

**AGENDA**

**WILSONVILLE CITY COUNCIL MEETING  
JULY 17, 2017  
7:00 P.M.**

**CITY HALL  
29799 SW TOWN CENTER LOOP  
WILSONVILLE, OREGON**

Mayor Tim Knapp

Council President Scott Starr  
Councilor Susie Stevens

Councilor Kristin Akervall - excused  
Councilor Charlotte Lehan

**CITY COUNCIL MISSION STATEMENT**

To protect and enhance Wilsonville's livability by providing quality service to ensure a safe, attractive, economically vital community while preserving our natural environment and heritage.

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**Executive Session is held in the Willamette River Room, City Hall, 2<sup>nd</sup> Floor**

- 5:00 P.M. EXECUTIVE SESSION [25 min.]**  
A. Pursuant to ORS 192.660(2)(e) Real Property Transactions  
ORS 192.660(2)(f) Exempt Public Records  
ORS 192.660(2)(h) Litigation

**Introduce and Welcome Kimberly Veliz, City Recorder**

**5:25 P.M. REVIEW OF AGENDA [5 min.]**

**5:30 P.M. COUNCILORS' CONCERNS [5 min.]**

**5:35 P.M. PRE-COUNCIL WORK SESSION**

- A. Public Engagement Through Social Media (Handran / Gail) [20 min.]  
B. Garden Acres Road PSA (Mende) [10 min.]

**6:50 P.M. ADJOURN**

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**CITY COUNCIL MEETING**

The following is a summary of the legislative and other matters to come before the Wilsonville City Council a regular session to be held, Monday, July 17, 2017 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on July 7, 2017. Remonstrances and other documents pertaining to any matters listed in said summary filed at or prior to the time of the meeting may be considered therewith except where a time limit for filing has been fixed.

**7:00 P.M. CALL TO ORDER**

- A. Roll Call
- B. Pledge of Allegiance
- C. Motion to approve the following order of the agenda and to remove items from the consent agenda.

**7:05 P.M. COMMUNICATIONS**

Page 4

- A. 2016-17 Community Enhancement Program Project Report: Multifamily Community Waste-Reduction and Recycling Project Sponsored by Clackamas County, City, and Republic Services. (staff – Gail)

**7:15 P.M. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS**

This is an opportunity for visitors to address the City Council on items *not* on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

**7:20 P.M. MAYOR'S BUSINESS**

- A. Fun In the Park Proclamation (staff – Gail) Page 29
- B. Upcoming Meetings Page 30

**7:30 P.M. COUNCILOR COMMENTS**

- A. Council President Starr
- B. Councilor Stevens
- C. Councilor Lehan
- D. Councilor Akervall

**7:40 P.M. CONSENT AGENDA**

- A. **Resolution No. 2648** Page 32  
A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With HHPR, Inc. For Design, Acquisition Support, And Construction Phase Support Services Associated With The Garden Acres Road Project (CIP No. 4201) (staff – Mende)
- B. Minutes of the June 5, 2017 and June 19, 2017 Council Meetings. (staff – King) Page 70

**7:45 P.M. NEW BUSINESS**

- A. **Resolution No. 2647** Page 98  
A Resolution Of The City Of Wilsonville Authorizing The Police And Public Works Building Seismic Upgrade Project And The Execution Of The Seismic Rehabilitation Grant Program Grant Contract With Oregon Infrastructure Finance Authority Of The Business Development Department (staff- Kerber)

- B. Subaru Appeal of Community Development Director Decision (staff – Jacobson)  
*Materials distributed separately.*

**8:15 P.M. CONTINUING BUSINESS**

- A. **Ordinance No. 806** – 2<sup>nd</sup> reading Page 123  
An Ordinance Of The City Of Wilsonville Amending The Text Of The Comprehensive Plan, The Comprehensive Plan Map, The Wilsonville Development Code, And The Significant Resource Overlay Zone Map, And Adopting The Frog Pond West Master Plan As A Sub-Element Of The Comprehensive Plan. (staff – Neamtzu)

**8:25 P.M. CITY MANAGER’S BUSINESS**

**8:30 P.M. LEGAL BUSINESS**

**8:40 P.M. ADJOURN**

**INFORMATION ITEMS** – No Council Action Necessary. Page 384

Time frames for agenda items are not time certain (i.e. Agenda items may be considered earlier than indicated.) Assistive Listening Devices (ALD) are available for persons with impaired hearing and can be scheduled for this meeting if required at least 48 hours prior to the meeting. The city will also endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting:- Qualified sign language interpreters for persons with speech or hearing impairments. Qualified bilingual interpreters. To obtain services, please contact the City Recorder, (503)570-1506 or [king@ci.wilsonville.or.us](mailto:king@ci.wilsonville.or.us)

## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b> July 17, 2017	<b>Subject:</b> 2016/17 Community Enhancement Program Project Report: <b>Multifamily Community Waste-Reduction and Recycling Project sponsored by Clackamas County, City of Wilsonville and Republic Services</b> <b>Staff Members:</b> Jon Gail, Community Relations Coordinator; Mark Ottenad, Public/Government Affairs Director <b>Department:</b> Administration
<b>Action Required</b>	<b>Advisory Board/Commission Recommendation</b>
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input type="checkbox"/> Resolution Information or Direction <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b> Presentation of report to City Council by Tenille Beseda with Clackamas County Resource Conservation & Solid Waste Program and Kayla Scheafer with AmeriCorps.
<b>Staff Recommendations:</b> N/A	
<b>Recommended Language for Motion:</b> N/A	
<b>PROJECT / ISSUE RELATES TO:</b>	
<input checked="" type="checkbox"/> Council Goals/Priorities <input type="checkbox"/> Adopted Master Plan(s) <input type="checkbox"/> Not Applicable	

### ISSUE BEFORE COUNCIL

Report to update City Council on results of the Multifamily Community Waste-Reduction and Recycling Project sponsored by Clackamas County, City and Republic Services, an FY 2016/17 Wilsonville-Metro Community Enhancement Program project.

### EXECUTIVE SUMMARY

The Multifamily Community Waste-Reduction and Recycling Project is a public-private partnership effort to advance City Council and regional/state goals to further sustainability objectives. Underwritten by Community Enhancement Program funds, the project leveraged resources from partners Clackamas County and Republic Services.

As City staff designed public-outreach efforts on recycling opportunities in conjunction with Clackamas County, Metro and Republic Services, staff realized that promotional efforts were of primary benefit to only about half of the city's residents who occupy single-family residential property and had easy access to recycling carts. Thus, staff saw an opportunity to seek a new, additional effort focused on recycling for the half of Wilsonville residents who live in multifamily communities.

Some issues initially identified as obstacles to recycling by residents of multifamily communities include:

- Lack of space to store a hard-sided recycling bin;
- Distance and elevation to transport a recycling bin to and from the collection area;
- Design, layout and appearance of the enclosure or collection area.

While designed to observe and improve recycling opportunities for approximately 56% of Wilsonville residents who live in multifamily communities, the project was also conceived as a prototype for potential replication elsewhere in Clackamas County and potentially by others in the Metro region.

Clackamas County has provided multifamily recycling assistance for many years, and has focused increased attention on achieving equitable recycling experiences for multifamily residents. Additionally, the Oregon Dept. of Environmental Quality is updating rules to expand the reach of multifamily recycling programs beyond the Metro region.

Specifically, the Multifamily Waste-Reduction and Recycling Project was designed to conduct a six-month-long focused effort to increase recycling opportunities at Wilsonville multifamily communities, including conducting a public-education campaign with signage, working with residents and property managers, distributing light-weight recycling materials tote-bags and looking at possible modification of central collection/enclosure recycling areas.

The project is moving to a conclusion in July 2017 with the completion of an AmeriCorps term served by Kayla Scheafer in Clackamas County's Resource Conservation & Solid Waste Program (RCSW). Approved in Spring 2016, this Community Enhancement Program project commenced a year earlier in Summer 2016 with the advertising and recruiting for the internship position that was overseen by RCSW staff.

The Multifamily Waste-Reduction and Recycling Project was divided into two phases:

- 1) Observation and assessment of over two dozen multifamily communities; and
- 2) Educating and engaging with select multifamily communities to improve recycling access and awareness.

Phase one occurred in Fall 2016 when Clackamas County RCSW staff and the project's AmeriCorps member visited all 30 multi-family communities in Wilsonville for an initial assessment to observe and record contamination levels in mixed recycling and glass bins and note any bulky waste present on-site.

The action-oriented phase two commenced in March 2017 and resulted in:

- Over 13 informal meetings with property managers;

- Providing over 1,900 recycling tote-bags to 13 multifamily properties that included:
  - door-to-door outreach to six communities;
  - distribution of recycling tote-bags during recycling presentation at three communities;
  - property manager-distributed bags in four communities.
- A total of 233 individual conversations with residents during outreach occurred, along with six recycling presentations and four food-waste prevention presentations.

To date, multifamily residents have appreciated the collapsible, easy-to-store recycling tote-bags as a way to make recycling easier. Residents have also appreciated the opportunity to receive information on how to recycle. The goal is to deliver recycling tote-bags to as many of the remaining seven to 15 candidate properties as possible by the end of July, through a mix of door-to-door outreach and recycling presentations.

### **FISCAL YEAR BUDGET IMPACTS**

The Multifamily Waste-Reduction and Recycling Community Enhancement Program project was originally budgeted in the FY16/17 budget for \$16,000. The final cost to the City was \$13,500. This contribution on the part of the City leveraged an additional \$15,000 from Clackamas County for personnel and marketing, bringing the total for the project to \$28,500.

### **FINANCIAL REVIEW / COMMENTS:**

Reviewed by: S Cole Date: 7/6/17

### **LEGAL REVIEW / COMMENTS**

Reviewed by: B Jacobson Date: 7/6/17

### **CITY MANAGER COMMENTS**

The new Wilsonville-Metro Community Enhancement Program is starting to make real positive impacts that improve the community. The Multifamily Community Waste-Reduction and Recycling Project provides an opportunity for City to better understand and address issues pertaining to recycling at multifamily communities in Wilsonville and the region, and to prepare City for potential new recycling requirements.

### **ATTACHMENT**

Multifamily Waste-Reduction and Recycling Project Final Report, Clackamas County Resource Conservation & Solid Waste Program, July 2017



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## Multifamily Waste-Reduction and Recycling Project

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### Final Report on the Public-Private Partnership Project through the Wilsonville-Metro Community Enhancement Committee

July 6, 2017

Submitted by Kayla Scheafer & Tenille Beseda

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# Wilsonville Multifamily Waste Reduction and Recycling Project: Final Report

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## Executive Summary

The Wilsonville Multifamily Waste-Reduction and Recycling Project was a collaborative venture between the City of Wilsonville, Republic Services, and Clackamas County's Resource Conservation & Solid Waste Program.

### Project Overview

With over 60% of Wilsonville's population living in multifamily communities, coupled with the convenience of a single collector (Republic Services), targeting outreach to the city's 30 multifamily communities (4,300 units) around waste reduction, reuse, and recycling is a win for the local governments, the collector, and the residents.

During the first phase of the project, service level data and enclosures were reviewed to identify communities ready to receive outreach and those that could benefit from service adjustments prior to outreach. In Phase Two of the project, while service level adjustments were unable to be made prior to outreach, in those communities where adjustments were recommended, property managers were encouraged to contact Republic Services to request the changes. Additionally, two articles were published in the Boones Ferry Messenger to promote the project. Ultimately, all 30 communities were contacted, with varying degrees of collaboration from property managers. Bulky waste and contamination assessments were conducted, and assistance was provided. The project culminated in outreach and education, through presentations and door-to-door bag deliveries, to approximately 2,000 residents through coordination with 13 property managers.

### By the numbers:

- 30 communities visited for an initial assessment (including 2 assisted living facilities)
- 10 communities identified that could benefit from service level adjustments
- 13 follow-up meetings with property managers
- 1,931 bags delivered to 13 properties
  - Door-to-door outreach: 6 communities
  - Distribution during recycling presentation: 3 communities
  - Property manager distributed bags: 4 communities
- 233 individual conversations with residents during outreach
- 12 presentations
  - Recycling/Reuse: 6
  - Eat Smart, Waste Less (wasted food prevention): 4
  - Other (seed planting and cooking demo): 2

### Concluding Observations

Residents and property managers have appreciated the bags and welcomed the information. While no two communities are the same, success has been found in communities with involved, on-site managers and/or resident service coordinators. Because of the regular turnover in both residents and property managers, continued outreach is important; the collector can play an important role by identifying and communicating when circumstances deteriorate in a given community, thus triggering targeted outreach early to prevent further complications.

# Wilsonville Multifamily Waste Reduction and Recycling Project: Initial Assessment

## Summary: September-October

As of 2013, over 50% of Wilsonville households reside in multifamily dwellings, a higher share than other cities in the region (*i.e.*, 12-46%). The number of multifamily households in the city is expected to continue growing, from 4,509 in 2010 to 5,428 in 2025; currently, the city has 4,556 multifamily dwelling units total.

Reaching the goal of high recycling rates with minimal contamination is a challenge in multifamily communities. There are many reasons for this challenge, among them the prevalence of less-than-optimal infrastructure, perceived inconvenience of collection onsite, the transient nature of tenants/on-site managers, and the need for property manager and/or owner engagement and support.

However, increasing the quantity and quality of recycling among residential and multifamily communities is an ongoing priority. Clackamas County, along with Republic and the City of Wilsonville, will conduct a 6-month focused effort to raise awareness, increase recycling, and decrease contamination in at least five to six of the thirty multifamily communities in Wilsonville during the 2016-2017 year. The program seeks to gauge the level of success in achieving an increase in non-contaminated recycled materials.

## Phase 1 of Project: Define service level and enclosure capacity opportunities

**Task 1** - Analyze existing service level data to identify communities that meet a potential recycling service “standard” identified at 0.125 cy/unit/week. These communities may be good candidates to receive additional recycling outreach.

**Task 2** – Identify communities requiring capacity and access improvements to their enclosures that could be addressed during new or major construction design review process.

### Components of Task 1 completed so far:

- Analyzed existing service level data provided by Republic to identify communities that meet a potential recycling service “standard” identified at 0.125 cy/unit/week. This equates to 25 gallons of weekly recycling service per unit for multifamily properties (See attached spreadsheet)
- Visited all 30 sites and inspected trash/recycling enclosures
- Noted any bulky waste present on-site
- Observed and recorded contamination levels in mixed recycling and glass bins
- Compiled a list of communities ready for outreach and those needing service adjustments

## Services Needed and Contamination Levels for Apartments in Wilsonville

### Apartments that require additional Services:

10 apartment sites were identified as needing additional services for recycling and trash.

- **Hathaway Village** -Some bins are overflowing while others are pretty empty. Labels are worn out and the bins are difficult to get to. Need to add more bins to the higher traffic areas and possibly rearrange space to make it easier to access recycle bins.
- **Boones Ferry Village**-Needs glass containers in all enclosure areas. Enclosures could use new signs and possibly a few more roll carts in the high-use areas.
- **RiverCrest**- Recycling bin needs a lid.
- **Wiedemann Park**- There is one enclosure on the property with a cage for recycling which was almost overflowing. A couple more mixed recycle bins could help with overflow and add to easier access at this senior community.
- **Carriage Estates**-There is one cart which doesn't look like it belongs there. Trash is getting full in the dumpster and it looks like people are dumping trash into the recycle bins causing high contamination. Space could be rearranged and new signage added.
- **Rain Garden**-Very small enclosure space for the dumpster. Recycling is separate and inside the building. There is not adequate signage and lids are open on recycling bins. This makes it easier for people to throw trash in the bins. One additional bin of mixed and glass would help along with clearly marked signs.
- **Autumn Park**- One recycling bin has a missing lid. All glass containers have mixed
- **Village at Main Street** -Bins can be awkward to access in some enclosures due to so many mixed recycling bins. Some of them seem to not be used due to lack of access. Might rearrange bins and change one mixed for glass bin. #17 enclosure doesn't have a glass bin at all.
- **Berkshire Court**- Change 1-2 glass bins for mixed recycling bins.
- **St. Andrews Court**- Needs both mixed and glass recycling bins in all areas. There is space for 1-2 recycling bins in each enclosure area. There are 5 dumpster locations and only 2 of those also have recycling bins.

Republic and Clackamas County are working together to address these issues and see what improvements can be made.

**Contamination**

We consider contamination to be items found in mixed recycling or glass containers that should not be placed in those bins. Examples commonly seen are items such as plastic bags, garbage sacks, and food waste.

Communities listed below show contamination levels as above 25% or below 25%. This is based off of looking into the mixed recycle and glass bins and estimating contamination levels.

**Number of Communities who:**

Have a high contamination level 25% or more	Have a low contamination of less than 25%	Do not have outside access to the garbage/recycling enclosures	Participating in the Waste Comp. study with Metro	Total # of Apartment sites inspected for contamination
8	17	3	2	30

**Examples of Contamination in Recycling:**

**Plastic bags in recycling container.**

**Timber Creek Apts.**

**Glass Bin Contamination**

**There should only be glass jars and no other bags or items in this bin.**

**Village at Main Street**

## Bulky Waste

Bulky waste consists of couches, TV's, bed frames, and other large items usually found outside of the dumpster. If bulky items are thrown in the dumpster they can also take up large amounts of space, potentially overflowing the garbage and adding extra fees for the property. Bulky waste left outside the enclosure or left in highly visible places can be esthetically unappealing, especially to potential residents and creates problems for the apartment complex which then has to remove the waste.

Collection of bulky waste is a challenge at multifamily communities. Management policies, billing restrictions, limited space, and illegal dumping all contribute to the challenge. Forty-eight percent of the sites had bulky waste onsite while 52% of the sites had no bulky waste onsite.

No Bulky Waste Observed On-site	Bulky Waste Observed On-site	No Access/Waste Comp. Study	Total # of Apartment Sites Checked for Bulky Waste
13	12	5	25

### Examples of Bulky Waste:

**Rain Garden Apartments**

**Town Center Apartments**

## Key Observations

- Most of the complexes that need additional trash and recycling services, also have a contamination rate of 25% or higher.
- If garbage needs are not met, people seem to use recycling containers to dump their garbage.
- More recycling containers alone do not necessarily correlate with improved recycling; garbage capacity is a major factor.
- The most common contaminant is plastic bags in the recycling.
- People were observed carrying down recycling in plastic bags and throwing it all in the recycling container.
- Reusable bags could serve as a durable means for people to carry down their recycling to the enclosure areas. (Durable bags are being designed and ordered for the multifamily communities in Wilsonville.)
- A lot of contamination occurs in the glass bins due to paper, plastic, & cardboard used to carry glass to the recycle area.
- Most bulky waste items observed include mattresses, couches, and electronics.
- Access to dumpsters and recycling bins can be blocked by bulky waste in the enclosure areas.
- Bulky waste left outside the enclosure or left in highly visible places can be esthetically unappealing, especially to potential residents.
- Electronics are often set on the ground in or around enclosure areas since it is illegal to dump them. Electronics most often seen were large television sets and computer monitors left outside.
- Some apartment complexes have a storage space on-site for bulky waste items.
- Bulky waste was found at roughly 50% of the sites visited.

## Wilsonville Multifamily Waste Reduction and Recycling Project: Interim Report

### Summary: November-April

During September and October 2016, we analyzed the service level data provided by Republic to identify communities that had at least 0.125 cubic yards of recycling service per unit per week (potential service guideline). At the same time, we did an initial visit to all 30 sites and inspected trash/recycling enclosures. In the enclosures, we observed and recorded contamination levels in mixed recycling and glass bins and noted any bulky waste present on-site. Using these data sets, we compiled two lists of communities: those ready for outreach and those that could benefit from service adjustments prior to outreach.

Currently, in Phase 2 of the project, while we continue to work with Republic and property managers to make service level adjustments at identified communities, our main focus is on educational outreach and bag delivery to all 30 multifamily communities. In support of AmeriCorps values, our outreach efforts are initially focusing on the low-income and underserved communities.

One key component of this phase of the project is the co-branded, reusable recycling bags. These recycling bags have arrived, and we started dispersing them in March in tandem with our outreach campaign. We are working with the property managers to reach as many residents as possible through door-to-door outreach, presentations and property manager engagement. The reusable bags are designed as recycling education tools and provide an easy start to the recycling conversation. Overall, these bags have been very well received by residents and property managers.

### By the numbers:

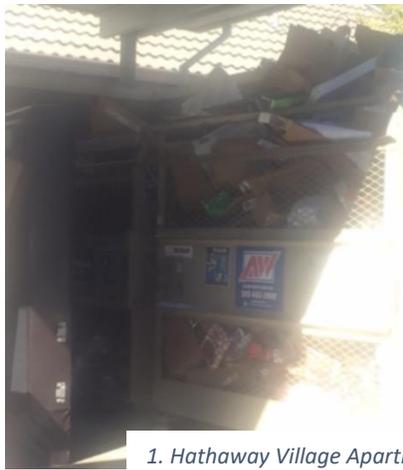
- 30 communities visited for an initial assessment
- 10 communities could benefit from service level adjustments
- 11 informal meetings with property managers
- 903 bags delivered to 7 properties
  - Door-to-door outreach: 3 communities
  - Distribution during recycling presentation: 2 communities
  - Property manager distributed bags: 2 communities
- 131 individual conversations with residents during outreach
- 3 recycling presentations
- 3 food waste prevention presentations

To date, residents have appreciated the bags and welcomed the information. Our goal is to deliver the bags to the remaining 23 properties by the end of July, through a mix of door-to-door outreach and recycling presentations.

## Phase 2 of Project: Targeted outreach to communities with adequate access to support recycling and waste reduction improvements

### Task 1 – Make service level adjustments to communities that have access

While all the targeted communities in the project have access to garbage and recycling (mixed recycling and glass), we identified approximately 10 communities that could benefit from service level adjustments (i.e. larger mixed recycling containers, additional glass roll carts, etc.). At these properties, we continue to observe enclosures and monitor use, bulky waste, and other potential problems such as continual overflow of containers. We will continue to work with property managers and Republic to optimize access at these communities. While some communities may best be suited by withholding all outreach until these adjustments are made, others could benefit from concurrent outreach.



1. Hathaway Village Apartments – mixed recycling container overflowing



2. Village at Main Street – one enclosure is lacking a glass bin

### Task 2 - Generate interest in MF outreach campaign with a communication strategy

In an effort to reach multifamily residents in Wilsonville, we teamed up with the City of Wilsonville to highlight the project in the March edition of the Boones Ferry Messenger. Additionally, the April edition of the Boones Ferry Messenger featured an article about food waste reduction and our Eat Smart, Waste Less campaign. This program was presented, promoted and shared with the Wilsonville community in February at the Heart Healthy Fair at the Wilsonville library. More focused efforts of generating interest in the multifamily outreach campaign occurred directly with property managers. While phone calls and emails have had limited success, drop-in visits have proven effective. We are meeting with property managers and providing them with a sample packet of our free recycling resources along with an order form. At this time, we discuss options on how to distribute the reusable bag to residents, how the property deals with bulky waste, and any other issues relevant to the project.

### Task 3 - Conduct outreach to communities

#### *I. Meet with property managers and develop strategy*

Our current focus is on outreach to property managers and residents. We continue to focus on contamination of mixed and glass recycling, which tend to be from plastic bags and/or bulky waste items. While the door-to-door outreach is our preferred delivery method for the reusable recycling bags (it allows for the brief, individualized conversations with the residents), it is the property manager's decision of how this works at each property. In one case, a newer property manager opted to distribute the bags in an effort to meet her residents; in others, we modified our pre- door-to-door announcement flyers with a "do not knock" option, as the property manager knows that many residents work night shifts and sleep during the day. On the properties where door-to-door outreach has taken place, the property managers are still supplied extra reusable recycling bags for incoming residents. Regardless of delivery method, the recycling education-adorned, reusable recycling bags contain educational flyers (flyers include an introduction to the bag, a basic recycle guide, Wilsonville's Bulky Waste Day flyer, and additional resources around reuse and recycling).

**Table 1 – Summary of Bag Distribution and Outreach to Date**

<b>Apartment Name</b>	<b>Total Bags Delivered</b>	<b>Bags Left w/PM</b>	<b>Outreach Type</b>	<b>Interactions (Bag Given to Resident)</b>	<b>Bag Left on Door</b>	<b>Interactions (Refused Bag)</b>
TownCenter Park	108	25	Door-to-Door	10	73	12
Creekside	85	3	Presentation	11	71	0
Charleston	50	44	Presentation	6	0	0
Hathaway Ct.	150	150	Prop. Mgr.	N/A	N/A	N/A
Sundial	120	18	Door-to-Door	3	99	0
Timber Creek Vill.	90	90	Prop. Mgr.	N/A	N/A	N/A
Boulder Creek	300	22	Door-to-Door	86	192	3
<b>TOTALS</b>	<b>903</b>	<b>429</b>	<b>N/A</b>	<b>116</b>	<b>435</b>	<b>15</b>

Other properties have invited us to present to their residents about recycling and/or preventing food waste. These properties have had an additional Resident Coordinator whose job it is to coordinate resident events and opportunities. This has been a great asset for our outreach and education campaign, as we have found these individuals to be invaluable assets who already have existing relationships with their residents.

**Table 2 – Summary of Presentations to Date**

<b>Presentation</b>	<b>Communities</b>	<b>Residents</b>
Recycling	3	17 adults + 20 youth
Food Waste Prevention	3	26 adults

We currently have two additional presentations scheduled for the end of April and May, and we are actively seeking to participate in upcoming community events.

*II. Review on-site practices for the removal of bulky waste*

Bulky waste continues to be an ongoing issue at many properties. Through interviews, we have learned that many properties employ a third party to dispose of bulky waste on a daily, weekly or monthly basis. We have also shared the Bulky Waste Day flyer with many property managers and are informing residents of the Bulky Waste Day in Wilsonville on Saturday, May 20<sup>th</sup>. The following images show examples of the bulky waste commonly seen in enclosures throughout the city.



3. Town Center Park Apts. - bulky waste



4. Canyon Creek Apartments – bulky waste

*III. Visually assess the amount of contamination in recycling and recycling in garbage*

Much of this work was conducted during the initial assessment phase of the project (Phase I – September/October). However, as recurrent visits take place at these communities, issues arise. For instance, below is an enclosure that appeared to have low contamination and not be problematic at the initial visit in September; however, upon return in March, to prepare to do door-to-door outreach, the contamination was much higher.



5. TownCenter Park Apts. - 9/21/16



6. TownCenter Park Apts. - 3/23/2017

### Lessons Learned (so far):

- Properties with resident coordinators make it easier to coordinate presentations and events with residents as their focus is strictly with the residents on the property.
- Property managers may seem eager about recycling but often lack the time to provide education to residents beyond standard requirements.
- Property managers can be difficult to communicate with via email or phone. However, 'dropping-in' on property managers and doing a quick informal interview provides valuable information about the property.
- Residents are eager and grateful to learn about details of recycling in Oregon.
- There seems to be a general lack of education around recycling with residents in these multifamily communities.
- Perceived stigmas by property managers, such as laziness or unwillingness to do the right thing (recycle), are often unjustified and have to do more with lack of education and accessibility to a clean, well-lit enclosure.
- Residents commonly ask questions on how to dispose of unwanted medication, light bulbs, and batteries.
- If property managers, assistant property managers, or maintenance staff took on a leadership role in recycling and reuse education, they could reduce complications or barriers that residents now face. This could be as simple as asking the Multifamily Outreach Specialist at Clackamas County to come do regular presentations, flyer distributions or door-to-door outreach.

## Wilsonville Multifamily Waste Reduction and Recycling Project: Final Report

### Summary: May-July

The last two months of work on the project have focused on continuing our outreach and education efforts to both residents and property managers. While initial contact was made with property managers at all 30 multifamily communities, the two assisted living communities were excluded from subsequent outreach due to the nature of the community. Of the 28 communities eligible for outreach, we continued to struggle to get all property managers on board, especially those not on-site or on larger properties. Various attempts were made to follow-up including emails, phone calls, and site visits.

In the end, 13 property managers agreed to collaborate with outreach and education efforts. This has doubled our impact from the interim report with six additional properties receiving interventions, 1,000 more residents receiving bags, and an additional 100 residents receiving one-on-one conversations about waste reduction and recycling. During this time, we have also doubled the number of presentations given to multifamily communities – from six to twelve.

Outreach - by the numbers:

	<b>November-April</b>	<b>May-July</b>	<b>TOTAL</b>
Follow-up Meetings w/PMs	11	2	13
Bag Deliveries - Communities	7	6	13
Bag Deliveries - Residents	903	1,028	1,931
Individual Conversations	131	102	233
Presentations	6	6	12

During the project, we have further confirmed that no two properties are the same. However, the one consistent attribute of success, regardless of the size of the community, the garbage/recycling set-up, income demographics, or any other aspect, is the presence of an engaged, on-site property manager or other recycling advocate. This champion ensures the infrastructure is adequate and that the residents have the information needed to succeed.

As the project concludes, it has become evident that outreach is one important piece of the multifamily waste reduction and recycling puzzle. Because of the high turnover in both residents and property managers, it is important to target outreach as soon as problems begin to arise, and the collector can play a key role in this process, as they are generally the first ones to notice declining circumstances. As multifamily communities continue to grow throughout the region, it is important that local governments and collectors continue to work together for the betterment of our cities, collection systems, and residents.

## Introduction

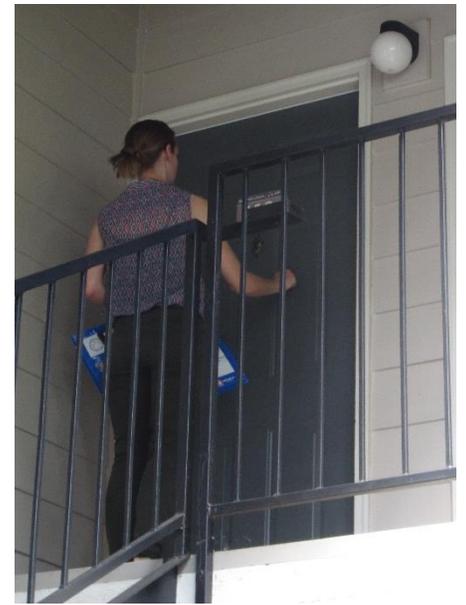
For the final phase of the project, we have focused our efforts on continued bag delivery and added a heavy focus on education and outreach to the residents. Enclosures for the 28 properties have been reassessed, worn decals have been replaced and any final concerns have been expressed with the property managers. There are ever-changing variables that can impede outreach efforts and adjustments to the levels of service.

## Outreach to Communities

Having a recycling advocate in the community can greatly increase success of outreach efforts. Many different avenues were approached in reaching residents. This included door-to-door outreach, presentations and tabling at events held at the property. In general, communities that already have gatherings or activities on their property tend to have higher rates of participation in our various methods of outreach. This can lead to increased collaboration among residents and expanded recycling programs within the community such as recycling plastic film, batteries, and light bulbs.

## Bag Deliveries

We have been working hard to deliver the reusable recycling bag to residents throughout Wilsonville. Many property managers are excited for this opportunity to increase ease and access to recycling. We have recruited a Master Recycler volunteer to help with our door-to-door outreach and have found that Friday afternoons are a good time to reach people. Some properties do not allow any sort of door-to-door outreach with their residents. In these cases, we may do a presentation or leave the bags with the property managers for them to distribute to residents. So far, many of the larger unit properties have not been responsive to outreach and bags for their residents. We made direct contact with 233 residents through our door-to-door outreach.



1. Berkshire Court door-to-door outreach 5/19/2017

Table 1 – Summary of Bag Distribution and Outreach to Date

Apartment Name:	Bags distributed:	Door to Door Outreach:
Autumn Park	160	No
Berkshire Ct.	275	Yes
Boulder Creek Apts.	300	Yes
Charleston	56	Presentation*
Creekside Woods	85	Presentation*
Hathaway Ct.	150	No
Montebello (Beaver state)	100	Yes
Sundial Apts.	120	Yes
Timber Creek Village	90	No
TownCenter Park	133	Yes
Wiedemann Park	75	Presentation*
Wilsonville Heights	37	Yes
Wilsonville Summit	350	No
<b>Total: 13 Properties</b>	<b>1931 Bags</b>	<b>6 door-to-door/ 3 presentations</b>
*Distributed bags to residents during the recycling presentation		

### Presentations & Activities

One of our main focus points in community engagement with the residents has been interactive activities. This has been done in several different ways depending on what works with the resident coordinator, assistant manager or property manager. We have covered topics around recycling, reuse, where and how to donate, reducing the amount of wasted food, and growing food in apartments. As we build our relationships with communities, we hope to increase our presence at management-sponsored events for residents.



2. Autumn Park Apartments: we made self-watering planters with milk jugs and soda bottles and planted lettuce seeds.



3. Tabling display at TownCenter Park Meet and Greet

Table 2 – Summary of Interactive Presentations

Presentations given to Wilsonville communities	
Reuse/Recycling:	6
Eat Smart, Waste Less:	4
Other (seed planting and cooking demo):	2
<b>Total Presentations:</b>	<b>12</b>

### Success Stories

Although there is no clear measure of success, many property managers showed interest in improving the enclosure space by making access to containers easier by reducing the amount of bulky waste and dumping. We made it a priority to let property managers know about our free resources and outreach materials for their property and residents. Several properties have improved enclosure space and reached out to us for materials, including decals for carts, ‘No Dumping’ signs, and enthusiasm for the reusable bags at their communities. It is clear that if the management makes an effort to keep the enclosure space clean, residents will then follow suit. However, this can take time to normalize throughout communities. There are a number of properties that will continue to work towards adequate access for residents. Challenges such as management turnover can impede these changes.



4. Bridge Creek 11-15-2016



5. Bridge Creek 6/28/17 successfully making an effort to reduce bulky waste and increase access to recycling

## TownCenter Park

This property has been a challenge from the beginning. There was constantly bulky waste and large amounts of trash in both the recycling and trash enclosures. A few observations as to why there was so much contamination and dumping are:

- The recycling is across the parking lot and separate from the trash compactor making it inconvenient to get to both areas.
- The recycling room had no lighting and was dark and dingy.
- If there is constant dumping, then there is no incentive to keep the areas clean.

A new property manager started in mid-April, and we have been working together to clean up the property, get lighting in the recycling room, and offer recycling outreach to residents.



**6.** Recycling area with overflowing cardboard at TownCenter Park 6/12/2017



**7.** Increased access by adding a large container to deal with cardboard and overflow 6/28/2017



**8.** New Management Staff has made access to recycling a top priority 6/22/2017

## Recycling Advocates

Much of our success has been in collaboration with people who are recycling advocates within their communities. This can include the property manager, maintenance staff, residential coordinators and, of course, residents. Many of the senior communities go above and beyond standard recycling by collecting items such as batteries, lightbulbs, and plastic wrap, which self-designated residents will then take back to the store for proper recycling.

We have worked with two residential coordinators from NW Housing Authorities who have helped us meet with residents and offer presentations within the community. Marie Alaniz, a residential coordinator, has been particularly helpful in coordinating presentations at two properties she works with in Wilsonville (Creekside Woods & Autumn Park). Both of these properties are low-income communities, and it has been rewarding to work with and educate the residents on a variety of topics with her support. We also teamed up with OSU Extension to provide a healthy cooking class at Creekside Woods, which is a retirement community. We had over 17 residents participate, and they learned some new, easy cooking skills along with tips for reducing wasted food.



**9.** Creekside Woods-Silly Hat Day with Marie (bottom right kneeling down)



**10.** Marie (left) dressing up for Halloween with Autumn Park residents

## Concluding Observations

What is clear from this project is that each community is unique and faces different challenges in maintaining their garbage and recycling areas. Many of the variables around adequate recycling in multifamily communities include engagement of the property manager, size and quantity of enclosure areas on the property, and communication between residents and the property management staff. Continuous outreach efforts from the County include educating new property managers on our services, sharing available resources in the Wilsonville area, engaging with residents and working towards regular, on-going presentations on recycling including interactive activities and tabling events. While there is no clear solution for fixing all the issues with multifamily recycling, it is exciting to know that both property management staff and residents want to improve recycling habits within their communities.

- It is important to continue on-going outreach and support to multifamily communities.
- Continued support and communication from the collector (Republic), who can provide insight on problem properties, is key to helping us reach out to those properties.
- Reaching out to new property managers about our free services can help us continue to support their communities.
- The reusable recycling bags are well-received and a great way to invite waste reduction and recycling conversations with residents and property managers, alike.
- Encourage property managers to make service-level adjustments by contacting their collector when we identify a capacity or frequency need (note: this may have a monetary component).
- There may be an opportunity to partner with a national, third-party garbage and recycling company (Valet Waste) that provides door-to-door service at two communities in Wilsonville (Bridge Creek and Canyon Creek) in a reusable bag pilot to keep plastic bags out of on-site recycling containers.
- No two communities are the same, and each requires customized outreach to accommodate the size of enclosure, garbage and recycling set-up, and involvement of the property manager or other recycling advocate on-site.

## Appendix

### List of Multifamily Communities – City of Wilsonville, 2015

Map #	Apartment Name	No. of Units	Location Notes
1	St Andrews Ct	28	Westside
2	Carriage Estates Apts	37	Westside
3	Beaver State Montebello Apts	84	Westside
4	Timber Creek	80	Westside
5	Autumn Park	144	Westside
6	Wilsonville Heights	24	Westside
7	Boones Ferry Village	84	Westside/Old Town
8	Rivercrest Apts	12	Westside/Old Town
10	Bridgecreek	315	Eastside
11	Woodleaf Apts	24	Eastside
12	Illahee	126	Charbonneau District
13	Boulder Creek Apts	296	Eastside
14	Town Center Park Apts	110	Eastside
15	Sundial Apts	120	Eastside
16	Berkshire Ct Apts	266	Eastside
17	Village at Main St	232	Eastside
18	Hathaway Village Apts	300	Eastside
19	Canyon Creek Apts	372	Eastside/North Wilsonville
20	Wiedeman Park Sr Apts	58	Westside
21	Summit Apts	326	Eastside/North Wilsonville
22	Renaissance Ct Apts	21	Westside/Villebois
23	Miraval (Alexan)	274	Westside/Villebois
24	Rain Garden Apts	30	Westside/Villebois
25	The Charleston	52	Westside/Villebois
26	Jory Trail at the Grove	324	Eastside, fka Brenchley Estates South
27	Terrene at the Grove	359	Eastside, fka Brenchley Estates North
28	Creekside Woods	84	Eastside
29	Springridge at Charbonneau	180	Charbonneau District
30	Springridge Ct	82	Charbonneau District
31	Portera at the Grove	112	Eastside
<b>TOTAL UNITS</b>		<b>4,556</b>	
Sub-Total Units		3240	Eastside total
		698	• Eastside/North Wilsonville sub-total
		928	Westside total
		377	• Westside/Villebois sub-total
		96	• Westside/Old Town sub-total
		388	Charbonneau District total



## City of Wilsonville Proclamation

### August 1-7, 2017, Is 'Fun in the Park Week'



WHEREAS, residents, employees and visitors of Wilsonville have enjoyed an amazing, free community event on the first Saturday of August for the past 17 years known as “Fun in the Park”; and

WHEREAS, Fun in the Park began in 2001 as the signature event of Wilsonville Celebration Days by members of Grace Chapel, including the late Lyle Fisher, and Bob and Judy Woodle, who were subsequently honored in 2002 as “Wilsonville First Citizens” by the Rotary Club of Wilsonville; and

WHEREAS, Fun in the Park was recognized in 2006 as Oregon’s “Best Festival” with a budget under \$150,000 by the Oregon Festival and Events Association; and

WHEREAS, Fun in the Park has become a major community festival with yearly attendance of 10,000 adults and children featuring over 100 booths and activities operated by nearly 700 volunteers; and

WHEREAS, each year over 300 “Fun Providers”—including members or employees of businesses, churches, organizations, clubs, practices, schools and nonprofits—participate at their own expense; and

WHEREAS, during the past 17 years sponsors have provided a total of \$674,000 in support, 7,700 volunteers have helped produce the annual event and over 117,000 people have attended Fun in the Park.

NOW, THEREFORE, I, Tim Knapp, Mayor of the City of Wilsonville, do hereby proclaim that the week of August 1-7, 2017, is “Fun in the Park Week” in recognition and celebration of all the volunteers who contribute to making Fun in the Park Wilsonville’s signature summer festival.

Dated this 17<sup>th</sup> day of July 2017.

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Tim Knapp, Mayor

# **CITY COUNCIL ROLLING SCHEDULE**

## **Board and Commission Meetings 2017**

**Items known as of 07/11/17**

### **July**

<b>DATE</b>	<b>DAY</b>	<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>
7/10	Monday	6:30 p.m.	DRB Panel A	Council Chambers
7/12	Wednesday	1 p.m.	Wilsonville Community Seniors	Community Center
7/12	Wednesday	6 p.m.	Planning Commission	Council Chambers
7/17	Monday	7 p.m.	City Council Meeting	Council Chambers
7/24	Monday	6:30 p.m.	DRB Panel B	Council Chambers
7/26	Wednesday	6:30 p.m.	Library Board	Library

### **AUGUST**

<b>DATE</b>	<b>DAY</b>	<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>
8/2	Wednesday	6 P.M.	Parks and Recreation Master Plan Survey Findings	City Hall
8/7	Monday	7:30 p.m.	City Council Meeting	Council Chambers
8/9	Wednesday	1 p.m.	Wilsonville Community Seniors Inc	Community Center
8/9		6 p.m.	Planning Commission	Council Chambers
8/10	Thursday	4:30 p.m.	Parks and Recreation Advisory Board Meeting	Parks and Rec Admin Offices
8/14	Monday	6:30 p.m.	DRB Panel A	Council Chambers
8/21	Monday	7 p.m.	City Council Meeting	Council Chambers
8/23	Wednesday	6:30 p.m.	Library Board	Library
8/28	Monday	6:30 p.m.	DRB Panel B	Council Chambers

## Community Events

- 7/15 Community Health Fair  
9 a.m. – 1 p.m. Town Center Park
- 8/1 National Night Out – various neighborhood events in Wilsonville
- 8/3 Rotary Concert – Town Center Park 6:30 p.m. Tracey Fordice
- 8/5 Fun in the Park – Town Center Park 10 a.m. to 4 p.m.
- 8/10 Rotary Concert – Town Center Park 6:30 p.m., Radical Revolution
- 8/11 Movies in the Park – *Moana* Memorial Park River Shelter at dusk
- 8/12 Wilsonville Brewfest – Piazza Villebois. 12-8 p.m.
- 8/16 Community Block Party – Town Center Park 5-8 p.m.
- 8/17 Relay for Life – Town Center Park 6-10 p.m.
- 8/25 Movies in the Park – *Lego Batman Movie*, Memorial Park River Shelter at dusk



## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b>  July 17, 2017	<b>Subject: Resolution No. 2648</b> Authorizing the City Manager to Execute a Professional Services Agreement with HHPR, Inc. for Survey, Design, Acquisition Support, and Construction Phase Services for the Garden Acres Road project (CIP No. 4201)  <b>Staff Member:</b> Eric Mende, Capital Projects Engineering Manager <b>Department:</b> Community Development	
<b>Action Required</b>  <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda	<b>Advisory Board/Commission Recommendation</b>  <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable  <b>Comments:</b>	
<b>Staff Recommendation:</b> Staff recommends that Council adopt Resolution No. 2648 on the Consent Agenda.		
<b>Recommended Language for Motion:</b> I move to approve the Consent Agenda as published.		
<b>Project / Issue Relates To:</b> <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>		
<input checked="" type="checkbox"/> Council Goals/Priorities Well-Maintained Infrastructure, Economic Development	<input checked="" type="checkbox"/> Adopted Master Plan(s) TSP, CCURA	<input type="checkbox"/> Not Applicable

**ISSUE BEFORE COUNCIL:** Professional Services Agreement with HHPR Inc. for \$484,043.79.

**EXECUTIVE SUMMARY:** The Garden Acres Road project will re-construct approximately 2700 feet of a two-lane County road without bike lanes and sidewalks, to an urban Collector standard, and widen approximately 800' of Ridder Road to provide bike lanes and additional sidewalk. The project includes coordination with the Willamette Water Supply Program (WWSP) for the construction of WWSP's 66" diameter raw water transmission pipe under this road. The project does not include the northern intersection of Garden Acres/Day/Grahams Ferry Road, which will be a separate (future) project.

Key Services to be provided by HHPR include the following:

- 1) Final Design, Specifications and Contract Documents for the road construction project;
- 2) Supporting Surveying, Environmental Investigation, and Acquisition support services;
- 3) Design Coordination with the Willamette Water Supply Program (WWSP) for the routing and depth of WWSP's 66" diameter raw water transmission pipe;
- 4) Construction Phase support services including quality control and construction management.

**EXPECTED RESULTS:** A completed Garden Acres Road will facilitate economic development within the Coffee Creek Urban Renewal Area.

**TIMELINE:** Design and Acquisition are expected to take approximately 9 months (completion in March/April 2018), with construction taking approximately 1 year (completion May 2019). Because land to be acquired is located outside of the City limits, stricter condemnation laws apply so the time frame could be extended for full acquisition.

**CURRENT YEAR BUDGET IMPACTS:** This work is funded by Street SDCs in CIP Project #4201. The budget shown in the adopted 2017-18 Capital Budget is \$817,000. The budget is adequate for design (this contract) and anticipated cost of acquisition, which cannot be fully confirmed until full appraisals and review appraisals are completed.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: SCole      Date: 7/3/2017

**LEGAL REVIEW / COMMENT:**

Reviewed by: BAJ      Date: 7/5/17

As noted above, condemnation of property outside of the City limits can be protracted. Appraisals are being ordered to confirm land values.

**COMMUNITY INVOLVEMENT PROCESS:** A public open house is included in the scope of services as are individual meetings and communication with individual property owners bordering the project.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY** (businesses, neighborhoods, protected and other groups):

Completion of the project will positively impact near-term and long-term development of industrial properties within the Coffee Creek Urban Renewal Area, increasing employment and

generating tax increment for the URA. New bike lanes and sidewalks will be constructed, expanding Wilsonville's multi-modal network. Current residents (who are currently outside the City limits) will be negatively impacted by construction, loss of frontage via ROW and easement acquisitions including loss of trees and other screening vegetation, and increased traffic.

**ALTERNATIVES:** Postpone or cancel project.

**CITY MANAGER COMMENT:**

**ATTACHMENTS:**  
Resolution No. 2648

**RESOLUTION NO. 2648**

**A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH HHPR, INC. FOR DESIGN, ACQUISITION SUPPORT, AND CONSTRUCTION PHASE SUPPORT SERVICES ASSOCIATED WITH THE GARDEN ACRES ROAD PROJECT (CIP NO. 4201)**

WHEREAS, the City has planned and budgeted for the completion of a capital improvement project for Garden Acres Road (the “Project”); and

WHEREAS, the City solicited Requests for Proposals for the Project from qualified consultants that duly followed the State of Oregon Public Contracting Rules and the City of Wilsonville Municipal Code; and

WHEREAS, Harper Houf Peterson Rigellis, Inc. (HHPR Inc.) was selected as the most qualified consultant for the planning and design services requisite for the Project, and subsequently provided an acceptable scope and fee proposal for the Project; and

WHEREAS, the City desires to execute a Professional Services Agreement, attached hereto and incorporated herein, with HHPR Inc. to perform design, acquisition support, and construction phase support services for the Project.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. The City of Wilsonville, acting as the Local Contract Review Board, authorizes the City Manager to enter into and execute, on behalf of the City of Wilsonville, a Professional Services Agreement with HHPR, Inc. for a not-to-exceed amount of \$484,043.79.
2. This Resolution becomes effective upon the date of adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 17<sup>th</sup> day of July 2017, and filed with the Wilsonville City Recorder this date.

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Tim Knapp, Mayor

ATTEST:

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Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Starr

Councilor Akervall

Councilor Stevens

Councilor Lehan

Attachments:

Professional Services Agreement with Exhibit A – Scope, and Exhibit B – Fee Proposal

**CITY OF WILSONVILLE  
PROFESSIONAL SERVICES AGREEMENT**

This Professional Services Agreement (“Agreement”) is made and entered into on this \_\_\_\_\_ day of July, 2017 (“Effective Date”) by and between the **City of Wilsonville**, a municipal corporation of the State of Oregon (hereinafter referred to as the “City”), and **Harper Houf Peterson Righellis, Inc.**, an Oregon corporation (hereinafter referred to as “Consultant”).

**RECITALS**

WHEREAS, the City requires services which Consultant is capable of providing, under terms and conditions hereinafter described; and

WHEREAS, Consultant represents that Consultant is qualified to perform the services described herein on the basis of specialized experience and technical expertise; and

WHEREAS, Consultant is prepared to provide such services as the City does hereinafter require.

NOW, THEREFORE, in consideration of these mutual promises and the terms and conditions set forth herein, the parties agree as follows:

**AGREEMENT**

**Section 1. Term**

The term of this Agreement shall be from the Effective Date until all services required to be performed hereunder (“Services”) are completed and accepted, unless earlier terminated in accordance herewith. Except in the event of an extension of time, agreed to in writing by the City, all Services must be completed by no later than June 30, 2019.

**Section 2. Consultant’s Services**

2.1. Consultant shall diligently perform the surveying, engineering design and construction management Services according to the requirements identified in the Scope of Services, attached hereto as **Exhibit A** and incorporated by reference herein, for the Garden Acres Road Project – CIP #4201 (“Project”).

2.2. All written documents, drawings, and plans submitted by Consultant in conjunction with the Services shall bear the signature, stamp, or initials of Consultant’s authorized Project Manager. Any documents submitted by Consultant which do not bear the signature, stamp, or initials of Consultant’s authorized Project Manager, will not be relied upon by the City. Interpretation of plans and answers to questions regarding the Services or Scope of Services given by Consultant’s Project Manager may be verbal or in writing, and may be relied upon by the City, whether given verbally or in writing. If requested by the City to be in writing, Consultant’s Project Manager will provide such written documentation.

2.3. Consultant will not be deemed to be in default by reason of delays in performance due to reasons beyond Consultant's reasonable control, including but not limited to strikes, lockouts, severe acts of nature, or other unavoidable delays or acts of third parties not under Consultant's direction and control ("Force Majeure"). In the case of the happening of any Force Majeure event, the time for completion of the Services will be extended accordingly and proportionately by the City, in writing. Lack of labor, supplies, materials, or the cost of any of the foregoing shall not be deemed a Force Majeure event.

2.4. The existence of this Agreement between the City and Consultant shall not be construed as the City's promise or assurance that Consultant will be retained for future services beyond the Scope of Services described herein.

2.5. Consultant shall maintain the confidentiality of any confidential information that is exempt from disclosure under state or federal law to which Consultant may have access by reason of this Agreement. Consultant warrants that Consultant's employees assigned to work on the Services provided in this Agreement shall be clearly instructed to maintain this confidentiality. All agreements with respect to confidentiality shall survive the termination or expiration of this Agreement.

### **Section 3. Compensation**

3.1. Except as otherwise set forth in this **Section 3**, the City agrees to pay Consultant on a time and materials basis, guaranteed not to exceed FOUR HUNDRED EIGHTY-FOUR THOUSAND FORTY-THREE DOLLARS AND SEVENTY-NINE CENTS (\$484,043.79) for performance of the Services ("Compensation Amount"). Any compensation in excess of the Compensation Amount will require an express written Addendum to be executed between the City and Consultant. Tasks 9.4 and 11 are Contingency Tasks that are included in the Compensation Amount but will require written authorization from the Project Manager before Consultant may proceed.

3.2. During the course of Consultant's performance, if the City, through its Project Manager, specifically requests Consultant to provide additional services that are beyond the Scope of Services described on **Exhibit A**, Consultant shall provide such additional services and bill the City at the hourly rates outlined on Consultant's Cost Proposal, as set forth in **Exhibit B**. Compensation above the amount shown in **Subsection 3.1** above requires a written Addendum, executed in compliance with the provisions of **Section 15**.

3.3. Unless expressly set forth on Consultant's Cost Proposal as a reimbursable expense item that is not included in the Compensation Amount of **Subsection 3.1**, or as an additional charge for which a written Addendum has been approved, in accordance with **Subsection 3.2** and the requirements of **Section 15**, Consultant shall only be entitled to the Compensation Amount specified in **Subsection 3.1**.

3.4. Except for amounts withheld by the City pursuant to this Agreement, Consultant will be paid for Services for which an itemized invoice is received by the City within thirty (30)

days of receipt, unless the City disputes such invoice. In that instance, the undisputed portion of the invoice will be paid by the City within the above timeframe. The City will set forth its reasons for the disputed claim amount and make good faith efforts to resolve the invoice dispute with Consultant as promptly as is reasonably possible.

3.5. The City will be responsible for the direct payment of required fees payable to governmental agencies, including but not limited to plan checking, land use, zoning, and all other similar fees resulting from this Project, that are not specifically covered by **Exhibit A**.

3.6. Consultant's Compensation Amount and Cost Proposal are all inclusive and include, but are not limited to, all work-related costs, expenses, salaries or wages, plus fringe benefits and contributions, including payroll taxes, workers compensation insurance, liability insurance, profit, pension benefits and similar contributions and benefits, technology and/or software charges, office expenses, and all other indirect and overhead charges.

#### **Section 4. City's Responsibilities**

The City will designate a Project Manager to facilitate day-to-day communication between Consultant and the City, including timely receipt and processing of invoices, requests for information, and general coordination of City staff to support the Project.

#### **Section 5. City's Project Manager**

The City's Project Manager is Eric Mende. The City shall give Consultant prompt written notice of any re-designation of its Project Manager.

#### **Section 6. Consultant's Project Manager**

Consultant's Project Manager is Ben Austin. In the event that Consultant's designated Project Manager is changed, Consultant shall give the City prompt written notification of such re-designation. Recognizing the need for consistency and knowledge in the administration of the Project, Consultant's Project Manager will not be changed without the written consent of the City, which consent shall not be unreasonably withheld. In the event the City receives any communication from Consultant that is not from Consultant's designated Project Manager, the City may request verification by Consultant's Project Manager, which verification must be promptly furnished.

#### **Section 7. Project Information**

Except for confidential information designated by the City as information not to be shared, Consultant agrees to share Project information with, and to fully cooperate with, those corporations, firms, contractors, public utilities, governmental entities, and persons involved in or associated with the Project. No information, news, or press releases related to the Project, whether made to representatives of newspapers, magazines, or television and radio stations, shall be made without the written authorization of the City's Project Manager.

## **Section 8. Duty to Inform**

If at any time during the performance of this Agreement or any future phase of this Agreement for which Consultant has been retained, Consultant becomes aware of actual or potential problems, faults, or defects in the Project or Scope of Services, or any portion thereof; or of any nonconformance with federal, state, or local laws, rules, or regulations; or if Consultant has any objection to any decision or order made by the City with respect to such laws, rules, or regulations, Consultant shall give prompt written notice thereof to the City's Project Manager. Any delay or failure on the part of the City to provide a written response to Consultant shall neither constitute agreement with nor acquiescence to Consultant's statement or claim, nor constitute a waiver of any of the City's rights.

## **Section 9. Subcontractors and Assignments**

9.1. Some Services may be performed by persons other than Consultant, provided Consultant advises the City of the names of such subcontractors and the work which they intend to perform, and the City specifically agrees in writing to such subcontracting. The City hereby agrees that Consultant will contract with the following subcontractors, each to provide the type of work specified in the Scope of Work: DKS Associates, Inc.; GeoDesign, Inc.; Pacific Habitat Services, Inc.; and Morgan Holen & Associates, LLC. Consultant acknowledges such work will be provided to the City pursuant to a subcontract(s) between Consultant and subcontractor(s) and no privity of contract exists between the City and the subcontractor(s). Unless otherwise specifically provided by this Agreement, the City incurs no liability to third persons for payment of any compensation provided herein to Consultant. Any attempted assignment of this Agreement without the written consent of the City shall be void. Except as otherwise specifically agreed, all costs for work performed by others on behalf of Consultant shall not be subject to additional reimbursement by the City.

9.2. The City shall have the right to enter into other agreements for the Project, to be coordinated with this Agreement. Consultant shall cooperate with the City and other firms, engineers or subcontractors on the Project so that all portions of the Project may be completed in the least possible time and within normal working hours. Consultant shall furnish other engineers, subcontractors and affected public utilities, whose designs are fitted into Consultant's design, detail drawings giving full information so that conflicts can be avoided.

## **Section 10. Consultant Is Independent Contractor**

10.1. Consultant is an independent contractor for all purposes and shall be entitled to no compensation other than the Compensation Amount provided for under **Section 3** of this Agreement. Consultant will be solely responsible for determining the manner and means of accomplishing the end result of Consultant's Services. The City does not have the right to control or interfere with the manner or method of accomplishing said Services. The City, however, will have the right to specify and control the results of Consultant's Services so such Services meet the requirements of the Project.

10.2. Consultant has requested that some consulting Services be performed on the Project by persons or firms other than Consultant, through a subcontract with Consultant. Consultant acknowledges that if such Services are provided to the City pursuant to a subcontract(s) between Consultant and those who provide such services, Consultant may not utilize any subcontractor(s), or in any way assign its responsibility under this Agreement, without first obtaining the express written consent of the City, which consent may be given or denied in the City's sole discretion. For all Services performed under subcontract to Consultant, as approved by the City, Consultant shall only charge the compensation rates shown on its Cost Proposal. Rates for named or unnamed subcontractors, and Consultant markups of subcontractor billings, will only be recognized by the City as set forth in Consultant's Cost Proposal, unless documented and approved, in writing, by the City pursuant to a modification to Consultant's Cost Proposal, per **Section 15** of this Agreement. In all cases, processing and payment of billings from subcontractors is solely the responsibility of Consultant.

10.3. Consultant shall be responsible for, and defend, indemnify, and hold the City harmless against, any liability, cost, or damage arising out of Consultant's use of such subcontractor(s) and subcontractor's negligent acts, errors, or omissions. Unless otherwise agreed to, in writing, by the City, Consultant shall require that all of Consultant's subcontractors also comply with and be subject to the provisions of this **Section 10** and meet the same insurance requirements of Consultant under this Agreement.

## **Section 11. Consultant Responsibilities**

11.1. Consultant shall make prompt payment for any claims for labor, materials, or services furnished to Consultant by any person in connection with this Agreement, as such claims become due. Consultant shall not permit any liens or claims to be filed or prosecuted against the City on account of any labor or material furnished to or on behalf of Consultant. If Consultant fails, neglects, or refuses to make prompt payment of any such claim, the City may, but shall not be obligated to, pay such claim to the subcontractor furnishing the labor, materials, or services and offset the amount of the payment against funds due or to become due to Consultant under this Agreement. The City may also recover any such amounts directly from Consultant.

11.2. Consultant must comply with all applicable Oregon and federal wage and hour laws, including BOLI wage requirements, if applicable. Consultant shall make all required workers compensation and medical care payments on time. Consultant shall be fully responsible for payment of all employee withholdings required by law, including but not limited to taxes, including payroll, income, Social Security (FICA), and Medicaid. Consultant shall also be fully responsible for payment of salaries, benefits, taxes, Industrial Accident Fund contributions, and all other charges on account of any employees. Consultant shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167. All costs incident to the hiring of assistants or employees shall be Consultant's responsibility. Consultant shall defend, indemnify, and hold the City harmless from claims for payment of all such expenses. Unless otherwise expressly set forth on **Exhibit B** as a reimbursable expense item not included in the Compensation Amount, specific costs associated with items set forth in

this subsection shall be deemed as fully and conclusively included in the rate upon which Consultant's Compensation Amount is based.

11.3. No person shall be discriminated against by Consultant or any subcontractor in the performance of this Agreement on the basis of sex, gender, race, color, creed, religion, marital status, age, disability, sexual orientation, gender identity, or national origin. Any violation of this provision shall be grounds for cancellation, termination, or suspension of the Agreement, in whole or in part, by the City.

11.4. References to "subcontractor" mean a subcontractor at any tier.

## **Section 12. Indemnity and Insurance**

12.1. Indemnification. Consultant acknowledges responsibility for liability arising out of the performance of this Agreement, and shall defend, indemnify, and hold the City harmless from any and all liability, settlements, loss, costs, and expenses in connection with any action, suit, or claim resulting or allegedly resulting from Consultant's negligent acts, omissions, errors, or willful or reckless misconduct pursuant to this Agreement, or from Consultant's failure to perform its responsibilities as set forth in this Agreement. The review, approval, or acceptance by the City, its Project Manager, or any City employee of documents or other work performed, prepared, or submitted by Consultant shall not be considered a negligent act, error, omission, or willful misconduct on the part of the City, and none of the foregoing shall relieve Consultant of its responsibility to perform in full conformity with the City's requirements, as set forth in this Agreement, and to indemnify the City as provided above and to reimburse the City for any and all costs and damages suffered by the City as a result of Consultant's negligent performance of this Agreement, failure of performance hereunder, violation of state or federal laws, or failure to adhere to the standards of performance and care described in **Subsection 12.2**. Consultant shall defend the City (using legal counsel reasonably acceptable to the City) against any claim that alleges negligent acts, omissions, errors, or willful or reckless misconduct by Consultant.

12.2. Standard of Care. In the performance of professional services, Consultant agrees to use at least that degree of care and skill exercised under similar circumstances by reputable members of Consultant's profession practicing in the Portland metropolitan area. Consultant will re-perform any Services not meeting this standard without additional compensation. Consultant's re-performance of any Services, even if done at the City's request, shall not be considered as a limitation or waiver by the City of any other remedies or claims it may have arising out of Consultant's failure to perform in accordance with the applicable standard of care of this Agreement and within the prescribed timeframe.

12.3. Insurance Requirements. Consultant shall maintain insurance coverage acceptable to the City in full force and effect throughout the term of this Agreement. Such insurance shall cover all risks arising directly or indirectly out of Consultant's activities or work hereunder. The amount of insurance carried is in no way a limitation on Consultant's liability hereunder. The policy or policies of insurance maintained by Consultant shall provide

at least the following minimum limits and coverages at all times during performance under this Agreement:

12.3.1. Commercial General Liability Insurance. Consultant shall obtain, at Consultant's expense, and keep in effect during the term of this Agreement, comprehensive Commercial General Liability Insurance covering Bodily Injury and Property Damage, written on an "occurrence" form policy. This coverage shall include broad form Contractual Liability insurance for the indemnities provided under this Agreement and shall be for the following minimum insurance coverage amounts: The coverage shall be in the amount of **\$2,000,000** for each occurrence and **\$3,000,000** general aggregate and shall include Products-Completed Operations Aggregate in the minimum amount of **\$2,000,000** per occurrence, Fire Damage (any one fire) in the minimum amount of **\$50,000**, and Medical Expense (any one person) in the minimum amount of **\$10,000**. All of the foregoing coverages must be carried and maintained at all times during this Agreement.

12.3.2. Professional Errors and Omissions Coverage. Consultant agrees to carry Professional Errors and Omissions Liability insurance on a policy form appropriate to the professionals providing the Services hereunder with a limit of no less than **\$2,000,000** per claim. Consultant shall maintain this insurance for damages alleged to be as a result of errors, omissions, or negligent acts of Consultant. Such policy shall have a retroactive date effective before the commencement of any work by Consultant on the Services covered by this Agreement, and coverage will remain in force for a period of at least three (3) years thereafter.

12.3.3. Business Automobile Liability Insurance. If Consultant will be using a motor vehicle in the performance of the Services herein, Consultant shall provide the City a certificate indicating that Consultant has business automobile liability coverage for all owned, hired, and non-owned vehicles. The Combined Single Limit per occurrence shall not be less than **\$2,000,000**.

12.3.4. Workers Compensation Insurance. Consultant and all employers providing work, labor, or materials under this Agreement that are subject employers under the Oregon Workers Compensation Law shall comply with ORS 656.017, which requires them to provide workers compensation coverage that satisfies Oregon law for all their subject workers under ORS 656.126. Out-of-state employers must provide Oregon workers compensation coverage for their workers who work at a single location within Oregon for more than thirty (30) days in a calendar year. Consultants who perform work without the assistance or labor of any employee need not obtain such coverage. This shall include Employer's Liability Insurance with coverage limits of not less than **\$500,000** each accident.

12.3.5. Insurance Carrier Rating. Coverages provided by Consultant must be underwritten by an insurance company deemed acceptable by the City, with an AM Best Rating of A or better. The City reserves the right to reject all or any insurance carrier(s) with a financial rating that is unacceptable to the City.

12.3.6. Additional Insured and Termination Endorsements. Additional Insured coverage under Consultant's Commercial General Liability, Automobile Liability, and Excess Liability Policy(ies), as applicable, will be provided by endorsement. Additional insured coverage shall be for both on-going operations via ISO Form CG 2010 or its equivalent, and products and completed operations via ISO Form CG 2037 or its equivalent. Coverage shall be Primary and Non-Contributory. Waiver of Subrogation endorsement via ISO Form CG 2404 or its equivalent shall be provided. The following is included as additional insured: "The City of Wilsonville, its elected and appointed officials, officers, agents, employees, and volunteers." An endorsement shall also be provided requiring the insurance carrier to give the City at least thirty (30) days' written notification of any termination or major modification of the insurance policies required hereunder.

12.3.7. Certificates of Insurance. As evidence of the insurance coverage required by this Agreement, Consultant shall furnish a Certificate of Insurance to the City. This Agreement shall not be effective until the required certificates and the Additional Insured Endorsements have been received and approved by the City. Consultant agrees that it will not terminate or change its coverage during the term of this Agreement without giving the City at least thirty (30) days' prior advance notice and Consultant will obtain an endorsement from its insurance carrier, in favor of the City, requiring the carrier to notify the City of any termination or change in insurance coverage, as provided above.

12.4. Primary Coverage. The coverage provided by these policies shall be primary, and any other insurance carried by the City is excess. Consultant shall be responsible for any deductible amounts payable under all policies of insurance. If insurance policies are "Claims Made" policies, Consultant will be required to maintain such policies in full force and effect throughout any warranty period.

### **Section 13. Early Termination; Default**

13.1. This Agreement may be terminated prior to the expiration of the agreed upon terms:

13.1.1. By mutual written consent of the parties;

13.1.2. By the City, for any reason, and within its sole discretion, effective upon delivery of written notice to Consultant by mail or in person; or

13.1.3. By Consultant, effective upon seven (7) days' prior written notice in the event of substantial failure by the City to perform in accordance with the terms through no fault of Consultant, where such default is not cured within the seven (7) day period by the City. Withholding of disputed payment is not a default by the City.

13.2. If the City terminates this Agreement, in whole or in part, due to default or failure of Consultant to perform Services in accordance with the Agreement, the City may procure, upon reasonable terms and in a reasonable manner, services similar to those so terminated. In addition to any other remedies the City may have, both at law and in equity, for breach of contract, Consultant shall be liable for all costs and damages incurred by the City as a result of the default by Consultant, including, but not limited to all costs incurred by the City in procuring services from others as needed to complete this Agreement. This Agreement shall be in full force to the extent not terminated by written notice from the City to Consultant. In the event of a default, the City will provide Consultant with written notice of the default and a period of ten (10) days to cure the default. If Consultant notifies the City that it wishes to cure the default but cannot, in good faith, do so within the ten (10) day cure period provided, then the City may elect, in its sole discretion, to extend the cure period to an agreed upon time period, or the City may elect to terminate this Agreement and seek remedies for the default, as provided above.

13.3. If the City terminates this Agreement for its own convenience not due to any default by Consultant, payment of Consultant shall be prorated to, and include the day of, termination and shall be in full satisfaction of all claims by Consultant against the City under this Agreement.

13.4. Termination under any provision of this section shall not affect any right, obligation, or liability of Consultant or the City that accrued prior to such termination. Consultant shall surrender to the City items of work or portions thereof, referred to in **Section 17**, for which Consultant has received payment or the City has made payment.

#### **Section 14. Suspension of Services**

The City may suspend, delay, or interrupt all or any part of the Services for such time as the City deems appropriate for its own convenience by giving written notice thereof to Consultant. An adjustment in the time of performance or method of compensation shall be allowed as a result of such delay or suspension unless the reason for the delay is within Consultant's control. The City shall not be responsible for Services performed by any subcontractors after notice of suspension is given by the City to Consultant. Should the City suspend, delay, or interrupt the Services and the suspension is not within Consultant's control, then the City shall extend the time of completion by the length of the delay.

#### **Section 15. Modification/Addendum**

Any modification of the provisions of this Agreement shall not be enforceable unless reduced to writing and signed by both the City and Consultant. A modification is a written document, contemporaneously executed by the City and Consultant, which increases or decreases the cost to the City over the agreed Compensation Amount in **Section 3** of this Agreement, or changes or modifies the Scope of Services or the time for performance. No modification shall be binding or effective until executed, in writing, by both Consultant and the City. In the event Consultant receives any communication of whatsoever nature from the City, which communication Consultant contends gives rise to any modification of this Agreement,

Consultant shall, within five (5) days after receipt, make a written request for modification to the City's Project Manager in the form of an Addendum. Consultant's failure to submit such written request for modification in the form of an Addendum shall be the basis for refusal by the City to treat said communication as a basis for modification or to allow such modification. In connection with any modification to this Agreement affecting any change in price, Consultant shall submit a complete breakdown of labor, material, equipment, and other costs. If Consultant incurs additional costs or devotes additional time on Project tasks, the City shall be responsible for payment of only those additional costs for which it has agreed to pay under a signed Addendum. To be enforceable, the Addendum must describe with particularity the nature of the change, any delay in time the Addendum will cause, or any increase or decrease in the Compensation Amount. The Addendum must be signed and dated by both Consultant and the City before the Addendum may be implemented.

### **Section 16. Access to Records**

The City shall have access, upon request, to such books, documents, receipts, papers, and records of Consultant as are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of four (4) years, unless within that time the City specifically requests an extension. This clause shall survive the expiration, completion, or termination of this Agreement.

### **Section 17. Property of the City**

17.1. Originals or certified copies of the original work forms, including but not limited to documents, drawings, tracings, surveying records, mylars, papers, diaries, inspection reports, and photographs, performed or produced by Consultant under this Agreement shall be the exclusive property of the City and shall be delivered to the City prior to final payment. Any statutory or common law rights to such property held by Consultant as creator of such work shall be conveyed to the City upon request without additional compensation. Upon the City's approval, and provided the City is identified in connection therewith, Consultant may include Consultant's work in its promotional materials. Drawings may bear a disclaimer releasing Consultant from any liability for changes made on the original drawings and for reuse of the drawings subsequent to the date they are turned over to the City.

17.2. Consultant shall not be held liable for any damage, loss, increased expenses, or otherwise, caused by or attributed to the reuse by the City or its designees of all work performed by Consultant pursuant to this Agreement without the express written permission of Consultant.

### **Section 18. Notices**

Any notice required or permitted under this Agreement shall be in writing and shall be given when actually delivered in person or forty-eight (48) hours after having been deposited in the United States mail as certified or registered mail, addressed to the addresses set forth below, or to such other address as one party may indicate by written notice to the other party.

To City: City of Wilsonville  
 Attn: Eric Mende  
 29799 SW Town Center Loop East  
 Wilsonville, OR 97070

To Consultant: Harper Houf Peterson Righellis, Inc.  
 Attn: Ben Austin  
 205 SE Spokane Street, Suite 200  
 Portland, OR 97202

## Section 19. Miscellaneous Provisions

19.1. Integration. This Agreement, including all exhibits attached hereto, contains the entire and integrated agreement between the parties and supersedes all prior written or oral discussions, representations, or agreements. In case of conflict among these documents, the provisions of this Agreement shall control.

19.2. Legal Effect and Assignment. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors, and assigns. This Agreement may be enforced by an action at law or in equity.

19.3. No Assignment. Consultant may not assign this Agreement, nor delegate the performance of any obligations hereunder, unless agreed to in advance and in writing by the City.

19.4. Adherence to Law. In the performance of this Agreement, Consultant shall adhere to all applicable federal, state, and local laws (including the Wilsonville Code and Public Works Standards), including but not limited to laws, rules, regulations, and policies concerning employer and employee relationships, workers compensation, and minimum and prevailing wage requirements. Any certificates, licenses, or permits that Consultant is required by law to obtain or maintain in order to perform the Services described on **Exhibit A**, shall be obtained and maintained throughout the term of this Agreement.

19.5. Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the State of Oregon. All contractual provisions required by ORS Chapters 279A and 279C to be included in public agreements are hereby incorporated by reference and shall become a part of this Agreement as if fully set forth herein.

19.6. Jurisdiction. Venue for any dispute will be in Clackamas County Circuit Court.

19.7. Legal Action/Attorney Fees. If a suit, action, or other proceeding of any nature whatsoever (including any proceeding under the U.S. Bankruptcy Code) is instituted in connection with any controversy arising out of this Agreement or to interpret or enforce any rights or obligations hereunder, the prevailing party shall be entitled to recover attorney, paralegal, accountant, and other expert fees and all other fees, costs, and expenses actually incurred and reasonably necessary in connection therewith, as determined by the court or body at trial or on any appeal or review, in addition to all other amounts provided by law. If the City

is required to seek legal assistance to enforce any term of this Agreement, such fees shall include all of the above fees, whether or not a proceeding is initiated. Payment of all such fees shall also apply to any administrative proceeding, trial, and/or any appeal or petition for review.

19.8. Nonwaiver. Failure by either party at any time to require performance by the other party of any of the provisions of this Agreement shall in no way affect the party's rights hereunder to enforce the same, nor shall any waiver by the party of the breach hereof be held to be a waiver of any succeeding breach or a waiver of this nonwaiver clause.

19.9. Severability. If any provision of this Agreement is found to be void or unenforceable to any extent, it is the intent of the parties that the rest of the Agreement shall remain in full force and effect, to the greatest extent allowed by law.

19.10. Modification. This Agreement may not be modified except by written instrument executed by Consultant and the City.

19.11. Time of the Essence. Time is expressly made of the essence in the performance of this Agreement.

19.12. Calculation of Time. Except where the reference is to business days, all periods of time referred to herein shall include Saturdays, Sundays, and legal holidays in the State of Oregon, except that if the last day of any period falls on any Saturday, Sunday, or legal holiday observed by the City, the period shall be extended to include the next day which is not a Saturday, Sunday, or legal holiday. Where the reference is to business days, periods of time referred to herein shall exclude Saturdays, Sundays, and legal holidays observed by the City. Whenever a time period is set forth in days in this Agreement, the first day from which the designated period of time begins to run shall not be included.

19.13. Headings. Any titles of the sections of this Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

19.14. Number, Gender and Captions. In construing this Agreement, it is understood that, if the context so requires, the singular pronoun shall be taken to mean and include the plural, the masculine, the feminine and the neuter, and that, generally, all grammatical changes shall be made, assumed, and implied to individuals and/or corporations and partnerships. All captions and paragraph headings used herein are intended solely for convenience of reference and shall in no way limit any of the provisions of this Agreement.

19.15. Good Faith and Reasonableness. The Parties intend that the obligations of good faith and fair dealing apply to this Agreement generally and that no negative inferences be drawn by the absence of an explicit obligation to be reasonable in any portion of this Agreement. The obligation to be reasonable shall only be negated if arbitrariness is clearly and explicitly permitted as to the specific item in question, such as in the case of where this Agreement gives the City "sole discretion" or the City is allowed to make a decision in its "sole judgment."

19.16. Other Necessary Acts. Each party shall execute and deliver to the other all such further instruments and documents as may be reasonably necessary to carry out this Agreement in order to provide and secure to the other parties the full and complete enjoyment of rights and privileges hereunder.

19.17. Interpretation. As a further condition of this Agreement, the City and Consultant acknowledge that this Agreement shall be deemed and construed to have been prepared mutually by each party and it shall be expressly agreed that any uncertainty or ambiguity existing therein shall not be construed against any party. In the event that any party shall take an action, whether judicial or otherwise, to enforce or interpret any of the terms of the Agreement, the prevailing party shall be entitled to recover from the other party all expenses which it may reasonably incur in taking such action, including attorney fees and costs, whether incurred in a court of law or otherwise.

19.18. Entire Agreement. This Agreement and all documents attached to this Agreement represent the entire agreement between the parties.

19.19. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall constitute an original Agreement but all of which together shall constitute one and the same instrument.

19.20. Authority. Each party signing on behalf of Consultant and the City hereby warrants actual authority to bind their respective party.

The Consultant and the City hereby agree to all provisions of this Agreement.

**CONSULTANT:**

**CITY:**

Harper Houf Peterson Righellis, Inc.

City of Wilsonville

By: \_\_\_\_\_

By: \_\_\_\_\_

Ben Austin

Bryan Cosgrove

As Its: Principal

As Its: City Manager

Employer I.D. No. 93-1045332

APPROVED AS TO FORM:

\_\_\_\_\_  
Barbara A. Jacobson, City Attorney  
City of Wilsonville, Oregon

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**Exhibit A**  
**Professional Services Agreement**

City of Wilsonville

Garden Acres Road  
CIP # 4201

**SCOPE OF SERVICES**

General

Services will include complete design of approximately 2700 linear feet of Garden Acres Road and approximately 800 feet of Ridder Road east of Garden Acres Road to Collector classification: 12' travel lanes, a 14 foot median/turn lane, 8' buffered bike lanes, curb and gutter, engineered water quality bioswales, subsurface storm water conveyance facilities, 5 foot minimum sidewalk, street lighting, signalization at Ridder Road, and signage and stripping. The intersection of Garden Acres Road and Ridder/Clutter Road shall be re-designed and reoriented as conceptually shown in Attachment B-2. The re-design of the northern intersection of Garden Acres Road and Day Road will be completed to a 30% design only. Design of an approximately 1600 linear foot extension of 12" diameter sanitary sewer under Garden Acres Road IS included in the services. All design shall follow the City Public Works Standards or the 2015 ODOT Standard Specification, whichever is more stringent or conservative.

Consultant will be responsible for surveying, preparing legal descriptions and exhibits, and coordinating with a City hired Right of Way agent for all right-of-way and easement acquisitions required for the Project.

Consultant will be responsible for performing field investigations, writing reports and technical memos, and submitting applications and any documentation required to obtain all necessary federal, state, and local permits for design and construction. This includes environmental permits as well as land use or other permits that may be required by agencies such as the City of Wilsonville, Washington County, ODOT, and the Bonneville Power Administration.

Consultant will be responsible for coordinating design activities with the Willamette Water Supply Program (WWSP), and incorporating drawings and specifications for the 66" diameter water transmission pipeline prepared by WWSP or their consultant(s) into the Construction Bid Package for the project.

Consultant will perform and manage public outreach efforts, including informational letters to property owners, open houses if deemed necessary by the City, and creation and updating of a web page for the project.

Consultant shall provide construction phase services to oversee construction of the Project, including submittal review and processing, construction management, quality assurance, and field inspections.

**Exhibit A**  
**Professional Services Agreement**

Project duration is anticipated to be 24 months (July 2017 to July 2019), 12 months in design and 12 months in construction.

**Task 1 – Project Management**

The Consultant shall manage all sub-consultants on the team, directing the flow of information between the Consultant team members and the City's project manager. The Consultant shall provide services including the following items:

1. Organize and conduct Kick-off meeting at City Hall.
2. Prepare and provide updates as needed to Project schedule.
3. Organize and conduct Project meetings twice a month via conference call.
4. Prepare materials for and participate in one public open-house meetings in Wilsonville – one at 30%-50% design and a second meeting at 90% design.
5. Conduct up to 13 one-on-one property owner meetings to discuss specific impacts and design considerations.
6. Prepare materials for and participate in two City Council meetings.
7. Coordinate various members of the Consultant team.
8. Provide exhibits, maps, figures, as needed and required.
9. Communicate clearly and regularly with the City's project manager.
10. Submit monthly invoices/payment requests. Each invoice / payment request shall include a project status report identifying in written form the work and activities completed for which payment is being requested.

Monthly billing and status reports shall be clearly presented in an organized manner, and formatted consistent with the cost proposal spreadsheet. All billings shall include columns for percent complete versus percent of budget spent.

**Task 2 – Surveying**

All survey work and elevations on design plans shall be based on NAVD 88 Datum, with plan sheets annotated to identify reference elevations and established benchmarks used on the project that are based on NVGD 29 Datum, along with conversion factors used to convert from NVGD 29 to NAVD 88. An existing conditions survey was performed in February 2017 and will be provided to the Successful Proposer to assist in developing the fee proposal for this Task. It is the City's expectation that the current existing conditions survey will be used as the basis for the surveying subtasks identified below, although it may be incomplete with respect to the needs of the project. In preparing the Fee Proposal, the Successful Proposer shall assume the current existing conditions survey is valid, accurate, and usable for the project, thereby reducing the scope and cost for this Task, or state specific reasons why it is not valid, accurate, or usable.

**Task 2.1– Project Initial Research and Project Planning**

This subtask shall be performed prior to field survey efforts. Work under this subtask includes:

**Exhibit A**  
**Professional Services Agreement**

- The Oregon Utility Notification Center will be contacted to field mark utilities throughout the subject area.
- Consultant will request maps from all utility companies that have utilities within the subject area.
- Consultant will thoroughly review all as-builts or record drawings, utility company information, and GIS maps.
- Consultant will conduct other survey research necessary to perform the field surveying tasks and resolve right of ways, property boundaries, and adjacent easements of record.
- Consultant will review the current existing conditions survey (provided by the City) and identify potential gaps in information needed to complete the deliverables identified for Task 2.
- Consultant is responsible for obtaining rights of entry from private property owners as needed to complete the survey work.

**Task 2.2 – Right-of-Way/Easement Surveying and Property Research**

Consultant will perform surveying necessary to accurately locate the existing right-of-way lines and relevant existing easements. At a minimum, surveying will include the following:

- Reviewing record of surveys, plats, and deed documents of adjacent ownerships.
- Establishing property, right-of-way, and easement lines adjacent to the project.
- Prepare spreadsheet of existing property and easement ownership for all property interests adjacent to the project. Obtain title reports for the respective parcels.

**Task 2.3 – Site/Topographic/Design Surveying**

Consultant will perform necessary site, topographic, and design surveying services within the Project Limits. Conduct a field walk to review the existing topographic survey and identify any deficiencies or changes to the conditions.

Convert the previously completed topographic survey from NVGD 29 to NAVD 88 and update the survey to assimilate with the new topographic survey information. At a minimum, surveying will include the following:

- Establishing a horizontal and vertical survey control network.
- Referencing the network and all mapping to the City of Wilsonville approved vertical datum.
- Surveying and preparing an existing conditions map showing the following:
  - Locations, rim elevations, and invert elevations (of pipes) for all sanitary sewer and storm manholes within the project area
  - Utility poles, meters and overhead wires (including heights)
  - Located underground utilities
  - Crown line of streets
  - Edge of pavement
  - Fences
  - Striping
  - Signage

**Exhibit A**  
**Professional Services Agreement**

- Sidewalks
- Wheelchair ramps
- Driveways
- Waterways
- Trees, hedge rows and major shrubs
- Other important topographic features
- Photos of site conditions
- The extents of the survey work will be as necessary to adequately design the proposed improvements and determine the scope and extent of demolition, including construction easements.
- Survey data will be compiled in digital format and a digital terrain model will be created which can be used for design purposes.
- An existing conditions map, stamped by a Professional Land Surveyor registered in Oregon, will be prepared showing all the above items.

Supplement topographic survey to include the following areas:

- Extend topographic survey approximately 300 feet west on SW Clutter from the end of the current survey. This includes survey of the first 75' of the property on the northwest corner of the Clutter/Garden Acres intersection.
- Extend topographic survey approximately 800 feet east on SW Ridder from the end of the current survey. This includes survey of the first 75' of the property on the northeast corner of Ridder/Garden Acres intersection.
- Survey existing driveways along Garden Acres approximately 25 feet beyond the proposed right of way limits to facilitate the design of reconnections. This includes approximately 16 driveways
- Topographic survey of the SW Cahalin Road right of way from Garden Acres to Grahams Ferry Road and approximately 200 feet north and 200 feet south of this intersection along Grahams Ferry Road. Survey will be of edge of pavement and striping only.

Topographic survey includes adding tags to all trees surveyed that are within 30 feet of the edge of pavement on both sides of the road for the purpose of the tree inventory.

#### Task 2.4 – Pre-Construction Surveying

The purpose of a pre-survey is to locate all existing monuments of record within the project limits to ensure that if they are destroyed during construction, they can be re-set. Consultant shall prepare a Pre-Construction Record of Survey to meet the requirement of ORS 209.155. The Pre-Construction Survey will include the location and description of all survey monuments that may be disturbed or destroyed during construction, existing right-of-way, controlling centerlines, survey control network, and proposed centerline.

At a minimum, surveying will include the following:

- Locations of all survey monuments that may be disturbed or destroyed by construction.

**Exhibit A**  
**Professional Services Agreement**

- Descriptions of all located survey monuments.

**Deliverables**

- Title reports, Legal descriptions and Exhibits for areas needed to be acquired for right-of-way or easement acquisition.
- The project deliverable will be a complete summary report of the existing conditions. This document will include:
  - An existing conditions survey map
  - Raw field survey data and field notes
  - Digital terrain model in AutoCAD format complete with all external references such that the DTM is fully usable by the City and WWSP without additional software or reference data.
  - Pre-Construction Record of Survey (including map and narrative) recorded with the Clackamas County Surveyors Office.
  - Utility locate ticket numbers and maps provided by utility carriers
  - Site photographs

**Task 3 – Tree Survey and Evaluation**

The project arborist shall evaluate existing trees that have the potential to be impacted by the proposed Project in accordance with the City of Wilsonville requirements, and provide arborist recommendations to the design team to minimize the loss of trees.

**Consulting Arborist shall:**

- Review a PDF map of the tree survey illustrating the location of trees 6” and larger in diameter and tree point numbers labels, and an Excel spreadsheet listing the tree survey point data.
- Conduct one site visit to assess surveyed trees and collect tree inventory data including species, diameter, crown radius, general condition (health), and wind throw resistance.
- Provide up to ten (10) hours of arborist consultation with the design team on recommendations for tree protection, tree removal, and design adjustments to preserve high quality trees.
- Review 30% plans in terms of tree protection recommendations.
- Review the Tree Removal and Protection Plan at 90% design to provide comments and notes to the design team.
- Develop a written arborist report for permit applications.

**Deliverables**

The project deliverables will include:

- Tree inventory and assessment spreadsheet. Each tree shall have a unique identifier number and the spreadsheet shall provide a summary total by species.
- General tree location reference map. Identifier numbers and dbh shall be shown for all trees 10” dbh and greater.

**Exhibit A**  
**Professional Services Agreement**

**Task 4 – Geotechnical Investigation**

Consultant will conduct geotechnical field investigations as required for street, subgrade, and underground utility design (excluding efforts for the proposed WWSP pipe project). Consultant will work with the project team to provide data appropriate to the geotechnical aspects of the project and summarize the results of our investigation, analysis, and recommendations in a draft and final report. The following design elements will require geotechnical design elements:

- Sanitary sewer installation at depths of up to 20 feet below ground surface
- Storm sewer installation at depths of up to 8 feet below ground surface
- Signal pole installation at the intersection of Garden Acres, Clutter and Ridder.
- Pavement design for new PCC pavement on Garden Acres
- Pavement design for AC or PCC pavement at the intersection.

**Scope of Geotechnical Services:**

- Review any available as-built documentation and discuss the project with City staff.
- Complete a geological reconnaissance of the project location and vicinity
- Review preliminary alignment and field locate explorations.
- Obtain a right of way permit through the City
- Complete the required utility location through Oregon One Call as well as through our subcontractor.
- Apply for and obtain a Washington County right of way permit for work in the Garden Acres right of way.
- Provide traffic control during field investigation
- Explore subsurface conditions by subsurface explorations as follows:
  - Up to four hollow stem auger borings to a maximum depth of 25 feet below ground surface (or 2 feet below rock refusal) to characterize conditions for sanitary sewer trench construction. Up to two feet of rock coring assumed in each of the explorations. Observe groundwater conditions at the time of explorations.
  - Up to two mud rotary borings to a maximum depth of 25 feet below ground surface (or 2 feet below rock refusal) to characterize conditions for signal pole foundation design. Up to two feet of rock coring assumed in each of the explorations.
  - Up to two hollow stem auger borings to 10 feet below ground surface to characterize conditions for pavement design and storm sewer trench construction.
  - Standard penetration test sampling at 2.5-foot intervals in the top 10 feet and 5-foot intervals below 10 feet.
  - Maintain a detailed log of the explorations and obtain samples of the pavement, base, and subgrade materials encountered.
- Obtain soil samples at select depths in the core explorations and complete laboratory tests on select samples. We estimate up to 22 moisture content tests, up to six fines content tests (particles by dry weight passing the U.S. Standard No. 200 sieve), and up to two Atterberg limits test.
- Analyze traffic loadings based on information to be provided by the design team.

**Exhibit A**  
**Professional Services Agreement**

- Provide pavement structural designs for AC and PCC pavement as required.
- Provide geotechnical engineering construction recommendations for site preparation, structural fill compaction criteria, and wet/dry weather earthwork procedures.
- Provide recommendations regarding excavation conditions and temporary cut slope for utility trenching
- Provide recommendations for materials and construction.
- Attend up to two project meetings as required during design
- Provide a draft and final report summarizing our conclusions and recommendations.

Assumptions for Geotechnical Services:

- Drilling will be completed on weekdays, between the times of 0900 to 1500 hours
- Subsurface contaminants will not be encountered and testing or investigate for the possible presence of toxic or hazardous materials and petroleum products will not be required.
- The drill cuttings will be collected in sealable steel drums and removed from the site for off-site disposal.
- Coordination with WWSP project manager will not be required

Deliverables

Task 4 deliverables will include:

- Geotechnical Report including summary of work, plan showing exploration locations, soil logs and soil testing results. Report shall include recommendations for PCC structural sections for the roadway, signal and streetlight pole foundations, retaining walls, if any, and for overexcavation / stabilization of underground utilities, including the WWSP water transmission pipe.

Task 5 – Stormwater Analysis

Consultant shall prepare a Stormwater Drainage Report in conformance with the City of Wilsonville Public Works Standards – 2015. Stormwater quality shall be in conformance with the 2012 Stormwater Master Plan and the Public Works Standards. Consultant shall make any corrections to the report based on comments by City staff.

Deliverables

The project deliverables will include:

- Draft and final copies of the Stormwater Drainage Report.

Task 6 – Environmental Documentation, Permitting and Agency Consultation

Task 6.1 – Pre-Permitting Environmental Review

Consultant shall review the general location and project limits, review applicable statutes and regulations, walk the site, and perform the following activities:

- Wetland reconnaissance to confirm jurisdictional wetlands are not present at the site. Prepare report.
- Level 1 Hazardous Materials Report

**Exhibit A**  
**Professional Services Agreement**

A Level I Hazardous Materials Corridor Study (HMCS) will be completed for the Garden Acres Road Improvements project area in accordance with the “Hazardous Waste Guide for Project Development” (1990) by American Association of State Highway and Transportation Officials (AASHTO) Special Committee on Environment, Archaeology and Historic Preservation, and the “ODOT Hazmat Program Procedures Guidebook,” (2010).

