 7/30/26														
8		Draft Alternative Analysis Report	15 days	Fri 7/31/26	Thu 8/20/26														
9		Editing/Docs Processing	5 days	Fri 8/21/26	Thu 8/27/26														
10		Internal QC Review	5 days	Fri 8/28/26	Thu 9/3/26														
11		Update Report	15 days	Fri 9/4/26	Fri 9/25/26														
12		Editing/Docs Processing	5 days	Mon 9/28/26	Fri 10/2/26														
13		Submit Alternative Analysis to Client	1 day	Mon 10/5/26	Mon 10/5/26														
14		Client Review	10 days	Tue 10/6/26	Mon 10/19/26														
15		Client Review Comments to Design Team	1 day	Tue 10/20/26	Tue 10/20/26														
16		Scoping (TBD)	0 days	Tue 10/20/26	Tue 10/20/26														



Project: WWTP Aeration Basin E  
Date: Mon 4/13/26

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			

Wilsonville WWTP Aeration Basin Expansion Project	Project Manager	Senior Project Manager	QA/QC	Regulatory	Economist	Health & Safety	Staff Process	Facility Lead	Staff Process Mechanical	Staff Civil	Staff Stormwater	Public Outreach	Staff Sr Geotech	Odor Control	Senior Engineer	Staff I&C	Staff Sr. Electrical	Staff Corrosion	Cost Estimating	Sr. Delivery Lead	Tech Editing	Admin	Jacobs Labor Hours	Jacobs Labor Dollars	Jacobs Expenses	TOTAL LABOR & EXPENSES	
	Jackson	Fuller	Lough	McInnis	Playstead	Staff	Steele	Chang	Krumsick	Staff	Staff	Morishita	Cotten	Staff	Forrest	Staff	Staff	Staff	Jones	Staff	Staff	Staff					
2026 Billing Rate	\$239	\$313	\$250	\$313	\$250	\$250	\$313	\$228	\$228	\$250	\$200	\$185	\$313	\$250	\$276	\$200	\$200	\$200	\$287	\$156	\$170	\$127					
<b>Phase 1 Design Services</b>																										\$ -	
<b>1.0 Design and Bid Services Project Management</b>	<b>101</b>	<b>12</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28</b>	<b>148</b>	<b>\$ 33,162</b>	<b>\$ 314</b>	<b>\$ 33,476</b>	
1.1 Project Management	90	10																				10	109	\$ 25,734	\$ 314	\$ 26,048	
1.2 Project Management Plan	4					4																8	16	\$ 2,972		\$ 2,972	
1.3 Quality Management 10% Design	2		4																			8	14	\$ 2,454		\$ 2,454	
1.4 Clean Water State Revolving Fund (SRF Documentation)	5	2																				2	9	\$ 2,002		\$ 2,002	
<b>2.0 Project Definition (10% Deliverables)</b>	<b>114</b>	<b>15</b>	<b>0</b>	<b>12</b>	<b>24</b>	<b>0</b>	<b>288</b>	<b>240</b>	<b>46</b>	<b>20</b>	<b>36</b>	<b>2</b>	<b>32</b>	<b>8</b>	<b>44</b>	<b>24</b>	<b>24</b>	<b>8</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>1,033</b>	<b>\$ 262,739</b>	<b>\$ 2,656</b>	<b>\$ 265,395</b>	
2.1 Kickoff and Criteria Development	16	3					36	16	4				2		1	1	1					4	8	92	\$ 23,589	\$ 885	\$ 24,474
2.2 Regulatory Scenarios Task	52	6		12	20		88	88			36											4	4	310	\$ 79,058	\$ 885	\$ 79,943
<b>2.3 Aeration Basin Intensification Alternatives Analysis</b>	<b>20</b>	<b>4</b>			<b>4</b>		<b>164</b>	<b>16</b>	<b>2</b>						<b>3</b>	<b>3</b>	<b>3</b>		<b>24</b>	<b>24</b>	<b>8</b>	<b>4</b>	<b>279</b>	<b>\$ 76,996</b>	<b>\$ -</b>	<b>\$ 76,996</b>	
2.3.1 Process Model and Hydraulic Model Updates	4						80																84	\$ 25,996		\$ 25,996	
2.3.2 Alternatives Analysis	16	4			4		84	16	2						3	3	3		24	24	8	4	195	\$ 51,000		\$ 51,000	
2.4 Support for briefing elected officials and agency management	6	2										2												10	\$ 2,430		\$ 2,430
2.5 Project Definition of Aeration Basin 4 Project (OPTIONAL TASK)	20							120	40	20			30	8	40	20	20	8					342	\$ 80,666	\$ 885	\$ 81,551	
	<b>215</b>	<b>27</b>	<b>4</b>	<b>12</b>	<b>24</b>	<b>4</b>	<b>288</b>	<b>240</b>	<b>46</b>	<b>20</b>	<b>36</b>	<b>2</b>	<b>32</b>	<b>8</b>	<b>44</b>	<b>24</b>	<b>24</b>	<b>8</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>52</b>	<b>1,181</b>	<b>\$ 295,901</b>	<b>\$ 2,970</b>	<b>\$ 298,871</b>	



## CITY COUNCIL MINUTES

May 04, 2026, at 7:00 PM

Wilsonville City Hall & Remote Video Conferencing

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### 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 4, 2026. The Mayor called the meeting to order at 7:00 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

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 Councilor 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 reported on the items below and submitted a comprehensive written report for the record detailing local and regional meetings attended:

#### Lauretta MacColman

- A moment of silence was taken to recognize the passing of Lauretta MacColman, who was actively involved in the Wilsonville Rotary Club and best known for her work with youth and on peace building, including being a champion for the Wilsonville Peace Zone. The Mayor added that Lauretta's generosity, humor, and heart were reflected in the passion she had for serving the community and the world. Condolences were given to her family.

#### Primary Election

- There was a primary election on May 19, 2026. It was noted that those who had not yet received their ballot, should in the next few days. The audience was reminded that ballots could be returned by mail or by drop-off. All were encouraged to vote.

#### Mental Health Awareness Month

- May was Mental Health Awareness Month, a time to remember that mental health was an essential part of overall health. Mental health can affect people of all ages, backgrounds, and walks of life. Talking openly about mental health challenges can reduce stigma and make sure people get the help and support they need.
- Located in Clackamas County was an organization called the National Alliance on Mental Illness (NAMI). The organization offered free peer support groups, and education for family members and caregivers of those dealing with mental health challenges. To learn more the audience was encouraged to watch the 2023 DEI Speaker Series Event, Recognizing World Mental Health Day, on the City's YouTube channel.
- The Mayor asked all to commit to kindness, compassion, and connection, not just this month, but all year long.

#### Building Safety Month

- May 2026 was Building Safety Month. The 2026 theme was "Built to Last". The Mayor reminded that it was essential to make sure buildings are safe and long-lasting.
- Building safety included structural integrity, accessibility for people of all ages and abilities, and making sure that building systems like electricity and plumbing are adequate.
- Throughout the month of May, Wilsonville's Building Division would highlight different safety themes with tips relating to fire safety at home, water safety and conservation, disaster resiliency, ADA accessibility, and energy efficiency for the benefit of the climate and budgets. Many thanks were given to Wilsonville's Building Official, Dan Carlson, and his team who help every day to make sure Wilsonville buildings are safe. The Mayor reminded that getting a permit and an inspection may feel like a hassle, but it can save time, money, injury, and lives by preventing a future disaster.

City Council Meeting

- Next City Council meeting was scheduled for Monday, May 18, 2026.

## 5. Budget Committee Appointment

**Budget Committee – Appointment**

Appointment of Andrew Engel to the Budget Committee for a term beginning 5/4/2026 to 12/31/2027.

**Motion:** Moved to ratify the appointment of Andrew Engel to the Budget Committee for a term beginning 5/4/2026 to 12/31/2027.

Motion made by Councilor Berry, Seconded by Councilor Shevlin.

Council discussion ensued with Councilors Berry, Shevlin and Scull supporting the Mayor's recommendation for appointment.

Councilor Cunningham opposed the recommendation and shared a PowerPoint which has been added to the record showing the qualifications and experience of all candidates. He argued the Budget Committee, as an advisory body, should include subject-matter experts who can provide independent financial oversight, given the City's declining general fund trend. Furthermore, the Councilor questioned the selection process.

The Mayor defended the recommendation to appoint Andrew Engel to the Budget Committee. Followed by a call for a vote.

Councilor Cunningham called for a point of order, which was denied by the Mayor.

**Voting Yea:**

Mayor O'Neil, Councilor Berry, Councilor Shevlin, Councilor Scull

**Voting Nay:**

Councilor Cunningham

**Vote:** Motion carried 4-1.

**COMMUNICATIONS**

## 6. Willamette Falls &amp; Landings Heritage Area Coalition

Representatives from the Willamette Falls & Landings Heritage Area Coalition (WFLHAC), including Board President Russ Axelrod and Executive Director Britta Mansfield, updated the Council on current and ongoing efforts to preserve, interpret, and promote the region's natural, historic, and cultural resources. The Willamette Falls and Landings Heritage Area Coalition was a nonprofit organization seeking

designation of a National Heritage Area along the Willamette River from approximately Lake Oswego to Dayton. The PowerPoint presentation was added to the record.

Councilors expressed enthusiasm for the presentation and asked follow-up questions.

The Mayor affirmed the City of Wilsonville's continued support and praised the involvement of former City lobbyist Greg Leo for the legislative advocacy effort.

In closing, the WFLHAC representatives indicated it would welcome updated letters of support and resolutions from the Wilsonville City Council to assist in its congressional outreach.

## **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:

- John Budiao
- Maripat Hensel
- Elizabeth Peters
- John Ludlow
- Valorie Boucher
- Rick Peters
- Wayne Hickey
- Katie Dunwell

## **COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS**

### 7. Council President Berry

The Council President provided a detailed report on the following:

- Opposition of Ballot Measure 3-632
- Volunteer Appreciation Event on April 22, 2026
- Wilsonville-Metro Community Enhancement Committee meeting on April 30, 2026
- Tourism Promotion Committee meeting on May 6, 2026
- Mother's Day on May 10, 2026
- Bulky Waste Day on May 16, 2026
- Bike Month and Walk+Roll Month was celebrated May 2026
- National Bike+Roll to School Day was May 6, 2026
- Jewish American Heritage Month was celebrated May 2026
- Asian American and Pacific Islander Heritage Month was celebrated May 2026

## 8. Councilor Cunningham

The Councilor opened with a May the Fourth (Star Wars Day) be with you greeting. He then highlighted a visit on April 30, 2026, to Hopes Garden, a nonprofit maternity home in Clackamas County that houses pregnant women and new mothers who have experienced abuse, addiction, or trauma.

Councilor Cunningham then returned to his comments regarding the Budget Committee appointment. The Councilor challenged the argument that attendance at Civics Academy should outweigh decades of professional financial expertise. He reiterated that the commitment made on January 22, 2026, to create a structured Council input on the appointment process which he felt was not honored. He also stated that Robert's Rules of Order was violated during the Budget Committee appointment discussion when his point of order was denied.

## 9. Councilor Shevlin

The Councilor reported on the Wilsonville-Metro Community Enhancement Committee meeting on April 30, 2026.

Councilor Shevlin then offered a statistical rebuttal to the characterization of the Town Center community survey results. She cautioned against "interpreter bias," noting that respondents were asked to rank nine preset variables, and that housing ranking lower does not mean residents opposed housing, only that, among those nine options, other amenities ranked higher. The Councilor argued that elected officials must balance community desires with community needs, and that housing and its associated tax revenue are necessary to attract the vibrant commercial development residents wanted.

## 10. Councilor Scull

The Councilor provided a detailed report on the following:

- Volunteer Appreciation Event on April 22, 2026
- Willamette Intake Facilities (WIF) meetings on April 27, 2026, and upcoming meeting scheduled for October 27, 2026
- Budget Committee meetings on May 6, 2026, and May 12, 2026
- Opposition of Ballot Measure 3-632

## CONSENT AGENDA

The City Attorney read the title of the Consent Agenda items into the record.

### 11. Resolution No. 3185

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Blue Spruce Builders, Inc. To Construct The Wilsonville Community Center Siding Replacement Project (CIP 8161).

**12. Resolution No. 3251**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Paul Brothers Inc. For The Memorial Park Ballfield Safety Improvements Project (Capital Improvement Project No. 9185).

**13. Resolution No. 3268**

A Resolution Of The Wilsonville City Council Authorizing The City Manager To Sign Community Enhancement Program Intergovernmental Agreement Between Metro And The City Of Wilsonville To Accept Community Enhancement Fees And Community Investment Fees Through December 31, 2030.

14. Minutes of the April 6, and 20, 2026 City Council Meetings.

**Motion:** Moved to adopt the Consent Agenda as read.

Motion made by Councilor Berry, Seconded by Councilor Shevlin.

**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**

The City Attorney read the title of Ordinance No. 902 into the record on second reading.

**15. Ordinance No. 902 - 2<sup>nd</sup> Reading (*Legislative, Non-Land Use Public Hearing*)**

An Ordinance Of The City Of Wilsonville Amending Sections 5.035, 5.200, 5.210, And 5.405 Of The Wilsonville Code To Revise The Definition Of Abandoned Vehicles And To Reduce The Duration Allowed For Parking On Public Streets.

The Mayor read aloud the second reading script.

**Motion:** Moved to adopt Ordinance No. 902 on second reading.

Motion made by Councilor Berry, Seconded by Councilor Scull.

The Mayor noted for the record that staff did an excellent job on Ordinance No. 902 and thanked the City Attorney and legal team for their work.

**Voting Yea:**

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

**Vote:** Motion carried 5-0.

**PUBLIC HEARING**

There was none.

