

**2040 PLANNING AND DEVELOPMENT GRANT
INTERGOVERNMENTAL AGREEMENT
Metro – City of Wilsonville
Wilsonville Industrial Land Readiness (WILR) Project**

This 2040 Planning and Development Grant Intergovernmental Agreement (this “Agreement”) is entered into by and between Metro, a metropolitan service district organized under the laws of the state of Oregon and the Metro Charter, located at 600 Northeast Grand Avenue, Portland OR, 97232 (“Metro”), and the City of Wilsonville, a municipality of the State of Oregon, located at 29799 SW Town Center Loop E, Wilsonville, OR, 97070 (the “City”). Metro and the City may be jointly referred to herein as the “Parties” or each, individually as a “Party”.

RECITALS

WHEREAS, Metro has established a Construction Excise Tax (“CET”), Metro Code Chapter 7.04, which imposes an excise tax throughout the Metro regional jurisdiction to fund regional and local planning that is required to make land ready for development after inclusion in the Urban Growth Boundary; and

WHEREAS, the CET is collected by local jurisdictions when issuing building permits, and is remitted to Metro pursuant to Intergovernmental Agreements to Collect and Remit Tax entered into separately between Metro and the local collecting jurisdictions; and

WHEREAS, the City has submitted a 2040 Planning and Development Grant Request application attached hereto as **Exhibit A** and incorporated herein (the “Grant Request”) for the Wilsonville Basalt Creek Project; and

WHEREAS, the City subsequently submitted a request, included in **Exhibit A**, for additional funding to be added to their 2040 Planning and Development Grant Request for the city-wide Industrial Land Readiness Project (the “Project”); and

WHEREAS, Metro has agreed to provide 2040 Planning and Development Grant Funds to the City for the Project in the amount of \$290,000 subject to the terms and conditions set forth herein (the “Grant Funds”), and the Parties wish to set forth the timing, procedures, and conditions for receiving the Grant Funds from existing CET funds for the Project.

AGREEMENT

NOW THEREFORE, the Parties hereto agree as follows:

1. Metro Grant Award. Metro shall provide the Grant Funds to the City for the Project as approved by the Metro Council in Resolution 24-5386 and as described in the Grant Request, subject to the terms and conditions specified in this Agreement.
2. Project Management and Coordination. The Parties have appointed the staff identified below to act as their respective project managers (each a “Project Manager” and collectively “Project Managers”) with the authority and responsibility described in this Agreement:

For the City: Cindy Luxhoj, Associate Planner
City of Wilsonville
luxhoj@ci.wilsonville.or.us
503.570.1572

For Metro: Anais Mathez, Project Manager
3J Consulting
anais.mathez@3j-consulting.com
845.270.3134

Metro and the City may each designate an additional or replacement Project Manager by providing written notice to the other party.

3. Mutual Obligations of both the City and Metro. The Parties and their respective Project Managers will collaborate to oversee the successful implementation of the Project as follows:

(a) Selection of Consultants. For consultants selected after execution of this contract, the Project Managers will work together to identify consultants best qualified to perform the Scope of Work, attached hereto as **Exhibit B**. The Project Managers and any additional reviewers selected by the Parties will jointly review proposals from consultants and select a mutually agreeable consultant team to perform the work required to successfully complete the Project.

(b) Schedule of Milestones. The Parties have agreed to a preliminary schedule of milestones for completion of the Project, which is attached hereto as **Exhibit C** ("Schedule of Milestones"). After the Project Managers have selected a consultant team as described in subsection 3(a), the Parties each expressly delegate authority to their respective Project Managers to prepare a revised schedule of Milestones that will provide more detailed performance timelines for the Project, including specific consultant and/or City deliverables for each Milestone, and establishing the amount of Grant Funds to be disbursed by Metro upon satisfactory completion of each Milestone. The Parties agree that once the Milestones are supplemented and revised by the Project Managers in accordance with this subsection, **Exhibit C** shall be automatically amended and the revised Milestones will become final and binding on the Parties unless and until later amended as allowed under paragraph 10 of this Agreement.

(c) Project Committee(s). The Project Managers will jointly determine the role of the Project steering/technical/advisory committee(s), if any, and the composition of such committees or other bodies. Metro's Project Manager will participate as a member of any such committee.

4. City Responsibilities. The City shall perform the work on the Project described in the Grant Request, and as specified in the Milestones, subject to the terms and conditions specified in this Agreement.

(a) Use of Grant Funds. The City shall use the Grant Funds it receives under this Agreement only for the purposes specified in the Grant Request and to achieve the Milestones as set forth in this Agreement. In the event that unforeseen conditions require adjustments to the Project scope, approach, or schedule, the City shall obtain Metro's prior written approval before implementing any revisions to the Project.

(b) Consultant Contract(s). After the Project Managers have selected the consultant team and completed a revision of the Milestones as described above in section 3, the City shall enter into a contract(s) with the selected consultant team to complete the work as described in the Milestones

as revised. The contract(s) entered into by the City shall reference this agreement and reflect the Scope of Work and the Milestones, as revised.

- (c) Submittal of Grant Deliverables. Within 30 days after completing each of the Milestones, the City shall submit to Metro all required deliverables for such Milestone, accompanied by an invoice describing in detail its expenditures as needed to satisfy fiscal requirements. Deliverables must be submitted to Metro as outlined in the Milestones, as revised; the City shall not submit additional deliverables and invoices to Metro for later Milestones until Metro has reviewed and approved all prior deliverables under paragraph 5 of this Agreement.

5. Metro Responsibilities. Metro's funding commitment set forth in this Agreement shall be fulfilled solely through CET funds; no other funds or revenues of Metro shall be used to satisfy or pay any CET grant commitments. Metro shall facilitate successful implementation of the Project and administration of Grant Funds as follows:

- (a) Advisory Role. The Metro Project Manager shall take an active role as part of the Project Advisory Team and at the request of the City Project Manager will review and comment on draft project documents to communicate any concerns prior to the formal submission of the deliverables for each Milestone.
- (b) Review and Approval of Grant Deliverables. Within 15 days after receiving the City submittal of deliverables as set forth in the Milestones (as revised), Metro's Project Manager shall review the deliverables and either approve the submittal, or reply with comments and/or requests for further documentation or revisions that may be necessary. The Metro Project Manager shall determine whether the deliverables submitted are satisfactory in meeting the Scope of Work and the applicable Milestones.
- (c) Payment Procedures. Subject to the terms and conditions in this Agreement, Metro shall reimburse the City for its eligible expenditures for the applicable deliverable as set forth in Revised Exhibit C within 30 days following the Metro Project Manager's approval of deliverables, invoices and supporting documents.

6. Project Records. The City shall maintain all records and documentation relating to the expenditure of Grant Funds disbursed by Metro under this Agreement, as well as records and documentation relating to the financial match being provided by the City for the Project. Records and documents described in this section shall be retained by the City for three years from the date of completion of the Project, expiration of the Agreement or as otherwise required under applicable law, whichever is later. The City shall provide Metro with such information and documentation as Metro requires for implementation of the grant process. The City shall establish and maintain books, records, documents, and other evidence in accordance with generally accepted accounting principles, in sufficient detail to permit Metro or its auditor to verify how the Grant Funds were expended, including records demonstrating how City matching funds were expended.

7. Audits, Inspections and Retention of Records. Metro, together with its auditors and representatives, shall have reasonable access to and the right to examine all City records with respect to all matters covered by this Agreement during normal business hours upon three business days' prior written notice to the City. The representatives shall be permitted to audit, examine, and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls and other matters covered by this Agreement. All documents, papers, time sheets, accounting records, and other materials pertaining to costs incurred in connection with the Project shall be retained by the City and all of their contractors for three years from the date of completion of the Project, or expiration of the Agreement, whichever is later, to facilitate any audits or inspection.

8. Term. Unless otherwise terminated under paragraph 9, this Agreement shall be effective on the last date it is executed by the parties below, and shall be in effect until all Milestones and deliverables have been completed, all required documentation has been delivered, and all payments have been made as set forth in the Milestones, as revised.
9. Termination. Metro may terminate this Agreement and cancel any remaining Grant Fund payments upon a finding by the Metro Chief Operating Officer that the City has abandoned its work on the Project or is otherwise not satisfying its obligations under this Agreement regarding the requirements of the grant.
10. Amendment. This Agreement may be amended only by mutual written agreement of the Parties.
11. Other Agreements. This Agreement does not affect or alter any other agreements between Metro and the City.
12. Waiver. The Parties hereby waive and release one another for and from any and all claims, liabilities, or damages of any kind relating to this Agreement or the Grant Funds.
13. Authority. City and Metro each warrant and represent that each has the full power and authority to enter into and perform this Agreement in accordance with its terms; that all requisite action has been taken by the City and Metro to authorize the execution of this Agreement; and that the persons signing this Agreement have full power and authority to sign for the City and Metro, respectively.
14. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and together shall constitute a single document. Electronic signatures, as well as copies of signatures sent by facsimile or electronic transmission, shall be deemed original signatures for all purposes and shall be binding on the Parties.

[Signature Page Follows]

METRO

THE CITY OF WILSONVILLE

By: _____
Marissa Madrigal
Chief Operating Officer

By: _____
City Representative

Date: _____

Date: _____

Approved as to Form:

Approved as to Form:

By: _____
Carrie MacLaren
Metro Attorney

By: _____
City Attorney

Date: _____

Date: _____

Attachments:

- Exhibit A – Grant Request
- Exhibit B – Consultant Scope of Work
- Exhibit C – Schedule of Milestones

Project: Basalt Creek Code Assessment and Infrastructure Funding Strategy

Funds requested: \$170,000

Project purpose and regional impact

1. Describe the proposed project and the specific goals for the work. Who are the project partners, if any, and why is this work a priority? Explain how the project will advance industrial site readiness and whether it will address site-specific, industry-specific, or obstacle-specific barriers. Identify any designated Employment Areas (per Metro's 2040 Growth Concept map) that will be impacted by this project. Describe how impacted communities will be engaged in the project and how their needs and priorities will be incorporated into resulting plans and strategies.

The Basalt Creek Concept Plan (BCCP) area was brought into the Urban Growth Boundary (UGB) in 2004 and the BCCP adopted in 2018 to set the framework for future industrial development in this area between north Wilsonville and south Tualatin. The entirety of the BCCP, including Wilsonville's portion impacted by this project, is designated Employment land on Metro's 2040 Growth Concept map and Industrial area on Metro's Title 4 Industrial and Other Employment Areas map.

