

**AGENDA**

**WILSONVILLE CITY COUNCIL MEETING  
JUNE 20, 2016  
7:30 P.M.**

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

Mayor Tim Knapp

Council President Scott Starr  
Councilor Susie Stevens

Councilor Julie Fitzgerald  
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.

**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
  - ORS 192.660(2)(i) Evaluation of City Manager
- 5:30 P.M. REVIEW OF AGENDA [5 min.]**
- 5:35 P.M. COUNCILORS’ CONCERNS [5 min.]**
- 5:40 P.M. PRE-COUNCIL WORK SESSION**
  - A. Frog Pond Master Plan Progress (Neamtzu) [30 min.] Page 4
  - B. Sewer Lateral Repair Grant Program (Kerber/Yager) [15 min.] Page 101
  - C. Sidewalk Repair Grant Program (Kerber/Yager) [15 min.] Page 115
  - D. Neighborhood Traffic Management Plan (Kraushaar/Yager) [15 min.] Page 127
  - E. Wilsonville Community Sharing Grant Renewal (Cole) [5 min.]
- 7:25 P.M. ADJOURN**

**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, June 20, 2016 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on June7, 2016. 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.

**7:30 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.

**7:35 P.M. MAYOR'S BUSINESS**

- A. Special Projects Attorney Contract Renewal Page 138
- B. City Manager Employment Contract Renewal
- C. Upcoming Meetings Page 142

**7:45 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.

**7:50 P.M. COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS**

- A. Council President Starr – (Park & Recreation Advisory Board Liaison)
- B. Councilor Fitzgerald – (Development Review Panels A & B Liaison)
- C. Councilor Stevens – (Library Board and Wilsonville Seniors Liaison)
- D. Councilor Lehan– (Planning Commission and CCI Liaison)

**8:00 P.M. CONSENT AGENDA**

- A. Approval of the minutes of the May 16, 2016 Council meeting. (staff – King) Page 143

**8:05 P.M. PUBLIC HEARING**

- A. **Resolution No. 2584** **Page 153**  
A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2015-16. (staff – Rodocker)
- B. **Resolution No. 2585** **Page 163**  
A Resolution Declaring The City's Eligibility To Receive State Shared Revenues. (staff – Cole)
- C. **Resolution No. 2586** **Page 168**  
A Resolution Declaring The City's Election To Receive State Shared Revenues. (staff – Cole)
- D. **Resolution No. 2587** **Page 169**  
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 2016-17. (staff – Cole)

**8:45 P.M. CONTINUING BUSINESS**

- A. **Ordinance No. 792** – 2<sup>nd</sup> Reading **Page 179**  
An Ordinance Of The City Of Wilsonville Annexing Approximately 10.2 Acres Of Territory Including A Segment Of SW Garden Acres Road Right-Of-Way And An Adjacent Parcel Of Land East Of SW Garden Acres Road North Of SW Ridder Road And The Current Republic Services Development Into The City Limits Of The City Of Wilsonville, Oregon. The Territory Is More

Particularly Described As Tax Lot 600 Of Section 2C, T3S, R1W, Washington County, Oregon And Adjacent Right-Of-Way, Willamette Resource Incorporated, Petitioner. (staff – Pauly)

- B. **Ordinance No. 793** – 2<sup>nd</sup> Reading **Page 193**  
An Ordinance Of The City Of Wilsonville Approving A Comprehensive Plan Map Amendment From The Washington County Future Development – 20 (FD-20) District To The City Of Wilsonville Industrial Designation On Approximately 10.2 Acres Comprising Tax Lot 600 Of Section 2C, T3S, R1W, Washington County, Oregon And Adjacent Right-Of-Way, Willamette Resource Incorporated, Applicant/Owner. (staff – Pauly)
  
- C. **Ordinance No. 794** – 2<sup>nd</sup> Reading **Page 211**  
An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Washington County Future Development-20 (Fd-20) Zone To The Planned Development Industrial-Regionally Significant Industrial Area (PDI-RSIA) Zone On Approximately 10.2 Acres Comprising Tax Lot 600 Of Section 2C, T3S, R1W, Washington County, Oregon And Adjacent Right-Of-Way, Willamette Resource Incorporated, Applicant/Owner. (staff – Pauly)
  
- D. **Ordinance No. 776** - continued from May 16, 2016 Council meeting  
*Staff is requesting this item be continued to the August 15, 2016 Council meeting.*  
An Ordinance Of The City Of Wilsonville Amending Wilsonville Code Chapter 3, Right-Of-Way And Public Easement Management Section, By Amending Section 3.410, Franchise Required, And Adding A New Section 3.415, Franchise Fees (staff – Kohlhoff)

**8:55 P.M. NEW BUSINESS**

- A. **Resolution No. 2588** **Page 229**  
A Resolution Of The City Of Wilsonville Authorizing Support Grant Agreement With Wilsonville Community Sharing
  
- B. Community Enhancement Program Authorization (staff – Ottenad) **Page 239**

Information Items – No Council action needed. **Page 295**

**9:10 P.M. CITY MANAGER’S BUSINESS**

**9:15 P.M. LEGAL BUSINESS**

**9:20 P.M. ADJOURN**

***AN URBAN RENEWAL AGENCY MEETING WILL IMMEDIATELY FOLLOW***

Time frames for agenda items are not time certain (i.e. Agenda items may be considered earlier than indicated. The Mayor will call for a majority vote of the Council before allotting more time than indicated for an agenda item.) 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 WORKSESSION  
STAFF REPORT**

<b>Meeting Date:</b> June 20, 2016		<b>Subject:</b> Frog Pond Master Plan Update	
		<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 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 checked="" 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>	
<b>Staff Recommendation:</b> Staff recommends that the Council review the compilation of Frog Pond Master Plan materials and provide the project team with input and direction.			
<b>Recommended Language for Motion:</b> N/A			
<b>Project / Issue Relates To:</b>			
<input checked="" type="checkbox"/> Council Goals/Priorities Thoughtful Land Use	<input checked="" type="checkbox"/> Adopted Master Plan(s) Frog Pond Concept Plan	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:** Council will be updated on Frog Pond Phase 2 Master Plan activities and provide staff direction on moving the project forward.

**EXECUTIVE SUMMARY:** Last November, the Council adopted the Frog Pond Concept Plan, addressing land use, community design, transportation, parks, infrastructure and implementation for the three neighborhoods within the larger study area (West, East and South). The Frog Pond Master Plan is the next step to develop a more detailed plan specific to the Frog Pond West Neighborhood.

Using the Frog Pond Concept Plan as the guiding vision and framework, the master plan will include recommendations for the following:

- Comprehensive plan map designation, policies and implementation measures
- Zoning map designations and development regulations

- Design guidelines and standards
- Public realm improvements (e.g. streets, parks, trails)
- Update of the infrastructure funding plan prepared for the Area Plan

These components will guide the future neighborhood development and include detailed transportation cross sections, illustrative connectivity and lotting diagrams and among other items, a more detailed analysis of the tools and approaches to financing the framework infrastructure that will serve the area.

To date, the Planning Commission has conducted one public open house as well as two specific work sessions on the Frog Pond Master Plan (please see attached materials). The City Council worksession is an opportunity for the Council to review the materials created to date and specifically provide the project team with input on preferred direction. The attached compilation of materials was reviewed by the Planning Commission at their March 9<sup>th</sup> and May 11<sup>th</sup> work sessions. Staff and the project team will return to the City Council at the July 7<sup>th</sup> work session to specifically discuss any outstanding topics, as well as the findings and analysis conducted on infrastructure financing, including numerous developer interviews that were conducted to inform the process.

**EXPECTED RESULTS:** Frog Pond Master Plan completion will set the stage for private investment and land use review of individual property owner initiated development requests.

**TIMELINE:** The Phase 2 Master Plan portion of the project is anticipated to run through the end of the year.

**CURRENT YEAR BUDGET IMPACTS:** None, as this has largely been a grant funded project.

**FINANCIAL REVIEW / COMMENTS:** N/A

**LEGAL REVIEW / COMMENT:** N/A

**COMMUNITY INVOLVEMENT PROCESS:** A public Open House was held on May 11, just prior to the Planning Commission work session. About 50 people attended. The materials from the Open House are available at <http://www.ci.wilsonville.or.us/DocumentCenter/View/10387> . The public involvement component of the project is guided by a comprehensive public involvement plan.

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

This worksession provides another opportunity for early input into the Master Plan concepts by members of the community, the Planning Commission and the City Council.

**ALTERNATIVES:** This meeting is key in identifying themes and issues that the Council would like to see addressed in the Master Plan, Comprehensive Plan or Development Code.

**CITY MANAGER COMMENT:**

**ATTACHMENTS:**

A. March 9<sup>th</sup> and May 11<sup>th</sup> Planning Commission work session materials

6/6/2016

**To:** Wilsonville City Council  
**Cc:** Chris Neamtzu  
**From:** Joe Dills and Andrew Parish, Angelo Planning Group  
**Re:** Working Materials for the Frog Pond Master Plan

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Attached is a compilation of materials that were reviewed by the Planning Commission at their March 9 and May 11 work sessions. Included are:

1. Master plan overview and schedule memorandum
2. Opportunities and constraints memorandum and diagram
3. Memorandum with information about “co-housing”
4. Residential design principles – The Ten Essentials of Residential Design
5. Comprehensive plan and zoning recommendations memorandum
  - a. Draft comprehensive plan text and map
  - b. Draft zoning and design standards text
  - c. Draft zoning “sub-districts” map for the Frog Pond West master plan area
6. Open space requirements memorandum
7. Draft street “demonstration plan” and cross sections memorandum
8. Draft site study of lots and blocks for the area north of Boeckman Road

In addition, an Open House was held on May 11, just prior to the Planning Commission work session. About 50 people attended. The materials from the Open House are available at <http://www.ci.wilsonville.or.us/DocumentCenter/View/10387> .

3/1/2016

**To:** Wilsonville Planning Commission  
**Cc:** Project Team  
**From:** Joe Dills and Andrew Parish, Angelo Planning Group  
**Re:** Frog Pond Master Plan – Overview

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## OVERVIEW

The Frog Pond Master Plan is the specific plan for the Frog Pond West Neighborhood. Using the Frog Pond Area Plan as the guiding vision and framework, the master plan will include recommendations for the following (initial list):

- Comprehensive plan map designation(s), policies and implementation measures
- Zoning map designations and regulations
- Design guidelines and standards
- Public realm improvements (e.g. streets, parks, trails)
- Update of the infrastructure funding plan prepared for the Area Plan

The Frog Pond Area Plan was adopted as a guiding but non-regulatory supporting document of the Comprehensive Plan. The Frog Pond Master Plan for the West Neighborhood will be adopted “as part of the Comprehensive Plan”, meaning it is a supporting document that has regulatory authority. <sup>1</sup>

## SCOPE AND SCHEDULE

The following schedule is preliminary and subject to change. Please see the project web site for the latest schedule of events.

Milestone	Tasks and Topics
<b>March 9 Planning Commission work session</b>	Phase 2 schedule Opportunities and constraints Zoning structure, part 1 Co-housing Design guidelines, part 1
<b>May 11 Planning Commission work session, preceded by an informal open house</b>	Zoning structure, part 2 Comprehensive plan text and map Design guidelines, part 2 Public realm designs, part 1
<b>June, date tbd, City Council briefing</b>	Summary of work to date Work session on infrastructure funding

<sup>1</sup> Wilsonville Comprehensive Plan, page Intro-5.

<b>July 13 Planning Commission work session, preceded by an informal open house</b>	Draft zoning code amendments, with design guidelines Draft comprehensive plan amendments Draft infrastructure funding plan
<b>August 10 Planning Commission work session</b>	Draft Master Plan report
<b>August, date tbd, City Council briefing</b>	Working planning commission recommendations
<b>September – Planning Commission public hearing</b>	Adoption documents
<b>October – City Council public hearing</b>	Adoption documents

## PUBLIC INVOLVEMENT

As with the Area Plan, public involvement will occur throughout the process, including:

- The Planning Commission will serve as the guiding committee for master plan development and recommendations to the City Council. Four work sessions are planned.
- Public comment opportunities will be available at each work session.
- Agenda packets will be available a week prior to each work session. Public comments submitted prior to the work session will be addressed, as possible, during the work session.
- Two open houses will be held. These will be “informal” formats where the community can view materials and talk to team members and Planning Commission members during the event. They will be held just prior to work sessions.
- The project web site and periodic informational emails will continue throughout the process.
- City staff and team members are available for smaller meetings with property owners or community groups, upon request. Contact Chris Neamtzu at 503.570.1574 or [neamtzu@ci.wilsonville.or.us](mailto:neamtzu@ci.wilsonville.or.us) to inquire.

March 1, 2016

To: Wilsonville Planning Commission  
From: Joe Dills and Andrew Parish, Angelo Planning Group  
Cc: Chris Neamtzu and Project Team  
Re: Frog Pond Master Plan - Opportunities and Constraints

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## INTRODUCTION

This memorandum and diagram summarize opportunities and constraints for the Frog Pond Master Plan. This information is intended to build on work that was prepared in April, 2014 (attached for reference) that looked at the regional, city and 500-acre context of the Frog Pond Area Plan. This brief memorandum and diagram are focused on opportunities and constraints at the scale of the Frog Pond West Neighborhood.

The overall opportunity for Frog Pond West is to implement the vision adopted for the Area Plan (with the notable exception that no “shops and restaurants” or “public schools” will be within the boundaries of the West Neighborhood, but rather a short walk away):

### 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.

## OPPORTUNITIES AND CONSTRAINTS SUMMARY

The following is a brief listing of opportunities and constraints. See also the attached Opportunities and Constraints diagram.

### Opportunities for Frog Pond West

- **Walkable physical setting** - Flat-to-gentle topography and relatively free of physical constraints. The distance from the center of the neighborhood to the perimeter is approximately ¼ mile, which is a comfortable 5-10 minute walk.
- **Quality adjacent neighborhoods** - Adjacent to quality neighborhoods and close to jobs and services.

- **Tree groves** - Beautiful existing tree groves; opportunity to incorporate them into developments.
- **Boeckman Creek and future Boeckman Trail** - Boeckman Creek provides a “green edge” opportunity, where a linear park and trail can be co-located.
- **Tree-lined west horizon** - Boeckman Creek can be a tree-lined vista for the neighborhood’s east-west streets.
- **Tree groves** – The existing tree groves provide a visual and natural asset.
- **Gateways** - Potential gateways at Boeckman Bridge, Stafford Road/Kahle Road, and the “four corners” intersection. Stafford Road is a key gateway into Wilsonville from the north.
- **Transit** - Existing transit service (Number 4 SMART bus ) that can be readily looped through the neighborhood.
- **Safe Routes To School** – Safe Routes To School have been discussed with the school district. The Willow Creek Road and Boeckman Road’s sidewalks and bike lanes will be important.
- **Potential “active” Streetscapes** – The orientation of homes, yards, and open space will be important to creating attractive and pedestrian-friendly edges along Boeckman Road and Stafford Road.
- **City and regional connectivity** – Existing roads provide access to all of Wilsonville, I-5 and I-205.
- **Access to nature and visual open space** – The neighborhood is at the edge of the City and adjacent to agricultural and rural areas.
- **Future public amenities** – The planned community sports fields and schools are important public uses.

### Constraints for Frog Pond West

- **Parcelization** – 31 parcels; 25 ownerships; 5.5-acre average parcel size.
- **Many potential development reviews** – Without parcel consolidation, Frog Pond could develop incrementally over the course of 10 to 20 development approvals. This will create a challenge to street connectivity and overall cohesiveness of the neighborhood.
- **Specific location of the northern framework street** - The most northern framework street will need to be located inside the Urban Growth Boundary if built before future expansions.
- **Wetlands** - Inventoried wetlands will require state/federal permits and mitigation. All of the wetlands in the neighborhood are classified non-significant.
- **Traffic along Stafford Road and Boeckman Road** – The relatively high traffic volumes along Stafford Road and Boeckman Road are challenges to creating pedestrian-friendly walking and biking areas.
- **Infrastructure funding** – Analysis to date has shown that additional funding (beyond current Systems Development Charges revenue and typical developer contributions) will be required to cover the cost of infrastructure.
- **BPA Powerlines** – The regional transmission lines provide a visual and noise impact.

Please see the attached diagram and memorandum dated April 30, 2014 for additional detail.



**February 24, 2016**

**To:** Wilsonville Planning Commission  
**Cc:** Chris Neamtzu and Project Team  
**From:** Joe Dills, AICP, and Andrew Parish, AICP, Angelo Planning Group  
**Re:** Frog Pond Area Plan – Cohousing Background & Information

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## INTRODUCTION

The purpose of this memorandum is to introduce the concept of “Cohousing” as a potential residential use within the Frog Pond West neighborhood. Property owner Amy Thurmond has expressed interest in developing a co-housing community in the neighborhood. The Wilsonville Spokesman published an article about co-housing in Frog Pond on January 20, 2016.<sup>1</sup> The article has been included as an attachment to this memorandum.

### What is Cohousing?

The Cohousing Association of the United States ([www.cohousing.org](http://www.cohousing.org)) states, “Cohousing is an intentional community of private homes clustered around a shared space.” A cohousing community can be anywhere from four to forty homes, with design features to promote frequent interaction and close relationships. Cohousing can be comprised of a variety of housing types, from large single-family homes to attached units to large multifamily structures, or mixtures thereof.

### Cohousing Examples

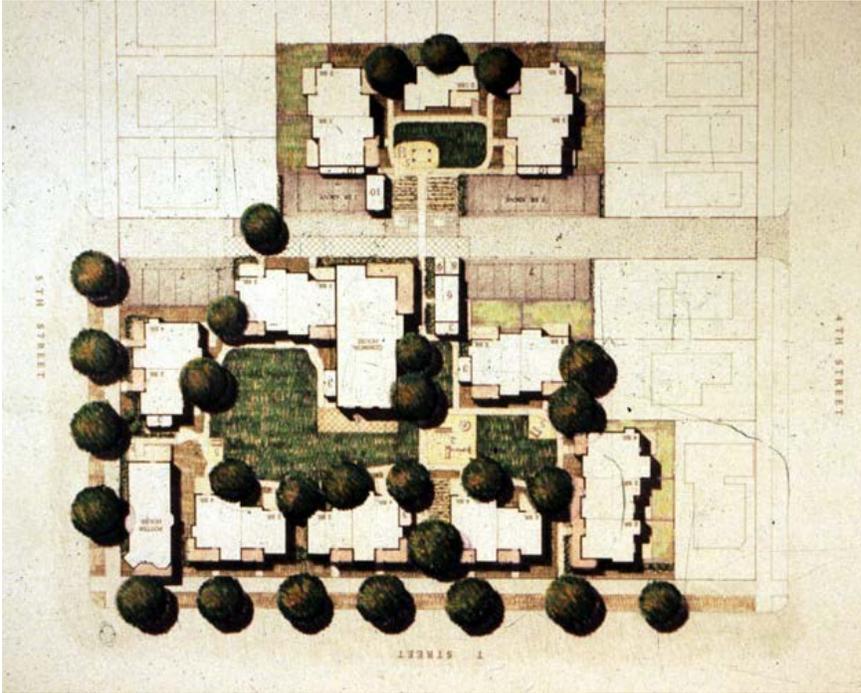
Below are some images from a variety of cohousing projects.

#### [Cascadia Commons](#) – Portland, OR



<sup>1</sup> Available online at: <http://portlandtribune.com/pt/9-news/289680-166205-cohousing-at-frog-pond-west>

[Southside Park](#) – Sacramento CA



[Cully Grove](#) – Portland OR



### Potential for Cohousing in Frog Pond

A specific proposal for cohousing has come from Frog Pond area property owner and Area Plan task force member Amy Thurmond, who has developed a preliminary concept for a community with 24 detached three-bedroom, 1,380-square-foot homes on lots roughly 7,200 square feet in size, as well as a 2,700 sf “common house” with dining/meeting room, laundry room, workshop, guest room, and other amenities.<sup>2</sup> From the City’s standpoint, this is a preliminary proposal intended to share information and coordinate planning issues. The final number of homes and site plan will be determined by the City’s code and development review process.

### Code Considerations

- Definition. The Wilsonville Development Code does not currently have a definition for “cohousing.” A new definition may be needed to reflect the unique ownership structure and whether development of multiple cohousing units on a single lot constitutes “multifamily” housing.
- Lot sizes and densities. Because of the shared open space and common structures in cohousing developments, flexibility in lot sizes and density requirements could be allowed in order to facilitate creative design. This type of flexibility already exists in Wilsonville’s Planned Development Residential regulations.

<sup>2</sup> Bartman, Jake. “Cohousing at Frog Pond West?” Wilsonville Spokesman, January 20 2016.

- Connectivity with the surrounding neighborhood. The idea of street, path, and community connectivity are foundational elements of Frog Pond’s vision for a great neighborhood. The site plan for cohousing in Frog Pond, particularly on “interior” properties, will need to reflect this requirement.
- Parking. Cohousing developments often have shared parking areas to allow for a less auto-oriented site. Code requirements would need to address this.
- Accessory uses. Gardening and other agrarian uses may be a thematic component of cohousing in Frog Pond. The code would need to address compatibility of these uses with adjacent urban developments.

## Cohousing at Frog Pond West?

Created on Wednesday, 20 January 2016 11:43 | Written by [Jake Bartman](#) | 

[0 Comments](#)

Residents work toward establishing a different kind of community

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SUBMITTED PHOTO - Residents at Columbia Ecovillage in Northeast Portland use one of the community's common spaces for yoga. The community was built by two former Frog Pond residents who weren't able to build it there two decades ago.

Amid discussions of what a concept plan ought to suggest for the housing densities in the Frog Pond West neighborhood just north of Wilsonville, discussion of the possibility of a cohousing community there largely dropped from the conversation.

Now that a plan has been adopted by the City Council, however, more specific questions about the type of homes to be built are being revisited. And a few Frog Pond residents are working to keep cohousing on the table once more.

"It's the kind of community where I want to live," said Amy Thurmond, who hopes to see her property on Frog Pond Lane host a cohousing community in the future.

The community would feature 24 detached three-bedroom, 1,380- square-foot homes, each on a lot of just over 7,200 square feet in size; however, homeowners are purchasing partial ownership of one 4-acre property, because homes are clustered closed together with shared open space surrounding. Each home would include two bathrooms, a kitchen, a private patio and a two-car garage.

At the north end of the property facing Frog Pond Lane would be a 2,700-square-foot common house equipped with a dining/meeting room, a laundry room, workshop, three guest rooms and two porches. The community would also include a 2,400-square-foot garden with walkways and a 2,000-square-foot chicken yard.

"It is medium density, but still maintaining some of the (area's) rural qualities, and it's essentially a lot more affordable," Thurmond said.

The idea for a cohousing project in Frog Pond is not a new one. In the mid '90s, Frog Pond Lane residents Pam and Joe Leitch toured several cohousing communities in Seattle. They liked what they saw so much that they decided to try to start one for themselves.

Because the area was not within the Urban Growth Boundary at the time, such a project quickly proved impossible. The absence of a sewer system in the area also created problems. The Leitchs sold their property in the late '90s in order to move into a Beaverton cohousing community.

In 2008, they broke ground developing the 3.7-acre Columbia Ecovillage cohousing community in Northeast Portland, comprised of a remodeled farmhouse and adjacent apartment complex. All 37 of the units, which are spread between five buildings and range in size up to around 1,200 square feet, were sold out by the time the community opened in 2009 — despite the economic downturn.

Around half the residents are retirees, Pam said, and 12 of the community's 60 residents are children.

"It's still independent living," she said. But the sense of community is distinctive, and is also well-suited for raising children: "It's much more like how we remember being in a neighborhood in the '50s."

Some are drawn to the community in part because living there means spending less time doing house and yardwork. Residents are expected to do nine hours of work for the community per month, whether tending to community gardens, painting or cleaning common spaces, or contributing other talents to the community, Pam said.

Thurmond says that she became interested in cohousing communities after visiting Columbia Ecovillage in 2009.

"It's just a stunning, impressive way for people to use space," she said. "Each person has their own well-designed comfortable place or unit that they own, and they share the old farmhouse where they usually have two or three community meetings each week.

"And it just has occurred to me that this should be an option for people going forward."

Thurmond was involved in 2014 with the Frog Pond Task Force, which provided feedback to the City of Wilsonville's planning department on development of the Frog Pond Area Concept Plan. She raised the possibility of cohousing with a number of city officials, including City Councilor Julie Fitzgerald, who was interested in the idea.



SUBMITTED PHOTO - Columbia Ecovillage in Northeast Portland inspired Frog Pond resident Amy Thurmond to consider building a cohousing community on her property.

"As it was described in the hearings, it was with the idea that the required collaboration and interactions among the neighbors would result in a certain quality of life, and a certain type of ambiance that may not be so easily attained otherwise," Fitzgerald said. "I have friends who have lived in a co-housing neighborhood for decades and very much enjoyed it."

Thurmond also discussed the idea with Planning Director Chis Neamtzu, who oversaw development of the Frog Pond Area Concept Plan.

"I'm intrigued by the concept," Neamtzu said, adding that staff working on planning the Frog Pond area intends to keep the idea in mind while creating a development code for the area in months to come.

Other Frog Pond residents have expressed interest in the idea. Sue Wuebkenberg lives in a home on Frog Pond Lane next to Thurmond's property. She says that she was skeptical of the idea of a cohousing community in Frog Pond when the idea was raised by the Leitchs 20 years ago.

Wuebkenberg says that she changed her mind after seeing her two sons grow up and move into homes of their own. People are less interested in spending their free time taking care of their homes nowadays, she says.

"I think it's a good concept," she said. "Not every 30-year-old today wants acreage."

There are still a number of administrative hurdles to leap before the project can move forward, however. Thurmond is working with the City of Wilsonville to see if such a community will be permissible once the land is zoned. Two-thirds of her property is designated by the Concept Plan for medium lots while one third is designated for large lots, and Neamtzu said that although the planning process is flexible, whether or not cohousing will meet the City's designations is a question that has yet to be fully worked out.

Commitments to occupy 60 percent of the planned homes will be necessary to secure financing once a plan has received the City's go-ahead. Thurmond said that she is optimistic about the community meeting requirements and also about attaining those commitments, given the consistent popularity of developments like Columbia Ecovillage.

"It would be so appropriate for Frog Pond Lane," Thurmond said.

Contact Jake Bartman at 503-636-1281 ext. 113 or [jbartman@pamplinmedia.com](mailto:jbartman@pamplinmedia.com).

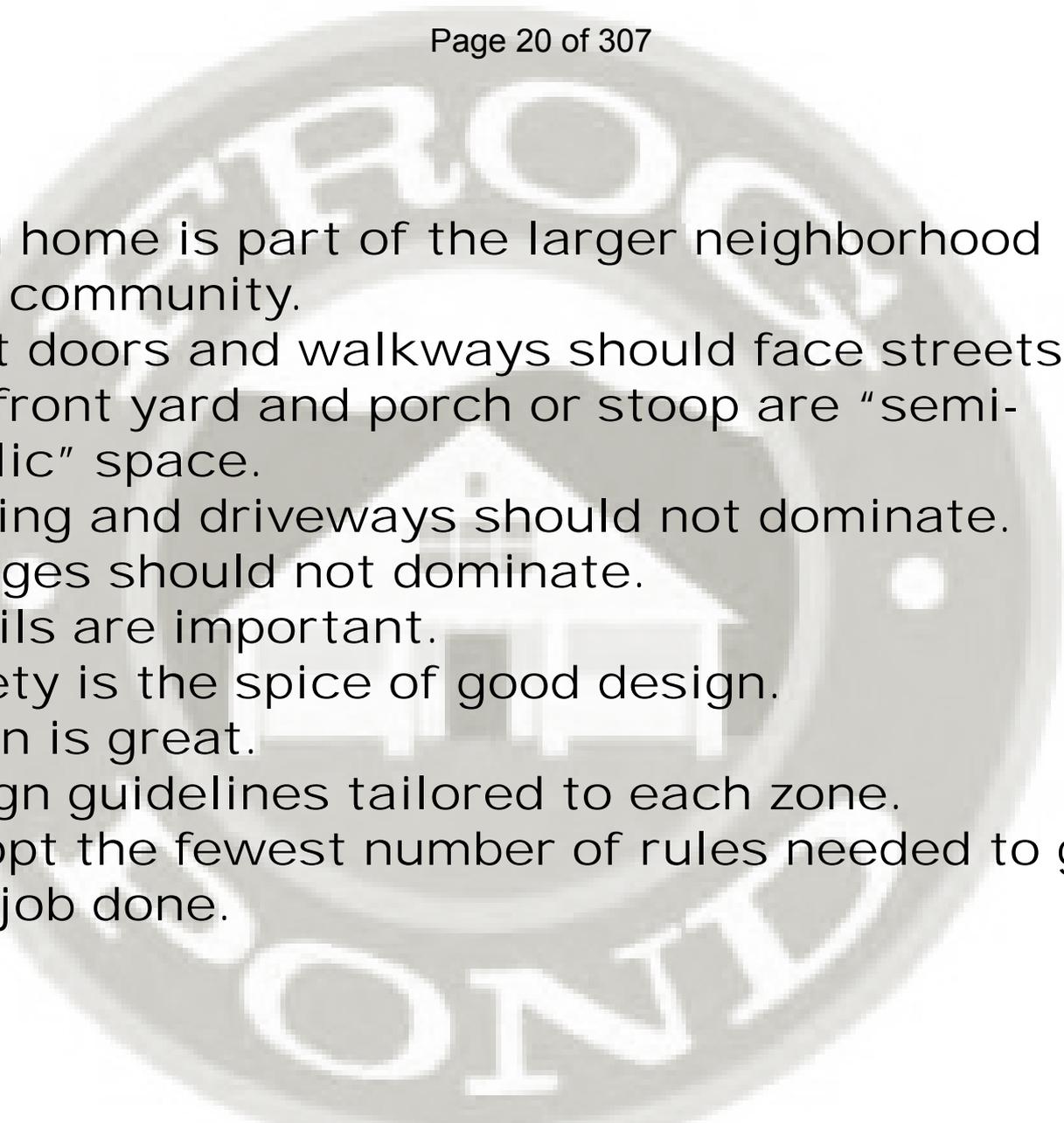
# TEN ESSENTIALS

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## of Residential Design



Frog Pond Master Plan – West Neighborhood

- 
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” space.
  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 tailored to each zone.
  10. Adopt the fewest number of rules needed to get the job done.

1

Each home is part of the larger neighborhood and community.

**Gated communities cut a neighborhood off from its context and community.**





**Houses that orient to a central public gathering space can foster a sense of safety and community**

# 2

Front doors and walkways should face streets.



**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.**



**Doors and porches facing the street increase neighborhood safety and a sense of community.**



**Doors and porches facing the street increase neighborhood safety and a sense of community.**



**Doors and porches facing the street increase neighborhood safety and a sense of community.**

# 3

The front yard and porch or stoop are “semi-public” space.



**Porches of unusable size or shape do not provide an adequate relationship to the street.**



**Porches and yards that blend with the streetscape invite play and relaxation, helping to create a sense of community.**



**Porches and yards that blend with the streetscape invite play and relaxation, helping to create a sense of community.**



**Porches and yards that blend with the streetscape invite play and relaxation, helping to create a sense of community.**

# 4

Parking and driveways should not dominate.



**Large driveway areas disconnect houses from the street and create an unattractive frontage.**



**Garages that are accessed from the side of a house can reduce the visual impact of the driveway.**



**Garages that are accessed from the side of a house can reduce the visual impact of the driveway.**

**5**

Garages should not dominate.



**Garages that dominate the street feel unfriendly**



**Recessed garages help to create a more attractive neighborhood street**





**Well-designed garage doors help to create a more attractive neighborhood street**

6

Details are Important.





**7**

Variety is the spice of good design.



**Homogenous homes, without adequate detailing and landscaping, detract from the attractiveness of the neighborhood.**

**High quality construction, detailing, and diverse architectural styles make a neighborhood attractive.**







Green is Great.





**Passive Solar**  
Solar screens built on the south facing exposures provide shade on window exteriors in summer, and allow sunlight and solar warmth in the winter.

**Solar**  
Photovoltaic (PV) panels generate electricity year-round. Power generated but not used, is sold back to the utility company.



**Solar Water**  
Panels pre-heat water before sending it to the water heater.

**Layers of efficiency**

Using advanced construction techniques, high-performance insulation, energy-rated roofing, windows and doors, each home is designed to keep its residents comfortable year-round while also keeping energy bills low. Many homes will have a high efficiency geothermal heat pump for heating and cooling.

**Windows**

EnergyStar® windows with low-E glass exceed local insulation code, and protect against UV damage. The wood trim on the inside along with low-maintenance cladding on the outside, adds to style and appeal.



**Indoor Air Quality**

Low-VOC\* paints, sealants, adhesives and materials reduce the presence of harmful off-gases.

**FSC Lumber**

Exterior and interior construction-grade lumber is 100% FSC-certified\*\*.

**Foundation**

Concrete mix contains 30% fly-ash, an industrial waste product. Fly-ash makes the concrete stronger and reduces CO2 emissions during the manufacturing process.

**Exterior Surface**

Durable fiber cement siding is moisture and rot resistant. Underneath, a unique *Rain Screen* system resists the degrading effects of air and water. Tough, long-lasting exterior finish helps the home endure for generations, and requires less maintenance over time. Exterior paint is low-VOC\* and locally sourced.



**Eco-Landscaping**

Native, drought-resistant plants significantly reduce the need for watering, fertilizers, and herbicides. Limited lawn and planted areas are irrigated with a drip irrigation system, which uses minimal water. *Rainwater harvesting* collects run-off from the roof and stores it in a cistern for landscape irrigation in dry seasons.

**Porous Paths and Sidewalks**

The porous nature of paths and sidewalks allow rainwater to seep back into the soil. These are part of the community-wide *Green Streets* system that captures, absorbs, and filters stormwater back into the aquifer instead of piping downstream into creeks and rivers.







9

Design guidelines should be tailored to each zone.





**10** Adopt the fewest number of rules needed to get the job done.

**Description:** The Neighborhood Medium Lot prototype is intended to provide medium lots with detached single-family dwellings and duplex residential units (where designated on the original plat). Accessory Dwelling Units are allowed. Ancillary structures such as storage buildings, greenhouses and workshops are allowed; however, they must be designed to match the primary building. Lots will range in size from approximately 9,000 square feet to 16,500 square feet.

In order to create the desired streetscape, front setbacks must vary from lot to lot, creating a variety of front yard depths. In some cases specific front setbacks may be required. No more than three contiguous lots in any block frontage may have the same front setback.

Porches and other front setback encroachments, allowed by the City of Prineville, are encouraged. Off-street parking is typically located at the rear of the lot off of the alley in attached or detached garages.

**Dwelling units per acre:** 4.8 units per acre, maximum.

**Accessory dwelling unit:** Allowed.

**Setbacks:** See Prototype Table.

**Front garage setback** - If a lot is not accessed via an alley, the garage shall be a minimum of 8 feet back from front face of house. A third bay on the garage shall be set back a minimum of 4 feet back from front face of the garage.

**Parking and Garages:**

**General** - Parking and garages shall be located off of the alleys or in the interior of the site. Exceptions to allow parking at the side will be reviewed by the Iron Horse Architectural Review Committee on an individual basis.

**Off-street** - Parking spaces required: 2 per dwelling unit, 1 hard surface per accessory dwelling unit. The first required parking space shall be a minimum of 8' wide x 20' long. The other required space shall be a minimum of 8' wide x 18' long.

**Encroachments:** None allowed.

**Landscaping:** See Residential Architectural Standards.

**Lighting:** See Residential Architectural Standards.

**Signage:** See Residential Architectural Standards.

**Base Zone:** Urban Standard Residential (R-2).

**Overlay District:** None.



# TEN ESSENTIALS

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of Residential Design



Frog Pond Master Plan – West Neighborhood

May 4, 2016

**To:** Wilsonville Planning Commission  
**Cc:** Project Team  
**From:** Joe Dills and Andrew Parish, Angelo Planning Group  
**Re:** Frog Pond Master Plan – Comprehensive Plan and Zoning Recommendations (Part 2)

---

## INTRODUCTION

The purpose of this memorandum is to discuss and recommend additional Comprehensive Plan and zoning recommendations for the Frog Pond Master Plan. This is a “Part 2” memorandum<sup>1</sup>, including:

- Draft policies to support the proposed Neighborhood Comprehensive Plan designation
- Updated Residential Neighborhood zoning text and zoning sub-district map

## COMPREHENSIVE PLAN DESIGNATION

As discussed in March, the proposed Comprehensive Plan designation is a new designation titled “Neighborhood”. The attached enabling policies are recommended for the Comprehensive Plan. The intent of these policies is to support Frog Pond West and future new neighborhoods where the City chooses to apply the Neighborhood designation (e.g. East and South Frog Pond Neighborhoods). The draft text is attached as Appendix A. This is an initial set of policies and implementation measures; additional policies and implementation measures may be added as the master plan is further developed.

## UPDATED RESIDENTIAL NEIGHBORHOOD CODE

The attached code, dated May 4, 2016, has been updated to reflect the major topics discussed at the Planning Commission meeting in March:

- Sub-districts
- Lot Development Standards
- Open Space Standards
- Residential Design Standards

The updated code is attached as Appendix B.

### Sub-districts

The code establishes “sub-districts” to geographically specify the minimum and maximum number of residential dwellings in each sub-district area of the neighborhood. The density metrics are consistent with those adopted in the Area Plan for the R-10 Large Lot, R-7 Medium Lot, and R-5 Small Lot single family districts.

<sup>1</sup> The Part 1 memorandum was dated 2-28-16 and included in the packet for the March 9, 2016 Planning Commission packet.

- The density metrics are “net” numbers.
- Net buildable land is the remaining acreage after removing land for streets, Significant Resource Overlay Zones, storm water facilities, committed development, some wetlands, and the two planned parks.
- The maximum number of dwellings in a sub-district is the net buildable acres divided by the average lots 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 et sq. ft. for Small Lot Single Family.
- The minimum number of dwellings in a sub-district is 80% of the maximum, as required by the Wilsonville Comprehensive Plan and Development Code.

The proposed density metrics were tested by preparing illustrative site studies for the southern portion of the neighborhood. See Figure 1 below. Based on this work, it appears the minimum densities are reasonable and can be achieved in these sub-districts, using the Street Demonstration Plan as the basic street network.

**Figure 1. Illustrative Site Study**



The draft code (Appendix B) includes Table 1 – Lot Sizes and Dwelling Units by Sub-district and a map of the draft sub-districts. As described in the code text and notes, density requirements for individual properties will be determined on a case-by-case basis, using a “proportional acreage” method to calculate the density for any given property.

At this stage of the code drafting, the team is optimistic about the clarity and feasibility of using sub-districts to regulate density. Under the City’s existing PDR system, property owners and City staff must undergo a lot of work to estimate what the allowed density is for a PDR property. The draft Frog Pond system appears to be simpler and more predictable for all parties.

### Lot Development Standards

Section .08 of the updated code provides draft Lot Development Standards. These standards address the issues discussed by the Planning Commission in March. They address customized standards for the Small Lot Sub-districts, and lot standards specific to the frontages of Boeckman Road, Stafford Road and portions of Willow Creek Drive.<sup>2</sup>

- The Standards for Small Lot Sub-districts require the use of one or more suggested design methods to ensure streets are not dominated by driveways, parking and garages. The range of options include alleys, cluster housing, homes oriented to pedestrian ways, and/or active open space
- The Planning Commission responded favorably to images of “side yard orientation” to streets such as Boeckman and Stafford Road. The standards in Section .08 D implement this concept.
- Willow Creek Drive and Frog Pond Lane will be key walking and biking streets, and likely Safe Routes to Schools. Driveways along portions of these streets would be prohibited under the code in order to prioritize walking and biking safety and quality.

### Open Space

Please see the Open Space memo dated May 4, 2016.

### Residential Design Standards

Residential design standards are proposed which implement the “10 Essentials” principles presented in March. The address the following issues:

- Main Entries – these standards orient front doors and entryways to the front yard and street.
- Garages – these standards regulate the degree to which the garage dominates the front façade of a house, using a basic 50/50 rule of garage width to dwelling area width.<sup>3</sup>
- Residential Design Standards – Standards are provided to promote quality design; the standards address minimum window area, building articulation, and house plan variety. Two options are provided: a “generalized approach” and a “detailed menu approach”. The first approach provides more flexibility while still providing clear and objective standards as required by state law. The second approach provides more detail and predictability as to what design elements will be implemented.<sup>4</sup>

<sup>2</sup> Standards for setbacks, height, lot width, coverage, etc. will be included in the next draft of the code.

<sup>3</sup> The Main Entry and Garage standards are sourced from the City of Portland, and tailored to Wilsonville.

<sup>4</sup> These standards are sources from Oregon’s Model Code for Small Cities, Third Edition. The “detailed menu approach” is the full text from the model code. The “generalized approach” is an edited version of the full text.

## APPENDIX A

*Draft text to be placed following the Compact Urban Development text of the Wilsonville Comprehensive Plan.*

### NEW NEIGHBORHOOD DEVELOPMENT

Wilsonville envisions, and is planning for, new neighborhoods to be the primary development form for development in the city's residential urban growth expansion areas. The vision for the Frog Pond Area Plan is indicative of the city's intent to coordinate planning 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)

New neighborhoods in residential urban growth expansion areas will be designated “Neighborhood” on the Comprehensive Plan Map. For the Frog Pond West Neighborhood, the “Neighborhood” Plan Map designation replaces the previous Comprehensive Plan language that addressed this portion of the City as Area of Special Concern L on the Comprehensive Plan Map.

#### **Policy 4.1.7 The purpose of the Neighborhood designation is to:**

- A. Implement 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: 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, transportation, natural resources, parks and open space, public facilities, and infrastructure funding. Master plans shall implement Area Plans and direct more detailed planning. The City may, at its discretion, combine area planning and master planning.

Implementation Measure 4.1.7.b Master plans for 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. Strategies for 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. Sustainable infrastructure plans and 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 Neighborhood Plan map designation, unless otherwise directed by an area plan or master plan.

<p><b>Section 4.127 Residential Neighborhood (RN) Zones</b></p>	<p><b>Comments</b></p>
<p>(.01) Purpose.                      The Residential Neighborhood (RN) zones apply to lands within Neighborhood Comprehensive Plan Map designation. The purposes of the RN Zones 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 master plans for areas within the 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: 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 high quality architectural and community design.</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 appropriate 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. <u>Attached Single-Family Dwelling Unit. In the Frog Pond West Neighborhood, a maximum of 2 dwelling units may be attached.</u></li> <li>D. Duplex</li> <li>E. Multiple-Family Dwelling Units, subject to the density standards of the zone. Multi-family dwelling units are not permitted within the Frog Pond West Master Plan area.</li> <li>F. Cohousing</li> <li>G. <u>Cluster Housing.</u></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>No Multi-family, per the Area Plan.</p> <p>Cohousing will require a new</p>

<p>H. Public 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, subject to the standards of Section 4.115 (Manufactured Housing).</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 real estate signs, small announcement or professional signs, and subdivision signs, as provided in the provisions of Sections 4.156.05, 4.156.07, 4.156.09, and 4.156.10. [Amended by Ord. No. 704, 6/18/12]</p> <p>H. Temporary buildings for uses incidental to construction work, which buildings shall be removed upon completion or abandonment of the construction work.</p> <p>I. 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 height, and they are detached and located behind the rear-</p>	<p>definition. For regulatory purposes, it is treated the same as Cluster Housing.</p>
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<p>most line of the main buildings, the side and rear yard setbacks may be reduced to three (3) feet.</p> <p>J. 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. Public or private clubs, lodges or meeting halls. Public or private parks, playground, golf courses, driving ranges, tennis clubs, community centers and similar recreational uses.</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 Master Plan.</p> <p>E. Commercial Recreation which 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>(.05) Development Standards Applying to All Development in the Residential Neighborhood Zone</p> <p>(.06) Residential Neighborhood Zone Sub-districts:</p> <p>A. RN Zone sub-districts may be established to provide area-specific regulations that implement Master Plans.</p> <p>1. For the Frog Pond West Neighborhood, the sub-districts are listed in Table __ of this code and mapped on</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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Master Plan Figure \_\_ of the Frog Pond West Neighborhood Master Plan.

(.07) 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 Master Plan.
  - 1. For the Frog Pond West Neighborhood, Table 1 and Master Plan Figure \_\_ 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.
- 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 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.

Table 1. Lot Sizes and Dwelling Units by Sub-District in the Frog Pond West Neighborhood

<u>Area Plan Designation</u>	<u>Frog Pond West Sub-district</u>	<u>Min. Lot Size (sq.ft.)</u>	<u>Minimum Dwelling Units in Sub-district</u>	<u>Maximum Dwelling Units in Sub-district</u>
<u>R-10 Large Lot Single Family</u>	<u>3</u>	<u>8000</u>	<u>26</u>	<u>32</u>
	<u>7</u>		<u>24</u>	<u>30</u>
	<u>8</u>		<u>43</u>	<u>53</u>
<u>R-7 Medium Lot Single Family</u>	<u>2</u>	<u>6000</u>	<u>66</u>	<u>83</u>
	<u>4</u>		<u>96</u>	<u>120</u>
	<u>5</u>		<u>27</u>	<u>33</u>
	<u>9</u>		<u>10</u>	<u>13</u>
	<u>11</u>		<u>46</u>	<u>58</u>

<u>R-5 Small Lot Single Family</u>	<u>1</u>	<u>4000</u>	<u>68</u>	<u>85</u>
	<u>6</u>		<u>74</u>	<u>93</u>
	<u>10</u>		<u>30</u>	<u>38</u>
<u>Civic</u>	<u>12</u>	<u>6000</u>	<u>5</u>	<u>7</u>

(.08) Lot Development Standards:

- A. Lot development shall be consistent with this code and applicable provisions of an approved Master Plan.
- B. For the Frog Pond West Neighborhood, Table \_\_ and Master Plan Figure \_\_ establish the lot development standards.

Table 2. Lot Development Standards

[Placeholder for Lot Development Standards Table]

C. Lot Standards for Small Lot Sub-districts. The purpose of these standards is to ensure that development in the Small Lot Sub-districts is compatible with other development in the neighborhood, includes varied design that avoids homogenous street frontages, is designed with active pedestrian street frontages and integrates open space into the development pattern. These standards work in combination with the Open Space standards.

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 master plan.
4. Active open spaces provided as part of meeting the Open Space Standard.

D. Lot Standards Specific to the Frog Pond West Neighborhood.

Table 2, Lot Development Standards, will be similar to format used in Table V-1 in the code – see Code page B-37

These standards promote livability and compatibility in the Small Lot areas.

The reference to “pedestrian way” here is the same as used in the draft street cross-sections.

These standards implement the intent for “Front doors and

<p>1. <u>Lots adjacent to Boeckman Road and Stafford Road shall have their front or side yards oriented to these streets. Additionally, the lot standards in Section (.08) C1-3 are acceptable lot designs to meet this standard.</u></p> <p>2. <u>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.</u></p> <p>(.011) Open Space: A. tbd</p> <p>(.012) Block and access standards: A. Maximum block perimeter in new land divisions: <del>1,800</del> _____ feet. B. Maximum spacing between streets or private drives for local access: 530 feet, unless waived by the Development Review Board upon finding that barriers such as railroads, freeways, existing buildings, topographic variations, or designated Significant Resource Overlay Zone areas will prevent street extensions meeting this standard. [Amended by Ord. 682, 9/9/10] C. Maximum block length without pedestrian and bicycle crossing: <del>330</del> _____ feet, unless waived by the Development Review Board upon finding that barriers such as railroads, freeways, existing buildings, topographic variations, or designated Significant Resource Overlay Zone areas will prevent pedestrian and bicycle facility extensions meeting this standard. D. <u>Within the Frog Pond West Neighborhood, streets shall be consistent with Figure XX, Street Demonstration Plan, in the Frog Pond Master Plan. The Street Demonstration Plan is intended to be guiding, not binding. Variations from the Street</u></p>	<p>walkways to face streets” (from 10 Essentials presentation), recognizing it is not practical to require front doors to face Boeckman Road and Stafford Road.</p> <p>See memo for analysis and recommendations.</p> <p>The block length and pedestrian/ bike spacing standards should be filled in after those elements are completed for the Master Plan.</p>
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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 high quality pedestrian connections for the public; alignment with property lines and ownerships that result in efficient use of land while still providing substantially equivalent connectivity; and/or, innovative site design that provides substantially equivalent connectivity.

(.013) Signs. Per the requirements of ~~Sections 4.156.01 through 4.156.11.~~ \_\_\_\_\_.

(.014) Parking. Per the requirements of ~~Section 4.155.~~ \_\_\_\_\_.

(.015) Corner Vision Clearance. Per the requirements of Section 4.177.

