



# DIVERSITY, EQUITY AND INCLUSION COMMITTEE AGENDA

January 09, 2024 at 6:00 PM

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

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## PARTICIPANTS MAY ATTEND THE MEETING AT:

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

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

## TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:

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

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

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

## CALL TO ORDER

1. Roll Call

## CONSENT AGENDA

2. [DEI Meeting Minutes 11/14/2023](#)
3. [DEI Minutes 12/12/2023](#)

## COMMITTEE DISCUSSION & RECOMMENDATION

4. [Street Naming Convention Project](#)
5. Pride & Visual Representation (pride, holiday, etc.)
6. [Natural Resources Metro Grant Opportunity](#)
7. [Public Comment Discussion](#)
8. Juneteenth Sponsorship and Planning

## ADMINISTRATIVE BUSINESS

9. [Scoping for the Second Half of the Year](#)

## ADJOURN

**NEXT MEETING** February 13, 2024 6:00 pm

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

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



# DIVERSITY, EQUITY AND INCLUSION COMMITTEE MINUTES

November 14, 2023 at 6:00 PM

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

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**CALL TO ORDER** – Meeting was called to order at 6:02 pm

**1. PRESENT**

- Chair Erika Pham
- Vice-Chair Karla Brashear
- Member Jay Edwards
- Member Fay Gyapong-Porter (arrived 6:13 pm)
- Member Imran Haider
- Member Diane Imel
- Member George Luo
- Member Aasha Patel
- Member David Siha

**ABSENT**

- Member Luis Gonzalez
- Member Tracy Hester

**STAFF**

- Bill Evans
- Amanda Guile-Hinman
- Zoe Mombert

Public comment - Karla Brashear made a motion to add public comment to the agenda. Diane Imel seconded the motion. Motion passed. Chair noted that comments were to be limited to 3 minutes.

- Kristin Thylen re: Edge Fitness. No proper ADA access to bathrooms provided. Petitioned customers for improvements. Showed video tour (52 stairs / very dark and hard to see)
- Georgia Bushman, regarding the same concern. From exercise class on second floor, to basement, 104 steps (average age is 70+)

**CONSENT AGENDA**

2. **DEI Minutes – October 10, 2023** – Karla Brashear made a motion to approve the October 10, 2023 Minutes. Diane Imel seconded the motion. Motion passed.
3. **DEI Lecture Series Minutes – September 10, 2023** - Karla Brashear made a motion to approve the September 12, 2023 Minutes. Diane Imel seconded the motion. Motion passed.

## COMMITTEE DISCUSSION & RECOMMENDATION

4. **West Linn-Wilsonville School District Presentation**, Andrew Kilstrom, Director of Communications, shared goals relating to equitable outcomes and eliminating achievement gaps. Equity is at the forefront of the decision making.
- Shared tenets of Equity Action Plan and discussed District ‘Equity Teams’ and committees that bring administrators and educators together regularly to advance equity goals.
  - Discussed student Affinity Groups as safe spaces for students.
  - Discussed ‘full inclusion’ and allowing people of all abilities to learn together in the general education classroom. Very rare, and people from around the country move here to attend WLWV schools.
  - Family Empowerment Center – Maria Horton / Resource Center to provide extra help for families, including free adult classes and other tools. Noted that more than 60 languages are spoken in 16 WLWV schools.
  - Erika asked about the Action Plan goals.
  - Diane Imel noted the quality of the schools, and the equity work undertaken, noting her own participation in the equity summit.
  - Bill Evans noted the previous collaborations between City and WLWV as a catalyst for future work together.
  - Andrew spoke about progress toward equity goals. Discussed performance gap data, and willingness to share it. Andrew notes 80 percent graduate rate among those with disabilities.
  - Equity Summit will return in 2024 to bring community leaders together in partnership and collaboration.

