

**AGENDA**

**WILSONVILLE CITY COUNCIL MEETING  
JUNE 19, 2017  
7:00 P.M.**

**CITY HALL  
29799 SW TOWN CENTER LOOP  
WILSONVILLE, OREGON**

Mayor Tim Knapp

Council President Scott Starr  
Councilor Susie Stevens

Councilor Kristin Akervall  
Councilor Charlotte Lehan

**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.

**Executive Session is held in the Willamette River Room, City Hall, 2<sup>nd</sup> Floor**

- 5:00 P.M. EXECUTIVE SESSION [15 min.]**
  - A. Pursuant to ORS 192.660 (2)(e) Real Property Transactions
  - ORS 192.660(2)(f) Exempt Public Records
  - ORS 192.660(2)(h) Litigation
  - ORS 192.660(2)(d) Labor Negotiations
  
- 5:15 P.M. REVIEW OF AGENDA [5 min.]**
  
- 5:20 P.M. COUNCILORS’ CONCERNS [5 min.]**
  
- 5:25 P.M. PRE-COUNCIL WORK SESSION**
  - A. Snow and Ice Control Plan (Kerber) [10 min.] Page 5
  - B. LED Street Light conversion Update (Kerber) [10 min.]
  - C. Frog Pond Infrastructure Funding Plan (Neamtzu) [30 min.] Page 13
  - D. Food Scraps Recycling Presentation by Clackamas County and Metro (Ottenad) [15 min.] Page 28
  - E. Wilsonville Community Sharing Support Grant Agreement. (Cole) [5 min.] Page 338
  
- 6:50 P.M. ADJOURN**

**CITY COUNCIL MEETING**

6/13/2017 2:36 PM Last Updated

The following is a summary of the legislative and other matters to come before the Wilsonville City Council a regular session to be held, Monday, June 19, 2017 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on June 6, 2017. 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 therewith except where a time limit for filing has been fixed.

**7:00 P.M. CALL TO ORDER**

- A. Roll Call
- B. Pledge of Allegiance
- C. Motion to approve the following order of the agenda and to remove items from the consent agenda.

**7:05 P.M. COMMUNICATIONS**

- A. Three Sisters Heritage Tree Nomination (Councilor Lehan) Page 46

**7:15 P.M. CITIZEN INPUT & 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 citizens input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

**7:25 P.M. MAYOR'S BUSINESS**

- A. Citizen Academy Graduation (staff – Handran)
- B. Upcoming Meetings

**8:00 P.M. COUNCILOR COMMENTS**

- A. Council President Starr
- B. Councilor Stevens
- C. Councilor Lehan
- D. Councilor Akervall

**8:10 P.M. CONSENT AGENDA**

- A. **Resolution No. 2636** Page 49  
A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Carollo Engineers, Inc. For Master Planning And Design Services. (staff – Mende)
- B. **Resolution No. 2637** Page 83  
A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement And Contract Amendment With Woofter Architecture Pc For Design And Construction Phase Support Services For The Library Improvements Project (CIP #8098) (Staff – Mende)
- C. **Resolution No. 2644** Page 93  
A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With VSS International, Inc. For The 2017 Street Maintenance – Slurry Seal Project (Capital Improvement Project #4014). (staff – Ward)

6/13/2017 2:36 PM Last Updated

**8:15 P.M. PUBLIC HEARING**

- A. **Resolution No. 2638** Page 99  
A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2016-17 (staff – Rodocker)
- B. **Resolution No. 2639** Page 107  
A Resolution Declaring The City’s Eligibility To Receive State Shared Revenues. (staff – Cole)
- C. **Resolution No. 2640** Page 111  
A Resolution Declaring The City’s Election To Receive State Shared Revenues (staff – Cole)
- D. **Resolution No. 2641** Page 112  
A Resolution Of The City Of Wilsonville Adopting The Budget, Making Appropriations, Declaring The Ad Valorem Tax Levy, And Classifying The Levy As Provided By ORS 310.060(2) For Fiscal Year 2017-18 (staff – Cole)
- E. **Ordinance No. 806** 1<sup>st</sup> reading Page 123  
An Ordinance Of The City Of Wilsonville Amending The Text Of The Comprehensive Plan, The Comprehensive Plan Map, The Wilsonville Development Code, And The Significant Resource Overlay Zone Map, And Adopting The Frog Pond West Master Plan As A Sub-Element Of The Comprehensive Plan. (staff – Neamtzu)

*Ordinance No. 806* and its supporting documents are large and may be found at the following link:  
<http://www.ci.wilsonville.or.us/DocumentCenter/View/11925>

The entire Frog Pond Record and corresponding documents can be found on the Planning Frog Pond Project page: <http://www.ci.wilsonville.or.us/628/Frog-Pond-Plan>

**9:00 P.M. CONTINUING BUSINESS**

- A. **Ordinance No. 805** – 2<sup>nd</sup> reading Page 344  
An Ordinance Of The City Of Wilsonville Adopting An Updated Transit Master Plan As A Sub-Element Of The Transportation System Plan, Replacing All Prior Transit Master Plans, And Repealing Ordinance No. 653. (staff – Brashear)

**9:05 P.M. NEW BUSINESS**

- A. **Resolution No. 2642** Page 348  
A Resolution Of The City Of Wilsonville Authorizing Support Grant Agreement With Wilsonville Community Sharing (Staff – Cole)
- B. **Resolution No. 2646** Page 358  
A Resolution Of The City Of Wilsonville Amending Resolution No. 2588 , Support Grant Agreement With Wilsonville Community Sharing For FY 2016-17. (staff – Cole)
- C. Adoption Of Annual Update To Five-Year Action Plan And Annual One-Year Implementation Plan For The Wilsonville Tourism Development Strategy (staff – Ottenad) Page 363
- D. **Resolution No. 2645** Page 382  
A Resolution Adopting Collective Bargaining Agreement Between The City Of Wilsonville And SEIU Local 503. (staff – Troha)

INFORMATION ITEMS – No Council action needed.

Page 422

**9:20 P.M. CITY MANAGER’S BUSINESS**

**9:25 P.M. LEGAL BUSINESS**

**9:30 P.M. ADJOURN**

## **AN URA BUDGET COMMITTEE MEETING WILL IMMEDIATELY FOLLOW**

Time frames for agenda items are not time certain (i.e. Agenda items may be considered earlier than indicated.) Assistive Listening Devices (ALD) are available for persons with impaired hearing and can be scheduled for this meeting if required at least 48 hours prior to the meeting. The city will also endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting:- Qualified sign language interpreters for persons with speech or hearing impairments. Qualified bilingual interpreters. To obtain services, please contact the City Recorder, (503)570-1506 or [king@ci.wilsonville.or.us](mailto:king@ci.wilsonville.or.us)



**City of Wilsonville**  
**Snow and Ice Control Plan**  
March 2017

### Introduction

It is the goal and intent of the City of Wilsonville to provide timely, efficient and cost-effective winter maintenance, snow removal and ice control on the streets and walkways in the City of Wilsonville. These services are provided for the safety and benefit of the City's residents and the general public traveling within the city limits.

The purpose of this Snow and Ice Control Plan is to describe the City's snow removal and sanding priorities, mitigation procedures and the intended level of service.

Due to winter storm variables that are inherent in Oregon weather, each storm and/or weather event may require different efforts or emphasis on a number of maintenance tasks, which together, determine the overall winter maintenance, snow removal or ice control response in any given year.

### Objectives

- Provide designated passable routes for vehicles and pedestrians
- Maintain access to essential City services
- Provide emergency sanding for police, fire, public transit, and schools
- Ensure the safety of the public and City personnel

### Level of Service

Snow and Ice Control operations are intended to provide a reasonably safe traveling surface. Bare or dry pavement should not be expected.

Streets: Plowing of designated roadways will occur after the accumulation of approximately two inches (2") or more of snow. During heavy snowfall or severe icing conditions, motorists may need to install chains or other traction devices.

During an inclement weather event, streets may be temporarily closed for safety reasons.

Sidewalks: Per City code 6.212 Snow and Ice Removal

- (1) No owner or person in charge of property, improved or unimproved, abutting a public sidewalk, shall permit:
  - (a) Snow to remain on the sidewalk for a period longer than the first two (2) hours of daylight after the snow has fallen.
  - (b) Ice to cover or remain on a sidewalk, after the first two (2) hours of daylight after the ice has formed. The person shall remove ice accumulation on the sidewalk or cover the ice with sand, ashes, or other suitable material to assure safe travel. (added by Ordinance #257 – May 7, 1984)

**Comment [KD1]:** City Code Section 10.380 Ice – capped and Snow Removal. It shall be the duty of the owner, lessee, occupant, or person having control or custody of any premises of any unimproved property to remove any snow or ice which has fallen or accumulated on the sidewalks of such premises or property within six hours after such snow or ice has ceased to be deposited thereon; provided, however that if such snow is falling or such ice accumulating after the hour of 6:00 o'clock p.m., the same shall be removed within six hours after it shall cease to be deposited or within six hours after 7:00 o'clock a.m. on the next succeeding day, as the case may be.

City Buildings: City facilities shall have pathways cleared of accumulated snow and ice for safe pedestrian ingress and egress. The operational needs of each facility will be used to determine the appropriate pathway layout.

City owned Parking Lots: Parking lots at City facilities shall have pathways cleared of accumulated snow for safe use. The parking lots shall be cleared on a scheduled basis after higher priority areas are made safe.

Public Parks: Designated parks with heavily used restrooms shall have pathways and parking areas cleared of accumulated snow and ice for safe pedestrian ingress and egress. The pathways shall be cleared on a scheduled basis after higher priorities are made safe.

### **Plowing Guidelines**

See Snow Plowing Route Map for priority 1, priority 2 and priority 3 routes.

Streets will be plowed in such a way to minimize the impact to in-ground lighting, raised pavement markers and rumble strips. Streets will not be plowed to bare pavement.

### **Sanding Guidelines**

Sand does not melt ice but improves traction on slippery surfaces and has relatively few impacts on the environment or plants. See Street Sanding Map for primary sanding locations.

- Sanding will occur only when conditions warrant.
- During icy conditions, sand will be spread on hills, corners, intersections, bridges, crash sites, and known problem areas or as directed by a supervisor.
- When it is snowing, sand will be spread to aid traffic in climbing hills, at crash sites, known problem areas or as directed by a supervisor.
- Areas will be sanded as requested by police, fire departments or ambulance services as a number one priority.

### **Implementation**

The Snow and Ice Control Plan will be implemented when it is determined by a supervisor to be the best solution for the conditions that exist. The criteria for that decision are:

- Reasonable prediction that inclement weather will occur within 24 hours
- Icy conditions which affect travel
- Snow accumulation
- Freezing rain

### **Priorities**

#### City Streets:

Snow Routes are shown on the Snow Plowing Route Map.

- Priority 1 and 2 routes will be kept clear to provide a transportation system to connect essential facilities, schools, fire stations, public transit facilities and the police station.
- Priority 3 routes will be cleared or sanded to provide secondary connectivity and mitigate known problem areas.

Streets not designated as a snow route will not be plowed or sanded unless specifically requested by police or fire departments.

City Sidewalks, Facility Walkways, and Park Pathways:

Sidewalks will be cleared to a minimum width of four feet (4') and have de-icer applied as appropriate in the following priority order. See City Sidewalk Map.

- 1) Sidewalks adjacent to streets around the perimeter of City Facilities and Parks
- 2) Facility Walkways
  - a) WES Transit Station
  - b) Public Works/Police Building
  - c) Community Center
  - d) Library
  - e) City Hall
  - f) Parks and Recreation Building
- 3) Main Park pathways

Only the public sidewalks and paths mentioned above will be mitigated.

City Facility Parking Lots:

Facility parking lots will be cleared in the following priority order.

- 1) WES Transit Station
- 2) Public Works/Police Building
- 3) Fleet/Transit Building
- 4) Library
- 5) City Hall
- 6) Community Center
- 7) Parks and Recreation Administration Building
- 8) Water Treatment Plant
- 9) Wastewater Treatment Plant

City Park Parking Lots:

Park parking lots will be cleared in the following priority order.

- 1) Boones Ferry Park
- 2) Murase/Memorial Park
- 3) River Fox Park

**Use of Anti-icing or De-icing Products**

To help keep sidewalks and pathways clear minimal amounts of Potassium Chloride, Calcium Chloride or Magnesium Chloride products may be applied by hand or a drop spreader.

The City has chosen not to use anti-icing or de-icing chemicals on roadways due to environmental concerns – potential damage to plants, vehicles and infrastructure, application



challenges – over 40 degrees temperature and no precipitation, and financial considerations – cost per application.

**Comment [KD2]:** Magnesium Chloride (MgCl) would be the best choice as an anti-icer or de-icer. It would cost around \$1000 to retrofit one of the PW trucks to hold a tote and have spray nozzles out the back. The product costs around \$2.10 per gallon. To apply one application the cost would be approximately- Priority 1 routes = \$1500; Priority 2 routes = \$3900 and Priority 3 routes = \$700. Total of \$6100 per application.

### Resident's and Business' Cooperation

Residents of Wilsonville are requested to support the efforts of the City's snow and ice control operations to achieve the best possible results in the most efficient manner. During snow events and winter storm conditions, residents are asked to keep parked vehicles off of the City's Snow and Sanding routes.

Property owners shall clear snow and ice from the sidewalk along their property per City Code 6.212, cited above. It is recommended that sidewalks along Snow Routes be cleared after the plow has traveled through. Property owners are responsible for clearing access to their driveway.

Snow removal by property owners or occupants should not be piled or stacked over catch basins or at culvert pipe openings. Rapid warming or thawing could overwhelm the drainage system causing local flooding or potential property damage. Citizens are encouraged to clear blocked catch basins and culverts, if needed.

All garbage and recycling containers set out for collection should be kept behind the curb or in residential driveways at all times.

### Available Equipment

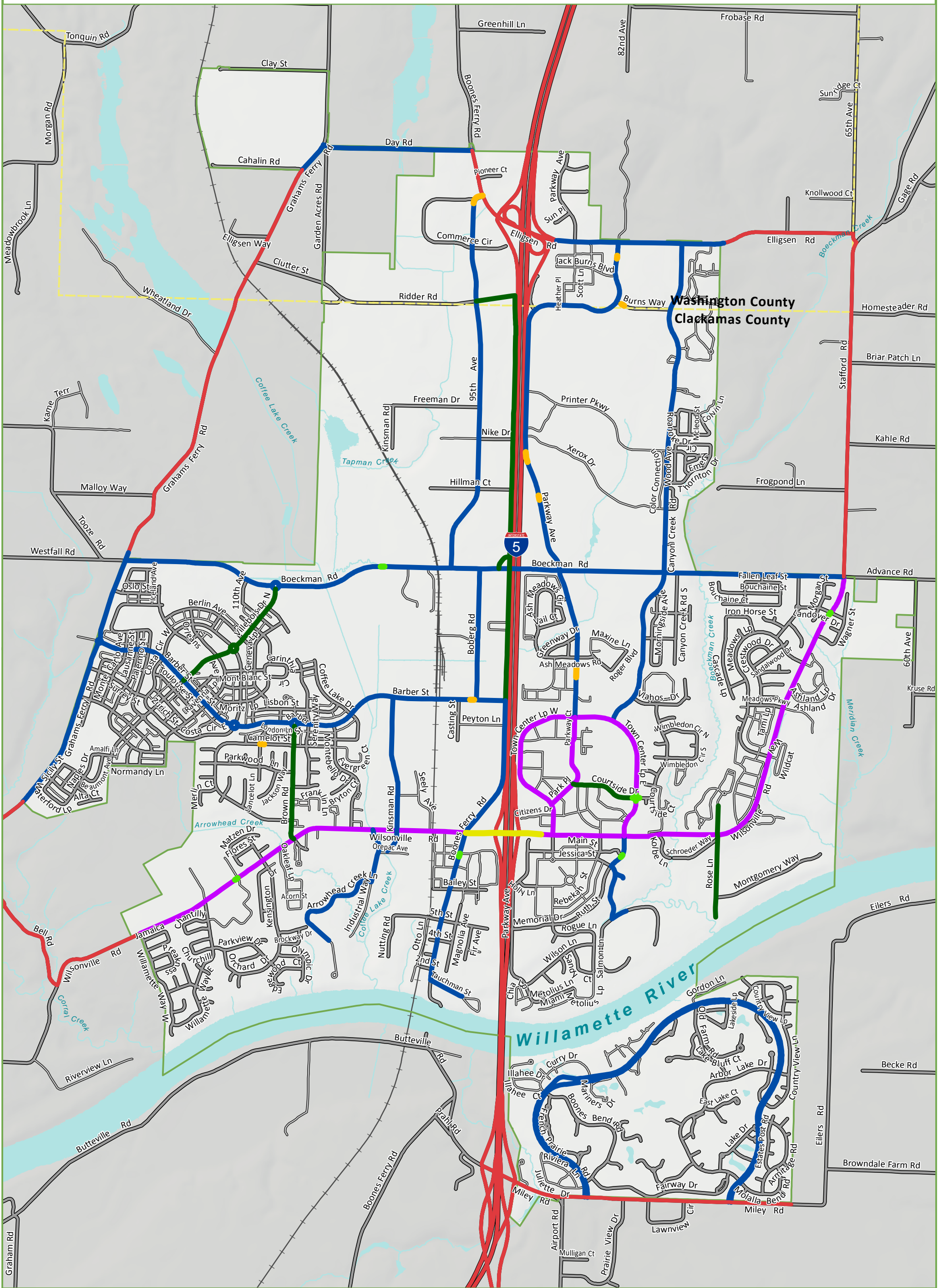
- 2 trucks with snow blade and sand dispensing bin
- 5 sidewalk snow blowers
- Tool Cat vehicle with brushes
- Tractor with bucket and box attachments

### Disclaimer

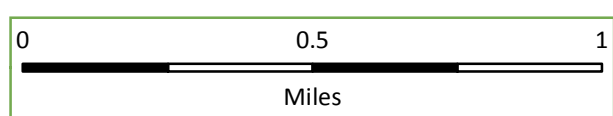
The policy, as set forth, is the current snow and ice control policy for the City and will be enforced equally throughout the City. The following conditions may prevent or delay implementation of this policy.

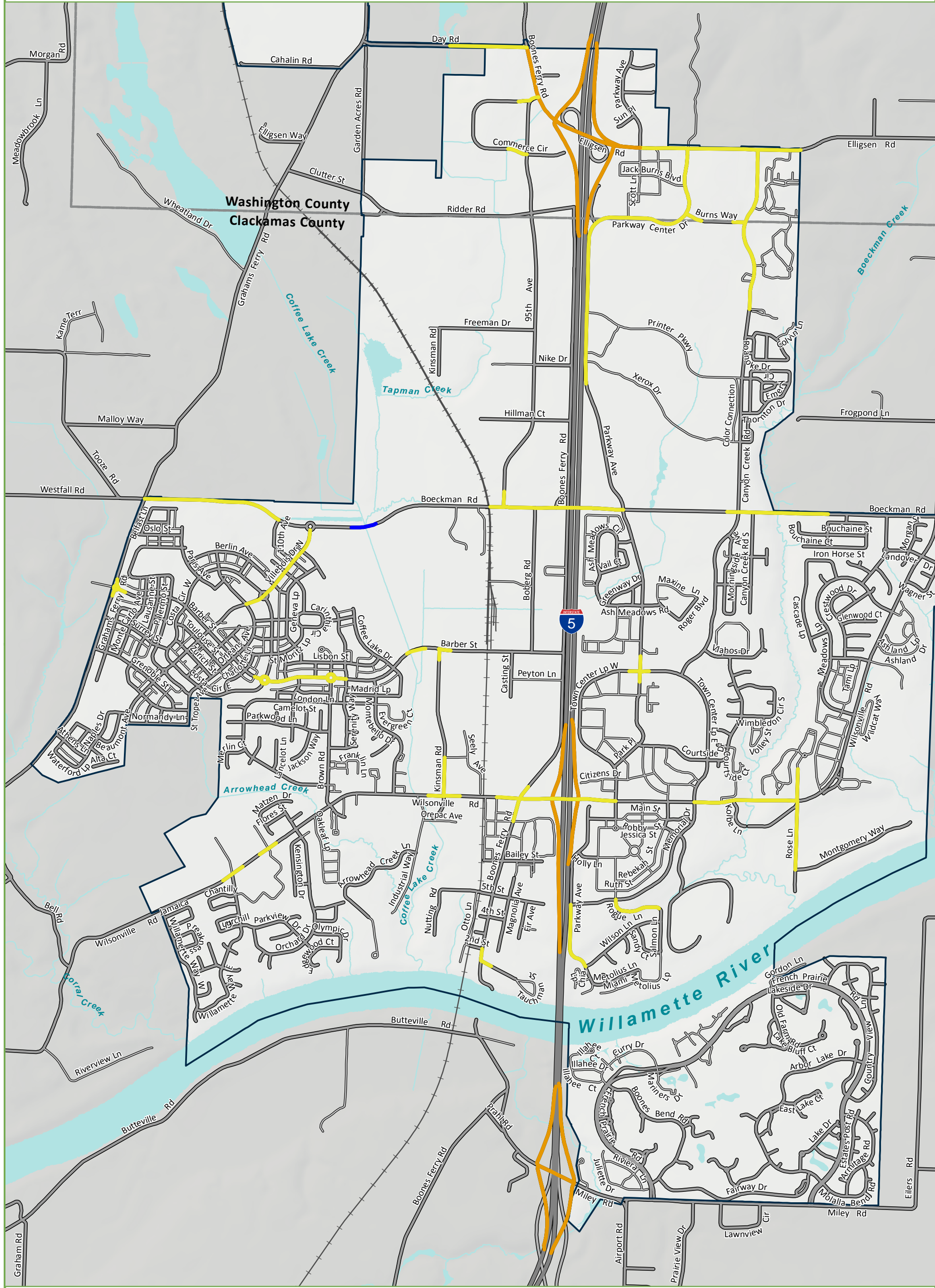
- Equipment breakdown
- Parked, stalled or disabled vehicles that prevent or restrict access
- Severe weather requiring crews to halt operations
- Breaks required for re-fueling, refilling material spreaders, etc.
- Unforeseen emergencies
- Available staffing levels

# Snow Plowing Routes

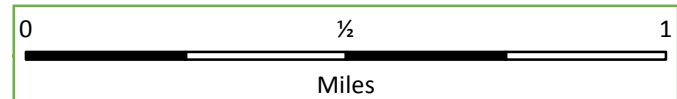


Essential Routes	Obstacles
<span style="color: purple;">—</span> Priority 1	<span style="color: orange;">—</span> Concrete strip
<span style="color: blue;">—</span> Priority 2	<span style="color: green;">—</span> In-ground flashers
<span style="color: darkgreen;">—</span> Priority 3	<span style="color: yellow;">—</span> Rumble strip
<span style="color: red;">—</span> Maintained by others	

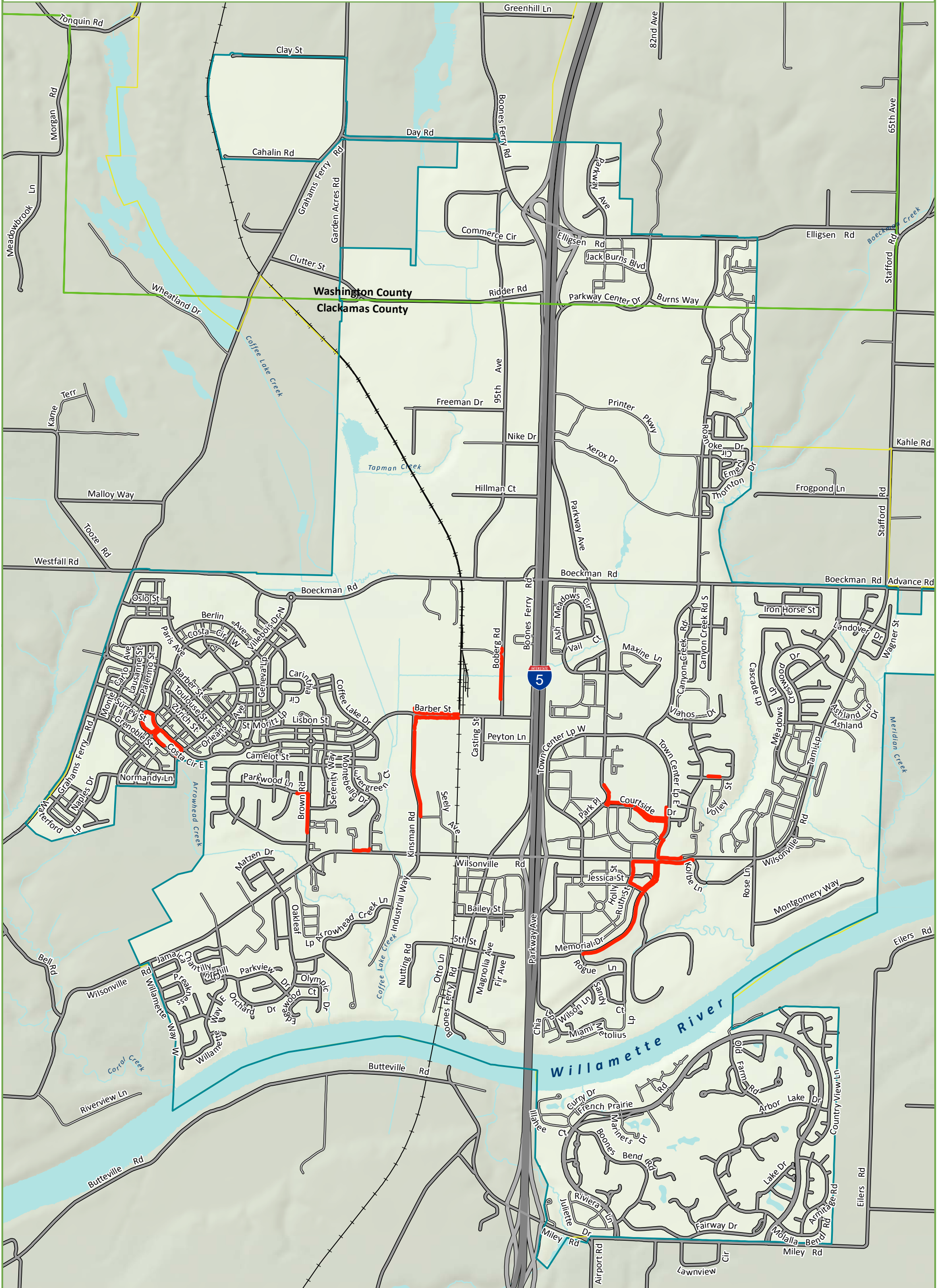




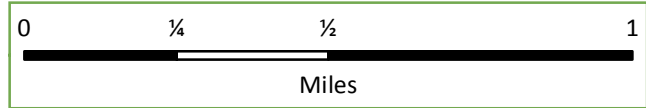
- Freezing fog/ice conditions
- ODOT responsibility
- Primary locations to sand



# City Sidewalks



**Ownership**  
— City Sidewalks





**CITY COUNCIL  
STAFF REPORT**

<b>Meeting Date:</b> June 19, 2017		<b>Subject:</b> Work session on the Frog Pond West Infrastructure Funding Plan (IFP)	
		<b>Staff Member:</b> Chris Neamtzu, Planning Director <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> This is a work session to obtain policy direction regarding infrastructure funding for Frog Pond West.	
<b>Staff Recommendation:</b> Staff will present information on the Frog Pond West Master Plan and Infrastructure Funding recommendation.			
<b>Recommended Language for Motion:</b> NA			
<b>Project / Issue Relates To:</b>			
<input checked="" type="checkbox"/> Council Goals/Priorities Adopt the Frog Pond West Master Plan	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:** The Frog Pond West Infrastructure Funding Plan (IFP) is a component of the Frog Pond West Master Plan and provides a basic framework for paying for and constructing the critical road, sewer, water and park projects that are needed to make the neighborhood a reality. The IFP contains options (e.g. a public or private sector build of Boeckman Road) and establishes an overall strategy to create an infrastructure supplemental charge that distributes the cost of the needed infrastructure equitably amongst all development in the Frog Pond West Neighborhood. The Planning Commission recommended an equitable distribution of such costs when it voted to recommend adoption of the Frog Pond West Master Plan.

Each party with a development proposal would be required to enter into an Annexation Agreement with the City as a condition of annexation, which essentially outlines the proportionate costs associated with each project. The basic framework would result in a Frog Pond area specific per-door infrastructure supplemental charge that is collected at the time of building permit issuance, in addition to standard system development charges. The per-door infrastructure supplemental charge covers the developer's costs associated with the list of projects that need to be completed, as outlined on Attachment A. The supplemental charge would be kept in a single account by the City so those funds would be fungible and could be used on any of the required infrastructure projects, as sufficient funding becomes available.. The funds would build up over time, leading to project development in phases. For example, Boeckman Road may be constructed using funds collected from the infrastructure supplemental charge and then the funds can build up again to purchase and improve the Neighborhood Park.

At this point in time, following extensive dialogue with fronting owners/developers, it has become clear that the private sector is not willing to lead construction of the Boeckman Road improvements due to small ownership/options, parcelization, risks associated with construction carrying costs, and the uncertainty of timelines for repayment. Developers have indicated a strong preference for a public build, even if that means that the per-door fee is higher. Staff has revised the IFP to reflect the public build option, and have included associated labor increases, contingencies and administrative costs in the total per-door infrastructure supplemental charge, which is now estimated to be at \$15,814/door. It is important to note that this number will change as more details are available about the projects and their costs are refined.

**EXECUTIVE SUMMARY:** On March 8, 2017, the Planning Commission voted unanimously to recommend approval of the Frog Pond West Master Plan and associated Comprehensive Plan and Zoning amendments to the City Council. On April 17, 2017 staff conducted an abbreviated work session with the Council on the general themes and approach to the Frog Pond West Infrastructure Funding Plan. Since that time, there have been additional meetings with the area developers and property owners resulting in refinements to the overall approach.

The purpose of the Frog Pond West Infrastructure Funding Plan is to provide a framework for decision making, with options, specifically:

- **Describe strategies and options that provide adequate funding** to complete infrastructure (transportation, water, sewer, parks, and stormwater) requirements in a timely manner
- **Increase certainty** for all parties regarding the projects, costs, resources, and timing required to make Frog Pond West a success
- **Provide flexibility** by identifying both primary strategies and tools for funding, as well as additional alternatives, tools, and approaches that could be implemented over time
- **Provide an equitable distribution** of costs and benefits of infrastructure across the entire Frog Pond West neighborhood
- **Reduce risk** for the public or private sector responsible for constructing the infrastructure

**EXPECTED RESULTS:** Adoption of the Frog Pond West Infrastructure Funding Plan, which will be a component of the Master Plan, will set the stage for the implementing ordinances, annexation agreements and other specific instruments that are required to begin development of the neighborhood.

**TIMELINE:** The Planning Commission completed its public hearing and recommendation on the Frog Pond West Master Plan on March 8<sup>th</sup>, 2017. A City Council hearing is scheduled for June

19, 2017. Second reading of the Ordinance would be on July 17th, with a 30-day enactment period following.

**CURRENT YEAR BUDGET IMPACTS:** The Frog Pond West Master Plan is included in this year's budget, funded by the City's General Fund.

**COMMUNITY INVOLVEMENT PROCESS:** Throughout the work session process on the Frog Pond West Master Plan, there has been excellent collaboration between the project team, the Planning Commission and interested parties. For the Frog Pond West Infrastructure Funding Plan, staff has had numerous meetings with developers and property owners - sharing ideas, cost estimates and strategies. The Planning Commission also had a high-level discussion of infrastructure funding and listened to testimony on the subject from developers and property owners. As the project enters the final public hearing phase, there are additional opportunities for community involvement.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY** (businesses, neighborhoods, protected and other groups): The creation of a new neighborhood in the Frog Pond West area will provide citizens with new housing choices as well as a future school, parks, trails and open spaces. A sound infrastructure funding plan will provide certainty for the community and the City regarding how costs are being allocated and City funds are being invested.

**ALTERNATIVES:** The team has evaluated many options over the past six months as the Frog Pond West Infrastructure Funding Plan has been developed in coordination with the project partners. The Infrastructure Funding Plan offers flexibility regarding construction timing and fundraising.

**CITY ATTORNEY REVIEW**

Reviewed: BAJacobson Date: 6/9/17

**CITY MANAGER COMMENT:**

**ATTACHMENT:**

- A. Frog Pond West: Infrastructure Funding Plan prepared by LCG dated June 7, 2017

# Frog Pond West: Infrastructure Funding Plan

Date June 8, 2017  
 To Chris Neamtzu, City of Wilsonville  
 From Andy Parks, GEL Oregon  
 Brian Vanneman, Leland Consulting Group  
 Joe Dills, Angelo Planning Group



## Introduction

The City of Wilsonville has engaged GEL Oregon, Leland Consulting Group, and Angelo Planning Group to prepare an infrastructure funding plan for the Frog Pond West Master Plan (“Master Plan”). The purposes of the Frog Pond West Infrastructure Funding Plan (“Funding Plan”) are to:

- Describe strategies and options that provide adequate funding to complete infrastructure (transportation, water, sewer, parks, and storm water) requirements identified in the Master Plan in a timely manner;
- Increase confidence for all parties regarding the projects, costs, resources, and timing required to make Frog Pond West a success;
- Provide flexibility by identifying both primary strategies and tools for funding, as well as additional alternatives, tools, and approaches that could be implemented over time; and
- Provide an equitable distribution throughout Frog Pond West of the costs and benefits of Master Plan infrastructure.

This plan is based on analysis of funding options and discussions with developers and property owners, and is intended to be adopted as part of the final Frog Pond West Master Plan.

## Project Summary

The Frog Pond West planning area, shown in Figure 1 below, is approximately 180 acres in total, with approximately 150 acres outside of the natural resource areas shown in green. The Master Plan area includes the following general attributes, which influence this funding plan:

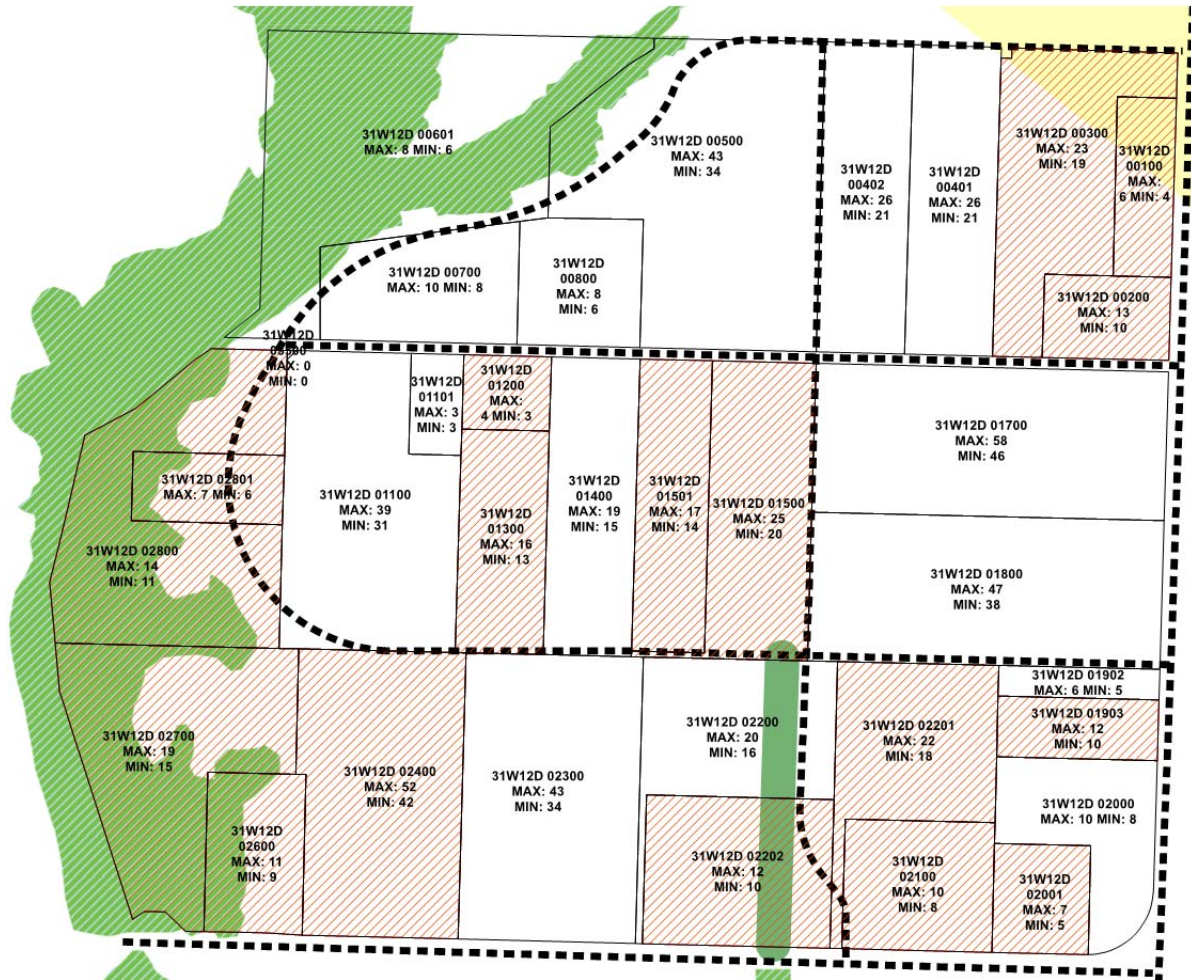
- 571 housing lots would be allowed to be built under the Master Plan.
- The site is currently outside the city limits, but within the Urban Growth Boundary.
- 26 different property owners (as of 2015) control properties that vary widely in size. The largest single ownership is 25 acres (school district) and the smallest is 0.9 acres.
- The School District owns 25 acres, including a 10-acre future school site adjacent to Boeckman Road, a 5-acre land banked site adjacent to the future school site, and a 10-acre land banked site adjacent to Stafford Road.<sup>1</sup>
- Owners of the parcels highlighted in Figure 1 have shown an interest in development. Property owner intent to develop has been taken into account in this Funding Plan since it is likely to drive the location and pace of development and the locations where infrastructure will be needed first.

<sup>1</sup> In this Funding Plan, a portion of the 5-acre land banked site is assumed to be used for a future neighborhood park and the 10-acre land banked site is assumed for future residential development. These assumptions are subject to change based on future decisions by the West Linn-Wilsonville School District and the City of Wilsonville.



Figure 1. Frog Pond West

This map shows the maximum and minimum number of housing units that can be built on each property, pursuant to the Frog Pond West Master Plan. Properties shaded in orange indicate that owners have contacted the City to express an interest in development.



### Infrastructure Summary

For purposes of this Funding Plan, the infrastructure necessary to serve Frog Pond West has been put into three different categories, shown below. The emphasis of this Funding Plan is to identify strategies and tools appropriate to fund “Master Plan” infrastructure (the third bullet point below); the strategies and tools necessary to fund the other infrastructure categories are adequately addressed through the City’s existing methods.

- **Off-site Infrastructure** includes large projects that serve the broader community, are funded through Systems Development Charges (SDCs) generated by development throughout the City and through other City resources, and are generally located outside of the 180-acre boundary of Frog Pond West. Examples include:
  - Memorial Park pump station
  - Boeckman Creek sanitary sewer trunk line
  - West side water reservoir (funding pending)
  - Boeckman Bridge (the potential Frog Pond West contribution is summarized below)

- **On-site Infrastructure** includes local projects which serve individual properties. The costs of these projects are funded by individual developers. Examples include:
  - Local streets and sidewalks
  - Sanitary sewer lines
  - Water lines
  - Stormwater management
- **Master Plan Infrastructure** is the focus of this Funding Plan. Master Plan infrastructure differs from the above because it typically:
  - Crosses multiple property ownerships
  - May be too large and expensive for any single developer to complete
  - May have geographically concentrated costs (e.g. a park on a single property), but benefits all of Frog Pond West
  - May be adjacent to or within Frog Pond West development parcels

As stated, the focus of this Funding Plan is to identify the Master Plan infrastructure projects and to provide strategies and options for funding those Master Plan infrastructure projects that currently do not have any identified funding source or are not fully funded.

### Master Plan Projects

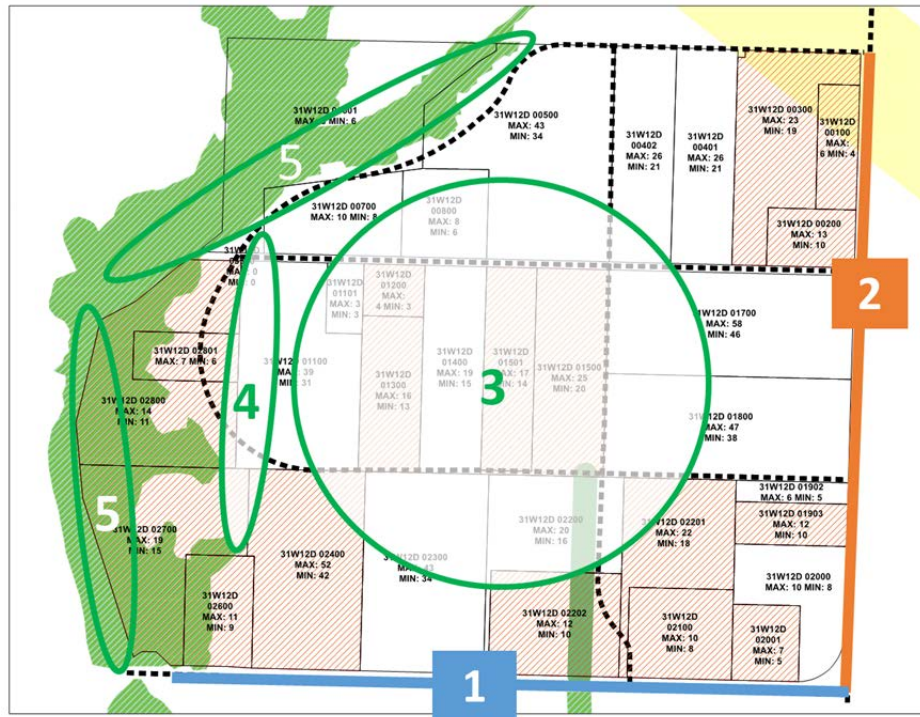
This Funding Plan focuses on funding strategies for the following five key Master Plan projects, which are conceptually represented in the adjacent figure:

1. Boeckman Road, including sanitary sewer
2. Stafford Road, including sanitary sewer and water
3. Neighborhood Park
4. Trailhead Park
5. Boeckman Trail

In addition, this Funding Plan specifically addresses one off-site infrastructure facility, due to its location adjacent to Frog Pond West:

- Boeckman Bridge

Figure 2. Map of Master Plan Projects



### Current City Policy

This Funding Plan uses the City’s existing policy and practices as a starting point, summarized below:

- Developers pay for the “local portion” of infrastructure required to serve their developments. For example, the local portion of Boeckman Road is shown below in Figure 3 as the yellow highlighted portion of the road. Typically, this is the first 24 feet of roadway from face of curb, plus planter strips and sidewalks, and including the pavement and road base associated with the local street standard, and water and sewer lines up to 8” in size.
- Developers also pay for the “oversize portion” (infrastructure that exceeds the minimum required), and then receive credits against SDCs due (“SDC credits”).
- Where necessary, the City may pay for infrastructure elements that are:
  - Identified by existing adopted citywide infrastructure master plans (e.g. the Transportation System Plan or Parks and Recreation Master Plan) and included in the City’s five-year Capital Improvement Program (CIP); and
  - Abutting already-developed areas (e.g. the component of Boeckman Road that fronts the Arbor Crossing neighborhood to the south) and therefore not the responsibility of Frog Pond developers.
- The City may implement a variety of tools to facilitate and coordinate infrastructure delivery including SDCs and SDC credits, a supplemental fee, reimbursement districts/agreements, Local Improvement Districts (LIDs), development agreements, etc.

In addition to SDCs and SDC credits, a supplemental fee is the primary funding tool recommended for Frog Pond West and is described further below.

Figure 3. Boeckman Road, including developer responsibility/local portion



Note: Roadway may include other “oversize” elements that are not shown (e.g. additional structural section).

## Infrastructure Cost Allocation-Current City Policy

The total cost of the five Master Plan infrastructure projects and the Boeckman Bridge is allocated to different parties under **current** City policy as follows. Recommendations for how these current policies should be adjusted to fit specific conditions in Frog Pond begin on page 6.

1. Boeckman Road (including sanitary sewer)
  - a. Southern Portion of Boeckman Road
    - i. The City will pay for the construction of the southern portion of Boeckman Road, which is identified in the City's Transportation System Plan (TSP) as a "higher priority project."
  - b. Northern Portion of Boeckman Road
    - i. Current City policy states developers along Boeckman Road are responsible to develop their "local portion" of Boeckman Road (see Figure 3 above). Since most of the relevant Boeckman Road frontage and in-street utilities serve Frog Pond West, developing the "local portion" of the north side of Boeckman Road is the responsibility of the adjacent developers.
    - ii. Also under current City policy, developers may receive SDC credits for constructing the remainder of the north side of Boeckman Road, which exceeds the "local portion" of the road.
    - iii. Any oversizing of sanitary sewers installed by the developers along the northern portion of Boeckman Road is also subject to SDC credits.
  - c. Alternative strategies for funding Boeckman Road are outlined on page 6.
2. Stafford Road (including sanitary sewer and water)
  - a. Western Portion of Stafford Road
    - i. As with the northern portion of Boeckman Road, developers in Frog Pond West developing adjacent to Stafford Road are responsible for the "local portion" of Stafford Road, including sanitary sewer and water. Any oversizing can be compensated through SDC credits.
  - b. Eastern Portion of Stafford Road
    - i. Under current City policy, the "local portion" of the east side of Stafford Road will be the responsibility of the developers of Frog Pond East adjacent to Stafford Road.
  - c. Alternative strategies for funding Stafford Road are outlined on page 9.
3. Neighborhood Park
  - a. The cost of the Neighborhood Park is the responsibility of developers within Frog Pond West because the City's Comprehensive Plan, the Parks and Recreation Master Plan, and the Parks SDC methodology require the cost of neighborhood parks to be the responsibility of the local neighborhood, and not borne by the entire City. Strategies for funding the Neighborhood Park Road are outlined on page 10.
4. Trailhead Park
  - a. The cost of the Trailhead Park is accounted for in the Parks SDC and is included in the Parks and Recreation Master Plan, and so does not require any contribution from developers beyond the standard Parks SDC.

5. Boeckman Trail
  - a. Along with the Trailhead Park, the Boeckman Trail is accounted for in the Parks SDC and is included in the Parks and Recreation Master Plan, and so does not require any contribution from developers beyond the standard Parks SDC.
6. Boeckman Bridge
  - a. Frog Pond West's costs for Boeckman Bridge are allocated based on the neighborhood's traffic demand (average daily trips or ADT). Strategies for funding Boeckman Bridge are outlined on page 10.

## Master Plan Infrastructure Funding Strategies

Master Plan infrastructure such as Boeckman and Stafford Roads will need to be improved across many properties, and are likely too large and expensive for any single developer to complete alone. Therefore, in order to realize the goals of the Frog Pond Area Plan and the Master Plan, the City has a role to play in coordinating the provision and funding of that infrastructure. The sections below describe strategies for funding the four projects that either exceed the ability of an individual developer to fund, do not have any identified funding source, or would be only partially funded by known sources. Those four projects are: (1) the northern portion of Boeckman Road; (2) the western portion of Stafford Road; (3) the Neighborhood Park; and (4) Boeckman Bridge.

## Overall Preferred Strategy: Establish a Supplemental Fee to Distribute Costs Equitably

As described above, existing City policy would require funding for Master Plan infrastructure to generally be borne by developers. This Funding Plan proposes a variation on that policy in which the funding for specified projects would be: (1) borne by all new development in Frog Pond West through an equitable distribution of the costs on an equivalent dwelling unit (EDU) basis; and (2) collected through a supplemental fee that applies to new development. The supplemental fee will generate funds for three projects: Boeckman Road (including sanitary sewer improvements); Stafford Road (including water and sanitary sewer improvements); and the Neighborhood Park. (The funding for Boeckman Bridge is described further below, and includes a separate, dedicated supplemental fee for the bridge.)

The supplemental fee will create revenue that is fungible for use across different Master Plan infrastructure projects so that the timing of project construction would be as flexible as possible. The supplemental fee is a different funding instrument than a supplemental SDC or reimbursement district fee; however, the City retains the option of using those tools if desired.

Figure 4 below summarizes the Frog Pond West supplemental fee, including associated projects, preliminary cost estimates, and allocation per equivalent dwelling unit (EDU). The City reserves the right to complete additional infrastructure design and engineering analysis, which may result in changes to the cost estimates below.

**Figure 4. Frog Pond West Estimated Supplemental Fee: Preliminary Cost Estimates and Allocation**

All costs shown assume that projects will be built by the City, and therefore public-sector construction cost estimates are used. Additional notes regarding EDUs and costs are below.

Projects	Total Project Cost Public Sector Construction	Oversize Components (City CIP)	City Share	Net Project Cost to Recover (rounded)	Number of EDUs	Allocation per EDU	Admin Overhead 12.0%	Total Allocation per EDU
Boeckman Rd	3,747,161	122,986	2,026,941	1,597,000	538	2,970	356	3,326
Boeckman Rd sanitary sewer	690,625	265,756	-	425,000	490	870	104	974
Stafford Rd	2,585,548	439,544	-	2,146,000	538	3,990	479	4,469
Stafford Rd sanitary sewer	213,281	20,312	-	193,000	490	390	47	437
Stafford Rd water	365,625	71,094	-	295,000	472	630	76	706
Neighborhood parks	2,407,221	-	-	2,407,000	457	5,270	632	5,902
Total	10,009,461	919,692	2,026,941	7,063,000		14,120	1,694	15,814

**EDUs.** An EDU is an approximation of the infrastructure demand generated by one dwelling unit, and is useful since EDUs can also be estimated for non-residential (e.g. school, commercial, or industrial) development. In the case of the Neighborhood Park, costs are allocated across 457 EDUs in Frog Pond West, which is 80 percent of the 571 total homes allowed in the Master Plan, and accounts for a potential 20 percent “underbuild.” Assuming that 80 percent or more of the allowed homes in Frog Pond West are built, they will generate adequate supplemental fees for the Neighborhood Park, along with the other Master Plan infrastructure projects. In the case of other infrastructure elements (roads, sewer, water), the proposed school will generate infrastructure demand in addition to demand from residential development. For that infrastructure, the City and project team have estimated school demand (in EDUs) based on comparable past projects, and added this to the housing demand. Therefore, the road, sanitary sewer, and water projects are allocated across a greater number of EDUs.

**Notes regarding costs.** The cost estimates in Figure 4 assume that projects will be funded via the supplemental fee and built by the City, in the year 2019. These fees may adjust for the time cost of money or other inflationary factors if the projects are built beyond that time horizon. Based on input from third-party engineers and City staff, public-sector construction costs are assumed to be approximately 25 percent higher than private-sector construction costs, and therefore, if any components were to be built by the private sector, it is possible that the costs and the associated fees could be reduced. Cost estimates in Figure 4 include hard (construction) costs, plus external engineering (25 percent of hard costs), contingency (30 percent of hard costs), and city overhead (12 percent of all costs, to account for internal City engineering, finance, and related services). The City’s review indicates that total Frog Pond West development fees (the above supplemental fees plus base City SDCs) are comparable to the total fees that developers are paying in comparable master-planned development areas such as South Cooper Mountain in Beaverton, and River Terrace in Tigard. The City’s current SDCs are \$25,388<sup>2</sup> for a single-family home (EDU), including streets, sanitary sewer, water, stormwater, and parks, and adjust each year to account for inflation.

<sup>2</sup> Reflects adopted SDCs as of June 4, 2017. On June 5, 2017, the City Council adopted an updated Transportation SDC of \$11,772 per Single Family home (an increase of \$4077 above the previous SDC).

## Boeckman Road Preferred Funding Strategy

The following strategies were prepared after analysis of various options and coordination meetings with the three major property owners/developers on the north side of Boeckman Road. During these meetings, the City explored multiple options and strategies for funding Boeckman Road, working from the foundation of existing City policy and applying the principle of equitable distribution of costs. The Boeckman Road strategies are:

- **The City will lead the construction of the Boeckman Road improvements.** This strategy evolved out of meetings with property owners/developers during which they stated the following concerns and challenges about the private sector leading construction of Boeckman Road: (1) existing properties are small, so infrastructure costs (even if reimbursed over time) cannot be easily carried or offset against revenues; (2) borrowing money without certainty of repayment is not possible; and (3) they do not have experience working jointly with adjacent developers, which makes coordination difficult. The property owners/developers stated a preference to pay a higher fee and have the City build the improvements, as opposed to a lower fee and private sector construction.

From the City's perspective, a benefit of City-led construction is that the phasing and timing of the improvements can be determined by the City and is flexible. The City would also retain more control over the project to ensure it complies with the Frog Pond West Master Plan and City standards. In addition, City-led construction translates into greater risk for the City. If development does not take place at the pace expected and therefore revenue from the supplemental fee is less than the amount necessary to construct the projects, the City will carry the cost of construction and financing.

In summary, the preferred strategy is for the City to lead the Boeckman Road improvements. The City retains the option for a private sector lead if circumstances are conducive to it in the future. The additional strategies listed below reflect the City's consideration of the trade-offs described above and the crafting of an approach that will, on balance, work for all parties.

- **A preference for fewer phases; the preferred approach is two phases; with options for how phasing occurs.** The City prefers that Boeckman Road be built in as few phases as possible. This will minimize disruption and reduce costs. The City's specific preference is for a two-phase approach where two of the three major frontages are built simultaneously. The City realizes that individual projects may need to move ahead, and is open to proposals to improve a single frontage. The City will work with the School District to try to coordinate its frontage improvement with either of the adjacent frontages. The City will also work with the owner/developer of the western-most frontage to coordinate its improvements with the Boeckman Bridge replacement.
- **City funding for the southern part of Boeckman Road.** The City will contribute funds for completion of the southern portion of Boeckman Road, which abuts the Arbor Crossing neighborhood and, under current City policy, would not be the responsibility of Frog Pond West developers. An estimate of this cost is shown as the "City share" of Boeckman Road in Figure 4.
- **Equitable distribution and reimbursement of costs.** Boeckman Road costs will be distributed equitably to all development in Frog Pond West, as described above.
- **Coordination of the western portion of Boeckman Road with the Boeckman Bridge replacement.** When the Boeckman Bridge is replaced, the project will extend east to include part of the western-most frontage. The City will strive to coordinate the design for the bridge and the road improvement by whichever project is designed first.

- **Funds may be sourced from all applicable fees.** For City (or private sector) construction of Boeckman Road, funding will be available from supplemental fee revenue, plus applicable SDCs collected or credited. This will help reduce or eliminate carrying costs associated with the construction of Boeckman Road and sanitary sewer facilities.
- **Phase 1 construction may be deferred to a time-certain date.** At the discretion of the City, the construction of Boeckman Road may be deferred to a time-certain date or number of completed lots in order to accumulate supplemental fees needed to build the project. For the purposes of this Funding Plan, construction is preliminarily set for 2019. Developers will be required to construct interim improvements necessary to support safe pedestrian, bicycle, and motor vehicle movement prior to the full improvements being completed.
- **Development agreements will be the implementing instruments and will be established at the time of annexation.** The City plans to create an infrastructure supplemental fee, which will require developers to enter into development agreements as a condition of annexation. These development agreements will require developers to pay the supplemental fee at the time of issuance of a building permit. The development agreement template and infrastructure supplemental fee resolution should be approved by the City Council prior to processing any annexation applications.
- **Options for Council Consideration.** Based on discussions with the three major property owners on the north side of Boeckman Road and analysis by the City team, the strategies listed above are recommended. The key issues for which there are options are:
  - Option A – City leads construction, with improvements deferred to 2019 or a defined number of lots in order to build up funds. The project team estimates that an issuance of permits of 142 EDUs will be required in order to receive sufficient supplemental fees to cover the City’s costs associated with the north side of Boeckman Road.
  - Option B – City leads construction, with improvements not deferred; Boeckman Road would be constructed early and concurrent with development. This option is not recommended due to the risk of delayed pay-back to the City.
  - Option C – Private sector leads construction, with improvements deferred to 2019 or a defined number of lots in order to build up funds. This option is not recommended, but is available to the Council for consideration.

## Stafford Road Preferred Funding Strategy

There are several challenges associated with the construction of Stafford Road. There is no certainty that Frog Pond East will develop in the near future, and the road is currently under county jurisdiction. Frog Pond East is outside the Urban Growth Boundary and is designated “urban reserve,” defined by Metro as land that is suitable for development in the next 50 years. The developer’s portion of Stafford Road infrastructure on the east side would not be required until annexation and development. Likewise, Frog Pond West developers/property owners along Stafford Road are not as advanced in their planning for development as those along Boeckman Road; therefore, this funding strategy cannot be as specific in its recommendations for Stafford Road.

This Funding Plan recommends that Stafford Road be built and funded via a strategy similar to Boeckman Road:

- Preference for the fewest number of phases that are practicable, with interim improvements to be considered at the discretion of the City. Phasing may be tailored to improve the west side of the road prior to the east side. The specific timing of improvements and phasing is to be determined. The City generally



intends to build up funds through the collection of the supplemental fee prior to making improvements to Stafford Road.

- Equitable distribution of costs: Stafford Road improvement costs will be included in the Frog Pond West supplemental fee, and supplemental fee revenues will be used to pay for Stafford Road improvements (roadway, sanitary sewer, water).
- Options for the construction of Stafford Road improvements by either the private sector or the City. Private developers who build segments of the road will be reimbursed via the supplemental fee and SDC credits.
- Development agreements will be the implementing instruments and executed at the time of annexation.

## Neighborhood Park Preferred Funding Strategies

As stated above, both the Trailhead Park and Boeckman Trail are eligible to use Park SDC funding, including SDC credits, because they are considered to be “regional” park facilities pursuant to the City’s Parks & Recreation Master Plan and SDC methodology. However, the Neighborhood Park is not eligible to use Park SDCs or Park SDC credits as a funding resource.

It is very unlikely that any single developer or group of developers/property owners will have the financial wherewithal to complete the Neighborhood Park project. Moreover, without a funding strategy, the costs of this park—which would be located on one or several properties—would be concentrated, while the benefits would be throughout Frog Pond West. Therefore, as shown in Figure 4, this Funding Plan recommends including the Neighborhood Park acquisition and improvement costs in the Frog Pond West supplemental fee. This will enable the project to move forward while minimizing the impact on funding for parks projects elsewhere in the City. The priorities of acquisition and construction would be as follows:

- Acquire needed land first. Work proactively with the School District (and/or property owners as necessary) to acquire the land. This may require negotiations with the School District to secure the site via a memorandum of understanding (MOU), intergovernmental agreement (IGA), or other agreement.
- Design and complete park improvements next. Consider building the Neighborhood Park when residential build-out reaches a target, such as 50 percent. Work proactively with the School District, developers, and property owners willing and able to make park improvements in exchange for supplemental fee credits.

Development agreements addressing the supplemental fee (including a Neighborhood Park component) would be signed with each property owner at the time of annexation, as described above. Additional development agreements may be necessary in the event that property owners deed land for or make improvements to the Neighborhood Park that would be creditable against supplemental fee payments, or make other contributions to the Neighborhood Park.

## Boeckman Bridge Preferred Funding Options

The proposed Boeckman Bridge is a major piece of transportation infrastructure—significantly greater in cost than the other elements discussed above. Frog Pond West should contribute a modest share of funding for the bridge, consistent with the fact that it is expected to generate a small percentage (less than 15 percent) of the transportation demand for the bridge, with the remainder of the demand generated by existing and new development elsewhere in the City. The majority of funding will be generated by citywide sources, possibly urban renewal funds or other sources.

This Frog Pond West share should be generated by a supplemental fee that would be similar to the fee described above, but likely separate and dedicated to the Boeckman Bridge only. The fee associated with Boeckman Bridge is recommended to be separate from the Frog Pond West supplemental fee (for Boeckman and Stafford Roads, and Neighborhood Park) because a funding strategy for Boeckman Bridge has not been finalized. The selected

funding for Boeckman Bridge (e.g. Urban Renewal or CIP) may be comingled in ways that are different from the other Master Plan infrastructure, causing potential accounting challenges if there is just one supplemental fee. Citywide and local (Frog Pond West) funding recommendations are described below.

### Citywide Funding Share

While the City's funding strategy for Boeckman Bridge is still being refined, the City is currently considering funding a significant share of Boeckman Bridge via urban renewal funds (tax increment financing), that would be generated by substantially amending the Year 2000 urban renewal area plan (Year 2000 URA) to include the cost of Boeckman Bridge. The City estimates that the Year 2000 URA could generate enough funds to pay for either the entire cost of Boeckman Bridge, or that cost less the cost associated with Frog Pond West. Other funding mechanisms—primarily SDCs/CIP—could be used to supplement URA funds. The City recently updated the Transportation SDC (TSDC) methodology and rate and elected to exclude Boeckman Bridge from the TSDC project list at this time. While the City is pursuing the citywide component of Boeckman Bridge funds through the Year 2000 URA, the funding specifics will continue to be refined for this major piece of transportation infrastructure. This Funding Plan estimates a supplemental fee based on the portion of the cost to construct Boeckman Bridge that is not funded through other revenue sources (the "Unfunded Portion").

### Frog Pond West Share of Unfunded Portion: Boeckman Bridge Supplemental Fee Estimate

Traffic generated by Frog Pond West is expected to make up a modest portion of the total traffic carried by Boeckman Bridge. The average daily trips (ADT) forecast for Boeckman Bridge in 2035 is 12,750. Frog Pond West's 571 housing units are expected to generate 1,170 ADT over Boeckman Bridge, or 9.2 percent of the total forecast ADT. At 80 percent development, or 457 units, the ADT is expected to amount to 7.3 percent of the total. The school is estimated to generate 645 ADT, or 5.0 percent of the total. In all, the estimated ADT generated by Frog Pond West, at full build out, is 1,815, or 14.3 percent of total forecasted trips.

The current cost estimate for Boeckman Bridge is \$14.0 million. If the City captures a proportional share of bridge funding from Frog Pond West, a separate supplemental fee appears to be the most appropriate tool. The amount to be raised by housing development in Frog Pond West would be 9.2 percent of the total Unfunded Portion, divided equally between 571 units.<sup>3</sup> For each \$1 million of "net unfunded" bridge cost (not covered by URA or other citywide sources), the fee would be \$161 (9.2 percent times \$1,000,000 divided by 571 housing units). The actual fee will depend on the Unfunded Portion of Boeckman Bridge, for example:

- If \$2 million unfunded, the fee per EDU would be \$322
- If \$10 million unfunded, the fee per EDU would be \$1,610
- If \$14 million unfunded, the fee per EDU would be \$2,254

The estimated contribution by the School District is approximately five percent of the Unfunded Portion; however, details regarding the District's precise share have yet to be worked out.

## Summary of Strategies and Recommendations

As described above, this Funding Plan provides the following findings and recommendations:

- Frog Pond West will require that a variety of infrastructure—including transportation, sanitary sewer, water, and parks—be built at the local, Master Plan, and off-site levels. Master Plan improvements are the primary focus of this Funding Plan, as they affect multiple property ownerships, are costly, and require a

<sup>3</sup> These calculations, including supplemental fee amount, are the same if both development and ADT are reduced to 80 percent of the full build-out values (i.e., 457 units and 7.3 percent of ADT) since a smaller share of traffic impact would be divided among a proportionately smaller number of units. Since transportation analysis was completed assuming full build out, the figure 571 housing units is used here.

coordinated plan. Such a coordinated strategy will increase all parties' confidence that the Master Plan will be implemented in a timely manner, and equitably allocate major costs across numerous different development sites.

- The primary funding tool recommended for three key Master Plan infrastructure elements—Boeckman Road (including sanitary sewer improvements), Stafford Road (including sanitary sewer and water improvements), and the Neighborhood Park—is a supplemental fee. This fee would be equitably distributed across all residential and school development in Frog Pond West, commensurate with each development's demand for the infrastructure. The total costs are allocated on the basis of equivalent dwelling units (EDUs) and summarized in Figure 4 above.
- This Funding Plan recommends and assumes that the City will collect supplemental fees and lead the construction of the Boeckman Road and Stafford Road projects. However, it is also possible that developers could build those projects in exchange for credits against supplemental fees and City SDCs; this would also likely result in lower construction costs.
- Boeckman Bridge is considered to be an “off-site” infrastructure element. Frog Pond West will generate a modest share of demand (15 percent or less) for Boeckman Bridge, with other demand coming from elsewhere in the City, and it is costlier than the Master Plan transportation infrastructure described above. The City is continuing to refine the design and funding strategy for Boeckman Bridge, with most of the funding expected to come from a substantial amendment to the Year 2000 URA. The City is also considering other funding mechanisms (primarily SDCs/CIP). This Funding Plan recommends that an additional and separate supplemental fee be charged to Frog Pond West development for the Boeckman Bridge. This supplemental fee amount will depend on the final design and cost of the bridge, and the amount generated by the URA and/or other sources. Based on Frog Pond West's transportation demand, the estimated supplemental fee is approximately \$161 per \$1 million of cost that is not provided by the URA and/or other sources.



## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b> June 19, 2017	<b>Subject:</b> Food Scraps Recycling Issues Regionally and Locally <b>Staff Member:</b> Mark Ottenad, Public/Government Affairs Director <b>Department:</b> Administration
<b>Action Required</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 type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input checked="" 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> Presenters at work session include: <ul style="list-style-type: none"> <li>• Eben Polk, Manager, Resource Conservation &amp; Solid Waste Program, Clackamas County</li> <li>• Jennifer Erickson, Principal Planner, Resource Conservation &amp; Recycling Div., Metro</li> </ul>
<b>Staff Recommendations:</b> City Council provides input and direction to staff on how to proceed on the issues presented below.	
<b>Recommended Language for Motion:</b> Not applicable.	
<b>PROJECT / ISSUE RELATES TO:</b>	
<input checked="" type="checkbox"/> Council Goals/Priorities <input type="checkbox"/> Adopted Master Plan(s) <input type="checkbox"/> Not Applicable	

### ISSUE BEFORE COUNCIL

The presentation during work session has three components:

1. Information update on Metro regional plans for commercial food-scraps collection and processing.
2. Information and request for direction pertaining to commercial food-scraps collection in Wilsonville.
3. Information and request for direction about potential residential recycling options for “mixed organics,” composed of yard debris and food scraps.

## **EXECUTIVE SUMMARY**

Several of the City Council's goals revolve around sustainability, including seeking to review options for curbside composting options. The presentation during June 19 work session looks at the larger regional Metro picture for commercial food-scrap collection and processing, and then focuses on two related components for Wilsonville.

The Metro regional program is looking at recycling options large, commercial food-scrap-generating businesses, such as grocery store chains, food processors and institutional cafeterias. Issues for consideration for pertain to both collection and processing; one proposal to process regional commercial food scraps is the SORT Bioenergy proposal in partnership with Republic Services.

Locally, Clackamas County and Republic Services have received requests from Wilsonville businesses interested in food-scrap composting collection options. Both parties seek to provide a test of commercial food-scrap composting collection in the Wilsonville market using the existing standard rates.

The City Council has expressed an interest in residential curbside, mixed-organics recycling options that can include yard debris and food scraps. In March 2016, the Lake Oswego City Council authorized Republic Services to begin the collection of residential organics, with an associated rate increase effective June 2016. Since both Wilsonville and Lake Oswego are located in Clackamas County and share the same solid-waste collection franchisee, the experiences of Lake Oswego are of interest to Wilsonville.

### **Issues at Hand for Council Discussion and Direction**

Food waste is an emerging state and regional priority. The metro region seeks to recover more of this valuable material to make energy and/or compost and divert food-scrap from landfills, where it contributes to methane gas-generation, a greenhouse gas pollutant.

Commercial food-scrap collection is available as an optional service in Lake Oswego, West Linn, Canby, Milwaukie, Happy Valley, and urban unincorporated Clackamas County.

A number of businesses in Wilsonville have expressed interest in the availability of food-scrap collection service. Offering the service is responsive to Wilsonville businesses, implements another recycling option pursuant to state law, and also simplifies implementation of a potential food-scrap collection mandate in 2019 or beyond.

For a small number of businesses that have asked, solid-waste franchisee Republic Services has already provided containers for food-scrap collection at the garbage rate, informally. However, Republic Services has indicated concerns over modeling an expansion of this program under the same practice for several reasons, including higher disposal costs due to greater weight of food-scrap waste and a desire to complete an evaluation of business participation, capital investment required to expand the program and a rate to offset costs associated with a full-scale commercial organics collection process.

**NEAR-TERM ASK:** Will the Wilsonville City Council approve the provision of commercial food-scrap collection service? One option is for Wilsonville staff to work with the franchised solid-waste collector work together in coming months, along with the County as needed, to design a program that offers commercial food-scrap collection service.

One approach is to offer it at the garbage rate or with only a very small discount, pending rate design. A target date should be identified in consultation with Republic Services. With the Council's assent on service, Clackamas County staff are prepared to initiate outreach and provide technical assistance to businesses in Wilsonville that generate food waste, working closely with Republic Services.

**OUTREACH and TECHNICAL ASSISTANCE:** By agreement, Clackamas County conducts outreach and technical assistance throughout the county, including to Wilsonville businesses, in order to meet state and regional requirements on solid-waste matters. Assistance is targeted towards waste prevention and reduction, recycling, food waste, and other sustainable practices that conserve resources.

Clackamas County Sustainability staff would add food-scrap recovery and collection to this ongoing assistance, as is currently the case in other cities. Metro has identified 13 Wilsonville businesses to reach in the FY 16-17 work plan, and is likely to provide a similar list for FY 17-18.

**MEDIUM-TERM ASK, RE Commercial food collection rates:** As service expands, now is a good time for cities and the county to evaluate and decide how to approach food-scrap collection in our commercial rates.

There are a few basic options beyond just charging for an extra container at the garbage rate. The County is engaging with its franchised collectors, and plans to propose to incorporate food-scrap collection service as an integrated element of garbage and recycling service for food-scrap generating businesses. City staff would need to work with Republic Services and County to determine what, if any, additional fee might be need for providing a food-scrap container and collection service. County staff seek to invite cities into the conversation, with a goal of adopting similar approaches to rates and fees for food-scrap collection service.

**POTENTIAL METRO REGIONAL MANDATE:** Metro welcomes Wilsonville's input into the development of a proposed food-scrap collection mandate, which would require cities and the county to adopt or amend ordinances. At present, Clackamas County staff are participating in the policy design committee and are also happy to keep Wilsonville officials informed of the process as it advances.

As the City Council is aware, Metro is also seeking a local processor for food scraps in parallel with the development of the proposed mandate on collection. The RFP was recently released the week of May 22. An increase in tons collected in order to support a local processor is a primary motivation for the proposed mandate. The proposed Sort Bioenergy facility in Wilsonville is expected to be one of the firms that respond to the RFP.

## **CURRENT YEAR BUDGET IMPACTS**

No budget impacts are anticipated at this time based on the potential provision of commercial or residential food-scrap collection solid-waste service in Wilsonville.

## **FINANCIAL REVIEW / COMMENTS**

Reviewed by:            Date:

## **LEGAL REVIEW / COMMENT**

Reviewed by: BAJacobson Date: 6/9/17

This type of service is not provided under our current franchise agreement. Council direction to staff was to prepare an RFP for proposals for a new franchise agreement in that the current one has been in existence since the early 1980s. it would be most appropriate for this to be included within that RFP if this is a direction the Council would like to go. In the meantime this would not preclude Republic from offering a pilot program to certain businesses as long as they stayed within the terms and rate structure of the current franchise agreement. In any case however, the program at this juncture would be strictly voluntarily both to Republic and to the customer.

## **CITY MANAGER COMMENT**

Reviewing City Council sustainability options to consider curbside composting options is 2017-19 City Council goal.

## **EXHIBITS**

- A. Metro flyer, *Solid Waste Roadmap: Food Scraps Project Q&A: Elected Officials*, March 2017
- B. Metro flyer, *Solid Waste Roadmap: Food Scraps Project Q&A: Businesses*, March 2017
- C. Metro flyer, *Solid Waste Roadmap: Food Scraps Project Background*, Feb. 2017
- D. Metro article, *Portland region to explore food scraps mandate for businesses*, Oct. 2016
- E. Clackamas County flyer, *Composting: It's Good For Business!; Food Donation*, Jan, 2017



### Public benefits of a regional solid waste system

Through its management of the regional solid waste system, Metro seeks to:

- Protect people's health
- Protect the environment
- Get good value for the public's money
- Keep our commitment to the highest and best use of materials
- Be adaptable and responsive in managing materials
- Ensure services are available to all types of customers

## Solid Waste Roadmap

### Food Scraps Project Q&A: Elected Officials

*About 40 percent of the food in the U.S. is wasted. That waste comes at all stages of the food system: at the farm, in transportation, at wholesalers and retailers, and at home. Despite our region's waste prevention and donation efforts, we still send to landfills the equivalent of 5,000 long-haul trucks full of nothing but food every year.*

#### Why food scraps?

- Food is the largest component of what the region throws out as garbage. It is 18 percent of our overall disposed waste. Businesses are responsible for over half of that total.
- It's not only the quantity of food scraps that is driving the region's interest in recovering them. Food scraps are a primary contributor to the production of methane in landfills. Methane has a greenhouse gas impact at least 24 times that of CO<sub>2</sub>.
- The goal of collecting food scraps is to capture the environmental and economic benefits of turning that material into useful products, creating energy, supporting local agriculture and residential gardening while reducing the negative environmental impacts associated with disposal. Putting food scraps in the garbage is a missed opportunity to capture these benefits and make the most of our waste.
- This isn't just a local priority. The state of Oregon recently established a goal to recover 25 percent of our wasted food by 2020. In addition, the state recently amended recycling laws to encourage local governments to increase the recovery of food scraps.

#### Why focus on businesses?

- Businesses in the region throw away approximately 100,000 tons of food per year, which represents 55 percent of the total food that is disposed in the Metro region.
- The overall greenhouse gas emissions benefit of recovering just half of that food waste rather than landfilling it is equivalent to removing 3,000 cars from the road or saving over 1.6 million gallons of gasoline.
- A relatively small number of businesses can make a big difference. The majority of commercial food scraps in the region are produced by about 2,700 businesses. Food scraps from businesses can also be more easily kept free of contaminants like plastics.

#### Why mandatory food scraps collection?

- Our voluntary program for collecting food scraps from businesses has resulted in slow growth and has not enabled the region to secure a stable, local processing facility. In order to create a sustainable business, processing facilities need a large and reliable supply of food scraps.



**Shouldn't businesses donate food instead to feed the hungry?**

- Yes, wherever possible. Good food that has been stored properly and is fit for consumption should be donated, and that is always the preference. Local governments can help businesses set up donation programs at the same time as food scrap recycling. Metro's proposed collection requirement is focused on food scraps that are not edible and cannot be donated such as trimmings, bones, shells, coffee grounds, food prep waste and plate scrapings.

**How will this affect businesses?**

- Businesses in the region are already required to have systems to recycle paper and plastic, metal and glass containers. This requirement would add food scraps to the list for businesses that process, cook or sell food.
- Local governments provide technical assistance to hundreds of businesses a year to help set up waste reduction and recycling programs. We will continue and enhance that assistance for food businesses.

**How many businesses will be affected?**

- It is envisioned that if the mandatory food scraps collection program is adopted by the Metro Council, it will be phased in over a period of 4-5 years and likely affect about 2,700 businesses in the food industry within the Metro boundary.
- The first group of businesses is about 850 of the region's largest food producers such as grocery stores, large restaurants and cafeterias. Another 750 businesses will be brought in after a period of time, and then the last group of about 1,000. The actual number of businesses, dates and time frame between each group is still being refined in consideration of business needs and operations and our capacity to help each group get set up appropriately. It will take a few years.

**How many businesses currently participate?**

- About 1,250 businesses of all types and sizes are currently recovering food scraps. This number includes businesses that may not be required to participate in the proposed required program due to their size or the fact that they are not food-oriented businesses (such as offices).

**What are the challenges for a business?**

- Many of the businesses that would be included in this requirement are operating on tight margins and are already affected by other regulations. Metro and local governments in the region will provide businesses with on-site assistance to help with training, provide containers and facilitate appropriate collection schedules to keep transition costs down.

**What will it cost?**

- As with any new program, there will be associated costs. Metro Council directed staff to look at the financial implications and evaluate ways to minimize cost burden. This is a challenging process that will take some time to complete and costs may change as the system matures and stabilizes.
- Costs will also be determined by market conditions and city and county rate setting processes. It will be influenced by many factors, some of which include the number of participants, the distance to transfer stations, and processing fees.
- Metro will examine its role in controlling costs such as what is charged when food scraps are delivered to transfer stations, where the food scraps are delivered and the fees charged by the processing facility.

**What do businesses think?**

- In September 2016, a series of interviews and surveys were conducted with businesses in the region outside of Portland. Interviews included businesses currently participating in food scraps collection, businesses that previously participated but stopped, and those that were offered the service but declined it.
  - Nearly 45 percent of businesses were in favor of a mandatory collection program that had all businesses participating; 15 percent had no strong concerns and would comply if required; 30 percent had some concerns about how it would work but were not opposed; and 10 percent were opposed.
  - On-site assistance, containers and training materials provided by county and city staff were highly valued by participants.
  - Cost neutrality, space constraints, labor and concerns about cleanliness were biggest concerns for non-participants.
  - Most commonly, businesses said they wanted to reduce the garbage sent to the landfill and do something good for the environment. Saving money was not a priority, but keeping costs close to neutral was important.
- Metro staff is talking with food industry businesses, trade groups and local government partners to inform our planning process and design a system to best meet the needs of businesses and local governments. Our goal is to reduce the barriers and address the concerns of affected businesses while ensuring we can keep as much of this valuable material out of landfills and put to better use.

**What kinds of products will get made from the food scraps collected and how will they be used?**

- Depending on the technology chosen to manage our food scraps, products could include electricity, vehicle fuel, natural gas, liquid fertilizer, solid fertilizer and compost. Most of these products are of value to many industries including agriculture, construction, vehicle fleets and utilities. In addition, the natural fertilizers and composts help to retain our rich soil health, prevent erosion, increase crop yields and productivity which helps to support our important agricultural markets.

**What about residential food scraps collection?**

- The focus for Metro right now is on recovering those concentrated amounts of food scraps coming from businesses. This does not detract from the importance of keeping all food scraps out of the landfill. A few local cities in the region either currently offer or are considering adding food scraps to yard debris collection programs. Residential food scraps and yard debris are typically composted at different facilities than the food scraps coming from businesses. Metro supports this effort.

**Do other communities have mandatory programs like the one being proposed?**

- Yes. Six states and 13 municipalities have some sort of mandatory food scraps collection program or a ban on the disposal of food in the landfill. We have learned a lot from studying these other programs. Aside from the environmental benefits, many programs have also seen other positive trends such as increased donations of good food to food banks.

**For more information, contact:** Pam Peck at [pam.peck@oregonmetro.gov](mailto:pam.peck@oregonmetro.gov) or Jennifer Erickson at [jennifer.erickson@oregonmetro.gov](mailto:jennifer.erickson@oregonmetro.gov)  
[www.oregonmetro.gov/foodscrap](http://www.oregonmetro.gov/foodscrap)



## Solid Waste Roadmap

### Food Scraps Project Q&A: Businesses

#### Public benefits of a regional solid waste system

Through its management of the regional solid waste system, Metro seeks to:

- Protect people's health
- Protect the environment
- Get good value for the public's money
- Keep our commitment to the highest and best use of materials
- Be adaptable and responsive in managing materials
- Ensure services are available to all types of customers

*About 40 percent of the food in the U.S. is wasted. That waste comes at all stages of the food system: at the farm, in transportation, at wholesalers and retailers, and at home. Despite our region's waste prevention and donation efforts, we still send to landfills the equivalent of 5,000 long-haul trucks full of nothing but food every year.*

#### Why is Metro considering a food scraps collection requirement?

- Food is the largest component of our region's garbage. It is 18 percent of our overall disposed waste. Businesses are responsible for over half of that.
- Food waste has value. Collecting food scraps allows us to use that material to create clean energy as well as fertilizer and compost products that benefit local farms, nurseries and gardens. Putting food scraps in the garbage is a missed opportunity to capture these benefits and make the most of our waste.
- Sending food scraps to the landfill is also an environmental concern. Food scraps are a primary contributor to the production of methane in landfills. Methane has a greenhouse gas impact at least 24 times that of CO<sub>2</sub>. Recovering just one quarter of our food waste is equivalent to removing 3,000 cars from the road or saving more than 1.6 million gallons of gasoline.
- This isn't just a local priority. The state of Oregon recently established a goal to recover 25 percent of our wasted food by 2020. In addition, the state recently amended recycling laws to encourage local governments to increase the recovery of food scraps.

#### Why focus on businesses?

- Businesses in the region throw away approximately 100,000 tons of food per year, which represents 55 percent of the total food that is disposed in the Metro region.
- A relatively small number of businesses can make a big difference. The majority of food scraps in the region are produced by about 2,700 businesses. Food scraps from businesses can also be more easily kept free of contaminants like plastics.
- Many businesses in the region have had the opportunity to collect food scraps for several years, but growth in collection has been slow. With a bigger and more predictable supply of food scraps, our region can secure private investment in a stable, local processing facility that can provide economic and environmental benefit to our region.

#### How many businesses currently participate?

- About 1,250 businesses of all types and sizes are currently recovering food scraps. This number includes businesses that may not be required to participate in the proposed required program due to their size or the fact that they are not food-oriented businesses (such as offices).

**Shouldn't businesses donate food instead to feed the hungry?**

- Yes, wherever possible. Good food that has been stored properly and is fit for consumption should be donated, and that is always the preference. Local governments can help businesses set up donation programs at the same time as food scrap recycling. Metro's proposed collection requirement is focused on food scraps that are not edible and cannot be donated such as trimmings, bones, shells, coffee grounds, food prep waste and plate scrapings.

**How will this affect businesses?**

- Businesses in the region are already required to have systems to recycle paper and plastic, metal and glass containers. This requirement would add food scraps to the list for businesses that process, cook or sell food.
- Businesses subject to a food scraps recycling requirement would receive technical assistance from their city or county to establish food scrap collection. Such assistance is already provided to hundreds of businesses a year for garbage reduction and recycling.

**How many businesses will be affected?**

- It is envisioned that if the mandatory food scraps collection program is adopted by the Metro Council, it will be phased in over a period of 4-5 years and likely affect about 2,700 businesses in the food industry within the Metro boundary.

**How would businesses implement a requirement?**

- Although this program does not add any new material to a business' existing garbage system, it would change how materials are collected indoors by staff and outside by garbage collectors. Some businesses may have to adjust container sizes, placement and collection frequency. Implementing a new collection practice is also an opportunity to make sure the collection service fits a business' needs. Some may identify opportunities to get more value or reduce the size of garbage containers.
- Any change to existing business practices requires some adjustment. Like recycling, the goal is to make collecting food scraps routine.
- On-site assistance will be provided by city and county recycling staff and garbage collectors to help businesses find the most efficient and effective approach. Assistance will be designed to help ease the transition to new food scraps collection practices through staff trainings, follow-up visits, problem-solving and resources such as signage and containers.
- Whether it is placed in garbage containers or stand-alone carts, food waste can cause odors and attract insects and rodents. City and county technical assistance teams have experience troubleshooting to prevent or mitigate these problems.

**What will it cost?**

- As with any new program, there will be associated costs for collecting, transporting and processing food waste. Metro Council directed staff to look at the financial implications and evaluate ways to minimize cost burden. Metro and local governments are evaluating the costs and how they might be reflected in collection fees. This is a challenging process that will take some time to complete and costs may change as the system matures and stabilizes.
- Metro will examine its role in controlling costs such as what is charged when food scraps are delivered to transfer stations, where the food scraps are delivered and the fees charged by the processing facility.

### **What do businesses think?**

- In September 2016, a series of interviews and surveys were conducted with businesses in the region outside of Portland. Interviews included businesses currently participating in food scraps collection, businesses that previously participated but stopped, and those that were offered the service but declined it.
  - Nearly 45 percent of businesses were in favor of a mandatory collection program that had all businesses participating; 15 percent had no strong concerns and would comply if required; 30 percent had some concerns about how it would work but were not opposed; and 10 percent were opposed.
  - On-site assistance, containers and training materials provided by county and city staff were highly valued by participants.
  - Cost neutrality, space constraints, labor and concerns about cleanliness were biggest concerns for non-participants.
  - Most commonly, businesses said they wanted to reduce the garbage sent to the landfill and do something good for the environment. Saving money was not a priority, but keeping costs close to neutral was important.
- Metro staff is talking with food industry businesses, trade groups and local government partners to inform our planning process and design a system to best meet the needs of businesses and local governments. Our goal is to reduce the barriers and address the concerns of affected businesses while ensuring we can keep as much of this valuable material out of landfills and put to better use.

### **What kinds of products will get made from the food scraps collected and how will they be used?**

- Depending on the technology used to process our food scraps, products could include electricity, vehicle fuel, natural gas, liquid fertilizer, solid fertilizer and compost. Most of these products are of value to many industries including agriculture, construction, vehicle fleets and utilities. In addition, fertilizers and composts produced from food scraps can promote soil health, prevent erosion, and increase crop yields and productivity, supporting our agricultural economy.

### **Do other communities have mandatory programs like the one being proposed?**

- Yes. Six states and 13 municipalities have some sort of mandatory food scraps collection program or a ban on the disposal of food in the landfill. We have learned a lot from studying these other programs. Aside from the environmental benefits, many programs have also seen other positive trends such as increased donations of good food to food banks.

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## Solid Waste Roadmap

### Food Scraps Project Background

#### Public benefits of a regional solid waste system

Through its management of the regional solid waste system, Metro seeks to:

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*About 40 percent of the food in the U.S. is wasted. That waste comes at all stages of the food system: at the farm, in transport, at wholesalers and retailers, and at home. Despite the region's waste prevention and donation efforts, we still send to landfills the equivalent of 5,000 long-haul trucks full of nothing but food every year.*

#### Why food scraps?

Food is the largest component of what the region throws out as garbage. It is 18 percent of our disposed waste. It's not only the quantity of food scraps that is driving the region's interest in recovering them. Landfills are significant emitters of greenhouse gases (GHG), and food scraps are a primary contributor to the production of methane in landfills. Methane is a very potent GHG—24 times that of CO<sub>2</sub>. The goal of collecting food scraps is to capture the environmental and economic benefits of turning that material into useful products, creating energy, supporting local agriculture and residential gardening while reducing the negative environmental impacts associated with disposal. Putting food scraps in the garbage is a missed opportunity to capture these benefits. The Metro Council wants to accelerate the recycling of food scraps by working with businesses and local governments to make changes to the region's system of collecting, transporting and processing this material.

#### Why the focus on businesses?

Our regional focus is on commercial food scraps, meaning food coming from businesses in the food industry. This is because businesses in the region throw away approximately 100,000 tons of food per year—55 percent of what we dispose. In addition, these food scraps tend to be cleaner and concentrated in larger quantities rather than spread across a broad population.

#### Why require food scraps recovery?

The voluntary program that has been in place for 10 years has resulted in slow growth and has not enabled the region to secure stable, local processing capacity. Metro believes that requiring certain categories of food-generating businesses to recycle their food, coupled with other actions, is necessary to accelerate this growth and encourage private investment in the infrastructure necessary for food recycling.

This project is intended to ensure the region has a sustainable food scraps recovery system. A sustainable system is one that:

- captures enough high quality food scraps to make a local processing facility economically viable,
- has an adequate system for collecting and moving those food scraps, and
- has enough stable processing capacity to allow for growth over time.

**How will this affect businesses?**

Businesses in the region are already required to have systems in place to recycle items like paper and plastic, metal and glass containers. Metro is considering implementing a similar requirement for food scraps from medium and large-sized businesses in the food industry. The Portland City Council has already adopted such a requirement for businesses in its jurisdiction (and over 1,000 businesses are recycling their food), so a Metro action would primarily affect those food-oriented businesses outside of Portland.

**How will this be implemented?**

Metro staff is talking with food industry businesses, trade groups and local government partners to inform our planning process and design a system to best meet the needs of businesses and local governments. Our goal is to reduce the barriers and address the concerns of those affected. An intergovernmental policy team comprised of staff from city and county governments, DEQ and Metro is currently engaged in this policy development work.

**What about other ways to reduce food waste?**

Waste prevention and donation are still, and will always be, our highest priority in dealing with food scraps and the region will continue those efforts. But there will always be those food scraps that cannot be prevented or donated and would otherwise go to a landfill, such as plate scrapings, shells, rinds, bones, trimmings and peelings. The focus of this work is on capturing that material—the scraps that are left and that can't go to a better use.

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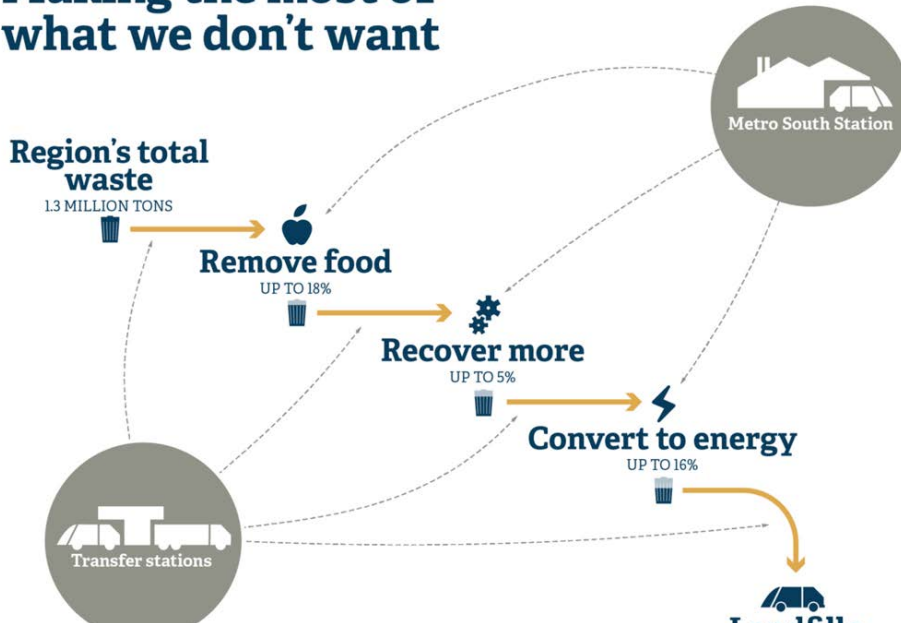


# Portland region to explore food scraps mandate for businesses

<http://www.oregonmetro.gov/news/portland-region-explore-food-scraps-mandate-businesses>

Food is the largest single component of garbage, making up nearly a fifth of the 1.3 million tons of trash generated in the Portland region every year.

## Making the most of what we don't want



## Portland region to explore food scraps mandate for businesses

### Food is the largest single component of garbage

By Toby Van Fleet

Oct. 26, 2016 1:41 p.m.

Bylined articles are written by Metro staff and do not necessarily represent the opinions of Metro or the Metro Council. [Learn more](#)

Metro Councilors said Tuesday that they remain interested in finding ways to get more [food scraps](#) out of the Portland region's garbage, possibly including requirements that could be phased in over time.

At a [work session](#), councilors said they want to know more about how a mandate on businesses might work before an expected spring 2017 vote.

The council's guidance is consistent with what they told staff from Metro's Property and Environmental Services Department earlier this year: Accelerate the collection of food scraps, and find a place in the region to process them.

The direction also comes after a decade of voluntary participation in food scraps programs around the region. More than 1,000 businesses in Portland now collect and compost food scraps through a program that started in 2004, and dozens of businesses in Gresham as well as Washington and Clackamas counties also participate. Collectively, about 28,000 tons of food scraps get diverted from the landfill. Some are turned into electricity at a facility north of Eugene and some go to a composting facility near Corvallis.

But it's not enough. About 200,000 tons of food still get sent to area landfills, primarily the Columbia Ridge landfill near Arlington.

"Wow," said [Metro Councilor Kathryn Harrington](#) said. "It's moving at a glacial pace. "

### Food is the largest single component of garbage

Metro manages the [garbage](#) and [recycling](#) system for the Portland metropolitan area. On the garbage side, most of the region's 1.3 million tons of trash, from businesses and residents, goes to landfills. Nearly a fifth of that is food, and 55 percent of it is generated by businesses.

Food is the single largest component of the garbage. As it decomposes, it emits methane gas, a potent contributor to climate change. And climate, says Matt Korot, resource conservation and recycling program director at Metro, is a key reason Metro is looking at ways to reduce food waste.

It's known in garbage circles as food waste, and it's made up of two types of food. One type is the consumable food, ranging from meat and dairy products to fruit and vegetables that spoil before they're eaten. The other type is food scraps. This is the non-edible stuff, the bones, eggshells, apple cores and plate scrapings. Food scraps are the focus of the direction Metro Council has set.

But the environmental impacts of food don't start in a landfill. Food production uses considerable resources – land, water, energy, fuel – before it ever makes it to a plate in a restaurant. "This represents waste in all its meanings," says Korot. Food scraps, he says, are a resource that can be turned into agricultural compost, and energy.

Further, food waste acts like a domino in the garbage system. Food makes garbage wet and heavy. Removing significant amounts leaves behind what's called dry waste, which is then also more likely to be used as a resource. For example, dry waste is easier to sort for recyclables, another option Metro may pursue.

## Input from businesses shaped – and will continue to shape – options

The options considered and ultimately endorsed Tuesday were informed by input from suburban businesses around the region. 58 businesses, including some currently separating food scraps, some that started and then stopped, and some who don't do it at all, were surveyed by an independent firm that collated input while maintaining the anonymity of survey participants.

Survey respondents indicated that reducing garbage and ensuring lower environmental impacts were key motivators for wanting to separate their food scraps, but that barriers like space, staff training and cost need to be addressed. The Portland Bureau of Planning and Sustainability is conducting similar research for its businesses right now.

### [Food scraps business survey 2016](#)

265.17 KB Adobe Acrobat PDF Published Oct 26, 2016

Councilors agreed on the need to approach any potential mandate or ban with caution, and that any policy that might be implemented would need to be phased in over time, and include incentives and support that ease the transition. The biggest food scrap generators are businesses and institutions like hospitals, large grocery stores, large restaurants and cafeterias. These generators, which include about 850 businesses in the region, would be the first affected by a mandate. Many of them are already separating their food scraps from the garbage.

Costs will be important in the upcoming exploration of policy options.

“We’re not being driven by the sheer economy of the situation,” said [Metro Council President Tom Hughes](#). “The difficulty is what we’re asking is that one segment of the population bears the cost of a benefit that goes to the entire system... mandates need to be borne by a larger segment of public.”

Korot pointed out what he called indirect economic benefits, which can be monetized, such as the calculation used in federal rule-making to account for reductions in greenhouse gas emissions that can decrease climate impacts. Benefits of compost and other products made from food waste could also be factored into the overall economics of a potential policy.

For [Councilor Sam Chase](#), the sharing needs to include cost while also going beyond it, with a parallel focus on the prevention of food waste everywhere, including at home. “It’s an ‘and’ strategy,” he said. Related efforts have been underway. For example, in 2004 Metro created [Fork it Over](#), which links grocers and restaurants to food rescue organizations. Metro has also provided nearly \$1 million in grants to food banks for trucks, refrigerators and freezers, and has created an interactive exhibit which ran all summer at the Oregon Zoo. And Washington County and other local jurisdictions are now engaging their residents in the [Eat Smart Waste Less challenge](#).

## Food scraps mandate or processor: Chicken or egg

The move to explore a mandate is also a move to explore bringing a facility to the Portland region to make something out of food scraps. Earlier this year, Metro issued a request for qualifications for food waste facilities such as a composter, or an [anaerobic digester](#), which, depending on the type, can convert decaying food scraps into compost, fertilizer and energy.

Metro Council has been explicit in its preference to manage food scraps within the Portland region, both to take responsibility for, and reap the benefits of, the food scraps generated here.

“This will help us create another industry that will help us in this effort,” [Councilor Shirley Craddick](#) said.

It had been the hope that a continual increase in the supply of food scraps through the voluntary participation of businesses would serve as an invitation to a processor to set up shop in the region. But for a processor to commit to that, it would need a guarantee of 50,000 tons of food scraps a year, double what

is now being collected. A mandate may be the only way to both increase the recovery of food scraps for environmental benefit while also triggering the amount needed and ensure that Portland-area food scraps are not being shipped afar.

Along with the processor question is also the question of where food scraps will be transferred from their origin to their destination. Part of the upcoming exploration will include a look whether Metro's two transfer stations could handle the load and how the region's needs could be met equitably.

Next spring, Metro staff will bring to council details on options for how a mandate could work, how a ban could be phased in, how costs could be shared, how a processor could come to the region, how the transfer station system would handle the change, and what affected businesses would need to make it work for them.

"We need to stop poisoning the environment with our waste," [Councilor Craig Dirksen](#) said. "I'm looking long-term. Where are my children and grandchildren going to put this stuff?"

*Rebecca Koffman contributed to this story.*

## COMPOSTING: IT'S GOOD FOR BUSINESS!

Food scraps collection service is available in your area. Join other businesses in local efforts to reduce waste and keep food out of the landfill.

A Clackamas County Sustainability Advisor can provide free personalized assistance, staff training, indoor collection containers, signage, and stickers to help you make this adoption process smooth.

### Why collect your food scraps?

- Reduce food costs by tracking food waste caused by over-ordering and over-production.
- Keep food out of the landfill, preventing greenhouse gas pollution.
- Support local production of electricity and fertilizer.
- Build stronger connections with like-minded customers.
- Composting is a full-circle system, creating food from food within our communities.

**NO!**

- Liquids, grease or cooking oil
- Plastic or Styrofoam
- Glass
- Metal
- Garbage
- Waxed cardboard
- To-go containers



**¡NO!**

- Líquidos, grasa o aceite de cocinar
- Plástico o Poliestireno
- Vidrio
- Metales
- Basura
- Carton encerado
- Recipientes para llevar comida



For more information or to schedule a visit:  
(503) 742-4458 | [lis@clackamas.us](mailto:lis@clackamas.us)

## FOOD DONATION

Donating food is a great way to ensure the edible food you cannot use goes to families or individuals in need. Not only is this the best and highest use for unwanted food, it is also tax deductible, and food donors are protected by Good Samaritan laws.

A Clackamas County Sustainability Advisor can work with your business to help you find organizations in your community, set up a program, and train staff.

### Why donate food?

- Feed hungry people in your community.
- Keep edible food out of the landfill and avoid costly disposal fees.
- Qualify for tax deductions.
- Build stronger relationships with customers, your community, and local organizations.



Gleaners of Clackamas County

For more information or to schedule a visit:  
(503) 742-4458 | [lis@clackamas.us](mailto:lis@clackamas.us)





**Heritage Tree Program Nomination Form**

son: Jordan Ward

Name of Submitter: Chad Ward (owner) Bob Carlson CREST  
Contact Information: (208) 890-4940 West Linn-Wilsonville School District

**Name of tree(s):**

List the common and Latin name of the tree(s).

3 oregon white oak (Quercus garryana) Ms. Hanlon's 4th grade students

**Location of tree(s):**

- The tree must be clearly visible from public view.
- Please include a map and photo of the tree.
- List the county, street, cross street, or rural route address and direction to the tree.

Is the tree visible from public way? Y  N   
Is the tree accessible to the public? Y  N   
29900 SW Kinsman Rd  
cross street Gaylord Way  
South of Kinsman Rd

The tree is located on:

Public property  Public right-of-way  Private land

**Physical description of the tree(s):**

Describe the tree's approximate age, size, health and condition:

Approximate Age: 160-210 years Date Planted (if known): N/A  
Circumference: 118, 118, 149 inches Height: 47, 50, 55 ft  
Crown spread: 60-70 feet square Health and condition: excellent

**On a separate piece of paper:**

**History and Significance of the Tree:**

Provide a brief factual account of the history of the tree or group of trees. Include all-important dates, people, events, and legends, activities associated with the tree(s). List who planted the tree(s) and when (if known). Explain the historical or other significance of the tree(s) to the region, state or nation. Describe any local recognition given to the trees by neighbors or others.

**Supporting Documentation:**

Send photographs of the tree(s) and surrounding area. Copies of historic photographs are encouraged. Please date identify the location of tree(s) on the photograph. Attach a site map if possible.

List any additional notes/comments:

**Applications are due March 31**

Send to Dan Pauly at [pauly@ci.wilsonville.or.us](mailto:pauly@ci.wilsonville.or.us) or 29799 SW Town Center Loop E  
Wilsonville OR 97070  
503-570-1574

Heritage tree application

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page 2

29900 SW Kinsman

History

We do not know the history of the trees. Local resident Charlotte Lehan who has lived in Wilsonville since the 1950's said the three trees have been referred to as "the three sisters".