(.016) Main Entrances

A. Purpose

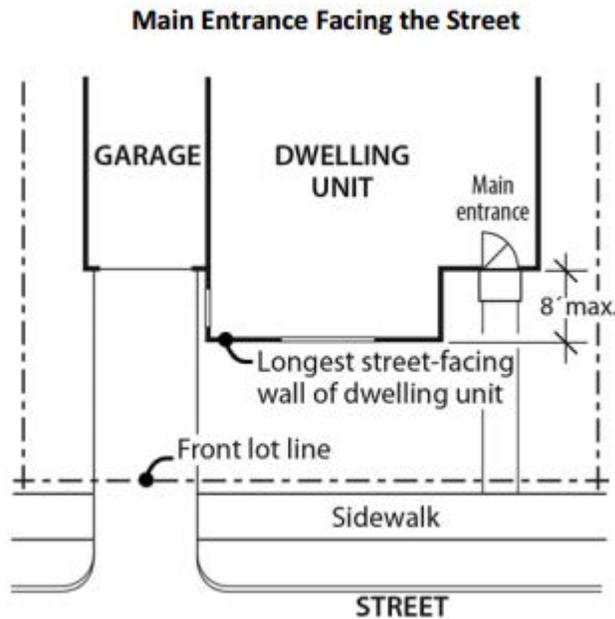
1. Support a physical and visual connection between the living area of the residence and the street;
2. Enhance public safety for residents and visitors and provide opportunities for community interaction;
3. Ensure that the pedestrian entrance is visible or clearly identifiable from the street by its 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.

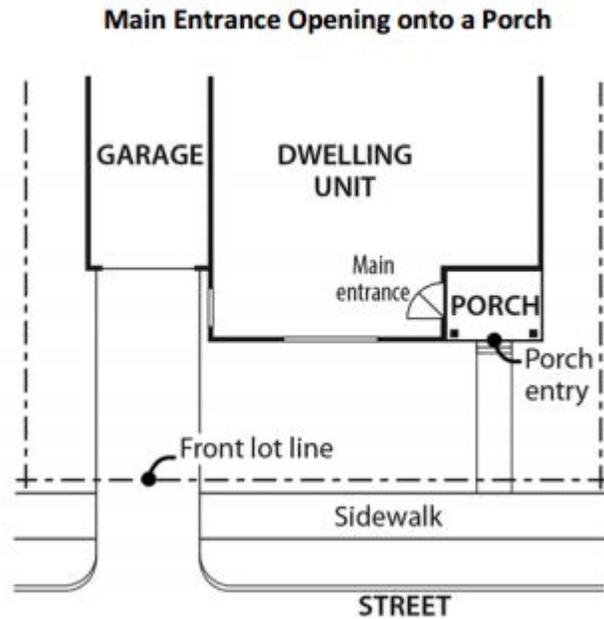
Signs and parking should be filled in after those elements are completed for the Master Plan

**B. Location. At least one main entrance for each structure must:**

1. Be within 8 feet of the longest street-facing wall of the dwelling unit; and
2. Either:
  - a. Face the street
  - b. Be at an angle of up to 45 degrees from the street; or
  - c. Open onto a porch. The porch must:
    - (1) Be at least 6 feet deep
    - (2) Have at least one entrance facing the street; and
    - (3) Be covered with a roof or trellis

Together, these standards create a strong relationship between the front door, front yard, and street.





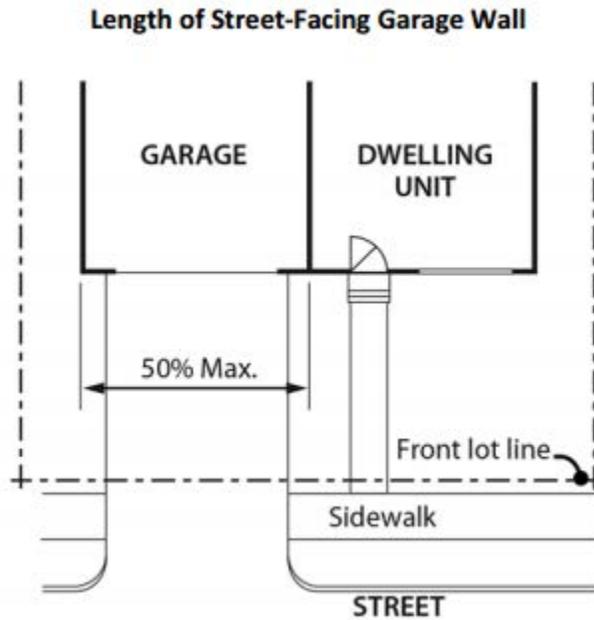
(.017) Garages

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 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.

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 and 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.
  - b. Where dwelling abuts a rear or side alley, or a shared driveway, the garage shall orient to the alley or shared drive.
  - c. 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.
  - d. A garage wall 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.



(0.18) 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.

**[Option A – Generalized Approach]**

B. Standards (Option A). Dwelling designs shall include:

Option A is intended to provide a small number of priority standards that

<p>a. <u>Windows. Not less than [20] percent of the surface area of all street facing elevations. Windows used to meet this standard must views from the building to the street. Glass block does not meet this standard. Windows in garage doors do not count toward this standard, but windows in garage walls do count toward meeting this standard.</u></p> <p>b. <u>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 [30-40] feet on street facing facades.</u></p> <p>c. <u>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.</u></p> <p><b>Option B – Detailed Menu Approach</b></p> <p>C. <u>Detailed Design (Option B). Dwelling designs shall</u></p>	<p>provide good design. The outcome is stated, and there is flexibility on how to meet the outcome. (Source: generalized standards from Oregon’s Model Code for Small Cities, Third Edition)<sup>1</sup></p> <p>Option B provides a more detailed approach than Option A. For each topic, a</p>
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<sup>1</sup> <https://www.oregon.gov/LCD/TGM/Pages/modelcode.aspx>

incorporate not fewer than \_\_\_\_\_ architectural features per dwelling unit from a-k below. Applicants are encouraged to use those elements that best suit the proposed building style and design.

- a. Covered front porch: not less than *[six]* feet in depth and not less than *[30]* percent of the width of dwelling.
- b. Dormers: minimum of *[two]* required for each single-family dwelling and *[one]* each for other dwellings; must be a functional part of the structure, for example, providing light into a living space.
- c. Recessed entrance: not less than *[three]* feet deep.
- d. Windows: not less than *[20]* percent of surface area of all street-facing elevation(s).
- e. Window trim: minimum *[four]*-inch width (all elevations).
- f. Eaves: overhang of not less than *[12]* inches.
- g. Offset: offset in facade or roof
- h. Bay window: projects from front elevation by *[12]* inches.
- i. Balcony: one per dwelling unit facing a street.
- j. Decorative top: e.g., cornice or pediment with flat roof or brackets with pitched roof.
- k. Courtyards

D. Articulation (Option B)

1. Standards.

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

“menu” of ways are provided to meet the standard. This approach also provides flexibility, but is intended to be much more specific about when the standard is met for each item in the menu. This is the full text of the standards from the Model Code, tailored for use in Wilsonville.

long, uninterrupted elevations. Such elements shall occur at a minimum interval of [30-40] feet, and each floor shall contain at least two elements from the following options:

- a. Recess (e.g., porch, courtyard, entrance balcony, or similar feature) that has a minimum depth of [four] feet;
- b. Extension (e.g., floor area, porch, entrance, balcony, overhang, or similar feature) that projects a minimum of two feet and runs horizontally for a minimum length of [four] feet; or
- c. Offsets or breaks in roof elevation of [two] feet or greater in height.

E. House Plan Variety (Option B).

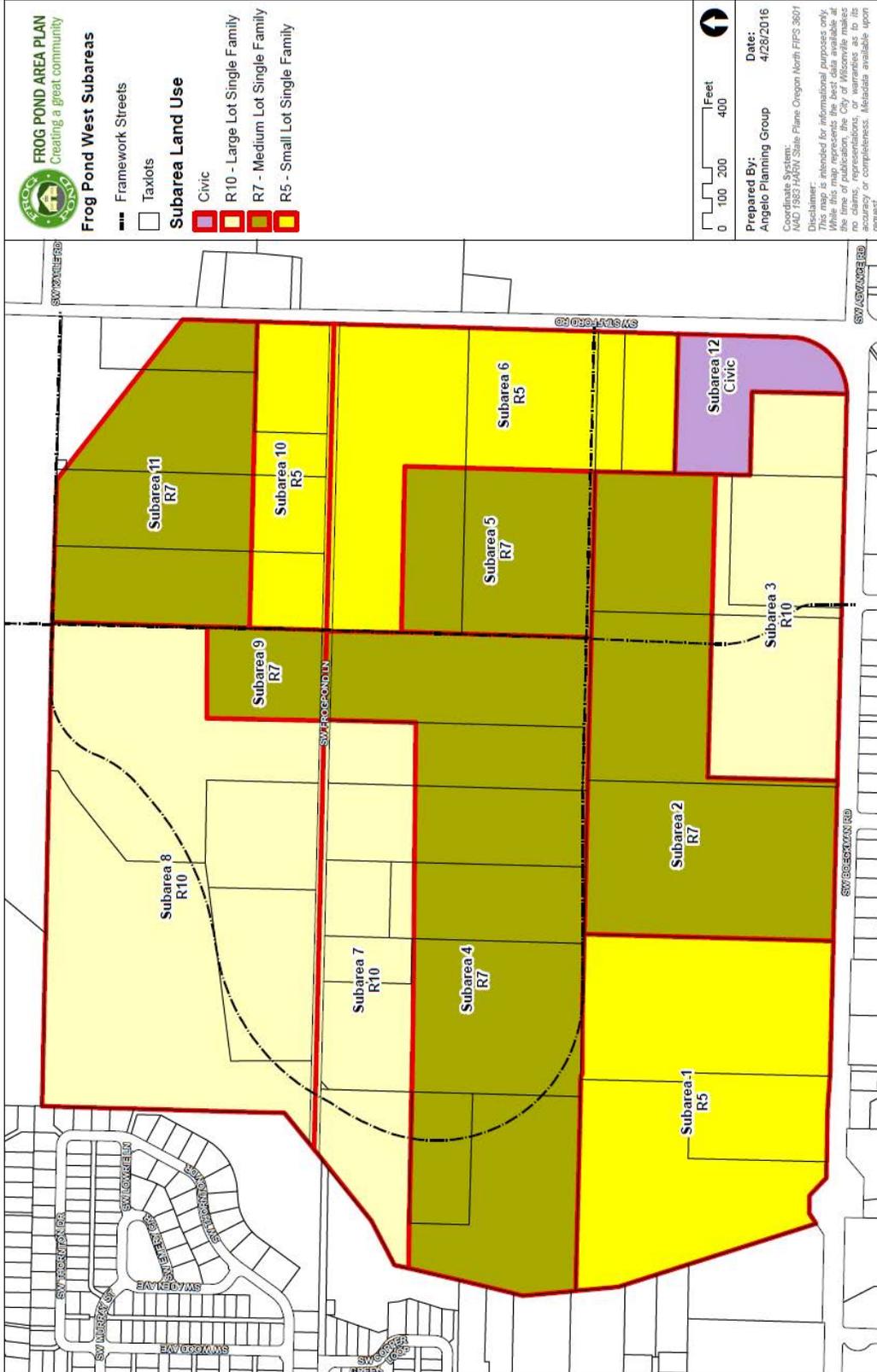
- 1. Standards. No two directly adjacent or opposite dwelling units may possess the same front or street-facing elevation. This standard is met when front or street-facing elevations differ from one another by no fewer than [#] of the elements listed in a-g below. Where facades repeat on the same block face, they must have at least [three] intervening lots between them that meet the above standard.

- a. Materials – The plans specify different exterior cladding materials, a different combination of materials, or different dimensions, spacing, or arrangement of the same materials. This criterion does not require or prohibit any combination of materials; it only requires that plans not repeat or mirror one another. Materials used on the front facade must turn the corner and extend at least [two] feet deep onto the side elevations.

- b. Articulation – The plans have different offsets,

recesses, or projections; or the front building elevations break in different places. For example, a plan that has a stoop entry (recess) varies from one that has an entry under a front porch (projection). For this criterion to apply, a recess must have a minimum depth of [four] feet and a projection or offset must be at least [four] feet in depth.

- c. Variation in Roof Elevation – The plans have different roof forms (e.g., gable versus gambrel or hip), different roof height (by at least [10] percent), different orientation (e.g., front-facing versus side-facing gable), or different roof projections (e.g., with and without dormer or shed, or different type of dormer or shed).
- d. Entry or Porch – The plans have different configuration or detailing of the front porch or covered entrance.
- e. Fenestration – The plans have different placement, shape, or orientation of windows or different placement of doors.
- f. Height – The elevation of the primary roofline (along the axis of the longest roofline) changes by not less than [four] feet from building to building, or from dwelling unit to dwelling unit (e.g., townhome units), as applicable. Changes in grade of [eight] feet or more from one lot to the adjacent lot are counted toward change in height for purposes of evaluating facade variation.



5/4/2016

**To:** Wilsonville Planning Commission  
**Cc:** Project Team  
**From:** Joe Dills and Andrew Parish, Angelo Planning Group  
**Re:** Frog Pond Master Plan – Open Space Requirements

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## INTRODUCTION

The purpose of this memorandum is to provide background information and a recommendation regarding open space standards for the Frog Pond West neighborhood. When the topic was raised at the March 9 meeting, the following comments were made:

- **Desire for active uses.** Commissioners spoke of “leftover” pieces of land that have been used to meet open space requirements, which may be visually attractive but unusable and ultimately an inefficient use of land.
- **Concern that continuing the City’s current practice of 25% open space for each project may lead to many small pockets of open space,** due to the fractured ownership of the area and the possibility of build-out through many smaller developments. The vision for the Frog Pond West neighborhood is two neighborhood parks that are focal points of the neighborhood.
- **Concern that small-lot neighborhoods have a greater need for open space,** because the houses typically have smaller yards.

## OPEN SPACE IN FROG POND WEST

As envisioned in the Frog Pond Area Plan, open space in the 173-acre West Neighborhood is comprised of the following types of land:

- SROZ along Boeckman Creek: 24.4 Acres
- SROZ along Willow Creek: 2.1 Acres
- BPA Corridor: 2.5 Acres
- Parks: 4 Acres, one 2.5-acre neighborhood park and one 1.5-acre trailhead park
- Existing Tree groves and wetlands (some of which are assumed to be protected): 11.4 acres
- Pedestrian greenways that will result from implementation of the Street Demonstration Plan (currently illustrated at roughly 2 acres)

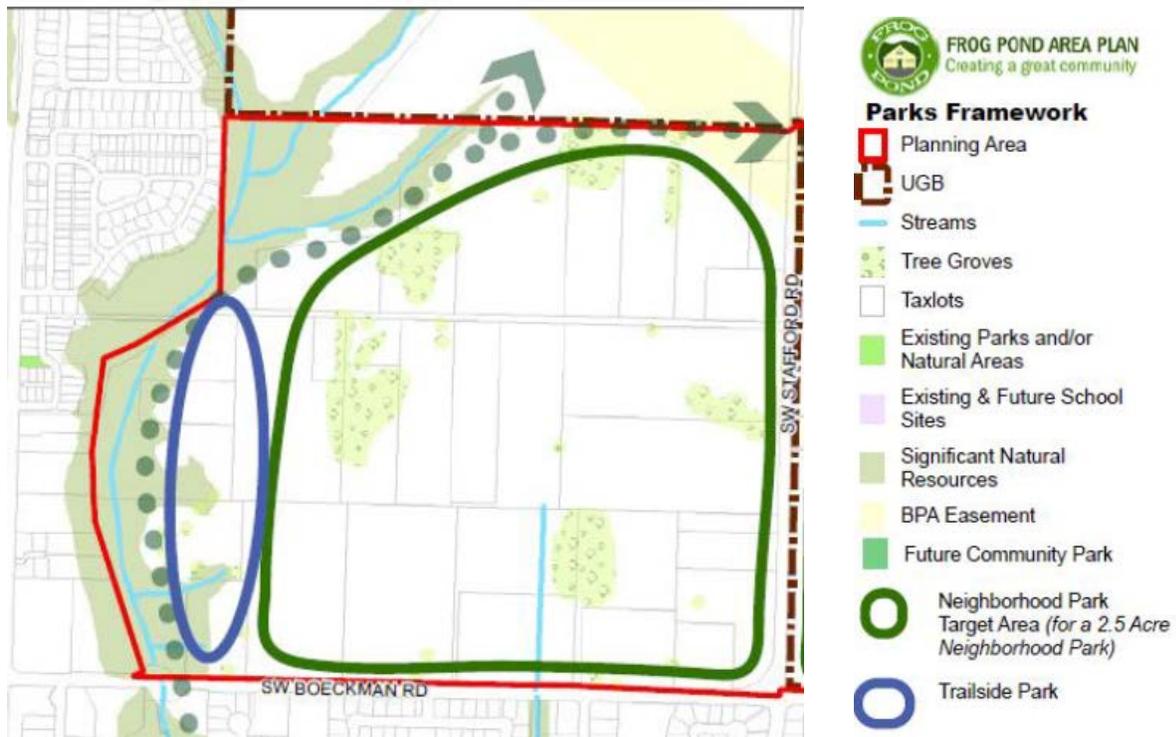
Figure 1 shows the locations of these open spaces, except for wetlands which could vary spatially. **These items total roughly 46 acres, or 27% of the total neighborhood area.** If the West Neighborhood were in a single ownership, the area would meet the City’s current 25% rule (Section 4.113(2)). This provides a rationale for taking a different approach regarding open space standards in Frog Pond West. The premises are:

- Substantial open space, estimated at approximately 27%, will be provided from SROZ, the BPA corridor, the planned parks, pedestrian greenways, and existing tree groves and wetlands retained as part of developments.

- Area planning and master planning have called for two public parks, consistent with the current Wilsonville Parks Master Plan. These will provide parks that serve the entire neighborhood, and in the case of the linear park and Boeckman Trail, the larger Wilsonville community.
- Common open spaces, such as small greens and community gardens, are an important element for livable and attractive development in Small Lot sub-districts.

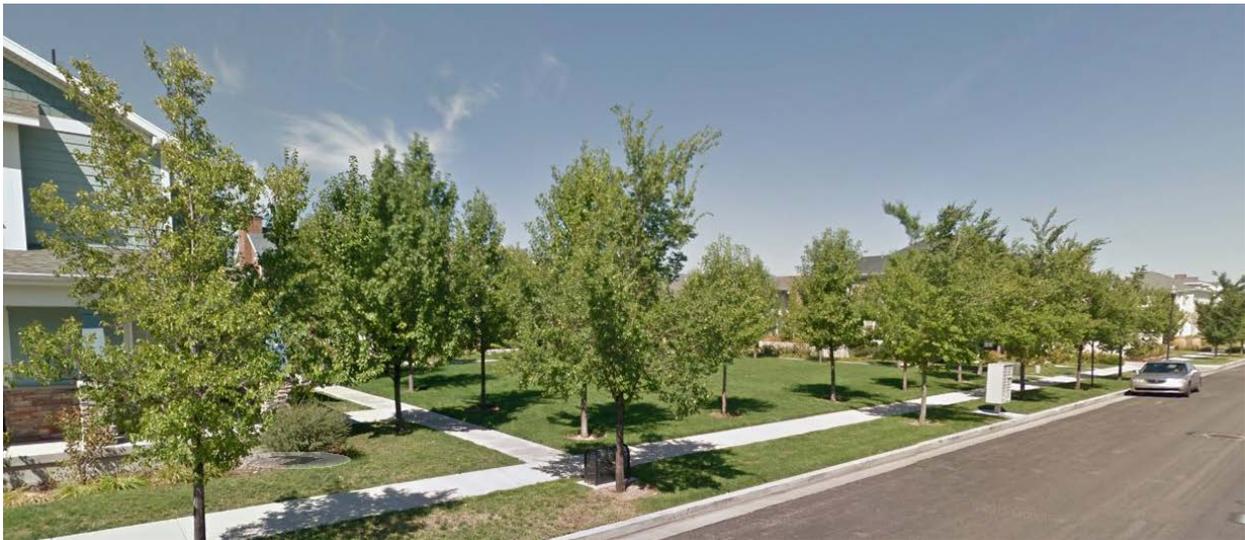
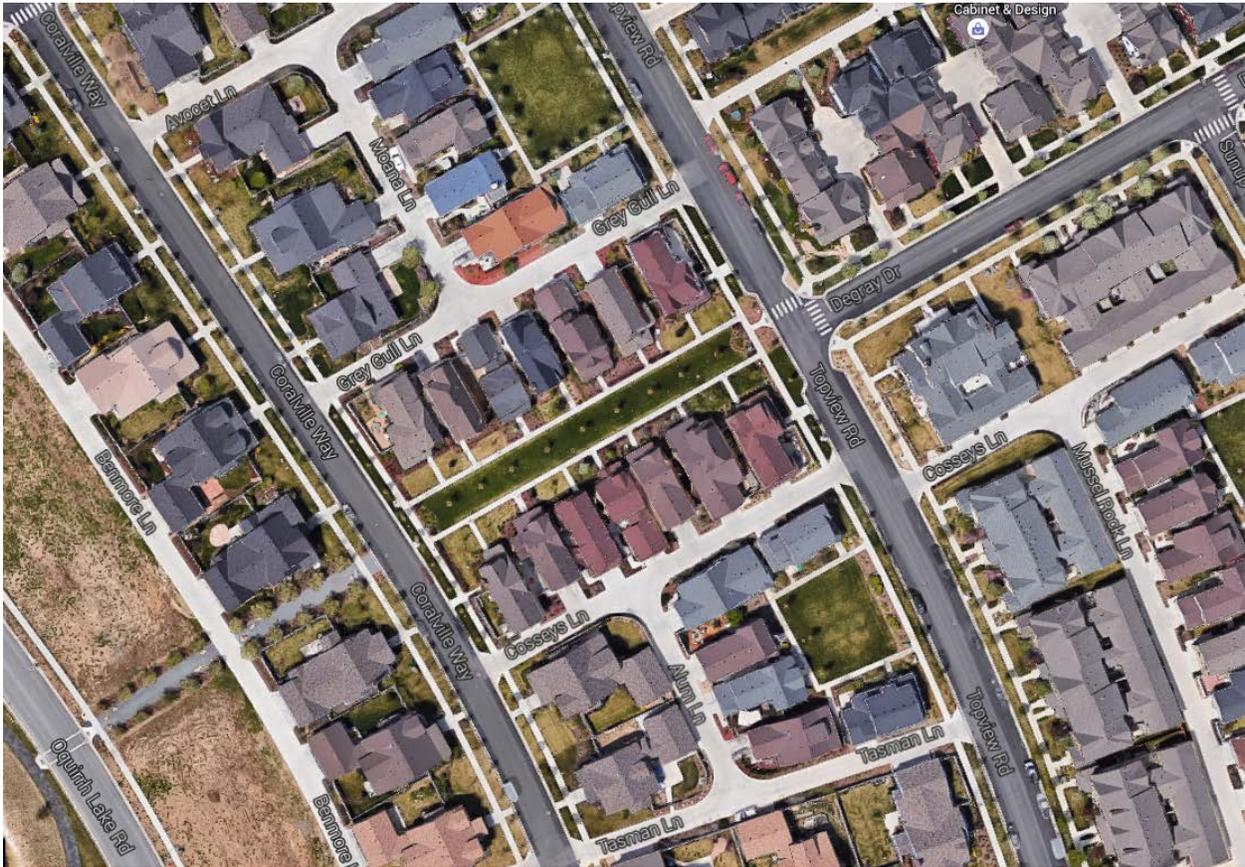
Based on the above, the team recommends that Small Lot sub-districts be required to provide a minimum of 10% open space in the form of active greens, courtyards, community gardens, tot lots, public pedestrian ways and similar spaces. Medium Lot and Large Lot sub-districts should not be required to provide common open space, unless the DRB finds that it is necessary to support a specific proposal or achieve the purposes of the Frog Pond Master Plan or Neighborhood District.

Figure 1. Parks and Open Space in West Neighborhood (from Area Plan, pg. 62)



The images on the following pages depict the open space integrated into residential neighborhoods, and are intended to spur thinking and discussion on the topic.

Courtyards and Linear Green Spaces in South Jordan, UT





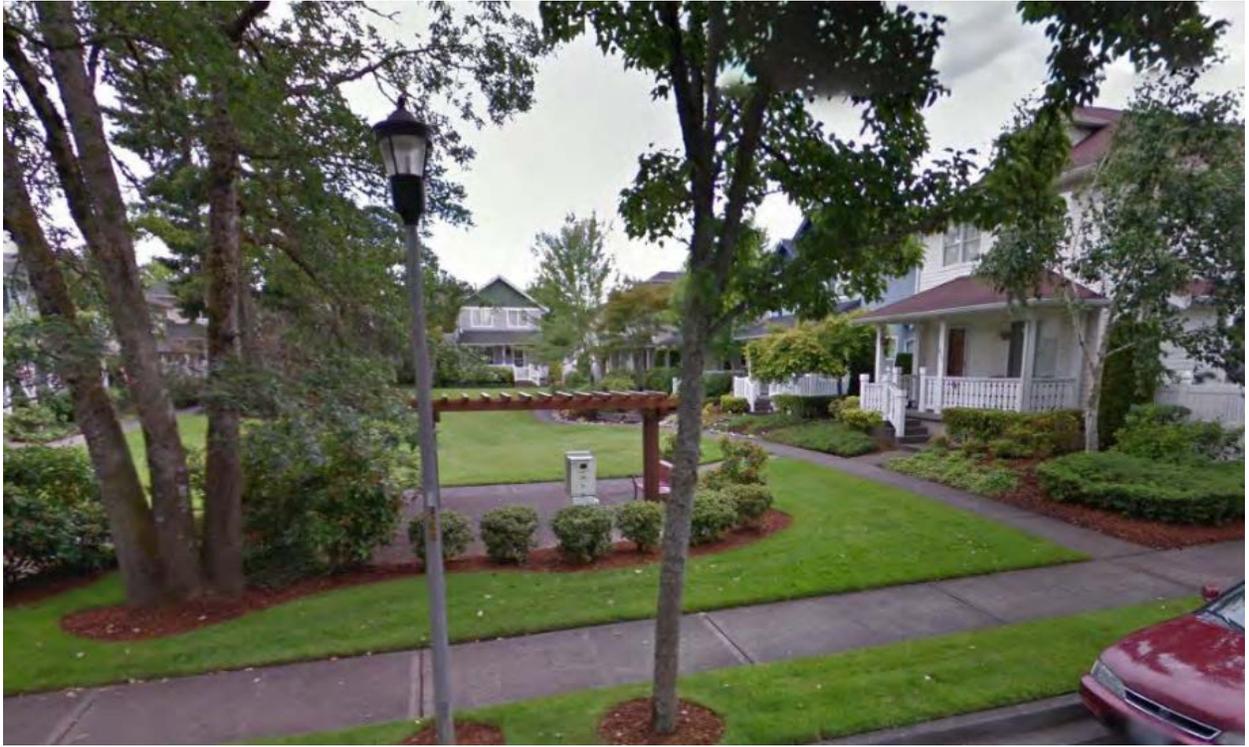
Villebois, Wilsonville



Canyon Creek, Wilsonville



Dupont WA



Issaquah Highlands, WA



Community Garden in Portland's Cully Neighborhood  
*(image via OregonLive)*



5/4/2016

**To:** Wilsonville Planning Commission  
**Cc:** Project Team  
**From:** Joe Dills and Andrew Parish, Angelo Planning Group  
Ken Pirie, Walker Macy  
**Re:** Frog Pond Master Plan – Street Demonstration Plan and Cross Sections

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## INTRODUCTION

The purpose of this memorandum is to introduce three components of the Frog Pond Master Plan: (1) the Street Demonstration Plan; (2) the Street Types Plan, and (3) Street Cross-Sections for the various rights-of-way within the Frog Pond West neighborhood. These diagrams utilize the Frog Pond Area Plan Transportation Framework as an overall concept, and illustrate additional detail for use in the Frog Pond Master Plan. Frog Pond's streets are an important opportunity to create a cohesive public realm and help knit together the Frog Pond West neighborhood as it develops over time.

## REGULATION OF STREETS IN WILSONVILLE

The size, location, and makeup of streets in Wilsonville are regulated by the City's Transportation System Plan (TSP) and the Wilsonville Development Code. Following are the general guidelines laid out in the TSP and Development Code that guide the Frog Pond Street Demonstration Plan and Cross Sections.

- **Cross Sections** for the various functional classifications of roadways are included in Chapter 3 of the TSP. They depict typical roadway elements and widths for arterial, collector, and local streets, as well as shared-use paths. The standard cross-sections include ranges for various elements (e.g. lane widths) so that they may be tailored to individual areas such as the Frog Pond West neighborhood.
- **Block Perimeter and Access Standards.** The Development Code lists block and access standards for each zone, and the proposed "Residential Neighborhood" zone will also have these standards. Section 4.124(.06) lists the block and access standards for all PDR zones as:
  - A maximum block perimeter of 1,800 feet
  - A maximum spacing between streets or private drives of 530 feet; and
  - A maximum block length without a pedestrian and bicycle crossing of 330 feet.

The above-listed standards have been used as the starting point for Frog Pond West. The proposed Neighborhood Residential zone will contain standards, customized as needed for Frog Pond West. These numerical requirements will be supplemented by two context-sensitive tools: the Street Demonstration Plan and the Street Types Plan.

- The Street Demonstration Plan, Street Types Plan, and cross sections meet the guidelines set forth in the Transportation Framework of the **Frog Pond Area Plan**, adopted by the Wilsonville City Council in November 2015.

## STREET DEMONSTRATION PLAN

The Street Demonstration Plan is a detailed look at the desired level of connectivity and overall street pattern for the Frog Pond 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. It also serves as the basis for developing example layouts of individual lots and open space within the neighborhood.

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. The draft code text states:

- A. Within the Frog Pond West Neighborhood, streets shall be consistent with Figure XX, Street Demonstration Plan, in the Frog Pond 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 and City Council, 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 high quality pedestrian connections for the public; alignment with property lines and ownerships that result in efficient use of land while still providing substantially equivalent connectivity; and/or, innovative site design that provides substantially equivalent connectivity.

The street plan provides a logical and proven pattern of blocks that can be used as a guide to how future developers can organize their property plans to best fit into the larger vision for Frog Pond, while meeting City goals for a connected community and protecting sensitive land. The blocks in the plan can accommodate a range of development types within the allowed densities. The plan has been designed to:

- Follow property lines where possible
- Anticipate innovative design solutions that create an attractive and active neighborhood edge along Boeckman Road and Stafford Road
- Anticipate innovative design solutions, such as cluster housing and cottage courts, in the Small Lot Single Family sub-districts
- Implement a connected street pattern over the course of many incremental development reviews.

## STREET TYPES PLAN

Each street has been classified according to the typology illustrated in the Street Cross-Sections. While the actual street network may vary in its layout, the typology is intended to remain the same.

## STREET CROSS-SECTIONS

A unified set of cross-sections tailored specifically for Frog Pond West will improve the functionality of the neighborhood while creating a unique sense of place. Streets in Frog Pond West will be required to be built to the widths shown in these cross-sections, with flexibility provided to the City Engineer and

Community Development Director to approve adjustments. The street cross-sections provide for a high level of storm water and water quality management within the street right-of-ways, incorporated as low impact development tools and amenities along the street. The treatment of stormwater in the right of way could result in the need for fewer conventional stormwater detention ponds.

The following cross sections are included:

- Typical Low Impact Development Local Street (52' ROW)
- Collector - Gateway (76' ROW)
- Collector – Internal (64' ROW)
- Arterial – Boeckman (98' ROW)
- Arterial – Stafford (116' ROW)
- Typical Pedestrian Connection (26' ROW)
- Typical Alley (20' ROW)

The attached Street Types Map depicts the locations where these cross-sections apply.

URBAN GROWTH BOUNDARY

Kahle Road

**LEGEND**

-  Public Street
-  Pedestrian Connection
-  Significant Resource Overlay Zone (SROZ)
-  Boeckman Creek Trail

Boeckman Creek

Frog Pond Lane

Stafford Road

Willow Cr Drive

Boeckman Road

# STREET DEMONSTRATION PLAN



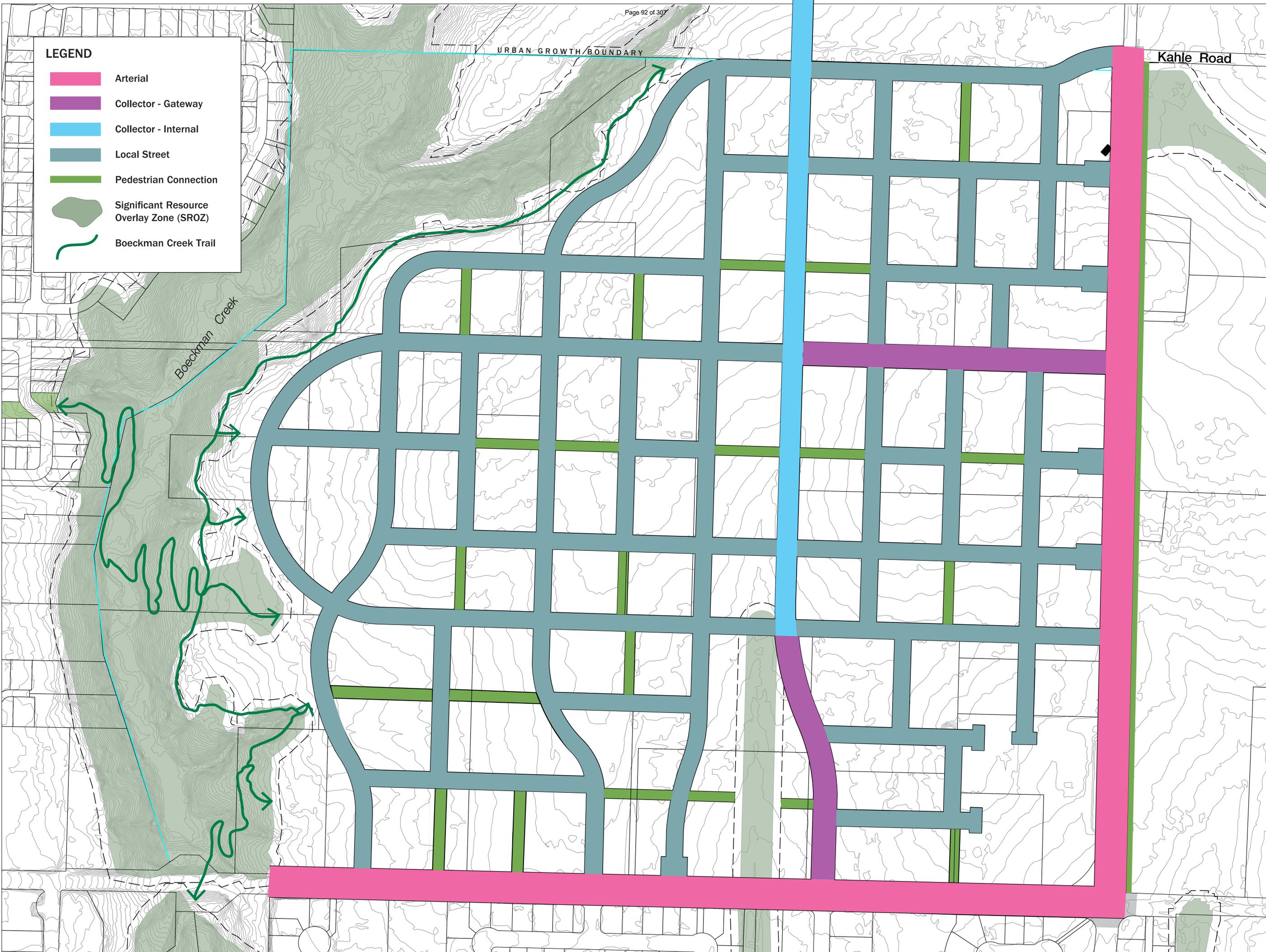
URBAN GROWTH BOUNDARY

Kahle Road

Boeckman Creek

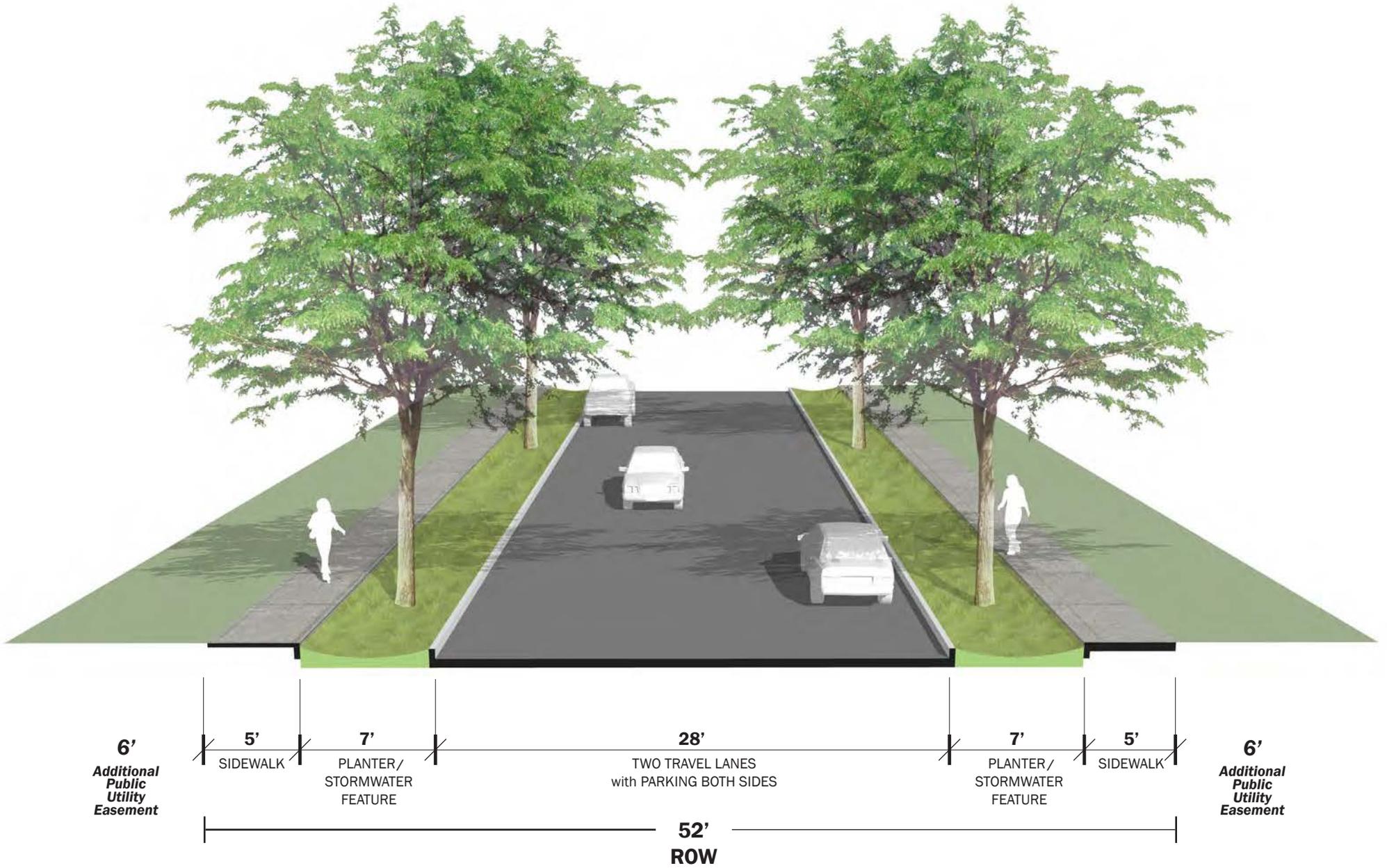
**LEGEND**

-  Arterial
-  Collector - Gateway
-  Collector - Internal
-  Local Street
-  Pedestrian Connection
-  Significant Resource Overlay Zone (SROZ)
-  Boeckman Creek Trail