While Wilsonville has completed some of the implementation actions for the City's portion of the BCCP, two remaining critical pieces are essential to move Basalt Creek to industrial development-ready status:

- First, to assess the City's Code to assure that zoning meets the overall planning objectives for Wilsonville's newest industrial area and enables development of the use categories envisioned in the BCCP – High Tech Employment, Craft Industrial, and Light Industrial; and
- Second, detailed analysis of urban services – transportation and wet infrastructure – and an infrastructure funding plan to support the envisioned industrial development.

The proposed project will accomplish both of these implementation actions, addressing the full spectrum of industrial land readiness in Basalt Creek, from an industry-wide, holistic perspective to a granular site-specific level, identifying barriers, as well as implementation measures, to achieve the envisioned development.

Wilsonville City Council 2021-2023 Goals, specifically Goal 4, prioritized attracting high-quality industry and economic opportunity to Wilsonville. Strategies included advancing recruitment in and expansion of the City's industrial areas, developing a land aggregation strategy and conducting outreach with property owners to explore long-term plans in the Basalt Creek and Coffee Creek UGB areas, and conducting outreach to help the City prioritize infrastructure investments to expedite private investment.

City Council Goals for the 2023-2025 biennium re-emphasize this commitment to attracting high-quality industry and supporting "economic opportunity for all in Wilsonville," as well as "increasing investment in industrial areas" and "developing a strike fund to pursue development opportunities for high value properties aligned with the City's economic development goals." The proposed project directly aligns with City Council Goals by propelling Basalt Creek from concept to being poised for development and adding hundreds of acres of development-ready industrial land inventory – a huge asset to Wilsonville, the larger Metro region and the State of Oregon.

The City is committed to engaging residents, businesses, property owners, and other stakeholders in planning and decision making that impacts them, and to increasing and supporting the involvement of historically underrepresented community members through consistent, fair, and accessible public

2040 Planning and Development Grant Application | Industrial Land Readiness

engagement activities that encourage participation by all members of the community. Demonstrating alignment on the issue of broader and more meaningful public engagement, at the conclusion of Latinx-specific public engagement for middle housing in 2021, a Metro grant-funded activity, the City used remaining monies to develop the Wilsonville Framework for Inclusive Engagement. This provides a foundation on which City outreach and involvement efforts can be based across a variety of projects to substantially increase diversity, equity, and inclusion in decisions. City staff looks forward to applying the guidance of the Framework as a foundation for public outreach for this project to engage in conversations about how best to achieve employment opportunities for a diverse residential base and business opportunities for the wide range of industrial users envisioned in the BCCP area. In addition, the City's Diversity, Equity and Inclusion (DEI) Committee will be engaged to further broaden the discussion.

Other partners, in addition to the Wilsonville Planning Commission, City Council, and community members such as industrial users, property owners, business owners, entrepreneurs, and employees, include Business Oregon, which is funding part of this project, Metro, Washington County, and the City of Tualatin. Representatives of these entities, as appropriate, will be involved or invited to participate in various capacities throughout the project.

The uses envisioned by Wilsonville for Basalt Creek, including High Tech Employment, Craft Industrial, and Light Industrial, closely align with the competitive industry clusters identified in the Greater Portland Comprehensive Economic Development Strategy (CEDS): Computer and Electronics, Software, Apparel and Outdoor, Metals, Food and Beverage, Clean Tech, and Design and Media. Sites that are 40+ contiguous acres in size, under single ownership, with easy access to major transportation corridors including Interstate-5 and -205, and zoned for industrial uses such as those identified in the CEDS, are rare within the Portland Metro UGB.

Once served by utilities and appropriate transportation infrastructure, sites in Basalt Creek will offer prime locations for these industries with the added advantage of proximity to an ample tech workforce in Wilsonville. Craft industrial in particular, but all uses as envisioned in Basalt Creek on a broader scale, address the desire expressed in the CEDS to scale up small businesses, support entrepreneurs, enhance existing infrastructure and shared assets between industries, and foster new technological innovations across industry sectors, benefitting the entire Metro region.

Metro and the City of Wilsonville have cooperatively worked on many successful planning projects during which the City has been an able and committed partner. The City is eager to carry on this tradition with the Basalt Creek Code Assessment and Instructure Funding Strategy project through specific, achievable, and impactful outcomes that will propel the City's portion of the BCCP from conceptual to development-ready.

Community demographics

2. Provide demographic information including race, ethnicity, age, and income of the neighborhood or community that will be affected by the project. Indicate the data source and describe how the project geography relates to the data provided. If appropriate, include not only residential data but also relevant information (even if anecdotal) regarding local businesses, employers, or commercial districts.

Wilsonville's portion of the BCCP includes roughly 255 gross acres, 137 developable acres, and a potential buildable area of 2.08 million square feet. It is bounded on the north by the Basalt Creek Parkway and Tualatin's portion of the BCCP area; to the east by Interstate-5; to the south by commercial and industrial uses in the Coffee Creek Industrial area; and to the west by the Coffee Creek Correctional

2040 Planning and Development Grant Application | Industrial Land Readiness

Facility and West Railroad Industrial area. The Basalt Creek area is located in Metro Council District 3, represented by Councilor Gerritt Rosenthal.

This unincorporated area is designated Industrial on Wilsonville's Comprehensive Plan map and zoned Washington County Future Development-20 Acre (FD-20). Current uses include a mix of low density residential, low intensity agriculture, outdoor industrial (contractor's establishments), an electrical substation, natural area (Basalt Creek canyon), and vacant land (greenfield).

The City's Fiscal Year 2023-24 Budget includes the following demographic information from the 2020 US Census, except as otherwise noted:

- Population (PSU Population Research Center July 2022 est.): 27,414
- Registered Voters (Clackamas and Washington Counties Elections): 16,837; Voted in November 2020: 87%
- Median Age: 37; Male 11,201, Female 13,212
- Adult Education Level: High School or Higher 96%; Bachelor's Degree or Higher 45%
- Race: White 80%; Hispanic 13%; Asian 4%; Black or African American 2%; Other 1%
- Total Households: 9,685; Average Household Size: 2.37
- Households by Income Level (based on the HUD Median Family Income (MFI) for Clackamas County and the ACS household income distribution for Wilsonville: Less than \$34K 20%; \$34K-\$57K 14%; \$57K-\$92K 20%; \$93K-\$137K 21%; More than \$137K 25%

A total of 1,102 business licenses were issued by the City in 2022. Estimated number of employees is 17,311 and estimated annual payroll is \$1.2 billion.

Data compiled by Matt Lorenzen, Wilsonville's Economic Development Manager, illustrates the strength of the City's industrial workforce. The industry cluster in Wilsonville with the highest relative concentration is Electric/Electronics Manufacturing, which employs 2,210 workers in the region with an average wage of \$121,997. Employment in the Electric/Electronics Manufacturing cluster is projected to expand in the region about 0.9% per year over the next ten years. The largest sector in Wilsonville is Manufacturing, employing 3,915 workers. The next-largest sectors in the region are Wholesale Trade (2,803 workers) and Professional, Scientific, and Technical Services (2,313). Due to its location, Wilsonville draws upon the laborshed of both the Portland and Salem Metropolitan Statistical Areas (MSAs).

Team capacity and experience

3. Identify the roles that lead government staff and key project partners, if any, will play to implement the project and describe their qualifications and experience. Identify the roles and necessary expertise of any consultants to be hired with grant funds.

Wilsonville's project team includes staff in three key areas within the Community Development Department – Planning, Engineering, and Economic Development.

- Cindy Luxhoj AICP, Associate Planner, is the City's designated project manager. Ms. Luxhoj has over 30 years of experience in long-range and current planning in both the public and private sectors. She managed the BCCP and Linking Tualatin projects while an Associate Planner for the City of Tualatin and has extensive project and grant management experience in the private sector. Since joining the Wilsonville Planning Division in 2019, Ms. Luxhoj has managed land use review for three of the four industrial projects in the Coffee Creek Industrial area, south of the BCCP, and is versed in the nuances of the Coffee Creek Industrial Design Overlay District (DOD;

2040 Planning and Development Grant Application | Industrial Land Readiness

form-based code (FBC)) and accompanying Pattern Book. She is leading the Coffee Creek Assessment project, a separate but complimentary evaluation for the FBC that will result in refinement of the Coffee Creek Industrial DOD as well as inform the discussion of appropriate zoning for Basalt Creek.

Other key staff who will collaborate with Ms. Luxhoj on this project include:

- Matt Lorenzen, MPA, CEcD, Economic Development Manager
- Amy Pepper, PE, Development Engineering Manager
- Miranda Bateschell, Planning Director
- Daniel Pauly, AICP, Planning Manager

As stated earlier in this application, in addition to City staff, the Wilsonville Planning Commission, City Council, and community members, particularly industrial users, property owners, business owners, entrepreneurs, and employees will contribute their perspectives as project partners. Business Oregon, which is funding part of this project, Metro, Washington County, and the City of Tualatin will be involved or invited to participate in various capacities.

The City's adopted FY2023-24 Budget allocates up to \$85,000 to Basalt Creek planning and implementation, including City staff time to manage the efforts of the consultant team selected for this project; however, consultant costs are expected to be funded through grant awards. Desired consultant expertise includes, at a minimum, familiarity with:

- industrial land readiness and the needs of industrial users,
- industrial zoning assessment and drafting code amendments,
- community outreach and stakeholder engagement,
- infrastructure evaluation and study preparation,
- identifying strategies and options to fund construction of transportation and wet infrastructure,
- infrastructure funding plan development, and
- urban renewal feasibility.

Achievable outcomes

4. What is the extent of the project team's authority to implement your proposed project, make policy, or commit investments? What governing bodies, organizations, or private parties will have to act to ultimately deliver project results? Describe how these influential entities or sponsors will be informed or involved over the course of the project to cultivate their support so that the project outcomes are achieved.

Wilsonville's project team, led by Cindy Luxhoj AICP, has the authority to manage the proposed project, including scheduling, overseeing efforts of consultants hired to perform the identified tasks, budgeting, and efficient and timely completion of the work. The Planning Commission and City Council will provide policy direction and guidance to staff throughout the project at work sessions, with the City Council having ultimate authority to adopt code amendments and approve project deliverables, such as the infrastructure study and funding plan and urban renewal feasibility study documents.

City staff use a highly collaborative and integrative process in our planning work. We engage the entire community, both internal and external, from governing bodies to individual community members, in conversation about what is important and how ideas can be realized and needs met within the broader context of planning for a specific geographic area. Consistent with the City's track record on previous projects, staff anticipates achieving milestones for this project by engaging all interested individuals and groups throughout the planning process from kick-off to implementation, thus delivering realistic and realizable outcomes that all parties are invested in and proud of accomplishing.

