



CITY COUNCIL - CANCELLED AGENDA

July 7, 2025 at 7:00 PM

Wilsonville City Hall & Remote Video Conferencing

CANCELLED



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: July 7, 2025		Subject: Resolution No. 3185 Council Support of Metro Planning and Development Grant for the Comprehensive Plan update project Staff Member: Daniel Pauly, AICP, Planning Manager Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: Staff recommends the Council adopt Resolution No. 3185.			
Recommended Language for Motion: I move to adopt Resolution No. 3185.			
Project / Issue Relates To:			
<input type="checkbox"/> Council Goals/Priorities:	<input type="checkbox"/> Adopted Master Plan(s):	<input checked="" type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

A Resolution (Attachment 1) supporting a Planning and Development Grant application to Metro for \$750,000 to help fund consultant costs, City staff time, and related costs for the Comprehensive Plan update project.

EXECUTIVE SUMMARY:

As stated by Metro, the Planning and Development grant program intends to support a range of local planning efforts to support “efforts to remove barriers to housing development, support economic growth, promote planning that makes land ready for development”. The City is able to leverage this Metro program to support local planning initiatives reflecting the City priorities determined through extended outreach. Grant funds come from a regional excise tax on construction permits for the purpose of supporting local planning efforts in the region that support future development (see Attachment 2). The proposed Comprehensive Plan update falls into the category of “Planning Inside the Urban Growth Boundary (UGB).” However, the Plan will also lay the groundwork for potential expansion of the current UGB by helping identify needed and desired land uses in urban reserves bordering the City.

Planning staff will introduce more details about the proposed Comprehensive Plan update project with the Council and community upon formal launch of the project planned for late 2025. The final scope of work will depend on the amount of grant funds awarded. Below is a brief introduction associated with the grant request.

The Comprehensive Plan is the City’s guiding document for citywide land use and related policy. It is a critical and legally binding document, whose implementation controls development and related public and private actions within the City. The City first adopted a Comprehensive Plan in 1971, which was called a “General Plan” at the time. Subsequent major amendments occurred in 1975, 1980, 1982, and 1988. A complete update to the Plan was adopted in October 2000. By the time the proposed update project will begin, it would have been 25 years since the last update of this scale.

In the last 25 years a lot has happened in Wilsonville, in terms of development and planning. In particular, the City has adopted a number of sub-elements and sub-components including area master plans and citywide infrastructure master plans. The City has also adopted a number of topical text updates to the Comprehensive Plan related to various planning efforts such as middle housing. Finally, the City has also adopted a number of quasi-judicial Comprehensive Plan Map amendments supportive of specific annexations and development projects. With the planned Comprehensive Plan update, the City seeks to integrate planning from the last twenty-five years into a more cohesive and user-friendly planning resource together with additional forward-looking planning on issues of community interest further discussed below. A key part of the project will be to incorporate recent and ongoing work surrounding housing and economic development into the Comprehensive Plan.

While the current Comprehensive Plan is useable by technical staff, it is hard to navigate and ensure decisions are being made considering all the necessary scattered components of the Plan. It is not an inviting document for the public or interested parties to engage in and learn about the variety of important policies and decisions that guide and control development in Wilsonville, and this project will look at how to provide the necessary regulatory document while also making it more inviting and user-friendly.

In addition to integrating prior planning into a user-friendly resource, there are topics appropriate for a modern comprehensive plan and/or in which there is broad community interest that is not currently covered in the Plan. An example includes sustainability and resiliency to climate change and natural disasters. In addition, the Plan does little to address various neighborhoods and districts of the City that were not of a particular focus in 2000. It also does not wholly address infill and redevelopment, and many built areas of Wilsonville are aging and subject to change as regulations and market demand shift over time. The updated Comprehensive Plan will seek to look at each neighborhood and district to understand how the various changes may impact them and establish policies and actions to address concerns and opportunities.

City staff is preparing a grant proposal requesting \$750,000 in grant funds to support the Comprehensive Plan update. The grant funds will cover much of the consultant costs and a portion of City staff time. However, the City will have costs for the remainder of the consultant costs and City staff time. City staff estimates a total City financial commitment of \$525,000 spread across three fiscal years. For comparison, the City spent a similar amount over the 2.5 years of the Frog Pond East and South planning project.

