

Monthly Report

Building Division

In Wilsonville, the Building Division ensures that all construction projects meet safety and code standards. While many residents are aware that large-scale residential projects like new home constructions or major renovations require permits, there are several smaller projects that also necessitate permits, often surprising homeowners.

For instance, installing or changing any part of a heating or cooling system that must be vented into a chimney requires a permit. This includes unvented decorative appliances, woodstoves, fireplace inserts, and pellet stoves.

Additionally, any alterations or repairs to gas piping between the meter and an appliance, whether indoors or outdoors, also need a permit. Even installing bath fans, dryer exhausts, kitchen range exhausts, and water heaters that require venting falls under this category.



Another common project that requires a permit is the construction of accessory structures or sheds. Before adding a detached accessory structure to your property, it's essential to consult with the Planning Division to ensure the project meets the city's Development Code. Once approved, you must provide the Building Division with the dimensions, height, and proposed location of the structure to determine if a building permit is necessary. It's also important to note that even seemingly minor projects like building a deck or patio cover might need a permit. For example, enclosed or unenclosed patio covers that exceed 200 square feet or are more than 30 inches above adjacent grade require a permit. Similarly, any deck or porch that comes closer than three feet to property lines must be reviewed and approved by the Building Division.

By obtaining the necessary permits, homeowners can ensure their projects are safe, code compliant, and legally sound. The Wilsonville Building Division is committed to helping residents navigate the permitting process, providing guidance and support every step of the way. For more information or to start your permit application, visit the city's online permitting portal or contact the Building Division directly.

City of Wilsonville Building Division FAQs.

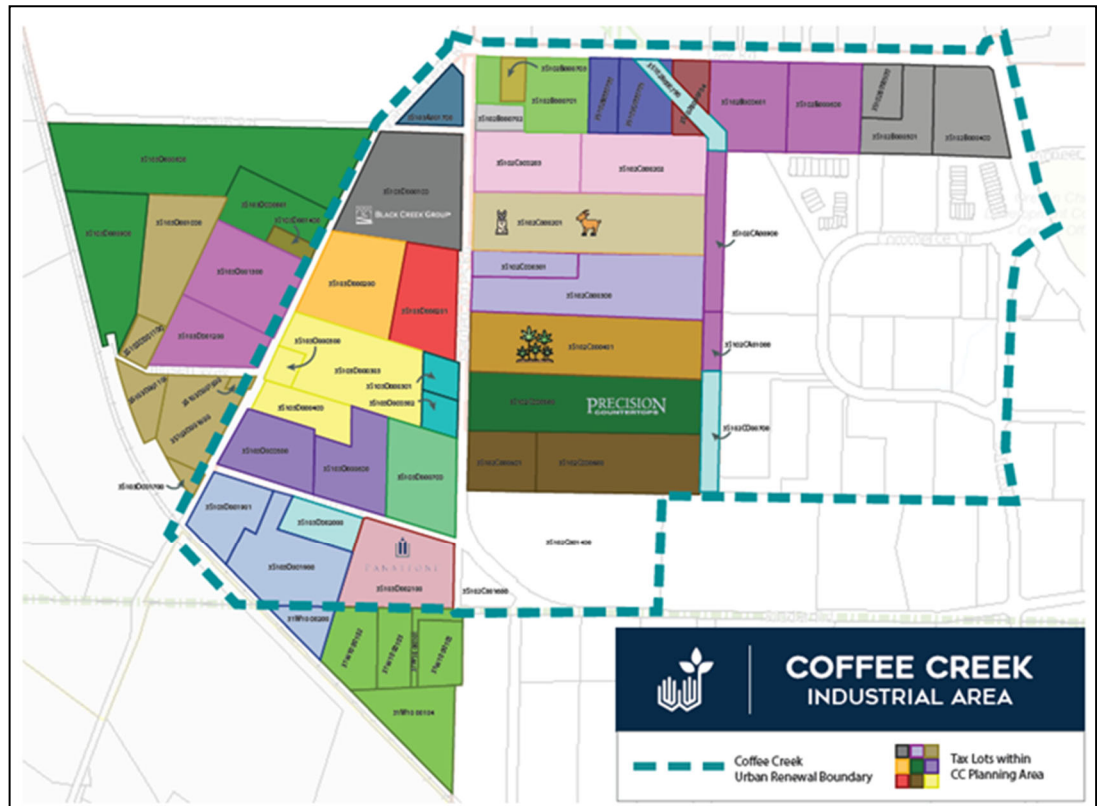
<https://www.ci.wilsonville.or.us/building/page/faqs-building>

