



MARCH 2021 MONTHLY REPORT

From The Director's Office

Greetings!! Over the years, I have been approached by staff from other metro area cities—most of which are much larger than Wilsonville—who ask the question, “How is Wilsonville so effective in its legislative efforts in Salem?” As I contemplated this question, I believe the answer lies in three areas: consistent vision, a well-developed legislative agenda, and the nimble hard-work of staff and elected officials that track, digest, and report on literally hundreds of pieces of legislation that are proposed in the House and Senate. They then carefully choose ones to track, comment on, and/or testify on.

For decades, Wilsonville has stood for and represented consistent positions of farm and forest land protection, urbanization inside cities, equitable regional processes, high-quality reliable infrastructure, as well as fighting hard to prevent preemption of local government control. Public and Government Affairs Director Mark Ottenad and lobbyist Greg Leo of the Leo Company are the driving forces behind the City's legislative success. These two gentlemen have worked together with the Council for many years to create carefully crafted packages of policy topics that become the foundation of our legislative framework.

The Legislative Agenda is a robust document that is regularly referred to so that when the Legislature is in session, staff are able to quickly and consistently pull together position papers on literally hundreds of complex and diverse topics. Together, Mark and Greg are in close communication daily with a wide variety of agencies, entities, and interests. The coordination is complex and incredibly fast paced and includes the likes of the League of Oregon Cities, Metro, and surrounding communities, as well as special interest groups and citizens. There is top level coordination amongst the regions lobbyists as well. Mark and Greg also work with representatives and senators on topics germane to our area of the region to ensure that our voice is heard and our priorities are advanced as part of lawmaking. Of course, the Mayor and Council are always at the ready to support the efforts in whatever way are needed at the time.

In the past several weeks, the Community Development Department staff have been in a support role on bills that address transportation capacity, infrastructure provision, urban reserves and the Urban Growth Boundary, airports, and affordable housing—just to name a few. Community members can rest assured that City staff are working hard to advance the community's collective interests when it comes to the State Legislature.

Respectfully submitted,

Chris Neamtzu, AICP
Community Development Director



Building Division

Customer Service in a Pandemic

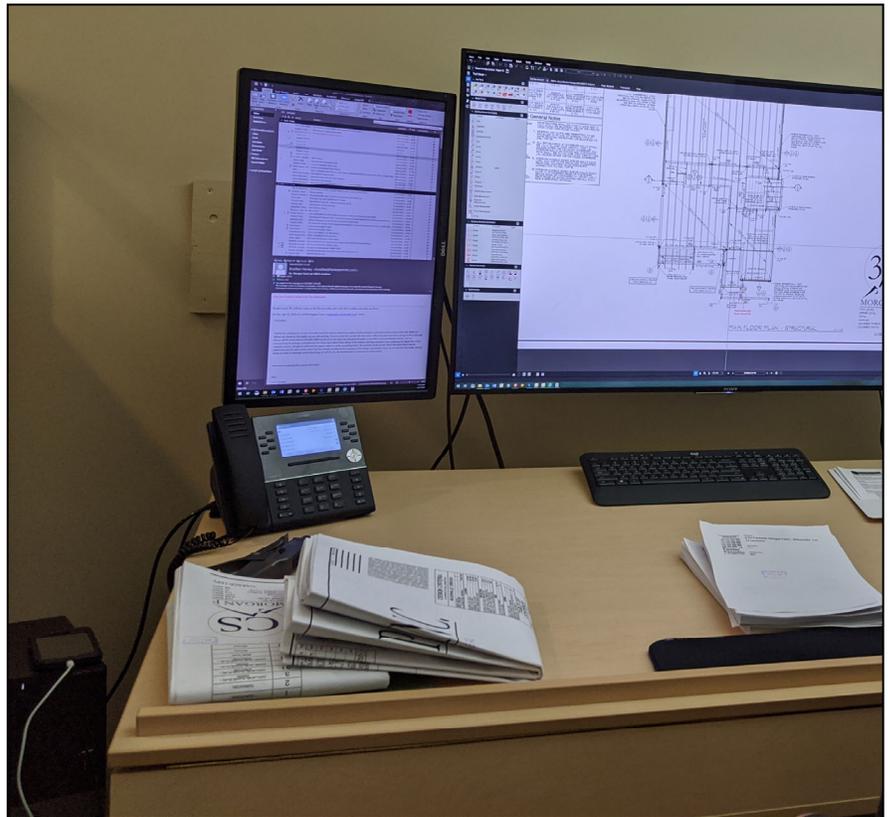
Every day we strive to keep customer service at the forefront of what we do. This past year has offered many challenges—and opportunities—in how we might continue to offer a high level of service to the homeowners, contractors, and developers we work with on a daily basis. Improving our permitting process is one area we have decided to focus on in the Building Division.