Many of Wilsonville's recent major planning efforts have been funded through the same grant program. Past and ongoing projects with substantial funding from this same grant program include the Wilsonville Industrial Land Readiness project, the Frog Pond Area Plan, Frog Pond West Master Plan, the Frog Pond East and South Master Plan, and the Town Center Plan. However, with increased consultant costs and a recent Metro allowance to cover a portion of staff time, this will be the largest request with recent requests ranging from just below \$300,000 to just over \$400,000. However, City staff has confirmed with Metro staff that the larger request amount is within the allowance of the grant program.

As the amount of the potential grant award could be substantial, Metro wants to ensure the City is committed to providing adequate City staff and resources to successfully manage and complete the funded project. The grant application requires City Council indicate this commitment by resolution. Resolution No. 3185 satisfies this requirement for the City of Wilsonville's grant application.

If the grant request is successful City staff expects the money to be awarded by the end of June. Staff would then spend the late summer and early fall hiring a consultant team and doing other project set up work, and the project would officially begin in late fall. The project is forecasted to be complete by the end of 2027. If the grant request is unsuccessful or if the City receives a partial award, the scope of the project will be adapted or the project will be delayed pending additional funding.

EXPECTED RESULTS:

Council support of a Metro grant application to request funds to help update the City's Comprehensive Plan.

TIMELINE:

City staff will submit the grant in early April. Metro will announce grant awards in June. The City expects grant funds to become available by September, which will allow City staff to get a consultant team on board to begin project work in the fourth quarter of 2025 continuing through mid-2027.

CURRENT YEAR BUDGET IMPACTS:

Project expenditures and grant reimbursement will occur in future budget years.

COMMUNITY INVOLVEMENT PROCESS:

The proposed project includes a community involvement plan using a variety of methods to reach a diverse cross-section of people in the community. Obtaining the subject grant will enable robust community involvement during the project

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

The grant funds will enable important community conversations about the vision and values of the City and concerns about and opportunities for the future and support completion of an overdue update to a key policy document for the City.

ALTERNATIVES:

Not applying for the grant would require the City to provide funding or seek alternative funding to complete the planned project or indefinitely postpone it.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No. 3185
2. Metro 2040 Planning and Development Grants Application Handbook, 2025 (excerpts)

RESOLUTION NO. 3185**A RESOLUTION OF THE CITY OF WILSONVILLE SUPPORTING A 2040 PLANNING AND DEVELOPMENT GRANT APPLICATION TO METRO IN ORDER TO UPDATE THE CITY'S COMPREHENSIVE PLAN.**

WHEREAS, the Comprehensive Plan is the City's guiding document for citywide land use and other related policies; and

WHEREAS, the Comprehensive Plan is a legally binding document whose implementation controls development and other related public and private actions within the City; and

WHEREAS, the City adopted its first Comprehensive Plan as the 1971 General Plan with subsequent major amendments in 1975, 1980, 1982, and 1988; and

WHEREAS, the City adopted a complete update to the Comprehensive Plan in October 2000 via Ordinance No. 517; and

WHEREAS, since October 2000 the City has not adopted a complete update or major amendment; and

WHEREAS, the City has adopted a number of sub-elements and sub-components of the Comprehensive Plan in the last twenty-five years including area master plans and citywide infrastructure master plans; and

WHEREAS, the City has also adopted a number of topical text updates to the Comprehensive Plan over the last twenty-five years related to various planning efforts; and

WHEREAS, the City has also adopted a number of quasi-judicial Comprehensive Plan Map amendments supportive of specific annexations and other development projects; and

WHEREAS, the City seeks to integrate planning from the last twenty-five years into one cohesive and user-friendly planning resource; and

WHEREAS, in particular, the City seeks to better integrate recent and ongoing work surrounding housing and economic development into the Comprehensive Plan; and

WHEREAS, the City further seeks to identify policies currently missing from the Comprehensive Plan that the community desires to address and are prudent to have in a modern plan and integrate them into the Plan; and