Scope of work

5. Succinctly outline your approach to the project and the major project elements and deliverables you envision. Provide a bulleted list outline of the components or phases of work, the tasks and partners involved in each phase or element, the key work products, and the general timeframe to complete the project.

City staff has identified eight key tasks to accomplish the overarching goal of bringing Wilsonville's portion of Basalt Creek to an industrial development-ready status, thereby realizing the vision and planning objectives of the BCCP. Tasks 1 through 5 will achieve the first critical code assessment and amendment step, while Tasks 6 through 8 achieve the second implementation piece of infrastructure analysis and funding to support the envisioned industrial development.

- Funded by Business Oregon Grant Award with City Match for Project Management:
 - Task 1: Assess Coffee Creek Form-based Code
 - Task 2: Assess Planned Development Industrial (PDI) Code
 - Task 3: Conduct Community Outreach to Inform Code Assessment
 - Task 4: Determine Policy Direction
 - Task 5: Develop Code Amendments
- Funded by Metro Industrial Land Readiness Grant with City Match for Project Management:
 - Task 6: Adopt Code Amendments
 - Task 7: Conduct Infrastructure Study
 - Task 8: Develop Infrastructure Funding Plan
 - Task 9: Conduct Urban Renewal Feasibility Study

Task 1 involves two distinct sub-tasks. The City has already initiated the first sub-task, evaluating the Coffee Creek FBC to determine whether it is achieving its desired outcomes five years after its adoption in 2018. This will result in refinement of the Coffee Creek standards to better facilitate the land use review process for future industrial projects with code amendment adoption anticipated in March-April 2024. The second sub-task, to be completed by consultants hired with Business Oregon grant funds, will apply lessons learned in Coffee Creek to discussion of appropriate zoning for the BCCP to determine the suitability of adapting the Coffee Creek FBC and Pattern Book as a baseline for zoning in Basalt Creek. The key deliverable for this second sub-task is a memo summarizing findings and identifying potential code amendments to adapt the FBC to the BCCP area.

Task 2 through 5 will be completed by consultants hired with Business Oregon grant funds. Task 2 will determine whether the vision of the Basalt Creek Concept Plan, specifically High-Tech Employment, Light Industrial, and Craft Industrial designations, can be met using the City's existing Planned Development Industrial (PDI) zoning district. A memo summarizing this assessment is the key deliverable for this task. Task 3 will include stakeholder discussions and community outreach to inform the code assessments in Tasks 1 and 2 following the guidance of the Wilsonville Framework for Inclusive Engagement. The key deliverable for this task is a memo outlining results of the engagement process. Task 4 will analyze and synthesize information gathered in Tasks 1 through 3 to determine policy direction and whether the base PDI zone or an overlay zone is most appropriate to enable development of the use categories envisioned in the BCCP. The key deliverable is a memo outlining the results of this synthesis. Task 5 will develop draft code amendments to put the appropriate zoning in place in the Basalt Creek area. The key deliverable, a memo, will outline recommended amendments, including a FBC and Pattern Book, if this is the chosen course of action or, alternatively, amendments to the PDI zone.

2040 Planning and Development Grant Application | Industrial Land Readiness

Tasks 6 through 9 will be completed by consultants hired with Metro grant funds, if awarded. Task 6 will take the code amendments developed in Task 5 through final adoption by City Council and integration into the City's Development Code. Task 7 will build on the Transportation Refinement Plan, transportation and wet infrastructure analyses in the Basalt Creek Concept Plan, and supporting studies, such as the Basalt Creek Utility Infrastructure Concept Plan, to determine infrastructure location and sizing needed to efficiently and effectively serve future industrial users in this area. The key deliverable of this work will be an infrastructure study document. Based on the information collected in Task 7, Task 8 will identify primary strategies and options to fund construction of the transportation and wet infrastructure required in the BCCP, including alternatives, tools, and approaches that could be implemented over time to provide equitable distribution of the costs and benefits of essential infrastructure. These recommendations will be presented in an infrastructure funding plan document. Finally, Task 9 will explore the feasibility of urban renewal as a funding source, with the key deliverable being an urban renewal feasibility study document.

All identified tasks will involve presentations to Planning Commission and City Council at key points in the process to seek direction and guidance, as well as engaging the community and stakeholders to formulate recommendations and inform the process.

Estimated timeline to completion for Tasks 6 through 9 is two years from funding award, roughly fall 2025, subject to staff and consultant workload and scheduling constraints.

Proposed project budget

6. Use the budget template provided to show the estimated project costs by major phase or component. The budget table should align with the project scope of work and include major tasks or elements identified in question #5. Indicate estimated costs for consultant work as well as other direct project expenses. In the space below, describe the methodology used for estimating project costs, and identify any additional funds (if any) that have been pledged by project partners or other sources.

As detailed in the proposed project budget, the total estimated cost for this project is \$337,500, including \$270,000 in grant funding and \$67,500 in City staff time for project management and consultant oversight. Cost estimates are based on the City's prior experience with recent planning projects elsewhere in Wilsonville, such as Coffee Creek, Town Center, and Frog Pond East and South, adjusted to apply to the BCCP area.

Of the \$270,000 grant request, \$100,000 is already funded to complete Tasks 1 through 5 of the project by award of Industrial Lands Technical Assistance Grant monies from the Business Oregon Strategic Reserve Fund. A contract has been executed with Business Oregon and funds are available immediately to proceed with completing the code assessment and an initial draft of code amendments. The preliminary timeline anticipates presentation of draft code amendments to Planning Commission and City Council in June-July 2024, based on a deadline to expend all funds from this grant source by August 31, 2024.

The City's grant funding request to Metro is for the remaining balance of \$170,000, which will enable completion of the critical implementation steps in Tasks 6 through 9, taking the code amendments through refinement and adoption, completing the infrastructure analysis, and identifying funding strategies.

The entire project, collaboratively funded by Wilsonville, Business Oregon, and Metro, will propel Basalt Creek from concept to poised for development, adding hundreds of acres of development-ready industrial land inventory – a huge asset to both Wilsonville and the larger Metro region.

Exhibit A - Application

2040 Planning and Development Grant Application Proposed project budget | All Application Types

Project Name: Basalt Creek Code Assessment and Infrastructure Funding Strategy

Grant Funds Requested: \$170,000

Other Funds Pledged: \$40,000 (City Staff Match)

PROJECT COMPONENT <small>(Phase, element, deliverable, etc.)</small>	CONSULTANT FEES	CBO PARTICIPATION AND/OR COMMUNITY LIAISON	OTHER DIRECT PROJECT COSTS	TOTAL
			City Match for Project Management:	
Funded by Business Oregon Grant Award:				
Task 1: Assess Coffee Creek Form-based Code	\$ 10,000		\$ 5,000	\$ 15,000
Task 2: Assess Planned Development Industrial (PDI) Code	\$ 5,000		\$ 2,500	\$ 7,500
Task 3: Conduct Community Outreach to Inform Code Assessment	\$ 10,000		\$ 5,000	\$ 15,000
Task 4: Determine Policy Direction	\$ 20,000		\$ 5,000	\$ 25,000
Task 5: Develop Code Amendments	\$ 55,000		\$ 10,000	\$ 65,000
Subtotal Tasks 1 through 5	\$ 100,000		\$ 27,500	
Funded by Metro Industrial Land Readiness Grant, if awarded:				
Task 6: Adopt Code Amendments	\$ 25,000		\$ 5,000	\$ 30,000
Task 7: Conduct Infrastructure Study	\$ 40,000		\$ 15,000	\$ 55,000
Task 8: Develop Infrastructure Funding Plan	\$ 55,000		\$ 10,000	\$ 65,000
Task 9: Conduct Urban Renewal Feasibility Study	\$ 50,000		\$ 10,000	\$ 60,000
Subtotal Tasks 6 through 9	\$ 170,000		\$ 40,000	
TOTAL PROJECT BUDGET				\$ 337,500



August 8, 2023

Serah Breakstone
Metro 2040 Planning & Development Grants Manager
Cycle 11 Grants – Industrial Land Readiness

**RE: Basalt Creek Code Assessment and Infrastructure Funding Strategy
2040 Planning & Development Grants Application**

Dear Ms. Breakstone and Members of the Grant Review Committee:

This letter serves to express the City of Wilsonville’s commitment to the planning effort outlined in Wilsonville’s Basalt Creek Code Assessment and Infrastructure Funding Strategy submittal for the Industrial Land Readiness category of Metro 2040 Cycle 11 Grants.

The Basalt Creek Concept Plan area was brought into the Urban Growth Boundary in 2004 and the Concept Plan adopted in 2018 to set the framework for future industrial development in this area between north Wilsonville and south Tualatin. While Wilsonville has completed some of the implementation actions for the City’s 255-acre portion of Basalt Creek, two critical pieces remain that are essential to moving Basalt Creek to industrial development-ready status:

First, to assess the City’s Code to assure that zoning meets the overall planning objectives for Wilsonville’s newest industrial area and enables development of the desired use categories – High Tech Employment, Craft Industrial, and Light Industrial.

And second, detailed analysis of urban services – transportation and wet infrastructure – and an infrastructure funding plan to support the envisioned development.

Wilsonville City Council 2021-2023 Goals, specifically Goal 4, prioritized attracting high-quality industry and economic opportunity to Wilsonville. Strategies included advancing recruitment in and expansion of the City’s industrial areas, developing a land aggregation strategy and conducting outreach with property owners to explore long-term plans in the Basalt Creek and Coffee Creek UGB areas, and conducting outreach to help the City prioritize infrastructure investments to expedite private investment.

City Council Goals for the 2023-2025 biennium re-emphasize this commitment to attracting high-quality industry and supporting “economic opportunity for all in

Wilsonville,” as well as “increasing investment in industrial areas” and “developing a strike fund to pursue development opportunities for high value properties aligned with the City’s economic development goals.” The Basalt Creek Code Assessment and Infrastructure Funding Strategy directly aligns with City Council Goals by propelling Basalt Creek from concept to being poised for development and adding hundreds of acres of development-ready industrial land inventory to the UGB – a huge asset to Wilsonville, the larger Metro region and the State of Oregon.

The City is committed to engaging residents, businesses, property owners, and other stakeholders in planning and decision making that impacts them, and to increasing and supporting the involvement of historically underrepresented community members through consistent, fair, and accessible public engagement activities that encourage participation by all members of the community. Demonstrating alignment on the issue of broader and more meaningful public engagement, at the conclusion of Latinx-specific public engagement for middle housing in 2021, a Metro grant-funded activity, the City used remaining monies to develop the Wilsonville Framework for Inclusive Engagement. This provides a foundation on which City outreach and involvement efforts can be based across a variety of projects to substantially increase diversity, equity, and inclusion in decisions. We look forward to following the guidance of the Framework for this project to engage in conversations about how best to achieve employment and business opportunities for a diverse group of industrial users envisioned in the Basalt Creek Concept Plan area.

