



## From The Director's Office

I am pleased to highlight the extra effort that members of the Building Division take to give back and teach their profession to the next generation of municipal employees. "It is important to give back and help shape the next generation of industry professionals, whether they be contractors or code professionals," says Dan Carlson, Building Official.

Why do we do this? Staff find that one of the best ways to know a topic is to teach it. This keeps staff technically strong and ensures the community maintains a very high level of code compliance. Staff want to be the best resource for our community that we possibly can. Carlson went on to further state, "It is very rewarding to see a student become successfully certified and gainfully employed. It changes their life. It is a lot of hard work and these students sacrifice so much. Being a part of helping them succeed in making positive life changes is very exciting and fulfilling for all of us who give back in this way." Here are the staff members that teach the next generation:

Mike Ditty, Building Inspector: Mike is an instructor for the Oregon State Plumbing Apprenticeship Program, which is based out of Clackamas Community College in Oregon City and Wilsonville. Mike has been teaching for 30 years. In 1996, Mike was named the supervising instructor. He oversees 22 instructors and 20 apprenticeship classes. In the program, a plumbing apprentice completes over 600 hours of related training over four years. In addition to a Journeyman Plumbing License, the apprentice can earn an Associate of Applied Science Degree.

Melissa Gitt, Lead Worker: Melissa has been teaching Plumbing Apprenticeship for the Area 1 Joint Apprenticeship and Training Committee since 2008. Melissa has taught ADA, Math for Plumbers, and the second year code program for plumbers through Clackamas Community College. In addition, she has offered a plumbing inspector continuing education class for the Oregon Building Officials Association.

Dan Carlson, Building Official: Dan has been an instructor for four years at Chemeketa Community College in the Building Inspection Technology Program. His classes include Residential Codes 1 and Building Department Administration 1 & 2. Aside from teaching the technical aspects of codes, these classes prepare future code professionals to take three national certification exams. The two-year Associates Degree includes testing for eight national certifications, making students very employable.

Brian Pascoe, Building Inspector: Brian has been teaching at Chemeketa Community College's Building Inspection Technology Program for the past three years. Brian teaches Building Inspection 1 & 2. These classes take the technical code provisions for residential and commercial construction and teach how to apply the code during the inspection process.

I am very proud of the efforts of these staff members to give back to promote their professions to future generations of municipal employees.

Respectfully submitted,  
Chris Neamtzu, AICP  
Community Development Director

## Building Division

### What-cha Looking At? OPTA

The Oregon Permit Technician Association (OPTA) is an organization that has helped recognize Permit Technicians as professionals within the building industry. OPTA provides unity with other Permit Technicians as well as continuing education and training. I am able to network with neighboring jurisdictions for advice or assistance related to permitting which promotes continuity within the Metro area. I also utilized the training of other experienced OPTA members to achieve my ICC Permit Technician certification.



Permit Technicians are the first point of contact for the public. As customer service professionals, we provide customers with permit applications, help coordinate building inspections, verify contractor licenses, answer calls on building related questions, as well as maintain approximately 15,000 address files for Wilsonville containing information related to construction. Being able to easily access accurate historical information helps the Plans Examiners and Building Inspectors when renovations and improvements are made to existing structures.



As a Permit Technician, our customer service is top priority in creating a friendly atmosphere and smooth process to customers that are looking for help. I am proud of what the Building Division Permit Technicians provide to those that we serve.

If you have a permit questions contact the Permit Technicians at [permits@ci.wilsonville.or.us](mailto:permits@ci.wilsonville.or.us) or 503-682-4960.

