



DIVERSITY, EQUITY AND INCLUSION COMMITTEE AGENDA

October 10, 2023 at 6:00 PM

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

PARTICIPANTS MAY ATTEND THE MEETING AT:

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

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

TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:

Register with Zoe Mombert:

Mombert@ci.wilsonville.or.us or 503-570-1503

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

Zoe Mombert - Wilsonville City Hall
29799 SW Town Center Loop East, Wilsonville, OR 97070

CALL TO ORDER

1. Roll Call

CONSENT AGENDA

2. [DEI Minutes - September 12, 2023](#)

COMMITTEE DISCUSSION & RECOMMENDATION

3. Housing Our Future Update
4. [Street Naming Convention Project](#)
5. [DEI Letter of Support - LWCF Grant](#)
6. [Juneteenth Event - Juneteenth 2024 Sponsorship Packet](#)
7. Latino Outreach
8. Speaker Series
9. Attendance
10. Communications

ADMINISTRATIVE BUSINESS

Diversity, Equity and Inclusion Committee
October 10, 2023

ADJOURN

NEXT MEETING - November 14, 2023 @ 6:00 pm

Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The City will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting Zoe Mombert, Assistant to the City Manager at 503-570-1503 or Mombert@ci.wilsonville.or.us: assistive listening devices (ALD), sign language interpreter, and/or bilingual interpreter. Those who need accessibility assistance can contact the City by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.

Habr  interpretes disponibles para aqu llas personas que no hablan Ingl s, previo acuerdo. Comun quese al 503-570-1503.



DIVERSITY, EQUITY AND INCLUSION COMMITTEE MINUTES

September 12, 2023 at 6:00 PM

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

CALL TO ORDER - Meeting was called to order at 6:03 pm

1. ROLL CALL

PRESENT

- Chair Erika Pham
- Vice-Chair Karla Brashear
- Member Imran Haider (6:56pm)
- Member Jay Edwards
- Member Tracy Hester (6:06pm)
- Member Diane Imel
- Student Member Aasha Patel
- Student Member George Luo

STAFF

- Bill Evans
- Zoe Mombert
- Miranda Bateschell
- Zach Weigel
- Ronak Sameer-Asita

ABSENT

- Member Luis Gonzalez
- Member Fay Gyapong-Porter

Erika Pham made a motion to add public comments to the agenda following the minutes. The motion was seconded by Diane Imel and passed.

CONSENT AGENDA

- 2. DEI Minutes - 7/11/2023 - Vice Chair Karla Brashear made a motion to approve the July 11, 2023 DEI Committee Minutes. Diane Imel seconded the motion. Motion passed.**

PUBLIC COMMENTS

- Steven Hunter: DEI program is not needed. Against layers of bureaucracy. No budget. Died at commission level.
- Kris Knudson: Equity of education proposal presented.
- Bob Zeil: Looking at software to help students to read. Equity in education.
- Joel: Interested to see what is going on in the community. Wants DEI to be disbanded.

COMMITTEE DISCUSSION & RECOMMENDATION

- 3. Street Naming Convention Project - Miranda Bateschell**
 - Described the Town Center area
 - Discussed likes/dislikes in 2017
 - Reviewed the vision statement
 - Interested in more inclusive naming
 - Freedom to develop a list and rooted in Town Center
 - Must be compliant with Resolution No. 1924 which outlines the current naming process.
 - Communities benefit with safety and accessibility

- New streets will be multi-modal
- Will take time and will be built to ADA standards
- Bring ideas back at the October 10 committee meeting
- What do you want to see from the City

4. Cultural Calendar - Ronak Sameer Asita

- Document has the descriptions
- Shared some local events
- Pictures to be added to the website

5. Attendance concerns, or rather lack, thereof, was discussed. If unable to attend half of the meeting dates a year, suggestion was made to be removed from the committee.

Discussion continued and many thought at least have would be reasonable and a percentage should be considered. Conversation will be continued at the October meeting.

6. Juneteenth 2024 – Date selected (6/19/23) and the committee will discuss sponsorships at the next meeting.

7. Lecture Series Update – Committee was renamed “Speaker Series”. They have selected four topics and presenters. The series will take place in late 2023 – mid 2024 at Clackamas Community College – Wilsonville Campus.

8. Latino Outreach

- 14% Latino
- September 15th Hispanic Heritage month begins
- Vice Chair Brashear to research
- Other communities like Tigard and Tualatin have events
- Goal for 2024 to create an event for Hispanic Heritage Month

9. Letter of Support - Travel Oregon Grant Application – The Parks Department requested a letter of support for their grant application for a facility study non-motorized water access and ADA improvements at Boones Ferry Park. Karla Brashear made a motion send the letter of support from the Committee. Diane Imel seconded the motion and it passed.

ADJOURN - Meeting adjourned at 7:49 p.m.

NEXT MEETING - Tuesday, October 10, 2023 6:00 pm.

Historical surnames in the Wilsonville area

Date of review: 5/10/2023

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

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

Kruse (St)
Lehan (St)
Lowrie (St; Mk)
Matzen (St)
McGraw (St)
Meek (St)
Montgomery (St)
Merey (St; Nh)
Murray (St)
Nutting (St)
Ridder (St)
Schroeder (St)
Seely (St)
Thornton (St)
Tooze (St)
Wahos (St)
Wagner (St)
Wilson (St; City)
Young (St)

Native Plant Street Names

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

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

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

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

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

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

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

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

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

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

B. Alleys:

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

C. Re-naming of a Street:

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

D. Contingency:

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

E. Addressing:

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

F. Street Signs:

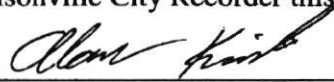
- a. Street name signs shall be placed in accordance with the City's Public Works Standards and should include addressing block numbers.
- b. All public street signs shall be green in color with white lettering.

c. All private street signs shall be blue in color with white lettering.