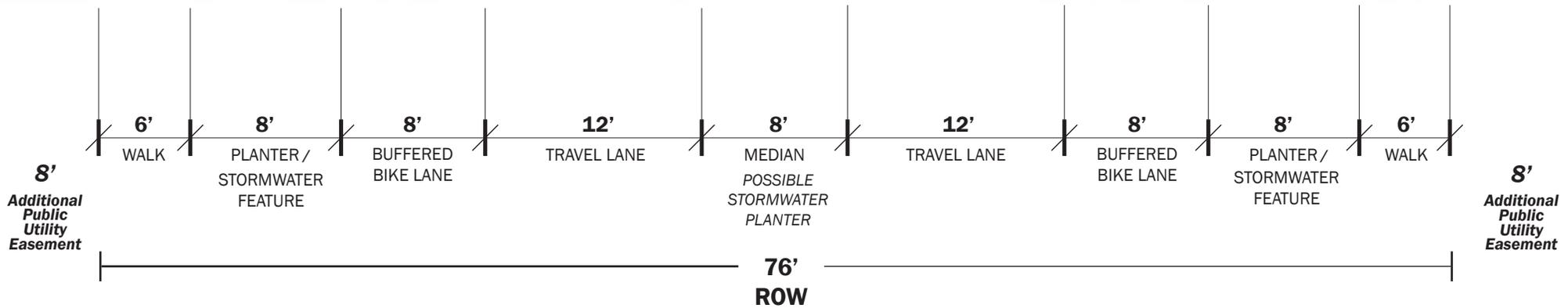
# STREET TYPES





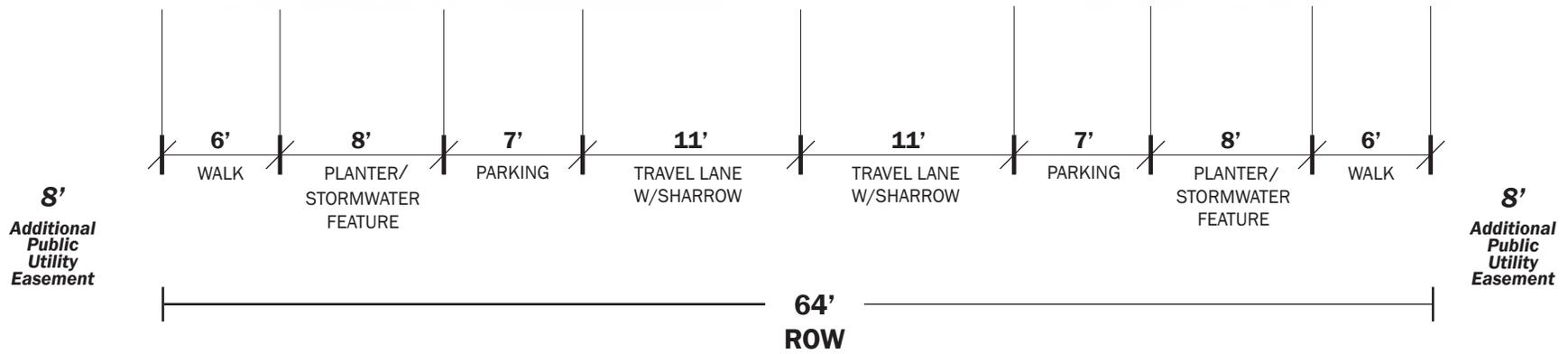
## LOW IMPACT DEVELOPMENT LOCAL STREET





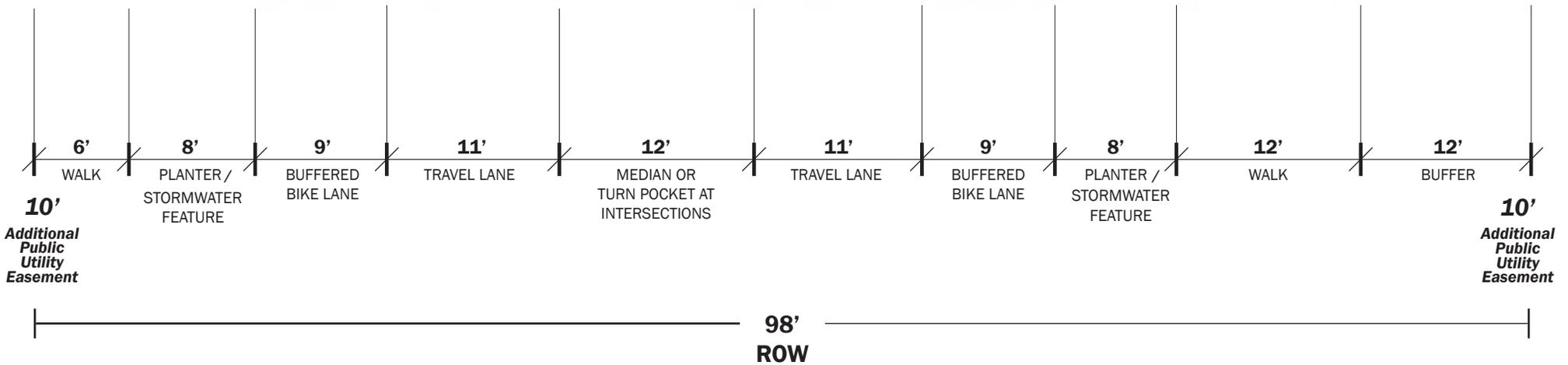
## COLLECTOR - GATEWAY





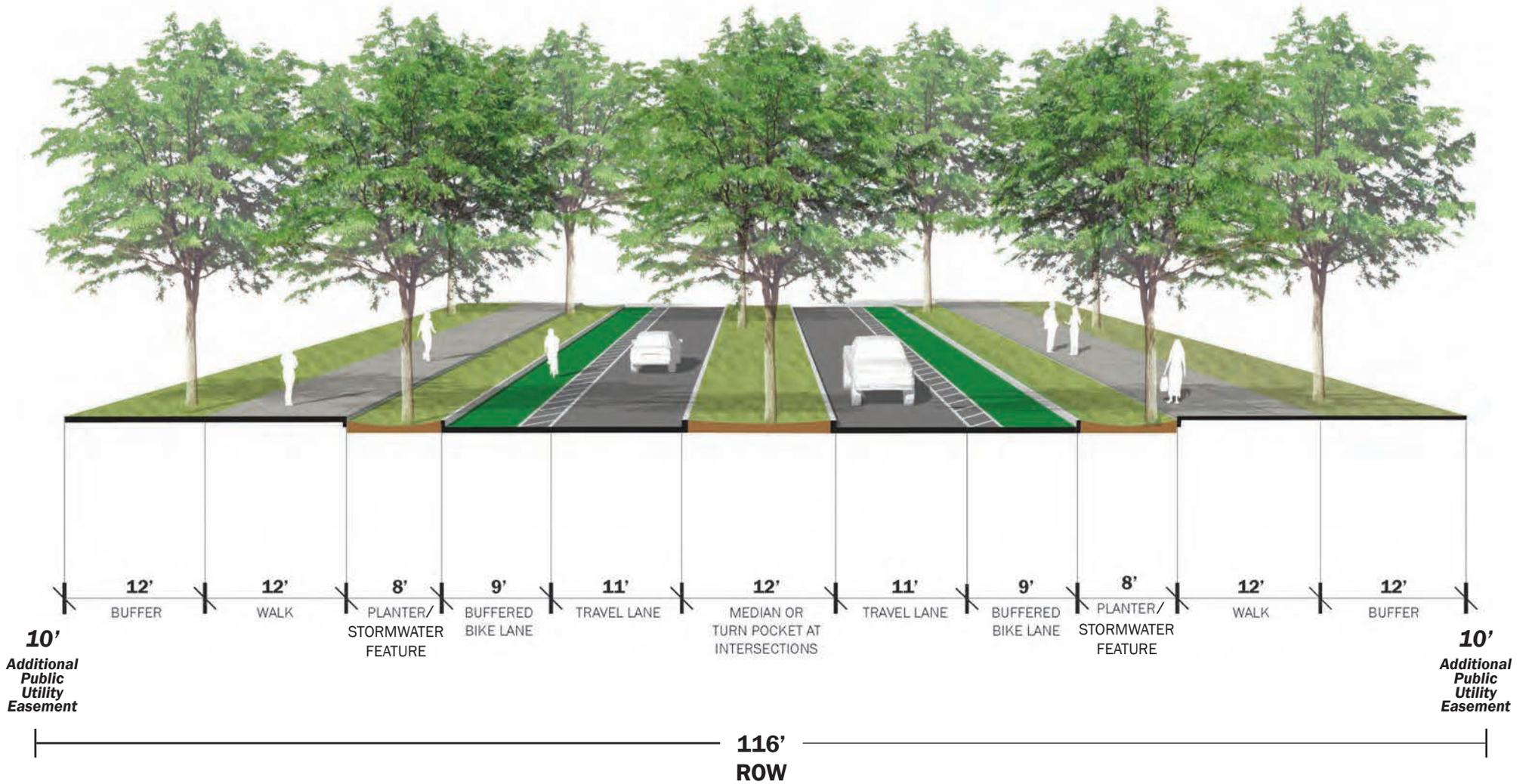
## COLLECTOR - INTERNAL





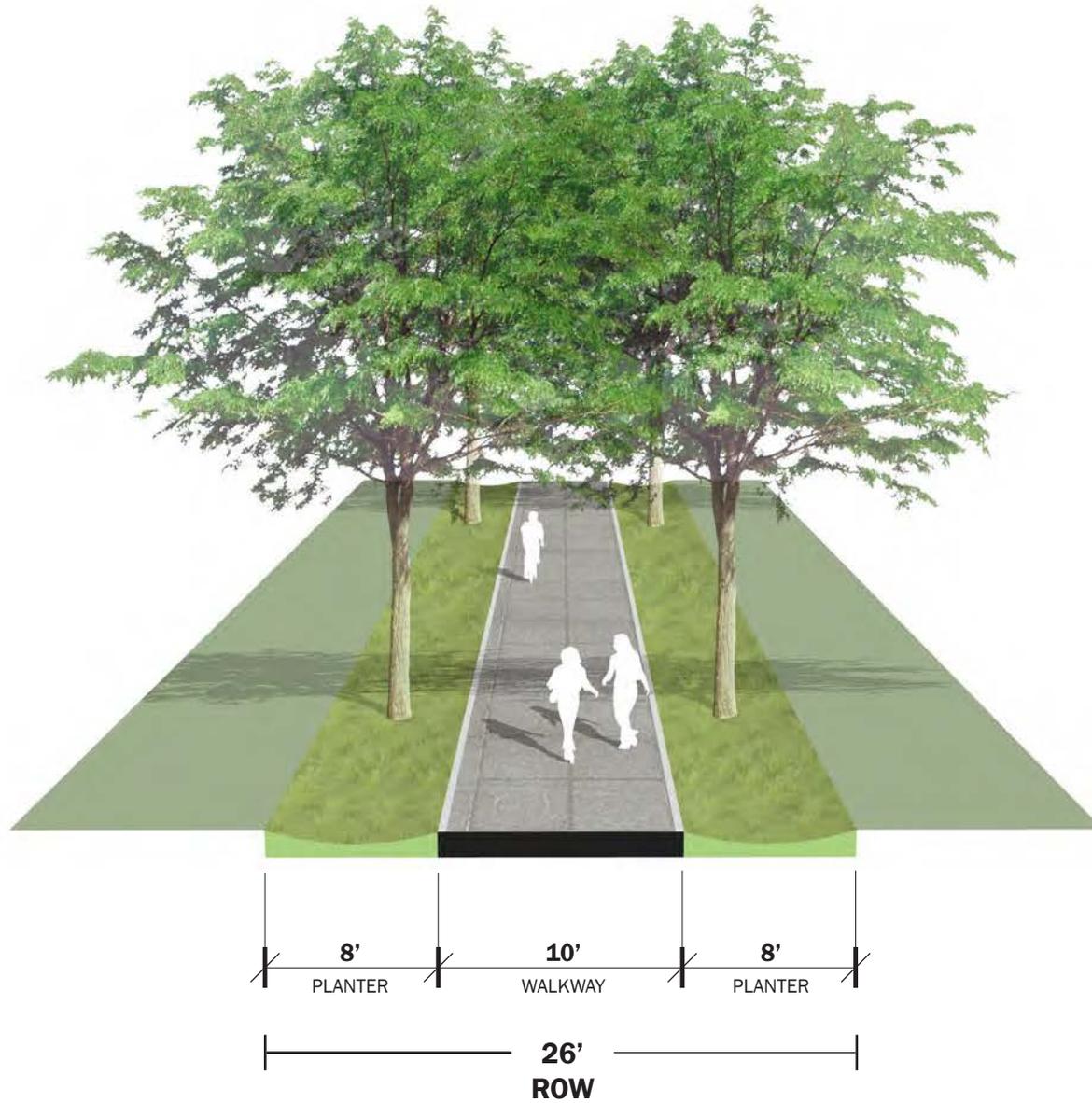
## BOECKMAN ROAD - LOOKING WEST





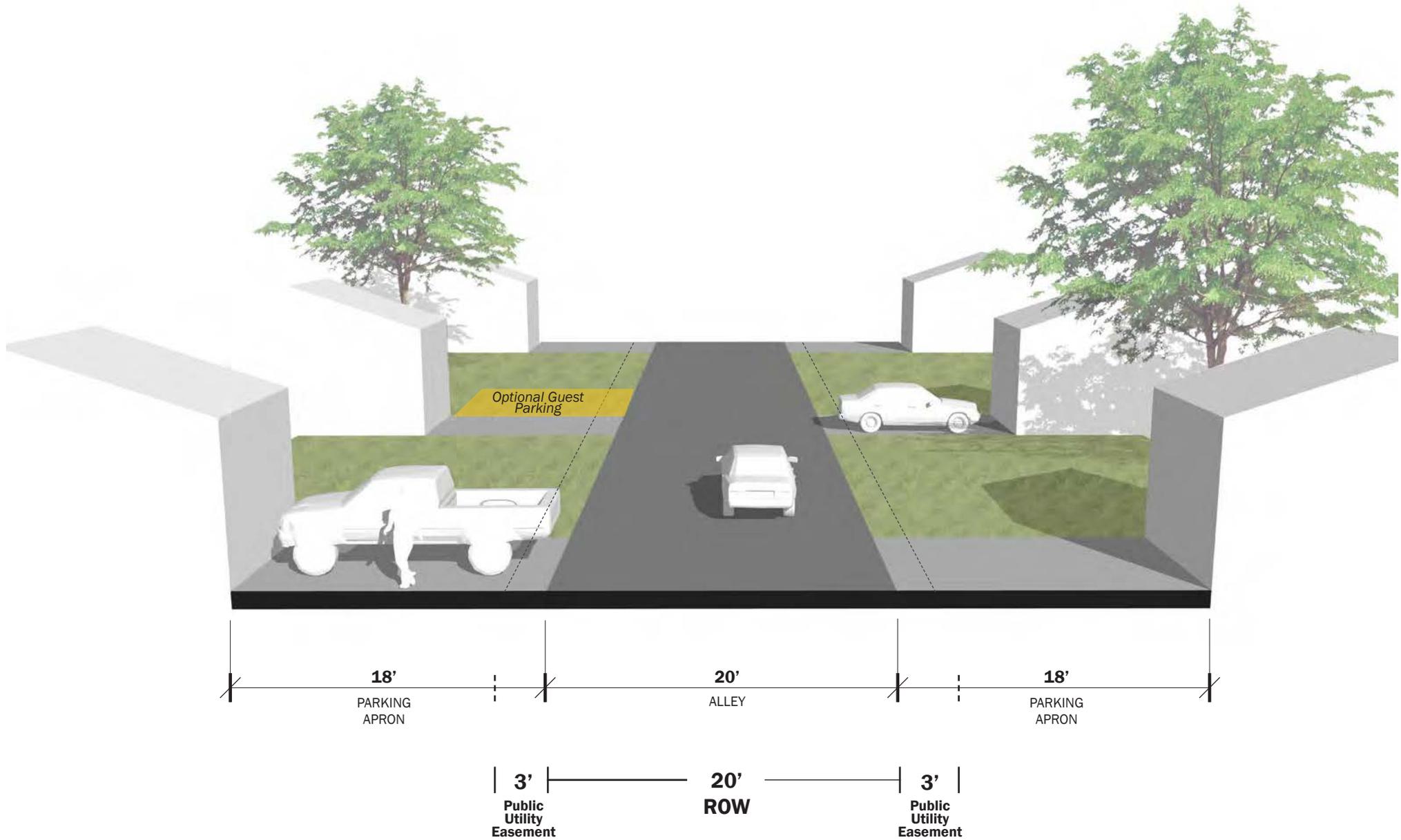
## STAFFORD ROAD - LOOKING NORTH





## TYPICAL PEDESTRIAN CONNECTION





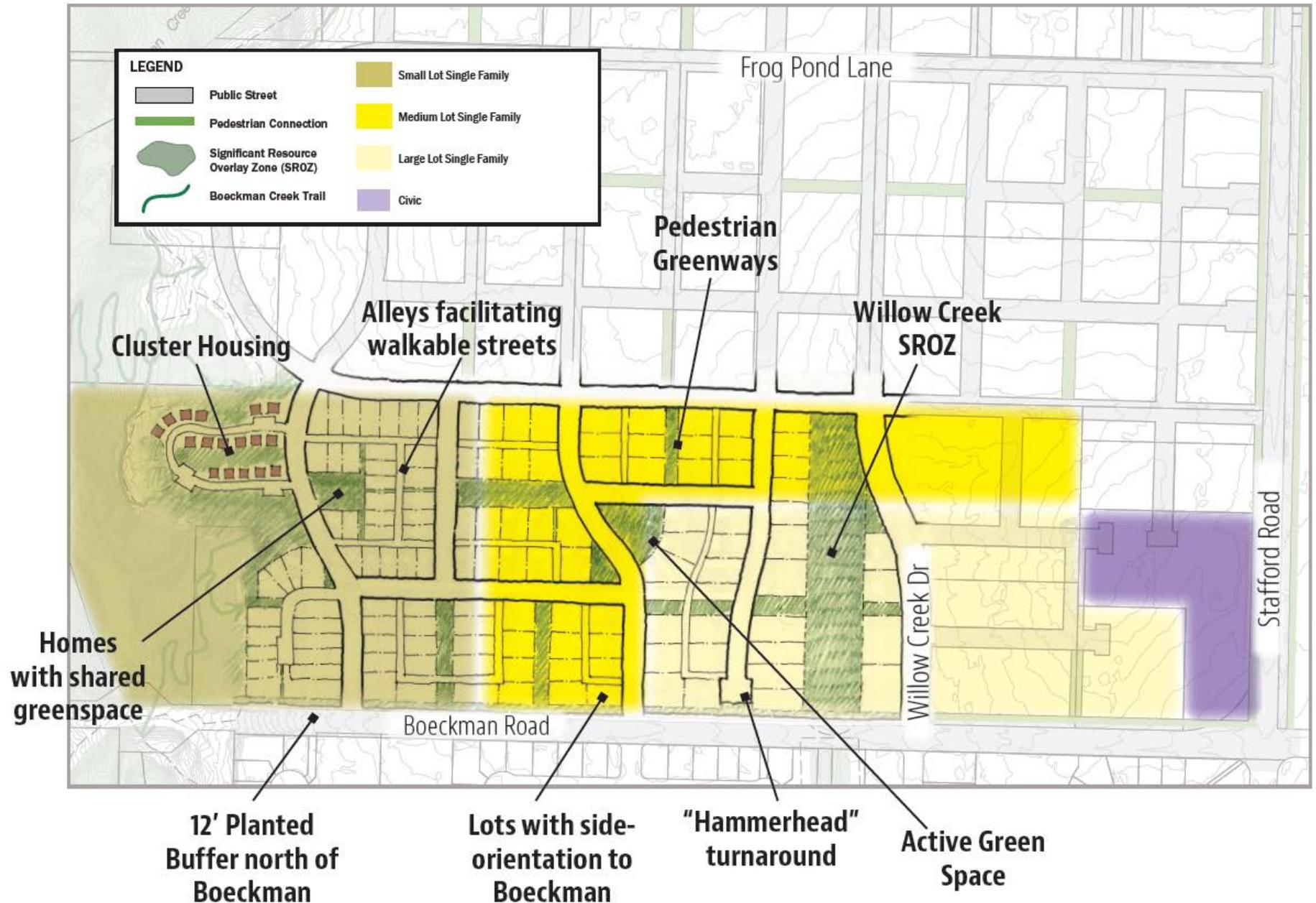
## TYPICAL ALLEY





# Site Study

This illustrative site study was prepared to test whether proposed densities could be achieved, and to examine how a portion of the neighborhood might be laid out in the future.





**CITY COUNCIL MEETING  
STAFF REPORT**

<p><b>Meeting Date:</b> June 20, 2016</p>	<p><b>Subject:</b> Sanitary Sewer Lateral Repair Grant Program</p> <p><b>Staff Member:</b> Mark Yager &amp; Delora Kerber</p> <p><b>Department:</b> City Administration &amp; Public Works</p>	
<p><b>Action Required</b></p>	<p><b>Advisory Board/Commission Recommendation</b></p>	
<p><input type="checkbox"/> Motion</p> <p><input type="checkbox"/> Public Hearing Date:</p> <p><input type="checkbox"/> Ordinance 1<sup>st</sup> Reading Date:</p> <p><input type="checkbox"/> Ordinance 2<sup>nd</sup> Reading Date:</p> <p><input type="checkbox"/> Resolution</p> <p><input checked="" type="checkbox"/> Information or Direction</p> <p><input type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Council Direction</p> <p><input type="checkbox"/> Consent Agenda</p>	<p><input type="checkbox"/> Approval</p> <p><input type="checkbox"/> Denial</p> <p><input type="checkbox"/> None Forwarded</p> <p><input checked="" type="checkbox"/> Not Applicable</p> <p><b>Comments:</b></p>	
<p><b>Staff Recommendation:</b> This item is for discussion and direction only.</p>		
<p><b>Recommended Language for Motion:</b></p>		
<p><b>Project / Issue Relates To:</b> <i>[Identify which goal(s), master plans(s) your issue relates to.]</i></p>		
<p><input checked="" type="checkbox"/> Council Goals/Priorities Well-Maintained Infrastructure &amp; Environmental Stewardship</p>	<p><input type="checkbox"/> Adopted Master Plan(s)</p>	<p><input type="checkbox"/> Not Applicable</p>

**ISSUE BEFORE COUNCIL:**

Should the City implement a Sanitary Sewer Lateral Repair Grant program to share in the costs of sewer lateral replacement or repairs underneath street pavement?

**EXECUTIVE SUMMARY:**

Per Wilsonville City code Section 8.206 (12) – “The property owner is responsible for the maintenance, repair and replacement of the sanitary sewer lateral from the building to the sanitary

sewer main. Sewer lateral maintenance work, which, as used herein, includes pipe clean-out, clog removal, root removal, foaming and any other work or protocol required to ensure proper flow. Repair and replacement work for the sewer lateral shall be done in accordance with the City's Public Works Standards and the City's Right of Way Permit."

Faulty sewer laterals can create a number of problems: blockages; inflow and infiltration (I&I); and expensive repair bills for the property owner. This program aims to soften the financial burden of the repair bill for the portion of sewer lateral under street pavement.

Cities across the United States have tried a variety of methods to address the financial burden of sewer lateral repair or replacement such as: 1) *Property owner is responsible for 100% of the total repair;* 2) *City covers 100% of the cost for sewer laterals in the right of way. Cost of work on private property is covered by the property owner;* 3) *City covers a percentage of repair cost up to a maximum amount;* 4) *City provides a one-time replacement of lateral with no cost to the property owner;* 5) *City provides loans to property owner for repairs;* or 6) *City provides insurance for repair of lateral by collecting premiums from property owners.*

Staff recommends a version of Option 2. Under the proposed program the City will cover 100% of the sewer lateral repair costs under street pavement for sewer lateral repairs and replacements that have significant structural defects. Using "under street pavement" as the delineating boundary will allow the City to more easily distinguish between private costs and costs covered by the grant program.

**EXPECTED RESULTS:**

Provide financial relief to property owners who need to repair their sewer lateral under city streets and encourage timely repair of damaged infrastructure.

**TIMELINE:**

Program will begin July 1, 2016

**CURRENT YEAR BUDGET IMPACTS:**

The initial funding of \$15,000 for this program will be taken out of existing wastewater collections budget. Future year funding of this program will be dependent on the availability of funds and the number of estimated grants requests

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**LEGAL REVIEW / COMMENT:**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMUNITY INVOLVEMENT PROCESS:**

The program will be advertised on the City website and in the Boones Ferry Messenger. Property owners who call about faulty sewer laterals will be informed about the program.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:**

First, this program will provide a valuable service to the community by providing financial assistance to property owners who are required to make private sewer lateral repairs beneath City owned streets. Second, the program will provide Engineering and Public Works guidance to ensure accountability and preservation of the City's right-of-way assets. Third, the program will help facilitate private sewer lateral repairs, which prevent damage to City owned streets, including sink holes, cracked pavement and potholes. Fourth, by facilitating repairs the program will help reduce the amount of excess groundwater entering the collection system and treatment plant due to inflow and infiltration problems.

**ALTERNATIVES:**

An alternative to the grant program is to keep the status quo with the property owner paying for all repairs and replacement of sewer laterals on both private property and under street pavement.

**CITY MANAGER COMMENT:**

**ATTACHMENTS:**

- A) Sanitary Sewer Lateral Repair Grant Program Application Policy and Guidelines



# **Sanitary Sewer Lateral Repair Grant Program**

Policy and Guidelines  
July 1, 2016

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**Price Quote Detail Sheet ..... 9-10**  
**Proof of Contractor Payment ..... 11**

### **Policy Summary**

Structurally deficient sanitary sewer laterals may cause damage to City owned streets, including sink holes, cracked pavement and potholes. Failing laterals can also contribute to groundwater inflow and infiltration problems which impact the capacity of the City's wastewater collection and treatment systems.

The City of Wilsonville Municipal Code places the responsibility for maintenance, repair and replacement of sewer laterals on the owner(s) of the property served by the lateral. Given this responsibility, the City has developed a Sanitary Sewer Lateral Repair Grant Program to provide financial incentives toward timely repair or replacement and to help property owners with the cost of making repairs beneath City owned streets.

The Sanitary Sewer Lateral Grant Program utilizes wastewater collections funds to reimburse property owners for a portion of the cost associated with repair or replacement of sewer laterals. Assistance is only available for repair and replacement of sewer laterals with structural damage beneath City streets. A well-documented interdepartmental approval process is required prior to release of funds. The program is dependent on annual funding approval and applies to both residential and commercial properties. A maximum reimbursement amount of \$4,000 per property has been set to allow more owners access to these funds, which are limited and intended for imminent repairs

**Policy Rules**

1. The program is effective as of July 1, 2016.
2. The program applies to both residential and commercial property.
3. The assistance program is only in effect when funds are allocated for that purpose within a given budget year.
4. Allocated funds are available on a first come first serve basis until allocated funds are expended.
5. Construction of public sewer mains or new sewer connections will not be funded by this program. Except when separation from a community lateral are necessary.
6. The property owner of the lateral shall be reimbursed for the cost of the lateral replacement underneath street pavement (excluding alleys). However, the reimbursement will be capped at \$4,000 per property owner.
7. Reimbursement shall not include the cost of work performed on private property or beyond the paved surface of the roadway.
8. Reimbursement shall not include the cost of obtaining easements, Plumbing Permits or Tree Removal Permits.
9. Proof that lateral pipe failure is located underneath street pavement must be submitted and approved by the Public Works Department. A copy of the video of the sewer lateral showing the structural defect must be submitted with the grant application.
10. Participation in the grant program is reserved for those properties with a significant structural defect in the lateral or when separation from a community lateral is necessary. A significant structural defect is defined as a separated joint, cracked pipe, or crushed pipe which prevents or inhibits flow required for normal operation. For the purposes of this grant program, a sag or “belly” in the lateral is not considered a significant structural defect.
11. The owner may still proceed with repair if the application is denied, but the City will not reimburse any of the costs. When the City denies an application, it does not mean that the lateral should not be fixed. It simply means that the defects identified are not significant enough to be eligible for the grant program. It is the responsibility of the homeowner to decide whether or not to repair the lateral outside of the grant program if the application is denied.
12. The City has sole discretion to decide which laterals may be repaired under the grant program.
13. The program will only fund those improvements necessary to meet the normal costs associated with a sewer lateral replacement less any rebates or incentives offered by a contractor.

14. Lump sum quotes will not be accepted.

15. The program will only reimburse the amount indicated in the approved price quote detail sheet unless otherwise approved by the Public Works Director.

16. The City reserves the right to deny approval of any application that contains an unreasonable or inferior price quote.

17. Funds will only be reserved once permits have been issued. Permits will expire and reserved funds will be made available to others if construction has not begun within 60 days of permit issuance.

18. **PLEASE NOTE:** Reimbursement will only be granted to those property owners who have followed the aforementioned rules, have acquired all applicable permits, complied with all City, State, and Federal standards, have obtained final inspection approval, and have returned a complete “proof of contractor payment” form to the City within 30 days from final inspection.

19. The property owner is the only person eligible to apply for this program and the funds will only be released to the property owner of record.

## **Step by Step Guidelines for Sanitary Sewer Lateral Repair Grant Program**

1. Property owner contacts Public Works Department - [sewerlateralgrant@ci.wilsonville.or.us](mailto:sewerlateralgrant@ci.wilsonville.or.us) to discuss sewer lateral repairs/concerns. A copy of the Sewer Lateral Repair Grant Application and Program Guide will be provided to the owner.
2. Property owner submits a copy of the video via [sewerlateralgrant@ci.wilsonville.or.us](mailto:sewerlateralgrant@ci.wilsonville.or.us). The video will be evaluated to determine if structural defects are significant enough to qualify for the grant program. The property owner will be notified of Public Works' findings
3. Property owner obtains bids from contractors. The property owner selects a contractor who provides the owner with a price quote detail sheet or company quote showing the breakdown of property owner costs and City reimbursable costs (paved surfaces of roadway only). Note: The program will only reimburse the amount indicated on the city approved price quote detail sheet or an adjusted contractor invoice, whichever is less.
4. Property owner submits Grant application and price quote detail to City of Wilsonville, Attn: Sewer Lateral Repair Program, 29799 SW Town Center Loop E, Wilsonville, OR 97070 or [sewerlateralgrant@ci.wilsonville.or.us](mailto:sewerlateralgrant@ci.wilsonville.or.us) for review. Application for reimbursement will be approved or denied.
5. Contractor obtains a Public Works Permit (paid for by the City) and submits a traffic control plan/construction schedule to Engineering. Other permits obtained for the project such as Plumbing Permits and Tree Removal Permits are not part of the grant program. These permits must be paid by the contractor or applicant.
6. Contractor begins work. Note: Contractor must begin work within 60 days of permit issuance.
7. Engineering fulfills Public Works Permit by conducting inspections and approval to Public Works standards.
8. Engineering submits a copy of completed inspection report to Public Works
9. Property owner submits Proof of Contractor Payment Form and payment receipt to City of Wilsonville, Attn: Sewer Later Repair Grant Program, 29799 SW Town Center Loop E, Wilsonville, OR 97070 or [sewerlateralgrant@ci.wilsonville.or.us](mailto:sewerlateralgrant@ci.wilsonville.or.us) within 30 days of final Engineering inspection.
10. City reimburses property owner qualifying costs up to \$4,000.

**Frequently Asked Questions**

Q1: If funds run out for this year, can I save my “proof of contractor payment” and submit it for the next year’s funding?

A1: No, obligations cannot be made against a future year budget. The amount of funding allocated for this annual replacement program is determined each year during an annual budget process and cannot be guaranteed. Reimbursable work must be completed in the same year as funding.

Q2: If my contractor discovers something that costs more than the “approved detailed quote”, will I get reimbursed for that too?

A2: The program will only reimburse the amount indicated in the approved price quote detail sheet unless otherwise approved by the Public Works Director.

Q3: My contractor gave me a lump sum bid. Can I use this bid?

A3: Only itemized quotes submitted to the City on the “price quote detail sheet” will be considered for approval. Lump sum quotes cannot be accepted because they do not provide any basis for evaluating how costs were distributed in street pavement areas versus private property.



**City of Wilsonville – Public Works**  
Phone: 503-682-4082  
sewerlateralgrant@ci.wilsonville.or.us

## Sanitary Sewer Lateral Repair Grant Program Application

Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Site Address: \_\_\_\_\_

Description of Work: \_\_\_\_\_

### SUBMITTALS REQUIRED

**1. The following must be submitted with this application:**

- ÿ Documentation that the sanitary sewer lateral is located underneath street pavement, and it has failed or is failing with a severe structural defect such as a separated joint, cracked pipe, or crushed pipe. The mere presence of a belly/sag does not indicate a failure.
- ÿ Completed price quote detail sheet provided by a contractor. The program will only reimburse the amount indicated in the approved price quote detail sheet or final contractor’s invoice, whichever is less, up to a maximum of \$4,000 contingent upon available funding and in accordance with policy rules.

**2. This application must be approved prior to permit issuance.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

*For Official Use Only*

- ÿ Application is approved
- ÿ Application is denied for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

Plumbing permit required:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Right of way permit required:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

\_\_\_\_\_  
Public Works Approval (signature)

\_\_\_\_\_  
Date



**City of Wilsonville – Public Works**  
 Phone: 503-682-4082  
 Sewerlateralgrant@ci.wilsonville.or.us

## Sanitary Sewer Lateral Repair Grant Program

### Price Quote Detail Sheet

Contractor \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Site Address \_\_\_\_\_

Description of Work \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

(Please DO NOT leave any blank spaces. Mark through ALL unused spaces below.)

<u>Work Beneath Street Pavement</u>	<u>Unit Price</u>	<u>Quantity</u>	<u>Cost</u>
Sawcut surface pavements/concrete curb and gutter:	\$ _____ per L.F.	_____ L.F.	\$ _____
Construct 4-inch ASTM D 3034 PVC sewer lateral in street including all excavation, fittings, and compacted ¾" minus crushed backfill:	\$ _____ per L.F.	_____ L.F.	\$ _____
Compaction Testing (includes price of proctor if not supplied)	\$ _____ per L.S.	_____ L.S.	\$ _____
Temporary Street Patch:	\$ _____ per L.S.	_____ L.S.	\$ _____
Construct 4-inch HDPE sewer lateral under street including all excavation, fittings, and compacted ¾" minus crushed rock	\$ _____ per L.F.	_____ L.F.	\$ _____
Asphalt /concrete street patch per City Standard Drawings:	\$ _____ per S.F.	_____ S.F.	\$ _____
Replace curb/gutter per City Standard Drawings:	\$ _____ per L.F.	_____ L.F.	\$ _____
Replace existing pavement striping:	\$ _____ per L.F.	_____ L.F.	\$ _____
Replace existing pavement marking with thermoplastic per City Standard Drawings:	\$ _____ per L.F.	_____ L.F.	\$ _____
Replace existing street sign per City Standard Drawings:	\$ _____ per EA.	_____ EA.	\$ _____
Temporary traffic control:	\$ _____ per L.S.	_____ L.S.	\$ _____
<b>Subtotal for Work Beneath Street Pavement Area</b>			<b>\$ _____</b>

Non-Street Pavement Area	<u>Unit Price</u>	<u>Quantity</u>	<u>Cost</u>
			\$ _____
Construct 4" ASTM D 3034 PVC sewer lateral on <b>private property</b> including all excavation, fittings and proper backfill:	\$ _____ per L.F.	_____ L.F.	\$ _____
Construct 4" HDPE sewer lateral on <b>private property</b> excavation, fittings, and compacted ¾" minus crushed rock	\$ _____ per L.F.	_____ L.F.	\$ _____
Replace driveway pavement:	\$ _____ per S.F.	_____ S.F.	\$ _____
Replace concrete walkway:	\$ _____ per S.F.	_____ S.F.	\$ _____
Replace topsoil and construct seeded lawn:	\$ _____ per S.F.	_____ S.F.	\$ _____
Replace landscaping:	\$ _____ per S.F.	_____ S.F.	\$ _____
Replace existing fence:	\$ _____ per L.F.	_____ L.F.	\$ _____
Replace/repair irrigation system:	_____	_____	_____
Plumbing permit fees:	_____	_____	\$ _____
<b>Subtotal from Non-Street Pavement Area</b>			\$ _____
		<b>TOTAL CONSTRUCTION COST:</b>	\$ _____

(Please DO NOT leave any blank spaces. Mark through ALL unused spaces above.)

I, contractor, agree to perform all work in with the City of Wilsonville Public Works Standards and Building Code. I agree to begin work within 60 days of permit issuance.

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Date



**City of Wilsonville – Public Works**  
Phone: 503-682-4082  
sewerlateralgrant@ci.wilsonville.or.us

## Sanitary Sewer Lateral Repair Grant Program Proof of Contractor Payment

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Site Address: \_\_\_\_\_

I, **contractor**, have received full payment for all work associated with the sanitary sewer lateral replacement at the above site address (see attached receipt). I have completed work detailed in the price quote detail sheet, and I have attached an invoice that lists the actual line-item costs.

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Date

I, the **property owner** of the above site address, verify that all work associated with the sewer lateral replacement project at the site address stated above is complete and satisfactory.

\_\_\_\_\_  
Property Owner Acceptance (Signature)

\_\_\_\_\_  
Date

Final Invoice Amount \$ \_\_\_\_\_

### For Use by Others

<input type="checkbox"/> Engineering Final Inspection Complete?	
<b>City Grant Amount:</b> \$ _____	Invoice # _____
_____ Public Works Approval	_____ Date



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b>  June 20, 2016		<b>Subject: Sidewalk Repair Grant Program</b>  <b>Staff Member:</b> Mark Yager and Delora Kerber  <b>Department:</b> City Administration & Public Works	
<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 <input checked="" 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>	
<b>Staff Recommendation:</b> <u>This item is for discussion and direction only.</u>			
<b>Recommended Language for Motion:</b>			
<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	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

Should the City offer a sidewalk repair grant program that helps property-owners pay for sidewalk repairs when a sidewalk is damaged by street tree roots?

**Executive Summary:**

The City of Wilsonville recognizes that the maintenance and repair of sidewalks within the City is necessary to protect the health, safety and welfare of residents and visitors. The Municipal Code 2.220 places responsibility for sidewalk maintenance and repair upon adjacent property-owners.

The City receives complaints about uplifted sidewalks that need repair each year. Many times, the sidewalk damage is caused by the roots of street trees. Wilsonville is a “Tree City USA,” and it is the City’s policy to protect street trees. Street trees benefit the environment and enhance property values. This grant program was developed in recognition of the inherent conflict between tree roots and sidewalks, and the accompanying financial burden these public policies place upon property-owners.

A Sidewalk Repair Grant Application packet in the attachment section explains the step-by-step procedures for the program, grant eligibility, and how the funds can be used.

**EXPECTED RESULTS:**

Authorizing the sidewalk repair program will provide financial relief to property owners who have to repair sidewalks damaged by the protected street tree roots, and it will incentivize property-owners to repair sidewalks promptly.

**TIMELINE:**

The program will begin July 1, 2016.

**CURRENT YEAR BUDGET IMPACTS:**

No current year funding is required. . Funding for the program will be taken out of the FY16/17 street operations fund.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**LEGAL REVIEW / COMMENT:**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMUNITY INVOLVEMENT PROCESS:**

The grant program will be advertised on the City’s website and in the Boones Ferry Messenger.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:**

Wilsonville’s aesthetics and safety will improve as sidewalks are repaired more regularly. Property-owners will receive financial relief as stated above in the expected results.

**ALTERNATIVES:**

An alternative to the grant program is to keep the status quo with the property owner paying for all repairs and replacement of sidewalks adjacent to their property.

**CITY MANAGER COMMENT:**

**ATTACHMENTS:**

- A. Sidewalk Repair Grant Program Application Packet
- B. Street Tree and Sidewalk Repair/Replacement Permit



# Sidewalk Repair Grant Program Application Packet

July 1, 2016



## **Policy Summary**

### **Program Background**

The City of Wilsonville recognizes that the maintenance and repair of sidewalks within the City is necessary to protect the health, safety and welfare of residents and visitors. The Municipal Code places responsibility for sidewalk maintenance upon adjacent property-owners.

The City receives complaints about uplifted sidewalks that need repair each year. Many times, the sidewalk damage is caused by the roots of street trees. Wilsonville is a “Tree City USA,” and it is the City’s policy to protect street trees. Street trees benefit the environment and enhance property values.

This grant program was developed in recognition of the inherent conflict between tree roots and sidewalks, and the accompanying financial burden these public policies place upon property-owners.

### **Grant Eligibility**

1. Applications will only be accepted for costs associated with sidewalks along public streets, including replacing the trees along the sidewalk if approved by the Planning Department.
2. Property-owners may only apply for one grant for one property in a calendar year.
3. First-time applicants will be given priority over previous applicants.
4. Applications must be received and approved by the City before the work begins. Retroactive applications will not be accepted.

### **Use of Funds**

1. Grant funds may only be used for the repair or replacement of existing sidewalks that have been damaged by the roots of street trees, plus replacing the trees along the sidewalk if approved by the Planning Department.
2. Property-owners are responsible for obtaining and complying with the conditions of the City’s Street Tree and Sidewalk Repair/Replacement permit for jobs that require sidewalk replacement or cutting of street trees.
3. In order to access grant funds, property-owners must obtain competitive bids for jobs that require a permit. The maximum grant reimbursement will be 50% of the lowest bid or 50% of the actual invoiced amount, whichever is less, regardless of who the property-owner chooses for the work, subject to a cap of \$1,500 per application.
4. For grinding or patching, the maximum grant reimbursement will be 50% of the invoiced cost, subject to a cap of \$300.
5. All grant awards and reimbursements will be made on a first-come, first-served basis, subject to the availability of funds in the approved City Budget. Once the budgeted amount has been expended, no further applications will be approved.
6. The lack of sufficient funds to cover the number of applications received by the City in any given year will not excuse the property-owner from the responsibility of maintaining the adjacent sidewalk in a safe condition nor create any liability to the City for any unsafe sidewalks.

## **Step by Step Procedures**

**Step 1. Property-owner submits application form with competitive bids before the work is started.** Applications may be scanned and emailed to: [sidewalkgrant@ci.wilsonville.or.us](mailto:sidewalkgrant@ci.wilsonville.or.us) or mailed to City of Wilsonville Attn: Sidewalk Repair Grant Program 29799 SW Town Center Loop E Wilsonville, OR 97070. Applications must be signed by the owner of the subject property and have copies of bids attached.

**Step 2. City confirms grant eligibility and approves application.** Upon verification that the sidewalk has been damaged by the roots of protected trees, the Sidewalk Repair Grant Application will be approved, subject to available funds, and the property-owner will be notified to proceed. The work must then begin within 30 days and be completed within 90 days.

**Step 3. Property-owner hires contractor, obtains permits, calls for inspections and completes work.** A street tree and sidewalk repair/replacement permit is required for removal and replacement of concrete and street trees within the public right-of-way. The City will pay the permit cost. The permit comes from the Wilsonville Community Development Department, 29799 SW Town Center Loop E Wilsonville, OR 97070, 503-682-4960.

**Step 4. Property-owner pays contractor & submits Reimbursement Request with final invoice.** After the work has been completed, the property-owner may submit a signed Sidewalk Repair Reimbursement Request form with the final invoice from the contractor to [sidewalkgrant@ci.wilsonville.or.us](mailto:sidewalkgrant@ci.wilsonville.or.us) or mailed to City of Wilsonville Attn: Sidewalk Repair Grant Program 29799 SW Town Center Loop E Wilsonville, OR 97070.

**Step 5. City approves reimbursement request and mails check to property-owner.** Upon approval by the City, the grant funds for jobs requiring a permit will be disbursed in the amount of 50% of the invoice or 50% of the lowest bid, whichever is less, subject to a maximum of \$1,500. Grinding or patching work grant funds will be disbursed in the amount of 50% of the invoice subject to a maximum of \$300.

### **Questions?**

Contact [sidewalkgrant@ci.wilsonville.or.us](mailto:sidewalkgrant@ci.wilsonville.or.us)

City of Wilsonville  
29799 SW Town Center Loop E  
Wilsonville, OR 97070  
[sidewalkgrant@ci.wilsonville.or.us](mailto:sidewalkgrant@ci.wilsonville.or.us)



## Sidewalk Repair Grant Program Application Form

Owner Applicant Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Numbers: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Site address: \_\_\_\_\_  
Size of Project (square feet): \_\_\_\_\_ Estimated Cost: \_\_\_\_\_  
Project description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attach Copies of Bids:**

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

**Certification:**

By signing this application, I certify that, 1) I am the legal owner of the property where the proposed sidewalk repair project will take place, 2) that all the information on this application and accompanying material is true and accurate to the best of my knowledge. If awarded a grant, I agree to comply with all the rules and conditions set forth in the application packet and on the permit forms.

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

Applications may be scanned and emailed to: [sidewalkgrant@ci.wilsonville.or.us](mailto:sidewalkgrant@ci.wilsonville.or.us) or mailed to City of Wilsonville, Attn: Sidewalk Repair Grant Program 29799 SW Town Center Loop E Wilsonville, OR 97070.

City of Wilsonville  
29799 SW Town Center Loop E  
Wilsonville, OR 97070  
[sidewalkgrant@ci.wilsonville.or.us](mailto:sidewalkgrant@ci.wilsonville.or.us)



## Sidewalk Repair Grant Program Reimbursement Request Form

Subject to the availability of funds in the City Budget, grant funds will be disbursed as follows:

1. For jobs requiring a permit: 50% of the invoice or 50% of the lowest bid, whichever is less, subject to a cap of \$1,500 per application.
2. For grinding or patching work, 50% of the invoice amount subject to a cap of \$300 per application.

Owner/Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Project location address: \_\_\_\_\_

Street Tree and Sidewalk Repair/Replacement Permit number: \_\_\_\_\_

Date permit issued: \_\_\_\_\_

Date work completed: \_\_\_\_\_ Final cost of work: \_\_\_\_\_

Amount of reimbursement request (50% of cost or of the lowest bid): \_\_\_\_\_

(attach final invoice)

### Certification:

By my signature below, I certify that the information on this Reimbursement Request Form and the attached invoice is true and accurate to the best of my knowledge. The work has been completed in conformance with all the rules and conditions set forth in the Sidewalk Repair Grant Program application packet.

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

Please scan and email to: [sidewalkgrant@ci.wilsonville.or.us](mailto:sidewalkgrant@ci.wilsonville.or.us) or mail to:  
City Hall Attn: Sidewalk Repair Grant Program 29799 SW Town Center Loop E Wilsonville, OR 97070

<input type="checkbox"/> Engineering Final Inspection Complete?	
Invoice Amount\$ _____	Amount of low bid:\$ _____
<b>Approved Grant Amount:</b> \$ _____	Invoice # _____
_____	_____
Public Works Approval	Date

## Street Tree and Sidewalk Repair/Replacement Permit

PERMIT NUMBER: \_\_\_\_\_

1. NAME OF PROJECT: \_\_\_\_\_ PARCEL NO: \_\_\_\_\_

2. DESCRIPTION: \_\_\_\_\_

3. SITE ADDRESS: \_\_\_\_\_

4. OWNER: \_\_\_\_\_

5. APPLICANT: \_\_\_\_\_

6. CONTRACTOR: \_\_\_\_\_  
NAME PHONE METRO LICENSE

7. PROJECT'S CONTACT PERSON: \_\_\_\_\_

### 8. Applications

8.a. Application for sidewalk grind (No Fee):

OR:

8.b. Application for sidewalk panel(s) replacement (No Fee):

And:

8.c. Application for Tree Permit – Type B (No Fee)<sup>1</sup>:

### 9. PERMIT ISSUED

I, \_\_\_\_\_ do hereby agree by my signature below to assure that myself and all subcontractors under my direction and working on the above project shall have a valid City business license and hereby agree to forfeit all fines and penalties for failure of same. Such forfeiture will be with-held from my payment or retainage or added to the total cost of the permit. I have read and understand the City's "Public Work Standards". Sidewalks shall have a maximum 2% cross slope; sidewalk finish shall match adjacent panels.

\_\_\_\_\_  
Engineering Department Date

\_\_\_\_\_  
Contractor Date

### 10. CONSTRUCTION WORK HOURS

<sup>1</sup> Contact the Planning Department to determine appropriate action for the tree. If the tree cannot be saved, refer to the Application Checklist for a Type B Tree Permit.

Pacific Standard times  
Monday – Friday: 7:00 am to 8:00 pm  
Saturday: 9:00 am to 6:00 pm

Page 123 of 307  
Daylight Savings Time  
Monday – Friday: 7:00 am to 9:00 pm  
Saturday: 9:00 am to 7:00 pm

**No noise originating on construction, demolition, and/or grading are allowed before or after the times listed, or at any time on Sunday, without the written consent of the Building Official or City Engineer, and may be subject to citation.**

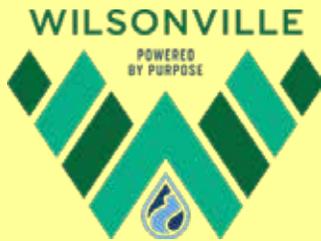
Page 124 of 307  
City of Wilsonville Planning Division  
**Application Checklist for a Type B Tree Permit**

An application for a Type B Tree Permit shall include each of the following items:

- ÿ Completed Development Permit Application form (*Permit Application on next page*) with property owner or authorized representative's signature
- ÿ Brief statement of why removal is necessary
- ÿ Name of person, if known, that will perform removal
- ÿ Approximate date of removal
- ÿ Map or site plan etc. showing exact location of tree(s) to be removed, and any surrounding trees that may be impacted
- ÿ Arborist Report that incorporates the following information:
  - ÿ Health and condition of tree(s)
  - ÿ Species
  - ÿ Common name
  - ÿ Trunk(s) diameter at 4 ½ feet above ground (dbh)
  - ÿ Approximate height
  - ÿ Approximate age
- ÿ Tree Protection Plan-How will surrounding trees not being removed be protected during tree work?
- ÿ Tree Identification Method-How will those doing the tree work know which trees to remove?
- ÿ Replacement Tree/Mitigation Plan- Include information on size, species, and cost. Must satisfy requirements of Wilsonville Code Section 4.620.00.
- ÿ Applicable CC&R's if tree work is in common area

Note: Except for the property owner's signature, one or more of the above requirements may be waived by the Wilsonville Planning Director if the information is already available to the City or is not necessary to review the individual application.

Note: This checklist is intended to summarize the submission requirements for a Type B Tree Permit. For a detailed explanation of submittal requirements please see Section 4.610.30 Wilsonville Code. The completeness of any application for a Type B Tree Permit will be based on Section 4.610.30 Wilsonville Code and any other relevant sections of Wilsonville's Code. For more information contact the City of Wilsonville Planning Division at 503-682-4960



29799 SW Town Center Loop East  
 Wilsonville OR 97070  
 Phone: 503.682.4960 Fax: 503.682.7025  
 Web: [www.ci.wilsonville.or.us](http://www.ci.wilsonville.or.us)

Planning Division  
 Development Permit Application

Final action on development application or zone change is required within 120 days in accordance with provisions of ORS 227.175

A pre application conference is normally required prior to submittal of an application. Please visit the City's website for submittal requirements

Pre-Application Meeting Date: \_\_\_\_\_

**Incomplete applications will not be scheduled for public hearing until all of the required materials are submitted.**

**Applicant:**

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Authorized Representative:**

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Property Owner:**

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Property Owner's Signature:**

\_\_\_\_\_  
 Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Applicant's Signature:** (if different from Property Owner)

\_\_\_\_\_  
 Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Site Location and Description:**

Project Address if Available: \_\_\_\_\_ Suite/Unit \_\_\_\_\_  
 Project Location: \_\_\_\_\_  
 Tax Map #(s): \_\_\_\_\_ Tax Lot #(s): \_\_\_\_\_ County:  Washington  Clackamas

**Request:**

\_\_\_\_\_  
 \_\_\_\_\_

**Project Type:** Class I  Class II  Class III

Residential  Commercial  Industrial  Other: \_\_\_\_\_

**Application Type(s):**

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Annexation                  | <input type="checkbox"/> Appeal                     | <input type="checkbox"/> Comp Plan Map Amend | <input type="checkbox"/> Parks Plan Review            |
| <input type="checkbox"/> Final Plat                  | <input type="checkbox"/> Major Partition            | <input type="checkbox"/> Minor Partition     | <input type="checkbox"/> Request to Modify Conditions |
| <input type="checkbox"/> Plan Amendment              | <input type="checkbox"/> Planned Development        | <input type="checkbox"/> Preliminary Plat    | <input type="checkbox"/> Site Design Review           |
| <input type="checkbox"/> Request for Special Meeting | <input type="checkbox"/> Request for Time Extension | <input type="checkbox"/> Signs               | <input type="checkbox"/> Stage II Final Plan          |
| <input type="checkbox"/> SROZ/SRIR Review            | <input type="checkbox"/> Staff Interpretation       | <input type="checkbox"/> Stage I Master Plan | <input type="checkbox"/> Variance                     |
| <input type="checkbox"/> Type C Tree Removal Plan    | <input type="checkbox"/> Tree Permit (B or C)       | <input type="checkbox"/> Temporary Use       | <input type="checkbox"/> Other (describe)             |
| <input type="checkbox"/> Villebois SAP               | <input type="checkbox"/> Villebois PDP              | <input type="checkbox"/> Villebois FDP       | _____   |
| <input type="checkbox"/> Zone Map Amendment          | <input type="checkbox"/> Waiver(s)                  | <input type="checkbox"/> Conditional Use     |   |





**CITY COUNCIL MEETING  
STAFF REPORT – WORK SESSION**

<b>Meeting Date:</b> June 20, 2016		<b>Subject:</b> Neighborhood Traffic Management Program	
		<b>Staff Member:</b> Mark Yager, Intern & Nancy Kraushaar, PE, Community Development Director	
		<b>Department:</b> City Administration and 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 type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input checked="" type="checkbox"/> Information Only <input checked="" 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>	
<b>Staff Recommendation:</b> Staff recommends that the Council review the DRAFT Neighborhood Traffic Management Program and provide feedback to staff and direction on implementation.			
<b>Recommended Language for Motion:</b> N/A			
<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 Safe, Healthy and Aesthetically Pleasing Community	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

Should the City implement a Neighborhood Traffic Management Program to systematically address neighborhood speeding complaints?

**EXECUTIVE SUMMARY:**

The City of Wilsonville currently receives complaints about speeding in neighborhoods, but the City does not have a systematic process for addressing these complaints. The Neighborhood Traffic Management Plan creates a two phase process for addressing these complaints. The first phase provides measures that do not create a large physical impact on neighborhood, and they are not as expensive as Phase II measures.

Phase I measures can include a traffic trailer, traffic safety education, and other measures. If Phase I measures prove to be inadequate, Phase II measures can be explored. Phase II measures include engineering solutions like a speed feedback sign, curb extensions, and other measures. This Program seeks to create a process that considers and addresses citizen speeding complaints while also making sure that the implemented solutions work for the rest of the neighborhood and community.

**EXPECTED RESULTS:**

With a well-defined program that has been approved by the City Council, the Community Development staff and police will have a tool to work with residents to evaluate the type and severity of neighborhood posted speed compliance. Through active participation by citizens, we can identify the problem, plan the approach, implement solutions, and evaluate their effectiveness.

**TIMELINE:**

The program will begin July 1, 2016.

**CURRENT YEAR BUDGET IMPACTS:**

The initial funding of \$to be determined for this program will be budgeted from the to be determined fund. Future year funding of this program will be dependent on the resources that this program requires.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**LEGAL REVIEW / COMMENT:**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMUNITY INVOLVEMENT PROCESS:**

The program will be advertised on the City website and in the Boones Ferry Messenger. Citizens who call about neighborhood speeding will be informed about the program.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:**

The Program will help to maintain neighborhood safety by addressing and preventing speeding. It will foster better communications between the City and citizens because both City staff and citizens will be aware of the systematic process for handling speeding complaints.

**ALTERNATIVES:**

An alternative to the Neighborhood Traffic Management Program is to keep the status quo. Currently, citizens call the City with speeding complaints, and the City will put the neighborhood

on a waiting list for the traffic trailer.

**CITY MANAGER COMMENT:**

**ATTACHMENTS:**

- A) Neighborhood Traffic Management Program Policy and Process



DRAFT

# Neighborhood Traffic Management Program

Policy and Process  
June 20, 2016 Draft

## Introduction

Neighborhood Traffic Management Program (NTMP) for neighborhood streets represents the commitment of the City of Wilsonville to the safety and livability of residential neighborhoods. It is a joint effort between residents, the Community Development Department, and Wilsonville Police to address concerns about traffic speeding in neighborhoods. Under NTMP, Community Development staff and police work with residents to evaluate the type and severity of posted speed compliance. Through active participation by citizens, we can identify the problem, plan the approach, implement solutions, and evaluate their effectiveness.

The City of Wilsonville places a high value on neighborhood livability. Although livability has no precise definition, it can be thought of as encompassing the following characteristics:

- The ability of residents to feel safe and secure in their neighborhoods.
- The opportunity to interact socially with neighbors without distractions or threats.
- The ability to experience a sense of home and privacy.
- A sense of community and neighborhood identity.
- A balanced relationship between multiple uses and needs of a neighborhood.

Traffic management plays a vital role in promoting these characteristics.

## Goals

The overall goals of the NTMP are:

- Encourage and promote citizen involvement in neighborhood traffic management activities.
- Improving speed limit compliance .
- Promote safe and pleasant conditions for residents, pedestrians, bicyclists, and motorists.
- Support the policies contained in the Transportation Element of the Comprehensive Plan and the Transportation Systems Plan (TSP).

## Process

The program is a two-phase, two-year process. Phase I focuses on passive, less-restrictive measures. This includes educational programs, enforcement, pavement markings, and signing. Should "Phase I" actions prove ineffective, more restrictive "Phase II" methods and physical devices may be considered, based on certain threshold criteria.

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## Neighborhood Traffic Management Program: Phase I

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### Education, Public Awareness, Enforcement, and Passive Measures

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#### Step 1: Identify Traffic Concerns and Sign a Petition

The first step is to identify the traffic concerns in your neighborhood and inform the City's Community Development Department. At least six households need to sign a petition for an initial assessment and data collection. This can be done by filling out the traffic calming request form.

The engineering division manages the program. You can contact the division at 503-570-1564. After the formal request is submitted to the city in writing, your neighborhood will be placed on the list to be scheduled for evaluation.

#### Step 2: Site Visit and Data Collection

Once the City receives your request, a site visit will be conducted to review current traffic control measures including pavement markings, signs, sight distance, road conditions, project area, and street classification. Next we will collect pertinent data (traffic volume, speed count, etc.) for further evaluation. If the 85<sup>th</sup> percentile speed does not exceed 5 mph over the posted speed limit, the traffic management process will not go any further. Additionally, that street will not be considered for another review for a period of 18 months. For more information on speed limits in Oregon, view ODOT's [brochure](#).

#### Step 3: Neighborhood Traffic Plan Created with Phase I Solutions

If the 85<sup>th</sup> percentile speed exceeds 5mph over the posted speed limit, the Community Development staff and Police Department will prepare a neighborhood traffic memo of possible Phase I solutions for the location based on the information collected. The neighborhood will then be informed of the findings and recommendations.