In this grant application, Wilsonville is presenting a compelling project concept with specific, achievable, and impactful outcomes that will move the City’s portion of the Basalt Creek Concept Plan area from concept to development ready. Sites that are 40+ contiguous acres in size, under single ownership, with easy access to major transportation corridors including Interstates 5 and 205, and zoned for industrial uses such as those in the Concept Plan area are rare within the Portland Metro UGB.

Once served by utilities and appropriate transportation infrastructure, sites in Basalt Creek will offer prime locations for industrial development with the added advantage of proximity to an ample tech workforce in Wilsonville. Craft industrial in particular, but all uses as envisioned in Basalt Creek on a broader scale, address the needs identified in the Greater Portland Comprehensive Economic Development Strategy to scale up small businesses, support entrepreneurs, enhance existing infrastructure and shared assets between industries, and foster new technological innovations across industry sectors, benefitting the entire Metro region.

The City’s adopted FY2023-24 Budget allocates funds targeted specifically for Basalt Creek planning and implementation, including managing the efforts of the consultant team selected for this work. The total estimated budget for this project is \$337,500, including \$270,000 in grant funding and \$67,500 in City staff time. Of the \$270,000 grant request, \$100,000 is already funded through an Industrial Technical Assistance Grant award through Business Oregon to complete most of the first critical step of Code assessment and drafting Code amendments. Our grant funding request to Metro of \$170,000 will enable us

to take the Code amendments through adoption, as well as complete the second critical implementation step of infrastructure analysis and identifying funding strategies.

Metro and the City of Wilsonville have cooperatively worked on many successful planning projects during which the City has been an able and committed partner. The City is eager to carry on this tradition with the Basalt Creek Code Assessment and Infrastructure Funding Strategy Project.

Please feel free to contact Miranda Bateschell, Planning Director, at 503-570-1581; bateschell@ci.wilsonville.or.us, with any questions about this grant application. Thank you for your consideration.

Sincerely,



Mayor Julie Fitzgerald

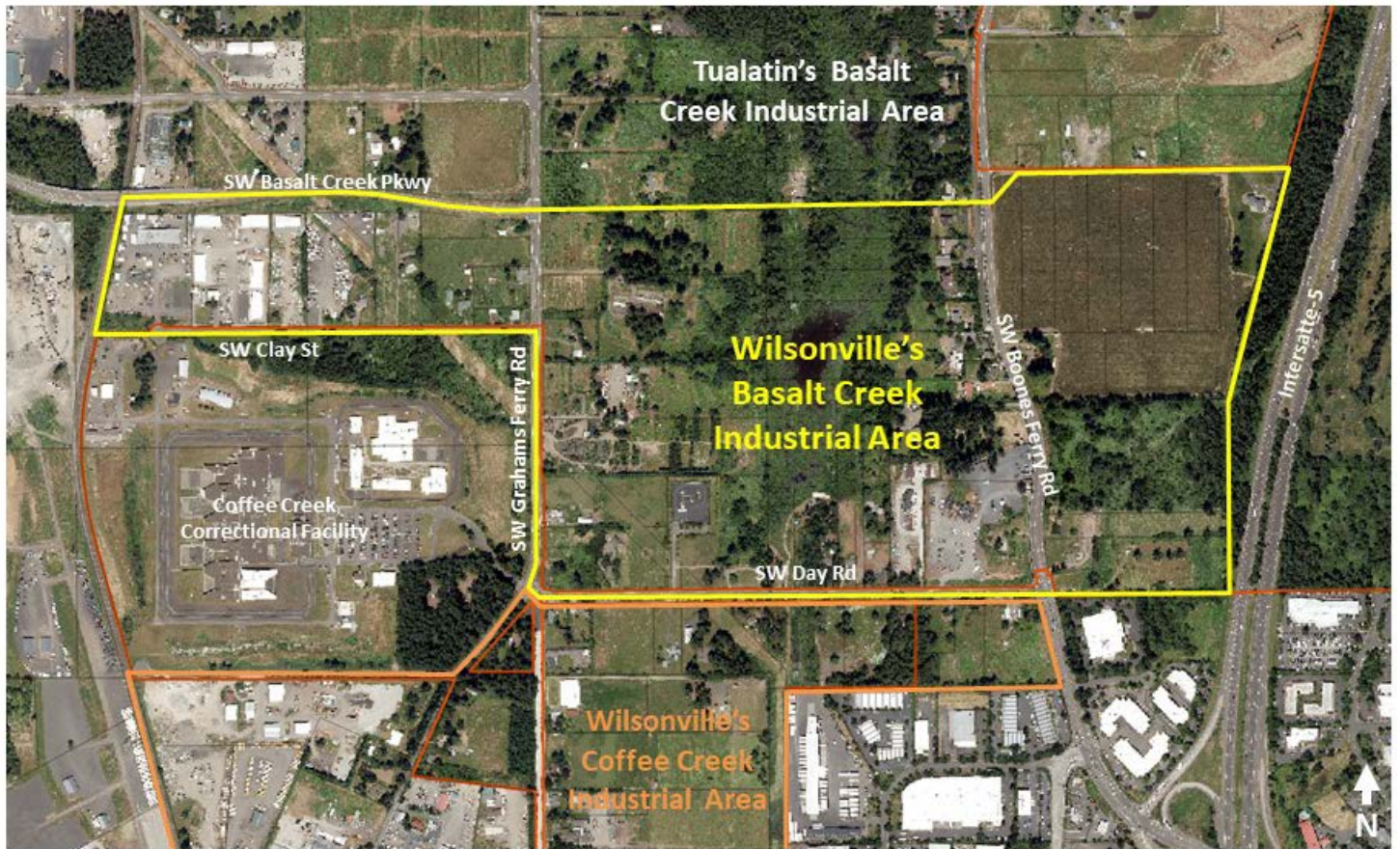


Bryan Cosgrove, City Manager

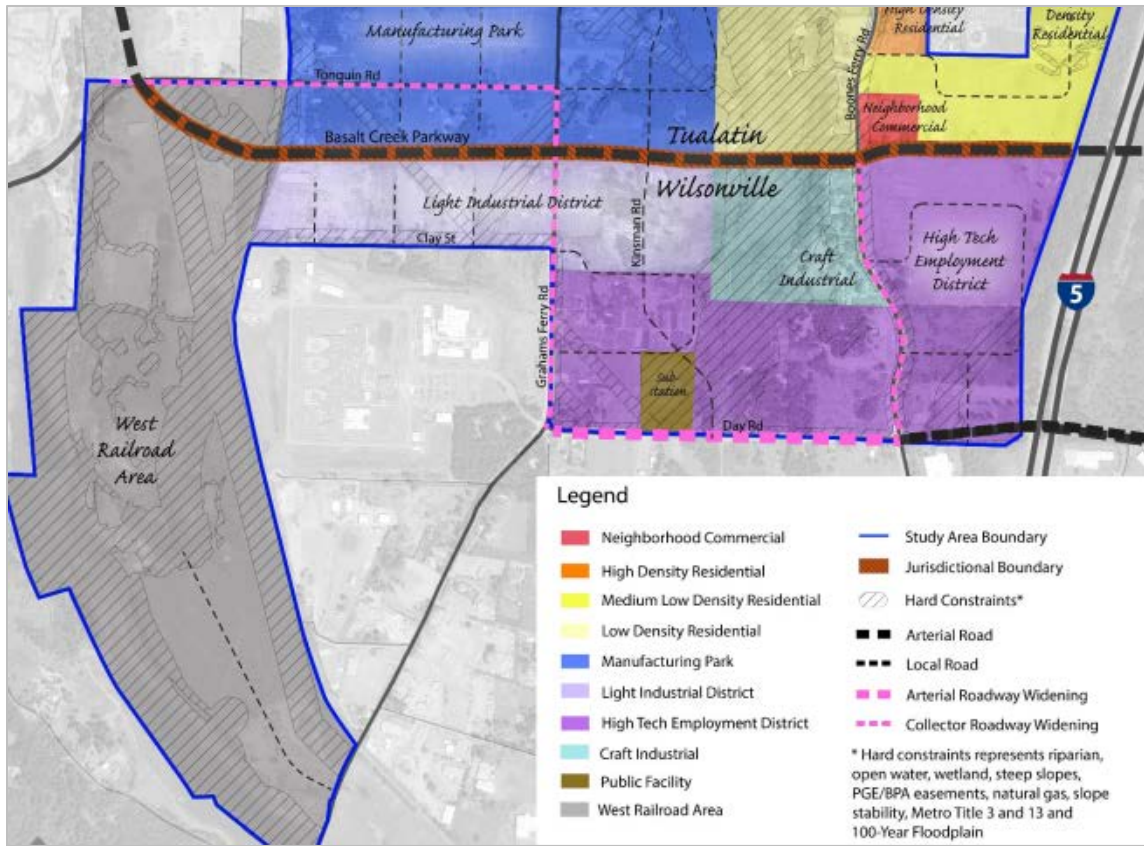
Basalt Creek Concept Plan Area – Regional Context