Economic Development Division

Coffee Creek Land Aggregation Strategy

On July 21, the City Council directed staff to continue with the implementation of a new land aggregation strategy in the Coffee Creek industrial area. The strategy first requires staff to seek an amendment to the City's contract with Business Oregon under the Regionally Significant Industrial Sites (RSIS) program. The amendment will authorize land aggregation as a reimbursable activity. Currently, under the program, capital infrastructure projects are the only approved, reimbursable activities. RSIS is a performance based economic development program that reimburses RSIS

project sponsors (the City) for approved site improvement expenditures. The state shares a portion of state income tax generated by employment on RSIS sites for industrial land site readiness activities beginning the year after a project's employment thresholds are reached. The strategy, simply put, is to purchase land from willing sellers, aggregate several parcels into one larger parcel if needed, and then resell the property through public offering, to a company or developer for employment uses.



Japanese Delegation Fam Tour

Business Oregon organized a familiarization (Fam) tour with a site selection consultant based in Japan—Intralink. The delegation visited Wilsonville in late July. Staff hosted at City Hall with a prepared presentation and an informal conversation about the community, industry clusters, and available real estate. The relationship between Intralink and Business Oregon will be ongoing. Intralink is charged with finding Japanese-owned companies with interest in Oregon. When viable leads emerge, Intralink will call upon their knowledge of the region (and Wilsonville) for potential siting.



Economic Development Division

Former YMCA Child Care Space

The current ownership of the Village at Main commercial properties has struggled to lease the now vacant YMCA child care space. The main reason is the sheer size of the space, which makes monthly rent quite expensive, especially in the early months when the business and enrollment is being built and stabilized. The second challenge cited by potential lessees is the play space. Namely, that it is too small to meet regulatory requirements.

Staff arranged a meeting between the property owner and a licensing representative from the Department of Early Learning and Care (DELC), to walk the site and talk about the challenges. It was a productive meeting. The DELC rep, incidentally, used to manage the YMCA facility years ago, so she has great insight.

It turns out the play space is big enough. With some modifications, the play space can meet standards. The DELC rep also shared information about regulatory exceptions that could be used in order to obtain approvals.

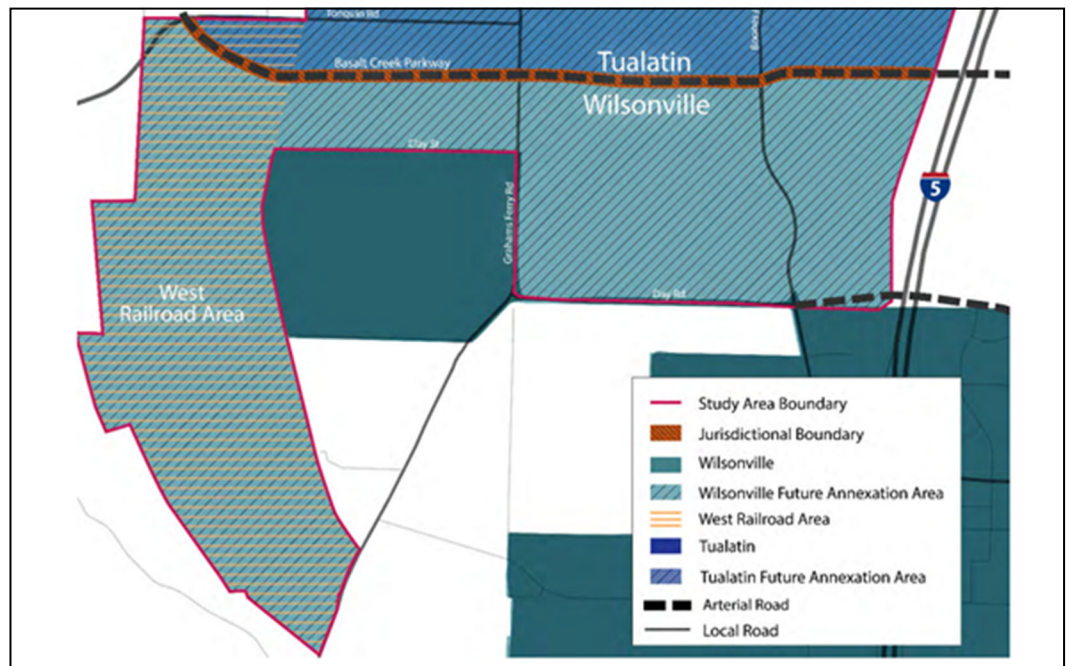
With this new information, and a direct contact at DELC, the property owner is recommitted to finding a suitable tenant for this important facility in the City.