Ways to support or ask from the committee:

- Attend or partner at the school level.
  - Create a District Equity Committee.
  - Equity Summit. The committee is in initial communications.
  - 2016 Equity Plan progress. The pandemic resulted in some decline.
  - Bill Evans noted 2 youth seats on the DEI Committee and BSU participation in the Juneteenth event.
5. **Street Naming Convention Project**
- Miranda expressed desire to prioritize themes/schemes that could be used in Town Center.
  - Amy suggested that about two dozen street names would likely be utilized; choices sought, but no pre-existing names already in queue for consideration.
  - Discussed flexibility and options for developers.
  - Need to provide number of letters.
  - Reach out to indigenous leaders and visionaries from the community.

- Each committee member to come up with two naming ideas: 1) important names and 2) cultures that are significant to the area. Send to Zoe by December 1.
6. **Attendance** – Erika recommended a draft amendment to alter the Charter to mandate regular attendance. Language to say that a fifth absence within a calendar year results in automatic removal. Motion made by Karla Brashear, seconded by Diane Imel. Motion passed.
7. **Latino Outreach**
- Karla Brashear attended the Dia de los Muertos celebration.
  - There were several suggestions:
    - Teach our youth about the culture and traditions.
    - Celebrate those cultures and traditions.
  - List of resources. Latino Recreation Network, churches, International Night celebrating Latin-American cultures.
  - Las Posadas Event. Three Kings bringing gifts to Jesus. This is a big part of the Latino culture. December 19 from 4:00 – 6:00 pm.

#### **ADMINISTRATIVE BUSINESS**

There will be a training at the December 12 meeting, which will be closed to the public.

**ADJOURN** – Meeting adjourned at 7:42 pm

**NEXT MEETING** - December 12, 2023 5:30 PM



# DIVERSITY, EQUITY AND INCLUSION COMMITTEE MINUTES

December 12, 2023 at 5:30 PM

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

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**CALL TO ORDER** - Meeting was called to order at 5:33 pm.

1. **ROLL CALL**

**PRESENT**

- Chair Erika Pham
- Vice-Chair Karla Brashear
- Member Imran Haider
- Member Jay Edwards
- Member Tracy Hester
- Member Fay Gyapong-Porter (5:50 pm)
- Member David Siha
- Member Diane Imel
- Student Member Aasha Patel
- Student Member George Luo

**STAFF**

- Amanda Guile-Hinman
- Amy Pepper
- Zoe Mombert

**ABSENT**

- Member Luis Gonzalez

## COMMITTEE DISCUSSION & RECOMMENDATION

2. **STREET NAMING CONVENTION PROJECT**

Continued discussion regarding street naming convention project. Discussion will continue at the next upcoming meeting set for January 9, 2024. Staff to provide research and work with the committee. Erika Pham to assist the staff.

**COMMITTEE TRAINING** Closed to the public - ORS 192.630(4)(b)

3. Training began at 5:45 pm.

**ADJOURN** - Regular meeting adjourned at 5:42 pm. Training began at 5:45 until 7:45 pm.

**NEXT MEETING** - Tuesday, January 9, 2023 6:00 PM

**Idea 1:**

Beatrice Morrow Cannady  
Alvord Desert

**Idea 2:**

- **Leadership:** York (as in Lewis, Clark and...)
- **Nature:** Gorge (as in Columbia River...)

**Idea 3:**

- Natural elements - Sunstone, Agate, Jasper, Opal, Jory, Meadowlark, Hazelnut, Chanterelle
- Diverse leaders - Kalapuya, Atfalati, Barrow (for Willie Beatrice Barrow), McCoy (for William Bill McCoy), Leon (for Teresa Alonso Leon)

**Idea 4:**

Leader: Beverly Cleary

**Idea 5:**

Bunchberry Circle and Kalapuya Way.

**Idea 6:**

Avel Louise Gordly – First elected black woman to the Oregon Senate.

Kayse Jama – Oregon’s first elected Muslim Senator

Aaron Woods – Current Senator representing our district

Julie Fitzgerald – Led us through Covid, and creation of first ever DEI committee for the city.

Kalapuyan tribe is heavily associate with our geographic area.