In 2005, the City implemented Eden, a permitting system still used today in the Community Development Department. This system has served us well over the years and has been greatly customized to fit our needs as a City. However, as technology has evolved and the software developer decided to stop adding new functions to Eden, our team recognized the need to find a new system that will allow us to provide better service to our customers. Over the past few years, our team has been working towards a new permitting system that would allow for functions that our customers want—such as digital permit submissions and electronic plan review—that we have not historically offered, while still providing a high level of service to our customers.

We anticipate fully transitioning to EnerGov, the new software, in the last quarter of 2021; until that happens, our Building team and other divisions within Community Development have gotten creative with how we can allow for digital permit submissions and electronic review while still using technology and processes that are paper-based and meet records retention requirements. We recognize the need for flexibility—especially during a global pandemic—and always strive to make our process as easy and straightforward as possible. Currently, we are piloting a program that allows applicants to initially send their application materials to us digitally via email instead of through the normal paper submittal process. If there are any corrections that need to be addressed during the plan review process, the applicant can send the updated plans to us digitally as well. Once the plans are approved, the applicant submits paper copies of the plans (which our plans examiners verify to make sure they match the approved digital copy), then the plans are stamped and ready to go out on the jobsite for inspections. The contractors and developers we work with have repeatedly stated how much they appreciate our team adapting our processes to fit the needs of the current times, as this new process saves them numerous trips to City Hall and cuts down on the number of pages printed for each project. (We love that this new process is more sustainable too!)

Stay tuned in the next several months for more updates on the transition to the new permitting software. Customer service is at the forefront of our minds as we configure the new system, and we are working hard behind the scenes to make the eventual transition as smooth as possible for both our customers and internal team.

-Laura Ruggles, Permit Technician



Plan review: from paper to electronic.

Engineering Division, Capital Projects

5th Street/Kinsman Road Extension (1139/2099/4196)

This project involves the design and construction of the extension of 5th Street and Kinsman Road between Boones Ferry Road and Wilsonville Road, including water, sewer, storm, franchise utility extension, and installation of a portion of the Ice Age Tonquin Trail. Construction is planned to start the first week of April and it is estimated that it will take two years to complete.

Boberg Diversion Structure Replacement (2100)

This project replaces the outdated Boberg Road wastewater diversion structure to improve wastewater collection system functionality and ensures available capacity for upstream development in the Coffee Creek and Basalt Creek areas into the future. Design work is anticipated to continue through April 2021, with construction occurring in summer 2021.

Boeckman Dip Bridge (4212/7065)

Staff are preparing to come to Council on April 19 to provide a project update and recommended a design alternative. Additionally, Boeckman Creek survey work has been completed, measurement gauges have been placed, and the hydraulic study is underway.

Elligsen Well Facility Rehab and Upgrades (1083)

This project addresses upgrades and repairs needed to correct deficiencies in the Elligsen well house, including piping, electrical, instrumentation and controls, and mechanical systems. Design work started in January 2021 and will continue through the summer. Construction work is tentatively scheduled to begin late summer and continue through fall 2021.

Elligsen Well Upgrade and Maintenance (1128)

This project involves correcting well casing and water chemistry deficiencies in the existing Elligsen well to maintain it as a backup supply for emergencies. This project also includes investigative evaluation work at Charbonneau wells to determine existing conditions to help guide subsequent rehabilitation work. Well evaluation at Charbonneau wells started in early November and continued through the end of December, with work at the Elligsen well to follow. Rehabilitation operations continued through March 2021.

