



## CITY COUNCIL AGENDA

May 20, 2024 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@ci.wilsonville.or.us](mailto:CityRecorder@ci.wilsonville.or.us) or 503-570-1506

Individuals may submit comments online at: <https://www.ci.wilsonville.or.us/SpeakerCard>,  
via email to the address above, or may mail written comments to:

City Recorder - Wilsonville City Hall

29799 SW Town Center Loop East, Wilsonville, OR 97070

### CITY COUNCIL MISSION STATEMENT

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

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

### COUNCILORS' CONCERNS [5:05 PM]

### PRE-COUNCIL WORK SESSION [5:10 PM]

- A. [Housing Our Future \(Rybold/Pauly\) \[40 min\]](#)
- B. [Frog Pond East and South Implementation Development Code \(Pauly\) \[35 min\]](#)

### ADJOURN [6:25 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 20, 2024 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10:00 a.m. on May 7, 2024. 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]

City Council  
May 20, 2024

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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](#)

#### **COMMUNICATIONS [7:10 PM]**

5. [Recognition of Sean Sype \(WHS Principal Kelly Schmidt\)](#)
6. Wilsonville High School Student Achievements (*Student Body Co-President Venecia Gonzales*)

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

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

#### **COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS [7:55 PM]**

7. Council President Akervall
8. Councilor Linville
9. Councilor Berry
10. Councilor Dunwell

#### **CONSENT AGENDA [8:15 PM]**

11. [Resolution No. 3113](#)

[A Resolution Of The City Of Wilsonville Authorizing The City Manager To Amend A Goods And Services Contract With Absco Alarms, Incorporated For The Security And Access Controls For The Public Works Complex \(CIP # 8113\). \(Montalvo\)](#)

12. [Resolution No. 3141](#)

[A Resolution Of The City Of Wilsonville Adopting The FY 2024/25 Five-Year Action Plan And Annual One-Year Implementation Plan For The Wilsonville Tourism Development Strategy. \(Mombert\)](#)



13. [Minutes of the April 15, 2024 City Council Meeting. \(City Recorder\)](#)

**NEW BUSINESS [8:20 PM]**

14. [Resolution No. 3146](#)

[A Resolution Of The City Of Wilsonville Authorizing The City Manager To Enter Into A Disposition And Development Agreement With Palindrome Wilsonville Limited Partnership. \(Guile-Hinman/Rybold\)](#)

15. [Resolution No. 3147](#)

[A Resolution Of The City of Wilsonville Establishing A Systems Development Charges Deferral Program For Affordable Housing Projects On City-Owned Property. \(Guile-Hinman/Rybold\)](#)

**CONTINUING BUSINESS [8:50 PM]**

16. [Ordinance No. 891 2nd Reading \(Non-Land Use Legislative\)](#)

[An Ordinance Of The City Of Wilsonville Repealing And Replacing Wilsonville Code Sections 2.310-2.319 Regarding Public Contracts. \(Davidson\)](#)

**PUBLIC HEARING [8:55 PM]**

**CITY MANAGER'S BUSINESS [8:55 PM]**

**LEGAL BUSINESS [9:00 PM]**

**ADJOURN [9:05 PM]**

**INFORMATIONAL ITEMS – No Council Action Necessary**

[2024 National Public Works Week Proclamation](#)

[May 2024 Work Plan](#)

[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 the City Recorder at 503-570-1506 or [CityRecorder@ci.wilsonville.or.us](mailto:CityRecorder@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 503-570-1506.*



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> May 20, 2024		<b>Subject:</b> Housing Our Future	
		<b>Staff Members:</b> Kimberly Rybold, AICP, Senior Planner Daniel Pauly, AICP, Planning Manager	
		<b>Department:</b> 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> Provide input on outreach activities for the Housing Our Future project.			
<b>Recommended Language for Motion:</b> N/A			
<b>Project / Issue Relates To:</b>			
<input checked="" type="checkbox"/> Council Goals/Priorities: Increase housing opportunities for all and reach functional zero homelessness	<input checked="" type="checkbox"/> Adopted Master Plan(s): Comprehensive Plan	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

Staff will present additional public outreach options for the Housing Our Future project, seeking feedback on which options the project team should add to the project scope.

**EXECUTIVE SUMMARY:**

The purpose of the Housing Our Future project is to analyze Wilsonville's housing capacity and need followed by creating strategies to meet housing needs. The City's last Housing Needs Analysis was adopted in 2014. Since that time the City has taken a number of follow up actions related to housing including completing Town Center and Frog Pond master plans and adopting the Equitable Housing Strategic Plan. The current project will build on these past housing initiatives and newly adopted policies. The project is required for continued compliance with Statewide Planning Goal 10 (Housing) under House Bill 2003 adopted by the Oregon legislature in 2019 and must be completed in 2025.

The project, led by consultants from ECONorthwest under a grant from the Oregon Department of Land Conservation and Development (DLCD), includes two primary work products – the Housing Needs and Capacity Analysis (HNCA) and the Housing Production Strategy (HPS). The HNCA will identify unmet housing need in Wilsonville over the next 20 years, focusing on issues related to land need, as well as demographic change and housing affordability. Upon substantial completion of the HNCA, scheduled for summer 2024, the project team will begin work on the HPS. Using the recommended actions of the 2020 Equitable Housing Strategic Plan (EHSP) as a starting point, the project team will provide additional information about key unmet housing needs in Wilsonville and propose actions that Wilsonville can take to help address the unmet housing needs.

At the March 4, 2024 City Council work session, the project team presented an update on the project, sharing information from the initial outreach activities and seeking a representative from City Council to serve on the project task force. While discussing the results of the initial outreach activities, Council expressed concern that this information would not provide sufficient guidance to create a HPS and that it was important to ensure that the project has input from multiple community perspectives, particularly from those who do not participate in traditional outreach opportunities like surveys and open houses. Council also expressed interest in educational opportunities on housing for the public. The focus of this work session will be a discussion of how outreach activities that are presently scoped will inform the HPS, and how additional activities currently beyond the scope of the Housing Our Future project could provide the City with additional input.

Attachment 1 includes possible additional outreach activities, along with information on budgetary and staff workload implications for each. Options fall into the following categories:

- **Outreach Ideas Requiring Additional Staff Time:** These outreach options could be implemented using staff time and resources already available to the City. Implementation of these options could be accommodated within the current project timeline.
- **Outreach Ideas Requiring Additional Consultant Assistance:** These outreach options would require separate consultant contracts beyond the current contract funded through the DLCD grant. This would require additional funding through the Planning Division's professional services budget and additional staff time to manage. This may impact the overall project timeline.

- **Outreach Ideas Requiring Additional Staffing and/or Changes to the Planning Division Work Program:** These outreach options would require implementation of EHSP Action 1E, creation of a City housing liaison position. Alternatively, some of these activities could be pursued without creation of a separate housing liaison position; however this would require a reallocation of the Planning Division’s workload and would delay other long range projects. The full level of outreach anticipated through this position cannot be achieved without establishment of the housing liaison. These activities would extend beyond the project timeline.

**Discussion Questions**

When deciding if additional outreach activities are needed for Housing Our Future, it is important to consider what additional information City Council needs to make informed choices about strategies to include in the HPS.

Over the past five years, several housing planning efforts, including the EHSP, Middle Housing Implementation, and the Frog Pond East and South Master Plan sought public input on housing-related topics through various methods including surveys, story prompts, open houses, focus groups, and kiosk survey boards at the library. Attachment 2 includes summary information about these outreach opportunities and key themes that emerged. Any additional outreach efforts that are considered for the Housing Our Future project should seek to build upon this feedback and not be duplicative of prior input efforts.

To ensure that outreach for Housing Our Future generates direct, actionable input, the project team looks for the following questions to be answered by City Council:

1. What additional information does City Council need to gather from community outreach to inform creation of the HPS?
2. Which of the proposed outreach ideas would best provide this information and should be added to the project scope? Are there other activities not included in Attachment 1 that staff should add to the project scope?

**EXPECTED RESULTS:**

Determine if additional outreach activities should be included in the Housing Our Future project.

**TIMELINE:**

Preliminary work on the HNCA was completed in mid-2023. Initial public engagement events for the project occurred in summer and fall 2023. Work to finalize the HNCA and develop the HPS will occur throughout 2024 into mid-2025.

**CURRENT YEAR BUDGET IMPACTS:**

A portion of City staff time in fiscal year 2023-2024 and 2024-2025 is funded by a \$40,000 DLCD grant. Phase 3 consultant costs are funded directly by DLCD for a total estimated project cost of \$115,000. Additional activities beyond what is scoped would need to be funded by the Planning Division’s professional services budget; depending on the ultimate cost, it could likely require an additional budget allocation.

**COMMUNITY INVOLVEMENT PROCESS:**

The Housing Our Future project will be guided by an inclusive public outreach process. Proposed engagement includes creation of a project task force, participation in a variety of public events, and engagement through *Let's Talk, Wilsonville!* Outreach will focus on engaging those most impacted by the high costs of housing, particularly those who are typically underrepresented in these conversations such as renters and lower income households.

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

As a result of this project, the City will have a clearer understanding of housing needs for the next 20 years and analysis to confirm if there is sufficient land area for the City to accommodate these needs. Creation of a HPS will provide an opportunity to assess the City's progress in implementing recommendations contained within the 2020 Equitable Housing Strategic Plan and prioritize additional actions the City should undertake to meet future housing needs of the community. Pursuit of strategies resulting from this project will continue Wilsonville's efforts to make housing more affordable and attainable for City residents and employees, ensuring Wilsonville provides housing opportunity for different household compositions, ages, and income ranges.

**ALTERNATIVES:**

City Council may choose to proceed with public outreach as currently scoped under the current DLCD grant or add additional activities at the City's expense.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Housing Our Future Outreach Options
2. Recent Housing Outreach Engagement Summaries

## Housing Our Future Outreach Options

At the March 4, 2024 work session, City Council expressed a desire for additional outreach efforts for the Housing Our Future project to ensure that the voices of all community members, particularly those who do not typically provide feedback through traditional input methods, are represented. This document summarizes outreach activities that are currently scoped in the Housing Our Future project, along with additional activities City Council could consider to supplement this outreach. Outreach is intended to inform creation of the project's Housing Production Strategy (HPS), which must be completed in 2025. Activities identified as "TOP PICK" are those that City staff expect to have the potential to yield the most useful input to the project within the scoped project timeline.

**Currently Scoped Outreach Activities – Funded by DLCD grant:** These outreach options are already included in the project scope.

1. **Interviews (Summer 2024).** Up to six interviews with service providers for people experiencing homelessness, members of the Hispanic/Latine community, service providers, policy makers, and residents of Wilsonville confronting housing affordability issues. ECONorthwest will summarize input from the interviews.
2. **Culturally specific community event (Summer 2024).** This will be an in-person event where we present key findings of the Housing Needs and Capacity Analysis (HNCA), discuss participants' personal housing concerns, and solicit feedback about potential approaches to addressing unmet housing need. To maximize effectiveness, this may best be conducted as a focus group with outside assistance from a culturally-specific nonprofit such as Centro Cultural, which will require an additional consultant contract and City funding.
3. **Public Open House (Fall 2024).** Meeting to present results of the HNCA and solicit feedback on possible housing strategies. This may be held virtually.

**Outreach Ideas Requiring Additional Staff Time – Not in DLCD grant scope:** These outreach options could be implemented using staff time and resources already available to the City. Implementation of these options could be accommodated within the current project timeline.

4. **TOP PICK: *Let's Talk, Wilsonville!* story prompt (Spring 2024).** In response to City Council's feedback, the City's communications staff partnered with the project team to provide a financial incentive for up to 10 participants sharing how housing costs impact their lives. This was advertised via the City's social media channels, on *Let's Talk, Wilsonville!*, in the City's Annual Report, in the Boones Ferry Messenger, and on flyers posted at the Library and City Hall. Participants could indicate if they would be willing to share their experience in an interview (see activity 1). As of early May 2024, approximately two thirds of participants in this activity were renters.
  - o Level of Effort – Low. Requires coordination with communications staff to advertise and track responses.

5. **TOP PICK: 2024 Cost Burden Meeting.** The City is required to hold a public meeting by the end of 2024 to discuss causes and solutions to rent burden. To more broadly engage the community and gather input on how cost burden impacts residents, consider partnering with Wilsonville Community Sharing (WCS) as part of this meeting, allowing WCS to advertise some of the assistance services they offer that can offset the impacts of rent burden.
  - Level of Effort – Moderate. Planning for this meeting requires coordination with WCS. Requires coordination with communications staff to advertise the meeting, but would be able to partner with WCS on advertising which may broaden the event’s reach. Staff time would be needed to organize the event and manage logistics. Need to plan the event in a way that insures the statutory requirements for this meeting are met.
6. **Let’s Talk, Wilsonville! strategy survey.** In conjunction with activity 3, create a survey to gather feedback on possible housing strategies.
  - Level of Effort – Low. Can use content from open house to create the survey. Requires coordination with communications staff to advertise and track responses.
7. **Public discussion panel event on housing-related topics featuring Housing Our Future Task Force members.** This would be a public event, hosted by the Planning Commission as a Committee for Citizen Involvement (CCI) event, that would provide an educational opportunity for the broader public, City Council, and the Planning Commission on housing-related topics.
  - Level of Effort – Moderate. This would require Task Force members who are willing to participate, and coordination with communications staff to advertise the event across multiple City platforms. Staff time would be needed to organize the event and manage logistics. Input from this event is not related to a specific task so there is flexibility in the timing of the event.
8. **Housing Policy 101 City webpage.** This would serve as an educational resource on housing policy for the broader public, City Council, and the Planning Commission, featuring links to outside sources that provide educational information on housing policy. Once established, the project team could work with City communications staff to publicize via City social media channels and the Boones Ferry Messenger.
  - Level of Effort – Moderate. Establishment of the webpage will require staff time for research and content creation. Requires coordination with communications staff to advertise the webpage. Ongoing management of the webpage will require staff time during and beyond this project.

**Outreach Ideas Requiring Additional Consultant Assistance – Not in DLCD grant scope:** These outreach options would require separate consultant contracts beyond the current contract funded through the DLCD grant. This would require additional funding through the Planning Division’s professional services budget and additional staff time to manage. Management of additional contracts with consultants other than the project consultant will require additional time of staff to communicate outreach information and incorporate into work products. This would shift time away from efforts on other long range planning projects, delaying those projects’

progress or capacity to review/support current planning projects. Depending on the timing of these activities there may be impacts to the overall project timeline.

9. **TOP PICK: Housing Conversation Guide.** This idea was included in the project’s Public Engagement Plan but is not included in the current DLCD grant funded project scope due to DLCD funding limitations. This guide seeks to empower project participants to host conversations with friends, family, and colleagues to discuss housing needs and helpful supports the City could offer. The City will need to recruit people to host these conversations. Some sources of hosts may include members of the DEI Committee, Task Force members, decision makers, and other interested knowledgeable community members. This document would provide guidance for people hosting Housing Conversations, including background information about the project, instructions on how to host the conversations, key questions for discussion, direction on documenting feedback from the discussions, and details about how to submit the results of the conversations. To inform the HPS, the conversations would need to be held by fall 2024; otherwise there may be delays to the overall project timeline. Whether or not this is a successful tool would depend on the efforts of those in the community hosting these conversations.
  - Level of Effort – Moderate. Staff time would be needed to review the conversation guide. Since the intent of this guide is to allow for community members to facilitate conversations it would involve additional staff time to recruit participants and coordinate with them to collect the results and share them with the consultant team.
  - Level of Consultant Cost – Low.
10. **Additional focus groups to discuss housing needs.** The project team could partner with a consultant to conduct focus groups specifically focused on the experiences and needs of market rate renters and first time homebuyers. Participants in activity 4 may be a source of participants for focus groups.
  - Level of Effort – Moderate to High. Focus groups would require staff time to organize and plan even though they would be conducted by a consultant. The right partners need to be engaged to invite the target audiences. Like activity 2, these focus groups would need to be held in summer 2024 to provide feedback to the project at the right time. If it is not possible to organize in this time frame there could be delays to the overall project timeline.
  - Level of Consultant Cost – Low to Moderate, depending on the number of focus groups.
11. **Extensive public education and awareness campaign on housing.** This would be more extensive than the Housing 101 City webpage (activity 7) and would include the production of educational materials about housing policy and how these ideas could be used in Wilsonville. This could also include a dedicated housing website, social media and mailing campaign, brochures/pamphlets to be distributed at community events, etc.
  - Level of Effort – High. While consultant assistance would be needed to develop the educational materials, extensive staff time would be needed to coordinate with City communications staff and publicize this information. Conducting this



campaign during the Housing Our Future project will take time away from managing the project and may impact the City's ability to meet the state mandated deadline. If there is interest in this type of campaign, this could be included as a strategy in the HPS that could take place after the Housing Our Future project. This could also be incorporated into activity 12.

- Level of Consultant Cost – Moderate to High.

### **Outreach Ideas Requiring Additional Staffing and/or Changes to the Planning Division Work**

**Program:** This outreach option would require implementation of EHSP Action 1E, creation of a City housing liaison position. Alternatively, some of these activities could be pursued individually without creation of a separate housing liaison position; however this would require a reallocation of the Planning Division's workload and would delay other long range projects. The full level of outreach anticipated through this position cannot be achieved without establishment of the housing liaison. Outreach activities of this nature would extend beyond the project timeline and are intended to be ongoing.

**12. Intensive, ongoing public engagement, resource connections, and education on housing (Implementation of Equitable Housing Strategic Plan (EHSP) Action 1E).** As described in the EHSP, this action was identified for near-term implementation and would require creation of a City housing liaison. The housing liaison would provide focused attention to EHSP implementation, tracking current conditions, building relationships with local stakeholders, supporting renters, and maintaining information on the City website. This liaison would do the following:

- Help to implement EHSP implementation actions.
- Conduct ongoing outreach with the County, Metro, development community, community-based organizations, and service providers.
- Connect prospective homeowners, renters, and people experiencing homelessness with the array of resources available through other partners. The City does not expect to be able to offer its own housing services, including homeless services, in the near term.
- Create and maintain the online One Stop Shop that would include a directory of housing-related resources on the City's website for community members, key stakeholders, and interested developers.

Establishment of a housing liaison also would allow the City to partner with non-profit partners and provide opportunities for leading more housing development projects, including pursuing land acquisition, growing a partner homebuilder program, establishing developer partnerships, etc.

- Level of Effort – Very High. The activities envisioned by EHSP Action 1E are intended to be carried out by a separate staff position. While the Planning Division has taken the lead on several EHSP implementation actions involving planning and zoning regulations, other actions require more specific housing expertise. The amount of outreach envisioned in this action is intended to be ongoing, not project specific, and would be able to accommodate other educational efforts such as activity 11.

## Attachment 2

### Recent Housing Outreach Engagement Summaries

Equitable Housing Strategic Plan Summary of Stakeholder Input – pg. 2

Middle Housing Outreach Report Excerpt – pg. 13

Frog Pond East and South Master Plan Community Engagement Summaries Excerpt – pg. 37

## Appendix B: Summary of Stakeholder Input

This document provides an overview of stakeholder input and ideas for how to improve housing equity in Wilsonville. To understand the housing challenges in Wilsonville and possible solutions to them, the project team conducted a stakeholder engagement process with the following activities:

- Focus groups and interviews during summer 2019
- An informational kiosk at the Wilsonville Public Library in December 2019
- Online surveys and feedback forums on Let's Talk Wilsonville, the City's online public engagement platform from August to December 2019
- A survey of people living in rent-regulated affordable housing in December 2019

This appendix is composed of three parts:

- Part 1: Summary of Input on Equitable Housing
- Part 2: Summary of Input on Broader Social Equity Themes
- Part 3: Outreach Process and Key Findings for Each Outreach Activity

## Part 1: Summary of Input on Equitable Housing

A few larger themes surfaced that helped shape the plan, summarized below:

- **Wilsonville’s rental market is bifurcated.** There is subsidized rental housing for lower-income households and newer, more expensive developments, but little else in the middle. While stakeholders recognized that Wilsonville has a large share of multifamily units, the city lacks older market-rate rental housing that has “filtered” over time to become less expensive. The result is that the city’s rental market is perceived as being more similar to Lake Oswego and West Linn than to Milwaukie or Oregon City. Many people are paying more than they can afford for rental housing in the city.
- **For homeowners, housing affordability is seen as a key obstacle.** Wilsonville needs middle-income ownership housing most of all, including housing for residents earning 80% to 120% of area median income. Per the service providers in the focus group, the biggest challenge to homeownership that renters identified was finding a home that they could afford, especially for single-parent families and people of color. For existing homeowners, there is ongoing concern about HOA fees and property taxes driving up housing costs for themselves and for future residents. There are some resources to support existing homeowners, like home repair programs, but demand for support may be larger than the individual programs can address on their own.
- **There is a need for housing for people with mobility needs.** A key theme in the outreach was the need for single-level homes.
- **There is a perception that there is little land for infill housing development and some opportunities for the City to explore in new planning areas.** Those opportunities include (1) encouraging new housing types (e.g., homes with accessory dwelling units (ADUs) in new residential neighborhoods) with incentives (e.g., tax abatements) and (2) an easier/clearer path for small and medium infill development. Developers also identified tools to support housing affordability that other communities have, but Wilsonville lacks.
- **Wilsonville has a strong and positive history of working with affordable housing developers.** The City’s active support is both valued and seen as being essential for future development to occur. Because of this positive relationship, nonprofit housing providers are willing and eager to consult with the City early on and lend their development knowledge and expertise to planning efforts.

## Part 2: Summary of Input on Broader Social Equity Themes

Equity – a world in which all people have housing choices that meet their unique needs without racial and economic disparities – is a key component of a larger strategy of achieving greater equity. As part of the project team’s conversations with stakeholders, other themes related to equity emerged, not specific to housing. While most of the items below are not directly related to housing and are therefore not appropriate to include as actions in a housing-focused strategy, they are a starting place for a more comprehensive approach to an equitable future for the City of Wilsonville. These insights informed the overall planning process, and also are fruitful feedback for future City of Wilsonville equity-planning initiatives.

### General Social Equity Themes

- Wilsonville would be well-served by a committee or body focused on issues of diversity and inclusion, to provide a forum for the City to more comprehensively address social equity across all of its functions and services.
- More social connections are needed for residents who do not have a community gathering space where they feel welcome.
- Service providers participating in a Summer 2019 focus group provided examples of some residents, including people experiencing homelessness and people of color, reporting that they had felt unwelcome in public spaces.
- It is important to promote inclusion within the community. As discussed at a high level at the February 2020 Planning Commission meeting, it is important to think about what would encourage people of color to move into Wilsonville, especially if there are not enough jobs for people with different skillsets.

### General Social Equity Ideas

- Develop a citywide equity strategy that incorporates a new approach to drive internal and external operations toward a more socially just and equitable community.
- Consider expanding representation on boards and commissions to increase diversity of backgrounds and views, including the Development Review Board and Planning Commission.
- Require future housing data collection and analysis (e.g., HNA, BLI, etc.) to include an equity-based group of people to provide input, feedback, and identify equity measures.
- Convene community-based organizations to determine how the City can best support them.
- Consider chartering a Human Rights Commission or similar organization that would encourage diversity, inclusivity, and celebration of Wilsonville’s many cultures.

- Given the bifurcated housing market of subsidized housing and expensive homes, aiming for the inclusion of owner-occupied units at 80 to 120 of median income would be a great idea. Wilsonville needs middle-income housing most of all.
- Reach out to school district representatives to discuss possible partnerships related to equity training, new policies to promote inclusion, etc.
- Generate ideas for what actions the City could take to attract more people of color to the community.
- Ask each of the City's boards and commissions to spend part of a meeting in the next year talking about equity and how it could incorporate greater equity in its work. The City might consider creating a training toolkit that the boards and commissions could use to increase their understanding of equity and inclusion. Each group could list what it is doing now to promote equity and inclusion and identify two to three new actions it could take in the next year to bring greater equity and inclusion in into its work. This could be repeated annually or biennially.

## Part 3: Outreach Process and Key Findings

### Focus Groups and Interviews

The project team conducted three focus groups with employers, nonprofit service providers in Wilsonville, and nonprofit affordable housing providers. The team also conducted ten interviews with for-profit developers and a representative from the real estate industry.

### Key Findings

- **Wilsonville's rental market is perceived as having newer, higher quality, more expensive developments with longer waitlists.** The market is perceived as being more similar to Lake Oswego and West Linn than to Milwaukie or Oregon City. The County gets fewer calls on discrimination/repairs/landlord-tenant issues from residents in Wilsonville. The City has a lot of amenities that make it an attractive place to build housing.
- **There is ongoing concern about HOA fees and property taxes driving up housing costs.**
- **Needed housing types:** Single-story units; smaller homes; triplex/duplexes; houses with ADUs; low-cost, single-room occupancy units for people transitioning into the area; roommate matching/homeshares.
- **Who needs help with housing:** single parents, single working adults, people with disabilities, seniors (people cannot age in place easily in Wilsonville).
- **There are not a lot of services for homeless people available locally.**
- **Like affordable rental housing, affordable homeownership projects require subsidy.** About \$100,000 to \$120,000 in subsidy is needed to build a new home affordable at 60% to 80% AMI; if purchasing an existing home, a buyer needs about 20% of the home's

value. The subsidy can come from several sources: land write-downs, permit fee/SDC waivers, outright subsidy, etc.

- **Affordability is a key issue for employers.** In a recent survey of the city’s employers, approximately 30% identified housing costs as a problem for local businesses.
- **The cost of housing presents challenges for those relocating from out of state.** Employers are challenged to find affordable, temporary housing for employees moving to the area. Those arriving in the area find housing costs to be out of line with their previous location. Many employers have to increase wages as a result.
- **Workers commuting to Wilsonville face increasing congestion** (especially shift workers). Some businesses mentioned having a difficult time retaining employees, partly due to transportation costs. Many would like to see increased transportation options for workers, such as regional transit connections and bike/walk options.
- **Employers do not have capacity to offer housing assistance** because they are increasing wages. Instead, employees (particularly lower-wage employees) are finding lower-cost housing in places like Salem, Keizer, Woodburn, Oregon City, Tualatin, and Canby.
- **Additional workforce housing and affordable student housing is needed** to help accommodate growing employment and student populations.
- **Developers working in Wilsonville find some of the City’s regulations to be onerous,** including the stormwater regulations and high SDC fees (though these are comparable to other areas). Many were complimentary of City staff but would like to see a less discretionary, streamlined review process. There has been public pushback on infill development due to density and parking concerns, which has led to increased carrying costs.
- **There is the perception that there is not a lot of land to accommodate new infill development.** Wilsonville is not on the radar for many infill developers given the lack of land for infill development, and the perception that Town Center is not yet “ready” for development.
- **The City could do a better job encouraging new housing types** (like homes with ADUs in new residential neighborhoods) with incentives (e.g., Vertical Housing Program) and an easier/clearer path for small and medium infill development.
- **Capacity for ADUs and infill development in most neighborhoods is unknown:** The majority of Wilsonville’s residential areas are covered under covenants and restrictions (CC&Rs) established by the original developers. The capacity for existing homes to add ADUs or infill on a large lot is unknown by the City and many property owners. New developments could add provisions for ADU development in the future, but there is no incentive for developers to deviate from writing CC&Rs to match the original plans.
- **Some developers referenced incentives that other communities provide:** SDC waivers for ADUs (Wilsonville has this provision in policy), Tigard’s Lean Code, tools for preserving affordability, and tools to reduce carrying costs.

- **The list of developers working in Wilsonville is short.** Developers who might be a good fit for infill development in the Town Center or other areas are not familiar with the City’s opportunities or potential incentives. While many developers are focusing attention on suburban markets, they remain interested in opportunities near good transit and existing services and retail. Infill developers are looking to partner with a city and would be open to an array of incentives. Supports could include land write-downs, SDC waivers, tax abatements, urban renewal support for infrastructure development, etc.
- **The City and County could have a closer working relationship, potentially through information sharing, relationship-building and formal agreements on County and other housing resources.** Information and referral linkages between the City and County regarding services for older adults are strong; what is needed is more actual onsite (in Wilsonville) delivery of County programs. More ongoing information sharing is needed about plans for the Metro Housing Bond, assistance for renters, housing authority programs, use and availability of federal housing assistance, and homelessness funding.
- **Wilsonville has a strong and positive history of working with affordable housing developers in the past.** For example, the City made land available, championed projects, and cleared a pathway toward a tax exemption for affordable units. This has solidified the City’s good reputation among affordable housing developers.
- **A city’s advocacy and support for affordable housing is key in making a project work.** Projects need champions on City Council, the Planning Commission, and among City staff to problem-solve development review projects and provide support for these projects at neighborhood meetings.
- **The Metro Affordable Housing Bond is a near-term opportunity to help fund affordable housing.** The City is receiving calls from affordable housing developers who might be interested in working in the city.
- **The City-owned site near the WES station could be a desirable Transit-Oriented Development site.** To make property near WES station viable, the City needs to: provide a clear path for land use review, write down land cost, provide goals for the project, and make site issues known.
- **Affordable housing developers like being involved early in process.** They are happy to share expertise and can even bring development team to talk about ideas for potential sites. Possible opportunities for tours and additional engagement.
- **Some see isolation among some residents.** More social connections are needed for residents who do not have a community gathering space. The city’s parks are a wonderful asset and people feel safe there.

## Library Kiosk

In December 2019, the project team placed a kiosk survey board in the Wilsonville Public Library to gather resident input on what kind of housing Wilsonville needs most. The board was presented in English and Spanish to gather input from a wider range of residents who live



in Wilsonville, focusing on residents who have not provided project feedback through other venues such as Let's Talk, Wilsonville!

In total there were over 320 votes, which ranked eight different potential housing types for Wilsonville. Participants could choose to place as many votes as they wanted. Every housing option received votes, and the top three choices were single-level homes where people can live their whole lives, smaller, single-family homes, and homes with an accessory dwelling unit (ADU). Smaller homes were preferred more often than bigger, single-family homes at a ratio of two to one. Co-housing, which ranked fifth, received higher interest than smaller apartments or live-work spaces; both of these options ranked last, with fewer votes overall.

### Most popular responses

- Single-level homes/accessibility was the most popular response
- Smaller homes (but not as much interest in smaller apartments); preferred to bigger homes by 2 to 1 ratio.
- Homes with an accessory dwelling unit

### Let's Talk Wilsonville Survey and Submitted Stories

The City of Wilsonville released a survey about equitable housing on its online open house platform, Let's Talk Wilsonville, in August 2019, and a quick poll in December 2019. In addition, website visitors could submit stories about their housing experiences in the city.

### Key Findings

- A total of 80 residents took the online survey. Respondents tended to be longtime residents (10+ years, 36%) or fairly new to the City (1-5 years, 39%). Renters were highly underrepresented, with 76% of respondents stating they owned their home.
- General takeaways from people who rent their homes:
  - Properties are seen as fairly well-maintained.
  - All but one respondent was at least somewhat stressed about the possibility of rent increases (79% responded yes).
  - The biggest challenge respondents identified to buying a home in Wilsonville is finding a home they can afford (68% of respondents).
- General takeaways from people who own their homes:
  - Affording maintenance needs is not generally a problem, but 88% of owners are at least somewhat stressed about affording overall monthly housing costs.
  - There is close to a 50/50 split on whether homes are suitable for aging in place. Multiple floors seem to be the biggest factor in this perception.
  - Less than half of owners (41%) think they could afford to buy a home in Wilsonville in today's market.
- Commute and schools were the top two choices of why people chose Wilsonville.

- Respondents were split on whether there is an adequate variety of housing types in Wilsonville.
- Housing concerns are mixed:
  - Just under half of respondents indicated concerns about cost of housing and expressed a need for more affordable housing.
  - About one-third of respondents shared concerns around themes of quick growth, density, too many apartments, etc.
  - Other comments indicated that more unit types are needed in the City.
- A separate “quick poll” asked “Which of these ideas would most help ensure that people from different backgrounds, ages, ethnicities, incomes, and physical abilities have an opportunity to enjoy Wilsonville?” (a total of 31 responses were recorded as of January 13, 2020)
  - The most popular response was “encourage builders to construct more single-level homes with features that make independent living easier.” (31% of responses)
  - Other responses that garnered interest were:
    - Work with apartment owners to maintain housing for the long term and keep rents from increasing too rapidly (all types of apartments, not only “affordable housing”) (21% of responses)
    - Make it easier to build different types of homes – single detached homes, cohousing, townhomes, cottage clusters, apartments, mobile home parks (17% of responses)
- Themes of stories shared on Let’s Talk, Wilsonville!: (14 total submitted)
  - Lack of starter homes affordable for first time homebuyers
  - Increased cost of rent over time
  - More housing types needed
  - Little housing for working class
  - Need for more outreach and education on available services
  - Good quality of life – parks and schools
  - Need to plan for infrastructure to support increased growth

### Renter Survey

In order to improve the project’s engagement of underrepresented groups, including renters and communities of color, housing surveys were distributed to residents living in Wilsonville’s subsidized affordable apartment complexes in December 2019. A total of 14 responses were returned to the project team.

## Key Findings

### **Residents surveyed seem to be connected to the community of Wilsonville:**

- Most of the respondents do not plan to leave Wilsonville in the next five years.
- Around 36% of respondents only looked in Wilsonville for housing.
- Most respondents were somewhat long-term residents, five years or more.
- Around 40% of respondents would contact friends of family in times of need, which suggests they have a strong network nearby.

### **Survey respondents feel secure and satisfied with their housing:**

- Compared to the national averages, respondents found affordable housing very quickly.
- The majority also did not feel that they are at risk of losing their housing or not being able to afford their current home in the future.
- While many of the responses to the quick poll and library kiosk indicated a need for more housing suitable to aging in place, all but one respondent to this survey felt they are able to age in their current home without issue.

### **Survey respondents may not feel it is possible to be homeowners or are just not interested:**

- The most picked answer for the last question, which asked about strategies that would help ensure that people from different backgrounds, ages, ethnicities, incomes, and physical abilities can live in Wilsonville was “working with apartment owners to maintain housing for the long term and keep rents from increasing too rapidly.”
- Very few respondents aspired to buy a home. This could be due to how satisfied they are with their current living situation. However, it is interesting to note that they believe the biggest barrier for anyone to buy a home in Wilsonville would be finding a home they could afford. This suggests that, if they did aspire to own a home, they see it being a big challenge to stay in their community.

## Detailed Results

### **Question 1: How long have you lived in Wilsonville?**

Twelve survey respondents have lived in Wilsonville for more than five years.

### **Question 2: Why did you choose to live in Wilsonville?**

Housing cost was at least one of the reasons 10 survey respondents choose to live in Wilsonville. For half of the respondents, parks and open space was one of the reasons they choose Wilsonville. Only one survey respondent chose Wilsonville because of the proximity to

work. No respondents choose to live in Wilsonville for the school system or because they liked the home.

**Question 3: When you were looking for your current home, how long did it take before you found it in Wilsonville?**

Ten respondents only looked for housing for between zero to six months before finding housing in Wilsonville. The other respondents found housing between six months and two years. No respondents waited more than two years to find housing.

**Question 4: When you were looking for your current home, what other areas were you considering?**

Five respondents were looking for housing in only Wilsonville. The two other cities most commonly chosen were Tualatin and Oregon City.

**Question 5: Do you feel your home is suitable for aging in place?**

All but one respondent felt that their home is suitable for aging in place.

**Question 6: Is your home big enough to meet the needs of your family?**

Twelve respondents felt their home is big enough to meet their needs.

**Question 7: If you could improve one thing about your housing now, what would it be?**

The majority of respondents chose other. There did not appear to be any trend for the other responses. The second highest response for this question was more bedrooms.

**Question 8: How well do you feel the property owner is maintaining your home?**

Ten respondents felt that their property is well maintained. No respondents felt that their home is poorly maintained.

**Question 9: Do you feel stressed about your ability to afford monthly housing costs?**

Nine respondents indicated that they are not stressed about affording monthly housing costs. Only one respondent felt stressed with two feeling somewhat stressed.

**10. Do you plan to stay in your current home for at least the next 5 years?**

Ten respondents planned to stay in their current home for the next five years. Three were unsure.

**11. Do you aspire one day to buy a home?**

Ten respondents do not aspire to buy a home.

**12. What do you think would be the biggest challenge to buying a home in Wilsonville?**

Ten respondents believed that finding a home they could afford would be the biggest barrier to buying a home (some respondents chose more than one response).

**13. If you had an issue with your living situation or needed assistance, who would you go to for help?**

Seven respondents indicated that they would go to County or State services for help, and seven indicated that they would go to family or friends (some respondents chose more than one response).

**14. Which of these ideas would help ensure that people from different backgrounds, ages, ethnicities, incomes, and physical abilities can live in Wilsonville?**

Nine respondents thought that working with apartment owners to maintain housing for the long term and keep rents from increasing too rapidly would help the most (some respondents chose more than one response).

## Middle Housing Implementation

### Middle Housing Project Outreach Report

This report presents the different outreach efforts of the project, summarizes feedback received from the efforts, and indicates how the feedback impacted the recommended updates

### Community Meeting and Forums for General Public

Date and Description: A February 24, 2001 meeting featured a presentation by City staff and the consultant team. The presentation introduced the project and sought to get feedback on how to make Middle Housing a success in Wilsonville.

Feedback Summary: Desire to keep Frog Pond West Master Plan consistent with previous approval. When a question was posed to the community of *what success looks like walking through a future neighborhood that incorporated middle housing*, answers primarily involved the integration of different housing into the neighborhood, the presence of natural elements, and connectivity.

Feedback Impact: The feedback reaffirmed the project focus on the look, feel, and function of neighborhoods through siting and design standards applicable to a variety of housing types. It also affirmed the deference given to previous planning efforts during the project.

Date and Description: July 20, 2021. Hosted via Zoom, the Planning Commission and the project team answered a number of questions about the project and allowed participants to offer additional feedback as the proposed updates to policies and codes continued to be refined.

Feedback Summary: Project on track with feedback to date. Additional feedback about size of alley-loaded parking spaces.

Feedback Impact: Being on track with previous feedback continued on the trajectory it was one. Where development standards only required 16-foot long alley-loaded driveways, they were updated to require 18-foot.

### General Developer Stakeholder Meetings

Dates and Description: February 25 and July 22, 2021. Virtual meeting via Zoom with the Homebuilders Association and interested developers

Feedback Summary: While some developers had feasibility concerns about having middle housing “look like single-family” others did not share the same concerns. While some developers were hesitant to introduce new types of housing products, others felt the current market would absorb any variety of housing they built. Developers continue to express a desire for clear and objective criteria while balance with the appropriate amount of flexibility.

Feedback Impact: The project team carefully crafted standards to encourage the “single-family look” of middle housing. Feedback on specific standards has been incorporated into the draft standards where possible.

### **Outreach to Frog Pond West Property Owners/Developers**

Dates and Description: February 16, 18, and 23, 2021. Individual meetings with developers active in Frog Pond West and property owners they are working with.

Feedback Summary: Development and development planning for Frog Pond West is fairly far along with plans being for primarily single-family homes. Developers are interested in how the proposed middle housing updates could impact their projects.

Feedback Impact: With information on the trajectory of development in Frog Pond West the City was able to better tailor proposed changes to Frog Pond West to match development trends. This includes looking for ways to ensure some level of additional middle housing is built in Frog Pond West.

### **Old Town Neighborhood Meetings**

Dates and Description: March 3 and June 17, 2021. Online group meeting and discussion held via Zoom between City staff and Old Town residents.

Feedback Summary: Concern expressed about change in the neighborhood. Some owners/residents interested in additional flexibility and redevelopment opportunities the new standards would bring. Strong sentiment that a lot of effort had gone into Old Town Neighborhood planning efforts and there is a desire to stay true to those efforts as much as possible. Neighborhood generally open to adopting new Old Town Neighborhood Zone and rezoning properties as long as it supported Old Town Neighborhood Plan.

Feedback Impact: The project team focused on keeping standards in Old Town what they are to the extent allowed by State law. The project team move forward with drafting the new Old Town Residential zoning district and preparing a proposed rezoning of residential land in Old Town to the new zone.

### **Latinx Focus Groups (see Attachment 1)**

Dates and Description: Virtual focus groups over Zoom on Saturday afternoons March 13, April 10, May 1, and May 22. All groups had a similar presentation from City Staff and Mariana Valenzuela with Centro Cultural, but the subsequent conversations were different for each.

Feedback Summary: Many participants were very pleased with the opportunity to participate. Feedback included the important of housing security and how the lack thereof can impact individuals and families.

Feedback Impact: Related to housing security is affordability. Overall, the focus groups relayed a preference for detached units. A desire for home ownership was expressed. Participants also relayed the importance of having visitor parking to be able to host culturally significant gatherings.

Feedback impact: Feedback from these focus groups led additional focus on detached middle housing options, additional focus on middle housing land divisions to provide more affordable ownership opportunities, and options to provide visitor parking, and

### **Old Town Neighborhood Meetings**

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Feedback Summary: Concern expressed about change in the neighborhood. Some owners/residents interested in additional flexibility and redevelopment opportunities the new standards would bring. Strong sentiment that a lot of effort had gone into Old Town Neighborhood planning efforts and there is a desire to stay true to those efforts as much as possible. Neighborhood generally open to adopting new Old Town Neighborhood Zone and rezoning properties as long as it supported Old Town Neighborhood Plan.

Feedback Impact: The project team focused on keeping standards in Old Town what they are to the extent allowed by State law. The project team move forward with drafting the new Old Town Residential zoning district and preparing a proposed rezoning of residential land in Old Town to the new zone.

### **Online Surveys (see Attachment 2)**

Dates and Description: Building off input from other outreach the project team developed an online survey to guide the project that was available during the month of April. The survey was available in both English and Spanish. The survey had 92 respondents.

Feedback Summary:

#### Rules of Adjacency

*Key question*: What level of regulation is needed for architecture variety of adjacent homes, attached or detached?



*Related survey results summary:*

- Attached building should have compatible architecture
- Some variation (even if just color) should occur between adjoining detached homes

Similarity of Plexes to Detached-Single Family

*Key question:* What level of regulation is needed for buildings containing multiple homes to look similar to detached single-family homes?

*Related survey results summary:* Preference does exist for the plexes that look most like single-family, but respondents were supportive of good design of plexes where differentiation of units is more prevalent.

Visual Separation of Adjacent Driveways

*Key question:* What design standards should be in place for driveways?

*Related survey results summary:*

- Dislike of shared driveways
- Preference for visual separation of driveways

Alley-Supportive Siting and Design Standards

*Key question:* What level of community support is there for siting and design standards that encourage vehicle access via alleys?

*Related survey results summary:* Support of alley access design

Residential Lot Amenities and Feature Prioritization

*Key question:* With the limited space on residential lots, which amenities and features are most important (parking, yard space, setbacks)?

*Related survey results summary:*

- Garage very important, a higher priority than driveway parking
- Parking is important, but not more important than other elements that take up space on a residential lot like separation of buildings and rear yards.

Shared Open Space and Lot Size/Parking Area Trade-off

*Key question:* Is the community open to trading off other priorities in order to encourage additional parking?

*Related survey results summary:*

- Mixed results, but more support for reducing open space for shared parking than opposition.

*Recommendation:* Continue a policy discussion about allowing a developer to reduce a small percent of the required open space to provide shared neighborhood extra parking.

### Feedback Impact:

To encourage variety and compatible design, the draft updated development standards includes façade variety standards to be applicable across the community, including to detached single-family, building off rules in Villebois and Frog Pond.

Broad allowance of detached middle housing, defined as cluster housing, that is the equivalent of attached duplexes, triplexes, and quadplexes.

Draft standards include provisions, including architecture feature variety and allowing larger features to visually tie together adjacent units, which encourage plexes to look similar to detached single-family homes.

For driveways, the draft standards reflect a preference and emphasis for visually separated driveways and alley access.

With feedback favoring having garages, development of siting and design and parking standards was careful to not discourage garages.

With parking being of moderate importance with ranked with other “land consuming” site features, standards did not incentivize parking at expense of other lot features.

Developed standards allowing a developer to reduce a small percent of the required open space or lot size to provide shared visitor parking.

### **Attachments**

Attachment 1 Outreach Report from Centro Cultural of Washington County

Attachment 2 Survey Report

# WILSONVILLE MIDDLE-HOUSING COMMUNITY OUTREACH



March - May, 2021

## Community Outreach Activities Report

By Mariana E. Valenzuela  
Director of Community Partnerships &  
Advocacy Centro Cultural de Washington  
County

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# Wilsonville Middle-Housing Community Outreach

## COMMUNITY OUTREACH ACTIVITIES REPORT

### EXECUTIVE SUMMARY

The City of Wilsonville contracted with Centro Cultural de Washington County to conduct a series of focus groups regarding the development of Middle -Housing, and to create a community outreach framework that would establish guidelines for the city to engage the Latinx community from neighboring cities. The purpose of this document is to report the opinions and perspectives of Latinx community members regarding their lived experiences with housing opportunities, their views on neighborhoods, and middle housing types. This outreach effort is part of the strategy of the City of Wilsonville to comply with new state laws and rules under House Bill 2001 and implement action items from the City's Equitable Housing Strategic Plan 1 by considering the needs of the community.

### Methodology

This section explains the community outreach strategies used to recruit participants, as well as the description of material developed for the community engagement activities. We held four focus group events, which were delivered via Zoom to comply with the social distancing requirements.

- Focus Group I on March 13
- Focus Group II on April 10
- Focus Group III on May 1, and
- Focus Group IV on May 22

**Social Media-** The community was informed of the upcoming virtual event via social media using the following add:



The information was posted and shared on the following Facebook pages:

- Centro Cultural de Washington County
- Promotores Ambientales
- Latinos en Oregón
- Chilenos en Portland
- ¡Conéctate!
- What's Up Wilsonville?
- Announcement of events at staff meetings

Additionally, the event information was shared in other social media pages, such as Instagram and Centro Cultural's website.

Participants included adult Latinos living in Portland, Gresham, Tualatin, Beaverton, Hillsboro, Cornelius and Forest Grove. Attendance at the focus groups ranged from 2 to 18 participants per meeting. For the four focus groups the total attendance was 35 participants. Some of them have lived in this area all their lives, while others have arrived from other countries, including Mexico, Venezuela, Colombia, and Nicaragua during the last two decades, and have made Oregon their home. While the participants were from outside of Wilsonville, their views represent potential future Wilsonville residents and the challenges the Latinx community faces with housing in the Portland region, including Wilsonville. Future outreach will need to continue to find connections to local groups, which as stated later in the report can be facilitated by Cultural Centers and similar community gathering spaces. In a period of non-Covid, efforts would have occurred to go to in-person events where engaging local Latino Wilsonville residents

There were phone calls and follow up emails sent to participants to thank them and welcome them to the upcoming event. Additionally, a survey was sent to them to gather detailed contact and demographic information. A reminder phone call was made one day before the virtual event. The key factor to emphasize on this section is the importance of contacting potential participants once they register for the event.

Moreover, a phone call is always more effective than an email as the first means of contacting a new participant.

## Focus Groups

Centro Cultural de Washington County conducted four focus groups with members of the Latino Community who are residents of Washington, Clackamas and Multnomah County to provide information and gather input from participants regarding Middle-Housing. The meetings were interactive, and we were able to have meaningful discussions and participation. Participants were very grateful for the information provided, but mostly for the opportunity to be part of the conversation.

**Relevant Quotes:**

“Thank you for this opportunity, thank you for bringing our voices to the decision - making process.”

“Thank you so much for inviting us to be part of this. Thank you for all the information.”

## Focus Group Meetings

Each meeting was co-facilitated by Mariana E. Valenzuela, Director of Community Partnerships & Advocacy at Centro Cultural, and Dan Pauly representing the City of Wilsonville. The virtual focus group events included the description and background information for the project: Community outreach, and Oregon Law HB 2001. Following introductions, participants were asked to tell their story. Many shared their stories about housing security and challenges finding adequate housing for them and their families. All their responses brought to light the challenges these members of the community have had in the process of finding a safe and affordable place to live. Each group provided valuable information. They spoke from the heart and most were active participants in the conversation. After sharing their housing stories, participants engaged in a discussion to respond to the following questions:

1. What is most important to you about a house knowing you may not get everything you want in a house? Think number of bedrooms, bathrooms, yard space, parking, size of kitchen, other.
2. Would you consider choosing a house that shared a wall with another house? Why or why not?
3. What characteristics would make a neighborhood a great place to live?
4. What services and amenities are important to you?
5. Imagine you return to Wilsonville in 20 years. The City's middle housing is widespread and successful! As you walk in neighborhoods, you really like what you see. What do you see?
6. What other characteristics are important to you for a neighborhood?



## Focus Group I Summary

March 13th, 2021- Main Themes: Mobility & Affordable Housing

### Experiences related to housing:

Participants' description of their housing experience reflects instability and hardship due to the rapid increase in rental

costs. 26.7 % of participants live with relatives, and 66.7 % are renting. There is much concern among the community regarding housing affordability.

### Feedback on Middle-Housing Types:

- Main concerns for this section: Space, parking regulations, privacy, preferred number of bedrooms is 3, and bathrooms at least 2. Backyard space seems to be important for most participants to have family gatherings.
- Question about ADU's financial support or incentives provided by the city to build. Fees are waived, exploring other options the City has to provide the support. Question about City regulations to build ADU's. There is concern about very expensive cost for permits.
- Responses regarding a shared wall and important characteristic of a home: kitchen, 2 bathrooms, and three bedrooms. Preferred alternative by participants are cluster homes, which do not have a shared wall. Space is also important. It seems that homes are getting smaller all the time. A dignified home should have enough space. For families with children a larger backyard. It depends on the family structure. Parking space is also important. Although, one participant does not mind to share a wall as long as it is her home. It seems like a dream that may not be realized due to cost. Another participant does not mind sharing a wall with her parents.
- Responses regarding a shared wall and important characteristic of a home: kitchen, 2 bathrooms, and three bedrooms. Preferred alternative by participants are cluster homes which do not have a shared wall.
- Space is also important. It seems that homes are getting smaller all the time. A dignified home should have enough space. For families with children a larger backyard. It depends on the family structure.
- Parking space is also important. Although, one participant does not mind to share a wall as long as it is her home. It seems like a dream that may not be realized due to cost. Another participant does not mind sharing a wall with her parents. There were questions about home buying options. Educating community members about the home buying process is essential.

### Feedback on characteristics of a good neighborhood

- Walking and bike trails
- Good schools and health center nearby

### **Wilsonville Middle-Housing Community Outreach**

- Grocery store
- Libraries
- Recreational area for sports
- Parks
- Fire Department
- Childcare Center
- Police Department
- Good lighting in the areaPublic transportation
- Entertainment Center/Town center/Movie Theater/ Restaurants
- Cultural Community Center
- A church is important
- Nearby amenities
- Recycling Center

### **Feedback on what future neighborhoods**

#### **should be The City of Wilsonville:**

Wilsonville in 20 years...

- Would like to see that their ideas from this meeting were heard. They listened to my opinions, and now Wilsonville has grown and is more diverse.
- Green spaces, families walking around.
- Sidewalks so people can walk comfortably.
- Balance between nature and urbanization.
- A good transportation system so community members can connect easily with other places.
- It includes everything we said, and additionally it is a safe place. It's a calm place, I can get to places easily, accessible to all. It is now a welcoming community. Opportunities to get to know families, it has a sense of community. Very beautiful.
- There is a farmers' market.
- Diverse family structures.
- Places for pets, green areas, places for children.
- Indicators of good quality of life.
- Amenities for people with disabilities to make the community inclusive.

### **Focus Group II**

April 10th, 2021-Main themes: Safety & Affordable Housing

#### **Experiences related to housing:**

"It has been a radical change. We have lived in four different places. It is difficult to have to move due to the cost of rent." This quote from one of our participants describes the experience of most participants in all our focus group events.

### Feedback on Middle-Housing Types:

- “Well, when you have kids, the number of bedrooms and bathrooms are important. Also, a backyard, a space for children to go outside and play, or for a barbecue. At least 2 bathrooms. The living room is not essential, since we work, but a dining room is fine. One parking space is good. Generally, those who visit us find parking on the street, but it is important to have space for one car.”
- Does not prefer shared wall due to noise, so it is not very convenient. Prefers the cottage cluster model.

### Feedback on characteristics of a good neighborhood:

- Safety above all. I believe that all neighbors create the elements for a safe neighborhood
- A park, something for kids, walking trails
- School nearby
- Basic Public Services
- Access to neighborhood
- Community Center to hold meetings or celebrations, or to discuss concerns
- Access to post office, retail stores

### Feedback on what future neighborhoods should be The City of Wilsonville in 20 years:

- Safe community
- Clean streets
- Urbanization
- Convenience stores
- Kids playing safely
- Businesses and buildings
- Prosperity
- The city is growing with improved infrastructure
- Health clinics for everyone
- Resource centers
- Everything that is needed to create a safe and prosperous city
- Small restaurants
- Dental clinics
- Sports Center
- Police and Fire Service
- City council office to bring concerns instead of having to go to the City Hall
- Easier access to city government

### Focus Group III

May 1st-Main themes: Privacy & Home ownership

### Experiences related to housing:

The conversation evolved around issues with lack of privacy, access to affordable housing, and safety concerns. Only one of the participants is now a homeowner, but would prefer to live in Wilsonville. They appreciate the location and opportunities in the city. In her words: “There are green spaces, it’s a small city, and a good place to raise a family.” Other challenges heard at the prior meetings were also present during

this discussion. For example, the need to move from place to place trying to find more affordable rent opportunities. One of our participants used to work in Wilsonville, but had to quit his job due to difficulty with transportation. He could not afford to live in Wilsonville due to high rental cost, and the commute was more than 2 hours.

**Feedback on Middle-Housing Types:**

- Bedrooms and the kitchen are the most important rooms in a home
- Would not like to share a wall with neighboring house
- For most participants, 3 bedrooms and 2 bathrooms is the preferred option
- Privacy
- Strict neighborhood rules are more desirable, referring specifically to use of tobacco and cannabis
- Private backyard

**Feedback on characteristics of a good neighborhood:**

- Schools
- Parks for fresh air and physical activities
- Grocery store nearby
- Bicycle lanes
- Access to Public transportation
- Library
- Green spaces
- Good lighting
- Good neighbors
- Police presence for safety
- Suggestion for safety: Fence around neighborhood with exclusive access to residents-access code to residents.
- Hospital or healthcare service clinic nearby
- Sports center
- Community Center, similar to Centro Cultural

**Feedback on what future neighborhoods should be City of Wilsonville in 20 years:**

- More people
- More houses
- More lights
- Stores-grocery store
- Neighborhoods with fences around, green spaces inside, bicycles by the house because it's safe, medium and affordable homes, affordable for immigrants, there are many of us who dream of having our own home.
- Gardens and places to grow trees, vegetables,
- Clean, fresh air
- Retail stores
- Hospital nearby
- Shopping mall
- Recreational spaces for kids
- New streets
- Clean
- More variety of foods

**Focus Group IV**

May 22nd, 2021-Main theme: The process of home ownership

**Experiences related to housing:**

There were several challenges related to housing mentioned during this meeting. Finding a place close to work is important for this group, but again, many of the participants have moved several times seeking affordable units to rent. Most of them expressed the desire to purchase their own home someday. However, there is little knowledge about the home buying process, and unfortunately this can result in losses. One of our participants shared her experience. We were very moved to hear about the people who offered to help her and her husband to purchase a home. They gave the down payment, but their friends signed the documents as if the home was actually theirs. Our participant and her husband made the monthly mortgage payments and property taxes, while at the same time the friends remained at the house rent free which was the ask for providing their name on the home purchase. Since the home was in their name they decided to sell it, although they had not paid for it. Our participant and her family had to leave the house. They consulted an attorney who could not do anything to help them since no documents were signed to honor the agreement. One of the important facts that we have learned from these meetings is that there is a great need to inform and educate the community regarding home ownership and the home buying process.

**Feedback on Middle-Housing Types:**

- Backyard is important for most participants, particularly those who have children
- Kitchen is an important place to gather with family
- Bathrooms are also a priority
- Sharing a wall is annoying due to noise for adjacent unit
- Number of bedrooms and bathrooms depends on the size of the family
- Interior space
- Parking spaces; parking can be an issue for Middle-housing residents
- Shared wall not desirable
- Reasons: noise, safety issues,

- To mitigate: sound proof walls; shared wall should be the garage wall, and build the homes on opposite sides
- However, sharing a wall with elderly parents is a great idea. One of our participants mentioned that she plans to have her parents next to her in the future so she can take care of them.

**Feedback on characteristics of a good neighborhood:**

- Good neighbors
- Good lighting on the streets
- Safety
- Green spaces
- Schools
- Safe sidewalks
- Family living in the same neighborhood
- Parks, playground
- Respect and cordiality among neighbors
- Community center
- Retail and convenience stores
- Tranquility and nature
- Vegetation
- Grocery store at a walking distance
- Schools nearby
- Recreation center/Aquatic center
- Sports fields
- Dog parks

**Feedback on what future neighborhoods should be City of Wilsonville in 20 years:**

- A lot of vegetation, trees, grass
- Nice homes
- Middle-housing with parking and privacy
- Library
- Enough parking
- Garbage bins
- Walking trails
- Sports center for the youth
- Would **not** like to see too many cars parked on the street. It's not good for property value, and it does not look good.
- Good lighting
- There are no homeless folks

## Survey

The objective of the survey was to gather relevant background and demographic information from community members of historically marginalized communities, specifically members of the Latinx Community. The following charts describe demographic data gathered from a survey which was sent to participants one week before the virtual focus group event. We received a total of 25 responses. The survey included the following questions:

1. First and Last name (s)
2. Address
3. Phone number
4. Language preference for focus group meeting (English or Spanish)
5. Why would you like to attend this virtual event?
6. Which of the following best describes your current housing status?
7. How old are you?
8. Ethnicity
9. Gender
10. Annual income

### Summary of survey results

For the purpose of this summary, and to comply with the confidentiality agreement between Centro Cultural and participants, I will provide information gathered from responses to questions 5 through 10 and address those answers which best represent all participants.

#### Question # 5- Why would you like to attend this virtual event?

Most of the participants responded that they would attend hoping to learn about the community and affordable housing opportunities. The housing crisis is felt by many throughout the country, particularly for those of modest income and those who do not understand the process of purchasing a home, how to build credit, and other essential requirements for mortgage loans.

#### Relevant quotes:

“Todo ser humano tiene derecho a tener un lugar digno y accesible en donde vivir y creo que debemos trabajar mucho en esta área para proveer recursos a quienes les es imposible pagar la renta de un lugar para su familia.”

*Translation:* “All human beings have the right to have an affordable and dignified place to live, and I believe that we have to work a lot in this area in order to provide resources to those who are unable to afford the rent to provide a place for their family.”



**Wilsonville Middle-Housing Community Outreach**

“Para contribuir con mi opinión en la expansión de estas viviendas. Compartir mi experiencia alquilando. Además de traer la voz de las personas con quien he convivido en el trabajo y grupos que participo.”

*Translation:* “To contribute with my opinion for the expansion of this type of housing (Middle-Housing), to share my rental experience. Also, to bring the voice of the people with whom I work and participate in groups.”

“Porque me gustaría conocer si hay una oportunidad de tener una vivienda propia o una renta económica para mí u otras familias que están pasando por una situación económica difícil.”

*Translation:* “Because I would like to know if there is an opportunity to purchase a home or more affordable rental for mi or other families who are going through a difficult financial situation.”

“La razón de mi interés en participar en este evento es porque mi familia y yo estamos pensando en movernos de ciudad y Wilsonville es una de las ciudades que tenemos en mente.”

*Translation:* “The reason for my interest in attending this event is because my family and I are thinking about moving, and Wilsonville is one of the cities we have in mind.”

“Vivo en Wilsonville y quiero saber lo que está pasando con la comunidad Latina. Tal vez hay algo que yo pueda hacer para ayudar.”

