



## CITY COUNCIL AGENDA

November 07, 2022 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. [Frog Pond East and South Master Plan \(Pauly\) \[65 min.\]](#)
- B. [City of Wilsonville Flag Policy and Update to Wilsonville Code Section 6.150 \(Guile-Hinman\) \[15 min.\]](#)

**ADJOURN [6:30 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, November 7, 2022 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10:00 a.m. on October 18, 2022. Remonstrances and other documents pertaining to any matters listed in said summary filed at or prior to the time of the meeting may be considered there with except where a time limit for filing has been fixed.*

### **CALL TO ORDER [7:00 PM]**

1. Roll Call
2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

### **MAYOR'S BUSINESS [7:05 PM]**

4. Approval of City Application to Metro for the Acquisition of the Frog Pond West Park Property Utilizing Local Share Funds
5. [Upcoming Meetings](#)

### **COMMUNICATIONS [7:20 PM]**

6. [Frog Pond West Neighborhood Park Community Engagement \(Schull\)](#)

### **CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS [7:35 PM]**

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

### **COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS [7:40 PM]**

7. Council President Akervall
8. Councilor Lehan
9. Councilor West
10. Councilor Linville

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

11. **Resolution No. 3010**

[A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement Contract Amendment With AKS Engineering & Forestry, LLC For Design And Construction Engineering Services For The 2022 Curb Ramps Upgrade Project \(Capital Improvement Project # 4014, 4118, And 4717\). \(Alton\)](#)

12. [Minutes of the October 17, 2022 City Council Meeting. \(Veliz\)](#)

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

13. **Resolution No. 3004**

[A Resolution Of The City Of Wilsonville Adopting The Findings And Recommendations Of The "Solid Waste Collection Rate Report, October 2022" And Maintaining The Current Republic Services Rate Schedule, Effective January 1, 2022. \(Ottenad\)](#)

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

**PUBLIC HEARING [8:20 PM]**

**CITY MANAGER'S BUSINESS [8:20 PM]**

**LEGAL BUSINESS [8:25 PM]**

**ADJOURN [8:30 PM]**

**INFORMATIONAL ITEMS**

**AN EXECUTIVE SESSION MEETING WILL IMMEDIATELY FOLLOW THE CITY COUNCIL MEETING**

**EXECUTIVE SESSION**

ORS 192.660(2)(i) Performance Evaluations of Public Officer and Employee

*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> November 7, 2022		<b>Subject:</b> Frog Pond East and South Master Plan	
		<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> N/A	
<b>Staff Recommendation:</b> Provide input on the draft Frog Pond East and South Master Plan.			
<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 Area Plan	<input type="checkbox"/> Not Applicable	

### ISSUE BEFORE COUNCIL:

Provide feedback and input on the draft Frog Pond East and South Master Plan.

**EXECUTIVE SUMMARY:**

Following designation of the subject land as an urban reserve in 2010, the City adopted the Frog Pond Area Plan in 2015 to set the stage for additional planning and eventual development to meet identified housing needs. Besides the urban reserve area, the Frog Pond Area Plan also established a vision for growth for undeveloped land already within the City's Urban Growth Boundary (UGB) now known as Frog Pond West. In 2017, a Master Plan and implementing zoning code was adopted for Frog Pond West. The Master Plan provided the necessary regulatory framework for the residential neighborhood currently under development north of Boeckman Road and west of Stafford Road.

In 2018, Metro expanded the UGB to include the urban reserve land known as Frog Pond East and South. As part of the Metro Ordinance adopting the UGB expansion, Metro required Wilsonville to complete master planning to make the area development ready, from a regulatory standpoint, by December 2022. Similar to past master planning efforts, such as Villebois and Frog Pond West, this master planning effort will identify the types and locations of the homes, other land uses, parks, open spaces, streets, trails and neighborhood amenities to be built over the next 10-20 years. To support implementation of the plan, the process will also identify water, sewer, stormwater, and transportation infrastructure needs and funding sources.

This will be the City Council's tenth and final work session on the Frog Pond East and South Master Plan. Previous work sessions gathered Council feedback on the various aspects of the Master Plan, including: public outreach activities, needs and opportunities for affordable housing and first time home ownership opportunities, design concepts for development of land use and urban design alternatives, the draft preferred land use alternative, transportation and infrastructure analyses and plans, a housing variety policy, neighborhood commercial and main street policies, and important elements of the public realm including trees, open spaces, lighting, gateways and signage.

The Frog Pond East and South Master Plan (Attachment 1) is a compilation of these items and discussions with the Council, Commission, and community. This work session provides the Council with the opportunity to review and provide feedback on the draft Plan. The project team will update the Master Plan document to incorporate Council feedback, and prepare a final version for Council's consideration for adoption on December 5, 2022.

**EXPECTED RESULTS:**

Feedback on and specific requested edits to the draft Frog Pond East and South Master Plan.

**TIMELINE:**

This is the tenth and final in a series of work sessions for the City Council. Council has a public hearing on the Master Plan scheduled for December 5, 2022. Review of development code language and infrastructure funding, will extend into the first half of 2023.

**CURRENT YEAR BUDGET IMPACTS:**

The project is funded by a combination of a \$350,000 Metro grant, an \$81,000 Oregon Department of Land Conservation and Development grant, and matching City funds in the form of staff time. \$311,000 is budgeted in FY 22/23 to complete the project.

**COMMUNITY INVOLVEMENT PROCESS:**

The project has a community engagement plan which laid out a robust public engagement program that included meaningful and impactful involvement of people who identify with historically marginalized communities.

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

Furthering of the City's Equitable Housing Strategic Plan and Council's goal of affordable home ownership, while creating Wilsonville next great neighborhoods.

**ALTERNATIVES:**

The City Council can continue to direct changes to the draft plan.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENT:**

1. Draft Frog Pond East and South Master Plan dated October 2022

# FROG POND EAST & SOUTH MASTER PLAN



Placeholder Image

A VISION AND IMPLEMENTATION PLAN FOR TWO  
NEW NEIGHBORHOODS IN EAST WILSONVILLE

DRAFT - OCTOBER 2022



***The October 2022 Draft Frog Pond East & South Master Plan is an in-progress draft. It is subject to change prior to the preparation of the hearings-ready draft. Some sections and graphics have placeholders for content to be revised or added at a later date.***

Placeholder Image

# A VISION FOR FROG POND IN 2035

*The Frog Pond Area in 2035 is an integral part of the Wilsonville community, with attractive and connected neighborhoods. The community's hallmarks are the variety of quality homes; open spaces for gathering; nearby services, shops and restaurants; excellent schools; and vibrant parks and trails. The Frog Pond Area is a convenient bike, walk, drive, or bus trip to all parts of Wilsonville.*

FROG POND AREA PLAN VISION STATEMENT  
ADOPTED BY THE WILSONVILLE CITY COUNCIL  
NOVEMBER 16, 2015





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# INTRODUCTION



## PURPOSE - WHAT THIS PLAN IS ABOUT

### A VISION AND GUIDING BLUEPRINT

The Frog Pond East & South Master Plan (Master Plan) is a vision and guiding blueprint for the development of two new neighborhoods in East Wilsonville. It includes:

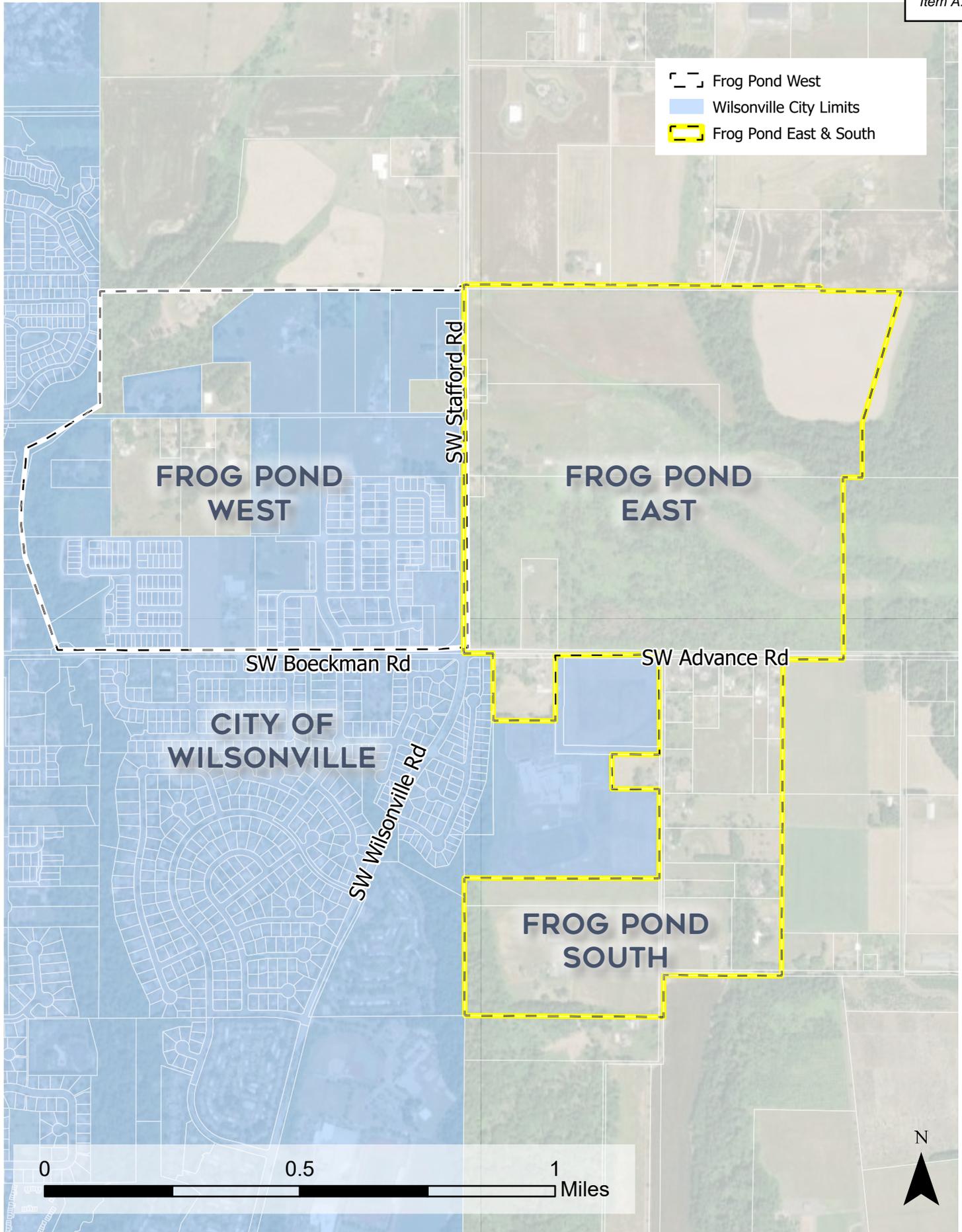
- The overall vision and intended outcomes for the Frog Pond East and South neighborhoods
- Background information on Frog Pond's context and setting
- An affordable housing analysis, with a focus on equitable housing strategies
- A market analysis of neighborhood commercial opportunities
- Design concepts to create a connected, livable community
- Neighborhood-specific plans for land use, streets, pedestrian connections, bike routes, parks and open spaces, and natural resource areas
- Transportation and utility infrastructure analysis, plans and cost estimates
- Implementation strategies for land use regulations and infrastructure funding

### KNITTING TOGETHER A COMMUNITY

Frog Pond East and South will build out over a 10-20-year timeframe and occur in multiple phases and individual developments. North of Advance Road, the East Neighborhood is 172 acres in size and comprised of only 8 tax lots. The relatively large parcel sizes will use the plan to lay out phased developments that fit together in an intentional way over the years. South of Advance Road, the South neighborhood is different: its 121-acre area has 31 tax lots and about 14 existing homes. New development in the South neighborhood will need to blend seamlessly with the homes that remain, Meridian Creek Middle School, and the future 10-acre Community Park. The Master Plan plays a key role to ensure that all of the individual developments add up to connected and cohesive new neighborhoods that are an integral and treasured part of Wilsonville.

Figure 1. Frog Pond East & South Master Plan Area

Item A.





## SCOPE AND REGULATORY ROLE - HOW THE PLAN WILL BE USED

This Master Plan guides the 305 acre Frog Pond area that was added to the Urban Growth Boundary (UGB) in 2018, located east of SW Stafford Road and north and south of SW Advance Road East Wilsonville. See Figure 1.

The Frog Pond East & South Master Plan is a “supporting document” of the Wilsonville Comprehensive Plan (Plan), with the regulatory force and effect of the Plan. The Master Plan fits within the City’s three-part regulatory structure for development review:

- The Comprehensive Plan provides the policies and high-level intent for the Frog Pond area.
- The Master Plan establishes the overall vision and intended outcomes for the area; geographically-specific plans for land use, transportation, parks and open space, and other community elements; and implementing strategies for zoning, infrastructure development and funding.
- The Development Code (Code) establishes the specific zoning, standards, and procedures for development.

Development reviews that include housing will be subject to the Code’s clear and objective development standards as required by state law. For development applications that are reviewed through a discretionary process, the Master Plan serves a regulatory role.





*The City's online engagement platform, Let's Talk, Wilsonville!, was used throughout the project.*

## THE PLANNING PROCESS – HOW THE PLAN WAS CREATED

**Outreach summary to be included in revised version.**

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# VISION

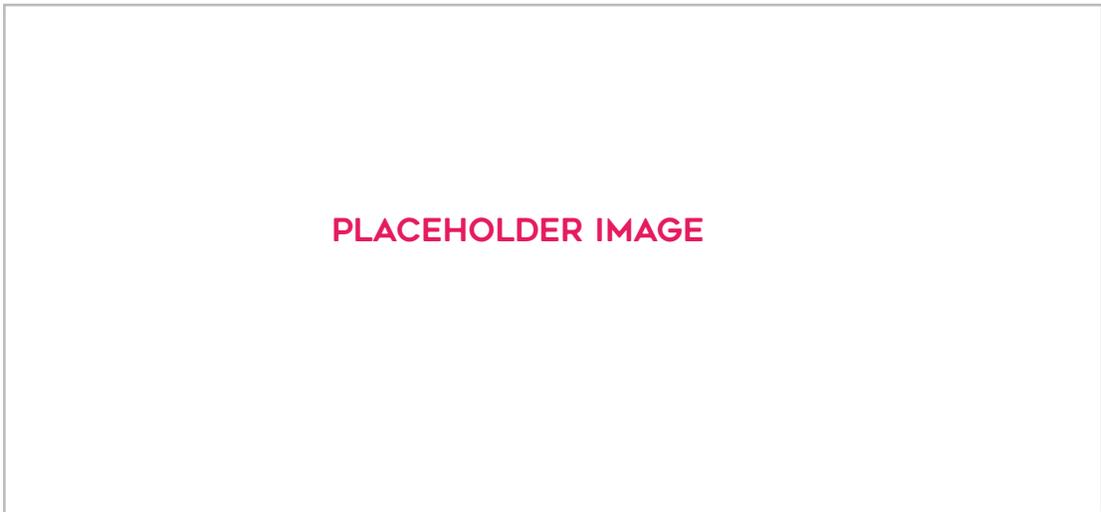


## CONTINUING PRIORITIES FROM THE AREA PLAN AND FROG POND WEST

The vision for Frog Pond’s three neighborhoods was first crafted as part of the Frog Pond Area Plan (see inside cover), and implemented for Frog Pond West. The key elements from that vision will continue as part of Frog Pond East and South.

As with Frog Pond West, Frog Pond East and South will create:

- **A great neighborhood** that is a connected part of Wilsonville.
- **A cohesive place** where individual private developments and public realm improvements fit seamlessly together into a coordinated whole.
- **A neighborhood with walkable and active streets**, a variety of housing, extensive walking and biking routes, an excellent school, and quality parks, open spaces, and natural areas.
- **Quality development and community design** that is an attractive and valued addition to the City.
- **Easy access to nature, parks and open spaces** for all neighborhood residents.





## **ADDITIONAL PRIORITIES FOR FROG POND EAST AND SOUTH**

This Master Plan builds on previous work and incorporates the priorities as described below.

### **INCLUSIVE COMMUNITY ENGAGEMENT**

The planning process invited all community members to participate and specifically reached out to people who do not typically participate in land use planning. There were many ways to participate: two focus groups to engage Spanish speakers; focus groups to involve renters and potential first-time home buyers; multiple open houses, community forums and tabling events; a design workshop; and 3 online surveys. All in all, the City took an inclusive approach to involve a broad spectrum of the Wilsonville community.

### **IMPLEMENTATION OF THE CITY'S EQUITABLE HOUSING STRATEGY PLAN**

Frog Pond East and South will be an important part of the City of Wilsonville's efforts to meet future housing needs and provide equitable housing options for residents. The City's 2020 Equitable Housing Strategic Plan (EHSP) recognized this and called for the Master Plan to establish achievable goals/targets for affordable housing in the area and integrate affordable housing into the master plan. This Master Plan identifies potential targets and strategies for affordable housing and how they may be applied as Frog Pond East and South develop.

### **MIDDLE HOUSING**

To help implement the City's Equitable Housing Strategic Plan and Oregon House Bill 2001 adopted by the Oregon Legislature in 2019, in 2021 the City amended the Development Code to allow townhouses, duplexes, triplexes, and fourplexes - "middle housing" - in all zones that permit single-family detached dwellings. The amendments included updates to siting and development standards for single-family and middle housing throughout Wilsonville, and new regulations specific to Frog Pond West. This Master Plan takes middle housing implementation further by including strategies and regulations that will deliver a range of middle housing types throughout Frog Pond East and South.



## HOUSING VARIETY AND AFFORDABILITY

This Master Plan is built on two principles for housing implementation:

- **Housing variety throughout** - The plan creates opportunities for a wide variety of housing choices in each neighborhood and subdistrict. This concept focuses on mixing and integrating different housing choices throughout the Frog Pond neighborhoods rather than having separate areas for separate housing unit categories.
- **Affordable housing integration** - The planned variety of housing - together with minimum density, housing mix requirements, and other code standards - will provide opportunities for the development of housing types targeted toward home buyers and renters with incomes of 80-150% area median income (AMI). This is the market-based and zoning-based strategy of the plan. Additionally, the land use, transportation, open space, and infrastructure elements of the plan set the stage for affordable housing initiatives that City may wish to undertake in the future.

Please see the Residential Land Use section for more information on how the above priorities are implemented.

Placeholder Image



# CONTEXT & SETTING



# CONTEXT AND SETTING

## REGIONAL AND CITY CONTEXT

Figure 4 and Figure 3 show the planning area in the context of nearby regional areas and East Wilsonville. Highlights are summarized below.

### SURROUNDING AREAS

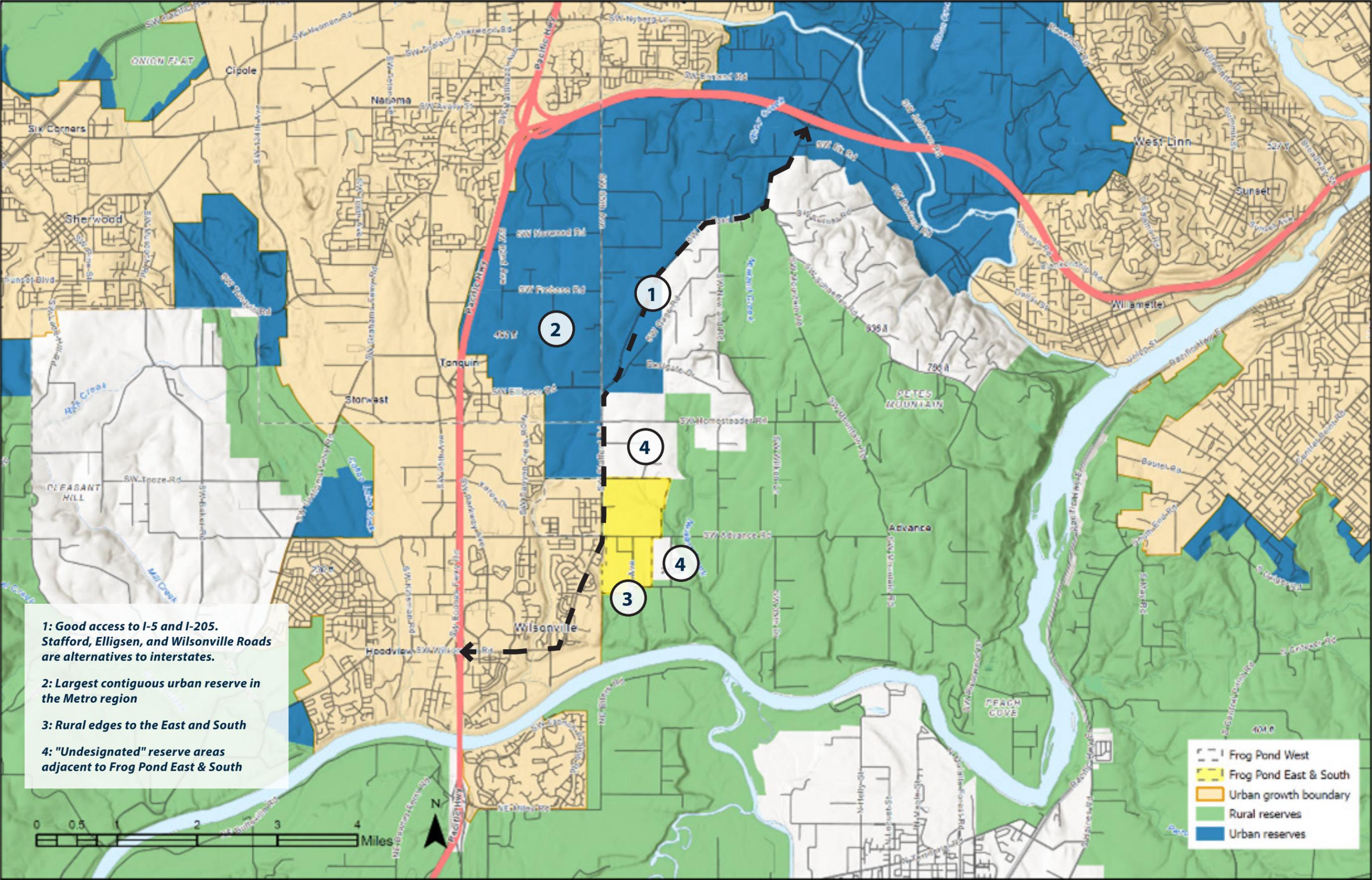
**Regional access** - The Frog Pond area has good access to I-5 and I-205. This proximity is convenient for regional travel, but poses congestion challenges because SW Stafford, SW Elligsen and SW Wilsonville Roads are alternate routes to the interstates.

**Proximity to future Urban Growth Boundary expansion areas** - Frog Pond is located at the southern end of the largest contiguous urban reserve area (the SW Stafford Basin) in the Portland Region.

**Rural edge** – The planning area is adjacent to lands designated “rural reserves” and “undesigned” by Metro. There will be a rural and agricultural edge to the East and South Neighborhoods for decades to come.

**Gateways to Wilsonville** – SW Stafford Road is a gateway into Wilsonville from the currently rural Stafford Road area and I-205 corridor. SW Advance Road is a gateway into Wilsonville for the large rural area of Clackamas County located eastward to Pete’s Mountain.

Figure 3. Regional Context





# CONTEXT AND SETTING

## EAST WILSONVILLE

### Close proximity to local destinations:

- 1.7 miles to Wilsonville’s Town Center and eastside employment areas (about 8 minutes by bicycle)
- 2.3 miles to Wilsonville’s Old Town (about 12 minutes by bicycle)
- 1.6 miles to Memorial Park (about 8 minutes by bicycle)

**Limited connectivity to adjacent areas of Wilsonville** – Proximity to nearby destinations is good as noted above, but connectivity is limited. The Frog Pond area is reliant on SW Boeckman Road, SW Wilsonville Road, and SW Stafford Road. Existing and new trails, shown in Figure 4, will help supplement the street network and increase connectivity by foot and bike.

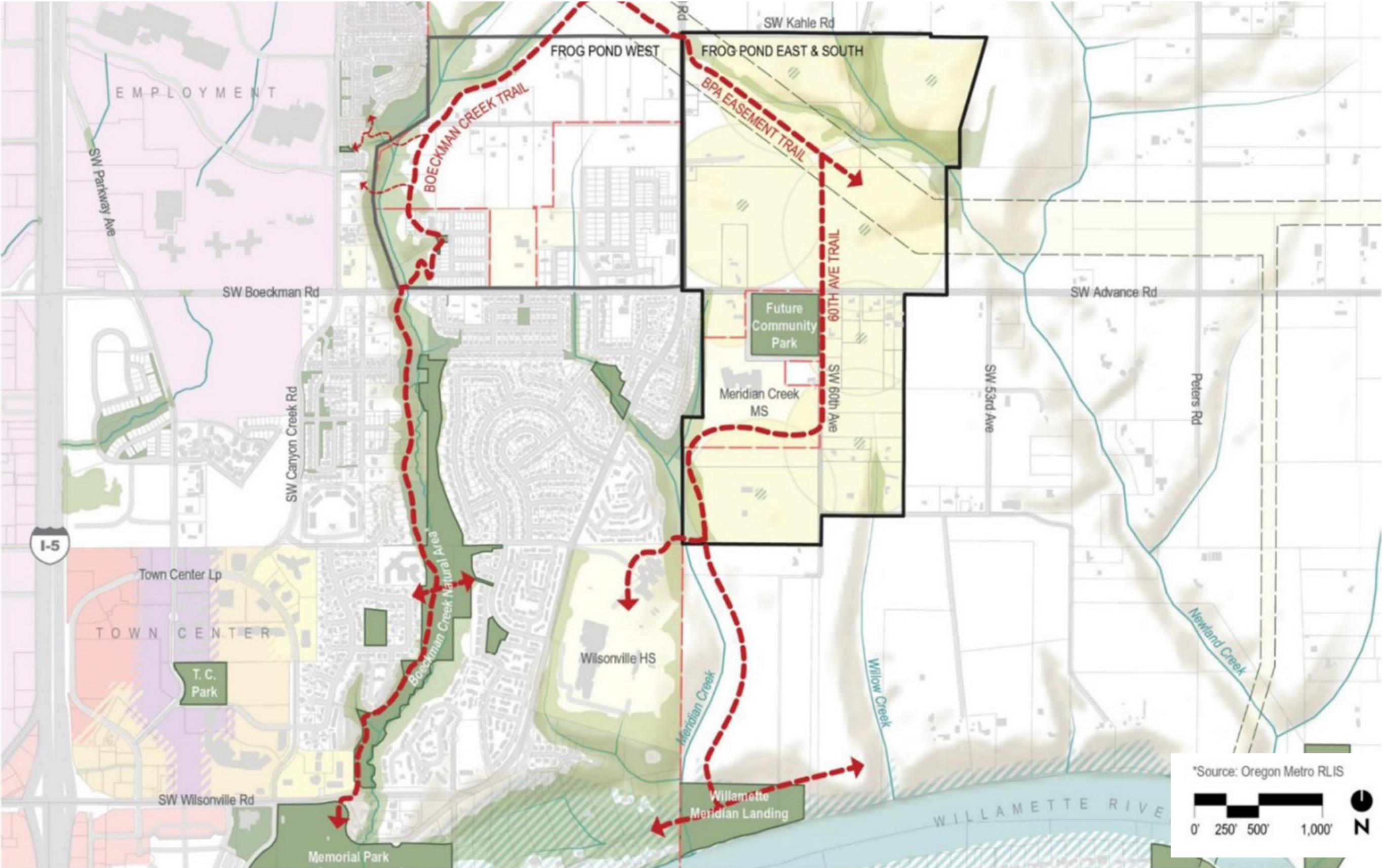
**Proximity to City and regional greenspaces** – The Frog Pond Area is near many City and regional greenspaces that add to the high quality of life in the Wilsonville, including: the SW Boeckman Creek Natural Area, Town Center Park, the Willamette River, Memorial Park, Corral Creek Natural Area, Graham Oaks Natural Area, Coffee Creek Wetlands, Weber Farm Natural Area, Mollala River State Park, and more.

**Proximity to natural and city open space** – The nearby open spaces – Newland Creek, Meridian Creek, the BPA easement, a future neighborhood park, a future community park, and Meridian Creek Middle School – are great amenities. Future residents in the East and South neighborhoods will always be “just a block or two” from the nearest open space.

**A significant barrier and/or opportunity of the BPA Easement** – On the plus side, the BPA easement is open area and can be used for recreation, community gardens, parking and other uses. Negatives include the towers, potential electrical “buzz”, and limitations for planting and structures.

**Potential for internal connectivity** – There is excellent potential for safe, direct and convenient street and path connectivity within and between the three Frog Pond neighborhoods.

Figure 4. Conceptual Trails Map



\*Source: Oregon Metro RLIS

0' 250' 500' 1,000' N



# CONTEXT AND SETTING

## FROG POND AREA

Frog Pond East and South are part of the larger Frog Pond Area, which totals about 500 acres in size. Contextual land uses and community destinations within the Frog Pond Area include:

**Frog Pond West Neighborhood** - Frog Pond West is rapidly developing. Planned for about 625 homes, about half of the area was approved for development between 2018 and 2022. The residential uses are primarily single family detached homes, affordable to families with incomes that exceed 120% of Wilsonville's median family income.

**Future Frog Pond West neighborhood park and school** - A new neighborhood park and elementary school are in the planning stages in Frog Pond West. These community uses will be a quarter mile west of SW Stafford Road, a 5-minute walk from the west edge of the East and South neighborhoods.

**Meridian Creek Middle School and Future Community Park** - The middle school property was the first Frog Pond land to annex and develop after inclusion in the Urban Growth Boundary in 2013. The 10-acre future community park site is also annexed. These existing and future community uses will be important civic uses within the Frog Pond South neighborhood.



# CONTEXT AND SETTING

Item A.



*Frog Pond East, northern area looking NE from the Frog Pond Grange. BPA easement and natural resources visible.*



*Frog Pond East and South visible, Frog Pond West development underway in foreground. Meridian Creek Middle School and future Community Park site visible.*



# CONTEXT AND SETTING

## SETTING - FROG POND EAST AND SOUTH

The Frog Pond East and South area is comprised of rural residential uses and open lands. Figure 5 shows the setting in 2022. Some portions of the plan area are expected to be unbuildable or otherwise not develop during the next 20 plus years. This includes developed homes sites that either have historic homes or high value recently constructed homes. In addition it includes natural areas, the BPA Easement, and existing right-of-way. . Key existing conditions include:

- Total acreage: 305 acres
- Parcels: 31
- Existing Homes: 20
- After deducting for developed areas and future streets, the net buildable area is estimated to be 138.5 acres (54% of the total area)
- The historic Frog Pond Grange is located on SW Stafford Road.
- Significant trees are scattered throughout the planning area, including white oak, ponderosa pine, redwood, giant sequoia, and Douglas fir, among others.
- Meridian Creek Middle School lies in Frog Pond South.
- Creek areas abut and cross the study area; these spaces will be protected by the City's Significant Resource Overlay Zone (SROZ).



*Meridian Creek Middle School and neighborhoods along SW Wilsonville Road visible.*

Figure 5. Existing Conditions

Item A.



Placeholder Image



# HOUSING & MARKET CONDITIONS



## AFFORDABLE HOUSING NEEDS AND OPPORTUNITIES

The Frog Pond East and South areas are important for the City of Wilsonville’s efforts to meet future housing needs and provide equitable housing options for residents. The City’s 2020 Equitable Housing Strategic Plan (EHSP) recognized this, and called for the Frog Pond East and South Master Plan to establish targets for affordability, specifically:

*As part of the master planning requirements for Frog Pond East and South, the City will establish goals or targets for accessibility to services/amenities, unit types, and unit affordability levels. The targets for affordability levels (number of units and depth of affordability for those units) should be reasonably achievable, allowing for sufficient market-rate development to support key infrastructure investments. This approach will provide a methodology and framework that can be applied in other growth areas beyond Frog Pond.*

*- Wilsonville Equitable Housing Strategic Plan*

The EHSP also directs the Frog Pond East and South master planning effort to:

- Integrate affordable housing into the overall master plan, with access to amenities
- Identify specific properties that could help meet affordable housing targets
- Evaluate relationships to the infrastructure funding plan
- Engage affordable housing developers and other stakeholders to refine strategies

These elements were a key part of the Frog Pond East and South planning process.

## HOUSING AFFORDABILITY IN WILSONVILLE

The estimated range of home prices by housing type and unit size in Frog Pond East and South is shown in Figure 7. The estimated income needed to afford these purchase prices, given standard lending assumptions is shown in Figure 8 as a percentage of the MFI for a four-person household in Clackamas County. This information was derived from 2021 data on recent home transactions for newer housing in Wilsonville and surrounding areas.



# HOUSING AND MARKET CONDITIONS

Housing affordability is generally referred to in terms of “Median Family Income” (MFI) and the price at which households at a given income level can spend 30% of their income on housing. The housing needs of individuals and families at different income levels differ, as do the approaches to delivering new housing for them, as shown in Figure 6.

**Figure 6. Approaches to delivering New Housing by Income Range**

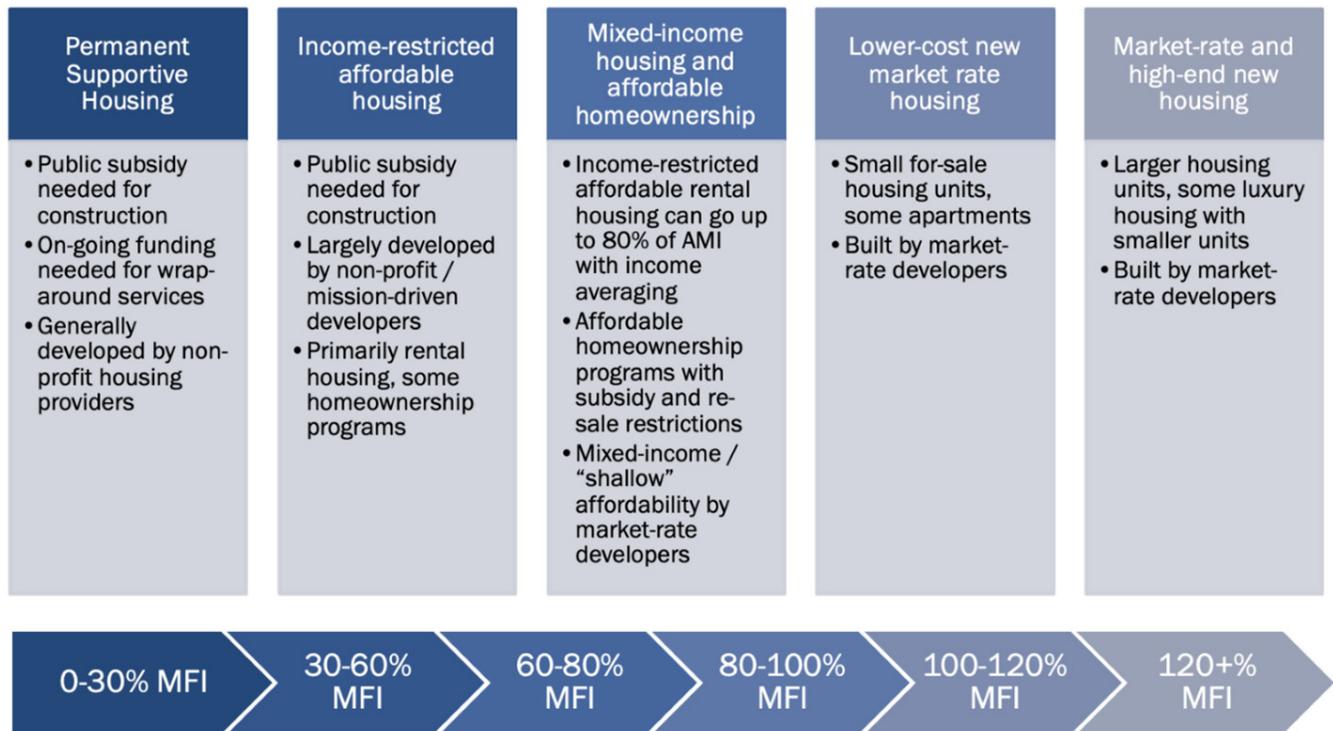


Figure Source: ECONorthwest

## MARKET TRENDS

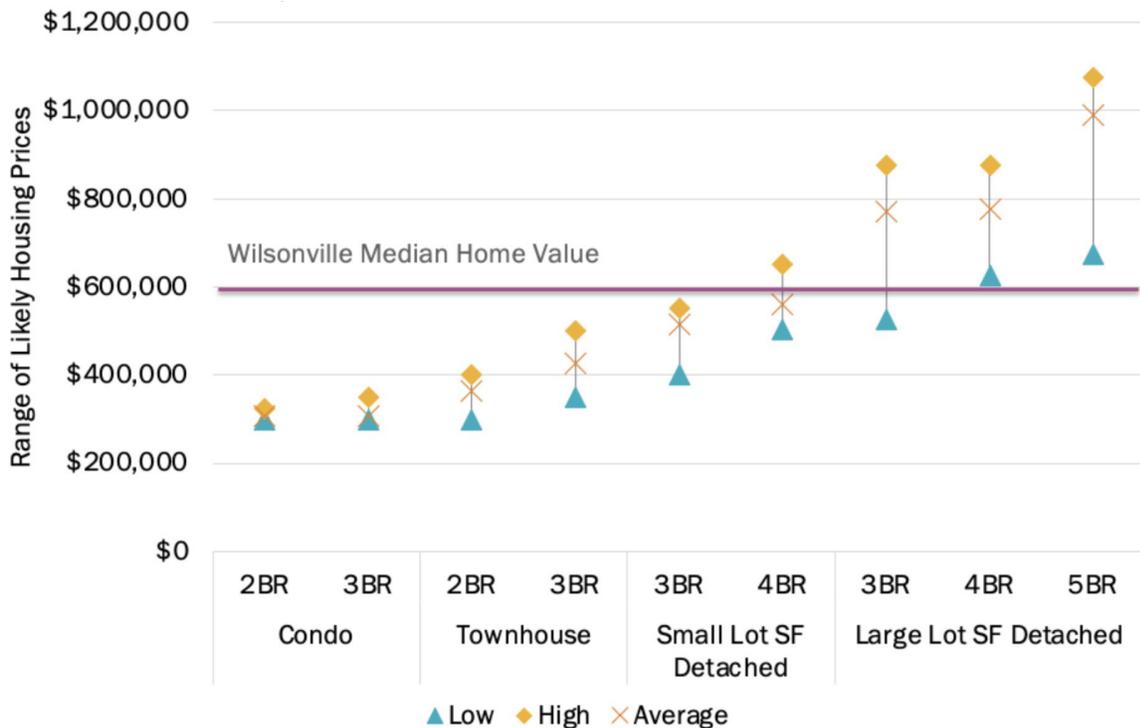
Housing prices will likely continue to escalate over the coming years, increasing the expected home values over time. In addition, recent increases in interest rates have impacted housing affordability for many and will continue to impact affordability unless rates fall to levels at or below the rates at the date of this analysis in October 2021. Based on these trends, estimates of the following ranges for affordability of new for-sale housing in Frog Pond East and South are as follows:



# HOUSING AND MARKET CONDITIONS

- New large-lot detached housing in Wilsonville will more expensive than most existing homes in the City and likely be affordable only to households earning more than 120% of MFI, with many affordable only to households earning more than 150% of MFI.
- New small lot detached homes (on less than 4,500 SF lots) may sell for close to the median value of existing homes and are likely to be affordable mostly to households earning between 100% and 130% of MFI.
- New condominiums and townhouses will almost certainly sell for less than the median value of existing homes in Wilsonville and are likely to be affordable to households earning between roughly 70% and 100% of MFI depending on unit size.

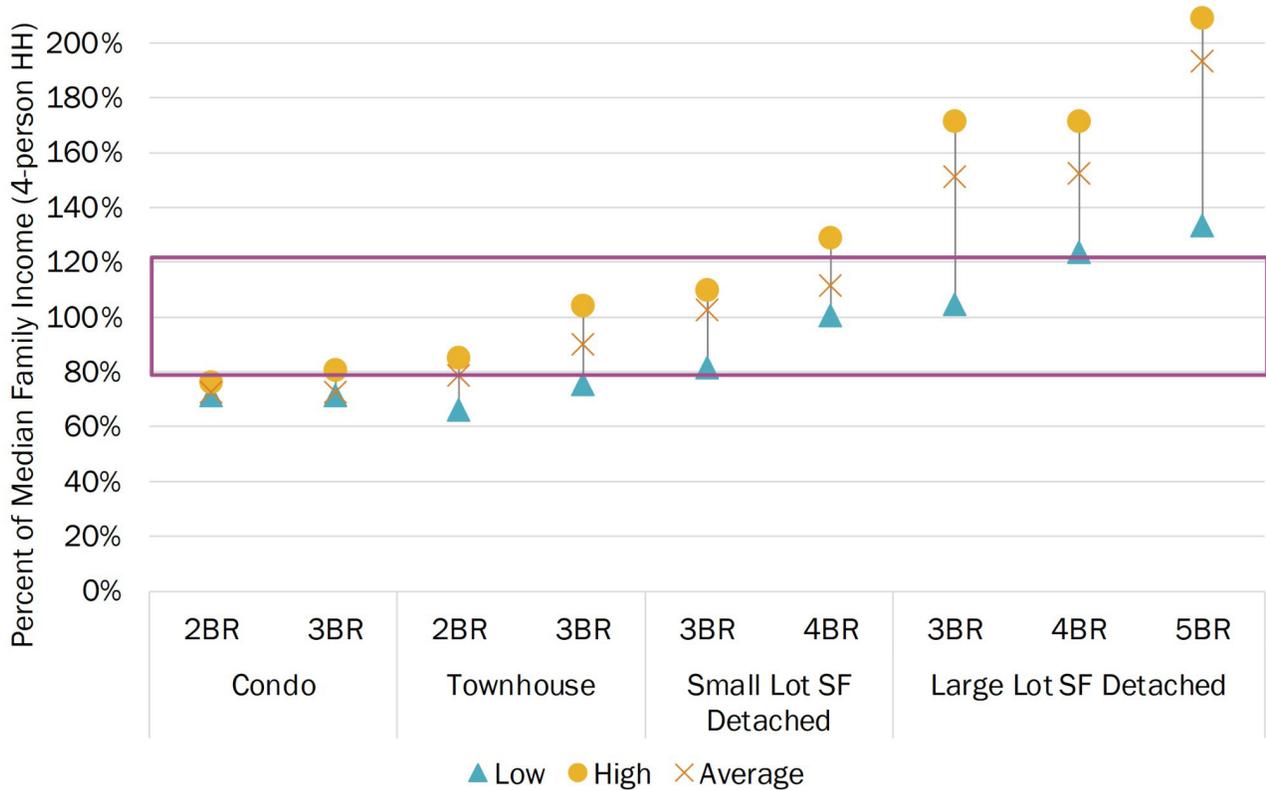
**Figure 7. Typical Sales Prices for Recently Built Housing by Housing Type, Wilsonville and Surrounding Area (October 2021)**



Source: ECONorthwest Analysis of Redfin Data, October 2021



**Figure 8. Housing Affordability as a Percent of Median Family Income by Housing Type for Recently Built Housing, Wilsonville and Surrounding Area (October 2021)**



Source: ECONorthwest Analysis of Redfin Data, October 2021

## AFFORDABLE HOUSING RECOMMENDATIONS FOR FROG POND EAST & SOUTH

The City can support development of affordable and mixed-income housing in a number of ways, much of which will be the subject of citywide discussion in 2023-2024 as Wilsonville completes a Housing Needs Analysis and Housing Production Strategy required by the State of Oregon. Several strategies were also identified in the City’s Equitable Housing Strategic Plan. The following strategies are likely to have the greatest impact for Frog Pond East and South.

- Zone for All Housing Types:** Enable a full range of housing types in Frog Pond East and South, including multifamily, to expand first time homebuyer opportunities and to make it possible to build affordable rental housing using common federal and state sources of funding for subsidized housing.



- **Acquire Land for Affordable Housing:** Attempt to find willing sellers for suitable properties for affordable housing within Frog Pond East and/or South, to ensure an opportunity to build affordable housing in the area. This would likely require funding, particularly if the City intends to offer the land for affordable housing development for little or no cost to make affordable housing development more viable. With private developers also seeking to secure land or options to purchase property, the sooner the City acts, the better its chances.
- **Partner with a Community Land Trust:** A community land trust (CLT) such as Proud Ground could help deliver affordable homeownership housing in Frog Pond East and South. If the City is unable to secure land for affordable housing, it could explore other ways to support a CLT in building affordable homes, such as direct subsidy (e.g., using Metro Bond money), SDC waivers, or tax abatements (see further discussion below).
- **Waive, Reduce, or Defer SDCs for Affordable Units:** The cost of SDCs and other infrastructure costs for greenfield development, while often a critical part to paying for needed infrastructure, can become prohibitive for affordable housing. Options to reduce SDC cost impacts on affordable housing are being explored as part of the infrastructure funding plan for Frog Pond East and South to ensure that overall infrastructure needs can be met while minimizing impacts on housing affordability (see section X).
- **Incentivize Smaller and Lower-Cost Middle Housing:** There are several incentives that could be effective tools to support middle housing development that is affordable to middle-income households, including tax exemption programs and a tiered SDC system.

## ACCESSIBLE AND VISITABLE HOUSING

With substantial new housing construction coming for Frog Pond East and South, the City can encourage units designed to be accessible or visitable to better meet the needs of individuals with mobility limitations in the community. The City can apply some of the same incentives noted above to apply to accessible or visitable units, such as tax abatements, fee reductions, or allowances to build additional units.



## NEIGHBORHOOD COMMERCIAL MARKET FINDINGS

A vibrant center of neighborhood commercial activity serving residents and visitors has been envisioned for the Frog Pond area since the drafting of the 2015 Frog Pond Area Plan. There are examples of retail centers in other communities that serve as good examples for the Frog Pond area, as described in this section.

This information is informed by a market analysis and several interviews with retail developers and brokers to understand the opportunities and constraints of the Frog Pond location for future retail, as well as to determine any unmet community needs that could be satisfied in Frog Pond East and South. Figure 9 depicts the "Primary Market Area" that a commercial node in Frog Pond East would serve, along with nearby multifamily developments and commercial uses. Key points include:

- Developers generally agree that Wilsonville is an attractive market, primarily due to its demographics and balance of population and jobs.
- There is limited excess demand for retail in the region, given the availability of leasable space in the Town Center and elsewhere.
- The City's focus should be on establishing a commercial hub that provides some goods and services for local residents while creating a center of activity, sense of place, and social hub for the Frog Pond neighborhoods.





## PROJECT EXAMPLES

Retail is typically built in a series of standard formats. While each site has a unique context, retail developments are generally consistent in terms of anchor tenants, size (square footage), trade area, and other features. The most appropriate type of retail would be a corner store, convenience center, or neighborhood center, described below.

