



November 2024

Monthly Report

From The Director's Office

Greetings,

From the Staff of the City's Community Development Department, we wish you all a very festive holiday season filled with friends, family and fun.

May your travels be safe, and the New Year filled with opportunities for success and good health. We wish you all well and look forward to continuing to move Wilsonville in a positive direction in 2025!



Sincerely,
Community Development Department Staff

Building Division

Wilsonville's Building Division plays a crucial role in maintaining the city's infrastructure and ensuring that construction projects comply with local and state regulations. One of the key responsibilities of the Building Division is the archiving and management of construction documents. This process involves meticulous record-keeping to ensure that all documents related to building permits, inspections, and approvals are preserved in compliance with the state's records retention rules.

Construction document archiving in Wilsonville is a systematic process. When a construction project is initiated, all relevant documents, including plans, permits, and inspection reports, are collected and stored. The duration for which these documents are kept varies depending on the type of record, but generally, they are retained for several years to comply with legal and regulatory requirements. The Building Division's commitment to thorough record-keeping is evident in its detailed documentation practices. Every step of the construction process is recorded, from the initial permit application to the final inspection. This comprehensive record-keeping ensures that there is a clear and traceable history of each construction project, which is essential for accountability and transparency.

Citizens of Wilsonville have the right to access these records through a formal request process. The city provides a Public Records Request system, allowing residents to obtain copies of construction documents. This system is designed to be user-friendly, ensuring that citizens can easily request and receive the information they need. Typically, requests are acknowledged within two business days, and the requested documents are provided promptly, depending on the complexity and volume of the request. Many records are now stored digitally which makes the process even more streamlined.

The availability of construction documents to the public underscores the Building Division's dedication to transparency and community engagement. By making these records accessible, the city ensures that residents are informed about the development and changes within their community.

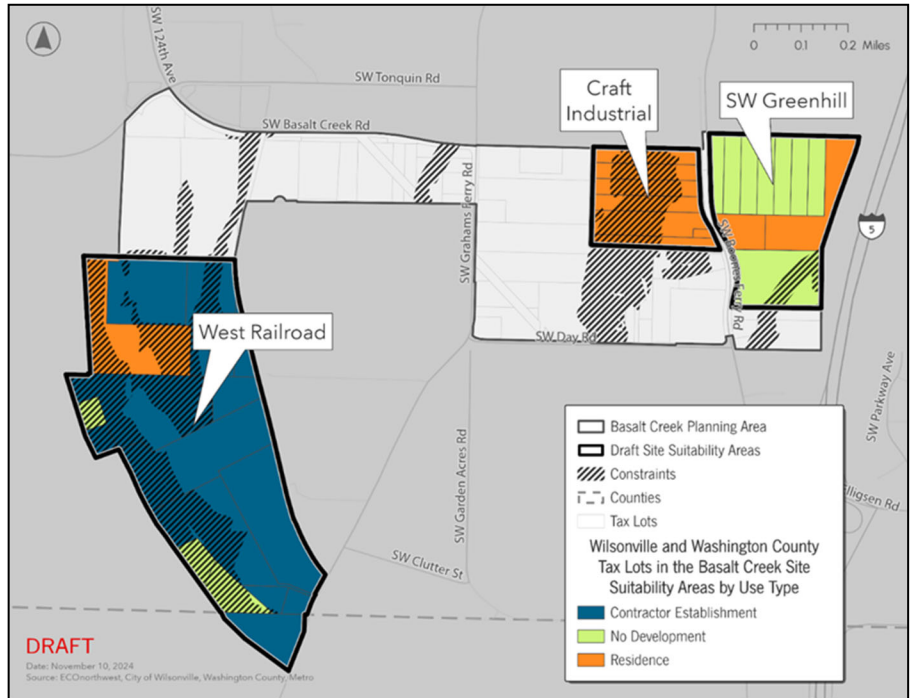


Economic Development Division

November was an exciting, if truncated, month beginning with the election of new leaders at the local, state, and federal levels. Unfortunately, staff fell ill at the beginning of the month and lost a full week of work, but there has been some exciting progress nonetheless. Some of that progress will be highlighted in the months ahead when the timing is appropriate. As the year winds down, we are thankful for departing Mayor Fitzgerald and City Councilors Akervall and Linville, and look forward to 2025 and beyond with new leaders at the helm.