—Becky White, Permit Technician 2

## Economic Development Division

### COVID-19 Relief Programs for Small Business

- Staff continue to coordinate with regional and state partners to promote COVID-19 relief programs for Wilsonville small businesses, including the following:
  - PPE from Clackamas County: Face coverings are required throughout Oregon for indoor public spaces and outdoors where social distancing cannot be maintained in response to the COVID-19 pandemic. To help reduce any barriers businesses might have in complying with this requirement, the Clackamas County Emergency Operations Center offers face coverings at no charge to small businesses based in Clackamas County. To request face coverings, please visit their website at [www.clackamas.us/coronavirus/ppe-requests](http://www.clackamas.us/coronavirus/ppe-requests) or call 503-650-3373. Small businesses that are owned by minorities, women, veterans or by those with disabilities, and emerging businesses, are prioritized for receiving face coverings, in accordance with the Oregon Equity Framework in COVID-19 Response and Recovery.
  - Clackamas County Grant Program awarded \$420,000 worth of grants to 145 businesses, of which 18 are based in Wilsonville.
- Credit Unions Small Business Relief Fund: \$1.5 million in emergency grants were available for small businesses state-wide with \$100,000 going to both Clackamas and Washington counties. Businesses with less than 25 full-time employees that have not received Payroll Protection Program (PPP) or Economic Injury Disaster Loans (EIDL) were able to apply for grants up to \$12,500 from the following Credit Unions:
  - Consolidated Credit Union
  - Trailhead Credit Union
  - Point West Credit Union
- Coronavirus Relief Fund Cultural Support Grant Program: City promoted grant program with \$25.9 million in CARES Act funding to Oregon cultural organizations facing losses due to the COVID-19 health crisis. Eligible grant recipients included, but were not limited to, cultural institutions, county fairgrounds, cultural entities within federally recognized Indian Tribes based in Oregon, and festivals and community event organizations. The program was administered by the Oregon Cultural Trust.

### Urban Renewal

- Wilsonville Investment Now (WIN) Program Proposal: URA Task Force convened on July 22 to review new incentive program proposal that would incentivize high value, high job density developments but provide added flexibility around site location and program criteria. The Task Force provided unanimous support for the proposal with the recommendation to consider additional policy criteria including diversity, equity and inclusion, industry type, traffic generation, and priority consideration for local business expansion. Staff will brief City Council on the Task Force recommendations at the September 10 City Council meeting to determine next steps.

## Economic Development Division

### Wilsonville Childcare Conversation

The City of Wilsonville's Economic Development Department, in partnership with the Clackamas Workforce Partnership, convened a virtual conversation on July 29 with more than 20 attendees including policymakers, community groups, and childcare providers to discuss the childcare landscape in Wilsonville. The event helped to frame childcare access as an economic/workforce/equity issue, in that employers need access to childcare services to effectively recruit and retain their workforce. Local policymakers helped champion the issue, comparing childcare access to infrastructure in that it helps enable economic development just as roads and utilities do. Analysis conducted by Childcare Resource and Referral found that Wilsonville is a childcare desert, with around 3,500 kids under the age of nine and only six providers with a capacity for 250 kids.

Community members participated in a break-out activity and brainstormed the following solutions, which may involve the City's participation:



- Jurisdictions declare childcare access as policy priority. Helps achieve momentum and sustained interest. State Representative Neron indicated this might be happening at the state level in some way.
- City audit of code to be less restrictive for home-based childcare providers. Happy Valley took this step in partnership with Clackamas Workforce Partnership and decided to exempt childcare home-based businesses from some requirements in order to help boost supply, seeing the overall issue as an equity/workforce/economic development one.
- Consideration of employer-provided childcare in the Wilsonville Investment Now (WIN) incentive program.
- Exploration of multi-generation care facility pairing seniors and children (may be post-COVID for public health reasons).

## Engineering Division, Capital Projects

### 5th Street/Kinsman Road Extension (1139/2099/4196)

This project involves the design and construction of the extension of 5th Street and Kinsman Road between Boones Ferry Road and Wilsonville Road, including water, sewer, storm, franchise utility extension, and installation of a portion of the Ice Age Tonquin Trail. Land acquisition is underway. Construction is planned to start in the first quarter of 2021.

### Boeckman Dip Bridge Project (4212)

The Engineering Division is evaluating the existing culvert, looking into an embankment option to add to our project alternatives, and getting a preliminary look at the environmental permitting requirements for each of the alternatives.

### Elligsen Well Upgrade and Maintenance (1128)

This project involves correcting well casing and water chemistry deficiencies in the existing Elligsen well to maintain it as a backup supply for emergencies. Well rehabilitation work will be advertised in early September, contract award anticipated in early October, and rehabilitation work beginning in late October. Also included in this contract is evaluation work at the two existing Charbonneau wells—this evaluation work will help guide subsequent rehabilitation work in the next fiscal year. Rehabilitation operations will continue through February 2021.

### French Prairie Road Phase II (2500/4500/7500)

This project will include paving, storm sewer, and sanitary sewer improvements to French Prairie Road in the Charbonneau development. The contract was awarded to K&E Excavating. Construction has begun and is anticipated to be completed by fall of 2020.

### Garden Acres Road (4201)

This project involves the design and construction of Garden Acres Road from a rural local access road to an urban industrial roadway as part of the Coffee Creek Industrial Area plan and includes Willamette Water Supply Program segment PLM\_1.2 of the 66" water transmission pipe. Construction of the WWSP 66" raw water pipeline along Ridder Road is complete and construction is moving north along Garden Acres Road. Ridder Road between Peters Road and Graham's Ferry Road was closed through September 1 for installation of roadway improvements (pictured above). Project completion is anticipated for January 2021.