**Table 1. Types of Retail Centers**

RETAIL CENTER TYPE	GROSS RETAIL AREA (SF)	DWELLINGS NECESSARY TO SUPPORT	AVERAGE TRADE AREA	ANCHOR TENANTS
Corner Store	1,500 - 3,000	1,000	Neighborhood	Corner store
Convenience Center	10,000 - 30,000	2,000	1 mile radius	Specialty food or pharmacy
Neighborhood Center	60,000 - 90,000	6,000 - 8,000	2 mile radius	Supermarket and pharmacy
Community Center	100,000 - 400,000	20,000 +	5 mile radius	Junior department store

Sources: Urban Land Institute, Leland Consulting Group

## CASE STUDIES AND PRECEDENTS

This section includes brief case studies summarizing different projects whose stories have some relevance to the Frog Pond Area. All of the projects are greenfield projects (built on land that was mostly previously undeveloped); were built within a surrounding suburban context; were thoughtfully planned with an emphasis on quality of place and community; and were intended as neighborhood-serving commercial centers surrounded by housing, quality streets, open spaces, and other features. While each is unique, these case studies have takeaways for the City to consider for the implementation of commercial development in Frog Pond.

LCG selected six commercial developments to study based on stakeholder interview input, industry expertise, and background research. Three of these are smaller, unanchored commercial centers, one is a commercial main street, and two are larger anchored centers with main street elements (provided primarily as points of comparison). Specific takeaways from LCG's case study research include: Many developers seek to build and lease commercial and employment space within several years of land acquisition; for them, if the commercial market is weak at the time of initial residential construction, the potential of having some vacant land for upwards of 20 years after development represents an opportunity cost. The land could have been zoned for another use (typically housing) and been rented or sold in earlier years and renters and homeowners could have had homes to live in.



# HOUSING AND MARKET CONDITIONS

Item A.

- From a policy and place-making point of view, if a city or other authority is seeking to ensure adequate land for long-term commercial and employment development, and associated jobs, a longer timeline for buildout of commercial uses still meets the long term purpose of creating a neighborhood destination and reducing need to make trips out of the neighborhood for provided services.
- Creating a strong sense of place is possible with a small amount of commercial development when it is carefully and deliberately built.
- A commercial main street is one important amenity that can make the rest of the community more desirable. While commercial space needs exposure to high-traffic arterials, pedestrian-oriented places should be created on main streets that are perpendicular to the arterials. It is often not comfortable for pedestrians to walk and talk or dine outside, along arterial roads, so creating a pedestrian-friendly environment is easier on perpendicular streets.
- Commercial development takes time in locations without large populations and traffic counts. Housing is often faster to build out, followed by commercial and employment areas.



## COMMERCIAL AREA RECOMMENDATIONS

Recommendations from the market analysis are shown below. Additional details are provided in Appendix D.

**BUILDING SQUARE FEET.** Up to 44,000 square feet.

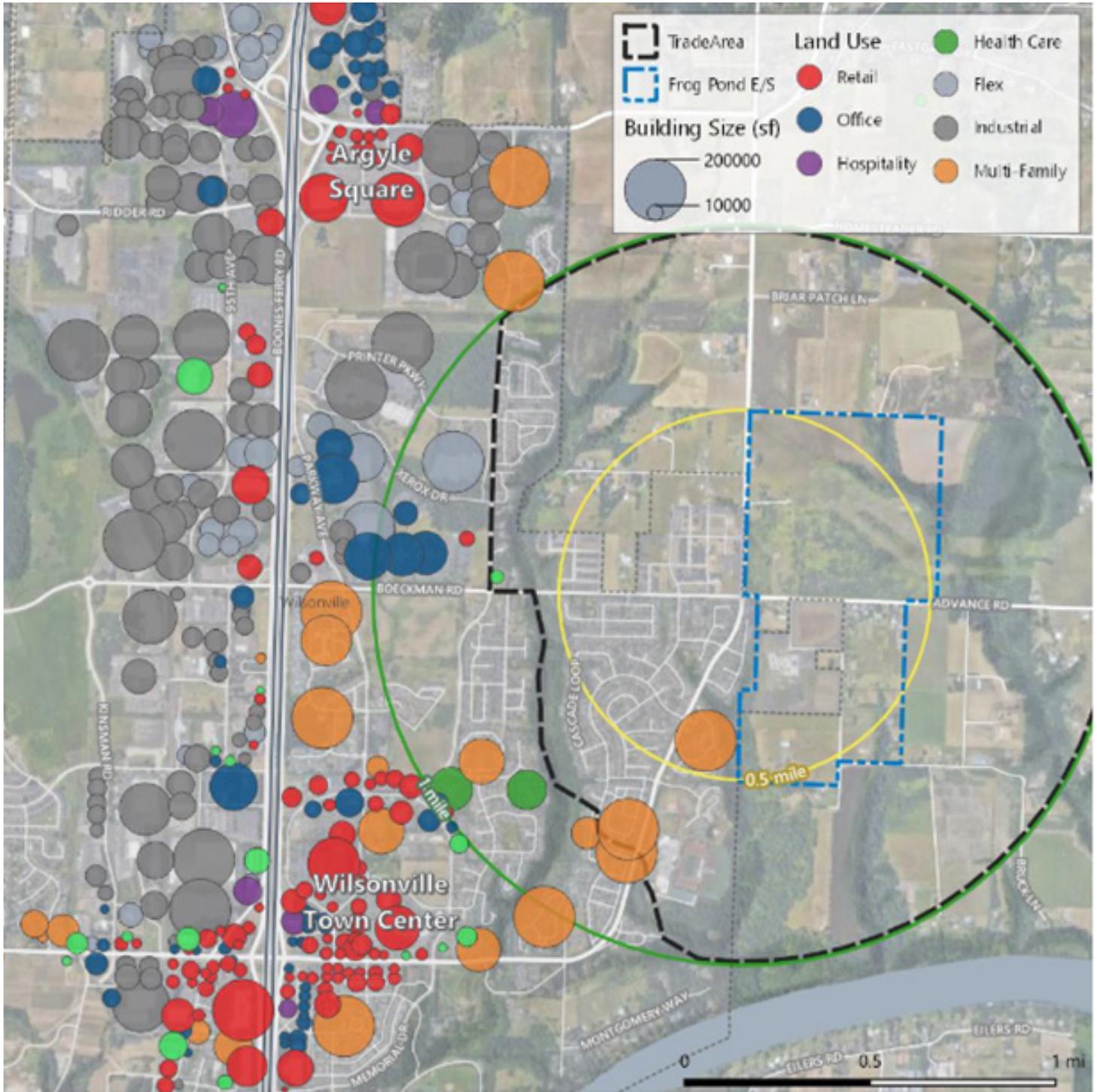
**SITE ACREAGE.** Up to 4.0 acres

**LIKELY TENANT MIX.** Commercial development today is flexible and accommodates a wide range of activities, including food and beverage, retail, general commercial, professional services/office, healthcare, fitness, daycare, banks, and more. Development should likewise be flexible to accommodate a range of potential tenants.

**DEVELOPMENT TYPE.** “Main Street, with buildings on both sides of the planned Brisband Street extension on the east side of Stafford Road. Buildings can be split up to address parking challenges. The main street approach can an authentic experience that promotes placemaking, creates a community amenity, and can have a positive impact on the surrounding residential uses and other commercial spaces. Vertical mixed use (residential above commercial uses) can also add vibrancy and a clientele base to the area.

**URBAN DESIGN.** For a main street development, pedestrian-oriented design that invites nearby residents and visitors to enjoy the area on foot is key. This can be achieved through the location of parking (behind buildings rather than in front), ample sidewalks and sidewalk furnishings, open space features such as plazas, and a visually engaging building façade.

Figure 9. Frog Pond Primary Market Area



Source: Leland Consulting Group

Placeholder Image

# 5

## COMMUNITY DESIGN CONCEPTS



## FROM DESIGN CONCEPTS TO A COMMUNITY

As described previously in this report, the master plan process began with community outreach, mapping of Frog Pond’s context and existing conditions, and research regarding affordable housing and neighborhood commercial opportunities. With that information in hand, the process then explored the design-related questions for the plan:

- What are the **current and future neighborhood destinations** that will serve as special places and neighborhood gathering places?
- What are the **opportunities to connect** those neighborhood destinations?
- What is the **transportation framework** of streets, trails, bikeways, walking routes and transit that will create a connected community?
- Where should a **neighborhood commercial center** be located?
- What are the opportunities for **subdistricts** – smaller areas of cohesive building form – within each of the neighborhoods.

Design sketches and precedent imagery were prepared, then the questions and related issues were: reviewed in work sessions with the Planning Commission and City Council; shared online; and discussed with the community in outreach meetings during the Spring 2022 engagement activities described in the Planning Process section of this report. There was strong support for each of the key design concepts – neighborhood destinations, strong connections, a connected transportation framework, a neighborhood commercial center, and subdistricts – that became the basis for the Plan<sup>1</sup>. Common themes in the feedback from the community included:

- The neighborhood commercial center and future East Neighborhood Park have especially good potential for community gathering and neighborhood destinations.
- There was broad support for the neighborhood commercial center being located at the SW Brisband option, with a walkable Main Street design (pedestrian friendly streetscape, buildings close to the street and parking behind, sidewalk cafes, etc.).
- Participants had many ideas for desirable uses in the commercial center and its role in the community: e.g. ethnic food, family-owned small businesses, a setting that will draw families.
- Streets, trails, bikeways and walking routes should emphasize safety, especially for the routes to and from Meridian Creek Middle School.
- People saw the value of a plan for the BPA Corridor (e.g. including trails, potential use for parking), but were cautious about safety and noise.

1 See Technical Appendix A: Community Engagement Summary A-1



The diagrams and images on the following pages illustrate the Master Plan’s design concepts that emerged from this process. The community’s feedback was used to create the Master Plan recommendations described later in this report.

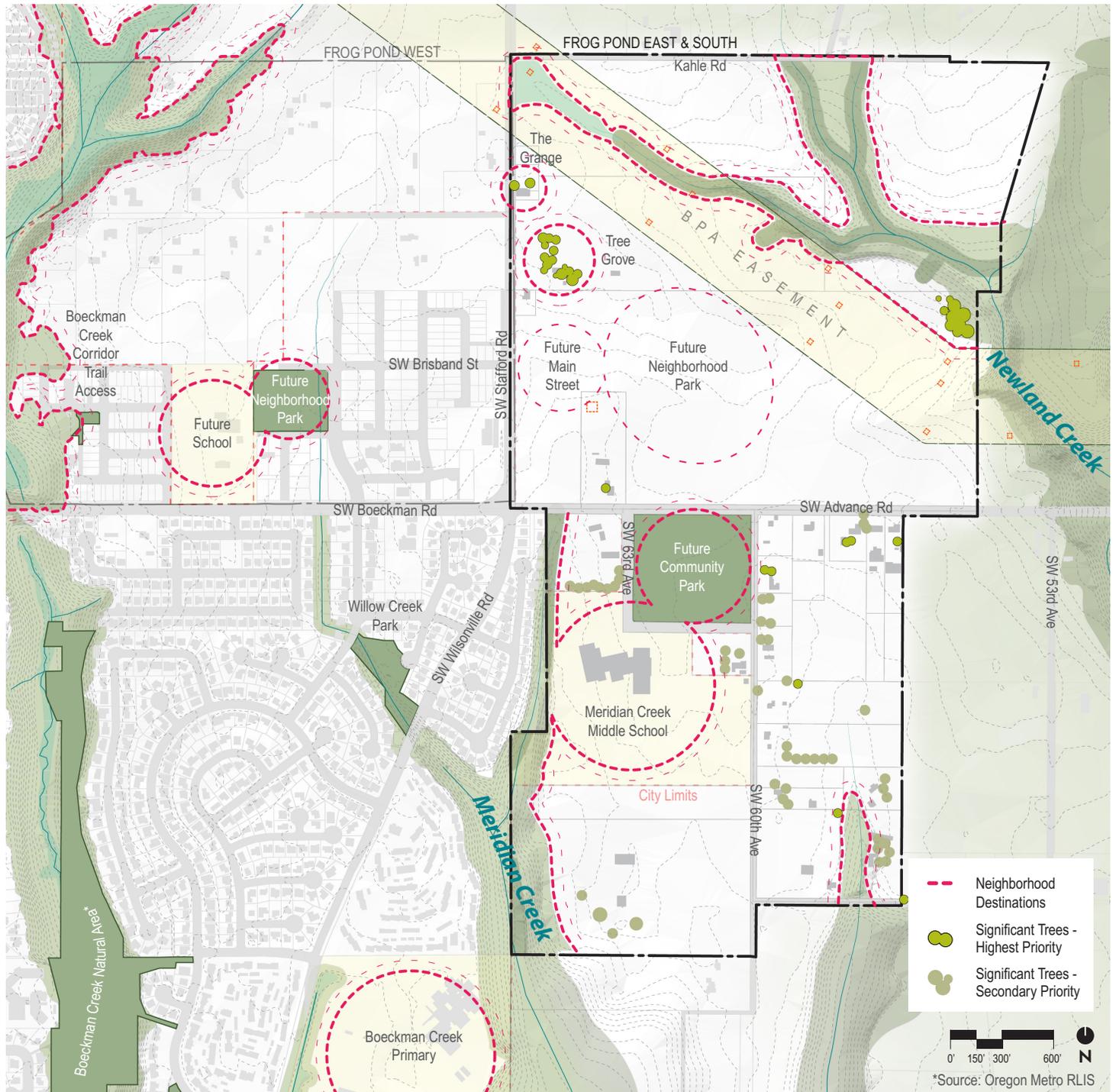
## NEIGHBORHOOD DESTINATIONS

Figure 10 illustrates existing and future locations in all three Frog Pond Neighborhoods, which have the potential to be community gathering destinations or key visual amenities, or both. They include:

- The Frog Pond Grange
- Newland Creek and Meridian Creek natural areas
- Significant tree groves
- A future neighborhood park in the East Neighborhood
- Meridian Creek Middle School and the future community park
- Primary School and Neighborhood Park in Frog Pond West
- SW Boeckman Creek Primary School and Wilsonville High School (just off the map to the southwest)
- Boeckman Creek Natural Area and Corridor Trail
- Future Main Street Commercial Area

PLACEHOLDER IMAGE

Figure 10. Neighborhood Destinations





## CONNECTIONS BETWEEN DESTINATIONS

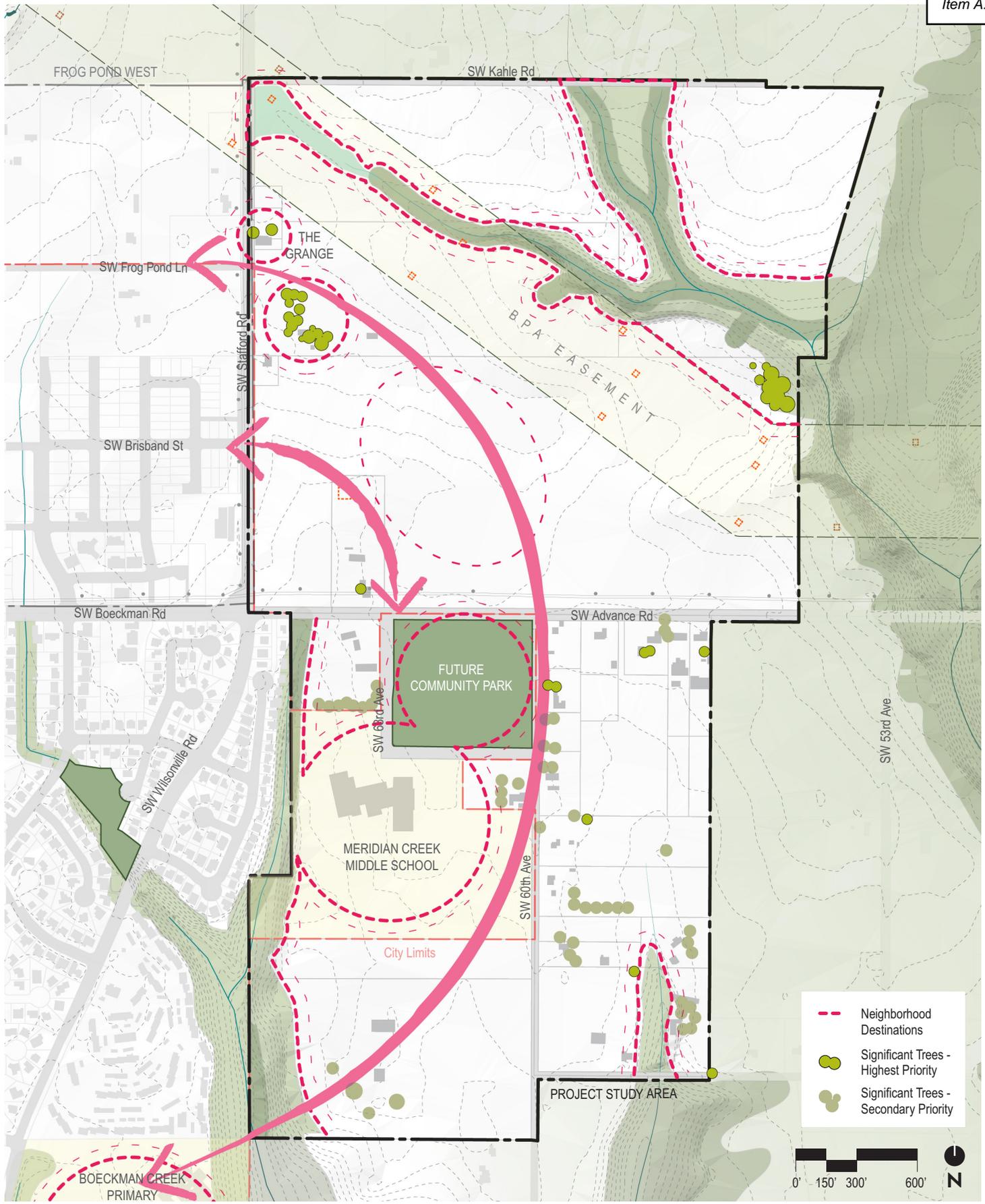
This conceptual diagram (Figure 11) illustrates the area’s potential for connections between neighborhood destinations. The Master Plan is an opportunity to organize and coordinate land use, transportation, and open space to support these connections.

This Plan aims to enable direct and convenient trips between these destinations by all modes of travel, focusing on walking and rolling. This conceptual diagram is guiding to the Master Plan regarding street alignments, pedestrian routes, trails, and street crossings. As such it is fundamental to the vision to create a walkable and connected community.



Figure 11. Connections Between Neighborhood Destinations

Item A.





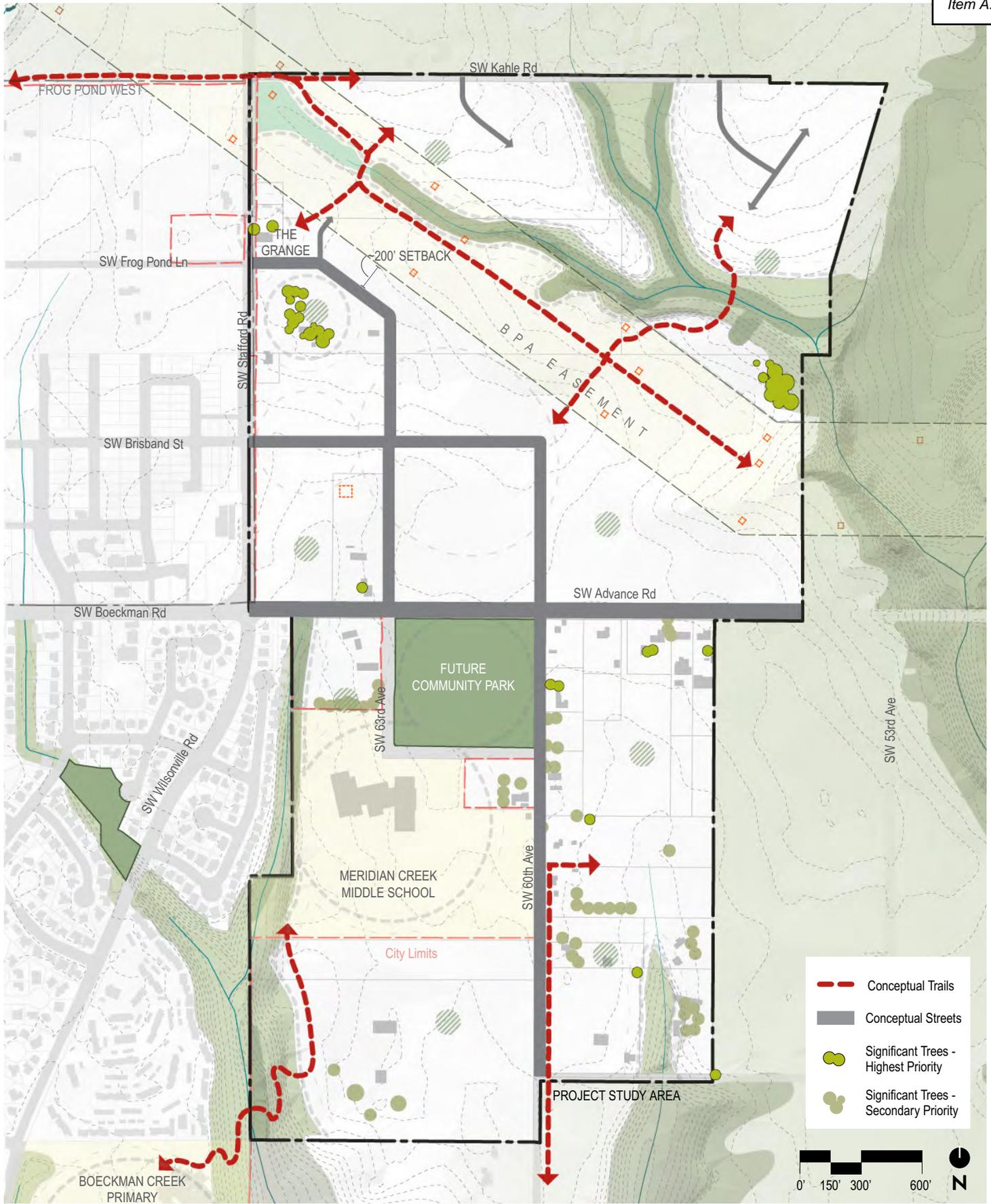
## STREETS AND TRAILS TO CONNECT THE COMMUNITY

Figure 12 illustrates how the areas streets and trails are planned to create a connected Frog Pond Community. It was one of several options that were explored and ultimately led to the street and trail recommendations of the Master Plan. The streets and trails shown are the minimum “framework” of connections, with developers building additional local-level streets and trails that will connect key destinations and build out the neighborhood transportation network.

PLACEHOLDER IMAGE

Figure 12. Street and Trail Connections

Item A.





## NEIGHBORHOOD CENTERS

This diagram below illustrates the idea of neighborhood centers within the planning area. There are three types of centers shown, each with their unique scale and role in creating the vibrant, connected community envisioned for Frog Pond East and South:

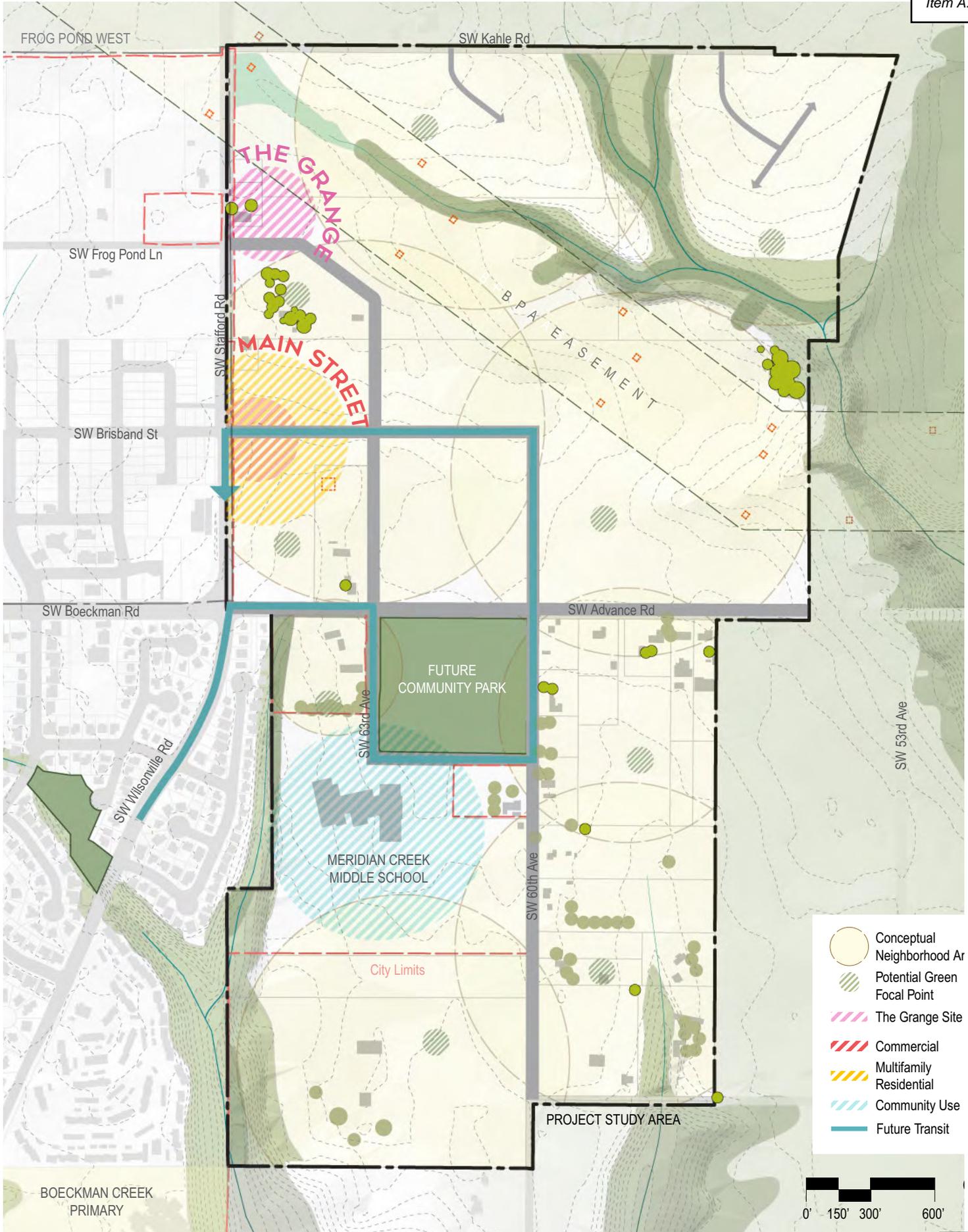
- **Main Street** – A potential 3-acre Main Street commercial center with shops, restaurants, local services and community gathering spaces. Residential uses would be allowed within mixed –use buildings. Whether mixed use will be vertically or horizontally located is yet to be determined.
- **Frog Pond Grange** – A historic gathering place that is envisioned as a location for future civic or community use.
- **Green Focal Points** – The green focal points are small open spaces between neighborhood destinations. They might be a signature tree, a viewpoint, a storm water facility, or a small open space that is part of a development. These points are represented by green dots in the center of neighborhood bubbles, and are further defined in later diagrams.



*Neighborhood Food Hall in Northwest Crossing, Bend*

Figure 13. Initial Diagram of Conceptual Neighborhood Centers

Item A.





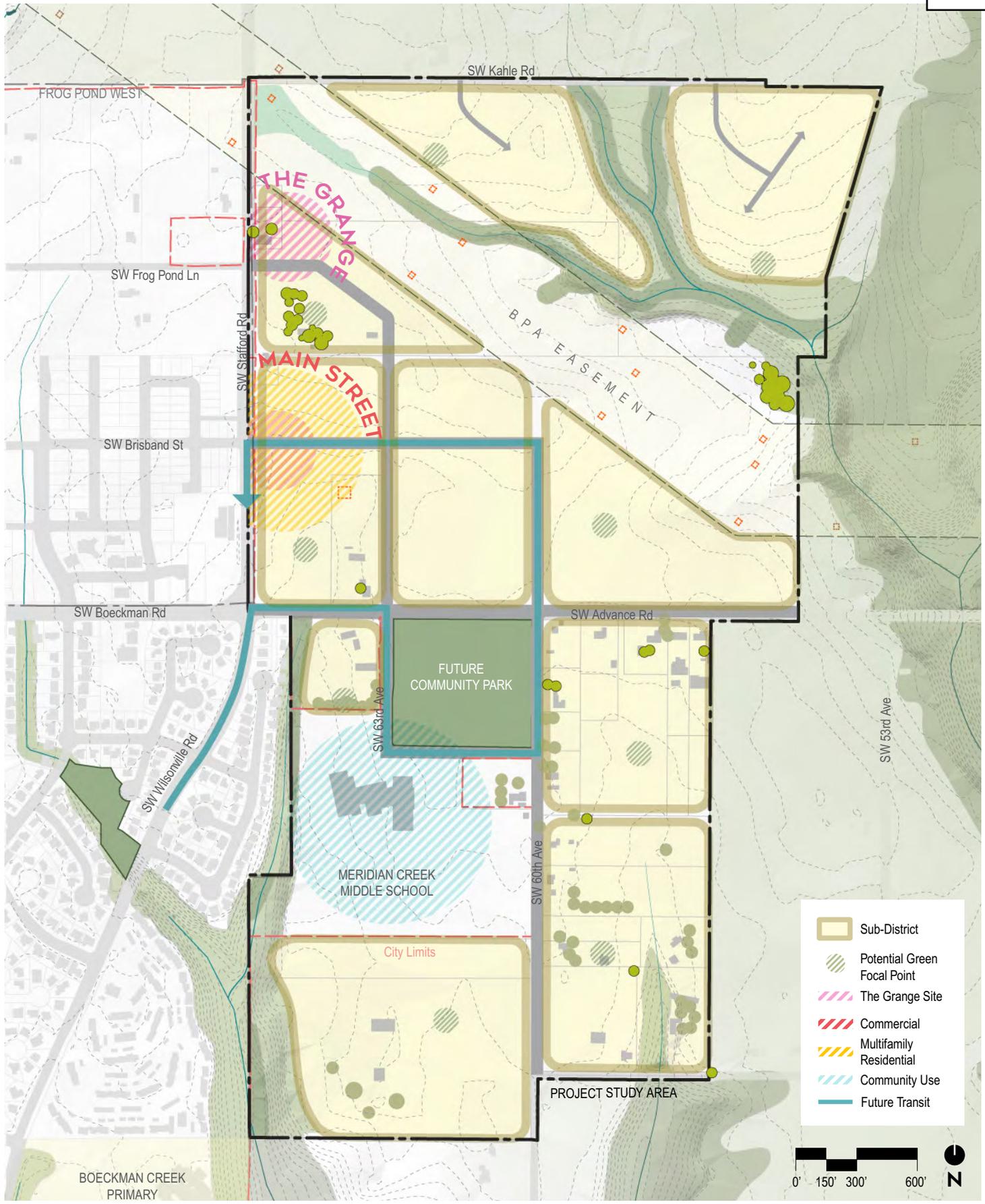
## SUBDISTRICTS

Figure 14 shows the concept of “subdistricts” within Frog Pond East and South. The subdistricts are intended as “neighborhoods within neighborhoods” – areas with cohesive building form, public realm features, and other characteristics that give them identity. There are nine subdistricts planned for Frog Pond East and South. Each will have a “green focal point” that is central in the subdistrict and/or aligned with a key feature such as a tree grove. The focal points, together with the neighborhood destinations, will provide many community gathering places in Frog Pond East and South.

PLACEHOLDER IMAGE

Figure 14. Initial Diagram of Conceptual Subdistricts

Item A.





## IMPLEMENTING THE DESIGN CONCEPTS

The design concepts discussed above are the foundation of the Master Plan’s intent to create a strong sense of place and identity in Frog Pond East and South. The Master Plan is shown in Figure 15. The following section summarizes how the Master Plan’s key features and intended outcomes implement the design concepts. Additional descriptions are provided in the Land Use and Public Realm chapters of this report.

## NEIGHBORHOOD DESTINATIONS WITHIN FROG POND EAST AND SOUTH

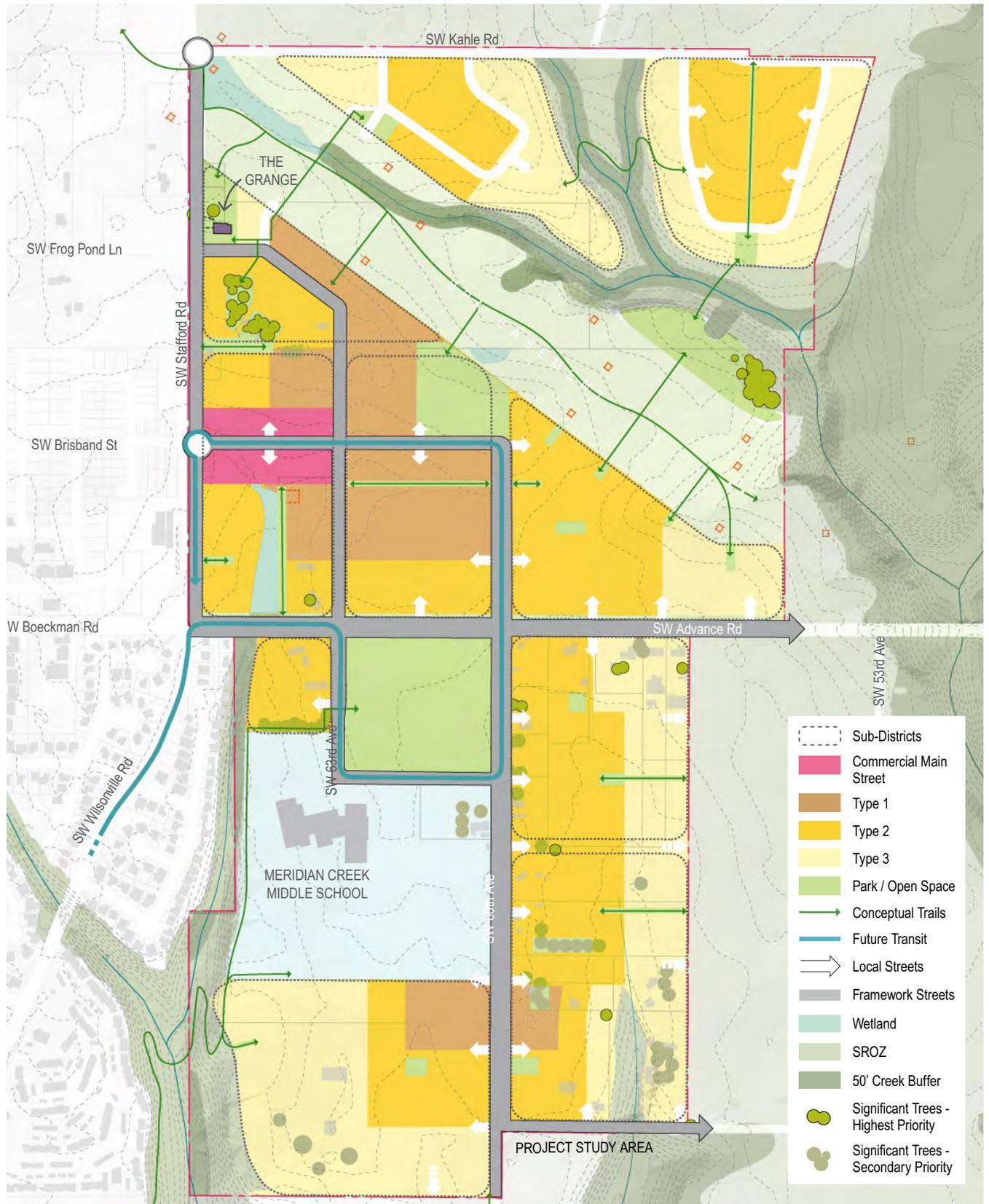
The SW Brisband Main Street as a neighborhood-scale commercial and mixed-use center

- Park/gathering space at the Frog Pond Grange
- A Future Frog Pond East Neighborhood Park
- The Frog Pond South Community Park
- Meridian Creek Middle School
- “Green focal points” within each subdistrict
- Meridian Creek and Newland Creek natural areas
- Significant tree groves

## FORM BASED DESIGN AND TRANSECT

- More compact housing is in “Type 1” urban form areas (see Chapter 6 for more description of the urban form types)
- Adjacent areas are less compact and result in a transect or transition to even less compact housing form
- The East Neighborhood has its Type 1 housing in the central area adjacent to the Brisband Main Street, future Frog Pond East Neighborhood Park and BPA Easement
- The South Neighborhood has a small node of Type 1 housing located south of the Meridian Middle School property.
- In both neighborhoods, Type 2 and 3 housing form “feathers out” from the Type 1 areas.

Figure 15. Frog Pond East & South Master Plan



## A WIDE VARIETY OF HOUSING CHOICES

- Opportunities for a wide spectrum of housing choices: townhomes, quadplexes, tri-plexes, duplexes, cottage clusters, cottage developments, small-lot detached homes, medium and larger lot detached homes, accessory dwelling units, apartments/condos, tiny homes and co-housing
- Requirements for a mix of housing choices in each subdistrict
- Housing capacity for an estimated minimum of 1587 dwellings (See Chapter 6 for housing and land use metrics)

## THE SW BRISBAND MAIN STREET

- A 4-5 acre neighborhood commercial center designed as a walkable Main Street
- Up to 44,000 square feet of commercial
- Mixed use (residential above commercial) as an option
- Streetscape features, site design, and building orientation that make the Main Street highly walkable and support its role as a destination for the local community

## PARKS AND OPEN SPACE

- Two future parks: the future Frog Pond East Neighborhood Park and future Community Park in Frog Pond South
- Retention of significant trees and integration of them into neighborhood destinations
- The BPA corridor as an opportunity to provide open space, trails, and parking and storm water features for adjacent land uses
- Significant Resource Overlay Zone areas: Meridian Creek, Newland Creek, and the unnamed creek in the southern part of the study area.
- “Green focal points” – small gathering spaces within each subdistrict

## TRANSPORTATION CHOICES AND CONNECTIONS

- Framework streets – the existing and future streets that will form the backbone of a connected community
- A street demonstration plan – the illustrated vision for a fully connected and walkable block pattern. The framework streets are generally existing or extensions of existing streets and will be in the location shown. Other streets demonstrate the intent of block layout and connectivity, but refinements in the layout may occur during the development review process



# COMMUNITY DESIGN CONCEPTS

Item A.

- Tailored street cross sections for Stafford, Brisband Main Street, Advance Road, and the extension of 60th Avenue
- A plan for the SMART Transit service to circulate through the neighborhoods and connect key destinations
- Trails and pedestrian paths that connect the Frog Pond East and South neighborhood destinations and other Wilsonville trails and destinations
- A bicycle network comprised of protected and/or dedicated bike lanes on larger streets and “sharrows” on selected local streets
- Accessibility for all community members and users of the transportation connections

## SUBDISTRICTS

- The Master Plan includes subdistricts that were selected based on their context and potential for placemaking
- The plan illustrates 6 subdistricts in the East Neighborhood and 4 subdistricts in the South Neighborhood
- The subdistricts are intended as “neighborhoods within the neighborhoods”, each with a planned number and variety of housing and a cohesive look and feel
- Each subdistrict includes a green focal point that is central in the subdistrict and/or aligned with a key feature such as a tree grove to serve as an important placemaking tool, creating a strong public realm and opportunity for community gathering.

Placeholder Image



# LAND USE



## RESIDENTIAL LAND USE AND URBAN FORM

### KEY OUTCOMES

The Land Use Plan includes residential areas intended to create three key outcomes:

- **A variety of housing choices** throughout the East and South Neighborhoods
- **Opportunities for affordable housing choices** integrated into the neighborhoods
- A planned “**transect**” of housing form in order to create a cohesive neighborhood that maximizes the amenities available to residents while creating an urban form sensitive to the local context.

### VARIETY THROUGHOUT

The Master Plan creates opportunities for a wide variety of housing choices in each neighborhood and subdistrict. This concept focuses on mixing and integrating different housing choices throughout each subdistrict and block rather than having separate areas for separate types of housing units.

The plan defines and maps three types of urban form for housing – Types 1, 2, and 3 – that define the look and feel of the different subdistricts within the neighborhoods. The focus of this typology is urban form: the bulk, height and spacing of buildings. Each urban form type allows for a full array of housing choices.

For example, a detached home may exist in any of the urban form types, but for Type 1 it would have a smaller footprint and, be closer to adjoining homes, and for Type 3 it would have a larger footprint and be farther apart from adjoining homes. Building height will also tend to be taller where Type 1 is designated with height trending down in areas with Type 2 and Type 3 building form. A multi-family building also may exist in any of the urban forms, but for Type 1 the building would be taller and wider with more units per building and closer to adjoining buildings, and for Type 3 it would be shorter and smaller (similar to the size of a larger single-family home) with fewer units per building, and buildings would be further apart, likely interspersed with single-family homes.



# LAND USE

## TYPE 1 RESIDENTIAL URBAN FORM

Type 1 residential urban form is the most compact and urban of the three forms:

- Buildings 2-4 stories tall close to the street
- Buildings are closely spaced from each other
- Townhouse, condo/apartment buildings, and similar are not limited in width allowing larger buildings that may even occupy an entire block face
- Lot area per building for detached homes will be small with less yard space than in Type 2 and Type 3
- Townhouses, closely spaced detached homes, and multi-family buildings are expected to be common housing choices provided; cottages or similar small-unit housing is also likely to be built





## TYPE 2 RESIDENTIAL URBAN FORM

Type 2 residential urban form is less compact than Type 1 but more compact than Type 3:

- Buildings are intended to be 2 stories, with 3 stories allowed under applicable State law for certain housing categories
  - Moderate setbacks from the street
  - Building separation is generally 10 feet,
  - Building width is moderately limited, to maintain a building bulk consistent among multi-family, middle housing, and single-family detached housing choices
- Detached home lot size is approximately double that of Type 1 allowing for larger home footprints and larger yards than Type 1
  - Small to medium sized single-family detached homes and townhouses are expected to be common housing choices, with duplexes, triplexes, quadplexes, cottage clusters, and smaller multi-family buildings also likely to be built.





## TYPE 3 RESIDENTIAL URBAN FORM

Type 3 is the least compact residential urban form, characteristics include:

- Buildings primarily 1-2 stories in height, with 3 stories allowed for certain housing categories consistent with applicable State law
  - Buildings are set back from the street
  - Width of buildings is limited to create smaller buildings, which limits the number of units in multifamily or middle housing structures
  - Building separation generally more than 10 feet
- Lot size for detached single-family homes generally 1.5 times that of Type 2 and 3 times that of Type 1, allowing for larger homes and yards
  - Medium to large single-family detached homes along with smaller townhouse and duplex buildings are expected to be common housing choices, cottage clusters would be well-suited to this Type, and triplexes, quadplexes, and small multi-family buildings may also be built





To help ensure housing variety within and throughout Frog Pond East and South, the City will use the following strategies to guide Wilsonville Development Code standards:

- Create housing categories that reflect Wilsonville’s housing needs: the categories would allow flexibility for developers and ensure provision of a wide variety of housing choices while meeting similar housing needs (such as accessibility and cost)
- Limit each subdistrict and development to a maximum percentage of any one housing category;
- Establish standards that ensure a variety of housing categories;
- Please see the Implementation section of this report for more information about code strategies for housing variety.

## AFFORDABLE HOUSING INTEGRATION

The Master Plan sets the stage for affordable housing choices in the East and South neighborhoods. Two strategies are included. First, the variety of housing is intended to provide opportunities for home buyers and renters with incomes of 80-150% area median income (AMI). This is the market-based and zoning-based strategy of the Plan.

To help ensure integration of market-rate affordable housing within Frog Pond East and South the City will use the following strategies in the implementing Development Code:

1. To prevent the oversupply of higher-cost housing, limit each development to a percentage of housing categories that typically would only be affordable to households making more than 150% of median family income.
2. To ensure provision of market-rate housing that meets a variety of housing need require each development provide a minimum percentage of attached middle housing and a minimum percentage of a combination of cottages, ADUs, and other similar units that provide both relatively affordable housing choices and housing choices adaptable for accessible living.

The second strategy addresses households earning below 80% of area median income. The City may choose to proactively facilitate and/or support the development of affordable housing targeted at these households. As described in the Affordable Housing Recommendations section of this report, housing development that serves households with these incomes requires public subsidy; those initiatives for the City may include:

- Acquire Land for Affordable Housing



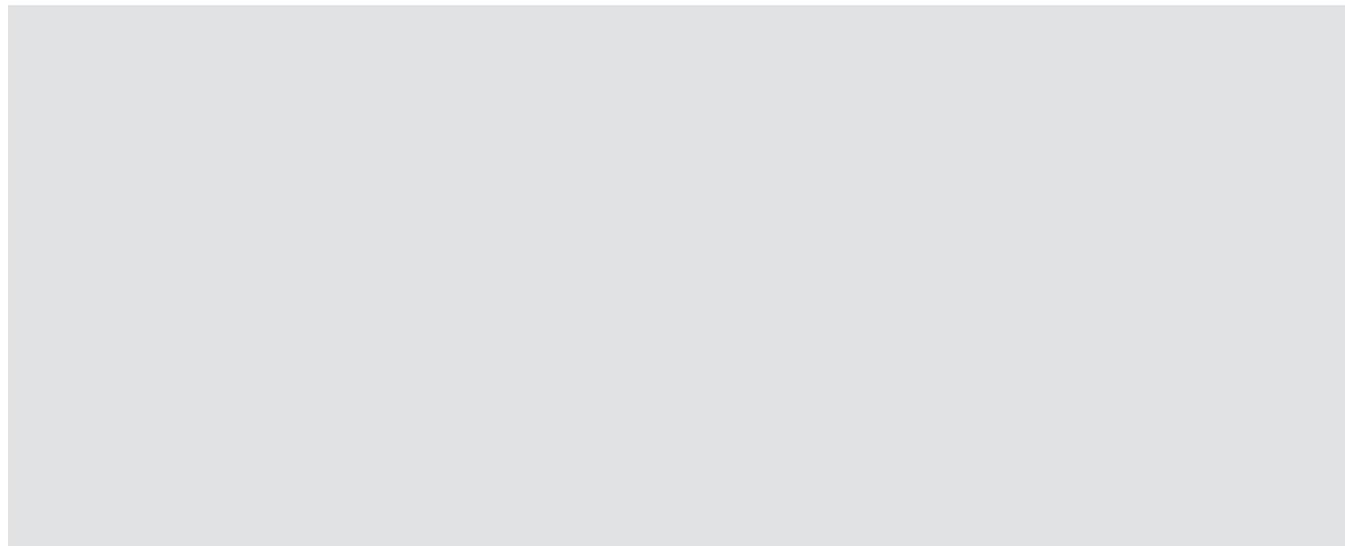
# LAND USE

- Partner with a Community Land Trust
- To the extent feasible, minimize fees paid by developers while still paying for infrastructure
- Incentivize Smaller and Lower-Cost Middle Housing

The above-listed measures are options available to the City Council and subject to their direction and funding. The role of the Master Plan is to provide the land base and zoning allowances that would support such initiatives. In addition, development standards will avoid barriers for subsidized affordable housing developments, providing exemptions from variety and similar requirements if needed. Minimum design and siting standards shall continue to apply.

## FORM BASED DESIGN AND TRANSECT

As described above, the Master Plan uses a form-based approach to housing. More compact housing is located in the Type 1 areas. Adjacent areas are less compact and result in a transect or transition to even less compact housing form. The East Neighborhood has its Type 1 housing in the central area adjacent to the Brisband Main Street, future Frog Pond East Neighborhood Park and BPA Easement. The South Neighborhood has a small node of Type 1 housing located south of the Meridian Middle School property. In both neighborhoods, Type 2 and 3 housing “feathers out” from the Type 1 areas.