Basalt Creek – Planning for Industrial Development

Before establishing regulating code and policy for the development of the Basalt Creek industrial area, staff is working with ECO Northwest to review the adopted Basalt Creek Concept Plan (2018) and study the economic viability of this development area, with an eye to local, state, and national trends. We are updating the Buildable Lands Inventory, conducting a site suitability analysis on three properties/sub-areas within Basalt Creek, and also exploring the redevelopment feasibility of existing, so-called ‘Contractor Establishments.’ We have made some interesting, and in some cases concerning discoveries, which will be presented to the City Council on December 2, 2024. This work is being done in order to inform future policy, as well as potential interventions the City may need to make in order to facilitate high-value development in this area.



GPI Site Selector Event

It’s often said that economic development is a marathon, not a sprint. That is true. It’s also understood that often times deals get done based on relationships just as much as the strengths and virtues of a given city or region.

Staff attended a social event hosted by Greater Portland Inc (GPI) on November 14, 2024, to meet three national site selectors who had spent two days in the Portland Region for a familiarization (or “fam”) tour. Site selectors are in some ways similar to commercial real estate brokers. They often hold brokers’ licenses, but they specialize in helping large, national and international companies to identify real estate, “sites,” that helps these companies to meet their expansion or relocation goals. Site selectors must be intimately familiar with geographic markets across the country in order to best help their clients.

Staff was able to make good connections with the site selectors present and will be including them on future promotional emails and communications in order to keep Wilsonville top of mind when they think of the Greater Portland region.



Economic Development Division

Staff Assist to Twist Bioscience

In addition to recruitment work, economic development also focuses on BR&E or Business Retention and Expansion. That is, we want to invite new businesses to Wilsonville, but we also want to retain and grow the businesses that are already here. We do this, again through relationships, and also by understanding the needs and pain points our constituent businesses experience by regularly checking in with them.

During a recent email exchange with leadership at Twist Bioscience, staff learned of some logistics challenges they were experiencing, having to do with schedule and frequency of pickups by carriers such as UPS and FedEx. As a life science business, Twist's products are sensitive and must be handled and delivered expeditiously.

Staff was able to connect Twist with the Port of Portland, who in turn maintains relationships with the major carriers noted above. Twist met with Port staff (in the new, beautiful terminal at PDX) and reported back to City staff:

"We were able to talk through the possibilities to support Twist, and also back up plans. In addition, understanding their focus and where we might be able to plug in was very valuable for us and our supply chain team. Thank you for making that connection."

We hope this connection bears fruit and a more favorable pickup and delivery process for Twist.

Wilsonville entrepreneur wins 'Clackamas County Pitch'

Staff attended the first ever "Clackamas County Pitch" competition, where five finalist entrepreneurs went into the shark tank to pitch their business ideas in need of investment support.

At the end of the day, CareSpace (carespace.ai), founded by Wilsonville-area resident, David Richards, won the "best overall" award (and \$25,000!!!) to support his company's growth. CareSpace is a digital platform that digitizes musculoskeletal care via a mobile phone or webcam powered by visual (AI-powered) learning to measure, record, and recommend personalized care pathways to improve outcomes at a population health scale.

Mr. Richards and City staff have plans to connect when the dust settles and discuss how the City can support the growth and success of his business.



Engineering Division, Capital Projects

2024 Street Maintenance (4014/4717)

Bid opening was held on May 21st and Council awarded on June 3, this project aims to:

Boones Ferry Road (Wilsonville Road to Bailey Street)

- Reconstruction of pavement section
- Updating of all non-compliant ADA pedestrian ramps
- Pedestrian signal improvements at Boones Ferry Road at the entrance to Fred Meyer
- Updating of the mid-block pedestrian crossing near Killer Burger

Bailey Street (Boones Ferry Road to cul-de-sac near Subaru Dealership)

- Reconstruction of pavement section
- Updating of all non-compliant ADA pedestrian ramps

Boberg Road (Boeckman Road to Barber Road)

- Reconstruction of entire road section

Boberg (Sewer) Manhole Replacement (2100)

This project just completed replacement of a sewer manhole and installation of an internal diversion structure adjacent to the new Public Works campus. This diversion structure will send flows from one sewage basin that sees high stormwater flows through inflow and infiltration (I&I) during rain events, to be diverted to a lower flow sewage basin. This diversion will reduce the potential of any sewage backups in the higher flow basin.