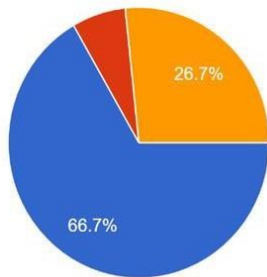
*Translation:* “I live in Wilsonville and I want to know what is happening with the Latinx Community. Perhaps there is something I can do to help.”

“Porque tengo mala experiencia con respecto a la vivienda en el estado de Oregón y quiero saber o abogar para que esto cambie.”

*Translation:* “Because I have had bad experiences with housing in the State of Oregon, and I want to know or advocate so this situation changes.”

**Question # 6**

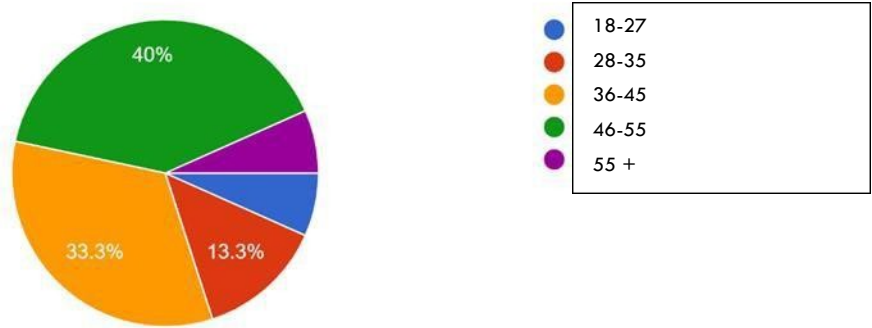
Which of the following best describes your current housing statu



- I rent
- I own my home
- I live with relatives
- Other

**Question # 7**

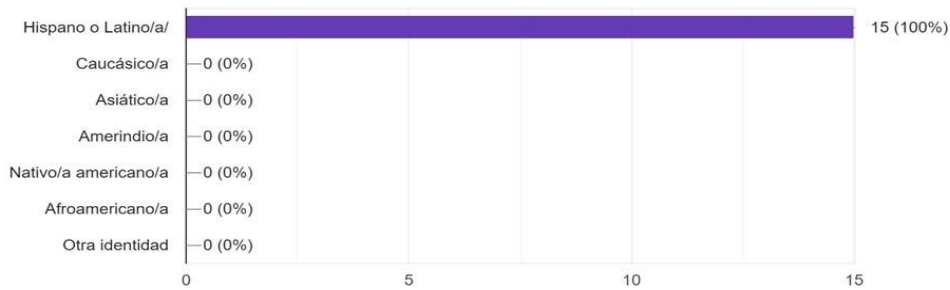
Indicate your age group



**Question # 8- Ethnicity**

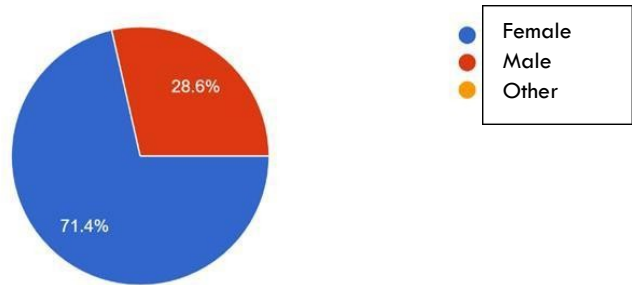
With which ethnic group do you identify yourself?

¿Dónde ubica usted su raza o identidad étnica? (marque todas las respuestas relevantes)  
15 responses



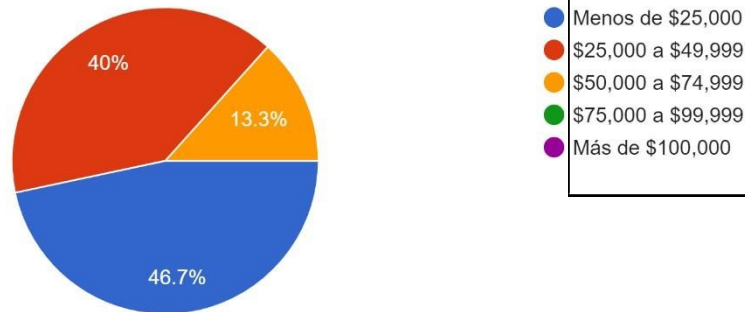
**Question # 9- Gender**

¿Con cuál género se identifica usted?  
14 responses



**Question # 10- Income level**

Which category best represents your annual income?

**Key Findings**

- The Latinx Community is characterized by a strong sense of family, community and inclusion.
- Importance of centers and/or culturally specific organizations within a city to provide services and support to the community.
- Job opportunities and economy in Wilsonville: manufacturing, warehouse, technology jobs, retail, the whole variety of jobs, and near farmlands, Coca-Cola and Pacific Foods, Clackamas Community College, reflect a prosperous economy and an incentive for members of the Latinx Community.
- Participants were not familiar with HB 2001, nor the concept of Middle-Housing.
- Nature and green spaces are essential for this community.
- One of the important facts that we have learned from these meetings is that there is a great need to inform and educate the community regarding the process of home ownership.

**About Centro Cultural and the Value of Cultural Centers**

Centro Cultural was founded in 1972 by twelve migrant families who had come from Mexico to Cornelius, Oregon to work, mainly in agriculture. These families gathered frequently, and decided to create a safe place where other immigrants from Mexico could find friendship and support. Since that time, Centro has served the Latino Community in Western Washington County, and beyond. This nonprofit organization has grown by acknowledging the needs of the communities, finding necessary resources, and providing solutions. It has become an essential asset for the community by building bridges through partnerships, and delivering what we offer. Currently, Centro serves the community through a variety of programs which provide opportunities for growth, leadership development, and empowerment which reflect the mission and values of our organization.

Wilsonville is a prosperous city. It has much to offer in terms of economic and professional development opportunities, such as jobs, education and trainings. The location and size of the city are ideal characteristics to create healthy and prosperous communities. However, in order to bring in a diverse population, investments will have to be made. In addition to affordable housing, a cultural center is essential. Such a place is more than a building with office space and a gathering room for meetings,

workshops, and special events. Creating a cultural center is a process that goes beyond the upgrading or construction of a new building. The non-tangible aspects of this space must be co-created with the community, particularly with the diverse group (s) the city wishes to engage. There are two elements that must be present in a cultural or community center: Safety and Trust. I capitalized these words because without them any effort will not succeed. By co-creating this space with the community through community engagement activities, focus groups, and/or surveys, the city will be building a relationship of trust while embracing diversity. What should this place offer? It must offer basic services and resources, such as information regarding public transportation and healthcare resources; It should offer workshops to inform and educate community members on important topics; It should be a safe place for everyone who seeks help, and it should provide volunteering opportunities for the youth and others. Language must be considered as well. In addition to the practical services that a cultural community center must offer, it should also be a place to hold or plan events that are important to community members. For example, celebrating the Hispanic Heritage Month, El Grito, Day of the Dead shrine contest, these are all activities that the Latino Community will welcome.

### **Conclusion**

The implementation of the focus groups for the purpose of this project was to provide information regarding the concept of Middle-Housing and how this concept relates to the City of Wilsonville's current and future urban developments. Everyone learned much more through the open conversations. First and foremost, the City learned that the essence of the Latino Community is based on a strong sense of family and community, as well as a genuine believe that everyone should be included in the decision-making process, particularly when it relates to housing, nature, green spaces, and opportunities to thrive.

Participants also expressed the need to create a cultural center that welcomes everyone, and provides a safe space to gather, to celebrate and/or to search for resources, such as jobs, ESL classes, health insurance, transportation, and professional development opportunities.

Another important takeaway from our community engagement activities is that the concept of Middle-Housing is unknown to many, more so HB 2001. We provided the relevant information, and answered questions to make sure all attendees understood the opportunities that implementing HB 2001 would mean for the future of Wilsonville.

Participants learned that Wilsonville has much to offer in terms of jobs and education opportunities. However, housing is not affordable for most. HB 2001 provides hope for many community members that in the near future they will be able to live in the same city where they work.

Participants were open and candid, grateful to be there, and to have been invited to be part of the process. Most of them dream to someday become a homeowner. They learned about this concept, and we learned about their dreams.

### **Next Steps**

Through our recent community engagement activities, the City of Wilsonville has begun to build a bridge with members of the community who had been marginalized for too long. Their feedback is essential to the planning process of urban development of the city, as it is also imperative to continue strengthening the relationships with community members of diverse background, and with community organizations that represent them.

Moving forward, participants will continue to be informed of any new developments, and most importantly, they will be updated on how their participation and feedback is being considered during the planning process of future developments by the City of Wilsonville.

### **Acknowledgments**

#### **from Mariana Valenzuela, Director Community Partnerships and Advocacy**

I want to express my gratitude to the City of Wilsonville, particularly to Dan Pauly, for giving us the opportunity to work on this community engagement project with members of the Latinx Community. I am particularly grateful to the thirty-five participants who attended, shared openly their stories, and provided

valuable information regarding their experiences with housing. I would also like to thank my colleagues at Centro, especially Anna Bird who provided support in advertising and promoting each event. It has been a rewarding experience thanks to all of you who have been part of this project.

## ENGAGEMENT SUMMARY: APRIL-MAY 2022

### Overview

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This document is a summary of community engagement activities conducted between April 30 and June 1, 2022, for the Frog Pond East and South Master Plan. The project and engagement was focused on issues and ideas to inform the development of the plan alternatives. Key themes from each engagement meeting or activity are summarized below. Attached are summaries for each of the meetings.

### Meetings and Activities

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Meetings and engagement activities are summarized below. In addition, City staff had (and continues to have) on-going informational and coordination meetings with individual property owners, community members and developers.

- Community Focus Group #1 (April 30, 2022)
- Affordable Housing Focus Group #1 (May 11, 2022)
- Community Design Workshop (May 12, 2022)
- Affordable Housing Focus Group #2 (May 13, 2022)
- Community Focus Group #2 (May 14, 2022)
- Online survey on Let's Talk Wilsonville! (May 12 – May 30, 2022)

Project information and meeting notices were provided through a variety of ways including: *Let's Talk Wilsonville!*, the Boones Ferry Messenger; the project Interested Parties email list; and social media postings.

## Meeting Summary – Community Focus Group #1

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**When:** April 30, 2022; 3:30 – 5:30 p.m.

**Where:** Zoom

**Participants:**

*Project team:* Dan Pauly, Georgia McAlister (City of Wilsonville); Joe Dills (MIG|APG); Mariana Valenzuela (Centro Cultural)

*Attendees:* 18 community members pre-registered through recruitment via Zoom. However, only 4 participants were confirmed as legitimate participants.

**Meeting purpose:** To share information, and receive feedback, regarding the Frog Pond East and South Master Plan project. The feedback will inform project alternatives. This focus group was intended to broaden the engagement to include community members who do not typically participate in planning processes and are part of underrepresented communities.

### Welcome and project overview

Mariana welcomed participants and Zoom start-up was finalized for all participants.

Dan welcomed the group on behalf of the City. Dan described: Frog Pond location, focus group agenda-overview-relevance, why planning is occurring, planning to date and vision. Joe presented slides addressing working ideas for: affordable housing, a range/typology of housing choices, a neighborhood center, community gathering places, connections, and the BPA power line corridor.

### Breakout groups

The participants then broke into groups for discussion of the issues described in the overview. The questions and summary of feedback is below.

*Neighborhood Center: What do you think of the idea to locate a “Main Street” commercial area along SW Brisband Street at SW Stafford Road? What would make it somewhere you and your family would go?*

- Coffee or “refreshment spot”
- Cinema
- Positive attractions, things that are fun
- Places to exercise
- Spa
- Restaurants
- Security is important

*Housing Choices: For the range of housing choices that was presented – which ones should go where?*

- Range of homes on the larger parcels
- Type 1 near the grange
- Type 1 near the Community Park

- Type 1 away from the Community Park – in a location where there is less noise and activity
- Housing away from traffic
- Type 2 in a quiet location
- Mix of home throughout
- Overall general preference for Type 2

*Community Gathering Places: What are the potential uses for the Grange? What ideas do you have for the East Neighborhood Park? What other community gathering places should there be?*

- Grange: history, library, small museum, environmental education, community center for occasions, place to vote,
- Park: a fun place, kiddies corner, visibility, drinking fountains, outdoor gym

*Connecting Destinations – Regarding the design concept map that shows connections: Do these make sense to you? Are there other important destinations to connect? Where should trails be located?*

- Trails: the red lines make sense, connect to Brisband Street

BPA Power Line Corridor: What would you like to see in this area?

- Sports courts, parking, trails, concern about safety, could be dangerous

*Other comments/questions of interest:*

- Is there security (e.g. a police station) nearby?
- Where is the closest healthcare?
- There should be access to food and personal needs. A small grocery would be good.

## Reports, Next Steps and Adjourn

The participants reconvened and provided highlights from the discussions. Dan thanked everyone for the participation, described next steps, and adjourned the meeting.

## Meeting Summary – Affordable Housing Focus Groups #1&2 With Renters

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**When:** May 11th, 2022; 5:30-7 p.m. and May 13th, 2022; 12-1:30 p.m.

**Where:** Zoom

**Participants:**

*Project team:* Georgia McAlister (City of Wilsonville); Becky Hewitt (ECONorthwest); Virginia Wiltshire-Gordon (ECONorthwest)

*Attendees:* 11 renters living in Wilsonville (8 on May 11<sup>th</sup> and 3 on May 13<sup>th</sup> who pre-registered through recruitment via social media and posted flyers)

**Meeting purpose:** Seek the perspectives of renters about their preferences for housing.



## Welcome and project overview

Georgia welcomed participants and Zoom start-up was finalized for all participants. She welcomed the group on behalf of the City and described the Frog Pond location, focus group relevance, and why planning is occurring. Becky gave an introduction to the focus group agenda.

## Breakout Groups - Questions

Discussed the following questions:

### Current housing

- What do you like about where you live now? What don't you like?
- What were the most important factors in deciding to live there?

### • Future neighborhood

- Is anyone thinking about moving in the next few years? If so, would you be interested in living in a new neighborhood in Wilsonville at the edge of town?
- What would factor into your decision about whether that was a good place to live?
  - Prompt about both the unit itself and the neighborhood / surrounding amenities / location, ask about access to transit

### Housing types

- What type or style of housing would be most appealing to you?
- Show different housing types and ask what they would think. If your ideal situation is unaffordable, what kind of housing would you be open to?

### • Buying

- If not already covered, ask whether they are hoping to buy a home in the next few years or continue renting
- What challenges are you facing in buying a home?

### • Anything else you want to share?

Breakout rooms closed when all questions had been discussed.

## Comments and Key Themes from Participants

### Wilsonville Community

#### • Positive experiences:

- Many participants love Wilsonville and love living in Wilsonville
- Family: living close to aging parents, living within driving distance to family, living with family
- Safety: participants expressed appreciating the safety they felt personally, for their property and for their children
- Access to work: living close to work, easy drive as a commute
- Character of neighborhoods: architecture, access to nature and open space, layout of the city

- Amenities: convenient to get around town, bike paths, access to shopping center, access to the highway, activities and play areas for children
- Schools
- Challenges
  - Displaced multiple times due to landlords wanting to sell, more applicable in units with smaller scale owners
  - Rent increases pricing people out
  - Participants recognized the need to build more units and the reality of a region-wide housing shortage
  - Transit is not well connected to other parts of the metro region
  - High levels of growth, people moving into the community and increasing demand. Some of those moving to the area have higher incomes or more access to resources.

### Future Neighborhoods

- Everywhere in Wilsonville is nice
- Make sure traffic is addressed, public transportation within town was not as much of a priority at present but becomes more relevant as people age

### Future Housing Types

- Middle income 55+ community: desire for communities reserved for older and retirement age people. Interest in amenities that would create recreation opportunities for people to gather.
- Housing appropriate for aging in place: single story, some interest in master on ground floor, smaller size units (less than 1,200 sqft)
- Detached housing: general preference for housing that doesn't share walls, some preference for detached with a shared yard relative to attached housing with a small individual yard
- Design: Interest in duets or duplexes that may not be as obvious, such as different door orientations for each unit and interest in units that have an individual feel. Interest in variety of styles and more individuality still with a consistent character. Some interest in ADU, preference for detached style.
- Unit amenities: Yard and privacy, parking, balconies, high ceilings
- Apartments/Condos: less interest, less attractive. Concerned about privacy, fees, space for younger children

### Future Home Ownership

- Many expressed interest in owning a home in Wilsonville. Some people felt they were not yet at the stage of life to own a home.
- Prices were the key limiting factor. Some expressed willingness to compromise on features they wanted in order to afford a home in this location but some would prefer to continue renting unless or until the right home they could afford became available. For some, owning is price prohibitive in Wilsonville regardless.
- Concerns about HOA fees though some expressed appreciating the benefits they provide

## Meeting Summary – Community Design Workshop

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**When:** Thursday, May 12, 6-8 p.m.

**Where:** Zoom virtual meeting

**Participants:**

*Project team:* Miranda Bateschell, Georgia McAlister, Cindy Luxhoj, Joe Dills, Andrew Parish, Saumya Kini, Betty Lou Poston, Ken Pirie, Ryan Mottau, Mariana Valenzuela

*Attendees:* 10 participants

**Meeting purpose:**

- Share project information
- Obtain feedback to be used in preparing master plan alternatives

### Welcome and Meeting Overview

Georgia convened the workshop, welcomed the group, and explained Zoom features

### Project and Workshop overview

Georgia gave a short presentation, covering: why this project, why now; where is Frog Pond; 2015 vision and some new priorities; what will happen in the breakout groups; what we will do with your input

### Breakout Groups

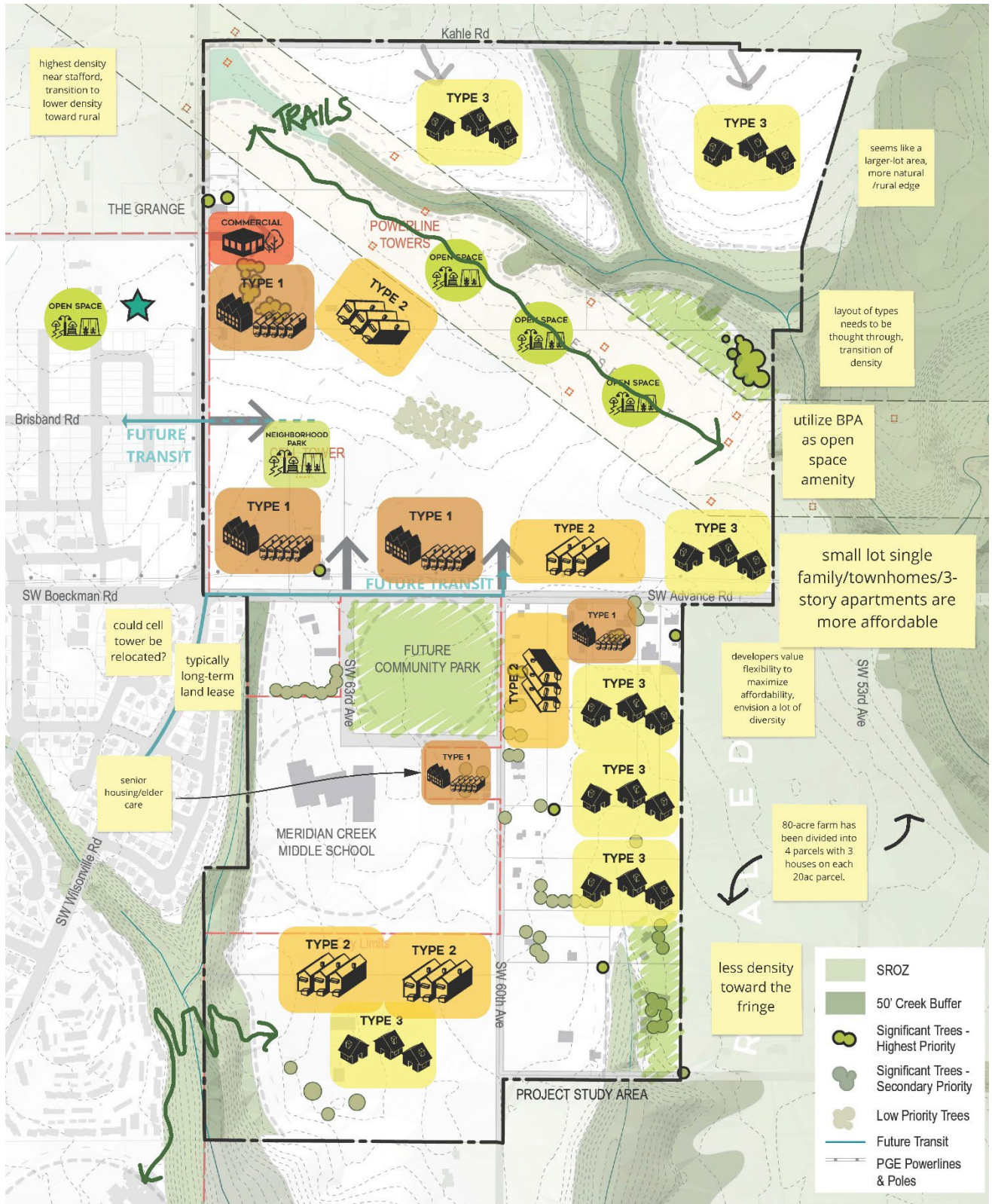
The attendees were divided into two discussion groups. After introductions, each group discussed:

1. Location and context – Where at the destinations for community gathering in southeast Wilsonville?
2. Connections – Based on a conceptual map of how to connect local destinations, the groups discussed ideas about places to connect and added ideas for additional connections.
3. Neighborhood commercial center – Following background information about a market study and discussions with the Planning Commission, the groups addressed:
  - a. What do you think of the idea to locate a “Main Street” commercial area at SW Brisband Street at SW Stafford Road?
  - b. What would make it somewhere you and your family would go?
  - c. For our work today, can we proceed with Brisband Main Street as the location for our discussions? (One group supported and moved forward with the Brisband Street location. The other group placed their commercial “chip” on the Frog Pond Lane location)
4. Housing types – Background information was provided regarding the City’s focus on providing a range of housing types. Housing Types 1, 2, and 3 were explained, along with principles for their placement on the maps. The groups then proceeded to place housing chips on their maps. See below

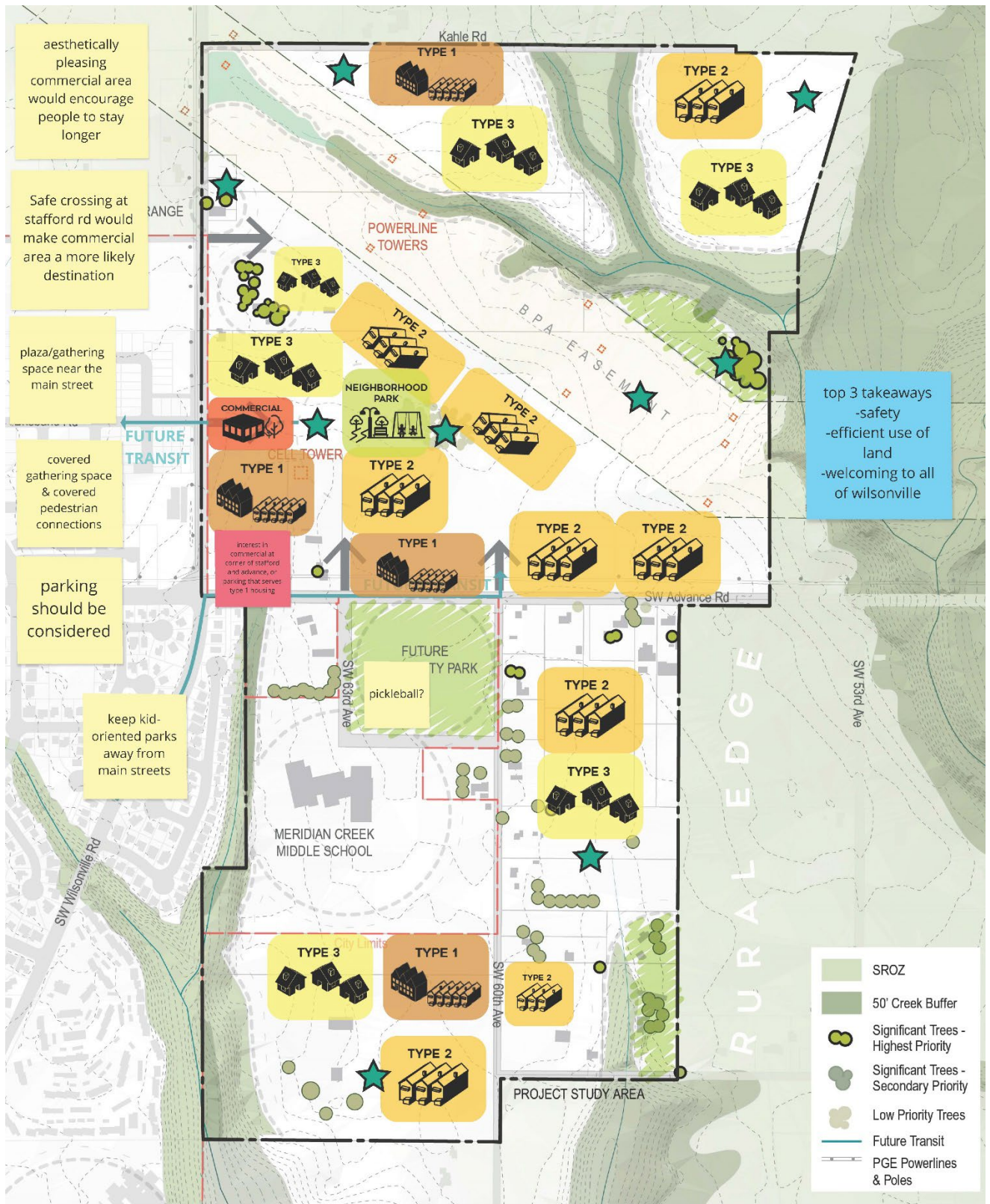
5. Parks and neighborhood destinations – The groups then placed chips for the East Neighborhood Park and small neighborhood destinations distributed around the map.

### **Breakout Group Feedback**

Comments and ideas from workshop participants were recorded on maps – see below.







Report backs

Attendees returned from their groups and summarized highlights from their discussions:

Group 1:

- Type 1 housing should be focused towards the center with Type 3 towards the edge
- Make efficient use of the Frog Pond land supply including the BPA corridor and potential commercial area
- The neighborhood should include opportunities for affordable home ownership

Group 2:

- Pedestrian routes and should provide for safe walking and connectivity
- Make efficient use of the Frog Pond land supply
- Make these neighborhoods welcoming places

At 8:00 p.m., Georgia thanked everyone and the meeting was adjourned.

## Community Focus Group 2

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### Overview

This event was delivered in English and Spanish using consecutive interpretation services to serve members of the Latinx Community in the area. Georgia presented the Frog Pond East & West Master Plan in the following sequence:

1. Description of the Frog Pond area
2. Goals of the development for the City of Wilsonville
3. Objective of focus group
4. Project update
5. Vision of Frog Pond – It is important to mention that this vision was built on feedback received during focus group events related to HB 2001 which took place last year.
6. Description and potential location of three home types
7. “Main Street” at Frog Pond-location and potential use
8. Community gathering places
9. Options to connect the neighborhood destinations
10. What to do at the BPA Corridor?
11. Group discussion
12. Next steps-Stay connected

There were seven participants who provided valuable input regarding the potential features and components of the future Frog Pond Neighborhood.

Most of the participants had already heard about Frog Pond since they had attended earlier community engagement events organized by the City of Wilsonville to provide information and gather feedback on HB 2001. They were very excited to have the opportunity to return and continue to be part of the urban planning process.

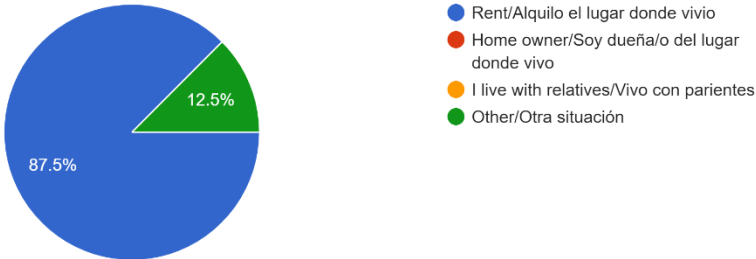
# Pre-Meeting Survey

Participants completed a survey prior to the focus group event. These are the findings from that survey:

## 1. Living situation

¿Cuál de las siguientes opciones describe mejor su situación de vivienda?

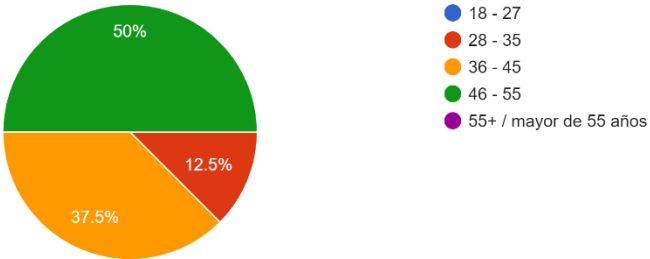
8 responses



## 2. Age group

¿Qué edad tiene usted?

8 responses

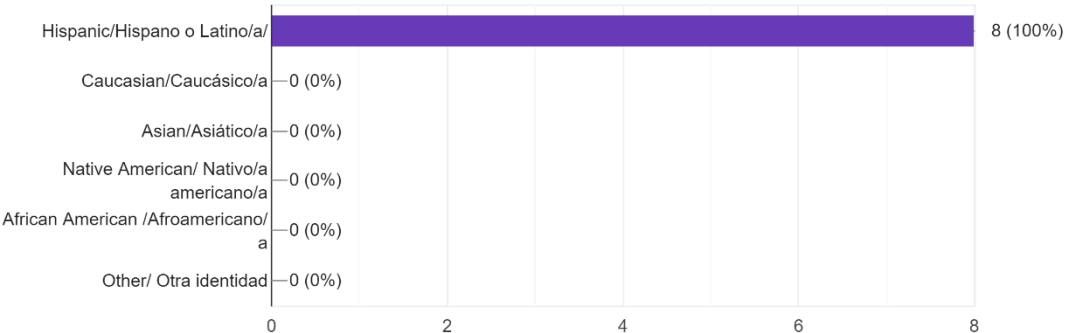


## 3. Ethnicity



¿Dónde ubica usted su raza o identidad étnica? (marque todas las respuestas relevantes)

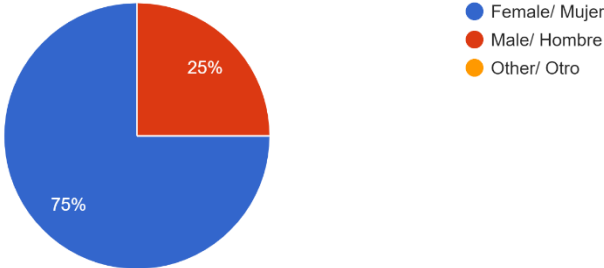
8 responses



4. Gender

¿Con cuál género se identifica usted?

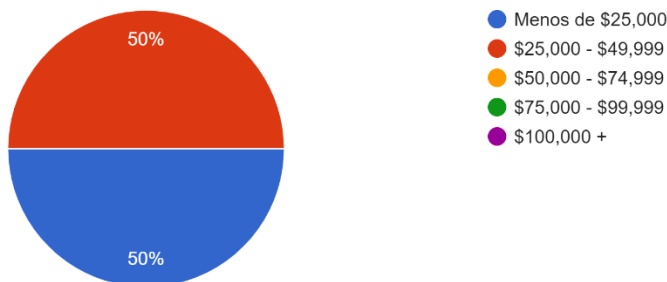
8 responses



5. Annual Income

¿Cuál de las siguientes categorías representa mejor su ingreso anual? (marque una respuesta)

8 responses



## Group Discussion

During the discussion, participants responded to the following questions:

1. **Neighborhood Center-** *What do you think of the idea to locate a “Main Street” commercial area along SW Brisband Street at SW Stafford Road? What would make it somewhere you and your family would go?*

Responses and comments:

- Ethnic food restaurants
  - Family-owned small businesses
  - Services: Beauty salon, Coffee shops, small market, ice cream shop
  - Affordable rent for small businesses
  - “Main Street” idea is good for the family, places you can walk to
  - I really like the idea, but for small businesses rental is challenging. It would be important to know who the owner is. These businesses are small. For a business to be successful, rent needs to be affordable.
  - Yes, a commercial area is a great idea, particularly if there is a focus on cultural exchange with arts & crafts, diversity of ethnic foods.
  - Cultural exchange, as the gentleman mentioned, is very important. This space, if affordable, could be the place for that exchange. Great idea for families to connect.
  - Spectacular idea. It would be wonderful. We don’t have such a place. A Colombian food restaurant would be great.
  - It would be great to have a grocery store, so you can go to do the shopping for the week, and then stop at an ice cream shop.
  - I love this idea of returning to a place where you can create community, connect with others.
2. **Housing Choices-** *For the range of housing choices that was presented – which ones should go where?*

## Responses and comments:

- There were many questions about home affordability. How will they make these homes more affordable? Andrew responded to this concern. He explained that the City is thinking that a percentage of the homes will be subsidized. The same participant asked what is the percentage of subsidized homes. Georgia explained that there are three models. The most optimistic is a 15% of homes will be subsidized. Then the participant asked if 15% is the most optimistic, what is the most realistic or lowest? Georgia explained that they do not have the exact percent, that it all depends on the support of the community, but that affordable housing is a goal for the City so they are optimistic.
  - **Type 1**-Participants agree that these homes should be near schools for safety since there are more children. Least focus should be on building Type 3 homes. Most houses in Wilsonville are single-family homes and are less affordable.
  - **Type 2**-Near retail stores- Near “Main Street”
  - **Type 3** closer to the Grange, more isolated- Again, participants concur with that opinion. Focus the least on building this type of home.
  - The tallest buildings should be placed far away from power lines, and whatever is built, make sure there is a lot of parking space.
3. **Community Gathering Places:** *Which are the potential uses for the Grange? What ideas do you have for the East Neighborhood Park? What other community gathering places should there be?*
- A Community Center near the park; Park and community center should be located away from traffic for safety
  - Picnic tables
  - Place to barbecue
  - Swimming Pool
  - Sports fields- soccer, tennis
  - Walking and biking trails
  - A road so we could drive and carry food to barbecue
  - A covered space due to rainy days, so families can celebrate birthdays
4. **Connecting Destinations:** *Regarding the design concept map that shows connections, do these make sense to you? Are there other important destinations to connect? Where should trails be located?*
- Biking trails
  - Walking trails
  - Consider those who have mobility issues
  - These trails
  - Connecting path should have the shape of an “S” instead of a “C”

After the discussion, Georgia and Andrew thanked participants for their meaningful contributions.

## Online Survey

### Overview

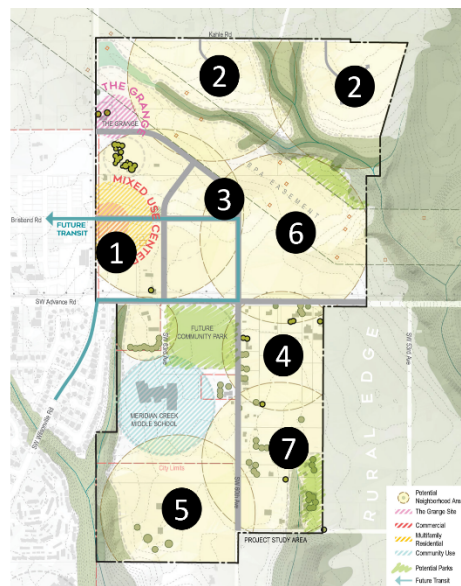
A survey was posted to *Let's Talk Wilsonville!* on May 17 and ran through May 31. The survey had three components: housing history and preference, location of housing types in Frog Pond East and South, and feedback on proposed amenities such as use of the historic grange and park programming. Through May 31 the survey had 46 respondents. More information on responses to individual questions can be found in attached summary.

Of the 46 respondents, 40 currently live in a detached single-family home. A preference for detached single-family homes from this group remained consistent throughout the survey. Detached single-family was by far the predominant preference for respondents if they were to seek a different home in the coming years. In addition, the overall preference for the Type 3 Housing Form was clear. Only 5 respondents indicated they did not prefer Type 3, compared to 14 for Type 2 and 25 for Type 1. It was not unexpected existing single-family homeowners would have this type of response.

Other survey questions brought additional insights about preferences and potential future needs. As can be seen in some of the other outreach results, generally there is a preference for detached units. The ideal of the detached home runs strong. A particularly interesting survey question was if respondents could not afford a detached single-family home what other type of housing they would consider. Half of respondents (23) said a townhouse, the next most frequently selected options were cottage cluster (19), plexes (16), cluster housing (13), and apartment or condo (11).

Respondents were also asked best and preferred location for different housing forms in Frog Pond East and South, referencing the map below.

1. Adjacent to the neighborhood retail and next to Stafford road
2. Outer area of East Neighborhood between creek corridors
3. Central area of East Neighborhood, near power line easement areas
4. South Neighborhood near future community park
5. Southern portion of South Neighborhood area near middle school
6. Central East Neighborhood
7. Southeastern corner of South Neighborhood near natural area and rural residences



Locations 1 and 3 were the only locations where a majority of respondents did not indicate a preference for the Type 3 housing form. A majority of respondents indicated Type 1 housing form as the appropriate housing form for Location 1. Type 2 housing form had the most respondents feeling it is most appropriate for Location 3.

Respondents were also asked to rank all seven locations in order of preference for each Type of housing form. The results indicated as follows:

- For Type 1 housing form, Location 1 was most preferred, followed by Location 3, with locations 7 and 2 being the least preferred
- For Type 2 housing form, Location 3 was most preferred, followed by Location 4, with locations 6 and 7 being the least preferred
- For Type 3 housing form, Location 7 was most preferred, followed by Location 5, with Location 1 being by far the least preferred, followed by Location 3.

Detailed responses to use of the grange and parks will be retained for reference during further work on designing and programming these areas in the coming months.



## Meeting Summary – Affordable Housing Focus Group with First-Time Homebuyers

**When:** June 6th, 2022; 5:30-7 p.m.

**Where:** Zoom

**Participants:**

*Project team:* Georgia McAlister (City of Wilsonville); Dan Pauly (City of Wilsonville); Becky Hewitt (ECONorthwest); Virginia Wiltshire-Gordon (ECONorthwest)

*Attendees:* 5 first-time homebuyers living in the Portland metro regions, recruited primarily via Proud Ground

**Meeting purpose:** Seek the perspectives of about their preferences for housing.

### Welcome and project overview

Georgia welcomed participants and Zoom start-up was finalized for all participants. She welcomed the group on behalf of the City and described the Frog Pond location, focus group relevance, and why planning is occurring. Becky gave an introduction to the focus group agenda.

### Questions

Discussed the following questions:

- Home buying criteria
  - **Price range**
    - Poll question: What is your approximate price range as you are looking for homes?
      - <\$350k
      - \$350-400k
      - \$400-450k
      - \$450-500k
      - \$500-600k
      - >\$600k
    - Poll question: Are you expecting to receive financial support for your home purchase?
      - Yes, nonprofit (e.g. Proud Ground) or public support
      - Yes, family support
      - Yes, employer support
      - No support
    - Have you seen homes in your price range that you think would meet your needs?
  - **Home type and size:**
    - What type of homes are you looking at or willing to consider and why?
    - What size of home do you need for your household?
    - What characteristics of the home itself are most important to you (e.g., condition, size, attached vs. detached, private outdoor space, particular features or design)?
    - An “accessory dwelling unit” or ADU is a second small unit on the same property with a larger home. They can be attached to the main home or separate. If you could afford to buy a home that had an ADU, would that appeal to you? Why or why not? What about an ADU sold separately?
  - **Location & Neighborhood amenities generally:**



- Where have you been looking in the region so far (e.g. neighborhoods, cities)?
- What places are most important for you to have easy access to (e.g., job, daycare/school, family, transit, etc.)?
- What is most important to you about a future neighborhood (e.g., safety, access to parks/recreation, community, school ratings, being near certain types of businesses)?
- **Wilsonville:**
  - Have you considered buying a home in Wilsonville specifically? Why or why not?
  - If you could afford an attached or small detached home with a small yard in a new neighborhood in Wilsonville, do you think that would be a good fit for your household's needs and priorities?
- Anything else you want to share?

The session ended when all questions had been discussed.

## Comments and Key Themes from Participants

### Price Range and Financial support:

- Most looking for homes under the approximate median home price in Wilsonville of \$600,000, with two looking between \$350k-\$450k, two looking around \$300k and one with the potential for lower or higher values.
- Multiple participants were receiving support from Proud Ground or a similar organization and the others had considered or pursued support previously.
- All participants commented on the high prices of housing and that this created barriers to being able to purchase their ideal home though a few had seen some options around the region that would fit their needs in their price range.

### Home types and size:

- All participants expressed that their ideal housing type would be a single-family detached home with a yard though other options were acceptable to some if this type of housing was not available in their price range.
- Families with children were looking for housing with more than two bedrooms, those without children would consider a one or two bedroom. A few participants had found single-family detached housing potentially in their price range with a combination of small footprint housing (such as a small bungalow), older homes or homes outside the city.
- Yards were particularly important to families with children however participants without children were also interested in private outdoor spaces.
- ADA access was important for some, including for multi-generational households and those hoping to accommodate aging parents.
- Additional desires included for good parking, not having a driveway on a busy street, having a garage, space for gardening.

### Home-buying choices and trade offs

- Generally, the more space and privacy from neighbors the better.



- Cottage clusters were the most desirable option if a single-family detached home was not available. However, most participants expressed concerned with having a shared yard based on potential difficulty dealing with neighbors or feeling concerned about their children in a shared area.
- Some participants were open to ADUs, especially to provide housing within a family such as for a sibling with their own family, an adult child or aging parents. Fewer participants were interested in an ADU shared outside of family but a some were open to it.
- Home-buying process itself described as difficult or intimidating, steep learning curve. Multiple participants indicated that they were seeking out resources to better understand the process, but not with universal success.
- Multiple participants expressed willingness to sacrifice the size (of housing, of the yard) for more privacy.
- In a few cases, participants expressed that they would be more likely to wait to purchase until they found the right fit while others were open to or actively pursuing a home purchase that was not their ideal as a 'starter home' with the expectation of selling in the future to be able to purchase something closer to what they were looking for.

#### Location and Neighborhood Amenities:

- Most consistent interests were for neighborhood safety and access to shopping such as grocery stores and the mall. Being close to family and/or childcare was also important for most.
- Additional Interest in: schools, quietness, walkability and ADA access, public transportation, access to work, access to the freeway
- Many people liked the idea of staying close to where they are already located, especially in terms of maintaining family and school access. Those who were more willing to move to a new neighborhood included those without children and those with connections to many areas in the region.

#### Wilsonville

- Generally positive associations but multiple participants knew very little about Wilsonville, including where in the region it was located.
- Factors when considering moving to Wilsonville
  - Price of housing
  - Maintaining access to school and family
- Positives
  - Perception of safety
  - Access to the freeway
  - Access to jobs
- Negatives
  - One person noted they had noticed that housing being close together with small yards in Wilsonville which was off-putting.





# ENGAGEMENT SUMMARY: AUGUST-SEPTEMBER 2022

## Overview

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This document summarizes community engagement activities conducted between in August and September 2022 for the Frog Pond East & South Master Plan. The project and engagement were focused on:

- Sharing ideas and obtaining feedback regarding public realm designs
- Updates on the Preferred Alternative

Key themes from each engagement meeting or activity are summarized below. Engagement is ongoing and this summary will be updated in the future. Future updates will also include additional explanation of how the various engagement activities are impacting decisions.

## Meetings and Activities

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Meetings and engagement activities are summarized below. In addition, City staff had (and continues to have) on-going informational and coordination meetings with individual property owners, community members and developers.

- Tabling Events
  - Popsicles in the Park (August 9, 2022)
  - Back to School Resource Event (August 17, 2022)
  - Wilsonville Block Party (August 25, 2022)
- Open House for Frog Pond Projects (August 23, 2022)
- Online survey on Let's Talk Wilsonville! (entire month of August 2022)
- Grupo de Enfoque en Espanol (Focus Group in Spanish, September 17, 2022)

Project information and meeting notices were provided through a variety of ways including: *Let's Talk Wilsonville!*, the Boones Ferry Messenger; the project Interested Parties email list; and social media postings.



## Tabling Events

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### Summary

**Popsicles in the Park** was held on August 9, 2022 in two sessions: Noon to 2 p.m. and 4:30 to 6:30 p.m.. Tables were set up at the shelter area of the Murase Plaza in Memorial Park. Notice and event announcements were published in the online and print sources noted on page 1 of this report.

Displays and table-top information was provided for:

- The Frog Pond East and South Master Plan
- The Boeckman Bridge Replacement Project
- Frog Pond West Neighborhood Park
- Kids activities: a “draw your park” table, “catch and ask a question beach ball”, and raffle for arts supplies

The event was informal and emphasized chatting with attendees and answering their questions. Over the course of the two sessions, staff spoke with about 40 participants who viewed Frog Pond materials. Spanish speaking project team members were present to engage Spanish speakers. A significant portion of the engagement was playing the “beach ball game” with children visiting the park. Feedback regarding the parks was generally positive with existing parks in Wilsonville often used as examples of what participants would like to see in future parks.

The **Back to School Resource Event** was held on August 17, 2022 from 5:00-6:30pm at the Boeckman Creek Middle School. One table and two easels were set up to the right of the events entrance near other City and Public Service related outreach booths.

Displays and table-top information included:

- The Frog Pond East and South Master Plan
- Kids activities “catch and ask a question beach ball”, and raffle for arts supplies

The event was very well attended, with an estimated 400 (parents and children) people. At the Frog Pond station, staff spoke to approximately 50 people during the evening. The majority of conversations centered around the proposed land use map and housing type. Many residents expressed excitement regarding the proposed housing variety in the neighborhood. Some residents referenced Villebois as an example of a successful neighborhood that they would like to see reflected in the Frog Pond Development, especially regarding the parks and neighborhood connectivity. Several residents expressed their excitement to be included in the planning process and an appreciation of the transparency. A few residents expressed their concerns regarding potential traffic and the impact of more housing development within the City. Most questions surrounded the timeline for the construction of the neighborhood as well as the expected amenities including the future school.

The City of Wilsonville’s **Community Block Party** was held on August 25, 2022, at Town Center Park from 5:30 to 8:30pm. The event included live music, games, and activities hosted by numerous City departments. Members of the Wilsonville planning department and planning commissioners were on hand to discuss the Frog Pond East and South Master Plan and ask questions about elements of the public realm. Activities included a community chalk board and dot preference exercise, as well as a game aimed at children to answer preference questions in exchange for popsicles.



## Frog Pond Feedback At the Tabling Events

The following is a summary of questions and feedback heard at the tabling events.

### Questions

- Where will development begin?
  - Generally, in areas close to utilities. The Azar property north of Advance Road has a project developer and will likely be one of the first areas to develop.
- Will improvements be made east of the project area on Kruse Road?
  - No. The City requires improvements along developing properties within the Urban Growth Boundary.
- Why is Type 1 housing planned for south of the school property?
  - That element of the Preferred Alternative is part of the plan’s strategies for “variety of housing throughout” and to plan housing choices that may be more affordable than lower density options.
- We farm the area north of Kahle Road. We are concerned about trespassing and moving our farm equipment in the future when those areas develop and we have urban neighbors. Can we work with the City in the future on those issues?
  - Yes. The City welcomes working with property owners.



- What intersection improvements are expected at SW Brisband and SW Stafford?
- What is the plan for parks in the West, East, and South neighborhoods?
- How much are new homes in Frog Pond expected to cost?

### Feedback

- Bikers feel most comfortable riding bikes in designated bike lanes that allow separation from cars with protective features such as physical barriers and bike specific traffic signals.
- Event attendees expressed interest in parks with areas focused on natural resources, foraging and “managed wilderness”
- Residents expressed concerns about population growth within Wilsonville.
- Participants consistently acknowledged housing affordability issues in Wilsonville and expressed interest regarding the City’s current effort in planning a neighborhood with housing options and opportunities for diverse groups.
- Participants expressed interest in spaces formally dedicated to certain activities such as an amphitheater, splash pad, snack shack, disc golf course, bike park, and tennis courts.

### Game Feedback

Games with the intention to spark discussion and help increase the participation of Wilsonville’s younger population were played at both the **Popsicles in the Park** event as well as the **Block Party**. Questions asked of children and adults during the beach ball and lily pad games at **Popsicles in the Park** and the **Block Party** along with a summary of responses are below:

- Which Park in Wilsonville is your favorite?
- Where do you feel unsafe riding your bike? Why?
- How do you get to your favorite park? Walk, drive, bike?
- Where do you like to ride your bike? Why?
- What is a unique park feature you would like to see in a new park?
- What is your favorite activity to do alone at the park? With friends?
- Do you prefer natural trails or paved trails?
- When you go for a walk or a hike is it about the destination or the journey?

#### Response Summary from **Popsicles in the Park**

- The most popular park mentioned was the Splash pad area of Murase Plaza followed by the lower Memorial Park trails.
- The majority of participants asked the above question drive to the park. Those who walked, biked or scootered to the park most often lived in close proximity to the park.
- Participants like to ride their bikes in areas separated from major roadways including in the park, on trails, at a bike park, or designated bike lanes.
- Participants feel unsafe riding their bikes both due to both the surrounding environment (cars) and physical conditions. Regarding the surrounding environment, people did not feel safe riding near or on busy streets or in apartment parking lots. Regarding physical conditions, participants do not feel unsafe on bumpy or very steep surfaces.



- Participants expressed interest in the following features for a new park; monkey bars, covered playground for rain/sun, paved path for scooters, interactive water features/splash pad, climbing wall, quiet place to walk, snack shack, jungle in the park, jungle gym, a zip line.
- Most participants enjoy playing games with friends or on playground equipment such as slides, swings, monkey bars, etc. Other less mentioned activities included soccer, hiking and biking.
- Participants expressed a preference for natural trails.
- The majority of participants like to go on a walk for the experience of the walk or “the journey”

#### Response Summary from the **Block Party**

- The most popular parks among participants were Town Center Park and Memorial Park .
- The majority of participants asked the above question drive to the park. Those who walked, biked or scooted to the park most often lived in close proximity to the park.
- Participants like to ride their bikes in areas separated from major roadways including in the park, on trails, at a bike park, or designated bike lanes.
- Participants expressed a preference to walk within known areas such as their neighborhoods or parks.
- Participants expressed interest in the following features for a new park; a place to draw with chalk, a splash pad, slides, a zip line, swing sets, a climbing wall, a place to run.
- Participants like to “enjoy” the park. They expressed liking to walk on the trails, play in grass and talk with friends.
- There was a general preference among participants for natural trails with some preferences changing depending on the activity. Paved trail preferred
- Participants did not indicate an overall preference regarding whether they enjoy walking to get to destination or for the experience of the walk or “the journey”.

#### **Chalk Board Feedback**

A four sided chalk board was set up at the **Block Party** with the prompts “**A perfect street to bike on has...**” and “**My dream park has...**” for participants to respond to. A summary of responses are below:

- Participants expressed interest in parks that accommodate a wide variety of activities. Specifically participants indicated interest in including areas for pets, managed wilderness, forested trails, fruit bearing or edible vegetation and space for parties and food carts. Unique features mentioned on the chalk board includes amphitheater, poker table, concession stands, a playground within the forest, disk golf, trees to climb, indoor heated space, and waterslide.
- Safety was a priority when discussing the perfect street to bike on. Some of the mentioned safety measures were slower traffic, separation from cars, signals at walkways and traffic lights with bike lane sensors, and open space with clear site line.



## Frog Pond Projects Open House

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The City partnered with the West Linn-Wilsonville School District to co-host an open-house style meeting on August 23, 6-8 p.m. at the Meridian Creek Middle School. Information was shared about three significant projects taking place along Boeckman Road:

- A new primary school
- The Boeckman Road Corridor Improvements
- Frog Pond East & South Master Plan

The event was a drop-in/open house format and emphasized chatting with attendees and answering their questions. It was attended by approximately 100 people. Staff spoke with about 30 participants who viewed Frog Pond materials.

### Frog Pond Feedback at the Open House

- General acknowledgement of and support for a variety of housing, and preferred alternative overall
- Limited feedback on public realm design

## Spanish Public Realm Focus Group

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**The Spanish Public Realm Focus Group** was held on September 17, 2022 at 1:30pm and ended at 2:30pm. The meeting was conducted in Spanish and English using live translation. The meeting began with a short presentation on the project background and current status of the Frog Pond East and South Master Plan. Prior to asking questions brief descriptions of the public realm elements were described to the group, allowing the opportunity for clarifying questions. Two sets of questions were asked of the group, one set focusing on walking path, trails, and bike lanes and the other focused on parks and gather spaces. The questions and key themes from the meeting are below.

### Questions Asked

#### Parks

1. What types of larger amenities or areas (sports fields, trails, shelters, natural areas) would you like to see? Why do you like them?
2. What types of smaller amenities or areas (benches, sitting areas, picnic covers, playgrounds) would you like to see? Why do you like them?
3. What is the most important thing that should be considered for Frog Pond's neighborhood park?

#### Walking

1. What makes a street crossing or sidewalk comfortable for you?
2. Describe your favorite neighborhood or area to walk? What do you enjoy about it?

#### Biking

1. What is your favorite place to ride a bicycle?
2. What are the most important things that should be considered in designing bicycle lanes and paths in Frog Pond East and South?





## Key Themes

**Holistic Function-** There was an emphasis on the importance of creating a space that serves everyone's needs in a cohesive way. Focus group members mentioned the need for active and passive spaces functioning together. For example, sports fields with adjacent gathering areas.

**Recreation verse Transportation-** There was discussion regarding how walking path, sidewalks, and bike path need to be designed differently depending on needs. They spoke to the differences in what would be needed for recreation verse transportation. There was a preference for natural walking and biking trails that allow the freedom to interact with the surrounding environment for trails intended for recreation. For bike paths and walkways intended for transportation there was a preference for protected areas that are physically separated from traffic and potential hazards.

**Safety-** Safety was emphasized repeatedly in the focus group conversation. This was the main concern regarding pedestrian connections and trails as well as visibility throughout the park. For this reason bike lanes and sidewalks with physical barriers were consistently the preferred design.

**Family and Community Gathering-** The function main function of parks, according to focus group members, is creating a space for gathering with friends and family. For that reason it is important to think about how the space allows groups to gather as well as provide a wide range of activities that facilitate group play.

**Exercise and Outdoor Education –** Parents in the focus group discussed the role the parks and trails can play in their children's and families lives. They emphasized the importance of creating the opportunity for exercise and exposing children to the outdoors. There was also significant discussion regarding screen usage among children and how the parks can counter the current screen focused culture among our youth.

## Public Realm Survey (English and Spanish)

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### Key takeaways from Surveys:

- Respondents really like Memorial Park and especially value trails. Frog Pond East and South should keep design of large park consistent with other large City parks and include substantial opportunities for walking
- Playgrounds are a common request for small to medium amenities in parks and like the type of playgrounds in existing Wilsonville parks.
- In setting priorities for parks one respondent summarized other common responses well by stating the priorities should be safety, shade, and fun.
- When asked to rank amenities in order of importance, respondents most prioritized trees and shade, covered areas for gatherings, and playground structures. The lowest ranked amenities were pet exercise areas and a community garden.
- Other park features respondents would like to see include water features and restrooms
- Respondents feel key things that make a pedestrian street crossing comfortable are high visibility and crossing lights/signals.
- Respondents feel design of trails and paths should prioritize safety and connectivity



- Respondents feel Villebois is a great example of a neighborhood with good bicycle infrastructure and connectivity
- Input on bicycle facilities include request for separated and protected facilities especially for children and youth and these types of facilities were indicated, by a wide margin, as those that are very comfortable and safe.





## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b> May 20, 2024		<b>Subject:</b> Frog Pond East and South Master Plan Development Code	
		<b>Staff Member:</b> Daniel Pauly, Planning Manager	
		<b>Department:</b> 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> The Planning Commission held a number of work sessions starting in January 2023. The Commissions input and guidance are reflected in the draft Code amendments.	
<b>Staff Recommendation:</b> Provide requested input on draft Code amendments for Frog Pond East and South Implementation.			
<b>Recommended Language for Motion:</b> N/A			
<b>Project / Issue Relates To:</b>			
<input checked="" type="checkbox"/> Council Goals/Priorities: Expand home ownership	<input checked="" type="checkbox"/> Adopted Master Plan(s): Frog Pond East and South Master Plan	<input type="checkbox"/> Not Applicable	

### ISSUE BEFORE COUNCIL

This work session will (1) continue to answer Council questions raised in recent work sessions and (2) provide the Council an opportunity to review the draft Development Code amendments (Attachment 1) in Section 4.127, Residential Neighborhood (RN) Zone, which is the zoning designation for the entirety of Frog Pond, including Frog Pond East and South.

**EXECUTIVE SUMMARY:**

The Frog Pond East and South Master Plan, adopted by City Council in December 2022, provides clear policy direction and guidance for future development in Frog Pond East and South. An important implementation step is to develop a detailed set of Development Code standards.

In the prior two work sessions the Council reviewed related draft Development Code and Nuisance Code amendments planned to apply citywide. This work session will focus on Development Code amendments located in Section 4.127, Residential Neighborhood (RN) Zone, which is the zoning for Frog Pond, including Frog Pond East and South.

Attachment 1 contains the current draft of proposed amendments to Section 4.127. Attachment 1 also includes related definitions proposed for Section 4.001, the section that contains all Development Code definitions. Attachment 1 includes information boxes for each amendment or group of amendments to help the Council and interested parties navigate the amendment package. The example below includes an explanation of what each field in the box is intended to portray.

<b>Amendment Description:</b>	A short description of the proposed amendment for reference and orientation of the reader
<b>Applicability:</b>	Provides clarity to whether the proposed amendment applies to citywide residential development, Frog Pond West, and/or Frog Pond East and South.
<b>Impacted Code Section(s):</b>	Provides a reference to the code section, and any applicable subsection, in which the amendment is proposed. Where the section or subsection is new, “(new)” is added after the reference.
<b>Relationship to Frog Pond East and South Master Plan:</b>	Explains how the proposed amendment relates to implementation of the Frog Pond East and South Master Plan. The vast majority relate, with a couple unrelated minor amendments being done because it is more efficient than going through a separate code amendment process.
<b>Rationale for Amendment Text:</b>	Provides a summary of the why and how of the chosen code text.
<b>Recent Edits:</b>	As applicable, calls attention to edits to the amendments since the last time they were seen by the Council. Where there have not been edits, the field states “None”.

In this work session, staff seeks additional feedback or concerns about specific Development Code amendments. Staff would also appreciate feedback on what additional detail the Council would find helpful in the information boxes, particularly for content contained in the “Relationship to Frog Pond East and South Master Plan” and “Rationale for Amendment Text” fields, to ensure understanding of the amendments, clear communication for the public, and delineate findings for the record.

**Discussion Questions:**

- What, if any, additional specific feedback does the City Council have on the Development Code Amendments in Attachment 1?
- What, if any, additional explanation would the City Council like to see in any of the individual “Relationship to the Frog Pond East and South Master Plan” or “Rationale for How Amendment Drafted” fields?

**EXPECTED RESULTS:**

Feedback from the meeting will guide completion of a package of Development Code amendments for adoption.

**TIMELINE:**

After final work sessions in June, Planning Commission and City Council public hearings will be held in July and August.

**CURRENT YEAR BUDGET IMPACTS:**

The Development Code implementation work is funded by remaining funds from the \$350,000 Metro grant for the Frog Pond East and South Master Plan and matching City funds in the form of staff time.