*Transect Image*



## USE OF SUBDISTRICTS

The Master Plan includes subdistricts as a tool used for neighborhood planning. The subdistricts of Frog Pond East and South are “neighborhoods within the neighborhoods” because they have a planned number and variety of housing types with a cohesive look and feel. Each includes a green focal point that is central in the subdistrict and/or aligned with a key feature such as a tree grove to serve as an important placemaking tool, creating a strong public realm and opportunity for community gathering.

The subdistrict concept for Frog Pond East and South builds off concepts used in Frog Pond West and Villebois planning. In Frog Pond West, subdistricts are used to identify the different residential lot sizes and are primarily used for zoning implementation rather than urban design. Villebois used a system of sub-geographies called Specific Area Plans (SAPs). Villebois’ SAPs had an important urban design and housing variety aspect. They were centered on walkable distances focused around gathering spaces and included a variety of housing types in each. With an urban design focus and planned housing variety, the subdistricts for Frog Pond East and South will be more similar to Villebois SAPs than Frog Pond West subdistricts. Each subdistrict in Frog Pond East and South was determined based on its context and placemaking opportunities.

## HOUSING METRICS

The following summarizes the estimated housing capacity for each neighborhood and subdistrict.

**Table 2. Housing Estimates**

	ESTIMATED TOTAL DWELLING UNITS	UNITS IN TYPE 1 URBAN FORM AREAS	UNITS IN TYPE 2 URBAN FORM AREAS	UNITS IN TYPE 3 URBAN FORM AREAS	ESTIMATED NET RESIDENTIAL LAND*	ESTIMATED NET DENSITY
<b>Frog Pond East &amp; South Neighborhoods</b>	1,587	390	886	312	119.2 acres	13.3 du/acre
<b>East Neighborhood</b>	1,089	306	634	150	75.84	14.4 du/acre
<b>South Neighborhood</b>	498	84	252	162	40.1	11.5 du/acre

\*(20% assumed for ROW and other set asides)



**Table 3. Residential Development Metrics**

RESIDENTIAL FORM	GROSS ACRES	BUILDABLE ACRES (ESTIMATED)
Type 1 Residential Form	20.5	19.5
Type 2 Residential Form	86.9	73.8
Type 3 Residential Form	67.0	55.7
<b>TOTAL</b>	<b>174.4</b>	<b>149.0</b>

## NEIGHBORHOOD COMMERCIAL

The neighborhood commercial center concept was originally articulated as part of the Frog Pond Area Plan. The Area Plan noted:

***“The overall vision for the neighborhood commercial center is that it is a place that provides local goods and services within easy access of the local neighborhoods, has a high quality and pedestrian-oriented design, and serves as a gathering place for the community. Due to its small scale and local orientation, it will not compete with other commercial areas in Wilsonville.”***

The above-cited vision for the center endures; it is a critical component of creating a vibrant community in the Frog Pond Area and thus is part of this Master Plan. Based on an updated market analysis, the center is approximately five acres in size and up to 44,000 square feet of retail with or without mixed use residential development above. The location along SW Brisband Street was selected because of its visibility from SW Stafford Road, centrality along the west edge of the East Neighborhood, and potential for a Main Street configuration. The vision for the center, its location and its design concept were discussed with the community – it was broadly supported as an important element of the Master Plan.

The commercial development program listed below was discussed with Planning Commission and City Council during work sessions and shared with the public during outreach.

**Table 4. Commercial Development Recommendations**

PLAN ELEMENT	COMMERCIAL DEVELOPMENT PROGRAM RECOMMENDATION
Building Square Feet	Up to 44,000 square feet (or 56,000 square feet if the City can attract a pharmacy or medium sized grocer)
Site Acreage	Up to 4.0 acres (or 5.1 acres if the City can attract a pharmacy or medium sized grocery)

1 Frog Pond Area Plan, page 37



# LAND USE

## PLAN ELEMENT

## COMMERCIAL DEVELOPMENT PROGRAM RECOMMENDATION

### Likely Tenant Mix

Food and beverage, retail, general commercial, professional services/office, healthcare, fitness, daycare, banks, and more. Specific retail tenants may include cafes and restaurants, a specialty food product store, a pharmacy, and other miscellaneous stores like laundromats, salons, hobby/boutique stores, and medical, professional, and financial offices.

### Development Type

Main Street, with buildings on both sides of the planned SW Brisband Street or SW Frog Pond Lane extension on the east side of SW Stafford Road. Minimal setbacks, parking located behind buildings, and pedestrian orientation are important features. Main Street retail provides the greatest experience and offers an opportunity for the commercial area to be prosperous over a longer timeframe. Main street retail feels “fresher” for longer than conventional retail centers and would be more accessible to a greater number of people traveling by car, foot, and bike.

### Adjacent and Supporting Uses

Higher density residential, including apartments, townhomes, and live/work spaces, surrounding the commercial center would improve viability of commercial spaces.

Figure 16. Neighborhood Commercial Examples





## SITE DESIGN

The Brisband Main Street neighborhood commercial area will create a destination for local and regional residents, accessible by walking, rolling, biking, and transit. Off-street parking will be tucked behind buildings, prioritizing a people-oriented environment along the Main Street itself. These parking lots can also provide future development capacity for additional housing. The site study shows vertical mixed-use buildings oriented to create a visible presence from SW Stafford Rd. The potential roundabout intersection will be thoughtfully designed to ensure easy navigation by pedestrians and to slow down cars. Key pedestrian entry points to the Main Street from SW Stafford Rd. will be marked with gateway markers or signage.

Within the two blocks of the Main Street, there is an opportunity to create small plazas or gathering areas that provide a focal point and allow people to comfortably linger and spend time. The demonstration plan shows small plazas located between buildings for outdoor dining or merchandise display.

**Figure 17. Neighborhood Commercial Demonstration**





## PARKS, CIVIC USES, AND OPEN SPACES

Parks and open spaces are a valued part of every neighborhood in Wilsonville, including Frog Pond's neighborhoods. The Frog Pond East and South neighborhoods include the following parks, civic and open spaces:

- The proposed Frog Pond East Neighborhood Park
- The previously planned 10-acre Community Park
- Area around Frog Pond Grange as a civic and community destination and landmark
- Green Focal Points in each subdistrict
- The BPA Easement open space
- Significant Resource Overlay Areas along Meridian Creek, Willow Creek, and Newland Creek
- Meridian Creek Middle School

Please see the Public Realm section of this report for further description of the above and how they are part of the overall Parks and Open Space Plan.

Placeholder Image



# PUBLIC REALM



# PUBLIC REALM

The public realm is the combination of all public spaces, including streets, alleys, parks, plazas, and other publicly accessible areas, that define the experience of living in or visiting a city or neighborhood. A well-designed and cohesive public realm will be an essential part of the success and livability of this new area of Wilsonville. The Master Plan provides guidance about how the public realm can be designed to work together with existing site qualities and future development to create healthy, connected, sustainable, and beautiful neighborhoods for diverse families to thrive.

## PRINCIPLES

The design of the public realm in Frog Pond East and South will achieve several key principles.

**PRESERVED AND RESTORED NATURAL RESOURCES.** Existing natural resources, including trees, wetlands and creek corridors, will be preserved and restored within and around new development. Streets, parks, and public spaces provide opportunities to protect existing trees. Additionally, incorporating stormwater planters and green infrastructure supports watershed health by cleaning and slowing runoff.

**INTEGRATED PARKS AND GREEN SPACES.** Parks and green spaces are a vital part of creating healthy, active, and livable neighborhoods. Parks and smaller open spaces within neighborhoods will be centrally located and visible and accessible to all. In addition to a 10-acre community park and a 3-acre neighborhood park, each walkable sub-district includes its own “green focal point”, which could be a pocket park, playground, community garden, plaza, or other gathering place.

**COMMUNITY DESIGN THAT CELEBRATES AND ENHANCES NEIGHBORHOOD CHARACTER.** Streets and trails will be laid out to emphasize views of natural features of the site like forested creek corridors, parks, or destinations. Unique and historical elements like the Frog Pond Grange are integrated thoughtfully into overall neighborhood design. For example, the Grange site provides co-located gathering space, green space, and visibility and direct access to the trails and open space of the BPA corridor. Additionally, more detailed elements of the public realm like lighting, street trees, and signage are cohesive with the existing fabric of Wilsonville, particularly the adjacent Frog Pond West area.



# PUBLIC REALM

**PLACES FOR GATHERING AND CIVIC LIFE FOR A DIVERSE COMMUNITY.** The public realm will support a broad range of social activities, including opportunities to gather formally and informally. Meeting places like neighborhood commercial areas, parks, schools, and even sidewalks will be designed to provide space for varied social and cultural activities.

**CONVENIENT, SAFE, AND LOW-STRESS TRANSPORTATION OPTIONS.** A connected network of streets and trails prioritizes the safety and comfort of the most vulnerable road users. Streets will be designed to encourage and prioritize walking, biking, rolling, transit, and other low-carbon modes of travel. Street and block layout make it easy for residents to access schools, parks, and neighborhood services without a car.

PLACEHOLDER IMAGE



## PRESERVING TREES & NATURAL RESOURCES

The master plan study area contains significant natural resources, including creek and wetland corridors, forested uplands, and clusters of mature trees. Preservation of these areas is a priority not only for their ecological importance, but for their intrinsic value to neighborhood character, health, and quality of life for current and future Wilsonville residents. As development progresses, natural features will be incorporated sensitively within public infrastructure and private development.

Some areas of the site around creek corridors are protected under Wilsonville's Significant Resource Overlay Zone (SROZ). Other sensitive natural resources, such as wetlands, may be documented through pre-development studies of individual properties and should be incorporated and protected through the City's SROZ regulations and "Habitat Friendly Development Practices".

Figure 18 shows SROZ areas and the inventory of significant trees in the planning area.

### TREE PRESERVATION

The preliminary tree inventory is intended to inform preservation strategies at the Master Plan level. It was completed on January 26, 2022 by Morgan Holen Associates, followed by additional inventory of trees by AKS and Morgan Holen Associates in April 2022. The tree inventory identified potentially significant trees and groves based on species, size, and general condition. Within or outside this analysis, some trees may need closer examination to verify their significance and potential for preservation. Specifically, a portion of the treed area in the SROZ on the south side of SW Kahle Road has undetermined natural value with testimony received that many of the trees in the area are agricultural trees. If further study reveals this area does not qualify as a resource to be included in the SROZ and is developable, the area will be assigned the Type 3 Residential Urban Form matching nearby areas.

While preservation of individual trees or groves will ultimately be implemented during the design and construction of public and private development, the Master Plan identifies opportunities for preservation of significant trees in public open spaces, street rights-of-way, and within private development sites. Wilsonville's existing natural resource preservation policy and tree protection code provide a supporting framework for tree preservation in this area.

The Master Plan's tree inventory map identifies trees that are highest priority to preserve, meaning that these should be preserved within infrastructure, development, or green space to the greatest extent possible. Preservation of these trees may be achieved through development standards. Trees noted as

Figure 18. Natural Resource and Tree Inventory Map





# PUBLIC REALM

Item A.

secondary priority will be preserved if possible, especially if they are healthy and growing within an area that is a suitable location for green space or infrastructure that can accommodate preserved trees. While older, mature trees provide greater carbon sequestration and shade, smaller and less mature trees are also important to preserve because their root systems are not yet fully established, meaning that they can be more resilient to the impacts from surrounding development as they mature.

Public infrastructure and private development will preserve trees through thoughtful design and layout of streets and blocks, as seen on SW Willow Creek Drive and SW Brisband Street in Frog Pond West, or by locating green space strategically to preserve significant trees. Site design for individual buildings or homes can also incorporate tree preservation.



*Protected tree the Right-Of-Way in Frog Pond West*



# PUBLIC REALM

Item A.



***An existing mature tree on SW Brisband Street in Frog Pond West was preserved within the design of a street corner.***



***Private development can preserve significant trees within central open spaces or green spaces.***

3

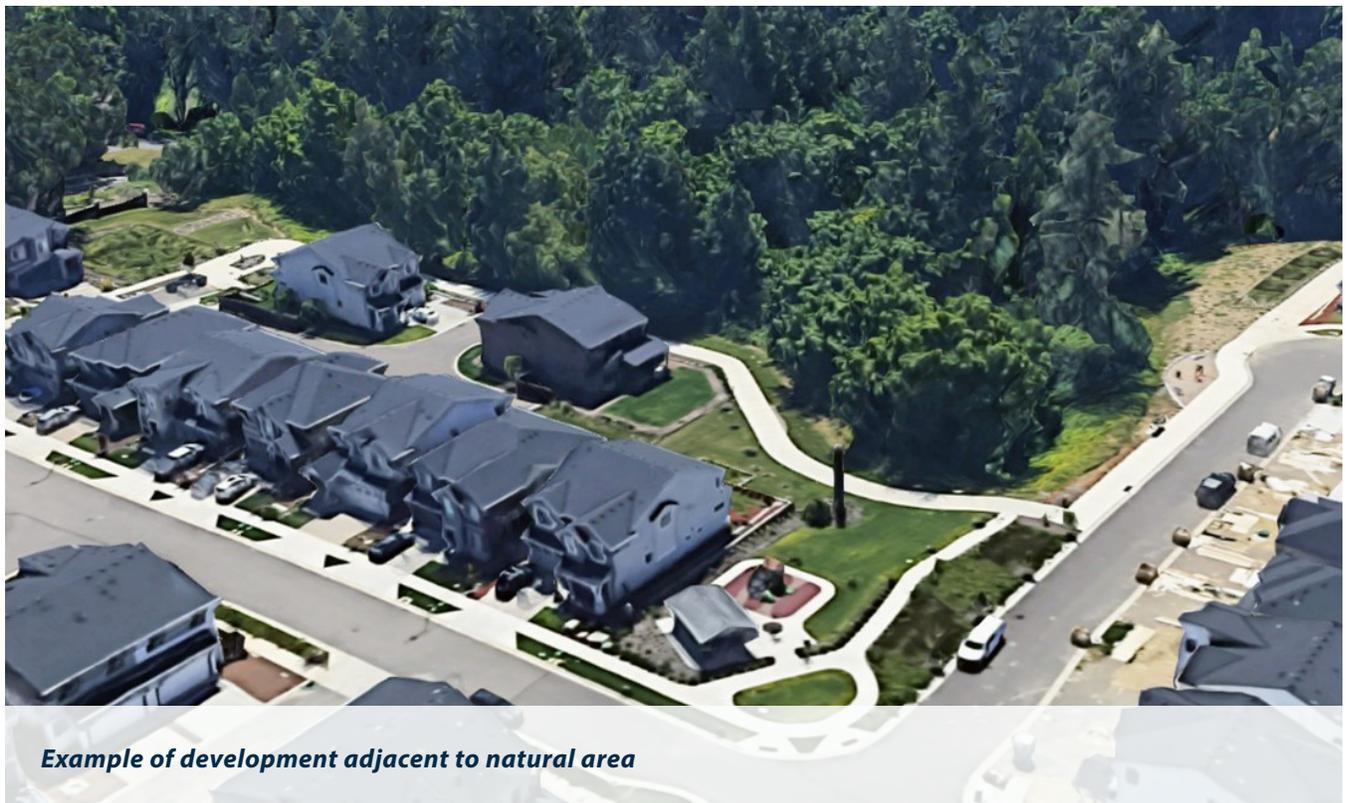


***A mature white oak tree was preserved within parking lot landscaping for Wilsonville High School.***



## INCORPORATING NATURAL AREAS

Three major creek corridors intersect the study area: Meridian Creek in the southwest, Newland Creek at the northeast, and Willow Creek at the southeast. In addition to protections within the Development Code and State law, these creeks and their forested surroundings provide an opportunity for developers to enhance these environmental resources as well as the quality-of-life experience for future residents. Site design and layout of development and streets will provide physical and visual access to significant creek corridors, particularly where public trail connections are planned to enter neighborhoods. In these locations, small usable open spaces like pocket parks will ensure public access to creek corridors and trails. Additionally, public street connections will to the greatest extent possible terminate at natural resource corridors or run alongside them to ensure views and access.





## PARKS AND OPEN SPACES

Access to green space, outdoor recreation opportunities, and public gathering space is a fundamental component of healthy neighborhoods and communities. The Master Plan includes a series of parks and open spaces of different sizes to be located centrally and distributed equitably throughout the East and South neighborhoods. The map illustrates two primary parks. The first is a 10-acre community park adjacent to Meridian Creek Middle School, which is owned by the City for development as a park. The second is a 3-acre neighborhood park to be located centrally in the East Neighborhood.

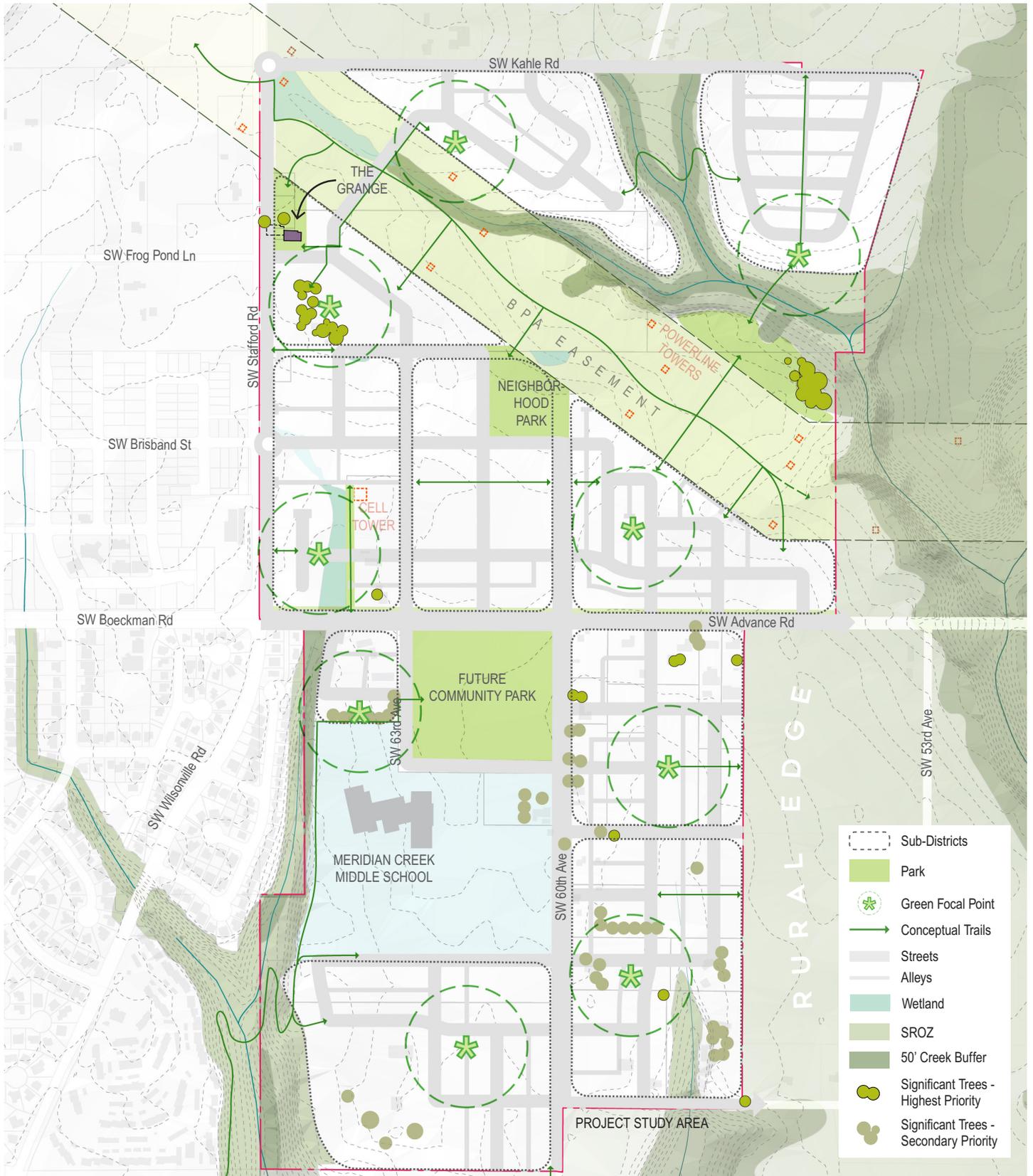
Additionally, the historic Grange building and site represent a unique opportunity to capture a piece of the site's history while enhancing this civic gathering place to support ongoing use by the community. The Grange building may need to be relocated slightly depending on the future design of SW Stafford Rd. Two significant trees are located around the Grange, and these could be incorporated and preserved as part of a small public open space that connects to the BPA easement. In the future, this site is intended to include multiple amenities like a trailhead into the BPA easement, interpretive signage, community gardens, or environmental learning opportunities.

At the time of the Master Plan ownership of the Grange building has not shared future plans. This Master Plan assumes the Grange will continue a similar use as it is under the current ownership, with small community gatherings and programming inside and outside the building. The City may pursue purchase if the building comes up for sale in the future or partnership with current or future owners to preserve the building and provide a key civic gathering space for the community.



A tract of undevelopable open space just north of the BPA easement presents another opportunity for public access to nature. This 3-acre area is contiguous with the Newland Creek natural area and contains a stand of significant trees. It can serve as a natural open space with trail access from the BPA easement and neighborhoods to the north.

Figure 19. Park and Open Space Framework





Beyond these primary public open spaces, the map shows an intent to provide “green focal points” in central locations to each sub-district of the planning area, ensuring that each neighborhood has a small destination or gathering place that gives it character. These green focal points are flexible in location, but the map indicates general areas that are central to each sub-district.

Parks and open spaces will occupy prominent locations within each neighborhood where they are clearly accessible and invite the public in. They will be well-connected to a system of pedestrian and bike pathways, including off-street trails that connect to the BPA easement and trails through natural areas.

## EAST NEIGHBORHOOD PARK

A three-acre neighborhood park will be located centrally in the East Neighborhood to provide a prominent destination and gathering place for surrounding residents. The City of Wilsonville’s 2018 Parks and Recreation Master Plan describes a half mile to one mile distance to parks and outdoor recreation as a reasonable distance for residents to be able to access their local park by walking or biking. While the Frog Pond South neighborhood will be served by the future Community Park, The Frog Pond East neighborhood is three quarters of a mile across and has no specifically planned park facility in the Parks and Recreation Master Plan. Therefore, a neighborhood park in this area is intended to be centrally located to the Frog Pond East Neighborhood.

Wilsonville’s neighborhood parks are generally small in size, acting as a combination of a playground and a park designed primarily for spontaneous, non-organized recreation activities. Public outreach revealed strong support and appreciation for Wilsonville’s parks and the type of programming provided. Input received from community members supported a neighborhood park that is similar to others in Wilsonville. In Frog Pond East, the neighborhood park will be designed for a variety of activities, including daily use by local residents for walking, playing, and spending time outdoors. Outreach particularly emphasized the desire for shade, accessibility, and playgrounds for children. Given its proximity to a future neighborhood commercial area, it also offers the opportunity to accommodate seasonal events and programming that can bring local residents together: for example, markets, cultural festivals, or movies in the park.

The park and open space framework map shows the future East Neighborhood Park located directly adjacent to the BPA easement in order to create a significant public connection to the easement area, making the park feel like a more generous open space. Multi use paths through the BPA easement will connect directly into the neighborhood park as an entry point to the larger network of planned pedestrian and bicycle routes.



## GREEN FOCAL POINTS

In addition to the planned Community Park in Frog Pond South and the Neighborhood Park in Frog Pond East, several “green focal points” are identified in central locations within each walkable sub-district of the planning area. These are flexible in location and size but are intended to serve as central neighborhood destinations or gathering places that contribute to neighborhood character and identity. In addition to being centrally located, these focal points will be integrated into the neighborhood with front doors facing them, where possible, and provide clear and inviting access for public use.

Many different kinds of uses and activities are envisioned for these green focal points. Examples include community garden plots, small playgrounds or splash pads, nature play areas, pocket parks or plazas, and central green courtyards within housing developments. These smaller open spaces also provide opportunities to preserve mature and significant trees and provide visible stormwater treatment.



***A neighborhood park can give character to its surrounding neighborhood and preserve existing mature trees. Homes facing the park make the space feel cohesive and integrated within the neighborhood.***

***The size of the park and its proximity to a neighborhood commercial area could allow it to become a central gathering place where programming, events, and daily activities bring local residents together***



***Play areas for children will be an important feature of the future East Neighborhood Park***





# PUBLIC REALM

Item A.





## STREET & BLOCK LAYOUT

The Street and Block Demonstration Plan illustrates a potential layout of streets, blocks, and multi-use paths that would achieve the intent of providing connected, convenient, safe, and low-stress transportation options for Frog Pond East and South. The location of framework streets either exists today or will be direct continuation of existing streets as shown on the Street and Block Demonstration Plan. The remaining street locations are shown for demonstration purposes and actual street layout beyond the framework streets will be determined at the time of development review, based on standards contained in the Development Code and Public Works Standards.

A clear hierarchy of street connections is established with SW Advance Road and SW 60th Avenue acting as collector streets, SW Brisband Street as a Main Street, and all other streets as local streets. A roundabout intersection is planned where SW Brisband Street crosses SW Stafford Road, an arterial street. SW Brisband Street extends directly to the east from SW Stafford Road to intersect with SW 60th Avenue, creating a simple block layout along the planned “Main Street” corridor. SW Frog Pond Lane extends into the study area as a local street and provides connections into the local street network of the East Neighborhood, including a street that crosses the BPA easement toward SW Kahle Road to the north.

Street and block layout will be designed to maximize walkability with short blocks and alley-loaded development that reduces vehicular crossings of sidewalks. Street and block design will also protect natural resources, trees, and public view corridors. For example, a cluster of significant trees just south of the Grange can be preserved within a block of development that is clustered around its edges. The demonstration plan shows public streets intentionally connecting to public trailheads along the length of the BPA easement.

A future transit route is planned to enter the study area from SW Wilsonville Road onto SW Advance Road, head south between the future community park and the middle school, turn north on SW 60th Avenue, and exit the study area from SW Brisband Street (the Main Street) back onto SW Stafford Road. Transit service will be important to residents of this area, helping them meet their daily needs and obligations without relying on a car.

In some areas where vehicular access constraints create long blocks, such as along SW Stafford Road, green pedestrian connections are required at regular intervals to allow people to move into and through the neighborhood more easily.



The Street and Block Demonstration Plan with land uses (Figure 20) shows the intended arrangement of development types and forms within overall street and block layout. Type 1 areas, which allow larger building forms, are focused centrally to the study area. It is important that Type 1 development areas are permeated by public streets and accessways to ensure integration within the neighborhood. A portion of Type 1 is shown directly adjacent to the BPA easement. This may allow multi-dwelling development in this area to take advantage of a portion of the BPA easement for parking.

The Street Demonstration Plan indicates intent for the relationship between development and major streets in the area. Blocks with development along SW Stafford Road, an arterial street, are oriented so that lots back onto the street in order to minimize impacts to those residents from road noise. A block of cottage cluster housing just south of the Grange could protect the existing stand of trees through flexible siting and orientation of buildings toward a central green space while reducing impacts from the adjacent busy road. Blocks along SW Advance Road, a collector street, are oriented to show homes facing the community park across the street. The blocks of commercial along the SW Brisband Main Street show the intent to orient buildings to the Main Street and place off-street parking and vehicular access behind buildings to create a walkable environment. The Street Design section illustrates these relationships in more detail.

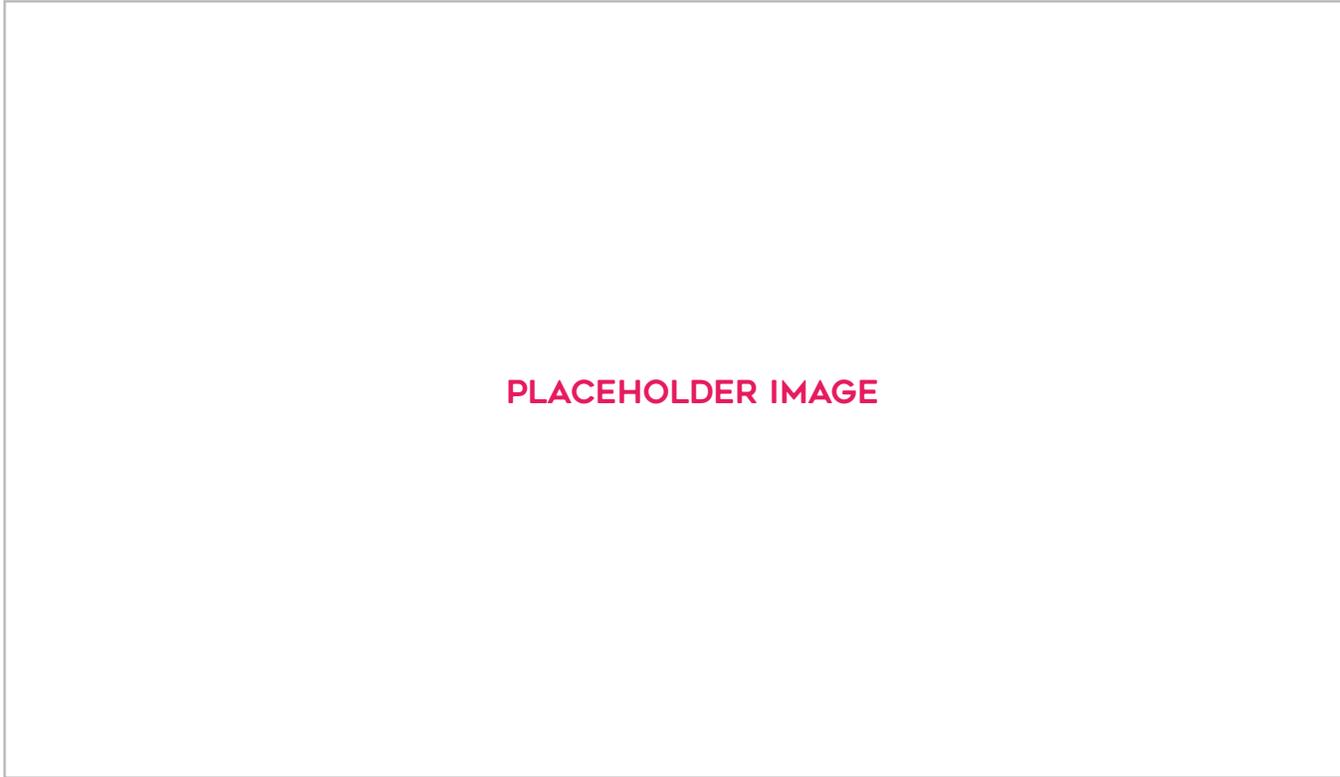
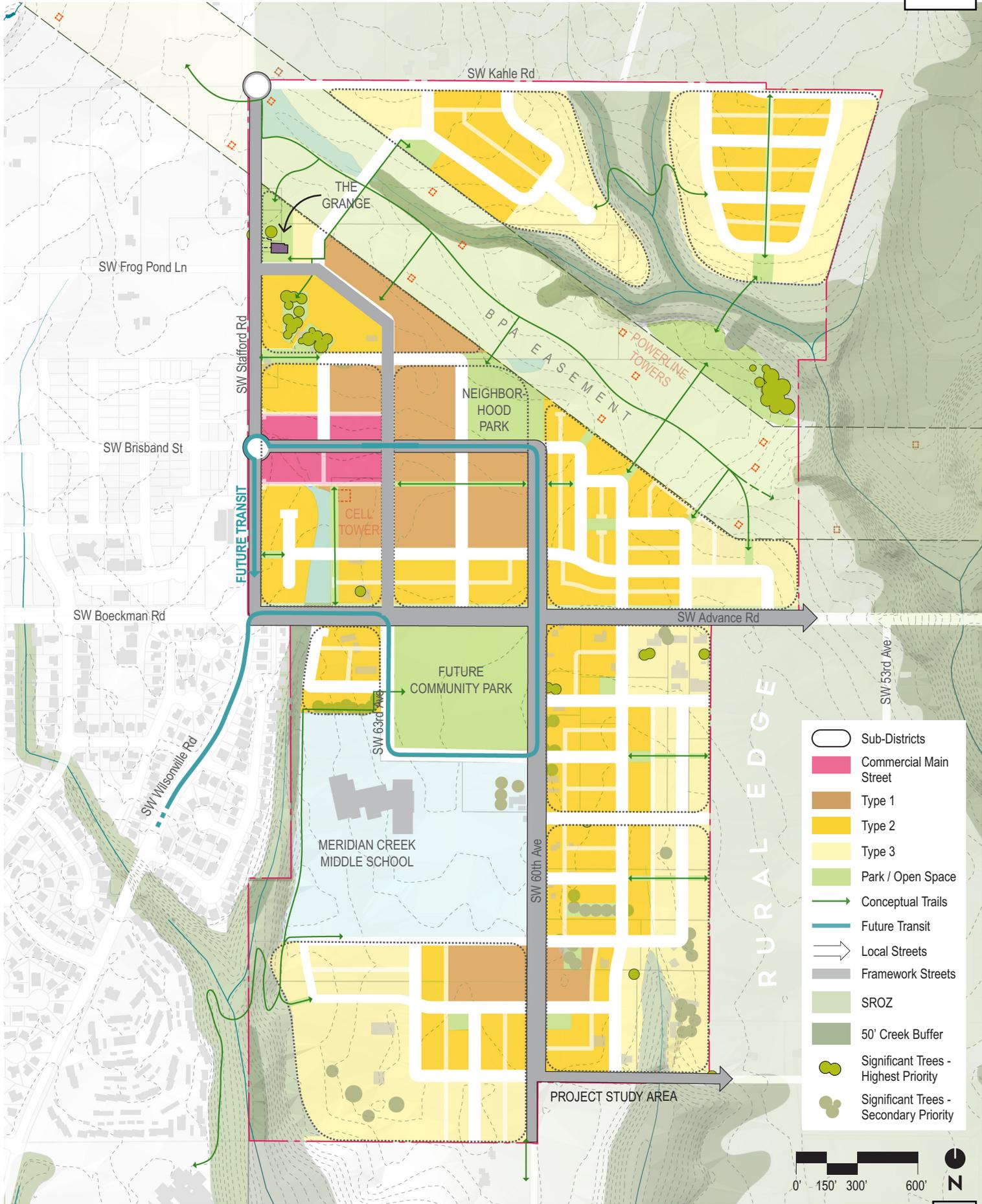


Figure 20. Street and Block Demonstration Plan with Land Uses

Item A.





## ACTIVE TRANSPORTATION

The Master Plan area will provide a complete and connected network of routes that prioritize non-car users, including cyclists, pedestrians, and those with wheelchairs or other mobility devices. Within public rights-of-way, facilities will include bike lanes, shared street markings, and wide sidewalks. A series of off-street multi-use path connections are planned to extend from the public street network into open spaces and natural areas. This combination of on-street and off-street facilities will provide multiple options for non-car users to access destinations like schools, parks, and the neighborhood commercial area.

Results from surveys and in-person outreach show a strong preference for separate off-street or physically buffered bicycle infrastructure. While this aims to maximize opportunities for separate off-street or physically buffered bicycle infrastructure shared streets and on-street facilities are still present where separated facilities are not feasible or to provide additional travel options beyond separated bicycle infrastructure.

The bicycle circulation concepts map indicates an intended hierarchy of on-street facilities for cyclists that connects to an off-street system of paths. Primary connections are shown along SW Advance Road and SW 60th Avenue, transitioning to shared street markings along the SW Brisband Main Street and key local streets in the study area that connect to destinations.

All local streets, with or without shared street markings, will be designed to focus on pedestrians and cyclists, with low speeds, street trees and planters, and alley-loaded development to minimize pedestrian-vehicle conflicts.

Crossings of SW Stafford Road and SW Advance Road will be carefully designed to prioritize safe routes to schools, parks, and other destinations within the larger Frog Pond area. Providing marked and signaled crossings as frequently as possible will mitigate out-of-direction travel for pedestrians and avoid pedestrians crossing at unmarked locations where they are more vulnerable to injury by vehicles.



# PUBLIC REALM

Item A.



***Off-street multi use paths connect bicycles and pedestrians to destinations without relying on street connections***



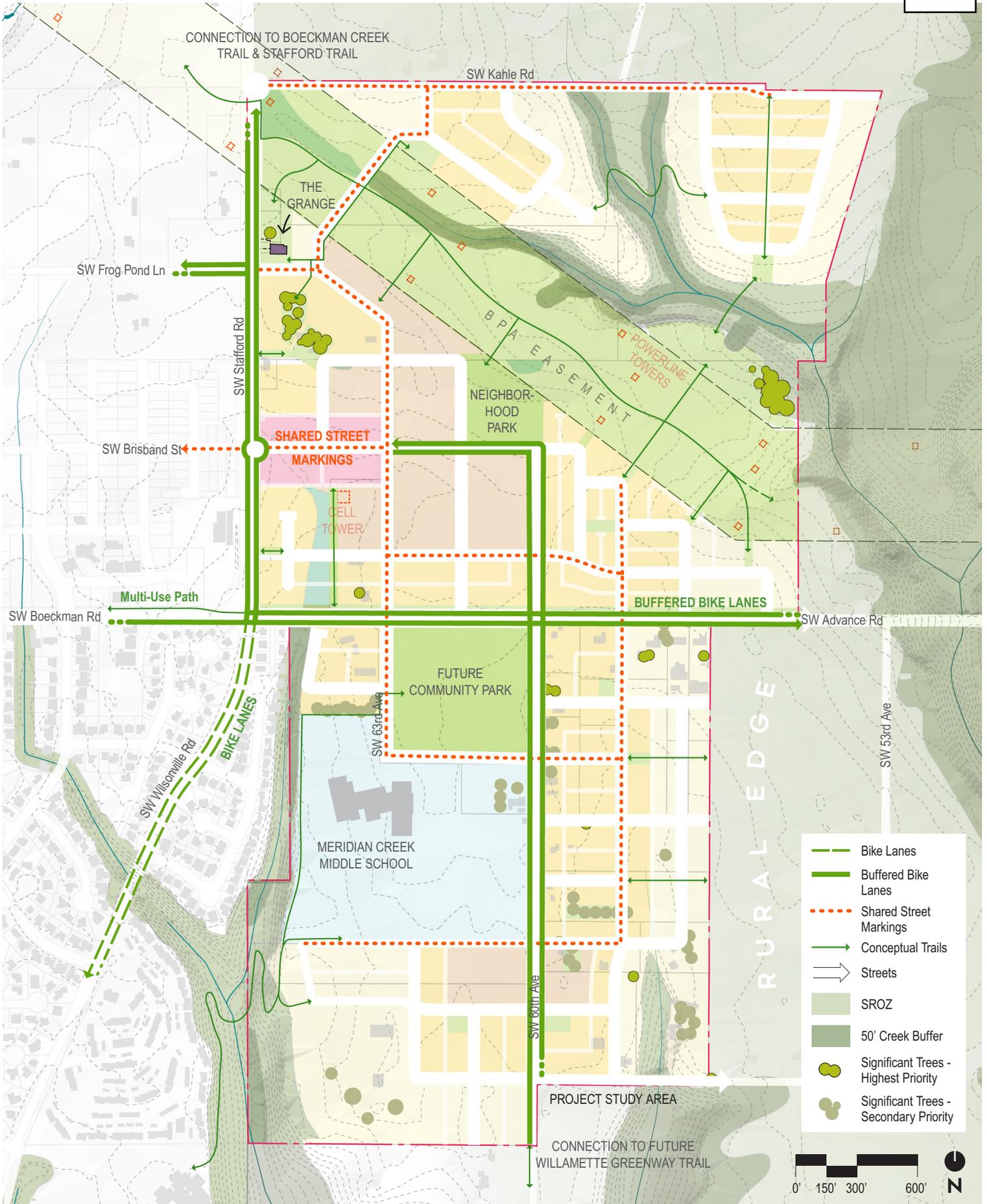
***Sharrow marking on local street indicates a priority for cyclists and slows car traffic***



***Buffered or protected bike lanes provide safe and comfortable on-street cycling facilities***

Figure 21. Active Transportation Concept

Item A.



## STREET DESIGN

All streets and off-street active transportation connections will be designed with the goal of creating convenient, safe, and low-stress transportation options, particularly for the most vulnerable road users. Design of streets should focus on safety, comfort, and ease for non-car users of roads, with a focus on providing multiple low-stress routes and street designs that are tailored to the multimodal circulation network within the study area.

way streets (SW Advance Road and SW 60th Avenue north of SW Advance Road) are key entry points to the neighborhoods and important connections for cyclists and pedestrians. These streets will include buffered or protected bike lanes and wide sidewalks and will be up to three lanes wide, with a planted median where a center turn lane is not needed. On-street parking may also be included in some locations

Collector street design will be implemented for SW 60th Avenue South of SW Advance Road. This cross-section will include two travel lanes, buffered or protected bike lanes, and wide, ADA-accessible sidewalks.

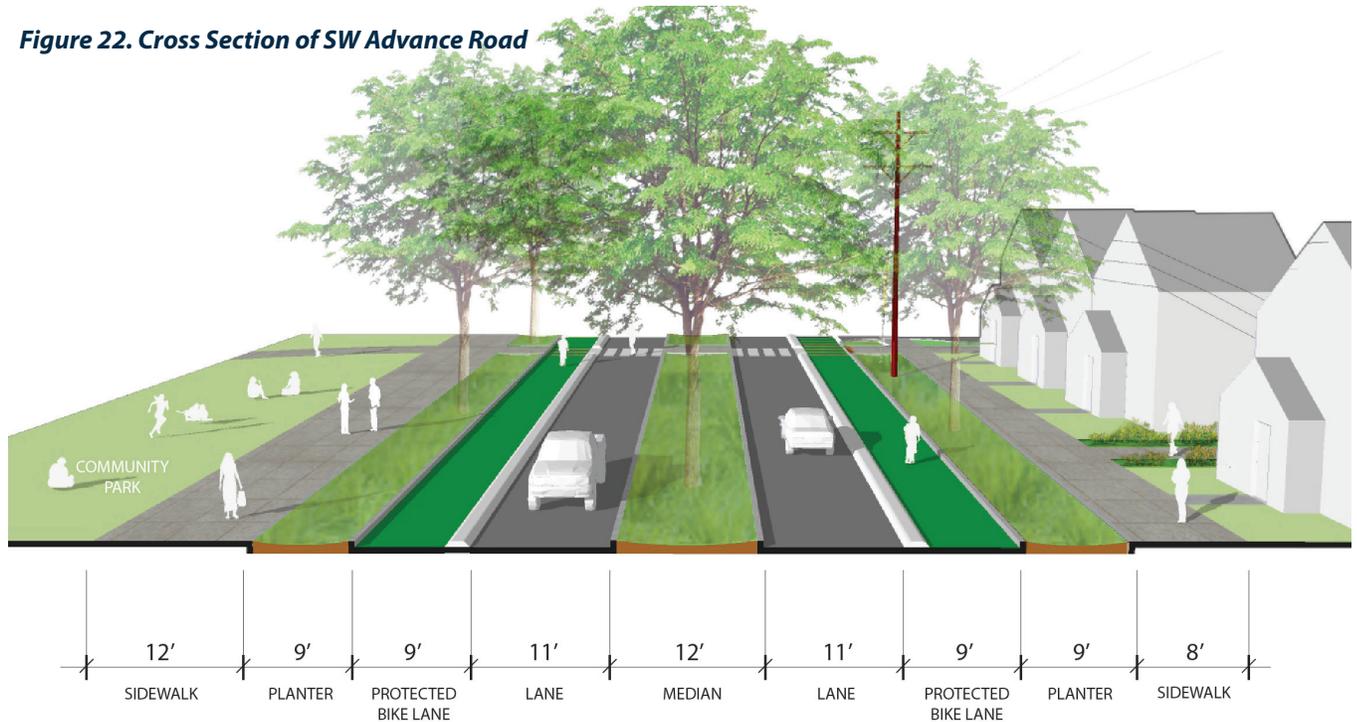
Local streets will be designed to focus on pedestrians and cyclists, with low speeds, street trees and planters, and alley-loaded development where possible to minimize pedestrian-vehicle conflicts and provide an appealing streetscape without garages. Key local streets that connect to destinations will include shared street markings to emphasize a priority for cyclists on the road. Local street design will continue the established pattern in Frog Pond West.

In addition to streets, mid-block public pedestrian connections will enhance neighborhood accessibility and permeability. Typical off-street pedestrian connections between blocks of development will be at least 10 feet wide and will include 8-foot planted areas on either side for a total width of 26 feet.

The following pages describe design intent for several important streets that will pass through the study area: SW Advance Road, SW 60th Avenue, and SW Brisband Street, which will serve as a neighborhood Main Street in the East Neighborhood.



Figure 22. Cross Section of SW Advance Road

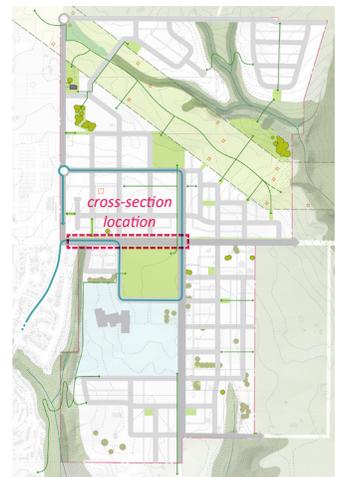


## SW ADVANCE ROAD

This cross-section shows a concept for SW Advance Road, a collector street, where it passes the future community park. It includes generous sidewalks, buffered bike lanes, wide planter strips that support tree health, and a planted median to create a comfortable and inviting environment for pedestrians. On-street parking, while not shown in the image above, may also be added on either side of the street but will need to be designed carefully to avoid conflicts with cyclists. Planted areas in the right-of-way also offer opportunities for capturing and infiltrating stormwater.

Future development on the north side of the street, across from the future community park, is planned so that front doors face the park. This, combined with homes fronting the park on its east and west sides, will create a sense of community, enclosure, and integration of the park within the neighborhood.