The Oregon white oak is a very important tree in the upper Willamette Valley. Native Americans prized it as a food source. Graham Oaks Natural Area is trying to recreate oak savanna in a nearby park. It was important to early white settlers as a shade tree on many farms or properties. The wood is prized as a firewood source by people who burn wood.

# Google Maps Oregon

Rose City Contracting

TVF&R Station 52

Google

WILSONVILLE RD

SW Gaylord Way

SW Gaylord Way

SW Gaylord Way

SW Spely Ave

SW Spely Ave

SW Spely

Gaylord way

3211

29900  
SW Kinsman

Kinsman Rd

Map data ©2017 Google 50 ft





**CITY COUNCIL MEETING  
STAFF REPORT**

<p><b>Meeting Date:</b>  June 19, 2017</p>	<p><b>Subject: Resolution No. 2636:</b> Authorizing the City Manager to Execute a Professional Services Agreement with Carollo Engineers, Inc.</p> <p><b>Staff Member:</b> Eric Mende <b>Department:</b> Community Development</p>	
<p><b>Action Required</b></p>	<p><b>Advisory Board/Commission Recommendation</b></p>	
<p><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</p>	<p><input checked="" type="checkbox"/> Approval  <input type="checkbox"/> Denial  <input type="checkbox"/> None Forwarded  <input type="checkbox"/> Not Applicable</p> <p><b>Comments:</b></p>	
<p><b>Staff Recommendation:</b> Staff recommends that Council approve Resolution 2636 on the Consent Agenda.</p>		
<p><b>Recommended Language for Motion:</b> I move to approve the Consent Agenda.</p>		
<p><b>Project / Issue Relates To:</b> <i>[Identify which goal(s), master plans(s) your issue relates to.]</i></p>		
<p><input checked="" type="checkbox"/> Council Goals/Priorities Well-Maintained Infrastructure</p>	<p><input checked="" type="checkbox"/> Adopted Master Plan(s)</p>	<p><input type="checkbox"/> Not Applicable</p>

**ISSUE BEFORE COUNCIL:** Professional Services Agreement with Carollo Engineers Inc. for \$431,356.

**EXECUTIVE SUMMARY:** The 2017 Water Treatment Plant Master Plan Update focuses on the existing Willamette River Water Treatment Plant (the lower site) and supplements the recently completed 2015 Master Plan performed in conjunction with Tualatin Valley Water District and others.

As part of the master plan update, planning and design services were solicited to complete the following key tasks:

- 1) Assess needed seismic/ life safety upgrades internal to the existing buildings,
- 2) Evaluate the condition and remaining life for existing processes and facilities,
- 3) Design a surge tank to prevent over-pressurization and damage of pumps and pipelines as production flows continue to increase over time,
- 4) Prepare cost estimates and construction/ implementation schedules for equipment repair/replacement activities, seismic/life safety improvements, and plant capacity capital improvements.

This work will be covered by three water projects in the City’s Capital Improvement Plan:

CIP No. 1111 – Water Treatment Plant Surge Tank

CIP No. 1122 – Water Treatment Plant Master Plan Update

CIP No. 1137 – Water Treatment Plan Life Safety and Seismic Improvements

The City of Sherwood will provide approximately 1/3 of the project funding for the work consistent with their 5 MGD (million gallons per day) portion of the 15 MGD plant capacity.

**EXPECTED RESULTS:**

An updated master plan for the water treatment plant will be vetted through the Planning Commission and adopted by City Council. In addition, the City will have design completed for the construction phase of the surge tank and life safety and seismic improvements.

**TIMELINE:**

The Master Plan update will be presented to Planning Commission in December 2017, with Council adoption to follow.

**CURRENT YEAR BUDGET IMPACTS:**

This work will be covered by three water projects in the City’s Capital Improvement Plan as indicated, with Sherwood providing about one-third of the funding.

Project Number	Project Name	FY 2016-17 Remaining	FY 2017-18 Budget Committee Approved	Total Available Budget for design & project
1111	Water Treatment Plant Surge Tank	\$179,300	\$325,500	\$504,800
1122	Water Treatment Plant Master Plan Update	\$19,620	\$201,450	\$221,070
1137	Water Treatment Plan Life Safety and Seismic Improvements	\$0	\$241,188	\$241,188
<b>TOTAL</b>		\$198,920	\$768,138	\$967,058

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: SCole Date: 6/8/2017

**LEGAL REVIEW / COMMENT:**

Reviewed by: BAJacobson Date: 6/9/17

**COMMUNITY INVOLVEMENT PROCESS:**

Public outreach, Planning Commission work session and hearing, and City Council work session and hearing will be completed and are included in the consultant's scope of services.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY** (businesses, neighborhoods, protected and other groups):

Enhanced water treatment plant resiliency and continued outstanding water quality for the City's residents and businesses.

**ALTERNATIVES:**

None

**CITY MANAGER COMMENT:**

**ATTACHMENTS:**

Resolution No. 2636

**RESOLUTION NO. 2636**

**A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH CAROLLO ENGINEERS, INC. FOR MASTER PLANNING AND DESIGN SERVICES**

WHEREAS, the City has planned and budgeted for the completion of Capital Improvement Projects for the Willamette River Water Treatment Plant 2017 Master Plan Update and two related Capital Improvement Projects known as Water Treatment Plant Surge Tank and WTP Life Safety and Seismic Upgrades (collectively the “Project”); and

WHEREAS, the City solicited Requests for Proposals from qualified consultants for the Project that duly followed the State of Oregon Public Contracting Rules and the City of Wilsonville Municipal Code; and

WHEREAS, Carollo Engineers, Inc. was selected as the most qualified consultant, and subsequently provided an acceptable scope and fee proposal for the Project; and

WHEREAS, the City desires to award a Professional Services Agreement contract with Carollo Engineers, Inc. to perform Master Planning and Design Services for the Project.

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

1. The City of Wilsonville, acting as the Local Contract Review Board, authorizes the City Manager to enter into and execute, on behalf of the City of Wilsonville, a Professional Services Agreement contract with Carollo Engineers, Inc. for a not-to-exceed amount of \$431,356.
2. This Resolution becomes effective upon the date of adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 19<sup>th</sup> day of June 2017, and filed with the Wilsonville City Recorder this date.

---

Tim Knapp, Mayor

ATTEST:

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Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

Mayor Knapp  
Council President Starr  
Councilor Akervall  
Councilor Stevens  
Councilor Lehan

Attachments:

Professional Services Agreement with Exhibit A – Scope, and Exhibit B – Fee Proposal

**RESOLUTION NO. 2636**

**A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH CAROLLO ENGINEERS, INC. FOR MASTER PLANNING AND DESIGN SERVICES ASSOCIATED WITH THE 2017 WATER TREATMENT PLANT MASTER PLAN UPDATE, WATER TREATMENT PLAN SURGE TANK, AND WATER TREATMENT PLAN LIFE SAFETY AND SEISMIC IMPROVEMENTS (CIP NOS. 1122, 1111, and 1137)**

WHEREAS, the City has planned and budgeted for the completion of capital improvement projects for the Willamette River Water Treatment Plant 2017 Master Plan Update and two related capital improvement projects known as Water Treatment Plant Surge Tank and Water Treatment Plant Life Safety and Seismic Upgrades (collectively the “Project”); and

WHEREAS, the City solicited Requests for Proposals for the Project from qualified consultants that duly followed the State of Oregon Public Contracting Rules and the City of Wilsonville Municipal Code; and

WHEREAS, Carollo Engineers, Inc. was selected as the most qualified consultant for the planning and design services requisite for the Project, and subsequently provided an acceptable scope and fee proposal for the Project; and

WHEREAS, the City desires to execute a Professional Services Agreement, attached hereto and incorporated herein, with Carollo Engineers, Inc. to perform master planning and design services for the Project.

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

1. The City of Wilsonville, acting as the Local Contract Review Board, authorizes the City Manager to enter into and execute, on behalf of the City of Wilsonville, a Professional Services Agreement with Carollo Engineers, Inc. for a not-to-exceed amount of \$431,356.
2. This Resolution becomes effective upon the date of adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 19<sup>th</sup> day of June 2017, and filed with the Wilsonville City Recorder this date.

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Tim Knapp, Mayor

ATTEST:

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SUMMARY OF VOTES:

Mayor Knapp  
Council President Starr  
Councilor Akervall  
Councilor Stevens  
Councilor Lehan

Attachments:

Professional Services Agreement with Exhibit A – Scope and Exhibit B – Fee Proposal

**CITY OF WILSONVILLE  
PROFESSIONAL SERVICES AGREEMENT**

This Professional Services Agreement (“Agreement”) is made and entered into on this \_\_\_\_ day of \_\_\_\_\_, 2017 (“Effective Date”) by and between the **City of Wilsonville**, a municipal corporation of the State of Oregon (hereinafter referred to as the “City”), and **Carollo Engineers, Inc.**, a Delaware corporation (hereinafter referred to as “Consultant”).

**RECITALS**

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

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

WHEREAS, Consultant is prepared to provide such 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**

**Section 1. Term**

The term of this Agreement shall be from the Effective Date until all services required to be performed hereunder (“Services”) are completed and accepted, unless earlier terminated in accordance herewith. Except in the event of an extension of time, agreed to in writing by the City, all Services must be completed by no later than March 31, 2018.

**Section 2. Consultant’s Services**

2.1. Consultant shall diligently perform the professional engineering and consulting Services according to the requirements identified in the Scope of Services, attached hereto as **Exhibit A** and incorporated by reference herein, for the Willamette River Water Treatment Plant 2017 Master Plan Update Project (“Project”).

2.2. All written documents, drawings, and plans submitted by Consultant in conjunction with the Services shall bear the signature, stamp, or initials of Consultant’s authorized Project Manager. Any documents submitted by Consultant which do not bear the signature, stamp, or initials of Consultant’s authorized Project Manager, will not be relied upon by the City. Interpretation of plans and answers to questions regarding the Services or Scope of Services given by Consultant’s Project Manager may be verbal or in writing, and may be relied upon by the City, whether given verbally or in writing. If requested by the City to be in writing, Consultant’s Project Manager will provide such written documentation.



2.3. Consultant will not be deemed to be in default by reason of delays in performance due to reasons beyond Consultant's reasonable control, including but not limited to strikes, lockouts, severe acts of nature, or other unavoidable delays or acts of third parties not under Consultant's direction and control ("Force Majeure"). In the case of the happening of any Force Majeure event, the time for completion of the Services will be extended accordingly and proportionately by the City, in writing. Lack of labor, supplies, materials, or the cost of any of the foregoing shall not be deemed a Force Majeure event.

2.4. The existence of this Agreement between the City and Consultant shall not be construed as the City's promise or assurance that Consultant will be retained for future services beyond the Scope of Services described herein.

2.5. Consultant shall maintain the confidentiality of any confidential information that is exempt from disclosure under state or federal law to which Consultant may have access by reason of this Agreement. Consultant warrants that Consultant's employees assigned to work on the Services provided in this Agreement shall be clearly instructed to maintain this confidentiality. All agreements with respect to confidentiality shall survive the termination or expiration of this Agreement.

### **Section 3. Compensation**

3.1. Except as otherwise set forth in this **Section 3**, the City agrees to pay Consultant on a time and materials basis for Tasks 100 through 600, inclusive, as described in **Exhibits A and B**, a not to exceed amount of THREE HUNDRED NINE THOUSAND FOUR HUNDRED NINETY-NINE DOLLARS (\$309,499) ("Compensation Amount"). In addition, the City may later order, in writing, the additional Optional Task 700, as also shown in **Exhibits A and B**, at a not to exceed amount of ONE HUNDRED TWENTY-ONE THOUSAND EIGHT HUNDRED FIFTY-SEVEN DOLLARS (\$121,857). The Compensation Amounts for Tasks 100 through 600 together, and Optional Task 700 by itself, are considered individual not-to-exceed amounts for the specified Services. No Services shall be performed and no compensation shall be provided for Optional Task 700 until authorized, in writing, by the City Project Manager. Any compensation in excess of the Compensation Amounts listed above will require an express written Addendum to be executed between the City and Consultant.

3.2. During the course of Consultant's performance, if the City, through its Project Manager, specifically requests Consultant to provide additional services that are beyond the Scope of Services described on **Exhibit A**, Consultant shall provide such additional services and bill the City at the hourly rates outlined on Consultant's Rate Schedule, as set forth in **Exhibit B**. Compensation above the amount shown in **Subsection 3.1** above requires a written Addendum, executed in compliance with the provisions of **Section 155**.

3.3. Unless expressly set forth on Consultant's Rate Schedule as a reimbursable expense item that is not included in the Compensation Amount of **Subsection 3.1**, or as an additional charge for which a written Addendum has been approved, in accordance with **Subsection 3.2** and

the requirements of **Section 155**, Consultant shall only be entitled to the Compensation Amount specified in **Subsection 3.1**.

3.4. Except for amounts withheld by the City pursuant to this Agreement, Consultant will be paid for Services for which an itemized invoice is received by the City within thirty (30) days of receipt, unless the City disputes such invoice. In that instance, the undisputed portion of the invoice will be paid by the City within the above timeframe. The City will set forth its reasons for the disputed claim amount and make good faith efforts to resolve the invoice dispute with Consultant as promptly as is reasonably possible.

3.5. The City will be responsible for the direct payment of required fees payable to governmental agencies, including but not limited to plan checking, land use, zoning, and all other similar fees resulting from this Project, that are not specifically covered by **Exhibit A**.

3.6. Consultant's Compensation Amount and Rate Schedule are all inclusive and include, but are not limited to, all work-related costs, expenses, salaries or wages, plus fringe benefits and contributions, including payroll taxes, workers compensation insurance, liability insurance, profit, pension benefits and similar contributions and benefits, technology and/or software charges, office expenses, and all other indirect and overhead charges.

#### **Section 4. City's Responsibilities**

The City will designate a Project Manager to facilitate day-to-day communication between Consultant and the City, including timely receipt and processing of invoices, requests for information, and general coordination of City staff to support the Project.

#### **Section 5. City's Project Manager**

The City's Project Manager is Eric Mende. The City shall give Consultant prompt written notice of any re-designation of its Project Manager.

#### **Section 6. Consultant's Project Manager**

Consultant's Project Manager is Christina Suto. In the event that Consultant's designated Project Manager is changed, Consultant shall give the City prompt written notification of such re-designation. Recognizing the need for consistency and knowledge in the administration of the Project, Consultant's Project Manager will not be changed without the written consent of the City, which consent shall not be unreasonably withheld. In the event the City receives any communication from Consultant that is not from Consultant's designated Project Manager, the City may request verification by Consultant's Project Manager, which verification must be promptly furnished.

#### **Section 7. Project Information**

Except for confidential information designated by the City as information not to be shared, Consultant agrees to share Project information with, and to fully cooperate with, those

corporations, firms, contractors, public utilities, governmental entities, and persons involved in or associated with the Project. No information, news, or press releases related to the Project, whether made to representatives of newspapers, magazines, or television and radio stations, shall be made without the written authorization of the City's Project Manager.

### **Section 8. Duty to Inform**

If at any time during the performance of this Agreement or any future phase of this Agreement for which Consultant has been retained, Consultant becomes aware of actual or potential problems, faults, or defects in the Project or Scope of Services, or any portion thereof; or of any nonconformance with federal, state, or local laws, rules, or regulations; or if Consultant has any objection to any decision or order made by the City with respect to such laws, rules, or regulations, Consultant shall give prompt written notice thereof to the City's Project Manager. Any delay or failure on the part of the City to provide a written response to Consultant shall neither constitute agreement with nor acquiescence to Consultant's statement or claim, nor constitute a waiver of any of the City's rights.

### **Section 9. Subcontractors and Assignments**

9.1. Some Services may be performed by persons other than Consultant, provided Consultant advises the City of the names of such subcontractors and the work which they intend to perform, and the City specifically agrees in writing to such subcontracting. Consultant acknowledges such work will be provided to the City pursuant to a subcontract(s) between Consultant and subcontractor(s) and no privity of contract exists between the City and the subcontractor(s). Unless otherwise specifically provided by this Agreement, the City incurs no liability to third persons for payment of any compensation provided herein to Consultant. Any attempted assignment of this Agreement without the written consent of the City shall be void. Except as otherwise specifically agreed, all costs for work performed by others on behalf of Consultant shall not be subject to additional reimbursement by the City.

9.2. The City shall have the right to enter into other agreements for the Project, to be coordinated with this Agreement. Consultant shall cooperate with the City and other firms, engineers or subcontractors on the Project so that all portions of the Project may be completed in the least possible time and within normal working hours. Consultant shall furnish other engineers, subcontractors and affected public utilities, whose designs are fitted into Consultant's design, detail drawings giving full information so that conflicts can be avoided.

### **Section 10. Consultant Is Independent Contractor**

10.1. Consultant is an independent contractor for all purposes and shall be entitled to no compensation other than the Compensation Amount provided for under **Section 3** of this Agreement. Consultant will be solely responsible for determining the manner and means of accomplishing the end result of Consultant's Services. The City does not have the right to control or interfere with the manner or method of accomplishing said Services. The City, however, will have the right to specify and control the results of Consultant's Services so such Services meet the requirements of the Project.

10.2. Consultant has requested that some consulting Services be performed on the Project by persons or firms other than Consultant, through a subcontract with Consultant. Consultant acknowledges that if such Services are provided to the City pursuant to a subcontract(s) between Consultant and those who provide such services, Consultant may not utilize any subcontractor(s), or in any way assign its responsibility under this Agreement, without first obtaining the express written consent of the City, which consent may be given or denied in the City's sole discretion. For all Services performed under subcontract to Consultant, as approved by the City, Consultant shall only charge the compensation rates shown on an approved Rate Schedule. Rate Schedules for named or unnamed subcontractors, and Consultant markups of subcontractor billings, will only be recognized by the City as set forth in Consultant's Rate Schedule, unless documented and approved, in writing, by the City pursuant to a modification to Consultant's Rate Schedule, per **Section 155** of this Agreement. In all cases, processing and payment of billings from subcontractors is solely the responsibility of Consultant.

10.3. Consultant shall be responsible for, and defend, indemnify, and hold the City harmless against, any liability, cost, or damage arising out of Consultant's use of such subcontractor(s) and subcontractor's negligent acts, errors, or omissions. Unless otherwise agreed to, in writing, by the City, Consultant shall require that all of Consultant's subcontractors also comply with and be subject to the provisions of this **Section 100** and meet the same insurance requirements of Consultant under this Agreement.

## **Section 11. Consultant Responsibilities**

11.1. Consultant shall make prompt payment for any claims for labor, materials, or services furnished to Consultant by any person in connection with this Agreement, as such claims become due. Consultant shall not permit any liens or claims to be filed or prosecuted against the City on account of any labor or material furnished to or on behalf of Consultant. If Consultant fails, neglects, or refuses to make prompt payment of any such claim, the City may, but shall not be obligated to, pay such claim to the subcontractor furnishing the labor, materials, or services and offset the amount of the payment against funds due or to become due to Consultant under this Agreement. The City may also recover any such amounts directly from Consultant.

11.2. Consultant must comply with all applicable Oregon and federal wage and hour laws, including Bureau of Labor and Industries (BOLI) wage requirements, if applicable. Consultant shall make all required workers compensation and medical care payments on time. Consultant shall be fully responsible for payment of all employee withholdings required by law, including but not limited to taxes, including payroll, income, Social Security (FICA), and Medicaid. Consultant shall also be fully responsible for payment of salaries, benefits, taxes, Industrial Accident Fund contributions, and all other charges on account of any employees. Consultant shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167. All costs incident to the hiring of assistants or employees shall be Consultant's responsibility. Consultant shall defend, indemnify, and hold the City harmless from claims for payment of all such expenses. Unless otherwise expressly set forth on **Exhibit B** as a reimbursable expense item not included in the Compensation Amount, specific costs associated

with items set forth in this subsection shall be deemed as fully and conclusively included in the rate upon which Consultant's Compensation Amount is based.

11.3. No person shall be discriminated against by Consultant or any subcontractor in the performance of this Agreement on the basis of sex, gender, race, color, creed, religion, marital status, age, disability, sexual orientation, gender identity, or national origin. Any violation of this provision shall be grounds for cancellation, termination, or suspension of the Agreement, in whole or in part, by the City.

11.4. References to "subcontractor" mean a subcontractor at any tier.

## **Section 12. Indemnity and Insurance**

12.1. Indemnification. Consultant acknowledges responsibility for liability arising out of the performance of this Agreement, and shall defend, indemnify, and hold the City harmless from any and all liability, settlements, loss, costs, and expenses in connection with any action, suit, or claim resulting or allegedly resulting from Consultant's negligent acts, omissions, errors, or willful or reckless misconduct pursuant to this Agreement, or from Consultant's failure to perform its responsibilities as set forth in this Agreement. The review, approval, or acceptance by the City, its Project Manager, or any City employee of documents or other work performed, prepared, or submitted by Consultant shall not be considered a negligent act, error, omission, or willful misconduct on the part of the City, and none of the foregoing shall relieve Consultant of its responsibility to perform in full conformity with the City's requirements, as set forth in this Agreement, and to indemnify the City as provided above and to reimburse the City for any and all costs and damages suffered by the City as a result of Consultant's negligent performance of this Agreement, failure of performance hereunder, violation of state or federal laws, or failure to adhere to the standards of performance and care described in **Subsection 12.2**. Consultant shall defend the City (using legal counsel reasonably acceptable to the City) against any claim that alleges negligent acts, omissions, errors, or willful or reckless misconduct by Consultant.

12.2. Standard of Care: In the performance of professional services, Consultant agrees to use at least that degree of care and skill exercised under similar circumstances by reputable members of Consultant's profession practicing in the Portland metropolitan area. Consultant will re-perform any Services not meeting this standard without additional compensation. Consultant's re-performance of any Services, even if done at the City's request, shall not be considered as a limitation or waiver by the City of any other remedies or claims it may have arising out of Consultant's failure to perform in accordance with the applicable standard of care of this Agreement and within the prescribed timeframe.

12.3. Insurance Requirements: Consultant shall maintain insurance coverage acceptable to the City in full force and effect throughout the term of this Agreement. Such insurance shall cover all risks arising directly or indirectly out of Consultant's activities or work hereunder. The amount of insurance carried is in no way a limitation on Consultant's liability hereunder. The policy or policies of insurance maintained by Consultant shall provide at least the following minimum limits and coverages at all times during performance under this Agreement:

12.3.1. Commercial General Liability Insurance. Consultant shall obtain, at Consultant's expense, and keep in effect during the term of this Agreement, comprehensive Commercial General Liability Insurance covering Bodily Injury and Property Damage, written on an "occurrence" form policy. This coverage shall include broad form Contractual Liability insurance for the indemnities provided under this Agreement and shall be for the following minimum insurance coverage amounts: The coverage shall be in the amount of **\$2,000,000** for each occurrence and **\$3,000,000** general aggregate and shall include Fire Damage (any one fire) in the minimum amount of **\$50,000**, and Medical Expense (any one person) in the minimum amount of **\$10,000**. All of the foregoing coverages must be carried and maintained at all times during this Agreement.

12.3.2. Professional Errors and Omissions Coverage. Consultant agrees to carry Professional Errors and Omissions Liability insurance on a policy form appropriate to the professionals providing the Services hereunder with a limit of no less than **\$2,000,000** per claim. Consultant shall maintain this insurance for damages alleged to be as a result of errors, omissions, or negligent acts of Consultant. Such policy shall have a retroactive date effective before the commencement of any work by Consultant on the Services covered by this Agreement, and coverage will remain in force for a period of at least three (3) years thereafter.

12.3.3. Business Automobile Liability Insurance. If Consultant will be using a motor vehicle in the performance of the Services herein, Consultant shall provide the City a certificate indicating that Consultant has business automobile liability coverage for all owned, hired, and non-owned vehicles. The Combined Single Limit per occurrence shall not be less than **\$2,000,000**.

12.3.4. Workers Compensation Insurance. Consultant and all employers providing work, labor, or materials under this Agreement that are subject employers under the Oregon Workers Compensation Law shall comply with ORS 656.017, which requires them to provide workers compensation coverage that satisfies Oregon law for all their subject workers under ORS 656.126. Out-of-state employers must provide Oregon workers compensation coverage for their workers who work at a single location within Oregon for more than thirty (30) days in a calendar year. Consultants who perform work without the assistance or labor of any employee need not obtain such coverage. This shall include Employer's Liability Insurance with coverage limits of not less than **\$500,000** each accident.

12.3.5. Insurance Carrier Rating. Coverages provided by Consultant must be underwritten by an insurance company deemed acceptable by the City, with an AM Best Rating of A or better. The City reserves the right to reject all or any insurance carrier(s) with a financial rating that is unacceptable to the City.

12.3.6. Additional Insured and Termination Endorsements. Additional Insured coverage under Consultant's Commercial General Liability, Automobile Liability, and Excess Liability Policy(ies), as applicable, will be provided by endorsement. Additional insured coverage shall be for both on-going operations via ISO Form CG 2010 or its

equivalent, and products and completed operations via ISO Form CG 2037 or its equivalent. Coverage shall be Primary and Non-Contributory. Waiver of Subrogation endorsement via ISO Form CG 2404 or its equivalent shall be provided. The following is included as additional insured: “The City of Wilsonville, its elected and appointed officials, officers, agents, employees, and volunteers.” An endorsement shall also be provided requiring the insurance carrier to give the City at least thirty (30) days’ written notification of any termination or major modification of the insurance policies required hereunder.

12.3.7. Certificates of Insurance. As evidence of the insurance coverage required by this Agreement, Consultant shall furnish a Certificate of Insurance to the City. This Agreement shall not be effective until the required certificates and the Additional Insured Endorsements have been received and approved by the City. Consultant agrees that it will not terminate or change its coverage during the term of this Agreement without giving the City at least thirty (30) days’ prior advance notice and Consultant will obtain an endorsement from its insurance carrier, in favor of the City, requiring the carrier to notify the City of any termination or change in insurance coverage, as provided above.

12.3.8. Primary Coverage. The coverage provided by these policies shall be primary, and any other insurance carried by the City is excess. Consultant shall be responsible for any deductible amounts payable under all policies of insurance. If insurance policies are “Claims Made” policies, Consultant will be required to maintain such policies in full force and effect throughout any warranty period.

### **Section 13. Early Termination; Default**

13.1. This Agreement may be terminated prior to the expiration of the agreed upon terms:

13.1.1. By mutual written consent of the parties;

13.1.2. By the City, for any reason, and within its sole discretion, effective upon delivery of written notice to Consultant by mail or in person; or

13.1.3. By Consultant, effective upon seven (7) days’ prior written notice in the event of substantial failure by the City to perform in accordance with the terms through no fault of Consultant, where such default is not cured within the seven (7) day period by the City. Withholding of disputed payment is not a default by the City.

13.2. If the City terminates this Agreement, in whole or in part, due to default or failure of Consultant to perform Services in accordance with the Agreement, the City may procure, upon reasonable terms and in a reasonable manner, services similar to those so terminated. In addition to any other remedies the City may have, both at law and in equity, for breach of contract, Consultant shall be liable for all costs and damages incurred by the City as a result of the default by Consultant, including, but not limited to all costs incurred by the City in procuring services from others as needed to complete this Agreement. This Agreement shall be in full force to the

extent not terminated by written notice from the City to Consultant. In the event of a default, the City will provide Consultant with written notice of the default and a period of ten (10) days to cure the default. If Consultant notifies the City that it wishes to cure the default but cannot, in good faith, do so within the ten (10) day cure period provided, then the City may elect, in its sole discretion, to extend the cure period to an agreed upon time period, or the City may elect to terminate this Agreement and seek remedies for the default, as provided above.

13.3. If the City terminates this Agreement for its own convenience not due to any default by Consultant, payment of Consultant shall be prorated to, and include the day of, termination and shall be in full satisfaction of all claims by Consultant against the City under this Agreement.

13.4. Termination under any provision of this section shall not affect any right, obligation, or liability of Consultant or the City that accrued prior to such termination. Consultant shall surrender to the City items of work or portions thereof, referred to in Section 17, for which Consultant has received payment or the City has made payment.

#### **Section 14. Suspension of Services**

The City may suspend, delay, or interrupt all or any part of the Services for such time as the City deems appropriate for its own convenience by giving written notice thereof to Consultant. An adjustment in the time of performance or method of compensation shall be allowed as a result of such delay or suspension unless the reason for the delay is within Consultant's control. The City shall not be responsible for Services performed by any subcontractors after notice of suspension is given by the City to Consultant. Should the City suspend, delay, or interrupt the Services and the suspension is not within Consultant's control, then the City shall extend the time of completion by the length of the delay.

#### **Section 15. Modification/Addendum**

Any modification of the provisions of this Agreement shall not be enforceable unless reduced to writing and signed by both the City and Consultant. A modification is a written document, contemporaneously executed by the City and Consultant, which increases or decreases the cost to the City over the agreed Compensation Amount in Section 3 of this Agreement, or changes or modifies the Scope of Services or the time for performance. No modification shall be binding or effective until executed, in writing, by both Consultant and the City. In the event Consultant receives any communication of whatsoever nature from the City, which communication Consultant contends gives rise to any modification of this Agreement, Consultant shall, within five (5) days after receipt, make a written request for modification to the City's Project Manager in the form of an Addendum. Consultant's failure to submit such written request for modification in the form of an Addendum shall be the basis for refusal by the City to treat said communication as a basis for modification or to allow such modification. In connection with any modification to this Agreement affecting any change in price, Consultant shall submit a complete breakdown of labor, material, equipment, and other costs. If Consultant incurs additional costs or devotes additional time on Project tasks, the City shall be responsible for payment of only those additional costs for which it has agreed to pay under a signed Addendum. To be enforceable, the Addendum must



describe with particularity the nature of the change, any delay in time the Addendum will cause, or any increase or decrease in the Compensation Amount. The Addendum must be signed and dated by both Consultant and the City before the Addendum may be implemented.

**Section 16. Access to Records**

The City shall have access, upon request, to such books, documents, receipts, papers, and records of Consultant as are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of four (4) years, unless within that time the City specifically requests an extension. This clause shall survive the expiration, completion, or termination of this Agreement.

**Section 17. Property of the City**

17.1. Originals or certified copies of the original work forms, including but not limited to documents, drawings, tracings, surveying records, mylars, papers, diaries, inspection reports, and photographs, performed or produced by Consultant under this Agreement shall be the exclusive property of the City and shall be delivered to the City prior to final payment. Any statutory or common law rights to such property held by Consultant as creator of such work shall be conveyed to the City upon request without additional compensation. Upon the City's approval, and provided the City is identified in connection therewith, Consultant may include Consultant's work in its promotional materials. Drawings may bear a disclaimer releasing Consultant from any liability for changes made on the original drawings and for reuse of the drawings subsequent to the date they are turned over to the City.

17.2. Consultant shall not be held liable for any damage, loss, increased expenses, or otherwise, caused by or attributed to the reuse by the City or its designees of all work performed by Consultant pursuant to this Agreement without the express written permission of Consultant.

**Section 18. Notices**

Any notice required or permitted under this Agreement shall be in writing and shall be given when actually delivered in person or forty-eight (48) hours after having been deposited in the United States mail as certified or registered mail, addressed to the addresses set forth below, or to such other address as one party may indicate by written notice to the other party.

To City:                      City of Wilsonville  
   Attn: Eric Mende  
   29799 SW Town Center Loop East  
   Wilsonville, OR 97070

To Consultant:              Carollo Engineers, Inc.  
   Attn: Christina Suto  
   720 SW Washington Street, Suite 550  
   Portland, OR 97205

## **Section 19. Miscellaneous Provisions**

19.1. Integration. This Agreement, including all exhibits attached hereto, contains the entire and integrated agreement between the parties and supersedes all prior written or oral discussions, representations, or agreements. In case of conflict among these documents, the provisions of this Agreement shall control.

19.2. Legal Effect and Assignment. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors, and assigns. This Agreement may be enforced by an action at law or in equity.

19.3. No Assignment. Consultant may not assign this Agreement, nor the performance of any obligations hereunder, unless agreed to in advance and in writing by the City.

19.4. Adherence to Law. In the performance of this Agreement, Consultant shall adhere to all applicable federal, state, and local laws (including the Wilsonville Code and Public Works Standards), including but not limited to laws, rules, regulations, and policies concerning employer and employee relationships, workers compensation, and minimum and prevailing wage requirements. Any certificates, licenses, or permits that Consultant is required by law to obtain or maintain in order to perform the Services described on **Exhibit A**, shall be obtained and maintained throughout the term of this Agreement.

19.5. Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the State of Oregon. All contractual provisions required by ORS Chapters 279A and 279C to be included in public agreements are hereby incorporated by reference and shall become a part of this Agreement as if fully set forth herein.

19.6. Jurisdiction. Venue for any dispute will be in Clackamas County Circuit Court.

19.7. Legal Action/Attorney Fees. If a suit, action, or other proceeding of any nature whatsoever (including any proceeding under the U.S. Bankruptcy Code) is instituted in connection with any controversy arising out of this Agreement or to interpret or enforce any rights or obligations hereunder, the prevailing party shall be entitled to recover attorney, paralegal, accountant, and other expert fees and all other fees, costs, and expenses actually incurred and reasonably necessary in connection therewith, as determined by the court or body at trial or on any appeal or review, in addition to all other amounts provided by law. If the City is required to seek legal assistance to enforce any term of this Agreement, such fees shall include all of the above fees, whether or not a proceeding is initiated. Payment of all such fees shall also apply to any administrative proceeding, trial, and/or any appeal or petition for review.

19.8. Nonwaiver. Failure by either party at any time to require performance by the other party of any of the provisions of this Agreement shall in no way affect the party's rights hereunder to enforce the same, nor shall any waiver by the party of the breach hereof be held to be a waiver of any succeeding breach or a waiver of this nonwaiver clause.

19.9. Severability. If any provision of this Agreement is found to be void or unenforceable to any extent, it is the intent of the parties that the rest of the Agreement shall remain in full force and effect, to the greatest extent allowed by law.

19.10. Modification. This Agreement may not be modified except by written instrument executed by Consultant and the City.

19.11. Time of the Essence. Time is expressly made of the essence in the performance of this Agreement.

19.12. Calculation of Time. Except where the reference is to business days, all periods of time referred to herein shall include Saturdays, Sundays, and legal holidays in the State of Oregon, except that if the last day of any period falls on any Saturday, Sunday, or legal holiday observed by the City, the period shall be extended to include the next day which is not a Saturday, Sunday, or legal holiday. Where the reference is to business days, periods of time referred to herein shall exclude Saturdays, Sundays, and legal holidays observed by the City. Whenever a time period is set forth in days in this Agreement, the first day from which the designated period of time begins to run shall not be included.

19.13. Headings. Any titles of the sections of this Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

19.14. Number, Gender and Captions. In construing this Agreement, it is understood that, if the context so requires, the singular pronoun shall be taken to mean and include the plural, the masculine, the feminine and the neuter, and that, generally, all grammatical changes shall be made, assumed, and implied to individuals and/or corporations and partnerships. All captions and paragraph headings used herein are intended solely for convenience of reference and shall in no way limit any of the provisions of this Agreement.

19.15. Good Faith and Reasonableness. The Parties intend that the obligations of good faith and fair dealing apply to this Agreement generally and that no negative inferences be drawn by the absence of an explicit obligation to be reasonable in any portion of this Agreement. The obligation to be reasonable shall only be negated if arbitrariness is clearly and explicitly permitted as to the specific item in question, such as in the case of where this Agreement gives the City “sole discretion” or the City is allowed to make a decision in its “sole judgment.”

19.16. Other Necessary Acts. Each party shall execute and deliver to the other all such further instruments and documents as may be reasonably necessary to carry out this Agreement in order to provide and secure to the other parties the full and complete enjoyment of rights and privileges hereunder.

19.17. Interpretation. As a further condition of this Agreement, the City and Consultant acknowledge that this Agreement shall be deemed and construed to have been prepared mutually by each party and it shall be expressly agreed that any uncertainty or ambiguity existing therein shall not be construed against any party. In the event that any party shall take an action, whether judicial or otherwise, to enforce or interpret any of the terms of the Agreement, the prevailing

party shall be entitled to recover from the other party all expenses which it may reasonably incur in taking such action, including attorney fees and costs, whether incurred in a court of law or otherwise.

19.18. Entire Agreement. This Agreement and all documents attached to this Agreement represent the entire agreement between the parties.

19.19. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall constitute an original Agreement but all of which together shall constitute one and the same instrument.

19.20. Authority. Each party signing on behalf of Consultant and the City hereby warrants actual authority to bind their respective party.

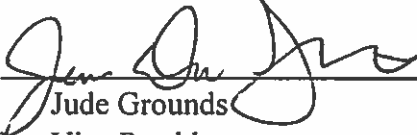
The Consultant and the City hereby agree to all provisions of this Agreement.

**CONSULTANT:**

**CITY:**

CAROLLO ENGINEERS, INC.

CITY OF WILSONVILLE

By: 


By: \_\_\_\_\_  
Bryan Cosgrove

As Its: Vice President  
Employer I.D. No. 86-0899222

As Its: City Manager

CAROLLO ENGINEERS, INC.

APPROVED AS TO FORM:

By:   
Print Name: Jeffrey F. McCall  
As Its: Assoc. Vice President

\_\_\_\_\_  
Barbara A. Jacobson, City Attorney  
City of Wilsonville, Oregon

## CITY OF WILSONVILLE

### WILLAMETTE RIVER WATER TREATMENT PLANT 2017 MASTER PLAN UPDATE

#### SCOPE OF SERVICES

May 4, 2017

#### BACKGROUND

In the late 1990s, the City of Wilsonville (Wilsonville) began construction of the Willamette River Water Treatment Plant (WRWTP) via a design/build project delivery model – one of the earliest/largest examples of alternative delivery in the region. The existing WRWTP, on the lower site, was placed into service in April 2002. The WRWTP is located along the Willamette River on the southern edge of the City of Wilsonville and is irregularly shaped, with two distinct areas commonly referred to as the Lower and Upper site.

As part of the original project, Wilsonville partnered with the Tualatin Valley Water District (District) to provide funding to oversize key infrastructure (including the intake, raw water pump station, finished water pump station, and select pipelines) to better accommodate plant expansion to help meet the needs of the combined communities. The existing treatment plant has a current regulatory capacity of 15 mgd and was built to accommodate a future expansion of up to 70 mgd of total capacity, assuming the existing plant could be 'high rated' to accommodate this elevated flow. This assumption was confirmed as part of the District-led *WRWTP Master Plan* (MWH, 2006), which also demonstrated sufficient space was available at the Upper site to accommodate a second plant with at least 100+ mgd in additional capacity, depending on the assumptions made for design/operational criteria.

In 2015, Wilsonville, along with other stakeholders, updated the *WRWTP Master Plan* (MWH, 2006) to determine how the existing plant could be expanded to meet the future demands of the emerging Willamette Water Supply Program (WWSP), primarily comprised of the District and the City of Hillsboro. Though the *WRWTP Master Plan 2015 Update* (Carollo, 2017) succeeded in evaluating these possibilities, following the completion of the 2015 Update, it was determined the WWSP treatment facilities would be optimized at an alternate site, located several miles north of the existing WRWTP. Moving forward, the existing WRWTP is expected to exclusively serve Wilsonville and Sherwood, with any additional future partners currently unknown. However, the oversized river intake and raw water pumping station will be further expanded to provide raw water to both the existing plant and the proposed new, off-site WWSP treatment facilities (WWSP WTP).

The 2015 Master Plan Update documented future water needs, level of service (LOS) goals, regulatory requirements, reliability and resiliency of the distribution system, and

seismic evaluation. The purpose of this Project is to supplement and expand upon the information presented in the 2015 Master Plan Update that applies to the existing facilities at the WRWTP and create a stand-alone Master Plan for upgrade and expansion that best accommodates the growing needs of Wilsonville and Sherwood, while carefully coordinating with the upcoming requirement to pump raw water to the WWSP WTP.

## **GENERAL PROJECT ASSUMPTIONS**

- Carollo Engineers, Inc. and partner subconsultants are referred to as “CONSULTANT” in this document.
- The City of Wilsonville and its staff is referred to as “Wilsonville” in this document.
- The agencies participating in the WRWTP 2015 Master Plan Update are referred to as “Participants” in this document.
- All meetings will be held at Wilsonville offices unless otherwise stated in specific scope task descriptions.
- Draft and Final Chapters will be provided in electronic copy (.pdf and/or .docx) and transmitted via email or secure file transfer.
- Draft drawings will be provided in electronic copy (.pdf) and transmitted via email or secure file transfer.
- Calculation tables will be provided in .xlsx format.
- Meeting notes and related materials will be transmitted electronically (.pdf and/or .docx) via email.
- Wilsonville will print and produce additional copies of all documents as necessary for its use.
- CONSULTANT will develop the chapters for the Plan as described herein. An anticipated list of appendices for the document is summarized below, these will be incorporated, and/or others may be added as deemed necessary during Master Plan development.
- Stakeholders for meeting invitation and distribution of draft and final documents for review include the Cities of Wilsonville and Sherwood, Veolia NW (WRWTP Operator), and Tualatin Valley Water District.
- All draft and final drawings destined for inclusion in a construction plan will be delivered to Wilsonville in AutoCAD 2017.
- All final deliverable drawings will be provided to Wilsonville in both pdf and AutoCAD format, along with all electronic reference files necessary to allow Wilsonville personnel to access and modify files without restriction.

## SCOPE OF SERVICES

### Task 100 - PROJECT MANAGEMENT

The purpose of this task is to manage all activities within the Project as assigned by Wilsonville and maintain the Project within the contracted scope, schedule, and budget. This includes project administration, monthly invoicing, client and team coordination, and quality assurance/quality control review necessary to successfully complete the Project to Wilsonville's expectations. Additionally, CONSULTANT will develop a Project Management Plan (PMP) and lead the initial team kick-off meeting.

#### Task 100 Activities

101. *Kick-Off Meeting:* Review scope and objectives with project team. Review first data request issued immediately following NTP.
102. *Monthly Progress Reports and Invoices:* Prepare and submit monthly activity reports showing current Project scope, budget, and schedule status and identifying key issues or elements of the Project that will need to be addressed in the proceeding weeks. An electronic version of the monthly progress reports and invoices will be sent to Wilsonville for review and approval.
103. *Project Management Plan:* Prepare a brief PMP that describes Project roles and responsibilities, lists contact information for the project team, and describes communication protocols and quality management, including the scope of services, schedule, and budget. Quality Management includes, but is not limited to, the following elements:
  - a. Project Manager overview of all primary documents to verify technical consistency and compliance with contract requirements.
  - b. Designate and assign qualified CONSULTANT staff to develop assigned Project deliverables, and manage CONSULTANT staff for schedule, quality, and budget relative to assigned deliverables.
  - c. Develop a proposed timeline for Project deliverables with a target Draft Master Plan submittal five (5) months post-Notice to Proceed issued by Wilsonville.
  - d. Maintain a decision log, tracking all decisions as they occur.
  - e. Maintain a risk register identifying all potential Project risks, with input from Wilsonville and other Participant staff.
  - f. Resolution of all review comments with a memorandum summarizing key comments and the manner in which each was addressed in the work.The PMP will be introduced and discussed with the CONSULTANT and Wilsonville project team at the Project Kick-Off Meeting. A revised final PMP will be delivered following incorporation of Wilsonville's comments.
104. *CONSULTANT Team Coordination:*
  - a. Manage the CONSULTANT project team to track time and budget, work elements accomplished, work items planned for the next period, labor hours, scope changes, time, and budget needed to complete the Project.

- b. Create and maintain a working monthly Project schedule based on the schedule in the PMP.
105. *Meetings:* Bi-Weekly Project Status conference calls shall be held to review Project status, including scope, budget, and schedule. Prepare an agenda and document discussions, including action items and decisions, in meeting minutes which will serve as the following meeting's agenda.

Assumptions:

- a. Kick-off meeting shall be attended by CONSULTANT's Project Manager and the Project Engineer, as well as one professional level staff. Meeting duration shall be two (2) hours with four (4) hours preparation for each attendee.
- b. The PMP will be updated with full incorporation of review comments once Wilsonville's review of the draft PMP is complete. Review comments shall be provided electronically, in 'track changes' mode where possible.
- c. Total length of the Project is six (6) months from NTP to Draft Final Document (ready for Planning Commission and City Council hearings).
- d. Bi-Weekly Project Status meetings shall either be held via conference call or shall be scheduled to coincide with a Workshop; participation limited to CONSULTANT and Wilsonville Project Managers. Total duration for each meeting is one (1) hour, with one (1) hour of preparation time. A total of ten (10) meetings are anticipated.

Deliverables:

- a. Data request list
- b. Draft and Final PMP
- c. Six (6) monthly progress reports and invoices
- d. Meeting agendas and minutes

**Task 200 - EQUIPMENT CONDITION ASSESSMENT**

An assessment of the existing condition, performance (as related to condition), vulnerability, and criticality of all the major aboveground assets will be conducted by a multi-disciplined team consisting of registered professional civil, structural, mechanical, electrical, and instrumentation engineers. Documentation of the existing facilities, including digital photos, field notes, and comments from the field condition assessment team will be developed.

Task 200 Activities

201. *Conduct Field Assessment of Aboveground Assets:* An experienced multi-discipline field condition assessment team consisting of licensed engineers in civil, structural, mechanical, and electrical/instrumentation disciplines will complete existing equipment/structures conditions assessment. Interviews will be conducted with operations and maintenance personnel to obtain information concerning the operation and maintenance history of each asset.



Remaining useful service, age and economic life, condition, risk, vulnerability, criticality, and other parameters will be updated for each asset.

202. *Develop Technical Memorandum:*

- a. *Populate Asset Database:* Develop an asset database (Microsoft Excel), with information including complete equipment list, existing condition, performance history, capacity, criticality, vulnerability, risk, remaining useful life, and level of service.
- b. *Determine Rehabilitation and/or Replacement Schedule:* Develop recommended rehabilitation and replacement schedule and an itemized capital improvements plan (CIP) for the next 20 year planning horizon.
- c. *Prepare Draft Technical Memorandum:* The condition assessment team will draft a technical memorandum (TM) summarizing the general conditions of the facilities reviewed and include the Asset Database and Rehab/Replacement Schedule indicated above.

203. *Workshop:* Present finding of the field assessment and recommendations for rehabilitation and replacement at a workshop with Wilsonville.

Assumptions:

- a. Field assessments will be completed over 1-3 days at the plant facility.
- b. Workshop will coincide with an associated workshop held for Tasks 3 and 4.

Deliverables:

- a. Draft and Final Renewal and Replacement TM
- b. Workshop agenda and minutes

**TASK 300 - LIFE SAFETY AND SEISMIC ASSESSMENT**

Perform an assessment to identify life safety deficiencies which may exist in structural connections, equipment anchors, mechanical and electrical systems, and other ancillary components. Evaluate the structural performance of the existing WTP facilities not evaluated as part of the 2015 Master Plan Update during the anticipated 500-year and 2,500-year seismic events.

**Task 300 Activities**

301. *Life Safety:*

- a. *Site Visit:* Review the existing facilities to identify deficiencies which may exist with the structural connections of mechanical and electrical systems, equipment and tank anchors, lighting and ventilation, roof/wall connections, and similar components.
- b. Perform seismic calculations, as required, to confirm the seismic restraint requirements of the above identified components and to identify deficiencies in the existing facilities.

- c. Document any deficiencies identified and provide recommendations and priorities based on risk, probability, and criticality for improvements to the facilities to provide the proper seismic restraints.
302. *Seismic Evaluation and Mitigation:*
- a. Review record drawings of construction and other available reports and materials relevant to the design and construction of the existing facilities for the purpose of evaluating the seismic performance of the WRWTP structures. The structures included in this evaluation include those not previously evaluated in the 2015 Master Plan Update which includes: ballasted flocculation, ozone contactor, filters, sludge thickening and pump station, washwater equalization, and sludge dewatering.
  - b. Prepare a professional judgment of the expected existing facilities performance for the 500-year and 2,500-year recurrence interval ground motions. Identify expected modes of failure for each of the structures and prepare a table listing the deficiencies.
303. *Technical Memorandum:* Prepare draft TM summarizing the findings of the life safety assessment and seismic evaluation.
- a. Identify deficiencies in terms of whether they address life safety or are relevant to meeting the LOS Goals established during the 2015 Master Plan Update.
  - b. Identify mitigation measures for each deficiency in order to meet life safety requirements or to meet the LOS Goals.
  - c. Estimate the costs of the mitigation measures identified. Group the projects and costs as follows: Life Safety, 500-year event, 2,500-year event.
304. *Workshop:* Conduct a half-day workshop to present and review the findings of the assessment and recommended improvements.

Assumptions:

- a. Analysis will build upon the efforts developed as part of the *WRWTP 2015 Master Plan Update* (Carollo, 2017), which considered the facilities that were considered common to the 'Lower and Upper Sites' (i.e., RW Intake, RWPS, FWPS, chemical storage, clearwell and Administration Facility). These earlier efforts will not be revisited; rather the efforts for this update will focus on previously un-analyzed facilities, including: the primary treatment facilities (ballasted flocculation, ozonation, filters, sludge thickening and pump station, washwater equalization, and sludge dewatering), as well as site electrical, and electrical infrastructure. Analysis will be based off criteria developed during the WRWTP 2015 Update.
- b. Site visit will coincide with the site visit for the equipment condition assessment. Total site visit for both tasks will be completed in 1-3 days.
- c. Equipment submittals/shop drawings or other required equipment information will be provided to CONSULTANT by Wilsonville, which is required for structural calculations.

- d. Seismic evaluation does not include testing of materials.
- e. Workshop will coincide with Workshop held for Tasks 2 and 4.

Deliverables:

- a. Draft and Final TM documenting seismic analysis and recommendations, including costs and prioritization for improvements
- b. Workshop agenda and minutes

**TASK 400 - SURGE TANK SIZING AND SITING**

CONSULTANT will update the results of the August 2011 Hydraulic Transient analysis performed by MWH/Stantec using the City's current Inflowmeter™ hydraulic model. CONSULTANT's general scope includes data input, model manipulation, and data output activities needed to complete this Task. Using model results, recommended surge tank sizing and siting will be developed and carefully coordinated with the WWSP Raw Water Facility (RWF) preliminary design efforts. Using the recommendations developed, CONSULTANT will prepare design drawings and major equipment specifications to a 30% design level.

**Task 400 Activities**

401. *Surge Modeling:*

- a. *Confirm Base Scenario – Existing Conditions:* Using Wilsonville's current InfoWater™ model, CONSULTANT shall format and print out a large format plan view map (minimum 22" x 34") of the existing model of Wilsonville and Sherwood water transmission system from the WRWTP to the Snyder Park Reservoir, showing the following information:
  - Pipeline links, with identification number and diameters noted.
  - Turnouts, Valves, and PRVs, including elevation, operating status (NO/NC), or pressure set point, as applicable.
  - Nodes/junction points including identification number for the five turnouts (Wilsonville Road, Barber, Brockway, Kinsman, Tooze [Sherwood]). On a separate spreadsheet (8.5" x 11"), print out the current database values showing base (Average Daily) water demand and peak day factor for each node, by number.

CONSULTANT shall deliver this map and spreadsheet to Wilsonville's Project Manager, who will edit the map for current line sizes and system configuration, and demand assumptions, and return the edited documents to CONSULTANT. CONSULTANT shall revise the electronic database for the existing conditions scenario, return an electronic copy of the model to Wilsonville, and reprint final copies of the map and spreadsheets for delivery to Wilsonville.

- b. *Run Surge Analyses:* Using the updated existing conditions model, developed in Task 401a and the surge tank location identified in Task 402b, CONSULTANT shall re-run the 15 MGD WRWTP (10 Wilsonville, 5 Sherwood) scenario from the 2011 Hydraulic Transient analysis to verify

that current configuration of the Wilsonville and Sherwood distribution turnouts will not impact operations of the WRWTP at a 15 MGD capacity. Additional analyses will be run at the future demands, determined by Task 500. Currently, this is anticipated to include the following:

- 20 MGD WRWTP flow rate; 15 MGD Wilsonville and 5 MGD Sherwood
  - 25 MGD WRWTP flow rate; 17.5 MGD Wilsonville and 7.5 MGD Sherwood
  - 30 MGD WRWTP flow rate; 22.5 MGD Wilsonville and 7.5 MGD Sherwood
- c. *Model Results and Pre-Design Technical Memorandum:* Prepare TM summarizing the analysis and recommendations of the surge analysis and preliminary investigations conducted in Task 402a, including surge tank siting, piping connections, and Class 5 OPCC. As part of the TM, CONSULTANT shall evaluate the feasibility of alternate methods (alternate surge tank) for the 20 MGD scenario. After submittal of the Draft TM, a workshop will be held with Wilsonville and WRWTP staff to confirm approach and preferred alternative selected. Decisions made at the workshop, and comments received on the Draft TM, will be incorporated into a Final TM.
402. *Surge Tank Design Development:* CONSULTANT shall prepare 30% design documents based on the decisions and recommendations documented in the TM.
- a. *Preliminary Investigations:* CONSULTANT shall perform preliminary investigations:
    - i. *Surge Tank Siting:* CONSULTANT shall identify an appropriate site for the surge tank, point of connection to the HSPS discharge header, and route for the connecting pipeline. This analysis will consider constructability, proximity of the surge tank to the pump discharge header, and construction impacts to operations and maintenance.
    - ii. *Preliminary OPCC:* CONSULTANT shall prepare a Class 5 (-30%/+50%) OPCC for the surge tank for inclusion in the Model Results and Pre-Design TM.
  - b. *30% Design:* CONSULTANT shall prepare preliminary design drawings incorporating the recommendations from Task 401, showing the locations of all facilities and documenting the major design criteria and concepts.

Assumptions:

- a. Future water demand information developed as part of Task 500 will be used for scenario inputs.
- b. Latest surge model provided by Wilsonville, with minor efforts to import the data into the transient analysis software and correct any minor issues required to reflect the current pipe network and proposed changes.

- c. For the 20, 25, and 30 MGD analysis, Wilsonville will provide revised assumed demands for each of the turnouts.
- d. Previous survey information will be provided by Wilsonville in AutoCAD format.
- e. No geotechnical evaluation will be completed as part of the 30% Design task. Preliminary sizing and siting of the surge tank will be based on previously developed geotechnical information. Additional geotechnical evaluation, if deemed necessary, will be included in the Final Design effort (Task 700).
- f. Surge tank will be located in the open area to the east of the HSPS and will be connected to the blind flange on the south end of the HSPS or the potable water pipe exiting the north end of the clearwell. No modifications to structures or publicly accessible spaces will be required to make surge tank connection.
- g. Surge tank design will include seven (7) drawings at the 30% deliverable. No specifications will be prepared for the 30% deliverable.
- h. Surge tank design will include modifications to yard piping and connection to existing plant air system. Electrical and control connections will be made to existing panels and PLCs.
- i. It is assumed the existing plant air system is sufficient to provide air to the surge tanks. NOTE: An additional compressor will be needed for the large screen project.

Deliverables:

- a. Draft and Final versions of an existing conditions map and spreadsheet for the transmission pipeline and network
- b. Draft and Final versions of a TM documenting the results of the surge analyses, including recommended surge tank sizing and siting recommendations
- c. Model scenarios and data set results (1 DVD disk)
- d. Workshop presentation of surge tank siting and sizing alternatives, interim alternatives to surge tank, if any, with a final recommendation
- e. 30% Design Drawings of surge tank

**TASK 500 - DRAFT MASTER PLAN UPDATE**

The 2017 Draft Master Plan Update will utilize the previous work completed in the *Willamette River WTP 2015 Master Plan Update* (Carollo, 2017) as a foundation and will build upon it for this Project. The goal of this task is to review key information from the previous Master Plan, confirm its continued validity, incorporate it into this Master Plan Update, supplement this information with site specific information from Tasks 200 and 300, and create a stand-alone Master Plan document specific to the existing WRWTP. Alternatives for expanding the plant production capacity will be developed and compared to determine the best path forward for the WRWTP. Class 4 OPCC estimates will be prepared for the recommended alternative for WRWTP capacity expansion, and also for near-term (within 10 years) improvements that are identified as part of Task 200.

## **Task 500 Activities**

### **501. *Validate Pre-Established Information:***

- a. ***Confirm Population/Demand Projections with Wilsonville and Sherwood:*** Review existing data from the *Willamette River WTP 2015 Master Plan Update* (Carollo, 2017) related to population and demand projections and confirm the projections remain appropriate.
- b. ***Confirm Raw Water Quality and Treated Water Quality Goals:*** Review raw water quality data included in the *Willamette River WTP 2015 Master Plan Update* (Carollo, 2017) and confirm it is accurate and applicable to the current and anticipated raw water quality treated at the plant. Review treated water quality goals and confirm they remain applicable for Wilsonville and Sherwood.
- c. ***Confirm Level of Service (LOS) Goals:*** Review LOS goals for plant operations following identified emergency scenarios and ensure they remain applicable to plant facilities dedicated to providing water to Wilsonville and Sherwood. LOS goals identified and confirmed under this task will be applicable to the work being performed under Task 300.

### **502. *Existing Facilities:*** Utilize the description of the existing facilities contained in the *Willamette River WTP 2015 Master Plan Update* (Carollo, 2017) and confirm it is complete and accurate.

### **503. *Treatment Process Alternatives:*** Develop two viable treatment process expansion alternatives for adding the required future capacity to the plant for serving Wilsonville and Sherwood. Each alternative shall meet all water quality and level of service goals.

- a. Each alternative analysis shall include process flow diagram, design criteria, site plan, and comparative capital and O&M cost estimates.
- b. ***Ancillary Systems:*** Review needs of the Cities with respect to requirements such as treated water storage and pumping, and develop a plan for meeting these needs. This subtask shall include reviewing the plan for raw water pumping, chemical storage, electrical service, and finished water pumping developed in the *Willamette River WTP 2015 Master Plan Update* (Carollo, 2017) and ensures the developed plan meets the future needs of the Cities of Wilsonville and Sherwood. Summarize the impacts these improvements will have on the Cities of Wilsonville and Sherwood, specifically related to cost.
- c. ***Capital Improvements Plan:*** Develop a Capital Improvement Plan for expanded capacity on the WRWTP site. CONSULTANT shall prepare a near-term Capital Improvement Plan (CIP) that includes two parts; the scope and timing of improvements for the next logical expansion of the WRWTP, and repair, replacement and life safety improvements from Tasks 200 and 300 over the next ten (10) years, supported by a Class 4 OPCC. Long-term capital improvements (20 years) will be supported by a Class 5 OPCC.

504. *Draft Master Plan Update*: Develop a draft report to document the information collected, confirmed, or otherwise used in Tasks 200, 300, and 500, including applicable conclusions and recommendations. The document will be formatted to include a separate chapter documenting the various alternatives considered and the final recommendations for expansion of the existing facility. Information and documentation of the work performed under Task 400 will be a self-contained appendix. Wilsonville will then review the draft document and provide feedback prior to finalization of the Master Plan 2017 Update.
505. *Workshops*: Meet with Wilsonville and other stakeholders for up to three (3) workshops (separate from the Tasks 200, 300 and 400 workshops).
- a. *Workshop 1*: The first workshop will include review of existing data and outline Wilsonville's vision for the development of expansion alternatives and plant facilities.
  - b. *Workshop 2*: The second workshop will allow the Engineer to present the progress made on the alternatives development, including viable options, criteria considered, requirements of each option, and timing required for implementation of each option. Wilsonville will review the data and information presented and provide feedback as to the preferences of Wilsonville.

Assumptions:

- a. Two primary plant expansion alternatives will be considered, including: (1) a conventional expansion by constructing new facilities similar to the existing facilities, and (2) uprating the existing facilities to operate at higher loading rates. Variations of these two options will be considered as well as sub-alternatives such as constructing some new facilities and uprating other facilities.
- b. The majority of background information, such as population/demand projections, raw water quality, and treated water quality goals, will be obtained from the *Willamette River WTP 2015 Master Plan Update* (Carollo, 2017) and verified for validity and continued applicability. It is assumed that the information currently contained in the *Willamette River WTP 2015 Master Plan Update* (Carollo, 2017) remains valid and will not require modification.
- c. Class 4/5 OPCCs will be prepared based on Class 4/5 American Association of Cost Engineering (AACE) International Recommended Practice cost estimate classification system. Class 4/5 cost estimates will also contain up to a +40% contingency depending upon the degree of design definition available.
- d. New source water assessment is not included in this Scope of Services.
- e. Sediment transport analysis of the river bed is not included in this Scope of Services.
- f. No CFD modeling will be performed for the existing or proposed facilities.
- g. Pilot or bench-scale testing is not included in this Scope of Services.
- h. Comparative cost estimates will be Class 4 OPCC in accordance with the AACE International Recommended Practice cost estimate classification system.

Deliverables:

- a. Class 4 OPCC for near-term capital improvements for resiliency and capacity expansion
- b. Class 5 OPCC for long-term capital improvements for capacity expansion
- c. Draft Master Plan Update
- d. Workshop agendas and minutes

**TASK 600 - FINAL MASTER PLAN UPDATE**

**Task 600 Activities**

601. *Finalize Master Plan Document:* Produce a final Master Plan Update document which includes the information from Tasks 200, 300, and 500 after incorporating and addressing all Wilsonville comments. The final document will include an executive summary and appendices. Information generated as part of Task 400 will be included in an appendix.
602. *Community Outreach:* CONSULTANT will support Wilsonville in preparing a presentation for adoption hearings before the Planning Commission and City Council and community outreach efforts, and will attend and participate in the presentations at the direction of Wilsonville.

Assumptions:

- a. The presentation prepared for Planning Commission, City Council, and community outreach will be significantly based on the same presentation, slightly modified for each audience, as appropriate.
- b. Attendance at the Planning Commission, City Council, and community outreach meeting will include the Project Manager and Project Engineer. Attendance at each meeting will last four (4) hours and will include no more than one (1) community outreach meeting.

Deliverables:

- a. CONSULTANT will provide five (5) hard copies of the final Master Plan Update document in three ring binders. CONSULTANT will also provide a PDF file of the final document with all appendices included. CONSULTANT will provide any AutoCAD files, including references generated as part of Task 600.
- b. Presentation material for Planning Commission, City Council, and community outreach meeting.

**TASK 700 (OPTIONAL) - SURGE TANK FINAL DESIGN**

Wilsonville can exercise this task to proceed with final design for the surge tank alternative developed in Task 400. This task would carry the 30% design through 100% design.



### **Task 700 Activities**

701. *60% Design Submittal:* Prepare 60% submittal including drawings and specifications consistent with a 60% design level.
  - a. *Geotechnical Investigation:* CONSULTANT shall conduct site reconnaissance, drill one (1) bore hole, perform laboratory testing of selected soil samples, and provide geotechnical recommendations for facility design in a TM. The geotechnical analysis will include performing shallow foundation or deep foundation analysis for the new surge tank and will be performed for static conditions only. L-pile parameters will be developed for the site soils.
702. *90% Design Submittal:* Prepare 90% submittal including drawings and project specifications for final review by Wilsonville. Provide an updated Class 2 OPCC.
703. *Finalize Surge Tank Design:* Complete the necessary drawings and specifications to a 100% design level so Wilsonville can use for bidding.

### **Assumptions:**

- a. Geotechnical investigation will include one (1) bore hole up to 50 feet deep using a mud rotary drill rig. Laboratory testing is anticipated to include up to three (3) natural moisture content determinations (ASTM D2216), up to one (1) sieve and hydrometer analysis (ASTM D422), and up to one Atterberg limit test (ASTM D4318).
- b. Geotechnical analysis will not include assessment of seismic liquefaction potential.
- c. The size and siting of the surge tank will not materially change from the 30% documents.
- d. Surge tank design will include twenty (20) drawings at the 60% deliverable. The 60% deliverable will include guide specifications for major components and equipment, customized with basic sizing and configuration information added. The surge tank design will include twenty-one (21) drawings at the 90% and 100% deliverables. A total of twenty-seven (27) specification sections will be prepared. Wilsonville will provide Divisions 00 and 01.

### **Deliverables:**

- a. Draft and Final versions of the geotechnical analysis and recommendations
- b. 60% Design Drawings and Specifications of Surge Tank (one (1) electronic copy and one (1) hard copy of each)
- c. 90% Design Drawings and Specifications of Surge Tank (one (1) electronic copy and one (1) hard copy of each)
- d. 100% Design Drawings and Specifications of Surge Tank (one (1) electronic copy and one (1) hard copy of each)
- e. Opinion of Probable Construction Cost (OPCC) estimate for 60% and 90% design submittal

EXHIBIT B

City of Wilsonville  
Willamette River Water Treatment Plant 2017 Master Plan Update

TASK / DESCRIPTION	CAROLLO LABOR HOURS AND COSTS												STANTEC LABOR HOURS AND COSTS												DIRECT EXPENSE				TOTAL COST
	PM	TAC	Project Engineer	Senior Prof	Prof	CAD / Graphics	Document Proc.	Total Hours	Labor Cost	TAC	Process Lead	Sr. Estimator	Project Prof.	Prof.	Ast. Prof.	CAD / Graphics	Document Proc.	Total Hours	Stimtec Labor Cost	Shannon and Wilson (Geotech)	Total Sub Markup (5%)	Total Sub	Other Direct Charges	PECE @ \$/hr	Total Direct Charges				
	\$240	\$240	\$208	\$208	\$185	\$146	\$95			\$240	\$240	\$240	\$208	\$185	\$140	\$146	\$95						\$	\$11.70	\$				
Task 100. Project Management	48	0	6	0	0	0	34	94	\$ 18,998	0	4	4	0	0	0	0	0	8	\$ 1,920	\$ -	\$ -	\$ 98	\$ 2,018	\$ 4,000	\$ 1,100	\$ 6,108			
101 Kick-Off Meeting	4	0	4	0	4	0	0	12	\$ 2,532	0	4	4	0	0	0	0	0	8	\$ 1,920	\$ -	\$ -	\$ 98	\$ 2,018	\$ 2,000	\$ 140	\$ 6,888			
102 Monthly Progress Reports and Invoices	18	0	0	0	0	0	30	48	\$ 7,170	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 562			
103 Monthly Progress Reports and Invoices	18	0	0	0	0	0	30	48	\$ 7,170	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 562			
104 Project Management Plan	4	0	2	0	4	0	4	14	\$ 2,496	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 164			
105 Project Management Plan	4	0	2	0	4	0	4	14	\$ 2,496	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 164			
106 CONSULTANT Team Coordination	0	0	0	0	0	0	0	0	\$ -	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
107 CONSULTANT Team Coordination	0	0	0	0	0	0	0	0	\$ -	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
108 Meetings	20	0	0	0	0	0	0	20	\$ 4,800	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 234			
109 Bi-weekly Project Status Meeting	20	0	0	0	0	0	0	20	\$ 4,800	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 234			
Task 200. Equipment Condition Assessment	16	72	34	64	8	12	208	368	\$ 44,124	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,034			
201 Site Visits	4	28	4	0	0	0	0	36	\$ 6,512	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,421			
202 Site Visits	4	28	4	0	0	0	0	36	\$ 6,512	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,421			
203 Develop Technical Memorandum	8	0	0	0	0	0	12	168	\$ 30,420	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,708			
204 Develop Equipment Spreadsheet	2	8	2	24	0	0	36	56	\$ 7,808	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 421			
205 Prioritize Repairs	2	12	6	16	0	0	36	56	\$ 7,808	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 421			
206 Draft Tech Memo	4	18	18	24	0	12	74	116	\$ 14,678	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 866			
207 Client Workshop	4	8	4	0	0	0	24	24	\$ 5,192	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 281			
208 Client Workshop	4	8	4	0	0	0	24	24	\$ 5,192	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 281			
Task 300. Life Safety / Seismic Assessment	12	44	24	0	16	8	110	110	\$ 43,176	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,434		
301 Life Safety	4	4	4	0	0	0	12	12	\$ 2,752	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140		
302 Site Visits	4	4	4	0	0	0	12	12	\$ 2,752	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140		
303 Seismic Evaluation and Mitigation	0	8	72	0	16	2	98	98	\$ 20,148	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,147		
304 Seismic Evaluation and Mitigation	0	8	72	0	16	2	98	98	\$ 20,148	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,147		
305 Develop Technical Memorandum	4	32	16	0	8	8	74	74	\$ 15,084	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 866			
306 Develop Technical Memorandum	4	32	16	0	8	8	74	74	\$ 15,084	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 866			
307 Client Workshop	4	8	4	0	0	0	24	24	\$ 5,192	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 281			
308 Client Workshop	4	8	4	0	0	0	24	24	\$ 5,192	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 281			
Task 400. Surge Tank Sizing and Siting	8	0	12	0	0	0	20	20	\$ 4,416	18	0	16	66	72	40	22	4	238	\$ 44,400	\$ 4,000	\$ -	\$ 2,420	\$ 50,820	\$ -	\$ 234				
401 Surge Model	4	0	8	0	0	0	12	12	\$ 2,624	6	0	0	40	24	0	0	4	74	\$ 14,560	\$ 4,000	\$ -	\$ 929	\$ 19,569	\$ -	\$ 140				
402 Update Model	4	0	4	0	0	0	0	0	\$ -	0	0	0	12	12	0	0	0	12	\$ 2,496	\$ -	\$ -	\$ 125	\$ 2,621	\$ -	\$ -				
403 Run Model	4	0	4	0	0	0	0	0	\$ -	4	0	16	16	12	0	0	0	32	\$ 6,508	\$ -	\$ -	\$ 325	\$ 6,833	\$ -	\$ -				
404 Draft and Final TMs	4	0	8	0	16	2	28	28	\$ 2,624	2	0	0	12	12	0	0	4	30	\$ 5,576	\$ 4,000	\$ -	\$ 479	\$ 10,055	\$ -	\$ -				
405 Surge Tank Design	4	0	4	0	0	0	8	8	\$ 1,792	12	0	16	28	48	40	22	0	164	\$ 29,820	\$ -	\$ -	\$ 1,491	\$ 31,311	\$ -	\$ -				
406 30% Design	4	0	4	0	0	0	8	8	\$ 1,792	12	0	16	28	48	40	22	0	164	\$ 29,820	\$ -	\$ -	\$ 1,491	\$ 31,311	\$ -	\$ -				
Task 500. Draft Master Plan Update Document	38	58	122	0	118	0	334	334	\$ 69,876	10	0	60	66	72	40	22	4	60	\$ 14,400	\$ -	\$ -	\$ 720	\$ 16,120	\$ 2,000	\$ 3,908	\$ 6,904			
501 Validate Pre-Established Information	2	4	14	0	8	0	28	28	\$ 5,632	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 328			
502 Confirm Population/Census Projections	2	4	14	0	8	0	28	28	\$ 5,632	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 328			
503 Confirm Existing Raw Water Quality Parameters	2	4	14	0	8	0	28	28	\$ 5,632	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 328			
504 Confirm Finished Water Quality Goals	2	4	14	0	8	0	28	28	\$ 5,632	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 328			
505 Confirm Level of Service Goals	2	4	14	0	8	0	28	28	\$ 5,632	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 328			
506 Draft Summary of Existing Information	2	4	14	0	8	0	28	28	\$ 5,632	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 328			
507 Existing Facilities	2	4	14	0	8	0	28	28	\$ 5,632	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 328			
508 Summarize Existing Facilities and Capacities	2	4	14	0	8	0	28	28	\$ 5,632	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 328			
509 Draft Summary of Existing Facilities	2	4	14	0	8	0	28	28	\$ 5,632	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 328			
510 Expansion Alternative Analysis	14	26	64	0	64	0	170	170	\$ 35,232	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,336			
511 Develop 2 Alternatives for Expansion	6	12	24	0	24	0	66	66	\$ 14,232	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,988			
512 Compare Alternatives Including Cost/Benefits	2	8	16	0	16	0	42	42	\$ 8,688	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 786			
513 Draft Summary of Expansion Alternatives	4	8	24	0	24	0	80	80	\$ 12,312	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,988			
514 Finalize Draft Recommendations	4	8	16	0	16	0	44	44	\$ 9,168	10	0	50	60	60	0	0	0	60	\$ 14,400	\$ -	\$ -	\$ 720	\$ 15,120	\$ -	\$ -	\$ 702			
515 Workshops	16	16	16	0	16	0	64	64	\$ 13,968	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 515			
516 Workshop No. 1 - Review Existing Data/Costs	8	8	8	0	8	0	32	32	\$ 6,968	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 374			
517 Workshop No. 2 - Present/Review Recommendations	8	8	8	0	8	0	32	32	\$ 6,968	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 374			
Task 600. Final Master Plan Update Document	27	22	44	0	68	24	183	183	\$ 36,728	0	0	0	0																



**CITY COUNCIL MEETING  
STAFF REPORT**

<p><b>Meeting Date:</b>  June 19, 2017</p>	<p><b>Subject: Resolution 2637</b> Approval of design services and construction phase services for the Library Improvements project. (CIP #8098)</p> <p><b>Staff Member:</b> Eric Mende, Capital Projects Engineering Manager</p> <p><b>Department:</b> Community Development</p>	
<p><b>Action Required</b></p>	<p><b>Advisory Board/Commission Recommendation</b></p>	
<p><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</p>	<p><input type="checkbox"/> Approval  <input type="checkbox"/> Denial  <input type="checkbox"/> None Forwarded  <input checked="" type="checkbox"/> Not Applicable</p> <p><b>Comments:</b></p>	
<p><b>Staff Recommendation:</b> Staff recommends that Council approve Resolution 2637 on Consent.</p>		
<p><b>Recommended Language for Motion:</b> I move to approve the Consent Agenda .</p>		
<p><b>Project / Issue Relates To:</b> <i>[Identify which goal(s), master plans(s) your issue relates to.]</i></p>		
<p><input type="checkbox"/> Council Goals/Priorities</p>	<p><input type="checkbox"/> Adopted Master Plan(s)</p>	<p><input checked="" type="checkbox"/> Not Applicable</p>

**ISSUE BEFORE COUNCIL:** Approval of a Contract Amendment with Woofter Architecture for Library Improvements design and construction phase support (CIP 8098).

**EXECUTIVE SUMMARY:** In October 2016, City staff began a professional services procurement process for architectural and design services for the Library Improvements project (CIP 8098). The selection process complied with State of Oregon Qualifications Based Selection

(QBS) Public Contracting rules and resulted in a Professional Services Agreement (PSA) with Woofter Architecture for \$93,930, in January 2017. Since the value of the contract was below \$100,000, the contract was executed and approved under the City Manager's signature authority, and was not brought to Council for approval. A change in scope to include unanticipated design and construction phase support services for HVAC upgrades, as well as additional renderings to be used as fundraising tools for the Children's Room and Friends Bookstore, will result in the total PSA exceeding \$100,000, and per City Code, now requires Council approval. Staff is therefore requesting Council approval of the revised total contract amount of \$133,000, which includes the original contract amount of \$93,300 plus a contract amendment amount of \$39,700.

**EXPECTED RESULTS:** Addition of the HVAC design and construction phase support services allows the construction bid package to include HVAC improvements along with the anticipated architectural and plumbing improvements.

**TIMELINE:** A construction bid package is expected to be completed by late July, with construction completed by November 2017.

**CURRENT YEAR BUDGET IMPACTS:** This project is included in the City's CIP as project #8098, and in the current fiscal year (2016/2017), is funded by the general fund through savings in other projects. In FY 2017/18, the remaining design and construction phase, and all construction costs, are funded by a \$1 million Clackamas County Library District grant.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: SCole Date: 6/8/2017

**LEGAL REVIEW / COMMENT:**

Reviewed by: B Jacobson Date: 6/2/17

**COMMUNITY INVOLVEMENT PROCESS:** Library staff and Library Foundation board members have been involved in review and selection of renovation concepts, but no general community involvement process was undertaken.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY** (businesses, neighborhoods, protected and other groups): A fresh look to the library, optimizing space utilization, bringing the non-fiction restrooms into ADA compliance, and resolving heating/cooling deficiencies.

**ALTERNATIVES:**

**CITY MANAGER COMMENT:**

**ATTACHMENTS:**

Resolution 2637  
Contract Amendment - Change Order #1

**RESOLUTION NO. 2637**

**A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT AND CONTRACT AMENDMENT WITH WOOFTER ARCHITECTURE PC FOR DESIGN AND CONSTRUCTION PHASE SUPPORT SERVICES FOR THE LIBRARY IMPROVEMENTS PROJECT (CIP #8098)**

WHEREAS, the City has planned and budgeted for the completion of the Library Improvements Project; and

WHEREAS, the City solicited Requests for Proposals from qualified consultants for the Project that duly followed the State of Oregon Public Contracting Rules and the City of Wilsonville Municipal Code; and

WHEREAS, Woofter Architecture PC, was selected to provide the services and subsequently provided an acceptable scope and fee proposal for the Project; and

WHEREAS, the City executed a Professional Services Agreement contract with Woofter Architecture PC for \$93,300 that did not include services for HVAC improvements, or for architectural renderings for the Friends Bookstore and Children's Patio; and

WHEREAS, the City now desires to add HVAC design and construction phase support services, and additional architectural renderings for the Friends Bookstore and Children's Patio to the Scope of Services for Woofter Architecture PC.

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

1. The City of Wilsonville, acting as the Local Contract Review Board, authorizes the City Manager to enter into and execute, on behalf of the City of Wilsonville, a Contract Amendment to the existing Professional Services Agreement with Woofter Architecture PC for a not-to-exceed amount of \$39,700, bringing the revised not-to-exceed contract amount to \$133,000
2. This Resolution becomes effective upon the date of adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 19<sup>th</sup> day of June 2017, and filed with the Wilsonville City Recorder this date.

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Tim Knapp, Mayor

ATTEST:

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Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

Mayor Knapp  
Council President Starr  
Councilor Akervall  
Councilor Stevens  
Councilor Lehan

Attachments:

Contract Amendment

**CITY OF WILSONVILLE  
FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT**

**Woofter Architecture – Library Improvements**

This First Amendment to Professional Services Agreement (“First Amendment”) is effective the \_\_\_\_ day of June, 2017 (“Effective Date”), by and between the **City of Wilsonville**, a municipal corporation of the State of Oregon (“City”), and **Woofter Architecture, PC**, an Oregon professional corporation (“Consultant”), upon the terms and conditions set forth below.

**RECITALS**

WHEREAS, the City entered into a Professional Services Agreement (“Agreement”) with Consultant on January 20, 2017 relating to the Library Improvements Project (“Project”); and

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

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

WHEREAS, Consultant is prepared to provide such 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 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 December 31, 2017.

**Section 3. Compensation**

The City agrees to pay Consultant on a time and materials basis, guaranteed not to exceed Thirty Three Thousand and Forty Dollars (\$33,040) for performance of the Additional Services and One hundred thirty four thousand four hundred eighty DOLLARS (\$134,480) as a revised total Compensation Amount for the project.

**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:**

WOOFER ARCHITECTURE, PC

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

(Print Name) \_\_\_\_\_

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

Employer I.D. No. \_\_\_\_\_

**CITY:**

CITY OF WILSONVILLE

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

(Print Name) \_\_\_\_\_

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Barbara A. Jacobson, City Attorney  
City of Wilsonville, Oregon





107 SE Washington St., Ste. 228  
Portland, Oregon 97214  
503 724 0111  
woofterarchitecture.com

June 1, 2017  
Revised June 4, 2017

Mr. Eric Mende P.E.  
City of Wilsonville  
Wilsonville Community Development  
29799 SW Town Center Loop East  
Wilsonville, OR 97070

Re: Wilsonville Library Improvements  
Project #8098  
Additional Service Request 2: Additional Phase 2 Design Services for Friends of Books Café and Children's Room  
Patio Covered Structure fundraising graphics and renderings

Dear Mr. Mende,

Please find included Additional Service Request 2 for the Wilsonville Library Improvements (WLI). Additional services are requested to provide additional fundraising graphics not outlined by Exhibit A Scope of Services of the Professional Services Agreement.

During the Design phase, we developed initial design concepts for the Friends of Books improvements and Children's Patio Covered Structure. This work was completed in plan and section diagrams to clarify City and Library stakeholder goals and to establish conceptual design cost estimates only. The proposed improvements for both areas are attractive to the Library, but cannot be accommodated by the current project budget. By providing additional design and imagery for these projects the City believes fundraising will be successful and the projects eventually completed.

Additional scope of services for fundraising graphics will include the following:

1. Design process drawings, plans, sections and elevations
2. Three-dimensional modelling and draft rendering review with City of Wilsonville
3. Final imagery rendering. Add color, detail, light, people. Includes up to three rendered views for each element.
4. Assemble fundraising images for printing and if necessary develop brochure.

Additional Services are requested for architectural design and images only.

Additional Service Request 2 Not-to-Exceed Compensation Amount:

ASR 2 Total Professional Fee:	\$4,020.00
<u>Reimbursable Expenses:</u>	<u>\$200.00</u>
Overall Total ASR 2:	\$4,220.00

Additional Not-to-Exceed Compensation by Agreement Phase:

A. Existing Conditions and Programming:	\$0.00
B. Design:	\$4,020.00
C. Construction Documentation and Bidding and Negotiation:	\$0.00
ASR 2 Sub-total Professional Fee:	\$4,020.00
D. Construction Phase Services:	\$0.00
E. <u>Not-to-Exceed Reimbursable Expenses:</u>	<u>\$200.00</u>
ASR 2 Overall Compensation Amount:	\$4,220.00

Additional services will be invoiced on an hourly basis to the maximum not to exceed amount of \$4,020 based on the established hourly rates, each month. The maximum not-to-exceed reimbursable amount of \$200.00 will also be invoiced monthly.

If you have any questions about the proposed additional services and associated fee please call to discuss.

Sincerely,



Miles E. Woofter, AIA, LEED AP, Principal  
miles@woofterarchitecture.com

Contract Amendment #1  
Exhibit A.2



107 SE Washington St., Ste. 228  
Portland, Oregon 97214  
503 724 0111  
woofterarchitecture.com

May 18, 2017  
Revised June 1, 2017  
Revised June 4, 2017

Mr. Eric Mende P.E.  
City of Wilsonville  
Wilsonville Community Development  
29799 SW Town Center Loop East  
Wilsonville, OR 97070

Re: Wilsonville Library Improvements  
Project #8098  
Additional Service Request 3: Mechanical Systems Upgrade

Dear Mr. Mende,

Please find included Additional Service Request 1 for the Wilsonville Library Improvements (WLI). The City of Wilsonville has requested additional design and documentation associated with the existing buildings original and added mechanical systems for Heating Ventilation and Air Conditioning. This scope of work was not included in the Request for Proposal or the subsequent Professional Services Agreement Exhibit A Scope of Services. Additional services are required to complete Phase 2: Design, Phase 3: Construction Documents and Bidding and Negotiations Services and Phase 4: Construction Phase Services outlined by the Agreement.

The City of Wilsonville and the Library staff have prioritized replacing existing mechanical systems in the original building as well as HVAC issues in the Rose and Oak room for the Library Improvements Project. As a result, based on the MKE & Associates, Inc. Consulting Engineers HVAC Systems Assessment dated February 6, 2013, and on-site reviews the design team will provide additional design and documentation to incorporate this scope of work into the Project.

Our design team will provide mechanical design, construction documentation and construction phase services to upgrade the mechanical systems as outlined below. In the original building this includes the replacement of the 6 existing FCU/RCU systems serving located above the existing original restrooms. This scope of work will include the design and documentation of new furnaces and outdoor condensers, refrigerant piping, natural gas piping, flues and architectural coordination for the work within the existing mechanical room and on the exterior of the building. Both the Oak and Rose rooms have HVAC systems that do not effectively provide air or cooling, so the systems

associated with these rooms added in the 2001 addition will be upgraded or replaced. Existing units FCU-5/CU-5 serve the Oak Room which has consistently has had air circulation issues. Existing units FCU-6/CU-6 serve the Rose Room which consistently experiences cooling issue. We will investigate the issue, make upgrade/replacement recommendations, document the solution for construction and provide construction phase services.

**Additional Service Request 3 Summary by Design Consultant:**

Woofter Architecture	\$3,270.00
Glumac Mechanical and Electrical	\$22,600.00
Thrailkill Architect	\$910.00
KPFF Structural	\$1,710.00
<b>Total Professional Fee:</b>	<b>\$28,490.00</b>
<b><u>Reimbursable Expenses:</u></b>	<b><u>\$330.00</u></b>
<b>Overall Total:</b>	<b>\$28,820.00</b>

**Additional Not-to-Exceed Compensation by Agreement Phase:**

A. Existing Conditions and Programming:	\$0.00
B. Design:	\$6,640.00
C. Construction Documentation and Bidding and Negotiation:	\$15,500.00
D. Construction Phase Services:	\$6,350.00
E. <u>Not-to-Exceed Reimbursable Expenses:</u>	<u>\$330.00</u>
<b>Overall Compensation Amount:</b>	<b>\$28,820.00</b>

Additional services will be invoiced on an hourly basis to the maximum not to exceed amount of \$28,490.00 based on the established hourly rates, each month. The maximum not-to-exceed reimbursable amount of \$330.00 will also be invoiced monthly.

If you have any questions about the proposed additional services and associated fee please call to discuss.

Sincerely,



Miles E. Woofter, AIA, LEED AP, Principal  
miles@woofterarchitecture.com



## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b>  June 19, 2017		<b>Subject: Resolution No. 2644</b> Authorizing the City Manager to Execute a Construction Contract with VSS International, Inc. for the 2017 Street Maintenance – Slurry Seal Project (Capital Improvement Project #4014)  <b>Staff Member:</b> Mike Ward, 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>	
<b>Staff Recommendation:</b> Staff recommends that Council approve Resolution No.2644 on Consent.			
<b>Recommended Language for Motion:</b> I move to approve the Consent Agenda.			
<b>Project / Issue Relates To:</b> <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>			
<input checked="" type="checkbox"/> Council Goals/Priorities Well-Maintained Infrastructure	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable	

### ISSUE BEFORE COUNCIL:

A City of Wilsonville resolution approving the public bid process, accepting the lowest, responsible bidder, and awarding a construction contract to VSS International, Inc. in the amount of \$358,994.81 for the 2017 Street Maintenance Slurry Seal Project.

**EXECUTIVE SUMMARY:**

The 2017 Street Maintenance – Slurry Seal project will rehabilitate approximately 156,000 square yards of asphalt streets in five neighborhoods. A map of the project locations is provided in Attachment A.

The slurry seal aspect of the Street Maintenance program keeps existing streets in good condition at a significantly reduced cost comparative to repair of the unmaintained sections. It is considered a best practice to slurry seal a road 3 years after construction, and then every 5 years thereafter. Staff has set up a program to slurry approximately half the city every 3 years in an effort to smooth out the budgetary impacts as well as those to citizens.

Throughout the fiscal year additional contracts are expected to be proposed to Council for consideration for work to repair pavement which has deteriorated beyond what a slurry seal treatment will benefit.

This project is included in the City’s proposed FY2017-18 budget as Annual Street Maintenance (CIP No. 4014).

The City received one bid by the May 17, 2017 deadline, submitted by from VSS International, Inc. who was found to be the lowest, responsive bidder.

**EXPECTED RESULTS:**

Rehabilitation of city streets will reduce the failure rates of the asphalt, reducing the life-cycle costs.

**TIMELINE:**

Construction is expected to begin in July, 2017 with a final completion scheduled for October 15, 2017.

**CURRENT YEAR BUDGET IMPACTS:**

This project will be charged against next year’s budget, FY 2017-18. The Budget Committee approved the budget, which includes project #4014, “Street Maintenance”. This project has \$1,115,000 allocated to it for FY 2017-18. The City Council is scheduled to adopt the budget on June 19, 2017.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: SCole Date: 6/8/2017

**LEGAL REVIEW / COMMENT:**

Reviewed by: BAJacobson Date: 6/9/17

**COMMUNITY INVOLVEMENT PROCESS:**

Upon approval by Council, signage will be placed in the neighborhoods affected, as well as door hangers to notify residents of date specific impacts to their streets.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY** (businesses, neighborhoods, protected and other groups):

Slurry seal is not a popular program among residents as it leaves streets looking rough and unfinished, and without a crisp appearance of freshly constructed asphalt. Additionally, during the approximately two-week period, rocks can become loose and track beyond the street. To combat these negative results the City requires roller compaction to reduce the amount of rock that becomes loose. In years past, we have had contractors attempt to avoid striping when applying the slurry seal. This year we are having the contractor remove the existing striping prior to applying the slurry and then restriping. This is expected to leave the street with a significantly improved appearance.

**ALTERNATIVES:**

We could wait until the street starts to experience alligator cracking and perform spot repairs. This form of asphalt failure does occur even in streets that have been slurry sealed, however, the occurrence is prolonged and significantly less. The rate to perform this type of repair is typically around \$60 per square yard, significantly more than the bid price for this contract, which is \$2.07 per square yard. The slurry seal is an important street maintenance tool that helps to reduce water entering the subgrade and weakening the pavement structure.

**CITY MANAGER COMMENT:**

**ATTACHMENTS:**

A. Project Location Map  
Resolution No. 2644

**RESOLUTION NO. 2644**

**A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSTRUCTION CONTRACT WITH VSS INTERNATIONAL, INC. FOR THE 2017 STREET MAINTENANCE – SLURRY SEAL PROJECT (CAPITAL IMPROVEMENT PROJECT #4014).**

WHEREAS, the City has planned, designed, and budgeted for the completion of Capital Improvement Project #4014, known as 2017 Street Maintenance – Slurry Seal project (the Project); and

WHEREAS, the City solicited sealed bids from qualified contractors for the Project that duly followed the State of Oregon Public Contracting Rules and the City of Wilsonville Municipal Code; and

WHEREAS, one bid was received and opened on May 17, 2017, submitted by VSS International, Inc. in the amount of \$358,994.81 for the Project, which was subsequently evaluated as the lowest responsive and responsible bid.

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

1. The procurement process for the Project duly followed Oregon Public Contracting Rules, and VSS International, Inc. submitted the lowest responsive and responsible bid.
2. The City of Wilsonville acting as the Local Contract Review Board authorizes the City Manager to enter into and execute, on behalf of the City of Wilsonville, a construction contract with VSS International, Inc. for a stated value of \$358,994.81.
3. This resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 19th day of June 2017, and filed with the Wilsonville City Recorder this date.

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Tim Knapp, Mayor



ATTEST:

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Sandra C. King, City Recorder, MMC

SUMMARY OF VOTES:

Mayor Knapp

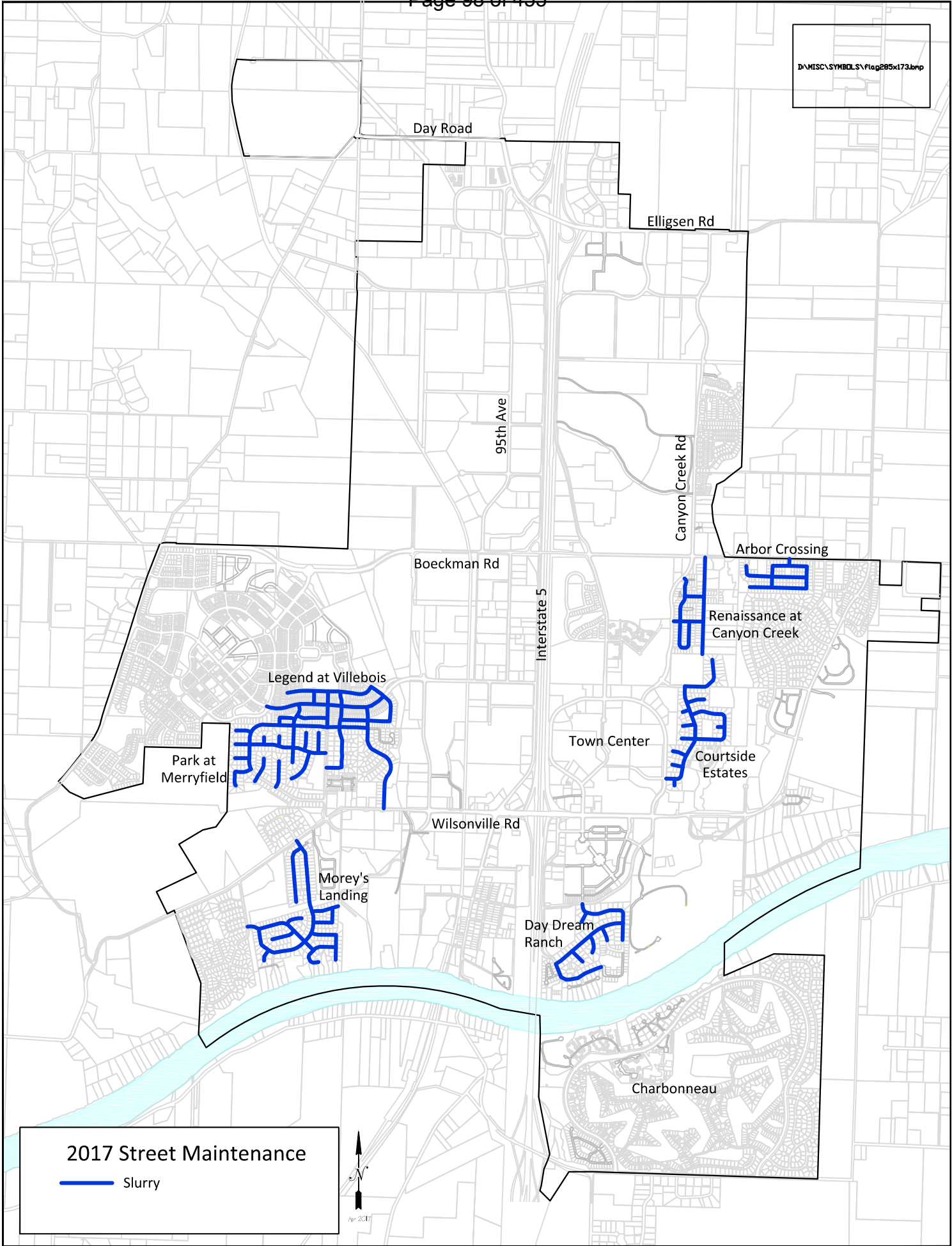
Council President Starr

Councilor Stevens

Councilor Lehan

Councilor Akervall

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## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b>  6/19/17	<b>Subject: Resolution No. 2638</b> Supplemental Budget Adjustment  <b>Staff Member:</b> Cathy Rodocker <b>Department:</b> Finance	
<b>Action Required</b>	<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b>	
<b>Staff Recommendation:</b> Staff recommends that Council approve Resolution No 2638.		
<b>Recommended Language for Motion:</b> I move to approve Resolution No 2638.		
<b>Project / Issue Relates To:</b> <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>		
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

### ISSUE BEFORE COUNCIL:

A supplemental budget resolution for the FY2016-17 budget year.

### EXECUTIVE SUMMARY:

Oregon's Local Budget Law allows the Council to amend the adopted budget for an occurrence or condition that was not known at the time the budget was adopted. A transfer resolution moves expenditures from one category to another within a specific fund and does not increase the

overall budget that was approved during the annual budget process. A supplemental budget adjustment will impact the budget by increasing revenues and/or expenditures. The supplemental adjustment can also recognize expenditures that exceed 10% of the adopted budget expenditures or 15% of the adopted contingency in a fund.

**Non-Capital Project Budget Requests:**

- An additional \$10,000 in temporary wages is needed in the Building Department to meet anticipated work load in the month of June.
- An additional \$15,000 in bank charges is needed in the Building Department to insure adequate budget authority for the fiscal year.
- An additional \$21,000 in capital outlay is needed in the Water Treatment Program to purchase three power cells for the variable frequency drive for the high service pump P-2.

**Capital Project Budget Requests:**

- Additional funding requests needed for the project management fees on the following projects:
  - Coffee Creek Area Planning: Funding Source-General Fund, \$32,000
  - 5<sup>th</sup>/Kinsman-Water: Funding Source-Water SDC, \$20,000
  - 5<sup>th</sup>/Kinsman-Sewer: Funding Source-Sewer SDC, \$20,000

Please refer to Attachment A.

**EXPECTED RESULTS:**

As stated in the Fiscal Management Policies, the City shall amend its annual budget in accordance with Oregon local budget law. The supplemental budget adjustment is adopted by the Council at a regularly scheduled meeting. Convening the budget committee is not required.

**TIMELINE:**

As required by Local Budget Law, a notice for the public hearing has been published in the Wilsonville Spokesman. The notice was published on Wednesday, June 14, 2017. Adoption of the Supplemental Budget Adjustment is required prior to the end of the fiscal year, June 30, 2017

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: SCole Date: 6/8/2017

**LEGAL REVIEW / COMMENT:**

Reviewed by: BAJacobson Date: 6/9/17

**COMMUNITY INVOLVEMENT PROCESS:**

As required by Local Budget Law, a notice for the public hearing has been published in the Wilsonville Spokesman. The notice has also been published on the City’s website. As the accompanying resolution is a budget adjustment, a public hearing must be part of the adoption process.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY** (businesses, neighborhoods, protected and other groups):

The amended budget provides for the delivery of services and construction of capital projects throughout the community.

**ALTERNATIVES:**

Not approving the attached supplemental budget could result in overspending current budget appropriations. The City is required to disclose all excess of expenditures over appropriations in the Comprehensive Annual Financial report.

**CITY MANAGER COMMENT:**

**ATTACHMENTS:**

- A. *Attachment #1-Supplemental Budget Adjustments*

**Attachment #1-Supplemental Budget Adjustments**

<b>Budget Requests</b>	<b>Other Expenditures</b>	<b>Capital Outlay</b>	<b>CD OH</b>	<b>GF OH</b>	<b>Total</b>	<b>Funding Sources</b>
<b>Additional CIP Funding Requests</b>						
3002-Coffee Creek Planning Area	\$ -	\$ -	\$ 32,000	\$ -	\$ 32,000	General Fund
1139-5th/Kinsman Extension - Water	-	-	20,000	-	20,000	Water SDC Fund
2099-5th/Kinsman Extension - Sewer	-	-	20,000	-	20,000	Sewer SDC Fund
<b>Additional CIP Funding Requests</b>	<b>-</b>	<b>-</b>	<b>72,000</b>	<b>-</b>	<b>72,000</b>	<b>Funding: Contingency</b>
<b>Personal Services</b>						
Building Department-Temporary Wages	10,000	-	-	-	10,000	Building Fund Contingency
<b>Material and Services Budget Requests</b>						
Power Cells for Variable Frequency Drive	21,000	-	-	-	21,000	Water Operations Contingency
Bank Charges	15,000	-	-	-	15,000	Building Fund Contingency
<b>Miscellaneous Budget Requests</b>	<b>46,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>46,000</b>	<b>Funding: Various</b>
<b>Total City Budget Requests</b>	<b>\$ 46,000</b>	<b>\$ -</b>	<b>\$ 72,000</b>	<b>\$ -</b>	<b>\$ 118,000</b>	

**RESOLUTION NO. 2638**

**A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET ADJUSTMENT FOR FISCAL YEAR 2016-17.**

WHEREAS, the City adopted a budget and appropriated funds for fiscal year 2016-17 by Resolution 2587; and,

WHEREAS, certain expenditures are expected to exceed the original adopted budget in some of the City's funds and budgetary transfers are necessary within these funds to provide adequate appropriation levels to expend the unforeseen costs; and,

WHEREAS, ORS 294.463 provides that a city may adjust appropriations within appropriation categories provided the enabling resolution states the need for the adjustment, purpose of the expenditure and corresponding amount of appropriation; and,

WHEREAS, all transfers from contingencies within the fiscal year to date that exceed fifteen percent (15%) of the fund's total appropriations, are included in the supplemental budget adjustment request; and,

WHEREAS, all expenditure transfers within the fiscal year to date in aggregate exceed ten percent (10%) of the fund's total expenditures, are included in the supplemental budget adjustment request; and,

WHEREAS, consistent with local budget law and based upon the foregoing, the staff report in this matter and public hearing input, the public interest is served in the proposed supplemental budget adjustment,

WHEREAS, to facilitate clarification of the adjustments in this resolution, Attachment A to this resolution provides a summary by fund of the appropriation categories affected by the proposed transfer of budget appropriation and the purpose of the expenditure.

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

The City amends and adjusts the estimated revenues and appropriations within the funds and categories delineated and set forth in Attachment A, attached hereto and incorporated by reference herein as if fully set forth.

This resolution becomes effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 19<sup>th</sup> day of June 2017 and filed with Wilsonville City Recorder this same date.

