

### From The Director's Office

Greetings—

Everyone in this organization deserves an enormous “THANK YOU” for the incredible outpouring of kindness and generosity demonstrated during the 11th year of the Family Giving Tree. The holiday season can be hard on families, but that didn’t stand in the way of City of Wilsonville employees whose generous donations made a local family’s holiday one that will not be forgotten.

City employees went over and above this year and were able to help a needy family with bikes, toys, clothes, cash, gift cards and boxes of food! The family of seven (a single Mom with six kids ages 14, 12, 10, seven (twins) and six) were visibly touched and so grateful for everything. Santa’s elves reported that the kids couldn’t believe all the gifts and food they received, stating that “their faces of joy were priceless.” The kids spotted Santa from the window and kept saying “Santa, Santa”. It is quite special for staff to be able to be a part of this, seeing what joy was brought to this family. A special recognition goes out to Candi Garret of the Engineering staff for her organization and dedication to making this a quality giving experience.

In other news, in early January the Willamette Water Supply Program pipeline General Contractor James W. Fowler Co. installed the first 50-foot length of pipe for the Wilsonville Area Pipeline Project (PLM\_1.1) south of Wilsonville Road along Industrial Way (right). The 66-inch diameter polyurethane-coated, cement-mortar lined welded steel pipe is manufactured by Thompson Pipe Group and shipped by truck from Grand Prairie, Texas. The PLM\_1.1 pipeline segment is approximately 1,370 feet long. After years of coordination, construction is finally happening on this major water transmission project.

Cheers to a prosperous 2020!

Chris Neamtzu, AICP  
Community Development Director



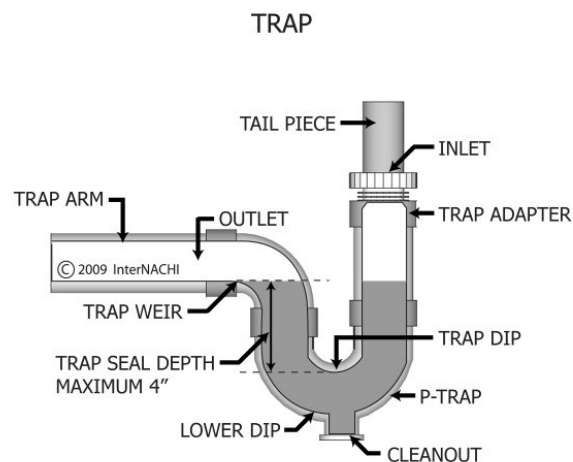
## Building Division

### Plumbing Safety- The “P-Trap”

Bag Trap, Bottle Trap, Bell Trap, Running Trap, S-Trap. These are but a few of the names for the device in the plumbing system that protects the occupied space from noxious and harmful gases that exist in the waste piping of homes and buildings. It is probably the most easily recognized fitting and is called a “p-trap” because of its shape. The p-trap has been around for over 300 years and together with its protective vent piping keeps us separated from the nastiness in the sewer. It does this by trapping water in its distinctive curve. The water forms a seal which contains the gases in the waste line where they belong, and not in our buildings.

A p-trap must meet rigid design requirements. The water in the trap must not be too deep or too shallow. The plumbing code requires a minimum of 2” and a maximum of 4”. The trap must not have any obstructions or restrictions that would cause a blockage in the drain. The trap must be self-scouring. It must siphon water, yet quickly allow the vacuum to break at just the right time in order for enough water to remain in the trap to keep the seal. If you ever dropped a ring in the sink and it was caught in the p-trap, you were just lucky. The trap is not designed to catch debris, if it was it would catch hair and paper and anything else that goes down the drain.

Some traps are internal to the plumbing fixture, and some are external. For an example of an internal trap, look at the side of your toilet and you can see the outline of the bowl and the trap cast into the body of the fixture. Look under any sink and you will see the external type. Even showers and bathtubs and floor drains have p-traps but you can’t see them easily because they are usually hidden beneath the floor. Next time you walk into a bathroom and notice how nice and clean it smells, you can thank the hardest working member of the plumbing family, the p-trap.