Possible Phase I solutions may include one or more of the following:

**\*\* Please Note: Final solutions in the NTMP to be determined by City Council. Highlighted solutions are not recommended by staff.**

- . Speed Trailer
- . Neighborhood Traffic Safety Education
- . Pavement Markings
- . Signing
- . Painted Crosswalks
- . Rumble Strips
- . Enforcement
- . Automated Speed Enforcement Device with Camera

#### Step 4: Phase I Solutions Implemented

Once the neighborhood traffic memo has been distributed, City staff will implement the recommended solutions.

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### Neighborhood Traffic Management Program: Phase II

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#### Traffic Calming Projects

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##### Step 1: Submit Petition with Signatures from 2/3 of Households

Phase II of the program begins approximately 6 months from the implementation of Phase I if City funding is available. If the neighborhood agrees that Phase I measures are not adequate, the neighborhood can petition the City to evaluate Phase II measures. At least 2/3 of the neighborhood's households need to sign a petition to move forward with the Phase II process. This can be done by filling out the traffic calming request form.

##### Step 2: Perform Second Traffic Count

The City then collects data again and compares it to Phase I data. If the 85<sup>th</sup> percentile speed exceeds 5 mph over the posted speed limit, then the location will be reviewed for the construction of physical devices.

##### Step 3: Staff Identify Appropriate Traffic Calming Measures

Appropriate traffic calming measures can be identified after data has been compiled and analyzed. Possible Phase II solutions with approximate costs may include, but are not limited to, the following physical devices:

**\*\* Please Note: Final solutions in plan to be determined by City Council. Highlighted solutions are not recommended by staff.** After Council direction is received, standard drawings and more accurate cost ranges will be developed for inclusion in this document.

- Speed Feedback Signs -- \$4,000 to \$6,000
- Curb extensions -- \$15,000 to \$35,000
- Chicanes -- \$35,000 to \$100,000
- Mini-Circles -- \$10,000 to \$30,000
- Medians -- \$35,000 to \$100,000
- Textured Pavement -- \$7 per square foot
- Speed Humps -- \$3,500 to \$5,000
- Speed Tables -- \$4,000 to \$6,000
- Raised Crosswalks -- \$4,000 to \$6,000
- Raised Intersections -- \$25,000 to \$75,000

##### Step 4: Public Meeting

A neighborhood public meeting is held to gather input from residents and discuss possible solutions. Community Development staff is responsible for public notification.

**Step 5: Meeting Summary Distributed**

Community Development staff prepares a meeting summary with the preferred solution. The meeting summary is distributed by the HOA president or neighborhood point of contact.

**Step 6: Petition for Design and Construction**

Community Development develops a planning level design and cost estimate. The requestor is then responsible to circulate a petition for permanent device construction. At least a 75% signature rate is needed by the HOA or the homeowners to proceed, with the understanding that 75% of Phase II measure costs will need to be paid by the HOA or homeowners. (If your neighborhood does not have an HOA, consult with Community Development for your neighborhood boundaries.)

**Step 7: Update City Council**

Staff will update City Council at a work session. The update can include comments on plan feasibility, impacts, implementation costs, timing, and a copy of the meeting summary.

**Step 8: City Collects Funds from HOA**

Community Development collects funds from the HOA or homeowners for 75% of the cost of the project. No refunds or rebates will be given to the HOA or homeowners besides the possible savings mentioned in Step 9. Funds will be placed in the Community Development Fund.

**Step 9: Implement the Plan**

Within 30 days of receiving payment from the neighborhood for 75% of the cost of the project, Community Development will proceed with final design, scheduling, bidding, and contract award. The City's 25% share will be funded from XXX.

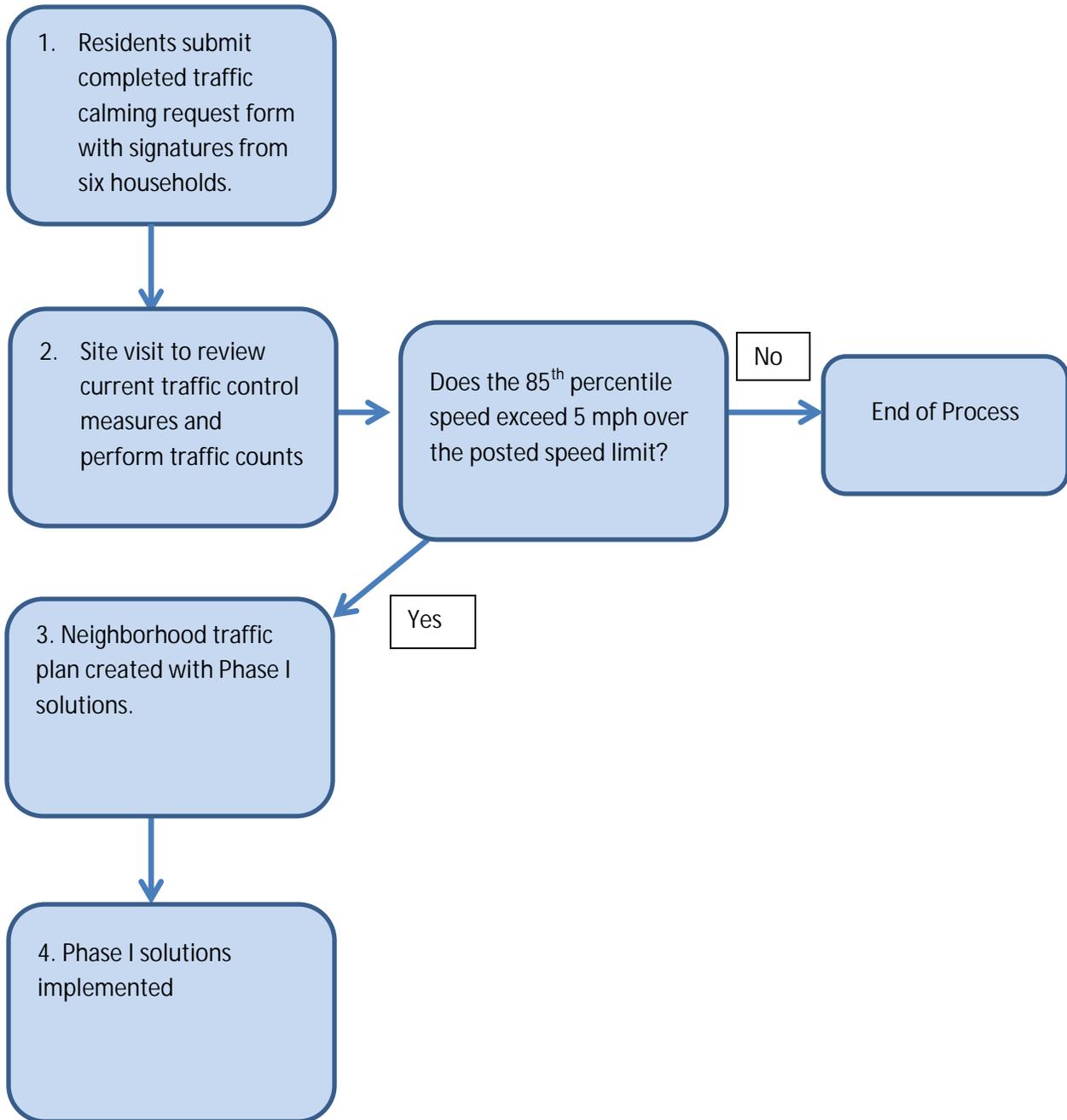
If the lowest responsible contractor bid is up to 10% over the cost estimate used to determine the HOA's or homeowners' contribution, the City will cover the additional cost. If the contractor bid is more than 10% of the cost estimate, the City will engage the neighborhood in further conversation and seek a less costly solution.

If a project cost is 10% less than the project estimate used to calculate the neighborhood's contribution or the savings is at least \$5,000, 75% of the savings will roll back to the neighborhood.

Traffic Management Process Flow Chart

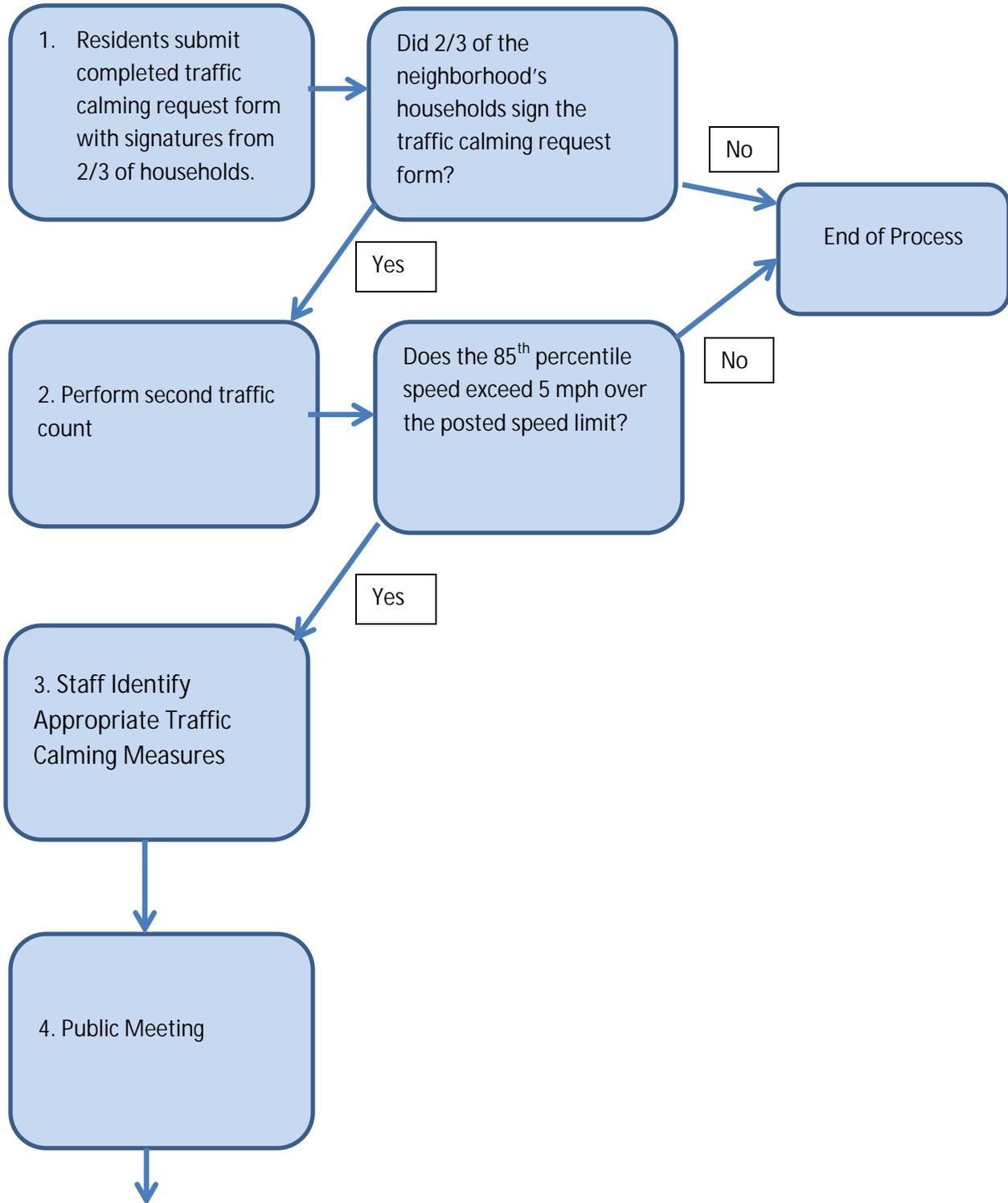
Neighborhood Traffic Management Program: Phase I

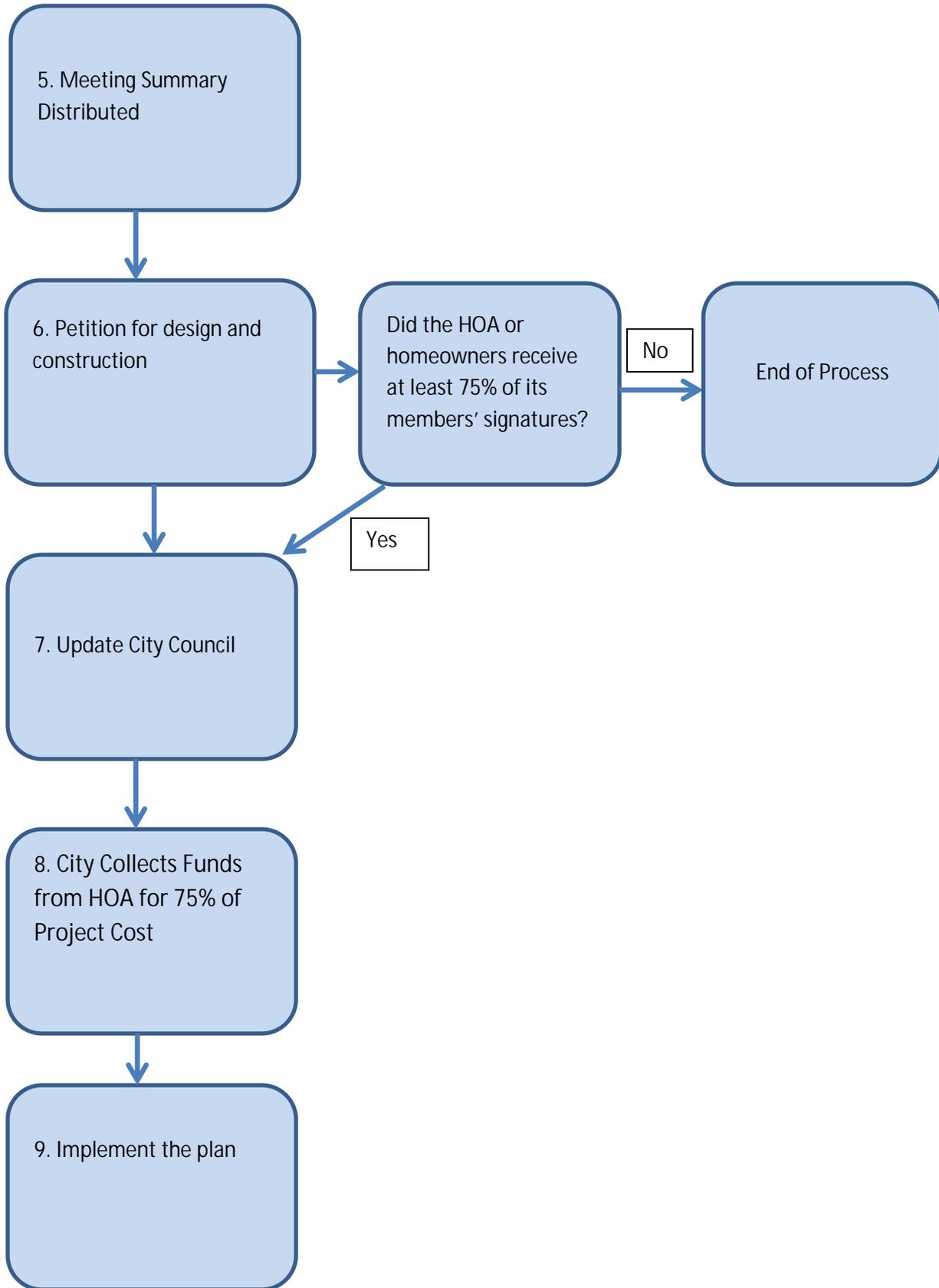
Education, Public Awareness, Enforcement, and Passive Measures



Neighborhood Traffic Management Program: Phase II

Traffic Calming Projects





**CITY OF WILSONVILLE  
EMPLOYMENT AGREEMENT  
2016**

This Employment Agreement (“Agreement”) is made and entered into on the 1st day of June, 2016, by and between the City of Wilsonville of Oregon, a municipal corporation (“City”) and Michael Kohlhoff (“Employee”), both of whom understand and agree as follows:

**WITNESSETH:**

WHEREAS, City desires to continue the employment of Michael Kohlhoff as Special Projects City Attorney of the City of Wilsonville for the month of June 2016 on the same basis as set forth in the Employment Agreement dated October 1, 2015, and Employee desires to continue employment as Special Projects City Attorney of the City of Wilsonville for the month of June 2016 on that same basis; and

WHEREAS, City desires to employ Employee on a temporary 50% part-time basis from July 1, 2016 through December 31, 2016, as Special Projects City Attorney, subject to review of project status and potential early termination as of October 1, 2016, and Employee desires to be employed on a temporary 50% part-time basis from July 1, 2016 through December 31, 2016, subject to a review of project status and potential early termination as of October 1, 2016; and

WHEREAS, it is the desire of the City to establish certain conditions of employment, to establish certain benefits, and to set working conditions of said Employee;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

**Section 1. Duties and Work Hours**

1.1 City hereby agrees to employ Employee as Special Projects City Attorney of the City of Wilsonville from June 1, 2016 through December 31, 2016, subject to reviewing project status and potential early termination as of October 1, 2016. Employee agrees to devote the time set forth herein to the Willamette River Water Supply Project, and such other special projects as may be assigned by the City Manager, as time allows.

1.2 City hereby agrees to employ Employee as Special Projects City Attorney from June 1, 2016 to June 31, 2016, on a temporary 80% part-time basis on the same basis as set forth in the Employment Agreement dated October 1, 2015 and, commencing July 1, 2016, through December 31, 2016, on that same basis except it shall be on a temporary 50% part-time basis. Employee agrees to work with the City Manager and City Attorney to establish the Special Projects, with priority of work being the Willamette River Water Supply Project.

**Section 2. Hours of Work – Administrative Time Adjustment**

As Special Projects City Attorney, it is anticipated that normal office hours shall be maintained Monday through Thursday before July 1, 2016 and, after July 1, 2016, 20 hours a week, as

scheduled with the City Attorney, generally on Tuesday through Thursday, with some evening meetings to assist with providing legal services to boards, commissions, and City Council, as mutually agreed upon with the City Attorney. Employee shall not receive monetary compensation for work in excess of normal office hours as established herein, but may make reasonable scheduling adjustments as he shall deem appropriate during said normal office hours. Any extended reasonable adjustments shall be subject to consultation with the City Manager and the City Attorney.

### **Section 3. Employment Date and Status**

Employment is at all times AT WILL, meaning Employee can resign and City can terminate Employee's employment at any time, with or without cause.

### **Section 4. Compensation, Benefits, and Car Allowance**

Commencing June 1, 2016, Employee shall receive, as Special Projects City Attorney for the month of June 2016, the same monthly compensation as being received under the prior October 1, 2015 contract and, commencing July 1, 2016 and each succeeding month, for the term of the contract, Employee shall receive a monthly compensation of \$6,209.14 ("Salary"). In addition to the foregoing, Employee will continue to receive the City's standard benefits package, including health, dental, and life insurance, and sick leave, but PERS benefits will be excluded, as Employee has opted to retire from his PERS employment as City Attorney with the City, effective November 30, 2015. Employee shall receive contribution, at 4% of Employee's base salary as Special Projects City Attorney, to the City's 401(a) retirement plan, and vacation time will accrue on the basis of twenty (20) days of vacation annually.

### **Section 5. Dues and Subscriptions**

City agrees to budget and pay for the professional dues and subscriptions of Employee necessary for his continuation and full participation in the Oregon State Bar, governmental law section of the Oregon State Bar, land use section of the Oregon State Bar and other relevant county bar associations, the Oregon City Attorney's Association, and the National Institute of Municipal Legal Officers, which are necessary and desirable for his continued professional participation, growth, and advancement, and for the good of the City.

### **Section 6. Professional Development**

6.1 City hereby agrees to, in accordance with City travel and expense guidelines and policies, budget and pay for the travel expenses of Employee for: professional and official travel; meetings, and occasions adequate to continue the professional development of Employee; and meetings and occasions adequate to pursue necessary official and other functions for the City. These shall include the Oregon State Bar and sections of government law and land use, the City Attorney's Association, the International Municipal Law Officer's Association, and other national, regional, state, and local governmental groups and committees thereof on which Employee may serve as a member and/or have been approved by the City.

6.2 City also agrees to budget and pay for the necessary continued legal educational expenses of Employee for short courses, institutes, and seminars that are necessary for his continued licensing as a member of the Oregon State Bar.

6.3 City agrees to maintain the necessary legal library as agreed upon by Employee and Employer.

### **Section 7. Disability**

If Employee is permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity, or health for a period that exceeds exhaustion of allowed state and federal family medical leaves, City shall have the option to terminate this Agreement and, in that case, Severance will be equal to three (3) months of wages and health benefits, but will cease to be paid as soon as disability insurance proceeds begin to be received, if such payments occur sooner than the expiration of the three (3) month Severance period.

### **Section 8. Suspension in Lieu of Termination or Immediate Termination**

City may suspend Employee with full pay and benefits at any time during the term of this Agreement, but only if a majority of Council vote to suspend Employee pending an investigation into allegations of malfeasance, gross negligence, insubordination, theft, deception, fraud, or a criminal felony charge. Suspension discussion shall occur in executive session, to the extent permitted under Oregon public meetings laws. The action to suspend will be taken in a public meeting, to the extent required by Oregon law. Employee shall be given written notice setting forth any allegations that could lead to suspension at least five (5) days prior to such executive session and shall be given the opportunity to present defenses or provide a statement during executive session, but Employee shall not be allowed to be present during Council deliberations that follow. During that five (5) day or more interim period before the matter can be heard by Council, City may temporarily suspend Employee with pay. Nothing contained herein shall be construed to require a suspension before termination.

### **Section 9. Indemnification**

City shall defend, save harmless, and indemnify Employee against any tort, professional liability claim or demand, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as City Attorney and Special Projects City Attorney. City may compromise and settle any such claim or suit and shall pay the amount of any settlement or judgment rendered thereon. No indemnification shall apply to acts done outside the course and scope of employment.

### **Section 10. Other Terms and Conditions of Employment**

Council, in consultation with Employee, shall fix any such other terms and conditions of employment as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City Charter, or any other law.

**Section 11. General Provisions**

11.1 This Agreement shall constitute the entire agreement between the parties.

11.2 This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.

11.3 If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

11.4 This Agreement may only be amended in writing, signed by both City and Employee.

11.5 Waiver of any provision of this Agreement, either by City or Employee, shall not constitute a future waiver of that or any other provision of this Agreement.

11.6 This Agreement shall be construed and interpreted in accordance with the laws of the State of Oregon, and venue for any dispute shall be in Clackamas County.

11.7 This Agreement, along with City’s employment policies (as they may be amended and expanded from time to time), which have been or will be provided to and signed by Employee, sets forth the entire Agreement between the parties with respect to the subject matter contained herein and supersedes all prior agreements, negotiations, promises, or communications that are not contained herein.

IN WITNESS WHEREOF, the City of Wilsonville has caused this Agreement to be signed and executed in its behalf by its Mayor and duly attested by its City Recorder. Employee has signed and executed this Agreement. This Agreement may be signed in counterpart and with duplicate originals so that City and Employee will both have an original copy of this Agreement.

DATED: \_\_\_\_\_

CITY OF WILSONVILLE

EMPLOYEE

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

Tim Knapp

As Its: Mayor

\_\_\_\_\_

Michael Kohlhoff

ATTEST:

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

**CITY COUNCIL ROLLING SCHEDULE****Board and Commission Meetings 2016****Items known as of 06/13/16****JUNE**

<b>DATE</b>	<b>DAY</b>	<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>
6/20	Monday	7 p.m.	City Council Meeting	Council Chambers
6/22	Wednesday	6:30 p.m.	Library Board	Library
6/27	Monday	6:30 p.m.	DRB Panel B -- CANCELLED	Council Chambers

**JULY**

<b>DATE</b>	<b>DAY</b>	<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>
7/4	Monday		City offices closed for 4 <sup>th</sup> of July	
7/7	Thursday	7 PM	City Council Meeting	Council Chambers
7/11	Monday	6:30 PM	DRB Panel A	Council Chambers
7/13	Wednesday	6 PM	Planning Commission	Council Chambers
7/18	Monday	7 PM	City Council Meeting	Council Chambers
7/25	Monday	6:30 PM	DRB Panel B	Council Chambers
7/27	Thursday	6:30 PM	Library Board	Library

**COMMUNITY EVENTS**

**Wilsonville Farmers Market** – Thursdays starting May 19<sup>th</sup>  
4-6 P.M. Sofia Park In Villebois

**Proposed Recreation and Aquatic Center Open House****Wednesday, June 29**

Community members are invited to learn about the proposed recreation and aquatic center at a public Open House on Wednesday, June 29, 6:00-7:30 p.m., at the Parks and Recreation Admin. Building in Town Center Park, 29600 SW Park Place in Wilsonville.

**Hazardous Waste Collection Day**

Saturday 9 a.m. to 2 p.m. City Hall Parking Lot

**Movie in the Park** – Memorial Park River Shelter -- Movies begin at dusk  
Friday, July 15<sup>th</sup>, 24<sup>th</sup>, and 29<sup>th</sup>

**Rotary Concert** – 6:30 PM Town Center Park

Thursday July 21<sup>st</sup> – Johnny Limbo & the Lugnuts

Thursday July 28<sup>th</sup> – The June Bugs

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, May 16, 2016. Mayor Knapp called the meeting to order at 7:22 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Knapp  
Councilor Starr  
Councilor Fitzgerald  
Councilor Stevens  
Councilor Lehan

Staff present included:

Jeanna Troha, Assistant City Manager  
Barbara Jacobson, City Attorney  
Sandra King, City Recorder  
Nancy Kraushaar, Community Development Director  
Eric Mende, City Engineer  
Delora Kerber, Public Works Director  
Jon Gail, Community Relations Coordinator  
Dan Pauly, Associate Planner  
Stephan Lashbrook, SMART Director

Motion to approve the order of the agenda.

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

**Vote:** Motion carried 5-0.

## **MAYOR'S BUSINESS**

The proclamation declaring Public Works Week was read into the record by the Mayor.

Mayor Knapp reported that he, Stephan Lashbrook, and Mark Ottenad had recently returned from Washington, D.C. where they met with the city's elected representatives about city issues and federal grants. The Mayor recounted the regional meetings he attended on behalf of the City.

## **COMMUNICATIONS**

A. Metro Councilor Dirksen – Metro Quarterly Update

Using a PowerPoint slide show Councilor Dirksen discussed the programs, projects, and activities Metro is involved in.

B. Laura McKinney – OIT

Ms. McKinney talked about the recent accomplishments of OIT and the additional degrees offered on their four campuses. Ms. McKinney spoke about the recent accomplishments experienced on the Wilsonville campus.

C. Frank Lonergan Republic Services Presentation to Wilsonville Community Sharing

Frank Lonegran of Republic Services presented a check in the amount of \$546.00 to Wilsonville Community Sharing. On behalf of Wilsonville Community Sharing, Carrie Finnegan and Michelle Ripple thanked Council and Republic Services for their support.

D. Through A Child's Eyes (TACE) Update – Alan Kirk

Alan Kirk explained the creation of TACE and its purpose to benefit the inmates of Coffee Creek Correctional Facility. On behalf of OrePac, Mr. Kirk presented a check in the amount of \$5,000 to Wilsonville Rotary for the 2016 July TACE program.

**CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS** – There was none.

**COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS**

Council President Starr – (Park & Recreation Advisory Board Liaison) announced the date of the next Parks and Recreation Board meeting, and the Queen of the High Road Half Marathon and 5K run.

Councilor Fitzgerald – (Development Review Panels A & B Liaison) invited the public to attend the Wilsonville Festival of the Arts scheduled for the first weekend in June. She announced the cancellation of the DRB Panel B meeting originally set for May 23<sup>rd</sup>. The Councilor reported on the approvals given by both Panels at their last meetings.

Councilor Stevens – (Library Board and Wilsonville Seniors Liaison) announced the Library summer reading program begins June 6<sup>th</sup> as well as the other events hosted by the Library. She said that voters may drop off their ballots at the Library on Tuesday, and noted the Budget Committee meeting date.

Councilor Lehan– (Planning Commission and CCI Liaison) reported on the decisions made by the Commission at their last meeting. The Councilor noted the activities that will take place during the Memorial Day Weekend at historic cemeteries.

**CONSENT AGENDA**

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

A. **Resolution No. 2582**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Canby Excavating, Inc. For The Charbonneau High Priority Utility Repair Phase I Project (Capital Improvement Project #1500, 2500, & 7500).

B. Minutes of the April 18, 2016 and May 2, 2016 Council Meetings.

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

**Vote:** Motion carried 5-0.

## **PUBLIC HEARING**

A. **Ordinance No. 776** – *to be continued to June 20<sup>th</sup> Council Meeting*

An Ordinance Of The City Of Wilsonville Amending Wilsonville Code Chapter 3, Right-Of-Way And Public Easement Management Section, By Amending Section 3.410, Franchise Required, And Adding A New Section 3.415, Franchise Fees.

Staff recommended continuing the Ordinance to the June 20, 2016 Council meeting to provide additional time for preparation.

**Motion:** Councilor Lehan moved to continue Ordinance No. 776 to the June 20, 2016 City Council meeting. Councilor Fitzgerald seconded the motion.

**Vote:** Motion carried 5-0.

Ms. Jacobson read the titles of Ordinance No. 790 and 791 into the record for first reading noting the public hearing could be held concurrently, however, the votes should be made separately.

B. **Ordinance No. 790** 1<sup>st</sup> reading

An Ordinance Of The City Of Wilsonville Approving A Comprehensive Plan Map Amendment From Residential 0-1 Dwelling Units Per Acre To Residential 4-5 Units Per Acre On Approximately 4.37 Acres Located At 28500 And 28530 SW Canyon Creek Road South – Comprising Tax Lots 900 And 1000 Of Section 13B, Township 3 South, Range 1 West, Clackamas County, Oregon, Beth Ann Boeckman And Karen And Marvin Lewallen – Owners, Scott Miller, SAMM-MILLER LLC – Applicant.

C. **Ordinance No. 791** 1<sup>st</sup> Reading

An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Residential Agriculture-Holding (RA-H) Zone To The Planned Development Residential-3 (PDR-3) Zone On Approximately 4.37 Acres Located At 28500 And 28530 SW Canyon Creek Road South- Comprising Tax Lots 900 And 1000 Of Section 13B, Township 3 South, Range 1 West, Clackamas County, Oregon, Beth Ann Boeckman And Karen And Marvin Lewallen – Owners. Scott Miller, SAMM-MILLER LLC – Applicant.

Mayor Knapp opened the public hearing at 8:42 p.m. and read the land use hearing format.

Councilor Fitzgerald indicated she attended portions of two public hearings on the matter, but that would not influence her decision.

The staff report was prepared by Dan Pauly. Mr. Pauly indicated a correction was necessary in the first “whereas” paragraph in Ordinance 790 to correct “Daren” to read “Karen”. Following review at their March 28th and April 25th meetings, Development Review Board Panel B recommended approval of a Comprehensive Plan Map Amendment and a Zone Map Amendment for the subject properties. The DRB also approved a Stage I Master Plan, Stage II Final Plan, Site Design Review, Type C Tree Plan, Waiver and Tentative Subdivision Plat for the development of a 14-lot single-family subdivision.

For areas of the City designated as residential on the Comprehensive Plan Map, planned densities are indicated in dwelling units per acre. The applicant requests a change of the planned residential density of the subject properties from 0-1 dwelling units per acre to 4-5 dwelling units per acre.

The subject properties are part of the 1964 Bridle Trail Ranchettes subdivision where each lot was approximately 2 acres. When the City adopted the current Comprehensive Plan Map the density for this area reflected the existing subdivision. Beginning in the mid 2000's, the City approved a series of requests for many of the Bridle Trail Ranchette lots to increase the density from 0-1 to 4-5 dwelling units an acre.

Contingent on approval of the Comprehensive Plan Map Amendment for an increased density of 4-5 dwelling units per acre, the subject properties would receive a corresponding PDR zoning of PDR-3. The City approved the same zoning for other portions of Bridle Trail Ranchettes with increased density.

The two proposed ordinances will change the comprehensive plan map, and zone map amendment for two properties on Canyon Creek Road South which would result in a 14 lot subdivision, that was approved by the DRB. The DRB approval is contingent upon the action taken by the City Council.

Mr. Pauly identified the location of the two lots on the east side of Canyon Creek South, at Day Break Street and showed an aerial of the property. The east portion of the property is a sloped forested riparian area and is part of the City's SROZ with a flatter open area on the western portion of the property towards the street.

The subject properties are part of a subdivision that pre-dated the City called Bridal Trail Ranchettes containing 2-acre lots along Canyon Creek Road South. When the current Comprehensive Plan Map was adopted the density for this area reflected the existing subdivision, then in the beginning of the mid 2000's many of the Bridal Trail Ranchettes were approved to increase the density from the 0-1 to 4-5 units per acre per the Comprehensive Plan. Currently 12 of the original 19 Bridal Trail Ranchettes lots have been approved for the increased density. The development record for the 12 developed lots was outlined beginning with Renaissance at Canyon Creek through Ordinance No. 570. Notes from the findings for that staff report talked about the need for additional single family homes, to provide work force housing and to provide housing for people working in Wilsonville, it also talked about the limited amount of vacant residential land within the City.

In early 2006 Ordinance No. 604 changed the Comp Plan Designation for approximately 4 acres on the east side of Canyon Creek Road which is now the 13 lot Cross Creek Subdivision and similar findings were made for that development as well.

Most recently, when the Renaissance development occurred one lot did not want to develop at that time, however they made a request in 2004 for a similar change to the Comprehensive Plan and Zone Map amendments and they are now part of the Renaissance development.

The owners of the subject properties desire a similar change for these two lots that were part of the original Bridal Trail Ranchette subdivision. The change to the Comprehensive Plan density would be a PDR-3 which is the same zone as the surrounding neighborhoods of Renaissance Homes, Canyon Creek, and Cross Creek.

Mr. Pauly described the process the DRB used to arrive at the 14 units. The total site is 4.3 acres, with a little more than 2 acres in the SROZ. Beginning with the area that is not in the SROZ, with the minimum density required is 9 units on that land with a maximum of 11. To encourage preservation as well as

preserve economic value of the land, the Code permits a transfer of density out of the SROZ into the buildable areas of the lot. What is permitted is 50% of the maximum Comprehensive Plan density, which in this case the maximum density allowed for that area in the SROZ would be 10 units, so half of that would be 5 units. The proposed 14 units end up being the minimum density from the non-SROZ area plus the permitted density transfer from the SROZ. In addition to the requirement to preserve the SROZ the applicant is required to provide ¼ acre of usable park area, which will provide a gathering space and reflect the fact that it is next to the natural area.

The street will curve to the north with the potential to connect to Cross Creek in the future. The DRB approved a waiver to the average lot size but the lots will meet the minimum lot size and setbacks called for in the Code. A number of mature trees will be preserved within the lots.

Mayor Knapp invited comments and questions from the Council.

Councilor Starr asked if the project was approved the first time at the DRB.

Mr. Pauly said the DRB held two public hearings. There was a lot of public comment regarding traffic safety, and character of the neighborhood. The DRB held a second hearing to take additional testimony, and receive additional information from the applicant. After serious consideration of the record and testimony the DRB did approve the application.

Councilor Starr asked if the application was rejected the first time, and the neighbors did not want to see this development happen.

Mr. Pauly responded the immediate neighbor had concerns, while other neighbors were concerned about the increase in traffic. At the original hearing there was a motion to approve the application which failed 1-4. After further discussion the DRB thought some things could be fixed and wanted to give the applicant the opportunity to do so. DRB members were concerned about the setback, since the applicant had requested a waiver initially for a 5-foot side yard rather than the required 7 feet. Since then the applicant has changed her plans and will provide the 7 foot setback. At the end of the first hearing the DRB passed a motion 4-1 to continue the first hearing to allow staff and the applicant to address the DRB's concerns.

Councilor Starr wanted to know if there were concerns about the additional traffic that will be coming into the neighborhood.

Mr. Pauly said there were concerns about the accuracy of the traffic report, but it was verified the report was conducted on the appropriate days and time of day. The professional findings were that traffic safety would be adequate and the additional traffic would not negatively impact the capacity of the local streets. He noted an impartial third party conducts the traffic studies.

Mr. Pauly felt the key, as discussed in the record, is the character of the neighborhood, and the strong testimony from the applicant. The lot size, the type of home, and the distance between homes will be greater than the surrounding developments such as Renaissance, and Canyon Creek and Cross Creek. The proposal is in keeping with the character of the surrounding development and neighborhood. Twelve of the nineteen original Bridal Trail Ranchettes have been subdivided, these additional two will make fourteen, and there are discussions for developing an additional lot in the future.

In determining what is appropriate in this location – the 2 acre lot or 5,000 square foot lots – the Comprehensive Plan language is helpful in guiding where it is appropriate to have different sizes of lots

in the City. These lots are near the center of town, near employment centers and are a good location for infill housing from the perspective of the Comprehensive Plan language. In terms of what would be appropriate between single family and multi-family, the testimony supports consistency with what is in place now: single family homes at a more suburban density.

Councilor Starr asked for clarification on the accommodations made for a neighbor.

Mr. Pauly explained the neighbor recently purchased their home and they have been involved throughout the process. The trend of development was occurring in the neighborhood when this person purchased their home and the testimony in the record noted they did know or should have known this type of development was happening. He has had many conversations with the new neighbor, provided information about the process, providing feedback, and setting expectations as well as explaining what the Code contains. It comes back to the language in the Comprehensive Plan and what is appropriate for the site from a broader planning perspective. The DRB realized these same issues and considered them carefully, taking into consideration the concerns of the neighbor and weighed a lot of information to make their decision.

Councilor Lehan asked what the current zoning and density is.

Mr. Pauly responded the current zoning and density is 0-1 unit per acre and the proposal is 4-5 units per acre.

Councilor Fitzgerald commented originally there were a number of two-acre lots several decades ago, and the owners of those lots went before the Council in 2000 and asked to develop those into the smaller lot size, which now has become the Renaissance development and Canyon Creek. Leaving some two-acre lots the owners chose not to develop in 2000, but now they would like to do that. It is a real conundrum can the community say “no, you cannot do that”. I think that would be a challenge because the other two acre lots qualified to develop into this kind of a neighborhood.

Mr. Pauly commented through the history there was no policy choice to have lots this size and location in Wilsonville, the density that was assigned were the current conditions at the time the Comprehensive Plan was adopted, there was no purposeful decision to put two acre lots at this location.

Councilor Fitzgerald asked for clarification on the setbacks and the accommodation made to reflect the neighbor’s concerns.

Mr. Pauly explained the original request was for five foot setbacks; however, staff requested the applicant provide a ten-foot setback from the new neighbor’s property to the north. The required setback under the current zoning RA-H (residential agricultural holding zone) is ten feet. The neighbor wanted to insure the trees on his property were not damaged by the development. The DRB rejected the five foot setback waiver, which they felt didn’t have a real strong reason besides being able to fit a wider home on a narrow 40-foot lot, and the fact that Renaissance and Canyon Creek homes have the five foot setbacks, it has been a waiver that has historically been granted by the DRB in the zones that require the seven foot side yard setbacks, so they thought it made sense to request the waiver. When the DRB said no to the five foot setback waiver, the applicant returned with the seven foot setback which applied all around including the original ten foot setback.

Councilor Stevens asked where the trees will be preserved. Mr. Pauly identified the trees along the north property line and noted there will not be any development in the SROZ.

Councilor Lehan asked about the RA-H zoning designation.

Mr. Pauly clarified the RA-H is a holding zone that is applied everywhere in the City that is expected to redevelop. It is intended as a holding zone where additional development may happen.

Councilor Lehan said the zone change was not arbitrary, in other words, it is a holding zone now, so everybody knew, the realtors knew, the property owners next door knew or should have known it was a holding zone and was not a permanent zone. A holding zone is temporary until it gets a permanent designation.

Mayor Knapp asked to see the plat map and asked if lot one would be accessed from Canyon Creek and what the shading areas on lots 3, 4, 5, and 6 indicated. Mr. Pauly said the shaded area is the non-buildable area of the lots due to the SROZ buffer area and the SROZ. A deck or development could be built into the buffer area as long as there are not impacts to the natural areas.

Ms. Jacobson added after the first DRB hearing an additional traffic study was conducted because the DRB questioned the validity of the first traffic study.

Mayor Knapp invited the applicant to make their presentation.

Kelly Hoseni, attorney with Miller Nash 111 SW 5<sup>th</sup> Avenue, Suite 3400, Portland, Oregon 97204 representing Sam Miller on the application. Ms. Hoseni mentioned the current zone on the property is a holding zone, and this property, as well as all of the Ranchettes that up to this point had not been developed, are on the buildable land inventory in the Comprehensive Plan as residential lands that are meant to be redeveloped at higher density to meet the City's housing goals.

Anne Marie Skinner, 8285 SW Nimbus Avenue, Suite 180, Beaverton, OR 97008 of Emerio Design is the architect on the project. Ms. Skinner responded to questions raised by the Councilors about the property owner to the north and items that are being provided to accommodate his requests. Care has been taken to preserve the roots of the trees on his property along the north boundary line, language has been added to the Conditions of Approval regarding the construction activity around those trees to insure the trees are preserved, this language was added to the narrative that the applicant submitted. In addition, the applicant is providing enhanced landscaping along the north boundary of lots 1 and 2 along with the six-foot sight obscuring fencing on the northern boundary to help address the privacy issue. Ms. Skinner indicated she had met with the property owner to the north inquiring if he was aware of the RA-H Zoning, and he stated did not make himself aware of that property zoning before making his purchase.

Ms. Skinner stated the development is no different than the Renaissance, or Cross Creek developments except for the additional requirement to provide ¼ acre of usable park space. Great care was taken in laying out the homes around the required park area creating the focal point of the site layout as an extension of the SROZ. The proposal is very similar and compatible with the two developments in the area.

Scott Miller, 10211 SW Barber Street, Wilsonville, applicant, commented the proposal was an opportunity to work with two landowners that were ready to develop their property. Great pains have been taken to insure this development would fit in with the surrounding developments, and blend in with the neighborhood across the street.

Mayor Knapp invited the public to address the Council.

Ben Altman, 29515 SW Serenity Way, Wilsonville. Mr. Altman spoke to the transition issue of the holding zone. He explained this property was originally platted in Clackamas County prior to the city's incorporation. When the land was platted, the CC&Rs adopted with the plat had a 25 year expiration window with the anticipation that they may re-develop in the future. When the city was incorporated and the initial planning was done, there was actually a shadow plat done for the Ranchettes in the original Comp Plan, the 1970 plan actually has a shadow plat that shows redevelopment of the site in terms of more urban density. They probably did not anticipate this density because they thought 4 units per acre was high density in 1970; but there has always been anticipation of that property transitioning to urban. When the 1980 Comp Plan was adopted it retained the RA-H holding zone as did all other large lot vacant property in the city as a transition zone, and that really was tied with the overall strategy of matching the concurrency policies that property was not rezoned until they were ready for development.

So there is a long history on this site where it was always an anticipation of urban development and the transition, again, there was not a density set at the time in 1980, just leaving it at the 2-acre existing plat anticipating that would resolve itself overtime with the appropriate density.

The Mayor invited additional comments, hearing none he asked for a motion to close the hearing.

**Motion:** Councilor Fitzgerald moved to close the public hearing. Councilor Stevens seconded the motion.

**Vote:** Motion carried 5-0.

Mayor Knapp declared the public hearing closed at 9:46 p.m.

**Motion:** Councilor Lehan moved to adopt Ordinance No. 790 on first reading. Councilor Fitzgerald seconded the motion.

Councilor Lehan was in favor of adopting the ordinance because it passed the DRB, who looked at the application in great detail and the applicant is making an effort to protect the natural resources on the property. She was glad Mr. Altman spoke of the history of this site. It is a natural evolution for the property to move into the current urban setting and fit in with the neighborhood.

Councilor Starr wished he had had the history earlier, if this was the intent from the beginning it is hard to argue against it. He was concerned to see a higher density because it will contribute to higher square foot price for land and to the housing issue, but there was no reason to say no. He thanked Mr. Altman for the history of the property.

Councilor Stevens said she liked the idea of more single family homes in town, and that the housing will be next to the green space resulting in a high quality of life for the home owners.

Councilor Fitzgerald thought it was useful to hear the history from Mr. Altman and that although property owners have different points of view, the city must be as fair as possible with each property owner. She pointed out the owners of the two-acre lots can maintain their acreage as long as they want to. The Councilor wanted to know how a person considering the purchase of a property can find out the future uses of a property.

Ms. Jacobson recommended potential property purchasers to come into the Planning office to verify the zoning, and to learn what is planned for the property in the future.

Councilor Fitzgerald suggested including a statement about this on the Planning Department website.

Ms. Troha indicated an educational piece can be put into a future issue of the Boones Ferry Messenger.

Councilor Fitzgerald agreed with the statement Councilor Starr made and she supported the decision made by the DRB and the findings that went into studying the application.

Mayor Knapp agreed with the discussion. He felt the development as proposed is consistent with what is going on around it, it should fit in with the adjoining uses and densities and transportation patterns, and it will contribute to the growth of the neighborhood. There is a demand in the community for homes at affordable prices which means homes on smaller lots, and it is likely there will be a demand for this development. He liked the embracing of the SROZ which will be attractive amenity, and he did not see any basis for questioning or denying the application.

**Vote:** Motion carried 5-0.

### **Ordinance No. 791 Motion.**

**Motion:** Councilor Stevens moved to adopt Ordinance No. 791 on first reading. Councilor Fitzgerald seconded the motion.

**Vote:** Motion carried 5-0.

### **CONTINUING BUSINESS**

- A. **Ordinance No. 789** – 2<sup>nd</sup> Reading continued to the June 6<sup>th</sup> Council meeting.  
An Ordinance Of The City Of Wilsonville Approving A Minor Amendment To Wilsonville's 2013 Transportation Systems Plan (2016 TSP Amendment).

Mayor Knapp asked if there was anyone present to testify, there was none. The Mayor explained staff has requested the ordinance be continued until the June 6<sup>th</sup> Council meeting.

**Motion:** Councilor Stevens moved to continue the second reading of Ordinance No. 789 to the June 6, 2016 Council meeting. The motion was seconded by Councilor Starr.

**Vote:** Motion carried 5-0.

### **CITY MANAGER'S BUSINESS**

Ms. Troha noted Council asked staff to come back with analysis on the use of photo radar at Wilsonville Road and Boones Ferry Road. Staff is in the process of conducting the analysis and will come back to Council with pros and cons regarding its use, as well as history of its use in other communities.

**LEGAL BUSINESS**

Ms. Jacobson reported she, Mr. Cosgrove and Ms. King had discussed earlier the very large packet that Council had to review, and Council's concern that it was hard to follow, so we are looking at alternatives. One may be rather than attaching the entire record the information would be available either by link, CD, or by separate volume with the large background pieces such as the DRB record, as a separate volume so that the Council did not have to look through 500 pages of supplemental materials. She asked Councilors to send their suggestions to staff.

Councilor Fitzgerald suggested additional bookmarks to break down larger documents further.

**ADJOURN**

Mayor Knapp adjourned the meeting at 9:54 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>  6/20/16	<b>Subject: Resolution No. 2584</b> Supplemental Budget Adjustment  <b>Staff Member:</b> Cathy Rodocker <b>Department:</b> Finance	
<b>Action Required</b>	<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input checked="" 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>	
<b>Staff Recommendation:</b> Staff recommends Council approve Resolution No. 2584.		
<b>Recommended Language for Motion:</b> I move to approve Resolution No. 2584.		
<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 type="checkbox"/> Adopted Master Plan(s)	<input checked="" type="checkbox"/> Not Applicable

**ISSUE BEFORE COUNCIL:**

A supplemental budget resolution for the FY2015-16 budget year.

**EXECUTIVE SUMMARY:**

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 funds’ adopted contingency.

The resolution being presented with this staff report is for a budget adjustment and will provide

the needed budget authority for the remainder of the fiscal year. The adjustment includes changes to the capital project program as well as to the personnel services, material and services, interfund transfers and debt service categories.

The budget adjustment includes increases to non-Capital Improvement Project (CIP) related expenses for the following programs. The expenses will be funded by contingency.

- Building: \$28,000 increase to personnel services for retirement vacation pay-out.
- Parks SDC: \$4,500 increase to material and services for additional bank fee charges.
- Facilities: \$20,000 increase to material and services for unanticipated repairs: Library A/C unit, water features variable frequency drive and replacement to a light pole in the City Hall parking lot.

Also included are the following adjustments as required by accounting standards.

- To record the entries required for the refinancing of the long-term Water Fund debt. Entries include recognition of the bond sale, the pay-off of the debt refinanced and the miscellaneous professional fees incurred with the refinancing. Increase in revenues and corresponding increase in expenses, \$4,059,000.
- To correct the FY2015-16 budget recording of the interfund loan payment between the Stormwater Fund and the General Fund. Increase to debt service, decrease in interfund transfers, \$406,020.
- To record the refund of Street SDC's that were received in a prior fiscal year. The refund was approved a traffic study determined the traffic demand had not increased due to the construction projects as anticipated. Increase to Material and Services and decrease to Contingency, \$139,520.