WHEREAS, the process to update the plan will be an excellent opportunity to discuss the future of the City with the entire community; and

WHEREAS, an updated Plan can be a key ongoing source from which to share the City's goals and visions for its future through modern digital media channels; and

WHEREAS, the updated Plan is a major multi-year undertaking with costs expected to exceed \$1,000,000; and

WHEREAS, Metro's 2040 Planning and Development Grants specifically makes substantial grant funds available for planning efforts within the region funded by a regional construction excise tax; and

WHEREAS, the City determines it prudent to seek available Metro funds to support the Comprehensive Plan update and plants to submit a grant application; and

WHEREAS, the grant requests \$750,000 to fund a portion of necessary consultant services, City staff time and other eligible expenses; and

WHEREAS, the City acknowledges it intends, subject to the budget approval processes, substantial matching financial contributions to support additional consultant costs and City staff time and other related resources at a level similar to past and ongoing planning efforts; and

WHEREAS, a requirement of the grant is to have a resolution of support of the grant application and this resolution serves that purpose for the City's grant application.

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

1. Support for the 2040 Planning and Development Grant application to Metro for an update to the City's Comprehensive Plan.
2. Commitment of matching financial resources and City staff to ensure success and completion of the updated Comprehensive Plan project.
3. This resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 7th day of July 2025 and filed with the Wilsonville City Recorder this date.

Shawn O'Neil, Mayor

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor O'Neil

Council President Berry

Councilor Cunningham

Councilor Dunwell

Councilor Shevlin



.....

2040 Planning & Development Grants Application Handbook

.....

Cycle Year 2025

Grant timeline and key dates – 2025

Quarter 1	Nov – Dec	Letters of interest and meetings with Metro staff (optional)
	January 10	Final applications due
	February	Evaluation and recommendation
	March 20	Council awards (tentative)
Quarter 2	Feb – Mar	Letters of interest and meetings with Metro staff (optional)
	April 11	Final applications due
	May	Evaluation and recommendation
	June 26	Council awards (tentative)
Quarter 3	May – Jun	Letters of interest and meetings with Metro staff (optional)
	July 11	Final applications due
	August	Evaluation and recommendation
	September 25	Council awards (tentative)
Quarter 4	Aug – Sep	Letters of interest and meetings with Metro staff (optional)
	October 10	Final applications due
	November	Evaluation and recommendation
	December 18	Council awards (tentative)

Table of contents

Metro staff contacts.....	1
Program Overview	1
Program Context	1
Quarterly Grant Cycles	1
Funding Availability & Grant Categories	2
Requirements & Criteria	3
Eligible Grant Expenses	8
Grant Application Review Process	8
Letters of interest	10
How to submit application materials	11
Zoomgrants Application System	11
Final Grant Application & Required Submittals	11

Metro staff contact

2040 Planning & Development Grants Manager:

➤ **Serah Breakstone**

Serah.Breakstone@oregonmetro.gov

971.438.7410



Program Overview

PROGRAM CONTEXT

Metro's 2040 Planning & Development Grants program supports a range of local planning projects and activities. The grants provide funding for local governments, tribes and unincorporated communities interested in incorporating. The funds support efforts to remove barriers to housing development, support economic growth, promote planning that makes land ready for development, and implement Metro's long-term plan for livable and equitable communities, outlined in the [2040 Growth Concept](#). Since 2006, Metro has awarded over \$30 million to fund more than 130 projects across the region.

Grant funds are generated from a regional excise tax on construction permits issued within the Metro service district. The tax is assessed at 0.12 percent of the total value of the improvements for which a permit is sought. Permits valued below \$100,000 and those issued to 501(c)(3) nonprofits for affordable housing projects are exempt from the tax. Permits for construction valued at more than \$10 million are assessed a flat fee of \$12,000.

The construction excise tax is administered according to Metro Code Section 7.04, which can be found here: [Metro Code](#).

The administrative rules that govern the 2040 Planning & Development Grants program can be found here under Title VII: [2040 Grants Admin Rules](#).