The purpose of the Level I HMCS is to review the development history and current use of properties within and adjacent to the project corridor to identify the possible presence of adverse environmental conditions that could be encountered during construction of project improvements. Properties identified adjacent to the work areas that are listed on federal, state, or local environmental records may indicate that contaminant releases from these properties have impacted soil or groundwater within the work area. The Level I HMCS report will summarize the results of the historical research and field reconnaissance. The report will also identify adjacent and nearby properties with potential environmental problems and evaluate whether releases from these sites could have impacted the project area. Although the research completed during a Level I HMCS is generally similar to the ASTM requirements for completing a Phase I Environmental Site Assessment (ESA), due to the specific requirements of a Level I HMCS, the assessment should not be considered compliant with the Phase I ESA ASTM Standard. Based on the proximity to potentially contaminated sites identified during the Level I HMCS, the type of construction and depth of excavation required at the project area, additional investigation may be recommended to evaluate worker safety during construction and to evaluate disposal options for contaminated soil or groundwater encountered during earthwork activities. The specific Level I HMCS scope of work is summarized below

- Review City-provided and readily available geotechnical reports, environmental reports, or other relevant documents pertaining to environmental conditions within the project area.
- Review federal, tribal, state, and local environmental records for listings of known or suspected environmental conditions within the project area and nearby properties using 40 CFR Part 312 and ASTM Practice E 1527-13 as general guidelines.
- Review regulatory agency files for properties in the project area identified in the environmental databases if research indicates that releases of contaminants from these properties are likely to impact construction activities in the project area.
- Review historical aerial photographs, as available and appropriate, to identify development history of properties within the study area relative to the possible use, generation, storage, release, or disposal of hazardous materials.
- Conduct a well search of adjacent properties.
- Conduct a visual reconnaissance of the project area and adjacent properties for visible evidence of possible adverse environmental conditions.

**Exhibit A**  
**Professional Services Agreement**

- Provide a draft and final report summarizing the findings regarding the possible presence of adverse environmental conditions within the project area. Provide recommendations for avoidance, or the potential need for a Level II investigation.

#### Deliverables

The project deliverables will include:

- Draft copy for review, and final copy after edits of the reports listed for Task 6.1.

#### Task 6.2 – Permitting

Consultant shall perform all environmental field studies, prepare necessary technical memoranda or reports, prepare and submit permit application forms, and coordinate communications with review agencies as needed to obtain all necessary permits to complete the Project. Permit applications will be submitted in a timely manner, and Consultant shall be responsible for monitoring the status of permit reviews and expected issuance of permits for the proposed Project. Permits include:

- NPDES #1200-C permit

The scope of work for this task specifically assumes that no wetlands exist within the project limits, therefore, no Biological Assessment or wetland mitigation technical support services are needed.

#### Deliverables

The project deliverables will include:

- Draft for review, and Final completed permit application(s) with supporting documentation.

#### Task 7 – Preliminary Design

##### Task 7.1 – 30% Plans

Consultant shall advance the design of Garden Acres Road, Ridder Road, the Ridder Road/Garden Acres Road intersection, the Day Road/Grahams Ferry Road/Garden Acres Road intersection, the sanitary sewer extensions, the stormwater management system, and facilities for street lighting, fiber optic, telecommunication and signalization to an approximate 30% stage, and create plan views and sections for review by the City and WWSP. The intent of the 30% plans is to identify and resolve conflicts between the various components of this project, and between new construction and existing features such as existing gas lines, overhead power, trees, and driveways. A key component of this task is coordination with WWSP to confirm the alignment and depth of the 66" water line. The Consultant shall show the following items on the 30% plans and sections:

- Facilitate a utility coordination kick-off meeting at the City with the local utility providers.

**Exhibit A**  
**Professional Services Agreement**

- Locations, depths (as applicable) and dimensions (as applicable) of existing infrastructure.
- Proposed locations, depths (as applicable) and dimensions (as applicable) of new infrastructure, including the 66" water line
- Clearances between all (existing and new) underground utilities
- Existing Right of Way
- Proposed Right of Way
- Preliminary/proposed limits of construction
- Preliminary/proposed impacts to private property (e.g., tree and shrub removal, fence or driveway removal/relocation, etc)
- Preliminary / proposed public and private utility relocations (e.g., gas, power, telecom, water, sewer, etc.)
- Existing edge of pavement
- Preliminary / proposed geometry and alignment of Garden Acres Road
- Preliminary / proposed geometry of revised Ridder Road/ Garden Acres Road intersection
- Preliminary / proposed geometry of revised Day Road/Grahams Ferry Road/Gaden Acres Road intersection

Prepare a memorandum documenting the design parameters and the design alternatives considered and selection of a preferred alternative. This is anticipated to include discussion about short term and long term utility services as well as phasing of the roadway improvements through construction of a ¾ street section. A narrative of the Garden Acres/Grahams Ferry/Day Road intersection will be included identifying the know constraints, potential issues and additional information required. Traffic elements will be included in narrative form only.

Prepare a traffic signal warrant analysis at the Garden Acres/Ridder-Clutter Intersection and Garden Acres/Java (future east/west connector roadway between Grahams Ferry Road/Garden Acres Road) intersections including determining storage needs with and without the signal.

It is anticipated that both a ¾ street section and a full street section will be investigated with the preliminary design. One cross section will be selected for inclusion in the development of final plans.

#### Task 7.2 Preliminary Design - Support Services

Consultant shall perform the following services in support of the Preliminary Design effort:

- Prepare and distribute draft exhibits of proposed ROW and easement acquisitions consistent with the 30% Plans.
- Prepare and distribute updated planning level cost estimates for construction of improvements, including the cost of ROW and easement acquisitions.
- Prepare draft specifications Table of Contents and Special Provision list. (Note: Construction Specifications and General Conditions shall be based on ODOT 2015 Standard Specifications, as modified by the Project Special Provisions.)

**Exhibit A**  
**Professional Services Agreement**

- Prepare and distribute materials for, and conduct 30% design review meeting, document review comments and decisions made, and distribute comment resolution spreadsheet.

**Deliverables**

The project deliverables for Task 7 will include:

- 30% Project design plans and reports as stated above.
- Draft right-of-way and easement acquisition exhibits.
- Draft specifications and Special Provisions summary/list.
- 30% design review meeting notes and review comment resolution spreadsheet.

**Task 8 – Acquisition Support Services**

After resolution of preliminary design layout, Consultant will provide the following support services for final Right of Way and easement acquisition documents:

- Prepare separate legal descriptions and Exhibits for each acquisition, prepared according to the format specified by the City Legal Department.
- Coordinate with the City Legal Department and a City hired Right of Way Agent for preparation of appraisals, review appraisals, and offer letters. (Note: Appraisal services and notifications and the offer/acceptance process will be performed by the City or the City's ROW Agent.)
- For the purpose of this scope, we anticipate preparing up to 18 legal descriptions and exhibits.
- Prepare up to 18 property impact maps to depict the impacts to each property associated with the acquisition.
- Prepare a legal description for the existing project right of way for use in the City annexation process.

**Deliverables**

- As specified above.

**Task 9 - Final Design and Bid Documents, 90% and 100% Plans**

After the 30% Design review meeting, and after applicable federal and state permits have been obtained, or as directed by the City Project Manager, Consultant will proceed with Final Design and Bid Document preparation. Depending on the scope of permitting, there may be a delay between Tasks 7 and 9.

**Task 9.1 – 90% Design Plans and Bid Documents**

Consultant will prepare 90% Design Plans that incorporate decisions made at 30% design review, plus any conditions of approval received from federal and state permitting agencies, plus any other design decisions approved by the City. The 90% plan set will include the following minimum sheets, organized in this order:

**Exhibit A**  
**Professional Services Agreement**

- Cover Sheet
- Legend and Construction Notes
- Existing Conditions Plan
- Demolition and Relocation Plan
- Tree Removal and Protection Plan with Notes
- Erosion Control Plan
- Site Plan
- Grading Plan
- Composite Utility Plan
- Franchise Utility Plan
- Street Plans and Profiles
- Street Details, Curb>Returns and Cross-Sections
- Storm Water Plans and Profiles
- Sanitary Sewer Plans and Profiles
- Applicable City of Wilsonville Detail Drawings
- Striping and Signage Plan and Details
- Illumination Plan and Details
- Landscape Plan and Details
- \* Construction Plans for 66" WWSP pipeline, prepared by others

In addition to preparing the above plans, Consultant will prepare the following documents:

- Bid sheet
- Bid Item Descriptions
- Engineer's Estimate of construction cost
- Project Special Provisions (Note: Construction Specifications and General Conditions shall be based on ODOT 2015 Standard Specifications, as modified by the Project Special Provisions. The Project Special Provisions shall clearly document deletions from, additions to, and modifications to the ODOT standard specifications.)
- public open houses to review and provide comment on 90% design plans

#### Deliverables

The Project deliverables will include:

- Engineering plans (90% plans)
- Bid sheet
- Updated engineer's construction cost estimates
- Project Special Provisions

#### Task 9.2 –90% Design Review Meeting

Consultant shall organize, schedule, prepare and distribute materials for, and conduct a 90% design review meeting, document review comments and decisions made, and distribute a comment resolution spreadsheet. This task includes documenting and resolving comments received at the 90% stage public open house identified in Task 1.

**Exhibit A**  
**Professional Services Agreement**

**Task 9.3 –100% Design Plans and Bid Documents**

Following review of the 90% Design package, Consultant will make any revisions based on comments received from the City and re-submit the 100% Design Plans, Bid Sheet, Project Special Provisions, Bid Item Descriptions, and Engineer’s Construction Cost Estimate to the City for inclusion in the Bid Package.

**Task 9.4 [CONTINGENCY]**

Under this contingency task, Consultant will prepare traffic signal plans if the intersection of Garden Acres/Ridder-Clutter Roads meets the traffic signal warrants as identified in Task 7.1. The following plans will be prepared as part of the 30%, 90% and final plan submittals:

- Garden Acres/Ridder-Clutter Roads Traffic Signal Plan (1”=10’)
- Garden Acres/Ridder-Clutter Roads Traffic Signal Detection Plan (1”=20’)
- Garden Acres/Ridder-Clutter Roads Traffic Signal Legend (NTS)
- Traffic Signal Detail Sheets- 2 plan sheets

**Deliverables**

The Project deliverables will include:

- Engineering plans (100% plans), three printed 22”x34” copies and ten 11”x17” copies (stamped by a Professional Engineer registered in the State of Oregon), and electronic Adobe PDF copies
- Bid sheet (in MS Excel format)
- Updated engineer’s construction cost estimates (in MS Excel format)
- Project Special Provisions (in MS Word format)
- Plan Sheets, Specifications, and Special Provisions for the WWSP water line, prepared by others.
- Responses to questions from bidders

**Task 10 – Bid Phase Services**

During the Bid Phase, Consultant shall be available to answer questions from prospective bidders, and prepare Addenda as directed by the City Project Manager. Consultant shall allocate a maximum of 40 hours for mixed technical personnel to support this effort.

**Task 11 – Construction Phase Service (Contingent Task)**

Construction phase services include Construction Engineering and Management, Construction Surveying, monthly construction meetings, and preparing Record (As-Built) drawings. Construction phase services are intended to assist the City of Wilsonville and WWSP with managing and coordinating construction activities, leading to successful completion of the

**Exhibit A**  
**Professional Services Agreement**

improvements. Day-to-Day construction inspection functions will be performed by City personnel.

**Task 11.1 – Construction Meetings**

Consultant will attend the Project's pre-construction meeting and 1 construction meeting per month, to be scheduled by the City and to be held at Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, OR. For the purpose of this scope, construction is anticipated to be 12 months.

**Deliverables**

The Project deliverables will include:

- Meeting notes
- Answers to any questions arising from the meetings

**Task 11.2 - Construction Surveying**

Consultant will provide the following construction surveying:

Consultant shall provide quality control construction survey work as directed by the City. A budget of three field days is assumed.

**Task 11.3 –Construction Engineering and Management**

- Consultant shall manage and coordinate the submittal review and approval process, except for submittals associated with the 66" WWSP pipe. Consultant will coordinate receipt of contractor submittals, review submittals and return any submittals needing revision directly to the Contractor. If/when submittals are ready for approval, Consultant shall transmit the submittal to the City Project Manager or Inspector for approval. Approved submittals will be returned directly to the Contractor.
- Consultant will conduct periodic site visits as necessary to determine whether construction activities are consistent with the approved plans and specifications.
- Consultant shall clarify construction plans or specifications upon requests by the City.
- Consultant shall process Requests For Information (RFI's) and respond to requests for clarifications from the contractor, WWSP, or City personnel.
- Consultant shall produce revised plans and details as directed by the City Project Manager based on changes in field conditions, unforeseen conflicts, or changes to the plans authorized by the City Project Manager.
- As requested by the City Project Manager, Consultant shall review Contractor invoices for the appropriateness of the invoice compared to actual completion of bid items.
- As requested by the City Project Manager, Consultant shall review Contractor Change Order Requests for appropriateness compared to approved plans and specifications.
- Consultant shall participate in a full project walk-thru at time of Substantial Completion, and assist the City in preparing the Substantial Completion Punch List.

**Task 11.4 – As-Built Survey and Drawings**

**Exhibit A**  
**Professional Services Agreement**

All elevations on record drawings shall be based on NAVD 88 Datum. Consultant shall prepare a Post-Construction Record of Survey to meet the requirement of ORS 209.155. The Post-Construction Survey will include the location and description of all survey monuments that were disturbed or destroyed during construction, re-setting of destroyed monuments, setting of centerline monuments, newly acquired right-of-way, existing right-of-way where applicable, roadway centerlines, visible utility structures (manholes, curb inlets, water valves, etc.) , invert elevations on storm and sanitary sewer structures, signal poles, mapping of curbs at Point of Tangency and Point of Curvature, and survey control network.

Consultant will perform the following services:

- Survey the 'As-Built' project improvements
- Prepare 'As-Built' plans based on the survey data
- Submit the 'As-Built' plans to the City for review and comment
- Make any necessary changes and submit Mylar 'As-Built' Plans (3-mil thickness) to the City

**Deliverables**

The project deliverables include:

- Post-Construction Record of Survey (including map and narrative) recorded with the Washington County Surveyors Office.
- Mylar copy of 'As-Built' plans
- AutoCAD copy, current version, of 'As-Built' plans
- Digitally signed PDF copy of 'As-Built' plans



**EXHIBIT B COST PROPOSAL**  
**Garden Acres Road (CIP 4201)**  
**City of Wilsonville**

**Harper Houf Peterson Righellis Inc.**  
**CITY OF WILSONVILLE PROJECT NO.**  
**June 29, 2017**

DKS Associates								
Principal	Project Manager	Project Engineer 2	Project Engineer 1	CAD Tech	Admin	DKS Labor	Expenses	DKS Subtotal *
\$185.00	\$120.00	\$110.00	\$95.00	\$105.00	\$95.00			

TASK DESCRIPTIONS	2	8	12	\$	2,470.00	\$	-	\$	2,594
<b>Task 1: Project Management</b>									
1.0 Project Management									
<b>Task 2: Surveying</b>									
2.1 Project Initial Research and Project Planning									
2.2 Right-of-Way/Easement Surveying and Property Research									
2.3 Site/Topographic/Design Surveying									
2.4 Pre-Construction Surveying									
<b>Task 3: Tree Survey and Evaluation</b>									
3.0 Tree Survey and Evaluation									
<b>Task 4: Geotechnical Investigation</b>									
4.0 Geotechnical Investigation									
<b>Task 5: Stormwater Analysis</b>									
5.0 Stormwater Analysis									
<b>Task 6: Environmental Documentation, Permitting and Agency Consultation</b>									
6.1 Pre-Permitting Environmental Review									
6.2 Permitting									
<b>Task 7: Preliminary Design</b>									
7.1 30% Plans	11	23	24	55	18	14,550.00	1,250.00	16,590	
7.2 Preliminary Design - Support Services		2		8		1,000.00		1,050	
<b>Task 8: Acquisition Support Services</b>									
8.0 Acquisition Support Services									
<b>Task 9: Final Design and Bid Documents, 90% and 100% Plans</b>									
9.1 90% Design Plans and Bid Documents	10	38	43	80	72	26,300.00	100.00	27,720	
9.2 90% Design Review Meeting	2	2	4			1,050.00	50.00	1,155	
9.3 100% Design Plans and Bid Documents	4	12	14	20	20	7,720.00	50.00	8,159	
9.4 Traffic Signal - Garden Acres Road/Clutter (Contingency)	10	20	30	40	40	15,550.00	50.00	16,380	
<b>Task 10: Bid Phase Services</b>									
10.0 Bid Phase Services	2	4	2	8		1,830.00		1,922	
<b>Task 11: Construction Phase Service (Contingency)</b>									
11.1 Construction Meetings	2	2	2			830.00	50.00	924	
11.2 Construction Survey QC									
11.3 Construction Engineering and Management	4	16	4	16	4	4,600.00	100.00	4,935	
11.4 As-Built Survey and Drawings	1	4		6	10	2,285.00	50.00	2,452	

Total Hours by Staff Type: 48 131 119 233 164 12 \$ 76,185.00 \$1,700.00 \$ 83,879.25

Hourly Rates: \$185.00 \$120.00 \$110.00 \$95.00 \$105.00 \$95.00 \$78,185.00

\* Subconsultant Subtotals include a 5% markup.

**EXHIBIT B COST PROPOSAL**  
**Garden Acres Road (CIP 4201)**  
**City of Wilsonville**  
**Harper Houf Peterson Righellis Inc.**  
**CITY OF WILSONVILLE PROJECT NO.**  
**June 29, 2017**

GeoDesign											GeoDesign Subtotal *	
TASK DESCRIPTIONS	Principal	Senior Associate	Project Manager II	Project Manager I	Technical Specialist I	Staff III	CAD Technician	Senior Project Assistant	Project Assistant	Support Staff	GeoDesign Labor	Expenses
<b>Task 1: Project Management</b>												
1.0 Project Management	\$203.00	\$185.00	\$149.00	\$140.00	\$131.00	\$121.00	\$92.00	\$88.00	\$82.00	\$70.00		
<b>Task 2: Surveying</b>												
2.1 Project Initial Research and Project Planning												
2.2 Right-of-Way/Easement Surveying and Property Research												
2.3 Site/Topographic/Design Surveying												
2.4 Pre-Construction Surveying												
<b>Task 3: Tree Survey and Evaluation</b>												
3.0 Tree Survey and Evaluation												
<b>Task 4: Geotechnical Investigation</b>												
4.0 Geotechnical Investigation	3	24	12		32		5	5	2	2	\$ 12,315.00	\$ 13,095.48
<b>Task 5: Stormwater Analysis</b>												
5.0 Stormwater Analysis												
<b>Task 6: Environmental Documentation, Permitting and Agency Consultation</b>												
6.1 Pre-Permitting Environmental Review	4			16		40	6	3		2	\$ 8,848.00	\$ 1,165.08
6.2 Permitting												
<b>Task 7: Preliminary Design</b>												
7.1 30% Plans												
7.2 Preliminary Design - Support Services												
<b>Task 8: Acquisition Support Services</b>												
8.0 Acquisition Support Services												
<b>Task 9: Final Design and Bid Documents, 90% and 100% Plans</b>												
9.1 90% Design Plans and Bid Documents												
9.2 90% Design Review Meeting												
9.3 100% Design Plans and Bid Documents												
9.4 Traffic Signal - Garden Acres Road/Clutter (Contingency)												
<b>Task 10: Bid Phase Services</b>												
10.0 Bid Phase Services				4							\$ 560.00	\$ -
<b>Task 11: Construction Phase Service (Contingency)</b>												
11.1 Construction Meetings												
11.2 Construction Survey QC												
11.3 Construction Engineering and Management												
11.4 As-Built Survey and Drawings												

Total Hours by Staff Type

7	24	12	20	32	40	11	8	3	4		\$ 21,723.00	\$ 14,260.56	\$ 37,762.74
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Hourly Rates

\$203.00	\$185.00	\$149.00	\$140.00	\$131.00	\$121.00	\$92.00	\$88.00	\$82.00	\$70.00		\$21,723.00	\$246.00	\$21,723.00
\$1,421.00	\$4,440.00	\$1,788.00	\$2,800.00	\$4,192.00	\$4,840.00	\$1,012.00	\$704.00	\$246.00	\$80.00		\$21,723.00	\$246.00	\$21,723.00

\* Subconsultant Subtotals include a 5% markup.

**EXHIBIT B COST PROPOSAL**  
**Garden Acres Road (CIP 4201)**  
**City of Wilsonville**  
  
**Harper Houf Peterson Righellis Inc.**  
**CITY OF WILSONVILLE PROJECT NO.**  
**June 29, 2017**

Pacific Habitat Services								
	Principal	Wetland Scientist 2	Wetland Scientist 1	Graphics Specialist	Technical Editor/Admin	Expenses	Pacific Habitat Labor	Pacific Habitat Subtotal *
	\$145.00	\$106.00	\$101.00	\$80.00	\$70.00			

TASK DESCRIPTIONS	Principal	Wetland Scientist 2	Wetland Scientist 1	Graphics Specialist	Technical Editor/Admin	Expenses	Pacific Habitat Labor	Pacific Habitat Subtotal *
<b>Task 1: Project Management</b>								
1.0 Project Management								
<b>Task 2: Surveying</b>								
2.1 Project Initial Research and Project Planning								
2.2 Right-of-Way/Easement Surveying and Property Research								
2.3 Site/Topographic/Design Surveying								
2.4 Pre-Construction Surveying								
<b>Task 3: Tree Survey and Evaluation</b>								
3.0 Tree Survey and Evaluation								
<b>Task 4: Geotechnical Investigation</b>								
4.0 Geotechnical Investigation								
<b>Task 5: Stormwater Analysis</b>								
5.0 Stormwater Analysis								
<b>Task 6: Environmental Documentation, Permitting and Agency Consultation</b>								
6.1 Pre-Permitting Environmental Review	2	20	16	4	2		\$ 4,486.00	\$ 150.00
6.2 Permitting								
<b>Task 7: Preliminary Design</b>								
7.1 30% Plans								
7.2 Preliminary Design - Support Services								
<b>Task 8: Acquisition Support Services</b>								
8.0 Acquisition Support Services								
<b>Task 9: Final Design and Bid Documents, 90% and 100% Plans</b>								
9.1 90% Design Plans and Bid Documents								
9.2 90% Design Review Meeting								
9.3 100% Design Plans and Bid Documents								
9.4 Traffic Signal - Garden Acres Road/Clutter (Contingency)								
<b>Task 10: Bid Phase Services</b>								
10.0 Bid Phase Services								
<b>Task 11: Construction Phase Service (Contingency)</b>								
11.1 Construction Meetings								
11.2 Construction Survey QC								
11.3 Construction Engineering and Management								
11.4 As-Built Survey and Drawings								

Total Hours by Staff Type      2      20      16      4      2      \$ 4,486.00      \$150.00      \$4,637.80

Hourly Rates      \$145.00      \$106.00      \$101.00      \$80.00      \$70.00      \$290.00      \$2,120.00      \$140.00      \$2,870.00

\* Subconsultant Subtotals include a 5% markup.

**EXHIBIT B COST PROPOSAL**  
**Garden Acres Road (CIP 4201)**  
**City of Wilsonville**

**Harper Houf Peterson Righellis Inc.**  
**CITY OF WILSONVILLE PROJECT NO.**  
**June 29, 2017**

TASK DESCRIPTIONS	Morgan Holen & Associates		Morgan Holen Subtotal *	TOTAL PER TASK
	Consulting Arborist	Expenses		
<b>Task 1: Project Management</b>				
1.0 Project Management	8	\$ 1,200.00 \$ 20.00	\$ 1,281	\$ 45,244.50
<b>Task 2: Surveying</b>				
2.1 Project Initial Research and Project Planning		\$ - \$ -	-	\$ 2,840.00
2.2 Right-of-Way/Easement Surveying and Property Research		\$ - \$ -	-	\$ 22,940.00
2.3 Site/Topographic/Design Surveying		\$ - \$ -	-	\$ 21,720.00
2.4 Pre-Construction Surveying		\$ - \$ -	-	\$ 6,610.00
<b>Task 3: Tree Survey and Evaluation</b>				
3.0 Tree Survey and Evaluation	40	\$ 6,000.00 \$ 60.00	\$ 6,363	\$ 6,363.00
<b>Task 4: Geotechnical Investigation</b>				
4.0 Geotechnical Investigation		\$ - \$ -	-	\$ 26,681.00
<b>Task 5: Stormwater Analysis</b>				
5.0 Stormwater Analysis		\$ - \$ -	-	\$ 12,980.00
<b>Task 6: Environmental Documentation, Permitting and Agency Consultation</b>				
6.1 Pre-Permitting Environmental Review		\$ - \$ -	-	\$ 15,381.53
6.2 Permitting		\$ - \$ -	-	\$ 3,900.00
<b>Task 7: Preliminary Design</b>				
7.1 30% Plans		\$ - \$ -	-	\$ 43,085.00
7.2 Preliminary Design - Support Services		\$ - \$ -	-	\$ 11,515.00
<b>Task 8: Acquisition Support Services</b>				
8.0 Acquisition Support Services		\$ - \$ -	-	\$ 24,780.00
<b>Task 9: Final Design and Bid Documents, 90% and 100% Plans</b>				
9.1 90% Design Plans and Bid Documents		\$ - \$ -	-	\$ 89,245.00
9.2 90% Design Review Meeting		\$ - \$ -	-	\$ 3,940.00
9.3 100% Design Plans and Bid Documents		\$ - \$ -	-	\$ 46,338.50
9.4 Traffic Signal - Garden Acres Road/Clutter (Contingency)		\$ - \$ -	-	\$ 16,380.00
<b>Task 10: Bid Phase Services</b>				
10.0 Bid Phase Services		\$ - \$ -	-	\$ 9,349.50
<b>Task 11: Construction Phase Service (Contingency)</b>				
11.1 Construction Meetings		\$ - \$ -	-	\$ 7,624.00
11.2 Construction Survey QC		\$ - \$ -	-	\$ 6,820.00
11.3 Construction Engineering and Management		\$ - \$ -	-	\$ 30,525.00
11.4 As-Built Survey and Drawings		\$ - \$ -	-	\$ 29,771.75
<b>TOTAL PER TASK</b>				<b>\$ 484,043.79</b>

Total Hours by Staff Type 48 \$ 7,200.00 \$ 80.00 \$7,644.00

Hourly Rates \$150.00

\$7,200.00 \$7,200.00

\* Subconsultant Subtotals include a 5% markup.

**CITY OF WILSONVILLE**  
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A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, June 5, 2017. Mayor Knapp called the meeting to order at 7:05 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Knapp  
 Councilor Starr - excused  
 Councilor Stevens  
 Councilor Lehan  
 Councilor Akervall

Staff present included:

Bryan Cosgrove, City Manager  
 Jeanna Troha, Assistant City Manager  
 Barbara Jacobson, City Attorney  
 Sandra King, City Recorder  
 Chris Neamtzu, Planning Director  
 Nancy Kraushaar, Community Development Director  
 Delora Kerber, Public Works Director  
 Jon Gail, Community Relations Coordinator  
 Dwight Breasher, SMART Director  
 Nicole Hendrix, SMART Analyst  
 Susan Cole, Finance Director  
 Eric Loomis, Operations Manager SMART  
 Dan Pauley, Associate Planner

Motion to approve the order of the agenda.

**Motion:** Councilor Akervall moved to remove the renewal of the Art Tech contract and to approve the agenda as amended. Councilor Lehan seconded the motion.

**Vote:** Motion carried 4-0.

**CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS**

This is an opportunity for visitors to address the City Council on items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

Jake Gibson expressed concern with the increase of panhandlers at busy intersections. He thought it was a safety issue due the panhandlers stepping into the lanes of traffic and distracting the drivers. Mr. Gibson would like to see an ordinance similar to the city of Springfield's which fines the motorist giving money or food to panhandlers. He also suggested providing resource information to these people.

Ken Wright said he conducted an online petition due to the increase in panhandling in Wilsonville. Out of the 281 responses received, 239 wanted additional restrictions added to Ordinance 702 banning panhandlers from dangerous places. He thought law enforcement can be a point of contact to make panhandlers aware of the resources available in the tri-county area.

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Mayor Knapp reflected this issue is not exclusive to Wilsonville, and there were legal challenges in responding in an appropriate way.

Ms. Jacobson said the big issue is freedom of speech; panhandlers have the right to be on the public street. However, if a panhandler is stepping into the street, law enforcement can step in; but law enforcement cannot interfere with a panhandler if they are on the sidewalk.

Mr. Cosgrove added most of the panhandling is at the interchange or on the sidewalk, if a panhandler is in the traffic median that would be a violation of the code. He thought public education is an important aspect and asked for time to have staff look at the legal issues, and learn what other cities are doing to see if there is anything that can be done. The City Recorder will notify the two speakers when the item comes back on the agenda.

### **MAYOR'S BUSINESS**

A. Historical Society decision to name the "Three Sister Oaks" as Heritage Trees – Councilor Lehan. Councilor Lehan said the Boones Ferry 4<sup>th</sup> Grade Class were unable to attend this evening and would like to make their presentation at the June 19<sup>th</sup> Council meeting.

B. Recognition of Wilsonville High School's State Champion Girls Golf Team.

Coach Mike Nickels said he was proud the accomplishments of the Girls Golf Team. He felt the team members were a reflection of their parents; they are outstanding students and amazing community members.

Mayor Knapp read a proclamation into the record declaring June 5-11 Wilsonville Wildcat Week and distributed certificates to the players.

C. Mayor Knapp mentioned the meetings he attended on behalf of the City and noted the date of the next Council meeting will be June 19th.

### **COUNCILOR COMMENTS**

Councilor Stevens reported the Library radio frequency identification tagging project has been completed. She attended the French Prairie Bridge Task Force meeting where they discussed the criteria and weighting of that criterion for the location of the bridge.

Councilor Lehan reminded the public of the Hazardous Waste Collection event next Saturday in the City Hall parking lot. The Councilor said she helped with the installation of the featured community artist at the Library, and she encouraged people to view the artwork.

Councilor Akervall announced the Korean War Memorial Remembrance Ceremony scheduled for June 24<sup>th</sup>. The Councilor invited the public to attend the Town Center Design Workshop set for June 26<sup>th</sup>.

### **CONSENT AGENDA**

Ms. Jacobson read the titles of the Consent Agenda items into the record.

A. **Resolution No. 2629**

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A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute First Amendment Of Operations And Maintenance Contract Between The City Of Wilsonville, Tualatin Valley Water District, And Veolia Water North America – West, LLC.

**B. Resolution No. 2631**

A Resolution Of The City Of Wilsonville Amending The 2013 Official Zoning Map To Incorporate Previously Approved Quasi-Judicial Zoning Map Amendments And Editorial Corrections And Adopting A New 2017 Official Zoning Map.

**C. Resolution No.2635**

A Resolution Of The City Of Wilsonville To Accept Transfer Of Roadway Authority On Portions Of Stafford Road And Advance Road From Clackamas County To The City Of Wilsonville.

D. Minutes of the May 5, and May 15, 2017, Council Meetings.

**Motion:** Councilor Lehan moved to approve the Consent Agenda. Councilor Akervall seconded the motion.

**Vote:** Motion carried 4-0.

**PUBLIC HEARINGS**

**A. Ordinance No. 805 – 1<sup>st</sup> reading**

An Ordinance Of The City Of Wilsonville Adopting An Updated Transit Master Plan As A Sub-Element Of The Transportation System Plan, Replacing All Prior Transit Master Plans, And Repealing Ordinance No. 653.

Note: The Transit Master Plan and supporting documents are large and may be found at this link:  
<http://www.ci.wilsonville.or.us/DocumentCenter/View/11861>

Ms. Jacobson read the title of Ordinance No. 805 into the record on first reading.

Mayor Knapp opened the public hearing on Ordinance No. 805 at 8:20 p.m. and read the hearing format.

The staff report was prepared by Dwight Brashear, SMART Director, and Eric Loomis, Operations Manager.

In 2007, the City of Wilsonville adopted a Transit Master Plan (TMP) that enhanced existing service and updated chapters of the Transportation System Plan. Ten years later, the City’s population has grown to almost 23,000 residents and employs roughly 20,000 people. Beginning in 2015, South Metro Area Regional Transit (SMART) staff and project consultants led an extensive outreach process and route analysis to recommend services that are better tailored for today’s businesses and residents. The SMART system provides transportation options within Wilsonville, to Salem, Canby, and north towards Portland.

The purpose of the Transit Master Plan document, as formulated by the Transit Master Plan Citizen Task Force is to provide “convenient, safe, reliable, efficient, fiscally and environmentally responsible and friendly transportation services to anyone who wants or needs those services in Wilsonville. The provision of SMART services helps to attract and retain businesses. SMART is a valued community asset that enhances the quality of life for everyone who lives, works, or visits Wilsonville”. The 2017 TMP

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aims to make route adjustments to better serve the needs of businesses, residents, and visitors of Wilsonville.

The route changes proposed in the TMP are cost-neutral and focus on more frequent and efficient service.

The main changes proposed are:

- Switch Route 2X service from Barbur Transit Center to Tigard Transit Center;
- Divide Route 3 so that there is a 3X commuter route to Canby and separate Charbonneau Shuttle;
- Streamline Route 4 and expand evening/Saturday service;
- Reconfigure Route 7.

The adoption of the Transit Master Plan will create a transit roadmap, guiding future decisions while helping the City of Wilsonville to create and maintain a sustainable public transit network.

The development of the 2017 Transit Master Plan has been mainly funded by federal and state grants. The recommended route changes in the Transit Master Plan are cost-neutral.

To ensure this document update represented the diverse interests of the Wilsonville community, the Transit Master Plan had an extensive and inclusive public engagement process. Outreach efforts were tailored to reach people in practical and convenient ways as to reflect the opinions from the wide spectrum of current and potential system users, the business community, and residents. SMART has completed two rounds of public outreach in which transit riders, local residents and payroll taxpayers have been invited to share their opinions. A citizen Task Force has worked with SMART staff and consultants for more than a year on this planning process.

SMART staff and outreach consultants provided electronic updates to an interested parties list, published articles in the Boones Ferry Messenger and Wilsonville Spokesman, and update project and City website information to keep interested parties informed and up-to-date. SMART's final round of outreach occurred from January 25 to May 24th 2017 by publishing the draft TMP online and in public spaces open for public review before the City Council Public Hearing on June 5th 2017.

When implemented, the new plan is expected to improve efficiencies and to reduce traffic congestion by providing commuters an alternative to travel in single-occupant vehicles. Also, adoption of an updated Transit Master Plan may open new avenues of opportunity relative to grant funding for the entire City of Wilsonville.

The Transit Master Plan went before the Planning Commission on May 10th, and after a brief discussion the Commission passed the Plan unanimously. Mr. Brashear was asking the Council adopt the plan and allow SMART to move forward in a positive way.

Mayor Knapp asked whether changes are called for to best serve the needs of the community.

Mr. Brashear was confident that SMART is very well positioned to respond to the needs of the community. SMART has taken into consideration not only what is happening today, but what is likely to happen in the future. SMART has the capacity now to take on increased ridership.

The Mayor commented the position of the SMART system in the community continues to come up in economic development discussions. The ability for Wilsonville to adapt and provide transit services for employees commuting to work is a competitive advantage that not every suburban community enjoys

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which puts Wilsonville in a favorable position that can be parleyed into additional opportunities. He thought the transit system should be cultivated with an eye to that position for growth.

Councilor Stevens thought it was important to provide transit service to the Coffee Creek and Frog Pond growth areas.

Councilor Akervall thanked the members of the Task Force for their work on the Plan, and to the citizens who provided their comments on the website and participated in the process.

Councilor Lehan thought SMART was an excellent transit system and that it has a bright future going forward.

The Mayor asked for public testimony, hearing none he closed the public hearing at 8:33 p.m.

**Motion:** Councilor Stevens moved to approve Ordinance No. 805 on first reading. Councilor Lehan seconded the motion.

Councilor Stevens felt the Plan was easy to read and that it focuses on the current situation, addresses challenges, and provides creative solutions.

Mayor Knapp acknowledged Stephan Lashbrook who is now retired and who steered the process at the beginning.

**Vote:** Motion carried 4-0.

**B. Resolution No.2634**

A Resolution Of The City Of Wilsonville Adopting The Transportation System Development Charge Methodology Report And Establishing The Charge Rate.

Ms. Jacobson read the title of Resolution No. 2634 into the record on first reading.

Mayor Knapp opened the public hearing on Resolution No. 2634 at 8:37 p.m. and read the hearing format.

The staff report was presented and prepared by Mike Ward, City Engineer, Nancy Kraushaar, Community Development Director, and Todd Chase, FCS Group. The staff report is included as background.

*Begin staff report.*

FCS Group has completed a study of the City's Transportation System Development Charge (TSDC) consistent with the adopted 2013 (updated in 2016) Transportation System Plan (TSP) and current regional and county plans. Using cost estimates which have been escalated to 2017 dollars, they have established a methodology for the maximum defensible TSDC. The recommended TSDC is \$13,731 for a single-family dwelling unit (to replace our current TSDC of \$7,695 per single family dwelling unit). For non-residential land uses, the TSDC will be calculated using the same unit cost, trip generation estimates from the Institute of Traffic Engineers (ITE) Manual for the particular land use, and the size of the development.

The methodology differs from our existing methodology, changing from average vehicle trips to average daily person trip-ends (ADPT), using a calculation for the average number of people in a vehicle for the Wilsonville area. This conversion was calculated with assistance by DKS and Associates, the City's

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contract transportation engineer, and includes pass-by trips for certain use types. While some land use types are expected to be more vehicle-centric, such as the Coca-Cola, some will tilt more toward bicycle and pedestrian, such as Boones Ferry Park. It is believed that these uses generally will average out. This methodology is becoming commonly used to calculate TSDCs in the Metro region and recognizes that non-vehicular transportation modes are funded with TSDCs.

As part of the study, the Home Builder Association was consulted to receive their input. They initially expressed concern about the potential TSDC increase. Staff and FCS Group carefully considered project and cost reductions based on expected development and realistic project delivery in the next 10+/- years during which time the TSDCs should be reviewed periodically and updated as necessary. In response to this deliberate project list review, the proposed maximum defensible TSDC was reduced from \$22,345 to \$13,731 for a single family home and \$1,471 per ADPT to \$904 per ADPT for non-residential uses.

Projects, timing of needs, and funding assumptions should be regularly reviewed as new development and associated funding strategies become clearly identified to assure the Wilsonville TSDC remains appropriate.

TSDCs increase as needed to fund transportation improvements to serve growth. Rate increases would go into effect 30 days from adoption of the resolution.

Staff and FCS Group have meet with the Home Builders Association (HBA) on several occasions since the initial draft was produced this past autumn. Initial plans listed all projects from the TSP.

It is important to keep the TSDC updated in order to anticipate how revenue may be generated for the improvements needed to provide capacity, mobility, and operations for all modes as the city grows and experiences higher demands throughout the Wilsonville transportation system. If such growth-related revenues are not generated, the existing system may fall short and detrimentally impact community livability in Wilsonville.

In the alternative, rates could be phased in over a number of years, which would provide time for longer term planning for developers or rates could be set at a point lower than the maximum defensible. Both of these alternatives have the effect of reducing developer costs, but will also reduce the minimum TSDC revenue needed to address city-wide improvements to accommodate new trips from growth and to meet adopted level of service standards for the Wilsonville transportation system.

*End of staff report.*

Todd Chase provided an overview of what System Development Charges (SDCs) are and how they are calculated. SDCs are an impact fee on new development that generates trips or added traffic congestion. Oregon law is prescriptive on how cities and counties can design and create SDCs and how those charges can be established, applied and accounted for. SDCs are one of the few local transportation funding tools available in Oregon.

SDCs are one time charges paid on new development at the time a building permit application is submitted or upon receipt of a building permit. Existing properties do not pay SDCs it is applied to property that redevelops or that adds trips to the system of roads in the city. SDCs are only used for capital, they cannot be used for operations or maintenance; but they can be used for any kind of transportation capital, roads, sidewalks, bike lanes, or transit related capital. They may include a future, existing, and administrative component for monitoring and implementing the SDC program. SDCs typically include an annual escalation.

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The three main components of an SDC include a reimbursement fee, an improvement fee, and the administrative fee. The reimbursement fee is based on the fair share of existing capacity. The improvement fee is the forward looking element the transportation system plan has identified which include about 60 projects. The administrative fee is 2-4% of the total cost of the SDC for administration.

SDC eligibility varies by project; typically it ranges from 10% of the project cost to 100% depending on whether the project is for 100% capacity or whether it is needed to handle a deficiency such as adding sidewalks or widening a road. A new road would be 100% eligible if it is a collector or arterial road. Neighborhood streets are not included.

The existing fund balance has been deducted to come up with a SDC improvement fee cost basis of about \$78.4 million, and that is divided by the growth in trips to come up with the actual rate proposed. The growth in trips is based on average daily person trips. Person trips include all modes of travel. It includes multiple people in a car, bicycle and pedestrian trips. The person trip basis is a number included in the adopted Transportation System Plan and it is consistent with the Metro regional forecast as well. The number totals 102,000 net new person trips over the next 20 years which is a 1.8% average annual growth rate which is lower than the 3.3% rate the city has been growing. This assumes a slowdown in the growth activity over the next 20 years. The proposed SDC is \$904.00 per net new person trip which is the maximum defensible SDC Wilsonville could adopt.

Mr. Chase indicated SDCs generate about half of the funding that is needed for transportation funding; the increase allowed the City to catch up, therefore, the recommendation is to adopt the maximum defensible SDC of \$904.00.

Staff is recommending adopting 86% of the proposed fee; rather than \$904.00, adopt \$775.00 per trip and let it escalate over time with inflation, and use urban renewal as the funding source to pay the difference to build the Boeckman Dip Bridge.

Mayor Knapp invited public testimony.

Paul Grove representing the Home Builders Association of Metropolitan Portland submitted a letter dated May 31, 2017 into the record. Mr. Grove thanked Mr. Ward for clarification on the Metro grant I-5 Pedestrian Bridge and how those funds were to be used. He appreciated the partnership with Wilsonville noting the strong permit level during the past year was a testament to the partnership. Mr. Grove raised the issue of housing affordability in terms of the SDC increase for single family homes and multi-family homes. He thought it was important to recognize the challenges for infrastructure financing and that the City had not updated the SDCs in 10 years. He also thought it was important to note the fee increases are ultimately passed through to the home buyer and renter. Mr. Grove asked that the project list be contained to the ten year constrained list. Should Council not be amenable to that suggestion he asked for a reduction in the fees to 60% of the maximum defensible fee and for the increase to be phased in over two years, without the Boeckman Dip Bridge project.

Al Jeck, representing Venture Properties, Inc., agreed with the comments and recommendations of Mr. Grove that the increase in SDCs will increase the price of single family homes, slow sales and discourage buyers from coming to Wilsonville. Mr. Jeck submitted a letter into the record dated June 5, 2017 as well as a chart. He thought the new SDC of \$31,424 for a single family home would make Wilsonville the second highest in the metro area. He asked that the phase in period of the new SDC eligible capital projects should be limited to those starting within ten years. Mr. Jeck asked that Council consider all of the fees that will be imposed on new development.

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The Mayor closed the public hearing at 9:08 p.m. and asked staff to return to respond to questions.

Mayor Knapp asked if there would be supplemental SDCs in Frog Pond.

Nancy Kraushaar did not think supplemental SDCs would be seen in Frog Pond, rather there would be a supplemental fee charge for infrastructure relating to Boeckman Road, Stafford Road, parks, and the sewer line in Boeckman Road. Staff has been working to get accurate cost estimates and they have talked about developers fronting the costs and being paid back as the fee is collected with each building permit. Also considered is the City fronting the cost for the improvements and being paid back as each building permit paid their supplemental charge. It likely will not be a system development charge; it will be a fee, slightly different legal ramifications relative to the internal financing.

Mr. Cosgrove added it would be part of the annexation agreement. To make Frog Pond viable, there has to be an investment from the people who want to annex into the City to make that particular development work. If it were somewhere else in the City we would be looking at whatever those unique development costs are, and we would be talking to developers about what it would take to make that development work.

Mr. Ward confirmed these rates would apply across the board to single family home development, multi home development, and in Coffee Creek for the industrial development that would occur there. These developments would be charged in accordance with the number of person trips the growth would generate. This would be city-wide. Staff has not captured the specifics of what might be included in Frog Pond because good numbers are not available at this time.

Ms. Kraushaar said staff will present more detailed information to the Council on June 19<sup>th</sup>.

Regarding affordability, Mr. Cosgrove indicated Frog Pond West should not be considered as an affordable housing alternative since the homes will be listed starting at \$850,000 according to West Hills Developers. He did not see affordable options in Frog Pond West due to the cost to develop.

Staff pointed out cities update their SDCs on a rolling basis, and fees that may seem low more than likely are targeted for an update in the near future. Mr. Cosgrove added in growing cities infrastructure costs increase over time, if a city is not undertaking a systems development charge update every three to five years there are opportunity costs that are not being collected.

Mr. Cosgrove suggested looking at the Boeckman Dip Bridge, and if it cannot be funded by urban renewal it could be added at a future date.

Mayor Knapp noted that Wilsonville has used urban renewal funding to build significant infrastructure projects without SDCs. He identified major projects built with urban renewal funds.

The City Manager added public funding was used to subsidize development of infrastructure in Villebois. The Urban Renewal Task Force discussed whether Frog Pond should be included in an urban renewal district, but they did not support that concept.

The Mayor concluded the City has used urban renewal funding to build transportation links. The alternate SDC proposal shows staff can see a potential for building the Boeckman Dip Bridge improvements with urban renewal funding and asked staff if they were confident the bridge could be built.

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Mr. Cosgrove said it was doable in that Council has given staff direction to pursue it. Staff will meet with the other taxing entities to gauge their buy-in.

The Mayor asked if Council followed the alternative recommendation that would reduce the single family SDCs from \$13,700 to \$11,700 per trip cost, and if some situation made urban renewal funding for the Boeckman Dip Bridge project unattainable, what is staff's strategy.

Mr. Cosgrove indicated staff would ask Council to increase the per trip cost. The benefit to the recommendation is if there are developers who have made financial commitments; this lets them know Council is doing what it can to keep the SDCs as low as it can.

The Mayor and Councilors recommended reviewing SDC fees on a regular basis in the future would have made the increases not as onerous.

Councilor Stevens asked to make a motion.

Ms. Jacobson suggested the following motion: *Remove the current paragraph 2 in the resolution, and replace it with the following language, "Pursuant to Exhibit A, the Maximum Defensible System Development Charge is determined to be \$904.00 per person trip as identified in the Report. Notwithstanding the foregoing the charge shall initially be set at a lower \$775.00 per person trip with the expectation for an alternative funding source and implemented thirty days after adoption of this Resolution".*

**Motion:** Councilor Stevens moved to approve Resolution No. 2634 as the motion was read into the record by the City Attorney. Councilor Akervall seconded the motion.

Councilor Stevens thought it was unfortunate that it took so long to review the fees and recognized the increase is significant. She believed growth needs to pay for itself. The Boeckman Dip Bridge is an important project for safety with a new school in the area. The other listed projects are also important to the community, the connectivity, trails, sidewalks, and pedestrian paths. The Councilor thought housing affordability was an issue region-wide, however, Frog Pond was not intended to be affordable housing, or include multi-family housing, citizens wanted large lots with big homes in that area.

Councilor Lehan commented as elected officials they cannot ignore what they hear from the community who desire low density and expensive houses in the Frog Pond area. There was also opposition to development in the Frog Pond area led by complaints about traffic. She felt Wilsonville has not had anti-growth voter organized charter amendments as has occurred in neighboring cities because the Council pays attention to infrastructure and the impacts of growth. The Council works hard to maintain the quality of life for the existing residents as the City grows.

Mayor Knapp agreed with the previous comments. He thought the SDC projects and pricing needed to be reviewed more frequently. The Mayor supported the alternative staff has offered, the use of urban renewal for the construction of the Boeckman Dip Bridge, which will affect the SDC charges in a positive manner.

**Vote:** Motion carried 4-0.

**NEW BUSINESS**

A. **Resolution No. 2633**

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A Resolution Adopting Collective Bargaining Agreement Between The City Of Wilsonville And Wilsonville Municipal Employees Association (WILMEA)

Ms. Jacobson read the title of Resolution No. 2633 into the record.

The staff report was presented by Jeanna Troha. Ms. Troha explained the salary percentage increases. She noted the correction in the staff report and in the resolution.

The current WilMEA Collective Bargaining Agreement expires June 30, 2017. For several months the bargaining teams have worked cooperatively with one another to find solutions to issues and address concerns with a goal of reaching agreement on contract that was fair for both parties. The process began in January and concluded with the Association membership ratifying the contract in May.

With any Collective Bargaining Agreement the most significant item is compensation which includes wages and benefits. A summary of the cost of living increases and cost share for health insurance is listed below. In the negotiation process we look at our comparable cities to ensure we are in line with what they are providing employees for wages and health insurance contributions.

Summary of Economic Result Changes: 3 year agreement - 2015-2017

Wage Adjustment	WilMEA
July 1, 2017	2.0 %
July 1, 2018	2.25%
July 1, 2019	2.25%

Members also continue to be eligible for a 4% merit increase, as was the case in the past.

**Motion:** Councilor Lehan moved to approve Resolution No. 2633 with the scrivener errors corrected. Councilor Akervall seconded the motion.

**Vote:** Motion carried 4-0.

**B. Resolution No.2632**

A Resolution Of The City Of Wilsonville To Establish A Traffic Infraction Diversion Program As An Option Available Through The City's Municipal Court Violations Bureau.

Ms. Jacobson read the title of Resolution No. 2632 into the record.

The staff report was presented by Susan Cole. The City of Wilsonville Municipal Court uses a violation bureau, as allowed under ORS 153.800 and under the supervisory authority of the City's Judge, to streamline case management and maximize court efficiency. The violations bureau is able to resolve many cases in an expeditious, impartial, and consistent manner without its patrons having to see a judge. The City's violation bureau is able to reduce fines for certain violations and under certain conditions using a uniform fine schedule established by the Chief Justice of the Oregon Supreme Court. It can offer payment plans and accept payment by phone, mail, internet, or in person. The existence of a violations bureau is beneficial to both the Court and its patrons alike as many cases can be resolved in an expeditious, impartial, and consistent manner without patrons having to attend court. The City's Municipal Court Violations Bureau currently employs an array of programs to encourage public safety and /or education. Current programs offered include an equipment fix-it program, discounts for good drivers, and payment plans. The equipment fix-it program allows for the dismissal of a cited equipment

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violation and corresponding fine once the violation has been repaired and an administrative fee remitted to the Court. Defendants, with a qualified infraction and with no convictions in the prior 3 years, are generally offered a 20% reduction in their citation fine amount.

The City's Municipal Court already has two active diversion (traffic school) programs: (1) a seatbelt program and (2) a youth offender program. The seatbelt program is offered through the City's Violation Bureau. For the youth offender program, however, youth offenders must see the judge before diversion is allowed. In both cases, once the defendant completes the terms of his or her diversion program, attends class, and remits the appropriate fees, the violation is dismissed. The proposed adult diversion program would be an expansion of existing diversion opportunities currently offered.

The proposed adult diversion program would mean defendants eligible for adult diversion would request traffic school and pay a specified fee at the time of the request instead of paying the base fine listed on their citation. Defendants would also be responsible for paying for the traffic school class. Upon successful completion of the agreement, the charge would be dismissed and would not appear on their driving record. With many Oregon traffic courts offering a similar program, including Beaverton, Tigard, Woodburn, Happy Valley, Bend, and Ashland, as well as Oregon county and state courts, adult defendants often request traffic school in order to prevent a conviction from appearing on their driving record.

Benefits of an established diversion program include:

- It promotes compliance by educating drivers about safe driving and relevant laws that they are expected to obey. Public safety may improve if traffic violators can receive training on traffic safety.
- It rewards qualified drivers for their good driving records in allowing them a one-time opportunity to keep their unblemished driving records clean.
- It affords patrons of the Wilsonville Court system a benefit being offered in some other traffic courts.
- It affords efficiency to the City's court system by encouraging some drivers who might otherwise plead "not guilty" an acceptable option, thereby relieving pressure on the court's trial dockets.
- The diversion fee would be set similar to the discounted fine amount currently offered to good drivers under the Court's good driver discount program, under which most diversion applicable candidate would already qualify.

A drawback of any diversion program is possible diminishment of the usefulness of driving records as an analytical tool for measuring a driver's lawfulness and/or competency with regards to traffic laws. As such, no basis is established for any future court sanctions or as a useful metric potentially for auto insurance companies in setting rates.

Also, there is no public entity, such as the Oregon Department of Motor Vehicles, that tracks all Oregon drivers who have utilized adult diversion programs to ensure that a driver is not repeatedly participating in diversion programs in various jurisdictions throughout the state to avoid traffic convictions. However, many local jurisdictions use the same diversion programs which do track their participants and will reject individuals who do not meet the requirements of a particular jurisdiction's diversion program.

The Municipal Court will initiate a public education campaign notifying defendants of the adult diversion option.

**Motion:** Councilor Stevens moved to approve Resolution No. 2632. Councilor Lehan seconded the motion.

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**Vote:** Motion carried 4-0.

**CITY MANAGER'S BUSINESS**

Mr. Cosgrove indicated he would be meeting with representatives of Republic Services to talk about a new household food waste recycling program. He complimented the Library for the interactive wall. The City Manager asked Council for direction to bring back council compensation information for a future agenda. Council directed him to do so.

**LEGAL BUSINESS**

Ms. Jacobson said the City has received the Notice of Intent to Transfer Intake Facility Assets and Notice of Intent to Expand Intake Facility Assets from Tualatin Valley Water District. The letter discusses the City waiving their right of first refusal for 59.7 million gallons of capacity the City has under agreement with Tualatin Valley Water District. This ties back to the ground lease and the accord agreement that was passed at a prior Council meeting, which is subject to completion of the IGA. It contemplates those water rights will be transferred to other partners in the intake facility, which would be Hillsboro, Tigard, Beaverton, Sherwood, and Wilsonville is getting an additional 5MGD of capacity.

This has been discussed previously but the formal letter has just been received requesting Wilsonville to waive its rights. If Council is agreeable they would need to make a motion.

**Motion:** Councilor Lehan moved to authorize the City Manager to send a letter stating the City of Wilsonville will waive its first right of refusal on the 59.7 million gallons of capacity. Councilor Stevens seconded the motion.

**Vote:** Motion carried 4-0.

**ADJOURN**

Mayor Knapp adjourned the meeting at 10:01 p.m.

Respectfully submitted,

\_\_\_\_\_  
Sandra C. King, MMC, City Recorder

ATTEST:

\_\_\_\_\_  
Tim Knapp, Mayor

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A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday June 19, 2017. Mayor Knapp called the meeting to order at 7:06 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Knapp  
 Councilor Starr - Excused  
 Councilor Stevens  
 Councilor Lehan  
 Councilor Akervall

Staff present included:

Bryan Cosgrove, City Manager  
 Jeanna Troha, Assistant City Manager  
 Barbara Jacobson, City Attorney  
 Sandra King, City Recorder  
 Chris Neamtzu, Planning Director  
 Nancy Kraushaar, Community Development Director  
 Delora Kerber, Public Works Director  
 Jon Gail, Community Relations Coordinator  
 Susan Cole, Finance Director  
 Mark Ottenad, Public and Government Affairs  
 Angela Handran, Community Outreach Coordinator  
 Cathy Rodocker, Assistant Finance Director  
 Dwight Brashear, SMART Director  
 Pat Duke, Library Director

Motion to approve the order of the agenda.

**Motion:** Councilor Lehan moved to approve the order of the agenda. Councilor Stevens seconded the motion.

**Vote:** Motion carried 4-0.

## COMMUNICATIONS

A. Three Sisters Heritage Tree Nomination (Councilor Lehan)

Members of Ms. Hanlon's Fourth Grade Class presented their Heritage Tree nomination for the three Oregon White Oaks located on Kinsman Road known as "The Three Sister Oaks".

**Motion:** Councilor Lehan moved that to ratify the designation of the Three Sister Oaks on Kinsman as Wilsonville Heritage Trees as presented by the students. Councilor Akervall seconded the motion.

**Vote:** Motion carried 4-0.

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**CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS**

This is an opportunity for visitors to address the City Council on items *not* on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

Taft Mitchell of Wilsonville Community Sharing (WCS) thanked the Council and City for the support provided to Wilsonville Community Sharing. Mr. Mitchell provided a brief report regarding the number of people served and the types of services they received.

Michelle Ripple distributed copies of the fund raising literature that was prepared using the grant provided by the City last year.

**MAYOR'S BUSINESS**

## A. Citizen Academy Graduation (staff – Handran)

Diplomas were awarded to the graduating class of the 2017 Citizens Academy by the Mayor and Councilors.

Angela Handran, Community Outreach Specialist stated this is the third graduating class of the Citizens Academy. Ms. Handran talked about the activities the Citizens Academy participated in during their six-months of classes.

B. Mayor Knapp reported on the meetings and events he attended on behalf of the City and announced the next Council meeting is scheduled for July 17<sup>th</sup>.**COUNCILOR COMMENTS**

Councilor Stevens reported on the activities of the French Prairie Pedestrian Bridge Task Force, wherein they discussed the criteria on selecting the location of the bridge and the weighting of the criteria.

Councilor Lehan had no report.

Councilor Akervall stated the Kitakata Sister City Committee is looking for host families for this year's delegation traveling to Wilsonville.

**CONSENT AGENDA**

Ms. Jacobson read the items of the Consent Agenda into the record.

A. **Resolution No. 2636**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Carollo Engineers, Inc. For Master Planning And Design Services. (staff – Mende)

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**B. Resolution No. 2637**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement And Contract Amendment With Woofter Architecture Pc For Design And Construction Phase Support Services For The Library Improvements Project (CIP #8098) (Staff – Mende)

**C. Resolution No. 2644**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With VSS International, Inc. For The 2017 Street Maintenance – Slurry Seal Project (Capital Improvement Project #4014). (staff – Ward)

**Motion:** Councilor Stevens moved to approve the Consent Agenda. Councilor Lehan seconded the motion.

**Vote:** Motion carried 4-0.

**PUBLIC HEARING**Adoption of the Budget

Ms. Jacobson read the titles of Resolutions No. 2638, 2639 and 2640, and 2641 into the record. She noted one public hearing for Resolutions No. 2639 and 2640 and 2641 may be conducted; however, a separate motion is needed for each resolution.

**A. Resolution No. 2638**

A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2016-17 (staff – Rodocker)

The Mayor opened the public hearing on Resolution No. 2638 at 8:06 p.m. and read the hearing format.

Cathy Rodocker, Assistant Finance Director presented the staff report on Resolution No. 2638.

Oregon's Local Budget Law allows the Council to amend the adopted budget for an occurrence or condition that was not known at the time the budget was adopted. A transfer resolution moves expenditures from one category to another within a specific fund and does not increase the overall budget that was approved during the annual budget process. A supplemental budget adjustment will impact the budget by increasing revenues and/or expenditures. The supplemental adjustment can also recognize expenditures that exceed 10% of the adopted budget expenditures or 15% of the adopted contingency in a fund.

## Non-Capital Project Budget Requests:

- An additional \$10,000 in temporary wages is needed in the Building Department to meet anticipated work load in the month of June.
- An additional \$15,000 in bank charges is needed in the Building Department to insure adequate budget authority for the fiscal year.
- An additional \$21,000 in capital outlay is needed in the Water Treatment Program to purchase three power cells for the variable frequency drive for the high service pump P-2.

## Capital Project Budget Requests:

- Additional funding requests needed for the project management fees on the following projects:  
Coffee Creek Area Planning: Funding Source-General Fund, \$32,000

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5th/Kinsman-Water: Funding Source-Water SDC, \$20,000  
 5th/Kinsman-Sewer: Funding Source-Sewer SDC, \$20,000

As required by Local Budget Law, a notice for the public hearing has been published in the Wilsonville Spokesman. The notice has also been published on the City's website. As the accompanying resolution is a budget adjustment, a public hearing must be part of the adoption process.

Mayor Knapp called for public testimony, hearing none he closed the public hearing at 8:11 p.m.

**Motion:** Councilor Stevens moved to approve **Resolution No. 2638**. Councilor Akervall seconded the motion.

**Vote:** Motion carried 4-0.

B. **Resolution No. 2639**  
 A Resolution Declaring The City's Eligibility To Receive State Shared Revenues. (staff – Cole)

C. **Resolution No. 2640**  
 A Resolution Declaring The City's Election To Receive State Shared Revenues (staff – Cole)

D. **Resolution No. 2641**  
 A Resolution Of The City Of Wilsonville Adopting The Budget, Making Appropriations, Declaring The Ad Valorem Tax Levy, And Classifying The Levy As Provided By ORS 310.060(2) For Fiscal Year 2017-18 (staff – Cole)

The Mayor opened the public hearing on Resolutions No. 2639, 2640, and 2641 at 8:12 p.m. and read the hearing format.

Susan Cole, Finance Director, presented the staff report on Resolutions 2639 and 2640 which deal with State Shared Revenues.

Ms. Cole provided the staff report on Resolution No. 2641. Following the Budget Committee vote to approve the budget the City Council must hold a public hearing and receive comments on the budget prior to adoption. Council must adopt the budget no later than June 30, 2017.

By law, the Council may make changes in the approved budget within certain limitations: (1) taxes may not be increased over the amount approved by the budget committee, and (2) estimated expenditures in a fund cannot be increased by more than \$5,000 or 10 percent, whichever is greater. The Council can reduce the budget from that approved by the Budget Committee.

The Budget Committee made one change to the FY 2017-18 Proposed Budget prior to approving it; based upon staff recommendation, the Budget Committee increased the Parks Maintenance staff by one full-time equivalent and \$75,000, partially offset by reducing professional services in Parks Maintenance by \$30,000, and the remaining \$45,000 coming from the General Fund unassigned contingency.

Mayor Knapp called for public testimony on the three resolutions.

Mike Dykzeul expressed his support for the additional traffic officer that was included in the FY 2017-18 budget. He thanked Mr. Cosgrove for the increased police presence in his neighborhood to address traffic issues.

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Mayor Knapp closed the hearing at 8:17 p.m.

**Motion:** Councilor Lehan moved to approve **Resolution No. 2639**. Councilor Akervall seconded the motion.

**Vote:** Motion carried 4-0.

**Motion:** Councilor Lehan moved to approve **Resolution No. 2640**. Councilor Akervall seconded the motion.

**Vote:** Motion carried 4-0.

**Motion:** Councilor Akervall moved to approve **Resolution No. 2641**. Councilor Lehan seconded the motion.

Councilor Stevens noted the budget does include funding for an additional traffic officer to deal with the traffic issues. She thanked staff for putting together a budget document that was easy to read, and for the informative presentations and responses to questions.

**Vote:** Motion carried 4-0.

- E. **Ordinance No. 806** 1<sup>st</sup> reading  
An Ordinance Of The City Of Wilsonville Amending The Text Of The Comprehensive Plan, The Comprehensive Plan Map, The Wilsonville Development Code, And The Significant Resource Overlay Zone Map, And Adopting The Frog Pond West Master Plan As A Sub-Element Of The Comprehensive Plan. (staff – Neamtzu)

Ms. Jacobson read the title of Ordinance No. 806 into the record on first reading.

Mayor Knapp opened the public hearing at 8:24 p.m. and read the hearing protocol.

Mr. Neamtzu presented the staff report.

*The Staff Report is included here for background.*

In November 2015, the City Council adopted the Frog Pond Area Plan, which is a concept plan for approximately 500-acres in 3 unique neighborhoods of the planning area (west, east and south). Over the course of 2016 to now, the project team has been working closely with the Planning Commission, City Council, property owners, citizens, developers, homebuilders and planning consultants on the numerous elements contained in the Frog Pond West Master Plan. The subject property for the Master Plan is the 180-acre area located generally west of Stafford Road and north of Boeckman Road within the Urban Growth Boundary.

The purpose of the Master Plan is to: establish the overall vision for the neighborhood; illustrate and define neighborhood specific plans and requirements for land use, streets, pedestrian connections, bike routes, parks, open spaces and natural resource areas; describe and illustrate the City's expectations for high-quality architectural and community design; serve as the guide for coordinating individual developments and public realm improvements into a cohesive whole; and provide implementation strategies for land use regulation and infrastructure funding.

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Building from the November 2015 adopted Frog Pond Area Plan, the Frog Pond West Master Plan and implementing Comprehensive Plan and Development Code amendments will build upon the vision established in the Area Plan for the Frog Pond West Neighborhood. The amendments include:

- Amendment to the Comprehensive Plan Map to add the ‘Residential Neighborhood’ and ‘Public Facilities’ designations.
- Amendments to the Wilsonville Comprehensive Plan text to implement the Frog Pond West Master Plan.
- Amendment to the Significant Resource Overlay Zone (SROZ) Map to incorporate the Willow Creek drainage.
- Adoption of the Frog Pond West Master Plan as a supporting document of the Comprehensive Plan.
- Amendments to the Wilsonville Planning and Land Development Ordinance (Development Code) creating the Residential Neighborhood (RN) Zone as well as supporting amendments to the text of the Code incorporating the new RN zone.

Adoption of the Frog Pond West Master Plan will set the stage for the next generation of great Wilsonville neighborhoods.

The Planning Commission held the first public hearing on the Frog Pond West Master Plan on March 8, 2017. Following receipt of testimony and deliberation, the Commission forwarded a recommendation of approval to the City Council. A Council hearing date was set and noticed for April 17th and then continued at the request of staff to a date certain of June 19, 2017.

The Frog Pond West Master Plan is included in this year’s budget, funded by the City’s General Fund in addition to Metro’s Community Planning and Development Grant program.

Throughout the process on the Master Plan there has been extensive collaboration between the project team, the Commission and interested parties. This collaboration has allowed for vetting of many issues resulting in the draft Master Plan document that has been produced. To date, there have been 10 work sessions and one public hearing with the Planning Commission on the Master Plan. As the project continues through the public hearing phase, there will be additional opportunities for community involvement.

The creation of a new neighborhood in the Frog Pond West area will provide citizens with new housing choices as well as a future school, parks, trails and open spaces.

The Concept Plan (also known as the Frog Pond Area Plan) process included many alternatives. The Master Plan hones in on and refines the adopted concepts contained in the Area Plan. The Council can continue the hearing or make a recommendation with or without modifications.

*End of Staff Report.*

Chris Neamtzu introduced the team who worked on the Frog Pond West Master Plan, Joe Dills, project manager with Angelo Planning Group, Garth Abanakas of DKS Associates, Andy Parks, Gel Oregon and Steve Adams, the City’s Development Engineering Manager.

Mr. Neamtzu noted that a large record was created through the fifteen-month Planning Commission hearing process. The Commission worked in a collaborative environment which was open to idea sharing and dialogue that helped to shape the final draft of the Master Plan.

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The Frog Pond West Master Plan is proposed to be adopted as a sub-element of the City's Comprehensive Plan and applies only to the West neighborhood which is approximately 181 acres in area bounded by Boeckman Creek to the west, Stafford Road to the east, Boeckman Road to the south and the northern boundary of the lots that are fronting on the north side of Frog Pond Lane.

The Frog Pond West Master Plan (Plan) builds upon the Frog Pond Area Plan that was adopted by the City Council in November 2015. This Plan is consistent with the vision established in the area plan. This Plan contains all single family detached homes in three primary categories, Residential-10 which are large lots of 8,000-12,000 square feet; the R-7 category of medium lots of 6,000-8,000 square feet, and R-5 which are the smallest lots in the project area of 4,000-6,000 square feet.

Two of the West Linn-Wilsonville School District parcels are proposed for a school and a potential neighborhood park. The Master Plan document contains a maximum Plan build out of 571 dwelling units, which is 39 units less than what was contained in the Area Plan. That reduction in an overall number of housing units was driven largely by the School District's announcement to site a future school on their ten acres fronting on Boeckman Road.

The Master Plan document contains the following chapters: Purpose and Scope; Vision, Principles, and Intent; Land Use; Residential and Community Design; Transportation; Parks and Open Space; Lighting, Street Trees, Gateways and Signage; Implementation; and a series of appendices that include the infrastructure funding plan.

As of Friday afternoon there was general agreement on overall strategies. The Master Plan establishes and applies a Residential Neighborhood Comprehensive Map designation to the area, and applies Public Facilities Designations to two of the three parcels that are owned by the West Linn-Wilsonville School District.

The Master Plan does not apply any zoning to the area, that would be done as part of the individual land use applications that would come forward to the City Development Review Board and the City Council as part of each of those property owner initiated applications to implement the Master Plan.

There are five specific proposed amendments contained in the Master Plan:

1. Comprehensive Plan Map adding the residential neighborhood and public facilities designations.
2. There are supporting amendments to the text of the Comprehensive Plan creating a residential neighborhood section and modifying various sections related to parks and recreation primarily to implement the plan.
3. There is an amendment to the Significant Resource Overlay Zone Map to add the small drainage that is north of Willow Creek Drive to the SROZ overlay zone boundary.
4. The Master Plan document itself is proposed to be adopted as a supporting document to the City's Comprehensive Plan.
5. Creation of a new residential neighborhood zone section that will guide the development of the homes and the neighborhoods in the Frog Pond West area, as well as a handful of supporting amendments and new definitions throughout the code to provide consistency with the new residential neighborhood zone that has been created.

The packet contains a Revisions List, Attachment B, to the Staff Report dated June 9. On page 2 of 5 the Revisions List outlines several specific amendments the staff has identified since the Planning Commission reviewed the document. The revisions are listed below:

- **MPI.** Revise Appendix A – Acknowledgements. (As directed by the Planning Commission)

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- **MP2.** Revise Appendix C – Acreage and Density Calculations, Table 3. For Sub-district 3, delete the R-3 designation and replace with R-10. (As directed by the Planning Commission)
- **MP3.** Revise pages 95-96, Infrastructure Funding Plan text. (As directed by the Planning Commission. The principle of equitable distribution has been added to the purpose text.)
- **MP4.** Replace Appendix D – Infrastructure Funding Plan. The draft plan dated March 1, 2017 will be replaced with the final plan approved by the Council.
- **MP5.** Revise pages 77-79 – Public Lighting Plan, regarding Collector Gateway lighting, to delete the references (in text and the map) to Collector Gateway lighting. Staff has determined that it is not beneficial to have a unique light standard (which requires different materials, storage, etc.) that is applied in a very small area.
- **MP6.** Throughout the document, change the term “Linear Park” to “Trailhead Park.”
- **MP7.** Revise pages 38-39 – Boeckman and Stafford Road Frontages, to include text and graphics for the “Boeckman and Stafford Road Wall Guidelines”.

Revisions to Development Code include:

- **C1.** Revise 4.127 (.07) (C) to read as below. This is a semantic clarification. “Lot Standards for Small Lot Sub-districts. The purpose of these standards is to ensure that development in the Small Lot Sub-districts includes varied design that avoids homogenous street frontages, creates active pedestrian street frontages, and has open space that is integrated into the development pattern.”
- **C2.** Revise Table 2 to establish 6,000 square feet as the minimum lot size for duplex lots.

Global Changes to All Documents

- **G1.** Revise dates to match the date of the adoption ordinance.
- **G2.** Correct minor semantic, formatting, and graphic issues.

Mr. Neamtzu said the purpose of the Plan is to establish the vision for the West neighborhood, illustrate and define neighborhood specific plans and requirements for land uses and streets, pedestrian connections, bike routes, parks, open spaces, and natural resources area. Describe and illustrate the City’s expectations for high quality architectural and community design, and to serve as a guide for coordinating the individual developments and public realm improvements into a cohesive whole, and to provide implementation strategy for land use regulations and infrastructure funding.

The Planning Commission unanimously recommended approval with a minor correction. The Commission highlighted the need and desire to try to spread the infrastructure costs in an equitable manner across all the properties in the West neighborhood and directed Staff to do so.

Councilor Stevens referred to the June 9, 2017 Revisions Memo, and asked staff to expand on the Planning Commission discussion for items MP2 and C2. MP2 seemed like a typographical error. Staff indicated it was and the Commission corrected the error.

Mr. Neamtzu addressed C2 “Revise Table 2 to establish 6,000 square feet as the minimum lot size for duplex lots.” The existing City Code does not define a minimum lot size for duplexes and because the Residential Neighborhood Zone had a requirement in the small lot sub-district that duplexes are required to be brought into the project on acreages over a certain size. Staff had not included language in the draft development code language for a minimum lot size. This issue was raised by Mr. Wolfsan and Mr. Altman who wanted to know what the minimum lot size for a duplex lot would be; therefor staff determined a duplex lot would be 6,000 square feet based on Oregon Model Development Codes.

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Mr. Dills added the lot size would match the character of the district and noted the Commission did not provide direction; the recommendation is coming from staff.

Councilor Stevens asked for clarification about the amendment for the Willow Creek SROZ.

Mr. Neamtzu stated Willow Creek is a shallow gradient drainage basin, essentially a linear ditch that collects storm water from the area around it. When the SROZ was done in 2000 the determination was “any above ground water feature, whether it is linear or a natural meandering stream were significant natural resources and should be included in the inventory.” The inventory did not pick this up when the initial mapping was done since it was outside the City in the late 1990s, so it has been picked up here and is proposed to be added consistent with the policy direction of the city-wide SROZ. In the Planning Commission record there are findings that support the designation as a SROZ. This drainage will separate the homes to the east and the park to the west. Mr. Neamtzu explained the jog in Willow Creek Road is to align with the road to the south, and to follow property lines. The goal is to have the streets match up with property lines to allow development and access.

Councilor Akervall commented the example of the street light fixtures look like acorn fixtures, and wanted to know if that was the type of street light fixture that would be used. Mr. Neamtzu indicated the incorrect image was used in the Plan and it will be replaced with the proper light fixture image.

Councilor Akervall wondered how the cluster housing would fit into the street grid.

Mr. Dills explained the circulation is driven by the Street Demonstration Plan. The variety of housing types is intended to be modular in the sense that they can fit within this block pattern. However, the Plan is not set in stone so if a property were to cluster their development towards one portion of their property because they wanted to maintain trees or make a particular pedestrian connection, that is permissible under the code. Clustering on a portion of the property, or building cottage housing around a green, or co-housing, all of those types of housing are intended to be facilitated by the Plan and it will be reviewed development by development as to how the adaptations and modifications go.

Mayor Knapp referred to the second paragraph under Master Plan Intent, which reads, “The Master Plan seeks to: (1) Ensure that development does not “wall off” Boeckman Road and Stafford Road from their adjacent neighborhoods;” and pointed out that is what has happened in the Landover subdivision with residents building 6 foot tall wooden fences. How will staff make sure that does not happen?

Mr. Neamtzu said the Plan could include language to preclude the building of a six foot wooden fence on the private side of the brick wall. He explained the Landover subdivision wood fence is on the property line. However, in the Frog Pond West cross section there is a planting strip, a sidewalk, and a ten foot wide public utility easement/landscape tract, and then the four foot wall. It is a possibility the homeowner may plant shrubbery at the back of their lots for additional privacy.

Mayor Knapp moved to the Street Demonstration Plan and asked how the Plan would address a developer who wanted to eliminate pedestrian / greenway connections.

Mr. Dills said the standard has gone as far as it can to have developers comply with the Plan; the key language is in the latter part of the standard in WC Section 4.127(.09). Developers would need to provide justification to not following the Plan, as well as providing equivalent connectivity for the public. The Development Review Board would be responsible to insure the standards are met.

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The Mayor turned to the section discussing neighborhood parks which read, “The relationship between the adjacent homes and the park will be important. Where feasible, the blocks fronting the park should have homes facing the street and alley access to their garages.” He was concerned the term “should” was suggestive and not binding.

Mr. Dills explained the discretionary approach came about because the location of the park was not known at the time. What the conditions across the street are is an unknown, but would be greatly enhanced with the possibility of it being the School District’s property. The language represents the intent, but it is not mandatory.

The Mayor felt an alley loaded product in the area facing the neighborhood park would enhance the park user’s experience.

Mr. Neamtzu pointed out Figure 35 in the Plan showed homes on all four sides of the park; however this figure was prepared prior to knowing where the location of the neighborhood park location would be. There is the opportunity to have a pathway between the school site and the park.

Mayor Knapp thought the percentage of glazing in the homes was too low, and the examples of glazing he has seen were around thirteen to fifteen percent.

Mr. Neamtzu presented examples of homes and glazing percentages via PowerPoint of homes built in Villebois. He offered to provide additional examples. The Code talks about homes having fifteen percent glazing on the sides of homes that face the public, or that are on street corners, however, there are few homes with fifteen percent glazing on the sides of the home. Mr. Neamtzu suggested having thirteen percent as the floor with fifteen percent being the standard, and requires an additional architectural element from the menu with thirteen percent. He suggested a different condition to address the glazing percentages for the sides of homes. Mr. Neamtzu had not analyzed the glazing percentages for single story homes and wanted to be sure fifteen percent is a reasonable number.

Mayor Knapp’s unresolved questions include wood fences facing Boeckman or Stafford roads, garage orientation for homes across from public open space, parks and schools; and glazing. The Mayor felt the Plan draws on the experience of creating a strong community in Villebois, and the Plan will create a desirable neighborhood for Frog Pond West.

Councilor Stevens did not feel strongly about glazing; however the walls and fences along arterials were an issue, particularly when fences were put in side yards that are not compatible with the rear fence in terms of height and materials. The Councilor preferred to have alley loaded homes fronting the school and park and asked for that language to be tightened up.

Mayor Knapp invited public testimony.

Al Jeck of Venture Properties and Stone Bridge Homes North West expressed support of the revised infrastructure financial funding report. He found the progression to be a positive collaborative process and he complimented the Planning team. Mr. Jeck recommended including a number of lot threshold into the Plan for when infrastructure improvements would be developed in the north and adjacent to Stafford Road.

Dan Grimberg, West Hills Development voiced his support for both the land development plan and the infrastructure financing plan as now proposed. He expressed concern with requiring alley loaded homes across from open space and parks. The alley loaded requirement made large homes on 8-10,000 square

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foot lots less desirable and marketable to buyers since they wanted a usable back yard. Mr. Grimberg pointed out more glazing does not necessarily make a home more attractive. He asked for flexibility to allow architects and builders to design homes that are attractive and offered to discuss the glazing issue further.

Doris Wehler suggested including language in the Code that fences in side yards cannot be any taller than the brick and iron fence along Boeckman Road. She thought homes backing up to Boeckman Road would plant bushes to provide privacy.

Ben Altman of Pioneer Design Group spoke on behalf of Mr. Wolsten. Mr. Altman recognized the work that has gone into creating the Plan by the Staff, Planning Commission and consultants. He supported the infrastructure plan as presented and thought the issue of fee equity was as balanced as it could be based on the number of homes to be built and cautioned against focusing on glazing.

The Mayor asked for additional speakers, hearing none he closed the public hearing at 9:32 p.m.

In response to Mr. Jeck's request for clarity on the timing for Stafford Road, Mr. Neamtzu said the road project needs to be monitored closely for the regional traffic issue, and there are a number of things that need to occur before Stafford is constructed. The project team planned the work to build Boeckman Road first, the park acquisition would be second, park design and construction would be third and Stafford Road fourth. Staff would work to analyze the funding for the timing of Stafford Road.

Mr. Neamtzu advised the land use north of the park site is the medium lot category, R-7 six to eight thousand square foot lots, and large lots to the south. Regarding the glazing matter, code language was added to include garage windows in the percentage to get to the fifteen percent. The percentage was twelve initially, and adding the windows in the garage brought the percentage to fifteen. Language can be included in the code on how to treat fences and augment that chapter in the Master Plan.

Looking at the different building frontages and treating them differently does have merit and staff will bring forward some additional analysis for Council to consider related to the treatment of side yards next to pedestrian pathways versus a corner lot or a duplex where there are two street fronted elevations.

Mr. Neamtzu would provide additional information and diagrams of alley loaded housing across from the park and open areas on the 6-8,000 square foot lots and Staff will see what that design change may do to the configuration of the homes on the lots.

Mayor Knapp asked if the homes were alley loaded, would that mandate the houses to the rear that face to the next street are also alley loaded. Mr. Neamtzu said yes.

Councilor Akervall would like examples of single story home and glazing percentages.

Mayor Knapp enumerated the issues:

- Glazing percentages;
- Front loaded or alley loaded housing across from the public open space, either school or city property;
- Trying to calculate a threshold number of lots that would trigger Stafford Road improvements;
- And a way to deal with less than optimal visuals for controlling fencing behind the brick wall.

Mr. Cosgrove did we catch the issue of what we do on the side yards for windows?

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Mr. Neamtzu was going to include that into the glazing exercise.

Mayor Knapp confirmed there were no further outstanding issues from Council and asked for a motion.

**Motion:** Councilor Stevens moved to approve Ordinance No. 806 the Frog Pond West Master Plan and associated amendments to the Comprehensive Plan Text and Map, Planning and Land Development Ordinance Text, and SROZ Overlay Zone map, on first reading with the understanding that staff will come back with information and/or clarification of the following four issues:

- Glazing percentages;
- Front loaded or alley loaded housing across from the public open space, either school or city;
- Trying to calculate a threshold number of lots that would trigger Stafford Road improvements;
- And a way to deal with less than optimal visuals for controlling fencing behind the brick wall.

Councilor Lehan seconded the motion.

Mayor Knapp clarified motion includes the understanding that staff will come back to address the items for clarification.

Councilor Lehan was fine with the language remaining “should” regarding the driveways opposite of open space or schools because it gives direction that it *should* be that. A lot depends on the elevation of the driveway and the configuration of the lot and it was reasonable for it to be aspirational. If there are going to be driveways there needs to be other considerations to make sure that it is safe in those locations. Regarding the glazing the sides of the buildings need to be flexible to be less. For most of the houses in Villebois and Canyon Creek one side has virtually no windows, and the facing house has windows and sliders which affords privacy. She felt it was important for the mature trees to be preserved.

**Vote:** Motion carried 4-0.

Mayor Knapp asked for a motion to continue the Council meeting past ten o’clock.

**Motion:** Councilor Stevens moved to continue the meeting past 10 p.m. and complete the work on the agenda. Councilor Akervall seconded the motion.

**Vote:** Motion carried 4-0.

Mayor Knapp declared a recess at 9:55 p.m. and reconvened the meeting at 10:02 p.m.

## **CONTINUING BUSINESS**

- A. **Ordinance No. 805** – 2<sup>nd</sup> reading  
 An Ordinance Of The City Of Wilsonville Adopting An Updated Transit Master Plan As A Sub-Element Of The Transportation System Plan, Replacing All Prior Transit Master Plans, And Repealing Ordinance No. 653. (staff – Brashear)

The City Attorney read the title of Ordinance No. 805 into the record on second reading.

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**Motion:** Councilor Lehan moved to approve Ordinance No. 805 on second reading. Councilor Akervall seconded the motion.

**Vote:** Motion carried 4-0.  
Councilor Starr - excused  
Councilor Stevens - Yes  
Councilor Lehan - Yes  
Councilor Akervall - Yes  
Mayor Knapp - Yes

**NEW BUSINESS**

A. **Resolution No. 2642**

A Resolution Of The City Of Wilsonville Authorizing Support Grant Agreement With Wilsonville Community Sharing (Staff – Cole)

Ms. Jacobson read the title of Resolution No. 2642 into the record.

Using a PowerPoint slide show Ms. Cole presented the revenue and expenses for Wilsonville Community Sharing. This resolution authorizes an agreement between the City and Wilsonville Community Sharing, for WCS to provide certain assistance to Wilsonville residents for fiscal year 2017-18 in the total amount of \$49,340.

**Motion:** Councilor Lehan moved to approve **Resolution No. 2642**. Councilor Akervall seconded the motion.

**Vote:** Motion carried 4-0.

B. **Resolution No. 2646**

A Resolution Of The City Of Wilsonville Amending Resolution No. 2588, Support Grant Agreement With Wilsonville Community Sharing For FY 2016-17. (staff – Cole)

Ms. Jacobson read the title of Resolution No. 2646 for the record.

Ms. Cole presented the staff report.

This resolution authorizes an amendment to the agreement between the City and Wilsonville Community Sharing, for fiscal year 2016-17 in the total amount of \$8,000, in support of the completion of a fundraising and strategic plan.

**Motion:** Councilor Lehan moved to approve **Resolution No. 2646**. Councilor Akervall seconded the motion.

**Vote:** Motion carried 4-0.

C. Adoption Of Annual Update To Five-Year Action Plan And Annual One-Year Implementation Plan For The Wilsonville Tourism Development Strategy (staff – Ottenad)

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Mark Ottenad presented the staff report. The Tourism Promotion Committee unanimously recommended on May 23, 2017, adoption by Council of the FY 2017/18 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy. This is the second, rolling version of this Plan that is updated annually as required by Resolution No. 2541.

Essentially, this update to the Plan continues to advance the longer-term five-year strategy of the action plan. That is, the one-year implementation plan seeks to advance the top priorities of the larger five-year action plan.

The FY 17/18 tourism work plan is segmented into three main sections that are detailed in the Plan:

1. Tourism Promotion Program Organizational Framework / Staffing Resource: The committee works with staff of the City Manager's Office and Parks & Recreation Dept. to work with the Tourism Development and Operations Consultant contractor for tourism development and promotion in order to advance the Strategy and the Plan as outlined in RFP. The committee members elect chair and vice chair, and continue to oversee the tourism grant programs.
2. Tourism Promotion Marketing: The committee works with staff of the City Manager's Office and Parks & Recreation Dept. to work with the Tourism Development and Operations Consultant contractor to develop a tourism branding strategy, advance a business and marketing plan with a focus on Wilsonville tourism branding, marketing and online/Internet website products and processes.
3. Study Efforts for City to Advance Tourism Development: The committee works with staff of the City Manager's Office and Parks & Recreation Dept. to work with the Tourism Development and Operations Consultant contractor on four specific recommendations to the City Council for study efforts to advance tourism:
  - Visitor profile study to be undertaken in FY 17/18.
  - Feasibility study for an all-weather or indoor, multi-purpose athletic facility for sports tournaments and recreational and entertainment activities to be undertaken in FY 17/18.
  - Destination marketing strategy plan that could be undertaken in FY 18/19.
  - Hotel/conference center feasibility study as follow-up to Town Center Master Plan redevelopment project that could be undertaken in FY 18/19.

The Tourism Promotion Committee had a successful year, advancing key objectives as set-out in the prior fiscal year's Plan, including:

- Taking-on full responsibility for overseeing the administration and award-allocation for the City's two tourism grant programs, including the City's Community Tourism Matching Grant Program (\$25,000) and the Clackamas County Community Partnership Program (\$20,000).
- Overseeing development of the initial, top-priority tourism website and an ad campaign on behalf of community tourism events and to support attracting regional visitors to "linger longer" in support of local businesses. The new ExploreWilsonville.com tourism website soft-launched on May 31, 2017.
- Developing a full Request for Proposal for "Tourism Development and Operations Consultant" to implement the City's Tourism Promotion Program, and conducting interviews of proposers and making a recommendation for a successful proposer that City intends to retain for tourism promotion services for FY17/18.

When the City Council adopted Resolution No. 2541 in June 2015 to advance the Tourism Development Strategy adopted by Council in May 2014, the Council directed the new Tourism Promotion Committee

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to develop an annual business plan, formally known as a “Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy.”

In April 2016, the City Council adopted the FY 2016/17 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy as recommended by the Committee. That Plan has guided the work program and deliverables of the City’s tourism promotion program over the past year.

Councilor Lehan said the committee is a broad based highly motivated and skilled committee.

**Motion:** Councilor Akervall moved to adopt the FY 2017-19 Five-Year Action Plan And Annual One-Year Implementation Plan For The Wilsonville Tourism Development Strategy. Councilor Lehan seconded the motion.

**Vote:** Motion carried 4-0.

D. **Resolution No. 2645**  
A Resolution Adopting Collective Bargaining Agreement Between The City Of Wilsonville And SEIU Local 503. (staff – Troha)

Ms. Jacobson read the title of Resolution No. 2645 for the record.

Ms. Troha presented the staff report. The current SEIU Collective Bargaining Agreement expires June 30, 2017. For several months the bargaining teams have worked cooperatively with one another to find solutions to issues and address concerns with a goal of reaching agreement on a contract that was fair for both parties. The process began in January and concluded with the union membership ratifying the contract June 16<sup>th</sup>.

A summary of the cost of living increases and cost share for health insurance is listed below. In the negotiation process we look at our comparable transit agencies to ensure we are in line with what they are providing employees for wages and health insurance contributions.

**Summary of Economic Result Changes: 3 year agreement - 2017-2020**

<b>Wage Adjustment</b>	<b>SEIU</b>
July 1, 2017	2.0 %
July 1, 2018	2.25%
July 1, 2019	2.25%

Economic results reflect the guaranteed cost of living increase. Members also continue to be eligible for a 4% merit increase, as was the case in the past.

**Motion:** Councilor Lehan moved to approve **Resolution No. 2645**. Councilor Stevens seconded the motion.

**Vote:** Motion carried 4-0.

**CITY MANAGER’S BUSINESS**

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Mr. Cosgrove represented the City at the Korean War Veterans Remembrance, Mayor Kim of Osan, Korea. The City Manager alerted Council he would be out of the office Wednesday through Friday.

**LEGAL BUSINESS**

Ms. Jacobson distributed a packet of information to the Council regarding an appeal to the Wilsonville City Council filed June 7, 2017 by Jeff Bachrach, Bachrach Law, PC on behalf of BL & DJ, LLC and Lanphere Construction and Development, LLC. This item will be on the Council agenda July 17 for the Council to decide to either order the Community Development Director to conduct an investigation or in the alternative to find the appeal is not timely filed.

**ADJOURN**

Mayor Knapp adjourned the meeting at 10:31 p.m.

Respectfully submitted,

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Sandra C. King, MMC, City Recorder

ATTEST:

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Tim Knapp, Mayor



## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b> July 17, 2017	<b>Subject: Resolution No. 2647</b> Seismic Rehabilitation Grant from Oregon Business Development Department  <b>Staff Member:</b> Delora Kerber <b>Department:</b> Public Works	
<b>Action Required</b>	<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b> A City Council Resolution is required to authorize the project and the execution, delivery and performance of the grant contract.	
<b>Staff Recommendation:</b> Staff recommends that Council adopt Resolution No. 2647.		
<b>Recommended Language for Motion:</b> I move to approve Resolution No. 2647.		
<b>Project / Issue Relates To:</b> <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>		
<input type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s) Facilities Master Plan (March 2015)	<input type="checkbox"/> Not Applicable

**ISSUE BEFORE COUNCIL:** Shall the City sign a contract with the Oregon Infrastructure Finance Authority of the Business Development Department to receive a grant of \$251,685 for the seismic rehabilitation of the Public Works/Police Department building?

**EXECUTIVE SUMMARY:** The Facility Master Plan (FMP), completed in March 2015, provided an analysis of the existing conditions of City facilities, concepts for incremental

programmatic building, and site improvements to meet the City's short and long term needs through the Year 2035.

The FMP Priority Evaluation categorized various improvement projects by priority rating including the condition of the existing facility, the urgency of the improvement project and funding availability.

The Evaluation process identified the first priority of the long range plan is to improve the accommodations for the Police Department. The Police Department is currently housed on the Lower Level of the Public Works and Police (PWPO) building and the proposed plan is to have the Police occupy both the Lower and Main levels of the existing Public Works and Police building.

The Public Works/Police Building is currently occupied by Police and Public Works staff, the City's first responder forces. The building needs seismic improvements to provide for immediate Occupancy performance per ASCE 41-13. The Building's Facilities Condition Index = 0.30 (poor) and has a moderate collapse potential. The Facility also serves as an Emergency Field Operations Center for Public Works and as a back-up Emergency Operations Center for the City.

ORS 455.400 requires seismic rehabilitation of publicly-operated emergency operations centers, police stations and fire stations by 2022.

The seismic upgrade work can partially funded with grants from the Seismic Rehabilitation Grant Program to bring the building up to Category IV seismic standards.

Total estimated cost to complete the seismic upgrade improvements is \$559,300 of which \$251,685 is granted funded.

**EXPECTED RESULTS:** The Public Works/Police Building will meet Category IV seismic standards for essential facilities

**TIMELINE:**

6/17 – 7/17: Grant Contract Approval  
 5/17 – 8/17 – Select Design Team  
 8/17 – 11/17: Schematic Design & Design Development  
 11/17 -2/18: Create Construction Documents  
 2/18 -4/18: Bidding & Permitting  
 4/18 – 11/18: Construction  
 11/18 -12/18: Project Close out

**CURRENT YEAR BUDGET IMPACTS:** In Fiscal year 2017/2018 \$425,000 has been allocated and approved for the Public Works/Police Building Seismic Upgrade project. The balance of project funds estimated to be \$134,300 will be requested as part of the fiscal year 2018/2019 budget.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: SCole Date: 7/10/17

**LEGAL REVIEW / COMMENT:**

Reviewed by: BAJ Date: 7/11/17

The grant agreement requires strict adherence to specific grant requirements including efforts to use disadvantaged business contractors. If the grant requirements are not strictly followed all grant funds are subject to forfeiture.