**COMMUNITY INVOLVEMENT PROCESS:**

During this implementation phase, the primary focus is on honoring past input. The project team continues to engage key stakeholders for input on draft Development Code amendments.

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

Realization of the policy objectives set out in the Frog Pond East and South Master Plan to create Wilsonville’s next great neighborhoods. This includes furthering of the City’s Equitable Housing Strategic Plan and Council’s goal of affordable home ownership.

**ALTERNATIVES:**

The project team prepared draft amendments to help implement the Frog Pond East and South Master Plan. A number of alternative amendments can be, and have been, considered to meet the same intent.

**ATTACHMENTS:**

1. Frog Pond East and South Draft Development Code Amendments, Section 4.127 and 4.001 (May 1, 2024)

### ***Frog Pond East and South Development Code Amendments***

- Text proposed for deletion is ~~struckthrough~~
- Text proposed for addition is **bolded and underlined**
- Figures proposed for deletion have a red "X" over them
- Existing text not proposed for amendments is in plain text
- Staff notes to reviewers for navigation or clarification is *(italicized text is in parathesis)*
- Any other italics is existing or proposed formatting and is not an indicator of amendments

Section 4.127. Residential Neighborhood (RN) Zone.

...

(.02) Permitted uses:

A. Open Space.

<b>Amendment Description:</b>	Updated residential permitted uses for RN Zone
<b>Applicability:</b>	The entirety of Frog Pond, however there is no change to permitted uses in Frog Pond West
<b>Impacted Code Section(s):</b>	4.127 (.02)
<b>Relationship to Frog Pond East and South Master Plan:</b>	Reflects the variety of residential unit types encouraged in the Master Plan
<b>Rationale for Amendment Text:</b>	Rather than the prior allowed unit types one by one, this revised language reflects that the entire array of unit type are allowed, and then addresses certain limitations including: existing restrictions in Frog Pond West from the Frog Pond West Master Plan, the variety standards for Frog Pond East, and the commercial nature of the Commercial Main Street area.
<b>Recent Edits:</b>	The entire list was recently changed significantly to switch from the list of individual unit type to the focus on the limitations.

B. Residential dwelling units with the following limitations:

1. During initial development in the Frog Pond West Neighborhood, a maximum of two townhouses may be attached, except on corners, a maximum of three townhouses may be attached.
2. During initial development in the Frog Pond West Neighborhood, triplexes are permitted only on corner lots and quadplexes are not permitted.
3. During initial development in the Frog Pond West Neighborhood, only two-unit cluster housing is permitted except on corner lots where three-unit cluster housing is permitted.
4. Multi-family dwelling units are not permitted within the Frog Pond West Neighborhood, consistent with the Frog Pond West Master Plan.
5. Cluster Housing (Frog Pond West Master Plan) is limited to the Frog Pond West Neighborhood.
6. In the Frog Pond East and South Neighborhoods, the extent and mix of different types of dwelling units is limited and controlled by the variety standards in Subsection (.06) C. – E. and related standards.
7. Only multi-family dwelling units in a mixed-use building are allowed in the Commercial Main Street area as described in Subsection (.07) A. 1. and shown in Figure A-7. Ground-floor units are required to be live-work and are limited to a maximum of 50% of the building frontage along SW Brisband Street, and shall be prioritized for placement adjacent to the green focal point required in Subsection (.09) C. 1. a. (exact green focal point reference language may be modified).

C. Public or private parks, playgrounds, recreational and community buildings and grounds, tennis courts, and similar recreational uses, all of a non-commercial nature, provided that any principal building or public swimming pool shall be located not less than 45 feet from any other lot.

<b>Amendment Description:</b>	Define permitted uses for the Commercial Main Street in Frog Pond East
<b>Applicability:</b>	Commercial Main Street area of Frog Pond East
<b>Impacted Code Section(s):</b>	4.127 (.02)
<b>Relationship to Frog Pond East and South Master Plan:</b>	Implements the Commercial Main Street requirement from the Master Plan
<b>Rationale for Amendment Text:</b>	The language intends to clearly layout the amount of the ground floor space for the Commercial Main Street that must be commercial and what is a permitted commercial use that counts toward that minimum amount requirement.
<b>Recent Edits:</b>	Updated references to description of Commercial Main Street area and inserted the 50% Brisband frontage requirement and that the remainder of the frontage can be live-work residential dwelling units.

**D. For the Commercial Main Street area described in Subsection (.07) A. 1. and shown in Figure A-7, the ground floor allows commercial uses listed under 1.-7. below. Drive-through commercial uses are prohibited. A minimum of 50% of the building frontage along SW Brisband Street must be occupied by these uses with the remainder of the frontage allowed to be live-work multi-family dwelling units consistent with B. 7. above.**

- 1. Retail sales and service of retail products, under a footprint of 30,000 square feet per tenant.**
- 2. Office, including medical facilities.**
- 3. Personal and professional services.**
- 4. Child and/or day care.**
- 5. Food service (e.g., restaurants, food carts, food cart pods).**
- 6. Beverage service (e.g., cafes, brewpubs, bars).**
- 7. Community services and community centers.**

...

(.05) Residential Neighborhood Zone Sub-districts:

- A. RN Zone sub-districts may be established to provide area-specific regulations that implement legislative master plans.
  - 1. For the Frog Pond West Neighborhood, the sub-districts are listed in Table 1 of this Code and mapped on Figure 6 of the Frog Pond West Master Plan. The Frog Pond West Master Plan Sub-District Map serves as the official sub-district map for the Frog Pond West Neighborhood.

<b>Amendment Description:</b>	Clear and Objective Identification of the Subdistrict Boundaries
<b>Applicability:</b>	Frog Pond East and South
<b>Impacted Code Section(s):</b>	4.127 (.05)
<b>Relationship to Frog Pond East and South Master Plan:</b>	Subdistricts are a key regulatory and design component identified in the Master Plan. This language provides the necessary detail to ensure there is clarity in the boundaries of the subdistricts, which in turn is the basis for housing variety requirements and other standards.
<b>Rationale for Amendment Text:</b>	Initially, only a map was planned. However, feedback received indicated that only a map is likely to still leave too much unclarity for specific boundaries. Text was added to supplement the map to clearly define the boundaries for the subdistricts.
<b>Recent Edits:</b>	A cleaner and more formatted map was inserted for the former placeholder map.

**2. The area of the Frog Pond East and South Master Plan is divided into subdistricts described below, as shown for reference in Figure A-5:**

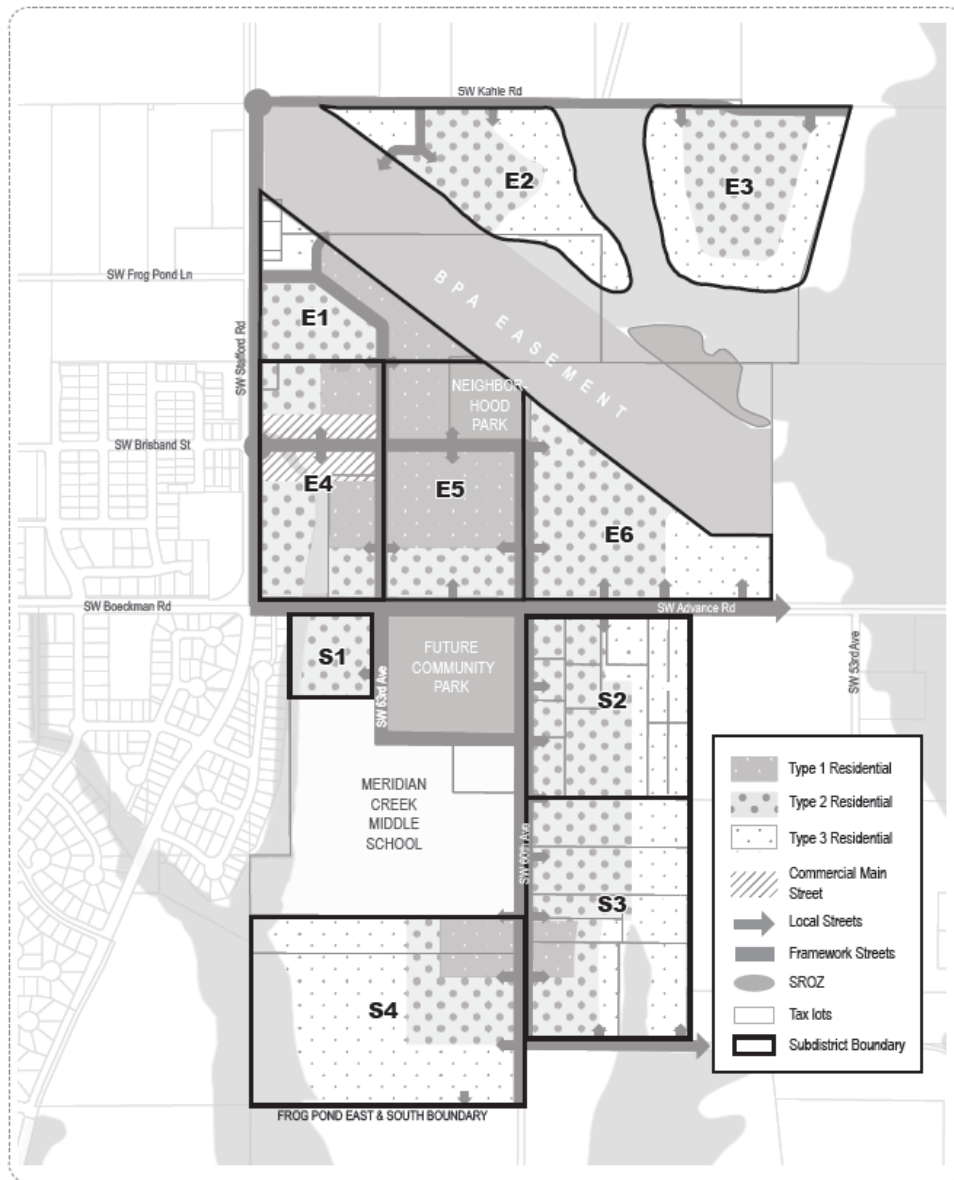
- a. Subdistrict E1. The area south of SW Kahle Road and the BPA Easement, east of SW Stafford Road, and north of an existing east-west property line approximately 1,232 feet north of SW Advance Road and 1,315 south of SW Kahle Road.**
- b. Subdistrict E2. The area outside the SROZ south of SW Kahle Road, north of the BPA Easement, and west of a creek intersecting SW Kahle Road approximately 1580 feet east of SW Stafford Road.**
- c. Subdistrict E3. The area outside the SROZ south of SW Kahle Road, north of the BPA Easement, east of Subdistrict E2, and west of and abutting the eastern edge of the Master Plan area.**
- d. Subdistrict E4. The area south of Subdistrict E1, east of SW Stafford Road, north of SW Advance Road, and west of future 63<sup>rd</sup> Avenue extension from the intersection of SW Advance Road and SW 63<sup>rd</sup> Avenue north to Subdistrict 1.**
- e. Subdistrict E5. The area south of Subdistrict E1 and the BPA Easement, east of Subdistrict E4, north of SW Advance Road, and west of future 60<sup>th</sup> Avenue extension from the intersection of SW Advance Road and SW 60<sup>th</sup> Avenue north to the BPA Easement.**
- f. Subdistrict E6. The area south of the BPA Easement, east of Subdistrict E5, north of SW Advance Road, and west of and abutting the eastern edge of the Master Plan area.**

**G. Subdistrict S1.** The area south of SW Advance Road, east of and abutting the western edge of the Master Plan area, north of the Meridian Creek Middle School property, and west of SW 63<sup>rd</sup> Avenue.

**H. Subdistrict S2.** The area south of SW Advance Road, east of SW 60<sup>th</sup> Avenue, and north of an existing property line approximately 956 feet south of SW Advance Road, and west of and abutting the eastern edge of the Master Plan area.

**I. Subdistrict S3.** The area south of Subdistrict S2, east of SW 60<sup>th</sup> Avenue, north of SW Kruse Road, and west of and abutting the eastern edge of the Master Plan area.

**J. Subdistrict S4.** The area south of the Meridian Creek Middle School property, east of and abutting the western edge of the Master Plan area, north of and abutting the southern edge of the Master Plan area, and west of SW 60<sup>th</sup> Avenue.



**Figure A-5. Frog Pond East and South Land Uses and Subdistrict Boundaries**



<b>Amendment Description:</b>	Clarification that certain existing code language relates only to Frog Pond West.
<b>Applicability:</b>	Frog Pond West
<b>Impacted Code Section(s):</b>	4.127 (.06) A.
<b>Relationship to Frog Pond East and South Master Plan:</b>	Ensures existing language applicable to Frog Pond West is clearly separate from new language for Frog Pond East and South implementing the Master Plan.
<b>Rationale for Amendment Text:</b>	Insert the necessary references clarifying what language only applies to the Frog Pond West neighborhood.
<b>Recent Edits:</b>	None

(.06) *Minimum and Maximum Residential Lots **or Required Units and Housing Variety Standards:***

- A. The minimum and maximum number of residential lots approved shall be consistent with this Code and applicable provisions of an approved legislative master plan.
  - 1. For initial development of **the Frog Pond West Neighborhood, Table 6A** in this Code and Frog Pond West Master Plan Table 1 establish the minimum and maximum number of residential lots for the sub-districts.
  - 2. For areas that are a portion of a sub-district **in the Frog Pond West Neighborhood**, the minimum and maximum number of residential lots are established by determining the proportional gross acreage and applying that proportion to the minimums and maximums listed in Table 1. The maximum density of the area may be increased, up to a maximum of ten percent of what would otherwise be permitted, based on an adjustment to an SROZ boundary that is consistent with 4.139.06.
- B. The City may allow a reduction in the minimum density for a sub-district **in the Frog Pond West Neighborhood** when it is demonstrated that the reduction is necessary due to topography, protection of trees, wetlands and other natural resources, constraints posed by existing development, infrastructure needs, provision of non-residential uses and similar physical conditions.

Area Plan Designation	Frog Pond West Sub-district	Minimum Lots in Sub-district <sup>a,b</sup>	Maximum Lots in Sub-district <sup>a,b</sup>
R-10 Large Lot	3	26	32
	7	24	30
	8	43	53
R-7 Medium Lot	2	20	25
	4	86	107
	5	27	33
	9	10	13
	11	46	58
R-5 Small Lot	1	66	82
	6	74	93
	10	30	38
Civic	12	0	7 <sup>a</sup>
Public Facilities (PF)	13	0	0

- a. Each lot must contain at least one dwelling unit but may contain additional units consistent with the allowance for ADUs and middle housing.
- b. For townhouses, the combined lots of the townhouse project shall be considered a single lot for the purposes of the minimum and maximum of this table. In no case shall the density of a townhouse project exceed 25 dwelling units per net acre.
- c. These metrics apply to infill housing within the Community of Hope Church property, should they choose to develop housing on the site. Housing in the Civic sub-district is subject to the R-7 Medium Lot Single Family regulations.

<b>Amendment Description:</b>	Minimum Unit Table
<b>Applicability:</b>	Frog Pond East and South
<b>Impacted Code Section(s):</b>	4.127 (.06) C.
<b>Relationship to Frog Pond East and South Master Plan:</b>	Ensures minimum of 1325 units are built consistent with a Metro Condition of Approval. Establishes minimum amounts of certain target unit types consistent with Implementation Measure 4.1.7.D 2. c. and d. to require minimum amounts of target unit types and middle housing. The table sets the minimums at the subdistrict and tax lot level consistent with Implementation Measure 4.1.7.D. 2. a, which ensures this variety is achieved throughout the planning area.
<b>Rationale for Amendment Text:</b>	<p>Table 6B incorporates a number of requirements into a single table for ease of reference of different requirements, with minimums listed by the smaller of subdistrict or tax lot as directed in the Master Plan.</p> <p>The minimum unit count of 1325 is proportioned to each subdistrict or tax lot based on the amount of assumed net area in each Urban Form Type, with subdistricts or tax lots with Urban Form Type 1 receiving proportionally the most and Urban Form Type 3 receiving proportionally the least.</p> <p>Rather than establish formulas that could cause future uncertainty, the table does the math and just states the answer of the formula. The minimum required of middle housing, small units, and mobility-ready units are listed as numbers, calculated from an assumed moderate buildout, and rounded up to the next whole number. Moderate buildout represents 125% of the minimum buildout. The set percentage for middle housing is 20%, small units is 5%, and mobility-ready units is 10%. These percentages are as recommended by the project team and reviewed the Planning Commission and City Council in work sessions.</p>
<b>Recent Edits:</b>	Slight rewording of introductory code text to increase clarity, updated calculations based on an updated assumption that net area will be 70% of gross area rather than 75% due to a higher assumption of land to be used for stormwater facilities.

**C. Table 6B establishes the minimum number of housing units that must be developed within each subdistrict and tax lot in the Frog Pond East and South neighborhoods. This includes the minimum number of units of various housing types needed to ensure a variety of housing options throughout the neighborhoods consistent with the Frog Pond East and South Master Plan. Housing unit types are defined in Section 4.001 and the footnotes to Table 6B.**

<b>Table 6B. Minimum Number of Units in Frog Pond East and South Sub-districts</b>				
Sub-Districts	Minimum Total Number of Units	Minimum Number of Middle Housing Units <sup>A, B, G</sup>	Minimum Number of Small Units <sup>B, C, D, G</sup>	Minimum Number of Mobility-Ready Units <sup>B, C, E, F, H</sup>
E1	107	27	7	14
E2	97	25	7	13
E3	120	30	8	15
E4 <sup>H</sup>	213			
E4 TL 1101 (portion) <sup>I</sup>	186	16	4	8
E4 TL 1200	26	7	2	4
E4 TL 1000	2	1	1 <sup>J</sup>	0
E5	244	61	16	31
E6	136	34	9	17
S1	26	7	2	4
S2 <sup>E</sup>	93			
S2 TL 1000 28050 SW 60 <sup>th</sup> Ave	6	2	1	1
S2 TL 800 5890 SW Advance Rd	6	2	1	1
S2 TL 500 5780 SW Advance Rd	5	2	1	1 <sup>J</sup>
S2 TL 300 5738 SW Advance Rd	5	2	1	1 <sup>J</sup>
S2 TL 100 5696 SW Advance Rd	5	2	1 <sup>J</sup>	1 <sup>J</sup>
S2 TL 900	6	2	1	1
S2 TL 700	32	8	2	4
S2 TL 400	4	1	1	0
S2 TL 200	4	1	1	0
S2 TL 1100 28152 SW 60 <sup>th</sup> Ave	6	2	1	1
S2 TL 1200	5	2	1	1 <sup>J</sup>

S2 TL 1300 28300 SW 60 <sup>th</sup> Ave	9	3	1	2
S3 <sup>E</sup>	121			
S3 TL 1400 28424 SW 60 <sup>th</sup> Ave	24	6	2	3
S3 TL 1500 28500 SW 60 <sup>th</sup> Ave	24	6	2	3
S3 TL 1600	8	2	1	1
S3 TL 1800 28668 SW 60 <sup>th</sup> Ave	9	3	1	2
S3 TL 1700 28580 SW 60 <sup>th</sup> Ave	9	3	1	2
S3 TL 1900 5899 SW Kruse Rd	33	9	3	5
S3 TL 2000 5691 SW Kruse Rd	14	4	1	2
S4 <sup>D</sup>	167			
S4 TL 2600	58	15	4	8
S4 TL 2700 28901 SW 60 <sup>th</sup> Ave	109	28	7	14

*Notes: (see following pages with explanatory information)*

<b>Amendment Description:</b>	Table 6B Note Re: Clarification that certain middle housing that is substantially the same a detached single-family homes does not count as middle housing for the purpose of Table 6B.
<b>Applicability:</b>	Frog Pond East and South
<b>Impacted Code Section(s):</b>	4.127 (.06) C. Table 6B Note A.
<b>Relationship to Frog Pond East and South Master Plan:</b>	Relates to Implementation Measure 4.1.7.D 2. d. to require middle housing. Without the clarification, a loophole would exist to allow units that are substantially the same as detached single-family homes to be counted toward the middle housing requirement.
<b>Rationale for Amendment Text:</b>	The language is drafted to clarify that a certain type of middle housing called cluster housing can be substantially similar to detached single-family home and, while technically middle housing by definition, should not be counted for middle housing for the purpose of the middle housing requirement in Table 6B due to its similarity to detached single-family units.
<b>Recent Edits:</b>	None

A While all types of Cluster Housing, as defined in 4.001, are Middle Housing, certain Cluster Housing is not considered Middle Housing for the purpose of meeting the minimum variety standards in this table due to its similarity to traditionally-platted single-family homes. Cluster Housing is not considered Middle Housing for the purpose of meeting variety standards when a lot with Cluster Housing is divided using a Middle Housing Land Division and a land division unit has frontage on a street, tract with a private drive, or open space tract. To qualify as a Middle Housing Unit there must not be a Middle Housing Land Division or the resulting land division unit is a configuration dissimilar to a lot for a detached single-family home determined by the resulting land division unit not having frontage on a street, tract with a private drive, or open space tract. A future middle housing land division would not alter the unit type as long as such middle housing land division is applied for at least two years after occupancy is granted for the unit.

<b>Amendment Description:</b>	Table 6B Note Re: Counting a single unit to meet multiple requirements in Table 6B.
<b>Applicability:</b>	Frog Pond East and South
<b>Impacted Code Section(s):</b>	4.127 (.06) C. Table 6B Note B.
<b>Relationship to Frog Pond East and South Master Plan:</b>	Relates to Implementation Measure 4.1.7.D 2. c. to require a minimum amount of certain housing types. Also, encourages certain desired housing types such as ADUs and cottages because they can be counted in multiple categories.
<b>Rationale for Amendment Text:</b>	The language is drafted to clarify that when a unit happens to meet the definition of multiple of the target unit types it can be counted towards meeting each one for which it qualifies. For example, a single-level 900 square foot cottage in a cottage cluster would qualify to be counted as a middle housing unit, a small unit, and a mobility-ready unit. The language intends to incentivize units that represent a small portion of the existing housing supply, are much needed, and can meet multiple categories, such as ADUs.
<b>Recent Edits:</b>	None

B. A single unit may be counted to meet the minimum requirement in multiple categories. For example, a 900 square foot cottage in a cottage cluster could be counted as a middle housing unit, a small unit, and a mobility-ready unit.

<b>Amendment Description:</b>	Table 6B Note Re: Defining Small Unit.
<b>Applicability:</b>	Frog Pond East and South
<b>Impacted Code Section(s):</b>	4.127 (.06) C. Table 6B Note C.
<b>Relationship to Frog Pond East and South Master Plan:</b>	Relates to Implementation Measure 4.1.7.D 2. c. to require a minimum amount of certain housing types
<b>Rationale for Amendment Text:</b>	“Small unit” is not defined elsewhere in the Code, while both middle housing and mobility-ready are. Rather than clutter the Table 6B heading with specifics about what qualifies as a “small unit” the definition is added as a footnote. The 1200 square feet was found to be a threshold at which there has been a notable historic under production.
<b>Recent Edits:</b>	Revised the threshold to 1200 square feet from 1500 feet based on Planning Commission feedback and additional research on unit sizes produced in Wilsonville, primarily in Villebois and Frog Pond West.

C. Small units must be 1,200 square feet or less of Habitable Floor Area as defined in Section 4.001.

<b>Amendment Description:</b>	Table 6B Note Re: Certain minimum requirements are only required for larger lots and when there is lot consolidation during development
<b>Applicability:</b>	Frog Pond East and South
<b>Impacted Code Section(s):</b>	4.127 (.06) C. Table 6B Notes D. E. and <b>J.</b>
<b>Relationship to Frog Pond East and South Master Plan:</b>	Relates to Implementation Measure 4.1.7.D 2. c. to require a minimum amount of certain housing types.
<b>Rationale for Amendment Text:</b>	The notes clarifies and acknowledges that for certain small lots or developments minimum targets would be difficult to meet, but are less difficult when the lot area is combined with a larger development area.
<b>Recent Edits:</b>	None

- D. Only required if the Net Development Area for the Stage I Master Plan area is greater than 2 acres
- E. Only required if the Net Development Area for the Stage I Master Plan area is greater than 5 acres
- J. Only required if tax lot is combined with another tax lot in a Stage I Master Plan. Multiple Stage I Master Plans for adjacent tax lots with the same owner or related owners (i.e. LLCs with the same ownership interest) shall be allowed concurrently or within 12 months.

<b>Amendment Description:</b>	Table 6B Note Re: Flexibility to have an upstairs portion for a certain percentage of required mobility-ready units.
<b>Applicability:</b>	Frog Pond East and South
<b>Impacted Code Section(s):</b>	4.127 (.06) C. Table 6B Note F.
<b>Relationship to Frog Pond East and South Master Plan:</b>	Relates to Implementation Measure 4.1.7.D 2. c. to require a minimum amount of certain housing types
<b>Rationale for Amendment Text:</b>	Note added to give flexibility for developers to have units with an upstairs count as mobility-ready as long as the portion of the unit not accessed by stairs has everything to qualify as an independent mobility-ready unit. The allowance is limited to one third of mobility-ready units to ensure there is a healthy amount of smaller and fully mobility-ready units.
<b>Recent Edits:</b>	None

- F. Up to 33% of the minimum number of mobility-ready units, or up to 1 unit where only 1 or 2 units are required, may have portions of the habitable floor area accessible by stairs so long as the unit would still meet the definition of mobility-ready unit without the habitable floor area accessed by stairs.



<b>Amendment Description:</b>	Table 6B Note Re: Flexibility to blend certain minimum requirements over subdistrict boundaries
<b>Applicability:</b>	Frog Pond East and South
<b>Impacted Code Section(s):</b>	4.127 (.06) C. Table 6B Note G. and H.
<b>Relationship to Frog Pond East and South Master Plan:</b>	Relates to Implementation Measure 4.1.7.D 2. c. to require a minimum amount of certain housing types. The variety throughout the Master Plan and block-level variety called for in Strategy 6 under Coding for Variety and Priority Housing Types.
<b>Rationale for Amendment Text:</b>	Note added to give flexibility for developers to blend requirements along subdistrict lines when the development includes all or portions of multiple subdistricts while not allowing a level of flexibility that would substantially decrease the variety throughout, including block-level type variety, called for in the Master Plan.
<b>Recent Edits:</b>	Added the limited ability to blend either middle housing or small units in Note G with the provision that minimum number of unit types still needs to be met in each subdistrict.

G. Where a Stage I Master Plan area covers portions of multiple subdistricts, one of either the middle housing OR small unit requirement for a subdistrict may be partially or fully met by receiving a credit from the neighboring subdistrict within the same Stage I Master Plan so long as the following credit eligibility requirements are met:

1. the unit category variety in Subsection (.06) E. will continue to be met for each Subdistrict or portion thereof.
2. the minimum for the requirement in the crediting subdistrict is exceeded by at least the same amount as is being credited so as to ensure no unit is counted towards the minimum in both subdistricts.
3. the units subject to the credit are adjacent to the receiving subdistrict portion determined by being across a proposed shared property line at a subdistrict boundary or across the street where a street forms the subdistrict boundary.

H. Where a Stage I Master Plan area covers portions of multiple subdistricts, the mobility-ready requirement for a subdistrict may be partially or fully met by receiving a credit from a neighboring subdistrict within the same Stage I Master Plan so long as the following credit eligibility requirements are met:

1. the minimum for the requirement in the crediting subdistrict is exceeded by at least the same amount as is being credited so as to ensure no unit is counted towards the minimum in both subdistricts.
2. the units subject to the credit are adjacent to the receiving subdistrict portion determined by being across a proposed shared property line at a subdistrict boundary or across the street where a street forms the subdistrict boundary.

<b>Amendment Description:</b>	Table 6B Note Re: Clarification concerning geography in which minimums must be met
<b>Applicability:</b>	Frog Pond East and South
<b>Impacted Code Section(s):</b>	4.127 (.06) C. Table 6B Note I.
<b>Relationship to Frog Pond East and South Master Plan:</b>	Relates to Implementation Measure 4.1.7.D 2. c. to require a minimum amount of certain housing types. The variety throughout the Master Plan and block-level variety called for in Strategy 6 under Coding for Variety and Priority Housing Types.
<b>Rationale for Amendment Text:</b>	This footnote is drafted to clarify that the minimum standards of multiple tax lots can be combined together as long as they are within the same subdistrict. This adds necessary flexibility and clarifies the intent is for the minimums to be focused on the subdistrict geography and are only provided for tax lot level out of necessity as some tax lots may develop independently.
<b>Recent Edits:</b>	None

I. Where an application includes two or more adjacent tax lots within the same subdistrict, the minimum does not need to be met on each individual tax lot so long as the total number of units proposed for all the included tax lots within the same subdistrict is equal to or greater than the sum of the minimums in this table for the included tax lots.

<b>Amendment Description:</b>	Adjusting Table 6B minimums when the development does not include as much net area as assumed.
<b>Applicability:</b>	Frog Pond East and South
<b>Impacted Code Section(s):</b>	4.127 (.06) C.
<b>Relationship to Frog Pond East and South Master Plan:</b>	Supports housing variety implementation in Table 6B
<b>Rationale for Amendment Text:</b>	In order to establish the clear and objective numerical requirements in Table 6B some assumptions had to be made. This included an assumption that the Net Development Area of each subdistrict and tax lot is equal to 70% of the Gross Development Area. The 30% non-net area includes 20% for public right-of-way and 10% for stormwater facilities. For most development the net area is expected to be 70% or more of gross. However, there may be unanticipated situations where the net is less than 70%, especially for smaller developments. This language is drafted to provide a clear calculation of what to do when the net is less than anticipated, thus providing less land for residential development making it difficult to meet the minimums. The simple calculation provided should be abundantly clear and prevent any uncertainty.
<b>Recent Edits:</b>	None

- As an alternative to Table 6B when the Net Development Area is less than 70% of the Gross Development Area, the applicant may adjust the minimum requirements in Table 6B using the following steps:**

**Step 1. Determine the Reduction Ratio. Divide the Net Development Area by a number equal to 70% of the Gross Development Area, round to the nearest 100<sup>th</sup>. This is the Reduction Ratio.**

**Step 2. Multiply each applicable minimum in Table 6B by the Reduction Ratio determined in Step 1. Round each result up to the nearest whole number. These are the new alternative minimum requirements.**

<b>Amendment Description:</b>	Establishing housing unit categories and types for Frog Pond East and South
<b>Applicability:</b>	Frog Pond East and South
<b>Impacted Code Section(s):</b>	4.127 (.06) D. (new)
<b>Relationship to Frog Pond East and South Master Plan:</b>	Relates to strategies for Coding for Variety and Priority Housing Types in Chapter 8, Implementation, including Strategy 1 to permit a wide variety of housing types and Strategy 2 to categorize types of housing.
<b>Rationale for Amendment Text:</b>	The new subsection establishes the purpose of the housing variety standards and creates a table that clearly establishes the different categories and types of housing to be used in the variety standards
<b>Recent Edits:</b>	Reformatted to be clearer what is a category and what is a unit type.

**D. Housing Unit Types for Frog Pond East and South Neighborhoods**

- 1. Purpose: As further expressed in the Frog Pond East and South Master Plan, the variety requirements create opportunities for a variety of housing choices in each neighborhood and subdistrict focusing on mixing and integrating different housing choices throughout the Frog Pond East and South Neighborhoods rather than having separate areas for separate housing unit categories.**
- 2. Housing Unit Types and Categories for Housing Variety Standards are in Table 6C.**

**Table 6C Housing Unit Categories and Types**

<b>Multi-family Category</b>
<p><b>Multi-family Types:</b></p> <ul style="list-style-type: none"> <li>• <b>Elevator-served attached multi-family</b></li> <li>• <b>Other attached multi-family (10 or more units per building)</b></li> <li>• <b>Other attached multi-family (5-9 units per building)</b></li> </ul>
<b>Middle Housing Category</b>
<p><b>Middle Housing Types:</b></p> <ul style="list-style-type: none"> <li>• <b>Townhouses and side by side duplex, triplex, quadplex</b></li> <li>• <b>Stacked duplex, triplex, quadplex</b></li> <li>• <b>Cluster housing, including cottage cluster, or mix of attached and detached middle housing. Does not include Cluster Housing classified as Other Detached Units<sup>A</sup>.</b></li> <li>• <b>Cottage cluster</b></li> </ul>
<b>Accessory Dwelling Units (ADUs) Category</b>
<p><b>ADU Types:</b></p> <ul style="list-style-type: none"> <li>• <b>All ADUs</b></li> </ul>
<b>Other Detached Units Category</b>
<p><b>Other Detached Units Types:</b></p> <ul style="list-style-type: none"> <li>• <b>All other detached units including detached single-family homes, cluster housing that looks and functions similar to single-family detached units<sup>A</sup>, and detached multi-family</b></li> </ul>

**Notes:**

<sup>A</sup> For the purpose of this table and related variety requirements, when a lot with cluster housing is divided using a Middle Housing Land Division and a land division unit has frontage on a street, tract with a private drive, or open space tract, the housing unit on the resulting land division unit shall be classified the same as a detached unit on its own lot. To qualify as a Middle Housing Unit there must not be a Middle Housing Land Division or the resulting land division unit is a configuration dissimilar to a lot for a detached single-family homes determined by the resulting land division unit not having frontage on a street, tract with a private drive, or open space tract. A future middle housing land division would not alter the unit type as long as such middle housing land division is applied for at least 24 months after occupancy is granted for the unit.

<b>Amendment Description:</b>	Establishing housing variety standards for Frog Pond East and South, including required number of unit types and maximum for any single unit type.
<b>Applicability:</b>	Frog Pond East and South
<b>Impacted Code Section(s):</b>	4.127 (.06) E. (new)
<b>Relationship to Frog Pond East and South Master Plan:</b>	Relates to strategies for Coding for Variety and Priority Housing Types in Chapter 8, Implementation, particularly Strategy 5 regarding minimum housing variety that includes the concept of a minimum number of unit types and a maximum of a single unit type. Also specific language relates to incentivizing ADUs.
<b>Rationale for Amendment Text:</b>	<p>The new subsection clearly defines the number of unit types required, generally three, with practical flexibility added for smaller development were it may be infeasible to have the three unit types. The 60% maximum of net area is anticipated to enable about half of the units to be a single unit type and prevent any one unit type to dominate any area, consistent with the Master Plan.</p> <p>The language relating to how net area is calculated with two unit types on a lot intends to incentivize ADUs by allowing them to count as half the net area of the lot..</p>
<b>Recent Edits:</b>	None

**E. Unit Type Variety for East and South Neighborhoods:**

**1. Required number of Unit Types in a Development. To ensure variety throughout the Master Plan area, while accommodating efficient site planning for smaller developments, the following is the number of Unit Types, listed in Table 6C, required based on the Net Development Area in the smaller of a Stage I Master Plan Area or Subdistrict. To be counted towards the minimum Unit Type requirement, the applicable units must represent, at a minimum, either 5% of the Net Development Area or 10% of the planned units within the development.**

**2 Acres or less - 1 Unit Type Required**

**More than 2 acres up to 5 acre - 2 Unit Types Required**

**More than 5 acres - 3 Unit Types Required**

**2. Maximum Net Area for A Single Unit Type. These standards help ensure no single housing unit type dominates any Subdistrict or large portion thereof. Except for small developments requiring only 1 Unit Type under E.1. above, no more than 60% of the Net Development Area of the smaller of a Stage I Master Plan Area or Subdistrict shall be planned for the development a single Unit Type listed in Table 6C.**

**a. Where an individual lot in a development has multiple unit types (e.g. ADU on same lot as Detached Unit Type), the Net Development Area shall be assigned by dividing the net area of the lot and adjacent area (i.e. alleys) proportionally based on number of each unit type. For example, for an ADU on a detached home lot, 50% of the net area would be assigned to the ADU and 50% of the net area would be assigned to the detached home regardless of the relative percent of the lot they each occupy.**

3. In Subdistrict E4, Net Development Area (parking, drive aisles, landscaping) associated with the Commercial Main Street does not count towards Net Development Area for the purpose of these standards, but the building footprint of the mixed-use buildings does.

<b>Amendment Description:</b>	Ensuring Variety Standards Comply with State Middle Housing Law
<b>Applicability:</b>	Frog Pond East and South
<b>Impacted Code Section(s):</b>	4.127 (.06) F. (new)
<b>Relationship to Frog Pond East and South Master Plan:</b>	Relates to the State requirement to include middle housing.
<b>Rationale for Amendment Text:</b>	The language directly clarifies and reflects the State statute and rules that any land zoned or designated for detached single-family homes must also allow middle housing. If the Master Plan allowed designation of land for detached single-family homes without this clarification the code would be out of compliance with State law.
<b>Recent Edits:</b>	None

**F. Pursuant to ORS 197A.420 and OAR 660-046-0205, any lot identified for single-family development in the Stage I or II Master Plan can also be developed or redeveloped as middle housing even if the maximum percentage of a Middle Housing Unit Type, as listed in Table 6C, is exceeded. However, this does not allow the maximum for a single Middle Housing Unit Type to be exceeded in initial planning or compliance verification. This would only apply at time of future building permit issuance or replat of individual lots.**

<b>Amendment Description:</b>	Clear and Objective Identification of the Urban Form Type Boundaries
<b>Applicability:</b>	Frog Pond East and South
<b>Impacted Code Section(s):</b>	4.127 (.07) all text is new, this Subsection was previously “Development Standards Generally” which language has now been consolidated into Subsection (.08)
<b>Relationship to Frog Pond East and South Master Plan:</b>	Urban Form Type Designations are a key regulatory and design component identified in the Master Plan. This language provides the necessary detail to ensure there is clarity in the boundaries of the different Urban Forms, which in turn is the basis for a number of development standards.
<b>Rationale for Amendment Text:</b>	Initially, only a map was planned. However, feedback received indicated that only a map is likely to still leave too much unclarity for specific boundaries. Text was added to supplement the map to clearly define the boundaries for the Urban Form Type Designations. Language is also added to state the purpose of Urban Form Types overall and the purpose of each different Urban Form Type.
<b>Recent Edits:</b>	A cleaner and more formatted map was inserted for the former placeholder map.

**(.07) Frog Pond East and South Urban Form Types:**

- A. The Frog Pond East and South Neighborhoods are divided into different Urban Form Type designations whose boundaries are described by Subdistrict in B. below and illustrated for reference in Figure A-7 below. Applicability of development standards are based on these designations. The designations and their purpose are as follows:**
- 1. Commercial Main Street: This urban form is for a limited area along Brisband Street between SW Stafford Road and the extension of SW 63<sup>rd</sup> Avenue. Its purpose is to create a pedestrian-oriented, mixed-use commercial street feel.**
  - 2. Urban Form Type 1: The purpose of this Urban Form Type is to create the most compact and urban of the three residential forms. This is primarily represented by buildings being allowed to be larger, including full block width, with less setbacks than other residential Urban Form Types.**
  - 3. Urban Form Type 2: The purpose of this Urban Form Type is create a moderately compact and urban look and feel between Urban Form Type 1 and Type 3. This is primarily represented by allowing moderate building widths, including not allowing buildings to be block length as allowed in Urban Form Type 1, and requiring moderate setbacks.**
  - 4. Urban Form Type 3: The purpose of this Urban Form is to create a less compact and urban look and feel. This is primarily represented by limiting the width of buildings, encouraging shorter building height, and providing for larger setbacks.**
- B. Urban Form area boundary descriptions:**
- 1. Subdistrict E1:**
    - a. Urban Form Type 1: The area of the Subdistrict east of the framework street that is an extension of SW 63<sup>rd</sup> Avenue and connecting to the framework street crossing the BPA easement.**



- b. Urban Form Type 2: The area of the Subdistrict west and south of the framework street(s) that are an extension of SW 63<sup>rd</sup> Avenue and SW Frog Pond Lane.
- c. Urban Form Type 3: The area of the Subdistrict west of the framework street connecting across the BPA easement and north of the framework street that is an extension of SW Frog Pond Lane, except for the Frog Pond Grange area described in Subsection (.24) A. below.

2. Subdistrict E2:

- a. Urban Form Type 2: A contiguous area of between 6 and 6.5 acres, as proposed by the developer based on the location of non-framework local streets, extending the south to north extent of the Subdistrict from the BPA easement to SW Kahle Road, and located immediately to the east of and adjacent to the framework street connecting across the BPA easement.
- b. Urban Form Type 3: The far west and east area of the Subdistrict that is not Urban Form Type 2.

3. Subdistrict E3:

- a. Urban Form Type 2: A contiguous area of between 8 and 8.5 gross development acres, as proposed by the developer based on the location of non-framework local streets, centered in the subdistrict immediately south of and adjacent to SW Kahle Road, and not being within 125 feet of the eastern edge of the Subdistrict or the SROZ.
- b. Urban Form Type 3: The surrounding area of the Subdistrict that is not Urban Form Type 2.

4. Subdistrict E4:

- a. Commercial Main Street: The area of existing Tax Lot 1101 centered on SW Brisband Street extending east to west across the subdistrict and extending between 125 feet and 160 feet both north and south of Brisband Street. The exact boundary north and south of SW Brisband Street will be proposed by the developer.
- b. Urban Form Type 1:
  - The eastern half of the Subdistrict area north of the Commercial Main Street area.
  - The eastern half of the Subdistrict area (east of the SROZ) south of the Commercial Main Street area extending south to within approximately 250 feet of SW Advance Road. The exact southern limit will be proposed by the developer based on the location of any local streets, and if no local street, based on proposed property lines. The southern limits must be between 235 feet and 265 feet north of SW Advance Road. If at time of development of this area a local street is established in Subdistrict E5 serving as a boundary between Urban Form Type 1 and Urban Form Type 2 in that Subdistrict, then the boundary for this area shall be the closest street or property line to the centerline of that street measured at the intersection of SW 63<sup>rd</sup> Avenue.
- c. Urban Form Type 2:
  - The western half of the Subdistrict area north of the Commercial Main Street area.
  - The western half of the Subdistrict area south of the Commercial Main Street area and west of the SROZ.
  - The eastern half of the Subdistrict area south of the Commercial Main Street area, east of the SROZ, and south of the Urban Form Type 1 area that is south of the Commercial Main Street area.

**5. Subdistrict E5:**

- a. Urban Form Type 1: the northern portion of the Subdistrict extending south to within approximately 250 feet of SW Advance Road and extending east to west across the entire subdistrict. The exact southern limit will be proposed by the developer based on the location of an east-west local street which would be the boundary between Urban Form Type Areas. The centerline of this boundary street must be between 230 feet and 270 feet north of SW Advance Road and is encouraged to be as close as possible to 250 feet north.
- b. Urban Form Type 2: The southern portion of the Subdistrict south of the Urban Form Type 1 area and north of SW Advance Road.

**6. Subdistrict E6:**

- a. Urban Form Type 2: the western portion of the Subdistrict extending east approximately 680 feet east from SW 60<sup>th</sup> Avenue. The exact eastern limit will be proposed by the developer based on the location of a local street or property lines which would be the boundary between Urban Form Type Areas. The boundary must be between 660 feet and 700 east of SW 60<sup>th</sup> Avenue and is encouraged to be as close as possible to 680 feet.
- b. Urban Form Type 3: The eastern portion of the Subdistrict east of the Urban Form Type 2 area, north of SW Advance Road and south of the BPA Easement.

**7. Subdistrict S1:**

- a. Urban Form Type 2: The entire Subdistrict is Urban Form Type 2.

**8. Subdistrict S2:**

- a. Urban Form Type 2: The western portion of the Subdistrict, extending east of SW 60<sup>th</sup> Avenue approximately 360 feet east from the northern boundary of SW Advance Road to a point 340 feet south of SW Advance Road and approximately 500 feet east of SW 60<sup>th</sup> Avenue from that point to the southern boundary of the Subdistrict. The exact limits will be proposed by the developer based on the location of a local streets or property lines which would be the boundary between Urban Form Type areas. The east boundary must be, respectively, between 480 feet and 520 feet east of SW 60<sup>th</sup> Avenue and is encouraged to be as close as possible to 500 feet in the southern portion, and between 320 and 360 feet east of SW 60<sup>th</sup> Avenue and is encouraged to be as close as possible to 340 feet in the northern portion of the Subdistrict.
- b. Urban Form Type 3: The eastern portion of the Subdistrict, east of the Urban Form Type 2 area.

**9. Subdistrict S3:**

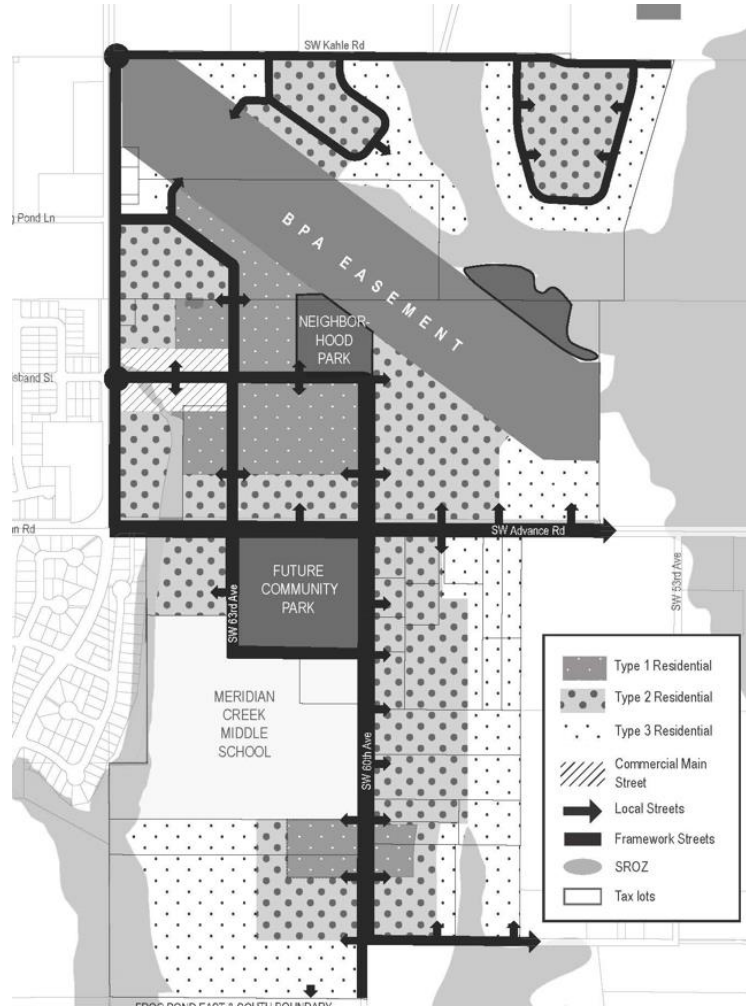
- a. Urban Form Type 1: a west central portion of the Subdistrict extending approximately 220 feet east of SW 60<sup>th</sup> Avenue between a point directly east of the northern boundary of Subdistrict S4 (the southern property line of the Meridian Creek Middle School property) and a point approximately 320 feet north of SW Kruse Road. The exact limits will be proposed by the developer based on the location of local streets or property lines which would be the boundary between Urban Form Type areas. The east boundary must be between 200 feet and 240 feet east of SW 60<sup>th</sup> Avenue and is encouraged to be as close as possible to 220 feet. The north boundary must be within 20 feet of the northern boundary of Subdistrict S4 and is encourage to be as close as possible to that boundary. The south boundary must be between 300 feet and 340 feet north of SW Kruse Road and is encouraged to be as close as possible to 320 feet.

- b. Urban Form Type 2: The description is broken into a northern and southern area, with the boundary between northern and southern area being a line extending east from the northern boundary of Subdistrict S4 (the southern property line of the Meridian Creek Middle School property).**

  - i. For the northern area of the Subdistrict: the western portion of the Subdistrict extending from SW 60<sup>th</sup> Avenue to the east approximately 500 feet. The exact limits will be proposed by the developer based on the location of a local streets or property lines which would be the boundary between Urban Form Type areas. The east boundary must be, respectively, between 480 feet and 520 east of SW 60<sup>th</sup> Avenue and is encouraged to be a close as possible to 500 feet**
  - ii. For the southern area of the Subdistrict: the western portion of the Subdistrict, excluding the Urban Form Type 1 area, extending from SW 60<sup>th</sup> Avenue to the east approximately 340 feet The exact limits will be proposed by the developer based on the location of a local streets or property lines which would be the boundary between Urban Form Type areas. The east boundary must be between 320 and 360 feet east of SW 60<sup>th</sup> Avenue and is encouraged to be as close as possible to 340 feet.**
- c. Urban Form Type 3: The eastern portion of the Subdistrict, east of the Urban Form Type 2 areas.**

**10. Subdistrict S4:**

- a. Urban Form Type 1: The northeastern portion of the Subdistrict extending west of SW 60<sup>th</sup> Avenue approximately 380 feet and south to approximately 320 feet north of SW Kruse Road. The exact western and southern limit will be proposed by the developer based on the location of local streets or property lines which would be the boundary between Urban Form Type areas. The west boundary must be between 360 feet and 400 feet west of SW 60<sup>th</sup> Avenue and is encouraged to be as close as possible to 380 feet. The south boundary must be between 300 feet and 340 feet north of SW Kruse Road and is encouraged to be as close as possible to 320 feet.**
- b. Urban Form Type 2: The northeastern portion of the Subdistrict west and south of the Urban Form Type 1 area, extending west from the Urban Form Type 1 boundary to approximately 570 feet west of SW 60<sup>th</sup> Avenue and south to a future local street extension of SW Kruse Road. The exact western limit will be proposed by the developer based on the location of a local streets or property lines which would be the boundary between Urban Form Type areas. The west boundary must be between 550 feet and 590 feet west of SW 60<sup>th</sup> Avenue and is encouraged to be as close as possible to 570 feet.**
- c. Urban Form Type 3: The western and southern portions of the Subdistrict, west and south of the Urban Form Type 2 area.**



**Figure A-7 Urban Form Type Land Use Designation Boundaries**

(.08) Development Standards:

<b>Amendment Description:</b>	Clarifications of existing Development Standards Language
<b>Applicability:</b>	Frog Pond West and Frog Pond East and South
<b>Impacted Code Section(s):</b>	4.127 (.08)
<b>Relationship to Frog Pond East and South Master Plan:</b>	Relates to strategies for Coding for Variety and Priority Housing Types in Chapter 8, Implementation, including Strategy 4 to development standards based on the Urban Form Type designations.
<b>Rationale for Amendment Text:</b>	<p>This language includes technical edits to:</p> <ul style="list-style-type: none"> <li>• Consolidate existing language in Subsection (.07) into this subsection</li> <li>• Provide for differentiation between development standards for Frog Pond West and Frog Pond East and South</li> <li>• Make language generally more clear and concise</li> </ul>
<b>Recent Edits:</b>	None

**A. Unless otherwise specified by the regulations in this Residential Neighborhood (RN) Zone chapter, all development must comply with Section 4.113, Standards Applying to Residential Development in Any Zone.**

B. ~~Lot and~~ Development shall be consistent with this Code and applicable provisions of an approved legislative master plan.

C. ~~Lot Standards Generally. For the Frog Pond West Neighborhood, Table 2 establishes the lot development standards.~~ **Unless superseded or supplemented by other provisions of the Development Code the lot and development standards for the Frog Pond West Neighborhood are established by Table 28A and lot and development standards for the Frog Pond East and South Neighborhoods are established by Table 8B.**

C. Lot Standards for Small Lot Sub-districts **in the Frog Pond West Neighborhood**. The purpose of these standards is to ensure that development in the Small Lot Sub-districts includes varied design that avoids homogenous street frontages, creates active pedestrian street frontages and has open space that is integrated into the development pattern.

Standards. Planned developments in the Small Lot Sub-districts shall include one or more of the following elements on each block:

1. Alleys.
2. Residential main entries grouped around a common green or entry courtyard (e.g. cluster housing).
3. Four or more residential main entries facing a pedestrian connection allowed by an applicable legislative master plan.
4. Garages recessed at least four feet from the front façade or six feet from the front of a front porch.

<b>Table 8A: Frog Pond West Neighborhood Zone Lot Development Standards</b>										
Neighborhood Zone Sub-District	Min. Lot Size (sq. ft.) <sup>A,B</sup>	Min. Lot Depth (ft.)	Max. Lot Coverage (%)	Min. Lot Width <sup>J, N</sup> (ft.)	Max. Bldg. Height <sup>H</sup> (ft.)	Setbacks <sup>K, L, M</sup>				
						Front Min. (ft.)	Rear Min. (ft.)	Side Min. (note)	Garage Min Setback from Alley (ft.)	Garage Min Setback from Street <sup>O,P</sup> (ft.)
R-10 Large Lot	8,000	60'	40% <sup>E</sup>	40	35	20 <sup>F</sup>	20	<sup>M</sup>	18 <sup>G</sup>	20
R-7 Medium Lot	6,000 <sup>C</sup>	60'	45% <sup>E</sup>	35	35	15 <sup>F</sup>	15	<sup>M</sup>	18 <sup>G</sup>	20
R-5 Small Lot	4,000 <sup>C,D</sup>	60'	60% <sup>E</sup>	35	35	12 <sup>F</sup>	15	<sup>M</sup>	18 <sup>G</sup>	20

Notes:

- A. Minimum lot size may be reduced to 80% of minimum lot size for any of the following three reasons: (1) where necessary to preserve natural resources (e.g. trees, wetlands) and/or provide active open space, (2) lots designated for cluster housing (Frog Pond West Master Plan), (3) to increase the number of lots up to the maximum number allowed so long as for each lot reduced in size a lot meeting the minimum lot size is designated for development of a duplex or triplex.
- B. For townhouses the minimum lot size in all sub-districts is 1,500 square feet.
- C. In R-5 and R-7 sub-districts the minimum lot size for quadplexes and cottage clusters is 7,000 square feet.
- D. In R-5 sub-districts the minimum lot size for triplexes is 5,000 square feet.

<b>Amendment Description:</b>	Clarifications of bonus lot coverage for Frog Pond West and larger Frog Pond East and South detached home lots where multiple buildings are proposed.
<b>Applicability:</b>	Frog Pond West and Frog Pond East and South
<b>Impacted Code Section(s):</b>	4.127 (.08)
<b>Relationship to Frog Pond East and South Master Plan:</b>	Relates generally to the acknowledgement of variety of housing allowed.
<b>Rationale for Amendment Text:</b>	Change mirrors similar language in PDR zone that states bonus is when multiple buildings are on a lot rather than just when one is accessory to another. This comes into play on larger lots with lower lot coverage when multiple units of a similar size are proposed.
<b>Recent Edits:</b>	This is a new amendments recently added

- E. On lots where ~~detached accessory~~ **multiple** buildings are built, maximum lot coverage may be increased by 10%. Cottage clusters are exempt from maximum lot coverage standards.
- F. Front porches may extend 5 feet into the front setback.
- G. The garage setback from alley shall be minimum of 18 feet to a garage door facing the alley in order to provide a parking apron. Otherwise, the rear or side setback shall be between 3 and 5 feet.
- H. Vertical encroachments are allowed up to ten additional feet, for up to 10% of the building footprint; vertical encroachments shall not be habitable space.
- I. For townhouses in all sub-districts minimum lot width is 20 feet.

- J. May be reduced to 24' when the lot fronts a cul-de-sac. No street frontage is required when the lot fronts on an approved, platted private drive or a public pedestrian access in a cluster housing (Frog Pond West Master Plan) development.
- K. Front Setback is measured as the offset of the front lot line or a vehicular or pedestrian access easement line. On lots with alleys, Rear Setback shall be measured from the rear lot line abutting the alley.

<b>Amendment Description:</b>	Limit of setbacks required for ADUs
<b>Applicability:</b>	Frog Pond West and Frog Pond East and South
<b>Impacted Code Section(s):</b>	4.127 (.08)
<b>Relationship to Frog Pond East and South Master Plan:</b>	Relates to removing barriers to ADUs and encouraging them as a desired unit type.
<b>Rationale for Amendment Text:</b>	Where a larger lot has a setback, especially rear setback, greater than 10 feet, it allows ADUs to have a reduced setback of 10 feet. This removes a barrier to potentially locating an ADU. It makes the requirement the same as the existing allowed setback for cottage clusters which are a similar size.
<b>Recent Edits:</b>	None

- L. For cottage clusters and ADUs all setbacks otherwise greater than 10 feet for other housing types are reduced to 10 feet
- M. On lots greater than 10,000 SF with frontage 70 ft. or wider, the minimum combined side yard setbacks shall total 20 ft. with a minimum of 10 ft. On other lots, minimum side setback shall be 5 ft. On a corner lot, minimum side setbacks are 10 feet.
- N. For cluster housing (Frog Pond West Master Plan) with lots arranged on a courtyard, frontage shall be measured at the front door face of the building adjacent to a public right-of-way or a public pedestrian access easement linking the courtyard with the Public Way.
- O. All lots with front-loaded garages are limited to one shared standard-sized driveway/apron per street regardless of the number of units on the lot.
- P. The garage shall be setback a minimum of 18 feet from any sidewalk easements that parallels the street.

<b>Amendment Description:</b>	Tables 8B and 8C Development Standards for Frog Pond East and South
<b>Applicability:</b>	Frog Pond East and South
<b>Impacted Code Section(s):</b>	4.127 (.08)
<b>Relationship to Frog Pond East and South Master Plan:</b>	Relates to strategies for Coding for Variety and Priority Housing Types in Chapter 8, Implementation, Strategy 4 create development standards based on the Urban Form Type designations.
<b>Rationale for Amendment Text:</b>	<p>Wherever appropriate, and where not otherwise noted, the standards are mirrored after similar standards in other residential zones in Wilsonville or Frog Pond West and precedent unit examples shared during the Master Planning and Code development process. Special attention was paid to ensure standards create meaningful differentiation between the different residential Urban Form Type Designations. In addition, consideration was given to the wide array of housing types allowed throughout Frog Pond East and South and the desired variety. Notable unique standards include:</p> <ul style="list-style-type: none"> <li>• An independent numerical lot size requirement is not established, rather lot size must be of sufficient size to meet other applicable development standards. This simplifies the code, removes barriers to proposed housing variety, and prevents complexities and likely contradictions in the standards.</li> <li>• Front setbacks that are uniform on any given street to create a more consistent streetscape. See Table 8C.</li> <li>• Creating a maximum building width that because a key standard controlling building bulk and differentiating between different Urban Form Types.</li> <li>• Creating a minimum distance between buildings when multiple buildings are on a lot that mirror required setbacks to create consistency in built form regardless of lotting patterns.</li> </ul>
<b>Recent Edits:</b>	<p>In Urban Form Type 3, when buildings are three stories require additional side yard setbacks in addition to previously drafted required additional front setbacks. The additional setbacks intend to help buffer taller buildings in an area designed to be primarily one and two story buildings and ensure adequate permeation of light and air. Added the requirement that for detached home lots 4000 square feet in size or more, the setbacks should be consistent with same sized lots in Frog Pond West.</p>



<u>Land Use Map Urban Form Type Designation</u>	<u>Lot size requirements</u>	<u>Min. lot width/ street frontage per lot (ft.)</u>	<u>Max height (ft.)</u>	<u>Front Setbacks</u>	<u>Maximum Building Width Facing Street, or park when front of lot faces a park (ft)</u>	<u>Rear Min. (ft.)</u>	<u>Garages (note)</u>	<u>Side Min. (ft.)<sup>A B</sup></u>	<u>Min. distance Between multiple Buildings on same lot along street frontages and public viewsheds</u>	<u>Max. Lot Coverage (percent)<sup>C D</sup></u>
<u>Urban Form Type 1</u>	<u>Lots sized to accommodate at least a one-unit residential building meeting building code requirements as well as setbacks and lot coverage requirements.</u>	<u>10</u>	<u>50-4 story</u>	<u>See Table 8C.</u>	<u>None</u>	<u>10</u>	<u>E</u>	<u>5<sup>F</sup></u>	<u>Double the min. side yard setback that would be required for the larger of the two building on its own lot.</u>	<u>80 except for detached homes on lots with an area 4,000 square feet or greater.<sup>J</sup></u>
<u>Urban Form Type 2</u>		<u>15</u>	<u>40, 3-story</u>		<u>125 except that buildings over 100 feet cannot occupy entire block face.<sup>G</sup></u>	<u>10</u>		<u>5<sup>F</sup></u>		
<u>Urban Form Type 3</u>		<u>15</u>	<u>100</u>		<u>15<sup>I</sup></u>	<u>5 for structures up to 25 feet in height, 10 for structures over 25 feet in height.</u>				

**Notes:**

- A.** On corner lots, minimum side setbacks facing the street are the same as minimum front setback. Maximum setbacks equivalent to front maximums also apply. See Table 8C.
- B.** Side setbacks do not apply to shared walls at property lines between townhouse units.
- C.** Cottage clusters and ADUs are exempt from maximum lot coverage standards.