---

TIM KNAPP, MAYOR

ATTEST:

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Sandra C. King, MMC, City Recorder

**SUMMARY OF VOTES:**

Mayor Knapp  
Councilor Starr  
Councilor Stevens  
Councilor Lehan  
Councilor Akervall



**ATTACHMENT A**  
**NEED, PURPOSE AND AMOUNT: DETAIL BY FUND & CATEGORY**

	Current Appropriations	Change in Appropriations	Amended Appropriations
<b>General Fund</b>			
Interfund transfers	\$ 2,003,275	\$ 32,000	\$ 2,035,275
Contingency	8,779,853	(32,000)	8,747,853
All other requirements	19,711,484	-	19,711,484
Net change in requirements	\$ 30,494,612	\$ -	\$ 30,494,612
Increase in interfund transfers will recognize additional funding required for the Coffee Creek Area Planning project.			
<b>Building Fund</b>			
Building	\$ 821,701	\$ 25,000	\$ 846,701
Contingency	3,382,653	(25,000)	3,357,653
All Other Requirements	390,863	-	390,863
Net change in requirements	\$ 4,595,217	\$ -	\$ 4,595,217
Increase to the Building program for additional temporary employees and bank charges.			
<b>Community Development Fund</b>			
Charges for services	\$ (694,500)	\$ (80,000)	(774,500)
Interfund transfers	(2,137,381)	(72,000)	(3,544,603)
All other resources	(3,544,603)	-	(3,544,603)
Total increase in resources	\$ (6,376,484)	\$ (152,000)	\$ (4,319,103)
Contingency	\$ 1,897,006	\$ 152,000	\$ 2,049,006
All other requirements	4,479,478	-	4,479,478
Net change in requirements	\$ 6,376,484	\$ 152,000	\$ 6,528,484
Charges for services and interfund transfers increase recognizes additional resources for the overhead charges on capital improvement projects.			
<b>Water Capital Projects Fund</b>			
Interfund transfers	\$ (2,085,209)	\$ (20,000)	\$ (2,105,209)
All other resources	(42,697)	-	(42,697)
Total increase in resources	\$ (2,127,906)	\$ (20,000)	\$ (2,147,906)
Transfers to other funds	\$ 217,487	\$ 20,000	\$ 237,487
Contingency	1,910,419	-	1,910,419
Net change in requirements	\$ 2,127,906	\$ 20,000	\$ 2,147,906
The interfund transfers and the corresponding requirements for transfers to other funds is for the following project: 5th/Kinsman Extension: Water.			
<b>Sewer Capital Projects Fund</b>			
Interfund transfers	\$ (6,275,822)	\$ (20,000)	\$ (6,295,822)
All other resources	(15,484)	-	(15,484)
Total increase in resources	\$ (6,291,306)	\$ (20,000)	\$ (6,311,306)
Transfers to other funds	482,190	20,000	502,190
Contingency	5,809,116	-	5,809,116
Net change in requirements	\$ 6,291,306	\$ 20,000	\$ 6,311,306
The interfund transfers and the corresponding requirements for transfers to other funds is for the following project: 5th/Kinsman Extension-Sewer.			
<b>Streets Capital Projects Fund</b>			
Interfund transfers	\$ (7,213,839)	\$ (32,000)	\$ (7,245,839)
All other resources	(1,343,072)	-	(1,343,072)
Total increase in resources	\$ (8,556,911)	\$ (32,000)	\$ (8,588,911)
Transfers to other funds	1,289,114	\$ 32,000	\$ 1,321,114
Contingency	7,267,797	-	7,267,797
Net change in requirements	\$ 8,556,911	\$ 32,000	\$ 8,588,911
The interfund transfers and the corresponding requirements for transfers to other funds is for the following project: Coffee Creek Area Planning.			

Page 106 of 455  
**ATTACHMENT A**  
**NEED, PURPOSE AND AMOUNT: DETAIL BY FUND & CATEGORY**

	Current Appropriations	Change in Appropriations	Amended Appropriations
<b>Water SDC Fund</b>			
Transfers to other funds	\$ 1,231,792	\$ 20,000	\$ 1,251,792
All other requirements	4,838,872	(20,000)	4,818,872
Net change in requirements	\$ 6,070,664	<b>\$ -</b>	\$ 6,070,664
The interfund transfer recognizes the funding of the following project: 5th/Kinsman Extension: Water.			
<b>Sewer SDC Fund</b>			
Transfers to other funds	\$ 3,640,527	\$ 20,000	\$ 3,660,527
All other requirements	6,064,720	(20,000)	6,044,720
Net change in requirements	\$ 9,705,247	<b>\$ -</b>	\$ 9,705,247
The interfund transfer recognizes the funding of the following project: 5th/Kinsman Extension: Water.			



## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b>  June 19, 2017	<b>Subject: Resolutions No.2639 and 2640</b> State Shared Revenue  <b>Staff Member:</b> Susan Cole, Finance Director  <b>Department:</b> Finance	
<b>Action Required</b>	<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: 6/19/17 <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable  <b>Comments:</b> Budget as approved by Budget Committee on June 1, 2017.	
<b>Staff Recommendation:</b> Open public hearing, receive testimony, consider resolution electing to receive state shared revenues		
<b>Recommended Language for Motion:</b> I move to approve Resolution No. 2639. I move to approve Resolution No.2640.		
<b>PROJECT / ISSUE RELATES TO:</b> <i>[Identify which goal(s), master plans(s) issue relates to.]</i>		
<input checked="" type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

**ISSUE BEFORE COUNCIL:** Public hearing on receipt and use of state shared revenues.

**EXECUTIVE SUMMARY:** Oregon law requires the public be given two opportunities to comment on receiving state shared revenues and their proposed use. The first opportunity is extended during the Budget Committee meeting held on May 18, 2017. The second opportunity is offered in conjunction with the budget adoption.

The following table provides a summary of State Shared Revenue for FY 2017-18:

Summary of State Shared Revenues Resources and Possible Uses		
State Shared Revenues:	General Fund	Road Operating Fund
Alcoholic beverage taxes	\$ 341,455	
Cigarette taxes	\$ 28,000	
State shared revenues	\$ 282,516	
Gas tax		\$ 1,422,778
Possible uses:		
Police	ü	
Parks & Building maintenance	ü	
Library	ü	
Youth, Adult & Senior services	ü	
Policy and administration	ü	
Planning	ü	
Road operations		ü

**EXPECTED RESULTS:** Accompanying resolutions satisfy legal requirements to receive state shared revenues in FY 2017-18.

**TIMELINE:**

- May 3 and May 10, 2017 – Notice of meeting to receive comments from the public on uses of state shared revenues at the May 18, 2017 Budget Committee meeting published in the Wilsonville Spokesman
- May 18, 2017 – First meeting of the Budget Committee, public invited to testify
- June 14, 2017 – Posted notice of public hearing
- June 19, 2017 – Council meeting to receive public testimony and to adopt the budget

**CURRENT YEAR BUDGET IMPACTS:** Does not affect the current budget.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: SCole Date: 6/6/17

**LEGAL REVIEW / COMMENT:**

Reviewed by: BAJacobson Date: 6/9/17

**COMMUNITY INVOLVEMENT PROCESS:** The opportunity for the public to address the Budget Committee pertaining to state shared revenues was offered at the meeting on May 18, 2017. No public testimony was received.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:** State revenues allow, in part, funding for the road operations program, facility and parks maintenance, law enforcement, parks and recreation services and library operations.

**ATTACHMENTS**

- A. Resolution No. 2639
- B. Resolution No. 2640

**RESOLUTION NO. 2639**

**A RESOLUTION DECLARING THE CITY'S ELIGIBILITY TO RECEIVE STATE SHARED REVENUES.**

**WHEREAS**, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- (1) Police protection;
- (2) Fire protection;
- (3) Street construction, maintenance and lighting;
- (4) Sanitary sewer;
- (5) Storm sewers;
- (6) Planning, zoning and subdivision control;
- (7) One or more utility services; and

**WHEREAS**, City officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760.

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

1. That the Wilsonville City Council hereby declares that the City directly provides all of the municipal services enumerated above, save and except the provision of the City's fire protection which is provided through Tualatin Valley Fire & Rescue.
2. This resolution is effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 19th day of June, 2017 and filed with the Wilsonville City Recorder this date.

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TIM KNAPP, MAYOR

ATTEST:

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Sandra C. King, MMC, City Recorder

SUMMARY of Votes:  
Mayor Knapp  
Council President Starr  
Councilor Akervall  
Councilor Stevens  
Councilor Lehan

**RESOLUTION NO. 2640**

**A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE SHARED REVENUES.**

**WHEREAS**, the Budget Committee has reviewed and approved the proposed use of State Shared Revenues; and

**WHEREAS**, a public hearing has been held before the Budget Committee on May 18, 2017 to discuss possible uses of the funds and before the City Council on June 19, 2017 to obtain public input as to the proposed uses of State Shared Revenues.

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

1. Pursuant to ORS 221.770 the City of Wilsonville hereby elects to receive state shared revenues for the fiscal year 2017-18.
2. This resolution is effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 19th day of June, 2017 and filed with the Wilsonville City Recorder this same date.

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TIM KNAPP, MAYOR

ATTEST:

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Sandra C. King, MMC, City Recorder

SUMMARY of Votes:  
Mayor Knapp  
Council President Starr  
Councilor Akervall  
Councilor Stevens  
Councilor Lehan



## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b> June 19, 2017		<b>Subject: Resolution No. 2641</b> City Budget Adoption for FY 2017-18	
		<b>Staff Member:</b> Susan Cole, Finance Director <b>Department:</b> Finance	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: 6/19/17 <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable	
		<b>Comments:</b> Budget as approved by Budget Committee on June 1, 2017.	
<b>Staff Recommendation:</b> Staff recommends Council approve Resolution No. 2641.			
<b>Recommended Language for Motion:</b> I move to approve Resolution No. 2641.			
<b>PROJECT / ISSUE RELATES TO:</b> <i>[Identify which goal(s), master plans(s) issue relates to.]</i>			
<input checked="" type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:** Public hearing and adoption of the budget for fiscal year 2017-18.

**EXECUTIVE SUMMARY:** Following the Budget Committee vote to approve the budget the City Council must hold a public hearing and receive comments on the budget prior to adoption. Council must adopt the budget no later than June 30, 2017.



By law, the Council may make changes in the approved budget within certain limitations: (1) taxes may not be increased over the amount approved by the budget committee, and (2) estimated expenditures in a fund cannot be increased by more than \$5,000 or 10 percent, whichever is greater. The Council can reduce the budget from that approved by the Budget Committee.

The Budget Committee made one change to the FY 2017-18 Proposed Budget prior to approving it; based upon staff recommendation, the Budget Committee increased the Parks Maintenance staff by one full-time equivalent and \$75,000, partially offset by reducing professional services in Parks Maintenance by \$30,000, and the remaining \$45,000 coming from the General Fund unassigned contingency.

**EXPECTED RESULTS:** Create the budget for operating and capital purposes for the fiscal year 2017-18.

**TIMELINE:**

- May 3 and May 10, 2017 - Public notice of the availability of the proposed budget and Budget Committee meeting dates published in the Wilsonville Spokesman
- May 18, 2017 – First meeting of the Budget Committee, presentation of budget message, public testimony taken
- June 1, 2017 – Second meeting of the Budget Committee, opportunity for public to testify, voted to approve budget with amendment
- June 14, 2017 – Public notice of the meeting to adopt published in the Wilsonville Spokesman.
- June 19, 2017 – Council meeting to receive public testimony, consider Resolution to adopt budget.

**COMMUNITY INVOLVEMENT PROCESS:** The opportunity for the public to address the Budget Committee was offered at the meetings on May 18, 2017 and June 1, 2017. Staff responded to the issues and questions that were submitted in writing prior to June 1, 2017. The public may also attend the June 19, 2017 public hearing on the City’s budget.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:** The budget provides for the delivery of services and construction of capital projects throughout the community.

**BUDGET COMMITTEE ACTIONS:** The Budget Committee amended the Proposed Budget for FY 2017-18 as noted above.

**CURRENT YEAR BUDGET IMPACTS:** Does not affect the current year budget.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by:       SCole       Date:       6/5/17      

No Financial impact.

**LEGAL REVIEW / COMMENT:6/7/17**

Reviewed by:    BAJ    Date:

**CITY MANAGER COMMENT:**

**ATTACHMENTS**

- A. Resolution No. 2641

**RESOLUTION NO. 2641**

**A RESOLUTION OF THE CITY OF WILSONVILLE ADOPTING THE BUDGET, MAKING APPROPRIATIONS, DECLARING THE AD VALOREM TAX LEVY, AND CLASSIFYING THE LEVY AS PROVIDED BY ORS 310.060(2) FOR FISCAL YEAR 2017-18.**

**WHEREAS**, in accordance with ORS 294.426 the Wilsonville Budget Committee met on May 18, 2017 and June 1, 2017 to receive public testimony, hear the budget message and listen to presentations pertaining to the proposed budget for Fiscal Year 2017-18; and,

**WHEREAS**, the Budget Committee deliberated on the proposed budget on May 18, 2017 and on June 1, 2017; and

**WHEREAS**, the Budget Committee approved the proposed budget on June 1, 2017; and

**WHEREAS**, the proposed budget document included the Comprehensive Financial Management Policies which specifies certain reserves and contingency balances for operating funds and such a amounts were included in the approved budget, and

**WHEREAS**, on June 14, 2017 a summary of the budget, as required by ORS 294.438, was duly published in the Wilsonville Spokesman, a newspaper of general circulation in the City; and,

**WHEREAS**, in accordance with ORS 294.456 the Wilsonville City Council duly held a public hearing on June 19, 2017 where all interested persons were afforded an opportunity to appear and be heard with respect to the approved budget for the fiscal year beginning July 1, 2017.

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

1. The Council adopts the budget for FY 2017-18 in the total amount of \$174,136,292.
2. Of the total adopted budget of \$174,136,292, the City appropriates \$167,629,092 for the fiscal year beginning July 1, 2017 as shown in Attachment A – Schedule of

Appropriations. The difference of \$6,507,200 is not appropriated and is not available for expenditure during the year.

3. The City of Wilsonville City Council hereby imposes the taxes provided for in the Adopted Budget at the rate of \$2.5206 per \$1,000 of assessed value for general operations; and that these taxes are hereby imposed and categorized for the tax year 2017-18 upon the assessed value of all taxable property in the City.

	<u>General Government Limit</u>
General Fund	\$2.5206 / \$1,000

4. In compliance with the City's Financial Management Policies certain contingencies, reserves and carryover balances are established as part of the budget process. These balances are matched to the Governmental Accounting Standards Board (GASB) Pronouncement Number 54 standard terminology as set forth below.
  - a. GASB Restricted category includes amounts for which an external source has created a legal restriction on available balances, such as for bond covenants and taxes restricted to payment of debt. Within the budget document such amounts are titled Restricted.
  - b. GASB Committed category includes amounts for which Council has approved by resolution. Only a subsequent council resolution may change the amount or intended use. Within the budget document such amounts are titled Committed (unappropriated). The Committed (unappropriated) is also referred to as the unappropriated ending fund balance and serves as a carryover from one fiscal year to the next.
  - c. GASB Assigned category includes amounts which are designated but for which a resolution has not been adopted. Authority is hereby granted to the City Council, City Manager and the Finance Director for the purpose of setting aside resources for specific future needs, such as equipment and building replacements and prudent financial reserves. Within the budget document such amounts are titled Assigned (designated) and Assigned (contingency). Assigned (designated) purpose is identified on page 255 of the Proposed Budget document. Assigned (contingency) is the portion of appropriations available for use during a fiscal year if approved through Council Resolution.

- d. GASB Unassigned category is used exclusively in the General Fund and has the same meaning as Assigned (contingency) in paragraph (c) above.
  - e. City Council considers the spending of the restricted classification of fund balance on purposes for which such funds can be used to occur first when funds are spent for restricted and unrestricted purposes. When unrestricted classifications of fund balance are spent, the Council will consider that assigned amounts will be reduced first, followed by unassigned amounts and then committed amounts.
5. This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regularly scheduled meeting thereof this 19th day of June, 2017 and filed with the City Recorder this date.

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TIM KNAPP, Mayor

ATTEST:

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Sandra C. King, MMC, City Recorder

SUMMARY of Votes:

Mayor Knapp  
Council President Starr  
Councilor Akervall  
Councilor Lehan  
Councilor Stevens

<b>Attachment A – Schedule of Appropriations</b>
--

**General Fund**

Administration	\$ 1,600,620	
Finance	1,431,961	
Information Services	1,292,510	
Legal	559,560	
Human Resources and Risk Management	763,583	
Public Works Administration	502,100	
Building Maintenance	983,566	
Parks Maintenance	1,286,490	
Parks and Recreation	1,548,228	
Library	1,938,586	
Law Enforcement	4,949,105	
Municipal court	209,274	
Transfers to Other Funds	4,889,863	
Contingency	<u>10,310,626</u>	
<b>Total Fund Appropriations</b>		<b>\$32,266,072</b>

**Community Development Fund**

CD Administration	\$ 933,698	
Engineering	1,490,268	
Planning	958,539	
Transfers to Other Funds	560,797	
Contingency	<u>1,570,657</u>	
<b>Total Fund Appropriations</b>		<b>\$5,513,959</b>

**Building Fund**

Building	\$ 1,313,743	
Transfers to Other Funds	429,740	
Contingency	<u>3,250,145</u>	
<b>Total Fund Appropriations</b>		<b>\$4,993,628</b>

<b>Attachment A – Schedule of Appropriations</b>
--

**Transit Fund**

Transit	\$	5,724,162	
Transfers to Other Funds		549,560	
Contingency		1,059,640	
<b>Total Fund Appropriations</b>		<b>7,333,362</b>	<b>\$7,333,362</b>

**Road Operating Fund**

Road Operating	\$	879,091	
Debt Service		81,550	
Transfers to Other Funds		801,610	
Contingency		772,722	
<b>Total Fund Appropriations</b>		<b>2,534,973</b>	<b>\$2,534,973</b>

**Road Maintenance Regulatory Fund**

Transfers to Other Funds	\$	1,115,000	
Contingency		1,340,606	
<b>Total Fund Appropriations</b>		<b>2,455,606</b>	<b>\$2,455,606</b>

**Water Operating Fund**

Water Distributions and Sales	\$	1,436,547	
Water Treatment		3,356,418	
Debt Service		1,870,000	
Transfers to Other Funds		1,294,648	
Contingency		10,260,795	
<b>Total Fund Appropriations</b>		<b>18,218,408</b>	<b>\$18,218,408</b>

**Sewer Operating Fund**

Sewer Collection	\$	890,389	
Sewer Treatment		2,575,313	
Sewer Pretreatment		128,149	
Debt Service		2,980,000	
Transfers to Other Funds		2,270,100	
Contingency		11,332,492	
<b>Total Fund Appropriations</b>		<b>20,176,443</b>	<b>\$20,176,443</b>

<b>Attachment A – Schedule of Appropriations</b>
--

**Street Lighting Operating Fund**

Street Lighting	\$	356,090	
Transfers to Other Funds		107,750	
Contingency		689,349	
<b>Total Fund Appropriations</b>		<b>1,153,189</b>	<b>\$1,153,189</b>

**Stormwater Fund**

Stormwater Maintenance		683,544	
Debt Service		508,000	
Transfers to Other Funds		1,714,079	
Contingency		1,143,965	
<b>Total Fund Appropriations</b>		<b>4,049,588</b>	<b>\$4,049,588</b>

**Fleet Service Fund**

Fleet	\$	1,413,059	
Transfers to Other Funds		2,400	
Contingency		933,598	
<b>Total Fund Appropriations</b>		<b>2,349,057</b>	<b>\$2,349,057</b>

**Water Capital Projects Fund**

Water Capital Projects	\$	1,589,183	
Transfers to Other Funds		197,939	
Contingency		75,829	
<b>Total Fund Appropriations</b>		<b>1,862,951</b>	<b>\$1,862,951</b>

**Sewer Capital Projects Fund**

Sewer Capital Projects	\$	3,619,884	
Transfers to Other Funds		385,077	
Contingency		88,465	
<b>Total Fund Appropriations</b>		<b>4,093,426</b>	<b>\$4,093,426</b>



<b>Attachment A – Schedule of Appropriations</b>
--

**Streets Capital Projects Fund**

Streets Capital Projects	\$	7,471,008	
Transfers to Other Funds		873,944	
Contingency		1,110,466	
<b>Total Fund Appropriations</b>			<b>\$9,455,418</b>

**Stormwater Capital Projects Fund**

Stormwater Capital Projects	\$	1,495,684	
Transfers to Other Funds		229,048	
Contingency		46,093	
<b>Total Fund Appropriations</b>			<b>\$1,770,825</b>

**Facilities and Information Systems Capital Projects Fund**

Building Capital Projects	\$	2,562,075	
Transfers to Other Funds		30,600	
Contingency		189,175	
<b>Total Fund Appropriations</b>			<b>\$2,781,850</b>

**Parks Capital Projects Fund**

Parks Capital Projects	\$	4,167,516	
Transfers to Other Funds		495,543	
Contingency		136,065	
<b>Total Fund Appropriations</b>			<b>\$4,799,124</b>

**Water Development Charges**

Materials & Services	\$	9,793	
Transfers to Other Funds		1,258,224	
Contingency		6,774,695	
<b>Total Fund Appropriations</b>			<b>\$8,042,712</b>

**Sewer Development Charges**

Materials & Services	\$	6,325	
Transfers to Other Funds		2,945,464	
Contingency		7,694,189	
<b>Total Fund Appropriations</b>			<b>\$10,645,978</b>

<b>Attachment A – Schedule of Appropriations</b>
--

**Streets Development Charges**

Materials & Services	\$	16,220	
Transfers to Other Funds		6,055,319	
Contingency		3,940,848	
<b>Total Fund Appropriations</b>			<b>\$10,012,387</b>

**Washington County TDT**

Materials & Services	\$	-	
Transfers to Other Funds		-	
Contingency		1,509,903	
<b>Total Fund Appropriations</b>			<b>\$1,509,903</b>

**Stormwater Development Charges**

Materials & Services	\$	2,652	
Transfers to Other Funds		198,272	
Contingency		3,080,877	
<b>Total Fund Appropriations</b>			<b>\$3,281,801</b>

**Parks Development Charges**

Materials & Services	\$	3,928	
Transfers to Other Funds		4,370,838	
Contingency		3,953,666	
<b>Total Fund Appropriations</b>			<b>\$8,328,432</b>

<b>Total City Appropriations - All Funds</b>			<b>\$167,629,092</b>



**CITY COUNCIL  
STAFF REPORT**

**EXHIBIT B**

<b>Meeting Date:</b> June 19, 2017		<b>Subject: Ordinance No. 806</b> Adoption of the Frog Pond West Master Plan and associated amendments  <b>Staff Member:</b> Chris Neamtzu, Planning Director <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 checked="" type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input 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 checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable  <b>Comments:</b> The Planning Commission held a public hearing on March 8, 2017 forwarding a unanimous recommendation of approval to the City Council.	
<b>Staff Recommendation:</b> Staff recommends approval of the Frog Pond West Master Plan and associated amendments.			
<b>Recommended Language for Motion:</b> I move to approve the Frog Pond West Master Plan and associated amendments to the Comprehensive Plan text and map, Planning and Land Development Ordinance text, and SROZ overlay zone map.			
<b>Project / Issue Relates To:</b>			
<input checked="" type="checkbox"/> Council Goals/Priorities Adopt the Frog Pond West Master Plan	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

In November 2015, the City Council adopted the Frog Pond Area Plan, which is a concept plan for approximately 500-acres in 3 unique neighborhoods of the planning area (west, east and south). Over the course of 2016 to now, the project team has been working closely with the Planning Commission, City Council, property owners, citizens, developers, homebuilders and planning consultants on the numerous elements contained in the Frog Pond West Master Plan. The subject property for the Master Plan is the 180-acre area located generally west of Stafford Road and north of Boeckman Road within the Urban Growth Boundary.

**EXECUTIVE SUMMARY:**

The purpose of the Master Plan is to: establish the overall vision for the neighborhood; illustrate and define neighborhood specific plans and requirements for land use, streets, pedestrian connections, bike routes, parks, open spaces and natural resource areas; describe and illustrate the City’s expectations for high-quality architectural and community design; serve as the guide for coordinating individual developments and public realm improvements into a cohesive whole; and provide implementation strategies for land use regulation and infrastructure funding.

Building from the November 2015 adopted Frog Pond Area Plan, the Frog Pond West Master Plan and implementing Comprehensive Plan and Development Code amendments will build upon the vision established in the Area Plan for the Frog Pond West Neighborhood. The amendments include:

- Amendment to the Comprehensive Plan Map to add the ‘Residential Neighborhood’ and ‘Public Facilities’ designations.
- Amendments to the Wilsonville Comprehensive Plan text to implement the Frog Pond West Master Plan.
- Amendment to the Significant Resource Overlay Zone (SROZ) Map to incorporate the Willow Creek drainage.
- Adoption of the Frog Pond West Master Plan as a supporting document of the Comprehensive Plan.
- Amendments to the Wilsonville Planning and Land Development Ordinance (Development Code) creating the Residential Neighborhood (RN) Zone as well as supporting amendments to the text of the Code incorporating the new RN zone.

**EXPECTED RESULTS:**

Adoption of the Frog Pond West Master Plan will set the stage for the next generation of great Wilsonville neighborhoods.

**TIMELINE:**

The Planning Commission held the first public hearing on the Frog Pond West Master Plan on March 8, 2017. Following receipt of testimony and deliberation, the Commission forwarded a recommendation of approval to the City Council. A Council hearing date was set and noticed for April 17th and then continued at the request of staff to a date certain of June 19, 2017.

**CURRENT YEAR BUDGET IMPACTS:**

The Frog Pond West Master Plan is included in this year’s budget, funded by the City’s General Fund in addition to Metro’s Community Planning and Development Grant program.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: SCole Date: 6/8/17

**LEGAL REVIEW / COMMENT:**

Reviewed by: BAJacobson Date: 6/9/17

The Assistant City Attorney has reviewed and approve the Staff Report, Ordinance, and all attachments.

**COMMUNITY INVOLVEMENT PROCESS:**

Throughout the process on the Master Plan there has been extensive collaboration between the project team, the Commission and interested parties. This collaboration has allowed for vetting of many issues resulting in the draft Master Plan document that has been produced. To date, Ordinance No. 806 Staff Report

Page 125 of 155  
there have been 10 work sessions and one public hearing with the Planning Commission on the Master Plan. As the project continues through the public hearing phase, there will be additional opportunities for community involvement.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY** (businesses, neighborhoods, protected and other groups):

The creation of a new neighborhood in the Frog Pond West area will provide citizens with new housing choices as well as a future school, parks, trails and open spaces.

**ALTERNATIVES:**

The Concept Plan (also known as the Frog Pond Area Plan) process included many alternatives. The Master Plan hones in on and refines the adopted concepts contained in the Area Plan. The Council can continue the hearing or make a recommendation with or without modifications.

**CITY MANAGER COMMENT:**

**ATTACHMENTS:** Please note that the attachments below can all be found at:

<http://www.ci.wilsonville.or.us/628/Frog-Pond-Plan>

- A. 1) Amendments to the Comprehensive Plan Map, Significant Resource Overlay Zone (SROZ) Map; 2) Comprehensive Plan text; 3) New Residential Neighborhood (RN) Zone text; 4) Summary of Supporting Amendments to the Planning and Land Development Ordinance. For the full text of the Supporting Amendments to the Planning and Land Development Ordinance (238 pages) please go to: <http://www.ci.wilsonville.or.us/628/Frog-Pond-Plan>
- B. Revisions list – Frog Pond Master Plan Adoption Documents prepared by APG dated June 6, 2017
- C. Frog Pond West: Infrastructure Funding Plan, prepared by LCG dated June 7, 2017

**ORDINANCE NO. 806**

**AN ORDINANCE OF THE CITY OF WILSONVILLE AMENDING THE TEXT OF THE COMPREHENSIVE PLAN, THE COMPREHENSIVE PLAN MAP, THE WILSONVILLE DEVELOPMENT CODE, AND THE SIGNIFICANT RESOURCE OVERLAY ZONE MAP, AND ADOPTING THE FROG POND WEST MASTER PLAN AS A SUB-ELEMENT OF THE COMPREHENSIVE PLAN**

WHEREAS, the Wilsonville Comprehensive Plan identifies the area to the north of Boeckman Road, west of Wilsonville/Stafford Road, and east of Boeckman Creek, commonly referred to as “Frog Pond West,” as an Area of Special Concern (Area L); and

WHEREAS, the Council for the City of Wilsonville (City) adopted Resolution No. 2553 on November 16, 2015, which adopted the Frog Pond Area Plan and established a vision for developing the 500-acre Frog Pond Area, including Frog Pond West; and

WHEREAS, the adoption of the Frog Pond Area Plan and the proposed adoption of the Frog Pond West Master Plan necessitates conforming amendments to the Wilsonville Comprehensive Plan, the Wilsonville Comprehensive Plan Map, the Wilsonville Development Code, and the Significant Resource Overlay Zone (SROZ) Map; and

WHEREAS, amendments to the Comprehensive Plan text, the Comprehensive Plan Map, the Wilsonville Development Code text, and the SROZ Map are proposed, providing for implementation of the Frog Pond Area Plan by creation of a Residential Neighborhood plan designation, a Frog Pond West Master Plan, and a Residential Neighborhood Zone District; and

WHEREAS, the proposed Frog Pond West Master Plan, and the accompanying amendments to the Comprehensive Plan text, the Comprehensive Plan Map, the Wilsonville Development Code text, and the SROZ Map, provide the policy and regulations governing build-out of Frog Pond West consistent with the adopted Frog Pond Area Plan; and

WHEREAS, following the timely mailing and publication of required notice, the Planning Commission conducted a public hearing on March 8, 2017, wherein the Commission received public testimony, staff reports and input, and exhibits, and thereafter deliberated and voted to approve Resolution No. LP17-0001 recommending to the City Council the approval of: (1) the proposed amendments to the Comprehensive Plan text and

Comprehensive Plan Map; (2) the Frog Pond West Master Plan; (3) the proposed amendments to the Wilsonville Development Code text; and (4) the proposed amendment to the SROZ Map; and

WHEREAS, a copy of the record of the aforementioned Planning Commission action and recommendation is marked Exhibit A, attached hereto and incorporated by reference herein; and

WHEREAS, following the Planning Commission public hearing, the Planning Director forwarded the recommended Frog Pond West Master Plan and the amendments to the Comprehensive Plan text, the Comprehensive Plan Map, the Wilsonville Development Code text, and the SROZ Map onto the City Council, along with a staff report and attachments, in accordance with public hearing and notice procedures that are set forth in Sections 4.008, 4.011, 4.012, and 4.198 of the Wilsonville Code; and

WHEREAS, the City Council, after public hearing notices were provided to over 117 property owners, a list of interested agencies, emailed to over 234 people, and posted in 4 locations throughout the City and on the City website, held a public hearing on June 19, 2017 to review the proposed Frog Pond West Master Plan and the amendments to the Comprehensive Plan text, the Comprehensive Plan Map, the Wilsonville Development Code text, and the SROZ Map and to gather additional testimony and evidence; and

WHEREAS, the City Council has afforded all interested parties an opportunity to be heard on this subject and has entered all available evidence and testimony into the public record of its proceeding; and

WHEREAS, the City Council has duly considered the subject, including the Planning Commission recommendations and all the exhibits and testimony introduced and offered by all interested parties.

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

1. FINDINGS.

The above-recited findings are adopted and incorporated by reference herein as findings and conclusions of Resolution No. LP17-0001, which includes the staff report and attachments (Exhibit B). The City Council further finds and concludes that the adoption of the proposed Frog Pond West Master Plan and amendments to the Comprehensive Plan text, the Comprehensive Plan Map, the Wilsonville Code text, and the SROZ Map are necessary to help protect the public health,

safety, and welfare of the municipality by planning that will help ensure there will continue to be adequate residential housing within the City limits.

2. DETERMINATION.

Based on such findings, the City Council hereby adopts the Frog Pond West Master Plan, attached hereto and marked as Exhibit C, and incorporated by reference as if fully set forth herein. The City Council further adopts the amendments to the Comprehensive Plan text, the Comprehensive Plan Map, the Wilsonville Code text, and the SROZ Map, attached hereto and marked as Exhibit B, and incorporated by reference as if fully set forth herein. The City Recorder is hereby directed to prepare final Comprehensive Plan and Wilsonville Code format and to make such style and conforming changes to match the format and style of the Comprehensive Plan and the Wilsonville Code.

3. EFFECTIVE DATE OF ORDINANCE.

This Ordinance shall be declared to be in full force and effect thirty (30) days from the date of final passage and approval.

SUBMITTED to the Wilsonville City Council and read for the first time at a meeting thereof on the 19<sup>th</sup> day of June, 2017, and scheduled for second reading on July 17, 2017, commencing at the hour of 7 p.m. at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon.

\_\_\_\_\_  
Sandra C. King, MMC, City Recorder

ENACTED by the City Council on the \_\_\_\_ day of \_\_\_\_\_, 2017, by the following votes:                      Yes: \_\_\_\_                      No: \_\_\_\_

\_\_\_\_\_  
Sandra C. King, MMC, City Recorder



DATED and signed by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

---

TIM KNAPP, MAYOR

**SUMMARY OF VOTES:**

Mayor Knapp  
Council President Starr  
Councilor Stevens  
Councilor Lehan  
Councilor Akervall

**EXHIBITS:**

Exhibit A – Planning Commission Resolution and Record

<http://www.ci.wilsonville.or.us/628/Frog-Pond-Plan>

Exhibit B – Staff report with attachments

<http://www.ci.wilsonville.or.us/628/Frog-Pond-Plan>

Exhibit C – Frog Pond West Master Plan dated March 1, 2017 (Planning Commission recommended version)

<http://www.ci.wilsonville.or.us/628/Frog-Pond-Plan>

EXHIBIT A  
CC HEARING 06.19.2017

FROG POND

Exhibit A – Planning Commission Resolution and  
Record <http://www.ci.wilsonville.or.us/628/Frog-Pond-Plan>



# FROG POND WEST

## Master Plan



*A Vision and Implementation Strategy for  
Wilsonville's Next Great Neighborhood*

**MARCH 1, 2017**



## 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 Wilsonville City Council November 16, 2015.*

Funding for the Frog Pond Area Plan was provided by a Metro Community Planning and Development Grant and the City of Wilsonville.

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Frog Pond **WEST**

Boeckman Road

Wilsonville Road



Willamette River

# Purpose and Scope



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## PURPOSE

The purposes of the Frog Pond West Master Plan (Master Plan) are to:

1. Establish the overall vision for the Frog Pond West Neighborhood.
2. Illustrate and define neighborhood-specific plans and requirements for land use, streets, pedestrian connections, bike routes, parks and open spaces, and natural resource areas.
3. Describe and illustrate the City's expectations for high-quality architectural and community design.
4. Serve as the guide for coordinating individual developments and public realm improvements into a cohesive whole.
5. Provide implementation strategies for land use regulations and infrastructure funding.

## SCOPE AND REGULATORY ROLE

The Master Plan applies to the 181-acre area added to the Urban Growth Boundary (UGB) in 2002, located west of Stafford Road and north of Boeckman Road in East Wilsonville. Frog Pond West is approximately one-third of the area that was concept planned as part of the Frog Pond Area Plan (Area Plan), which was adopted by the Wilsonville City Council on November 16, 2015. The chapters of the Master Plan address Frog Pond West's intended vision; land use; residential and community design; transportation; parks and open spaces; and public lighting, street trees, gateways, and signage. Regulatory and infrastructure funding implementation are also included. Infrastructure plans were completed as part of the Area Plan, and are included in the Appendix for reference.



The Frog Pond West Master Plan is an adopted “supporting document” of the Wilsonville Comprehensive Plan (Plan), with the regulatory force and effect of the Plan. The Master Plan fits within a three-part regulatory structure for development review in Frog Pond West. The Comprehensive Plan provides the policies and high level intent for Frog Pond West. The Master Plan establishes the overall vision, descriptive and illustrative guidance, and geographically-specific requirements for development, with a focus on integrating private development with planned public realm improvements. The Development Code (Code) establishes the zoning, standards, and procedures for development. The Code references parts of the Master Plan as regulatory elements, which are applied as standards and review criteria. Those parts of the Master Plan not specifically referenced by the Code are descriptive and illustrative of the City’s general expectations for development—they will be used as guidance to the City’s discretionary review of development.

## THE PLANNING PROCESS

Planning for the Frog Pond Area as part of Wilsonville began with the City’s first City Plan in 1972, where it was shown as a residential area. The context for that vision evolved over time through the introduction of statewide planning, Wilsonville’s first Comprehensive Plan, the inclusion of the area in the UGB, and the designation of urban reserves. Figure 1 depicts key milestones during the four decades that led up to concept planning for the Frog Pond Area and master planning for Frog Pond West.

The Frog Pond Area Plan was a two-year planning process that provided extensive opportunities for community involvement, including:

**Figure 1.** Wilsonville Planning Milestones



**Figure 2.** Frog Pond Master Plan



- May 2014: Frog Pond Area Plan Kick Off
- October 2014: Open House and Online Survey
- January 2015: Joint City Council / Planning Commission Work Session
- April 2015: Open House and Online Survey
- June - August 2015: City Council / Planning Commission Work Sessions
- September - November 2015: Area Plan Adoption

Building from the community involvement process used for the Area Plan, the Master Plan was created through an open and inclusive process that began in March 2016 and continued through early 2017. The process included:

- Eight work sessions with the Planning Commission.
- Two briefings with the City Council.
- Two community Open Houses.
- Ongoing maintenance of the project website.
- Ongoing distribution of information through email updates to the Interested Parties email list, articles in the Wilsonville Spokesman, updates in the Boones Ferry Messenger, and mailed notices of events.
- Stakeholder meetings with developers and property owners regarding the draft infrastructure funding plan.
- Many individual meetings and communications with property owners and interested parties.



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# Vision, Principles, and Intent



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## VISION

The vision for Frog Pond West was first crafted as part of the Frog Pond Area Plan (see inside cover). The specific vision for Frog Pond West is consistent with the Area Plan. The vision is for Frog Pond West to be:

- **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.
- A part of the city known for its **high quality architectural and community design**.
- A part of Wilsonville that has **visual and physical access to nature**.

**Figure 3.** Conceptual view of Frog Pond West and Wilsonville, looking southwest



## PRINCIPLES

As with the vision statement, the guiding principles for Frog Pond West were crafted and adopted as part of the Area Plan. Throughout the Master Plan process, the City developed residential design principles, called the Ten Essentials of Residential Design, which are listed on page 12, to realize the vision and guiding principles.

### Guiding Principles from the Frog Pond Area Plan

The following Guiding Principles were adopted as part of the Frog Pond Area Plan and apply to the Master Plan.

#### *Create great neighborhoods*

Frog Pond's homes, streets, open spaces, neighborhood-scale retail, and other uses fit together into walkable, cohesive, and connected neighborhoods. Frog Pond is a fun place to live.

#### *Create a complete streets and trails network*

Streets are designed for safe and enjoyable travel by bike, on foot, or by car. A great network of trails is provided. Safe crossings and connections are provided throughout the street and trail network.

#### *Provide access to nature*

The creeks and natural areas provide opportunities to see and interact with nature close to home.

#### *Create community gathering spaces*

Beautiful parks, quality schools, and other public spaces serve as community centers and gathering places. The land uses, transportation, and open space around the Advance Road school and park sites support a compatible neighborhood plan in that area. The Frog Pond Grange, and adjacent uses, fit together as a focal point of the community.

#### *Provide for Wilsonville's housing needs*

A variety of attractive homes are provided to fulfill the City's housing needs and align with the market. Single-family detached homes, including some on large lots, are a significant part of the mix. Neighborhoods are designed to be multi-generational and offer a diversity of attractive housing options at a variety of prices.

#### *Create a feasible implementation strategy*

A realistic funding plan for infrastructure, smart and flexible regulations, and other strategies promote successful implementation of the plan.

#### *Frog Pond is an extension of Wilsonville*

Frog Pond is truly connected—it is an easy and safe walk, drive, bike trip, or bus ride to other parts of Wilsonville, and Frog Pond feels like a well-planned extension of the city.

#### *Retain trees*

Mature native trees are integrated into the community to enhance the area's character and value.



### *Honor Frog Pond's History*

A sense of history is retained, recognized, and celebrated.

### *Provide compatible transitions to surrounding areas*

New urban land uses are good neighbors to adjacent rural land uses, future developable areas, and existing neighborhoods. The plan provides for future growth of the City into adjacent urban reserves.

### *Promote healthy, active lifestyles*

Extensive walkways, community gardens, recreational facilities, and other elements support active and healthy lifestyles.

### *Integrate sustainability*

The plan integrates solutions which address economic, environmental, and social needs. Frog Pond is a sustainable community over the long term.

### *Coordinate with Wilsonville's transportation network*

The plan is consistent with the Wilsonville Transportation System Plan for all modes of travel: trails, bikeways, SMART, and vehicles. Traffic impacts are managed for key streets and intersections, including the I-5 interchanges.

## Process Principles

- *Provide early and ongoing opportunities for stakeholders to raise issues and concerns.*
- *Facilitate equitable and constructive communication between the public and the project team.*
- *Empower residents to become involved with the project.*
- *Provide the public with balanced and objective information to help them understand issues, alternatives, opportunities, and solutions.*
- *Aim to create the best product, a model that could be used in other communities.*



## The Ten Essentials of Residential Design

1. Each home is part of the larger neighborhood and community.
2. Front doors and walkways should face streets.
3. The front yard and porch or stoop are “semi-public” spaces.
4. Parking and driveways should not dominate.
5. Garages should not dominate.
6. Details are important.
7. Variety is the spice of good design.
8. Green is great.
9. Design guidelines should be tailored to each zone.
10. Adopt the fewest number of rules needed to get the job done.



## KNITTING TOGETHER A LIVABLE NEIGHBORHOOD

Frog Pond West is a unique opportunity for a walkable, cohesive neighborhood that looks, feels, and functions as a master planned community. But it faces some challenges: the 181-acre area is comprised of 32 tax lots and 26 different ownerships (as of 2015); development is likely to occur incrementally, perhaps through 10-15 different development reviews spanning 10-20 years; and parcel lines are oriented north-south and east-west, but topography and other natural conditions in some areas will require development patterns that fit the landscape rather than straight parcel boundaries.

The Master Plan and its implementing regulations provide solutions and strategies to help overcome the above-listed challenges, with a goal of knitting together a cohesive, livable neighborhood. Those solutions and strategies include:

- A. Comprehensive Plan and Code Requirements.** Creating a cohesive neighborhood is a stated purpose and goal within the Comprehensive Plan, the Master Plan, and the implementing code.
- B. Planned Development Review (PDR) process.** The PDR review process will ensure that code requirements are met, with flexibility for site planning and adaptation to local site conditions.
- C. Street Demonstration Plan.** A street “demonstration plan” illustrates the intended level of street connectivity, with flexibility to propose site-specific street alignments and types.
- D. Community Gathering Places.** A 2.5-acre public park will provide a community gathering place enjoyed by all residents of the neighborhood. A 1.5-acre linear park will provide another key green space that links the neighborhood to the Boeckman Trail and Boeckman Creek resource area. A future school will serve both Frog Pond West and adjoining neighborhoods.
- E. Public Lighting Plan.** The public lighting plan will provide effective lighting of public streets and places to enhance livability and safety.
- F. Street Tree Plan.** The street tree plan will provide continuity and wayfinding between individual developments.
- G. Gateways, Monuments, and Signage Plan.** Coordinated entry gateways, monuments, and signage will help reinforce the cohesive identity of the neighborhood.



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# Land Use



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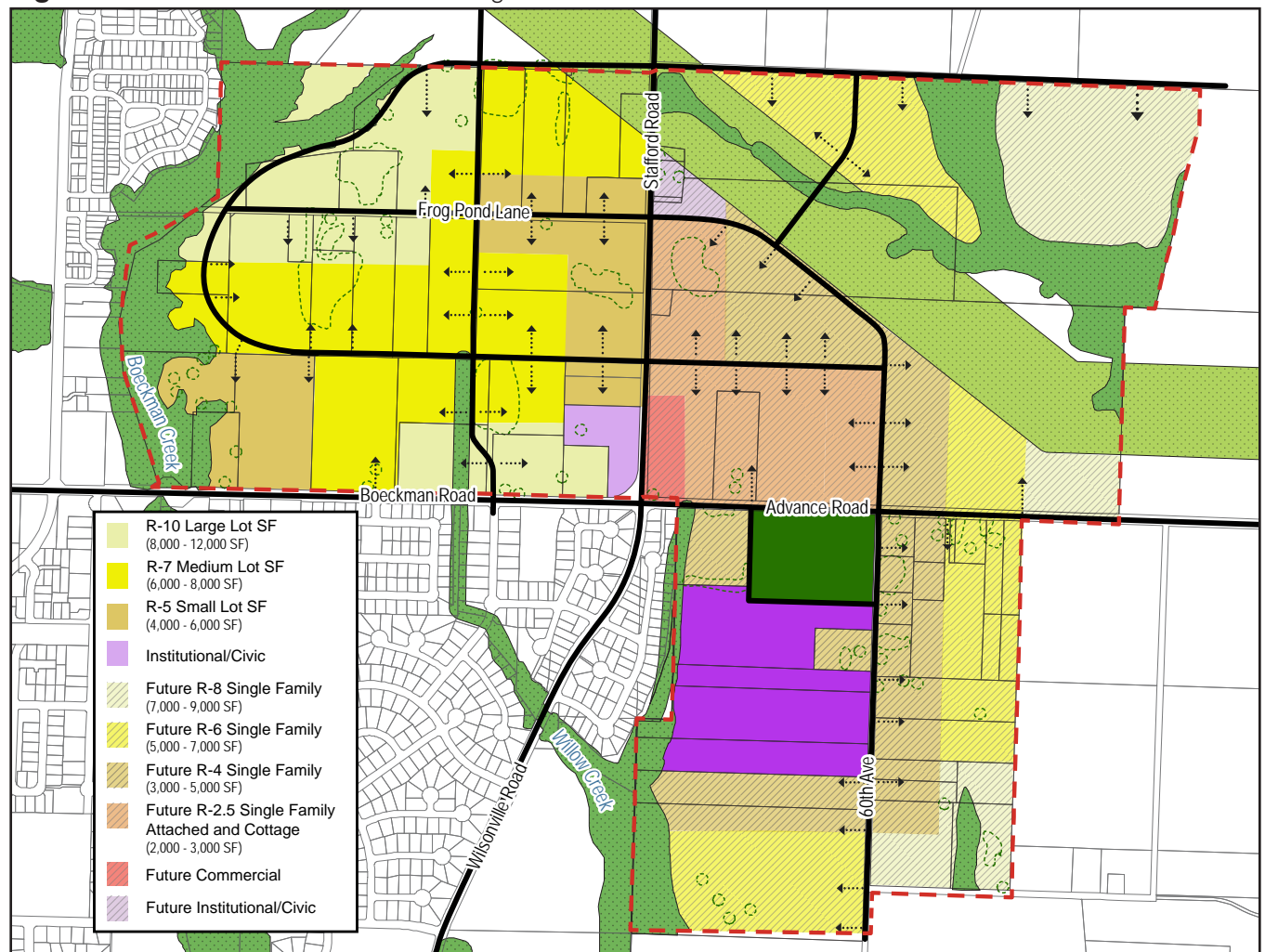




## FROG POND AREA PLAN CONTEXT

The 181-acre Frog Pond West Neighborhood is part of the larger 500-acre Frog Pond Area, which has been planned by the City in the adopted Frog Pond Area Plan.<sup>1</sup> The entire Frog Pond Area is a logical and intuitive extension of the City of Wilsonville. Historically, it was part of the City's early settlement pattern, with important gathering places for the rural farming community, such as the Grange Hall (originally the Frog Pond School) and the Frog Pond Church. Physically, it is adjacent to key connector streets (e.g. Wilsonville and Boeckman Roads), existing neighborhoods, and natural areas such as Boeckman Creek. Even the shape of the study area wraps around the edge of the community.

**Figure 4.** Land Use Framework from Frog Pond Area Plan



<sup>1</sup> The Frog Pond Area Plan, A Concept Plan for Three New Neighborhoods in East Wilsonville, was adopted by the Wilsonville City Council on November 16, 2015.



The Frog Pond Area is naturally comprised of three parts: the area west of Stafford Road, which is inside the Urban Growth Boundary and is the subject of the Master Plan; the area east of Stafford Road and north of Advance Road; and the area south of Advance Road. The Area Plan utilizes this framework to establish a vision for three new walkable neighborhoods: Frog Pond West, Frog Pond East, and Frog Pond South.

The Area Plan provides an area-wide concept plan that includes a land use framework, transportation framework, bicycle/pedestrian framework, and parks framework (see Appendix B). The Area Plan also includes the following elements that set the planning context for the Frog Pond West Master Plan:

- A vision statement and guiding principles for the Frog Pond Area.
- A framework for three walkable and connected neighborhoods.
- A phased residential land use strategy that emphasizes lower density and detached homes in the West Neighborhood, and a greater mix of housing types in the East and South Neighborhoods.
- Demonstration plans that illustrate community design principles.
- A future 3.2-acre neighborhood commercial center in the East Neighborhood.
- Five civic land uses: the Frog Pond Grange, the Community of Hope Church, the 10-acre Community Park, the 30-acre middle school and future school site south of Advance Road, and the 10-acre future school site in Frog Pond West—all connected by pedestrian routes, bike paths, and trails.<sup>2</sup>
- A network of streets, traffic controls, intersection treatments, and potential local street connections.
- A network of bicycle routes, pedestrian routes, and trails. The trails wrap around the area and include the Boeckman Trail, BPA Easement Trail, School Connection Trail, and 60th Avenue Trail.
- Two parks and a future school site in the West Neighborhood, a neighborhood park in the East Neighborhood, and schools in the South Neighborhood
- Infrastructure plans to support full buildout of the area.

---

<sup>2</sup> The future school site in the West Neighborhood was added as part of the Frog Pond West Master Plan process.



## PLANNING AND ZONING DESIGNATION – RESIDENTIAL NEIGHBORHOOD

A new “Residential Neighborhood” Comprehensive Plan Map and Zoning Map designation will be applied to Frog Pond West. The purpose of the new designation is to explicitly implement the vision for Frog Pond West as a great neighborhood, as described in the following Comprehensive Plan policy:

**Policy 4.1.7a** *New neighborhoods in residential urban growth expansion areas may be designated “Residential Neighborhood” on the Comprehensive Plan Map.*

The purpose of the Residential Neighborhood designation is to:

1. Implement legislative area plans and master plans for new neighborhoods in Wilsonville.
2. Create attractive and connected residential neighborhoods.
3. 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.
4. Encourage and require high-quality architectural and community design.
5. Provide transportation choices, including active transportation options.
6. Preserve and enhance natural resources so that they are an asset to the neighborhoods, and there is adequate visual and physical access to nature.

The Residential Neighborhood designation has been crafted so that it may be applied to the other neighborhoods within the Frog Pond Area Plan, as well as any other areas the City deems appropriate. Figure 5 shows the Residential Neighborhood designation in the context of surrounding Comprehensive Plan designations.

The Residential Neighborhood Zone district (RN) implements the Comprehensive Plan. It is a hybrid of the zoning approaches used within the City’s Planned Development Residential Zones and the Villebois Village Zone. It includes the elements summarized below and is described in more detail in the Master Plan and in the Code.

- **Purpose.** The purpose statement mirrors the Comprehensive Plan policy cited above.
- **Planned Development Residential procedures.** The RN Zone will be administered through the same process as PDR Zones are in other areas of the City.



- **Uses similar to PDR but updated for Frog Pond.** The use lists from PDR have been used as a starting point for the RN Zone.
- **Subdistricts.** The Master Plan and the RN Zone establish “subdistricts” to geographically specify the minimum and maximum number of residential dwellings in each subdistrict area of the neighborhood.
- **Development standards tailored to Frog Pond.** Using the PDR and Villebois development standards as a base, development standards have been updated, as needed, to implement planning for Frog Pond.
- **Residential design standards.** The RN Zone includes residential design standards addressing main entrances, garages, architectural detailing and quality, and house plan variety.

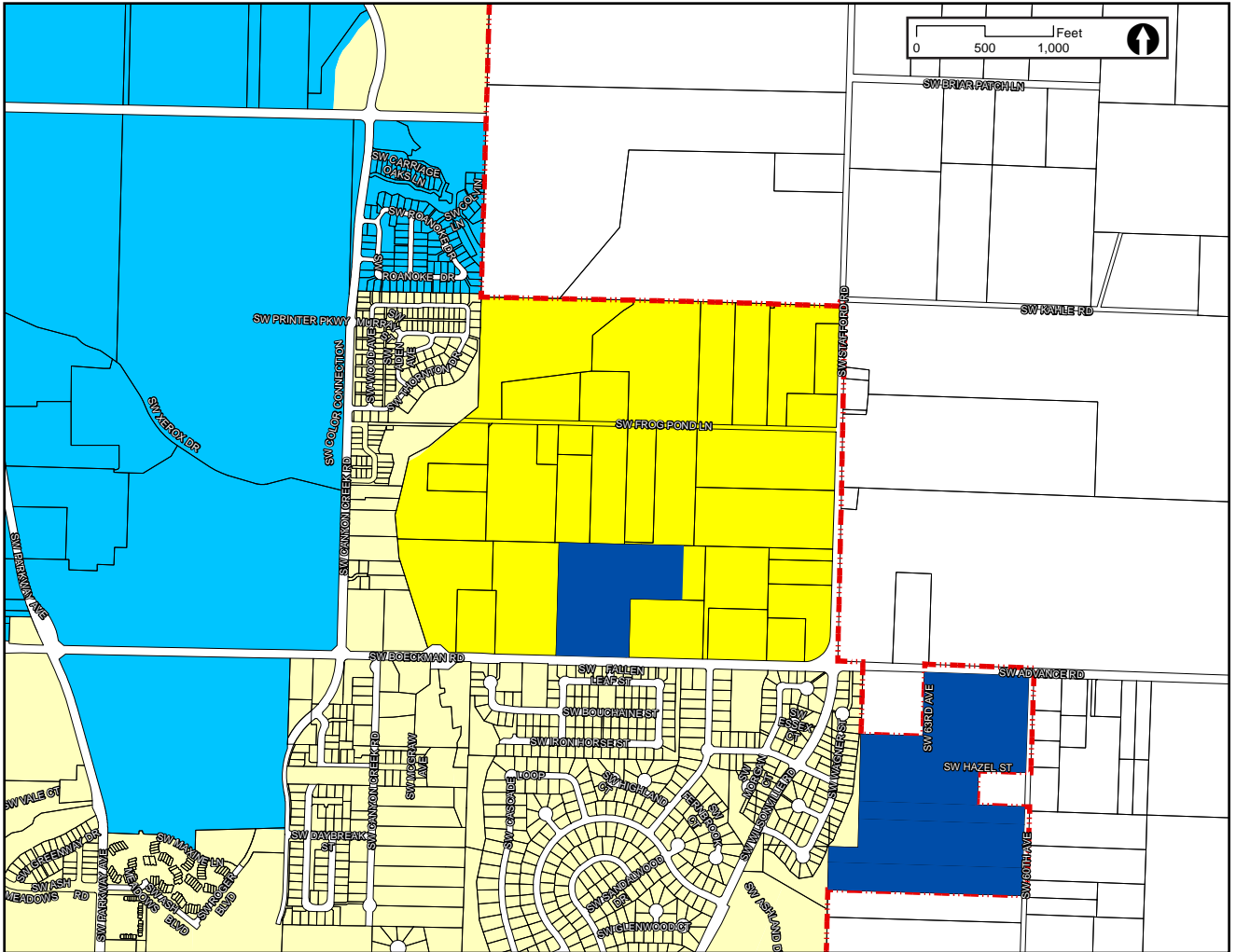
## FROG POND WEST RESIDENTIAL SUBDISTRICTS

The Master Plan establishes “subdistricts” to specify the minimum and maximum number of residential dwellings within twelve subareas of the neighborhood. The number of dwellings and density distribution are consistent with those adopted in the Frog Pond Area Plan. They are grouped into three “zones”: R-10 Large Lot, R-7 Medium Lot, and R-5 Small Lot single family districts. The key elements of the subdistrict approach include:

- **Net acreage calculations.** The density metrics are based on estimates of “net” buildable land, consistent with the Area Plan. Net buildable land is the remaining acreage after removing land for streets, Significant Resource Overlay Zones, storm water facilities, existing homes, wetlands, and the two planned parks.
- **Maximum densities.** The maximum number of dwellings in a subdistrict is the net buildable acres divided by the average lot sizes assumed in the Area Plan: 10,000 net sq. ft. for R-10 Large Lot Single Family; 7,000 net sq. ft. for R-7 Medium Lot Single Family; and 5,000 net sq. ft. for Small Lot Single Family.
- **Minimum densities.** The minimum number of dwellings in a subdistrict is 80% of the maximum, as required by the Wilsonville Comprehensive Plan and Development Code.
- **Proportional basis for density calculations.** Where a subject property spans more than one subdistrict, or comprises only a portion of a subdistrict, the minimum and maximum densities are established on a proportional



**Figure 5.** Comprehensive Plan Designations



- |   |                             |  |   |
|---|-----------------------------|--|---|
|  | Industrial Plan Designation |  | Residential Plan Designation              |
|  | Public Facilities           |  | Residential Neighborhood Plan Designation |



basis, using gross acreage. See Appendix C for further information on the subdistrict metrics and method for calculating proportional density.

- Flexibility.** The City may allow a reduction in the minimum density for a subdistrict when it is demonstrated that the reduction is necessary due to topography; protection of trees, wetlands, and other natural resources; constraints posed by existing development; infrastructure needs; provision of non-residential uses; or similar physical conditions.

The subdistrict approach provides a straightforward and clear method of establishing lot types, densities, and standards that implement the Area Plan. It eliminates the uncertainty that the City, property owners, and developers often face when using the old formulas for density calculation in the Code. The draft Frog Pond West subdistrict method is simpler and more predictable for all parties, while still providing flexibility. Table 1 lists the minimum and maximum dwelling units in each subdistrict.

**Table 1. Minimum and Maximum Dwelling Units Permitted in Each Subdistrict**

Area Plan Designation	Frog Pond West Subdistrict	Minimum Dwelling Units in Subdistrict	Maximum Dwelling Units in Subdistrict
R-10 Large Lot Single Family (8,000 – 12,000 SF)	3	26	32
	7	24	30
	8	43	53
R-7 Medium Lot Single Family (6,000 – 8,000 SF)	2	20	25
	4	86	107
	5	27	33
	9	10	13
	11	46	58
R-5 Small Lot Single Family (4,000 – 6,000 SF)	1	66	82
	6	74	93
	10	30	38
Civic	12	0	7 <sup>a</sup>
Public Facilities (PF)	13	0	0
<b>TOTAL</b>		<b>452</b>	<b>571</b>

<sup>a</sup> These metrics apply to infill housing within the Community of Hope Church property, should the property owner choose to develop housing on the site. Housing in the Civic subdistrict is subject to the R-7 Medium Lot Single Family regulations.



## OTHER LAND USES

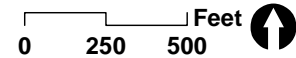
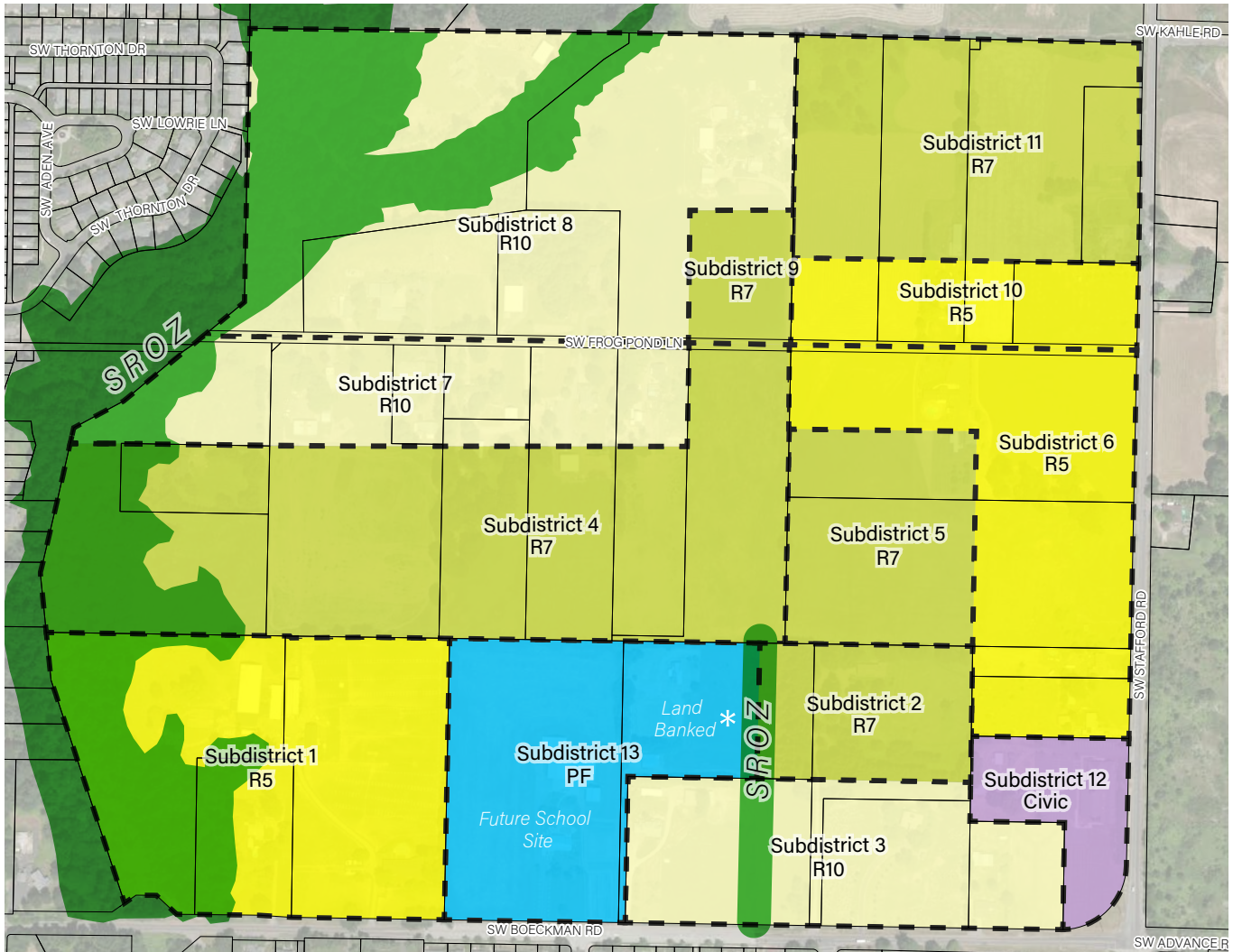
Land use in Frog Pond will be predominately, but not exclusively, residential. The streets, parks, future school, natural areas, and Community of Hope Church are important parts of the overall land use pattern. The following is an estimate of the acres of broad category land uses in Frog Pond West:







- **Net Residential Area:** 86.5 Acres
- **Significant Resource Overlay Zone (SROZ):** 27 Acres
- **BPA Corridor:** 2.8 Acres
- **Streets and Pedestrian Connections:** 46 Acres
- **Future School:** 10.9 Acres
- **Neighborhood Park:** 2.5 Acres
- **Linear Park:** 1.5 Acres
- **Community of Hope Church:** 3.8 Acres
- **Total Area:** 181 Acres

The West Linn-Wilsonville School District owns three tax lots comprising 25 acres within Frog Pond West. The 10-acre property that fronts on Boeckman Road is planned for a future school, which will provide a key civic land use serving the neighborhood and surrounding area. The adjacent 5-acre parcel is labeled "land banked". The intent for this parcel is for the School District to have options for its use including school facilities, a neighborhood park, and/or residential use. The district's remaining acreage fronts on Stafford Road and is land banked for future residential uses.



**Figure 6.** Frog Pond West Land Use and Subdistricts



- |   |                               |  |   |
|---|-------------------------------|--|---|
|  | R5 - Small Lot Single Family  |  | Public Facilities                         |
|  | R7 - Medium Lot Single Family |  | Civic                                     |
|  | R10 - Large Lot Single Family |  | Significant Resources Overlay Zone (SROZ) |

\* Land banked for school facilities, a neighborhood park, and/or residential use.







# Residential and Community Design



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## OBJECTIVES

Wilsonville places a high priority on quality design, as expressed in the following existing Comprehensive Plan implementation strategy:

**Implementation Measure 4.1.5.ii** *The design of developments within the community can be regarded from two viewpoints: the design of structures as they relate to site and function (architectural design) and, their relationship to the surrounding area (community design). Both aspects shall be considered to be of equal importance. Good architectural design is necessary to provide visual variety and allow for individual identity. At the same time, good community design provides a sense of unity with other development while eliminating conflicting appearances.*

The Master Plan further regulates and guides development in order to achieve quality and livability. In addition to the expectation cited above, it is the premise of the Master Plan that quality design will achieve the following benefits:

- **Economic value.** Property and structure values will be enhanced by quality development.
- **Compatibility with adjacent areas.** New development will be more acceptable to existing residents of Wilsonville if the City's high standards for quality design are implemented and enhanced.
- **Coordinated and cohesive development.** As described above, one of the key challenges for Frog Pond West is to knit individual developments together into a coordinated and cohesive whole. The design standards in the Master Plan are intended to help achieve that outcome.
- **Safety.** The Master Plan emphasizes walkability on multiple levels (e.g. street plan, orientation of residential main entrances toward streets). The intent is to create a neighborhood where walking is safe, inviting, and comfortable.
- **Precedence for future neighborhoods.** Frog Pond West is the first of the new residential expansion areas that will be developed in Wilsonville, principally in East Wilsonville. It is important that a successful precedent is set, and quality design is a key tool to achieve that outcome.



## MAIN ENTRANCES

### Principles

- Each home is part of the larger neighborhood and community.
- Front doors and walkways should face streets.
- The front yard and porch or stoop are “semi-public” spaces.

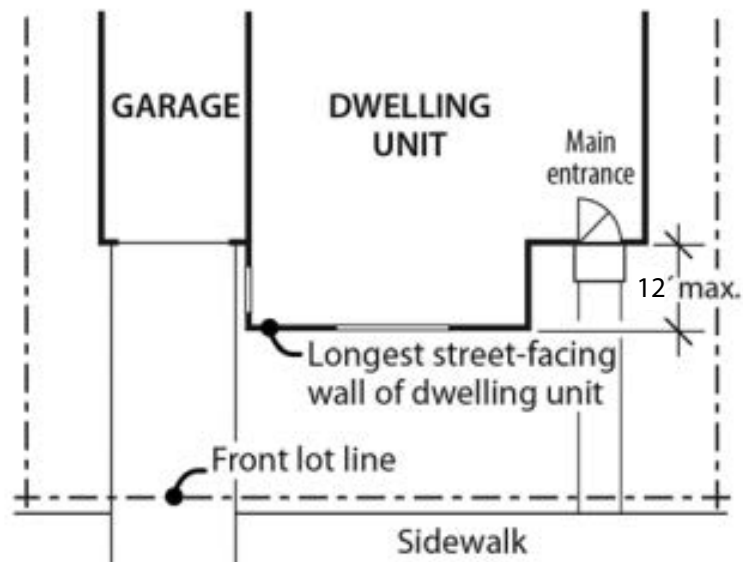
### Master Plan Intent

The location of front doors, and their direct connections to the street, should:

1. Support a physical and visual connection between the living area of the residence and the street;
2. Enhance public safety for residents and visitors and provide opportunities for community interaction;
3. Ensure that the pedestrian entrance is visible or clearly identifiable from the street by its orientation or articulation; and
4. Ensure a connection to the public realm for development on lots fronting both private and public streets by making the pedestrian entrance visible or clearly identifiable from the public street.

The Code standards require a direct visual connection between the front door of the home and the front yard and street. Porches are an excellent way to emphasize this relationship and create a transition between the private realm of the home, the “semi-public” realm of the front yard, and the public realm of the sidewalk and street.

**Figure 7.** Main Entrances



Precedents:  
**Main Entrances**



*Porches and yards that blend with the streetscape invite play and relaxation, fostering a sense of community.*



*Doors and porches facing the street increase neighborhood safety and a sense of community.*



*Houses where windows and doors are hidden from the street detract from the perceived safety of the neighborhood, because no one is aware of what happens in the street.*



*Well-designed garage doors help to create a more attractive neighborhood street.*



## GARAGES

### Principles

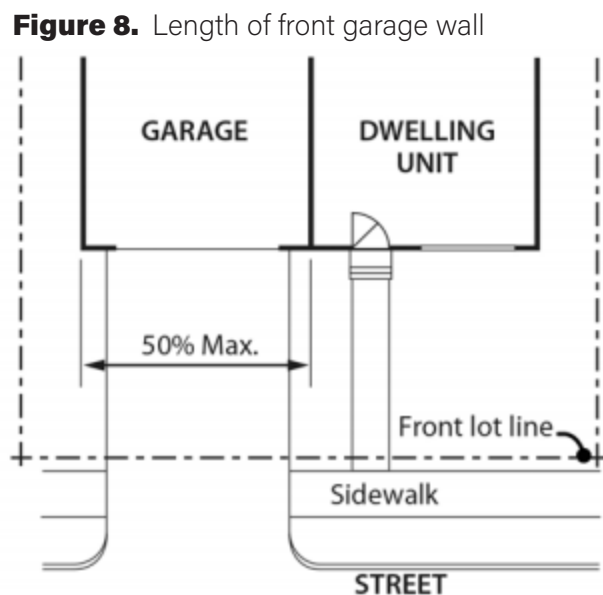
- *Parking and driveways should not dominate.*
- *Garages should not dominate.*

### Master Plan Intent

The size and location of garages should be designed to:

1. Ensure that there is a physical and visual connection between the living area of the residence and the street;
2. Ensure that the location and amount of the living area of the residence, as seen from the street, is more prominent than the garage;
3. Prevent garages from obscuring the main entrance from the street and ensure that the main entrance for pedestrians, rather than automobiles, is the prominent entrance;
4. Provide for a more pleasant pedestrian environment by preventing garages and vehicle areas from dominating the views of the neighborhood from the sidewalk; and
5. Enhance public safety by preventing garages from blocking views of the street from inside the residence.

The Code standards require limitations on the length and setback of the front garage wall so that they do not dominate the façade. Alleys and shared driveways are encouraged as a solution to be used where applicable; alleys are a specified solution for Small Lot Residential blocks along some collector streets. There is flexibility to have larger 3-bay garages, but with a 2-foot offset so the additional garage space is diminished in appearance. A minimum setback of 20-feet is required so that off-street parking in the driveway can be accommodated without parked cars overhanging the sidewalk.



Precedents:  
**Garages**



*Garages that are accessed from the side of a house can reduce the visual impact of the driveway.*



*Large driveway areas disconnect houses from the street and create an unattractive frontage.*



*Recessed garages help to create a more attractive neighborhood street.*



## RESIDENTIAL DESIGN STANDARDS

### Principles

- *Each home is part of the larger neighborhood and community.*
- *Details are important.*
- *Variety is the spice of good design.*
- *Create great neighborhoods.*

### Master Plan Intent

Detailed and varied home designs are intended to:

1. Support consistent quality standards so that each home contributes to the quality and cohesion of the larger neighborhood and community.
2. Support the creation of architecturally varied homes, blocks, and neighborhoods—whether a neighborhood develops all at once or one lot at a time—avoiding homogeneous street frontages that detract from the community's appearance.

There are three groups of standards to achieve quality residential design:

- **Windows and Articulation.** Ten percent of the façade must be made up of windows, including glazed portions of doors. This percentage was tested during the preparation of the Master Plan and shown to be readily met. Varied rooflines, offsets, balconies, and other forms of articulation are required to add interest, shadow lines, and variety to the façade.
- **Design Menu.** Architectural detailing and variety is required through a flexible “menu” of standards. Builders may choose from a list of 15 standards and meet at least 5 of them. This system is in use in many cities and has proven to be effective and easily administered. Examples of the standards include: dormers, covered porch entries, second story balconies, roof overhangs (minimum 16”), decorative gables, stone or other decorative materials, transom windows, and decorative base materials (minimum 36” in height).
- **House Plan Variety.** The basic requirement is that no two adjacent or opposite dwellings may have the same elevation. Small lot developments over 10 acres are required to incorporate duplexes or attached 2-unit homes. These standards are intended to promote variety, create interesting streetscapes, and prevent monotony.







Precedents:  
**Residential Design Standards**



*Details are important.*



*Homogeneous homes, without adequate detailing and landscaping, detract from the attractiveness of the neighborhood.*



*Use of alleys and orientation to pedestrian connections provides pedestrian-friendly frontages.*



*High quality construction, detailing, and diverse architectural styles make a neighborhood more attractive.*



## LOT AND SITE DESIGN IN SMALL LOT SUBDISTRICTS

### Principles

- *Each home is part of the larger neighborhood and community.*
- *Variety is the spice of good design.*
- *Design guidelines should be tailored to each zone.*

### Master Plan Intent

Small Lot Subdistricts have unique lot and site design requirements in order to:

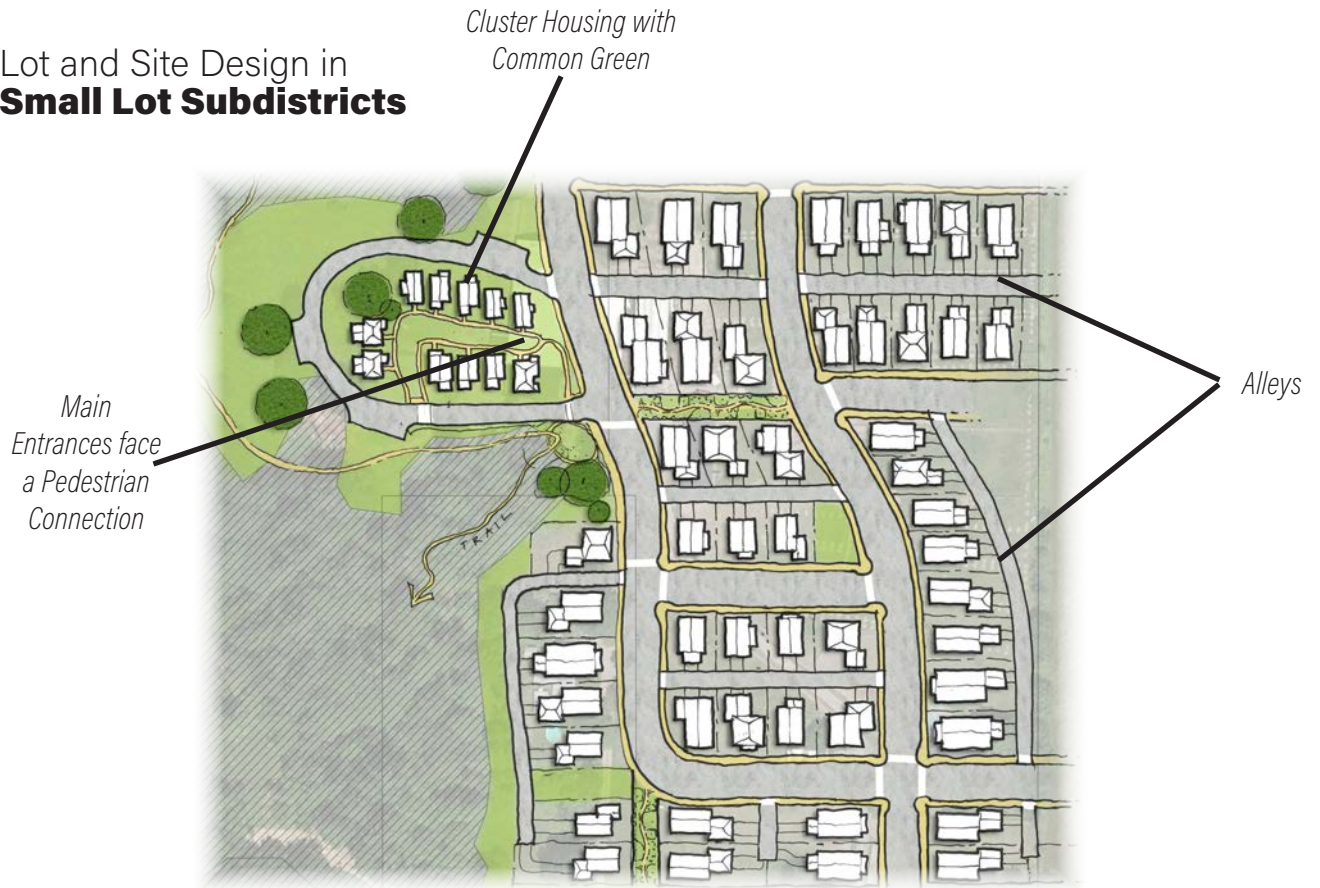
1. Ensure that development in the Small Lot Subdistricts is compatible with other developments in the Frog Pond West Neighborhood;
2. Ensure varied design that avoids homogenous street frontages;
3. Orient site design to support active pedestrian street frontages; and
4. Integrate open space into the development pattern.

Small lots present unique opportunities and challenges. On the positive side, they provide affordable housing choices, options for residents who do not want to maintain large homes and lots, and a solution for maintaining density while providing open space. They are an important part of Frog Pond's variety of housing. On the challenging side, they require careful site design to ensure an attractive street edge and compatibility with nearby larger lots. To address these issues, the Master Plan and the implementing code utilize a flexible system where one or more of the following site design elements are employed on each block:

- **Alleys**, so that streetscapes are "people places" and not dominated by closely-spaced driveways.
- **Residential main entries grouped around a common green or entry courtyard** (e.g. cluster housing) provide open space integrated with the small homes.
- **Four or more residential main entries facing a pedestrian connection** allowed by an applicable master plan to activate pedestrian connections with front doors and activity.
- **Garages recessed** at least 4 feet from the front façade or 6 feet from the front of a front porch.



Lot and Site Design in  
**Small Lot Subdistricts**



*Small Lot Single Family Demonstration Plan*



*Alleys.*



*Varied design to avoid homogenous frontages.*



*Residences facing pedestrian connection.*



*Main entries grouped around a common green.*



## OPEN SPACE IN SMALL LOT SUBDISTRICTS

### Principles

- *Variety is the spice of good design.*
- *Green is great.*
- *Create community gathering spaces.*

### Master Plan Intent

The Master Plan, and the implementing Code, require that open space is included in developments within Small Lot Single Family Subdistricts. The amount of open space is “10 percent of net developable area,” meaning 10% of the net area after “take-outs” for non-residential uses, SROZ-regulated lands, streets, alleys, and pedestrian connections. The required open space must be in the form of active greens, courtyards, community gardens, tot lots, public pedestrian ways, tracts with preserved trees and wetlands, and similar spaces. The City’s rationale and purpose for this open space requirement is to:

1. Add variety and livability to the built form in Small Lot Subdistricts, where density is highest in the neighborhood.
2. Provide a useful tool to preserve trees and wetlands in areas of smaller lots.
3. Provide active play spaces close to homes that have smaller yards.

Natural resource areas such as tree groves and/or wetlands and unfenced low impact development storm water management facilities may be counted toward the 10% requirement at the discretion of the City. Fenced storm water detention facilities do not count toward the open space requirement. The minimum area for a single facility or tract is 4,000 square feet so that spaces are a meaningful size for active uses or resource protection; the City may approve smaller spaces on a case-by-case basis.

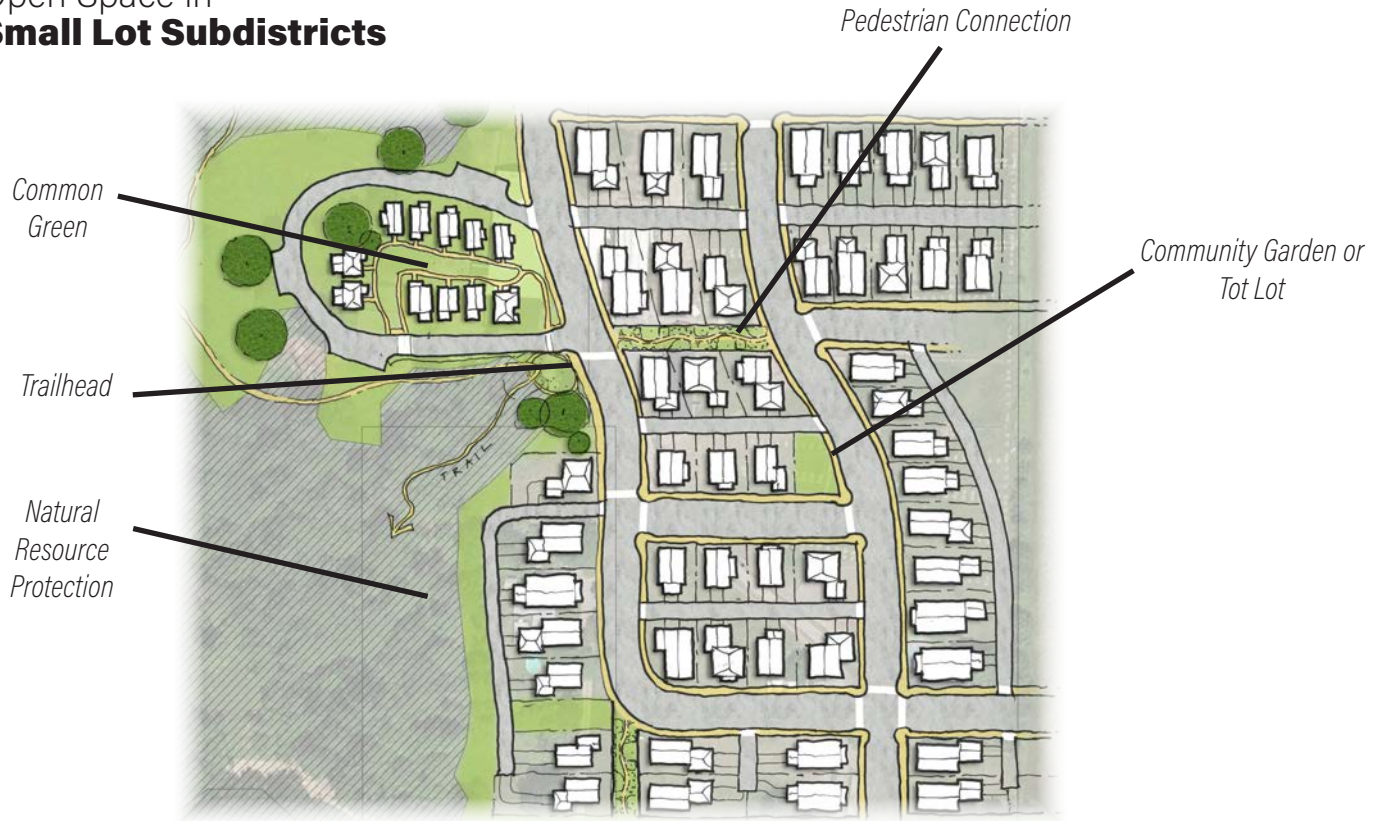
The Small Lot Subdistrict open space requirement is one part of the framework of open spaces planned for Frog Pond West. In summary, the open space framework for the neighborhood includes:

- Land within the Boeckman Creek SROZ
- SROZ along Willow Creek
- BPA Corridor
- One 2.5-acre neighborhood park and one 1.5-acre trailhead park
- A 10-acre future school with expected fields and play areas
- An estimated 20% of identified wetlands
- Pedestrian greenways that will result from implementation of the Street Demonstration Plan
- Small Lot Subdistrict open spaces

Please see page page 67 for further information on the Open Space Framework.



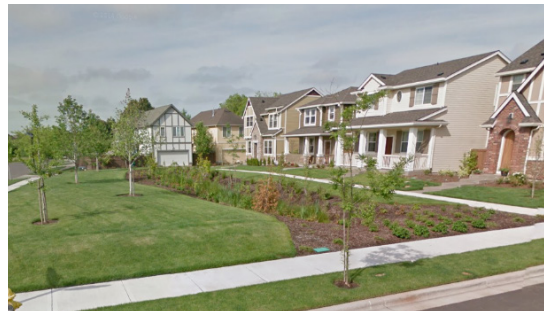
Open Space in  
**Small Lot Subdistricts**



*Demonstration Plan of 10% Open Space Standard in Small Lot Subdistrict*



*Trailhead Park*



*Common Green*



*Pedestrian Connection*



*Community Garden*



## BOECKMAN AND STAFFORD ROAD FRONTAGES

### Principles

- *Details are important.*
- *Create a complete streets and trails network.*
- *Provide compatible transitions to surrounding areas.*

### Master Plan Intent

Boeckman Road and Stafford Road are very important streets for Frog Pond West. Visually and functionally, Boeckman Road is a “front door” to Frog Pond West. It is also a “seam” between Frog Pond West and existing neighborhoods to the south. It serves an important connecting function between East Wilsonville and Central and West Wilsonville. Stafford Road will be the new gateway into Wilsonville from the north and a seam between Frog Pond West and the future Frog Pond East.

The Master Plan seeks to: (1) Ensure that development does not “wall off” Boeckman Road and Stafford Road from their adjacent neighborhoods; (2) Create walkable and bikeable streets, even though they are arterial classifications and will carry relative large volumes of traffic; (3) Coordinate frontage standards to create an attractive edge to the neighborhood and a strong connection with the larger community; and (4) Find the right balance between a streetscape that works for people, and development that seeks residential privacy.

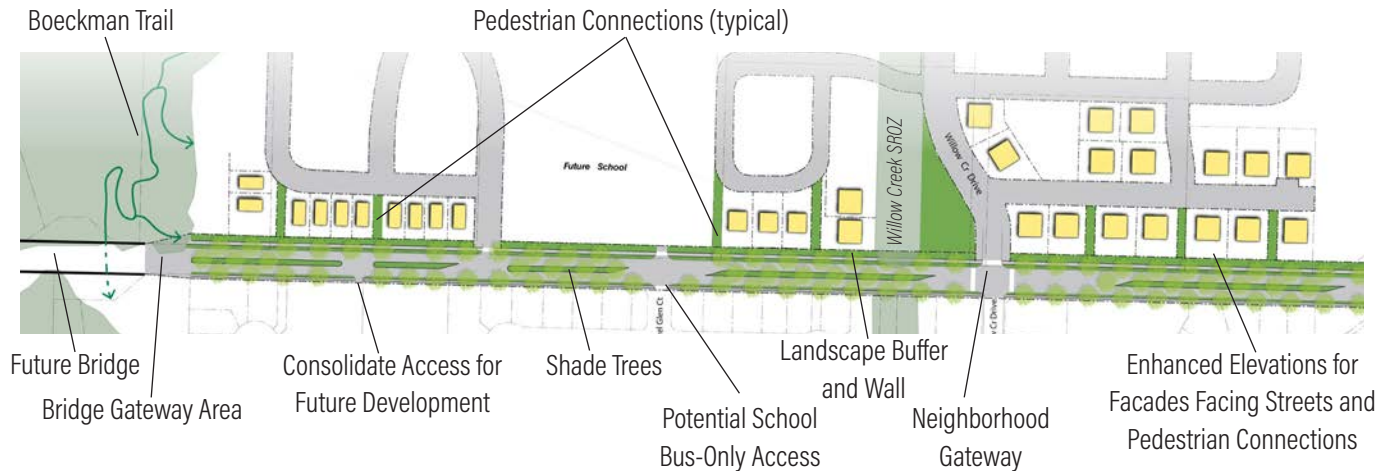
There are two strategies employed by the Master Plan to achieve the above objectives. The first strategy involves tailored cross-sections that have a planted median, a buffered bike lane, a generous planter strip and wide sidewalks. The second strategy involves coordinated frontage requirements that will create a cohesive and attractive design along the frontages of both roads. Figure 10 shows the required frontage improvements. The elements include:

1. **Brick wall with wrought iron fence on top.** The property line fencing along Boeckman Road and Stafford Road will include a 4' high brick wall with a 2' high wrought iron fence located at the lot line. 6' high brick columns will be placed at regular intervals.
2. **Foundation landscaping.** Landscaping comprised of low shrubs and ornamental plants will be provided at the foot of the wall to offer variety and visual interest.
3. **Pedestrian connections.** Connections will be provided from Boeckman Road into the neighborhood, at a spacing consistent with the Street Demonstration Plan. The pedestrian connections will be consistent with the Pedestrian Connection cross-section in the Frog Pond West Master Plan.

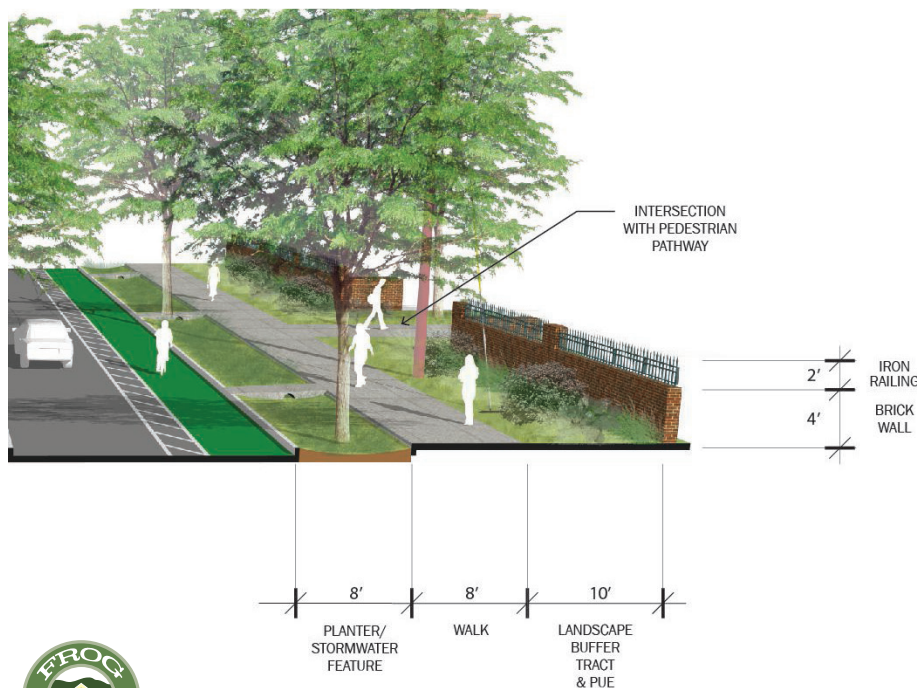


4. **Landscape buffer tract landscaping.** A Landscape Buffer Tract will be provided between the right-of-way and the rear of the abutting lots. The buffer will be a common tract and will be planted with climate-adaptive shrubs to create a landscaped edge to the streetscape and reduce the visibility of the walls.
5. **Enhanced elevations.** The street-facing facades of the homes along Boeckman will meet the standards (windows, articulation, residential design standards, house plan variety) for front elevations elsewhere. These elevations do not need to mirror the fronts, but they do need to meet the Code's standards. These "enhanced elevations" requirements also apply to facades facing pedestrian connections, parks, open space tracts and the Boeckman Trail.

**Figure 9.** Boeckman Road Frontage



**Figure 10.** Boeckman Road and Stafford Road Frontage Improvements



## BOECKMAN CREEK FRONTAGES

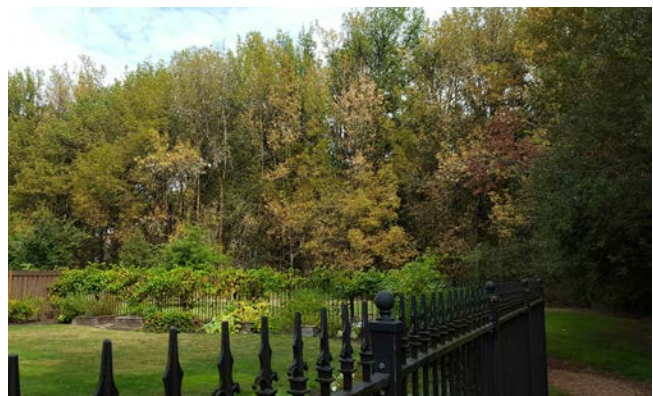
### Principles

- *Green is great.*
- *Design guidelines should be tailored to each zone.*
- *Provide access to nature.*
- *Provide compatible transitions to surrounding areas.*

### Master Plan Intent

The Boeckman Creek Significant Resource Overlay Zone (SROZ) is a unique asset to the West Neighborhood. It provides a scenic backdrop, a large open space, the location of the Boeckman Trail, and a planned future trail crossing that will connect the Frog Pond neighborhoods to the Canyon Creek Road area on the west side of the Boeckman Creek corridor. The character and form of adjacent development—the orientation of lots, the design and location of open space tracts, the type of fencing, and the landscape plantings—will all influence (1) how compatible (or incompatible) new development is with the resource area; and (2) how much physical and visual access the neighborhood and larger community has to Boeckman Creek.

**Figure 11.** Examples of Creekside Treatment





The Master Plan intends for the following to be implemented in order to ensure development is compatible with the adjacent SROZ and that physical and visual access to the Boeckman Creek Trail and SROZ area is provided:

1. The SROZ shall not be “walled off” or privatized by development. Rather, the objective is to ensure compatibility and to create physical and visual access for all neighborhood residents and visitors.
2. Streets shall terminate in, or run adjacent to, the Boeckman Creek trail at trailhead locations shown on the Street Demonstration Plan. It is particularly important for the east-west streets to follow this requirement, so that there are clear visual corridors from the interior of the neighborhood to the Boeckman Creek SROZ area.
3. Open space tracts and pedestrian connections that are provided with development shall be oriented to support the goals of compatibility and physical and visual access.
4. Where possible, lots shall be oriented to minimize rear-yard orientation to the SROZ area.
5. All elevations adjacent to the Boeckman Creek trail shall be enhanced with articulation and architectural detailing consistent with the Residential Design Standards of the Neighborhood Residential Zone.
6. Fences facing onto the Boeckman Creek SROZ open space shall be comprised of wrought iron or other transparent materials acceptable to the City. Colors shall be black or a similar dark color.
7. The City’s SROZ regulations for the use of native vegetation, preservation of existing trees, and other “Habitat Friendly Development Practices” will be applied.



## EAST-WEST STREET ORIENTATION

### Principles

- Create a complete street and trail network.
- Provide access to nature.

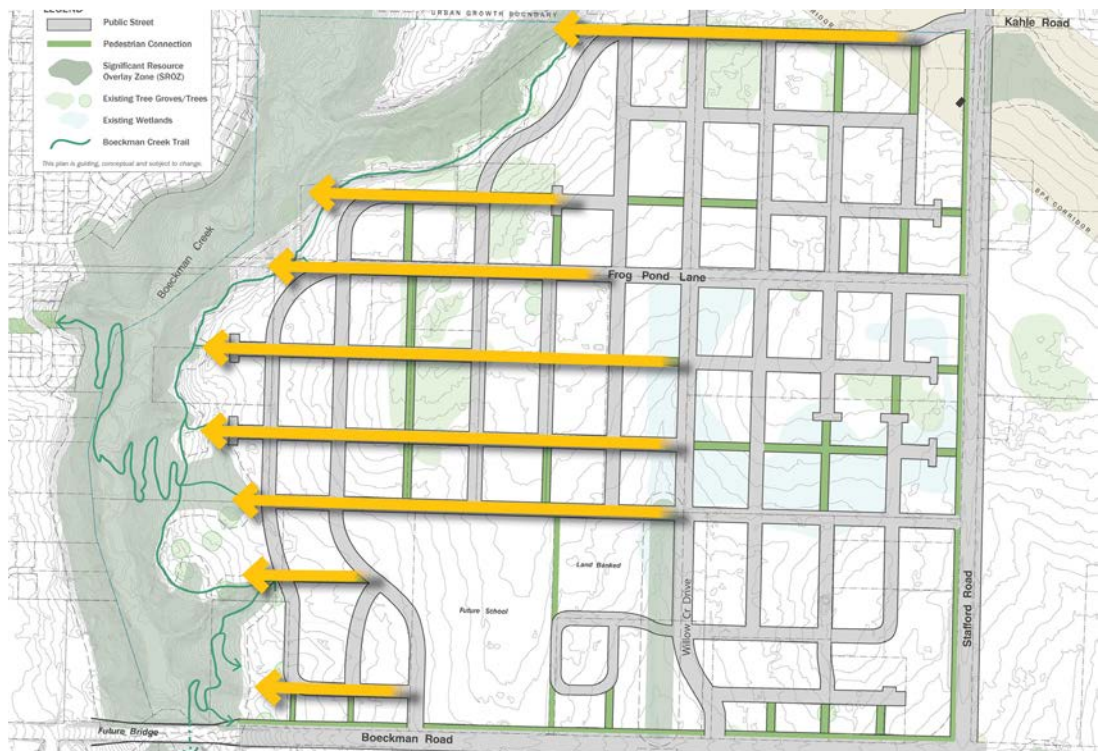
### Master Plan Intent

The east-west streets that will be built in Frog Pond West are an opportunity to provide visual and physical access to the Boeckman Creek Trail and resource area. The intent of the Master Plan is to:

- Ensure that there are sight lines between the interior of the neighborhood and the Boeckman Creek corridor.
- Ensure direct and convenient access to the Boeckman Creek Trail.

Figure 12 illustrates this concept in plan view. Figure 13 illustrates how the concept would look at the neighborhood street level.

**Figure 12.** Sight Lines to Boeckman Creek Corridor



**Figure 13.** Conceptual View of Street Culminating on Boeckman Creek Corridor



## SITE PLANNING TO PRESERVE TREES AND WETLANDS

### Principles

- *Green is great.*
- *Provide access to nature.*
- *Retain trees.*
- *Integrate sustainability.*

### Master Plan Intent

The tree groves within the planning area provide a key visual asset and are a link to the historic character of the area. To the extent that existing mature trees can be retained and protected as annexation and development occurs, it will contribute to the character and desirability of new neighborhoods. The city has existing annexation policies that incentivize tree retention.<sup>1</sup>

Maps prepared for the City show an area of farmed wetlands in the southeast area of the neighborhood. They are relatively low-quality wetlands that do not meet the City's criteria for "significant" designation and application of the SROZ. However, they do have potential to be restored, used as storm water areas, and incorporated as amenities into the neighborhood.

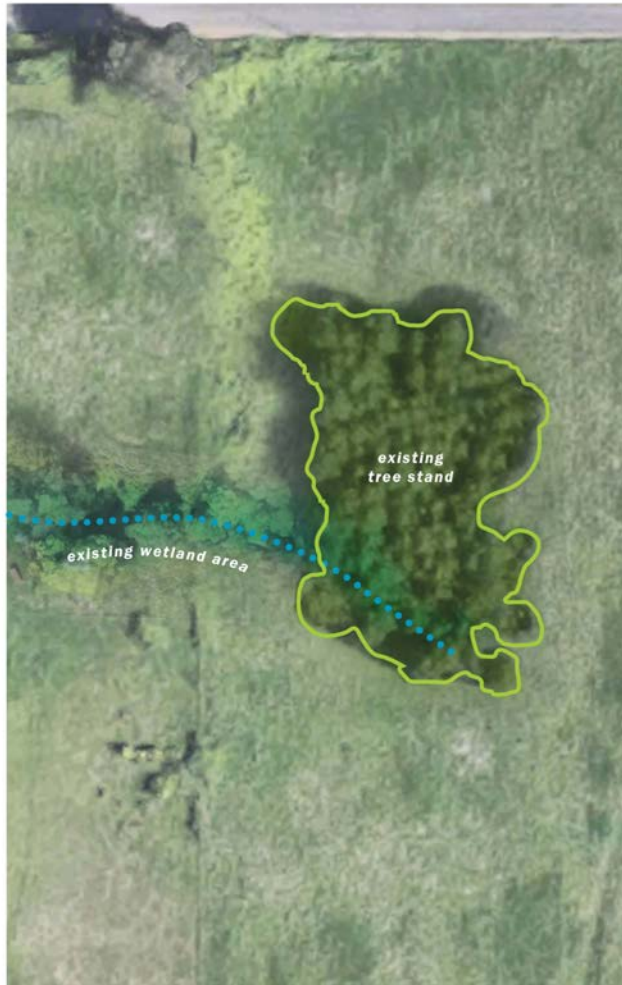
The Master Plan intends for tree groves to be preserved and incorporated into the design of developments as much as possible. This will be achieved through the Planned Development Review and application of Section 4.600, Tree Preservation and Protection, of the Development Code. Tree protection is also incentivized by counting toward open space requirements in the Small Lot subdistricts.

Figure 14 shows a site with a grove of trees, and how those trees might be incorporated into a development plan that would be acceptable to the City. The City encourages exploration of tree and wetland issues during the pre-application process before significant funds have been invested in designs that may not be approved.

<sup>1</sup> See *Wilsonville Natural Resources Annexation Policy*, adopted July 16, 2007. Available at <http://www.ci.wilsonville.or.us/DocumentCenter/View/550>.