### I-5 Pedestrian Bridge (4202)

This project involves the design and preparation of construction documents for a pedestrian and bicycle bridge over Interstate 5 from Town Center Loop West to Boones Ferry/Barber Street. Public engagement around bridge and plaza design concepts ended on August 24. The design team will be meeting with Planning Commission and City Council in September to present public engagement results and seek input regarding preferred design concepts.





## Engineering Division, Capital Projects

### **Memorial Park Pump Station (2065)**

This project involves replacing and relocating the wastewater pump station in Memorial Park. The contract was awarded to McClure and Sons. Construction began in July and is anticipated to be completed in March 2021.

### **Street Maintenance Project (4014/4118)**

Construction is underway. Curb ramps are currently being replaced on Elligsen Road, Main Street, and Parkway Avenue. About half of the pavement improvements on Day Road are complete. Pavement repair began on Elligsen Road the week of August 31. Street maintenance work will occur on Day Road, Elligsen Road, Burns Way, Parkway Avenue, and Main Street.

### **WTP Expansion to 20 MGD (1144)**

This project will expand the Water Treatment Plant (WTP) capacity to 20 MGD and incorporate related WTP capital improvements, including Life Safety Upgrades (1137), Seismic Retrofits (1145), and Repair and Replacement (1146) projects. A Construction Manager/General Contractor (CMGC) alternative contracting method was approved by City Council. An engineering contract was awarded in July. Completion of the 30% design is anticipated in late 2020, at which time a CMGC solicitation would occur. Final design would be completed in coordination with the CMGC by the end of 2021, followed by construction in 2022-2023.

### **WWSP Coordination (1127)**

Ongoing coordination efforts continue with the Willamette Water Supply Program (WWSP). Here are the updates on major elements within Wilsonville:

- **PLM 1.1** This is the WWSP 66" raw water pipeline between Arrowhead Creek Lane and Wilsonville Road. Construction of the pipeline is underway. Completion of this segment of pipeline is expected in Fall 2020.
- **PLM 1.2** This is the WWSP 66" raw water pipeline that is included as part of the Garden Acres Road (4201) project. Construction of the WWSP pipeline is underway and will continue through September 2020.
- **PLM 1.3** This is the remainder of the WWSP 66" raw water pipeline through Wilsonville, including Kinsman Road, Boeckman Road, 95th Avenue, and Ridder Road. WWSP is progressing toward 60% design plans. Construction is scheduled to begin in the first quarter of 2021.
- **Raw Water Facility Improvements** This capital improvement project is under the management of the Willamette Water Supply Commission and the Tualatin Valley Water District. Improvements include seismic upgrades to the existing intake facility and river embankment, as well as the installation of a 66" raw water pipe and an 8" domestic City water pipe. Onsite construction has been taking place.

### **WWTP Master Plan (2104)**

This project will evaluate capacity of Wastewater Treatment Plant (WWTP) processes to accommodate projected growth and regulatory changes. A prioritized capital improvement plan and budget will be developed. The engineering contract was awarded in May, and the project is anticipated to be completed by fall 2021.

## Engineering Division, Private Development

### DP Nicoli

Onsite construction has been taking place. The City has been working with the applicant to resolve utility conflicts in the right of way.

### Dutch Bros Coffee

A new Dutch Bros Coffee Drive-Thru is being constructed on the vacant parcel at the southeast corner between Park Place and Town Center Loop West. As a part of the development, a new Rapid Flash Beacon (RFB) crossing will be installed on Town Center Loop West just south of Park Place. In addition to the RFB, a marked crosswalk will also be installed at the intersection on Park Place. Onsite construction has started. The Public Works Permit has been issued.

### Fir Avenue Commons

This is a ten-unit condominium development in Old Town. Onsite home construction is happening. The granite curbs (shown right) have arrived. The construction of offsite street improvements will start soon.

### Frog Pond Meadows

74-lot subdivision located north of Stafford Meadows and adjacent to Stafford Road. The contractor (NEI) is completing final punch list items.

### Grace Chapel

This project involves the remodel and expansion of the south building of the former Pioneer Pacific College, along with the rerouting of a major storm drain line. Work continues on site improvements. Problems have been discovered with the sanitary sewer connection and it is in the process of being redesigned.