**CITY MANAGER’S BUSINESS**

There was none.

**LEGAL BUSINESS**

The City Attorney had no legal matters to report, noting that Councilor Cunningham had preempted her planned May the Fourth be with you greeting.

**ADJOURN**

The Mayor adjourned the meeting at 8:27 p.m.

Respectfully submitted,

\_\_\_\_\_  
Kimberly Veliz, City Recorder

ATTEST:

\_\_\_\_\_  
Shawn O’Neil, Mayor

**CITY OF WILSONVILLE**  
**Proclamation Declaring the Month of June 2026 as Pride Month**

**WHEREAS**, June is the month we celebrate LGBTQIA+ Pride Month, recognizing the significant contributions and struggles of the lesbian, gay, bisexual, transgender, queer/ questioning, intersex, asexual individuals as well as other identities not explicitly listed (LGBTQIA+) community; and

**WHEREAS**, the Stonewall Riots in 1969 were a turning point in the LGBTQIA+ rights movement, and Pride Month is a time to remember and honor this historic moment; and

**WHEREAS**, Wilsonville values diversity and embraces the richness that the LGBTQIA+ community brings to our city and this month is a time to reaffirm our commitment to equality and inclusion; and

**WHEREAS**, Wilsonville's LGBTQIA+ community is a diverse and essential part of our city who contribute to the widespread academic, economic, artistic, political, and social spheres within and around the Wilsonville community; and

**WHEREAS**, Pride Month in Wilsonville is meant to raise awareness of prejudice, discrimination, and lack of understanding still facing members of the LGBTQIA+ community and honor their power and perseverance in fighting discrimination in all its forms; and

**WHEREAS**, everyone is entitled to equal rights freely granted to all community members regardless of race, religion, gender identity or sexual orientation; and

**WHEREAS**, our city will stand up to hurtful speech and reinforce our efforts to attract a workforce that is representative of our community so that Wilsonville becomes a more vibrant, diverse, and livable community; and

**WHEREAS**, the valuable contributions made by our family, friends and neighbors who represent the diverse Wilsonville LGBTQIA+ community promote innovation and positive change with lasting effects within our city.

**NOW THEREFORE BE IT RESOLVED THAT I**, Shawn O'Neil, Mayor of the City of Wilsonville, Oregon, do hereby proclaim June as **PRIDE MONTH**

In Wilsonville, Oregon and urge all residents to respect and honor our diverse community and celebrate and build a culture of inclusiveness and acceptance.

Dated the 18<sup>th</sup> day of May 2026.

\_\_\_\_\_  
Shawn O'Neil, Mayor

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**WHEREAS**, everyone is entitled to equal rights freely granted to all community members regardless of race, religion, gender identity or sexual orientation; and

**WHEREAS**, our city will stand up to hurtful speech and reinforce our efforts to attract a workforce that is representative of our community so that Wilsonville becomes a more vibrant, diverse, and livable community; and

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Dated the 18<sup>th</sup> day of May 2026.



\_\_\_\_\_  
Shawn O'Neil, Mayor





**2026**

**National Public Works Week**

**Proclamation**

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to public health, high quality of life, and well-being of the people of the City of Wilsonville; and,

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in the City of Wilsonville to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2026 marks the 66<sup>th</sup> annual National Public Works Week sponsored by the American Public Works Association, be it now,

WHEREAS, this year’s theme is “Rooted in Service, Powered by Community”.

NOW, THEREFORE, I, Shawn O’Neil, Mayor of the City of Wilsonville, in the State of Oregon do hereby designate the week May 17–23, 2026 to be

**National Public Works Week**

in the City of Wilsonville and urge all community members to pay tribute to our public works professionals and recognize the substantial contributions they make to protecting our health, safety, and advancing quality of life.

Signed this 18<sup>th</sup> of May, 2026

\_\_\_\_\_  
Mayor Shawn O’Neil

# Monthly Report

## Building Division

### Hydrant Fire Flow Testing

The City of Wilsonville's Building Division plays a crucial role in ensuring the safety and efficiency of the city's infrastructure. One of the key responsibilities of the division is hydrant fire flow testing, which is essential for designing effective building water and fire sprinkler systems.

Hydrant fire flow testing involves measuring the water pressure and flow rate from fire hydrants to determine the available water supply for firefighting purposes. This

process is vital for assessing the capacity of the water distribution system and ensuring that it can meet the demands of fire suppression. The testing typically involves opening a hydrant and using specialized equipment to measure the static pressure, residual pressure, and flow rate.

These measurements are then used to calculate the fire flow, which is the amount of water available at a specific pressure. These calculations are critical for designing building water and fire sprinkler systems. The fire flow data helps engineers determine the size and capacity of the water supply system needed to support the building's fire protection requirements. It ensures that there is adequate water pressure and flow to operate the sprinkler systems effectively in the event of a fire. Additionally, the data is used to identify any potential deficiencies in the water distribution system that could impact firefighting efforts.

In Wilsonville, the Building Division works closely with the Fire Department and other stakeholders to conduct hydrant fire flow testing and analyze the results. This collaborative approach ensures that the city's infrastructure is well-prepared to handle emergencies and protect the safety of its residents. By maintaining accurate and up-to-date fire flow data, the Building Division helps to create a safer and more resilient community.



## Economic Development Division

### Mayor Participates on Mayors' Panel at CCBA Summit

At the Clackamas County Business Alliance (CCBA) 2026 Mayoral Summit on March 31, Mayor O'Neil highlighted a mix of tangible progress and ongoing challenges shaping the city's future. He highlighted the opening of Vuela and the City's continued advocacy for the Boone Bridge replacement. He also discussed how the City is addressing livability through enhanced nuisance abatement efforts and fostering community through inclusive events.

The Mayor noted a central concern remains in the growing gap between infrastructure needs and available funding.

He encouraged the business community to stay engaged, communicate challenges, and partner with the City to advance shared goals.

Looking ahead, the Mayor described redevelopment efforts in Town Center, as well as efforts in Coffee Creek and Basalt Creek areas, which aim to support long-term economic development, industrial growth, and job creation.

Government Affairs and Economic Development staff assisted the Mayor in his preparations for the event.



### Local Business E-Newsletter

Staff continues to send the email newsletter to local business license holders on a (roughly) monthly basis, featuring content relevant to a broad business audience, including updates from the City and partner organizations, funding and training opportunities, monthly economic "indicators" reports from the Oregon Employment Department, and other timely announcements.

The April edition included a survey, asking businesses what they would like to see the City do in the absence of an active Chamber of Commerce. Responses have unfortunately been few, but it seems that former Chamber members find the most value in networking opportunities and the camaraderie that the Chamber events provided. Staff will try to learn more and make a recommendation for how the City can engage our local businesses more regularly and directly.



### Town Center Urban Renewal Feasibility Study, Update

Now that the Council has provided direction regarding preferred redevelopment assumptions and associated financial forecasts, staff is working with the consulting team to revise and update the 2023 Feasibility Study, which will be presented to Council in June and available for public consumption as the 2026 Feasibility Study. The revised and updated Study will utilize the "10% redevelopment reduction scenario" approved by Council on April 6, 2026.

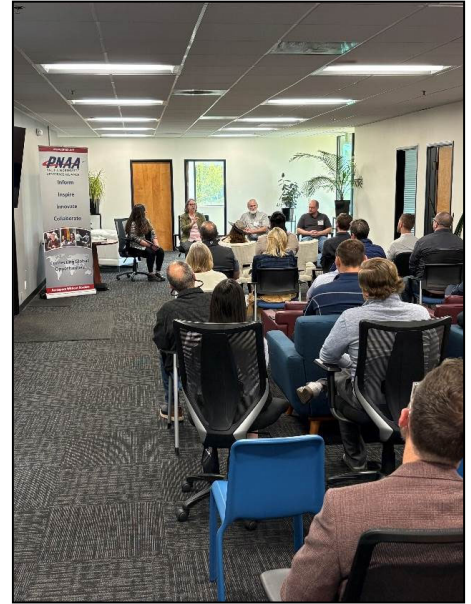
## Economic Development Division

### Pacific Northwest Aerospace Alliance Co-Hosts Event with City

On April 9, the City co-hosted an event with the Pacific Northwest Aerospace Alliance at the facilities of Wilsonville manufacturer, Allied Technologies.

26 different companies were represented, as well as a handful of other organizations that deal with workforce development.

The event featured a tour of the manufacturing facility, as well as a panel discussion with workforce expert, Julie Hugo from Clackamas Community College, and a Newberg manufacturer, A.R.E. Manufacturing, which has developed a successful program in partnership with Newberg High School, where high school students own and operate their own business, TIGER manufacturing, out of the A.R.E facilities, with guidance from the owners and operators of A.R.E. Many graduates of the program have gone on to work for A.R.E. after graduation and/or pursued post-secondary education and careers in engineering and manufacturing.



### City Staff Invited to Advise in Regional ‘CEDS’ Process

On April 10, Staff was invited to participate in an advisory role as Metro and Greater Portland Inc kick off the process to renew the Comprehensive Economic Development Strategy (CEDS) for the Greater Portland Economic Development District (GPEDD). The meeting was held in the Central Eastside offices of Metro. Other city participants included Gresham and Beaverton, two cities much larger than Wilsonville.

There is strong consensus in the region that greater coordination is needed, which requires clear leadership and direction around an actionable strategy that includes Cities, Counties, CBOs (Community Benefit Organizations), and the State (Business Oregon). Right now, it feels like there are real constraints on business and real estate development that need to be addressed and an aspiration to be everything to everyone. The region needs a more focused strategy and a plan to overcome current barriers. Planning/Strategy work will be ongoing in 2026.

### Siemens CDC Families Continue to Organize

As noted in the March report, Siemens Electronic Design Automation (EDA) has announced plans to consolidate its Wilsonville operations into a single building, which will result in the closure of the on-site Child Development Center (CDC) in June 2026. The CDC has long provided high-quality childcare for Siemens employees and others in the community, and its closure will impact a significant number of local families. In response, a group of parents is organizing to explore the creation of a successor program (“CDCv2”), including potential options to acquire or lease space and continue operations. City staff are monitoring the situation and remain in communication with stakeholders, including Siemens Real Estate and the CDCv2 families as these efforts evolve.

The families have established a website at [www.savethecdc.com](http://www.savethecdc.com) in order to provide information and solicit help, in whatever form, from the business community and the general public.



## Engineering Division, Capital Projects

### 2025-2028 Street Maintenance (4014)

The Wilsonville Annual Street Maintenance Program funds the planning, design, and construction of street surface rehabilitation projects necessary to maintain a safe and reliable street network. This project represents the next three years of planned street maintenance across Wilsonville.

### Summer 2026 Completed Construction

This summer, the City will be completing crack sealing and localized pavement spot repairs in the Foxchase, Morey's Landing, Hazelwood, and Old Town neighborhoods, as well as on Boeckman Road and Boones Ferry Road. Crack sealing is a maintenance technique used to extend the life of roads by filling in cracks to reduce the infiltration of water. Localized pavement spot repairs consist of construction crews removing and replacing small sections of damaged asphalt. These repairs focus only on the areas that are cracked, crumbling, or uneven. The City released an Invitation to Bid (ITB) on January 21, 2026 for the summer 2026 crack sealing and localized pavement spot repairs. Bids were due on February 11, 2026, and the City received six (6) bids. The contract was awarded to S-2 Contractors, and construction is planned to begin in Mid-May, with completion in August 2026. The City is currently evaluating slurry sealing to follow in summer 2027 and additional areas of crack sealing and localized pavement spot repairs to occur in summer 2028.

The City released an Invitation to Bid (ITB) on January 5, 2026 for rehabilitation of the following road segments:

1. Parkway Center Avenue to Town Center Loop East Parkway Center Court to Town Center Park
2. Grahams Ferry Road from Cahain Road to Day Road

Bids were due on January 27, 2026, and the City received nine (9) bids. The contract was awarded to KNL Industries, and the construction is planned to begin in mid-May, with completion in August 2026.

The City's engineering design consultant, Century West Engineering, is working on preparing plans and specifications for rehabilitation of the following road segments during the respective fiscal years (FY):

#### FY 2026-27

1. Boones Ferry Road from Boeckman Road to Ridder Road
2. Nike Drive from 95th Avenue to Boones Ferry Road
3. Ridder Road from 95th Avenue to Boones Ferry Road

#### FY 2027-28

1. Parkway Center Drive from Elligsen Road to Burns Way
2. Sun Place from Best Western to Parkway Avenue

Century West delivered the 60% design for FY 2026-2027 road rehabilitation to the City in February 2026, and the City has returned comments. The City anticipates the 90% design will be delivered to the City in spring 2026.

## Engineering Division, Capital Projects

### Annual Pedestrian Enhancements (4717)

This project provides various high visibility pedestrian crossing enhancements throughout the City, with three currently in design at 90% and construction targeted for spring of 2026. These locations include: a mid-block crossing and bus shelter relocation north of Freeman Drive 95th Avenue, a mid-block crossing on Wimbledon Circle S between Courtside Drive and Volley Street, and a mid-block crossing on Parkway Center Drive north of Burns Way. The project has been awarded to Turney Excavating at the April 6 Council meeting and is anticipated for construction to begin in late-May.