**Figure 14.** Preservation of Existing Trees



*Before development*



*After development*



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# Transportation



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## OVERVIEW

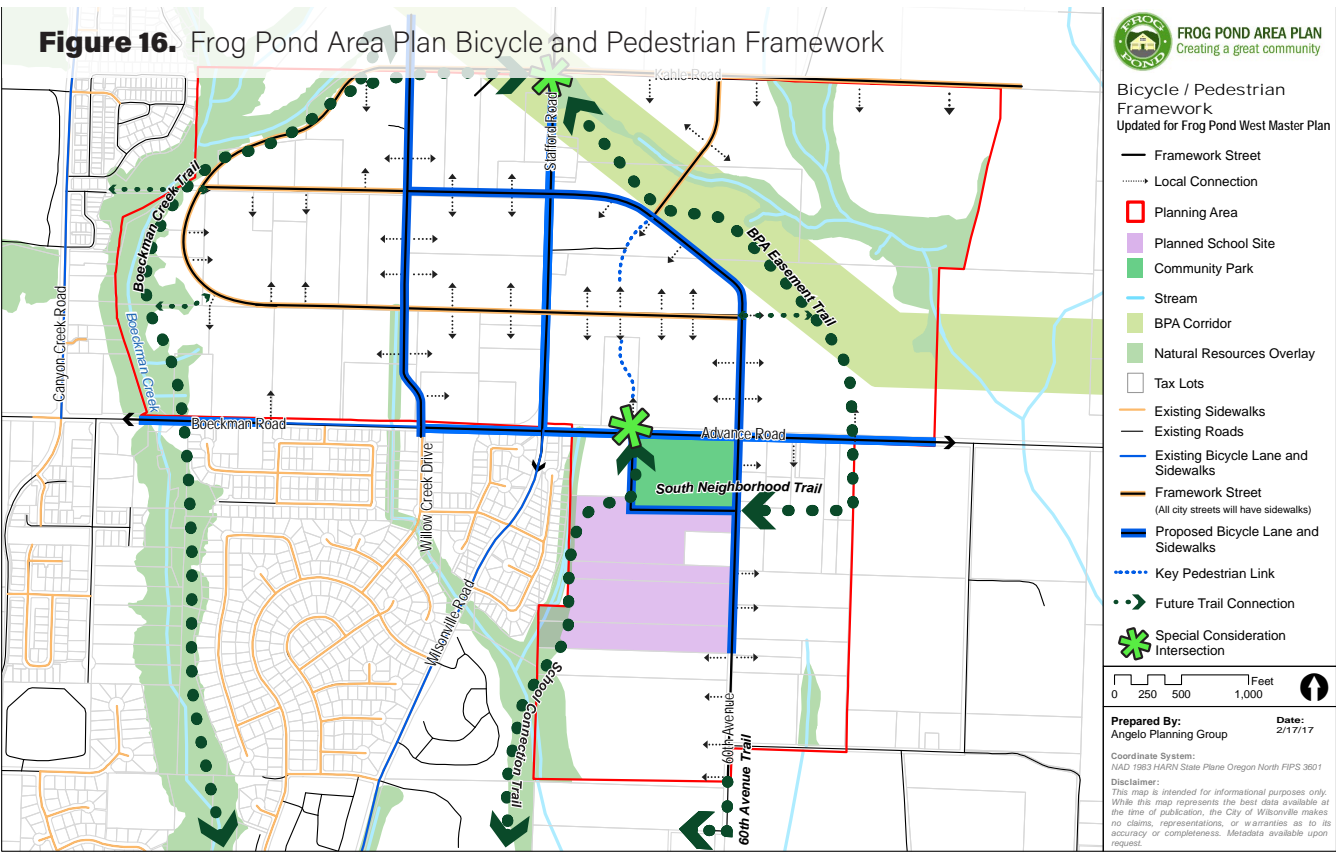
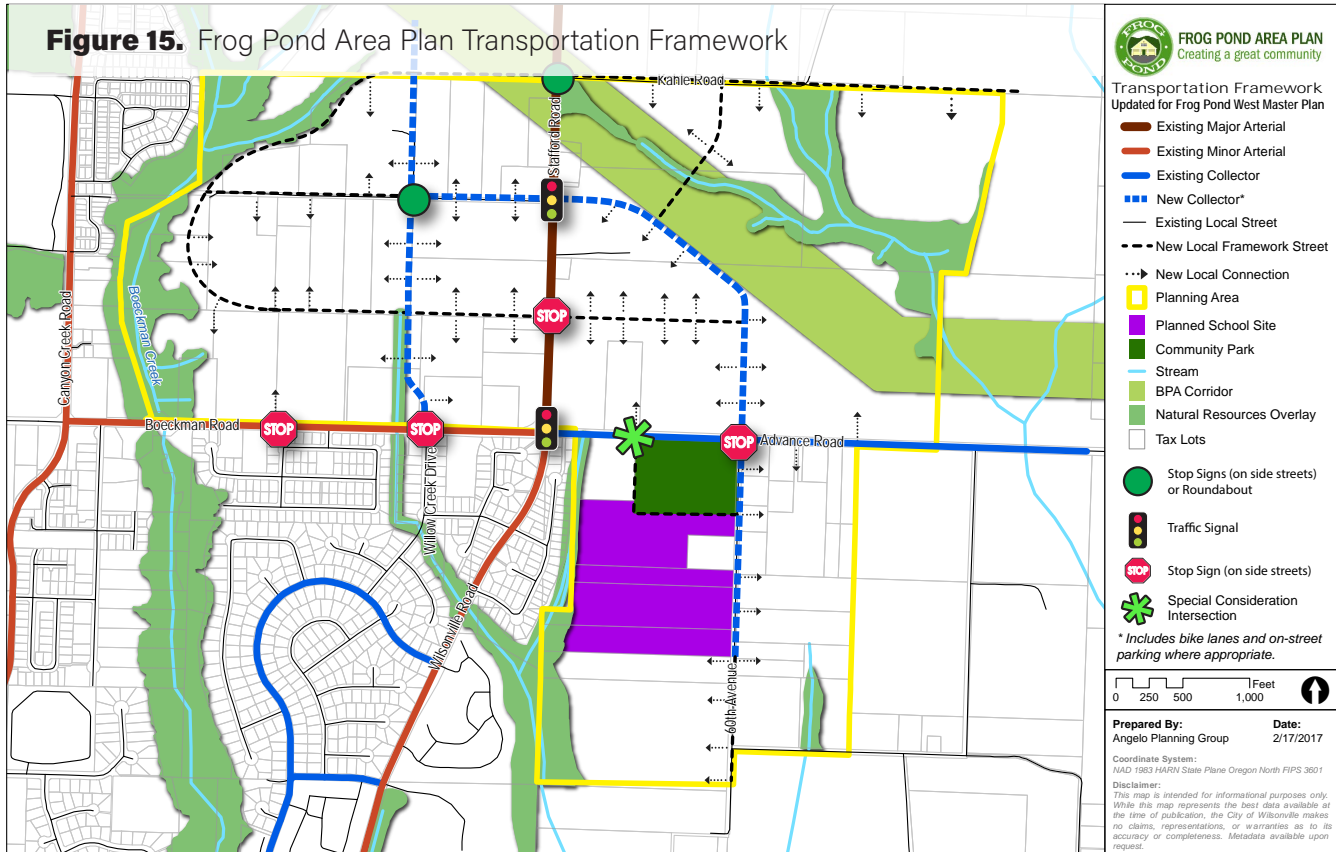
The vision for Frog Pond West is to be a highly-connected neighborhood with a transportation network that is safe and convenient, whether one is traveling by foot, bike, SMART Transit, or car. The network of streets, pedestrian paths, and bikeways will knit together to provide public access to areas and amenities within the neighborhood, in the rest of the city, and in future growth areas. The City's overarching transportation strategy is in the Comprehensive Plan:

**Implementation Measure 3.2.1a** *Provide a safe, well-connected, and efficient network of streets and supporting infrastructure for all travel modes.*

The Frog Pond Area Plan Transportation Framework (Figure 15) and Bicycle/Pedestrian Framework (Figure 16) provide the foundation for a strong multi-modal network between and within each of the Frog Pond neighborhoods. The transportation element for Frog Pond West is the first stage for implementing these area-wide framework plans at a neighborhood-specific level of planning and design. The Master Plan recommendations recognize well-designed streets will provide other amenities in addition to transportation, including: a sense of community identity; provision of street trees and green space; locations for active transportation and healthy activity; and facilities for low impact stormwater treatment.



Frog Pond **WEST**  
 Master Plan



## STREET DEMONSTRATION PLAN

The Street Demonstration Plan is a detailed guide to the desired level of connectivity and overall street pattern for the Frog Pond West Neighborhood. It implements the "Framework Streets" developed in the Frog Pond Area Plan and shows a conceptual layout of local streets, alleyways, pedestrian and bicycle connections, and trails. The ultimate layout of the local street network will be implemented based on the needs of individual developments, consistent with the Street Demonstration Plan.

The street layout and block pattern in this diagram is illustrative; it shows one way of achieving the transportation and connectivity goals of the plan. It is intended to be guiding rather than binding, and used as a "consistency" standard during development review. This will be implemented through new zoning code text for the Neighborhood (N) Zone.

**Wilsonville Code (WC) Section 4.127(.09)** *Block, access and connectivity shall comply with adopted Legislative Master Plans.*

*Within the Frog Pond West Neighborhood, streets shall be consistent with Figure 17, Street Demonstration Plan, in the Frog Pond West Master Plan. The Street Demonstration Plan is intended to be guiding, not binding. Variations from the Street Demonstration Plan may be approved by the Development Review Board, upon finding that one or more of the following justify the variation: barriers such as existing buildings and topography; designated Significant Resource Overlay Zone areas; tree groves, wetlands, or other natural resources; existing or planned parks and other active open space that will serve as pedestrian connections for the public; alignment with property lines and ownerships that result in efficient use of land while providing substantially equivalent connectivity for the public; and/or, site design that provides substantially equivalent connectivity for the public.*

*If a legislative master plan does not provide sufficient guidance for a specific development or situation, the Development Review Board shall use the block and access standards in Section 4.124 (.06) as the applicable standards.*



**Figure 17.** Street Demonstration Plan



## Street Types and Cross Sections

Cross sections for the various functional classifications of roadways in the City of Wilsonville are included in the City's Transportation System Plan (TSP). They depict typical roadway elements and widths for arterial, collector, and local streets, as well as shared-use paths. The Frog Pond West Master Plan provides a street classification that is consistent with the TSP, but more specific and tailored to the neighborhood—see Street Types Plan (Figure 18) and specific cross sections.

Cross Sections for the street types listed below are illustrated in Figure 19 through Figure 27. As with all street design in Wilsonville, the City has authority to require or allow variations from the typical cross-sections.

- Boeckman Road - Looking West
- Stafford Road - Looking North
- Low Impact Development Local Street
- Collector – Gateway
- Collector – Internal
- Typical Pedestrian Connection
- Typical Alley
- "Woonerf" street
- "Hammerhead" diagram
- Boeckman Creek Trail (see page 61)

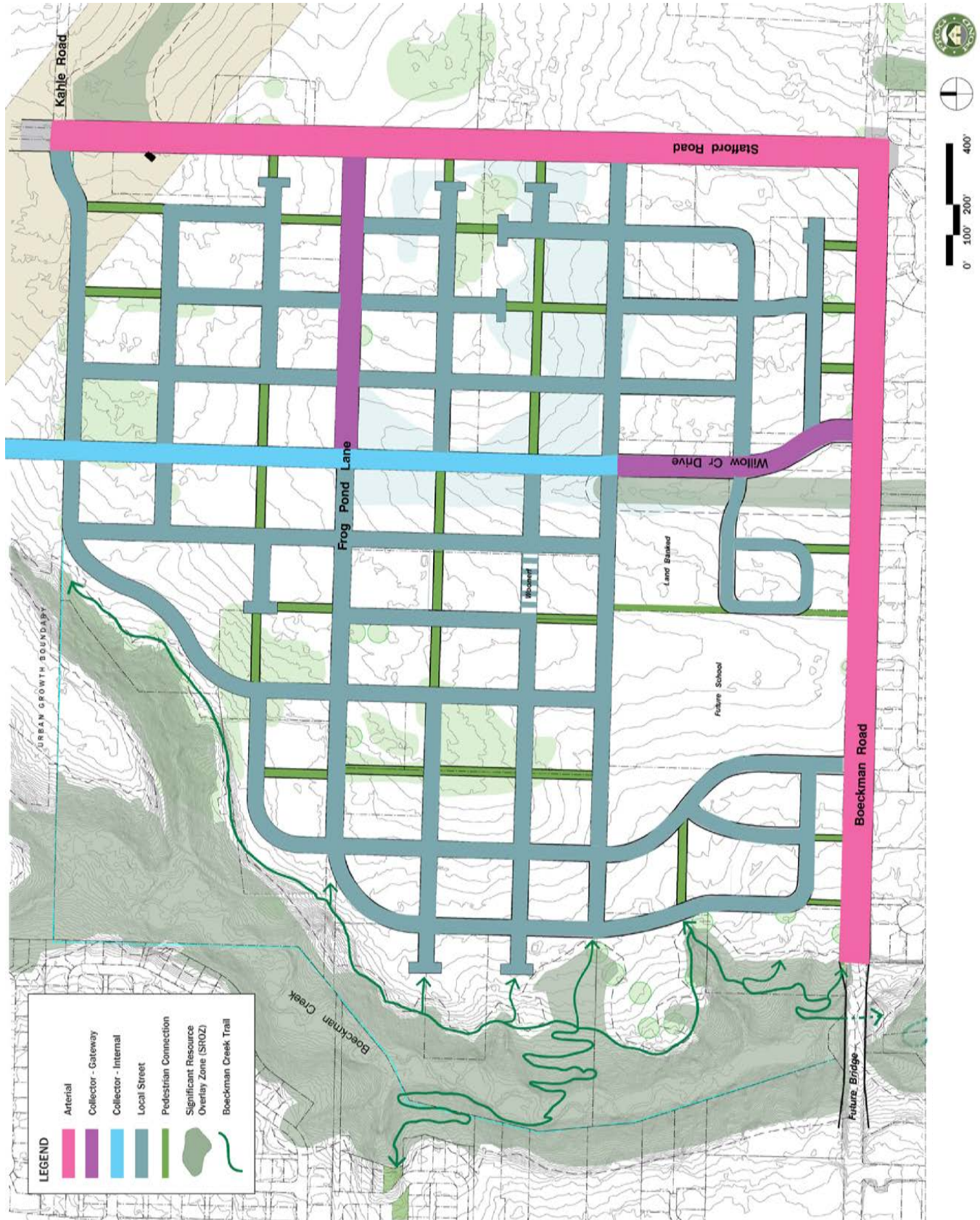
The list of cross sections includes a local street type called "Woonerf and Special Street Designs". The City will consider, on a case-by-case basis, specialized street sections for low-volume, local streets that emphasize pedestrian safety, low impact storm water management, and traffic calming, while still maintaining connectivity. A Woonerf is one type of street that meets these criteria.

Stormwater will be managed within planter strips along the streets of Frog Pond West as much as possible. The design of the landscape/stormwater strips will accommodate the various needs of stormwater, pedestrian movement, and street trees. The City, at its discretion, may consider stormwater management through facilities other than planter strips on a case-by-case basis.

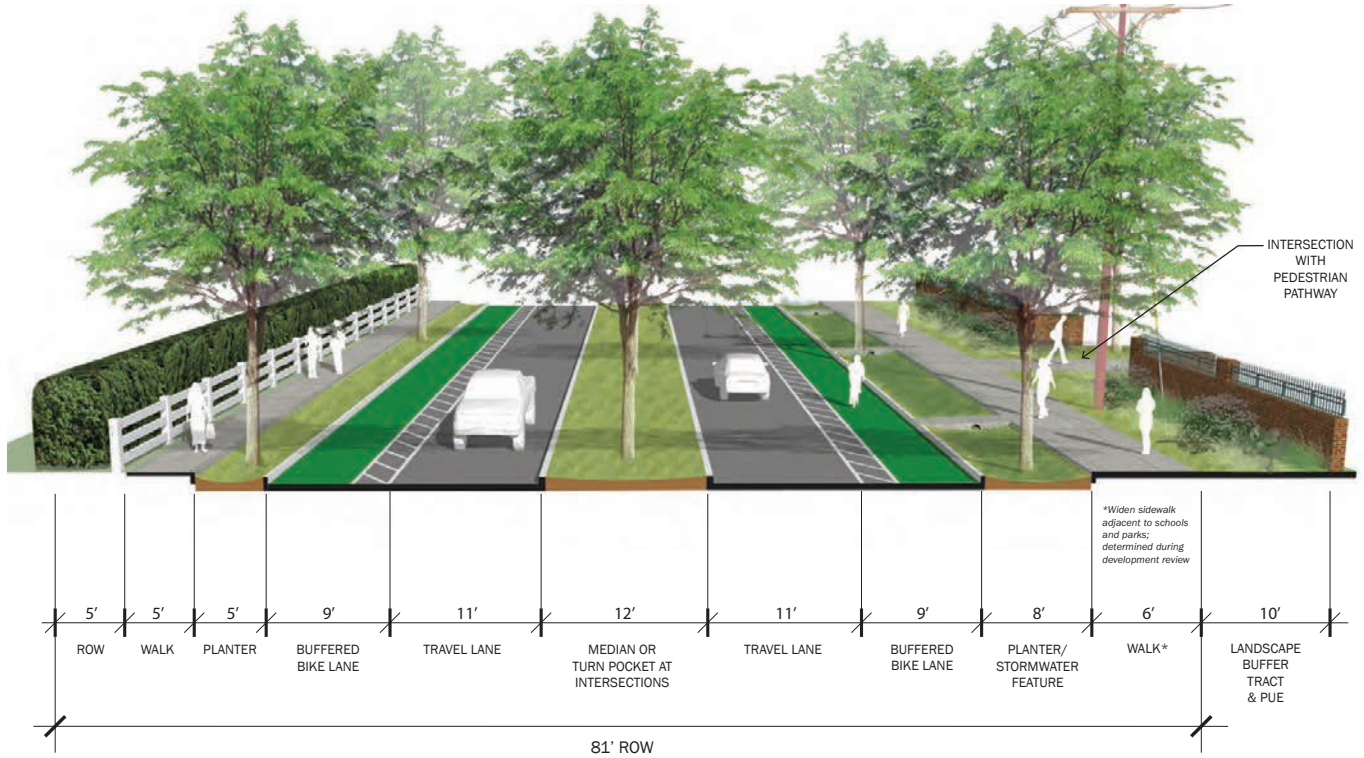


Frog Pond **WEST**  
 Master Plan

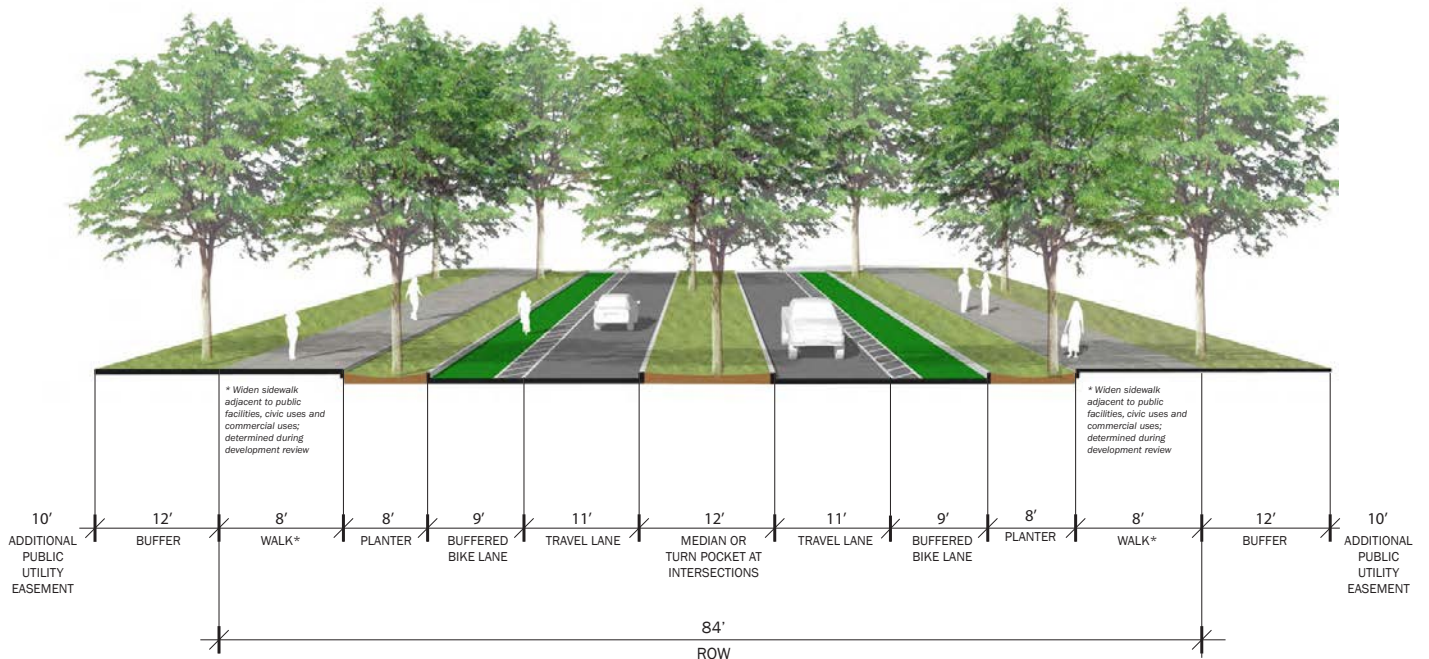
**Figure 18.** Street Types Plan



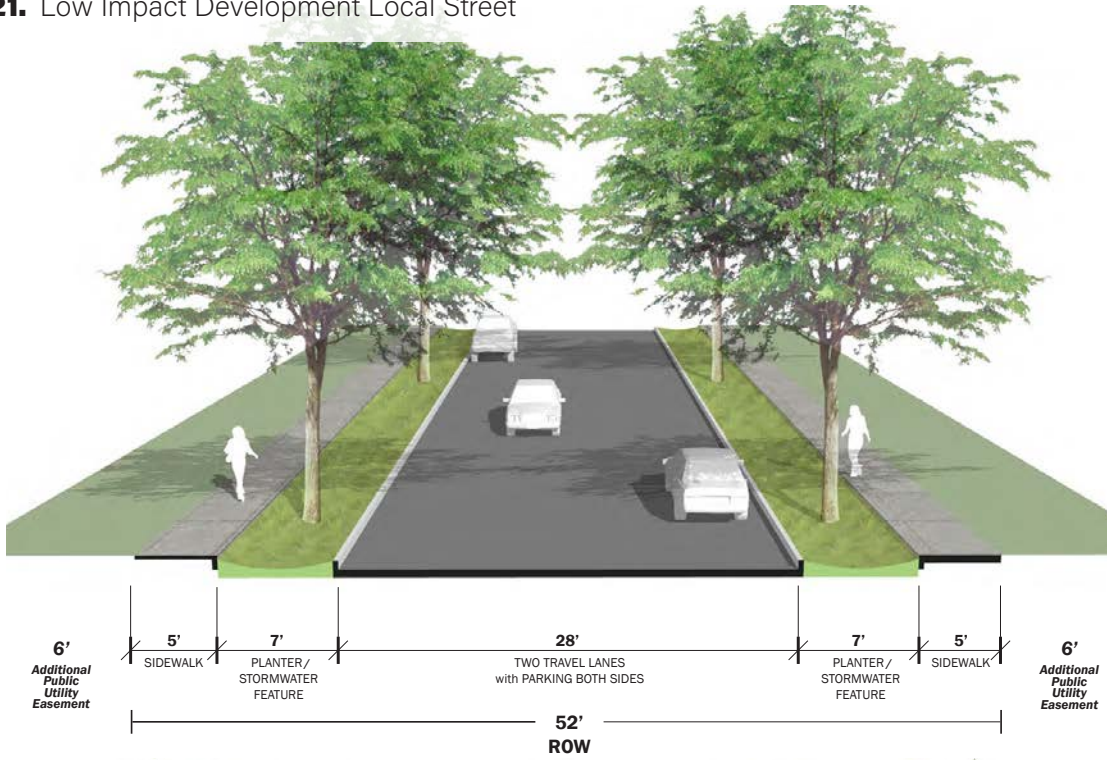
**Figure 19.** Boeckman Road - Looking West



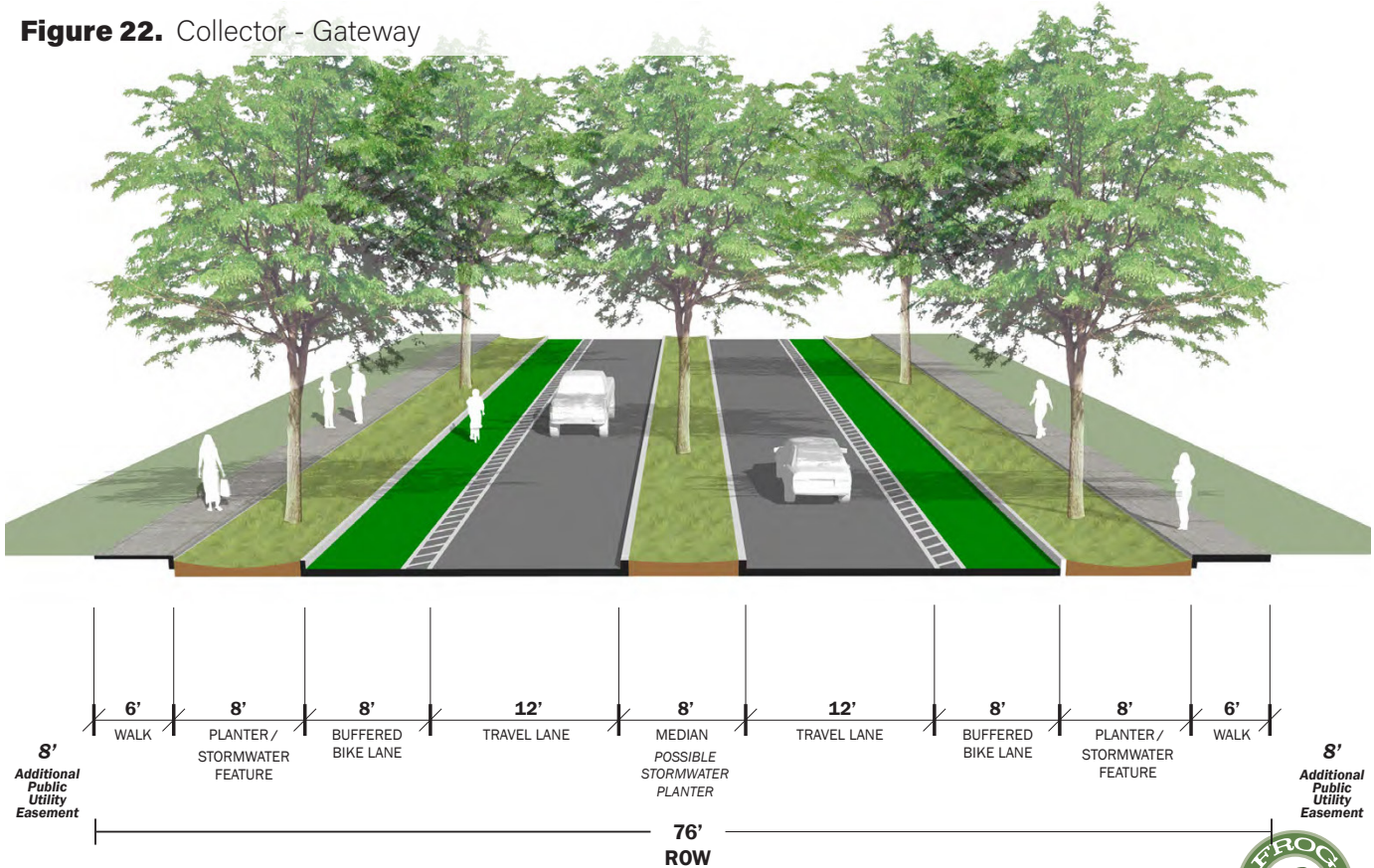
**Figure 20.** Stafford Road - Looking North



**Figure 21.** Low Impact Development Local Street

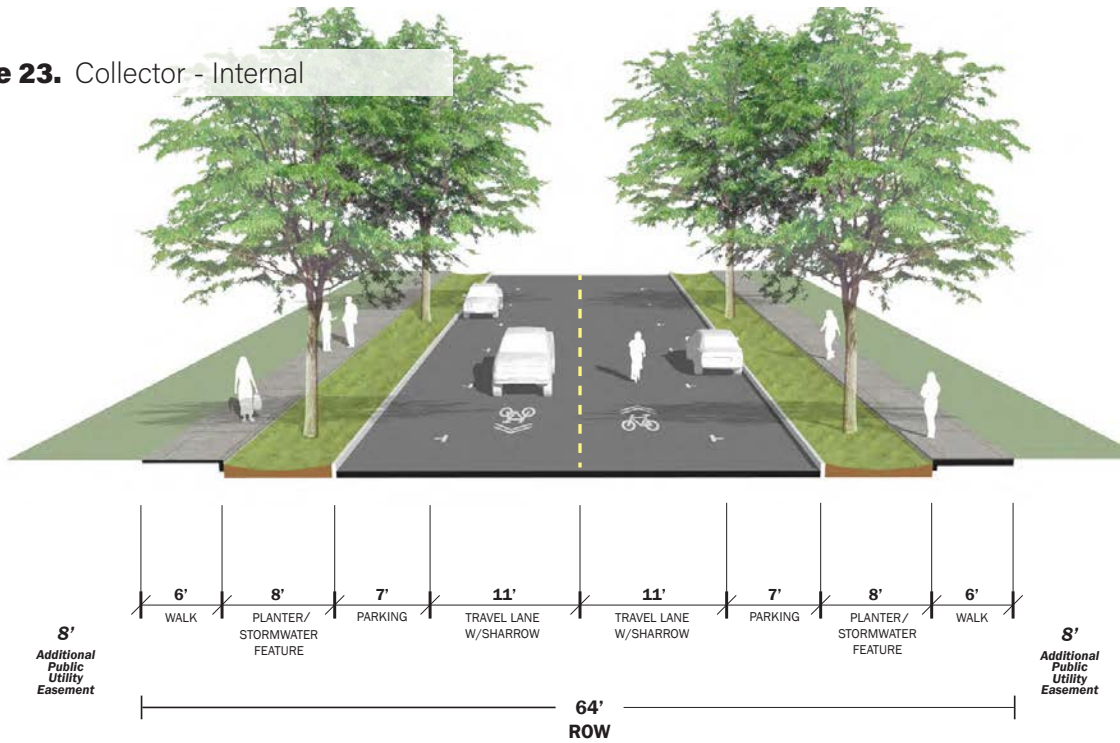


**Figure 22.** Collector - Gateway

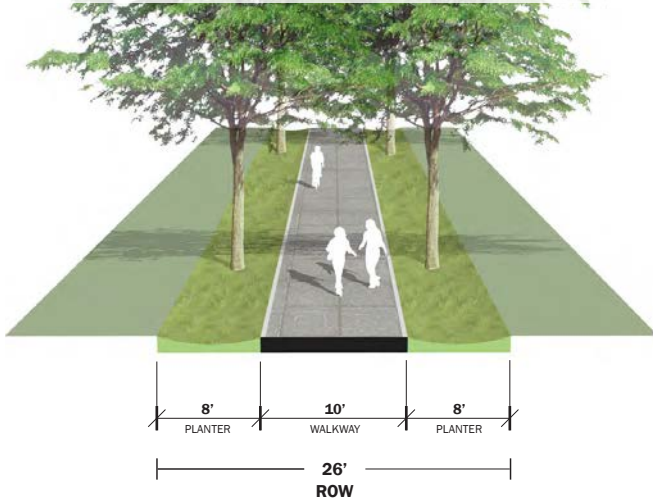




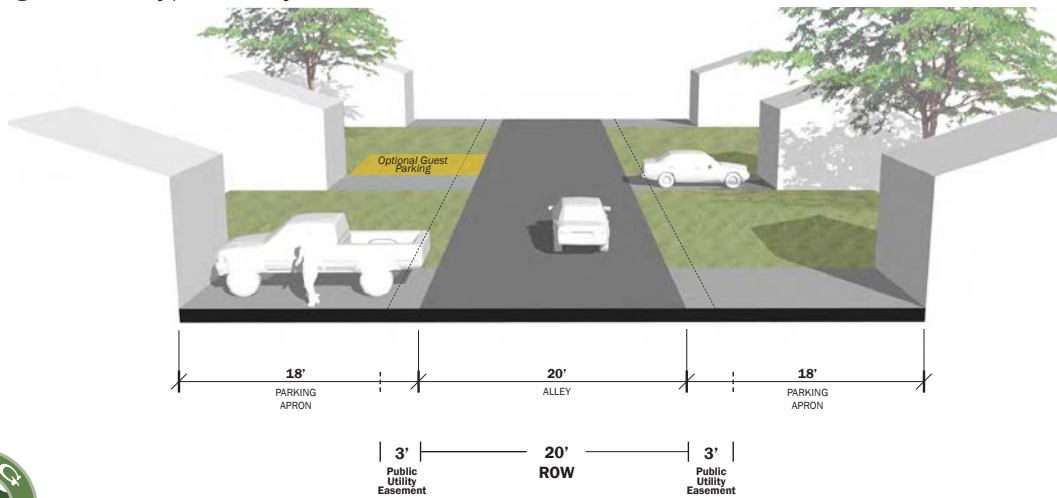
**Figure 23.** Collector - Internal



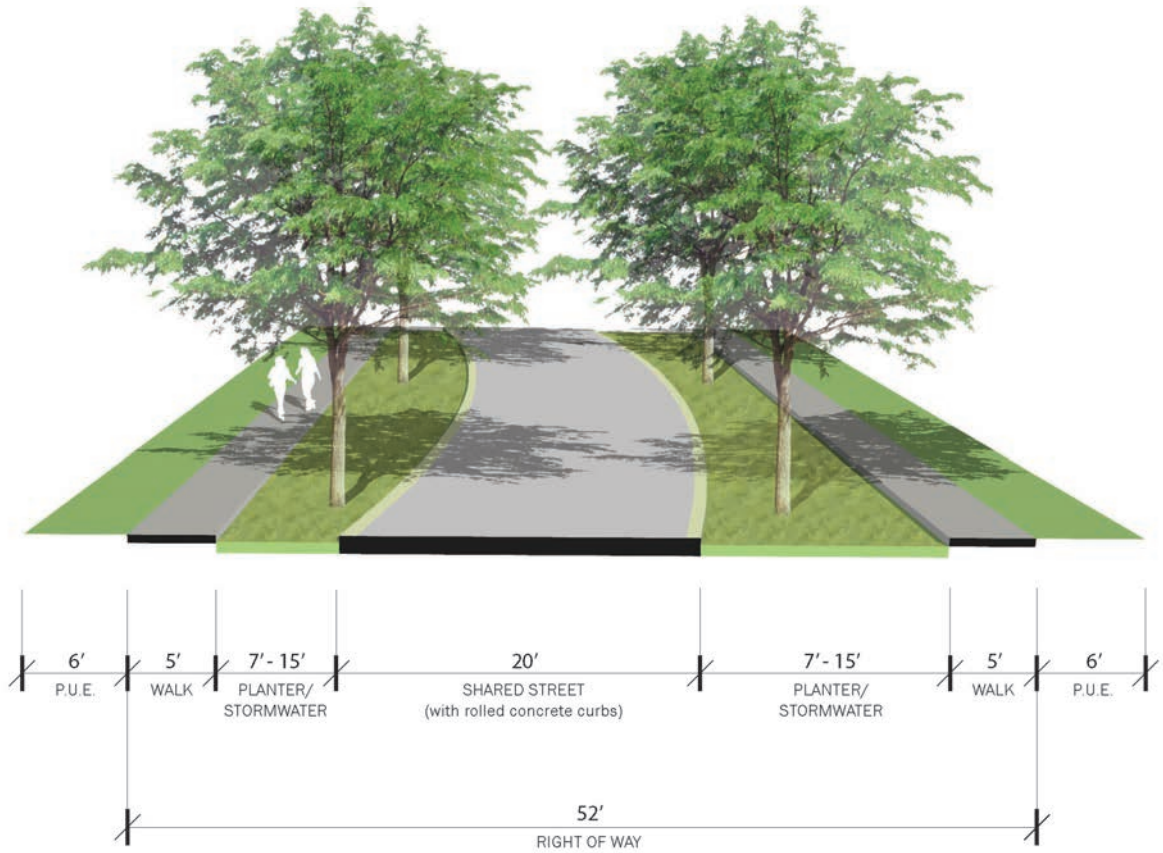
**Figure 24.** Typical Pedestrian Connection



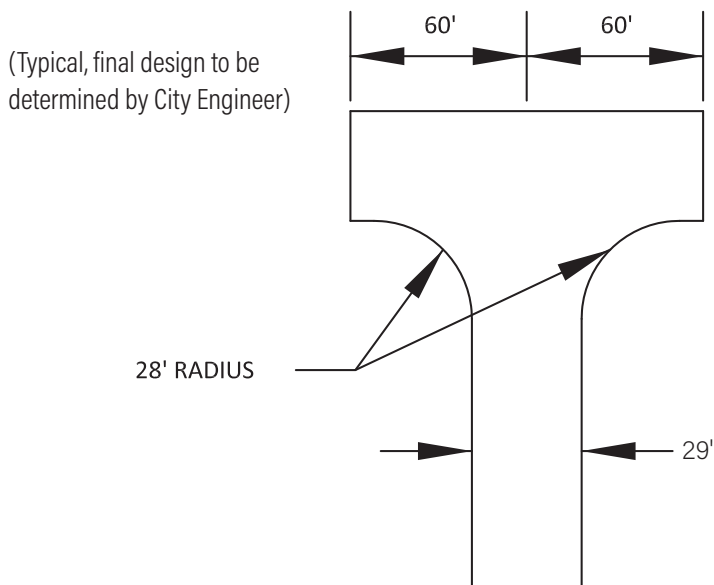
**Figure 25.** Typical Alley



**Figure 26.** "Woonerf" street



**Figure 27.** "Hammerhead" diagram

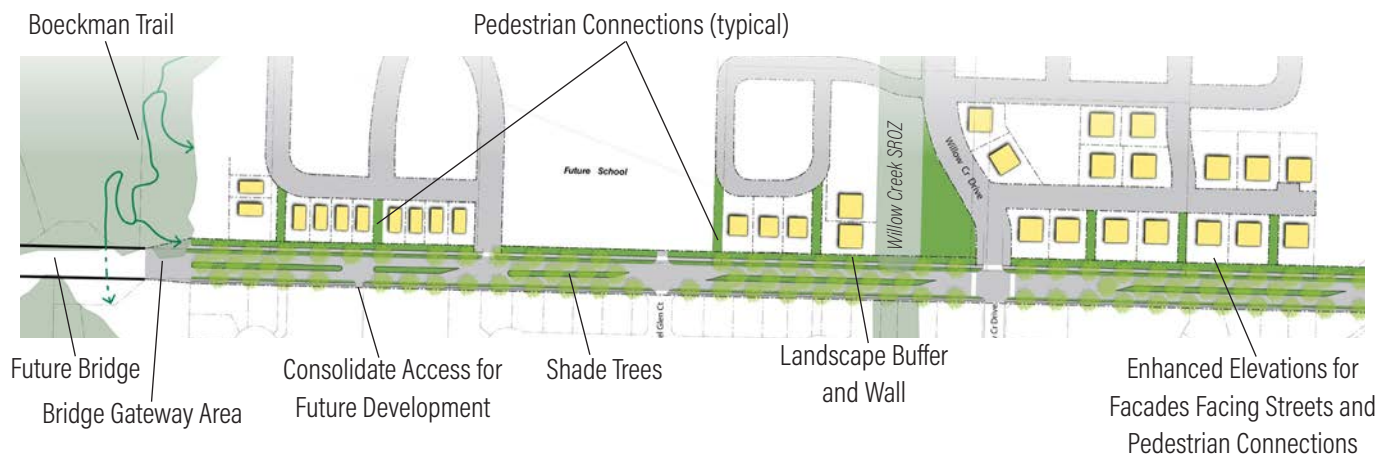


## BOECKMAN ROAD DESIGN OBJECTIVES

As noted above, Boeckman Road is a very important street for Frog Pond West. Visually and functionally, Boeckman Road is a “front door” to Frog Pond West. It is also a connecting “seam” between Frog Pond West and existing neighborhoods to the south. It serves an important connecting function between East Wilsonville and Central and West Wilsonville. Stormwater management will be accommodated within the right-of-way and integrated with the street design. Street width and design will be tailored along the road to meet site-specific conditions and needs.

A “Boeckman Road Plan” is shown in Figure 28. The intent of this plan is to show the multiple design elements that have been planned together for Boeckman Road. The following elements have been considered and coordinated in preparing the Boeckman Road Plan: the street demonstration plan, the Boeckman Road cross-section, the Boeckman frontage requirements for the landscape buffer tract and brick wall, relocation of the power lines, potential access and circulation for the future school, and existing development on the south side of Boeckman Road.

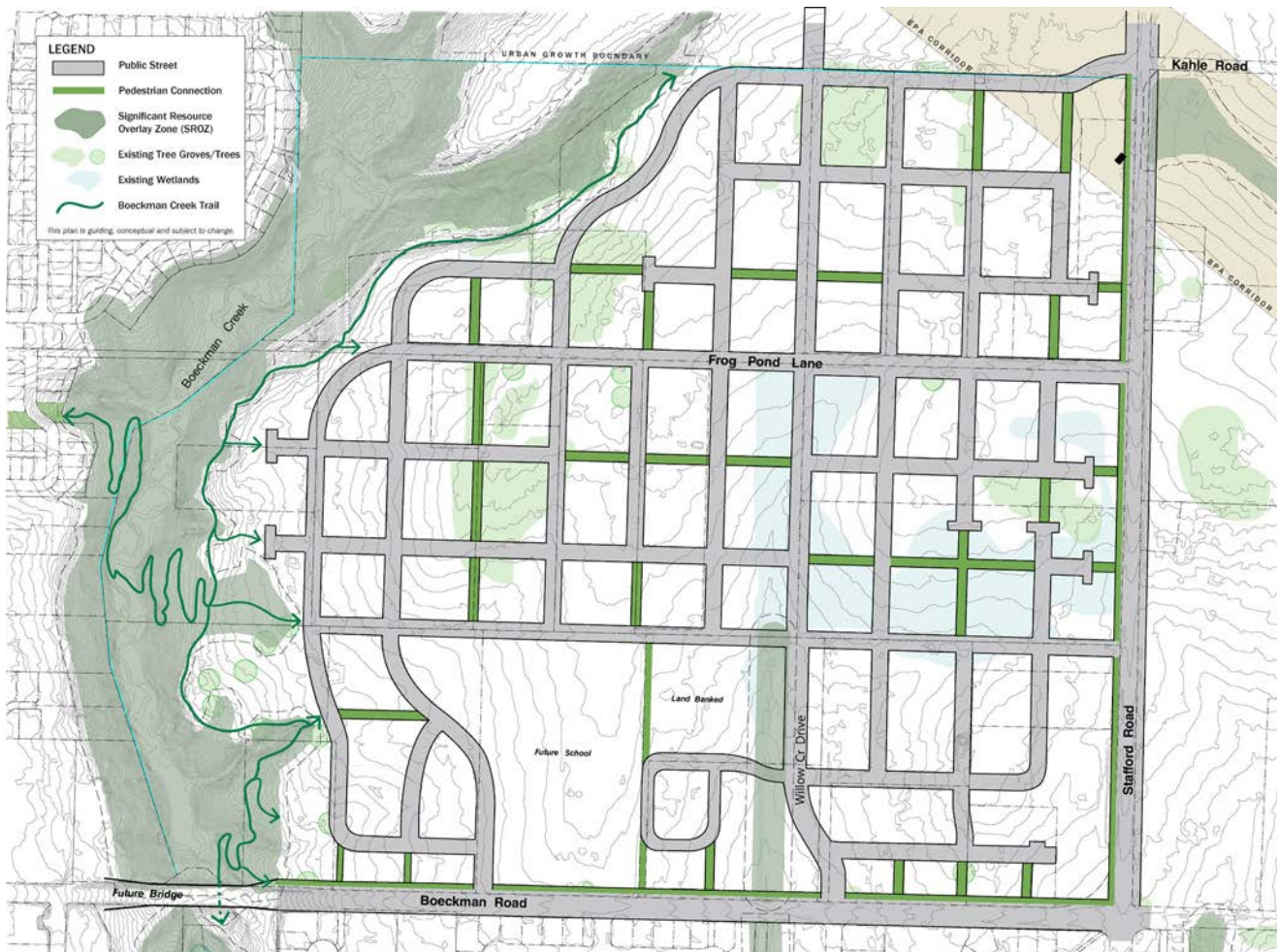
**Figure 28.** Boeckman Road Plan



## PEDESTRIAN CONNECTIONS

Frog Pond West will consist of a highly connected transportation network with direct, convenient, and comfortable walking routes. The Master Plan envisions the use of high-quality pedestrian connections (see Figure 29) to complete the street grid where automobile connections are not necessary. The street network and pedestrian connections shown on the Street Demonstration Plan will provide the framework for the school district to plan "Safe Routes To Schools" that are coordinated with the overall plan for the neighborhood. The typical cross section for a Pedestrian Connection is shown in Figure 24.

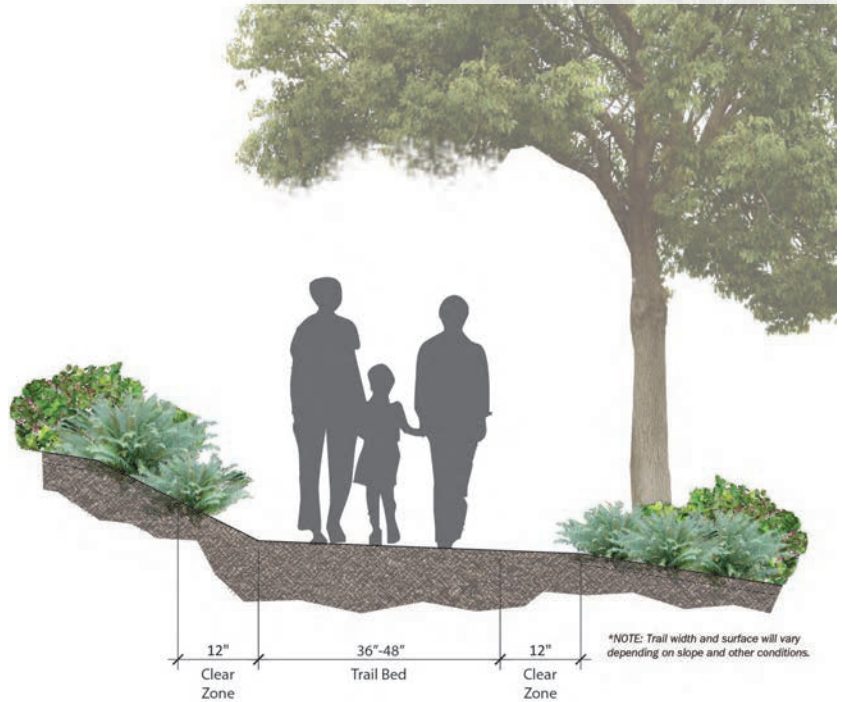
**Figure 29.** Street Demonstration Plan - Pedestrian Connections



## BOECKMAN TRAIL

The Boeckman Creek Regional Trail will be both a neighborhood amenity and a key pedestrian connection to adjacent areas. South of Boeckman Road, the trail will run within the creek canyon along the sewer line easement. After passing under the future Boeckman Road bridge (which will be raised to address the “dip”), the trail will climb to the top of the bank and run along the edge of the vegetated corridor/SROZ and the western edge of the Frog Pond West neighborhood. The trail alignment provides the opportunity for a linear park along this natural feature, with nodes of activity, or “pocket parks,” such as trailheads and play areas framed by the forest edge. This location will ensure that the trail is a neighborhood asset and increase its use and safety. The area’s east-west streets are intended to terminate at the trail, enhancing the visual and physical connection to the trail and creek corridor from within the neighborhood. As shown in Figure 33, the Boeckman Trail will continue east to the Kahle Road-Stafford Road intersection, connecting to the BPA Easement Trail and the South Neighborhood Trail.

**Figure 30.** Boeckman Creek Forest Trail Cross-Section



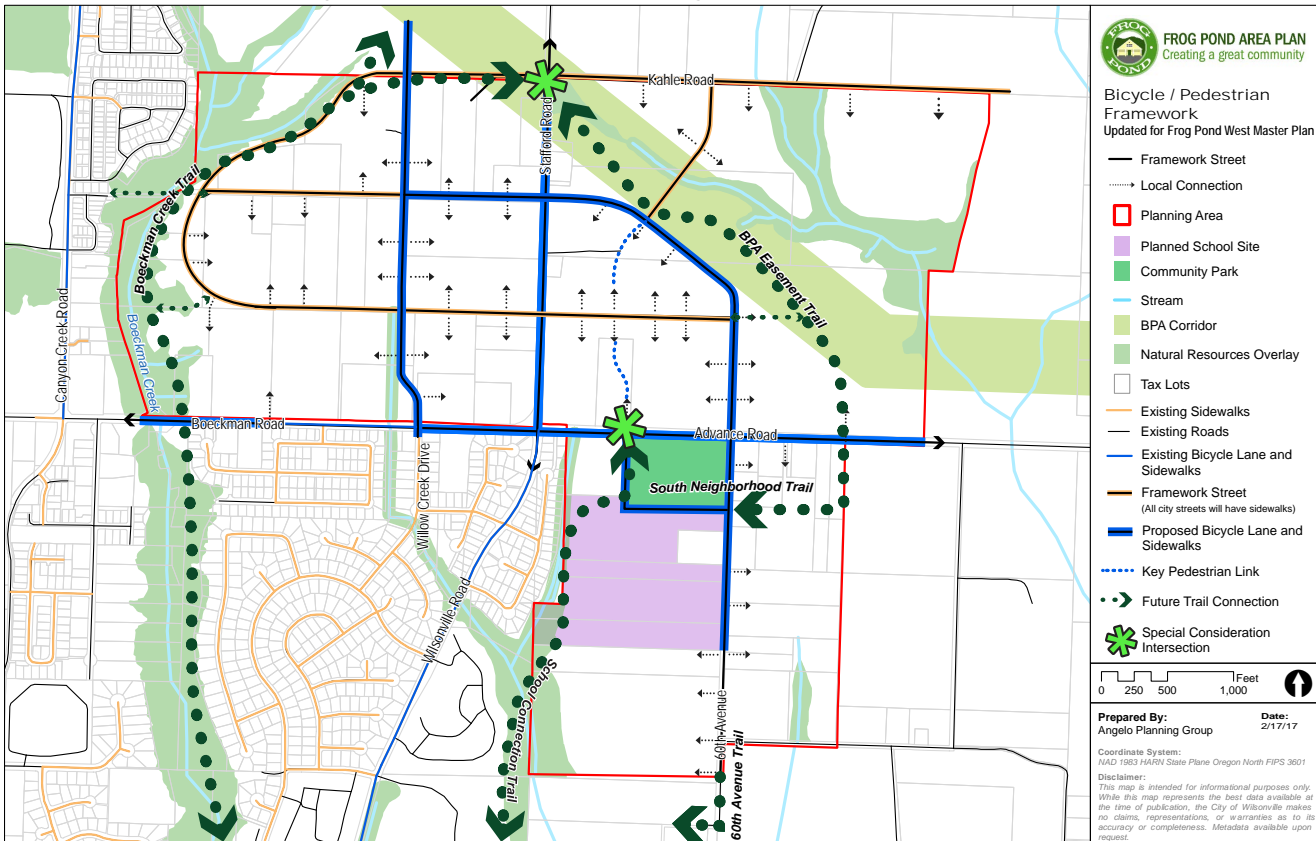
**Figure 31.** Boeckman Creek Regional Trail Cross-Section



**Figure 32.** Boeckman Trail City Connections



**Figure 33.** Area Plan Bicycle/Pedestrian Plan, Including Boeckman Trail Connections



**Figure 34.** Boeckman Trail in Frog Pond West



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# Parks & Open Space



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## PARKS AND OPEN SPACE CONCEPT

Frog Pond West will be a green community, with ample parks and open spaces. Open space in the West Neighborhood will be comprised of:



2.5 ac Neighborhood Park



Wetland or riparian area



Pedestrian connection



Incorporating existing trees into the neighborhood



Tree-lined framework streets

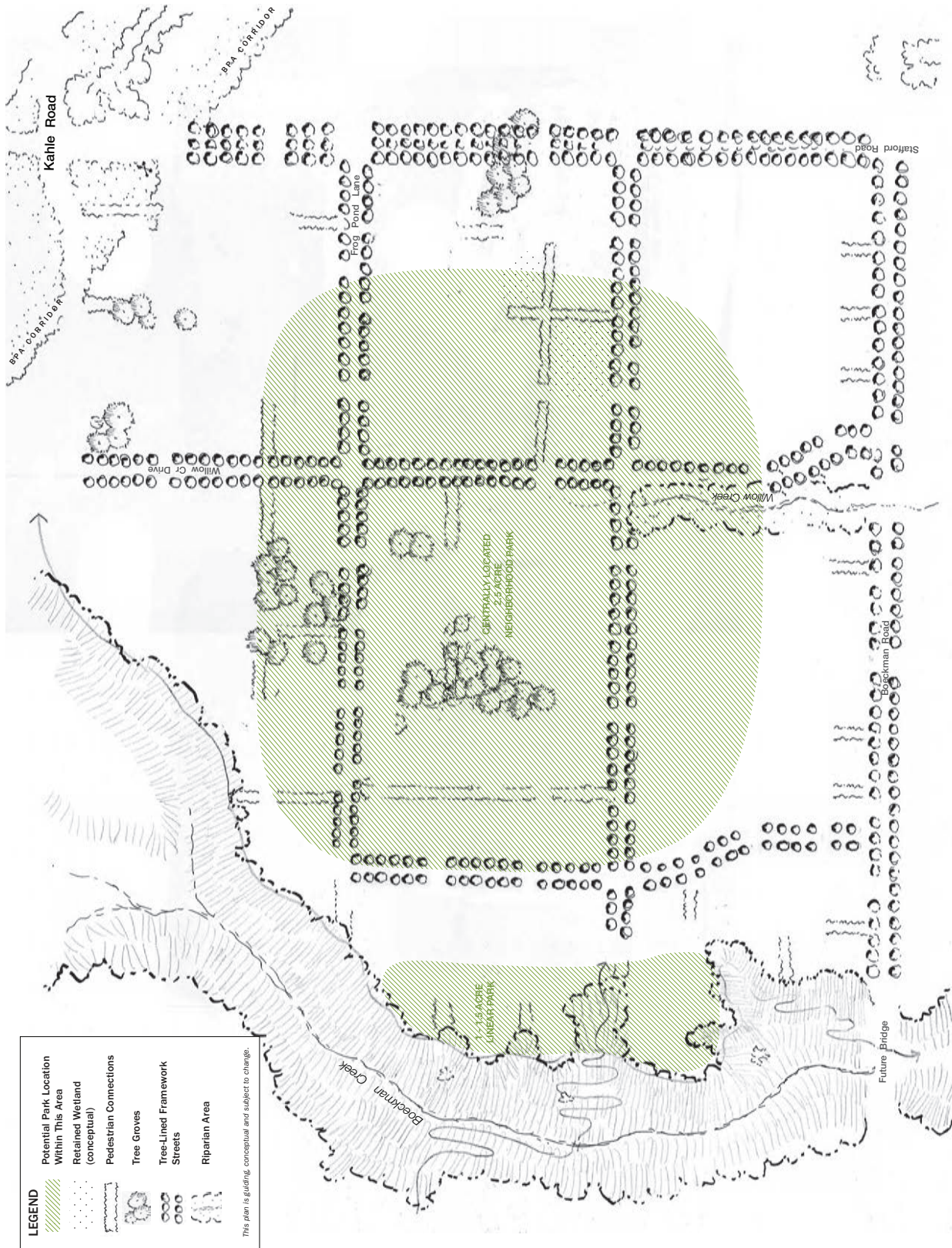
- Significant Resources Overlay Zone (SROZ) along Boeckman Creek.
- SROZ along Willow Creek.
- A Bonneville Power Administration (BPA) Corridor in the northeast corner of the neighborhood.
- A 2.5-acre neighborhood park conveniently located within the neighborhood (acreage is approximate).
- A 1.5-acre trailhead park located near the Boeckman Creek trail in the west portion of the neighborhood (acreage is approximate).
- Open space provided as part of the future school, which may include a play area and fields.
- Existing tree groves and wetlands, a portion of which will be protected through the development process.
- Pedestrian greenways that will result from implementation of the Street Demonstration Plan.
- The tree-lined streets and public realm that provide active transportation routes.
- Development designs with voluntary platted open space tracts and large lots around new or existing homes.
- An additional 10% open space in Small Lot Single Family Subdistricts, where homes are likely to have smaller yards, in the form of active greens, courtyards, community gardens, tot lots, public pedestrian ways, and similar spaces.

Figure 35 shows how these open spaces are generally expected to be integrated into a cohesive network, creating a green and walkable open space system.



Frog Pond **WEST**  
 Master Plan

**Figure 35.** Open Space Framework



## NEIGHBORHOOD PARK

The Frog Pond Neighborhood Park will be much more than a place to recreate or enjoy open space, it will be a key shared amenity for the community. The neighborhood park within Frog Pond West will be an important gathering place for residents of this and nearby neighborhoods. The park for this area was first identified in the 2007 Wilsonville Park and Recreation Master Plan, and carried forward into the Frog Pond Area Plan and the Master Plan. Many other neighborhoods in Wilsonville have created parks owned and maintained by their neighborhood associations. Due to its fragmented ownership pattern, Frog Pond West is a master planned neighborhood that will be built in multiple increments.

The Master Plan shows a “land banked” parcel adjacent to the future school site’s east boundary, on property owned by the West Linn-Wilsonville School District. The intent for this parcel is for the School District to have options for its use including school facilities, a neighborhood park, and/or residential use. The City’s intent is to work with the district to acquire a site for a neighborhood park at this location. The City and district have a long history of partnering on such projects. The location and characteristics of the site would be ideal for a neighborhood park, because: the school and park are co-located, resulting in a multi-purpose community gathering place; significant open space is provided by the adjacency of the school play fields, park, and Willow Creek SROZ; and excellent access from the adjacent neighborhood streets.

**Figure 36.** Neighborhood Park Design



The relationship between the adjacent homes and the park will be important. Where feasible, the blocks fronting the park should have homes facing the street and alley access to their garages. This design will eliminate curb cuts and driveways along the park's frontage, connecting the greenery of the front yards with the greenery of the park. Additionally, it will help reinforce "eyes on the street" and "eyes on the park."

**Figure 37.** Examples of Park Features



*Park through a natural area*



*Park Events*



*Neighborhood Park*



*Park integrated with power line easement*

## BOECKMAN CREEK TRAILHEAD PARK

As described on page 61, the Boeckman Creek Trail will provide public access through an otherwise undeveloped open space corridor, allowing residents and visitors to enjoy a natural setting with trees and wildlife. The trailhead park will provide access to this amenity, as well as both passive and active open space serving a variety of neighborhood needs.

The Trailhead Park should be visually and physically accessible from within the West Neighborhood, at the western end of a street opening up to Boeckman Creek (see page 42). This location will provide a public focal point at the west end of the neighborhood, and a gateway to the natural resources that define the western edge of the neighborhood.

**Figure 38.** Examples of Trailhead Parks



*Jackie Husen Park, bordering Cedar Mills Creek in Washington County*



*Little Sugar Creek Greenway Park in Charlotte, NC*



## SIGNIFICANT NATURAL RESOURCES

Protection of natural resources within the Frog Pond West Neighborhood has been a foundational principle for both the Area Plan and the Master Plan. Wilsonville's Significant Resource Overlay Zone (SROZ) implements the goals and policies of the Comprehensive Plan relating to natural resources, open space, and flood hazards that have been designated "significant" by the City. SROZ resources in the West Neighborhood include Boeckman Creek corridor and Willow Creek, totaling roughly 27 acres. Properties that contain land within the SROZ will be subject to regulations in WC Section 4.139 of the Wilsonville Zoning Code as they undergo development review.

In addition to SROZ land, existing trees are subject to the Tree Preservation and Protection sections of the Wilsonville Zoning Code (Sections 4.600 – 4.640). The City places a high value on trees and tree groves, and requires Tree Removal Permits when trees are proposed for removal on an individual basis and as part of development review. There are four types of review procedures, ranging from review by the Development Review Board to review by the Planning Director. As illustrated in Figure 39, the Master Plan requires incorporation of existing trees and groves into creative site plans.

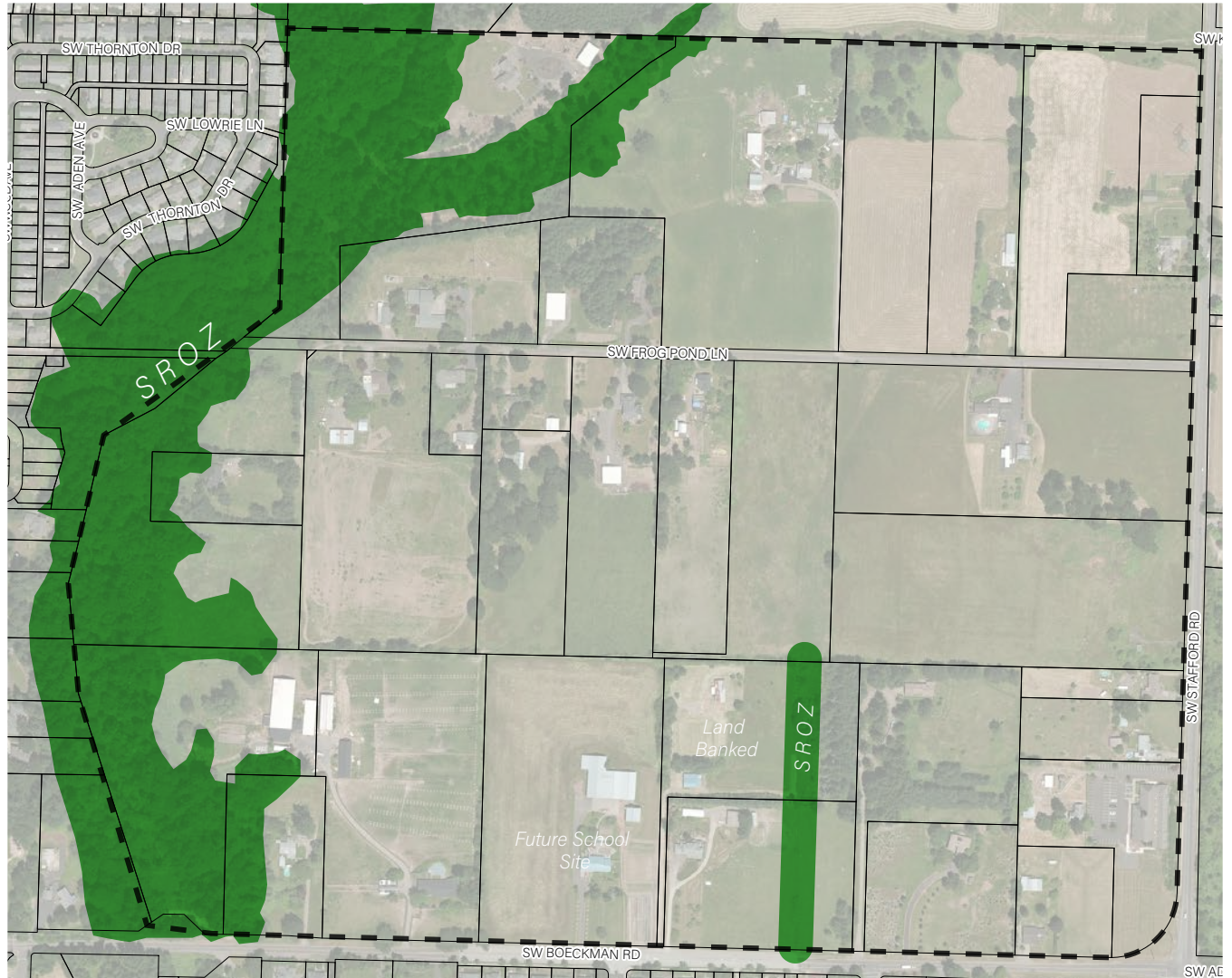
Wetland areas will be subject to the fill and removal regulations of the Oregon Department of State Lands (DSL) and Army Corps of Engineers (ACOE). Preliminary (non-survey) wetland inventories for Frog Pond West indicates potential wetlands in the eastern part of the neighborhood. Wetland boundaries will need to be delineated and refined as part of land use review. The City, in coordination and consultation with DSL and ACOE, may permit filling of and mitigation for non-significant wetlands. Similar to trees and tree groves, the Master Plan encourages incorporation of wetlands into creative site plans.

**Figure 39.** Preserving Trees and Wetland Areas





**Figure 40.** SROZ in the West Neighborhood



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# Lighting, Street Trees, Gateways & Signage



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## PUBLIC LIGHTING PLAN

### Intent

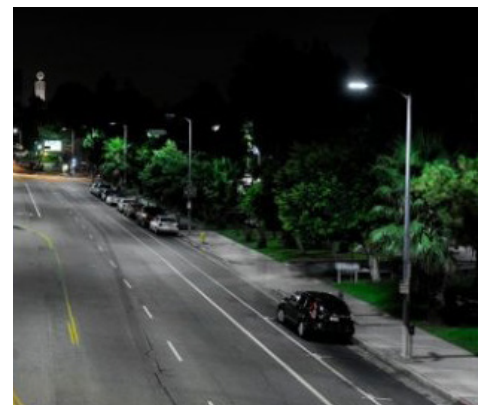
The Frog Pond Public Lighting Plan is intended to provide effective lighting of public streets and places to enhance neighborhood livability, night-time vitality and safety. The lighting recommendations focus on providing an even, consistent coverage, softening contrast ratios at edges and improving visibility by avoiding excess illumination and brightness. Most of the neighborhood will be part of the 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.

### Lighting Plan Hierarchy

For Frog Pond, a subtle hierarchy in lighting is proposed, as shown in Figure 41, Public Lighting Plan. These categories of street lighting are tied to the Street Types Plan and unique requirements of pedestrian connections, trailheads, and paths.

#### Arterial

- This includes segments of Boeckman Road and Stafford Road 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.



*Arterial LED lights are primarily focused on vehicular safety but their light is also important for pedestrians and cyclists.*

#### Collector Gateway

- This includes segments of Willow Creek Drive and Frog Pond Lane, as they enter the neighborhood from adjoining arterials.
- To identify these streets as 'Gateways' into the neighborhood, a closer spacing than Local Street Lighting (to be determined through a lighting design plan tied to the street design) is recommended and brighter illumination for





*The fixture proposed for Gateway Collectors will be a shorter, more contemporary selection that acts as a transition from Arterial to Local Streets*

these stretches of street

- These streets should feature similar light fixtures as Arterial Streets, with shorter poles and a more contemporary design standard
- The Philip Gardco AeroScape LED is proposed—a more contemporary model that can act as a transitional fixture between taller, contemporary Arterial lights and lower, neighborhood scale lights with historic design elements.
- Another option is the Lithonia DSXO LED 40C 700 TM4

### *Key Intersections*

The following general recommendations apply to three key intersections: Willow Creek Drive and Boeckman Road, Frog Pond Lane and Stafford Road, and the intersection of Stafford, Boeckman, Wilsonville, and 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

### *Local Street*

- 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: Phillips Hadco Westbrooke (Ledgine CXF 15)

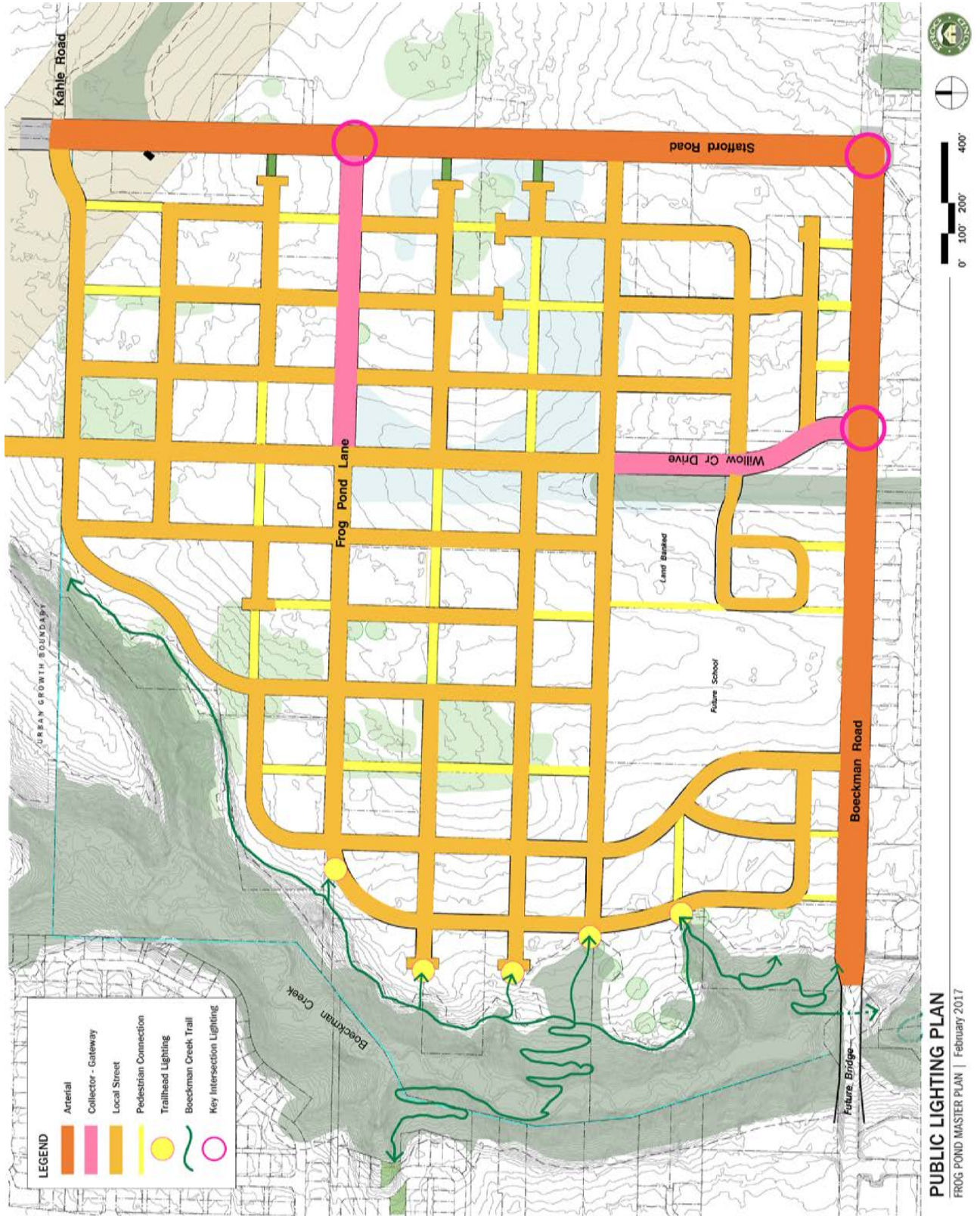


*Local street fixtures should provide subtle lighting that does not affect livability of nearby homes*



*The proposed Local Street fixture, Phillips Hadco Westbrooke*

**Figure 41.** Public Lighting Diagram



### *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.
- 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."*



*Lighting in parks, pedestrian connections or trailheads should be minimal, with shorter poles and directed downwards for dark skies.*



## STREET TREE PLAN

### Master Plan Intent

The concept for street trees in the Frog Pond West Neighborhood is shown in the attached Street Tree Plan. The overall intent is to beautify and unify the neighborhood while providing a variety of tree species. The Street Tree Plan provides guidance tied to the street typology for Frog Pond West, as described below.

### Primary Streets

The **Primary Streets** in the neighborhood should provide a clear identity to the community, and serve as a wayfinding structure, with street tree continuity serving as a useful tool. Continuity can be achieved by using consistent tree types and spacing along both sides of a street.

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" (Section 4.176 Landscaping, Screening and Buffering), 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.



Northern Red Oak

The Primary Street Tree List is as follows:

- Green Column Black Maple (*Acer nigrum* 'Green Column')
- Tulip Tree (*Liriodendron tulipifera*)
- Columnar Tulip Tree (*Liriodendron tulipifera* 'Fastigiatum')
- Bloodgood London Plane Tree (*Platanus x acerifolia* 'Bloodgood')
- Scarlet Oak (*Quercus coccinea*)
- Northern Red Oak (*Quercus rubra* Borealis)
- American Linden (*Tillia Americana*)
- Green Vase Zelkova (*Zelkova serrata* 'Green Vase')



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.

The Street Tree Plan (Figure 42) attributes a code to each Primary Street, from P1 to P6. 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 eight possibilities.

## Neighborhood Streets

**Neighborhood Streets** should strive for variety, as required in the Wilsonville Development Code (page C54-55 section D). All streets in a single subdivision or development's streets should not be planted with only trees of a single species. For example, east-west streets would have one tree from the recommended list and north-south streets would need to have another. An even finer grain of species distribution is recommended, if possible, at the City's discretion. However, both sides of a street should be planted with the same tree species.



Katsura Tree

The Neighborhood Street Tree List is as follows:

- Paperbark Maple (*Acer griseum*)
- Red Sunset Maple (*Acer rubrum* 'Red Sunset')
- Katsura Tree (*Cercidiphyllum japonicum*)
- Yellow Wood (*Cladrastis kentukea*)
- Halka Honeylocust (*Gleditsia triacanthos* 'Halka')
- Skycole Honeylocust (*Gleditsia triacanthos* 'Skycole')
- Chinese Pistache (*Pistacia chinensis*)
- Glenleven Little Leaf Linden (*Tilia cordata* 'Glenleven')
- Accolade Elm (*Ulmus* 'Morton' Accolade)

Underneath the BPA powerlines, a shorter neighborhood street tree will be required. The Paperbark Maple (*Acer griseum*) is an attractive candidate for street tree planting in this condition.

## 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. The tree list for Pedestrian Connections includes:

- Common Hornbeam (*Carpinus betulus* 'Fastigiata')
- Bowhall Red Maple (*Acer rubrum* 'Bowhall')
- English Oak (*Quercus robur* 'Fastigiata')
- Musashino Zelkova (columnar) (*Zelkova serrata* 'Musashino')

To the extent possible, existing groves of Oregon white oak should be incorporated into the neighborhood, as street trees, within common area tracts, or within pedestrian connections. These existing groves have been identified generally with approximate extents on the street tree plan (in green).



*Bowhall Red Maple*



Frog Pond WEST  
 Master Plan

Figure 42. Street Tree Plan

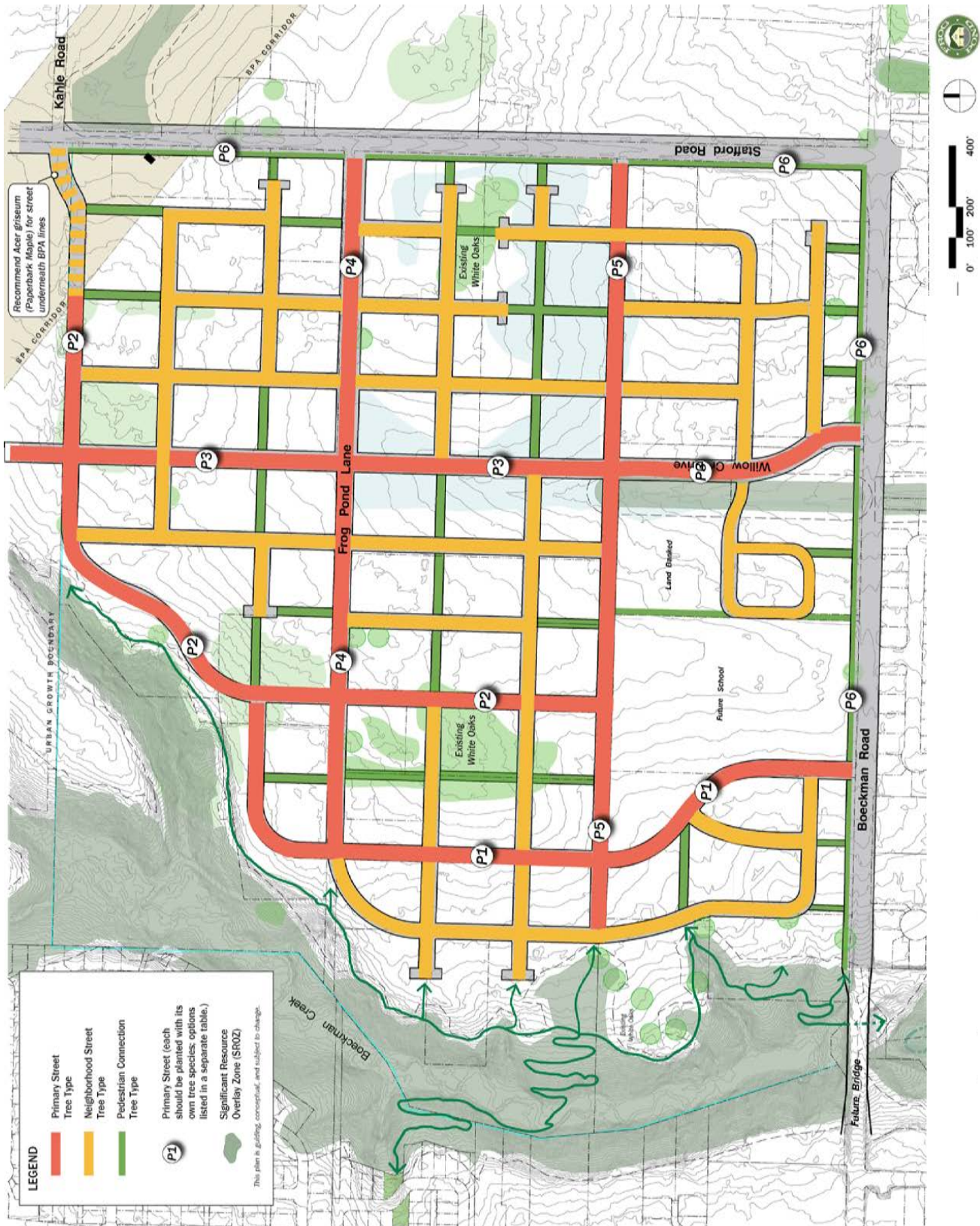


Table 2. Street Tree List

<p><b>Primary Street Trees</b> (over 50' when mature)</p> <p>For both continuity and variety, select one tree from the following list and use for the entire length and both sides of a given street (P1, P2, P3, P4, P5 or P6 shown in Figure 34, Street Tree Plan)</p>	
<p><i>Acer nigrum</i> 'Green Column'  <i>Liriodendron tulipifera</i>  <i>Liriodendron tulipifera</i> 'Fastigiatum'  <i>Platanus x acerifolia</i> 'Bloodgood'  <i>Quercus coccinea</i>  <i>Quercus rubra borealis</i>  <i>Tilia americana</i>  <i>Zelkova serrata</i> 'Green Vase'</p>	<p>Green Column Black Maple                  Tulip Tree                  Columnar Tulip Tree                  Bloodgood London Plane                  Scarlet Oak                  Northern Red Oak                  American Linden                  Green Vase Zelkova</p>
<p><b>Neighborhood Street Trees</b> (under 50' mature)</p> <p>For both continuity and variety, select a tree from the following list and use for the entire length and both sides of a given street. Adjacent streets must use a different street tree type.</p>	
<p><i>Acer griseum</i>  <i>Acer rubrum</i> 'Red Sunset'  <i>Cercidiphyllum japonicum</i>  <i>Cladrastis kentukea</i>  <i>Gleditsia triacanthos</i> 'Halka'  <i>Gleditsia triacanthos</i> 'Skycole'  <i>Pistacia chinensis</i>  <i>Tilia cordata</i> 'Glenleven'  <i>Ulmus</i> 'Morton' <i>Accolade</i></p>	<p>Paperbark Maple                  Red Sunset Maple                  Katsura Tree                  Yellow Wood                  Halka Honeylocust                  Skycole Honeylocust                  Chinese Pistache                  Glenleven Little Leaf Linden                  Accolade Elm</p>
<p><b>Pedestrian Connection Tree</b> (columnar)</p>	
<p><i>Quercus robur</i> 'Fastigiata'  <i>Acer rubrum</i> 'Bowhall'  <i>Carpinus betulus</i> 'Fastigiata'  <i>Zelkova serrata</i> 'Musashino'</p>	<p>English Oak                  Bowhall Red Maple                  Common Hornbeam                  Musashino Zelkova</p>



## GATEWAYS, MONUMENTS, AND SIGNAGE

### Overall Intent

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

- The entrance into Wilsonville along Stafford Road will “move” from the intersection of Stafford-Wilsonville-Advance-Boeckman Roads to Stafford Road at Kahle Road.
- The Boeckman Creek crossing, and particularly the future construction of a new bridge, presents an opportunity to mark this important natural resource as a primary gateway into East Wilsonville.
- Frog Pond Lane and Willow Creek Drive will be important entries into Frog Pond West and connections to adjacent neighborhoods.
- The internal developments in Frog Pond should not reflect a pattern of multiple subdivisions, but rather fit together seamlessly into a cohesive community.

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

**Figure 43.** Conceptual illustration of Neighborhood Gateway at Willow Creek Drive



## Gateways

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

1. City Gateway
2. Neighborhood Gateways
3. Boeckman Bridge Gateway
4. Boeckman-Stafford Gateway

The locations, roles, and design elements for each gateway type are described in Table 3 and illustrated in Figure 44 through Figure 46.

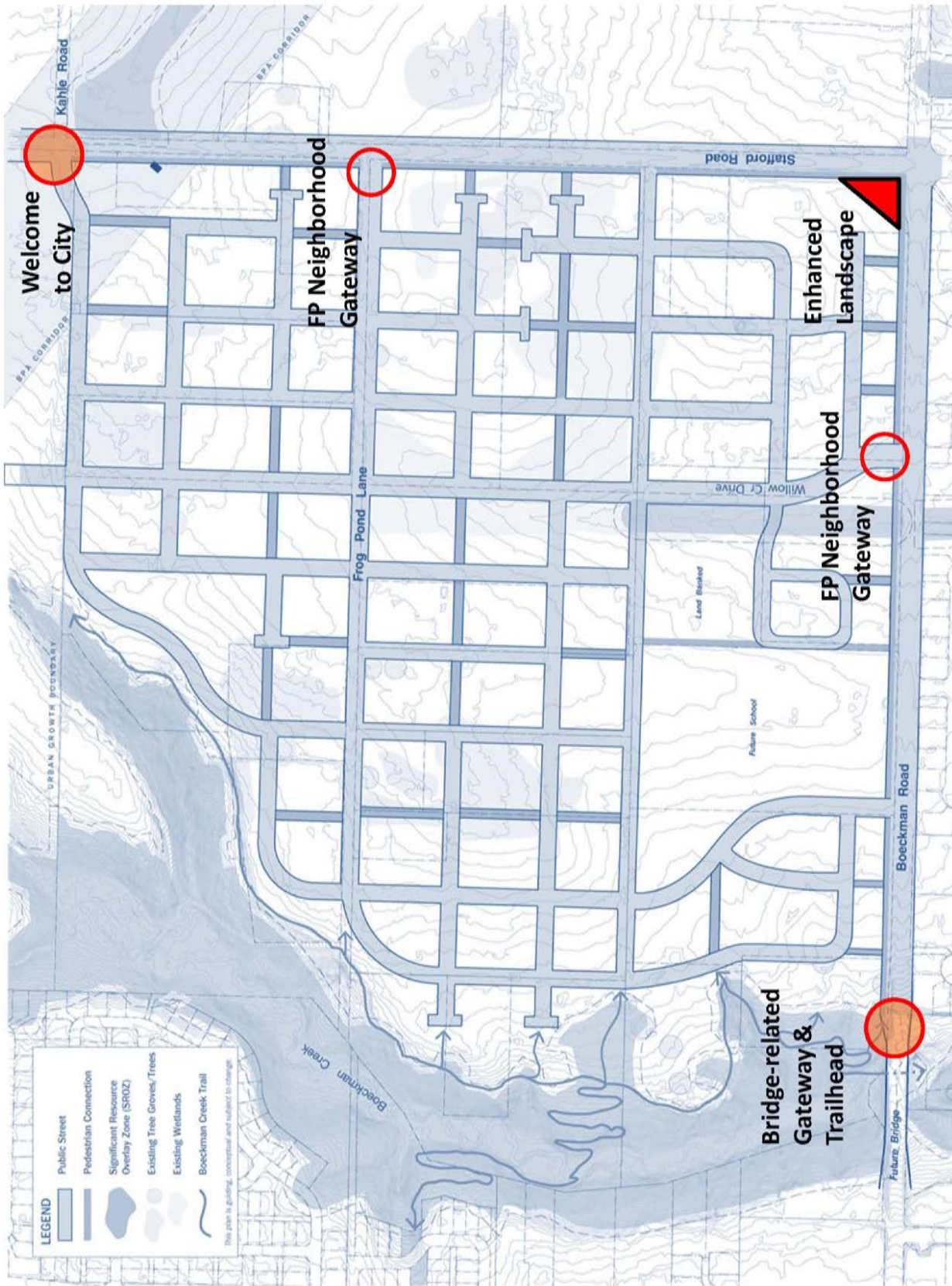
Table 3. Gateway Types, Roles, and Design Elements

Gateway Type	Location and Role	Design Elements
<b>City Gateway</b>	Stafford Road at Kahle Road Role: Mark entry to Wilsonville, facilitate transition from rural to urban setting	<ul style="list-style-type: none"> <li>▪ Landscaping and signage reflect the character of area</li> <li>▪ Coordinate design with other City gateways in Wilsonville</li> </ul>
<b>Neighborhood Gateways</b>	Willow Creek Drive at Boeckman Road; Frog Pond Lane at Stafford Road Role: To mark the primary entries into Frog Pond West Neighborhood	<ul style="list-style-type: none"> <li>▪ Use brick to blend with Boeckman property frontage wall</li> <li>▪ Brick monument should be properly scaled, respectful of Boeckman frontage context</li> <li>▪ Simple brick form, integrated with landscape</li> <li>▪ Large lettering not as important as landscape and civic element</li> </ul>
<b>Boeckman Bridge</b>	On or near Boeckman Bridge – See Figure 48 for potential locations	<ul style="list-style-type: none"> <li>▪ Include a strong vertical element</li> <li>▪ Materials and design compatible with natural setting of Boeckman Creek Corridor</li> <li>▪ Potential location and integration with access to Boeckman trail</li> <li>▪ Emphasize Boeckman Creek, not Frog Pond, identity</li> </ul>
<b>Boeckman-Stafford Gateway</b>	NW corner of the Boeckman-Stafford Road intersection Role: Enhancement of key corner	<ul style="list-style-type: none"> <li>▪ Trees and tall landscaping will mark the corner and de-emphasize powerlines</li> <li>▪ Opportunity for public art</li> <li>▪ Design should support the corner as an active pedestrian cross-road and safe route to Meridian Creek school</li> </ul>



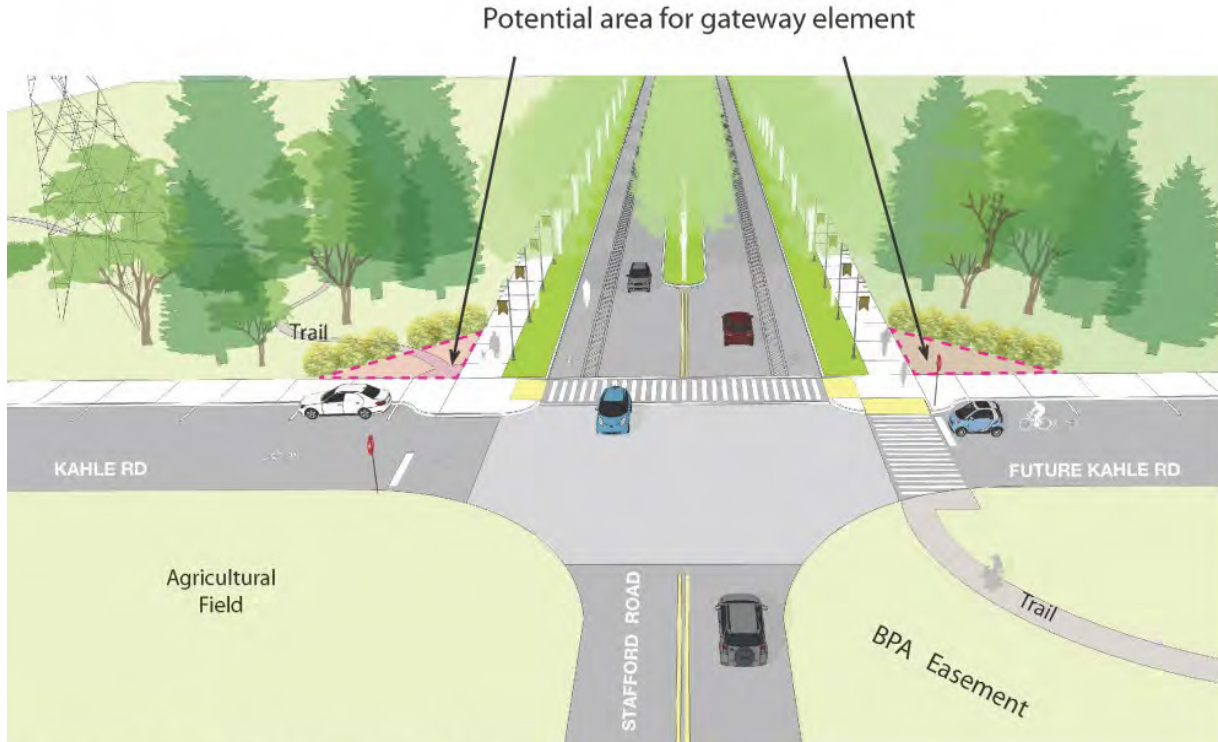
Frog Pond **WEST**  
 Master Plan

**Figure 44.** Gateway Locations





**Figure 45.** City Gateway - Stafford Road at Kahle Road



*Conceptual Gateway Intersection (SW Stafford & SW Kahle, Looking South)*

- Facilitates transition from rural to urban setting
- Landscape and signage design should reflect character of the neighborhood



*Seasonal Landscapes*



*Landscapes as Gateway*



*Landforms and Tall Vegetation*



**Figure 46.** Neighborhood Gateways



*Use brick to blend with Boeckman property frontage wall*



*Brick monument should be property scaled, respectful of Boeckman frontage context and history*



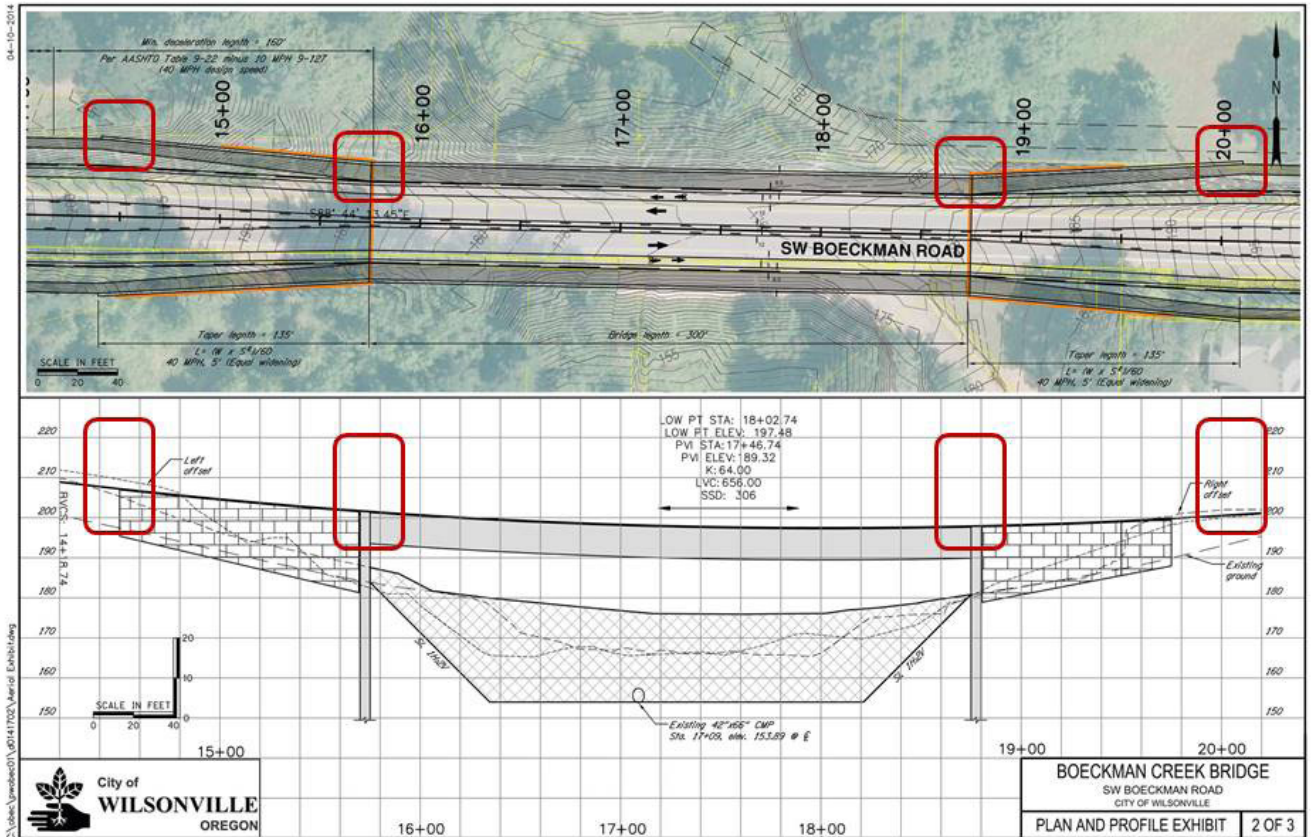
*Simple brick form, integrated with landscape. Large lettering not as important as landscape and civic element.*




**Figure 47.** Conceptual illustration of Boeckman-Stafford Gateway



**Figure 48.** Boeckman Bridge Gateway



 Potential locations for vertical elements to be added to bridge



## MONUMENTS AND SIGNS

As noted throughout the Master Plan, it is likely that Frog Pond West 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 West:



1. Frog Pond will continue as a unifying name for the neighborhood.
2. Monument signs will be limited to Neighborhood Gateway locations and emphasize the Frog Pond neighborhood identity.
3. Individual subdivision signs (except temporary real estate sales signage) and monuments will not be permitted.
4. "Sign caps" will be utilized on street signs.
5. Signage at non-residential developments (e.g. parks and schools) will be consistent with Neighborhood Gateway signage to further tie the area together.



**Figure 49.** Gateway features and park-school signs will be the key monuments in Frog Pond West.



*Street sign 'caps' help with neighborhood identity*



# Implementation



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## ANNEXATION, ZONING, AND DEVELOPMENT REVIEW

The City will take the first step in implementing and entitling Frog Pond West by adoption of amendments to the Comprehensive Plan and Development Code. The amendments include:

- **Comprehensive Plan Map.** Application of the Residential Neighborhood (RN) designation for residential properties and the Public Facilities (PF) designation for the future school and land banked sites.
- **Comprehensive Plan Policies and Text.** Updates of descriptive text to support and enable Frog Pond West's implementation.
- **Master Plan.** Adoption of the Frog Pond West Master Plan as a supporting document of the Comprehensive Plan.
- **Transportation System Plan (TSP).** Update of the TSP to implement the transportation element of the Frog Pond Area Plan and the Master Plan.
- **Development Code.** Amendment of the Development Code to include the new Residential Neighborhood Zone and selected minor amendments in other sections (e.g. definitions).

Subsequent steps will occur as annexations and developments are proposed by property owners. The plan is for annexation, zoning map amendments, and a Stage I and Stage II Planned Development Review and Site Design Review to be submitted as a package for each property, or group of properties if multiple sites are grouped as a combined subject property for annexation. The purpose of the combined review is to ensure each development is fully consistent with the Master Plan and Code before annexation is approved and zoning is applied. Upon approval of the packaged application, the city will amend the Zoning Map to designate the subject property RN or PF as applicable.

## INFRASTRUCTURE FUNDING PLAN

The draft Infrastructure Funding Plan for Frog Pond West is attached as Appendix D. The purpose of the Funding Plan is to:

- Describe strategies and options that provide adequate funding to complete infrastructure (transportation, water, sewer, parks, and stormwater) requirements in a timely manner;
- Increase the certainty for all parties on the projects, costs, resources, and timing required to make Frog Pond West a success;
- Provide flexibility by identifying both primary strategies and tools for funding, as well as additional alternatives, tools, and approaches that could be implemented over time.



The Funding Plan focuses on seven projects called Master Plan Infrastructure. The projects include:

1. Boeckman Road, including sanitary sewer
2. Stafford Road, including sanitary sewer and water
3. Boeckman-Stafford intersection
4. Neighborhood Park
5. Linear Park
6. Boeckman Trail
7. Boeckman Bridge

The Funding Plan describes the following tools related to funding infrastructure for Frog Pond West:

- Current city policy
- Estimated costs for infrastructure
- An estimated cost allocation to Frog Pond West properties, Frog Pond East properties, the School District, and the City
- Projected revenues from System Development Charges (SDCs)
- Master Plan funding strategies and options

Strategies and options described in the plan include:

1. A strategy for construction of Boeckman Road in one phase, with alternative strategies for construction in multiple phases
2. Use of Reimbursement Districts for Boeckman and Stafford Roads to ensure repayment of projects that are paid for in advance of development
3. An allocation of the costs of the Boeckman Bridge replacement that are proportionate to the percentage of trips from Frog Pond West.
4. Parks funding from a combination of the Capital Improvements Program (Linear Park and Boeckman Trail) and a supplemental SDC for the Neighborhood Park.

As of the writing of this report, the Funding Plan is being finalized. The summary above is an overview of the draft Funding Plan and is subject to change. The analysis of funding options and discussions with developers and property owners has been extensive and will continue until a final plan is completed and adopted as part of the Frog Pond West Master Plan.