CIP projects requiring a budget adjustment include:

- Willamette River Water Supply Coordination, \$48,120; Funded by Tualatin Valley Water District
- Water Treatment Plant Master Plan, \$6,000; Funded by Water Ops (\$600)/Water SDCs (\$5,100)
- GIS/Water Model Update, \$8,700; Funded by Water Ops
- Signal Improvements, \$4,000; Funded by Road Ops (\$1,200)/Streets SDCs (\$2,800)
- Street Maintenance Fees and SDC Update, \$33,000; Funded by Street SDCs
- Streetlight Infill, \$3,000; Funded by Streetlight Fund
- Boeckman Rd Mitigation, \$2,250; Funded by Street SDCs
- Wilsonville Rd Median Improvements-Landover, (\$53,843); Credit Street SDCs-to be funded by Eastside Urban Renewal

CIP projects with zero dollar adjustments using excess budget from other projects as a funding source:

- CD Dept Support for Miscellaneous Water Projects, \$10,000; Funds transferred from Well Upgrades and Maintenance

- Sewer SDC Reimbursements/Credits, \$8,000; Funds transferred from Project Design and Development
- Basalt Creek Planning, \$25,300; Funds transferred from Citywide Signage/Wayfinding
- Tooze Rd 110<sup>th</sup>-Grahams Ferry Rd, \$33,000; Funds transferred from Kinsman Rd Extension and Streets SDC Reimbursement/Credits
- Bike Signage, \$11,605; Reallocate funding from Construction Expense to Community Development Project Management Fees

Please refer to Attachment A.

**EXPECTED RESULTS:**

As stated in the Fiscal Management Policies, the City shall amend its annual budget in accordance with Oregon local budget law. The supplemental budget adjustment is adopted by the Council at a regularly scheduled meeting. Convening the budget committee is not required.

**TIMELINE:**

As required by Local Budget Law, a notice for the public hearing has been published in the Wilsonville Spokesman. The notice was published on Wednesday, June 15, 2016. Adoption of the Supplemental Budget Adjustment is required prior to the end of the fiscal year, June 30, 2016.

**CURRENT YEAR BUDGET IMPACTS:**

<b>Resources:</b>		<b>Expenditures:</b>	
Increase Project Management Fees	\$ 86,782	Capital Projects	\$ 53,322
Other Local Governments	48,120	Capital Project transferred to Urban Renewal	(54,843)
Bond Proceeds	4,059,000	Material and Services	188,020
		Personal Services	28,000
		Debt Service	4,441,020
		Interfund Transfers for Debt Serv Correction	(406,020)
		Contingencies	(55,597)
Total Resources	<u>\$ 4,193,902</u>	Total Expenditures	<u>\$ 4,193,902</u>

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by:  C. Rodocker  Date:  6/8/16   
 Author or report.

**LEGAL REVIEW / COMMENT:**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMUNITY INVOLVEMENT PROCESS:**

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.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:**

The amended budget provides for the delivery of services and construction of capital projects throughout the community.

**ALTERNATIVES:**

Not approving the attached supplemental budget could result in overspending current budget appropriations. The City is required to disclose all excess of expenditures over appropriations in the Comprehensive Annual Financial report.

**CITY MANAGER COMMENT:**

**ATTACHMENTS:**

- A. *Attachment #1-Supplemental Budget Adjustments*

**Attachment #1-Supplemental Budget Adjustments**

Budget Requests	Supplemental Budget Requests				Total	Funding Sources
	Other Expenditures	Capital Outlay	CD OH	GF OH		
1127-Willamette River Water Supply Coordination		\$ 32,000	\$ 15,000	\$ 1,120	\$ 48,120	Tualatin Valley Water District
1122-Water Treatment Plant Master Plan		-	900	-	900	Water Operating
1122-Water Treatment Plant Master Plan		-	5,100	-	5,100	Water SDC
1129-GIS/Water Model Update		-	8,700	-	8,700	Water Operating
4118-Signal Improvements		-	1,200	-	1,200	Road Operating
4118-Signal Improvements		-	2,800	-	2,800	Street SDC
4189-Street Maintenance Fee and SDC Update		-	33,000	-	33,000	Street SDC
4696-Streetlight Infill		-	3,000	-	3,000	Streetlight Fund
4720-Wilsonville Rd Median Improvments-Landover		(54,843)	-	-	(54,843)	Street SDC
4138-Boeckman Rd Mitigation		-	2,250	-	2,250	Street SDC
		-	-	-	-	
<b>CIPs Requiring Funding from Reserves</b>		<b>(22,843)</b>	<b>71,950</b>	<b>1,120</b>	<b>50,227</b>	<b>Funding: Contingency/Other Local Agencies</b>
1990-CD Dept Support for Misc Water Projects		\$ -	\$ 10,000	\$ -	\$ 10,000	Water Operating
1128-Well Upgrades and Maintenance		-	(10,000)	-	(10,000)	Water Operating
2994-Sewer SDC Reimbursements/Credits		8,000	-	-	8,000	Sewer SDC
2999-Project Development		(8,000)	-	-	(8,000)	Sewer SDC
3000-Basalt Creek		9,300	16,000	-	25,300	General Fund
3003-Citywide Signage/Wayfinding		(9,300)	(16,000)	-	(25,300)	General Fund
4146-Tooze Rd 110th to Grahams Ferry Rd		-	33,000	-	33,000	Street SDC
4004-Kinsman Road Extension		-	(12,000)	-	(12,000)	Street SDC
4994-Streets SDC Reimbursements/Credits		-	(21,000)	-	(21,000)	Street SDC
4713-Bike Signage		(5,802)	5,802	-	-	Road Operating
4713-Bike Signage		(5,803)	5,803	-	-	Street SDC
		-	-	-	-	
<b>CIPS Requiring Zero Dollar Adjustments</b>		<b>(11,605)</b>	<b>11,605</b>	<b>-</b>	<b>-</b>	<b>Funding: Reduction of existing projects</b>
<b>Material and Services Budget Requests</b>						
Increase in personnel services-retirement	\$	28,000			\$ 28,000	Building Department Reserves
Bank fees		4,500			4,500	Park SDCs
Unanticipated repairs: Library A/C unit, water features variable frequency drive and City Hall parking lot pole		20,000			20,000	General Fund
<b>Accounting Related Entries</b>						
Record long-term debt service pay off		4,035,000			4,035,000	Water Operating
Record debt service re-financing expenses		24,000			24,000	Water Operating
Record bond proceeds		(4,059,000)			(4,059,000)	Water Operating
Record interfund loan payment as debt service		406,020			406,020	Stormwater Operating
Reverse interfund transfer of the interfund loan payment		(406,020)			(406,020)	Stormwater Operating
Record the refund of SDCs fees collect in a prior fiscal year		139,520			139,520	Street SDCs
		-			-	
<b>Total Material and Services Requests</b>		<b>192,020</b>			<b>192,020</b>	<b>Funding: Contingency</b>

**RESOLUTION NO. 2584**

**A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET ADJUSTMENT FOR FISCAL YEAR 2015-16.**

WHEREAS, the City adopted a budget and appropriated funds for fiscal year 2015-16 by Resolution 2535; and,

WHEREAS, certain expenditures are expected to exceed the original adopted budget in some of the City's funds and budgetary transfers are necessary within these funds to provide adequate appropriation levels to expend the unforeseen costs; and,

WHEREAS, ORS 294.463 provides that a city may adjust appropriations within appropriation categories provided the enabling resolution states the need for the adjustment, purpose of the expenditure and corresponding amount of appropriation; and,

WHEREAS, all transfers from contingencies within the fiscal year to date that exceed fifteen percent (15%) of the fund's total appropriations, are included in the supplemental budget adjustment request; and,

WHEREAS, all expenditure transfers within the fiscal year to date in aggregate exceed ten percent (10%) of the fund's total expenditures, are included in the supplemental budget adjustment request; and,

WHEREAS, consistent with local budget law and based upon the foregoing, the staff report in this matter and public hearing input, the public interest is served in the proposed supplemental budget adjustment,

WHEREAS, to facilitate clarification of the adjustments in this resolution, Attachment A to this resolution provides a summary by fund of the appropriation categories affected by the proposed transfer of budget appropriation and the purpose of the expenditure.

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

The City amends and adjusts the estimated revenues and appropriations within the funds and categories delineated and set forth in Attachment A, attached hereto and incorporated by reference herein as if fully set forth.

This resolution becomes effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 20th day of June 2016 and filed with Wilsonville City Recorder this same date.

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TIM KNAPP, MAYOR

ATTEST:

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Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

Mayor Knapp  
Councilor Starr  
Councilor Stevens  
Councilor Fitzgerald  
Councilor Lehan

**ATTACHMENT A  
NEED, PURPOSE AND AMOUNT: DETAIL BY FUND & CATEGORY**

	Current Appropriations	Change in Appropriations	Amended Appropriations
<b>General Fund</b>			
Interfund transfers	\$ (2,909,789)	\$ (1,120)	\$ (2,910,909)
All other resources	<u>(30,839,841)</u>	-	<u>(30,839,841)</u>
Total increase in resources	\$ (33,749,630)	<b>\$ (1,120)</b>	\$ (33,750,750)
Facilities	\$ 1,363,737	\$ 20,000	\$ 1,383,737
All other requirements	<u>32,385,893</u>	<u>(18,880)</u>	<u>32,367,013</u>
Net change in requirements	\$ 33,749,630	<b>\$ 1,120</b>	\$ 33,750,750
Interfund transfers revenue increase recognizes additional resources for the overhead charges on capital improvement projects. Program budgetary adjustments reflect additional budget required for unanticipated repairs in the Facilities program. A zero dollar transfer between the Basalt Creek Planning and Citywide Signage/Wayfinding projects is needed to meet current estimates on the projects.			
<b>Building Fund</b>			
Building	\$ 972,911	\$ 28,000	\$ 1,000,911
Contingency	2,690,594	\$ (28,000)	2,662,594
All Other Requirements	<u>159,405</u>	-	<u>159,405</u>
Net change in requirements	\$ 3,822,910	<b>\$ -</b>	\$ 3,822,910
Program budgetary adjustments reflect retirement vacation pay-out.			
<b>Community Development Fund</b>			
Interfund transfers	\$ (2,060,320)	\$ (83,555)	(2,143,875)
All other resources	<u>(3,584,143)</u>	-	<u>(3,584,143)</u>
Total increase in resources	\$ (5,644,463)	<b>\$ (83,555)</b>	\$ (5,728,018)
All other requirements	\$ 4,305,028	\$ -	\$ 4,305,028
Contingency	<u>1,339,435</u>	<u>83,555</u>	<u>1,422,990</u>
Net change in requirements	\$ 5,644,463	<b>\$ 83,555</b>	<b>\$ 5,728,018</b>
Interfund transfers increase recognizes additional resources for the project managements fees for various capital improvement projects.			
<b>Road Operating Fund</b>			
Interfund Transfers	\$ 892,991	\$ 1,200	\$ 894,191
Contingency	657,236	(1,200)	656,036
All other requirements	<u>983,288</u>	-	<u>983,288</u>
Net change in requirements	\$ 2,533,515	<b>\$ -</b>	\$ 2,533,515
Increases to interfund transfers requirements reflect funding for the following project: Signal Improvements			
<b>Water Operating Fund</b>			
Bond Proceeds	\$ -	\$ (4,059,000)	\$ (4,059,000)
All other resources	<u>(14,765,866)</u>	-	<u>(14,765,866)</u>
Total increase in resources	\$ (14,765,866)	<b>\$ (4,059,000)</b>	\$ (18,824,866)
Water Operating	\$ 1,309,686	\$ 24,000	\$ 1,333,686
Interfund transfers	1,373,943	9,600	1,383,543
Debt Service	1,872,583	4,035,000	5,907,583
All other requirements	<u>10,209,654</u>	<u>(9,600)</u>	<u>10,200,054</u>
Net change in requirements	\$ 14,765,866	<b>\$ 4,059,000</b>	\$ 18,824,866
The Water Operating fund recognizes the bond proceeds and repayment of the refinancing of the 2006 Water Bonds, including the miscellaneous professional fees associated with the refinancing. Increases to interfund transfers requirements reflect budget changes needed for following projects: Water Treatment Plant Master Plan Update and the GIS/Water Model Update. A zero dollar transfer between the CD Support for Miscellaneous Water Projects and the Well Upgrade and Maintenance projects is needed to meet the current needs of the projects.			

**ATTACHMENT A  
NEED, PURPOSE AND AMOUNT: DETAIL BY FUND & CATEGORY**

	Current Appropriations	Change in Appropriations	Amended Appropriations
<b>Streetlight Operating Fund</b>			
Interfund transfer	\$ 543,145	\$ 3,000	\$ 546,145
Contingency	412,067	-	412,067
All other requirements	374,818	(3,000)	371,818
Net change in requirements	<u>\$ 1,330,030</u>	<u>\$ -</u>	<u>\$ 1,330,030</u>
The interfund transfer is for the following capital project: Streetlight Infill.			
<b>Stormwater Operating Fund</b>			
Debt Service	\$ -	\$ 406,020	\$ 406,020
Interfund transfers	1,016,369	(406,020)	610,349
Contingency	364,377	-	364,377
All other requirements	1,023,967	-	1,023,967
Net change in requirements	<u>\$ 2,404,713</u>	<u>\$ -</u>	<u>\$ 2,404,713</u>
Funds to be moved from interfund transfers to debt service to correctly reflect the repayment of interfund loan.			
<b>Water Capital Projects Fund</b>			
Interfund transfers	\$ (1,181,792)	\$ (14,700)	\$ (1,196,492)
Other Local Governments	-	(48,120)	(48,120)
All other resources	(66,121)	-	(66,121)
Total increase in resources	<u>\$ (1,247,913)</u>	<u>\$ (62,820)</u>	<u>\$ (1,310,733)</u>
Water capital projects	1,024,792	32,000	1,056,792
Transfers to other funds	148,649	30,820	179,469
Contingency	74,472	-	74,472
Net change in requirements	<u>\$ 1,247,913</u>	<u>\$ 62,820</u>	<u>\$ 1,310,733</u>
The interfund transfers and receivables from other local governments, and the corresponding requirements for water capital projects and transfers to other funds is for the following projects: Willamette River Water Supply Coordination, Water Treatment Master Plan and GIS/Water Model Update. A net zero entry between the CD Support for Miscellaneous Water Projects and Well Upgrade and Maintenance is needed to meet current needs of the projects.			
<b>Sewer Capital Projects Fund</b>			
Interfund transfers	\$ (4,033,579)	\$ -	\$ (4,033,579)
All other resources	(16,578)	-	(16,578)
Total increase in resources	<u>\$ (4,050,157)</u>	<u>\$ -</u>	<u>\$ (4,050,157)</u>
Sewer capital projects	3,629,824	-	3,629,824
Transfers to other funds	370,353	-	370,353
Contingency	49,980	-	49,980
Net change in requirements	<u>\$ 4,050,157</u>	<u>\$ -</u>	<u>\$ 4,050,157</u>
A net zero entry between the Sewer SDC Reimbursements and Credits and the Sewer Project Design and Development is needed to meet the current needs of the projects.			
<b>Streets Capital Projects Fund</b>			
Transfer from other funds	\$ (5,539,405)	\$ 12,593	\$ (5,526,812)
All other resources	(1,266,459)	-	(1,266,459)
Total increase in resources	<u>\$ (6,805,864)</u>	<u>\$ 12,593</u>	<u>\$ (6,793,271)</u>
Streets capital projects	4,874,225	(66,448)	4,807,777
Transfers to other funds	914,615	53,855	968,470
Contingency	1,017,024	-	1,017,024
Net change in requirements	<u>\$ 6,805,864</u>	<u>\$ (12,593)</u>	<u>\$ 6,793,271</u>
The interfund transfers and the corresponding requirements for street capital projects and transfers to other funds are for the following projects: Streetlight Infill, Street Maintenance Fee and SDC Updates, Boeckman Rd Mitigation, Signal Improvements and Wilsonville Rd Median Improvements at Landover A net zero transfer between Basalt Creek Planning, Citywide Signage/Wayfinding Plan, Tooze Rd at 110th, Street SDC Reimbursements/Credits, Street Maintenance Fee and SDC Update, Kinsman Rd Extension and the Bike Signage project is needed to meet current needs of the projects.			

**ATTACHMENT A  
NEED, PURPOSE AND AMOUNT: DETAIL BY FUND & CATEGORY**

	Current Appropriations	Change in Appropriations	Amended Appropriations
<b>Water SDC Fund</b>			
Transfers to other funds	\$ 727,528	\$ 5,100	\$ 732,628
All other requirements	4,303,361	(5,100)	4,298,261
Net change in requirements	\$ 5,030,889	\$ -	\$ 5,030,889
The transfer to other funds is for the following project: Water Treatment Master Plan Update.			
<b>Sewer SDC Fund</b>			
Transfers to other funds	\$ 2,175,791	\$ -	\$ 2,175,791
All other requirements	5,577,390	-	5,577,390
Net change in requirements	\$ 7,753,181	\$ -	\$ 7,753,181
A net zero dollar transfer will move excess funding from the Sewer Project Development and Design project to the Sewer SDC Reimbursement and Credits project.			
<b>Street SDC Fund</b>			
Transfers to other funds	\$ 3,011,844	\$ (16,793)	\$ 2,995,051
Materials and Services	15,900	139,520	155,420
All other requirements	4,449,179	(122,727)	4,326,452
Net change in requirements	\$ 7,476,923	\$ -	\$ 7,476,923
Material and services recognizes unanticipated expenses related to a SDC refund. Interfund transfers recognizes the budget changes to the following projects: Signal Improvements, Boeckman Rd Mitigation, Tooze Rd-110th to Grahams Ferry, Street Maintenance Fees and SDC Update, Kinsman Rd Extension, Bike Signage, Streets SDC Reimbursements/Credits and Wilsonville Rd Median Improvements at Land			
<b>Park SDC Fund</b>			
Materials and Services	\$ 3,850	\$ 4,500	\$ 8,350
Transfers to other funds	1,936,105	-	1,936,105
Contingency	1,341,184	(4,500)	1,336,684
Net change in requirements	\$ 3,281,139	\$ -	\$ 3,281,139
Material and services recognizes unanticipated increases in Bank Fees.			



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b>  June 20, 2016	<b>Subject: Resolutions No. 2585 and 2586</b> State Shared Revenue  <b>Staff Member:</b> Susan Cole, Finance Director  <b>Department:</b> Finance	
<b>Action Required</b> <input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: 6/20/16 <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	<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> Budget as approved by Budget Committee on June 1, 2016.	
<b>Staff Recommendation:</b> Staff recommends Council open the public hearing, receive testimony, and approve Resolutions No. 2585 and 2586.		
<b>Recommended Language for Motion:</b> I move on separate motions to approve Resolution No. 2585 and Resolution No.2586.		
<b>PROJECT / ISSUE RELATES TO:</b> <i>[Identify which goal(s), master plans(s) issue relates to.]</i>		
<input checked="" type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

**ISSUE BEFORE COUNCIL:** Public hearing on receipt and use of state shared revenues.

**EXECUTIVE SUMMARY:** Oregon law requires the public be given two opportunities to comment on receiving state shared revenues and their proposed use. The first opportunity is extended during the Budget Committee meeting held on May 18, 2016. The second opportunity is offered in conjunction with the budget adoption.

**EXPECTED RESULTS:** Accompanying resolutions satisfy legal requirements to receive state shared revenues in FY 2016-17.

**TIMELINE:**

- May 4, 2016 – Notice of meeting to receive comments from the public on uses of state shared revenues at the May 18, 2016 Budget Committee meeting published in the Wilsonville Spokesman
- May 18, 2016 – First meeting of the Budget Committee, public invited to testify
- June 15, 2016 – Posted notice of public hearing
- June 20, 2016 – Council meeting to receive public testimony and consider comments prior to action to Adopt the budget

**CURRENT YEAR BUDGET IMPACTS:** Does not affect the FY 2015-16 budget.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: SCole Date: 6/7/16

**LEGAL REVIEW / COMMENT:**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMUNITY INVOLVEMENT PROCESS:** The opportunity for the public to address the Budget Committee pertaining to state shared revenues was offered at the meeting on May 18, 2016. No public testimony was received.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:** State revenues allow, in part, funding for the road operations program, facility and parks maintenance, law enforcement, parks and recreation services and library operations.

**ALTERNATIVES:**

**CITY MANAGER COMMENT:**

**ATTACHMENTS**

- A. Resolution No. 2585
- B. Resolution No. 2586

<b>Summary of State Shared Revenues Resources and Possible Uses</b>		
State Shared Revenues:	General Fund	Road Operating Fund
Alcoholic beverage taxes	\$ 310,460	
Cigarette taxes	\$ 28,000	
State shared revenues	\$ 242,400	
Gas tax		\$ 1,328,925
<b>Possible uses:</b>		
Police	ü	
Parks & Building maintenance	ü	
Library	ü	
Youth, Adult & Senior services	ü	
Policy and administration	ü	
Planning	ü	
Road operations		ü

**RESOLUTION NO. 2585**

**A RESOLUTION DECLARING THE CITY'S ELIGIBILITY TO RECEIVE STATE SHARED REVENUES.**

**WHEREAS**, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- (1) Police protection;
- (2) Fire protection;
- (3) Street construction, maintenance and lighting;
- (4) Sanitary sewer;
- (5) Storm sewers;
- (6) Planning, zoning and subdivision control;
- (7) One or more utility services; and

**WHEREAS**, City officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760.

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

1. That the Wilsonville City Council hereby declares that the City directly provides all of the municipal services enumerated above, save and except the provision of the City's fire protection which is through Tualatin Valley Fire & Rescue.
2. This resolution is effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 20th day of June, 2016 and filed with the Wilsonville City Recorder this date.

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TIM KNAPP, MAYOR

ATTEST:

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Sandra C. King, MMC, City Recorder

SUMMARY of Votes:  
Mayor Knapp  
Council President Starr  
Councilor Fitzgerald  
Councilor Stevens  
Councilor Lehan

**RESOLUTION NO. 2586**

**A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE SHARED REVENUES.**

**WHEREAS**, the Budget Committee has reviewed and approved the proposed use of State Shared Revenues; and

**WHEREAS**, a public hearing has been held before the Budget Committee on May 18, 2016 to discuss possible uses of the funds and before the City Council on June 20, 2016 to obtain public input as to the proposed uses of State Shared Revenues.

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

1. Pursuant to ORS 221.770 the City of Wilsonville hereby elects to receive state shared revenues for the fiscal year 2016-17.
2. This resolution is effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 20th day of June, 2016 and filed with the Wilsonville City Recorder this same date.

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TIM KNAPP, MAYOR

ATTEST:

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Sandra C. King, MMC, City Recorder

SUMMARY of Votes:  
Mayor Knapp  
Council President Starr  
Councilor Fitzgerald  
Councilor Stevens  
Councilor Lehan



## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b> June 20, 2016		<b>Subject: Resolution No. 2587</b> City Budget Adoption for FY 2016-17	
		<b>Staff Member:</b> Susan Cole, Finance Director <b>Department:</b> Finance	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: 6/20/16 <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 checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable  <b>Comments:</b> Budget as approved by Budget Committee on June 1, 2016.	
<b>Staff Recommendation:</b> Open public hearing, receive testimony, and consider resolution to adopt the budget for fiscal year 2016-17.			
<b>Recommended Language for Motion:</b> I move to approve Resolution No. 2587.			
<b>PROJECT / ISSUE RELATES TO:</b> <i>[Identify which goal(s), master plans(s) issue relates to.]</i>			
<input checked="" type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:** Public hearing and adoption of the budget for fiscal year 2016-17.

**EXECUTIVE SUMMARY:** 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, 2016.

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.

**EXPECTED RESULTS:** Create the budget for operating and capital purposes for the fiscal year 2016-17.

**TIMELINE:**

- May 4, 2016 - Public notice of the availability of the proposed budget and Budget Committee meeting dates published in the Wilsonville Spokesman
- May 18, 2016 – First meeting of the Budget Committee, presentation of budget message, public testimony taken
- June 1, 2016 – Second meeting of the Budget Committee, opportunity for public to testify, voted to approve budget
- June 15, 2016 – Public notice of the meeting to adopt published in the Wilsonville Spokesman.
- June 20, 2016 – Council meeting to receive public testimony, consider Resolution to adopt budget.

**COMMUNITY INVOLVEMENT PROCESS:** The opportunity for the public to address the Budget Committee was offered at the meetings on May 18, 2016 and June 1, 2016. Public comments and questions were received at the meetings. Staff responded to the issues and questions raised in writing prior to June 1, 2016.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:** The budget provides for the delivery of services and construction of capital projects throughout the community.

**BUDGET COMMITTEE ACTIONS:**

The Budget Committee did not amend the Proposed Budget for FY 2016-17.

**CURRENT YEAR BUDGET IMPACTS:** Does not affect the current year budget.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: SCole Date: 6/7/16

No Financial impact.

**LEGAL REVIEW / COMMENT:**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY MANAGER COMMENT:**

**ATTACHMENTS**

- A. Resolution No. 2587

**RESOLUTION NO. 2587**

**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 2016-17.**

**WHEREAS**, in accordance with ORS 294.426 the Wilsonville Budget Committee met on May 18, 2016 and June 1, 2016 to receive public testimony, hear the budget message and listen to presentations pertaining to the proposed budget for Fiscal Year 2016-17; and,

**WHEREAS**, the Budget Committee deliberated on the proposed budget on May 18, 2016 and on June 1, 2016; and

**WHEREAS**, the Budget Committee approved the proposed budget on June 1, 2016; and

**WHEREAS**, the proposed budget document included the Comprehensive Financial Management Policies which specifies certain reserves and contingency balances for operating funds and such amounts were included in the approved budget, and

**WHEREAS**, on June 15, 2016 a summary of the budget, as required by ORS 294.438, was duly published in the Wilsonville Spokesman, a newspaper of general circulation in the City; and,

**WHEREAS**, in accordance with ORS 294.456 the Wilsonville City Council duly held a public hearing on June 20, 2016 where all interested persons were afforded an opportunity to appear and be heard with respect to the approved budget for the fiscal year beginning July 1, 2016.

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

1. The Council adopts the budget for FY 2016-17 in the total amount of \$155,716,265.
2. Of the total adopted budget of \$155,716,265, the City appropriates \$149,483,865 for the fiscal year beginning July 1, 2016 as shown in Attachment A – Schedule of Appropriations. The difference of \$6,232,400 is not appropriated and is not available for expenditure during the year.
3. The City of Wilsonville City Council hereby imposes the taxes provided for in the Adopted Budget at the rate of \$2.5206 per \$1,000 of assessed value for general operations; and that these taxes are hereby imposed and categorized for the tax year 2016-17 upon the assessed value of all taxable property in the City.

General Fund	<u>General Government Limit</u> \$2.5206 / \$1,000
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4. In compliance with the City's Financial Management Policies certain contingencies, reserves and carryover balances are established as part of the budget process. These balances are matched to the Governmental Accounting Standards Board (GASB) Pronouncement Number 54 standard terminology as set forth below.
  - a. GASB Restricted category includes amounts for which an external source has created a legal restriction on available balances, such as for bond covenants and taxes restricted to payment of debt. Within the budget document such amounts are titled Restricted.
  - b. GASB Committed category includes amounts for which Council has approved by resolution. Only a subsequent council resolution may change the amount or intended use. Within the budget document such amounts are titled Committed (unappropriated). The Committed (unappropriated) is also referred to as the unappropriated ending fund balance and serves as a carryover from one fiscal year to the next.
  - c. GASB Assigned category includes amounts which are designated but for which a resolution has not been adopted. Authority is hereby granted to the City Council, City Manager and the Finance Director for the purpose of setting aside resources for specific future needs, such as equipment and building replacements and prudent financial reserves. Within the budget document such amounts are titled Assigned (designated) and Assigned (contingency). Assigned (designated) purpose is identified on page 249 of the Proposed Budget document. Assigned (contingency) is the portion of appropriations available for use during a fiscal year if approved through Council Resolution.
  - d. GASB Unassigned category is used exclusively in the General Fund and has the same meaning as Assigned (contingency) in paragraph (c) above.
  - e. City Council considers the spending of the restricted classification of fund balance on purposes for which such funds can be used to occur first when funds are spent for restricted and unrestricted purposes. When unrestricted classifications of fund balance are spent, the Council will consider that assigned amounts will be reduced first, followed by unassigned amounts and then committed amounts.
5. This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regularly scheduled meeting thereof this 20th day of June, 2016 and filed with the City Recorder this date.

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TIM KNAPP, Mayor

ATTEST:

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Sandra C. King, MMC, City Recorder

SUMMARY of Votes:

Mayor Knapp  
Council President Starr  
Councilor Fitzgerald  
Councilor Lehan  
Councilor Stevens

<b>Attachment A – Schedule of Appropriations</b>
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<b>General Fund</b>		
Administration	\$	1,336,425
Finance		1,372,571
Information Services		1,012,190
Geographical Information Services		231,124
Legal		553,236
Human Resources and Risk Management		694,129
Public Works Administration		475,277
Building Maintenance		980,296
Parks Maintenance		1,343,163
Parks and Recreation		1,617,522
Library		1,868,412
Law Enforcement		4,443,964
Municipal court		206,630
Transfers to Other Funds		2,672,650
Contingency		9,226,468
<b>Total Fund Appropriations</b>		<b>\$28,034,057</b>

<b>Community Development Fund</b>		
CD Administration	\$	771,542
Engineering		1,348,000
Planning		1,007,074
Natural Resources/Stormwater Management		141,683
Transfers to Other Funds		525,479
Contingency		1,673,763
<b>Total Fund Appropriations</b>		<b>\$5,467,541</b>

<b>Building Fund</b>		
Building	\$	821,701
Transfers to Other Funds		227,463
Contingency		3,382,653
<b>Total Fund Appropriations</b>		<b>\$4,431,817</b>

<b>Attachment A – Schedule of Appropriations</b>
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**Transit Fund**

Transit	\$	6,251,017	
Transfers to Other Funds		603,375	
Contingency		815,614	
<b>Total Fund Appropriations</b>		<b>7,670,006</b>	<b>\$7,670,006</b>

**Road Operating Fund**

Road Operating	\$	869,766	
Debt Service		81,500	
Transfers to Other Funds		644,033	
Contingency		532,132	
<b>Total Fund Appropriations</b>		<b>2,127,431</b>	<b>\$2,127,431</b>

**Road Maintenance Regulatory Fund**

Transfers to Other Funds	\$	950,000	
Contingency		690,600	
<b>Total Fund Appropriations</b>		<b>1,640,600</b>	<b>\$1,640,600</b>

**Water Operating Fund**

Water Distributions and Sales	\$	1,402,353	
Water Treatment		2,861,875	
Debt Service		1,878,000	
Transfers to Other Funds		3,117,668	
Contingency		7,417,784	
<b>Total Fund Appropriations</b>		<b>16,677,680</b>	<b>\$16,677,680</b>

**Sewer Operating Fund**

Sewer Collection	\$	831,946	
Sewer Treatment		2,553,107	
Sewer Pretreatment		126,332	
Debt Service		2,940,463	
Transfers to Other Funds		3,867,017	
Contingency		7,686,905	
<b>Total Fund Appropriations</b>		<b>18,005,770</b>	<b>\$18,005,770</b>

<b>Attachment A – Schedule of Appropriations</b>
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**Street Lighting Operating Fund**

Street Lighting	\$	351,721	
Transfers to Other Funds		490,520	
Contingency		373,327	
<b>Total Fund Appropriations</b>		<b>1,215,568</b>	<b>\$1,215,568</b>

**Stormwater Fund**

Natural Resources/Stormwater Management	\$	343,859	
Stormwater Maintenance		657,649	
Debt Service		508,020	
Transfers to Other Funds		872,718	
Contingency		502,263	
<b>Total Fund Appropriations</b>		<b>2,884,509</b>	<b>\$2,884,509</b>

**Fleet Service Fund**

Fleet	\$	1,643,915	
Transfers to Other Funds		2,400	
Contingency		1,016,987	
<b>Total Fund Appropriations</b>		<b>2,663,302</b>	<b>\$2,663,302</b>

**Water Capital Projects Fund**

Water Capital Projects	\$	1,647,950	
Transfers to Other Funds		203,102	
Contingency		65,769	
<b>Total Fund Appropriations</b>		<b>1,916,821</b>	<b>\$1,916,821</b>

**Sewer Capital Projects Fund**

Sewer Capital Projects	\$	5,199,262	
Transfers to Other Funds		463,920	
Contingency		87,854	
<b>Total Fund Appropriations</b>		<b>5,751,036</b>	<b>\$5,751,036</b>

<b>Attachment A – Schedule of Appropriations</b>
--

**Streets Capital Projects Fund**

Streets Capital Projects	\$ 4,809,067	
Transfers to Other Funds	1,217,999	
Contingency	1,104,430	
<b>Total Fund Appropriations</b>	<b>7,131,496</b>	<b>\$7,131,496</b>

**Stormwater Capital Projects Fund**

Stormwater Capital Projects	\$ 1,425,800	
Transfers to Other Funds	497,872	
Contingency	410,306	
<b>Total Fund Appropriations</b>	<b>2,333,978</b>	<b>\$2,333,978</b>

**Building Capital Projects Fund**

Building Capital Projects	\$ 3,501,500	
Transfers to Other Funds	92,400	
Contingency	212,488	
<b>Total Fund Appropriations</b>	<b>3,806,388</b>	<b>\$3,806,388</b>

**Parks Capital Projects Fund**

Parks Capital Projects	\$ 1,936,500	
Transfers to Other Funds	198,323	
Contingency	256,803	
<b>Total Fund Appropriations</b>	<b>2,391,626</b>	<b>\$2,391,626</b>

**Water Development Charges**

Materials & Services	\$ 9,696	
Transfers to Other Funds	1,151,842	
Contingency	4,909,126	
<b>Total Fund Appropriations</b>	<b>6,070,664</b>	<b>\$6,070,664</b>

**Sewer Development Charges**

Materials & Services	\$ 6,262	
Transfers to Other Funds	3,515,458	
Contingency	6,183,527	
<b>Total Fund Appropriations</b>	<b>9,705,247</b>	<b>\$9,705,247</b>

<b>Attachment A – Schedule of Appropriations</b>
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**Streets Development Charges**

Materials & Services	\$ 16,059	
Transfers to Other Funds	3,538,299	
Contingency	6,885,704	
<b>Total Fund Appropriations</b>		<b>\$10,440,062</b>

**Washington County TDT**

Materials & Services	\$ -	
Transfers to Other Funds	-	
Contingency	400,000	
<b>Total Fund Appropriations</b>		<b>\$400,000</b>

**Stormwater Development Charges**

Materials & Services	\$ 2,626	
Transfers to Other Funds	140,052	
Contingency	2,534,148	
<b>Total Fund Appropriations</b>		<b>\$2,676,826</b>

**Parks Development Charges**

Materials & Services	\$ 3,889	
Transfers to Other Funds	2,012,213	
Contingency	4,025,338	
<b>Total Fund Appropriations</b>		<b>\$6,041,440</b>

<b>Total City Appropriations - All Funds</b>		<b>\$149,483,865</b>

**ORDINANCE NO. 792**

**AN ORDINANCE OF THE CITY OF WILSONVILLE ANNEXING APPROXIMATELY 10.2 ACRES OF TERRITORY INCLUDING A SEGMENT OF SW GARDEN ACRES ROAD RIGHT-OF-WAY AND AN ADJACENT PARCEL OF LAND EAST OF SW GARDEN ACRES ROAD NORTH OF SW RIDDER ROAD AND THE CURRENT REPUBLIC SERVICES DEVELOPMENT INTO THE CITY LIMITS OF THE CITY OF WILSONVILLE, OREGON. THE TERRITORY IS MORE PARTICULARLY DESCRIBED AS TAX LOT 600 OF SECTION 2C, T3S, R1W, WASHINGTON COUNTY, OREGON AND ADJACENT RIGHT-OF-WAY, WILLAMETTE RESOURCE INCORPORATED, PETITIONER.**

**RECITALS**

WHEREAS, consistent with ORS 222.111 (2) a proposal for annexation was initiated by petition by the owner of real property in the territory to be annexed, a copy of the petition is on file with the City Recorder; and

WHEREAS, written consent has been obtained from the only owner of the territory and no electors reside within the territory proposed to be annexed, a copy of which is on file with the City Recorder; and

WHEREAS, the land to be annexed is within Wilsonville's Urban Growth Boundary and a copy of the legal description and sketch is attached as Attachment 1, and both are incorporated by reference as if fully set forth herein; and

WHEREAS, the territory to be annexed is contiguous to the City and can be served by City services; and

WHEREAS, ORS 227.125 authorizes the annexation of territory based on consent of the only owner of the land and a majority of electors, if any, within the territory and enables the City Council to dispense with submitting the question of the proposed annexation to the electors of the City for their approval or rejection; and

WHEREAS, annexing adjacent public right-of-way will allow for improvements consistent with the City's Transportation Systems Plan and Public Works Standards; and

WHEREAS, Panel A of the Development Review Board considered the annexation, and after a duly advertised public hearing held on May 9, 2016 recommended City Council approve the annexation; and

WHEREAS, on June 6, 2016, the City Council held a public hearing as required by Metro Code 3.09.050 and received testimony; and

WHEREAS, reports were prepared and considered as required by law; and notice was duly given, the Council finds that the annexation is not contested by any party, neither before the DRB or at the City Council hearing, therefore, the City Council finds that it is not necessary to submit the matter to the voters and does hereby favor the annexation of the subject tract of land based on findings and conclusions attached hereto as Attachment 3.

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

Section 1. The above recitals are fully incorporated herein. The territory legally described and depicted in Attachment 1 is declared annexed to the City of Wilsonville.

Section 2. The findings and conclusions and in Attachment 3 are adopted. The City Recorder shall immediately file a certified copy of this ordinance with Metro and other agencies required by Metro Code Chapter 3.09.050(g) and ORS 222.005. The annexation shall become effective upon filing of the annexation records with the Secretary of State as provided by ORS 222.180.

SUBMITTED to the Wilsonville City Council and read the first time at a meeting thereof on June 6, 2016 and scheduled for the second reading on June 20, 2016 commencing at the hour of 7:00 p.m. at the Wilsonville City Hall, 29799 Town Center Loop East, Wilsonville, OR.

ENACTED by the City Council on the \_\_\_\_ day of June 2016 by the following votes:

Yes: \_\_\_\_ No: \_\_\_\_

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

DATED and signed by the Mayor this \_\_\_\_ day of June, 2016.

\_\_\_\_\_  
TIM KNAPP, MAYOR

SUMMARY OF VOTES:

Mayor Knapp  
Councilor Starr  
Councilor Fitzgerald  
Councilor Stevens  
Councilor Lehan

Attachments:

Attachment 1: Legal Description and Sketch of Annexation Area  
Attachment 2: Petition for Annexation  
Attachment 3 Annexation Findings May 12, 2016

EXHIBIT "A"

A TRACT OF LAND SITUATE IN THE SOUTHWEST ONE-QUARTER OF SECTION 2, TOWNSHIP 3 SOUTH, RANGE 1 WEST OF THE WILLAMETTE MERIDIAN, WASHINGTON COUNTY, OREGON, BEING LOT 12, OF THE PLAT OF "GARDEN ACRES", WASHINGTON COUNTY PLAT RECORDS AND A PORTION OF GARDEN ACRES ROAD, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

**BEGINNING** AT A POINT ON THE WESTERLY RIGHT-OF-WAY LINE OF GARDEN ACRES ROAD, SAID POINT BEARS SOUTH 89°41'03" WEST, A DISTANCE OF 20.00 FEET AND SOUTH 00°18'57" EAST, A DISTANCE OF 1652.60 FEET FROM THE QUARTER CORNER COMMON TO SECTIONS 2 AND 3, THENCE LEAVING SAID WESTERLY RIGHT-OF-WAY LINE ALONG A WESTERLY EXTENSION OF THE NORTH LINE OF SAID LOT 12 AND THE NORTH LINE OF SAID LOT 12 NORTH 89°28'40" EAST, A DISTANCE OF 1344.33 FEET TO A 5/8" IRON ROD MARKING THE NORTHEAST CORNER OF SAID LOT 12; THENCE LEAVING SAID NORTH LINE ALONG THE EAST LINE OF SAID LOT 12, SOUTH 00°19'54" EAST, A DISTANCE OF 330.43 FEET TO A 3 1/2" BRASS CAP STAMPED "BONNIVILLE POWER ADMINISTRATION", MARKING THE SOUTHEAST CORNER OF SAID LOT 12; THENCE LEAVING SAID EAST LINE ALONG THE SOUTH LINE OF SAID LOT 12 AND A WESTERLY EXTENSION THEREOF SOUTH 89°28'40' WEST, A DISTANCE OF 1344.42 FEET TO A POINT ON SAID WESTERLY RIGHT-OF-WAY LINE OF GARDEN ACRES ROAD; SAID POINT BEARS SOUTH 89°41'03" WEST, A DISTANCE OF 20.00 FEET AND NORTH 00°18'57" WEST, A DISTANCE OF 661.31 FEET FROM THE SECTION CORNER COMMON TO SECTIONS 3, 2, 10 AND 11; THENCE ALONG SAID WESTERLY RIGHT-OF-WAY LINE NORTH 00°18'57" WEST, A DISTANCE OF 330.43 FEET TO THE POINT OF BEGINNING.

CONTAINS 444,223 SQUARE FEET OR 10.198 ACRES, MORE OR LESS.

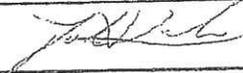
ANNEXATION CERTIFIED

BY VF

NOV 16 2015

WASHINGTON COUNTY A & T  
CARTOGRAPHY

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR



OREGON  
JULY 15, 2003  
TOD V. KELSO  
50701

EXPIRATION DATE: 6/30/17

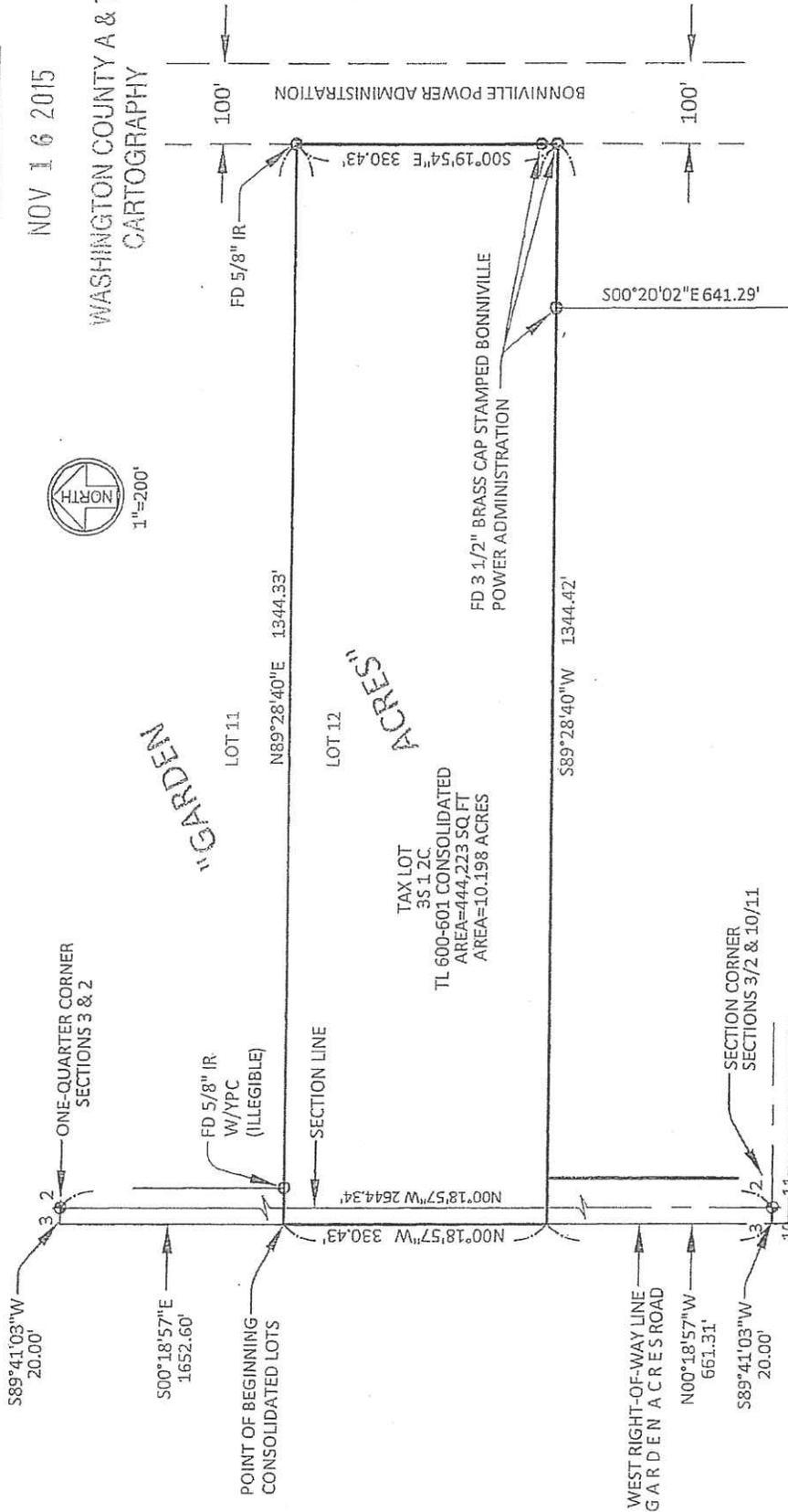
# LOT CONSOLIDATION EXHIBIT

ANNEXATION CERTIFIED

BY *TV*

NOV 16 2015

WASHINGTON COUNTY A & T  
CARTOGRAPHY



**Project**  
REP. SERV. ANNEXATION  
**No.** 999-158B

**Designed by** TVK  
**Drawn by** TVK  
**Horiz. Scale:** 1"=200'  
**Vert. Scale:** 1"=200'  
**Type** EXHIBIT

**2015**  
999 SW WASHINGTON COURSE, JR.  
SUITE 170  
PORTLAND, OREGON 97233  
P-203-431200  
E141715/413  
www.pd-p2015.com  
**PIONEER DESIGN GROUP, INC.**

**Sheet**  
**2** of **2**



Ordinance No. 792  
 Staff Report  
 Wilsonville Planning Division

Republic Services Property Annexation

City Council  
 Quasi-Judicial Public Hearing

**Hearing Date:** June 6, 2016  
**Date of Report:** May 12, 2016  
**Application No.:** DB16-0004 Annexation

**Request:** The City Council is being asked to review annexation of approximately 10.2 acres of property owned by Republic Services to expand their campus and adjacent right-of-way.

**Location:** Segment of Garden Acres Road and a parcel east of Garden Acres Road north of current Republic Services buildings The property is specifically known as Tax Lots 600 , Section 2C, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Washington County, Oregon

**Owner/Petitioner:** Jason Jordan, Willamette Resources Inc.

**Applicants' Representative:** Ben Altman, Pioneer Design Group

**Comprehensive Plan Designation (Current):** FD-20  
**Comprehensive Plan Designation (Proposed):** Industrial

**Zone Map Classification (Current):** FD-20  
**Zone Map Classification (Proposed):** PDI-RSIA

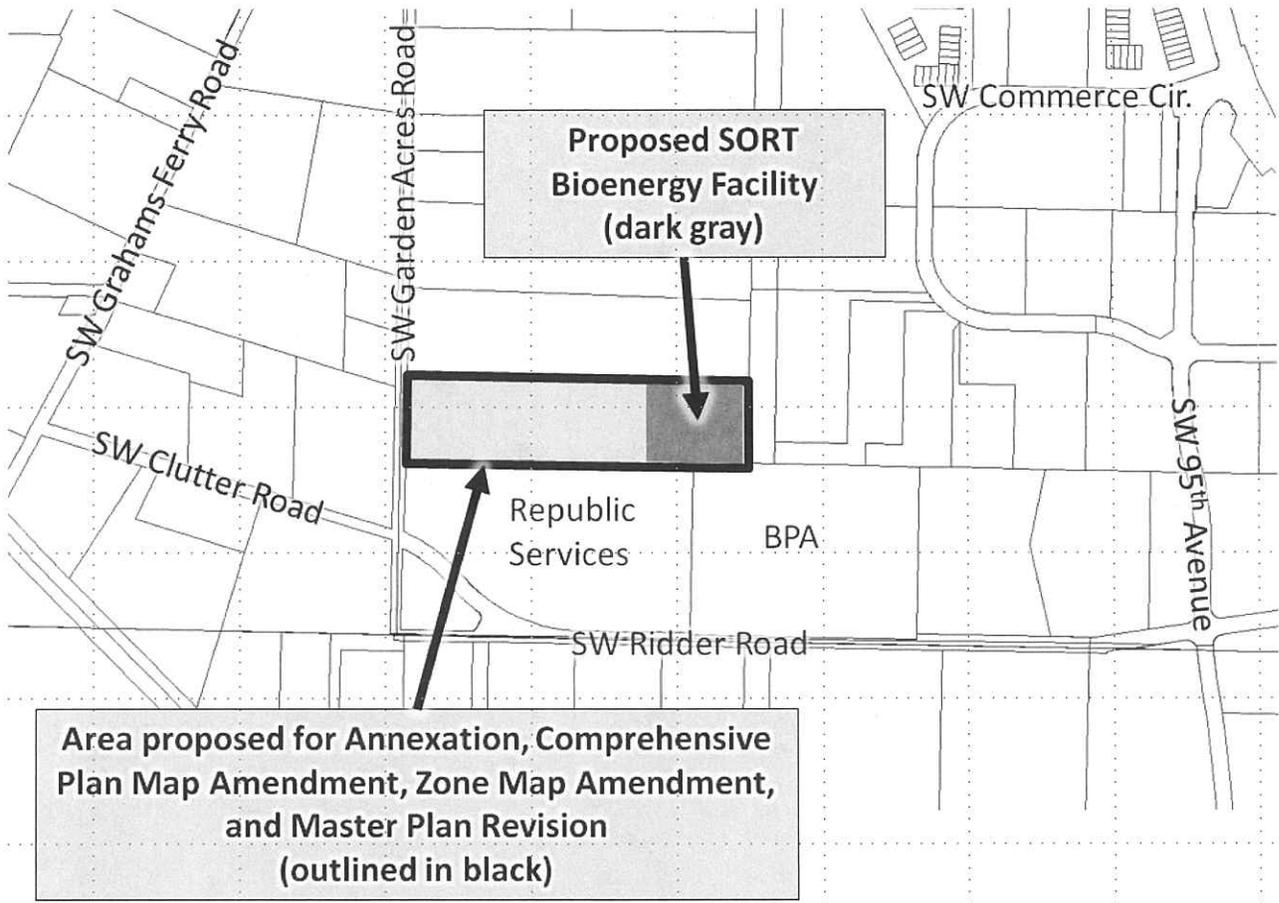
**Staff Reviewers:** Daniel Pauly AICP, Associate Planner

**Staff Recommendation:** Approve the requested Annexation.

**Applicable Review Criteria:**

<b>Development Code:</b>	
Section 4.700	Annexations and Urban Growth Boundary Amendments
<b>Other Planning Documents:</b>	
Wilsonville Comprehensive Plan	
Chapter 3.09 Metro Code	
ORS 222.111, 222.120, 222.125	
Oregon Statewide Planning Goals	

**Vicinity Map**



**Summary:**

Republic Services has a growing operation in Wilsonville. The Wilsonville campus currently includes a Materials Recovery Facility (MRF) for processing and sorting waste, collection operations offices, maintenance shop, and storage and support services. Republic Services and their predecessor companies have owned 10 acres north of their campus for many years, which currently sits outside Wilsonville City limits. In support of their continued growth, Republic Services wishes to annex the property into the City. Adjacent public right-of-way will also be annexed. The annexation follows all applicable regional and state rules and statutes. By bringing the land into the boundary of the City, the annexation sets the stage for the applicant to request other approvals from the City.