*Common Sink P-Trap*



*P-Trap Design*

## Economic Development Division

### Regional Collaboration

- Comprehensive Economic Development Strategy (CEDS): Tualatin, Wilsonville, and Sherwood kicked-off a conversation on sub-region focus in the southern Portland Metro area to collectively promote economic opportunity in the Coffee Creek, Basalt Creek, and Tonquin Employment Lands. This conversation will be part of a broader conversation with Metro to refresh the five year regional Comprehensive Economic Development Strategy (CEDS). The strategy will also help define regional responses to U.S. federal government economic development grant opportunities through the EDA.
- Washington County Economic Development Department: Washington County will be forming a new economic development department after completing an analysis on its economic development services, and whether changes/expanded services are warranted. As part of this initial work, a consultant will be putting together Washington County Economic Development Roundtables to discuss best practices, collaborate, and problem solve among practioners. Economic Development Manager Jordan Vance sees value in engaging Washington County on closer coordination and collaboration around Wilsonville's employment lands, and unlocking more resources and financing to help with site readiness.

### Town Center Plan Implementation

- Staff continue outreach efforts to property owners, developers, and investors on key sites in Town Center. Throughout the fall, staff began work on the development opportunity site analysis component of the upcoming marketing plan, and coordinated with Clackamas County's CC3D program to create and refine 3D renderings of the main street to include within the marketing plan. Work on other implementation activities related to the adopted Town Center Plan, including a streetscape plan and Transportation System Plan amendments, is expected to commence in early 2020.

### Urban Renewal

- Coffee Creek
  - Development: Site aggregation efforts are underway to consolidate land for high-value industrial development. Wilsonville is set to receive \$10,000 in pro bono consulting to test site aggregation solutions as part of the Metro Site Readiness Toolkit regional grant program with the Port of Portland and Metro.
  - Infrastructure: Garden Acres Road under construction with an estimated completion date of November 2020.
- TIF Zone Program
  - Council has given staff direction to pursue modifications to the TIF Zone program to allow for added flexibility of site location and program criteria, ideally adaptable to both recession and growth economies. Staff are working with consultant to update program criteria and share with Urban Renewal Task Force sometime in early 2020.

## Engineering Division, Capital Projects

### **5th Street/Kinsman Road Extension (1139/2099/4201)**

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

### **Boeckman Dip Bridge (4205/4206/4212)**

This project involves the design and construction of Boeckman Road (Canyon Creek Road to Stafford Road) from a rural two lane road to a urban collector roadway with a traffic signal at the intersection of Canyon Creek Road and construction of a bridge over Boeckman Creek. An alternatives analysis exploring costs, permitting, right-of-way implications for three construction detour alternatives has been completed, the results of which will be presented to City Council at the February 3 work session. Staff will be asking for Council direction on a number of future project issues and next steps at the meeting.

### **Elligsen Well Upgrade and Maintenance (1128)**

This project involves correcting well casing and water chemistry deficiencies in the existing Elligsen well to maintain it as a backup supply for emergencies. Well column and casing inspections, water chemistry analysis, and recommendations for improvements to address any discovered deficiencies will occur between the months of January and March. After inspection and analysis is complete, redevelopment of well capacity and other recommended improvements will occur.

### **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. City staff are coordinating with Clackamas County to schedule a resolution supporting the Task Force recommendation of the suspension bridge as the preferred bridge before the Clackamas Board of County Commissioners.

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

This project will include paving, storm sewer, and sanitary sewer improvements to French Prairie Road in the Charbonneau development. Design is complete, and construction bids are due in early February.

### **Garden Acres Road (4201)**

This project involves the design and construction of Garden Acres Road from a rural local access road to an urban industrial roadway as part of the Coffee Creek Industrial Area plan and includes Willamette Water Supply Program segment PLM\_1.2 of the 66" water transmission pipe. A new storm drainage pipe to serve the future Coffee Creek Industrial Area is being installed along Garden Acres Road. Construction of the sanitary sewer pipe extension to serve the future Basalt Creek Area is nearly complete. Undergrounding of overhead utilities on Garden Acres Road is nearly complete. Construction completion is anticipated for December 2020.