**MEMO – Community Development**

DATE: September 1, 2023

TO: Diversity, Equity and Inclusion (DEI) Committee

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

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

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

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

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

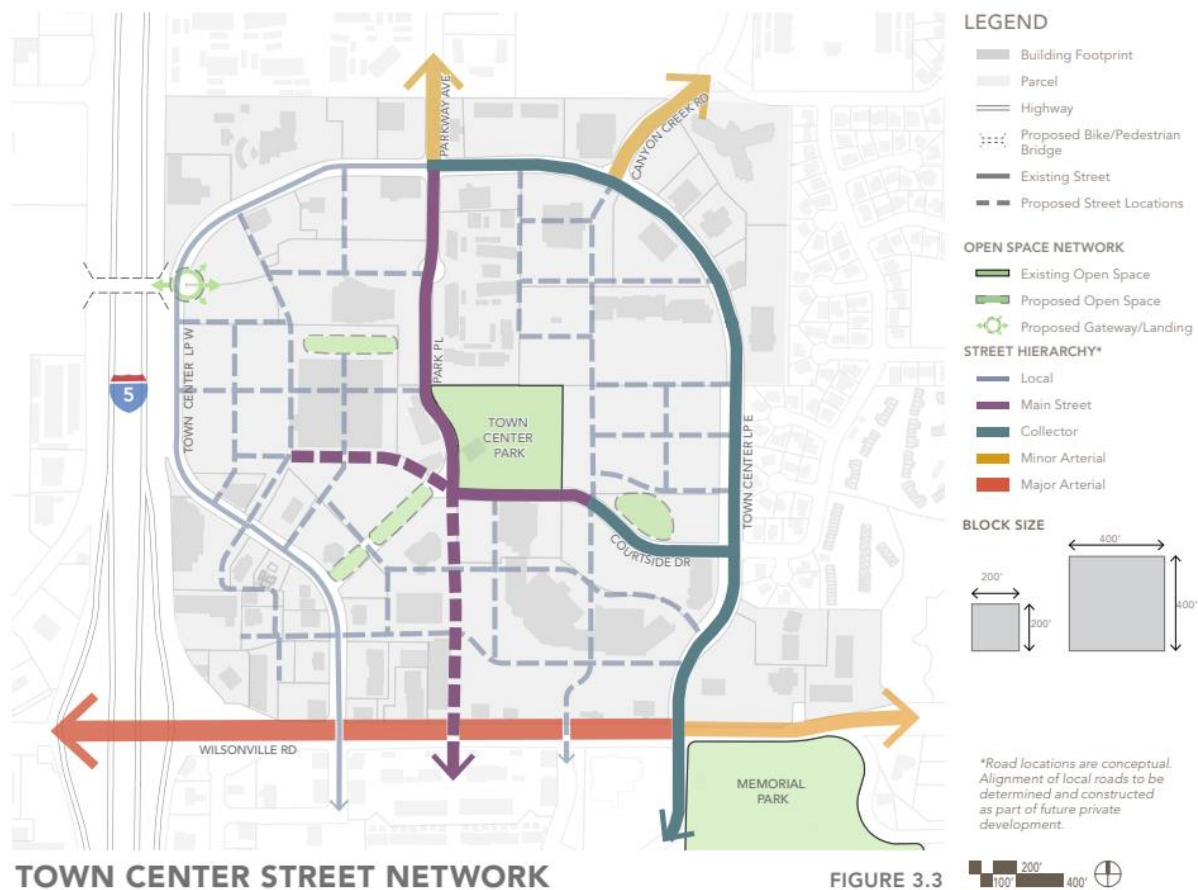
Staff is interested in pursuing adoption of a theme or naming convention for streets in Town Center that helps to honor the bold vision of the Town Center Plan to create an accessible, diverse, connected and thriving place for all people to gather. To continue the inclusive, community-driven planning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