Garden Acres Road (4201)

This project (shown right) involves the design and construction of Garden Acres Road from a rural local access road to an urban industrial roadway as part of the Coffee Creek Industrial Area plan and includes Willamette Water Supply Program segment PLM_1.2 of the 66" water transmission pipe. The WWSP 66" raw water pipeline work is complete. Roadway construction on Garden Acres Road is complete. Final landscaping work is underway. Project completion is anticipated the first week of April with final inspection scheduled for April 8.



I-5 Pedestrian Bridge (4202)

This project involves the design and preparation of construction documents for a pedestrian and bicycle bridge over Interstate 5 from Town Center Loop West to Boones Ferry/Barber Street. The design team is proceeding with 60% design of the bridge and plaza based on Planning Commission and City Council feedback in March. Preliminary 60% design documents are expected in June 2021.

Engineering Division, Capital Projects

Memorial Park Pump Station (2065)

This project involves replacing and relocating the wastewater pump station in Memorial Park. The contract was awarded to McClure and Sons. Construction began in July and is anticipated to be completed in June 2021.

Old Farm Road Phase I (1500/2500/4500/7500)

This project includes paving, storm sewer, sanitary sewer, and water line improvements to Old Farm Road, Arbor Glen Loop, and Arbor Glen Court in the Charbonneau development. Construction bids were received in March 2021. The contract award is scheduled for April, and construction is anticipated to be completed by December 2021.

Raw Water Facility Improvements

This project is a capital improvement project under management of the Willamette Water Supply Commission and Tualatin Valley Water District. Improvements include seismic upgrades to the existing intake facility and river embankment and installation of a 66-inch raw water pipe and 8-inch domestic City water pipe. Onsite construction has been taking place with grading and the removal of site soils.

Rivergreen & Corral Creek Lift Stations (2105)

This project involves upgrading the Rivergreen and Corral Creek wastewater lift stations. The design contract was awarded to Murraysmith. Design will be completed by December 2021, with construction anticipated for completion in 2022.

Street Maintenance Project 2021 (4014/4118/4725)

The 2021 Street Maintenance Project went out to bid on March 31. Construction is anticipated to begin in June on Town Center Loop and Park Place.

WTP Expansion to 20 MGD (1144)

This project will expand the Water Treatment Plant (WTP) capacity to 20 MGD and incorporate related WTP capital improvements, including Life Safety Upgrades (1137), Seismic Retrofits (1145), and Repair and Replacement (1146) projects. A Construction Manager/General Contractor (CMGC) alternative contracting method was approved by City Council. An engineering contract was awarded in July. Completion of the 30% design is anticipated in early 2021, at which time a CMGC solicitation will occur. Final design will be completed in coordination with the CMGC in 2021, followed by construction in 2022-2023.



Engineering Division, Capital Projects

Willamette Water Supply Program (WWSP) Coordination (1127)