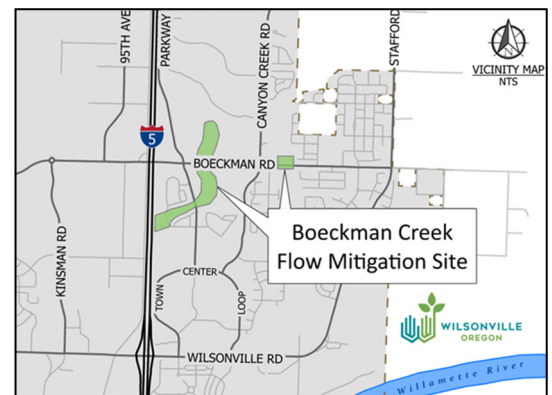
Additional crossing improvements are underway for three (3) locations along Parkway Avenue, including Ash Meadows Lane, Ash Meadows Road, and Thunderbird Drive. In addition, this set of upgrades includes accessibility improvements at the eastbound SMART bus stop on Wilsonville Road and Wildcat Way, and for a bike ramp to connect the southbound bicycle lane on Town Center Loop W to a nearby shared use path. Plans are progressing to final design after a 90% design review in April, as easements with adjacent property owners get negotiated for the project.

### Boeckman Creek Flow Mitigation (7068)

This project will look at stormwater flows coming off the Siemens site towards Boeckman Creek. Historically, these flows were directed towards the Coffee Creek wetlands, but with development of the Siemens site, flows were altered to head towards Boeckman Creek in the early 1980s. These flows are needed to return to their natural waterways with the installation of the new Boeckman bridge.

Interlaken Inc. has been awarded the construction contract, and construction is scheduled to begin mid-May. Project work will occur at several different locations including:

- The dam removal and dig out under the new Boeckman Bridge
- Replacement of overflow grating and weir modifications internal to the Siemens Campus
- Replacement of an undersized culvert on Boeckman Road at the entrance to the Siemens Campus
- Modifications to City piping under Parkway and Ash Meadows



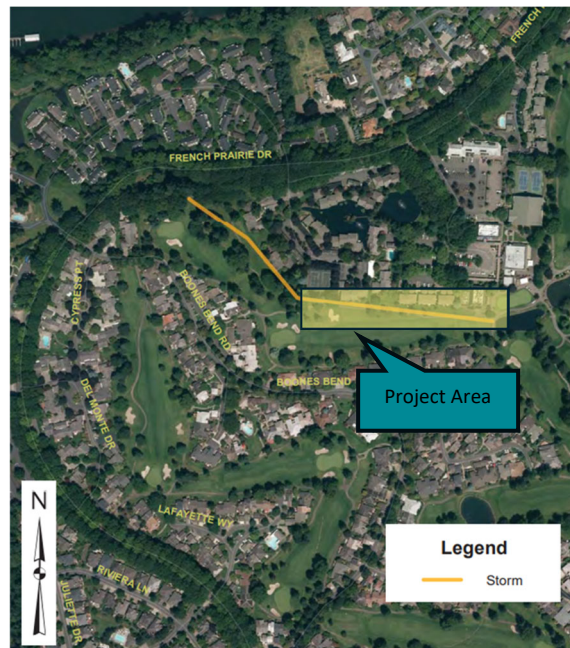
### Brown Road Improvements Project (4216)

The Brown Road Improvement Project provides upgrades that bring Brown Road in closer alignment with current City standards for urban roads. The section of roadway to be upgraded extends from Wilsonville Road to Evergreen Drive. Anticipated upgrades improve connectivity by adding bike lanes, sidewalks, and provide better and safer access to adjacent neighborhoods. Council approved property acquisitions required to complete the project in August 2025, and the right of way acquisition process is wrapping up. The consultant delivered the 100% design to the City in February 2026 and the Invitation to Bid (ITB) for Construction was released on March 3, 2026. Bids were due on March 31, 2026, and the City received four (4) bids. The contract was awarded to Knife River, and the construction is planned to begin in Mid-May, with completion at the end of 2026. A final Community Meeting will be held on May 13, 2026, at Tranquil Park to provides an opportunity for neighbors to meet the project team, learn more about construction activities, and ask questions.

## Engineering Division, Capital Projects

### Charbonneau Storm Improvements Phase II A (7072)

This project provides design and construction for replacement of a portion of the stormwater pipeline as part of the Charbonneau Consolidated Improvement Plan, Project #37 Charbonneau Storm Improvements Phase II. Replacement of the 815-foot long section of 12-inch storm pipe has become a priority project as a result of recent inspection by the Public Works Department that identified significant deterioration and vulnerability to collapse. The pipeline is adjacent to residential and commercial buildings that could be susceptible to damage should the pipeline or a portion of the pipeline collapse or become plugged. Survey fieldwork is substantially complete as of February, and the 30% Design milestone by 3J Consulting is in review.



### Miley Road – Storm Sewer Improvements (7071)

This project will remove and replace the existing storm sewer and pipe outfall within Miley Road, which is in very poor condition and is a concern for erosion and pipe collapse during a large rain event. Construction is anticipated to be split into two phases: the first phase being the replacement of the sewer outfall and upstream pipe/inlets to the east up to the intersection of Airport Road, and the second phase being removal and replacement of the remainder of the upstream pipe and structures that run parallel to Miley Road up to Armitage Road. A Professional Services Agreement (PSA) for engineering design and survey fieldwork/data collection was awarded to WSP USA Inc. at the December 15 City Council Meeting.

Engineering design has begun, with a preliminary alternatives analysis of viable design options for City review is anticipated in mid-May. Construction of Phase 1 is anticipated for spring 2027 after permitting is complete. Construction of phase 2 is anticipated to begin in spring 2028.



## Engineering Division, Capital Projects

### **Stafford Road Improvements Project (4219, 2111, and 1158)**

The Stafford Road Improvements Project includes improving a section of Stafford Road between Boeckman Road and Kahle Road to meet current City standards for a major arterial roadway and as detailed in the Frog Pond East and South Master Plan. The roadway improvements consist of urban upgrades to enhance multi-modal connectivity by adding bike lanes, sidewalks, transit stops, and turn lanes that accommodate access to existing and planned adjacent neighborhoods. The project will include two roundabouts with the intersections of Brisband Street and Kahle Road, as well as an enhanced pedestrian crosswalk with a flashing beacon at Frog Pond Lane. In addition to roadway improvements, this project includes an extension of a 12-inch sanitary sewer pipeline and 12-inch drinking water pipeline, as well as undergrounding of overhead utilities and relocation of Portland General Electric high voltage transmission lines on Stafford Road between Boeckman Road and Kahle Road. Surveying, geotechnical explorations, wetland delineation, archeological survey, transportation studies, and a tree inventory began in August 2025 at the project site. The City anticipates the 30% design will be delivered by the consultant team in May 2026.

### **Water System Master Plan (1154)**

The purpose of the Plan is to evaluate necessary capital improvements to accommodate anticipated population growth, meet regulatory requirements, provide seismic resilience, and ensure system reliability. Various elements of the Plan include estimating population growth over the next 20 years, anticipating changes to state and federal regulations, identifying and correcting water storage and transmission capacity limitations, reducing vulnerability to seismic events, and developing emergency response strategies to protect and preserve proper functionality of the City's water supply, storage, and distribution systems. Upon completion, the Plan will be utilized to determine the needed adjustments to water utility rates and system development charges to implement the recommended capital improvements. When the draft capital improvement plan (CIP) is developed, open house meetings will be held to present the recommended CIP and solicit public feedback. These meetings are tentatively scheduled to occur around October 2026.

### **WWTP Aeration Basin Expansion (2113)**

This project constructs a fourth aeration basin and a seventh blower to expand secondary treatment capacity at the Wastewater Treatment Plant. The project includes earthwork, landscaping, and site drainage improvements. A design consultant has been selected, with a contract award by City Council anticipated in April/May 2026. Design is tentatively scheduled to be completed in early 2028, with construction starting in spring of 2028.

### **WWTP Backup UV System Replacement (2109)**

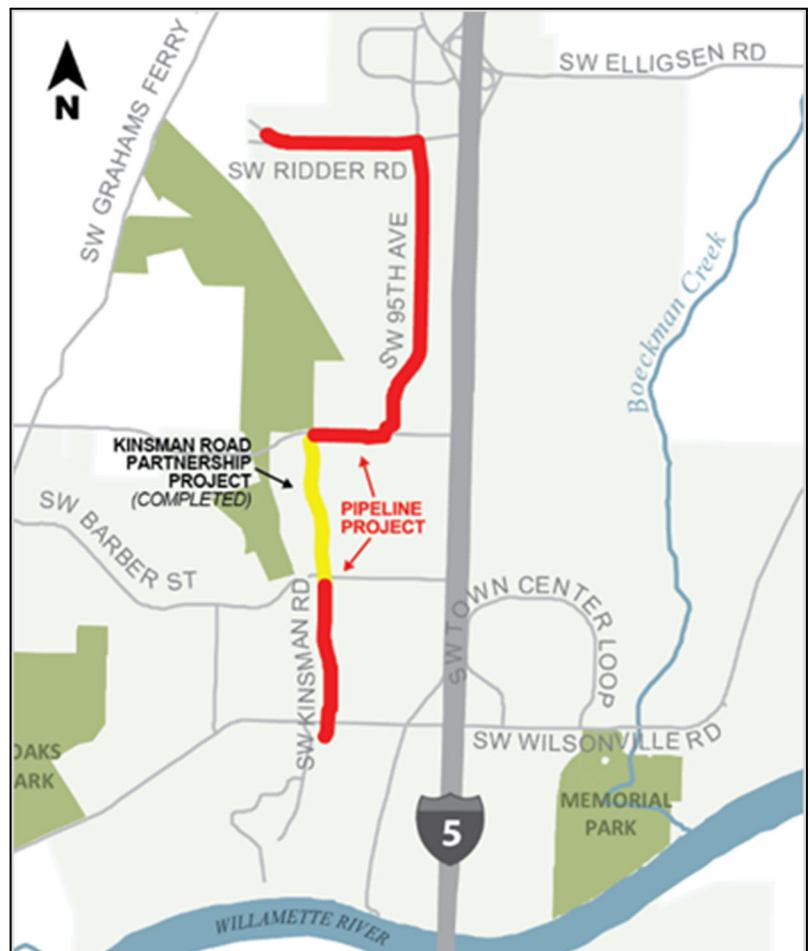
This project will replace the outdated backup UV disinfection system at the Wastewater Treatment Plant (WWTP). The new system will enhance disinfection reliability, ensure compliance with regulatory standards, and provide critical redundancy during peak flows or primary system maintenance. Design is underway, with completion expected in August 2026. Construction is anticipated to occur from September 2026 to September 2027.

## Engineering Division, Capital Projects

### WWSP Coordination (1127)

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

- **Phase 1, Wilsonville Road (PLM\_1.1)** Arrowhead Creek Lane to Wilsonville Road—**COMPLETE**
- **Phase 2, Garden Acres Road to 124th (PLM\_1.2)** Ridder Road to Day Road—**COMPLETE**
- **Phase 3, Wilsonville Road to Garden Acres Road (PLM\_1.3)** The WWSP's last section of transmission pipeline to be constructed in the City of Wilsonville began in Fall 2022, with completion planned for 2026. It will connect the remaining portion of the pipeline through Wilsonville and has an alignment along Kinsman Road, Boeckman Road, 95th Avenue, and Ridder Road (see image). The Engineering Division is currently in the process of reviewing final plans and coordinating construction. The trenchless crossing under Wilsonville Road and under Boeckman Road have been completed. Pipe install on Kinsman Road from Wilsonville Road to Barber Street has been completed and restoration at the intersection of Wilsonville Road and Kinsman Road is ongoing. Pipe install on 95th Avenue from Boeckman Road to Ridder Road has been completed and restoration of the road is ongoing. Permanent concrete road panel restoration of 95th Avenue began in April 2025 and was completed in November 2025. Pipe install on Ridder Road west of 95th Avenue began in June 2025, has been completed, and restoration of the road is ongoing. Temporary traffic control on Kinsman Road, 95th Avenue, and Ridder Road during final restoration efforts will be required to accommodate remaining construction activities. Additional upgrades to the intersections at Boeckman Road and 95th Avenue and Ridder and 95th Avenue are expected to be completed by late 2026.



## Engineering Division, Private Development

### Residential Construction Activities

#### Canyon Creek South Phase 3

The status of this project remains the same as last couple of months. The contractor continues to work on punchlist items for closeout. The City is reviewing plans for the open space improvements.

#### Frog Pond West

Frog Pond West continues to see significant construction activities. Home construction in the Frog Pond Estates, Frog Pond Oaks, Frog Pond Terrace, Frog Pond Overlook, and Frog Pond Vista subdivisions is on-going.

- The contractor is working to complete the frontage improvements along Brisband at the Frog Pond Neighborhood Park project.
- Frog Pond Petras, a 21-lot subdivision located on the northern corner of Frog Pond Lane and Stafford Road, is under construction. The internal alley and Windflower Street have been paved. The contractor is working to install the median on Frog Pond Lane and final paving.
- Construction is nearing completion at Frog Pond Primary, the new West Linn-Wilsonville School District (District) primary school on Boeckman Road. The contractor is continuing to work on punchlist items.
- Frog Pond Ridgecrest, a 54-lot subdivision located on the south side of Frog Pond Lane, just east of the Frog Pond Terrace subdivision, subdivision construction is substantially complete and home construction is underway.



Frog Pond Petras: picture taken looking West from Stafford Road.



Frog Pond Ridgecrest: picture taken looking southwest from Frog Pond Lane

## Natural Resources Division

### Pollinator Pedal

The Natural Resources Program partnered with SMART to offer a “Pollinator Pedal” on April 11. The bike ride started at Memorial Park and included an eight-mile trip through Wilsonville. The ride highlighted the City’s commitment to preserving and conserving pollinators and offered opportunities to view and discuss pollinator habitats in Wilsonville. It was the perfect way to spend a spring day!