**Conclusion and Conditions of Approval:**

Staff and the DRB have reviewed the application and facts regarding the request and recommend the City Council approve the Annexation (DB16-0004).

**Procedural Statements and Background Information:**

1. The statutory 120-day time limit applies to this application. The application was received on February 5, 2016. On March 2, 2016 staff conducted a completeness review within the statutorily allowed 30-day review period and found the application to be incomplete. On March 21, 2016 the Applicant submitted new materials. On April 19, 2016 the application was deemed complete. The City must render a final decision for the request, including any appeals, by August 17, 2016.

2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North:	FD-20	Rural
East:	PDI	Industrial Development
South:	PDI/PF	Republic Services/BPA Substation
West:	FD-20	Rural

3. Previous Planning Approvals:

- Case File 91PC33 – Stage I Master Plan Willamette Resources
- Case File 94DR18 – Site Design Review Willamette Resources
- Case File 99DB03 – Site Design Review Keller Drop Box
- Case File DB14-0032 Stage I Master Plan Revision
- Case File DB14-0033 Stage II Final Plan for Maintenance Facility
- Case File DB14-0034 Site Design Review for Maintenance Facility
- Case File DB14-0035 Type C Tree Plan

4. The applicant has complied with Sections 4.008 through 4.011, 4.013-4.031, and 4.035 of the Wilsonville Code. Said sections pertain to review procedures and submittal requirements.

## Findings of Fact:

NOTE: Pursuant to Section 4.014 the burden of proving that the necessary findings of fact can be made for approval of any land use or development application rests with the applicant in the case.

### General Information

#### Application Procedures-In General Section 4.008

**Review Criteria:** This section lists general application procedures applicable to a number of types of land use applications and also lists unique features of Wilsonville's development review process.

**Finding:** These criteria are met.

**Details of Finding:** The application is being processed in accordance with the applicable general procedures of this Section.

#### Initiating Application Section 4.009

**Review Criterion:** "Except for a Specific Area Plan (SAP), applications involving specific sites may be filed only by the owner of the subject property, by a unit of government that is in the process of acquiring the property, or by an agent who has been authorized by the owner, in writing, to apply."

**Finding:** This criterion is satisfied.

**Details of Finding:** The application has been submitted on behalf of the property owner, Republic Services and is signed by an authorized representative.

#### Pre-Application Conference Subsection 4.010 (.02)

**Review Criteria:** This section lists the pre-application process

**Finding:** These criteria are satisfied.

**Details of Finding:** A Pre-application conferences were held on October 16, 2014 (PA14-0015) in accordance with this subsection.

#### Lien Payment before Approval Subsection 4.011 (.02) B.

**Review Criterion:** "City Council Resolution No. 796 precludes the approval of any development application without the prior payment of all applicable City liens for the subject property. Applicants shall be encouraged to contact the City Finance Department to verify that there are no outstanding liens. If the Planning Director is advised of outstanding liens while an application is under consideration, the Director shall advise the applicant that payments must be made current or the existence of liens will necessitate denial of the application."

**Finding:** This criterion is satisfied.

**Details of Finding:** No applicable liens exist for the subject property. The application can thus move forward.

#### General Submission Requirements

Subsection 4.035 (.04) A.

**Review Criteria:** "An application for a Site Development Permit shall consist of the materials specified as follows, plus any other materials required by this Code." Listed 1. through 6. j.

**Finding:** These criteria are satisfied.

**Details of Finding:** The applicant has provided all of the applicable general submission requirements contained in this subsection.

#### Zoning-Generally

Section 4.110

**Review Criteria:** "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." "The General Regulations listed in Sections 4.150 through 4.199 shall apply to all zones unless the text indicates otherwise."

**Finding:** These criteria are satisfied.

**Details of Finding:** This proposed development is in conformity with the applicable zoning district and general development regulations listed in Sections 4.150 through 4.199 have been applied in accordance with this Section.

### DB16-0004 Annexation

#### Comprehensive Plan

##### Allowed Annexation

Implementation Measure 2.2.1.a.

A1. **Review Criteria:** "Allow annexation when it is consistent with future planned public services and when a need is clearly demonstrated for immediate urban growth."

**Finding:** These criteria are satisfied.

**Explanation of Finding:** The land proposed for annexation is within the Coffee Creek Master Plan area, which is planned for industrial development within the City and for which public services are planned.

##### Annexation Review Standards

Implementation Measure 2.2.1.e.

A2. **Review Criteria:** "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:" Listed 1 through 5.

**Finding:** These criteria are satisfied.

**Explanation of Finding:** Necessary public facilities are available for the land proposed for annexation, is planned for industrial development as part of the City's Coffee Creek Master Plan. The land is within the Urban Growth Boundary and sufficient land for planned uses is not available on Republic Services land within the City. The annexation and development of the land is required to be consistent with Statewide Planning Goals and applicable Metro plans.

## **Development Code**

### **Authority to Review Annexation**

Subsections 4.030 (.01) A, 11, 4.031 (.01) K, and 4.033 (.01) F.

- A3. **Review Criteria:** These subsections prescribe the authority of the Planning Director to determine whether an annexation request is legislative or quasi-judicial, the DRB does the initial review of quasi-judicial annexation, and the City Council takes final local action of quasi-judicial annexation.

**Finding:** These criteria are satisfied.

**Explanation of Finding:** The subject annexation request has been determined to be quasi-judicial and is being reviewed by the DRB and City Council consistent with these subsections.

### **Annexation**

Section 4.700

- A4. **Review Criteria:** This section defines the criteria and process for annexation review within the City.

**Finding:** These criteria are satisfied.

**Explanation of Finding:** The applicant has met all submittal requirements and procedures described in this including submission of a petition, legal descriptions describing the land to be annexed, an analysis of the relationship with the Comprehensive Plan, state statutes, Statewide Planning Goals, and Metro plans.

## **Metro Code**

### **Local Government Boundary Changes**

Chapter 3.09

- A5. **Review Criteria:** This chapter establishes hearing, notice, and decision requirements as well as review criteria for local government boundary changes in the Metro region.

**Finding:** These criteria are satisfied.

**Explanation of Finding:** A public hearing will be held within 45 days of completeness. Notice has been mailed and posted on the property 20 days prior to the hearing and includes the required information. The decision will be mailed to Metro and other required parties. A petition has been submitted including property owner information, jurisdictional information, and a legal description of the property.

## Oregon Revised Statutes

### Authority and Procedure for Annexation ORS 222.111

A6. **Review Criteria:** ORS 222.111 establishes the authority and procedures for annexation by City's within the state of Oregon.

**Finding:** These criteria are satisfied.

**Explanation of Finding:** The owner of the property has initiated the annexation. An election is not required pursuant to ORS 222.120.

### Procedure Without Election by City Electors ORS 222.120

A7. **Review Criteria:** ORS 222.120 establishes the authority and procedures for annexation by City's within the state of Oregon without an election.

**Finding:** These criteria are satisfied.

**Explanation of Finding:** A public hearing has been set between. Required notices have been or will be sent. The annexation is being adopted by Ordinance by the City Council. No electors reside on the property. All property owners have consented to annexation by signing the petition thus the ordinance can declare the property annexed with no votes by electors within the territory to be annexed.

### Annexation by Consent of All Owners of Land and Majority of Electors ORS 222.125

A8. **Review Criteria:** "The legislative body of a city need not call or hold an election in the city or in any contiguous territory proposed to be annexed or hold the hearing otherwise required under ORS 222.120 (Procedure without election by city electors) when all of the owners of land in that territory and not less than 50 percent of the electors, if any, residing in the territory consent in writing to the annexation of the land in the territory and file a statement of their consent with the legislative body. Upon receiving written consent to annexation by owners and electors under this section, the legislative body of the city, by resolution or ordinance, may set the final boundaries of the area to be annexed by a legal description and proclaim the annexation."

**Finding:** These criteria are satisfied.

**Explanation of Finding:** All property owners of territory proposed to be annexed have provided their consent in writing. No electors reside within the territory proposed to be annexed. However, a public hearing process is being followed as prescribed in the City's Development Code concurrent with a Comprehensive Plan Map and Zone Map Amendment request and other quasi-judicial land use applications.

**Oregon Statewide Planning Goals**

Goals 1, 2, 5, 6, 8, 9, 10, 11, 12, 13

**A9. Review Criteria:** The goals include: citizen involvement, land use planning, natural resources and open spaces, air water and land resource quality, recreational needs, economic development, housing, public facilities and services, transportation, and energy conservation.

**Finding:** These criteria are satisfied.

**Explanation of Finding:** The area requested to be annexed will be developed consistent with the City's Comprehensive Plan and the Coffee Creek Master Plan, both which have been found to meet the statewide planning goals.

**ORDINANCE NO. 793**

**AN ORDINANCE OF THE CITY OF WILSONVILLE APPROVING A COMPREHENSIVE PLAN MAP AMENDMENT FROM THE WASHINGTON COUNTY FUTURE DEVELOPMENT – 20 (FD-20) DISTRICT TO THE CITY OF WILSONVILLE INDUSTRIAL DESIGNATION ON APPROXIMATELY 10.2 ACRES COMPRISING TAX LOT 600 OF SECTION 2C, T3S, R1W, WASHINGTON COUNTY, OREGON AND ADJACENT RIGHT-OF-WAY, WILLAMETTE RESOURCE INCORPORATED, APPLICANT/OWNER.**

**RECITALS**

WHEREAS, Willamette Resources Incorporated (“Applicant”) have made a development application requesting, among other things, a Comprehensive Plan Map Amendment of the Property; and

WHEREAS, the development application form has been signed by Jason Jordan, General Manager, on behalf of Willamette Resources Incorporated, owner of real property legally described and shown in Attachment 1, attached hereto and incorporated by reference herein (“Property”); and

WHEREAS, the City desires to also place a Comprehensive Plan designation on adjacent public right-of-way annexed into the City; and

WHEREAS, the City of Wilsonville Planning Staff analyzed the Comprehensive Plan Map Amendment request and prepared a staff report for the Development Review Board, finding that the application met the requirements for a Comprehensive Plan Map Amendment and recommending approval of the Comprehensive Plan Map Amendment, which staff report was presented to the Development Review Board on May 9, 2016;

WHEREAS, the Development Review Board Panel A held a public hearing on the application for a Comprehensive Plan Map Amendment on May 9, 2016, and after taking public testimony and giving full consideration to the matter, adopted Resolution No. 327 which recommends that the City Council approve a request for a Comprehensive Plan Map Amendment (Case File DB16-0005) contingent on the concurrent Annexation; and

WHEREAS, on June 6, 2016, the Wilsonville City Council held a public hearing regarding the above described matter, wherein the City Council considered the full public record made before the Development Review Board, including the Development Review Board and City Council staff reports; took public testimony; and, upon deliberation, concluded that the

proposed Comprehensive Plan Map Amendment meets the applicable approval criteria under the City of Wilsonville Development Code;

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

Section 1. Findings. The City Council adopts, as findings and conclusions, the forgoing Recitals and Comprehensive Plan Map Amendment Findings in Attachment 2, as if fully set forth herein.

Section 2. Order. The official City of Wilsonville Comprehensive Plan Map is hereby amended by Comprehensive Plan Map Order DB16-0008, attached hereto as Attachments 1, from Washington County FD-20 to Industrial.

SUBMITTED to the Wilsonville City Council and read the first time at a meeting thereof on the \_\_\_\_ day of June 2016, and scheduled for the second and reading on June 20, 2016, commencing at the hour of 7 p.m. at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, OR.

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

ENACTED by the City Council on the 20<sup>th</sup> day of June, 2016, by the following

votes: Yes:\_\_\_\_ No:\_\_\_\_

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

DATED and signed by the Mayor this \_\_\_\_ day of June, 2016.

\_\_\_\_\_  
TIM KNAPP, MAYOR

SUMMARY OF VOTES:

- Mayor Knapp
- Councilor Starr
- Councilor Lehan
- Councilor Stevens
- Councilor Fitzgerald

Exhibits and Attachments:

Attachment 1 – Comprehensive Plan Map Order DB16-0005 including legal description and sketch depicting map amendment.

Attachment 2 – Comprehensive Plan Map Amendment Findings, May 12, 2016.

**ORDINANCE NO. 793– ATTACHMENT 1**

**BEFORE THE CITY COUNCIL OF THE  
CITY OF WILSONVILLE, OREGON**

In the Matter of the Application of )  
Willamette Resources Incorporated )  
for an Amendment ) **COMPREHENSIVE PLAN MAP**  
of the City of Wilsonville ) **ORDER DB16-0005**  
Comprehensive Plan Map )

The above-entitled matter is before the Council to consider the application of DB16-0005, for a Comprehensive Plan Map Amendment and an Order, amending the official Comprehensive Plan Map of the City of Wilsonville.

The Council finds that the subject property (“Property”), legally described and shown in the attached legal description and sketch, has heretofore appeared on the Washington County Comprehensive Plan Map with a designation of FD-20.

The Property is being annexed into the City of Wilsonville by Ordinance No. 792.

The Council having heard and considered all matters relevant to the application for a Comprehensive Plan Map Amendment, including the Development Review Board record and recommendation, finds that the application should be approved.

THEREFORE IT IS HEREBY ORDERED that The Property, consisting of approximately 10.2 including tax lot 600 of Section 2C, T3S, R1W, Washington County, Oregon and adjacent right-of-way known as SW Garden Acres Road, as more particularly shown and described in the attached legal description and sketch, is hereby designated as Industrial, subject to conditions detailed in this Order’s adopting Ordinance. The foregoing designation is hereby declared an amendment to the Wilsonville Comprehensive Plan Map and shall appear as such from and after entry of this Order.

Dated: June 20, 2016.

\_\_\_\_\_  
TIM KNAPP, MAYOR

APPROVED AS TO FORM:

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Barbara A. Jacobson, City Attorney

ATTEST:

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Sandra C. King, MMC, City Recorder

Attachment: Legal Description and Sketch Depicting Properties Subject to the Comprehensive Plan Map Amendment

EXHIBIT "A"

A TRACT OF LAND SITUATE IN THE SOUTHWEST ONE-QUARTER OF SECTION 2, TOWNSHIP 3 SOUTH, RANGE 1 WEST OF THE WILLAMETTE MERIDIAN, WASHINGTON COUNTY, OREGON, BEING LOT 12, OF THE PLAT OF "GARDEN ACRES", WASHINGTON COUNTY PLAT RECORDS AND A PORTION OF GARDEN ACRES ROAD, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

**BEGINNING** AT A POINT ON THE WESTERLY RIGHT-OF-WAY LINE OF GARDEN ACRES ROAD, SAID POINT BEARS SOUTH 89°41'03" WEST, A DISTANCE OF 20.00 FEET AND SOUTH 00°18'57" EAST, A DISTANCE OF 1652.60 FEET FROM THE QUARTER CORNER COMMON TO SECTIONS 2 AND 3, THENCE LEAVING SAID WESTERLY RIGHT-OF-WAY LINE ALONG A WESTERLY EXTENSION OF THE NORTH LINE OF SAID LOT 12 AND THE NORTH LINE OF SAID LOT 12 NORTH 89°28'40" EAST, A DISTANCE OF 1344.33 FEET TO A 5/8" IRON ROD MARKING THE NORTHEAST CORNER OF SAID LOT 12; THENCE LEAVING SAID NORTH LINE ALONG THE EAST LINE OF SAID LOT 12, SOUTH 00°19'54" EAST, A DISTANCE OF 330.43 FEET TO A 3 1/2" BRASS CAP STAMPED "BONNIVILLE POWER ADMINISTRATION", MARKING THE SOUTHEAST CORNER OF SAID LOT 12; THENCE LEAVING SAID EAST LINE ALONG THE SOUTH LINE OF SAID LOT 12 AND A WESTERLY EXTENSION THEREOF SOUTH 89°28'40' WEST, A DISTANCE OF 1344.42 FEET TO A POINT ON SAID WESTERLY RIGHT-OF-WAY LINE OF GARDEN ACRES ROAD; SAID POINT BEARS SOUTH 89°41'03" WEST, A DISTANCE OF 20.00 FEET AND NORTH 00°18'57" WEST, A DISTANCE OF 661.31 FEET FROM THE SECTION CORNER COMMON TO SECTIONS 3, 2, 10 AND 11; THENCE ALONG SAID WESTERLY RIGHT-OF-WAY LINE NORTH 00°18'57" WEST, A DISTANCE OF 330.43 FEET TO THE POINT OF BEGINNING.

CONTAINS 444,223 SQUARE FEET OR 10.198 ACRES, MORE OR LESS.

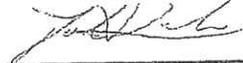
ANNEXATION CERTIFIED

BY VF

NOV 16 2015

WASHINGTON COUNTY A & T  
CARTOGRAPHY

REGISTERED  
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LAND SURVEYOR



OREGON  
JULY 15, 2003  
TOD V. KELSO  
50701

EXPIRATION DATE: 6/30/17

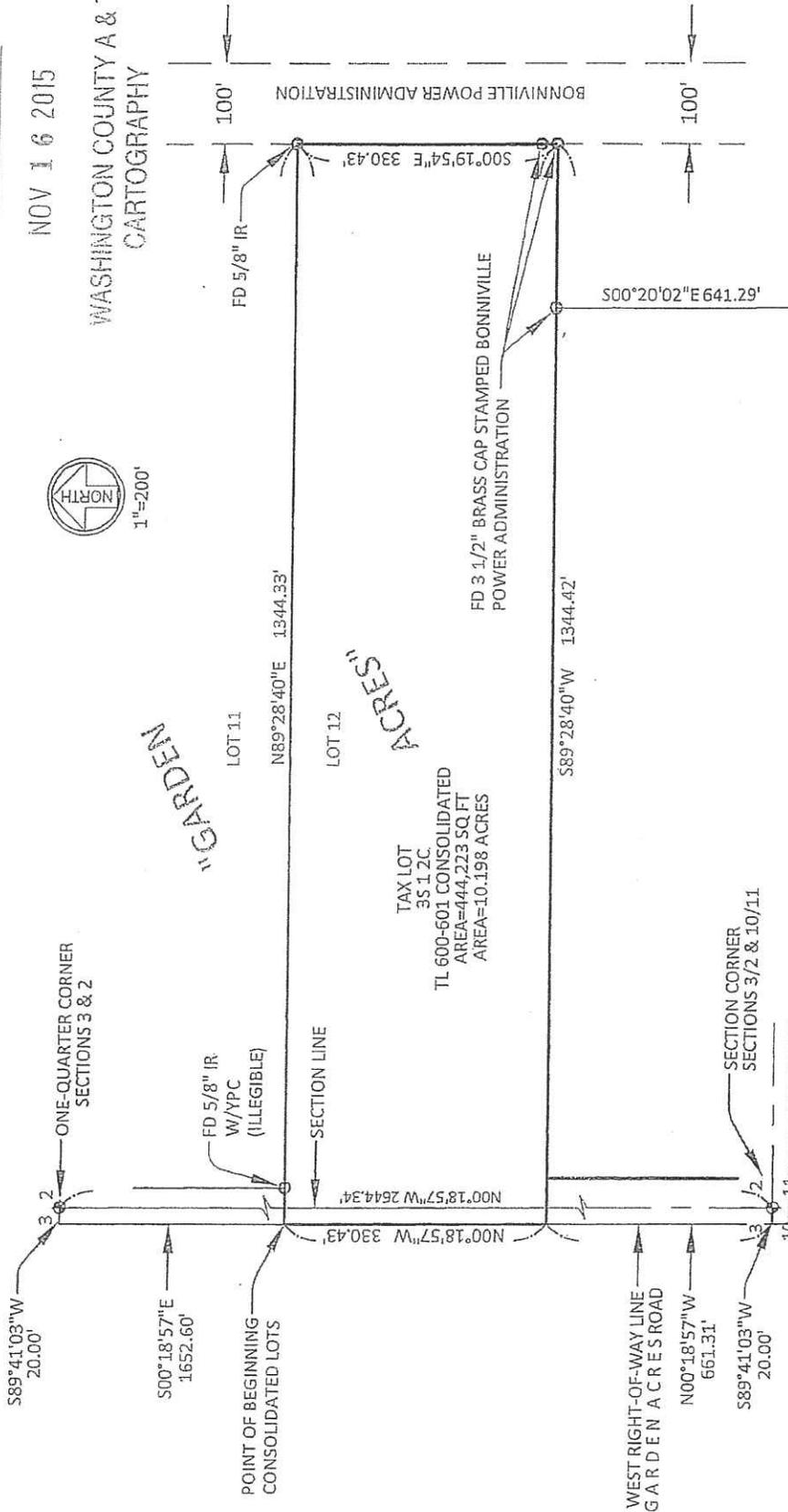
# LOT CONSOLIDATION EXHIBIT

ANNEXATION CERTIFIED

BY *VF*

NOV 16 2015

WASHINGTON COUNTY A & T  
CARTOGRAPHY



<b>Project</b> REP. SERV. ANNEXATION	<b>Designed by</b> TVK	<b>Date</b> 2015-11-03	<b>Sheet</b> 2 of 2
<b>No.</b> 999-158B	<b>Drawn by</b> TVK	<b>Date</b> 2015-11-09	
	<b>Horiz. Scale:</b> 1"=200'	<b>Vert. Scale:</b> 1"=200'	
	<b>Type</b> EXHIBIT		

**PDS**  
PIONEER DESIGN GROUP, INC.  
9020 SW WASHINGTON SQUARE RD.  
SUITE 170  
PORTLAND, OREGON 97223  
P 503.443.8200  
F 503.443.8410  
www.pds-px.com

Ordinance No. 793  
 Staff Report  
 Wilsonville Planning Division

Republic Services Expansion  
 Comprehensive Plan Map Amendment

City Council  
 Quasi-Judicial Public Hearing

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<b>Hearing Date:</b>	June 6, 2016
<b>Date of Report:</b>	May 12, 2016
<b>Application Nos.:</b>	DB16-0005 Comprehensive Plan Map Amendment

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**Request:** The City Council is being asked to review a Comprehensive Plan Map Amendment from Washington County FD-20 to City of Wilsonville Industrial on approximately 10.2 acres of property owned by Republic Services to expand their campus and adjacent right-of-way.

**Location:** Segment of Garden Acres Road and a parcel east of Garden Acres Road north of current Republic Services buildings The property is specifically known as Tax Lots 600, Section 2C, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Washington County, Oregon

**Owner/Petitioner:** Jason Jordan, Willamette Resources Inc.

**Applicants'**

**Representative:** Ben Altman, Pioneer Design Group

**Comprehensive Plan Designation (Current):** FD-20

**Comprehensive Plan Designation (Proposed):** Industrial

**Staff Reviewers:** Daniel Pauly AICP, Associate Planner

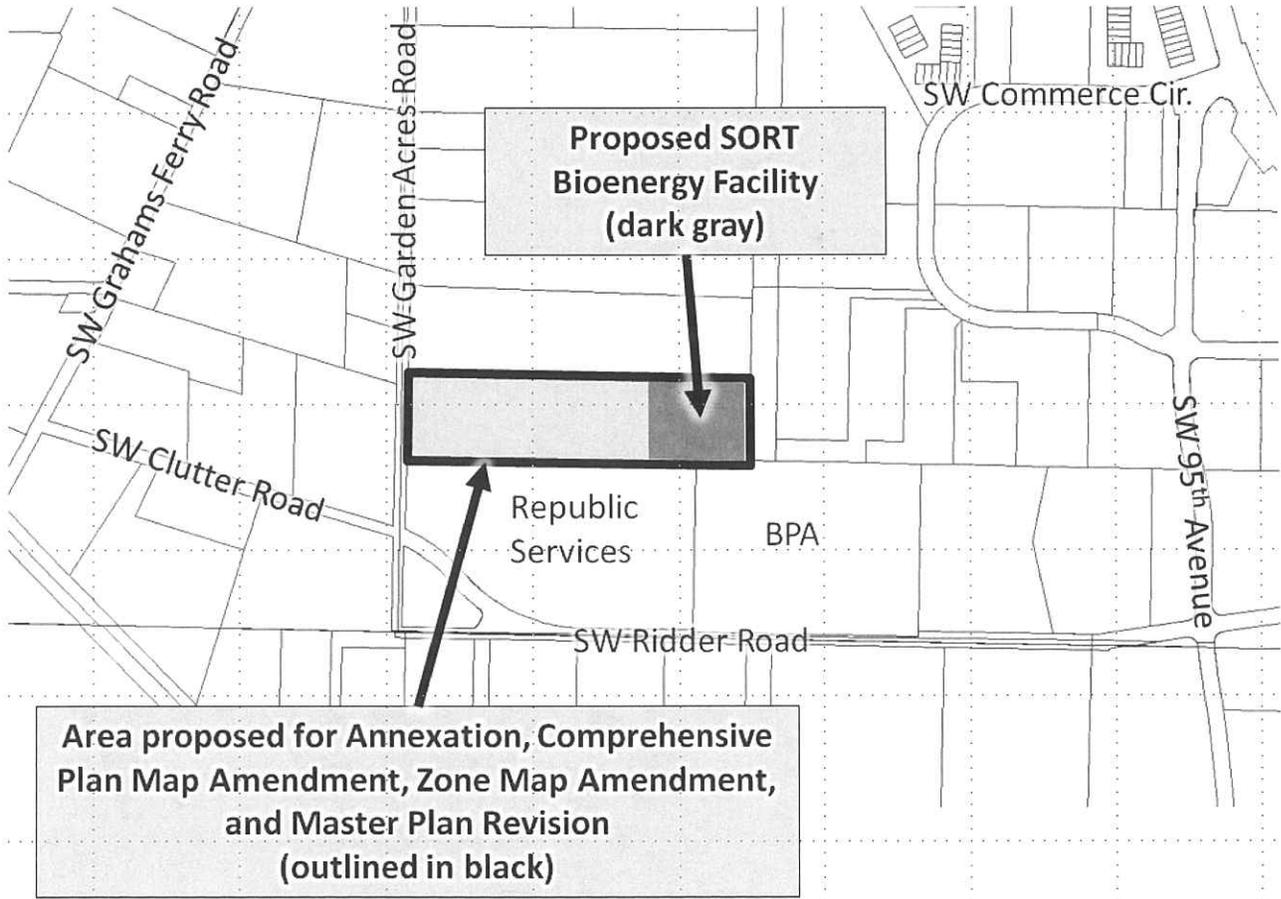
**Staff Recommendation:** Approve the requested Comprehensive Plan Map Amendment.

**Applicable Review Criteria:**

<b>Development Code:</b>	
Section 4.008	Application Procedures-In General
Section 4.009	Who May Initiate Application
Section 4.010	How to Apply
Section 4.011	How Applications are Processed
Section 4.014	Burden of Proof
Section 4.031	Authority of the Development Review Board
Subsection 4.035 (.04)	Site Development Permit Application
Subsection 4.035 (.05)	Complete Submittal Requirement

Section 4.198	Comprehensive Plan Changes
<b>Other Documents:</b>	
Comprehensive Plan	
Oregon Statewide Planning Goals	

**Vicinity Map**



**Background/Summary:**

Republic Services has a growing operation in Wilsonville. The Wilsonville campus currently includes a Materials Recovery Facility (MRF) for processing and sorting waste, collection operations offices, maintenance shop, and storage and support services. Republic Services and their predecessor companies have owned 10 acres north of their campus for many years, which currently sits outside Wilsonville City limits. In support of their continued growth and requested annexation, Republic Services requests the City adopt an appropriate Comprehensive Plan designation.

The subject property is within the Coffee Creek Master Plan area. The Coffee Creek Master Plan calls for industrial development. Consistent with the Coffee Creek Master Plan Republic Services proposes the subject property be designated as "Industrial" on the City's Comprehensive Plan Map.

**Conclusion and Conditions of Approval:**

Staff and the DRB have reviewed the application and facts regarding the request and recommend the City Council approve the Comprehensive Plan Map Amendment (DB16-0005).

**Procedural Statements and Background Information:**

1. The statutory 120-day time limit applies to this application. The application was received on February 5, 2016. On March 2, 2016 staff conducted a completeness review within the statutorily allowed 30-day review period and found the application to be incomplete. On March 21, 2016 the Applicant submitted new materials. On April 19, 2016 the application was deemed complete. The City must render a final decision for the request, including any appeals, by August 17, 2016.
2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North:	FD-20	Rural
East:	PDI	Industrial Development
South:	PDI/PF	Republic Services/BPA Substation
West:	FD-20	Rural

3. Previous Planning Approvals:
  - Case File 91PC33 – Stage I Master Plan Willamette Resources
  - Case File 94DR18 – Site Design Review Willamette Resources
  - Case File 99DB03 – Site Design Review Keller Drop Box
  - Case File DB14-0032 Stage I Master Plan Revision
  - Case File DB14-0033 Stage II Final Plan for Maintenance Facility
  - Case File DB14-0034 Site Design Review for Maintenance Facility
  - Case File DB14-0035 Type C Tree Plan

4. The applicant has complied with Sections 4.008 through 4.011, 4.013-4.031, and 4.035 of the Wilsonville Code. Said sections pertain to review procedures and submittal requirements.

### **Findings of Fact:**

NOTE: Pursuant to Section 4.014 the burden of proving that the necessary findings of fact can be made for approval of any land use or development application rests with the applicant in the case.

## **General Information**

### Application Procedures-In General

Section 4.008

**Review Criteria:** This section lists general application procedures applicable to a number of types of land use applications and also lists unique features of Wilsonville's development review process.

**Finding:** These criteria are met.

**Details of Finding:** The application is being processed in accordance with the applicable general procedures of this Section.

### Initiating Application

Section 4.009

**Review Criterion:** "Except for a Specific Area Plan (SAP), applications involving specific sites may be filed only by the owner of the subject property, by a unit of government that is in the process of acquiring the property, or by an agent who has been authorized by the owner, in writing, to apply."

**Finding:** This criterion is satisfied.

**Details of Finding:** The application has been submitted on behalf of the property owner, Republic Services and is signed by an authorized representative.

### Pre-Application Conference

Subsection 4.010 (.02)

**Review Criteria:** This section lists the pre-application process

**Finding:** These criteria are satisfied.

**Details of Finding:** A Pre-application conferences were held on October 16, 2014 (PA14-0015) in accordance with this subsection.

### Lien Payment before Approval

Subsection 4.011 (.02) B.

**Review Criterion:** "City Council Resolution No. 796 precludes the approval of any development application without the prior payment of all applicable City liens for the subject property. Applicants shall be encouraged to contact the City Finance Department to verify that there are

no outstanding liens. If the Planning Director is advised of outstanding liens while an application is under consideration, the Director shall advise the applicant that payments must be made current or the existence of liens will necessitate denial of the application.”

**Finding:** This criterion is satisfied.

**Details of Finding:** No applicable liens exist for the subject property. The application can thus move forward.

#### General Submission Requirements

Subsection 4.035 (.04) A.

**Review Criteria:** “An application for a Site Development Permit shall consist of the materials specified as follows, plus any other materials required by this Code.” Listed 1. through 6. j.

**Finding:** These criteria are satisfied.

**Details of Finding:** The applicant has provided all of the applicable general submission requirements contained in this subsection.

#### Zoning-Generally

Section 4.110

**Review Criteria:** “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.” “The General Regulations listed in Sections 4.150 through 4.199 shall apply to all zones unless the text indicates otherwise.”

**Finding:** These criteria are satisfied.

**Details of Finding:** This proposed development is in conformity with the applicable zoning district and general development regulations listed in Sections 4.150 through 4.199 have been applied in accordance with this Section.

### **Request: DB16-0005 Comprehensive Plan Map Amendment**

#### **Zoning and Land Development Ordinance**

#### **Comprehensive Plan Amendment Process**

Procedures and Criteria in Comprehensive Plan  
Subsection 4.198 (.01)

**B1. Review Criteria:** “Proposals to amend the Comprehensive Plan, or to adopt new elements or sub-elements of the Plan, shall be subject to the procedures and criteria contained in the Comprehensive Plan.”

**Finding:** These criteria are satisfied.

**Details of Finding:** The proposed map amendment is being reviewed against applicable Comprehensive Plan criteria, and procedures described in the Comprehensive Plan are being followed.

Review Bodies

Subsection 4.198 (.02)

**B2. Review Criteria:** "Following the adoption and signature of the Resolution by the Development Review Board or Planning Commission, together with minutes of public hearings on the proposed Amendment, the matter shall be shall be scheduled for public hearing before the City Council."

**Finding:** These criteria are satisfied.

**Details of Finding:** The DRB and City Council are considering the matter as described.

Applicant Agreeing to Conditions of Approval

Subsection 4.198 (.05)

**B3. Review Criteria:** "In cases where a property owner or other applicant has requested an amendment to the Comprehensive Plan map and the City Council has approved the change subject to conditions, the owner or applicant shall sign a statement accepting, and agreeing to complete the conditions of approval before the Comprehensive Plan map shall be changed."

**Finding:** These criteria are satisfied.

**Details of Finding:** The owner will be required to sign a statement accepting any conditions.

**Comprehensive Plan Amendment Required Findings**

Meets Identified Public Need

Subsection 4.198 (.01) A.

**B4. Review Criteria:** "Each such amendment shall include findings in support of the following: That the proposed amendment meets a public need that has been identified;"

**Finding:** These criteria are satisfied.

**Details of Finding:** The Coffee Creek Master Plan has identified the subject territory as industrial land for needed employment land for the City and the region. Changing the Comprehensive Plan designation from Washington County's current designation of FD-20 to the City designation of "Industrial" reflects the need established in the Coffee Creek Master Plan.

Meets Identified Public Need As Well As Reasonable Alternative

Subsection 4.198 (.01) B.

**B5. Review Criteria:** "Each such amendment shall include findings in support of the following: That the proposed amendment meets the identified public need at least as well as any other amendment or change that could reasonably be made;"

**Finding:** These criteria are satisfied.

**Details of Finding:** As part of the Coffee Creek Master Plan, the subject land is identified for industrial development, thus no other City Comprehensive Plan Map designation is feasible upon annexation.

Supports Statewide Planning Goals  
Subsection 4.198 (.01) C.

**B6. Review Criteria:** “Each such amendment shall include findings in support of the following: That the proposed amendment supports applicable Statewide Planning Goals, or a Goal exception has been found to be appropriate;”

**Finding:** These criteria are satisfied.

**Details of Finding:** The City of Wilsonville’s Comprehensive Plan and the Coffee Creek Master Plan have been found to be consistent with Statewide Planning Goals. By being consistent with the Comprehensive Plan and Coffee Creek Master Plan, the proposed Comprehensive Plan Map Amendment is also consistent with the Statewide Planning Goals.

No Conflict with Other Portions of Plan  
Subsection 4.198 (.02) D.

**B7. Review Criteria:** “Each such amendment shall include findings in support of the following: That the proposed change will not result in conflicts with any portion of the Comprehensive Plan that is not being amended.”

**Finding:** These criteria are satisfied.

**Details of Finding:** The applicant is requesting an amendment of the Comprehensive Plan Map for the subject properties. The applicant does not propose to modify or amend any other portion of the Comprehensive Plan or Plan Map. The “Industrial” designation reflects the Coffee Creek Master Plan, an adopted sub-element of the Comprehensive Plan.

**Comprehensive Plan and Plan Components**

For a majority of Comprehensive Plan Goals, Policies, and Implementation Measures compliance is ensured by the development code standards applied to any development on the proposed property. The following findings are limited to procedural language and Comprehensive Plan language without a clear relationship to implementing development code standards.

**Initiating, Applying for, and Considering Plan Amendments**

Who May Initiate Plan Amendments  
Introduction Page 7 “Plan Amendments” 1.

**B8. Review Criteria:** “An Amendment to the adopted Plan may be initiated by: a. The City Council, b. The Planning Commission (for legislative amendments) or Development Review Board (for quasi-judicial amendments); or c. Application of property owner(s) or contract purchaser(s) affected or their authorized agents, as specified in #2 below.”

**Finding:** These criteria are satisfied.

**Details of Finding:** The property owner of the subject property initiated the proposed

amendment.

#### How to Make Application

Introduction Page 7 "Plan Amendments" 2.

**B9. Review Criteria:** "An application for an amendment to the Plan maps or text shall be made on forms provided by the City. The application, except when initiated by the City Council, DRB, or Planning Commission, as noted in #1, above, shall be accompanied by a Plan Amendment Fee.

**Finding:** These criteria are satisfied.

**Details of Finding:** The proposed amendment has been initiated by the property owner of the subject property who has submitted a signed application form provided by the City and paid the required application fee.

#### Consideration of Plan Amendments

Introduction Page 7 "Plan Amendments" 3.

**B10. Review Criteria:** This language specifies how the City should consider a plan amendment including: requiring the City Council consider a plan amendment only after receiving findings and recommendation from the Planning Commission or Development Review Board; having sufficient time before the first evidentiary hearing for public notice and staff report preparation, considering compliance with Statewide Planning Goals and applicable Metro Plans.

**Finding:** These criteria are satisfied.

**Details of Finding:** The City Council will consider the plan amendment only after receiving a recommendation from the Development Review Board.

### **Standards for Approval of Plan Amendments**

#### Conformance with Other Portions of the Plan

Introduction Page 7 "Plan Amendments" 4. a.

**B11. Review Criterion:** "The proposed amendment is in conformance with those portions of the Plan that are not being considered for amendment."

**Finding:** This criterion is satisfied.

**Details of Finding:** The designation of newly annexed land consistent with the Coffee Creek Master Plan, an adopted sub-element of the Comprehensive Plan, does not create any conflicts with the portions of the plan not being considered for amendment.

#### Public Interest

Introduction Page 7 "Plan Amendments" 4. b.

**B12. Review Criterion:** "The granting of the amendment is in the public interest."

**Finding:** This criterion is satisfied.

**Details of Finding:** A public interest is being met by bringing industrial land into the City consistent with the Coffee Creek Master Plan. See also Finding B4.

Public Interest Best Served by Timing of Amendment  
Introduction Page 7 "Plan Amendments" 4. c.

**B13. Review Criterion:** "The public interest is best served by granting the amendment at this time."

**Finding:** This criterion is satisfied.

**Details of Finding:** The timing of the amendment is appropriate. See Finding B5.

Factors to Address in Amendment  
Introduction Page 7 "Plan Amendments" 4. d.

**B14. Review Criterion:** "The following factors have been adequately addressed in the proposed amendment:

- the suitability of the various areas for particular land uses and improvements;
- the land uses and improvements in the area;
- trends in land improvement;
- density of development;
- property values;
- the needs of economic enterprises in the future development of the area;
- transportation access;
- natural resources; and
- the public need for healthful, safe and aesthetic surroundings and conditions.

**Finding:** This criterion is satisfied.

**Details of Finding:** All of the listed items were considered in the Coffee Creek Master Plan, an industrial use is appropriate for the subject land consistent with the master plan.

Conflict with Metro Requirements  
Introduction Page 7 "Plan Amendments" 4. e.

**B15. Review Criterion:** "Proposed changes or amendments to the Comprehensive Plan do not result in conflicts with applicable Metro requirements."

**Finding:** This criterion is satisfied.

**Details of Finding:** No conflicts with Metro requirements have been identified.

Public Notice Requirements  
Introduction Page 8 "Plan Amendments" 5.

**B16. Review Criterion:** This language describes the noticing requirements implemented by the City's noticing requirements for quasi-judicial review.

**Finding:** This criterion is satisfied.

**Details of Finding:** Public hearing notices have or will be sent as required.

## Land Use and Development

### Balance of Different Land Uses

Goal 4.1 and Policy 4.1.1

**B17. Review Criterion:** “The City of Wilsonville shall make land use and planning decisions to achieve Goal 4.1: To have an attractive, functional, economically vital community with a balance of different types of land uses.”

**Finding:** This criterion is satisfied.

**Details of Finding:** The designation of newly annexed land as “Industrial” consistent with the Coffee Creek Master Plan, an adopted sub-element of the Comprehensive Plan, maintains the mix of land uses planned and for the City.

### Favoring Capital Intensive Industries

Implementation Measure 4.1.3.c.

**B18. Review Criterion:** “Favor capital intensive, rather than labor intensive, industries within the City.

**Finding:** This criterion is satisfied.

**Details of Finding:** While it is unclear the mechanism to favor such industries, in accompanying applications the subject land is planned for capital intensive waste processing and support facilities.

## Areas of Special Concern

### Area H

**B19. Review Criterion:** “Note: the previous Area 8 has been replaced with Area H, dealing with the Day Road area, northwest of the current City limits, including the new State prison. This area is bordered by Clay and Day Roads on the north and railroad tracks on the west.

A master plan for this neighborhood will be needed to address property-owner concerns and mitigate the effects of the 110-acre prison development. The City is providing urban services to the prison prior to annexation, and expects to provide services to the entire area when it has been master planned and annexed.”

**Finding:** This criterion is satisfied.

**Details of Finding:** Area H has been further implemented by the Coffee Creek Master Plan of which the subject property is a part.

## Coffee Creek Master Plan

### Land Use

Table 1 Master Plan Summary, Page 2

**B20. Review Criteria:** This table identifies the land use for the Coffee Creek Master Plan as “Regionally Significant Industrial Area, allows light industrial with strict limits on non-industrial uses.”

**Finding:** These criteria are satisfied.

**Details of Finding:** The proposed Comprehensive Plan Map designation of “Industrial” allows for development of land uses consistent with the Coffee Creek Master Plan.

### **Metro Urban Growth Managements Functional Plan**

#### **Industrial and Other Employment Areas**

##### **Title 4**

**B21. Review Criteria:** This title establishes the regional requirements for industrial and other employment areas including protection of regionally significant industrial areas for industrial development especially on large lots, and limits to retail uses in all industrial and employment areas.

**Finding:** These criteria are satisfied.

**Details of Finding:** Conformance with Title 4 is ensured by the development code standards applied to any development on the proposed property. The proposed Comprehensive Plan designation of “Industrial” and concurrent rezone to Planned Development Industrial Regionally Significant Industrial Area allowed the appropriate implementing development code standards to apply.

**ORDINANCE NO. 794**

**AN ORDINANCE OF THE CITY OF WILSONVILLE APPROVING A ZONE MAP AMENDMENT FROM THE WASHINGTON COUNTY FUTURE DEVELOPMENT-20 (FD-20) ZONE TO THE PLANNED DEVELOPMENT INDUSTRIAL-REGIONALLY SIGNIFICANT INDUSTRIAL AREA (PDI-RSIA) ZONE ON APPROXIMATELY 10.2 ACRES COMPRISING TAX LOT 600 OF SECTION 2C, T3S, R1W, WASHINGTON COUNTY, OREGON AND ADJACENT RIGHT-OF-WAY, WILLAMETTE RESOURCE INCORPORATED, APPLICANT/OWNER.**

**RECITALS**

WHEREAS, Willamette Resources Incorporated (“Applicant”) have made a development application requesting, among other things, a Zone Map Amendment of the Property; and

WHEREAS, the development application form has been signed by Jason Jordan, General Manager, on behalf of Willamette Resources Incorporated, owner of real property legally described and shown in Attachment 1, attached hereto and incorporated by reference herein (“Property”); and

WHEREAS, the City desires to also place a Zone Map designation on adjacent public right-of-way annexed into the City; and

WHEREAS, concurrently with the Zone Map Amendment the Applicant is requesting a change of the Comprehensive Plan Map designation to “Industrial”; and

WHEREAS, the City of Wilsonville desires to have the properties zoned consistent with the Comprehensive Plan Map designation of “Industrial” and the Metro Title 4 Map Designation of Regionally Significant Industrial Area, upon approval the requested Comprehensive Plan Map designation; and

WHEREAS, the City of Wilsonville Planning Staff analyzed the Zone Map Amendment request and prepared a staff report for the Development Review Board, finding that the application met the requirements for a Zone Map Amendment and recommending approval of the Zone Map Amendment, which staff report was presented to the Development Review Board on May 9, 2016;

WHEREAS, the Development Review Board Panel A held a public hearing on the application for a Zone Map Amendment on May 9, 2016, and after taking public testimony and giving full consideration to the matter, adopted Resolution No. 327 which recommends that the

City Council approve a request for a Zone Map Amendment (Case File DB16-0006) contingent on the concurrent Comprehensive Plan Map Amendment and Annexation; and

WHEREAS, on June 6, 2016, the Wilsonville City Council held a public hearing regarding the above described matter, wherein the City Council considered the full public record made before the Development Review Board, including the Development Review Board and City Council staff reports; took public testimony; and, upon deliberation, concluded that the proposed Zone Map Amendment meets the applicable approval criteria under the City of Wilsonville Development Code;

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

Section 1. Findings. The City Council adopts, as findings and conclusions, the forgoing Recitals and Zone Map Amendment Findings in Attachment 2, as if fully set forth herein.

Section 2. Order. The official City of Wilsonville Zone Map is hereby amended by Zoning Order DB16-0006, attached hereto as Attachments 1, from the Washington County Future Development 20 (FD-20) Zone to Planned Development Industrial-Regionally Significant Industrial Area (PDI-RSIA) Zone.

SUBMITTED to the Wilsonville City Council and read the first time at a meeting thereof on the 6<sup>th</sup> day of June 2016, and scheduled for the second and final reading on June 20, 2016, commencing at the hour of 7 p.m. at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, OR.

ENACTED by the City Council on the 20<sup>th</sup> day of June, 2016, by the following

votes: Yes:\_\_\_ No:\_\_\_

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

DATED and signed by the Mayor this \_\_\_\_ day of June, 2016.

\_\_\_\_\_  
TIM KNAPP, MAYOR

SUMMARY OF VOTES:

Mayor Knapp  
Councilor Starr  
Councilor Lehan  
Councilor Stevens  
Councilor Fitzgerald

Exhibits and Attachments:

Attachment 1 – Zoning Order DB16-0006 including legal description and sketch depicting map amendment.

Attachment 2 – Zone Map Amendment Findings, May 12, 2016.

**ORDINANCE NO. 794– ATTACHMENT 1**

**BEFORE THE CITY COUNCIL OF THE  
CITY OF WILSONVILLE, OREGON**

In the Matter of the Application of	)	
Willamette Resources Incorporated	)	
for a Rezoning of Land and Amendment	)	<b>ZONING ORDER DB16-0006</b>
of the City of Wilsonville	)	
Zoning Map Incorporated in Section 4.102	)	
of the Wilsonville Code.	)	

The above-entitled matter is before the Council to consider the application of DB16-0006, for a Zone Map Amendment and an Order, amending the official Zoning Map as incorporated in Section 4.102 of the Wilsonville Code.

The Council finds that the subject property (“Property”), legally described and shown in the attached legal description and sketch, has heretofore appeared on the Washington County Zoning Map as Future Development-20 (FD-20).

The Property is being annexed into the City of Wilsonville by Ordinance No. 792.

The Council having heard and considered all matters relevant to the application for a Zone Map Amendment, including the Development Review Board record and recommendation, finds that the application should be approved.