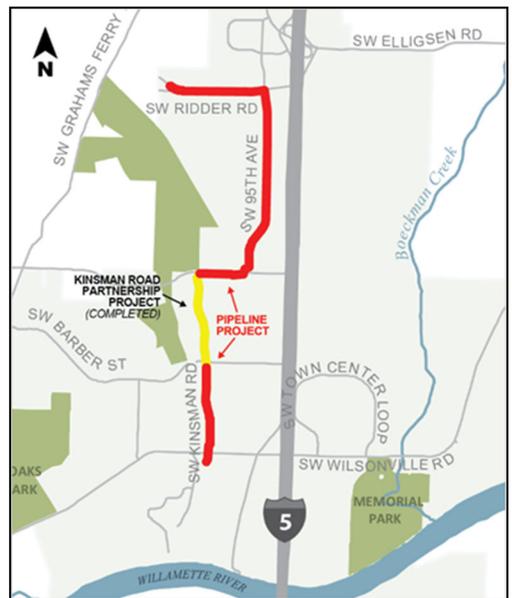
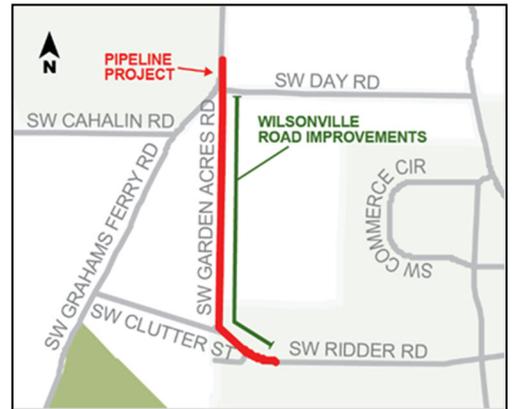
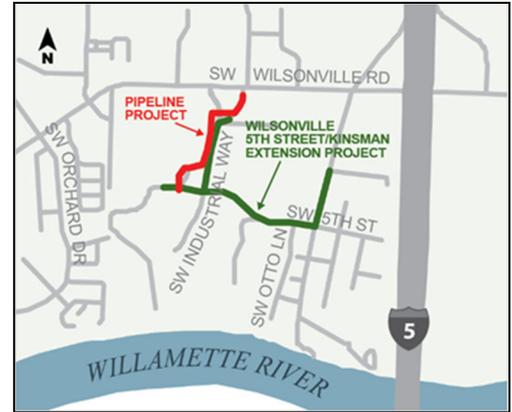
Ongoing coordination efforts continue with the Willamette Water Supply Program. Here are the updates on major elements within Wilsonville:

- Phase 1, Wilsonville Road (PLM 1.1)** The Willamette Water Supply Program’s (WWSP) PLM_1.1 project consists of 1,400 feet of 66-inch diameter pipeline that began construction in the fall of 2019. The pipeline starts near the Willamette River Water Treatment Plant property. It ends at Kinsman Road just south of the Kinsman Road and Wilsonville Road intersection.

 - Construction work is complete with minor corrective work to occur over the next couple of months.
- Phase 2, Garden Acres Road to 124th (PLM 1.2)** The WWSP partnered with Wilsonville to construct the PLM_1.2 pipeline with the City’s Garden Acres Road Improvements Project.

 - Moore Excavation, Inc. has constructed 3,600 feet of 66 -inch pipeline along Garden Acres Road from Ridder Road to just beyond Day Road. Their work included a trenchless undercrossing of Day Road.
 - Pipeline construction is complete. Final paving on Graham’s Ferry Road is complete. Minor corrective work will occur over the next few months.
- Phase 3, Wilsonville Road to Garden Acres Road (PLM 1.3)** The WWSP is coordinating with the City of Wilsonville to construct 12,200 feet of a 66-inch water pipeline from just south of the Wilsonville Road and Kinsman Road intersection to Garden Acres Road. It will connect the remaining portion of the pipeline through Wilsonville and it follows Kinsman Road, Boeckman Road, 95th Avenue, and Ridder Road.

 - Construction of the PLM_1.3 pipeline is anticipated to begin in February 2022, with completion in 2024.
 - Construction will occur in phases to enhance safety and minimize traffic, neighborhood, and business disruptions.
 - 60% design plans will be submitted for review in April 2021.



Waste Water Treatment Plant (WWTP) Master Plan (2104)

This project will evaluate capacity of Wastewater Treatment Plant (WWTP) processes to accommodate projected growth and regulatory changes. A prioritized capital improvement plan and budget will be developed. The engineering contract was awarded in May and the project is anticipated to be completed by fall 2021.

Engineering Division, Private Development

Coffee Creek Logistics Center (Panattoni Warehouse)

This project is located on the southwest corner of Clutter Road and Garden Acres Road. It is currently under plan review.

DP Nicoli

This project received its Certificate of Occupancy and is working on final punch list items before the City releases its performance bond and it enters the two year maintenance period.

Fir Avenue Commons

This is a ten-unit condominium development in Old Town and it is nearing completion. The easements are being processed and a final punch list is being created.

Frog Pond Ridge

Plans for this 69-lot subdivision north of Frog Pond Meadows are currently under review.