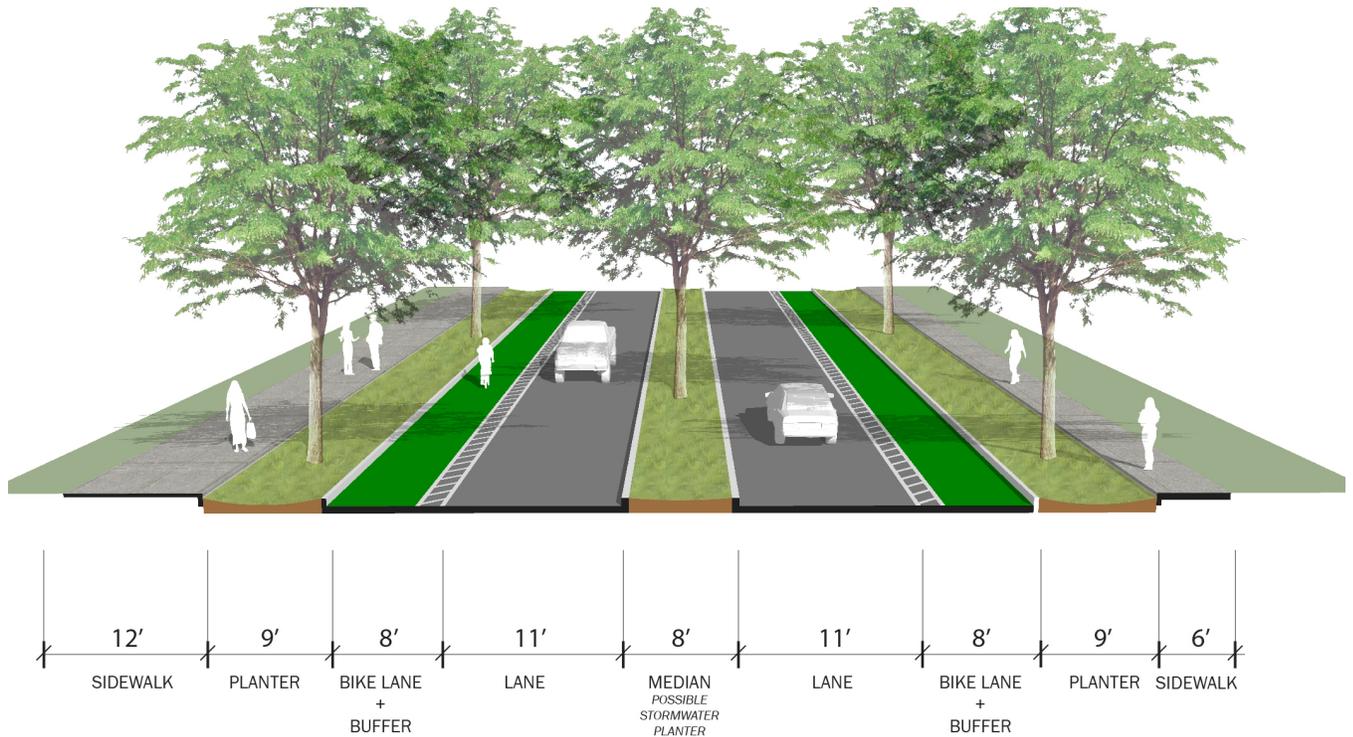
This concept for SW Advance Road will create a continuous streetscape with SW Boeckman Road where it continues west of SW Stafford Road. Existing high-voltage power poles on the north side of the street can be incorporated within a wide planter strip.



KEY MAP

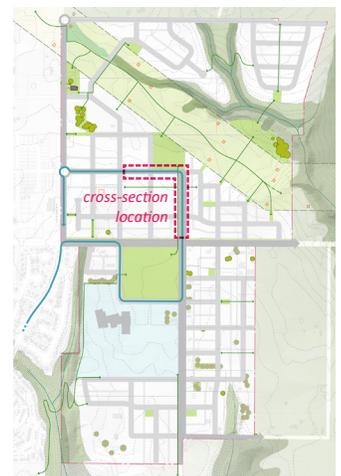


Figure 23. Cross Section of SW 60th Avenue



## SW 60TH AVENUE

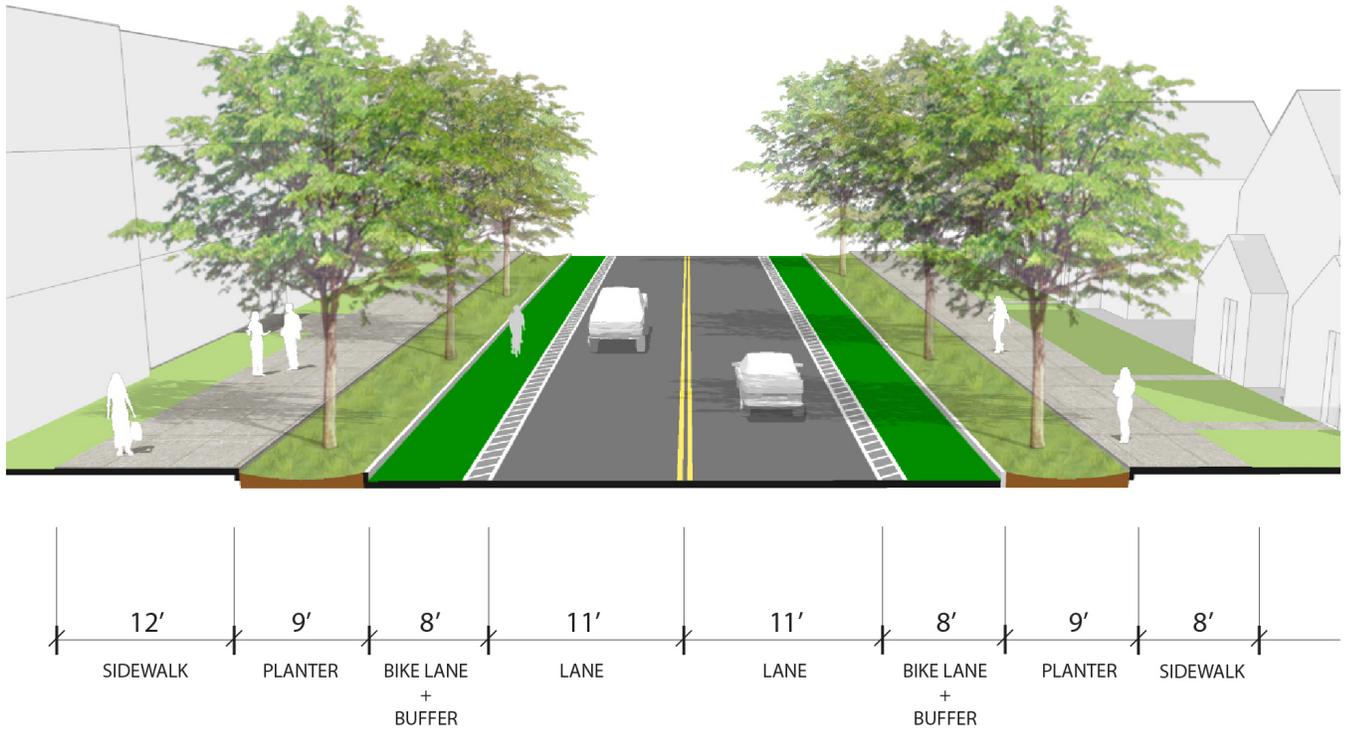
This cross-section shows a concept for SW 60th Avenue north of SW Advance Road. This street will function as a key entry point to the East Neighborhood and will connect to the SW Brisband Main Street. A planted median allows for turn lanes at intersections may also include stormwater. A 12-foot sidewalk on the west side of the street provides a comfortable pedestrian connection between the Community Park to the south and Neighborhood Park to the north.



KEY MAP

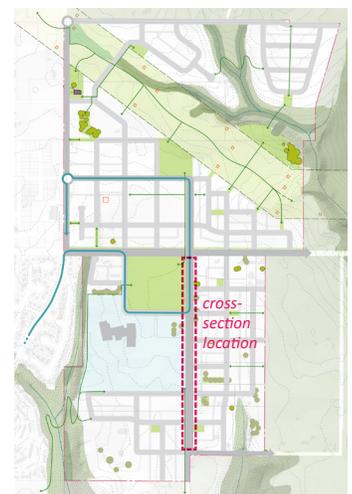


Figure 24. Cross Section of SW 60th Avenue Collector



## SW 60TH AVENUE COLLECTOR

This cross-section shows a concept for SW 60th Ave., a collector street, south of SW Advance Rd. Since various building forms and residential densities are expected to be located along SW 60th Ave., this cross-section illustrates an intent to provide more sidewalk space along the west side of the street, adjacent to the Community Park. The wider sidewalk will ensure a pleasant and spacious walking environment for pedestrians and lessen the visual presence of any larger buildings. The cross-section may also include a center turn lane and planted median if needed, but a narrower street width is more desirable to shorten crossing distances and create a more pedestrian-oriented scale for this key north-south connection between the Middle School, Community Park, and Neighborhood Park.



KEY MAP

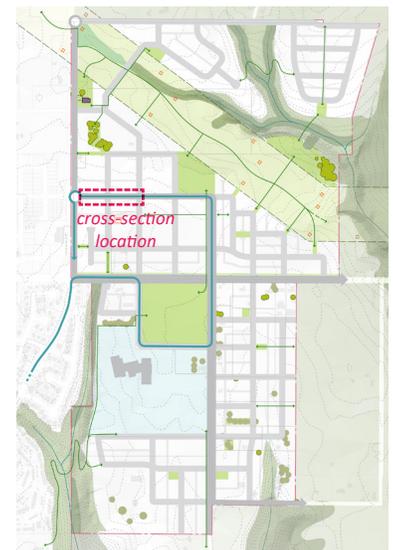


Figure 25. Cross Section SW Brisband Main Street



## SW BRISBAND MAIN STREET

This cross-section shows a concept for SW Brisband Street, which will function as a neighborhood commercial “Main Street” within the Frog Pond East Neighborhood. The cross-section is based on the Wilsonville Town Center Plan and Transportation System Plan cross-section for a Main Street, with two travel lanes shared by cyclists and cars. On-street parking is provided interspersed with stormwater planters in curb extensions, and generous sidewalks allow for a furnishing zone with public and private seating. Buildings, whether commercial or vertical mixed-use, are intended to line the sidewalk and create a pleasant environment to stroll, visit local businesses, and socialize.



KEY MAP



## STREET TREE PLAN

The concept for street trees in the Frog Pond East and South Neighborhoods is intended to beautify and unify the neighborhood while providing a variety of tree species. The following Street Tree Plan provides guidance tied to the street typology for Frog Pond East and South that will integrate with the street tree palette established in Frog Pond West.

### PRIMARY STREETS

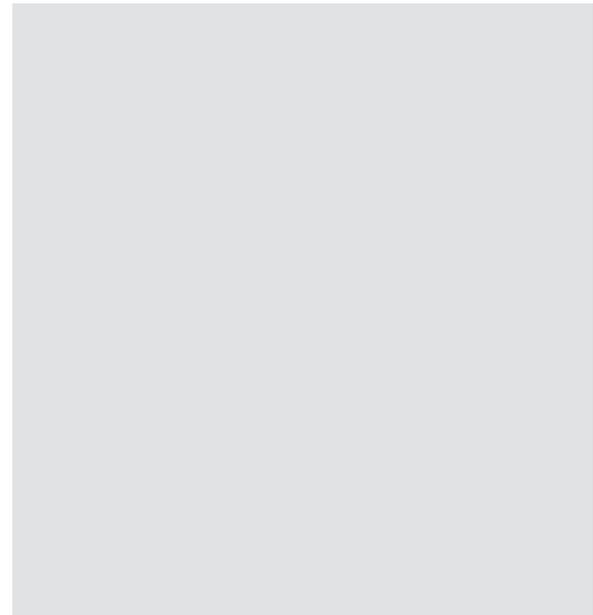
The Primary Streets in the new neighborhood should provide a clear identity to the community, and serve as a wayfinding structure, with street tree continuity serving as a useful tool.

The proposed trees for these Primary streets come partly from the City of Wilsonville’s recommended tree list for "trees over 50 feet mature height” with updates to exclude some species that do not meet current practice or are known to be invasive or prone to disease or breakage.

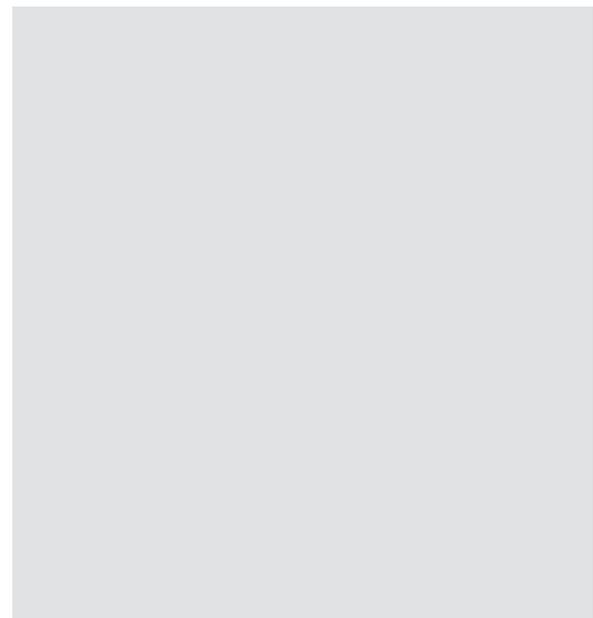
It should be noted that other species with similar characteristics may be considered, as identified and proposed by a professional landscape architect.

The Primary Street Tree List is as follows:

- Green Column Black Maple (Aer nigrum ‘Green Column’)
- Columnar Tulip Tree (Liriodendron tulipifera ‘Fastigiatum’)
- Bloodgood London Plane Tree (Platanus x acerifolia ‘Bloodgood’)
- Scarlet Oak (Quercus coccinea)
- Northern Red Oak (Quercus rubra Borealis)
- Green Vase Zelkova (Zelkova serrata ‘Green Vase’)
- Autumn Gold Gingko (Gingko biloba ‘Autumn Gold’)
- David Odom Afterburner Tupelo (Nyssa sylvatica ‘David Odom’)

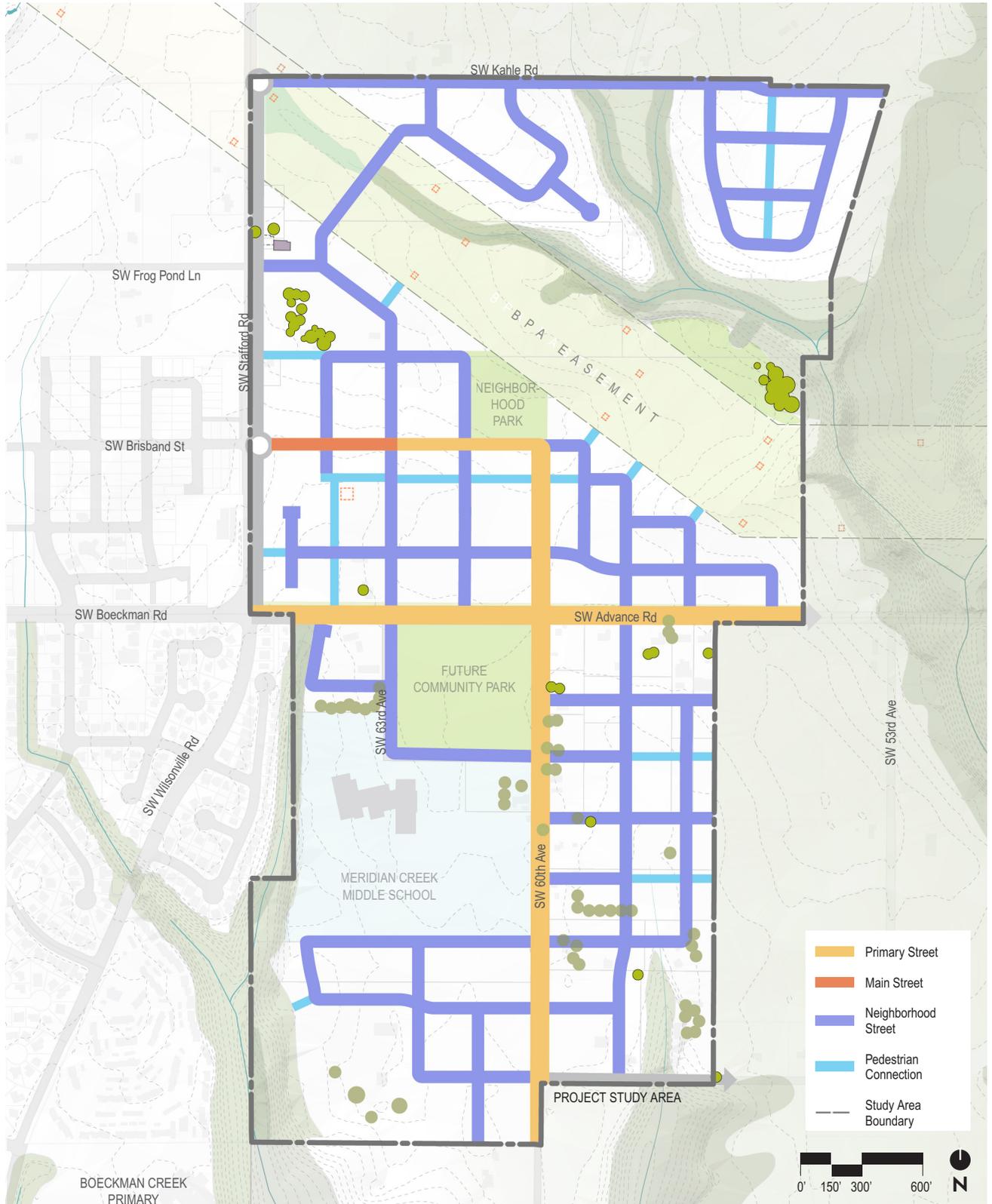


*Tree Image*



*Tree Image*

Figure 26. Street Tree Plan





The proposed 8' planting strips on Primary streets will help ensure these trees grow to form large canopy structures over the streets, providing future value to adjacent homes.

As required by the City's Public Works Standards, root barriers should be used in all situations to protect the sidewalk infrastructure from root damage.

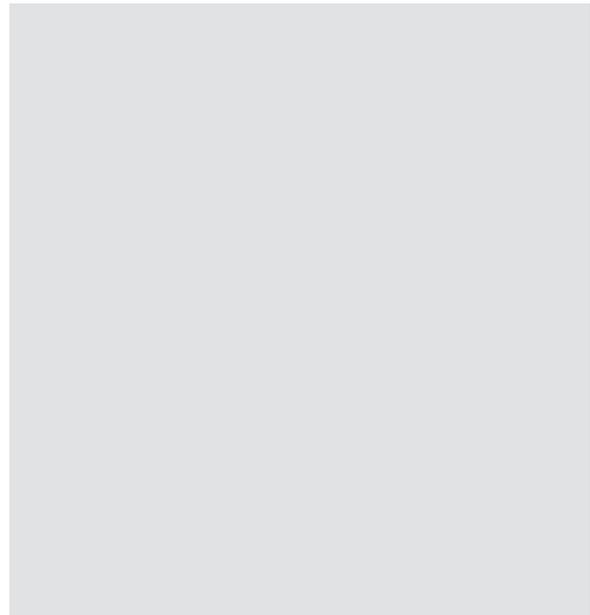
To provide strong continuity, a Primary Street should be planted with the same species for its entire length. No specific tree is proposed for a given Primary Street but each of these streets should be planted on both sides with a species unique to that street, selected from the list of 8 possibilities.

## SW BRISBAND MAIN STREET

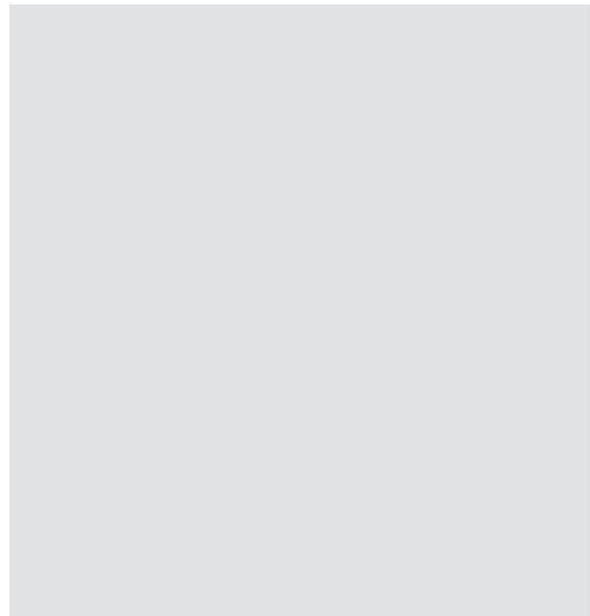
The Main Street should include street trees that provide shade and visual interest while also avoiding conflicts with buildings and leaf litter and other debris. To this end, a list of candidate trees with narrow canopies of a maximum of 25 feet are proposed. The two-block Main Street should have the same street tree on either side of each block. Each of the street trees on this list have spring blossoms or fall color that will provide beauty and identity to this center of the neighborhood.

The Main Street Tree List is as follows:

- Saratoga Ginkgo (Ginkgo biloba 'Saratoga')
- Lavalie Hawthorne (Crataegus x lavaleii)
- Rising Fire American Hornbeam (Carpinus caroliniana 'Uxbridge')
- Street Keeper Honey Locust (Gleditsia triacanthos 'Draves')
- Stellar Pink Dogwood (Cornus kousa x florida)
- Paperbark Maple (Acer griseum)



*Tree Image*



*Tree Image*



## NEIGHBORHOOD STREETS

Neighborhood Streets should strive for variety. For example, east-west streets would have one tree from the recommended list and north-south streets should have another. An even finer grain of species distribution is recommended, if possible, at the city's discretion.

The Neighborhood Street Tree List is as follows:

- Katsura Tree (*Cercidiphyllum japonicum*)
- Yellow Wood (*Cladrastis kentukea*)
- Halka Honeylocust (*Gleditsia triacanthos* 'Halka')
- Skycole Honeylocust (*Gleditsia triacanthos* 'Skycole')
- Chinese Pistache (*Pistacia chinensis*)
- Accolade Elm (*Ulmus* 'Morton' Accolade)
- Maygar Ginkgo (*Ginkgo biloba* 'Maygar')
- Village Green Zelkova (*Zelkova serrata* 'Village Green')

Both sides of a street should be planted with the same tree species. A single subdivision's streets should not be planted with a single tree species. Underneath the BPA powerlines, a shorter neighborhood street tree should be used, subject to BPA requirements.

## PEDESTRIAN CONNECTIONS

Pedestrian Connections would feature a columnar species, reflecting the narrow space in these connections and ensuring that there are views through the length of them, helping with safety and wayfinding.

Five trees are proposed for Pedestrian Connections:

- Common Hornbeam (*Carpinus betulus* 'Fastigiata')
- Columnar English Oak (*Quercus robur* 'Fastigiata')
- Columnar Musashino Zelkova (*Zelkova serrata* 'Musashino')
- Princeton Sentry Ginkgo (*Ginkgo biloba* 'Princeton Sentry')
- Tricolor Beech (*Fagus sylvatica* 'Roseo-marginata')

To the extent possible, existing groves of Ponderosa Pine, Oregon White Oak, and Douglas Fir should be incorporated into the neighborhood, as street trees or common area tracts or within pedestrian connections. These existing groves have been identified through the Master Plan tree inventory and are shown in the Street Tree Plan diagram.



## PUBLIC LIGHTING PLAN

The Public Lighting Plan is intended to provide effective lighting of public streets and places to enhance neighborhood livability, night-time vitality and safety. The lighting recommendations focus on providing an even, consistent coverage, softening contrast ratios at edges and improving visibility by avoiding excess illumination and brightness. Most of these neighborhoods will be part of the Lighting Overlay Lighting Zone LZ 2: Low-density suburban neighborhoods and suburban commercial districts, industrial parks and districts, as specified in Chapter 4.199 of the City’s Planning and Land Development Regulations. Dark-sky-friendly fixtures are required, as well as LED bulbs. All lights will be 3000k color and have 7-pin adapters. The City will own and maintain all lighting and PGE will provide power. Design details should follow City of Wilsonville Public Works Standards.



*Double-sided Lighting Fixture in Frog Pond West*

## LIGHTING PLAN HIERARCHY

A subtle hierarchy in lighting is proposed, as shown in Figure 27. These categories of street lighting are tied to the Street Types Plan and unique requirements of pedestrian connections, trailheads, and paths.

### ARTERIAL STREETS

- This includes the SW Stafford Road corridor as outlined in the Frog Pond West Master Plan and is intended to be the brightest standard to maximize safety for vehicles and bicycles.
- The selected street light for City arterials may be the XSP2™ LED Street/Area Luminaire – Double Module – Version C, or equivalent per City’s Cobrahead light standard at the time of construction.
- Design should follow City of Wilsonville Public Works Standards Chapter 201.9.01 Roadway and Intersection Lighting.



## KEY INTERSECTIONS

The following general recommendations apply to three key intersections: SW Frog Pond Lane and SW Stafford Road, SW Brisband Road and SW Stafford Road, and the intersection of SW Stafford, SW Boeckman, SW Wilsonville, and SW Advance Roads:

- These three areas act as transition zones between urban-scale arterial lighting and more neighborhood-scale lighting types.
- Placement of fixtures should be carefully considered to ensure the two types do not conflict visually .
- The intersections should be more brightly-lit, acting as a wayfinding ‘beacon’ when approaching them.
- Coordinate lighting with future landscaped gateway features at the intersections, including a distinct gateway and identity at the SW Brisband Main Street entry from SW Stafford Road.

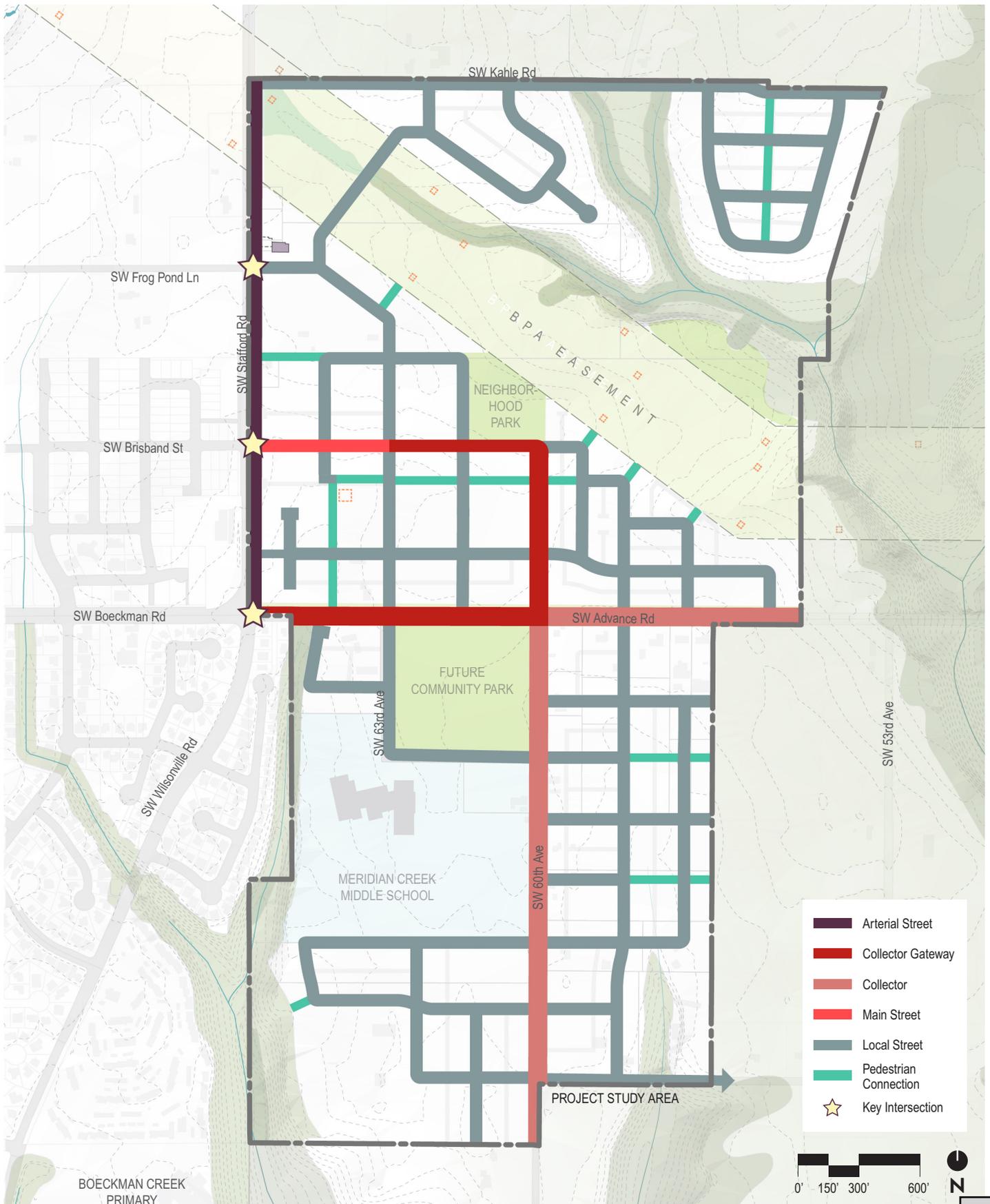
## WAY STREETS

- This includes segments of SW Advance Road and SW 60th Avenue as they enter the neighborhood from adjoining major streets.
- To identify these streets as ‘Gateways’ into the neighborhood, a closer spacing than Local Street Lighting (to be determined through a lighting design plan at the time of development) is recommended and brighter illumination for these stretches of street.
- These streets should feature similar light fixtures as Arterial Streets, with shorter poles.

## MAIN STREET

- The Main Street should include a closer spacing, similar to a Local Street lighting design, in order to provide an intimate scale and warm, inviting pedestrian environment to support nighttime activity .
- Poles and fixtures should match the preferred ornamental standard used elsewhere in Frog Pond, but with a maximum mounting height of 16 feet to provide lighting at the pedestrian scale
- Light poles should include the ability to attach banners or other decorative elements.
- Consider installing power access for tree lighting along with the infrastructure for street lighting.

Figure 27. Lighting Plan





## LOCAL STREETS

- Local streets should provide minimum light levels for safe circulation, while contributing to the visual appeal of streetscapes.
- Light placement should avoid negative effects on adjacent housing
- Dark sky friendly light fixtures should be used .
- A consistent lighting standard should be used throughout the neighborhood to knit together individual subdivisions. .
- Use the following ornamental light standard: StressCrete King Aurora Pendant (40W LED).

## PEDESTRIAN CONNECTIONS, TRAILHEADS AND PATHS

Consistent pedestrian lighting is an important contributor to the neighborhood’s identity and can define a hierarchy of travel routes.

- Trails and paths should be uniformly illuminated
- In-ground up-lighting should be avoided
- Trailhead parking areas should be illuminated
- Coordinate lighting locations and pole heights with tree locations and landscape areas and constructed elements
- Design should follow City of Wilsonville Public Works Standards Chapter 201.9.02 Shared-Use Path Lighting. Key components include:
  - › The City Engineer may reduce the lighting standards or not require lighting of shared-use paths in designated natural resource and wildlife areas.
  - › Lighting provided along shared-use paths shall be pedestrian scale with a mounting height no greater and no less than 10 feet. A clearance of 10 feet shall be provided from the path surface for street lighting overhanging a shared-use path. Pedestrian level lighting, such as bollards, shall not be permitted.
- Use the following ornamental light standard: Phillips Hadco Westbrooke (Ledgine CXF 15)



*Single-sided Lighting Fixture in Frog Pond West*



- The SROZ area, buffers and the trailhead areas will be in Lighting Zone LZ 1, as specified in Chapter 4.199 of the City’s Planning and Land Development Regulations, which apply to “Developed areas in City and State parks, recreation areas, SROZ wetland and wildlife habitat areas; developed areas in natural settings; sensitive night environments; and rural areas. This zone is intended to be the default condition for rural areas within the City.”

## GATEWAYS, MONUMENTS, AND SIGNAGE

Development of the Frog Pond East and South area presents several opportunities and issues for gateways, monuments, and signage. The key issues and opportunities are:

- The entrance into Wilsonville along SW Stafford Road will “move” from the intersection of SW Stafford-Wilsonville-SW Advance-SW Boeckman Roads to SW Stafford Road at SW Kahle Road. Additionally, the entrance to Wilsonville from the east will move to SW Advance Road at the Urban Growth Boundary.
- The new SW Brisband Main Street will create a new major entry and connection point into Frog Pond East from Frog Pond West and SW Stafford Road. If intersection design includes a roundabout, the center of the roundabout can include art, signage, or other identity elements that mark the entry to the Main Street.
- The extension of SW Frog Pond Lane into Frog Pond East provides a minor entry point into Frog Pond East. Design of this entry point can integrate with the future landscape and design of the Grange site to create a unique identity for this area.
- The crossroads of SW Advance Road and SW 60th Avenue forms a key connection point between the East and South neighborhoods.
- The internal developments in Frog Pond should not reflect a pattern of multiple subdivisions. Rather, they should be increments of a larger community that knit together phase-by-phase.

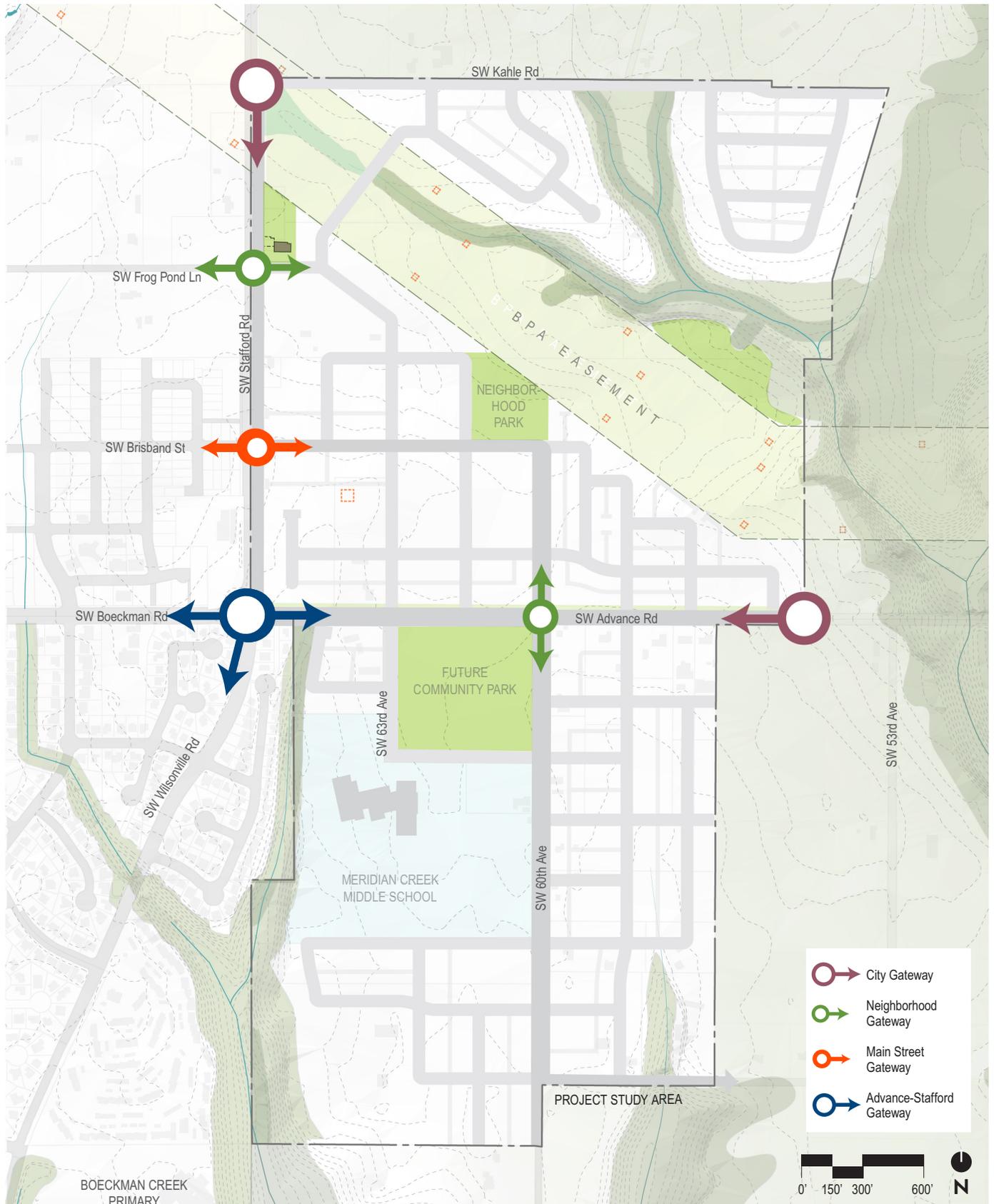
The following recommendations for gateways, monuments, and signs are intended to address the issues listed above and help knit the Frog Pond area together seamlessly into a cohesive neighborhood with a clear identity.

## GATEWAYS

There are four types of Gateways planned for the Frog Pond Area:

1. City Gateway
2. SW Advance-SW Stafford Gateway

Figure 28. Gateways Map





- 3. Main Street Gateway
- 4. Neighborhood Gateways

The locations, roles, and design elements for each gateway type are described in Table 5 and illustrated in Figure 28.

**Table 5. Gateway Types, Roles, and Design Elements**

GATEWAY TYPE	LOCATION(S) AND ROLE	DESIGN ELEMENTS
<b>City Gateway</b>	<p>SW Stafford Road at SW Kahle Road, southbound</p> <p>SW Advance Road at UGB</p> <p>Role: Welcome visitors to Wilsonville, facilitate transition from rural to urban setting</p>	<p>Landscaping and signage reflect character of planning area</p> <p>Design should be consistent with other key entries into the City</p>
<b>Neighborhood Gateways</b>	<p>SW Frog Pond Lane at SW Stafford Road</p> <p>Crossroads of SW Advance Road and SW 60th Avenue</p> <p>Role: To mark the primary entries into Frog Pond East and South</p>	<p>Use brick monuments to blend with SW Boeckman property frontage wall in Frog Pond West</p> <p>Monuments should be properly scaled, respectful of their context</p> <p>Simple form, integrated with landscape</p> <p>Large lettering not as important as landscape and civic element</p> <p>Neighborhood gateway at SW Frog Pond Lane presents an opportunity to integrate with design and landscape of the Grange site</p>
<b>SW Advance-SW Stafford Gateway</b>	<p>NW corner of the SW Advance-SW Stafford Road intersection</p> <p>Role: Enhancement of key corner to prioritize pedestrian experience, and announce entry into neighborhood</p>	<p>Trees and tall landscaping will mark the corner and de-emphasize powerlines.</p> <p>Landscaping to include seasonal variety, color, texture, and trees (away from the powerlines).</p> <p>Opportunity for public art, in coordination with the design of the northeast side of the intersection.</p> <p>Design should support the corner as an active pedestrian cross-road and safe route to Meridian Creek school.</p>
<b>Main Street Gateway</b>	<p>Intersection of SW Brisband St at SW Stafford Road</p>	<p>Opportunity for public art or other landmark. Generous pedestrian walkways providing access to Main Street. Buildings oriented toward streets.</p> <p>Sidewalk paving patterns for the Main Street can extend out to the curb along SW Stafford Road, marking pedestrian entry into the Main Street environment.</p>



# PUBLIC REALM

The City will lead the implementation of the City Gateway projects as part of the infrastructure funding plan and implementation. The Neighborhood Gateways are expected to be collaborative projects with developers when those intersections are improved.

## MONUMENTS AND SIGNS

As noted throughout this Master Plan, it is likely that Frog Pond East and South will develop incrementally. The intent is to avoid a pattern of individual subdivisions with different names, monuments, and identities within the neighborhood. Rather, the vision is to knit each incremental project together to form a unified whole. Accordingly, the following principles and standards are required for monuments within Frog Pond East and South:

- Frog Pond will continue as a unifying name for the neighborhoods.
- Monument signs will be limited to Neighborhood Gateway locations and emphasize the Frog Pond neighborhood identity.
- Individual subdivision signs (except temporary real estate sales signage) and monuments will not be permitted.
- “Sign caps” identifying the Frog Pond neighborhood will be utilized on street signs.

Signage at non-residential developments (e.g. parks and schools) will be consistent with Neighborhood Gateway signage and the City of Wilsonville Signage and Wayfinding Plan to further tie the area together and integrate the neighborhood cohesively into the broader City of Wilsonville as a whole.



Placeholder Image



# IMPLEMENTATION



# IMPLEMENTATION

## COMPREHENSIVE PLAN IMPLEMENTATION

The Frog Pond East and South area will be regulated by Wilsonville’s Comprehensive Plan when this Master Plan is adopted. The sections below describe the amendments and actions needed to update the Comprehensive Plan in order to implement the land use regulations contained herein.

### ADOPT THE FROG POND EAST AND SOUTH MASTER PLAN AS A “SUPPORTING DOCUMENT”

The Master Plan will be adopted as a “supporting document” of the Comprehensive Plan. As such, it will have the “...force and effect of the Plan”,<sup>1</sup> meaning the Master Plan’s regulatory authority is applicable in instances where “consistency with the Comprehensive Plan” or other reference to the Frog Pond East and South Master Plan occurs in law or code. The Master Plan also serves a key role in establishing requirements for development that are implemented through Wilsonville’s Development Code.

### AMEND THE COMPREHENSIVE PLAN’S LAND USE MAP

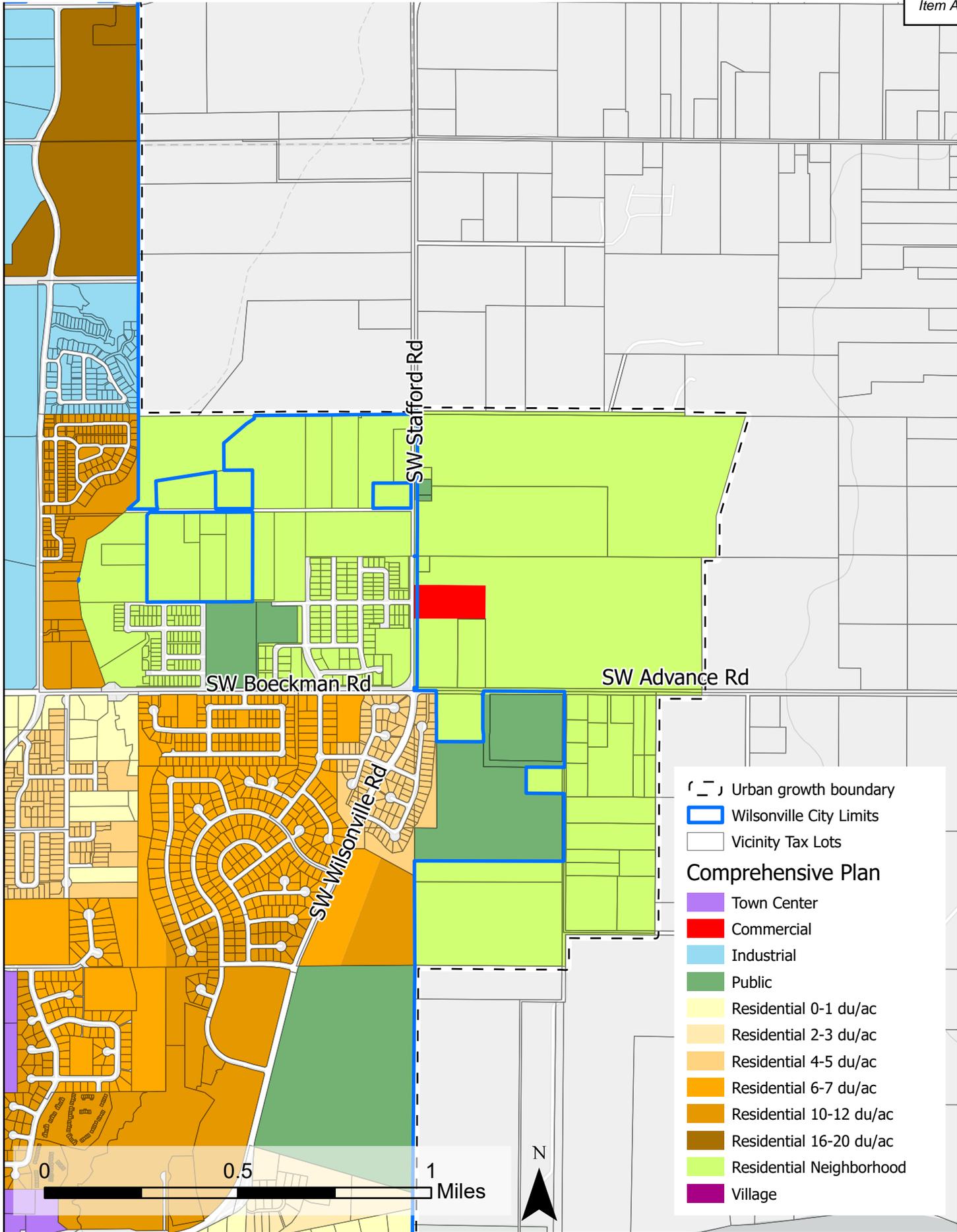
Figure 29 illustrates the proposed Comprehensive Plan Map for Frog Pond East and South, in the context of adjacent plan designations. Frog Pond East and South primarily consist of the "Residential Neighborhood" designation, mirroring Frog Pond West. This designation is designed to effectuate the goals, policies, and regulatory elements of this Master Plan.

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1 Wilsonville Comprehensive Plan, page Intro-5.

Figure 29. Comprehensive Plan Map

Item A.





# IMPLEMENTATION

## APPLY THE EXISTING GOALS, POLICIES AND IMPLEMENTATION MEASURES OF THE COMPREHENSIVE PLAN

The inclusion of the Frog Pond East and South area on the Wilsonville City Comprehensive Plan map means that applicable Goals, Policies and Implementation Measures of the Comprehensive Plan will apply as development occurs. The Plan's provisions that are specific to the Frog Pond East and South Area are in the Residential Neighborhood section of the Comprehensive Plan's Land Use and Development chapter. Policy 4.1.7.a establishes the Residential Neighborhood designation and states its purpose:

*"The purpose of the Residential Neighborhood designation is to:*

- a.** *Implement legislative Area Plans and Master Plans for new neighborhoods in Wilsonville.*
- b.** *Create attractive and connected residential neighborhoods.*
- c.** *Regulate and coordinate development to result in cohesive neighborhoods that include: walkable and active streets; a variety of housing appropriate to each neighborhood; connected paths and open spaces; parks and other non-residential uses that are focal points for the community; and, connections to and integration with the larger Wilsonville community.*
- d.** *Encourage and require high quality architectural and community design.*
- e.** *Provide transportation choices, including active transportation options.*
- f.** *Preserve and enhance natural resources so that they are an asset to the neighborhoods, and there is appropriate visual and physical access to nature."*<sup>2</sup>

The Frog Pond East and South Master plan is consistent with the above purpose statement.

## ADOPT ADDITIONAL POLICIES AND IMPLEMENTATION MEASURES

This Master Plan includes recommendations and concepts that have not been previously considered in Wilsonville's Comprehensive Plan. The following are amendments to the Comprehensive Plan being considered concurrently with this Master Plan so there is policy-level support for their implementation through the Development Code or other follow-up actions.

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2 See Comprehensive Plan starting page D-36.



# IMPLEMENTATION

## IMPLEMENTATION MEASURE 4.1.7.D

Implementation of the Frog Pond East and South Master Plan will include the following:

- 1.** Designation and mapping of subdistricts. Subdistricts are smaller geographic areas within each neighborhood where specific regulations may be applied to implement the Master Plan.
- 2.** Clear and objective Development Code standards that:
  - a.** Set minimum density requirements at the subdistrict or tax lot level.
  - b.** Establish height, setback and other development standards for the Type 1, Type 2, and Type 3 Urban Forms described and mapped in the Frog Pond East and South Master Plan.
  - c.** Require a variety of housing and include minimum and maximum amounts of specific housing types at the subdistrict or tax lot level.
  - d.** Require middle housing.
- 3.** Zoning provisions that provide an alternative path of discretionary review to provide flexibility for development while still achieving the intent of the Master Plan and Development Code.
- 4.** Define categories of housing for use in implementing housing variety standards.
- 5.** Coordination with the owners of the Frog Pond Grange to coordinate and support continued use and development of the Grange as a community destination.
- 6.** Coordination with the Bonneville Power Administration (BPA) on land use and development within their easement in the East Neighborhood.
- 7.** A future study of design options for the creek crossings shown on the Park and Open Space plan in this Master Plan. This work will address potential structured crossings.
- 8.** The City may initiate a Main Street study to evaluate specific designs and implementation for the SW Brisband Main Street.
- 9.** Adoption of an infrastructure funding plan. Development of the funding plan will evaluate potential use of scaled infrastructure fees as a tool to support middle housing and more affordable housing choices.