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## APPENDIX A - ACKNOWLEDGEMENTS

### Planning Commission

- Marta McGuire, Chair
- Jerry Greenfield, Vice-Chair
- Peter Hurley
- Al Levit
- Phyllis Milan
- Eric Postma
- Simon Springall

### City Council

- Mayor Tim Knapp
- Julie Fitzgerald
- Charlotte Lehan
- Susie Stevens
- Scott Starr
- Kristin Akervall

### City Staff

- Steve Adams, Engineering Manager
- Miranda Bateschell, Long-range Planning Manager
- Tami Bergeron, Planning Administrative Assistant
- Amanda Guile-Hinman, Assistant City Attorney
- Barbara Jacobson, City Attorney
- Nancy Kraushaar, Community Development Director
- Mike Kohlhoff, City Attorney\*\*
- Katie Mangle, Long-range Planning Manager\*\*
- Chris Neamtzu, Planning Director
- Dan Pauly, Associate Planner
- Kerry Rappold, Natural Resources Manager
- Stan Sherer, Parks and Recreation Director\*\*
- Linda Straessle, Planning Administrative Assistant\*\*

\*\*Former City employee

### Consultant Team

#### *Angelo Planning Group*

- Joe Dills, AICP, Project Manager
- Andrew Parish, AICP, Planner
- Kyra Schneider, Assistant Planner

#### *DKS Associates*

- Scott Mansur, P.E., PTOE

#### *Leland Consulting Group*

- Brian Vanneman, Principal
- Andy Parks, Gel Oregon

#### *Walker Macy*

- Ken Pirie, AICP, LEED AP ND, Senior Associate
- Michael Zilis, Principal
- Saumya Kini, Urban Designer
- Martin Milward, Illustrator

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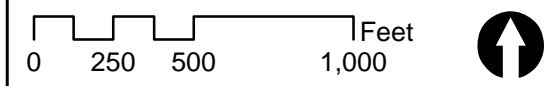
## **APPENDIX B - AREA PLAN FRAMEWORK PLANS**

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### LAND USE FRAMEWORK

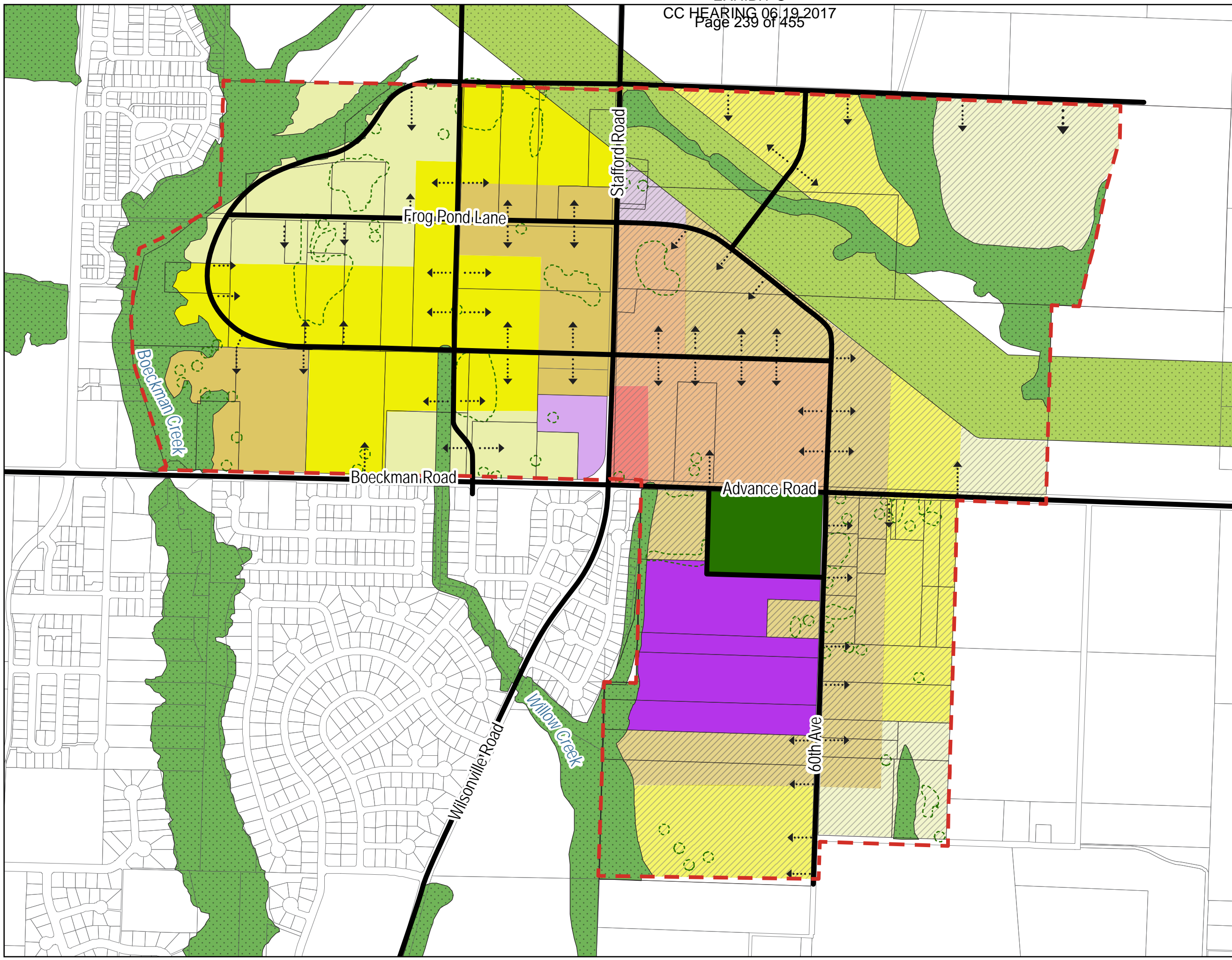
- Framework Street
- Local Connection
- Planning Area
- Planned School Site
- Community Park
- BPA Corridor
- Natural Resources Overlay
- Existing Trees and Groves
- Tax Lots
- R-10 Large Lot SF (8,000 - 12,000 SF)
- R-7 Medium Lot SF (6,000 - 8,000 SF)
- R-5 Small Lot SF (4,000 - 6,000 SF)
- Institutional/Civic
- Future R-8 Single Family (7,000 - 9,000 SF)
- Future R-6 Single Family (5,000 - 7,000 SF)
- Future R-4 Single Family (3,000 - 5,000 SF)
- Future R-2.5 Single Family Attached and Cottage (2,000 - 3,000 SF)
- Future Commercial
- Future Institutional/Civic



**Prepared By:** Angelo Planning Group  
**Date:** 9/21/15


















**Coordinate System:**  
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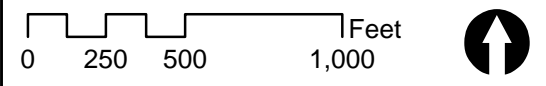
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**Bicycle / Pedestrian Framework**  
 Updated for Frog Pond West Master Plan

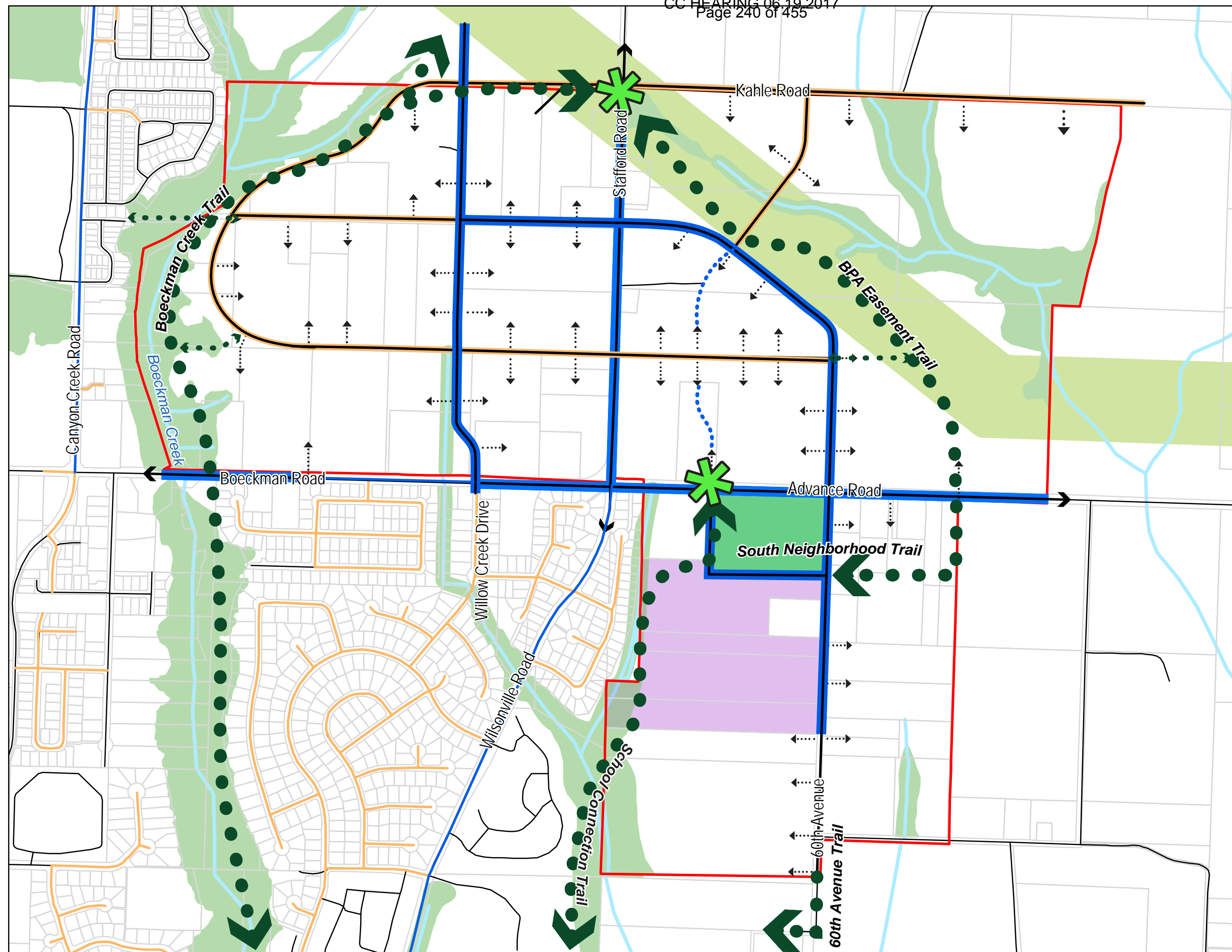
-  Framework Street
-  Local Connection
-  Planning Area
-  Planned School Site
-  Community Park
-  Stream
-  BPA Corridor
-  Natural Resources Overlay
-  Tax Lots
-  Existing Sidewalks
-  Existing Roads
-  Existing Bicycle Lane and Sidewalks
-  Framework Street  
(All city streets will have sidewalks)
-  Proposed Bicycle Lane and Sidewalks
-  Key Pedestrian Link
-  Future Trail Connection
-  Special Consideration Intersection



**Prepared By:** Angelo Planning Group  
**Date:** 2/17/17

**Coordinate System:**  
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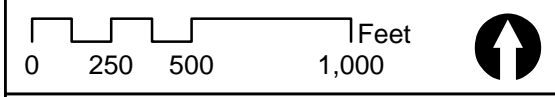




Transportation Framework  
 Updated for Frog Pond West Master Plan

- Existing Major Arterial
- Existing Minor Arterial
- Existing Collector
- New Collector\*
- Existing Local Street
- New Local Framework Street
- New Local Connection
- Planning Area
- Planned School Site
- Community Park
- Stream
- BPA Corridor
- Natural Resources Overlay
- Tax Lots
- Stop Signs (on side streets) or Roundabout
- Traffic Signal
- Stop Sign (on side streets)
- Special Consideration Intersection

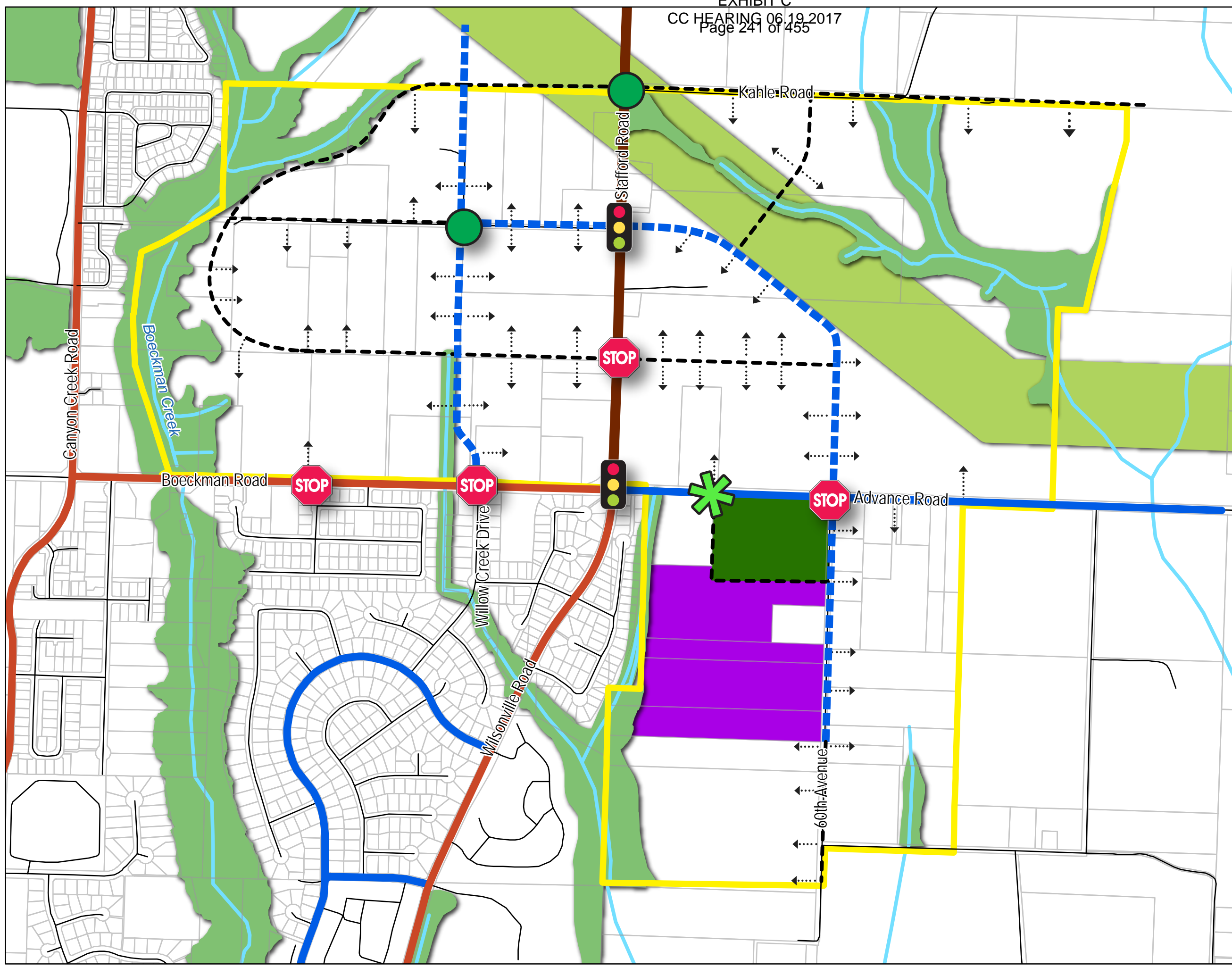
\* Includes bike lanes and on-street parking where appropriate.



**Prepared By:** Angelo Planning Group  
**Date:** 2/17/2017

**Coordinate System:**  
 NAD 1983 HARN State Plane Oregon North FIPS 3601

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# APPENDIX C - ACREAGE AND DENSITY CALCULATIONS



## MEMORANDUM

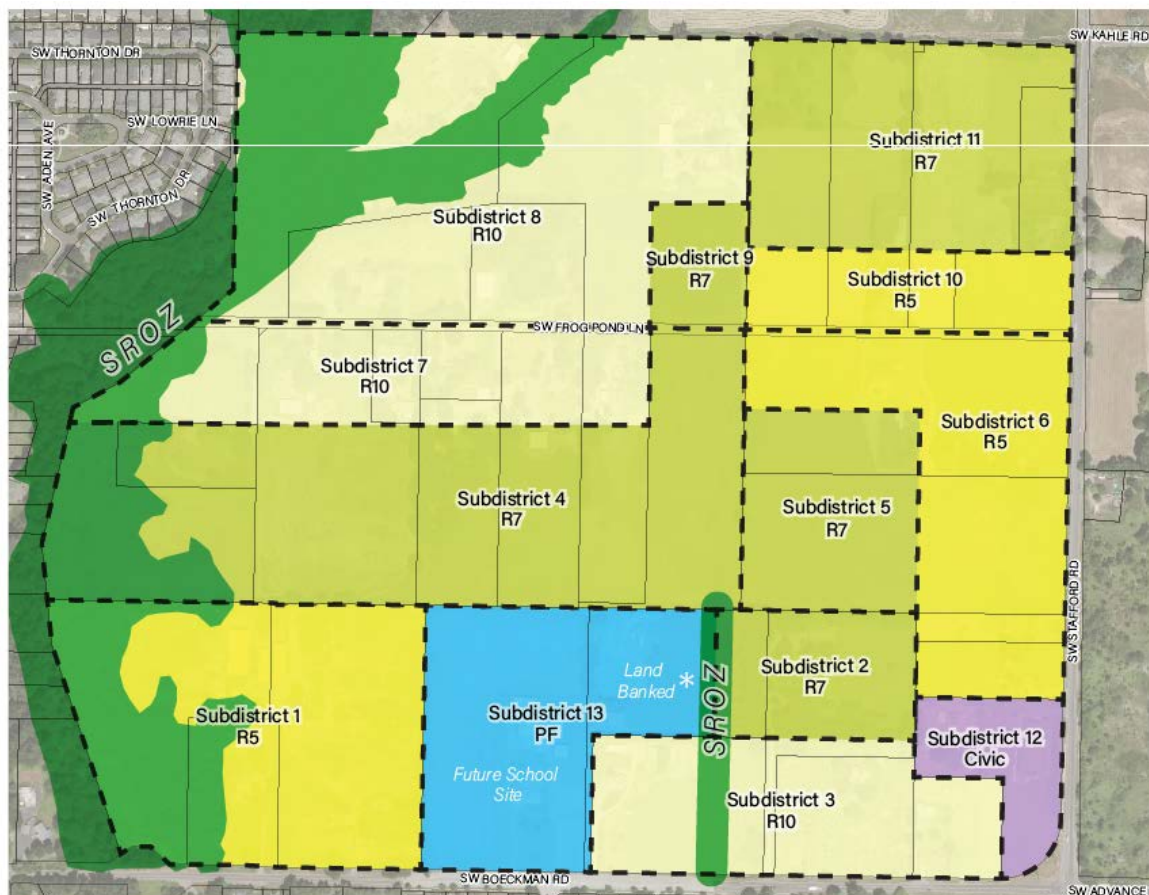
2/21/2017

**To:** Frog Pond West Master Plan Project Team  
**From:** Joe Dills and Andrew Parish, Angelo Planning Group  
**Re:** Density Calculations

### INTRODUCTION AND PURPOSE

This memorandum describes the process by which density was calculated for the West Neighborhood in the Frog Pond Area Plan and for each subdistrict in the Frog Pond West Master plan. Subdistricts are shown in Figure 1. The “Proportional Acreage” method of calculating the allowed density of a proposed development is also discussed.

Subdistricts were drawn to divide the land uses identified on the Land Use Framework of the Frog Pond Area Plan into workable units with only one land use designation, in order to provide clear direction to property owners and assist with the review of development applications. Subdistrict boundaries were drawn using major roadways and the boundaries of land use districts.





# MEMORANDUM

## DEVELOPMENT CAPACITY IN THE FROG POND AREA PLAN

Maximum development for the West Neighborhood was established by the Frog Pond Area Plan at 610 single family units (see Table 1 from the Area Plan included below.) This figure was calculated by:

- Calculating the gross acreage of each residential designation within the West Neighborhood
- Determining the amount of developable acreage, subtracting the following acreage from the gross:
  - Land within the Boeckman Creek SROZ
  - Land within 50' of Willow Creek
  - Land within the BPA Easement
  - 20% of wetlands identified during the PHS inventory
- A 2.5 acre neighborhood park and 1 acre trailhead park were assumed. The location of these parks was not known, so acreage for all residential districts in the West Neighborhood was reduced for the purposes of this calculation.

Table 1 - Land Use Metrics and Capacity (Option G)

	Residential Designation	West Neighborhood Units	East Neighborhood Units	South Neighborhood Units	Frog Pond Total Units	East+ South Units	Average Lot Size (SF)	Max Units/ ac net
West Neighborhood	R-10 Single Family (8,000 - 12,000 SF)	124	-	-	124	-	10,000	4.4
	R-7 Single Family (6,000 - 8,000 SF)	281	-	-	281	-	7,000	6.2
	R-5 Single Family (4,000 - 6,000 SF)	205	-	-	205	-	5,000	8.7
East & South Neighborhood	Future R-8 Single Family (7,000 - 9,000 SF)	-	120	28	148	148	8,000	5.4
	Future R-6 Single Family (5,000 - 7,000 SF)	-	125	162	287	287	6,000	7.3
	Future R-4 Single Family (3,000 - 5,000 SF)	-	165	286	451	451	4,000	10.9
	Future R-2.5 (2,000 - 3,000 SF)	-	436	-	436	436	2,500	17.4
<b>Total Units</b>		<b>610</b>	<b>846</b>	<b>476</b>	<b>1,932</b>	<b>1,322</b>		
Overall net density		6.3	10.6	8.8	8.4	9.90		

## DEVELOPMENT CAPACITY IN THE FROG POND WEST MASTER PLAN

In the preparation of the Frog Pond West Master Plan, the project team:

- Further broke down the units into Residential Subdistricts as shown on Figure 1.
- Addressed the Church property ("Civic" designation) specifically, requiring 0 units at minimum and 7 units at maximum.
- Removed the school district-owned properties north of Boeckman Road from the residential inventory after the West Linn-Wilsonville school district expressed its intent of placing a new school on the site.
- Minimum density was calculated at 80% of maximum density, in order to ensure that the intended amount of housing is achieved.

This resulted in Table 2 below, which is included in the Master Plan.

For an individual development, the minimum and maximum allowed units are calculated by determining the proportional acreage of a development in relation to the subdistrict it occupies. Land within the SROZ or existing rights-of-way are removed. For example:

"Development A" encompasses 50% of the developable land (outside SROZ, not in existing rights-of-way) of Subdistrict 3. The minimum number of units allowed in Development A would be 50% of the



# MEMORANDUM

minimum allowed in Subdistrict 3, and its maximum would likewise be 50% of the maximum allowed in Subdistrict 3, rounding to the nearest whole unit.

A table of the gross and net acreages of subdistricts is provided in Table 3.

Table 2- Minimum and Maximum Dwelling Units Permitted in Each Subdistrict

Area Plan Designation	Frog Pond West Subdistrict	Minimum Dwelling Units in Subdistrict	Maximum Dwelling Units in Subdistrict
R-10 Large Lot Single Family (8,000 – 12,000 SF)	3	26	32
	7	24	30
	8	43	53
R-7 Medium Lot Single Family (6,000 – 8,000 SF)	2	20	25
	4	86	107
	5	27	33
	9	10	13
	11	46	58
R-5 Small Lot Single Family (4,000 – 6,000 SF)	1	66	82
	6	74	93
	10	30	38
Civic	12	0	7 <sup>a</sup>
Public Facilities (PF)	13	0	0
<b>TOTAL</b>		452	571

*a These metrics apply to infill housing within the Community of Hope Church property, should the property owner choose to develop housing on the site. Housing in the Civic subdistrict is subject to the R-7 Medium Lot Single Family regulations.*



# MEMORANDUM

Table 3 Gross and Net Subdistrict Acres in Frog Pond West

Sub-district	Designation	Gross Acres	SROZ/BPA Acres	Existing ROW Acres	Net Subdistrict Acres
1	R5	20.1	6.6	0.0	13.5
2	R7	5.7	4.7	0.0	1.0
3	R3	11.9	0.0	0.0	11.9
4	R7	30.1	0.0	0.1	29.9
5	R7	8.0	0.0	0.0	8.0
6	R5	15.3	0.0	0.4	14.9
7	R10	11.7	1.2	0.6	9.9
8	R10	30.9	10.7	0.5	19.7
9	R7	2.7	0.0	0.1	2.6
10	R5	6.0	0.0	0.3	5.6
11	R7	12.7	2.5	0.0	10.2
12	Civic (R7)	3.8	0.0	0.0	3.8
13	PF	13.5	0.0	0.0	13.5
<b>TOTAL</b>		<b>172.4</b>	<b>25.7</b>	<b>2</b>	<b>144.5</b>

## **APPENDIX D - DRAFT INFRASTRUCTURE FUNDING PLAN**

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## Frog Pond West: Infrastructure Funding Plan

Date March 1, 2017 | DRAFT  
To Chris Neamtzu, City of Wilsonville  
From Andy Parks, GEL Oregon  
Brian Vanneman, Leland Consulting Group  
Joe Dills, Angelo Planning Group



### Introduction

The City of Wilsonville has engaged GEL Oregon, Leland Consulting Group, and Angelo Planning Group and to prepare an infrastructure funding plan for the Frog Pond West Master Plan ("Master Plan"). The purpose of the Frog Pond West Infrastructure Funding Plan ("Funding Plan") is to:

- Describe strategies and options that provide adequate funding to complete infrastructure (transportation, water, sewer, parks, and stormwater) requirements in a timely manner;
- Increase the certainty for all parties regarding the projects, costs, resources, and timing required to make Frog Pond West a success;
- Provide flexibility by identifying both primary strategies and tools for funding, as well as additional alternatives, tools, and approaches that could be implemented over time.

This Infrastructure Funding Plan is a draft and subject to change. The analysis of funding options and discussions with developers and property owners has been extensive and will continue until a final plan is completed and adopted as part of the final Frog Pond West Master Plan.

### Project Summary

The Frog Pond West planning area, shown in Figure 1 below, is approximately 180 acres in total, with approximately 150 acres outside of the natural resource areas shown in green. The Master Plan area includes the following general attributes, which influence this funding plan:

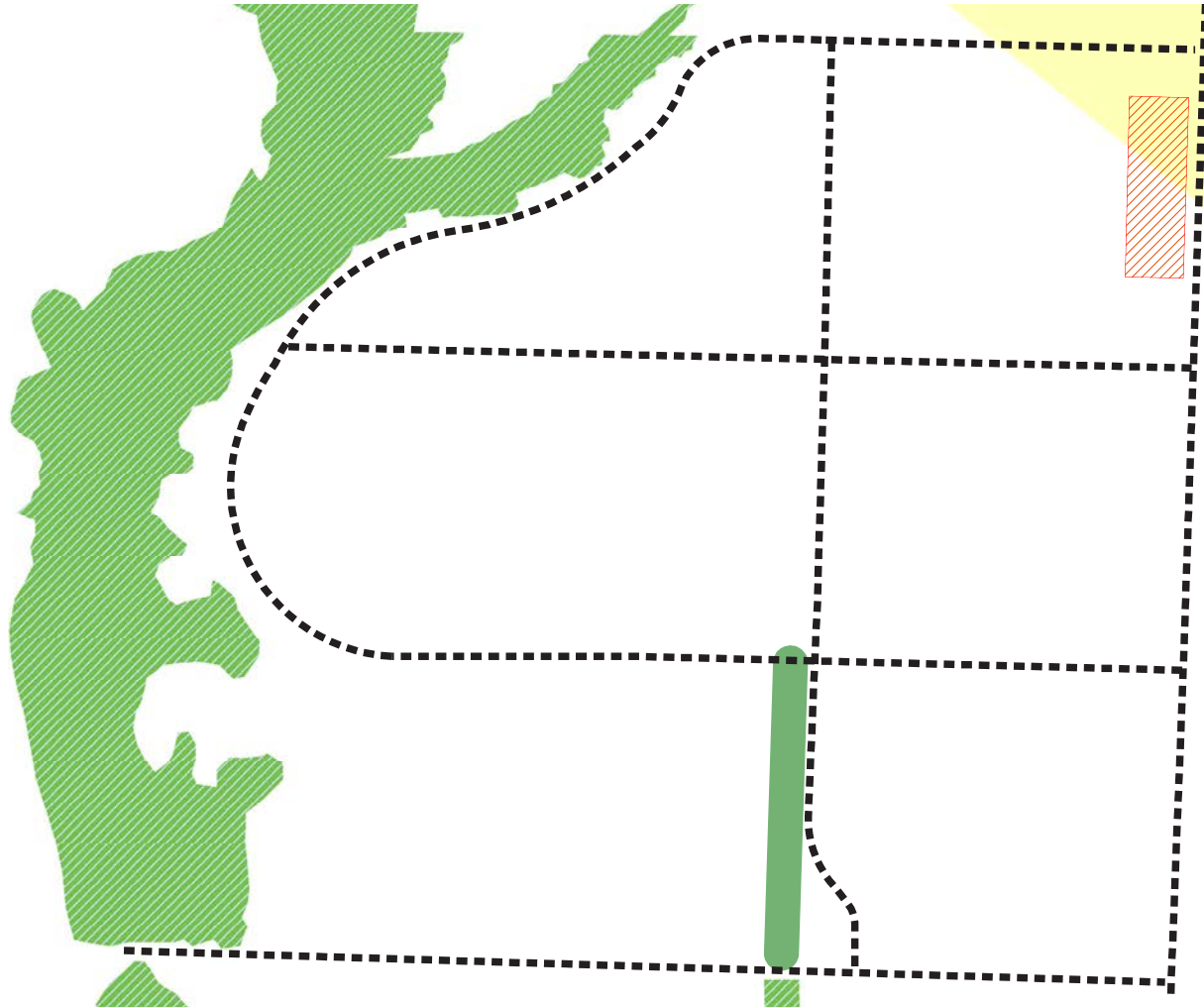
- 571 housing lots would be allowed to be built under the maximum density scenario.
- The site is currently outside the city limits, but within the Urban Growth Boundary.
- 26 different property owners (as of 2015) control properties that vary widely in size. The largest property is 25 acres and the smallest is 0.9 acres.
- The School District owns 25 acres, including a 10-acre future school site, a 5-acre land banked site, and a 10-acre land banked site.<sup>1</sup>
- Owners of the parcels highlighted on Figure 1 have shown an interest in development. Property owner intent has been taken into account in this plan since it is likely to drive the location and pace of development, and the locations where infrastructure will be needed first.

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<sup>1</sup> In this plan, the 5-acre land banked site is assumed to be used for a future neighborhood park and the 10-acre land banked site is assumed for future residential development. These assumptions are subject to change in future decisions by the West Linn-Wilsonville School District and the City of Wilsonville.

### Figure 1. Frog Pond West

This map shows the maximum and minimum number of housing units that can be built on each property, per the Frog Pond West Master Plan. Properties shaded in orange indicate that owners have contacted the City to express an interest in development.



### Infrastructure Summary

For purposes of this Funding Plan, the infrastructure necessary to serve Frog Pond West has been put into three different categories, shown below. The emphasis of this Funding Plan is to identify strategies and tools appropriate to fund "Master Plan" infrastructure; the strategies and tools necessary to fund the other infrastructure categories are adequately addressed through the City's existing methods.

- **Off-site Infrastructure** includes large projects that serve the broader community, are funded through Systems Development Charges (SDCs) generated by development throughout the city and other City resources, and are generally located outside of the 180-acre boundary of Frog Pond West. Examples include:

- o Memorial Park pump station
- o Boeckman Creek sanitary sewer trunk line
- o West side water reservoir (funding pending)
- o Boeckman Bridge<sup>2</sup>
- **On-site Infrastructure** includes local projects which serve individual properties. The costs of these projects are funded by individual developers. Examples include:
  - o Local streets and sidewalks
  - o Sanitary sewer lines
  - o Water lines
  - o Stormwater management
- **Master Plan Infrastructure** is the focus of this Funding Plan. Master Plan infrastructure differs from the above because it typically:
  - o Is adjacent to and within Frog Pond West development parcels
  - o Crosses multiple property ownerships
  - o May benefit the broader community in addition to Frog Pond West
  - o May be too large and expensive for any single developer to complete

As stated, the focus of this Funding Plan is to identify the Master Plan infrastructure projects and to provide options for funding those Master Plan infrastructure projects that currently do not have any identified funding source or else are not fully funded.

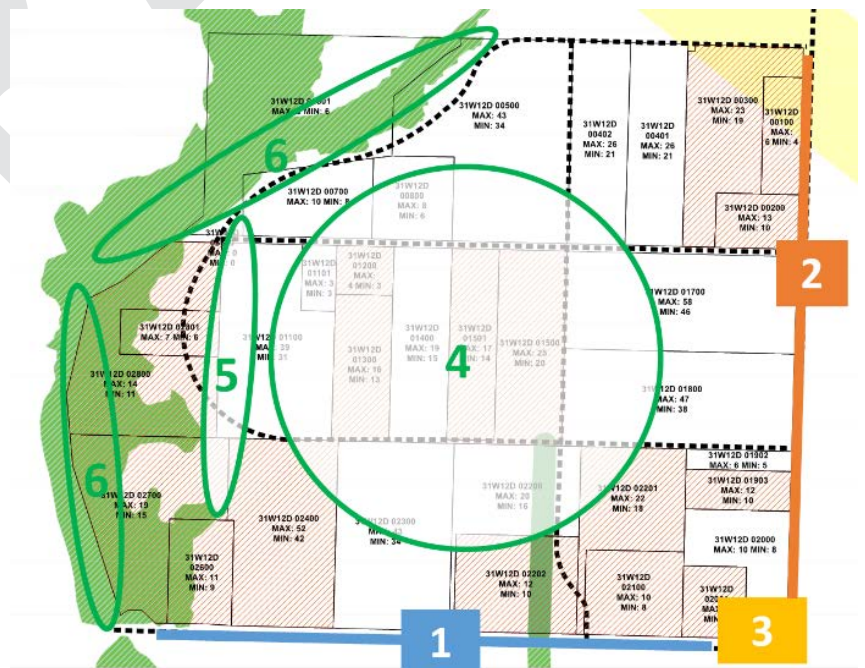
### Master Plan Projects

This Funding Plan focuses on funding strategies for the following six key Master Plan projects, which are conceptually represented in the figure below:

1. Boeckman Road, including sanitary sewer
2. Stafford Road, including sanitary sewer and water
3. Boeckman-Stafford intersection
4. Neighborhood Park
5. Linear Park
6. Boeckman Trail

In addition, this Funding Plan specifically addresses one off-site infrastructure facility, due to its location adjacent to Frog Pond West, and its close physical and functional relationship with the neighborhood:

- Boeckman Bridge



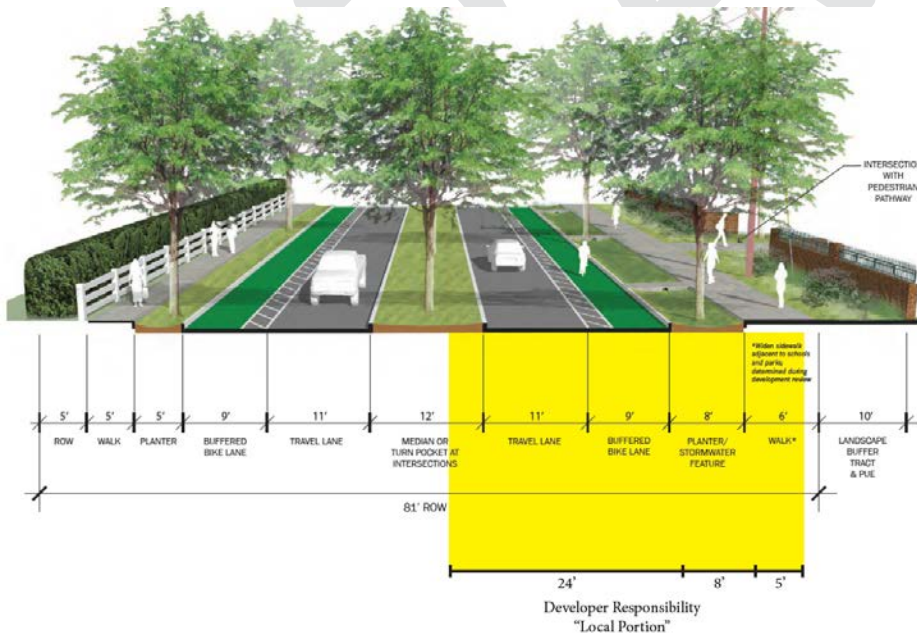
<sup>2</sup> Presently, SDCs and other resources are insufficient to fund the Boeckman Bridge. Therefore, we did evaluate funding alternatives and provide recommendations related to this project.

## Current City Policy

This Funding Plan uses the City's existing policy and practices as a starting point, summarized below:

- Developers pay for the "local portion" of infrastructure required to serve their developments. For example, the local portion of Boeckman Road is shown below in Figure 1 as the yellow highlighted portion of the road. Typically, this is the first 24 feet of roadway from face of curb, plus planter strips and sidewalks, and includes the pavement and road base associated with the local street standard, and water and sewer lines up to 8" in size.
- Developers also pay for the "oversize portion" (infrastructure that exceeds the minimum required), and then receive credits against future SDCs due ("SDC credits"), or other compensation.
- Where necessary, the City may pay for infrastructure elements that are:
  - Identified by existing adopted city-wide infrastructure master plans (e.g., the Transportation System Plan or Parks and Recreation Master Plan) and included in the City's five-year Capital Improvement Program (CIP); and,
  - Are either within Frog Pond, or adjacent to Frog Pond and abutting already-developed areas (e.g. the component of Boeckman Road that fronts the Arbor Crossing neighborhood to the south) and therefore not the responsibility of Frog Pond developers.
- The City may implement a variety of tools to facilitate and coordinate infrastructure delivery including SDCs and SDC credits, reimbursement districts/agreements, Local Improvement Districts (LIDs), development agreements, etc.

Figure 2. Boeckman Road, including developer responsibility/local portion



Note: Roadway may include other "oversize" elements that are not shown (e.g., additional structural section.)

## Infrastructure Cost Allocation-Current City Policy

The total cost of the six Master Plan infrastructure projects and the Boeckman Bridge is allocated to different parties under current City policy as follows:

1. Boeckman Road (including sanitary sewer)
  - a. Southern Portion of Boeckman Road
    - i. The City will pay for the construction of the southern portion of Boeckman Road, which is identified in the City's Transportation System Plan (TSP) as a "higher priority project".
  - b. Northern Portion of Boeckman Road
    - i. Current City policy states developers along Boeckman Road are responsible to develop their "local portion" of Boeckman Road (see Figure 1 above). Since most of the relevant Boeckman Road frontage and in-street utilities serve Frog Pond West, the responsibility for developing the "local portion" of the north side of Boeckman Road is the responsibility of the developers.
    - ii. Also under current City policy, developers may receive SDC credits for the remainder of the north side of Boeckman Road they will construct that exceeds the "local portion" of the road.
    - iii. Any oversizing of sanitary sewers installed by the developers along the northern portion of Boeckman Road is also subject to SDC credits.
2. Stafford Road (including sanitary sewer and water)
  - a. Western Portion of Stafford Road
    - i. As with the northern portion of Boeckman Road, developers in Frog Pond West developing adjacent to Stafford Road are responsible for the "local portion" of Stafford Road, including sanitary sewer and water. Any oversizing can be compensated through SDC credits.
  - b. Eastern Portion of Stafford Road
    - i. Under current City policy, the "local portion" of the east side of Stafford Road will be the responsibility of the developers of Frog Pond East adjacent to Stafford Road
3. Boeckman-Stafford Intersection
  - a. The intersection at Boeckman Road and Stafford Road is currently being developed in collaboration with the West Linn-Wilsonville School District. Upgrades to the northern portion of the intersection may be required in the future, at which time the City will explore funding options.
4. Neighborhood Park
  - a. The cost of the Neighborhood Park is the responsibility of developers within Frog Pond West because the City's Comprehensive Plan, the Parks and Recreation Master Plan, and the Parks SDC methodology require the cost of neighborhood parks to be the responsibility of the local neighborhood, and not borne by the entire City.
5. Linear Park
  - a. The cost of the Linear Park is accounted for in the Parks SDC and is included in the Parks and Recreation Master Plan, and so does not require any contribution from developers

beyond the standard Parks SDC. The City will be considering inclusion of this park in the upcoming five-year CIP as part of the fiscal year 2017 - 2018 budget development.

6. Boeckman Trail
  - a. Along with Linear Park, the Boeckman Trail is accounted for in the Parks SDC and is included in the Parks and Recreation Master Plan, and so does not require any contribution from developers beyond the standard Parks SDC. The City will be considering inclusion of this trail in the upcoming five-year CIP as part of the fiscal year 2017 - 2018 budget development.
7. Boeckman Bridge
  - a. Frog Pond West's costs for Boeckman Bridge are allocated based on the neighborhood's traffic demand (average daily trips or ADT).

This Funding Plan explores various options for funding some of the Master Plan projects for which funding (in whole or in part) is not currently accounted or else the particular project is of such size that no single developer is likely to have the resources to complete the project without assistance. The southern portion of Boeckman Road is accounted for in the Streets SDC and identified in the Transportation System Plan (TSP). The Linear Park and the Boeckman Trail are accounted for in the Parks SDC methodology, included in the Parks and Recreation Master Plan, and will be proposed for inclusion in the CIP.

The Master Plan projects which deserve additional funding consideration—due to their scale, cost, lack of an obvious funding source, or combination thereof—are: (1) the northern half of Boeckman Road; (2) Stafford Road; (3) the Neighborhood Park; and (4) Boeckman Bridge. Possible funding options for each project are discussed below.

## Master Plan Infrastructure Funding Options

Master Plan infrastructure such as Boeckman and Stafford Roads will need to be improved across many properties, and are too large and expensive for any single developer to complete alone. Therefore, in order to realize the goals of the Frog Pond Area Plan and the Master Plan, the City has a role to play in coordinating the provision and funding of that infrastructure, even if it does not take an active role in paying for the infrastructure. The sections below address various options for funding the four projects which either do not have any identified funding source or else are only partially funded. Again, those four projects are: (1) the northern half of Boeckman Road; (2) Stafford Road; (3) the Neighborhood Park; and (4) Boeckman Bridge.

## Boeckman Road Funding Options

Without a coordinated plan, Boeckman Road could build out in numerous phases, with each developer building only the frontage adjacent to his property, and the City having to decide whether to build the southern portion in coordination with each segment. A multi-phase build out of Boeckman Road is not desirable because it would: (1) result in multiple construction projects with increased travel disruptions and neighborhood impacts; (2) increase total costs; and (3) cause potential problems for achieving a consistent and attractive look to this important gateway street.

**Option 1: Seek to build out Boeckman Road in one phase**

The purpose of this option is to avoid the above drawbacks and entail the following City policies and actions:

- To incentivize private development of Boeckman Road in one phase, allow a developer to recover the cost of the developer’s “local portion” of Boeckman Road, for which the developer is currently responsible, through the formation of a reimbursement district (RD) that distributes the cost of the “local portion” to all properties throughout Frog Pond West (i.e. those not adjacent to Boeckman Road). Developers would need to commit the necessary time and effort towards the reimbursement district formation process for Boeckman or other roads, as the City is unable to do so.
  - Pursue Development Agreement(s) via negotiations with developers and the School District to effect complete road build out in a single phase.
  - Developer(s) build roads; private-sector road construction leads to significantly improved efficiencies and cost savings, which will benefit developers, the School District, and the City.
- Utilize existing improvements where possible to reduce costs.
- Set aside the funds necessary to complete south side of Boeckman, and include this cost in the City’s five-year CIP. Cost estimates completed to date have put this cost at \$1.26 million. However, additional design and cost estimation will be necessary, and recent interviews with developers suggest the cost could be higher.
- Consider other means to incentivize private sector development of the road project in the near-term.

**Option 2: Build Boeckman Road in more than one phase**

This option entails the following City policies and actions:

- Require developers to complete road along their frontage as well as the south side of Boeckman Road, with the cost of the southern portion contributed by the City. Private sector road construction will lead to savings, although less than would be the case in a single-phase project – benefiting developers and City.
- Utilize existing improvements where possible to reduce costs.
- Set aside the funds necessary to complete the south side of Boeckman; include in City’s five-year CIP, with City funds drawn down as individual projects take place.

**Stafford Road Funding Options**

A challenge with the construction of Stafford Road is that there is no certainty that Frog Pond East will develop in the near future and Stafford Road is currently under county jurisdiction. The area is outside the Urban Growth Boundary and is designated Urban Reserve. Therefore, owners of Frog Pond East properties cannot be required to pay the developer’s portion (east side) of Stafford Road infrastructure upgrades, which is estimated to be \$2.1 million.

**Option 1: Interim Stafford Road design**

This option would allow the two sides of Stafford Road to be built to different roadway standards:

- The west side would be built to the City’s adopted urban arterial section and be improved by Frog Pond developers once it is transferred to the city’s jurisdiction.
- The east side would receive minor improvements: the existing roadway design would be maintained, and a bike lane would be added. The purpose is to spare the City the expense of the full cost of an

urban arterial improvement, or complications associated with trying to recapture this cost given the uncertain timing of Frog Pond East.

**Option 2: Seek to build out full arterial width as designed**

This option entails the following City policies and actions:

- Defer construction until Frog Pond East is better defined, and can be a planning and financial partner.
- Set aside additional funds if needed and available within City CIP, as traffic and development demands warrant.

**Other Options for Stafford Road**

Other options include:

- Accept payment from developers in Frog Pond West for their “local portion” of Stafford Road in lieu of requiring developers to build their “local portion;” however, still require developers to build required sewer and water infrastructure.
- Create an advance reimbursement district prior to construction in order to capture the local developer cost responsibility from all properties within Frog Pond West. This option will ensure that project costs are equitably allocated.
- Create one or more reimbursement districts to recover the local developer cost responsibility as projects are completed. The reimbursement districts could recapture upfront costs paid by either developers or the City. The development timing of Frog Pond East is uncertain, reimbursement fees are typically paid at the time when new development connects to infrastructure, and reimbursement districts may expire after 10 year; therefore, it is not certain under this option whether the party that initiates a reimbursement district (developers or the City) would receive full or even substantial reimbursement.
- Pursue County support for improvements.

Figure 2 below illustrates several aspects of potential funding options for Boeckman and Stafford Roads. The amounts shown in Total Project Cost A represent the cost estimates if completed by the City/public sector assuming prevailing wage rates approved by the State’s Bureau of Labor and Industries (BOLI).

The allocation per door with no reimbursement district assumes that the “local portion” of Boeckman and Stafford Roads are funded by developers of properties adjacent to those facilities. The cost per door is \$15,619 and \$13,135 respectively, because these properties are permitted for 102 and 170 lots, respectively. The allocation per door with reimbursement districts assumes that the cost of each road improvement is dispersed throughout Frog Pond West and allocated among 452 lots (assuming an 80 percent build out). This dispersal significantly reduces the cost per door and equitably allocates these costs. The City would need to support the establishment of one or more reimbursement districts for these improvements. Again, developers’ ability to recover their “local portion” costs through reimbursement districts is to incentivize developers to build the roads in one phase. If no developer agrees to build Boeckman Road in one phase, then a reimbursement district will not be provided. The same is true for Stafford Road.

The amounts shown in Total Project Cost B represent the cost estimates if these projects were completed by the private sector. Third-party engineers and City staff have stated that developers could likely build these projects at a 20 to 30 percent savings compared to the City’s cost; the table below assumes a 25



percent savings. Allocations per door assuming private-sector construction are shown further below, in Figure 3.

**Figure 2. Street and Underground Utility Developer Cost Responsibility Summary**

Projects (Includes underground utilities)	Total Project Cost A if public sector completes (excludes SDC Credits)	Allocation Per Door				Total Project Cost B if private-sector developer completes (25% savings)
		No Reimbursement District		With Reimbursement District		
		# Doors	Amount	# Doors	Amount	
Boeckman Road	\$1,593,100	102	\$ 15,619	452	\$ 3,524	\$ 897,000
Stafford Road	\$1,782,930	170	\$ 13,135	452	\$ 4,941	\$ 1,480,000
<b>Total</b>	<b>\$3,376,030</b>				<b>\$8,465</b>	<b>\$ 2,377,000</b>

### Neighborhood Park Funding Options

As stated above, both the Linear Park and Boeckman Trail are eligible to use Park SDC funding, including SDC credits, because they are considered to be “regional” park facilities per the City’s Parks & Recreation Master Plan and SDC methodology. However, the Neighborhood Park is not eligible to use Park SDCs or Park SDC credits as a funding resource.

It is very unlikely that any single or group of developers/property owners will have the financial wherewithal to complete the Neighborhood Park project. Therefore, the estimated \$2.34 million cost of the Neighborhood Park requires another funding source. This Funding Plan recommends closing the funding gap with a Supplemental Parks SDC (SPSDC). By implementing a SPSDC, the development of the Neighborhood Park will minimize the impact on funding for parks projects elsewhere in the City. The use SPSDCs should be as follows:

- Acquire needed land. Work proactively with the School District (and/or property owners as necessary) to acquire land in exchange for SPSDC credits, or other compensation identified in a development agreement.
- Complete park improvements. Consider building the Neighborhood Park when residential build-out reaches a target, such as 50 percent. Work proactively with the School District, developers, and property owners willing and able to make park improvements in exchange for SPSDC credits.

The estimated SPSDC is \$5,179. This is calculated by allocating the total cost of the Neighborhood Park (\$2.34 million) between 452 homes (representing an 80 percent build out, in order to provide a financial buffer against a potential under-build).

### Boeckman Bridge Funding Options

Traffic generated by Frog Pond West is expected to make up a modest portion of the total traffic carried by the Bridge. The average daily trips (ADT) forecast for the bridge in 2035 is 12,750. Frog Pond West’s 571 housing units are expected to generate 1,170 ADT over the bridge, or 9.2 percent of the total forecast ADT.

At 80 percent development, or 452 units, the ADT is expected to amount to 7.3 percent of the total. The school is estimated to generate 645 ADT, or 5.0 percent of the total. In total, the estimated ADT generated by Frog Pond West, at full build out, is 1,815, or 14.3 percent of total forecasted trips.

The total cost estimate for the bridge is \$14.0 million. To date, the City has considered a variety of funding sources for the bridge, including city-wide SDCs/CIP, a supplemental charge based on proportional impact (ADT), and urban renewal (although the use of urban renewal would require a “substantial amendment” to one the City’s urban renewal plans).

If the City captures a proportional share of bridge funding from Frog Pond West, a supplemental charge (Supplemental Streets SDC or SSSDC) appears to be the most likely tool. The amount to be raised by the SSSDC by housing development in Frog Pond West would be 9.2 percent of the total, divided equally between 571 units.<sup>3</sup> For each \$1 million of “net” bridge cost, the SSSDC would be \$161 (9.2 percent times \$1,000,000 divided by 571 housing units). The actual SSSDC will depend on the net unfunded cost of the bridge, for example:

- If \$2 million of funding is needed, the SSSDC per unit would be \$322
- If \$10 million of funding is needed, the SSSDC per unit would be \$1,610
- If \$14 million of funding is needed, the SSSDC per unit would be \$2,254

The estimated contribution by the School District is approximately five percent of the net unfunded cost, however, details regarding the District’s precise share have yet to be worked out.

## Summary of Options and Recommendations

### Boeckman Road

Development and funding options for Boeckman Road include:

1. Build out Boeckman Road in one phase by incentivizing a private developer with a reimbursement district that allows for recovery of the developer’s “local portion” of Boeckman Road from all of Frog Pond. Work with the School District to contribute its “local portion” to the cost of building Boeckman Road. The south portion of road construction costs for Boeckman Road, which is a City responsibility with an estimated cost of \$1.26 million, will be constructed within this development option.
2. If developers, the School District, and the City are unable to agree to a single-phase project, build Boeckman Road in more than one phase, requiring developers to complete construction along their frontage without any reimbursement, together with the southern portion of the road (funded by the City with set-aside of CIP monies).
  - o As stated, this alternative does not include the creation of a reimbursement district to distribute “developer responsibility” costs to other properties in Frog Pond West.

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<sup>3</sup> These calculations, including SSSDC amount, are the same if both development and ADT are reduced to 80 percent of the full build-out values (i.e., 452 units and 7.3 percent of ADT) since a smaller share of traffic impact would be divided among a proportionately smaller number of units. Since transportation analysis was completed assuming full build out, the figure 571 housing units is used here.

**Stafford Road**

Development and funding options for Stafford Road include:

1. If construction of Stafford Road must occur prior to the ability for the east side portion of the project to be built to the City’s urban design standard. Seek to construct Stafford Road as a single-phase project to an interim design standard with urban arterial on the west side and minor improvements on the east side utilizing development agreements with the adjacent property owners.
  - o Establish a reimbursement district to distribute the local “developer responsibility” costs to developers throughout Frog Pond West with the collected funds reimbursed to the developer(s) incurring the road construction costs (the City may be the developer).
2. Seek to build the full arterial project, designed to the City’s current urban standard, in a single phase.
  - o Consider establishing an advance reimbursement district to distribute the local “developer responsibility” costs to developers throughout Frog Pond West with the collected funds reimbursed to the developer(s) incurring the road construction costs (the City may end up being the developer).
  - o Defer construction until Frog Pond East can be a partner.
  - o Secure funding for eastern half of the project costs from Frog Pond East.
3. If developers, School District, and the City are unable to agree to a single-phase project, build Stafford Road in more than one phase, requiring developers to complete construction along their frontage only, together with minor requirements on the east side.
  - o This alternative does not include the creation of a reimbursement district to distribute “developer responsibility” costs to other properties in Frog Pond West. Pursue County financial support for improvements.

**Parks**

As described above, the City should establish a Supplemental Park SDC (SPSDC) of \$5,179 to fund acquisition of park land and park improvements within FPW. The City should:

- o Use SPSDC receipts to take the lead on land acquisition and park improvements.
- o Work with property owners, developers, and the School District who may be willing and able to dedicate park land and make park improvements in exchange for SPSDC credits.
- o Establish a policy for the timing of park development based on the build-out of Frog Pond West, such that park improvements will commence when a given percentage of lots within FPW are approved or SPSDCs have been paid, e.g., 50 percent of lots.

**Boeckman Bridge**

If the City is unable to fully fund the Boeckman Bridge project from Street SDCs, urban renewal (which would require a substantial amendment), and or other resources, the City should establish a Supplemental Street System Development Charge (SSSDC) in an amount that is proportional to the amount of net funding needed for the bridge, and proportional to the average daily trips (ADT) generated by Frog Pond West and others.

As described above, an SSSDC of \$161 (9.2 percent times \$1,000,000 divided by 571 housing units) for each \$1 million of unfunded bridge costs is estimated for each housing unit within FPW. The actual SSSDC will depend on the estimated cost of the bridge, net of estimated funding from other sources. For example:

- If \$10 million of funding is needed, the SSSDC per unit of housing in FPW would be \$1,610

- If \$14 million of funding is needed, the SSSDC per unit of housing in FPW would be \$2,254

Additionally, the School District should contribute an amount proportional to their estimated ADT's to the net funding amount needed for the bridge.

**Total Costs per Door**

If the City creates a Supplemental Parks SDC, Supplemental Street SDC, and reimbursement districts for Boeckman Road and Stafford Road, the total cost per door is approximately **\$15,254** (assuming \$10 million unfunded for Boeckman Bridge). This cost is in addition to the standard SDCs the City requires for streets, sanitary sewer, water, stormwater, and parks. This additional cost of \$15,254 may be reduced to approximately **\$13,138** if Boeckman Road and Stafford Road are built by a private-sector developer.

Figure 3 below summarizes the cost per door for the funding plan options described above, including SPSPDCs, SSSDCs, and allocations for Boeckman and Stafford Roads. The SPSPDC has been calculated consistent with the \$2.34 million cost for the Neighborhood Park. The SSSDC below assumes that Frog Pond West pays its pro rata share of a net \$10 million bridge cost.

Several different options are shown for Boeckman and Stafford Roads, and the cost per door will depend on whether reimbursement districts are applied throughout Frog Pond West, and whether the roads are built by the public or private sector. A total cost per door for Boeckman and Stafford Road reimbursement districts is shown; no such total is shown with no reimbursement districts since most properties would not pay for both improvements.

**Figure 3. Costs Per Door for SPSPDC, SSSDC, Boeckman and Stafford Road**

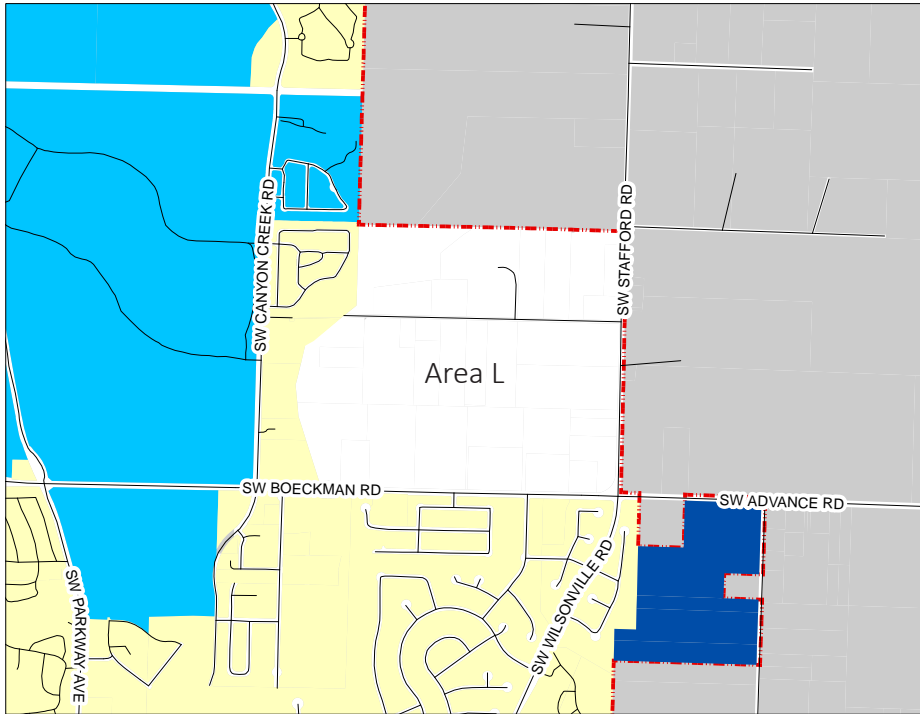
Projects  (Street projects include relevant underground utilities)	Allocation Per Door					Estimated project cost savings if Private Sector developer completes (25%)
	Additional Cost Per Door	No Reimbursement District		With Reimbursement Districts		
		If Built at Public Sector Cost Estimate	If Built at Developer Cost Estimate	If Built at Public Sector Cost Estimate	If Built at Developer Cost Estimate	
Supplemental Parks SDC (SPSPDC)	\$ 5,179	NA	NA	NA	NA	NA
Boeckman Bridge Surcharge (per example)	\$ 1,610	NA	NA	NA	NA	NA
Boeckman Rd (102 units)	-	\$ 15,619	\$ 11,714	\$ 3,524	\$2,643	\$ 897,000
Stafford Rd (170 units)	-	\$ 13,135	\$ 9,851	\$ 4,941	\$3,706	\$ 1,480,000
<b>Total</b>	<b>\$ 6,789</b>			<b>\$ 8,465</b>	<b>\$ 6,349</b>	<b>\$ 2,377,000</b>

**Other Tools and Options**

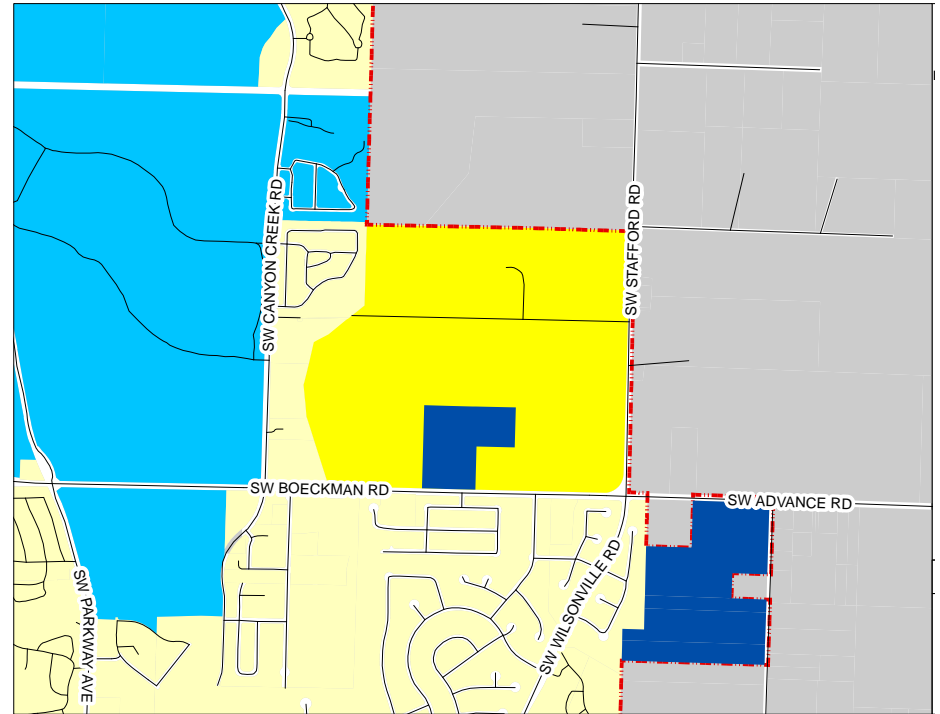
Additional tools and options have been discussed with participants in the funding plan process. These may be considered as the City moves toward a final Infrastructure Funding Plan and development agreements. They include:

- Flexibility in the requirement to build the local street portion of Boeckman and Stafford in exchange for other project contributions made by developers. Examples include fees paid in lieu of construction and participation in Reimbursement Districts building more than solely a development's frontage.
- Use of sewer and water SDC funds to pay for the part of the sewer and water of Boeckman and Stafford Road improvements within the "local portion" of the improvements by forming a city administered reimbursement district.

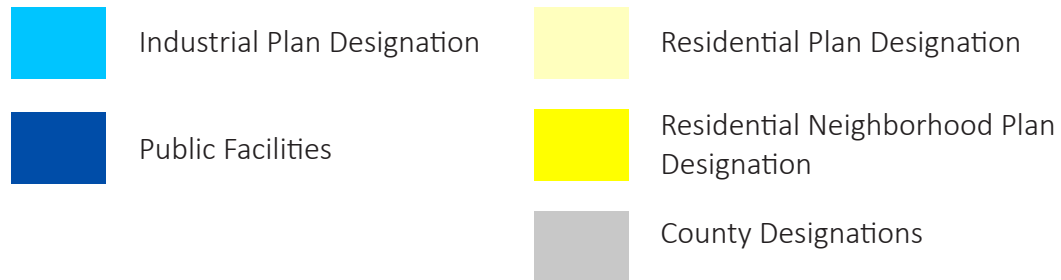
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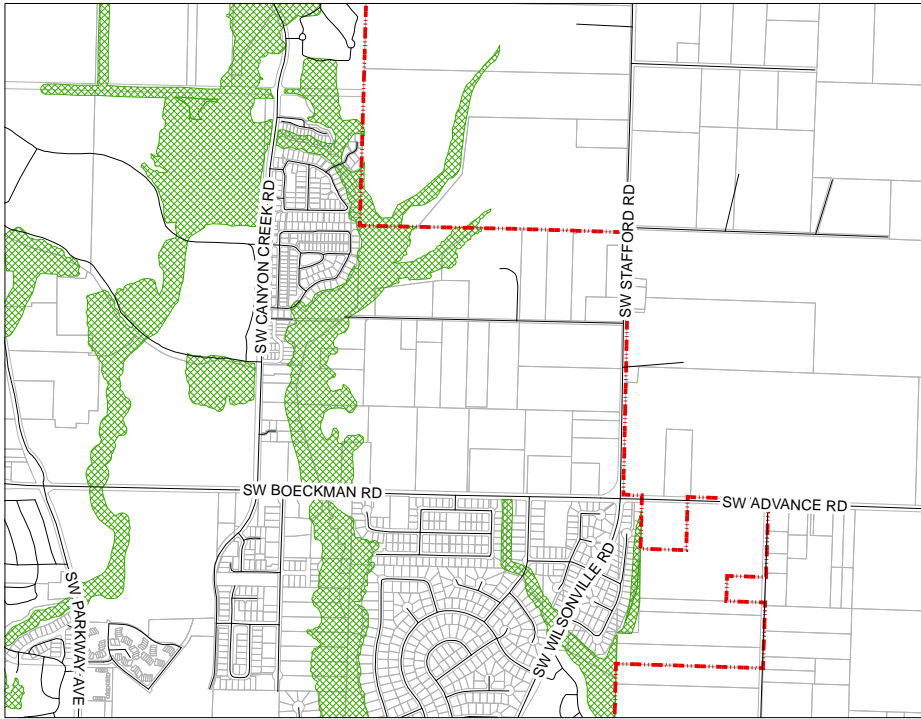


**Existing Comprehensive Plan**

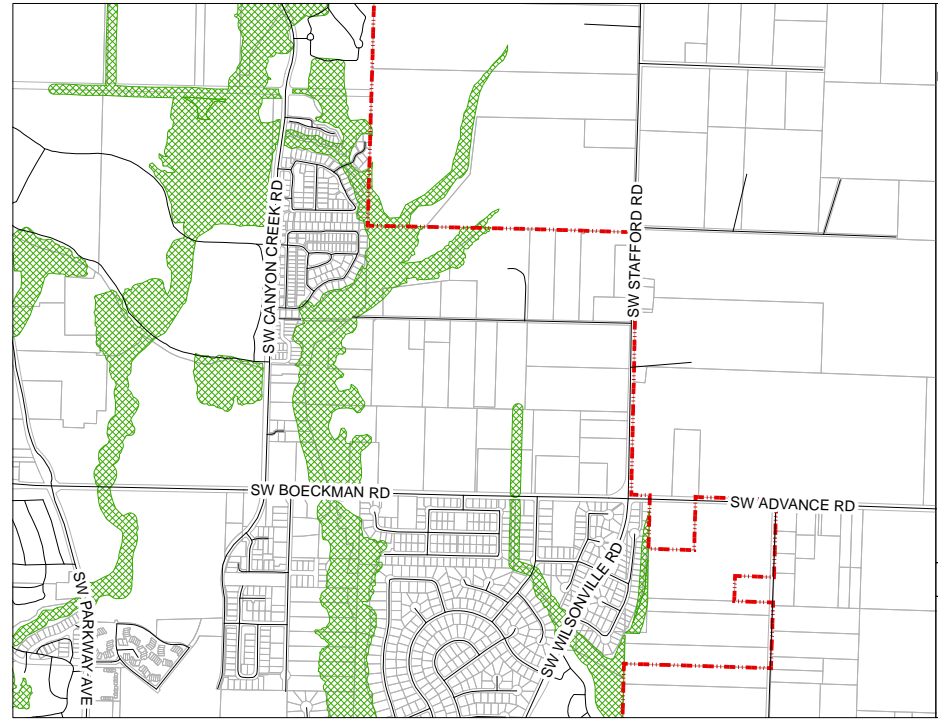


**Proposed Comprehensive Plan**





**Existing SROZ**



**Proposed SROZ**

 Significant Resource Overlay Zone (SROZ)

# City of Wilsonville

# Comprehensive Plan

*Draft Amendments Supporting the Frog Pond West Master Plan  
December 5, 2016*



**Updated July 2013**



**CITY OF WILSONVILLE**  
**COMPREHENSIVE PLAN**

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**The Wilsonville Comprehensive Plan was revised in entirety and adopted by City Council Ordinance No. 517 on October 16, 2000. It has been amended since then by the ordinances below. These ordinances have been incorporated into the January 2013 Comprehensive Plan.**

Ordinance #	Description	Adoption Date
742	Wilsonville Residential Land Study	5/19/14
718	2013 Transportation System Plan (Replaces prior Transportation Systems Plan)	9/6/12
707	Water System Master Plan ( <i>Replaces all prior Water System Master Plans</i> )	9/6/12
700	Stormwater Master Plan ( <i>Repeals Ordinance No. 515</i> )	2/23/12
676	Accessory Dwelling Units	3/3/10
674	Metro Title 13 (Nature in Neighborhoods) Compliance	11/16/09
671	Transportation-related amendments	11/16/09
653	Transit Master Plan	7/7/08
638	Statewide Planning Goal 9: Economic Opportunities Analysis	12/3/07
637	Coffee Creek 1 Master Plan	10/15/07
625	Parks and Recreation Master Plan	9/17/07
623	Bicycle and Pedestrian Master Plan	12/20/06
609	Villebois Village Master Plan Amendments	5/15/06
610	Public Works Standards	5/1/06
594	Villebois Village Master Plan Amendments	12/3/05
574	Reduction of Allowable Commercial Uses in Industrially-Zoned Land	11/1/04
573	Memorial Parks Trails Master Plan	9/20/04
571	Wastewater Facility Plan	8/30/04
566	Villebois Village Master Plan Amendment	6/21/04
556	Villebois Village Master Plan (adoption of)	8/18/03
552	Transportation Systems Plan	6/2/03
555	Villebois Village Concept Plan - Comprehensive Plan Map amendment	6/2/03
554	Villebois Village Concept Plan text amendment	6/2/03
553	Villebois Village Concept Plan (adoption of)	6/2/03
549	Metro Title 5 Compliance	10/21/02
531	Water System Master Plan ( <i>Replaced by Ordinance No. 707, adopted 9/6/12</i> )	1/24/02
530	Wastewater Collection System Master Plan	7/17/01
515	Stormwater Master Plan ( <i>Repealed by Ordinance No. 700, adopted 2/23/12</i> )	6/7/01
516	Natural Resources Plan	6/7/01
<u>No.</u>	<u><a href="#">Frog Pond West Master Plan</a></u>	<u>Date</u>

Supporting Documents:

All of the following documents, including amendments that may subsequently be made, should be considered to be supportive of the contents of the Comprehensive Plan. However, only those documents that have been specifically adopted by the City Council as part of this Comprehensive Plan, or implementing this Plan, shall have the force and effect of the Plan.

- Bicycle and Pedestrian Master Plan (Replaces Chapter 5 of Transportation Systems Plan) (2006)
- Capital Improvements Plan Summary Findings and Recommendations (on-going),
- Coffee Creek 1 Master Plan (2007)
- Development Code (Chapter 4 of the Wilsonville Code) and other implementing City ordinances.
- Federal Emergency Management Agency Floodway and Flood Insurance Rate Maps (2008)
- Guidelines for a Water Wise Landscape (1998)
- Master Public Facilities and Capital Improvements Plan (on-going).
- Memorial Park Trails Plan (2004)
- Metro's Region 2040 program (1995), Regional Framework Plan (1997), Urban Growth Management Functional Plan (1997) and subsequent titles (chapters), Regional Transportation Plan (RTP) and supporting documents (including the Regional Housing Needs Analysis, 1997).
- Metro's Title 13 (Nature in Neighborhoods) compliance (with Metro's Urban Growth Management Functional Plan)
- Natural Resource Plan and supporting documents (2001)
- Parks and Recreation Master Plan (2007)
- Physical Inventory – The Natural Environment Research/Analysis (1979)
- Public Works Standards (2006)
- Statewide Planning Goal 9: Economic Opportunities Analysis (2007)
- Statewide Planning Goals and Guidelines, as amended. Please see the end of this Introduction section for a list of the Statewide Planning Goals.
- Stormwater Master Plan (2012)
- Street Tree Study (1998)
- Transit Master Plan (Replaces Chapter 6 and Chapter 8 of the 2003 Transportation Master Plan) (2008)
- Transportation Systems Plan (2003) and supporting documents.
- Urban Renewal Plan (1993)
- Villebois Village Concept Plan (2003)

- Villebois Village Master Plan (2006)
- Wastewater Collection System Master Plan (2001)
- Wastewater Facility Plan (2004)
- Water Moratorium and Public Facility Strategy Information (1998 – 2000)
- Water Supply Study Report (1997)
- Water System Master Plan (2012)
- West Side Master Plan (1996)
- Wilsonville Residential Land Study (2014)
- Frog Pond Area Plan (2015)
- Frog Pond West Master Plan (2017)

## PROCEDURES

### How to Use the Plan

The purpose of this Plan is to guide the physical development of the City. Following this introduction, the text of the Plan is presented in four major sections that provide a framework for land use decisions. The four sections are:

- A. Citizen Involvement – this section describes the City’s on-going citizen involvement program.
- B. Urbanization – this section defines where and when urban level development will be permitted and recognizes Metro’s authority relative to the regional urban growth boundary.
- C. Public Facilities and Services – this section determines what facilities and services must be available to support urban development, and therefore, further defines when development can occur.
- D. Land Use and Development – this section determines future zoning and how a parcel of land may be developed. It provides basic standards for residential, public, commercial, and industrial uses and establishes general planning districts for each of these types of uses. The planning districts are visually represented on a land use map.

This Plan consists of general background and explanatory text, City of Wilsonville Goals, Policies, Implementation Measures, and a Plan Map. When any ambiguity or conflict appears to exist, Goals shall take precedence over Policies, Implementation Measures, text and Map; Policies shall take precedence over text, Implementation Measures, and Map. The land use map is only a visual illustration of the intent of the Plan. Therefore, the lines separating uses on the map are not rigid and inflexible. The lines for residential districts do, however, provide a basis

URBAN GROWTH BOUNDARIES

\*\*\*

**Policy 2.2.1. The City of Wilsonville shall plan for the eventual urbanization of land within the local planning area, beginning with land within the Urban Growth Boundary.**

\*\*\*

Implementation Measure 2.2.1.e Changes in the City boundary will require adherence to the annexation procedures prescribed by State law and Metro standards. Amendments to the City limits shall be based on consideration of:

1. Orderly, economic provision of public facilities and services, i.e., primary urban services are available and adequate to serve additional development or improvements are scheduled through the City's approved Capital Improvements Plan.
2. Availability of sufficient land for the various uses to insure choices in the marketplace for a 3 to 5 year period.
3. Statewide Planning Goals.
4. Applicable Metro Plans;
5. Encouragement of development within the City limits before conversion of urbanizable (UGB) areas.
6. Consistency with legislative Master Plans and other applicable provisions of the Comprehensive Plan and Development Code.

\*\*\*

created by development. If, however, school facilities and/or services were determined to be severely inadequate and the school districts unable to provide satisfactory improvement, then growth limitations would be appropriate.

### Parks/Recreation/Open Space

Parks and recreational facilities in and around Wilsonville are provided for by the City, County, State and local school districts. The City's close proximity to Portland provides local residents with numerous recreational and entertainment opportunities provided throughout the metropolitan area, all within a 30 to 40 minute drive. Even the ocean beaches, Mt. Hood and other Cascade Mountains and several campgrounds, rivers and lakes are close at hand, within a couple of hours drive, thus providing an abundance of recreational activities.

Within the City, recreational planning is coordinated with the West Linn-Wilsonville School District. The District provides traditional physical education programs as part of their regular school curriculum plus competitive sports programs in the upper grade levels. Other youth sports programming is provided by the City and a variety of non-profit organizations. The School District's community education program also provides recreational programs for both youth and adult activities and coordinates the use of District facilities.

As the City continues to grow, additional facilities and services will need to be developed.

The following Park and Recreation policies are further supported by policies in the Land Use and Development Section of the Comprehensive Plan regarding the natural environment, natural resources, and general open space.

The 1971 General Plan and the 1988 Comprehensive Plan sought to:

1. Preserve the natural integrity of the Willamette River. Provide for frequent contact with the river. Encourage development of an adequate park and recreation system which would contribute to the physical, mental and moral health of the community.
2. Encourage the school/park concept as a basic feature of the park element of the Plan.
3. Develop parks and open spaces where the land and surrounding development make it least suited for intensive development.
4. Develop an extensive system of trails along stream courses and power line easements.
5. Encourage early acquisition of recreation sites to protect them from development and to reduce the public cost of acquiring the land.

6. Encourage commercial recreation carefully sited within, or adjacent to, other uses.

These standards recognize the importance of an adequate park and recreation system to the physical, mental and moral health of the community. They also represent a common-sense approach to parks planning and are, therefore, reaffirmed by this Plan. The Park and Recreation system envisioned is a combination of passive and active recreational areas including specified park lands, schools, and linear open spaces in both public and private ownership. It is a basic premise of this Plan that the availability of conveniently located open recreational spaces is more important than the form of ownership.

In planning for such a system, it is helpful to classify the individual components (neighborhood parks, community parks, Greenway, etc.) which will or could comprise the park system. In addition, the establishment of a reasonable acquisition and development program requires a listing of priorities and a guide to desirable service levels. To maximize effectiveness, however, the actual development of such a system requires relating the provision of facilities and services to the particular needs and recreational desires of the residents to be served.

In recognition of Statewide Planning Goals and to provide a framework for development of park and recreation facilities, the following policy and implementation measures have been established:

**Policy 3.1.11 The City of Wilsonville shall conserve and create open space throughout the City for specified objectives including park lands.**

Implementation Measure 3.1.11.a Identify and encourage conservation of natural, scenic, and historic areas within the City.

Implementation Measure 3.1.11.b Provide an adequate diversity and quantity of passive and active recreational opportunities that are conveniently located for the people of Wilsonville.

Implementation Measure 3.1.11.c Protect the Willamette River Greenway from incompatible uses or developments.

Implementation Measure 3.1.11.d Continue the acquisition, improvement, and maintenance of open space.

Implementation Measure 3.1.11.e Require small neighborhood parks (public or private) in residential areas and encourage maintenance of these parks by homeowner associations or other entities as deemed appropriate by the City.

Implementation Measure 3.1.11.f Maintain and develop the current park system for centralized community-wide park facilities, but emphasize the future acquisition of small parks in localized areas.



Implementation Measure 3.1.11.g Where appropriate, require developments to contribute to open space.

Implementation Measure 3.1.11.h Protect residents from bearing the cost for an elaborate park system, excessive landscape maintenance, and excessive public facility costs.

Implementation Measure 3.1.11.i Develop limited access natural areas connected where possible by natural corridors for wildlife habitat and watershed and soil/terrain protection. Give priority to preservation of contiguous parts of that network which will serve as natural corridors throughout the City for the protection of watersheds and wildlife.

Implementation Measure 3.1.11.j Identify areas of natural and scenic importance and where appropriate, extend public access to, and knowledge of such areas, to encourage public involvement in their preservation.

Implementation Measure 3.1.11.k Protect the river-connected wildlife habitat.

Implementation Measure 3.1.11.l Encourage the interconnection and integration of open spaces within the City and carefully manage development of the Willamette River Greenway.

Implementation Measure 3.1.11.m Provide for legal public access to the river only through and within the City parks, right-of-ways, easements, or other public property.

Implementation Measure 3.1.11.n Park classifications and standards shall be developed to guide a program for acquisition and development of a park and open space system to insure an adequate supply of usable open space and recreational facilities, directly related to the specific needs of the local residents.

Implementation Measure 3.1.11.o Individual park and recreational sites, as defined by the parks and open space standards and classification system will be developed according to the following priorities:

1. Where possible, facilities within a park should be adjusted to meet the needs and desires of the local residents and the characteristics of the site. Park and/or recreational facilities in demand and least supply should receive the highest priorities.
2. Parks should be planned to insure maximum benefit to the greatest number of local residents. For this reason, acquisition and development of community level parks should be given the highest park priority.
3. Development of additional neighborhood Parks will have a lower priority for public funding, except where a higher priority is established for a specific area by a legislative Master Plan or other provision of the Comprehensive Plan. To assure localized benefit, development and maintenance of neighborhood parks

shall continue to be accomplished through homeowner associations or other entities as deemed appropriate by the City.

4. Small neighborhood parks have the lowest development priority and should be supplied at public expense only if an area is determined to be isolated from access to other parks, or where deemed to be needed by a legislative Master Plan, or where space is extremely limited, and the park is supported by the adjacent neighborhood the park is serving. Maintenance of such parks should be assigned to a homeowners' association or other neighborhood organization or the City. Small neighborhood parks tend to benefit a very localized population. It is, therefore, the intent of these standards to assign, where possible or appropriate to specific areas, the financial burden of maintenance and even development to those that benefit the most. In addition, a significant factor affecting maintenance costs is one of transporting equipment from park to park. Therefore, by concentrating public maintenance efforts to a few community parks, efficient use of maintenance dollars can be maximized.
5. Provision of regional park facilities will only be considered as an inter-jurisdictional project; and should have a low priority unless unusual circumstances arise.
6. The City will encourage dedication or acquisition of land for parks and other public purposes in excess of lands needed to satisfy immediate needs.

Implementation Measure 3.1.11.p New developments shall be responsible for providing specified amounts of usable on-site open space depending on the density characteristics and location of the development, considering the provisions of applicable legislative Master Plans. Where possible, recreational areas should be coordinated with and complement Willamette River Greenway, and other open space areas identified as environmentally sensitive or hazardous areas for development.

Implementation Measure 3.1.11.q All development within the Willamette River Greenway shall be controlled through the conditional use permit process and shall be subject to Design Review approval.

It is the reasoning of these policies that the need for open space is closely related to density. There is a relationship between the amount of interior space provided within living units and the desire for outdoor space. That is, if the interior living space creates a confined or crowded feeling, the availability of outdoor space becomes more important than if the interior area is spacious and comfortable. Therefore, while standards for open space will be set, they may be adjusted based on individual site design characteristics. The standards further recognize the value of urban land for development and attempts to reasonably balance the need for open or recreational space with competing uses.

The West Linn – Wilsonville School District currently provides recreational facilities and programs for City residents. They have developed facilities at Wood Middle School and at Wilsonville High School. These facilities and services are considered a vital part of the City's park and recreational system.

**TRANSPORTATION**

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**GOAL 3.2:** To encourage and support the availability of a variety of transportation choices for moving people that balance vehicular use with other transportation modes, including walking, bicycling and transit in order to avoid principal reliance upon any one mode of transportation.

**Policy 3.2.1** To provide for safe and efficient vehicular, transit, pedestrian and bicycle access and circulation.

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Implementation Measure 3.2.2 The City may adopt street demonstration plans and other illustrative guidance to street, bicycle and pedestrian connectivity, and require development to show consistency with those plans.

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RESIDENTIAL DEVELOPMENT

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**Policy 4.1.4 The City of Wilsonville shall provide opportunities for a wide range of housing types, sizes, and densities at prices and rent levels to accommodate people who are employed in Wilsonville.**

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Implementation Measure 4.1.4.c Establish residential areas that are safe, convenient, healthful, and attractive places to live while encouraging variety through the use of planned developments and clusters and legislative Master Plans.

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Implementation Measure 4.1.4.u To provide variety and flexibility in site design and densities, residential lands shown on the Land Use Map and legislative Master Plans of the Comprehensive Plan have been divided into districts, with different density ranges for each district. In all residential developments, other than those that are so small that it is not mathematically feasible to achieve the prescribed minimum density, the 80% minimum shall apply. The following density ranges have been prescribed for each district:

Density:       0-1 units/acre  
                  2-3 units/acre  
                  4-5 units/acre  
                  6-7 units/acre  
                  10-12 units/acre  
                  18-20 units/acre

Densities may also be defined for specific areas in legislative Master Plans.

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Implementation Measure 4.1.4.v Site development standards and performance criteria have been developed for determining the approval of specific densities within each district. Densities may be increased through the Planned Development process to provide for meeting special needs (e.g., low/moderate income, elderly, or handicapped). Site development standards, performance criteria, density flexibility and other standards may be established for specific areas in legislative Master Plans.

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Implementation Measure 4.1.4.cc In order to encourage originality, flexibility, and innovation in land development, and minimize monotonous standardized subdivisions, all subdivisions over two acres in size require Planned Development review (P.D.R.). Multi-plexes and single-family attached units may also be approved as part of a planned development.

Implementation Measure 4.1.4.dd Continue the development of a renewal program to update/upgrade the "Old Town" area of Wilsonville.

RESIDENTIAL PLANNING DISTRICTS SHOWN ON THE LAND USE MAP OF THE COMPREHENSIVE PLAN

Density (0-1 du/ac)

The purpose of this district is to provide for very low density housing areas to satisfy individuals desiring to own a large lot within an urban setting. This district recognizes and protects existing and future large-lot developments within the City. This density would generally fall under the PDR-1 zoning district category as outlined in the Development Code.

The following areas should be designated and developed at this density:

1. Areas which are currently developed at suburban densities and where little need exists for redevelopment.
2. Areas where transportation is limited to minor collector and local streets, and where high volume traffic would create safety problems.
3. Areas where sensitivity to the natural environment or natural hazards warrant a reduced density.

Density (2-3 or 4-5 du/ac)

The purpose of this district is to provide for low density residential areas. The 2-3 du/acre density would generally fall under the PDR-2 zoning district category as outlined in the Development Code. The 4-5 du/acre density would generally fall under the PDR-2 and PDR-3 (or other categories that could work out to this level of density) zoning district category as outlined in the Development Code.

The following areas should be designated and developed at this density:

1. Areas with access to a minor arterial, collector, or local streets. However, direct vehicular access from individual lots onto a minor arterial will be restricted.
2. Undeveloped areas adjacent to existing lower density developments, or near the fringe of the Urban Growth Boundary.

3. Areas where sensitivity to the natural environment or natural hazards warrant a reduced density.

Density (6-7 or 10-12 du/ac)

The purpose of this district is to ensure an efficient use of urban land by providing for the development of medium density housing areas. This density would generally fall under the PDR-3 and PDR-4 (or other categories that could work out to this level of density) zoning districts category as outlined in the Development Code.

The following areas should be designated and developed as urban medium density:

1. Areas with access to a major or minor arterial or collector street. Siting should not, however, result in significant traffic impacts through lower density residential areas.
2. Areas located near or adjacent to commercial areas, employment centers and/or mass transit routes.
3. Areas adjacent to urban lower density developments or planning districts.

Permitted uses in this district typically include single family dwellings, whether detached or attached, accessory dwelling units, multi-family dwellings, including duplexes and tri-plexes, and mobile home parks or subdivisions, multi-family developments, including duplexes and multi-plexes and mobile home parks or subdivisions, will be subject to Development Review approval.

Neighborhood or convenience commercial uses may be permitted as part of a Planned Development but should be integrated into the design of the surrounding residential development, i.e., first floor of multi-story structure or similar design as residential units. Such commercial developments shall be limited to locations where there is clearly demonstrated local need. All such uses shall be subject to Development Review approval.

Density (18-20 du/ac)

The purpose of this district is to provide for efficient use of land near the major commercial or employment centers by providing for high-density residential development. It is a further purpose of this district to encourage mixed uses in commercial areas. This density would generally fall under the PDR-6 and PDR-7 (or other categories that could work out to this level of density) zoning district categories as outlined in the Development Code.

The following areas may be designated urban high-density residential:

1. Areas located on major or minor arterials and where such development will not result in significant traffic impacts through low- or medium-density residential areas.

2. Areas located within or adjacent to major shopping centers, employment centers and/or adjacent to mass transit routes.

Because of the land use intensity allowable in this district, the zoning will be restricted to a Planned Development review.

All developments will be subject to Development Review Board approval, including lot sizes, setbacks, open space, and parking requirements. Where feasible, under-structure parking will be encouraged on structures over two (2) stories in height.

#### Residential – Village

See the Compact Urban Development section of this Plan for the description of the Residential – Village designation.

#### Residential – Neighborhood

See the Residential Neighborhood section of this Plan for the description of the Residential – Neighborhood designation.

### ENVIRONMENTAL RESOURCES AND COMMUNITY DESIGN

At a glance, most land appears to be much the same as the lands surrounding it, with the exception of obvious differences such as topography and vegetation. However, a more detailed analysis can reveal distinct differences in the land composition and physical characteristics of nearly any two adjacent parcels of land. These differences can affect the overall suitability of a particular parcel of land for various types of land use. Each piece of land has a natural land use intensity potential which results from variations in its physical features and their interrelationships with natural processes, such as:

1. Underlying geological deposits and associated characteristics.
2. Types of surface soils and associated characteristics.
3. Water, the hydrologic cycle and natural drainage.
4. Slope of the land.
5. Vegetative cover (type, size, and location).
6. Weather conditions.
7. Character of adjoining natural features and developments.

Certain combinations of these natural features and processes can create inherently hazardous or unstable conditions which have special significance to humans and their land use activities. These conditions, referred to as natural hazards, are more appropriately labeled physical or natural limitations and occur in the form of:

1. Flood plains and wetlands
2. Runoff and erosion potentials.
3. Soil instability, including landslides, settlement, shrink/swell potential and earthquakes.

Full compliance with these standards could result in some development constraints with the City and at a minimum could require installation of air pollution control devices on some industries. Air quality will remain a concern as urban development occurs.

Similarly, water quality is regulated by Federal Standards enforced by DEQ at the State level. For example, the City's sanitary sewer treatment system is monitored to insure compliance with DEQ wastewater discharge standards.

The major source of noise pollution within the City is the I-5 Freeway. Other noticeable sources include boats on the river and trains passing through town.

In recognition of the noise conflicts with the Freeway and railroad tracks, the City has made an effort to minimize the location of residential development adjacent to the Freeway or tracks. In addition, site design and sound control devices, i.e., berms and walls can be used to reduce noise conflicts.

In considering the overall character of the community, it is important to look to the past. As a community develops, it should not discard its past for the sake of the future. Historic features provide a link with the past and add character and variety to the community's design.

The Statewide Inventory of Historic Sites and Building identifies one historic site in the City, the Boones Ferry Landing Site. There is no physical evidence of this landing site, except that Boone's Ferry Road terminates at the river's edge. The site is part of a six-acre City Park and is located within the Willamette River Greenway Boundaries. Other than documentation and recognition that this landing site exists, no additional standards or measures are considered necessary to preserve its historic value.

Additional Wilsonville sites and buildings have been inventoried and the results have been included as an appendix to the Comprehensive Plan as potential historic sites and structures. The City has worked with the local Historical Society on that inventory in the past and is expected to continue to coordinate with that group in completing the Goal 5 process for historic resources in the future.

**Policy 4.1.5 Protect valuable resource lands from incompatible development and protect people and property from natural hazards.**

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as a buffer between development and conservation. Limited development impacts may be permitted in accordance with special development standards found within the Planning and Land Development Ordinance.

Implementation Measure 4.1.5.cc Undeveloped portions of the Significant Resource Overlay Zone may be used towards satisfaction of open space requirements. A density transfer credit of not more than 50% of the designated Significant Resource Overlay Zone will also be allowed, except where legislative Master Plans have defined subdistricts or use other means to determine the amount and location of residential density outside of the SROZ without the use of a density transfer credit. -

Implementation Measure 4.1.5.dd In vegetated areas, the positive visual impact of the trees, etc., is to be preserved. Any clearing of trees for development is subject to arboricultural standards and the requirements of the Planning and Land Development Ordinance.

Implementation Measure 4.1.5.ee Due to potential hazards to human health, the high voltage powerline easements within the City are regulated by the Planning and Land Development Ordinance. No residential structures shall be allowed within the easements and any development, particularly residential, adjacent to the easements will be carefully reviewed. While these corridors offer some potential for recreational use, their use is also somewhat limited by utility requirements. Any proposed non-residential development within powerline easements shall also be coordinated with, and approved by, the Bonneville Power Administration or Portland General Electric Company, depending on the easement ownership.

Implementation Measure 4.1.5.ff To protect the integrity of the Willamette River Greenway, the City has established standards for the development of non-water-related and non-water-dependent uses consistent with Greenway standards. These standards:

- a. Direct incompatible (non-water-related and non-water-dependent) development away from the river.
- b. Establish a minimum setback from the top of bank where no native vegetation can be removed, and only allow selective vegetation removal within the remaining portion of the Greenway Boundaries with revegetation required.
- c. Establish a minimum setback from the river banks for all uses that are not appropriate river-dependent or river-related land uses.
- d. Provide protection of public and private property, as well as public safety.
- e. Provide necessary and needed public access to the river oriented through public lands, without precluding legal river access at appropriate locations across private property. Such public access shall be based upon recorded easements or other legal instruments.

Implementation Measure 4.1.5.gg Where possible, on-site drainage should be designed to preserve natural drainage channels and to allow for ground water infiltration. Man-made structures should be designed to complement the natural system. It is not the intent of this

Measure to encourage unsightly and unsafe open ditches. Rather, open drainage systems should be designed to: (1) accent natural creeks and drainage channels and provide an attractive natural area-like appearance; and/or (2) be an integrated part of the streetscape; and/or (3) be designed as an attractive and functional amenity within a development.

Implementation Measure 4.1.5.hh Minimize the impact of urban development on adjacent rural and agricultural lands. A combination of Buffering, open space and low density land use designation may be employed.

Implementation Measure 4.1.5.ii The design of developments within the community can be regarded from two viewpoints: the design of structures as they relate to site and function (architectural design) and, their relationship to the surrounding area (community design). Both aspects shall be considered to be of equal importance. Good architectural design is necessary to provide visual variety and allow for individual identity. At the same time, good community design provides a sense of unity with other development while eliminating conflicting appearances.

Implementation Measure 4.1.5.jj All proposed developments, except single family dwellings outside of designated significant natural resource areas, shall continue to be subject to site plan (including landscaping) and architectural development review approval. Single-family subdivisions are subject to development review for approval of street tree plans. Individual (single-family) dwellings to be located within a designated significant natural resource area are subject to site plan review for removal of trees and vegetation and impacts to natural resources. They are not, however, subject to architectural review.

Implementation Measure 4.1.5.kk Minimum open space and landscaping standards have been established, emphasizing the incorporation of native vegetation and unique topographic features in site design. Additional landscaping may be required based on the scale and type of development and its compatibility with abutting land uses. Legislative Master Plans may further direct open space standards appropriate to their planning areas.

Implementation Measure 4.1.5.ll Landscaping and/or open space may be used to buffer non-compatible uses. It is intended to soften the visual impact and provide a sense of openness and should be used to complement good building designs and may be used to screen certain types of development.

Implementation Measure 4.1.5.mm Sign standards have been established to control the visual impact of signs on the community and minimize sign clutter. Legislative Master Plans may specify sign standards appropriate to their planning area.

Implementation Measure 4.1.5.nn The City shall coordinate with and encourage the State and other appropriate agencies to assist in developing noise controls and mitigation measures.

Implementation Measure 4.1.5.oo Industrial and other potential noise generating activities will be located and designed so as to minimize noise conflicts with adjacent uses. The City

will cooperate with DEQ and ODOT in establishing and where practicable assisting in enforcing noise control standards.

Implementation Measure 4.1.5.pp In reviewing all major residential, commercial, industrial and public facility uses, the City shall coordinate with DEQ to insure compliance with the Portland AQMA Plan and standards as well as other applicable regional, State and Federal air, water and environmental quality standards.

Implementation Measure 4.1.5.qq The City will further cooperate with the appropriate State and Federal agencies for enforcement of air, water, noise and other environmental quality standards.

Implementation Measure 4.1.5.rr The City recognizes that historic features form a desirable link with the past and that they form a vital part of and contribute to the overall character of Wilsonville. The City, therefore, will cooperate with the Wilsonville Historical Society, the State Historic Preservation Office, Clackamas County and other interested parties to evaluate and identify potential historic sites and structures and proceed with the Goal 5 process. The City shall determine which sites and structures, if any, are suitable for inclusion on the Plan Inventory and will contact the owners of potentially historic properties to determine whether they object to having their properties listed.

## RESIDENTIAL NEIGHBORHOOD DEVELOPMENT

Since the original 1971 General Plan, Wilsonville has planned for expansions of the City for residential growth. With the addition of the Frog Pond Area to the Urban Growth Boundary in 2002, and subsequent designation of Urban Reserve Areas in 2010—, the vision for the expanded city gained new focus and attention. Overall, the City intends for these urban expansion areas to be walkable neighborhoods that are a connected part of the larger community. The vision for the Frog Pond Area Plan is indicative of the city’s intent to coordinate development and ensure a high level of livability in these new neighborhoods. The Frog Pond Area Plan’s vision statement is:

*“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, adopted November, 2015)*

### **Policy 4.1.7a New neighborhoods in residential urban growth expansion areas may be designated “Residential Neighborhood” on the Comprehensive Plan Map.**

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.

Implementation Measure 4.1.7.a Area Plans (also called Concept Plans) shall be prepared to guide the overall framework of land use, multi-modal transportation, natural resources, parks and open space, public facilities, and infrastructure funding. Master Plans shall direct more detailed planning. The City may at its discretion combine Area Planning and Master Planning.

Implementation Measure 4.1.7.b Legislative Master Plans for Residential Neighborhood areas shall be tailored to the needs of the specific area being planned and coordinated with the needs of the larger community. Master Plans should include but are not limited to:

1. An integrated plan addressing land use, transportation, utilities, open space and natural resources.
2. Zoning which directs the land uses, densities and development standards needed to regulate and guide development.
3. Identification of how the properties will accommodate a mix of housing types and densities to accommodate the City's housing needs and variety of housing that is appropriate to each neighborhood.
4. Recommendations that promote community interaction and the creation of community gathering places.
5. Community and site design standards that ensures quality development and implementation of the vision for the neighborhood.
6. Transportation recommendations that promote travel choices, including active transportation choices.
7. Street, path and trail designs that create complete and pedestrian-friendly streets, pedestrian and bicycle routes.
8. Park, open space and natural resource strategies that tie together green spaces into connected networks of open space and protect natural resources.
9. Design studies and strategies that illustrate the intended built form of the neighborhood and show how many individual developments can be knit together over time.
10. Infrastructure plans and funding strategies.
11. Strategies for promoting compatibility between new development and adjacent areas.

Implementation Measure 4.1.7.c The "Residential Neighborhood" Zone District shall be applied in all areas that carry the Residential Neighborhood Plan map designation, unless otherwise directed by an area plan or master plan.

As viewed by the City, the rationale for an interchange at this location is at least threefold. (1) Interchange congestion could be reduced by distributing the number of trips among three rather than two interchanges, (2) traffic associated with development allowed by the Wilsonville Comprehensive Plan in the vicinity of Boeckman Road (and especially the Dammasch area, noted in 'D,' above) could be expedited more effectively, and (3) options for improving traffic upon other roadways serving the City of Wilsonville could be enhanced. The City recognizes that if item three is verified, then the improvement to I-5 at Boeckman Road may be viewed by ODOT as a local improvement which is inconsistent with the purpose of the interstate freeway. This may be sufficient or additional reason for ODOT to reject the interchange.

Because of these, and perhaps other, benefits to the City, the City Council has chosen to highlight the City's interest in this potential project by including this special section in the Comprehensive Plan. The City will continue to cooperate with other interested parties to conduct feasibility analyses of a Boeckman Road interchange. As appropriate, City consultants, staff, the Planning Commission and City Council will conduct reviews and hold public meetings on the options.

In the event that the City determines, with ODOT's concurrence, the feasibility of the interchange, the City will proceed with a plan amendment to add the Boeckman Road interchange to the Transportation Systems Plan. In the event this project is to be included in the City's Plan, the City will prepare amendments necessary to include in the Plan the other roadways required to complete the City's transportation network. In this regard, the City realizes that, because a Boeckman Road interchange can only be implemented with the cooperation of ODOT. The City will need to obtain agreement from ODOT demonstrating compliance with state and federal regulations pertaining to the addition of new interchanges before the proposed Boeckman Road interchange can be included in the City's Transportation Systems Plan and capital improvement plans.

#### AREA K

Note: Area K, land along the Willamette River, west of Boones Ferry, has been designated in the West Side Master Plan for river-focused development. Text applying to this Area of Special Concern will be completed when the Natural Resource Plan has been adopted.

#### AREA L

[Deleted per Ordinance No. \_\_\_\_, date, 2017]

~~This area is located north of Boeckman Road, south of Frog Pond Lane, west of Wilsonville (Stafford) Road, and east of Boeckman Creek. It contains a mixture of rural residential and small agricultural uses. Eventual redevelopment of the area is expected to be primarily residential. The West Linn—Wilsonville School District and a church have acquired property in the area, causing speculation that redevelopment with full urban services could occur prior to 2010. In fact construction of a new church has already commenced at the corner of Boeckman Road and Wilsonville/Stafford Road.~~

~~The existing development patterns, and values of the existing homes in the Frog Pond neighborhood are expected to slow the redevelopment process. Most of the land owners in the area have expressed little or no interest in urban density redevelopment. The Metro standard for urbanizing residential land is an average residential density of at least 10 units/acre. Those densities may not appeal to many of the current residents of the area who live in large homes on lots with acreage. In view of the School District's plans to construct a school within the neighborhood, the City must prepare plans to serve the new school and the surrounding area.~~

#### HISTORIC SITES OR FEATURES

NOTE: information on the historical sites survey, including that generated in 1999, has been moved to the background inventory until the Goal 5 process has been completed.

The City will coordinate its review of land development proposals with the local historical society when any uses are proposed that could have an adverse impact on listed historical features.