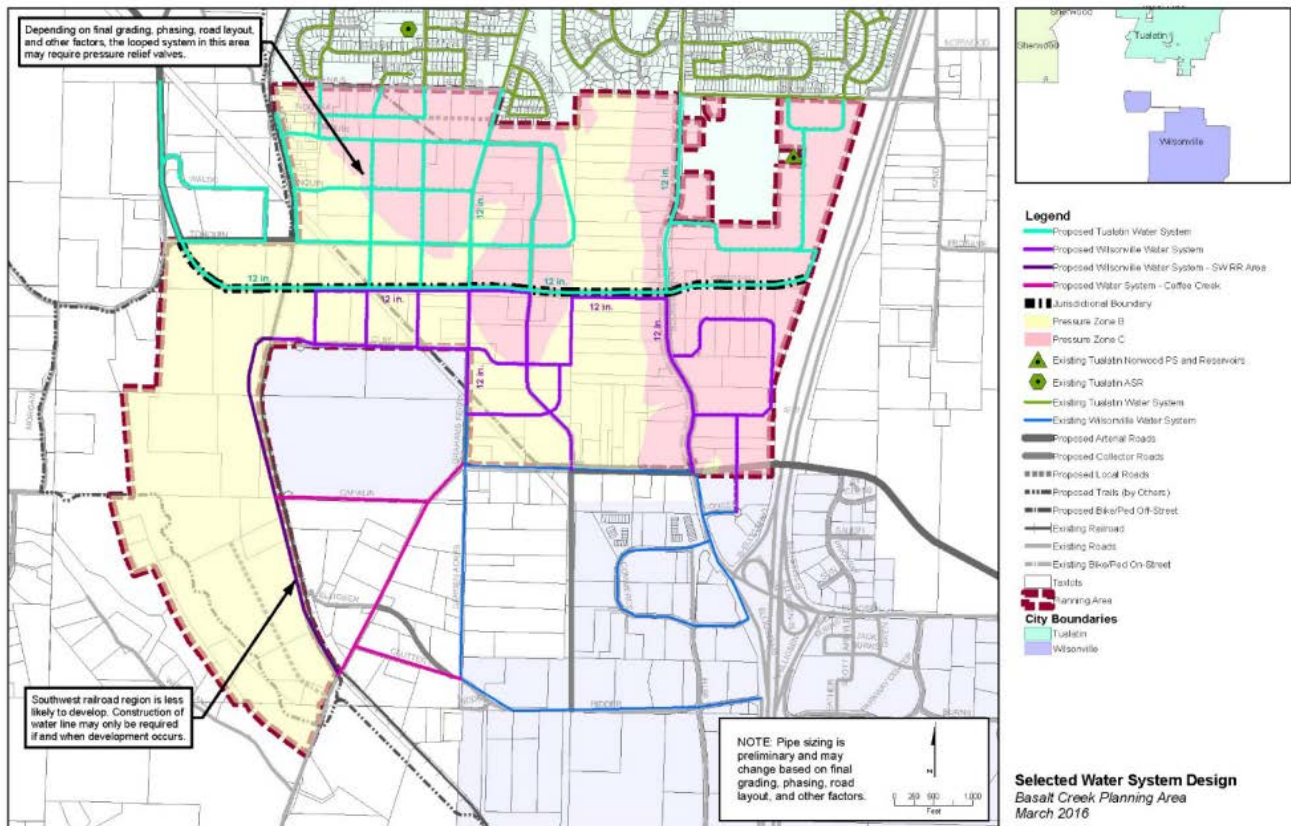
Wilsonville's Basalt Creek Industrial Area – Geographic Extent



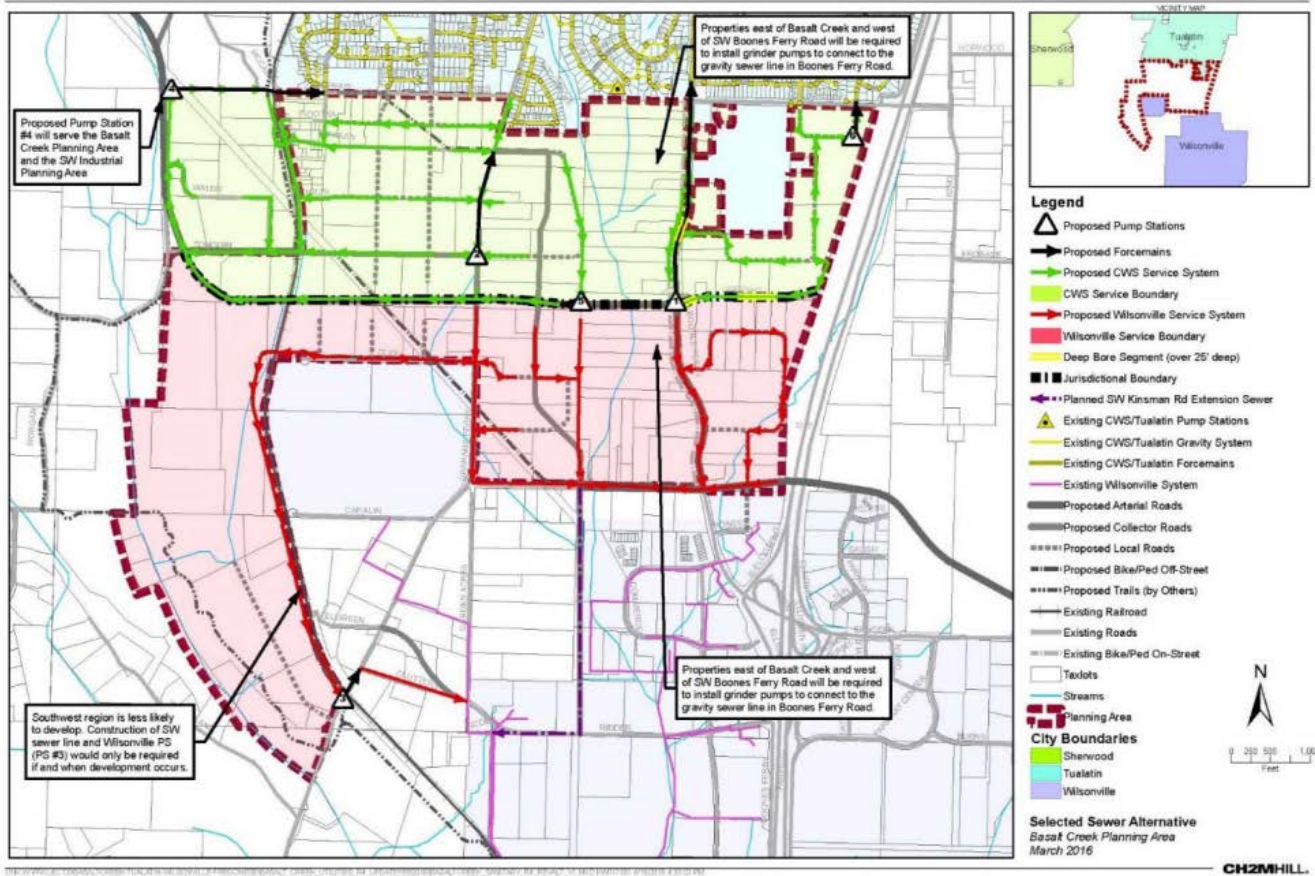
Basalt Creek Concept Plan – Wilsonville’s Proposed Land Uses



Basalt Creek Concept Plan – Conceptual Water System Design



Basalt Creek Concept Plan – Conceptual Sewer System Design



(See next page for additional information)

Basalt Creek Area – Major Transportation Infrastructure Projects



Project	Description	Cost
1. Basalt Creek Parkway Extension	Basalt Creek Parkway Extension from Grahams Ferry Road to Boones Ferry Road	\$ 1.93 M
2. Basalt Creek Trail Projects	2 trails: Basalt Creek Canyon and I-5 Easement	\$ 6.44 M
3. Widen Boones Ferry Road to 5 lanes:	Widen Boones Ferry Road between Basalt Creek Parkway and Day Road to five lanes	\$ 6.96 M
4. Widen Grahams Ferry Road to 3 lanes	Widen Grahams Ferry Road between Basalt Creek Parkway and Day Road to three lanes with bike lanes, sidewalks, and transit improvements	\$ 6.96 M
5. Boones Ferry Road/95 th Avenue	Implement access controls on Boones Ferry Road between Day Road and 95 th Avenue to improve safety and add capacity.	\$ 3.22 M
6. Basalt Creek Parkway Overcrossing:	Extend Basalt Creek Parkway over I-5 as a four-lane roadway	\$ 48.96 M
7. Day Road Overcrossing	Extend Day Road over I-5 to Elligsen Road as four-lane roadway	\$ 51.53 M
8. Dual Southbound Right Turn Lanes	Add a second southbound right turn lane on the I-5 off-ramp at Boones Ferry Road	\$ 0.64 M
9. Pioneer Court Extension	Extend Pioneer Court to the north, approximately 1,000 feet north of Day Road, connect to Boones Ferry Road to the west	\$ 10.31 M
Total		\$136.95 M

Source: Urban Renewal Strategic Plan, 2022

Project Narrative

A. Goals and Objectives.

A Wilsonville City Council goal for 2023-2025 is to "Attract high-quality industry and support economic opportunity for all in Wilsonville". Expected outcomes from this goal are increased economic opportunity for all and increased investment in industrial areas.

The goal of this project is to provide the necessary information to guide the City in meeting this goal and further setting thoughtful economic development policies and strategies.

Changes in economic trends at the national, state, regional, and local levels have occurred since Wilsonville's last EOA in 2012. This project will provide pertinent technical information and community engagement necessary for Wilsonville to best set new economic development policies and strategies.

The City is initiating a focused planning effort for the Basalt Creek Industrial Area on the north end of the City. This effort is funded through a combination of grants from Business Oregon and Metro totaling \$270,000. This planning effort will carefully examine the infrastructure needs and implementation, as well as the appropriate zoning approach, to make the land ready for industrial development. The additional scope proposed with this request will be a complementary Citywide Economic Opportunities Analysis and Economic Development Strategy to build on this area-specific work with the analysis of land and infrastructure availability, business sector needs, and community engagement.

Together the area-specific work and Citywide Economic Opportunities Analysis and Economic Development Strategy will inform related sections of a full Comprehensive Plan update scheduled to immediately follow, as well as give the City valuable information on availability and needs of employment land. The updated employment-related portions of the Comprehensive Plan, as well as the economic development strategies, will provide the City and partners quality information to thoughtfully push forward economic prosperity for the community and region.

Objectives

1. Develop cohesive and inclusive community and stakeholder-based policies and strategy for long-term, continued economic development within the City;

Identify strategies to provide opportunities for businesses of different sizes and types, particularly those owned by populations historically underrepresented in Wilsonville's business community.
2. Identify strategies on economic development and job creation over the coming decades that best serve a diverse and inclusive workforce to support a diverse and resilient employer base.

3. Update analysis of the City's economic data to understand employment growth rates by sector over the next 20 years.
4. Analyze employment trends and whether the City has the appropriate range of suitable employment sites to accommodate the expected share of regional growth over the coming years.
5. Update and analyze the City's inventory of vacant and partially vacant industrial and commercial land, and potential sites for redevelopment/reuse within the City's urban growth boundary including underutilized surface parking lots.
6. Develop recommended policies for the Economic Element of the Comprehensive Plan for inclusion in the next Comprehensive Plan update.
7. Develop other economic development strategies for City consideration beyond the scope of the Comprehensive Plan.

B. Products and Outcomes.

The project, which includes the products below, will have an important impact on the Wilsonville community and region. By identifying available land and anticipated industries and engaging diverse members of the community, the City will be able to more thoughtfully plan and prepare for **development** to support **economic prosperity**. The efforts from the updated policies and strategies will continue to lead to job growth and economic prosperity benefiting **livability** of the community. Examination of policies will lead to the City reviewing its regulations around industrial and commercial development resulting in likely **regulatory streamlining**. A major focus of the project will be to engage historically marginalized communities of color, both employees and business owners, as well as lower-income community members to help facilitate **socioeconomic gains**.