Boeckman Creek Flow Mitigation (7068)

This project will look at storm water flows coming off the Siemens site towards Boeckman Creek. Historically, these flows were directed towards the Coffee Creek wetlands, but with development of the Siemens site, flows were altered to head towards Boeckman Creek in the 1980s. These flows are needed to return to their natural waterways with the installation of the new Boeckman bridge. Two main project sites exist, one between SW Parkway and SW Ash Meadows, and the other is on the Siemens campus. Surveying, geotechnical exploration, wetland delineations, and archeological investigations have been complete on both sites, ahead of schedule. Engineering modeling of the system is complete, the first round of deliverables have been given to the City showing promising results for amount of work needing to be reduced. The team is in discussions with property owners regarding easements and what the work will look like onsite. 30% design drawings have been delivered to the City. Proposed easements are being drafted for review. Council action for property acquisition is expected in January or February.

Boeckman Creek Interceptor (2107)

This project will upsize the existing Boeckman Creek Interceptor sewer collection pipeline in order to support the development of the Frog Pond area. A regional trail will be installed as a part of the maintenance path from Boeckman Road to Memorial Park. Field investigations of the original area are finished, however, it was determined additional field investigations are needed to complete the routing study. CIP 7054, Gesellschaft Water Well Channel Restoration, will also be brought into this project to minimize City design and construction costs. Investigative work on the west side of the Wilsonville Bridge at Boeckman Creek is completed. Preliminary design iterations are complete, and several workable solutions have been identified to meet all project needs. A public open house was held on September 11 to seek input on the design to refine the layout. Results of the feedback were generally positive. Staff presented to Council the results of the preliminary design and other project findings. A scope of work to complete the project through design has been delivered to the City, and was presented to Council at the last meeting.

Engineering Division, Capital Projects

Boeckman Road Corridor Project (4212/4206/4205/2102/7065)

This project involves the design and construction of the Boeckman Dip Bridge (construction pictured), Boeckman Road Improvements (Canyon Creek Road – Stafford Road), Canyon Creek Traffic Signal, and Boeckman Road Sanitary Sewer projects. The Tapani-Sundt Joint Venture is now complete with design. Property acquisitions are advancing, and very nearly complete. This project has been divided into several guaranteed maximum price (GMP) packages.



GMP 1: Temporary Traffic Signal at Stafford Road and 65th Avenue

Complete!

GMP 2: Meridian Creek Culverts, House Demo

Complete!

GMP 3: Bridge, Roundabout, and Road Widening

- Completed components include:
 - ◇ Sewer trunk; curbs, sidewalk, and base paving east of the bridge.
 - ◇ Bridge: Pilings, girders, abutment retaining walls, and the deck pour.
- Joint utility Trench - This work includes installing conduits underground to move overhead lines underground.
 - ◇ East of the bridge – Most wires have been installed underground. The overhead wires will be removed when the bridge section is complete.
 - ◇ West of the bridge – Utility companies have started moving wires underground. The overhead wires will be removed when the bridge section is complete.
 - ◇ Under the bridge – Conduits will be installed and work will commence after the bridge structure is in place.
- Work in the roundabout at Canyon Creek and Boeckman has started, concrete is expected to be poured this week, weather dependent, with the first half of the roundabout (RAB) to be built.
- Trail Construction from Boeckman under the bridge is well underway and on pause until the bridge work is further along.
- Final asphalt surface and striping to be completed at the end of the year.

The entire project is expected to be complete in fall 2025.

Engineering Division, Capital Projects

Charbonneau Lift Station (2106)

This project involves replacing the Charbonneau wastewater lift station with a submersible lift station and replacing the force main from the station to the I-5 bridge. The design contract was awarded to Murraysmith in December 2021, and final design was completed in October 2023. A construction contract with Tapani, Inc. was awarded by City Council in December 2023, with construction anticipated for completion in November 2024.

West Side Level B Reservoir and Transmission Main (1149)

This project includes design and construction (pictured) of a new 3 million gallon water reservoir just west of City limits, along with approximately 2500 feet of 24-inch transmission main in Tooze Road connecting to the City water system. City Council awarded the construction contract to Tapani, Inc. in June 2024. Construction began in July 2024 and is scheduled for completion in fall 2025.

Water Treatment Plant (WTP) Expansion to 20 MGD (1144)

This project will expand the WTP capacity to 20 million gallons per day (MGD) and incorporate related WTP capital improvements. A Construction Manager/ General Contractor (CMGC) alternative contracting method was approved by City Council in March 2020. An engineering contract was awarded to Stantec in July 2020. The CMGC contract was awarded to Kiewit in August 2021. Final design was completed in coordination with the CMGC in March 2022. Construction began in June 2022, with completion expected in December 2024.

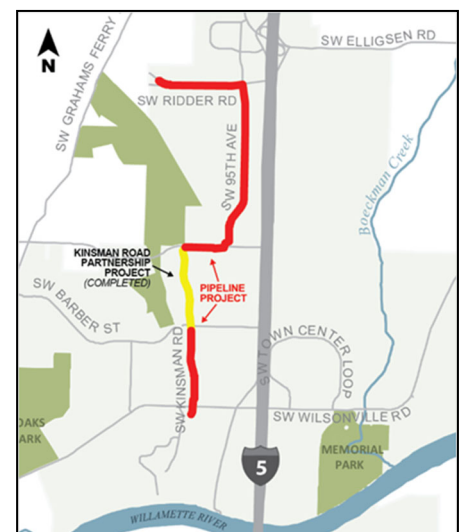


WWSP Coordination (1127)

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

- **Phase 1, Wilsonville Road (PLM_1.1)** Arrowhead Creek Lane to Wilsonville Road—**COMPLETE**
- **Phase 2, Garden Acres Road to 124th (PLM_1.2)** Ridder Road to Day Road—**COMPLETE**
- **Phase 3, Wilsonville Road to Garden Acres Road (PLM_1.3)** The WWSP's last section of transmission pipeline to be constructed in the City of Wilsonville began in fall 2022, with completion planned for 2025. It will connect the remaining portion of the pipeline through Wilsonville and has an alignment along Kinsman Road, Boeckman Road, 95th Avenue, and Ridder Road (see image). The Engineering Division is currently in the process of reviewing final plans and coordinating construction. The trenchless crossing under Wilsonville Road and under Boeckman Road have been completed. Pipe install on 95th Avenue from Boeckman Road to Ridder Road has been completed and restoration of the sidewalk and curb and gutter on the east side of the road is ongoing. The northbound lane of 95th Avenue from Hillman Court to Ridder Road has been temporarily paved and is opened to two-way traffic. The northbound lane of 95th Avenue from Boeckman Road to Hillman Court has been temporarily paved and should be opened to two-way traffic by the end of November 2024. Permanent concrete road panel restoration of 95th Avenue to follow in Summer 2025.

Pipe installation has been completed on Kinsman Road between Wilsonville Road and Barber Street and the road has been repaved and is open to two way traffic.



Engineering Division, Private Development

Residential Construction Activities

Canyon Creek South Phase 3

The contractor continues to work on punchlist items for closeout. The City continues to await submittal of construction drawings for the open space improvements.

Frog Pond West

Frog Pond West continues to see significant construction activities. Housing construction in the Frog Pond Ridge, Frog Pond Crossing, Frog Pond Estates, Frog Pond Oaks and Frog Pond Vista subdivisions is ongoing.



Photo taken from Stafford Road looking west over Frog Pond Crossing, Frog Pond Oaks and Frog Pond Vista

- Frog Pond Overlook, a 24-lot subdivision located north of Frog Pond Lane, and west of Frog Pond Vista, paved the new residential street and a portion of Frog Pond Lane. The contractor is working on finishing the path and landscaping the common areas.
- Frog Pond Petras, a 21-lot subdivision located on the northern corner of Frog Pond Lane and Stafford Road, has submitted plans for infrastructure construction. Staff is awaiting submittal of revised plans.
- Frog Pond Primary, the new West Linn-Wilsonville School District primary school on Boeckman Road is working primarily onsite. A portion of Sherman Drive has been paved. Staff is working with the School District to schedule paving of the unpaved portion of Sherman Drive.
- Frog Pond Terrace, a 19-lot subdivision located north of Morgan Farms, is working on utility testing in preparation of paving.

Natural Resources Division

Memorial Park Riparian Habitat

On November 16, 2024, the City and Friends of Trees hosted a planting event at Memorial Park. More than one hundred volunteers participated in the planting event, which included the installation of 700 native plants in the understory of a forest adjacent to the Willamette River.

Since 2002, the City of Wilsonville has partnered with Friends of Trees Green Space program on a wide variety of natural resource planting, restoration, and maintenance activities. Founded in 1989, Friends of Trees is a regional leader in improving the urban tree canopy and restoring sensitive natural areas through programs delivered by thousands of volunteers.



Planning Division, Current

Administrative Land Use Decisions Issued

- 3 Type A Tree Permits
- 2 Type B Tree Permit
- 4 Class 1 Administrative Reviews
- 2 Class 2 Administrative Reviews
- 1 Class 1 Sign Permit

Construction Permit Review, Development Inspections, and Project Management

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

- CIS Office Building at Wilsonville Road and Kinsman Road
- Industrial development on Day Road and Garden Acres Road
- New home on Montgomery Way
- New PGE substation on Parkway Avenue north of Boeckman Road
- Residential subdivisions in Frog Pond West
- Transit-Oriented Development on Barber Street

Development Review Board (DRB)

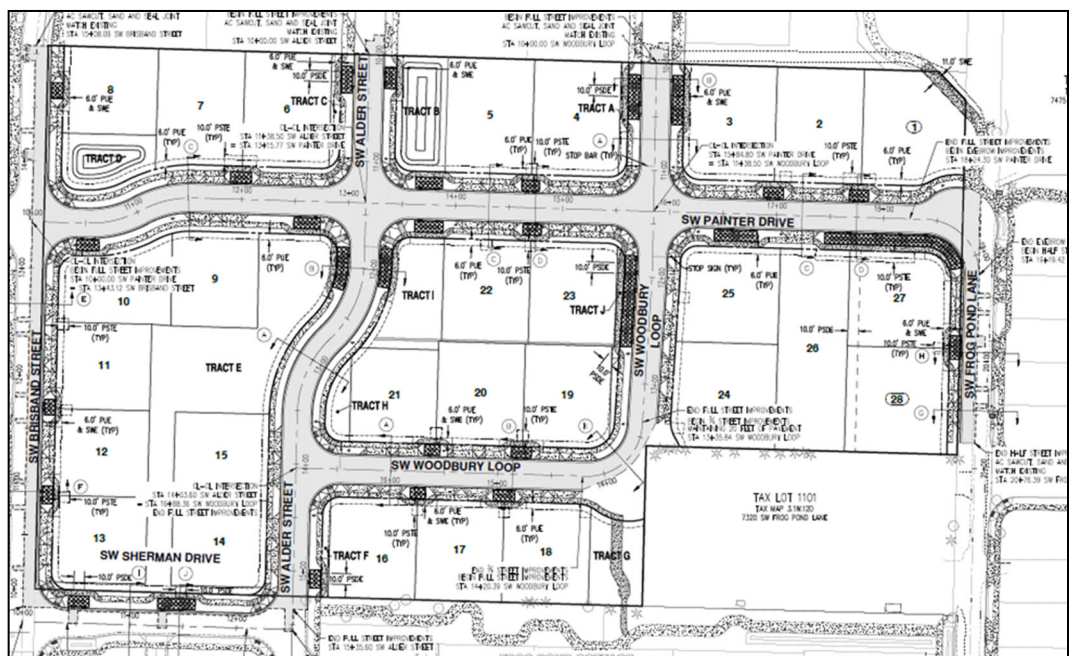
DRB Panel A met on November 14. At the request of the applicant and City staff, the Board continued, for the second time, a public hearing regarding the Ridgcrest subdivision in Frog Pond West until December 9.

DRB Panel B did not meet in November.

DRB Projects Under Review

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

- Frog Pond Ridgcrest-54-home subdivision in Frog Pond West
- Residential zone change and partition off Camelot Street
- Sign Waiver for Parkworks campus
- Temporary Use Permit for model home complex



Proposed Layout of Ridgcrest Subdivision in Frog Pond West

Planning Division, Long Range

Climate Friendly and Equitable Communities (CFEC) Parking Compliance

In the coming months the City will work on compliance with new State rules regarding the extent and manner in which local governments can regulate parking. In November, the City hired consulting firm Studio Davis, who has expertise in parking, to support the project. Studio Davis's work is funded by a grant from the Department of Land Conservation and Development (DLCD). City staff and Studio Davis held a kickoff meeting in November and Studio Davis began background work to prepare to present relevant information and compliance options to the Planning Commission, City Council, and the public.

Frog Pond East and South Master Plan

With the Frog Pond East and South Master Plan adopted in December 2022, the City has been focusing on implementation. Two outstanding implementation steps have been in process: (1) Development Code amendments, and (2) an Infrastructure Funding Plan. During November, Council adopted Resolution No. 3121 and Ordinance No. 892 completing these outstanding steps. All policy and code is now in place to allow submission of annexation and development applications for Frog Pond East and South which is expected as soon as necessary infrastructure is in place.



FROG POND EAST & SOUTH MASTER PLAN

Housing Our Future

This multi-year project will analyze Wilsonville's housing capacity and need followed by developing strategies to produce housing to meet the identified housing needs. This will build upon previous work, including the 2014 Housing Needs Analysis and 2020 Equitable Housing Strategic Plan. In November, the project Task Force held its third meeting, reviewing a list of actions that may be included in the Housing Production Strategy and providing feedback on which of the actions should be studied further. The Planning Commission reviewed these recommendations at their November 13 work session, largely agreeing with the Task Force recommendations with a couple of additions to the list of actions recommended for further consideration. The project team will share these recommendations with City Council in December, with a goal of confirming which actions will be evaluated further for consideration in the Housing Production Strategy.

Oregon White Oak Response Coordination and Leadership

In November, Associate Planner Georgia McAlister continued as a key member of the Mediterranean Oak Borer (MOB) task force, continuing to coordinate efforts between various City Divisions and Departments, as well as contract arborists, property owners, and others to diagnose and make a plan to address the declining health of a number of the City's Oregon white oak (OWO) trees. Following coordination meetings with Oregon Department of Agriculture (ODA), Oregon Department of Forestry (ODF), and research partners, members of Community Development and Park's and Recreation met to coordinate plans for the removal of one OWO in the Park at Merryfield, and one OWO in Murase Plaza. Entomologists at ODA reached out to Wilsonville for support and to provide data for the ongoing Animal and Plant Health Inspection Service (APHIS) investigation into the pest status of MOB. Updated guidance for MOB management from the State has been shared with staff and will be updated on the City's MOB webpage for the community.

Planning Division, Long Range

Planning Commission

The Planning Commission met on November 13 for two work sessions. The first work session reviewed potential actions for inclusion in the City's Housing Production Strategy as efforts continue to refine and vet the list of actions. For the second work session Natural Resources staff introduced the Climate Action Plan to the Planning Commission.

Wilsonville Industrial Land Readiness (WILR) Project

The Wilsonville Industrial Land Readiness project combines a focused economic and development potential analysis of the Basalt Creek Concept Plan on the northwest edge of the City with a City-wide Economic Opportunities Analysis and Economic Development Strategy to inform long-range job growth and planning efforts. The first phase of the project focuses on the Basalt Creek area, with a later second phase focusing on the entire City. During November, work on the first phase continued with ECO Northwest to update the buildable lands inventory (BLI), conduct a site suitability analysis, and evaluate redevelopment potential of contractor establishments. Transportation and natural resource evaluation work is ongoing for the Basalt Creek area. In addition, City staff worked on putting a contract in place for the second, citywide phase of the project.