**ATTACHMENT A  
CC HEARING 06.19.2017**



**FROG POND AREA PLAN**  
Creating a great community

*Residential Neighborhood Zone – Draft 2/22/17*

Text and comments have been updated to reflect Planning Commission Direction from the 2/8/17 work session

<b>Section 4.127 Residential Neighborhood (RN) Zone</b>	<b>Comments</b>
<p>(.01) Purpose. The Residential Neighborhood (RN) zone applies to lands within Residential Neighborhood Comprehensive Plan Map designation. The RN zone is a Planned Development zone, subject to applicable Planned Development regulations, except as superseded by this section or in legislative master plans. The purposes of the RN Zone are to:</p> <ul style="list-style-type: none"> <li>A. Implement the Residential Neighborhood policies and implementation measures of the Comprehensive Plan.</li> <li>B. Implement legislative master plans for areas within the Residential Neighborhood Comprehensive Plan Map designation.</li> <li>C. Create attractive and connected neighborhoods in Wilsonville.</li> <li>D. 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.</li> <li>E. Encourage and require quality architectural and community design as defined by the Comprehensive Plan and applicable legislative master plans.</li> <li>F. Provide transportation choices, including active transportation options.</li> <li>G. Preserve and enhance natural resources so that they are an asset to the neighborhoods, and there is visual and physical access to nature.</li> </ul> <p>(.02) Permitted uses:</p> <ul style="list-style-type: none"> <li>A. Open Space.</li> <li>B. Single-Family Dwelling Unit.</li> <li>C. Attached Single-Family Dwelling Unit. In the Frog Pond West Neighborhood, a maximum of 2 dwelling units, not including ADU's, may be attached.</li> <li>D. Duplex</li> <li>E. Multiple-Family Dwelling Units, except when not</li> </ul>	<p>All section numbering and formatting is preliminary.</p> <p>C and D are from the Frog Pond Area Plan vision statement.</p> <p>For clarity, "Permitted Uses" is used here.</p> <p>The Code defines SF dwellings as including Attached. This provision limits them to 2 attached units.</p>



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CC HEARING 06.19.2017**



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<p>permitted in a legislative master plan, subject to the density standards of the zone. Multi-family dwelling units are not permitted within the Frog Pond West Master Plan area.</p> <p>F. Cohousing</p> <p>G. Cluster Housing.</p> <p>H. Public or private parks, playgrounds, recreational and community buildings and grounds, tennis courts, and similar recreational uses, all of a non-commercial nature, provided that any principal building or public swimming pool shall be located not less than forty-five (45) feet from any other lot.</p> <p>I. Manufactured homes.</p> <p>(.03) Permitted accessory uses to single family dwellings:</p> <p>A. Accessory uses, buildings and structures customarily incidental to any of the principal permitted uses listed above, and located on the same lot.</p> <p>B. Living quarters without kitchen facilities for persons employed on the premises or for guests. Such facilities shall not be rented or otherwise used as a separate dwelling unless approved as an accessory dwelling unit or duplex.</p> <p>C. Accessory Dwelling Units, subject to the standards of Section 4.113 (.11).</p> <p>D. Home occupations.</p> <p>E. A private garage or parking area.</p> <p>F. Keeping of not more than two (2) roomers or boarders by a resident family.</p> <p>G. Temporary buildings for uses incidental to construction work, which buildings shall be removed upon completion or abandonment of the construction work.</p> <p>H. Accessory buildings and uses shall conform to front and side yard setback requirements. If the accessory buildings and uses do not exceed 120 square feet or ten (10) feet in</p>	<p>ADU clarification added.</p> <p>No Multi-family, per the Area Plan.</p> <p>Cohousing will require a new definition (see last page of this draft code). For regulatory purposes, it is treated the same as Cluster Housing.</p>
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**ATTACHMENT A  
CC HEARING 06.19.2017**



**FROG POND AREA PLAN**  
Creating a great community

*Residential Neighborhood Zone – Draft 2/22/17*

Text and comments have been updated to reflect Planning Commission Direction from the 2/8/17 work session

<p>height, and they are detached and located behind the rear-most line of the main buildings, the side and rear yard setbacks may be reduced to three (3) feet.</p> <p>I. Livestock and farm animals, subject to the provisions of Section 4.162.</p> <p>(.04) Uses permitted subject to Conditional Use Permit requirements:</p> <p>A. Public and semi-public buildings and/or structures essential to the physical and economic welfare of an area, such as fire stations, sub-stations and pump stations.</p> <p>B. Commercial Recreation, including public or private clubs, lodges or meeting halls, golf courses, driving ranges, tennis clubs, community centers and similar commercial recreational uses. Commercial Recreation will be permitted upon a finding that it is compatible with the surrounding residential uses and promotes the creation of an attractive, healthful, efficient and stable environment for living, shopping or working. All such uses except golf courses and tennis courts shall conform to the requirements of Section 4.124(.04) (Neighborhood Commercial Centers).</p> <p>C. Churches; public, private and parochial schools; public libraries and public museums.</p> <p>D. Neighborhood Commercial Centers limited to the provisions of goods and services primarily for the convenience of and supported by local residents. Neighborhood Commercial Centers are only permitted where designated on an approved legislative master plan.</p> <p>(.05) Residential Neighborhood Zone Sub-districts:</p> <p>A. RN Zone sub-districts may be established to provide area-specific regulations that implement legislative master plans.</p> <p>1. For the Frog Pond West Neighborhood, the sub-districts are listed in Table 1 of this code and mapped on Figure 6 of the Frog Pond West Master Plan. The Frog Pond West Master Plan Subdistrict Map serves as the official</p>	<p>The Frog Pond Area Plan includes a neighborhood commercial center in the East Neighborhood, with the location subject to further study. This text would preclude a neighborhood commercial center in the West Neighborhood, which is consistent with the Area Plan.</p>
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subdistrict map for the Frog Pond West Neighborhood.

(.06) Minimum and Maximum Residential Units:

- A. The minimum and maximum number of residential units approved shall be consistent with this code and applicable provisions of an approved legislative master plan.
  - 1. For the Frog Pond West Neighborhood, Table 1 in this code and Frog Pond West Master Plan Table 1 establish the minimum and maximum number of residential units for the sub-districts.
  - 2. For parcels or areas that are a portion of a sub-district, the minimum and maximum number of residential units are established by determining the proportional gross acreage and applying that proportion to the minimums and maximums listed in Table 1. The maximum density on a parcel may be increased, up to a maximum of 10% of what would otherwise be permitted, based on an adjustment to an SROZ boundary that is consistent with 4.139.06.
- B. The City may allow a reduction in the minimum density for a sub-district when it is demonstrated that the reduction is necessary due to topography, protection of trees, wetlands and other natural resources, constraints posed by existing development, infrastructure needs, provision of non-residential uses, and similar physical conditions.

A “proportional acreage” method is used to determine the density requirements for a specific property. Additional density, up to 10%, is allowed for site-specific adjustments to the SROZ that comply with Section 4.139.06.

Table 1. Minimum and Maximum Dwelling Units by Sub-District in the Frog Pond West Neighborhood

Area Plan Designation	Frog Pond West Sub-district	Minimum	Maximum
		Dwelling Units in Sub-district	Dwelling Units in Sub-district
R-10 Large Lot Single Family	3	26	32
	7	24	30
	8	43	53
R-7 Medium	2	20	25

Table 1 reflects the revised sub-district map minimum and maximum densities exclusive of the primary school and neighborhood park sites.

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Lot Single Family	4	86	107
	5	27	33
	9	10	13
	11	46	58
R-5 Small Lot Single Family	1	66	82
	6	74	93
	10	30	38
Civic	12	0	7 <sup>a</sup>
Public Facilities (PF)	13	0	0

*a These metrics apply to infill housing within the Community of Hope Church property, should they choose to develop housing on the site. Housing in the Civic subdistrict is subject to the R-7 Medium Lot Single Family regulations.*

**(.07) Lot Development Standards:**

- A. Lot development shall be consistent with this code and applicable provisions of an approved legislative master plan.
- B. Lot Standards Generally. For the Frog Pond West Neighborhood, Table 2 establishes the lot development standards unless superseded or supplemented by other provisions of the Development Code.
- C. Lot Standards for Small Lot Sub-districts. The purpose of these standards is to ensure that development in the Small Lot Sub-districts includes: varied design that avoids homogenous street frontages, active pedestrian street frontages, and open space that is integrated into the development pattern.  
Standards. Planned developments in the Small Lot Sub-districts shall include one or more of the following elements on each block:
  - 1. Alleys
  - 2. Residential main entries grouped around a common green or entry courtyard (e.g. cluster housing).
  - 3. Four or more residential main entries facing a pedestrian connection allowed by an applicable

No minimum development for civic area, added footnote.

Due to its size, Table 2 included at the end of the code.

These standards promote livability and compatibility in the Small Lot areas.

The reference to “pedestrian connection” here is the same as

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<p>legislative master plan.</p> <p>4. Garages recessed at least 4 feet from the front façade or 6 feet from the front of a front porch</p> <p>D. Lot Standards Specific to the Frog Pond West Neighborhood.</p> <p>1. Lots adjacent to Boeckman Road and Stafford Road shall meet the following standards:</p> <p>a. Rear or side yards adjacent to Boeckman Road and Stafford Road shall provide a wall and landscaping consistent with the standards in Figure 10 of the Frog Pond West Master Plan.</p> <p>2. Lots adjacent to the collector-designated portions of Willow Creek Drive and Frog Pond Lane shall not have driveways accessing lots from these streets, unless no practical alternative exists for access. Lots in Large Lot Sub-districts are exempt from this standard.</p> <p>(.08) Open Space:</p> <p>A. Purpose. The purposes of these standards for the Residential Neighborhood Zone are to:</p> <p>1. a. Provide light, air, open space, and useable recreation facilities to occupants of each residential development.</p> <p>2. b. Retain and incorporate natural resources and trees as part of developments.</p> <p>3. c. Provide access and connections to trails and adjacent open space areas.</p> <p>For Neighborhood Zones which are subject to adopted legislative master plans, the standards work in combination with, and as a supplement to, the park and open space recommendations of those legislative master plans. These standards supersede the Outdoor Recreational Area requirements in WC Section 4.113 (.01) and (02).</p> <p>B. Within the Frog Pond West Neighborhood, the following</p>	<p>used in the draft street cross-sections. Standard 4 provides flexibility for street facing garages that are recessed.</p> <p>This text is a simplified version of the standards in Section 4.113 (.01-.02).</p> <p>The Frog Pond West Master Plan provides about 27% of its area in “base” open space (SROZ, 2 parks, potential wetland retention). Private open space will be provided in the yards of Large and</p>
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<p>standards apply.</p> <ol style="list-style-type: none"> <li>1. Properties within the R-10 Large Lot Single Family subdistricts and R-7 Medium Lot Single Family subdistricts are exempt from the requirements of this section. If the Development Review Board finds, based upon substantial evidence in the record, that there is a need for open space, they may waive this exemption and require open space proportional to the need.</li> <li>2. Properties within the R-5 Small Lot Single Family subdistricts, Open Space Area shall be provided in the following manner:             <ol style="list-style-type: none"> <li>a. Ten percent (10%) of the net developable area shall be in open space. Net developable area does not include land for non-residential uses, SROZ-regulated lands, streets and private drives, alleys and pedestrian connections. Open space must include at least 50% usable open space as defined by this Code and other like space that the Development Review Board finds will meet the purpose of this section.</li> <li>b. Natural resource areas such as tree groves and/or wetlands, and unfenced low impact development storm water management facilities, may be counted toward the 10% requirement at the discretion of the Development Review Board. Fenced storm water detention facilities do not count toward the open space requirement. Pedestrian connections may also be counted toward the 10% requirement.</li> <li>c. The minimum land area for an individual open space is 2,000 square feet, unless the Development Review Board finds, based on substantial evidence in the record, that a smaller minimum area adequately fulfills the purpose of this Open Space standard.</li> <li>d. The Development Review Board may reduce or waive the usable open space requirement in accordance with Section 4.118(.03). The Board shall consider substantial evidence regarding the following factors: the walking distance to usable open space adjacent to the subject property or within</li> </ol> </li> </ol>	<p>Medium sized lots. Based on the above, no additional common open space is required for Large and Medium lots, as it is in the PDR zones.</p> <p>For Small Lot subdistricts, 10% common open space is required to: supplement the small yards; add variety to streetscapes; and, increase light and air to homes.</p> <p>The 10% standard may be revised or waived through the PDR waiver process in Section 4.118(.03). Waiver factors will be added to guide decision making, including: proximity to other open space; the amount of usable open space provided; and provision of “creative play” opportunities.</p> <p>A draft definition</p>
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<p>500 feet of it; the amount and type of open space available adjacent or within 500 feet of the subject property, including facilities which support creative play.</p> <p>e. The Development Review Board may specify the method of assuring the long-term protection and maintenance of open space and/or recreational areas. Where such protection or maintenance are the responsibility of a private party or homeowners' association, the City Attorney shall review any pertinent bylaws, covenants, or agreements prior to recordation.</p> <p>(.09) Block, access and connectivity standards:</p> <p>A. Purpose. These standards are intended to regulate and guide development to create: a cohesive and connected pattern of streets, pedestrian connections and bicycle routes; safe, direct and convenient routes to schools and other community destinations; and, neighborhoods that support active transportation and Safe Routes to Schools.</p> <p>B. Block, access and connectivity shall comply with adopted legislative master plans.</p> <p>1. Within the Frog Pond West Neighborhood, streets shall be consistent with Figure 17, Street Demonstration Plan, in the Frog Pond West Master Plan. The Street Demonstration Plan is intended to be guiding, not binding. Variations from the Street Demonstration Plan may be approved by the Development Review Board, upon finding that one or more of the following justify the variation: barriers such as existing buildings and topography; designated Significant Resource Overlay Zone areas; tree groves, wetlands, or other natural resources; existing or planned parks and other active open space that will serve as pedestrian connections for the public; alignment with property lines and ownerships that result in efficient use of land while providing substantially equivalent connectivity for the public; and/or, site design that provides substantially</p>	<p>of “useable open space” is included at the end of this code.</p> <p>A purpose statement has been added to help guide future decision making.</p>
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<p>equivalent connectivity for the public.</p> <p>2. If a legislative master plan does not provide sufficient guidance for a specific development or situation, the Development Review Board shall use the block and access standards in Section 4.124 (.06) as the applicable standards.</p> <p>(.010) <u>Signs.</u> Per the requirements of Sections 4.156.01 through 4.156.11 and applicable provisions from adopted legislative master plans.</p> <p>(.011) <u>Parking.</u> Per the requirements of Section 4.155 and applicable provisions from adopted legislative master plans.</p> <p>(.012) <u>Corner Vision Clearance.</u> Per the requirements of Section 4.177.</p>	<p>This provision makes the PDR standards the backstop if they are needed.</p> <p>The Planning Commission discussed parking in Small Lot subdistricts and determined the City's existing standards should be used, because: (1) Frog Pond West's "small" lots are 5000 square feet; and, (2) This lot size should not experience parking problems given the well-connected street grid with on-street spaces.</p>
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<p>(.013) Main Entrances</p> <p>A. Purpose</p> <ol style="list-style-type: none"> <li>1. Support a physical and visual connection between the living area of the residence and the street;</li> <li>2. Enhance public safety for residents and visitors and provide opportunities for community interaction;</li> <li>3. Ensure that the pedestrian entrance is visible or clearly identifiable from the street by its orientation or articulation; and</li> <li>4. Ensure a connection to the public realm for development on lots fronting both private and public streets by making the pedestrian entrance visible or clearly identifiable from the public street.</li> </ol> <p>B. Location. At least one main entrance for each structure must:</p> <ol style="list-style-type: none"> <li>1. Be within 12 feet of the longest street-facing front wall of the dwelling unit; and</li> <li>2. Either:             <ol style="list-style-type: none"> <li>a. Face the street</li> <li>b. Be at an angle of up to 45 degrees from the street; or</li> <li>c. Open onto a porch. The porch must:                 <ol style="list-style-type: none"> <li>(1) Be at least 6 feet deep</li> <li>(2) Have at least one entrance facing the street; and</li> <li>(3) Be covered with a roof or trellis</li> </ol> </li> </ol> </li> </ol>	<p>Together, these standards create a strong relationship between the front door, front yard, and street.</p>
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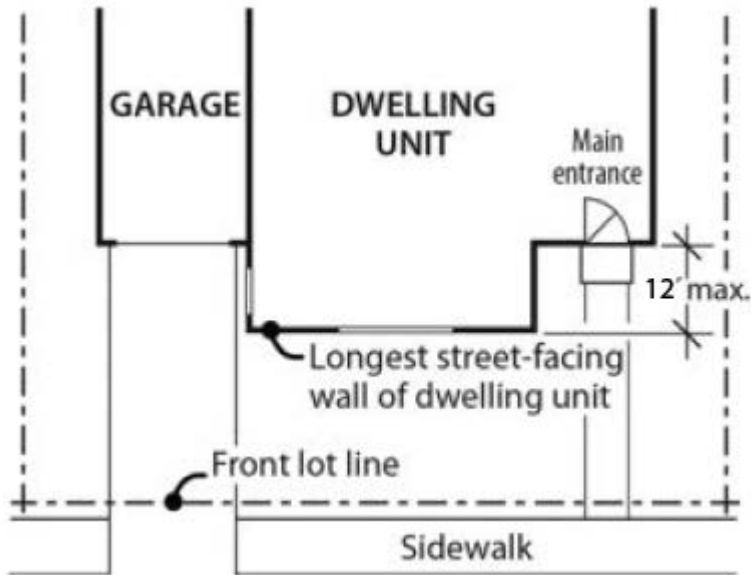
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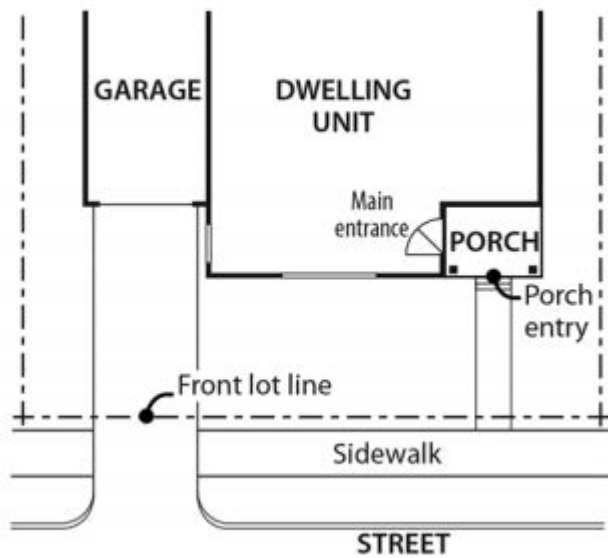
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**Main Entrance Opening onto a Porch**



(.014) Garages

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<p>A. Purpose</p> <ol style="list-style-type: none"><li>1. Ensure that there is a physical and visual connection between the living area of the residence and the street;</li><li>2. Ensure that the location and amount of the living area of the residence, as seen from the street, is more prominent than the garage;</li><li>3. Prevent garages from obscuring the main entrance from the street and ensure that the main entrance for pedestrians, rather than automobiles, is the prominent entrance;</li><li>4. Provide for a pleasant pedestrian environment by preventing garages and vehicle areas from dominating the views of the neighborhood from the sidewalk; and</li><li>5. Enhance public safety by preventing garages from blocking views of the street from inside the residence.</li></ol> <p>B. Street-Facing Garage Walls</p> <ol style="list-style-type: none"><li>1. Where these regulations apply. Unless exempted, the regulations of this subsection apply to garages accessory to residential units.</li><li>2. Exemptions:<ol style="list-style-type: none"><li>a. Garages on flag lots.</li><li>b. Development on lots which slope up or down from the street with an average slope of 20 percent or more.</li></ol></li><li>3. Standards.<ol style="list-style-type: none"><li>a. The length of the garage wall facing the street may be up to 50 percent of the length of the street-facing building façade. For duplexes, this standard applies to the total length of the street-facing facades. For all other lots and structures, the standards apply to the street-facing façade of each unit. For corner lots, this standard applies to only one street side of the lot. For lots less than 50 feet wide at the</li></ol></li></ol>	
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<p>front lot line, the standard in (b) below applies.</p> <ul style="list-style-type: none"><li>b. For lots less than 50 wide at the front lot line, the following standards apply:<ul style="list-style-type: none"><li>i. The width of the garage door may be up to 50 percent of the length of the street-facing façade.</li><li>ii. The garage door must be recessed at least 4 feet from the front façade or 6 feet from the front of a front porch.</li><li>iii. The maximum driveway width is 18 feet.</li></ul></li><li>c. Where a dwelling abuts a rear or side alley, or a shared driveway, the garage shall orient to the alley or shared drive.</li><li>d. Where three or more contiguous garage parking bays are proposed facing the same street, the garage opening closest to a side property line shall be recessed at least two feet behind the adjacent opening(s) to break up the street facing elevation and diminish the appearance of the garage from the street. Side-loaded garages, i.e., where the garage openings are turned away from the street, are exempt from this requirement.</li><li>e. A garage entry that faces a street may be no closer to the street than the longest street facing wall of the dwelling unit. There must be at least 20 feet between the garage door and the sidewalk. This standard does not apply to garage entries that do not face the street.</li></ul>	
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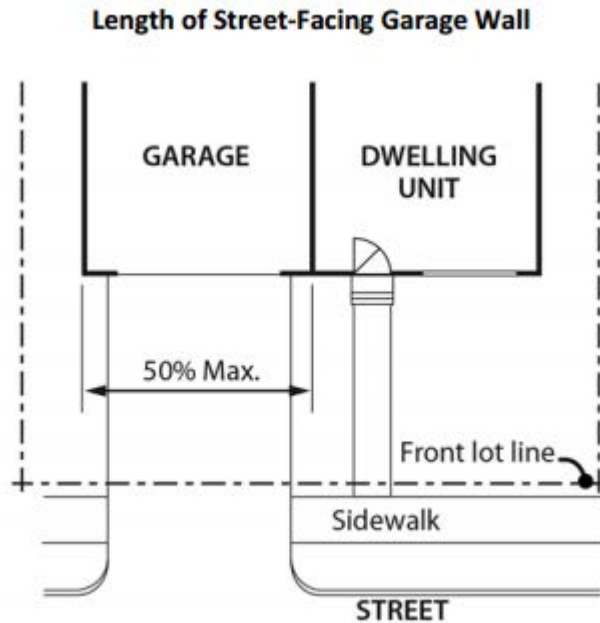
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(0.15) Residential Design Standards

A. Purpose. These standards:

1. Support consistent quality standards so that each home contributes to the quality and cohesion of the larger neighborhood and community.
2. Support the creation of architecturally varied homes, blocks and neighborhoods, whether a neighborhood develops all at once or one lot at a time, avoiding homogeneous street frontages that detract from the community's appearance.

B. Applicability. These standards apply to all facades facing streets, pedestrian connections, or elsewhere as required by this Code or the Development Review Board. Exemptions from these standards include: (1) Additions or alterations adding less than 50% to the existing floor area of the

These respond to testimony received at the September Planning Commission work session. In short, the requirements are:  
 Windows – minimum 10% on street sides.  
 Articulation – required.  
 Detailed design – design “menu”, 5 of the listed elements.  
 House plan variety

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<p>structure; and, (2) Additions or alterations not facing a street.</p> <p>C. Windows. Not less than 10 percent of the surface area of all street facing elevations. Windows used to meet this standard must provide views from the building to the street. Glass block does not meet this standard. Windows in garage doors count toward this standard.</p> <p>D. Articulation. Plans for residential buildings shall incorporate design features such as varying rooflines, offsets, balconies, projections (e.g., overhangs, porches, or similar features), recessed or covered entrances, window reveals, or similar elements that break up otherwise long, uninterrupted elevations. Such elements shall occur at a minimum interval of 30 feet on facades facing streets, pedestrian connections, or elsewhere as required by this Code or the Development Review Board. Where a façade governed by this standard is less than 30 feet in length, at least one of the above-cited features shall be provided.</p> <p>E. Residential Design Menu. Residential structures shall provide a minimum of five (5) of the design elements listed below. Where a design features includes more than one element, it is counted as only one of the five required elements.</p> <ul style="list-style-type: none"> <li>a. Dormers at least three (3) feet wide.</li> <li>b. Covered porch entry – minimum 48 square foot covered front porch, minimum six (6) feet deep, and minimum of a six (6) foot deep cover. A covered front stoop with minimum 24 square foot area, 4 foot depth and hand rails meets this standard.</li> <li>c. Front porch railing around at least two (2) sides of the porch.</li> <li>d. Front facing second story balcony – projecting from the wall of the building a minimum of four (4) feet and enclosed by a railing or parapet wall.</li> </ul>	<p>– required.</p> <p>The menu is sourced from the City of Sandy. Staff at Sandy report that the standards are working well and resulting in good design.</p> <p>A clarification for small homes.</p>
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<ul style="list-style-type: none"><li>e. Roof overhang of 16 inches or greater.</li><li>f. Columns, pillars or posts at least four (4) inches wide and containing larger base materials.</li><li>g. Decorative gables – cross or diagonal bracing, shingles, trim, corbels, exposed rafter ends, or brackets (does not include a garage gable if garage projects beyond dwelling unit portion of street façade).</li><li>h. Decorative molding above windows and doors.</li><li>i. Decorative pilaster or chimneys.</li><li>j. Shakes, shingles, brick, stone or other similar decorative materials occupying at least 60 square feet of the street façade.</li><li>k. Bay or bow windows – extending a minimum of 12 inches outward from the main wall of a building and forming a bay or alcove in a room within the building.</li><li>l. Sidelight and/or transom windows associated with the front door or windows in the front door.</li><li>m. Window grids on all façade windows (excluding any windows in the garage door or front door).</li><li>n. Maximum nine (9) foot wide garage doors or a garage door designed to resemble two (2) smaller garage doors and/or windows in the garage door (only applicable to street facing garages).</li><li>o. Decorative base materials such as natural stone, cultured stone, or brick extending at least 36 inches above adjacent finished grade occupying a minimum of 10 % of the overall primary street facing façade.</li><li>p. Entry courtyards which are visible from, and connected directly to, the street. Courtyards shall have a minimum depth of 10 feet and minimum</li></ul>	
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<p style="text-align: center;">width of 80% of the non-garage/driveway building width to be counted as a design element.</p> <p>F. House Plan Variety. No two directly adjacent or opposite dwelling units may possess the same front or street-facing elevation. This standard is met when front or street-facing elevations differ from one another due to different materials, articulation, roof type, inclusion of a porch, fenestration, and/or number of stories. Where facades repeat on the same block face, they must have at least three intervening lots between them that meet the above standard. Small Lot developments over 10 acres shall include duplexes and/or attached 2-unit single family homes comprising 10% of the homes – corner locations are preferred.</p> <p>G. Prohibited Building Materials. The following construction materials may not be used as an exterior finish:</p> <p>a. Vinyl siding, wood fiber hardboard siding, oriented strand board siding, corrugated or ribbed metal, or fiberglass panels.</p>	
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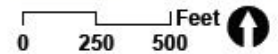
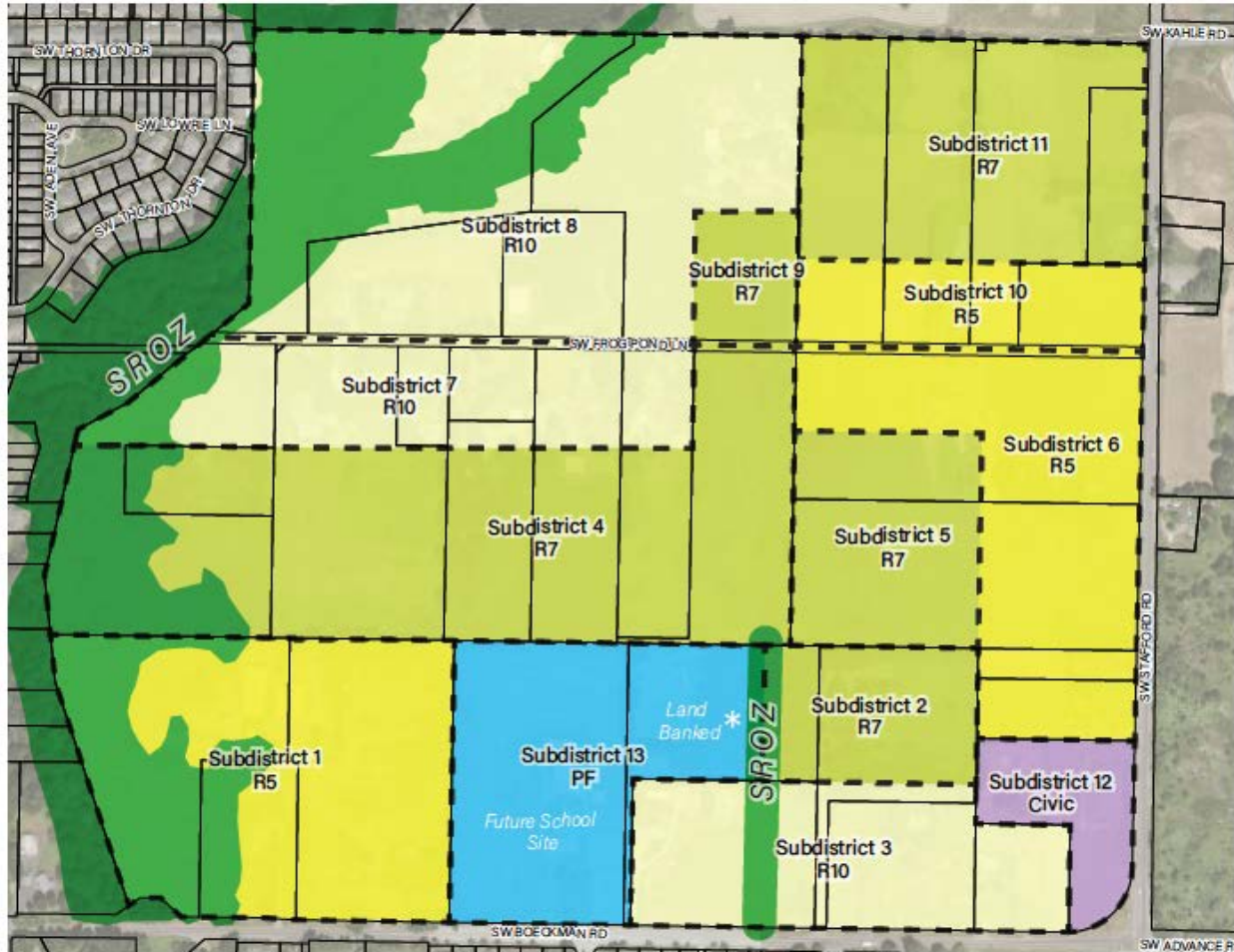
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- |   |                               |  |   |
|---|-------------------------------|--|---|
|  | R5 - Small Lot Single Family  |  | Public Facilities                         |
|  | R7 - Medium Lot Single Family |  | Civic                                     |
|  | R10 - Large Lot Single Family |  | Significant Resources Overlay Zone (SROZ) |

\* Land banked for school facilities, a neighborhood park, and/or residential use.

Table 2: Neighborhood Zone Lot Development Standards



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Neighborhood Zone Sub-District	Min. Lot Size (sq.ft.)	Min. Lot Depth (ft.)	Max. Lot Coverage (%)	Min. Lot Width (ft.) <sup>G, H, J</sup>	Max. Bldg. Height (ft.) <sup>F</sup>	Setbacks <sup>H</sup>				
						Front Min. (ft.)	Rear Min. (ft.)	Side Min. (note)	Garage Min Setback from Alley (ft.)	Garage Min Setback from Street <sup>K</sup> (ft.)
R-10 Large Lot Single Family	8000 <sup>A</sup>	60'	40% <sup>B</sup>	40	35	20 <sup>C</sup>	20	'	18 <sup>U</sup>	20
R-7 Medium Lot Single Family	6000 <sup>A</sup>	60'	45% <sup>B</sup>	35	35	15 <sup>C</sup>	15	'	18 <sup>U</sup>	20
R-5 Small Lot Single Family	4000 <sup>A</sup>	60'	60% <sup>B</sup>	35	35	12 <sup>C</sup>	15	'	18 <sup>U</sup>	20

- Notes: A May be reduced to 80% of minimum lot size where necessary to preserve natural resources (e.g. trees, wetlands) and/or provide active open space. Cluster housing may be reduced to 80% of minimum lot size.
- B On lots where detached accessory buildings are built, maximum lot coverage may be increased by 10%.
- C Front porches may extend 5 feet into the front setback.
- D The garage setback from alley shall be minimum of 18 feet to a garage door facing the alley in order to provide a parking apron. Otherwise, the rear or side setback requirements apply.
- F Vertical encroachments are allowed up to ten additional feet, for up to 10% of the building footprint; vertical encroachments shall not be habitable space.
- G May be reduced to 24' when the lot fronts a cul-de-sac. No street frontage is required when the lot fronts on an approved, platted private drive or a public pedestrian access in a cluster housing development.
- H Front Setback is measured as the offset of the front lot line or a vehicular or pedestrian access easement line. On lots with alleys, Rear Setback shall be measured from the rear lot line abutting the alley.
- I On lots greater than 10,000 SF with frontage 70 ft. or wider, the minimum combined side yard setbacks shall total 20 ft. with a minimum of 10 ft. On other lots, minimum side setback shall be 5 ft. On a corner lot, minimum side setbacks are 10 feet.
- J For cluster housing with lots arranged on a courtyard, frontage shall be measured at the front door face of the building adjacent to a public right of way or a public pedestrian access easement linking the courtyard with the Public Way.
- K Duplexes with front-loaded garages are limited to one shared standard-sized driveway/apron.

*Residential Neighborhood Zone – Draft 2/22/17*

Text and comments have been updated to reflect Planning Commission Direction from the 2/8/17 work session

## Amendments to Definitions needed to support the Frog Pond West Master Plan and Residential Neighborhood Zone

The following amendments to definitions address issues discussed to date for the Neighborhood Zone. As part of preparing the hearings-ready code amendments, the team will go through the entire code to identify amendments required to fully integrate the Neighborhood Zone.

### **Definition 53A - Cohousing**

**Cohousing:** Cohousing is an intentional community of private homes clustered around a shared space, with design features to promote frequent interaction and close relationships. Cohousing can be comprised of a single housing type or a variety of housing types, as permitted by the base zone. Applicable regulations are determined by the base zone, specific housing types involved, and applicable regulations such as master plans.

### **Definition 175 – Neighborhood**

**Neighborhood:** An urban sector of residential or multiple uses served by a network of pedestrian-friendly streets and alleys within approximately ¼ mile in radius. Neighborhoods are generally defined by arterial or collector streets and/or open space at their edges and may include a park or Neighborhood Commons at their center.

### **Definition 196A – Usable Open Space**

**Usable Open Space:** Open Space that serves a planned recreational, active transportation, environmental education or relaxation purpose and is of sufficient size and shape for the intended purpose. Usable open space does not include land that is an apparently remnant tract or otherwise unusable or oddly shaped area.

**WILSONVILLE CODE  
 PLANNING AND LAND DEVELOPMENT**

**CHAPTER 4  
 SECTIONS 4.000 – 4.035  
 ADMINISTRATION**

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53. Cluster Housing: Small lot detached single-family dwellings arranged in groups, with a courtyard(s) containing shared green space and a public access sidewalk easement.
54. Cohousing: Cohousing is an intentional community of private homes clustered around a shared space, with design features to promote frequent interaction and close relationships. Cohousing can be comprised of a single housing type or a variety of housing types, as permitted by the base zone. Applicable regulations are determined by the base zone, specific housing types involved, and applicable regulations such as master plans.
55. Commercial: Development having to do with retail, service, commercial recreation, and/or office uses.
56. Common Residential Areas.
- Areas shared in common by residents of buildings with three or more dwelling units, (i.e. common open space, play areas, trash receptacle areas, “common property” under a subdivision or partition declaration); and
  - Three or more open off-street stripped parking spaces, either abutting or within 10 feet of each other and not separated by a wall or other physical barrier between the two parking spaces, designated or set aside for use by the three or more dwelling units, regardless of whether the parking space is assigned for exclusive use of each dwelling unit or non-exclusively used by three or more dwelling units, and are either commonly owned or were developed for the purpose of serving the parking needs of “multiple dwellings” or multiple attached single-family dwellings, as defined in the Development Code. [Added by Ord. 649, 6/2/08]
57. Community Center: A structure for the social, cultural, and educational activities of an entire neighborhood or group of people having common rights, privileges, or interests, or living in the same place under the same laws and regulations.
58. Community Elements Book: A plan which is used to establish the type and location of community elements within the Village zone. Community elements may include lighting, site furniture, , bollards, trash receptacles, recycling receptacles, benches, bicycle racks, , and playground equipment. The Community Elements Book also includes a Street Tree Master Plan and Lighting Master Plan.
59. Community Housing: Dwellings developed as defined by ORS 426.502(2).
60. Collocation: The use or placement of two or more antenna systems or platforms by separate FCC license holders on a single support structure, transmission tower or building. [Added by Ord. #479, 5/19/97]
61. Commercial Nursery or Tree Farm. A plant or tree nursery or tree farm where trees are planted and grown on the premises for sale in the ordinary course of business, but not including commercial woodlots, or land that is designated or assessed as forest land for tax deferral purposes or managed for timber production.
62. Commercial Recreation: A planned development commercial center or complex of recreational and complimentary uses. Typical uses include miniature golf courses, bowling alleys, theaters, tennis and racquetball clubs, health spas, swim centers, pool

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168. Master Planner: A professional team selected by the City of Wilsonville and the State of Oregon in accordance with ORS 426.508 to master plan the area prescribed in DATELUP.
169. Master Signage and Wayfinding Plan: A plan that describes the design principles and standards of public and private signage and wayfinding elements within the Village zone.
170. Mixed Solid Waste: Solid Waste that contains recoverable or recyclable materials and materials that are not capable of being recycled or recovered for further use. [Amended by Ord. # 426 - April 4, 1994]
171. Mixed Use: A development in which a site or building provides more than one type of use, such as commercial and residential
172. Mobile Home: A structure constructed for movement on the public highways that has sleeping, cooking, and plumbing facilities, that is intended for human occupancy, and that was constructed between January 1, 1962, and June 15, 1976, and met the construction requirements of the Oregon mobile home law in effect at the time of construction. [Amended by Ord. #317, 11/4/87]
173. Modular Home: A structure intended for residential use that has sleeping, cooking and plumbing facilities and is constructed off-site in compliance with the Uniform Building Code (Oregon State Structural Specialty Code) and designed to be transported to a site for installation and/or assembly of modular components to form a permanent structure. [Amended by Ord. #317, 11/4/87].
174. Multiuse Pathway or Path: A path that is separate from the roadway either in the roadway right-of-way or in an independent right-of-way. It is designed and constructed to allow for safe walking, biking, and other human-powered travel modes. [Added by Ord. #719, 6/17/13.]
175. Native: As applied to any tree or plant, this term means indigenous to the northern Willamette Valley.
176. Neighborhood: An urban sector of [residential or](#) multiple uses served by a network of pedestrian-friendly streets and alleys within approximately ¼ mile in radius. Neighborhoods are [generally](#) defined by arterial or collector streets and/or open space at their edges and include a Neighborhood Commons [or park or civic use](#) at [or near](#) their center.
177. Mounting Height. The vertical distance between the lowest part of the luminaire and the ground surface directly below the luminaire. [Added by Ord. 649, 6/2/08]
178. Multi-family housing. Buildings or structures that contains three or more dwelling units used, intended, or designed to be built, used, rented, leased, let or hired out to be occupied, or that are occupied for living purposes, apartment houses, condominiums, congregate residences, townhouses and similar non-transient dwellings. [Added by Ord. 649, 6/2/08, amended by Ord. 682 9/9/10]
179. Nadir. The downward direction; exactly vertical, directly below a luminaire. [Added by Ord. 649, 6/2/08]

lines have an identical angle relative to a line drawn east-west, or if the northern lot lines is less than 35 feet, then the northern lot line shall be a line 35 feet in length within the lot parallel with and at a maximum distance from the front lot line (see Figure 3: Northern Lot Line in Section 4.137).

190. North-south dimension: The length of a line beginning at the mid-point of the northern lot line and extending in a southerly direction perpendicular to the northern lot line until it reaches a property boundary (see Figure 4: North-South Dimension of the Lot in Section 4.137).
191. Office: A use category designating buildings commonly used as a workplace for professional or government functions.
192. Office Complex: A planned development commercial center or complex of administrative, professional and general office uses. Typical uses include governmental, financial, architectural, medical, dental, legal, real estate, accounting, insurance and general business offices.
193. Obtrusive Light. Glare and light trespass. [Added by Ord. 649, 6/2/08]
194. Office Complex - Technology. Applies to office uses in an industrial, typically high-technology, setting, including research and development, software or hardware development, telecommunication or data manipulation operations.  
  
Typically in an industrial campus setting, Technology-Office Complexes are expected to generate less traffic than general office uses.  
  
Technology-Office Complex is not intended to apply to general office uses such as medical offices, real estate sales offices, or similar operations that are more appropriately the predominate uses in non-industrial areas.
195. Official Map: The map established by the City Council on which the plan locations, particularly of streets, are indicated with detail and exactness so as to furnish the basis for property acquisition, building restrictions, building permits, zoning or other uses, the original -of which is on file in the office of the City Recorder.
196. Open Space: Land that is not covered by buildings, paving , or other hard surfaces, unless such hard surfaces are part of an approved landscape plan.
197. Open Space Area: A specific measurement. See Section 4.125(.08), Open Space.
198. Usable Open Space: [Open Space that serves a planned recreational, active transportation, environmental education or relaxation purpose and is of sufficient size and shape for the intended purpose. Usable open space does not include land that is an apparently remnant tract or otherwise unusable or oddly shaped area.](#)
199. Ornamentation: The details of shape, texture, and color that are deliberately added to a structure for decorative effect.
200. Outdoor Dining Area: A space designated for commercial dining, partially bounded by building walls, screening or property lines, but open to the sky, and open on at least one side to a street or public space.
201. Outdoor Living Area: Outdoor recreational area intended for the use of the residents of the development. In order to be considered "outdoor living area" it must be usable and accessible by the residents of the development.



Code. These include applications for all of the following types of land use or development approvals:

- A. Class I and Class II Administrative Reviews, pursuant to Section 4.030;
- B. Stage I and Stage II Site Development Permits, pursuant to Section 4.035;
- C. Conditional Use Permits, pursuant to Section 4.184;
- D. Variances, pursuant to Section 4.196;
- E. Quasi-judicial zone changes, pursuant to Section 4.197;
- F. Changes to the text of Chapter 4, pursuant to Section 4.197;
- G. Quasi-judicial changes to the map or maps of the Comprehensive Plan, pursuant to Section 4.198;
- H. Changes to the text of the Comprehensive Plan, including adoption of new Plan elements or sub-elements, pursuant to Section 4.198;
- I. Subdivisions, condominium divisions, and land partitions, pursuant to Section 4.200;
- J. Expedited land divisions, pursuant to Section 4.232;
- K. Annexations, pursuant to Section 4.700; and
- L. Street vacations, pursuant to ORS 271 and Sections 4.031 and 4.032 of this Code.
- M. Specific Area Plans, preliminary Development Plans and Final Development Plans, pursuant to Section 4.125. (Added by Ord. 557 adopted 9/5/03)

(.02) Unique features of Wilsonville's development review processes. The Wilsonville Land Development and Planning Ordinance is structured and implemented differently than the Codes of most other cities. These differences are summarized below:

- A. Most of Wilsonville's vacant land (without active approved projects) is zoned RA-H, a Residential-Agricultural holding zone with a large minimum lot size. Properties in this holding zone must be rezoned to conform with the Comprehensive Plan as part of the planned development review process.
- B. If the subject property is over 2 acres in size, it must be zoned in one of the Planned Development categories, (PDR, PDC, PDI, [RN](#) etc.), or zoned for public use, before it can be developed.
- C. Some portions of a parcel may have development constraints because of such things as steep slopes, wetlands, wildlife habitat, hazard areas, or trees.
- D. In residential developments, at least 25% of the site area must be preserved as open space, unless otherwise provided for in a legislative master plan. Some of the site is also typically required to be recreational area. See Section 4.113 for more information on requirements for open space and recreational area in residential developments. For all projects, at least 15% of the net site area must be landscaped including vegetative plant materials.

**WILSONVILLE CODE  
 PLANNING AND LAND DEVELOPMENT**

**CHAPTER 4 SECTIONS 4.100 – 4.141  
 ZONING**

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- (.05) The perimeter boundaries of the Official Zoning Map and the City are intended to be identical to each other at all times, except when properties have been annexed to the City and not yet zoned by the City. New developments in such areas shall require completion of the zone change process before proceeding.

**Section 4.110. Zoning - Zones.**

- (.01) The following Base Zones are established by this Code:
- A. Residential Agricultural H Holding, which shall be designated "RA-H".
  - B. Residential, which shall be designated "R".
  - C. Planned Development Residential, which shall be designated "PDR," and further divided into:
    - PDR-1
    - PDR-2
    - PDR-3
    - PDR-4
    - PDR-5
    - PDR-6
    - PDR-7.
  - D. Planned Development Commercial, which shall be designated "PDC," including PDC-TC (Town Center).
  - E. Planned Development Industrial, which shall be designated "PDI."
  - F. Public Facility, which shall be designated "PF."
  - G. Public Facility - Corrections, which shall be designated "PF-C."
  - H. Village, which shall be designated "V". (Added by Ord 557, adopted 9/5/03)
  - I. Residential Neighborhood, which shall be designated "RN". The RN zone is a Planned Development Residential zone. (Added by Ord \_\_\_\_\_, adopted \_\_\_\_\_/17)
- (.02) The following Overlay Zones, to be used in combination with the underlying base zones, are established by this Code.
- A. Solar-Friendly (S) overlay zone;
  - B. Screening and Buffering (SB) overlay zone;
  - C. Old Town (O) overlay zone;
- (.03) The use of any building or premises or the construction of any development shall be in conformity with the regulations set forth in this Code for each Zoning District in which it is located, except as provided in Sections 4.189 through 4.192.
- (.04) The General Regulations listed in Sections 4.150 through 4.199 shall apply to all zones unless the text indicates otherwise.

**Section 4.111. Zoning - Zone Boundary Lines.**

- (.01) Except where reference is made on said map to a street line, political boundary, section line, legal description, or other designated line by dimensions shown on said map or maps, the zone boundary lines are intended to follow property lines, lot lines, or centerlines of streets, private drives, alleys, streams, or railroads or the extension of such lines as they existed at the time of the adoption of this Code.
- (.02) Questions concerning the exact location of zone boundary lines shall be determined by the Planning Director, who may seek the advice of the City Attorney and/or Planning Commission in making the determination.
- (.03) Whenever any public way is vacated by official action as provided by law, the zone adjoining the side of such public way shall be automatically extended, depending on the side or sides to which such lands revert, to include the right-of-way thus vacated, which shall thenceforth be subject to all regulations of the extended zone or zones.

[Section 4.111 amended by Ord 682, 9/9/10]

**Section 4.113. Standards Applying To Residential Developments In Any Zone.**

- (.01) Outdoor Recreational Area in Residential Developments.

A. Purpose. The purposes of the following standards for outdoor recreational area are to provide adequate light, air, open space and usable recreational facilities to occupants of each residential development. Unless otherwise provided for by this code or a legislative master plan, outdoor recreational area shall be:

1. Designed with a reasonable amount of privacy balanced between indoor and outdoor living areas. Such outdoor recreational area shall be provided consistent with the requirements of this Section.
2. Recreational areas shall be provided in keeping with the needs of the prospective tenants and shall not be located in required yards, parking, or maneuvering areas, or areas that are inaccessible. Standards for outdoor recreational areas may be waived by the Development Review Board upon finding that the recreational needs of the residents will be adequately met through the use of other recreational facilities that are available in the area.
3. In mixed-use developments containing residential uses, the Development Review Board shall establish appropriate requirements for outdoor recreational area, consistent with this Section.
4. The Development Review Board may establish conditions of approval to alter the amount of required outdoor recreation area, based on findings of projected need for the development. Multi-family developments shall provide at least the following minimum recreational area:
  - a. For ten (10) or fewer dwelling units, 1000 square feet of usable recreation area;
  - b. For eleven (11) through nineteen (19) units, 200 square feet per unit;
  - c. For twenty (20) or more units, 300 square feet per unit.
5. Outdoor recreational area shall be considered to be part of the open space required in the following subsection.

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(.02) Open Space Area shall be provided in the following manner:

- A. In all residential subdivisions including subdivision portions of mixed use developments where (1) the majority of the developed square footage is to be in residential use or (2) the density of residential units is equal or greater than 3 units per acre, at least twenty-five percent (25%) of the area shall be in open space excluding streets and private drives. Open space must include, as a minimum natural areas that are preserved under the City's SROZ regulations and usable open space such as public park area, tot lots, swimming and wading pools, grass area for picnics and recreational play, walking paths, and other like space. For subdivisions with less than 25% SROZ lands and those with no SROZ lands, the minimum requirement shall be ¼ acre of usable park area for 50 or less lots, ½ acre of usable park area for 51 to 100 lots, and pro rata amounts based on this formula for subdivisions exceeding 100 lots. Front, side and rear yards of individual residential lots shall not be counted towards the 25% open space.

Provided, however, where SROZ is greater than 25% of the developable area for any development, the development must also provide ¼ acre of usable park area for a development of less than 100 lots, and ½ acre of usable park area for a development of 100 lots, and pro rata amounts based on this formula for subdivisions exceeding 100 lots. The Development Review Board may waive the usable open space requirement if there is substantial evidence in the record to support a finding that the intent and purpose of the requirement will be met in alternative ways. Irrespective of the amount of SROZ, a development may not use phasing to avoid the minimum usable space requirement.

Multi-family developments shall provide a minimum of 25% open space excluding streets and private drives. Open space must include, as a minimum natural areas that are preserved under the City's SROZ regulations, and outdoor recreational area as provided in 4.113(.01)(A)(1) through (5) [Amended by Ord. 589 8/15/05, Ord. 682, 9/9/10]

- B. Open space area required by this Section may, at the discretion of the Development Review Board, be protected by a conservation easement or dedicated to the City, either rights in fee or easement, without altering the density or other development standards of the proposed development. Provided that, if the dedication is for public park purposes, the size and amount of the proposed dedication shall meet the criteria of the City parks standards. The square footage of any land, whether dedicated or not, which is used for open space shall be deemed a part of the development site for the purpose of computing density or allowable lot coverage.
- C. The Development Review Board may specify the method of assuring the long-term protection and maintenance of open space and/or recreational areas. Where such protection or maintenance are the responsibility of a private party or homeowners' association, the City Attorney shall review any pertinent bylaws, covenants, or agreements prior to recordation.

(.03) Building Setbacks (for Fence Setbacks, see subsection .08). The following provisions apply unless otherwise provided for by the Code or a legislative master plan.

- (.09) Corner Vision: Vision clearance shall be provided as specified in Section 4.177, or such additional requirements as specified by the City Engineer.
- (.10) Prohibited Uses:
- A. Uses of structures and land not specifically permitted in the applicable zoning districts.
  - B. The use of a trailer, travel trailer or mobile coach as a residence, except as specifically permitted in an approved RV park.
  - C. Outdoor advertising displays, advertising signs, or advertising structures except as provided in Sections 4.156.05, 4.156.07, 4.156.09, and 4.156.10.
- (.11) Accessory Dwelling Units.
- A. Accessory Dwelling Units, developed on the same lot as the detached or attached single-family dwelling to which it is accessory, shall be permitted outright, subject to the standards and requirements of this Section.
  - B. Standards
    - 1. One Accessory Dwelling Unit per lot shall be no greater than 800 square feet with not more than two bedrooms, unless the size and density of ADUs are otherwise provided in an adopted [legislative master plan or](#) Neighborhood Plan or Stage II Development Plans. Larger units shall be subject to standards applied to duplex housing.
    - 2. Accessory Dwelling Units may be either attached or detached, but are subject to all zone standards for setbacks, height, and lot coverage, unless those requirements are specifically waived through the Planned Development waiver or Variance approval processes.
    - 3. This Section applies to residential developments in PD-R, R, RA-H, or Village zones.
    - 4. Where an Accessory Dwelling Unit is proposed to be added to an existing residence and no discretionary land use approval is being sought (e.g., Planned Development approval, Conditional Use Permit approval, etc.) the application shall require the approval of a Class I Administrative Review permit. Application for duplex construction shall be subject to the density standards of the zone in which it is located, or as otherwise provided in a Neighborhood Plan or Stage II/Final Development Plan.
    - 5. Authorization to develop Accessory Dwelling Units does not waive Building Code requirements. Increased firewalls or building separation may be required as a means of assuring adequate fire separation from one unit to the next. Applicants are encouraged to contact, and work closely with, the Building Division of the City's Community Development Department to assure that Building Code requirements are adequately addressed.
    - 6. The Accessory Dwelling Unit must be of substantially the same exterior design and architecture (i.e. siding, windows, doors and roofing materials) as the primary dwelling unit on the property.



- (.02) Underground Utilities shall be governed by Sections 4.300 to 4.320. All utilities above ground shall be located so as to minimize adverse impacts on the site and neighboring properties.
- (.03) Notwithstanding the provisions of Section 4.140 to the contrary, the Development Review Board, in order to implement the purposes and objectives of Section 4.140, and based on findings of fact supported by the record may:

A. Waive the following typical development standards:

1. minimum lot area;
2. lot width and frontage;
3. height and yard requirements;
4. lot coverage;
5. lot depth;
6. street widths;
7. sidewalk requirements;
8. height of buildings other than signs;
9. parking space configuration and drive aisle design;
10. minimum number of parking or loading spaces;
11. shade tree islands in parking lots, provided that alternative shading is provided;
12. fence height;
13. architectural design standards;
14. transit facilities; and
15. On-site pedestrian access and circulation standards; and
16. Solar access standards, as provided in section 4.137.

17. Open space in the Residential Neighborhood zone.

[Amended by Ord. #719, 6/17/13.]

B. The following shall not be waived by the Board, unless there is substantial evidence in the whole record to support a finding that the intent and purpose of the standards will be met in alternative ways:

1. open space requirements in residential areas, except that the Board may waive or reduce open space requirements in the Residential Neighborhood zone. Waivers in compliance with 4.127 (.08) (B)(2)(d).;
2. minimum density standards of residential zones. The required minimum density may be reduced by the Board in the Residential Neighborhood zone in compliance with 4.127 (.06) B;
3. minimum landscape, buffering, and screening standards;

C. The following shall not be waived by the Board, unless there is substantial evidence in the whole record to support a finding that the intent and purpose of

P. FDP Approval Criteria

1. An application for approval of a FDP shall be subject to the provisions of Section 4.421.
2. An application for an FDP shall demonstrate that the proposal conforms to the applicable Architectural Pattern Book, Community Elements Book, Village Center Architectural Standards and any conditions of a previously approved PDP. [Section 4.125(.18)(P)(2) amended by Ord. No. 595, 9/19/05.]

(.19) Expiration of SAP, PDP and FDP Approvals

A SAP approval shall not expire. A PDP or FDP approval shall expire two years after its approval date, if substantial development has not occurred on the property prior to that time. Provided, however, that the Development Review Board may extend these expiration times for up to three (3) additional periods of not more than one (1) year each. Applicants seeking time extensions shall make their requests in writing at least thirty (30) days in advance of the expiration date. Requests for time extensions shall only be granted upon a showing that the applicant has in good faith attempted to develop or market the property in the preceding year or that development can be expected to occur within the next year. For purposes of this section, "substantial development" is deemed to have occurred if the subsequently-required development approval, building permit or public works permit has been submitted for the development, and the development has been diligently pursued, including the completion of all conditions of approval established for the permit.

- (.20) Adherence to Approved Plan and Modification Thereof: The applicant shall agree in writing to be bound, for her/himself and her/his successors in interest, by the conditions prescribed for approval of a FDP. The approved FDP and phase development sequence shall control the issuance of all building permits and shall restrict the nature, location and design of all uses. Minor changes in an approved FDP may be approved by the Planning Director if such changes are consistent with the purposes and general character of the approved development plan. All other modifications, excluding revision of the phase development sequence, shall be processed in the same manner as the original application and shall be subject to the same procedural requirements. [Section 4.125(.20) amended by Ord. No. 587, 5/16/05.]

- (.21) In the event of a failure to comply with the approved FDP, or any prescribed condition of approval, including failure to comply with the phase development schedule, the Development Review Board may, after notice and hearing, revoke a FDP. General economic conditions that affect all in a similar manner may be considered as a basis for an extension of a development schedule.

[Section 4.125 V-Village Zone, added by Ord 557, adopted 9/5/03.]

**Section 4.127           RN – Residential Neighborhood Zone**

**Placeholder for RN Zone text**

D. Development within Public Facility zones shall comply with applicable provisions of adopted legislative master plans.

(.09) Block and access standards:

The PF zone shall be subject to the same block and access standards as the PDC zone, Section 4.131(.03).

**Section 4.136.5. PF-C – Public Facility – Corrections Zone.**

(.01) Purpose: The PF-C zone is intended to be applied to lands that have been, or are being, acquired for use and development of corrections facilities and related accessory uses and facilities.

(.02) Uses Permitted Outright

A. Municipal or Governmental Service Building, subject to the site design review standards of Section 4.400.

B. Prisons and other correctional facilities, subject to the site design review standards of Section 4.400.

(.03) Uses subject to a the granting of a Conditional Use Permit:

A. Public parks, trails, or pathways.

B. Water treatment plant and storage reservoir.

C. Military bases or offices, including armories.

(.04) Dimensional Standards:

A. Minimum Lot Size: One (1) Acre. The minimum lot area may be reduced upon a finding that the resulting parcel is compatible with the adjoining property in that it does not impair the development of any adjoining property, does not adversely affect the value of adjoining property, and does not adversely affect the public health, safety, or welfare.

B. Minimum building setbacks, all sides: One hundred (100) feet.

C. Maximum height: Forty-five (45) feet.

(.05) Off-Street Parking Requirements: As provided in Section 4.155.

(.06) Signs: As provided in Sections 4.156.01 through 4.156.11. [Amended by Ord. No. 704, 6/18/12]

(.07) Corner Vision: As provided in Section 4.177

(.08) Special Regulations:

A. All principal and conditional uses shall be subject to Section 4.400 through 4.450 (Site Design Review) of the Wilsonville Code.

B. As part of either a permitted or conditional use, the Development Review Board may review and approve a Master Plan for an entire development or area subject to Section 4.140 (Planned Development Regulations) of the Wilsonville Code.

6. To allow development only where necessary and adequate services and facilities are available or provisions have been made to provide these services and facilities.
7. To permit mixed uses where it can clearly be demonstrated to be of benefit to the users and can be shown to be consistent with the intent of the Comprehensive Plan.
8. To allow flexibility and innovation in adapting to changes in the economic and technological climate.

(.02) Lot Qualification.

- A. Planned Development may be established on lots which are suitable for and of a size to be planned and developed in a manner consistent with the purposes and objectives of Section 4.140.
- B. Any site designated for development in the Comprehensive Plan may be developed as a Planned Development, provided that it is zoned "PD" or specifically defined as a PD zone by this code. All sites which are greater than two (2) acres in size, and designated in the Comprehensive Plan for commercial, residential, or industrial use shall be developed as Planned Developments, unless approved for other uses permitted by the Development Code. Smaller sites may also be developed through the City's PD procedures, provided that the location, size, lot configuration, topography, open space and natural vegetation of the site warrant such development.

(.03) Ownership.

- A. The tract or tracts of land included in a proposed Planned Development must be in one (1) ownership or control or the subject of a joint application by the owners of all the property included. The holder of a written option to purchase, with written authorization by the owner to make applications, shall be deemed the owner of such land for the purposes of Section 4.140.
- B. Unless otherwise provided as a condition for approval of a Planned Development permit, the permittee may divide and transfer units or parcels of any development. The transferee shall use and maintain each such unit or parcel in strict conformance with the approval permit and development plan.

(.04) Professional Design.

- A. The applicant for all proposed Planned Developments shall certify that the professional services of the appropriate professionals have been utilized in the planning process for development.
- B. Appropriate professionals shall include, but not be limited to the following to provide the elements of the planning process set out in Section 4.139:
  1. An architect licensed by the State of Oregon;
  2. A landscape architect registered by the State of Oregon;
  3. An urban planner holding full membership in the American Institute of Certified Planners, or a professional planner with prior experience

(.07) Preliminary Approval (Stage One):

- A. Applications for preliminary approval for planned developments shall:
1. Be made by the owner of all affected property or the owner's authorized agent; and
  2. Be filed on a form prescribed by the City Planning Department and filed with said Department.
  3. Set forth the professional coordinator and professional design team as provided in subsection (.04), above.
  4. State whether the development will include mixed land uses, and if so, what uses and in what proportions and locations.
- B. The application shall include conceptual and quantitatively accurate representations of the entire development sufficient to judge the scope, size, and impact of the development on the community; and, in addition to the requirements set forth in Section 4.035, shall be accompanied by the following information:
1. A boundary survey or a certified boundary description by a registered engineer or licensed surveyor.
  2. Topographic information as set forth in Section 4.035
  3. A tabulation of the land area to be devoted to various uses, and a calculation of the average residential density per net acre. Developments within the RN zone shall show how the proposed number of units complies with the applicable maximum and minimum provisions of the RN zone.
  4. A stage development schedule demonstrating that the developer intends receive Stage II approval within two (2) years of receiving Stage I approval, and to commence construction within two (2) years after the approval of the final development plan, and will proceed diligently to completion; unless a phased development schedule has been approved; in which case adherence to that schedule shall be considered to constitute diligent pursuit of project completion.
  5. A commitment by the applicant to provide in the Final Approval (Stage II) a performance bond or other acceptable security for the capital improvements required by the project.
  6. If it is proposed that the final development plan will be executed in stages, a schedule thereof shall be provided.
  7. Statement of anticipated waivers from any of the applicable site development standards.
- C. An application for a Stage I approval shall be considered by the Development Review Board as follows:
1. A public hearing as provided in Section 4.013.
  2. After such hearing, the Board shall determine whether the proposal conforms to the permit criteria set forth in this Code, and may approve or disapprove the application and the accompanying preliminary development plan or require



# Memorandum

6/9/2017

**To:** Wilsonville City Council  
**Cc:** Chris Neamtzu  
**From:** Joe Dills and Andrew Parish, Angelo Planning Group  
**Re:** Revision List - Frog Pond Master Plan Adoption Documents

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## OVERVIEW

At the conclusion of the Planning Commission's March 8, 2017 public hearing, the Commission voted unanimously to recommend adoption of the Frog Pond Master Plan and related amendments to the Wilsonville Comprehensive Plan and Development Code. The recommended documents and amendments include:

Adoption Document or Amendment for Frog Pond West
<b>Amendment to the Comprehensive Plan Map to add the 'Residential Neighborhood' and 'Public Facilities' designations.</b>
<b>Amendments to the text of the Wilsonville Comprehensive Plan to implement the Frog Pond West Master Plan.</b>
<b>Amendment to the Significant Resource Overlay Zone (SROZ) Map to incorporate the Willow Creek drainage.</b>
<b>Adoption of the Frog Pond West Master Plan as a supporting document of the Comprehensive Plan.</b>
<b>Amendments to the Wilsonville Planning and Land Development Ordinance (Development Code) creating the Residential Neighborhood (RN) Zone as well as supporting amendments to the text of the Code incorporating the new RN zone.</b>

This memorandum describes proposed final revisions to the above-listed documents for consideration by the Council. The revisions capture recommendations from the Planning Commission, revisions proposed by the project team, and minor semantic and formatting revisions.

Staff recommends that the Council's motion to adopt the Frog Pond West package include reference to the revisions described below, and any others the Council may wish to vote on. With this direction, staff will update the documents and attach them to the final ordinance for second reading.



## REVISIONS

### Revisions to Frog Pond West Master Plan Report

- MP1.** Revise Appendix A – Acknowledgements, as shown in the attachment to this memo. (As directed by the Planning Commission)
- MP2.** Revise Appendix C – Acreage and Density Calculations, Table 3. For Sub-district 3, delete the R-3 designation and replace with R-10. (As directed by the Planning Commission)
- MP3.** Revise pages 95-96, Infrastructure Funding Plan text, with the attached text. (As directed by the Planning Commission. The principle of equitable distribution has been added to the purpose text.)
- MP4.** Replace Appendix D – Infrastructure Funding Plan. The draft plan dated March 1, 2017 will be replaced with the final plan approved by the Council.
- MP5.** Revise pages 77-79 – Public Lighting Plan, regarding Collector Gateway lighting, to delete the references (in text and the map) to Collector Gateway lighting. Staff has determined that it is not beneficial to have a unique light standard (which requires different materials, storage, etc.) that is applied in a very small area.
- MP6.** Throughout the document, change the term “Linear Park” to “Trailhead Park.”
- MP7.** Revise pages 38-39 – Boeckman and Stafford Road Frontages, to include text and graphics for the attached “Boeckman and Stafford Road Wall Guidelines

### Revisions to Development Code

- C1.** Revise 4.127 (.07) (C) to read as below. This is a semantic clarification.
 

“Lot Standards for Small Lot Sub-districts. The purpose of these standards is to ensure that development in the Small Lot Sub-districts includes varied design that avoids homogenous street frontages, creates active pedestrian street frontages, and has open space that is integrated into the development pattern.”
- C2.** Revise Table 2 to establish 6,000 square feet as the minimum lot size for duplex lots.

### Global Changes to All Documents

- G1.** Revise dates to match the date of the adoption ordinance.
- G2.** Correct minor semantic, formatting, and graphic issues.



Proposed replacement text:

## APPENDIX A – ACKNOWLEDGEMENTS

### PLANNING COMMISSION

- Jerry Greenfield, Chair
- Peter Hurley
- Al Levit
- Marta McGuire\*
- Kamran Mesbah
- Phyllis Millan
- Eric Postma
- Simon Springall

### CITY COUNCIL

- Kristin Akervall
- Julie Fitzgerald\*
- Tim Knapp, Mayor
- Charlotte Lehan
- Scott Starr
- Susie Stevens

### CITY STAFF

- Steve Adams, Engineering Manager
- Miranda Bateschell, Planning Manager
- Tami Bergeron, Planning Administrative Assistant
- Amanda Guile-Hinman, Assistant City Attorney
- Barbara Jacobson, City Attorney
- Mike Kohlhoff, City Attorney\*\*
- Nancy Kraushaar, Community Development Director

\* Former Member

\*\*Former City employee

- Katie Mangle, Long-range Planning Manager\*\*
- Mike McCarty, Parks and Recreation Director
- Chris Neamtzu, Planning Director
- Dan Pauly, Senior Planner
- Kerry Rappold, Natural Resources Manager
- Stan Sherer, Parks and Recreation Director\*\*
- Linda Straessle, Planning Administrative Assistant\*\*

### CONSULTANT TEAM

#### Angelo Planning Group

- Joe Dills, AICP, Project Manager
- Andrew Parish, AICP, Planner
- Kyra Schneider, Assistant Planner

#### DKS Associates

- Scott Mansur, P.E., PTOE

#### Leland Consulting Group

- Brian Vanneman, Principal
- Andy Parks, Gel Oregon

#### Walker Macy

- Ken Pirie, AICP, LEED AP ND, Senior Associate
- Michael Zilis, Principal
- Saumya Kini, Urban Designer
- Martin Milward, Illustrator





Proposed Replacement Text:

## INFRASTRUCTURE FUNDING PLAN

The Infrastructure Funding Plan for Frog Pond West is attached as Appendix D. The purpose of the Funding Plan is to:

- Describe strategies and options that provide adequate funding to complete infrastructure (transportation, water, sewer, parks, and storm water) requirements identified in the Master Plan in a timely manner;
- Increase the confidence for all parties regarding the projects, costs, resources, and timing required to make Frog Pond West a success;
- Provide flexibility by identifying both primary strategies and tools for funding, as well as additional alternatives, tools, and approaches that could be implemented over time; and
- Provide an equitable distribution throughout Frog Pond West of the costs and benefits of Master Plan infrastructure.

The Funding Plan focuses on the following projects called Master Plan Infrastructure. The projects include:

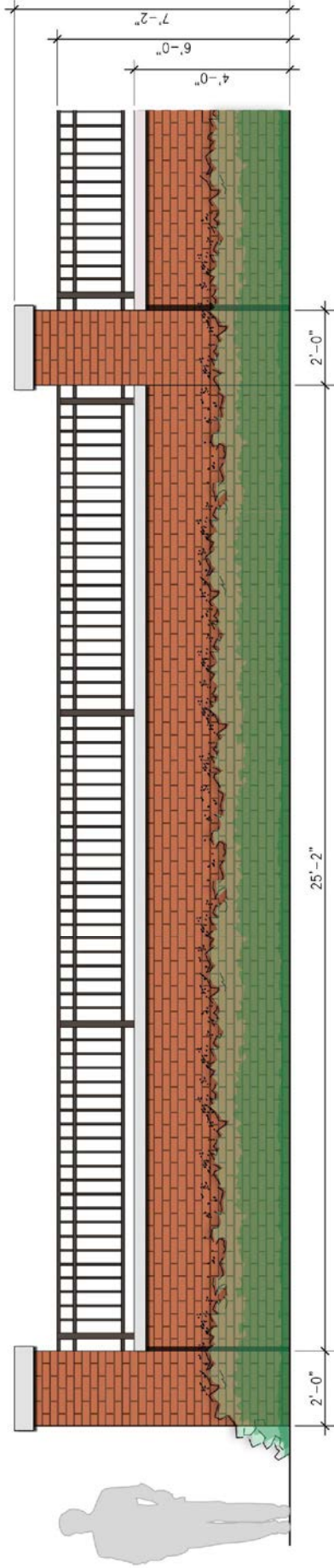
1. Boeckman Road, including sanitary sewer
2. Stafford Road, including sanitary sewer and water
3. Neighborhood Park
4. Trailhead Park
5. Boeckman Trail
6. Boeckman Bridge

The Funding Plan describes the following policies, strategies, and tools related to funding infrastructure for Frog Pond West:

- Wilsonville’s current policy is described regarding the typical obligation of developers and the City’s role in funding infrastructure.
- The plan recommends an overall preferred strategy to establish a supplemental fee for selected projects that will provide needed revenue and distribute costs equitably across Frog Pond West. The fee is needed to generate funds for Boeckman Road (with utilities), Stafford Road (with utilities), and the Neighborhood Park. These projects have costs that exceed the ability of the relatively small developments in Frog Pond West to carry individually.
- The strategy for funding Boeckman Road includes:
  - The City will lead the construction of Boeckman Road improvements
  - A preference for as few phases as possible
  - City funding for the southern half of the road
  - Equitable distribution and reimbursement of costs
  - Coordination of the western portion of the road with the future Boeckman Bridge replacement
  - Funds may be sourced from all applicable fees
  - Phase 1 construction may be deferred to a time-certain date



- Development agreements will be the implementing instruments and will be established at the time of annexation
- The preferred funding strategy for Stafford Road includes the same elements as Boeckman Road, except for the southern-half funding and coordination with Boeckman Bridge. If Frog Pond's East and South neighborhoods are added to the Urban Growth Boundary, the Stafford Road improvements and funding will be coordinated with those additional areas.
- The preferred funding strategy for the Neighborhood Park includes funding from supplemental fees and acquisition of land as a first priority, working proactively with the School District.
- Optional strategies for funding Boeckman Bridge are described, including a supplemental fee that is based on the proportional share of traffic that Frog Pond West will contribute to the Bridge (about 9% of total traffic), and combining local funds from the supplemental fee with a citywide source such as Urban Renewal. The amount of the local share will vary depending on how much money is available from the city-wide share, so options are provided in the plan.
- Funding for the Trailhead Park and Boeckman Trail will come from Parks System Development Charges. These two projects are identified in the Wilsonville Park and Recreation Master Plan and are eligible for full funding through SDCs.



**Landscape Notes:**



**Corner of Willow Creek Drive**

- Formal planting bed
- Seasonal color
- Entry 'statement'
- Low plantings
- No lawn
- Frame wall 'arc'

**Corner Plan:**



**Conceptual corner plan at Boeckman-Willow Creek Drive intersection**

**BOECKMAN & STAFFORD ROAD WALL GUIDELINES**

FROG POND MASTER PLAN | JUNE 2017



## Frog Pond West: Infrastructure Funding Plan

Date June 8, 2017  
 To Chris Neamtzu, City of Wilsonville  
 From Andy Parks, GEL Oregon  
 Brian Vanneman, Leland Consulting Group  
 Joe Dills, Angelo Planning Group



### Introduction

The City of Wilsonville has engaged GEL Oregon, Leland Consulting Group, and Angelo Planning Group to prepare an infrastructure funding plan for the Frog Pond West Master Plan ("Master Plan"). The purposes of the Frog Pond West Infrastructure Funding Plan ("Funding Plan") are to:

- Describe strategies and options that provide adequate funding to complete infrastructure (transportation, water, sewer, parks, and storm water) requirements identified in the Master Plan in a timely manner;
- Increase confidence for all parties regarding the projects, costs, resources, and timing required to make Frog Pond West a success;
- Provide flexibility by identifying both primary strategies and tools for funding, as well as additional alternatives, tools, and approaches that could be implemented over time; and
- Provide an equitable distribution throughout Frog Pond West of the costs and benefits of Master Plan infrastructure.

This plan is based on analysis of funding options and discussions with developers and property owners, and is intended to be adopted as part of the final Frog Pond West Master Plan.

### Project Summary

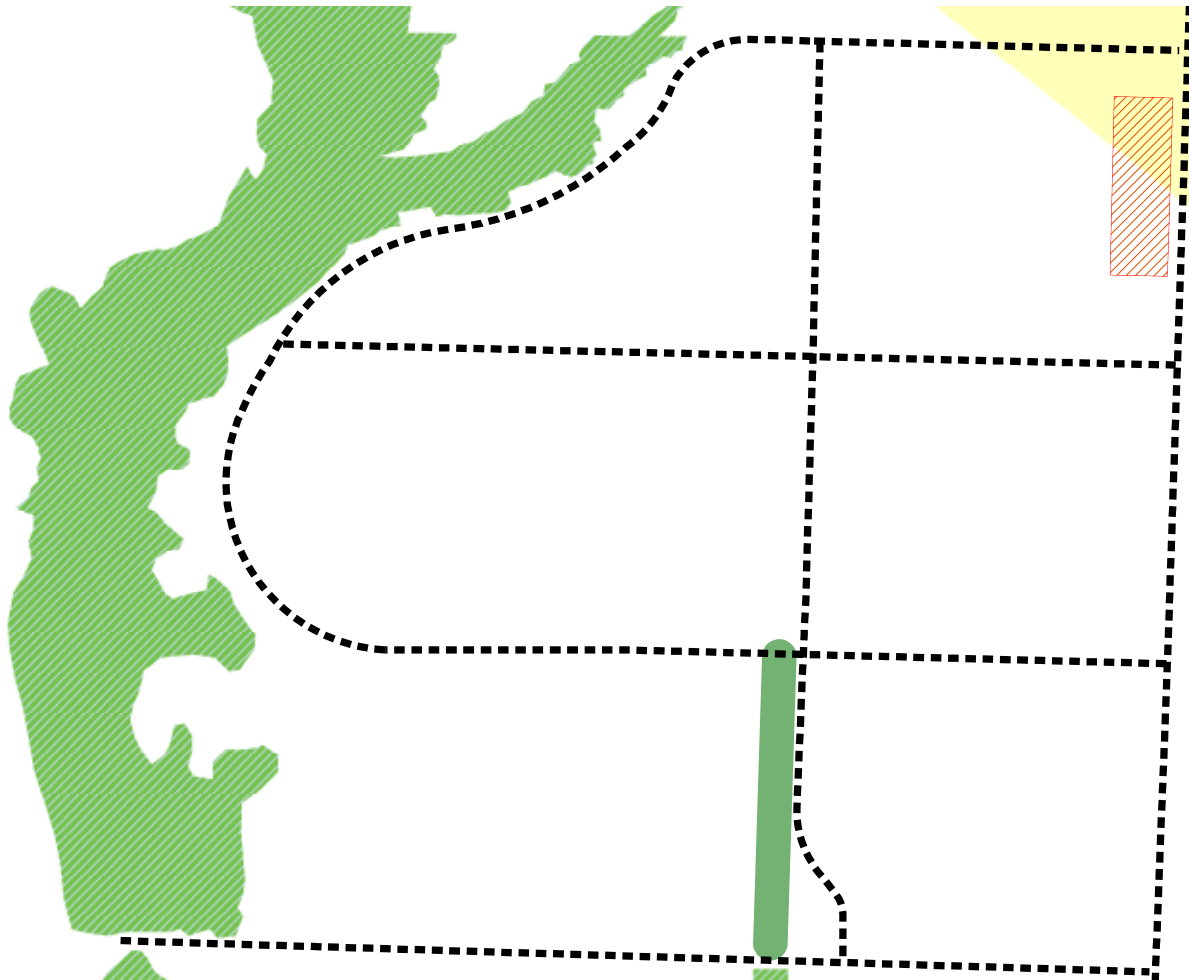
The Frog Pond West planning area, shown in Figure 1 below, is approximately 180 acres in total, with approximately 150 acres outside of the natural resource areas shown in green. The Master Plan area includes the following general attributes, which influence this funding plan:

- 571 housing lots would be allowed to be built under the Master Plan.
- The site is currently outside the city limits, but within the Urban Growth Boundary.
- 26 different property owners (as of 2015) control properties that vary widely in size. The largest single ownership is 25 acres (school district) and the smallest is 0.9 acres.
- The School District owns 25 acres, including a 10-acre future school site adjacent to Boeckman Road, a 5-acre land banked site adjacent to the future school site, and a 10-acre land banked site adjacent to Stafford Road.<sup>1</sup>
- Owners of the parcels highlighted in Figure 1 have shown an interest in development. Property owner intent to develop has been taken into account in this Funding Plan since it is likely to drive the location and pace of development and the locations where infrastructure will be needed first.

<sup>1</sup> In this Funding Plan, a portion of the 5-acre land banked site is assumed to be used for a future neighborhood park and the 10-acre land banked site is assumed for future residential development. These assumptions are subject to change based on future decisions by the West Linn-Wilsonville School District and the City of Wilsonville.

**Figure 1. Frog Pond West**

This map shows the maximum and minimum number of housing units that can be built on each property, pursuant to the Frog Pond West Master Plan. Properties shaded in orange indicate that owners have contacted the City to express an interest in development.



## Infrastructure Summary

For purposes of this Funding Plan, the infrastructure necessary to serve Frog Pond West has been put into three different categories, shown below. The emphasis of this Funding Plan is to identify strategies and tools appropriate to fund “Master Plan” infrastructure (the third bullet point below); the strategies and tools necessary to fund the other infrastructure categories are adequately addressed through the City’s existing methods.

- **Off-site Infrastructure** includes large projects that serve the broader community, are funded through Systems Development Charges (SDCs) generated by development throughout the City and through other City resources, and are generally located outside of the 180-acre boundary of Frog Pond West. Examples include:
  - Memorial Park pump station
  - Boeckman Creek sanitary sewer trunk line
  - West side water reservoir (funding pending)
  - Boeckman Bridge (the potential Frog Pond West contribution is summarized below)

- **On-site Infrastructure** includes local projects which serve individual properties. The costs of these projects are funded by individual developers. Examples include:
  - Local streets and sidewalks
  - Sanitary sewer lines
  - Water lines
  - Stormwater management
- **Master Plan Infrastructure** is the focus of this Funding Plan. Master Plan infrastructure differs from the above because it typically:
  - Crosses multiple property ownerships
  - May be too large and expensive for any single developer to complete
  - May have geographically concentrated costs (e.g. a park on a single property), but benefits all of Frog Pond West
  - May be adjacent to or within Frog Pond West development parcels

As stated, the focus of this Funding Plan is to identify the Master Plan infrastructure projects and to provide strategies and options for funding those Master Plan infrastructure projects that currently do not have any identified funding source or are not fully funded.

### Master Plan Projects

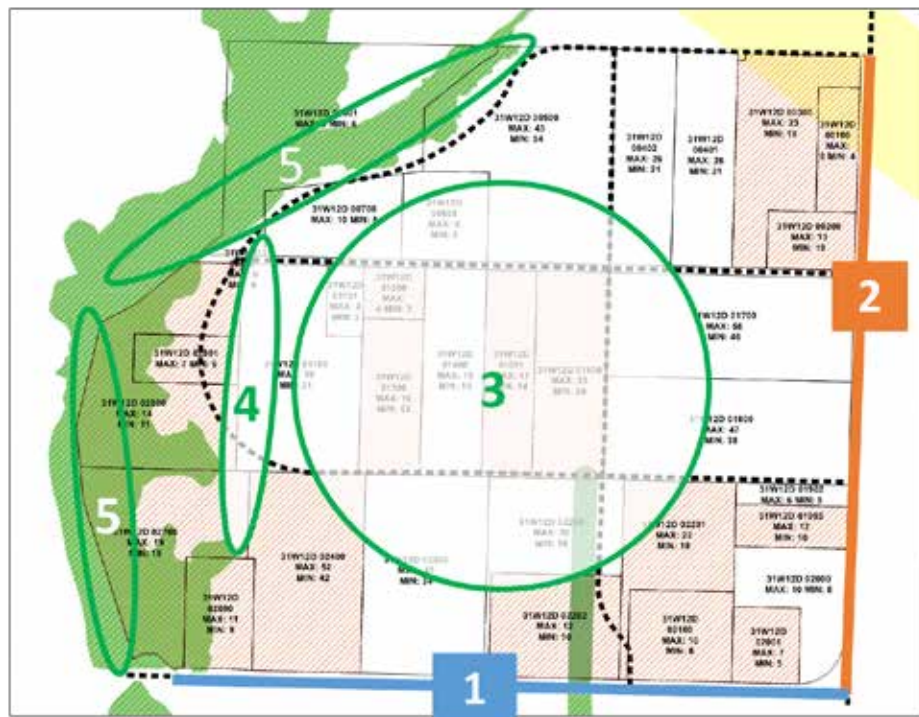
This Funding Plan focuses on funding strategies for the following five key Master Plan projects, which are conceptually represented in the adjacent figure:

1. Boeckman Road, including sanitary sewer
2. Stafford Road, including sanitary sewer and water
3. Neighborhood Park
4. Trailhead Park
5. Boeckman Trail

In addition, this Funding Plan specifically addresses one off-site infrastructure facility, due to its location adjacent to Frog Pond West:

- Boeckman Bridge

Figure 2. Map of Master Plan Projects



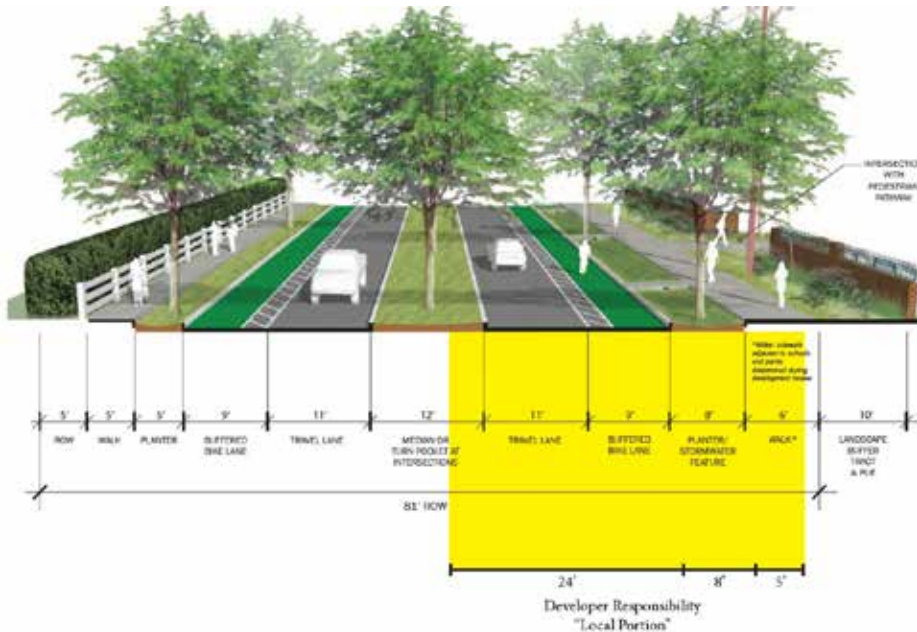
### Current City Policy

This Funding Plan uses the City's existing policy and practices as a starting point, summarized below:

- Developers pay for the "local portion" of infrastructure required to serve their developments. For example, the local portion of Boeckman Road is shown below in Figure 3 as the yellow highlighted portion of the road. Typically, this is the first 24 feet of roadway from face of curb, plus planter strips and sidewalks, and including the pavement and road base associated with the local street standard, and water and sewer lines up to 8" in size.
- Developers also pay for the "oversize portion" (infrastructure that exceeds the minimum required), and then receive credits against SDCs due ("SDC credits").
- Where necessary, the City may pay for infrastructure elements that are:
  - Identified by existing adopted citywide infrastructure master plans (e.g. the Transportation System Plan or Parks and Recreation Master Plan) and included in the City's five-year Capital Improvement Program (CIP); and
  - Abutting already-developed areas (e.g. the component of Boeckman Road that fronts the Arbor Crossing neighborhood to the south) and therefore not the responsibility of Frog Pond developers.
- The City may implement a variety of tools to facilitate and coordinate infrastructure delivery including SDCs and SDC credits, a supplemental fee, reimbursement districts/agreements, Local Improvement Districts (LIDs), development agreements, etc.

In addition to SDCs and SDC credits, a supplemental fee is the primary funding tool recommended for Frog Pond West and is described further below.

Figure 3. Boeckman Road, including developer responsibility/local portion



Note: Roadway may include other "oversize" elements that are not shown (e.g. additional structural section).

## Infrastructure Cost Allocation-Current City Policy

The total cost of the five Master Plan infrastructure projects and the Boeckman Bridge is allocated to different parties under **current** City policy as follows. Recommendations for how these current policies should be adjusted to fit specific conditions in Frog Pond begin on page 6.

1. Boeckman Road (including sanitary sewer)
  - a. Southern Portion of Boeckman Road
    - i. The City will pay for the construction of the southern portion of Boeckman Road, which is identified in the City's Transportation System Plan (TSP) as a "higher priority project."
  - b. Northern Portion of Boeckman Road
    - i. Current City policy states developers along Boeckman Road are responsible to develop their "local portion" of Boeckman Road (see Figure 3 above). Since most of the relevant Boeckman Road frontage and in-street utilities serve Frog Pond West, developing the "local portion" of the north side of Boeckman Road is the responsibility of the adjacent developers.
    - ii. Also under current City policy, developers may receive SDC credits for constructing the remainder of the north side of Boeckman Road, which exceeds the "local portion" of the road.
    - iii. Any oversizing of sanitary sewers installed by the developers along the northern portion of Boeckman Road is also subject to SDC credits.
  - c. Alternative strategies for funding Boeckman Road are outlined on page 6.
2. Stafford Road (including sanitary sewer and water)
  - a. Western Portion of Stafford Road
    - i. As with the northern portion of Boeckman Road, developers in Frog Pond West developing adjacent to Stafford Road are responsible for the "local portion" of Stafford Road, including sanitary sewer and water. Any oversizing can be compensated through SDC credits.
  - b. Eastern Portion of Stafford Road
    - i. Under current City policy, the "local portion" of the east side of Stafford Road will be the responsibility of the developers of Frog Pond East adjacent to Stafford Road.
  - c. Alternative strategies for funding Stafford Road are outlined on page 9.
3. Neighborhood Park
  - a. The cost of the Neighborhood Park is the responsibility of developers within Frog Pond West because the City's Comprehensive Plan, the Parks and Recreation Master Plan, and the Parks SDC methodology require the cost of neighborhood parks to be the responsibility of the local neighborhood, and not borne by the entire City. Strategies for funding the Neighborhood Park Road are outlined on page 10.
4. Trailhead Park
  - a. The cost of the Trailhead Park is accounted for in the Parks SDC and is included in the Parks and Recreation Master Plan, and so does not require any contribution from developers beyond the standard Parks SDC.



5. Boeckman Trail
  - a. Along with the Trailhead Park, the Boeckman Trail is accounted for in the Parks SDC and is included in the Parks and Recreation Master Plan, and so does not require any contribution from developers beyond the standard Parks SDC.
6. Boeckman Bridge
  - a. Frog Pond West's costs for Boeckman Bridge are allocated based on the neighborhood's traffic demand (average daily trips or ADT). Strategies for funding Boeckman Bridge are outlined on page 10.

## Master Plan Infrastructure Funding Strategies

Master Plan infrastructure such as Boeckman and Stafford Roads will need to be improved across many properties, and are likely too large and expensive for any single developer to complete alone. Therefore, in order to realize the goals of the Frog Pond Area Plan and the Master Plan, the City has a role to play in coordinating the provision and funding of that infrastructure. The sections below describe strategies for funding the four projects that either exceed the ability of an individual developer to fund, do not have any identified funding source, or would be only partially funded by known sources. Those four projects are: (1) the northern portion of Boeckman Road; (2) the western portion of Stafford Road; (3) the Neighborhood Park; and (4) Boeckman Bridge.

### Overall Preferred Strategy: Establish a Supplemental Fee to Distribute Costs Equitably

As described above, existing City policy would require funding for Master Plan infrastructure to generally be borne by developers. This Funding Plan proposes a variation on that policy in which the funding for specified projects would be: (1) borne by all new development in Frog Pond West through an equitable distribution of the costs on an equivalent dwelling unit (EDU) basis; and (2) collected through a supplemental fee that applies to new development. The supplemental fee will generate funds for three projects: Boeckman Road (including sanitary sewer improvements); Stafford Road (including water and sanitary sewer improvements); and the Neighborhood Park. (The funding for Boeckman Bridge is described further below, and includes a separate, dedicated supplemental fee for the bridge.)

The supplemental fee will create revenue that is fungible for use across different Master Plan infrastructure projects so that the timing of project construction would be as flexible as possible. The supplemental fee is a different funding instrument than a supplemental SDC or reimbursement district fee; however, the City retains the option of using those tools if desired.

Figure 4 below summarizes the Frog Pond West supplemental fee, including associated projects, preliminary cost estimates, and allocation per equivalent dwelling unit (EDU). The City reserves the right to complete additional infrastructure design and engineering analysis, which may result in changes to the cost estimates below.

**Figure 4. Frog Pond West Estimated Supplemental Fee: Preliminary Cost Estimates and Allocation**

All costs shown assume that projects will be built by the City, and therefore public-sector construction cost estimates are used. Additional notes regarding EDUs and costs are below.

Projects	Total Project Cost Public Sector Construction	Oversize Components (City CIP)	City Share	Net Project Cost to Recover (rounded)	Number of EDUs	Allocation per EDU	Admin Overhead 12.0%	Total Allocation per EDU
Boeckman Rd	3,747,161	122,986	2,026,941	1,597,000	538	2,970	356	3,326
Boeckman Rd sanitary sewer	690,625	265,756	-	425,000	490	870	104	974
Stafford Rd	2,585,548	439,544	-	2,146,000	538	3,990	479	4,469
Stafford Rd sanitary sewer	213,281	20,312	-	193,000	490	390	47	437
Stafford Rd water	365,625	71,094	-	295,000	472	630	76	706
Neighborhood parks	2,407,221	-	-	2,407,000	457	5,270	632	5,902
Total	10,009,461	919,692	2,026,941	7,063,000		14,120	1,694	15,814

**EDUs.** An EDU is an approximation of the infrastructure demand generated by one dwelling unit, and is useful since EDUs can also be estimated for non-residential (e.g. school, commercial, or industrial) development. In the case of the Neighborhood Park, costs are allocated across 457 EDUs in Frog Pond West, which is 80 percent of the 571 total homes allowed in the Master Plan, and accounts for a potential 20 percent “underbuild.” Assuming that 80 percent or more of the allowed homes in Frog Pond West are built, they will generate adequate supplemental fees for the Neighborhood Park, along with the other Master Plan infrastructure projects. In the case of other infrastructure elements (roads, sewer, water), the proposed school will generate infrastructure demand in addition to demand from residential development. For that infrastructure, the City and project team have estimated school demand (in EDUs) based on comparable past projects, and added this to the housing demand. Therefore, the road, sanitary sewer, and water projects are allocated across a greater number of EDUs.

**Notes regarding costs.** The cost estimates in Figure 4 assume that projects will be funded via the supplemental fee and built by the City, in the year 2019. These fees may adjust for the time cost of money or other inflationary factors if the projects are built beyond that time horizon. Based on input from third-party engineers and City staff, public-sector construction costs are assumed to be approximately 25 percent higher than private-sector construction costs, and therefore, if any components were to be built by the private sector, it is possible that the costs and the associated fees could be reduced. Cost estimates in Figure 4 include hard (construction) costs, plus external engineering (25 percent of hard costs), contingency (30 percent of hard costs), and city overhead (12 percent of all costs, to account for internal City engineering, finance, and related services). The City’s review indicates that total Frog Pond West development fees (the above supplemental fees plus base City SDCs) are comparable to the total fees that developers are paying in comparable master-planned development areas such as South Cooper Mountain in Beaverton, and River Terrace in Tigard. The City’s current SDCs are \$25,388<sup>2</sup> for a single-family home (EDU), including streets, sanitary sewer, water, stormwater, and parks, and adjust each year to account for inflation.

<sup>2</sup> Reflects adopted SDCs as of June 4, 2017. On June 5, 2017, the City Council adopted an updated Transportation SDC of \$11,772 per Single Family home (an increase of \$4077 above the previous SDC).

## Boeckman Road Preferred Funding Strategy

The following strategies were prepared after analysis of various options and coordination meetings with the three major property owners/developers on the north side of Boeckman Road. During these meetings, the City explored multiple options and strategies for funding Boeckman Road, working from the foundation of existing City policy and applying the principle of equitable distribution of costs. The Boeckman Road strategies are:

- **The City will lead the construction of the Boeckman Road improvements.** This strategy evolved out of meetings with property owners/developers during which they stated the following concerns and challenges about the private sector leading construction of Boeckman Road: (1) existing properties are small, so infrastructure costs (even if reimbursed over time) cannot be easily carried or offset against revenues; (2) borrowing money without certainty of repayment is not possible; and (3) they do not have experience working jointly with adjacent developers, which makes coordination difficult. The property owners/developers stated a preference to pay a higher fee and have the City build the improvements, as opposed to a lower fee and private sector construction.

From the City's perspective, a benefit of City-led construction is that the phasing and timing of the improvements can be determined by the City and is flexible. The City would also retain more control over the project to ensure it complies with the Frog Pond West Master Plan and City standards. In addition, City-led construction translates into greater risk for the City. If development does not take place at the pace expected and therefore revenue from the supplemental fee is less than the amount necessary to construct the projects, the City will carry the cost of construction and financing.

In summary, the preferred strategy is for the City to lead the Boeckman Road improvements. The City retains the option for a private sector lead if circumstances are conducive to it in the future. The additional strategies listed below reflect the City's consideration of the trade-offs described above and the crafting of an approach that will, on balance, work for all parties.

- **A preference for fewer phases; the preferred approach is two phases, with options for how phasing occurs.** The City prefers that Boeckman Road be built in as few phases as possible. This will minimize disruption and reduce costs. The City's specific preference is for a two-phase approach where two of the three major frontages are built simultaneously. The City realizes that individual projects may need to move ahead, and is open to proposals to improve a single frontage. The City will work with the School District to try to coordinate its frontage improvement with either of the adjacent frontages. The City will also work with the owner/developer of the western-most frontage to coordinate its improvements with the Boeckman Bridge replacement.
- **City funding for the southern part of Boeckman Road.** The City will contribute funds for completion of the southern portion of Boeckman Road, which abuts the Arbor Crossing neighborhood and, under current City policy, would not be the responsibility of Frog Pond West developers. An estimate of this cost is shown as the "City share" of Boeckman Road in Figure 4.
- **Equitable distribution and reimbursement of costs.** Boeckman Road costs will be distributed equitably to all development in Frog Pond West, as described above.
- **Coordination of the western portion of Boeckman Road with the Boeckman Bridge replacement.** When the Boeckman Bridge is replaced, the project will extend east to include part of the western-most frontage. The City will strive to coordinate the design for the bridge and the road improvement by whichever project is designed first.

- **Funds may be sourced from all applicable fees.** For City (or private sector) construction of Boeckman Road, funding will be available from supplemental fee revenue, plus applicable SDCs collected or credited. This will help reduce or eliminate carrying costs associated with the construction of Boeckman Road and sanitary sewer facilities.
- **Phase 1 construction may be deferred to a time-certain date.** At the discretion of the City, the construction of Boeckman Road may be deferred to a time-certain date or number of completed lots in order to accumulate supplemental fees needed to build the project. For the purposes of this Funding Plan, construction is preliminarily set for 2019. Developers will be required to construct interim improvements necessary to support safe pedestrian, bicycle, and motor vehicle movement prior to the full improvements being completed.
- **Development agreements will be the implementing instruments and will be established at the time of annexation.** The City plans to create an infrastructure supplemental fee, which will require developers to enter into development agreements as a condition of annexation. These development agreements will require developers to pay the supplemental fee at the time of issuance of a building permit. The development agreement template and infrastructure supplemental fee resolution should be approved by the City Council prior to processing any annexation applications.
- **Options for Council Consideration.** Based on discussions with the three major property owners on the north side of Boeckman Road and analysis by the City team, the strategies listed above are recommended. The key issues for which there are options are:
  - Option A – City leads construction, with improvements deferred to 2019 or a defined number of lots in order to build up funds. The project team estimates that an issuance of permits of 142 EDUs will be required in order to receive sufficient supplemental fees to cover the City's costs associated with the north side of Boeckman Road.
  - Option B – City leads construction, with improvements not deferred; Boeckman Road would be constructed early and concurrent with development. This option is not recommended due to the risk of delayed pay-back to the City.
  - Option C – Private sector leads construction, with improvements deferred to 2019 or a defined number of lots in order to build up funds. This option is not recommended, but is available to the Council for consideration.

## Stafford Road Preferred Funding Strategy

There are several challenges associated with the construction of Stafford Road. There is no certainty that Frog Pond East will develop in the near future, and the road is currently under county jurisdiction. Frog Pond East is outside the Urban Growth Boundary and is designated "urban reserve," defined by Metro as land that is suitable for development in the next 50 years. The developer's portion of Stafford Road infrastructure on the east side would not be required until annexation and development. Likewise, Frog Pond West developers/property owners along Stafford Road are not as advanced in their planning for development as those along Boeckman Road; therefore, this funding strategy cannot be as specific in its recommendations for Stafford Road.

This Funding Plan recommends that Stafford Road be built and funded via a strategy similar to Boeckman Road:

- Preference for the fewest number of phases that are practicable, with interim improvements to be considered at the discretion of the City. Phasing may be tailored to improve the west side of the road prior to the east side. The specific timing of improvements and phasing is to be determined. The City generally

intends to build up funds through the collection of the supplemental fee prior to making improvements to Stafford Road.

- Equitable distribution of costs: Stafford Road improvement costs will be included in the Frog Pond West supplemental fee, and supplemental fee revenues will be used to pay for Stafford Road improvements (roadway, sanitary sewer, water).
- Options for the construction of Stafford Road improvements by either the private sector or the City. Private developers who build segments of the road will be reimbursed via the supplemental fee and SDC credits.
- Development agreements will be the implementing instruments and executed at the time of annexation.

## Neighborhood Park Preferred Funding Strategies

As stated above, both the Trailhead Park and Boeckman Trail are eligible to use Park SDC funding, including SDC credits, because they are considered to be “regional” park facilities pursuant to the City’s Parks & Recreation Master Plan and SDC methodology. However, the Neighborhood Park is not eligible to use Park SDCs or Park SDC credits as a funding resource.

It is very unlikely that any single developer or group of developers/property owners will have the financial wherewithal to complete the Neighborhood Park project. Moreover, without a funding strategy, the costs of this park—which would be located on one or several properties—would be concentrated, while the benefits would be throughout Frog Pond West. Therefore, as shown in Figure 4, this Funding Plan recommends including the Neighborhood Park acquisition and improvement costs in the Frog Pond West supplemental fee. This will enable the project to move forward while minimizing the impact on funding for parks projects elsewhere in the City. The priorities of acquisition and construction would be as follows:

- Acquire needed land first. Work proactively with the School District (and/or property owners as necessary) to acquire the land. This may require negotiations with the School District to secure the site via a memorandum of understanding (MOU), intergovernmental agreement (IGA), or other agreement.
- Design and complete park improvements next. Consider building the Neighborhood Park when residential build-out reaches a target, such as 50 percent. Work proactively with the School District, developers, and property owners willing and able to make park improvements in exchange for supplemental fee credits.

Development agreements addressing the supplemental fee (including a Neighborhood Park component) would be signed with each property owner at the time of annexation, as described above. Additional development agreements may be necessary in the event that property owners deed land for or make improvements to the Neighborhood Park that would be creditable against supplemental fee payments, or make other contributions to the Neighborhood Park.

## Boeckman Bridge Preferred Funding Options

The proposed Boeckman Bridge is a major piece of transportation infrastructure—significantly greater in cost than the other elements discussed above. Frog Pond West should contribute a modest share of funding for the bridge, consistent with the fact that it is expected to generate a small percentage (less than 15 percent) of the transportation demand for the bridge, with the remainder of the demand generated by existing and new development elsewhere in the City. The majority of funding will be generated by citywide sources, possibly urban renewal funds or other sources.

This Frog Pond West share should be generated by a supplemental fee that would be similar to the fee described above, but likely separate and dedicated to the Boeckman Bridge only. The fee associated with Boeckman Bridge is recommended to be separate from the Frog Pond West supplemental fee (for Boeckman and Stafford Roads, and Neighborhood Park) because a funding strategy for Boeckman Bridge has not been finalized. The selected

funding for Boeckman Bridge (e.g. Urban Renewal or CIP) may be comingled in ways that are different from the other Master Plan infrastructure, causing potential accounting challenges if there is just one supplemental fee. Citywide and local (Frog Pond West) funding recommendations are described below.

### Citywide Funding Share

While the City's funding strategy for Boeckman Bridge is still being refined, the City is currently considering funding a significant share of Boeckman Bridge via urban renewal funds (tax increment financing), that would be generated by substantially amending the Year 2000 urban renewal area plan (Year 2000 URA) to include the cost of Boeckman Bridge. The City estimates that the Year 2000 URA could generate enough funds to pay for either the entire cost of Boeckman Bridge, or that cost less the cost associated with Frog Pond West. Other funding mechanisms—primarily SDCs/CIP—could be used to supplement URA funds. The City recently updated the Transportation SDC (TSDC) methodology and rate and elected to exclude Boeckman Bridge from the TSDC project list at this time. While the City is pursuing the citywide component of Boeckman Bridge funds through the Year 2000 URA, the funding specifics will continue to be refined for this major piece of transportation infrastructure. This Funding Plan estimates a supplemental fee based on the portion of the cost to construct Boeckman Bridge that is not funded through other revenue sources (the "Unfunded Portion").

### Frog Pond West Share of Unfunded Portion: Boeckman Bridge Supplemental Fee Estimate

Traffic generated by Frog Pond West is expected to make up a modest portion of the total traffic carried by Boeckman Bridge. The average daily trips (ADT) forecast for Boeckman Bridge in 2035 is 12,750. Frog Pond West's 571 housing units are expected to generate 1,170 ADT over Boeckman Bridge, or 9.2 percent of the total forecast ADT. At 80 percent development, or 457 units, the ADT is expected to amount to 7.3 percent of the total. The school is estimated to generate 645 ADT, or 5.0 percent of the total. In all, the estimated ADT generated by Frog Pond West, at full build out, is 1,815, or 14.3 percent of total forecasted trips.