Wilsonville Industrial Land Readiness (WILR)

This ongoing project continues to advance, led by the Planning Division. In August, the staff team kicked off the latest project component, a closer look at the “West Railroad” area: a subdistrict of the greater Basalt Creek planning area. Staff and consultants from MIG, visited the site and met with a critical property owner while on the site tour. More information to come.

Staff continues to work with Tiberius Solutions on a system development charge (SDC) cash flow analysis, which seeks to quantify the amount and pace of potential future development in the area, associated SDC collections and timing, and if there is a funding gap between anticipated SDCs and the funds needed for critical infrastructure projects.

The goal is to adopt code, policy, and an economic development strategy, informed by an economic opportunities analysis, in early 2026.



Engineering Division, Capital Projects

2025-2028 Street Maintenance (4014)

The Wilsonville Annual Street Maintenance Program funds the planning, design, and construction of street surface rehabilitation projects necessary to maintain a safe and reliable street network. This project represents the next three years of planned street maintenance across Wilsonville.

- **Current Construction**

The City awarded the Fiscal Year 2025 (FY25) crack sealing contract to KNL Industries in May 2025. Currently, KNL Industries is working on performing Crack Sealing in the Villebois, Park at Merryfield, and other nearby neighborhoods bounded by the following roads: North of Wilsonville Road, South of Boeckman, West of Kinsman, and East of Grahams Ferry Road. Crack sealing is a maintenance technique used to extend the life of roads by filling in cracks to reduce the infiltration of water. In addition to crack sealing, construction crews will also be performing small, localized pavement spot repairs, which consists of construction crews removing and replacing small sections of damaged asphalt. These repairs focus only on the areas that are cracked, crumbling, or uneven. Crack Sealing and spot repairs were completed in June.

In addition to the crack sealing contract, the City is in the process of awarding the Fiscal Year 2026 (FY26) slurry sealing contract to VSS International, who were selected through a Joint Cooperative Procurement with Hillsboro, Oregon. Later in the Summer, after KNL Industries has completed crack sealing and spot fixes, VSS International will slurry seal the local roads which were crack sealed in June. Slurry sealing spreading a thin layer of asphalt mixed with water and tiny gravel over the road. This layer fills in small cracks and smooths out bumps, protects the road from water and sun damage, improves traction for cars and bikes, and helps the road last longer. Slurry Sealing was completed in August.