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

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

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



TOWN CENTER STREET NETWORK

FIGURE 3.3

**Attachments:**

- Resolution 1924
- Approved Street Name List

**Reference:**

- The Story of the Wilsonville Town Center Plan:  
<https://wilsonville.maps.arcgis.com/apps/Cascade/index.html?appid=f6c8a240d00f4c0ba9b393d670f2d4de>
- Wilsonville Town Center Plan:  
[https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/planning/page/5101/wilsonville\\_plan\\_050919\\_web\\_amended101821.pdf](https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/planning/page/5101/wilsonville_plan_050919_web_amended101821.pdf)

## Historical surnames in the Wilsonville area

Date of review: 5/10/2023

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

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

~~Kruse (St)~~

~~Lehan (St)~~

~~Lowrie (St; Mk)~~

~~Matzen (St)~~

~~McGraw (St)~~

~~Meek (St)~~

~~Montgomery (St)~~

~~Merey (St; Nh)~~

~~Murray (St)~~

~~Nutting (St)~~

~~Ridder (St)~~

~~Schroeder (St)~~

~~Seely (St)~~

~~Thornton (St)~~

~~Tooze (St)~~

~~Wahos (St)~~

~~Wagner (St)~~

~~Wilson (St; City)~~

~~Young (St)~~

Native Plant Street Names

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

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

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

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

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

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

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

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

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

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

**B. Alleys:**

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

**C. Re-naming of a Street:**

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

**D. Contingency:**

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

E. Addressing:

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

F. Street Signs:

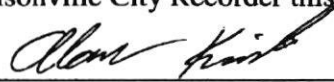
- a. Street name signs shall be placed in accordance with the City's Public Works Standards and should include addressing block numbers.
- b. All public street signs shall be green in color with white lettering.

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

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

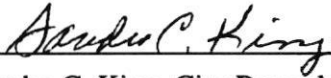
This Resolution shall be effective upon adoption.

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



ALAN KIRK, COUNCIL PRESIDENT

ATTEST:



Sandra C. King, City Recorder, CMC

SUMMARY OF VOTES:

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





## Memorandum

**DATE:** January 5, 2024

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

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

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

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

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

### **Attachments:**

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

## Town Center Street Naming: Summary of Options

January 5, 2024

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

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

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

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

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

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

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

DRAFT

December 29<sup>th</sup>, 2023

DEI Committee – proposed agenda item brief

Prepared by: Environmental Specialist, Jim Cartan – Natural Resources

Wilsonville's Living Classroom

I would like to put forth for the DEI Committee's consideration an idea for a grant proposal focused on environmental education within a larger habitat restoration project at the Park at Merryfield Neighborhood Park.

Metro's Nature in Neighborhoods (NiN) Community Stewardship and Restoration grant provides dollars for habitat enhancement work within a framework of Diversity, Equity, and Inclusion principals. In particular, the grant program seeks to support collaboration with communities of color and other historically marginalized groups to develop shared learning about environmental principals while connecting with and stewarding nature.

There is significant habitat restoration potential within the Park at Merryfield Neighborhood Park and with the proximity to Inza R. Wood Middle School, Boones Ferry Primary School, The Center for Research in Environmental Sciences and Technologies (CREST) and the regional nature park at Graham Oaks, staff thought a prudent way to address the environmental enhancement and education goals of the NiN grant would be to propose an outdoor, living classroom. This space would provide Wilsonville students a place to congregate and get their hands dirty all while engaging with place-based learning.

We have already recognized two potential partners for this project, Friends of Trees and the Backyard Habitat Certification Program, but collaborating with local educators and community groups could help create an inclusive space with interpretation, low impact infrastructure, and connection to existing assets within the city. This collaboration could also help shape curriculum associated with the living classroom and how the actual restoration work is carried out.

What staff is seeking from the DEI Committee is feedback on this proposal and potentially a vote or nod of support in developing a new outdoor education space particular to Wilsonville and its constituents. This grant proposal is not only a way to secure funding for habitat restoration work within the City's existing network of open space, but a means to illustrate a commitment to environmental education and engagement for the whole of community.

Thank you for your time and consideration of this NiN grant proposal idea.