Product 1: Economic Trends Analysis/Employment Growth Memo. This memo will document a business and industry clusters analysis that depicts which specific businesses are already clustered in the market and those that are projected to grow or decline. The analysis will include a review of historic market absorption of jobs and sites by land use type and size/public facility requirements. The product will particularly look at trends and growth opportunities related to small businesses and increasing economic opportunity for historically marginalized communities of color and other priority populations for engagement.

Expected Outcome: Identification of economic opportunities, including target industry typologies, trends, employment growth, etc.

Product 2: Updated Buildable Lands Inventory. This product will review current land inventory; prepare a preliminary BLI map of vacant, partially developed, and underbuilt employment land; and work with partner agencies (Metro, County, State) to develop and verify reasonable capacity. It includes two draft and one final BLI map.

Expected Outcome: Thorough updated information on the availability of employment land within the City. This will complement the recently completed residential buildable lands inventory that is a part of the City's Housing Capacity Analysis.

Product 3: Site Suitability Analysis Memo. This product will relay an analysis of how the anticipated needs and trends from Product 1 relate to the available land in Product 2. It will specifically include analysis of site suitability for small and emerging businesses focused on historically marginalized communities of color and other priority populations for engagement.

Expected Outcome: A growing understanding of how future employment land supply relates to demand and specifically opportunities for historically marginalized community members.

Product 4: Economic Development Policies and Strategy Memo. This memo will memorialize the efforts to develop a list of recommended economic development policies for integration into a Comprehensive Plan update as well as the other strategies for the City's Economic Development team to pursue. Policies and strategies will include a focus on supporting the Latine population and other historically marginalized communities of color as well as other priority populations for engagement.

Expected Outcome: A thoughtful list of economic development policies and strategies, including those focused on historically marginalized communities of color, with additional context to guide their use and adoption into other documents and programs.

Product 5: Economic Opportunities Analysis. This product will incorporate information from previous products and, following draft review by the community, Planning Commission and City Council, City staff, and stakeholders, will be adopted by City Council.

Expected Outcome: An adopted document to guide policy decision for years to come related to land availability for employment and policies to encourage target industries and employment opportunities in general, especially for low income residents and historically marginalized communities of color.

Product 6: Equitable and Inclusive Community Engagement Plan and Engagement Actions. This product will begin with the City's Framework for Inclusive Engagement to development a comprehensive and targeted engagement strategy for the project to include, among others, historically underrepresented groups of both employees and business owners. Specific engagement events and actions will occur throughout the project based on the plan developed at the beginning of the project.

Expected Outcome: Gathering the stories and voices of the entire community, particularly those historically marginalized and most impacted by the decision, to have a

significant impact on the decision making as policies and strategies are formed.

Product 7: Project Management Meetings and Other Communications. This product will include a variety of meetings to coordinate between consultants, City staff, decision makers, and stakeholders over the duration of the project.

Expected Outcome: High quality regular communication to ensure the project stays on schedule and budget and meets the intended goals and objectives.

C. Equity and Inclusion Considerations.

The City has created project specific and tailored engagement programs that have increased engagement and influence of target communities for a number of recent projects supported by State and Metro grants including: Wilsonville Town Center Plan, Middle Housing in Wilsonville, Frog Pond East and South Master Plan, and Housing Our Future (HCA/HPS). The City also has adopted the Wilsonville Framework for Inclusive Engagement to provide a central framework to guide engagement on a variety of projects. Engagement as part of this project will continue momentum and take advantage of lessons learned in community engagement, as well as build on the guidance provided by the Framework.

The City has preliminarily identified the following priority populations for this project based on demographic information and information gained from prior planning efforts. This list will be refined early in the project as part of the Equitable and Inclusive Engagement Plan, based on the Wilsonville Framework for Inclusive Engagement. Overall, the project aims to remove barriers and ensure opportunities abound for all community members to realize socioeconomic gains.

Priority Populations:

- Latine employees and current and potential business owners. The City has a growing Latine population and, similar to recent planning projects, plans to focus outreach on this population. While the Latine population is a focus, based on current population in the community and projected growth, other recent projects have shown that efforts focused on the Latine community also engage other historically marginalized communities of color and populations with limited English proficiency. The engagement plan will confirm this approach and ensure efforts appropriately reach other communities of color including black or African American, Native American, and Pacific Islander communities, as well as different growing immigrant communities that include some members with limited English proficiency.
- Youth and young adults, which are or soon will be moving into jobs or business ownership.
- People with disabilities to remove barriers to their engagement in the economy.

- Lower income community members to understand barriers to engagement in the economy and looking to enable socioeconomic gains.

Specific Impacts and Outcomes:

- A deeper understanding of barriers to economic engagement.
- Understanding perceptions of the priority populations currently working in Wilsonville and what can be done to make it a more attractive and supportive place to work.
- Understanding what can be done to better facilitate growth of small and emerging businesses.
- Understanding that priority populations' needs and desires may differ from those traditionally understood and assumed and incorporating this perspective into City policies and strategies

Preliminary Strategies of Engaging the Priority Populations: (to be further refined as part of the engagement plan include}

- Community events where the priority populations are already present
- Social media outreach which includes requests for input and experiences, leveraging partners that have the target populations already engaged online
- Small focus groups, which include financial incentives such as gift cards for participants
- Lunch time presentations and discussions at employment sites
- Individual and small group interviews
- Project advisory council that includes representations of the priority populations
- Engagement of the City's Diversity, Equity, and Inclusion Committee that has representation of the priority populations and can connect with the broader populations
- Creating a conversation guide and training people to have conversations with their networks within the priority populations
- Partnering with local schools to engage in the classroom
- Engagement with the Chamber of Commerce and minority business groups such as the Hispanic Metropolitan Chamber

D. Work Program, Timeline & Payment.

Task 1. Economic Trends Analysis

The consultant, with assistance from the City, will complete a business and industry clusters analysis that depicts which specific businesses are already clustered in the market and those that are projected to grow or decline. The analysis will include a review of historic market absorption of jobs and sites by land use type and size/public facility requirements. The task will particularly look

at trends and growth opportunities related to small businesses and increasing economic opportunity for historically marginalized communities of color and other priority populations.

Schedule: July 2024 - September 2024
Products: Draft and Final Economic Trends/Analysis Memo

Task 2. Buildable Lands Inventory and Site Suitability Analysis

The consultant will review current land inventory; prepare preliminary BLI map of vacant, partially developed, and underbuilt employment land; and work with partner agencies (Metro, County, state) to develop and verify reasonable capacity. The City will provide feedback on each iteration. In addition, this task will analyze how the anticipated needs and trends from Task 1 relate the available land shown in the BLI. The analysis will specifically include a look at site suitability for small and emerging businesses focusing on historically marginalized communities of color and other priority populations.

Schedule: August 2024 - November 2024

Product: Draft and final Buildable Land Inventory map

Product: Draft and final Site Suitability Analysis Memo

Task 3. Economic Development Strategy and Policies

The consultant, with assistance from the City, will develop a list of recommended economic development policies for integration into a Comprehensive Plan update, as well as the strategies for the City's Economic Development team to pursue. Policies and Strategies will include a focus on supporting the Latine population and other historically marginalized communities of color and other priority populations.

Schedule: December 2024 - March 2025

Product: Draft and final Economic Development Policies and Strategy Memo

Task 4. Prepare Economic Opportunities Analysis (EOA)

This task will incorporate information from previous tasks and, following draft review by the community, Planning Commission and City Council, City staff, and stakeholders, put forward an Economic Opportunities Analysis document for adoption by Wilsonville's City Council. The EOA will incorporate a summary of inclusive engagement and its impact on the EOA.

Schedule: January 2025 - May 2025

Product: At least two draft EOA's for review, final EOA

Task 5. Equitable and Inclusive Engagement Plan and Actions

This Task will begin with the City's Framework for Inclusive Engagement to development a comprehensive and targeted engagement strategy for the project to include, among others, historically underrepresented groups of both employees and business owners. As outlined in Section C, the outreach will also include the Latine community, other historically marginalized communities of color, high- school age youth and young adults that will soon enter or have just entered the work force, individuals living with disabilities, and lower-income community members. The engagement will be concurrent and incorporated into other project tasks.

Schedule: July 2024 - May 2025

Product: Draft and final Equitable and Inclusive Engagement Plan

Product: Materials for each planned engagement action/event

Product: Summaries of each engagement action/event

Product: Draft and final summary engagement report and the impact on the project, to be incorporated into the main EOA document

Task 6. Project Management and Meetings

This task will include a variety of meetings to coordinate between consultants, City staff, decision makers, and stakeholders over the duration of the project.

Schedule: July 2024 - May 2025

Product: Meeting schedule, agendas, and meeting notes

Project Budget and Payment Schedule

Project Budget

	Total Consultant Cost	City Staff Time	Total Cost
Task 1 Economic Trends Analysis	\$ 17,500.00	\$ 18,000.00	\$ 35,500.00
Task 2 Buildable Lands Inventory and Site Suitability Analysis	\$ 25,000.00	\$ 18,000.00	\$ 43,000.00
Task 3 Economic Development Strategy and Policies	\$ 15,000.00	\$ 18,000.00	\$ 33,000.00
Task 4 Prepare Economic Opportunity Analysis	\$ 15,000.00	\$ 18,000.00	\$ 33,000.00
Task 5 Equitable and Inclusive Outreach	\$ 22,500.00	\$ 26,000.00	\$ 48,500.00
Task 6 Project Management and Meetings	\$ 25,000.00	\$ 52,000.00	\$ 77,000.00
TOTAL	\$ 120,000.00	\$ 150,000.00	\$ 270,000.00

Metro Contract 939064 - Exhibit B
February 13, 2024

Wilsonville Industrial Land Readiness (WILR) Project | City of Wilsonville

SCOPE OF WORK

Project 1: Basalt Creek Industrial Land Readiness

Task 1.1: Conduct Economic Inventory (Phase 1) Basalt Creek Concept Plan (BCCP) Area

Note: This task is included for context for the Metro grant, however is funded by a grant from Business Oregon.

This task, with assistance from the City, will complete an area-specific Economic Inventory, including but not limited to a business and industry cluster analysis that depicts which specific businesses are already clustered in the submarket and those that are projected to grow or decline. The analysis will also explore emerging industries and market trends, as well as review historic market absorption of jobs and sites by land use type and size/public facility requirements. Land absorption through speculative industrial development (where the end user may not be known during project development) should also be considered in this analysis. Based on the findings of the Economic Inventory, the deliverable will make recommendations for refinements to the Concept Plan land use concepts in order to maximize economic development opportunities in the BCCP area.