- **Planned Construction**

Century West is working on preparing plans and specifications for rehabilitation of the following road segments during the respective fiscal years:

- ◇ FY26

1. Parkway Center Avenue to Town Center Loop East, Parkway Center Court to Town Center Park
2. Grahams Ferry Road from Cahain Road to Day Road

- ◇ FY27

1. Boones Ferry Road from Boeckman Road to Ridder Road
2. Nike Drive from 95th Avenue to Boones Ferry Road
3. Ridder Road from 95th Avenue to Boones Ferry Road

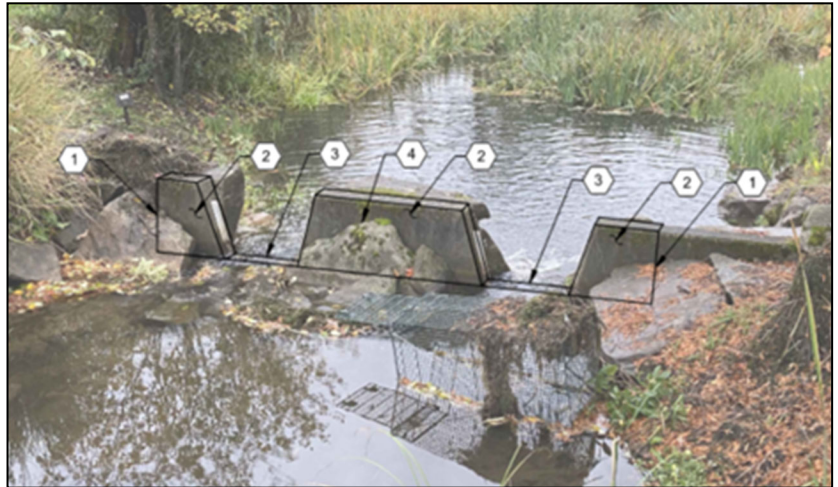
- ◇ FY28

1. Chantilly to and from Willamette Way East
2. McKenzie Court cul-de-sac to cul-de-sac
3. Parkway Center Drive from Elligsen Road to Burns Way
4. Sun Place from Best Western to Parkway Avenue

Engineering Division, Capital Projects

Boeckman Creek Flow Mitigation (7068)

This project will look at stormwater 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 early 1980s. These flows are needed to return to their natural waterways with the installation of the new Boeckman bridge. 90% plans have been reviewed and returned to the Contractor. Property acquisition is underway with purchase offers recently presented to property owners. Bidding is expected this winter.



A flow weir structure shown above will need modified as a part of the project.

Boeckman Creek Interceptor and Trail (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. Capital Improvement Project (CIP) 7054, Gesellschaft Water Well Channel Restoration, was also brought into this project to minimize City design and construction costs. A State Revolving Fund Loan has been secured to help cover project costs. Additionally, an Oregon Community Path Grant has been secured for the last segment – crossing Boeckman Creek up to Wilsonville Road. This portion of the project will need to be a separate project due to grant requirements.

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, 2024 to seek input on the design to refine the layout. Results of the feedback were generally positive. 60% plans were delivered to the City in June and reviewed by City Staff. Minor design refinements are expected to avoid impacts to existing trees and to minimize project costs.

The right of way acquisition process has not started on this project. Once the design is finalized, easement locations will be determined and a Council meeting will be needed to requesting authorization of property acquisition up to and including the use of eminent domain.

Brown Road Improvements Project (1148)

The Brown Road Improvement Project provides upgrades that bring Brown Road in closer alignment with current City standards for urban roads. The section of roadway to be upgraded extends from Wilsonville Road to Evergreen Drive. Anticipated upgrades improve connectivity by adding bike lanes, sidewalks, and provide better and safer access to adjacent neighborhoods. Surveying, geotechnical explorations, transportation studies, and a tree inventory are currently in progress at the project site. The consultant team delivered the 60% design to the City in May 2025, and the City provided comments. The consultant team is currently working towards the 90% design which is expected to be delivered to the City in August 2025. A third Community Open House is being planned for summer to present updated designs and concepts with the community and any other interested partners. The City anticipates construction will begin in spring 2026 and will be completed by the end of 2026.

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, 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!

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

GMP 2: Meridian Creek Culverts, House Demo

Complete!

GMP 3: Bridge, Roundabout, and Road Widening

- Substantially Complete!

West Side Level B Reservoir and Transmission Main (1149)

This project includes design and construction of a new 3-million-gallon water reservoir just west of City limits, along with approximately 3500 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 the summer/fall 2025.