A promotional poster for a community bike ride. The background is a light pink wash with scattered pink cherry blossom petals and larger cherry blossom flowers. In the center, five black silhouettes of people riding bicycles are arranged in a line. Above the silhouettes, the text "POLLINATOR PEDAL" is written in large, bold, pink, sans-serif capital letters. Below that, "COMMUNITY BIKE RIDE" is written in smaller, black, sans-serif capital letters. Below the silhouettes, "PEDALEO POLINIZADOR" is written in large, bold, pink, sans-serif capital letters. Below that, "UN PASEO COMUNITARIO EN BICICLETA" is written in smaller, black, sans-serif capital letters. At the bottom left is the SMART logo (South Metro Area Regional Transit). At the bottom center is the text "Memorial Park by the Tennis Courts" and "8100 SW Wilsonville Rd.". At the bottom right is the Wilsonville Oregon logo, which features a stylized tree icon and the text "WILSONVILLE OREGON".

**POLLINATOR  
PEDAL**  
COMMUNITY BIKE RIDE

**PEDALEO  
POLINIZADOR**  
UN PASEO COMUNITARIO EN  
BICICLETA

**SMART**  
SOUTH METRO AREA REGIONAL TRANSIT

Memorial Park by the Tennis Courts  
8100 SW Wilsonville Rd.

**WILSONVILLE  
OREGON**

## Planning Division, Current

### Administrative Land Use Decisions Issued

- 5 Type A Tree Permits
- 8 Type B Tree Permits
- 3 Class 1 Administrative Reviews
- 1 Class 1 Sign Permit

### Construction Permit Review, Development Inspections, and Project Management

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

- A new car dealership on Parkway Avenue
- A new neighborhood park in Frog Pond
- Frog Pond Primary School
- Industrial development on Day Road and Garden Acres Road
- Residential subdivisions in Frog Pond West on Canyon Creek Road S
- Villebois Village Center Mixed-use Development
- Vuela Transit Oriented Development (TOD) on Barber Street

### Development Review Board (DRB)

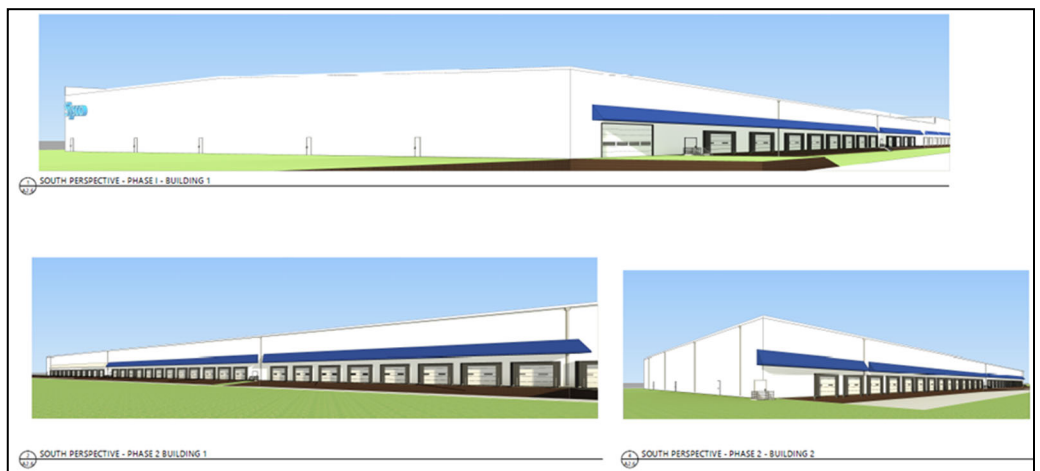
DRB Panel A did not meet in April.

DRB Panel B met on April 27. Staff conducted a training regarding the Frog Pond East and South Master Plan and Development Code.

### DRB Projects Under Review

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

- Industrial campus expansion at Sysco
- Vehicle charging station at Barber Street and Boones Ferry Road
- Stafford Ridge, the first proposed development in Frog Pond East
- Twist Bioscience storage buildings at ParkWorks
- PGE Transmission Line Upgrade in northwest Wilsonville
- Willamette Greenway Conditional Use Permit for single family home
- Open Space revision at Spring Terrace subdivision



Sysco Expansion – Proposed Building Elevations

## Planning Division, Long Range

### **Housing Statutory Compliance Project**

This two-part project will update Wilsonville's Development Code to incorporate new statutory requirements related to residential development from the 2025 Oregon Legislative session. Part 1 of the project will focus on Section 3 of SB 974, which requires cities and counties to issue land use decisions without a public hearing on certain residential development applications, including Wilsonville's most common residential land use applications. The project also will incorporate changes required by Section 17 of HB 4037, which passed in the 2026 Oregon Legislative Session, and will integrate Action C of the 2025 Housing Production Strategy, which calls for the City to implement an administrative review process for residential development. In April, the project team held a work session with City Council to review and gather input on draft Development Code amendments for Part 1 of the project. Final Code amendments will be presented to Planning Commission at a public hearing in May. The amendments related to Section 3 of SB 974 must be in effect by July 1, 2026.

### **Planning Commission**

On April 8, the Planning Commission held a work session where they provided feedback on the Preliminary Preferred Concept for the West Railroad Area and provided direction on potential policy considerations.

### **Wilsonville Industrial Land Readiness (WILR) Project**

The Wilsonville Industrial Land Readiness (WILR) project integrates a focused analysis of development potential within the Basalt Creek Concept Plan area with a citywide Economic Opportunities Analysis (EOA) and Economic Development Strategy (EDS). Collectively, these efforts are intended to guide long-term employment growth and inform strategic land use planning in Wilsonville.

In April, staff, in coordination with consulting firm MIG, conducted work sessions with both the Planning Commission and City Council to present the West Railroad (WRR) Preliminary Preferred Concept. This concept illustrates potential future access points, internal street connectivity, and a range of flexible employment land uses for the area. Both bodies expressed general support for the preferred concept and its direction. Staff also continues to advance work on other parts of the Basalt Creek Master Plan (BCMP), including preparation of development code amendments and Comprehensive Plan updates. Ongoing coordination with multiple consultants is focused on identifying and planning for necessary infrastructure improvements, including water, sewer, transportation, and stormwater systems.

- **Driving Efficiency Through Electronic Payments:** The City continues to improve efficiency, security, and vendor/employee convenience by expanding the use of electronic payments whenever feasible. Staff meet annually with the City’s financial institution to review cash-handling controls, payment trends, and industry best practices. Today, only 10% of the City’s payments are issued by paper check, well below the 30% average among comparable agencies with the remaining 90% processed electronically.
  
- **Utility Billing—Online Payments:** Residents are also encouraged to take advantage of online payment options, which provide a fast, efficient, and convenient experience. A quick click of the mouse and a payment is made. Is it really that easy? We hope it appears that way for our customers. This is what is happening behind the scenes.
  1. **Payment Initiation:** The customer accesses the online bill payment service — via a web portal, mobile app, interactive voice response (automated telephone technology) or even a text message — and enters their payment details (credit card, debit card, or bank account for an Automated Clearing House (ACH) transfer).
  2. **Encryption and Tokenization:** Before any data leaves the customer’s device, it’s encrypted. Sensitive card information is replaced with a token, a critical step in maintaining Payment Card Industry Data Security Standards (PCI DSS) and protecting cardholder data end-to-end.
  3. **Gateway Submission:** The encrypted payment data is sent to a payment gateway, the digital equivalent of a point-of-sale terminal, which acts as the secure bridge between your billing platform and the payment processor.
  4. **Payment Processing:** The payment processing platform forwards the transaction details to the relevant card network (Visa, Mastercard, etc.) or, in the case of ACH transactions, routes the request through the Nacha network for bank-to-bank transfer.
  5. **Authorization Request:** The transaction is sent to the customer’s issuing bank, which checks for available funds, flags potential fraud, and returns an approval or denial typically in a matter of seconds.
  6. **Authorization Response:** The approval or denial is routed back through the processor and gateway to the customer access, where the customer sees a confirmation or an error message in real time.
  7. **Capture and Batching:** Approved transactions are “captured” and grouped into a batch. Card payment batches are automatically settled by the merchant service provider at the end of each business day.
  8. **Clearing and Settlement:** The card networks or ACH network process the batch. Funds are transferred from the customer’s bank to the City’s merchant account.
  9. **Reconciliation:** City staff verify the receipt batch in the Utility Billing software match the online payment batch totals before finalizing the payments in the Utility Billing software.
  10. **Reporting and Analytics:** City accountants have access to all transactions. This includes confirmations, declines, and trends such as when payments are made or by which payment methods.
  
- **ATTACHED FINANCIALS:** Finance continues to monitor all departments for on-going budget compliance.

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>110 - General Fund</b>				
Taxes	\$ 17,528,500	\$ 15,910,571	\$ 1,617,929	91%
Intergovernmental	3,254,985	2,480,186	774,799	76%
Licenses and permits	171,700	117,714	53,986	69%
Charges for services	384,102	327,469	56,633	85%
Fines and forfeitures	180,000	164,900	15,100	92%
Investment revenue	531,000	771,126	(240,126)	145%
Other revenues	829,450	723,358	106,092	87%
Transfers in	6,507,480	4,472,601	2,034,879	69%
<b>TOTAL REVENUES</b>	<b>\$ 29,387,217</b>	<b>\$ 24,967,925</b>	<b>\$ 4,419,292</b>	<b>85%</b>
Personnel services	\$ 14,095,430	\$ 10,690,956	\$ 3,404,474	76%
Materials and services	15,424,012	10,438,001	4,986,011	68%
Capital outlay	135,000	92,100	42,900	68%
Transfers out	6,148,458	2,047,462	4,100,996	33%
<b>TOTAL EXPENDITURES</b>	<b>\$ 35,802,900</b>	<b>\$ 23,268,518</b>	<b>\$ 12,534,382</b>	<b>65%</b>
<b>610 - Fleet Fund</b>				
Charges for services	\$ 1,933,368	\$ 1,611,140	\$ 322,228	83%
Investment revenue	48,000	41,846	6,154	87%
<b>TOTAL REVENUES</b>	<b>\$ 1,981,368</b>	<b>\$ 1,671,151</b>	<b>\$ 310,217</b>	<b>84%</b>
Personnel services	\$ 1,155,130	\$ 824,312	\$ 330,818	71%
Materials and services	840,440	596,899	243,541	71%
Capital outlay	532,000	271,692	260,308	51%
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,527,570</b>	<b>\$ 1,692,903</b>	<b>\$ 834,667</b>	<b>67%</b>
<b>230 - Building Inspection Fund</b>				
Licenses and permits	\$ 952,000	\$ 1,012,499	\$ (60,499)	106%
Investment revenue	157,000	147,518	9,482	94%
<b>TOTAL REVENUES</b>	<b>\$ 1,109,000</b>	<b>\$ 1,160,017</b>	<b>\$ (51,017)</b>	<b>105%</b>
Personnel services	\$ 1,148,520	\$ 812,941	\$ 335,579	71%
Materials and services	243,155	141,650	101,505	58%
Transfers out	422,808	352,340	70,468	83%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,814,483</b>	<b>\$ 1,306,931</b>	<b>\$ 507,552</b>	<b>72%</b>
<b>231 - Community Development Fund</b>				
Licenses and permits	\$ 446,718	\$ 563,131	\$ (116,413)	126%
Charges for services	457,002	244,338	212,664	53%
Intergovernmental	598,995	100,000	498,995	17%
Investment revenue	93,000	103,447	(10,447)	111%
Transfers in	4,688,565	3,264,843	1,423,723	70%
<b>TOTAL REVENUES</b>	<b>\$ 6,284,280</b>	<b>\$ 4,304,689</b>	<b>\$ 1,979,591</b>	<b>68%</b>
Personnel services	\$ 3,995,690	\$ 2,883,820	\$ 1,111,870	72%
Materials and services	1,031,820	521,702	510,118	51%
Transfers out	1,170,209	662,000	508,209	57%
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,197,719</b>	<b>\$ 4,067,522</b>	<b>\$ 2,130,197</b>	<b>66%</b>
<b>240 - Road Operating Fund</b>				
Intergovernmental	\$ 2,181,000	\$ 1,492,824	\$ 688,176	68%
Investment revenue	26,000	39,156	(13,156)	151%
Transfers in	509,940	503,273	6,667	99%
<b>TOTAL REVENUES</b>	<b>\$ 2,716,940</b>	<b>\$ 2,035,253</b>	<b>\$ 681,687</b>	<b>75%</b>
Personnel services	\$ 608,120	\$ 349,373	\$ 258,747	57%
Materials and services	789,894	524,122	265,772	66%
Capital outlay	44,850	49,362	(4,512)	110%
Debt service	360,000	356,446	3,554	99%
Transfers out	1,420,588	557,153	863,435	39%
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,223,452</b>	<b>\$ 1,836,456</b>	<b>\$ 1,386,996</b>	<b>57%</b>