- D. For townhouses maximum lot coverage is calculated for the combined lots on which a single townhouse building sits rather than for each townhouse lot.
- E. Setbacks for residential garages are as follows:
1. Front (street loaded): minimum 20 feet.
  2. Alley loaded with exterior driveway: minimum 18 feet or as necessary to create a 18 foot deep parking space not including alley curb.
  3. Alley loaded without exterior driveway: minimum 3 feet and maximum 5 feet.
- F. For Urban Form Type 1 and 2, side setbacks may be reduced to either: (1) down to 3.5 feet for residential structures less than 70 feet wide, or (2) down to five percent of the building width at the front building line for buildings greater than 70 feet and less than 100 feet wide.
- G. For Urban Form Type 2, in lieu of meeting the maximum building width, an applicant may elect to articulate the facade and roof in a manner to create architectural separation of building masses. Such articulation shall include a minimum 2-foot setback of the wall from the primary façade as well as interruption of the roof plane. The setback articulation shall, at a minimum, be equal in width to the building separation required. The depth, width of articulation is not adjustable or subject to waiver or administrative relief under local or state law as it is an optional compliance method in lieu of meeting the standard maximum building width and separation standards. For the purpose of applying other articulation standards in Section 4.113, the portions of a building on either side of the articulation in lieu of building separation shall be considered separate buildings.
- I. The minimum rear setback for a cottage cluster and Accessory Dwelling Unit (ADU) is 10 feet.
- J. For lots 4,000 square feet in area or more with only units classified as “Other Detached Units” in Table 6C, the following lot coverage standards from Table 8A shall apply: 4,000 square feet or more but less than 6,000 square feet: standards of R-5 Small Lot, 6,000 square feet or more but less than 8,000 square feet: standards for R-7 Medium Lot, 8,000 square feet or more, standards for R-10 Large Lot.

<b>Table 8C. Frog Pond East and South Neighborhoods Development Standards - Front Setbacks including Special Front Setbacks For Uniformity on Framework Streets</b>		
	<b>Front Min. (ft.)<sup>A</sup></b>	<b>Front Max.<sup>C</sup> (ft.)</b>
<ul style="list-style-type: none"> <li>• <u>Lot frontages along east-west oriented portion of SW Brisband Street between SW 63<sup>rd</sup> Avenue and its eastern most point</u> <u>Setbacks for SW Brisband Street between SW Stafford Road and SW 63<sup>rd</sup> Avenue can be found in Table 23A.</u></li> <li>• <u>Lot frontages along SW 63<sup>rd</sup> Avenue from southern edge of Subdistrict E1 to SW Advance Road</u></li> <li>• <u>Lot frontages on lots with Urban Form Type 1 Designation not fronting a framework street listed in this table</u></li> </ul>	<b>6<sup>B</sup></b>	<b>10<sup>D</sup></b>
<ul style="list-style-type: none"> <li>• <u>Lot frontages along SW 60<sup>th</sup> Avenue</u></li> <li>• <u>Lot frontages along SW 63<sup>rd</sup> Avenue south of SW Advance Road</u></li> <li>• <u>Lot frontages along SW Stafford Road except the Brisband Main Street buildings</u></li> <li>• <u>Lot frontages along SW Advance Road</u></li> <li>• <u>Lot frontages along SW Kahle Road</u></li> <li>• <u>Lot frontages along framework street in Subdistrict E1 extending SW Frog Pond Lane and SW 63<sup>rd</sup> Avenue</u></li> <li>• <u>Lot frontages along Framework Street connecting across the BPA easement area from SW Kahle Road to SW Frog Pond Lane extension</u></li> <li>• <u>Lot frontages on lots with Urban Form Type 2 Designation not fronting a framework street listed in this table</u></li> </ul>	<b>10</b>	<b>25<sup>E</sup></b>
<ul style="list-style-type: none"> <li>• <u>Lot frontages on lots with Urban Form Type 3 Designation not fronting a framework street listed in this table</u></li> </ul>	<b>10<sup>E</sup></b>	<b>No max</b>

Notes:

- A. Where a front (street) loaded garage exists, the minimum garage setback in Table 8B takes precedence of the minimums in this table.
- B. Where the minimum front setback is 6 feet it is intended to accommodate a public utility easement (PUE) for franchise utilities. If the City requires a wider PUE the minimum setback shall increase to accommodate the PUE. If a finding can be made that no PUE is necessary and access stairs or ramps can be accommodated without impeding on the public right of way, no setback is required.
- C. Where a maximum setback exists, and the property line it is measured from is either curvilinear or intersects with a connecting property line at anything besides a right angle, the maximum setback need only be met at one point along the property line.
- D. This maximum assumes no front (street loaded) garage, which is anticipated to be the typical condition in Urban Form Type 1. However, if a front facing garage is proposed, the front maximum may be exceeded to accommodate the minimum garage setback of 20 feet from Table 8B.
- E. In Urban Form 3, buildings or portions thereof greater than either two-stories or twenty-five feet in height shall have a minimum front setback of 20 feet.

E. Development Standards Specific to Relationships with Collectors and Arterial Streets.

<b>Amendment Description:</b>	Clarification that existing language applies to Frog Pond West
<b>Applicability:</b>	Frog Pond West
<b>Impacted Code Section(s):</b>	4.127 (.08) E.
<b>Relationship to Frog Pond East and South Master Plan:</b>	None
<b>Rationale for Amendment Text:</b>	Direct language to differentiate between Frog Pond West and the subsequent new language regarding Frog Pond East and South.
<b>Recent Edits:</b>	None

**1. Frog Pond West Neighborhood:**

- a. Lots adjacent to Boeckman Road and Stafford Road shall meet the following standards:
  - i. Rear or side yards adjacent to Boeckman Road and Stafford Road shall provide a wall and landscaping consistent with the standards in Figure 10 of the Frog Pond West Master Plan.
- b. Lots adjacent to the collector-designated portions of Willow Creek Drive and Frog Pond Lane shall not have driveways accessing lots from these streets, unless no practical alternative exists for access. Lots in Large Lot Sub-districts are exempt from this standard.

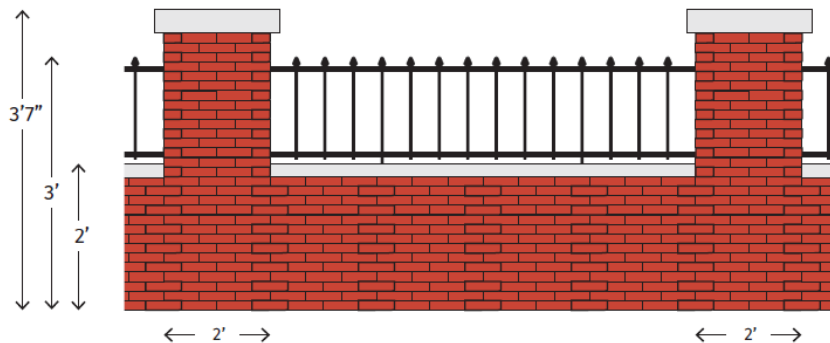
<b>Amendment Description:</b>	Fence treatments along Stafford and Advance Roads
<b>Applicability:</b>	Frog Pond East and South
<b>Impacted Code Section(s):</b>	4.127 (.08) E.
<b>Relationship to Frog Pond East and South Master Plan:</b>	The Master Plan calls for treatments consistent with the walls used in Frog Pond West but adapted for units primarily facing the streets. It also has specific requirements regarding building orientation towards the subject roads.
<b>Rationale for Amendment Text:</b>	For Stafford Road the wall is half the height and same materials as Frog Pond West, as directed in the Master Plan. For Advance a similar style is continued, but it is more open with metal to create semi-private front yards consistent with Advance being a collector rather than an arterial like Stafford Road and Boeckman Road. This also creates an enhanced interface with the community park across SW Advance Road.
<b>Recent Edits:</b>	The drawing for Stafford Road was revised to be more consistent with the specific “half the height of Frog Pond West” language in the Master Plan. The new treatment is half the height of both the brick and metal portion. An actual drawing with dimensions was added for Advance Road rather than the previous placeholder photo.

**2. Frog Pond East and South Neighborhoods:**

**a. Special Design Standards for east side of SW Stafford Road as well as the north side of SW Advance Road from Stafford Road to the wetland approximately 250 feet east of SW Stafford Road:**

**i. Courtyard Walls and Pedestrian Access Points:**

- **Except for pedestrian access points, the frontage of each lot or tract (not counting any landscape tract running parallel with the road) shall have a wall/fence matching Figure A-8. below.**



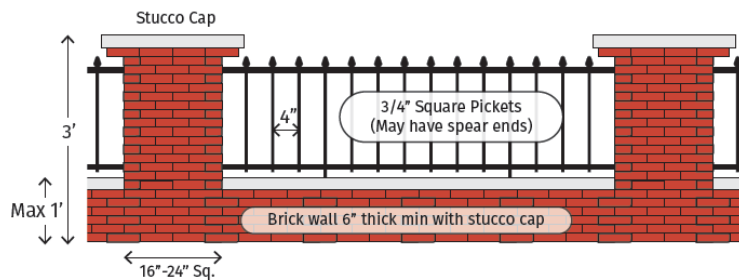
**Figure A-8. 3 Foot Wall/Fence Along Stafford Road**

- Except for corner lots at the intersection of SW Stafford Road and SW Brisband Street, each lot shall have at least one paved walkway extending from the lot to the Stafford Road sidewalk providing a pedestrian access point. Any gates at pedestrian access points shall have a black “iron style” gate matching the style shown in Figure B-8. below.



**Figure B-8. Gate for Pedestrian Access Points along SW Stafford Road**

- ii. Structure and Entry Orientation: Except for corner lots at the intersection of SW Stafford Road and SW Brisband Street, the facades of structures facing SW Stafford Road shall meet all design standards for front facades. Generally this will be the front façade of the structure, but if it is the side or rear façade, the façade must still meet front façade standards including having at least one building entrance oriented towards SW Stafford Road.
- b. Special Design Standards for SW Advance Road, except for the portion on the north side included in the Stafford Road special design standards in a. above:
- i. Only front yards shall be oriented towards SW Advance Road with front entrances facing the street, except for corner lots at intersecting streets where side yards and side facades may front SW Advance Road, as necessary.
  - ii. Lots shall have courtyard fencing matching Figure C-8. including any side yards for lots oriented on intersecting streets.



**Figure C-8.**

iii. No motor vehicle access is allowed directly from SW Advance Road except for emergency access requested by the Fire District and approved by the City Engineer.

iv. Lots shall be considered to front SW Advance Road even if a landscape tract exists between the lot and the SW Advance Road right-of-way.

<b>Amendment Description:</b>	Public Realm Elements
<b>Applicability:</b>	Frog Pond East and South
<b>Impacted Code Section(s):</b>	4.127 (.08) F. (new)
<b>Relationship to Frog Pond East and South Master Plan:</b>	Chapter 7 Public Realm
<b>Rationale for Amendment Text:</b>	The Master Plan provides clear and detailed language regarding the public realm. The language intends to direct the reader back to these specifics in the Master Plan.
<b>Recent Edits:</b>	This entire subsection was recently added to incorporate the public realm requirements established in the Master Plan.

**F. Public Realm Requirements for Frog Pond East and South Master Plan area**

- 1. Development in Frog Pond East and South shall conform with the public realm element in Chapter 7 of the Frog Pond East and South Master Plan in the following ways with the referenced figures, tables, and text from the Frog Pond East and South Master Plan incorporated into this Subsection by reference as if fully stated herein:**
  - a. Active transportation connections shall be provided as shown in Figure 20.**
  - b. Street trees shall be provided consistent with Figure 26 and the text on pages 91 through 94.**
  - c. Public lighting shall be provided consistent with Figure 27 and the text on pages 95 through 99.**
  - d. Gateway treatment and monument signs shall be provided consistent with and limited to what is shown and described in Figure 28, Table 6, and the text on page 102.**
  - e. Sign toppers or “sign caps” shall be provided on street signs as described on page 102 and shown in Figure D-8 below consistent with the City’s Public Works Standards.**



**Figure D-8. Frog Pond Street Sign Topper**



(.09) *Open Space:*  
 ...

<b>Amendment Description:</b>	Frog Pond East and South open space requirements, including green focal points.
<b>Applicability:</b>	Frog Pond East and South
<b>Impacted Code Section(s):</b>	4.127 (.09)
<b>Relationship to Frog Pond East and South Master Plan:</b>	Implements the green focal points identified in the Master Plan including in Chapter 9, Public Realm, Parks and Open Space and Figure 18.
<b>Rationale for Amendment Text:</b>	Generally the standard open space requirements that apply to most residential development in Wilsonville. Beyond the general open space requirements specific green focal point requirements reflecting the Master Plan language is added.
<b>Recent Edits:</b>	None

**C. Within the Frog Pond East and South Master Plans open space shall be provided consistent with the requirements in Subsection 4.113 (.01) C. - F., and designed and located according to the following criteria:**

**1. Green Focal Points. For the East and South Neighborhoods, Green Focal Points are intended to serve as central neighborhood destinations or gathering places that contribute to neighborhood character and identity. Green Focal Points can take a variety of forms, including community garden plots, small playgrounds or splash pads, nature play areas, pocket parks or plazas, and central green courtyards within housing developments. As part of meeting the open space requirements in Subsection 4.113 (.01) C. – F. for a Stage I Master Plan Area, each Subdistrict in Frog Pond East and South shall have at least one Green Focal Point meeting the 2,000 square foot size requirement in Subsection 4.113 (.01) D. 1. Even if the required usable open space requirement is otherwise met, each subdistrict shall still have the minimum 2,000 square foot Green Focal Point. In addition to the standards in Subsection 4.113 (.01) C.-F., the following requirements apply:**

**a. Location requirements by Subdistrict, if Subdistrict not listed, a Green Focal Point is still required, but there is no special locational requirements:**

- Subdistrict E1: Green Focal Point to be located north of the Frog Pond Grange building or in the tree grove near the existing home at 27480 SW Stafford Road.
- Subdistrict E3: A Green Focal Point to be located at trailhead adjacent to SROZ leading to the south.
- Subdistrict E4: A plaza space is to be integrated with the Brisband Street Main Street mixed-use development.
- Subdistrict S2: A Green Focal Point to be located and aligned with terminus of future extension of SW Hazel Street.
- Subdistrict S3: A Green Focal Point to be located near northern end of Kruse Creek.

**b. Direct access to one or more Green Focal Points shall be provided from each residential lot in the neighborhood. Direct access, for the purpose of this requirement, means: a pedestrian would need to travel on no more than two different streets to reach a green focal point from the lot frontage of the home to an open space frontage.**

(.10) *Block, access and connectivity standards:*

- A. *Purpose.* These standards are intended to regulate and guide development to create: a cohesive and connected pattern of streets, pedestrian connections and bicycle routes; safe, direct and convenient routes to schools and other community destinations; and, neighborhoods that support active transportation and Safe Routes to Schools.
- B. *Blocks, access and connectivity shall comply with adopted legislative master plans:*

...

<b>Amendment Description:</b>	Block and access standards for Frog Pond East and South
<b>Applicability:</b>	Frog Pond East and South
<b>Impacted Code Section(s):</b>	4.127 (.10) B.
<b>Relationship to Frog Pond East and South Master Plan:</b>	Reflects no specific block and access standards in the Master Plan beyond identifying framework streets.
<b>Rationale for Amendment Text:</b>	Provides reference to general citywide block and access standards for applicability to Frog Pond East and South.
<b>Recent Edits:</b>	None

- 2. **In the Frog Pond East and South Neighborhoods, or** if a legislative master plan does not provide sufficient guidance for a specific development or situation, ~~the Development Review Board shall use the block and access standards in Section 4.124(.06.09) as the applicable standards~~ **apply.**

...

(.14) *Main Entrance Standards:*

...

<b>Amendment Description:</b>	Removal of little utilized entrance distance from grade requirement
<b>Applicability:</b>	Frog Pond West and Frog Pond East and South
<b>Impacted Code Section(s):</b>	4.127 (.14) C.
<b>Relationship to Frog Pond East and South Master Plan:</b>	Generally to housing variety.
<b>Rationale for Amendment Text:</b>	Removal prevents a barrier to second floor entries which may be used for unit configurations like townhouses on top of an ADU.
<b>Recent Edits:</b>	None

- C. ~~*Distance from grade.* Main entrances meeting the standards in subsection B., above, must be within four feet of grade. For the purposes of this Subsection, grade is the average grade measured along the foundation of the longest street-facing wall of the dwelling unit.~~

(.15) *Garage Standards:*

...

B. *Street-Facing Garage Walls:*

...

3. *Standards:*

<b>Amendment Description:</b>	Simplification of garage standards
<b>Applicability:</b>	Frog Pond West and Frog Pond East and South
<b>Impacted Code Section(s):</b>	4.127 (.15) B.
<b>Relationship to Frog Pond East and South Master Plan:</b>	None
<b>Rationale for Amendment Text:</b>	The proposal simplifies the language used for garage frontages in Frog Pond West to apply throughout Frog Pond. It also addresses a frequent issue encountered in Frog Pond West development were the existing standards required non-standard width garage doors which unnecessarily increased expenses and created more lead-time for custom fabrication.
<b>Recent Edits:</b>	None

- ~~a. The length of the garage wall facing the street may be up to 50 percent of the length of the street facing building façade. For middle housing, this standard applies to the total length of the street facing façades. For detached single family and accessory structures, the standards apply to the street facing façade of each unit. For corner lots, this standard applies to only one street side of the lot. For lots less than 50 feet wide at the front lot line, the standard in (b) below applies.~~
- ~~b. For lots less than 50 wide at the front lot line, the following standards apply:~~
  - a. The width of the garage door may be up to 50 percent of the length of the street-facing façade **as measured from the interior of the frame surrounding the garage door.**
  - b. The garage door must be recessed at least four feet from the front façade or six feet from the front of a front porch.
  - c. The maximum driveway width is 18 feet.
  - d. Where a dwelling abuts a rear or side alley or a shared driveway, the garage shall orient to the alley or shared drive.
  - e. Where three or more contiguous garage parking bays are proposed facing the same street, the garage opening closest to a side property line shall be recessed at least two feet behind the adjacent opening(s) to break up the street facing elevation and diminish the appearance of the garage from the street. Side-loaded garages, i.e., where the garage openings are turned away from the street, are exempt from this requirement.
  - f. A garage entry that faces a street may be no closer to the street than the longest street facing wall of the dwelling unit. There must be at least 20 feet between the garage door and the sidewalk. This standard does not apply to garage entries that do not face the street.

Item B.



(.16) Residential Design Standards:

...

<b>Amendment Description:</b>	Applicability of existing residential design standards for RN zone
<b>Applicability:</b>	Frog Pond West and Frog Pond East and South
<b>Impacted Code Section(s):</b>	4.127 (.16)
<b>Relationship to Frog Pond East and South Master Plan:</b>	Generally to housing variety as current RN residential design standards do not address all of the allowed residential unit types in Frog Pond East and South.
<b>Rationale for Amendment Text:</b>	When the RN zone residential design standards were adopted, there were no residential design standards in the City except for ones specific to Villebois. Since that time, as part of the Middle Housing in Wilsonville project, citywide design standards were established for various unit types. These standards can be found in Subsection 4.113 (.14). In addition, this current package of code amendments includes new design standards for multi-family development. The decision was made to allow the citywide design standards covering all unit types be applied in Frog Pond East and South rather than the Frog Pond West standards geared towards single-family detached homes.
<b>Recent Edits:</b>	None

- B. *Applicability.* ~~These~~ **In Frog Pond West these standards C. through G.** apply to all façades facing streets, pedestrian connections, parks, open space tracts, the Boeckman Trail, or elsewhere as required by this Code or the Development Review Board. Exemptions from these standards include: (1) Additions or alterations adding less than 50 percent to the existing floor area of the structure; and, (2) Additions or alterations not facing a street, pedestrian connection, park, or open space tract. **In Frog Pond East and South the standards in C. through G. do not apply. Rather, design standards in 4.113 (.14) apply to all public-facing facades in Frog Pond East and South.**

...

(.17) Fences:

<b>Amendment Description:</b>	Applicability of existing fence requirements
<b>Applicability:</b>	Frog Pond West and Frog Pond East and South
<b>Impacted Code Section(s):</b>	4.127 (.17)
<b>Relationship to Frog Pond East and South Master Plan:</b>	Consistent with specific fencing standards for Stafford Road and Advance Road.
<b>Rationale for Amendment Text:</b>	This existing language regarding fencing for Frog Pond West makes sense to be applicable to Frog Pond East and South as well. The proposed strikeout allows these standards to apply to all Frog Pond neighborhoods.
<b>Recent Edits:</b>	None

- A. ~~Within Frog Pond West,~~ fences shall comply with standards in 4.113 (.07) except as follows:
1. Columns for the brick wall along Boeckman Road and Stafford Road shall be placed at lot corners where possible.
  2. A solid fence taller than four feet in height is not permitted within eight feet of the brick wall along Boeckman Road and Stafford Road, except for fences placed on the side lot line that are perpendicular to the brick wall and end at a column of the brick wall.
  3. Height transitions for fences shall occur at fence posts.

...

<b>Amendment Description:</b>	Waivers for Frog Pond East and South
<b>Applicability:</b>	Frog Pond East and South
<b>Impacted Code Section(s):</b>	4.127 (.22) (new)
<b>Relationship to Frog Pond East and South Master Plan:</b>	Directly implements Implementation Measure 4.1.7.D. 3. regarding an alternative discretionary path for approval.
<b>Rationale for Amendment Text:</b>	Maintains the City’s existing discretionary waiver path but adds specific waiver criteria related to consistency with designated Urban Form Types and housing variety.
<b>Recent Edits:</b>	None

**(.22) Consideration of Waivers in the Frog Pond East and South Neighborhoods.**

- A. Applicants for development in the Frog Pond East and South neighborhoods may request waivers to applicable development and design standards in Section 4.127, provided the criteria in subsection B. are met.**
- B. In addition to the waiver criteria in Sections 4.118 and 4.140 and applicable Site Design Review standards, when reviewing a waiver for development within the Frog Pond East and South Neighborhoods the Development Review Board’s decision shall be based on the following criteria, which reflects guidance in the Frog Pond East and South Master Plan:**
  - 1. The development enabled by the waiver is complementary and compatible with development that would typically be built within the subject Urban Form Type as described in Chapter 6 of the Frog Pond East and South Master Plan.**
  - 2. The waiver continues to support a wide variety of housing throughout the Frog Pond East and South neighborhoods including not reducing the Minimum Number of Units of any requirement in Table 6B by the greater of 5 units or 20%.**

<b>Amendment Description:</b>	Development Standards for the Commercial Main Street
<b>Applicability:</b>	Commercial Main Street Area of Frog Pond East
<b>Impacted Code Section(s):</b>	4.127 (.23) (new)
<b>Relationship to Frog Pond East and South Master Plan:</b>	Directly implements the portion of Chapter 9, Implementation, relating to Coding for Main Street
<b>Rationale for Amendment Text:</b>	The standards are a simplified adaptation of Town Center Zone development standards to support the development of similar types of mixed-use buildings along SW Brisband Street.
<b>Recent Edits:</b>	<ul style="list-style-type: none"> <li>• Refined references to allowed uses in Subsection (.02).</li> <li>• Removed frontage requirement for Stafford Road due to impact of round-a-bout placement at intersection with Brisband Street.</li> <li>• Removed ability of parking to be to the side of a building.</li> <li>• Increased the allowed distance between pedestrian connections from 250 to 300 feet to allow additional flexibility of building width based on actual block length between Stafford Road and SW 63<sup>rd</sup> Avenue.</li> <li>• Reduced the length of the building that must have weather coverage from 75% to 50% based on developer feedback.</li> </ul>

**(.23) Residential Neighborhood Zone - Commercial Main Street Development**

**A. Applicability.** These standards apply to the Commercial Main Street area described in Subsection (.07) A. 1. and shown in Figure A-7.

**B. Allowed Uses.** See Subsection (.02) above.

**C. Development Standards.** The following development standards apply to all development within the Commercial Main Street area of Frog Pond East.

<b>Table 23A. Commercial Main Street Development Standards</b>	
<b>STANDARD</b>	
<b>Front setback</b>	
<u>Minimum</u>	<b>0 ft.</b>
<u>Maximum</u>	<b>20 ft.</b>
<b>Side facing street on corner</b>	
<u>Minimum</u>	<b>0 ft.</b>
<u>Maximum</u>	<b>10 ft.</b>
<b>Side yard</b>	
<u>Minimum</u>	<b>0 ft.</b>
<u>Maximum</u>	<b>10 ft.</b>
<b>Rear setback</b>	
<u>Minimum</u>	<b>0 ft.</b>
<b>Building height (stories) <sup>A</sup></b>	
<u>Minimum</u>	<b>two</b>
<u>Maximum</u>	<b>four</b>



<u>Ground floor height minimum</u>	<u>12 ft.</u>
<u>Building site coverage maximum</u>	<u>90%</u>
<u>Minimum landscaping</u>	<u>10%</u>
<u>Minimum building frontage<sup>B</sup></u>	
<u>    On SW Brisband Street</u>	<u>70%</u>
<u>    On SW Stafford Road</u>	<u>None</u>
<u>    On other streets</u>	<u>None</u>

<sup>A</sup> Second stories or higher in buildings must be useable. No false front buildings are permitted.

<sup>B</sup> To meet the minimum building frontage requirement, the ground level street-facing façade must meet the maximum setback standard for a minimum of 70% of the lot length on SW Brisband Street.

**D Design Standards:**

1. **Purpose and Intent.** The purpose of the design standards is to provide high quality design within the Commercial Main Street area that creates a place of distinct character. The design of buildings and other site features shall functionally relate to adjacent streets and open spaces; shall include architectural diversity and variety in their built form; shall contribute to the vitality of the street environment through incorporation of storefronts, windows, and entrances facing the sidewalk; and shall minimize the visual impact of off-street parking from streets.
2. **Building and Entry Placement.** Buildings shall meet the following standards:
  - a. Development shall meet the minimum building frontage standards in Table 23A.
  - b. At least one entrance door is required for each business, including live-work units, with a ground floor frontage.
  - c. All primary ground-floor common entrances 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 entrances shall not be oriented to the interior or to a parking lot.
  - d. If a parcel has frontage on more than one street, the primary building entrance is encouraged to orient to the street intersection. If the parcel has frontage on Brisband Street, the primary entrance shall orient to Brisband Street or to the intersection.
  - e. Courtyards, plazas and similar entrance features may be utilized to satisfy the building entrance requirement when these features are designed to connect the adjacent street edge to the primary building entrance. A direct pedestrian walkway not exceeding 20 feet in length shall be provided between the building entrance and the street property line.
  - f. Each entrance shall be covered, recessed, or treated with a permanent architectural feature in such a way that weather protection is provided.
3. **Building Setbacks.** Development shall meet the minimum and maximum setback standards in subsection Table 8C. No off-street vehicle parking or loading is permitted within the setback. Bicycle parking is permitted within the setback.
4. **Front Yard Setback Design.** If front yard setbacks are provided, they shall be designed to encourage pedestrian activity and active ground floor uses. 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.

5. Walkway Connection to Building Entrances. A walkway connection is required between a building's primary 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.

6. Parking Location and Landscape Design:

a. Parking for buildings adjacent to public street rights-of-way must be located to the rear of buildings.

b. Within off-street parking lots for the commercial uses, time limitations may be placed on parking spaces to encourage parking turnover. This includes time limitations to pick up and drop off of goods from area businesses (e.g. drycleaner, bank ATM etc.).

7. Building Design Standards:

a. General Provisions:

i. The first-floor façade of all buildings 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.

ii. Building entrances shall be clearly marked, provide weather covering, and incorporate architectural features of the building.

iii. Architectural features and treatments shall not be limited to a single façade. All public-facing facades 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.

b. Design Standards. All buildings shall comply with the following design standards:

i. Windows:

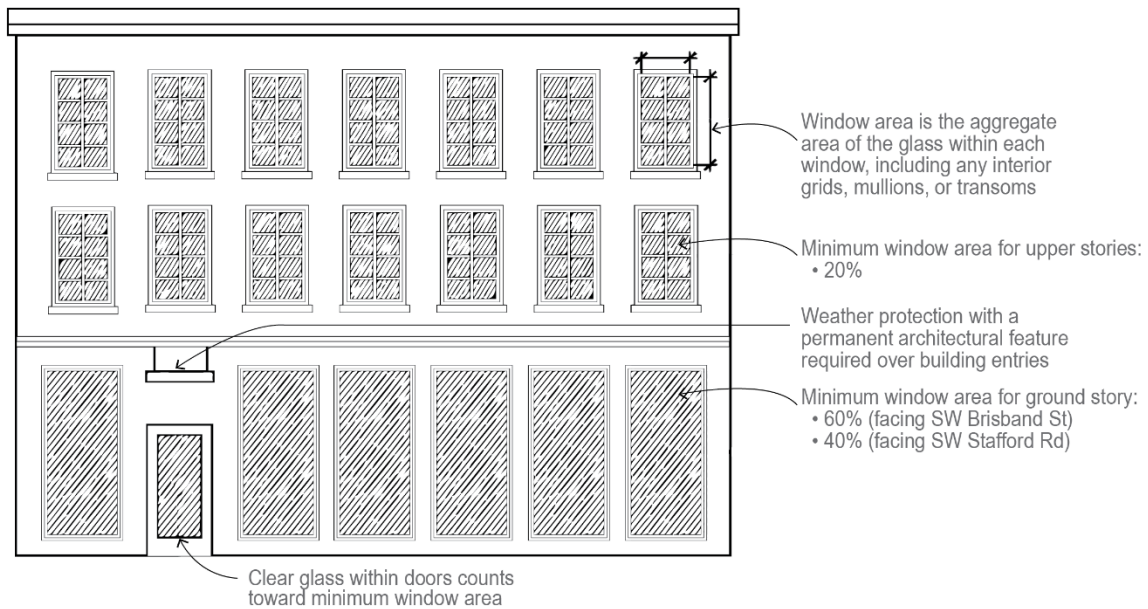
- Building facade windows are required on all facades facing SW Brisband Street or SW Stafford Road (see Figure A-23), as follows:

<u>Ground Story facing SW Brisband Street</u>	<u>60% of ground floor wall area</u>
<u>Ground Story facing SW Stafford Road or SW 63<sup>rd</sup> Avenue</u>	<u>40% of ground floor wall area</u>
<u>Upper Stories facing SW Brisband Street, SW Stafford Road, or SW 63<sup>rd</sup> Avenue</u>	<u>20% of facade</u>
<u>Other facades</u>	<u>No minimum</u>

- 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.

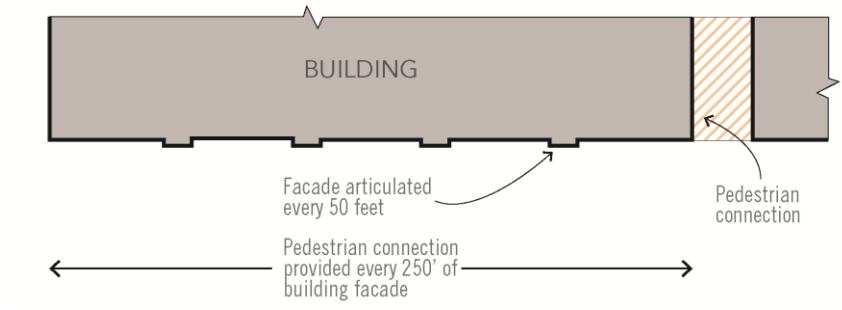
- **Required windows shall be clear glass and not mirrored or frosted, except for bathrooms. Clear glass within doors may be counted toward meeting the window coverage standard.**
- **Ground floor windows. For facades facing SW Brisband Street, SW Stafford Road, and SW 63rd Avenue elevations within the building setback shall include a minimum percentage 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; glass doorway openings to ground level may be counted toward meeting the requirement.**

**Figure A-23. Window Placement and Percentage of Facade**



- ii. **Building Facades:** Public-facing facades 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 B-23). No building façade shall extend for more than 300 feet without a pedestrian connection between or through the building.

**Figure B-23. Building Facade Articulation**



- iii. **Weather Protection:** Building facades facing SW Brisband Street shall provide weather protection as follows:

- **A projecting facade element (awning, canopy, arcade, or marquee) must be provided along at least 50 percent of the façade.**
- **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.**
- **Weather protection shall be maintained and in good condition.**
- **Weather protection features shall project at least five feet from the building façade.**
- **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.**
- **The projecting façade element shall not conflict with street lights. If the projecting façade element blocks light shed from adjacent street lights, exterior lighting shall be located on the building.**
- **Awnings shall match the width of storefronts or window openings.**
- **Internally lit awnings are not permitted.**
- **Awnings shall be made of glass, metal, or a combination of these materials. Fabric awnings are not permitted.**

- iv. **Building Materials.** Plain 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.

v. 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.

vi. Rooftop features/equipment screening:

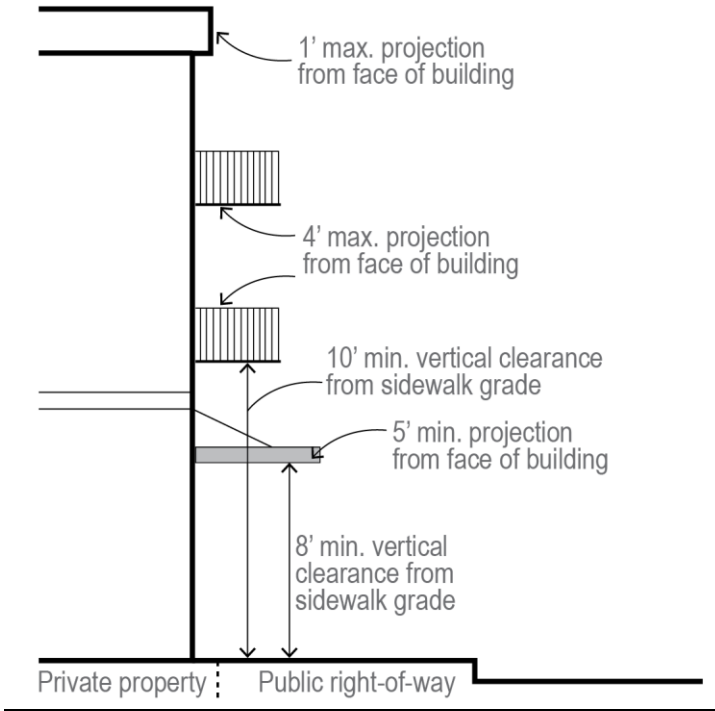
- The following rooftop equipment does not require screening:
  - Solar panels, wind generators, and green roof features;
  - Equipment under two feet in height.
- Elevator mechanical equipment may extend above the height limit a maximum of 16 feet provided that the mechanical shaft is incorporated into the architecture of the building.
- 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.
- 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.
- On all structures exceeding 35 feet in height, roofs shall have drainage systems that are architecturally integrated into the building design.
- 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.
- Required screening shall not be included in the building's maximum height calculation.

vii. 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.

viii. Building projections. Building projections are allowed as follows (see Figure C-23):

- Architectural elements such as eaves and cornices may project up to one foot from the face of the building.
- 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 10 feet from sidewalk grade or be mounted at the floor elevation, whichever is greater.

**Figure C-23. Building Projections**

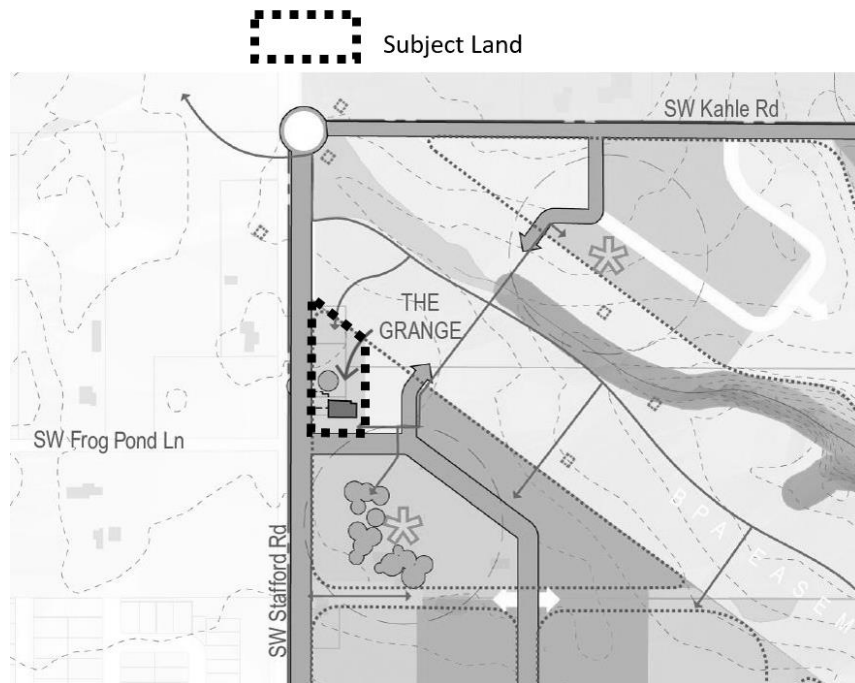


<b>Amendment Description:</b>	Specific Land Use Considerations for Frog Pond East and South
<b>Applicability:</b>	Frog Pond East and South
<b>Impacted Code Section(s):</b>	4.127 (.24) (new)
<b>Relationship to Frog Pond East and South Master Plan:</b>	Directly implements Implementation Measure 4.1.7.D. 5. And 10. regarding treatment of these specific areas.
<b>Rationale for Amendment Text:</b>	Directly reflects the direction given in the Master Plan with identifying location description and map.
<b>Recent Edits:</b>	None

**(.24) Special, Specific Land Use Considerations**

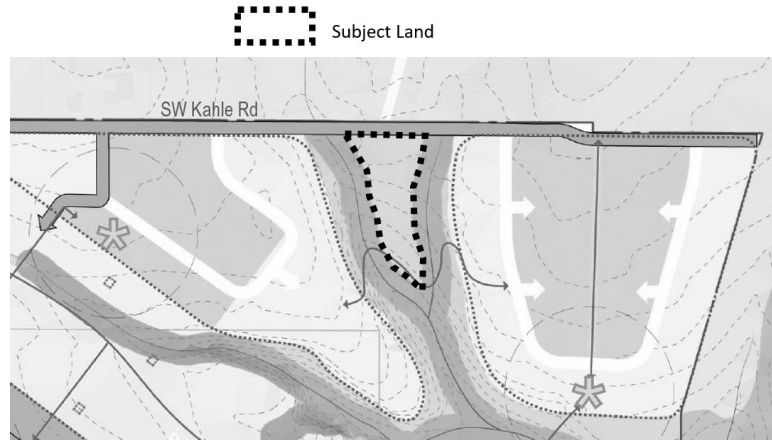
**A. Frog Pond Grange Property.** This special consideration pertains to an areas described as: the western half of the area of Subdistrict E1 north of the framework street that is an extension of SW Frog Pond Lane and west of the framework street extending across the BPA easement. See Figure A-24 for locational reference. The community supports preservation, reuse, and adjacent uses supportive of the current Frog Pond Grange building. the Frog Pond East and South Master Plan identifies the long-term use of the subject area as maintaining the existing civic/meeting/event space use or substantially similar use with surrounding open. Any substantial change of use shall require an amendment to the Frog Pond East and South Master Plan. Preservation of the existing building, substantially similar in design to that existing as of the 2022 adoption of the Frog Pond East and South Master Plan, is required on the site unless approved by the Development Review Board with findings providing substantial evidence that preservation is not feasible due to structural issues with the building that are not feasible, either economically or technically, to repair.

**Figure A-24**



**B. Treed area on south side of SW Kahle Road. This special consideration pertains to an area described as a treed area south of SW Kahle Road between Subdistricts E2 and E3 and bounded on both side by creeks. See Figure B-24 for locational reference. An applicant may request the subject area not be included in the SROZ based on findings made, as part of a SROZ Map Verification, that the area does not meet the standard to be included in the SROZ. If it is found the area is not to be in the SROZ the Urban Form Type 3 shall apply. There is no minimum unit count and the area would not be considered part of a subdistrict. There would be no housing variety requirement applied.**

**Figure B-24**





Section 4.001 Definitions

<b>Amendment Description:</b>	Mobility-ready Definition
<b>Applicability:</b>	Citywide, but primarily Frog Pond East and South at this time
<b>Impacted Code Section(s):</b>	4.001 Definitions
<b>Relationship to Frog Pond East and South Master Plan:</b>	Mobility-ready units is one of the “target” unit types identified to require a minimum of to help ensure accessible housing is available within the planned variety in Frog Pond East and South.
<b>Rationale for Amendment Text:</b>	The definition seeks to define a unit that can be adaptable for use of individuals with limited mobility without getting into details that would be under the jurisdiction of the building code like counter heights, doorway widths, and bathroom grab bars.
<b>Recent Edits:</b>	Refined to simplify reference to enabling ramp.

**(.XXX) Mobility-Ready Unit: A dwelling unit with a kitchen, full bathroom, and bedroom on a single-level and that level is accessible from a parking space or public sidewalk without the use of stairs or with minimal stairs with space to add a wheelchair accessible ramp.**

<b>Amendment Description:</b>	Urban Form Type definitions
<b>Applicability:</b>	Frog Pond East and South
<b>Impacted Code Section(s):</b>	4.001 Definitions
<b>Relationship to Frog Pond East and South Master Plan:</b>	Key definitions to implement the different residential urban forms identified in the Master Plan.
<b>Rationale for Amendment Text:</b>	Detailed definitions consistent with the language and intent in the Master Plan.
<b>Recent Edits:</b>	None

(.XXX) Urban Form: The physical characteristics of an area determined by the bulk, placement, and spacing of buildings and related site improvements.

(.XXX) Urban Form Type: In the Residential Neighborhood (RN) Zone, a categorization between different planned Urban Forms with Type 1 having the most urban look and feel and Type 3 having the least urban look and feel.

(.XXX) Urban Form Type Designation: A designation applied to land within the Residential Neighborhood (RN) Zone that determines Urban Form Type and what lot and structure standards apply to guide Urban Form.

**CITY COUNCIL ROLLING SCHEDULE**  
**Board and Commission Meetings**  
**Items known as of 05/07/24**

**MAY**

5/22	Wednesday	5:00 pm	Arts, Culture, and Heritage Commission	Council Chambers
5/22	Wednesday	6:30 pm	Library Board	Library
5/27	Monday	6:30 pm	DRB – Panel B - CANCELLED	Council Chambers

**Community Events:****May**

Asian American and Pacific Islander Heritage Month  
 Jewish American Heritage Month

- 5/21 Ukulele Jam, 9:00 am, Parks & Rec  
 Piecemakers Quilters, 9:00 am, Tauchman House  
 ODHS Drop-In Assistance 10:00 am, Library  
 Intermediate English Class, 10:00 am, Library  
 Lunch at the Community Center, 12:00 pm, Community Center  
 Partners Bridge, 12:30 pm, Community Center  
 ODHS Drop-In Assistance, 1:00 pm, Library  
 Virtual Reality Fitness, 1:00 pm, Community Center
- 5/22 Digital Photography Club, 10:00 am, Community Center  
 Conversational Spanish Group, 10:30 am, Community Center  
 Sit and Be Fit, 11:15 am, Community Center  
 Lunch at the Community Center, 12:00 pm, Community Center  
 Pinochle/Cribbage, 1:00 pm, Community Center
- 5/23 I-5 Connection Chorus Group, 10:00 am, Community Center  
 Bridge for Beginners Lessons, 10:00 am, Community Center  
 Ladies Afternoon Out, 1:00 pm, Community Center
- 5/24 Bridge for Intermediate Lessons, 10:30 am, Community Center  
 Stand, Sit and Be Fit, 11:15 am, Community Center  
 Bridge Group Play, 11:30 am, Community Center  
 Lunch at the Community Center, 12:00 pm, Community Center  
 Mexican Train Dominoes, 1:00 pm, Community Center
- 5/25 Spanish Storytime, 11:00 am, Library
- 5/27 Office Closed – Memorial Day

All dates and times are tentative; check the City's online calendar for schedule changes at [www.ci.wilsonville.or.us](http://www.ci.wilsonville.or.us).

- 5/28 Ukulele Jam, 9:00 am, Parks & Rec  
 Piecemakers Quilters, 9:00 am, Tauchman House  
 ODHS Drop-In Assistance 10:00 am, Library  
 Intermediate English Class, 10:00 am, Library  
 Stand, Sit and Be Fit, 11:15 am, Community Center  
 Lunch at the Community Center, 12:00 pm, Community Center  
 Partners Bridge, 12:30 pm, Community Center  
 ODHS Drop-In Assistance, 1:00 pm, Library  
 Virtual Reality Fitness, 1:00 pm, Community Center
- 5/29 Digital Photography Club, 10:00 am, Community Center  
 Conversational Spanish Group, 10:30 am, Community Center  
 Sit and Be Fit, 11:15 am, Community Center  
 Lunch at the Community Center, 12:00 pm, Community Center  
 Pinochle/Cribbage, 1:00 pm, Community Center
- 5/30 I-5 Connection Chorus Group, 10:00 am, Community Center  
 Bridge for Beginners Lessons, 10:00 am, Community Center  
 Ladies Afternoon Out, 1:00 pm, Community Center  
 DEI Speaker Series: Building Community Through Culture, 6:00 pm, Library
- 5/31 Bridge for Intermediate Lessons, 10:30 am, Community Center  
 Blood Drive, 11:00 am, Library  
 Stand, Sit and Be Fit, 11:15 am, Community Center  
 Bridge Group Play, 11:30 am, Community Center  
 Lunch at the Community Center, 12:00 pm, Community Center  
 Mexican Train Dominoes, 1:00 pm, Community Center

All dates and times are tentative; check the City's online calendar for schedule changes at [www.ci.wilsonville.or.us](http://www.ci.wilsonville.or.us).

In recognition of outstanding achievement  
for advocating for the creation and passage of  
House Bill 4147 to make school bus stops safer  
for all Oregon students.

This certificate is presented on May 20, 2024, to

*Sean Sype*

---

Julie Fitzgerald, Mayor

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Bryan Cosgrove, City Manager



## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b> May 20, 2024		<b>Subject: Resolution 3113</b> Amendment to the Goods and Services Agreement with Absco Alarms, Incorporated for Security and Access Controls for Public Works Complex (CIP# 8113)	
		<b>Staff Member:</b> Martin Montalvo, Operations Manager	
		<b>Department:</b> Public Works	
<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>	
<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 type="checkbox"/> Adopted Master Plan(s):	<input checked="" type="checkbox"/> Not Applicable	

### ISSUE BEFORE COUNCIL:

City of Wilsonville Resolution approving a contract amendment to the Goods and Services Contract for Security and Access Controls with Absco Alarms, Incorporated (dba Absco Solutions) in the amount of \$45,601.23 for Public Works Complex Project (CIP #8113).

**EXECUTIVE SUMMARY:**

In 2022, City Council approved the construction of the new Public Works Complex. The Public Works Complex project (CIP#8113) was a top priority project in the City's 2015 Facilities Master Plan. The new seismically resilient Public Works Complex consolidated the office, warehouse storage, and equipment yard functions on a designated secure property.

As part of the project, the City subcontracted its preferred Security and Access Controls package to Absco Solutions. The package consisted of Closed Circuit Television (CCTV) security monitoring for the site as well as electronic access control to the new facilities. The project also included new network servers that are housed within the administration building server room. The completion of this project created the necessary framework needed to expand the selected system to other City-owned facilities and parks.

The original Absco Solutions contract value was for \$269,535.00. A series of six Change Orders were required during the course of the contract. The cumulative cost of the Change Orders was \$45,601.23 for a new overall contract value of \$315,136.26. This is 17% increase over the original contract amount requiring Council approval.

**EXPECTED RESULTS:**

This goods and services contract amendment with Absco Solutions the City implemented a new enterprise-level security solution for the Public Works Complex which will also be implemented in other City-owned facilities and parks.

**TIMELINE:**

The work encompassed in these amendments has already been completed as part of the overall Public Works Complex project.

**CURRENT YEAR BUDGET IMPACTS:**

Funding for the project is included in the fiscal year 2023-2024 capital improvement plan budget.

**COMMUNITY INVOLVEMENT PROCESS:**

N/A

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

By executing the contract, the City will set the framework for an enterprise-level security and access control solution for its various buildings and parks.

**ALTERNATIVES:**

The work encompassed in these amendments has already been completed as part of the overall Public Works Complex project.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Resolution No. 3113
  - A. Amendment No. 7 to the Goods and Service Contract with Absco Solutions (CIP #8113)



**RESOLUTION NO. 3113****A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE CITY MANAGER TO AMEND A GOODS AND SERVICES CONTRACT WITH ABSCO ALARMS, INCORPORATED FOR THE SECURITY AND ACCESS CONTROLS FOR THE PUBLIC WORKS COMPLEX (CIP # 8113).**

WHEREAS, the City entered into a Goods and Services Contract (“Contract”) with Contractor on February 7, 2023, relating to the Public Works Complex Security and Access Controls Project (“Project”);and

WHEREAS, the City entered into Change Order No. 1 – Swap ACM Physical Appliance for Virtual Licenses in the amount of -\$927.13 with Contractor on April 19, 2023; and

WHEREAS, the City entered into Change Order No. 2 – Addition of Control Reader in the amount of \$686.17 with Contractor on July 28, 2023; and

WHEREAS, the City entered into Change Order No. 3 – Labor to install cable and equipment for Door B101 in the amount of \$4,489.78 with Contractor on July 28, 2023; and

WHEREAS, the City entered into Change Order No. 4 – Install and configure AWID field readers in the amount of \$16,398.98 with Contractor on November 15, 2023; and

WHEREAS, the City entered into Change Order No. 5 - Install and configure an Emergency Lock Down in ACM in the amount of \$22,263.46 with Contractor on November 15, 2023; and

WHEREAS, the City entered into Change Order No. 6 – Integration and programming for ADA operator in the amount of \$2,690.00 with Contractor on November 29, 2023; and

WHEREAS, the City desires to enter into a Seventh Amendment to the Contract – that is the accumulation of the additional work and costs from Change Order No. 1 through No 6, in the total amount of \$45,601.26;

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

- Section 1. The procurement process for the Project duly followed Oregon Contracting Rules, and Absco Alarms, Incorporated’s proposal complies with the State of Oregon’s cooperative procurement program and cooperative agreement.
- Section 2. The City Council, acting as the Local Contract Review Board, authorizes the City Manager to execute a seventh amendment to the Goods and Services Contract with Absco Alarms, Incorporated, in substantially similar form to Exhibit A attached hereto, for a not-to-exceed amount of \$315,136.26.
- Section 3. Effective Date. This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting there on this 20<sup>th</sup> day of May 2024, and filed with the Wilsonville City Recorder on this date.

\_\_\_\_\_  
JULIE FITZGERALD, MAYOR

ATTEST:

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

SUMMARY OF VOTES:

Mayor Fitzgerald

Council President Akervall

Councilor Berry

Councilor Dunwell

Councilor Linville

EXHIBIT:

- A. Seventh Amendment to the Goods and Services Contract with Absco Alarms, Incorporated for Security and Access Controls (CIP#8113)

**CITY OF WILSONVILLE  
SEVENTH AMENDMENT TO GOODS AND SERVICES CONTRACT**

**Public Works Complex Security and Access Controls Project**

This Seventh Amendment to Goods and Services Contract (“Seventh Amendment”) is effective the \_\_\_\_ day of May 2024 (“Effective Date”), by and between the **City of Wilsonville**, a municipal corporation of the State of Oregon (“City”), and **Absco Alarms, Incorporated**, a Washington corporation (“Contractor”), upon the terms and conditions set forth below.

**RECITALS**

WHEREAS, the City entered into a Goods and Services Contract (“Contract”) with Contractor on February 7, 2023, relating to the Public Works Complex Security and Access Controls Project (“Project”); and

WHEREAS, the City entered into Change Order No. 1 with Contractor on April 19, 2023; and

WHEREAS, the City entered into Change Order No. 2 with Contractor on July 28, 2023; and

WHEREAS, the City entered into Change Order No. 3 with Contractor on July 28, 2023; and

WHEREAS, the City entered into Change Order No. 4 with Contractor on November 15, 2023; and

WHEREAS, the City entered into Change Order No. 5 with Contractor on November 15, 2023; and

WHEREAS, the City entered into Change Order No. 6 with Contractor on November 29, 2023; and

WHEREAS, the City requires additional services described in the above-referenced Change Orders (“Additional Services”), which Contractor is capable of providing, under terms and conditions hereinafter described; and

WHEREAS, the City and Contractor anticipate that additional time is needed to complete the Work stated in the Contract and the Additional Services; and

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

WHEREAS, Contractor is prepared to provide such Additional 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**

The Contract is amended as follows:

**Section 1. Term**

The term of the Contract is hereby extended to June 30, 2024.

**Section 2. Additional Services to be Provided**

Contractor will perform the Additional Services for the Project, as more particularly described in the above-referenced Change Orders, which are incorporated by reference herein, pursuant to all original terms of the Contract, except as modified herein.

**Section 3. Time for Completion of Additional Services**

The Additional Services provided by Contractor pursuant to this Seventh Amendment shall be completed by no later than June 30, 2024.

**Section 4. Contract Sum**

The City agrees to pay Contractor on a time and materials basis, guaranteed not to exceed Forty-Five Thousand Six Hundred One Dollars and Twenty-Six Cents (\$45,601.26) for performance of the Additional Services (“Seventh Amendment Contract Sum”) which, when totaled with the Total Contract Sum stated in the Contract, equals a total not-to-exceed amount of Three Hundred Fifteen Thousand One Hundred Thirty-Six Dollars and Twenty-Six Cents (\$315,136.26) for the performance of the Work and Additional Services (“Total Contract Sum”). The term “Total Contract Sum,” as defined in the Contract, is hereby deleted and replaced with the term “Total Contract Sum” as defined above.

**Section 5. All Other Terms**

All of the other terms and conditions of the Contract shall remain in full force and effect, as therein written. Unless otherwise defined herein, the defined terms of the Contract shall apply to this Seventh Amendment.

The Contractor and the City hereby agree to all provisions of this Seventh Amendment.

**CONTRACTOR:**

ABSCO ALARMS, INCORPORATED

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

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

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

**CITY:**

CITY OF WILSONVILLE

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

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

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Amanda Guile-Hinman, City Attorney  
City of Wilsonville, Oregon

#231197

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**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> May 20, 2024		<b>Subject: Resolution No. 3141</b> A Resolution of the City of Wilsonville Adopting the FY 24/25 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>Departments:</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 recommended adoption of the plan at the May 1, 2024, meeting.	
<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) Tourism Development Strategy	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

Adoption of Resolution No. 3141 approves the proposed FY 2024/25 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 1, 2024.

**EXECUTIVE SUMMARY:**

The Tourism Promotion Committee unanimously recommended on May 1, 2024, adoption by Council of FY 2024/25 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy.

The FY 2024-2025 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” or also just the “Tourism promotion business plan.” This plan summarizes the past year’s tourism promotion program, provides a longer-range five-year plan, and details specific components and activities for the upcoming 2024/25 fiscal year.

The Tourism Promotion Consultant JayRay continued social media and marketing efforts over the last year. JayRay has continued to expand the trip itineraries, produced regular blog posts, hosts influencers and continues 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. JayRay updated the photo library with post pandemic pictures and created new video content to be used in social media campaigns. In 2024, the Tourism Promotion Committee selected a consultant, Whereabouts, to update the Tourism Development Strategy, which was originally adopted in 2014. The project is underway and anticipated to be complete by December 2024.

The “1/5-Year Action/Implementation Plan” or “Tourism promotion business plan” is then implemented by a corresponding tourism promotion marketing plan, now formally titled the Tourism Promotion & Destination Marketing Services Plan. This plan includes a Scope of Work that provides extensive details and information on specific marketing promotion programs that are utilized by the Explore Wilsonville tourism promotion program.

**Background Information**

The year 2024 marks the ninth, 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 fiscal year (FY) 2024-2025 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy lists Tourism Promotion Committee Members and Committee Meetings, summarizes the past year’s accomplishments and lays out a longer-range five-year action plan and a short-term annual one-year implementation plan for FY 2024-2025.

**EXPECTED RESULTS:**

The City's Explore Wilsonville tourism promotion program continues to operate through fiscal year 2024-2025.

**TIMELINE:**

The City's Explore Wilsonville tourism promotion program continues operation through June 30, 2025.

**CURRENT YEAR BUDGET IMPACTS:**

The proposed FY 2024-2025.Promotion & Destination Marketing Services Plan is within budget. The City's FY fiscal year 2024-2025.total Park & Recreation Tourism budget includes \$250,000 for tourism promotion.

**COMMUNITY INVOLVEMENT PROCESS:**

Development of the underlying 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 development of eight annual business plans, adopted by Council. Updating of the Tourism Development Strategy as proposed provides an opportunity for new community engagement opportunities.

**CITY MANAGER COMMENT:**

City Council adoption of Resolution No. 3141 for the FY 2024-2025 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy appears to be in alignment with and advance both the Tourism Development Strategy adopted by Council in May 2014.

**ATTACHMENTS:**

- A. Resolution No. 3141
  1. FY 2024-2025 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy



**RESOLUTION NO. 3141****A RESOLUTION OF THE CITY OF WILSONVILLE ADOPTING THE FY 2024/25 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 Feb. 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 eighth 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 Tourism Promotion Committee has fulfilled during FY 2023/24 all the requirements set forth in the founding charter of the Tourism Promotion Committee as described in Resolution No. 3047; and

WHEREAS, the Tourism Promotion Committee worked to produce and voted unanimously on May 1, 2024, to recommend to the City Council adoption of the updated, 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.

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

1. The City Council adopts *FY 2024/25 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 20<sup>th</sup> day of May, 2024, and filed with the Wilsonville City Recorder this date.

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Julie Fitzgerald, Mayor

ATTEST:

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Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Fitzgerald  
Council President Akervall  
Councilor Linville  
Councilor Berry  
Councilor Dunwell

EXHIBIT:

1. *FY 2024/25 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy*



FY 2024/25 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy

May 1, 2024

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Attachment:

- 1. JayRay 2023 Annual Report



## A. Introduction

The Wilsonville Tourism Promotion Committee met on May 1, 2024, and recommended for adoption to the City Council the ninth rolling Five-Year Action Plan and Annual One-Year Implementation Plan (also known as the “1/5-Year Action/Implementation Plan”) for FY 2024/25. 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 2023/24 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 the *Wilsonville Tourism Development Strategy* adopted by Council in May 2014.