**DIVERSITY, EQUITY AND INCLUSION COMMITTEE MEETING  
STAFF REPORT**

<b>Meeting Date: January 9, 2024</b>		<b>Subject: Public Comment Discussion</b>	
		<b>Staff Member:</b> Amanda Guile-Hinman, City Attorney	
		<b>Department:</b> Legal	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable	
		<b>Comments:</b> N/A	
<b>Staff Recommendation:</b> N/A			
<b>Recommended Language for Motion:</b> I move to adopt Option [insert] as the DEI Committee’s process for receiving public comment in public meetings.			
<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 COMMITTEE:**

Consider updated structure for receiving public comment during public meetings of the Diversity, Equity and Inclusion (DEI) Committee.

**EXECUTIVE SUMMARY:**

The DEI Committee is interested in examining whether, and if so, how, to receive public comment during its public meetings. Although public comment is generally not mandated for the matters that may come before the DEI Committee, providing a space for public comment during public meetings is a standard practice of most City of Wilsonville standing boards, commissions, and committees. The Wilsonville Code, Section 2.003(8), establishes a public comment period of Wilsonville City Council public meetings.

Staff reviewed three (3) possible options for the DEI Committee regarding public comment, each of which are outlined below. If the DEI Committee adopts either Option 1 or Option 2, staff will prepare written instructions for future DEI Committee agendas and public meetings.

Option 1 (Verbal or Written): Receive either verbal or written public comment during public meeting. Anyone who wants to give public comment must:

- State their name and address, either verbally or in writing, prior to providing public comment
- If providing verbal comments, they must address the Committee from a designated speaker area
- Verbal comments will be limited to 3 minutes
- Verbal and written comments must relate to a matter concerning DEI Committee business on the agenda or relate to a matter over which the Committee has authority, pursuant to its adopting resolution – Resolution No. 2893 (modified by Resolution No. 3104)

Option 2A (Written Only, At Meeting): Receive written public comment at the beginning of a public meeting. Anyone who wants to give written public comment must:

- Include their name and address in the written public comment
- Comments must relate to a matter concerning DEI Committee business on the agenda or relate to a matter over which the Committee has authority, pursuant to its adopting resolution – Resolution No. 2893
- Written comments may be provided to the staff liaison at the beginning of the public meeting and, generally, will be distributed by the staff liaison to the DEI Committee within three (3) business days after the meeting

Option 2B (Written Only, Prior to Meeting): Receive written public comment prior to a public meeting. Anyone who wants to give written public comment must:

- Include their name and address in the written public comment
- Comments must relate to a matter concerning DEI Committee business on the agenda or relate to a matter over which the Committee has authority, pursuant to its adopting resolution – Resolution No. 2893
- Written comments may be provided to the staff liaison no later than 4 pm the day of the public meeting and will be distributed to the DEI Committee by the staff liaison

Option 3 (No Public Comment): No public comment will be received by the DEI Committee. Individuals will be directed to reach out directly to the staff liaison with any questions or comments.

**EXPECTED RESULTS:**

Clear expectations for the public and Committee members on how to provide and receive public comment during DEI Committee public meetings.

**TIMELINE:**

DEI Committee may vote on a verbal motion to adopt one of (or another alternative) the options regarding public comment during public meetings of the DEI Committee. Such a motion may occur either at the January 2024 meeting or at a later date, if so desired.

**CURRENT YEAR BUDGET IMPACTS:**

N/A

**COMMUNITY INVOLVEMENT PROCESS:**

N/A

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

The DEI Committee must evaluate offering a designated public forum for community members to engage with the DEI Committee and the individual protections that result from creating the public forum. The DEI Committee cannot regulate speech based on content/viewpoint, and so, if the DEI Committee allows public comment, it must apply any adopted rules uniformly.

**ALTERNATIVES:**

See the different options listed above.