### Hilton Garden Inn

Construction continues on this four-story hotel at Memorial Drive and Parkway Avenue. Final punch list items remain before this project goes into the maintenance phase.

### Northstar Contractor Establishment—Clay Street

This project is located in Washington County and onsite improvements are subject under the Washington County permit. The street improvements are under the City of Wilsonville permit. The sidewalk has been installed and the curb has been formed.



*DP Nicoli*



*Fir Avenue Commons*



*Grace Chapel*

## Engineering Division, Private Development

### Peyton Lane

This project adds a stormwater/rain garden facility to the parking lot of an existing building at the corner of Barber Street and Boones Ferry Road.

### Shredding Systems

This project involves adding an additional building and expanding the sanitary, water, and storm systems. A sidewalk will also be added on 95th Avenue. The project is currently under plan review.

### Siena at Villebois Fire Reconstruction

The street pavement, curb, and sidewalk replacement have been completed. The contractor has started working on Low Impact Development Alternative (LIDA) swales.




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## Engineering Division, Natural Resources

### I-5 Undercrossing Trail—Phase 2

On July 21, bids were opened for Phase 2 of the I-5 Undercrossing Trail. A resolution to award the construction contract to Banzer Construction was approved by City Council on August 17. Staff are reviewing and approving project submittals, and construction began the first week of September.

The shared-use path between Boones Ferry Park and the existing pedestrian bridge trail connection will include construction of grade modifications, a 775-foot-long, 12-foot-wide asphalt paved shared-use path, conduit for future lighting, and optical fiber, signing, and striping. Phase 1 was completed in 2019, and Phase 2 represents the first project to be completed as part of the Boones Ferry Master Plan adopted in 2018.

### Urban Forest Management Plan

An Urban Forest Management Plan (UFMP) meant to guide the City's programs and actions related to the urban forest is underway. The UFMP will provide an integrated approach to preserving, sustaining, and regenerating Wilsonville's urban forest into the future. While the UFMP will cover the entire City, it will have two focus areas: Charbonneau and Town Center.

A community outreach and engagement strategy has been finalized, which will include the [Let's Talk, Wilsonville!](#) website, community wide virtual meetings, and online surveys focused on the specific areas including Town Center and Charbonneau. The first online survey was posted on September 1 and overlapped with the first virtual community meeting on September 15. The meeting was intended to raise awareness, provide background on the project, and encourage community participation in the planning process.





## Planning Division, Current

### Administrative Land Use Decisions Issued

- New parking lot directional sign at Target
- 1 Other Class I Administrative Review
- 6 Type A Tree Permits
- 3 Type B Tree Permits
- Single-family house permits

### Construction Permit Review, Development Inspections, and Project Management

In August, Planning staff actively worked with developers and contractors to ensure construction of the following projects are consistent with Development Review Board and City Council approvals:

- DP Nicoli Industrial Development on Boberg Road
- Dutch Bros Coffee kiosk in Town Center
- Fir Avenue Commons residential development in Old Town
- Grace Chapel on Parkway Avenue
- Hilton Garden Inn on Parkway Avenue
- I&E Construction headquarters on Parkway Avenue
- Regional Park 7&8 in Villebois
- Residential subdivisions in Frog Pond West
- Willamette Water Supply Project

### Development Review Board (DRB)

During their August 10 meeting, DRB Panel A continued a hearing on the Frog Pond Ridge subdivision to a date certain of August 31 at the request of the applicant. During the August 31 hearing the DRB held a public hearing on the subdivision and after the hearing forwarded a recommendation of approval for the Zone Map Amendment and Annexation to the City Council and unanimously approved other applications to allow the construction of the subdivision contingent on the City Council's approval. City Council is scheduled to hold a public hearing on September 10 for the zone change and annexation.

Also on August 10, DRB Panel A held a public hearing on the proposal for modifying the architecture design for I&E Construction from what was approved earlier this year. They also heard a proposal for a sign area waiver to allow the installation of a unique sign in a perforated metal panel facing Interstate 5. Following the hearing, the Board determined they need more information to make a determination and continued the item to their next regularly scheduled hearing on September 14, providing the applicant with time to submit supplemental information.

During their August 24 meeting, DRB Panel B held a public hearing on a proposed 6-unit residential development on the north end of Magnolia Avenue in the Old Town Neighborhood. Following the hearing, the DRB continued the item until the next scheduled meeting for Panel B on September 28.