The current cost estimate for Boeckman Bridge is \$14.0 million. If the City captures a proportional share of bridge funding from Frog Pond West, a separate supplemental fee appears to be the most appropriate tool. The amount to be raised by housing development in Frog Pond West would be 9.2 percent of the total Unfunded Portion, divided equally between 571 units.<sup>3</sup> For each \$1 million of "net unfunded" bridge cost (not covered by URA or other citywide sources), the fee would be \$161 (9.2 percent times \$1,000,000 divided by 571 housing units). The actual fee will depend on the Unfunded Portion of Boeckman Bridge, for example:

- If \$2 million unfunded, the fee per EDU would be \$322
- If \$10 million unfunded, the fee per EDU would be \$1,610
- If \$14 million unfunded, the fee per EDU would be \$2,254

The estimated contribution by the School District is approximately five percent of the Unfunded Portion; however, details regarding the District's precise share have yet to be worked out.

## Summary of Strategies and Recommendations

As described above, this Funding Plan provides the following findings and recommendations:

- Frog Pond West will require that a variety of infrastructure—including transportation, sanitary sewer, water, and parks—be built at the local, Master Plan, and off-site levels. Master Plan improvements are the primary focus of this Funding Plan, as they affect multiple property ownerships, are costly, and require a

<sup>3</sup> These calculations, including supplemental fee amount, are the same if both development and ADT are reduced to 80 percent of the full build-out values (i.e., 457 units and 7.3 percent of ADT) since a smaller share of traffic impact would be divided among a proportionately smaller number of units. Since transportation analysis was completed assuming full build out, the figure 571 housing units is used here.

coordinated plan. Such a coordinated strategy will increase all parties' confidence that the Master Plan will be implemented in a timely manner, and equitably allocate major costs across numerous different development sites.

- The primary funding tool recommended for three key Master Plan infrastructure elements—Boeckman Road (including sanitary sewer improvements), Stafford Road (including sanitary sewer and water improvements), and the Neighborhood Park—is a supplemental fee. This fee would be equitably distributed across all residential and school development in Frog Pond West, commensurate with each development's demand for the infrastructure. The total costs are allocated on the basis of equivalent dwelling units (EDUs) and summarized in Figure 4 above.
- This Funding Plan recommends and assumes that the City will collect supplemental fees and lead the construction of the Boeckman Road and Stafford Road projects. However, it is also possible that developers could build those projects in exchange for credits against supplemental fees and City SDCs; this would also likely result in lower construction costs.
- Boeckman Bridge is considered to be an "off-site" infrastructure element. Frog Pond West will generate a modest share of demand (15 percent or less) for Boeckman Bridge, with other demand coming from elsewhere in the City, and it is costlier than the Master Plan transportation infrastructure described above. The City is continuing to refine the design and funding strategy for Boeckman Bridge, with most of the funding expected to come from a substantial amendment to the Year 2000 URA. The City is also considering other funding mechanisms (primarily SDCs/CIP). This Funding Plan recommends that an additional and separate supplemental fee be charged to Frog Pond West development for the Boeckman Bridge. This supplemental fee amount will depend on the final design and cost of the bridge, and the amount generated by the URA and/or other sources. Based on Frog Pond West's transportation demand, the estimated supplemental fee is approximately \$161 per \$1 million of cost that is not provided by the URA and/or other sources.

**ORDINANCE NO. 805**

**AN ORDINANCE OF THE CITY OF WILSONVILLE ADOPTING AN UPDATED TRANSIT MASTER PLAN AS A SUB-ELEMENT OF THE TRANSPORTATION SYSTEM PLAN, REPLACING ALL PRIOR TRANSIT MASTER PLANS, AND REPEALING ORDINANCE NO. 653**

WHEREAS, the City of Wilsonville (City) currently has a 2008 Transit Master Plan that was adopted by City Council (Ordinance No. 653) on July 7, 2008; and

WHEREAS, ORS 197.175 requires city to prepare, adopt, and implement Comprehensive Plans consistent with statewide planning goals adopted by the Land Conservation and Development Commission; and

WHEREAS, ORS 197.712(2)(e) requires cities to develop and adopt a public facilities plan for areas within the Urban Growth Boundary containing a population greater than 2,500 persons, including rough cost estimates for projects needed to provide sewer, water and transportation uses contemplated in the Comprehensive Plan and Land Use Regulations; and

WHEREAS, the Transit Master Plan is a sub-element of the Transportation System Plan, which is a sub-element of the Comprehensive Plan; and

WHEREAS, an updated Transit Master Plan is needed to account for growth, rising transit costs, and future development; and

WHEREAS, in developing the updated Transit Master Plan, the City has sought to carry out federal, state, and regional mandates, provide for alternative cost-saving and funding solutions to minimize public expense, enhance efficiencies in transit routes, and maintain and potentially expand transit services; and

WHEREAS, the updated Transit Master Plan documents current routes, ridership, costs, and revenue, evaluates current transit deficiencies, estimates future transit demands, and estimates the capital and operation costs needed to meet these future demands; and

WHEREAS, staff of the City's Transit Department, which operates as South Metro Area Regional Transit (SMART), has considered a range of possible financial scenarios and put forward a Master Plan with different alternative level of transit service, depending on available funding; and



WHEREAS, following the timely mailing and publication of required notice, the Planning Commission conducted a public hearing on May 10, 2017, wherein the Commission received public testimony, staff reports and input, and exhibits, and thereafter deliberated and voted to approve Resolution No. LP17-0003 recommending to the City Council the approval of the proposed Transit Master Plan for the City of Wilsonville; and

WHEREAS, a copy of the record of the aforementioned Planning Commission action and recommendation is marked **Exhibit A**, attached hereto and incorporated by reference herein; and

WHEREAS, following the Planning Commission public hearing, the Planning Director forwarded the recommended Transit Master Plan onto the City Council, along with a staff report and attachments, in accordance with public hearing and notice procedures that are set forth in Sections 4.008, 4.011, 4.012, and 4.198 of the Wilsonville Code (WC); and

WHEREAS, the City Council, after public hearing notices were provided to over 80 property owners, a list of interested agencies, emailed to over 1,200 people, and posted in several locations throughout the City and on the City website, held a public hearing on June 5, 2017 to review the proposed Transit Master Plan, and to gather additional testimony and evidence regarding the proposed Transit Master Plan; and

WHEREAS, the City Council has afforded all interested parties an opportunity to be heard on this subject and has entered all available evidence and testimony into the public record of its proceeding; and

WHEREAS, the City Council has duly considered the subject, including the Planning Commission recommendations and all the exhibits and testimony introduced and offered by all interested parties.

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

1. FINDINGS.

The above-recited findings are adopted and incorporated by reference herein as findings and conclusions of Resolution No. LP17-0003, which includes the staff report. The City Council further finds and concludes that the adoption of the proposed Transit Master Plan is necessary to help protect the public health, safety,

and welfare of the municipality by planning that will help ensure there will continue to be adequate transit services within the City’s transportation system.

2. DETERMINATION.

Based on such findings, the City Council hereby adopts the Transit Master Plan, attached hereto and marked as **Exhibit B**, and incorporated by reference as if fully set forth herein, which shall replace and supersede all prior Transit Master Plans adopted by ordinance, resolution, or motion. Ordinance No. 653 is hereby repealed.

3. EFFECTIVE DATE OF ORDINANCE.

This Ordinance shall be declared to be in full force and effect thirty (30) days from the date of final passage and approval.

SUBMITTED to the Wilsonville City Council and read for the first time at a meeting thereof on the 5th day of June, 2017, and scheduled for second reading on June 19, 2017, commencing at the hour of 7 p.m. at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon.

\_\_\_\_\_  
Sandra C. King, MMC, City Recorder

ENACTED by the City Council on the \_\_\_\_\_ day of June, 2017, by the following votes:

Yes: \_\_\_\_\_ No: \_\_\_\_\_

\_\_\_\_\_  
Sandra C. King, MMC, City Recorder

DATED and signed by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
TIM KNAPP, MAYOR

SUMMARY OF VOTES:

Mayor Knapp

Council President Starr

Councilor Stevens

Councilor Lehan

Councilor Akervall

Attachments:

Exhibit A – Planning Commission Resolution LP17-0003 and Record (including staff report).

Many the documents in the Planning Commission Record are large, and can be found at this link. <http://www.ci.wilsonville.or.us/DocumentCenter/View/11861>

Exhibit B – Transit Master Plan



## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b>  June 19, 2017		<b>Subject: Resolution No. 2642</b> Wilsonville Community Sharing Support Grant Agreement for 2017  <b>Staff Member:</b> Susan Cole <b>Department:</b> Finance	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b> This resolution authorizes an agreement between the City and Wilsonville Community Sharing, for WCS to provide certain assistance to Wilsonville residents for fiscal year 2017-18 in the total amount of \$49,340.	
<b>Staff Recommendation:</b> Staff recommends Council adopt Resolution No. 2642			
<b>Recommended Language for Motion:</b> I move to approve Resolution No. 2642			
<b>Project / Issue Relates To:</b> <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>			
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input checked="" type="checkbox"/> Not Applicable	

### ISSUE BEFORE COUNCIL:

Approve a grant of financial assistance to Wilsonville Community Sharing for fiscal year 2017-18.

### EXECUTIVE SUMMARY:

The annual Support Grant Agreement between the City of Wilsonville and Wilsonville Community Sharing (WCS) expires June 30, 2017.

The City of Wilsonville has supported the administrative and operational services of Wilsonville Community Sharing (WCS) through financial support for more than 17 years. For FY 2017-18, the Approved Budget includes \$49,340; \$33,340 for a general purpose portion dedicated to, but not limited to, providing staffing, food, prescription help, rent & housing support and other services to those community members in need. Additionally, \$16,000 has been provided for utility bill paying assistance. The general purpose portion of the grant has been increased above the FY 2016-17 amount of \$32,640 by \$700, representing inflation.

**EXPECTED RESULTS:**

The expected result of this agreement is to continue support of WCS.

**TIMELINE:**

This resolution and agreement would be effective from July 1, 2017, through June 30, 2018.

**CURRENT YEAR BUDGET IMPACTS:**

There are no current year budget impacts. For FY 2017-18, \$49,340 in General Fund has been budgeted in the City Administration Department.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: SCole Date: 6/6/17

**LEGAL REVIEW / COMMENT:**

Reviewed by: BAJacobson Date: 6/8/17

**COMMUNITY INVOLVEMENT PROCESS:**

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY**

Helping those in need through Wilsonville Community Sharing.

**ALTERNATIVES:**

Not renew the Support Grant Agreement, which would impede the mission of WCS to help community members in need.

**CITY MANAGER COMMENT:**

**ATTACHMENTS:**

Resolution No. 2642

**RESOLUTION NO. 2642**

**A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING SUPPORT GRANT AGREEMENT WITH WILSONVILLE COMMUNITY SHARING**

WHEREAS, Wilsonville Community Sharing, an Oregon non-profit corporation, has been providing community outreach services, including but not limited to staffing, food, utility bill-paying assistance, prescription help, rent and housing support, and referral to other services beyond that which Wilsonville Community Sharing can meet for those in need; and

WHEREAS, the City of Wilsonville has supported the administrative and operational services of Wilsonville Community Sharing through grant support since fiscal year 1999-2000; and

WHEREAS, since fiscal year 2010-11 the City has provided both a general purpose grant and a separate utility bill-paying assistance grant, collectively referred to as “Grant”; and

WHEREAS, the City has included the Grant within the City Manager’s budget which is subject to review by the Budget Committee and adoption by City Council; and

WHEREAS, Wilsonville Community Sharing has provided detailed quarterly and annual financial statements that include information on services and activities and Grant expenditures; and

WHEREAS, the Grant totaling \$49,340 is included in the FY 2017-18 budget and is composed of \$33,340 for the general purpose portion and \$16,000 for the utility bill-paying assistance portion; and

WHEREAS, the parties agree that it is prudent to enter into a Support Grant Agreement setting forth the respective parties’ rights and obligations for the fiscal year 2017-18 (ending

June 30, 2018), in order to ensure a financial reporting and review system, and state the specific purpose for which the Grant monies can be used;

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

1. A one-year Grant is awarded to Wilsonville Community Sharing.
2. The City Manager is authorized to enter into for the fiscal year 2017-18 (ending June 30, 2018) a Support Grant Agreement with Wilsonville Community Sharing, an Oregon non-profit organization, in the amount of \$49,340 for the fiscal year 2017-18, under the terms and conditions as set forth in the Support Grant Agreement, a copy of which is marked Exhibit A, attached hereto, and incorporated by reference as if fully set forth herein.
3. This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 19th day of June, 2017, and filed with the Wilsonville City Recorder this date.

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Tim Knapp, Mayor

ATTEST:

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Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Starr

Councilor Akervall

Councilor Lehan

Councilor Stevens

Attachments:

Exhibit A – Wilsonville Community Sharing Support Grant Agreement

**EXHIBIT A**

**WILSONVILLE COMMUNITY SHARING  
SUPPORT GRANT AGREEMENT**

WHEREAS, Wilsonville Community Sharing, an Oregon non-profit corporation, has been providing community outreach services, including but not limited to staffing, food, bill-paying assistance, prescription help, rent and housing support, and referral to other services beyond that which Wilsonville Community Sharing can meet for those in need; and

WHEREAS, the City of Wilsonville has supported the administrative and operational services of Wilsonville Community Sharing through financial support since fiscal year 1999-2000 and has included the grant support in the City Manager's program budget; and

WHEREAS, the fiscal year 2017-18 budget includes a total of \$49,340 for financial support which is separated into a general purpose portion of \$33,340 and a utility bill-paying assistance portion of \$16,000, collectively this is referred to as "Grant"; and

WHEREAS, the general purpose portion of the Grant has been indexed to the Portland-Salem Metropolitan Area Consumer Price Index; and

WHEREAS, the utility bill-paying assistance portion was added in May 2010 in response to a Council Goal to address increased need resulting from the recession during that time period and contained a provision to continue through June 2013 or until the Portland metro area unemployment rate fell below 7%, whichever happened later; and

WHEREAS, the City Council has recognized utility bill-paying assistance is an on-going need and developed guidelines in 2015 for the use of funds for utility bill-paying assistance; and

WHEREAS, Wilsonville Community Sharing has provided detailed quarterly and annual financial statements that include information on services and activities and Grant expenditures; and

WHEREAS, the parties agree that it is prudent to enter into a Grant Agreement setting forth the respective parties' rights and obligations and to establish the Grant for fiscal year 2017-18 (ending June 30, 2018), ensure a financial reporting and review system, and state the specific purpose for which the Grant monies can be used;

NOW, THEREFORE, based on the mutual considerations and provisions set forth below, the parties enter into this Support Grant Agreement ("Grant Agreement") as follows:

1. Purpose of Grant. To provide financial support to Wilsonville Community Sharing for administration and operations to provide community services and outreach to and for community members in need of such services, including but not limited to staffing, food, utility bill-paying assistance, prescription help, rent and housing support, and referral to other services



beyond that which Wilsonville Community Sharing can provide. The financial support provided by the Grant is not for capital construction or renovation.

2. Grant Amount. The amount of the Grant for fiscal year 2017-18 shall be \$49,340, composed of \$33,340 for general support of all programs including administration and \$16,000 dedicated solely to utility bill-paying assistance.

3. Term of Grant. The term of the Agreement commences July 1, 2017 and terminates June 30, 2018, subject to the terms and provisions of this Agreement and Wilsonville Community Sharing providing the community services and outreach set forth in the above Section 1–Purpose.

4. Consumer Price Index Escalator. If the general support portion of the Grant shall be continued into the ensuing fiscal year (FY 2018-19) it shall be indexed to the Portland-Salem Metropolitan Area Consumer Price Index, all items, annual average year over year change, unless other modifications are approved by the City Council.

5. Utility Bill-Paying Assistance Guidelines. Utility bill-paying assistance shall be granted and administered according to the Utility Bill Paying Assistance Program Guidelines, attached as Exhibit B.

6. Grant Administration.

6.1. The Grant shall be administered by the City’s Finance Director.

6.2. The Grant shall be paid quarterly by the seventh day of each quarter.

7. Reporting.

7.1. Wilsonville Community Sharing shall provide a report to the City on the use of the utility bill-paying assistance portion within three weeks following the end of a calendar quarter. The form of the report shall be similar to the format used in the prior fiscal year.

7.2. Wilsonville Community Sharing shall provide to the City an annual financial report each January setting forth the operational and administrative services and activities provided and the Grant expenditures in support thereof. The reports shall provide the information on services and activities and Grant expenditures for the prior calendar year and a budget from the 1<sup>st</sup> of January of that reporting year to December 31<sup>st</sup> of that year.

7.3. Wilsonville Community Sharing shall provide to the City a copy of its annual Form 990 IRS filing within 10 business days of filing it with the IRS.

8. Finance Review.

8.1. Wilsonville Community Sharing shall maintain books, records, documents, and other materials (collectively referred to as “documents and records”) that sufficiently and properly reflect back-up for all expenditures made pursuant to this Agreement. The City shall have full access to and the right to examine and copy, during normal Wilsonville Community Sharing business hours, all of the documents and records of Wilsonville Community Sharing related to matters covered by this Agreement, whether the documents and records are in electronic form or printed form and whether maintained separately or as part of other financial information. This inspection right shall remain in full force and effect for two (2) years from July 1, 2017.

8.2. Upon fifteen (15) days’ prior written notice, the City shall have the right to conduct an audit or financial review of Wilsonville Community Sharing’s documents and records, as reasonably related to this Agreement. If an audit or review of the documents and records determines that Grant funds have been inappropriately expended by Wilsonville Community Sharing under this Agreement or any federal, state, or City regulation, Wilsonville Community Sharing agrees that it must reimburse the City for the full amount identified by the audit or review as an inappropriate expenditure. Such outstanding amounts shall bear interest at the rate of the Federal Funds Rate (currently at 1.0%), plus 5%.

8.3. If the inappropriate expenditure(s) exceeds five hundred dollars (\$500) Wilsonville Community Sharing will reimburse the City for the cost of the audit or review.

8.4. Wilsonville Community Sharing may contest the audit findings and, if so, the parties will meet to arrive at a mutual resolution. If no resolution can be agreed upon within sixty (60) days, the parties will mutually agree on a review auditor to resolve the dispute or, if the parties cannot agree on a review auditor, either party may ask a Clackamas County judge to appoint a review auditor, whose finding shall be binding on the parties and non-appealable.

9. Grant Confidentiality. In reporting to the City under Section 7 and in reporting the findings of any audit or financial review, the names, social security numbers, medical information, or other information that is confidential under law as may pertain to the clients of Wilsonville Community Sharing shall not be reported and shall remain confidential.

10. Termination.

10.1. The City and Wilsonville Community Sharing may mutually terminate this Grant Agreement at any time.

10.2. The City may terminate this Grant Agreement at the end of the fiscal year in which the Grant has been funded if the City is unable to appropriate sufficient funding to fund the Grant for the ensuing year.

10.3. The City may terminate upon fifteen (15) days' notice upon an audit or financial review determination of inappropriate expenditure.

10.4. The City may terminate the Grant Agreement immediately upon receiving notice that Wilsonville Community Sharing is no longer providing the services set forth in Section 1–Purpose.

10.5. Wilsonville Community Sharing may terminate this Grant Agreement at the end of any quarter in which it has received funds and it may terminate this Grant at any time, provided it reimburses the City for any unexpended funds received.

11. Authority. The individuals executing this Grant Agreement on behalf of the respective parties thereto each represent and warrant to the other that he/she has the full power and authority to do so on behalf of said party and to bind said party to the terms of this Grant Agreement.

IN WITNESS WHEREOF, the undersigned have executed this Grant Agreement effective this \_\_\_\_ day of \_\_\_\_\_, 2017.

WILSONVILLE COMMUNITY SHARING

CITY OF WILSONVILLE

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

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

As Its: President

Bryan Cosgrove  
As Its: City Manager

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## Wilsonville Community Sharing Guidelines for Utility-Bill Paying Assistance Program

*(Approved 2015)*

### Guidelines:

The Wilsonville City Council will designate City funds to be used by Wilsonville Community Sharing (WCS) for utility bill-paying assistance via Resolution. WCS may augment these funds from other sources. However, the use of City funds for utility bill-paying assistance shall be in accordance with the following guidelines:

- Utility bill-paying assistance is available for the following utilities:
  - Ø Utilities that provide heat
  - Ø Utilities that provide electricity
  - Ø City of Wilsonville combined utility bill
- Each client shall have an in-person in-take appointment with WCS.
- The client must live within the City limits of Wilsonville, as verified by address on utility bills and income documents.
- The reason for bill-paying assistance must be stated by the client to WCS staff.
- Utility bills for which the client is requesting bill-paying assistance must be original and presented to WCS staff at the time of in-take appointment.
- For assistance with heat and/or electric utilities, client must demonstrate evidence of working with Clackamas County Social Services or Washington County Community Action, by providing to WCS staff the name, phone number and dates of contact with the staff person with whom they have worked.
- Bill-paying assistance from City funds for utilities that provide heat and/or electricity (PGE & NW Natural, etc.) shall be after the client either received, or made a good faith effort to receive, any assistance granted through other organizations, such as Clackamas County Social Services or Community Action in Washington County. In the event no assistance was granted, WCS will evaluate on a case-by-case basis as to the reason, but the lack of assistance from another organization will not disqualify a client from receiving bill-paying assistance through this program.
- WCS will follow Clackamas County's Social Services income guidelines for eligibility:
  - Ø 60% of State median income by household size; for use in Federal fiscal year (Oct. 1 - Sept 30)
  - Ø Income eligibility is based on the total gross household income received by all adults age 18 and over living at the home at the time of application.
  - Ø Gross income is before taxes and deductions.
- WCS will follow Clackamas County's income eligibility determination:
  - Ø Income for the 30 days prior to the application is verified for the purpose of determining income eligibility.
  - Ø Income eligibility can also be demonstrated by the client through the verification of a major financial crisis or set-back that has negatively impacted the client's financial situation, thereby impacting their ability to pay the full amount of their utility bill(s). In

such cases, the financial crisis or set –back must demonstrably detract from their income in an amount that would make them fall within the income eligibility guidelines.

- WCS will contact Clackamas County Social Services each August or September to verify and update, as necessary, income guidelines and income eligibility determination. WCS will remain consistent, on an annual basis, with Clackamas County Social Services in these areas.
- Bill-paying assistance for utilities is capped as follows:
  - Ø At total \$300 per the City’s fiscal year (July 1 through June 30), per household, for all utilities.
  - Ø If bill-paying assistance is requested for the City of Wilsonville’s combined utility bill, this amount shall be capped at \$150 per the City’s fiscal year, per household.
  - Ø These caps may be adjusted as the Wilsonville City Council determines through Resolution.
- WCS will verify with the utilities the amount owed by the client.
- WCS will pay the utilities directly. No funds will be disbursed to the client. For bill-paying assistance for the City of Wilsonville combined utility bill, no funds will be disbursed; WCS staff will contact the City and the City will adjust the client’s bill accordingly.
- WCS staff shall make a good faith effort to avoid actual or perceived conflict of interest in administering the bill-paying assistance program, meaning that WCS staff will recuse themselves from determining eligibility and award amount for bill-paying assistance to their family members and friends, other WCS staff, and city of Wilsonville staff; and instead convene a panel of the WCS Board Chair and City Finance Director, or their designees, to determine eligibility and bill-paying assistance amount, following the above guidelines.
- WCS shall maintain a generalized list of clients awarded bill-paying assistance, in order to provide information annually to the City’s Finance Department. This list shall consist of the client’s initials (not name), address, the amount of the assistance awarded and the utilities covered by the assistance. This information will be kept confidential and will be used for statistical purposes. WCS will provide this information annually by September 1 of each year, covering the previous fiscal year period of July 1 through June 30.

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**CITY COUNCIL MEETING  
STAFF REPORT**

<p><b>Meeting Date:</b>  June 19, 2017</p>	<p><b>Subject: Resolution No. 2646</b> Amending the 2016-17 Wilsonville Community Sharing Support Grant Agreement</p> <p><b>Staff Member:</b> Susan Cole <b>Department:</b> Finance</p>
<p><b>Action Required</b></p>	<p><b>Advisory Board/Commission Recommendation</b></p>
<p><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</p>	<p><input type="checkbox"/> Approval  <input type="checkbox"/> Denial  <input type="checkbox"/> None Forwarded  <input checked="" type="checkbox"/> Not Applicable</p> <p><b>Comments:</b> This resolution authorizes an amendment to agreement between the City and Wilsonville Community Sharing, for fiscal year 2016-17 in the total amount of \$8,000, in support of the completion of a fundraising and strategic plan.</p>
<p><b>Staff Recommendation:</b> Staff recommends Council adopt Resolution No. 2646.</p>	
<p><b>Recommended Language for Motion:</b> I move to approve Resolution No. 2646.</p>	
<p><b>Project / Issue Relates To:</b> <i>[Identify which goal(s), master plans(s) your issue relates to.]</i></p>	
<p><input type="checkbox"/> Council Goals/Priorities</p>	<p><input type="checkbox"/> Adopted Master Plan(s)</p>
<p><input checked="" type="checkbox"/> Not Applicable</p>	

**ISSUE BEFORE COUNCIL:**

Approve an amendment to the FY 2016-17 grant of financial assistance to Wilsonville Community Sharing (WCS), to increase the amount by \$8,000.

**EXECUTIVE SUMMARY:**

During the budget development process for FY 2015-16, the City’s Budget Committee added an additional \$15,000 to the City Manager’s budget to be applied in the best way the City Council viewed to help those less fortunate in the community.

At the time, the most recent statistics from 2014 showed that the City was the majority funding partner of WCS, providing 55% of their funding. The City Council felt that a broader base of funding partners would help ensure the long-term viability of WCS to meet their mission of helping those community members in need, and hence expressed the desire to support a fundraising and strategic planning process on the part of WCS.

WCS was able to fund raise \$6,000 for the effort of completing the process of developing a fundraising and strategic plan, leaving a balance of \$8,000. However, due to a technical oversight, a mechanism such as a grant agreement does not exist in order for the City to disburse funds in support of their intent from FY 2015-16; additionally, the \$15,000 added by the Budget Committee lapsed on June 30, 2016.

This amendment to the current grant agreement, for FY 2016-17, with WCS corrects the technicality and provides for a mechanism for the City to support WCS's efforts to broaden its base of funding partners. The City Manager's budget for FY 2016-17 has capacity due to other items not occurring and savings in various accounts.

The effort of the fundraising and strategic planning process has appeared to have paid off; while in calendar year 2014 the City provided 55% of WCS's funding, in calendar years 2015 and 2016 the City provided about 32% of WCS's funding, while their income level has increased from about \$98,500 in 2014 to \$151,000 in 2016.

**EXPECTED RESULTS:**

The expected result of this agreement is to disburse approximately \$8,000 to WCS for its efforts in developing a fundraising and strategic plan.

**TIMELINE:**

This resolution and agreement would be effective immediately and the City would disburse the funds to WCS prior to June 30, 2017.

**CURRENT YEAR BUDGET IMPACTS:**

For FY 2016-17, the current grant agreement is for \$48,640, and this amendment would add an additional \$8,000, funded from various savings in other accounts within the City Manager's budget.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: SCole Date: 6/13/17

**LEGAL REVIEW / COMMENT:**

Reviewed by: BAJ Date: 6/13/17

**COMMUNITY INVOLVEMENT PROCESS:**

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY**

Helping those in need through Wilsonville Community Sharing.

**ALTERNATIVES:**

Not amending the agreement with WCS would mean a gap in that organization's finances.

**CITY MANAGER COMMENT:**

**ATTACHMENTS:**



**RESOLUTION NO. 2646**

**A RESOLUTION OF THE CITY OF WILSONVILLE AMENDING RESOLUTION NO. 2588, SUPPORT GRANT AGREEMENT WITH WILSONVILLE COMMUNITY SHARING FOR FY 2016-17**

WHEREAS, the City Council is supportive of the mission of Wilsonville Community Sharing (WCS) to help those in need within the community; and

WHEREAS, the City Council and WCS would like to ensure a self-sustaining future where the City is a funding partner, but not necessarily the majority funding partner; and

WHEREAS, WCS has completed a fundraising and strategic plan which positions them to become self-sustaining without relying on the City as a majority funding partner; and

WHEREAS, WCS was able to raise \$6,000 toward this effort; and

WHEREAS, WCS has requested the City support funding the balance of approximately \$8,000 for effort of developing such a plan;

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

1. The City amends the FY 2016-17 Support Grant Agreement to Wilsonville Community Sharing (WCS) by directing an additional \$8,000 to be paid to WCS in support of the completion of a fundraising and strategic plan that positions them toward a self-sustaining future.
2. The City will disburse the \$8,000, in whole or in part, to WCS upon documentation of invoices, or other like mechanisms, that demonstrates payment toward the completion of a fundraising and strategic plan. The amount disbursed shall be equal to the dollar amount included in the documentation but shall not exceed \$8,000. WCS may apply other non-City funding sources if the amount exceeds \$8,000.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 19th day of June, 2017, and filed with the Wilsonville City Recorder this date.

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Tim Knapp, Mayor

ATTEST:

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Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Starr

Councilor Akervall

Councilor Lehan

Councilor Stevens



**CITY COUNCIL MEETING  
STAFF REPORT**

<p><b>Meeting Date:</b> June 19, 2017</p>	<p><b>Subject:</b> Adoption of FY 2017/18 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy</p> <p><b>Staff Member:</b> Mark Ottenad, Public/Government Affairs Director; Mike McCarty, Parks and Recreation Director</p> <p><b>Departments:</b> Administration; Park and Recreation</p>	
<p><b>Action Required</b></p> <p><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 type="checkbox"/> Resolution  <input type="checkbox"/> Information or Direction  <input type="checkbox"/> Information Only  <input type="checkbox"/> Council Direction  <input type="checkbox"/> Consent Agenda</p>	<p><b>Advisory Board/Commission Recommendation</b></p> <p><input checked="" type="checkbox"/> Approval  <input type="checkbox"/> Denial  <input type="checkbox"/> None Forwarded  <input type="checkbox"/> Not Applicable</p> <p><b>Comments:</b> The Tourism Promotion Committee unanimously recommended on May 23, 2017, adoption of the Plan by City Council.</p>	
<p><b>Staff Recommendations:</b> City Council adopts the FY 2017/18 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy</p>		
<p><b>Recommended Language for Motion:</b> I move to adopt the FY 2017/18 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy.</p>		
<p><b>PROJECT / ISSUE RELATES TO:</b></p>		
<p><input checked="" type="checkbox"/> Council Goals/Priorities</p>	<p><input checked="" type="checkbox"/> Adopted Master Plan(s)</p>	<p><input type="checkbox"/> Not Applicable</p>

**ISSUE BEFORE COUNCIL**

City Council adoption of the FY 2017/18 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy.

**EXECUTIVE SUMMARY**

The Tourism Promotion Committee unanimously recommended on May 23, 2017, adoption by Council of the FY 2017/18 Five-Year Action Plan and Annual One-Year Implementation Plan

for the Wilsonville Tourism Development Strategy. This is the second, rolling version of this Plan that is updated annually as required by Resolution No. 2541.

Essentially, this update to the Plan continues to advance the longer-term five-year strategy of the action plan. That is, the one-year implementation plan seeks to advance the top priorities of the larger five-year action plan.

The FY 17/18 tourism work plan is segmented into three main sections that are detailed in the Plan:

- 1. Tourism Promotion Program Organizational Framework / Staffing Resource:** The committee works with staff of the City Manager's Office and Parks & Recreation Dept. to work with the Tourism Development and Operations Consultant contractor for tourism development and promotion in order to advance the Strategy and the Plan as outlined in RFP. The committee members elect chair and vice chair, and continue to oversee the tourism grant programs.
- 2. Tourism Promotion Marketing:** The committee works with staff of the City Manager's Office and Parks & Recreation Dept. to work with the Tourism Development and Operations Consultant contractor to develop a tourism branding strategy, advance a business and marketing plan with a focus on Wilsonville tourism branding, marketing and online/Internet website products and processes.
- 3. Study Efforts for City to Advance Tourism Development:** The committee works with staff of the City Manager's Office and Parks & Recreation Dept. to work with the Tourism Development and Operations Consultant contractor on four specific recommendations to the City Council for study efforts to advance tourism:
  - Visitor profile study to be undertaken in FY 17/18.
  - Feasibility study for an all-weather or indoor, multi-purpose athletic facility for sports tournaments and recreational and entertainment activities to be undertaken in FY 17/18.
  - Destination marketing strategy plan that could be undertaken in FY 18/19.
  - Hotel/conference center feasibility study as follow-up to Town Center Master Plan redevelopment project that could be undertaken in FY 18/19.

### **Past Year's Performance of Tourism Promotion Committee**

The Tourism Promotion Committee had a successful year, advancing key objectives as set-out in the prior fiscal year's Plan, including:

- Taking-on full responsibility for overseeing the administration and award-allocation for the City's two tourism grant programs, including the City's Community Tourism Matching Grant Program (\$25,000) and the Clackamas County Community Partnership Program (\$20,000).
- Overseeing development of the initial, top-priority tourism website and an ad campaign on behalf of community tourism events and to support attracting regional visitors to "linger longer" in support of local businesses. The new ExploreWilsonville.com tourism website soft-launched on May 31, 2017.
- Developing a full Request for Proposal for "Tourism Development and Operations Consultant" to implement the City's Tourism Promotion Program, and conducting interviews

of proposers and making a recommendation for a successful proposer that City intends to retain for tourism promotion services for FY17/18.

The committee met on eight occasions in FY 2016-17, surpassing the minimum required four meetings per fiscal year per Resolution No. 2541. Meeting of the committee were held on Sept. 27, Oct. 27, and Dec. 1, 2016, and Feb. 14, March 21, April 11, April 27 and May 23, 2017

## **BACKGROUND INFORMATION**

When the City Council adopted Resolution No. 2541 in June 2015 to advance the Tourism Development Strategy adopted by Council in May 2014, the Council directed the new Tourism Promotion Committee to develop an annual business plan, formally known as a “Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy.”

Staff understand the Council’s intent was to ensure that the expenditure of tourism transient lodging tax revenues to advance the larger tourism development strategy and specific tourism promotion programs was guided by a Council-adopted business plan. The business plan is to enunciate a long-term roadmap as a “Five-Year Action Plan” that guides the immediate, next fiscal year’s “Annual One-Year Implementation Plan”.

In April 2016, the City Council adopted the FY 2016/17 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy as recommended by the Committee. That Plan has guided the work program and deliverables of the City’s tourism promotion program over the past year.

## **CURRENT YEAR BUDGET IMPACTS**

The City’s FY 2017/18 Budget dedicates 50 percent of anticipated transient lodging tax revenues to tourism, for a total of \$200,000 budgeted. Less \$25,000 for the City tourism matching grant program, the balance of \$175,000 funds the priorities listed in the Plan.

## **FINANCIAL REVIEW / COMMENTS**

Reviewed by: SCole Date: 6/8/17

## **LEGAL REVIEW / COMMENT**

Reviewed by: BAJacobson Date: 6/9/17

## **CITY MANAGER COMMENT**

The FY 2017/18 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy appears to be in alignment with and advance the Tourism Development Strategy adopted by Council.

## **EXHIBITS**

- A. FY 2017/18 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy



# **FY 2017/18 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy**

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**May 23, 2017**

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  - 3.3 Destination marketing strategy plan
  - 3.4 Hotel/conference center feasibility study as part of Town Center Master Plan redevelopment project

### **G. Attachment**

1. Scope of Work, Request for Proposal for Tourism Development and Operations Consultant, January 2017

## A. Introduction

The Wilsonville Tourism Promotion Committee on May 23, 2017, recommended for adoption to the City Council the second rolling Five-Year Action Plan and Annual One-Year Implementation Plan (“Plan”) for FY 2017/18. Each year, the committee updates the plan to account for work accomplished during the prior year and to plan for the following year-plus. Members of the committee have worked diligently to advance the objectives of the Council as outlined in Resolution No. 2541 (2015), which created the City’s Tourism Promotion Program and Committee to further goals and objectives of the *Wilsonville Tourism Development Strategy* adopted by Council in May 2014.

## B. Tourism Promotion Committee Members

The Wilsonville Tourism Promotion Committee is composed of the seven voting positions, as established by Resolution No. 2541, sorted descending alphabetically by last name.

1. **Jeff Brown, Chair:** General Manager of Holiday Inn Wilsonville and member of the Tourism Development Strategy Task Force; Position No. 3, term ends 6/30/20.
2. **Darren Harmon:** General Manager of Family Fun Center and member of Tourism Development Strategy Task Force; Position No. 5, term ends 6/30/18.
3. **Al Levit, Vice Chair:** Retired resident who is a Bike Club Coordinator and serves as a Commissioner on the Wilsonville Planning Commission; Position No. 4, term ends 6/30/20.
4. **David Stead:** General Manager of Langdon Farms Golf Club and member of the Tourism Development Strategy Task Force; Position No. 6, term ends 6/30/18.
5. **Elaine Swyt:** Principal of MediaPhysics and Chair of the Wilsonville Parks & Recreation Advisory Board; Position No. 2, term ends 6/30/19.
6. **Emily Bryant Utz:** Group/Tourism Specialist for the World of Speed Museum; Position No. 1, term ends 6/30/19.
7. **Vacant:** Position No. 7, term ending 6/30/2018.

Housed in the Parks and Recreation Department with support from the City Manager’s Office, the committee includes five non-voting, ex-officio advisory members composed of:

8. **Clackamas County Tourism and Cultural Affairs**, aka Oregon’s Mt Hood Territory: Danielle Cowan, Executive Director, or designee, including Samara Phelps, Tourism Development Lead, or Jim Austin, Community Relations Lead.
9. **Washington County Visitors Association (WCVA):** Carolyn McCormick, President/CEO, or designee Sylke Neal-Finnegan, Vice President of Marketing & Communications.
10. **Wilsonville Area Chamber of Commerce:** Kevin Ferrasci O’Malley, CEO.
11. **City of Wilsonville Parks and Recreation Dept.** Director or designee: Mike McCarty, Director, or Brian Stevenson, Recreation Manager.
12. **City of Wilsonville City Council:** Councilor Charlotte Lehan, who also serves as the City Council liaison to the committee.

## C. Committee Meetings

The committee met on eight occasions in FY 2016-17, surpassing the minimum required four meetings per fiscal year per Resolution No. 2541. Meeting of the committee were held on Sept. 27, Oct. 27, and Dec. 1, 2016, and Feb. 14, March 21, April 11, April 27 and May 23, 2017.

## D. Advancing Tourism Development Priorities

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

### Top Priorities and “Themed Issues” for Additional Work

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

## E. Past Year’s Accomplishments, FY 2016/17

The Tourism Promotion Committee had a successful year, advancing key objectives as set-out in the prior fiscal year’s Plan, including:

- Taking-on full responsibility for overseeing the administration and award-allocation for the City’s two tourism grant programs, including the City’s Community Tourism Matching Grant Program (\$25,000) and the Clackamas County Community Partnership Program (\$20,000).
- Overseeing development of the initial, top-priority tourism website ExploreWilsonville.com and an ad campaign on behalf of community tourism events and to support attracting regional visitors to “linger longer” in support of local businesses.
- Developing a full Request for Proposal for “Tourism Development and Operations Consultant” to implement the City’s Tourism Promotion Program, and conducting interviews of proposers and making a recommendation for a successful proposer.



## F. Five-Year Action Plan for Tourism Development: FY 17/18 – 21/22

The longer-range five-year plan recommended by the committee focuses on developing the organizational infrastructure and marketing/promotion program for the proposed “Visit Wilsonville” Destination Marketing Organization (DMO).

This second, rolling annual one-year implementation action plan follows directly from the committee’s review of the most-pressing, “Top Priorities.” While the committee recognizes that adjustments are to be made to the longer-range plan via annual ‘course corrections,’ the five-year plan is outlined below in fiscal years, July 1 of one year to June 30 of the following year.

<b>Year 1, 2017/18</b>	<ul style="list-style-type: none"> <li>• Recruit to fill all voting positions for the Tourism Promotion Committee.</li> <li>• Elect chair/vice-chair leadership positions.</li> <li>• Committee continues to oversee tourism grant programs.</li> <li>• Tourism Development and Operations Consultant contractor commences first annual contract to advance Tourism Promotion Program as outlined in the RFP and Plan, including development of business and marketing plans.</li> <li>• Tourism branding strategy is developed by contractor as component of Plan.</li> <li>• Tourism website is monitored by committee and improved as recommended.</li> <li>• Committee develops and recommends to City Council for adoption the update to the FY 18/19 Five-Year Action Plan and Annual One-Year Implementation Plan.</li> <li>• Two recommended studies are commenced, including a visitor profile study (Plan item 3.1) and a feasibility study for all-weather or indoor, multi-purpose athletic facility (Plan item 3.2)</li> <li>• Committee monitors and participates in Town Center Plan redevelopment effort.</li> </ul>
<b>Year 2, 2018/19</b>	<ul style="list-style-type: none"> <li>• Tourism Development and Operations Consultant contractor continues to advance Tourism Promotion Program as outlined in the Plan.</li> <li>• Internet/website and social media products are researched and reviewed by staff/contractor with committee to target product recommendation and selection.</li> <li>• New tourism promotional programs are implemented with key partners.</li> <li>• Two recommended studies are commenced, including destination marketing strategy plan (Plan item 3.3) and hotel/conference center feasibility study as follow-up to Town Center Master Plan redevelopment project (Plan item 3.4)</li> </ul>
<b>Year 3, 2019/20</b>	<ul style="list-style-type: none"> <li>• Tourism Development and Operations Consultant contractor continues to advance Tourism Promotion Program as outlined in the Plan.</li> <li>• Internet/website and social media products are researched and reviewed by staff/contractor with committee to target product recommendation and selection..</li> </ul>
<b>Year 4, 2020/21</b>	<ul style="list-style-type: none"> <li>• Tourism Development and Operations Consultant contractor continues to advance Tourism Promotion Program as outlined in the Plan.</li> <li>• Website is further refined and major marketing promotion continues.</li> <li>• New tourism promotional programs are implemented with key partners.</li> <li>• Committee recommends to Council to advance formation of nonprofit DMO.</li> </ul>
<b>Year 5, 2021/22</b>	<ul style="list-style-type: none"> <li>• Tourism Development and Operations Consultant contractor continues to advance Tourism Promotion Program as outlined in the Plan.</li> <li>• Committee obtains legal assistance; reviews federal and state requirements for forming 501(c)(6) nonprofit DMO called “Visit Wilsonville”; creates bylaws.</li> </ul>

## G. Annual One-Year Implementation Plan: July 2017 – June 2018

The one-year implementation plan seeks to advance the top priorities of the larger five-year action plan. The first-year work plan is segmented into three main sections:

1. **Tourism Promotion Program Organizational Framework / Staffing Resource:** The committee works with staff of the City Manager's Office and Parks & Recreation Dept. to work with the Tourism Development and Operations Consultant contractor for tourism development and promotion in order to advance the Strategy and the Plan as outlined in RFP. The committee members elect chair and vice chair, and continue to oversee the tourism grant programs.
2. **Tourism Promotion Marketing:** The committee works with staff of the City Manager's Office and Parks & Recreation Dept. to work with the Tourism Development and Operations Consultant contractor to develop a tourism branding strategy, advance a business and marketing plan with a focus on Wilsonville tourism branding, marketing and online/Internet website products and processes.
3. **Study Efforts for City to Advance Tourism Development:** The committee works with staff of the City Manager's Office and Parks & Recreation Dept. to work with the Tourism Development and Operations Consultant contractor for four specific recommendations to the City Council for study efforts to advance tourism:
  - Visitor profile study to be undertaken in FY 17/18.
  - Feasibility study for an all-weather or indoor, multi-purpose athletic facility for sports tournaments and recreational and entertainment activities to be undertaken in FY 17/18.
  - Destination marketing strategy plan that could be undertaken in FY 18/19.
  - Hotel/conference center feasibility study as follow-up to Town Center Master Plan redevelopment project that could be undertaken in FY 18/19.

### 1. Tourism Promotion Program Organizational Framework / Staffing Resource

**1.1 Staffing/Contractor Resource:** In order to advance components of the Visit Wilsonville tourism development strategy and the Plan, the committee will work with staff of the City Manager's Office and Parks & Recreation Dept. to collaborate with the Tourism Development and Operations Consultant contractor to advance the fledgling tourism program.

**Authority for recommendation:** *Wilsonville Tourism Development Strategy, May 2014, Action Item 1.1:* Establish an Independent 501 (c) (6) Not-for-Profit DMO to be named Visit Wilsonville. [Create the organizational framework]

**1.2 Budget Allocation:** The committee recognizes the City intends to dedicate 50% of transient lodging tax revenues for tourism promotion and has budgeted \$200,000 for FY 17/18. The committee recommends that the City Council dedicate a portion of unspent, prior years' transient lodging-tax revenues budget (FY 15/16 and FY 16/17) for the visitor profile study and feasibility study for an all-weather or indoor, multi-purpose athletic recreation facility for sports tournaments and other recreational/entertainment purposes during FY 17/18.

**Authority for recommendation:** *Wilsonville Tourism Development Strategy, May 2014, Action Item 1.3:* Increase the Allocation of the Hotel/Motel Transient Lodging Tax (TLT).

**1.3 Tourism Grants Programs:** The committee has successfully assumed responsibility from the Parks & Recreation Advisory Board to oversee the City's Community Tourism Matching Grants Award Program and Clackamas County's Community Partnership Tourism Grants Program, with assistance from Parks & Recreation staff.

The committee seeks to fine-tune the tourism-related grants program to focus on attracting visitors from over 50 miles away who require overnight lodging accommodations, as well as encouraging visitors to linger longer and patronize local businesses when visiting Wilsonville. The committee seeks to cultivate increased tourism awareness among both members of the community and grant recipients. Increasing overnight stays and transient lodging tax revenues is one of the primary goals for the Tourism Promotion Program and Committee, according to Resolution No. 2541.

*Authority for recommendation:* *Wilsonville Tourism Development Strategy, May 2014, Action Item 1.5:* Review Wilsonville Tourism Grants Program; *Item 5.14:* Increase public awareness of the benefits of tourism.

## 2. Tourism Promotion Marketing Plan

**2.1 Tourism Branding Strategy:** The prospective Tourism Development and Operations Consultant contractor has identified as key issue to advance that the committee agrees is a priority: development of a larger Visit Wilsonville tourism branding strategy. A successful marketing plan requires first development of a larger, over-arching tourism branding strategy that control key messages, marketing content and design and the look and feel of other promotional advertising products for print or online media.

*Authority for recommendation:* *Wilsonville Tourism Development Strategy, May 2014, Action Item 2.1:* Develop a destination branding strategy for Wilsonville.

**2.2 Tourism Website:** The committee has worked to launch an initial tourism website known as ExploreWilsonville.com that may be continued or improved upon by the Tourism Development and Operations Consultant contractor. Launch of the tourism website responds to a primary weakness for Wilsonville tourism promotional efforts: the lack of an "authoritative website" on Wilsonville tourism recognized by Google and other Internet search engines. The committee believes improvement of a tourism website and associated marketing efforts as outlined in the Plan and RFP are priorities in this upcoming fiscal year.

Increasingly, travelers are using online websites, including social media sites, that work on desktop and mobile devices to obtain information on areas to be visited, as well as to book lodging and other services. Hence, the committee's focus in the larger marketing realm is on online, Internet media as both an economical way to publish up-to-date content and reach the widest audience feasible.

A growing component of Internet-based products features the ability for users to check lodging, vehicle rental and other services' date-availability and book reservations directly online. The Tourism Development and Operations Consultant contractor will research options for online transactional marketing products and other features as noted below.

*Authority for recommendation:* *Wilsonville Tourism Development Strategy, May 2014, Action Item 5.1:* Establish a stand-alone Wilsonville tourism website.

**2.3 Content Collection / Organization / Sharing:** An important feature for marketing efforts is the ability to use copyright-free content—including text, images and videos—that may be utilized and shared freely or as desired without additional overhead royalty and license expenses. Considerable effort is required to acquire and catalog area attractions, features, etc., that then may be used in website, social media and other platforms.

A content strategy for online products and Internet marketing should be developed by the Tourism Development and Operations Consultant contractor that provides guidance for development and expansion of website content, schedules and procedures for updating content, and ways that content may be leveraged in other channels or media for greater reach.

The Tourism Development and Operations Consultant contractor should research and source options for the integration of online video and use of linking strategies to drive traffic and search-engine optimization. Integral to developing an image and video content collection is obtaining services of a contracted photographer/videographer(s).

*Authority for recommendation:* Wilsonville Tourism Development Strategy, May 2014, Action Item 5.13: Develop an active content management and co-op marketing program; Item 5.11: Develop and maintain a library of high-quality images and videos; Item 5.5: Optimize the online use of video; Item 5.6: Optimize linking strategies.

**2.4 Email Marketing:** A primary tool of Internet-based marketing is the use of database email “notifiers” to alert interested parties to events, special deals and other attractors to the Wilsonville area. The Tourism Development and Operations Consultant contractor should research email marketing tools, especially ones that are integrated into the website and social media products that encourage ‘opt-in’ sign-ups to receive emails.

*Authority for recommendation:* Wilsonville Tourism Development Strategy, May 2014, Action Item 5.4: Develop database and email marketing programs.

**2.5 Social Media:** Social media is a component of the larger online marketing promotional effort. The Tourism Development and Operations Consultant contractor should research social media platforms and programs that are targeted to specific niche markets, and ones that preferably offer integration with the website product.

*Authority for recommendation:* Wilsonville Tourism Development Strategy, May 2014, Action Item 5.3: Develop social media programs relevant to key markets.

**2.6 Website Analytics:** One of the most powerful features of the Internet is to be able to use website traffic data to determine user interests and preferences, problems with the website content or functionality, where users are located, etc. The Tourism Development and Operations Consultant contractor should research the compatibility and integration of website analytic tools for the website product.

*Authority for recommendation:* Wilsonville Tourism Development Strategy, May 2014, Action Item 5.12: Optimize the use of website and social media analytics.

**2.7 Internet Marketing Campaigns:** The Tourism Development and Operations Consultant contractor should research what kinds of services are available for Internet marketing promotions that are targeted to specific, niche markets and that utilize database marketing.

*Authority for recommendation:* Wilsonville Tourism Development Strategy, May 2014, Action Item 5.12: Introduce an ongoing internet marketing campaign.

**2.8 Wilsonville Visitors Guide and Related Publications:** The Tourism Development and Operations Consultant contractor should consider production of print and online versions of a Wilsonville Visitors Guide, as well as other potential publications that may be helpful to visitors and marketers.

*Authority for recommendation:* *Wilsonville Tourism Development Strategy, May 2014, Action Item 5.7:* Produce a Wilsonville Visitors Guide annually.

### 3. Study Efforts for City to Advance Tourism Development

The committee recommends to the City Council funding of four studies or research/planning efforts to advance tourism development in the greater Wilsonville market. The funds for these studies would be sourced from prior, unspent budgeted tourism funds from the prior two fiscal years, FY 15/16 and FY 16/17, while the City's tourism program was being developed by the committee and be approved by City Council with a separate budget adjustment.

**3.1 Visitor profile study:** The committee believes that more detailed information about the characteristics and profiles of visitors to Wilsonville would provide strategic insight on niche markets, marketing promotion efforts and related information. Related to the profile of visitors, is the need to conduct additional research related to what attracts visitors to Wilsonville and how well their expectations are met when visiting here. The study should focus on both summer and non-summer "shoulder-season" visitors. This study is a high priority for the committee that is recommended for implementation during FY 17/18 with a separate budget adjustment.

**3.2 Feasibility study for all-weather or indoor, multi-purpose athletic facility for sports tournaments and recreational and entertainment activities:** The *Tourism Development Strategy* identified that the City may be well positioned to take advantage of non-summer, shoulder-season activities such as youth and league sporting activities when local lodging occupancy is lower. The study for an indoor or all-weather-use facility that includes courts and fields for year-round use should include a detailed market analysis, financial feasibility and potential financing strategies. This study is a high priority for the committee that is recommended for implementation during FY 17/18 with a separate budget adjustment.

**3.3 Destination marketing strategy plan:** The committee recommends that a focused tourism and visitor destination-marketing strategy is developed that complements the City's larger branding strategy in order to maximize branding integration and marketing expenditures. The committee recommends advancing this study during FY 18/19.

**3.4 Hotel/conference center feasibility study as part of Town Center Master Plan redevelopment project:** The committee requests that the pending Town Center Master Plan redevelopment project being undertaken by the Planning Division of the Community Development Dept. specifically advance the feasibility study of a private-sector or public/private partnership development and operation of a conference center and adjoining hotel. The study should include a detailed market analysis, financial feasibility and potential financing strategies. Funding for these studies could come from transient lodging-tax revenues. The Committee assumes that staff would research vendors and cost estimates and advance accordingly.

*Authority for recommendation:* *Wilsonville Tourism Development Strategy, May 2014, Action Item 4.9:* Support the development of all-weather, multi-purpose playing fields for sports tournaments; *Item 5.16:* Conduct ongoing visitor-satisfaction research.



# REQUEST FOR PROPOSALS

## PROFESSIONAL SERVICES

### Tourism Development and Operations Consultant

ADVERTISEMENT DATE: Friday, January 27, 2017

**Address Proposals to:**

City of Wilsonville

Attn: Mark Ottenad, Public/Government Affairs Director

29799 SW Town Center Loop East

Wilsonville, OR 97070

**Proposals due: Thursday, March 16, 2017, at 2:00 PM, local time**

Proposals must be sealed in an opaque envelope, plainly marked as follows: "Request for Proposals – Tourism Consultant," and sent to the attention of Mark Ottenad, Public/Government Affairs Director. Include the name and address of the Proposer.

Proposers must submit eight (8) hard copy sets of the Proposal and a digital, electronic-file version on a compact disc (CD) or a flash "thumb" drive.

Electronically mailed or faxed Proposals will not be accepted.

The City of Wilsonville reserves the right to reject any or all Proposals.

**EXCERPT FROM  
REQUEST FOR PROPOSALS:  
PROFESSIONAL SERVICES  
Tourism Development and  
Operations Consultant  
ADVERTISEMENT DATE:  
Friday, January 27, 2017**

## **EXHIBIT A SCOPE OF WORK**

### **A. BACKGROUND**

The City of Wilsonville is a modern city of nearly 24,000 residents, located along the West Coast I-5 corridor 20 miles south of downtown Portland, Oregon’s largest city, and 30 miles north of Salem, the State Capitol. Situated along the Willamette River, straddling both Clackamas and Washington counties, Wilsonville acts a dual gateway between the Portland metro area and the rich farmland of French Prairie in the North Willamette Valley.

Wilsonville hosts thousands of visitors annually at seven lodging properties with over 600 rooms, and features the third-largest full-service conference/lodging facility in Washington County. Three RV/campgrounds are nearby, including a U.S. top-10 “Sam’s Club” RV Park, as well as Champoeg State Park, birthplace of Oregon.

Conferences and group events are a major component of overnight stays, along with business travelers and transient overnight guests. While Wilsonville is a growing city with many new residents, visiting friends and relatives do not comprise a significant segment currently in overnight lodging facilities.

Approximately 600 businesses are located in Wilsonville that employ over 18,000 area residents, principally in family-wage manufacturing and high-tech jobs. Major employers include Mentor Graphics, Xerox, Rockwell Collins, FLIR, Sysco Food Services, Coca-Cola, and Rite Aid Distribution.

The City completed its *Tourism Development Strategy* in April 2014, which is the successor to the *Wilsonville Visitor Destination Action Plan* of Sept. 2011. Subsequently, a *Five-Year Action Plan and One-Year Implementation Plan for the Wilsonville Tourism Development Strategy* was adopted by the Wilsonville City Council in May 2016.

While Wilsonville may not usually be thought of as a tourist destination, the City has considerable tourism and hospitality assets and is located near or accessible to major attractions, including Oregon Horse-Bike-Wine Country of French Prairie and the Willamette Valley, Clackamas County Fairgrounds, the Oregon State Capitol, Downtown Portland cultural attractions, and even Mt. Hood and the Oregon Coast.

Wilsonville features one of Oregon’s top-10 tourism attractions, the Family Fun Center, as well as the new World of Speed Museum, Oregon Korean War Memorial, McMenamins Old Church & Pub, and other craft-beer pubs. Wilsonville hosts three major water-feature fountains designed by internationally acclaimed architect Robert Murase.

Wilsonville is located along the Willamette River, which is a designated National Water Trail by the National Parks Service. The City currently has limited development along the river. Wilsonville has two major regional parks, Graham Oaks Nature Park and Memorial Park, the latter of which contains a number of lighted ball fields.

Other attractions in Wilsonville include community festivals and events, equestrian stables and events, major high-school sports tournaments, and many business meetings and conventions. The proposed French Prairie bike-ped/emergency bridge over the Willamette River would connect the Portland-area Ice Age Tonquin Trail/Metro Intertwine Trail Network with the Willamette Valley Scenic Bike Route.

Other nearby attractions include public golf courses—Charbonneau, Sandelie, and Langdon Farms—along with the Aurora Colony National Historic District, Champoeg State Heritage Area, Canby Dahlia Festival, Wooden Shoe Tulip Festival, and more.

## **B. SCOPE OF WORK**

The Tourism Development & Operations Consultant is responsible for executing the Tourism Development Strategy and subsequently for developing and administering both special and ongoing marketing programs, conducting market research and utilizing a competitive marketing strategy that fosters a good public image and promotes tourism assets, programs, events, and tourism resources.

The Tourism Development & Operations Consultant has three primary sets of objectives to execute:

1. Organizational Infrastructure Development and Operations
2. Tourism Assets Program Development and Operations
3. Market Development

### **1. Organizational Infrastructure Development and Operations**

The “organizational infrastructure core” of the “Visit Wilsonville” DMO needs to be built. Much of the components are ready or are being prepared, but dedicated effort is needed to build, connect, finish, and implement them. Some basics need to be more fully developed, including:

#### **a. Business Plan Development and Implementation:**

- i. Develop a more detailed version of the *Five-Year Action Plan and One-Year Implementation Plan for the Wilsonville Tourism Development Strategy*.
- ii. Develop line-item budget of revenue and expenses and tentative timelines.
- iii. Work with Finance Department to develop or refine financial operations for accounts payable and receivable for tourism revenues and expenses.

Specific components of the Business Plan address the following goals and objectives:



- i. Work with members of the Tourism Promotion Committee to compose, develop, and update annually the Action/Implementation Plan.
- ii. Develop specific priorities and line-item budgets for various programs and activities in conjunction with Committee and the Parks & Recreation Department Director or designee.
- iii. Develop and oversee RFPs for tourism-related studies, including visitor profile study, destination marketing study, and other studies as directed by the Tourism Promotion Committee and Parks & Recreation Department Director or designee.
- iv. Create timelines and identify milestones for implementation of specific one-time and ongoing programs, studies, and activities.

**b. Marketing Plan Development and Implementation Includes Outreach and Continual Updating of:**

- i. Website.
- ii. Social media / blogs.
- iii. Advertising/Promotion Collateral.

Specific components of the Marketing Plan address the following goals and objectives:

- i. Develop and implement marketing objectives and strategies, in conjunction with the Tourism Promotion Committee and marketing subcommittee, that result in a marketing plan that promotes tourism in the greater Wilsonville geographic area.
- ii. Oversee media plan development and research, and place media buys to include print, radio, billboard, and television needs.
- iii. Work with partner agencies on co-op ad-buys and other joint promotion efforts.
- iv. Oversee copy development as needed for all advertising mediums.
- v. Oversee development and maintenance of the Wilsonville Tourism Website, orchestrate content improvements, and coordinate a local online Calendar of Events.
- vi. Institute a social-media presence that works in conjunction with the City and vendors.
- vii. Monitor deadlines of ad agencies, printers and graphic designers, and advertising companies.
- viii. Assist in developing and supervise the production of marketing collateral needed to successfully promote tourism.
- ix. Write and distribute press releases and social-media posts as needed.
- x. Maintain and oversee the compilation of tourism data and statistical information that may be helpful in designing a marketing strategy.

**c. Committee Administration of the Tourism Promotion Committee:**

- i. Overseeing communications and organization of the committee.
- ii. Setting meeting agendas and composing meeting minutes in conjunction with committee leadership.

Specific components of Committee Administration address the following goals and objectives:

- i. Work closely with the Chair/Vice-Chair and members of the Tourism Promotion Committee to set committee meeting agendas, arrange for votes on action items, and carry forth other committee business as needed.
- ii. Administer all aspects of tourism programs to ensure goals and objectives set forth are met.
- iii. Plan, implement, and manage an annual tourism budget and program of work.
- iv. Work with the Tourism Promotion Committee and City staff members to coordinate options for decision-making.
- v. Prepare reports and make presentations to the City Council or other bodies as needed.
- vi. Coordinate all committee meetings, notes, and necessary public notification postings, including making quarterly status/update reports.
- vii. Assist with special projects as needed.
- viii. Other related duties as assigned.

## **2. Tourism Assets Program Development and Operations**

The Tourism Development Strategy clearly called-out for a higher level of “tourism” thinking in the City’s policies and programs. The Strategy indicated that having a high-level of integration of tourism-thinking within the City’s various departments and divisions would best coordinate capital investments and programmatic expenditures to advance tourism development in Wilsonville.

The Tourism Development & Operations Consultant is expected to attend select meetings related to tourism held by City departments/divisions such as Community Development, Planning, Economic Development, Parks & Recreation, Transit, Library, Community Relations, Government Affairs, and others. An objective of the Tourism Development & Operations Consultant is to expand the City’s municipal operations and capital investments towards programs with tourism in mind and projects in parks, public works, bike/ped facilities, wayfinding signs, etc., that benefit visitors as well as residents. The Tourism Development & Operations Consultant would be expected to suggest improvements to plans or programs that could better accommodate the needs of the tourism program and visitors.

Aspects of the tourism program needing development include coordination with tourism event producers/coordinators, private-sector tourism and hospitality businesses, and other destination management organizations and associations.

Specific components of Tourism Assets Program Development and Operations address the following goals and objectives:

- a. Coordinate and collaborate with event and activity organizers as needed to help them promote their events.
- b. Act as liaison/information source for group tours, conventions, and catering for the area.

- c. Act as liaison between ad agencies, marketing agencies, printers and graphic designers, the Wilsonville Chamber, and media to coordinate projects.
- d. Represent the area's interests, as appropriate, with local and state organizations associated with tourism.
- e. Attend tourism related workshops, conferences, and training seminars to keep abreast of new strategies and marketing techniques available to destination marketing organizations (DMOs).
- f. Coordinate and attend trade shows or conferences as needed.
- g. Maintain confidentiality and discretion in all areas, including the dissemination of trade secrets, planning and promotional procedures, and customer information files.
- h. This consultant position has limited supervisory responsibility over contractors.

### **3. Market Development**

The Tourism Development Strategy and enabling 1-Year/5-Year Action/Implementation Plan call for increasing transient lodging tax revenues by increasing occupancy and room-rates as measures of success for the tourism program. The Tourism Promotion Committee has honed-in on increasing occupancy during the eight-month-long "shoulder season" as yielding the best returns for public investment. That is, the City's lodging properties tend to have high occupancy, and related tourism and hospitality operations run at a higher pace, during summer months. However, lodging occupancy and corresponding room rates, along with related business at tourism and hospitality businesses, is depressed during the shoulder season.

The 1-Year/5-Year Action/Implementation Plan calls for a Visitor Profile Study in order to ascertain more specific data on visitors to Wilsonville. An RFQ for this study may be released during the time period of this RFP in order to timely advance key elements of the Strategy and 1-Year/5-Year Action/Implementation Plan.

The Tourism Development & Operations Consultant is expected to lead efforts to identify key market segments to target and create marketing promotion programs aimed at developing important tourism market segments. Information gained through various visitor profile studies and tourism-related efforts should be coupled with joint promotional efforts with partner tourism agencies (county, regional, and state) to reach specific markets identified as offering the best growth opportunities in Wilsonville.

### **C. BUDGET**

The City of Wilsonville annually budgets approximately 50% of transient lodging tax (TLT) revenues towards tourism efforts. Annual City resources available total about \$125,000; a special carry-over from the prior year has provided additional funds. The Tourism Promotion Committee may recommend to the Budget Committee and City Council additional City resources. Grant applications may also be submitted to Clackamas County Tourism to fund specific projects. An objective of the Tourism Development & Operations Consultant is to develop and implement programs producing an increase in transient lodging tax revenue that in turn provide additional resources for the tourism program.

In addition to funding the consultant position of Tourism Development & Operations Consultant, the tourism budget is also expected to fund other endeavors as outlined in the 1-Year/5-Year Action/Implementation Plan, including an annual City Community Tourism Grant Program, a tourism website and related marketing efforts, and tourism-related studies.

Valid business-related expenses approved by the Parks & Recreation Director or designee for attendance at conferences, seminars, and trade-shows, including mileage, are reimbursable.

Of the \$125,000 annual budget, \$25,000/year of City tourism funds are used to sponsor community tourism events; an additional \$20,000 in County Tourism grant funds are available for use by the City to fund the Clackamas County Community Partnership Program.

City Tourism Budget FY 2016-17 Summary:

\$ 237,000	City Budget (\$125,000 FY 16-17 Forecast + \$112,000 FY 15-16 Carry-Forward)
<u>- 25,000</u>	City Community Tourism Grant Program
<u>\$ 212,000</u>	Balance Remaining
+ 20,000	Clackamas County Community Partnership Program (additional granting funds)

**D. ADDITIONAL INFORMATION**

The City adopted a Tourism Development Strategy in April 2014 that provides guidance for directing efforts and funds aimed at increasing tourism activity within the community, particularly for overnight stays at Wilsonville lodging properties. In addition to increasing overnight stays, the Tourism Development Strategy focuses on attracting visitors from outside the area and getting them to linger longer to eat, shop, recreate, or to learn about local culture, history, or agricultural/nature attractions.

Thus, the ultimate objective of the Tourism Development Strategy is to increase tourism-related transient lodging tax revenues and personal income and employment opportunities within the City by:

1. Increasing the number of tourists/visitors, especially during the ‘shoulder-season’ months;
2. Increasing the length of stay of the tourist/visitor; and
3. Increasing the average amount of tourist/visitor expenditures.

Specifically, the Tourism Development Strategy addresses key tourism product sectors in relation to each of the following:

1. Lodging – hotels/motels, bed & breakfast, RV parks, campgrounds.
2. Tourism activities, such as:

- a. Nature & Outdoor Recreation — parks, Willamette River, walking trails and bicycle riding.
  - b. History, Heritage, and Culture — historical kiosks, potential Korean War Memorial museum, art, music.
  - c. Sports & Recreational Activities and Facilities — develop facilities to better accommodate events like sports playoffs and bike tours.
  - d. Shopping — retail, as well as farmers markets.
  - e. Meetings — conventions, trade shows, and training seminars.
  - f. Culinary — wines, agri-tourism, and dining.
  - g. Special Events — major activities and community events at City parks, The Country Classic and other horse shows, large weddings, and other events.
  - h. Industry — special tours and product shows.
  - i. Commercial Attractions — World of Speed Museum, Family Fun Center, Old Aurora Colony Museum, and other businesses and attractions.
3. Product development — image branding and diversification of existing and potential tourism resources.
  4. Marketing and promotion — target marketing and development of niche tourism.
  5. Institutional framework — opportunities to strengthen public-private partnerships.
  6. Statistics and research — guides emphasis and measurements.
  7. Legislation and regulation — use to support policy implementation where applicable.
  8. Performance measures and quality standards — measure effectiveness and sustainability.
  9. Transportation — getting to product sectors and among product sectors; use of City's trolley bus.

Issues for further development should focus on specific opportunities that exist and what kinds of strategies can be developed that:

1. Convert commercial business travel visitors to Wilsonville into repeat leisure travel visitors.
2. Increase overnight lodging occupancy during the October through May shoulder season.
3. Facilitate increased sporting tournaments and other events in Wilsonville that also result in increased patronage of local establishments by visitors.
4. Leverage Wilsonville's proximity to French Prairie and North Willamette Valley attractions, such as Oregon Horse, Bike, and Wine Country, the Willamette River and National Water Trail, Aurora Colony National Historic District, Champoeg State Heritage Area, Wooden Shoe Tulip Festival, and other major regional events.



## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b>  June 19, 2017	<b>Subject: Resolution No. 2645</b> Collective Bargaining Agreement between the City of Wilsonville and Service Employees International Union Local 503 (SEIU) July 1, 2017-June 30, 2020  <b>Staff Member:</b> Jeanna Troha, Assistant City Manager <b>Department:</b> Human Resources	
<b>Action Required</b>	<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b>	
<b>Staff Recommendation:</b> Staff recommends the Council adopt Resolution No. 2645		
<b>Recommended Language for Motion:</b> I move to approve Resolution No. 2645.		
<b>Project / Issue Relates To:</b> <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>		
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input checked="" type="checkbox"/> Not Applicable

### ISSUE BEFORE COUNCIL:

Oregon State Statute requires city councils to approve all Collective Bargaining Agreements between the employer and the union. The issue before the City Council is consideration of the Collective Bargaining Agreement with SEIU for July 1, 2017 -June 30, 2020.

**EXECUTIVE SUMMARY:**

The current SEIU Collective Bargaining Agreement expires June 30, 2017. For several months the bargaining teams have worked cooperatively with one another to find solutions to issues and address concerns with a goal of reaching agreement on contract that was fair for both parties. The process began in January and concluded with the union membership ratifying the contract June 16<sup>th</sup>.

Attached is the redline version of the Collective Bargaining Agreement which shows language changes to specific articles within the contract. With any Collective Bargaining Agreement the most significant item is compensation which includes wages and benefits. A summary of the cost of living increases and cost share for health insurance is listed below. In the negotiation process we look at our comparable transit agencies to ensure we are in line with what they are providing employees for wages and health insurance contributions.

**Summary of Economic Result Changes: 3 year agreement - 2017-2020**

<b>Wage Adjustment</b>	<b>SEIU</b>
July 1, 2017	2.0 %
July 1, 2018	2.25%
July 1, 2019	2.25%

**EXPECTED RESULTS:**

**TIMELINE:**

Collective Bargaining Agreement July 1, 2017 through June 30, 2020

**CURRENT YEAR BUDGET IMPACTS:**

Funds were not specifically budgeted in personnel services for the 2017-2018 Proposed Budget, but held back in contingency funds because negotiations were underway. Now that negotiations are complete, Finance staff will evaluate the impacts and, if necessary, propose a budget adjustment during FY 2017-18 fiscal year to transfer funds from the various contingency accounts within the City's funds to the appropriate accounts.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: SCole      Date:

**LEGAL REVIEW / COMMENT:**

Economic results reflect the guaranteed cost of living increase. Members also continue to be eligible for a 4% merit increase, as was the case in the past.

Reviewed by: BAJ      Date:

**COMMUNITY INVOLVEMENT PROCESS:**

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY** (businesses, neighborhoods, protected and other groups):

**ALTERNATIVES:**

**CITY MANAGER COMMENT:**

**ATTACHMENTS:**

Resolution No. 2645



**RESOLUTION NO. 2645**

**A RESOLUTION ADOPTING COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY OF WILSONVILLE AND SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 503 (SEIU)**

WHEREAS, the City of Wilsonville and Service Employees International Union Local 503 (SEIU) have negotiated a three -year collective bargaining agreement for FY 2017-2020;

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

1. The City Manager is authorized on behalf of the City to execute the negotiated and ratified collective bargaining agreement with Service Employees International Union Local 503 for FY 2017-2020, attached here as Exhibit-A as if fully set forth herein.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 19th day of June, 2017, and filed with the Wilsonville City Recorder this date.

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TIM KNAPP, MAYOR

ATTEST:

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Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

Mayor Knapp  
Councilor Starr  
Councilor Stevens  
Councilor Lehan  
Councilor Akervall

Attachments:

- Exhibit A - Collective Bargaining Agreement with Service Employees International Union Local 503 (SEIU) July 1, 2017-June 30, 2020



# **Collective Bargaining Agreement**

**Between  
City of Wilsonville  
and  
SEIU Local 503, OPEU**

**Effective July 1, 201~~75~~ through June 30, 20~~2017~~**

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## PREAMBLE

This Agreement is entered into between the City of Wilsonville, hereinafter referred to as the "City", and the Service Employees International Union Local 503, Oregon Public Employees Union, hereinafter referred to as the "Union".

## ARTICLE 1 – RECOGNITION

**1.1 Union Recognition.** The City recognizes the Union as the sole and exclusive collective bargaining representative of all employees covered by this collective bargaining agreement.

### 1.2 Covered Employees.

**Transit Unit.** Transit employees as defined in ORS 243.738, Transit Drivers, Mechanics, Transit Dispatchers, and Fleet Hostlers of the City of Wilsonville, excluding supervisory and confidential employees as defined by ORS 243.650(6) and (23), interns and/or students. This unit shall be subject to the collective bargaining dispute resolution process accorded to non-strikeable units according to Oregon law.

~~Grant funded positions will generally be included in this bargaining unit except as mutually agreed by the City and the Union to exclude. The City and the Union will discuss the status of a grant position prior to filling the position. In the event a bargaining unit employee moves to fill a grant-funded position, the employee will be entitled to return to their former position.~~ Fleet is considered a division of the Transit Department.

### 1.3 Employee Descriptions.

**Regular Full-Time** employees shall be defined as employees who are regularly scheduled to work forty (40) hours a week, and are part of the bargaining unit.

**Regular Part-Time** employees shall be defined as employees who are regularly scheduled to work twenty (20) or more hours per week. Employees working less than twenty 20 hours per week are not part of the bargaining unit.

**Extra Board** transit drivers on the extra board will be guaranteed twenty-five (25) hours pay per week. To receive the guarantee, employees must be available for assignment and accept said assignment unless they call in sick in the morning and have available sick leave time in their accrual bank. In this event, the employee will receive compensation for all hours worked plus the requested sick leave hours for a total of at least twenty-five (25) hours for the week. Hours worked beyond the twenty-five (25) hours are paid at the applicable straight time rate. These employees are considered regular part-time employees who do not have regularly scheduled work hours, and are part of the bargaining unit.

**On Call Transit Driver:** Transit drivers who work intermittently ~~and are considered less than half time employees and~~ are not part of the bargaining unit.

**Seasonal or Temporary** employees shall be defined as employees who are hired to work for 1040 hours or less during a calendar year and are part of the bargaining unit. Seasonal or temporary employees are not eligible for any employee benefits or accrual of employee benefits, including but not limited to holidays, insurance, retirement, or paid leaves. Notwithstanding the above, a seasonal or temporary employee who is required to work on a recognized holiday will be compensated time and one-half for all hours worked on the holiday.

The calculation of the allowable 1040 hours shall begin when the employee is first hired. For example, if an employee is hired March 1, 2010 and works 1040 hours by September 1, 2010, he/she will not be eligible for rehire as a seasonal or temporary until January 1, 2011.

The parties understand that if a seasonal or temporary employee works in excess of 1040 hours, the employee shall then be considered a regular status employee but would still be subject to the regular probationary period.

**1.4 New Classifications.** Whenever the City develops a new classification, they shall develop a job description for the position and assign a wage rate. Once this procedure is completed, the City shall notify the Union in writing. In the event the Union does not agree with the assigned wage rate, the Union shall notify the City within fourteen (14) days and the parties shall negotiate over the wage rate under ORS 243.698. The City shall not be precluded from filling the position during negotiations.

## **ARTICLE 2 – NON-DISCRIMINATION**

There shall be no discrimination by the City against any employee because of age, race, marital status, mental or physical disability, national origin, sex, religion, or any other protected class, in accordance with applicable law. Neither will the Employer discriminate based on gender identity or sexual orientation. The provisions of this Agreement shall be applied without discrimination to all employees.

## **ARTICLE 3 – MANAGEMENT RIGHTS**

Except as expressly modified or restricted by a specific provision of this Agreement, all charter, statutory and other managerial rights, prerogatives, and functions are retained and vested exclusively in the City, including, by way of description and not limitation, the rights, in accordance with its sole and exclusive judgment and discretion: to direct and supervise all operations and functions; to manage and direct the work force, including, by way of description and not limitation, the right to determine the methods, processes, locations and manner of performing work; to hire, promote, and retain employees; to determine schedules of work; to

purchase, dispose of and assign equipment and supplies; to determine the need for a reduction or an increase in the work force; to establish, revise and implement standards for hiring, classification, promotion, quality of work, safety, materials and equipment; to implement new and to revise or discard, wholly or in part, methods, procedures, materials, equipment, facilities and standards, and to sub-contract or contract projects or works it deems appropriate. Utilization of any management rights not specifically limited by this Agreement shall be at the City's discretion, provided any bargaining obligation arising from ORS 243.650-672 and the Status of Agreement article (Article 23) contained herein is satisfied. The City's failure to exercise any right, prerogative, or function hereby reserved to it, or the City's exercise of any such right, prerogative, or function in a particular way, shall not be considered a waiver of the City's right to exercise such right, prerogative, or function or preclude it from exercising the same in some other way not in conflict with the express provisions of this Agreement.

## **ARTICLE 4 – UNION SECURITY**

**4.1 Check-off.** The City agrees to deduct the uniformly required Union membership dues and other authorized fees, contributions or assessments once each month from an employee's pay, upon written, electronic, or recorded oral request of the employee to the Union, and remit those deductions to the Union. All applications or cancellations of membership shall be submitted by the employee to the Union. Any written applications for Union membership and/or authorizations for union dues and/or other deductions or dues cancellations which the City receives shall be promptly forwarded to the Union. The Union will maintain the written, electronic, and recorded oral authorization records and will provide copies to the employer upon request.

Any written, electronic, or recorded oral dues deduction authorizations submitted that contain the following provision will cease only upon compliance by the employee with the stated conditions as follows:

This authorization is irrevocable for a period of one year from the date of execution and from year to year thereafter unless not less than thirty (30) and not more than forty-five (45) days prior to the end of the annual period or the termination of the contract between my employer and the Union, whichever occurs first, I notify the Union and my employer in writing, with my valid signature, of my desire to revoke this authorization.

**4.2 Fair Share.** Fair share shall be deducted from the wages of non-member employees in accordance with ORS 243.666(1) and 243.672(1)(c). Fair share deductions shall be made for the month in which the employee was hired. The aggregate deductions of all fair share payers shall be remitted together with an "itemized reconciliation" to the Union no later than the fifth (5th) working day of the month following the month for which the fair share deductions were made.

**4.3 Religious Objection.** Bargaining unit members who exercise their right of non-association only when based on a bona fide religious tenet or teaching of a church or religious body of which such employee is a member shall pay an amount of money equivalent to regular monthly Union dues to a non-religious charity or to another charitable organization mutually agreed upon by the employee and the Union. Such payment shall be remitted to that charity by the employee and

this fact certified by the employee to the City within fifteen (15) calendar days of the time dues or fair share payment would have been taken out of the employee's paycheck. The City shall, within fifteen (15) calendar days of its receipt, send a copy of such certification to the Union. If an employee fails to provide certification to the City by the fifteenth (15th) day, the City shall resume dues or fair share deductions until such notice is provided.

**4.4 Electronic Membership Data.** The City will furnish the Union, on a monthly basis, using an electronic medium, the following information for each bargaining unit employee: name; employee identification number; fair share/member status; amount of dues withheld; classification; base pay rate; hire date; and full-time/part-time status.

**4.5 Indemnification.** The Union agrees to indemnify and hold harmless the City, its Council members, agents, and employees from and against any and all claims, demands, actions, lawsuits or any other forms of liability, monetary (including any reasonable attorneys' fees and costs) or otherwise (for example, claims for reinstatement or reemployment) arising from the application and enforcement of Article 4.

## **ARTICLE 5 – UNION BUSINESS**

**5.1 Representatives.** The Union will notify the City, in writing, of the names of its representatives within thirty (30) days of any changes.

**5.2 Access.** Representatives of the Union shall have reasonable access to the City's facilities to visit employees when necessary during working hours. Notice of such visits to non-public areas shall be given to the department head and the visits shall be conducted in a way that minimizes any work disruption.

A Union steward shall be granted reasonable time off and access to employee work locations during working hours to process grievances through the arbitration step.

**5.3 Union Leave.** Subject to reasonable operational requirements of the City, official Union delegates and members of the Union Board of Directors shall be allowed to use accumulated leave time (other than sick leave) or leave of absence without pay at their request to attend the Union's semi-annual General Council.

**5.4 Bulletin Board.** Bulletin board space in each building of the City shall be provided the Union for the posting of meeting notices and other information directly related to the union affairs of the employees covered by this contract.

**5.5 Collective Bargaining Activities.** The City will allow up to three (3) employees off, without loss of pay, for the purpose of collective bargaining. Two (2) employees from operations and one (1) employee from Fleet.

**5.6 Use of the City Email.**

- a) The parties recognize that the City email system, and all portions thereof, is at all times the sole property of the City. This resource is provided or assigned to employees to facilitate the orderly and efficient conduct of the public's business. In general, all such communications are subject to disclosure. The City will not assert any exceptions or exemptions from disclosure as to public records that happen to contain messages relating to Union activity by City employees. The parties recognize that the City may review all City emails in the City system at any time.
- b) Employees elected/appointed to official positions and/or representatives may use the City's email system to conduct Union business for the limited purposes of:
  - 1) Notifying Union members of meetings and scheduling meetings (date, time, place, and agenda);
  - 2) Scheduling meetings among Union officers and/or representatives (date, time, place, and agenda); and
  - 3) Filing official correspondence with the City (e.g., grievance documents).  
Such email communications may only be prepared and sent during non-work time, which is limited to before and after work, and during meal and rest periods.
- c) Misuse of the City email system will be subject to the disciplinary process.

## **ARTICLE 6 – HOURS OF WORK**

**6.1 Workweek.** Except as provided in Section 6.3, the workweek shall begin on Sunday at 12:01 A.M. and end at midnight the following Saturday.

**6.2 Transit Driver Work Hour Limitations** No employee shall be required or allowed to drive without a minimum of eight (8) consecutive hours off duty between shifts.

**6.32 Regular Work Schedule.** The regular schedule for regular full-time employees shall consist of five (5) consecutive eight (8) hour days in a workweek with two (2) consecutive days off between regular work weeks.

Based on specific bona fide operational needs, the City may assign a work schedule that has a break in consecutive hours or days. If an assignment to a non-consecutive work schedule becomes necessary, the affected employee(s) shall meet with their supervisor and may suggest alternatives. Once the work schedule change is made, employees will be given an opportunity to bid for the schedule based on their seniority. The parties have adopted this provision for the purpose of encouraging full-time employment while accommodating the operational needs of the City. However, this Section is not intended to create any obligation of the City to guarantee any level of work hours or days.

**6.43 Flexible Work Schedule.** A flexible work schedule is a schedule which varies from an eight (8) hour work day and/or varies in consecutive days worked. An employee may apply in writing for authorization to work a flexible work schedule, for example, four/ten (4/10) hour days.



As long as the schedule meets the operational and service needs of the City, no employee will be denied a flexible work schedule. Flexible work schedules may be modified, revised, and/or eliminated consistent with Section 6.4 below.

In the event the City grants a flexible work schedule, the City reserves the right to modify the workweek.

**6.54 Work Schedules.** Regular employees shall be notified of their work schedule, including the employee's workdays and hours. Work schedule changes shall be provided to the employee ten (10) work days in advance. If a ten (10) day notice is not given, the employee shall be compensated at the overtime rate for all hours worked outside the regular schedule until the notice requirement is met.

Notwithstanding the above, the ten (10) day notice is not required in the following circumstances:

- A. In the case of an emergency and for the duration thereof;
- B. Mutual agreement between the City and the employee; or
- C. Additional or substituted hours assigned to part-time employees.

An emergency shall be defined as a situation beyond the City's control that requires a schedule change to meet operational needs, e.g., impact of inclement weather, natural disasters, illness or injury. Emergency work schedule changes will be discussed with the Union upon request, but such discussions are not a precondition to implementing the changes.

Employees may exchange days, shifts, or hours of work with supervisor approval provided such change does not result in the payment of overtime or presents a disruption to the normal routine of duties. Such exchanges shall not be considered as schedule changes necessitating the ten (10) day notice.

**6.65 Rest and Meal Periods.** All employees working more than ~~five-six (65)~~ consecutive hours in any workday shall receive at least a one-half (1/2) hour unpaid lunch break and a fifteen (15) minute paid break during each four (4) consecutive hour work period. Part-time employees working at least four (4) hours in a workday shall receive a ten (10) minute paid break period.

~~For the purpose of part-time transit drivers, when working more than six (6) consecutive hours in any workday they shall receive at least a one-half (1/2) hour unpaid lunch break.~~

All **full-time transit drivers** will be entitled to either one (1) fifteen (15) minute paid break or two (2) ten (10) minute paid breaks each half shift depending on operational necessity.

**Modification of State Law.** The provisions of this Section regarding appropriate meal periods and rest periods are intended to modify state law concerning meal periods and rest periods as allowed under OAR 839-020-0050.

**6.76 Work Hours Generally.** The purpose of this Article is to provide general guidelines for work hours and schedule changes.

## **ARTICLE 7 - OVERTIME**

**7.1 Waiver.** The City and the Union agree to waive application of ORS 653.268 and shall utilize the following provisions in determining compensation for overtime.

**7.2 Definition.** Except for those employees working a flexible schedule identified in Article 6, Hours of Work, above, overtime shall be compensated for time worked in excess of eight (8) hours in any one day or forty (40) hours per workweek at a rate of one and one-half (1-1/2) times the employee's regular rate of pay. For the purposes of calculating overtime, paid leaves do not count as hours worked.

For those employees working a flexible schedule, overtime shall be compensated for time worked in excess of the daily scheduled shift or forty (40) hours per workweek (which may be modified pursuant to Section 6.3, Flexible Work Schedules, above).

Overtime shall be computed to the nearest fifteen (15) minutes, either way. Personal clean-up time shall count for purposes of overtime compensation.

**7.3 Assignment.** Overtime work must be authorized by management. An employee may be directed and assigned by the City to work in addition to the employee's regular work schedule. However, the City shall first assign overtime to qualified bargaining unit volunteers when available. The City shall equally offer overtime assignments among those bargaining unit employees in the department who volunteer for the time and are qualified to perform the necessary work. Overtime work normally performed by bargaining unit members shall not be assigned to non-bargaining unit employees when qualified bargaining unit members are available.

Extra Board drivers are hired for the purpose of minimizing overtime liability. The above paragraph will not apply when extra drivers are available or to holdover assignments.

**7.4 Form of Compensation.** The employee may receive payment as compensation for overtime or shall be compensated with time off at one and one-half (1-1/2) times the regular rate. Compensatory time shall not accrue beyond forty (40) hours. Compensatory time off shall be taken by mutual consent and as approved by the direct supervisor consistent with the needs of the City. This Section shall not preclude the parties from mutually agreeing to temporarily exceed the 40 hour cap for an employee due to special circumstances up to two-hundred forty (240) hours.

**7.5 Pyramiding.** There shall be no pyramiding of overtime. Time for which overtime or premium compensation may be paid under any provision of this Agreement shall not be counted as time worked for the purpose of computing overtime or premium compensation under any

other provision, or any applicable rule or regulation, it being intended and agreed that overtime or premium compensation shall not be duplicated or pyramided for the same time worked or credited.

**7.6 Payment Upon Termination.** Upon termination of employment, an employee shall be paid for unused compensatory time at the employee's final regular rate of pay.

**7.7 Callback.** Fleet employees called back to work outside of their regular work hours shall be compensated with a minimum three (3) hours of overtime. The calculation of overtime starts when the Fleet employee arrives at work and ends when the work is completed. This callback shall not apply if a Fleet employee is called back within three (3) hours of the beginning of his/her callback shift. Callback will apply on a Fleet employee's regular day off if overtime is not scheduled in a single block of time. As provided above in Section 7.5, Pyramiding, the City will not be required to compensate a Fleet employee twice for the same hours. Specifically, a Fleet employee called back more than once in a three (3) hour period shall only receive compensation for one callback. For example, one callback shall apply if a Fleet employee is called back two (2) or more times between 8:00 pm and 11:00 pm. However, if the last callback takes the Fleet employee beyond 11:00 pm, the hours that go beyond shall be compensated at the normal overtime rate.

Operations employees, excluding Extra Board drivers, who are called back to work outside of their regular work hours shall receive compensation for a minimum of three (3) hours. Overtime shall be compensated for time worked in excess of eight (8) hours in any one day according to Section 7.2.

**7.8 Pager Time.** "Pager time" is defined as the period of time a Fleet employee is required to be ready and available for work outside of his/her regular work hours. During the pager time, the Fleet employee shall be required to respond to work calls and shall be required to comply with the City's Drug-Free Workplace & Anti-Drug and Alcohol policy. During the pager time, employees generally will be required to report to work within forty-five (45) minutes of the pager call. Fleet employees unable to report to work within forty-five (45) minutes, due to circumstances beyond their control, must communicate with their direct supervisor immediately; if the direct supervisor is unavailable, the Fleet employee must communicate with a Transit Supervisor. The City will maintain its voluntary system for standby. However, if there are no volunteers, management will be responsible to carry the pager if available. However, if management is unavailable, the City may require employees to be on standby on a rotational basis.

Fleet employees assigned to carry the pager will be compensated one and one-half (1.5) hours of straight time for each twelve (12) hour period assigned. If Fleet employees carry the pager on a holiday as defined in Article 13.1, they will be compensated an additional four (4) hours of straight time.

Fleet employees may trade pager assignments with another qualified Fleet employee. The Fleet employee initiating the trade must immediately notify the Fleet manager of the trade.

No overtime shall be paid unless the employee is required to return to work.

## **ARTICLE 8 – SPECIAL ALLOWANCES**

**8.1 Use of Personal Vehicle.** Whenever an employee is authorized to use a personal vehicle in the performance of official City duties, the employee shall be compensated at the rate established by the IRS as the maximum allowable rate for business travel. All mileage compensated shall be as a result of authorized personal vehicle use. "Authorized" means approved by the employee's Department Head or the City Manager/designee.

The City will verify and announce the allowable IRS rate as of January 1 of each year.

Employees who are required to use a personal vehicle for City use must provide proof of insurance as required by state statute when requested by the City.

**8.2 Licenses.** The City shall pay the fees associated with obtaining and maintaining a SMV/CDL license when required by the City to perform the duties of an employee's job, excluding the regular driver's license.

The City will continue to maintain required certificates, licenses, and memberships at no cost to employees. In the case of a required CDL, the City will pay the associated administrative fees and the basic DOT examination for obtaining and maintaining the license for any cost above that of maintaining a regular driver's license. The City will offer opportunities for desired certificates, licenses, and memberships on an available funds basis. Whenever an employee can obtain or retain a higher certification that is pertinent to their job, the City will maintain that higher level of certification so long as there is no additional cost to the City and certification of the same nature at a lower level is a requirement of his/her job.

Funds permitting, employees who have current job-related certifications, licenses, or memberships will receive first priority for maintaining these and then employees interested in obtaining job-related certifications, licenses or memberships will be allowed to receive opportunity for licenses, memberships or certifications based on a rotational system beginning with the most senior of those who volunteer.

~~Employees who voluntarily transfer or are promoted to another classification that has a requirement for certifications or licenses may be required to cover the cost of obtaining those certifications or licenses.~~

**8.3 Safety Equipment.** The City shall provide required safety equipment as defined below and/or deemed necessary by OSHA and the City will replace this equipment as necessitated by wear and tear on the job.

Hard hats, ANSI-approved safety-toed boots (up to \$150.00 for boots) (or an amount determined by the supervisor), gloves (rubber and regular), safety vests (safety and surveyor's), rubber boots, rain gear, safety glasses, hearing protection, masks and respirators.

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**8.4 Clothing.** The City will provide clothing and reimbursements to regular full-time employees and regular part-time transit employees as provided below:

**Insulated coveralls** as needed.

**Standard coveralls** as needed.

**Shirts** - Transit (3), Fleet (5) annually on October 1, or as determined by the supervisor.

**Uniform Pants** – Transit (3) annually.

**Jeans** - Fleet, not to exceed \$180 per fiscal year. This benefit is taxable to the employee and will be dispersed in monthly payments.

**Jackets** - 1 jacket each for: Transit, as needed.  
1 Spring and 1 Winter jacket for: Fleet, as needed.

Clothing and laundry service will be provided as follows:

**Fleet** - Standard coveralls

Where no monetary allowance is provided, employees will be required to turn in clothing and equipment in order to receive new clothes and equipment on an as needed basis.

**8.5 Physical Examination.** When an employee is required by the City to undergo a physical exam for licensing or certifications, such as DOT and/or FTA examinations, the City shall bear the expense for the basic examination. Employees shall be required to see the City's choice in physicians. The City shall provide three (3) different choices in physicians one of which will be female and one of which will be male. Employees receiving notice of loss of CDL ~~or FTA,~~ or medical card must report such to the supervisor immediately.

The City shall not use these exams as fitness-for-duty exams.

**8.6 Tool Allowance.** The tool allowance for Mechanics has been incorporated into the salary schedule.

## **ARTICLE 9 – PROBATIONARY PERIOD**

**9.1 Original Appointments.** All original appointments, including temporary appointments, shall be tentative and subject to a probationary period of not more than six (6) consecutive months from the date of initial employment. In the event the probationary period is interrupted, it may be extended by the period of the interruption.

In cases where the responsibilities of a position are such that a longer period is necessary to demonstrate an employee's qualifications, the probationary period may be extended in the sole discretion of the City; however, no probationary period shall be extended beyond nine (9) months. The employee and the Union shall be notified in writing of any extension and the reasons therefor. Upon the employee's request, a meeting will be scheduled where the employee will be able to discuss the extension with their supervisor. If the employee is not notified of the intent to extend probation within the first six (6) months, probation will be considered completed thereafter.

If an employee's probationary period is being extended for the purposes of obtaining a certification or license, the probationary period will end upon the employee achieving the necessary certification or license.

During the initial probationary period (including any extension thereof, but not after a promotion), the employee shall not be eligible for vacation benefits, but shall earn vacation credit to be taken at a later date. Upon request, the City may allow an employee to use earned vacation hours during probationary periods.

During the initial probationary period, the employee shall accrue and be eligible to use sick leave.

Probationary employees may be terminated or disciplined for any reason, and such action shall not constitute a violation of this contract, nor be subject to the grievance procedure.

Upon completion of the probationary period, the employee shall be considered as having satisfactorily demonstrated qualifications for the position, and shall gain regular status, ~~and shall be so informed by the Personnel Action form.~~

**9.2 Promotional.** Current non-probationary employees who are successful in their bid for a promotion within the bargaining unit, will serve a six (6) month probationary period for the sole purpose of determining whether the employee can perform the duties of the higher level job. If the employee is unable to perform the higher level duties, he/she shall be entitled to return to his/her former job with all seniority and benefits.

In the event the promotional opportunity is outside of the bargaining unit, the employee will have a right to return to the bargaining unit if their failure to make probation within six (6) months is for anything other than disciplinary reasons. Time spent outside the bargaining unit will not accrue toward bargaining unit seniority.

## **ARTICLE 10 – GENERAL PROVISIONS**

**10.1 Seniority.** The City shall provide the Union with a seniority list annually. There shall be the following two types of seniority: City and Division. For the purposes of this Agreement, Divisions are Operations and Fleet.

“City Seniority” is the length of continuous employment with the City in a regular status position.

“Division Seniority” is the length of continuous employment in a division of the Transit Department, and begins on the employee’s first working day within the bargaining unit and the Division.

City seniority will be used for determining vacation accrual.

Division seniority will be used for run bidding in Operations. Division seniority will also be used for vacation bidding in Operations and may be used for vacation bidding in Fleet.

Bidding in Operations will be done according to the bidding process in SMART’s Bidding Policy.

When there is a non-temporary vacant shift in Fleet, current Fleet employees in the classification of the vacancy will have the opportunity to select the vacant shift based on Division seniority by classification. This paragraph does not apply to temporary shift assignments.

Seniority for Operations employees within the bargaining unit on the date of ratification of the agreement, who have the same hire date, shall be determined by their hours worked within the Division. Seniority for employees who begin working in a Division after ratification of the agreement, who have the same hire date, shall be determined by the flip of a coin.

If an employee has a break in service for a voluntary reason and returns to employment within twelve (12) months of the break in service, all previous seniority and rates of vacation accrual shall be restored.

Seniority shall be terminated if an employee:

- a) Resigns for voluntary reasons and does not return within twelve (12) months.
- b) Is discharged or resigns in lieu of disciplinary action.
- c) Is laid off and fails to respond to written notice provided in Article 11, Reduction in Force.
- d) Is laid off work for a period of time greater than two (2) years.
- e) Is retired.

Seniority shall not be affected by an employee's parental leave of absence without pay.

**10.2 Outside Employment.** Notice of outside employment while an employee of the City shall be given to the City Manager or his/her designee. The City reserves the right to require termination of that employment when it:

- a) Proves incompatible with the employee's City work schedule;
- b) Detracts from the efficiency of the employee in his/her City work; or
- c) Results in a conflict of interest.

**10.3 Contracting Out.** If contracting work out results in the layoff or demotion of current bargaining unit employees, the City shall notify the Local Union President/designee no less than seventy days (70) prior to the issuance of any request for proposals or consideration of proposals to contract out work presently and regularly performed by bargaining unit employees. Such notification shall include a detailed analysis of the likely impact on the bargaining unit, and shall also outline the supporting reasons the City deemed pertinent to its decision. If there were financial reasons underlying the decision, the supporting reasons will include economic rationale. During the seventy (70) day period, the Union shall have the opportunity to submit an alternate proposal.

The Union shall have forty-five (45) days from the receipt of such notice to request bargaining over the impact on the employee of the proposed contracting out on bargaining unit employees. Upon such timely request, the City shall meet with the Union and enter into bargaining pursuant to ORS 243.698. Parties retain arbitration rights as under ORS 243.698(4) only over the impacts of the contracting out decision.

For the purpose of this Article, effects bargaining shall only be required if the decision to contract out work will create a layoff or demotion of current bargaining unit employees. In the event of a bona fide emergency, notice may be less than seventy (70) days.

**10.4 Health and Safety.** The City policy shall be applicable for all employees. The bargaining unit shall be allowed to select their own members for the committee and representatives shall come from different work areas. There will be an equal number of management and bargaining unit employees on the team.

Reference to discipline in the policy may only be applied in accordance with the standard set forth in this Agreement.

**10.5 Job Vacancies.** Except for reclassifications, the City agrees to post all newly-created positions, promotional opportunities, and/or job openings within the bargaining unit on departmental bulletin boards for five (5) workdays prior to any other recruitment process occurring (unless otherwise mutually agreed by the City and Local President/designee), except that temporary positions may be filled without such notice if deemed necessary by the City. If the duties of the newly created job are currently being performed by a bargaining unit member, the job will be posted internally only. A copy of all postings will be delivered to the Local President/designee at time of posting.

Current employees will be given first opportunity to apply for promotional opportunities in the bargaining unit. In this instance, employees will be notified of the opportunity by a posting of the job announcement on departmental bulletin boards for at least five (5) workdays prior to the City's decision whether or not to open the recruitment to outside applicants. In the event the City decides to open the recruitment to outside applicants, the City will notify each internal applicant of the reason(s) for the decision. Regardless of whether or not the City requests outside applicants, all qualified employees will be given an opportunity to interview and full consideration for the position should they participate in an interview. Applicants that are not



selected for promotion will be given an opportunity to discuss how they can become a stronger candidate and the reasons for the decision.

**10.6 Labor/Management Meetings.** The parties will meet regularly to discuss labor-management issues regarding the administration of this Agreement or other issues of concern. Up to three (3) employees may attend these meetings without loss of pay - up to two (2) employees from operations and one (1) employee from Fleet.

**10.7 New Contract Update.** The City and Union will jointly develop and provide to all employees a new contract summary update of changes within sixty (60) days of implementation of the contract.

**10.8 New ~~Transit-Written~~ Polices and Procedures.** Whenever a new ~~transit-written~~ procedure or policy is developed or a change is made to an existing written procedure or policy, the City will provide a copy to the Union President, or designee, for review fourteen (14) calendar days prior to implementation. In the event the change is determined to be a mandatory subject of bargaining and the Union makes a demand to bargain within this time, the City shall enter into bargaining pursuant to ORS 243.698. In addition, all employees in the ~~Transit Department~~affected division -will be provided a copy of the policy or procedure prior to implementation. In the event the change is based on urgent circumstances, the City may implement upon notice to the Union. The PECBA process otherwise applies.

Transit employees and the Local Union President, or designee, will be provided a copy of all current policies and procedures annually.