**COMMUNITY INVOLVEMENT PROCESS:** Not Applicable

**BENEFIT TO THE COMMUNITY** (businesses, neighborhoods, protected and other groups): Grant funding will cover almost half of total building rehabilitation costs thereby not requiring the use of general fund monies for that portion of the cost and availing the non-used funds for other projects.

**ALTERNATIVES:** City Council may decline the grant funding for the seismic improvements to the Public Works/Police Building.

**CITY MANAGER COMMENT:**

**ATTACHMENTS:**

Resolution No. 2647

Seismic Rehabilitation Grant Program Grant Contract

**RESOLUTION NO. 2647**

**A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE POLICE AND PUBLIC WORKS BUILDING SEISMIC UPGRADE PROJECT AND THE EXECUTION OF THE SEISMIC REHABILITATION GRANT PROGRAM GRANT CONTRACT WITH OREGON INFRASTRUCTURE FINANCE AUTHORITY OF THE BUSINESS DEVELOPMENT DEPARTMENT**

WHEREAS, the Facility Master Plan (FMP), completed in March 2015 and adopted via Resolution 2526, provided an analysis of the existing conditions of City facilities, concepts for incremental programmatic building, and site improvements to meet the City's short and long term needs through the Year 2035; and

WHEREAS, the FMP evaluation process identified the first priority of the long range plan is to improve the accommodations for the Police Department; and

WHEREAS, the Police Department is currently housed on the Lower Level of the Police and Public Works building and the proposed plan is to have the Police occupy both the Lower and Main levels of the existing Police and Public Works building; and

WHEREAS, ORS 455.400 requires seismic rehabilitation of publicly-operated emergency operations centers, police stations and fire stations by 2022; and

WHEREAS, in September 2016 the City submitted an Seismic Rehabilitation Grant Application to the Oregon Infrastructure Finance Authority of the Business Development Department; and

WHEREAS, the estimated total project cost as submitted in the grant application is \$559,300; and

WHEREAS, in April 2017 the City was notified the Police and Public Works Building Seismic Rehabilitation project was awarded \$251, 685; and

WHEREAS, the Seismic Rehabilitation Grant Application process, required a commitment of supplementary local funding and the City agreed to providing funds for the portion of the project that is not eligible for grant funding; and

WHEREAS, June 8, 2017 the City was sent a contract and signature card to be completed and returned within 60 days; and

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. The City Council supports the City of Wilsonville executing the Seismic Rehabilitation Grant Program Grant Contract for the Wilsonville Police and Public Works Building.
2. The City Manager is authorized to sign the grant contract and associated documents with Oregon Infrastructure Finance Authority of the Business Development Department.
3. The City agrees to authorize the project and provide supplementary funding to complete the project.
4. This resolution becomes effective immediately upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 17<sup>th</sup> day of July, 2017, and filed with the Wilsonville City Recorder this date.

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Tim Knapp, Mayor

ATTEST:

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Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp -  
Council President Starr -  
Councilor Lehan -  
Councilor Stevens -  
Councilor Akerval -

# SEISMIC REHABILITATION GRANT PROGRAM (SRGP)

## Information Packet



Oregon Business Development Department  
Infrastructure Finance Authority

OREGON SEISMIC REHABILITATION GRANT  
CONTACT INFORMATION

**Questions**

Gloria Zacharias at (503) 986-0132 or email

[Gloria.Zacharias@oregon.gov](mailto:Gloria.Zacharias@oregon.gov)

**Mailing Information**

Oregon Business Development Department

Attn: Gloria Zacharias

775 Summer St. NE

Suite 200

Salem, OR 97301

## OREGON SEISMIC REHABILITATION GRANT PROJECT PERFORMANCE

### **Quarterly Reporting**

- Quarterly Performance Status Reports are required for each quarter of the year starting with the fall quarter of 2017. The reports are due by the 30<sup>th</sup> of the following month. Please refer to the following chart for details on the reporting schedule:

<b>Quarter</b>	<b>Begins</b>	<b>Ends</b> <small>(Est. Quarterly Report Date)</small>	<b>Report Due</b>
Fall	October 1 <sup>st</sup>	December 31 <sup>st</sup>	January 30 <sup>th</sup>
Winter	January 1 <sup>st</sup>	March 31 <sup>st</sup>	April 30 <sup>th</sup>
Spring	April 1 <sup>st</sup>	June 30 <sup>th</sup>	July 30 <sup>th</sup>
Summer	July 1 <sup>st</sup>	September 31 <sup>st</sup>	October 30 <sup>th</sup>

- The electronic file will be sent to you prior to the fall quarter. Fill it out once, and re-submit with updated information and signature each quarter. Each section is expandable to allow for comments or notes.
- Project Summary section: Brief snapshot of the project status with the estimated overall percentage complete.
- The Milestone Summary is the summary of the following detailed page.
- Project Details: Once an item has been completed the details should not change, each quarter new the information will just be added.
- There is room to add comments specific to each step of your project.
- At the end of your project the form should be completely filled out, with all percentages marked at 100%.

### **Other Items**

- Seismic Rehabilitation plaque affixed to building.\*

\*This can be paid for with grant funds.

## OREGON SEISMIC REHABILITATION GRANT FINANCIAL REPORTING

- This is a reimbursement grant. No funds will be paid until required documentation has been received and accepted.
- There is no allowance for cost over runs. The amount awarded is the maximum that will be reimbursed.
- No more than 90% of the awarded amount will be paid until all final reports and paperwork are submitted and accepted.
- Indirect costs will not be reimbursed. Operating expenses are not eligible for reimbursement. Payroll for budgeted employees working on the project are NOT allowable expenses. Other ineligible expenses – travel, meals, refreshments at contractor meetings.
- Reimbursement Request Forms must be submitted on a regular basis but not more than monthly. Do not wait until the project is complete to start requesting funds.
- The Reimbursement Worksheet must be completed in order to receive reimbursement. The worksheet should list all invoices or cash register sales slips and balance to the total funds requested on the Reimbursement Request form.
- Copies of each invoice must be submitted for payment. No reimbursement requests will be approved without appropriate documentation.
- Grantees with match will be reimbursed according to line items. The reimbursement worksheet should list the full amount of the invoice (not only the grant portion). The grant may be used first per line item. (For example: If the construction line item has grant funding and match funding, the grant funding may be requested for reimbursement before the match funds in that line item are used.)
- All financial documentation must be retained for 6 years after project completion and/or all disputes have been resolved. In the event of an audit, the auditors will be directed to contact you for additional information or copies.
- These are 100% State Funds - NO FEDERAL FUNDS. The bonds sold to finance this grant are Oregon General Obligation bonds or GO Bonds.

## OREGON SEISMIC REHABILITATION GRANT CLOSE OUT CHECKLIST

The following is a list of items you will need to include for final close out of your grant. All documentation is required in order for your file to be complete, and for final payments to be made.

### Things to remember:

- No more than 90% of the awarded amount will be paid until all final reports and paperwork are submitted and accepted.
- Final paperwork must be submitted within 90 days of the project completion deadline per grant agreement.

### Final Close Out Package should contain:

- Final Performance Status Report
- Final Request for Reimbursement
- Photos of project "in-progress" or complete
- Photo of plaque affixed to the building
- Certificate of Completion (from engineer/architect or contractor)
- If applicable: Explanation of any major discrepancy between grant award and final cost.

Additionally, if you have not already submitted the following, this should be included as well:

- Documentation satisfying SHPO requirements, if applicable.

Authorized Signature Card for Cash Payments on Oregon Business Development Department Awards	
Recipient	Project Number
<b>Signatures of Delegated Authorized Individuals to Request Payments</b> (Two signatures are required to request disbursement of funds)	
_____ Typed Name and Title	_____ Typed Name and Title
(1) a _____ Signature (Highest Elected Official must <b>not</b> sign here)	(1) b _____ Signature (Highest Elected Official must <b>not</b> sign here)
<b>Additional Signatures (if desired)</b>	
_____ Typed Name and Title	_____ Typed Name and Title
(1) c _____ Signature (Highest Elected Official must <b>not</b> sign here)	(1) d _____ Signature (Highest Elected Official must <b>not</b> sign here)
<b>I certify that the signatures above are of the individuals authorized to draw funds for the cited project.</b>  _____ Typed Name, Title and Date	<b>Agency Use Only: Date Received:</b>
(2) _____ Signature of Highest Elected Official or duly authorized official for the Recipient (Must <b>not</b> be listed in item (1) a through (1) d above)	

Oregon Business Development Department/Authorized Signature Card

**Preparation of the Authorized Signature Card Form:** If a mistake is made, or a change is necessary during the preparation of the signature card form, please prepare a new form, since erasures or corrections of any kind will not be acceptable. If you want to change individuals authorized to draw funds from the project, then please submit a new signature card. Any updated signature card will replace the previous one, so please be sure to include the names of all authorized individuals.

**Item # Explanation**

- (1) a-d Type the names and titles, and provide the signatures of the officials of your organization who are authorized to make draws on project funds. (Note: **Two** signatures are required. We recommend showing three or four signatures to allow adequate signature coverage.)
- (2) Enter the typed name, title, date and signature of the Highest Elected Official, or other official duly authorized by the governing body of the Recipient, certifying the authenticity of the signatures of individuals listed in Item (1) a through (1) d. The person signing here **must not be listed in Item (1) a through d.**
- (3) Leave blank—Oregon Business Development Department will sign here.

Complete one form and return it to: Oregon Business Development Department  
775 SUMMER ST NE STE 200  
SALEM OR 97301-1280

**SEISMIC REHABILITATION GRANT PROGRAM  
GRANT CONTRACT**

Project Name: Wilsonville Police and Public Works Building

Project Number: EM17045

This grant contract (“Contract”), dated as of the date the Contract is fully executed, is made by the State of Oregon, acting by and through the Oregon Infrastructure Finance Authority of the Business Development Department (“OBDD”), and City of Wilsonville (“Recipient”) for financing of the project referred to above and described in Exhibit B (“Project”). This Contract becomes effective only when fully signed and approved as required by applicable law. Capitalized terms not defined in section 1 and elsewhere in the body of the Contract have the meanings assigned to them by Exhibit A.

This Contract includes the following exhibits, listed in descending order of precedence for purposes of resolving any conflict between two or more of the parts:

- Exhibit A: General Definitions
- Exhibit B: Project Description
- Exhibit C: Project Budget

**SECTION 1 - KEY TERMS**

The following capitalized terms have the meanings assigned below.

“Estimated Project Cost” means \$559,300.

“Grant Amount” means \$251,685.

“Project Closeout Deadline” means 90 days after the earlier of the Project Completion Date or the Project Completion Deadline.

“Project Completion Deadline” means 30 September 2019.

**SECTION 2 - FINANCIAL ASSISTANCE**

The OBDD shall provide Recipient, and Recipient shall accept from OBDD, a grant (the “Grant”) in an aggregate amount not to exceed the Grant Amount. This Grant is made from the net proceeds from the sale of the Bonds.

**SECTION 3 - DISBURSEMENTS**

- A. Reimbursement Basis. The Grant will be disbursed to Recipient on an expense reimbursement or costs-incurred basis. The Recipient must submit each disbursement request for the Grant on an OBDD-provided or OBDD-approved disbursement request form (“Disbursement Request”).
- B. Financing Availability. The OBDD’s obligation to make, and Recipient’s right to request, disbursements under this Contract terminates on the Project Closeout Deadline.

<b>SECTION 4 - CONDITIONS PRECEDENT</b>
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- A. Conditions Precedent to OBDD's Obligations. The OBDD's obligations are subject to the receipt of the following items, in form and substance satisfactory to OBDD and its Counsel:
- (1) This Contract duly signed by an authorized officer of Recipient within 60 days of Recipient's receipt of this Contract document.
  - (2) A copy of the ordinance, order or resolution of the governing body of Recipient authorizing the Project and the execution, delivery and performance of this Contract.
  - (3) Such other certificates, documents, opinions and information as OBDD may reasonably require.
- B. Conditions to Disbursements. As to any disbursement, OBDD has no obligation to disburse funds unless all following conditions are met:
- (1) There is no Default or Event of Default.
  - (2) The representations and warranties made in this Contract are true and correct on the date of disbursement as if made on such date.
  - (3) The OBDD, in the reasonable exercise of its administrative discretion, has sufficient funding, appropriations, limitations, allotments, allocation and other expenditure authority to make the disbursement.
  - (4) The OBDD (a) has received a completed Disbursement Request, (b) has received any written evidence of materials and labor furnished to or work performed upon the Project, itemized receipts or invoices for payment, and releases, satisfactions or other signed statements or forms as OBDD may require, (c) is satisfied that all items listed in the Disbursement Request are reasonable and that the costs for labor and materials were incurred and are properly included in the Costs of the Project, and (d) has determined that the disbursement is only for costs defined as eligible costs under the Act and any implementing administrative rules and policies.
  - (5) The Recipient has delivered documentation satisfactory to OBDD that, in addition to the Grant, Recipient has available or has obtained binding commitments for all funds necessary to complete the Project.
  - (6) Any conditions to disbursement elsewhere in this Contract are met.

<b>SECTION 5 - USE OF FINANCIAL ASSISTANCE</b>
--

- A. Use of Proceeds. The Recipient shall use the Grant (and any interest earned by Recipient on the Grant) only for the activities described in Exhibit B and according to the budget in Exhibit C. The Recipient may not transfer Grant proceeds among line items in the budget without the prior written consent of OBDD.
- B. Costs of the Project. The Recipient shall apply the Grant to the Costs of the Project in accordance with the Act and Oregon law, as applicable. The Grant cannot be used for costs in excess of one hundred percent (100%) of the total Costs of the Project and cannot be used for pre-Award Costs of the Project, unless permitted by Exhibit B.
- C. Costs Paid for by Others. The Recipient may not use any of the Grant to cover costs to be paid for by other financing for the Project from another State of Oregon agency or any third party.
- D. Federal Tax Law Limits. Expenditures submitted for reimbursement under this Agreement are limited to expenditures for the Project that qualify as capital expenditures for federal income tax purposes.

**SECTION 6 - REPRESENTATIONS AND WARRANTIES OF RECIPIENT**

The Recipient represents and warrants to OBDD:

- A. Estimated Project Cost, Funds for Repayment. A reasonable estimate of the Costs of the Project is shown in section 1, and the Project is fully funded.
- B. Organization and Authority.
- (1) The Recipient is an eligible applicant under the Act, and validly organized and existing under the laws of the State of Oregon.
  - (2) The Recipient has all necessary right, power and authority under its organizational documents and under Oregon law to (a) execute and deliver this Contract, (b) incur and perform its obligations under this Contract, and (c) receive financing for the Project.
  - (3) This Contract has been duly authorized and executed by Recipient, and when executed by OBDD, is legal, valid and binding, and enforceable in accordance with its terms.
- C. Full Disclosure. The Recipient has disclosed in writing to OBDD all facts that materially adversely affect the Project, or the ability of Recipient to perform all obligations required by this Contract. The Recipient has made no false statements of fact, nor has it omitted information necessary to prevent any statements from being misleading. The information contained in this Contract is true and accurate in all respects.
- D. Pending Litigation. The Recipient has disclosed in writing to OBDD all proceedings pending (or to the knowledge of Recipient, threatened) against or affecting Recipient, in any court or before any governmental authority or arbitration board or tribunal, that, if adversely determined, would materially adversely affect the Project or the ability of Recipient to perform all obligations required by this Contract.
- E. No Defaults.
- (1) No Defaults or Events of Default exist or occur upon authorization, execution or delivery of this Contract.
  - (2) The Recipient has not violated, and has not received notice of any claimed violation of, any agreement or instrument to which it is a party or by which the Project or its property may be bound, that would materially adversely affect the Project or the ability of Recipient to perform all obligations required by this Contract.
- F. Compliance with Existing Agreements and Applicable Law. The authorization and execution of, and the performance of all obligations required by, this Contract will not: (i) cause a breach of a material agreement, indenture, mortgage, deed of trust, or other instrument, to which Recipient is a party or by which the Project or any of its property or assets may be bound; (ii) violate any provision of the charter or other document pursuant to which Recipient was organized or established; or (iii) violate any laws, regulations, ordinances, resolutions, or court orders related to Recipient, the Project or its properties or operations.
- G. Governmental Consent. The Recipient has obtained or will obtain all permits and approvals, and has made or will make all notifications, declarations, filings or registrations, required for the making and performance of its obligations under this Contract and undertaking and completion of the Project.

**SECTION 7 - COVENANTS OF RECIPIENT**

The Recipient covenants as follows:

- A. Notice of Adverse Change. The Recipient shall promptly notify OBDD of any adverse change in the activities, prospects or condition (financial or otherwise) of Recipient or the Project related to the ability of Recipient to perform all obligations required by this Contract.
- B. Compliance with Laws. The Recipient shall comply with all applicable laws, rules, regulations and orders of any court or governmental authority that relate to this Contract and the Project. These laws, rules, regulations and orders are incorporated by reference in this Contract to the extent required by law. In particular, but without limitation, Recipient shall comply with the following, as applicable:
- (1) State procurement regulations found in the Oregon Public Contracting Code, ORS chapters 279A, 279B and 279C.
  - (2) Seismic Rehabilitation Grant Program rules found in Oregon Administrative Rules chapter 123, division 51.
  - (3) State labor standards and wage rates as required by ORS chapter 279C.
- C. Project Obligations. The Recipient shall:
- (1) Provide financial status reports to OBDD for each calendar quarter of the Project. Reports are due no later than the end of the month following each quarter. Reports must be in a format provided by OBDD and completed in a manner determined acceptable by OBDD.
  - (2) Provide performance/progress status reports to OBDD for each calendar quarter of the Project. Reports are due no later than the end of the month following each quarter. Reports must be in a format provided by OBDD and completed in a manner determined acceptable by OBDD.
  - (3) Provide final financial status and performance/progress status reports to OBDD about completion of the Project, due no later than the Project Closeout Deadline. The final reports must include totals of all Project expenditures; Recipient's certification that the Project is complete and all payments have been made; and a copy of a certificate of substantial completion or occupancy; provided however, for the purposes of this Contract, OBDD will be the final judge of the Project's completion. Reports must be in a format provided by OBDD and completed in a manner determined acceptable by OBDD.
  - (4) Complete the Project according to the Project Description in Exhibit B and the Project Budget in Exhibit C, unless otherwise allowed in writing in advance by OBDD.
  - (5) Complete the Project, including any cost overruns, using its own fiscal resources or money from other sources to pay for any Costs of the Project in excess of the total amount of financial assistance provided by OBDD through this Contract.
  - (6) Complete the Project no later than the Project Completion Deadline, unless otherwise permitted by the OBDD in writing.
  - (7) Permit OBDD to conduct field engineering and inspection of the Project at any time.
  - (8) Obtain and maintain as-built drawings for all facilities constructed as part of the Project.
- D. Professional Responsibility. A professional engineer or architect, as applicable, registered and in good standing in Oregon, will be responsible for the design and construction of the Project. All service providers retained for their professional expertise must be certified, licensed, or registered, as appropriate, in the State of Oregon for their specialty. The Recipient shall follow standard construction practices, such as bonding requirements for construction contractors, requiring errors and omissions

insurance, and performing testing and inspections during construction. Recipient shall cause the work on the Project to be done so that at completion of the Project the Project's seismic safety performance level will be at immediate occupancy as defined in OAR 123-051-0200(12).

- E. Use of Project. Until ten years after the Project Completion Date, the Project must be used for its existing purposes. In the case of sale, lease, exchange, abandonment, transfer or other disposition of any substantial portion of or interest in the Project to another party, Recipient shall include, in any contract or instrument that transfers interest in the Project, language in form and substance satisfactory to OBDD, that requires such continued use.
- F. Operation and Maintenance of the Project. Until ten years after the Project Completion Date, Recipient shall operate and maintain the Project in good repair and operating condition so as to preserve the long term public benefits of the Project, including making all necessary and proper repairs, replacements, additions, and improvements. On or before the Project Closeout Deadline, Recipient shall adopt a plan acceptable to OBDD for the on-going operation and maintenance of the Project without reliance on OBDD financing and furnish OBDD, at its request, with evidence of such adoption. The plan must include measures for generating revenues sufficient to assure the operation and maintenance of the Project during the usable life of the Project.
- G. Insurance, Damage. Until ten years after the Project Completion Date, the Recipient shall maintain, or cause to be maintained, insurance policies with responsible insurers or self-insurance programs, insuring against liability and risk of direct physical loss, damage or destruction of the Project, at least to the extent that similar insurance is customarily carried by governmental units constructing, operating and maintaining similar facilities. Nothing in this provision precludes Recipient from exerting a defense against any party other than OBDD, including a defense of immunity. If the Project or any portion is destroyed, any insurance proceeds will be paid to OBDD, not to exceed the Grant Amount, unless OBDD agrees in writing that the insurance proceeds may be used to rebuild the Project.
- H. Sales, Leases and Encumbrances. Until ten years after the Project Completion Date, unless specifically described in Exhibit B, Recipient shall not sell, lease, exchange, abandon, transfer or otherwise dispose of any substantial portion of or interest in the Project, unless worn out, obsolete, or, in the reasonable business judgment of Recipient, no longer useful in the operation of the Project. Nevertheless, OBDD may consent to such disposition if it has received 90 days' prior written notice from Recipient. Such consent may require payment of OBDD's costs related to such consent and be conditioned upon receipt by OBDD of an opinion of Bond Counsel to the effect that such disposition complies with applicable law and will not adversely affect the exclusion of interest on any State Bonds from gross income for purposes of federal income taxation under Section 103(a) of the Code. The term "Bond Counsel" means a law firm determined by OBDD to have knowledge and expertise in the field of municipal law and whose opinions are generally accepted by purchasers of municipal bonds. In the case of sale, lease, exchange, transfer or other disposition of any substantial portion of or interest in the Project, Recipient shall, within 30 days of receipt of any proceeds from such disposition, pay such proceeds to OBDD, not to exceed the Grant Amount, unless OBDD agrees otherwise in writing. If Recipient abandons the Project, Recipient shall repay the Grant Amount immediately upon demand by OBDD, unless otherwise agreed by OBDD.
- I. Condemnation Proceeds. Until ten years after the Project Completion Date, if the Project or any portion is condemned, within 30 days of receipt of any condemnation proceeds, Recipient shall pay such proceeds to OBDD, not to exceed the Grant Amount, unless OBDD agrees otherwise in writing.

- J. Financial Records. The Recipient shall keep accurate books and records for the use of the Grant, and maintain them according to generally accepted accounting principles established by the Government Accounting Standards Board in effect at the time.
- K. Inspections; Information. The Recipient shall permit OBDD and any party designated by OBDD: (i) to inspect, at any reasonable time, the property, if any, constituting the Project; and (ii) at any reasonable time, to inspect and make copies of any accounts, books and records, including, without limitation, its records regarding receipts, disbursements, contracts, investments and any other related matters. The Recipient shall supply any related reports and information as OBDD may reasonably require.
- L. Records Maintenance. The Recipient shall retain and keep accessible all books, documents, papers, and records that are directly related to this Contract or the Project for a minimum of six years, or such longer period as may be required by other provisions of this Contract or applicable law, following the Project Closeout Deadline. If there are unresolved issues at the end of such period, Recipient shall retain the books, documents, papers and records until the issues are resolved.
- M. Economic Benefit Data. The OBDD may require Recipient to submit specific data on the economic development benefits of the Project and other information to evaluate the success and economic impact of the Project, from the date of this Contract until six years after the Project Completion Date. The Recipient shall, at its own expense, prepare and submit the data within the time specified by OBDD.
- N. Disadvantaged Business Enterprises. ORS 200.090 requires all public agencies to “aggressively pursue a policy of providing opportunities for disadvantaged business enterprises, minority-owned businesses, woman-owned businesses, businesses that service-disabled veterans owned and emerging small businesses...” The OBDD encourages Recipient in any contracting activity to follow good faith efforts as described in ORS 200.045, available at [https://www.oregonlegislature.gov/bills\\_laws/ors/ors200.html](https://www.oregonlegislature.gov/bills_laws/ors/ors200.html). Additional resources are provided by the Governor’s Policy Advisor for Economic and Business Equity. Also, the Certification Office for Business Inclusion and Diversity at the Oregon Business Development Department maintains a list of certified firms and can answer questions. Search for certified firms on the web at: <https://oregon4biz.diversitysoftware.com/FrontEnd/VendorSearchPublic.asp>.
- O. Notice of Default. The Recipient shall give OBDD prompt written notice of any Default as soon as any senior administrative or financial officer of Recipient becomes aware of its existence or reasonably believes a Default is likely.
- P. Indemnity; Release. To the extent authorized by law, Recipient shall defend (subject to ORS chapter 180), indemnify, save and hold harmless the State, OBDD, the Grant Selection Committee and their officers, employees, members and agents from and against any and all claims, suits, actions, proceedings, losses, damages, liability and court awards including costs, expenses, and attorneys’ fees incurred related to any actual or alleged act or omission by Recipient, or its employees, agents or contractors; however, the provisions of this section are not to be construed as a waiver of any defense or limitation on damages provided for under Chapter 30 of the Oregon Revised Statutes or under the laws of the United States or other laws of the State of Oregon.
- Further, Recipient hereby releases the State, OBDD, the Grant Selection Committee and their officers, employees, members and agents from and against any and all claims of liability for providing funding for seismic rehabilitation that Recipient may have, including but not limited to any claims for costs, expenses, and attorneys’ fees incurred by Recipient.
- Q. Further Assurances. The Recipient shall, at the request of OBDD, authorize, sign, acknowledge and deliver any further resolutions, conveyances, transfers, assurances, financing statements and other instruments and documents as may be necessary or desirable for better assuring, conveying, granting,

assigning and confirming the rights, security interests and agreements granted or intended to be granted by this Contract.

R. Exclusion of Interest from Federal Gross Income and Compliance with Code.

- (1) The Recipient shall not take any action or omit to take any action that would result in the loss of the exclusion of the interest on any Bonds from gross income for purposes of federal income taxation, as governed by Section 103(a) of the Code. OBDD may decline to disburse the Grant if it finds that the federal tax exemption of the Bonds cannot be assured.
- (2) The Recipient shall not directly or indirectly use or permit the use of any of the Grant or any other funds, or take any action or omit to take any action, which would cause any Bonds to be “arbitrage bonds” within the meaning of Section 148(a) of the Code.
- (3) The Recipient shall not cause any Bonds to be treated as “federally guaranteed” for purposes of Section 149(b) of the Code, as may be modified in any applicable rules, rulings, policies, procedures, regulations or other official statements promulgated or proposed by the Department of the Treasury or the Internal Revenue Service with respect to “federally guaranteed” obligations described in Section 149(b) of the Code. For purposes of this paragraph, any Bonds will be treated as “federally guaranteed” if: (a) all or any portion of the principal or interest is or will be guaranteed directly or indirectly by the United States of America or any agency or instrumentality thereof, or (b) five percent (5%) or more of the proceeds of the Bonds will be (i) used in making loans if the payment of principal or interest is guaranteed in whole or in part by the United States of America or any agency or instrumentality thereof, or (ii) invested directly or indirectly in federally insured deposits or accounts, and (c) none of the exceptions described in Section 149(b)(3) of the Code apply.
- (4) Upon OBDD’s request, Recipient shall furnish written information regarding its investments and use of the Grant, and of any facilities financed or refinanced therewith, including providing OBDD with any information and documentation that OBDD reasonably determines is necessary to comply with the arbitrage and private use restrictions that apply to the Bonds.
- (5) Notwithstanding anything to the contrary, so long as is necessary to maintain the exclusion from gross income for purposes of federal income taxation of interest on any Bonds, the covenants contained in this subsection will survive the payment of the Bonds, and the interest thereon, including the application of any unexpended Grant proceeds. The Recipient acknowledges that the Project may be funded with proceeds of the Bonds and that failure to comply with the requirements of this subsection could adversely affect any exclusion of the interest on the Bonds from gross income for federal income tax purposes.

<b>SECTION 8 - DEFAULTS</b>
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Any of the following constitutes an “Event of Default”:

- A. Any false or misleading representation is made by or on behalf of Recipient, in this Contract or in any document provided by Recipient related to this Grant or the Project, or in regard to compliance with the requirements of Section 103 and Sections 141 through 150 of the Code.
- B. The Recipient fails to perform any obligation required under this Contract, other than those referred to in subsection A of this section 8, and that failure continues for a period of 30 calendar days after written notice specifying such failure is given to Recipient by OBDD. The OBDD may agree in writing to an extension of time if it determines Recipient instituted and has diligently pursued corrective action.

<b>SECTION 9 - REMEDIES</b>
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- A. Remedies. Upon any Event of Default, OBDD may pursue any or all remedies in this Contract, and any other remedies available at law or in equity to collect amounts due or to become due or to enforce the performance of any obligation of Recipient. Remedies may include, but are not limited to:
- (1) Terminating OBDD's commitment and obligation to make any further disbursements of the Grant under the Contract.
  - (2) Barring Recipient from applying for future awards.
  - (3) Withholding amounts otherwise due to Recipient for application to the payment of amounts due under this Contract.
  - (4) Requiring repayment of the Grant and all interest earned by Recipient on those Grant funds.
- If, as a result of Recipient's default, OBDD demands return of all or a portion of the Grant moneys or payment of interest earned on the Grant moneys, such amount is due and payable upon demand. OBDD may deduct the amount demanded from any payment due from OBDD or any other agency of the State of Oregon to Recipient, including but not limited to, any payment to Recipient from OBDD under this Agreement and any payment to Recipient from OBDD under any other contract or agreement, present or future, between OBDD or any other agency of the State of Oregon and Recipient.
- B. Application of Moneys. Any moneys collected by OBDD pursuant to section 9.A will be applied first, to pay any attorneys' fees and other fees and expenses incurred by OBDD; then, to repay any Grant proceeds owed; and last, to pay any other amounts due and payable under this Contract.
- C. No Remedy Exclusive; Waiver; Notice. No remedy available to OBDD is intended to be exclusive, and every remedy will be in addition to every other remedy. No delay or omission to exercise any right or remedy will impair or is to be construed as a waiver of such right or remedy. No single or partial exercise of any right power or privilege under this Contract will preclude any other or further exercise thereof or the exercise of any other such right, power or privilege. The OBDD is not required to provide any notice in order to exercise any right or remedy, other than notice required in section 8 of this Contract.
- D. Default by OBDD. In the event OBDD defaults on any obligation in this Contract, Recipient's remedy will be limited to injunction, special action, action for specific performance, or other available equitable remedy for performance of OBDD's obligations.

<b>SECTION 10 - MISCELLANEOUS</b>
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- A. Time is of the Essence. The Recipient agrees that time is of the essence under this Contract.
- B. Relationship of Parties; Successors and Assigns; No Third Party Beneficiaries.
- (1) The parties agree that their relationship is that of independent contracting parties and that Recipient is not an officer, employee, or agent of the State of Oregon as those terms are used in ORS 30.265.
  - (2) Nothing in this Contract gives, or is to be construed to give, directly or indirectly, to any third persons any rights and benefits greater than those enjoyed by the general public.
  - (3) This Contract will be binding upon and inure to the benefit of OBDD, Recipient, and their respective successors and permitted assigns.

- (4) The Recipient may not assign or transfer any of its rights or obligations or any interest in this Contract without the prior written consent of OBDD. The OBDD may grant, withhold or impose conditions on such consent in its sole discretion. In the event of an assignment, Recipient shall pay, or cause to be paid to OBDD, any fees or costs incurred because of such assignment, including but not limited to attorneys' fees of OBDD's Counsel and Bond Counsel. Any approved assignment is not to be construed as creating any obligation of OBDD beyond those in this Contract, nor does assignment relieve Recipient of any of its duties or obligations under this Contract.
- (5) The Recipient hereby approves and consents to any assignment or transfer of this Contract that OBDD deems to be necessary.

C. Disclaimer of Warranties; Limitation of Liability. The Recipient agrees that:

- (1) The OBDD makes no warranty or representation, either express or implied, as to the value, design, condition, merchantability or fitness for particular purpose or fitness for any use of the Project or any portion of the Project, or any other warranty or representation.
- (2) In no event are OBDD or its agents liable or responsible for any direct, indirect, incidental, special, consequential or punitive damages in connection with or arising out of this Contract or the existence, furnishing, functioning or use of the Project.

D. Notices. All notices to be given under this Contract must be in writing and addressed as shown below, or to other addresses that either party may hereafter indicate pursuant to this section. Notices may only be delivered by personal delivery or mailed, postage prepaid. Any such notice is effective five calendar days after mailing, or upon actual delivery if personally delivered.

If to OBDD:                      Assistant Director, Economic Development  
    Oregon Business Development Department  
    775 Summer Street NE Suite 200  
    Salem OR 97301-1280

If to Recipient:                Public Works Director  
    City of Wilsonville  
    29799 SW Town Center Loop E  
    Wilsonville OR 97070-9454

- E. No Construction against Drafter. This Contract is to be construed as if the parties drafted it jointly.
- F. Severability. If any term or condition of this Contract is declared by a court of competent jurisdiction as illegal, invalid or unenforceable, that holding will not invalidate or otherwise affect any other provision.
- G. Amendments, Waivers. This Contract may not be amended without the prior written consent of OBDD (and when required, the Department of Justice) and Recipient. This Contract may not be amended in a manner that is not in compliance with the Act. No waiver or consent is effective unless in writing and executed by the party against whom such waiver or consent is sought to be enforced. Such waiver or consent will be effective only in the specific instance and for the specific purpose given.
- H. Attorneys' Fees and Other Expenses. To the extent permitted by the Oregon Constitution and the Oregon Tort Claims Act, the prevailing party in any dispute arising from this Contract is entitled to recover its reasonable attorneys' fees and costs at trial and on appeal. Reasonable attorneys' fees cannot exceed the rate charged to OBDD by its attorneys.

I. Choice of Law; Designation of Forum; Federal Forum. The laws of the State of Oregon (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this Contract, including, without limitation, its validity, interpretation, construction, performance, and enforcement.

Any party bringing a legal action or proceeding against any other party arising out of or relating to this Contract shall bring the legal action or proceeding in the Circuit Court of the State of Oregon for Marion County (unless Oregon law requires that it be brought and conducted in another county). Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.

Notwithstanding the prior paragraph, if a claim must be brought in a federal forum, then it must be brought and adjudicated solely and exclusively within the United States District Court for the District of Oregon. This paragraph applies to a claim brought against the State of Oregon only to the extent Congress has appropriately abrogated the State of Oregon’s sovereign immunity and is not consent by the State of Oregon to be sued in federal court. This paragraph is also not a waiver by the State of Oregon of any form of defense or immunity, including but not limited to sovereign immunity and immunity based on the Eleventh Amendment to the Constitution of the United States.

J. Integration. This Contract (including all exhibits, schedules or attachments) constitutes the entire agreement between the parties on the subject matter. There are no unspecified understandings, agreements or representations, oral or written, regarding this Contract.

K. Execution in Counterparts. This Contract may be signed in several counterparts, each of which is an original and all of which constitute one and the same instrument.

The Recipient, by its signature below, acknowledges that it has read this Contract, understands it, and agrees to be bound by its terms and conditions.



**STATE OF OREGON**  
acting by and through the  
Oregon Business Development Department



**CITY OF WILSONVILLE**

By: \_\_\_\_\_  
Chris Cummings, Assistant Director  
Economic Development

By: \_\_\_\_\_  
Bryan Cosgrove, City Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED AS TO LEGAL SUFFICIENCY IN ACCORDANCE WITH ORS 291.047:**

\_\_\_\_\_  
/s/ David Elott as per group legal sufficiency approval dated 5 June 2017  
David Elott, Assistant Attorney General

**EXHIBIT A - GENERAL DEFINITIONS**

As used in this Contract, the following terms have the meanings below.

“Act” means ORS 401.910, as amended.

“Award” means the award of financial assistance to Recipient by OBDD dated 21 April 2017.

“Bonds” means the bonds issued pursuant to Article XI-M and Article XI-N of the Oregon Constitution for seismic rehabilitation.

“C.F.R.” means the Code of Federal Regulations.

“Code” means the Internal Revenue Code of 1986, as amended, including any implementing regulations and any administrative or judicial interpretations.

“Costs of the Project” means Recipient’s actual costs (including any financing costs properly allocable to the Project) that are (a) reasonable, necessary and directly related to the Project, (b) permitted by generally accepted accounting principles to be Costs of the Project, and (c) are eligible or permitted uses of the Grant under applicable state or federal statute and rule.

“Counsel” means an attorney at law or firm of attorneys at law duly admitted to practice law before the highest court of any state, who may be of counsel to, or an employee of, OBDD or Recipient.

“Default” means an event which, with notice or lapse of time or both, would become an Event of Default.

“ORS” means the Oregon Revised Statutes.

“Project Completion Date” means the date on which Recipient completes the Project.

**EXHIBIT B - PROJECT DESCRIPTION**

Recipient shall design and construct a seismic rehabilitation project for its Wilsonville Police and Public Works Building to bring the building to immediate occupancy standards, including all structural and non-structural deficiencies described in the engineering assessment submitted as part of its application.

**EXHIBIT C - PROJECT BUDGET**

	<b>OBDD Funds</b>	<b>Other / Matching Funds</b>
Activity	Approved Budget	Approved Budget
Architectural / Engineering	\$26,550	\$32,450
Construction Management	4,500	5,500
Construction	209,385	255,915
Relocation	11,250	13,750
<b>Total</b>	<b>\$251,685</b>	<b>\$307,615</b>

## DEPOSIT OPTION NOTIFICATION

*Complete and return this form to*

**Oregon Business Development Department  
775 SUMMER ST NE STE 200 SALEM OR 97301-1280**

\_\_\_\_\_  
Recipient

\_\_\_\_\_  
Federal Tax ID Number

\_\_\_\_\_  
Project Name

\_\_\_\_\_  
Project Number

I (we), the undersigned do hereby authorize the Oregon Business Development Department to: (Choose Method I or II below)

**Method I - Electronic Funds Transfer (EFT)**

**Private Sector or Government Entities**

**Use New EFT Account:** A **Direct Deposit Form (SFMS ACH-1)** completed by *Financial Institution Representative* has been forwarded to the Oregon Department of Administrative Services authorizing the Oregon State Treasury to deposit funds into the designated financial account by way of the Automated Clearing House Services (ACH) of the Federal Reserve Banking System.

*Requires an SFMS ACH-1 form to be marked CONFIDENTIAL and mailed to:*

*Oregon Department of Administrative Services  
SFMS Operations / ACH Coordinator  
155 COTTAGE ST NE STE U60  
SALEM OR 97301-3970*

*Get the form here: [www.oregon.gov/das/Financial/AcctgSys/Documents/ACH Enrollment Form.pdf](http://www.oregon.gov/das/Financial/AcctgSys/Documents/ACH_Enrollment_Form.pdf)*

**Use Existing EFT Account:** An account has already been set up for EFT deposits as required above.

**Method II - Local Government Investment Pool (LGIP)**

**Government Entities Only**

Transfer funds to the **Oregon State Treasury Local Government Investment Pool** by electronic or other means.

The Oregon State Treasury is authorized to accept and deposit said funds into Local Government Investment Pool Account Number \_\_\_\_\_.

This authorization will override any previous authorization and will remain in effect until the Oregon Business Development Department has received written notification of its termination.

Type or Print Name(s) \_\_\_\_\_

Signature(s) \_\_\_\_\_

Title(s) \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number



**OBDD Disbursement Request**

<b>Recipient:</b>	City of Wilsonville	<b>Project Number:</b>	EM17045 273-05
<b>Project Name:</b>	Wilsonville Police and Public Works Building	<b>Request Number:</b>	
<b>Funding Programs:</b>	Seismic Rehabilitation Grant Program		

**Project Goals (Report for Every Cash Draw)**

	Proposed Work Plan	Estimated Completion Date	Results Achieved
1.	Select and Contract with Design Consultant	Oct 31 2017	
2.	Finalize Design	Mar 31 2018	
3.	Procure Construction Contractor	Jul 31 2018	
4.	Start Construction	Sep 30 2018	
5.	Construction Completed	Aug 31 2019	
6.			
7.			
8.			
9.			
10.			



## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b> July 17, 2017	<b>Subject: Ordinance No. 806</b> Frog Pond Master Plan  <b>Staff Member:</b> Chris Neamtzu, Planning Director <b>Department:</b> Community Development	
<b>Action Required</b>	<b>Advisory Board/Commission Recommendation</b>	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input checked="" type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable  <b>Comments:</b> On March 8, 2017 the Planning Commission conducted a public hearing on the Frog Pond West Master Plan and forwarded a unanimous recommendation of approval to the City Council.	
<b>Staff Recommendation:</b> Staff recommends that Council adopt Ordinance No. 806 on second reading.		
<b>Recommended Language for Motion:</b> I move to approve Ordinance No. 806 on second reading, as amended pursuant to Attachment A.		
<b>Project / Issue Relates To:</b>		
<input checked="" type="checkbox"/> Council Goals/Priorities Adopt the Frog Pond West Master Plan	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

**ISSUE BEFORE COUNCIL:** On June 19<sup>th</sup>, City Council conducted the public hearing on Ordinance No. 806, approving the Frog Pond Master Plan (“Master Plan”) on first reading. Following deliberation, the Council requested that Staff return with additional information regarding four specific items. Those items are: 1) the threshold number of lots needed to generate sufficient revenue to construct Stafford Road; 2) fence details; 3) alley loaded homes adjacent to the future park/school site; and 4) residential glazing percentages. Details of those items are outlined below.

**EXECUTIVE SUMMARY:** A memorandum prepared by APG dated 7/5/17 has been provided addressing each of the four issues raised by Council and providing recommendations (Attachment A).

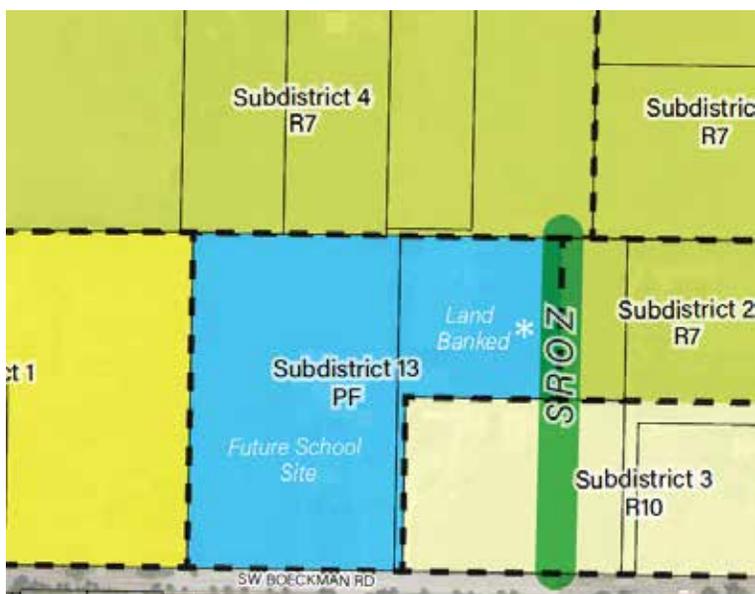
1) Timing of Stafford Road Improvements: The memo prepared by APG addresses the issues, timing and the number of lots that need to be constructed to generate sufficient funds to construct the Stafford Road improvements.

2) Fencing: The project team has met and engaged in a design meeting to address the Council's concerns regarding neighborhood fencing. Additional code language is proposed to be added to the Residential Neighborhood Zone, which is included in the APG memo.

3) Alleys across from the future neighborhood park and school site. At the public hearing, Council asked several questions regarding requiring alley loaded homes adjacent to the future neighborhood park and school site to create a stronger edge to the public space.

Testimony was received from West Hills stating that alleys are a significant concern on the large lots, that they really don't work and their buyers prefer a traditional front loaded garage configuration. In additional conversations since the hearing West Hills have stated that they have concerns that a seemingly good idea becomes problematic when the specifics of site planning, required road alignments (i.e. Willow Creek), site dimensions, layout, resource areas and other constraints have to be taken into consideration.

The Master Plan programs large lots to the south of the park and east of the school site, medium lots east of the park beyond the SROZ, and north of the school/park. Small lots are planned west of the school. Staff has analyzed the block depth adjacent to the future park/school site and has added new Residential Neighborhood code language to address this situation.



Portion of Figure 6 from Master Plan

4) Glazing: The draft Residential Neighborhood Code contains a requirement for windows, it reads: *Windows. Not less than 10 percent of the surface area of all street facing elevations. Windows used to meet this standard must provide views from the building to the street. Glass block does not meet this standard. Windows in garage doors count toward this standard.*

There has been additional analysis conducted for homes on corner lots, pedestrian connections and single-story homes. Stonebridge Homes and West Hills have provided staff with examples (please see Appendix A to the APG memo for details) and calculations of the percent glazing on various styles of homes.

The original recommendation to the Planning Commission was 15% windows on street fronting elevations, in combination with other standards such as articulation and a specific number of elements from the design menu. This approach was recommended after reviewing other codes (see below). The Planning Commission recommended 10% windows on street fronting elevations after receiving testimony from developers.

Fifteen percent (15%) is a reasonable number for a two-story home in Frog Pond, particularly if garage and front door windows are permitted to be included in the calculation as they currently are. It may indeed mean that some home models cannot be built. Analysis confirmed that a lower amount of glazing for single-story homes is also appropriate.

- As a basic standard for front facades, 15% is reasonable (for 2 story homes) and is the proposed standard; 12.5% is the proposed limit for single-story homes. Garage and front door windows should count toward the total, as currently written in the draft code.
- Flexibility is appropriate for a lesser percentage. Using the design menu concept from the code, a “less than 15%” proposal can be permitted with additional design elements being provided. Staff recommends 1 additional design element for a home with 12.5-15% glazing, and 2 additional design elements for homes with 10%-12.5%. Ten percent (10%) would be the minimum permitted for the front of any home regardless of number of stories.
- Side elevations have lower percentages of glazing, for obvious reasons. The lowest percentages in the examples reviewed are associated with the garage sides. This should be avoided on street sides and adjacent to pedestrian connections, but permitted on interior sides. Staff recommends a minimum street side wall glazing percentage of 5%.

It is important to keep in mind that the glazing standard is just one of the new code’s residential design standards. The four categories of residential design standards are: glazing (windows), articulation, design menu (detailing), and house plan variety. These standards are intended to yield quality design and apply along streets and pedestrian connections. Upon review, staff proposes that standards be added so the Residential Neighborhood Code is clear about how the regulations apply to home fronts and sides along streets and side yards along pedestrian connections.

**Research summary:**

- **Portland** – (other standards apply as well) At least 15 percent of the area of each facade that faces a street lot line must be windows or main entrance doors. Windows used to meet this standard must allow views from the building to the street. Glass block does not meet this standard. Windows in garage doors do not count toward meeting this standard, but windows in garage walls do count toward meeting this standard. To count toward meeting this standard, a door must be at the main entrance and facing a street lot line.
- **Sandy** – (windows are one of the 13 design menu choices) Windows and front door – occupying a minimum of 10 percent of the primary street facing façade (not including the roof and excluding any windows in a garage door).
- **North Bethany** – (other standards apply as well) Front façades shall include windows and/or pedestrian doors, with these features equaling or exceeding ten (10) percent of the front facing wall area visible from the street. Garage door windows do not count toward meeting this standard.
- **Oregon’s Model Code for Small Cities** – (the brackets leave it up to the City to fill in the number) Windows: not less than [XX] percent of surface area of all street-facing elevation(s).
- **Villebois** (Code and Architectural Handbook) – No percent window standard.

**EXPECTED RESULTS:** Adoption of the Frog Pond West Master Plan will set the stage for the next generation of great Wilsonville neighborhoods.

**TIMELINE:** The Ordinance becomes effective 30-days following approval on second reading. Property owners and developers can initiate applications to the DRB and Council upon passing of the effective 30-day timeframe.

**CURRENT YEAR BUDGET IMPACTS:** The Frog Pond West Master Plan is included in this year’s budget, funded by the City’s General Fund in addition to Metro’s Community Planning and Development Grant program.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by:      Date:

**LEGAL REVIEW / COMMENT:**

Reviewed by:      Date:

**COMMUNITY INVOLVEMENT PROCESS:** Throughout the process on the Master Plan there has been extensive collaboration between the project team, the Commission/Council and interested parties. This collaboration has allowed for vetting of many issues resulting in the draft Master Plan document that has been produced.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY** (businesses, neighborhoods, protected and other groups): The creation of a new neighborhood in the Frog Pond West area

will provide citizens with new housing choices as well as a future school, parks, trails and open spaces.

**ALTERNATIVES:** Staff has provided numerous alternatives for the Council's consideration.

**CITY MANAGER COMMENT:**

**ATTACHMENTS:**

A. Memo from APG dated July 5, 2017



# Memorandum

7/5/2017

**To:** Wilsonville City Council  
**Cc:** Chris Neamtzu  
**From:** Joe Dills, Angelo Planning Group  
**Re:** Revision List Part 2 - Frog Pond Master Plan Adoption Documents

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## OVERVIEW

This memorandum addresses four issues that the Wilsonville City Council identified for further work at the Frog Pond West Master Plan public hearing on June 19, 2017.

Staff recommends that the Council's motion for second reading and adoption of Ordinance 806 include reference to the revisions described below, and any others the Council may wish to vote on.

## REVISIONS

### Issue 1 – Timing of Stafford Road Improvements

#### Issue Summary

Council requested information regarding the “threshold number of lots that would trigger” Stafford Road improvements. The threshold is the number of lots estimated from a revenue-accumulation perspective, not a traffic impact perspective. Based on calculations provided by Andy Parks of Gel Oregon, staff concludes:

- The threshold for building Stafford Road is dependent on a number of factors, for example: the sequence of implementing other projects (Boeckman Road and Neighborhood Park); the pace of development overall and the specific timing of the new school; and inclusion of Frog Pond East in the Urban Growth Boundary.
- The number of lots in Frog Pond West required to fully fund construction of west side of Stafford Road through the infrastructure supplemental fee is estimated to be 186 lots, or 93 per phase if it is built in two phases. The supplemental fee has been set to recover that portion of the road that is the responsibility of the Frog Pond West neighborhood. At this time, there is no funding mechanism for the east side of the road, which would be the responsibility of the adjacent Frog Pond East development.
- If Boeckman Road and the Neighborhood Park are built prior to Stafford Road, and the pace of development to full build out is 15 years for Frog Pond West, it is estimated the Stafford Road improvements would be fully funded by year 15 (from 2017). Another way of looking at this is that the revenue from lots 313 to 499 will fund the Stafford Road improvements. Funding the east side of the road would be contingent on the pace of development in Frog Pond East, an area that is currently outside of the UGB.



### Proposed Revisions to Infrastructure Funding Plan

Staff recommends inclusion of the text below entitled “Timing of Stafford Road Improvements,” to page 10 of the Infrastructure Funding Plan (June 8, 2017) after the third bullet and before the section titled, “Neighborhood Park Preferred Funding Strategy”.

#### Timing of Stafford Road Improvements

Given that the east side of Stafford Road is not within the Urban Growth Boundary (UGB) it is challenging to provide a time certain, or even a target “threshold” of the number of equivalent dwelling units (EDUs), for required permanent improvements to Stafford Road. Decisions by the City that will impact the timing of Stafford Road improvements include, but are not limited to, the following:

- Completing Boeckman Road in its entirety prior to Stafford Road improvements.
- Acquiring park land for the Neighborhood Park prior to Stafford Road improvements.
- The timing of improvements to the Neighborhood Park.
- Completing Stafford Road improvements in one or possibly two phases.
- The availability of System Development Charges for the “oversize” portions of Stafford Road.

Decisions by others that will impact the timing and availability of funding for Stafford Road improvements include but are not limited to the following:

- School District siting and timing decision for a school, including the size and equivalent dwelling units determined.
- Location of and timing of development by property owners.
- Pace of development.
- Inclusion of Stafford Road along with the Frog Pond East and South Neighborhoods into the UGB.

Per the estimated development pace shown below, which reflects feedback received from property owners and developers, development of eighty percent (457 EDUs) of Frog Pond West’s homes plus development of a primary school (43 EDUs) is anticipated by year fifteen. The number of EDUs estimated to fully fund the west side of Stafford Road is 186, or 93 EDUs for two separate phases.



Projected Number of Equivalent Dwelling Units to Fund Projects and Project Timing

	Estimated Total Project Cost (000s)	Less: City Portion (000s)	Net Project Cost paid with Supplemental Fee (000s)	Number of EDUs to Fully Fund	Cumulative EDUs to Fully Fund	Estimated Year to Construct
Boeckman Road/sewer	4,438	2,416	2,022	143	143	2-5
Neighborhood Park - land	980	-	980	69	212	2-5
Neighborhood Park – improvements	1,427	-	1,427	101	313	6-10
Stafford Road/water/sewer- phase I	1,582	265	1,317	93	406	11-15
Stafford Road/water/sewer- phase II	1,582	265	1,317	93	499	11-15
	10,009	2,946	7,063	499		

Estimated Development Pace

Years	Boeckman Rd frontage	Other	Total	Cumulative
0-5	138	36	174	174
6-10	43	150	193	367
11-15	0	135	135	502
16-20	0	0	0	502*

\*Total lots on the two tables above vary due to rounding.

The City could choose to move forward sooner with Stafford Road improvements (west side) under various scenarios, for example: the project is funded from sources other than the infrastructure supplemental fee; the east side is brought within the UGB before year 15; the project is split into more than one phase; or the Neighborhood Park improvements are deferred or phased.

## Issue 2 – Fence Standards

### Issue Summary

The Council expressed concern regarding how side yard fences tie into the brick wall along Boeckman and Stafford Roads. The specific concern was the height of a 6 foot side yard fence “sticking up” above the 4 foot height of the brick wall. Staff reviewed multiple perimeter walls in Wilsonville and prepared the standards below.



#### Revision to Residential Neighborhood Code

Staff recommends that the following standards be added to the Residential Neighborhood Zone text:

#### (0.16) Fences

- A. Within Frog Pond West, fences shall comply with standards in WC 4.113 (.08) Fences, except as follows:
1. Columns for the brick wall along Boeckman Road and Stafford Road shall be placed at lot corners where possible.
  2. A solid fence taller than 4 feet in height is not permitted within 8 feet of the brick wall along Boeckman Road and Stafford Road, except for fences placed on the side lot line that are perpendicular to the brick wall and end at a column of the brick wall.
  3. Height transitions for fences shall occur at fence posts.

### Issue 3 – Standards for Lots Facing Schools and Parks

#### Issue Summary

The question arose regarding whether homes that front the future school and Neighborhood Park sites should be alley loaded in order to enhance the pedestrian quality of the yards and streetscapes at these locations. North of the school and potential Neighborhood Park site, there are 6,000-8,000 square-foot lots in the Medium Lot size category. There are large lots to the south and east of the school and the Neighborhood Park. The question is, what is the impact of requiring the alleys on these relatively large lots, and should it be required or encouraged?

Staff measured the blocks on the north side of the school and Neighborhood Park. They are 200 feet deep as depicted in the Street Demonstration Plan (Figure 17). If homes on these blocks use alley access, the lots would be 90-feet deep instead of 100-feet, and the rear yards would have a “side-of-home” orientation due to the garage placement near the alley. Developers have commented that these homes are harder to sell than a conventional front-loaded layout. Staff suggests that the Council’s desire for enhanced block faces can be achieved using a menu approach where an alley is an option, not a requirement. See draft code text below.

#### Revision to Residential Neighborhood Code

#### (0.17) Homes Adjacent to Schools and Parks

- A. Purpose. The purpose of these standards is to ensure that development adjacent to schools and parks is designed to enhance those public spaces with quality design that emphasizes active and safe use by people and is not dominated by driveways, fences, garages, and parking.
- B. Applicability. These standards apply to development that is adjacent to or faces schools and parks. As used here, the term adjacent includes development that is across a street or pedestrian connection from a school or park.



- C. Development must utilize one or more of the following design elements:
1. Alley loaded garage access.
  2. On corner lots, placement of the garage and driveway on the side street that does not face the school, park, or public open space.
  3. Recess of the garage a minimum of four feet from the front façade of the home. A second story above the garage, with windows, is encouraged for this option.
- D. Development must be oriented so that the fronts or sides of homes face adjacent schools or parks. Rear yards and rear fences may not face the schools or parks.

The above standards will be implemented during Planned Development Residential (PDR) reviews. The PDR process provides flexibility to vary from standards through the “waiver” provisions of Section 4.118 (.03), Standards Applying to All Planned Development Zones. Staff recommends adding “Lot orientation” to the list in 4.118 (.03) so there is a process to consider variations from strict application of the above standard. The base text and added language are below.

(.03) Notwithstanding the provisions of Section 4.140 to the contrary, the Development Review Board, in order to implement the purposes and objectives of Section 4.140, and based on findings of fact supported by the record may:

A. Waive the following typical development standards:

1. minimum lot area;
2. lot width and frontage;
3. height and yard requirements;
4. lot coverage;
5. lot depth;
6. street widths;
7. sidewalk requirements;
8. height of buildings other than signs;
9. parking space configuration and drive aisle design;
10. minimum number of parking or loading spaces;
11. shade tree islands in parking lots, provided that alternative shading is provided;
12. fence height;
13. architectural design standards;
14. transit facilities; and
15. On-site pedestrian access and circulation standards; and
16. Solar access standards, as provided in section 4.137.

17. Lot orientation.



## Issue 4 – Glazing Standards

### Issue Summary

Council requested that staff evaluate glazing percentages as applied to the fronts of homes, and on sides of homes that are along streets and pedestrian connections.

Staff received examples and measurements from Stonebridge Homes and West Hills Development (Everett Homes), and City staff also compiled examples. The examples are attached as Appendix A and have the following characteristics:

No.	Home	Source	Stories	Front without garage (%)	Front with garage (%)	Garage side (%)	Non-garage side (%)
	<b>Two Story</b>						
1	Brooklyn French	City	2	12.8	15.6		
2	Grand Pointe at Villebois	City	2		15		
3	Arbor Villebois No. 4	City	2		15		
4	Calais at Villebois	City	2		16		
5	Renaissance Boat Club	City	2		13		
6	Stonebridge 308C	StoneB.	2	14		0.6	3.5
7	Stonebridge 402	StoneB.	2	13.5		2	6
8	Stonebridge 403	StoneB.	2	15.9		0.5	7
9	Elmhurst	Everett	2	12.8			4.7
10	Brooklyn	Everett	2	15.9			4
11	Southwick	Everett	2	14.9			10.4
12	Claremont	Everett	2	18			5.1
13	Bradbury	Everett	2	22.5		11.5	
	<i>Average</i>			15.6	14.9	3.7	5.8
	<i>Median</i>			14.9	15	0.55	5.1
	<b>One Story</b>						
14	Stonebridge 300D	StoneB.	1	9.8		1.7	7
15	Stonebridge 355	StoneB.	1	14.7		0.6	5.6
16	Stonebridge 400	StoneB.	1	10		2	4
	<i>Average</i>			11.5	0.0	1.4	5.5
	<i>Median</i>			10	0.0	1.7	5.6

From the above, staff concludes:

- As a basic standard for front facades, 15% is reasonable for a two-story home and 12.5% is reasonable for a single-story home. Garage windows should count, as currently written in the draft code.



- Flexibility is appropriate for a lesser percentage than the basic standard. Using the design menu concept from the code, a “less than the basic standard” proposal can be permitted with additional design elements provided. For two-story homes, staff suggests 1 additional design element for a home with 12.5-15% glazing, and 2 additional design elements for homes with 10%-12.5%. For a one-story home, staff suggests 1 additional design element for a home with 10-12.5% glazing. 10% would be the minimum permitted for the front of the home.
- Side elevations have lower percentages of glazing, for obvious reasons. The lowest percentages in the examples reviewed are associated with the garage sides. This should be avoided on street sides and adjacent to pedestrian connections, but permitted on interior sides. Staff suggests a minimum street side wall glazing percentage of 5%.

It is important to keep in mind that the glazing standard is just one of the new code’s residential design standards. The four categories of residential design standards are: glazing (windows), articulation, design menu (detailing), and house plan variety. These standards are intended to yield quality design and apply along streets and pedestrian connections. Upon review, staff proposes that standards be added so the Code is clear about how the regulations apply to home fronts and sides along streets, corner situations, and along pedestrian connections. See text below for revisions.

#### Revision to Residential Neighborhood Code

##### (0.15) Residential Design Standards

###### A. Purpose. These standards:

1. Support consistent quality standards so that each home contributes to the quality and cohesion of the larger neighborhood and community.
2. Support the creation of architecturally varied homes, blocks and neighborhoods, whether a neighborhood develops all at once or one lot at a time, avoiding homogeneous street frontages that detract from the community’s appearance.

###### B. Applicability. These standards apply to all facades facing streets, pedestrian connections, or elsewhere as required by this Code or the Development Review Board. Exemptions from these standards include: (1) Additions or alterations adding less than 50% to the existing floor area of the structure; and, (2) Additions or alterations not facing a street.

###### C. Windows. The standards for minimum percentage of façade surface area in windows are below. These standards apply only to facades facing streets and pedestrian connections.

###### a. For two-story homes:

- (1) 15% - front facades
- (2) 12.5% – front facades if a minimum of six (6) design elements are provided per Section 4.127 (0.15) E, Design Menu.
- (3) 10% - front facades facing streets if a minimum of seven (7) design



elements are provided per Section 4.127 (0.15) E, Design Menu.

b. For one-story homes:

(1) 12.5% - front facades

(2) 10% – front facades if a minimum of six (6) design elements are provided per Section 4.127 (0.15) E, Design Menu.

c. For all homes: 5% for street-side facades.

d. Windows used to meet this standard must provide views from the building to the street. Glass block does not meet this standard. Windows in garage doors and other doors count toward this standard.

D. Articulation. Plans for residential buildings shall incorporate design features such as varying rooflines, offsets, balconies, projections (e.g., overhangs, porches, or similar features), recessed or covered entrances, window reveals, or similar elements that break up otherwise long, uninterrupted elevations. Such elements shall occur at a minimum interval of 30 feet on facades facing streets, pedestrian connections, or elsewhere as required by this Code or the Development Review Board. Where a façade governed by this standard is less than 30 feet in length, at least one of the above-cited features shall be provided.

E. Residential Design Menu. Residential structures shall provide a minimum of five (5) of the design elements listed below for front facades, unless otherwise specified by the code. For side facades facing streets or pedestrian connections, a minimum of three (3) of the design elements must be provided. Where a design features includes more than one element, it is counted as only one of the five required elements.

a. Dormers at least three (3) feet wide.

b. Covered porch entry – minimum 48 square foot covered front porch, minimum six (6) feet deep, and minimum of a six (6) foot deep cover. A covered front stoop with minimum 24 square foot area, 4 foot depth and hand rails meets this standard.

c. Front porch railing around at least two (2) sides of the porch.

d. Front facing second story balcony – projecting from the wall of the building a minimum of four (4) feet and enclosed by a railing or parapet wall.

e. Roof overhang of 16 inches or greater.

f. Columns, pillars or posts at least four (4) inches wide and containing larger base materials.

g. Decorative gables – cross or diagonal bracing, shingles, trim, corbels, exposed rafter ends, or brackets (does not include a garage gable if garage



- projects beyond dwelling unit portion of street façade).
- h. Decorative molding above windows and doors.
  - i. Decorative pilaster or chimneys.
  - j. Shakes, shingles, brick, stone or other similar decorative materials occupying at least 60 square feet of the street façade.
  - k. Bay or bow windows – extending a minimum of 12 inches outward from the main wall of a building and forming a bay or alcove in a room within the building.
  - l. Sidelight and/or transom windows associated with the front door or windows in the front door.
  - m. Window grids on all façade windows (excluding any windows in the garage door or front door).
  - n. Maximum nine (9) foot wide garage doors or a garage door designed to resemble two (2) smaller garage doors and/or windows in the garage door (only applicable to street facing garages).
  - o. Decorative base materials such as natural stone, cultured stone, or brick extending at least 36 inches above adjacent finished grade occupying a minimum of 10 % of the overall primary street facing façade.
  - p. Entry courtyards which are visible from, and connected directly to, the street. Courtyards shall have a minimum depth of 10 feet and minimum width of 80% of the non-garage/driveway building width to be counted as a design element.
- F. House Plan Variety. No two directly adjacent or opposite dwelling units may possess the same front or street-facing elevation. This standard is met when front or street-facing elevations differ from one another due to different materials, articulation, roof type, inclusion of a porch, fenestration, and/or number of stories. Where facades repeat on the same block face, they must have at least three intervening lots between them that meet the above standard. Small Lot developments over 10 acres shall include duplexes and/or attached 2-unit single family homes comprising 10% of the homes – corner locations are preferred.
- G. Prohibited Building Materials. The following construction materials may not be used as an exterior finish:
- a. Vinyl siding, wood fiber hardboard siding, oriented strand board siding, corrugated or ribbed metal, or fiberglass panels.



## Administrative Edit to Residential Neighborhood Code

Staff recommends the following administrative edit to the Residential Neighborhood code text:

### (.06) Development Standards Generally

- A. Unless otherwise specified by the regulations in this Residential Neighborhood Zone chapter, all development must comply with Section 4.113, Standards Applying to Residential Development in Any Zone.



## APPENDIX A

### GLAZING EXAMPLES



CARRIAGE HOUSE COLLECTION  
16,0x8,0 MODEL 303 SQUARE TOP

CCR8205

FRONT ELEVATION  
FRONTSIDE AREA = 860.08 #

111 # OF GLAZING W/OUT GARAGE  
= 12.8%

BROOKLYN FRENCH  
FRONT ELEVATION  
GARAGE LEFT DEPICTED

134.7 # W/GARAGE WINDOWS  
= 15.6%

"These drawings are intended for the sole purpose of providing Decorating and Options information only." Everest Custom Homes reserves the right to make plan changes at any time without prior notification to Buyers. All fixture locations as shown may vary due to construction constraints.

APPROVED BY:

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# Example House



Glazing Percentage: Approximately 16%



# Arbor Villebois No. 4



Glazing Percentage: Approximately 15%



# Renaissance Boat Club



Glazing Percentage: Approximately 13%

**Neamtzu, Chris**

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**From:** Al Jeck <al@ventureprop.com>  
**Sent:** Monday, June 26, 2017 11:39 AM  
**To:** Neamtzu, Chris  
**Subject:** Stone Bridge Homes - Window glazing %

Chris,

Here are glazing percentages on some of our common one- and two-story homes:

**SINGLE LEVELS**

300D: FRONT=9.8%, REAR=30.7%, GARAGE SIDE=1.7%, SIDE=7%  
355: FRONT=14.7%, REAR=26.4%, GARAGE SIDE=0.6%, SIDE=5.6%  
400: FRONT=10%, REAR=29%, GARAGE SIDE=2%, SIDE=4%

**TWO-STORIES**

308C: FRONT=14%, REAR=14.6%, GARAGE SIDE=0.6%, SIDE=3.5%  
402: FRONT=13.5%, REAR=23%, GARAGE SIDE=2%, SIDE=6%  
403: FRONT=15.9%, REAR=20.6%, GARAGE SIDE=0.5%, SIDE=7%

\*These percentages do not include windows in the garage door or the front door. \*These calculations are window sq.ft. / elevation sq.ft.

Let me know if you have questions. Thanks.

**Al Jeck**  
Venture Properties, Inc.  
[al@ventureprop.com](mailto:al@ventureprop.com)  
503-387-7557 office  
503-444-1950 cell

STONE BRIDGE  
HOMES NW

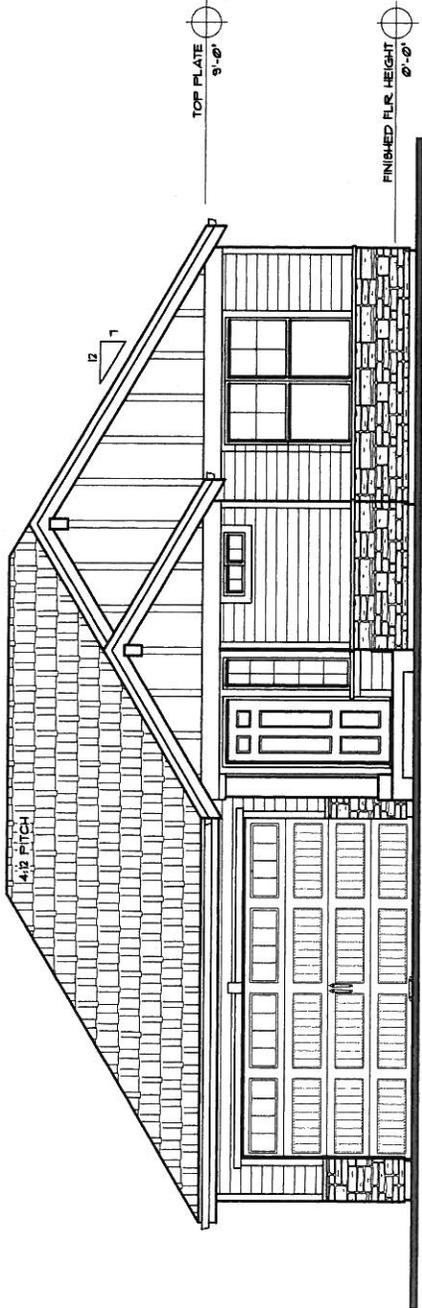


PLAN No.	300D
DRAWN BY:	GF
DATE:	5/3/16
SCALE:	1/4"=1'-0"
FILE:	2052-300D-1

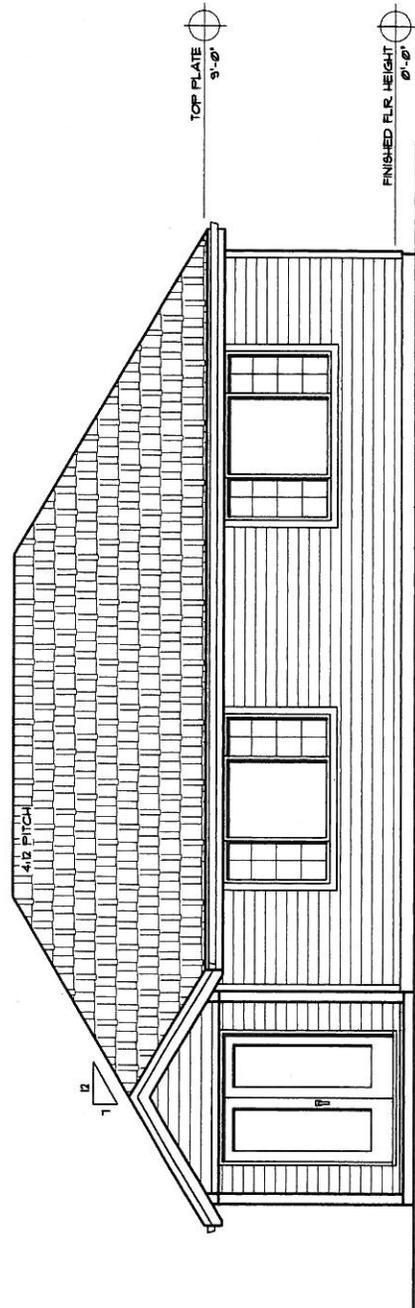
EXTERIOR  
ELEVATION

SHEET No.

1



FRONT ELEVATION



REAR ELEVATION

PLAN 300D  
1,860 SQ.FT.

\*SQUARE FOOTAGE IS AN ESTIMATED FIGURE. IT MAY VARY.  
\*ALL DIMENSIONS ARE ESTIMATED. SOME MAY VARY.  
\*PLANS ARE DESIGNED FOR CONSTRUCTION. ANY CHANGES TO BE MADE ARE AT THE CLIENT'S RISK AND AN ADDITIONAL CHARGE WILL BE APPLIED.  
\*DIMENSIONS ON THIS PLAN ARE ESTIMATED. THE CLIENT SHOULD VERIFY ALL DIMENSIONS BEFORE CONSTRUCTION.  
\*THESE PLANS ARE NOT TO BE USED FOR ANY OTHER PROJECT WITHOUT THE WRITTEN PERMISSION OF STONE BRIDGE HOMES. ANY VIOLATION OF THESE TERMS WILL BE AT THE USER'S RISK AND WITHOUT LIABILITY TO STONE BRIDGE HOMES.

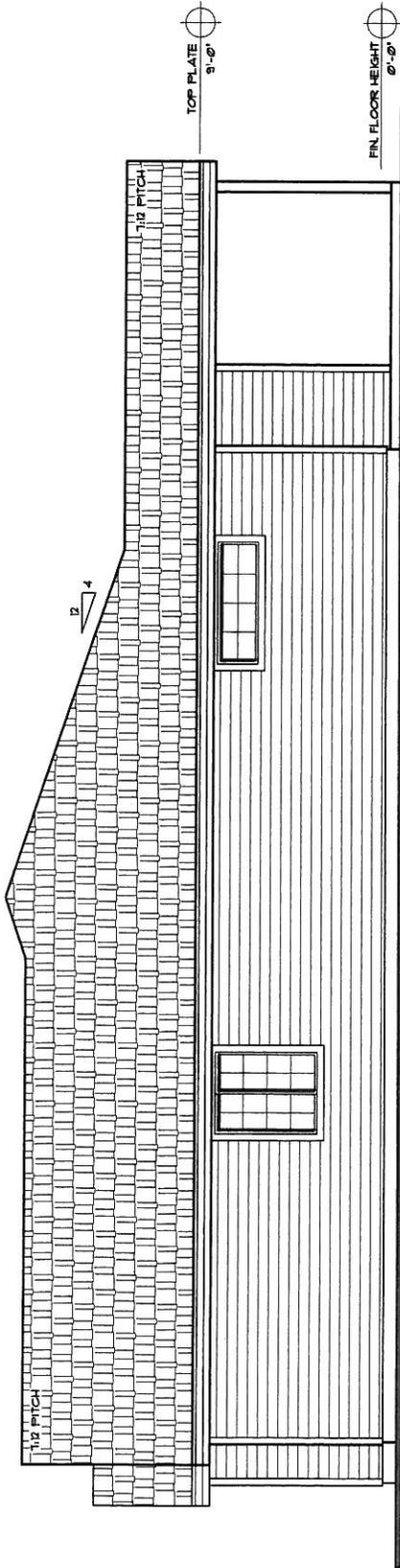


PLAN No. 300D  
 DRAWN BY: GF  
 DATE: 5/19/16  
 SCALE: 1/4" = 1'-0"  
 FILE: 2052-300D-2  
 DRAWINGS:

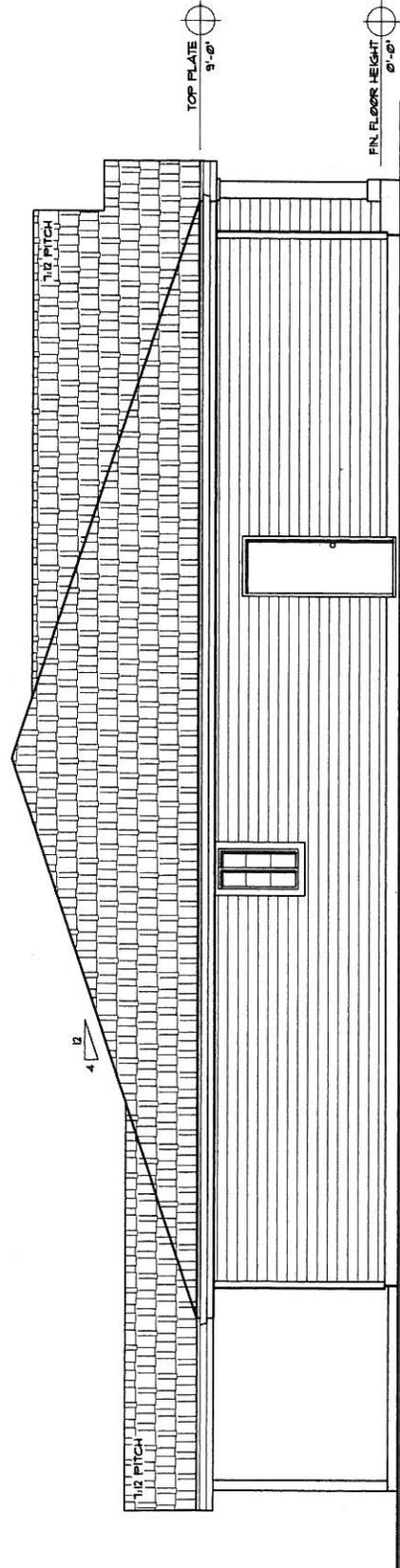
EXTERIOR  
 ELEVATION

SHEET No.

2



RIGHT ELEVATION



LEFT ELEVATION

PLAN 300D  
 1,860 SQ.FT.

\*SQUARE FOOTAGE IS AN ESTIMATED FIGURE. IT MAY VARY.  
 \*SCALE MAY VARY.  
 \*PLANS ARE DESIGNED FOR STANDARD CONSTRUCTION. ANY CHANGES TO THE PLAN OR MATERIALS IS AN ADDITIONAL CHARGE.  
 \*HOME SITE IS NOT FLAT.  
 \*ALL DIMENSIONS AND AREAS ARE ESTIMATES OF THEM. HOME WILL LOOK.

STONE BRIDGE  
HOMES NW



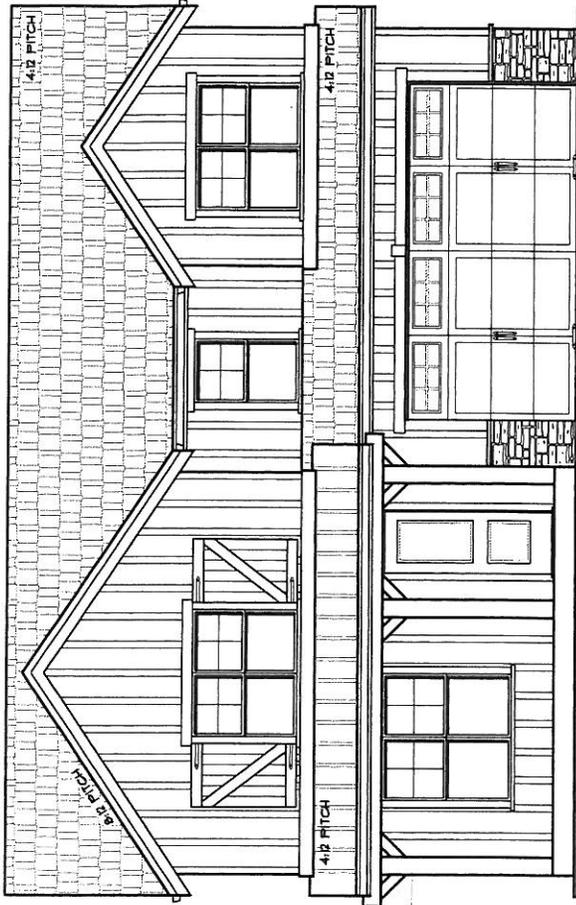
PLAN No. 308C-FH  
DRAWN BY: DEBRITT  
DATE: 8/16/16  
SCALE: 1/4"=1'-0"  
FILE: 2211-1  
DRAWINGS:

EXTERIOR  
ELEVATION

SHEET No.

1

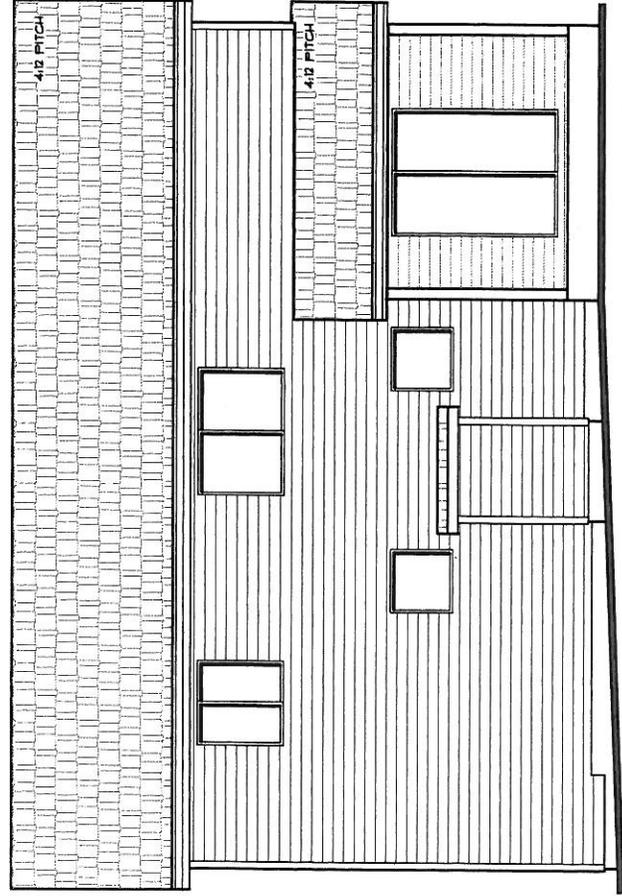
308C  
FARMHOUSE  
2,910 SQ.FT.



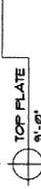
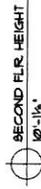
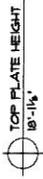
9'00" H x 15'00" W

9'00" H x 15'00" W

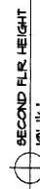
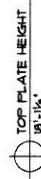
FRONT ELEVATION  
1/4"=1'-0"



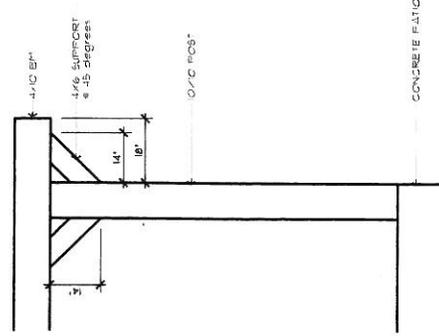
REAR ELEVATION  
1/4"=1'-0"



SEE DETAIL



\*SQUARE FOOTAGE IS AN ESTIMATED FIGURE. IT MAY VARY.  
\*ALL DIMENSIONS ARE ESTIMATED, SOME MAY VARY.  
\*PLANS ARE DESIGNED FOR CONSTRUCTION. THERE IS AN ADDITIONAL CHARGE IF ANYTHING IS NOT PLANNED.  
\*THESE ARE ESTIMATES OF HOW THEY WILL LOOK.



COLUMN DETAIL  
1/2"=1'-0"

CONCRETE F.L.T.O

STONE BRIDGE  
HOMES NW



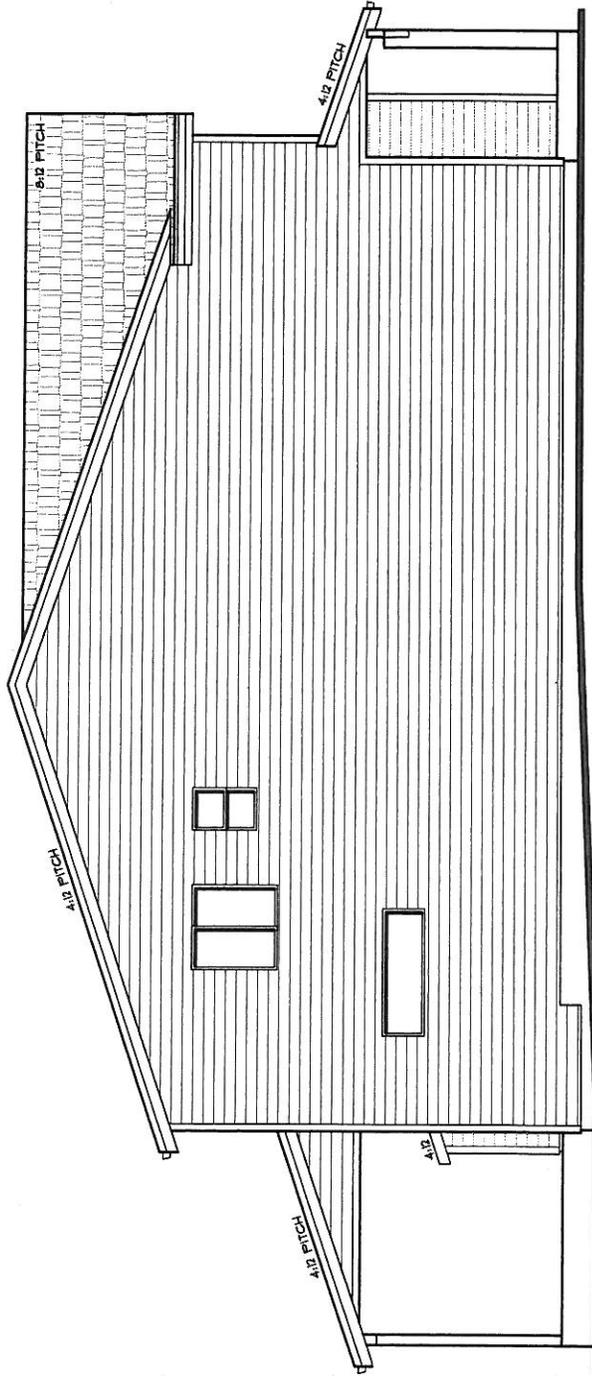
PLAN No.	308C-RH
DRAWN BY:	DEBRIT
DATE:	8/5/16
SCALE:	1/4"=1'-0"
FILE:	2211-2
DRAWINGS:	

EXTERIOR  
ELEVATION

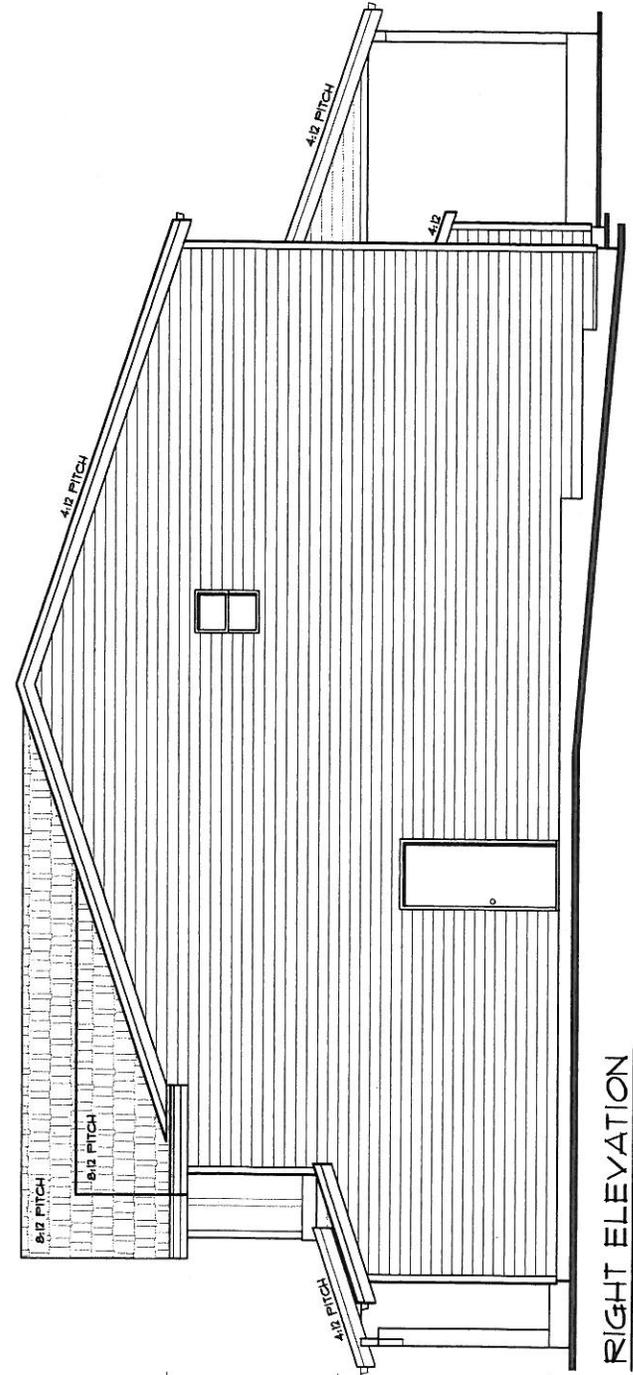
SHEET No.

2

308C  
FARMHOUSE  
2,910 SQ.FT.



LEFT ELEVATION  
1/4"=1'-0"



RIGHT ELEVATION  
1/4"=1'-0"

\*SQUARE FOOTAGE IS AN ESTIMATE. FIGURE IT YOURSELF.  
\*ALL DIMENSIONS ARE ESTIMATES. SOME MAY VARY.  
\*PLANS ARE DESIGNED FOR CONCRETE FOUNDATIONS. THERE IS AN ADDITIONAL CHARGE IF YOU WANT ANOTHER TYPE OF FOUNDATION.  
\*ARCHITECTURAL DRAWINGS ARE ESTIMATES OF HOW HOME WILL LOOK.

- TOP PLATE HEIGHT 18'-1 1/2"
- SECOND FLR. HEIGHT 10'-1 1/2"
- TOP PLATE 9'-0"
- FINISHED FLR. HEIGHT 0'-0"

- TOP PLATE HEIGHT 18'-1 1/2"
- SECOND FLR. HEIGHT 10'-1 1/2"
- TOP PLATE 9'-0"
- FINISHED FLR. HEIGHT 0'-0"



STONE BRIDGE  
HOMES NW



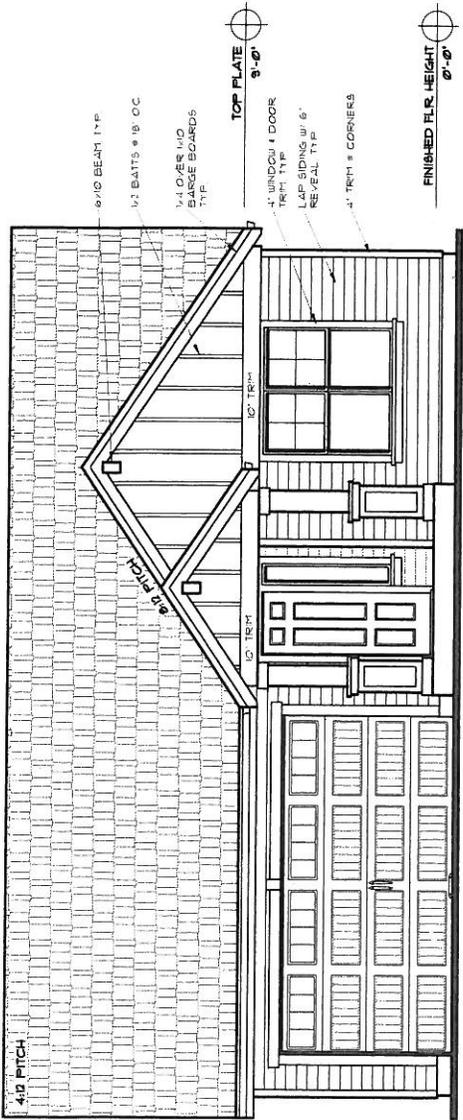
PLAN No.	400-STD
DRAWN BY:	D BRITT
DATE:	6/16/16
SCALE:	1/4"=1'-0"
FILE:	2035-1

DRAWINGS:  
**EXTERIOR  
ELEVATION**

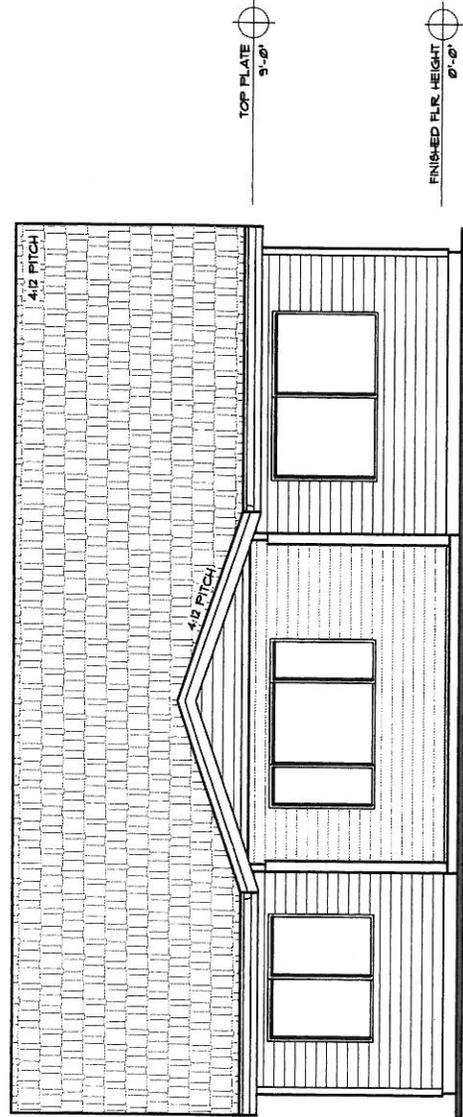
SHEET No.