Deliverable:

Economic Inventory Phase 1 and Concept Plan Land Use Analysis Memo (Draft and Final)

Timeline

February 2024-May 2024

Estimated Consultant Cost (Funding Grant):

\$20,000 (Business Oregon)

Task 1.2: Update/Refresh Buildable Lands Inventory (BLI) and Site Suitability Analysis (Phase 1) BCCP Area

Note: This task is included for context for the Metro grant, however is funded by a grant from Business Oregon.

This task will build on the Buildable Lands Assessment, Land Suitability Analysis, and Land Capacity Analysis in the BCCP and technical appendices to update/refresh the BLI and Site Suitability Analysis for the Concept Plan area. Partner agencies (Metro, County, State) will be consulted to verify reasonable capacity. The City will provide feedback on each iteration. In addition, this task will

analyze how the anticipated needs and trends from Task 1.1 relate to the available land shown in the BLI. The analysis will specifically include a look at site suitability for land use concepts from the BCCP, as recommended for refinement through Task 1.1. Note site suitability in terms of infrastructure readiness is being reviewed separately. This task will focus on specific site features such as existing and planned access, location, site size, site geometry, site topography, and development restraints related to natural resources.

Deliverable:

BLI Map Phase 1 (Draft and Final)
Site Suitability Analysis Memo Phase 1 (Draft and Final)

Timeline

February 2024-May 2024

Estimated Consultant Cost (Funding Grant):

\$5,000 (Business Oregon)

Task 1.3: Assess Coffee Creek Form-based Code (Phase 1) BCCP Area

Note: This task is included for context for the Metro grant, however is funded by a grant from Business Oregon.

This task will apply lessons learned from the Coffee Creek Code Assessment project, completed separately by City staff, to a discussion of appropriate zoning for the BCCP area. This will determine the suitability of adapting the Coffee Creek Form-based Code (FBC) and Pattern Book as a baseline for zoning in Basalt Creek. The key deliverable for this task is a memo summarizing the discussion and identifying key considerations of adapting a FBC to the BCCP area, if this is the recommended course of action. This may be combined and done concurrently with Task 1.4.

Deliverable:

Coffee Creek Form-based Code Assessment Memo Phase 1 (Draft and Final)

Timeline

February 2024-June 2024

Estimated Consultant Cost (Funding Grant):

\$7,500 (Business Oregon)

Task 1.4: Assess Planned Development Industrial (PDI) Code (Phase 1) BCCP Area

Note: This task is included for context for the Metro grant, however is funded by a grant from Business Oregon.

This task will determine whether the land use vision of the BCCP, as refined based on Task 1.1., specifically High-Tech Employment, Light Industrial, and Craft Industrial designations, can be

achieved using the City's existing Planned Development Industrial (PDI) zoning district to guide development of the use categories envisioned in the Concept Plan. A memo summarizing this assessment and identifying key considerations of using the PDI zone in the BCCP area, if this is the chosen course of action, is the deliverable for this task. This may be combined and done concurrently with Task 1.3.

Deliverable:

PDI Assessment Memo Phase 1 (Draft and Final)

Timeline

February 2024-June 2024

Estimated Consultant Cost (Funding Grant):

\$5,000 (Business Oregon)

Task 1.5: Basalt Creek Property Owner Outreach and Interviews (Phase 1) BCCP Area

Note: This task is included for context for the Metro grant, however is funded by a grant from Business Oregon.

This task will involve reaching out to and checking in with as many Basalt Creek area property owners as possible to understand their current and future plans with their property. Feedback will be summarized in a memo to inform the overall project.

Deliverable:

Property Owner Outreach Memo Phase 1 (Draft and Final)

Timeline

March 2024-June 2024

Estimated Consultant Cost (Funding Grant):

\$15,000 (Business Oregon)

Task 1.6: Analysis of Future Development of Contractor Establishments in Basalt Creek (Phase 1) BCCP Area

Note: This task is included for context for the Metro grant, however is funded by a grant from Business Oregon.

A number of existing properties in Basalt Creek are classified as "contractor establishments", which often include small office uses, storage buildings, and gravel or paved storage/laydown yards. This task will build on Tasks 1.1 and 1.2 and look at the economics around the redevelopment potential and likely timeline for redevelopment of properties with these existing uses.

Deliverable:

Contractor Establishments Analysis Memo Phase 1 (Draft and Final)

Timeline

May 2024-August 2024

Estimated Consultant Cost (Funding Grant):

\$10,000 (Business Oregon)

Task 1.7: Determine Policy Direction (Phase 1) BCCP Area

Note: This task is included for context for the Metro grant, however is funded by a grant from Business Oregon.

This task will analyze and synthesize information gathered in prior tasks to determine policy direction and whether the base PDI zone, a hybrid code that blends existing regulations and procedures with new zoning and design guidelines, or a FBC overlay zone is most appropriate to guide development toward the use categories envisioned in the BCCP. This assessment will also discuss approaches the City may want to consider to encourage the envisioned development, such as more stringent Code standards, providing incentives for desired development in the Code, or developing economic development initiatives to achieve the vision. The key deliverable is a memo outlining the results of this synthesis.

Deliverable:

Policy Direction Memo Phase 1 (Draft and Final)
Planning Commission and City Council Work Sessions

Timeline

May 2024-August 2024

Estimated Consultant Cost (Funding Grant):

\$7,500 (Business Oregon)

Task 1.8: Draft Code Amendments and Adopt Final Code Amendments (Phase 1) BCCP Area

Note: This task is funded by the Metro grant

This task will identify the zoning code to apply to Basalt Creek as properties are annexed, and draft Basalt Creek specific Code amendments, including compliance findings, to put the appropriate zoning in place in the Concept Plan area. The key deliverable, a memo, will outline a complete package of recommended draft Code amendments and findings needed for adoption, including a Pattern Book, if a FBC is the chosen course of action.

The task then will prepare the final complete package of “hearings-ready” Code amendments and compliance findings, based on the previously developed draft amendments and findings,

needed to take the Code through final adoption with hearings before the Planning Commission and City Council and for integration into the City’s Development Code.

Deliverable:

Recommended Code Amendments Memo Phase 1 (Draft and Final)
Code Amendments and Adoption Findings (Draft and Final)
Planning Commission and City Council Work Sessions and Adoption Hearings

Timeline

September 2024-December 2024

Estimated Consultant Cost (Funding Grant):

\$10,000 (Metro)

Task 1.9: Conduct Infrastructure Study (Phase 1) BCCP Area

Note: This task is funded by a combination of both a Business Oregon and the Metro grant

This task will build on the Transportation Refinement Plan, transportation (streets and trails) and utility infrastructure (water, sewer, stormwater) analyses in the Basalt Creek Concept Plan, and supporting studies, such as the Basalt Creek Utility Infrastructure Concept Plan, as well as the City’s Transportation System Plan, Water Distribution System Master Plan, Water Treatment Master Plan Update, Wastewater Collection System Master Plan, Wastewater Treatment Plant Master Plan Update, Stormwater Master Plan Update, and other applicable studies and plans. The key deliverable of this work will be an infrastructure study document that determines infrastructure location, alignment, and sizing needed to efficiently and effectively serve future industrial users in the BCCP area. In addition, and in concert with the transportation work focused on Basalt Creek, this task will analyze and identify infrastructure needs to serve the West Railroad planning area.

Deliverables:

Infrastructure Study Document Phase 1 (Draft and Final)
West Railroad Specific Reports and Costing

Timeline

February 2024-May 2024

Estimated Consultant Cost (Funding Grant):

\$35,000 (Business Oregon \$25,000 Metro \$10,000)

Task 1.10: Develop Infrastructure Funding Plan (Phase 1) BCCP Area

Note: This task is funded by the Metro grant

Based on the information collected in the Infrastructure Study, this task will develop an Infrastructure Funding Plan document that identifies primary strategies and options to fund construction of the transportation and utility infrastructure required in the BCCP area, including alternatives, tools, and approaches that could be implemented over time to provide equitable distribution of the costs and benefits of essential infrastructure. Key components of the Infrastructure Funding Plan include: a) identify infrastructure projects, based on the completed Infrastructure Study, to include in the funding plan and their phasing/prioritization/timing for cash flow analysis; b) refine cost estimates and identify developer required contributions and City responsibility/cost share; c) confirm development assumptions to use in assessing and developing the funding plan; d) determine funding gap by infrastructure type; e) consider a range of tools to fill the funding gap, including tax increment financing (TIF)/urban renewal (see discussion of urban renewal feasibility in Task 1.11); f) select a preferred infrastructure funding plan; and g) provide implementation next steps for establishing the funding mechanisms needed to enable construction of the needed infrastructure.

Deliverable:

Infrastructure Funding Plan Document Phase 1 (Draft and Final)

Timeline

June 2024-December 2024

Estimated Consultant Cost (Funding Grant):

\$25,000 (Metro)

Task 1.11: Update Natural Resources Analysis

Note: This task is funded by a combination of both a Business Oregon and the Metro grant

This task will update prior inventories of riparian corridors and their buffers, wetlands and their buffers, and upland forest habitat based on most recently available aerial photography and other available observation not involving property access. Based on information from the inventory and analysis determine what land is developable and what areas need to be restored. In addition, this task will establish a SROZ boundary for the area.

Deliverable:

Updated natural resource maps with analysis memo

Map and list of land that is developable that was not previously and land that needs to be restored to natural habitat or wetland.

A SROZ map for later adoption.

Timeline

March 2024-June 2024

Estimated Consultant Cost (Funding Grant):

\$10,000 (Business Oregon \$5000 Metro \$5,000)

Task 1.12: Conduct Urban Renewal Feasibility Study (Phase 1) BCCP Area (if needed based on infrastructure funding plan, Task 1.10)

Note: This task is funded by the Metro grant

This task will explore the feasibility of TIF/urban renewal as a funding source, should the analysis in Task 1.10 indicate that this funding tool is the preferred course of action for the BCCP area. An urban renewal feasibility study document will include the following components: a) assessment of existing conditions and documentation of blight; b) financial analysis including a forecast of tax increment revenues that accounts for anticipated development and project expenditures over the lifespan of the urban renewal area; c) recommended boundary alignment after exploration of multiple boundary alternatives (if warranted); d) forecast of financial impacts on overlapping taxing districts; and e) recommended timeline and strategy for creation of a formal urban renewal plan and report under ORS 457. All of the subtasks under this task will be completed through consultation with City staff and several meetings (up to five) with the City’s Urban Renewal Task Force.