## ZONING IMPLEMENTATION

### ZONING MAP AMENDMENTS AND IMPLEMENTATION

Table 6 lists the zone districts that will implement each of the Comprehensive Plan designations identified within the Planning Area.

**Table 6. Implementing Zoning Designations**

COMPREHENSIVE PLAN DESIGNATION	IMPLEMENTING ZONE
Residential Neighborhood	Residential Neighborhood (RN)
Commercial	Planned Development Commercial (PDC)
Public	Public Facilities (PF)
All, where applicable	Significant Resource Overlay Zone (SROZ)

Zoning will be applied concurrent with the annexation and development review process for individual properties.

### CODING FOR VARIETY AND PRIORITY HOUSING TYPES

Providing a variety of housing types, and particular housing types, throughout the East and South neighborhoods are important intended outcomes for the Master Plan. There are many examples of how variety and specific housing is designed and delivered in master planned communities such as Northwest Crossing in Bend and like Villebois here in Wilsonville. In those communities, a master developer defines and maps the planned housing types at a very site-specific level such as individual lots or blocks. Master planned communities can also implement specific and strategic phasing of infrastructure and housing types.

The Frog Pond East and South Master Plan aspires to have the detailed variety of a master planned community like Villebois even though it does not have the oversight of a single master developer. There is an opportunity to require and encourage housing that is a priority for the City. Examples include: home ownership opportunities for households of modest income (80-120% of AMI), middle housing units, dwellings that provide for ground floor living (full kitchen, bath and master bedroom on the main floor), and dwellings that provide for ADA<sup>3</sup> accessibility.

The standards for Frog Pond’s housing variety will also recognize and accommodate development realities:

3 Americans with Disabilities Act (1990).



# IMPLEMENTATION

- The neighborhoods will develop incrementally. There may be several larger projects where a developer prepares a master plan for relatively large areas (e.g. 20+ acres). However, there will also be many smaller developments that will occur by different developers, on varied parcel sizes, and at different points of time. The code’s variety standards must work for the likely range of differently scaled projects.
- Flexibility will be needed for evolving market and housing needs over time.
- All standards that address housing must be clear and objective. A discretionary review path can be provided as an alternative to provide developers additional flexibility.

Below is a list of potential strategies for requiring variety throughout Frog Pond East and South. These show the intent of the implementing standards and are subject to refinement or change as the development code is prepared.

**Strategy 1: Permit a wide variety of housing types.**

Amend the RN Zone to allow the following types in Frog Pond East and South:

- Single-Family Dwelling Units<sup>4</sup>
- Townhouses
- Duplex, Triplex, and Quadplex
- Cluster Housing
- Multiple-Family Dwelling Units
- Cohousing
- Manufactured Homes<sup>5</sup>
- Accessory dwelling units

**Strategy 2: Define “categories” of housing units to be used for implementing variety standards.**

Each category would provide a range of housing units to choose from when meeting the variety standards. The categories will be based on the policy objectives of the Council for equitable housing opportunities. They will also include specific housing types desired by the City (e.g. accessory dwelling units). The categories will be defined as part of the development code.

**Strategy 3: Establish minimum density requirements.**

Establish the minimum number of dwelling units required in each subdistrict (or on each pre-existing tax lot). The base density will be an important factor in the variety of attached housing forms.

4 Tiny homes are included in this use type  
 5 Manufactured dwellings are subject to the definitions and requirements of ORS 443.



# IMPLEMENTATION

*Note: The housing capacity estimates prepared for the Master Plan could be used as the basis for the minimums.*

**Strategy 4: Create development standards for lots and structures that regulate built form according to the mapped Type 1, Type 2, and Type 3 urban form typologies.**

This strategy uses form-based standards to create the transect of most compact urban form in Type 1 areas to least compact urban form in Type 3 areas. For each of the Urban form types, define standards for:

- Minimum lot size
- Minimum lot width/street frontage
- Maximum height setbacks for front, side, and rear yards, and garages
- Minimum building spacing
- Maximum lot coverage
- Maximum building width

**Strategy 5: Establish minimum housing variety standards by subdistrict and development area.**

For each subdistrict (or existing tax lots within subdistricts), define:

- The minimum number of categories required. This standard ensures variety at the subdistrict or tax lot level.
- The maximum percent of net development area for a category. This standard ensures no single category dominates a subdistrict.
- The minimum percent of net development area for categories that represent housing choices not traditionally provided by the market and Council housing objectives such more affordable and accessible housing choices.

**Strategy 6: Encourage variety at the block level.**

Block level variety provides a very distinctive built form. Code provisions for block level variety will be evaluated by the City.



## INFRASTRUCTURE PLANS

### TRANSPORTATION

#### TRANSPORTATION ANALYSIS AND IMPROVEMENTS

A comprehensive traffic analysis was performed to determine existing and future transportation conditions for the Frog Pond East and South neighborhoods and to identify needed transportation facility improvements. The analysis focused on the major intersections both within the project vicinity and within Wilsonville at large, including the two I-5 interchange areas (i.e., Wilsonville Road and Elligsen Road). The study area includes 15 total intersections, including 4 key gateway intersections to the neighborhoods.<sup>6</sup>

The analysis found that, in 2040, all but three of the study intersections are expected to continue to meet standards and targets assuming the completion of the High Priority Projects stated in Wilsonville’s Transportation System Plan. Those three intersections are located along Stafford Road and are the gateway intersections to the Frog Pond East neighborhood. They were analyzed as stop controlled intersections. The following transportation improvements are recommended for these intersections.

- SW Stafford Road/SW Kahle Road: Install a single-lane roundabout
- SW Stafford Road/SW Frog Pond Lane: Install a raised median to prohibit minor street through and left turns and install an enhanced pedestrian crossing with a center refuge median.
- SW Stafford Road/SW Brisband Street: Install a single-lane roundabout

Additional transportation projects were identified for the East and South neighborhood to enhance safety. They include:

- Install a roundabout at Advance Road/60th Avenue. The installation of a roundabout at this location will create a gateway between the high-speed rural traffic and the new desired slower urban speeds. The roundabout will provide for slower speeds and improved neighborhood access and visibility.
- Install various pedestrian and bicycle improvements on Stafford Road and Advance Road, as shown in Figure 31.

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6 See Appendix I: Transportation Analysis: Existing and Future Conditions, DKS Associates, September 2022

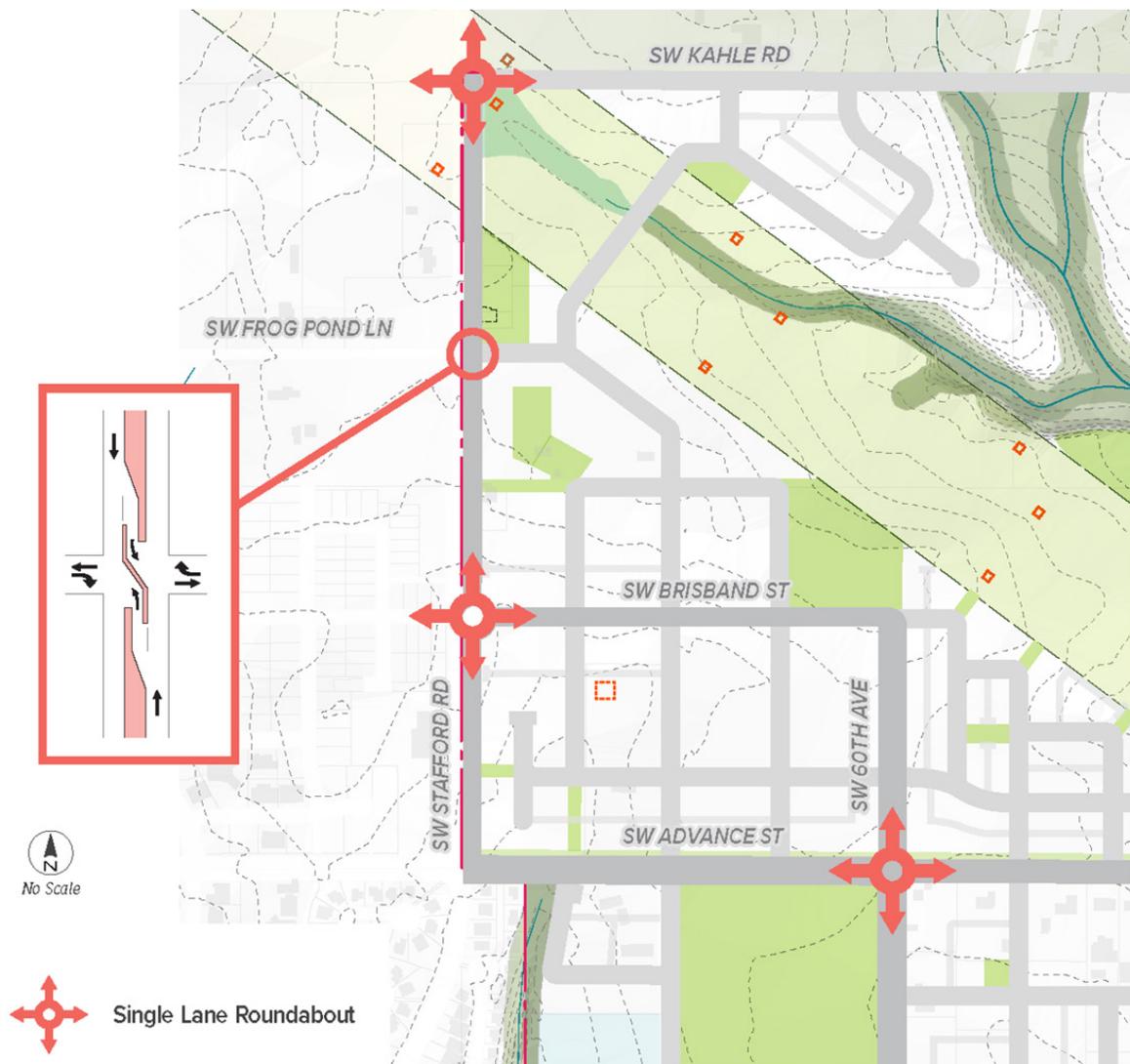


# IMPLEMENTATION

## STREET CLASSIFICATIONS

Figure 32 illustrates the recommended functional classifications for streets in Frog Pond East and South. The classifications for SW Stafford Road (Major Arterial), SW Advance Road (Collector), and SW 60th Avenue south of SW Advance Road (Collector) are consistent with the Frog Pond Area Plan's transportation network and classifications. The northerly extension of SW 60th Avenue from SW Advance Road into the East Neighborhood is recommended to be a Gateway Collector. SW Brisbane Street is recommended to be a Neighborhood Collector. Please see the Street Design section of this report for recommended cross-sections.

**Figure 30. Traffic Control Recommendations**





# IMPLEMENTATION

Item A.

**Figure 31. Pedestrian Improvements on SW Stafford Rd and SW Advance Road**

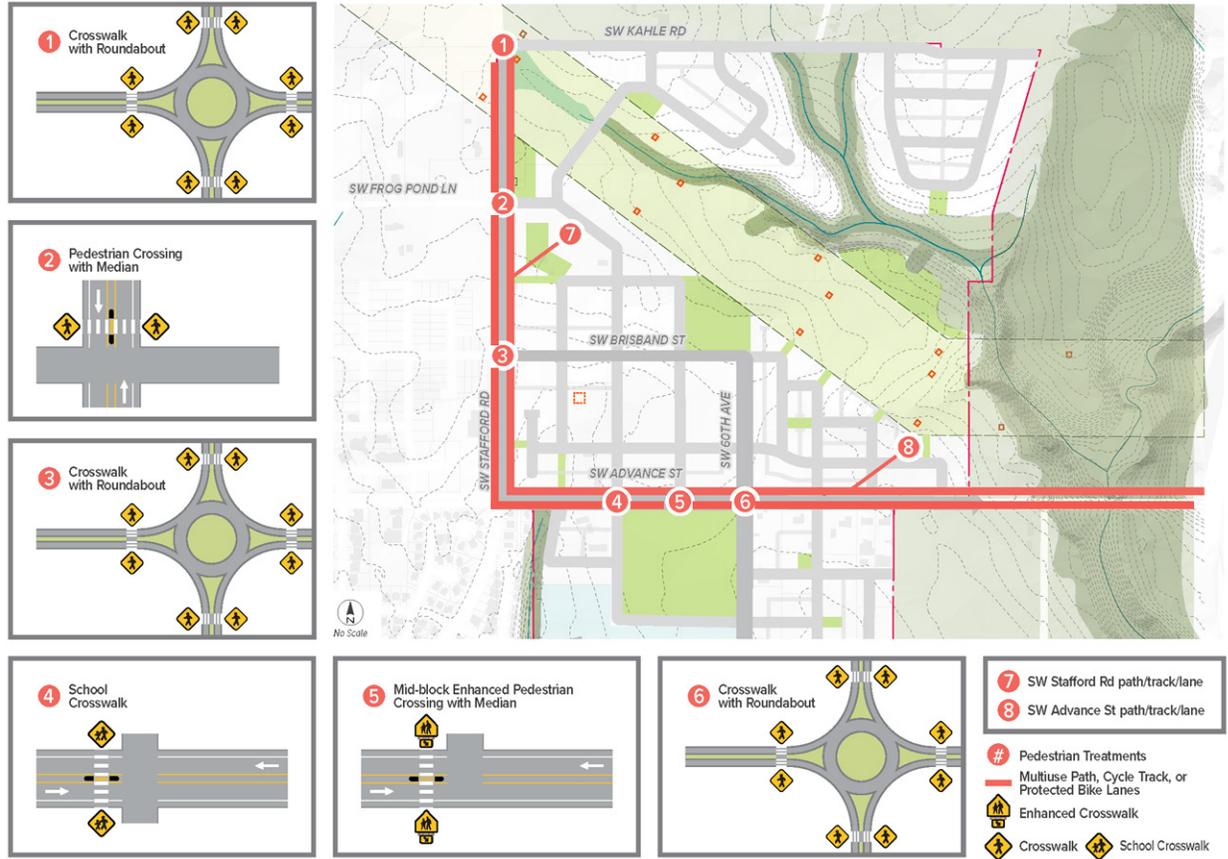
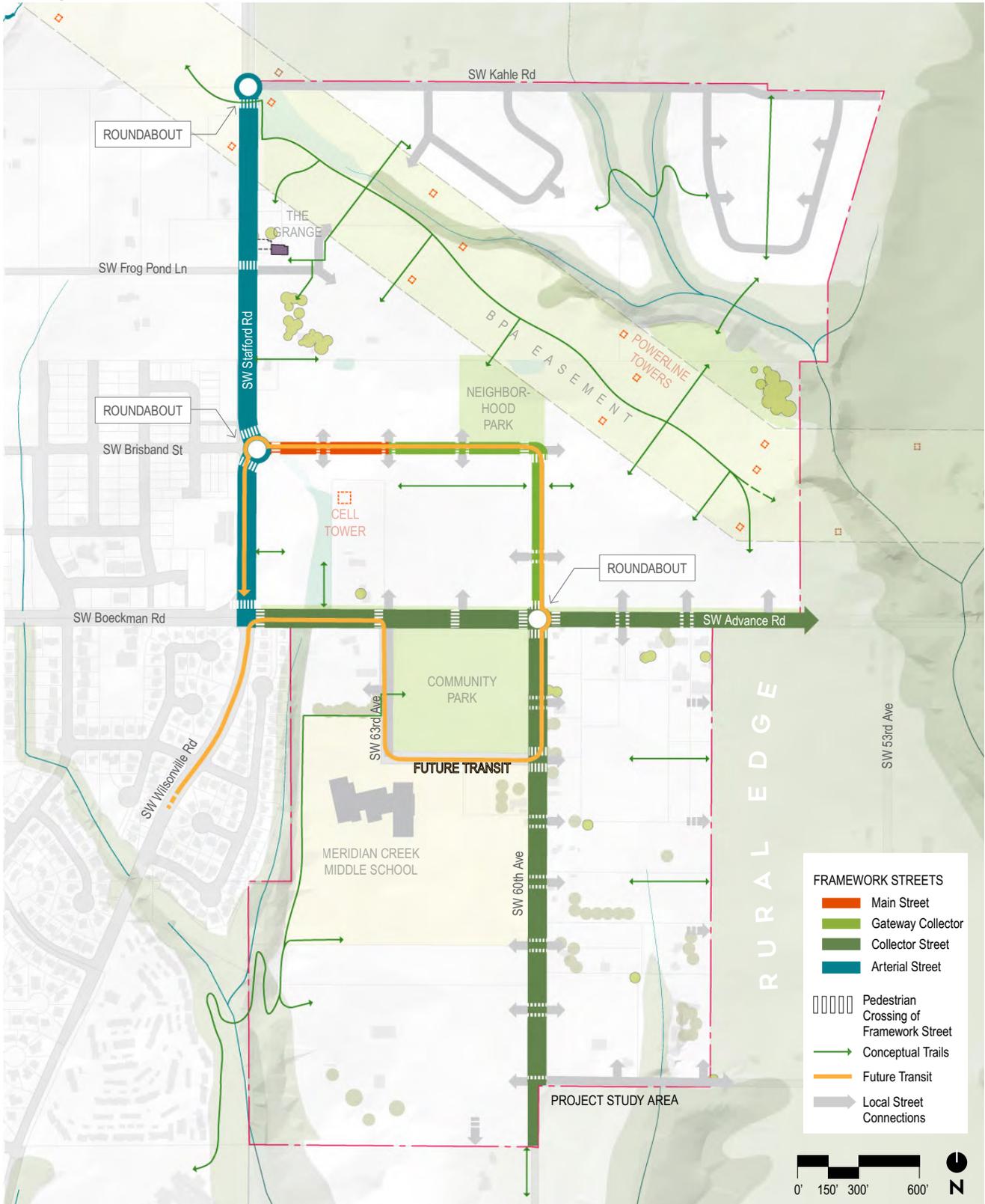


Figure 32. Street Classifications





# IMPLEMENTATION

## WATER SYSTEM

A water system analysis and plan were prepared to identify water system improvements required for the planned growth of the Frog Pond East and South neighborhoods.<sup>7</sup> The analysis built upon previous water system planning conducted for the Frog Pond Area Plan, and updated it to coordinate with this Master Plan's land uses and transportation network. Frog Pond East and South will be served by extensions within Wilsonville's water pressure Zone B. The analysis focused on the distribution system; water treatment and storage are addressed in the City's 2016 Water System Master Plan.

Figure 33 illustrates the Master Plan's water system layout for the East and South neighborhoods, including off-site improvements needed to serve the area. A looped system consisting of 12-inch and 8-inch distribution mains is proposed for supply of domestic water to Frog Pond East and South.

- The existing 12-inch waterline in Boeckman Road is the primary backbone connection for Frog Pond East and South to the City's water supply and storage system.
- The 12- inch main network provides a redundant capacity of 1,500 gallons per minute (gpm) for fire flow to all areas.
- In accordance with City Public Works Standards, 12-inch mains are also required for the commercial main street area proposed along SW Brisband Road in Frog Pond East.
- For all residential zones, 8-inch mains are required, with all lines interconnected as a network to prevent dead ends.

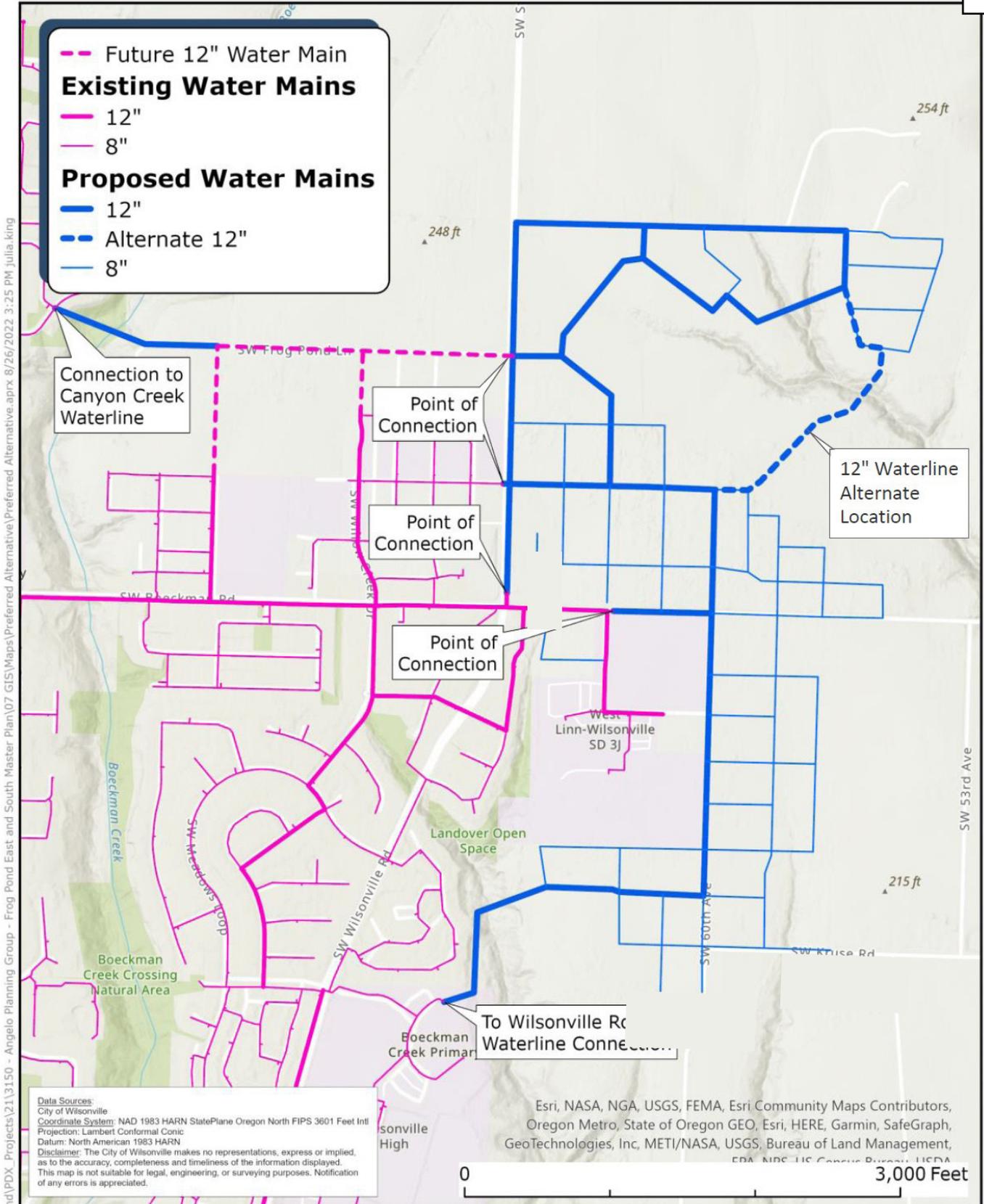
The northernmost neighborhoods in Frog Pond East along SW Kahle Road will be connected to the City's existing water system with a 12-inch loop that connects to the south side of the BPA easement in two locations. The loop can be constructed across the BPA easement either in the proposed road extending northeast from Frog Pond Lane, or across the BPA easement further to the east via the proposed pedestrian bridge over the main fork of the Newland Creek. The decision on where to route the loop will depend on what areas are developed first and whether a pedestrian bridge is built that would support the waterline. In either scenario the 12-inch mainline along SW Stafford Road and SW Kahle Road will be required.

Wilsonville's Water System Master Plan recommends two additional connections to the existing distribution system to reliably serve buildout of Frog Pond East and South. The first is a 12-inch connection to the Canyon Creek Road waterline via a crossing of Boeckman Creek at the west end of Frog Pond Lane. The second is a crossing of Meridian Creek with a 12-inch main, south of the Meridian Creek

<sup>7</sup> See Appendix F: "Proposed Infrastructure Plans – Water, Wastewater, Stormwater Systems" Murraysmith, September 6

Figure 33. Proposed Water System

Item A.



\\ad.msa-ep.com\Portland\PD\Projects\2113150 - Angelo Planning Group - Frog Pond East and South Master Plan\07 GIS\Maps\Preferred Alternative\Preferred Alternative.aprx 8/26/2022 3:25 PM julia.king



**Frog Pond East and South Master Plan**

**Proposed Water System**

September 2022

21-3150



# IMPLEMENTATION

Middle School, installed in conjunction with development of Frog Pond South. Both creek crossings are assumed to be below grade directionally drilled pipelines. Alternatively, they could be installed on future pedestrian bridges if the City decides to build those structures.

## SANITARY SEWER SYSTEM

A wastewater system analysis and plan were prepared to identify wastewater system improvements required for the planned growth of the Frog Pond East and South neighborhoods.<sup>8</sup> The analysis drew from previous wastewater system planning conducted for the Frog Pond Area Plan, recent design work for the Boeckman Road trunk sewer and Boeckman Creek interceptor improvements, and the City's 2017 Public Works Standards. Waster water system improvements were coordinated with this Master Plan's land uses and transportation improvements.

Figure 34 illustrates the Master Plan's wastewater system layout for the Frog Pond East and South neighborhoods. The layout is based on five sewer basins, one for each of the four lift stations required and one that flows by gravity out of the Frog Pond area. The four lift station basins will each require an 8-inch gravity pipe to convey wastewater to the lift station and a 4-inch force main discharge to the downstream basin.

The main trunk traveling north-south on SW Stafford Road conveys sewage from both lift station 1 and 2 and a portion of the gravity basin. This pipe has the capacity to serve the area as an 8-inch line; however, this pipe is identified in the Wilsonville Wastewater Collection System Master Plan as a 12-inch line in order to serve future development to the north.

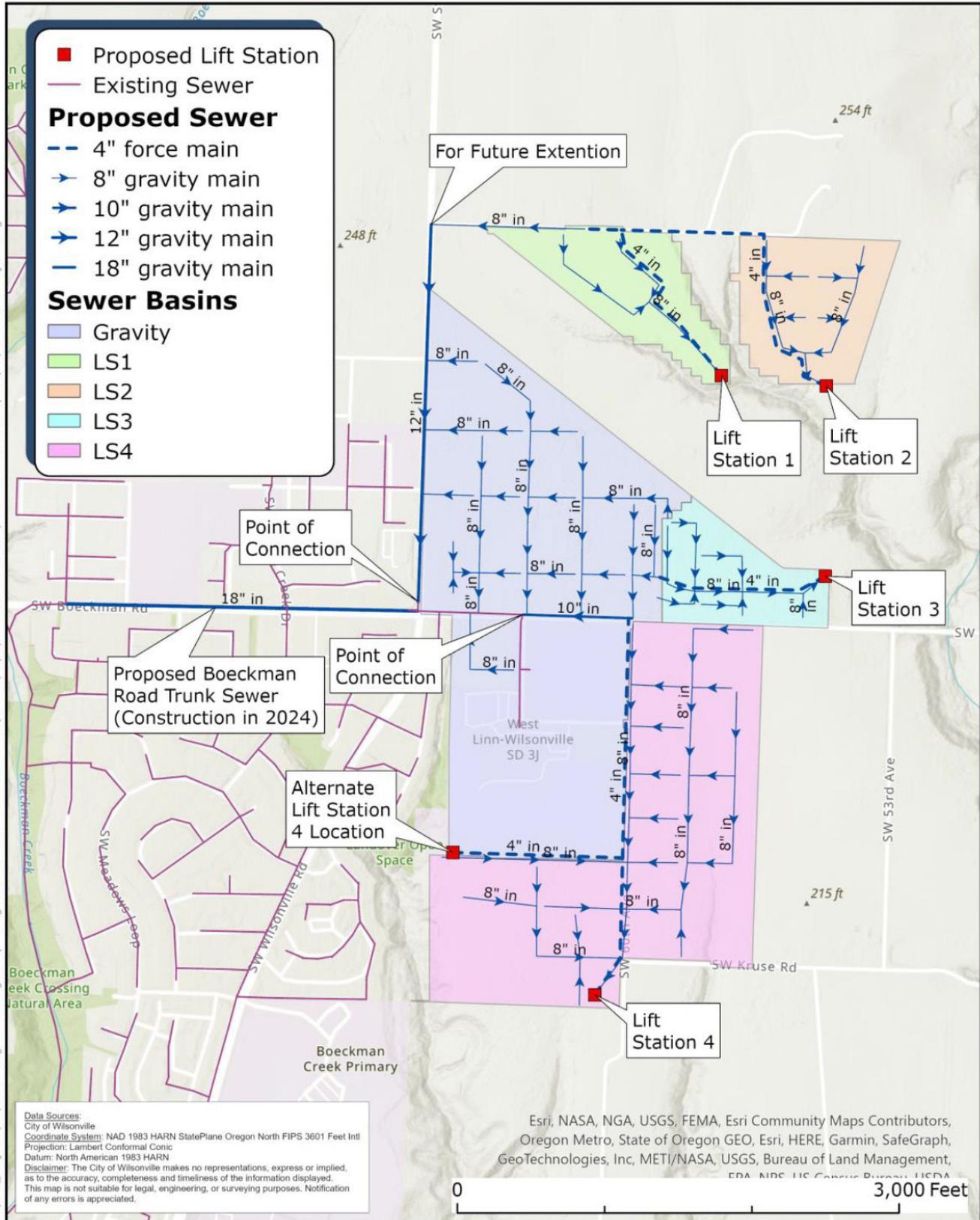
Extension of the main trunk in SW Boeckman Road eastward on SW Advance Road is needed to convey sewage from both lift stations 3 and 4 and a portion of the gravity basin. A 10-inch size is required to provide capacity necessary for projected development.

All wastewater from Frog Pond East and South is to be conveyed to the wastewater treatment plant through connection to the existing Boeckman Road Trunk Sewer, which flows west to the existing Boeckman Creek Interceptor Sewer and the Memorial Park Pump Station. As of the writing of this report, the Boeckman Road Trunk Sewer is being upsized to 18-inch diameter as part of improvements to SW Boeckman Road, including Boeckman Dip Bridge, with completion anticipated for 2024. This improvement is sufficient to serve the Frog Pond East and South area as well as future development anticipated to the north.

8 See Appendix F: "Proposed Infrastructure Plans – Water, Wastewater, Stormwater Systems" Murraysmith, September 6

Figure 34. Proposed Sewer System

Item A.



**Frog Pond East and South Master Plan**

**Proposed Sewer System**

September 2022

21-3150



## STORM WATER MANAGEMENT

A stormwater system analysis and plan were prepared to identify stormwater system improvements required for the planned growth of the Frog Pond East and South neighborhoods.<sup>9</sup> The City of Wilsonville will be the regulatory authority for design and construction of stormwater facilities for the area, in accordance with the City's current National Pollution Discharge Elimination System (NPDES) permit.

Permitting agencies require that collected stormwater runoff remain within its natural drainage basin. Natural drainage basins for Frog Pond East are Newland Creek in the northeast portion and Meridian Creek in the southwest portion. The western half of Frog Pond South discharges into Meridian Creek, with a small area draining into to an unnamed tributary to the southwest that drains directly into the Willamette River.

The City's NPDES permit and design standards require the implementation of Low Impact Development Approaches (LIDA) to the maximum extent feasible. This generally involves the construction of decentralized, integrated water quality treatment and flow control facilities near to the location where runoff is generated, for example, in streets, parking lots and on building roofs. Experience with Frog Pond West shows there is significant competition for space along street frontages to provide LIDA along with other necessary improvements such as driveways, on-street parallel parking, street trees, fire hydrants, etc., which may not be compatible with LIDA facilities. This is anticipated to be particularly acute in Frog Pond East and South, where a varying mix of residential types and higher than typical densities are proposed. Accordingly, the City will consider implementing LIDA in the following locations within Frog Pond East and South:

- Collector and arterial streets where no on-street parking is permitted;
- Local street intersections, alleys, greenways, and other midblock opportunities (e.g. curb extensions);
- Parks and open space buffers;
- Tracts of land between buildings and roadways/other buildings within a development;
- Edge of BPA right-of-way where interference with overhead powerlines is not expected.

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9 See Appendix F: "Proposed Infrastructure Plans – Water, Wastewater, Stormwater Systems" Murraysmith, September 6





# IMPLEMENTATION

Where decentralized LIDA is not feasible, a combination of approaches - LIDA for treatment and downstream facilities for flow control, or regional facilities for treatment and flow control - may be considered. Regional facilities could be located in a publicly owned space such as a park where they may be integrated with passive recreational activities.

Figure 35 shows the proposed preliminary stormwater system coordinated with the Master Plan's street layout and land uses. For conveyance, the plan designates a stormwater main for each drainage basin, extending from the outfall into the basin. Storm mains will be constructed with the other key infrastructure needed to support development. Developments will be required to provide full stormwater management prior to connecting and discharging into the storm main.

For stormwater management, implementing only LIDA to meet stormwater requirements is unlikely to be feasible for higher density development. Alternative stormwater managements methods will be required. For Frog Pond East and South, the City will use a stormwater management hierarchy to provide additional guidance that will have three levels in the following order of preference.

1. All stormwater management is provided in onsite vegetated LIDA facilities.
2. Stormwater management is provided in a combination of onsite vegetated LIDA facilities and decentralized regional LIDA facilities.
3. All stormwater management is provided in vegetated regional facilities.

Figure 35 schematically shows the location of potential regional facilities. The map is a visual representation of storm water facility coverage and not an indication of where facilities are required to be placed, which is dependent on individual development proposals.



# IMPLEMENTATION

## INFRASTRUCTURE FUNDING

As of the writing of this Master Plan, an Infrastructure Funding Plan is in-progress. It will be completed and adopted prior to annexation and development reviews for properties in Frog Pond East and South. The Infrastructure Funding Plan is an integral part of the implementation of this Master Plan. It's primary purpose is to ensure that there are sufficient funds and explicit, actionable plans for how growth is paid for and infrastructure is delivered.

That Infrastructure Funding Plan will evaluate costs and revenues transportation, water, sanitary sewer, storm water, and park improvements. The Funding Plan will identify potential funding gaps and strategies for filling the gaps. Multiple funding options will be evaluated, including a scaled system development charge approach and application of the City's infrastructure fee approach that is in use in Frog Pond West. The City's priority is to ensure adequate funding available at the time the improvement is needed.



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> November 7, 2022		<b>Subject:</b> City of Wilsonville Flag Policy and Update to Wilsonville Code Section 6.150	
		<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 checked="" type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable  <b>Comments:</b> Sought input from the Diversity, Equity and Inclusion (DEI) Committee and will seek its recommendation once the Council provides feedback on a draft City of Wilsonville Flag Policy and draft update to Wilsonville Code Section 6.150.	
<b>Staff Recommendation:</b> N/A			
<b>Recommended Language for Motion:</b> N/A			
<b>Project / Issue Relates To:</b>			
<input type="checkbox"/> Council Goals/Priorities:	<input checked="" type="checkbox"/> Adopted Master Plan(s): DEI Committee Strategic Plan	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

Review draft of City Flag Policy and draft revision to Wilsonville Code (WC) Section 6.150 and provide any feedback to staff.

## EXECUTIVE SUMMARY:

The City of Wilsonville Flag Policy will codify a framework for the City to display commemorative flags on City flag poles and in City facilities, among other regulations. In response to Council concerns from the September 8, 2022 work session, proposed revisions to WC 6.150 will prohibit the display of banners on City streetlights and other poles except for City-sponsored events. This Staff Report explains the background leading to the current draft Flag Policy (Attachment 1) and the proposed revisions to WC 6.150 (Attachment 2).

### A. Background

On September 8, 2022, City Council held a work session on a draft flag policy. The impetus to create a City of Wilsonville Flag Policy arises from five (5) key considerations, which was discussed in detail in the September 8, 2022 staff report and at that work session.

1. The Diversity, Equity and Inclusion Committee Strategic Plan (the “Plan”) that the Council adopted via Resolution No. 2979 on July 18, 2022 includes a Strategic Action item of “Visual representation (flags, symbols, holiday decor on City property).”
2. In January 2022, the United States Supreme Court issued its decision in the matter, *Shurtleff v. City of Boston*, 142 S. Ct. 1583 (2022). That case involved a lawsuit brought against the City of Boston by a private organization when the city refused to display the organization’s self-described “Christian flag” on one of the city’s flag poles in its City Hall Plaza when the city allowed other groups and individuals to hoist a flag of their choosing on the particular flag pole. The Court found that the city did not shape or control the messages of previously allowed flags and did not have any written policies or internal guidance about what flags groups could fly on the City flag pole.
3. Currently, Wilsonville Code (WC) 6.150(2) allows persons who obtain a special event permit to display banners consistent with the regulations stated in WC 6.150(2). That section includes reference to a plan set out by the Public Works Department, which is currently a written internal banner policy that has not been updated since 2011.
4. The City has an internal banner policy for banners that may be placed on certain streetlights. This internal policy should be updated and incorporated into any overarching commemorative flag policy to provide one document for the City and the public to reference.
5. In December 2021, the League of Oregon Cities published its *Guide to the Public Display of Flags on Government Buildings*, which staff relied on to develop the draft City Flag Policy.

At the September 8, 2022 work session, Council directed staff to bring forward a revision to WC 6.150 in conjunction with the Flag Policy whereby the Code provision would limit banners that the City allows on its streetlights to either City events or events that the City supports in some fashion.

Staff took the draft Flag Policy (Attachment 1) and proposed revisions to WC 6.150 (Attachment 2) to the DEI Committee at its September 13, 2022 meeting. The DEI Committee had no further suggested revisions to either document.

## **B. Revisions to WC 6.150**

Following the Council's September 8, 2022 work session, staff drafted revisions to WC 6.150 to reflect the Council's request that only banners that are for City or City-sponsored events are allowed on City streetlights. As a refresher, Council's request was based, in part, on the City's maintenance and control of the streetlights. Only City staff or City contractors are permitted to put up and take down banners on the applicable City streetlights.

The substantive revision to WC 6.150 is in subsection (2), which allows banners only for City or City-sponsored Large Special Events. Pursuant to Council's feedback, other Large Special Events can still place other signs in the City to advertise their events, but cannot put up banners on City streetlights and other City poles.

This revision does not impact the banners in Villebois that are separately regulated by the Master Sign and Wayfinding Plans approved as part of each Sub Area Plan (see Section 6.1.1.3 of the Flag Policy).

### **EXPECTED RESULTS:**

An adopted Flag Policy and revise WC 6.150 to codify a framework for the City to display commemorative flags on City flag poles and in City facilities.

### **TIMELINE:**

Staff plans to attend the December 2022 DEI Committee meeting to seek a recommendation from the Committee to the Council to adopt the City Flag Policy and revisions to WC 6.150. Staff will then return to Council for adoption.

### **CURRENT YEAR BUDGET IMPACTS:**

N/A

### **COMMUNITY INVOLVEMENT PROCESS:**

Staff sought feedback from the DEI Committee at its August and September 2022 meetings on the draft Flag Policy and staff will seek a recommendation from the DEI Committee at its December 2022 meeting for Council to adopt the Flag Policy and revisions to WC 6.150.

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

As identified in the DEI Strategic Plan, flags can serve as visual representation of the City's mission and values. As identified in the 2021-23 City Council Goals, the Council identified the opportunity to continue supporting a focus on diversity, equity, and inclusion and to create an environment where people feel safe to engage.

### **ALTERNATIVES:**

The City may decide to forgo a Flag Policy and choose not to display commemorative flags on City flag poles or in City facilities.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Draft City of Wilsonville Flag Policy
2. Draft revisions to WC 6.150



# City of Wilsonville Flag Policy

## 1. Purpose

The City of Wilsonville seeks to codify a flag policy for City-owned property that incorporates federal and State of Oregon flag display requirements, along with City-specific requirements. Additionally, the City adopted the Diversity, Equity and Inclusion (DEI) Strategic Plan on July 18, 2022 via Resolution No. 2979. The DEI Strategic Plan includes a strategic action item of “visual representation,” and references flags in that strategic action item. This Flag Policy establishes the framework for the City to engage in visual representation through flags.

## 2. United States Flag

### 2.1. General Requirements

The City must procure for each City-owned building a United States flag (“US Flag”) of suitable size, as determined by the City Manager or designee. The City will comply with the federal flag regulations as provided in 4 USC § 1-10, as may be amended and as summarized herein. The City may also consult the US Department of Veterans Affairs’ *Guidelines for Display of the Flag* attached as **Exhibit 1** for any further guidance regarding displaying the US Flag.

### 2.2. Time and Occasions for Display

#### 2.2.1. Outdoor Flags

The US Flag must be placed upon or near each City-owned building and displayed from sunrise to sunset and on stationary flagstaffs in the open, except as otherwise provided herein. The US Flag may be displayed for 24 hours a day if properly illuminated during the hours of darkness. The US Flag should not be displayed on days of inclement weather unless an all-weather US Flag is displayed.

#### 2.2.2. Indoor Flags

The US Flag must be displayed, at a minimum, in the City Council Chambers. The City Manager or designee may authorize the display of the US Flag in other City buildings.

#### 2.2.3. Displaying at Half-Staff

The US Flag should be displayed at half-staff on each Memorial Day until noon and should be displayed at half-staff when otherwise ordered by the President of the United State or the Oregon Governor.

### **2.3. Position and Manner of Display**

When displayed on the same staff, the US Flag must be at the peak, followed by the Oregon Flag, then the POW/MIA Flag, then the Wilsonville Flag (if one is created), and finally any other authorized flag. If one other flag is displayed on a staff next to the US Flag, the US Flag should be displayed on the left-most staff and positioned higher than the other flag. In a group of flags displayed from staffs, the US Flag should be at the center and the highest point. When the flags are flown from adjacent staffs, the US Flag should be hoisted first and lowered last.

The US Flag should be hoisted briskly and lowered ceremoniously.

## **3. State of Oregon Flag and POW/MIA Flag**

### **3.1. General Requirements**

The City must procure for each City-owned building a State of Oregon flag (“Oregon Flag”) and, except as provided herein, a National League of Families' POW/MIA flag (“POW/MIA Flag”), each of suitable size, as determined by the City Manager or designee. The City will comply with the Oregon flag regulations as provided in ORS 186.110 and 186.120, as may be amended and as summarized herein.

The City is required to purchase and display a POW/MIA Flag only with respect to public buildings that have existing flagpoles or other infrastructure installed to properly display all three flags (US Flag, Oregon Flag, and POW/MIA Flag), except that any newly constructed City building must include sufficient infrastructure to properly display all three flags.

### **3.2. Time and Occasion for Display**

#### **3.2.1. Outdoor Flags**

The City will display the Oregon Flag and the POW/MIA Flag with the US Flag upon or near the City buildings during the hours when the US Flag is customarily displayed, except in inclement weather, and at such other times as seems proper, as determined by the City Manager or designee.

#### **3.2.2. Indoor Flags**

The Oregon Flag must be displayed, at a minimum, in the City Council Chambers. The City Manager or designee may authorize the display of the Oregon Flag in other City buildings.

#### **3.2.3. Displaying at Half-Staff**

The Oregon Flag and POW/MIA Flag should be displayed at half-staff when the US Flag is also displayed at half-staff or if otherwise ordered to be displayed at half-staff by the Oregon Governor.

### **3.3. Position and Manner of Display**

When displayed on the same staff, the US Flag must be at the peak, followed by the Oregon Flag, then the POW/MIA Flag, then the Wilsonville Flag, and finally any other authorized flag. In a group of flags displayed from staffs, the US Flag should be at the center and the highest point.

## **4. City of Wilsonville Flag**

If the City approves an official City of Wilsonville flag, the following regulations will apply to such flag.

### **4.1. General Requirements**

The City must procure for City Hall and, as authorized by the City Manager or designee, at any other City-owned building a City of Wilsonville flag (“Wilsonville Flag”) of suitable size, as determined by the City Manager or designee.

### **4.2. Time and Occasion for Display**

#### **4.2.1. Outdoor Flags**

Where the City displays the Wilsonville Flag, it must be displayed with the US Flag upon or near the City building during the hours when the US Flag is customarily displayed, except in inclement weather, and at such other times as seems proper, as determined by the City Manager or designee.

#### **4.2.2. Indoor Flags**

The City Manager or designee may authorize the display of the Wilsonville Flag in any City buildings.

#### **4.2.3. Displaying at Half-Staff**

The Wilsonville Flag should be displayed at half-staff when the US Flag is also displayed at half-staff or if otherwise ordered to be displayed at half-staff by the Mayor or the City Manager.

### **4.3. Position and Manner of Display**

When displayed on the same staff, the US Flag must be at the peak, followed by the Oregon Flag, then the POW/MIA Flag, then the Wilsonville Flag, and finally any other authorized flag. In a group of flags displayed from staffs, the US Flag should be at the center and the highest point.

## **5. Commemorative Flags**

A commemorative flag is a flag that identifies with a specific historical event, cause, nation, or group of people that the City Council chooses to honor or commemorate consistent with the City's mission and priorities. A commemorative flag may include, but is not limited to, a Sister City flag; the World flag; flags received for awards for which the City has applied (e.g., Tree City USA flag); or flags displayed in conjunction with official actions, ceremonies, or proclamations of the City.

### **5.1. General Requirements**

As an expression of the City's official government speech, the City Council may authorize the display of a commemorative flag to be displayed at City buildings. The City's flagpoles are not to serve as a forum for free expression by the public. The City Council will only consider a request to display a commemorative flag if the request is made by any one of the following: (1) the City Manager; (2) a member of Council; or (2) a recommendation from one of the City's committees, boards, or commissions. Requests directly by members of the public to display a commemorative flag will not be considered.

### **5.2. Time and Occasion for Display**

#### **5.2.1. Generally**

Commemorative flags will be displayed for a period of time that is reasonable or customary for the subject that is be commemorated, which period of time may be permanent or temporary. Commemorative flags must be either purchased by the City or temporarily donated for the City's use and must be clean, without holes and tears. Commemorative flags must be the same size or smaller than the US Flag and Oregon Flag that are displayed.

#### **5.2.2. Outdoor Flags**

If a commemorative flag is displayed with the US Flag, it must be displayed for no longer than the hours when the US Flag is customarily displayed, except in inclement weather, and at such other times as seems proper, as determined by the City Manager or designee.

#### **5.2.3. Indoor Flags**

The City Manager or designee may authorize the display of any approved commemorative flag in any City buildings.

#### **5.2.4. Displaying at Half-Staff**

If any other flag is displayed at half-staff, the commemorative flag will also be displayed at half-staff.

### **5.3. Position and Manner of Display**

When displayed on the same staff, the US Flag must be at the peak, followed by the Oregon Flag, then the POW/MIA Flag, then the Wilsonville Flag, and finally any other authorized flag. In a group of flags displayed from staffs, the US Flag should be at the center and the highest point.

## **6. Banners**

### **6.1. Generally**

As an expression of the City's official government speech, the City Manager may authorize the display of banners to be displayed adjacent to City streets attached to public street lights or utility poles. The street lights and utility poles are not to serve as a forum for free expression by the public, except as otherwise provided in WC 6.150(2) for certain permitted Large Special Events. The length of display of banners is at the discretion of the City Manager.