1

400  
STD.  
1,962 SQ.FT.

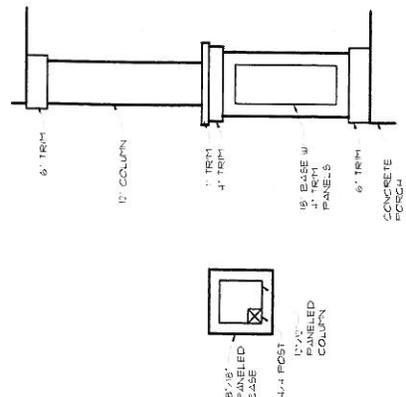


**FRONT ELEVATION**  
1:4"=1'-0"



**REAR ELEVATION**  
1:4"=1'-0"

- NOTES:**
- WRAP ALL FRONT SIDING TREATMENTS AROUND SIDE ELEVATIONS A MINIMUM OF 18"
  - USE MATCHING TRIM WIDTH TO ABOUT STANDARD SIDE ELEVATION LAP SIDING & WRAPPED SIDING TREATMENT



**COLUMN DETAILS**  
1:2"=1'-0"

\*SQUARE FOOTAGE IS AN ESTIMATE. SQUARE, IT MAY VARY. FIGURE, IT SOME MAY VARY.  
\*ALL DIMENSIONS ARE ESTIMATED.  
\*PLANS ARE DESIGNED FOR CONSTRUCTION. ANY CHANGES TO BE MADE MUST BE IN WRITING AND AN ADDITIONAL CHARGE IF NECESSARY.  
\*ARCHITECTURAL DRAWINGS ARE ESTIMATES OF HOW HOME WILL LOOK.

STONE BRIDGE  
HOMES NW

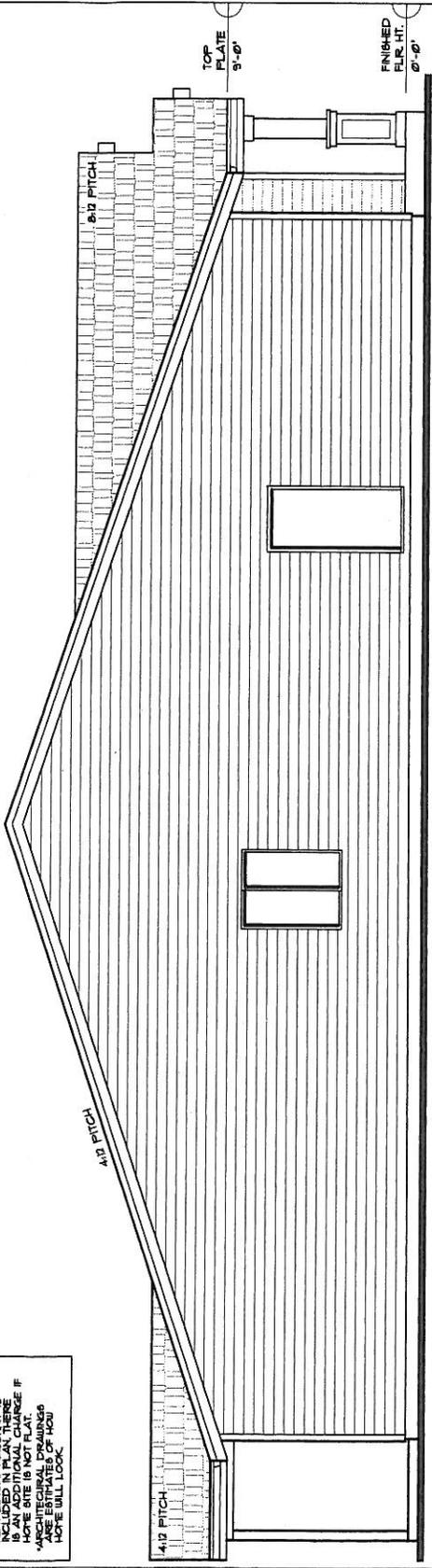


PLAN No. 400-STD  
DRAWN BY: D.BRITT  
DATE: 6/16/16  
SCALE: 1/4" = 1'-0"  
FILE: 2095-2  
DRAWING:

EXTERIOR  
ELEVATION

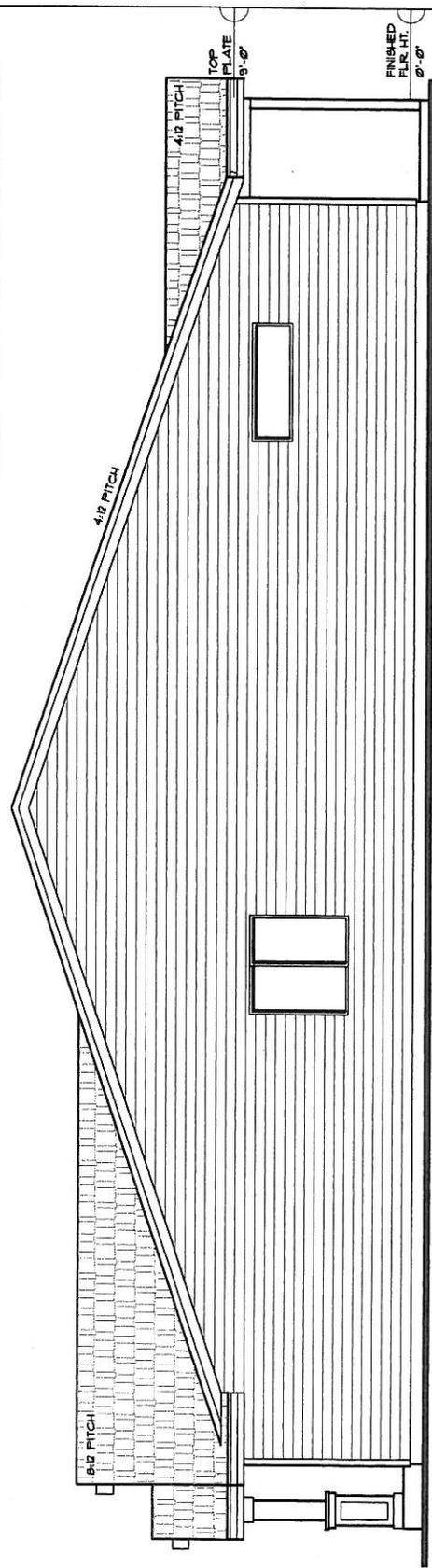
SHEET No. 2  
400  
STD.  
1,962 SQ.FT.

"SQUARE FOOTAGE IS AN ESTIMATE. IT MAY VARY SOMEWHAT."  
"ALL DIMENSIONS ARE ESTIMATES. SOME MAY VARY."  
"PLANS ARE DESIGNED FOR STANDARD CONSTRUCTION. ANY CHANGES OR ADDITIONAL CHANGES ARE AN ADDITIONAL CHARGE IF NOT SPECIFICALLY NOTED."  
"ARCHITECTURAL DRAWINGS ARE ESTIMATES OF HOW HOME WILL LOOK."



LEFT ELEVATION

- NOTES:
- WRAP ALL FRONT SIDING TREATMENTS AROUND SIDE ELEVATIONS A MINIMUM OF 18"
  - USE MATCHING TRIM WIDTH TO ABUT STANDARD SIDE ELEVATION LAP SIDING & WRAPPED SIDING TREATMENT



RIGHT ELEVATION

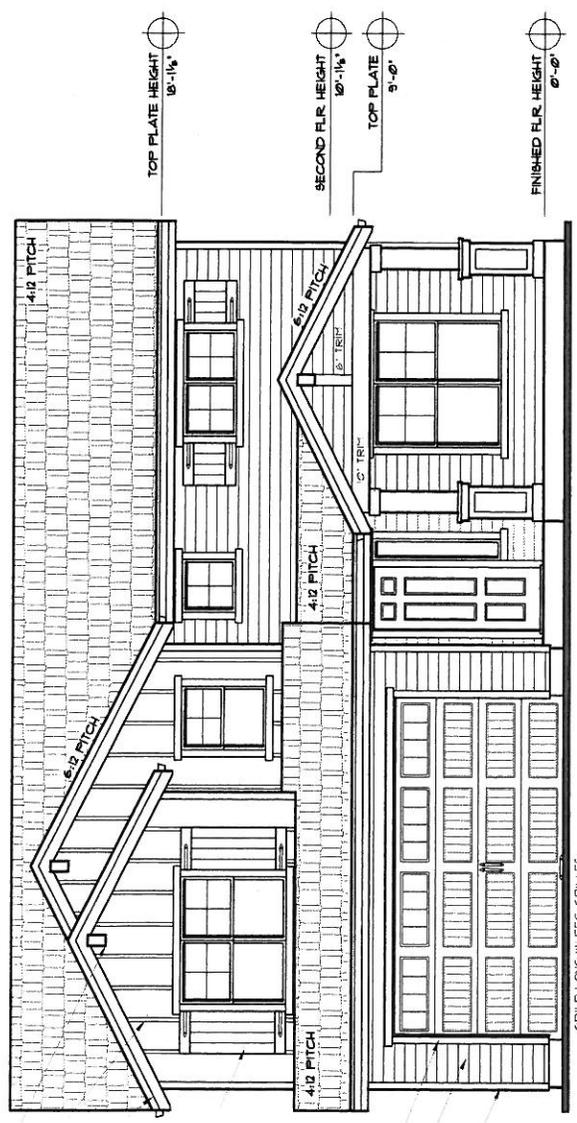


PLAN No.	402-STD.
DRAWN BY:	D.BRITT
DATE:	6/7/16
SCALE:	1/4"=1'-0"
FILE:	20033-1
DRAWINGS:	

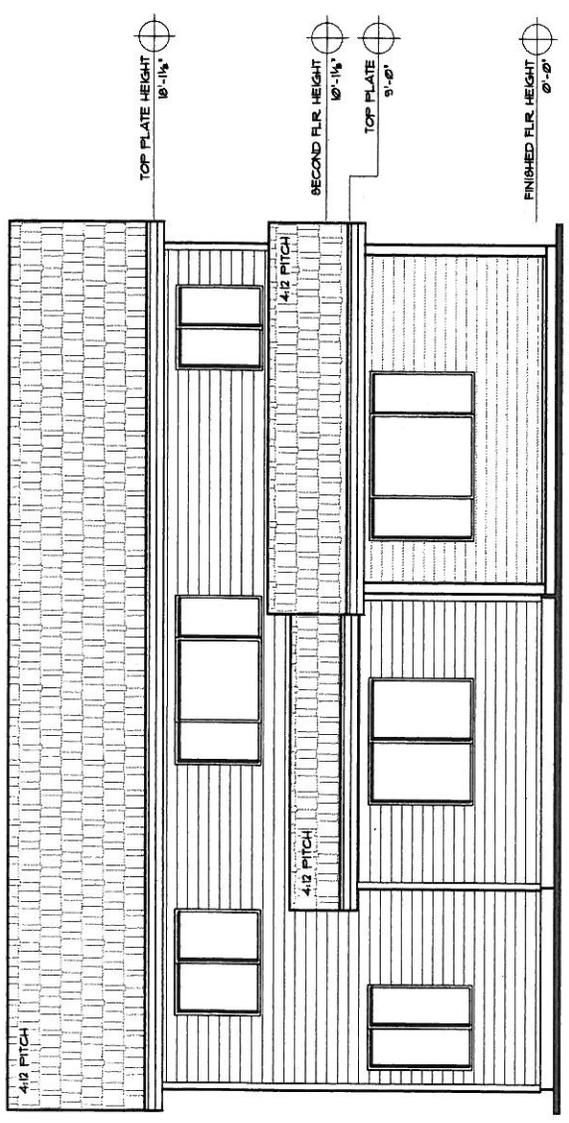
## EXTERIOR ELEVATION

SHEET No. **1**

**402**  
STD.  
2,811 SQ.FT.



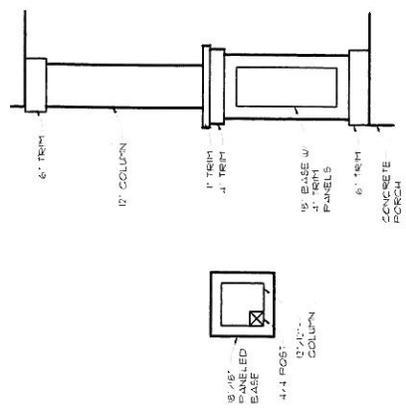
**FRONT ELEVATION**  
1/4"=1'-0"



**REAR ELEVATION**  
1/4"=1'-0"

\*SQUARE FOOTAGE IS AN ESTIMATED FIGURE. IT SOME MAY VARY.  
\*ALL DIMENSIONS ARE ESTIMATES. \*DIMENSIONS ARE DESIGNED FOR \*INCLUDE IN PLAN. THERE IS AN ADDITIONAL CHARGE IF \*ARE ESTIMATES OF HOW HOME WILL LOOK.

- NOTES:**
- WRAP ALL FRONT SIDING TREATMENTS AROUND SIDE ELEVATIONS A MINIMUM OF 18".
  - USE MATCHING TRIM WIDTH TO ABUT STANDARD SIDE ELEVATION LAP SIDING & WRAPPED SIDING TREATMENT



**COLUMN DETAILS**  
1/2"=1'-0"



PLAN No. 402-STD.  
 DRAWN BY: DEBRITT  
 DATE: 6/7/16  
 SCALE: 1/4" = 1'-0"  
 FILE: 20933-2  
 DRAWINGS:

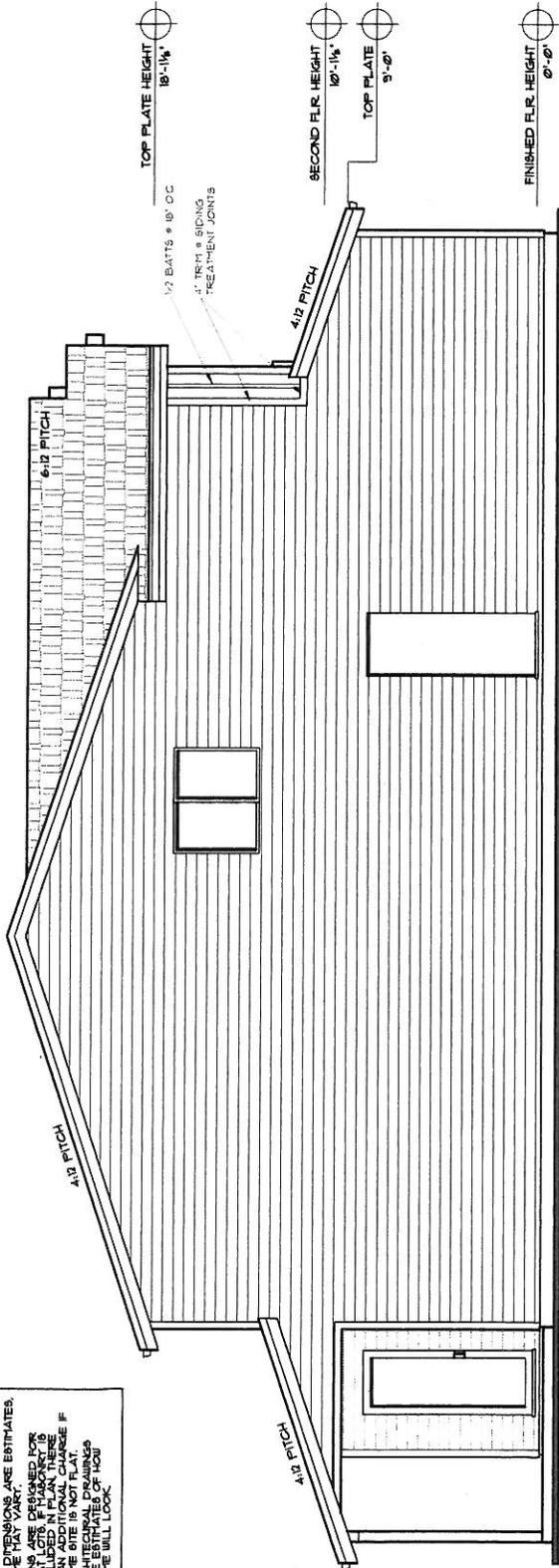
## EXTERIOR ELEVATION

SHEET No.

2

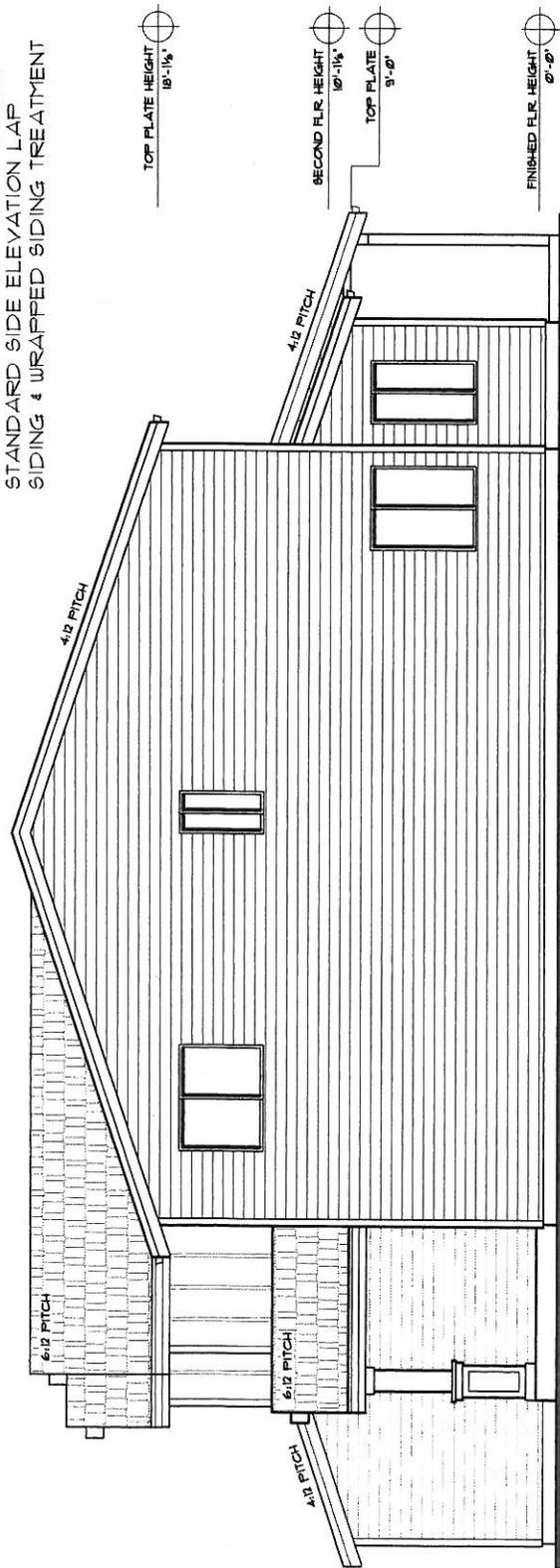
402  
 STD.  
 2,811 SQ.FT.

\*SQUARE FOOTAGE IS AN ESTIMATED FIGURE. IT MAY VARY.  
 \*SQUARE FOOTAGE MAY VARY.  
 \*PLANS ARE DESIGNED FOR 4" TRIMS & SIDING. TREATMENT JOINTS ARE AN ADDITIONAL CHARGE IF HOME SITE IS NOT FLAT.  
 \*SQUARE FOOTAGE IS AN ESTIMATED FIGURE. IT MAY VARY.



LEFT ELEVATION

- NOTES:
- WRAP ALL FRONT SIDING TREATMENTS AROUND SIDE ELEVATIONS A MINIMUM OF 18"
  - USE MATCHING TRIM WIDTH TO ABOUT STANDARD SIDE ELEVATION LAP SIDING & WRAPPED SIDING TREATMENT



RIGHT ELEVATION

STONE BRIDGE  
HOMES NW



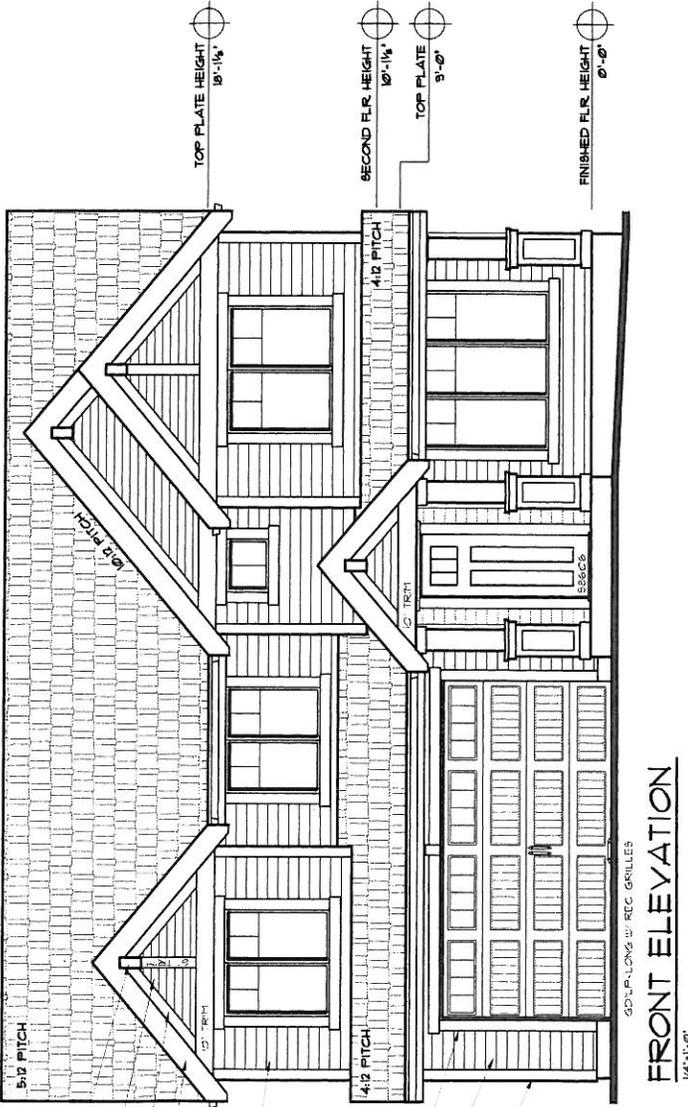
PLAN No. 403-OFTJ  
DRAWN BY: D.BRITT  
DATE: 1/24/11  
SCALE: 1/4"=1'-0"  
FILE: 2130-1  
DRAWINGS:

EXTERIOR  
ELEVATION

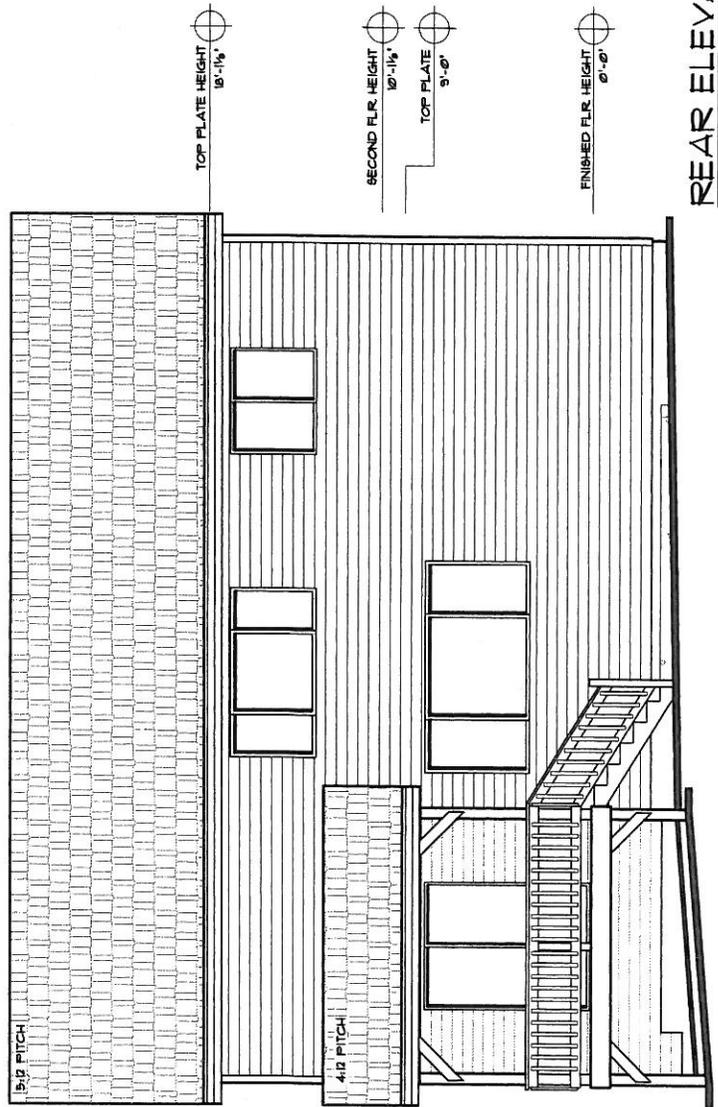
SHEET No.

1

403  
OPTION 1  
2,900 SQ.FT.



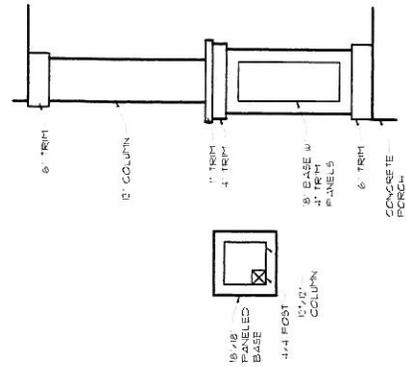
FRONT ELEVATION  
1/4"=1'-0"



REAR ELEVATION  
1/4"=1'-0"

\*SQUARE FOOTAGE IS AN ESTIMATED FIGURE, IT MAY VARY.  
\*SQUARE FOOTAGE ARE ESTIMATED, DO NOT RELY ON ANY.  
\*PLANS ARE DESIGNED FOR FLAT LOTS. IF MASSING IS NOT FLAT, THERE WILL BE AN ADDITIONAL CHARGE IF HOME SITE IS NOT FLAT.  
\*ARCHITECTURE DRAWINGS ARE NOT TO SCALE. HOME WILL LOOK MORE LIKE THIS.

NOTES:  
1. MATCH FRONT SIDING TREATMENT TO FRONT SIDE ELEVATION. A FINISH OF 8" USE MATCHING TRIM WIDTH TO ABOUT STANDARD SIDE ELEVATION LAP SIDING. 1. UNWRAPPED SIDING TREATMENT



COLUMN DETAILS  
1/4"=1'-0"

STONE BRIDGE  
HOMES NW



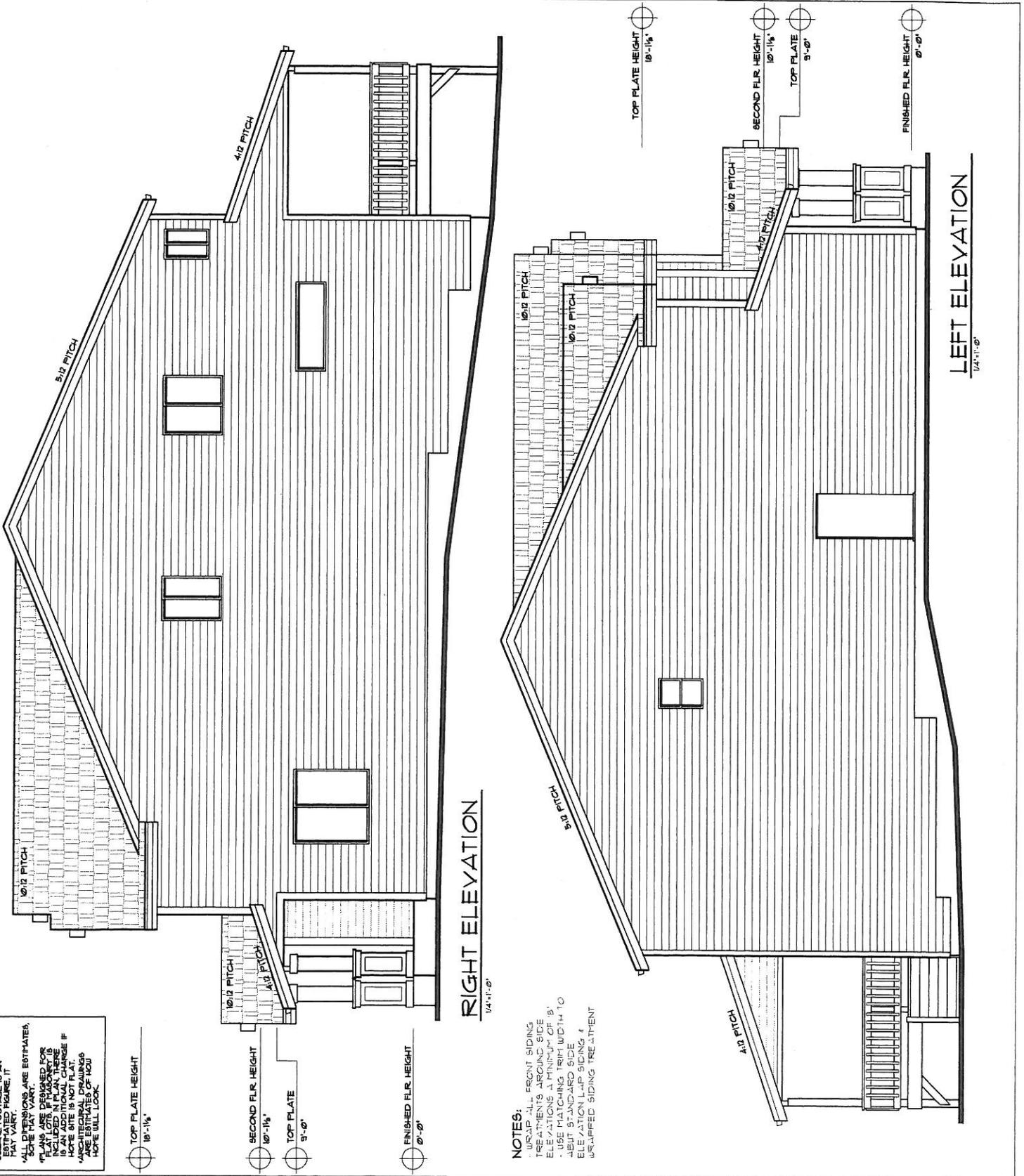
PLAN No. 403-OPT1  
DRAWN BY: DEBRIT  
DATE: 1/24/11  
SCALE: 1/4"=1'-0"  
FILE: 2130-2  
DRAWINGS:

EXTERIOR  
ELEVATION

SHEET No.

2

403  
OPTION 1  
2,900 SQ.FT.



\*SQUARE FOOTAGE IS AN ESTIMATED FIGURE. IT MAY VARY.  
\*ALL DIMENSIONS ARE ESTIMATED. SOME MAY VARY.  
\*PLANS ARE DESIGNED FOR CONSTRUCTION. ANY CHANGES TO THE PLANS ARE AN ADDITIONAL CHARGE IF NOT SPECIFIED IN THE CONTRACT. \*ARCHITECT'S OFFICE IS NOT RESPONSIBLE FOR HOW HOME WILL LOOK.

TOP PLATE HEIGHT 10'-1 1/2"  
SECOND FLR. HEIGHT 10'-1 1/2"  
TOP PLATE 9'-0"  
FINISHED FLR. HEIGHT 0'-0"

RIGHT ELEVATION  
1/4"=1'-0"

LEFT ELEVATION  
1/4"=1'-0"

NOTES:  
- USE ALL FRONT SIDING TREATMENTS AROUND SIDE ELEVATIONS A MINIMUM OF 5'.  
- USE MATCHING TRIM WIDTH TO ABOUT STANDARD SIDE ELEVATION LAP SIDING & UNRAFFED SIDING TREATMENT



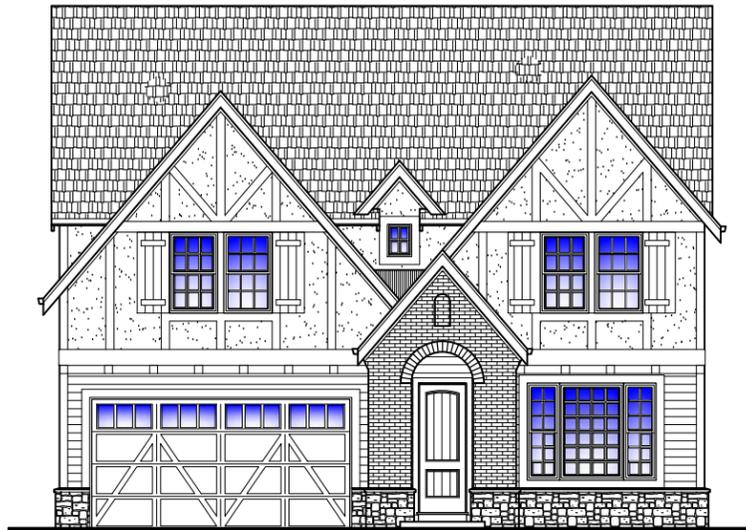
FRONT ELEVATION - AMERICAN CRAFTSMAN STYLE  
GLAZING 12.8%



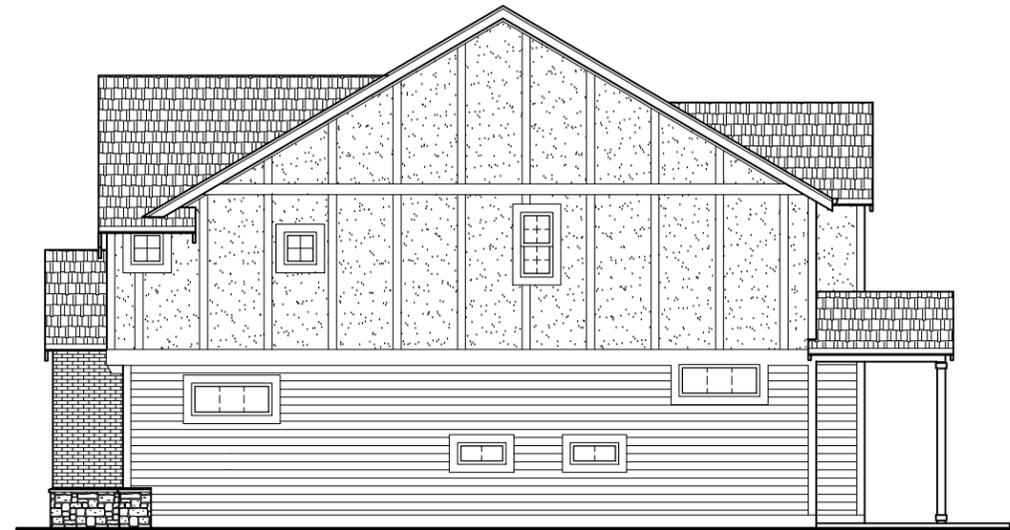
SIDE ELEVATION  
GLAZING 4.7%



REAR ELEVATION  
GLAZING 30.9%



FRONT ELEVATION - ENGLISH STYLE  
GLAZING 15.9%



SIDE ELEVATION  
GLAZING 4%



REAR ELEVATION  
GLAZING 28.4%



FRONT ELEVATION - EURO STYLE  
GLAZING 14.9%



SIDE ELEVATION  
GLAZING 10.4%

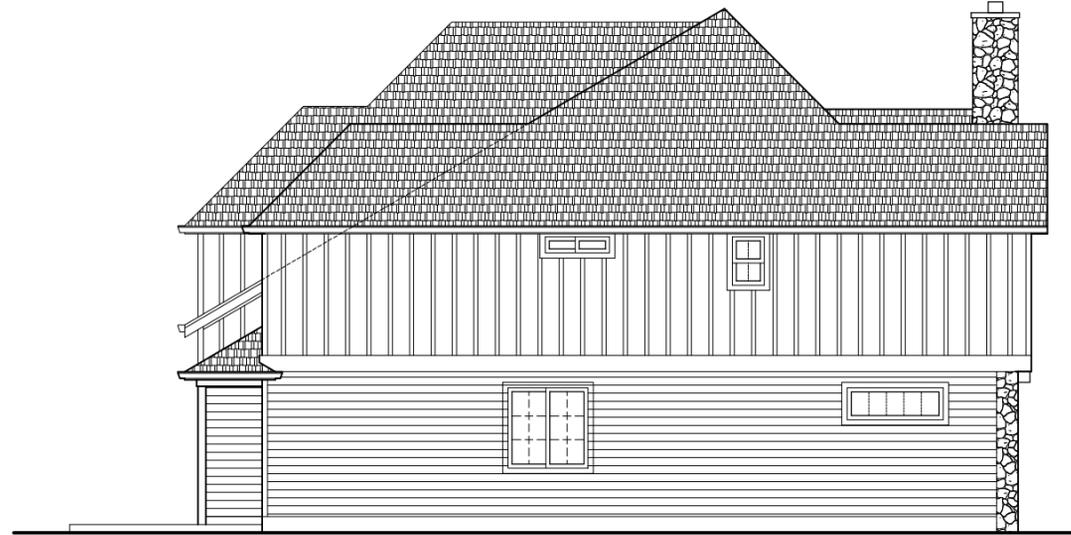


REAR ELEVATION  
GLAZING 26.7%

SOUTHWICK - EURO STYLE  
MASTER ON MAIN DESIGN



FRONT ELEVATION - FRENCH STYLE  
GLAZING 18%



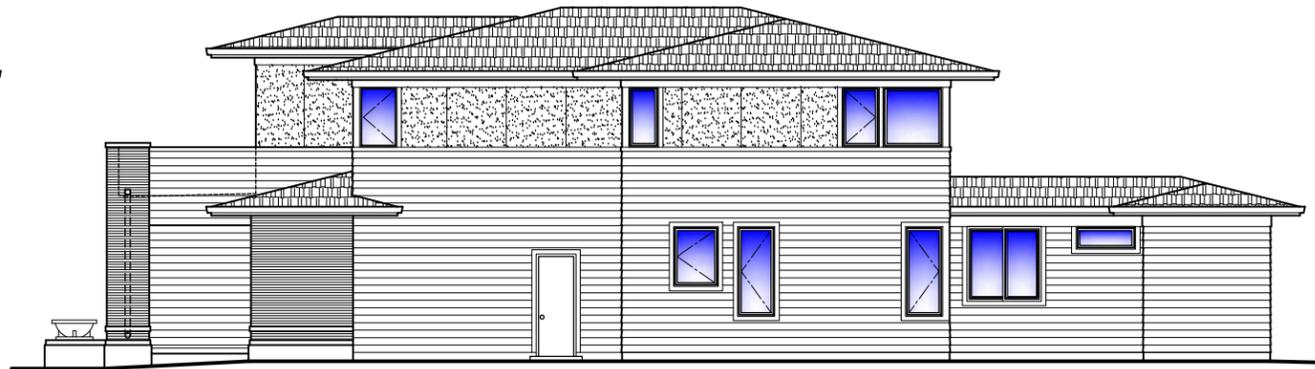
SIDE ELEVATION  
GLAZING 5.1%



REAR ELEVATION  
GLAZING 31%



FRONT ELEVATION - PRAIRE STYLE  
GLAZING 22.5%



SIDE ELEVATION  
GLAZING 11.4%



REAR ELEVATION  
GLAZING 28%

BRADBERRY - PRAIRE STYLE

**ORDINANCE NO. 806**

**AN ORDINANCE OF THE CITY OF WILSONVILLE AMENDING THE TEXT OF THE COMPREHENSIVE PLAN, THE COMPREHENSIVE PLAN MAP, THE WILSONVILLE DEVELOPMENT CODE, AND THE SIGNIFICANT RESOURCE OVERLAY ZONE MAP, AND ADOPTING THE FROG POND WEST MASTER PLAN AS A SUB-ELEMENT OF THE COMPREHENSIVE PLAN**

WHEREAS, the Wilsonville Comprehensive Plan identifies the area to the north of Boeckman Road, west of Wilsonville/Stafford Road, and east of Boeckman Creek, commonly referred to as “Frog Pond West,” as an Area of Special Concern (Area L); and

WHEREAS, the Council for the City of Wilsonville (City) adopted Resolution No. 2553 on November 16, 2015, which adopted the Frog Pond Area Plan and established a vision for developing the 500-acre Frog Pond Area, including Frog Pond West; and

WHEREAS, the adoption of the Frog Pond Area Plan and the proposed adoption of the Frog Pond West Master Plan necessitates conforming amendments to the Wilsonville Comprehensive Plan, the Wilsonville Comprehensive Plan Map, the Wilsonville Development Code, and the Significant Resource Overlay Zone (SROZ) Map; and

WHEREAS, amendments to the Comprehensive Plan text, the Comprehensive Plan Map, the Wilsonville Development Code text, and the SROZ Map are proposed, providing for implementation of the Frog Pond Area Plan by creation of a Residential Neighborhood plan designation, a Frog Pond West Master Plan, and a Residential Neighborhood Zone District; and

WHEREAS, the proposed Frog Pond West Master Plan, and the accompanying amendments to the Comprehensive Plan text, the Comprehensive Plan Map, the Wilsonville Development Code text, and the SROZ Map, provide the policy and regulations governing build-out of Frog Pond West consistent with the adopted Frog Pond Area Plan; and

WHEREAS, following the timely mailing and publication of required notice, the Planning Commission conducted a public hearing on March 8, 2017, wherein the Commission received public testimony, staff reports and input, and exhibits, and thereafter deliberated and voted to approve Resolution No. LP17-0001 recommending to the City Council the approval of: (1) the proposed amendments to the Comprehensive Plan text and

Comprehensive Plan Map; (2) the Frog Pond West Master Plan; (3) the proposed amendments to the Wilsonville Development Code text; and (4) the proposed amendment to the SROZ Map; and

WHEREAS, a copy of the record of the aforementioned Planning Commission action and recommendation is marked Exhibit A, attached hereto and incorporated by reference herein; and

WHEREAS, following the Planning Commission public hearing, the Planning Director forwarded the recommended Frog Pond West Master Plan and the amendments to the Comprehensive Plan text, the Comprehensive Plan Map, the Wilsonville Development Code text, and the SROZ Map onto the City Council, along with a staff report and attachments, in accordance with public hearing and notice procedures that are set forth in Sections 4.008, 4.011, 4.012, and 4.198 of the Wilsonville Code; and

WHEREAS, the City Council, after public hearing notices were provided to over 117 property owners, a list of interested agencies, emailed to over 234 people, and posted in 4 locations throughout the City and on the City website, held a public hearing on June 19, 2017 to review the proposed Frog Pond West Master Plan and the amendments to the Comprehensive Plan text, the Comprehensive Plan Map, the Wilsonville Development Code text, and the SROZ Map and to gather additional testimony and evidence; and

WHEREAS, the City Council has afforded all interested parties an opportunity to be heard on this subject and has entered all available evidence and testimony into the public record of its proceeding; and

WHEREAS, the City Council has duly considered the subject, including the Planning Commission recommendations and all the exhibits and testimony introduced and offered by all interested parties.

NOW, THEREFORE, THE CITY OF WILSONVILLE ORDAINS AS FOLLOWS:

1. FINDINGS.

The above-recited findings are adopted and incorporated by reference herein as findings and conclusions of Resolution No. LP17-0001, which includes the staff report and attachments (Exhibit B). The City Council further finds and concludes that the adoption of the proposed Frog Pond West Master Plan and amendments to the Comprehensive Plan text, the Comprehensive Plan Map, the Wilsonville Code text, and the SROZ Map are necessary to help protect the public health,

safety, and welfare of the municipality by planning that will help ensure there will continue to be adequate residential housing within the City limits.

2. DETERMINATION.

Based on such findings, the City Council hereby adopts the Frog Pond West Master Plan, attached hereto and marked as Exhibit C, and incorporated by reference as if fully set forth herein. The City Council further adopts the amendments to the Comprehensive Plan text, the Comprehensive Plan Map, the Wilsonville Code text, and the SROZ Map, attached hereto and marked as Exhibit B, and incorporated by reference as if fully set forth herein. The City Recorder is hereby directed to prepare final Comprehensive Plan and Wilsonville Code format and to make such style and conforming changes to match the format and style of the Comprehensive Plan and the Wilsonville Code.

3. EFFECTIVE DATE OF ORDINANCE.

This Ordinance shall be declared to be in full force and effect thirty (30) days from the date of final passage and approval.

SUBMITTED to the Wilsonville City Council and read for the first time at a meeting thereof on the 19<sup>th</sup> day of June, 2017, and scheduled for second reading on July 17, 2017, commencing at the hour of 7 p.m. at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon.

\_\_\_\_\_  
Sandra C. King, MMC, City Recorder

ENACTED by the City Council on the \_\_\_\_ day of \_\_\_\_\_, 2017, by the following votes:                      Yes: \_\_\_\_                      No: \_\_\_\_

\_\_\_\_\_  
Sandra C. King, MMC, City Recorder

DATED and signed by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

---

TIM KNAPP, MAYOR

**SUMMARY OF VOTES:**

Mayor Knapp  
Council President Starr  
Councilor Stevens  
Councilor Lehan  
Councilor Akervall

**EXHIBITS:**

Exhibit A – Planning Commission Resolution and Record

<http://www.ci.wilsonville.or.us/628/Frog-Pond-Plan>

Exhibit B – Staff report with attachments

<http://www.ci.wilsonville.or.us/628/Frog-Pond-Plan>

Exhibit C – Frog Pond West Master Plan dated March 1, 2017 (Planning Commission recommended version)

<http://www.ci.wilsonville.or.us/628/Frog-Pond-Plan>



**CITY COUNCIL  
STAFF REPORT**

**EXHIBIT B**

<b>Meeting Date:</b> June 19, 2017		<b>Subject: Ordinance No. 806</b> Adoption of the Frog Pond West Master Plan and associated amendments  <b>Staff Member:</b> Chris Neamtzu, Planning Director <b>Department:</b> Community Development	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input checked="" type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable  <b>Comments:</b> The Planning Commission held a public hearing on March 8, 2017 forwarding a unanimous recommendation of approval to the City Council.	
<b>Staff Recommendation:</b> Staff recommends approval of the Frog Pond West Master Plan and associated amendments.			
<b>Recommended Language for Motion:</b> I move to approve the Frog Pond West Master Plan and associated amendments to the Comprehensive Plan text and map, Planning and Land Development Ordinance text, and SROZ overlay zone map.			
<b>Project / Issue Relates To:</b>			
<input checked="" type="checkbox"/> Council Goals/Priorities Adopt the Frog Pond West Master Plan	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

In November 2015, the City Council adopted the Frog Pond Area Plan, which is a concept plan for approximately 500-acres in 3 unique neighborhoods of the planning area (west, east and south). Over the course of 2016 to now, the project team has been working closely with the Planning Commission, City Council, property owners, citizens, developers, homebuilders and planning consultants on the numerous elements contained in the Frog Pond West Master Plan. The subject property for the Master Plan is the 180-acre area located generally west of Stafford Road and north of Boeckman Road within the Urban Growth Boundary.

**EXECUTIVE SUMMARY:**

The purpose of the Master Plan is to: establish the overall vision for the neighborhood; illustrate and define neighborhood specific plans and requirements for land use, streets, pedestrian connections, bike routes, parks, open spaces and natural resource areas; describe and illustrate the City's expectations for high-quality architectural and community design; serve as the guide for coordinating individual developments and public realm improvements into a cohesive whole; and provide implementation strategies for land use regulation and infrastructure funding.

Building from the November 2015 adopted Frog Pond Area Plan, the Frog Pond West Master Plan and implementing Comprehensive Plan and Development Code amendments will build upon the vision established in the Area Plan for the Frog Pond West Neighborhood. The amendments include:

- Amendment to the Comprehensive Plan Map to add the 'Residential Neighborhood' and 'Public Facilities' designations.
- Amendments to the Wilsonville Comprehensive Plan text to implement the Frog Pond West Master Plan.
- Amendment to the Significant Resource Overlay Zone (SROZ) Map to incorporate the Willow Creek drainage.
- Adoption of the Frog Pond West Master Plan as a supporting document of the Comprehensive Plan.
- Amendments to the Wilsonville Planning and Land Development Ordinance (Development Code) creating the Residential Neighborhood (RN) Zone as well as supporting amendments to the text of the Code incorporating the new RN zone.

**EXPECTED RESULTS:**

Adoption of the Frog Pond West Master Plan will set the stage for the next generation of great Wilsonville neighborhoods.

**TIMELINE:**

The Planning Commission held the first public hearing on the Frog Pond West Master Plan on March 8, 2017. Following receipt of testimony and deliberation, the Commission forwarded a recommendation of approval to the City Council. A Council hearing date was set and noticed for April 17th and then continued at the request of staff to a date certain of June 19, 2017.

**CURRENT YEAR BUDGET IMPACTS:**

The Frog Pond West Master Plan is included in this year's budget, funded by the City's General Fund in addition to Metro's Community Planning and Development Grant program.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: SCole Date: 6/8/17

**LEGAL REVIEW / COMMENT:**

Reviewed by: BAJacobson Date: 6/9/17

The Assistant City Attorney has reviewed and approve the Staff Report, Ordinance, and all attachments.

**COMMUNITY INVOLVEMENT PROCESS:**

Throughout the process on the Master Plan there has been extensive collaboration between the project team, the Commission and interested parties. This collaboration has allowed for vetting of many issues resulting in the draft Master Plan document that has been produced. To date, Ordinance No. 806 Staff Report

there have been 10 work sessions and one public hearing with the Planning Commission. Page 169 of 1406  
Master Plan. As the project continues through the public hearing phase, there will be additional opportunities for community involvement.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY** (businesses, neighborhoods, protected and other groups):

The creation of a new neighborhood in the Frog Pond West area will provide citizens with new housing choices as well as a future school, parks, trails and open spaces.

**ALTERNATIVES:**

The Concept Plan (also known as the Frog Pond Area Plan) process included many alternatives. The Master Plan hones in on and refines the adopted concepts contained in the Area Plan. The Council can continue the hearing or make a recommendation with or without modifications.

**CITY MANAGER COMMENT:**

**ATTACHMENTS:** Please note that the attachments below can all be found at:

<http://www.ci.wilsonville.or.us/628/Frog-Pond-Plan>

- A. 1) Amendments to the Comprehensive Plan Map, Significant Resource Overlay Zone (SROZ) Map; 2) Comprehensive Plan text; 3) New Residential Neighborhood (RN) Zone text; 4) Summary of Supporting Amendments to the Planning and Land Development Ordinance. For the full text of the Supporting Amendments to the Planning and Land Development Ordinance (238 pages) please go to: <http://www.ci.wilsonville.or.us/628/Frog-Pond-Plan>
- B. Revisions list – Frog Pond Master Plan Adoption Documents prepared by APG dated June 6, 2017
- C. Frog Pond West: Infrastructure Funding Plan, prepared by LCG dated June 7, 2017

EXHIBIT A  
CC HEARING 06.19.2017

FROG POND

Exhibit A – Planning Commission Resolution and

Record <http://www.ci.wilsonville.or.us/628/Frog-Pond-Plan>



# FROG POND WEST

## Master Plan



*A Vision and Implementation Strategy for  
Wilsonville's Next Great Neighborhood*

**MARCH 1, 2017**



## A VISION FOR FROG POND IN 2035

*The Frog Pond Area in 2035 is an integral part of the Wilsonville community, with attractive and connected neighborhoods. The community's hallmarks are the variety of quality homes; open spaces for gathering; nearby services, shops and restaurants; excellent schools; and vibrant parks and trails. The Frog Pond Area is a convenient bike, walk, drive, or bus trip to all parts of Wilsonville.*

*Frog Pond Area Plan Vision Statement,  
adopted by Wilsonville City Council November 16, 2015.*

Funding for the Frog Pond Area Plan was provided by a Metro Community Planning and Development Grant and the City of Wilsonville.



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Frog Pond **WEST**

Boeckman Road

Wilsonville Road



Willamette River

# Purpose and Scope



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## PURPOSE

The purposes of the Frog Pond West Master Plan (Master Plan) are to:

1. Establish the overall vision for the Frog Pond West Neighborhood.
2. Illustrate and define neighborhood-specific plans and requirements for land use, streets, pedestrian connections, bike routes, parks and open spaces, and natural resource areas.
3. Describe and illustrate the City's expectations for high-quality architectural and community design.
4. Serve as the guide for coordinating individual developments and public realm improvements into a cohesive whole.
5. Provide implementation strategies for land use regulations and infrastructure funding.

## SCOPE AND REGULATORY ROLE

The Master Plan applies to the 181-acre area added to the Urban Growth Boundary (UGB) in 2002, located west of Stafford Road and north of Boeckman Road in East Wilsonville. Frog Pond West is approximately one-third of the area that was concept planned as part of the Frog Pond Area Plan (Area Plan), which was adopted by the Wilsonville City Council on November 16, 2015. The chapters of the Master Plan address Frog Pond West's intended vision; land use; residential and community design; transportation; parks and open spaces; and public lighting, street trees, gateways, and signage. Regulatory and infrastructure funding implementation are also included. Infrastructure plans were completed as part of the Area Plan, and are included in the Appendix for reference.



The Frog Pond West Master Plan is an adopted “supporting document” of the Wilsonville Comprehensive Plan (Plan), with the regulatory force and effect of the Plan. The Master Plan fits within a three-part regulatory structure for development review in Frog Pond West. The Comprehensive Plan provides the policies and high level intent for Frog Pond West. The Master Plan establishes the overall vision, descriptive and illustrative guidance, and geographically-specific requirements for development, with a focus on integrating private development with planned public realm improvements. The Development Code (Code) establishes the zoning, standards, and procedures for development. The Code references parts of the Master Plan as regulatory elements, which are applied as standards and review criteria. Those parts of the Master Plan not specifically referenced by the Code are descriptive and illustrative of the City’s general expectations for development—they will be used as guidance to the City’s discretionary review of development.

## THE PLANNING PROCESS

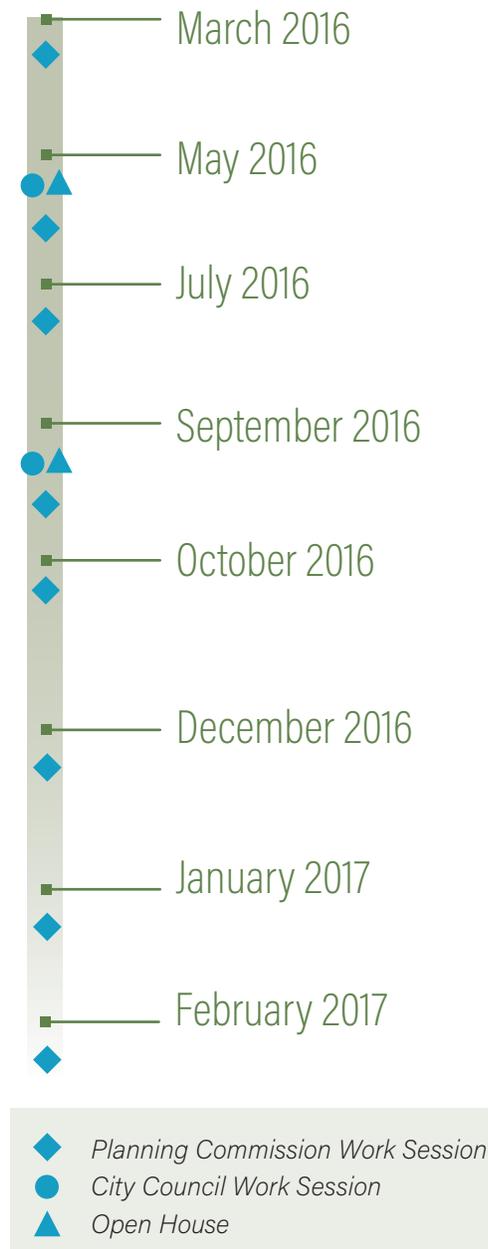
Planning for the Frog Pond Area as part of Wilsonville began with the City’s first City Plan in 1972, where it was shown as a residential area. The context for that vision evolved over time through the introduction of statewide planning, Wilsonville’s first Comprehensive Plan, the inclusion of the area in the UGB, and the designation of urban reserves. Figure 1 depicts key milestones during the four decades that led up to concept planning for the Frog Pond Area and master planning for Frog Pond West.

The Frog Pond Area Plan was a two-year planning process that provided extensive opportunities for community involvement, including:

**Figure 1.** Wilsonville Planning Milestones



**Figure 2.** Frog Pond Master Plan



- May 2014: Frog Pond Area Plan Kick Off
- October 2014: Open House and Online Survey
- January 2015: Joint City Council / Planning Commission Work Session
- April 2015: Open House and Online Survey
- June - August 2015: City Council / Planning Commission Work Sessions
- September - November 2015: Area Plan Adoption

Building from the community involvement process used for the Area Plan, the Master Plan was created through an open and inclusive process that began in March 2016 and continued through early 2017. The process included:

- Eight work sessions with the Planning Commission.
- Two briefings with the City Council.
- Two community Open Houses.
- Ongoing maintenance of the project website.
- Ongoing distribution of information through email updates to the Interested Parties email list, articles in the Wilsonville Spokesman, updates in the Boones Ferry Messenger, and mailed notices of events.
- Stakeholder meetings with developers and property owners regarding the draft infrastructure funding plan.
- Many individual meetings and communications with property owners and interested parties.



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# Vision, Principles, and Intent



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## VISION

The vision for Frog Pond West was first crafted as part of the Frog Pond Area Plan (see inside cover). The specific vision for Frog Pond West is consistent with the Area Plan. The vision is for Frog Pond West to be:

- **A great neighborhood** that is a connected part of Wilsonville.
- **A cohesive place** where individual private developments and public realm improvements fit seamlessly together into a coordinated whole.
- **A neighborhood with walkable and active streets**, a variety of housing, extensive walking and biking routes, an excellent school, and quality parks, open spaces, and natural areas.
- A part of the city known for its **high quality architectural and community design**.
- A part of Wilsonville that has **visual and physical access to nature**.

**Figure 3.** Conceptual view of Frog Pond West and Wilsonville, looking southwest



## PRINCIPLES

As with the vision statement, the guiding principles for Frog Pond West were crafted and adopted as part of the Area Plan. Throughout the Master Plan process, the City developed residential design principles, called the Ten Essentials of Residential Design, which are listed on page 12, to realize the vision and guiding principles.

### Guiding Principles from the Frog Pond Area Plan

The following Guiding Principles were adopted as part of the Frog Pond Area Plan and apply to the Master Plan.

#### *Create great neighborhoods*

Frog Pond's homes, streets, open spaces, neighborhood-scale retail, and other uses fit together into walkable, cohesive, and connected neighborhoods. Frog Pond is a fun place to live.

#### *Create a complete streets and trails network*

Streets are designed for safe and enjoyable travel by bike, on foot, or by car. A great network of trails is provided. Safe crossings and connections are provided throughout the street and trail network.

#### *Provide access to nature*

The creeks and natural areas provide opportunities to see and interact with nature close to home.

#### *Create community gathering spaces*

Beautiful parks, quality schools, and other public spaces serve as community centers and gathering places. The land uses, transportation, and open space around the Advance Road school and park sites support a compatible neighborhood plan in that area. The Frog Pond Grange, and adjacent uses, fit together as a focal point of the community.

#### *Provide for Wilsonville's housing needs*

A variety of attractive homes are provided to fulfill the City's housing needs and align with the market. Single-family detached homes, including some on large lots, are a significant part of the mix. Neighborhoods are designed to be multi-generational and offer a diversity of attractive housing options at a variety of prices.

#### *Create a feasible implementation strategy*

A realistic funding plan for infrastructure, smart and flexible regulations, and other strategies promote successful implementation of the plan.

#### *Frog Pond is an extension of Wilsonville*

Frog Pond is truly connected—it is an easy and safe walk, drive, bike trip, or bus ride to other parts of Wilsonville, and Frog Pond feels like a well-planned extension of the city.

#### *Retain trees*

Mature native trees are integrated into the community to enhance the area's character and value.



### *Honor Frog Pond's History*

A sense of history is retained, recognized, and celebrated.

### *Provide compatible transitions to surrounding areas*

New urban land uses are good neighbors to adjacent rural land uses, future developable areas, and existing neighborhoods. The plan provides for future growth of the City into adjacent urban reserves.

### *Promote healthy, active lifestyles*

Extensive walkways, community gardens, recreational facilities, and other elements support active and healthy lifestyles.

### *Integrate sustainability*

The plan integrates solutions which address economic, environmental, and social needs. Frog Pond is a sustainable community over the long term.

### *Coordinate with Wilsonville's transportation network*

The plan is consistent with the Wilsonville Transportation System Plan for all modes of travel: trails, bikeways, SMART, and vehicles. Traffic impacts are managed for key streets and intersections, including the I-5 interchanges.

## Process Principles

- *Provide early and ongoing opportunities for stakeholders to raise issues and concerns.*
- *Facilitate equitable and constructive communication between the public and the project team.*
- *Empower residents to become involved with the project.*
- *Provide the public with balanced and objective information to help them understand issues, alternatives, opportunities, and solutions.*
- *Aim to create the best product, a model that could be used in other communities.*



## The Ten Essentials of Residential Design

1. Each home is part of the larger neighborhood and community.
2. Front doors and walkways should face streets.
3. The front yard and porch or stoop are “semi-public” spaces.
4. Parking and driveways should not dominate.
5. Garages should not dominate.
6. Details are important.
7. Variety is the spice of good design.
8. Green is great.
9. Design guidelines should be tailored to each zone.
10. Adopt the fewest number of rules needed to get the job done.



## KNITTING TOGETHER A LIVABLE NEIGHBORHOOD

Frog Pond West is a unique opportunity for a walkable, cohesive neighborhood that looks, feels, and functions as a master planned community. But it faces some challenges: the 181-acre area is comprised of 32 tax lots and 26 different ownerships (as of 2015); development is likely to occur incrementally, perhaps through 10-15 different development reviews spanning 10-20 years; and parcel lines are oriented north-south and east-west, but topography and other natural conditions in some areas will require development patterns that fit the landscape rather than straight parcel boundaries.

The Master Plan and its implementing regulations provide solutions and strategies to help overcome the above-listed challenges, with a goal of knitting together a cohesive, livable neighborhood. Those solutions and strategies include:

- A. Comprehensive Plan and Code Requirements.** Creating a cohesive neighborhood is a stated purpose and goal within the Comprehensive Plan, the Master Plan, and the implementing code.
- B. Planned Development Review (PDR) process.** The PDR review process will ensure that code requirements are met, with flexibility for site planning and adaptation to local site conditions.
- C. Street Demonstration Plan.** A street “demonstration plan” illustrates the intended level of street connectivity, with flexibility to propose site-specific street alignments and types.
- D. Community Gathering Places.** A 2.5-acre public park will provide a community gathering place enjoyed by all residents of the neighborhood. A 1.5-acre linear park will provide another key green space that links the neighborhood to the Boeckman Trail and Boeckman Creek resource area. A future school will serve both Frog Pond West and adjoining neighborhoods.
- E. Public Lighting Plan.** The public lighting plan will provide effective lighting of public streets and places to enhance livability and safety.
- F. Street Tree Plan.** The street tree plan will provide continuity and wayfinding between individual developments.
- G. Gateways, Monuments, and Signage Plan.** Coordinated entry gateways, monuments, and signage will help reinforce the cohesive identity of the neighborhood.



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# Land Use



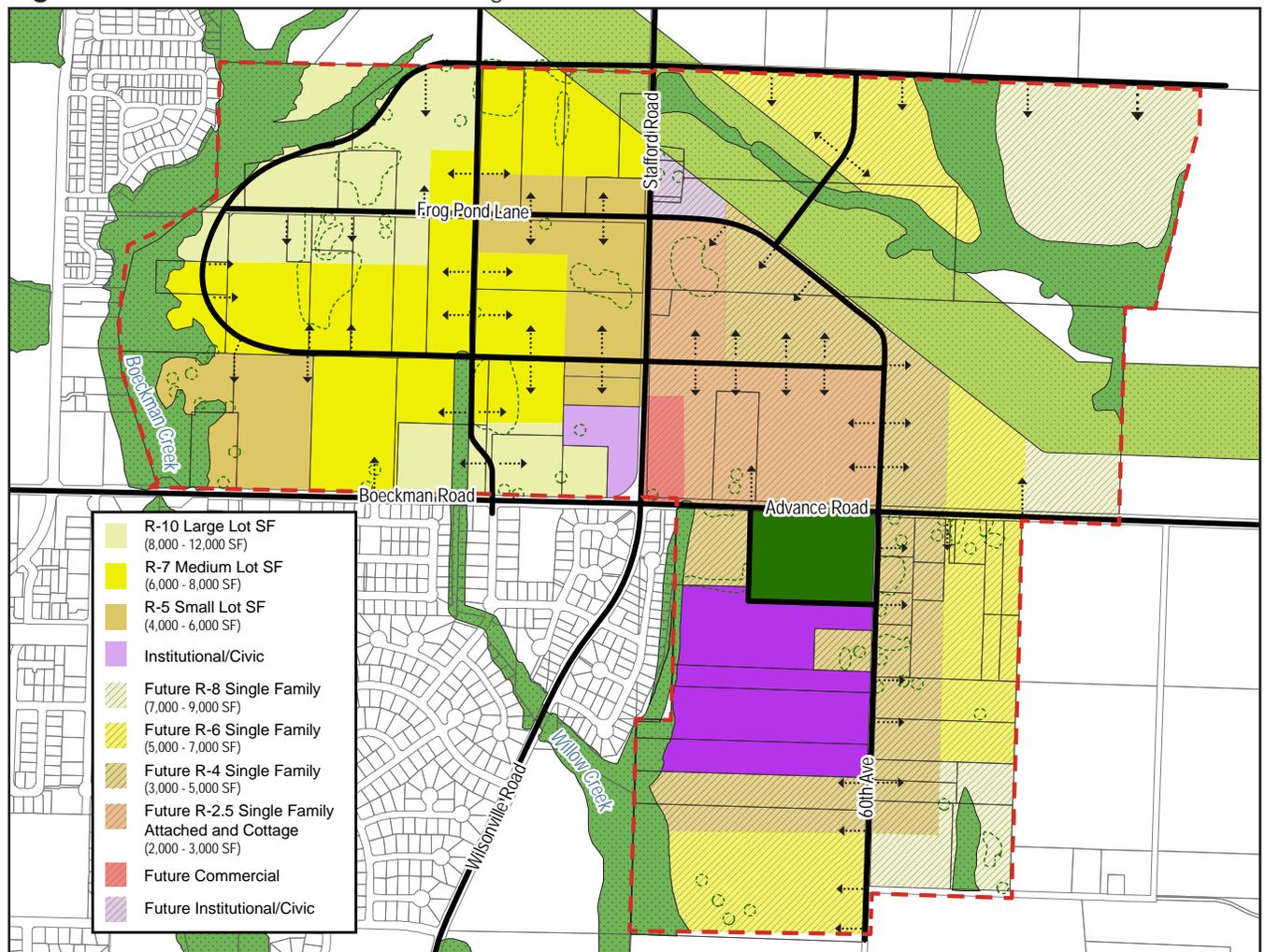
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## FROG POND AREA PLAN CONTEXT

The 181-acre Frog Pond West Neighborhood is part of the larger 500-acre Frog Pond Area, which has been planned by the City in the adopted Frog Pond Area Plan.<sup>1</sup> The entire Frog Pond Area is a logical and intuitive extension of the City of Wilsonville. Historically, it was part of the City's early settlement pattern, with important gathering places for the rural farming community, such as the Grange Hall (originally the Frog Pond School) and the Frog Pond Church. Physically, it is adjacent to key connector streets (e.g. Wilsonville and Boeckman Roads), existing neighborhoods, and natural areas such as Boeckman Creek. Even the shape of the study area wraps around the edge of the community.

**Figure 4.** Land Use Framework from Frog Pond Area Plan



<sup>1</sup> The Frog Pond Area Plan, A Concept Plan for Three New Neighborhoods in East Wilsonville, was adopted by the Wilsonville City Council on November 16, 2015.



The Frog Pond Area is naturally comprised of three parts: the area west of Stafford Road, which is inside the Urban Growth Boundary and is the subject of the Master Plan; the area east of Stafford Road and north of Advance Road; and the area south of Advance Road. The Area Plan utilizes this framework to establish a vision for three new walkable neighborhoods: Frog Pond West, Frog Pond East, and Frog Pond South.

The Area Plan provides an area-wide concept plan that includes a land use framework, transportation framework, bicycle/pedestrian framework, and parks framework (see Appendix B). The Area Plan also includes the following elements that set the planning context for the Frog Pond West Master Plan:

- A vision statement and guiding principles for the Frog Pond Area.
- A framework for three walkable and connected neighborhoods.
- A phased residential land use strategy that emphasizes lower density and detached homes in the West Neighborhood, and a greater mix of housing types in the East and South Neighborhoods.
- Demonstration plans that illustrate community design principles.
- A future 3.2-acre neighborhood commercial center in the East Neighborhood.
- Five civic land uses: the Frog Pond Grange, the Community of Hope Church, the 10-acre Community Park, the 30-acre middle school and future school site south of Advance Road, and the 10-acre future school site in Frog Pond West—all connected by pedestrian routes, bike paths, and trails.<sup>2</sup>
- A network of streets, traffic controls, intersection treatments, and potential local street connections.
- A network of bicycle routes, pedestrian routes, and trails. The trails wrap around the area and include the Boeckman Trail, BPA Easement Trail, School Connection Trail, and 60th Avenue Trail.
- Two parks and a future school site in the West Neighborhood, a neighborhood park in the East Neighborhood, and schools in the South Neighborhood
- Infrastructure plans to support full buildout of the area.

<sup>2</sup> The future school site in the West Neighborhood was added as part of the Frog Pond West Master Plan process.



## PLANNING AND ZONING DESIGNATION – RESIDENTIAL NEIGHBORHOOD

A new “Residential Neighborhood” Comprehensive Plan Map and Zoning Map designation will be applied to Frog Pond West. The purpose of the new designation is to explicitly implement the vision for Frog Pond West as a great neighborhood, as described in the following Comprehensive Plan policy:

**Policy 4.1.7a** *New neighborhoods in residential urban growth expansion areas may be designated “Residential Neighborhood” on the Comprehensive Plan Map.*

The purpose of the Residential Neighborhood designation is to:

1. Implement legislative area plans and master plans for new neighborhoods in Wilsonville.
2. Create attractive and connected residential neighborhoods.
3. Regulate and coordinate development to result in cohesive neighborhoods that include: walkable and active streets; a variety of housing appropriate to each neighborhood; connected paths and open spaces; parks and other non-residential uses that are focal points for the community; and connections to and integration with the larger Wilsonville community.
4. Encourage and require high-quality architectural and community design.
5. Provide transportation choices, including active transportation options.
6. Preserve and enhance natural resources so that they are an asset to the neighborhoods, and there is adequate visual and physical access to nature.

The Residential Neighborhood designation has been crafted so that it may be applied to the other neighborhoods within the Frog Pond Area Plan, as well as any other areas the City deems appropriate. Figure 5 shows the Residential Neighborhood designation in the context of surrounding Comprehensive Plan designations.

The Residential Neighborhood Zone district (RN) implements the Comprehensive Plan. It is a hybrid of the zoning approaches used within the City’s Planned Development Residential Zones and the Villebois Village Zone. It includes the elements summarized below and is described in more detail in the Master Plan and in the Code.

- **Purpose.** The purpose statement mirrors the Comprehensive Plan policy cited above.
- **Planned Development Residential procedures.** The RN Zone will be administered through the same process as PDR Zones are in other areas of the City.



- **Uses similar to PDR but updated for Frog Pond.** The use lists from PDR have been used as a starting point for the RN Zone.
- **Subdistricts.** The Master Plan and the RN Zone establish “subdistricts” to geographically specify the minimum and maximum number of residential dwellings in each subdistrict area of the neighborhood.
- **Development standards tailored to Frog Pond.** Using the PDR and Villebois development standards as a base, development standards have been updated, as needed, to implement planning for Frog Pond.
- **Residential design standards.** The RN Zone includes residential design standards addressing main entrances, garages, architectural detailing and quality, and house plan variety.

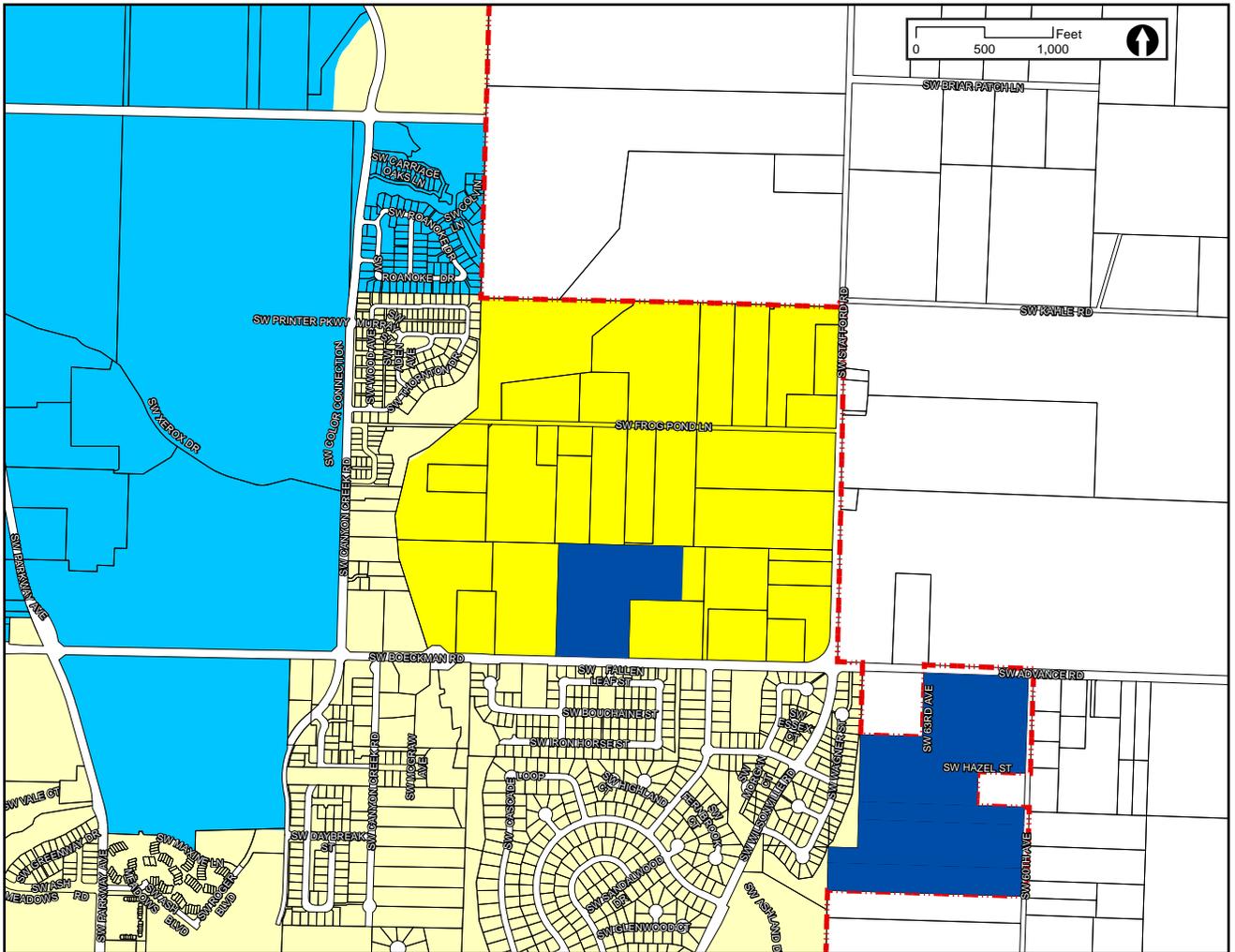
## FROG POND WEST RESIDENTIAL SUBDISTRICTS

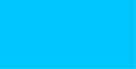
The Master Plan establishes “subdistricts” to specify the minimum and maximum number of residential dwellings within twelve subareas of the neighborhood. The number of dwellings and density distribution are consistent with those adopted in the Frog Pond Area Plan. They are grouped into three “zones”: R-10 Large Lot, R-7 Medium Lot, and R-5 Small Lot single family districts. The key elements of the subdistrict approach include:

- **Net acreage calculations.** The density metrics are based on estimates of “net” buildable land, consistent with the Area Plan. Net buildable land is the remaining acreage after removing land for streets, Significant Resource Overlay Zones, storm water facilities, existing homes, wetlands, and the two planned parks.
- **Maximum densities.** The maximum number of dwellings in a subdistrict is the net buildable acres divided by the average lot sizes assumed in the Area Plan: 10,000 net sq. ft. for R-10 Large Lot Single Family; 7,000 net sq. ft. for R-7 Medium Lot Single Family; and 5,000 net sq. ft. for Small Lot Single Family.
- **Minimum densities.** The minimum number of dwellings in a subdistrict is 80% of the maximum, as required by the Wilsonville Comprehensive Plan and Development Code.
- **Proportional basis for density calculations.** Where a subject property spans more than one subdistrict, or comprises only a portion of a subdistrict, the minimum and maximum densities are established on a proportional



**Figure 5.** Comprehensive Plan Designations



- |   |                             |  |   |
|---|-----------------------------|--|---|
|  | Industrial Plan Designation |  | Residential Plan Designation              |
|  | Public Facilities           |  | Residential Neighborhood Plan Designation |



basis, using gross acreage. See Appendix C for further information on the subdistrict metrics and method for calculating proportional density.

- Flexibility.** The City may allow a reduction in the minimum density for a subdistrict when it is demonstrated that the reduction is necessary due to topography; protection of trees, wetlands, and other natural resources; constraints posed by existing development; infrastructure needs; provision of non-residential uses; or similar physical conditions.

The subdistrict approach provides a straightforward and clear method of establishing lot types, densities, and standards that implement the Area Plan. It eliminates the uncertainty that the City, property owners, and developers often face when using the old formulas for density calculation in the Code. The draft Frog Pond West subdistrict method is simpler and more predictable for all parties, while still providing flexibility. Table 1 lists the minimum and maximum dwelling units in each subdistrict.

Table 1. Minimum and Maximum Dwelling Units Permitted in Each Subdistrict

Area Plan Designation	Frog Pond West Subdistrict	Minimum Dwelling Units in Subdistrict	Maximum Dwelling Units in Subdistrict
R-10 Large Lot Single Family (8,000 – 12,000 SF)	3	26	32
	7	24	30
	8	43	53
R-7 Medium Lot Single Family (6,000 – 8,000 SF)	2	20	25
	4	86	107
	5	27	33
	9	10	13
	11	46	58
R-5 Small Lot Single Family (4,000 – 6,000 SF)	1	66	82
	6	74	93
	10	30	38
Civic	12	0	7 <sup>a</sup>
Public Facilities (PF)	13	0	0
<b>TOTAL</b>		452	571

- <sup>a</sup> These metrics apply to infill housing within the Community of Hope Church property, should the property owner choose to develop housing on the site. Housing in the Civic subdistrict is subject to the R-7 Medium Lot Single Family regulations.



## OTHER LAND USES

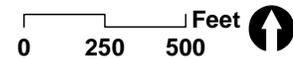
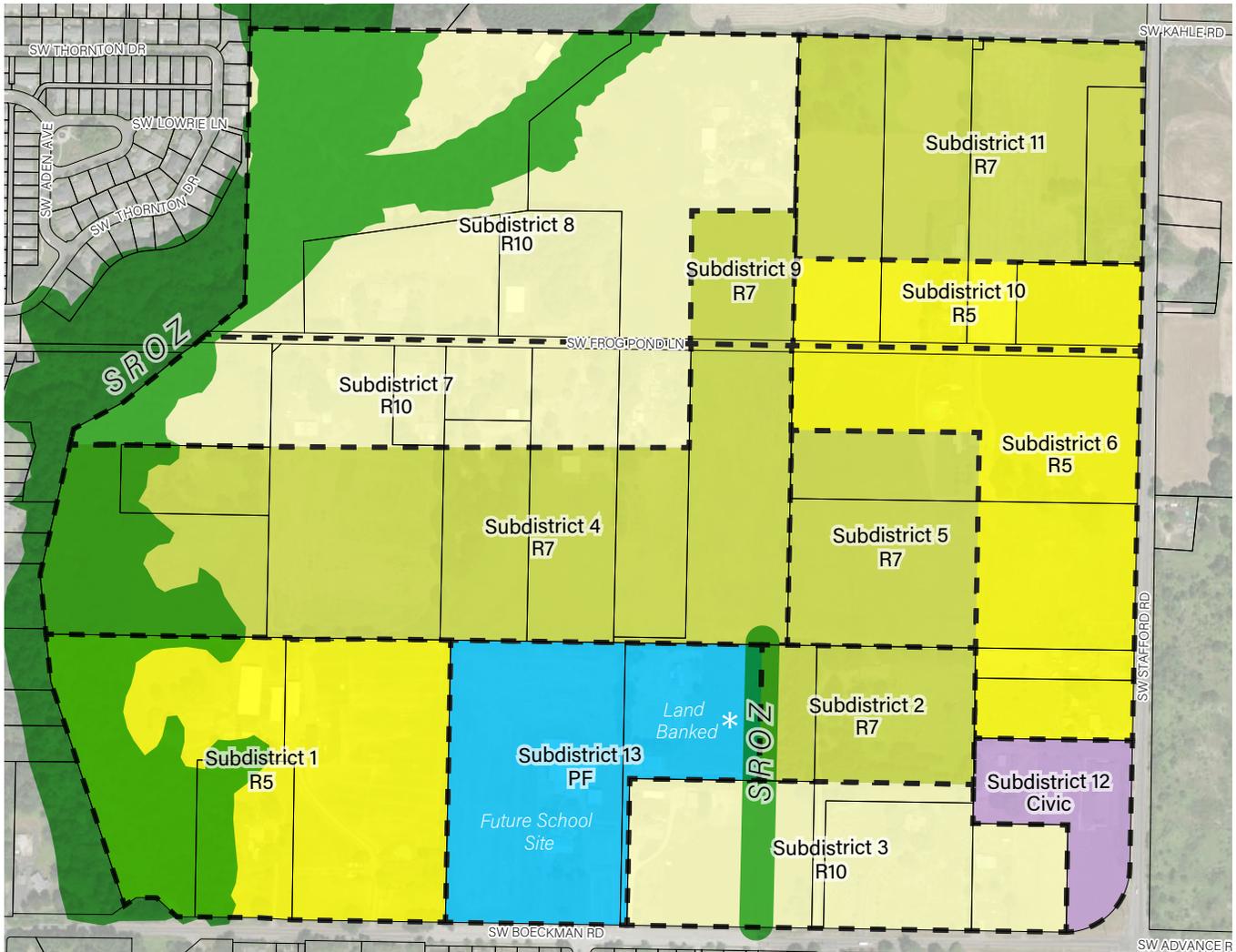
Land use in Frog Pond will be predominately, but not exclusively, residential. The streets, parks, future school, natural areas, and Community of Hope Church are important parts of the overall land use pattern. The following is an estimate of the acres of broad category land uses in Frog Pond West:

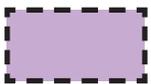
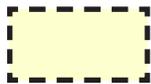
- **Net Residential Area:** 86.5 Acres
- **Significant Resource Overlay Zone (SROZ):** 27 Acres
- **BPA Corridor:** 2.8 Acres
- **Streets and Pedestrian Connections:** 46 Acres
- **Future School:** 10.9 Acres
- **Neighborhood Park:** 2.5 Acres
- **Linear Park:** 1.5 Acres
- **Community of Hope Church:** 3.8 Acres
- **Total Area:** 181 Acres

The West Linn-Wilsonville School District owns three tax lots comprising 25 acres within Frog Pond West. The 10-acre property that fronts on Boeckman Road is planned for a future school, which will provide a key civic land use serving the neighborhood and surrounding area. The adjacent 5-acre parcel is labeled “land banked”. The intent for this parcel is for the School District to have options for its use including school facilities, a neighborhood park, and/or residential use. The district’s remaining acreage fronts on Stafford Road and is land banked for future residential uses.



**Figure 6.** Frog Pond West Land Use and Subdistricts



- |   |                               |  |   |
|---|-------------------------------|--|---|
|  | R5 - Small Lot Single Family  |  | Public Facilities                         |
|  | R7 - Medium Lot Single Family |  | Civic                                     |
|  | R10 - Large Lot Single Family |  | Significant Resources Overlay Zone (SROZ) |

\* Land banked for school facilities, a neighborhood park, and/or residential use.





# Residential and Community Design



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## OBJECTIVES

Wilsonville places a high priority on quality design, as expressed in the following existing Comprehensive Plan implementation strategy:

**Implementation Measure 4.1.5.ii** *The design of developments within the community can be regarded from two viewpoints: the design of structures as they relate to site and function (architectural design) and, their relationship to the surrounding area (community design). Both aspects shall be considered to be of equal importance. Good architectural design is necessary to provide visual variety and allow for individual identity. At the same time, good community design provides a sense of unity with other development while eliminating conflicting appearances.*

The Master Plan further regulates and guides development in order to achieve quality and livability. In addition to the expectation cited above, it is the premise of the Master Plan that quality design will achieve the following benefits:

- **Economic value.** Property and structure values will be enhanced by quality development.
- **Compatibility with adjacent areas.** New development will be more acceptable to existing residents of Wilsonville if the City's high standards for quality design are implemented and enhanced.
- **Coordinated and cohesive development.** As described above, one of the key challenges for Frog Pond West is to knit individual developments together into a coordinated and cohesive whole. The design standards in the Master Plan are intended to help achieve that outcome.
- **Safety.** The Master Plan emphasizes walkability on multiple levels (e.g. street plan, orientation of residential main entrances toward streets). The intent is to create a neighborhood where walking is safe, inviting, and comfortable.
- **Precedence for future neighborhoods.** Frog Pond West is the first of the new residential expansion areas that will be developed in Wilsonville, principally in East Wilsonville. It is important that a successful precedent is set, and quality design is a key tool to achieve that outcome.



## MAIN ENTRANCES

### Principles

- Each home is part of the larger neighborhood and community.
- Front doors and walkways should face streets.
- The front yard and porch or stoop are “semi-public” spaces.

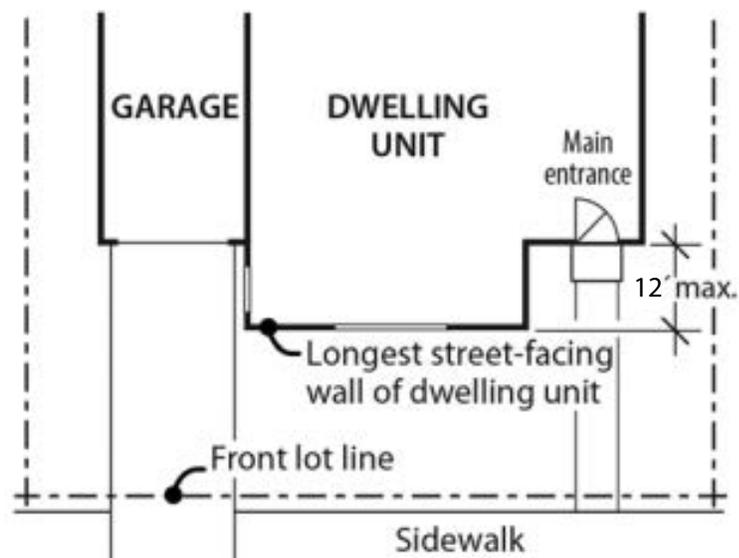
### Master Plan Intent

The location of front doors, and their direct connections to the street, should:

1. Support a physical and visual connection between the living area of the residence and the street;
2. Enhance public safety for residents and visitors and provide opportunities for community interaction;
3. Ensure that the pedestrian entrance is visible or clearly identifiable from the street by its orientation or articulation; and
4. Ensure a connection to the public realm for development on lots fronting both private and public streets by making the pedestrian entrance visible or clearly identifiable from the public street.

The Code standards require a direct visual connection between the front door of the home and the front yard and street. Porches are an excellent way to emphasize this relationship and create a transition between the private realm of the home, the “semi-public” realm of the front yard, and the public realm of the sidewalk and street.

**Figure 7.** Main Entrances



Precedents:  
**Main Entrances**



*Porches and yards that blend with the streetscape invite play and relaxation, fostering a sense of community.*



*Doors and porches facing the street increase neighborhood safety and a sense of community.*



*Houses where windows and doors are hidden from the street detract from the perceived safety of the neighborhood, because no one is aware of what happens in the street.*



*Well-designed garage doors help to create a more attractive neighborhood street.*



## GARAGES

### Principles

- *Parking and driveways should not dominate.*
- *Garages should not dominate.*

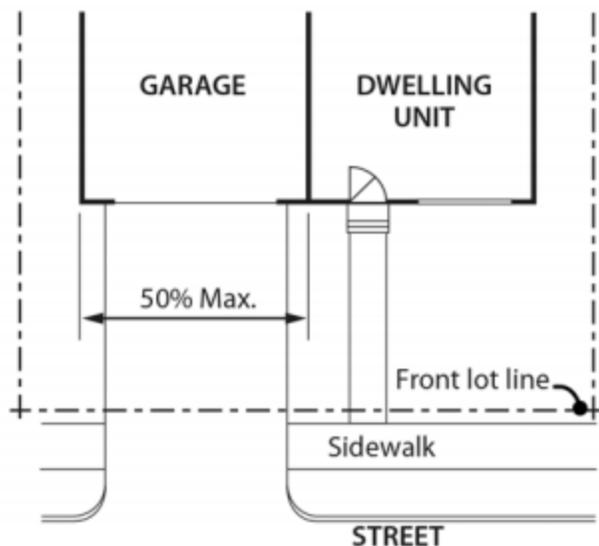
### Master Plan Intent

The size and location of garages should be designed to:

1. Ensure that there is a physical and visual connection between the living area of the residence and the street;
2. Ensure that the location and amount of the living area of the residence, as seen from the street, is more prominent than the garage;
3. Prevent garages from obscuring the main entrance from the street and ensure that the main entrance for pedestrians, rather than automobiles, is the prominent entrance;
4. Provide for a more pleasant pedestrian environment by preventing garages and vehicle areas from dominating the views of the neighborhood from the sidewalk; and
5. Enhance public safety by preventing garages from blocking views of the street from inside the residence.

The Code standards require limitations on the length and setback of the front garage wall so that they do not dominate the façade. Alleys and shared driveways are encouraged as a solution to be used where applicable; alleys are a specified solution for Small Lot Residential blocks along some collector streets. There is flexibility to have larger 3-bay garages, but with a 2-foot offset so the additional garage space is diminished in appearance. A minimum setback of 20-feet is required so that off-street parking in the driveway can be accommodated without parked cars overhanging the sidewalk.