QUARTERLY GRANT CYCLES

The 2040 grants program will accept and award grants on a rolling cycle. This means that applicants may apply anytime, and Metro will review and award grants at the end of each quarter. Each quarter will have a timeline with a due date for final grant applications; applicants must submit by that deadline to be considered for an award that quarter. Detailed timelines will be published on the 2040 grants webpage and in this handbook.

FUNDING AVAILABILITY AND GRANT CATEGORIES

For the upcoming grant cycles, Metro may award up to \$4 million in grant funds annually. Grants will be awarded in two different categories:

- **Concept planning.** Concept planning grants facilitate planning for new urban areas on land currently designated as Urban Reserves. Concept planning efforts must plan for complete communities that comply with Title 11 of the Urban Growth Management Functional Plan.
- **Planning inside the UGB.** These grants are intended for planning projects that facilitate equitable development and redevelopment. Projects funded in this category must align with the goals of the 2040 Growth Concept.

Grants are also available for comprehensive plan development and are intended solely for comprehensive planning of areas recently brought into the urban growth boundary. Comprehensive planning grants are considered by Metro Council as part of its [urban growth management decision](#) and are not part of the typical quarterly 2040 grant cycle.

PLANNING INSIDE THE UGB GRANTS

General requirements

Projects in this category are intended to produce planning work that helps facilitate development and redevelopment, supports economic growth and stability, engages communities, and implements Metro's goals for livable and equitable communities as outlined in the [2040 Growth Concept](#).

Most local governments may submit only one grant application per calendar year, with the following exceptions:

- The City of Portland may submit up to three applications per calendar year.
- The cities of Hillsboro, Gresham, and Beaverton may submit up to two applications per calendar year.
- Washington and Clackamas Counties may submit up to two applications per calendar year.

Applications for the same grant project that are not awarded funding may be revised and resubmitted. If resubmitted within the same calendar year as the original submittal, the resubmitted application will not count toward the maximums listed above.

Eligible applicants

The following entities are eligible to apply for and receive grants in this category:

- Cities and counties within the Metro boundary
- Urban unincorporated area community groups who are seeking to incorporate or annex
- Federally recognized Tribes of Oregon

Applicant teams may also include non-profit community partners and other local governments that are partnered with an eligible applicant. Metro encourages partnerships that bring community members and their experiences and expertise into the planning process in impactful ways.

Applicant teams should not name consultants. Applicants are asked to identify areas of work where they anticipate needing consultant support, but specific consulting firms should not be selected until after a grant is awarded and the city or county has gone through a public procurement process.

PLANNING INSIDE THE UGB GRANTS, CON'T

Project types	<p>The following types of projects are eligible for funding in this category:</p> <ul style="list-style-type: none"> ▪ Center, main street, corridor, and station area plans ▪ Community visioning and redevelopment plans ▪ Equitable development strategies ▪ Economic development strategies and funding tools ▪ Site-specific redevelopment plans ▪ Community engagement for planning and development projects ▪ Plans and strategies for industrial land readiness ▪ Parking studies and management plans ▪ Other, similar types of projects that support 2040 Growth Concept goals and facilitate development and redevelopment
Commitments and contributions	<p>Applications should reflect commitment by the applicant and any key partners to participate in the planning effort. All grant requests must include a letter signed by the governing body, Tribal leader, or community group leader, as applicable, confirming support for the effort and their intent to allocate staff and/or resources for the project. Letters of support from community partners, if applicable, must also be included, confirming their pledge of any contributions and the nature of their involvement in the project.</p>
Evaluation criteria	<p>Grant applications for planning inside the UGB must be able to demonstrate consistency with the following criteria:</p> <ol style="list-style-type: none"> 1. The proposal helps to facilitate development or redevelopment within the UGB. In this context, development means new construction of buildings and structures and associated improvements (landscaping, parking, streets, etc.). Redevelopment means significant expansion or alteration to existing buildings to improve their capacity for occupancy. Redevelopment does not mean interior changes to an existing building (for example, tenant improvements are not considered redevelopment). 2. The proposed work is ready to begin. Project readiness is evaluated based on several factors, including: <ol style="list-style-type: none"> a. The applicant has capacity and expertise to lead the work, and the authority to implement the plan. b. The project has a clear scope with well-defined tasks, deliverables, and desired outcomes. The applicant has identified strategies and steps needed to implement the plan. c. A reasonable budget and schedule for the project has been established. d. There is support and identified need for the project demonstrated by alignment with other agency-led plans and projects, commitment to implement, and leadership support.