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>241 - Road Maintenance Fund</b>				
Charges for services	\$ 2,661,000	\$ 2,133,359	\$ 527,642	80%
Investment revenue	172,000	172,741	(741)	100%
<b>TOTAL REVENUES</b>	<b>\$ 2,833,000</b>	<b>\$ 2,306,100</b>	<b>\$ 526,900</b>	<b>81%</b>
Transfers out	\$ 3,081,080	\$ 1,332,198	\$ 1,748,883	43%
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,081,080</b>	<b>\$ 1,332,198</b>	<b>\$ 1,748,883</b>	<b>43%</b>
<b>260 - Transit Fund</b>				
Taxes	\$ 6,300,000	\$ 5,050,493	\$ 1,249,507	80%
Intergovernmental	2,757,000	2,241,984	515,016	81%
Charges for services	20,000	15,364	4,636	77%
Investment revenue	698,000	564,447	133,553	81%
Other revenues	21,000	22,276	(1,276)	106%
<b>TOTAL REVENUES</b>	<b>\$ 9,796,000</b>	<b>\$ 7,894,563</b>	<b>\$ 1,901,437</b>	<b>81%</b>
Personnel services	\$ 5,871,460	\$ 4,019,809	\$ 1,851,651	68%
Materials and services	2,914,658	2,285,763	628,895	78%
Capital outlay	1,158,000	88,933	1,069,067	8%
Transfers out	3,062,248	2,069,519	992,729	68%
<b>TOTAL EXPENDITURES</b>	<b>\$ 13,006,366</b>	<b>\$ 8,464,024</b>	<b>\$ 4,542,342</b>	<b>65%</b>
<b>510 - Water Operating Fund</b>				
Charges for services	\$ 10,864,000	\$ 7,645,310	\$ 3,218,690	70%
Investment revenue	412,000	506,828	(94,828)	123%
Other revenues	40,000	80,807	(40,807)	202%
<b>TOTAL REVENUES</b>	<b>\$ 11,316,000</b>	<b>\$ 8,232,946</b>	<b>\$ 3,083,054</b>	<b>73%</b>
Personnel services	\$ 753,650	\$ 418,302	\$ 335,348	56%
Materials and services	5,285,211	3,279,429	2,005,782	62%
Capital outlay	2,204,493	796,314	1,408,179	36%
Debt service	375,000	370,757	4,243	99%
Transfers out	4,133,609	1,592,011	2,541,598	39%
<b>TOTAL EXPENDITURES</b>	<b>\$ 12,751,963</b>	<b>\$ 6,456,812</b>	<b>\$ 6,295,151</b>	<b>51%</b>
<b>520 - Sewer Operating Fund</b>				
Charges for services	\$ 7,833,000	\$ 5,888,380	\$ 1,944,620	75%
Investment revenue	380,000	375,314	4,686	99%
Other revenues	31,500	22,767	8,733	72%
Loan proceeds	10,500,000	-	10,500,000	0%
Transfers in	600,000	600,000	-	100%
<b>TOTAL REVENUES</b>	<b>\$ 19,344,500</b>	<b>\$ 6,886,461</b>	<b>\$ 12,458,039</b>	<b>36%</b>
Personnel services	\$ 505,250	\$ 276,805	\$ 228,445	55%
Materials and services	4,729,522	3,054,951	1,674,571	65%
Capital outlay	114,850	49,362	65,488	43%
Debt service	2,886,000	359,469	2,526,531	12%
Transfers out	13,823,655	1,661,995	12,161,660	12%
<b>TOTAL EXPENDITURES</b>	<b>\$ 22,059,277</b>	<b>\$ 5,402,582</b>	<b>\$ 16,656,695</b>	<b>24%</b>
<b>550 - Street Lighting Fund</b>				
Charges for services	\$ 559,000	\$ 413,527	\$ 145,473	74%
Investment revenue	34,000	37,392	(3,392)	110%
<b>TOTAL REVENUES</b>	<b>\$ 593,000</b>	<b>\$ 450,919</b>	<b>\$ 142,081</b>	<b>76%</b>
Materials and services	\$ 367,290	\$ 188,541	\$ 178,749	51%
Transfers out	1,280,827	852,896	427,931	67%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,648,117</b>	<b>\$ 1,041,438</b>	<b>\$ 606,679</b>	<b>63%</b>
<b>570 - Stormwater Operating Fund</b>				
Charges for services	\$ 3,581,000	\$ 2,870,623	\$ 710,377	80%
Investment revenue	242,000	228,727	13,273	95%
<b>TOTAL REVENUES</b>	<b>\$ 3,823,000</b>	<b>\$ 3,099,351</b>	<b>\$ 723,649</b>	<b>81%</b>
Personnel services	\$ 480,980	\$ 288,413	\$ 192,567	60%
Materials and services	848,994	513,255	335,739	60%
Capital outlay	44,850	49,362	(4,512)	110%
Debt service	325,000	321,317	3,683	99%
Transfers out	4,759,006	1,353,313	3,405,693	28%
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,458,830</b>	<b>\$ 2,525,661</b>	<b>\$ 3,933,169</b>	<b>39%</b>

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>336 - Frog Pond Development</b>				
Licenses and permits	\$ 2,500,000	\$ 1,527,470	\$ 972,531	61%
Investment revenue	27,000	154,183	(127,183)	571%
<b>TOTAL REVENUES</b>	<b>\$ 2,527,000</b>	<b>\$ 1,681,653</b>	<b>\$ 845,347</b>	<b>67%</b>
Materials and services	\$ 19,540	\$ 2,304	\$ 17,236	12%
Transfers out	3,573,177	1,337,334	2,235,843	37%
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,592,717</b>	<b>\$ 1,339,638</b>	<b>\$ 2,253,079</b>	<b>37%</b>
<b>348 - Washington County TDT</b>				
Washington County TDT	\$ -	\$ -	\$ -	-
Investment revenue	112,000	91,706	20,294	82%
<b>TOTAL REVENUES</b>	<b>\$ 112,000</b>	<b>\$ 91,706</b>	<b>\$ 20,294</b>	<b>82%</b>
<b>346 - Roads SDC</b>				
System Development Charges	\$ 2,100,000	\$ 3,299,862	\$ (1,199,862)	157%
Investment revenue	287,000	341,571	(54,571)	119%
<b>TOTAL REVENUES</b>	<b>\$ 2,387,000</b>	<b>\$ 3,641,433</b>	<b>\$ (1,254,433)</b>	<b>153%</b>
Materials and services	\$ 40,760	\$ 6,937	\$ 33,823	17%
Transfers out	8,213,181	250,206	7,962,975	3%
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,253,941</b>	<b>\$ 257,143</b>	<b>\$ 7,996,798</b>	<b>3%</b>
<b>396 - Parks SDC</b>				
System Development Charges	\$ 1,320,000	\$ 2,200,245	\$ (880,245)	167%
Investment revenue	77,000	98,169	(21,169)	127%
<b>TOTAL REVENUES</b>	<b>\$ 1,397,000</b>	<b>\$ 2,298,414</b>	<b>\$ (901,414)</b>	<b>165%</b>
Materials and services	\$ 9,490	\$ 3,450	\$ 6,040	36%
Transfers out	918,557	89,538	829,019	10%
<b>TOTAL EXPENDITURES</b>	<b>\$ 928,047</b>	<b>\$ 92,988</b>	<b>\$ 835,059</b>	<b>10%</b>
<b>516 - Water SDC</b>				
System Development Charges	\$ 1,000,000	\$ 2,059,338	\$ (1,059,338)	206%
Investment revenue	65,000	84,836	(19,836)	131%
<b>TOTAL REVENUES</b>	<b>\$ 1,065,000</b>	<b>\$ 2,144,175</b>	<b>\$ (1,079,175)</b>	<b>201%</b>
Materials and services	\$ 14,570	\$ 3,642	\$ 10,928	25%
Debt service	453,000	450,724	2,276	99%
Transfers out	3,888,490	2,587,475	1,301,015	67%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,356,060</b>	<b>\$ 3,041,841</b>	<b>\$ 1,314,219</b>	<b>70%</b>
<b>526 - Sewer SDC</b>				
System Development Charges	\$ 1,000,000	\$ 2,256,649	\$ (1,256,649)	226%
Investment revenue	30,000	54,414	(24,414)	181%
<b>TOTAL REVENUES</b>	<b>\$ 1,030,000</b>	<b>\$ 2,311,062</b>	<b>\$ (1,281,062)</b>	<b>224%</b>
Materials and services	\$ 12,380	\$ 2,507	\$ 9,873	20%
Transfers out	1,751,531	680,906	1,070,625	39%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,763,911</b>	<b>\$ 683,412</b>	<b>\$ 1,080,499</b>	<b>39%</b>
<b>576 - Stormwater SDC</b>				
System Development Charges	\$ 170,000	\$ 319,517	\$ (149,517)	188%
Investment revenue	144,000	118,724	25,276	82%
<b>TOTAL REVENUES</b>	<b>\$ 314,000</b>	<b>\$ 438,240</b>	<b>\$ (124,240)</b>	<b>140%</b>
Materials and services	\$ 5,650	\$ 598	\$ 5,052	11%
Transfers out	647,645	154,439	493,206	24%
<b>TOTAL EXPENDITURES</b>	<b>\$ 653,295</b>	<b>\$ 155,037</b>	<b>\$ 498,258</b>	<b>24%</b>

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>815 - Westside Capital Projects</b>				
Investment revenue	\$ 224,000	\$ 191,019	\$ 32,981	85%
<b>TOTAL REVENUES</b>	<b>\$ 224,000</b>	<b>\$ 191,019</b>	<b>\$ 32,981</b>	<b>85%</b>
Materials and services	\$ 375,000	\$ 99,480	\$ 275,521	27%
Capital outlay	2,851,000	502,812	2,348,188	18%
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,226,000</b>	<b>\$ 602,291</b>	<b>\$ 2,623,709</b>	<b>19%</b>
<b>825 - Coffee Creek Capital Projects</b>				
Investment revenue	\$ 14,000	\$ 20,266	\$ (6,266)	145%
Transfers in	500,000	500,000	-	100%
<b>TOTAL REVENUES</b>	<b>\$ 514,000</b>	<b>\$ 520,266</b>	<b>\$ (6,266)</b>	<b>101%</b>
Materials and services	\$ 236,004	\$ 121,616	\$ 114,388	52%
<b>TOTAL EXPENDITURES</b>	<b>\$ 866,004</b>	<b>\$ 121,616</b>	<b>\$ 744,388</b>	<b>14%</b>
<b>827 - Coffee Creek Debt Service</b>				
Taxes	\$ 718,000	\$ 760,743	\$ (42,743)	106%
Investment revenue	29,000	20,806	8,194	72%
<b>TOTAL REVENUES</b>	<b>\$ 747,000</b>	<b>\$ 781,549</b>	<b>\$ (34,549)</b>	<b>105%</b>
Debt service	\$ 780,000	\$ 639,149	\$ 140,851	82%
<b>TOTAL EXPENDITURES</b>	<b>\$ 780,000</b>	<b>\$ 639,149</b>	<b>\$ 140,851</b>	<b>82%</b>
<b>830 - Wilsonville Investment Now Program</b>				
Taxes	\$ 1,174,100	\$ 856,514	\$ 317,586	73%
<b>TOTAL REVENUES</b>	<b>\$ 1,174,100</b>	<b>\$ 856,514</b>	<b>\$ 317,586</b>	<b>73%</b>
Materials and services	\$ 1,174,100	\$ -	\$ 1,174,100	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,174,100</b>	<b>\$ -</b>	<b>\$ 1,174,100</b>	<b>0%</b>



*The library provided free copies of the book “They Called Us Enemy” by George Takei for the “One Book, One Coast” collaborative program.*

## From the Director

April at the library was all about shared reading and community. The month kicked off the “One Book, One Coast” collaborative program, uniting a wide network of West Coast libraries in a shared celebration of literacy, learning, community, and civil discourse. From April 1 through May 31, participants will read and discuss *They Called Us Enemy* by George Takei.

The Wilsonville Public Library Foundation purchased 100 of copies of the book to give away, and the books were gone almost as soon as they were put out. The first program held in conjunction was a history talk about Japanese Americans in Oregon on April 16, which gave attendees a chance to learn, reflect, and connect with local history in a meaningful way. More programs are coming in May, including Japanese cultural performances.

*-Shasta Sasser, Library Director*

## Children's Services

### Beginning Birding for Families

Aaron Campbell, the "Nature Nerd," gave a fun informative birding presentation, and then gave a guided walk for families interested in becoming birders at this program on Sunday, April 12.

### Series Saturday

School age fans of the popular graphic novel *InvestiGATORS* series participated in various activities related to the book series, including trivia and making spy tech vests. Participants enjoyed gummie alligator snacks, and entered a raffle for a copy of the newest book in the series.

### UPCOMING:

- Series Saturday on Saturday, May 2, at 2pm.
- Star Wars Day on Monday, May 4, at 3pm.
- Wilsonville High School Robotics Team on Saturday, May 23, at 1pm.
- Storytime with 2025 Miss Oregon Junior Teen on Sunday, May 24, at 2pm.



*Young library patrons played with instruments, listened to stories, and learned some Mandarin at "Music Class with Heart Strings Mandarin" on April 18.*



*Teen library patrons made book art at the Teen Craft Club on April 18.*

## Teen Services

### Teen Craft Club

Librarian Crystal led this month's club in making book art on Saturday, April 18.

### Teen Afterschool Drop-in Activities

On Wednesday afternoons from 3-6pm, teens dropped in to the library's Teen Area for video games, movies, crafts, and snacks.

### UPCOMING:

- Teen Afterschool Drop-in Activities on Wednesdays, from 3-6pm.
- Teen Craft Club on Saturday, May 16, at 3pm featuring painting.

## Adult Services

### Rhyme ‘em, Cowboy!

Nationally recognized cowboy poet Tom Swearingen provided a fun and entertaining introduction to cowboy poetry and its use of rhythm and rhyme to communicate stories of the west on April 9. Over 50 people attended the event.

### “The History of Japanese Americans in Oregon” Talk

Japanese American Museum of Oregon docent Bob Yokoyama gave a presentation that covered the early struggles of Japanese Americans in Oregon, the injustice of World War II incarceration, and how Japanese Americans rebuilt their lives and contributed to Oregon in the decades that followed at this program on April 16.



*Cowboy Poet Tom Swearingen captivated the audience with his poetry and stories on April 9.*

### UPCOMING:

- Film screening of “Farewell to Manzanar” on Friday, May 15, at 3pm.
- Repair Fair on Saturday, May 30, at 10am.
- Oregon Koto-kai performance on Saturday, May 30, at 2pm.