**Figure 8.** Length of front garage wall



Precedents:  
**Garages**



*Garages that are accessed from the side of a house can reduce the visual impact of the driveway.*



*Large driveway areas disconnect houses from the street and create an unattractive frontage.*



*Recessed garages help to create a more attractive neighborhood street.*



## RESIDENTIAL DESIGN STANDARDS

### Principles

- *Each home is part of the larger neighborhood and community.*
- *Details are important.*
- *Variety is the spice of good design.*
- *Create great neighborhoods.*

### Master Plan Intent

Detailed and varied home designs are intended to:

1. Support consistent quality standards so that each home contributes to the quality and cohesion of the larger neighborhood and community.
2. Support the creation of architecturally varied homes, blocks, and neighborhoods—whether a neighborhood develops all at once or one lot at a time—avoiding homogeneous street frontages that detract from the community's appearance.

There are three groups of standards to achieve quality residential design:

- **Windows and Articulation.** Ten percent of the façade must be made up of windows, including glazed portions of doors. This percentage was tested during the preparation of the Master Plan and shown to be readily met. Varied rooflines, offsets, balconies, and other forms of articulation are required to add interest, shadow lines, and variety to the façade.
- **Design Menu.** Architectural detailing and variety is required through a flexible “menu” of standards. Builders may choose from a list of 15 standards and meet at least 5 of them. This system is in use in many cities and has proven to be effective and easily administered. Examples of the standards include: dormers, covered porch entries, second story balconies, roof overhangs (minimum 16”), decorative gables, stone or other decorative materials, transom windows, and decorative base materials (minimum 36” in height).
- **House Plan Variety.** The basic requirement is that no two adjacent or opposite dwellings may have the same elevation. Small lot developments over 10 acres are required to incorporate duplexes or attached 2-unit homes. These standards are intended to promote variety, create interesting streetscapes, and prevent monotony.





Precedents:  
**Residential Design Standards**



*Details are important.*



*Homogeneous homes, without adequate detailing and landscaping, detract from the attractiveness of the neighborhood.*



*Use of alleys and orientation to pedestrian connections provides pedestrian-friendly frontages.*



*High quality construction, detailing, and diverse architectural styles make a neighborhood more attractive.*



## LOT AND SITE DESIGN IN SMALL LOT SUBDISTRICTS

### Principles

- *Each home is part of the larger neighborhood and community.*
- *Variety is the spice of good design.*
- *Design guidelines should be tailored to each zone.*

### Master Plan Intent

Small Lot Subdistricts have unique lot and site design requirements in order to:

1. Ensure that development in the Small Lot Subdistricts is compatible with other developments in the Frog Pond West Neighborhood;
2. Ensure varied design that avoids homogenous street frontages;
3. Orient site design to support active pedestrian street frontages; and
4. Integrate open space into the development pattern.

Small lots present unique opportunities and challenges. On the positive side, they provide affordable housing choices, options for residents who do not want to maintain large homes and lots, and a solution for maintaining density while providing open space. They are an important part of Frog Pond's variety of housing. On the challenging side, they require careful site design to ensure an attractive street edge and compatibility with nearby larger lots. To address these issues, the Master Plan and the implementing code utilize a flexible system where one or more of the following site design elements are employed on each block:

- **Alleys**, so that streetscapes are "people places" and not dominated by closely-spaced driveways.
- **Residential main entries grouped around a common green or entry courtyard** (e.g. cluster housing) provide open space integrated with the small homes.
- **Four or more residential main entries facing a pedestrian connection** allowed by an applicable master plan to activate pedestrian connections with front doors and activity.
- **Garages recessed** at least 4 feet from the front façade or 6 feet from the front of a front porch.



**Lot and Site Design in Small Lot Subdistricts**



*Small Lot Single Family Demonstration Plan*



*Alleys.*



*Varied design to avoid homogenous frontages.*



*Residences facing pedestrian connection.*



*Main entries grouped around a common green.*



## OPEN SPACE IN SMALL LOT SUBDISTRICTS

### Principles

- *Variety is the spice of good design.*
- *Green is great.*
- *Create community gathering spaces.*

### Master Plan Intent

The Master Plan, and the implementing Code, require that open space is included in developments within Small Lot Single Family Subdistricts. The amount of open space is “10 percent of net developable area,” meaning 10% of the net area after “take-outs” for non-residential uses, SROZ-regulated lands, streets, alleys, and pedestrian connections. The required open space must be in the form of active greens, courtyards, community gardens, tot lots, public pedestrian ways, tracts with preserved trees and wetlands, and similar spaces. The City’s rationale and purpose for this open space requirement is to:

1. Add variety and livability to the built form in Small Lot Subdistricts, where density is highest in the neighborhood.
2. Provide a useful tool to preserve trees and wetlands in areas of smaller lots.
3. Provide active play spaces close to homes that have smaller yards.

Natural resource areas such as tree groves and/or wetlands and unfenced low impact development storm water management facilities may be counted toward the 10% requirement at the discretion of the City. Fenced storm water detention facilities do not count toward the open space requirement. The minimum area for a single facility or tract is 4,000 square feet so that spaces are a meaningful size for active uses or resource protection; the City may approve smaller spaces on a case-by-case basis.

The Small Lot Subdistrict open space requirement is one part of the framework of open spaces planned for Frog Pond West. In summary, the open space framework for the neighborhood includes:

- Land within the Boeckman Creek SROZ
- SROZ along Willow Creek
- BPA Corridor
- One 2.5-acre neighborhood park and one 1.5-acre trailhead park
- A 10-acre future school with expected fields and play areas
- An estimated 20% of identified wetlands
- Pedestrian greenways that will result from implementation of the Street Demonstration Plan
- Small Lot Subdistrict open spaces

Please see page page 67 for further information on the Open Space Framework.



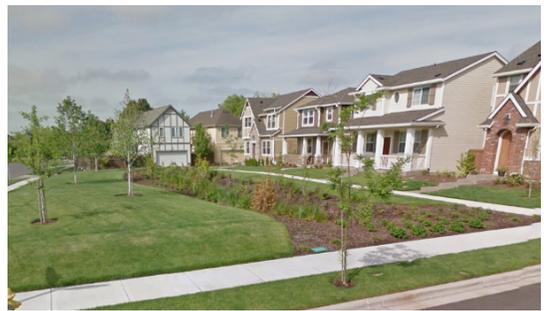
Open Space in  
**Small Lot Subdistricts**



*Demonstration Plan of 10% Open Space Standard in Small Lot Subdistrict*



*Trailhead Park*



*Common Green*



*Pedestrian Connection*



*Community Garden*



## BOECKMAN AND STAFFORD ROAD FRONTAGES

### Principles

- *Details are important.*
- *Create a complete streets and trails network.*
- *Provide compatible transitions to surrounding areas.*

### Master Plan Intent

Boeckman Road and Stafford Road are very important streets for Frog Pond West. Visually and functionally, Boeckman Road is a “front door” to Frog Pond West. It is also a “seam” between Frog Pond West and existing neighborhoods to the south. It serves an important connecting function between East Wilsonville and Central and West Wilsonville. Stafford Road will be the new gateway into Wilsonville from the north and a seam between Frog Pond West and the future Frog Pond East.

The Master Plan seeks to: (1) Ensure that development does not “wall off” Boeckman Road and Stafford Road from their adjacent neighborhoods; (2) Create walkable and bikeable streets, even though they are arterial classifications and will carry relative large volumes of traffic; (3) Coordinate frontage standards to create an attractive edge to the neighborhood and a strong connection with the larger community; and (4) Find the right balance between a streetscape that works for people, and development that seeks residential privacy.

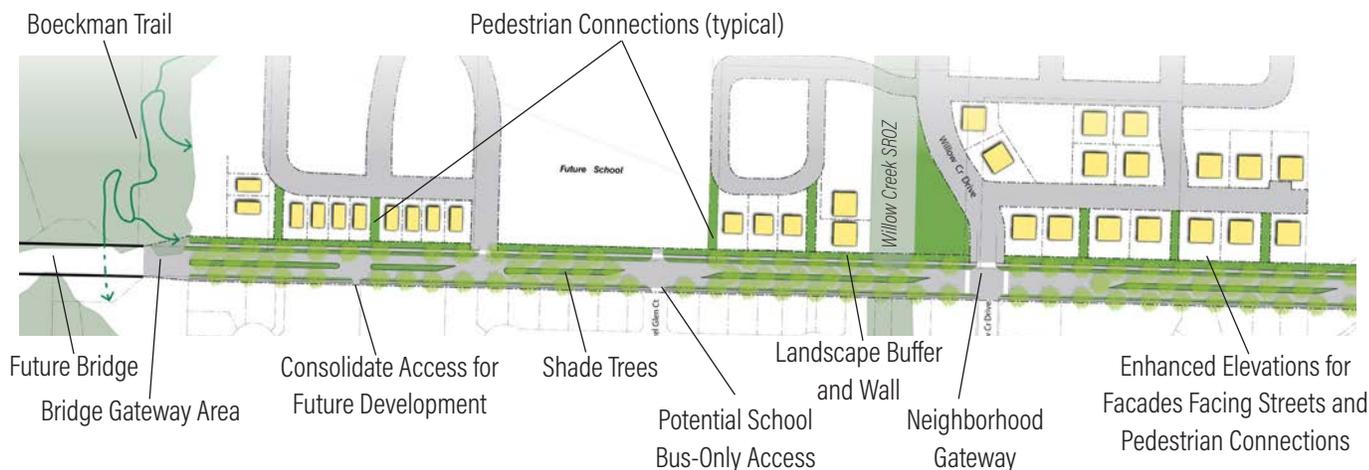
There are two strategies employed by the Master Plan to achieve the above objectives. The first strategy involves tailored cross-sections that have a planted median, a buffered bike lane, a generous planter strip and wide sidewalks. The second strategy involves coordinated frontage requirements that will create a cohesive and attractive design along the frontages of both roads. Figure 10 shows the required frontage improvements. The elements include:

1. **Brick wall with wrought iron fence on top.** The property line fencing along Boeckman Road and Stafford Road will include a 4' high brick wall with a 2' high wrought iron fence located at the lot line. 6' high brick columns will be placed at regular intervals.
2. **Foundation landscaping.** Landscaping comprised of low shrubs and ornamental plants will be provided at the foot of the wall to offer variety and visual interest.
3. **Pedestrian connections.** Connections will be provided from Boeckman Road into the neighborhood, at a spacing consistent with the Street Demonstration Plan. The pedestrian connections will be consistent with the Pedestrian Connection cross-section in the Frog Pond West Master Plan.

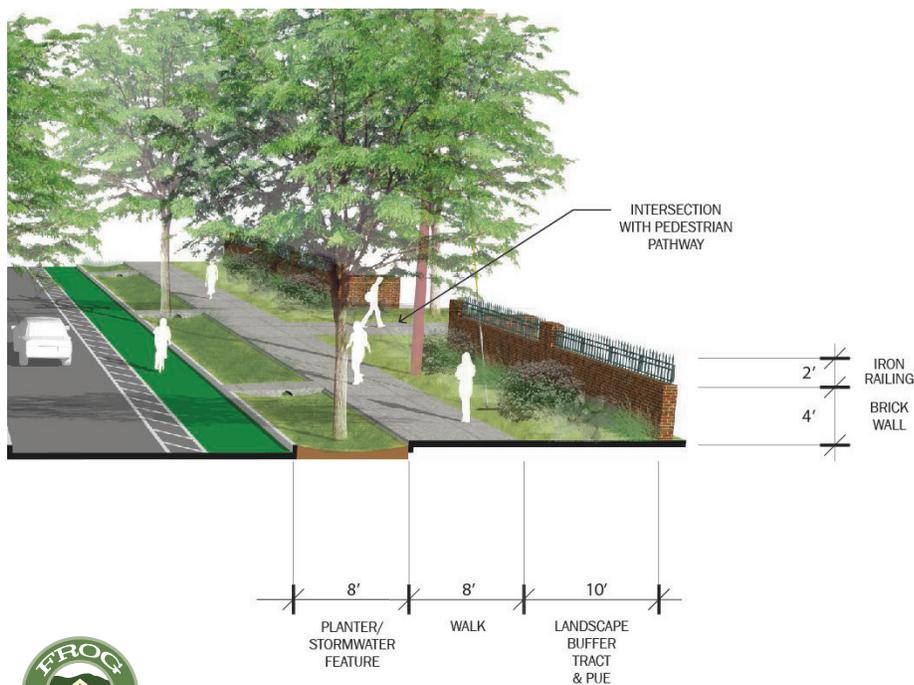


4. **Landscape buffer tract landscaping.** A Landscape Buffer Tract will be provided between the right-of-way and the rear of the abutting lots. The buffer will be a common tract and will be planted with climate-adaptive shrubs to create a landscaped edge to the streetscape and reduce the visibility of the walls.
5. **Enhanced elevations.** The street-facing facades of the homes along Boeckman will meet the standards (windows, articulation, residential design standards, house plan variety) for front elevations elsewhere. These elevations do not need to mirror the fronts, but they do need to meet the Code's standards. These "enhanced elevations" requirements also apply to facades facing pedestrian connections, parks, open space tracts and the Boeckman Trail.

**Figure 9.** Boeckman Road Frontage



**Figure 10.** Boeckman Road and Stafford Road Frontage Improvements



## BOECKMAN CREEK FRONTAGES

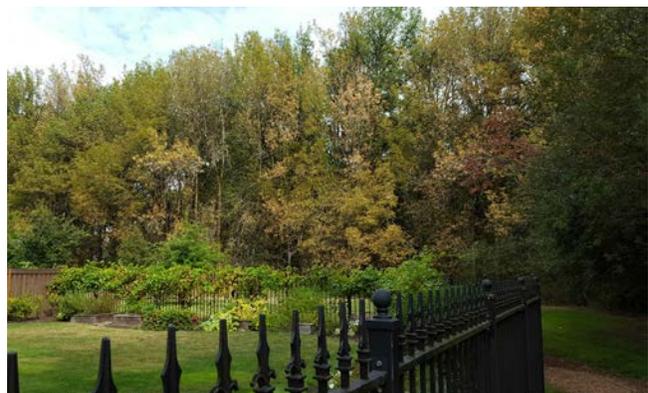
### Principles

- *Green is great.*
- *Design guidelines should be tailored to each zone.*
- *Provide access to nature.*
- *Provide compatible transitions to surrounding areas.*

### Master Plan Intent

The Boeckman Creek Significant Resource Overlay Zone (SROZ) is a unique asset to the West Neighborhood. It provides a scenic backdrop, a large open space, the location of the Boeckman Trail, and a planned future trail crossing that will connect the Frog Pond neighborhoods to the Canyon Creek Road area on the west side of the Boeckman Creek corridor. The character and form of adjacent development—the orientation of lots, the design and location of open space tracts, the type of fencing, and the landscape plantings—will all influence (1) how compatible (or incompatible) new development is with the resource area; and (2) how much physical and visual access the neighborhood and larger community has to Boeckman Creek.

**Figure 11.** Examples of Creekside Treatment



The Master Plan intends for the following to be implemented in order to ensure development is compatible with the adjacent SROZ and that physical and visual access to the Boeckman Creek Trail and SROZ area is provided:

1. The SROZ shall not be “walled off” or privatized by development. Rather, the objective is to ensure compatibility and to create physical and visual access for all neighborhood residents and visitors.
2. Streets shall terminate in, or run adjacent to, the Boeckman Creek trail at trailhead locations shown on the Street Demonstration Plan. It is particularly important for the east-west streets to follow this requirement, so that there are clear visual corridors from the interior of the neighborhood to the Boeckman Creek SROZ area.
3. Open space tracts and pedestrian connections that are provided with development shall be oriented to support the goals of compatibility and physical and visual access.
4. Where possible, lots shall be oriented to minimize rear-yard orientation to the SROZ area.
5. All elevations adjacent to the Boeckman Creek trail shall be enhanced with articulation and architectural detailing consistent with the Residential Design Standards of the Neighborhood Residential Zone.
6. Fences facing onto the Boeckman Creek SROZ open space shall be comprised of wrought iron or other transparent materials acceptable to the City. Colors shall be black or a similar dark color.
7. The City’s SROZ regulations for the use of native vegetation, preservation of existing trees, and other “Habitat Friendly Development Practices” will be applied.



## EAST-WEST STREET ORIENTATION

### Principles

- Create a complete street and trail network.
- Provide access to nature.

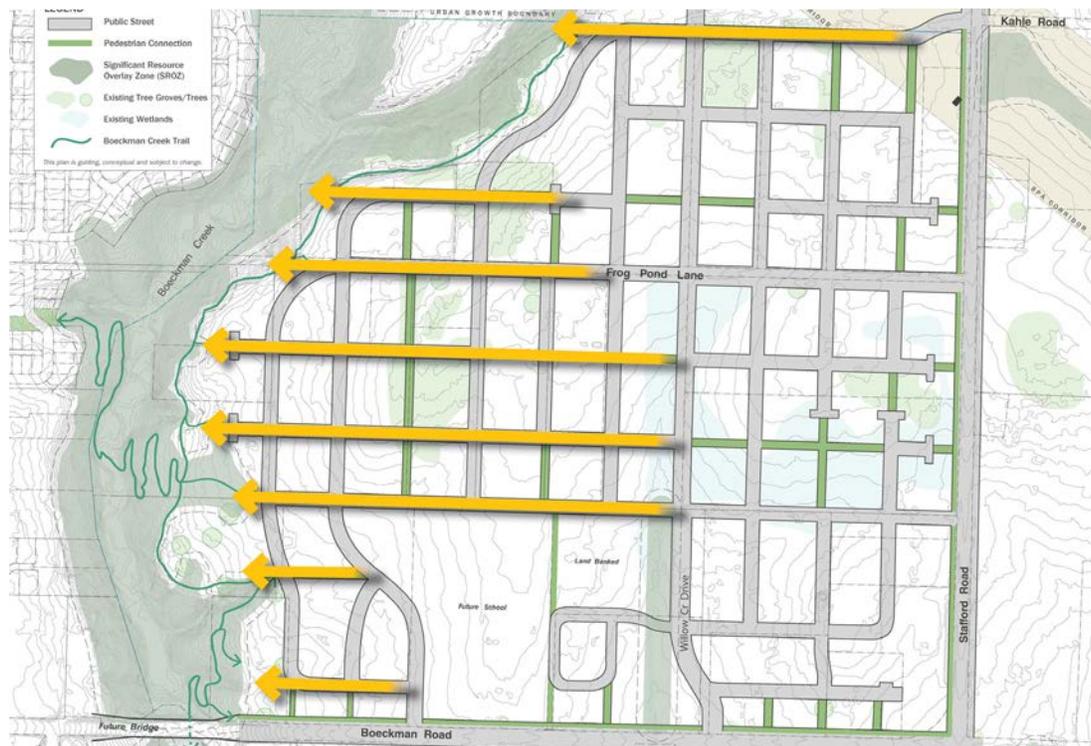
### Master Plan Intent

The east-west streets that will be built in Frog Pond West are an opportunity to provide visual and physical access to the Boeckman Creek Trail and resource area. The intent of the Master Plan is to:

- Ensure that there are sight lines between the interior of the neighborhood and the Boeckman Creek corridor.
- Ensure direct and convenient access to the Boeckman Creek Trail.

Figure 12 illustrates this concept in plan view. Figure 13 illustrates how the concept would look at the neighborhood street level.

**Figure 12.** Sight Lines to Boeckman Creek Corridor



**Figure 13.** Conceptual View of Street Culminating on Boeckman Creek Corridor



## SITE PLANNING TO PRESERVE TREES AND WETLANDS

### Principles

- *Green is great.*
- *Provide access to nature.*
- *Retain trees.*
- *Integrate sustainability.*

### Master Plan Intent

The tree groves within the planning area provide a key visual asset and are a link to the historic character of the area. To the extent that existing mature trees can be retained and protected as annexation and development occurs, it will contribute to the character and desirability of new neighborhoods. The city has existing annexation policies that incentivize tree retention.<sup>1</sup>

Maps prepared for the City show an area of farmed wetlands in the southeast area of the neighborhood. They are relatively low-quality wetlands that do not meet the City's criteria for "significant" designation and application of the SROZ. However, they do have potential to be restored, used as storm water areas, and incorporated as amenities into the neighborhood.

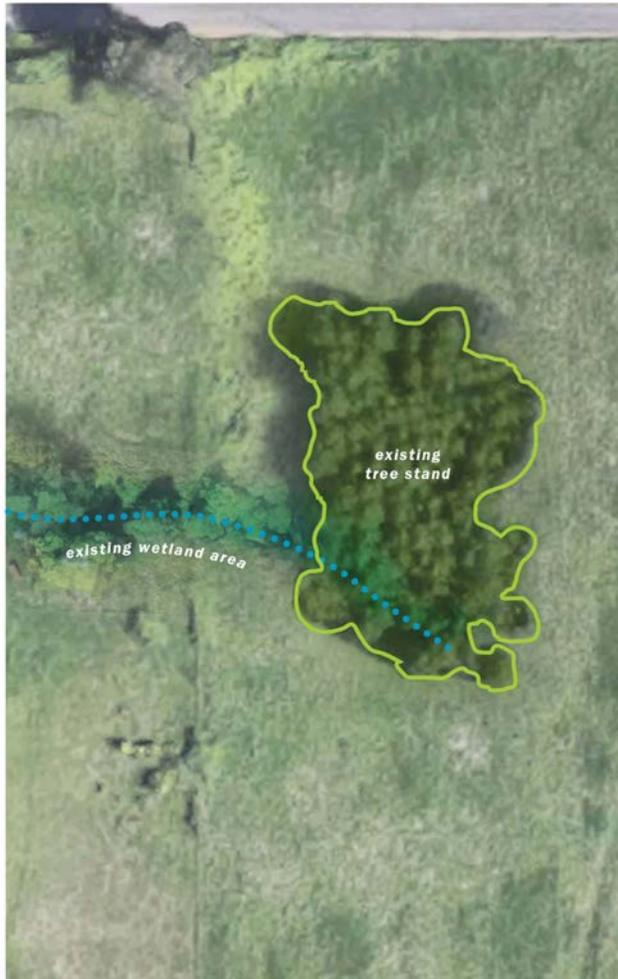
The Master Plan intends for tree groves to be preserved and incorporated into the design of developments as much as possible. This will be achieved through the Planned Development Review and application of Section 4.600, Tree Preservation and Protection, of the Development Code. Tree protection is also incentivized by counting toward open space requirements in the Small Lot subdistricts.

Figure 14 shows a site with a grove of trees, and how those trees might be incorporated into a development plan that would be acceptable to the City. The City encourages exploration of tree and wetland issues during the pre-application process before significant funds have been invested in designs that may not be approved.

<sup>1</sup> See *Wilsonville Natural Resources Annexation Policy*, adopted July 16, 2007. Available at <http://www.ci.wilsonville.or.us/DocumentCenter/View/550>.



**Figure 14.** Preservation of Existing Trees



*Before development*



*After development*



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# Transportation



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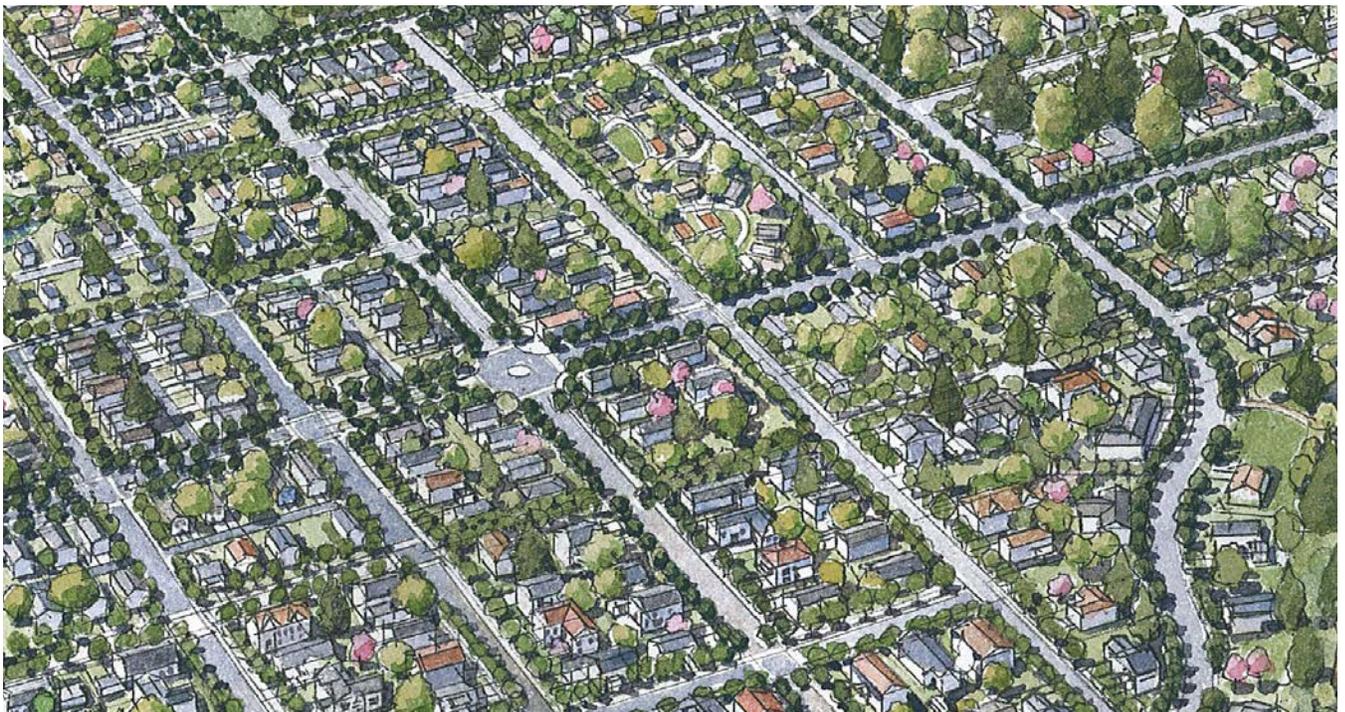


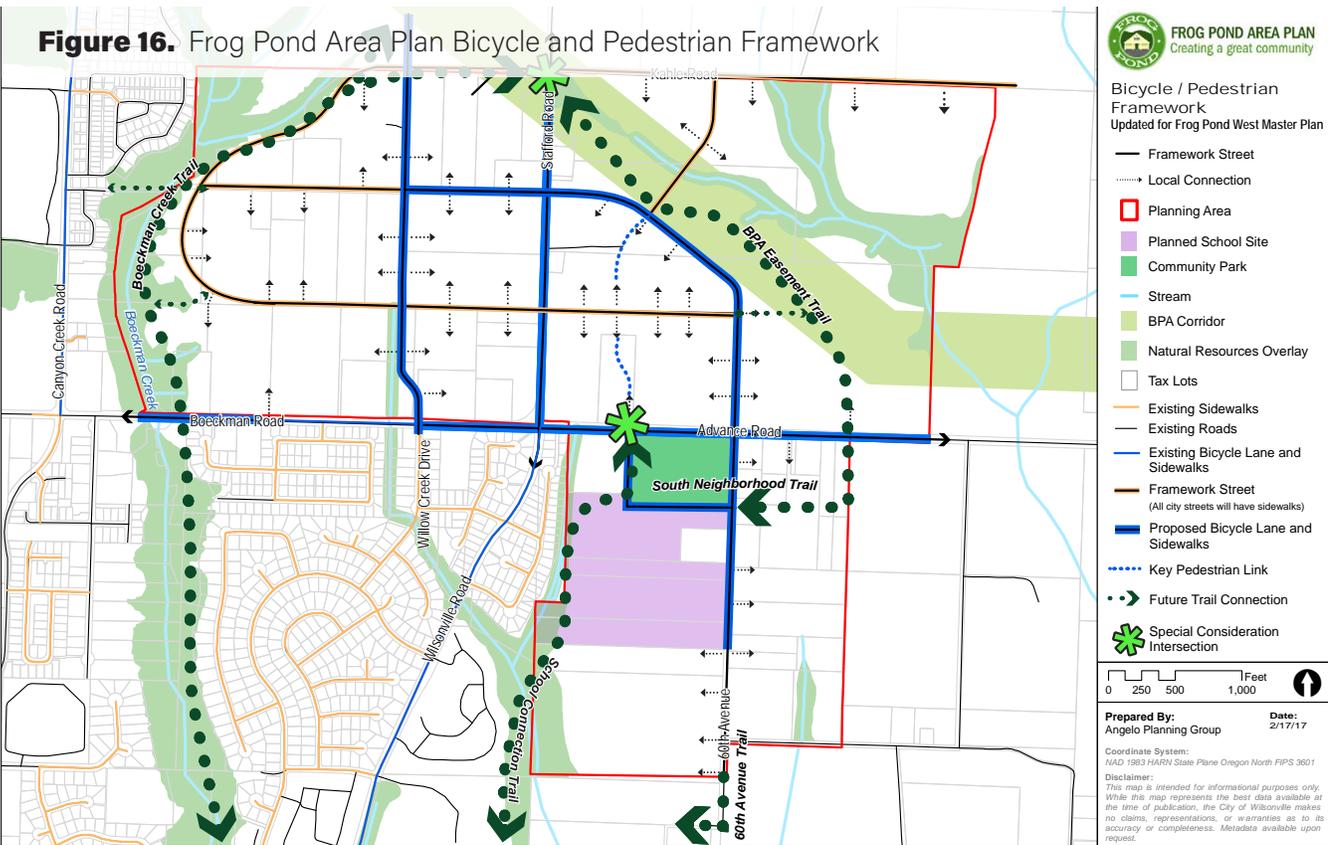
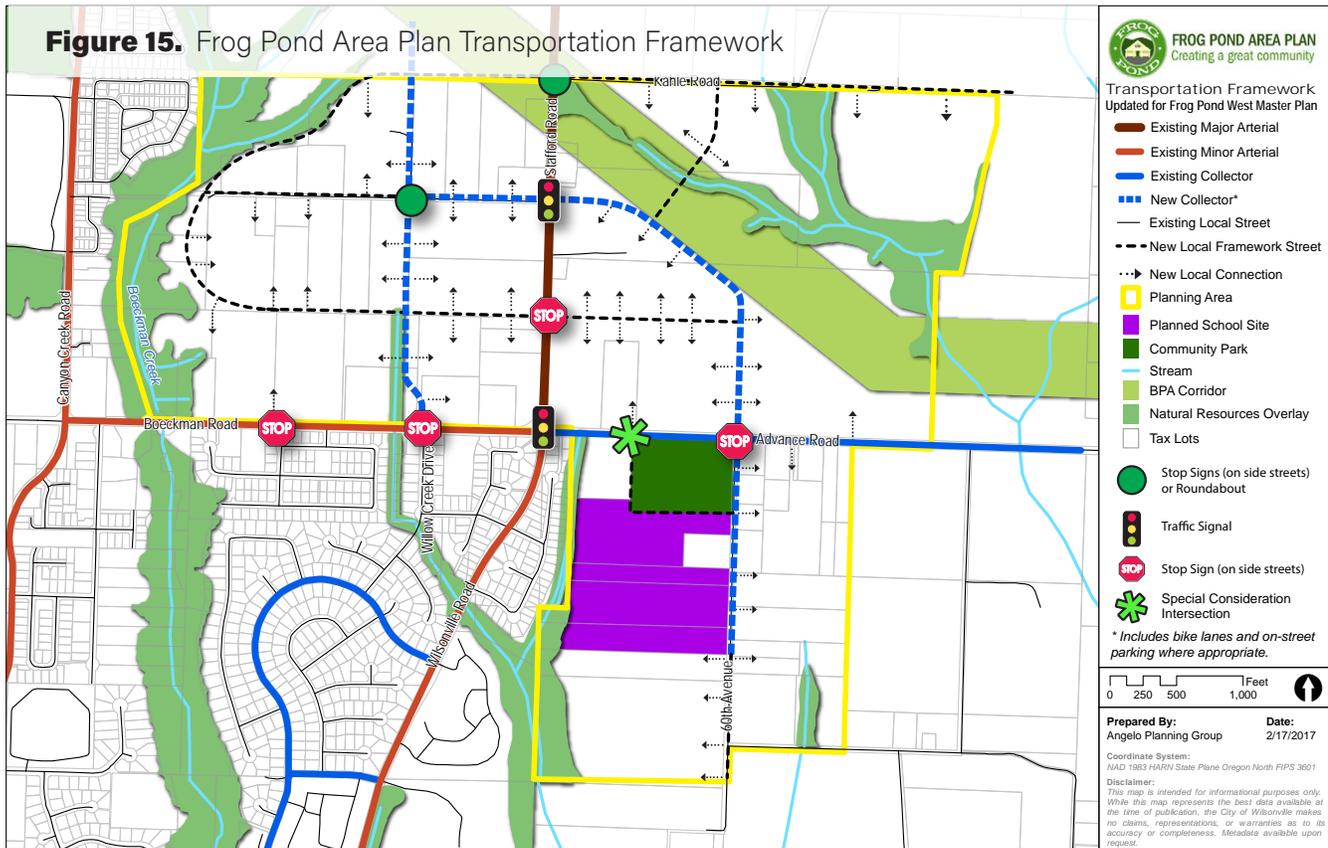
## OVERVIEW

The vision for Frog Pond West is to be a highly-connected neighborhood with a transportation network that is safe and convenient, whether one is traveling by foot, bike, SMART Transit, or car. The network of streets, pedestrian paths, and bikeways will knit together to provide public access to areas and amenities within the neighborhood, in the rest of the city, and in future growth areas. The City's overarching transportation strategy is in the Comprehensive Plan:

**Implementation Measure 3.2.1a** *Provide a safe, well-connected, and efficient network of streets and supporting infrastructure for all travel modes.*

The Frog Pond Area Plan Transportation Framework (Figure 15) and Bicycle/Pedestrian Framework (Figure 16) provide the foundation for a strong multi-modal network between and within each of the Frog Pond neighborhoods. The transportation element for Frog Pond West is the first stage for implementing these area-wide framework plans at a neighborhood-specific level of planning and design. The Master Plan recommendations recognize well-designed streets will provide other amenities in addition to transportation, including: a sense of community identity; provision of street trees and green space; locations for active transportation and healthy activity; and facilities for low impact stormwater treatment.





## STREET DEMONSTRATION PLAN

The Street Demonstration Plan is a detailed guide to the desired level of connectivity and overall street pattern for the Frog Pond West Neighborhood. It implements the “Framework Streets” developed in the Frog Pond Area Plan and shows a conceptual layout of local streets, alleyways, pedestrian and bicycle connections, and trails. The ultimate layout of the local street network will be implemented based on the needs of individual developments, consistent with the Street Demonstration Plan.

The street layout and block pattern in this diagram is illustrative; it shows one way of achieving the transportation and connectivity goals of the plan. It is intended to be guiding rather than binding, and used as a “consistency” standard during development review. This will be implemented through new zoning code text for the Neighborhood (N) Zone.

**Wilsonville Code (WC) Section 4.127(.09)** *Block, access and connectivity shall comply with adopted Legislative Master Plans.*

*Within the Frog Pond West Neighborhood, streets shall be consistent with Figure 17, Street Demonstration Plan, in the Frog Pond West Master Plan. The Street Demonstration Plan is intended to be guiding, not binding. Variations from the Street Demonstration Plan may be approved by the Development Review Board, upon finding that one or more of the following justify the variation: barriers such as existing buildings and topography; designated Significant Resource Overlay Zone areas; tree groves, wetlands, or other natural resources; existing or planned parks and other active open space that will serve as pedestrian connections for the public; alignment with property lines and ownerships that result in efficient use of land while providing substantially equivalent connectivity for the public; and/or, site design that provides substantially equivalent connectivity for the public.*

*If a legislative master plan does not provide sufficient guidance for a specific development or situation, the Development Review Board shall use the block and access standards in Section 4.124 (.06) as the applicable standards.*



Figure 17. Street Demonstration Plan



## Street Types and Cross Sections

Cross sections for the various functional classifications of roadways in the City of Wilsonville are included in the City's Transportation System Plan (TSP). They depict typical roadway elements and widths for arterial, collector, and local streets, as well as shared-use paths. The Frog Pond West Master Plan provides a street classification that is consistent with the TSP, but more specific and tailored to the neighborhood—see Street Types Plan (Figure 18) and specific cross sections.

Cross Sections for the street types listed below are illustrated in Figure 19 through Figure 27. As with all street design in Wilsonville, the City has authority to require or allow variations from the typical cross-sections.

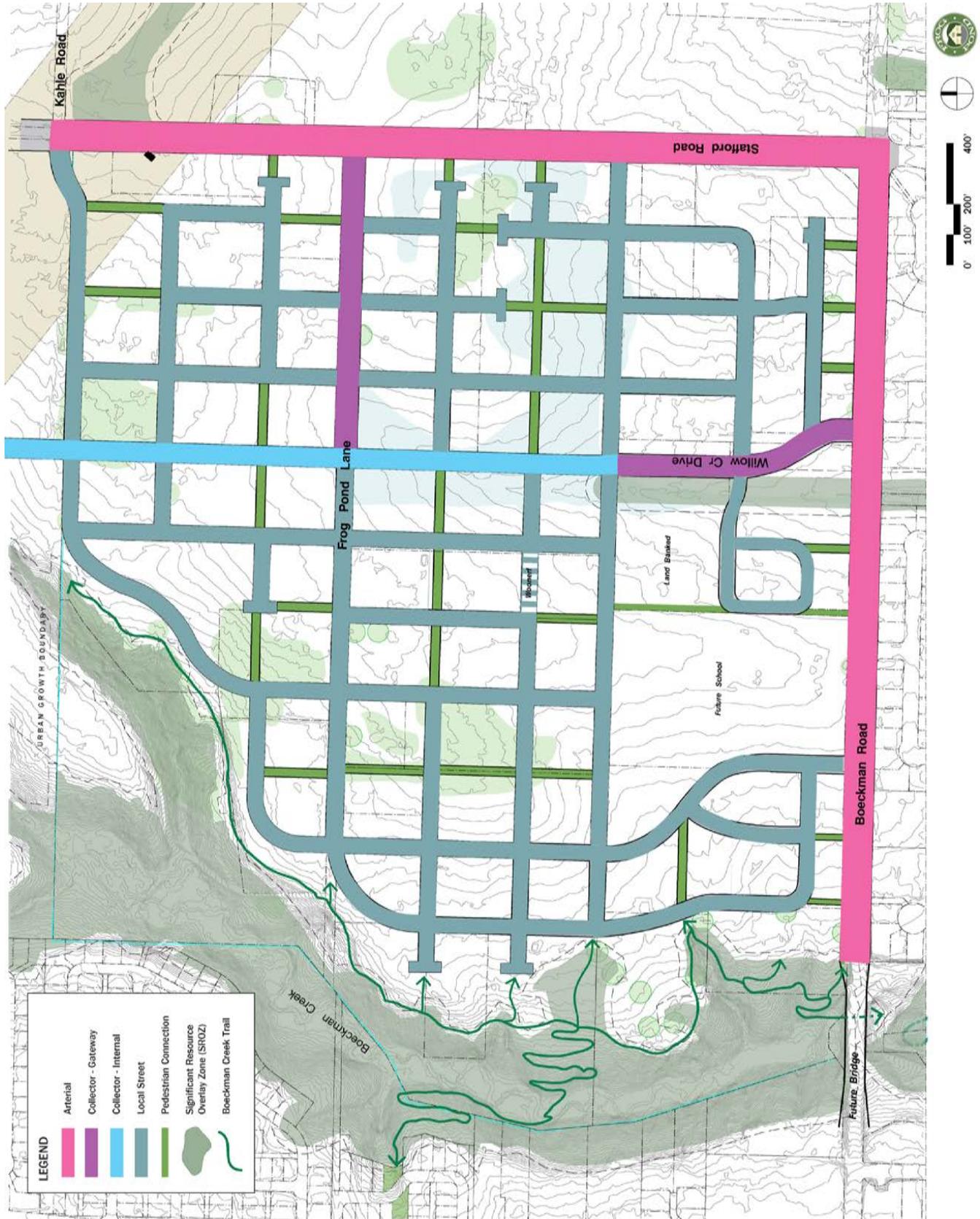
- Boeckman Road - Looking West
- Stafford Road - Looking North
- Low Impact Development Local Street
- Collector – Gateway
- Collector – Internal
- Typical Pedestrian Connection
- Typical Alley
- "Woonerf" street
- "Hammerhead" diagram
- Boeckman Creek Trail (see page 61)

The list of cross sections includes a local street type called "Woonerf and Special Street Designs". The City will consider, on a case-by-case basis, specialized street sections for low-volume, local streets that emphasize pedestrian safety, low impact storm water management, and traffic calming, while still maintaining connectivity. A Woonerf is one type of street that meets these criteria.

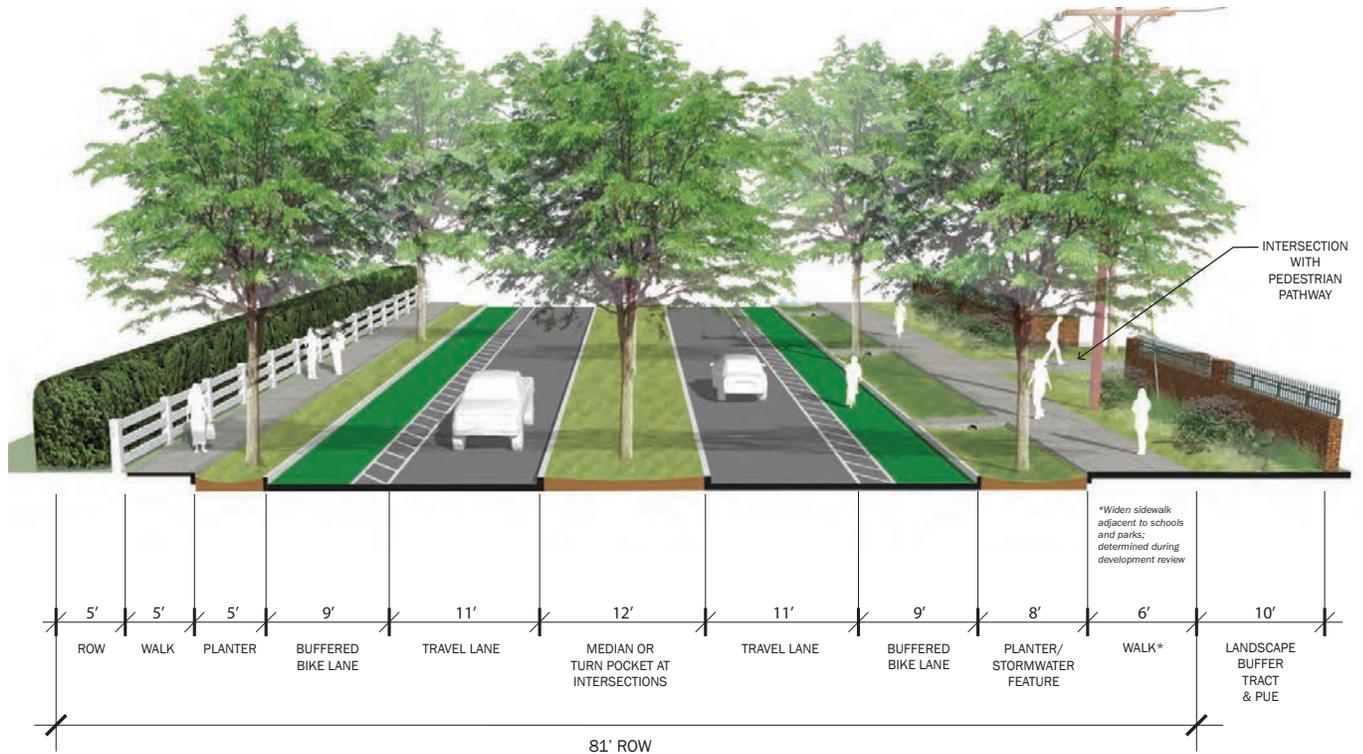
Stormwater will be managed within planter strips along the streets of Frog Pond West as much as possible. The design of the landscape/stormwater strips will accommodate the various needs of stormwater, pedestrian movement, and street trees. The City, at its discretion, may consider stormwater management through facilities other than planter strips on a case-by-case basis.



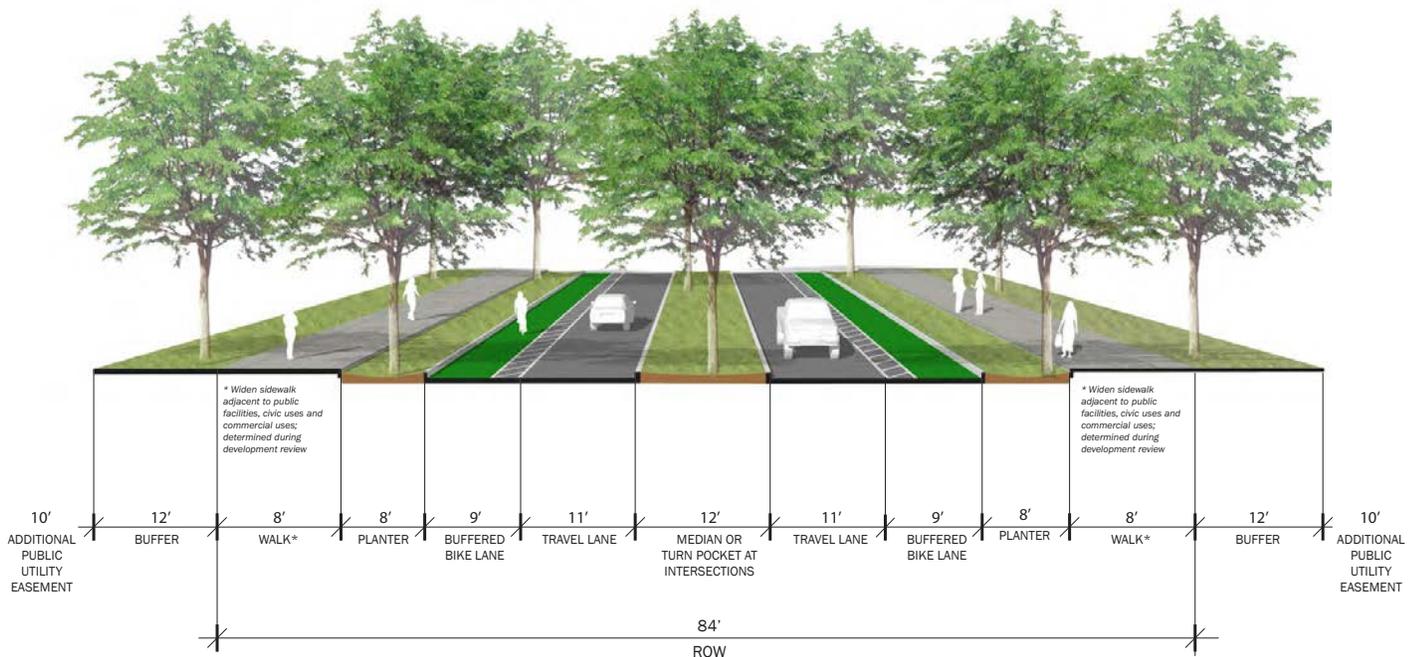
**Figure 18.** Street Types Plan



**Figure 19.** Boeckman Road - Looking West



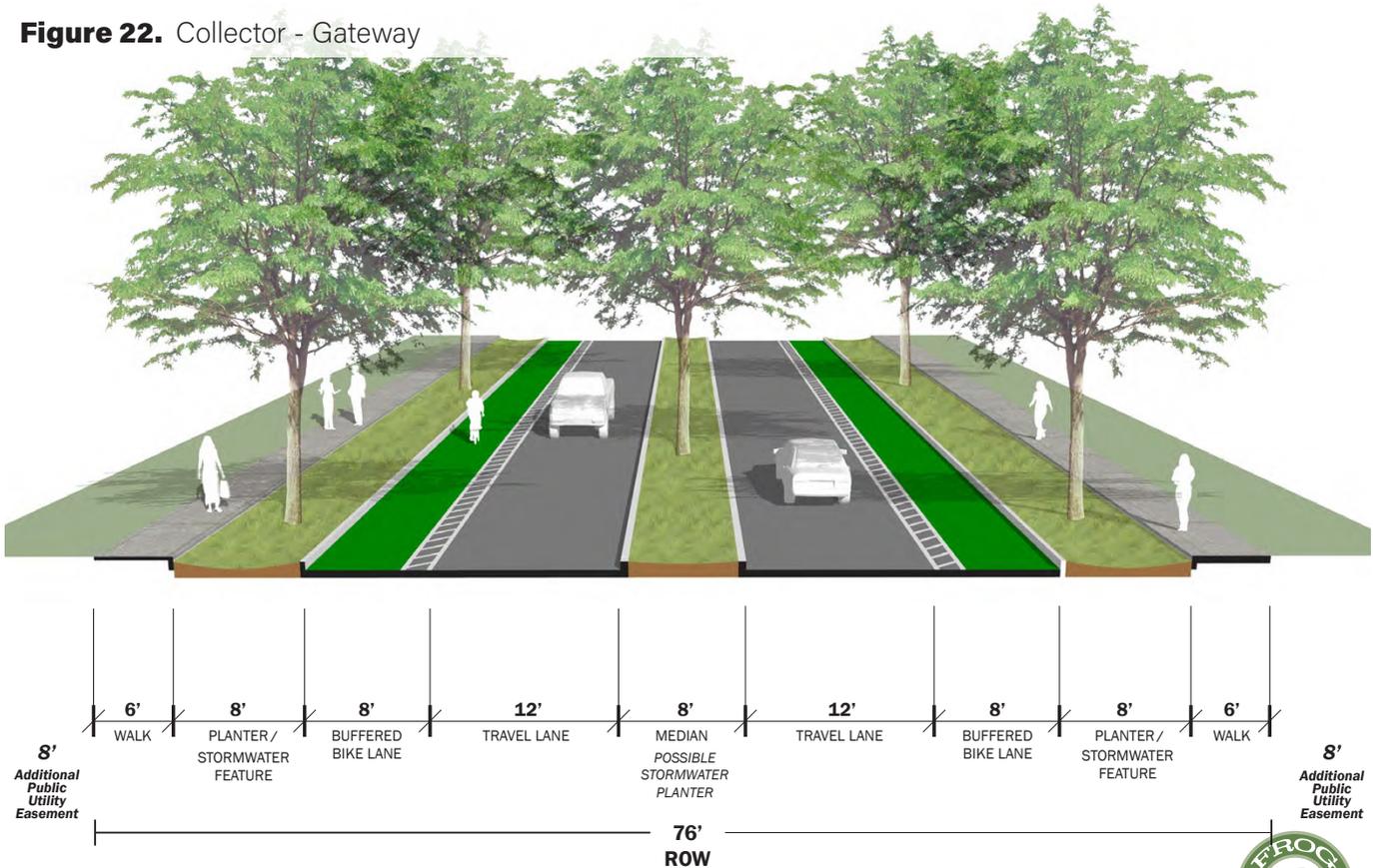
**Figure 20.** Stafford Road - Looking North



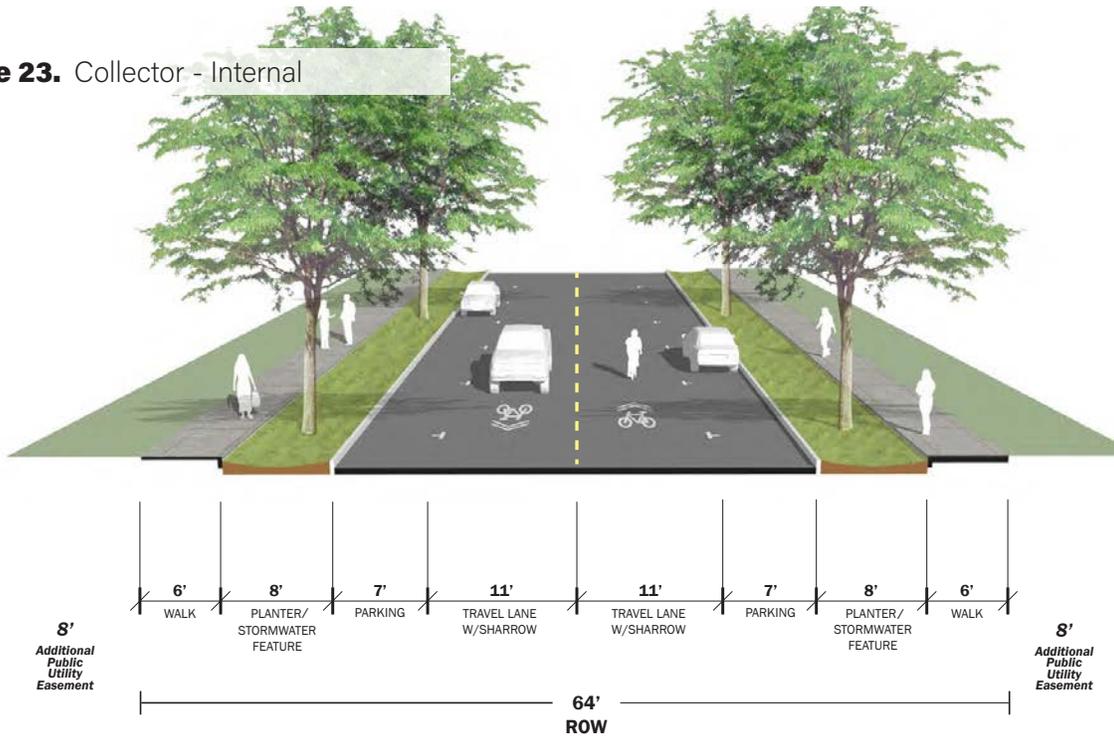
**Figure 21.** Low Impact Development Local Street



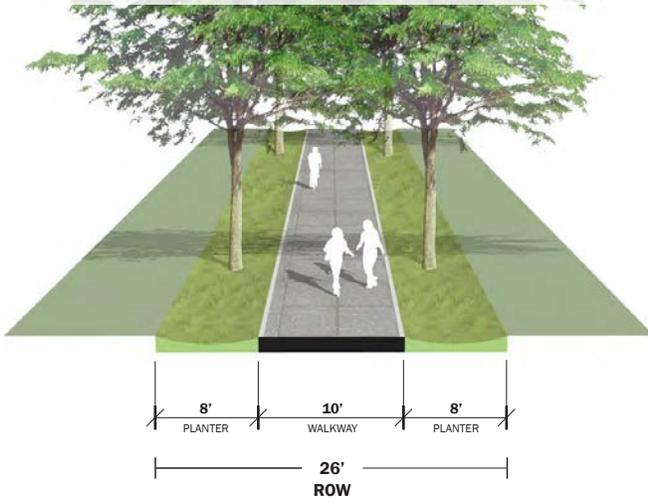
**Figure 22.** Collector - Gateway



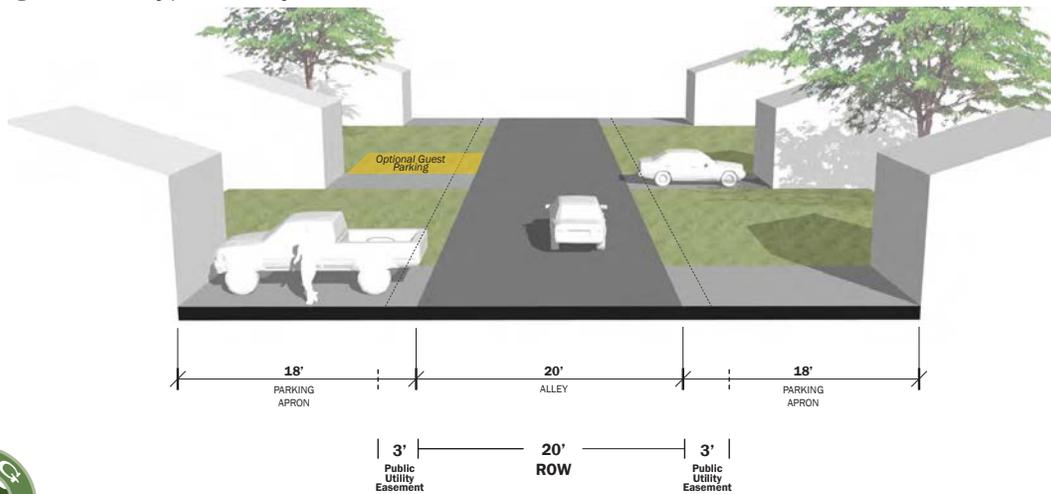
**Figure 23.** Collector - Internal



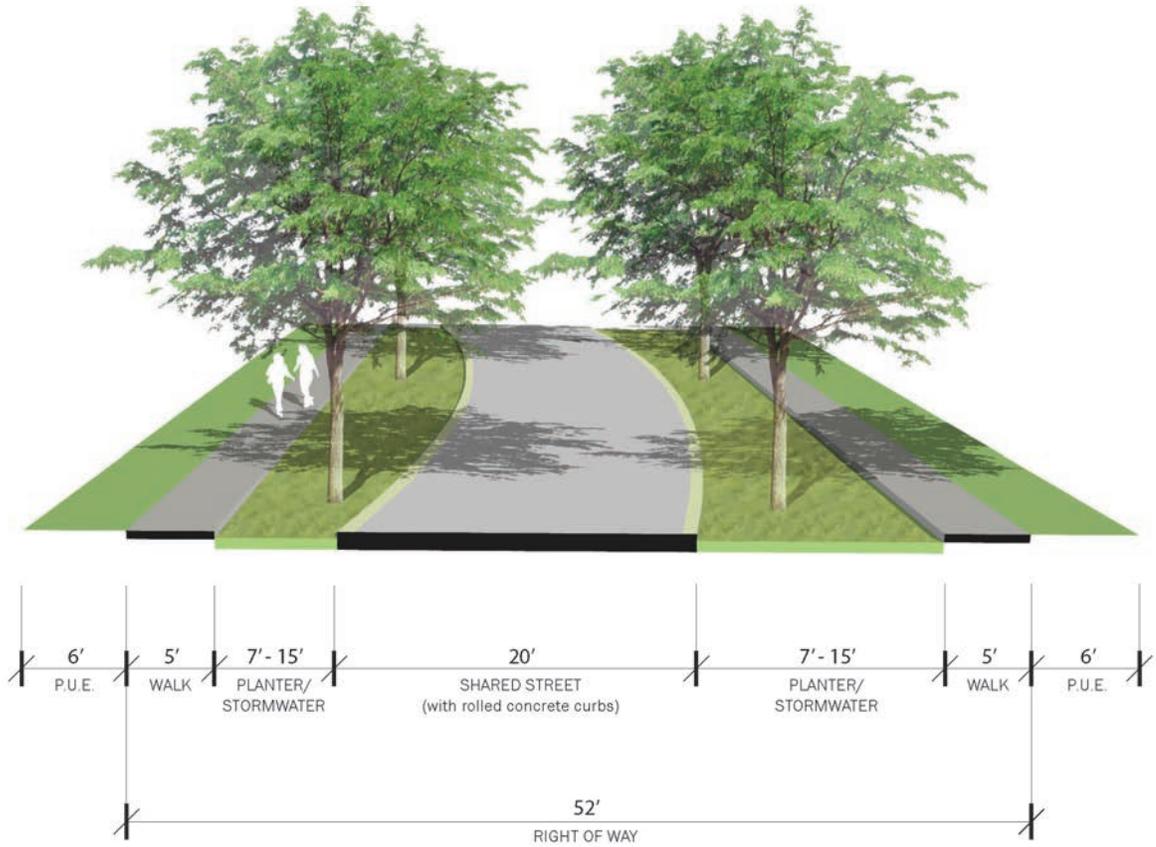
**Figure 24.** Typical Pedestrian Connection



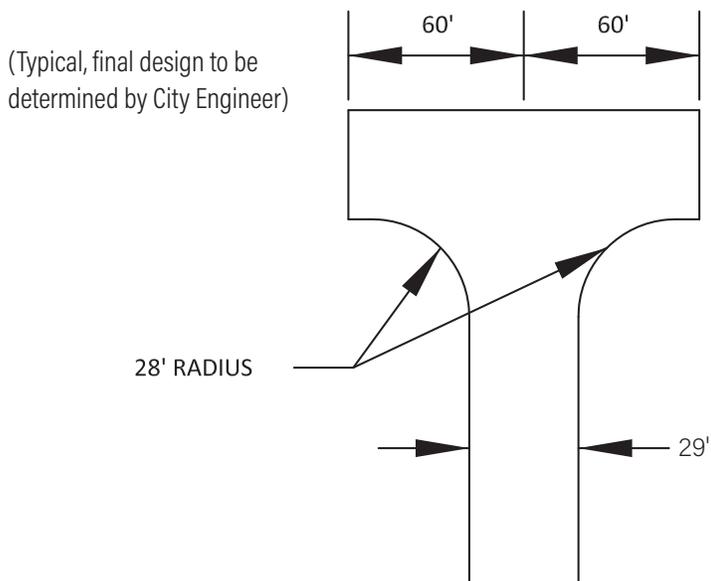
**Figure 25.** Typical Alley



**Figure 26.** "Woonerf" street



**Figure 27.** "Hammerhead" diagram

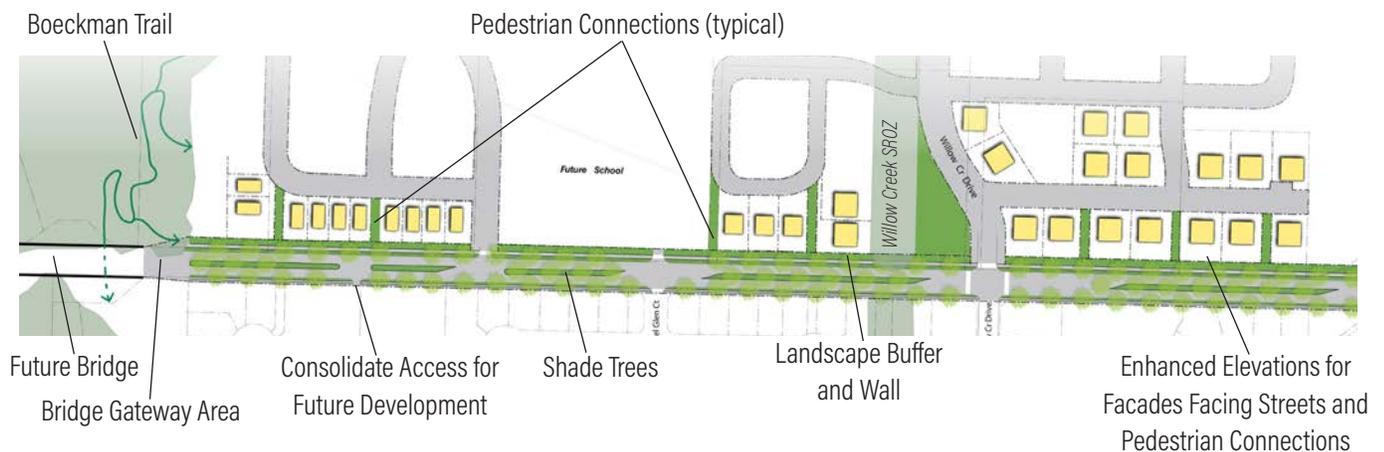


## BOECKMAN ROAD DESIGN OBJECTIVES

As noted above, Boeckman Road is a very important street for Frog Pond West. Visually and functionally, Boeckman Road is a “front door” to Frog Pond West. It is also a connecting “seam” between Frog Pond West and existing neighborhoods to the south. It serves an important connecting function between East Wilsonville and Central and West Wilsonville. Stormwater management will be accommodated within the right-of-way and integrated with the street design. Street width and design will be tailored along the road to meet site-specific conditions and needs.

A “Boeckman Road Plan” is shown in Figure 28. The intent of this plan is to show the multiple design elements that have been planned together for Boeckman Road. The following elements have been considered and coordinated in preparing the Boeckman Road Plan: the street demonstration plan, the Boeckman Road cross-section, the Boeckman frontage requirements for the landscape buffer tract and brick wall, relocation of the power lines, potential access and circulation for the future school, and existing development on the south side of Boeckman Road.

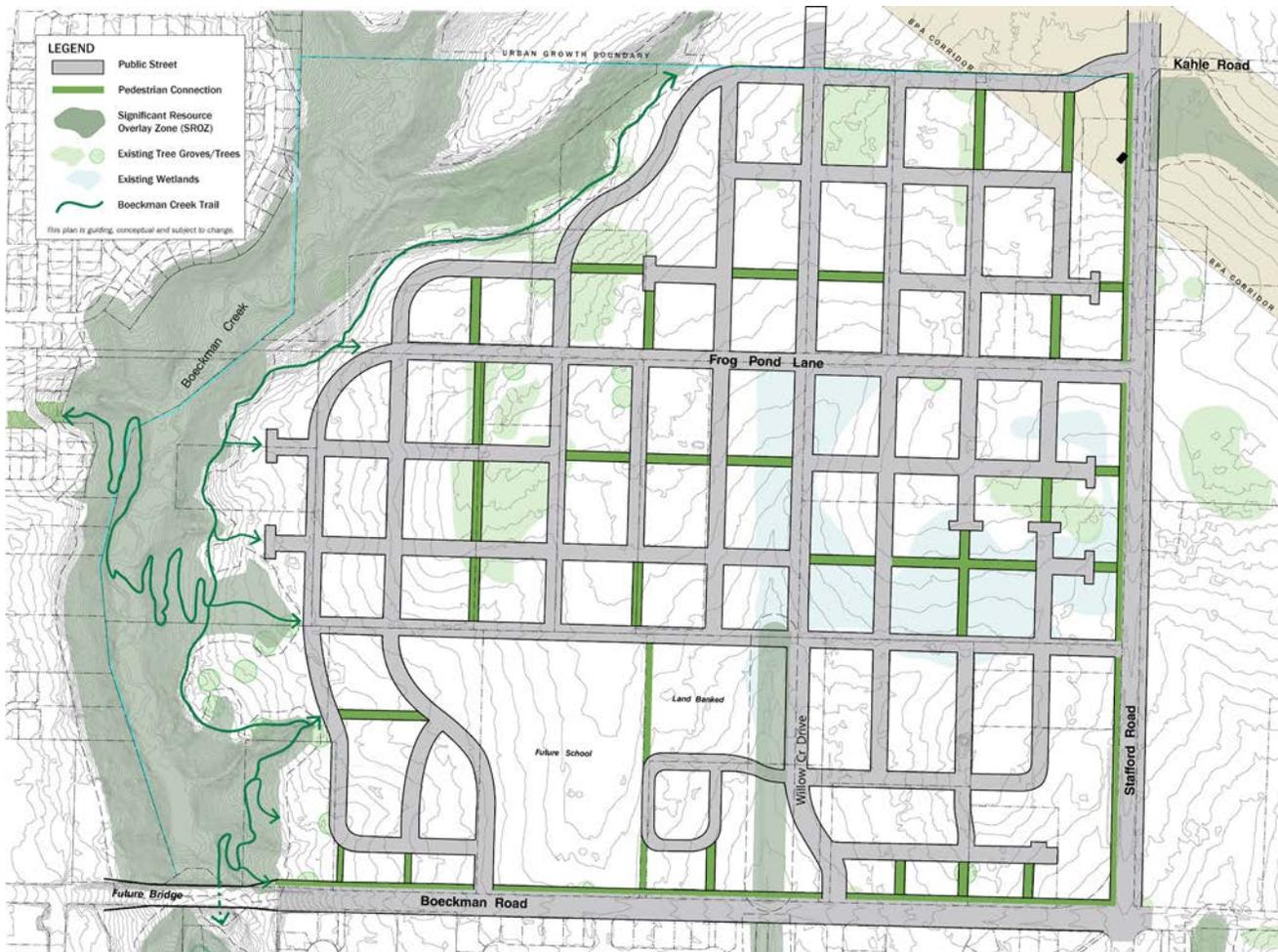
**Figure 28.** Boeckman Road Plan



## PEDESTRIAN CONNECTIONS

Frog Pond West will consist of a highly connected transportation network with direct, convenient, and comfortable walking routes. The Master Plan envisions the use of high-quality pedestrian connections (see Figure 29) to complete the street grid where automobile connections are not necessary. The street network and pedestrian connections shown on the Street Demonstration Plan will provide the framework for the school district to plan “Safe Routes To Schools” that are coordinated with the overall plan for the neighborhood. The typical cross section for a Pedestrian Connection is shown in Figure 24.

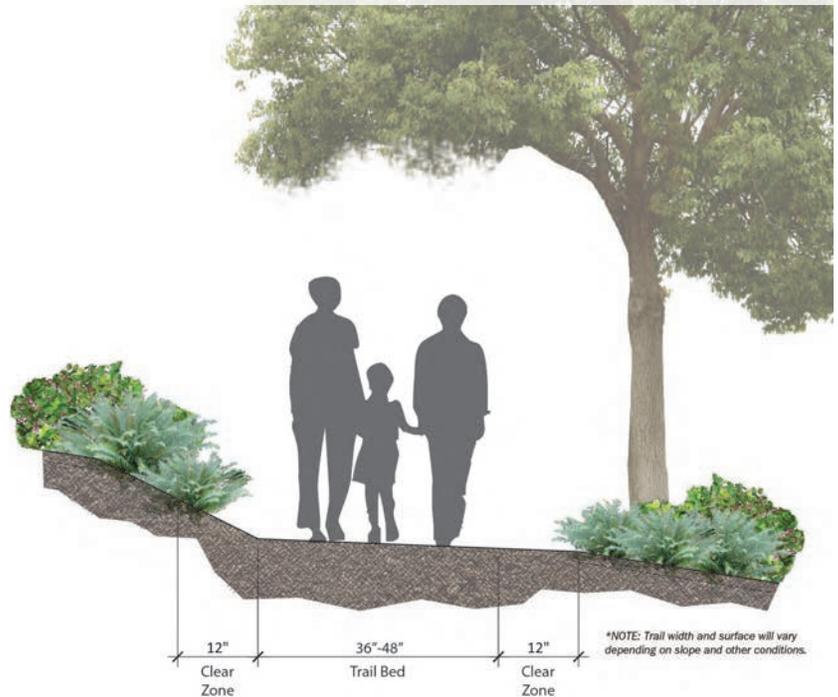
**Figure 29.** Street Demonstration Plan - Pedestrian Connections



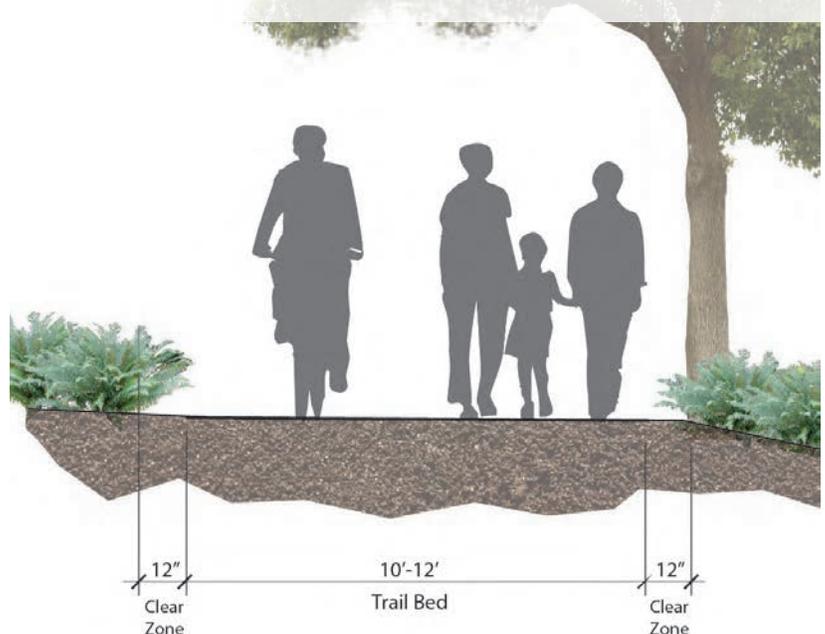
## BOECKMAN TRAIL

The Boeckman Creek Regional Trail will be both a neighborhood amenity and a key pedestrian connection to adjacent areas. South of Boeckman Road, the trail will run within the creek canyon along the sewer line easement. After passing under the future Boeckman Road bridge (which will be raised to address the “dip”), the trail will climb to the top of the bank and run along the edge of the vegetated corridor/SROZ and the western edge of the Frog Pond West neighborhood. The trail alignment provides the opportunity for a linear park along this natural feature, with nodes of activity, or “pocket parks,” such as trailheads and play areas framed by the forest edge. This location will ensure that the trail is a neighborhood asset and increase its use and safety. The area’s east-west streets are intended to terminate at the trail, enhancing the visual and physical connection to the trail and creek corridor from within the neighborhood. As shown in Figure 33, the Boeckman Trail will continue east to the Kahle Road-Stafford Road intersection, connecting to the BPA Easement Trail and the South Neighborhood Trail.

**Figure 30.** Boeckman Creek Forest Trail Cross-Section



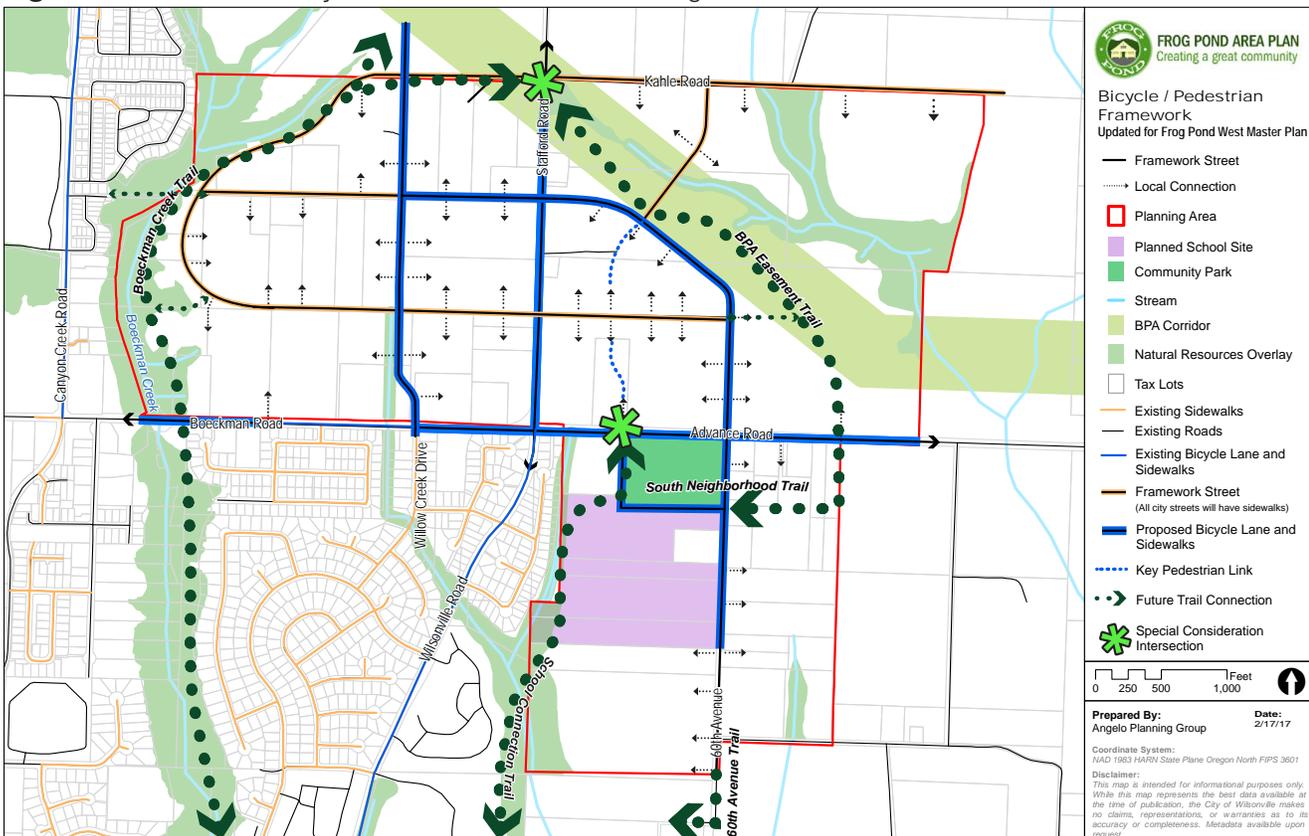
**Figure 31.** Boeckman Creek Regional Trail Cross-Section



**Figure 32.** Boeckman Trail City Connections



**Figure 33.** Area Plan Bicycle/Pedestrian Plan, Including Boeckman Trail Connections



**Figure 34.** Boeckman Trail in Frog Pond West



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# Parks & Open Space



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## PARKS AND OPEN SPACE CONCEPT

Frog Pond West will be a green community, with ample parks and open spaces. Open space in the West Neighborhood will be comprised of:



2.5 ac Neighborhood Park



Wetland or riparian area



Pedestrian connection



Incorporating existing trees into the neighborhood



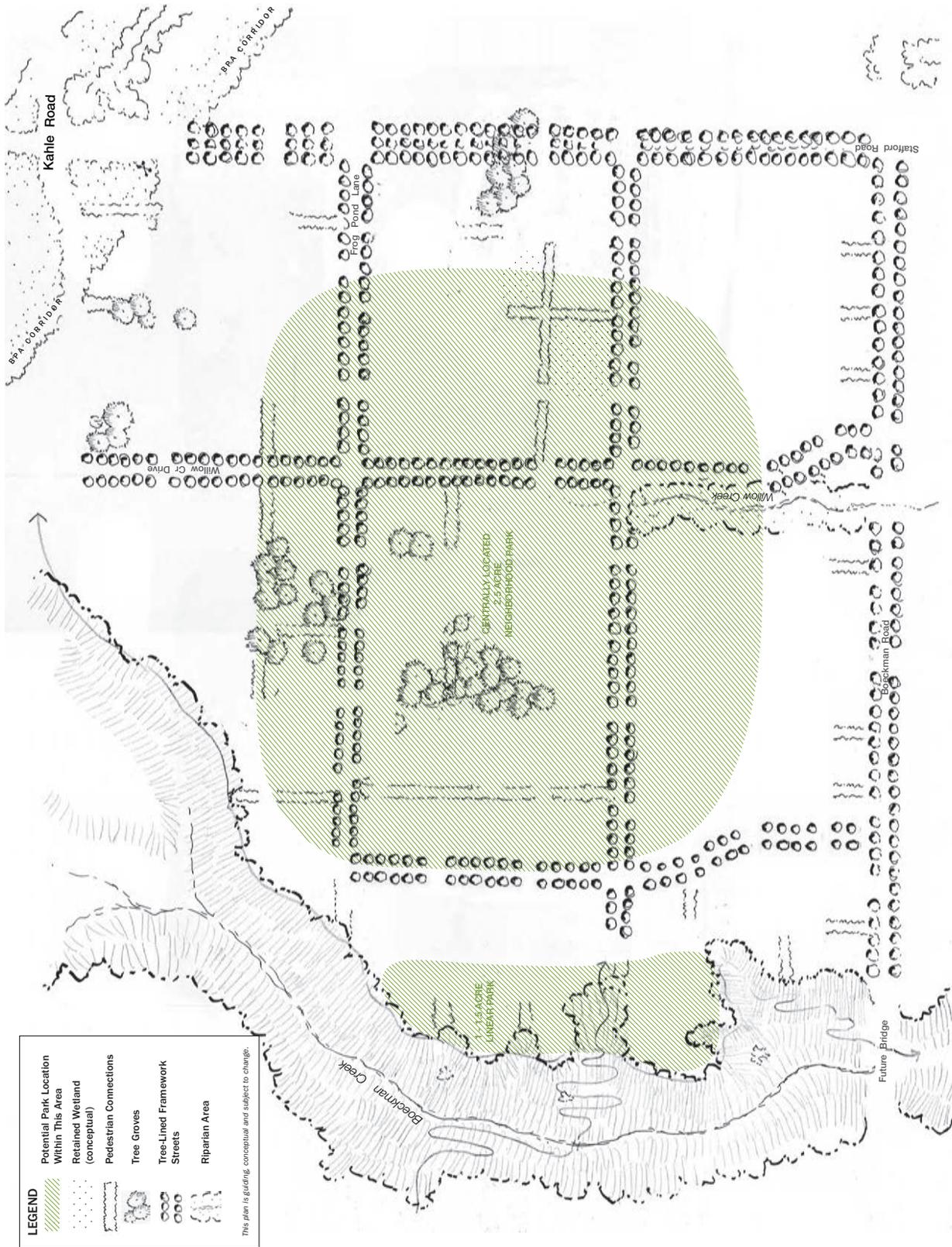
Tree-lined framework streets

- Significant Resources Overlay Zone (SROZ) along Boeckman Creek.
- SROZ along Willow Creek.
- A Bonneville Power Administration (BPA) Corridor in the northeast corner of the neighborhood.
- A 2.5-acre neighborhood park conveniently located within the neighborhood (acreage is approximate).
- A 1.5-acre trailhead park located near the Boeckman Creek trail in the west portion of the neighborhood (acreage is approximate).
- Open space provided as part of the future school, which may include a play area and fields.
- Existing tree groves and wetlands, a portion of which will be protected through the development process.
- Pedestrian greenways that will result from implementation of the Street Demonstration Plan.
- The tree-lined streets and public realm that provide active transportation routes.
- Development designs with voluntary platted open space tracts and large lots around new or existing homes.
- An additional 10% open space in Small Lot Single Family Subdistricts, where homes are likely to have smaller yards, in the form of active greens, courtyards, community gardens, tot lots, public pedestrian ways, and similar spaces.

Figure 35 shows how these open spaces are generally expected to be integrated into a cohesive network, creating a green and walkable open space system.



**Figure 35.** Open Space Framework



## NEIGHBORHOOD PARK

The Frog Pond Neighborhood Park will be much more than a place to recreate or enjoy open space, it will be a key shared amenity for the community. The neighborhood park within Frog Pond West will be an important gathering place for residents of this and nearby neighborhoods. The park for this area was first identified in the 2007 Wilsonville Park and Recreation Master Plan, and carried forward into the Frog Pond Area Plan and the Master Plan. Many other neighborhoods in Wilsonville have created parks owned and maintained by their neighborhood associations. Due to its fragmented ownership pattern, Frog Pond West is a master planned neighborhood that will be built in multiple increments.

The Master Plan shows a “land banked” parcel adjacent to the future school site’s east boundary, on property owned by the West Linn-Wilsonville School District. The intent for this parcel is for the School District to have options for its use including school facilities, a neighborhood park, and/or residential use. The City’s intent is to work with the district to acquire a site for a neighborhood park at this location. The City and district have a long history of partnering on such projects. The location and characteristics of the site would be ideal for a neighborhood park, because: the school and park are co-located, resulting in a multi-purpose community gathering place; significant open space is provided by the adjacency of the school play fields, park, and Willow Creek SROZ; and excellent access from the adjacent neighborhood streets.

**Figure 36.** Neighborhood Park Design



The relationship between the adjacent homes and the park will be important. Where feasible, the blocks fronting the park should have homes facing the street and alley access to their garages. This design will eliminate curb cuts and driveways along the park's frontage, connecting the greenery of the front yards with the greenery of the park. Additionally, it will help reinforce "eyes on the street" and "eyes on the park."

**Figure 37.** Examples of Park Features



*Park through a natural area*



*Park Events*



*Neighborhood Park*



*Park integrated with power line easement*

## BOECKMAN CREEK TRAILHEAD PARK

As described on page 61, the Boeckman Creek Trail will provide public access through an otherwise undeveloped open space corridor, allowing residents and visitors to enjoy a natural setting with trees and wildlife. The trailhead park will provide access to this amenity, as well as both passive and active open space serving a variety of neighborhood needs.

The Trailhead Park should be visually and physically accessible from within the West Neighborhood, at the western end of a street opening up to Boeckman Creek (see page 42). This location will provide a public focal point at the west end of the neighborhood, and a gateway to the natural resources that define the western edge of the neighborhood.

**Figure 38.** Examples of Trailhead Parks



*Jackie Husen Park, bordering Cedar Mills Creek in Washington County*



*Little Sugar Creek Greenway Park in Charlotte, NC*



## SIGNIFICANT NATURAL RESOURCES

Protection of natural resources within the Frog Pond West Neighborhood has been a foundational principle for both the Area Plan and the Master Plan. Wilsonville's Significant Resource Overlay Zone (SROZ) implements the goals and policies of the Comprehensive Plan relating to natural resources, open space, and flood hazards that have been designated "significant" by the City. SROZ resources in the West Neighborhood include Boeckman Creek corridor and Willow Creek, totaling roughly 27 acres. Properties that contain land within the SROZ will be subject to regulations in WC Section 4.139 of the Wilsonville Zoning Code as they undergo development review.

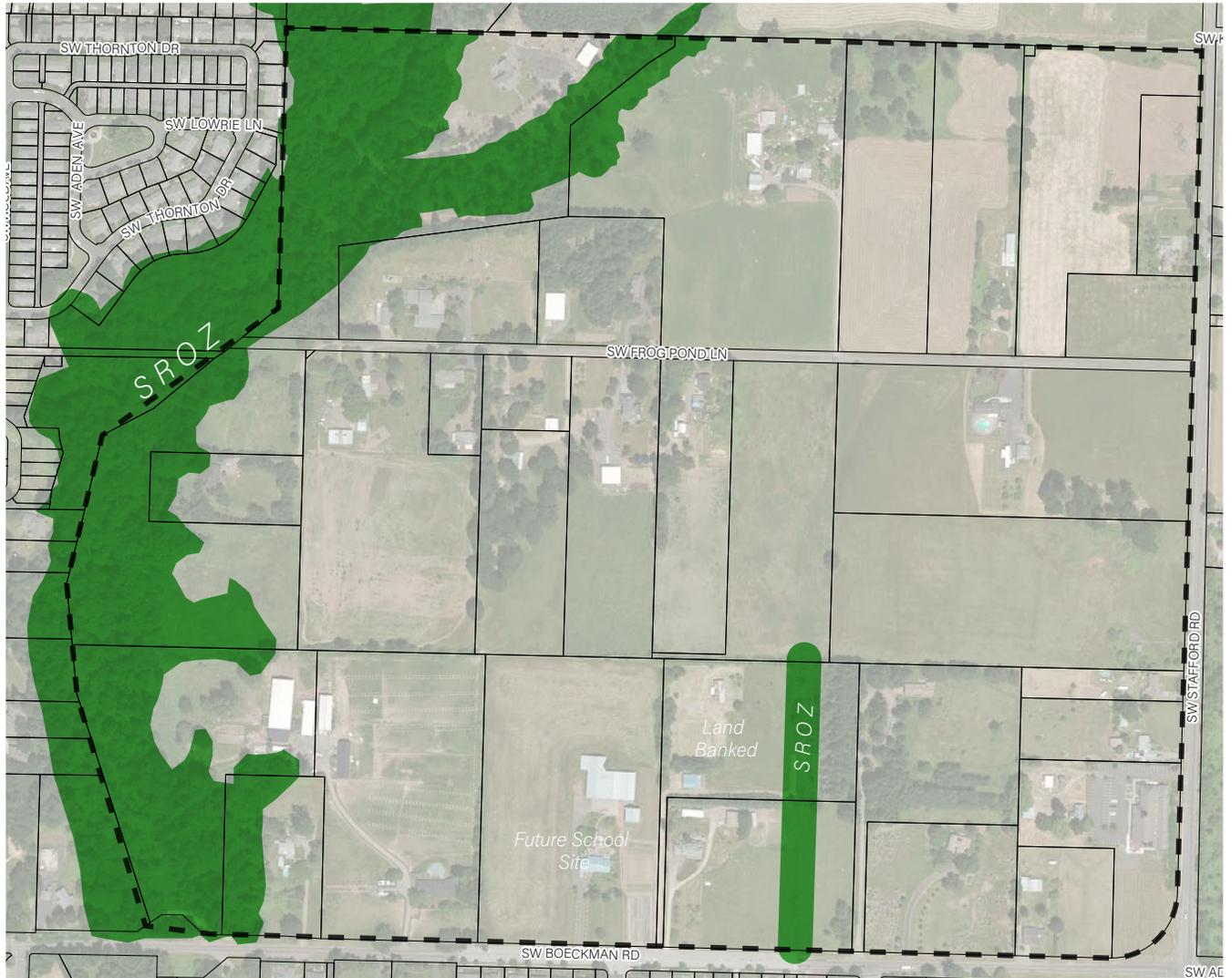
In addition to SROZ land, existing trees are subject to the Tree Preservation and Protection sections of the Wilsonville Zoning Code (Sections 4.600 – 4.640). The City places a high value on trees and tree groves, and requires Tree Removal Permits when trees are proposed for removal on an individual basis and as part of development review. There are four types of review procedures, ranging from review by the Development Review Board to review by the Planning Director. As illustrated in Figure 39, the Master Plan requires incorporation of existing trees and groves into creative site plans.

Wetland areas will be subject to the fill and removal regulations of the Oregon Department of State Lands (DSL) and Army Corps of Engineers (ACOE). Preliminary (non-survey) wetland inventories for Frog Pond West indicates potential wetlands in the eastern part of the neighborhood. Wetland boundaries will need to be delineated and refined as part of land use review. The City, in coordination and consultation with DSL and ACOE, may permit filling of and mitigation for non-significant wetlands. Similar to trees and tree groves, the Master Plan encourages incorporation of wetlands into creative site plans.

**Figure 39.** Preserving Trees and Wetland Areas



**Figure 40.** SROZ in the West Neighborhood



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# Lighting, Street Trees, Gateways & Signage



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## PUBLIC LIGHTING PLAN

### Intent

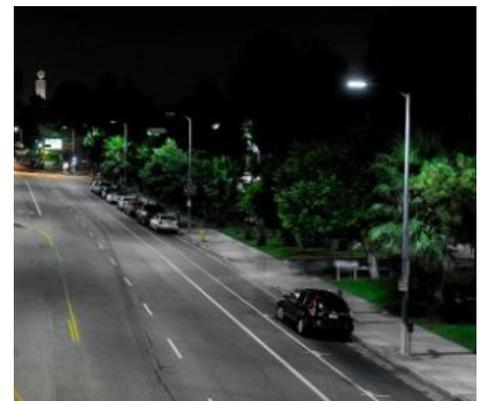
The Frog Pond Public Lighting Plan is intended to provide effective lighting of public streets and places to enhance neighborhood livability, night-time vitality and safety. The lighting recommendations focus on providing an even, consistent coverage, softening contrast ratios at edges and improving visibility by avoiding excess illumination and brightness. Most of the neighborhood will be part of the Overlay Lighting Zone LZ 2: Low-density suburban neighborhoods and suburban commercial districts, industrial parks and districts, as specified in Chapter 4.199 of the City's Planning and Land Development Regulations. Dark-sky-friendly fixtures are required, as well as LED bulbs. All lights will be 3000k color and have 7-pin adapters. The City will own and maintain all lighting and PGE will provide power. Design details should follow City of Wilsonville Public Works Standards.

### Lighting Plan Hierarchy

For Frog Pond, a subtle hierarchy in lighting is proposed, as shown in Figure 41, Public Lighting Plan. These categories of street lighting are tied to the Street Types Plan and unique requirements of pedestrian connections, trailheads, and paths.

#### Arterial

- This includes segments of Boeckman Road and Stafford Road and is intended to be the brightest standard to maximize safety for vehicles and bicycles.
- The selected street light for City arterials may be the XSP2™ LED Street/Area Luminaire – Double Module – Version C, or equivalent per City's Cobrahead light standard at the time of construction.
- Design should follow City of Wilsonville Public Works Standards Chapter 201.9.01 Roadway and Intersection Lighting.