### **Gesellschaft Well Facility Rehab and Upgrade (1083)**

This project addresses upgrades and repairs needed to correct deficiencies in the Gesellschaft well house, including piping, electrical, and mechanical systems. The City's Contractor, Stettler Supply & Construction, mobilized to the well site in late September. Work in the month of January consisted of the installation of power and fiber conduit, installing new power service, and continuing interior improvements in the well house. Work will continue on this project through the end of February 2020.

## Engineering Division, Capital Projects

### I-5 Pedestrian Bridge (4202)

This project involves the design and preparation of construction documents for a pedestrian and bicycle bridge over Interstate 5 from Town Center Loop West to Boones Ferry/Barber Street. Survey work is complete. Geotechnical fieldwork is planned to occur in February. A public open house will be held on February 19 at Wilsonville City Hall from 5:00-8:00 pm to obtain feedback on the bridge and gateway project. An online survey will go live on February 19.



### Memorial Drive Splitter Manhole Replacement (2085)

This project involves the replacement of an existing sanitary sewer manhole at the intersection of Parkway Avenue and Memorial Drive with a new flow diversion manhole. The purpose of the project is to maintain equalized flows between two parallel sewer lines under I-5 and to avoid potential overflows. Engineering is currently in coordination with private utilities for relocation of conduits with the City's proposed manhole. At this time, a completion date for this project is unknown, but the project is to be completed this current fiscal year.

### Memorial Park Pump Station (2065)

This project involves replacing and relocating the wastewater pump station in Memorial Park. The land use application was approved by the Development Review Board (DRB) in January. Design was finalized in January and construction bids will be solicited in February.

### Street Maintenance Project—Wilsonville Road & Boones Ferry Road (4014/4118/4725)

This project involves the design and construction of the City's annual street maintenance program involving rehabilitation of the roadway surface to extend the effective service life, reduce maintenance costs, and continue a safe, functioning street network. The program also includes update of sidewalk curb ramps and traffic signals to comply with current ADA requirements and to ensure the City's public infrastructure is accessible by all ages and abilities. Planned work for the 2020 construction season includes Town Center Loop, Park Place, Main Street, Parkway Avenue, Elligsen Road, and portions of Day Road. Project design work started in January and will continue through early spring. Pictured is geotechnical coring work on Elligsen Road in early January. Construction is planned for Summer 2020.

- **Wilsonville Road & Boones Ferry Road** The contractor is finishing final project punch list items. Final completion is expected in February 2020.



## Engineering Division, Capital Projects

### WTP Expansion to 20 MGD (1144)

This project will expand the Water Treatment Plant (WTP) capacity to 20 MGD and incorporate related WTP capital improvements, including Life Safety Upgrades (1137), Seismic Retrofits (1145), and Repair and Replacement (1146) projects. Alternative delivery methods such as progressive design-build are being considered. A Request for Proposals will be issued in early 2020.

### WTP Surge Tank (1111)

The underground construction and restoration project is complete. The delivery and installation of the surge tank was completed in November. Substantial completion occurred in January and final completion is anticipated in February.

### WWSP Coordination (1127)

Ongoing coordination efforts continue with the Willamette Water Supply Program. Here are the updates on their major elements within Wilsonville.

- **PLM 1.1** Construction permits have been issued by the City for PLM\_1.1, a WWSP 66" raw water pipeline between Arrowhead Creek Lane and Wilsonville Road. Construction permits have been issued by the City. Construction of the pipeline is underway. Completion of this segment of pipeline is expected in Fall 2020.
- **PLM 1.2** This is the WWSP 66" raw water pipeline that is included as part of the Garden Acres Road (4201) project. Construction of the WWSP pipeline is anticipated to start in April 2020.
- **PLM 1.3** This is the remainder of the WWSP 66" raw water pipeline through Wilsonville, including Kinsman Road, Boeckman Road, 95th Avenue, and Ridder Road. WWSP is progressing toward 60% design plans. Construction is scheduled to begin in Fall 2020.

### WWTP Master Plan (2104)

This project will evaluate capacity of Wastewater Treatment Plant (WWTP) processes to accommodate projected growth and regulatory changes. A prioritized capital improvement plan and budget will be developed. Engineering proposals were reviewed and a consultant was selected in January.