**ATTACHMENTS:**

1. Resolution No. 2983 – A Resolution of the City Council Creating the Diversity, Equity and Inclusion (DEI) Committee



**RESOLUTION NO. 2893****A RESOLUTION OF THE CITY COUNCIL CREATING THE DIVERSITY, EQUITY AND INCLUSION (DEI) COMMITTEE.**

WHEREAS, the City Council unanimously passed Resolution No. 2626 in 2017 declaring Wilsonville as “an inclusive City that has and will continue to welcome the collective contributions of all persons, honoring and respecting people of every race, color, national origin, immigration or refugee status, heritage, culture.”; and

WHEREAS, Wilsonville City Council hosted a virtual public listening session on December 8, 2020 to allow residents to share personal experience, concerns, and needs to ensure that Wilsonville is working to provide a high quality of life for every resident regardless of race, gender identity, age, religion or ability ; and

WHEREAS, on January 14, 2021 City Council directed staff to establish a Diversity Equity and Inclusion (DEI) Committee to identify and address systemic barriers to inclusion that exist within the City’s practices, processes, regulations, events and other initiatives; and

WHEREAS, staff presented draft bylaws to the City Council for feedback and refinement at City Council work sessions on March 1, April 5 and April 19; and

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

Section 1. Name of Committee: Diversity, Equity and Inclusion Committee (“Committee”).

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

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

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

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

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

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

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

Section 4. Membership:

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

B. *Residency.* Members must reside, own a business, or attend school within the City of Wilsonville city limits. A majority of members appointed must reside within the City limits. The Council can appoint a member or members to the Diversity, Equity and Inclusion Committee who does not meet any of these residency criteria if it is determined that the member brings significant value to the Committee.

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

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

E. *Removal.* A Committee member may be removed by the Council for misconduct, nonperformance of duty, or three successive unexcused absences from regular meetings. Committee members may, by motion, request that a member be removed by the Council.

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

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

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

- Position #1 – 1-year term: 6/1/21 – 12/31/22 next term: 1/1/22-12/31/25
- Position #2 – 1-year term: 6/1/21 – 12/31/22; next term: 1/1/22-12/31/25
- Position #3 – 1-year term: 6/1/21 – 12/31/22; next term: 1/1/22-12/31/25
- Position #4 – 1-year term: 6/1/21 – 12/31/22; next term: 1/1/22-12/31/25
- Position #5 – 1-year term: 6/1/21 – 12/31/22; next term: 1/1/22-12/31/25
- Position #6 – 2-year term: 6/1/21 – 12/31/23; next term: 1/1/23-12/31/26
- Position #7– 2-year term: 6/1/21 – 12/31/23; next term: 1/1/23-12/31/26
- Position #8– 2-year term: 6/1/21 – 12/31/23; next term: 1/1/23-12/31/26
- Position #9– 2-year term: 6/1/21 – 12/31/23; next term: 1/1/23-12/31/26
- Position #10 – 3-year term: 6/1/21 – 12/31/24; next term: 1/1/24-12/31/27
- Position #11 – 3-year term: 6/1/21 – 12/31/24; next term: 1/1/24-12/31/27
- Position #12 – 3-year term: 6/1/21 – 12/31/24; next term: 1/1/24-12/31/27
- Position #13 – 3-year term: 6/1/21 – 12/31/24; next term: 1/1/24-12/31/27

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

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

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

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

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

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

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

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

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

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

Section 9. Effective Date:  
This resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting there of this 3<sup>rd</sup> day of May, 2021, and filed with the Wilsonville City Recorder this date.

DocuSigned by:  
*Julie Fitzgerald*  
8A974AF3ADE042E...

Julie Fitzgerald, Mayor

ATTEST:

DocuSigned by:  
*Kimberly Veliz*  
E781DE10276B498...

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Fitzgerald	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

# City of Wilsonville Diversity, Equity and Inclusion Committee Charter

April 2021

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

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

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

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

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

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

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

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

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

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# Diversity, Equity and Inclusion Committee Strategic Plan Actions

Prioritization adopted by the DEI committee on August 9, 2022

## Priority Level 1

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

## Priority Level 2

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

## Priority Level 3

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