*Arterial LED lights are primarily focused on vehicular safety but their light is also important for pedestrians and cyclists.*

#### Collector Gateway

- This includes segments of Willow Creek Drive and Frog Pond Lane, as they enter the neighborhood from adjoining arterials.
- To identify these streets as 'Gateways' into the neighborhood, a closer spacing than Local Street Lighting (to be determined through a lighting design plan tied to the street design) is recommended and brighter illumination for





*The fixture proposed for Gateway Collectors will be a shorter, more contemporary selection that acts as a transition from Arterial to Local Streets*

these stretches of street

- These streets should feature similar light fixtures as Arterial Streets, with shorter poles and a more contemporary design standard
- The Philip Gardco AeroScape LED is proposed—a more contemporary model that can act as a transitional fixture between taller, contemporary Arterial lights and lower, neighborhood scale lights with historic design elements.
- Another option is the Lithonia DSXO LED 40C 700 TM4

### *Key Intersections*

The following general recommendations apply to three key intersections: Willow Creek Drive and Boeckman Road, Frog Pond Lane and Stafford Road, and the intersection of Stafford, Boeckman, Wilsonville, and Advance Roads:

- These three areas act as transition zones between urban-scale arterial lighting and more neighborhood-scale lighting types.
- Placement of fixtures should be carefully considered to ensure the two types do not conflict visually
- The intersections should be more brightly-lit, acting as a wayfinding 'beacon' when approaching them
- Coordinate lighting with future landscaped gateway features at the intersections

### *Local Street*

- Local streets should provide minimum light levels for safe circulation, while contributing to the visual appeal of streetscapes.
- Light placement should avoid negative effects on adjacent housing
- Dark sky friendly light fixtures should be used
- A consistent lighting standard should be used throughout the neighborhood to knit together individual subdivisions.
- Use the following ornamental light standard: Phillips Hadco Westbrooke (Ledgine CXF 15)

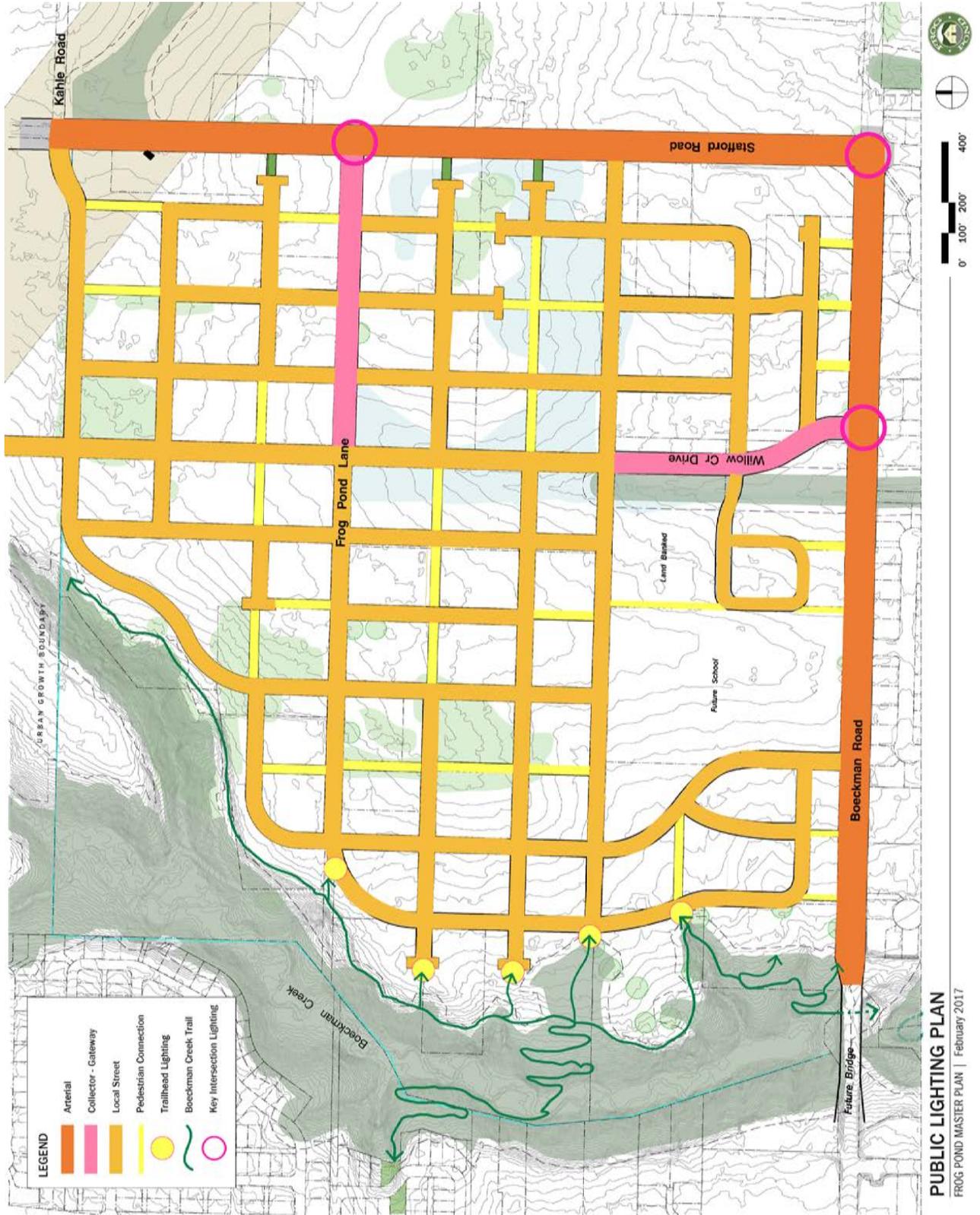


*Local street fixtures should provide subtle lighting that does not affect livability of nearby homes*



*The proposed Local Street fixture, Phillips Hadco Westbrooke*

**Figure 41.** Public Lighting Diagram



### *Pedestrian Connections, Trailheads and Paths*

- Consistent pedestrian lighting is an important contributor to the neighborhood's identity and can define a hierarchy of travel routes.
- Trails and paths should be uniformly illuminated
- In-ground up-lighting should be avoided.
- Trailhead parking areas should be illuminated
- Coordinate lighting locations and pole heights with tree locations and landscape areas and constructed elements
- Design should follow City of Wilsonville Public Works Standards Chapter 201.9.02 Shared-Use Path Lighting. Key components include:
  - The City Engineer may reduce the lighting standards or not require lighting of shared-use paths in designated natural resource and wildlife areas.
  - Lighting provided along shared-use paths shall be pedestrian scale with a mounting height no greater and no less than 10 feet. A clearance of 10 feet shall be provided from the path surface for street lighting overhanging a shared-use path. Pedestrian level lighting, such as bollards, shall not be permitted.
- The SROZ area, buffers and the trailhead areas will be in Lighting Zone LZ 1, as specified in Chapter 4.199 of the City's Planning and Land Development Regulations, which apply to *"Developed areas in City and State parks, recreation areas, SROZ wetland and wildlife habitat areas; developed areas in natural settings; sensitive night environments; and rural areas. This zone is intended to be the default condition for rural areas within the City."*



*Lighting in parks, pedestrian connections or trailheads should be minimal, with shorter poles and directed downwards for dark skies.*

## STREET TREE PLAN

### Master Plan Intent

The concept for street trees in the Frog Pond West Neighborhood is shown in the attached Street Tree Plan. The overall intent is to beautify and unify the neighborhood while providing a variety of tree species. The Street Tree Plan provides guidance tied to the street typology for Frog Pond West, as described below.

### Primary Streets

The **Primary Streets** in the neighborhood should provide a clear identity to the community, and serve as a wayfinding structure, with street tree continuity serving as a useful tool. Continuity can be achieved by using consistent tree types and spacing along both sides of a street.

The proposed trees for these Primary streets come partly from the City of Wilsonville's recommended tree list for "trees over 50 feet mature height" (Section 4.176 Landscaping, Screening and Buffering), with updates to exclude some species that do not meet current practice or are known to be invasive or prone to disease or breakage.

It should be noted that other species with similar characteristics may be considered, as identified and proposed by a professional landscape architect.



Northern Red Oak

The Primary Street Tree List is as follows:

- Green Column Black Maple (*Acer nigrum* 'Green Column')
- Tulip Tree (*Liriodendron tulipifera*)
- Columnar Tulip Tree (*Liriodendron tulipifera* 'Fastigiatum')
- Bloodgood London Plane Tree (*Platanus x acerifolia* 'Bloodgood')
- Scarlet Oak (*Quercus coccinea*)
- Northern Red Oak (*Quercus rubra* Borealis)
- American Linden (*Tillia Americana*)
- Green Vase Zelkova (*Zelkova serrata* 'Green Vase')



The proposed 8' planting strips on Primary streets will help ensure these trees grow to form large canopy structures over the streets, providing future value to adjacent homes.

As required by the City's Public Works Standards, root barriers should be used in all situations to protect the sidewalk infrastructure from root damage.

The Street Tree Plan (Figure 42) attributes a code to each Primary Street, from P1 to P6. To provide strong continuity, a Primary street should be planted with the same species for its entire length. No specific tree is proposed for a given Primary Street but each of these streets should be planted on both sides with a species unique to that street, selected from the list of eight possibilities.

## Neighborhood Streets

**Neighborhood Streets** should strive for variety, as required in the Wilsonville Development Code (page C54-55 section D). All streets in a single subdivision or development's streets should not be planted with only trees of a single species. For example, east-west streets would have one tree from the recommended list and north-south streets would need to have another. An even finer grain of species distribution is recommended, if possible, at the City's discretion. However, both sides of a street should be planted with the same tree species.



*Katsura Tree*

The Neighborhood Street Tree List is as follows:

- Paperbark Maple (*Acer griseum*)
- Red Sunset Maple (*Acer rubrum* 'Red Sunset')
- Katsura Tree (*Cercidiphyllum japonicum*)
- Yellow Wood (*Cladrastis kentukea*)
- Halka Honeylocust (*Gleditsia triacanthos* 'Halka')
- Skycole Honeylocust (*Gleditsia triacanthos* 'Skycole')
- Chinese Pistache (*Pistacia chinensis*)
- Glenleven Little Leaf Linden (*Tilia cordata* 'Glenleven')
- Accolade Elm (*Ulmus* 'Morton' Accolade)

Underneath the BPA powerlines, a shorter neighborhood street tree will be required. The Paperbark Maple (*Acer griseum*) is an attractive candidate for street tree planting in this condition.

## Pedestrian Connections

**Pedestrian Connections** would feature a columnar species, reflecting the narrow space in these connections and ensuring that there are views through the length of them, helping with safety and wayfinding. The tree list for Pedestrian Connections includes:

- Common Hornbeam (*Carpinus betulus* 'Fastigiata')
- Bowhall Red Maple (*Acer rubrum* 'Bowhall')
- English Oak (*Quercus robur* 'Fastigiata')
- Musashino Zelkova (columnar) (*Zelkova serrata* 'Musashino')

To the extent possible, existing groves of Oregon white oak should be incorporated into the neighborhood, as street trees, within common area tracts, or within pedestrian connections. These existing groves have been identified generally with approximate extents on the street tree plan (in green).



*Bowhall Red Maple*



Frog Pond **WEST**  
Master Plan

**Figure 42.** Street Tree Plan

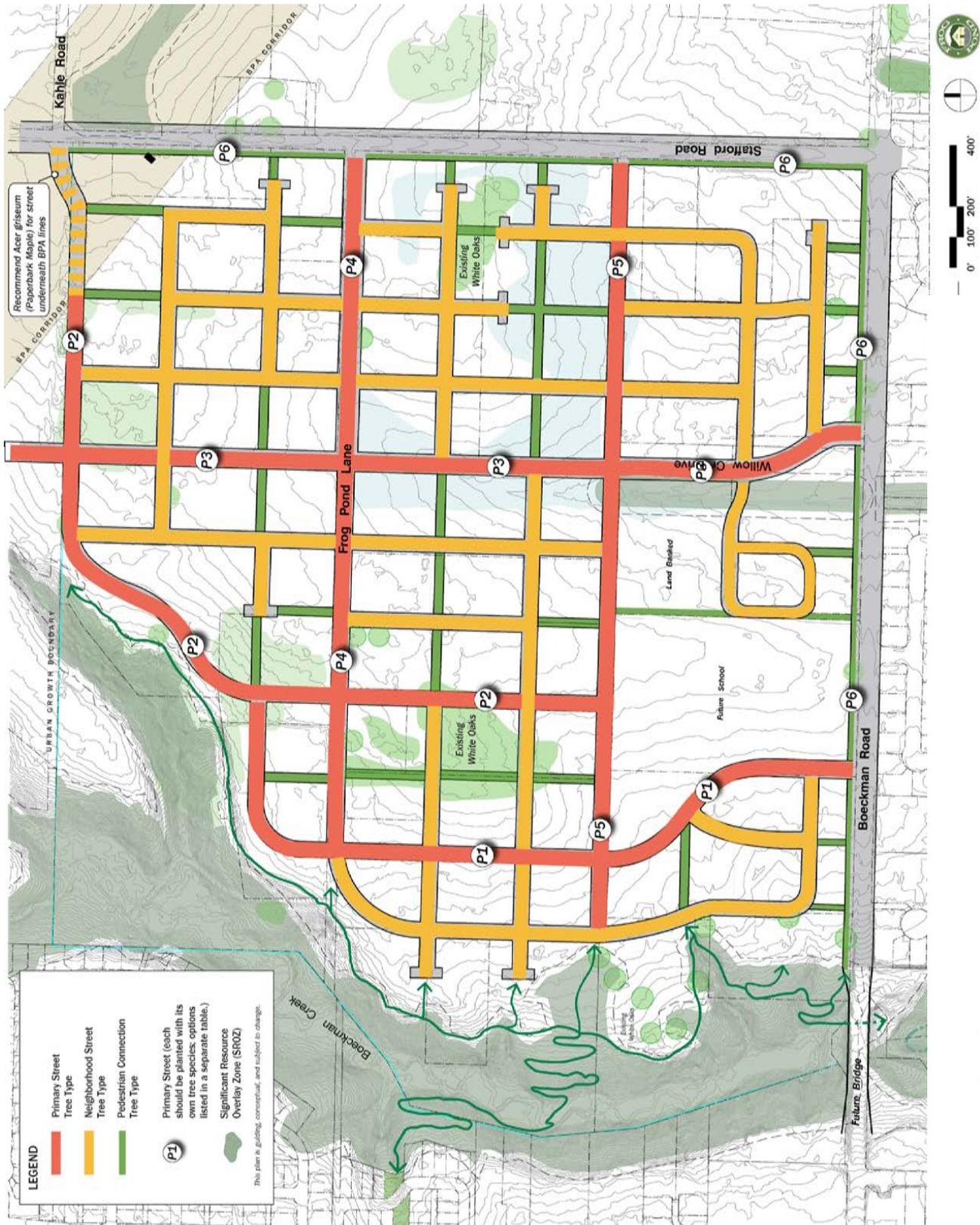


Table 2. Street Tree List

<p><b>Primary Street Trees</b> (over 50' when mature)</p> <p>For both continuity and variety, select one tree from the following list and use for the entire length and both sides of a given street (P1, P2, P3, P4, P5 or P6 shown in Figure 34, Street Tree Plan)</p>	
<p><i>Acer nigrum</i> 'Green Column'</p> <p><i>Liriodendron tulipifera</i></p> <p><i>Liriodendron tulipifera</i> 'Fastigiatum'</p> <p><i>Platanus x acerifolia</i> 'Bloodgood'</p> <p><i>Quercus coccinea</i></p> <p><i>Quercus rubra borealis</i></p> <p><i>Tilia americana</i></p> <p><i>Zelkova serrata</i> 'Green Vase'</p>	<p>Green Column Black Maple</p> <p>Tulip Tree</p> <p>Columnar Tulip Tree</p> <p>Bloodgood London Plane</p> <p>Scarlet Oak</p> <p>Northern Red Oak</p> <p>American Linden</p> <p>Green Vase Zelkova</p>
<p><b>Neighborhood Street Trees</b> (under 50' mature)</p> <p>For both continuity and variety, select a tree from the following list and use for the entire length and both sides of a given street. Adjacent streets must use a different street tree type.</p>	
<p><i>Acer griseum</i></p> <p><i>Acer rubrum</i> 'Red Sunset'</p> <p><i>Cercidiphyllum japonicum</i></p> <p><i>Cladrastis kentukea</i></p> <p><i>Gleditsia triacanthos</i> 'Halka'</p> <p><i>Gleditsia triacanthos</i> 'Skycole'</p> <p><i>Pistacia chinensis</i></p> <p><i>Tilia cordata</i> 'Glenleven'</p> <p><i>Ulmus</i> 'Morton' <i>Accolade</i></p>	<p>Paperbark Maple</p> <p>Red Sunset Maple</p> <p>Katsura Tree</p> <p>Yellow Wood</p> <p>Halka Honeylocust</p> <p>Skycole Honeylocust</p> <p>Chinese Pistache</p> <p>Glenleven Little Leaf Linden</p> <p>Accolade Elm</p>
<p><b>Pedestrian Connection Tree</b> (columnar)</p>	
<p><i>Quercus robur</i> 'Fastigiata'</p> <p><i>Acer rubrum</i> 'Bowhall'</p> <p><i>Carpinus betulus</i> 'Fastigiata'</p> <p><i>Zelkova serrata</i> 'Musashino'</p>	<p>English Oak</p> <p>Bowhall Red Maple</p> <p>Common Hornbeam</p> <p>Musashino Zelkova</p>



## GATEWAYS, MONUMENTS, AND SIGNAGE

### Overall Intent

Development of the Frog Pond Area presents several opportunities and issues for gateways, monuments, and signage. The key issues and opportunities are:

- The entrance into Wilsonville along Stafford Road will “move” from the intersection of Stafford-Wilsonville-Advance-Boeckman Roads to Stafford Road at Kahle Road.
- The Boeckman Creek crossing, and particularly the future construction of a new bridge, presents an opportunity to mark this important natural resource as a primary gateway into East Wilsonville.
- Frog Pond Lane and Willow Creek Drive will be important entries into Frog Pond West and connections to adjacent neighborhoods.
- The internal developments in Frog Pond should not reflect a pattern of multiple subdivisions, but rather fit together seamlessly into a cohesive community.

The following recommendations for gateways, monuments, and signs are intended to address the issues listed above and help knit the Frog Pond area together with a clear identity.

**Figure 43.** Conceptual illustration of Neighborhood Gateway at Willow Creek Drive



## Gateways

There are four types of Gateways planned for the Frog Pond Area:

1. City Gateway
2. Neighborhood Gateways
3. Boeckman Bridge Gateway
4. Boeckman-Stafford Gateway

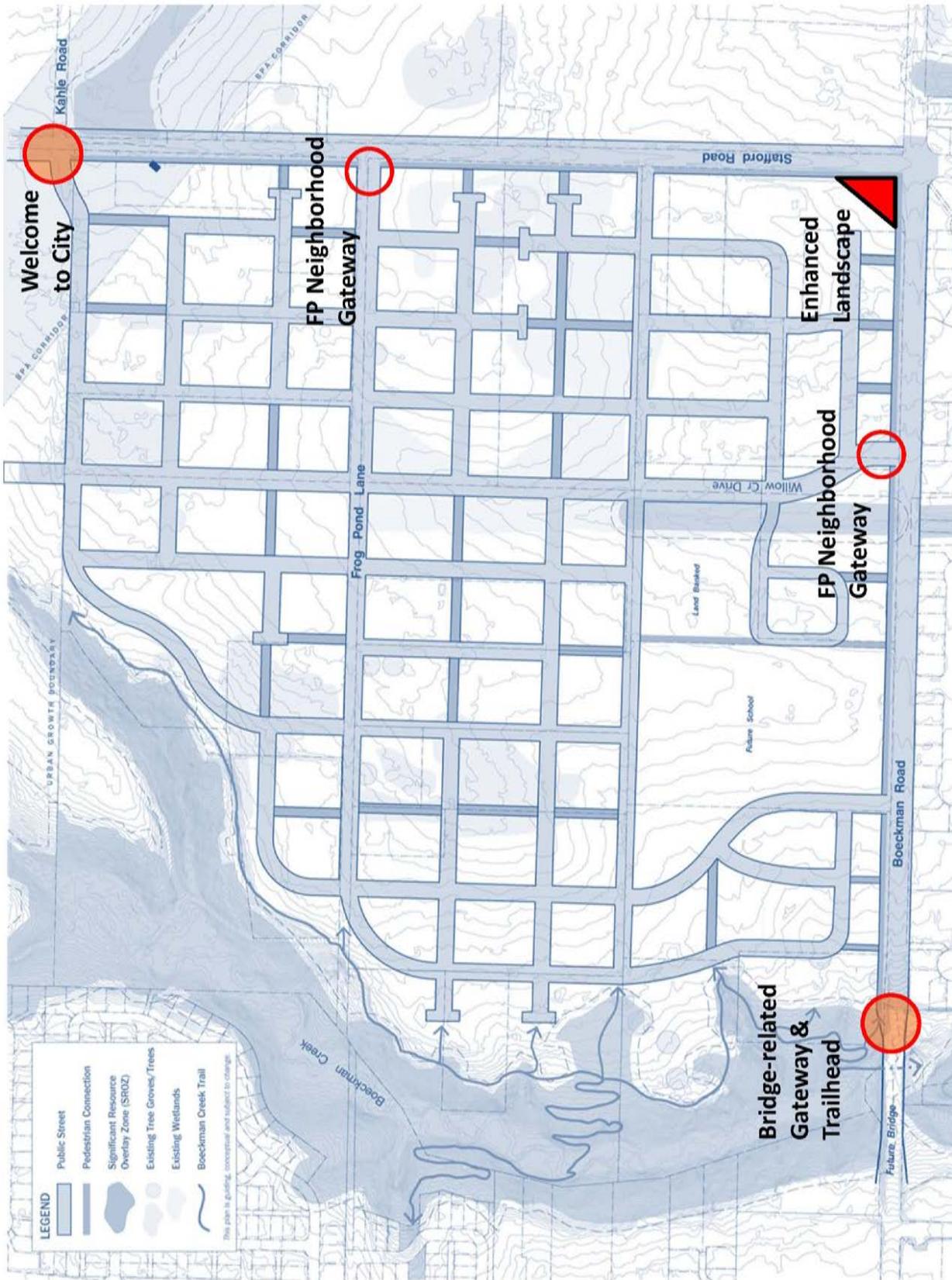
The locations, roles, and design elements for each gateway type are described in Table 3 and illustrated in Figure 44 through Figure 46.

Table 3. Gateway Types, Roles, and Design Elements

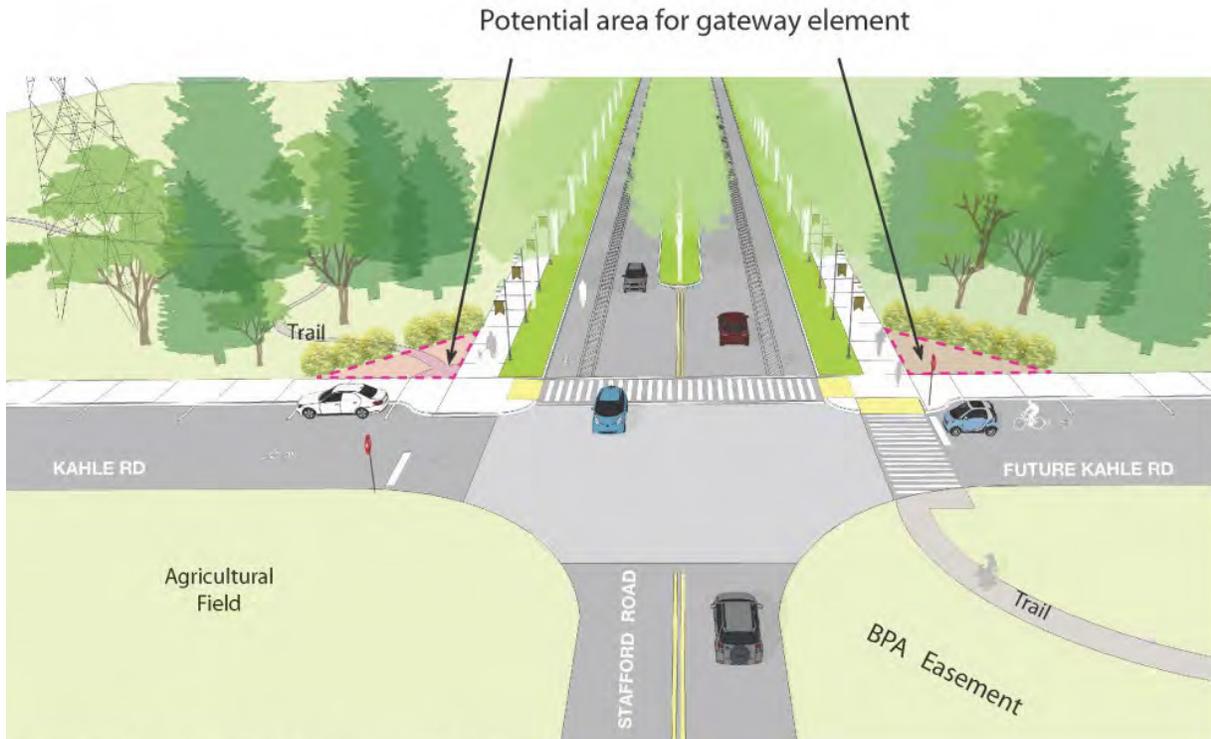
Gateway Type	Location and Role	Design Elements
<b>City Gateway</b>	Stafford Road at Kahle Road Role: Mark entry to Wilsonville, facilitate transition from rural to urban setting	<ul style="list-style-type: none"> <li>▪ Landscaping and signage reflect the character of area</li> <li>▪ Coordinate design with other City gateways in Wilsonville</li> </ul>
<b>Neighborhood Gateways</b>	Willow Creek Drive at Boeckman Road; Frog Pond Lane at Stafford Road Role: To mark the primary entries into Frog Pond West Neighborhood	<ul style="list-style-type: none"> <li>▪ Use brick to blend with Boeckman property frontage wall</li> <li>▪ Brick monument should be properly scaled, respectful of Boeckman frontage context</li> <li>▪ Simple brick form, integrated with landscape</li> <li>▪ Large lettering not as important as landscape and civic element</li> </ul>
<b>Boeckman Bridge</b>	On or near Boeckman Bridge – See Figure 48 for potential locations	<ul style="list-style-type: none"> <li>▪ Include a strong vertical element</li> <li>▪ Materials and design compatible with natural setting of Boeckman Creek Corridor</li> <li>▪ Potential location and integration with access to Boeckman trail</li> <li>▪ Emphasize Boeckman Creek, not Frog Pond, identity</li> </ul>
<b>Boeckman-Stafford Gateway</b>	NW corner of the Boeckman-Stafford Road intersection Role: Enhancement of key corner	<ul style="list-style-type: none"> <li>▪ Trees and tall landscaping will mark the corner and de-emphasize powerlines</li> <li>▪ Opportunity for public art</li> <li>▪ Design should support the corner as an active pedestrian cross-road and safe route to Meridian Creek school</li> </ul>



**Figure 44.** Gateway Locations



**Figure 45.** City Gateway - Stafford Road at Kahle Road



*Conceptual Gateway Intersection (SW Stafford & SW Kahle, Looking South)*

- Facilitates transition from rural to urban setting
- Landscape and signage design should reflect character of the neighborhood



*Seasonal Landscapes*



*Landscapes as Gateway*



*Landforms and Tall Vegetation*



**Figure 46.** Neighborhood Gateways



*Use brick to blend with Boeckman property frontage wall*



*Brick monument should be property scaled, respectful of Boeckman frontage context and history*



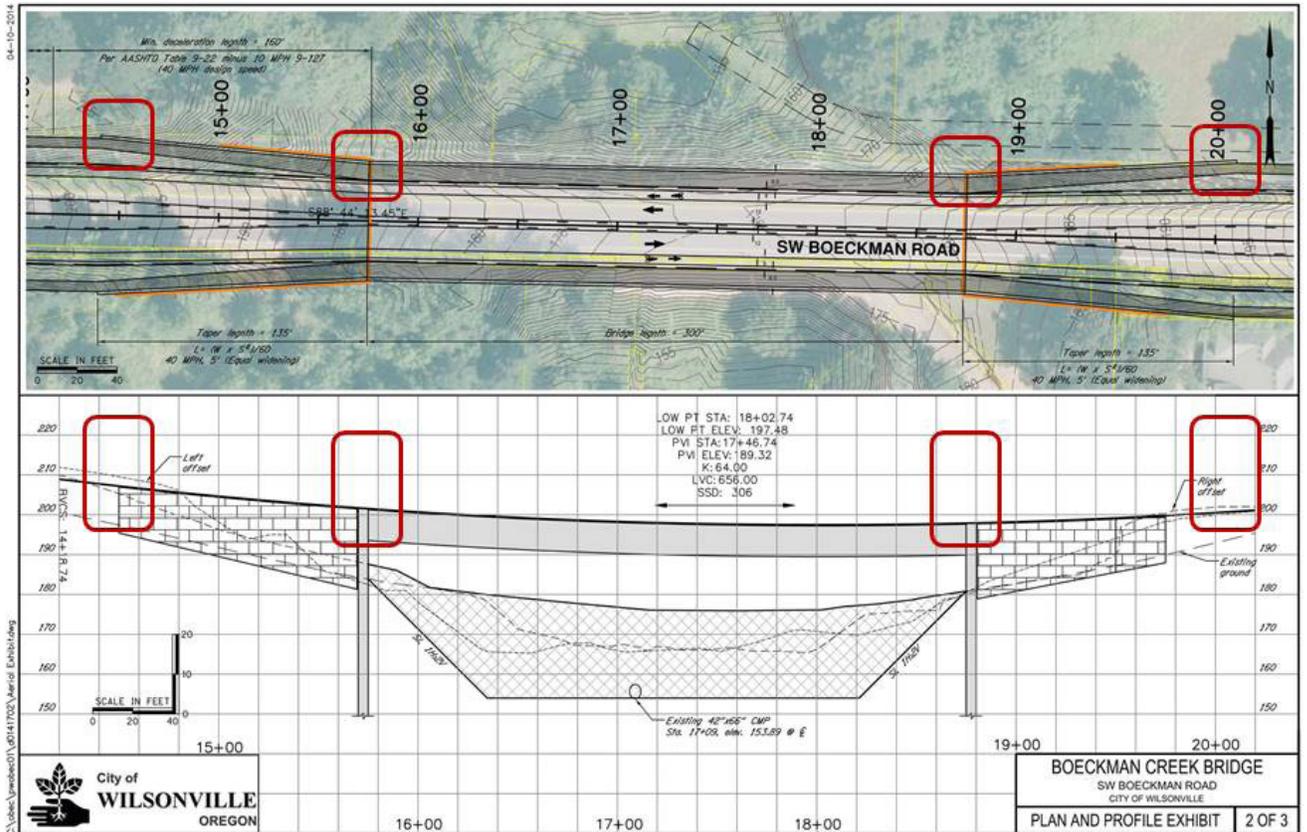
*Simple brick form, integrated with landscape. Large lettering not as important as landscape and civic element.*

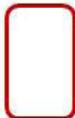


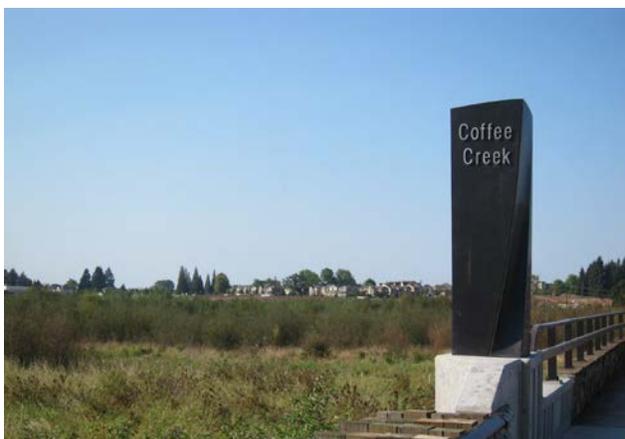
**Figure 47.** Conceptual illustration of Boeckman-Stafford Gateway



**Figure 48.** Boeckman Bridge Gateway



 Potential locations for vertical elements to be added to bridge



## MONUMENTS AND SIGNS

As noted throughout the Master Plan, it is likely that Frog Pond West will develop incrementally. The intent is to avoid a pattern of individual subdivisions with different names, monuments, and identities within the neighborhood. Rather, the vision is to knit each incremental project together to form a unified whole. Accordingly, the following principles and standards are required for monuments within Frog Pond West:

1. Frog Pond will continue as a unifying name for the neighborhood.
2. Monument signs will be limited to Neighborhood Gateway locations and emphasize the Frog Pond neighborhood identity.
3. Individual subdivision signs (except temporary real estate sales signage) and monuments will not be permitted.
4. "Sign caps" will be utilized on street signs.
5. Signage at non-residential developments (e.g. parks and schools) will be consistent with Neighborhood Gateway signage to further tie the area together.



Street sign 'caps' help with neighborhood identity

**Figure 49.** Gateway features and park-school signs will be the key monuments in Frog Pond West.





# Implementation



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## ANNEXATION, ZONING, AND DEVELOPMENT REVIEW

The City will take the first step in implementing and entitling Frog Pond West by adoption of amendments to the Comprehensive Plan and Development Code. The amendments include:

- **Comprehensive Plan Map.** Application of the Residential Neighborhood (RN) designation for residential properties and the Public Facilities (PF) designation for the future school and land banked sites.
- **Comprehensive Plan Policies and Text.** Updates of descriptive text to support and enable Frog Pond West's implementation.
- **Master Plan.** Adoption of the Frog Pond West Master Plan as a supporting document of the Comprehensive Plan.
- **Transportation System Plan (TSP).** Update of the TSP to implement the transportation element of the Frog Pond Area Plan and the Master Plan.
- **Development Code.** Amendment of the Development Code to include the new Residential Neighborhood Zone and selected minor amendments in other sections (e.g. definitions).

Subsequent steps will occur as annexations and developments are proposed by property owners. The plan is for annexation, zoning map amendments, and a Stage I and Stage II Planned Development Review and Site Design Review to be submitted as a package for each property, or group of properties if multiple sites are grouped as a combined subject property for annexation. The purpose of the combined review is to ensure each development is fully consistent with the Master Plan and Code before annexation is approved and zoning is applied. Upon approval of the packaged application, the city will amend the Zoning Map to designate the subject property RN or PF as applicable.

## INFRASTRUCTURE FUNDING PLAN

The draft Infrastructure Funding Plan for Frog Pond West is attached as Appendix D. The purpose of the Funding Plan is to:

- Describe strategies and options that provide adequate funding to complete infrastructure (transportation, water, sewer, parks, and stormwater) requirements in a timely manner;
- Increase the certainty for all parties on the projects, costs, resources, and timing required to make Frog Pond West a success;
- Provide flexibility by identifying both primary strategies and tools for funding, as well as additional alternatives, tools, and approaches that could be implemented over time.



The Funding Plan focuses on seven projects called Master Plan Infrastructure. The projects include:

1. Boeckman Road, including sanitary sewer
2. Stafford Road, including sanitary sewer and water
3. Boeckman-Stafford intersection
4. Neighborhood Park
5. Linear Park
6. Boeckman Trail
7. Boeckman Bridge

The Funding Plan describes the following tools related to funding infrastructure for Frog Pond West:

- Current city policy
- Estimated costs for infrastructure
- An estimated cost allocation to Frog Pond West properties, Frog Pond East properties, the School District, and the City
- Projected revenues from System Development Charges (SDCs)
- Master Plan funding strategies and options

Strategies and options described in the plan include:

1. A strategy for construction of Boeckman Road in one phase, with alternative strategies for construction in multiple phases
2. Use of Reimbursement Districts for Boeckman and Stafford Roads to ensure repayment of projects that are paid for in advance of development
3. An allocation of the costs of the Boeckman Bridge replacement that are proportionate to the percentage of trips from Frog Pond West.
4. Parks funding from a combination of the Capital Improvements Program (Linear Park and Boeckman Trail) and a supplemental SDC for the Neighborhood Park.

As of the writing of this report, the Funding Plan is being finalized. The summary above is an overview of the draft Funding Plan and is subject to change. The analysis of funding options and discussions with developers and property owners has been extensive and will continue until a final plan is completed and adopted as part of the Frog Pond West Master Plan.



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## APPENDIX A - ACKNOWLEDGEMENTS

### Planning Commission

- Marta McGuire, Chair
- Jerry Greenfield, Vice-Chair
- Peter Hurley
- Al Levit
- Phyllis Milan
- Eric Postma
- Simon Springall

### City Council

- Mayor Tim Knapp
- Julie Fitzgerald
- Charlotte Lehan
- Susie Stevens
- Scott Starr
- Kristin Akervall

### City Staff

- Steve Adams, Engineering Manager
- Miranda Bateschell, Long-range Planning Manager
- Tami Bergeron, Planning Administrative Assistant
- Amanda Guile-Hinman, Assistant City Attorney
- Barbara Jacobson, City Attorney
- Nancy Kraushaar, Community Development Director
- Mike Kohlhoff, City Attorney\*\*
- Katie Mangle, Long-range Planning Manager\*\*
- Chris Neamtzu, Planning Director
- Dan Pauly, Associate Planner
- Kerry Rappold, Natural Resources Manager
- Stan Sherer, Parks and Recreation Director\*\*
- Linda Straessle, Planning Administrative Assistant\*\*

\*\*Former City employee

### Consultant Team

#### *Angelo Planning Group*

- Joe Dills, AICP, Project Manager
- Andrew Parish, AICP, Planner
- Kyra Schneider, Assistant Planner

#### *DKS Associates*

- Scott Mansur, P.E., PTOE

#### *Leland Consulting Group*

- Brian Vanneman, Principal
- Andy Parks, Gel Oregon

#### *Walker Macy*

- Ken Pirie, AICP, LEED AP ND, Senior Associate
- Michael Zilis, Principal
- Saumya Kini, Urban Designer
- Martin Milward, Illustrator

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## **APPENDIX B - AREA PLAN FRAMEWORK PLANS**

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**FROG POND AREA PLAN**  
Creating a great community

**LAND USE FRAMEWORK**

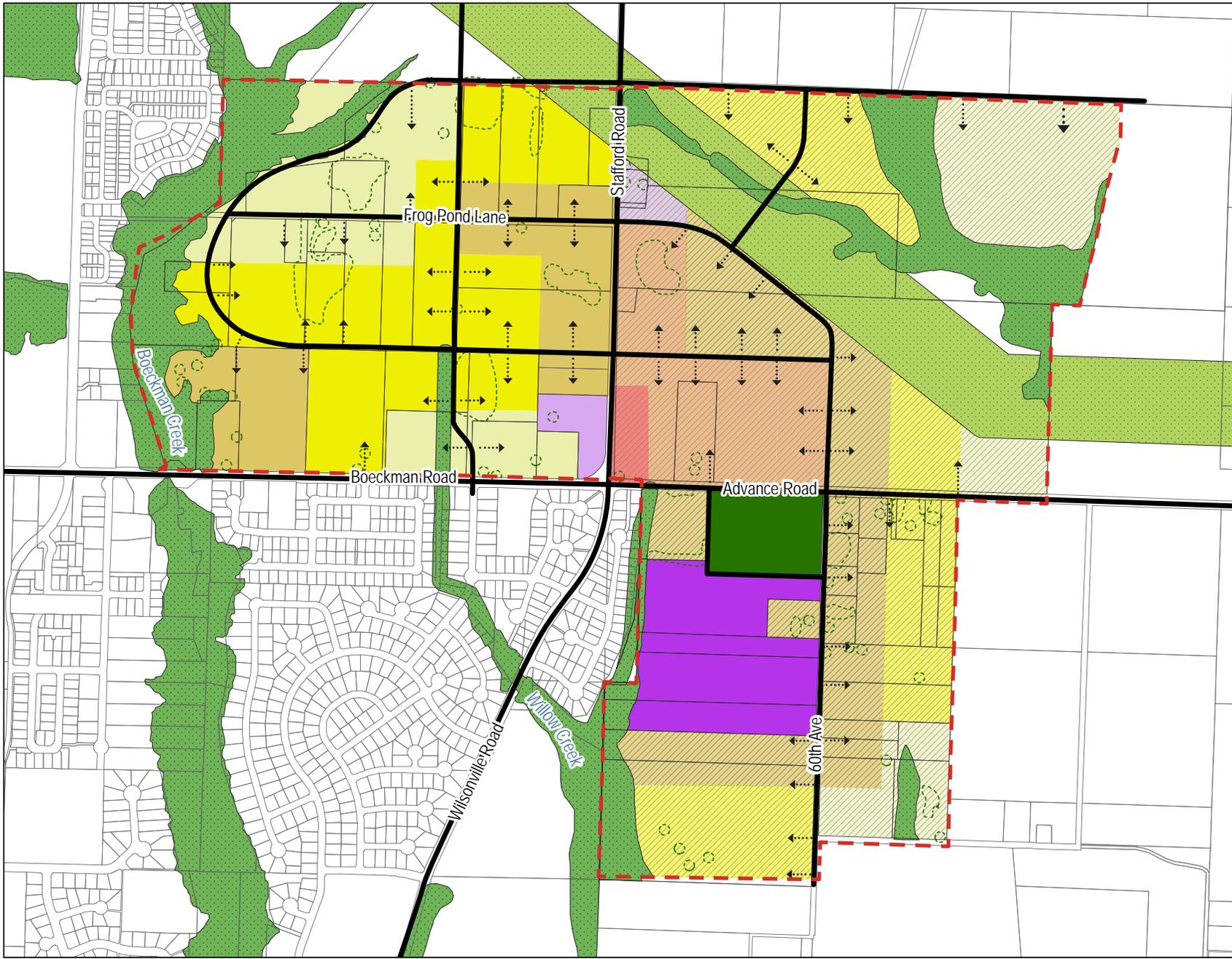
- Framework Street
- Local Connection
- Planning Area
- Planned School Site
- Community Park
- BPA Corridor
- Natural Resources Overlay
- Existing Trees and Groves
- Tax Lots
- R-10 Large Lot SF (8,000 - 12,000 SF)
- R-7 Medium Lot SF (6,000 - 8,000 SF)
- R-5 Small Lot SF (4,000 - 6,000 SF)
- Institutional/Civic
- Future R-8 Single Family (7,000 - 9,000 SF)
- Future R-6 Single Family (5,000 - 7,000 SF)
- Future R-4 Single Family (3,000 - 5,000 SF)
- Future R-2.5 Single Family Attached and Cottage (2,000 - 3,000 SF)
- Future Commercial
- Future Institutional/Civic



**Prepared By:** Angelo Planning Group  
**Date:** 9/21/15

**Coordinate System:**  
NAD 1983 HARN State Plane Oregon North FIPS 3601

**Disclaimer:**  
This map is intended for informational purposes only. While this map represents the best data available at the time of publication, the City of Wilsonville makes no claims, representations, or warranties as to its accuracy or completeness. Metadata available upon request.





**Bicycle / Pedestrian Framework**  
 Updated for Frog Pond West Master Plan

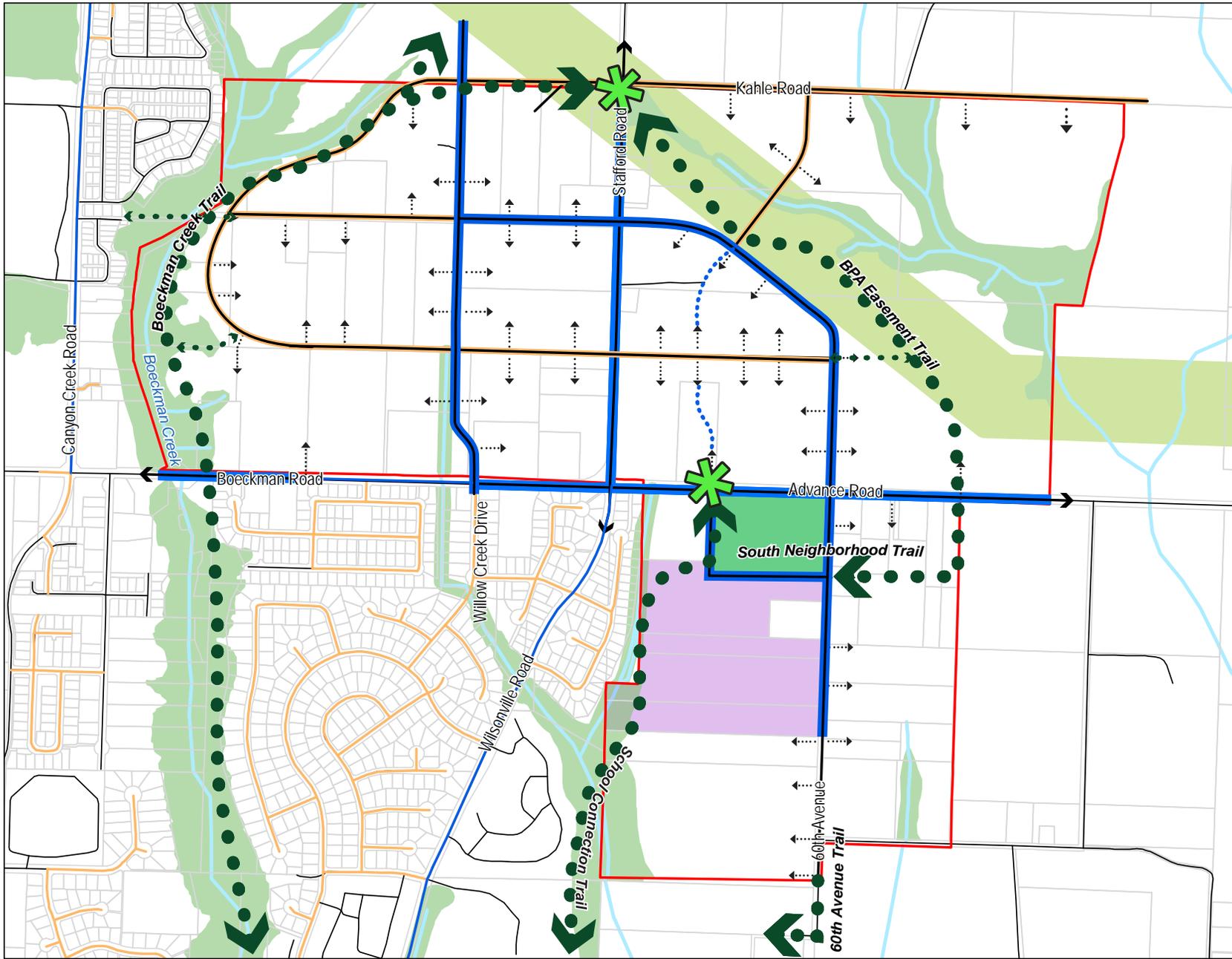
-  Framework Street
-  Local Connection
-  Planning Area
-  Planned School Site
-  Community Park
-  Stream
-  BPA Corridor
-  Natural Resources Overlay
-  Tax Lots
-  Existing Sidewalks
-  Existing Roads
-  Existing Bicycle Lane and Sidewalks
-  Proposed Bicycle Lane and Sidewalks
-  Key Pedestrian Link
-  Future Trail Connection
-  Special Consideration Intersection



**Prepared By:** Angelo Planning Group  
**Date:** 2/17/17

**Coordinate System:**  
 NAD 1983 HARN State Plane Oregon North FIPS 3601

**Disclaimer:**  
 This map is intended for informational purposes only. While this map represents the best data available at the time of publication, the City of Wilsonville makes no claims, representations, or warranties as to its accuracy or completeness. Metadata available upon request.

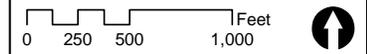




Transportation Framework  
Updated for Frog Pond West Master Plan

-  Existing Major Arterial
-  Existing Minor Arterial
-  Existing Collector
-  New Collector\*
-  Existing Local Street
-  New Local Framework Street
-  New Local Connection
-  Planning Area
-  Planned School Site
-  Community Park
-  Stream
-  BPA Corridor
-  Natural Resources Overlay
-  Tax Lots
-  Stop Signs (on side streets) or Roundabout
-  Traffic Signal
-  Stop Sign (on side streets)
-  Special Consideration Intersection

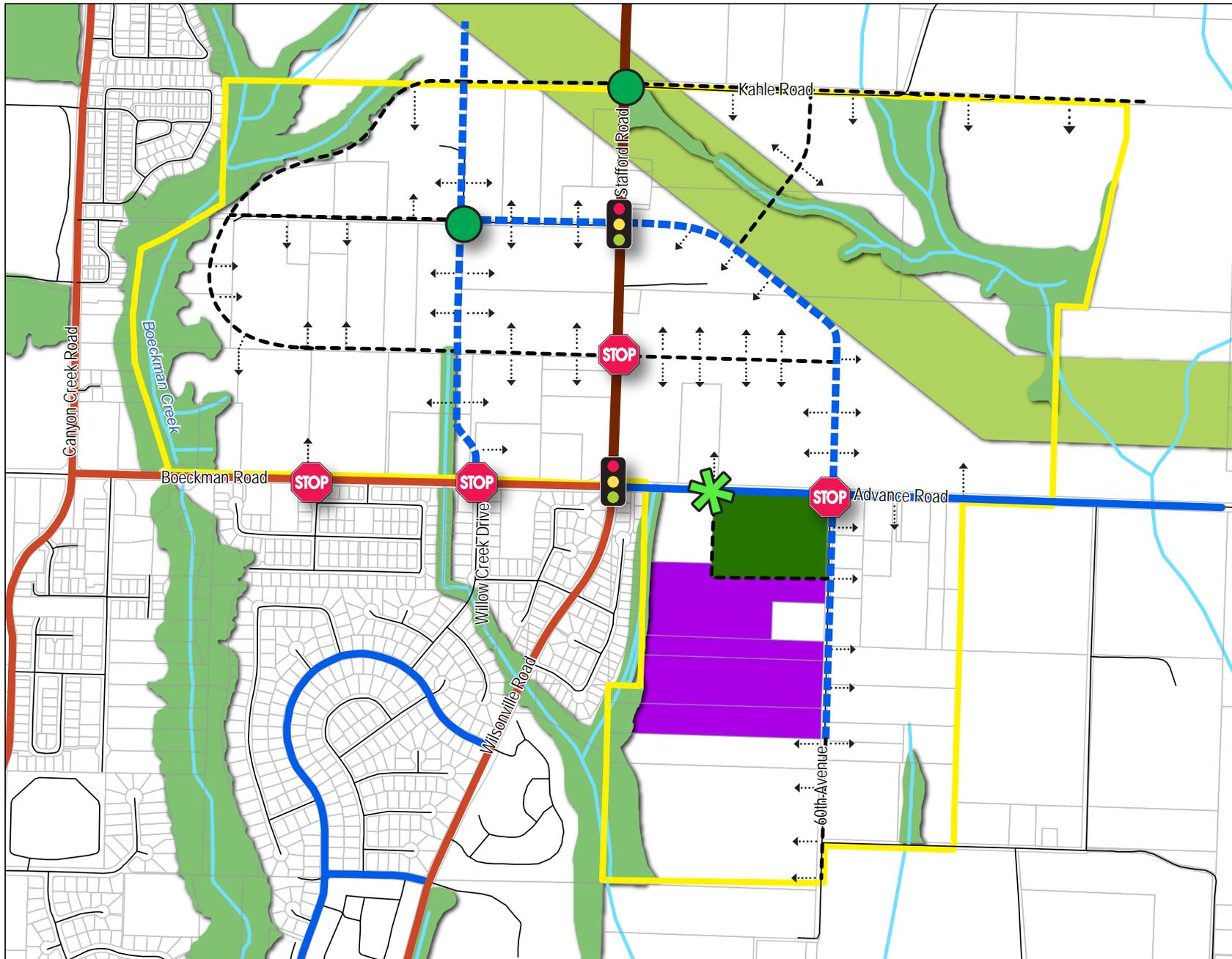
\* Includes bike lanes and on-street parking where appropriate.



**Prepared By:** Angelo Planning Group  
**Date:** 2/17/2017

Coordinate System:  
NAD 1983 HARN State Plane Oregon North FIPS 3601

**Disclaimer:**  
This map is intended for informational purposes only. While this map represents the best data available at the time of publication, the City of Wilsonville makes no claims, representations, or warranties as to its accuracy or completeness. Metadata available upon request.



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# APPENDIX C - ACREAGE AND DENSITY CALCULATIONS

## MEMORANDUM



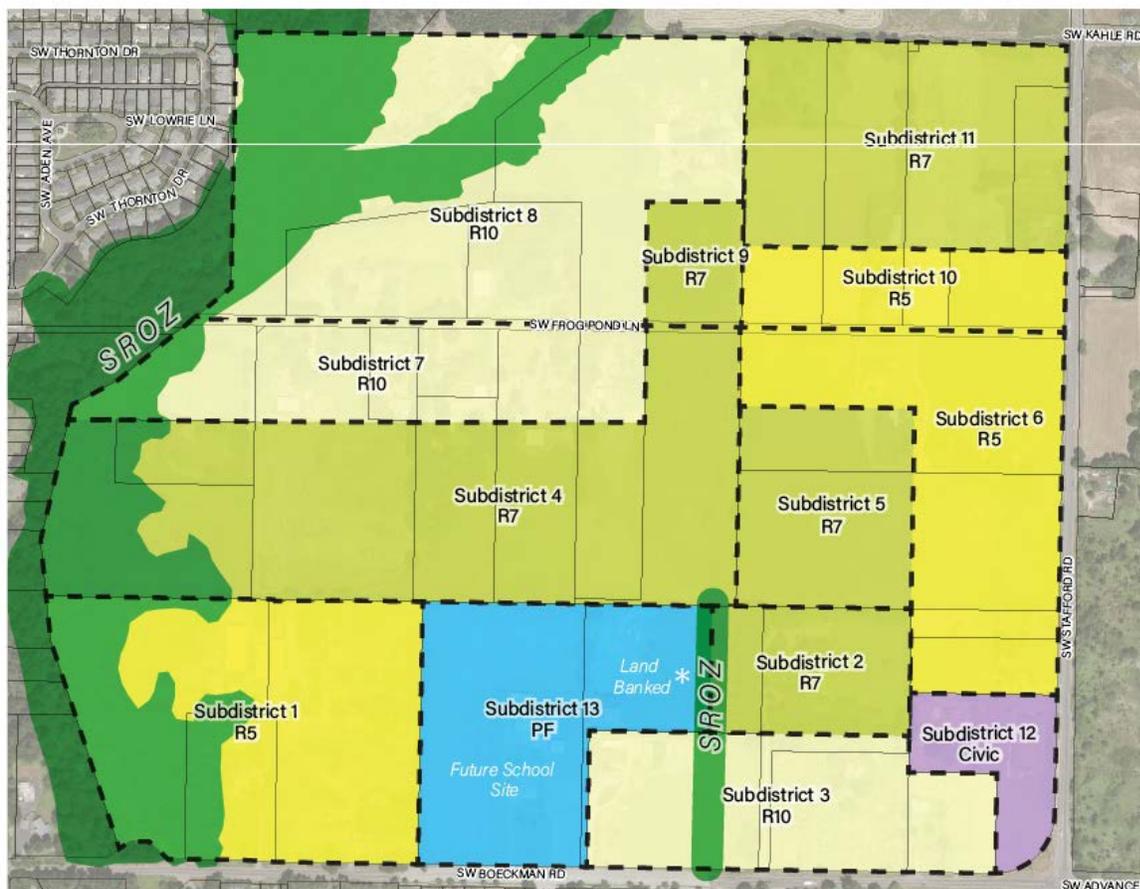
2/21/2017

**To:** Frog Pond West Master Plan Project Team  
**From:** Joe Dills and Andrew Parish, Angelo Planning Group  
**Re:** Density Calculations

### INTRODUCTION AND PURPOSE

This memorandum describes the process by which density was calculated for the West Neighborhood in the Frog Pond Area Plan and for each subdistrict in the Frog Pond West Master plan. Subdistricts are shown in Figure 1. The “Proportional Acreage” method of calculating the allowed density of a proposed development is also discussed.

Subdistricts were drawn to divide the land uses identified on the Land Use Framework of the Frog Pond Area Plan into workable units with only one land use designation, in order to provide clear direction to property owners and assist with the review of development applications. Subdistrict boundaries were drawn using major roadways and the boundaries of land use districts.



0 250 500 Feet



# MEMORANDUM

## DEVELOPMENT CAPACITY IN THE FROG POND AREA PLAN

Maximum development for the West Neighborhood was established by the Frog Pond Area Plan at 610 single family units (see Table 1 from the Area Plan included below.) This figure was calculated by:

- Calculating the gross acreage of each residential designation within the West Neighborhood
- Determining the amount of developable acreage, subtracting the following acreage from the gross:
  - Land within the Boeckman Creek SROZ
  - Land within 50' of Willow Creek
  - Land within the BPA Easement
  - 20% of wetlands identified during the PHS inventory
- A 2.5 acre neighborhood park and 1 acre trailhead park were assumed. The location of these parks was not known, so acreage for all residential districts in the West Neighborhood was reduced for the purposes of this calculation.

Table 1 - Land Use Metrics and Capacity (Option G)

Residential Designation		West Neighborhood Units	East Neighborhood Units	South Neighborhood Units	Frog Pond Total Units	East+ South Units	Average Lot Size (SF)	Max Units/ ac net
West Neighborhood	R-10 Single Family (8,000 - 12,000 SF)	124	-	-	124	-	10,000	4.4
	R-7 Single Family (6,000 - 8,000 SF)	281	-	-	281	-	7,000	6.2
	R-5 Single Family (4,000 - 6,000 SF)	205	-	-	205	-	5,000	8.7
East & South Neighborhood	Future R-8 Single Family (7,000 - 9,000 SF)	-	120	28	148	148	8,000	5.4
	Future R-6 Single Family (5,000 - 7,000 SF)	-	125	162	287	287	6,000	7.3
	Future R-4 Single Family (3,000 - 5,000 SF)	-	165	286	451	451	4,000	10.9
	Future R-2.5 (2,000 - 3,000 SF)	-	436	-	436	436	2,500	17.4
<b>Total Units</b>		<b>610</b>	<b>846</b>	<b>476</b>	<b>1,932</b>	<b>1,322</b>		
Overall net density		6.3	10.6	8.8	8.4	9.90		

## DEVELOPMENT CAPACITY IN THE FROG POND WEST MASTER PLAN

In the preparation of the Frog Pond West Master Plan, the project team:

- Further broke down the units into Residential Subdistricts as shown on Figure 1.
- Addressed the Church property ("Civic" designation) specifically, requiring 0 units at minimum and 7 units at maximum.
- Removed the school district-owned properties north of Boeckman Road from the residential inventory after the West Linn-Wilsonville school district expressed its intent of placing a new school on the site.
- Minimum density was calculated at 80% of maximum density, in order to ensure that the intended amount of housing is achieved.

This resulted in Table 2 below, which is included in the Master Plan.

For an individual development, the minimum and maximum allowed units are calculated by determining the proportional acreage of a development in relation to the subdistrict it occupies. Land within the SROZ or existing rights-of-way are removed. For example:

"Development A" encompasses 50% of the developable land (outside SROZ, not in existing rights-of-way) of Subdistrict 3. The minimum number of units allowed in Development A would be 50% of the



# MEMORANDUM

minimum allowed in Subdistrict 3, and its maximum would likewise be 50% of the maximum allowed in Subdistrict 3, rounding to the nearest whole unit.

A table of the gross and net acreages of subdistricts is provided in Table 3.

Table 2- Minimum and Maximum Dwelling Units Permitted in Each Subdistrict

Area Plan Designation	Frog Pond West Subdistrict	Minimum Dwelling Units in Subdistrict	Maximum Dwelling Units in Subdistrict
R-10 Large Lot Single Family (8,000 – 12,000 SF)	3	26	32
	7	24	30
	8	43	53
R-7 Medium Lot Single Family (6,000 – 8,000 SF)	2	20	25
	4	86	107
	5	27	33
	9	10	13
	11	46	58
R-5 Small Lot Single Family (4,000 – 6,000 SF)	1	66	82
	6	74	93
	10	30	38
Civic	12	0	7 <sup>a</sup>
Public Facilities (PF)	13	0	0
<b>TOTAL</b>		452	571

- a These metrics apply to infill housing within the Community of Hope Church property, should the property owner choose to develop housing on the site. Housing in the Civic subdistrict is subject to the R-7 Medium Lot Single Family regulations.*



# MEMORANDUM

Table 3 Gross and Net Subdistrict Acres in Frog Pond West

Sub-district	Designation	Gross Acres	SROZ/BPA Acres	Existing ROW Acres	Net Subdistrict Acres
1	R5	20.1	6.6	0.0	13.5
2	R7	5.7	4.7	0.0	1.0
3	R3	11.9	0.0	0.0	11.9
4	R7	30.1	0.0	0.1	29.9
5	R7	8.0	0.0	0.0	8.0
6	R5	15.3	0.0	0.4	14.9
7	R10	11.7	1.2	0.6	9.9
8	R10	30.9	10.7	0.5	19.7
9	R7	2.7	0.0	0.1	2.6
10	R5	6.0	0.0	0.3	5.6
11	R7	12.7	2.5	0.0	10.2
12	Civic (R7)	3.8	0.0	0.0	3.8
13	PF	13.5	0.0	0.0	13.5
<b>TOTAL</b>		<b>172.4</b>	<b>25.7</b>	<b>2</b>	<b>144.5</b>

## **APPENDIX D - DRAFT INFRASTRUCTURE FUNDING PLAN**

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# Frog Pond West: Infrastructure Funding Plan

Date March 1, 2017 | DRAFT  
 To Chris Neamtzu, City of Wilsonville  
 From Andy Parks, GEL Oregon  
 Brian Vanneman, Leland Consulting Group  
 Joe Dills, Angelo Planning Group



## Introduction

The City of Wilsonville has engaged GEL Oregon, Leland Consulting Group, and Angelo Planning Group and to prepare an infrastructure funding plan for the Frog Pond West Master Plan ("Master Plan"). The purpose of the Frog Pond West Infrastructure Funding Plan ("Funding Plan") is to:

- Describe strategies and options that provide adequate funding to complete infrastructure (transportation, water, sewer, parks, and stormwater) requirements in a timely manner;
- Increase the certainty for all parties regarding the projects, costs, resources, and timing required to make Frog Pond West a success;
- Provide flexibility by identifying both primary strategies and tools for funding, as well as additional alternatives, tools, and approaches that could be implemented over time.

This Infrastructure Funding Plan is a draft and subject to change. The analysis of funding options and discussions with developers and property owners has been extensive and will continue until a final plan is completed and adopted as part of the final Frog Pond West Master Plan.

## Project Summary

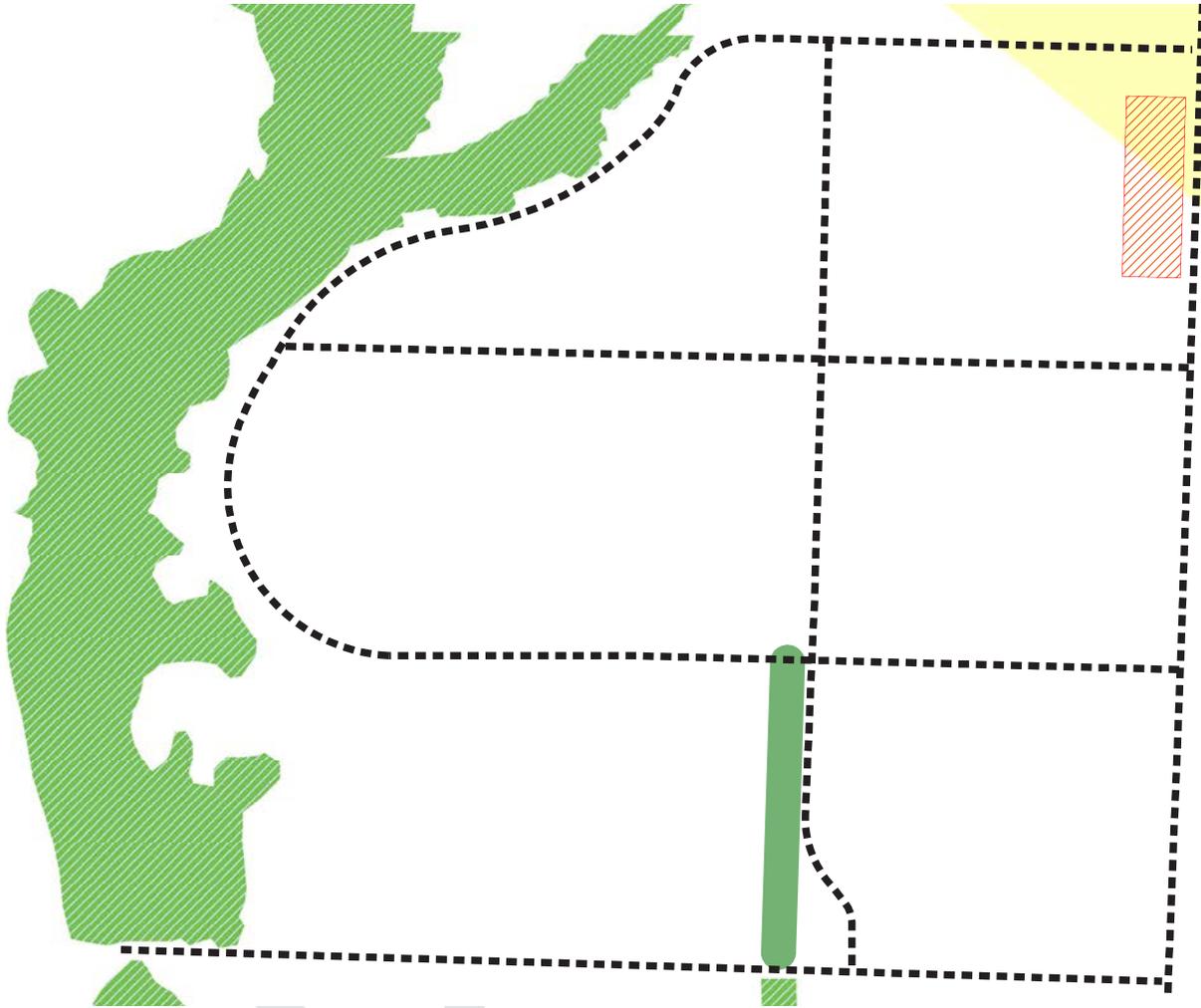
The Frog Pond West planning area, shown in Figure 1 below, is approximately 180 acres in total, with approximately 150 acres outside of the natural resource areas shown in green. The Master Plan area includes the following general attributes, which influence this funding plan:

- 571 housing lots would be allowed to be built under the maximum density scenario.
- The site is currently outside the city limits, but within the Urban Growth Boundary.
- 26 different property owners (as of 2015) control properties that vary widely in size. The largest property is 25 acres and the smallest is 0.9 acres.
- The School District owns 25 acres, including a 10-acre future school site, a 5-acre land banked site, and a 10-acre land banked site.<sup>1</sup>
- Owners of the parcels highlighted on Figure 1 have shown an interest in development. Property owner intent has been taken into account in this plan since it is likely to drive the location and pace of development, and the locations where infrastructure will be needed first.

<sup>1</sup> In this plan, the 5-acre land banked site is assumed to be used for a future neighborhood park and the 10-acre land banked site is assumed for future residential development. These assumptions are subject to change in future decisions by the West Linn-Wilsonville School District and the City of Wilsonville.

**Figure 1. Frog Pond West**

This map shows the maximum and minimum number of housing units that can be built on each property, per the Frog Pond West Master Plan. Properties shaded in orange indicate that owners have contacted the City to express an interest in development.



**Infrastructure Summary**

For purposes of this Funding Plan, the infrastructure necessary to serve Frog Pond West has been put into three different categories, shown below. The emphasis of this Funding Plan is to identify strategies and tools appropriate to fund “Master Plan” infrastructure; the strategies and tools necessary to fund the other infrastructure categories are adequately addressed through the City’s existing methods.

- **Off-site Infrastructure** includes large projects that serve the broader community, are funded through Systems Development Charges (SDCs) generated by development throughout the city and other City resources, and are generally located outside of the 180-acre boundary of Frog Pond West. Examples include:

- Memorial Park pump station
- Boeckman Creek sanitary sewer trunk line
- West side water reservoir (funding pending)
- Boeckman Bridge<sup>2</sup>
- **On-site Infrastructure** includes local projects which serve individual properties. The costs of these projects are funded by individual developers. Examples include:
  - Local streets and sidewalks
  - Sanitary sewer lines
  - Water lines
  - Stormwater management
- **Master Plan Infrastructure** is the focus of this Funding Plan. Master Plan infrastructure differs from the above because it typically:
  - Is adjacent to and within Frog Pond West development parcels
  - Crosses multiple property ownerships
  - May benefit the broader community in addition to Frog Pond West
  - May be too large and expensive for any single developer to complete

As stated, the focus of this Funding Plan is to identify the Master Plan infrastructure projects and to provide options for funding those Master Plan infrastructure projects that currently do not have any identified funding source or else are not fully funded.

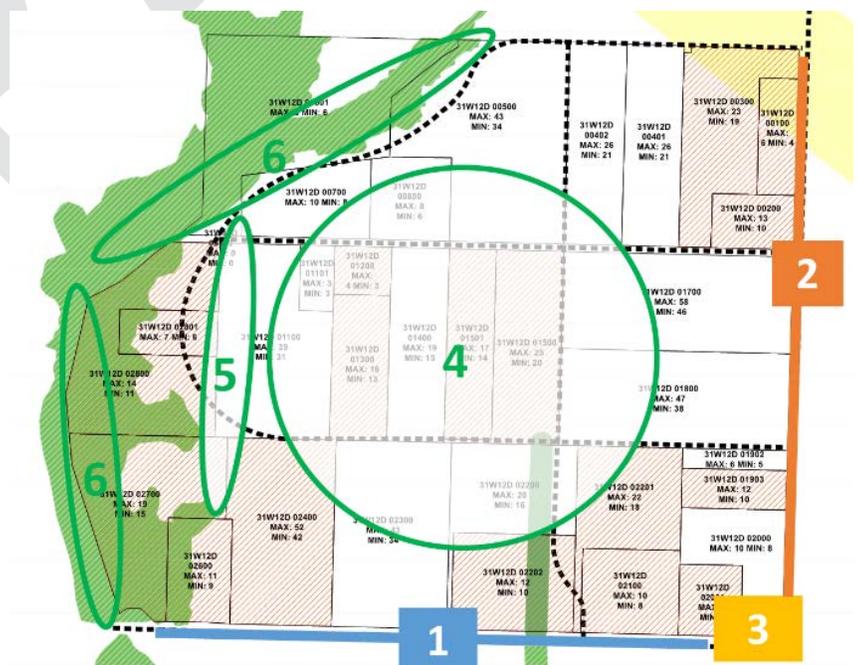
## Master Plan Projects

This Funding Plan focuses on funding strategies for the following six key Master Plan projects, which are conceptually represented in the figure below:

1. Boeckman Road, including sanitary sewer
2. Stafford Road, including sanitary sewer and water
3. Boeckman-Stafford intersection
4. Neighborhood Park
5. Linear Park
6. Boeckman Trail

In addition, this Funding Plan specifically addresses one off-site infrastructure facility, due to its location adjacent to Frog Pond West, and its close physical and functional relationship with the neighborhood:

- Boeckman Bridge



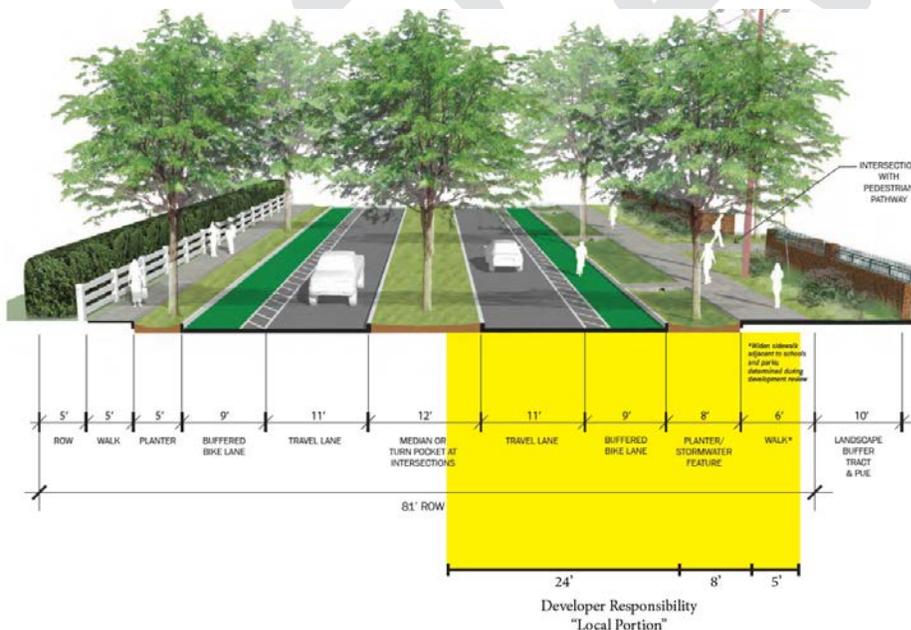
<sup>2</sup> Presently, SDCs and other resources are insufficient to fund the Boeckman Bridge. Therefore, we did evaluate funding alternatives and provide recommendations related to this project.

## Current City Policy

This Funding Plan uses the City's existing policy and practices as a starting point, summarized below:

- Developers pay for the "local portion" of infrastructure required to serve their developments. For example, the local portion of Boeckman Road is shown below in Figure 1 as the yellow highlighted portion of the road. Typically, this is the first 24 feet of roadway from face of curb, plus planter strips and sidewalks, and includes the pavement and road base associated with the local street standard, and water and sewer lines up to 8" in size.
- Developers also pay for the "oversize portion" (infrastructure that exceeds the minimum required), and then receive credits against future SDCs due ("SDC credits"), or other compensation.
- Where necessary, the City may pay for infrastructure elements that are:
  - Identified by existing adopted city-wide infrastructure master plans (e.g., the Transportation System Plan or Parks and Recreation Master Plan) and included in the City's five-year Capital Improvement Program (CIP); and,
  - Are either within Frog Pond, or adjacent to Frog Pond and abutting already-developed areas (e.g. the component of Boeckman Road that fronts the Arbor Crossing neighborhood to the south) and therefore not the responsibility of Frog Pond developers.
- The City may implement a variety of tools to facilitate and coordinate infrastructure delivery including SDCs and SDC credits, reimbursement districts/agreements, Local Improvement Districts (LIDs), development agreements, etc.

**Figure 2. Boeckman Road, including developer responsibility/local portion**



*Note: Roadway may include other "oversize" elements that are not shown (e.g., additional structural section.)*

## Infrastructure Cost Allocation-Current City Policy

The total cost of the six Master Plan infrastructure projects and the Boeckman Bridge is allocated to different parties under current City policy as follows:

1. Boeckman Road (including sanitary sewer)
  - a. Southern Portion of Boeckman Road
    - i. The City will pay for the construction of the southern portion of Boeckman Road, which is identified in the City's Transportation System Plan (TSP) as a "higher priority project".
  - b. Northern Portion of Boeckman Road
    - i. Current City policy states developers along Boeckman Road are responsible to develop their "local portion" of Boeckman Road (see Figure 1 above). Since most of the relevant Boeckman Road frontage and in-street utilities serve Frog Pond West, the responsibility for developing the "local portion" of the north side of Boeckman Road is the responsibility of the developers.
    - ii. Also under current City policy, developers may receive SDC credits for the remainder of the north side of Boeckman Road they will construct that exceeds the "local portion" of the road.
    - iii. Any oversizing of sanitary sewers installed by the developers along the northern portion of Boeckman Road is also subject to SDC credits.
2. Stafford Road (including sanitary sewer and water)
  - a. Western Portion of Stafford Road
    - i. As with the northern portion of Boeckman Road, developers in Frog Pond West developing adjacent to Stafford Road are responsible for the "local portion" of Stafford Road, including sanitary sewer and water. Any oversizing can be compensated through SDC credits.
  - b. Eastern Portion of Stafford Road
    - i. Under current City policy, the "local portion" of the east side of Stafford Road will be the responsibility of the developers of Frog Pond East adjacent to Stafford Road
3. Boeckman-Stafford Intersection
  - a. The intersection at Boeckman Road and Stafford Road is currently being developed in collaboration with the West Linn-Wilsonville School District. Upgrades to the northern portion of the intersection may be required in the future, at which time the City will explore funding options.
4. Neighborhood Park
  - a. The cost of the Neighborhood Park is the responsibility of developers within Frog Pond West because the City's Comprehensive Plan, the Parks and Recreation Master Plan, and the Parks SDC methodology require the cost of neighborhood parks to be the responsibility of the local neighborhood, and not borne by the entire City.
5. Linear Park
  - a. The cost of the Linear Park is accounted for in the Parks SDC and is included in the Parks and Recreation Master Plan, and so does not require any contribution from developers

beyond the standard Parks SDC. The City will be considering inclusion of this park in the upcoming five-year CIP as part of the fiscal year 2017 - 2018 budget development.

6. Boeckman Trail
  - a. Along with Linear Park, the Boeckman Trail is accounted for in the Parks SDC and is included in the Parks and Recreation Master Plan, and so does not require any contribution from developers beyond the standard Parks SDC. The City will be considering inclusion of this trail in the upcoming five-year CIP as part of the fiscal year 2017 - 2018 budget development.
7. Boeckman Bridge
  - a. Frog Pond West's costs for Boeckman Bridge are allocated based on the neighborhood's traffic demand (average daily trips or ADT).

This Funding Plan explores various options for funding some of the Master Plan projects for which funding (in whole or in part) is not currently accounted or else the particular project is of such size that no single developer is likely to have the resources to complete the project without assistance. The southern portion of Boeckman Road is accounted for in the Streets SDC and identified in the Transportation System Plan (TSP). The Linear Park and the Boeckman Trail are accounted for in the Parks SDC methodology, included in the Parks and Recreation Master Plan, and will be proposed for inclusion in the CIP.

The Master Plan projects which deserve additional funding consideration—due to their scale, cost, lack of an obvious funding source, or combination thereof—are: (1) the northern half of Boeckman Road; (2) Stafford Road; (3) the Neighborhood Park; and (4) Boeckman Bridge. Possible funding options for each project are discussed below.

## Master Plan Infrastructure Funding Options

Master Plan infrastructure such as Boeckman and Stafford Roads will need to be improved across many properties, and are too large and expensive for any single developer to complete alone. Therefore, in order to realize the goals of the Frog Pond Area Plan and the Master Plan, the City has a role to play in coordinating the provision and funding of that infrastructure, even if it does not take an active role in paying for the infrastructure. The sections below address various options for funding the four projects which either do not have any identified funding source or else are only partially funded. Again, those four projects are: (1) the northern half of Boeckman Road; (2) Stafford Road; (3) the Neighborhood Park; and (4) Boeckman Bridge.

## Boeckman Road Funding Options

Without a coordinated plan, Boeckman Road could build out in numerous phases, with each developer building only the frontage adjacent to his property, and the City having to decide whether to build the southern portion in coordination with each segment. A multi-phase build out of Boeckman Road is not desirable because it would: (1) result in multiple construction projects with increased travel disruptions and neighborhood impacts; (2) increase total costs; and (3) cause potential problems for achieving a consistent and attractive look to this important gateway street.

**Option 1: Seek to build out Boeckman Road in one phase**

The purpose of this option is to avoid the above drawbacks and entail the following City policies and actions:

- To incentivize private development of Boeckman Road in one phase, allow a developer to recover the cost of the developer’s “local portion” of Boeckman Road, for which the developer is currently responsible, through the formation of a reimbursement district (RD) that distributes the cost of the “local portion” to all properties throughout Frog Pond West (i.e. those not adjacent to Boeckman Road). Developers would need to commit the necessary time and effort towards the reimbursement district formation process for Boeckman or other roads, as the City is unable to do so.
  - Pursue Development Agreement(s) via negotiations with developers and the School District to effect complete road build out in a single phase.
  - Developer(s) build roads; private-sector road construction leads to significantly improved efficiencies and cost savings, which will benefit developers, the School District, and the City.
- Utilize existing improvements where possible to reduce costs.
- Set aside the funds necessary to complete south side of Boeckman, and include this cost in the City’s five-year CIP. Cost estimates completed to date have put this cost at \$1.26 million. However, additional design and cost estimation will be necessary, and recent interviews with developers suggest the cost could be higher.
- Consider other means to incentivize private sector development of the road project in the near-term.

**Option 2: Build Boeckman Road in more than one phase**

This option entails the following City policies and actions:

- Require developers to complete road along their frontage as well as the south side of Boeckman Road, with the cost of the southern portion contributed by the City. Private sector road construction will lead to savings, although less than would be the case in a single-phase project – benefiting developers and City.
- Utilize existing improvements where possible to reduce costs.
- Set aside the funds necessary to complete the south side of Boeckman; include in City’s five-year CIP, with City funds drawn down as individual projects take place.

**Stafford Road Funding Options**

A challenge with the construction of Stafford Road is that there is no certainty that Frog Pond East will develop in the near future and Stafford Road is currently under county jurisdiction. The area is outside the Urban Growth Boundary and is designated Urban Reserve. Therefore, owners of Frog Pond East properties cannot be required to pay the developer’s portion (east side) of Stafford Road infrastructure upgrades, which is estimated to be \$2.1 million.

**Option 1: Interim Stafford Road design**

This option would allow the two sides of Stafford Road to be built to different roadway standards:

- The west side would be built to the City’s adopted urban arterial section and be improved by Frog Pond developers once it is transferred to the city’s jurisdiction.
- The east side would receive minor improvements: the existing roadway design would be maintained, and a bike lane would be added. The purpose is to spare the City the expense of the full cost of an

urban arterial improvement, or complications associated with trying to recapture this cost given the uncertain timing of Frog Pond East.

### **Option 2: Seek to build out full arterial width as designed**

This option entails the following City policies and actions:

- Defer construction until Frog Pond East is better defined, and can be a planning and financial partner.
- Set aside additional funds if needed and available within City CIP, as traffic and development demands warrant.

### **Other Options for Stafford Road**

Other options include:

- Accept payment from developers in Frog Pond West for their “local portion” of Stafford Road in lieu of requiring developers to build their “local portion;” however, still require developers to build required sewer and water infrastructure.
- Create an advance reimbursement district prior to construction in order to capture the local developer cost responsibility from all properties within Frog Pond West. This option will ensure that project costs are equitably allocated.
- Create one or more reimbursement districts to recover the local developer cost responsibility as projects are completed. The reimbursement districts could recapture upfront costs paid by either developers or the City. The development timing of Frog Pond East is uncertain, reimbursement fees are typically paid at the time when new development connects to infrastructure, and reimbursement districts may expire after 10 year; therefore, it is not certain under this option whether the party that initiates a reimbursement district (developers or the City) would receive full or even substantial reimbursement.
- Pursue County support for improvements.

Figure 2 below illustrates several aspects of potential funding options for Boeckman and Stafford Roads. The amounts shown in Total Project Cost A represent the cost estimates if completed by the City/public sector assuming prevailing wage rates approved by the State’s Bureau of Labor and Industries (BOLI).

The allocation per door with no reimbursement district assumes that the “local portion” of Boeckman and Stafford Roads are funded by developers of properties adjacent to those facilities. The cost per door is \$15,619 and \$13,135 respectively, because these properties are permitted for 102 and 170 lots, respectively. The allocation per door with reimbursement districts assumes that the cost of each road improvement is dispersed throughout Frog Pond West and allocated among 452 lots (assuming an 80 percent build out). This dispersal significantly reduces the cost per door and equitably allocates these costs. The City would need to support the establishment of one or more reimbursement districts for these improvements. Again, developers’ ability to recover their “local portion” costs through reimbursement districts is to incentivize developers to build the roads in one phase. If no developer agrees to build Boeckman Road in one phase, then a reimbursement district will not be provided. The same is true for Stafford Road.

The amounts shown in Total Project Cost B represent the cost estimates if these projects were completed by the private sector. Third-party engineers and City staff have stated that developers could likely build these projects at a 20 to 30 percent savings compared to the City’s cost; the table below assumes a 25

percent savings. Allocations per door assuming private-sector construction are shown further below, in Figure 3.

**Figure 2. Street and Underground Utility Developer Cost Responsibility Summary**

Projects (Includes underground utilities)	Total Project Cost A if public sector completes (excludes SDC Credits)	Allocation Per Door				Total Project Cost B if private-sector developer completes (25% savings)
		No Reimbursement District		With Reimbursement District		
		# Doors	Amount	# Doors	Amount	
Boeckman Road	\$1,593,100	102	\$ 15,619	452	\$ 3,524	\$ 897,000
Stafford Road	\$1,782,930	170	\$ 13,135	452	\$ 4,941	\$ 1,480,000
<b>Total</b>	<b>\$3,376,030</b>				<b>\$8,465</b>	<b>\$ 2,377,000</b>

## Neighborhood Park Funding Options

As stated above, both the Linear Park and Boeckman Trail are eligible to use Park SDC funding, including SDC credits, because they are considered to be “regional” park facilities per the City’s Parks & Recreation Master Plan and SDC methodology. However, the Neighborhood Park is not eligible to use Park SDCs or Park SDC credits as a funding resource.

It is very unlikely that any single or group of developers/property owners will have the financial wherewithal to complete the Neighborhood Park project. Therefore, the estimated \$2.34 million cost of the Neighborhood Park requires another funding source. This Funding Plan recommends closing the funding gap with a Supplemental Parks SDC (SPSDC). By implementing a SPSDC, the development of the Neighborhood Park will minimize the impact on funding for parks projects elsewhere in the City. The use SPSDCs should be as follows:

- Acquire needed land. Work proactively with the School District (and/or property owners as necessary) to acquire land in exchange for SPSDC credits, or other compensation identified in a development agreement.
- Complete park improvements. Consider building the Neighborhood Park when residential build-out reaches a target, such as 50 percent. Work proactively with the School District, developers, and property owners willing and able to make park improvements in exchange for SPSDC credits.

The estimated SPSDC is \$5,179. This is calculated by allocating the total cost of the Neighborhood Park (\$2.34 million) between 452 homes (representing an 80 percent build out, in order to provide a financial buffer against a potential under-build).

## Boeckman Bridge Funding Options

Traffic generated by Frog Pond West is expected to make up a modest portion of the total traffic carried by the Bridge. The average daily trips (ADT) forecast for the bridge in 2035 is 12,750. Frog Pond West’s 571 housing units are expected to generate 1,170 ADT over the bridge, or 9.2 percent of the total forecast ADT.

At 80 percent development, or 452 units, the ADT is expected to amount to 7.3 percent of the total. The school is estimated to generate 645 ADT, or 5.0 percent of the total. In total, the estimated ADT generated by Frog Pond West, at full build out, is 1,815, or 14.3 percent of total forecasted trips.

The total cost estimate for the bridge is \$14.0 million. To date, the City has considered a variety of funding sources for the bridge, including city-wide SDCs/CIP, a supplemental charge based on proportional impact (ADT), and urban renewal (although the use of urban renewal would require a “substantial amendment” to one the City’s urban renewal plans).

If the City captures a proportional share of bridge funding from Frog Pond West, a supplemental charge (Supplemental Streets SDC or SSSDC) appears to be the most likely tool. The amount to be raised by the SSSDC by housing development in Frog Pond West would be 9.2 percent of the total, divided equally between 571 units.<sup>3</sup> For each \$1 million of “net” bridge cost, the SSSDC would be \$161 (9.2 percent times \$1,000,000 divided by 571 housing units). The actual SSSDC will depend on the net unfunded cost of the bridge, for example:

- If \$2 million of funding is needed, the SSSDC per unit would be \$322
- If \$10 million of funding is needed, the SSSDC per unit would be \$1,610
- If \$14 million of funding is needed, the SSSDC per unit would be \$2,254

The estimated contribution by the School District is approximately five percent of the net unfunded cost, however, details regarding the District’s precise share have yet to be worked out.

## Summary of Options and Recommendations

### Boeckman Road

Development and funding options for Boeckman Road include:

1. Build out Boeckman Road in one phase by incentivizing a private developer with a reimbursement district that allows for recovery of the developer’s “local portion” of Boeckman Road from all of Frog Pond. Work with the School District to contribute its “local portion” to the cost of building Boeckman Road. The south portion of road construction costs for Boeckman Road, which is a City responsibility with an estimated cost of \$1.26 million, will be constructed within this development option.
2. If developers, the School District, and the City are unable to agree to a single-phase project, build Boeckman Road in more than one phase, requiring developers to complete construction along their frontage without any reimbursement, together with the southern portion of the road (funded by the City with set-aside of CIP monies).
  - o As stated, this alternative does not include the creation of a reimbursement district to distribute “developer responsibility” costs to other properties in Frog Pond West.

<sup>3</sup> These calculations, including SSSDC amount, are the same if both development and ADT are reduced to 80 percent of the full build-out values (i.e., 452 units and 7.3 percent of ADT) since a smaller share of traffic impact would be divided among a proportionately smaller number of units. Since transportation analysis was completed assuming full build out, the figure 571 housing units is used here.

### Stafford Road

Development and funding options for Stafford Road include:

1. If construction of Stafford Road must occur prior to the ability for the east side portion of the project to be built to the City's urban design standard. Seek to construct Stafford Road as a single-phase project to an interim design standard with urban arterial on the west side and minor improvements on the east side utilizing development agreements with the adjacent property owners.
  - o Establish a reimbursement district to distribute the local "developer responsibility" costs to developers throughout Frog Pond West with the collected funds reimbursed to the developer(s) incurring the road construction costs (the City may be the developer).
2. Seek to build the full arterial project, designed to the City's current urban standard, in a single phase.
  - o Consider establishing an advance reimbursement district to distribute the local "developer responsibility" costs to developers throughout Frog Pond West with the collected funds reimbursed to the developer(s) incurring the road construction costs (the City may end up being the developer).
  - o Defer construction until Frog Pond East can be a partner.
  - o Secure funding for eastern half of the project costs from Frog Pond East.
3. If developers, School District, and the City are unable to agree to a single-phase project, build Stafford Road in more than one phase, requiring developers to complete construction along their frontage only, together with minor requirements on the east side.
  - o This alternative does not include the creation of a reimbursement district to distribute "developer responsibility" costs to other properties in Frog Pond West. Pursue County financial support for improvements.

### Parks

As described above, the City should establish a Supplemental Park SDC (SPSDC) of \$5,179 to fund acquisition of park land and park improvements within FPW. The City should:

- o Use SPSDC receipts to take the lead on land acquisition and park improvements.
- o Work with property owners, developers, and the School District who may be willing and able to dedicate park land and make park improvements in exchange for SPSDC credits.
- o Establish a policy for the timing of park development based on the build-out of Frog Pond West, such that park improvements will commence when a given percentage of lots within FPW are approved or SPSDCs have been paid, e.g., 50 percent of lots.

### Boeckman Bridge

If the City is unable to fully fund the Boeckman Bridge project from Street SDCs, urban renewal (which would require a substantial amendment), and or other resources, the City should establish a Supplemental Street System Development Charge (SSSDC) in an amount that is proportional to the amount of net funding needed for the bridge, and proportional to the average daily trips (ADT) generated by Frog Pond West and others.

As described above, an SSSDC of \$161 (9.2 percent times \$1,000,000 divided by 571 housing units) for each \$1 million of unfunded bridge costs is estimated for each housing unit within FPW. The actual SSSDC will depend on the estimated cost of the bridge, net of estimated funding from other sources. For example:

- If \$10 million of funding is needed, the SSSDC per unit of housing in FPW would be \$1,610

- If \$14 million of funding is needed, the SSSDC per unit of housing in FPW would be \$2,254

Additionally, the School District should contribute an amount proportional to their estimated ADT's to the net funding amount needed for the bridge.

### Total Costs per Door

If the City creates a Supplemental Parks SDC, Supplemental Street SDC, and reimbursement districts for Boeckman Road and Stafford Road, the total cost per door is approximately **\$15,254** (assuming \$10 million unfunded for Boeckman Bridge). This cost is in addition to the standard SDCs the City requires for streets, sanitary sewer, water, stormwater, and parks. This additional cost of \$15,254 may be reduced to approximately **\$13,138** if Boeckman Road and Stafford Road are built by a private-sector developer.

Figure 3 below summarizes the cost per door for the funding plan options described above, including SPSPDCs, SSSDCs, and allocations for Boeckman and Stafford Roads. The SPSPDC has been calculated consistent with the \$2.34 million cost for the Neighborhood Park. The SSSDC below assumes that Frog Pond West pays its pro rata share of a net \$10 million bridge cost.