Completed Major Elements: Mass grading of the site, concrete foundation, floor, wall, roof installation, concrete pre-stressing, and transmission main installation.

Tank construction and pre-stressing were completed in March, with transmission main testing scheduled to occur in August, followed by disinfection of the reservoir. Final testing and commissioning of the new reservoir is scheduled for early fall 2025.

The Tooze Road transmission main installation is complete, except for the connection to the existing City water main, which will occur in August. Final paving of Tooze Road is scheduled for August of 2025, followed by tank commissioning and final grading/landscaping of the reservoir site.



Traffic is flowing through the round about with the bridge in the distance.



Earthwork on reservoir site

Engineering Division, Capital Projects

WTP Expansion to 20 MGD (1144)

This project expands the water treatment plant (WTP) capacity to 20 million gallons per day to support water demands in the City and Sherwood. Construction began in June 2022, with completion expected in the fall 2025. The majority of work is complete, including testing, commissioning, and troubleshooting of new equipment.

Completed Major Elements: Larger pumps, electrical equipment, and generator, seismic improvements, and replacement of portions of the treatment process. Remaining work includes installation of an electrical transformer in the fall 2025, after which the project will be complete.

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. Permanent concrete road panel restoration of 95th Avenue began in April 2025 and will extend through the end of the year. Temporary traffic control during restoration will require detours and one-way travel to accommodate construction activities. Pipe install on Ridder Road west of 95th Avenue is anticipated to begin in June 2025 and will require a full road closure during construction for at least seven months.



Engineering Division, Private Development

Residential Construction Activities

Canyon Creek South Phase 3

The project is being purchased by a new contractor who will finish the improvements. The contractor continues to work on punchlist items for closeout. The plat has been recorded. The City has not yet received building permits nor plans for the open space improvements.

Frog Pond West

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

- Construction of the Frog Pond Neighborhood Park is anticipated to begin in early September.
- Frog Pond Cottage Park Place, Phase I, a 12-lot subdivision located on the south side of Frog Pond Lane, just east of the Frog Pond Ridgecrest subdivision, is anticipated to begin construction in spring 2026.
- Frog Pond Petras, a 21-lot subdivision located on the northern corner of Frog Pond Lane and Stafford Road, has started infrastructure construction. The contractor has installed sewer and storm pipes and is working to schedule water service installation. Infrastructure is anticipated to be completed in early 2026.
- Construction has started again at Frog Pond Primary, the new West Linn-Wilsonville School District primary school on Boeckman Road. The sidewalk along Brisband Street has been opened as onsite work continues.
- Frog Pond Ridgecrest, a 54-lot subdivision located on the south side of Frog Pond Lane, just east of the Frog Pond Terrace subdivision, is working to install storm infrastructure.



Frog Pond Petras Grading



Frog Pond Primary



Frog Pond Ridgecrest Grading

Natural Resources Division

Metro Coffee Lake Creek Wetland Restoration

The Metro Coffee Lake Creek wetland restoration project is underway. If you walk or drive around the project area, you can observe the grading and construction activity. The project will include restoring the natural contours of the land, removing a portion of the ditch, and recreating a landscape of ponded areas, raised hummocks, and shallow swales. This restoration allows water to slowly meander through the site, supporting a diverse array of native plants, insects, fish, and wildlife. Water will stay on site longer, allowing it to slowly filter into groundwater. Restoring hydrology to the wetland will provide water-logged conditions that slow plant decomposition, allowing peat soil to build once again. By returning the natural area to its past, water-logged self, this site will be able to store carbon once again.

The contractor will complete the project in spring 2026. If you are interested in reading more about the project, there is an article about it in the fall 2024 issue of Metro's Our Big Back Yard.

<https://www.oregonmetro.gov/news/restoring-coffee-lake-creek>.