## Engineering Division, Private Development

### Aspen Meadows Phase 2

This is a five lot subdivision (shown right) on the east side of Canyon Creek Road South. The developer is working on getting this into the two year maintenance phase.



*Aspen Meadows Phase 2*



*Fir Commons*

### Fir Commons

Ten home condominium development near Fir Avenue and 4th Street in Old Town (shown left). Three homes are currently under construction with two more getting ready to start. One of the six rain gardens is planted and accepting stormwater.

## Engineering Division, Private Development

### Frog Pond Meadows

74-lot subdivision located north of Stafford Meadows and adjacent to Stafford Road. The contractor (NEI) is currently working on the roadway and utility testing.

### Frog Pond—Morgan Farm Phase 2

42-lot subdivision located north of Morgan Farm Phase 1. The contractor (NEI) is currently working on completing the punchlist items.

### Grace Chapel

Project involves the remodel and expansion of the south building of the former Pioneer Pacific College. The pre-construction meeting took place on October 17, with the project to begin in the near future.

### Hilton Garden Inn

Construction continues on this four-story hotel at Memorial Drive and Parkway Avenue. The concrete sidewalk repairs, LIDA facilities, and road repair are some of the final items needed for completion.

### Northstar Contractor Establishment—Clay Street

This is a half street improvement project that will add sidewalks and street side swales on our border with Washington County near Coffee Creek Correctional Facility.

### Shredding Systems

This project involves adding an additional building and expanding the sanitary, water, and storm systems. The permit is currently under initial plan review.



*Frog Pond Meadows*



*Morgan Farm Phase 2*



*Grace Chapel*



*Hilton Garden Inn*



*Northstar Contractor  
Establishment—Clay Street*

## Engineering Division, Natural Resources

### Bees Stewards Program—Memorial Park Pollinator Habitat

The “Bee Stewards” pollinator-improvement program has engaged Friends of Trees, the Xerces Society, and the West Linn-Wilsonville School District to create pollinator habitat on city and school district properties, develop a City Integrated Pest Management (IPM) plan for parks and public spaces, and provide education and tools for local residents to create pollinator habitat in their own yards.

On December 14, 2019, the City and Friends of Trees hosted a pollinator-planting event at Memorial Park. One of the planting sites is adjacent to the Community Garden parking lot, and the other is near Rose Lane. Sixty-five volunteers participated in the planting event, which included the installation of 325 native plants important to a variety of pollinators.



*Pollinator habitat adjacent to new parking lot.*

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## Planning Division, Current

### Administrative Land Use Decisions Issued

- 2 Class I Administrative Approvals
- 1 Class I Sign Permit
- 3 Type A Tree Permits
- 1 Zoning Verification Letter
- New Single-family building permits

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

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

- Hilton Garden Inn
- Fir Avenue Commons residential development in Old Town
- Regional Park 7&8 in Villebois
- Residential subdivisions in Frog Pond West
- Aspen Meadows and Aspen Meadows II subdivisions on Canyon Creek Road South
- I&E Construction on Parkway Avenue



## Planning Division, Current

### Development Review Board (DRB)

During their January 13 meeting, Development Review Board Panel A unanimously approved three items. First, they approved the architecture and landscape for a new sewer pump station in the lower portion of Memorial Park, replacing the current pump station. Second, they approved development of a Dutch Bros coffee kiosk at the corner of Town Center Loop West and Park Place. The City received the application prior to new Town Center zoning standards coming into effect. State law dictates the City must review development against the zoning standards in effect on the date of the application submittal. Accordingly, the City reviewed the project based on the old Planned Development Commercial-Town Center Zoning Standards rather than the new standards. Third, they approved a change of use and architecture modifications to an existing building on Parkway Avenue to convert the building into the corporate headquarters for I&E Construction. Richard Martens from Panel B substituted on the board to ensure there was a quorum.