Deliverable:

Urban Renewal Feasibility Study Document Phase 1 (Draft and Final)

Timeline

January 2025-June 2025

Estimated Consultant Cost (Funding Grant):

\$60,000 (Metro)

Project 2 (aka Phase 2): Citywide Industrial Land Readiness

Note: All tasks in Project 2 are funded by the Metro grant

Task 2.1: Conduct Economic Inventory (Phase 2) Citywide

This task, with assistance from the City, will expand on the work begun in Task 1.1 to complete a citywide Economic Inventory that identifies competitive advantages, existing assets, workforce strengths and opportunities. Through traditional and innovative methods including, but not limited to, an industry clusters analysis and/or sectoral analysis, the citywide Economic Inventory will identify existing industry concentration in the submarket, and target industries the City can position itself to attract or grow. As such, the analysis will specifically consider emerging industries and market trends. The analysis will include a review of historic market absorption of jobs and sites by land use type and size/public facility requirements. As a subtask, the Economic Inventory will analyze trends and growth opportunities related to small businesses and increasing economic opportunity for historically marginalized communities of color and other priority populations. The information from this task will be primarily quantitative and will be complemented by qualitative information from Task 2.2 Outreach.

Deliverable:

Economic Inventory Memo Phase 2 (Draft and Final)

Timeline

June 2024-September 2024

Estimated Consultant Cost (Funding Grant):

\$30,000 (Metro)

Task 2.2: Equitable and Inclusive Engagement Plan and Actions (Phase 2) Citywide

This task will begin with the City's Framework for Inclusive Engagement to development a comprehensive and targeted engagement strategy for the project to include, among others, historically underrepresented groups of both employees and business owners. The outreach will also include the Latine community, other historically marginalized communities of color, high-school age youth and young adults that will soon enter or have just entered the work force, individuals living with disabilities, and lower-income community members. The engagement will be concurrent with and incorporated into other project tasks.

Deliverable:

Equitable and Inclusive Community Engagement Plan Phase 2 (Draft and Final)
Materials and Summaries for Engagement Actions/Events
Summary Engagement Report Phase 2 (Draft and Final)

Timeline

May 2024-June 2025

Estimated Consultant Cost (Funding Grant):

\$35,000 (Metro)

Task 2.3: Complete Buildable Lands Inventory and Site Suitability Analysis (Phase 2) Citywide

Expanding Task 1.2 citywide, this task will review current land inventory; prepare a preliminary BLI map of vacant, partially developed, and underbuilt employment land; and work with partner agencies (Metro, County, State) to develop and verify reasonable capacity. The City will provide feedback on each iteration. In addition, this task will analyze how the anticipated needs and trends from Task 2.1 relate to the available land shown in the BLI. The analysis will specifically include a look at site suitability for small and emerging businesses focusing on historically marginalized communities of color and other priority populations. This task will determine if sufficient land exists for a 20-year supply of employment land and further estimate when urban reserves may be needed for employment land.

Deliverable:

Buildable Lands Inventory Map Phase 2 (Draft and Final)
Site Suitability Analysis Memo Phase 2 (Draft and Final)
Future Land Supply Analysis Memo (Draft and Final)

Timeline

June 2024-September 2024

Estimated Consultant Cost (Funding Grant):

\$30,000 (Metro)

Task 2.4: Assess Planned Development Industrial (PDI) Code (Phase 2) Citywide

This task will determine what amendments to the City’s industrial zoning are needed to remove barriers to certain development or discourage certain development in support of the type of future industrial development the City aspires to. The assessment will also look at needed technical edits and identify key considerations for updating the PDI Code.

Deliverable:

Assessment of PDI Zoning Memo Phase 2 (Draft and Final)

Timeline

October 2024-March 2025

Estimated Consultant Cost (Funding Grant):

\$10,000 (Metro)

Task 2.5: Develop Economic Development Strategy and Policies (Phase 2) Citywide

This task, with assistance from the City, will develop a list of recommended economic development policies for integration into a Comprehensive Plan update, as well as actionable strategies for the City's Economic Development team to pursue. Policies and strategies will include a focus on supporting the Latine population and other historically marginalized communities of color and other priority populations.

Deliverable:

Economic Development Policies and Strategy Memo Phase 2 (Draft and Final)

Timeline

October 2024-June 2025

Estimated Consultant Cost (Funding Grant):

\$25,000 (Metro)

Task 2.6: Prepare Economic Opportunities Analysis (EOA) (Phase 2) Citywide

This task will incorporate information from previous tasks and, following draft review by the community, Planning Commission, City Council, City staff, and stakeholders, put forward an Economic Opportunities Analysis document for adoption by the City Council. The EOA will incorporate a summary of inclusive engagement and its impact on the EOA.

Deliverable:

Economic Opportunities Analysis Document Phase 2 (2 Drafts and Final)

Timeline

October 2024-June 2025

Estimated Consultant Cost (Funding Grant):

\$25,000 (Metro)

Task 2.7: Develop Draft Comprehensive Plan Update Language (Phase 2) Citywide

This task will involve drafting updated Comprehensive Plan language for inclusion in a citywide Comprehensive Plan update preliminarily scheduled for adoption in 2028. The language will reflect the Economic Development Strategy and Policies.

Deliverable:

Updated Comprehensive Plan Language Phase 2 (Draft and Final)
Planning Commission and City Council Work Sessions

Timeline

March 2025-June 2025

Estimated Consultant Cost (Funding Grant):

\$10,000 (Metro)

Task 2.8: Develop Draft Code Amendments and Adopt Final Code Amendments for City's Industrial Zones (Phase 2) Citywide

This task will involve drafting Code amendments based on Tasks 2.4 and 2.5. The task then will prepare the final complete package of "hearings-ready" Code amendments and compliance findings, based on the previously developed draft amendments and findings, needed to take the Code through final adoption with hearings before the Planning Commission and City Council and for integration into the City's Development Code.

Deliverable:

“Hearings Ready” Code Amendments (Draft and Final)
Planning Commission and City Council Work Sessions and Adoption Hearings

Timeline

March 2025-June 2025

Estimated Consultant Cost (Funding Grant):

\$15,000 (Metro)

METRO CONTRACT 939064 - EXHIBIT C

February 12, 2024

Wilsonville Industrial Land Readiness (WILR) Project | City of Wilsonville

Project Milestones, Deliverables, and Disbursement of Grant Funds

PROJECT MILESTONE AND SPECIFIED GRANT DELIVERABLES		DATE DUE	PROGRESS PAYMENT
1	Execution of grant agreement a) Complete project documents b) Signed and executed IGA	March 29, 2024	\$0
2	Consultant Contracting a) Request for Proposals (RFP) b) Submit draft consultant scope(s) of work, schedule, and budget for review c) Establish revised milestones and deliverables to amend grant agreement Exhibit C to coincide with consultant contract(s) d) Finalize and execute consultant scope(s) and contract(s)	March 29, 2024	\$0
3	Conduct Infrastructure Study (Phase 1) BCCP Area a) Infrastructure Study Document Phase 1 b) West Railroad Specific Reports and Costing	May 31, 2024	\$10,000
4	Update Natural Resources Analysis a) Updated natural resource maps with analysis memo b) Map and list of land that is developable that was not previously and land that needs to be restored to natural habitat or wetland. c) A SROZ map for later adoption	June 30, 2024	\$5,000
5	Conduct Economic Inventory (Phase 2) Citywide a) Economic Inventory Memo Phase 2 (Final)	September 30, 2024	\$30,000
6	Complete Buildable Lands Inventory and Site Suitability Analysis (Phase 2) Citywide a) Buildable Lands Inventory Map Phase 2 (Final) b) Site Suitability Analysis Memo Phase 2 (Final) c) Future Land Supply Analysis Memo (Final)	September 30, 2024	\$30,000
7	Draft Code Amendments and Adopt Final Code Amendments (Phase 1) BCCP Area a) Recommended Code Amendments Memo Phase 1 (Final) b) Code Amendments and Adoption Findings (Final) c) Planning Commission and City Council Work Sessions and Adoption Hearings for Basalt Creek Concept Plan	December 15, 2024	\$10,000

METRO CONTRACT 939064 - EXHIBIT C
Wilsonville Industrial Land Readiness (WILR) Project | City of Wilsonville

Continued

8	Develop Infrastructure Funding Plan (Phase 1) BCCP Area a) Infrastructure Funding Plan Document Phase 1 (Final)	December 31, 2024	\$25,000
9	Assess Planned Development Industrial (PDI) Code (Phase 2) Citywide a) Assessment of PDI Zoning Memo Phase 2 (Final)	March 31, 2025	\$10,000
10	Conduct Urban Renewal Feasibility Study (Phase 1) BCCP Area a) Urban Renewal Feasibility Study Document Phase 1 (Final)	June 30, 2025	\$60,000
11	Equitable and Inclusive Engagement Plan and Actions (Phase 2) Citywide b) Equitable and Inclusive Community Engagement Plan Phase 2 (Final) c) Summary Engagement Report Phase 2 (Final)	June 30, 2025	\$35,000
12	Develop Economic Development Strategy and Policies (Phase 2) Citywide a) Economic Development Policies and Strategy Memo Phase 2 (Final)	June 30, 2025	\$25,000
13	Prepare Economic Opportunities Analysis (EOA) (Phase 2) Citywide a) Economic Opportunities Analysis Document Phase 2 (Final)	June 30, 2025	\$25,000
14	Develop Draft Comprehensive Plan Update Language (Phase 2) Citywide a) Updated Comprehensive Plan Language Phase 2 (Final) b) Planning Commission and City Council Work Sessions	June 30, 2025	\$10,000
15	Develop Draft Code Amendments and Adopt Final Code Amendments for City's Industrial Zones (Phase 2) Citywide a) "Hearings Ready" Code Amendments (Final) b) Planning Commission and City Council Work Sessions and Adoption Hearings for City Industrial Zones (Citywide)	June 30, 2025	\$10,000
16	Grant Completion Documentation a) Final financial report submitted and backup documentation retained on file as appropriate b) Final reporting on grant performance measures submitted and approved by Metro	December 31, 2025	\$5,000

METRO CONTRACT 939064 - EXHIBIT C
Wilsonville Industrial Land Readiness (WILR) Project | City of Wilsonville

Continued

APPROVED GRANT PROJECT EXPENSE DISTRIBUTION

Changes to the approved expense distribution shown at right must be approved by Metro through an amendment of this Exhibit C.	Consultant Fees	\$ 290,000
	Direct Expenses	\$
	Contingency reserves	\$ 0
	TOTAL METRO GRANT FUNDS	\$ 290,000
	TOTAL WILSONVILLE FUNDS (BUSINESS OREGON GRANT)	\$ 100,000