Several different options are shown for Boeckman and Stafford Roads, and the cost per door will depend on whether reimbursement districts are applied throughout Frog Pond West, and whether the roads are built by the public or private sector. A total cost per door for Boeckman and Stafford Road reimbursement districts is shown; no such total is shown with no reimbursement districts since most properties would not pay for both improvements.

**Figure 3. Costs Per Door for SPSPDC, SSSDC, Boeckman and Stafford Road**

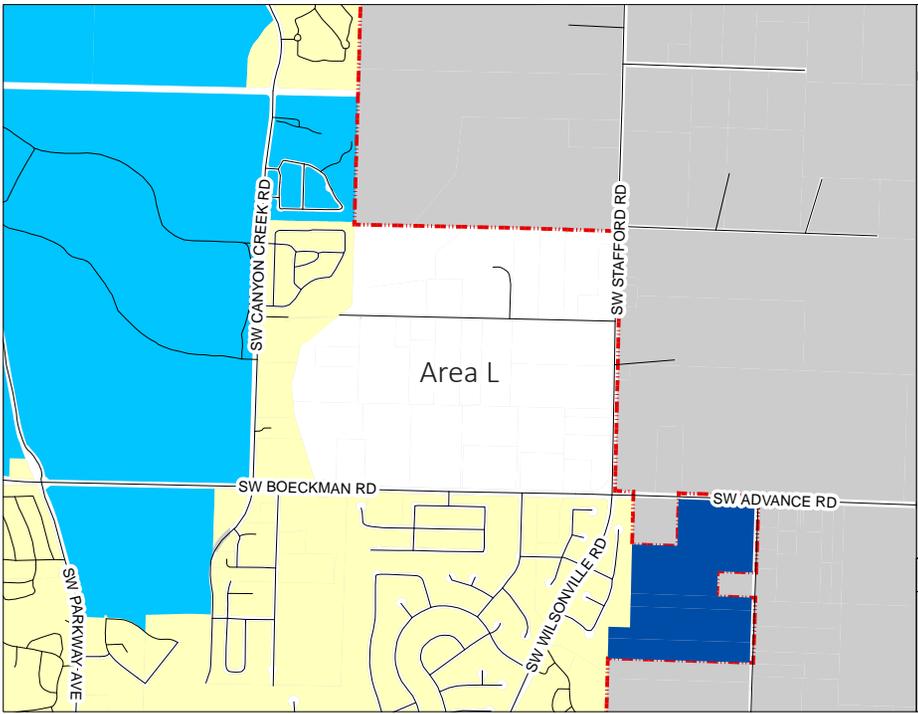
Projects  (Street projects include relevant underground utilities)	Allocation Per Door					Estimated project cost savings if Private Sector developer completes (25%)
	Additional Cost Per Door	No Reimbursement District		With Reimbursement Districts		
		If Built at Public Sector Cost Estimate	If Built at Developer Cost Estimate	If Built at Public Sector Cost Estimate	If Built at Developer Cost Estimate	
Supplemental Parks SDC (SPSPDC)	\$ 5,179	NA	NA	NA	NA	NA
Boeckman Bridge Surcharge ( <i>per example</i> )	\$ 1,610	NA	NA	NA	NA	NA
Boeckman Rd (102 units)	-	\$ 15,619	\$ 11,714	\$ 3,524	\$2,643	\$ 897,000
Stafford Rd (170 units)	-	\$ 13,135	\$ 9,851	\$ 4,941	\$3,706	\$ 1,480,000
<b>Total</b>	<b>\$ 6,789</b>			<b>\$ 8,465</b>	<b>\$ 6,349</b>	<b>\$ 2,377,000</b>

### Other Tools and Options

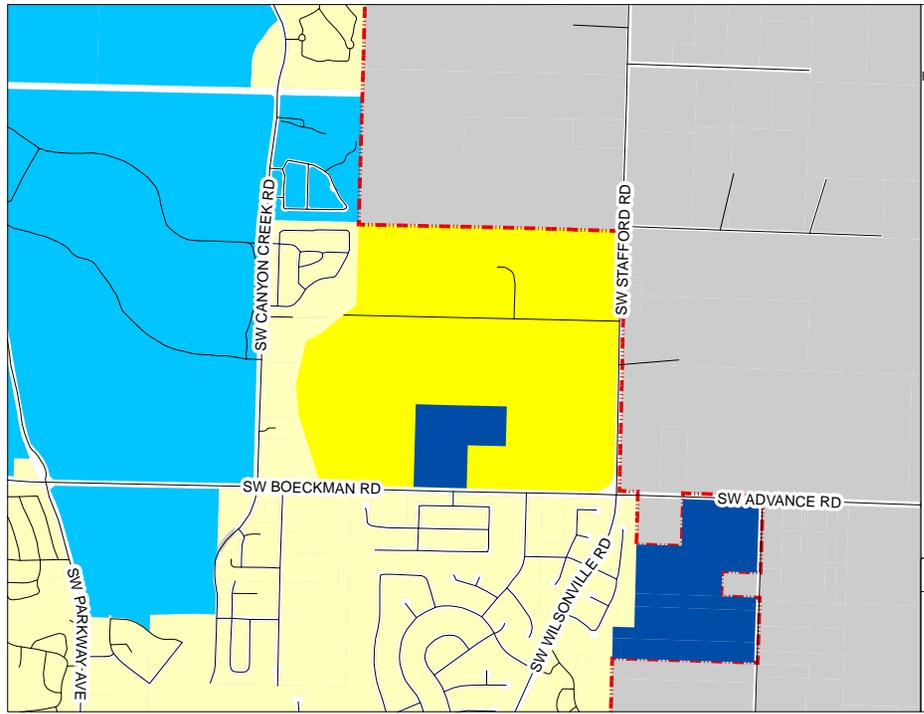
Additional tools and options have been discussed with participants in the funding plan process. These may be considered as the City moves toward a final Infrastructure Funding Plan and development agreements. They include:

- Flexibility in the requirement to build the local street portion of Boeckman and Stafford in exchange for other project contributions made by developers. Examples include fees paid in lieu of construction and participation in Reimbursement Districts building more than solely a development's frontage.
- Use of sewer and water SDC funds to pay for the part of the sewer and water of Boeckman and Stafford Road improvements within the "local portion" of the improvements by forming a city administered reimbursement district.

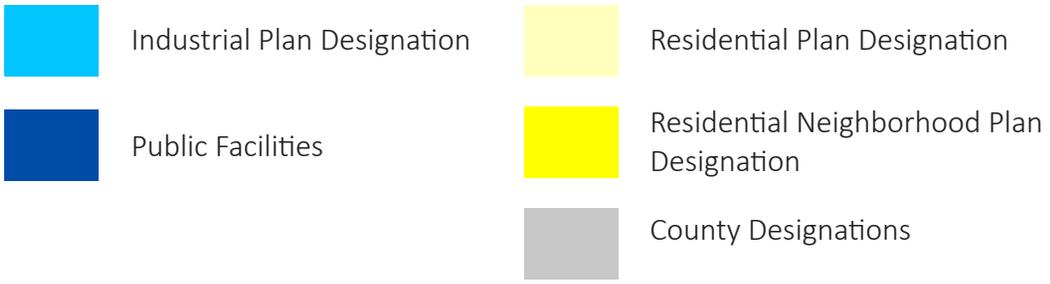
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**Existing Comprehensive Plan**



**Proposed Comprehensive Plan**





**Existing SROZ**



**Proposed SROZ**

 Significant Resource Overlay Zone (SROZ)



City of Wilsonville

# Comprehensive Plan

*Draft Amendments Supporting the Frog Pond West Master Plan  
December 5, 2016*



**Updated July 2013**

**CITY OF WILSONVILLE  
COMPREHENSIVE PLAN**

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**The Wilsonville Comprehensive Plan was revised in entirety and adopted by City Council Ordinance No. 517 on October 16, 2000. It has been amended since then by the ordinances below. These ordinances have been incorporated into the January 2013 Comprehensive Plan.**

<b>Ordinance #</b>	<b>Description</b>	<b>Adoption Date</b>
742	Wilsonville Residential Land Study	5/19/14
718	2013 Transportation System Plan (Replaces prior Transportation Systems Plan)	9/6/12
707	Water System Master Plan ( <i>Replaces all prior Water System Master Plans</i> )	9/6/12
700	Stormwater Master Plan ( <i>Repeals Ordinance No. 515</i> )	2/23/12
676	Accessory Dwelling Units	3/3/10
674	Metro Title 13 (Nature in Neighborhoods) Compliance	11/16/09
671	Transportation-related amendments	11/16/09
653	Transit Master Plan	7/7/08
638	Statewide Planning Goal 9: Economic Opportunities Analysis	12/3/07
637	Coffee Creek 1 Master Plan	10/15/07
625	Parks and Recreation Master Plan	9/17/07
623	Bicycle and Pedestrian Master Plan	12/20/06
609	Villebois Village Master Plan Amendments	5/15/06
610	Public Works Standards	5/1/06
594	Villebois Village Master Plan Amendments	12/3/05
574	Reduction of Allowable Commercial Uses in Industrially-Zoned Land	11/1/04
573	Memorial Parks Trails Master Plan	9/20/04
571	Wastewater Facility Plan	8/30/04
566	Villebois Village Master Plan Amendment	6/21/04
556	Villebois Village Master Plan (adoption of)	8/18/03
552	Transportation Systems Plan	6/2/03
555	Villebois Village Concept Plan - Comprehensive Plan Map amendment	6/2/03
554	Villebois Village Concept Plan text amendment	6/2/03
553	Villebois Village Concept Plan (adoption of)	6/2/03
549	Metro Title 5 Compliance	10/21/02
531	Water System Master Plan ( <i>Replaced by Ordinance No. 707, adopted 9/6/12</i> )	1/24/02
530	Wastewater Collection System Master Plan	7/17/01
515	Stormwater Master Plan ( <i>Repealed by Ordinance No. 700, adopted 2/23/12</i> )	6/7/01
516	Natural Resources Plan	6/7/01
<u>No.</u>	<u><a href="#">Frog Pond West Master Plan</a></u>	<u>Date</u>

Supporting Documents:

All of the following documents, including amendments that may subsequently be made, should be considered to be supportive of the contents of the Comprehensive Plan. However, only those documents that have been specifically adopted by the City Council as part of this Comprehensive Plan, or implementing this Plan, shall have the force and effect of the Plan.

- Bicycle and Pedestrian Master Plan (Replaces Chapter 5 of Transportation Systems Plan) (2006)
- Capital Improvements Plan Summary Findings and Recommendations (on-going),
- Coffee Creek 1 Master Plan (2007)
- Development Code (Chapter 4 of the Wilsonville Code) and other implementing City ordinances.
- Federal Emergency Management Agency Floodway and Flood Insurance Rate Maps (2008)
- Guidelines for a Water Wise Landscape (1998)
- Master Public Facilities and Capital Improvements Plan (on-going).
- Memorial Park Trails Plan (2004)
- Metro's Region 2040 program (1995), Regional Framework Plan (1997), Urban Growth Management Functional Plan (1997) and subsequent titles (chapters), Regional Transportation Plan (RTP) and supporting documents (including the Regional Housing Needs Analysis, 1997).
- Metro's Title 13 (Nature in Neighborhoods) compliance (with Metro's Urban Growth Management Functional Plan)
- Natural Resource Plan and supporting documents (2001)
- Parks and Recreation Master Plan (2007)
- Physical Inventory – The Natural Environment Research/Analysis (1979)
- Public Works Standards (2006)
- Statewide Planning Goal 9: Economic Opportunities Analysis (2007)
- Statewide Planning Goals and Guidelines, as amended. Please see the end of this Introduction section for a list of the Statewide Planning Goals.
- Stormwater Master Plan (2012)
- Street Tree Study (1998)
- Transit Master Plan (Replaces Chapter 6 and Chapter 8 of the 2003 Transportation Master Plan) (2008)
- Transportation Systems Plan (2003) and supporting documents.
- Urban Renewal Plan (1993)
- Villebois Village Concept Plan (2003)

- Villebois Village Master Plan (2006)
- Wastewater Collection System Master Plan (2001)
- Wastewater Facility Plan (2004)
- Water Moratorium and Public Facility Strategy Information (1998 – 2000)
- Water Supply Study Report (1997)
- Water System Master Plan (2012)
- West Side Master Plan (1996)
- Wilsonville Residential Land Study (2014)
- Frog Pond Area Plan (2015)
- Frog Pond West Master Plan (2017)

## PROCEDURES

### How to Use the Plan

The purpose of this Plan is to guide the physical development of the City. Following this introduction, the text of the Plan is presented in four major sections that provide a framework for land use decisions. The four sections are:

- A. Citizen Involvement – this section describes the City’s on-going citizen involvement program.
- B. Urbanization – this section defines where and when urban level development will be permitted and recognizes Metro’s authority relative to the regional urban growth boundary.
- C. Public Facilities and Services – this section determines what facilities and services must be available to support urban development, and therefore, further defines when development can occur.
- D. Land Use and Development – this section determines future zoning and how a parcel of land may be developed. It provides basic standards for residential, public, commercial, and industrial uses and establishes general planning districts for each of these types of uses. The planning districts are visually represented on a land use map.

This Plan consists of general background and explanatory text, City of Wilsonville Goals, Policies, Implementation Measures, and a Plan Map. When any ambiguity or conflict appears to exist, Goals shall take precedence over Policies, Implementation Measures, text and Map; Policies shall take precedence over text, Implementation Measures, and Map. The land use map is only a visual illustration of the intent of the Plan. Therefore, the lines separating uses on the map are not rigid and inflexible. The lines for residential districts do, however, provide a basis

URBAN GROWTH BOUNDARIES

\*\*\*

**Policy 2.2.1. The City of Wilsonville shall plan for the eventual urbanization of land within the local planning area, beginning with land within the Urban Growth Boundary.**

\*\*\*

Implementation Measure 2.2.1.e Changes in the City boundary will require adherence to the annexation procedures prescribed by State law and Metro standards. Amendments to the City limits shall be based on consideration of:

1. Orderly, economic provision of public facilities and services, i.e., primary urban services are available and adequate to serve additional development or improvements are scheduled through the City's approved Capital Improvements Plan.
2. Availability of sufficient land for the various uses to insure choices in the marketplace for a 3 to 5 year period.
3. Statewide Planning Goals.
4. Applicable Metro Plans;
5. Encouragement of development within the City limits before conversion of urbanizable (UGB) areas.
6. Consistency with legislative Master Plans and other applicable provisions of the Comprehensive Plan and Development Code.

\*\*\*

created by development. If, however, school facilities and/or services were determined to be severely inadequate and the school districts unable to provide satisfactory improvement, then growth limitations would be appropriate.

### Parks/Recreation/Open Space

Parks and recreational facilities in and around Wilsonville are provided for by the City, County, State and local school districts. The City's close proximity to Portland provides local residents with numerous recreational and entertainment opportunities provided throughout the metropolitan area, all within a 30 to 40 minute drive. Even the ocean beaches, Mt. Hood and other Cascade Mountains and several campgrounds, rivers and lakes are close at hand, within a couple of hours drive, thus providing an abundance of recreational activities.

Within the City, recreational planning is coordinated with the West Linn-Wilsonville School District. The District provides traditional physical education programs as part of their regular school curriculum plus competitive sports programs in the upper grade levels. Other youth sports programming is provided by the City and a variety of non-profit organizations. The School District's community education program also provides recreational programs for both youth and adult activities and coordinates the use of District facilities.

As the City continues to grow, additional facilities and services will need to be developed.

The following Park and Recreation policies are further supported by policies in the Land Use and Development Section of the Comprehensive Plan regarding the natural environment, natural resources, and general open space.

The 1971 General Plan and the 1988 Comprehensive Plan sought to:

1. Preserve the natural integrity of the Willamette River. Provide for frequent contact with the river. Encourage development of an adequate park and recreation system which would contribute to the physical, mental and moral health of the community.
2. Encourage the school/park concept as a basic feature of the park element of the Plan.
3. Develop parks and open spaces where the land and surrounding development make it least suited for intensive development.
4. Develop an extensive system of trails along stream courses and power line easements.
5. Encourage early acquisition of recreation sites to protect them from development and to reduce the public cost of acquiring the land.

6. Encourage commercial recreation carefully sited within, or adjacent to, other uses.

These standards recognize the importance of an adequate park and recreation system to the physical, mental and moral health of the community. They also represent a common-sense approach to parks planning and are, therefore, reaffirmed by this Plan. The Park and Recreation system envisioned is a combination of passive and active recreational areas including specified park lands, schools, and linear open spaces in both public and private ownership. It is a basic premise of this Plan that the availability of conveniently located open recreational spaces is more important than the form of ownership.

In planning for such a system, it is helpful to classify the individual components (neighborhood parks, community parks, Greenway, etc.) which will or could comprise the park system. In addition, the establishment of a reasonable acquisition and development program requires a listing of priorities and a guide to desirable service levels. To maximize effectiveness, however, the actual development of such a system requires relating the provision of facilities and services to the particular needs and recreational desires of the residents to be served.

In recognition of Statewide Planning Goals and to provide a framework for development of park and recreation facilities, the following policy and implementation measures have been established:

**Policy 3.1.11 The City of Wilsonville shall conserve and create open space throughout the City for specified objectives including park lands.**

Implementation Measure 3.1.11.a Identify and encourage conservation of natural, scenic, and historic areas within the City.

Implementation Measure 3.1.11.b Provide an adequate diversity and quantity of passive and active recreational opportunities that are conveniently located for the people of Wilsonville.

Implementation Measure 3.1.11.c Protect the Willamette River Greenway from incompatible uses or developments.

Implementation Measure 3.1.11.d Continue the acquisition, improvement, and maintenance of open space.

Implementation Measure 3.1.11.e Require small neighborhood parks (public or private) in residential areas and encourage maintenance of these parks by homeowner associations or other entities as deemed appropriate by the City.

Implementation Measure 3.1.11.f Maintain and develop the current park system for centralized community-wide park facilities, but emphasize the future acquisition of small parks in localized areas.

Implementation Measure 3.1.11.g Where appropriate, require developments to contribute to open space.

Implementation Measure 3.1.11.h Protect residents from bearing the cost for an elaborate park system, excessive landscape maintenance, and excessive public facility costs.

Implementation Measure 3.1.11.i Develop limited access natural areas connected where possible by natural corridors for wildlife habitat and watershed and soil/terrain protection. Give priority to preservation of contiguous parts of that network which will serve as natural corridors throughout the City for the protection of watersheds and wildlife.

Implementation Measure 3.1.11.j Identify areas of natural and scenic importance and where appropriate, extend public access to, and knowledge of such areas, to encourage public involvement in their preservation.

Implementation Measure 3.1.11.k Protect the river-connected wildlife habitat.

Implementation Measure 3.1.11.l Encourage the interconnection and integration of open spaces within the City and carefully manage development of the Willamette River Greenway.

Implementation Measure 3.1.11.m Provide for legal public access to the river only through and within the City parks, right-of-ways, easements, or other public property.

Implementation Measure 3.1.11.n Park classifications and standards shall be developed to guide a program for acquisition and development of a park and open space system to insure an adequate supply of usable open space and recreational facilities, directly related to the specific needs of the local residents.

Implementation Measure 3.1.11.o Individual park and recreational sites, as defined by the parks and open space standards and classification system will be developed according to the following priorities:

1. Where possible, facilities within a park should be adjusted to meet the needs and desires of the local residents and the characteristics of the site. Park and/or recreational facilities in demand and least supply should receive the highest priorities.
2. Parks should be planned to insure maximum benefit to the greatest number of local residents. For this reason, acquisition and development of community level parks should be given the highest park priority.
3. Development of additional neighborhood Parks will have a lower priority for public funding, except where a higher priority is established for a specific area by a legislative Master Plan or other provision of the Comprehensive Plan. To assure localized benefit, development and maintenance of neighborhood parks

shall continue to be accomplished through homeowner associations or other entities as deemed appropriate by the City.

4. Small neighborhood parks have the lowest development priority and should be supplied at public expense only if an area is determined to be isolated from access to other parks, or where deemed to be needed by a legislative Master Plan, or where space is extremely limited, and the park is supported by the adjacent neighborhood the park is serving. Maintenance of such parks should be assigned to a homeowners' association or other neighborhood organization or the City. Small neighborhood parks tend to benefit a very localized population. It is, therefore, the intent of these standards to assign, where possible or appropriate to specific areas, the financial burden of maintenance and even development to those that benefit the most. In addition, a significant factor affecting maintenance costs is one of transporting equipment from park to park. Therefore, by concentrating public maintenance efforts to a few community parks, efficient use of maintenance dollars can be maximized.
5. Provision of regional park facilities will only be considered as an inter-jurisdictional project; and should have a low priority unless unusual circumstances arise.
6. The City will encourage dedication or acquisition of land for parks and other public purposes in excess of lands needed to satisfy immediate needs.

Implementation Measure 3.1.11.p New developments shall be responsible for providing specified amounts of usable on-site open space depending on the density characteristics and location of the development, considering the provisions of applicable legislative Master Plans. Where possible, recreational areas should be coordinated with and complement Willamette River Greenway, and other open space areas identified as environmentally sensitive or hazardous areas for development.

Implementation Measure 3.1.11.q All development within the Willamette River Greenway shall be controlled through the conditional use permit process and shall be subject to Design Review approval.

It is the reasoning of these policies that the need for open space is closely related to density. There is a relationship between the amount of interior space provided within living units and the desire for outdoor space. That is, if the interior living space creates a confined or crowded feeling, the availability of outdoor space becomes more important than if the interior area is spacious and comfortable. Therefore, while standards for open space will be set, they may be adjusted based on individual site design characteristics. The standards further recognize the value of urban land for development and attempts to reasonably balance the need for open or recreational space with competing uses.

The West Linn – Wilsonville School District currently provides recreational facilities and programs for City residents. They have developed facilities at Wood Middle School and at Wilsonville High School. These facilities and services are considered a vital part of the City's park and recreational system.

**TRANSPORTATION**

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**GOAL 3.2: To encourage and support the availability of a variety of transportation choices for moving people that balance vehicular use with other transportation modes, including walking, bicycling and transit in order to avoid principal reliance upon any one mode of transportation.**

**Policy 3.2.1 To provide for safe and efficient vehicular, transit, pedestrian and bicycle access and circulation.**

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Implementation Measure 3.2.2 The City may adopt street demonstration plans and other illustrative guidance to street, bicycle and pedestrian connectivity, and require development to show consistency with those plans.

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RESIDENTIAL DEVELOPMENT

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**Policy 4.1.4 The City of Wilsonville shall provide opportunities for a wide range of housing types, sizes, and densities at prices and rent levels to accommodate people who are employed in Wilsonville.**

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Implementation Measure 4.1.4.c Establish residential areas that are safe, convenient, healthful, and attractive places to live while encouraging variety through the use of planned developments and clusters and legislative Master Plans.

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Implementation Measure 4.1.4.u To provide variety and flexibility in site design and densities, residential lands shown on the Land Use Map and legislative Master Plans of the Comprehensive Plan have been divided into districts, with different density ranges for each district. In all residential developments, other than those that are so small that it is not mathematically feasible to achieve the prescribed minimum density, the 80% minimum shall apply. The following density ranges have been prescribed for each district:

- Density: 0-1 units/acre
- 2-3 units/acre
- 4-5 units/acre
- 6-7 units/acre
- 10-12 units/acre
- 18-20 units/acre

Densities may also be defined for specific areas in legislative Master Plans.

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Implementation Measure 4.1.4.v Site development standards and performance criteria have been developed for determining the approval of specific densities within each district. Densities may be increased through the Planned Development process to provide for meeting special needs (e.g., low/moderate income, elderly, or handicapped). Site development standards, performance criteria, density flexibility and other standards may be established for specific areas in legislative Master Plans.

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Implementation Measure 4.1.4.cc In order to encourage originality, flexibility, and innovation in land development, and minimize monotonous standardized subdivisions, all subdivisions over two acres in size require Planned Development review (P.D.R.). Multi-plexes and single-family attached units may also be approved as part of a planned development.

Implementation Measure 4.1.4.dd Continue the development of a renewal program to update/upgrade the "Old Town" area of Wilsonville.

### RESIDENTIAL PLANNING DISTRICTS SHOWN ON THE LAND USE MAP OF THE COMPREHENSIVE PLAN

#### Density (0-1 du/ac)

The purpose of this district is to provide for very low density housing areas to satisfy individuals desiring to own a large lot within an urban setting. This district recognizes and protects existing and future large-lot developments within the City. This density would generally fall under the PDR-1 zoning district category as outlined in the Development Code.

The following areas should be designated and developed at this density:

1. Areas which are currently developed at suburban densities and where little need exists for redevelopment.
2. Areas where transportation is limited to minor collector and local streets, and where high volume traffic would create safety problems.
3. Areas where sensitivity to the natural environment or natural hazards warrant a reduced density.

#### Density (2-3 or 4-5 du/ac)

The purpose of this district is to provide for low density residential areas. The 2-3 du/acre density would generally fall under the PDR-2 zoning district category as outlined in the Development Code. The 4-5 du/acre density would generally fall under the PDR-2 and PDR-3 (or other categories that could work out to this level of density) zoning district category as outlined in the Development Code.

The following areas should be designated and developed at this density:

1. Areas with access to a minor arterial, collector, or local streets. However, direct vehicular access from individual lots onto a minor arterial will be restricted.
2. Undeveloped areas adjacent to existing lower density developments, or near the fringe of the Urban Growth Boundary.

3. Areas where sensitivity to the natural environment or natural hazards warrant a reduced density.

#### Density (6-7 or 10-12 du/ac)

The purpose of this district is to ensure an efficient use of urban land by providing for the development of medium density housing areas. This density would generally fall under the PDR-3 and PDR-4 (or other categories that could work out to this level of density) zoning districts category as outlined in the Development Code.

The following areas should be designated and developed as urban medium density:

1. Areas with access to a major or minor arterial or collector street. Siting should not, however, result in significant traffic impacts through lower density residential areas.
2. Areas located near or adjacent to commercial areas, employment centers and/or mass transit routes.
3. Areas adjacent to urban lower density developments or planning districts.

Permitted uses in this district typically include single family dwellings, whether detached or attached, accessory dwelling units, multi-family dwellings, including duplexes and tri-plexes, and mobile home parks or subdivisions, multi-family developments, including duplexes and multi-plexes and mobile home parks or subdivisions, will be subject to Development Review approval.

Neighborhood or convenience commercial uses may be permitted as part of a Planned Development but should be integrated into the design of the surrounding residential development, i.e., first floor of multi-story structure or similar design as residential units. Such commercial developments shall be limited to locations where there is clearly demonstrated local need. All such uses shall be subject to Development Review approval.

#### Density (18-20 du/ac)

The purpose of this district is to provide for efficient use of land near the major commercial or employment centers by providing for high-density residential development. It is a further purpose of this district to encourage mixed uses in commercial areas. This density would generally fall under the PDR-6 and PDR-7 (or other categories that could work out to this level of density) zoning district categories as outlined in the Development Code.

The following areas may be designated urban high-density residential:

1. Areas located on major or minor arterials and where such development will not result in significant traffic impacts through low- or medium-density residential areas.

2. Areas located within or adjacent to major shopping centers, employment centers and/or adjacent to mass transit routes.

Because of the land use intensity allowable in this district, the zoning will be restricted to a Planned Development review.

All developments will be subject to Development Review Board approval, including lot sizes, setbacks, open space, and parking requirements. Where feasible, under-structure parking will be encouraged on structures over two (2) stories in height.

### Residential – Village

See the Compact Urban Development section of this Plan for the description of the Residential – Village designation.

### Residential – Neighborhood

See the Residential Neighborhood section of this Plan for the description of the Residential – Neighborhood designation.

## ENVIRONMENTAL RESOURCES AND COMMUNITY DESIGN

At a glance, most land appears to be much the same as the lands surrounding it, with the exception of obvious differences such as topography and vegetation. However, a more detailed analysis can reveal distinct differences in the land composition and physical characteristics of nearly any two adjacent parcels of land. These differences can affect the overall suitability of a particular parcel of land for various types of land use. Each piece of land has a natural land use intensity potential which results from variations in its physical features and their interrelationships with natural processes, such as:

1. Underlying geological deposits and associated characteristics.
2. Types of surface soils and associated characteristics.
3. Water, the hydrologic cycle and natural drainage.
4. Slope of the land.
5. Vegetative cover (type, size, and location).
6. Weather conditions.
7. Character of adjoining natural features and developments.

Certain combinations of these natural features and processes can create inherently hazardous or unstable conditions which have special significance to humans and their land use activities. These conditions, referred to as natural hazards, are more appropriately labeled physical or natural limitations and occur in the form of:

1. Flood plains and wetlands
2. Runoff and erosion potentials.
3. Soil instability, including landslides, settlement, shrink/swell potential and earthquakes.

Full compliance with these standards could result in some development constraints with the City and at a minimum could require installation of air pollution control devices on some industries. Air quality will remain a concern as urban development occurs.

Similarly, water quality is regulated by Federal Standards enforced by DEQ at the State level. For example, the City's sanitary sewer treatment system is monitored to insure compliance with DEQ wastewater discharge standards.

The major source of noise pollution within the City is the I-5 Freeway. Other noticeable sources include boats on the river and trains passing through town.

In recognition of the noise conflicts with the Freeway and railroad tracks, the City has made an effort to minimize the location of residential development adjacent to the Freeway or tracks. In addition, site design and sound control devices, i.e., berms and walls can be used to reduce noise conflicts.

In considering the overall character of the community, it is important to look to the past. As a community develops, it should not discard its past for the sake of the future. Historic features provide a link with the past and add character and variety to the community's design.

The Statewide Inventory of Historic Sites and Building identifies one historic site in the City, the Boones Ferry Landing Site. There is no physical evidence of this landing site, except that Boone's Ferry Road terminates at the river's edge. The site is part of a six-acre City Park and is located within the Willamette River Greenway Boundaries. Other than documentation and recognition that this landing site exists, no additional standards or measures are considered necessary to preserve its historic value.

Additional Wilsonville sites and buildings have been inventoried and the results have been included as an appendix to the Comprehensive Plan as potential historic sites and structures. The City has worked with the local Historical Society on that inventory in the past and is expected to continue to coordinate with that group in completing the Goal 5 process for historic resources in the future.

**Policy 4.1.5 Protect valuable resource lands from incompatible development and protect people and property from natural hazards.**

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as a buffer between development and conservation. Limited development impacts may be permitted in accordance with special development standards found within the Planning and Land Development Ordinance.

Implementation Measure 4.1.5.cc Undeveloped portions of the Significant Resource Overlay Zone may be used towards satisfaction of open space requirements. A density transfer credit of not more than 50% of the designated Significant Resource Overlay Zone will also be allowed, except where legislative Master Plans have defined subdistricts or use other means to determine the amount and location of residential density outside of the SROZ without the use of a density transfer credit. -

Implementation Measure 4.1.5.dd In vegetated areas, the positive visual impact of the trees, etc., is to be preserved. Any clearing of trees for development is subject to arboricultural standards and the requirements of the Planning and Land Development Ordinance.

Implementation Measure 4.1.5.ee Due to potential hazards to human health, the high voltage powerline easements within the City are regulated by the Planning and Land Development Ordinance. No residential structures shall be allowed within the easements and any development, particularly residential, adjacent to the easements will be carefully reviewed. While these corridors offer some potential for recreational use, their use is also somewhat limited by utility requirements. Any proposed non-residential development within powerline easements shall also be coordinated with, and approved by, the Bonneville Power Administration or Portland General Electric Company, depending on the easement ownership.

Implementation Measure 4.1.5.ff To protect the integrity of the Willamette River Greenway, the City has established standards for the development of non-water-related and non-water-dependent uses consistent with Greenway standards. These standards:

- a. Direct incompatible (non-water-related and non-water-dependent) development away from the river.
- b. Establish a minimum setback from the top of bank where no native vegetation can be removed, and only allow selective vegetation removal within the remaining portion of the Greenway Boundaries with revegetation required.
- c. Establish a minimum setback from the river banks for all uses that are not appropriate river-dependent or river-related land uses.
- d. Provide protection of public and private property, as well as public safety.
- e. Provide necessary and needed public access to the river oriented through public lands, without precluding legal river access at appropriate locations across private property. Such public access shall be based upon recorded easements or other legal instruments.

Implementation Measure 4.1.5.gg Where possible, on-site drainage should be designed to preserve natural drainage channels and to allow for ground water infiltration. Man-made structures should be designed to complement the natural system. It is not the intent of this

Measure to encourage unsightly and unsafe open ditches. Rather, open drainage systems should be designed to: (1) accent natural creeks and drainage channels and provide an attractive natural area-like appearance; and/or (2) be an integrated part of the streetscape; and/or (3) be designed as an attractive and functional amenity within a development.

Implementation Measure 4.1.5.hh Minimize the impact of urban development on adjacent rural and agricultural lands. A combination of Buffering, open space and low density land use designation may be employed.

Implementation Measure 4.1.5.ii The design of developments within the community can be regarded from two viewpoints: the design of structures as they relate to site and function (architectural design) and, their relationship to the surrounding area (community design). Both aspects shall be considered to be of equal importance. Good architectural design is necessary to provide visual variety and allow for individual identity. At the same time, good community design provides a sense of unity with other development while eliminating conflicting appearances.

Implementation Measure 4.1.5.jj All proposed developments, except single family dwellings outside of designated significant natural resource areas, shall continue to be subject to site plan (including landscaping) and architectural development review approval. Single-family subdivisions are subject to development review for approval of street tree plans. Individual (single-family) dwellings to be located within a designated significant natural resource area are subject to site plan review for removal of trees and vegetation and impacts to natural resources. They are not, however, subject to architectural review.

Implementation Measure 4.1.5.kk Minimum open space and landscaping standards have been established, emphasizing the incorporation of native vegetation and unique topographic features in site design. Additional landscaping may be required based on the scale and type of development and its compatibility with abutting land uses. Legislative Master Plans may further direct open space standards appropriate to their planning areas.

Implementation Measure 4.1.5.ll Landscaping and/or open space may be used to buffer non-compatible uses. It is intended to soften the visual impact and provide a sense of openness and should be used to complement good building designs and may be used to screen certain types of development.

Implementation Measure 4.1.5.mm Sign standards have been established to control the visual impact of signs on the community and minimize sign clutter. Legislative Master Plans may specify sign standards appropriate to their planning area.

Implementation Measure 4.1.5.nn The City shall coordinate with and encourage the State and other appropriate agencies to assist in developing noise controls and mitigation measures.

Implementation Measure 4.1.5.oo Industrial and other potential noise generating activities will be located and designed so as to minimize noise conflicts with adjacent uses. The City

will cooperate with DEQ and ODOT in establishing and where practicable assisting in enforcing noise control standards.

Implementation Measure 4.1.5.pp In reviewing all major residential, commercial, industrial and public facility uses, the City shall coordinate with DEQ to insure compliance with the Portland AQMA Plan and standards as well as other applicable regional, State and Federal air, water and environmental quality standards.

Implementation Measure 4.1.5.qq The City will further cooperate with the appropriate State and Federal agencies for enforcement of air, water, noise and other environmental quality standards.

Implementation Measure 4.1.5.rr The City recognizes that historic features form a desirable link with the past and that they form a vital part of and contribute to the overall character of Wilsonville. The City, therefore, will cooperate with the Wilsonville Historical Society, the State Historic Preservation Office, Clackamas County and other interested parties to evaluate and identify potential historic sites and structures and proceed with the Goal 5 process. The City shall determine which sites and structures, if any, are suitable for inclusion on the Plan Inventory and will contact the owners of potentially historic properties to determine whether they object to having their properties listed.

## RESIDENTIAL NEIGHBORHOOD DEVELOPMENT

Since the original 1971 General Plan, Wilsonville has planned for expansions of the City for residential growth. With the addition of the Frog Pond Area to the Urban Growth Boundary in 2002, and subsequent designation of Urban Reserve Areas in 2010—, the vision for the expanded city gained new focus and attention. Overall, the City intends for these urban expansion areas to be walkable neighborhoods that are a connected part of the larger community. The vision for the Frog Pond Area Plan is indicative of the city’s intent to coordinate development and ensure a high level of livability in these new neighborhoods. The Frog Pond Area Plan’s vision statement is:

*“The Frog Pond Area in 2035 is an integral part of the Wilsonville community, with attractive and connected neighborhoods. The community’s hallmarks are the variety of quality homes; open spaces for gathering; nearby services, shops and restaurants; excellent schools; and vibrant parks and trails. The Frog Pond Area is a convenient bike, walk, drive, or bus trip to all parts of Wilsonville.” (Frog Pond Area Plan, adopted November, 2015)*

### **Policy 4.1.7a New neighborhoods in residential urban growth expansion areas may be designated “Residential Neighborhood” on the Comprehensive Plan Map.**

The purpose of the Residential Neighborhood designation is to:

- A. Implement legislative Area Plans and Master Plans for new neighborhoods in Wilsonville.
- B. Create attractive and connected residential neighborhoods.
- C. Regulate and coordinate development to result in cohesive neighborhoods that include: walkable and active streets; a variety of housing appropriate to each neighborhood; connected paths and open spaces; parks and other non-residential uses that are focal points for the community; and, connections to and integration with the larger Wilsonville community.
- D. Encourage and require high quality architectural and community design.
- E. Provide transportation choices, including active transportation options.
- F. Preserve and enhance natural resources so that they are an asset to the neighborhoods, and there is appropriate visual and physical access to nature.

Implementation Measure 4.1.7.a Area Plans (also called Concept Plans) shall be prepared to guide the overall framework of land use, multi-modal transportation, natural resources, parks and open space, public facilities, and infrastructure funding. Master Plans shall direct more detailed planning. The City may at its discretion combine Area Planning and Master Planning.

Implementation Measure 4.1.7.b Legislative Master Plans for Residential Neighborhood areas shall be tailored to the needs of the specific area being planned and coordinated with the needs of the larger community. Master Plans should include but are not limited to:

1. An integrated plan addressing land use, transportation, utilities, open space and natural resources.
2. Zoning which directs the land uses, densities and development standards needed to regulate and guide development.
3. Identification of how the properties will accommodate a mix of housing types and densities to accommodate the City's housing needs and variety of housing that is appropriate to each neighborhood.
4. Recommendations that promote community interaction and the creation of community gathering places.
5. Community and site design standards that ensures quality development and implementation of the vision for the neighborhood.
6. Transportation recommendations that promote travel choices, including active transportation choices.
7. Street, path and trail designs that create complete and pedestrian-friendly streets, pedestrian and bicycle routes.
8. Park, open space and natural resource strategies that tie together green spaces into connected networks of open space and protect natural resources.
9. Design studies and strategies that illustrate the intended built form of the neighborhood and show how many individual developments can be knit together over time.
10. Infrastructure plans and funding strategies.
11. Strategies for promoting compatibility between new development and adjacent areas.

Implementation Measure 4.1.7.c The "Residential Neighborhood" Zone District shall be applied in all areas that carry the Residential Neighborhood Plan map designation, unless otherwise directed by an area plan or master plan.

As viewed by the City, the rationale for an interchange at this location is at least threefold. (1) Interchange congestion could be reduced by distributing the number of trips among three rather than two interchanges, (2) traffic associated with development allowed by the Wilsonville Comprehensive Plan in the vicinity of Boeckman Road (and especially the Dammasch area, noted in 'D,' above) could be expedited more effectively, and (3) options for improving traffic upon other roadways serving the City of Wilsonville could be enhanced. The City recognizes that if item three is verified, then the improvement to I-5 at Boeckman Road may be viewed by ODOT as a local improvement which is inconsistent with the purpose of the interstate freeway. This may be sufficient or additional reason for ODOT to reject the interchange.

Because of these, and perhaps other, benefits to the City, the City Council has chosen to highlight the City's interest in this potential project by including this special section in the Comprehensive Plan. The City will continue to cooperate with other interested parties to conduct feasibility analyses of a Boeckman Road interchange. As appropriate, City consultants, staff, the Planning Commission and City Council will conduct reviews and hold public meetings on the options.

In the event that the City determines, with ODOT's concurrence, the feasibility of the interchange, the City will proceed with a plan amendment to add the Boeckman Road interchange to the Transportation Systems Plan. In the event this project is to be included in the City's Plan, the City will prepare amendments necessary to include in the Plan the other roadways required to complete the City's transportation network. In this regard, the City realizes that, because a Boeckman Road interchange can only be implemented with the cooperation of ODOT. The City will need to obtain agreement from ODOT demonstrating compliance with state and federal regulations pertaining to the addition of new interchanges before the proposed Boeckman Road interchange can be included in the City's Transportation Systems Plan and capital improvement plans.

### AREA K

Note: Area K, land along the Willamette River, west of Boones Ferry, has been designated in the West Side Master Plan for river-focused development. Text applying to this Area of Special Concern will be completed when the Natural Resource Plan has been adopted.

### AREA L

[Deleted per Ordinance No. \_\_, date, 2017]

~~This area is located north of Boeckman Road, south of Frog Pond Lane, west of Wilsonville (Stafford) Road, and east of Boeckman Creek. It contains a mixture of rural residential and small agricultural uses. Eventual redevelopment of the area is expected to be primarily residential. The West Linn—Wilsonville School District and a church have acquired property in the area, causing speculation that redevelopment with full urban services could occur prior to 2010. In fact construction of a new church has already commenced at the corner of Boeckman Road and Wilsonville/Stafford Road.~~

~~The existing development patterns, and values of the existing homes in the Frog Pond neighborhood are expected to slow the redevelopment process. Most of the land owners in the area have expressed little or no interest in urban density redevelopment. The Metro standard for urbanizing residential land is an average residential density of at least 10 units/acre. Those densities may not appeal to many of the current residents of the area who live in large homes on lots with acreage. In view of the School District's plans to construct a school within the neighborhood, the City must prepare plans to serve the new school and the surrounding area.~~

### HISTORIC SITES OR FEATURES

NOTE: information on the historical sites survey, including that generated in 1999, has been moved to the background inventory until the Goal 5 process has been completed.

The City will coordinate its review of land development proposals with the local historical society when any uses are proposed that could have an adverse impact on listed historical features.

<b>Section 4.127 Residential Neighborhood (RN) Zone</b>	<b>Comments</b>
<p>(.01) Purpose.</p> <p>The Residential Neighborhood (RN) zone applies to lands within Residential Neighborhood Comprehensive Plan Map designation. The RN zone is a Planned Development zone, subject to applicable Planned Development regulations, except as superseded by this section or in legislative master plans. The purposes of the RN Zone are to:</p> <ul style="list-style-type: none"> <li>A. Implement the Residential Neighborhood policies and implementation measures of the Comprehensive Plan.</li> <li>B. Implement legislative master plans for areas within the Residential Neighborhood Comprehensive Plan Map designation.</li> <li>C. Create attractive and connected neighborhoods in Wilsonville.</li> <li>D. Regulate and coordinate development to result in cohesive neighborhoods that include: walkable and active streets; a variety of housing appropriate to each neighborhood; connected paths and open spaces; parks and other non-residential uses that are focal points for the community; and, connections to and integration with the larger Wilsonville community.</li> <li>E. Encourage and require quality architectural and community design as defined by the Comprehensive Plan and applicable legislative master plans.</li> <li>F. Provide transportation choices, including active transportation options.</li> <li>G. Preserve and enhance natural resources so that they are an asset to the neighborhoods, and there is visual and physical access to nature.</li> </ul> <p>(.02) Permitted uses:</p> <ul style="list-style-type: none"> <li>A. Open Space.</li> <li>B. Single-Family Dwelling Unit.</li> <li>C. Attached Single-Family Dwelling Unit. In the Frog Pond West Neighborhood, a maximum of 2 dwelling units, not including ADU's, may be attached.</li> <li>D. Duplex</li> <li>E. Multiple-Family Dwelling Units, except when not</li> </ul>	<p>All section numbering and formatting is preliminary.</p> <p>C and D are from the Frog Pond Area Plan vision statement.</p> <p>For clarity, "Permitted Uses" is used here.</p> <p>The Code defines SF dwellings as including Attached. This provision limits them to 2 attached units.</p>

<p>permitted in a legislative master plan, subject to the density standards of the zone. Multi-family dwelling units are not permitted within the Frog Pond West Master Plan area.</p> <p>F. Cohousing</p> <p>G. Cluster Housing.</p> <p>H. Public or private parks, playgrounds, recreational and community buildings and grounds, tennis courts, and similar recreational uses, all of a non-commercial nature, provided that any principal building or public swimming pool shall be located not less than forty-five (45) feet from any other lot.</p> <p>I. Manufactured homes.</p> <p>(.03) Permitted accessory uses to single family dwellings:</p> <p>A. Accessory uses, buildings and structures customarily incidental to any of the principal permitted uses listed above, and located on the same lot.</p> <p>B. Living quarters without kitchen facilities for persons employed on the premises or for guests. Such facilities shall not be rented or otherwise used as a separate dwelling unless approved as an accessory dwelling unit or duplex.</p> <p>C. Accessory Dwelling Units, subject to the standards of Section 4.113 (.11).</p> <p>D. Home occupations.</p> <p>E. A private garage or parking area.</p> <p>F. Keeping of not more than two (2) roomers or boarders by a resident family.</p> <p>G. Temporary buildings for uses incidental to construction work, which buildings shall be removed upon completion or abandonment of the construction work.</p> <p>H. Accessory buildings and uses shall conform to front and side yard setback requirements. If the accessory buildings and uses do not exceed 120 square feet or ten (10) feet in</p>	<p>ADU clarification added.</p> <p>No Multi-family, per the Area Plan.</p> <p>Cohousing will require a new definition (see last page of this draft code). For regulatory purposes, it is treated the same as Cluster Housing.</p>
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<p>height, and they are detached and located behind the rear-most line of the main buildings, the side and rear yard setbacks may be reduced to three (3) feet.</p> <p>I. Livestock and farm animals, subject to the provisions of Section 4.162.</p> <p>(.04) Uses permitted subject to Conditional Use Permit requirements:</p> <p>A. Public and semi-public buildings and/or structures essential to the physical and economic welfare of an area, such as fire stations, sub-stations and pump stations.</p> <p>B. Commercial Recreation, including public or private clubs, lodges or meeting halls, golf courses, driving ranges, tennis clubs, community centers and similar commercial recreational uses. Commercial Recreation will be permitted upon a finding that it is compatible with the surrounding residential uses and promotes the creation of an attractive, healthful, efficient and stable environment for living, shopping or working. All such uses except golf courses and tennis courts shall conform to the requirements of Section 4.124(.04) (Neighborhood Commercial Centers).</p> <p>C. Churches; public, private and parochial schools; public libraries and public museums.</p> <p>D. Neighborhood Commercial Centers limited to the provisions of goods and services primarily for the convenience of and supported by local residents. Neighborhood Commercial Centers are only permitted where designated on an approved legislative master plan.</p> <p>(.05) Residential Neighborhood Zone Sub-districts:</p> <p>A. RN Zone sub-districts may be established to provide area-specific regulations that implement legislative master plans.</p> <p>1. For the Frog Pond West Neighborhood, the sub-districts are listed in Table 1 of this code and mapped on Figure 6 of the Frog Pond West Master Plan. The Frog Pond West Master Plan Subdistrict Map serves as the official</p>	<p>The Frog Pond Area Plan includes a neighborhood commercial center in the East Neighborhood, with the location subject to further study. This text would preclude a neighborhood commercial center in the West Neighborhood, which is consistent with the Area Plan.</p>
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subdistrict map for the Frog Pond West Neighborhood.

(.06) Minimum and Maximum Residential Units:

- A. The minimum and maximum number of residential units approved shall be consistent with this code and applicable provisions of an approved legislative master plan.
  - 1. For the Frog Pond West Neighborhood, Table 1 in this code and Frog Pond West Master Plan Table 1 establish the minimum and maximum number of residential units for the sub-districts.
  - 2. For parcels or areas that are a portion of a sub-district, the minimum and maximum number of residential units are established by determining the proportional gross acreage and applying that proportion to the minimums and maximums listed in Table 1. The maximum density on a parcel may be increased, up to a maximum of 10% of what would otherwise be permitted, based on an adjustment to an SROZ boundary that is consistent with 4.139.06.
- B. The City may allow a reduction in the minimum density for a sub-district when it is demonstrated that the reduction is necessary due to topography, protection of trees, wetlands and other natural resources, constraints posed by existing development, infrastructure needs, provision of non-residential uses, and similar physical conditions.

A “proportional acreage” method is used to determine the density requirements for a specific property. Additional density, up to 10%, is allowed for site-specific adjustments to the SROZ that comply with Section 4.139.06.

Table 1. Minimum and Maximum Dwelling Units by Sub-District in the Frog Pond West Neighborhood

Area Plan Designation	Frog Pond West Sub-district	Minimum	Maximum
		Dwelling Units in Sub-district	Dwelling Units in Sub-district
R-10 Large Lot Single Family	3	26	32
	7	24	30
	8	43	53
R-7 Medium	2	20	25

Table 1 reflects the revised sub-district map minimum and maximum densities exclusive of the primary school and neighborhood park sites.

Lot Single Family	4	86	107
	5	27	33
	9	10	13
	11	46	58
R-5 Small Lot Single Family	1	66	82
	6	74	93
	10	30	38
Civic	12	0	7 <sup>a</sup>
Public Facilities (PF)	13	0	0

*a These metrics apply to infill housing within the Community of Hope Church property, should they choose to develop housing on the site. Housing in the Civic subdistrict is subject to the R-7 Medium Lot Single Family regulations.*

No minimum development for civic area, added footnote.

(.07) Lot Development Standards:

- A. Lot development shall be consistent with this code and applicable provisions of an approved legislative master plan.
- B. Lot Standards Generally. For the Frog Pond West Neighborhood, Table 2 establishes the lot development standards unless superseded or supplemented by other provisions of the Development Code.
- C. Lot Standards for Small Lot Sub-districts. The purpose of these standards is to ensure that development in the Small Lot Sub-districts includes: varied design that avoids homogenous street frontages, active pedestrian street frontages, and open space that is integrated into the development pattern.  
Standards. Planned developments in the Small Lot Sub-districts shall include one or more of the following elements on each block:
  - 1. Alleys
  - 2. Residential main entries grouped around a common green or entry courtyard (e.g. cluster housing).
  - 3. Four or more residential main entries facing a pedestrian connection allowed by an applicable

Due to its size, Table 2 included at the end of the code.

These standards promote livability and compatibility in the Small Lot areas.

The reference to “pedestrian connection” here is the same as

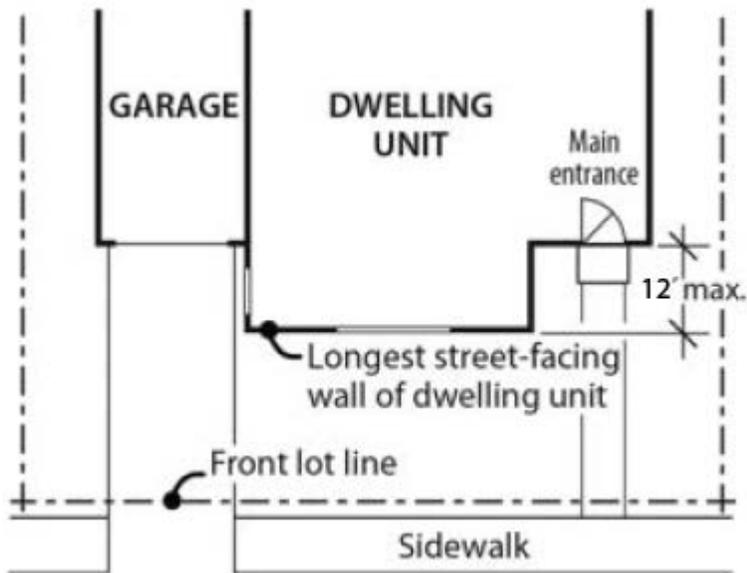
<p>legislative master plan.</p> <p>4. Garages recessed at least 4 feet from the front façade or 6 feet from the front of a front porch</p> <p>D. Lot Standards Specific to the Frog Pond West Neighborhood.</p> <p>1. Lots adjacent to Boeckman Road and Stafford Road shall meet the following standards:</p> <p>a. Rear or side yards adjacent to Boeckman Road and Stafford Road shall provide a wall and landscaping consistent with the standards in Figure 10 of the Frog Pond West Master Plan.</p> <p>2. Lots adjacent to the collector-designated portions of Willow Creek Drive and Frog Pond Lane shall not have driveways accessing lots from these streets, unless no practical alternative exists for access. Lots in Large Lot Sub-districts are exempt from this standard.</p> <p>(.08) Open Space:</p> <p>A. Purpose. The purposes of these standards for the Residential Neighborhood Zone are to:</p> <p>1. a. Provide light, air, open space, and useable recreation facilities to occupants of each residential development.</p> <p>2. b. Retain and incorporate natural resources and trees as part of developments.</p> <p>3. c. Provide access and connections to trails and adjacent open space areas.</p> <p>For Neighborhood Zones which are subject to adopted legislative master plans, the standards work in combination with, and as a supplement to, the park and open space recommendations of those legislative master plans. These standards supersede the Outdoor Recreational Area requirements in WC Section 4.113 (.01) and (02).</p> <p>B. Within the Frog Pond West Neighborhood, the following</p>	<p>used in the draft street cross-sections. Standard 4 provides flexibility for street facing garages that are recessed.</p> <p>This text is a simplified version of the standards in Section 4.113 (.01-.02).</p> <p>The Frog Pond West Master Plan provides about 27% of its area in “base” open space (SROZ, 2 parks, potential wetland retention). Private open space will be provided in the yards of Large and</p>
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<p>standards apply.</p> <ol style="list-style-type: none"> <li>1. Properties within the R-10 Large Lot Single Family subdistricts and R-7 Medium Lot Single Family subdistricts are exempt from the requirements of this section. If the Development Review Board finds, based upon substantial evidence in the record, that there is a need for open space, they may waive this exemption and require open space proportional to the need.</li> <li>2. Properties within the R-5 Small Lot Single Family subdistricts, Open Space Area shall be provided in the following manner: <ol style="list-style-type: none"> <li>a. Ten percent (10%) of the net developable area shall be in open space. Net developable area does not include land for non-residential uses, SROZ-regulated lands, streets and private drives, alleys and pedestrian connections. Open space must include at least 50% usable open space as defined by this Code and other like space that the Development Review Board finds will meet the purpose of this section.</li> <li>b. Natural resource areas such as tree groves and/or wetlands, and unfenced low impact development storm water management facilities, may be counted toward the 10% requirement at the discretion of the Development Review Board. Fenced storm water detention facilities do not count toward the open space requirement. Pedestrian connections may also be counted toward the 10% requirement.</li> <li>c. The minimum land area for an individual open space is 2,000 square feet, unless the Development Review Board finds, based on substantial evidence in the record, that a smaller minimum area adequately fulfills the purpose of this Open Space standard.</li> <li>d. The Development Review Board may reduce or waive the usable open space requirement in accordance with Section 4.118(.03). The Board shall consider substantial evidence regarding the following factors: the walking distance to usable open space adjacent to the subject property or within</li> </ol> </li> </ol>	<p>Medium sized lots. Based on the above, no additional common open space is required for Large and Medium lots, as it is in the PDR zones.</p> <p>For Small Lot subdistricts, 10% common open space is required to: supplement the small yards; add variety to streetscapes; and, increase light and air to homes.</p> <p>The 10% standard may be revised or waived through the PDR waiver process in Section 4.118(.03). Waiver factors will be added to guide decision making, including: proximity to other open space; the amount of usable open space provided; and provision of “creative play” opportunities.</p> <p>A draft definition</p>
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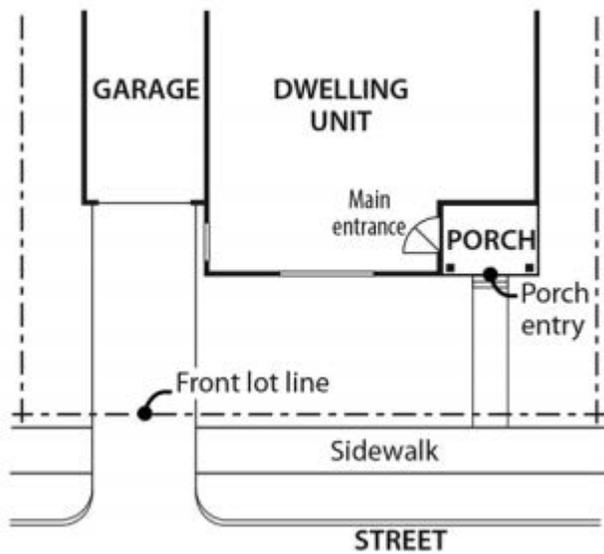
<p>500 feet of it; the amount and type of open space available adjacent or within 500 feet of the subject property, including facilities which support creative play.</p> <p>e. The Development Review Board may specify the method of assuring the long-term protection and maintenance of open space and/or recreational areas. Where such protection or maintenance are the responsibility of a private party or homeowners' association, the City Attorney shall review any pertinent bylaws, covenants, or agreements prior to recordation.</p> <p>(.09) Block, access and connectivity standards:</p> <p>A. Purpose. These standards are intended to regulate and guide development to create: a cohesive and connected pattern of streets, pedestrian connections and bicycle routes; safe, direct and convenient routes to schools and other community destinations; and, neighborhoods that support active transportation and Safe Routes to Schools.</p> <p>B. Block, access and connectivity shall comply with adopted legislative master plans.</p> <p>1. Within the Frog Pond West Neighborhood, streets shall be consistent with Figure 17, Street Demonstration Plan, in the Frog Pond West Master Plan. The Street Demonstration Plan is intended to be guiding, not binding. Variations from the Street Demonstration Plan may be approved by the Development Review Board, upon finding that one or more of the following justify the variation: barriers such as existing buildings and topography; designated Significant Resource Overlay Zone areas; tree groves, wetlands, or other natural resources; existing or planned parks and other active open space that will serve as pedestrian connections for the public; alignment with property lines and ownerships that result in efficient use of land while providing substantially equivalent connectivity for the public; and/or, site design that provides substantially</p>	<p>of "useable open space" is included at the end of this code.</p> <p>A purpose statement has been added to help guide future decision making.</p>
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<p>equivalent connectivity for the public.</p> <p>2. If a legislative master plan does not provide sufficient guidance for a specific development or situation, the Development Review Board shall use the block and access standards in Section 4.124 (.06) as the applicable standards.</p> <p>(.010) <u>Signs.</u> Per the requirements of Sections 4.156.01 through 4.156.11 and applicable provisions from adopted legislative master plans.</p> <p>(.011) <u>Parking.</u> Per the requirements of Section 4.155 and applicable provisions from adopted legislative master plans.</p> <p>(.012) <u>Corner Vision Clearance.</u> Per the requirements of Section 4.177.</p>	<p>This provision makes the PDR standards the backstop if they are needed.</p> <p>The Planning Commission discussed parking in Small Lot subdistricts and determined the City's existing standards should be used, because: (1) Frog Pond West's "small" lots are 5000 square feet; and, (2) This lot size should not experience parking problems given the well-connected street grid with on-street spaces.</p>
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<p>(.013) Main Entrances</p> <p>A. Purpose</p> <ol style="list-style-type: none"> <li>1. Support a physical and visual connection between the living area of the residence and the street;</li> <li>2. Enhance public safety for residents and visitors and provide opportunities for community interaction;</li> <li>3. Ensure that the pedestrian entrance is visible or clearly identifiable from the street by its orientation or articulation; and</li> <li>4. Ensure a connection to the public realm for development on lots fronting both private and public streets by making the pedestrian entrance visible or clearly identifiable from the public street.</li> </ol> <p>B. Location. At least one main entrance for each structure must:</p> <ol style="list-style-type: none"> <li>1. Be within 12 feet of the longest street-facing front wall of the dwelling unit; and</li> <li>2. Either: <ol style="list-style-type: none"> <li>a. Face the street</li> <li>b. Be at an angle of up to 45 degrees from the street; or</li> <li>c. Open onto a porch. The porch must: <ol style="list-style-type: none"> <li>(1) Be at least 6 feet deep</li> <li>(2) Have at least one entrance facing the street; and</li> <li>(3) Be covered with a roof or trellis</li> </ol> </li> </ol> </li> </ol>	<p>Together, these standards create a strong relationship between the front door, front yard, and street.</p>
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**Main Entrance Opening onto a Porch**



(.014) Garages

A. Purpose

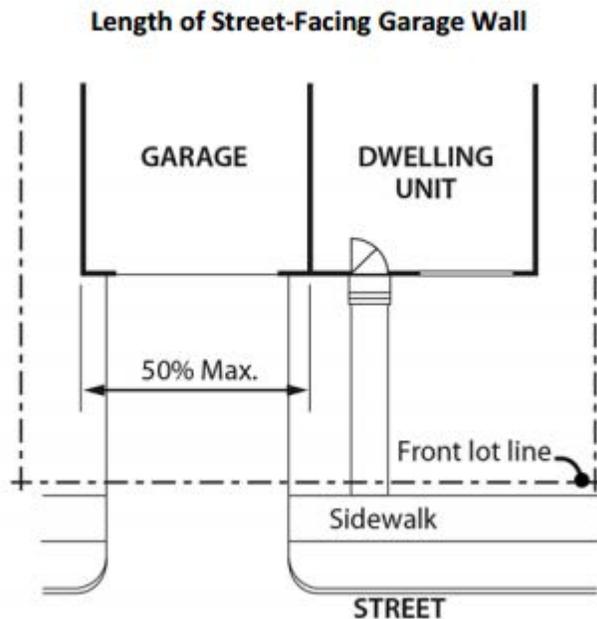
1. Ensure that there is a physical and visual connection between the living area of the residence and the street;
2. Ensure that the location and amount of the living area of the residence, as seen from the street, is more prominent than the garage;
3. Prevent garages from obscuring the main entrance from the street and ensure that the main entrance for pedestrians, rather than automobiles, is the prominent entrance;
4. Provide for a pleasant pedestrian environment by preventing garages and vehicle areas from dominating the views of the neighborhood from the sidewalk; and
5. Enhance public safety by preventing garages from blocking views of the street from inside the residence.

B. Street-Facing Garage Walls

1. Where these regulations apply. Unless exempted, the regulations of this subsection apply to garages accessory to residential units.
2. Exemptions:
  - a. Garages on flag lots.
  - b. Development on lots which slope up or down from the street with an average slope of 20 percent or more.
3. Standards.
  - a. The length of the garage wall facing the street may be up to 50 percent of the length of the street-facing building façade. For duplexes, this standard applies to the total length of the street-facing facades. For all other lots and structures, the standards apply to the street-facing façade of each unit. For corner lots, this standard applies to only one street side of the lot. For lots less than 50 feet wide at the

front lot line, the standard in (b) below applies.

- b. For lots less than 50 wide at the front lot line, the following standards apply:
  - i. The width of the garage door may be up to 50 percent of the length of the street-facing façade.
  - ii. The garage door must be recessed at least 4 feet from the front façade or 6 feet from the front of a front porch.
  - iii. The maximum driveway width is 18 feet.
- c. Where a dwelling abuts a rear or side alley, or a shared driveway, the garage shall orient to the alley or shared drive.
- d. Where three or more contiguous garage parking bays are proposed facing the same street, the garage opening closest to a side property line shall be recessed at least two feet behind the adjacent opening(s) to break up the street facing elevation and diminish the appearance of the garage from the street. Side-loaded garages, i.e., where the garage openings are turned away from the street, are exempt from this requirement.
- e. A garage entry that faces a street may be no closer to the street than the longest street facing wall of the dwelling unit. There must be at least 20 feet between the garage door and the sidewalk. This standard does not apply to garage entries that do not face the street.



(0.15) Residential Design Standards

A. Purpose. These standards:

1. Support consistent quality standards so that each home contributes to the quality and cohesion of the larger neighborhood and community.
2. Support the creation of architecturally varied homes, blocks and neighborhoods, whether a neighborhood develops all at once or one lot at a time, avoiding homogeneous street frontages that detract from the community's appearance.

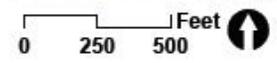
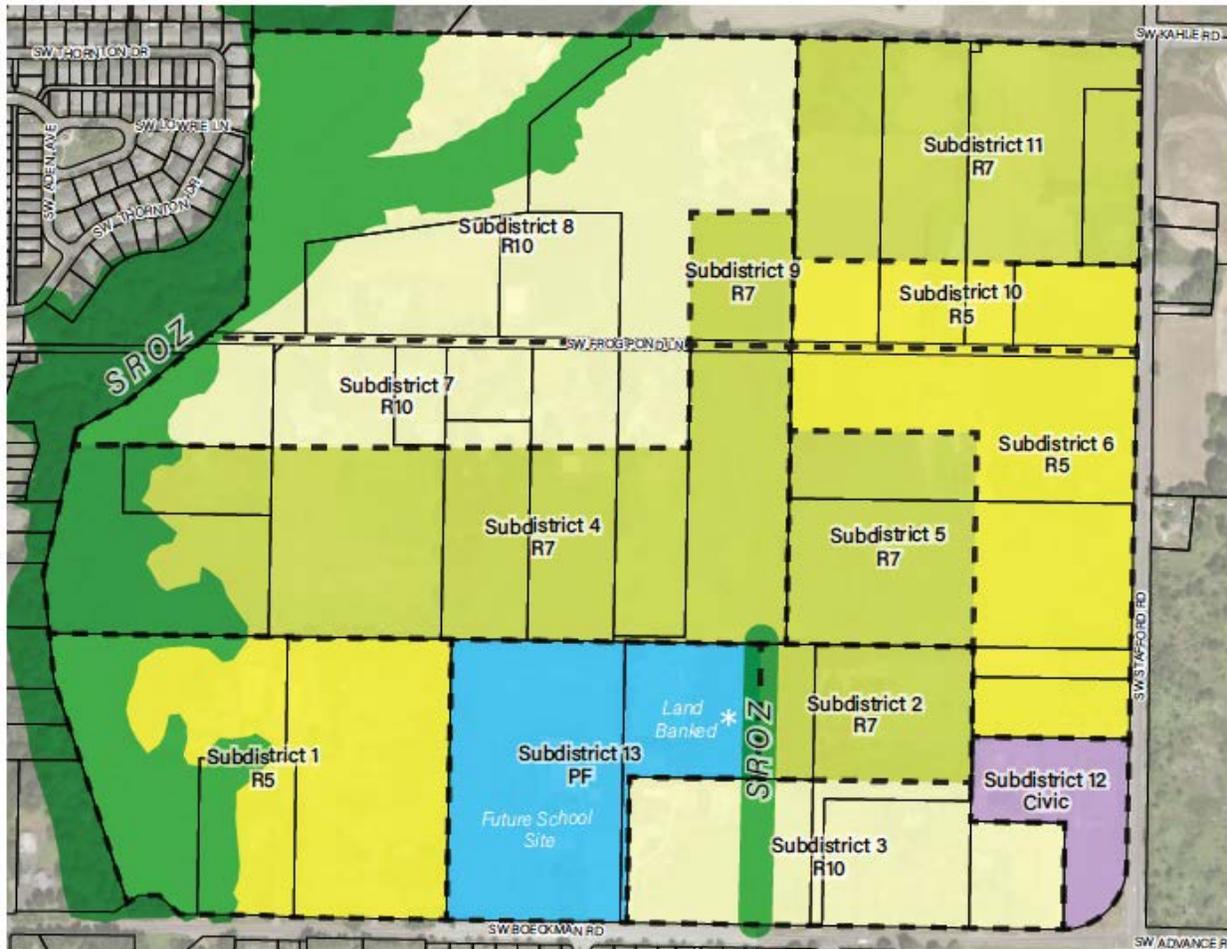
B. Applicability. These standards apply to all facades facing streets, pedestrian connections, or elsewhere as required by this Code or the Development Review Board. Exemptions from these standards include: (1) Additions or alterations adding less than 50% to the existing floor area of the

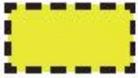
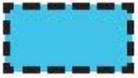
These respond to testimony received at the September Planning Commission work session. In short, the requirements are:  
 Windows – minimum 10% on street sides.  
 Articulation – required.  
 Detailed design – design “menu”, 5 of the listed elements.  
 House plan variety

<p>structure; and, (2) Additions or alterations not facing a street.</p> <p>C. Windows. Not less than 10 percent of the surface area of all street facing elevations. Windows used to meet this standard must provide views from the building to the street. Glass block does not meet this standard. Windows in garage doors count toward this standard.</p> <p>D. Articulation. Plans for residential buildings shall incorporate design features such as varying rooflines, offsets, balconies, projections (e.g., overhangs, porches, or similar features), recessed or covered entrances, window reveals, or similar elements that break up otherwise long, uninterrupted elevations. Such elements shall occur at a minimum interval of 30 feet on facades facing streets, pedestrian connections, or elsewhere as required by this Code or the Development Review Board. Where a façade governed by this standard is less than 30 feet in length, at least one of the above-cited features shall be provided.</p> <p>E. Residential Design Menu. Residential structures shall provide a minimum of five (5) of the design elements listed below. Where a design features includes more than one element, it is counted as only one of the five required elements.</p> <ul style="list-style-type: none"> <li>a. Dormers at least three (3) feet wide.</li> <li>b. Covered porch entry – minimum 48 square foot covered front porch, minimum six (6) feet deep, and minimum of a six (6) foot deep cover. A covered front stoop with minimum 24 square foot area, 4 foot depth and hand rails meets this standard.</li> <li>c. Front porch railing around at least two (2) sides of the porch.</li> <li>d. Front facing second story balcony – projecting from the wall of the building a minimum of four (4) feet and enclosed by a railing or parapet wall.</li> </ul>	<p>– required.</p> <p>The menu is sourced from the City of Sandy. Staff at Sandy report that the standards are working well and resulting in good design.</p> <p>A clarification for small homes.</p>
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- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>e. Roof overhang of 16 inches or greater.</li><li>f. Columns, pillars or posts at least four (4) inches wide and containing larger base materials.</li><li>g. Decorative gables – cross or diagonal bracing, shingles, trim, corbels, exposed rafter ends, or brackets (does not include a garage gable if garage projects beyond dwelling unit portion of street façade).</li><li>h. Decorative molding above windows and doors.</li><li>i. Decorative pilaster or chimneys.</li><li>j. Shakes, shingles, brick, stone or other similar decorative materials occupying at least 60 square feet of the street façade.</li><li>k. Bay or bow windows – extending a minimum of 12 inches outward from the main wall of a building and forming a bay or alcove in a room within the building.</li><li>l. Sidelight and/or transom windows associated with the front door or windows in the front door.</li><li>m. Window grids on all façade windows (excluding any windows in the garage door or front door).</li><li>n. Maximum nine (9) foot wide garage doors or a garage door designed to resemble two (2) smaller garage doors and/or windows in the garage door (only applicable to street facing garages).</li><li>o. Decorative base materials such as natural stone, cultured stone, or brick extending at least 36 inches above adjacent finished grade occupying a minimum of 10 % of the overall primary street facing façade.</li><li>p. Entry courtyards which are visible from, and connected directly to, the street. Courtyards shall have a minimum depth of 10 feet and minimum</li></ul> |  |
|--|--|

<p style="text-align: center;">width of 80% of the non-garage/driveway building width to be counted as a design element.</p> <p>F. House Plan Variety. No two directly adjacent or opposite dwelling units may possess the same front or street-facing elevation. This standard is met when front or street-facing elevations differ from one another due to different materials, articulation, roof type, inclusion of a porch, fenestration, and/or number of stories. Where facades repeat on the same block face, they must have at least three intervening lots between them that meet the above standard. Small Lot developments over 10 acres shall include duplexes and/or attached 2-unit single family homes comprising 10% of the homes – corner locations are preferred.</p> <p>G. Prohibited Building Materials. The following construction materials may not be used as an exterior finish:</p> <p style="padding-left: 20px;">a. Vinyl siding, wood fiber hardboard siding, oriented strand board siding, corrugated or ribbed metal, or fiberglass panels.</p>	
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- |   |                               |  |   |
|---|-------------------------------|--|---|
|  | R5 - Small Lot Single Family  |  | Public Facilities                         |
|  | R7 - Medium Lot Single Family |  | Civic                                     |
|  | R10 - Large Lot Single Family |  | Significant Resources Overlay Zone (SROZ) |

\* Land banked for school facilities, a neighborhood park, and/or residential use.

Table 2: Neighborhood Zone Lot Development Standards

Neighborhood Zone Sub-District	Min. Lot Size (sq.ft.)	Min. Lot Depth (ft.)	Max. Lot Coverage (%)	Min. Lot Width <sup>G, H, J</sup> (ft.)	Max. Bldg. Height (ft.)	Setbacks <sup>H</sup>				
						Front Min. (ft.)	Rear Min. (ft.)	Side Min. (note)	Garage Min Setback from Alley (ft.)	Garage Min Setback from Street <sup>K</sup> (ft.)
R-10 Large Lot Single Family	8000 <sup>A</sup>	60'	40% <sup>B</sup>	40	35	20 <sup>C</sup>	20	'	18 <sup>U</sup>	20
R-7 Medium Lot Single Family	6000 <sup>A</sup>	60'	45% <sup>B</sup>	35	35	15 <sup>C</sup>	15	'	18 <sup>U</sup>	20
R-5 Small Lot Single Family	4000 <sup>A</sup>	60'	60% <sup>B</sup>	35	35	12 <sup>C</sup>	15	'	18 <sup>U</sup>	20

Notes: A May be reduced to 80% of minimum lot size where necessary to preserve natural resources (e.g. trees, wetlands) and/or provide active open space. Cluster housing may be reduced to 80% of minimum lot size.

B On lots where detached accessory buildings are built, maximum lot coverage may be increased by 10%.

C Front porches may extend 5 feet into the front setback.

D The garage setback from alley shall be minimum of 18 feet to a garage door facing the alley in order to provide a parking apron. Otherwise, the rear or side setback requirements apply.

F Vertical encroachments are allowed up to ten additional feet, for up to 10% of the building footprint; vertical encroachments shall not be habitable space.

G May be reduced to 24' when the lot fronts a cul-de-sac. No street frontage is required when the lot fronts on an approved, platted private drive or a public pedestrian access in a cluster housing development.

H Front Setback is measured as the offset of the front lot line or a vehicular or pedestrian access easement line. On lots with alleys, Rear Setback shall be measured from the rear lot line abutting the alley.

I On lots greater than 10,000 SF with frontage 70 ft. or wider, the minimum combined side yard setbacks shall total 20 ft. with a minimum of 10 ft. On other lots, minimum side setback shall be 5 ft. On a corner lot, minimum side setbacks are 10 feet.

J For cluster housing with lots arranged on a courtyard, frontage shall be measured at the front door face of the building adjacent to a public right of way or a public pedestrian access easement linking the courtyard with the Public Way.

K Duplexes with front-loaded garages are limited to one shared standard-sized driveway/apron.

## Amendments to Definitions needed to support the Frog Pond West Master Plan and Residential Neighborhood Zone

The following amendments to definitions address issues discussed to date for the Neighborhood Zone. As part of preparing the hearings-ready code amendments, the team will go through the entire code to identify amendments required to fully integrate the Neighborhood Zone.

### **Definition 53A - Cohousing**

**Cohousing:** Cohousing is an intentional community of private homes clustered around a shared space, with design features to promote frequent interaction and close relationships. Cohousing can be comprised of a single housing type or a variety of housing types, as permitted by the base zone. Applicable regulations are determined by the base zone, specific housing types involved, and applicable regulations such as master plans.

### **Definition 175 – Neighborhood**

**Neighborhood:** An urban sector of residential or multiple uses served by a network of pedestrian-friendly streets and alleys within approximately ¼ mile in radius. Neighborhoods are generally defined by arterial or collector streets and/or open space at their edges and may include a park or Neighborhood Commons at their center.

### **Definition 196A – Usable Open Space**

**Usable Open Space:** Open Space that serves a planned recreational, active transportation, environmental education or relaxation purpose and is of sufficient size and shape for the intended purpose. Usable open space does not include land that is an apparently remnant tract or otherwise unusable or oddly shaped area.

**WILSONVILLE CODE  
PLANNING AND LAND DEVELOPMENT**

**CHAPTER 4  
SECTIONS 4.000 – 4.035  
ADMINISTRATION**

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53. Cluster Housing: Small lot detached single-family dwellings arranged in groups, with a courtyard(s) containing shared green space and a public access sidewalk easement.
54. Cohousing: Cohousing is an intentional community of private homes clustered around a shared space, with design features to promote frequent interaction and close relationships. Cohousing can be comprised of a single housing type or a variety of housing types, as permitted by the base zone. Applicable regulations are determined by the base zone, specific housing types involved, and applicable regulations such as master plans.
55. Commercial: Development having to do with retail, service, commercial recreation, and/or office uses.
56. Common Residential Areas.
- Areas shared in common by residents of buildings with three or more dwelling units, (i.e. common open space, play areas, trash receptacle areas, “common property” under a subdivision or partition declaration); and
  - Three or more open off-street stripped parking spaces, either abutting or within 10 feet of each other and not separated by a wall or other physical barrier between the two parking spaces, designated or set aside for use by the three or more dwelling units, regardless of whether the parking space is assigned for exclusive use of each dwelling unit or non-exclusively used by three or more dwelling units, and are either commonly owned or were developed for the purpose of serving the parking needs of “multiple dwellings” or multiple attached single-family dwellings, as defined in the Development Code. [Added by Ord. 649, 6/2/08]
57. Community Center: A structure for the social, cultural, and educational activities of an entire neighborhood or group of people having common rights, privileges, or interests, or living in the same place under the same laws and regulations.
58. Community Elements Book: A plan which is used to establish the type and location of community elements within the Village zone. Community elements may include lighting, site furniture, , bollards, trash receptacles, recycling receptacles, benches, bicycle racks, , and playground equipment. The Community Elements Book also includes a Street Tree Master Plan and Lighting Master Plan.
59. Community Housing: Dwellings developed as defined by ORS 426.502(2).
60. Collocation: The use or placement of two or more antenna systems or platforms by separate FCC license holders on a single support structure, transmission tower or building. [Added by Ord. #479, 5/19/97]
61. Commercial Nursery or Tree Farm. A plant or tree nursery or tree farm where trees are planted and grown on the premises for sale in the ordinary course of business, but not including commercial woodlots, or land that is designated or assessed as forest land for tax deferral purposes or managed for timber production.
62. Commercial Recreation: A planned development commercial center or complex of recreational and complimentary uses. Typical uses include miniature golf courses, bowling alleys, theaters, tennis and racquetball clubs, health spas, swim centers, pool

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168. Master Planner: A professional team selected by the City of Wilsonville and the State of Oregon in accordance with ORS 426.508 to master plan the area prescribed in DATELUP.
169. Master Signage and Wayfinding Plan: A plan that describes the design principles and standards of public and private signage and wayfinding elements within the Village zone.
170. Mixed Solid Waste: Solid Waste that contains recoverable or recyclable materials and materials that are not capable of being recycled or recovered for further use. [Amended by Ord. # 426 - April 4, 1994]
171. Mixed Use: A development in which a site or building provides more than one type of use, such as commercial and residential
172. Mobile Home: A structure constructed for movement on the public highways that has sleeping, cooking, and plumbing facilities, that is intended for human occupancy, and that was constructed between January 1, 1962, and June 15, 1976, and met the construction requirements of the Oregon mobile home law in effect at the time of construction. [Amended by Ord. #317, 11/4/87]
173. Modular Home: A structure intended for residential use that has sleeping, cooking and plumbing facilities and is constructed off-site in compliance with the Uniform Building Code (Oregon State Structural Specialty Code) and designed to be transported to a site for installation and/or assembly of modular components to form a permanent structure. [Amended by Ord. #317, 11/4/87].
174. Multiuse Pathway or Path: A path that is separate from the roadway either in the roadway right-of-way or in an independent right-of-way. It is designed and constructed to allow for safe walking, biking, and other human-powered travel modes. [Added by Ord. #719, 6/17/13.]
175. Native: As applied to any tree or plant, this term means indigenous to the northern Willamette Valley.
176. Neighborhood: An urban sector of [residential or](#) multiple uses served by a network of pedestrian-friendly streets and alleys within approximately ¼ mile in radius. Neighborhoods are [generally](#) defined by arterial or collector streets and/or open space at their edges and include a Neighborhood Commons [or park or civic use](#) at [or near](#) their center.
177. Mounting Height. The vertical distance between the lowest part of the luminaire and the ground surface directly below the luminaire. [Added by Ord. 649, 6/2/08]
178. Multi-family housing. Buildings or structures that contains three or more dwelling units used, intended, or designed to be built, used, rented, leased, let or hired out to be occupied, or that are occupied for living purposes, apartment houses, condominiums, congregate residences, townhouses and similar non-transient dwellings. [Added by Ord. 649, 6/2/08, amended by Ord. 682 9/9/10]
179. Nadir. The downward direction; exactly vertical, directly below a luminaire. [Added by Ord. 649, 6/2/08]

lines have an identical angle relative to a line drawn east-west, or if the northern lot lines is less than 35 feet, then the northern lot line shall be a line 35 feet in length within the lot parallel with and at a maximum distance from the front lot line (see Figure 3: Northern Lot Line in Section 4.137).

190. **North-south dimension:** The length of a line beginning at the mid-point of the northern lot line and extending in a southerly direction perpendicular to the northern lot line until it reaches a property boundary (see Figure 4: North-South Dimension of the Lot in Section 4.137).
191. **Office:** A use category designating buildings commonly used as a workplace for professional or government functions.
192. **Office Complex:** A planned development commercial center or complex of administrative, professional and general office uses. Typical uses include governmental, financial, architectural, medical, dental, legal, real estate, accounting, insurance and general business offices.
193. **Obtrusive Light.** Glare and light trespass. [Added by Ord. 649, 6/2/08]
194. **Office Complex - Technology.** Applies to office uses in an industrial, typically high-technology, setting, including research and development, software or hardware development, telecommunication or data manipulation operations.  
Typically in an industrial campus setting, Technology-Office Complexes are expected to generate less traffic than general office uses.  
Technology-Office Complex is not intended to apply to general office uses such as medical offices, real estate sales offices, or similar operations that are more appropriately the predominate uses in non-industrial areas.
195. **Official Map:** The map established by the City Council on which the plan locations, particularly of streets, are indicated with detail and exactness so as to furnish the basis for property acquisition, building restrictions, building permits, zoning or other uses, the original -of which is on file in the office of the City Recorder.
196. **Open Space:** Land that is not covered by buildings, paving , or other hard surfaces, unless such hard surfaces are part of an approved landscape plan.
197. **Open Space Area:** A specific measurement. See Section 4.125(.08), Open Space.
198. **Usable Open Space:** [Open Space that serves a planned recreational, active transportation, environmental education or relaxation purpose and is of sufficient size and shape for the intended purpose. Usable open space does not include land that is an apparently remnant tract or otherwise unusable or oddly shaped area.](#)
199. **Ornamentation:** The details of shape, texture, and color that are deliberately added to a structure for decorative effect.
200. **Outdoor Dining Area:** A space designated for commercial dining, partially bounded by building walls, screening or property lines, but open to the sky, and open on at least one side to a street or public space.
201. **Outdoor Living Area:** Outdoor recreational area intended for the use of the residents of the development. In order to be considered “outdoor living area” it must be usable and accessible by the residents of the development.

Code. These include applications for all of the following types of land use or development approvals:

- A. Class I and Class II Administrative Reviews, pursuant to Section 4.030;
- B. Stage I and Stage II Site Development Permits, pursuant to Section 4.035;
- C. Conditional Use Permits, pursuant to Section 4.184;
- D. Variances, pursuant to Section 4.196;
- E. Quasi-judicial zone changes, pursuant to Section 4.197;
- F. Changes to the text of Chapter 4, pursuant to Section 4.197;
- G. Quasi-judicial changes to the map or maps of the Comprehensive Plan, pursuant to Section 4.198;
- H. Changes to the text of the Comprehensive Plan, including adoption of new Plan elements or sub-elements, pursuant to Section 4.198;
- I. Subdivisions, condominium divisions, and land partitions, pursuant to Section 4.200;
- J. Expedited land divisions, pursuant to Section 4.232;
- K. Annexations, pursuant to Section 4.700; and
- L. Street vacations, pursuant to ORS 271 and Sections 4.031 and 4.032 of this Code.
- M. Specific Area Plans, preliminary Development Plans and Final Development Plans, pursuant to Section 4.125. (Added by Ord. 557 adopted 9/5/03)

(.02) Unique features of Wilsonville's development review processes. The Wilsonville Land Development and Planning Ordinance is structured and implemented differently than the Codes of most other cities. These differences are summarized below:

- A. Most of Wilsonville's vacant land (without active approved projects) is zoned RA-H, a Residential-Agricultural holding zone with a large minimum lot size. Properties in this holding zone must be rezoned to conform with the Comprehensive Plan as part of the planned development review process.
- B. If the subject property is over 2 acres in size, it must be zoned in one of the Planned Development categories, (PDR, PDC, PDI, [RN](#) etc.), or zoned for public use, before it can be developed.
- C. Some portions of a parcel may have development constraints because of such things as steep slopes, wetlands, wildlife habitat, hazard areas, or trees.
- D. In residential developments, at least 25% of the site area must be preserved as open space, unless otherwise provided for in a legislative master plan. Some of the site is also typically required to be recreational area. See Section 4.113 for more information on requirements for open space and recreational area in residential developments. For all projects, at least 15% of the net site area must be landscaped including vegetative plant materials.

**WILSONVILLE CODE  
PLANNING AND LAND DEVELOPMENT**

**CHAPTER 4 SECTIONS 4.100 – 4.141  
ZONING**

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- (.05) The perimeter boundaries of the Official Zoning Map and the City are intended to be identical to each other at all times, except when properties have been annexed to the City and not yet zoned by the City. New developments in such areas shall require completion of the zone change process before proceeding.

**Section 4.110. Zoning - Zones.**

- (.01) The following Base Zones are established by this Code:
- A. Residential Agricultural H Holding, which shall be designated "RA-H".
  - B. Residential, which shall be designated "R".
  - C. Planned Development Residential, which shall be designated "PDR," and further divided into:
    - PDR-1
    - PDR-2
    - PDR-3
    - PDR-4
    - PDR-5
    - PDR-6
    - PDR-7.
  - D. Planned Development Commercial, which shall be designated "PDC," including PDC-TC (Town Center).
  - E. Planned Development Industrial, which shall be designated "PDI."
  - F. Public Facility, which shall be designated "PF."
  - G. Public Facility - Corrections, which shall be designated "PF-C."
  - H. Village, which shall be designated "V". (Added by Ord 557, adopted 9/5/03)
  - I. Residential Neighborhood, which shall be designated "RN". The RN zone is a Planned Development Residential zone. (Added by Ord \_\_\_\_\_, adopted \_\_\_\_\_/17)
- (.02) The following Overlay Zones, to be used in combination with the underlying base zones, are established by this Code.
- A. Solar-Friendly (S) overlay zone;
  - B. Screening and Buffering (SB) overlay zone;
  - C. Old Town (O) overlay zone;
- (.03) The use of any building or premises or the construction of any development shall be in conformity with the regulations set forth in this Code for each Zoning District in which it is located, except as provided in Sections 4.189 through 4.192.
- (.04) The General Regulations listed in Sections 4.150 through 4.199 shall apply to all zones unless the text indicates otherwise.

**Section 4.111. Zoning - Zone Boundary Lines.**

- (.01) Except where reference is made on said map to a street line, political boundary, section line, legal description, or other designated line by dimensions shown on said map or maps, the zone boundary lines are intended to follow property lines, lot lines, or centerlines of streets, private drives, alleys, streams, or railroads or the extension of such lines as they existed at the time of the adoption of this Code.
- (.02) Questions concerning the exact location of zone boundary lines shall be determined by the Planning Director, who may seek the advice of the City Attorney and/or Planning Commission in making the determination.
- (.03) Whenever any public way is vacated by official action as provided by law, the zone adjoining the side of such public way shall be automatically extended, depending on the side or sides to which such lands revert, to include the right-of-way thus vacated, which shall thenceforth be subject to all regulations of the extended zone or zones.

[Section 4.111 amended by Ord 682, 9/9/10]

**Section 4.113. Standards Applying To Residential Developments In Any Zone.**

- (.01) Outdoor Recreational Area in Residential Developments.

A. Purpose. The purposes of the following standards for outdoor recreational area are to provide adequate light, air, open space and usable recreational facilities to occupants of each residential development. Unless otherwise provided for by this code or a legislative master plan, outdoor recreational area shall be:

1. Designed with a reasonable amount of privacy balanced between indoor and outdoor living areas. Such outdoor recreational area shall be provided consistent with the requirements of this Section.
2. Recreational areas shall be provided in keeping with the needs of the prospective tenants and shall not be located in required yards, parking, or maneuvering areas, or areas that are inaccessible. Standards for outdoor recreational areas may be waived by the Development Review Board upon finding that the recreational needs of the residents will be adequately met through the use of other recreational facilities that are available in the area.
3. In mixed-use developments containing residential uses, the Development Review Board shall establish appropriate requirements for outdoor recreational area, consistent with this Section.
4. The Development Review Board may establish conditions of approval to alter the amount of required outdoor recreation area, based on findings of projected need for the development. Multi-family developments shall provide at least the following minimum recreational area:
  - a. For ten (10) or fewer dwelling units, 1000 square feet of usable recreation area;
  - b. For eleven (11) through nineteen (19) units, 200 square feet per unit;
  - c. For twenty (20) or more units, 300 square feet per unit.
5. Outdoor recreational area shall be considered to be part of the open space required in the following subsection.

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(.02) Open Space Area shall be provided in the following manner:

- A. In all residential subdivisions including subdivision portions of mixed use developments where (1) the majority of the developed square footage is to be in residential use or (2) the density of residential units is equal or greater than 3 units per acre, at least twenty-five percent (25%) of the area shall be in open space excluding streets and private drives. Open space must include, as a minimum natural areas that are preserved under the City's SROZ regulations and usable open space such as public park area, tot lots, swimming and wading pools, grass area for picnics and recreational play, walking paths, and other like space. For subdivisions with less than 25% SROZ lands and those with no SROZ lands, the minimum requirement shall be ¼ acre of usable park area for 50 or less lots, ½ acre of usable park area for 51 to 100 lots, and pro rata amounts based on this formula for subdivisions exceeding 100 lots. Front, side and rear yards of individual residential lots shall not be counted towards the 25% open space.

Provided, however, where SROZ is greater than 25% of the developable area for any development, the development must also provide ¼ acre of usable park area for a development of less than 100 lots, and ½ acre of usable park area for a development of 100 lots, and pro rata amounts based on this formula for subdivisions exceeding 100 lots. The Development Review Board may waive the usable open space requirement if there is substantial evidence in the record to support a finding that the intent and purpose of the requirement will be met in alternative ways. Irrespective of the amount of SROZ, a development may not use phasing to avoid the minimum usable space requirement.

Multi-family developments shall provide a minimum of 25% open space excluding streets and private drives. Open space must include, as a minimum natural areas that are preserved under the City's SROZ regulations, and outdoor recreational area as provided in 4.113(.01)(A)(1) through (5) [Amended by Ord. 589 8/15/05, Ord. 682, 9/9/10]

- B. Open space area required by this Section may, at the discretion of the Development Review Board, be protected by a conservation easement or dedicated to the City, either rights in fee or easement, without altering the density or other development standards of the proposed development. Provided that, if the dedication is for public park purposes, the size and amount of the proposed dedication shall meet the criteria of the City parks standards. The square footage of any land, whether dedicated or not, which is used for open space shall be deemed a part of the development site for the purpose of computing density or allowable lot coverage.
- C. The Development Review Board may specify the method of assuring the long-term protection and maintenance of open space and/or recreational areas. Where such protection or maintenance are the responsibility of a private party or homeowners' association, the City Attorney shall review any pertinent bylaws, covenants, or agreements prior to recordation.

(.03) Building Setbacks (for Fence Setbacks, see subsection .08). The following provisions apply unless otherwise provided for by the Code or a legislative master plan.