## B. Tourism Promotion Committee Members

Supported by the City Manager’s Office, the Wilsonville Tourism Promotion Committee 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 committee include:

- **Lin Anderson:** Owner of Vanguard Brewing, Wilsonville. Appointed in May 2022 to fill Brian Everest’s unexpired term in Position No. 6 ending June 30, 2024 following his resignation.
- **Jennifer Gage:** Former General Manager of Abella Italian Kitchen restaurant, Wilsonville; appointed to Position No. 5 in July 2021 to full three-year term ending June 30, 2024.
- **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 in July 2022 to Position No. 2 with a term ending June 30, 2025.
- **Lynn Sanders:** Former Marketing Director for Saint Louis Galleria shopping center appointed mid-term to Position No. 4 in on January 2024 with a term ending June 30, 2026
- **Rohit Sharma, Vice-Chair:** Owner, RR Hotels Portland, LLC, including Hilton Garden Inn, Wilsonville; reappointed in July 2022 to Position No.1 with term ending June 30, 2025.

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

- **Clackamas County Tourism and Cultural Affairs, dba Oregon’s Mt Hood Territory:** Samara Phelps, Executive Director, or designee Jim Austin, Development & Community Relations Lead.
- **Washington County Visitors Association (WCVA):** Dave Parulo, President/CEO, or designee Sylke Neal-Finnegan, Vice President of Marketing & Communications.
- **Wilsonville Area Chamber of Commerce:** Kevin Ferrasci O’Malley, CEO.

- **City of Wilsonville Parks and Recreation Department:** Kris Ammerman, Director, or designee Brian Stevenson, Recreation Manager.
- **City of Wilsonville City Council:** City Councilor Caroline Berry was appointed January 2023, replacing prior City Council liaison Charlotte Lehan, who serves as the City Council liaison to the committee since 2014.

### C. Committee Meetings

The committee met on five occasions in FY 2023/24, meeting the minimum required four meetings per fiscal year pursuant to Resolution No. 2541. Meeting of the committee were held on September 6, November 9, November 29, 2023, and February 28, and May 1, 2024.

### D. Advancing Tourism Development Priorities

The committee continued to work on the Top-16 priorities, as determined by the committee during the first year of work during FY15/16, of 50 total potential ‘actions for success’ outlined in the *Tourism Development Strategy* adopted by Council in May 2014.

**Tourism Development Strategy:  
 Top Priorities and “Themed Issues” for Additional Work**

Strategy No.	Strategy Title / Description
1.1	Establish an Independent 501 (c) (6) Not-for-Profit DMO to be named Visit Wilsonville, now Explore Wilsonville. <i>[Create the organizational framework]</i>
1.3	Increase the Allocation of the Hotel/Motel Transient Lodging Tax (TLT).
1.7	Initiate ongoing partnership and relationship-building programs.
2.1	Develop a destination branding strategy for Wilsonville.
5.4	Develop database and email marketing programs.
5.5	Optimize the online use of video.
5.6	Optimize linking strategies.
5.11	Develop and maintain a library of high-quality images and videos.
5.12	Optimize the use of website and social media analytics.
5.13	Develop an active content management and co-op marketing program.
5.14	Increase public awareness of the benefits of tourism.
5.16	Conduct ongoing visitor-satisfaction research.

### E. Past Year’s Accomplishments, FY 2023/24

The Tourism Promotion Committee has had a successful year, advancing key objectives as set-out in the prior fiscal year’s plan, the FY 2023/24 Five-Year Action Plan and Annual One-Year Implementation Plan adopted by the City Council through Resolution No. 3047 on May 15, 2023.

Following is an accounting of accomplishments achieved towards meeting FY 23/24 objectives.

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

In July 2023, Mayor Fitzgerald reappointed with Council consent Elaine Owen to Position No. 3 and appointed with Council consent Sungmin Park to Position No. 7. In January 2024, Mayor Fitzgerald appointed with Council consent Lynn Sanders to Position No. 4.

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

Brandon Roben, was elected Chair and Rohit Sharma, was elected Vice Chair during the first meeting of the new fiscal year in September 2023.

- **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 three times weekly to encourage people to stay 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 encourage potential travelers to plan their stay in Wilsonville.

Additionally, the committee worked with JayRay to refresh the “Explore Wilsonville” visual identity. Following the update all print and electronic materials were revised with the new brand. JayRay spent three days in Wilsonville during the fall to capture post covid photography and videography to create short advertisements to be used in future online posts and campaigns.

- **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. The data has been used to target marketing efforts. The data will continue to be evaluated and used to continue to improve our marketing efforts in FY 24/245.

- **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 Consultants to continue to enhance ExploreWilsonville.com. Specifically, the event calendar was regularly updated and maintained as needed, graphic images were modified quarterly, itineraries and promotional packages were added as well. Seasonal blog posts and itineraries were also added to the website.

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

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

One social-media Influencer visited Wilsonville in FY 23/24 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, 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.

- **Continue tourism promotional programs are implemented with key partners.**

The Tourism Promotion and Destination Marketing Consultant is working with regional/state tourism partners for marketing promotion efforts, including Travel Oregon, Travel Portland, Travel Oregon, Willamette Valley Visitors Association, Clackamas County Tourism and Cultural Affairs (dba Oregon’s Mt. Hood Territory) and Washington County Visitors Association. These joint efforts include purchase of print and online advertising and sharing of travel research.

The Tourism Promotion and Destination Marketing Consultant continued the advertisement at the Interstate 5 French Prairie northbound rest area, and researched additional brochure-placement programs, including all official State of Oregon Travel Oregon visitor information centers, including at Portland International Airport (PDX).

- **March 2024 Governor’s Conference on Tourism in Salem**

City tourism staff and principles of the Tourism Promotion and Destination Marketing Consultant and the Tourism Development Strategy Consultant attended the annual Travel Oregon tourism conference in Salem. The event highlighted how destinations can be more attractive, inclusive, and better accommodate visitors with limitations (physical, developmental, etc.) or who are of a minority ethnic group.

- **Committee starts Tourism Destination Strategy Update Project**

The committee developed a scope of work for the first half of the Tourism Development Strategy update before publishing a request for proposals in September 7, 2023. The committee received three proposals by the October 27, 2023, deadline. The committee reviewed the proposals at their November 9, 2023, meeting and interviewed two finalists on November 29, 2023. The Committee selected Whereabouts to prepare the strategy. The firm’s knowledge of the knowledge of the local tourism industry and work experience with our partners made them an excellent choice for this project. The contract was complete and preliminary work began on the project in January 2024. Whereabouts has started their research including interviews, surveys, and reviewing existing materials. Whereabouts will visit Wilsonville in June to get a better understanding of the visitor experience.

## **F. Five-Year Action Plan for Tourism Development: FY2024/25 – FY2028/29**

Since the committee is working with the Tourism Development Strategy contractor to update the guiding ‘master plan’ Strategy, creating a five-year plan at this time is inappropriate. A five-year action plan was not developed since the committee is currently working on an updated Tourism Development Strategy which will set future priorities and work plans.

However, the committee developed and recommended on May 1, 2024, to City Council adoption of the FY24/25 the Annual One-Year Implementation Plan.



## G. Annual One-Year Implementation Plan: FY24/25, July 2024 – June 2025

The ninth, rolling one-year implementation plan seeks to focus on updating the Tourism Development Strategy. Next fiscal year’s work plan is segmented into two main sections since the committee will not be implementing the previous strategy:

**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 FY24/25. The full, complete FY24/25 marketing plan is to be developed by JayRay, the Tourism Promotion and Destination Marketing Consultant.

**2. Complete Update of the ‘Explore Wilsonville’ Tourism Development Strategy:** The Tourism Development Strategy that guides the work of the Tourism Promotion Committee is now 10 years old, having been researched and developed during 2013 and adopted by City Council in May 2014. Considerable changes in both the tourism market over time and vast improvement in the City’s destination-marketing efforts require that the City update the Strategy.

The Strategy was split over two fiscal years at \$50,000 per year, for a total budget amount of \$100,000. The second half of the work will be conducted in FY 24/25 with a final product approved for recommendation by the Committee to the City Council for adoption, tentatively November 2024.

- **The proposed Tourism Promotion budget for FY24/25:**

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

Expenses are estimated based on the following itemization Marketing: \$88,310

- Geolocation data and marketing campaigns
- Geofencing
- Art and Creative Design
- Ad Design
- Advertising allowance
- Brochure printing and distribution with Certified Folders
- Special project ((Destination Marketing Strategic Plan)
- Public Relations: \$30,934
  - Editorial calendar
  - Media pitching and follow up (quarterly)
  - Cision® media database subscription
  - Micro-influencer/ travel blogger marketing
  - Media hosting allowance
- Management: \$29,940
  - Manage program
  - STR® subscription

- Memberships (Travel Oregon, Oregon Destination Association, Travel Portland)
  - Monthly dashboard of KPIs
  - Quarterly reports (fiscal year)
  - Annual report (calendar year)
  - Tourism Promotion Committee meetings (quarterly, virtual)
  - Conference attendance at ODA or Oregon Governor’s Conference on Tourism
  - Social Media: \$25,496
    - Manage Facebook, Instagram and Pinterest
    - Write copy and curate content for 3-5 posts per week
    - Community engagement
    - Boosted posts
  - Website: \$25,320
    - Manage and host website
    - Plug-in/software subscriptions
    - Refresh content, events, hero images
    - Develop campaign landing pages for marketing campaigns
    - Quarterly blog
  - Tourism Development Strategy Update (Year 2 of 2).....\$ 50,000
- TOTAL Tourism Promotion Budget FY2024-25 .....\$ 250,000

The committee continues to see an increase in transient lodging tax collections, as well as tourism-related and hospitality businesses in 2024.

The FY 24/25 budget includes funds to continue increased social media, influencer campaigns among other marketing efforts and a continued investment in geolocation data to target advertising.



## CITY COUNCIL MINUTES

April 15, 2024 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, April 15, 2024. The Mayor called the meeting to order at 7:01 p.m., followed by roll call and the Pledge of Allegiance.

### PRESENT

Mayor Fitzgerald  
Council President Akervall  
Councilor Linville - Excused  
Councilor Berry  
Councilor Dunwell

### STAFF PRESENT

Amanda Guile-Hinman, City Attorney  
Bryan Cosgrove, City Manager  
Cindy Luxhoj, Associate Planner  
Dan Pauly, Planning Manager  
Delora Kerber, Public Works Director  
Jeanna Troha, Assistant City Manager  
Kimberly Rybold, Senior Planner  
Kimberly Veliz, City Recorder  
Kerry Rappold, Natural Resources Manager  
Mark Ottenad, Public/Government Affairs Director  
Miranda Bateschell, Planning Director  
Robert Wurpes, Chief of Police  
Stephanie Davidson, Assistant City Attorney  
Zoe Mombert, Assistant to the City Manager

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

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

Motion made by Councilor Akervall, Seconded by Councilor Dunwell.

**Voting Yea:**

Mayor Fitzgerald, Councilor Akervall, Councilor Berry, Councilor Dunwell

**Vote:** Motion carried 4-0.

**MAYOR'S BUSINESS**

4. Upcoming Meetings

The Mayor provided details on the following:

Food Carts

- The Mayor recalled there were recent conversations about food carts and the distinction between a truck that may pull up to a curb and those located in a food pod garage.
- The City Manager shared that food carts were allowed for and contemplated in the Town Center Master Plan.
- The City Manager noted there were some code items that would require review which would be added to the work plan.
- In addition, Councilors were encouraged to let staff know if there were other items they would like to explore in that area.

Kroger's Fred Meyers Stores and Albertsons' Safeway Stores

- Members of the City Council were contacted by residents expressing concern about potential negative impacts to the community if Wilsonville's two largest grocery stores were to merge.
- Concerns included a potential decrease in grocery selections and competition that could lead to higher prices.
- Another concern was the potential loss specifically of pharmacy services.
- The Oregon Attorney General's Office had joined with other states in a lawsuit brought by the Federal Trade Commission seeking to block the merger on anti-trust grounds.
- The City shared a number of these concerns.
- The Mayor recalled when Albertson's acquired Safeway in 2015, the Albertson's store in Wilsonville was subsequently shut down and remains vacant to this day.
- Albertsons acted as the anchor tenant for Lowrie's Marketplace shopping center, which reduced the vibrancy in that area.
- It was reminded that the owner of the store had discretion to do what they desired. However, the Mayor added it would not be good for the community if the Fred Meyer or Safeway were to close and remain vacant for an extended period, as had happened with Albertson's former location.

- Related to pharmacy services, it was recalled that Rite Aid had filed for bankruptcy and Walgreens was closing some stores.
- While there was no information indicating that either of the Wilsonville Rite Aid or Walgreens stores may close, it still posed a concern to the community.
- The Oregon Health Authority (OHA) was taking public comments on the potential impact of the proposed merger on access to pharmacy services, especially in rural areas.
- An online public hearing by OHA was set for April 24, 2024.

#### Housing Our Future Taskforce

- Recently Planning Division staff reported to Council on Wilsonville's on-going efforts to develop residential living opportunities in accordance with state law under the banner of "Housing Our Future."
- As part of Wilsonville's efforts to plan for new, quality, and affordable housing, the City Manager would be appointing a volunteer task force to help advise the Council in developing policies and actions to support Wilsonville's housing needs.
- The City Council had been asked if they would like to appoint members to this task force, and indeed, Council was honored to participate.
- The Mayor shared she would appoint Councilor Dunwell as the Council Representative and Councilor Berry as the Alternate to the Housing Our Future Task Force.

#### Charbonneau Country Club Event

- April 4, 2024, the Mayor presented at the Charbonneau Country Club homeowners association, with about 178 people in attendance.
- Topics included the proposed Town Center redevelopment plan, the Charbonneau walking paths, and the Governor's recent decision letter regarding suspending tolling.

#### Rotary Club

- The Mayor attended the Rotary Club of Wilsonville 2024 Heart of Gold Dinner and Auction.
- The Mayor shared the event was remarkable with incredible volunteer work and participation by so many members of the Rotary Club, and businesses who contributed to the auction.
- At the annual Heart of Gold event, the First Citizens award was given to Brad Hanson.
- The First Citizen award honors local community members for their exceptional volunteer service to the community.
- The Mayor recalled that she read about \$50,000 was raised at the event for youth programs supported by Rotary.
- The audience was encouraged to attend next year's Heart of Gold Dinner and Auction.

#### Representative Neron Town Hall

- April 13, 2024, the Mayor attended Wilsonville State Representative Courtney Neron's Town Hall at the Wilsonville Public Library.
- Representative Neron provided a review of the 'short' 2024 legislative session that wrapped up in March and responded to a number of questions from constituents.

### Spring Hygiene Drive

- The City collaborated with the Wilsonville Muslim Community Center to collect hygiene products for Wilsonville Community Sharing.
- During April 2024, community members could drop-off new hygiene items such as toothbrushes, shampoo, and diapers to City Hall and the Library.

### Volunteer Appreciation Event

- The City's Volunteer Appreciation event was scheduled for April 25, 2024, at the Wilsonville High School Performing Arts Center.
- The event was an opportunity for the City to thank all the many volunteers who serve on boards and commissions, as well as those who help at the Community Center, Library, and other roles.

### City Council Meeting and State of the City Address

- The next City Council meeting was scheduled for Monday, May 6, 2024.
- At the start of the May 6, meeting, the Mayor would present the Annual State of the City Address, which was an opportunity to review key accomplishments of the City over the past year, as well as to preview upcoming programs and events.
- In addition, at the May 6, meeting Tualatin Valley Fire & Rescue would present on the State of the Fire District.

## **COMMUNICATIONS**

### 5. Child Abuse Prevention Month Proclamation

Amanda McVay and Karen Rush of the Children's Center shared details of the center's work. In addition, the audience was informed of the center's upcoming community events and activities.

The Mayor then read into the record a proclamation declaring April as Child Abuse Prevention Month in Wilsonville.

The speakers were then given a signed proclamation. This was followed by photos with the speakers, City Council, representatives for the Police Department and West-Linn Wilsonville School District.

## **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.

Public comments were given by the following:

Bill Bagnall	Christine Weber	Cole Wieland	Cornelia Gibson	Dick Spence
Doris Wehler	Dwight Sims	Elizabeth Peters	Joel Hockensmith	John Budio
John Ludlow	Klaus Gibson	Kristin Roche	Paul Fruin	Shawn O'Neil
Stephen Hunter	Steve Schoop	Steven Brooks		

Following the public comments the Mayor shared a summary of the history of Council appointments.

The Mayor acknowledged that individuals are requested to participate in many surveys. However, she invited the audience to participate in order to gather the community's input.

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

#### 6. Council President Akervall

Councilor Akervall provided details on the following meetings and events:

- Diversity, Equity and Inclusion Lecture Series held on April 4, 2024
- Human Trafficking Awareness Event hosted by Wilsonville and Lake Oswego Chamber of Commerce on April 16, 2024
- West Linn - Wilsonville School District Equity Summit on April 20, 2024

#### 7. Councilor Linville - Excused

#### 8. Councilor Berry

Councilor Berry provided details on the following meetings and events:

- Clackamas County Coordinating Committee (C4) Metro meeting on April 4, 2024
- Clackamas County Coordinating Committee (C4) Subcommittee meeting on April 17, 2024
- Murase Park Arboretum Celebration on April 20, 2024
- Volunteer Appreciation event on April 25, 2024
- Tourism Promotion Committee meeting on May 1, 2024

#### 9. Councilor Dunwell

Councilor Dunwell provided details on the following meetings and events:

- French Prairie Forum meeting on April 17, 2024
- Earth Day Celebration on April 20, 2024

### **CONSENT AGENDA**

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

**10. Resolution No. 3122**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Enter Into And Execute A Cooperative Maintenance Agreement And Accept The Relinquishment Of A Portion Of SW Elligsen Road With The State Of Oregon Department Of Transportation.

**11. Resolution No. 3138**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Flow Line Construction, LLC., Inc. To Construct The Park At Merryfield And Boones Ferry Park Trails Project.

12. Minutes of the April 1, 2024, City Council Meeting.

13. Minutes of the April 3, 2024, Special City Council Meeting.

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

Motion made by Councilor Dunwell, Seconded by Councilor Akervall.

**Voting Yea:**

Mayor Fitzgerald, Councilor Akervall, Councilor Berry, Councilor Dunwell

**Vote:** Motion carried 4-0.

**NEW BUSINESS**

There was none.

**CONTINUING BUSINESS****14. Ordinance No. 890 - 2<sup>nd</sup> Reading (Legislative Land Use)**

An Ordinance Of The City Of Wilsonville To Adopt The 2024 Stormwater Master Plan As A Sub-Element To The City Of Wilsonville Comprehensive Plan And The Stormwater Capital Improvement Project List.

The City Attorney read the title of Ordinance No. 890 into the record on second reading.

The Mayor read the second reading script.

The Council had no further questions of staff. Therefore, the Mayor called for a motion on Ordinance No. 890.

**Motion:** Moved to adopt Ordinance No. 890 on second reading.

Motion made by Councilor Berry, Seconded by Councilor Dunwell.



The Mayor recalled Council had several meetings and discussions on the Stormwater Master Plan.

The Natural Resources Manager shared the survey on Let's Talk Wilsonville only received one response which was favorable.

**Voting Yea:**

Mayor Fitzgerald, Councilor Akervall, Councilor Berry, Councilor Dunwell

**Vote:** Motion carried 4-0.

15. Appeal of DRB Resolution No. 429, A Resolution Affirming the Planning Director's Determination of Non-Conformance in Case File ADMN23-0029 and Denying the Applicant's Appeal DB24-0002.

The City Attorney read the title of the appeal into the record.

At 8:35 p.m. the Mayor called to order the Wilsonville City Council meeting on the appeal by Lars Andersen & Associates, Inc. concerning the Development Review Board Resolution No. 429, case file DB24-0002.

The Mayor read the quasi-judicial appeal procedure script.

No Councilor declared a conflict of interest, bias, or conclusion from information gained outside the hearing. No member of the audience challenged any of the Councilor's participation.

The Mayor shared that she had been approached by a couple of residents speaking about Home Depot. However, she noted the comments did not influence her opinion. Furthermore, her response to residents was to read the meeting packet.

All Councilors familiarized them self with the record.

It was noted that no new evidence was to be taken or considered.

Prior to moving forward with hearing arguments on the appeal, the Council addressed a preliminary matter. It was announced that the Appellants requested a 14-day continuance of this issue.

**Continuance Motion:** Moved to deny the appellant request for continuance, which was submitted by Keenan Ordon-Bakalian by email to City staff on April 11, 2024.

Motion made by Councilor Dunwell, Seconded by Councilor Berry.

The Council was in agreeance they were prepared to hear the matter. Furthermore, delaying consideration of the matter to another date would negatively impact on the Council's ability to timely consider the many other matters on their calendar.

It was noted that the Council's decision in this matter may impact the applicants Class II application which was being heard by the Development Review Board. The Council desired to conclude this appeal proceeding as soon as possible to ensure that the Development Review Board decision in the Class II proceeding was informed by City Council's decision in the Class I appeal.

**Voting Yea:**

Mayor Fitzgerald, Councilor Akervall, Councilor Berry, Councilor Dunwell

**Vote:** Motion carried 4-0.

Cindy Luxhoj, Associate Planner presented a factual report related to the Appeal of Development Review Board Resolution No. 429, Case File No. DB24-0002, as required under Wilsonville Code 4.022 (.06) A. 1.

Stephanie Davidson, Assistant City Attorney next presented about the Legal Standard Applicable to Appeal of DB24-0002.

The PowerPoint displayed by staff was added to the Council record.

The Council asked clarifying questions of staff.

**Recess Motion:** Moved for a five-minute recess for the City Council.

Motion made by Councilor Dunwell, Seconded by Councilor Akervall.

**Voting Yea:**

Mayor Fitzgerald, Councilor Akervall, Councilor Berry, Councilor Dunwell

**Vote:** Motion carried 4-0.

The City Attorney reminded Council there was to be no discussion of the item during the recess.

The Mayor recessed the meeting at 9:16 p.m.

The Mayor reconvened the meeting at 9:21 p.m.

The appellants were then invited to present to the Council.

The following individuals presented on behalf of the applicant/appellant Home Depot:

- Attorney Keenan Ordon-Bakalian of Schwabe, Williamson & Wyatt
- Daniel J. Zoldak of Lars Andersen & Associates, Inc.
- Barry L. Simons of The Home Depot, Inc.

Attorney Ordon-Bakalian addressed the request for a continuance with the understanding that the Council denied it. The Attorney provided procedural history and background information.

During the presentation appellants addressed challenges to the decision. In addition, the appellants addressed differences of opinions regarding statements made by staff.

The PowerPoint that was presented for Development Review Board was Home Depot was displayed.

At 9:56 p.m. Council was reminded that a motion was necessary to extend the meeting past 10:00 p.m.

**First Motion to Extend Meeting:** Moved to extend this meeting to 11:00 p.m.

Motion made by Councilor Berry, Seconded by Councilor Akervall.

**Voting Yea:**

Mayor Fitzgerald, Councilor Akervall, Councilor Berry, Councilor Dunwell

**Vote:** Motion carried 4-0.

The Council asked clarifying questions of appellants.

Next, the following City staff members provide arguments in response to appellants' presentation:

- Miranda Bateschell, Planning Director
- Kimberly Rybold, Senior Planner
- Stephanie Davidson, Assistant City Attorney

In addition, City staff answered further questions from the Council.

The Appellant then presented their rebuttal and answered additional questions for Councilors.

The City Attorney explained the appellants were willing to extend the 120 days if Council were to leave the record open for an additional 7 days. It was the staff's understanding that the appellant team wanted to submit additional written argument or written document testimony within the next seven days. Furthermore, staff would have the same opportunity. Then Council would come back at a later meeting with that additional information and render a decision at that time. However, that could not be done without an extension of the 120 days.

Further discussion ensued between the Council, staff, and appellants. Following the commencement of discussion the Mayor requested a motion and a second to adopt an order to either affirm, reverse, or modify, the Development Review Board decision.

Prior to making that motion Council President Akervall made a motion to extend the meeting.

**Second Motion to Extend Meeting:** Moved to extend the meeting to 11:15 p.m.

Motion made by Councilor Akervall, Seconded by Councilor Berry.

**Voting Yea:**

Mayor Fitzgerald, Councilor Akervall, Councilor Berry, Councilor Dunwell

**Vote:** Motion carried 4-0.

Next Council made a motion on the Appeal of DRB Resolution No. 429, A Resolution Affirming the Planning Director's Determination of Non-Conformance in Case File ADMN23-0029 and Denying the Applicant's Appeal DB24-0002.

**Motion:** WHEREAS, on October 30, 2023, the City received an application for Class 1 Review to confirm the status of the existing use and the structure at 29400 SW Town Center Loop West (the "Location") from applicant/appellant Dan Zoldak, of Lars Andersen & Associates, Inc. ("Appellant"), requesting a Class I Review to confirm the status of the existing non-conforming use at the Location (this application is referred to as docket no. ADMN23-0029 in City records and hereinafter referred to as the "Application"); and

WHEREAS, on December 28, 2023, the Planning Director issued a Notice of Planning Director Determination (the "Planning Director's Decision"); and

WHEREAS, Appellant submitted a notice of appeal of the Planning Director's Decision to the Development Review Board (the "DRB") on January 10, 2024 (this appeal is referred to as docket no. DB24-0002 in City records and hereinafter referred to as the "DRB Appeal"); and

WHEREAS, the DRB held a public hearing for the DRB Appeal proceeding on February 26, 2024 (the "DRB Hearing"); and

WHEREAS, the DRB closed the public hearing on February 26, 2024, but kept the written record open to allow the submission of evidence and legal arguments, and reconvened to address the appeal on March 14, 2024; and

WHEREAS, on March 14, 2024 the DRB unanimously adopted Resolution No. 429, which was a written decision regarding all issues reviewed during the DRB Hearing; and

WHEREAS, on March 27, 2024, the Appellant submitted the document titled "Appellant's Notice of Appeal" to the City (the "Notice of Appeal") within the prescribed appeal period; and

WHEREAS, pursuant to the Notice of Appeal (*see* Notice of Appeal, p. 2), Appellant challenges the following DRB actions:

1. Rejection of certain materials and information from the record on March 14, 2024;
2. Adoption of the staff report presented to it in preparation for the February 26, 2024 meeting; and,
3. Finding that the legally established non-conforming use at the Location is "a 159,400 square-foot electronics-related retail store" (together, the "Challenged Actions"); and,

WHEREAS, on April 1, 2024, City Council adopted an order establishing the scope of this appeal proceeding and the procedure that City Council would follow during this appeal proceeding on April 1, 2024 (the “Procedural Order”); and,

WHEREAS, City Council held an appeal proceeding to address this matter on April 15, 2024 in accordance with the Procedural Order.

**FINDINGS:**

1. June 5, 2019 is the date of restrictive zoning (i.e., the point in time when the use of the Location must be evaluated to determine what uses are protectable as non-conforming uses).
2. Appellant asked City Council to recognize a non-conforming use for either a “commercial retail center” or “retail, office, warehouse, manufacturing, and service store” use (the “Proposed Scope of Non-Conforming Use”). Appellant has the burden of proof in this appeal to establish the nature and extent of the actual use of the Location as of June 5, 2019: Appellant must prove that the actual use of the Location as of June 5, 2019 supports the recognition of the Proposed Scope of Non-Conforming Use. City Council finds that Appellant has not satisfied its burden of proof.
  - a. Appellant has not provided any evidence that City Council deems relevant to the determination of the Proposed Scope of Non-Conforming Use. Furthermore, Appellant requested recognition of different types of uses throughout this Class I review process – initially from “retail, office, warehouse, manufacturing, and service store” in its Application to “commercial retail center” in its DRB Appeal.
  - b. City Council deems the 1991 Decision irrelevant to this decision. Appellant’s position that the 1991 Decision is the controlling authority is not supported by any legal authority, and it is contrary to extensive legal authority presented by City staff.
  - c. City Council deems the zoning regulations in place in 1991 irrelevant to this decision. This includes, but is not limited to, what uses were allowable in the Planned Development Commercial zone.
  - d. City Council deems evidence, information, and testimony regarding Home Depot, or any proposed or future occupant, of the Location, irrelevant to this decision. This includes, but is not limited to, the letter dated March 4, 2024 from Lars Andersen & Associates, Inc. regarding “Home Depot, Wilsonville, OR . . .” and the Memorandum dated March 4, 2024 from Amy Wasserman and Chis Forster, P.E. of Transportation Engineering Northwest.
  - e. City Council deems any argument regarding an alleged taking irrelevant to this decision.
3. DRB followed correct procedures, and the DRB did not err when it adopted the staff report dated February 15, 2024, and rejected certain materials and evidence from the record. But for clarity, the record for any appeal of this order to the Land Use Board of Appeals shall be the unredacted record reviewed by City Council.

4. The City Council finds relevant Appellant’s admission that a “Fry’s Electronics” operated at the Location from 1991 to 2021. *See* Attachment 3 (in the City Council Record), p. 84. The City Council further finds relevant certain descriptions of electronics retail uses occurring at the Location, as consistent with an electronics-related retail store. Also found on page 84.
5. Assuming, for the sake of argument only, that consideration of the 1991 Decision is determined to be relevant by future reviewing body or bodies, the City Council finds that the facts described in point 4 above are consistent with the 1991 Decision’s adopted staff report, which describes, on the first page, that the approved development is “a 159,400 square foot electronics-related retail store.” Attachment 3 (the City Council Records), p. 98.

IT IS THEREFORE ORDERED, by the City of Wilsonville City Council, at its regular meeting on this 15th day of April 2024, that the Development Review Board decision in Resolution No. 429, determining the scope of the legally established non-conforming use at the Location is “a 159,400 square-foot electronics-related retail store,” is affirmed, and further, that this was correct and appropriate decision made based on applicable laws, policies, and standards. The Appeal is therefore respectfully denied.

Motion made by Councilor Akervall, Seconded by Councilor Dunwell.

Council discussion ensued.

The Council appreciated all involved in the process. In addition, the input from the many participants involved in the Town Center Plan and Zoning Code was acknowledged.

It was also acknowledged that the job of the Council was not to talk about brands but to evaluate on clear subjective laws for all businesses. The Council’s job was to evaluate applications based on clear objective standards, on laws, not someone’s subjective opinion. Moreover, it was about being fair, equitable and following the process expected for all the businesses in Wilsonville.

The Council unanimously shared their support for the motion set forth.

**Voting Yea:**

Mayor Fitzgerald, Councilor Akervall, Councilor Berry, Councilor Dunwell

**Vote:** Motion carried 4-0.

The Mayor then provided the appeal script and announced those that desired to appeal the decision to the Oregon Land Use Board of Appeals (LUBA), must make application, stating the grounds of the appeal, in the form and within the time prescribed by State law.

**PUBLIC HEARING**

There was none.

**CITY MANAGER’S BUSINESS**

There was none.

**LEGAL BUSINESS**

There was none.

**ADJOURN**

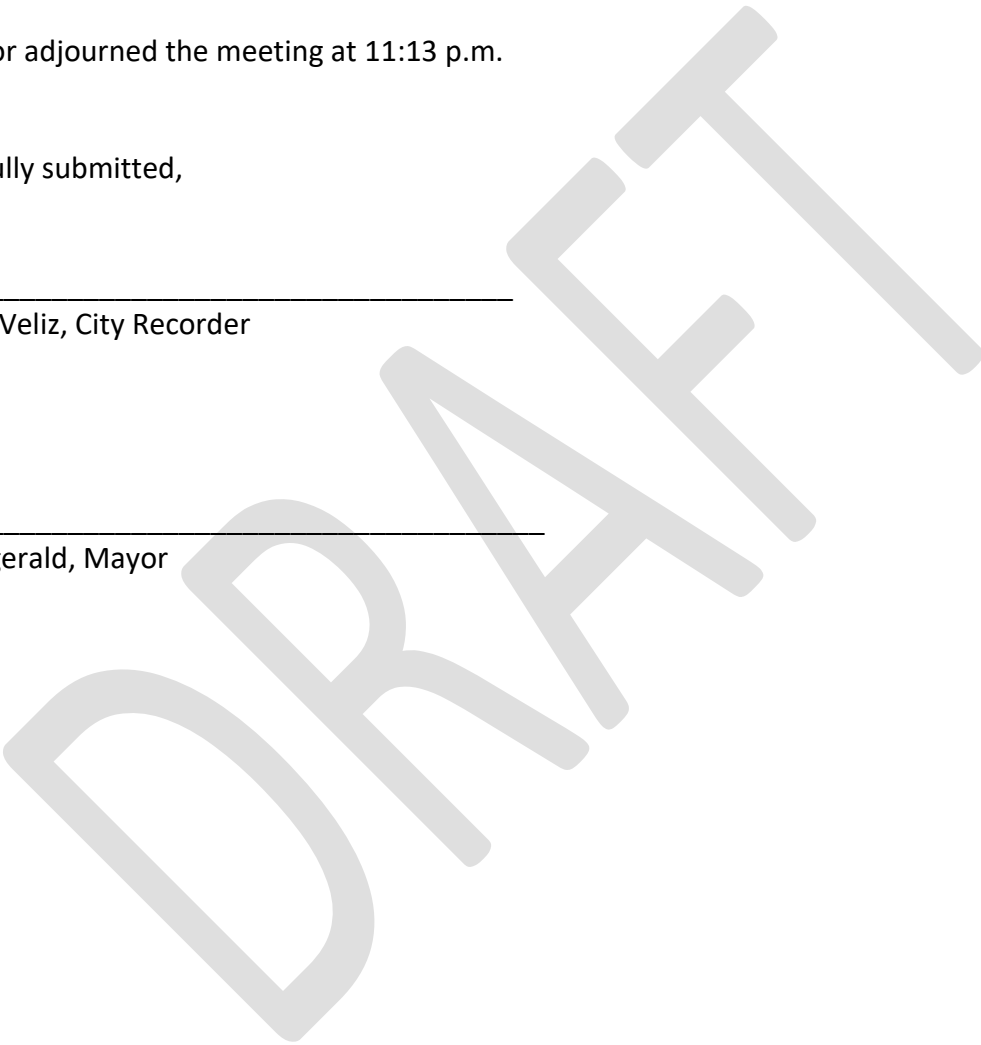
The Mayor adjourned the meeting at 11:13 p.m.

Respectfully submitted,

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

ATTEST:

\_\_\_\_\_  
Julie Fitzgerald, Mayor





**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> May 20, 2024		<b>Subject: Resolution No. 3146</b> Development and Disposition Agreement for the Wilsonville Transit Center Transit-Oriented Development Project	
		<b>Staff Members:</b> Amanda Guile-Hinman, City Attorney and Kimberly Rybold, AICP, Senior Planner	
		<b>Departments:</b> Legal and 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 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 Resolution No. 3146.			
<b>Recommended Language for Motion:</b> I move to adopt Resolution No. 3146.			
<b>Project / Issue Relates To:</b>			
<input checked="" type="checkbox"/> Council Goals/Priorities: Increase housing opportunities for all and reach functional zero homelessness	<input checked="" type="checkbox"/> Adopted Master Plan(s): Equitable Housing Strategic Plan	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

A resolution to approve a Development and Disposition Agreement (DDA) with Palindrome for the Transit-Oriented Development (TOD) project at the Wilsonville Transit Center.



### **EXECUTIVE SUMMARY:**

The 2020 Equitable Housing Strategic Plan (EHSP) identified exploration of transit-oriented development (TOD) at the Wilsonville Transit Center as a high-priority action the City should explore. As noted in the EHSP, the approximately 1.3-acre City-owned property at the Wilsonville Transit Center presents an opportunity to promote TOD with affordable and/or workforce housing. As a first step in exploring TOD, the EHSP recommended the City complete a Development Opportunity Study to assess the City's goals for the site and better understand the types of development that may be feasible. The City completed this study in early 2022, finding that a four- to five-story affordable housing project with supporting ground floor tenant spaces was likely feasible.

In December 2022, following a two-step Request for Qualifications/Request for Proposals process, City Council selected Palindrome as the preferred development partner for the TOD project. The proposed project includes 121 units of housing affordable to households making between 30% and 80% of Area Median Income, including 20 units of Permanent Supportive Housing, along with ground-floor tenants including a welcome center for SMART, a new home for Wilsonville Community Sharing, and a coffee house/taproom space. To create a lively environment for residents, transit users, and other visitors, the project will include outdoor plazas and a play area centered around three Douglas-fir trees that will be preserved with development. In January 2024, the Development Review Board approved the development plans for the project, and construction permits are currently under review.

A variety of funding sources will finance the construction of the TOD project. In fall 2023, Clackamas County and Metro provided Concept Endorsement for the award of \$8 million in Metro Affordable Housing Bond funds to the TOD project. These funds will be paired with other sources including Low Income Housing Tax Credits, a \$1.9 million legislative grant awarded to the City in 2022, and private debt.

The proposed Development and Disposition Agreement ("Agreement") outlines the key terms of the agreement between the City and Palindrome for the development and construction of the TOD. Some key items of note in the Agreement:

- The City must review and approve final construction drawings for the TOD and has review authority over any changes to the construction drawings during construction
- Palindrome must make all commercially reasonable efforts to meet its anticipated certificate of occupancy date, which is April 1, 2026
- The City will assist Palindrome in obtaining available property tax abatements
- The City will subsidize \$1.42 million of systems development charges (SDCs) for the affordable housing portion of the TOD and defer remaining SDCs applicable to the affordable housing portion until April 1, 2026 or certificate of occupancy (see Resolution No. 3147 regarding the proposed SDC deferral program)
- The City will provide \$1.9 million in State of Oregon grant funds to the project related to construction costs for the regional transit center and Wilsonville Community Sharing tenant spaces

- Palindrome and all contractors/subcontractors must follow applicable prevailing wage laws for work on the TOD
- Palindrome must enter into lease agreements or similar agreements with SMART and Wilsonville Community Sharing for their uses of the ground floor space
  - SMART will not be charged rent for its use
  - Wilsonville Community Sharing is to be charged rent consistent with the City's current rent collected, which is \$1,000/month
- Upon satisfaction of the requirements in the Agreement, the City will sell to Palindrome the real property for \$1.00.

**EXPECTED RESULTS:**

Construction of the TOD, anticipated to be completed by April 1, 2026.

**TIMELINE:**

City review of construction permits for the project is ongoing, with construction anticipated to begin in August 2024 and completed by April 1, 2026.

**CURRENT YEAR BUDGET IMPACTS:**

The amended budget for Fiscal Year 2023-2024 includes \$50,000 for capital improvement project (CIP) #8156, supporting staff time for project management. In the next fiscal year, the City anticipates providing \$1.9 million of State of Oregon grant funds to Palindrome for its construction costs and providing to the City SDCs funds \$1.42 million to subsidize a portion of the SDCs Palindrome is obligated to pay for the affordable housing portion of the TOD.

**COMMUNITY INVOLVEMENT PROCESS:**

The priorities identified in the Equitable Housing Strategic Plan, including exploration of transit-oriented development at the Wilsonville Transit Center, were generated through a community input process that included focus groups, surveys, and Task Force input. The Wilsonville Transit Center TOD project went through the typical City development review process before the Development Review Board, allowing for public comment from residents, neighbors and property owners. Palindrome is conducting additional community outreach to meet requirements of the Metro Affordable Housing Bond program.

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

The Wilsonville Transit Center TOD project will provide needed affordable housing opportunities in close proximity to transit service, along with tenant space for Wilsonville Community Sharing, a coffee shop/taproom, and SMART welcome center. Locating housing in close proximity to transit service can generate additional transit ridership. The Wilsonville Transit Center is one of the City's limited opportunities to provide true transit-oriented development within the community.

**ALTERNATIVES:**

City Council may choose to revise some of the terms and conditions of the proposed Agreement.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENT:**

1. Resolution No. 3146
  - A. Exhibit A – Development and Disposition Agreement

**RESOLUTION NO. 3146****A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE CITY MANAGER TO ENTER INTO A DISPOSITION AND DEVELOPMENT AGREEMENT WITH PALINDROME WILSONVILLE LIMITED PARTNERSHIP.**

WHEREAS, the 2020 Equitable Housing Strategic Plan (EHSP) identified exploration of transit-oriented development (TOD) at the Wilsonville Transit Center as a high-priority action the City should explore; and

WHEREAS, in December 2022, following a two-step Request for Qualifications/Request for Proposals process, City Council selected Palindrome as the preferred development partner for the TOD project; and

WHEREAS, in January 2024, the Development Review Board approved the development plans for the TOD project; and

WHEREAS, the TOD project proposes to include 121 units of housing affordable to households making between 30% and 80% of Area Median Income, including 20 units of Permanent Supportive Housing, along with ground-floor tenants including a welcome center for SMART, a new home for Wilsonville Community Sharing, and a coffee house/taproom space; and

WHEREAS, in 2022, the City of Wilsonville obtained a \$1.9 million grant from the State of Oregon to support the construction of the ground-floor tenant spaces; and

WHEREAS, the City of Wilsonville, as part of the two-step selection process, identified an additional \$1.42 million to subsidize the TOD project's systems development charges related to the affordable housing units, estimated to total approximately \$3.3 million; and

WHEREAS, to further support the financing of the TOD project, in December 2023, the City Council adopted Resolution No. 3096, which retained the parks system development charge rate as of December 2023 for the affordable housing portion of the TOD project; and

WHEREAS, to memorialize the terms and conditions required of both Palindrome and the City to ensure the successful construction of the TOD project, the parties have negotiated a draft disposition and development agreement attached hereto as Exhibit A.

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

Section 1. Findings. The City Council adopts the above-recitals and the staff report accompanying this Resolution as its findings.

Section 2. The City Council authorizes the City Manager to execute a disposition and development agreement substantially similar to Exhibit A attached hereto. The City Manager is further authorized to refine attachments to be included with Exhibit A and make any other non-substantive revisions that may be required. The City Manager is also authorized to negotiate and execute a systems development charges deferral agreement with Palindrome pursuant to Resolution No. 3147, if adopted by the Council, and the terms and conditions of Exhibit A.

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

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 20<sup>th</sup> day of May, 2024, and filed with the Wilsonville City Recorder this date.

\_\_\_\_\_  
JULIE FITZGERALD, MAYOR

ATTEST:

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

SUMMARY OF VOTES:

- Mayor Fitzgerald
- Council President Akervall
- Councilor Linville
- Councilor Berry
- Councilor Dunwell

EXHIBIT:

- A. Disposition and Development Agreement

**DISPOSITION AND DEVELOPMENT AGREEMENT  
(WILSONVILLE TOD PROJECT)**

This **DISPOSITION AND DEVELOPMENT AGREEMENT** (this “Agreement”) is made as of \_\_\_\_\_, 2024 by the **CITY OF WILSONVILLE**, a municipal corporation (“**City**”) and **PALINDROME WILSONVILLE LIMITED PARTNERSHIP**, an Oregon limited partnership (“**Developer**”). City and Developer may be referred to jointly in this Agreement as “**Parties**” and individually as a “**Party**.”

**RECITALS**

- A. In 2020, the City Council adopted the Equitable Housing Strategic Plan (“**Strategic Plan**”). The Strategic Plan identifies five (5) high-priority implementation actions to initiate within two (2) years of adoption. Action 1 A is to “explore implementation of transit-oriented development (TOD) at City-owned Wilsonville Transit Center property.”
- B. The City owns a parcel of real property, tax lot identification number 31W14B 00703, tax account no. 05020822, located in Wilsonville, Clackamas County, Oregon that it has identified as a potential site for a transit-oriented mixed use development (“**TOD**”). On behalf of the City, Developer is partitioning the property to create two parcels, including a development parcel the City intends to convey to Developer and which is depicted as Parcel 1 on the survey attached hereto as Exhibit A (the “**Property**”).
- C. On March 18, 2022, the City issued a Request for Qualifications (“**RFQ**”) soliciting developer teams to demonstrate their qualifications to construct a TOD on the Property and to provide information of past successfully constructed TOD projects. On June 3, 2022, the City further issued a Request for Proposals (“**RFP**”) to the respondents of the RFQ, seeking proposals to construct a TOD on the Property.
- D. A selection committee evaluated the proposals and, with the selection committee's review and input, the City Council selected Developer as the successful proposer on December 19, 2022.
- E. The City and Developer entered into a Memorandum of Understanding dated May 31, 2023, to facilitate and provide for further due diligence, design development, and the negotiation of this Agreement.
- F. On January 22, 2024, Developer received approval from the City of Wilsonville Development Review Board (“**DRB**”) to partition and develop the Property for the TOD pursuant to DRB Resolution No. 427 (“**DRB Approval**”).
- G. In furtherance of the City’s Strategic Plan, the City desires for Developer to purchase and develop the Property as a mixed use development with approximately 121 affordable housing units ranging from 30% area median income (AMI) to 80% AMI, with an average AMI of 60%, and to encumber the Property with deed restrictions and covenants restricting the future use of the Property to affordable housing and TOD supportive services (the “**Project**”). In connection with the Project, the parties acknowledge that tree preservation on the Property is a City priority and that they will preserve Douglas fir trees identified in the DRB Approval while meeting Project goals and requirements.

- H. The City acknowledges that significant benefits will accrue to the City from the development of the Property by Developer, including, without limitation, creating new affordable housing consistent with the City's Strategic Plan; supporting transit ridership through an on-site SMART (South Metro Area Regional Transit) transit center; encouraging community services and community-serving spaces including ground-floor space for Wilsonville Community Sharing and an anticipated on-site hospitality-related commercial tenant; furthering economic development within the City; and other tangible and intangible, direct and indirect, benefits to the City and its citizens.
- I. The City finds that the fulfillment, generally, of this Agreement and the intentions set forth herein, are in the vital and best interest of the City and the health, safety, and welfare of its citizens.

## AGREEMENT

This Agreement incorporates by this reference the Recitals, the Definitions and all Exhibits hereto. The Parties, in consideration of the agreements set forth herein and for other valuable consideration the receipt and adequacy of which are hereby acknowledged, covenant and agree as follows:

### 1. DEFINITIONS

Words that are capitalized, and which are not the first word of a sentence, are defined terms. A defined term has the meaning given it when it is first defined in this Agreement. Some defined terms are first defined in the text of this Agreement, and some are first defined in Exhibit D, which is a glossary of defined terms. Defined terms may be used together and the combined defined term has the meaning of the combined defined terms. A defined term that is a noun may be used in its verb or adjective form and vice-versa. If there is any difference between the definition of a defined term in the text of this Agreement and the definition of that term in Exhibit D, the definition in the text controls. Defined terms may be used in the singular or the plural.

### 2. GENERAL TERMS OF CONVEYANCE

2.1 **Conveyance of Property.** Upon satisfaction of the Conditions Precedent to Conveyance in Section 2.6 hereof, the City will convey the Property to Developer, or affiliate of Developer, pursuant to a Statutory Special Warranty Deed ("**Deed**") in substantially the form attached hereto as Exhibit B. The Closing shall occur in an escrow closing at the office of the Escrow Agent not later than the date set forth in the Schedule of Performance (see Section 3.3), unless the Parties agree to a later date.

2.2 **Purchase Price.** The Purchase Price for the Property shall be One Dollar (\$1.00). Developer will pay the Purchase Price in cash at Closing.

#### 2.3 **Title Review.**

2.3.1 Within fifteen (15) days after the Effective Date, the City will deliver to Developer a preliminary title report for the Property from the Escrow Agent (the "**Title Report**")

together with copies of all documents listed as title exceptions as provided by the Escrow Agent. Within thirty (30) days following its receipt of the Title Report, Developer shall object to any exceptions to title by giving written notice to the City. Within twenty (20) days of Developer's written notice to the City described in the preceding sentence, the City shall notify Developer in writing of its intention to remove or not remove the objectionable exceptions to title prior to Closing. If the City notifies the Developer of its intention to remove some or all of the objected to exceptions, City shall do so, or cause such removal(s) to occur, at or before Closing. If the City notifies the Developer of its intention to not remove some or all of the objected to exceptions, Developer may terminate this Agreement by giving the City notice of termination within twenty (20) days after the receipt of the City's notice given pursuant to this sentence, or Developer may proceed to Close subject to same.

2.3.2 Except as provided in the Deed and/or the DRB Approval, City covenants and agrees that it shall not further encumber the Property (other than those exceptions appearing on the Title Report on the date provided to Developer) without the written consent of Developer. Developer may obtain an update to the Title Report at any time prior to the Closing and Developer shall promptly provide City with a copy of any such updated Title Report. Within ten (10) days following its receipt of the updated Title Report, Developer shall object to City in writing to any exceptions to title. Within five (5) days after Developer's written notice to City described in the preceding sentence, City shall notify Developer in writing of its intention to remove or not remove the objectionable exceptions to title prior to Closing. If the City notifies the Developer of its intention to not remove some or all of the objected to exceptions, Developer may terminate this Agreement by giving the City notice of termination within ten (10) days after the receipt of the City's notice given pursuant to this sentence, or Developer may proceed to Close subject to same.

2.3.3 Any exceptions to which Developer does not timely object in writing, or otherwise accepts at Closing, are the "**Final Permitted Exceptions.**"

#### 2.4 **Title Insurance, Survey, Property Taxes and Closing Costs.**

2.4.1 The City, at its expense, shall provide to Developer with a standard coverage ALTA Owner's Policy of Title Insurance, issued by Escrow Agent, covering the Property insuring Developer in the amount of \$250,000.00 free and clear of encumbrances except the standard exceptions and the Final Permitted Exceptions. Developer, at its option and its expense, may elect to obtain extended coverage under such policies of title insurance, and the City agrees to execute any affidavits or other documents required by the Escrow Agent to enable Developer to obtain such coverage.

2.4.2 The Developer will pay the costs for recording a Memorandum of this Agreement, the Deed, and any other documents required by Developer to be recorded.

2.4.3 Each of the Developer and the City shall pay one-half (1/2) of any escrow fees charged by Escrow Agent. In addition, Developer shall be obligated to pay property taxes from and after the Closing Date subject to tax abatement as set forth in Section 4.1.1. All other Closing costs, if any, shall be allocated in accordance with the customary practice in Clackamas County.



## 2.5 Due Diligence and Inspections.

2.5.1 Notwithstanding Section 2.3, on or before sixty (60) days from the Effective Date (the “**Due Diligence Period**”), Developer shall conduct an inspection of the Property and a review of the information relating to the Property and satisfy itself with respect to the condition of and other matters related to the Property and its suitability for Buyer’s intended use.

2.5.2 Developer may conduct due diligence and inspections of the Property and the Project, including such physical, legal, and engineering inspections, tests, and investigations as it may deem necessary or desirable, including soils and environmental studies. Such studies and investigations may include, without limitation, zoning, land use, environmental, design review, covenants, conditions and restrictions, financing, leasing markets, project feasibility and related matters. The results of all soil tests, surveys, environmental site assessments, and other investigations of the Property undertaken by Developer shall not be disclosed to any third party or other governmental entity without the prior written consent of the City, unless such disclosure is required by law or is required in connection with obtaining any necessary permits or approvals; provided, however, that Developer shall be permitted to disclose such results to its design professionals, consultants, attorneys, and potential lenders and investors, provided that such parties have been advised of the foregoing confidentiality obligation.

2.5.3 The scope and cost of the due diligence and inspections shall be the responsibility of Developer. Developer will repair or restore any damage to the Property caused by the entry of or testing by Developer or its agents, contractors, or affiliates. City agrees to cooperate with Developer in connection with Developer’s due diligence and to provide information and documentation concerning the Property that Developer may request.

2.5.4 Developer shall indemnify, defend and hold the City harmless from and against any claims, damages or liability (including reasonable attorney fees) resulting from Developer’s entry on the Property, and shall repair any damage to the Property caused by the activities of Developer; provided, however, that Developer shall have no obligation to indemnify, defend, or hold harmless the City from any condition of the Property discovered by Developer, nor from any losses, including, without limitation, loss of marketability of the Property, as a consequence of such discovery or any pre-existing condition or feature of the Property. Developer’s repair and indemnity obligations shall survive the termination of this Agreement for a period of one (1) year.

2.5.5 Developer shall not take any action that results in any liens or encumbrances being placed against the Property and, if any liens or encumbrances are placed against the Property as the result of Developer’s actions, Developer shall cause them to be released by bond, payment or otherwise as provided in Section 3.11.

## 2.6 Conditions Precedent to Conveyance.

### 2.6.1 Conditions.

Developer and the City are not obligated to Close unless the following conditions are satisfied to the satisfaction of the benefited Party. Except where a Party is entitled to act in its sole discretion, the Party benefited by a particular condition shall not unreasonably withhold, condition or delay acknowledgment that the condition has been satisfied. The Parties shall act diligently and in good faith to satisfy conditions over which they have control or influence.

(a) **Developer.** Developer is not obligated to purchase the Property until, to Developer's satisfaction:

(i) Developer shall be satisfied in its sole discretion with the results of its due diligence investigation, including but not limited to the condition of the Property, the economic feasibility of the Project, and all other factors Developer elects to consider;

(ii) The City shall have given Developer satisfactory proof of marketable title and the issuance of a preliminary title insurance commitment evidencing the willingness of a title insurance company to insure the Property, subject only to the standard exceptions and the Final Permitted Exceptions;

(iii) Developer has obtained financing and funding for the Project in an amount and under such terms as Developer, in its sole discretion, deems necessary or desirable to allow Developer to purchase the Property and develop and operate the Project;

(iv) Land use approval, as reflected in DRB Resolution No. 427 has occurred, the Partition has been completed and the Partition Plat recorded, and the appeal period for such approvals has passed without an appeal being filed; or, if an appeal has been filed, it has been satisfactorily resolved;

(v) The City has approved Final Construction Drawings for the Project pursuant to the process and criteria described in Section 3.2 below;

(vi) The City has issued all building permits for Project (other than for deferred submittals), and Developer has obtained all other governmental approvals necessary to construct and operate the Project;

(vii) Developer shall have approved the environmental condition of the Property (including, without limitation, the results of any Phase I Environmental Assessment existing as of the date of this Agreement and any Phase I or other testing completed after the date of this Agreement and before Closing, pursuant to Section 2.5 above);

(viii) Developer shall have entered into a lease or other form of occupancy agreement acceptable to Developer for the SMART Transit Center and Wilsonville Community Sharing;

(ix) No litigation is pending which prevents the City or Developer from performing their respective obligations under this Agreement; and

(x) The City has performed, or if performance is to occur after Closing has committed to perform, its obligations under Section 4 below.

(b) **City.** City is not obligated to sell the Property until, to City's satisfaction:

(i) The City has approved Final Construction Drawings for the Project pursuant to the process and criteria described in Section 3.2 below;

(ii) Developer is duly organized, existing Oregon limited partnership and has full authority to enter into and perform the obligations of this Agreement; and

(iii) Developer shall have entered into a lease or other form of occupancy agreement acceptable to Developer for the SMART Transit Center and Wilsonville Community Sharing;

(iv) No litigation is pending which prevents City or Developer from performing their respective obligations under this Agreement.

**2.6.2 Elections upon Non-Occurrence of Conditions.** Except as provided below, if any condition in Section 2.6.1 is not fulfilled to the satisfaction of the benefited Party or Parties on the earlier of (i) the date designated for satisfaction of the condition, or (ii) on the date scheduled for Closing, subject to any extension that may be granted pursuant to this Agreement, then such benefited Party or Parties may elect to:

(a) Terminate this Agreement, which termination shall become effective sixty (60) days after the notice of termination is sent ("**Termination Date**") unless, before the sixty (60) day period ends, the other Party fulfills such condition or conditions to the reasonable satisfaction of the benefited Party or Parties; or

(b) Waive in writing the benefit of that condition precedent to its obligation to perform under this Agreement, and proceed in accordance with the terms hereof; or

(c) Extend the Termination Date by which the applicable condition may be satisfied, but only if the other Party agrees in writing to the extension.

**2.6.3 Final Termination Date.**

If all of the conditions precedent under Section 2.6.1. have not been satisfied, waived or otherwise resolved pursuant to this Agreement within three (3) years following the Effective Date, then this Agreement shall automatically terminate on that date ("**Final Termination Date**") unless the date for satisfying the unsatisfied condition(s) is extended by agreement of the Parties prior to the Final Termination Date, or unless the failure of satisfaction of the conditions precedent is the result of an Unavoidable Delay, as described in Section 8.2 below. Notwithstanding any language herein to the contrary, Developer shall have two options to extend the Final Termination Date for a period of twelve (12) months each, which Developer may exercise by providing written notice to the City not less than thirty (30) days prior to the then-applicable Final Termination Date.

If the Agreement is terminated for failure of satisfaction of the conditions precedent, without breach by the City or Developer, then the obligations of the Parties to each other under this Agreement shall terminate and neither the City nor the Developer shall have any other recourse against the other for failure of satisfaction of the conditions precedent without breach by either Party.

## 2.7 City Representations and Warranties.

City represents that:

2.7.1 The City has full power and authority to enter into and perform this Agreement in accordance with its terms, and the City has taken all requisite action in connection with the execution of this Agreement.

2.7.2 No representation, warranty or statement of the City in this Agreement or any of the exhibits attached contains any untrue statement of a material fact or, to the City's knowledge, omits a material fact necessary to make the statements of facts contained herein not misleading.

2.7.3 As of the date hereof there are no breaches by the City under this Agreement or events that with the passage of time would constitute a breach of the City under this Agreement.

2.7.4 The City has received no notice from any municipal, state or federal government ("**Authority**") that the Property is in violation of, or subject to any existing, pending, or threatened investigation or inquiry by any Authority or of any remedial obligations under any applicable laws, statutes, regulations, rules, ordinances, codes, permits or orders of any governmental agencies, departments, commissions, boards, bureaus, or instrumentalities of the United States, states and their political subdivisions and all applicable judicial, administrative and regulatory decrees and judgments pertaining to the protection of health or safety or the environment, and to the City's knowledge there do not exist any violations of such laws applicable to the Property.

2.7.5 Prior to the Closing Date, the City shall notify Developer of any material change in the City's representations and warranties or in any information furnished to Developer pursuant to this Agreement from the date hereof to the Closing Date. After such notification, Developer shall have thirty (30) days to give the City notice of termination of the Agreement based on the material change stated in the City's notice, with a termination date not less than ten (10) days after the date of the Developer notice. If Developer does not provide the notice of termination pursuant to this subsection, then the transaction shall proceed to Closing.

2.7.6 The Property is not subject to any leases which will survive Closing.

2.7.7 There is no litigation, action, suit, or any condemnation, environmental, zoning, or other government proceeding pending or threatened, which may affect the Property,

City's ability to perform its obligations under this Agreement, or Developer's ability to develop the Project according to all applicable laws, ordinances, rules and regulations.

## 2.8 Developer Representations and Warranties.

Developer represents that:

2.8.1 Developer has full power and authority to enter into and perform this Agreement in accordance with its terms, and Developer has taken all requisite entity action in connection with the execution of this Agreement and the transactions contemplated hereby.

2.8.2 No representation, warranty or statement of Developer in this Agreement or any of the exhibits attached contains any untrue statement of a material fact or omits a material fact necessary to make the statements of facts contained herein not misleading.

2.8.3 Developer has, or will have prior to Closing, sufficient working capital to fund the complete development of the Project together with (and subject to) the Obligations of City set forth in Section 4 of this Agreement.

## 3. DEVELOPMENT

3.1 **Project Managers.** The Developer's Project Manager is Robert Gibson. The City's Project Manager is Kimberly Rybold, who may be supported by other City staff or outside consultants. The Parties agree that regular engagement by the City and Developer is essential to Project success. Outside of any meetings the City may require as the regulatory authority for land use approvals, the Parties agree that the Developer's Project Manager and the City's Project Manager shall coordinate regularly regarding the Project. This will consist of telephone calls and may include in-person and on-site meetings as requested by Developer or the City. Prompt written notice of any re-designation of either Party's Project Manager will be provided to the other Party.

3.2 **Project Scope of Development.** The DRB has approved Developer's design identified in the DRB Approval (the "**Approved Design**"). Developer will prepare construction drawings and technical specifications for the Project (collectively, the "**Final Construction Drawings**") in general conformance with the Approved Design and submit them to the City for review and approval. The City will approve the Final Construction Drawings as long as they are in general conformance with the Approved Design, the approved Project described in DRB Resolution No. 427, and applicable building codes. The City hereby agrees not to impose any unusual or extraordinary plan or review requirements or conditions or stipulations on the Developer or on the Project; provided, however, that any modifications to the Approved Design may require additional regulatory review under the Wilsonville Development Code. Developer agrees that it will provide, as part of the Project, certain amenities, as listed in Exhibit G herein.