## Library Giving Day April 1-7



**This Library Giving Day,  
lend your support to the  
HEART of our community—  
your local library.**

*The Library Giving Day fundraising event raised \$15,000 for the Wilsonville Public Library Foundation.*

## Around the Library

### Library Giving Day

The Wilsonville Public Library Foundation held Library Giving Day from April 1 to 7. The online fundraising event raised \$15,000.

Donations received for Library Giving Day help support a variety of programs at the library. Among them is Dolly Parton’s Imagination Library program which provides Wilsonville children up to five years old a free book each month in the mail for them to keep forever.

Donations also support creative initiatives that encourage lifelong learning, including children’s science programs, adult lectures and workshops, and the all ages Tiny Art Show.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1 Tiny Art Show Winners</b> <b>Family Storytime</b> 10:30-11am <b>Profiles</b> Romanticism in Five Great Poems 11-12:30pm Zoom <b>Teen After School Drop-in</b> 3-6pm	<b>2</b> <b>Family Storytime</b> 10:30-11am <b>Tabletop Night</b> Everdell 6-7:30pm	<b>3</b> <b>WIC Pop-Up Clinic</b> 10am-12pm 1-4pm <b>Play Group</b> 10:30am-12pm	<b>4</b> <b>Space Talks</b> The International Space Station at 25 11am-12:30pm <b>Series Saturday</b> InvestiGATORS 2-3pm
<b>5</b>	<b>6</b> <b>No School? Catapult into April with a Take &amp; Make!</b> While Supplies Last <b>Blood Drive</b> 1-6pm <b>Sit and Stitch</b> 1:30-3pm	<b>7</b> <b>ODHS</b> 10am-12pm 1-3pm <b>Intermediate ESL</b> 10-11:30am <b>Toddler Time</b> 10:30-11am 11:15-11:45am <b>Baby Storytime</b> 12:15-12:55pm	<b>8</b> <b>Family Storytime</b> 10:30-11am <b>Teen After School Drop-in</b> 3-6pm	<b>9</b> <b>Family Storytime</b> 10:30-11am <b>Rhyme 'Em Cowboy!</b> 6-7:30pm	<b>10</b> <b>Play Group</b> 10:30am-12pm	<b>11</b> <b>Pollinator Pedal Community Bike Ride</b> Meet at 10:30, Depart at 11:00 <b>Spanish Storytime</b> 11am-11:30am <b>Booknotes Concert</b> 2-3pm
<b>12</b> <b>Beginning Birding for Families with the Nature Nerd</b> 2-3:30pm	<b>13</b> <b>Gmail</b> 11am-12pm <b>Sit and Stitch</b> 1:30-3pm <b>Teen Advisory Board</b> 4:30-5:30pm	<b>14</b> <b>ODHS</b> 10am-12pm 1-3pm <b>Intermediate ESL</b> 10-11:30am <b>Toddler Time</b> 10:30-11am 11:15-11:45am <b>Baby Storytime</b> 12:15-12:55pm	<b>15</b> <b>Family Storytime</b> 10:30-11am <b>Teen After School Drop-in</b> 3-6pm	<b>16</b> <b>Family Storytime</b> 10:30-11am <b>The History of Japanese Americans in Oregon</b> 6-7:30pm	<b>17</b> <b>WIC Pop-Up Clinic</b> 10am-12pm 1-4pm <b>Play Group</b> 10:30am-12pm	<b>18</b> <b>Heart Strings Mandarin</b> 11-11:30am <b>Teen Craft Club</b> Book Art 3-5pm
<b>19</b>	<b>20</b> <b>Microsoft Word</b> 11am-12pm <b>Genealogy Club</b> 1-2:30pm <b>Sit and Stitch</b> 1:30-3pm	<b>21</b> <b>ODHS</b> 10am-12pm 1-3pm <b>Intermediate ESL</b> 10-11:30am <b>Toddler Time</b> 10:30-11am 11:15-11:45am <b>Baby Storytime</b> 12:15-12:55pm	<b>22</b> <b>Family Storytime</b> 10:30-11am <b>Community Center Book Club</b> The Night Circus 1-2pm <b>Teen After School Drop-in</b> 3-6pm	<b>23</b> <b>Family Storytime</b> 10:30-11am	<b>24</b> <b>Play Group</b> 10:30am-12pm	<b>25</b>
<b>26</b>	<b>27</b> <b>Online Job Searches</b> 11am-12pm <b>Sit and Stitch</b> 1:30-3pm <b>Teen Advisory Board</b> 4:30-5:30pm	<b>28</b> <b>ODHS</b> 10am-12pm 1-3pm <b>Intermediate ESL</b> 10-11:30am <b>Toddler Time</b> 10:30-11am 11:15-11:45am <b>Baby Storytime</b> 12:15-12:55pm	<b>29</b> <b>Family Storytime</b> 10:30-11am <b>Teen After School Drop-in</b> 3-6pm	<b>30</b> <b>Family Storytime</b> 10:30-11am <b>Put a Poem in Your Pocket Day</b> While Supplies Last		

8200 SW Wilsonville Road  
 Wilsonville, OR 97070  
 (503) 682-2744  
[wilsonvillelibrary.org](http://wilsonvillelibrary.org)  
[reference.wilsonvillelibrary.org](http://reference.wilsonvillelibrary.org)

Monday - Thursday 10-8  
 Friday - Saturday 10-6  
 Sunday 1-6

# APRIL



WILSONVILLE  
 PUBLIC LIBRARY



## Parks and Recreation Report | April 2026

### Director's Report

With April marking my first month as the Parks and Recreation Director for the City of Wilsonville, I can already say it feels like home. Over these past few weeks, I've had the opportunity to connect with our team and colleagues across multiple departments. I've been consistently met with kindness and generosity, with staff readily sharing their knowledge and experience. There is a deep sense of pride in working for this City, and I find myself sharing in that pride every day.

As I walk through our parks, I catch glimpses of my own past. Watching my children play in the water feature at Town Center Park, race down the tall slide at Murase Park, and enjoy summer movies at Memorial Park. These spaces are more than amenities, they are the backdrop for cherished memories for so many in our community.

Wilsonville Parks and Recreation has earned a strong reputation for delivering high-quality services, supported by a team that genuinely cares about the work they do. I am honored to be part of this team and excited to serve this community!

With summer just weeks away, our team is hard at work preparing for the season ahead: landscapes are being polished, events coordinated, and programs developed to provide fun and enrichment for all ages. There is so much that happens behind the scenes to make these experiences possible, and I am deeply grateful for the dedication and care our staff brings to their work each day. I look forward to a fun summer ahead and to seeing our parks and programs full of activity, connection, and community!

- Megan Big John



## Recreation Updates

### New Instructor Spotlights– Nammi Singh

Meet Nammi, a self-taught baker and founder of The Spiced Oven in Sherwood, OR. With over a decade of baking experience, her work is rooted in organic ingredients, long fermentation, and creating bread that is both nourishing and easy to digest. She has also gained hands-on experience working in a fine-dining kitchen in Tokyo, which helped shape her attention to detail and approach to technique.

As the first Indian-inspired micro-bakery of its kind in Oregon, she brings together traditional baking methods with flavors from her heritage, creating bakes that feel both comforting and uniquely new. Her work is deeply connected to culture, creativity, and sharing meaningful food experiences with the community.

Nammi is excited to share her passion through her upcoming Basics of Sourdough Bread Making classes

### WERK Day Recap

A BIG thank you to our volunteers who came out on Saturday April 25 and helped clean up Memorial Park for Wilsonville Environmental Resources Keepers (WERK) Day.

Volunteers saved 45 trees from ivy in addition to covering 46 tree wells in bark chips which protects them from grass competition, gives moisture retention and helps with weed suppression!

A special thank you to the Wilsonville Rotary Club for handing out breakfast burritos, donuts and coffee!

### Nature Walks with Drag Me Outside come to Wilsonville during Pride Weekend, June 13 and 14

"Drag Me Outside" is a Portland based hiking group that merges queer community, education, and nature, led by drag performers and environmental scientists Thespi D. Light (he/him) and Efemmera Gendera (she/they).

Wilsonville Parks and Recreation is partnering with "Drag Me Outside" to host two FREE nature walks during Wilsonville Pride weekend, June 13 and 14. These will be low-impact hikes, roughly 1.5-2 miles in Wilsonville Memorial Park and will use drag as a means of reconnecting people with nature, learning about our non-human neighbors, and building community.

No dogs please. While children are allowed, please be aware that some crude humor and language may be used, please use your own parental discretion. While there is no fee to participate, pre-registration is required.



## Community Center Updates

### Nutrition Program

The Community Center’s nutrition team continued to provide high quality, nutritious meals to the older adults in our community.

In April, 867 meals were served as part of the Center’s in-person lunch program. 1,822 meals were sent out to clients who are part of the Center’s home delivered meals program. This program is reliant on community volunteers who help to deliver meals to homebound members of our community.

The Nutrition program has seen a 28% increase in meals served from April 2025 to April 2026.

### Medicare 101 Lecture

Clackamas County SHIBA (Senior Health Insurance Benefits Assistance) Counselors explained Medicare eligibility and enrollment, covered services and optional coverage choices. They also shared information about financial assistance programs and Medicare fraud prevention. The lecture was provided free of charge by volunteers from Clackamas County.

### Wilsonville Community Seniors Inc BINGO Fundraiser

The Wilsonville Community Seniors Inc (WCSI) held their annual BINGO fundraiser in April. This year’s event sold out in just two days! The event featured a number of BINGO games and various raffle basket from local businesses such as Wilsonville Subaru, Black Bear Diner, Parkway Grill, Charbonneau Golf club and more!

The WCSI provides programming support to the Parks and Recreation department by facilitating monthly senior trips, weekly BINGO, birthday cupcakes for congregate lunch attendees and seasonal goodies sent to home delivered meal clients.



## Board Highlights

### Parks and Recreation Advisory Board

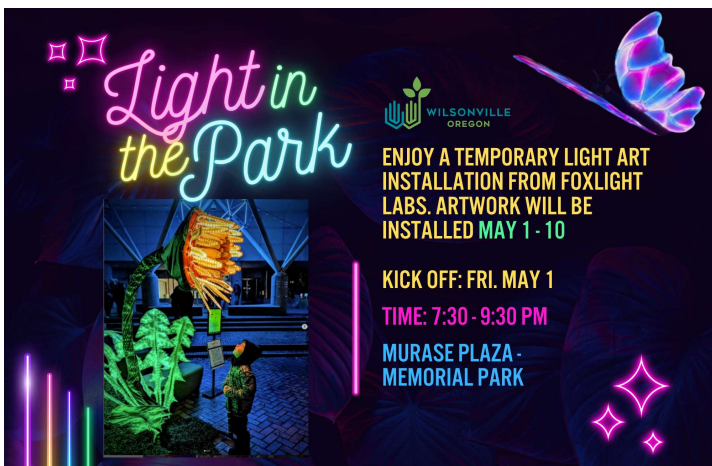
The Parks and Recreation Advisory Board met in April to review the Community Opportunity Grant applications. Funds were awarded to:

- Charbonneau Country Club (\$2,000 for their ‘Walker Watch’ program)
- City of Wilsonville Diversity, Equity, Inclusion Committee (\$2,124 for sensory kits to be used at events)
- sHERo Running (\$5,624 for the Sole Sisters 5k, 10k and half marathon)
- Wilsonville Basketball Association (\$2,500 for summer basketball tournament and skills)

## Arts Updates

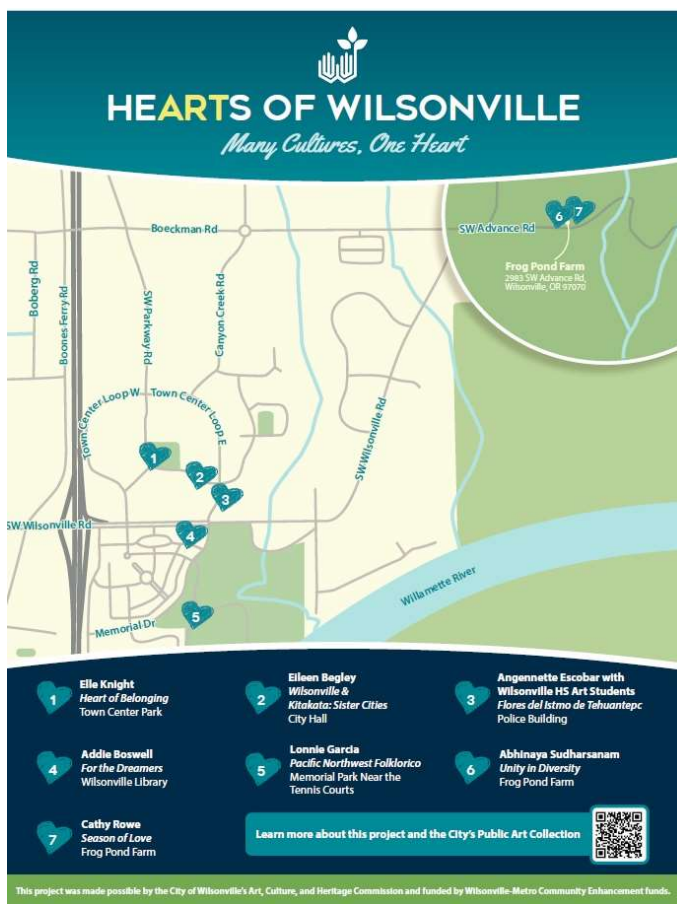
### Temporary Light Art Installation Planned for May 1—10

In April, Parks & Recreation staff finalized plans for the temporary light art installation which will be installed from May 1—10 in Murase Park Plaza. Eugene-based Foxlight Labs consists of two physicists-turned-artists, James Sartor and Justin Kittell, who design and create mesmerizing, interactive art displays from Light Emitting Diode (LED) lights. Their work, which has been featured at several local festivals and events, mixes creativity and technology to bring each installation to life. The Murase Plaza exhibit, to be located near the parking lot and upper playground, will feature three different art pieces on display May 1-10. A small celebration will take place when the installation debuts on Friday, May 1, at 7:30 pm. Prime viewing hours are after sunset, to enjoy the maximum LED effect.