#### **6.1.1. Location of Public Streetlights and Utility Poles**

The City has three districts/corridors where banners are displayed by the City or allowed on public streetlight or utility poles:

##### **6.1.1.1. Wilsonville Road Gateway Corridor**

This corridor between the railroad tracks on the west side of I-5 and Boeckman Creek Bridge on the east side of I-5 serves as a Gateway to the City. The City installs and rotates City-owned seasonal banners along this corridor to enhance the gateway. However, the City may select to substitute the seasonal banners with another theme. Select streetlight poles along the corridor may be available to organizations hosting Large Special Events pursuant to WC 6.150 (2).

##### **6.1.1.2. Town Center Loop**

Town Center Park is one of the City's premier gathering places and the space is used for many of the City's Large Special Events. Pursuant to WC 6.150 (2) organizations requesting Large Special Events are eligible to place banners on certain streetlight poles along SW Town Center Loop East and West, as well as Memorial Drive and Courtside Drive. Spacing is determined by the Public Works Department based on the number of banners being installed.

##### **6.1.1.3. Villebois Village**

Villebois has a specific banner program approved as part of the Master Sign and Wayfinding Plans approved as a component of each Sub Area Plan (SAP). Outside of ensuring compliance with the Master Sign and Wayfinding Plans, the City does not operate, manage, or maintain banners within Villebois.

## 6.1.2. Banner Design

6.1.2.1. Special Event banners will be designed and produced in a color scheme complementary to the existing city seasonal banners.

6.1.2.2. City seasonal banners will have the following color schemes, which may be modified as authorized by the City Manager or designee:

6.1.2.2.1. Spring: Lavender, Yellow, White

6.1.2.2.2. Summer: Dark Blue, Sky Blue, Yellow

6.1.2.2.3. Fall: Yellow, Purple, Rust, Orange

6.1.2.2.4. Winter: Blue, Yellow, White

## 6.1.3. Banner Production

### 6.1.3.1. Sizes

6.1.3.1.1. Wilsonville Road (West of I-5), Boones Ferry Road: Banners must meet the following dimensional requirements: 28.5 inches wide and 48 inches long.

6.1.3.1.2. Wilsonville Road (East of I-5), Town Center Loop, Elligsen Road, Courtside Drive, Memorial Drive: Banners must meet the following dimensional requirements: 28.5 inches wide and 96 inches long.

### 6.1.4. Post Sleeves

Banners shall be installed on upper and lower posts securely attached to the pole. All banners will include an upper and lower sleeve of 4 to 6 inches wide, double stitched, for banners being installed by Public Works, and widths as required by the installer for signs being installed by contractors. Banners shall include grommets on side of banner that will be next to pole for attachment to pole with zip ties. There must be one grommet on top and one on the bottom, 4 inches from the top or bottom of the banner.

### 6.1.5. Clearance Requirements

For banners extending over a vehicle travel lane, bike lane, or curb area, the minimum clearance is fourteen feet (14'). For all other banners the minimum clearance is eight feet (8').

## **6.2. Time and Occasion for Display**

6.2.1. Special Event banners must be installed no earlier than fourteen days before the start of the Special Event and removed no later than fourteen days after the end of the Special Event, unless as otherwise provided in the Special Event Permit.

6.2.2. City seasonal banners will be installed consistent with the following schedule:

6.2.2.1. Spring: March 1

6.2.2.2. Summer: June 1

6.2.2.3. Fall: September 1

6.2.2.4. Winter: December 1

6.2.3. Except in Villebois, placement and removal of all banners will be done only by Public Works employees or contractors agreed upon by the Public Works Department.

## **6.3. Installation Fee and Responsibility.**

The City Manager may charge a fee for the installation of Special Event banners, which is currently set at \$1,300 per Special Event (\$650 to install and \$650 to remove), payable in advance. This fee covers installation and removal only, and does not cover banner construction, maintenance, or storage, which the City does not provide. Banners must be installed by City Public Works employees only, as provided in WC 6.150(2)(b). The City of Wilsonville is not responsible for any damage to non-City banners from vehicles, vandalism, or any other cause.

## **7. Amendments to Flag Policy and Other Regulations**

The City Manager is authorized to amend this Flag Policy to reflect any changes in federal or state law regarding the U.S. Flag, the State of Oregon Flag, or the POW/MIA Flag. Any other revisions to this Flag Policy must be approved by the City Council.

## EXHIBIT 1 TO FLAG POLICY



U.S. Department of Veterans Affairs  
Washington, D.C. 20420

## Guidelines for Display of the Flag

Public Law 94-344, known as the Federal Flag Code, contains rules for handling and displaying the U.S. flag. While the federal code contains no penalties for misusing the flag, states have their own flag codes and may impose penalties. The language of the federal code makes clear that the flag is a living symbol.

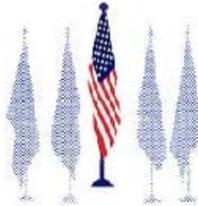
In response to a Supreme Court decision which held that a state law prohibiting flag burning was unconstitutional, Congress enacted the Flag Protection Act in 1989. It provides that anyone who knowingly desecrates the flag may be fined and/or imprisoned for up to one year. However, this law was challenged by the Supreme Court in a 1990 decision that the Flag Protection Act violates the First Amendment free speech protections.

### Important Things to Remember

Traditional guidelines call for displaying the flag in public only from sunrise to sunset. However, the flag may be displayed at all times if it's illuminated during darkness. The flag should not be subject to weather damage, so it should not be displayed during rain, snow and wind storms unless it is an all-weather flag.

It should be displayed often, but especially on national and state holidays and special occasions.

The flag should be displayed on or near the main building of public institutions, schools during school days, and polling places on election days. It should be hoisted briskly and lowered ceremoniously.

Image	Description
	<p>When carried in procession with other flags the U.S. flag should be either on the marching right (the flag's right) or to the front and center of the flag line. When displayed on a float in a parade, the flag should be hung from a staff or suspended so it falls free. It should not be draped over a vehicle.</p>
	<p>When displayed with another flag against a wall from crossed staffs, the U.S. flag should be on its own right (left to a person facing the wall) and its staff should be in front of the other flag's staff.</p>
	<p>In a group of flags displayed from staffs, the U.S. flag should be at the center and the highest point.</p>
	<p>When the U.S. flag is displayed other than from a staff, it should be displayed flat, or suspended so that its folds fall free. When displayed over a street, place the union so it faces north or east, depending upon the direction of the street.</p>
	<p>When the U.S. flag is displayed from as projecting from a building, the union of the flag should be placed at the peak of the unless the flag is at half-staff. When suspended from a rope extending from the building on a pole, the flag should be hoisted out, union first from the building.</p>
	<p>When flags of states, cities or organizations are flown on the same staff, the U.S. flag must be at the top (except during church services conducted at sea by Navy chaplains)</p>

The flag should never be draped or drawn back in folds. Draped red, white and blue bunting should be used for decoration, with the blue at the top and red at the bottom.

The flag may be flown at half-staff to honor a newly deceased federal or state government official by order of the president or the governor, respectively. On Memorial Day, the flag should be displayed at half-staff until noon.

### **Other Things Not to Do with the Flag**

Out of respect for the U.S. flag, never:

- dip it for any person or thing, even though state flags, regimental colors and other flags may be dipped as a mark of honor.

- display it with the union down, except as a signal of distress.

- let the flag touch anything beneath it: ground, floor, water, merchandise.

- carry it horizontally, but always aloft.

- fasten or display it in a way that will permit it to be damaged or soiled.

- place anything on the flag, including letters, insignia, or designs of any kind.

- use it for holding anything.

- use it as wearing apparel, bedding or drapery. It should not be used on a costume or athletic uniform. However, a flag patch may be attached to the uniform of patriotic organizations, military personnel, police officers and firefighters.

- use the flag for advertising or promotion purposes or print it on paper napkins, boxes or anything else intended for temporary use and discard.

During the hoisting or lowering of the flag or when it passes in parade or review, Americans should stand at attention facing the flag and place their right hand over the heart. Uniformed military members render the military salute. Men not in uniform should remove any headdress and hold it with their right hand at their left shoulder, the hand resting over the heart. Those who are not U.S. citizens should stand at attention.

When the flag is worn out or otherwise no longer a fitting emblem for display, it should be destroyed in a dignified way, preferably by burning.

## 6.150. Special Use of Streets and Sidewalks and Large Special Events Signs and Street Banners.

- (1) *Signs That Do Not Require a Permit.* The following signs associated with a Special Use of Streets and Sidewalks or Large Special Event, for which a valid permit has been granted, do not require a separate sign permit:
- (a) *Signs Generally Allowed.* Temporary signs on private property not exceeding the exempt temporary sign allowances for lawn and rigid signs established in Wilsonville Code Section 4.156.05;
  - (b) *Signs Allowed for Large Special Events and Limitations.* For Large Special Events, temporary signs, including banners, a-boards, lawn signs, or other signs, on any public property described in the location description submitted with the event permit application as long as such signage:
    1. Does not exceed 24 square feet per sign;
    2. Does not unreasonably impede pedestrian, bicycle, or vehicle traffic or circulation;
    3. Does not damage landscaping, buildings, or structures;
    4. Is not attached to lamp posts, permanent sign posts, power poles, or similar public structures;
    5. Is securely attached so as to withstand the wind and other elements;
    6. Does not have guywires, strings, ropes, or other mechanisms securing the sign that could be a safety hazard; ~~and~~
    7. Does not otherwise create a nuisance or hazard; ~~and-~~
    8. Meets any and all applicable requirements of this Section 6.150.
  - (c) *Wayfinding Signs for Large Special Events.* For Large Special events, in order to assist the public in wayfinding, up to ten lawn signs in the public right-of-way are allowed provided that:
    1. Such signs are placed no more than 14 calendar days prior to the beginning of a permit period and are removed within 24 hours of the end of the event period;
    2. Except as noted in ~~(#3)~~ below, such signs meet all size, location, placement, spacing, and other non-duration related requirements for temporary lawn signs in the right-of-way in Wilsonville Code Section 4.156.10;
    3. When a Large Special Event is held in Memorial Park or the Town Center area, allowed lawn signs may be placed in the otherwise prohibited non-ODOT, non-median landscaped areas of right-of-way on Wilsonville Road and Town Center Loop East and West so long as the sign will not damage landscaping or irrigation, or otherwise have a negative impact on right-of-way maintenance, do not obstruct vision clearance, and written approval is obtained from the adjacent property owners with maintenance responsibilities for the landscaping in the right-of-way; and
    4. The number of wayfinding signs may be restricted to fewer than ten if the City deems it necessary because multiple events are being held on the same day and there is a need to protect rights-of-way from becoming confusing, distracting, overly cluttered, or in any way hazardous to the traveling public.
- (2) *Banners on Public Lights and Other Poles.* The purpose of the public pole banner program is to provide publicity for community events of general interest to Wilsonville residents and visitors and to provide a more festive character to the City's Town Center area, while maintaining design standards that provide for continued quality of life within Wilsonville. The public pole banner program is only available for City

sponsored events. For purposes of this Subsection 6.150(2), "City sponsored events" means events that meet the following criteria: (1) the event is a Large Special Event; (2) the City is providing financial or in-kind products or services to support the event; and (3) the City's contribution is highlighted through public recognition, approved use of the City's logo, or other similar publicity. For avoidance of doubt, non-City sponsored events are prohibited from displaying banners on public poles unless otherwise allowed by the City's Public Works Plan in Subsection (a) below.

- (a) *Public Works Plan.* Banners on public light and other poles will be allowed according to a plan set out by the Public Works Department.
  - (b) *Installation.* Banners on public light and other poles shall be installed by City Public Works employees only.
  - (c) *Design.* The architecture and design of the banners may include, as design elements, the name of the sponsoring organization; the name, location, and date(s) of the event; and the logo of the event. The exact architecture and design specifications are determined by the Public Works Department.
- (3) *Other Signs.* All other signs, not specifically lists in (1) and (2) above shall be governed by Wilsonville Code Chapter 4, including Sections 4.156.01 through 4.156.11, and may require a sign permit through the Planning Division.
  - (4) *Sign Enforcement.* In addition to the applicable enforcement provisions of this Chapter, the enforcement provisions of Chapter 4 shall apply to sign violations.

**CITY COUNCIL ROLLING SCHEDULE**  
**Board and Commission Meetings**  
**Items known as of 10/21/22**

Item 5.

**November**

Date	Day	Time	Event	Location
11/8	Tuesday	6:00 p.m.	Diversity, Equity and Inclusion Committee	City Hall
11/9	Wednesday	1:00 p.m.	Tourism Promotion Committee	Zoom
11/9	Wednesday	6:00 p.m.	Kitakata Sister City Advisory Board	Parks & Recreation Admin. Building
11/14	Monday	6:30 p.m.	DRB Panel A	Council Chambers
11/15	Tuesday	5:00 pm	Municipal Traffic Court	City Hall
11/16	Wednesday	6:00 p.m.	Planning Commission	City Hall
11/21	Monday	7:00 p.m.	City Council Meeting	City Hall
11/23	Wednesday	6:30 p.m.	Library Board Meeting	Library
11/28	Monday	6:30 p.m.	DRB Panel B	Council Chambers
11/30	Wednesday	12:00 p.m. & 6:00 p.m.	Community Enhancement Grant Application Workshop	Zoom

**December**

Date	Day	Time	Event	Location
12/5	Monday	7:00 p.m.	City Council Meeting	City Hall
12/6	Tuesday	5:00 p.m.	Municipal Traffic Court	City Hall
12/7	Wednesday	6:30 p.m.	Library Board Meeting	Library
12/12	Monday	6:30 p.m.	DRB Panel A	Council Chambers
12/13	Tuesday	6:00 p.m.	Diversity, Equity and Inclusion Committee	City Hall
12/14	Wednesday	6:00 p.m.	Kitakata Sister City Advisory Board	Parks & Recreation Admin. Building
12/14	Wednesday	6:00 p.m.	Planning Commission	City Hall
12/19	Monday	7:00 p.m.	City Council Meeting	City Hall
12/20	Tuesday	5:00 pm	Municipal Traffic Court	City Hall
12/21	Wednesday	5:00 pm	Arts, Culture, and Heritage Commission	Parks & Recreation Admin. Building
12/26	Monday	6:30 p.m.	DRB Panel B - CANCELLED	Council Chambers
12/28	Wednesday	6:30 p.m.	Library Board Meeting	Library

**Community Events:**

- 11/1 – 12/9** Fill a Stocking for a Wilsonville Senior, Parks & Rec Admin Bldg.
- 11/8** Zumba Gold, 9:00 am, Community Center  
 Quilters, 9:00 am, Tauchman House  
 Ukulele Jam, 9:00 am, Parks & Rec Admin Bldg.  
 ODHS Drop-In Assistance, 10:00 am, Public Library  
 Toddler & Baby Time, 10:30 am & 11:15 am, Library  
 Card Making Class for Adults, 1:00 pm, Library  
 Beginning Tai Chi, 3:00 pm, Community Center  
 Dance Fitness, 6:00 pm, Community Center  
 Gentle Flow Yoga, 7:15 pm, Community Center
- 11/9** Healthy Bones and Balance, 8:30 am, Community Center  
 Advanced Healthy Bones and Balance, 9:30 am, Community Center  
 Digital Photography, 10:00 am, Community Center  
 Family Storytime, 10:30 am, Library  
 Sit and Be Fit, 11:00 am, Community Center  
 Lunch at the Community Center, 12:00 pm, Community Center  
 Pinochle/Cribbage, 1:00 pm, Community Center  
 Teen Drop-In Activities, 3:30 pm, Library  
 Zumba, 7:00 pm, Community Center
- 11/10** Family Storytime, 10:30 am, Library  
 Walking Book Club, 1:00 pm, Library  
 Ladies Afternoon Out, 1:00 pm, Community Center  
 Beginning Tai Chi, 3:00 pm, Community Center  
 Restorative Yoga, 7:15 pm, Community Center
- 11/11** City Offices & Library Closed, SMART Services Available – Veterans Day
- 11/12** Soccer Shots, 9:00 am, Memorial Park  
 Barre, 9:00 am, Community Center  
 Oil Painting, 10:00 am, Parks and Recreation Administration Building  
 Book Notes Concert, 2:00 pm, Library  
 WCSI Bingo Night Fundraiser, 6:30 pm, Community Center
- 11/14** Ruby Bridges Walk to School Day  
 Healthy Bones and Balance, 8:30 am, Community Center  
 Advanced Healthy Bones and Balance, 9:30 am, Community Center  
 Life 101: Scams and Fraud Lecture, 10:30 am, Community Center  
 Weight Loss Support Group, 12:30 pm, Community Center  
 Lunch at the Community Center, 12:00 pm, Community Center  
 Bridge, 1:00 pm, Community Center  
 Beginning Spanish, 6:00 pm, Library
- 11/15** Zumba Gold, 9:00 am, Community Center  
 Quilters, 9:00 am, Tauchman House  
 Ukulele Jam, 9:00 am, Parks & Rec Admin Bldg.  
 ODHS Drop-In Assistance, 10:00 am, Public Library  
 Toddler & Baby Time, 10:30 am & 11:15 am, Library  
 Card Making Class for Adults, 1:00 pm, Library  
 Beginning Tai Chi, 3:00 pm, Community Center  
 Dance Fitness, 6:00 pm, Community Center  
 Gentle Flow Yoga, 7:15 pm, Community Center

# Frog Pond West Neighborhood Park Community Engagement

Monday November 7<sup>th</sup>

# Metro Local Share Grant

- ▶ 2019 Metro Parks and Nature Bond Measure
- ▶ 5 Project Categories
  - ▶ Natural Area and Park Land Acquisition
  - ▶ Fish and Wildlife Habitat Restoration and Habitat Connectivity Enhancements
  - ▶ New or Improved Access Facilities at Public Parks and Natural Areas
  - ▶ New or Improved Local or Regional Trails
  - ▶ Enhanced or New Environmental Education Facilities
- ▶ 3 Overarching Criteria's for Metro
  - ▶ Meaningful Community Engagement
  - ▶ Advancing Racial Equity
  - ▶ Climate Change Resiliency

# Local Share In Wilsonville

- ▶ Internal Discussion and Prioritization
  - ▶ Parks Master Plans and Community Desires Considered
- ▶ Identified acquisition of Frog Pond Neighborhood Park Property
  - ▶ Idea shared and outreach approach refined with Metro
- ▶ Funds Available Through Local Share
  - ▶ \$1,557,445
  - ▶ 2.5 - 3.5 Acres



# Outreach Strategy

- ▶ Strategic, Accountable, Focused Engagement (S.A.F.E)
  - ▶ Activate Key Collaborations
    - ▶ Diversity Equity and Inclusion Committee
    - ▶ Planning Team
    - ▶ Family Empowerment Center
  - ▶ Meet Community Where They Are
    - ▶ Park Adjacent Communities
    - ▶ Door to Door Effort

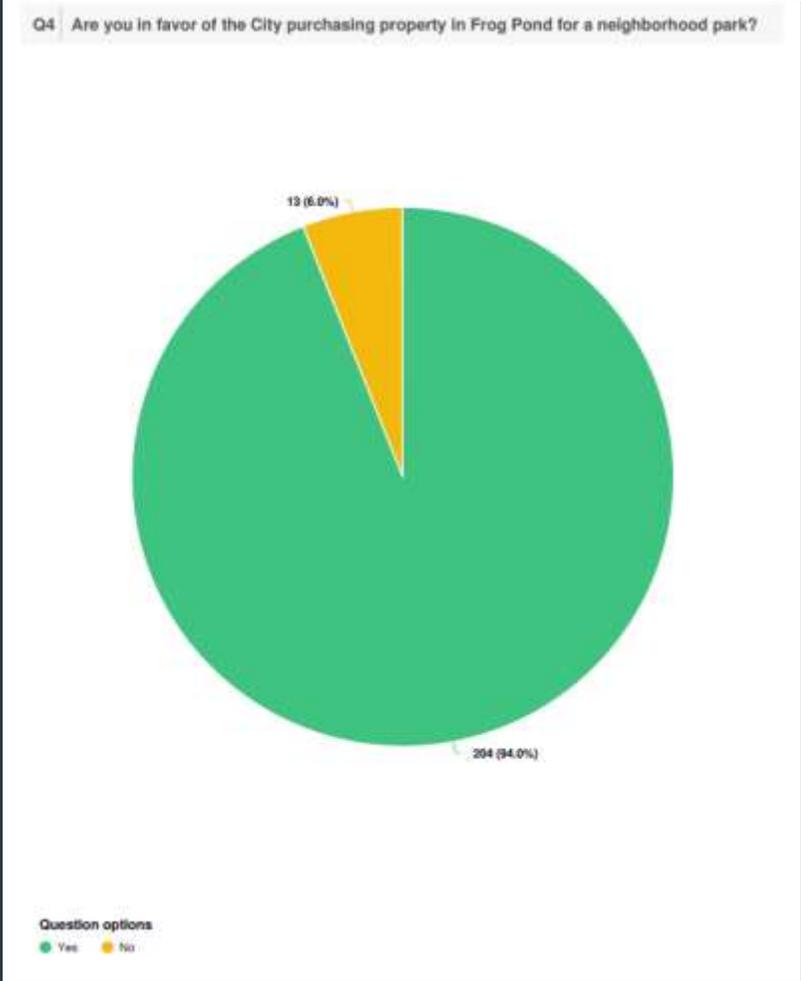


# Survey Impact

- ▶ 219 Community Survey Responses
  - ▶ 2 Utilized Spanish Language Option
- ▶ DEI Committee Impact
  - ▶ 13% (3 Following Days)
- ▶ Family Empowerment Center (WLWV)
  - ▶ 5% (3 Following Days)
- ▶ Door Hanger Implementation
  - ▶ 15% (10 Days Around Implementation)

# Survey Results

- ▶ Community Information
  - ▶ 20% Identified as Non White
  - ▶ 3.7% Identified as LGBTQIA++
  - ▶ 5.6% Identified as Living with a Disability
  - ▶ 76% Live Within Boeckman Creek Primary and Future Frog Pond Primary Area
- ▶ Park Information
  - ▶ 94% Yes to Acquisition
  - ▶ 55.8% Most Utilize Trails
  - ▶ 47.4% View Trails as Under-represented
  - ▶ 114 Unique Comments



# Next Steps

- ▶ Pursue Acquisition from School District
  - ▶ Property Appraisal Completed 10/5
  
- ▶ Receive Resolution from City Council To Move Towards IGA
  - ▶ Resolution No. 2993 On Consent Agenda This Evening
  
- ▶ Work with Metro to Complete Project Submittal Forms
  
- ▶ Metro Accepts Project's Alignment with Local Shares Goals
  
- ▶ Enter into IGA with Metro

# Questions





**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> November 7, 2022		<b>Subject: Resolution No. 3010</b> Authorizing the City Manager to Execute a First Amendment to the Professional Services Agreement with AKS Engineering & Forestry, LLC for the 2022 Curb Ramp Upgrades Project (Capital Project Nos. 4014, 4118, and 4717)	
		<b>Staff Member:</b> Sarah Alton, P.E., Civil Engineer	
		<b>Department:</b> Community Development	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable <b>Comments:</b> N/A	
<b>Staff Recommendation:</b> Staff recommends Council adopt the Consent Agenda.			
<b>Recommended Language for Motion:</b> I move to adopt the Consent Agenda.			
<b>Project / Issue Relates To:</b>			
<input checked="" type="checkbox"/> Council Goals/Priorities: 1. Increase mobility for all in Wilsonville.	<input checked="" type="checkbox"/> Adopted Master Plan(s): ADA Title II Transition Plan, 2015 (No project number)	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

A City of Wilsonville Resolution approving a First Amendment to the Professional Services Agreement (PSA) with AKS Engineering & Forestry, LLC for an additional \$33,000 for the 2022 Curb Ramp Upgrades project (CIP Nos. 4014, 4118, and 4717). The additional work includes design and construction engineering services.

**EXECUTIVE SUMMARY:**

The design of the 2022 Curb Ramps Upgrade Project (“Project”) is currently underway, with final construction documents anticipated by November 21, 2022. The Project addresses curb ramps, pedestrian push buttons, and access routes that do not meet the current Americans with Disabilities Act (ADA) guidelines. The City is required to upgrade the curb ramps prior to the pavement maintenance activities planned for the associated roadways in 2023.

The amendment to the PSA adds additional scope to the Consultant’s services to the City. The original PSA, which had a fee of \$90,841.19, did not include scope of services through the construction phase of the project. Now that the design work is nearly complete, the Consultant has provided the additional scope and fee through construction of the Project, which includes:

- Evaluation and design of stormwater improvements at SW Rose Lane and SW Parkway Center Drive to meet City Public Works Standards and ADA guidelines.
- Landscape design and arborist services for landscaping and tree protection.
- Construction bid document preparation and bidding support services.
- Construction surveying services.
- Construction inspection services.

**EXPECTED RESULTS:**

The Project will increase mobility for all users in the City by upgrading curb ramps, push buttons, and accessible routes to current ADA guidelines and City Public Works Standards.

**TIMELINE:**

The design phase of the Project is scheduled to be completed by November 21, 2022. The final construction of the Project is scheduled to be completed by June 30, 2023.

**CURRENT YEAR BUDGET IMPACTS:**

The amended budget for Fiscal Year 2023 (FY 23) includes funding for design, construction, contract administration and overhead for the Project.

CIP No.	Project Name	Funding Source	FY 22/23 Budget	Amend. #1 Amount
4014	Street Maintenance	Road Maintenance	\$817,000.00	\$21,869.00
4118	Signal Improvements	Road Operations	\$130,473.00	\$11,131.00
4717	Pedestrian Enhancements	Road Operations	\$163,378.00	\$0.00
<b>Total</b>			<b>\$1,110,851.00</b>	<b>\$33,000.00</b>

The PSA amendment with AKS Engineering & Forestry, LLC is within the proposed budgeted amount for the Project. This project is included in the City's five-year capital improvement plan and will carry into the next fiscal year.

**COMMUNITY INVOLVEMENT PROCESS:**

Community engagement occurred as part of the 2015 ADA Phase II Transition Plan, helping to identify priority ADA improvements within Wilsonville. Prior to construction, the project team will coordinate with affected property owners, residents, and businesses to plan for and accommodate access during construction. Once construction activities begin, signage will be placed in the affected areas, as well as door hangers, mailers, and social media posts to notify businesses and residents of date specific impacts to city streets and sidewalks.

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

The Project will benefit the community by improving safety and providing accessible pedestrian facilities. The Project will upgrade required curb ramps ahead of the planned street maintenance activities for 2023.

**ALTERNATIVES:**

The project team will consider a number of alternatives to upgrade curb ramps, pedestrian push buttons, and accessible routes during design of the Project to select alternatives that meet ADA requirements at the least life cycle costs to the community.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Vicinity Map
2. Resolution No. 3010
  - A. 2022 Curb Ramp Upgrades Project First Amendment to Professional Services Agreement

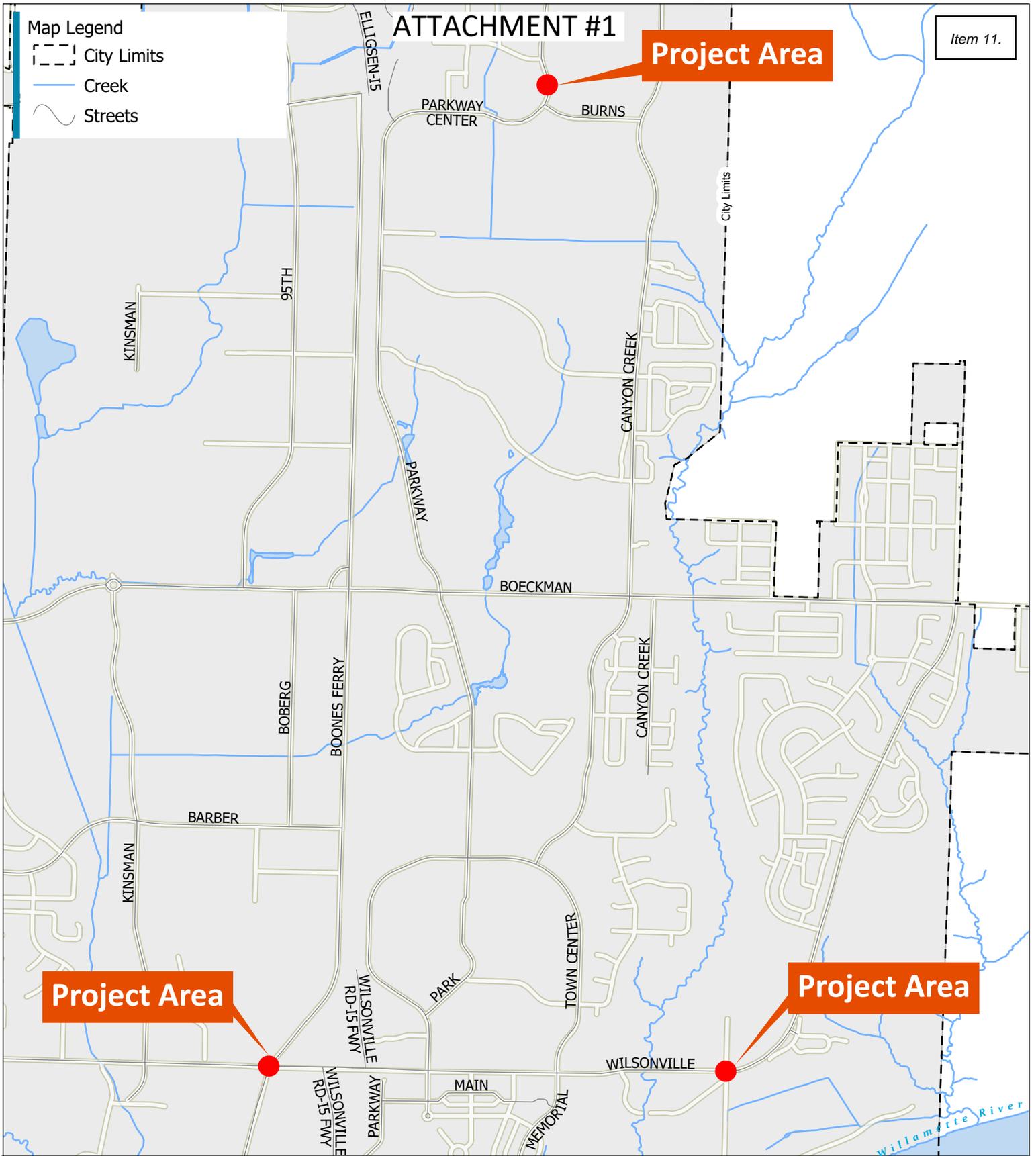
Map Legend

- City Limits
- Creek
- Streets

# ATTACHMENT #1

**Project Area**

Item 11.



**Project Area**

**Project Area**



**WILSONVILLE**  
COMMUNITY DEVELOPMENT

## 2022 Curb Ramp Upgrades Project

### Project Location Map

**Disclaimer**

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



**RESOLUTION NO. 3010**

**A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT CONTRACT AMENDMENT WITH AKS ENGINEERING & FORESTRY, LLC FOR DESIGN AND CONSTRUCTION ENGINEERING SERVICES FOR THE 2022 CURB RAMPS UPGRADE PROJECT (CAPITAL IMPROVEMENT PROJECT # 4014, 4118, AND 4717).**

WHEREAS, the City has planned and budgeted for Capital Improvement Project Nos. 4014, 4118, and 4717, known as the 2022 Curb Ramps Upgrade project (the Project); and

WHEREAS, the City solicited Requests for Proposals for Engineering Services from qualified consultants to provide On-Call Services using the formal selection procedure that duly followed the State of Oregon Public Contracting Rules and the City of Wilsonville Municipal Code; and

WHEREAS, AKS Engineering and Forestry, LLC, was selected from the list of qualified On-Call engineering firms to deliver the Project, and was awarded a contract for design services in the amount of \$90,841.19 on February 3, 2022; and

WHEREAS, AKS Engineering and Forestry, LLC has performed the initial services to the satisfaction of the City; and

WHEREAS, the City now needs to incorporate additional engineering work to the Project, which requires additional design, bid support, and construction services from a qualified consultant; and

WHEREAS, the City desires to amend the Professional Services Agreement contract with AKS Engineering & Forestry, LLC to include the additional design and construction engineering services for the Project; and

WHEREAS, Oregon Administrative Rules (OAR 137-048-0200(1)(c) – “Continuation of Project with Intermediate Fee”) allows the City to utilize AKS Engineering & Forestry, LLC’s engineering services without undertaking a new procurement process; and

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

Section 1. The procurement process for the Project duly followed Oregon Public Contracting Rules.

Section 2. The Professional Services Agreement complies with Oregon Public Contracting Rules for Continuation of Project with Intermediate Fee (OAR 137-048-0200(1)(c)).

Section 3. The City Council, acting as the Local Contract Review Board, authorizes the City Manager to enter into and execute, on behalf of the City of Wilsonville, the First Amendment to the Professional Services Agreement with AKS Engineering & Forestry, LLC for a not-to-exceed amount of \$123,841.19, which is substantially similar to **Exhibit A** attached hereto.

Section 4. In order to allow future minor contract amendments, if needed, to occur without having to come back to City Council, the authorized Professional Services Agreement contract total is hereby adjusted up to \$142,386.31, allowing for continued Contracting Agency approval of contract amendments that exceed this adjusted amount by fifteen percent (15%) in accordance with City Code requirements.

Section 5. Effective Date. This Resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 7<sup>th</sup> day of November, 2022, 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 Lehan

Councilor West

Councilor Linville

EXHIBITS:

- A. First Amendment to 2022 Curb Ramps Upgrade Project Professional Services Agreement

# EXHIBIT A

Contract No. 210701 111111  
CIP No. 4014, 4118, 4717

## CITY OF WILSONVILLE FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT TASK ORDER #002

### On-Call Civil Engineering

This First Amendment to Professional Services Agreement Task Order #002 (“First Amendment”) is effective the \_\_\_\_\_ day of November 2022 (“Effective Date”), by and between the **City of Wilsonville**, a municipal corporation of the State of Oregon (“City”), and **AKS Engineering & Forestry, LLC**, a Washington limited liability company (“Consultant”), upon the terms and conditions set forth below.

#### RECITALS

WHEREAS, the City entered into a Professional Services Agreement (“Agreement”) with Consultant on June 22, 2021, relating to On-Call Civil Engineering and Related Services (“Project”); and

WHEREAS, the City entered into Task Order #002 (“Task Order”) with Consultant on February 3, 2022; and

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

WHEREAS, the City and Consultant anticipate that additional time is needed to complete the Services stated in the Agreement and the Task Order, and the Additional Services described in this First Amendment; and

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

WHEREAS, Consultant 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 Agreement is amended as follows:

##### **Section 1. Additional Services To Be Provided**

Consultant will perform the Additional Services more particularly described in **Exhibit A**, attached hereto and incorporated by reference herein, for the Project pursuant to all original terms of the Agreement and Task Order, except as modified herein.

##### **Section 2. Time for Completion of Additional Services**

The Additional Services provided by Consultant pursuant to this First Amendment shall be completed by no later than June 30, 2023.

**Section 3. Compensation**

The City agrees to pay Consultant on a time and materials basis, guaranteed not to exceed THIRTY-THREE THOUSAND DOLLARS (\$33,000), for performance of the Additional Services (“Additional Compensation Amount”) which, when totaled with the Total Task Order Not-to-Exceed Price, equals a total not-to-exceed amount of ONE HUNDRED TWENTY-THREE THOUSAND EIGHT HUNDRED FORTY-ONE DOLLARS AND NINETEEN CENTS (\$123,841.19) for the performance of the Services and Additional Services (“Total Compensation Amount”). Consultant’s estimate of time and materials is attached hereto as **Exhibit B**, and incorporated herein by reference.

**Section 4. All Other Terms**

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

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

**CONSULTANT:**

**CITY:**

AKS ENGINEERING & FORESTRY, LLC

CITY OF WILSONVILLE

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

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

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

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

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

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

EIN/Tax I.D. No.: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Ryan Adams, Assistant City Attorney  
City of Wilsonville, Oregon

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**AKS Engineering & Forestry, LLC  
CONTRACT AMENDMENT NO. 1**

Date: 10/10/2022  
Client Name: City of Wilsonville  
Contact: Sarah Alton, PE

Project Name: **2022/23 ADA Ramp Upgrade Project**  
Project No: **8811-03**  
Effective Date:

The subject contract is herein amended to incorporate the following:

---

**Services to be Performed:**

Task 3 – Curb Ramp Design (\$15,500)

AKS will complete the following tasks:

- Evaluate and design stormwater improvements at the intersections of SW Rose Lane and Parkway Center Drive to meet City of Wilsonville standards. The design will be incorporated into the construction plan sheets.
- Provide recommendations for tree protection measures during construction by Certified Arborist, to be incorporated into the construction documents.
- Provide landscaping design for expanded planter box at the northwest corner of SW Wilsonville Road and SW Boones Ferry Road and for the tree planting at the island on SW Parkway Center Drive, to be incorporated into the construction documents.
- Prepare bid documents, including construction specifications, based on the sample bid documents provided by the City of Wilsonville.

Task 5 – Bid and Construction Phase Services (\$17,500)

AKS will provide the following construction phase services:

Provide construction surveying and staking services during construction as necessary to include:

- Surveying or layout work for establishing grades, inverts, elevations, curb returns, ada curb ramps, etc. Construction surveying will be billed at prevailing rate wages.
- Construction Inspection Services

Assumptions:

- Stormwater design will be based on as-built information. No additional topographic survey will be completed.
- Construction surveying will be billed at prevailing rate wages.
- City will provide construction administration.

**Schedule:** TBD

---

**Compensation:** Client agrees to pay AKS Engineering & Forestry, LLC for the above services on the basis of:

- A lump sum fee of  Plus reimbursable expenses as set forth in the prime contract
- An hourly labor rate plus reimbursable expenses per the prime contract.
- An hourly labor rate per the attached charge rate schedule.

**Contract Fee:**

Original Fee:	\$	90,841.19
Previous Amendments:	\$	-
Fee Adjustment Per Amendment:	\$	33,000.00
Contract Value with Amendments:	\$	123,841.19

---

The general understandings applicable to the Contract and Contract Amendment are set forth in the Standard Contract Provisions and made a part hereof. The Standard Contract Provisions are:  attached  included with the Original contract dated MONTH XX, 20XX.

The completion date, contract price, and all other terms, covenants and conditions of the above referenced Contract, except as duly modified by this and previous amendments, if any, remain in full force and effect.

**AKS Engineering & Forestry, LLC**

By:   
Print Name: Jason Wuertz  
Title: Project Manager

By:   
Print Name: John Christiansen  
Title: Principal





## CITY COUNCIL MINUTES

October 17, 2022 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, October 17, 2022. The Council President called the meeting to order at 7:07 p.m., followed by roll call and the Pledge of Allegiance.

### PRESENT

Council President Akervall  
Councilor Lehan  
Councilor West

### EXCUSED

Mayor Fitzgerald  
Councilor Linville

### STAFF PRESENT

Jeanna Troha, Assistant City Manager  
Bryan Cosgrove, City Manager  
Kimberly Veliz, City Recorder  
Amanda Guile-Hinman, City Attorney  
Zoe Mombert, Assistant to the City Manager  
Keith Katko, Finance Director  
Katherine Smith, Assistant Finance Director  
Zach Weigel, City Engineer  
Bill Evans, Communications & Marketing Manager  
Andrew Barrett, Capital Projects Engineering Manager  
Kris Ammerman, Parks and Recreation Director  
Erica Behler, Recreation Coordinator  
Dustin Schull, Parks Supervisor

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

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

Motion made by Councilor Lehan, Seconded by Councilor West.

**Voting Yea:**

Council President Akervall, Councilor Lehan, Councilor West

**Vote:** Motion carried 3-0.

**MAYOR'S BUSINESS**

4. Upcoming Meetings

The Council President reported on the following events:

Anniversary of Kitakata, Japan, Sister City Relationship

- Acknowledged that this date of Monday, October 17<sup>th</sup> represents the 34<sup>th</sup> anniversary of the signing of the agreement of our Sister City Relationship with Kitakata, Japan.
- Originally established in 1988, the Sister City organization evolved into a City-sponsored program in 2000 with the establishment of the Wilsonville Kitakata Sister City Advisory Board.
- In December 2022, Wilsonville community members would be hosting a Japanese high-school student and teacher delegation from Kitakata for the annual exchange program.

League of Oregon Cities (LOC) Annual Conference

- A number of the current and presumably future City Council members and staff attended last week the League of Oregon Cities Annual Conference in Bend.
- This was the first time in a couple of years that the event was held in-person.
- The LOC Conference offers some really great learning and networking opportunities that help all of us do our City jobs better.
- In addition to attending workshops, attendees heard a number of speeches and presentations, including from US Senator Ron Wyden.
- The Council President shared about some of the sessions she attended.

Regional Water Providers Consortium Board Meeting

- Unfortunately, the Regional Water Providers Consortium Board meeting occurred the same time as the LOC conference, so City elected officials were unable to attend.
- In lieu, City staff informed us the City of Scappoose was proposed as non-regional member of the organization, and there were presentations on an Emergency Drinking Water Framework Plan and the 5-Year Strategic Plan

### Clackamas Community College

- The Council President and other elected and appointed officials attended a 30<sup>th</sup> Anniversary Recognition event for Clackamas Community College's Wilsonville Campus.
- Clackamas Community College's Wilsonville campus had grown and evolved over the past 30 years.
- It started out with a primary focus on training powerline workers for PGE and PacifiCorp, the campus had become an integral component of the College and the community.
- Ranges of subjects are taught that include apprenticeship training, advanced technical-skills training and general education courses.
- Students can obtain specific educational certificates, or an Associate's Degree or earn credits that transfer to a four-year college to obtain a Bachelor's Degree.
- Clackamas Community College is a great resource for the community.

### Washington County Coordinating Committee (WCCC)

- The Council President attended a meeting earlier in the day for the Washington County Coordinating Committee.
- Attendees heard an update on the County's Major Streets Transportation Improvement Program (MSTIP).
- Projects in District 3 of Washington County of most interest to City include the Basalt Creek Parkway and Boones Ferry Rd. At this time, refined cost estimates and public engagement results were being presented.
- TriMet presented on the Draft "Forward Together" plan to improve regional transit service.
- The Council President along with several other elected officials recommended that TriMet consider engaging other regional transit providers like SMART and the local Transportation Management Associations so as to create a better "Forward Together" plan.

The Council President announced the following events:

### League of Oregon Cities (LOC) Trainings:

- Introduction to Justice, Diversity, Equity and Inclusion; and Homelessness Issues.
  - The Council President shared she had the opportunity over the next couple of weeks to participate in two day-long workshops sponsored by the League of Oregon Cities.
  - One seminar is an introduction to Justice, Diversity, Equity and Inclusion Training. As we have all come to recognize, improving DEI efforts fosters greater understanding and appreciation of others.
  - The second workshop is looking at issues around homelessness, and how communities can better respond.

### City Council Meeting

Next City Council meeting scheduled for Monday, November 7, 2022 at 7:00 p.m.

## COMMUNICATIONS

### 5. STARS Camp Recognition

Erica Behler, Recreation Coordinator introduced local high school student Gabby Maoz and Elise Smith. The duo then told City Council about the Stars Day Camp that they created and ran with the help of the Parks and Recreation Department and other local teen camp counselors. The Stars Day Camp was held August 2022 for local youth ages 7 to 11 years old. The camp was free of charge and was intended to help lower income residents with a day of free childcare.

The presentation was followed by Council questions and photos.

### CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

*This is an opportunity for visitors to address the City Council on 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.*

There was none.

### COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

#### 6. Council President Akervall

The Council Presidents comments were made during the Mayor's Business portion of the meeting.

#### 7. Councilor Lehan

Shared over the last couple of weeks she had been involved in getting ready for the Oregon Commission on Historic Cemeteries (OCHC). Councilor Lehan explained Commissioners were coming to Wilsonville for their first in person meetings since the pandemic. She reminded Councilors they were also invited to attend the meeting on October 20, 2022 at the Tauchman House and tour of the historic Pleasant View Cemetery on October 21, 2022. Councilor Lehan shared after the tour an archaeologist would be leading a discussion of general ground penetrating radar (GPR) and provide a demonstration.

Lastly, Councilor Lehan reminded the audience the Fall Harvest Festival would take place at the Stein-Boozier Barn on Saturday, October 22, 2022.

#### 8. Councilor West

Councilor West explained he was unable to attend League of Oregon Cities (LOC) Annual Conference and Regional Water Consortium due to scheduling conflicts.

Councilor West announced the following events:

- Fall Harvest Festival on Saturday, October 22, 2022
- Leaf Drop Off Day on Saturday November 5, 2022
- Paper Shredding Event on Saturday November 19, 2022

9. Councilor Linville - Excused

## CONSENT AGENDA

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

10. **Resolution No. 2998**

A Resolution Of The City Of Wilsonville Authorizing An Intergovernmental Agreement With The City Of Wilsonville Pertaining To Short Term Subordinate Urban Renewal Debt For The Year 2000 Plan District For The Purpose Of Funding The Construction Of Capital Improvement Project By The Agency.

11. **Resolution No. 3002**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Enter Into The First Amendment To Communications Facility Ground Lease With Clackamas 800 Radio Group For The Use Of City-Owned Property On Level C Reservoir Parcel As A Wireless Communication Facility Tower Site.

12. **Resolution No. 3003**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Consor North America, Inc. To Provide Engineering Consulting Services For The Boeckman Creek Interceptor And Trail Project (Capital Improvement Projects No. 2107 And No. 9150).

13. **Resolution No. 3006**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction And Funding Agreement With Portland & Western Railroad, Inc. For Re-Construction Of A Grade Crossing At The 5th Street Railroad Crossing Associated With The 5th Street / Kinsman Road Extension Project.

14. Minutes of the October 3, 2022 City Council Meeting.

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

Motion made by Councilor Lehan, Seconded by Councilor West.

**Voting Yea:**

Council President Akervall, Councilor Lehan, Councilor West

**Vote:** Motion carried 3-0.

**NEW BUSINESS**

There was none.

**CONTINUING BUSINESS**

There was none.

**PUBLIC HEARING**

15. **Resolution No. 2999** (*Legislative Hearing*)

A Resolution Of The City Of Wilsonville Authorizing A Supplemental Budget Adjustment For Fiscal Year 2022-23.

The City Attorney read the title of Resolution No. 2999 into the record.

The Council President provided the public hearing format and opened the public hearing at 7:42 p.m.

Katherine Smith, Assistant Finance Director summarized the staff report.

The Council President then invited public testimony, seeing none the Council President closed the public hearing at 7:46 p.m.

The Council President requested a motion on Resolution No. 2999.

**Motion:** Moved to adopt Resolution No 2999.

Motion made by Councilor Lehan, Seconded by Councilor West.

**Voting Yea:**

Council President Akervall, Councilor Lehan, Councilor West

**Vote:** Motion carried 3-0.

**CITY MANAGER'S BUSINESS**

There was no report.

**LEGAL BUSINESS**

The City Attorney announced she would be out the following week however; the Assistant City Attorney would be available if Council needed assistance.