**10.9 Position Description.** Employees will be provided a copy of their position description at the time of hire. A copy of the position description, containing signatures of both the employee and supervisor, will be placed in the employee's personnel file. Each employee's position description will be reviewed annually during their annual review. If the review results in a modification of the position description, or if a change is made to the position description between annual reviews, the employee will be given an updated copy containing signatures of both the employee and supervisor. A signed updated copy shall also be placed in the employee's personnel file.

Whenever the City desires to change a job description, it shall provide a copy of proposed changes to the Union fourteen (14) business days prior to the proposed implementation date.

**10.10 Transfer of Bargaining Unit Work.** Nothing prohibits the City from assigning non-bargaining unit employees, including but not limited to employees, supervisors, and managers, work presently and regularly performed by bargaining unit employees in cases of emergencies as determined by the City, absences, relief, training employees, or other incidental amounts of bargaining unit work.

## **ARTICLE 11 – REDUCTION IN FORCE**

**11.1 Layoff.** If there are changes of duties in the organization, lack of work, or lack of funds, the City Manager may lay off employees.

All temporary and seasonal positions shall be laid off prior to the layoff of any regular status bargaining unit employees, so long as the temporary work falls within the usual and customary duties of the bargaining unit employee.

An employee shall be given notice of a layoff with as much notice as reasonably possible, but no less than fourteen (14) calendar days before the effective date. Notice of the layoff will be given to the Local Union President, or designee, and to the employee.

Employees shall be laid off in a division in the inverse order of their bargaining unit seniority within the job description affected by the layoff. The City Manager shall first make every reasonable effort to integrate those employees into another position by transfer or consider alternatives to layoff by the Union.

Within individual division, a bargaining unit employee scheduled for layoff may bump the least senior employee at the same or lower salary range occupying a position the employee previously held in the employee's present department. An employee wishing to bump must exercise his or her right within five (5) calendar days from the date he or she receives his or her layoff notice. To bump to the position, the employee must have completed probation in the position they are bumping to. A bump will only be allowed if the employee is still able to perform the essential functions of the job and has all the qualifications presented in the job description. In the event an employee does not currently have the relevant certification/license, the employee is still eligible to exercise this bumping right provided the pertinent certification/license is and can be obtained within six (6) months.

An employee who bumps another employee must complete probation in the position. Failure to make probation within six (6) months will result in the employee's termination. In an effort to minimize the disruption to the workforce, an employee that is bumped will not have a right to bump and will be laid off.

When layoffs occur in a part-time position, part-time seniority cannot be applied to the same full-time position in the department. This means a part-time employee cannot bump a full-time employee under any circumstances.

**11.2 Recall.** Employees who were laid off shall be recalled to the position they were laid off from, if it still exists, by inverse order of their layoff, and shall remain eligible for recall for two (2) years.

**11.3 Notice.** It shall be the responsibility of the employees laid off to keep the City informed of the address at which they may be reached and re-employment shall be offered in person or by certified mail addressed to the last address furnished by the employee. When an offer of re-employment has been made, the laid off employee shall advise the City of acceptance within five

(5) calendar days and shall report for duty within ten (10) days of the receipt of the notification by the City. Any employee who fails to accept re-employment at his/her previous position when offered by the City in accordance with provisions of this Article, shall be deemed to have forfeited all rights hereunder.

## ARTICLE 12 – COMPENSATION

### 12.1 Wages.

~~As long as the Union ratifies this Agreement by July 14, 2015, e~~Effective July 1, 2017 ~~or upon ratification and City Council approval, whichever is later, 5~~ each employee base wage will be increased by two percent (2%).

Effective July 1, 201~~8~~<sup>6</sup>, each employee base wage will be increased by two ~~and one quarter~~ percent (2.~~25~~<sup>25</sup>%).

~~Effective July 1, 2019, each employee base wage will be increased by two and one quarter percent (2.25%).~~

Trainee Driver Pay - During their training period, drivers will be paid ~~\$10.00 an hour or \$1.050~~ above current minimum wage ~~per hour, whichever is higher.~~

**12.2 Step-Merit Increases.** Movement within the employee's salary range will be granted to regular full-time and regular part-time employees annually based on satisfactory performance and continuous service. Part-time employees will be granted step increases upon either reaching 2,080 hours or the employee's anniversary date (whichever comes first). If the part-time employee reaches 2,080 hours first, then that date will become his or her new anniversary date.

Movement within the salary range shall be at least four percent (4%) and The City will retain the right to grant employees movement greater than four percent (4%) and grant employees at the top of their range bonuses if deemed appropriate. Discretionary increases above four percent 4% and bonuses are not grievable. In the event movement within the City's salary range is denied, the employee will be entitled to appeal the decision through the grievance procedure. The Employer will provide reasonable notice of deficiency prior to denial of an employee's movement within the salary range.

**12.3 Workers' Compensation.** Employees receiving Workers' Compensation benefits will be allowed to integrate their sick leave or other paid leave with the payments so they will receive their net salary amount each pay period. The "net" shall be defined as their salary less state and federal income taxes and FICA at the time of the injury or illness.

The City will provide employees with full benefits, at the contribution levels outlined in Section 12.4, Insurance, below, while on Workers' Compensation for up to one (1) full year after the date of covered illness or injury.

The City and the Union agree that light-duty opportunities will be assigned to employees if work is available and the employee is certified by a physician to perform the duties of the position.

#### **12.4 Insurance.**

Effective January 1, 2015, The City will contribute no more than ninety percent (90%) of the monthly premium per regular full-time employee toward either the Kaiser plans or Copay plans with accompanying dental options. The employee will pay the difference and will pay the monthly amount through a payroll deduction.

Regular part-time employees and Extra-Board employees will pay a percentage of the selected health insurance plan premiums on a prorated basis as determined by actual hours worked, including paid leaves approved and taken, divided by 173.33 hours per pay period. The City's contribution will not exceed ninety percent (90%) of the monthly premiums.

The City will also continue to maintain eCIS Life Plan 5 (\$~~5025~~,000) and the matching accidental death and dismemberment benefit.

The City shall not be obligated to increase its contributions to the plans after June 30, 2017, unless otherwise mutually agreed or negotiated by the parties.

The City will provide employees with the opportunity to contribute to a Flexible Spending Account.

**12.5 City's Right to Modify Plans and/or Benefits.** The Employer retains the right to change the plan benefits, insurance carriers, and/or administrators as long as it provides benefits comparable to the City's current healthcare plan set forth in Section 12.4, Insurance.

**12.6 Retirement.** The City shall continue to participate in the Public Employees Retirement System(PERS)/Oregon Public Service Retirement Plan Pension (OPSRPP) or any successor plan as required by the governing statutes and administrative rules and will continue to pick-up the employee's contribution of six percent (6%). In the event it is determined by the Legislature, courts, or initiative that the City cannot pick up the employee's contribution, the six percent (6%) shall revert to salary.

The City will continue to participate in the program for use of unused accumulated sick leave as an "option" choice for employees as provided by statute and administrative rule.

**12.7 Work Out of Classification.** Assignments of personnel to a higher classification on an acting basis may be made by the City. When such assignments are made, they shall be specific and placed in writing to the employee. When so assigned for more than four (4) hours in the workday, the employee shall be compensated at five percent (5%) above their current salary for each hour worked in the higher classification.

The City will not change assignments to avoid payment on work out of class, unless such change is an operational necessity.

**12.8 Promotion.** Employees that are promoted shall receive at least a five percent (5%) pay increase. Reclassifications are not subject to Section 12.8.

**12.9 Reclassification.** In order to provide easy access for employees, the City will place the City's employee handbook and all classification descriptions for the bargaining unit on the City's intranet. The City will acknowledge receipt of reclassification requests within ten (10) calendar days. Whenever requests for reclassification are made under this appendix, the City will notify the Union President.

Employees that are reclassified to a higher pay range will be moved to the higher range based on the percentage difference between the two ranges. Thereafter, the employee will move on the range based upon the anniversary date that was established in their prior classification. For example, if the ranges are two and one-half percent (2½%) apart, the employee will receive a two and one-half percent (2½%) increase, so long as such increase does not exceed the range the employee is moving to. In other words, in establishing the salary for the reclassified employee, the relative position within the new pay range shall be the same as the relative position in the former range.

## **ARTICLE 13 - HOLIDAYS**

**13.1 Holidays Observed.** The City shall observe the following paid holidays:

New Year's Day - January 1st	Labor Day - First Monday in September
M. L. King, Jr.'s Birthday - 3rd Mon. in Jan.	Veterans' Day - November 11th
Presidents' Day - 3rd Monday in February	Thanksgiving Day—4th Thursday in Nov
Memorial Day - Last Monday in May	Day after Thanksgiving
Independence Day - July 4th	Christmas Day - December 25th

All regular full-time City employees shall be paid eight (8) hours at their regular straight-time hourly wage for all holidays referred to under this Section. An employee has the option of using vacation, compensatory time, leave without pay, or work extra hour(s) to offset this benefit when given a day off that exceeds eight (8) hours within the pay period.

Regular part-time employees with a fixed route shall receive holiday pay on a prorated basis, as determined by their FTE, not to exceed eight (8) hours.

Extra Board employees shall receive holiday pay on a prorated basis, as determined by their paid hours in the pay period during which the holiday falls, including approved paid sick, vacation, and comp time, divided by the number of hours in the pay period, minus eight (8) hours per holiday, not to exceed eight (8) hours.

Eligible employees must work their scheduled days immediately before and immediately after the holiday in order to receive holiday pay, unless they provide a note from a healthcare professional excusing their absence on the scheduled day immediately before or immediately

after the holiday. The employee must provide such note from a healthcare professional to his/her supervisor or manager no later than 5:00 p.m. on the third business day following the employee's return to work. The day of the employee's return to work shall count as the first business day.

**13.2 Holidays Falling on Scheduled Days Off.** For employees whose normal week is Monday through Friday, whenever a holiday falls on Saturday, the preceding Friday shall be given as a holiday. If it falls on Sunday, the following Monday shall be given as a holiday. The same pattern will be followed for employees whose workweek is other than Monday through Friday. Whenever a holiday falls on an employee's first day off, the preceding day shall be considered the holiday. When a holiday falls on an employee's second day off, the following day shall be considered the holiday.

When a holiday falls on a Monday or Friday giving the majority of City employees a three (3) day weekend, an employee whose days off are other than Saturday and Sunday may, with Supervisor approval, choose to take the day preceding or the day after their weekend off as a holiday in lieu of taking the actual holiday, thus giving them a three (3) day weekend like other City employees.

**13.3 Holidays During Leave.** Holidays that occur during paid leave time of any type shall not be charged against such leave.

**13.4 Holiday Pay.** If any employee works on a recognized holiday, that employee shall be paid for all hours worked at time and one-half the regular rate of pay plus regular holiday pay. The time and one-half pay specified above shall occur only on the actual holiday.

**13.5 Holiday Work.** In scheduling holiday work, the City shall first solicit volunteers from the qualifying work group and give all volunteering employees equal opportunities for holiday work by rotating assignments. When insufficient numbers of people volunteer for holiday work, employees (other than temporary and seasonal employees) shall be assigned on a rotational basis by inverse seniority.

## ARTICLE 14 - VACATION

### 14.1 Accrual.

Vacation leave shall accrue monthly and may be taken when earned. Full-time employees will accrue vacation according to the following accrual schedule:

<u>Months of Service</u>	<u>Accrued Leave Hours (rate)</u>	
0-60	<del>7.338</del> hours	/ <del>124</del> days
61-120	<del>10.67</del> <u>11.33</u> hours	/ <del>174</del> days

121-180	<del>12.67</del> <u>13.33</u> hours	/	<del>2019</del> days
181+	<del>15.34</del> <u>16</u> hours	/	<del>243</del> days

Part-time employees shall accrue vacation leave on a prorated basis, as determined by their paid hours in each pay period, including approved paid leaves, divided by the number of hours in the respective pay period, not to exceed the maximum monthly accrual for full-time employees.

**14.2 Eligibility.** New employees shall not be eligible for vacation leave during probation, although vacation leave shall accrue from the beginning of employment. Up to 40 hours of vacation may be taken after satisfactory completion of probation. Upon request, the City, may allow an employee to use earned vacation days during probationary periods.

**14.3 Maximum Accrual.** Employees shall be required to take one (1) week of vacation per year, but may only accrue up to 240 hours of vacation leave with pay.

**14.4 Scheduling.** Supervisors shall schedule vacation for their respective employees with due consideration for the desires of the employees and the City’s work requirements. Vacation schedules may be amended to allow each supervisor to meet emergency situations. In the event that more than one (1) employee has requested the same vacation period off and the workload does not permit all employees to have that period off, the supervisor shall first ask for any volunteers who are willing to reschedule their request. In the event there are insufficient volunteers, preference shall be granted on the basis of Division seniority provided, however, that each employee may only exercise their seniority for vacation bidding once per calendar year, notwithstanding the vacation bidding process for Operations employees.

Operations employees will bid twice annually for vacation leave based on their Division seniority. Each Operations employee will have two (2) business days once they receive notification to place their bid. Once the most senior Operations employee places a bid, the next senior employee will be allowed to bid and so on. If an Operations employee misses the deadline for their bid, the next senior Operations employee will be allowed to bid.

The first round of vacation bidding will begin on the first business day in November and will not extend beyond the last business day in December. The bid will encompass the calendar year immediately following the completion of the first round of vacation bidding and the first week of the subsequent year. Vacation bids will be for a single specified vacation period.

The second round of vacation bidding will begin immediately following the conclusion of the first round of bidding, based on Division seniority. Each Operations employee will have two (2) business days once they receive notification to place their bid. Once the most senior Operations employee places a bid, the next senior employee will be allowed to bid and so on. If an Operations employee misses the deadline for their bid, the next senior Operations employee will be allowed to bid. The second round of bidding will not extend beyond the last business day in February and will encompass May 1 through December 31 of the calendar year during which the second round of vacation bidding is completed. Vacation bids will be for a single specified vacation period.

After the first round of vacation bidding is complete, all requests for vacation leave between January 1 and April 30 will be evaluated on a first-come first-served basis, subject to the City's operational needs. After the second round of vacation bidding is complete, all requests for vacation leave between May 1 and December 31 will be evaluated on a first-come first-served basis, subject to the City's operational needs. Management will notify employees at the conclusion of each round via department bulletin board.

**14.5 Pay Upon Separation.** Upon termination of employment, unused vacation benefits earned will be paid out with the final paycheck.

**14.6 Vacation Cancellation.** In the event approved vacation leave is canceled by the City, the employee shall be notified of the cancellation in writing. Unrecoverable transportation, lodging deposits or other bona fide expenses such as hunting tags, event tickets, etc., will be paid by the City.

**14.7 Vacation Transfer.** Subject to the requirements above in maximum accrual, the City shall have a leave sharing plan that will allow employees to transfer accumulated sick leave to a leave sharing bank that satisfies the requirements of federal law. Employees who suffer "a medical emergency," including serious injuries or illnesses as defined by FMLA, and who have exhausted all paid leaves are eligible to receive leave donated by a coworker into the leave sharing bank. The transferring employee must maintain a sick leave balance for his/her own use of at least 480 hours. The employee shall request leave donations in writing to the Human Resources Department.

Whenever an employee is receiving wages and benefits as a result of donated time, the donated time shall be used to offset any and all benefits or roll-up expense to the City.

~~Subject to the requirements in Section 14.3, the City shall allow employees to transfer accumulated vacation to a coworker with a serious injury or illness, as defined by the FMLA, who has exhausted all accumulated leave. The FMLA definition does not limit the time frame the employee may need or request for transfer of leave. It is only used for defining "serious illness or injury." Donations for leave must be submitted in writing.~~

~~Whenever an employee is receiving wages and benefits as a result of donated time, the donated time shall be used to offset any insurance contribution expense to the City.~~

## ARTICLE 15 – SICK LEAVE

**15.1 Accrual.** All regular full-time City employees shall earn sick leave with full pay at the rate of eight (8) hours for each calendar month of service. Sick leave shall accrue from the date of employment.

Part-time employees shall accrue sick leave on a prorated basis, as determined by their paid hours in each pay period, including approved paid leaves, divided by the number of hours in the respective pay period, not to exceed eight (8) hours.

**15.2 Utilization.** Employees are eligible for sick leave for the following reasons:



- a) Non-occupational personal illness or physical disability.
- b) Quarantine of an employee by a physician for non-occupationally related disability.
- c) Illness of an immediate family member requiring the employee to remain at home. For the purposes of this Section, immediate family member shall include spouse, domestic partner, parents (including step-parents), children (including step-children and foster children), current father-in-law and mother-in-law, grandparents, grandchildren, and other relatives living in the employee's household.
- d) Necessity for medical or dental care.

Any time utilized under this Section will be utilized in increments of fifteen (15) minutes which will be rounded up to the next quarter ( $\frac{1}{4}$ ) hour on each occasion.

Written proof of the need for sick leave from the attending physician may be required at the City's discretion for absences in excess of three (3) consecutive work days, or if the City has reason to believe that the employee is abusing sick leave privileges. Misuse of sick leave benefits will be subject to disciplinary action.

**15.3 Notification.** An employee who is unable to report for work as scheduled shall report the reasons for absence to his/her supervisor, when possible, one (1) hour prior to the time the employee is expected to report for work. Sick leave with pay shall not be allowed unless such report has been made or unless special circumstances existed to justify the failure to report. Additionally, the employee must call in to report any continuing need to be absent to his/her immediate supervisor prior to the start of each subsequent shift to be eligible for sick leave benefits on these workdays. No daily notice will be required when the employee has submitted a doctor's slip which specifically states he/she will be unable to return to work until a certain date.

Transit employees must call in an absence at least one (1) hour prior to the start of their shift.

**15.4 Use of Other Accrued Leave.** Once sick leave is exhausted, an employee with a serious illness or injury can use other forms of accrued leave (e.g., vacation, compensatory time, etc.).

**15.5 Family Medical Leave.** Employees shall be granted twelve (12) weeks leave upon request pursuant to ORS 659a.150-186. Employees must use accrued vacation, sick leave, compensatory time, and/or leave without pay while on Family Medical Leave. The employee shall submit his/her request for Family Medical Leave in writing.

**15.6 Physician Evaluation.** The City may require an employee to see a physician of the employee's choice whenever it objectively believes the employee may be unable to safely perform their job. The employee will bear the cost of the physician's visit. When it becomes necessary to seek a physician certification, the City will inform the employee and the local Union President/designee and place the employee on paid administrative leave until the employee can be examined. The City will be required to pay the employee for the time spent traveling to and from the doctor if outside of the administrative leave time and will pay mileage. If concerns regarding the employee's ability to safely perform his/her job continue, the City may require the employee to see a physician of the City's choosing. The City will bear the cost of the physician's visit. When it becomes necessary to seek a physician certification, the City will

inform the employee and the local Union President/designee and place the employee on paid administrative leave until the employee can be examined. The City will be required to pay the employee for the time spent traveling to and from the doctor if outside of the administrative leave time and will pay mileage.

**15.7 Transfer.** The City shall have a leave sharing plan that will allow employees to transfer accumulated sick leave to a leave sharing bank that satisfies the requirements of federal law. Employees who suffer “a medical emergency,” including serious injuries or illnesses as defined by FMLA, and who have exhausted all paid leaves are eligible to receive leave donated by a coworker into the leave sharing bank. The transferring employee must maintain a sick leave balance for his/her own use of at least 480 hours. The employee shall request leave donations in writing to the Human Resources Department.

Whenever an employee is receiving wages and benefits as a result of donated time, the donated time shall be used to offset any and all benefits or roll-up expense to the City.

~~The City shall allow employees to transfer accumulated sick leave to a co-worker with a serious injury or illness, as defined by the FMLA, who has exhausted all accumulated leave, provided the transferring employee maintains a sick leave balance for their own use of at least 480 hours. The FMLA definition does not limit the time frame the employee may need or request for transfer of leave. It is only used for defining “serious illness or injury.” Donations for leave must be submitted in writing.~~

~~Whenever an employee is receiving wages and benefits as a result of donated time, the donated time shall be used to offset any and all benefit or roll-up expense to the City.~~

**15.8 Required Leave.** The City Manager/designee may require an employee to use sick leave and leave the work place if it is determined the employee is too ill to work or could transfer their illness to the public or other employees.

**15.9 Return to Work.** The City may require an employee to provide a note from their personal physician stating they are able to return to work when returning from sick leave. The note may only be required when the employee has been under the care of a physician.

**15.10 Long Term Disability Insurance.** The City will provide employees with long-term disability insurance as specified in the attachment to this contract.

## ARTICLE 16 – EDUCATIONAL OPPORTUNITIES

**16.1 Tuition Reimbursement.** The City ~~may~~ will reimburse an employee for full tuition costs for one (1) class per term, not to exceed three (3) classes per year, provided that:

- a) The class is directly related to the employee's work (or to a position to which an employee can reasonably expect to be promoted).

- b) The employee has made prior arrangement with his/her supervisor and received written approval from the City Manager/designee for reimbursement prior to registration for such course.
- c) Prior to reimbursement by the City, the employee must submit evidence of satisfactory completion of the course. Satisfactory completion means the employee receives a grade of “C” or better, or a passing grade in a pass/fail class.
- d) The employee is not receiving reimbursement for tuition from any other source.
- e) The employee agrees to continue employment with the City at least six (6) months following satisfactory completion of the course or will reimburse the City for tuition costs paid during his/her last six (6) months of employment with the City.

**16.2 Leave and Expenses.** The City shall allow time off with pay and shall pay all expenses of attending classes, lectures, conferences, or conventions, when attendance is on an assignment basis and approved by the City Manager/designee. Studying or preparing for classes, lectures, conferences, or conventions shall not be allowed on work time.

Employees who are required to attend out-of-town training, either by the department supervisor or as required by the City to maintain required job-related certifications/licenses, will be paid for the travel time outside of their normal schedule, consistent with Oregon Administrative Rule 839-020-0045. Travel time for required local training will also be paid if it exceeds the normal commute time the employee experiences traveling to and from work. If this time causes them to exceed forty (40) hours in a week, it will be paid at the applicable overtime rate or the employee may flex their schedule to compensate for the hours. However, if it is foreseeable that the travel time will cause the employee to exceed forty (40) hours in a workweek, the employee must receive the City’s approval of the overtime. Meals shall be re-reimbursed according to the City’s Travel Policy. Employees who voluntarily attend training that is approved by the City during the employee’s normal work schedule shall only be compensated for their normal work schedule.

**16.3 Work-Related Courses.** When an employee wishes to take a work-related course(s) which is only offered during regular working hours, the employee must receive written approval from the City Manager/designee and make prior arrangements with his/her supervisor. In that event, the City Manager/designee will may either:

Pay for the cost of the course and related tests in advance, provided that the employee takes the necessary time off without pay or makes prior arrangements with his/her supervisor for alternative working hours. In the event the employee fails to pass or complete the course or tests, the employee will be required to reimburse the City for the advanced costs; or

Allow time off with pay provided the employee pays his/her own tuition costs and prior arrangements are made with his/her supervisor and approved by the City Manager/designee.

**16.4 Cost of Textbooks.** The cost of textbooks and technical publications required for courses for an employee’s current position shall be the responsibility of the City. Upon completion of such courses, the textbooks and technical publications shall remain City property.

## **ARTICLE 17 – OTHER LEAVES**

**17.1 Criteria and Procedure.** All requests for an unpaid leave of absence shall be submitted in writing to the City Manager or a designee. The written application must describe the reason for the request and confirm a specified date at which the employee is expected to return to work.

**17.2 Approval.** Requests for leave will be evaluated on a case-by-case basis with the operational requirements of the City in mind. Subject to those requirements, approval will not be unreasonably withheld. Requests for leave to conduct Union business will be evaluated in a non-discriminatory fashion.

**17.3 Termination of Leave.** Notice that the employee has accepted employment or entered into full-time business or occupation may be accepted by the City as a resignation when the employment or business is inconsistent with the reason leave was requested and granted. Any employee who is granted a leave of absence without pay under this Section and who inexcusably fails to return to work immediately upon the expiration of said leave of absence, shall be considered as having resigned his/her position with the City.

**17.4 Employee Status.** Employees on leave without pay remain employees covered by this Agreement, entitled to its non-economic benefits such as access to the grievance procedure. Unless required by law or otherwise specified in this Agreement, employees on leave without pay shall not accrue any economic benefits, including seniority.

**17.5 Bereavement Leave.** Full-time employees may be granted up to forty (40) hours of paid leave in the event of the death of an immediate family member. The leave is intended to allow the employee time to attend the funeral and make necessary arrangements. Part-time employees may be granted bereavement leave on a pro-rata basis. An immediate family member includes: spouse, domestic partner, parent or step-parent, children, step-children, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, maternal grandparents, paternal grandparents, grandchildren, or a person with whom the employee was in a relationship of in loco parentis. Upon application and mutual agreement with the employee's supervisor, the employee may use accumulated leave after the forty (40) hours of compensated leave. Such request for additional leave shall not be unreasonably denied.

Deviations from the definition of immediate family shall not be allowed; however, the City will consider other leave for employees that wish to take time off as a result of some other person that is significant to him/her.

Bereavement leave under this section will be counted as OFLA leave to the extent allowed by law.

**17.6 Witness and/or Jury Duty.** When a City employee is called for jury duty or is subpoenaed as a witness in a criminal matter, or in a civil matter arising from their City employment, he/she will not suffer any loss of regular City compensation he/she would have earned during such absence. Employees are required to waive the jury/witness fee provided by the court.

Employees must either waive the juror/witness compensation or must sign the funds over to the City.

**17.7 Military.** Military leave is granted to all employees absent from work due to service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and state law. Generally, advanced notice is required prior to taking military service or training leave.

**17.8 Inclement Weather.** In the event an employee is unable to make it to work because of inclement weather or the City offers to send employees home as a result of the same, the employee will have the option of using any accrued leave, except sick leave, or take leave without pay.

If an employee reports for work during inclement weather and the City decides to not have the employee work, the employee shall be compensated for a minimum of two (2) hours of work.

## **ARTICLE 18 – DISCIPLINE**

**18.1 Discipline and Discharge.** No covered employee shall be disciplined or discharged except for just cause. Oral warnings, even if reduced to writing, are not considered to be discipline and may not be protested through the grievance procedure. Disciplinary actions include, but are not limited to: written reprimands, suspensions, demotions and discharge. Whenever an employee is disciplined the employee shall sign the notice of disciplinary action as specified in Section 20.4, Signature Requirement, unless the employee refuses to do so.

Informal discipline and corrective actions, such as counseling, specific directives, work improvement plans, oral warnings (even if reduced to writing) and other similar actions are not considered discipline and will not be placed in the personnel file as such. Informal discipline and corrective actions are not subject to the grievance procedure. Informal discipline and corrective actions may be used for notice of progressive disciplinary sanctions and are subject to review in yearly evaluations. Employees may provide written rebuttal within ten (10) calendar days, to be placed with the informal discipline or corrective action.

**18.2 Excluded Employee.** Probationary employees (as defined in Section 9.1, Original Appointments), less-than-half-time, temporary, and seasonal employees may be terminated or disciplined for any reason, and such action shall not constitute a violation of this contract, nor be subject to the grievance procedure.

**18.3 Imposition.** If a supervisor has reason to discipline an employee, he/she shall make a reasonable effort to impose such discipline in a manner that will not unduly embarrass the employee before other employees or the public.

**18.4 Representation Rights.** Upon request, an employee will be entitled to have a Union/employee representative present whenever the employee is being interviewed regarding a

matter that could lead to a disciplinary action against the employee. The Union/employee representative will have a reasonable amount of time, without the loss of pay, not to exceed a cumulative total of 15 minutes before and/or after an interview, to consult with the employee. An employee's representation rights may only be invoked in accordance with the standard set forth by the Oregon Employment Relations Board. During any interview of this nature, either party may record the proceeding. If the meeting is recorded, the party making the recording will be obliged to provide a copy of the recording if requested by the other party. If a copy of the recording is requested, a reasonable fee may be imposed.

The supervisor is encouraged to advise an employee of his/her right to Union representation on a matter that might lead to discipline.

**18.5 Investigations.** The City will conduct investigations in a timely, reasonable manner. Notice of the investigation to the employee will include the alleged conduct and the applicable alleged policy violation(s).

The City will advise the employee who is the subject of an investigation and the Union at least every ~~thirty~~thirty-five (30~~15~~15) calendar days of the status of the investigation until the investigation is completed. Following the completion of an investigation that does not result in discipline, the City will advise the employee and the Union that the investigation is complete. Employees can ask the City not to advise the Union under this paragraph, in which event the City shall not advise the Union.

**18.6 Due Process.** Prior to imposition of an economic disciplinary sanction, the following procedural due process shall be followed:

- a) The employee shall be given advance written notice of the charges or allegations that may subject them to discipline and of the disciplinary sanctions being considered.
- b) The employee will be given an opportunity to refute the charges or allegations either in writing or orally in an informal hearing prior to the implementation of any discipline. If discharge is the disciplinary sanction being considered, the employee will be given at least seven (7) calendar days' notice of any informal hearing, unless mutually agreed to schedule it earlier.

**18.7 Just Cause Standards.** For the purpose of this Agreement, just cause shall be determined based on the following questions:

- a) Did the City give the employee forewarning or foreknowledge of the possible or probable disciplinary consequences of the employee's conduct?<sup>1</sup>
- b) Was the City's rule or managerial order reasonably related to a) the orderly, efficient or safe operation of the City's business; and b) the performance the City might properly expect of the employee?

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<sup>1</sup> The parties agree that there are some offenses that are so egregious that forewarning of consequences is not necessary.

- c) Did the City, before administering discipline to an employee, make an effort to discover whether the employee did in fact violate or disobey a rule or order of management?
- d) Was the City's investigation conducted fairly and objectively?
- e) At the investigation, did the City obtain substantial and compelling evidence or proof that the employee was guilty as charged?
- f) Has the City applied its rules, orders and penalties evenhandedly and without discrimination to all employees?
- g) Was the degree of discipline administered by the City reasonably related to a) the seriousness of the employee's proven offense; and b) the record of the employee and his/her service with the City?

**18.8 Notice of Discipline.** When an employee is disciplined, the Local President/designee will be given notice of the action against the employee, unless the employee declines that such notice be given.

**18.9 Discovery Materials.** In the event the Union or employee requests a copy of the disciplinary investigation or related materials, the City may apply reasonable costs for copies or administrative time beyond the de minimis standard.

## **ARTICLE 19 – GRIEVANCE PROCEDURE**

**19.1 Grievance Defined.** A grievance is any dispute concerning the application, interpretation or enforcement of this Agreement.

**19.2 Grievance Procedure.** This shall be the exclusive procedure and remedy involving any alleged violation of this Agreement.

Step 1. The employee, with or without a Union representative, shall first take up the grievance with his/her immediate supervisor within fourteen (14) calendar days immediately following the date the employee had or should have had knowledge of the grievance. A union representative at this step is intended to provide support and clarification for the employee and normally will not present the grievance. The supervisor will then issue a response within fourteen (14) calendar days immediately following the date the employee discussed the grievance with his/her immediate supervisor.

Step 2. If the grievance is not resolved at Step 1, the affected employee(s) shall present the grievance in writing to the Transit Director with a copy to Human Resources within ten (10) calendar days immediately following the date his/her immediate supervisor's response was received or communicated to the affected employee. At this and each subsequent step of the grievance procedure, the written grievance submitted by the Union or employee(s) shall include:

- a) A statement of the grievance and the factual allegations upon which it is based;
- b) The Section(s) of this contract alleged to have been violated;
- c) The remedy sought; and
- d) The name and signature of the affected employee(s), except in the case of a group grievance. In such case, an officer of the local union will sign.

Within ten (10) calendar days of receipt of the Step 2 grievance, the Transit Director and Human Resources will meet with the grievant and, if the grievant requests, a representative of the Union. In the event a meeting cannot be scheduled because of the unavailability of any party, the parties shall then mutually agree to another date. In any event, the grievant/Union will be given at least twenty-four (24) hours' notice of such meeting. Grievances filed by the City shall be initiated at Step 2 and filed with the Union's President.

The Transit Director shall render a written decision within ten (10) calendar days following the Step 2 meeting.

Step 3. If the grievance is not resolved at Step 2, the affected employees(s) shall present the grievance in writing to the City Manager within ten (10) calendar days following the Transit Director's response.

Within ten (10) calendar days of receipt of the Step 3 grievance, the City Manager will schedule a meeting to discuss the grievance with the grievant, and if the grievant requests, with a Union representative. In the event a meeting cannot be scheduled because of the unavailability of any party, the parties shall then mutually agree to another date. In any event, the grievant/Union will be given at least twenty-four (24) hours' notice of such meeting. The City Manager shall render a written decision within ten (10) calendar days following the Step 3 meeting.

Step 4. (Optional) Mediation. In the event the grievance is not resolved at Step 3, and within ten (10) calendar days of the City Manager's response at Step 3, either party, the Union or the City, may request mediation in writing. Mediation will occur only if the City and the Union mutually agree to mediation in writing. The parties will agree to a mutually acceptable mediator. Costs for the mediator will be shared equally. The period of mediation will be no longer than sixty (60) calendar days after the date of the initial request for mediation (the mediation period). The parties agree to act in good faith to resolve the grievance. If the grievance is not resolved at Step 4, either party may move the grievance to Step 5, Binding Arbitration, within ten (10) calendar days after the end of mediation. The parties may mutually agree to extend the mediation period in writing before the end of the mediation period.

Step 5. If the grievance is not resolved at Step 3 or 4 and if the Union or the City wishes to pursue the grievance further, the party shall submit the grievance to arbitration by written notice to the City Manager or Union President within ten (10) calendar days following the due date for



the Step 3 response or the date the Step 3 response was received, whichever date is sooner, or as described in Step 4.

Unless the parties mutually agree upon an arbitrator, the party requesting arbitration shall, within fourteen (14) calendar days of their notice to proceed to arbitration, submit a written request to the Oregon Employment Relations Board for a list of the names of seven (7) arbitrators ~~who are members of the National Academy of Arbitrators~~ with their principle place of residence in Oregon or Washington. Upon receipt of the list, the parties shall determine by the toss of a coin who will strike first, and the parties shall then continue to alternate strikes until only one (1) name remains and the remaining name shall be the arbitrator.

The arbitrator shall have no power to modify, add to or subtract from the terms of this Agreement and shall be confined to the interpretation and enforcement of this Agreement. The arbitrator's decision shall be in writing and shall be submitted to the parties within thirty (30) calendar days following the close of the hearing. The arbitrator's decision shall be final and binding on the affected employee(s), the Union and the City.

Either party may request the arbitrator to issue subpoenas but, if issued, the cost of serving a subpoena shall be borne by the party requesting the subpoena. Each party shall be responsible for compensating its own witnesses and representatives during the arbitration hearing. The non-prevailing party shall pay arbitrator's fees and expenses, and the arbitrator, as part of the award, shall designate the non-prevailing party for such purpose.

**19.3 Time Limits.** All parties subject to these procedures shall be bound by the time limits contained herein. If either party fails to follow such limits, the following shall result:

- a) If the grievant or the Union fails to advance the grievance to the next step in a timely fashion, the right to binding arbitration of the grievance shall be waived.
- b) If the City or the Union, at any step, fails to respond in a timely fashion, the grievance shall proceed to the next step.

Time limits may be extended by written mutual agreement of the parties.

**19.4 Discovery Materials.** In the event the Union requests materials for review, such as for processing a grievance, the City may apply reasonable costs for copies or administrative time beyond the de minimis standard.

## **ARTICLE 20 – PERSONNEL RECORDS**

**20.1 Access.** Each employee shall have the right to review and copy (at his/her own expense) the contents of their own personnel file. In addition to the Union's rights as the exclusive representative, at his/her option and upon presentation of a signed release, an employee may authorize a Union representative to review the contents of his/her file.

**20.2 Disciplinary Records.** Each employee shall be given a copy of all disciplinary materials placed in his/her file. An employee may include an explanatory statement for the personnel file in answer to any reprimand or other form of discipline if the employee chooses not to grieve such action.

**20.3 File Purging.** Written reprimands/warnings shall be removed from an employee's file, at his/her request, after three (3) years so long as no other disciplinary action has occurred within the three (3) year time period. Any material, other than performance evaluations, directly associated with the items being purged, will also be removed from the file. Documents removed from the personnel file shall be placed in a confidential file maintained by the Human Resources Department. Such purged document will not be used against an employee for the purpose of progressive discipline. Purged documents may be used in any civil or arbitration proceeding for the purpose of establishing consistency of disciplinary action, lack of discrimination, the existence of mitigating or extenuating circumstances and compliance with legal obligations. The Union will have equal access, upon request, to these files for the same purposes.

**20.4 Signature Requirement.** Before any material reflecting negatively on the employee is placed in the employee's file, the employee shall sign a receipt containing the following disclaimer:

*"Employee's signature only acknowledges receipt of material. The employee's signature does not necessarily indicate agreement or disagreement."*

This shall not apply to a termination notice if the employee refuses to sign the document.

## **ARTICLE 21 - STRIKES**

**21.1 Prohibition.** The Union and its members, as individuals or as a group, will not initiate, cause, participate or join in any strike, work stoppage, or slowdown, or any other restrictions of work, at any location in the City during the term of this contract. Employees in the bargaining unit, while acting in the course of their employment, shall not honor any picket line established in the City by the Union or by any other labor organization when called upon to cross picket lines in the line of duty. Disciplinary action, including discharge, may be taken by the City against any employee or employees engaged in a violation of this Article.

**21.2 Union Obligation.** Pursuant to PECBA, this unit is Strike Prohibited. In the event of a work stoppage, slowdown, picketing, observance of a picket line, or other restriction of work in any form, either on the basis of individual choice or collective employee conduct, the Union will immediately, upon notification, attempt to secure an immediate orderly return to work.

**21.3 Lockout.** There shall be no lockout of employees during the term of this Agreement.

**ARTICLE 22 – SAVINGS CLAUSE**

Should any portion of this contract be contrary to law, such decision shall apply only to the specific portion thereof directly specified and all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement. Upon such declaration, the parties agree to negotiate regarding the invalidated portion thereof. Negotiations shall commence within thirty (30) days, unless the parties mutually agree to extend such time frame.

**ARTICLE 23 – STATUS OF AGREEMENT**

**23.1 Complete Agreement.** This Agreement incorporates the sole and complete agreement between the City and the Union resulting from these negotiations.

**23.2 Amendments.** This Agreement may be amended at any time by mutual Agreement of the Union and the City. Such amendments shall be in writing and signed by both parties.

In the event the City wishes to implement or change any condition of employment that is a mandatory subject of bargaining which was not discussed in the negotiations that created the current Agreement, the City shall be obligated to inform the Union of the condition it wishes to implement or change and bargain at the Union's request. For the purpose of this Section, the Union will have fourteen (14) calendar days to make a demand to bargain. If the Union demands to bargain, the City shall enter into bargaining pursuant to ORS 243.698. If the Union does not demand to bargain, the City may implement or change the condition it has proposed. The Union waives any right to bargain matters it raised during negotiations but which were not embodied in the Agreement.

**ARTICLE 24 – TERM OF AGREEMENT**

This Agreement shall be effective upon execution. The Agreement shall remain in full force and effect through June 30, 20~~17~~, and shall be automatically renewed from year to year thereafter, unless either party shall notify the other in writing no later than January 1 of the expiring year that it desires to either terminate or modify this Agreement. In the even notice to modify is given, negotiations shall begin not later than thirty (30) days from that notice.

This Agreement is hereby executed on this \_\_\_\_ of \_\_\_\_\_, 201~~7~~5 by:

The City of Wilsonville

SEIU Local 503, OPEU

\_\_\_\_\_  
Bryan Cosgrove  
City Manager

\_\_\_\_\_  
Heather Conroy  
Executive Director, SEIU Local 503, OPEU

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Joseph Cartino  
Senior Organizer, SEIU Local 503, OPEU

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~~Randolph Eshleman~~ Daniel Gonzalez, Bargaining  
Team Member

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~~Vicente Espinoza~~ Michael Ortega, Bargaining  
Team Member

**APPENDIX A – SALARY SCHEDULE**

Effective July 1, 2017 or upon ratification and City Council approval, whichever is later (COLA 2%)

Position	Hourly		Monthly		Annual	
	Low	High	Low	High	Low	High
120 Fleet Hostler	\$ 16.40	\$ 20.92	\$ 2,842.67	\$ 3,626.13	\$ 34,112.04	\$ 43,513.56
125 Equipment Mechanic I	\$ 18.57	\$ 23.66	\$ 3,218.80	\$ 4,101.07	\$ 38,625.60	\$ 49,212.84
125 Transit Driver	\$ 18.57	\$ 23.66	\$ 3,218.80	\$ 4,101.07	\$ 38,625.60	\$ 49,212.84
128 Dispatcher	\$ 19.99	\$ 25.49	\$ 3,464.93	\$ 4,418.27	\$ 41,579.16	\$ 53,019.24
133 Equipment Mechanic II	\$ 23.29	\$ 29.69	\$ 4,036.93	\$ 5,146.27	\$ 48,443.16	\$ 61,755.24

Effective July 1, 2018 (COLA 2.25%)

Position	Hourly		Monthly		Annual	
	Low	High	Low	High	Low	High
120 Fleet Hostler	\$ 16.77	\$ 21.39	\$ 2,906.80	\$ 3,707.60	\$ 34,881.60	\$ 44,491.20
125 Equipment Mechanic I	\$ 18.99	\$ 24.19	\$ 3,291.60	\$ 4,192.93	\$ 39,499.20	\$ 50,315.16
125 Transit Driver	\$ 18.99	\$ 24.19	\$ 3,291.60	\$ 4,192.93	\$ 39,499.20	\$ 50,315.16
128 Dispatcher	\$ 20.44	\$ 26.06	\$ 3,542.93	\$ 4,517.07	\$ 42,515.16	\$ 54,204.84
133 Equipment Mechanic II	\$ 23.81	\$ 30.36	\$ 4,127.07	\$ 5,262.40	\$ 49,524.84	\$ 63,148.80

Effective July 1, 2018 (COLA 2.25%)

Position	Hourly		Monthly		Annual	
	Low	High	Low	High	Low	High
120 Fleet Hostler	\$ 17.15	\$ 21.87	\$ 2,972.67	\$ 3,790.80	\$ 35,672.04	\$ 45,489.60
125 Equipment Mechanic I	\$ 19.42	\$ 24.73	\$ 3,366.13	\$ 4,286.53	\$ 40,393.56	\$ 51,438.36
125 Transit Driver	\$ 19.42	\$ 24.73	\$ 3,366.13	\$ 4,286.53	\$ 40,393.56	\$ 51,438.36
128 Dispatcher	\$ 20.90	\$ 26.65	\$ 3,622.67	\$ 4,619.33	\$ 43,472.04	\$ 55,431.96
133 Equipment Mechanic II	\$ 24.35	\$ 31.04	\$ 4,220.67	\$ 5,380.27	\$ 50,648.04	\$ 64,563.24

MAY 2017



# MONTHLY REPORT

## From The Director's Office

Greetings from Community Development! In May, we welcomed our summer Engineering Intern. Sarah Harms is a civil engineering student at Rensselaer Polytechnic Institute in New York. She graduated from Wilsonville High School and has completed her third year at RPI. One of her priority projects is to prepare and implement the signage plan for the Ice Age Tonquin Trail.

For this month's report, I want to provide an update on the I-5 / Wilsonville Road congestion mitigation projects. We have been working on three projects:

- 1) Boones Ferry Road Restriping North of Wilsonville Road – New striping will be added to extend the left turn lanes and clarify the lane configuration. The work was awarded to SPM Inc. for \$16,600, and will be completed by June 30.
- 2) Fred Meyer Signalized Driveway on Boones Ferry Road – The design is 60% complete. The project will create a second northbound travel lane on the north leg of this intersection to better move traffic out of the Old Town area. The design has been slowed due to geometric complexities with the traffic signal pole location, crosswalks, ramps, sidewalks, drainage, and bike lanes. Construction is funded in FY 17/18.
- 3) Southbound I-5 On-Ramp Expansion – This project will provide the most benefit. The southbound on-ramp will be widened to add a third stacking lane. The benefit will be marginal when I-5 south is at capacity, but will help during moderate congestion by getting more cars off of Wilsonville Road. This is ODOT right of way, so all design follows their standards and requires a lengthy approval process. A final design will be submitted to ODOT in early July. An IGA with ODOT is required for the project, which is being reviewed by the State DOJ. If everything goes smoothly, bidding could occur in August.

For both the Fred Meyer driveway and the SB ramp widening projects, the timing of construction will be critical. We expect that alternate schedules, such as off-peak or night work, may be needed to avoid making congestion issues even worse during the construction effort.

On the next page you will find a very cool picture taken by Zach Weigel at the Kinsman Road Extension project. He captured a significant moment in our underground infrastructure history. What will be the second largest pipe crossing in Wilsonville will soon be backfilled and long forgotten by most. Take a careful look—you will see a very deep and wide trench with a lot of bracing—at the bottom of which is the Willamette Water Supply Program's new 66-inch diameter steel raw water pipeline and near the top is our 48-inch diameter steel water distribution pipeline. To install the new pipe, a casing (visible in the photo) was needed to protect our pipe. After constructing the casing using the jack and bore method, the 66-inch diameter pipe sections were then pushed through the casing and welded in place. The pipe sections are lined with cement mortar, coated with yellow polyurethane, and vary in size but are typically 40 feet long. Threading this needle is a delicate operation!

Happy Summer! –Nancy Kraushaar, PE



### Threading the Needle

As part of the Kinsman Road Extension Project (Barber to Boeckman), casing for the 66-inch Willamette Water Supply Program pipeline was recently jacked under our 48-inch water transmission pipe. The welded steel pipe was then inserted in the casing. The excavation is 20 feet deep and 12 feet wide. This is something you do not see every day—and it is right here in Wilsonville!

## Building Division

### What-cha Looking At?

It takes guts to climb a telephone pole! That's just what a number of young women did at the 2017 Women in Trades Fair on May 19, thanks to Plumbing Inspector Melissa Gitt (a licensed plumber by trade) who hosted eight 13-year-old girls at this year's fair.

These brave women were exposed to some great activities with the trades including:

- Climbing a telephone pole with a PGE Linesman
- Fixing a watermain break on an active line with Portland Water Bureau crews
- Learning driving skills and about how busses work with TriMet
- Building flower pots from wood with the Rebuild Center
- Cutting metal using an oxy/acetylene cutting torch and doing arc welding with the Steelworker's Union
- Being a firefighter, charging a fire hose, and wearing fire gear with Tualatin Valley Fire & Rescue

Melissa stated, "This is the perfect opportunity for young people to get exposure to different types of careers and trades. This is very similar to a path I followed, and it's been a really good fit for me. From an early age I really enjoyed construction, working with my hands, and building things. I started my career as a plumber and now serve my community as a certified plumbing inspector. It's very rewarding."

And that's what we're looking at.





## Economic Development

### Town Center Business Outreach

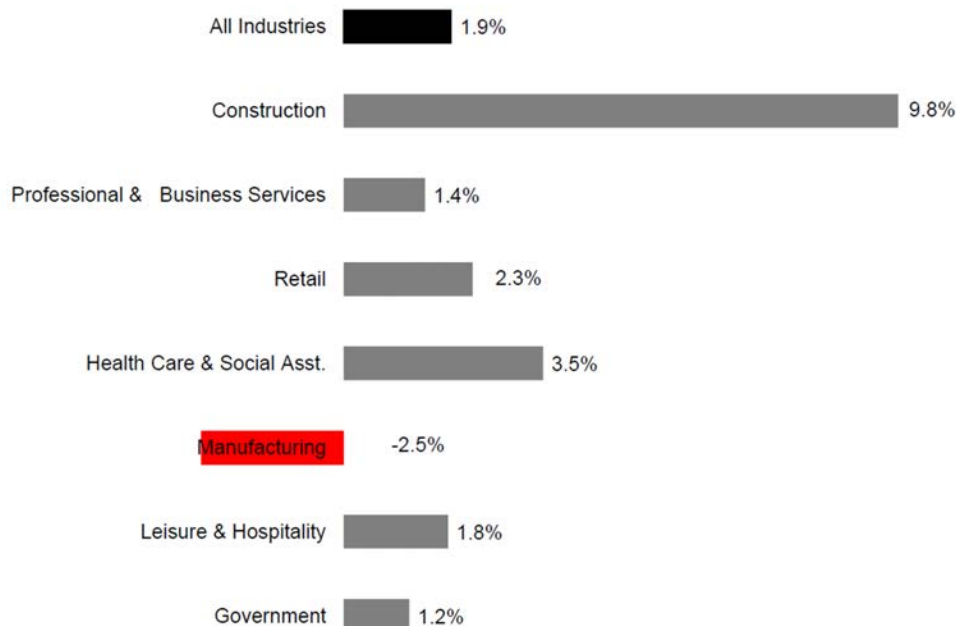
There has been ongoing outreach with the business community to solicit their input and ideas about the Town Center project. Key May activities included:

- Conducted stakeholder interviews with property owners in Town Center—including Fry’s, Clackamas Community College, Kaiser, ROIC, and Regal Movie Theatre—to understand their short-term and long-term goals, as well as potential partnership opportunities that may exist for redevelopment.
- Distributed Town Center newsletter and materials to over 40+ local businesses with information about summer events and ways to participate in the project.
- Hosted first “Small Business Roundtable” event at City Hall to address questions, comments and concerns from local businesses about the Town Center Redevelopment project. We also hosted the Chamber of Commerce “Morning Spark” at City Hall to provide a project update to the broader business community.

### Portland Metro Economic Updates

- Port of Portland announced that PDX will be offering an inaugural nonstop service from Portland to London Heathrow Airport, opening the door to increased global trade, corporate travel, foreign direct investment and tourism. Flights will be offered four days a week between May 26, 2017 and Oct 29, 2017
- Between 2013-2015, Portland metro enjoyed the second fastest job growth rate among the 50 largest US cities—that’s more than twice the growth rate of the United States (source: Oregon Employment Department)
- Between 2010-2015, Portland metro enjoyed the third largest increase in household income among the 50 largest US Cities, bringing Portland from being the 17<sup>th</sup> wealthiest region to the 8<sup>th</sup> among the 50 largest U.S. cities. (Source: Oregon Employment Department).

### Portland Metro Industry Growth 1 Year Trend – Feb 2017



## Engineering Division, Capital Projects

### 5<sup>th</sup> Street / Kinsman Road Extension (4196):

Preliminary design work on roadway cross-section, more specific alignment, and bridge type and design has been started.

### 2017 Water Treatment Plant Master Plan Update (1122):

This “mini” master plan will evaluate equipment and facility conditions, surge tank design, seismic resiliency, and life safety improvements at the existing “lower site” facility. The contract with Carollo Engineers has been finalized and is on the Council agenda for June 19.

### Charbonneau High Priority Utility Repair Phase II (2500/7500):

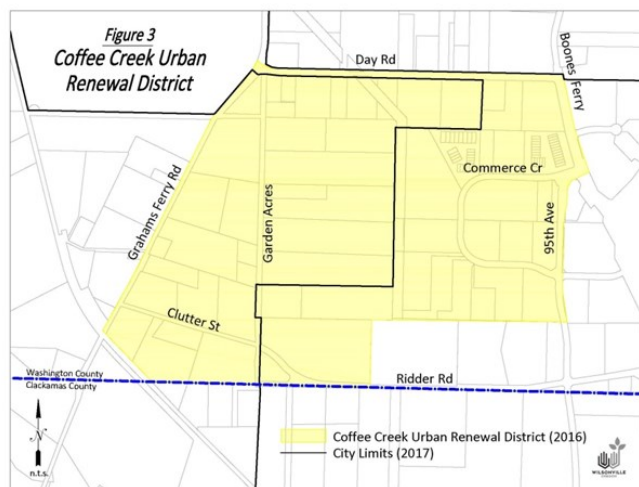
This project continues the replacement and repair of the most deficient sewer and storm pipes within Charbonneau. This project represents the second of three planned phases of construction over three years. Construction has been rescheduled to begin towards the end of July 2017 to better align with the pipe lining contractor’s availability and reduce construction impacts on the neighborhood. Construction will be completed in October 2017.

### French Prairie Bridge (9137):

This project will determine the final location, alignment, and design type and includes preparation of preliminary construction and environmental documents for a new pedestrian, bike, and emergency vehicle bridge over the Willamette River in the vicinity of Boones Ferry Road. The Technical Advisory Committee (TAC) provided technical feedback on the draft evaluation criteria at their last meeting on May 10. On May 22, the project Task Force (pictured right) toured the three proposed bridge alignments and made final recommendations



on the evaluation criteria text and weighting. The next set of TAC and Task Force meetings are anticipated for September where the evaluation criteria will be used to assess the three bridge alignments. A final bridge location recommendation is anticipated in July 2018.



### Garden Acres Road (4201):

Garden Acres Road will be the first project in the new Coffee Creek Urban Renewal District. After review of proposals, HHPR was selected to perform design services and is preparing their cost proposal. The design contract is pre-scheduled for Council action on July 19.

## Engineering Division, Capital Projects, Cont.

### **Kinsman Road Extension (4004):**

This project involves construction of a new section of Kinsman Road between Barber Street and Boeckman Road and includes the upsizing and relocation of 30" sanitary sewer pipe (Coffee Creek Interceptor Upsizing (CIP 2079)) and the installation of 66" water line for the Willamette Water Supply Program (CIP 1127). (See photo on the page 2.) Boeckman Road is closed between Villebois Drive and 95<sup>th</sup> Avenue and is anticipated to reopen towards the end of July. The closure is necessary to construct the new concrete roundabout intersection at Kinsman Road (pictured right). Roadway fill is nearly complete. The last sections of the Willamette Water Supply Program (WWSP) 66" pipeline are being installed. Construction is anticipated to be complete in June 2018.



### **Library Improvement (8098):**

Concept alternatives are complete and final design for interior improvements is underway. A change order for HVAC design to replace eight HVAC units is pending, and will delay design completion and bidding until July. Construction is budgeted for FY 17/18 with completion targeted for November.

### **Street Maintenance (4014):**

Slurry Seal bids were received for neighborhood streets, with work able to be performed in late July. VSS International was awarded the project.

### **Tooze Road (4146):**

Right of way acquisition is in progress. ODOT is reviewing final plans for conformance. Staff is working with ODOT to determine ODOT involvement during construction.

### **Willamette River Stormwater Outfalls (7053):**

Plans submitted to the Army Corps of Engineers and to Oregon Department of State Lands to obtain federal and state permitting. Receiving these permits typically takes 6-9 months. Reconstruction of the outfalls is anticipated to occur in Summer 2018.

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

Meetings are being held on a bi-weekly basis to facilitate coordination of the WWSP pipeline with various Wilsonville road projects, the WWSPs Raw Water Facility projects, and the mini-Master Plan.

## Engineering Division, Private Development

### Ash Park:

A Public Works Permit will be issued this month for this 12-lot subdivision just north of the Ash Meadows Condominiums.

### Aspen Meadows Canyon Creek Subdivision (formerly Boeckman-Lewallen):

Construction is almost complete on this 14-lot subdivision at Canyon Creek Road South and Daybreak Street. Streets have been paved, and curbs, gutters, sidewalks, and driveways have all been installed.

### Charbonneau Subdivision:

A Public Works Permit will be issued this month for this 40-lot subdivision being constructed where the former golf driving range was located.

### Meridian Creek Middle School:

Off-site construction work on Boeckman, Stafford, and Advance is going strong. Advance Road was rebuilt during a closure from April 29 to May 19. Boeckman Road will be closed between Wilsonville Road and Willow Creek Drive from June 3-17 for a similar complete reconstruction of the roadway. At this time north-south traffic through the intersection will also be shifted east. Businesses and citizens should anticipate intermittent lane closures as work progresses. Both 63<sup>rd</sup> Avenue and Hazel Street (new streets accessing the school) have been paved. Project completion expected before start of school in September 2017.

### Villebois:

VB Central-Camden Square (43 lots located south of Montague Park) is almost complete. VB East-Tonquin Meadows 4 (57 lots located north of Lowrie Primary) is under construction. This subdivision will complete construction of Coffee Lake Drive between Barber Street and Villebois Drive. VB Central-Berkshire No. 2 (17 row homes located on north side of Barber near Costa Circle West) is under construction. For VB Central-Mont Blanc (68 row homes bounded by Villebois Drive, Orleans, and Mont Blanc), a preconstruction meeting is scheduled and construction should start shortly thereafter.

### Villebois Parks:

Construction of the oval shaped neighborhood park just north of Lowrie Primary School should be completed in June. Construction is ongoing in Trocadero Park (RP-5) located just east of Edelweiss Park and north of Berlin Avenue. Plans are under review for RP 7 & 8, located north and east of Tonquin Meadows on the east side of Villebois.



*Villebois neighborhood park across the street from Lowrie Primary School. On the far side of the park there is construction of Tonquin Meadows 4.*

## Natural Resources

### Cold-Water Refuges and USGS Study

The City is working collaboratively with the U.S. Geological Survey (USGS) to research cold-water refuges in local tributaries (i.e., Boeckman Creek and Coffee Lake Creek) to the Willamette River. The research is part of a larger USGS study looking at these cold-water areas in the Willamette River Basin. Cold-water refuges—small pockets of cooler water, most located where tributaries meet mainstem rivers—provide the respite fish need to cool down and prepare for the remainder of their journey.

With climate change, Northwest rivers are warming earlier and staying warm longer and that sometimes causes adult salmon and steelhead migrating from the ocean to die in rivers before they can spawn, often before they can even reach their spawning grounds.

The USGS research will survey temperature and dissolved oxygen to capture the spatial variability in these conditions at tributary mouths, potential groundwater seeps, and along the shoreline in Wilsonville. The survey will be conducted May through July to coincide with when migrating salmonids may be using cold-water refuges.

The research results will inform the City's efforts to address stream temperature, as required by the Oregon Department of Environmental Quality. The City is responsible for implementing a Temperature Management Plan, which includes measures to protect and increase stream shading.



## Planning Division, Current

### Projects Being Prepared for DRB Hearings

- Marion's Carpet Boones Ferry Road north of Barber Street
- Parking and site modifications for DW Fritz, 9600 SW Boeckman Road
- Villebois Regional Parks 7 & 8
- Hilton Garden Inn, SW Parkway Avenue and SW Memorial Drive (tear down and replace current hotel)

### Administrative Land Use Decisions Issued

- Class II Approval of new wireless antenna
- 2 Class I Administrative Reviews
- 3 Class I Temporary Use Permits
- 10 Type A Tree Permits
- 2 Type C Tree Permits
- 3 Class I Sign Permits
- Building permits for row houses in Villebois
- Single-family permits

### Pre-Application Meetings

- New automotive fueling station in Town Center

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## Board & Commission Updates

### Development Review Board (DRB)

DRB Panel A – May 8 meeting was cancelled

DRB Panel B – May 22

- The members of DRB Panel B convened on May 22, 2017, where the February 27, 2017 DRB Panel B meeting minutes were accepted as presented. Staff presented Resolution Number 335, Wilsonville High School Electronic Reader Board: West Linn-Wilsonville School District Applicant/Owner. The applicant was requesting approval of a Class 3 Sign Permit and Waiver for conversion of an existing freestanding sign to a digital sign at Wilsonville High School. The subject property is located at 6700 SW Wilsonville Road and is legally described as Tax Lot 100 of Section 13, Township 3 South, Range 1 West. Willamette Meridian Resolution No. 335 was approved by a 4 to 1 vote with one board member opposed.

### Planning Commission

The Planning Commission convened on May 10, 2017, where the April 12, 2017 meeting minutes were accepted as presented. Staff presented Resolution Number LP17-0003, a resolution recommending that the City Council adopt a 2017 Transit Master Plan for the City of Wilsonville. Resolution Number LP17-0003 was unanimously approved for recommendation to City Council.

Staff answered questions from the commissioners regarding the City Council action minutes from the April 3 and April 17, 2017 meetings.

The Basalt Creek Concept Plan was on the agenda with materials from the Council work session distributed as information.

The meeting concluded after review and discussion of the 2017 Planning Commission Work Program.

The June 14, 2017 Planning Commission has been cancelled due to a lack of ready agenda items.

## Planning Division, Long Range



### **Basalt Creek Concept Plan**

On May 1, 2017 City staff and KPFF Consulting Engineers presented the completed Basalt Creek Concept Plan Feasibility Study to the City Council. The intent of the feasibility study is to take a further look at approximately 60 acres within the Basalt Creek Concept area to evaluate the potential to develop these properties to support increased employment in the region. In this study, three schemes were developed with varying degrees of development and schemes to preserve open space and natural habitats on the site.

- Scheme A: maintains all of the open area in the northern portion of the site and development is primarily on the southern portion of the site (below the PGE easement).
- Scheme B: maintains some open space in the northwest corner of the site but develops more of the site than Scheme A.
- Scheme C: fully develops the site to the maximum extent feasible and has the least amount of open space.

City Council remains committed to the area developing as employment lands. Wilsonville staff continue to reach out to IGA partners Metro, City of Tualatin, and Washington County to determine next steps.

General project information is available on the project website <http://www.basaltcreek.com/>.



### **Town Center Plan**

The Wilsonville Town Center Plan focuses on creating a community-driven vision for the Town Center and a plan that will guide future development.

During the month of May, project staff and consultants partnered with large and small business owners to get their perspective on the future of Town Center as it relates to their business needs. The project team also met with students at various Wilsonville Schools and their PTA and Booster Club groups to share project information and receive input. On May 3, the City co-hosted the Chamber of Commerce morning SPARK meeting in the Council Chambers focusing on the Town Center Plan. On May 15, project staff and MIG Consultants presented the Town Center Plan Vision and Goals before a joint Planning Commission and City Council work session.

The project team finalized plans for the Town Center Design Workshop that will be held at Clackamas Community College – Wilsonville Campus on June 26 at 5:00–8:00 pm. The project team will also have a presence to get public feedback during these summer events: July 27 – Rotary Concert, July 29 – Kiwanis Fun Run, August 3 – Rotary Concert, August 5 – Fun in the Park, August 10 – Rotary Concert, August 12 – Wilsonville Brewfest, and August 16 – Community Block Party. Staff is actively working on marketing materials and publicizing the upcoming summer activities.

For more information about the Town Center Plan project visit [www.wilsonvilletowncenter.com](http://www.wilsonvilletowncenter.com).

## Planning Division, Long Range Cont.



### **Frog Pond**

The Frog Pond West Master Plan (Phase 2) will guide future development of the Frog Pond West neighborhood.

The project team revisited the infrastructure funding plan strategy on May 12. Thereafter, the team met with developers and property owners fronting on Boeckman Road to further review the infrastructure funding plans. The project staff will meet again on June 2, prior to packet preparation for the June 19 City Council meeting. The Frog Pond West Master Plan will go before City Council on June 19 for a hearing that was continued from the originally noticed April 17 date.

Information presented at Council can be found in the meeting packet on our City Council Agenda website at <http://www.ci.wilsonville.or.us/AgendaCenter>.

### **Coffee Creek Industrial Form-Based Code**

The Coffee Creek Industrial Form-Based Code (FBC) is intended to provide a regulatory framework to create an industrial area featuring high design standards, functionality for industrial operations, and a greater degree of pedestrian, bicycle, and transit accessibility.

During May, staff continued to coordinate with the project consultant on developing a schedule for summer work sessions with the Development Review Board, Planning Commission, and City Council to gather feedback on outstanding policy and process considerations identified in July 2015. These work sessions will take place in July and August 2017.

Information on the status and timing of the Coffee Creek Industrial FBC will be published to the project website at <http://www.ci.wilsonville.or.us/665/Coffee-Creek-Industrial-Area-Form-Based->.

### **The 2016 Annual Housing Report**

The Planning Division issued the 2016 Annual Housing Report this spring, and subsequently shared it with both the Planning Commission and City Council members. It can be found on our website at <http://www.ci.wilsonville.or.us/documentcenter/view/11537>. This report summarizes housing construction and entitlement activity for the past year and statistical information about the growth and trends of housing in the City.





**Wilsonville Public Library  
Monthly Report to Council  
June 2017**

**Headlines:**

**RFID**

Countywide, RFID tagging continues to make progress. Several libraries have completed the bulk of their projects and others are poised to begin. The Wilsonville Library has been doing cleanup work over the last month and will continue to search for missing items. We should be able to complete cleanup in the next few weeks. Library staff and volunteers have already begun using RFID to check items in and out. New security gates and self-checkout kiosks should be operational sometime this fall.

**Historical Society**

The Wilsonville/Boonesferry Historical Society met on June 7<sup>th</sup>. The room was packed with nearly 20 local residents who are interested in Wilsonville History and want to participate. The Society has been renewing its bylaws and brainstorming projects for the renewed group. The next meeting is July 5<sup>th</sup> at 1pm.

**Library Renovation**

Library renovation planning continues with the goal of all design work completed by the end of FY17. HVAC work for the library has been added to the project with PW involved.

**Summer Reading Program**

The Library's Summer Reading Program begins on June 12<sup>th</sup>. The kids' theme this year is 'Build a Better World'. An exciting summer of programming, reading and science activities is planned. There are also summer reading programs for teens and adults, each with activities and prizes. This summer, we expect around 2,500 local children, teens and adults to participate in programs, and 6,000 to 7,000 to attend programming. The Wilsonville Friends of the Library and Wilsonville Public Library Foundation provide significant support for the summer activities.

**Next Library Board meeting:** July 26th at 6:30pm in the library



WILSONVILLE  
PARKS & RECREATION

### Program News

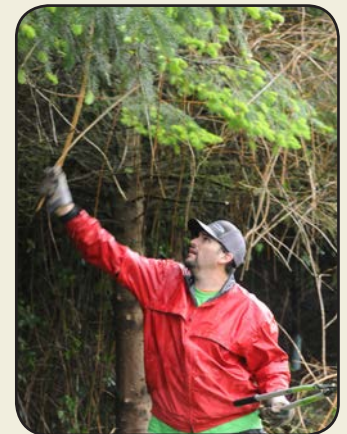
- 59 participants enrolled in 2 sessions of the Healthy Bones and Balance Class
- 16 individuals enrolled in Body Sculpt and 11 in Pilates Sculpt
- 29 individuals are enrolled in 3 different yoga classes



The Comprehensive Parks and Recreation Master Plan Citizen Survey was mailed to select residents in May. It will be open to all residents June 8 - 30.



A new volunteer group took over the 4th Tuesday of each month and they are from the quilting group. The 'Wilsonville Piece Makers' are a great addition to the volunteer work force!



200+ community members came out for the 17th annual WERK Day. Projects included beautification of Memorial Park and Murase Plaza, brush removal at the disc golf course and painting picnic tables.

### Board Updates

\* Parks and Recreation Advisory Board  
The Board did not meet in May.

\* Wilsonville Community Seniors, Inc.  
The Board adopted a new mission and goals, with the hope of expanding their outreach further into the Community and find more service oriented projects.

## Parks Maintenance Update



Completed Town Center detention pond irrigation



Prepared for and hosted 17th annual WERK Day



Pressure washed Town Center and Murase Water Features



Prepared for Memorial Day Event at the Korean War Memorial



Hosted and attended the Public Works week BBQ

## Upcoming Events

- \* Korean War Remembrance Ceremony  
Saturday, June 24  
Town Center Park - 10 am
- \* Movies in the Park  
Fridays - July 21, July 28, August 11 and August 25  
River Shelter at Memorial Park - starts at dusk
- \* Rotary Concerts in the Park  
Thursdays - July 20, July 27, August 3 and August 10  
Town Center Park - 6:30 pm



# PUBLIC WORKS

MAY 2017

## SAFE ROUTES TO LOWRIE PRIMARY SCHOOL

### *Road Maintenance*

Due to the increase in construction around Lowrie Primary School it was decided that three additional crosswalks were needed to handle the increase in students walking to school.



## OBJECT MARKERS

### *Road Maintenance*

Last month craziness hit the city; or should I say craziness hit the Object Markers. Object Markers are placed in the road's medians or on the shoulder of the road to warn drivers that there is a hazard in the road. Six markers were hit by vehicles in a two-day period last month.



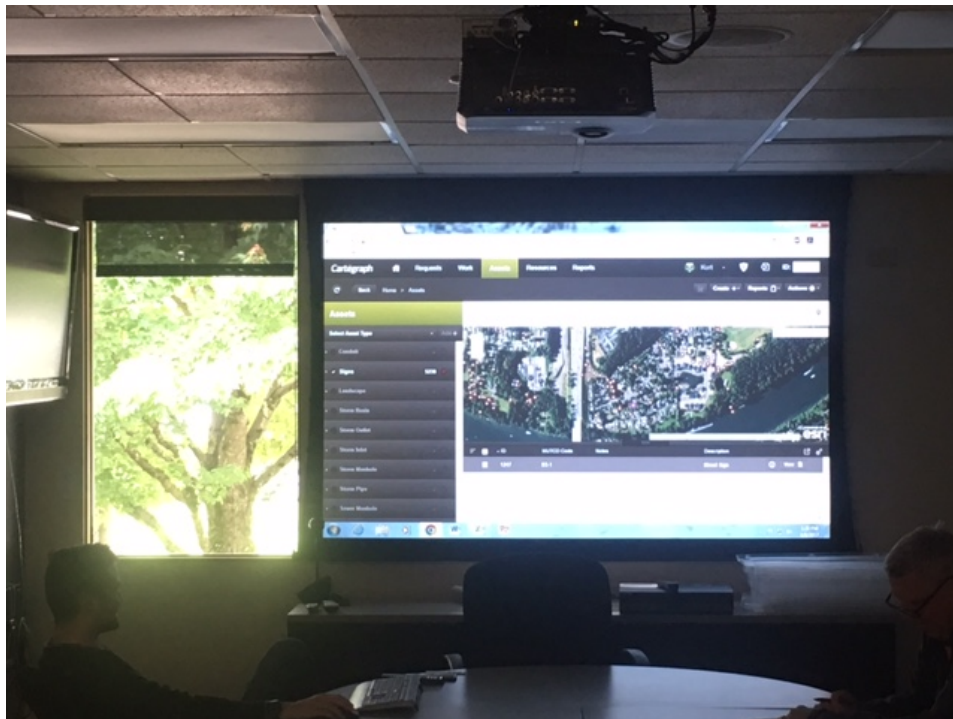
## JUGGLING ACT

*Facility & Landscape Maintenance*

Facility crews have been juggling their time between contracted projects and day to day maintenance items. A few of the highlights for the month of May where the addition of new, store front entry doors at the Community Center;



The installation of new audio and visual equipment to the Public Works conference room;



And the completion of the water abatement project at City Hall. Below is a picture of newly laid vinyl flooring in the first floor break room of City Hall. The carpet was replaced with vinyl as a result of flooding caused by a faulty plumbing fitting that was located under the sink.



In addition to these projects, maintenance crews have their hands full keeping up with the spring growth of turf grass and landscape weeds as well as prepping for the water feature season. Below, Javid works to repair a leaking water line to the equipment vault.



## NEW VACTOR TRUCK

### Utilities

It's finally here! Our new VACCON Combination Sewer Machine arrived Tuesday, May 9. The new truck includes many improvements over the replacement machine such as remote operations and safety features, an extra 500 gallons of water storage in plastic tanks, a stronger three-stage compressor system for more vacuum capability and a Corten steel debris tank for extra corrosion resistance. The truck also has a dual engine design coupled with a hydrostatic drive system which allows it to operate more efficiently and with far less noise.



An invaluable part of the Utilities fleet, the combination sewer cleaning truck allows our crews to safely and efficiently maintain public sewer and stormwater infrastructure.



Enviro-Clean representative Frank Spieler goes over primary operational controls and safety features of the City's new sewer cleaning truck with Vactor Operator II Paul Havens, and Utilities Maintenance Specialist Ian Eglitis. Enviro-Clean gave staff two days of hands-on training and a lengthy safety and maintenance presentation for the new truck.

The crew used the new truck to clean storm and sewer this month, and even helped the water crew with several leaks, which saved two to three hours of hand-digging on these repairs. Ian Eglitis excavates a service line leak on Arbor Lake Court (left) while Water Distribution Technician Shawn Powlison helps out cleaning a stormwater structure along Coffee Lake Drive (right).





## **Director's Report** *from Dwight Brashear* **GRATEFUL TO SERVE**

As I purposefully gazed out of the large window, which lines my office looking almost true west, I thought how fortunate I am to be serving the City of Wilsonville. For you see my career has taken me to many of this nation's renowned cities; cities that are quick to brag and boast about the things that separate them from so-called lesser destinations; cities that seek to hide their true identities for fear that others might judge them unfavorably. I have long believed that a city, town or community can never be any better than its residents, which, in my most humble opinion, is where the City of Wilsonville creates a most prominent chasm between itself and all other cities that would seek to challenge it. There is no doubt in the mind of this most recent arrival that the City of Wilsonville is a special place. Plato must have been speaking of a locale much like Wilsonville when he proclaimed, "This City is what it is because our citizens are what they are." No matter Plato's inspiration, I can say without hesitation that I am proud to be SMART and grateful to serve the City of Wilsonville.

I've heard it said that, "April showers bring May flowers," but they also facilitated increased activity at SMART. Most notably, my team and I traveled to Salem in support of more transit funding. To this end, I met one-on-one with State Representative Rich Vial, while other team members met with the staff of State Senator Thatcher; kind of a divide and conquer strategy. Ultimately our goal is to push for the successful passage of a transportation funding bill.

The SMART team recently held meetings with representatives of ODOT. I will only say that I have a hunch that exciting things could be on the horizon. Also, we recently started working on a federal grant application in pursuit of electric-powered vehicles. If successful, the City of Wilsonville could soon be the proud owner of two 35' zero-emissions vehicles...fingers crossed.

Finally, the Transit Master Plan (TMP). The TMP has become a proverbial labor of love for practically the entire SMART team. We have worked countless hours to ensure it represents that which is honest, true and will clearly illuminate the path forward. Might I take this opportunity to thank all those who played a role in helping to develop the TMP? The SMART team and I truly appreciate the Herculean effort, commitment and dedication it took to deliver a draft plan of such professional quality.

Well, that's all for now, but I would like to encourage you to read on. There are exciting things going on at SMART and wouldn't want you to miss out on any of it.

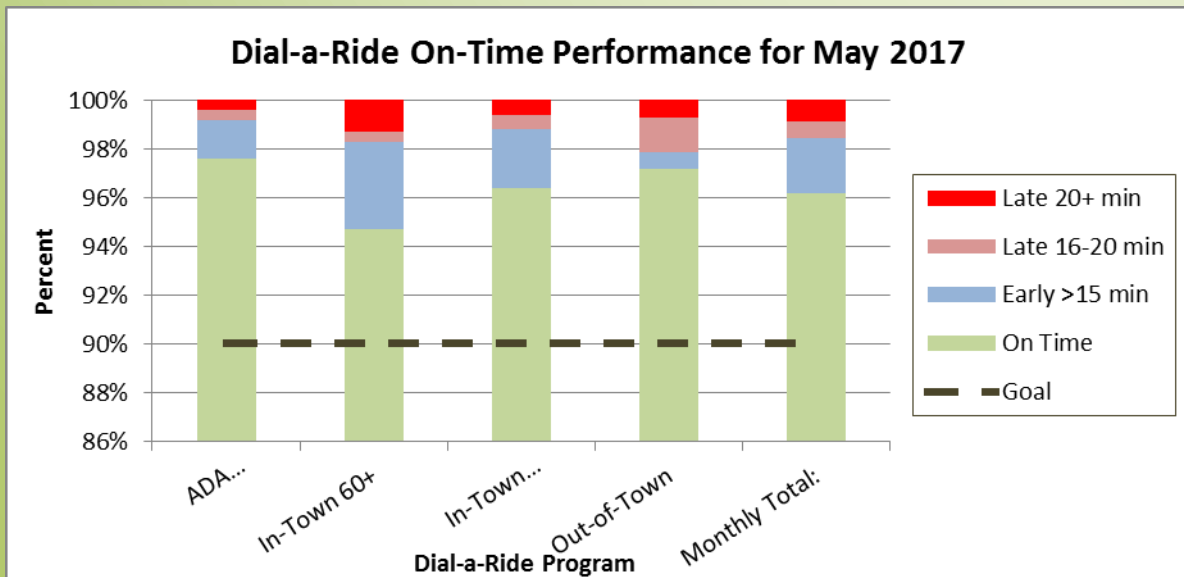
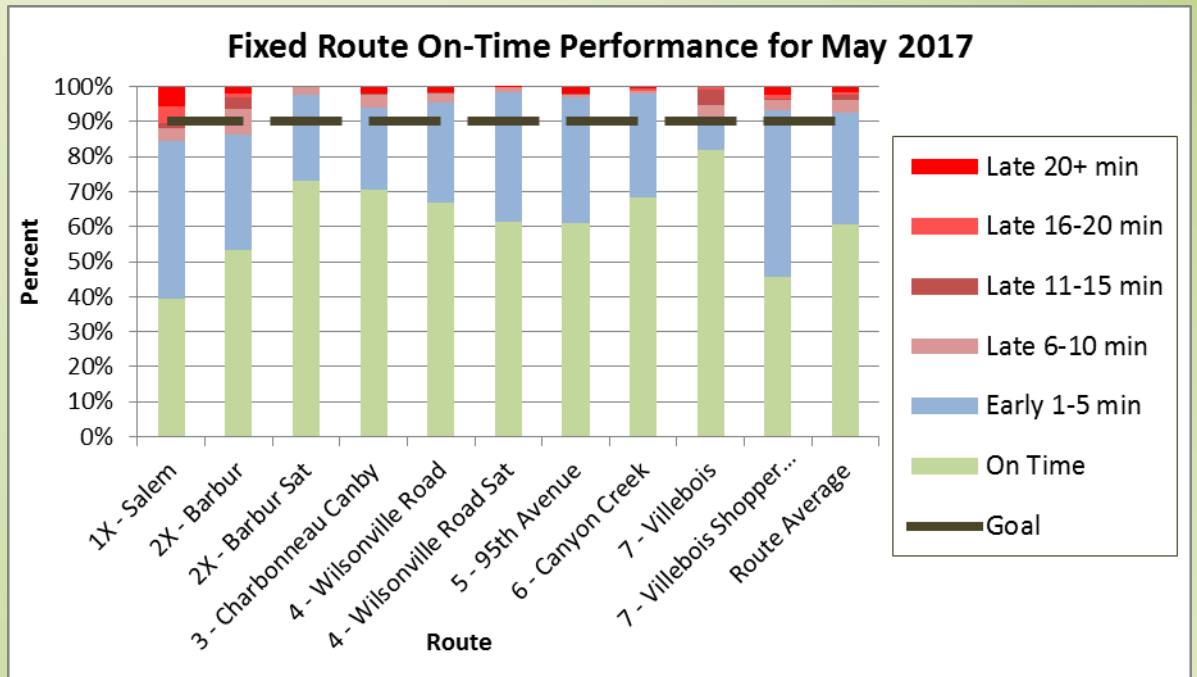
Proud to be SMART,

Dwight Brashear

# June Operations Report

by Eric Loomis

On-time performance is a critical measurement of public transportation. The Federal Transit Administration does not clearly define on-time performance, allowing transit agencies to customize the measurement to fit its regions traffic patterns, natural barriers, and local governing policies. To gain and keep customers, SMART has always had high standards for on-time performance. Currently SMART is evaluating these measurements to create a measurement goal with continues reliable service while operating as efficiently as possible, with minimum wait times. Below are graphs of SMART's fixed route and demand response (Dial-a-Ride) on-time performance measurements for the month of May.



## MONTLY RIDERSHIP

Dial-a-Ride saw a 5.2% increase overall from the previous year where fixed route was up 4%. So far, 2017 has seen a slight upward trend in ridership as compared to the previous two years where ridership has been in decline

### FIXED ROUTE RIDERSHIP

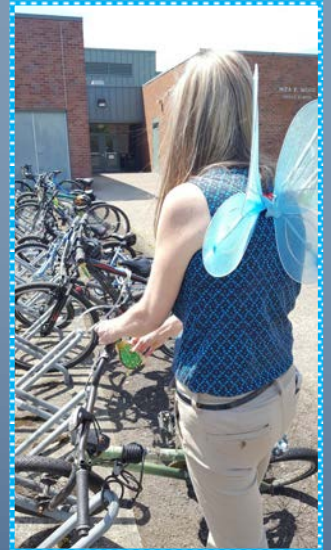
Reporting Period:		May 2017		
Operational Days:		24		
		Change from		
Route	Passengers	May 2016	Miles	Hours
1X - Salem	4,489	22.4%	11,248	310
2X - Barbur	5,392	-16.3%	17,019	1,305
2X - Barbur Sat	534	47.9%	605	35
3 - Charbonneau Canby	1,037	12.3%	783	136
4 - Wilsonville Road	8,511	0.2%	8,228	712
4 - Wilsonville Road Sat	324	-3.4%	269	32
5 - 95th Avenue	1,046	-31.6%	2,096	117
6 - Canyon Creek	1,562	-11.1%	2,545	120
7 - Villebois	205	-4.4%	403	17
7 - Villebois Shopper Shuttle	1,807	24.0%	1,230	154
Monthly Total	24,907	4.0%	44,426	2,939

### DIAL-A-RIDE PROGRAMS RIDERSHIP

Reporting Period:		May 2017		
Operational Days:		24		
		Change from		
Program	Passengers	May 2016	Miles	Hours
ADA Paratransit	279	-28.3%	652	44
In-Town 60+	498	20.3%	1,256	84
In-Town General Public	633	10.7%	411	37
Out-of-Town	299	18.1%	3,240	129
Monthly Total:	1709	5.2%	5,558	294



Bike Fairies were out on bike to work/school day in May. Providing Fairy goodie bags that included a bike headlight, safety reflector, leg strap and information on the Bike More Challenge. We thanked them for riding! National Bike Month includes an ever-expanding diversity of events in communities nationwide — but the biggest day of the month is Bike to Work Day May 19. In 2017, Bike to Work Week May 15-19, with Bike to School Day on May 10.



The Bike More Challenge is a free competition to encourage more biking. Businesses compete against each other to see who can get the most staff to ride a bike and log their trips between May 1-31. It's not just about the most miles, but who can encourage the most people to give cycling a try. Great prizes are awarded. SMART simply helps to promote while the program is run by The Street Trust.

## BIKE MORE CHALLENGE

The Bike More Challenge is coming, registration is now open!

[More >](#)

# EVERY RIDE COUNTS



# Market Shuttle

Shuttle service  
May 25 - Sept 28

RideSMART.com 503.682.7790

Full details...

# HOP

[More >](#)

# Aboard !!



Ride the Thursday Shuttle to the Farmer's Market and Concerts in the Park. Details available online or by calling the SMART office.



New banners were designed and installed at the Transit Center to help passengers better find their stop locations. Each design is coordinated with its route color for consistency. Additional banners were designed to reflect the upcoming route name changes.

## Walk Smart

**At some point in your day, whether you drive a car, ride a bike or take transit to get around, you begin your trip as a pedestrian.**

*Walk Smart* is a free program that encourages participants to walk more by providing tools and motivation. *Walk Smart* is a grant funded program and is supported by many generous local businesses who partner with the program with in-kind donations for fun prizes and practical rewards. Each business is promoted at the weekly walks with the opportunity to share information about their business before the group walks, in addition to getting their logos inside our buses stating that they are program partners.



**2017 Proud Partners**

Walk SMART is a free program that encourages participants to walk more by providing tools and motivation.

Earn practical rewards with us each Wednesday at our Walk @ Lunch events from 12-1 around town.

For locations visit: [ridesmart.com/walksmart](http://ridesmart.com/walksmart)





### **Business Outreach / Events**

Ongoing planning and promotion of business outreach events that took place in May, including:

May 2: Rockwell Collins Environmental Fair.

May 3: Walk at Lunch event at the Wilsonville Community Center

May 4: School kids visit City Hall and learn about the SMART bus, while on the bus

May 9: Presentation at Charbonneau Country Club about Walk Smart and RideWise opportunities.

May 10: Workforce Solutions Roundtable in partnership with Clackamas Community College to help local employers learn about and access resources provided by the City and CCC.

### **Participation in RTO decisions**

Michelle Marston participated in a Metro RTO process to hire a consultant for the Regional Travel Options Strategy by helping evaluate consultant responses to the RFP for the RTO Strategic Plan. This is to form the foundation for the next 10 years of the program's activities. Our commitment was to score the firms on the Project Work Plan/Approach and Project Staffing Experience according to Metro scaling methodology. After the scoring was completed it was determined that the two firms considered were closely matched, and further in-depth interview will need to be completed in late May.

**Sign up at [RideSmart.com/enotify](https://rid SMART.com/enotify)**

## **Contact Us**

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# Wilsonville

## April 2017



## City of Wilsonville Police Department

30000 SW Town Center Loop E  
Wilsonville, OR 97070

In Partnership with



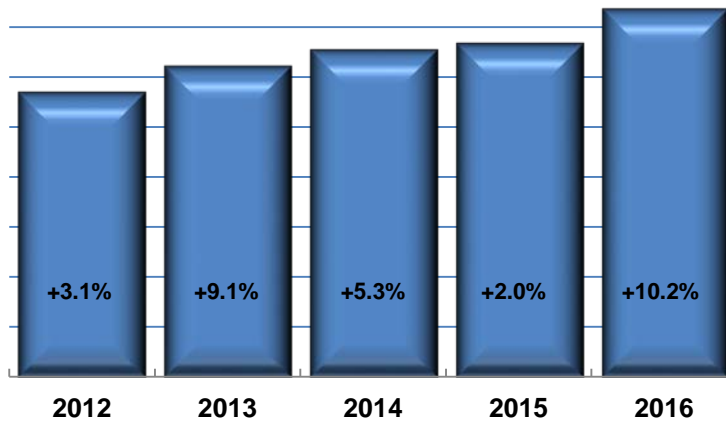
**Clackamas County  
Sheriff's Office**

## Monthly Summary

During April 2017, the Clackamas County Sheriff's Office provided law enforcement service to the City of Wilsonville on a 24 hour a day basis. During this time deputies assigned to Wilsonville responded to 688 calls for service, which was an average of 22.9 calls a day.

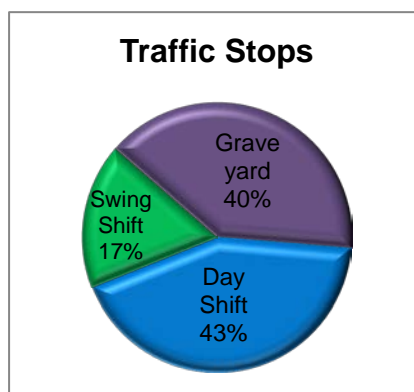
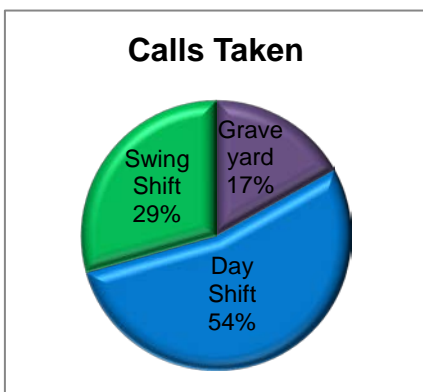
Below is a chart showing the number of calls for service in the City during the last 5 years.

<u>Year</u>	<u>Number of Calls</u>	<u>Monthly Average</u>	<u>Daily Average</u>
2012	5,709	475.8	15.6
2013	6,230	519.2	17.1
2014	6,558	546.5	18.0
2015	6,689	557.4	18.3
2016	7,369	614.1	20.2



An overall look at the shift activity shows the following percentages of calls taken, traffic stops made and reports written for April.

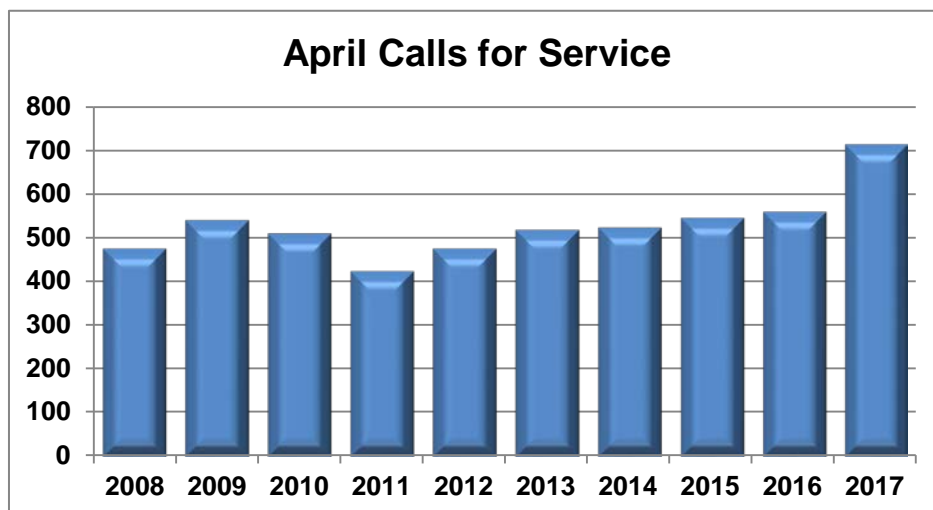
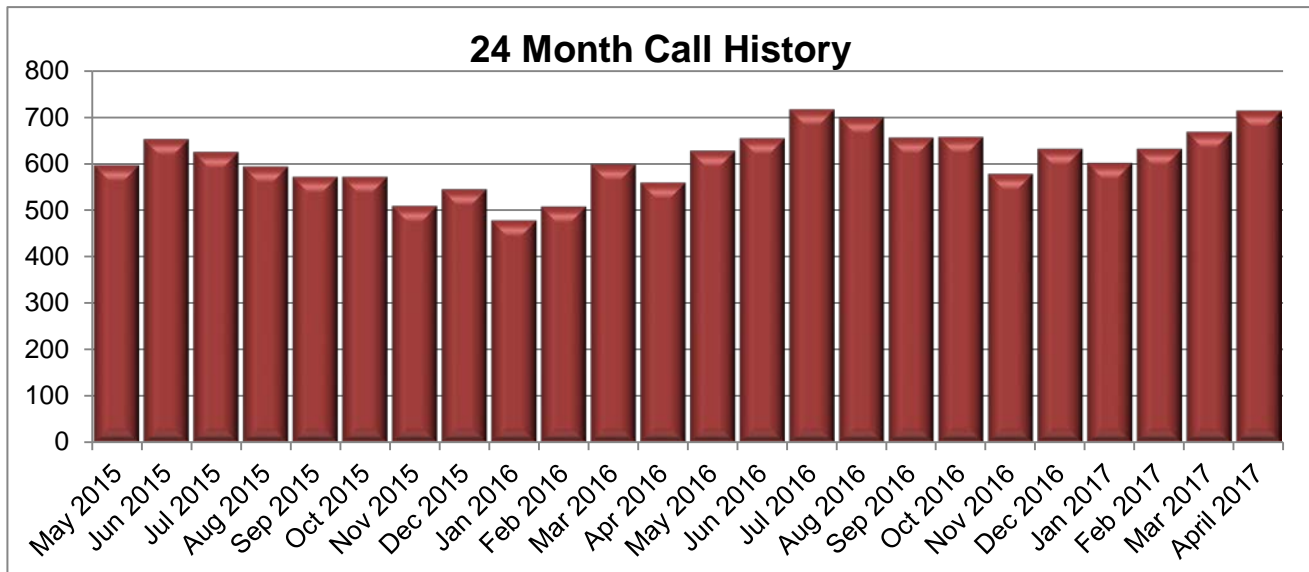
	<u>Percentage of Calls Taken</u>	<u>Percentage of Traffic Stops</u>	<u>Percentage of Reports Written</u>
Graveyard	16.9%	39.9%	21.6%
Day Shift	53.8%	42.7%	50.5%
Swing Shift	29.4%	17.4%	27.9%





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**Calls for Service**

Number of Calls Per Shift	April 2017	April 2016	Monthly Average 2016
<b>Graveyard (2100-0700)</b>	121	111	130.4
<b>Day Shift (0700-1700)</b>	383	268	278.1
<b>Swing Shift (1100-0300)</b>	210	181	205.6
<b>Monthly Total</b>	<b>714</b>	<b>560</b>	<b>614.1</b>
<b>Daily Average</b>	22.9	18.7	20.2



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**Types of Calls**

This chart shows the types of calls for service during the month. These calls do not reflect actual criminal activity. In some cases the call was dispatched as a particular type of incident, but it was later determined to be of a different nature.

Type of Call	April 2017	April 2016	2016 Monthly Avg.
Alarm	63	55	59.5
Parking Complaint	52	53	48.8
Traffic Complaint	51	27	18.9
Theft	49	21	37.8
Assist Public	48	30	33.5
Assist Agency	43	13	14.9
Traffic Crash	33	31	28.0
Suspicious Person	29	29	28.8
Disturbance	28	26	35.6
Welfare Check	24	29	27.1
Unwanted / Trespass	23	14	17.3
Juvenile Problem	20	16	15.8
Suspicious Vehicle	20	8	13.6
Threat / Harassment	20	20	21.3
Criminal Mischief	19	6	13.3
Fraud	18	25	20.8
Property Investigation	18	14	15.5
Suspicious Circumstances	16	8	13.6
Noise Complaint	13	4	10.3
Provide Information	13	19	23.3
Hazard	12	10	9.6
Other	11	8	11.4
Suicide Attempt / Threat	10	11	9.6
Fire Services	8	15	9.4
Unknown / Incomplete	8	13	13.8
Animal Complaint	7	12	12.5
Stolen Vehicle	7	4	5.0
Abandoned Vehicle	6	6	3.8
Mental	6	3	4.9
Vice, Drugs	6	6	4.6
Assault	4	4	5.2
Burglary	4	3	4.7
Minor in Possession	4		0.8
Viol. Restraining Order	4	1	2.1
Runaway	3	6	3.4
Sex Crimes	3	6	2.9
Death Investigation	2	1	1.5
Extra Patrol Request	2		2.2
Missing Person	2	2	3.2
Open Door / Window	1		1.1
Promiscuous Shooting	1		1.2
Prowler	1		1.0
Recovered Stolen Vehicle	1		1.8
Robbery	1	1	0.6
Shooting			0.1
<b>Total Calls:</b>	<b>714</b>	<b>560</b>	<b>614.1</b>

**Median Response Times to Dispatched Calls**

<b>All Dispatched Calls</b>	<b>April 2017</b>	<b>Previous 12 Month Average</b>
<b>Input to Dispatch</b> (Time call was on hold)	3:35 Minutes	3:01 Minutes
<b>Dispatch to Arrival</b> (Time it took the deputy to arrive after being dispatched)	5:31 Minutes	5:05 Minutes

<b>Priority 1 &amp; 2 Calls</b>	<b>April 2017</b>	<b>Previous 12 Month Average</b>
<b>Input to Dispatch</b> (Time call was on hold)	2:42 Minutes	2:24 Minutes
<b>Dispatch to Arrival</b> (Time it took the deputy to arrive after being dispatched)	4:40 Minutes	4:47 Minutes

**Other / Self-Initiated Activity**

<b>Type of Call</b>	<b>April 2017</b>	<b>April 2016</b>	<b>2016 Monthly Avg.</b>
<b>Traffic Stop</b>	337	276	290.7
<b>Follow-Up Contact</b>	98	93	86.0
<b>Suspicious Veh. Stop</b>	68	60	63.8
<b>Detail</b>	37	14	30.4
<b>Subject Stop</b>	30	27	36.5
<b>Training</b>	19	6	16.8
<b>Meeting</b>	16	1	9.2
<b>Premise Check</b>	15	8	13.2
<b>Suspect Contact</b>	10	3	4.2
<b>Warrant Service</b>	7	11	9.6
<b>Court</b>	2	1	4.0
<b>Foot Patrol</b>	1	9	7.8
<b>Total Calls:</b>	<b>640</b>	<b>509</b>	<b>572.2</b>

**Reports Written**

During April, 204 reports were written. 21.6% were written by the graveyard shift, 50.5% by the dayshift units and 27.9% were written by the swing shift units.






Type of Report	April 2017
Theft	35
Traffic Crash	13
Criminal Mischief	14
Burglary	4
Stolen Vehicle	7
Assault	3
Identity Theft	4
Drug Crimes	12
Other Reports	112
<b>Total Calls:</b>	<b>204</b>

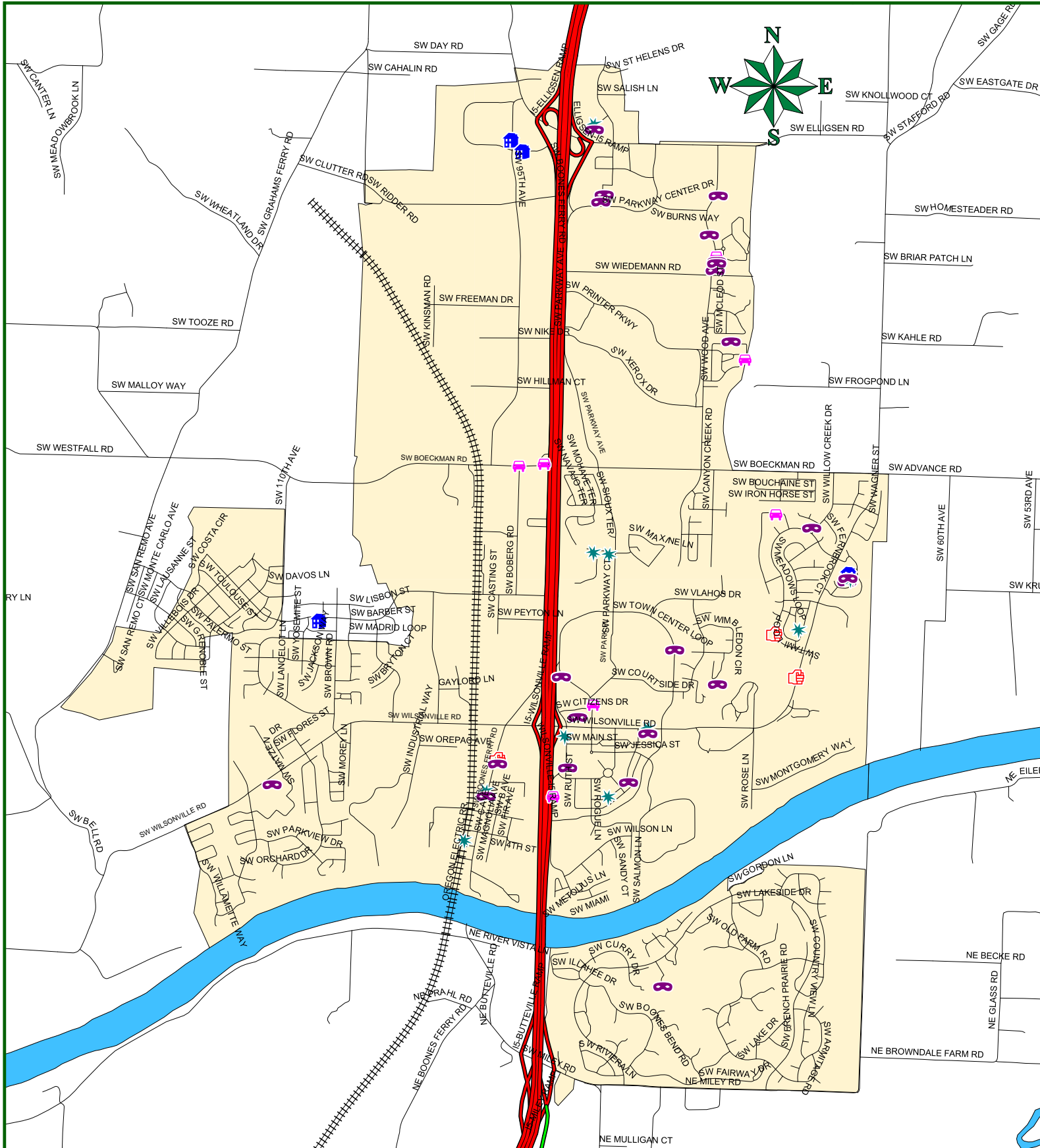
April 2016	2016 Monthly Avg.
13	25.3
11	12.3
6	9.8
3	3.8
3	2.6
5	3.8
1	3.8
3	4.4
137	116.9
<b>182</b>	<b>182.7</b>

Shift Totals	April 2017
Graveyard	44
Day Shift	103
Swing Shift	57

April 2016	2016 Monthly Avg.
35	33.9
74	86.2
73	62.5



-  Assault
-  Burglary
-  Criminal Mischief
-  Stolen Vehicle
-  Theft



**Traffic**

During April 2017, 396 traffic stops were made in the City and 208 traffic citations were issued. Included in these totals are 159 traffic stops (40.2%) and 156 (75.0%) citations issued by the traffic deputies.

There were 5 arrests for Driving Under the Influence of Intoxicants (DUII).

Shift	Traffic Stops	Citations Issued
Graveyard	158	34
Day Shift	169	151
Swing Shift	69	23
<b>Total:</b>	<b>396</b>	<b>208</b>