Grace Chapel

This project involves the remodel and expansion of the south building of the former Pioneer Pacific College, along with the rerouting of a major storm drain line. The project is nearing completion and is awaiting the final inspection of stormwater facilities and the creation of a final punch list.

Northstar Contractor Establishment—Clay Street

This project is located in Washington County and onsite improvements are subject under the Washington County permit. The street improvements are under the City of Wilsonville permit. The contractor recently installed Low Impact Development Approaches (LIDA) swales and is moving on the planting.

Regional Park 7&8

This is a regional park from Barber Street along Coffee Lake Drive to Villebois Drive. The pedestrian paths, storm level spreader, and open space are nearing completion.

Siena at Villebois Fire Reconstruction

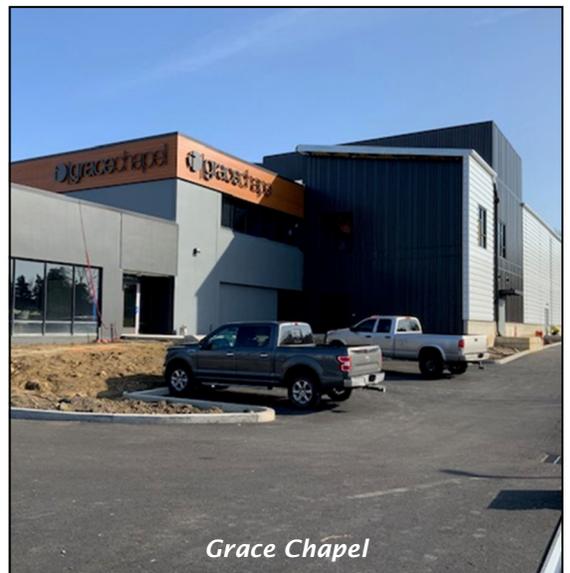
Onsite construction is steady at Siena at Villebois. Engineering final approval for street pavement, sidewalk, and Low Impact Development (LID) stormwater facilities will be complete prior to issuance of final Certificate of Occupancy.

SSI Shredding

Site plans have been submitted for two additional structures on the existing site, along with sidewalk, sanitary, and water additions. The plans are currently under plan review.



DP Nicoli



Grace Chapel



North Star Contractor—Clay Street

Engineering Division, Natural Resources

Stormwater System Annual Inspection and Maintenance Reports

The City has stormwater maintenance agreements with property owners for the operation and maintenance of private stormwater systems. By May 1 of each year, an annual inspection and maintenance report is due from the owner or responsible party (e.g., management company, HOA, etc.). In March, City staff mailed letters to property owners or responsible parties—including a report form—reminding them to submit their annual report. The required information includes the inspection date and any maintenance, repair, or replanting activities that were completed. After receiving the reports, City staff conduct an inspection to verify the information in the report.



Planning Division, Current

Administrative Land Use Decisions Issued

- 31 additional emergency tree permits received
- New signs for Washington Federal Bank
- 2 Miscellaneous Administrative Reviews
- 1 Accessory Dwelling Unit
- 4 Type B Tree Permits (Non-Emergency)
- Residential building permits

Construction Permit Review, Development Inspections, and Project Management

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

- DP Nicoli Industrial Development on Boberg Road
- Fir Avenue Commons in Old Town
- Grace Chapel on Parkway Avenue
- Panattoni Development Company warehouse on Clutter Road
- Parkway Woods Business Park remodel/site revisions
- Residential subdivisions in Frog Pond West

Development Review Board (DRB)

DRB Panel A met for their regularly scheduled meeting on March 8. During the meeting, the panel continued the hearing for a subdivision on Canyon Creek Road South to their next hearing on April 12. In addition, the panel unanimously approved a new security fence at Canyon Creek Road and Burns way with an added condition that the fence be setback similarly to other fences and walls in the area. Also during the meeting, the panel elected Daniel McKay as chair and Jean Svadlanka as vice chair for 2021.