**ADJOURN**

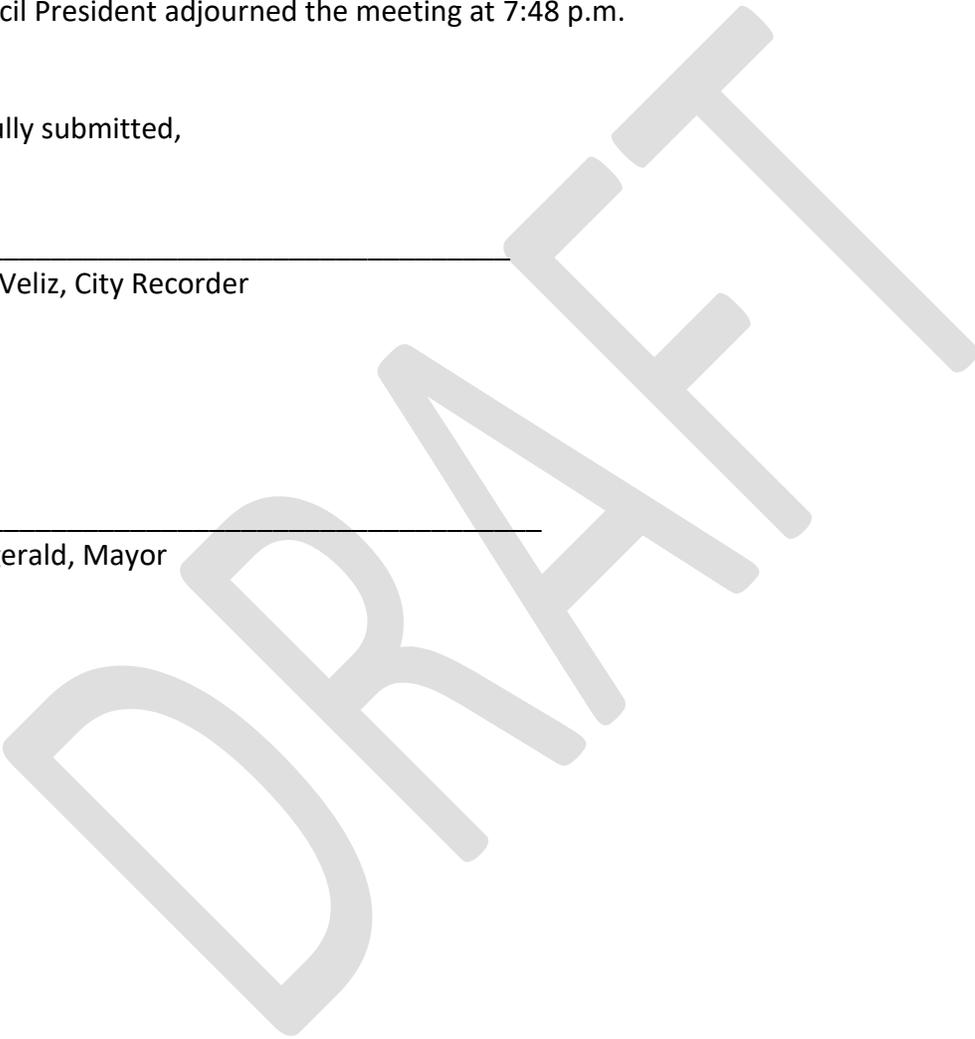
The Council President adjourned the meeting at 7:48 p.m.

Respectfully submitted,

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

ATTEST:

\_\_\_\_\_  
Julie Fitzgerald, Mayor





## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b> November 7, 2022	<b>Subject: Resolution No. 3004</b> A Resolution of the City of Wilsonville Adopting the Findings and Recommendations of the 'Solid Waste Collection Rate Report, October 2022' and Maintaining the Current Republic Services Rate Schedule for Collection and Disposal of Solid Waste, Recyclables, Yard Debris, Organic Materials and Other Materials, Effective January 1, 2022  <b>Staff Member:</b> Mark Ottenad, Public/Government Affairs Director  <b>Department:</b> Administration
<b>Action Required</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	<b>Advisory Board/Commission Recommendation</b> <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b> Prospective adoption on November 7, 2022, of Resolution No. 3004 has the effective of maintaining current solid waste collection and disposal rates dated January 1, 2022, for all classes of customers during 2023.
<b>Staff Recommendation:</b> Staff recommends Council adopt Resolution No. 3004.	
<b>Recommended Language for Motion:</b> I move to adopt Resolution No. 3004.	
<b>Project / Issue Relates To:</b>	
<input type="checkbox"/> Council Goals/Priorities:	<input checked="" type="checkbox"/> Adopted Master Plan(s): Solid-Waste Franchise Ordinance No. 814 <input type="checkbox"/> Not Applicable

### ISSUE BEFORE COUNCIL:

Adoption of Resolution No. 3004, which approves the *Solid Waste Collection Rate Report, October 2022*, ("Report") and maintains the current Republic Services Rate Schedule for Collection and Disposal of Solid Waste, Recyclables, Yard Debris, Organic Materials and Other Materials, Effective January 1, 2022.

**EXECUTIVE SUMMARY:**

The Report finds that solid waste Franchisee Republic Services Rate of Return (“ROR”) adjusted for 2021 had a composite revenue of 15.8%, well in excess of the allowable range of 8% to 12%, with a target of 10% ROR; see Report page 1.

Composite revenue ROR is the combined ROR of Republic Services’ three lines or classes of business:

1. Roll Cart: Residential
2. Container: Commercial
3. Industrial: Drop Box

The Report finds projected 2022 financial performance with a composite net margin of 9.8%, which is essentially on the mark for the target ROR of 10%; see Report page 2. While residential and commercial lines of business fall below the target ROR, the industrial category exceeds the allowable range, resulting in a composite ROR just under the 10% target and within the 8%-12% acceptable range for ROR.

Therefore, the Report recommends maintaining current rates for all three classes of solid-waste customers, including residential, commercial and industrial customers; see Report page 2. Exhibit 2 to the Resolution contains the current solid waste collection and disposal rates of 2022 that are to be maintained during 2023.

Last year in November 2021, City Council adoption of Resolution No. 2931 for the 2021 solid waste rate review process resulted in across-the-board rate reductions for all classes of customers, with Residential Roll Cart service rates decreased an average of 4.7%, Commercial Container service rates reduced an average of 7.6%, and Industrial Roll Off / Drop Box service rates lowered an average of 10.1%.

**EXPECTED RESULTS:**

Prospective adoption on Nov. 7, 2022, of Resolution No. 3004 has the effect of maintaining current solid waste collection and disposal rates for all classes of customers for 2023.

**TIMELINE:**

- Oct. 3, 2022: Council review of draft *Solid Waste Collection Rate Report, September 2022*
- Nov. 7, 2022: Prospective Council adoption of Resolution No. 3004, which adopts the final *Solid Waste Collection Rate Report, October 2022*, and maintains the current “Republic Services Rate Schedule for Collection and Disposal of Solid Waste, Recyclables, Yard Debris, Organic Materials and Other Materials,” effective January 1, 2022.

**CURRENT YEAR BUDGET IMPACTS:**

The Report, Attachment B – Projected 2022, p. 6, projects City solid waste franchise-fee revenue of calendar year 2022 of \$391,902, a decrease of 15% or \$68,522 from solid waste franchise-fee revenue of \$460,424 for calendar year 2021. Declining franchisee ROR to within the acceptable 8%-12% range also reduces franchise-fee revenue to City.

**COMMUNITY INVOLVEMENT PROCESS:**

Adoption of the Solid-Waste Franchise Ordinance No. 814 in 2018 followed standard City public outreach practices. The 2022 solid waste rate review is a by-product of the solid-waste franchise Ordinance No. 814.

Franchisee Republic Services was engaged in the rate-review process, although the CFO/controller position had become vacant prior to the review process. The General Manager submitted a number of questions that were responded to by the rate-review consultant and resulted in an adjustment to the initial Draft September 2022 rate report, producing a Revised September 2022 version that was distributed at the Oct. 3 City Council work session. The final October 2022 version (Exhibit A to Resolution No. 3004) contains the same content as the Revised September 2022 version. City staff are working with franchisee and rate-review consultant on a review schedule for next year that also includes an itemized list of rate-review components and the data sources for each component, in this manner apprising all parties of their responsibility and from where the rate-review data originates, *i.e.*, from franchisee, from the solid waste market place, Metro regional government, etc.

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

The community benefits by continuing to receive Republic Services solid waste collection and disposal services at current rates during a time of high inflation.

**ALTERNATIVES:**

N/A

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Resolution No. 3004
  - A. Solid Waste Collection Rate Report, October 2022
  - B. Republic Services Rate Schedule for Collection and Disposal of Solid Waste, Recyclables, Yard Debris, Organic Materials and Other Materials, Effective January 1, 2022

**RESOLUTION NO. 3004**

**A RESOLUTION OF THE CITY OF WILSONVILLE ADOPTING THE FINDINGS AND RECOMMENDATIONS OF THE “SOLID WASTE COLLECTION RATE REPORT, OCTOBER 2022” AND MAINTAINING THE CURRENT REPUBLIC SERVICES RATE SCHEDULE, EFFECTIVE JANUARY 1, 2022.**

WHEREAS, Ordinance No. 814, adopted by City Council in May 2018, created a new solid-waste franchise agreement with Republic Services; and

WHEREAS, Ordinance No. 814, Article VIII, Establishment and Modification of Service Rates, 3. Second Service Rate Adjustment provided for City’s ability to “undertake a review of Franchisee’s books, records, and accounts to adjust the Service Rate to set a new Service Rate that achieves an Operating Margin equal to ten percent (10%) of Gross Revenues”; and

WHEREAS, the City contracted with Chris Bell, CPA, of Bell and Associates of Camas, WA, to undertake a solid waste franchise rate review of Republic Services’ operations and make a determination the firm’s operating margin; and

WHEREAS, the “Solid Waste Collection Rate Report, October 2022,” attached herein as Exhibit 1, found for the following years:

- Adjusted 2021 Wilsonville Results:
  - 13.6% margin for residential Roll-Cart service;
  - 15.9% margin for commercial Container service; and
  - 17.2% margin for industrial Drop Box service; and
  - Cumulatively resulting in a Composite margin of 15.8%; and
- Projected 2022 Financial Performance for Wilsonville:
  - 6.3% margin for residential Roll-Cart service;
  - 7.5% margin for commercial Container service; and
  - 14.4% margin for industrial Drop Box service; and
  - Cumulatively resulting in a Composite margin of 9.8%; and

WHEREAS, during the October 3, 2022, City Council work session the City Council reviewed and agreed with the findings and recommendations of the draft “Solid Waste Collection Rate Report, September 2022”; and

WHEREAS, Ordinance No. 814, Article VIII, Establishment and Modification of Service Rates, 4. Annual Service Rate Adjustment, states that it “is the goal of this Franchise to provide Franchisee with a target Operating Margin of ten percent (10%) of Gross Revenues, but no less than eight percent (8%) and no greater than twelve percent (12%). \* \* \* the Service Rate will be adjusted annually \* \* \*.”

WHEREAS, the “Solid Waste Collection Rate Report, October 2022,” finds that the Franchisee’s composite operating margin for all customer classes of service is in line with the franchise target margin of 10% and within the 8% to 12% acceptable rate-of-return range, and therefore recommends maintaining the current rate schedule until the actual 2022 results are submitted and reviewed in 2023; and

NOW THEREFORE:

- 1) The Wilsonville City Council hereby accepts and adopts the findings and recommendations of the “Solid Waste Collection Rate Report, October 2022,” attached hereto as Exhibit 1; and
- 2) The Wilsonville City Council hereby maintains the current “Republic Services Rate Schedule for Collection and Disposal of Solid Waste, Recyclables, Yard Debris, Organic Materials and Other Materials,” effective January 1, 2022, attached hereto as Exhibit 2.

ADOPTED by the Wilsonville City Council at a regular meeting on November 7, 2022, and filed with the Wilsonville City Recorder on 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

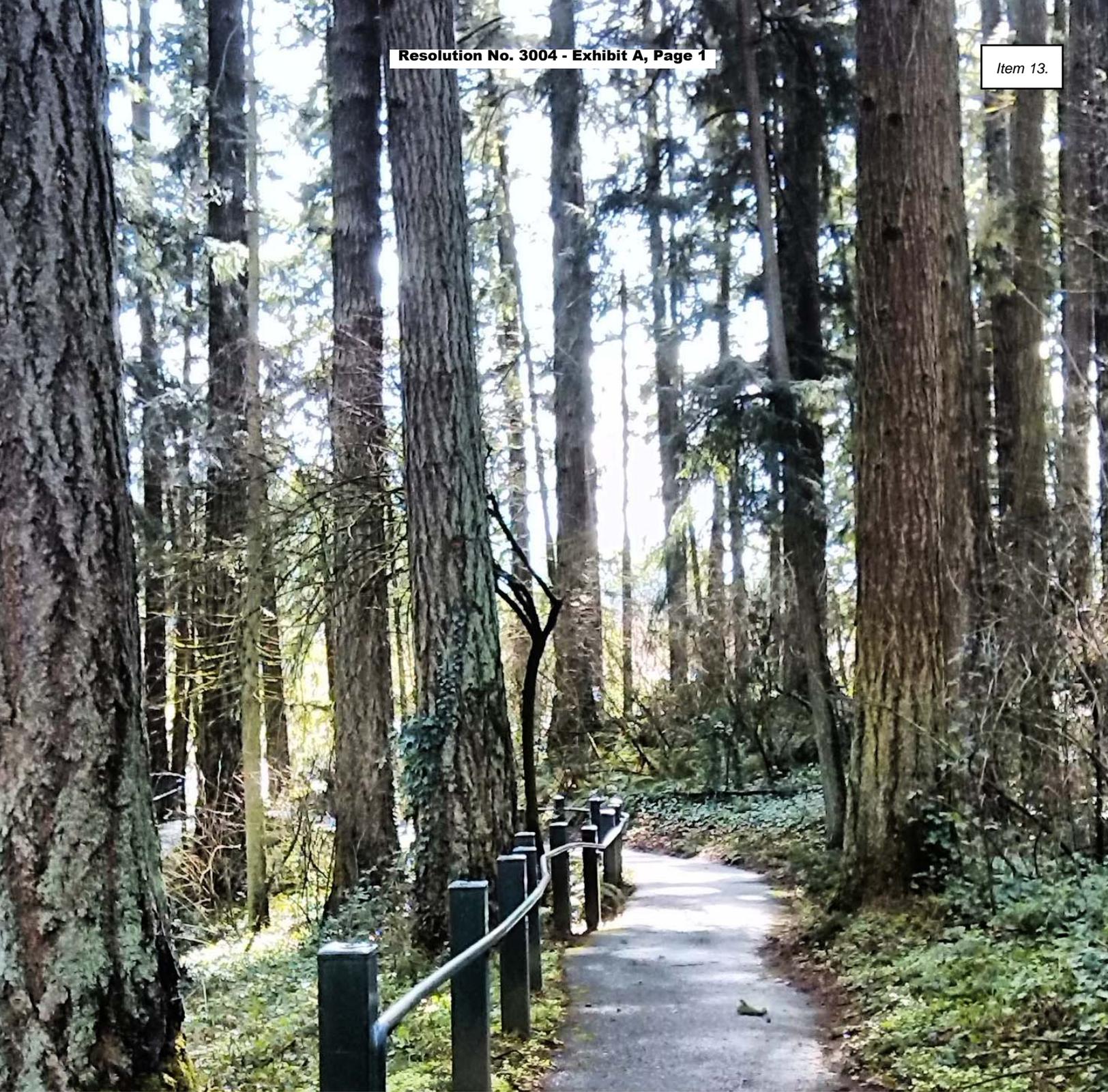
Councilor Lehan

Councilor West

Councilor Linville

EXHIBITS:

- A. "Solid Waste Collection Rate Report, October 2022"
- B. "Republic Services Rate Schedule for Collection and Disposal of Solid Waste, Recyclables, Yard Debris, Organic Materials and Other Materials, Effective January 1, 2022"



# City of Wilsonville

## Solid Waste Collection Rate Report

Bell & Associates / October 2022



# City of Wilsonville

## Solid Waste Collection Rate Report

October 2022  
Bell & Associates

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Chris Bell, CPA  
Bell & Associates  
1628 NW 33rd Way  
Camas, WA 98607  
360-210-4344  
Chris@Bellassociatesinc.com

NOTE: Contents of this final Solid Waste Collection Rate Report, October 2022, is the same as the draft Solid Waste Collection Rate Report, September 2022 – Revised.

## Background of Solid Waste Review

The City of Wilsonville (City) contracted with Bell & Associates, a consulting firm with expertise in solid waste collection operations, to provide the City with solid waste and recycling consulting services. In March 2022, solid waste franchisee Republic Services (Republic) submitted its annual detailed cost reports to the City for the calendar year 2021.

## Annual Cost Report

The collection of waste and recycling within Wilsonville is accomplished under an exclusive franchise agreement between Republic Services and the City. The annual report provides line-item costs and revenues associated with providing service within the City as well as combined line item totals for their non-Wilsonville operations. The format of the report provides the capacity to calculate the cost of service for each line of business (cart, container, and drop box). Cart collection is primarily for residential customers, whereas business customers are serviced with a container. Reported results were analyzed, and the following tasks were completed:

- a. Analyze reported route collection hours to the reported customer counts for each line of business.
- b. Using a predictive test of revenue for each line of business, ensure the reported revenues are reasonable for the number of reported customers.
- c. By thoroughly reviewing the reported direct cost line items, determine if the expense is reasonable in relation to the customer and operational data entered from the detailed cost report.
- d. Utilize a predictive test of disposal to determine if the reported disposal expense is reasonable.
- e. Using the reported administrative line items, determine if the expense is reasonable in relation to the operational data entered from the detailed cost report.
- f. Review the costs between the City and Republic's other franchised collection operations to determine if the allocations are reasonable.

Report adjustments were made to the submission by Republic from the application of the tasks above that reduced the reported costs and increased the profitability of services provided to Wilsonville customers.

## Adjusted Report for 2021

Table 1 details the return for each collection service provided within the Wilsonville franchise collection system.

**Table 1: Adjusted 2021 Wilsonville Results**

Description	Roll Cart	Container	Drop Box	Composite
Revenues	2,156,407	2,953,382	2,872,111	7,981,900
Allowable Costs for Rates	1,863,959	2,483,278	2,377,760	6,724,997
Franchise Income	292,448	470,104	494,351	1,256,903
<b>Margin (Income / Revenue)</b>	13.6%	15.9%	17.2%	<b>15.8%</b>

**Projected Results for 2022**

Specific line item expenses from the adjusted 2021 report were escalated to project the results for 2022 using assumptions based on Metro's increased taxes and fees, contractual obligations such as the labor agreement between Republic and the union drivers, administrative wages, health insurance, recycling processing, fees, and estimated inflation. Table 2 summarizes the inflation assumptions.

The assumptions used for the 2022 projection include:

- January 1, 2022, rate decrease for cart, container, and drop box service.
- Processing costs for collected commingled have increased due to reduced values from the recovered materials.
- Driver wage increase is calculated on the hourly wage increase from the Teamster's contract, which increased from \$29.14 to \$29.99 for most drivers. The impact is an increase of 2.9%. Health insurance for union employees increased by 3.3% in 2022.
- Administrative labor costs are projected to increase by 5.0%
- Inflation increased by 6.58% from 2021 to August 2022.
- Republic's front-line collection trucks use natural gas, while the older trucks use diesel. The blended increase in fuel is 10% for the current year.
- The disposal fee increased in January 2022 due to contractual increases. Additionally, Metro assessed Regional System Fee (RSF) increased by \$2.72 per ton on July 1, 2022. Therefore, the total increase for disposal is calculated at 9.0% for 2022.

Expense	Change
Cart Revenue	-2.70%
Container Revenue	-4.70%
Drop Box Haul Fees	-7.50%
Recycling Processing	52.00%
Driver Wage	2.90%
Administrative Costs	5.00%
Inflation	6.58%
Fuel	10.00%
Solid Waste Disposal	9.00%

**Projected 2022 Expenses**

The estimated increases noted above were applied to the 2021 expenses and summarized in Table 3.

**Table 3: Projected 2022 Financial Performance for Wilsonville**

Description	Roll Cart	Container	Drop Box	Composite
Revenues	2,099,199	2,814,099	2,941,741	7,855,039
Allowable Costs for Rates	1,966,248	2,602,150	2,517,723	7,086,121
Franchise Income	132,951	211,949	424,018	768,918
Margin (Income / Revenue)	6.3%	7.5%	14.4%	<b>9.8%</b>

**Rate Recommendation**

The current rates, combined with the expected changes previously detailed, are expected to generate a rate of return within the 8% to 12% operating range; therefore, no change is recommended to the current collection rates.

Attachment A – Adjusted 2021 Results

**Adjusted  
Return on Revenues  
City of Wilsonville January 1 to December 31, 2021**

	Residential Service			Commercial Service			Drop Box	Grand Totals
	Solid Waste	Recycling	Yard Debris	Solid Waste	Recycling			
<b>Collection &amp; Service Revenues</b>	<b>2,156,407</b>	<b>0</b>	<b>0</b>	<b>2,953,382</b>	<b>0</b>	<b>2,872,111</b>	<b>7,981,900</b>	
<b>Direct Costs of Operations</b>	<b>877,783</b>	<b>378,092</b>	<b>314,881</b>	<b>1,667,944</b>	<b>413,768</b>	<b>2,278,156</b>	<b>5,930,624</b>	
Disposal Expense	494,130	39,125	160,742	950,976	64,653	1,553,651	3,263,277	
Labor Expense	176,777	227,534	103,467	308,969	208,558	331,600	1,356,905	
Truck Expense	72,279	93,034	42,306	126,330	85,274	135,584	554,807	
Equipment Expense	2,247	2,892	1,315	63,150	41,069	54,456	165,129	
Franchise Fees	107,560	0	0	180,067	0	172,797	460,424	
Other Direct Expense	24,790	15,507	7,051	38,452	14,214	30,068	130,082	
<b>Indirect Costs of Operations</b>	<b>293,526</b>			<b>402,009</b>		<b>99,708</b>	<b>795,243</b>	
Management Expense	35,583			48,734		12,093	96,410	
Administrative Expense	29,424			40,300		10,000	79,724	
Other Overhead Expenses	228,519			312,975		77,615	619,109	
<b>Total Cost</b>	<b>1,864,282</b>			<b>2,483,721</b>		<b>2,377,864</b>	<b>6,725,867</b>	
<b>Less Unallowable Costs</b>	<b>323</b>			<b>443</b>		<b>104</b>	<b>870</b>	
<b>Allowable Costs</b>	<b>1,863,959</b>			<b>2,483,278</b>		<b>2,377,760</b>	<b>6,724,997</b>	
<b>Franchise Income</b>	<b>292,448</b>			<b>470,104</b>		<b>494,351</b>	<b>1,256,903</b>	
<b>Carts/ Yards/ Drop Box Pulls</b>	<b>5,754</b>		<b>4,223</b>	<b>140,192</b>	<b>128,180</b>	<b>5,826</b>		
<b>Revenues</b>	<b>2,156,407</b>			<b>2,953,382</b>		<b>2,872,111</b>	<b>7,981,900</b>	
<b>Direct Costs of Operations</b>	<b>1,570,756</b>	<b>73%</b>		<b>2,081,712</b>	<b>70%</b>	<b>2,278,156</b>	<b>5,930,624</b>	
<b>Indirect Costs of Operations</b>	<b>293,526</b>	<b>14%</b>		<b>402,009</b>	<b>14%</b>	<b>99,708</b>	<b>795,243</b>	
<b>Total Cost</b>	<b>1,864,282</b>			<b>2,483,721</b>		<b>2,377,864</b>	<b>6,725,867</b>	
<b>Less Unallowable Costs</b>	<b>323</b>	<b>0%</b>		<b>443</b>	<b>0%</b>	<b>104</b>	<b>870</b>	
<b>Allowable Costs</b>	<b>1,863,959</b>			<b>2,483,278</b>		<b>2,377,760</b>	<b>6,724,997</b>	
<b>Franchise Income</b>	<b>292,448</b>			<b>470,104</b>		<b>494,351</b>	<b>1,256,903</b>	
<b>Return on revenues</b>	<b>13.56%</b>			<b>15.92%</b>		<b>17.21%</b>	<b>15.75%</b>	

Attachment B – Projected 2022

**Projected 2022 Results**  
**Return on Revenues**  
**City of Wilsonville**

	Residential Service			Commercial Service			Drop Box	Grand Totals					
	Solid Waste	Recycling	Yard Debris	Solid Waste	Recycling								
		% ▲ from prior year			% ▲ from prior year		% ▲ from prior year						
<b>Collection &amp; Service Revenues</b>	<b>2,099,199</b>	-2.7%	<b>0</b>	<b>0</b>	<b>2,814,099</b>	-4.7%	<b>0</b>	<b>2,941,741</b>	2.4%	<b>7,855,039</b>			
<b>Surcharge Overage</b>													
<b>Direct Costs of Operations</b>	<b>928,648</b>		<b>410,012</b>	<b>325,772</b>	<b>1,730,101</b>		<b>458,688</b>	<b>2,415,192</b>		<b>6,268,413</b>			
Disposal / Processing Expense	538,602	9.0%	59,470	52.0%	166,368	3.5%	1,036,564	9.0%	98,273	52.0%	1,696,223	9.2%	3,595,500
Labor Expense	182,242	3.1%	234,568	3.1%	106,666	3.1%	318,518	3.1%	215,005	3.1%	341,850	3.1%	1,398,849
Truck Expense	75,604	4.6%	97,313	4.6%	44,252	4.6%	132,140	4.6%	89,196	4.6%	141,820	4.6%	580,325
Equipment Expense	2,247	0.0%	2,892	0.0%	1,315	0.0%	64,216	1.7%	41,760	1.7%	57,762	6.1%	170,192
Franchise Fees	104,960	-2.4%	0		0		139,855	-22.3%	0		147,087	-14.9%	391,902
Other Direct Expense	24,993	0.8%	15,769	1.7%	7,171	1.7%	38,808	0.9%	14,454	1.7%	30,450	1.3%	131,645
<b>Indirect Costs of Operations</b>	<b>302,139</b>	14%			<b>413,804</b>	15%		<b>102,635</b>	3%		<b>818,578</b>		
Management Expense	35,583	0.0%			48,734	0.0%		12,093	0.0%		96,410		
Administrative Expense	30,898	5.0%			42,319	5.0%		10,502	5.0%		83,719		
Other Overhead Expenses	235,658	3.1%			322,751	3.1%		80,040	3.1%		638,449		
<b>Less Unallowable Costs</b>	<b>323</b>				<b>443</b>			<b>104</b>			<b>870</b>		
<b>Revenues</b>	<b>2,099,199</b>				<b>2,814,099</b>			<b>2,941,741</b>			<b>7,855,039</b>		
		% ▲ from prior year				% ▲ from prior year							
<b>Direct Costs of Operations</b>	1,664,432	6.0%			2,188,789	5.1%		2,415,192			6,268,413		
<b>Indirect Costs of Operations</b>	302,139	2.9%			413,804	2.9%		102,635			818,578		
<b>Total Cost</b>	<b>1,966,571</b>	<b>5.5%</b>			<b>2,602,593</b>	<b>4.8%</b>		<b>2,517,827</b>			<b>7,086,991</b>		
<b>Less Unallowable Costs</b>	<b>323</b>				<b>443</b>			<b>104</b>			<b>870</b>		
<b>Allowable Costs</b>	<b>1,966,248</b>				<b>2,602,150</b>			<b>2,517,723</b>			<b>7,086,121</b>		
<b>Franchise Income</b>	<b>132,951</b>				<b>211,949</b>			<b>424,018</b>			<b>768,918</b>		
<b>Projected Return on Revenues</b>	<b>6.33%</b>				<b>7.53%</b>			<b>14.41%</b>			<b>9.79%</b>		
<b>2021 Return on Revenues</b>	<b>13.56%</b>				<b>15.92%</b>			<b>17.21%</b>			<b>15.75%</b>		



CITY OF WILSONVILLE, OREGON

**Republic Services Rate Schedule  
for Collection and Disposal of  
Solid Waste, Recyclables, Yard Debris,  
Organic Materials and Other Materials**

**Effective: January 1, 2022**

**ROLL CART SERVICE RATES****Residential Single-Family Dwellings and Condominium Communities**

<b>Residential Single-Family Dwelling Garbage Cart *</b> (includes optional 65 gallon recycling cart, 14 gallon glass recycling bin, and 65 gallon yard debris cart service)	<b>Rate</b>
20 gallon	\$21.32
35 gallon	\$27.95
60 gallon	\$36.30
<b>Charbonneau Garbage Cart *</b> (Charbonneau District only is yard debris exempt) (includes optional 65 gallon recycling cart and 14 gallon glass recycling bin service)	<b>Rate</b>
20 gallon	\$18.57
35 gallon	\$21.90
60 gallon	\$30.75
<b>Condominium Garbage Cart *</b> (includes optional 65 gallon recycling cart, 14 gallon glass recycling bin, and 65 gallon yard debris cart service)	<b>Rate</b>
20 gallon	\$21.32
35 gallon cart	\$27.95
60 gallon cart	\$36.30
On Call (per each pick-up/service)	\$12.26
Recycling Only (monthly fee)	\$10.98
Yard Debris Only (monthly fee)	\$8.11
Recycling & Yard Debris Only (monthly fee)	\$16.74
<b>Additional / Extra Service</b>	<b>Rate</b>
Lost or damaged garbage cart (new replacement)	\$69.08
Lost or damaged yard debris cart (new replacement)	\$72.39
Lost or damaged recycling cart (new replacement)	\$72.39
Lost or damaged recycling bin (new replacement)	\$11.73
Return trip fee outside of normally scheduled route	\$23.14
All occasional extras (box/bag/can)	\$6.40
Over-full can charge	\$6.40
Yard debris contaminated with garbage	\$13.86
Gate opening/roll out container (monthly)	\$17.27
Special container (medical waste)	\$17.27
<b>Temporary Clean Up Container</b> (3 Yards Maximum Volume for 4 Days)	<b>Rate</b>
Delivery & Removal of Container	\$126.97
Extra Dump	\$91.37
Daily Container Rental Charge Past 4 Days	\$6.18

\* indicates monthly rate for cart service

## COMMERCIAL CONTAINER RATES

### Commercial Services – Rate Per Month

Container Size	Rate - 1 stop per week	Rate - 2 stops per week	Rate - 3 stops per week	Rate - 4 stops per week	Rate - 5 stops per week	Rate - 6 stops per week
1 yard	\$108.96	\$212.10	\$306.73	N/A	N/A	N/A
1.5 yard	\$143.05	\$273.14	\$401.68	N/A	N/A	N/A
2 yard	\$184.59	\$352.95	\$520.96	\$698.73	\$874.84	\$1,053.91
3 yard	\$251.07	\$485.22	\$720.72	\$975.19	\$1,227.38	\$1,479.05
4 yard	\$323.43	\$633.19	\$942.18	\$1,276.47	\$1,607.67	\$1,938.17
5 yard	\$390.49	\$757.30	\$1,134.58	\$1,538.03	\$1,938.11	\$2,336.70
6 yard	\$446.77	\$871.60	\$1,314.31	\$1,782.90	\$2,247.06	\$2,710.41
8 yard	\$588.47	\$1,149.69	\$1,735.01	\$2,356.59	\$2,971.70	\$3,585.54

### Extra Commercial Pick-Up Rates

Container Size	Rate per Pick-up
1 yard	\$25.05
1.5 yard	\$35.07
2 yard	\$45.84
3 yard	\$66.52
4 yard	\$87.31
5 yard	\$108.10
6 yard	\$128.78
8 yard	\$169.19

Container Compactor rate is 2.2 times the regular rate.

Commercial extra container dumps (return trips) are charged at 33% of the monthly rate.

Food scraps recycling service bundled with rates for commercial food-scrap generators subject to Metro Ordinance No. 18-1418.

Extra material beyond the capacity of the container is charged \$26.85 per yard.

### Multi-Family Communities / Commercial Cart Service

Includes 65 gallon recycling cart and 14 gallon glass recycling bin service.

Size	Rate
35 gallon cart	\$21.20
60 gallon cart	\$32.70
90 gallon cart	\$41.00

### Recycling Rates for Multi-Family Communities with Compactors or Train Systems

Number of Units	Rate per Month
1-99	\$139.22 (minimum)
100-199	\$2.34 per unit
200-299	\$1.92 per unit
300-399	\$1.69 per unit
400+	\$1.65 per unit

### Additional Recycling Services – Drop Box and Commercial Customers

Container Size	Rate
60 gallon	\$16.10 per cart (includes pick up)
90 gallon	\$19.50 per cart (includes pick up)
Metal Tote	\$25.27 monthly rent, plus hourly rate
Cardboard Container	\$25.27 per month for customers that have less than 4 cubic yards of flattened cardboard per month

### Miscellaneous Service Rates – Hourly Hauling Rate

Service	Rate Per Hour
1 truck + 1 driver	\$105.86
1 truck + 1 driver + 1 helper	\$133.69

## INDUSTRIAL DROP BOX AND ROLL OFF COMPACTOR SERVICE RATES

### Drop Box / Compactor Rates Haul Rates

Container Size	Haul Rate
10-29 yard drop box	\$124.00
30 yard drop box	\$140.00
40 yard drop box	\$159.00
10-19 yard compactor	\$124.00
20-29 yard compactor	\$140.00
30-39 yard compactor	\$197.00
40+ yard compactor	\$264.00

### Additional Drop Box Fees

Service	Rate
Drop Box Delivery Fee	\$56.00
Fee for less than 1 haul per month	\$20.00
Round-trip box (per haul)	\$36.00

### Drop Box Rental Fees

Drop Box Size	Rate
10 yard - After 48 hours	\$9.00 / Per Day
20 yard - After 48 hours	\$9.00 / Per Day
30 yard - After 48 hours	\$10.00 / Per Day
40 yard - After 48 hours	\$12.00 / Per Day
10 yard - Monthly	\$85.00 / Per Month
20 yard - Monthly	\$85.00 / Per Month
30 yard - Monthly	\$90.00 / Per Month
40 yard - Monthly	\$95.00 / Per Month

Rent charged is the lesser of the daily or monthly rent total.

## SUPPLEMENTAL SERVICES RATES

Type of Service	Rate
<b>Special Services Not Listed:</b>	
Hauler will charge the reasonable cost of collection and disposal; charge to be related to a similar schedule fee where possible.	Cost of Collection/ Disposal
<b>Appliances:</b>	
Large appliances that contain Freon (accessible at curb)	\$50.10
Large appliances without Freon (accessible at curb, Freon removal certificate required for pick up)	\$28.78
<b>Bathtub / Sink / Toilet:</b>	
Fiberglass tub/shower	\$44.53
Sinks without cabinet	\$16.70
Toilet	\$22.26
<b>Carpets:</b>	
Rug	\$16.70
<b>E-Waste (Electronic Devices) Removal:</b>	
TV under 25", PC monitor, laptop	\$16.70
TV over 25"	\$33.40
TV console, TV projector, copiers	\$44.53
<b>Furniture:</b>	
Hide-a-bed	\$44.53
Large furniture – full sized couch, dining table, dresser, etc.	\$33.40
Small furniture – recliner chair, office chair, crib, coffee table, patio table, cabinets, etc.	\$22.26
<b>Mattresses:</b>	
Twin mattress/box spring (set)	\$22.26
Double/queen mattress/box spring (set)	\$33.40
King mattress/box spring (set)	\$38.97
<b>Miscellaneous / Other:</b>	
Basketball hoop	\$44.53
Bicycle	\$16.70
Christmas tree	\$10.67
Entertainment center	\$55.43
Hot tub cover	\$55.43
Hot water heater	\$44.53
Treadmill, door, furnace, barbeque, satellite dish, lawnmower	\$27.84
Waterbed bag	\$16.70
Windows	\$16.70
<b>Tires:</b>	
Tires with rims – Passenger or light truck	\$22.26
Tires without rims – Passenger or light truck	\$16.70
Tires – Heavy equipment, semi, etc. charged per ton at current disposal facility gate rate	Gate Rate
<b>Return Trip Fee:</b>	\$22.26
<b>Minimum Charge:</b>	\$16.70

## RECYCLING SURCHARGE

Temporary recycling surcharge for residential and commercial customers was eliminated effective January 1, 2022.

WILSONVILLE  
CITY COUNCIL  
GOALS 2021-2023  
WORK PLAN



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*OCTOBER 2022*

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# Goal 1: Increase Mobility for all in Wilsonville

## *Strategy 1.1 Advocate at the federal, state and regional level to complete the Boone Bridge replacement.*

**Project Description:** Lobby key regional, state and federal leaders and agencies to raise awareness and for funding; communicate advancements with the community and provide council updates as needed.

**Project Lead:** Mark Ottenad / Bill Evans

### **Project Timeline:**

*Jan – Mar 2021:*

- Acting in advance of City-sponsored legislation, the Oregon Transportation Commission reallocates \$3.7 million of 2020-23 STIF funds in March 2021 to advance next phase on engineering design for I-5 Boone Bridge and Seismic Improvement Project. Complete study to provide required NEPA analysis and projected final cost.

*Apr – Jun 2021:*

- Legislature names in HB 3055/SB 5006 of June 2021 the I-5 Boone Bridge and Seismic Improvement Project as a priority ODOT project on par with I-205/Abernathy Bridge, I-5/I-84 Rose Quarter and Highway 217 highway improvement projects with access to a potential \$30 million/year of bonded funding authorized over a six-year period.

*FY2021-22*

*July – Sept 2021:*

- ODOT has proposed in July 2021 for the 2024-27 STIP to advance a \$9-11 million highway modernization project that is component of the I-5 Boone Bridge Seismic Improvement Project: to build a limited-segment northbound auxiliary lane from the Wilsonville-Hubbard Cutoff Highway 551 on-ramp to the Miley Road / Charbonneau on-ramp to I-5.
- City staff meet with Congressional staff in August 2021 to discuss surface transportation issues and prospective funding for transportation infrastructure.
- Schedule ODOT staff to appear in Sept 2021 before City Council to present on transportation issues. including proposed tolling and developments south of Wilsonville.

### **Previous Updates:**

Nov. 2021 - Compose articles for publication in The Boones Ferry Messenger updating community on various aspects of ODOT transportation improvements in South Metro I-5 Corridor.

Feb. 2022 - Compose articles for publication in The Boones Ferry Messenger updating community on various aspects of ODOT transportation improvements in South Metro I-5 Corridor. Metro advances Metropolitan Transportation Improvement Plan (MTIP) amendment to Joint Policy Advisory Committee on Transportation (JPACT) to advance I-5/Boone Bridge and Seismic Improvement Project.

April 2022 - On January 20, 2022, the Joint Policy Advisory Committee on Transportation (JPACT) approved Resolution No. 21-5215, For the Purpose of Amending the FY 2021-22 Unified Planning Work Program (UPWP) to Amend the Funding and Add Detail to the Existing I-5 Boone Bridge Planning Project.

Mayor Fitzgerald provided testimony to the Oregon Transportation Commission and JPACT multiple times in January and February 2022.

On February 23, 2022, City staff met with ODOT staff to discuss elements of the I-5 Boone Bridge and Seismic Improvement Project, including Metro Council concerns.

On March 3, 2022, the Metro Council adopted Resolution No. 21-5215, which has the effect of providing \$200,000 to advance the NEPA study phase of the I-5 Boone Bridge and Seismic Improvement Project. Metro Councilors express concerns regarding the proposed I-5 Boone Bridge auxiliary lane as a system-wide highway capacity addition.

July 2022 - City staff worked with reporter Corey Buchanan of Portland Tribune/Wilsonville Spokesman to publicize Metro Council's advancing of the I-5 Boone Bridge and Seismic Improvement project with a June 10 article entitled, "ODOT may need to satisfy Metro concerns before new Boone Bridge is built."

Mayor Fitzgerald and staff hosted Metro District 3 Councilor Gerritt Rosenthal on a June 20 tour of Wilsonville with a focus on land-use and transportation issues, including I-5/Boone Bridge bottleneck, UGB/Urban Reserve expansion areas, and State-backed Aurora State Airport urbanization expansion in exclusive farm use (EFU) land.

#### **Quarterly Update: In Progress**

*October 2022 - ODOT has announced project solicitation for 15% design and National Environmental Policy Act (NEPA) analysis to be conducted in the following quarter to commence the initial phase of the project.*

### ***Strategy 1.2 Pursue a legislative strategy to support aligning the SMART service boundaries with the City limits.***

**Project Description:** *Work with Metro, FHWA, FTA, TriMet, Counties and other parties to elevate SMART to have a seat at the JPACT table and use leverage in 2026 when the WES agreement expires.*

**Project Lead:** *Mark Ottenad, Dwight Brashear*

#### **Project Timeline:**

*Jan – Mar 2021:*

- *Successfully advance City/SMART request for SMART seat on JPACT before FHWA and FTA via Metro MPO TMA review process in Feb 2021 before the Clackamas County Coordinating Committee, seeking letter of support/endorsement.*

*Apr – Jun 2021:*

- *Joint Policy Advisory Committee on Transportation (JPACT) Chair writes to Clackamas County Coordinating Committee (C4) acknowledging need for better transit coordination, and intends to convene meetings in summer or fall 2021.*

*FY2021-22*

July – Sept 2021:

- *City/SMART follow-up with JPACT Chair and Metro staff for convening of meetings.*
- *City/SMART write letter of welcome to new TriMet General Manager (GM) and request a meeting.*

**Previous Updates:**

Nov. 2021 - City/SMART staff follow-up with C4 and Metro JPACT regarding proposed mediation.  
City/SMART staff follow-up with TriMet on meeting request with GM.  
Mayor meets with Metro Councilors to discuss various issues, including transit service boundary.

Feb. 2022 - City/SMART staff follow-up with C4 and Metro JPACT regarding proposed mediation.  
City/SMART staff met with TriMet GM.

April 2022 - City staff followed up with TriMet GM after the meeting by relaying the draft term sheet presented previously in October 2021. Subsequently in February, Dwight Brashear confirmed that TriMet legal department was reviewing the draft term sheet.

July 2022 - City received an email from TriMet on May 26 indicating that the proposed Term Sheet is still under review.

Mayor Fitzgerald and staff hosted Metro District 3 Councilor Gerritt Rosenthal on a June 20 tour of Wilsonville with a focus on land-use and transportation issues, including proposed SMART seat on JPACT and TriMet/SMART service-territory boundary.

**Quarterly Update: In Progress**

*October 2022 - City Council approved submission of a 2023 legislative session concept for “SMART Service Territory Alignment with City Boundaries; Adjustment of TriMet District Boundary” to the Office of Representative Courtney Neron, HD 26, who has advanced to Legislative Counsel for drafting as a bill for potential introduction.*

***Strategy 1.3 Work with ODOT to incorporate the French Prairie Bridge crossing into the Boone Bridge project.***

**Project Description:** *Work with ODOT to confirm the French Prairie Bridge as the alternative transportation facility for the I-5 Boone Bridge and Seismic Improvement Project and in the Regional Mobility Pricing Project / Comprehensive Congestion Management and Mobility Plan.*

**Project Lead:** *Mark Ottenad, Zach Weigel*

**Project Timeline:**

*Jan – Mar 2021:*

- *The City submitted letters in March 2021 to Oregon Transportation Committee and Legislature advocating for named inclusion of the French Prairie Bridge.*

*Apr – Jun 2021*

- *The City submitted letters in May 2021 to Legislative leadership advocating for named inclusion of the French Prairie Bridge.*

*FY2021-22*

*Jul – Sept 2021*

- *Schedule ODOT staff to appear in Sept 2021 before City Council to present on transportation issues, including status of I-5 Boone Bridge project and status of French Prairie Bridge as potential alternative transportation facility.*

**Previous Updates:**

Nov. 2021- ODOT presented an update on the Boone Bridge project to City Council in September.

Feb. 2022 – No Update.

April 2022 - On February 23, 2022, City staff met with ODOT staff to discuss elements of the I-5 Boone Bridge and Seismic Improvement Project, including the proposed French Prairie Bridge bike/ped alternative transportation facility. ODOT staff appear increasingly amenable to advancing concept of French Prairie Bridge as the I-5 Boone Bridge bike/ped alternative transportation facility.

July 2022 - Mayor Fitzgerald and staff hosted Metro District 3 Councilor Gerritt Rosenthal on a June 20 tour of Wilsonville with a focus on land-use and transportation issues, including French Prairie ‘Bike-Ped-Emergency’ Bridge as vital bike/ped crossing of Willamette River in lieu of using I-5 that would connect Portland Metro Ice Age Tonquin Trail with the Willamette Valley Scenic Bike Route via Champoeg State Heritage Area.

**Quarterly Update: In Progress**

*October 2022 – No Update.*

***Strategy 1.4 Leverage existing City funds to attract outside funding for the I-5 bike and pedestrian bridge.***

**Project Description:** *Work with Metro, ODOT, Counties, Congressional staff and other interested parties to seek complementary funds without overhead that advance project.*

**Project Lead:** *Mark Ottenad, Zach Weigel*

**Project Timeline:**

*FY2021-22*

*July - Sept 2021:*

- *Bring pedestrian walkway and plaza designs for August 2021 City Council meeting.*

*Oct – Dec 2021:*

- *Design should be complete in November 2021*

**Previous Updates:**

Nov. 2021 - Design team presented 60% design to Planning Commission and City Council for feedback

in August. Design team is continuing with 90% design, incorporating feedback received to date.

Feb. 2022 - 90% design drawings were submitted in December. Design team is currently reviewing 90% construction drawings and specifications. Metro Intergovernmental Agreement requirements for funding design of the project have been satisfied. Staff continue to assess construction funding opportunities for the project.

April 2022 - 90% design is complete and the project is “construction ready”. Staff continues to set aside Transportation System Development Charges as part of the annual CIP budget to accumulate funds for construction. The unfunded portion of the project is included in the Town Center Infrastructure Funding Plan and Urban Renewal Analysis that is currently underway. Staff continue to assess other available construction funding opportunities for the project.

Revised August 2022- 90% design is complete and the project is “construction ready”. Staff continues to set aside Transportation System Development Charges as part of the annual CIP budget to accumulate funds for construction. The unfunded portion of the project is included in the Town Center Infrastructure Funding Plan and Urban Renewal Analysis that is currently underway. Staff continue to assess other available construction funding opportunities for the project.

**Quarterly Update: In Progress**

*October 2022 – No Update.*

***Strategy 1.5 Implement existing transportation plans and advance planning efforts to improve our local transportation network.***

**Project Description:**

**Project Lead:** *TBD*

**Project Timeline:**

Quarterly Update:

## Goal 2: Support local business recover post-pandemic

### Strategy 2.1 Develop programs for business support using ARPA funds.

**Project Description:** *Identify programs to support business.*

**Project Lead:** *Chris Neamtzu/ Bryan Cosgrove*

**Project Timeline:**

*Immediate work (business needs), to be complete by the end of 2021.*

*Work with Chamber of Commerce for Outreach.*

**Previous Updates:**

Nov. 2021- The Executive Team has been engaged in a brainstorming exercise to come up with various project ideas and evaluation criteria. The City Manager and Finance Director are initiating a conversation with the City Council regarding project ideas for eligible expenditures using ARPA funds at the September 20, 2021 City Council meeting.

Feb. 2022 – City Council agreed to add resources for the new Economic Development Manager after he does an analysis of what might be needed for additional business support.

April 2022 - At this time, Staff has not identified a need for ARPA funds to support economic development through small business assistance, grants, or otherwise, and is awaiting further direction from Council on the issue. Another round of small business grants does not appear to be necessary, nor a responsible use of funds.