Planning Division, Current

Administrative Land Use Decisions Issued

- 6 Type A Tree Permits
- 7 Type B Tree Permits
- 2 Class 2 Administrative Reviews
- 2 Class 1 Sign Permits
- 1 Class 1 Wireless Review
- 1 Class 2 Wireless Review

Construction Permit Review, Development Inspections, and Project Management

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

- A new neighborhood park in Frog Pond
- CIS Office Building at Wilsonville Road and Kinsman Road
- Frog Pond Primary School
- Industrial development on Day Road and Garden Acres Road
- New PGE substation on Parkway Avenue north of Boeckman Road
- Residential subdivisions in Frog Pond West

Development Review Board (DRB)

DRB Panel A did not meet in August.

DRB Panel B did not meet in August.

DRB Projects Under Review

Planning Division, Long Range

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

- Modular offices at Republic Services
- Sign Waiver and Site Design Review for Parkworks campus sign and graphics

Climate Friendly and Equitable Communities (CFEC) Parking Compliance

As part of the Climate Friendly and Equitable Communities (CFEC) program—established under Governor Kate Brown’s Executive Order 20-04, local governments are required to reform parking standards to reduce climate pollution and promote more efficient land use. In August, the City Council held a second reading and adopted Development Code amendments to implement these parking reforms. The updated Development Code will be in effect in early September.

Housing Our Future

This multi-year project analyzed Wilsonville’s housing capacity and need followed by developing strategies to produce housing to meet the identified housing needs. This builds upon previous work, including the 2014 Housing Needs Analysis and 2020 Equitable Housing Strategic Plan. In June, City Council held a public hearing on the project, adopting the Housing Needs and Capacity Analysis, related Comprehensive Plan text amendments, and the Housing Production Strategy. Work to implement the actions contained in the Housing Production Strategy will occur over the next six years.

Planning Division, Long Range

Legislative Session Involvement

The 2025 legislative session concluded in June with the passage of several impactful bills related to land use and housing. Throughout the session, Planning staff actively monitored key legislation, collaborated with the League of Oregon Cities, and contributed to the development of City comments and testimony. In August, staff continued analyzing and learning about adopted bills to prepare for local implementation and compliance.

Planning Director Miranda Bateschell continues to serve on the Oregon Housing Needs Analysis Rulemaking Advisory Committee (RAC), which is currently focused on housing capacity rules and safe harbors for cities developing Housing Production Strategies. These strategies must be adopted by the Land Conservation and Development Commission by the end of the year.

Oregon White Oak Response Coordination and Leadership

In August, Associate Planner Georgia McAlister continued to play a key role in the Mediterranean Oak Borer (MOB) task force, coordinating efforts among City divisions, contract arborists, property owners, and other stakeholders to assess and respond to the declining health of Oregon white oak (OWO) trees.

The Cumberland White Oak Heritage Tree was removed. Representatives from the Oregon Department of Forestry (ODF) and Oregon State University (OSU) were present for the removal for observation and material collection. MOB was also positively identified in two trees on City property which will be removed in the coming months for safety. The Oregon Department of Agriculture (ODA) and ODF remain committed to partnering with the City on researching and facilitating innovative mitigation and removal methods. Most recently, ODA expressed an interest in providing funds to the City to support stump removal for previously removed infested OWOs.

Planning Commission

On August 13, the Planning Commission held a work session to review the updated draft of the City's Climate Action Plan. The session was facilitated by Natural Resources Manager Kerry Rappold, who guided the Commission through the proposed updates and gathered feedback to inform the next phase of the plan's development. The project team will finalize the plan for adoption over the coming months.

Wilsonville Industrial Land Readiness (WILR) Project

The Wilsonville Industrial Land Readiness (WILR) project integrates a focused analysis of development potential in the Basalt Creek Concept Plan area with a citywide Economic Opportunities Analysis and Economic Development Strategy. Together, these efforts aim to guide long-term job growth and land use planning. In August, consultant work on Basalt Creek centered on preliminary work to develop land use options for the West Railroad area and continued effort on an infrastructure funding plan. Progress also continued on the citywide analysis, with preliminary findings presented to the City Council.