3.3 **Prevailing Wages.** The Parties hereby acknowledge that the Project is a "public work" subject to ORS 279C.800 to 279C.870 and the administrative rules adopted thereunder (the "Oregon Prevailing Wage Law"). Developer shall comply, and shall require its general contractor and subcontractors to comply, with Oregon Prevailing Wage Law. To the extent

required under Oregon Prevailing Wage Law, workers shall be paid not less than the specified minimum hourly rate of wage as provided in the Oregon Bureau of Labor and Industries (BOLI) publication titled "Prevailing Wage Rates for Public Works Contracts in Oregon." Developer will provide City with copies of payroll reports or other wage reporting that Developer is required to provide to BOLI and Metro.

**3.4 Schedule of Performance.** Developer has prepared and City has approved the Schedule of Performance attached hereto as Exhibit C, or, if such Schedule of Performance is not complete as of the Effective Date, the Parties shall attach such Schedule of Performance to this Agreement once approved by the Parties. The Parties may amend the Schedule of Performance as required to accommodate changed conditions, or otherwise. If an action on the Schedule of Performance is dependent on occurrence of an earlier action on the Schedule, the extension of the date to complete the earlier action shall automatically extend the date for completion of the dependent action. Either Party may, at any time, propose an integrated Schedule of Performance to reflect revisions earlier approved. The other Party shall approve or disapprove of the restated Schedule of Performance within ten (10) days after receipt from the proposing Party, provided however, that a Party may only disapprove a restated Schedule of Performance if the restated version has errors of calculation or is otherwise factually incorrect. Any approved revised Schedule of Performance will be deemed to replace Exhibit C. To the extent that the Parties agree upon changes to the Schedule of Performance that would impact the ability of the Parties to meet the Final Termination Date set forth in Section 2.6.3, the Final Termination Date shall be deemed extended accordingly.

**3.5 Financing.** Except for the obligations of the City in Section 4, Developer will be responsible for obtaining from third parties all funds and financing necessary to acquire the Property and complete construction of the Project. The City will cooperate and use its best efforts to support Developer in obtaining Project funding.

**3.6 City Approval.** Notwithstanding regulatory permits required to construct the Project or modifications that require approval under the Wilsonville Development Code, where this Agreement requires approvals from the City, the City will approve or disapprove in writing within ten (10) business days, beginning with the business day following the submission to the City of the material to be approved, except where a longer or shorter time period is expressly provided in this Agreement. Failure by the City to approve or disapprove within said period of time shall be deemed an approval. Any disapproval by the City shall state the reasons for such disapproval in sufficient detail to allow Developer to respond. Approvals by the City will not be unreasonably withheld, conditioned or delayed.

**3.7 Changes in Approved Drawings.** In the event Developer is required to submit an application to the City to approve a regulatory permit or a modification that requires approval under the Wilsonville Development Code, prior to official submittal to the City, Developer shall submit to City Project Manager for review any proposed changes to the approved Final Construction Drawings prior to any work being performed that relate to the change(s)..

**3.8 Diligent Completion.** Subject to the terms and conditions of this Agreement, after Closing, Developer will use commercially reasonable efforts to complete the Project in

general conformance with the Final Construction Drawings, and in compliance with the Schedule of Performance, subject to Unavoidable Delay as provided in Section 8.2.

**3.9 Cooperation.** The City and Developer acknowledge and agree that they shall cooperate in good faith with each other and use their respective good faith and commercially reasonable efforts to pursue development of the Project as contemplated by this Agreement.

**3.10 Inspection and Property Access.**

**3.10.1 Before Conveyance of Property.** Before conveying the Property to Developer, the City shall allow Developer and Developer's employees, agents and consultants to enter upon the Property, at all reasonable times to perform due diligence and to carry out the purposes of this Agreement.

**3.10.2 After Conveyance of Property.** Except with regard to regulatory inspections and investigations, after conveying the Property to Developer during construction of the Project, and until a final Certificate of Occupancy is issued, Developer's work shall, upon reasonable notice, be accessible periodically and at reasonable times for inspection by representatives of the City. Except as related to its regulatory authority, City agrees not to interfere with the work occurring on the Property. In the event that City or its representatives enter the Property pursuant to this Section 3.9.2, they shall do so at their own risk and shall comply with all construction site rules established by Developer and Developer's contractors. In addition, City shall not be entitled to indemnification for any losses, liability or injury arising in connection with entry to the Property during construction, except to the extent the same arises out of the gross negligence or willful misconduct of Developer.

**3.11 Liens.**

Developer agrees that in the event any statutory lien shall be filed against the Property prior to the City's issuance of a final Certificate of Occupancy for the Project by reason of labor, services, or materials supplied to or at the request of Developer or pursuant to any construction in the Project, it shall pay and discharge the same of record within thirty (30) days after the filing thereof, subject also to the provisions of the following sentence. Developer shall have the right to contest the validity, amount or applicability of any such respective liens by appropriate legal proceedings, and so long as it shall furnish a bond, the requirement that it pay and discharge such items within said thirty (30) day period shall not be applicable.

**4. OBLIGATIONS OF CITY.**

**4.1** In addition to the obligation of good faith, cooperation and such other obligations set forth in this Agreement or as may be required of the City in connection with the Project, the City acknowledges and agrees that the Project would not be economically feasible without the City's performance of the following obligations, which the City hereby agrees to perform:

**4.1.1 Property Tax Abatement.** City agrees to assist in good faith in obtaining all local and state property tax abatement options that are available or can be made available through City action.

4.1.2 **System Development Charges (SDC) Subsidization.** City agrees to pay, or otherwise subsidize, a portion of the SDCs associated with the residential units of the Project as set forth on the Schedule of Subsidized Charges and Fees attached hereto as Exhibit E, which shall be in an amount not less than One Million Four Hundred Twenty Thousand Dollars (\$1,420,000.00). Charges and fees for the Project shall be paid at rates in effect as of the date the completed building permit application was accepted by the City. The City further agrees that any SDC's to be paid by Developer relating to the SDCs associated with the residential units of the Project shall be deferred pursuant to the terms and conditions of a SDC deferral agreement that complies with the City's SDC deferral program.

4.1.3 **State of Oregon Grant Funds.** The City shall provide \$1.9 million in State of Oregon grant funds to the Project, together with all accrued interest on such funds, for construction costs related to the transit customer service center on the ground floor of the Project. These funds were awarded to the Project in March 2022 by the Oregon Legislature to enable active ground floor spaces at the Project.

4.1.4 **Quiet Zone Designation.** The City will investigate, at no cost to Developer, whether applying for a quiet zone designation for the railroad crossing over SW Barber Street is feasible, including, without limitation, the funding and installation of required supplementary safety measures, alternative safety measures, and other improvements or requirements necessary for approval and implementation of such quiet zone (the "**Quiet Zone**"). If the City determines, in its sole and absolute discretion, that application for a Quiet Zone is feasible, within twelve (12) months from the Effective Date, the City will provide all required notices and submit an application for the establishment of the Quiet Zone. If the City determines, in its sole and absolute discretion, to apply for a Quiet Zone designation, the City shall diligently pursue establishment the Quiet Zone and shall use its best efforts to ensure that the Quiet Zone is established and in effect on or before the date a final certificate of occupancy is issued for the Project.

4.1.5 **Relocation of Bus Stops.** If Developer believes that bus stops and/or bus routes will be impacted by construction of the Project, Developer will coordinate with City of Wilsonville South Metro Area Regional Transit (SMART) to develop a staging plan that will accommodate temporary alternative bus stop locations and/or routes, as may be required. SMART retains sole and absolute discretion on determining appropriate transit routes and bus stops during construction of the Project. The City shall cooperate with Developer's efforts with regard to relocating bus stops and bus routes, and shall, upon the negotiation of terms and conditions acceptable to the City, grant Developer a temporary construction easement in the location depicted on Exhibit F attached hereto.

4.1.6 **Partition.** The City shall cooperate with Developer to complete and record a partition plat to partition Parcel 3, Partition Plat 2008-033, Clackamas County Plat Records, into two parcels, of which the newly created Parcel 1 is the Property referred to in this Agreement and must be a legal lot of record conveyable from the City to Developer as provided herein (the "**Partition**" and the recorded plat is the "**Partition Plat**").

**5. ENVIRONMENTAL MATTERS**



5.1 **Reports.** The City has delivered to Developer copies of all existing environmental reports and studies regarding the Property in City's possession or control. Developer may, at its cost, perform further environmental studies in connection with Developer's due diligence.

5.2 **Compliance with Laws.** Developer shall comply with all Environmental Laws with respect to its construction of the Project from and after the date of Conveyance and shall be liable for any violation of such Environmental Laws, except that Developer shall not be liable for pre-existing conditions at the Property or matters caused in whole or in part by the act or failure to act of the City or its employees, agents, contractors, or invitees.

5.3 **Contribution.** This Agreement is not intended to limit any rights of contribution that the Parties may have against others under applicable law or agreement, and is intended only as an allocation of responsibility between the Parties to this Agreement.

## 6. ASSIGNMENT PROVISIONS

6.1 **No Assignment.** Unless approved by the express written consent of City, no assignments of interest in this Agreement shall be permitted, or transfer of the Property shall be permitted, other than to affiliate of Developer at Closing, until after the City has issued a final Certificate of Occupancy for the Project.

6.2 **Permitted Assignment or Transfer.** Notwithstanding Section 6.1, "assignment or transfer" shall not include any Mortgage(s) which Developer may cause to attach to the Property. Any assignment or transfer permitted by this Section 6.2 shall not operate to relieve the Developer of the Developer obligations under this Agreement.

## 7. INDEMNITY AND INSURANCE

7.1 **Indemnity.** To the fullest extent permitted by law, for a period of two (2) years following issuance of a final certificate of occupancy, Developer shall defend, hold harmless, and indemnify the City from all claims, suits, or actions to the extent resulting from or arising out of the actions of, or the failure to act by, Developer or its officers, employees, consultants, general contractor, subcontractors, or agents, under this Agreement. This indemnification obligation expressly includes, but is not limited to, compliance with Oregon Prevailing Wage Law to the extent it applies to the Project. Nothing in this Agreement shall obligate Developer to indemnify the City from claims to the extent such claims arise from a negligent act, error, omission or willful misconduct of the City or its employees, consultants or agents; provided, however, 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 Developer shall not be considered a negligent act, error, omission, or willful misconduct on the part of the City.

7.2 **Commercial General Liability Insurance.** Developer and any and all subcontractors, affiliates, agents, and consultants shall obtain, at each of 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 minimum 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 minimum amount of \$2,000,000 per occurrence, Fire Damage (any one fire) in the minimum amount of \$50,000, and Medical Expense (any one person) in the minimum amount of \$10,000. All of the foregoing coverages must be carried and maintained at all times during this Agreement.

**7.3 Professional Errors and Omissions Coverage.** For any and all professional services by Developer and/or its agents, consultants, contractors, or affiliates, including, but not limited to, architectural, engineering, surveying, appraising, and environmental testing services, such entity must carry Professional Errors and Omissions Liability insurance on a policy form appropriate to the professionals providing the Services hereunder with a limit of no less than \$2,000,000 per claim. This insurance must be maintained for damages alleged to be as a result of errors, omissions, or negligent acts of the relevant entity. Such policy shall have a retroactive date effective before the commencement of any work by the relevant entity, and coverage will remain in force for a period of at least three (3) years after termination of this Agreement.

**7.4 Business Automobile Liability Insurance.** If Developer or any subcontractors, affiliates, agents, or consultants will be using a motor vehicle in the performance of the work contemplated in this Agreement, Developer shall provide the City a certificate indicating that Developer and its subcontractors, affiliates, agents, and consultants have business automobile liability coverage for all owned, hired, and non-owned vehicles. The Combined Single Limit per occurrence shall not be less than \$2,000,000.

**7.5 Insurance Carrier Rating.** Coverages provided by Developer and its subcontractors, affiliates, agents, and consultants 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.

**7.6 Additional Insured and Termination Endorsements.** The City will be named as an additional insured with respect to Developer's liabilities hereunder in insurance coverages. Additional Insured coverage under Developer'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. Waiver of Subrogation endorsement via ISO Form CG 2404 or its equivalent shall be provided. The following is included as additional insured: "The City of Wilsonville, its elected and appointed officials, officers, agents, employees, and volunteers." An 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. Developer must be an additional insured on the insurance policies obtained by its subcontractors, affiliates, agents, and consultants performing any of the work contemplated in this Agreement.

**7.7 Certificates of Insurance.** As evidence of the insurance coverage required by this Agreement, Developer 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. Developer 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 Developer will endeavor to 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.

7.8 **Primary Coverage.** The coverage provided by these policies shall be primary, and any other insurance carried by the City is excess. Developer shall be responsible for any deductible amounts payable under all policies of insurance.

## 8. DEFAULT; REMEDIES

### 8.1 Default and Cure.

8.1.1 **Default by Developer.** A default shall occur if Developer breaches any material provision of this Agreement, whether by action or inaction, and such breach continues and is not remedied within thirty (30) days after Developer receives written notice from City specifying the breach. In the case of a breach which cannot with due diligence be cured within a period of thirty (30) days and which does not represent an immediate or emergent health, life, or safety concern, the Parties shall agree, in writing, to a reasonable extension to the cure period, which extension will not exceed ninety (90) days unless a longer period is approved by City, which approval shall not be unreasonably withheld. In the event of a default by Developer that is not cured as provided herein, the City shall be entitled to: (1) terminate in writing this Agreement; (2) prosecute an action for damages against Developer; (3) seek specific performance of this Agreement (provided, however, that in no event can Developer be required to construct the Project); and/or (4) exercise any other remedy permitted by law.

8.1.2 **Default by City.** A default shall occur if City breaches any material provision of this Agreement, whether by action or inaction, and such breach continues and is not remedied within thirty (30) days after City receives written notice from Developer specifying the breach. The City's failure to act diligently and in good faith to satisfy conditions over which it has control is a breach. In the case of a breach which cannot with due diligence be cured within a period of thirty (30) days, the Parties shall agree, in writing, to a reasonable extension to the cure period, which extension will not exceed ninety (90) days unless a longer period is approved by Developer, which approval shall not be unreasonably withheld. In the event of a default by City that is not cured as provided herein, Developer shall be entitled to: (1) terminate in writing this Agreement; (2) prosecute an action for damages against the City; (3) seek specific performance of this Agreement; and/or (4) exercise any other remedy permitted by law.

### 8.2 Unavoidable Delay.

8.2.1 Neither a Party nor Party's successor in interest shall be considered in breach of or in default with respect to any obligation created hereunder or progress in respect thereto if the delay in performance of such obligations (the "**Unavoidable Delay**") is due to causes that are unforeseeable or beyond such Party's reasonable control, including but not limited to acts of God, acts of the public enemy, acts of the government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, earthquake, explosion, mob violence, riot, or general sabotage or rationing or shortage of labor, equipment, facilities, sources of energy,

material or supplies in the open market, litigation involving a Party or others relating to zoning or other governmental action or inaction pertaining to the Project, malicious mischief, condemnation action, delays of litigation, and severe weather or delays of suppliers or subcontractors due to such causes or any similar events and/or occurrences beyond the reasonable control of such Party.

8.2.2 It is the purpose and intent of this provision that, in the event of the occurrence of any such Unavoidable Delay, the time or times for performance of the obligations of the City or Developer as the case may be, shall be extended for the period of the Unavoidable Delay; provided, however, that the Party seeking the benefit of this Section shall use commercially reasonable efforts to notify the other Party in writing of the cause or causes of the delay and the estimated time of correction promptly after becoming aware of the Unavoidable Delay.

## 9. MISCELLANEOUS PROVISIONS

### 9.1 Notice.

9.1.1 Any notice or communication under this Agreement by either Party to the other shall be deemed given and delivered (a) forty-eight (48) hours after being dispatched by registered or certified U.S. mail; postage prepaid, return receipt requested, or (b) when received if personally delivered, and:

9.1.2 In the case of a notice or communication to Developer, addressed as follows:

Palindrome Wilsonville Limited Partnership  
Attn: Robert Gibson  
412 NW 5th Ave., Suite 500  
Portland, OR 97209

With a copy to:

Dunn Carney LLP  
Attn: Damien Hall  
851 SW Sixth Ave, Suite 1500  
Portland, OR 97204

9.1.3 In the case of a notice or communication to the City, addressed as follows:

City of Wilsonville  
Attn: Kimberly Rybold, Senior Planner  
29799 SW Town Center Loop E  
Wilsonville, OR 97070

With a copy to:

City of Wilsonville

Attn: Amanda Guile-Hinman, City Attorney  
29799 SW Town Center Loop E  
Wilsonville, OR 97070

or addressed in such other way in respect to either Party as that Party may, from time to time, designate in writing dispatched as provided in this Section. Notice given in any other manner shall be effective upon receipt by the Party for whom the same is intended.

9.2 **Headings.** 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.

9.3 **Waivers.** Except as otherwise expressly provided in this Agreement, no waiver made by either Party with respect to the performance, or manner or time thereof, of any obligation of the other Party or any condition inuring to its benefit under this Agreement shall be considered a waiver of any other rights of the Party making the waiver. No waiver by City or Developer of any provision of this Agreement or any breach thereof shall be of any force or effect unless in writing; and no such waiver shall be construed to be a continuing waiver.

9.4 **Attorneys' Fees.** If a suit, action, or other proceeding of any nature whatsoever, including, without limitation, any proceeding under U.S. Bankruptcy Code, is instituted to interpret or enforce any provision of this Agreement, or with respect to any dispute relating to this Agreement, including, without limitation, any action in which a declaration of rights is sought or an action for rescission, the prevailing Party shall be entitled to recover from the losing Party its reasonable attorneys', paralegals', accountants', and other experts' fees and all other fees, costs and expenses actually incurred and reasonably necessary in connection therewith, as determined by the judge or arbitrator at trial or arbitration, as the case may be, or on any appeal or review, in addition to all other amounts provided by law. This provision shall cover costs and attorney fees related to or with respect to proceedings in Federal Bankruptcy Courts, including those related to issues unique to bankruptcy law.

9.5 **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.

9.6 **Calculation of Time.** Except as otherwise expressly set forth in this Agreement, 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, the period shall be extended to include the next day which is not a Saturday, Sunday or legal holiday.

9.7 **Construction.** In construing this Agreement, singular pronouns shall be taken to mean and include the plural and the masculine pronoun shall be taken to mean and include the feminine and the neuter, as the context may require.

9.8 **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.

9.9 **Entire Agreement.** This Agreement and the attachments hereto are the entire agreement between the Parties. There is no other oral or written agreement between the Parties with regard to this subject matter. There are no oral or written representations made by a Party, implied or express, other than those contained in this Agreement.

9.10 **Modifications.** Any modifications to this Agreement shall be made in writing and executed by both Parties. The Parties recognize that circumstances may change and that it may be in the interest of both Parties that the Agreement be amended from time to time. For this reason, each of the Parties will consider changes that may be proposed by the other during the term of this Agreement. The City may approve minor modifications to this Agreement without City Council approval. Minor modifications include:

9.10.1 Changes in the Schedule of Performance when deemed warranted by the City Project Manager which do not exceed 180 days; and

9.10.2 Changes to the Final Construction Plans that are reflected in any approved building permit revision or modification.

9.10.3 Minor modifications that do not change the substantive content of the Agreement in a material way, or the correction of errors or clerical matters.

9.11 **Successors and Assigns.** Subject to the provisions of Section 6, the benefits conferred by this Agreement, and the obligations assumed thereunder, shall inure to the benefit of and bind the successors and assigns of the Parties.

9.12 **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 a Party "sole discretion" or the Party is allowed to make a decision in its "sole judgment."

9.13 **Interpretation.** As a further condition of this Agreement, the City and Developer 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.

9.14 **Place of Enforcement.** Any action or suit to enforce or construe any provision of this Agreement by any Party shall be brought in the Circuit Court of the State of Oregon for Clackamas County.

9.15 **No Partnership.** Nothing contained in this Agreement or any acts of the Parties hereby shall be deemed or construed by the Parties, or by any third person, to create the relationship of principal and agent, or of partnership, or of joint venture, or any association between any of the Parties.

9.16 **Approval by City Project Manager.** Unless specified to the contrary elsewhere in this Agreement as to a particular consent or approval, whenever consent or approval by City is

required under the terms of this Agreement, all such consents or approvals shall be given in writing from the City Project Manager, or from such other staff as the City has designated.

#### 9.17 **Confidentiality and Communication with Public.**

9.17.1 The City and Developer agree that all information submitted by Developer during the term hereof, except for any materials, documents, or information submitted as part of a land use and building permit process, is submitted on the condition that the City keep said information confidential. The City agrees not to disclose said confidential information provided by Developer, including but not limited to financial statements regarding Developer or the Project, and pro forma information. This nondisclosure agreement shall survive termination of this Agreement, but shall not apply to the extent any such information is publicly available, has been disclosed by other parties, or is required to be disclosed by the Clackamas County District Attorney under Oregon public records laws. Should a third party request such confidential information from the City, the City will notify Developer not later than five (5) business days from the City's receipt of the request. Developer will be solely responsible to defend against disclosure should a third party challenge the nondisclosure of the confidential information. The City will cooperate with Developer if such a challenge is made by a third party.

9.17.2 Both Parties shall work in good faith to coordinate Project-related public communications, including press releases, statements to the media, and public testimony.

9.18 **Brokers.** Developer and City represent and warrant to one another that no commissions will be due any broker or entity in connection with the transactions contemplated by this Agreement.

9.19 **Recording of Memorandum of Agreement.** City shall provide for recording a Memorandum of this Agreement within thirty (30) days of the Effective Date. The form of the Memorandum of Agreement is attached as Exhibit H to this Agreement. When the City issues to Developer a final Certificate of Occupancy or if the Agreement is terminated, the Parties shall cooperate to promptly record an Amended Memorandum of Agreement to reflect the surviving covenants of this Agreement.

THE PROPERTY DESCRIBED IN THIS INSTRUMENT MAY NOT BE WITHIN A FIRE PROTECTION DISTRICT PROTECTING STRUCTURES. THE PROPERTY IS SUBJECT TO LAND USE LAWS AND REGULATIONS THAT, IN FARM OR FOREST ZONES, MAY NOT AUTHORIZE CONSTRUCTION OR SITING OF A RESIDENCE AND THAT LIMIT LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, IN ALL ZONES. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN

ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO VERIFY THE EXISTENCE OF FIRE PROTECTION FOR STRUCTURES AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

Executed in multiple counterparts as of the day and year first above written.

**CITY OF WILSONVILLE, OREGON**

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

APPROVED AS TO FORM:

\_\_\_\_\_  
City General Counsel

**PALINDROME WILSONVILLE LIMITED PARTNERSHIP**

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

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



## EXHIBITS

Exhibit A – Property

Exhibit B – Special Warranty Deed

Exhibit C – Schedule of Performance

Exhibit D – Glossary of Defined Terms

Exhibit E – Schedule of Estimated Charges and Fees and Subsidized Portion of SDC's

Exhibit F – Relocated Transit Stops and Location of Temporary Construction Easement

Exhibit G – List of Mandatory Amenities

Exhibit H – Memorandum of Agreement

**EXHIBIT A  
(PROPERTY)**

**EXHIBIT B**  
**(SPECIAL WARRANTY DEED)**

**After recording return to:**

Dunn Carney LLP  
Attn: Damien R. hall  
851 SW Sixth Ave., Suite 1500  
Portland, OR 97204

**Until a tax change is requested, all  
tax statements shall be sent to:**

Palindrome Wilsonville Limited Partnership  
Attn: Robert Gibson  
412 NW 5th Ave., Suite 500  
Portland, OR 97209

**STATUTORY SPECIAL WARRANTY DEED**

City of Wilsonville, a municipal corporation, (“Grantor”), conveys and specially warrants to Palindrome Wilsonville Limited Partnership, an Oregon limited partnership, (“Grantee”), the real property situated in the County of Clackamas, State of Oregon legally described in the attached Exhibit A (the “Property”), free and clear of all encumbrances created or suffered by Grantor, and subject to the encumbrances set out in the attached Exhibit B.

The true and actual consideration paid for this transfer, stated in terms of dollars, is \$1.00.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON’S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR

PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

IN WITNESS WHEREOF, the Grantor has executed this instrument this \_\_\_\_ day of \_\_\_\_\_, 2024.

**GRANTOR:**

**CITY OF WILSONVILLE,**  
a municipal corporation

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
City General Counsel

**ACKNOWLEDGMENT**

STATE OF OREGON )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me on \_\_\_\_\_, 2024, by \_\_\_\_\_, as \_\_\_\_\_ of the City of Wilsonville, a municipal corporation.

\_\_\_\_\_  
Notary Public, State of Oregon

My Commission expires: \_\_\_\_\_

**EXHIBIT A**

**Legal Description**

[to be confirmed]

The Land referred to herein below is situated in the County of Clackamas, State of Oregon, and is described as follows:

[To Be Inserted]

**EXHIBIT B**  
**Exceptions**

[To Be Inserted]

**EXHIBIT C****SCHEDULE OF PERFORMANCE**

<b><u>Activity</u></b>	<b><u>Expected Completion Date</u></b>
Complete Design Development Drawings	November 1, 2023
Complete Design Development Cost Estimates	January 1, 2024
Complete Construction Drawings	February 1, 2024
Submit Final Construction Drawings for City Approval	February 1, 2024
Submit for Building Permits	March 1, 2024
Submit Construction Drawings Changes for City Approval, if required	March 1, 2024
Obtain Building Permits	May 1, 2024
Closing	August 1, 2024
Start Construction	September 1, 2024
Substantial Completion	February 1, 2026
Certificate of Occupancy	April 1, 2026

## EXHIBIT D

### GLOSSARY

1. “**Agreement**” means this Disposition and Development Agreement and all attached Exhibits.
2. “**Approved Design**” has the meaning as defined in Section 3.2 of the Agreement.
3. “**Developer**” means Palindrome Wilsonville Limited Partnership, an Oregon limited partnership
4. “**City**” means the City of Wilsonville, Oregon, a municipal corporation of the State of Oregon.
5. “**Close**” or “**Closing**” means the conveyance of the Property to Developer by the City by Deed and the simultaneous payment of the Purchase Price by Developer to the City, all as more specifically described in Section 2 of this Agreement.
6. “**Closing Date**” means the date on which City conveys the Property to Developer.
7. “**Deed**” means the form of Statutory Special Warranty Deed conveying fee simple title to the Property to Developer substantially in the form attached to this Agreement as Exhibit B.
8. “**Effective Date**” means the date that all Parties have executed this Agreement.
9. “**Environmental Laws**” means the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§ 9601 *et seq.*; the Resource Conservation and Recovery Act, 42 U.S.C. §§ 6901 *et seq.*; the Federal Water Pollution Control Act, U.S.C. §§ 1251 *et seq.*; the Clean Air Act, 42 U.S.C. §§ 7401 *et seq.*; the Hazardous Materials TransCityation Act, 49 U.S.C. §§ 1471 *et seq.*; Toxic Substances Control Act, 15 U.S.C. §§ 2601 *et seq.*; Refuse Act, 33 U.S.C. §§ 407 *et seq.*; Emergency Planning and Community Right-To-Know Act, 42 U.S.C. §§ 11001 *et seq.*; Occupational Safety and Health Act, 29 U.S.C. §§ 65 *et seq.*, to the extent it includes the emission of any Hazardous Material; Federal Insecticide, Fungicide, and Rodenticide Act, Federal Pesticide Act of 1978, 7 U.S.C. §§ 136 *et seq.*; Federal Safe Drinking Water Act, 42 U.S.C. §§ 300(f) *et seq.*; or any similar or analogous state or local statute or ordinance, or any regulation, order, rule, or requirement adopted thereunder which regulates Hazardous Substances.
10. “**Escrow Agent**” means Lawyers Title Company, Peggy Neikirk.
11. “**Final Construction Drawings**” means all plans and specifications required to complete the Project pursuant to the terms of this Agreement approved by the City and the appropriate City agencies.
12. “**Final Permitted Exceptions**” has the meaning set forth in Section 2.3.3.
13. “**Laws**” means any applicable governmental rule, regulation, code, law, statute, ordinance, order, policy, or similar binding pronouncement enacted by any local, state, or federal government agency, bureau, department, or government.



14. “**Mortgage**” means a mortgage or deed of trust against the Property, or any portion thereof securing the loan of funds for the purpose of Developer acquiring and developing the Property, recorded in the real property records of Clackamas County, Oregon.
15. “**Project**” generally means the Property, fixtures and the buildings, and other improvements to be newly constructed by Developer on the Property as initially described in the Approved Design and refined through the City-approved Drawings.
16. “**Property**” has the meaning set forth in Recital B and as identified in Exhibit A.
17. “**Schedule of Performance**” means the document describing the schedule by which the Developer’s obligations under this Agreement will be completed, attached hereto as Exhibit D.
18. “**Title Report**” has the meaning set forth in Section 2.3.1.

**EXHIBIT E**  
**SCHEDULE OF ESTIMATED CHARGES AND FEES**  
**AND SUBSIDIZED PORTION OF SDC'S**

Wilsonville		TOD		10/4/2023	
Permits & SDC Fees					
Units			121		
Buildings			1		
Valuation per ICC					\$17,160,665.00
	<b>DU</b>	<b>Gross SF</b>	<b>TGSF</b>	<b>Total</b>	
Parks SDC - Multifamily	5899			\$713,779.00	
Parks SDC - Food Service/Shopping Center		2250	3	\$5,295.00	
Parks SDC - Retail/General Service		1600	2	\$762.00	
Sewer SDC - Multifamily	5199			\$629,079.00	
Sewer SDC - Store				\$20,101.00	
Sewer SDC - Restaurant				\$18,716.00	
Sewer Permit SDC Fee (Multi-Family)				\$312.00	
Transportation SDC	11575			\$1,400,575.00	
SDC Water Fee				\$362,657.00	
Storm SDC - per dwelling unit	2327			\$281,567.00	
Storm SDC Fee (Impervious Drainage Area)				\$38,628.00	
State Surcharge				\$11,068.52	
<b>SDC Subtotal</b>				<b>\$3,471,471.00</b>	
Building (Non-Residential) Permit Fee				\$92,237.63	
Building Plan Review Fee				\$92,237.63	
Fire Life Safety Plan Review Fee				\$64,566.34	
Water Meter 2 inch				\$91,936.00	
School Excise Tax (exempt)				\$0.00	
Metro Excise Tax				\$20,592.80	
<b>Other Fees Subtotal</b>				<b>\$361,570.40</b>	
<b>Total SDC &amp; Permit Fees</b>				<b>\$3,833,041.40</b>	

City-provided subsidy to SDCs related to multifamily residential units:

\$1,420,000

**EXHIBIT F**  
**RELOCATED TRANSIT STOPS AND LOCATION OF TEMPORARY**  
**CONSTRUCTION EASEMENT**

[To Be Inserted]

**EXHIBIT G**  
**(LIST OF MANDATORY AMENITIES)**

**BUILDING AMENITIES**

- Roof top PV system
- EV charging stations
- On-site management office
- Community room
- Fitness room
- Bike storage room
- Parcel lockers
- Children's playground
- Laundry room
- Access control on primary building entrance
- Trash/recycling on each level

**RESIDENTIAL UNIT AMENITIES**

- Air-conditioning
- Operable windows
- Ceiling fans
- Microwaves
- Energy star appliances
- Programable thermostats
- Garbage disposals
- Kitchen/bath exhaust to outside

**EXHIBIT H**  
**(FORM OF MEMORANDUM OF AGREEMENT)**

RECORDING REQUESTED BY AND  
WHEN RECORDED, RETURN TO:

Damien R. Hall  
Dunn Carney LLP  
815 SW Sixth Avenue, Suite 1500  
Portland, OR 97204

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(Space above this line for Recorder's use only)

MEMORANDUM OF AGREEMENT

THIS MEMORANDUM OF AGREEMENT ("**Memorandum**") is dated as of \_\_\_\_\_, 2024, by and between the **CITY OF WILSONVILLE**, a municipal corporation ("**City**"), and **PALINDROME WILSONVILLE LIMITED PARTNERSHIP**, an Oregon limited partnership ("**Developer**"), and together with City, each a "**Party**" and collectively the "**Parties**").

WHEREAS, the City owns a parcel of real property, tax lot identification number 31W14B 00703, tax account no. 05020822, located in Wilsonville, Clackamas County, Oregon, which is more particularly described on attached Exhibit A, that it has identified as a potential site for a transit-oriented mixed use development ("**TOD**"). Developer and the City are cooperating to partition the property to create two parcels, including a development parcel the City intends to convey to Developer and which is depicted as Parcel 1 on the partition survey attached hereto as Exhibit B (the "**Property**").

WHEREAS, the Parties entered into that certain Disposition and Development Agreement (Wilsonville TOD Project) (the "**Agreement**") relating to the portion of the TOD parcel known as the Property.

WHEREAS, pursuant to Section 9.19 of the Agreement, the Parties agreed to record this Memorandum with respect to certain rights and obligations of City and Developer under the Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenant contained herein, City and Developer hereby agree as follows:

1. **Declaration**. City and Developer have rights in and to the Property pursuant to the terms and conditions of the Agreement, including, without limitation, the right to acquire the Property by Developer on the terms and conditions contained therein.
2. **Successors and Assigns**. The Agreement binds the parties and their successors and assigns, including successor owners of the Property, until the termination date of the Agreement.
3. **Final Termination Date**. Pursuant to the terms and conditions contained in the Agreement, if all of the conditions precedent under Section 2.6.1. have not been satisfied, waived or

otherwise resolved pursuant to this Agreement within three (3) years following the Effective Date, then the Agreement shall automatically terminate on that date (“**Final Termination Date**”) unless extended by agreement of the Parties prior to the Final Termination Date or due to an Unavoidable Delay. Developer has two options to extend the Final Termination Date for a period of twelve (12) months each.

4. **Counterparts.** This Memorandum may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which, when taken together, shall constitute one and the same agreement.

IN WITNESS WHEREOF, City and Developer have caused this Memorandum to be executed the day, month and year first above written.

CITY:

**CITY OF WILSONVILLE,**  
a municipal corporation

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
City General Counsel

DEVELOPER:

**PALINDROME WILSONVILLE LIMITED  
PARTNERSHIP,**  
an Oregon limited partnership

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**ACKNOWLEDGMENT**

STATE OF OREGON )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me on \_\_\_\_\_, 2024, by \_\_\_\_\_, as \_\_\_\_\_ of the City of Wilsonville, a municipal corporation.

\_\_\_\_\_  
Notary Public, State of Oregon

My Commission expires: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me on \_\_\_\_\_, 2024, by \_\_\_\_\_, as \_\_\_\_\_ of the Palindrome Wilsonville Limited Partnership, an Oregon limited partnership.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_

My Commission expires: \_\_\_\_\_

**EXHIBIT A**

**LEGAL DESCRIPTION**

The Land referred to herein below is situated in the County of Clackamas, State of Oregon, and is described as follows:

Parcel 3 of Partition Plat No. 2008-033, in the City of Wilsonville, County of Clackamas, and State of Oregon.



**EXHIBIT B**

**LEGAL DESCRIPTION**

[to be confirmed]

The Land referred to herein below is situated in the County of Clackamas, State of Oregon, and is described as follows:

Parcel 1 of Partition Plat No. \_\_\_\_\_, in the City of Wilsonville, County of Clackamas, and State of Oregon.



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> May 20, 2024		<b>Subject: Resolution No. 3147</b> A Resolution of the City of Wilsonville Establishing a Systems Development Charges Deferral Program for Affordable Housing Projects on City-Owned Property	
		<b>Staff Member:</b> Amanda Guile-Hinman, City Attorney and Kimberly Rybold, AICP, Senior Planner	
		<b>Department:</b> Legal and 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 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 Resolution No. 3147.			
<b>Recommended Language for Motion:</b> I move to adopt Resolution No. 3147.			
<b>Project / Issue Relates To:</b>			
<input checked="" type="checkbox"/> Council Goals/Priorities: Increase housing opportunities for all and reach functional zero homelessness	<input type="checkbox"/> Adopted Master Plan(s): Equitable Housing Strategic Plan	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

A resolution creating a systems development charges (SDC) deferral program for affordable housing projects involving City-owned property.

**EXECUTIVE SUMMARY:**

SDCs are fees charged to development that is either new in the city or increases use of certain city capital improvements, namely, streets, water, sewer, stormwater, and parks. Such fees are assessed against development to pay for capital projects that are needed to accommodate the increased uses. SDCs are governed by Oregon Revised Statutes (ORS) 223.297 through 223.316 and Wilsonville Code (WC) Section 11.000 through 11.190. WC 11.080 requires SDCs to be paid at issuance of building permits.

Prior to 2019, the City intermittently entered into agreements with developers to defer systems development charges, without explicit policies of who should qualify for deferrals or under what terms and conditions deferrals should be granted.

In 2019, the City Council adopted Ordinance No. 816 that repealed and replaced Wilsonville Code Chapter 11 – Fees, which included local regulations governing systems development charges in the City. In the update to Chapter 11, the City Council must now adopt program(s) for deferrals of SDCs before a developer may seek a deferral from the City.

Jurisdictions throughout Oregon consider deferrals and subsidization of SDCs for affordable housing projects to ensure that such projects are financially feasible. The City's 2020 Equitable Housing Strategic Plan (EHSP) identified Item 2C to "explore tactics to reduce the impact of systems development charges on affordable housing," which included examining whether to delay collection of SDCs.

Most developments are funded through financing, rather than cash on hand. SDCs paid at issuance of building permit are usually paid from a loan obtained by the developer. Thus, while a project is constructed, the developer must pay the costs to carry that loan, namely, interest. As evidenced by current interest rates, the financing of SDCs has the potential to cost developers hundreds of thousands of dollars during construction. For affordable housing developments, this additional cost can contribute to the financial infeasibility of the project.

Deferring the collection of SDCs to a later date, such as certificate of occupancy, results in cost savings by not requiring an affordable housing developer to pay the carrying costs for financing SDCs during the construction period. However, deferring the collection of SDCs also results in lower collection amounts to the City because SDCs are adjusted annually to account for infrastructure cost increases and may also delay the implementation of capital improvement projects.

Thus, staff recommends that, at this time, any SDC deferral program be narrowly tailored to affordable housing projects involving City-owned property before considering any additional deferral program(s). A narrowly focused program is outlined in Resolution No. 3147. The City will be able to undertake a cost/benefit analysis of the deferral program to better understand the impacts of deferrals and any potential additional deferral program(s).

**EXPECTED RESULTS:**

Implementation of a SDC deferral program, as outlined in Resolution No. 3147, is anticipated to encourage affordable housing development, including the City's transit-oriented development (TOD) project, if Resolution Nos. 3146 (Development Agreement with Palindrome) and 3147 are adopted.

**TIMELINE:**

If Resolution Nos. 3146 and 3147 are adopted, staff anticipates the City will execute a SDC deferral agreement for the SDCs attributable to the affordable housing portion of the TOD project in the next month.

**CURRENT YEAR BUDGET IMPACTS:**

Staff does not anticipate any impacts to the current budget. However, SDCs for the TOD project, without this program, would likely be due early in the next fiscal year (fiscal year 2024-2025). Thus, the City would not realize those SDCs under this program until fiscal year 2025-2026.

**COMMUNITY INVOLVEMENT PROCESS:**

The priorities identified in the Equitable Housing Strategic Plan, including exploration of deferral of SDCs, were generated through a community input process that included focus groups, surveys, and Task Force input. The prior update to Chapter 11 of the Wilsonville Code went through the typical City legislative process before the City Council, allowing for public comment from residents, businesses, and property owners.

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

The Wilsonville Transit Center TOD project will provide needed affordable housing opportunities in close proximity to transit service, along with tenant space for Wilsonville Community Sharing, a coffee shop/taproom, and SMART welcome center. Locating housing in close proximity to transit service can generate additional transit ridership. The Wilsonville Transit Center is one of the City's limited opportunities to provide true transit-oriented development within the community. This deferral program is a tool that will support the financial feasibility of the TOD project.

**ALTERNATIVES:**

City Council could decide not to pursue the SDC deferral program for affordable housing developments on City-owned property, revise the scope of the program, or add or revise the conditions of the program. If City Council decides to forgo the program, staff anticipates that the TOD project may not be financially feasible.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Resolution No. 3147

**RESOLUTION NO. 3147**

**A RESOLUTION OF THE CITY OF WILSONVILLE ESTABLISHING A SYSTEMS DEVELOPMENT CHARGES DEFERRAL PROGRAM FOR AFFORDABLE HOUSING PROJECTS ON CITY-OWNED PROPERTY.**

WHEREAS, Wilsonville Code 11.080(6) allows the City Council to establish, by resolution, a deferral program for systems development charges (SDCs) “consistent with good business practices, Oregon law, and the goal of promoting economic development;” and

WHEREAS, the 2020 Equitable Housing Strategic Plan (EHSP) identified Item 2C to “explore tactics to reduce the impact of systems development charges on affordable housing,” which included examining whether to delay collection of SDCs; and

WHEREAS, deferring the collection of SDCs to a later date, such as certificate of occupancy, results in cost savings by not requiring an affordable housing developer to pay the carrying costs for financing SDCs during the construction period; and

WHEREAS, deferring the collection of SDCs does result in lower collection amounts because SDCs are adjusted annually to account for infrastructure cost increases and may also delay the implementation of capital improvement projects; and

WHEREAS, a narrowly tailored program to defer SDCs for certain affordable housing projects, limited to those involving City-owned property, allows the City to offer a deferral program to help incentivize affordable housing project while exploring the viability of a deferral program for affordable housing more generally.

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

Section 1. **Findings.** The City Council adopts the above recitals and the staff report accompanying this resolution as if fully set forth herein.

Section 2. **Deferral Program.** The City Council hereby establishes a systems development charges deferral program for affordable housing projects involving City-owned property, as follows:

SDC DEFERRAL PROGRAM FOR AFFORDABLE HOUSING PROJECTS  
INVOLVING CITY-OWNED PROPERTY

1. Definitions.
  - 1.1. “Affordable Housing” means residential property in which: (A) each unit on the property is made available to own or rent to families with incomes of 80 percent or less of the area median income as determined by the Oregon Housing Stability Council based on information from the United States Department of Housing and Urban Development; or (B) The average of all units on the property is made available to families with incomes of 60 percent or less of the area median income; and whose affordability is enforceable through deed restriction(s) or other mechanisms, as determined appropriate by the City in its sole discretion.
    - 1.2. “City” means the City of Wilsonville, Oregon.
    - 1.3. “City-Owned Property” means real property owned by the City of Wilsonville, Oregon or the Urban Renewal Agency of the City of Wilsonville, Oregon.
    - 1.4. “SDCs” are systems development charges assessed by the City in accordance with ORS 223.297 *et seq.* and Wilsonville Code Chapter 11, namely, transportation, water, sewer, stormwater, and parks systems development charges.
2. Requirements for SDC Deferral.
  - 2.1. Generally. Developers of Affordable Housing involving City-Owned Property may request the City defer SDCs for the portion of the project that is Affordable Housing and related uses accessory to residential developments intended for use of the residents and not the general public. The developer of an Affordable Housing project involving City-Owned Property must enter into a SDC deferral agreement in a form acceptable to the City prior to receiving a deferral of SDCs. Deferred SDCs must be

paid prior to issuance of final certificate of occupancy or other date determined by the City, not later than final certificate of occupancy.

2.2. Rental Units. For Affordable Housing intended to be offered for rental for terms of at least 30 days or owner occupancy, a deed restriction stating that in the event the property for which an exemption is granted ceases to qualify for the exemption or is sold or transferred for use other than affordable housing within 60 years from the date the project is completed, the amount of the exempted SDCs must be repaid, plus interest of nine percent per annum from the date the exemption was provided. Upon satisfaction of the covenant for the full duration, continued residential use will be considered an “existing use” for purposes of calculating credits against future SDCs due.

2.3. Other Developments. All other Affordable Housing projects that cannot record a 60-year restriction, as determined by the City, will have a deed restriction to preserve the affordability of the project for a length of time, determined in the City’s sole discretion, which may include, but is not limited to, deed restrictions prescribing a formula for subsequent sales prices of residences; establishing eligibility requirement(s) of subsequent buyers based on a percentage of area median income; and/or requiring an owner-occupied unit to serve as the primary residence and to maintain the residence to certain habitability standards. Continued residential use will be considered an “existing use” for purposes of calculating credits against future SDCs due.

2.4. Partial Uses. Where development consists only partially of Affordable Housing, only the portion of the development that qualifies for a deferral will be deferred from payment of SDCs. The balance of the development that does not qualify for any deferral under this section is subject to payment of the remaining SDC at issuance of building permit or other permit, consistent with Wilsonville Code Chapter 11. This section

applies to mixed-use developments that include standalone uses, and does not apply to uses accessory to residential developments intended for use of the residents and not the general public (i.e., laundry, pet care, etc.).

3. Default. In addition to not issuing certificate(s) of occupancy and any other remedies available under law, the City may assess a fine, in accordance with Wilsonville Code Chapter 1, for violation of this Deferral Program, and impose a default interest rate of twelve percent (12%) per annum from the date of the default.

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

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 20th day of May, 2024, and filed with the Wilsonville City Recorder this date.

\_\_\_\_\_  
JULIE FITZGERALD, MAYOR

ATTEST:

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

SUMMARY OF VOTES:

- Mayor Fitzgerald
- Council President Akervall
- Councilor Linville
- Councilor Berry
- Councilor Dunwell





**CITY COUNCIL MEETING  
STAFF REPORT**

<p><b>Meeting Date:</b> May 20, 2024</p>	<p><b>Subject: Ordinance No. 891 – 2<sup>nd</sup> Reading</b> An Ordinance of the City Of Wilsonville Repealing And Replacing Wilsonville Code Sections 2.310-2.319 Regarding Public Contracts</p> <p><b>Staff Member:</b> Stephanie Davidson, Assistant City Attorney</p> <p><b>Department:</b> Legal</p>
<p><b>Action Required</b></p> <p><input checked="" type="checkbox"/> Motion</p> <p><input checked="" type="checkbox"/> Public Hearing Date: May 6, 2024</p> <p><input checked="" type="checkbox"/> Ordinance 1<sup>st</sup> Reading Date: May 6, 2024</p> <p><input checked="" type="checkbox"/> Ordinance 2<sup>nd</sup> Reading Date: May 20, 2024</p> <p><input type="checkbox"/> Resolution</p> <p><input type="checkbox"/> Information or Direction</p> <p><input type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Council Direction</p> <p><input type="checkbox"/> Consent Agenda</p>	<p><b>Advisory Board/Commission Recommendation</b></p> <p><input type="checkbox"/> Approval</p> <p><input type="checkbox"/> Denial</p> <p><input type="checkbox"/> None Forwarded</p> <p><input checked="" type="checkbox"/> Not Applicable</p> <hr/> <p><b>Comments:</b> N/A</p>
<p><b>Staff Recommendation:</b> Adopt Ordinance No. 891 on first reading.</p>	
<p><b>Recommended Language for Motion:</b> I move to adopt Ordinance No. 891 on first reading.</p>	
<p><b>Project / Issue Relates To:</b></p>	
<p><input type="checkbox"/> Council Goals/Priorities:</p>	<p><input type="checkbox"/> Adopted Master Plan(s):</p>
<p><input checked="" type="checkbox"/> Not Applicable</p>	

**ISSUE BEFORE COUNCIL:**

Consider repealing and replacing code provisions regarding public contracts (Wilsonville Code Sections 2.310-2.319).

**EXECUTIVE SUMMARY:**

Public contracting (also referred to as “public procurement”) refers to the City’s efforts to procure goods or services.

The Legal Department has been working to update the City’s public contracting code for the following reasons:

- Financial reviewers (e.g., auditors, state and federal grant providers, etc...) often request more robust public contracting regulations and guidance than what is currently reflected in the Wilsonville Code (WC).
- City staff have also periodically expressed that some parts of our public contracting program are frustrating or confusing.
- The City’s public contracting code was adopted in 2005. With the exception of a minor revision in 2014, it has not been updated since 2005.

The Legal Department has presented to City Council on this project at work sessions held on February 22 and March 18, 2024.

Attachment 1 is a copy of Ordinance no. 891, with proposed updated code language regarding public contracting. Here is a summary of what would change if Ordinance no. 891 is adopted:

- The City Manager’s administrative authority to enter into contracts (without City Council’s prior approval, but subject to certain requirements such as budget authority) would be expanded as follows. Under the proposed code language, the City Manager may enter into or approve:
  - o Contracts with a value of up to \$250,000 (current code language allows this only for contracts with a value of up to \$100,000);
  - o “Procurement” activity that is not a “Public Contract” (e.g., Intergovernmental Agreements, these terms are defined in state law) with an aggregate value of up to \$100,000 (current code language does not address this point); and,
  - o Contract amendments and change orders with a value of up to 25% of the original contract value (current code language allows this up to 15% of the contract price).
- With respect to contracts related to certain services, such as architectural and engineering services:
  - o Contracts with a value of up to \$150,000 require the approval of the Community Development Director (current code language only requires this approval up to \$50,000), and
  - o Contracts with a value of between \$150,000 and \$250,000 require the approval of the City Manager (current code language only requires this approval up to \$100,000).

These changes are recommended by City staff because they will:

- Increase efficiency and reduce administrative barriers to City staff’s ability to enter into contracts,
- Reflect the impact that inflation has had on the value of contracts since 2005 (i.e., adjust approval thresholds upward to account for inflation),
- Align the city’s public contracting rules with state public contracting rules that were effective as of January 1, 2024, and,
- Address ambiguities in these code sections.

Attachment 2 shows the changes made to the last draft of the proposed code revisions that were reviewed by City Council during the work session held on March 18, 2024. With one exception, these are minor adjustments to the language to add clarity. The only major change is the addition of the new term “Original Contract Value” and use of this term in Section 2.312(1)(c). This change is recommended to allow City Council to approve the total cost for work performed by a third-party (such as the design work by an engineering firm or construction work by a contractor) for projects that may be completed in various phases, and which may include the value of anticipated contract amendments or change orders. For example, when approving a contract for 30% design of a new street, the resolution will include contract price approval for future phases of design work – 60%, 90%, 100% design, as well as construction management by the engineering firm up to the established “Original Contract Value.” This value would be clearly stated as the “Original Contract Value” in the resolution approved by City Council. This change will promote efficiency. Rather than having to approve all change orders or contract amendments as phases of a project occur, City Council may approve change orders or contract amendments up to a certain amount (i.e., the Original Contract Value) at one time. As written, Section 2.312(1)(c) will allow the City Manager to approve contract amendments and change orders that together have an aggregate value not exceeding 25% of the Original Contract Value, and that are budgeted-for in a budget or supplemental budget that has been approved by City Council (see part iii of Section 2.312(1)(c)).

**EXPECTED RESULTS:**

If City Council adopts Ordinance No. 891, the Legal Department will also present updated administrative rules to City Council on May 20, 2024, which will supplement the rules adopted by Ordinance No. 891. In addition, the Legal Department will prepare a manual to be used by City staff who engage in public contracting activities, to ensure that City staff are empowered to engage in public contracting activities in compliance with all applicable laws. Following the effective date of Ordinance No. 891, the Legal Department will also conduct a training regarding public contracting rules and laws with City staff who engage in public contracting activities.

**TIMELINE:**

- May 6, 2024: Public hearing and first reading of Ordinance No. 891.
- May 20, 2024: Second reading of Ordinance No. 891, and first reading of the proposed administrative rules.
- July 1, 2024: Effective date of Ordinance No. 891 and related administrative rules.

**CURRENT YEAR BUDGET IMPACTS:**

N/A

**COMMUNITY INVOLVEMENT PROCESS:**

A public hearing on Ordinance No. 891 was held on May 6, 2024.

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

Ordinance no. 891 will improve and clarify the City's public contracting rules, which will reduce our risk related to public contracting activities, and aid staff who must abide by our City public contracting rules.

**ALTERNATIVES:**

Do not repeal and replace Wilsonville Code Sections 2.310-2.319, which will result in Wilsonville's public contracting rules being inconsistent with state public contracting rules that were effective as of January 1, 2024, and ambiguities and points of confusion persisting.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Ordinance No. 891
  - A. Exhibit A
2. Proposed City Public Contracting Code (Redline of changes after March 18, 2024 work session)

**ORDINANCE NO. 891**

**AN ORDINANCE OF THE CITY OF WILSONVILLE REPEALING AND REPLACING WILSONVILLE CODE SECTIONS 2.310-2.319 REGARDING PUBLIC CONTRACTS.**

WHEREAS, Wilsonville Code Sections 2.310 through 2.319 contain rules regarding public contracting activity; and

WHEREAS, City Council has determined that these portions of City Code should be updated and revised; and;

WHEREAS, City Council desires to have public contracting rules that are consistent with state public contracting rules, that are clear and internally coherent, and that provide appropriate safeguards for the City’s use of public funds.

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

Section 1. Findings. The above-stated recitals and the staff report accompanying this Ordinance are incorporated as the City Council’s findings to support the consideration and adoption of this Ordinance.

Section 2. The City Council hereby repeals Wilsonville Code Sections 2.310 through 2.319 regarding public contracts, and adopts the code provisions attached hereto and incorporated by reference as **Exhibit A**.

Section 3. Effective Date. This Ordinance shall be declared to be in full force and effect thirty (30) days from the date of final passage and approval.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 6th day of May, 2024, and scheduled the second reading on the 20<sup>th</sup> day of May, 2024 commencing at the hour of 7:00 p.m. at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon.

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Kimberly Veliz, City Recorder

ENACTED by the City Council on the 20<sup>th</sup> day of May, 2024, by the following votes:

Yes: \_\_\_\_\_ No: \_\_\_\_\_

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

DATED and signed by the Mayor this 20<sup>th</sup> day of May 2024.

\_\_\_\_\_  
JULIE FITZGERALD MAYOR

SUMMARY OF VOTES:

- Mayor Fitzgerald
- Council President Akervall
- Councilor Linville
- Councilor Berry
- Councilor Dunwell

EXHIBIT:

- A. Wilsonville Code Sections 2.308 through 2.312

## Exhibit A to Ordinance No. 891

### 2.308. Short Title

WC 2.308 through 2.312 may be cited as the City of Wilsonville's "City Public Contracting Code."

### 2.309. Definitions

- (1) "City" or "Wilsonville" means the City of Wilsonville, Oregon.
- (2) "City Council" means the Council of the City of Wilsonville, Oregon.
- (3) "City Manager" means the City of Wilsonville City Manager or designee.
- (4) "Model Rules" means the rules of procedure prepared and maintained by the Oregon Attorney General pursuant to ORS 279A.065, which are currently numbered Divisions 47 through 49 of Chapter 137 of the Oregon Administrative Rules, as may be amended or renumbered from time to time.
- (5) "Oregon Public Contracting Code" means Oregon Revised Statutes chapters 279A, 279B, and 279C. Unless specifically defined below, terms used in the City of Wilsonville's Public Contracting Code shall have the meaning set forth in the Oregon Public Contracting Code.
- (6) "Original Contract Value" means the aggregate project value specifically approved by City Council, or the face value of a contract if no such value is specifically approved by City Council.

### 2.310. Local Contract Review Board.

- (1) Designation. The Wilsonville City Council is designated as the Local Contract Review Board under the Oregon Public Contracting Code.
- (2) Authority.
  - a. In its capacity as the Local Contract Review Board, the Wilsonville City Council shall have all the powers and authority granted under the Oregon Public Contracting Code, including, but not limited to the power to:
    - i. Require any notice publication beyond what is required under the Oregon Public Procurement Code or Model Rules;
    - ii. Require pre-qualification for persons desiring to bid for public improvement contracts;
    - iii. Grant exemptions from the bid security and performance bond required on contracts for public improvements; or
    - iv. Make alternate arrangements for retainage pursuant to the Oregon Public Contracting Code.
  - b. In its capacity as the Local Contract Review Board, the Wilsonville City Council, from time to time, may delegate its powers and responsibilities consistent with the Oregon Public Contracting Code, the Model Rules, or the Wilsonville Code.
- (3) Rules of Procedure. In its capacity as the Local Contract Review Board, the Wilsonville City Council is authorized to adopt rules necessary to carry out the City of Wilsonville's Public Contracting Code.
  - a. WC 2.003 will govern proceedings of the Local Contract Review Board, *except that*: (i) the Mayor will serve as the chair of the Local Contract Review Board, and (ii) the chair of the Local Contract Review Board will preside over meetings of the Local Contract Review Board, and in the absence of the chair, the line of succession will be the same as the line of succession that applies to City Council.

- b. A violation of the rules of procedure in WC 2.003 may not be considered a basis for challenging the validity of any decision by the Local Contract Review Board.
- c. Routine business of the Local Contract Review Board may be conducted on the consent agenda of a regularly schedule City Council Meeting.

### 2.311. Application of State Law.

- (1) The City's Procurement Activities must be conducted in accordance with the rules of procedure set forth in the Oregon Public Contracting Code, Model Rules, the City of Wilsonville's Public Contracting Code, and all City policies and rules.
- (2) In the event of a conflict between any provision of the Model Rules and the City of Wilsonville's Public Contracting Code, the provisions of the City of Wilsonville's Public Contracting Code shall control.

### 2.312. Administrative Authority.

- (1) City Manager. The City Manager is authorized to engage in the following Procurement activity without City Council's prior approval:
  - a. Approve any Public Contracting activity, including change orders or contract amendments, notwithstanding Section 2.312(1)(c), so long as: (i) the aggregate value (i.e., the face value of a contract plus the value of any proposed change orders or contract amendments) does not exceed \$250,000; and, (ii) the expenditure is within a budget that has been approved by City Council;
  - b. Approve any Procurement activity that is not a Public Contract so long as: (i) the aggregate consideration to be paid by any party under the contract or agreement does not exceed \$100,000; and (ii) any expenditure to be incurred by the City is within a budget that has been approved by City Council;
  - c. Execute one or more change order or contract amendment that: (i) is reasonably related to the scope of work under the original contract, (ii) together have an aggregate value not exceeding 25 percent of the Original Contract Value, and (iii) the related expenditure is within the project budget that has been approved by City Council;
  - d. Extend or renew a contract so long as the total contract value, after the renewal term, does not exceed the amount stated in Sections 2.312(1)(a) or 2.312(1)(b), or, if amended, the amount stated in Section 2.312(1)(c), so long as the related expenditure is within the project budget that has been approved by City Council;
  - e. Adopt forms, procedures, and administrative policies applicable to City Procurement or Public Contracting activities; or,
  - f. The City Manager may delegate the City Manager's powers and responsibilities consistent with the Oregon Public Contracting Code, the Model Rules, or the Wilsonville Code.
- (2) Architectural, Engineering, Photogrammetric Mapping, Transportation Planning, and Land Surveying Services. Procurement of architectural, engineering, photogrammetric mapping, transportation planning, and land surveying services, and/or related services requires the following approval:
  - a. A contract with a value of less than or equal to \$150,000 requires the prior approval of the Community Development Director, and
  - b. A contract with a value of between \$150,000.01 and \$250,000 requires the prior approval of the City Manager.



## Attachment 2 to Staff Report

### Proposed Amended and Restated City Public Contracting Code (Redline)

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- (5) -“Oregon Public Contracting Code” means Oregon Revised Statutes chapters 279A, 279B, and 279C. Unless specifically defined below, terms used in the City of Wilsonville’s Public Contracting Code shall have the meaning set forth in the Oregon Public Contracting Code.
- ~~(4)(6)~~ “Original Contract Value” means the aggregate project value specifically approved by City Council, or the face value of a contract if no such value is specifically approved by City Council.
- ~~(5)(1)~~ “Model Rules” means the rules of procedure prepared and maintained by the Oregon Attorney General pursuant to ORS 279A.065, which are currently numbered Divisions 47 through 49 of Chapter 137 of the Oregon Administrative Rules, as may be amended or renumbered from time to time.