DRB Panel B met for their regularly scheduled meeting on March 22. During the meeting, the panel unanimously approved a 2-year temporary use permit for a model home complex for Richmond American Homes in Frog Pond. The panel elected Samy Nada as chair and Nicole Hendrix as vice chair for 2021.

DRB Projects Under Review

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

- 8-lot subdivision on Canyon Creek Road South
- Wilsonville High School expansion, including a new auditorium
- New industrial security fence at Canyon Creek Road and Burns Way
- Villebois Village Center development around Piazza Villebois
- Temporary sales office for Richmond American Homes in Frog Pond West
- Public Works Complex on Boberg Road

Ice Storm Tree Damage

During March, the Planning team continued to be a key part of the City's response to extensive tree damage from the February 12-13 ice event. In particular, Assistant Planner Georgia McAlister continued to intake and review over 60 removal permits and answer many customer questions. Associate Planner Cindy Luxhoj kicked off the multi-disciplinary response and replanting plan.

Planning Division, Long Range

Middle Housing in Wilsonville Project (House Bill 2001 Implementation)

In March the team continued outreach including an Old Town community meeting and the first in a series of Latinx focus groups. In addition, the project team updated the Planning Commission with key takeaways from the outreach and sought their additional project guidance. The team also continued to refine updated code and plans in preparation of upcoming work sessions for Planning Commission and City Council in April and May.



Planning Commission

At their regularly scheduled meeting on March 10, the Planning Commission held three work sessions. First, they held a work session and provided feedback on the refined design of the I-5 Pedestrian and Bike Bridge and landing plaza. Second, they received an update on the Town Center Streetscape Project and provided additional guidance for the project. Third, the Commission held their fourth work session on the Middle Housing in Wilsonville Project. The Commission received a presentation on key takeaways from recent public outreach, provided additional guidance based on those takeaways, and answered a question about what success of middle housing in Wilsonville would look like in twenty years.

Transit-Oriented Development at the Wilsonville Transit Center

The Equitable Housing Strategic Plan identifies exploration of Transit-Oriented Development (TOD) at the Wilsonville Transit Center as a near-term implementation action. During March, the city solicited quotes from consultants to assist staff in assessing the City's goals for TOD and conducting a Development Opportunity Study. Upon selection of a consultant, staff anticipates holding work sessions with City Council to refine project goals.

Vertical Housing Development Zones

The Equitable Housing Strategic Plan identifies creation of tax abatements to create diversity and affordability in the City's housing supply as a near-term implementation action. Additionally, the Town Center Plan identifies exploration of Vertical Housing Development Zones (VHDZ) as a short-term implementation action to encourage mixed-use development. During March, the city solicited quotes from consultants to assist staff in exploring VHDZ in Town Center and the Villebois Village Center. Upon selection of a consultant, staff anticipate holding work sessions with City Council this spring to determine project direction.

Planning Division, Long Range

Wilsonville Town Center Plan

I-5 Pedestrian Bridge

The Town Center project team continued development of bridge and plaza designs for the I-5 Pedestrian Bridge and Town Center Gateway Plaza project, which will provide an important connection between Town Center, the Wilsonville Transit Center and neighborhoods west of Interstate 5. During March, City staff presented the 30% design documents for the bridge and plaza to the Planning Commission and City Council, seeking confirmation that the refined Tied Arch bridge and Drops and Ripples/River Oxbow plaza concepts are consistent with prior community input. With this feedback, the project team will further refine details of the project, with the 60% design anticipated later this spring.

General project information is available on the project website: www.letstalkwilsonville.com/15-Ped-Bridge.

Streetscape Plan

Based on feedback from a public forum and a survey, the most preferred design concept is River Environment, with Technological Innovation in second place, and Agricultural Legacy ranked third. During a Planning Commission work session on March 10 the Commission confirmed the direction of moving forward with a hybrid concept of River Environment and Technological Innovation based on community feedback. The project team will next work on more detailed renderings of the recommended concept and return for additional feedback from Planning Commission and City Council during work sessions in April and May. In March, the project team also conducted an additional stakeholder interview with Capital Realty Corp to have input from the business community within the plan.



WILSONVILLE TOWN CENTER PLAN