3. The proposal includes a plan for meaningful and transparent engagement with the communities that will be impacted by the work, with an emphasis on communities that are historically under-represented in planning processes. Metro encourages partnerships with community-based organizations, cultural groups or other organizations trusted by community for effective community engagement.
4. The proposal aligns with Metro's 2040 Growth Concept map and one or more of the six desired outcomes for the region. Those desired outcomes include:
 - a. Climate change adaptation or mitigation
 - b. Advancement of racial equity
 - c. Economic growth and prosperity
 - d. Complete and equitable communities
 - e. Provision of housing options
 - f. Safe and reliable transportation

When evaluating applications, Metro will also consider whether the applicant jurisdiction has existing 2040 grants that are not yet complete.

ELIGIBLE GRANT EXPENSES

The following expenses are eligible for reimbursement with 2040 grant funds:

- Technical consultant services and direct project expenses for project planning, program development, and implementation. Direct project expenses may include the cost of meals, travel, printing, virtual communication platforms, and other similar expenses directly related to completing project scopes as determined in grant agreements.
- Staff time for nonprofit or community partners, if applicable.
- City, county, or Tribal staff time, with the limitation that a maximum of 20% of the total grant amount may be used toward paying for staff time spent on direct management or facilitation of the grant project.

Expenses for work contracted for or initiated prior to execution of a grant agreement with Metro are not eligible for reimbursement.

GRANT APPLICATION REVIEW PROCESS

➤ CONCEPT PLANNING GRANTS

Staff review. Metro staff will review all final applications received by the deadline to ensure that applicants and projects meet all criteria for program eligibility. Applications not submitted and fully complete by the application deadline will not be evaluated. Applications for concept planning grants will be reviewed by Metro Planning, Development and Research Staff, who will assess the strengths and weaknesses of each application and will make a funding recommendation to the Metro Chief Operating Officer (COO).

COO Recommendation. The Metro COO will review the staff recommendation and submit their final funding recommendation to the Metro Council.

Council awards. Following receipt of the Metro COO's recommendation, the Metro Council will review the recommendation and funding requests. The Metro Council will decide, in a public hearing, whether to approve funding of any grants, and the amount of each grant awarded.

➤ COMPREHENSIVE PLANNING GRANTS

Staff review. Applications for comprehensive planning grants will be reviewed by Metro Planning, Development and Research Staff, who will assess the strengths and weaknesses of each application and will make a funding recommendation to the COO.

COO Recommendation. The Metro COO will review the staff recommendation and submit their final funding recommendation to the Metro Council.

Council awards. The Metro Council will approve final grant awards in conjunction with its urban growth management decision.

➤ **GRANTS FOR PLANNING INSIDE THE UGB**

Staff review. Staff will review full applications and assess each application's strengths and weaknesses. Applications not submitted and fully complete by the deadline will not be evaluated in that quarter.

Grants screening committee. The 2040 Grants Screening Committee, appointed by the Metro COO, will review and score the applications after the initial screening by staff. Metro's administrative rules call for the Screening Committee membership to include seven to eleven private and public sector representatives with experience in a range of areas relating to urban planning, real estate, economic development, community engagement, environmental sustainability, community development, and social equity. The Screening Committee will select the strongest applications and recommend finalists to the Metro COO.

COO recommendation. The Metro COO will review the Screening Committee recommendation and forward their recommendation to the Metro Council.

Metro Council awards. The Metro Council will review the recommendation of the Screening Committee and COO and make a final decision regarding grant awards in a public hearing.

Project scoping and development. Metro staff will closely collaborate with each of the grantees to refine the scope of work and budget for each project and develop grant agreements. Grant agreements will be executed upon signatures from the grantee and the Metro COO.