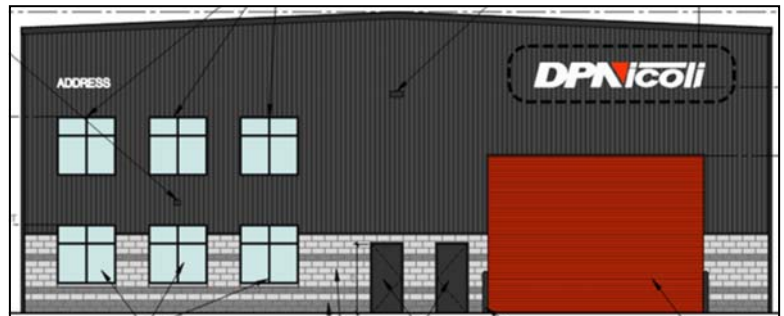


DRB Panel B did not meet in January.

### DRB Projects Under Review

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

- Dutch Bros coffee kiosk at Town Center Loop West and Park Place
- Conversion of northern building of old Pioneer Pacific College campus on Parkway Avenue into offices for I&E Construction
- Review of the design and placement of a new sewer pump station in Memorial Park
- 6-unit residential development in Old Town at the north end of Magnolia Avenue
- New warehouse on Boberg Road for DP Nicoli
- 69-lot subdivision in Frog Pond proposed by West Hills Development



## Planning Division, Long Range

### Equitable Housing Strategic Plan

The Equitable Housing Strategic Plan project, funded in part by a grant from Metro, seeks to provide a clearer path to affordable housing for people of all household compositions, income ranges, ages, and life stages. Based on the input received throughout the project, including through stakeholder interviews and focus groups, surveys, and polls, along with feedback from the project task force, Planning Commission, and City Council, the project team published a draft Equitable Housing Strategic Plan in January. The project team presented this draft to the task force at its January 29 meeting. The task force meeting generated additional feedback on the Plan and possible long-term performance measures to consider in evaluating the Plan's success. Information gathered from this meeting will be shared with the Planning Commission and City Council at upcoming work sessions in February and March.



General project information is available on the project website: [www.ci.wilsonville.or.us/housing](http://www.ci.wilsonville.or.us/housing).

## Planning Division, Long Range

### House Bill 2001 Implementation (Middle Housing)

This project will build upon and help implement the Equitable Housing Strategic Plan while ensuring the City complies with House Bill 2001 regarding the allowance for middle housing, including duplexes, triplexes, quadplexes, row houses, and cottage cluster housing. The project will also help lay the foundation for the upcoming master planning work for Frog Pond East and South. Many of Metro's Urban Growth Boundary Conditions of Approval for Frog Pond East and South are similar to the new state requirements under House Bill 2001.

After receiving word from the Oregon Department of Land Conservation and Development (DLCD) of a partial award of \$50,000 in response to the City's grant application for funding work associated with HB 2001 implementation, City staff began looking at how to fund or modify the remaining scope of work. The grant award provides the funds for the first steps of outreach and code audits planned to begin within the next couple of months. Staff attended additional informational meetings, coordinated with DLCD, and put together a 2020-21 fiscal year budget add package for consideration by the Budget Committee and City Council to complete the planned scope of the project.



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

Planning staff continue to stay in close contact with DLCD staff on the implementation of House Bill 2003 concerning new Housing Needs Analysis (HNA) timelines and the new requirement to produce a periodic Housing Production Strategy. For the Housing Needs Analysis, DLCD informed City staff the next Wilsonville HNA will be due to DLCD by the end of 2023. The submittal deadline will then be on an every-six-year cycle.

As Housing Production Strategies are a new requirement, to be completed by a City within a year of completing a HNA, a substantial amount of state administrative rulemaking needs to occur to define them. City staff is staying engaged in the rulemaking. DLCD appointed Planning Director, Miranda Bateschell, to the state's Technical Advisory Committee on Housing Production Strategies, where she will be able to share what the City learned from the Equitable Housing Strategic Plan as well as other Wilsonville perspectives to inform the rulemaking. Planning staff also engaged in reviewing a potential legislative technical fix likely to come forward in the 2020 short legislative session. The fix would clarify and mirror the legislative intent that cities within Metro's boundaries perform the respective Housing Needs Analyses rather than requiring Metro to complete the HNAs.



*Aerial photo of Villebois .*

## Planning Division, Long Range

### Planning Commission

During their January 8 meeting, the Planning Commission welcomed two new members. Jennifer Willard and Aaron Woods both bring great experience to the Commission, including service on the City's Development Review Board.