### Hearts Settle in Their New Homes

Some of the beloved heart sculptures have been relocated and shuffled as a result of some selling as part of the City’s Silent Auction. Five (5) of the 10 ten hearts were sold, and two of the five included in the auction were won by Justin Timm, owner of Frog Pond Farm. Staff have updated the HeARTs of Wilsonville Map to reflect where the current seven (7) live which can be found printed in City facilities or on the City’s Public Art Web page.



## Upcoming Events

- **Light Art Installation** | May 1 - 10 (best viewed after dark) | Murase Plaza Park
- **Tentative Water Feature Opening Date** | Wed. June 3 @ 10am | Town Center Park & Murase Plaza
- **Golden Hour Book Swap** | Thurs. June 4 @ 7pm | Murase Plaza Grove Shelter
- **Drag Me Outside Pride Hikes** | Sat. June 13 and Sun. June 14 @ 10am | Memorial Park
- **STARS Camp** | June 13-15 | 9am-3pm Daily | Memorial Park River Shelter
- **Summer Concert in the Park—Aaron Nigel Smith** | Thurs. June 25 @ 6pm | Town Center Park

## Parks Maintenance Team Updates

The Maintenance Team is excited to announce the addition of new seasonal teammates, Sarah Parry and Filip Teofilovia (see picture below). Filip is a returning seasonal worker, and Sarah brings her landscaping experience and skills to help the team in her first season with the City of Wilsonville's Parks and Recreation Maintenance Division. Welcome Sarah & Filip!

The reservation season is underway, the newly refurbished water feature mechanical rooms are gearing up to be ready for the season, which begins on June 3. The Maintenance Team is busy providing routine maintenance and repairs, preventative maintenance to all our assets, and high level of internal and external customer service to our fellow employees, and all park and facility guests. The Team is also supporting community events, such as the recent community volunteer event WERK DAY and the art lighting installation at Murase Plaza.

Frog Pond Community Park is progressing nicely in preparation for opening to the public later this summer. The Parks Maintenance Division provides support for the full life cycle of parks, such as Frog Pond Community Park – from being involved in the beginning of planning through the development process, to the ongoing care and oversight of parks, trails, facilities, and natural areas.





# City of Wilsonville Police

APRIL 2026

## Wilsonville Police Detective Chad Kyser Earns Beacon Award for Commitment to Protecting Children

Detective Chad Kyser was recognized at the Oregon Child Abuse and Human Trafficking Summit Awards Ceremony on April 29, 2026, where he received the Beacon Award for his work protecting children and supporting survivors.

Named in memory of Clackamas County Sheriff Detective Jeff Burlew, the Beacon Award honors professionals who serve as a guiding light through service, leadership, and a sustained commitment to multidisciplinary teamwork. Kyser was selected by his peers for leading by example, mentoring others, and consistently strengthening coordination among agencies responding to child abuse and human trafficking cases.

Through his efforts, Kyser has helped reduce barriers to justice, enhance coordinated responses to complex cases, and improve outcomes for children and families. His work reflects a strong commitment to safeguarding vulnerable populations and advancing effective, team-based approaches to child protection.

Pictured is Kyser receiving acknowledgement beforehand from Amy Hattan, BS, MDT Coordinator and Clinical Support Supervisor at the Children's Center of Clackamas County.



## Wilsonville Traffic Stop Focuses on Truck Safety

On April 29, Wilsonville's traffic unit partnered with multiple agencies, including the Clackamas County Motor Carrier Safety Department, to conduct a focused enforcement effort on commercial trucks traveling through the area.

During the operation, officers completed 30 inspections and identified 54 violations. Five trucks were placed out of service due to safety concerns, and one truck was towed.



Periodic truck inspections are aimed at ensuring commercial vehicles are operating safely and in compliance with regulations. The effort helps protect everyone on the road.

Pictured left is Deputy Banfi, Wilsonville Police.



Property Crimes

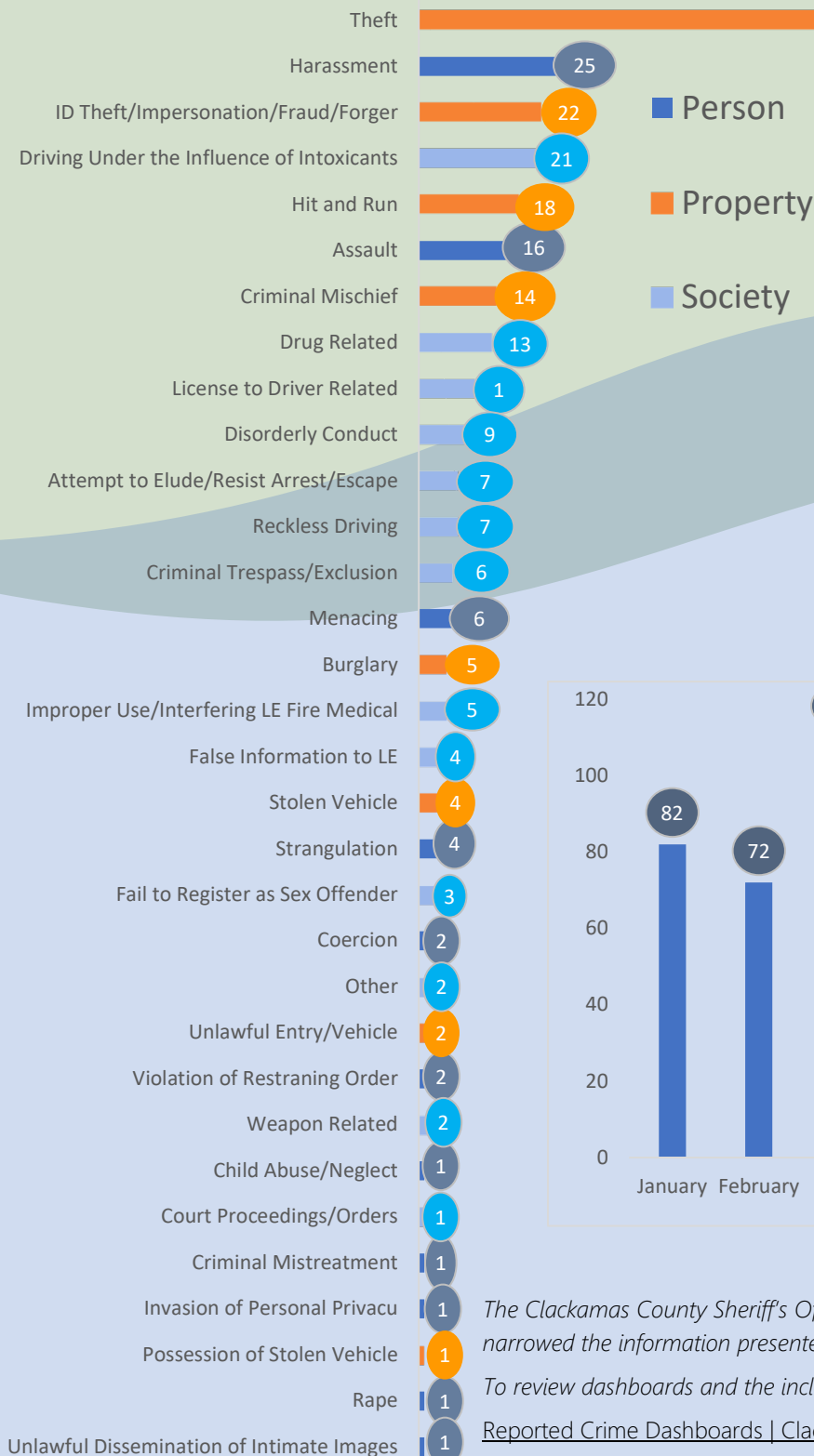
211

Society Crimes

90

Person Crimes

60



The Clackamas County Sheriff's Office has reformatted its dashboards and narrowed the information presented to crimes resulting in reports.

To review dashboards and the included activity maps, please visit:

[Reported Crime Dashboards | Clackamas County Sheriff's Office \(OR\)](#)

### Maximized Beauty, Minimized Expense

Last year's planting efforts are paying off with a display of bright vibrant spring color. The Facilities Maintenance Landscaping team are reaping the rewards of planting ahead; by propagating and dividing our own plant stock, the team is able to increase the number of landscape plantings without increased expense. The team also focused on planting perennials and bulbs, saving both labor and resources that would otherwise be used on season annual plantings year after year. These efforts are really showing off with the bright cheery spring colors around town.



## Utilities

### Repeat Offender

Water hydrants are a crucial resource when fire emergencies happen. Keeping hydrants in good working order is a high priority for the Utilities division. One hydrant located on SW Ridder Road has suffered several setbacks due to its proximity to a driveway for a commercial facility that has semi trucks coming and going frequently. Over the course of the last year, this hydrant has been struck and disabled on three (3) different occasions. To remedy this repeated damage and subsequent repairs, Utilities chose to move the hydrant six (6) feet west of its' original location. This relocation provides more room for semi trailers pulling onto and off of SW Ridder Road.

The installation of the hydrant at the improved location is shown in the photos that follow.



## Utilities

### A Little To The Left

Utilities Water Technicians are putting the finishing touches on a hydrant relocation as detailed in the previous page.



## Utilities

### Spring Cleaning

April is hydrant flushing month in Wilsonville, and you're sure to see Utilities Water Technicians around the City performing yearly maintenance. Annual hydrant flushing serves two important purposes: flushing out the mineral accumulation that can settle in the pipes over time, and auditing all hydrants in the City to ensure they are in good working order.

Don't forget—*When a hydrant is opened, there may be temporary incidences of discolored water while fine sediment particles are flushed. There is no health hazard associated with the discolored water; the discoloration is caused by naturally occurring mineral deposits that form a thin film inside the pipe. The water is safe for drinking and other uses.*

To learn more about when hydrant flushing is coming to a neighborhood near you, please check the map on the City's website.



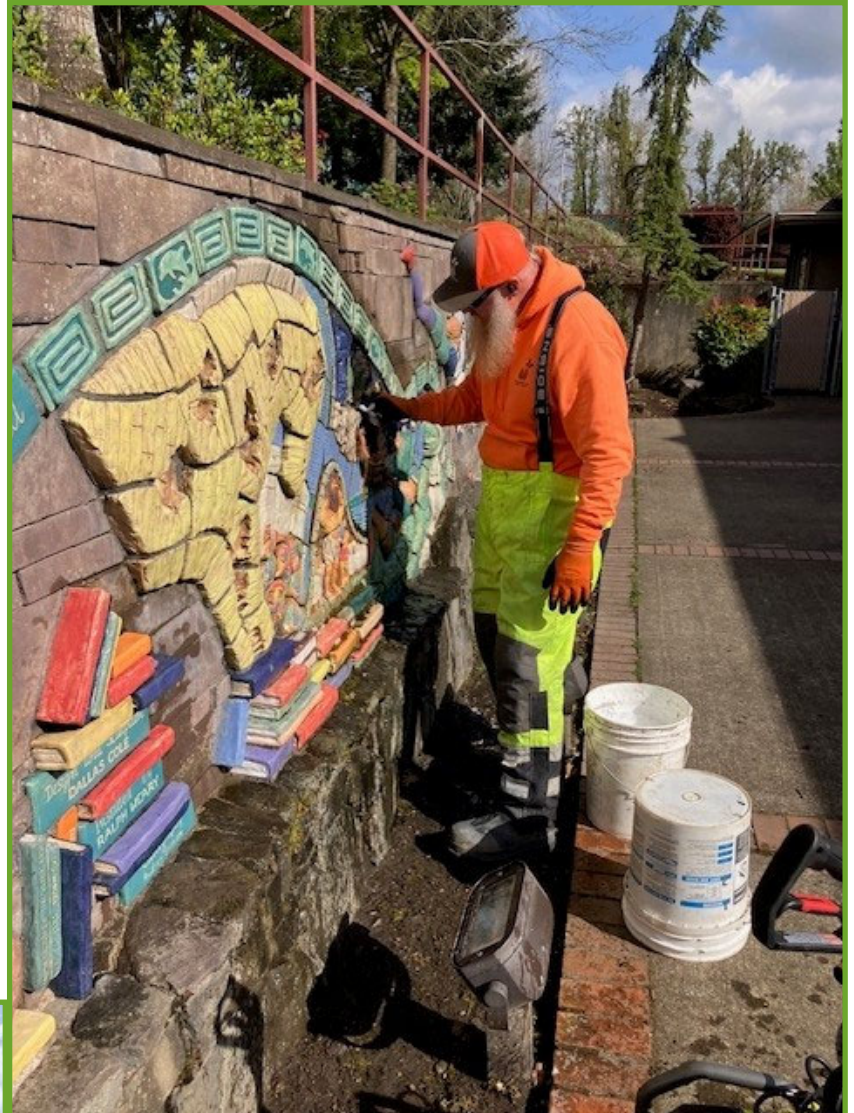
## Facilities

### Under Pressure

Facilities Maintenance seasonal employee Noah Fiscus has been leading the charge on spring cleaning by pressure washing a variety of hard surfaces at facilities around the City.