## Planning Division, Current

### DRB Projects Under Review

During August, Planning staff actively worked on the following major projects in preparation for potential public hearings before the Development Review Board:

- 6-unit residential development in Old Town at the north end of Magnolia Avenue
- 69-lot subdivision in Frog Pond proposed by West Hills Development
- Parkway Woods (former Xerox campus) remodel and additional parking
- Industrial Warehouse on Clutter Road in Coffee Creek Industrial Area
- Revisions to outdoor storage area for DP Nicoli on Boberg Road
- Architecture and sign changes for I&E Construction on Parkway Avenue



### Middle Housing in Wilsonville Project (House Bill 2001 Implementation)

This project will build upon and help implement the Equitable Housing Strategic Plan while ensuring the City complies with House Bill 2001 regarding the allowance for middle housing, including duplexes, triplexes, quadplexes, row houses, and cottage cluster housing. In August, staff reviewed proposals from consultant teams and selected a team lead by Angelo Planning Group to assist the City with the project. Staff is working with Angelo Planning Group to finalize the scope of services, and will be bring the contract to City Council for approval in September. In the meantime, staff is working on the initial code audit and update. Also, during August staff stayed engaged in the ongoing state rulemaking process, reviewing updated draft administrative reviews, and providing feedback to DLCD as well as coordinating with other jurisdictions with similar concerns.

### House Bill 2003 Implementation (Housing Needs Analysis/Housing Production Strategies)

Planning staff continue to coordinate with DLCD staff on the implementation of House Bill 2003 concerning new Housing Needs Analysis (HNA) timelines and the new requirement to produce a periodic Housing Production Strategy. Staff participated in a seventh meeting of the state's Technical Advisory Committee (TAC) for rulemaking on Housing Production Strategies on August 6 and otherwise stayed engaged in the process.

### Planning Commission

The Planning Commission did not meet in August. The Planning Commission will meet next on September 9.

## Planning Division, Long Range

### Small Wireless Facility (SWF) Technical Assistance

In August, Planning staff reviewed three proposals received for on-call technical services to support the City in review of applications for small wireless facilities (SWFs) and other wireless infrastructure. Having this on-call technical review capacity will help the City regulate this emerging wireless technology and related infrastructure in a technically sound way that addresses safety, aesthetic, and wireless service access concerns while meeting federal regulations. Cost of the technical review will be borne by applicants.

### Wilsonville Town Center Plan



WILSONVILLE TOWN CENTER PLAN

#### *I-5 Pedestrian Bridge*

The I-5 Pedestrian Bridge project held the project's first ever virtual open houses on August 13. The event was a great success with 52 different community members providing valuable input on the bridge design. The team will present the results of this outreach to the Planning Commission and City Council at work sessions in September. The input received through the open houses will continue to help the Town Center project team develop the bridge and plaza designs for the I-5 Pedestrian Bridge and Town Center Gateway Plaza project, which will provide an important connection between Town Center, the Wilsonville Transit Center and neighborhoods west of Interstate 5.

General project information is available on the project website: [www.letstalkwilsonville.com/I5-Ped-Bridge](http://www.letstalkwilsonville.com/I5-Ped-Bridge).



WILSONVILLE TOWN CENTER  
I-5 PEDESTRIAN BRIDGE

#### *Streetscape Plan*

During August, staff continued to work with the consultant, SERA Architects, on the scope and timeline in order to finalize the contract. Staff participated in and reviewed the findings of the I-5 Pedestrian Bridge survey and open houses to use this information as a basis for streetscape design concepts and outreach efforts for this project. The project will kick off in September with a presentation to Planning Commission in October. Over the course of the project, the consultant team and City staff will seek input on various design elements that will be included in the final plan document. The Town Center Streetscape Plan is an important near-term implementation item of the Town Center Plan. The end product will create a well-designed and implementable palette of street furniture, surface materials, lighting fixtures, and landscaping elements that will reflect the community's aesthetic preferences for Town Center. The final document will provide clear guidelines for streetscapes that will be built as part of private development or capital improvement projects that will result in a cohesive appearance throughout Town Center.



WILSONVILLE TOWN CENTER  
TSP UPDATE

#### *Transportation System Plan*

During August, the Town Center team continued to update the City's Transportation System Plan (TSP) to integrate the recommended transportation-related infrastructure investments from the Town Center Plan. The City's on-call traffic consultant, DKS Associates, finalized its limited additional analysis of Wilsonville Road as requested by the Oregon Department of Transportation (ODOT) to determine the extent of any needed updates to the City's Interchange Area Management Plan (IAMP). Upon conclusion of this work, DKS will finalize the draft updates to the TSP, with adoption anticipated later this year.