THEREFORE IT IS HEREBY ORDERED that The Property, consisting of approximately 10.2 including tax lot 600 of Section 2C, T3S, R1W, Washington County, Oregon and adjacent right-of-way known as SW Garden Acres Road, comprising tax lot 600 of Section 2C, T3S, R1W, Washington County, Oregon, as more particularly shown and described in the attached legal description and sketch, is hereby rezoned to Planned Development Industrial-Regionally Significant Industrial Area (PDI-RSIA), subject to conditions detailed in this Order’s adopting Ordinance. The foregoing rezoning is hereby declared an amendment to the Wilsonville Zoning Map (Section 4.102 WC) and shall appear as such from and after entry of this Order.

Dated: June 20, 2016.

\_\_\_\_\_  
TIM KNAPP, MAYOR

APPROVED AS TO FORM:

---

Barbara A. Jacobson, City Attorney

ATTEST:

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Sandra C. King, MMC, City Recorder

Attachment: Legal Description and Sketch Depicting Land/Territory to be Rezoned

EXHIBIT "A"

A TRACT OF LAND SITUATE IN THE SOUTHWEST ONE-QUARTER OF SECTION 2, TOWNSHIP 3 SOUTH, RANGE 1 WEST OF THE WILLAMETTE MERIDIAN, WASHINGTON COUNTY, OREGON, BEING LOT 12, OF THE PLAT OF "GARDEN ACRES", WASHINGTON COUNTY PLAT RECORDS AND A PORTION OF GARDEN ACRES ROAD, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

**BEGINNING** AT A POINT ON THE WESTERLY RIGHT-OF-WAY LINE OF GARDEN ACRES ROAD, SAID POINT BEARS SOUTH 89°41'03" WEST, A DISTANCE OF 20.00 FEET AND SOUTH 00°18'57" EAST, A DISTANCE OF 1652.60 FEET FROM THE QUARTER CORNER COMMON TO SECTIONS 2 AND 3, THENCE LEAVING SAID WESTERLY RIGHT-OF-WAY LINE ALONG A WESTERLY EXTENSION OF THE NORTH LINE OF SAID LOT 12 AND THE NORTH LINE OF SAID LOT 12 NORTH 89°28'40" EAST, A DISTANCE OF 1344.33 FEET TO A 5/8" IRON ROD MARKING THE NORTHEAST CORNER OF SAID LOT 12; THENCE LEAVING SAID NORTH LINE ALONG THE EAST LINE OF SAID LOT 12, SOUTH 00°19'54" EAST, A DISTANCE OF 330.43 FEET TO A 3 1/2" BRASS CAP STAMPED "BONNVILLE POWER ADMINISTRATION", MARKING THE SOUTHEAST CORNER OF SAID LOT 12; THENCE LEAVING SAID EAST LINE ALONG THE SOUTH LINE OF SAID LOT 12 AND A WESTERLY EXTENSION THEREOF SOUTH 89°28'40' WEST, A DISTANCE OF 1344.42 FEET TO A POINT ON SAID WESTERLY RIGHT-OF-WAY LINE OF GARDEN ACRES ROAD; SAID POINT BEARS SOUTH 89°41'03" WEST, A DISTANCE OF 20.00 FEET AND NORTH 00°18'57" WEST, A DISTANCE OF 661.31 FEET FROM THE SECTION CORNER COMMON TO SECTIONS 3, 2, 10 AND 11; THENCE ALONG SAID WESTERLY RIGHT-OF-WAY LINE NORTH 00°18'57" WEST, A DISTANCE OF 330.43 FEET TO THE POINT OF BEGINNING.

CONTAINS 444,223 SQUARE FEET OR 10.198 ACRES, MORE OR LESS.

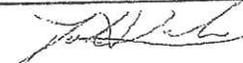
ANNEXATION CERTIFIED

BY VF

NOV 16 2015

WASHINGTON COUNTY A & T  
CARTOGRAPHY

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR



OREGON  
JULY 15, 2003  
TOD V. KELSO  
50701

EXPIRATION DATE: 6/30/17

# LOT CONSOLIDATION EXHIBIT

ANNEXATION CERTIFIED

BY *VF*

NOV 16 2015

WASHINGTON COUNTY A & T  
CARTOGRAPHY



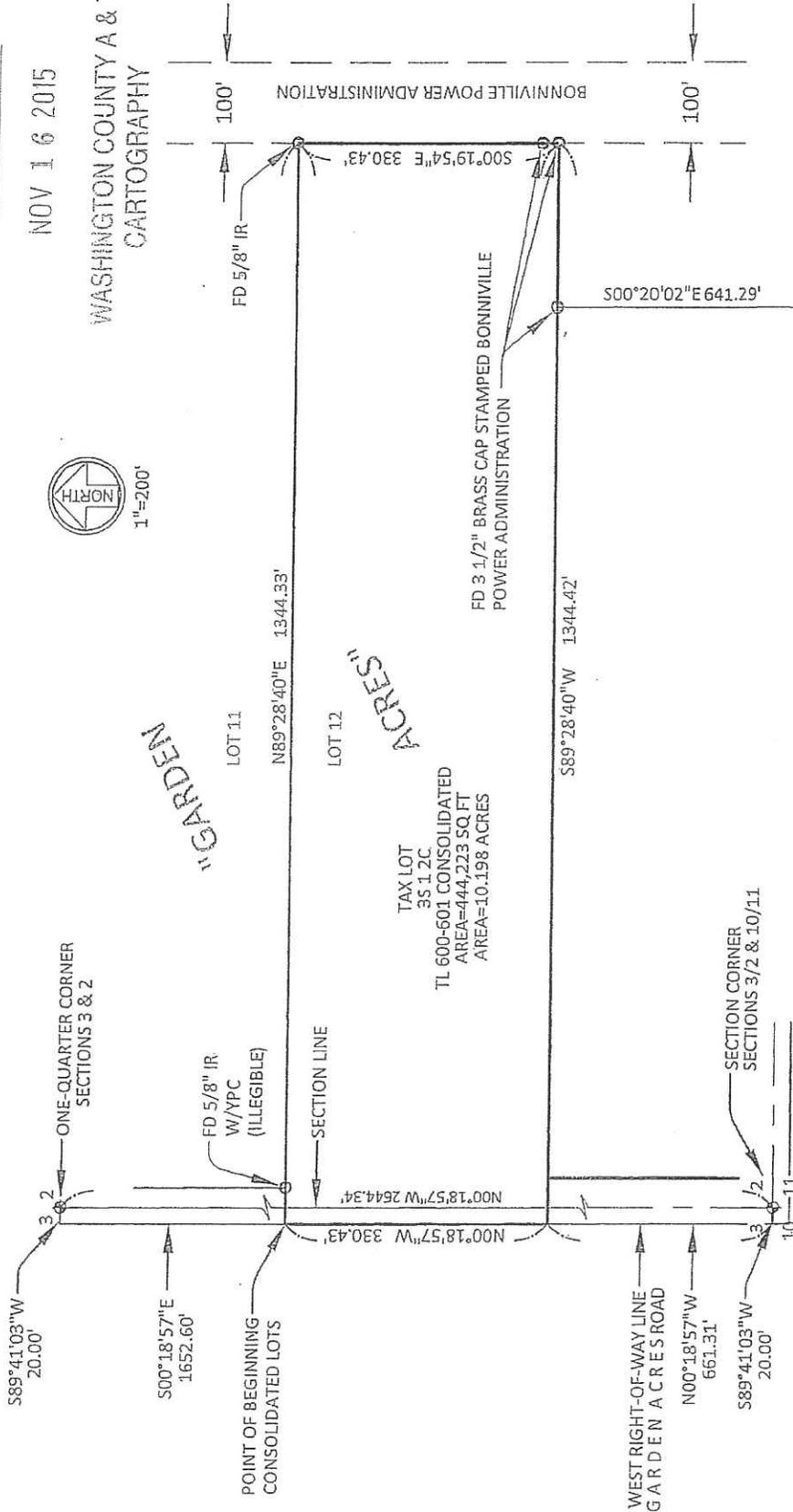
GARDEN

LOT 11

LOT 12

ACRES

TAX LOT  
35.1.2C  
TL 600-601 CONSOLIDATED  
AREA=444,223 SQ FT  
AREA=10.198 ACRES



<b>Project</b>	REP. SERV. ANNEXATION
<b>No.</b>	999-158B

<b>Designed by</b>	TKV	<b>Date</b>	2015-11-03
<b>Drawn by</b>	TKV	<b>Date</b>	2015-11-09
<b>Horiz. Scale:</b>	1"=200'	<b>Vert. Scale:</b>	EXHIBIT
<b>Type</b>	EXHIBIT		

**PDS**

PIONEER DESIGN GROUP, INC. www.pds.com

9825 SW WASHINGTON SQUARE RD.  
SUITE 170  
PORTLAND, OREGON 97223  
P. 503.443.8280  
F. 503.443.8143

<b>Sheet</b>	<b>2</b>	<b>of</b>	<b>2</b>
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Ordinance No. 794  
 Staff Report  
 Wilsonville Planning Division

Republic Services Expansion  
 Comprehensive Plan Map Amendment

City Council  
 Quasi-Judicial Public Hearing

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<b>Hearing Date:</b>	June 20, 2016
<b>Date of Report:</b>	May 12, 2016
<b>Application No.:</b>	DB16-0006 Zone Map Amendment

---

**Request:** The City Council is being asked to review a Zone Map Amendment from Washington County FD-20 to City of Wilsonville Planned Development Industrial-Regionally Significant Industrial Area (PDI-RSIA) on approximately 10.2 acres of property owned by Republic Services to expand their campus and adjacent right-of-way.

**Location:** Segment of Garden Acres Road and a parcel east of Garden Acres Road north of current Republic Services buildings. The property is specifically known as Tax Lots 600, Section 2C, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Washington County, Oregon and adjacent right-of-way.

**Owner/Applicant:** Jason Jordan, Willamette Resources Inc.

**Applicants'**

**Representative:** Ben Altman, Pioneer Design Group

**Comprehensive Plan Designation (Current):** FD-20

**Comprehensive Plan Designation (Proposed):** Industrial

**Zone Map Classification (Current):** FD-20

**Zone Map Classification (Proposed):** PDI-RSIA

**Staff Reviewers:** Daniel Pauly AICP, Associate Planner

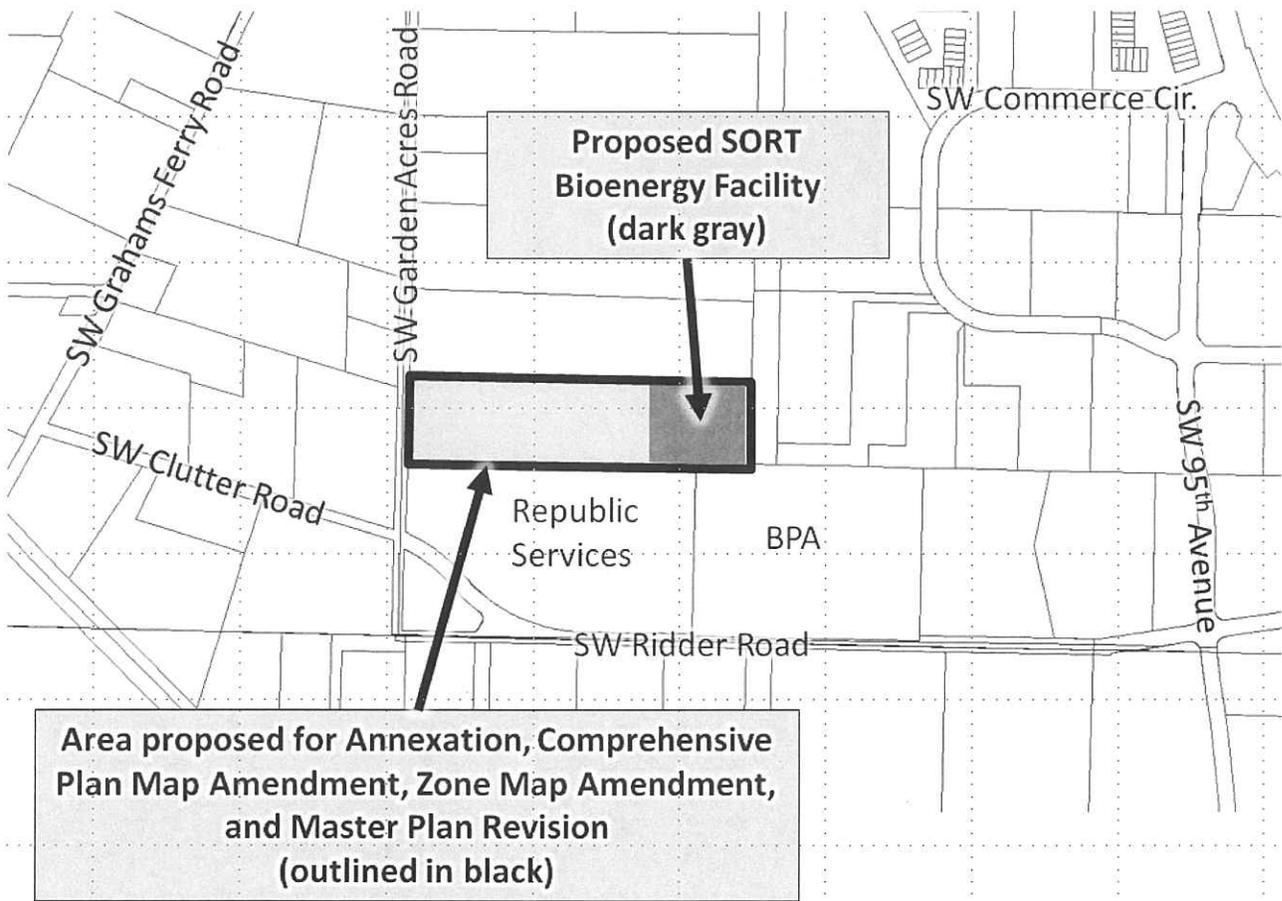
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Section 4.014	Burden of Proof
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Subsection 4.035 (.04)	Site Development Permit Application
Subsection 4.035 (.05)	Complete Submittal Requirement
Section 4.110	Zones
Section 4.117	Standards Applying to Industrial Development in Any Zone
Section 4.118	Standards Applying to Planned Development Zones
Section 4.135.5	PDI-RSIA Zone
Section 4.197	Zone Changes and Amendments to the Development Code
<b><u>Other Documents:</u></b>	
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**Vicinity Map**



**Background/Summary:**

Republic Services has a growing operation in Wilsonville. The Wilsonville campus currently includes a Materials Recovery Facility (MRF) for processing and sorting waste, collection operations offices, maintenance shop, and storage and support services. Republic Services and their predecessor companies have owned 10 acres north of their campus for many years, which currently sits outside Wilsonville City limits. In support of their continued growth and requested annexation, Republic Services request the City adopt an appropriate Zone Map designation.

Republic Services requests a zoning designation consistent with the proposed Comprehensive Plan Map designation of "Industrial". In addition to the Comprehensive Plan Map designation of "Industrial", Metro's Title 4, Industrial and Other Employment Areas Map shows the property as a "Regionally Significant Industrial Area." Consistent with this designation Republic Services proposes the property be designation as Planned Development Industrial-Regionally Significant Industrial Area (PDI-RSIA).

**Conclusion and Conditions of Approval:**

Staff and the DRB have reviewed the application and facts regarding the request and recommend the City Council approve the Zone Map Amendment (DB16-0006).

**Procedural Statements and Background Information:**

1. The statutory 120-day time limit applies to this application. The application was received on February 5, 2016. On March 2, 2016 staff conducted a completeness review within the statutorily allowed 30-day review period and found the application to be incomplete. On March 21, 2016 the Applicant submitted new materials. On April 19, 2016 the application was deemed complete. The City must render a final decision for the request, including any appeals, by August 17, 2016.
2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North:	FD-20	Rural
East:	PDI	Industrial Development
South:	PDI/PF	Republic Services/BPA Substation
West:	FD-20	Rural

3. Previous Planning Approvals:
  - Case File 91PC33 – Stage I Master Plan Willamette Resources
  - Case File 94DR18 – Site Design Review Willamette Resources
  - Case File 99DB03 – Site Design Review Keller Drop Box
  - Case File DB14-0032 Stage I Master Plan Revision
  - Case File DB14-0033 Stage II Final Plan for Maintenance Facility

Case File DB14-0034 Site Design Review for Maintenance Facility  
Case File DB14-0035 Type C Tree Plan

4. The applicant has complied with Sections 4.008 through 4.011, 4.013-4.031, and 4.035 of the Wilsonville Code. Said sections pertain to review procedures and submittal requirements.

### **Findings of Fact:**

NOTE: Pursuant to Section 4.014 the burden of proving that the necessary findings of fact can be made for approval of any land use or development application rests with the applicant in the case.

## **General Information**

### Application Procedures-In General Section 4.008

**Review Criteria:** This section lists general application procedures applicable to a number of types of land use applications and also lists unique features of Wilsonville's development review process.

**Finding:** These criteria are met.

**Details of Finding:** The application is being processed in accordance with the applicable general procedures of this Section.

### Initiating Application Section 4.009

**Review Criterion:** "Except for a Specific Area Plan (SAP), applications involving specific sites may be filed only by the owner of the subject property, by a unit of government that is in the process of acquiring the property, or by an agent who has been authorized by the owner, in writing, to apply."

**Finding:** This criterion is satisfied.

**Details of Finding:** The application has been submitted on behalf of the property owner, Republic Services and is signed by an authorized representative.

### Pre-Application Conference Subsection 4.010 (.02)

**Review Criteria:** This section lists the pre-application process

**Finding:** These criteria are satisfied.

**Details of Finding:** A Pre-application conferences were held on October 16, 2014 (PA14-0015) in accordance with this subsection.

### Lien Payment before Approval Subsection 4.011 (.02) B.

**Review Criterion:** "City Council Resolution No. 796 precludes the approval of any development application without the prior payment of all applicable City liens for the subject property. Applicants shall be encouraged to contact the City Finance Department to verify that there are no outstanding liens. If the Planning Director is advised of outstanding liens while an application is under consideration, the Director shall advise the applicant that payments must be made current or the existence of liens will necessitate denial of the application."

**Finding:** This criterion is satisfied.

**Details of Finding:** No applicable liens exist for the subject property. The application can thus move forward.

#### General Submission Requirements Subsection 4.035 (.04) A.

**Review Criteria:** "An application for a Site Development Permit shall consist of the materials specified as follows, plus any other materials required by this Code." Listed 1. through 6. j.

**Finding:** These criteria are satisfied.

**Details of Finding:** The applicant has provided all of the applicable general submission requirements contained in this subsection.

#### Zoning-Generally Section 4.110

**Review Criteria:** "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." "The General Regulations listed in Sections 4.150 through 4.199 shall apply to all zones unless the text indicates otherwise."

**Finding:** These criteria are satisfied.

**Details of Finding:** This proposed development is in conformity with the applicable zoning district and general development regulations listed in Sections 4.150 through 4.199 have been applied in accordance with this Section.

### **Request: DB16-0006 Zone Map Amendment**

#### **Development Code**

#### Zoning Consistent with Comprehensive Plan Section 4.029

C1. **Review Criterion:** "If a development, other than a short-term temporary use, is proposed on a parcel or lot which is not zoned in accordance with the Comprehensive Plan, the applicant must receive approval of a zone change prior to, or concurrently with the approval of an application for a Planned Development."

**Finding:** This criterion is satisfied.

**Explanation of Finding:** The applicant is applying for a zone change concurrently with a Stage I Master Plan revision for the entirety of the subject property and Stage II Final Plan for a planned development on the eastern portion of the property.

Base Zones

Subsection 4.110 (.01)

C2. **Review Criterion:** This subsection identifies the base zones established for the City, including the Village Zone.

**Finding:** This criterion is satisfied.

**Explanation of Finding:** The requested zoning designation of Planned Development Industrial-Regionally Significant Industrial Area "PDI-RSIA" is among the base zones identified in this subsection.

**Standards for Planned Development Industrial-Regionally Significant Industrial Area Zone**

Purpose of PDI-RSIA

Subsection 4.135.5 (.01)

C3. **Review Criteria:** The purpose of the PDI-RSIA Zone is to provide opportunities for regionally significant industrial operations along with a limited and appropriate range of related and compatible uses; to provide the flexibility to accommodate the changing nature of industrial employment centers, to protect industrially zoned lands for industrial uses, primarily in those areas near significant transportation facilities for the movement of freight and to facilitate the redevelopment of under-utilized industrial sites.

**Finding:** These criteria are satisfied.

**Details of Finding:** The zoning will allow only industrial uses consistent with the purpose stated in this subsection.

Uses Typically Permitted

Subsection 4.135.5 (.03)

C4. **Review Criteria:** Uses that are typically permitted:

- A. Wholesale houses, storage units, and warehouses.
- B. Laboratories, storage buildings, warehouses, and cold storage plants.
- C. Assembly of electrical equipment, including the manufacture of small parts.
- D. The light manufacturing, simple compounding or processing packaging, assembling and/or treatment of products, cosmetics, drugs, and food products, unless such use is inconsistent with air pollution, excess noise, or water pollution standards.
- E. Office Complexes-Technology (as defined in Section 4.001).
- F. Experimental, film or testing laboratories.
- G. Storage and distribution of grain, livestock feed, provided dust and smell is effectively controlled.

- H. Motor vehicle service facilities complementary or incidental to permitted uses.
- I. Any use allowed in a PDC Zone or any other light industrial uses provided that any such use is compatible with industrial use and is planned and developed in a manner consistent with the purposes and objectives of Sections 4.130 to 4.140 and is subject to the following criteria:
  - 1. Service Commercial (defined as professional services that cater to daily customers such as financial, insurance, real estate, legal, medical or dental offices) shall not exceed 3000 square feet of floor space in a single building or 20,000 square feet of combined floor area within a multiple building development.
  - 2. Office Use (as defined in Section 4.001) shall not exceed 20% of total floor area within a project site.
  - 3. Retail uses not to exceed 3000 square feet of indoor and outdoor sales, service, or inventory storage area for a single building or 20,000 square feet of indoor and outdoor sales, service or inventory storage area for multiple buildings.
  - 4. Combined uses under I.1 and 3. above shall not exceed a total of 3000 square feet of floor area in a single building or 20,000 square feet of combined floor area within a multi-building development.
- J. Residential uses shall not exceed 10% of total floor area.
- K. Accessory uses, buildings and structures customarily incidental to any of the aforesaid principal permitted uses.
- L. Temporary buildings or structures for uses incidental to construction work, which buildings or structures shall be removed upon completion or abandonment of the construction work.
- M. Expansion of a building, structure or use approved prior to October 25, 2004 of up to 20% additional floor area and/or 10% additional land area.
- N. Other similar uses which in the judgment of the Planning Director are consistent with the purpose of the PDI-RSIA Zone.

**Finding:** These criteria are satisfied.

**Details of Finding:** The proposed zoning will allow only uses consistent with the list established in this subsection.

#### Zone Change Procedures

Subsection 4.197 (.02) A.

- C5. **Review Criteria:** "That the application before the Commission or Board was submitted in accordance with the procedures set forth in Section 4.008, Section 4.125(.18)(B)(2), or, in the case of a Planned Development, Section 4.140;"

**Finding:** These criteria are satisfied.

**Explanation of Finding:** The request for a zone map amendment has been submitted as set forth in the applicable code sections.

Conformance with Comprehensive Plan Map, etc.  
Subsection 4.197 (.02) B.

- C6. **Review Criteria:** "That the proposed amendment is consistent with the Comprehensive Plan map designation and substantially complies with the applicable goals, policies and objectives, set forth in the Comprehensive Plan text;"  
**Finding:** These criteria are satisfied.  
**Explanation of Finding:** The proposed zone map amendment is consistent with the proposed Comprehensive Map designation of "Industrial".

Public Facility Concurrency  
Subsection 4.197 (.02) D.

- C7. **Review Criteria:** "That the existing primary public facilities, i.e., roads and sidewalks, water, sewer and storm sewer are available and are of adequate size to serve the proposed development; or, that adequate facilities can be provided in conjunction with project development. The Planning Commission and Development Review Board shall utilize any and all means to insure that all primary facilities are available and are adequately sized."  
**Finding:** These criteria are satisfied.  
**Explanation of Finding:** As part of Stage II Final Plan reviews, concurrency standards are or will be applied to projects in the area being rezoned. Based on existing nearby utilities and utility master plans, the transportation master plan, and the Coffee Creek Master Plan, necessary facilities are or can be made available for development of the subject property consistent with the proposed zoning.

Impact on SROZ Areas  
Subsection 4.197 (.02) E.

- C8. **Review Criteria:** "That the proposed development does not have a significant adverse effect upon Significant Resource Overlay Zone areas, an identified natural hazard, or an identified geologic hazard. When Significant Resource Overlay Zone areas or natural hazard, and/ or geologic hazard are located on or about the proposed development, the Planning Commission or Development Review Board shall use appropriate measures to mitigate and significantly reduce conflicts between the development and identified hazard or Significant Resource Overlay Zone;"  
**Finding:** These criteria are satisfied.  
**Explanation of Finding:** No SROZ is within the area to be rezoned.

Development within 2 Years  
Subsection 4.197 (.02) F.

- C9. **Review Criterion:** "That the applicant is committed to a development schedule demonstrating that the development of the property is reasonably expected to commence within two (2) years of the initial approval of the zone change."

**Finding:** This criterion is satisfied.

**Explanation of Finding:** Concurrently submitted land use approvals for SORT Bioenergy expire after 2 years, so requesting the land use approvals assumes development would commence within two (2) years. However, in the scenario where the applicant or their successors do not commence development within two (2) years allowing related land use approvals to expire, the zone change shall remain in effect.

Development Standards and Conditions of Approval  
Subsection 4.197 (.02) G.

C10. **Review Criteria:** "That the proposed development and use(s) can be developed in compliance with the applicable development standards or appropriate conditions are attached to insure that the project development substantially conforms to the applicable development standards."

**Finding:** These criteria are satisfied.

**Explanation of Finding:** As can be found in the findings for the accompanying requests, the applicable development standards will be met either as proposed or as a condition of approval.

DEVELOPMENT REVIEW BOARD  
RESOLUTION NO. 327

A RESOLUTION ADOPTING FINDINGS RECOMMENDING APPROVAL TO CITY COUNCIL OF ANNEXATION, A COMPREHENSIVE PLAN MAP AMENDMENT FROM WASHINGTON COUNTY – FUTURE DEVELOPMENT (FD-20) DESIGNATION TO CITY – INDUSTRIAL (I) DESIGNATION, AND A ZONE MAP AMENDMENT FROM WASHINGTON COUNTY – FUTURE DEVELOPMENT (FD-20) ZONE TO CITY PLANNED DEVELOPMENT INDUSTRIAL – REGIONAL SIGNIFICANT INDUSTRIAL AREA (PDI-RSIA) ZONE, AND ADOPTING FINDINGS AND CONDITIONS APPROVING A STAGE I MASTER PLAN REVISION FOR AN EXPANDED REPUBLIC SERVICES CAMPUS, A STAGE II FINAL PLAN FOR SORT BIOENERGY, SITE DESIGN REVIEW FOR SORT BIOENERGY, A SETBACK WAIVER FOR SORT BIOENERGY AND TYPE C TREE PLAN FOR SORT BIOENERGY TO ALLOW FOR FUTURE EXPANSION OF REPUBLIC SERVICES OPERATIONS AND ALLOW FOR THE DEVELOPMENT OF FACILITIES TO CONVERT COMMERCIAL FOOD WASTE INTO BIOGAS AND USE THE BIOGAS TO GENERATE ELECTRICITY AMONG OTHER USES. THE SUBJECT SITE IS LOCATED ON TAX LOT 600 OF SECTION 2C, TOWNSHIP 3 SOUTH, RANGE 1 EAST, WILLAMETTE MERIDIAN, CITY OF WILSONVILLE, WASHINGTON COUNTY, OREGON. THE STAGE I MASTER PLAN REVISION ALSO AFFECTS TAX LOT 1400 OF THE SAME SECTION. BEN ALTMAN, PIONEER DESIGN GROUP, LLC – REPRESENTATIVE FOR JASON JORDAN, REPUBLIC SERVICES AND PAUL WOODS, SORT BIOENERGY - APPLICANTS.

WHEREAS, an application, together with planning exhibits for the above-captioned development, has been submitted in accordance with the procedures set forth in Section 4.008 of the Wilsonville Code, and

WHEREAS, the Planning Staff has prepared staff report on the above-captioned subject dated May 2, 2016, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel A at a scheduled meeting conducted on May 9, 2016, at which time exhibits, together with findings and public testimony were entered into the public record, and

WHEREAS, the Development Review Board considered the subject and the recommendations contained in the staff report, and

WHEREAS, interested parties, if any, have had an opportunity to be heard on the subject.

NOW, THEREFORE, BE IT RESOLVED that the Development Review Board of the City of Wilsonville does hereby adopt the staff report dated May 2, 2016, attached hereto as Exhibit A1, with findings and recommendations contained therein, and recommends approval of Annexation (DB16-0004), a Comprehensive Plan Map Amendment (DB16-0005) and a Zone Map Amendment (DB16-0006) to City Council and authorizes the Planning Director to issue permits consistent with said recommendations, contingent on City Council approval of the Annexation (DB16-0004),

Comprehensive Plan Map Amendment (DB16-0005) and Zone Map Amendment Requests (DB16-0006) and certain Transportation Plan Amendments (LP16-0001) for:

- DB16-0007 Stage I Preliminary Plan Revision for SORT Bioenergy
- DB16-0008 Stage II Final Plan for SORT Bioenergy
- DB16-0009 Site Design Review for SORT Bioenergy
- DB16-0010 Setback Waiver for SORT Bioenergy
- DB16-0011 Type C Tree Removal Plan for SORT Bioenergy

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 9<sup>th</sup> day of May, 2016 and filed with the Planning Administrative Assistant on May 10, 2016. This resolution is final on the 15<sup>th</sup> calendar day after the postmarked date of the written notice of decision per *WC Sec 4.022(.09)* unless appealed per *WC Sec 4.022(.02)* or called up for review by the council in accordance with *WC Sec 4.022(.03)*.



Kristin Akervall – Vice-Chair, Panel A  
Wilsonville Development Review Board

Attest:



Shelley White, Planning Administrative Assistant



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b>  June 20, 2016		<b>Subject: Resolution No. 2588</b> Wilsonville Community Sharing Support Grant Agreement for 2016  <b>Staff Member:</b> Susan Cole <b>Department:</b> Finance	
<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> This resolution authorizes an agreement between the City and Wilsonville Community Sharing, for WCS to provide certain assistance to Wilsonville residents for fiscal year 2016-17 in the total amount of \$48,640.	
<b>Staff Recommendation:</b> Staff recommends Council adopt Resolution No. 2588			
<b>Recommended Language for Motion:</b> I move to approve Resolution No. 2588			
<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 type="checkbox"/> Adopted Master Plan(s)	<input checked="" type="checkbox"/> Not Applicable

**ISSUE BEFORE COUNCIL:**

Wilsonville Community Sharing grant renewal.

**EXECUTIVE SUMMARY:**

The annual Support Grant Agreement between the City of Wilsonville and Wilsonville Community Sharing (WCS) expires June 30, 2016.

The City of Wilsonville has supported the administrative and operational services of Wilsonville Community Sharing (WCS) through financial support for more than 16 years.

For FY 2016-17, the Approved Budget includes \$48,640; \$32,640 for a general purpose portion dedicated to, but not limited to, providing staffing, food, prescription help, rent & housing support and other services to those community members in need. Additionally, \$16,000 has been provided for utility bill paying assistance. The general purpose portion of the grant has been increased above the FY 2015-16 amount of \$32,000 by \$640, representing inflation.

**EXPECTED RESULTS:**

The expected result of this agreement is to continue support of WCS.

**TIMELINE:**

This resolution and agreement would be effective from July 1, 2016, through June 30, 2017.

**CURRENT YEAR BUDGET IMPACTS:**

There are no current year budget impacts. For FY 2016-17, \$48,640 in General Fund has been budgeted in the City Administration Department.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: SCole Date: 6/7/16

**LEGAL REVIEW / COMMENT:**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMUNITY INVOLVEMENT PROCESS:**

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY**

Helping those in need through Wilsonville Community Sharing.

**ALTERNATIVES:**

Not renew the Support Grant Agreement, which would impede the mission of WCS to help community members in need.

**CITY MANAGER COMMENT:**

**ATTACHMENTS:**

**RESOLUTION NO. 2588**

**A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING SUPPORT GRANT AGREEMENT WITH WILSONVILLE COMMUNITY SHARING**

WHEREAS, Wilsonville Community Sharing, an Oregon non-profit corporation, has been providing community outreach services, including but not limited to staffing, food, utility bill-paying assistance, prescription help, rent and housing support, and referral to other services beyond that which Wilsonville Community Sharing can meet for those in need; and

WHEREAS, the City of Wilsonville has supported the administrative and operational services of Wilsonville Community Sharing through grant support since fiscal year 1999-2000; and

WHEREAS, since fiscal year 2010-11 the City has provided both a general purpose grant and a separate utility bill-paying assistance grant, collectively referred to as “Grant”; and

WHEREAS, the City has included the Grant within the City Manager’s budget which is subject to review by the Budget Committee and adoption by City Council; and

WHEREAS, Wilsonville Community Sharing has provided detailed quarterly and annual financial statements that include information on services and activities and Grant expenditures; and

WHEREAS, the Grant totaling \$48,640 is included in the FY 2016-17 budget and is composed of \$32,640 for the general purpose portion and \$16,000 for the utility bill-paying assistance portion; and

WHEREAS, the parties agree that it is prudent to enter into a Support Grant Agreement setting forth the respective parties’ rights and obligations for the fiscal year 2016-17 (ending

June 30, 2017), ensure a financial reporting and review system, and state the specific purpose for which the Grant monies can be used;

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

1. A one-year Grant is awarded to Wilsonville Community Sharing.
2. The City Manager is authorized to enter into for the fiscal year 2016-17 (ending June 30, 2017) a Support Grant Agreement with Wilsonville Community Sharing, an Oregon non-profit organization, in the amount of \$48,640 for the fiscal year 2016-17, under the terms and conditions as set forth in the Support Grant Agreement, a copy of which is marked Exhibit A, attached hereto, and incorporated by reference as if fully set forth herein.
3. This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 20th day of June, 2015, and filed with the Wilsonville City Recorder this date.

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Tim Knapp, Mayor

ATTEST:

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Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Starr

Councilor Fitzgerald

Councilor Lehan

Councilor Stevens

Attachments:

Exhibit A – Wilsonville Community Sharing Support Grant Agreement

**EXHIBIT A**

**WILSONVILLE COMMUNITY SHARING  
SUPPORT GRANT AGREEMENT**

WHEREAS, Wilsonville Community Sharing, an Oregon non-profit corporation, has been providing community outreach services, including but not limited to staffing, food, bill-paying assistance, prescription help, rent and housing support, and referral to other services beyond that which Wilsonville Community Sharing can meet for those in need; and

WHEREAS, the City of Wilsonville has supported the administrative and operational services of Wilsonville Community Sharing through financial support since fiscal year 1999-2000 and has included the grant support in the City Manager's program budget; and

WHEREAS, the fiscal year 2016-17 budget includes a total of \$48,640 for financial support which is separated into a general purpose portion of \$32,640 and a utility bill-paying assistance portion of \$16,000, collectively this is referred to as "Grant"; and

WHEREAS, the general purpose portion of the Grant has been indexed to the Portland-Salem Metropolitan Area Consumer Price Index; and

WHEREAS, the utility bill-paying assistance portion was added in May 2010 in response to a Council Goal to address increased need resulting from the recession during that time period and contained a provision to continue through June 2013 or until the Portland metro area unemployment rate fell below 7%, whichever happened later; and

WHEREAS, the City Council has recognized utility bill-paying assistance is an on-going need and developed guidelines in 2015 for the use of funds for utility bill-paying assistance; and

WHEREAS, Wilsonville Community Sharing has provided detailed quarterly and annual financial statements that include information on services and activities and Grant expenditures; and

WHEREAS, the parties agree that it is prudent to enter into a Grant Agreement setting forth the respective parties' rights and obligations and to establish the Grant for fiscal year 2016-17 (ending June 30, 2017), ensure a financial reporting and review system, and state the specific purpose for which the Grant monies can be used;

NOW, THEREFORE, based on the mutual considerations and provisions set forth below, the parties enter into this Support Grant Agreement ("Grant Agreement") as follows:

1. Purpose of Grant. To provide financial support to Wilsonville Community Sharing for administration and operations to provide community services and outreach to and for community members in need of such services, including but not limited to staffing, food, utility bill-paying assistance, prescription help, rent and housing support, and referral to other services

beyond that which Wilsonville Community Sharing can provide. The financial support provided by the Grant is not for capital construction or renovation.

2. Grant Amount. The amount of the Grant for fiscal year 2016-17 shall be \$48,640, composed of \$32,640 for general support of all programs including administration and \$16,000 dedicated solely to utility bill-paying assistance.

3. Term of Grant. The term of the Agreement commences July 1, 2016 and terminates June 30, 2017, subject to the terms and provisions of this Agreement and Wilsonville Community Sharing providing the community services and outreach set forth in the above Section 1–Purpose.

4. Consumer Price Index Escalator. If the general support portion of the Grant shall be continued into the ensuing fiscal year (FY 2017-18) it shall be indexed to the Portland-Salem Metropolitan Area Consumer Price Index, all items, annual average year over year change, unless other modifications are approved by the City Council.

5. Utility Bill-Paying Assistance Guidelines. Utility bill-paying assistance shall be granted and administered according to the Utility Bill Paying Assistance Program Guidelines, attached as Exhibit B.

6. Grant Administration.

6.1. The Grant shall be administered by the City’s Finance Director.

6.2. The Grant shall be paid quarterly by the seventh day of each quarter.

7. Reporting.

7.1. Wilsonville Community Sharing shall provide a report to the City on the use of the utility bill-paying assistance portion within three weeks following the end of a calendar quarter. The form of the report shall be similar to the format used in the prior fiscal year.

7.2. Wilsonville Community Sharing shall provide to the City an annual financial report each January setting forth the operational and administrative services and activities provided and the Grant expenditures in support thereof. The reports shall provide the information on services and activities and Grant expenditures for the prior calendar year and a budget from the 1<sup>st</sup> of January of that reporting year to December 31<sup>st</sup> of that year.

7.3. Wilsonville Community Sharing shall provide to the City a copy of its annual Form 990 IRS filing within 10 business days of filing it with the IRS.

8. Finance Review.

8.1. Wilsonville Community Sharing shall maintain books, records, documents, and other materials (collectively referred to as “documents and records”) that sufficiently and properly reflect back-up for all expenditures made pursuant to this Agreement. The City shall have full access to and the right to examine and copy, during normal Wilsonville Community Sharing business hours, all of the documents and records of Wilsonville Community Sharing related to matters covered by this Agreement, whether the documents and records are in electronic form or printed form and whether maintained separately or as part of other financial information. This inspection right shall remain in full force and effect for two (2) years from July 1, 2016.

8.2. Upon fifteen (15) days’ prior written notice, the City shall have the right to conduct an audit or financial review of Wilsonville Community Sharing’s documents and records, as reasonably related to this Agreement. If an audit or review of the documents and records determines that Grant funds have been inappropriately expended by Wilsonville Community Sharing under this Agreement or any federal, state, or City regulation, Wilsonville Community Sharing agrees that it must reimburse the City for the full amount identified by the audit or review as an inappropriate expenditure. Such outstanding amounts shall bear interest at the rate of the Federal Funds Rate (currently at 0.50%), plus 5%.

8.3. If the inappropriate expenditure(s) exceeds five hundred dollars (\$500) Wilsonville Community Sharing will reimburse the City for the cost of the audit or review.

8.4. Wilsonville Community Sharing may contest the audit findings and, if so, the parties will meet to arrive at a mutual resolution. If no resolution can be agreed upon within sixty (60) days, the parties will mutually agree on a review auditor to resolve the dispute or, if the parties cannot agree on a review auditor, either party may ask a Clackamas County judge to appoint a review auditor, whose finding shall be binding on the parties and non-appealable.

9. Grant Confidentiality. In reporting to the City under Section 7 and in reporting the findings of any audit or financial review, the names, social security numbers, medical information, or other information that is confidential under law as may pertain to the clients of Wilsonville Community Sharing shall not be reported and shall remain confidential.

10. Termination.

10.1. The City and Wilsonville Community Sharing may mutually terminate this Grant Agreement at any time.

10.2. The City may terminate this Grant Agreement at the end of the fiscal year in which the Grant has been funded if the City is unable to appropriate sufficient funding to fund the Grant for the ensuing year.

10.3. The City may terminate upon fifteen (15) days' notice upon an audit or financial review determination of inappropriate expenditure.

10.4. The City may terminate the Grant Agreement immediately upon receiving notice that Wilsonville Community Sharing is no longer providing the services set forth in Section 1–Purpose.

10.5. Wilsonville Community Sharing may terminate this Grant Agreement at the end of any quarter in which it has received funds and it may terminate this Grant at any time, provided it reimburses the City for any unexpended funds received.

11. Authority. The individuals executing this Grant Agreement on behalf of the respective parties thereto each represent and warrant to the other that he/she has the full power and authority to do so on behalf of said party and to bind said party to the terms of this Grant Agreement.

IN WITNESS WHEREOF, the undersigned have executed this Grant Agreement effective this \_\_\_\_ day of \_\_\_\_\_, 2016.

WILSONVILLE COMMUNITY SHARING

CITY OF WILSONVILLE

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

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

As Its: President

Bryan Cosgrove  
As Its: City Manager

I:\wlsv community sharing\grant agr comm serv support

## Wilsonville Community Sharing Guidelines for Utility-Bill Paying Assistance Program

*(Approved 2015)*

### Guidelines:

The Wilsonville City Council will designate City funds to be used by Wilsonville Community Sharing (WCS) for utility bill-paying assistance via Resolution. WCS may augment these funds from other sources. However, the use of City funds for utility bill-paying assistance shall be in accordance with the following guidelines:

- Utility bill-paying assistance is available for the following utilities:
  - Ø Utilities that provide heat
  - Ø Utilities that provide electricity
  - Ø City of Wilsonville combined utility bill
- Each client shall have an in-person in-take appointment with WCS.
- The client must live within the City limits of Wilsonville, as verified by address on utility bills and income documents.
- The reason for bill-paying assistance must be stated by the client to WCS staff.
- Utility bills for which the client is requesting bill-paying assistance must be original and presented to WCS staff at the time of in-take appointment.
- For assistance with heat and/or electric utilities, client must demonstrate evidence of working with Clackamas County Social Services or Washington County Community Action, by providing to WCS staff the name, phone number and dates of contact with the staff person with whom they have worked.
- Bill-paying assistance from City funds for utilities that provide heat and/or electricity (PGE & NW Natural, etc.) shall be after the client either received, or made a good faith effort to receive, any assistance granted through other organizations, such as Clackamas County Social Services or Community Action in Washington County. In the event no assistance was granted, WCS will evaluate on a case-by-case basis as to the reason, but the lack of assistance from another organization will not disqualify a client from receiving bill-paying assistance through this program.
- WCS will follow Clackamas County's Social Services income guidelines for eligibility:
  - Ø 60% of State median income by household size; for use in Federal fiscal year (Oct. 1 - Sept 30)
  - Ø Income eligibility is based on the total gross household income received by all adults age 18 and over living at the home at the time of application.
  - Ø Gross income is before taxes and deductions.
- WCS will follow Clackamas County's income eligibility determination:
  - Ø Income for the 30 days prior to the application is verified for the purpose of determining income eligibility.
  - Ø Income eligibility can also be demonstrated by the client through the verification of a major financial crisis or set-back that has negatively impacted the client's financial situation, thereby impacting their ability to pay the full amount of their utility bill(s). In

such cases, the financial crisis or set –back must demonstrably detract from their income in an amount that would make them fall within the income eligibility guidelines.

- WCS will contact Clackamas County Social Services each August or September to verify and update, as necessary, income guidelines and income eligibility determination. WCS will remain consistent, on an annual basis, with Clackamas County Social Services in these areas.
- Bill-paying assistance for utilities is capped as follows:
  - Ø At total \$300 per the City’s fiscal year (July 1 through June 30), per household, for all utilities.
  - Ø If bill-paying assistance is requested for the City of Wilsonville’s combined utility bill, this amount shall be capped at \$150 per the City’s fiscal year, per household.
  - Ø These caps may be adjusted as the Wilsonville City Council determines through Resolution.
- WCS will verify with the utilities the amount owed by the client.
- WCS will pay the utilities directly. No funds will be disbursed to the client. For bill-paying assistance for the City of Wilsonville combined utility bill, no funds will be disbursed; WCS staff will contact the City and the City will adjust the client’s bill accordingly.
- WCS staff shall make a good faith effort to avoid actual or perceived conflict of interest in administering the bill-paying assistance program, meaning that WCS staff will recuse themselves from determining eligibility and award amount for bill-paying assistance to their family members and friends, other WCS staff, and city of Wilsonville staff; and instead convene a panel of the WCS Board Chair and City Finance Director, or their designees, to determine eligibility and bill-paying assistance amount, following the above guidelines.
- WCS shall maintain a generalized list of clients awarded bill-paying assistance, in order to provide information annually to the City’s Finance Department. This list shall consist of the client’s initials (not name), address, the amount of the assistance awarded and the utilities covered by the assistance. This information will be kept confidential and will be used for statistical purposes. WCS will provide this information annually by September 1 of each year, covering the previous fiscal year period of July 1 through June 30.

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**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> June 20, 2016	<b>Subject:</b> 2016 Project Recommendations for the Wilsonville-Metro Community Enhancement Program (CEP) <b>Staff Member:</b> Mark Ottenad, Public/Government Affairs Director <b>Department:</b> Administration
<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 type="checkbox"/> Resolution <input checked="" 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>
<b>Staff Recommendations:</b> Staff recommends Council approve the 2016 project recommendations for the Community Enhancement Program (CEP) adopted by the Wilsonville-Metro Community Enhancement Committee.	
<b>Recommended Language for Motion:</b> I move approval of the 2016 project recommendations for the Community Enhancement Program adopted by the Wilsonville-Metro Community Enhancement Committee.	
<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**

City Council review and approval of the 2016 project recommendations for the Community Enhancement Program adopted by the Wilsonville-Metro Community Enhancement Committee.

**EXECUTIVE SUMMARY**

The Wilsonville-Metro Community Enhancement Committee met on three occasions in 2016 and are recommending to the City Council awarding a total of \$79,543 in funding to five different projects in Wilsonville.

The community enhancement projects recommended for funding are, in descending dollar-amounts:

1. Memorial Park “Dog Park” Relocation Project: \$25,000
2. “Bee Stewards” Wilsonville Pollinator Improvement Project: \$21,433
3. Multifamily Waste-Reduction and Recycling Project: up to \$16,000
4. Frog Pond Church Campus Restoration Project: up to \$10,000
5. Fluorescent Mercury-Lamp Business Recycling Program: \$7,110

City Resolution No. 2543 (July 2015) that created the Community Enhancement Program (CEP) provided for City Council approval of the project recommendations made by the Wilsonville-Metro Community Enhancement Committee. The attachment provides additional details on the projects nominated and reviewed.

### **Community Enhancement Program Projects Background**

Project nominations were accepted from the public and public agencies over a two-month-long period, December 2015 through January 2016. A total of 10 projects were nominated requesting at least \$122,693 in funding. Project nominations from the public and public agencies were first reviewed by City staff for compliance with the CEP goals and criteria. During the month-long review process, four projects dropped out due to inability to execute, lack of compliance or were otherwise funded through other processes.

The six remaining projects were then forwarded for consideration over two meetings to the new seven-member Wilsonville-Metro Community Enhancement Committee, which is composed of four community members—Chair Brad Hughbanks, Vice Chair Larry Beck, Kate Johnson and Jimmy Lee; together with three elected officials, including Mayor Tim Knapp and City Councilor Susie Stevens; and Metro District Three Councilor Craig Dirksen.

The committee was formed over the 2015-16 period as a part of the new Wilsonville-Metro Community Enhancement Program. In addition to reviewing projects, the committee adopted bylaws as required by the City’s intergovernmental agreement with Metro creating the Wilsonville-Metro Community Enhancement Program.

The committee spent additional time analyzing one particular project, the Frog Pond Church Campus Restoration Project, which sought to close a \$20,000 gap in a larger \$100,000 restoration project for the historic Frog Pond United Church of Christ property. Members of the Frog Pond Church indicated that the bulk of \$100,000 in restoration project funds were to be used on buildings, while \$20,000 would be used for landscaping improvements that benefit public viewing and safety, among other considerations. Since the project did not involve advancing religion, and was submitted by a nonprofit to make improvements to real property, Metro indicated that the project met CEP guidelines.

Committee members made a number of findings as they reviewed the project. Members observed that the Frog Pond/Advance Road area would become the epicenter of new development activities in Wilsonville as the sparse rural area becomes a denser urban environment and that the historical Frog Pond Church property would become increasingly noted as a landmark by the

public. The committee noted that the first City-designated Heritage Tree, the Bob Wiedemann Japanese Maple, was located on the front of the property, along with three other large trees. City Council members of the committee thought that it would be unlikely that the City would expand Boeckman Road onto what little front-yard space was between the church building and road, noting that specific road plans do not exist currently other than a general TSP-designation to upgrade from a two-lane to a three-lane arterial with bike and pedestrian infrastructure.

Committee members were concerned over setting a precedent for religious groups to seek CEP funds for projects on real property. The committee decided to fund up to half of the amount requested, since approximately \$10,000 of the total \$20,000 for landscaping was to be used specifically to limb trees and grind branches located on the front of the property that borders Boeckman Road and is viewable by the public and could impact public safety due to issues of visibility and potential falling limbs. The balance of requested funds was to be used on trees further back on the property, out of view or range of the public, that the committee did not feel was appropriate to support with public funds.