G. Allowance for unique street names and signage through approved way-finding plans is permitted as long as there is clear differentiation between public and private streets.

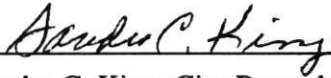
This Resolution shall be effective upon adoption.

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



ALAN KIRK, COUNCIL PRESIDENT

ATTEST:



Sandra C. King, City Recorder, CMC

SUMMARY OF VOTES:

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



Diversity, Equity and Inclusion (DEI) Committee

Oregon Parks and Recreation Department
Land and Water Conservation Fund Grant

October 11, 2023

RE: Support for Land and Water Conservation Fund Grant Program Application by City of Wilsonville for the Playground Replacement with Inclusive Play Upgrades at Memorial Park

Dear Grants Review Committee:

The City of Wilsonville seeks to replace the primary traditional playground at Memorial Park with an inclusive, ADA accessible playground incorporating Universal Design concepts within the same footprint.

The City of Wilsonville seeks to promote inclusion and safety in our parks. The Parks and Recreation team has made efforts to create new inclusive and imaginative play areas for the community. Memorial Park is the City's most used park and the 13 year old play area is in need of replacement. Rather than continuing to repair outdated equipment, the City is interested in improving the space with new amenities, which welcome different ages, physical and sensory abilities, cognitive skills and needs including:

- Physical, sensory and social components to help create a rich play environment.
- Pods, rooms and zones are incorporated to help allow choices for children who may be overstimulated.
- Unitary surfacing is present to help allow easy access to all activities.
- Multiple levels of challenge exist to provide appropriate involvement for everyone.
- Grouping of activities is important in the design so engagement between children of different abilities are close to one another.
- Elevated play exists for children of different abilities to find destination play.
- Routes and maneuverability is present by giving passages that are wide enough for wheelchairs to pass and enter and exit without difficulty.
- The “coolest thing” on the playground, the main tower, is inclusive and accessible to all.

Thus, the proposed playground will increase inclusive play opportunities for children and families in the community.

On behalf of the Wilsonville Diversity, Equity and Inclusion Committee, we thank you for your consideration of the City's grant application.

Sincerely,

Erika Pham, Chair

Karla Brashear, Vice Chair

Juneteenth Celebration

2024 Sponsorship Packet

The City of Wilsonville's annual Juneteenth Celebration is a community event planned and produced by the City's Diversity, Equity, and Inclusion Committee since its inception in 2021.

2024 Event Details:

Wednesday, June 19

Time: 5:30-8:30 pm (tentative)

Location: Town Center Park



A 10-piece Juju band, Jujuba, performs at the 2022 Juneteenth event.

About the Juneteenth Celebration

The first Juneteenth celebration took place in Texas in 1866, on the first anniversary of the day word arrived in Galveston on June 19, 1865 – more than two years after President Lincoln’s Emancipation Proclamation – that slavery had been abolished.

Now a State and federal holiday, Juneteenth has been commemorated with a community celebration in Wilsonville since 2021. Planned and executed by the City’s Diversity, Equity and Inclusion (DEI) Committee and City staff, the event brings the community together to celebrate our shared humanity and acknowledge history that continues to influence society.

Wilsonville’s event, which has grown in scale and in popularity each year, has featured a short program, giveaways and educational materials.

When a \$7,500 Community Opportunity Grant was provided by Wilsonville Parks and Recreation to fund the 2022 event, the Committee programmed live music from afro beat band Jujuba. Food was purchased from Dar Essalam to provide to attendees. Books and products from black-owned businesses were also purchased and given away to about 200 participants.

In 2023, an expanded three-hour event was made possible by local sponsorship from SWIRE Coca-Cola, Hilton Garden Inn, and the Oregon Institute of Technology. DeeJay Bryson Wallace provided music, and keynote speaker Pamela Slaughter shared the importance of interacting with nature. Miss’ipi Chef catered the free event, which also included book giveaways and family fun.

We are hoping to build on this momentum, and to continue to offer free music, food and educational materials. To make this possible, we are seeking generous support from the Wilsonville community.



Wilsonville High’s Black Student Union at the 2022 Juneteenth Event.

Sponsorship Opportunities

Participating sponsors are recognized at the event with their name and logo appearing on event signage and other promotional materials. Additional elements are included in each level of sponsorship, as described below. Table locations are assigned in this order: platinum, gold, silver, and non-profit.

Platinum Sponsor: \$5,000

- Logo sign at front of stage (sign provided by sponsor)
- Banner at Town Center Park with your logo the week before and after the event
- Recognition in the Boones Ferry Messenger
- Logo on event fliers such as social media, Boones Ferry Messenger, Parks and Rec Activity Guide that includes recognition as the platinum sponsor
- Verbal recognition during event announcements
- Table, with platinum level signage



2023 event banner

Gold Sponsor: \$2,500

- Recognition in the Boones Ferry Messenger
- Logo on event fliers such as social media, Boones Ferry Messenger, Parks and Rec Activity Guide that includes recognition as the gold sponsor
- Verbal recognition during event announcements
- Table, with gold sponsor signage

Silver Sponsor: \$1,000

- Logo on event fliers such as social media, Boones Ferry Messenger, Parks and Rec Activity Guide that includes recognition as a silver sponsor
- Verbal recognition during event announcements
- Table, with silver sponsor signage



2023 Facebook post

To discuss sponsorship opportunities, contact Zoe Mombert, Assistant to the City Manager and staff liaison to the Diversity, Equity and Inclusion Committee. Call 503-570-1503 or e-mail mombert@ci.wilsonville.or.us.