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  - b. Approve any Procurement activity that is not a Public Contract so long as: ~~(i)~~ the aggregate consideration to be paid by any party under the contract or agreement does not exceed \$100,000; and (ii) any expenditure to be incurred by the City is within a budget that has been approved by City Council~~an approved budget;~~
  - c. Execute one or more change order or contract amendment that: (i) ~~are~~ is reasonably related to the scope of work under the original contract, (ii) together have an aggregate value not exceeding 25 percent of the ~~original contract value~~ Original Contract Value, and (iii) ~~is the related expenditure is~~ within the project budget that has been approved by City Council~~the approved project budget;~~
  - d. Extend or renew a contract so long as the total contract value, after the renewal term, does not exceed the amount stated in Sections 2.312(1)(a) or 2.312(1)(b), or, if amended, the amount stated in Section 2.312(1)(c), so long as the related expenditure is within the project budget that has been approved by City Council;
  - e. Adopt forms, procedures, and administrative policies applicable to City Procurement or Public Contracting activities; or,
  - f. The City Manager may delegate the City Manager's powers and responsibilities consistent with the Oregon Public Contracting Code, the Model Rules, or the Wilsonville Code.

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- (2) Architectural, Engineering, Photogrammetric Mapping, Transportation Planning, and Land Surveying Services. Procurement of architectural, engineering, photogrammetric mapping, transportation planning, and land surveying services, and/or related services requires the following approval:
- a. A contract with a value of less than or equal to \$150,000 requires the prior approval of the Community Development Director, and
  - b. A contract with a value of between \$150,000.01 and \$250,000 requires the prior approval of the City Manager.



2024

## 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 the public health, high quality of life, and well-being of the people of 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, field workers 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, stormwater 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 2024 marks the 64<sup>th</sup> annual National Public Works Week sponsored by the American Public Works Association; and

WHEREAS, this year’s theme is “**Advancing Quality of Life For All**”

NOW, THEREFORE, I, Julie Fitzgerald, Mayor of the City of Wilsonville, in the State of Oregon do hereby designate the week May 19–25, 2024 to be

### 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 national health, safety, and advancing quality of life.

Signed this 20<sup>th</sup> of May, 2024

Mayor Julie Fitzgerald

WILSONVILLE  
CITY COUNCIL  
GOALS 2023-2025  
WORK PLAN



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*DRAFT - MAY 2024*

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# Goal: Improve the City’s Emergency Preparedness and Public Safety

*Strategy 1. Develop an Infrastructure resilience plan and reprioritize/fund recommended projects.*

**Project Lead:** *Nacrelli/ Barrett/ Pepper*

**Project Timeline:**

*Q3 2023 – Q2 2025*

**Previous Updates:**

August 2023: Wastewater Master Plan is tentatively scheduled for September 18 City Council Work Session. The consultant is finishing additional seismic investigation at the treatment plant facilities that will be incorporated into the final Master Plan and Capital projects list.

Public Works Standards Update and Water Master plan have not started.

October 2023: Wastewater Treatment Plant (WWTP) Master Plan:

- The hydraulic modeling and subsurface geotechnical investigation for the WWTP Master Plan have been completed. The final updates to the document are underway.
- City Council Pubic Hearings are tentatively scheduled for January 4, 2024 (first reading) and January 18, 2024 (second reading).

Water Master Plan:

Staff is drafting a Request for Proposals and plans to select a consultant in early 2024.

Public Works Standards Update:

Public Works Standards Update overall planning is complete with review of standards beginning in October. Targeted section review will occur over the next 12 months with tentative completion in July 2024.

January 2024: Wastewater Treatment Plant (WWTP) Master Plan:

The plan was presented at a Planning Commission public hearing on December 13, resulting in a unanimous recommendation for adoption by City Council. The City Council adopted the plan on first reading (January 4) and second reading (January 18).

Water Master Plan:

No update.

Public Works Standards Update:

Targeted section review is working through administrative and street sections. Remaining section review will occur over the next 6 months with tentative completion in July 2024.



**Quarterly Update: In Progress**

*Wastewater Treatment Plant (WWTP) Master Plan: This project is complete.*

*Water Master Plan: No update.*

Public Works Standards Up: Review of the water system section is nearly complete. Remaining section review will occur over the next six (6) months with tentative completion in July 2024.

***Strategy 2. Expand support for individual emergency preparedness through increased outreach and the exploration of new technologies to engage and connect people in emergencies.***

**Project Lead:** Kerber/ Evans

**Project Timeline:**

Q3 2023

**Previous Updates:**

August 2023: Included articles in the Boones Ferry Messenger and posted information on <https://www.ci.wilsonville.or.us/ready> with the following topics:

- April – Home Preparedness
- May – Extreme Heat/Wildfire
- June – Preparing Your Pets

Started developing plans for a city-wide Emergency Preparedness Fair to be held on Saturday, October 28, 2023 between 10 am and noon at the Boozier-Stein Barn.

October 2023: Included articles in the Boones Ferry Messenger and posted information on <https://www.ci.wilsonville.or.us/ready> with the following topics:

- July – Storing Emergency Water: an Essential Preparation Goal
- August – A Few Extra Precautions Can Prepare Older Adults for Emergency
- September – Prepared Fair: How to Get Your Home Ready!

Finalized plans and invited partners (Clackamas County, PGE, TVF&R, Police, Greg & Rachel Leo for a city-wide Emergency Preparedness Fair to be held on Saturday, October 25, 2023 at the Stein-Boozier Barn.

January 2024: Included articles in the Boones Ferry Messenger and posted information on <https://www.ci.wilsonville.or.us/ready> with the following topics:

- October – Earthquake Safety: Be Prepared Before the Ground Starts Trembling
- November – Don’t Get Left Out in the Cold: Gear Up Your Vehicle Now for Severe Weather This Winter
- December – Communications Count – Keep Your Family Connected in an Emergency

Hosted the City's second annual Emergency Preparedness Fair on Saturday, October 25, 2023 between 10 am and noon at the Boozier-Stein Barn. Over 120 attendees participated in the event to gather information and learn how to better be individually prepared for disasters.

Started updating the Workplace Safety & Emergency Response – Employee Guide which provides quickly accessible information on actions to take when encountering hazardous materials, fire, earthquake, threatening behavior, suspicious mail, and building evacuations.

**Quarterly Update: In Progress**

*Included articles in the Boones Ferry Messenger and posted information on <https://www.ci.wilsonville.or.us/ready> with the following topics:*

- *January/February – Caring Through Crisis: Emergency Readiness for Caregivers*
- *March – Companions in Crises: Before an Emergency, Have a Plan to Care for Your Pets*

*Continued updating the Workplace Safety & Emergency Response – Employee Guide which provides quickly accessible information on actions to take when encountering hazardous materials, fire, earthquake, threatening behavior, suspicious mail, and building evacuations.*

***Strategy 3. Conduct short term planning for a Police Facility***

**Project Lead:** Kerber, Troha

**Project Timeline:**

Q1 – 2024

**Previous Updates:**

August 2023: Discussed with DAO Architecture, LLC potential interim modifications to the Public Works/Police Offices (PWPO) to allow for more efficient and secure operations for the Police division once Public Works staff has vacated the building.

October 2023: Architect developed 30% plans for interim modifications to the Public Works/Police Offices (PWPO) which staff reviewed and submitted comments.

January 2024: Completed 90% plans for interim modifications to the Public Works/Police Offices (PWPO). Started preparation of construction bid documents for project.

**Quarterly Update: In Progress**

*Implementation of Police Department Building interim renovations :*

- *January - Completed construction bid documents*
- *February - Advertised the Request for Bids*
- *March – Seven (7) bids were received and lowest responsive bid was submitted by Woodburn Construction CM/GC, LLC*

***Strategy 4. Complete a police department staffing study***

**Project Lead:** *Wurpes/ Troha*

**Project Timeline:**

*Q2 - 2024*

**Previous Updates:**

August 2023: The future staffing projections will be included in the Community Services Block Master Plan. In discussions with consultant regarding any additional staffing analysis, other than what will be included in the Master Plan, needs to be conducted.

October 2023: The consultant for the police portion of the Community Services Block Master Plan is analyzing future police staffing needs. The staffing projections will be included in the Community Services Block Master Plan.

**Quarterly Update: COMPLETE**

*Completed as a part of the Community Services Block Master Plan process.*

**Goal: Protect and Preserve Wilsonville’s Environment**

***Strategy 5. Develop a climate inventory and gap analysis of city practices and operations***

**Project Lead:** *Rappold*

**Project Timeline:**

*Q3 - 2024*

**Previous Updates:**

August 2023: Clackamas County needs to finalize their plan before starting the City's Climate Action Plan. The plan is budgeted for FY 23-24.

October 2023: The draft Clackamas County Climate Action Plan was available for public review and comment but the plan has not been finalized. The Natural Resources Manager has started the process of developing a scope for the project, which will lead to selecting a consultant for the City's Climate Action Plan.

January 2024: The Natural Resources Manager is finalizing a scope for the project and anticipates selecting a consultant for the City's Climate Action Plan in spring 2024.

**Quarterly Update: In Progress**

*The draft Clackamas County Climate Action Plan has been finalized but the plan has not been adopted. Council to consider the creation of a local plan that represents Wilsonville’s interests. The Natural Resources Manager has solicited proposals from consultants for the City's Climate Action Plan. Proposals are due May 3 and a consultant will be selected by May 10.*

***Strategy 6. Conduct a community education campaign to build awareness of climate friendly practices (See strategy 5.)***

## **Goal Attract high- quality Industry and Support Economic Opportunity for all in Wilsonville**

***Strategy 7. Develop a strike fund to pursue development opportunities for high value properties aligned with the City’s economic development goals***

**Project Lead:** Lorenzen

**Project Timeline:**  
Q3 - 2024

**Previous Updates:**

August 2023: The most likely source of funding to create a “strike fund” is urban renewal. As such, the urban renewal task force (URTF) is having a discussion around how this fits into the ongoing Town Center urban renewal feasibility study and a potential project list with a particular interest in the Fry’s site. The 2022 urban renewal strategic plan also recommended that property acquisition be added to the project list under the existing Coffee Creek urban renewal plan, but staff has not begun work on any amendment to that plan, as of this date.

October 2023: The urban renewal feasibility study continues and is expected to be finished before the end of calendar year 2023. We have included over \$20M in site acquisition and site preparation funds in the proposed project list—a strike fund. The Urban Renewal Task Force (URTF) is reviewing that project list and may make recommendations for modification at its meeting, scheduled for October

18, 2023. When the project list is approved by the URTF, it will be brought to Council for their approval in December 2023.

No work to amend the Coffee Creek urban renewal plan to include site acquisitions has begun as of this date. No other source of funding to capitalize a strike fund has been identified at this time.

January 2024: The project list that was included in the final draft of the Town Center Urban Renewal Feasibility Study, approved by both the Urban Renewal Task Force (URTF) and the City Council, contains a section called “Economic Development Programs & Projects.” This section contains three projects, two of which are related to the concept of a strike fund. The list shows a \$19 million allocation to “real estate activities” and an additional \$2.08 million for “site preparation.” These project categories, if included in an adopted urban renewal plan, would enable us to identify property, purchase, and dispose of such property for private development, as has been discussed with Council previously.

No update regarding Coffee Creek urban renewal plan.

**Quarterly Update: In Progress**

*No update. See Goal 8 below. If Measure 3-605 passes, a project list in a proposed urban renewal plan would include funding for the acquisition and disposition of property to be developed privately.*

***Strategy 8. Prioritize and implement recommendations of the Urban Renewal Strategic Plan***

**Project Lead:** Lorenzen

**Project Timeline:**

Q4 -2024

**Previous Update:**

August 2023: Staff has secured consulting services and begun a feasibility study for urban renewal in the Town Center Planning Area.

October 2023: Staff is working with the URTF and Consultants to complete the Town Center Urban Renewal Feasibility Study. It should be completed by 2023 calendar year end. Staff will bring advisory vote ballot language to Council in December 2023 and return in January for adoption of final ballot language to be included on the May 2024 election ballot. If Council directs after the advisory vote, the formal urban renewal plan and accompanying report would be completed and adopted before October 2024.

The Urban Renewal Strategic Plan (URST) calls for certain amendments to the Coffee Creek Urban Renewal Plan. As noted above, this work has not begun. The Plan also calls for the closure of the West Side Plan at the end of the 23-24 Fiscal Year. This plan closure is on track to occur on time.

January 2024: Staff worked with the URTF and Consultants to complete the Town Center Urban Renewal Feasibility Study. At their January 18 meeting, the City Council adopted final ballot language to be included on the May 2024 election ballot. If Council directs after the advisory vote, the formal urban renewal plan and accompanying report would be completed and adopted before October 2024.

The Urban Renewal Strategic Plan calls for certain amendments to the Coffee Creek Urban Renewal Plan. As noted above, this work has not begun. The Plan also calls for the closure of the West Side Plan at the end of the 23-24 Fiscal Year. This plan closure is on track to occur on time.

**Quarterly Update: In Progress**

*The question of Town Center Urban Renewal has been referred to the community for an advisory vote—Measure 3-605—at the May 21, 2024 election. If the measure passes, staff will work with a consulting team to bring forward a formal urban renewal plan and report for Council’s consideration and adoption. Any such plan would be based on the framework and assumptions made during the Town Center Urban Renewal Feasibility study (2023), guided by the Urban Renewal Task Force. Before adoption can occur, a draft plan must be circulated to impacted taxing districts during the 45-day “consult and confer” period required under ORS 457. Additional meetings and findings must be made with the urban renewal agency, planning commission, and the Clackamas County Commission must be briefed as well. If the measure passes, the goal would be to adopt the proposed urban renewal plan before the tax roll is certified in early October 2024.*

*Several communications methods are being employed in order to inform voters about the ballot measure and provide accurate information about the Town Center Plan, urban renewal mechanics, proposed projects, proposed boundary, forecasted impacts on taxing districts, etc.*

*[WilsonvilleTownCenter.com](http://WilsonvilleTownCenter.com) is a website created by staff, independent of the city’s normal website, which discusses the topics noted above, and more. Staff also contracted with a video production company to help create an informational video, which can be viewed at [bit.ly/tcur-video](http://bit.ly/tcur-video).*

*Communications staff are using social media to point voters to the website and video, and one mailer has already gone out to all 97070 households. We expect one more mailer will go out before election day.*

*No work has been initiated with regard to the amendment of the WIN program rules, or the Coffee Creek Plan.*

*Finance staff has taken the necessary steps to stop increment collections for the Westside Plan, per the Urban Renewal Strategic Plan.*

*The work related to Basalt Creek, discussed in the previous update, has begun. Staff expects it will continue through 2025 and to brief Council periodically throughout that period.*

## ***Strategy 9: Facilitate Connections between Industry and education partners***

**Project Lead:** Lorenzen

### **Project Timeline:**

*Q1 - 2024*

### **Previous Updates:**

August 2023: Staff regularly makes referrals between area employers and education partners (West Linn - Wilsonville School District, Oregon Institute of Technology, and Clackamas Community College). Staff turnover within both businesses and education organizations remains an ongoing challenge to creating lasting relationships and partnerships.

Staff is participating on a new initiative called “Next Gen Sector Partnership,” which is being led by the Clackamas Workforce Partnership and Worksystems (Washington and Multnomah counties). Next Generation Sector Partnerships are industry-driven. They are partnerships of businesses in a shared labor market region, who work with education, workforce development, economic development and community organizations to address the workforce and other competitiveness needs of industry. Several Wilsonville employers have expressed interest in participation. This initiative is just getting started.

October 2023: The NextGen Partnership described in the most recent goal update is in the process of formation. Several Wilsonville manufacturers are involved.

Economic Development Manager, Matt Lorenzen (EDM) and Government Affairs Director, Mark Ottenad, recently met with representatives from Oregon Institute of Technology (OIT). OIT wishes to partner more closely with local industry and City staff will assist to broker those relationships.

EDM has also forged a relationship with the West Linn Wilsonville School District’s (WLWV) Career and Technical Education (CTE) Program Coordinator. WLWV is applying for a grant to bolster the district’s manufacturing and construction CTE programs and has requested letters of support from the City and willing employers in these two sectors. Staff will provide and facilitate for both.

January 2024: Staff has recently promoted the CTE Programs of the West Linn Wilsonville School District in outbound communications to Wilsonville businesses. The District desires to partner with local businesses and employees for classroom visits, on-site tours, job shadows, and internships.

### **Quarterly Update: In Progress**

*Wilsonville High School is starting to plan for potential new Career and Technical Education (CTE) programs. They are very interested in exploring manufacturing or automotive. Both of those programs require large investments. At the request of district CTE staff, City economic development staff has provided information, company names, and full-time employee (FTE) counts for manufacturing and automotive industries in Wilsonville. We have offered to make introductions and facilitate conversation as appropriate.*

*Staff also recently met with Oregon Tech (OIT) for an information-sharing meeting. Staff has encouraged OIT to connect with Clackamas Community College and West Linn Wilsonville School district in order to build a seamless workforce development pipeline that begins at K12 and continues through Higher Education. The city's ability to influence and catalyze this partnership and cooperation is limited, but we are planting seeds. Ideally any such program would be well-aligned with local/regional industry labor needs and industry clusters.*

***Strategy 10: Convene a childcare partner consortium to understand the barriers, challenges and opportunities for increasing childcare opportunities in Wilsonville. Consider the City's role and potential actions for supporting the outcomes.***

**Project Lead:** Lorenzen

**Project Timeline:**

Q2 - 2024

**Previous Updates:**

August 2023: Staff has compiled a list of area childcare providers and made contact with most. There appears to be considerable interest in this consortium concept. We anticipate an inaugural meeting before the end of Q3 2023. Once convened, the members of the group will dictate meeting frequency and discussion topics/agenda items. Staff will report out to Council, if/when actionable ideas have been identified.

October 2023: As anticipated, the inaugural meeting of the Childcare Provider Consortium took place in September 2023, with a second meeting in October. The group is focusing in on near-term and long-term goals at both the local and state levels. The group is energized and excited to see Wilsonville lead the way on this front. Council President Kristin Akervall and Representative Courtney Neron have attended both meetings, and attendees have really appreciated the presence and engagement from policymakers.

January 2024: The Childcare Consortium met twice in Q4 2023, but took a hiatus for the holidays. They will meet again in late January or early February. The group has taken a particular interest in organizing providers and doing policy lobby work in Salem. To that end, staff has connected Greg and Rachel Leo with the Clackamas Childcare Coalition, and the Leo Company will also attend our next meeting of the Consortium. Council President Akervall and Representative Neron remain engaged, which the Consortium appreciates greatly.

**Quarterly Update: In Progress**

*While workload related to the proposed urban renewal plan in Town Center has been heavy and precluded the dedication of significant time to the Childcare Consortium work, we can report that the City (staff and Consortium) was engaged during the 2024 legislative short session and helped support*



several childcare-related bills with the help of Government Affairs staff, and the City's lobby team, the Leo Company. One meeting of the Consortium was held in Q1 2024, and the next meeting will be May 1. Tri-weekly meetings have been scheduled through the balance of the summer in order to bring focus and regularity to the work of this new City workgroup. Staff has also been active on a Clackamas County work group, the Child Care Coalition of Clackamas County, that is striving to build a legislative concept that could be introduced as a bill in the 2025 regular session.

## Goal: Increase Housing Opportunities for all and Reach Functional Zero Homelessness

### *Strategy 11. Prioritize and implement the equitable housing strategic plan*

**Project Lead:** Rybold

**Project Timeline:**  
2023-2025

**Previous Updates:**

August 2023: The City continues work on Equitable Housing Strategic Plan Action 1A, working with the selected developer, Palindrome, to finalize land use application materials for the proposed 121-unit mixed use affordable housing project at the Wilsonville Transit Center. Work also began on the Housing Our Future project; a two-year analysis of Wilsonville's housing capacity and need followed by development of strategies to meet these needs. In the last few months, the project team completed Phase 1 of the project including the Buildable Lands Inventory, outreach plan, and preliminary Housing Needs and Capacity Analysis. The project team also developed a Community Engagement Plan, which details anticipated public involvement in the development and review of housing strategies.

October 2023: The City continues work on Equitable Housing Strategic Plan Action 1A, reviewing land use application materials for the proposed 121-unit mixed use affordable housing project at the Wilsonville Transit Center in preparation for a public hearing before the Development Review Board. In September, this project received Concept Endorsement for \$8 million in Metro housing bond funding from Clackamas County. Work also continued on the Housing Our Future project. In the last few months, the project team gathered community input on housing needs and strategies at the Party in the Park event and posted a project survey on Let's Talk, Wilsonville! The project team held a work session with City Council to introduce the project and share the planned community engagement approach.

January 2024: The City continues work on Equitable Housing Strategic Plan Action 1A, reviewing land use application materials for the proposed 121-unit mixed use affordable housing project at the Wilsonville Transit Center and providing assistance to Palindrome as the team prepared project

funding applications. Work also continued on the Housing Our Future project. In the last few months, the project team prepared for and held a public meeting focused on the causes and consequences of rent burden, with the goal of identifying potential solutions for consideration in the project's Housing Production Strategy. The project team also worked on getting contracts and detailed work plans in place for the third and final phase of the project.

**Quarterly Update: In Progress**

*In January, the Development Review Board approved the land use application for the 121-unit mixed use affordable housing project at the Wilsonville Transit Center, setting the stage for construction permits to be issued this summer. The Housing Our Future project team held work sessions with Planning Commission and City Council to provide an update on the project and select representatives to the project's Task Force, which will provide input on new housing strategies the City can pursue in the future. The City also posted a short survey on Let's Talk, Wilsonville! to gather the community's stories about how high housing costs impact quality of life. These stories will provide additional context to the City's housing needs identified in the project's technical analysis.*

***Strategy 12. Train City Staff and work with partners to better serve the houseless population through the creation of an internal task force***

**Project Lead:** Troha

**Project Timeline:**  
2023 - 2025

**Previous Updates:**

August 2023: City staff met with County personnel in June 2023 to continue to dialogue coordination between City and County regarding County services provided to unhoused individuals. County provided Coordinated Housing Access (CHA) certification training to Leigh Crosby of Wilsonville Community Sharing (WCS) on June 20, 2023. City staff created business cards and other informational material for the public, unhoused individuals, and employees ahead of the July 1, 2023 effective date of the new camping regulations. The Human Resources department is taking the lead in hiring a consultant to provide training to staff on approaches and skills necessary when interacting with unhoused individuals. Expected training to occur in early September 2023.

*October 2023: This training was conducted in the fall for frontline employees.*

**Quarterly Update: COMPLETE**

***Strategy 13. Adopt ordinances to bring the city into compliance with state and circuit court rules***

**Project Refinement Notes:**

*N/A*

**Project Lead:** *Guile- Hinman*

**Project Timeline:**

*Q3 - 2023*

**Previous Updates:**

*August 2023: Project completed on May 15, 2023, with new regulations effective July 1, 2023.*

**Quarterly Update: COMPLETE**

**Goal: Expand Wilsonville’s Park and Facilities to Align with Community Growth and Needs**

***Strategy 14. Review and prioritize park and facility projects and recommend a funding plan and timeline***

**Project Lead:** *Cosgrove*

**Project Timeline:**

*Q3 - 2024*

**Previous Update:**

*August 2023: This project has not started.*

**Quarterly Update: Not Started**

## ***Strategy 15. Complete the Community Service Block Master Plan***

**Project Lead:** Kerber

**Project Timeline:**

Q2 -2024

**Previous Updates:**

August 2023: Participants for this project includes police, parks and recreation, city administration, planning, transit, information systems, and public works.

- February - solicited proposals for architectural, engineering and related services for the Community Service Block Master Plan (CSB MP) project
- March/April - received proposals from seven architectural firms, short-listed and interviewed three firms and selected one firm – FFA Architecture and Interiors, Inc. to provide services for this project.
- May – Council approved contract with FFA
- June – held project kick-off meeting followed by an existing facilities assessment

October 2023: Internal stakeholders for this project includes staff from police, parks and recreation, city administration, planning, transit, information systems, and public works departments. The following activities occurred on this project:

- July - Internal stakeholder participated in a Visioning workshop and a Sustainability/Resilience workshop. Additionally stakeholders completed Programming questionnaires about typically work day activities, future growth, challenges/obstacles, space, equipment or special needs, and security. Next interviews were held to clarify and expand information related to Police and Parks & Rec program and development code needs.
- August - Once the Programming data was analyzed, the results were presented to the team for review and revisions. Stakeholders along with City Council members tours three law enforcement facilities and three Parks and Recreation facilities to see other agencies facilities and collect information on what participants ‘liked’ and ‘didn’t like’ about the facilities toured.
- September - The Community Service Block area the site was land surveyed to provide comprehensive topographic information for the project.

January 2024: The following activities occurred on this project:

- October – Presented to City Council which included: a review of the sustainability themes, visioning goals developed by the internal stakeholders; highlighting findings from tours of the existing City facilities and other agency facilities; and discussing programming results for the Police Department and Community Center.
- November – Presented project information to Parks and Recreation Advisory Board and Arts, Cultural and Heritage Council. Completed Gap Analysis comparing proposed elements for the facilities with other comparable agencies to ensure the project sizing is in line with similar facilities.
- December - Held a Site Layout Workshop with internal stakeholders to review and discuss three options for placement of the various elements of the Community Center and Police facility on the project site - Option 1: Protect the Perimeter Trees, Option

2: Maximize the Parking, and Option 3: Front the Street with Buildings. Consultant will use the feedback from the workshop to refine site layout options. Participated in a pre-application meeting with the Community Development Department to clarify requirements for development of this project on this site.

**Quarterly Update: In Progress**

*Internal stakeholders for this project include staff from the police, parks and recreation, city administration, planning, transit, information systems, and public works departments. The following activities occurred on this project:*

- *February – Internal stakeholders participated in a Building Character Workshop that explored inspiration for lines, textures, materials, lighting and feel of the proposed building and site. The team developed a Consolidated Goal Statement that reads: “The project should be welcoming and inviting, achieved through a mixture of materials and softened textures, transparency and views into and out of the public and shared spaces, and gentle curves and angles. The project should be forward looking, achieved through the use of quality and refined finishes. The project should exhibit clear connectivity between indoor and outdoor spaces, support a variety of gathering, and be integrated within its landscape. The project should reflect the character of the City of Wilsonville and the Pacific Northwest.”*
- *March – Held Departmental Workshops to review the proposed site layout, respective (Police/Council Chambers and Community Center) building layouts and the interconnection between the buildings. This feedback is to help in the development of three options for the Community Service Block project.*

***Strategy 16. Review and update park project prioritization through the Parks and Recreation Board***

**Project Lead:** Ammerman

**Project Timeline:**

Q1 - 2024

**Previous Updates:**

August 2023: This project has not started.

January 2024: At their January 11 meeting the Parks and Recreation Advisory Board reviewed and updated the park project priorities and voted unanimously to recommend to Council the list of 13 priority projects from the 2020 Park Bond Task Force Summary Report. Those projects are as follows:

1. Memorial Park Ballfield/Bathroom/Concessions
2. Memorial Park Maintenance Facility Upgrades
3. Community Center Improvements
4. Neighborhood Park Improvements
5. Community Scale Skate Park – Town Center

6. Memorial Park Courts
7. Charbonneau Multi-use Path Repair/Replacement
8. Memorial Park River Access
9. Boones Ferry Park Central
10. Boones Ferry Park River Access
11. Memorial Park East
12. Boones Ferry Park East
13. Memorial Park Fields

**Quarterly Update: COMPLETE**

## Goal: Enhance Communications and Engagement to Build a More Connected Community

*Strategy 17. Increase capacity to support communications and engagement through tools including marketing, social media, bilingual outreach, youth outreach/ partnerships, and others*

**Project Lead:** *Evans*

**Project Timeline:**

*Q3 – 2024*

**Previous Updates:**

August 2023: With City Manager’s Office, developed a job description for a coordinator-level position that would take on responsibility to increase social engagement, improve communications with Spanish-speakers, and develop multi-media content. The position was funded in the FY 2023-24 budget and the City is accepting applications for the position until August 6.

October 2023: Hired and welcomed the City’s first Marketing and Communications Coordinator in September. Notably, the extra communications and marketing capacity allowed Administration to create a video celebrating Villebois’ new StoryWalk, increase the volume of social media posts, develop bilingual office signage, and begin work to identify best practices for Spanish-language outreach.

January 2024: The City increased volume of social posts that recognize historically marginalized communities, tying production of that content directly to the cultural calendar. We’ve also begun to identify pages on the website to be translated into Spanish, and are looking into a Spanish-language Facebook page. Conversations are being scheduled among staff and DEI committee members to improve Spanish-language outreach. More video content (tree lighting, toy drive) produced to recognize City programs.

**Quarterly Update: In Progress**

*The City increased volume of social posts that recognize historically marginalized communities, tying production of that content directly to the cultural calendar. We've also begun to identify pages on the website to be translated into Spanish, and are looking into a Spanish-language Facebook page. Conversations are being scheduled among staff and DEI committee members to improve Spanish-language outreach. More video content (tree lighting, toy drive) produced to recognize City programs.*

***Strategy 18. Connect the community (residents and businesses) with emergency response resources and educational materials to improve individuals' response planning.***

**Project Lead:** *Evans*

**Project Timeline:**  
*Q3 – 2024*

**Previous Updates:**

August 2023:

- With Public Work (PW) s, scheduled the second annual Emergency Preparedness Fair for Sat., Oct. 28.
- Continued monthly distribution of “Wilsonville Ready” content via the Boones Ferry Messenger.

Planning underway (with PW and consultants) for content and promotion of Preparedness Fair.

October 2023: Most critically, communication included the completion of September’s annual Boones Ferry Messenger (BFM) dedicated to Emergency Preparedness. Additionally, monthly BFM content was archived to the Wilsonville Ready website, and staff developed social media content and fliers to raise awareness for the well-attended Emergency Preparedness Fair in late October.

January 2024: Continued monthly distribution of “Wilsonville Ready” content, which is communicated via the Boones Ferry Messenger, e-newsletter and online at wilsonvilleready.com.

**Quarterly Update: In Progress**

*Continued monthly distribution of “Wilsonville Ready” content, which is communicated via the Boones Ferry Messenger, e-newsletter and online at wilsonvilleready.com.*

## From The Director's Office

Greetings,

Providing quality customer service is the foundation of our operation in the Community Development Department. Our team strives every day to provide positive responsive experiences for our customers, moving projects forward in a timely manner and assisting clients in meeting their construction needs. We are accessible, available and responsive to the needs of our customers. So, when Daniel Pauly, Senior Planner was asked to represent the City at the April 11 Washington County Spring Development Forum, which creates opportunities for building and development industry customers to learn more about development-related services, initiatives, and processing timelines, I was quite pleased.



Attendees included staff from other Washington County jurisdictions, consultants and developers, primarily focused on residential construction. Based on the Washington County focus of this annual event, Mr. Pauly offered his initial comments on the City's various industrial areas in Washington County including recent development in the Coffee Creek industrial area, recent updates to the Coffee Creek development standards, and current efforts to make the Basalt Creek industrial area development-ready.

Mr. Pauly also shared a number of citywide updates that would be of particular interest to residential developers. These updates included highlights of recent development in Frog Pond West, including the use of middle housing land divisions, status of Frog Pond East and South code development and finance planning, recent adoption of the Stormwater Master Plan, and the success and efficiency of the City's online permitting system.

By learning from others, and sharing the tools that make us successful, we can continuously learn and improve our services to the community at large.

Respectfully submitted,

Chris Neamtzu, AICP

Community Development Director



## Building Division

### Decoding the Process: Understanding the Development of Building Codes

This article explores the intricate and vital world of building code development. Understanding the processes behind building codes is crucial, as they serve as the foundation for ensuring safety, sustainability, and functionality in construction.

- **Introduction to Building Codes:** Building codes are a set of regulations that stipulate standards for construction, ensuring the safety and welfare of building occupants and the public. They cover various aspects, including design, construction, maintenance, and occupancy of buildings.
- **Code Development Organizations:** Multiple organizations contribute to the development of building codes. Bodies such as the International Code Council (ICC), National Fire Protection Association (NFPA), and local government agencies work collaboratively to create and update these codes.
- **Research and Input:** Code development involves extensive research and input from industry professionals, including architects, engineers, contractors, and building officials. They provide expertise, insights, and experiences that shape the content of the codes.
- **Code Creation Process:** This process typically begins with proposed changes or additions to existing codes. These suggestions are thoroughly reviewed, debated, and may go through multiple hearings or committees for validation.
- **Public Participation:** Public participation is a fundamental aspect of code development. Stakeholders, along with the general public, are given opportunities to voice their opinions and provide feedback during the code development cycle.
- **Adoption and Implementation:** Once codes are developed and reviewed, they undergo adoption by local, state, or national governing bodies. Adoption involves formal approval and integration of the codes into legal requirements for construction projects.
- **Continuous Updates:** Building codes are not static. They undergo regular updates to adapt to new technologies, research findings, and changing societal needs. This continuous improvement ensures that codes remain relevant and effective.
- **Importance of Compliance:** Compliance with building codes is essential. It guarantees that construction projects are safe, durable, and meet the established standards for structural integrity, fire safety, and more.
- **Global Harmonization:** There are efforts to align codes internationally to create a more cohesive global standard. This harmonization fosters consistency in safety and construction practices worldwide.
- **Future Trends:** The future of building codes is evolving towards more sustainable and resilient practices. Expect codes to increasingly focus on environmental impact, energy efficiency, and disaster resilience.

Building codes form the backbone of safe and functional construction. Understanding the complexity of their development and staying abreast of evolving codes is crucial for all construction professionals. As the landscape of construction evolves, codes will continue to adapt to meet new challenges and advancements.



## Economic Development Division

### Learning From Peer Communities – Food Carts, Adaptive Reuse

Staff met with one of the owners of the Willamette Garage Food Carts, Mary Brennock, and the Community Development Director for the City of Milwaukie, Joseph Briglio (separate meetings).

Willamette Garage opened in West Linn nearly two years ago. It is an entirely private-sector-driven project on West Linn's "Main Street"—Willamette Falls Drive—at the site of a former gas and automobile service station. The project has exceeded the owners' financial forecasts and has been a real boon to the community, as a gathering place for families and an active use in downtown West Linn. Many residents desire a similar establishment in Wilsonville. Ms. Brennock and her partners took on the project without prior experience, seeing the need and opportunity.

While she described the City of West Linn as generally supportive of the project, she also noted that the City role was merely that of regulator. The City did not do anything special to spur or incentivize the project. It was a "right place, right time" situation.

The City of Milwaukie recently sold off its historic City Hall property to Henry Point Development, who will lease to pFriem Family Brewers and Keeper Coffee for an anchor establishment in downtown Milwaukie. As owner of the property, the City of Milwaukie was able to shape the project and require the developer to complete a project that was well-aligned with the community's vision and the legacy of the iconic building. The sale of the property to Henry Point was conditioned up on these requirements—such as the community use of the surrounding grounds, and the preservation of the building's historical façade.

Key takeaways:

- Wilsonville is ready for its own food cart establishment, but the lacking element may not be government facilitation of that outcome. Rather, an ambitious business-person and a suitable site may be all that is lacking. Still, staff will continue to work on identifying either or both a capable operator and a suitable site in order to meet the demand for this community/commercial amenity.
- When local government owns property, the community owns property. As such, they can control the fate of that property and play a very active role in any development or re-development. Public control of key properties in the city may not be a prerequisite for success, but it does put the City and its residents in the driver seat.

### Local Business Newsletter

After an unintentional break, the Local Business Newsletter is back with an April 2024 issue. The newsletter subscriber list consists of 615 email addresses. Of those, 338 (or 56.3%) opened the email, which is about 16% higher than our average open-rate.

Content in the newsletter is diverse and meant to be meaningful for a number of different business sizes and types. This issue included an invitation to connect with Economic Development staff directly, as well as links to partner organizations such as the Small Business Development Center (SBDC), the Chamber of Commerce, Mount Hood Economic Alliance, and others.

Other topics featured in the newsletter: The Town Center Plan and Measure 3-605, Rep. Neron's April Town Hall, SMART Vanpool program, Washington and Clackamas County 'Economic Indicator' data, and an update from Willamette Water Supply on their pipeline project.



## Economic Development Division

### Promoting Best Practices through OEDA leadership

Economic Development Manager, Matt Lorenzen, acts as co-chair for the Oregon Economic Development Association (OEDA) “TIF Committee”—a workgroup within the greater OEDA organization, focusing on education, advocacy, and the promotion of urban renewal best practices.

In April, the Tax Increment Finance (TIF) Committee met to discuss the advancement of a project to update the 2018 Tax Increment Finance “Best Practices Manual.” This document is used by Oregon urban renewal practitioners across the state. Wilsonville staff will help shape the project, which will include a feature on Wilsonville’s innovative use of urban renewal, the Wilsonville Investment Now (WIN) program.

### Responding to Residents

Considerable staff time has been spent in the month of April, providing information and responding to questions and concerns from residents, regarding the proposed Town Center Urban Renewal District.

On April 4, staff supported Mayor Fitzgerald at the Charbonneau Country Club to present information on a number of city projects that affect Charbonneau residents. A majority of time was devoted to a presentation on the Town Center Plan and how urban renewal could be used, if Measure 3-605 passes, to advance that plan through the construction of crucial infrastructure projects.

Aside from this formal setting, numerous questions and concerns have been submitted to the City through various channels, including email, the wilsonvilletowncenter.com website, the City Recorder, and social media. While staff cannot legally engage in advocacy for the city’s ballot measure(s), we have taken time to provide information, where misinformation may exist, and to answer questions. In many cases we are able to refer people to the wilsonvilletowncenter.com website, which contains copious information, readily accessible, for those willing to take the time to seek facts.

### Small Business Summit

On April 3, the Oregon Business Recovery Center (BRC), an extension of the Wilsonville Area Chamber of Commerce, held its inaugural Small Business Summit at the Clackamas Community College, Wilsonville Campus.

City Economic Development staff were there as an exhibitor, answering questions about various City projects and issues, including the Town Center Plan and Measure 3-605.

The City Manager’s office provided Wilsonville-branded lanyards, cell phone credit card sleeves, and socks. The socks were very popular and fodder for good conversation with attendees.

The event was well-attended by businesses from Wilsonville, Keizer, Sherwood, and Newberg. We understand the Chamber/BRC intends to continue with the event next year, as funding and demand allows.



## Engineering Division, Capital Projects

### **2023 Street Maintenance (4014/4118/4717)**

The following improvements were performed by S-2 Contractors:

- Boeckman Road (near I-5 Overpass): Road base reconstruction, paving and re-striping.
- Wilsonville Road (between I-5 and Kinsman Road): Road base reconstruction, all paving and striping.
- Wilsonville Road (near Rose Lane): Road base reconstruction, all paving and striping.

Staff has performed a final inspection; however, the bike and crosswalk striping did not fully meet the obligations of the contract and will need to be fixed. Because the work is on Wilsonville Road, the City is requiring this work to be performed at night and is waiting for temperatures to come up so that the final product can be applied.

### **2024 Street Maintenance (4014/4717)**

On November 6, Council awarded a contract to Century West Engineering for the design of:

#### **Boones Ferry Road (Wilsonville Road to Bailey Street)**

- Rehabilitation of pavement section
- Updating of all non-compliant ADA pedestrian ramps
- Pedestrian signal improvements at Boones Ferry Road at the entrance to Fred Meyer
- Updating of the mid-block pedestrian crossing near Killer Burger

#### **Bailey Street (Boones Ferry Road to cul-de-sac near Subaru Dealership)**

- Reconstruction of pavement section
- Updating of all non-compliant ADA pedestrian ramps

#### **Boberg Road (Boeckman Road to Barber Road)**

- Reconstruction of pavement section

This project is working through design with a goal of bidding in spring and construction in June-August of 2024.

### **Boberg (Sewer) Manhole Replacement (2100)**

This project just completed replacement of a sewer manhole and installation of an internal diversion structure adjacent to the new Public Works campus. This diversion structure will send flows from one sewage basin that sees high stormwater flows through inflow and infiltration (I&I) during rain events, to be diverted to a lower flow sewage basin. This diversion will reduce the potential of any sewage backups in the higher flow basin.

### **Boeckman Creek Flow Mitigation (7068)**

This project will look at storm water 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 1980s. These flows are needed to return to their natural waterways with the installation of the new Boeckman bridge. Vegetation clearing began between SW Parkway and SW Ash Meadows in advance of other field investigation. These field investigations should be completed near the end of summer.



## Engineering Division, Capital Projects

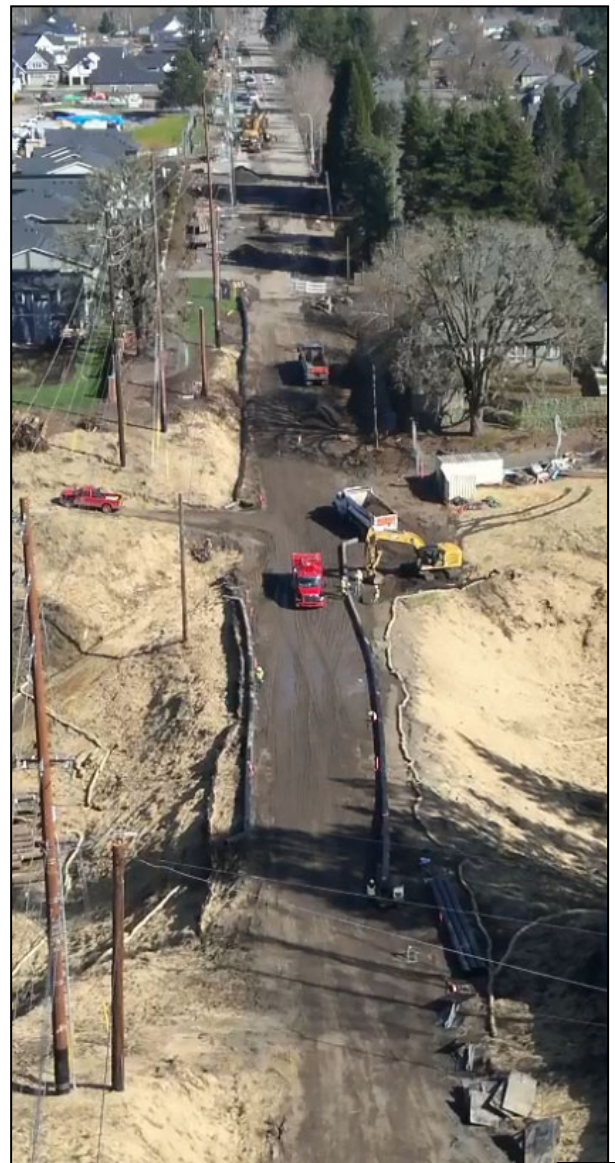
### **Boeckman Creek Interceptor (2107)**

This project will upsize the existing Boeckman Creek Interceptor sewer collection pipeline in order to support the development of the Frog Pond area. A regional trail will be installed as a part of the maintenance path from Boeckman Road to Memorial Park. Field investigations of the original area are finished, however, it was determined additional field investigations are needed to complete the routing study. CIP 7054, Gesellschaft Water Well Channel Restoration, will also be brought into this project to minimize City design and construction costs. Consultant proposal for additional work was accepted, and data is being gathered near the west side of the Wilsonville Bridge at Boeckman Creek. Once additional information is collected, analyzed, and reviewed, a public open house will be held to seek input on the design to refine the layout. Currently, project constraints are being analyzed to help determine required design elements. Dates for outreach events will be set at appropriate times and advertised in advance of the events.

### **Boeckman Road Corridor Project (4212/4206/4205/2102/7065)**

This project involves the design and construction of the Boeckman Dip Bridge, Boeckman Road Improvements (Canyon Creek Road – Stafford Road), Canyon Creek Traffic Signal, and Boeckman Road Sanitary Sewer projects. The Tapani-Sundt Joint Venture is now complete with design. Property acquisitions are advancing, and very nearly complete. This project has been divided into several guaranteed maximum price (GMP) packages. The entire project is expected to be complete in Fall of 2025.

- **GMP 1: Temporary Traffic Signal at Stafford Road and 65th Ave**
  - ◇ Complete!
- **GMP 2: Meridian Creek Culverts, House Demo**
  - ◇ Complete!
- **GMP 3: Bridge, Roundabout, and Road Widening**
  - ◇ All site clearing has been completed.
  - ◇ Sewer line installation is under way, with flagging in each direction.
  - ◇ Joint utility trenching underway through various sections on the project.
  - ◇ Work in the roundabout at Canyon Creek and Boeckman is underway. Work is starting on the Siemens site, as well as utility work through the intersection.
  - ◇ Pile driving activities are expected to start mid-May. This activity is expected to generate significant noise. Outreach activities have been targeting informing the public well in advance of this work.



## Engineering Division, Capital Projects

### Charbonneau Lift Station (2106)

This project involves replacing the Charbonneau wastewater lift station with a submersible lift station and replacing the force main from the station to the I-5 bridge. The design contract was awarded to Murraysmith in December 2021, and final design was completed in October 2023. A construction contract with Tapani, Inc. was awarded by City Council in December 2023, with construction anticipated for completion in September 2024.

### West Side Level B Reservoir and Transmission Main (1149)

This project will design and construct a new three million gallon water reservoir just west of City limits, along with a 24-inch transmission main connecting to the City water system. City Council awarded the design contract to Consor in February 2023. Design will be completed in spring of 2024, followed by construction in 2024-2025.

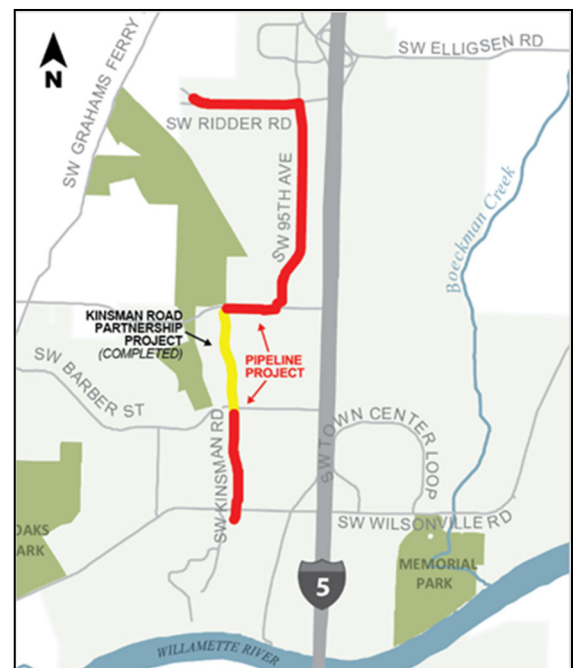
### Water Treatment Plant (WTP) Expansion to 20 MGD (1144)

This project will expand the WTP capacity to 20 MGD and incorporate related WTP capital improvements. A Construction Management/ General Contractor (CMGC) alternative contracting method was approved by City Council in March 2020. An engineering contract was awarded to Stantec in July 2020. The CMGC contract was awarded to Kiewit in August 2021. Final design was completed in coordination with the CMGC in March 2022. Construction began in June 2022, with completion expected in June 2024.

### Willamette Water Supply Program 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 2024. 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 the northern half of 95th Avenue to Ridder Road has been completed and restoration of the sidewalk and curb and gutter on the east side of the road is ongoing. The east side of 95th Avenue from Hillman Court to Ridder Road has been temporarily paved and is opened to two way traffic, with permanent concrete road panel restoration to follow in Summer 2024. Pipe installation and water main relocation began on 95th Avenue from Hillman Court to Boeckman Road at the end of February 2024. Pipe installation has been completed on Kinsman Road between Wilsonville Road and Barber Street, and the contractor has begun preparation for restoring the concrete road panels on the west side of Kinsman Road.





## Engineering Division, Private Development

### Residential Construction Activities

#### ***Canyon Creek South Phase 3***

The contractor paved at the beginning of December (pictured). The City awaits submittal of construction drawings for the open space improvements.

#### ***Frog Pond West***

Frog Pond West continues to see significant construction activities. Housing construction in the Frog Pond Ridge, Frog Pond Crossing, Frog Pond Oaks and Frog Pond Vista subdivisions is on-going.

- Frog Pond Crossing subdivision, a 29-lot subdivision located north of Frog Pond Lane, was paved at the end of July. The contractor is working on punchlist items for project closeout. Home construction is underway.
- Frog Pond Estates, a 22-lot subdivision located south of Frog Pond Lane and west of Frog Pond Ridge, is working on final completion items.
- Frog Pond Oaks subdivision, a 41-lot subdivision located to the west of Frog Pond Crossing, is continuing to work on punchlist items for project closeout. Home construction is anticipated to start in spring 2024.
- Frog Pond Overlook, a 24-lot subdivision located north of Frog Pond Lane and west of Frog Pond Vista, is anticipated to start construction in May 2024.
- Frog Pond Primary, the new West Linn-Wilsonville School District primary school on Boeckman Road is working primarily onsite. Brisband is anticipated to be paved by mid-June.
- Frog Pond Terrace, a 19-lot subdivision located north of Morgan Farms, is anticipated to start construction in May 2024.
- Frog Pond Vista subdivision, a 44-lot subdivision to the west of Frog Pond Oaks, is continuing to work on punchlist items for project closeout. Home construction underway.

#### ***Villebois Clermont***

The contractor is continuing to work on punchlist items at Regional Parks 5 and 6. Home construction is nearing completion.



## Natural Resources Division

### Stormwater System Annual Inspection and Maintenance Reports

The City has stormwater maintenance agreements with property owners for the operation and maintenance of private stormwater systems. By May of each year, an annual inspection and maintenance report is due from the owner or responsible party (e.g., management company, home owners associations). In March, City staff mailed letters to property owners or responsible parties, including a report form, reminding them to submit their annual report. The required information includes the inspection date and any maintenance, repair, or replanting activities that were completed. After receiving the reports, City staff conducts an inspection to verify the information in the report.





## Planning Division, Current

### Administrative Land Use Decisions Issued

- 8 Type A Tree Permits
- 7 Type B Tree Permits
- 2 Class 1 Administrative Reviews
- 2 Class 2 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:

- Industrial development on Day Road
- New gas station and convenience store on Boones Ferry Road
- Residential subdivisions in Frog Pond West

### Development Review Board (DRB)

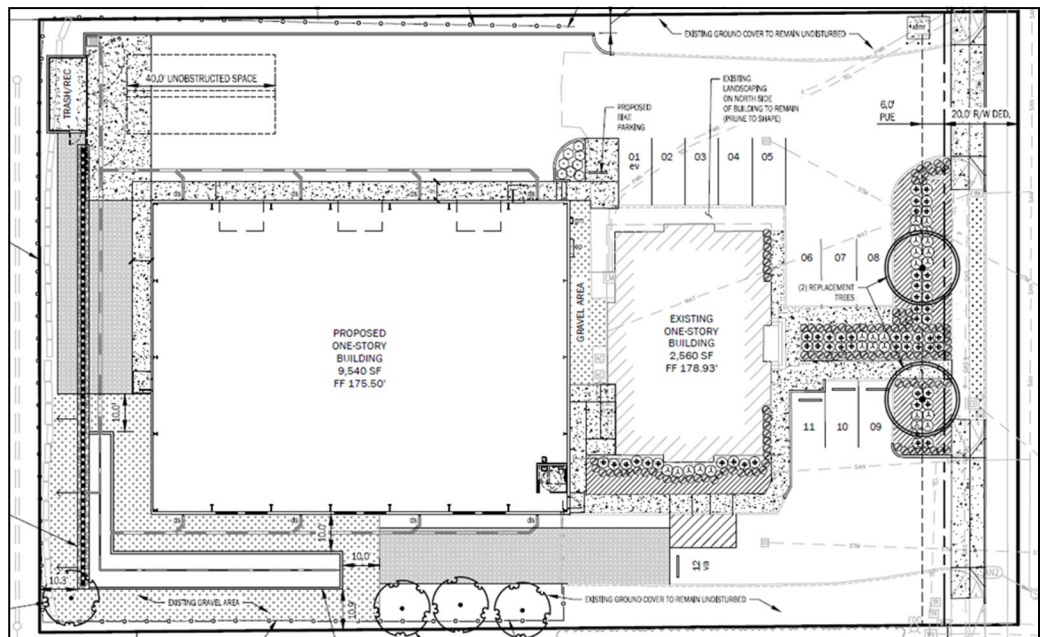
DRB Panel B met on April 8 to hold a hearing regarding continuation of a non-conforming use at 29400 Town Center Loop West. The hearing was closed on that date, but record was left open. The Panel reconvened on April 24 at which time they unanimously denied the request for the Home Depot to qualify as a continuation of the existing non-conforming use.

DRB Panel A met on April 22. Following a public hearing, the board unanimously approved a new warehouse behind an existing building at 28395 SW Boberg Road.

### DRB Projects Under Review

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

- New Office Building for City County Insurance Services (CIS) at Wilsonville and Kinsman Roads
- Planning Director’s Referral of a Continuation of Non-Conforming Use Determination on Town Center Loop West
- Site improvement on the OrePac campus south of Kinsman Road south of Wilsonville Road
- Warehouse expansion on Boberg Road



Site Plan for New Warehouse on Boberg Road approved by the Development Review Board in April

## Planning Division, Long Range

### Frog Pond East and South Master Plan

With the Frog Pond East and South Master Plan adopted in December 2022, the City is now focusing on implementation. Two outstanding implementation steps are in process: (1) Development Code amendments, and (2) an infrastructure funding plan. During April, the project team continued work on testing and refining draft code concepts, including holding work sessions with both the Planning Commission and City Council. Also, during April, work continued on the infrastructure funding plan, including again meeting with the development community for feedback.



## FROG POND EAST & SOUTH MASTER PLAN

### Housing Our Future

This multi-year project will analyze Wilsonville's housing capacity and need followed by developing strategies to produce housing to meet the identified housing needs. This will build upon previous work, including the 2014 Housing Needs Analysis and 2020 Equitable Housing Strategic Plan. In April, the project team solicited representatives to the project task force, which will be composed of people involved in real estate development (nonprofit and for profit), organizations with existing industry knowledge and experience around housing and housing development, and other non-profit partners working in the Wilsonville community. The task force will review technical data and community input, providing input on new housing strategies the City can pursue in the future. The project team also continued to gather the community's stories about how high housing costs impact quality of life a short survey on Let's Talk, Wilsonville!, open through mid-May. These stories will provide additional context to the City's housing needs identified in the project's technical analysis.

### Industrial Readiness Project

During April, the project team worked on contracting with consultants to support the project, which will include specific work on the Basalt Creek industrial area between current City limits and Tualatin, as well as a citywide look at industrial land availability and readiness. The City has secured \$390,000 in grant funds from Business Oregon (\$100,000) and Metro (\$290,000) to support this project.

### Oregon White Oak Response Coordination and Leadership

In April, Associate Planner Georgia McAlister continued as a key member of the Mediterranean Oak Borer task force, continuing to coordinate efforts between various City Divisions and Departments, as well as contract arborists, property owners, and others to diagnose and make a plan to address the declining health of a number of the City's Oregon White Oak trees.

### Planning Commission

The Planning Commission met on April 10. The Commission held a work session regarding the Frog Pond East and South development code amendment package. The work session focused on answering Commissioner questions from prior work sessions and reviewing updates to proposed siting standards.

## Planning Division, Long Range

### Transit-Oriented Development at the Wilsonville Transit Center

The Equitable Housing Strategic Plan identified exploration of Transit-Oriented Development (TOD) at the Wilsonville Transit Center as a near-term implementation action. Throughout 2023, the City worked with the project's selected developer, Palindrome, to refine development plans for the site. The proposed project includes 121 units of housing affordable to households making between 30% and 80% of Area Median Income, along with ground-floor tenants including a welcome center for SMART, a new home for Wilsonville Community Sharing, and a coffee house/taproom space. In April, the City continued its review of construction permit documents consistent with the Development Review Board's approval of the project in January.

General project information is available on the project website:

<https://ci.wilsonville.or.us/planning/page/wilsonville-transit-center-tod>

### Wilsonville Town Center Plan Implementation

During April, City staff continued implementation of a communications plan for the May advisory vote on the establishment of an Urban Renewal District in Town Center. The project team also continued planning for implementation activities in 2024, including additional development opportunity studies and parking management strategies. These activities are anticipated to begin later this year.



**WILSONVILLE TOWN CENTER**

- **Budget FY24-25:** The fiscal year 2024-2025 Proposed Budget, as well as the coinciding, upcoming budget committee meetings, have been posted online, on the City’s website, and public noticed. Printed copies were delivered to City Council, members of the Budget Committee, and to the Library and City Hall, for the public to view.

This year’s cover photo was provided by our 2024, third annual photo contest winner, Misty Munoz. Additionally, there are many other great photo submissions showcased throughout the budget book, and throughout our upcoming budget presentation!

- **Civics Academy:** This month, Finance had the opportunity to present before the Civics Academy. Each year, this is a great opportunity to showcase our department; including an overview of the departments many functions — including Accounts Payable, Payroll, Municipal Court, Utility Billing, Budgeting, Financial Planning, and Cash/Debt Management (to name just a few). Most notably, we hone in also on the budget process, importance of a balanced budget, upcoming budget meetings, and ways to get involved. What a great group of attendees! Always a lot of great questions.
- **Ongoing Professional Development—Municipal Court:** At the end of April, both of our court clerks attended the Oregon Association of Court Administrators (OACA) Spring Conference. This is consistently an invaluable opportunity to network with other organizations, and stay up-to-date with recommended best practices, rules, and regulations as applicable, specific to the court setting. Some of the key topics and takeaways, to name a few, included also: a focus on leadership, neutrality, integrity, remission orders, and the fentanyl crisis—including training / awareness on how to respond to a victim in crisis. Attendees also received an Overdose Reversal Kit. The presenter, Phoenix Wellness Center, is happy to provide entities with further in-house training, upon request. Finally, they touched also on Governor Kotek’s 2023 Remission Order. Something we can expect on an annual basis here forward. Further information surrounding who and what would be eligible for this remission order, to follow.