- (.09) Corner Vision: Vision clearance shall be provided as specified in Section 4.177, or such additional requirements as specified by the City Engineer.
- (.10) Prohibited Uses:
- A. Uses of structures and land not specifically permitted in the applicable zoning districts.
  - B. The use of a trailer, travel trailer or mobile coach as a residence, except as specifically permitted in an approved RV park.
  - C. Outdoor advertising displays, advertising signs, or advertising structures except as provided in Sections 4.156.05, 4.156.07, 4.156.09, and 4.156.10.
- (.11) Accessory Dwelling Units.
- A. Accessory Dwelling Units, developed on the same lot as the detached or attached single-family dwelling to which it is accessory, shall be permitted outright, subject to the standards and requirements of this Section.
  - B. Standards
    - 1. One Accessory Dwelling Unit per lot shall be no greater than 800 square feet with not more than two bedrooms, unless the size and density of ADUs are otherwise provided in an adopted [legislative master plan or](#) Neighborhood Plan or Stage II Development Plans. Larger units shall be subject to standards applied to duplex housing.
    - 2. Accessory Dwelling Units may be either attached or detached, but are subject to all zone standards for setbacks, height, and lot coverage, unless those requirements are specifically waived through the Planned Development waiver or Variance approval processes.
    - 3. This Section applies to residential developments in PD-R, R, RA-H, or Village zones.
    - 4. Where an Accessory Dwelling Unit is proposed to be added to an existing residence and no discretionary land use approval is being sought (e.g., Planned Development approval, Conditional Use Permit approval, etc.) the application shall require the approval of a Class I Administrative Review permit. Application for duplex construction shall be subject to the density standards of the zone in which it is located, or as otherwise provided in a Neighborhood Plan or Stage II/Final Development Plan.
    - 5. Authorization to develop Accessory Dwelling Units does not waive Building Code requirements. Increased firewalls or building separation may be required as a means of assuring adequate fire separation from one unit to the next. Applicants are encouraged to contact, and work closely with, the Building Division of the City's Community Development Department to assure that Building Code requirements are adequately addressed.
    - 6. The Accessory Dwelling Unit must be of substantially the same exterior design and architecture (i.e. siding, windows, doors and roofing materials) as the primary dwelling unit on the property.

- (.02) Underground Utilities shall be governed by Sections 4.300 to 4.320. All utilities above ground shall be located so as to minimize adverse impacts on the site and neighboring properties.
- (.03) Notwithstanding the provisions of Section 4.140 to the contrary, the Development Review Board, in order to implement the purposes and objectives of Section 4.140, and based on findings of fact supported by the record may:
- A. Waive the following typical development standards:
1. minimum lot area;
  2. lot width and frontage;
  3. height and yard requirements;
  4. lot coverage;
  5. lot depth;
  6. street widths;
  7. sidewalk requirements;
  8. height of buildings other than signs;
  9. parking space configuration and drive aisle design;
  10. minimum number of parking or loading spaces;
  11. shade tree islands in parking lots, provided that alternative shading is provided;
  12. fence height;
  13. architectural design standards;
  14. transit facilities; and
  15. On-site pedestrian access and circulation standards; and
  16. Solar access standards, as provided in section 4.137.
  17. Open space in the Residential Neighborhood zone.
- [Amended by Ord. #719, 6/17/13.]
- B. The following shall not be waived by the Board, unless there is substantial evidence in the whole record to support a finding that the intent and purpose of the standards will be met in alternative ways:
1. open space requirements in residential areas, except that the Board may waive or reduce open space requirements in the Residential Neighborhood zone. Waivers in compliance with 4.127 (.08) (B)(2)(d).;
  2. minimum density standards of residential zones. The required minimum density may be reduced by the Board in the Residential Neighborhood zone in compliance with 4.127 (.06) B;
  3. minimum landscape, buffering, and screening standards;
- C. The following shall not be waived by the Board, unless there is substantial evidence in the whole record to support a finding that the intent and purpose of

P. FDP Approval Criteria

1. An application for approval of a FDP shall be subject to the provisions of Section 4.421.
2. An application for an FDP shall demonstrate that the proposal conforms to the applicable Architectural Pattern Book, Community Elements Book, Village Center Architectural Standards and any conditions of a previously approved PDP. [Section 4.125(.18)(P)(2) amended by Ord. No. 595, 9/19/05.]

(.19) Expiration of SAP, PDP and FDP Approvals

A SAP approval shall not expire. A PDP or FDP approval shall expire two years after its approval date, if substantial development has not occurred on the property prior to that time. Provided, however, that the Development Review Board may extend these expiration times for up to three (3) additional periods of not more than one (1) year each. Applicants seeking time extensions shall make their requests in writing at least thirty (30) days in advance of the expiration date. Requests for time extensions shall only be granted upon a showing that the applicant has in good faith attempted to develop or market the property in the preceding year or that development can be expected to occur within the next year. For purposes of this section, "substantial development" is deemed to have occurred if the subsequently-required development approval, building permit or public works permit has been submitted for the development, and the development has been diligently pursued, including the completion of all conditions of approval established for the permit.

- (.20) Adherence to Approved Plan and Modification Thereof: The applicant shall agree in writing to be bound, for her/himself and her/his successors in interest, by the conditions prescribed for approval of a FDP. The approved FDP and phase development sequence shall control the issuance of all building permits and shall restrict the nature, location and design of all uses. Minor changes in an approved FDP may be approved by the Planning Director if such changes are consistent with the purposes and general character of the approved development plan. All other modifications, excluding revision of the phase development sequence, shall be processed in the same manner as the original application and shall be subject to the same procedural requirements. [Section 4.125(.20) amended by Ord. No. 587, 5/16/05.]
- (.21) In the event of a failure to comply with the approved FDP, or any prescribed condition of approval, including failure to comply with the phase development schedule, the Development Review Board may, after notice and hearing, revoke a FDP. General economic conditions that affect all in a similar manner may be considered as a basis for an extension of a development schedule.

[Section 4.125 V-Village Zone, added by Ord 557, adopted 9/5/03.]

**Section 4.127           RN – Residential Neighborhood Zone**

**Placeholder for RN Zone text**

D. Development within Public Facility zones shall comply with applicable provisions of adopted legislative master plans.

(.09) Block and access standards:

The PF zone shall be subject to the same block and access standards as the PDC zone, Section 4.131(.03).

**Section 4.136.5. PF-C – Public Facility – Corrections Zone.**

(.01) Purpose: The PF-C zone is intended to be applied to lands that have been, or are being, acquired for use and development of corrections facilities and related accessory uses and facilities.

(.02) Uses Permitted Outright

A. Municipal or Governmental Service Building, subject to the site design review standards of Section 4.400.

B. Prisons and other correctional facilities, subject to the site design review standards of Section 4.400.

(.03) Uses subject to a the granting of a Conditional Use Permit:

A. Public parks, trails, or pathways.

B. Water treatment plant and storage reservoir.

C. Military bases or offices, including armories.

(.04) Dimensional Standards:

A. Minimum Lot Size: One (1) Acre. The minimum lot area may be reduced upon a finding that the resulting parcel is compatible with the adjoining property in that it does not impair the development of any adjoining property, does not adversely affect the value of adjoining property, and does not adversely affect the public health, safety, or welfare.

B. Minimum building setbacks, all sides: One hundred (100) feet.

C. Maximum height: Forty-five (45) feet.

(.05) Off-Street Parking Requirements: As provided in Section 4.155.

(.06) Signs: As provided in Sections 4.156.01 through 4.156.11. [Amended by Ord. No. 704, 6/18/12]

(.07) Corner Vision: As provided in Section 4.177

(.08) Special Regulations:

A. All principal and conditional uses shall be subject to Section 4.400 through 4.450 (Site Design Review) of the Wilsonville Code.

B. As part of either a permitted or conditional use, the Development Review Board may review and approve a Master Plan for an entire development or area subject to Section 4.140 (Planned Development Regulations) of the Wilsonville Code.

6. To allow development only where necessary and adequate services and facilities are available or provisions have been made to provide these services and facilities.
7. To permit mixed uses where it can clearly be demonstrated to be of benefit to the users and can be shown to be consistent with the intent of the Comprehensive Plan.
8. To allow flexibility and innovation in adapting to changes in the economic and technological climate.

(.02) Lot Qualification.

- A. Planned Development may be established on lots which are suitable for and of a size to be planned and developed in a manner consistent with the purposes and objectives of Section 4.140.
- B. Any site designated for development in the Comprehensive Plan may be developed as a Planned Development, provided that it is zoned "PD" or specifically defined as a PD zone by this code. All sites which are greater than two (2) acres in size, and designated in the Comprehensive Plan for commercial, residential, or industrial use shall be developed as Planned Developments, unless approved for other uses permitted by the Development Code. Smaller sites may also be developed through the City's PD procedures, provided that the location, size, lot configuration, topography, open space and natural vegetation of the site warrant such development.

(.03) Ownership.

- A. The tract or tracts of land included in a proposed Planned Development must be in one (1) ownership or control or the subject of a joint application by the owners of all the property included. The holder of a written option to purchase, with written authorization by the owner to make applications, shall be deemed the owner of such land for the purposes of Section 4.140.
- B. Unless otherwise provided as a condition for approval of a Planned Development permit, the permittee may divide and transfer units or parcels of any development. The transferee shall use and maintain each such unit or parcel in strict conformance with the approval permit and development plan.

(.04) Professional Design.

- A. The applicant for all proposed Planned Developments shall certify that the professional services of the appropriate professionals have been utilized in the planning process for development.
- B. Appropriate professionals shall include, but not be limited to the following to provide the elements of the planning process set out in Section 4.139:
  1. An architect licensed by the State of Oregon;
  2. A landscape architect registered by the State of Oregon;
  3. An urban planner holding full membership in the American Institute of Certified Planners, or a professional planner with prior experience

(.07) Preliminary Approval (Stage One):

- A. Applications for preliminary approval for planned developments shall:
1. Be made by the owner of all affected property or the owner's authorized agent; and
  2. Be filed on a form prescribed by the City Planning Department and filed with said Department.
  3. Set forth the professional coordinator and professional design team as provided in subsection (.04), above.
  4. State whether the development will include mixed land uses, and if so, what uses and in what proportions and locations.
- B. The application shall include conceptual and quantitatively accurate representations of the entire development sufficient to judge the scope, size, and impact of the development on the community; and, in addition to the requirements set forth in Section 4.035, shall be accompanied by the following information:
1. A boundary survey or a certified boundary description by a registered engineer or licensed surveyor.
  2. Topographic information as set forth in Section 4.035
  3. A tabulation of the land area to be devoted to various uses, and a calculation of the average residential density per net acre. Developments within the RN zone shall show how the proposed number of units complies with the applicable maximum and minimum provisions of the RN zone.
  4. A stage development schedule demonstrating that the developer intends receive Stage II approval within two (2) years of receiving Stage I approval, and to commence construction within two (2) years after the approval of the final development plan, and will proceed diligently to completion; unless a phased development schedule has been approved; in which case adherence to that schedule shall be considered to constitute diligent pursuit of project completion.
  5. A commitment by the applicant to provide in the Final Approval (Stage II) a performance bond or other acceptable security for the capital improvements required by the project.
  6. If it is proposed that the final development plan will be executed in stages, a schedule thereof shall be provided.
  7. Statement of anticipated waivers from any of the applicable site development standards.
- C. An application for a Stage I approval shall be considered by the Development Review Board as follows:
1. A public hearing as provided in Section 4.013.
  2. After such hearing, the Board shall determine whether the proposal conforms to the permit criteria set forth in this Code, and may approve or disapprove the application and the accompanying preliminary development plan or require

## ATTACHMENT B

6/9/2017

**To:** Wilsonville City Council  
**Cc:** Chris Neamtzu  
**From:** Joe Dills and Andrew Parish, Angelo Planning Group  
**Re:** Revision List - Frog Pond Master Plan Adoption Documents

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## OVERVIEW

At the conclusion of the Planning Commission's March 8, 2017 public hearing, the Commission voted unanimously to recommend adoption of the Frog Pond Master Plan and related amendments to the Wilsonville Comprehensive Plan and Development Code. The recommended documents and amendments include:

Adoption Document or Amendment for Frog Pond West
<b>Amendment to the Comprehensive Plan Map to add the 'Residential Neighborhood' and 'Public Facilities' designations.</b>
<b>Amendments to the text of the Wilsonville Comprehensive Plan to implement the Frog Pond West Master Plan.</b>
<b>Amendment to the Significant Resource Overlay Zone (SROZ) Map to incorporate the Willow Creek drainage.</b>
<b>Adoption of the Frog Pond West Master Plan as a supporting document of the Comprehensive Plan.</b>
<b>Amendments to the Wilsonville Planning and Land Development Ordinance (Development Code) creating the Residential Neighborhood (RN) Zone as well as supporting amendments to the text of the Code incorporating the new RN zone.</b>

This memorandum describes proposed final revisions to the above-listed documents for consideration by the Council. The revisions capture recommendations from the Planning Commission, revisions proposed by the project team, and minor semantic and formatting revisions.

Staff recommends that the Council's motion to adopt the Frog Pond West package include reference to the revisions described below, and any others the Council may wish to vote on. With this direction, staff will update the documents and attach them to the final ordinance for second reading.

## REVISIONS

### Revisions to Frog Pond West Master Plan Report

- MP1.** Revise Appendix A – Acknowledgements, as shown in the attachment to this memo. (As directed by the Planning Commission)
- MP2.** Revise Appendix C – Acreage and Density Calculations, Table 3. For Sub-district 3, delete the R-3 designation and replace with R-10. (As directed by the Planning Commission)
- MP3.** Revise pages 95-96, Infrastructure Funding Plan text, with the attached text. (As directed by the Planning Commission. The principle of equitable distribution has been added to the purpose text.)
- MP4.** Replace Appendix D – Infrastructure Funding Plan. The draft plan dated March 1, 2017 will be replaced with the final plan approved by the Council.
- MP5.** Revise pages 77-79 – Public Lighting Plan, regarding Collector Gateway lighting, to delete the references (in text and the map) to Collector Gateway lighting. Staff has determined that it is not beneficial to have a unique light standard (which requires different materials, storage, etc.) that is applied in a very small area.
- MP6.** Throughout the document, change the term “Linear Park” to “Trailhead Park.”
- MP7.** Revise pages 38-39 – Boeckman and Stafford Road Frontages, to include text and graphics for the attached “Boeckman and Stafford Road Wall Guidelines

### Revisions to Development Code

- C1.** Revise 4.127 (.07) (C) to read as below. This is a semantic clarification.
 

“Lot Standards for Small Lot Sub-districts. The purpose of these standards is to ensure that development in the Small Lot Sub-districts includes varied design that avoids homogenous street frontages, creates active pedestrian street frontages, and has open space that is integrated into the development pattern.”
- C2.** Revise Table 2 to establish 6,000 square feet as the minimum lot size for duplex lots.

### Global Changes to All Documents

- G1.** Revise dates to match the date of the adoption ordinance.
- G2.** Correct minor semantic, formatting, and graphic issues.

Proposed replacement text:

## APPENDIX A – ACKNOWLEDGEMENTS

### PLANNING COMMISSION

- Jerry Greenfield, Chair
- Peter Hurley
- Al Levit
- Marta McGuire\*
- Kamran Mesbah
- Phyllis Millan
- Eric Postma
- Simon Springall

### CITY COUNCIL

- Kristin Akervall
- Julie Fitzgerald\*
- Tim Knapp, Mayor
- Charlotte Lehan
- Scott Starr
- Susie Stevens

### CITY STAFF

- Steve Adams, Engineering Manager
- Miranda Bateschell, Planning Manager
- Tami Bergeron, Planning Administrative Assistant
- Amanda Guile-Hinman, Assistant City Attorney
- Barbara Jacobson, City Attorney
- Mike Kohlhoff, City Attorney\*\*
- Nancy Kraushaar, Community Development Director

\* Former Member

\*\*Former City employee

- Katie Mangle, Long-range Planning Manager\*\*
- Mike McCarty, Parks and Recreation Director
- Chris Neamtzu, Planning Director
- Dan Pauly, Senior Planner
- Kerry Rappold, Natural Resources Manager
- Stan Sherer, Parks and Recreation Director\*\*
- Linda Straessle, Planning Administrative Assistant\*\*

### CONSULTANT TEAM

#### Angelo Planning Group

- Joe Dills, AICP, Project Manager
- Andrew Parish, AICP, Planner
- Kyra Schneider, Assistant Planner

#### DKS Associates

- Scott Mansur, P.E., PTOE

#### Leland Consulting Group

- Brian Vanneman, Principal
- Andy Parks, Gel Oregon

#### Walker Macy

- Ken Pirie, AICP, LEED AP ND, Senior Associate
- Michael Zilis, Principal
- Saumya Kini, Urban Designer
- Martin Milward, Illustrator

Proposed Replacement Text:

## INFRASTRUCTURE FUNDING PLAN

The Infrastructure Funding Plan for Frog Pond West is attached as Appendix D. The purpose of the Funding Plan is to:

- Describe strategies and options that provide adequate funding to complete infrastructure (transportation, water, sewer, parks, and storm water) requirements identified in the Master Plan in a timely manner;
- Increase the confidence for all parties regarding the projects, costs, resources, and timing required to make Frog Pond West a success;
- Provide flexibility by identifying both primary strategies and tools for funding, as well as additional alternatives, tools, and approaches that could be implemented over time; and
- Provide an equitable distribution throughout Frog Pond West of the costs and benefits of Master Plan infrastructure.

The Funding Plan focuses on the following projects called Master Plan Infrastructure. The projects include:

1. Boeckman Road, including sanitary sewer
2. Stafford Road, including sanitary sewer and water
3. Neighborhood Park
4. Trailhead Park
5. Boeckman Trail
6. Boeckman Bridge

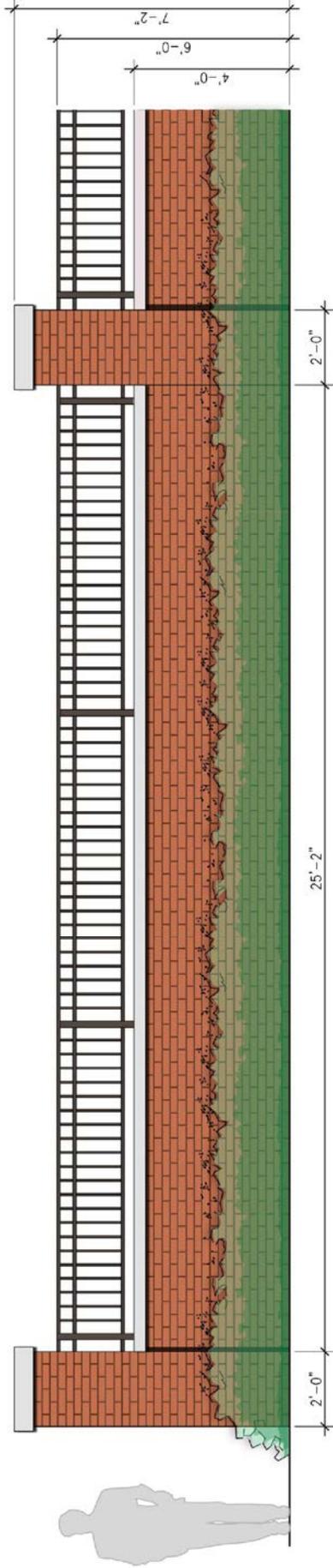
The Funding Plan describes the following policies, strategies, and tools related to funding infrastructure for Frog Pond West:

- Wilsonville's current policy is described regarding the typical obligation of developers and the City's role in funding infrastructure.
- The plan recommends an overall preferred strategy to establish a supplemental fee for selected projects that will provide needed revenue and distribute costs equitably across Frog Pond West. The fee is needed to generate funds for Boeckman Road (with utilities), Stafford Road (with utilities), and the Neighborhood Park. These projects have costs that exceed the ability of the relatively small developments in Frog Pond West to carry individually.
- The strategy for funding Boeckman Road includes:
  - The City will lead the construction of Boeckman Road improvements
  - A preference for as few phases as possible
  - City funding for the southern half of the road
  - Equitable distribution and reimbursement of costs
  - Coordination of the western portion of the road with the future Boeckman Bridge replacement
  - Funds may be sourced from all applicable fees
  - Phase 1 construction may be deferred to a time-certain date

- Development agreements will be the implementing instruments and will be established at the time of annexation
- The preferred funding strategy for Stafford Road includes the same elements as Boeckman Road, except for the southern-half funding and coordination with Boeckman Bridge. If Frog Pond's East and South neighborhoods are added to the Urban Growth Boundary, the Stafford Road improvements and funding will be coordinated with those additional areas.
- The preferred funding strategy for the Neighborhood Park includes funding from supplemental fees and acquisition of land as a first priority, working proactively with the School District.
- Optional strategies for funding Boeckman Bridge are described, including a supplemental fee that is based on the proportional share of traffic that Frog Pond West will contribute to the Bridge (about 9% of total traffic), and combining local funds from the supplemental fee with a citywide source such as Urban Renewal. The amount of the local share will vary depending on how much money is available from the city-wide share, so options are provided in the plan.
- Funding for the Trailhead Park and Boeckman Trail will come from Parks System Development Charges. These two projects are identified in the Wilsonville Park and Recreation Master Plan and are eligible for full funding through SDCs.

# BOECKMAN & STAFFORD ROAD WALL GUIDELINES

FROG POND MASTER PLAN | JUNE 2017



### Landscape Notes:



#### Corner of Willow Creek Drive

- Formal planting bed
- Seasonal color
- Entry 'statement'
- Low plantings
- No lawn
- Frame wall 'arc'

### Corner Plan:



#### Conceptual corner plan at Boeckman-Willow Creek Drive intersection

# Frog Pond West: Infrastructure Funding Plan

ATTACHMENT C

Date June 8, 2017  
 To Chris Neamtzu, City of Wilsonville  
 From Andy Parks, GEL Oregon  
 Brian Vanneman, Leland Consulting Group  
 Joe Dills, Angelo Planning Group



## Introduction

The City of Wilsonville has engaged GEL Oregon, Leland Consulting Group, and Angelo Planning Group to prepare an infrastructure funding plan for the Frog Pond West Master Plan (“Master Plan”). The purposes of the Frog Pond West Infrastructure Funding Plan (“Funding Plan”) are to:

- Describe strategies and options that provide adequate funding to complete infrastructure (transportation, water, sewer, parks, and storm water) requirements identified in the Master Plan in a timely manner;
- Increase confidence for all parties regarding the projects, costs, resources, and timing required to make Frog Pond West a success;
- Provide flexibility by identifying both primary strategies and tools for funding, as well as additional alternatives, tools, and approaches that could be implemented over time; and
- Provide an equitable distribution throughout Frog Pond West of the costs and benefits of Master Plan infrastructure.

This plan is based on analysis of funding options and discussions with developers and property owners, and is intended to be adopted as part of the final Frog Pond West Master Plan.

## Project Summary

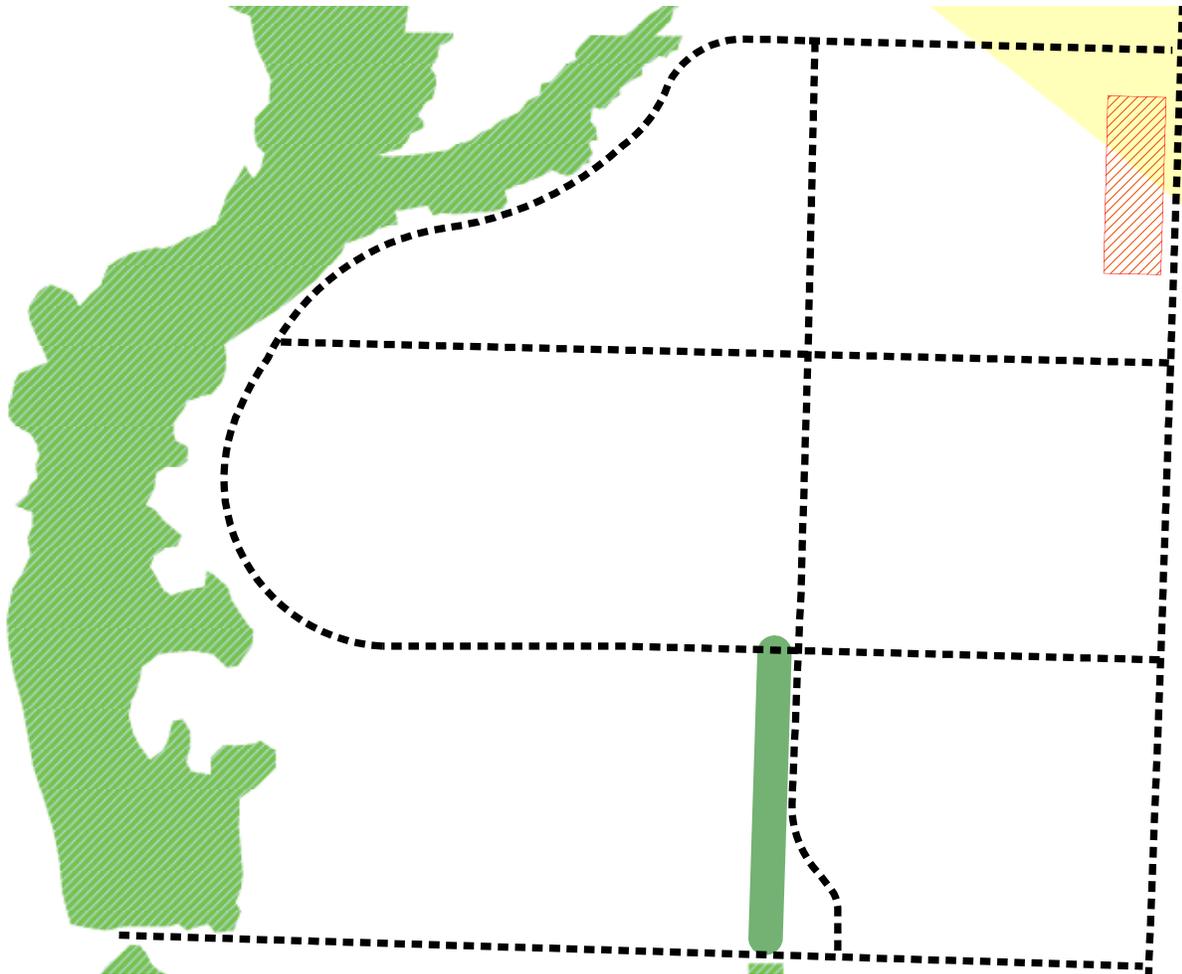
The Frog Pond West planning area, shown in Figure 1 below, is approximately 180 acres in total, with approximately 150 acres outside of the natural resource areas shown in green. The Master Plan area includes the following general attributes, which influence this funding plan:

- 571 housing lots would be allowed to be built under the Master Plan.
- The site is currently outside the city limits, but within the Urban Growth Boundary.
- 26 different property owners (as of 2015) control properties that vary widely in size. The largest single ownership is 25 acres (school district) and the smallest is 0.9 acres.
- The School District owns 25 acres, including a 10-acre future school site adjacent to Boeckman Road, a 5-acre land banked site adjacent to the future school site, and a 10-acre land banked site adjacent to Stafford Road.<sup>1</sup>
- Owners of the parcels highlighted in Figure 1 have shown an interest in development. Property owner intent to develop has been taken into account in this Funding Plan since it is likely to drive the location and pace of development and the locations where infrastructure will be needed first.

<sup>1</sup> In this Funding Plan, a portion of the 5-acre land banked site is assumed to be used for a future neighborhood park and the 10-acre land banked site is assumed for future residential development. These assumptions are subject to change based on future decisions by the West Linn-Wilsonville School District and the City of Wilsonville.

Figure 1. Frog Pond West

This map shows the maximum and minimum number of housing units that can be built on each property, pursuant to the Frog Pond West Master Plan. Properties shaded in orange indicate that owners have contacted the City to express an interest in development.



### Infrastructure Summary

For purposes of this Funding Plan, the infrastructure necessary to serve Frog Pond West has been put into three different categories, shown below. The emphasis of this Funding Plan is to identify strategies and tools appropriate to fund “Master Plan” infrastructure (the third bullet point below); the strategies and tools necessary to fund the other infrastructure categories are adequately addressed through the City’s existing methods.

- **Off-site Infrastructure** includes large projects that serve the broader community, are funded through Systems Development Charges (SDCs) generated by development throughout the City and through other City resources, and are generally located outside of the 180-acre boundary of Frog Pond West. Examples include:
  - Memorial Park pump station
  - Boeckman Creek sanitary sewer trunk line
  - West side water reservoir (funding pending)
  - Boeckman Bridge (the potential Frog Pond West contribution is summarized below)

- **On-site Infrastructure** includes local projects which serve individual properties. The costs of these projects are funded by individual developers. Examples include:
  - Local streets and sidewalks
  - Sanitary sewer lines
  - Water lines
  - Stormwater management
- **Master Plan Infrastructure** is the focus of this Funding Plan. Master Plan infrastructure differs from the above because it typically:
  - Crosses multiple property ownerships
  - May be too large and expensive for any single developer to complete
  - May have geographically concentrated costs (e.g. a park on a single property), but benefits all of Frog Pond West
  - May be adjacent to or within Frog Pond West development parcels

As stated, the focus of this Funding Plan is to identify the Master Plan infrastructure projects and to provide strategies and options for funding those Master Plan infrastructure projects that currently do not have any identified funding source or are not fully funded.

## Master Plan Projects

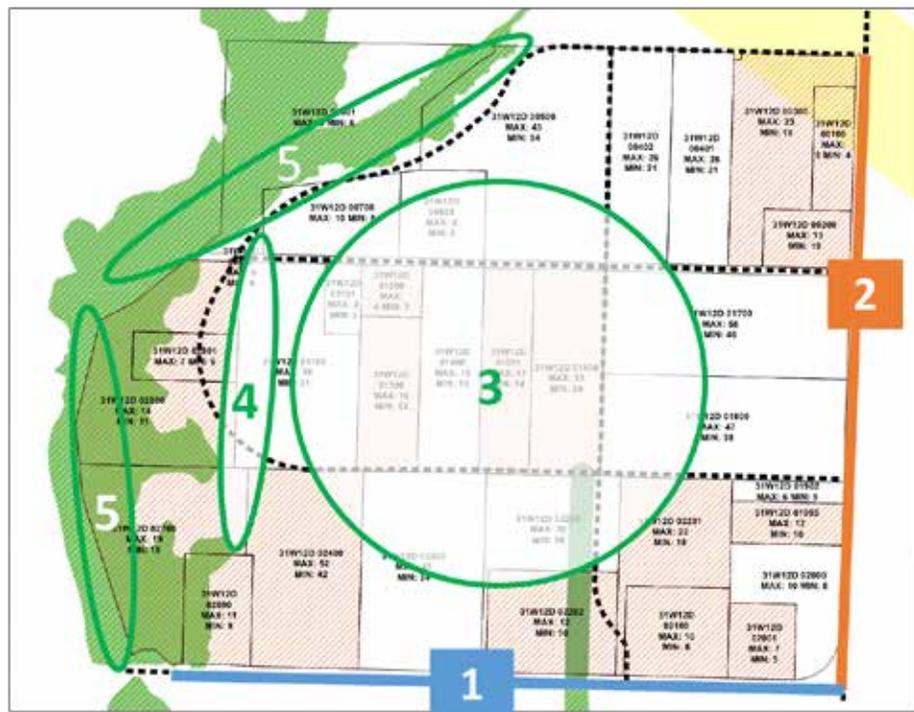
This Funding Plan focuses on funding strategies for the following five key Master Plan projects, which are conceptually represented in the adjacent figure:

1. Boeckman Road, including sanitary sewer
2. Stafford Road, including sanitary sewer and water
3. Neighborhood Park
4. Trailhead Park
5. Boeckman Trail

In addition, this Funding Plan specifically addresses one off-site infrastructure facility, due to its location adjacent to Frog Pond West:

- Boeckman Bridge

Figure 2. Map of Master Plan Projects



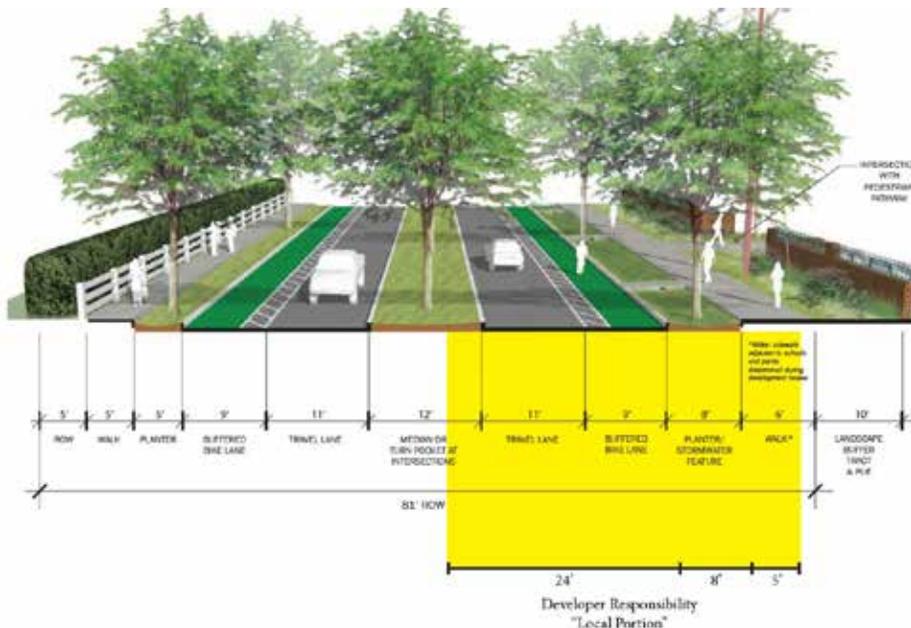
## Current City Policy

This Funding Plan uses the City's existing policy and practices as a starting point, summarized below:

- Developers pay for the "local portion" of infrastructure required to serve their developments. For example, the local portion of Boeckman Road is shown below in Figure 3 as the yellow highlighted portion of the road. Typically, this is the first 24 feet of roadway from face of curb, plus planter strips and sidewalks, and including the pavement and road base associated with the local street standard, and water and sewer lines up to 8" in size.
- Developers also pay for the "oversize portion" (infrastructure that exceeds the minimum required), and then receive credits against SDCs due ("SDC credits").
- Where necessary, the City may pay for infrastructure elements that are:
  - Identified by existing adopted citywide infrastructure master plans (e.g. the Transportation System Plan or Parks and Recreation Master Plan) and included in the City's five-year Capital Improvement Program (CIP); and
  - Abutting already-developed areas (e.g. the component of Boeckman Road that fronts the Arbor Crossing neighborhood to the south) and therefore not the responsibility of Frog Pond developers.
- The City may implement a variety of tools to facilitate and coordinate infrastructure delivery including SDCs and SDC credits, a supplemental fee, reimbursement districts/agreements, Local Improvement Districts (LIDs), development agreements, etc.

In addition to SDCs and SDC credits, a supplemental fee is the primary funding tool recommended for Frog Pond West and is described further below.

Figure 3. Boeckman Road, including developer responsibility/local portion



Note: Roadway may include other "oversize" elements that are not shown (e.g. additional structural section).

## Infrastructure Cost Allocation-Current City Policy

The total cost of the five Master Plan infrastructure projects and the Boeckman Bridge is allocated to different parties under *current* City policy as follows. Recommendations for how these current policies should be adjusted to fit specific conditions in Frog Pond begin on page 6.

1. Boeckman Road (including sanitary sewer)
  - a. Southern Portion of Boeckman Road
    - i. The City will pay for the construction of the southern portion of Boeckman Road, which is identified in the City's Transportation System Plan (TSP) as a "higher priority project."
  - b. Northern Portion of Boeckman Road
    - i. Current City policy states developers along Boeckman Road are responsible to develop their "local portion" of Boeckman Road (see Figure 3 above). Since most of the relevant Boeckman Road frontage and in-street utilities serve Frog Pond West, developing the "local portion" of the north side of Boeckman Road is the responsibility of the adjacent developers.
    - ii. Also under current City policy, developers may receive SDC credits for constructing the remainder of the north side of Boeckman Road, which exceeds the "local portion" of the road.
    - iii. Any oversizing of sanitary sewers installed by the developers along the northern portion of Boeckman Road is also subject to SDC credits.
  - c. Alternative strategies for funding Boeckman Road are outlined on page 6.
2. Stafford Road (including sanitary sewer and water)
  - a. Western Portion of Stafford Road
    - i. As with the northern portion of Boeckman Road, developers in Frog Pond West developing adjacent to Stafford Road are responsible for the "local portion" of Stafford Road, including sanitary sewer and water. Any oversizing can be compensated through SDC credits.
  - b. Eastern Portion of Stafford Road
    - i. Under current City policy, the "local portion" of the east side of Stafford Road will be the responsibility of the developers of Frog Pond East adjacent to Stafford Road.
  - c. Alternative strategies for funding Stafford Road are outlined on page 9.
3. Neighborhood Park
  - a. The cost of the Neighborhood Park is the responsibility of developers within Frog Pond West because the City's Comprehensive Plan, the Parks and Recreation Master Plan, and the Parks SDC methodology require the cost of neighborhood parks to be the responsibility of the local neighborhood, and not borne by the entire City. Strategies for funding the Neighborhood Park Road are outlined on page 10.
4. Trailhead Park
  - a. The cost of the Trailhead Park is accounted for in the Parks SDC and is included in the Parks and Recreation Master Plan, and so does not require any contribution from developers beyond the standard Parks SDC.

5. Boeckman Trail
  - a. Along with the Trailhead Park, the Boeckman Trail is accounted for in the Parks SDC and is included in the Parks and Recreation Master Plan, and so does not require any contribution from developers beyond the standard Parks SDC.
6. Boeckman Bridge
  - a. Frog Pond West's costs for Boeckman Bridge are allocated based on the neighborhood's traffic demand (average daily trips or ADT). Strategies for funding Boeckman Bridge are outlined on page 10.

## Master Plan Infrastructure Funding Strategies

Master Plan infrastructure such as Boeckman and Stafford Roads will need to be improved across many properties, and are likely too large and expensive for any single developer to complete alone. Therefore, in order to realize the goals of the Frog Pond Area Plan and the Master Plan, the City has a role to play in coordinating the provision and funding of that infrastructure. The sections below describe strategies for funding the four projects that either exceed the ability of an individual developer to fund, do not have any identified funding source, or would be only partially funded by known sources. Those four projects are: (1) the northern portion of Boeckman Road; (2) the western portion of Stafford Road; (3) the Neighborhood Park; and (4) Boeckman Bridge.

## Overall Preferred Strategy: Establish a Supplemental Fee to Distribute Costs Equitably

As described above, existing City policy would require funding for Master Plan infrastructure to generally be borne by developers. This Funding Plan proposes a variation on that policy in which the funding for specified projects would be: (1) borne by all new development in Frog Pond West through an equitable distribution of the costs on an equivalent dwelling unit (EDU) basis; and (2) collected through a supplemental fee that applies to new development. The supplemental fee will generate funds for three projects: Boeckman Road (including sanitary sewer improvements); Stafford Road (including water and sanitary sewer improvements); and the Neighborhood Park. (The funding for Boeckman Bridge is described further below, and includes a separate, dedicated supplemental fee for the bridge.)

The supplemental fee will create revenue that is fungible for use across different Master Plan infrastructure projects so that the timing of project construction would be as flexible as possible. The supplemental fee is a different funding instrument than a supplemental SDC or reimbursement district fee; however, the City retains the option of using those tools if desired.

Figure 4 below summarizes the Frog Pond West supplemental fee, including associated projects, preliminary cost estimates, and allocation per equivalent dwelling unit (EDU). The City reserves the right to complete additional infrastructure design and engineering analysis, which may result in changes to the cost estimates below.

Figure 4. Frog Pond West Estimated Supplemental Fee: Preliminary Cost Estimates and Allocation

All costs shown assume that projects will be built by the City, and therefore public-sector construction cost estimates are used. Additional notes regarding EDUs and costs are below.

Projects	Total Project Cost Public Sector Construction	Oversize Components (City CIP)	City Share	Net Project Cost to Recover (rounded)	Number of EDUs	Allocation per EDU	Admin Overhead 12.0%	Total Allocation per EDU
Boeckman Rd	3,747,161	122,986	2,026,941	1,597,000	538	2,970	356	3,326
Boeckman Rd sanitary sewer	690,625	265,756	-	425,000	490	870	104	974
Stafford Rd	2,585,548	439,544	-	2,146,000	538	3,990	479	4,469
Stafford Rd sanitary sewer	213,281	20,312	-	193,000	490	390	47	437
Stafford Rd water	365,625	71,094	-	295,000	472	630	76	706
Neighborhood parks	2,407,221	-	-	2,407,000	457	5,270	632	5,902
Total	10,009,461	919,692	2,026,941	7,063,000		14,120	1,694	15,814

**EDUs.** An EDU is an approximation of the infrastructure demand generated by one dwelling unit, and is useful since EDUs can also be estimated for non-residential (e.g. school, commercial, or industrial) development. In the case of the Neighborhood Park, costs are allocated across 457 EDUs in Frog Pond West, which is 80 percent of the 571 total homes allowed in the Master Plan, and accounts for a potential 20 percent “underbuild.” Assuming that 80 percent or more of the allowed homes in Frog Pond West are built, they will generate adequate supplemental fees for the Neighborhood Park, along with the other Master Plan infrastructure projects. In the case of other infrastructure elements (roads, sewer, water), the proposed school will generate infrastructure demand in addition to demand from residential development. For that infrastructure, the City and project team have estimated school demand (in EDUs) based on comparable past projects, and added this to the housing demand. Therefore, the road, sanitary sewer, and water projects are allocated across a greater number of EDUs.

**Notes regarding costs.** The cost estimates in Figure 4 assume that projects will be funded via the supplemental fee and built by the City, in the year 2019. These fees may adjust for the time cost of money or other inflationary factors if the projects are built beyond that time horizon. Based on input from third-party engineers and City staff, public-sector construction costs are assumed to be approximately 25 percent higher than private-sector construction costs, and therefore, if any components were to be built by the private sector, it is possible that the costs and the associated fees could be reduced. Cost estimates in Figure 4 include hard (construction) costs, plus external engineering (25 percent of hard costs), contingency (30 percent of hard costs), and city overhead (12 percent of all costs, to account for internal City engineering, finance, and related services). The City’s review indicates that total Frog Pond West development fees (the above supplemental fees plus base City SDCs) are comparable to the total fees that developers are paying in comparable master-planned development areas such as South Cooper Mountain in Beaverton, and River Terrace in Tigard. The City’s current SDCs are \$25,388<sup>2</sup> for a single-family home (EDU), including streets, sanitary sewer, water, stormwater, and parks, and adjust each year to account for inflation.

<sup>2</sup> Reflects adopted SDCs as of June 4, 2017. On June 5, 2017, the City Council adopted an updated Transportation SDC of \$11,772 per Single Family home (an increase of \$4077 above the previous SDC).

## Boeckman Road Preferred Funding Strategy

The following strategies were prepared after analysis of various options and coordination meetings with the three major property owners/developers on the north side of Boeckman Road. During these meetings, the City explored multiple options and strategies for funding Boeckman Road, working from the foundation of existing City policy and applying the principle of equitable distribution of costs. The Boeckman Road strategies are:

- **The City will lead the construction of the Boeckman Road improvements.** This strategy evolved out of meetings with property owners/developers during which they stated the following concerns and challenges about the private sector leading construction of Boeckman Road: (1) existing properties are small, so infrastructure costs (even if reimbursed over time) cannot be easily carried or offset against revenues; (2) borrowing money without certainty of repayment is not possible; and (3) they do not have experience working jointly with adjacent developers, which makes coordination difficult. The property owners/developers stated a preference to pay a higher fee and have the City build the improvements, as opposed to a lower fee and private sector construction.

From the City's perspective, a benefit of City-led construction is that the phasing and timing of the improvements can be determined by the City and is flexible. The City would also retain more control over the project to ensure it complies with the Frog Pond West Master Plan and City standards. In addition, City-led construction translates into greater risk for the City. If development does not take place at the pace expected and therefore revenue from the supplemental fee is less than the amount necessary to construct the projects, the City will carry the cost of construction and financing.

In summary, the preferred strategy is for the City to lead the Boeckman Road improvements. The City retains the option for a private sector lead if circumstances are conducive to it in the future. The additional strategies listed below reflect the City's consideration of the trade-offs described above and the crafting of an approach that will, on balance, work for all parties.

- **A preference for fewer phases; the preferred approach is two phases, with options for how phasing occurs.** The City prefers that Boeckman Road be built in as few phases as possible. This will minimize disruption and reduce costs. The City's specific preference is for a two-phase approach where two of the three major frontages are built simultaneously. The City realizes that individual projects may need to move ahead, and is open to proposals to improve a single frontage. The City will work with the School District to try to coordinate its frontage improvement with either of the adjacent frontages. The City will also work with the owner/developer of the western-most frontage to coordinate its improvements with the Boeckman Bridge replacement.
- **City funding for the southern part of Boeckman Road.** The City will contribute funds for completion of the southern portion of Boeckman Road, which abuts the Arbor Crossing neighborhood and, under current City policy, would not be the responsibility of Frog Pond West developers. An estimate of this cost is shown as the "City share" of Boeckman Road in Figure 4.
- **Equitable distribution and reimbursement of costs.** Boeckman Road costs will be distributed equitably to all development in Frog Pond West, as described above.
- **Coordination of the western portion of Boeckman Road with the Boeckman Bridge replacement.** When the Boeckman Bridge is replaced, the project will extend east to include part of the western-most frontage. The City will strive to coordinate the design for the bridge and the road improvement by whichever project is designed first.

- **Funds may be sourced from all applicable fees.** For City (or private sector) construction of Boeckman Road, funding will be available from supplemental fee revenue, plus applicable SDCs collected or credited. This will help reduce or eliminate carrying costs associated with the construction of Boeckman Road and sanitary sewer facilities.
- **Phase 1 construction may be deferred to a time-certain date.** At the discretion of the City, the construction of Boeckman Road may be deferred to a time-certain date or number of completed lots in order to accumulate supplemental fees needed to build the project. For the purposes of this Funding Plan, construction is preliminarily set for 2019. Developers will be required to construct interim improvements necessary to support safe pedestrian, bicycle, and motor vehicle movement prior to the full improvements being completed.
- **Development agreements will be the implementing instruments and will be established at the time of annexation.** The City plans to create an infrastructure supplemental fee, which will require developers to enter into development agreements as a condition of annexation. These development agreements will require developers to pay the supplemental fee at the time of issuance of a building permit. The development agreement template and infrastructure supplemental fee resolution should be approved by the City Council prior to processing any annexation applications.
- **Options for Council Consideration.** Based on discussions with the three major property owners on the north side of Boeckman Road and analysis by the City team, the strategies listed above are recommended. The key issues for which there are options are:
  - Option A – City leads construction, with improvements deferred to 2019 or a defined number of lots in order to build up funds. The project team estimates that an issuance of permits of 142 EDUs will be required in order to receive sufficient supplemental fees to cover the City’s costs associated with the north side of Boeckman Road.
  - Option B – City leads construction, with improvements not deferred; Boeckman Road would be constructed early and concurrent with development. This option is not recommended due to the risk of delayed pay-back to the City.
  - Option C – Private sector leads construction, with improvements deferred to 2019 or a defined number of lots in order to build up funds. This option is not recommended, but is available to the Council for consideration.

## Stafford Road Preferred Funding Strategy

There are several challenges associated with the construction of Stafford Road. There is no certainty that Frog Pond East will develop in the near future, and the road is currently under county jurisdiction. Frog Pond East is outside the Urban Growth Boundary and is designated “urban reserve,” defined by Metro as land that is suitable for development in the next 50 years. The developer’s portion of Stafford Road infrastructure on the east side would not be required until annexation and development. Likewise, Frog Pond West developers/property owners along Stafford Road are not as advanced in their planning for development as those along Boeckman Road; therefore, this funding strategy cannot be as specific in its recommendations for Stafford Road.

This Funding Plan recommends that Stafford Road be built and funded via a strategy similar to Boeckman Road:

- Preference for the fewest number of phases that are practicable, with interim improvements to be considered at the discretion of the City. Phasing may be tailored to improve the west side of the road prior to the east side. The specific timing of improvements and phasing is to be determined. The City generally

intends to build up funds through the collection of the supplemental fee prior to making improvements to Stafford Road.

- Equitable distribution of costs: Stafford Road improvement costs will be included in the Frog Pond West supplemental fee, and supplemental fee revenues will be used to pay for Stafford Road improvements (roadway, sanitary sewer, water).
- Options for the construction of Stafford Road improvements by either the private sector or the City. Private developers who build segments of the road will be reimbursed via the supplemental fee and SDC credits.
- Development agreements will be the implementing instruments and executed at the time of annexation.

## Neighborhood Park Preferred Funding Strategies

As stated above, both the Trailhead Park and Boeckman Trail are eligible to use Park SDC funding, including SDC credits, because they are considered to be “regional” park facilities pursuant to the City’s Parks & Recreation Master Plan and SDC methodology. However, the Neighborhood Park is not eligible to use Park SDCs or Park SDC credits as a funding resource.

It is very unlikely that any single developer or group of developers/property owners will have the financial wherewithal to complete the Neighborhood Park project. Moreover, without a funding strategy, the costs of this park—which would be located on one or several properties—would be concentrated, while the benefits would be throughout Frog Pond West. Therefore, as shown in Figure 4, this Funding Plan recommends including the Neighborhood Park acquisition and improvement costs in the Frog Pond West supplemental fee. This will enable the project to move forward while minimizing the impact on funding for parks projects elsewhere in the City. The priorities of acquisition and construction would be as follows:

- Acquire needed land first. Work proactively with the School District (and/or property owners as necessary) to acquire the land. This may require negotiations with the School District to secure the site via a memorandum of understanding (MOU), intergovernmental agreement (IGA), or other agreement.
- Design and complete park improvements next. Consider building the Neighborhood Park when residential build-out reaches a target, such as 50 percent. Work proactively with the School District, developers, and property owners willing and able to make park improvements in exchange for supplemental fee credits.

Development agreements addressing the supplemental fee (including a Neighborhood Park component) would be signed with each property owner at the time of annexation, as described above. Additional development agreements may be necessary in the event that property owners deed land for or make improvements to the Neighborhood Park that would be creditable against supplemental fee payments, or make other contributions to the Neighborhood Park.

## Boeckman Bridge Preferred Funding Options

The proposed Boeckman Bridge is a major piece of transportation infrastructure—significantly greater in cost than the other elements discussed above. Frog Pond West should contribute a modest share of funding for the bridge, consistent with the fact that it is expected to generate a small percentage (less than 15 percent) of the transportation demand for the bridge, with the remainder of the demand generated by existing and new development elsewhere in the City. The majority of funding will be generated by citywide sources, possibly urban renewal funds or other sources.

This Frog Pond West share should be generated by a supplemental fee that would be similar to the fee described above, but likely separate and dedicated to the Boeckman Bridge only. The fee associated with Boeckman Bridge is recommended to be separate from the Frog Pond West supplemental fee (for Boeckman and Stafford Roads, and Neighborhood Park) because a funding strategy for Boeckman Bridge has not been finalized. The selected

funding for Boeckman Bridge (e.g. Urban Renewal or CIP) may be comingled in ways that are different from the other Master Plan infrastructure, causing potential accounting challenges if there is just one supplemental fee. Citywide and local (Frog Pond West) funding recommendations are described below.

### Citywide Funding Share

While the City's funding strategy for Boeckman Bridge is still being refined, the City is currently considering funding a significant share of Boeckman Bridge via urban renewal funds (tax increment financing), that would be generated by substantially amending the Year 2000 urban renewal area plan (Year 2000 URA) to include the cost of Boeckman Bridge. The City estimates that the Year 2000 URA could generate enough funds to pay for either the entire cost of Boeckman Bridge, or that cost less the cost associated with Frog Pond West. Other funding mechanisms—primarily SDCs/CIP—could be used to supplement URA funds. The City recently updated the Transportation SDC (TSDC) methodology and rate and elected to exclude Boeckman Bridge from the TSDC project list at this time. While the City is pursuing the citywide component of Boeckman Bridge funds through the Year 2000 URA, the funding specifics will continue to be refined for this major piece of transportation infrastructure. This Funding Plan estimates a supplemental fee based on the portion of the cost to construct Boeckman Bridge that is not funded through other revenue sources (the "Unfunded Portion").

### Frog Pond West Share of Unfunded Portion: Boeckman Bridge Supplemental Fee Estimate

Traffic generated by Frog Pond West is expected to make up a modest portion of the total traffic carried by Boeckman Bridge. The average daily trips (ADT) forecast for Boeckman Bridge in 2035 is 12,750. Frog Pond West's 571 housing units are expected to generate 1,170 ADT over Boeckman Bridge, or 9.2 percent of the total forecast ADT. At 80 percent development, or 457 units, the ADT is expected to amount to 7.3 percent of the total. The school is estimated to generate 645 ADT, or 5.0 percent of the total. In all, the estimated ADT generated by Frog Pond West, at full build out, is 1,815, or 14.3 percent of total forecasted trips.

The current cost estimate for Boeckman Bridge is \$14.0 million. If the City captures a proportional share of bridge funding from Frog Pond West, a separate supplemental fee appears to be the most appropriate tool. The amount to be raised by housing development in Frog Pond West would be 9.2 percent of the total Unfunded Portion, divided equally between 571 units.<sup>3</sup> For each \$1 million of "net unfunded" bridge cost (not covered by URA or other citywide sources), the fee would be \$161 (9.2 percent times \$1,000,000 divided by 571 housing units). The actual fee will depend on the Unfunded Portion of Boeckman Bridge, for example:

- If \$2 million unfunded, the fee per EDU would be \$322
- If \$10 million unfunded, the fee per EDU would be \$1,610
- If \$14 million unfunded, the fee per EDU would be \$2,254

The estimated contribution by the School District is approximately five percent of the Unfunded Portion; however, details regarding the District's precise share have yet to be worked out.

## Summary of Strategies and Recommendations

As described above, this Funding Plan provides the following findings and recommendations:

- Frog Pond West will require that a variety of infrastructure—including transportation, sanitary sewer, water, and parks—be built at the local, Master Plan, and off-site levels. Master Plan improvements are the primary focus of this Funding Plan, as they affect multiple property ownerships, are costly, and require a

<sup>3</sup> These calculations, including supplemental fee amount, are the same if both development and ADT are reduced to 80 percent of the full build-out values (i.e., 457 units and 7.3 percent of ADT) since a smaller share of traffic impact would be divided among a proportionately smaller number of units. Since transportation analysis was completed assuming full build out, the figure 571 housing units is used here.

coordinated plan. Such a coordinated strategy will increase all parties' confidence that the Master Plan will be implemented in a timely manner, and equitably allocate major costs across numerous different development sites.

- The primary funding tool recommended for three key Master Plan infrastructure elements—Boeckman Road (including sanitary sewer improvements), Stafford Road (including sanitary sewer and water improvements), and the Neighborhood Park—is a supplemental fee. This fee would be equitably distributed across all residential and school development in Frog Pond West, commensurate with each development's demand for the infrastructure. The total costs are allocated on the basis of equivalent dwelling units (EDUs) and summarized in Figure 4 above.
- This Funding Plan recommends and assumes that the City will collect supplemental fees and lead the construction of the Boeckman Road and Stafford Road projects. However, it is also possible that developers could build those projects in exchange for credits against supplemental fees and City SDCs; this would also likely result in lower construction costs.
- Boeckman Bridge is considered to be an "off-site" infrastructure element. Frog Pond West will generate a modest share of demand (15 percent or less) for Boeckman Bridge, with other demand coming from elsewhere in the City, and it is costlier than the Master Plan transportation infrastructure described above. The City is continuing to refine the design and funding strategy for Boeckman Bridge, with most of the funding expected to come from a substantial amendment to the Year 2000 URA. The City is also considering other funding mechanisms (primarily SDCs/CIP). This Funding Plan recommends that an additional and separate supplemental fee be charged to Frog Pond West development for the Boeckman Bridge. This supplemental fee amount will depend on the final design and cost of the bridge, and the amount generated by the URA and/or other sources. Based on Frog Pond West's transportation demand, the estimated supplemental fee is approximately \$161 per \$1 million of cost that is not provided by the URA and/or other sources.

JUNE 2017



# MONTHLY REPORT

## From The Director's Office

Greetings! This month we welcomed two new building inspectors to our team—Mike Ditty is full time and James Davis will be on-call.

Finishing touches are being made to the latest regional park in Villebois. On the right is the new play structure at Trocadero Park.

We have been waiting with baited breath for the Oregon legislature to work through a transportation bill. Thank you so much to Mayor Knapp for all his efforts to get support for the bill. I cannot say enough about the costs of congestion—both to freight and livability—and the importance of new investments in our woefully underfunded transportation system.

At our recent quarterly all-staff meeting, we added some summer fun to our agenda with some disc golf at Town Center Park. Here we are—the first, second, and third place winners on the platform at the medals ceremony!

I hope you are all enjoying your summer as much as we are so far! —Nancy Kraushaar, PE



Last month I included a photo of the 66-inch Willamette Water Supply Program installed below our 48-inch water transmission pipe. This photo of the same view that was taken during construction—with the worker in the trench—provides a much grander perspective. Now you can really see how big those pipes are!



### Threading the Needle (Construction)

72" casing bored under 48" water line with 9" clearance on Kinsman Road

## Building Division

### What-cha Looking At: Service Spotlight

ePermits are basic plumbing and mechanical permits for service items such as water heater replacements, furnaces, sewer line replacements, air conditioning units, and other minor work.

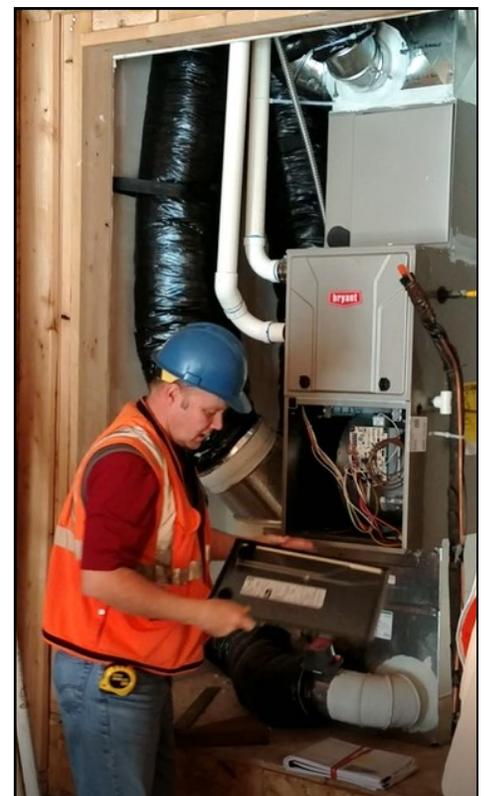
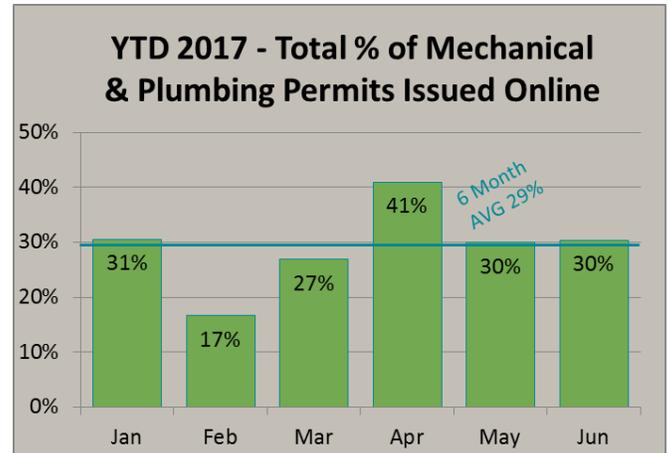
ePermits are available to plumbing and mechanical contractors anytime, 24/7. This means that licensed contractors needing a permit to legally perform work can apply, pay for, and receive authorization to work in a matter of minutes from the convenience of their home or office, and during times that are outside the City's normal business hours.



The City has made this service available since 2007 through partnership with the State Building Codes Division and their online web portal. Since then, over 1,400 plumbing and mechanical permits have been obtained through this portal by contractors for installations in Wilsonville.

This year the system is growing in popularity with 141 ePermits already issued in 2017 and contractors having obtained 15% more ePermits than last year at the same time. This growth is thanks to continued outreach and promotion of the system, and the fact that it is convenient and easy to use for contractors.

In a recent conversation with Andy Sassen of Roth Heating, Inc., he indicated that, "We regularly use the ePermit system to obtain permits as it lets us legally perform work. It also saves our business valuable time from driving down to City Hall to get permits for routine work. We appreciate the time savings of doing business online which helps us better serve our loyal customer base."



## Economic Development

### Urban Renewal

#### Year 2000 Urban Renewal Agency (URA) Maximum Indebtedness

- Council directed staff at the June 5 Council meeting to proceed with a substantial amendment process to fund the Boeckman Dip Bridge by increasing the maximum indebtedness of the Year 2000 URA.
- Staff met with Clackamas County Commissioner Bernard and Administrator Krupp to brief them on URA activity in Wilsonville and obtain direction on increasing maximum indebtedness for the Year 2000 URA to fund the Boeckman Dip Bridge project. They indicated support and staff will present at a Commissioner meeting in Fall 2017 to obtain concurrence from the County.

#### Coffee Creek Development

- The City received a Pre-App for a proposed development at 25400 SW Garden Acres Rd Sherwood, OR 97140. The development would be an expansion for an existing Wilsonville business, Precision Countertops, and would create 150-170 jobs in a 54,000 sq. ft. building on a five acre site. We are assessing the scope of the developer's financial and construction contribution for the Garden Acres project as we finalize our financing plan for the first infrastructure project in Coffee Creek.

## Engineering Division, Capital Projects

### 5<sup>th</sup> Street / Kinsman Road Extension (4196):

The preliminary 30% of design work on roadway cross-section, specific alignment, and bridge type and design has been completed. The consultant is working towards 50% of the design plans due in October. The first public open house has been scheduled for July 20.

### 2017 Water Treatment Plant Master Plan Update (1122):

The project kickoff meeting was held on 6/23. Facility condition and seismic/life safety assessments will occur in July.

### 2018 RTP Submittal

The draft project list continues to be refined with the final list and project documentation due to Metro on July 21st. Staff are involved in a significant effort to meet Metro submittal requirements. Projects must be on the RTP list in order to be eligible for future Federal funding.

### Charbonneau High Priority Utility Repair Phase II (2500/7500):

This project continues the replacement and repair of the most deficient sewer and storm pipes within Charbonneau. This project represents the second of three planned phases to construction over three years. Construction has been rescheduled to begin towards the end of July 2017 to better align with the pipe lining contractor's availability and reduce construction impacts on the neighborhood. Construction will be completed in October 2017.

### Congestion Improvements Projects (4199):

Restriping of Boones Ferry Road north of Wilsonville Road was completed on June 29. 90% of the Plans, Specs, and Estimate (PS&E) for the Southbound Ramp widening project were submitted to ODOT on June 26, with ODOT review expected to take 3-4 weeks. Final re-design of the Fred Meyer south exit is in progress.

### French Prairie Bridge (9137):

This project will determine the final location, alignment, and design type, and it includes the preparation of preliminary construction and environmental documents for a new pedestrian, bike, and emergency vehicle bridge over the Willamette River in the vicinity of Boones Ferry Road. The consultant team is performing additional archaeological work at the

request of the Confederated Tribes of the Grand Ronde. This information will help inform the bridge alignment and location selection. The next set of TAC and Task Force meetings are anticipated for September where the evaluation criteria will be used to assess the three bridge alignments and a final bridge location recommendation made to City Council. Project completion is anticipated in July 2018.



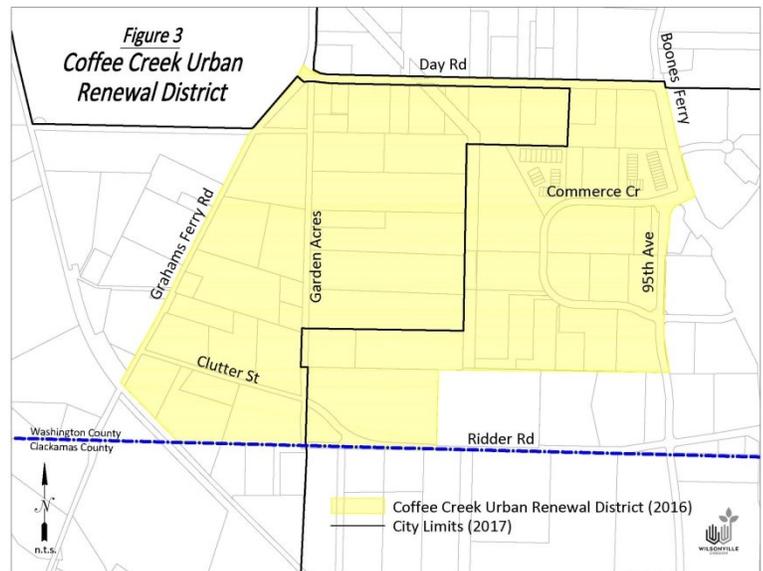
## Engineering Division, Capital Projects Cont.

### **Garden Acres Road (4201):**

Garden Acres Road will be the first project in the new Coffee Creek Urban Renewal District. Negotiations with HHPR for design services are complete. The design contract is scheduled for Council action on July 17.

### **Kinsman Road Extension (4004):**

This project involves construction of a new section of Kinsman Road between Barber Street and Boeckman Road and includes upsizing and relocation of a 30" sanitary sewer pipe (Coffee Creek Interceptor Upsizing (CIP 2079) and installation of a 66" water line for the Willamette Water Supply Program (CIP 1127). Boeckman Road is closed between Villebois Drive and 95<sup>th</sup> Avenue and is anticipated to reopen at the end of July. The closure is necessary to construct the new concrete roundabout intersection at Kinsman Road (pictured right). Roadway fill is complete. The Willamette Water Supply Program (WWSP) 66" pipeline has been installed and is undergoing testing. Construction is anticipated to be complete in June 2018.



### **Library Improvement (8098):**

Final design for interior improvements is nearing completion. HVAC replacement design has encountered a building code issue that will delay final HVAC design for an unknown time period. Construction is budgeted for FY 17/18 with completion targeted for November.

### **Willamette River Stormwater Outfalls (7053):**

The most recent plans have been provided to Rivergreen HOA and homeowners at Morey Court outfall. Plans were submitted to the Army Corps of Engineers and to Oregon Department of State Lands to obtain federal and state permitting. Receiving these permits typically takes 6-9 months. Reconstruction of the outfalls is anticipated to occur in summer 2018.

### **WWSP Coordination (1127):**

Coordination protocols and assignments are in place and active coordination efforts are occurring for the Garden Acres Road project (4201), the 5<sup>th</sup>/Kinsman project (4196), the 2017 WTP Master Plan effort (1122), and the WWSPs Raw Water Facility projects.

## Engineering Division, Private Development

### Ash Park:

A Public Works Permit has been issued for this 12-lot subdivision just north of the Ash Meadows Condominiums and construction is to start in July.

### Charbonneau Subdivision:

A Public Works Permit has been issued for this 40-lot subdivision being constructed where the former golf driving range was located with construction to start in July.

### Meridian Creek Middle School:

Off-site construction work on Boeckman, Stafford, and Advance is almost complete. Substantial completion scheduled for July 10. Final project completion expected before start of school in September 2017.

### Villebois:

Public Works construction is completed in VB Central—Camden Square (43 lots located south of Montague Park). VB East—Tonquin Meadows 4 (57 lots located north of Lowrie Primary) is under construction. This subdivision will complete construction of Coffee Lake Drive between Barber Street and Villebois Drive. VB Central—Berkshire No. 2 (17 row homes located on north side of Barber near Costa Circle West) is under construction. VB Central—Siena (10 row homes and 82 condominiums) and VB Central—Royal Crescent (39 row homes) have had Public Works permits issued and construction is to start in July.



*Villebois Central Camden Square—Montague Park (background)*



### Villebois Parks:

Construction of the oval shaped neighborhood park just north of Lowrie Primary School should be completed in June. Construction is ongoing in Trocadero Park (RP-5) located just east of Edelweiss Park and north of Berlin Avenue. Plans are under review for Regional Parks 7 & 8, located north and east of Tonquin Meadows on the east side of Villebois.

*Villebois neighborhood park (left), across the street from Lowrie Primary School. On the far side of the park, homes in Tonquin Meadows 3 are under construction.*

## Natural Resources

### **New Stormwater Management Coordinator**

Sarah Sand started as the new Stormwater Management Coordinator on June 19. She replaces Luke Bushman, who retired in February after 30 years. Sarah worked for many years on the East Coast, before moving to Oregon in 2012 to take a job with the City of Portland's Bureau of Environmental Services. Sarah has extensive experience with stormwater management, water resources, and public service. We are so pleased to have her join our staff!



## Planning Division, Current

### Projects Being Prepared for DRB Hearings

- Marion's Carpet, Boones Ferry Road north of Barber Street
- Parking and site modifications for DW Fritz, 9600 SW Boeckman Road
- Villebois Regional Parks 7 & 8
- Hilton Garden Inn, SW Parkway Avenue and SW Memorial Drive (tear down and replace current hotel)
- Minor Right-of-Way Annexation, SW 63<sup>rd</sup> Avenue near Meridian Creek Middle School
- Additional parking, Coca-Cola

### Administrative Land Use Decisions Issued

- Class II Interpretation of Commercial Use in Planned Development Industrial Zone
- Class II Approval of new wireless antenna
- Class II Approval of parking revisions at condo project in Villebois Village Center
- Class II Approval of building modification and new signs southeast corner of Wilsonville and Town Center Loop West for Oregon Community Credit Union
- 1 Class I Administrative Reviews
- 1 Final Subdivision Plat
- 10 Type A Tree Permits
- 2 Type B Tree Permits
- 1 Type C Tree Permits
- 1 Temporary Sign Permit
- 7 Class I Sign Permits
- New Single-family permits
- Approval and single-family additions

### Pre-Application Meetings

- Industrial Development on Garden Acres Road in Coffee Creek Industrial District
- Additional Parking at Coca-Cola
- McDonald's Architectural and Site Modifications

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## Board & Commission Updates

### Development Review Board (DRB)

DRB Panel A – June 12 Meeting was cancelled

DRB Panel B – June 26

On June 26, DRB Panel B met and, after conducting a public hearing, approved 4 to 1 a revised design and waiver for the monument sign at the new Meridian Creek Middle School. The newly approved sign includes a digital reader board and 5.3 square foot sign area above the maximum typically allowed.

### Planning Commission

The June 14 Planning Commission was cancelled due to a lack of ready agenda items. Planning Commissioners were encouraged to attend the Town Center Design Workshop which occurred on June 26, 2017. The next Planning Commission Meeting is scheduled for Wednesday, July 12.

## Planning Division, Long Range



### **Basalt Creek Concept Plan**

Staff worked with the consulting firm KPFF to finalize the employment feasibility study following up from the City Council work session. City Council remains committed to the area developing as employment lands. Wilsonville staff continue to reach out to IGA partners Metro, City of Tualatin, and Washington County to determine next steps.

General project information is available on the project website <http://www.basaltcreek.com/>.

### **Coffee Creek Industrial Form-Based Code**

The Coffee Creek Industrial Form-Based Code (FBC) is intended to provide a regulatory framework to create an industrial area featuring high design standards, functionality for industrial operations, and a greater degree of pedestrian, bicycle, and transit accessibility.

During May, staff continued to coordinate with the project consultant on developing a schedule for summer work sessions with the Development Review Board, Planning Commission, and City Council to gather feedback on outstanding policy and process considerations identified in July 2015. These work sessions will take place in July and August 2017.

Information on the status and timing of the Coffee Creek Industrial FBC will be published to the project website at <http://www.ci.wilsonville.or.us/665/Coffee-Creek-Industrial-Area-Form-Based->.

### **Old Town Development Code**

The project to develop an architectural pattern book and design guidelines for single-family homes in the Old Town Neighborhood moves forward. The consultants for the project, the Urban Collaborative, spent June doing background research, documenting existing architecture in the neighborhood, and meeting with key community members and staff. Staff and the consultants are preparing for a Planning Commission Work Session on July 12.

## Planning Division, Long Range Cont.



### WILSONVILLE TOWN CENTER PLAN

#### Town Center Plan

The Wilsonville Town Center Plan focuses on creating a community-driven vision for the Town Center and a plan that will guide future development.

On Monday, June 26, project staff and consultants hosted the Town Center Plan Design Workshop held at Clackamas Community College—Wilsonville campus. At the workshop, community members were asked to vote on a variety of town center images from other places in order to convey their preferences for Wilsonville's Town Center. Attendees participated in interactive activities including a map-based activity to design the future layout, architecture, and land uses of the Town Center. Everyone had a lot of fun and we received some great feedback from all who participated!

Additional outreach activities in the month of June consisted of: promoting the Instagram Photo Contest, a new Question of the Month, Rotary luncheon, student engagement, posting flyers in nearby apartment buildings, and developing and posting a video highlighting the Town Center vision and how people can get involved in the project.

For more information about the Town Center Plan project visit [www.wilsonvilletowncenter.com](http://www.wilsonvilletowncenter.com).





WILSONVILLE  
PARKS & RECREATION

### Program News



Parks and Recreation staff worked with the Korean War Memorial Foundation of Oregon to facilitate the installation of a life-size General Douglas MacArthur statue at the Korean War Memorial located in Town Center Park.



Home delivered meals are staying consistent with 40 sent out each day. Lunches served at the Community Center are also consistently in the 40 meal range.



55 seniors plus a number of grandkids and caretakers joined Community Center staff for "Soda Shop Rock", a 50's inspired senior special event.

### Board Updates

#### \* Parks and Recreation Advisory Board

The Board reviewed Parks 7 and 8 in Villebois. They recommended the plans be forwarded to the DRB with minor suggestions.

#### \* Wilsonville Community Seniors, Inc.

The Board met with City staff to better understand the process by which the Community Center and Senior programs are funded.

## Parks Maintenance Update



Hosted 100 volunteers from 3D systems to assist with park related cleanup



Replanted trees on Memorial Drive in Memorial Park



Prepared for and hosted flag retirement ceremony



Continued to monitor progress at Trocadero Park (RP 5 in Villebois)



Hosted 20 6th-8th grade YMCA volunteers for park clean up and restoration projects



Installed automatic irrigation for annual plantings at Murase Plaza

## Upcoming Events

- \* Movies in the Park  
Fridays - July 21, July 28, August 11 and August 25  
River Shelter at Memorial Park - starts at dusk
- \* Rotary Concerts in the Park  
Thursdays - July 20, July 27, August 3 and August 10  
Town Center Park - 6:30 pm
- \* Kiwanis Kids Fun Run and 5k  
Saturday, July 29  
Wood Middle School - 9am



# Wilsonville May 2017



## City of Wilsonville Police Department

30000 SW Town Center Loop E  
Wilsonville, OR 97070

In Partnership with



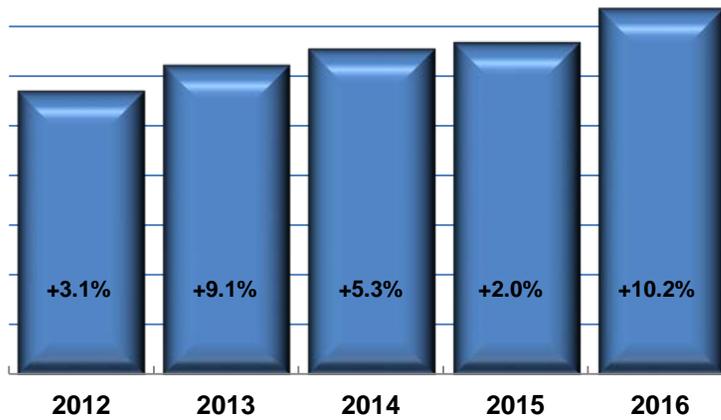
**Clackamas County  
Sheriff's Office**

## Monthly Summary

During May 2017, the Clackamas County Sheriff's Office provided law enforcement service to the City of Wilsonville on a 24 hour a day basis. During this time deputies assigned to Wilsonville responded to 736 calls for service, which was an average of 23.7 calls a day.

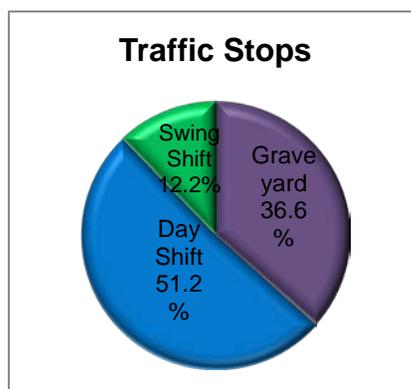
Below is a chart showing the number of calls for service in the City during the last 5 years.

<u>Year</u>	<u>Number of Calls</u>	<u>Monthly Average</u>	<u>Daily Average</u>
2012	5,709	475.8	15.6
2013	6,230	519.2	17.1
2014	6,558	546.5	18.0
2015	6,689	557.4	18.3
2016	7,369	614.1	20.2



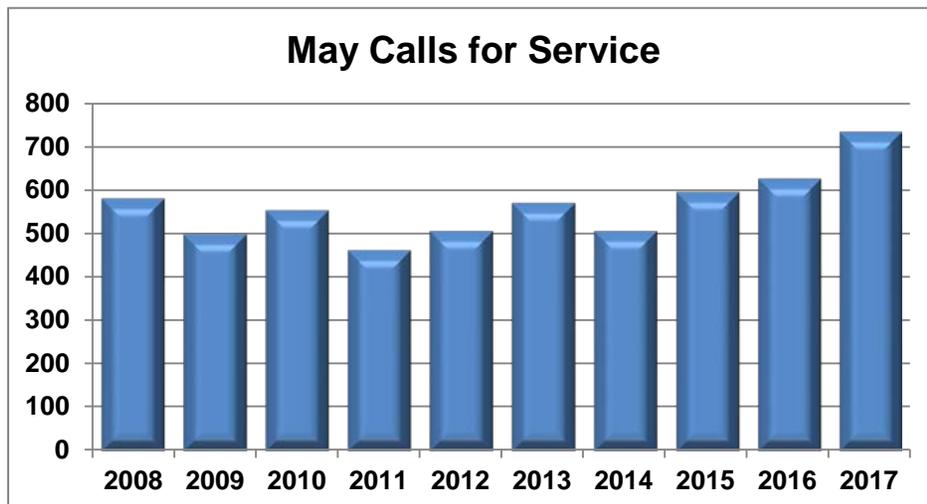
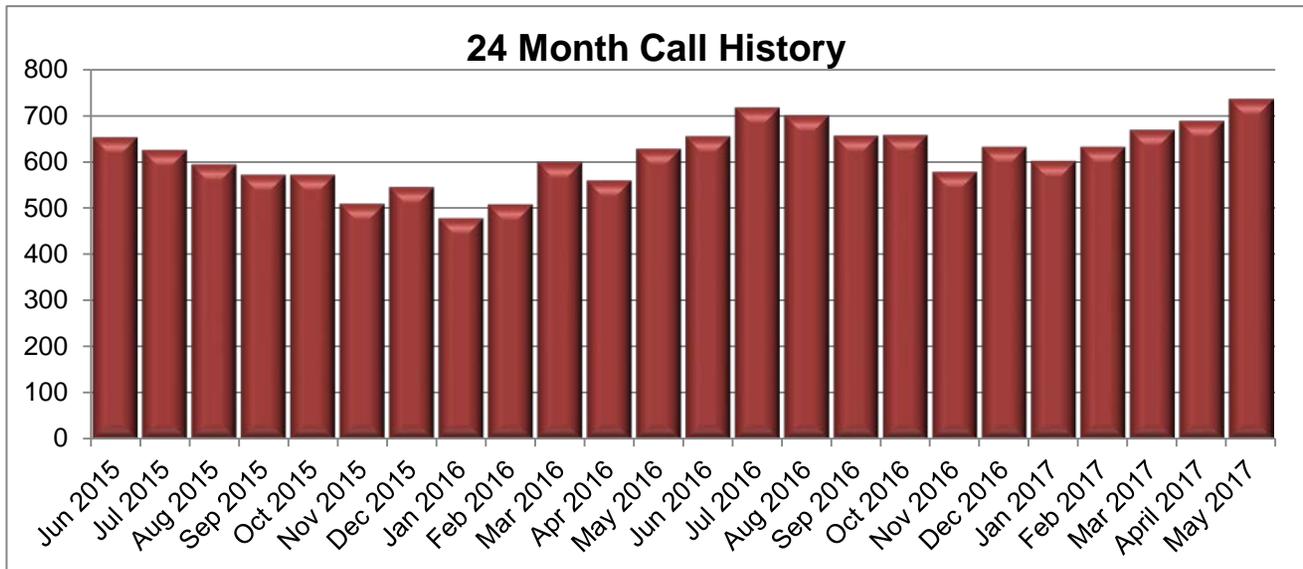
An overall look at the shift activity shows the following percentages of calls taken, traffic stops made and reports written for May.

	<u>Percentage of Calls Taken</u>	<u>Percentage of Traffic Stops</u>	<u>Percentage of Reports Written</u>
Graveyard	20.0%	36.6%	19.7%
Day Shift	47.8%	51.3%	48.6%
Swing Shift	32.2%	12.2%	31.8%



### Calls for Service

Number of Calls Per Shift	May 2017	May 2016	Monthly Average 2016
<b>Graveyard (2100-0700)</b>	147	115	130.4
<b>Day Shift (0700-1700)</b>	352	296	278.1
<b>Swing Shift (1100-0300)</b>	236	217	205.6
<b>Monthly Total</b>	<b>735</b>	<b>628</b>	<b>614.1</b>
<b>Daily Average</b>	23.7	20.3	20.2



## Types of Calls

This chart shows the types of calls for service during the month. These calls do not reflect actual criminal activity. In some cases the call was dispatched as a particular type of incident, but it was later determined to be of a different nature.

Type of Call	May 2017	May 2016	2016 Monthly Avg.
Alarm	63	65	59.5
Parking Complaint	55	46	48.8
Assist Public	47	25	33.5
Suspicious Person	43	25	28.8
Theft	43	33	37.8
Traffic Complaint	42	17	18.9
Assist Agency	32	10	14.9
Unwanted / Trespass	32	19	17.3
Disturbance	30	42	35.6
Traffic Crash	28	27	28.0
Welfare Check	27	30	27.1
Animal Complaint	25	19	12.5
Threat / Harassment	21	19	21.3
Other	21	10	11.4
Fraud	20	19	20.8
Property Investigation	18	13	15.5
Provide Information	18	44	23.3
Juvenile Problem	16	18	15.8
Suspicious Vehicle	16	14	13.6
Unknown / Incomplete	13	11	13.8
Hazard	12	8	9.6
Assault	11	4	5.2
Noise Complaint	11	14	10.3
Suspicious Circumstances	11	9	13.6
Criminal Mischief	10	15	13.3
Vice, Drugs	10	3	4.6
Fire Services	9	12	9.4
Suicide Attempt / Threat	9	6	9.6
Extra Patrol Request	7	2	2.2
Runaway	6	3	3.4
Abandoned Vehicle	4	2	3.8
Burglary	4	5	4.7
Mental	4	3	4.9
Viol. Restraining Order	4	5	2.1
Minor in Possession	3		0.8
Sex Crimes	3	7	2.9
Stolen Vehicle	3	9	5.0
Open Door / Window	2	2	1.1
Death Investigation	1	3	1.5
Missing Person	1	5	3.2
Promiscuous Shooting	1		1.2
Prowler		2	1.0
Recovered Stolen Vehicle		2	1.8
Robbery			0.6
Shooting		1	0.1
<b>Total Calls:</b>	<b>736</b>	<b>628</b>	<b>614.1</b>

**Median Response Times to Dispatched Calls**

<b>All Dispatched Calls</b>	<b>May 2017</b>	<b>Previous 12 Month Average</b>
<b>Input to Dispatch</b> (Time call was on hold)	3:03 Minutes	3:03 Minutes
<b>Dispatch to Arrival</b> (Time it took the deputy to arrive after being dispatched)	5:32 Minutes	5:08 Minutes

<b>Priority 1 &amp; 2 Calls</b>	<b>May 2017</b>	<b>Previous 12 Month Average</b>
<b>Input to Dispatch</b> (Time call was on hold)	2:30 Minutes	2:25 Minutes
<b>Dispatch to Arrival</b> (Time it took the deputy to arrive after being dispatched)	4:53 Minutes	4:47 Minutes

**Other / Self-Initiated Activity**

<b>Type of Call</b>	<b>May 2017</b>	<b>May 2016</b>	<b>2016 Monthly Avg.</b>
<b>Traffic Stop</b>	337	230	290.7
<b>Follow-Up Contact</b>	75	98	86.0
<b>Detail</b>	58	14	30.4
<b>Suspicious Veh. Stop</b>	50	59	63.8
<b>Subject Stop</b>	42	35	36.5
<b>Meeting</b>	20	3	9.2
<b>Training</b>	18	10	16.8
<b>Premise Check</b>	9	14	13.2
<b>Warrant Service</b>	6	7	9.6
<b>Foot Patrol</b>	5	5	7.8
<b>Court</b>	4		4.0
<b>Suspect Contact</b>	2	3	4.2
<b>Total Calls:</b>	<b>626</b>	<b>478</b>	<b>572.2</b>

## Reports Written

During May, 173 reports were written. 19.7% were written by the graveyard shift, 48.6% by the dayshift units and 31.8% were written by the swing shift units.

Type of Report	May 2017	May 2016	2016 Monthly Avg.
Theft	34	20	25.3
Traffic Crash	10	13	12.3
Criminal Mischief	8	9	9.8
Drug Crimes	7	10	4.4
Assault	2	5	3.8
Stolen Vehicle	1	6	2.6
Identity Theft	1	5	3.8
Burglary		1	3.8
Other Reports	81	123	116.9
<b>Total Calls:</b>	<b>144</b>	<b>192</b>	<b>182.7</b>

Shift Totals	May 2017	May 2016	2016 Monthly Avg.
Graveyard	34	27	33.9
Day Shift	84	101	86.2
Swing Shift	55	64	62.5



# Wilsonville May 2017



- Assault
- Criminal Mischief
- Stolen Vehicle
- Theft

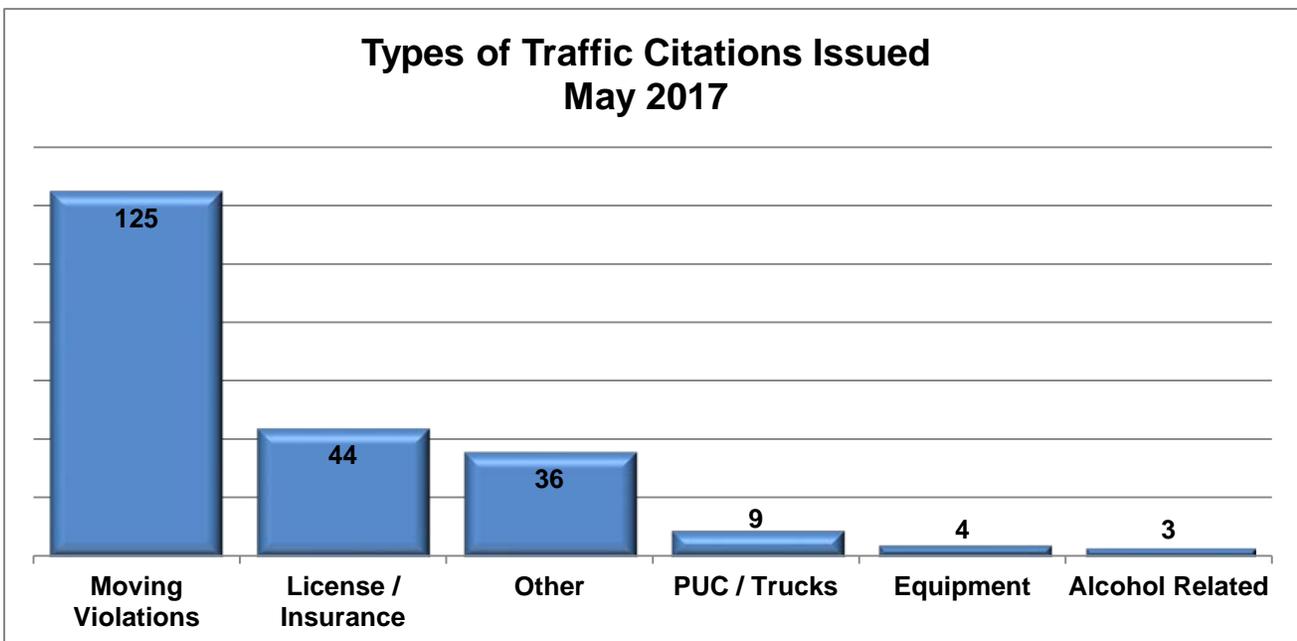
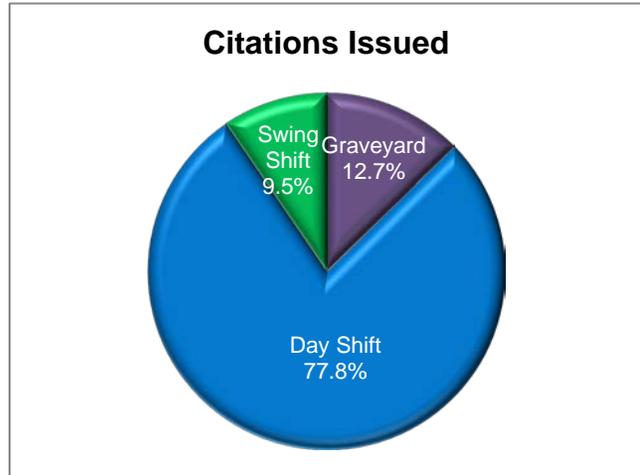
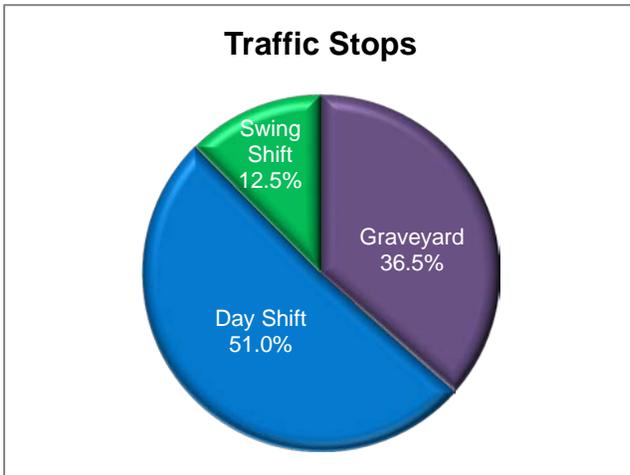


## Traffic

During May 2017, 337 traffic stops were made in the City and 221 traffic citations were issued. Included in these totals are 159 traffic stops (47.2%) and 163 (73.8%) citations issued by the traffic deputies.

There were 4 arrests for Driving Under the Influence of Intoxicants (DUII).

Shift	Traffic Stops	Citations Issued
<b>Graveyard</b>	123	28
<b>Day Shift</b>	172	172
<b>Swing Shift</b>	42	21
<b>Total:</b>	<b>337</b>	<b>221</b>





# PUBLIC WORKS

june 2017

## GREAT NEWS FOR MOTORCYCLISTS

*Road Maintenance*

There are now four new designated motorcycle parking spaces at City Hall. They are located between the two electric vehicle charging stations. This location was selected because of its high visibility, hoping that there would not be any vandalism done to the motorcycles.



## TRAFFIC CONTROL

*Road Maintenance*

Wilsonville Public Works and Wilsonville Police work together on traffic control at two car accidents in one week. Both crashes happened at intersections where left turning vehicles should have yielded to oncoming traffic but did not. So just a friendly reminder, drive careful on these beautiful, hot, summer days.