The Planning Commission also heard staff presentations and discussed two matters in work session. First, Associate Planner Philip Bradford introduced the topic of Commercial Recreation in the Planned Development Industrial Zone. The presentation included the history of the topic and summary of a white paper prepared by Angelo Planning Group. The Commission provided direction to staff to allow them to begin drafting potential development code amendments related to the topic. Staff expect to bring the initial draft of code changes to the Commission for a work session in March. This work will allow the City to respond to regular inquiries about allowing more area for commercial recreation uses in the Planned Development Industrial zone.

Second, the Commission held the last of five work sessions on a project to modernize standards for the Planned Development Residential zones. The modernized standards will support efficient and quality design of the limited residential land left inside the current city limits. This work session covered outreach results over November and December, staff recommendations based on the outreach results, and an overview summary of the proposed code updates. Staff are preparing for a Planning Commission Public Hearing in March based on the Planning Commission's feedback and direction.

Implementation efforts for the Town Center Plan proceeded throughout January. Staff continued work on the development opportunity site analysis component of the upcoming marketing plan, and worked with a Clackamas County economic development program called the Main Street 3D Downtown Program to finalize three dimensional renderings of the future main street which will be a central feature to the marketing materials on the City's website.



WILSONVILLE TOWN CENTER PLAN

Staff also continued work on the I-5 Pedestrian Bridge and Town Center Gateway Plaza project, which will provide an important connection between Town Center and the Wilsonville Transit Center and neighborhoods west of Interstate 5. The project team began outreach to adjacent property owners and businesses, with the goal of informing those affected by the project about timing and impacts as well as providing an opportunity for dialogue and input on bridge and plaza design. The team also continued preparation for the project kickoff on February 19 from 5:00-8:00 p.m. at City Hall, which will feature an open house for the public and a survey on [Let's Talk, Wilsonville!](#)



WILSONVILLE TOWN CENTER  
I-5 PEDESTRIAN BRIDGE

## Planning Division, Long Range

### **Residential Code Modernization Project**

The Wilsonville Residential Zoning Modernization Project seeks to update City residential zoning standards in the Planned Development Residential (PDR) zones. The updates seek to address issues raised over the years of applying the standards to the building of neighborhoods. The proposed updated standards focus on clarifying (not changing) how many housing units can be built on a given amount of land, clarifying the size of individual properties or lots and related standards, and clarifying the calculations for parks, natural areas, and similar open spaces in neighborhoods. The proposed updated standards are most applicable to about 63 acres of unbuilt and underbuilt land within the City limits currently within one of the seven Planned Development Residential (PDR) zones or likely to be in one of these zones in the future. The proposed updates will not apply to the Frog Pond residential area (Residential Neighborhood Zone) or Villebois residential areas (Village Zone). The proposed updates also do not apply to existing neighborhoods planned and built under existing standards, including those within PDR zones.

The project had a survey live on [Let's Talk, Wilsonville!](#) during November and December to gather feedback from stakeholders, including homebuilders and residents. Staff shared feedback received with the Planning Commission during a January work session along with recommendations based on the feedback. Staff will brief the City Council during their February 20 work session. The Planning Commission is scheduled to hold a public hearing in March at which time they are anticipated to forward a recommendation to City Council.

### **Washington County Coffee Creek/Basalt Creek Development Coordination**

Following City Council's direction to pursue various options to ensure contractors' establishments do not preclude future industrial development in these planning areas, staff continued work on the topic. Staff await word from Washington County on a formal request submitted in December to add this topic to the County's long-range work program for 2020. Washington County released the draft work program on January 28, beginning a 30-day public review and comment period. The draft lists the project as a Tier 2 task. The County describes Tier 2 tasks as, "Potential ordinances and projects that are of interest, but for which there are insufficient staff resources this year. Tier 2 projects could be addressed if staff resources become available, though most tasks are likely to be carried into the following year." The County's Planning Commission will be briefed on the long-range work program on February 19 and the Board of County Commissioners will have a work session on the item on March 17 with final adoption of the work program scheduled before the Board on April 7. City staff also continue to look into options for annexation if the County does not change their zoning standards.