- **Preventative Controls:** The City of Wilsonville utilizes several fraud preventative measures (controls and tools), most notably as it relates to cash. As an example, the City’s bank accounts are set-up both with Automated Clearing House (ACH) Blocks and Positive Pay. ACH Block prohibits anyone from withdrawing funds from the City’s bank account. Only a select few, pre-authorized entities, can withdraw, up to a certain amount—as specified for that vendor. Examples of this may include Oregon PERS and City County Insurance Services. We additionally employ Positive Pay. Positive Pay prohibits any checks from clearing the City’s bank account, outside of the ongoing list we provide to our financial institution—of check numbers and coinciding amounts—available for processing. The City is notified of any exceptions, for action as needed. An example may include a valid check that was inadvertently misread by one digit. Other examples (including one that recently occurred this month), stemmed from fraud. A valid check, originally cashed several years ago, appears to have been washed and fraudulently presented again, under a different payee name and check date. Great reminders of the reasons for consistently tight, and heightened, internal controls.
- **Utility Billing—Winter Averages:** Residential sewer bills are based on average water use, from November through March. This time frame most accurately reflects the water that will go down the drain since people are usually not watering the lawn or filling up a swimming pool, in those winter months. Each April, staff update all of the residential accounts based on usage, taking into account, also, any accounts that may have experienced a winter water leak.
- **Updated Work Order System—Public Works / Utility Billing:** Public Works and Utility Billing work together to process work orders. Examples might include Utility Billing initiating a request for Public Works to perform a final meter read, or inspect for a potential water leak. In response, Public Works performs the task, and then Utility Billing follows up (accordingly) with the customer. Currently all work orders are entered into both our Utility Billing software, and Public Work’s asset management software. To automate the communication between these two softwares, both teams have been working diligently with programmers. After months of testing, we’re excited for this to Go Live in May. A huge thank you to the team’s for their hard work and dedication to see this through to fruition.
- **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	\$ 15,090,000	\$ 14,253,170	\$ 836,830	94%
Intergovernmental	4,102,373	3,840,858	261,515	94%
Licenses and permits	242,800	117,175	125,625	48%
Charges for services	413,164	429,128	(15,964)	104%
Fines and forfeitures	250,000	137,929	112,071	55%
Investment revenue	304,600	1,065,108	(760,508)	350%
Other revenues	681,450	803,415	(121,965)	118%
Transfers in	5,604,388	4,627,497	976,891	83%
<b>TOTAL REVENUES</b>	<b>\$ 26,688,775</b>	<b>\$ 25,274,281</b>	<b>\$ 1,414,494</b>	<b>95%</b>
Personnel services	\$ 12,185,032	\$ 9,305,531	\$ 2,879,501	76%
Materials and services	12,910,094	7,809,272	5,100,822	60%
Capital outlay	311,177	217,626	93,551	70%
Debt service	1,134,284	1,129,631	4,653	100%
Transfers out	10,388,870	4,109,077	6,279,793	40%
<b>TOTAL EXPENDITURES</b>	<b>\$ 36,929,457</b>	<b>\$ 22,571,138</b>	<b>\$ 14,358,319</b>	<b>61%</b>
<b>610 - Fleet Fund</b>				
Charges for services	\$ 1,722,180	\$ 1,435,150	\$ 287,030	83%
Investment revenue	8,200	49,156	(40,956)	599%
Other revenues	-	4,972	(4,972)	-
<b>TOTAL REVENUES</b>	<b>\$ 1,730,380</b>	<b>\$ 1,489,278</b>	<b>\$ 241,102</b>	<b>86%</b>
Personnel services	\$ 985,470	\$ 736,026	\$ 249,444	75%
Materials and services	801,417	515,482	285,935	64%
Capital outlay	303,800	181,292	122,508	60%
Transfers out	2,400	2,000	400	83%
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,093,087</b>	<b>\$ 1,434,800</b>	<b>\$ 658,287</b>	<b>69%</b>
<b>230 - Building Inspection Fund</b>				
Licenses and permits	\$ 1,204,000	\$ 1,367,379	\$ (163,379)	114%
Investment revenue	71,700	146,890	(75,190)	205%
<b>TOTAL REVENUES</b>	<b>\$ 1,275,700</b>	<b>\$ 1,514,269</b>	<b>\$ (238,569)</b>	<b>119%</b>
Personnel services	\$ 1,076,940	\$ 737,713	\$ 339,227	69%
Materials and services	198,774	131,098	67,676	66%
Transfers out	346,058	288,390	57,668	83%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,621,772</b>	<b>\$ 1,157,200</b>	<b>\$ 464,572</b>	<b>71%</b>
<b>231 - Community Development Fund</b>				
Licenses and permits	\$ 852,302	\$ 747,053	\$ 105,249	88%
Charges for services	743,714	386,534	357,180	52%
Intergovernmental	21,713	-	21,713	0%
Investment revenue	44,400	82,694	(38,294)	186%
Other revenues	-	25	(25)	-
Transfers in	3,443,935	2,204,915	1,239,020	64%
<b>TOTAL REVENUES</b>	<b>\$ 5,106,064</b>	<b>\$ 3,421,221</b>	<b>\$ 1,684,843</b>	<b>67%</b>
Personnel services	\$ 3,685,060	\$ 2,750,195	\$ 934,865	75%
Materials and services	803,584	420,809	382,775	52%
Transfers out	729,639	506,610	223,029	69%
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,218,283</b>	<b>\$ 3,677,614</b>	<b>\$ 1,540,669</b>	<b>70%</b>
<b>240 - Road Operating Fund</b>				
Intergovernmental	\$ 2,240,600	\$ 1,610,678	\$ 629,922	72%
Investment revenue	52,200	120,817	(68,617)	231%
Other revenues	-	14,904	(14,904)	-
<b>TOTAL REVENUES</b>	<b>\$ 2,292,800</b>	<b>\$ 1,746,400</b>	<b>\$ 546,400</b>	<b>76%</b>
Personnel services	\$ 524,370	\$ 337,607	\$ 186,763	64%
Materials and services	616,212	510,093	106,119	83%
Capital outlay	300,000	8,950	291,050	3%
Debt service	358,000	356,530	1,470	100%
Transfers out	2,795,962	2,111,070	684,892	76%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,594,544</b>	<b>\$ 3,324,250</b>	<b>\$ 1,270,294</b>	<b>72%</b>

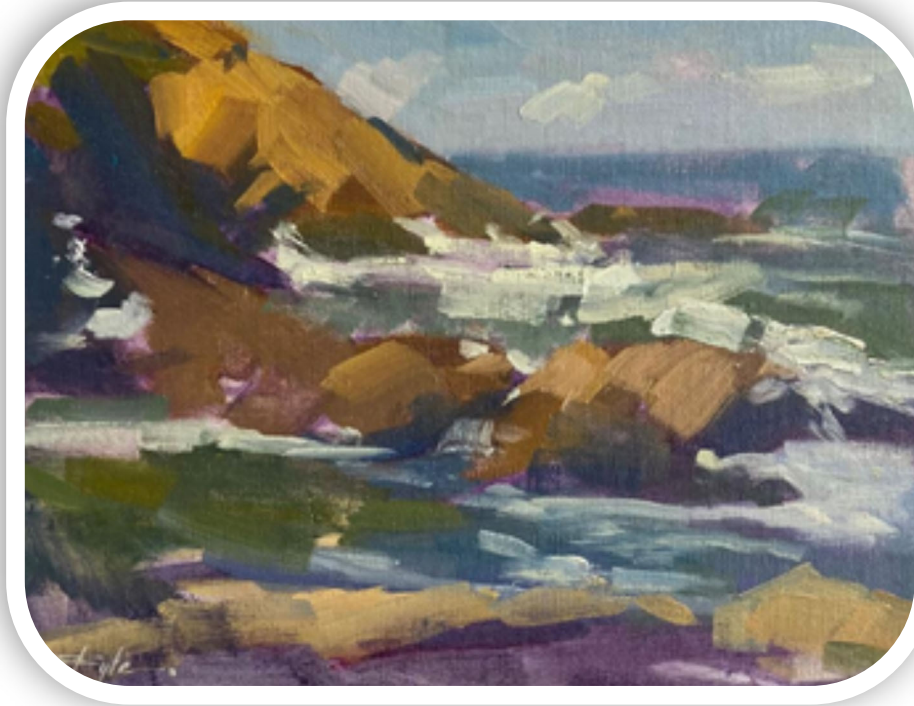


	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>241 - Road Maintenance Fund</b>				
Charges for services	\$ 2,249,000	\$ 2,250,328	\$ (1,328)	100%
Investment revenue	87,100	133,798	(46,698)	154%
<b>TOTAL REVENUES</b>	<b>\$ 2,336,100</b>	<b>\$ 2,384,126</b>	<b>\$ (48,026)</b>	<b>102%</b>
Transfers out	\$ 4,235,000	\$ 2,618,044	\$ 1,616,956	62%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,235,000</b>	<b>\$ 2,618,044</b>	<b>\$ 1,616,956</b>	<b>62%</b>
<b>260 - Transit Fund</b>				
Taxes	\$ 6,000,000	\$ 4,930,384	\$ 1,069,616	82%
Intergovernmental	4,174,500	3,634,603	539,897	87%
Charges for services	40,000	13,160	26,840	33%
Fines and forfeitures	5,000	6,772	(1,772)	135%
Investment revenue	425,100	645,151	(220,051)	152%
Other revenues	16,000	948	15,053	6%
<b>TOTAL REVENUES</b>	<b>\$ 10,660,600</b>	<b>\$ 9,231,017</b>	<b>\$ 1,429,583</b>	<b>87%</b>
Personnel services	\$ 5,058,100	\$ 3,061,964	\$ 1,996,136	61%
Materials and services	3,239,530	2,078,421	1,161,109	64%
Capital outlay	2,060,000	608,201	1,451,799	30%
Transfers out	1,043,990	751,044	292,947	72%
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,401,620</b>	<b>\$ 6,499,629</b>	<b>\$ 4,901,991</b>	<b>57%</b>
<b>510 - Water Operating Fund</b>				
Charges for services	\$ 10,104,780	\$ 8,441,940	\$ 1,662,840	84%
Fines and forfeitures	-	15,195	(15,195)	-
Investment revenue	324,500	939,573	(615,073)	290%
Other revenues	1,168,080	1,172,162	(4,082)	100%
<b>TOTAL REVENUES</b>	<b>\$ 11,597,360</b>	<b>\$ 10,568,870</b>	<b>\$ 1,028,490</b>	<b>91%</b>
Personnel services	\$ 687,800	\$ 412,969	\$ 274,831	60%
Materials and services	5,050,863	3,373,846	1,677,017	67%
Capital outlay	695,000	314,981	380,019	45%
Debt service	371,000	370,539	461	100%
Transfers out	13,039,912	4,318,732	8,721,180	33%
<b>TOTAL EXPENDITURES</b>	<b>\$ 19,844,575</b>	<b>\$ 8,791,067</b>	<b>\$ 11,053,508</b>	<b>44%</b>
<b>520 - Sewer Operating Fund</b>				
Charges for services	\$ 8,477,900	\$ 6,682,807	\$ 1,795,093	79%
Investment revenue	114,900	574,593	(459,693)	500%
Other revenues	31,500	34,401	(2,901)	109%
Transfers in	600,000	600,000	-	100%
<b>TOTAL REVENUES</b>	<b>\$ 9,224,300</b>	<b>\$ 7,891,802</b>	<b>\$ 1,332,498</b>	<b>86%</b>
Personnel services	\$ 449,960	\$ 339,306	\$ 110,654	75%
Materials and services	4,121,454	2,712,372	1,409,082	66%
Capital outlay	125,509	125,509	-	100%
Debt service	2,880,000	393,257	2,486,743	14%
Transfers out	12,208,940	2,589,148	9,619,792	21%
<b>TOTAL EXPENDITURES</b>	<b>\$ 19,785,863</b>	<b>\$ 6,159,592</b>	<b>\$ 13,626,271</b>	<b>31%</b>
<b>550 - Street Lighting Fund</b>				
Charges for services	\$ 540,540	\$ 472,891	\$ 67,649	87%
Investment revenue	17,000	48,476	(31,476)	285%
<b>TOTAL REVENUES</b>	<b>\$ 557,540</b>	<b>\$ 587,784</b>	<b>\$ (30,244)</b>	<b>105%</b>
Materials and services	\$ 366,450	\$ 211,817	\$ 154,633	58%
Transfers out	661,954	46,587	615,367	7%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,028,404</b>	<b>\$ 258,404</b>	<b>\$ 770,000</b>	<b>25%</b>
<b>570 - Stormwater Operating Fund</b>				
Charges for services	\$ 3,678,840	\$ 2,972,518	\$ 706,322	81%
Investment revenue	55,100	241,776	(186,676)	439%
<b>TOTAL REVENUES</b>	<b>\$ 3,733,940</b>	<b>\$ 3,214,293</b>	<b>\$ 519,647</b>	<b>86%</b>
Personnel services	\$ 324,810	\$ 295,160	\$ 29,650	91%
Materials and services	830,350	480,778	349,572	58%
Debt service	838,000	836,496	1,504	100%
Transfers out	7,246,822	1,869,140	5,377,682	26%
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,239,982</b>	<b>\$ 3,481,574</b>	<b>\$ 5,758,408</b>	<b>38%</b>

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>336 - Frog Pond Development</b>				
Licenses and permits	\$ 2,000,000	\$ 2,474,527	\$ (474,527)	124%
Investment revenue	28,300	180,734	(152,434)	639%
<b>TOTAL REVENUES</b>	<b>\$ 2,028,300</b>	<b>\$ 2,655,261</b>	<b>\$ (626,961)</b>	<b>131%</b>
Materials and services	\$ 36,180	\$ 6,258	\$ 29,922	17%
Transfers out	4,557,454	1,546,435	3,011,019	34%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,593,634</b>	<b>\$ 1,552,693</b>	<b>\$ 3,040,941</b>	<b>34%</b>
<b>348 - Washington County TDT</b>				
Washington County TDT	\$ 250,000	\$ -	\$ 250,000	0%
Investment revenue	44,700	61,998	(17,298)	139%
<b>TOTAL REVENUES</b>	<b>\$ 294,700</b>	<b>\$ 61,998</b>	<b>\$ 232,702</b>	<b>21%</b>
<b>346 - Roads SDC</b>				
System Development Charges	\$ 1,800,000	\$ 2,549,019	\$ (749,019)	142%
Investment revenue	40,000	459,774	(419,774)	1149%
<b>TOTAL REVENUES</b>	<b>\$ 1,840,000</b>	<b>\$ 3,008,793</b>	<b>\$ (1,168,793)</b>	<b>164%</b>
Materials and services	\$ 43,130	\$ 8,224	\$ 34,906	19%
Transfers out	11,449,559	2,063,683	9,385,876	18%
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,492,689</b>	<b>\$ 2,071,907</b>	<b>\$ 9,420,782</b>	<b>18%</b>
<b>396 - Parks SDC</b>				
System Development Charges	\$ 550,000	\$ 603,556	\$ (53,556)	110%
Investment revenue	12,000	81,402	(69,402)	678%
<b>TOTAL REVENUES</b>	<b>\$ 562,000</b>	<b>\$ 684,958</b>	<b>\$ (122,958)</b>	<b>122%</b>
Materials and services	\$ 17,570	\$ 1,126	\$ 16,444	6%
Transfers out	1,506,903	78,164	1,428,739	5%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,524,473</b>	<b>\$ 79,290</b>	<b>\$ 1,445,183</b>	<b>5%</b>
<b>516 - Water SDC</b>				
System Development Charges	\$ 1,515,000	\$ 1,591,752	\$ (76,752)	105%
Investment revenue	50,000	397,800	(347,800)	796%
<b>TOTAL REVENUES</b>	<b>\$ 1,565,000</b>	<b>\$ 1,989,552</b>	<b>\$ (424,552)</b>	<b>127%</b>
Materials and services	\$ 26,980	\$ 4,328	\$ 22,652	16%
Debt service	452,000	450,702	1,298	100%
Transfers out	9,515,220	2,746,350	6,768,870	29%
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,994,200</b>	<b>\$ 3,201,380</b>	<b>\$ 6,792,820</b>	<b>32%</b>
<b>526 - Sewer SDC</b>				
System Development Charges	\$ 725,000	\$ 676,471	\$ 48,529	93%
Investment revenue	9,900	45,785	(35,885)	462%
<b>TOTAL REVENUES</b>	<b>\$ 734,900</b>	<b>\$ 722,256</b>	<b>\$ 12,644</b>	<b>98%</b>
Materials and services	\$ 22,930	\$ 1,884	\$ 21,046	8%
Transfers out	1,905,265	834,019	1,071,246	44%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,928,195</b>	<b>\$ 835,903</b>	<b>\$ 1,092,292</b>	<b>43%</b>
<b>576 - Stormwater SDC</b>				
System Development Charges	\$ 690,000	\$ 367,966	\$ 322,034	53%
Investment revenue	109,700	138,579	(28,879)	126%
<b>TOTAL REVENUES</b>	<b>\$ 799,700</b>	<b>\$ 506,545</b>	<b>\$ 293,155</b>	<b>63%</b>
Materials and services	\$ 5,980	\$ 1,126	\$ 4,854	19%
Transfers out	1,154,332	735,704	418,628	64%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,160,312</b>	<b>\$ 736,830</b>	<b>\$ 423,482</b>	<b>64%</b>



	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>800 - Year 2000 Program Income</b>				
Investment revenue	\$ 800	\$ 1,289	\$ (489)	161%
Other revenues	-	7,000	(7,000)	-
<b>TOTAL REVENUES</b>	<b>\$ 800</b>	<b>\$ 8,289</b>	<b>\$ (7,489)</b>	<b>1036%</b>
Materials and services	\$ 5,000	\$ 1,183	\$ 3,817	24%
Transfers out	25,000	25,000	-	100%
<b>TOTAL EXPENDITURES</b>	<b>\$ 30,000</b>	<b>\$ 26,183</b>	<b>\$ 3,817</b>	<b>87%</b>
<b>805 - Year 2000 Capital Projects</b>				
Investment revenue	\$ 476,000	\$ 489,685	\$ (13,685)	103%
<b>TOTAL REVENUES</b>	<b>\$ 476,000</b>	<b>\$ 489,685</b>	<b>\$ (13,685)</b>	<b>103%</b>
Materials and services	\$ 295,572	\$ 171,877	\$ 123,695	58%
Capital outlay	14,410,972	6,056,280	8,354,692	42%
<b>TOTAL EXPENDITURES</b>	<b>\$ 14,706,544</b>	<b>\$ 6,228,158</b>	<b>\$ 8,478,386</b>	<b>42%</b>
<b>810 - Westside Program Income</b>				
Investment revenue	\$ 3,715	\$ 5,193	\$ (1,478)	140%
<b>TOTAL REVENUES</b>	<b>\$ 3,715</b>	<b>\$ 5,193</b>	<b>\$ (1,478)</b>	<b>140%</b>
<b>815 - Westside Capital Projects</b>				
Investment revenue	\$ 165,000	\$ 235,284	\$ (70,284)	143%
<b>TOTAL REVENUES</b>	<b>\$ 165,000</b>	<b>\$ 235,284</b>	<b>\$ (70,284)</b>	<b>143%</b>
Materials and services	\$ 277,178	\$ 106,229	\$ 170,949	38%
Capital outlay	710,000	-	710,000	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 987,178</b>	<b>\$ 106,229</b>	<b>\$ 880,949</b>	<b>11%</b>
<b>817 - Westside Debt Service</b>				
Taxes	\$ 1,672,200	\$ 1,499,124	\$ 173,076	90%
Investment revenue	20,630	95,319	(74,689)	462%
<b>TOTAL REVENUES</b>	<b>\$ 1,692,830</b>	<b>\$ 1,594,443</b>	<b>\$ 98,387</b>	<b>94%</b>
Debt service	\$ 4,702,025	\$ 4,187,519	\$ 514,506	89%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,702,025</b>	<b>\$ 4,187,519</b>	<b>\$ 514,506</b>	<b>89%</b>
<b>825 - Coffee Creek Capital Projects</b>				
Investment revenue	\$ 3,095	\$ 7,256	\$ (4,161)	234%
Transfers in	500,000	500,000	-	100%
<b>TOTAL REVENUES</b>	<b>\$ 503,095</b>	<b>\$ 507,256</b>	<b>\$ (4,161)</b>	<b>101%</b>
Materials and services	\$ 136,500	\$ 112,000	\$ 24,500	82%
<b>TOTAL EXPENDITURES</b>	<b>\$ 136,500</b>	<b>\$ 112,000</b>	<b>\$ 24,500</b>	<b>82%</b>
<b>827 - Coffee Creek Debt Service</b>				
Taxes	\$ 566,800	\$ 662,833	\$ (96,033)	117%
Investment revenue	8,510	19,073	(10,563)	224%
<b>TOTAL REVENUES</b>	<b>\$ 575,310</b>	<b>\$ 681,906</b>	<b>\$ (106,596)</b>	<b>119%</b>
Debt service	\$ 782,000	\$ 639,313	\$ 142,687	82%
<b>TOTAL EXPENDITURES</b>	<b>\$ 782,000</b>	<b>\$ 639,313</b>	<b>\$ 142,687</b>	<b>82%</b>
<b>830 - Wilsonville Investment Now Program</b>				
Taxes	\$ 1,005,000	\$ 912,795	\$ 92,205	91%
Investment revenue	10,300	643	9,657	6%
<b>TOTAL REVENUES</b>	<b>\$ 1,015,300</b>	<b>\$ 913,439</b>	<b>\$ 101,861</b>	<b>90%</b>
Materials and services	\$ 1,005,000	\$ -	\$ 1,005,000	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,005,000</b>	<b>\$ -</b>	<b>\$ 1,005,000</b>	<b>0%</b>



*Painting on the Art Wall by this month's featured artist, Katia Kyte.*

### From the Director

April saw us celebrating National Library Week all month with our “Fines for Food” campaign. Overdue fines were 50% off, and all fines paid in-person were donated to Wilsonville Community Sharing.

We learned during the Pandemic that having online offerings for digital materials was crucial for our community, and it’s reassuring to see that digital books and videos are still popular. Circulation for digital items is up 21% over last year, and that does not include circulation with our newest service, Hoopla.

April was also National Poetry Month. We celebrated this annual event by sharing poems by Oregon Poet Laureates, both in printed poems visitors could take, and with posts on our Facebook page.

*-Shasta Sasser, Library Director*

## Children's Services

### Pink Pig Puppet Theatre

Children's Librarian extraordinaire Steven Engelfried and his wondrous Pink Pig Puppet Theatre presented "Cats and Dogs" on Saturday, April 13. Stories were introduced by Pink Pig and his willing (but not always able) partner named Rooster.

### STEAM Stuff

Youth librarians provided the supplies and knowledge for kids to garden at this drop-in program. The assorted arts and crafts featured a DIY seed growing station, where kids could plant vegetable and flower seeds with soil in cardboard egg cartons. STEAM Stuff was held on the Early Release Days: April 10 and 24.

### Spanish Storytime

Adventures in Spanish presented stories and songs in Spanish at this half hour program, recommended for ages 0-5 years, on Saturday, April 20.

### UPCOMING:

- "May the Fourth Be With You and Your Goats" Star Wars Day on Saturday, May 4, 3-5pm



*Librarian Sam McDermott helps a young scientist with a craft at the STEAM Stuff program on April 10.*



*Teens play videogames and watch movies during a Teen After-School Drop-in Event.*

## Teen Services

### Teen After School Activities special event: Teen STEAM

On the Early Release Day (April 24), teens explored a range of science, technology, and arts activities from 3-6pm. The focus at this event was on building catapults. The teens tested their catapults with marshmallows to see how high and far they could shoot the marshmallows.

### UPCOMING:

- Teen After-School Activities Early Release Day Event: Virtual Reality headset exploration on Wednesday, May 8, at 3pm.



## Adult Services

### PROFILES talk about the Sonnet

As part of our National Poetry Month celebration, on April 3 Dr. Bill Thierfelder presented an online program tracing the history of the sonnet.

### Repair Fair

In partnership with Clackamas County Sustainability and Solid Waste Office, a Repair Fair was held on Saturday, April 27. Participants brought clothing, textiles, and small electronics and home appliances for experienced volunteer “fixers” to repair.

### UPCOMING:

- Space Talk about “Voyager 1’s Pale Blue Dot” on Saturday, May 4, at 11am.
- Book Notes Concert on Saturday, May 11, at 2pm features Rebecca Hardiman & Friends performing songs of the Great American Songbook.
- “Bike Repair 101” workshop, in partnership with SMART, at 10:30am on Saturday, May 18.
- History Talk about Chinese & Chinese American history along the Willamette River Heritage Area & surrounding communities on Tuesday, May 28, at 6pm.



*Wilsonville Choral Arts Society performs at the library on Saturday, April 20.*



*Winners of the Toddler-Preschool category in the Tiny Art Show on display in the library lobby throughout April.*



## Around the Library

### Tiny Art Show winners on display

The winning artworks from the Tiny Art Show featured winners from the six age categories: Toddler-Preschool, Kindergarten-2nd Grade, 3rd-5th Grade, 6th-8th Grade, 9th-12th Grade, and adults.

### Representative Courtney Neron holds Wilsonville Town Hall

State Representative Courtney Neron (House District 26, Wilsonville) held a Wilsonville Town Hall to hear from constituents, and provided a review of the ‘short’ 2024 legislative session, which wrapped up on March 7.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<p>1</p> <p><b>Fines for Food</b> All April!</p> <p><b>Terrific Toddlers</b> 10:30am</p> <p><b>Beginning English Class</b> 11am</p> <p><b>Beginning Spanish</b> 6pm</p>	<p>2</p> <p><b>Intermediate English Class</b> 10am</p> <p><b>ODHS Drop-in</b> 10am-12pm 1-3pm</p> <p><b>Toddler &amp; Baby Time</b> 10:30am and 11:15am</p>	<p>3</p> <p><b>Family Storytime</b> 10:30am</p> <p><b>Profiles</b> The Sonnet Zoom 11am</p> <p><b>Teen After School Drop-in</b> 3-6pm</p>	<p>4</p> <p><b>Family Storytime</b> 10:30am</p>	<p>5</p> <p><b>Play Group</b> 10:30am-12pm</p> <p><b>First Friday Films</b> Wonka PG 3pm</p>	<p>6</p> <p><b>Space Talks</b> The Search for Life in the Universe 11am</p>
7	<p>8</p> <p><b>Beginning English Class</b> 11am</p> <p><b>Teen TAB Meeting</b> 4:15pm</p> <p><b>Beginning Spanish</b> 6pm</p>	<p>9</p> <p><b>Intermediate English Class</b> 10am</p> <p><b>ODHS Drop-in</b> 10am-12pm 1-3pm</p> <p><b>Toddler &amp; Baby Time</b> 10:30am and 11:15am</p>	<p>10</p> <p><b>Family Storytime</b> 10:30am</p> <p><b>Steam Stuff</b> 1-2:30pm</p> <p><b>Teen After School Drop-in</b> 3-6pm</p>	11	12	13
14	<p>15</p> <p><b>Beginning English Class</b> 11am</p> <p><b>Genealogy Club</b> 1pm</p> <p><b>Beginning Spanish</b> 6pm</p>	<p>16</p> <p><b>Intermediate English Class</b> 10am</p> <p><b>ODHS Drop-in</b> 10am-12pm 1-3pm</p> <p><b>Toddler &amp; Baby Time</b> 10:30am and 11:15am</p>	<p>17</p> <p><b>Family Storytime</b> 10:30am</p> <p><b>Teen After School Drop-in</b> 3-6pm</p>	<p>18</p> <p><b>Family Storytime</b> 10:30am</p> <p><b>Walking Bookclub</b> This Tender Land by William Kent Krueger 1pm</p>	19	20
21	<p>22</p> <p><b>Beginning English Class</b> 11am</p> <p><b>Teen TAB Meeting</b> 4:15pm</p> <p><b>Beginning Spanish</b> 6pm</p>	<p>23</p> <p><b>ODHS Drop-in</b> 10am-12pm 1-3pm</p> <p><b>Toddler &amp; Baby Time</b> 10:30am and 11:15am</p> <p><b>Intermediate English Class</b> 10am</p>	<p>24</p> <p><b>Family Storytime</b> 10:30am</p> <p><b>Steam Stuff</b> 1-2:30pm</p> <p><b>Teen After School Drop-in</b> 3-6pm</p>	25	26	27
28	<p>29</p> <p><b>Beginning English Class</b> 11am</p> <p><b>Beginning Spanish</b> 6pm</p>	<p>30</p> <p><b>ODHS Drop-in</b> 10am-12pm 1-3pm</p> <p><b>Toddler &amp; Baby Time</b> 10:30am and 11:15am</p> <p><b>Intermediate English Class</b> 10am</p>				

**Address**

8200 SW Wilsonville Rd  
Wilsonville, OR 97070

**Hours**

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

**More Information**

(503) 682-2744  
wilsonvillelibrary.org  
reference@wilsonvillelibrary.org



**WILSONVILLE  
PUBLIC LIBRARY**





## Parks and Recreation Report | April 2024

### Director's Report

Spring time in Wilsonville marks the beginning of the busy season for the Parks and Recreation department. This month we held one of our largest events, the community egg hunt, pictured above. Some highlights from the event include eighteen thousand eggs with candy and prizes and Bailey the Bunny.

We also saw two significant projects come to fruition this month with the Sofia Park playground replacement and the Arboretum in Murase plaza both hosting ribbon cutting events in the same week.

It was great to have the Mayor and several City Councilors come out to support and help celebrate these wins with the team and community members.

The arboretum grand opening also served as our Arbor Day celebration as well as a "Peace Tree" dedication. The Hiroshima peace tree planted in the new arboretum just west of the Stein Boozier Barn located in Murase Plaza is a special Ginko Biloba tree that was grown from seed that survived the atomic bombing of that Japanese city in 1945. This and other seedlings like it have been planted around Oregon since 2020 to mark the 75th anniversary of the end of World War II and encourage peace. (The Arboretum was funded by the Wilsonville-Metro Community Enhancement program.)

At the event the Parks and Recreation team was also recognized by the non-profit organization Oregon Community Trees (OCT) for its outstanding work in planning, planting and stewarding our urban forest.

"Wilsonville's Parks and Recreation program leads the way in creating and sustaining a thriving urban forest, overcoming many obstacles," commented OCT's Roth. Well done team!

-Kris Ammerman

## Recreation Updates

### Community Garden Info Night

Program Coordinator, Laura Ruggles and Recreation Coordinator, Erica Behler held Community Garden Info night on Monday, April 22 at the Community Center. With roughly 50 gardeners in attendance, the coordinators went over garden rules and guidelines, the community service hours program, and local gardening resources such as the seed library, local gardening clubs, and the Clackamas County Master Gardener program. Attendees were seated next to their garden row neighbors and had a chance to get to know one another through a series of prompted questions such as, “What’s your favorite vegetable to grow?”, and “What’s been your biggest challenge growing at the Community Garden?”. There was also time structured into the schedule to listen to gardeners concerns, and get feedback on the recent updates to the garden, such as the color coded plot numbers. An idea posed during the meeting, that will get implemented in the coming months, was the concept of having a small produce collection bin at the Community Garden that will be donated to Wilsonville Community Sharing each week. It will be completely optional to donate, but is a great way for the gardeners to give back to the community. We hope to continue to build community at the garden through a series of work parties throughout the growing months held in May, June, July and August.



### Summer Registration Now Open!

Summer registration has started off strong, with classes opening on April 8. This guide, which spans the months of May-August includes special events like Movies in the Park, July 4 Laser Light Show & Concert, Party in the Park, Juneteenth, Pride Mural Reception, Rotary Concerts, and more! Also included in the summer guide are adult fitness classes, library programs, SMART programs, and summer camps! The most popular summer camps so far include STARS Camp, YMCA “Celebrity Chefs”, Fun4All “Slime Week”, and Coyle Outdoors “Intro to Wilderness Survival Camp”. Wilsonville Parks and Recreation has so many great offerings this summer in partnership with our camp providers, make sure to check them out at [WilsonvilleParksandRec.com/Register](https://WilsonvilleParksandRec.com/Register)



### Hand-held Summer Event Fans Now Available at the Wilsonville Parks and Rec Admin Office

Get your hand-held summer events fan for those hot summer evenings in the park! Now until supplies last at the Wilsonville Parks and Rec Admin Office, Monday-Friday 8am-5pm. Don’t need a fan, no problem - stick it on the fridge so you can remember dates for events like Summer Rotary Concerts, Movies in the Park, Farmers Market and water feature dates!



## Community Center Updates

### AARP SMART Driver Class Fills to Capacity

In partnership with AARP, the Community Center offered the “Smart Driver” classroom course. Sixteen older adults learned how to reduce crashes, limit injury risk and were provided proven driving methods to keep them safe.

### Medicare 101

Local Medicare advisors provided a workshop on the basics of Medicare and what to expect when turning 65. They also provided information on the various Medicare plans and help with prescription drugs.

### “Adopt-a-Grandparent” Day

Members of the Wilsonville High School Interact Club joined Community Center attendees for “Senior Conversations” aka, “adopt-a-grandparent”. Club members had a number of conversation starters for the older adults in an effort to gain a better understanding of their life experiences. Days like this aim to build a bridge between generations and foster mutual respect and learning. Special thanks to the Wilsonville Rotary for their coordination of this fun project.



## Board Highlights

### Arts, Culture, and Heritage Commission (ACHC)

At the April ACHC meeting the Selection Panel, consisting of the ACHC as well as members from the Diversity, Equity, and Inclusion Committee, met to select which artist should be awarded the temporary mural project for Pride Month. They selected local Clackamas County artist Ren Kyles to do the project and really appreciated her design. The purpose and goal of this mural project is to provide visual representation to uplift, recognize and celebrate the LGBTQIA+ community and celebrate and honor Pride Month. Following the meeting there was a gallery reception for local Wilsonville artist Jim Stears, who’s photography is currently on display at City Hall.

### Kitakata Sister City Advisory Board (KSCAB)

The Kitakata Sister City Advisory Board met on April 10 to continue discussion surrounding board goals for the upcoming 2024-2025 fiscal year. The board has drafted goals under six common themes so far including;

1. Increase connections with the Aizu-Kitakata International Association
2. Engage Wilsonville Youth
3. Expand Education for the Community
4. Continue to Provide Homestay Program
5. Adjust bylaws to better position the board for Longevity
6. Strengthen Relationship among Community Resource Groups

The board will continue their goals discussion at the upcoming May meeting, and plan to present goals to the City Council in July or August.



## Parks and Recreation Advisory Board

The Parks and Recreation Advisory Board did not meet in April but met May 2 to award the spring cycle of the Community Opportunity Grant. The Charbonneau Country Club was awarded \$2,257 for upgrades to their community emergency radio network. Wilsonville Little League received \$10,000 for a partnership project with a local Eagle Scout to fund dugout renovations at Wood Middle School. And finally, Wilsonville Skatepark Association received \$3,000 to help offset the cost of this year's Skate Jam in Memorial Park.



## Other Group Highlights

### Korean War Memorial Foundation of Oregon (KWMFO)

The KWMFO is preparing for the installation of cabinets, fixtures, audio video systems and artifacts at the soon to be completed Oregon Korean War Memorial Interpretive Center. Installation is scheduled for May 8—14.

## Upcoming Events

**WERK Day:** Saturday, May 18, at 9-10 am, Murase Plaza and Dog Park (Meet at Community Center for assignments). Complimentary breakfast beforehand from 8-9 am at the Community Center.

**Goat Petting Day:** Saturday, May 18 at 10 am-12 pm, Memorial Park Community Garden— look for signage

**Memorial Day Ceremony:** Monday, May 27 | 10 am | Oregon Korean War Memorial, Town Center Park

**Mobility Month, David's Chair Program:** —Sunday, June 2—by appointment. Visit [WilsonvilleParksandRec.com/MobilityMonth](http://WilsonvilleParksandRec.com/MobilityMonth) for additional information.

**Water Features Begin:** May 29-September 4 | 10am-8pm daily | Town Center Park & Murase Plaza

**Korean War Remembrance Ceremony and Interpretive Center opening** | 10 am | Oregon Korean War Memorial, Town Center Park

**July 4 Concert and Laser Light Show:** Thursday, July 4 | Music begins at 8pm | Town Center Park

**Movies in the Park Series:** (all movies take place at dusk)

- July 12—Barbie | Town Center Park
- July 26—Elemental | Edelweiss Park
- August 9—Migration | Town Center Park
- August 23—Wish | Memorial Park River Shelter

**WILSONVILLE PARKS & RECREATION**  
**WERK Day**  
Saturday, May 18  
Wilsonville Community Center  
7:30-8:45am Check-In  
8-9am Optional Complimentary Breakfast from the  
**Rotary** Club of Wilsonville  
9-11am WERK Day Projects  
10am-12pm Goat Petting  
Participants get a free \$10 game card courtesy of  
**BULLWINKLE'S**



## Parks Team Updates

### Sofia Park Grand Opening

The playground at Sofia park is officially open for play! The playground features turf surfacing, an inclusive whirl spinner and many other great play features. The playground hosted a ribbon cutting in April and the team is excited to have this great playground open for the community to enjoy.



### Additional Park Improvements

Many of the parks in the system received great updates during the last month. Nine new picnic tables, including three ADA accessible, were installed in Murase Plaza. These new tables replaced tables that had become unrepairable and were recently removed. Canyon Creek Park also got an in-house makeover, including new wildflower landscaping and pads for benches. The new benches will be added to the park in May.







# City of Wilsonville Police

APRIL 2024

Wilsonville Police Officers arrested David Lee Mangum, 47, on April 29, following a disturbance at a local grocery store. Mangum had gone into the location and was reportedly trying to attack people in the store with a hammer.

Mangum was not cooperative when contacted by police. He repeatedly yelled at deputies, asking to be killed. Deputies attempted talking to and reasoning with him, while commanding that he drop his hammer. Ultimately, deputies used a non-lethal taser to subdue Mangum and take him into custody. He was transported to the Clackamas County Jail where he was charged with Disorderly Conduct, Menacing, and Attempted Assault in the Second Degree, as well as booked on several outstanding warrants.



APRIL 14-20, 2024

NATIONAL

**PUBLIC SAFETY**

**TELECOMMUNICATORS WEEK**

**THANK YOU, DISPATCHERS!**



## CCSO Awards Ceremony 2023

Clackamas County Sheriff's Office recently held its 2023 awards ceremony. It took place at their main building on SE Sunnybrook Blvd in Clackamas on April 25, 2024.

Among the many honored during this presentation were Sergeant Jason Ritter, and Deputies Chris O'Connor and Zachary Keirse for the Lifesaving Award; and Sergeant Matt Swanson, Detective Scott Eggleston, and Deputy Chris O'Connor for the Medal of Valor. These awards were related to the Valentine's Day shooting here in Wilsonville in 2022.

We are proud to be working alongside these fine professionals.



Above, pictured L-R: Sheriff Angie Brandenburg, Deputies Zachary Keirse, Chris O'Connor, Undersheriff Jesse Ashby

Below, pictured L-R: Undersheriff Michael Copenhaver, Sheriff Angie Brandenburg, Deputies James Keen, Sam Eason, Chris O'Connor, Scott McBride, Sergeant Matt Swanson, Undersheriff Jesse Ashby





# City of Wilsonville

## Call Activity

# 4,555

Total Calls

### YEAR 2024

High Priority • 391

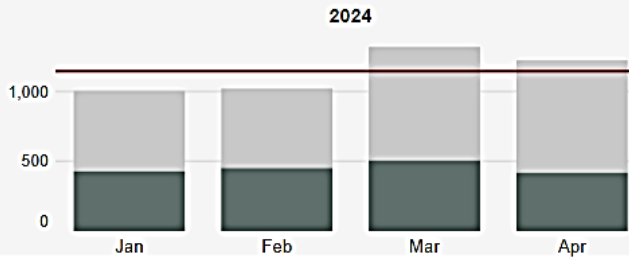
Medium Priority • 2,950

Low Priority • 1,214

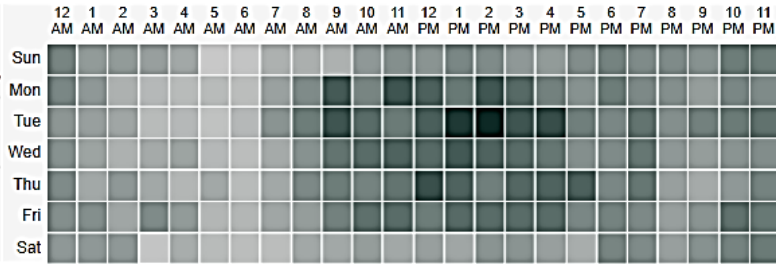
Public-Initiated • 1,803

Deputy-Initiated • 2,752

#### Call Activity by Month and Year



#### Call Activity by Day of Week and Hour of Day



*This dashboard is maintained by CCSO's Strategic Analysis Unit  
Data source: Clackamas County Communication's Computer Aided Dispatch (CAD) software  
Updated: 5/1/2024 5:57:05 PM (UTC)*

### APRIL 2024

45	72	46	165	338	166	87	301
Alarm	Assist	Civil	Crime	Disorder	Follow-up	Other	Traffic

<b>Alarm</b>	Alarm	45
<b>Assist</b>	Assist Public	36
	Assist Fire/Medical	16
	Assist Other Agency	10
	Missing Person	4
	Warrant	4
	Assist Law Enforcement	2
	<b>Civil</b>	Civil
Behavioral Health		9
<b>Crime</b>	Harassment/Menacing	33
	Theft	26
	Criminal Mischief	21
	Domestic Violence	20
	Fraud	16
	Trespass	9
	Assault/Abuse	8
	Hit & Run	8
	Burglary	4
	Violation of Restraining Order	4
	Escape/Pursuit	3
	Robbery	3
	Sex Offense	3
	Stolen Vehicle	3
	Vice	3
Littering	1	

<b>Disorder</b>	Suspicious Activity	97
	Parking Disorder	84
	Welfare Check	42
	Extra Patrol	34
	Premise Check	28
	Noise Disorder	11
	Subject Contact	11
	Animal Disorder	8
	Juvenile Disorder	7
	Disturbance	6
	Unwanted Person	6
	Recovered Stolen Vehicle	2
	Shots Fired	2
<b>Follow-Up</b>	Follow-Up	166
<b>Other</b>	Other	87
<b>Traffic</b>	Traffic Stop	268
	Traffic Crash	16
	Traffic Disorder	8
	Hazard	5
	DUII	4



### From The Director's Office:

As you will read in our report this month, a reoccurring theme is Public Works is "Always Ready to Help". From protecting trees from Beaver damage to coordinating with Code Compliance and Parks staff on graffiti removal to relocating the SMART storage shed, Public Works staff is happy to provide assistance to other departments to keep the City operating smoothly.

Another great example of this teamwork is the Utilities water crew was called duty by the engineering department to assist with a waterline shutdown on 95<sup>th</sup> Avenue, to isolate a City main that was being adjusted by the Willamette Water Supply project. The crew prepared for the shutdown by cleaning out all of the valve cans that needed to be accessed for the shutdown and exercising the valves prior to the shutdown. The crew came in early on a Saturday morning to perform the shutdown so the contractor could perform the work with minimal disruption to the surrounding businesses.



Best Regards,

Delora Kerber, Public Works Director



## Stormwater

### April Showers Bring Full Catch Basins

Warmer weather has brought rapid growth of blooms and grasses, and April rains kept the Stormwater team busy inspecting and clearing outfalls and catch basins to prevent flooding.



Speaking of busy, a few busy beavers have caused significant damage to local trees. The Stormwater crew wrapped these trees with wire netting to prevent any further damage. Crew members will continue to monitor the area for further beaver damages.





## Roads

### A Clean Slate

In the month of April the Roads division has focused efforts on median and right of way cleanup. Mowing, trimming, and leaf removal are all part of this process.



Winter weather can wreak havoc on roads. The Roads crew including Ricardo Anselmo, are taking advantage of the dry days to complete asphalt maintenance and pothole repair.





## Roads

### Paint Wars

Spring cleaning continues with a near daily graffiti removal regime. While the City has recently been challenged by these prolific taggers, Hayden Briggs, Rodney Hoskins and the whole crew are responding swiftly to keep our city clean and beautiful.



Some paint is good paint, and Roads crew including Jason Digby are working on pavement markings at Murase park and other areas around town as weather permits.





## Facilities

### All Together Now

Teamwork makes the dream work, and all hands were on deck to move the SMART shed to its new location. Facilities crew built a frame for transport, assisted in the move and poured a new pathway at the new permanent location for the shed.



## Facilities

### Blackberries-B-Gone

Utilities team member Konnen Bell made quick work of eradicating blackberries and grass along the access road leading to the Public Works Complex using the mini excavator with flail mower attachment. The flail mower attachment is a great help in waging war against these persistent and prolific vines.

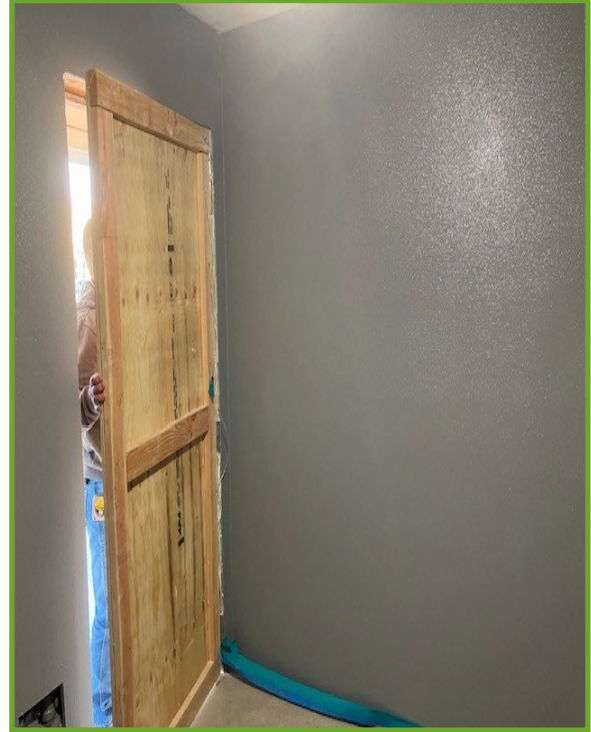




## Facilities

### Fresh Faced For Spring

The Sophia Park restroom underwent a complete remodel, with Trevor Denfeld, Robert Todd and Konnen Bell tearing down old drywall and insulation to be replaced with new materials, and finished with a water proof coating.



Reynaldo Pineda has been busy at work refreshing the garden beds at both City Hall and the Wilsonville Library. These fresh plantings look great and ready for the Spring and Summer seasons ahead.

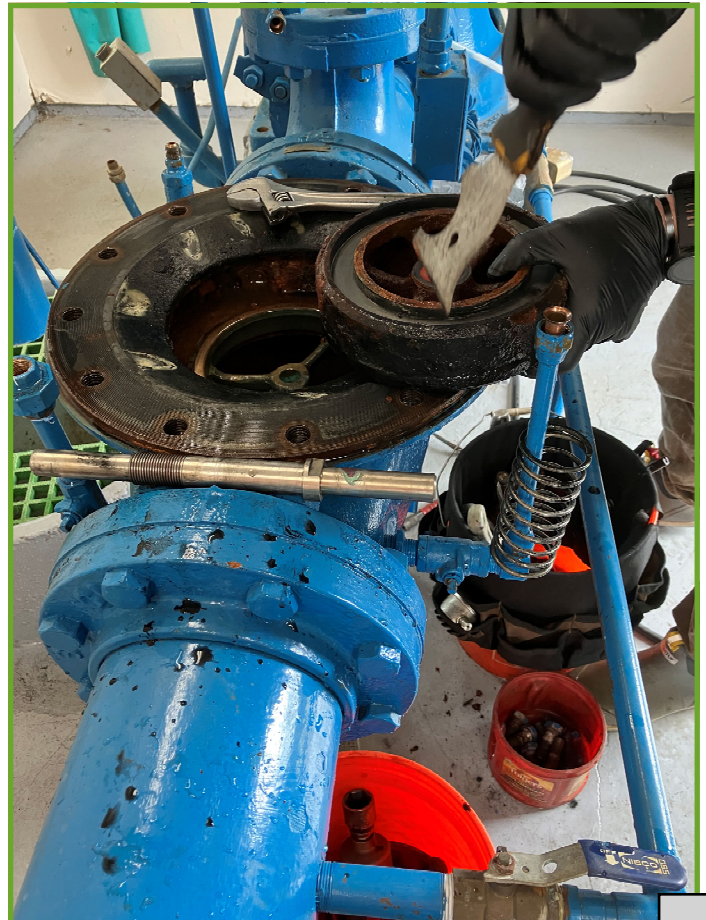




## Utilities

### Rebuilding for a Better Water Valve

This month the water crew had GC Systems in town to perform Cla-Val control valve rebuilds. The work entailed rebuilding thirteen Cla-Val control valves. The rebuild consisted of full disassemble and cleaning of the main valve and pilot controls and the replacement of all rubber parts, assembly, testing operation and putting the valve back in service. The control valves in the system are on a 5 year rebuild cycle. The water crew assists the contractor on some of the larger valves that require a backhoe to lift the cover off the valve. The crew also helps with putting the valve back in service by verifying pressures and in some cases such as at the well sites operating pumps to verify the valve is functioning the way that it should.





## Utilities

### I Spy With My Digital Eye

The Utilities sewer crew continues their progress cleaning sewer lines and conducting CCTV inspections. David Perfecto and Tim Steele are currently working on inspecting sewer lines in the Villebois neighborhood.

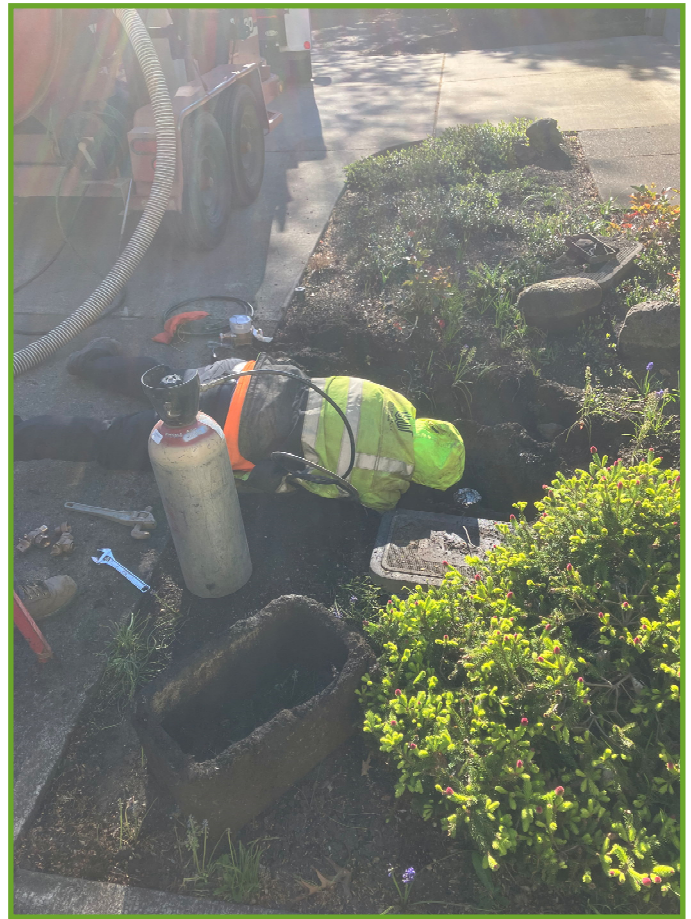




## Utilities

### Super Cool

This month Randy Burnham, Randal Magnuson and David Perfecto performed a service line freeze to replace a curbstop that had broken. Freezing the service line entails applying carbon dioxide to the pipe in order to create an ice plug to stop the water flow.



This method is used so the work can be performed without having to isolate the water main, which would affect multiple residences. Once the line is frozen the crew can replace the curbstop and thaw out the line to put the residence back online.



# EARTH DAY SMART

SOUTH METRO AREA REGIONAL TRANSIT

## 2024

## April Report Transit/Fleet

After several years of a public transit nomadic existence; a sojourn from one large transit agency to an even larger organization, I found myself in a small city unfamiliar to me, and possibly, unknown to the industry I had dedicated over three decades to serving. But here I was, knowing no one, feeling hopeful, and believing that things happen for a reason, sometimes, for reasons that defy explanation.

Few words are fit to describe my being selected to serve as the City of Wilsonville's transit director. However, having desperately searched my semi-expansive vocabulary for the perfect descriptor, I was ushered to the adjective, "serendipitous."

Vocabulary.com describes serendipitous as "accidentally being in the right place at the right time, like bumping into a good friend in some unusual location, or finding a hundred dollar bill on the ground." Well, serving as transit director has been exactly all that. Definitely the right place at the right time. In the words of singer-songwriter Michael Buble', "It's like I just stepped outside when everything was going right." Is it like bumping into a friend? Absolutely! I have made friends enough to last the rest of my life. I am confident they know who they are and how I feel about our friendship... "if tomorrow never comes." Finally, is it like finding a hundred dollar bill on the ground? I would argue, no. It's more like finding the winning Powerball Jackpot ticket; a jackpot that was recently hovering at \$1.3 billion.

Serendipitous?

Yes, indeed.

Dwight Brashear  
Transit Director

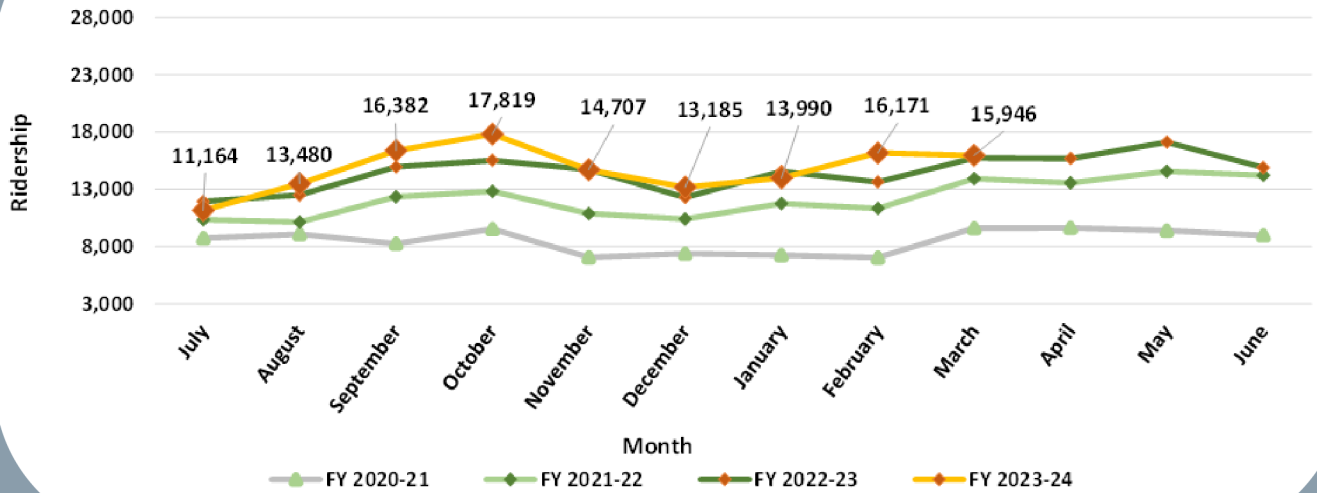




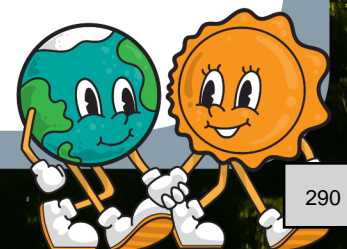
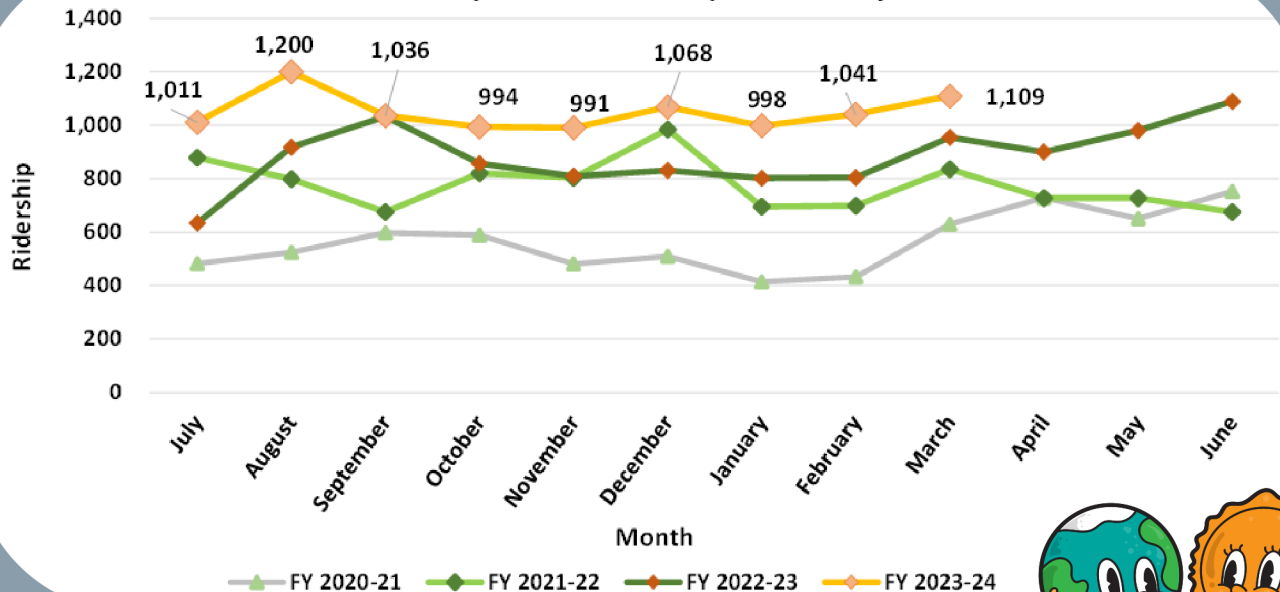
# RIDERSHIP TRENDS

Anne MacCracken

Fixed Route Ridership Trends by Month



Demand Response Ridership Trends by Month





# FLEET SERVICES

*Scott Simonton*

Fleet recently assisted Public Works with a project at their new facility. The facility includes a decant bay, in which debris collected in the cleaning of underground utilities is dumped for drying. Metal panels were added to protect the concrete during the removal of the dried debris. Public Works staff installed metal concrete anchors, Fleet staff welded the metal panels to those anchors, providing protection to the concrete structure.



*Fleet Mechanic Scott Wright, preparing a panel for welding in Public Works' decant facility.*

## OPERATIONS

*Brad Dillingham*

April saw more driver interviews, which turned into the addition of two more drivers. This will certainly help towards future service expansions and reliability of service.

We have been working with other departments and staff in the City to figure out where future bus stops are going to go in, and we are also coordinating with other organizations on ways that we can make seamless transit connections throughout Clackamas County and with TriMet.

Here's to warmer weather and improved service!



# COMMUTE OPTIONS



*Michelle Marston*

A new site specific Spring Commute Challenge launched April 15 and will run through May 15. Northwest Housing Alternatives (NHA) agreed to be our first pilot residential commute challenge participant. With over 140 residential units this site was selected to reach low income families and folks who speak English as their second language. We will be partnering with NHA to host informational bilingual workshops to show folks the get there website and how to earn a reward for alternative commute choices.

The goal of this challenge is to encourage those who drive alone to explore alternate commute methods. As folks sign up to participate this creates a list of contacts who may be interested in forming a carpool or vanpool to work.

**APRIL COMMUTE CHALLENGE**

• HOW TO GET STARTED •

 [GETTHEREOREGON.ORG/AP](https://getthereoregon.org/ap)

- 1** REGISTER TO JOIN & create account or LOGIN TO JOIN if you have an existing account with Get There Oregon.
- 2** Log transit, bike, walk, carpool or vanpool trips by filling in the details.
- 3** When you reach 30 points redeem for electronic gift card. 





# GRANTS & PROGRAMS

*Kelsey Lewis*

We hosted three reviewers in person for our Triennial Review site visit on April 17 and 18. Many City staff members participated in meeting with them and explaining different programs and service areas. The reviewers were impressed with our level of preparedness for the review and the cleanliness of the Fleet shop, and in summary, the review went very well.

The mayor will receive a final report from the Federal Transit Administration (FTA) in a few months summarizing the review process.



# SAFE ROUTES TO SCHOOL

*Patty Tiburcio*

After Wilsonville schools returned from Spring Break, SMART and Boeckman Creek Primary's parent leads resumed the Walking School Bus (WSB) to Boeckman Creek Primary. With Boones Ferry Primary and Lowrie Primary, SMART helped launch their respective Walking School Buses after spring break.

Each school is sponsoring a WSB one day each week for the remainder of the school year. Each WSB has two parent leads. A SMART representative is present at each walk to provide support as each school gets their WSB up and running.

In April, SMART and Ride Connection staff held a travel training series. This included classroom training and practice trips. Participants learned about TriMet's and SMART's transit system and took group transit trips to Graham Oaks Nature Park and Washington Square Mall.



*Lowrie Primary WSB.*



*Travel Training classroom participants.*



*Boones Ferry Primary parent leads: Christy F & Hilary L.*