Possible areas of focus, eligible under ARPA final rules, peripherally related to economic development, include physical infrastructure development, childcare, and affordable housing, and workforce development.

July 2022 – No Update

**Quarterly Update: On Hold**

*October 2022 – No Update*

## ***Strategy 2.2 Convene the Chamber of Commerce and Small Business Development Center (SBDC) to assess local business needs and available resources.***

**Project Description:** *See Strategy 2.1 above.*

**Project Lead:** *Chris Neamtzu/ Matt Lorenzen*

### **Project Timeline:**

*Immediate work (business needs), to be complete by the end of 2021.*

*Work with Chamber of Commerce for Outreach.*

### **Quarterly Update: In Progress**

Feb. 2022 - New Economic Development Manager (EDM), Matt Lorenzen, has held initial meeting with Chamber CEO and has established relationship with Clackamas SBDC Director, Rob Campbell. If additional small business support is desired by Council, beyond a potential ARPA-funded project (see Strategy 2.1), EDM will execute, as desired.

Until such time, EDM is coordinating with Sherwood, Tigard, and Forest Grove to hold bimonthly (every other month) small business webinars/workshops (<https://bit.ly/sml-biz-wbnr>). EDM is working to establish a newsletter to Wilsonville business community to elevate and promote these webinars. In the interim, City communication channels will be utilized—website, social media, etc.

April 2022 - EDM has launched a small-business newsletter that aims to deliver relevant economic data and news as well as free or inexpensive training opportunities for small business operators.

We continue our partnership with other Westside small cities to organize and hold bimonthly small business webinars/workshops. The intent is to continue this webinar/workshop series indefinitely, as long as it remains relevant and well-received by attendees.

At this time EDM has not engaged the Chamber directly in order to assess local business needs.

July 2022 - No Update. The newsletter and small business workshops/webinars with partner cities continue.

### **Quarterly Update: In Progress**

*October 2022 - The small business newsletter continues. This month's edition will feature a registration link for a small business webinar, organized by Wilsonville EDM (co-hosted by other Washington County cities). The topic is Business Transitions and will feature speakers from the Clackamas Small Business Development Center who will talk to business owners about how to plan for such events as a sale to a third-party, management buy-out, or succession to family/next generation. In addition to the ec-dev newsletter, the Chamber of Commerce will be invited to promote the webinar to its membership and share the registration link on their website and on their communication channels.*

## Goal 3: Expand home ownership for lower income levels and first-time home buyers

***Strategy 3.1 Continue implementation of the City's Equitable Strategic Housing Plan (ESHP) and explore funding options including Construction Excise Tax (CET), Vertical Housing Development Zone (VHDZ), etc.***

**Project Description:** *This project explores implementation of several EHSP actions and recommendations, including those on the Actions Requiring Further Exploration list. This includes work already underway to implement Vertical Housing Development Zones (VHDZ) as a means to incentivize mixed-use development in Villebois Village Center and Town Center (part of Action 1D). The City has contracted with ECONorthwest to assist with this work. Additional work on EHSP implementation will require City Council direction to determine if the City desires to implement CET to serve as a funding source for future activities in support of affordable housing, as well as which aspects of Action 1E (Facilitate Connections to Partners and Housing Resources through City Liaison) are of highest priority to Council. Direction on these items will allow for future implementation of items on the Actions Requiring Further Exploration list.*

**Project Lead:** *Kim Rybold*

**Project Timeline:** *Current project scope with ECONorthwest for VHDZ implementation*

*Q4 2021 – Discuss commercial criteria and Town Center boundary options with City Council*

*Q1 2022 – VHDZ adoption*

**Other activities**

*Q4 2021 – Council work session to gather input and direction on CET, ESHP Action 1E, and other items from the EHSP Actions Requiring Further Exploration list*

*2022 – Work to implement additional EHSP actions. Exact timing will depend on Council prioritization of EHSP Actions and funding opportunities.*

**Previous Updates:**

Nov. 2021 - In August, the project team presented a memo to City Council to respond to questions and suggestions raised during a work session in May about potential VHDZ implementation in vertical, mixed-use areas of the City. Based on Council direction to examine criteria options for how to define eligible non-residential spaces as well as possible boundaries in Town Center, the project team conducted additional research and analysis on these topics during September in preparation for an upcoming Council work session in November.

Feb. 2022- The project team shared site design alternatives with City Council in November and gathered feedback on preferred options and possible development incentives. Based on this input, the team began drafting the RFQ with anticipated release in late Q1 2022.

April 2022- In February, the project team presented draft local criteria related to the definition and design of eligible non-residential spaces to City Council for confirmation that the criteria should be included in the City's VHDZ program. Based on Council's confirmation of the criteria, the project team began the process

to adopt a VHDZ program, including notifying affected taxing districts of the proposed program and evaluation of potential displacement impacts as required by state statute. Adoption of a VHDZ program is scheduled for consideration by City Council on May 2.

July 2022 - In April, the project team finalized the evaluation of potential displacement impacts as required by state statute and prepared a resolution for adoption of the VHDZ program, including local criteria, in portions of Villebois Village Center and Town Center. On May 2, City Council approved Resolution No. 2971 adopting the VHDZ Program. Staff began producing program materials, including application forms and marketing materials, which will be available in early summer.

### **Quarterly Update: In Progress**

*October 2022 - This summer, staff finalized application materials for the City's VHDZ program, and began work to explore CET as a funding source for affordable housing initiatives. In July, staff held a work session with City Council to present background information on how CET could be used by the City. At Council's direction, staff held a second work session in September to present the findings of how CET is used in other local jurisdictions, along with information on how CET can affect overall development costs and project feasibility.*

## ***Strategy 3.2 Explore examples of other programs to support home ownership for low-income residents and first-time homebuyers as part of the Frog Pond East and South Master Plan.***

**Project Description:** *The Frog Pond East and South Master Plan scope includes exploring affordable housing opportunities. This includes, per Council direction, a particular look at affordable home ownership opportunities.*

**Project Lead:** *Miranda Bateschell/ Dan Pauly*

**Project Timeline:** *Frog Pond East and South planning must be complete by December 2022.*

### **Previous Update:**

Nov. 2021 - The Frog Pond East and South Master Plan project is under way, including the component dealing with affordable housing and home ownership. EcoNW is the main consultant on this portion of the project. Council will hear more about the housing component of the project in a January work session.

Feb. 2022 – No Update.

April 2022- The Frog Pond East and South project team has completed and shared with City Council an Affordable Housing Analysis that discussed feasibility of programs to support affordable home ownership in the specific context of Frog Pond East and South. Efforts continue to do outreach around housing to learn more about potential solutions and programs. One recommendation to date is to adopt policies that allow a wide variety of housing in Frog Pond East and South to provide flexibility for different programs over the 10-15 year build out of Frog Pond East and South.

July 2022 - The Frog Pond East and South project team had a busy Spring with many outreach efforts around housing to learn more about potential solutions and programs regarding affordable home ownership. They held a community workshop, a number of focus groups, and conducted an online survey. The team also prepared land use and urban design alternatives to be discussed in June Planning Commission and City Council Work Sessions. The design alternatives allows for a wide variety of housing in Frog Pond East and South. In the coming months the project team will continue to work with the public, Planning Commission, and City Council, to develop a plan and policies for Frog Pond East and South that enable the type of development that can be supported by home ownership programs.

### **Quarterly Update: In Progress**

*October 2022 - The Frog Pond East and South Master Plan is coming together after public engagement and many Planning Commission and City Council work sessions. The Council is scheduled to adopt it by the end of the year. The draft Master Plan has policies to support a variety of housing that has potential to provide market-rate home ownership opportunities at a price lower than other recent development. In addition, the Master Plan has policies to avoid regulatory barriers to programs the City may develop for subsidized affordable housing during the life of the Master Plan.*

### ***Strategy 3.3 Develop a concept plan, zoning strategy, public outreach, identify partners, pursue grant funding, and draft development agreement for a transit-oriented development (TOD) project at WES Transit Center site.***

**Project Description:** *This project explores implementation of Equitable Housing Strategic Plan Action 1A to evaluate options for transit-oriented development at the Wilsonville Transit Center. The first phase of this project will conduct a development opportunity study to establish the City's vision for development on this site and identify preferred site design alternatives and funding sources. The City has contracted with Leland Consulting Group to assist with this work. Based on this information, the City and Leland will prepare a developer solicitation (RFQ and RFP). The second phase of this project will occur once a developer is selected and will include a development agreement, project funding, and land use approvals.*

**Project Lead:** *Kim Rybold/Dwight Brashear*

**Project Timeline:** *Current project scope with Leland Consulting Group*

*Q3 2021 – Goals and Vision discussion with Council*

*Q4 2021 – Site Design Alternatives and Funding Strategy*

*Q1 2022 – Release RFQ/RFP for Developer Solicitation*

*Q2 2022 – Developer Selection*

*Additional work outside of the current scope (but within the July 2021-April 2023 timeframe) potentially includes development agreement, project funding, and land use approvals. Exact timing of these items will depend on the selected developer and funding opportunity application deadlines.*

**Previous Updates:**

Nov. 2021- During July, the project team began an assessment of opportunities and constraints on the TOD project site, which was shared with City Council at a work session in September. The project team gathered Council's input on vision, goals, and priorities for future development on the site, which the team will use as a basis to develop site design alternatives that illustrate options for development on this site. The project team will present these site design alternatives to City Council in November.

Feb. 2022 - The project team shared site design alternatives with City Council in November and gathered feedback on preferred options and possible development incentives. Based on this input, the team began drafting the RFQ with anticipated release in late Q1 2022.

April 2022- On March 18, the project team released a request for qualifications (RFQ) to solicit statements of qualifications (SOQs) from interested development teams for the TOD project. On March 31, the project team hosted a TOD site tour for potential developers, social service agencies, and nonprofit organizations, which was well-attended. The published due date for SOQs is April 26, after which the City will select a short list of development teams to respond to a Request for Proposals (RFP), anticipated later this spring.

July 2022 - This Spring, the City received and reviewed submitted Statements of Qualifications (SOQ) from interested project developers based on the Request for Qualifications (RFQ) document released in March. During June, the City released a Request for Proposals (RFP) to three development teams who will provide more detailed proposals for development at the TOD site, including project design, a development program, pro forma information, and anticipated funding sources. Responses to the RFP are due to the City on July 1.

**Quarterly Update: In Progress**

*October 2022 - In July, the City's project team reviewed RFP responses from three interested development teams and held interviews with all three teams to learn more about each team's approach to the project site. The project team continues to evaluate the development teams with the assistance of the City Manager who will aid the Review Team in arriving at a recommendation for a preferred development partner.*

## **Goal 4: Attract high quality industry and economic opportunity in Wilsonville**

## ***Strategy 4.1 Leverage the Coffee Creek Urban Renewal District with the goal of attracting new industry that pays family-wage jobs in two years.***

**Project Description:** *Attract industry with family-wage jobs to Coffee Creek Urban Renewal District.*

**Project Lead:** *Chris Neamtzu/ Matt Lorenzen*

### **Project Timeline:**

*Once the Economic Development Manager position is filled, tasks will include:*

- *Coffee Creek marketing brochure update will include the new road project (infrastructure, zoning regulations and future projects)*
- *Investigate creation of a GIS Story Map to assist with marketing this project.*
- *Share info with City Council when appropriate*
- *Share info with Economic Development groups such as Greater Portland Inc., Small Cities Consortium, brokers and industrial developers.*
- *Identify and investigate tools to assist with land aggregation strategies (i.e. horizontal development agreement)*

### **Previous Updates:**

Nov. 2021 - The Economic Development Manager recruitment is underway.

Feb. 2022- Matt Lorenzen started on December 28, 2021 as the city's new Economic Development Manager (EDM). EDM is working on marketing collateral concepts, which will be developed into digital and print product, including a brochure and GIS Story Map. EDM is establishing relationships with partners including GPI, brokers, and developers in order to assess and access the marketplace. EDM is researching best practices regarding Horizontal Development Agreements, with the aim of initially meeting with property owners individually, and then convening property owners as a group with a basic deal structure/proposal later in 2022.

Pannatoni Development Company is currently constructing a new 110,366 SF industrial warehouse along SW Clutter Road in the Coffee Creek Industrial Area called the Coffee Creek Logistics Center. This is the first significant investment in the Coffee Creek Urban Renewal Area. The building is planned to have two tenants, and will be comprised of warehouse, distribution and manufacturing uses. Building occupancy will be in spring 2022.

Mildren Design Group has submitted an application for an existing Wilsonville business, Precision Countertops, for a new 84,000 SF showroom, office, warehouse and fabrication space along the east side of Garden Acres Road.

Along the west side of Garden Acres Road, Black Creek Group of Newport Beach, CA is proposing development of a 148,000 SF flex warehouse. This project is scheduled to go to the DRB in early 2022.

April 2022 – After preliminary research and discussion with local brokers, Economic Development Manager (EDM) is skeptical that a so-called Horizontal Development Agreement is the answer. Further investment in critical infrastructure remains priority #1, but the obstacle of disparate land

ownership cannot be overstated. The URTF will need to make recommendations aimed at overcoming this obstacle.

Panattoni Development Company building will have two tenants: A-dec, a dental office furniture equipment manufacturer, and Owens and Minor, a local medical supply company. Building occupancy will be in spring 2022.

Mildren Design Group has withdrawn their application for Precision Countertops so that additional work can be done value engineering the project. This project is anticipated to be re-submitted as an administrative review, the first land use application to propose to use the expedited path under the Form Based Code.

Black Creek Group's proposed project, along the west side of Garden Acres Road, is scheduled to go to the DRB and City Council for land use review in May of 2022. The project team anticipates initiating construction over the summer and into 2023.

July 2022 - Black Creek Group passed Design Review and has submitted for Building permits. They propose a speculative 148,000 sf warehouse/distribution facility at the north end of Garden Acres Rd., on the west side of the street. The site is just over 8 acres. Proposed tenants are unknown at this time.

New development in the urban renewal area (URA) (Panattoni and Black Creek Group) will be a boon to the tax increment the URA collects annually, and allow the city to initiate more of the infrastructure projects included in the Coffee Creek urban renewal plan.

### **Quarterly Update: In Progress**

*October 2022 - The Urban Renewal Task Force has completed its work and EDM presented the product of their work, the draft Urban Renewal Strategic Plan, to Council on October 17, 2022 for consideration. The draft plan contains recommendations for Coffee Creek, including the addition of Ridder Road improvements to the list of projects under the Coffee Creek UR plan.*

*Black Creek Group has been acquired by publicly traded, Ares Management. Branding and advertising for the "[Grahams Ferry Industrial Center](#)" bear the new name. Construction has begun and EDM is working with Ares' brokers (CBRE) to market the spec property. EDM has added the site to [Oregon Prospector](#), the state's site selection/property locator tool, managed by Business Oregon.*

*Mildren Design Group has resubmitted their development proposal on behalf of Precision Countertops. Associate Planner, Cindy Luxhoj, has reviewed the application materials and issued an "incomplete" notice to the applicant. The City is awaiting a resubmittal.*

## ***Strategy 4.2 Advance the existing strategy for recruitment and expansion of the City's industrial areas.***

**Project Description:** *Develop a white paper for the existing strategy (i.e. no commercial uses in industrial zones, clean industry, story over time, etc.)*

**Project Lead:** *Chris Neamtzu (Mark Ottenad & Leo Consulting to assist)*

**Project Timeline:** *In writing and in presentation format, tell the story of Wilsonville's historic and successful industrial lands strategy. Research issues, summarize history, develop a white paper and create a presentation to share with City Council and the community. This is anticipated to be a living document that is updated as time goes on and circumstances change.*

### **Previous Updates:**

Feb. 2022- Staff have begun to assemble materials that will be the outline for the white paper and presentation, and are pulling information to assist with telling the historic story of industrial land development in Wilsonville. Early summer 2022 is tentatively targeted for the Council work session and public presentation on this topic.

April 2022 - Staff have begun to assemble materials that will be the outline for the presentation, and are pulling information to assist with telling the historic story of industrial land development in Wilsonville. Summer 2022 is targeted for the Council work session and public presentation on this topic.

July 2022 - The 120,000 sf, 2-story "Peyton Business Center" has been vacated by the State of Oregon and is now on market, for lease. Staff is working collaboratively with the brokers representing the building in order to generate and qualify leads. The space is best suited for office use and/or research and development activities. Ceilings have a maximum height of 12 feet and as such the facility is not conducive to many manufacturing operations.

Additionally, staff has begun some early work with more of an out-bound marketing focus. A print collateral piece has been developed and staff will soon launch an e-newsletter that will be distributed to several hundred regional brokers, site selectors, and developers, with a goal of "raising the Wilsonville flag" and generating continual interest in the development of Coffee Creek and other infill opportunities. Staff has also been in contact with public relations staff at Oregon Bio, the state trade association for the bioscience industry, and proposed a meeting to discuss how Wilsonville can partner and use their platform to attract other bioscience companies to complement Twist.

### **Quarterly Update: In Progress**

*October 2022 - Peyton Business Center remains vacant and may take some time to attract a new user. Brokers hosted an open house at the 120,000 sf facility in September. EDM attended and continues to coordinate with the brokers. EDM has also added this property to [Oregon Prospector](#) and shared with Greater Portland Inc. and Business Oregon.*

*EDM launched the Broker/Developer Newsletter—the Wilsonville Development Update—in August. Two editions have been sent. The [first edition](#) was more of a welcome message, while [the second](#) featured information about the WIN Program and Twist Bioscience. The newsletter is being sent to*

450 subscribers—roughly 350 brokers and 100 employees of leading development companies in the Pacific Northwest.

***Strategy 4.3 Develop a land aggregation strategy and conduct outreach with property owners to explore long term plans in Basalt and Coffee Creek.***

**Project Description:** *Part of Strategy 4.1 above.*

***Strategy 4.4 Identify and convene key stakeholders for workforce development to understand challenges, gaps and opportunities to support local high-paying jobs for the Wilsonville community.***

**Project Description:** *Coordinate businesses outreach to gain a better understanding of specific business workforce needs; organize meetings between businesses and workforce development and educational partners.*

**Project Lead:** *Mark Ottenad, Matt Lorenzen*

**Project Timeline:** *With new, revamped economic-development program and staff, commence implementation in FY22-23.*

**Previous Updates:**

Project started April 2022- City Public Affairs and Economic Development staff have attended workforce-oriented meetings of the Clackamas Workforce Partnership (CWP) and Washington County Economic Development Dept. Councilor Linville speaking with CWP regarding prospective participation as ex-officio on the CWP Board. Councilor Akervall has attended CWP and Washington County meetings focused on childcare-related issues as they affect workforce availability for employers.

July 2022- On April 18, Mayor Fitzgerald appointed Councilor Linville as the City Council's representative to the board of Clackamas Workforce Partnership (CWP), serving in an ex-officio capacity.

On June 15, the City hosted along with Clackamas Community College the "2022 Wilsonville Business Summit" at the College's Wilsonville campus. Mayor Fitzgerald and CCC President Tim Cook welcomed business managers and discussed workforce issues that employers are facing today, including a shortage of skilled labor and rising costs.

**Quarterly Update:**

*October 2022- Staff from the City and from Clackamas Community College (CCC) convened approximately 50 representatives from local industry as well as public- and nonprofit-agency partners from workforce development agencies at the CCC Wilsonville Campus, to discuss challenges and opportunities facing employers as they endeavor to hire and retain employees in a highly competitive and dynamic labor market. Several ongoing partnerships have emerged as a result of the meeting. City staff has an upcoming meeting scheduled with CTE (Career & Technical Education) staff and administration at Wilsonville High School.*

*Separately, staff has been working with Clackamas Workforce Partnership (CWP) to better understand how the issue of childcare is impacting local employers and workforce participation among Wilsonville residents and employees who work here. Two surveys for residents and employees were administered and a memo, with survey findings, has been prepared for presentation to Council for their consideration in November.*

***Strategy 4.5*** Conduct outreach to help us prioritize infrastructure investments in the industrial area to expedite private investment.

**Project Description:** Part of 4.1 – See above

## **Goal 5: Align infrastructure plan with sustainable financing sources**

***Strategy 5.1*** Conduct a financial analysis to explore costs and revenue options to fund the City's major infrastructure projects that are currently without identifiable funding.

**Project Description:** Staff to gather information and work with a consultant to identify revenue options, available funds, help council prioritize projects and identify funding plan for the next 5 – 10 years.

**Project Lead:** Kris Ammerman, Keith Katko, Delora Kerber, Jeanna Troha

**Project Timeline:**

*Part 1- Staff to gather information (all projects, all project costs, saved revenue or known revenue sources/ options) and compile by the end of Dec. 2021.*

*Part 2 – Staff to meet with a consultant to discuss a scope of work*

*(SOW – identify revenue options and funds available, help council prioritize projects and identify funding plan for the next 5 – 10 years)*

*Part 3 – RFP for the scope of work.*

*Part 4 – Select a consultant to perform the analysis and help the council to prioritize/ identify funding sources.*

**Previous Update:**

Nov. 2021 - Staff has gathered a list of projects. Staff will work with the consultant to finalize the scope of work

*Feb. 2022 - Financial analysis to explore costs of the City’s major infrastructure projects is complete. Prioritization, rankings, and potential funding strategies are continuing to be examined before recommendations are presented to City Council. The City continues to work with FCS Group.*

April 2022- No update.

July 2022- No update.

**Quarterly Update: In Progress**

*October 2022 - Staff has compiled a list of unfunded infrastructure and facility projects. The list is being reviewed internally by appropriate staff to update cost estimates and for prioritization. Staff will present the project list to Council in November/December 2022. The presentation will include recommendations on available and likely funding sources, and project prioritization based on existing city master plans and previous Parks Bond Task Force input. Many of the projects are related to parks development and facility improvements for the Community Center, Library, Police Station and Kiva building, which will likely require a combination of General Obligation bonds and General Fund support for completion.*

**Strategy 5.2 Update the urban renewal strategic plan.**

**Project Description:** *Team meetings to be set with City’s urban renewal consultants to move forward investigation of potential geographies where a new Urban Renewal Area could be established. Begin with a clear plan for the sunset of current urban renewal areas (West Side and Year 2000) and look at new URA opportunities for Town Center.*

**Project Lead:** *Chris Neamtzu/ Keith Katko/ Bryan Cosgrove (Principal)*

**Project Timeline:** *Expedite - meeting to be set with Elaine Howard and Tiberius Solutions to move forward. The scope will be used to update the timeline.*

*Start with sunset of the current area and look at new Urban Renewal Area (URA) for Town Center Project with new Economic Development Manager.*

**Previous Updates:**

Nov. 2021 - A scope of work has been created by the consultant team to update the 2014 Urban Renewal Strategic Plan. The Economic Development Director position has been on the street since the middle of September, 2021. Once the new Economic Development Manager is hired, the new staff person will initiate the process with one of the first steps being to reconstitute the Urban Renewal Advisory Committee.

Feb. 2022 – The Economic Development Manager is working to reconvene the Urban Renewal Task Force (TF), which was active during the development of the Wilsonville Investment Now (WIN) program. Members of the TF include residents, industry/employers, brokers/developers, business advocacy groups, and the affected taxing districts.

Scope of work for a consultant contract has been finalized. Staff is working with Legal to amend an existing consultant contract to include the strategic plan scope of work. First meeting with TF, staff, and consultant penciled for the week of February 14, 2022.

April 2022 -

On March 2, 2022 Economic Development staff and consultants conducted Urban Renewal Task Force (URTF) meeting #1. Council President Akervall is the Chair of the URTF.

The 2<sup>nd</sup> Task Force meeting was conducted on April 7, where the Task Force went over the Wilsonville Investment Now (WIN) Zone program as well as the Coffee Creek URA.

The 3<sup>rd</sup> meeting is planned for late May, where discussions will continue on evaluating existing plan areas, a look at the use of UR for affordable housing projects and a look forward at other possible areas where this tool could be used to incent investment. It is anticipated that there will be 5-6 total meetings. Council will review and approve the final plan in Q4 2022.

July 2022 - The Task Force (TF) met in May and no meeting was held in June, due to scheduling difficulties. The next meeting will be July 13.

At the May meeting, the TF was briefed by Senior Planner, Kimberly Rybold, on the Town Center plan and the critical role urban renewal could play in bridging the funding gap that exists for planned infrastructure prescribed by the Town Center plan. The group was supportive of the idea of forming a new UR area in the Town Center area at such time the city is in a position to do so.

The July meeting will focus on how urban renewal can be used as a tool for Affordable Housing development.

August's meeting will focus on Basalt Creek as an urban renewal candidate area, and the balance of the meeting will be spent summarizing the thoughts and recommendations of the TF regarding all the topics and areas discussed since the reconvening of the TF in March '22. A September summary meeting will be scheduled to review the final recommendations and report of the TF, and to celebrate the accomplishment!

Staff intends to present the recommendations of the TF and a final report to Council in Q4 2022.

**Quarterly Update: In Progress**

October 2022 - The Urban Renewal Task Force held its final meeting in September and approved a draft Strategic Plan, which was presented for Council consideration during work session on October 17. Final adoption is targeted for November 2022.

### ***Strategy 5.3 Establish the Arts and Culture Board and fund a feasibility study for performing arts facility.***

**Project Description:** *Develop implementation plan and retain consultant to work on forming the Arts and Culture Commission; after establishing and seating the commission, work to prioritize ACHS Recommendations that develop a five-year action plan with annual one-year implantation plan to be presented to the council including funding a feasibility study for a performing arts facility.*

**Project Lead:** *Mark Ottenad/ Kris Ammerman*

**Project Timeline:**

*FY2021-22*

*July – Sep 2021*

- *Develop multi-departmental Implementation Plan for the Formation of an Arts and Culture Commission and scope of work for PSA to retain consultant to advance plan.*
- *Consultant undertakes research on specific issues to be resolved for the commission’s formation, including conducting community meeting, to help shape recommendations.*

*Oct – Dec 2021*

- *Public feedback and City Council direction sought for recommendations of key components of Arts and Culture Commission; resolution of formation brought to City Council.*

*Jan – Mar 2022*

- *Advertise openings on Arts and Culture Commission; arrange interviews.*

*Apr – Jun 2022*

- *City Council confirms appointment of Arts and Culture Commission.*
- *Initial meetings of Arts and Culture Commission to develop priority recommendations for City Council consideration, including funding feasibility study for a performing arts facility.*

**Previous Updates:**

Nov. 2021 - Develop multi-departmental Implementation Plan for the Formation of an Arts and Culture Commission and scope of work for PSA to retain consultant to advance plan.

Conduct meeting with local-area arts and culture supporters to present on ACHS and Implementation Plan for forming an Arts and Culture Commission.

Consultant undertakes research on specific issues to be resolved for the commission’s formation, including conducting community meeting, to help shape recommendations.

Feb. 2022 - Consultant and staff developed an initial proposal for consideration by management of structural components of Arts and Culture Commission. Public feedback and City Council direction was sought for recommendations of key components of Arts and Culture Commission formation.

After receiving public comments and discussing the charter, City Council passed a resolution to formally establish the committee. City commences recruitment for new Arts, Culture, and Heritage Commission members.

April 2022 - Recruitment for volunteers to serve on the new Arts, Culture and Heritage Commission took place during January 2022, followed by interviews with Mayor Fitzgerald and appointment of the ACHC on February 24, 2022.

Park and Recreation staff selected dates in April and May for first two meetings of the ACHC.

July 2022 - The City's Arts, Culture, and Heritage Commission has been established and has held three meetings to date. At the Commission's May meeting they adopted the following Goals Prioritization of Arts, Culture, and Heritage Commission (ACHC) for the FY2022-23 work program.

Summary of Priority Goals by ACHC:

- Provide public-sector leadership and coordination to support arts, culture and heritage activities, events, facilities and programs;
- Work with partners to advance an arts and cultural center/facility;
- Develop a long-term, sustainable public-arts program;
- Make recommendations concerning the goals and objectives, and the selection and disbursement of funds of the Community Cultural Events and Programs Matching Grant Program.

**Quarterly Update: In Progress**

*October 2022 – The ACHC started to work on their initial priority project, which was to re-cast the former Community Tourism Matching Grant Program to the renamed Community Cultural Events and Programs Matching Grant Program.*

## **Goal 6: Engage the community to support emergency preparedness and resiliency**

***Strategy 6.1 Work with emergency response providers to identify gaps and enhance Wilsonville's emergency preparedness planning for all types of emergencies/ disasters.***

**Project Description:** Collaborate with partner agencies (Counties, TVF&R, PGE, NW Natural and Metro, RDPO) on how they are preparing for emergencies and their response plans. Participate in annual Emergency Preparedness exercises (e.g. Cascadia Rising Event). Present information to City Council.

**Project Lead:** Delora Kerber/ Martin Montalvo

**Project Timeline:** Complete by the second quarter of 2023

- Ground Truth the Hazard Mitigation Plan (Ice Storms, Wildfires, Debris Management)

- *Update City’s Emergency Management Plan*
- *Communicate with Council on information gathered from other emergency response agencies.*
- *Presentations to Council from other emergency agencies on their preparedness and response plans.*

**Previous Updates:**

Nov. 2021 - At the September 9 City Council meeting, PGE made presentation on their responses and mitigation to the February Ice Storm.

Feb. 2022 - No Updates.

April 2022 - Staff invited local and regional Emergency Services, and other agencies to become the City of Wilsonville’s partners in emergency management. Partners are requested to allocate staff time as needed for outreach coordination, participation in community events, sharing of existing outreach materials and co-branding.

July 2022- Tualatin Valley Fire District hosted a presentation titled “Wildfire Prevention” which provided information on how to prepare your home for wildfire season at the Wilsonville Library on June 30.

**Quarterly Update: In Progress**

October 2022 - Tualatin Valley Fire District (TVFR) canceled their presentation on “Wildfire Prevention” and have not yet rescheduled.

**Strategy 6.2 Connect the community (residents and businesses) with emergency response resources and educational materials to improve individuals' response planning.**

**Project Description:** Educate community members on emergency preparedness through community events, publications, websites and Annual event “Fair”

**Project Lead:** Delora Kerber / Martin Montalvo with assistance from Bill Evans

**Project Timeline:** Complete by the end of 2022.

- *Publish Quarterly messages in the Boones Ferry Messenger–*  
*Spring: Extreme Heat Safety; Fireworks Safety; Wildfire Preparedness*  
*Summer: Winter Weather Safety; Holiday Fire Safety; Rain/flooding Preparedness*  
*Fall: Winter Weather Safety; Spring & Flood Safety; Cyber Security Safety*  
*Winter: Wildfire Awareness; Pet Preparedness; Summer Safety and Extreme Heat Safety*

- *Publish special section in BFM for September – Emergency Preparedness month & October – Great Shakeout Earthquake Drill*
- *Develop Council narrated educational videos on emergency preparedness*
- *Develop scope and budget for the development of City’s Emergency Preparedness brand and messaging information for use on website, at events, etc.*
- *Update City’s Emergency Preparedness website. Add Council videos*
- *Organize an Emergency Preparedness Fair for September 2022. Include emergency response partners.*
- *Research incentive plans to encourage community members to prepare for disasters. Examples: 5 gallon water jug with emergency preparedness information; go Bag instructions; packaged Emergency Preparedness kits; phone battery chargers; first Aid kits; 30 days to prepare instructions*
- *Pursue grant opportunities to fund incentive plans.*

**Previous Updates:**

Nov. 2021 - Issued the September Boones Ferry Messenger as the first-ever newsletter dedicated fully to emergency preparedness

Over the past several months, 4-5 social media posts on Facebook (and other platforms) have been made encouraging preparedness and providing links to Federal Emergency Management Agency (FEMA) preparation resources

Drafted scope of work with consultant to develop Community Education Plan, Emergency Education Campaign, and messaging information for use on website, events, etc.

Feb. 2022 - In October, included an article about the Oregon Great Shakeout event held in the Boones Ferry Messenger. This event is a reminder of the actions to take during an earthquake. As part of the exercise at 10:21, participants were asked to “Drop, Cover and Hold on”.

In early December, an Emergency Preparedness survey was issued and advertised through various social media platforms, email newsletter and the Boones Ferry Messenger. The survey is a foundational public opinion survey which will inform the City’s emergency education plan, messaging and campaign content and was offered in English and Spanish languages. The survey period was completed in early January and the results are being compiled.

April 2022 - The emergency campaign brand was revealed.



At the March 21, 2022 Council Meeting staff presented information about Emergency Preparedness Program – Building a More Resilient Community. Included in the presentation were the results of the 155 responses to the Emergency Preparedness Survey along with proposed actions, communications, activities and themes for the Community Education Campaign.

A new webpage was created <https://www.ci.wilsonville.or.us/ready> to provide one location for citizens to find information related to preparedness and resiliency.

March website focus was Emergency Transportation Routes and Transportation Planning.

Phone recharge battery packs with the Wilsonville Ready logo were purchased and will be used as an incentive for participation in preparedness activities.

July 2022 - Included articles in the Boones Ferry Messenger with the following topics:

- April – Preparing Your Home for Catastrophe
- May – Take Action Now to Protect Against Wildfires
- June – Pets and Emergency Preparedness

- Updated WILSONVILLE READY website <https://www.ci.wilsonville.or.us/ready> to include videos, checklists and resource/toolkits related to the monthly topics of Home Preparedness, Extreme Heat/Wildfire and Preparing Your Pets.
- Made presentation with the theme of Let's get "2 WEEKS READY" to the Wilsonville Rotary Club on April 28.

Started planning for the Emergency Preparedness Fair to be held this fall.

**Quarterly Update: In Progress**

*October 2022 –*

*Included articles in the Boones Ferry Messenger and posted information on <https://www.ci.wilsonville.or.us/ready> with the following topics:*

- July – Be prepared for utility outages*
- August – Get Two Week Ready*
- September – General Emergency Preparedness (National Emergency Preparedness Month)*

*On July 12, City of Wilsonville staff and Tualatin Valley Fire and Rescue (TVFR) hosted a Community-Wide Program at the Charbonneau Country Club. City staff presented City's Emergency Preparedness Plan "Wilsonville Ready". TVFR talked about what actions citizens can take to help the first responders and how to cope with smoky air during wildfire season.*

*On September 1, between 10 am and noon, the City held an Emergency Preparedness Fair at the Stein-Boozier Barn. There were an estimated 100+ attendees. City staff and our partners – Portland General Electric, Clackamas County, Washington County, Wilsonville police, Tualatin Valley Fire and Rescue and Gregg & Rachel Leo – provided displays and shared information on how to be prepared for any type of emergency.*

*After the attendees visited the nine different information stations and received stamps on their event passport, they brought the passport to the redemption table. With a spin of "the wheel of disaster" it was determined what prize each attendee was awarded.*

## Goal 7: Protect Wilsonville’s environment and increase access to sustainable lifestyle choices

### *Strategy 7.1 Update the City's Comprehensive Plan to include a section on the environmental impacts of the Aurora State Airport.*

**Project Description:** *City is currently engaged with HPR consulting to develop a scope of work for a citizen engagement process to update the Comprehensive Plan to include statements about the Aurora Airport. City staff has initiated this process and anticipates completion over the next 12 months.*

**Project Lead:** *Miranda Bateschell*

**Project Timeline:** *City staff has initiated this process and anticipates completion over the next 12 months.*

#### **Previous Updates:**

Nov. 2021 - Scope and schedule completed. Kickoff meeting for the project team scheduled for mid-October. Work sessions with Planning Commission in November and City Council in December scheduled to cover project scope and goals as well as initial stakeholder feedback.

Feb. 2022 - Kickoff meeting for the project team occurred in mid-October followed by work sessions with Planning Commission in November and City Council in December. Project team began outlining initial outreach and stakeholder interviews for early 2022.

April 2022- Following work sessions with the Planning Commission and City Council last quarter, the project team conducted community outreach on airport good-neighbor issues and policies. Community outreach included interviews with key stakeholders, a survey, and online open houses. The team also researched the approaches used by other communities in adopting good-neighbor policies related to nearby airports. The project team is busy drafting policies and objectives for the Wilsonville Comprehensive Plan, which will be the topic of discussion at upcoming work sessions with the Commission and Council.

July 2022 -The project team presented results of recent work and outreach results to the Planning Commission and City Council in April and May work sessions and gathered their feedback. The project team continued to develop draft policies for City adoption later in the summer.

#### **Quarterly Update: In Progress**

*October 2022 - The project team presented draft Comprehensive Plan Policies to the Planning*

*Commission in September and City Council in October. The project is on track for a Planning Commission hearing in November followed by City Council adoption in December.*

## ***Strategy 7.2 Participate in the Aurora State Airport planning discussions to represent Wilsonville's environmental interests.***

**Project Description:** *Participate in the Aurora Airport Master Plan public agency stakeholder group and keep up to date on all aspects of the Master Plan update. Use memorandums to inform Council and obtain direction under City Managers business or Communications for updates. Consider engaging with specialized airport consultants to assist with reviewing and fact checking data.*

**Project Lead:** *Chris Neamtzu*

**Project Timeline:** *Staff will keep the Council updated on all meetings over the next few months. A memo under City Manager's business or communications will be provided. This also will be brought to City Council meetings, as direction is needed.*

### **Previous Updates:**

Nov. 2021 - On October 13, 2021 the Oregon Department of Aviation announced the first PAC Meeting for the Aurora State Airport Master Plan Project. The meeting will be held virtually Tuesday, November 16, 2021 from 3:00pm-5:00pm via Zoom Webinar. This meeting will provide an opportunity for the PAC, community, neighbors, and other project stakeholders to learn about the Airport Master Plan project and the vision for the Airport over the next 20-years.

Feb. 2022 - On Tuesday November 16, 2021 the Oregon Department of Aviation (ODA) initiated an 18 month process to complete a new airport master plan for the Aurora Airport by facilitating Policy Advisory Committee (PAC) meeting #1. The purpose of the meeting was to introduce the project, establish an understanding of the role/expectations of the PAC, and prepare for upcoming meetings as well as provide opportunities for public input.

Staff from Century West and JLA Public Involvement led the meeting, supported by staff from the Oregon Department of Aviation. The meeting included a summary of history of planning efforts at the airport, Federal Aviation Administration plan overview, airport master planning introduction, and a brief discussion of existing conditions.

*At 32 members, the PAC is very large. Members will provide input at key decision points in an advisory capacity; as a sounding board. No recommendations will be made by the committee; the group will be asked for feedback through poll questions and break out room discussions. All viewpoints will be represented in the meeting summaries. Perhaps most notable is that as the airport sponsor, ODA staff will be the final decision-making authority. They will decide what is included in the Master Plan.*

April 2022 - Aurora Airport Master Plan PAC Meeting #2 and Public Open House #1

On Tuesday, March 1, 2022 the Oregon Department of Aviation (please note the new acronym ODAV) conducted Policy Advisory Committee meeting #2 on the Aurora Airport Master Plan. The meeting was attended by over 60 individuals. Following distribution of three draft chapters of the Master Plan document totaling over 75 pages three days prior to the PAC meeting, there was not sufficient time to read and absorb the substantial technical information contained in the materials prior to the PAC meeting. In response to concerns raised by staff, ODAV staff did offer to conduct an additional working session with interested PAC members and Century West Consultants to allow for PAC members to delve deeper into the presented materials. The working session is scheduled for April 5.

The first three chapters of material include:

- Introduction
- Existing Conditions Analysis (41 pages)
- Aviation Activity Forecasts (28 pages)

PAC meeting #2 was immediately followed by Public Open House #1, where an abbreviated presentation was made by the Century West consultant team, followed by citizen input and Q and A. The project team had very few answers to many of the questions raised, and stated that all questions would be written up with responses prepared as part of the summary notes and minutes that will be prepared for the two meetings.

#### Aurora Airport Master Plan Working Session on Chapters 1-3 of the Master Plan

On April 4, ODAV staff along with consultants from Century West conducted a two hour working session on chapters 1-3 of the draft Aurora Airport Master Plan. The purpose of the meeting was to continue conversations about existing conditions and preliminary forecasts (based aircraft and operations). The consultant briefly reviewed chapter 2 – existing conditions and chapter 3 – preliminary aviation activity forecasts. Each PAC member was given an opportunity to ask questions. Again, answers to most questions were not provided, and the ODAV team frequently deferred to the fact that “FAA will review” to determine adequacy.

ODAV also provided a very brief overview of the survey results that were collected as part of open house #1.

Several PAC members had concerns about the adequacy and accuracy of the data provided, and pointed out the flaws with the methodology that relies on a 2019 forecast that was based on information contained in the un-adopted 2012 Master Plan. Substantial comments on Chapters 1-3 were sent to ODAV on April 12. Staff submitted a 23 page letter with significant technical analysis and dozens of questions on the first three chapters of the master plan document.

Next PAC meeting is scheduled for Tuesday, May 3, 2022 from 3:00-5:00 pm on Zoom.

#### July 2022 - Aurora Airport Master Plan PAC Meeting #3

On Tuesday, May 3, ODAV conducted PAC meeting #3. The meeting was again challenged by technical difficulties, with the City’s PAC alternative not receiving the link to the zoom meeting in a timely manner. The day after PAC/public comments were due to ODAV on April 12 for the draft Aurora State Airport Master Plan Chapters 1-3, ODAV submitted to FAA on April 13 the draft Chapters along with the public comments. ODAV shifted the focus of PAC meeting #3 to revisit what is

included in an Airport Master Plan and to respond to PAC member's requests to answer some of the questions raised at previous meetings.

Then, on April 29, ODAV requested FAA ignore ODAV's April 23 submission, and indicated that ODAV will be submitting an updated Draft Chapter 3 - Aviation Activity Forecasts in the coming weeks for FAA review. This updated draft chapter will include revisions and responses to comments received from the Planning Advisory Committee following PAC meeting #1 (February 25), PAC Meeting #2 and Open House (March 1), and the PAC work session (April 5). PAC comment period for Draft Chapter 3 closed on April 12. The reason for all of this appears to be the fact that the city's PAC member and staff raised significant concerns with the accuracy of the technical data included in the draft master plan leading to ODAV's request to withdraw the FAA review.

The next PAC meeting is not scheduled, but is anticipated to be sometime this summer.

**Quarterly Update: In Progress**

*October 2022 - FAA staff has sent in their comments on draft chapters 1-3 of the Airport Master Plan and ODAV has posted a summary, as well as the full 17MB file of all FAA comments, on the project website's resource page: <https://publicproject.net/auroraairport>.*

*The Master Plan consulting team has taken months to review and make any necessary changes or revisions. In August, ODAV sent an email stating that in few weeks they will post the latest draft and schedule the next PAC meeting (and provide the standard 30-day notice of the meeting). It is anticipated that the next meeting will be a hybrid meeting (both in person and virtual). As of October 1, there have been no additional updates and the next PAC meeting has yet to be scheduled.*

### ***Strategy 7.3 Develop a Wilsonville climate action strategy in alignment with Clackamas County's planning efforts.***

**Project Description:** *Natural Resources Manager to track and participate in the Clackamas County process in developing a Climate Action Plan. Consider the creation of a local plan that represents Wilsonville's interests. Report to City Council regarding work products and status of planning effort.*

**Project Lead:** *Chris Neamtzu/ Kerry Rappold*

**Project Timeline:** *TBD*

**Previous Updates:**

Nov. 2021 - The first meeting of the Cities Workgroup was held October 12, 2021. At the meeting, Staff, from cities in Clackamas County, provided information on their current climate goals and areas of action, and the County staff gave an overview of the planning process. During the development of the County's Climate Action Plan, the Natural Resources Manager will report to the City Council regarding work products and status of planning effort.

Feb. 2022 - At the December 20, 2021 Council work session, staff provided an overview of the County's planning process. During the development of the County's Climate Action Plan, the Natural

Resources Manager will report to the City Council regarding work products and status of the planning effort.

April 2022 - At the meetings, County Staff provided information about the current climate goals and areas of action, inventory data, and the planning process. Future meetings of the Cities Workgroup will be scheduled for late summer/early fall to learn about the feedback from the public involvement process, receive additional modeling information, and help finalize the draft Climate Action Plan. During the development of the County's Climate Action Plan, the Natural Resources Manager will report to the City Council regarding work products and status of the planning effort.

July 2022 - In June, a community survey was posted on the County's project webpage. A link to the survey was shared with residents and businesses in Wilsonville. During the development of the County's Climate Action Plan, the Natural Resources Manager will report to the City Council regarding work products and status of the planning effort.

### **Quarterly Update: In Progress**

*October 2022 - Future meetings of the Cities Workgroup will be scheduled for fall to learn about the feedback from the public involvement process, receive additional modeling information, and help finalize the draft Climate Action Plan. In June, a community survey was posted on the County's project webpage. The survey results and analysis, from the County's June survey, are available at: <https://www.clackamas.us/sustainability/climateaction>. The Natural Resources Manager will continue to report to the City Council regarding work products and status of the planning effort.*

## ***Strategy 7.4 Explore options to expand access to urban gardening and other sustainable lifestyle choices.***

**Project Description:** *Explore urban garden options at City Parks, such as Arrowhead Park, encourage Homeowner's Associations to do more community gardening, and provide annual programming for sustainable lifestyle choices.*

**Project Lead:** *Kris Ammerman, Jeanna Troha*

**Project Timeline:** *TBD*

### **Previous Updates:**

Nov. 2021 - Staff provided estimates the cost to be \$100,000 (hard costs only) based on a garden similar in size to our current one in Memorial Park. Actual size would be dictated by site restrictions. Labor will be provided by the park maintenance team.

- Irrigation - \$35,000
- Raised beds - \$35,000
- Fence - \$20,000
- Other - \$10,000

Staff identified these location considerations;

- West side of town (Geographical Equity)
- Initially we looked at locating a garden at Arrowhead park, but there were too many conflicts with existing infrastructure
- Exact location undetermined at this time: only potential City owned site is Boones Ferry Park (excessive shade is the biggest concern with this site)
- Other potential sites would require Partnerships with community organizations (Churches, HOA's, School District, CREST, others?)

Feb. 2022 - Staff changed the community garden policy to allow only one garden plot (formerly multiple) per household, which allows the garden to serve more residents. Staff also conducted several educational programs on the benefits of composting and gave away 500 composting buckets to Wilsonville residents to promote sustainable lifestyle choices. The compost buckets were funded by a Wilsonville-Metro Community Enhancement Grant. Staff are still exploring potential locations, partnerships and funding options to develop a new community garden location within the city.

April 2022- As of opening day (April 21, 2022) there are still garden plots available to community members. We will monitor the demand this season and continue to look for opportunities for additional garden sites based on need.

July 2022- This season the Parks and Recreation Department changed our policy to allow gardening year round and only one plot per household in our Memorial Park Community Garden. Previously households were allowed to have multiple plots. We did this in an effort to be more inclusive and serve more residents. We achieved this by having more first time gardeners sign up for the program. At the end of the registration period we still had 28 plots remaining, which tells us that we are not yet at capacity. After the registration period closed we reopened the remaining plots and allowed gardeners to sign up for a second plot at that time. The plots did fill up when we allowed gardeners a second plot.

We believe the success with this policy change was two-fold:

- 1) We were able to serve more residents
- 2) It demonstrated that our Community Garden is not yet at capacity since we still had 28 plots remaining at the end of the initial registration period.

**Quarterly Update: In Progress**

*October 2022 - No Update.*

## ***Strategy 7.5 Continue implementation of Wilsonville's existing environmental programs and practices***

**Project Description:**

**Project Lead:** *TBD*

**Project Timeline:**

Quarterly Update:

