

**City of Wilsonville
Parks and Recreation
Department**

**Memorial and
Murase Pedestrian
Wayfinding**

Wilsonville-Metro Community Enhancement Program

Project Assessment by City Staff

Project Title Wayfinding in Memorial Park

Reviewed By Dan Pauly, Chris Neamtzu, Zach Weigel, Kerry Rappold, Kelsey Lewis, Brian Stevenson, Kris Ammerman_
Date: March 11, 2025

Assessment Summary

Based on the Assessments of Project Compared to the Program Eligibility Criteria and Program Goals, the project appears to be:

☒ **Eligible:** Meets both eligibility criteria and program goals;

☐ **Ineligible:** Does not meet both criteria and goals.

Based on the assessment of additional issues for consideration, the project appears to be:

☒ **Appropriate:** The project appears to be of community value and is supported by staff as appropriate.

☐ **Inappropriate:** The project appears not to be of community value and is not supported by staff as appropriate.

1. Assessment of Project to Program Eligibility Criteria (Metro Code 5.06.070)

Bold * items are required eligibility criteria for all projects; if asterisked criteria not met, project is ineligible.

(a) ☒* The project location is in the city limits of the City of Wilsonville

(b) If program funds are to be used by other than City, then the project sponsor/contractor is either (*check only one*):

☐ A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c)(3) tax-exempt status; or

☐ A school or institution of higher learning; or

☒ A local government, local-government advisory committee, department or special district provided that they include documented support from the local government executive officer.

(c) ☒* The project funds do not replace any other readily available source of federal, state, local or regional funds. The project must not promote or inhibit religion.

(e) ☒* The project must not discriminate based on race, ethnicity, age, gender or sexual orientation.

(f) ☐ For a project located on private land, project establishes a clear public benefit and documents landowner permission.

2. Assessment of Project to Program Goals (Metro Code 5.06.080)

An eligible project must meet at least one of the goals listed below.

(a) ☐ Improve the appearance or environmental quality of the community.

(b) ☐ Reduce the amount or toxicity of waste.

(c) ☐ Increase reuse and recycling opportunities.

(d) ☐ Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having IRS 501(c)(3) tax-exempt status.

(e) ☒ Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve public awareness and opportunities to enjoy them.

(f) ☒ Result in improvement to, or an increase in, recreational areas and programs.

(g) ☐ Result in improvement in safety.

3. Assessment of Additional Issues for Consideration

Additional criteria to evaluate a project.

Issue 1 Does the project demonstrate a clear community benefit?

Response *Yes, the wayfinding signage would provide a benefit to anyone exploring Memorial Park.*

Issue 2 Is the cost estimate realistic? Is the project scalable? Is there a match or contribution from the applicant?

Response *The project appears to be scalable, although staff inquired about having some of the mapping done internally by GIS to reduce the costs. Also, Community Development staff noted that \$15,000 is available in the capital improvement (CIP) budget for wayfinding. The Parks & Recreation Director confirmed that the CIP funds could be used as a match since there are no other planned wayfinding projects in fiscal year 2025-2026. Sign permit and building permit fees need to be factored into the project estimate. An updated project estimate with CIP match, sign permit and building permit fees and possible internal GIS mapping support is requested.*

Issue 3 What kind of on-going maintenance needs might be required by project?

Response *The wayfinding signs would be added to the Parks maintenance plan.*

Issue 4 What impact might the project have on nearby homes and businesses?

Response *The wayfinding signs will provide additional information about how residents and local employers and employees can enjoy the trails in Memorial Park.*

Issue 5 Does the project appear to have community support?

Response *Yes, the application notes that parks field staff regularly receive questions about the location and distance of trails.*

Issue 6 Is the project consistent with existing planning documents (master plans, strategic plans, etc)?

Response *The project will need to comply with the City of Wilsonville Wayfinding signage standards, regional trails must comply with Intertwine standards and sign permits and building permits may be required.*

4. Does the applicant have any active Community Enhancement Grant projects, if applicable, and do they require an exemption? N/A

Please incorporate the following; regional trail – intertwine standards, wayfinding funds available in CIP, sign permit and building permit fees. Staff also suggested partnering with GIS for internal mapping services.

Staff also requested information about the naming process for “trails”.

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[Home](#) > [2025 Project Nomination Form–Community Enhancement Program](#) > [Webform results](#) > Submission #1

Submission information

Form: [2025 Project Nomination Form–Community Enhancement Program](#) ^[1]
Submitted by Visitor (not verified)
Wed, 02/19/2025 - 9:38am
143.244.98.165

Applicant Information

Sponsor:

City of Wilsonville Parks Department

Tax ID#**Contact Person:**

Zack Morse

Daytime Phone:

503-826-2315

Email Address:

morse@ci.wilsonville.or.us

Address:

29600 SW Park Place.

City:

Wilsonville

State:

Oregon

Zip code:

97070

Type of Organization:

A local government, local-government advisory committee, department or special district provided that the agency includes documented support from the local-government executive officer.

Project Information

Project Title:

Memorial and Murase Pedestrian Wayfinding

Amount Requested:

\$ 46,000

Mark all of the goals below which your project meets and explain how in the boxes below:

- Improve the appearance or environmental quality of the community
- Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them
- Result in improvement to, or an increase in, recreational areas and programs

How project meets 'Improve the appearance or environmental quality of the community' (be clear & specific)

The proposed informational signage in Memorial and Murase Parks will highlight and inform Park users of our amenities as well as provide navigation throughout our vast trail system. In the Memorial Park 2015 Master Plan, a listed improvement states for "Improve clarity of trail system." Memorial Park Trails see thousands of walkers, joggers, and cyclists in the height of summer months. Having a detailed trails map will benefit every one of them.

How project meets 'Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them' (be clear & specific)

With the addition of the Informational signs and designated trail markers, we foresee a positive impact in our riparian zones. It will clearly state where our trails systems are located causing less foot traffic in our natural spaces. It is important to stay on trails while exploring outdoors. Doing so reduces the risk of getting lost, helps prevent erosion, protects wildlife, and preserves the natural beauty of our forest.

How project meets 'Result in improvement to, or an increase in, recreational areas and programs' (be clear & specific)

Throughout this process, we will be naming each of our looped trails and color coordinate them accordingly with ¼ Mile trail markers. Our Parks Maintenance team is often asked the question, "How long is this loop?" Having an information board for the community to refer to would be a great addition to our trail system.

Brief Project Description and Explanation of how the CEP funds will be used, include project start and end dates:

This grant request will fund the Planning, Design, Fabrication, and Install of the 2 trailhead panels, 12 trail directional markers complete with 45 vinyl directional plaques.

We are currently in the 'quotes and cost breakdown stage' and plan to have a design completed by July. Once design and Fabrication is complete, we anticipate and Install date around October/November.

Where would the project be located and who owns the property if applicable?

The project will be located throughout the trails systems in Memorial Park and Murase Plaza Park. We would have an information board in Murase, close to the Parking lot. The second information board would be in Memorial Park, in between the parking lot and the bathroom. Our trail system would have visible trail markers with milage posted on them. Both properties are owned by the City of Wilsonville

For a project located on private or other public land (property not owned by the City of Wilsonville), written documentation from the landowner that gives the project sponsor and City permission for the project to occur on the land is required. Indicate here if the project is located on private or other public land (property not owned by the City of Wilsonville) and indicate if written permission from the landowner is to be submitted.

The project will be located on City of Wilsonville land.

What impact might the project have on nearby homes and businesses?

This project would positively impact the nearby homes and businesses by enhancing the Park patrons' experience in Memorial and Murase Plaza.

What kind of on-going maintenance needs and costs might be required by the project?

This project would require minimal maintenance over the life span of the Signs and Trail Markers. We would need to occasionally remove graffiti or other vandalism throughout its lifespan.

Who will benefit if this project is funded? Estimate how many Wilsonville residents will benefit if this project is funded.

This project would not be attainable without the Metro Community Enhancement Grant funding for the purchase of the equipment. The Parks Department has multiple major projects allocating funds for 2025-2026 and 2026-2027, we would not be able to complete it without the help of the Community Enhancement grant.

Memorial Park and Murase Plaza have consistently been Wilsonville's most visited Parks. In 2024, Memorial Trails saw over 800,000 users with the majority of them in the summer months.

How does the project serve diverse or traditionally underserved populations?

The Wayfinding Signs and Trail markers will serve as addition information for not only diverse or underserved populations, but every community member who uses our Parks.

Does this project serve a specific cultural or ethnic group in Wilsonville? If so, please specify.

This project will serve all cultural and ethnic groups who come to visit Memorial and Murase Plaza.

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep [2]

Upload Budget:

[project_budget_worksheet.xlsx](#) [3]

How were these costs estimated (quotes, catalog, previous projects, etc.)?

Costs were estimated based on a quote from Sea Reach for the Plan, Design, Fabrication, and Installation. The initial quote was received in mid-January.

Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?

Yes, the sponsors share will be funded through the Parks Maintenance General Fund.

Will the project be completed with the proposed funding or will future funding be necessary?

This project will be completed with no future funding necessary.

Funds are available for projects after July 1, 2024. Is this project compatible with that timing? How and when might this project be implemented?

If this project is fortunate to be funded, the project will begin in July when the funds are made available. This project is expected to take 5 months.

Identify if the project is included in an adopted Master Plan or Strategic Plan. (City of Wilsonville, school district, non-profit, etc.)

In the Memorial Park 2015 Master Plan, a listed improvement states for "Improve clarity of trail system." The proposed informational signage in Memorial and Murase Parks will highlight and inform Park users of our amenities as well as provide navigation throughout our vast trail system.

Project Management**Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task:**

Design – March 2025

Enter the contract for Signs and Markers – July 2025

Prepare and construct location of equipment – September 2025

Sea Reach to Install Signs and – October/November 2025

Open to the community – December 2025

Describe prior experience managing similar projects. Include prior Community Enhancement Projects:

The Wilsonville Parks Team and Wilsonville – Metro Community Enhancement Grant and Grant Committee have an excellent record of collaborative community focused projects. These past projects continue to be exemplary grant projects that are loved by the community and have even received recognition through state agency awards. Recent successful projects include: Murase Arboretum, Boones Ferry North Trail, Murase Musical Garden, The Nature Play Area in Memorial Park, The Pollinator Garden in Murase Plaza and The Community Stump Grinding project following the 2021 ice storm.

Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

The Parks team has already connected with Sea Reach to ensure pricing is reflective of the work done. Pricing includes the planning, design, final design, fabrication, and installation.

If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application:

This project will be located on City owned Park land.

Do you currently have an active CEP grant?

No

If yes, will you be seeking an exception?

No, an exception is not needed or requested.

Project Certifications:

- This project will not promote or inhibit religion in any way.
- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

Signature:

Zack Morse

Date Signed: Wed 2/19/25

Electronic signature agreement. By selecting the "I Accept" button, you are signing this agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature. You also represent that you are authorized to enter into this Agreement for all persons who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement.

I accept: Yes

Source URL: <https://www.wilsonvilleparksandrec.com/node/129062/submission/64502>

Links

[1] <https://www.wilsonvilleparksandrec.com/bc-mce/webform/2025-project-nomination-form%E2%80%93community-enhancement-program> [2]
<http://www.ci.wilsonville.or.us/cep> [3] https://www.wilsonvilleparksandrec.com/system/files/webform/project_budget_worksheet_1.xlsx