Noah has cleaned the entire sidewalk, staircase and retaining walls at the Parks Operations building, as well as the outside children's area of the Library including the story time art wall. The art wall took some dedication on Noah's part due to the intricacies of the art piece—much of the cleaning had to be done with toothbrush and soft scrub pads as to not damage the surface of the artwork.

Thanks, Noah for keeping the facilities clean and bright!



## Facilities

### Now Connecting You

Facility Maintenance Technicians Trevor Denfeld and Konnen Bell assisted the IT team with the City Hall and Library DAS (Distributed Antennae System) project.



When completed, the project will boost the cellular signal in both buildings significantly. To accomplish that goal, antennas had to be added to the existing roof structures, but prior to that support posts needed to be installed above the roof line. Trevor and Konnen worked with a metal fabricator to design offset brackets to mount the support posts to. Then they climbed up in the attic space, mounted the brackets to the existing column, and slid the post through the hole they had drilled in the roof top. Once securely mounted, the technicians installed a water tight roof jack on the post and reinstalled the roofing around the perimeter of the post.



## Roads

### Walkable Wilsonville

April's mild and dry weather has been advantageous for the Road department, allowing the crew to get a start on pavement markings at the new TOD (Transit Oriented Development) property. Dry weather is a must for these thermo-sealed markings, which will serve commuters and residents of the new Vuela mixed-use property alike. Clearly marked crosswalks keep everyone safer!

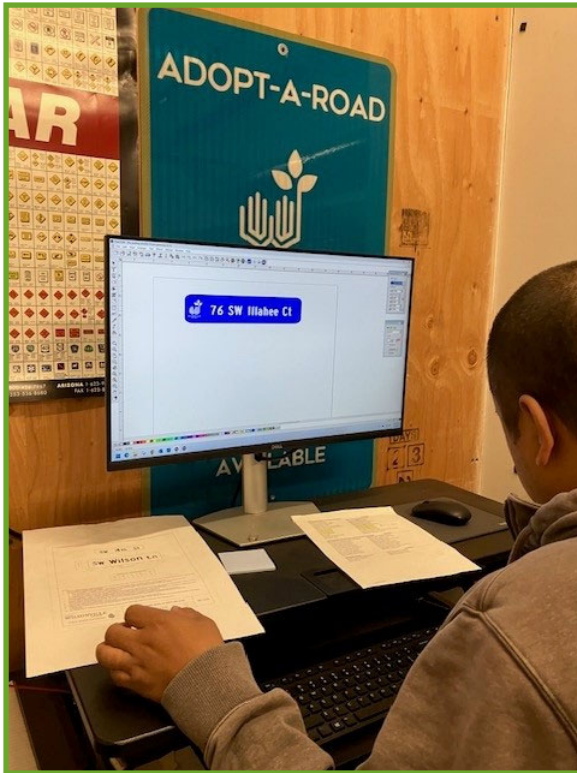


## Roads

### Sign Me Up

Keeping Wilsonville informed is a year-round priority with road name signs, speed limit signs, parking signs and Adopt-A-Road signs in the mix. The Roads team works to print the signs in house whenever possible, and install the signs quickly rather than waiting for a shipment from a vendor.

The sign shop at the Public Works complex continues to pay off and keep turn around times and costs low.



## Stormwater

### Catch Me If You Can

The Stormwater crew finished up their 2026 catch basin inspections with almost 3,000 catch basins inspected. This important program allows the team to physically inspect every public catch basin and provides data used to generate an efficient schedule for subsequent cleaning. This important cleaning schedule eliminates the highest quantity of pollutants and debris from entering our creeks and rivers.



# EARTH MONTH SMART

SOUTH METRO AREA REGIONAL TRANSIT

## 2026 April Report Transit/Fleet

My advice to emerging leaders is you must first be the type of leader you yourself would want to follow. So, what ingredients make for a great leader? An effective leader is supportive, caring, forthright, creative, resilient, intrepid, empathetic, adroit, authentic... Place all these attributes into the same pot and what you have is truly transformative; a leader who inspires, encourages and brings the best out of others. I have been truly blessed in my career to work with and for some incredible leaders; leaders replete with a unique set of characteristics. Each of them has made me not only a better leader, but a better person. Each of them has challenged me to go beyond what I believed myself capable of. Through my leadership journey, I have come to understand that a leader should always endeavor to be the transformation they want to see in others.



Dwight Brashear  
Transit Director



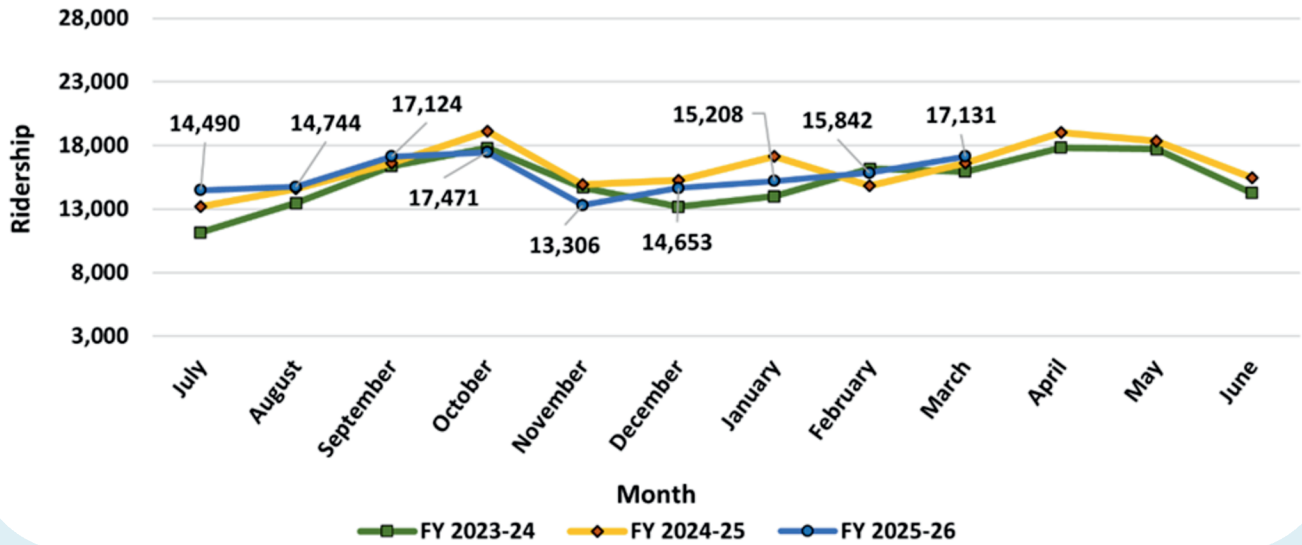


# RIDERSHIP TRENDS

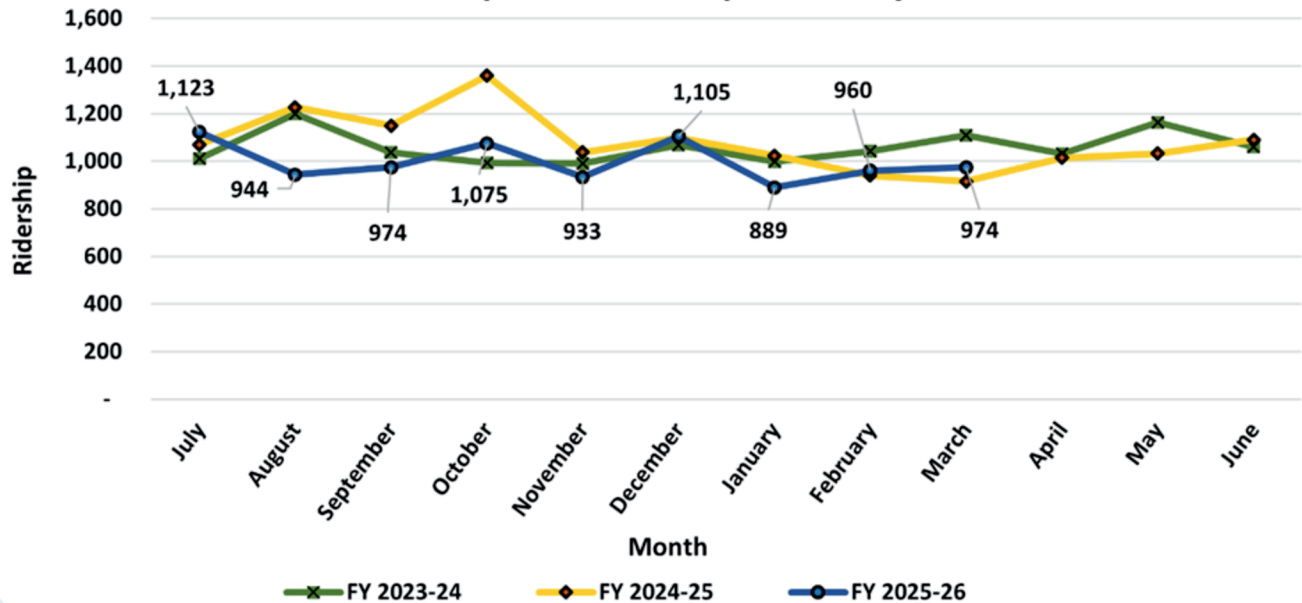


Anne MacCracken

### Fixed Route Ridership Trends by Month



### Demand Response Ridership Trends by Month



# OPERATIONS

*Diana Kotler*



April has been a busy and exciting month at SMART:

- Preparations for the opening of the Wilsonville Transit Center (WTC) are in full swing
- Two new Customer Service Representatives have joined SMART and will help welcome riders when WTC opens its doors in early May 2026
- Service planning for the new SMART Clackamas Town Center 10X Route is now complete. This route will include stops at:
  - **Riverside High School** – providing an additional transportation option for students and faculty
  - **Rolling Hills Community Church** – improving access to the Community Food Bank, medical services, and women’s and children’s assistance programs
  - **City of West Linn** – strengthening connections to neighboring cities
  - **Oregon City Shopping Center** – offering access to social services and regional bus connections
  - **Clackamas Town Center** – connecting riders to MAX and regional transit services

This route includes **Bus on Shoulder Operations** – driver training in coordination with Oregon Department of Transportation to support reliable, on-time performance.

In addition, starting Monday, May 4, all SMART transit services will connect at the Wilsonville Transit Center, including Saturday service. This operational enhancement is designed to expand transportation access for Vuela residents, helping connect them to the library, parks, community programs, and local events throughout our City.

The Wilsonville Transit Center will serve as both a literal and figurative hub, bringing our community together and strengthening connections across the City of Wilsonville.

# FLEET SERVICES

Scott Simonton



In preparation for the May 4<sup>th</sup> launch of SMART's 10X route, Fleet has been preparing signage and bus stops for the new service. We recently installed a new bus stop in West Linn to support the new route.



# COMMUTE OPTIONS



*Michelle Marston*



SMART celebrated Earth Month by hosting a community-wide Earth Month Challenge throughout April, in partnership with the statewide GET THERE Challenge. Participants were encouraged to switch up their commute by walking, biking, scootering, carpooling, or taking transit, anything that helped leave the single-occupancy vehicle at home.

To keep things exciting, anyone who logged just one trip in April was automatically entered to win a \$100 e-gift card of their choice. Participants who were feeling extra motivated could log 10 trips during the statewide challenge (April 13–26) to be entered for a BONUS \$100 prize.

## GRANTS & PROGRAMS

*Kelsey Lewis*

For the last year or so, SMART has been participating in a process to add SMART bus routes into TriMet's regional trip planner. This month, the regional trip planner is live on TriMet's website <https://trimet.org/home/planner/>. This allows the user to search for a start and end point anywhere in the Portland metro area and be able to find transit options from all the smaller providers as well as TriMet and Clark County Public Transportation Benefit Area Authority, (CTRAN which serves Vancouver, WA). This could be a trip with several transfers between providers.

It will also show the fares for each segment of the trip. For regular SMART users, this may not be a big change. However, for those who are new to the area, using this trip planner will expose new potential users to SMART services who may not be aware of them. Our SMART trip planner <https://www.ridesmart.com/transit>, and the Ride Clackamas planner <https://rideclackamas.org/map/> are still active and quite useful for folks traveling around Wilsonville and Clackamas County. The regional trip planner provides another option for looking at a longer trip, like Wilsonville to Vancouver, WA. Check it

# SAFE ROUTES TO SCHOOL

*Wyle O'Neill*

In April Safe Routes to School (SRTS) continued to lead the weekly Autumn Park Walking School Bus and Lowrie Bike Bus programs. Participation remains strong, and these programs continue to build community while encouraging active transportation habits among youth.

Community programming also continued to thrive, highlighted by the successful Pollinator Pedal Community Bike Ride. This event brought together riders of all ages to celebrate the season, promote biking as a viable transportation option in Wilsonville and connect participants with each other as well as local pollinator landscapes.

In celebration of Earth Day, we hosted a special Lowrie Bike Bus event, which included participation from local Senator Courtney Neron Misslin. Additional outreach efforts included after-school engagement with a basic bike maintenance offering, aimed at reducing barriers to participation and increasing student involvement.

Finally, we brought the first Dolores Huerta Walk+Roll to school day to life at Meridian Creek Middle School. Where SRTS staff lead a walk and learn to school for students to learn more about Dolores Huerta and the impact one can make on their community. This activity combined active transportation with educational engagement, encouraging students to explore their community while learning about civic leadership and social impact.

On the funding front, we successfully submitted the grant application for the Metro Regional Transportations Options 2026–2029 program cycle, positioning the program for continued growth and long-term sustainability.

Overall, this month demonstrated continued progress in building a culture of active transportation, fostering community connections, and advancing key initiatives that support safe, sustainable travel options.

*Earth Day*