Committee members articulated that the funds were being awarded since the property is highly visible near the main intersection of Boeckman, Stafford, Wilsonville and Advance roads; the project improves public safety; the project cares for a City-designated Heritage Tree; and the project benefits a historical property that is operated by a nonprofit that makes the property available to community groups and other congregations on a sliding scale.

The committee also directed staff to create a ‘close-out’ process to document specifically what has been funded in terms of receipts, etc.; and to request that the project nominators appear before Council at a later date to report on results of CEP-funded projects.

### **Community Enhancement Program Background**

Funded by a per-ton charge on biodegradable solid-waste, the Community Enhancement Program was extended by Metro regional government effective July 2015 to cover all cities with a waste-transfer facility, including the Willamette Resources Inc. facility operated by Republic Services in Wilsonville. Metro estimates that about \$85,000 per year in community enhancement funds would be available to Wilsonville; current trends and potential changes in the Metro solid-waste franchise disposal program over the next few years may result in increased volumes being transferred that eventually yield \$100,000 or more per year of enhancement funds. Funds may be used immediately on smaller projects or accumulated for up to three years to underwrite a larger project; Metro provides flexibility for communities to design a local version of the program.

The Community Enhancement Program funding is used for “enhancing the host community of the facility from which the fees have been collected” to fund projects that “rehabilitate and enhance the area within the city.” Eligible projects can improve the appearance or environmental quality of the community, increase reuse and recycling opportunities or improve recreational areas and programs.

#### **Goals for community enhancement projects include:**

- a) Improve the appearance or environmental quality of the community.
- b) Reduce the amount or toxicity of waste.

- c) Increase reuse and recycling opportunities.
- d) Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Code.
- e) Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.
- f) Result in improvement to, or an increase in, recreational areas and programs.
- g) Result in improvement in safety.
- h) Benefit youth, seniors, low income persons or underserved populations.

Program proposals are scheduled to be accepted again next winter, Dec. 1, 2016, through Jan. 31, 2017, with potential project awards in Spring of 2017 by the committee.

For more information about the program or the 2016 projects recommended for funding approval visit [www.ci.wilsonville.or.us/CommunityEnhancement](http://www.ci.wilsonville.or.us/CommunityEnhancement).

### **FISCAL YEAR BUDGET IMPACTS**

A total of \$85,000 was budgeted for FY16-17, based on Metro estimates from early 2016. The committee has recommended awarding a maximum of \$79,543 of the estimated \$85,000 available for the next fiscal year, leaving a prospective balance of \$5,457 to be carried forward for potential use in the next round of Community Enhancement Program project funding.

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

Reviewed by: Susan Cole                      Date: 6/10/2016

The FY2016-17 Proposed Budget includes \$85,000 of both revenue and expenditure for this program.

### **LEGAL REVIEW / COMMENTS**

Reviewed by: Barbara Jacobson              Date: 6/10/2016

NA.

### **CITY MANAGER COMMENTS**

The Wilsonville-Metro Community Enhancement Program will provide additional resources to advance community improvements. Furthermore, in the initial rendition of this new program as structured by City staff, at least three of the projects awarded a total of \$44,543 in CEP funding have leveraged an additional 208% or \$92,672 in “other people’s money” to advance projects in Wilsonville. Additionally, two of the projects qualify as “3P”-type projects: Public-Private Partnership projects that are becoming increasingly popular as a way for governments to work with the private sector strategically to stretch further limited public funds for projects that benefit communities.

Following is a summary of the CEP projects leveraging outside resources to date:

CEP Project	CEP Funds	Leveraged Funds	Percent	Leveraged Sources Note
"Bee Stewards" Wilsonville Pollinator Improvement Project	\$ 21,433	\$ 52,982	247%	\$37,000 from National Fish and Wildlife Foundation, Wells Fargo Environmental Solutions for Communities Program; \$13,182 in labor from volunteers; \$2,800 in staff time from West Linn-Wilsonville School District and CREST
Fluorescent Mercury-Lamp Recycling Program	\$ 7,110	\$ 20,290	285%	\$17,890 from Clackamas County Sustainability and \$2,400 from Republic Services
Multifamily Waste-Reduction and Recycling Project Proposal	\$ 16,000	\$ 19,400	121%	\$11,000 from Clackamas County Sustainability and \$8,400 from Republic Services
<b>TOTAL</b>	<b><u>\$ 44,543</u></b>	<b><u>\$ 92,672</u></b>	<b><u>208%</u></b>	

**ATTACHMENT**

Wilsonville-Metro Community Enhancement Program: 2016 Project Nominations

Wilsonville-Metro  
Community  
Enhancement  
Program

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**2016  
Project  
Nominations  
Information**

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April 2016

<b>1</b>	<b>“Bee Stewards” Wilsonville Pollinator- Improvement Project</b>
<b>2</b>	<b>Fluorescent Mercury-Lamp Recycling Program</b>
<b>3</b>	<b>Frog Pond Church Campus Restoration Project</b>
<b>4</b>	<b>Memorial Park ‘Dog Park’ Relocation</b>
<b>5</b>	<b>Multifamily Waste- Reduction and Recycling Project Proposal</b>
<b>6</b>	<b>Striping &amp; Signage for Intersection of Wilsonville/Boones Ferry Roads and I-5 Interchange</b>



## 2016 Project Nominations Information Summary

PROJECT TITLE	SPONSOR/SUBMITTER	CITY DEPTS*	AMOUNT
<b>1. “Bee Stewards” Wilsonville Pollinator-Improvement Project</b>	Sponsored by NCAP in conjunction with City	CD/P; <b>CD/NR*</b> ; P&R; PW	\$21,433
<p>Project proposes to: 1) create productive pollinator habitats on City and School District-owned property, utilizing volunteers and youth organizations to help plant and maintain plantings; 2) develop Integrated Pest Management (IPM) for City; 3) provide public educational opportunity and materials about pollinator habitats.</p>			
<b>2. Fluorescent Mercury-Lamp Recycling Program</b>	Sponsored by Clackamas County, City and Republic Services	<b>Admin*</b> ; <b>CD/P*</b>	\$7,110
<p>Project proposes to conduct two fluorescent-lamp collection events in Fall 2016 and Spring 2016 at Republic Services’ Wilsonville facility. The collection events are targeted to businesses known to use fluorescent lamps and are to be staffed by professionals, with the collected tubes being properly disposed and recycled.</p>			
<b>3. Frog Pond Church Campus Restoration Project</b>	Submitted by Rich Truitt, Meridian United Church of Christ	<b>CD/P*</b> ; CD/NR; PW	\$20,000
<p>Project proposes to undertake extensive landscaping improvements on historic church property, including removal/replacement and trimming of certain trees/shrubs and installation of a fence.</p>			
<b>4. Memorial Park ‘Dog Park’ Relocation</b>	Sponsored by City	CD/P; <b>P&amp;R*</b>	\$25,000 – \$45,400
<p>Project proposes to relocate the enclosed, off-leash dog-run area of park, including creating 37 parking spaces and installing new fencing, drinking-water fountains, two covered shelters with benches and dog-play elements.</p>			
<b>5. Multifamily Waste-Reduction and Recycling Project Proposal</b>	Sponsored by Clackamas County, City and Republic Services	Admin; <b>CD/P*</b>	\$12,000 – \$16,000
<p>Project proposes to conduct a six-month-long focused effort to increase recycling opportunities at 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 area.</p>			
<b>6. Striping &amp; Signage for Intersection of Wilsonville/Boones Ferry Roads and I-5 Interchange</b>	Submitted by resident Susan Mundell	<b>CD/E*</b> ; PW	\$400
<p>Project proposes to install pavement markings and signage to improve rush-hour traffic flows. City staff support installing three signs but no pavement striping.</p>			

## Projects Nominated and Removed from Consideration

**Bicycle Repair Station at SMART Transit Center**, submitted by resident Al Levitt

Why removed from consideration:

Alternative funding from SMART readily available; project advancing with existing City resources.

**Memorial Park Disc Golf Course**, sponsored by City Parks & Rec Dept.

Why removed from consideration:

Alternative funding source approved project: Clackamas County Community Tourism Grant program is funding project for tourism development purposes.

**Non-motor Watercraft Launch at Boones Ferry Park on Willamette River**, submitted by resident Kim Warram

Why removed from consideration:

Project requires prior updating of Boones Ferry Park Master Plan before a major capital addition and new use of park. Related issues include river navigation and endangered species concerns that implicate Oregon Dept. of State Lands, Oregon State Marine Board and Oregon Parks & Recreation Dept., along with federal US Army Corps of Engineers, US Fish & Wildlife Service and possibly others.

**Traffic Violation-Fine Signs Installation**, submitted by resident John Carroll

Why removed from consideration:

Project would require considerable scoping and research to determine what traffic violations might be of greatest priority and where these occur that would benefit from signage. Staff had concerns over increasing proliferation of signs that may decrease effectiveness of signage, and would seek to discuss in advance with City Council. Law Enforcement expressed concerns that a citation might actually include multiple violations, and hence signage could be perceived as inaccurate. Legal Department indicated that fines can change over time from legislative session to session, and often the officer may have discretion between one or more offences and fines to cite to, depending on the circumstance of the infraction.

**Project Title** Bee Stewards Wilsonville Pollinator Improvement Project

**Reviewed By** Kerry Rappold, Natural Resources Mgr Dept. Community Development Date March 1, 2016

**City Staff Assessment Summary**

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

**Eligible:** Meets both eligibility criteria and program goals;  **Ineligible:** Does not meet both criteria and goals.

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

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

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

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

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

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

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- (b) If program funds are to be used by other than City, then the project sponsor/contractor is either (*check only one*):
  - A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c)(3) tax-exempt status; or
  - A school or institution of higher learning; or
  - A local government, local-government advisory committee, department or special district provided that they include documented support from the local government executive officer.

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- (c) \* The project funds do not replace any other readily available source of federal, state, local or regional funds.
- (d) \* The project must not promote or inhibit religion.
- (e) \* The project must not discriminate based on race, ethnicity, age, gender or sexual orientation.
- (f)  For a project located on private land, project establishes a clear public benefit and documents landowner permission.

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

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

- (a)  Improve the appearance or environmental quality of the community.
- (b)  Reduce the amount or toxicity of waste.
- (c)  Increase reuse and recycling opportunities.
- (d)  Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having IRS 501(c)(3) tax-exempt status.
- (e)  Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve public awareness and opportunities to enjoy them.
- (f)  Result in improvement to, or an increase in, recreational areas and programs.
- (g)  Result in improvement in safety.
- (h)  Benefit youth, seniors, low income persons or underserved populations

### 3. Assessment of Additional Issues for Consideration

#### *Additional criteria to evaluate a project.*

Issue 1 Does the project demonstrate a clear community benefit?

Yes, it will create habitat beneficial to a wide array of pollinator species, reduce the use of pesticides, and improve the aesthetics of city owned property. In addition, resources will be devoted to educating the public, students, and City staff about the importance of pollinators and the role we all play in protecting and conserving these critically important species.

Issue 2 Is the cost estimate realistic? Is the project scalable?

The cost seems realistic considering the role the Northwest Center for Alternatives to Pesticides (NCAP) will have in implementing the project. NCAP has demonstrated the capacity and expertise to successfully manage similar initiatives. The project is reasonable in scale, and has an achievable timeline and list of activities.

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

The project will require long-term maintenance of the pollinator habitat, which will be a shared responsibility between the City and project partners. Watering, weeding and replanting activities are anticipated, but these activities should decrease considerably after the 2-year establishment period.

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

The project will have a beneficial impact on adjacent property owners by improving aesthetics, creating viable habitat, reducing the use of pesticides, and educating and encouraging these citizens to engage in similar activities. A workshop and toolkit will be developed to assist citizens in developing their own pollinator habitat.

Issue 5 Does the project appear to have community support?

The public has expressed their support for the project through relevant events and activities. In August 2015, fifty residents attended a documentary about the decline of honeybee populations and participated in a panel discussion. In addition, an existing pollinator hedgerow in Memorial Park has a small group of citizens devoted to maintaining it.

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

The 2007 Parks and Recreation Master Plan identified the need for creating wildlife habitat and restoring natural resources. In addition, the City's Comprehensive Plan and Development Code place a high priority on protecting and conserving natural resources.

## Wilsonville-Metro Community Enhancement Program

### Bee Stewards Wilsonville

Proposed by Northwest Center for Alternatives to Pesticides (NCAP)

January 29, 2016

#### I. Proposal Narrative

**Project Need and Importance:** The shocking death of an estimated 50,000 bumblebees in a Wilsonville shopping center parking lot in 2013 -- after visiting trees treated by a private arborist company with neonicotinoid pesticide -- catalyzed a worldwide conversation about bee health and pesticides. The incident, with photos of bees littering the asphalt, was featured on the cover of *Time* magazine, in the *LA Times*, and covered in *The Huffington Post* (to mention a few), and brought the previously arcane topic of neonicotinoids into millions of American households.

Two years later, making “lemonade out of lemons”, we recognize that this notorious incident uniquely positions the City of Wilsonville to exercise national leadership in demonstrating achievable ways to assist pollinators within urban environments. In addition to NCAP, committed partners include the City of Wilsonville, the West Linn-Wilsonville School District (CREST center), The Xerces Society, Habitat Landscape Design, Northwest Youth Corps, and Friends of Trees.

This stewardship project will increase pollinator habitat on public and private lands within the City of Wilsonville. The project will also promote community and environmental health through producing an Integrated Pest Management (IPM) Plan, which will promote alternative methods to address pests on City property. Finally, the project will educate community members and local students about pollinators, their critical services, and their conservation needs.

**Project Description and Goals:** The project includes five main goals:

- A) Create productive pollinator habitats on City and School District-owned property, utilizing volunteers and youth organizations to help plant and maintain these.
- B) Develop a City IPM plan (none currently exists in Wilsonville) for City grounds and facilities.
- C) Establish interpretive signs near the pollinator gardens to enhance community understanding of pollinators and their habitat needs.
- D) Provide education and tools for local residents to create pollinator habitat in their own yards (via creation of a homeowner toolkit and workshop).
- E) Expose students to pollinator education via classes, service learning, youth crews, and club settings; establish a student-led monitoring program to ascertain the effectiveness of the created pollinator habitats.

**Ecological Outcomes:** Target ecological outcomes include restoring healthy viable pollinator habitat on 2 acres of public lands in Wilsonville by June 2018. Targeted species are pollinators, especially native bees and butterflies, to be supported in habitats emulating native oak-prairie structure and composition, in Memorial Park, Willamette River Water Treatment Plant and Park, West-Linn Wilsonville School District CREST Headquarters, West Linn-Wilsonville School District Farm to School Site, and Wilsonville Road median strips.

Several species that were once common in the metro area (such as the Western bumblebee) may be directly assisted by this project. The Xerces Society has documented that flower-rich native plant

landscapes support greater biodiversity, not only pollinators, but also other beneficial insects, songbirds and small mammals.

In addition, at least 200 households are expected to utilize the materials to increase pollinator habitat in their yards.

**Target Population/ Number of People to Be Served:** The target population for this effort is Wilsonville residents and students. The population of the City of Wilsonville is over 22,000, with over 8,000 households. Public K-12 schools in the City educate 3,250 students. Project information, volunteer opportunities, and homeowner pollinator conservation tools and education will be distributed by the City, using its monthly City newsletter (mailed to all households), its website and Facebook pages, the local *Wilsonville Spokesman* newspaper, and other appropriate methods. Selected outreach materials will be translated into Spanish.

Student outreach will be led by the School District's CREST center. All Wilsonville primary schools are Title One schools ( $\geq 40\%$  of students on free/reduced lunch), and 38% of the students are non-white. Thirty-five percent of the students throughout the primary, middle, and high school levels are considered economically disadvantaged. Youth crew employees will be recruited from District schools or contracted by the City from project partner Northwest Youth Corps.

Wilsonville residents will be directly benefitted by the project in the following manner:

- Approximately 5-10% of all households are expected to view or download the toolkit and/or attend the workshop.
- The location of the plantings along heavily traveled roads and in City parks will expose most Wilsonville residents to the project. An estimated 25% of Wilsonville residents will learn about pollinators, their importance to people and native ecosystems, and how to support and protect them, via visiting the public plantings and interpretive signs included in the project.
- Outreach and toolkit materials will be prepared in Spanish to reach the City's sizeable Latino community. About 25% of Wilsonville's Latino and economically disadvantaged students will become aware of the project through school field trips, service learning, youth crews, field research studies, or science clubs.

**Social / Learning Outcomes:** In addition to the outcomes demonstrated for Wilsonville residents as outlined above, approximately 650 K-12 students will receive an opportunity for field visits to learn about pollinator diversity, habitat needs, and conservation practices, and/or to practice field monitoring techniques in a scientific framework, 150 middle and high school students will participate in service learning, and 14 students will participate in week-long youth work crews.

Each of these aspects of the project will increase a sense of community, promote environmental stewardship, and instill community pride.

**Behavioral Outcomes:** We expect at least 200 households to utilize the toolkit and/or workshop teachings to create pollinator habitat in their own yards. By 2018, the City will be actively using an IPM plan that reduces City pesticide use - creating safer environments for residents - and demonstrating viable non-toxic methods of alternative pest management at all City grounds and facilities.

**Contribution to the Goals of the Grant Program and Other Municipal and Regional Goals:**

Bee Stewards Wilsonville is expected to contribute to the following goals for the Wilsonville-Metro Community Enhancement Program:

- Improve the appearance or environmental quality of the community.
- Reduce the amount or toxicity of waste.

- Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.
- Result in improvement to, or an increase in, recreational areas and programs.
- Benefit youth, seniors, low income persons or underserved populations.

The project also contributes to two of Wilsonville’s City Council Performance goals, including Environmental Stewardship and Safe, Healthy and Aesthetically Pleasing Community.

Bee Stewards Wilsonville also supports the initiative known as [Pollinator Conservation in the Portland Metro Area](#) (Xerces 2012), created by local representatives from 20 different Portland, Oregon area organizations, including Metro. Specifically, this project will: a) *help ... landowners to create pollinator-friendly flower-rich habitats*; b) *... eliminate or minimize the impacts of insecticide use on pollinators*; and c) *educate citizens about the diversity of bees and other pollinators*. The project is also consistent with the Portland area [Intertwine Regional Conservation Strategy](#) vision of “*large and small refugia interconnected in every neighborhood*.” The project also contributes to the strategic action identified in the Portland region’s [Regional Conservation Strategy’s Biodiversity Guide](#) to “*engage the general public in wildlife stewardship*.” In May 2015, the federal government also released a [National Strategy to Protect the Health of Honey Bees and Other Pollinators](#), calling for 7 million acres of pollinator habitat to be created across the country. This project will contribute to the goals of that strategy, specifically by demonstrating urban and community-supported methods of restoring, maintaining, and creating understanding of the importance of pollinator habitat restoration and conservation.

## II. Proposed Activities to Meet the Project Goals and Metrics to Measure Success

This section details the specific project activities by year, as well as which of the partners would be responsible for each activity.

Year	Project Phase and Activities ( <i>Responsible Partners*</i> )
<b>Project Goal A. Pollinator Habitat Project</b>	
1	<b>Project Planning:</b> Led by the Habitat Design Team, this step will focus on developing a full habitat design plan for the areas designated for pollinator plantings on City and School District property. The team will clarify key project objectives, assess selected sites for soil, light, existing vegetation, and other conditions; determine appropriate site preparation that aligns with the project goals (considering access, equipment, etc.); review credible technical support materials, and draft the habitat design. A conceptual design draft including plant selection and layout, site preparation, and planting plan, will be reviewed by the City, vetted through a credible committee, and presented to the community. ( <i>HLD Team, CoW, WLWVD, XS, NCAP, FOT</i> )
1	<b>Site Preparation, Plant Material Order and Planting:</b> After finalization of the habitat design plan, site preparation will occur, to be led by the City and School District. Plant materials will be ordered. Some seeds or cuttings may be grown out by the School District at CREST, involving students in this process. Site preparation will occur in late Summer 2016, with planting to occur in Fall 2016 and Spring 2017. Community volunteers recruited and led by the City and Friends of Trees will assist with planting. ( <i>CoW, HLD Team, WLWVD, NWYC, FOT, Volunteers</i> )
2	<b>Monitoring of Establishment, Weeding, Watering, and Replant Activities:</b> After planting, the City will take the lead on watering (if needed), and weeding areas with the assistance of

Year	Project Phase and Activities ( <i>Responsible Partners*</i> )
2  2	<p>crews from NWYC, the School District, and volunteers. Establishment success and use by pollinators will be monitored by students and the City. (<i>CoW, WLWVD, NWYC, FOT, Volunteers</i>)</p> <p><b>Replanting, continued maintenance:</b> Replanting will occur as needed in Year 2. Maintenance (weeding, watering as needed) will also continue. (<i>CoW, HLD Team, WLWVD, NWYC, FOT, Volunteers</i>)</p> <p><b>Monitoring, Reporting, and Outreach:</b> Project updates, outreach, and recruitment for community volunteers will be coordinated by the City. Monitoring will be conducted partially by student classes and clubs (see Project Goal E), as well as students conducting independent science projects. (<i>CoW</i>)</p>
<b>Project Goal B. Develop City Integrated Pest Management Plan</b>	
1  2	<p><b>Project Planning:</b> NCAP will meet with City staff and visit key City facilities to determine pest challenges, current practices, City goals, and available resources. NCAP will assess the severity, frequency, location, season, resource demands, and other items associated with current pests. Current use pesticides will be evaluated according to accepted measures of hazard and risk, and compared with alternatives. A draft IPM plan will be developed according to accepted practices, based on City goals, available and viable alternatives, and establishment of management thresholds. Draft will be vetted by a credible review committee, and the public will be notified of the IPM plan (<i>NCAP, CoW</i>)</p> <p><b>Completion and Implementation:</b> After plan completion, NCAP will provide staff training. Adhering to the IPM plan will be the City’s responsibility. (<i>NCAP, CoW</i>)</p>
<b>Project Goal C. Establish Interpretive Signs to Promote Community Awareness of Pollinators</b>	
1  2	<p><b>Project Planning:</b> NCAP will meet with City staff, consult pollinator conservation experts, and utilize the pollinator habitat design (Project Goal 1) to prepare interpretive display designs. Displays will follow accepted design standards and best practices for interpretive planning, incorporating learning, behavioral, and emotional objectives. Interpretive plan design will be vetted through a credible review committee. (<i>NCAP, CoW, XS</i>)</p> <p><b>Project Implementation and Outreach:</b> The displays will be fabricated using a contract service. City staff will place the signs, potentially using volunteers. The City will solicit public reaction to the signs by informally asking people to submit their reactions to the City Facebook page. (<i>CoW, Volunteers</i>)</p>
<b>Project Goal D. Assist local residents to enhance pollinator habitat in their own yards</b>	
1  1	<p><b>Toolkit:</b> Habitat Landscape Design Team will consult Xerces Society and other credible technical sources to assemble a toolkit of resources to help people increase and improve habitat for pollinators in their own yards. The toolkit will contain plant suggestions appropriate for attracting pollinators to home gardens, considering a range of light and soil conditions, and incorporating information about native status, watering needs, light needs, season of flowering, status as perennial, annual, or biennial, and approximate plant sizes. The toolkit will include suggestions for supporting bee nest activities, and bee-safe pest management suggestions for common garden pests. Toolkit materials will be made available in both English and Spanish. (<i>HLD, XS, NCAP, CoW</i>)</p> <p><b>Workshop:</b> A neighbor workshop led by Habitat Landscape Design with assistance from other partners will be held to help residents learn to enhance their own gardens for pollinator forage and nesting, identify common pollinators, and utilize safe pest management methods. The</p>

Year	Project Phase and Activities ( <i>Responsible Partners*</i> )
1, 2	workshop will be informative, fun, and hands-on with active hives and other live demonstrations ( <i>HLD, XS, NCAP, CoW</i> )  <b>Outreach and Monitoring:</b> The City will publicize the toolkit and workshop. Workshop learning will be assessed with a participant evaluation. To create excitement, share the experience, and encourage participants to help each other, those participating in home pollinator enhancements will be encouraged to post photos to a Facebook page. ( <i>CoW</i> )
<b>Project Goal E. Expose students to pollinator education via classes, service learning, youth crews, and club settings and establish a student-led monitoring program to measure the effectiveness of the created pollinator habitats.</b>	
1/2	<b>Outreach and Implementation:</b> CREST will inform teachers and student clubs about the pollinator project and recruit interested teachers, clubs, and students for classroom visits, targeted monitoring and science projects. Using the habitat plant design and Xerces pollinator identification resources, CREST will work with students, teachers, and student clubs to design and implement a monitoring plan that helps to document the key biological outcomes of the pollinator planting (see Table 3). Key monitoring data will be summarized and shared with project partners. ( <i>WLWVD</i> )

\* CoW-City of Wilsonville; WLWVD – West Linn Wilsonville School District; HLD – Habitat Landscape Design; XS – Xerces Society; NCAP – Northwest Center for Alternatives to Pesticides; NWYC – Northwest Youth Corps; FOT – Friends of Trees

**How Success Will Be Measured:** We will monitor and assess project success under each goal, using the metrics shown below. Partners will work together to collect these metrics. Students will help monitor and collect data on the pollinator habitat establishment effectiveness. Project successes will be useful as a model for other cities, and potentially could be shared via the League of Oregon Cities’ annual conference or other methods.

We will make our best effort to assure success by following proven methods and best practices, and by vetting drafts of key products (habitat design, interpretive design, and IPM plan) through credible review committees. Technical support materials for plant selection, site preparation, and maintenance will be provided from The Xerces Society, supplemented by other credible sources. IPM plan development will be tailored to Wilsonville’s specific pest management needs, and rely on accepted IPM principles.

**Specific Metrics by Goal:**

- A) Create productive pollinator habitats on City and School District-owned property, utilizing volunteers and youth organizations to help plant and maintain these areas.
  - Acres of hedgerow or patch acres created
  - Number of volunteers and total volunteer hours involved in planting and maintenance; (student numbers and hours tracked separately)
  - Diversity (#) of plant species seeded or planted; diversity of colors, bloom shapes, and bloom times
  - Establishment by species: percent cover after 6 months; percent cover after 1 year
  - By month, number of blooming species available for pollinators after 1 year
  - Number of species of pollinators documented using the habitats after establishment
  - Plant species: % native to the Willamette Valley; and % drought-resistant and/or low-maintenance.
  
- B) Develop a City IPM plan (none currently exists in Wilsonville) for City grounds and facilities.

- Pesticides with known hazards (such as carcinogenic properties, bee-toxic properties, endocrine disruption properties, etc.) eliminated or limited to special circumstances
  - Common pests addressed; threshold levels established; alternative practices outlined
  - Number of City staff involved in plan development and trained in plan elements.
- C) Establish interpretive signs near the pollinator habitat to enhance community understanding of pollinators and their habitat needs.
- Sign designed with attention to meeting appropriate learning, behavioral, and emotional objectives related to pollinator conservation, pollinator identification, and pollinator habitat needs
  - Minimum of one display established in City and positive community feedback on interpretive signs.
- D) Provide education and tools for local residents to create pollinator habitat in their own yards (via creation of a homeowner toolkit and workshop).
- Number of households reached in outreach
  - Number of people attending workshop, percent non-white
  - Number of page hits and downloads on webpage posting homeowner toolkit
  - Evaluation ratings from workshop participants; and
  - Counts of households reporting pollinator habitat availability in their yards.
- E) Expose students to pollinator education via classes, service learning, youth crews, and club settings; establish a student-led monitoring program to ascertain the effectiveness of the created pollinator habitats
- Number of students provided pollinator curricula, exposed to pollinator habitats, taught to identify different categories of pollinators, and taught to identify at least 5 different species of locally common pollinators; and taught about pollinator-attractive plant features
  - Number of students engaging with the project via service learning or youth crews
  - Number of District Science Fair projects and school clubs engaging with the pollinator project.

### III. Project/program budget

See budget table with details on next page.

Our funding request is for a portion of the overall project budget, estimated at approximately \$95,801 over 2 years. The project budget was developed using current market rates for professional services, supplies, and other items necessary to achieve the project goals, with rates multiplied by the quantity estimated for each task. The budget was reviewed by partners.

**Anticipated In-Kind Contributions and Other Fundraising Strategies:** Our request to the City for \$21,433 would cover a portion (22%) of the total project costs. Total project costs include in-kind contributions totaling \$34,480. These include an estimated \$16,450 of staff time on the project by City staff, and an estimated \$13,182 contribution in labor from volunteers, an estimated \$2,800 in staff time from the District/CREST, and \$2,048 covering a portion of the youth crew cost from Northwest Youth Corps. These items account for an additional 36% of the project costs. Other sources of funding are also being actively sought to cover the remaining costs.

**Strategies to Complete Fundraising:** We are actively exploring private foundations and government sources for potential funding and have other proposals pending. If overall funding (including that sought from other sources) falls short of the total project need, the project would be scaled back appropriately while partners pursue other sources.

In addition, the committed partners will outreach to local organizations for additional resources and support, including Wilsonville Garden Club, Wilsonville neighborhood associations, Argyle Square Property Management, scouting organizations, selected area nurseries, and landscaping supply companies. These organizations can provide volunteers, expand community outreach about the project, and help provide additional supplies where needed. The committed partners will also outreach to other professionals to vet the plans.

**Full Project Budget and Request from the WMCEF**

Item	Year	Quantity	Unit Cost (\$)	Units	Total Budget (\$)	WMCEF Request (\$)
<b>NCAP Services</b>						
Salary <sup>1</sup>	1	337	21	hour	7077	
Payroll Taxes and Fringe (21%)					1486	
<b>Subtotal NCAP Staff</b>					<b>8,563</b>	<b>4,701</b>
<b>City of Wilsonville Personnel Planning/Oversight<sup>2</sup></b>		47	350	day	<b>16,450</b>	<b>0</b>
<b>Materials/Supplies</b>						
Seed (35 lb/acre, 2 acres)	1	70	2.5	lb	175	
Perennials/Shrubs/trees (1,000/acre)	1	2000	2.5	start	5000	
Soil Amendments	1	20	35	cu yd	700	
Toolkit Handouts	1	500	2	ea	1000	
Site preparation (public lands)	1	2	2200	acre	4400	
Seed/ Perennials / Shrubs Replant @ (25% original cost)	2	1	1294	ea	1294	
Interpretive Signs Production	1	3	1300	ea	3900	
<b>Subtotal Materials/Supplies</b>					<b>16,469</b>	<b>6,850</b>
<b>Contractual</b>						
Design, plant selection, installation oversight (Habitat Landscape Design)	1	139	72	hr	10,008	
Neighbor Kit /Workshop Planning/Implementation (Habitat Landscape Design)	1	24	72	hr	1728	
Maintenance (Crest Youth Crew 7 pers)	1&2	2	3180	week	6360	
Maintenance (NWYC Crew 10 pers)	1	1	7342	week	7342	

<sup>1</sup> NCAP will conduct project planning and monitoring with other partners, develop the Integrated Pest Management Plan with the City, design the interpretive signs, and assist with the neighbor toolkit and workshop.

<sup>2</sup> The City of Wilsonville will conduct project planning and oversight, serve on the pollinator planting team, supervise volunteer planting, conduct outreach, assist with the neighbor workshop, post and distribute the neighbor toolkit, oversee watering, replanting needs, and other maintenance, and coordinate with NCAP on the Integrated Pest Management and interpretive sign development.

Item	Year	Quantity	Unit Cost (\$)	Units	Total Budget (\$)	WMCEF Request (\$)
Technical support plant selection and site preparation (Xerces Society)	1	2	350	day	700	
Teacher Supervision Student Clubs (CREST)	1	12	35	hr	420	
Translation of Toolkit and Outreach Materials (contractor to be determined)	1	6	175	pg	1050	
CREST Teacher/Student Coordination	1	80	35	hr	2800	
<b>Subtotal Contractual</b>					<b>30,408</b>	<b>6,273</b>
<b>Project Travel</b>						
NCAP Travel to Site (13 trips)	1	390	0.575	mi	224	
Partner Travel to Site (20 trips)	1	1064	0.575	mi	612	
NCAP Travel to Site (8 trips)	2	240	0.575	mi	138	
Partner Travel to Site (18 trips)	2	954	0.575	mi	549	
<b>Subtotal Travel</b>					<b>1,523</b>	<b>653</b>
<b>Volunteer Labor<sup>3</sup></b>		<b>573</b>	<b>23</b>	<b>hr</b>	<b>13,182</b>	<b>0</b>
<b>SUBTOTAL DIRECT COSTS</b>						
					<b>86,595</b>	<b>18,477</b>
<b>NCAP Indirect Expenses<sup>4</sup> (16%)</b>						
					<b>2,956</b>	<b>2,956</b>
<b>Indirect Costs other Partners</b>						
					<b>7,803</b>	<b>0</b>
<b>Overall Total</b>						
					<b>95,801</b>	<b>21,433</b>

#### IV. Sustainability and Long-term Maintenance

The City and District will assume responsibility for long-term maintenance of the pollinator gardens on public property, and the maintenance of the interpretive signs. Volunteer and community organizations would be anticipated as potential partners for long-term maintenance activities such as weeding, pruning, etc.

Overall, the project is expected to increase a sense of community, promote environmental stewardship, and instill community pride. Establishment of pollinator gardens on public lands and in private yards would increase beautification of the City, and help the City to assume a national and regional role as an urban leader in pollinator conservation and stewardship.

<sup>3</sup> Volunteer labor will be used in vetting committees, site preparation, planting, weeding, and student monitoring (in clubs).

<sup>4</sup> Indirect expenses include printing, postage, phone, rent, supplies, misc. travel, audit, contract services, and depreciation.

A City IPM plan will reduce the likelihood that residents as a whole, as well as people in nearby homes and businesses, will be exposed to harmful pesticides while using - or near - City facilities and parks.

Additionally, an IPM plan coupled with promotion of the community's health focus on people and pollinators will contribute to the maintenance and improvement of both residential and commercial property values in Wilsonville.

## **V. Community Support**

The City of Wilsonville has demonstrated its interest in being a partner on this project. The City has participated in previous efforts to fund this project through Metro and through the National Fish and Wildlife Foundation. The City has indicated willingness to provide lands in two City Parks and in median strips along Wilsonville Road. Other committed partners have been detailed above. Of these partners, the District, Xerces Society, Northwest Youth Corps and Friends of Trees have undertaken previous partnerships with the City.

After the 2013 bee kill incident, the City undertook pilot efforts for a pollinator hedgerow in Memorial Park. This project builds on and further expands those initial efforts by

- Expanding the area of pollinator gardens,
- Involving professional landscape designers,
- Extending the project into the community with neighbor educational opportunities, interpretive signs, and volunteer opportunities,
- Connecting the project to the City's own pest management practices, and
- Partnering with the School District to enable students to achieve concrete learning objectives.

City residents have expressed their interest in this issue, especially since the June 2013 bee kill incident. Approximately 50 City residents turned out for a documentary about declining honeybees (*Queen of the Sun: What are the Bees Telling Us?*) in August 2015, and participated in a panel discussion afterward. The issue also received prominent coverage in the local paper. City Councilor Charlotte Lehan has broached the possibility of Wilsonville becoming a Bee City USA, and this project would align with and support such a designation.

## **VI. About the Project Partners**

The experience, capacity, and preparedness of the project partners is demonstrated as follows:

**Northwest Center for Alternatives to Pesticides (NCAP)** For 38 years, NCAP has effectively partnered with and mobilized a diverse set of individuals, communities, groups, universities, policy makers, government agencies, and businesses toward the goal of advancing alternatives and reducing the use of pesticides. NCAP works in both urban and rural areas to promote practical, well-researched and environmentally friendly strategies for managing pest problems and reducing pesticide use and exposures. NCAP's emphasis on community and environmental health and safety focuses on vulnerable populations such as children, pregnant women, and endangered fish and wildlife. NCAP has a strong history of working with others, including municipalities and parks districts, to develop and implement integrated pest management strategies and plans.

**The City of Wilsonville** owns most of the public property upon which the pollinator plantings will be installed. The City's Planning Division and Natural Resources Program will oversee planning and coordination with partners to ensure project goals are met.

**The West Linn Wilsonville School District**, Center for Research in Environmental Sciences and Technology (CREST) owns a portion of the designated property. CREST headquarters and farm are used to demonstrate gardening, farming, and ecological principles to students. Since 2001, CREST has led classes and camps in outdoor ecology and hands-on farming and gardening, and supervised youth workers. CREST has partnered with Metro and the City previously.

**Xerces Society** is a known science leader at the forefront of invertebrate conservation, widely known for its projects designing pollinator habitats. Xerces has partnered with NCAP and with the City of Wilsonville previously.

**Northwest Youth Corps (NWYC)** has been leading youth crews on environmental restoration projects for many years. Project partners have successfully worked with their youth crews in the past.

**Habitat Landscape Design** founder Leslie Campbell is a skilled landscape designer who has a commitment to ecologically sustainable design in addition to years of experience. Habitat Design partners with Colleen Lockovitch of Sustinea, Chad Stemm of Sound Native Design, Oregon Tilth, and Portland Audubon's Backyard Habitat Certification Program.

**Friends of Trees (FOT)** brings people together to plant and care for city trees and green spaces in Pacific Northwest communities. FOT has long partnered with the City and other municipal partners to organize and implement community-based tree planting and restoration efforts.

Project Title Fluorescent Mercury-Lamp Recycling Program

Reviewed By Chris Neamtzu, Planning Director Dept Community Development Date March 1, 2016

**City Staff Assessment Summary**

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

**Eligible:** Meets both eligibility criteria and program goals;  **Ineligible:** Does not meet both criteria and goals.

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

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

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

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

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

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

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

- A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c)(3) tax-exempt status; or
- A school or institution of higher learning; or
- A local government, local-government advisory committee, department or special district provided that they include documented support from the local government executive officer.

(c) \* The project funds do not replace any other readily available source of federal, state, local or regional funds.

(d) \* The project must not promote or inhibit religion.

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

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

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

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

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

(b)  Reduce the amount or toxicity of waste.

(c)  Increase reuse and recycling opportunities.

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

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

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

(g)  Result in improvement in safety.

(h)  Benefit youth, seniors, low income persons or underserved populations

### 3. Assessment of Additional Issues for Consideration

#### *Additional criteria to evaluate a project.*

Issue 1 Does the project demonstrate a clear community benefit?

The project provides clear community benefit by raising public awareness of the need for proper disposal of mercury-containing fluorescent light tubes and should result in a decrease in the inappropriate/dangerous disposal of tubes in the solid-waste garbage stream. The project targets specific kinds of businesses, such as large warehouses and suntan shops, that are known to use a large number of fluorescent light tubes.

Issue 2 Is the cost estimate realistic? Is the project scalable?

The cost estimate appears realistic. The project was scaled down from an initial three to now two tube-collection events within one fiscal year.

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

The project is self-contained, if you will, and has no maintenance needs.

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

The project has no immediate impact, other than to remove a potential source of toxic air pollution that can occur when mercury-containing fluorescent light tubes are broken when placed in trash receptacle.

Issue 5 Does the project appear to have community support?

Members of the Wilsonville City Council have in the past expressed concern over the improper disposal of mercury-containing fluorescent light tubes. If the project is successful in Wilsonville, Clackamas County Sustainability and Republic Services would consider expanding the program as may be feasible in other communities.

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

The project is consistent with and furthers existing City plans to reduce waste and protect human health and City Council goals/priorities that encourage Environmental Stewardship and Safe Healthy and Aesthetically Pleasing Community.



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Wilsonville Fluorescent Mercury-Lamp Recycling Program

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**A Public-Private Partnership Project Nomination Submitted to  
the Wilsonville-Metro Community Enhancement Committee**

January 26, 2016

Submitted jointly by:

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## **Problem Statement of Issue to Be Addressed**

City, county and private-sector solid-waste officials have repeatedly noticed improper disposal of mercury-containing fluorescent light tubes, also known as lamps, that are placed in businesses' garbage receptacles for disposal. This proposal seeks to fund an educational and recycling effort focused on the proper disposal and recycling of fluorescent lamps by businesses in Wilsonville.

Mercury is a neurotoxin that is classified by the US Environmental Protection Agency (EPA) as hazardous waste that should be disposed of properly through a licensed recycling firm.

Wilsonville Mayor Tim Knapp expressed concerns about improper disposal of fluorescent tubes at a City Council meeting in summer 2013, and inquired if a business recycling program could be established.

This proposal represents an innovative public-private partnership ("3P) between the City of Wilsonville and Clackamas County with and Republic Services, solid-waste collection/disposal franchisee for city. The proposal is a direct response to concerns expressed by the Mayor and others about improper disposal of mercury-containing fluorescent tubes. Consideration of use of Community Enhancement Program funds is appropriate given that program funds originate from solid-waste transfers and focuses on goals that include increased recycling and reduction in environmental exposure to toxins.

## **Lamp Recycling Proposal Goals**

The Wilsonville Fluorescent Mercury-Lamp Recycling Program is proposed to be an initial prototype fluorescent tube collection and recycling event aimed at businesses, which tend to use economical fluorescent lighting in commercial and industrial applications.

The proposed program has two primary objectives:

1. Avoid the disposal of mercury containing lamps into the waste stream from the business sector in the City of Wilsonville.
2. Assess interest and participation in the program. If successful, the County and Republic Services may seek to expand program by encouraging participation from neighboring jurisdictions.

## **Logistics of Lamp Collection**

The proposal seeks to hold two collection events, one in the Fall 2016 and one in the Spring 2017, at Republic Services' Wilsonville campus. Each collection event would be held over an approximate 8-hour period on one day in order to provide adequate opportunity for businesses to utilize the collection events:

1. November 2016 — held in conjunction with National Recycling Awareness/America Recycles Day, Nov. 15.
2. April 2017 — held in conjunction with Earth Day, April 20

The collection service is to be provided by professional staff of Republic Services and EcoLights NW, a licensed fluorescent mercury-lamp recycling business in Portland, at Republic Services' Wilsonville campus that is located in an industrially-zoned area of the city on Ridder Road.

## Outreach Opportunities

Of the 900-plus firms holding City business licenses in Wilsonville, 414 report having five employees or more who work in a location in town, demonstrating a substantial number of going business concerns in the city. The proposed program would provide no-charge fluorescent lamp collection, transportation and recycling services to a maximum of 50 businesses.

Some business sectors could benefit from lamp recycling resources more than others, including 332 industrial and commercial firms located in Wilsonville.

<b>Business Sector</b>	<b>NAICS*</b>	<b>JOBS</b>	<b>FIRMS</b>
Manufacturing	31-33	4,192	76
Wholesale Trade	42	2,639	142
Retail Trade	44-45	1,867	85
Transportation and Warehousing	48-49	791	29
<b>TOTAL</b>		<u><b>9,489</b></u>	<u><b>332</b></u>

SOURCE: Oregon Employment Dept., Average Annual Covered Employment, City of Wilsonville, 2014 (nonconfidential)  
\* NAICS = North American Industry Classification System

## Target Sectors

The key business sectors include commercial tenancies and specific kinds of firms, such as:

- Multi-tenant buildings, including retail strip malls and business parks
- Hotels and motels
- Auto-related businesses
- Small- to medium-size manufacturing and light-industrial firms
- Multi-family residential complexes

## Marketing

Collateral will be created jointly by Clackamas County, Republic Services and the City and promoted in multiple ways, including:

- City
  - Boones Ferry Messenger newsletter
  - Paid advertisements and earned media
  - Economic Development/Public Affairs City staff outreach
- County
  - Sustainability staff door-to-door outreach and technical assistance and tube-collection box delivery
  - Newsletter and/or flyer design and production
  - Database email notifications to businesses
- Republic Services
  - Customer notifications and reminder inserts in bills

## Partnership Building: Local Governments and Area Businesses

In addition to promoting lamp recycling, businesses will receive resources and information from Clackamas County's Resource Conservation & Solid Waste program, which provides technical assistance to businesses throughout the county along with Republic Services' Recycling Coordinator.

Staff conducting outreach with businesses in Wilsonville will connect employees to additional opportunities with partners such as the City of Wilsonville's Public Works for stormwater best practices, SMART for transportation resources, and the Energy Trust for energy efficiency and lighting retrofit opportunities.

The County's certification and recognition program for businesses, known as *Leaders in Sustainability*, also promotes best practices in these areas.

Businesses and property managers will be given information on incentives for lighting retrofits in addition to resources for easy and cost effective recycling.

## Budget of Proposed Program

This proposal partners the City of Wilsonville with Clackamas County and Republic Services to propel proper recycling of fluorescent lamps amongst businesses in the city. Community Enhancement funding would be used to cover the cost of materials (storage collection boxes for lamps) and recycling services, including transportation.

The total amount of funding requested is \$7,110, or 26% of total expenses that leverages \$20,290 of County and private-sector funds.

Clackamas County's technical assistance program for businesses will incorporate the delivery of boxes and providing consultations on lamp recycling within its ongoing work with businesses, and will contribute up to 20 additional lamp recycling boxes. Republic Services will offer the use of the Wilsonville campus and assist in staffing the two events along with additional outreach into the community.

<b>EXPENSES</b>	<b>Amount</b>
EcoLights vendor collection boxes and lamp recycling services \$5.50 (8 ft. box) + \$50 (per box lamp recycling) x 50 businesses x 2 events	\$ 5,550
EcoLights vendor staffing and transportation costs Two staff and transportation to/from event, \$920/event x 2 events	1,840
Marketing collateral: Decals, flyers, handouts, etc	1,000
Republic Services Staffing for collection events	1,600
Republic Services Business outreach*	800
Clackamas County Business outreach staff & supplies*	16,610
<b>Total Expense</b>	<b>\$ 27,400</b>
<b>REVENUES *</b>	<b>Amount</b>
Clackamas County Resource Conservation & Solid Waste	\$ 17,890
Wilsonville-Metro Community Enhancement Program Funds	7,110
Republic Services of Clackamas and Washington Counties	\$2,400
<b>Total Revenue</b>	<b>\$ 27,400</b>

\* Revenues reflect value of staff time for Clackamas County's technical assistance to Wilsonville businesses for FY15-16, a portion of which in FY16-17 will be focused on promoting and educating on lamp recycling assistance, offering lamp boxes, and encouraging participation in the proposed collection events at the Republic Services Wilsonville Campus, as well as value of Republic Services' employees time dedicated to the project.

## **Background information about fluorescent lamps and mercury**

A fluorescent lamp or a fluorescent tube is a low pressure mercury-vapor gas-discharge lamp that uses fluorescence to produce visible light. On average, fluorescent lamps contain about four milligrams of mercury sealed within the glass tubing. By comparison, older thermometers contain about 500 milligrams of mercury – an amount equal to the mercury in over 100 CFLs. Manufacturers of fluorescent lighting products are working to reduce the amount of mercury content in compact fluorescent lights (CFLs). No mercury is released when the bulbs are intact (i.e., not broken) or in use, but CFLs can release mercury vapor when broken.

Because they contain mercury, a neurotoxin, many fluorescent lamps are classified as hazardous waste. The US EPA recommends that fluorescent lamps be segregated from general waste for recycling or safe disposal.

### **Why is Recycling CFLs Important?**

Recycling prevents the release of mercury into the environment. CFLs and other fluorescent bulbs often break when thrown into a dumpster, trash can or compactor, or when they end up in a landfill or incinerator.

Other materials in the bulbs get reused. Recycling CFLs and other fluorescent bulbs allows the reuse of the glass, metals and other materials that make up fluorescent lights. Virtually all components of a fluorescent bulb can be recycled.

### **Types of Fluorescent bulbs**

- Linear, U-tube and circline fluorescent tubes
- Bug zappers
- Tanning bulbs
- Black lights
- Germicidal bulbs
- High output bulbs, and
- Cold-cathode fluorescent bulbs.

### **Elemental (Metallic) Mercury Effects**

Metallic mercury, such as that found in fluorescent lamps, mainly causes health effects when inhaled as a vapor where it can be absorbed through the lungs. The EPA reports that symptoms of exposure include:

- Tremors
- Emotional changes (such as mood swings, irritability, nervousness, excessive shyness)

- Insomnia
- Neuromuscular changes (such as weakness, muscle atrophy, twitching)
- Headaches
- Disturbances in sensations
- Changes in nerve responses
- Poor performance on tests of mental function
- Higher exposures may also cause kidney effects, respiratory failure and death.

Exposures most often occur when metallic mercury is spilled, or products that contain metallic mercury break, so that mercury is exposed to the air. People concerned about their exposure to metallic mercury should consult their physician.



➔ Full Service Recycling

- Contractor Services
- Facility / Property Mgmt.
- Government & Related
- Small Business / Residential

Order Your Box Kit HERE!

LEARN MORE



➔ Special Services

- Collection Partnerships
- Mercury-bearing Devices
- Batteries (all types)
- More Recycling Services

➔ Support & Documentation

- Environmental Compliance
- Resource Center
- Contact Us
- Our Locations

## Environmental Compliance Experts

Our commitment to environmental compliance is at the core of everything we do. We take our responsibilities to you, our people, and the environment very seriously. That's why we have our own Environmental Health and Safety Department to ensure that our operations surpass all federal, state, and local rules and regulations.

- All our facilities are fully permitted by appropriate government authorities
- We carry pollution liability and identity theft insurance
- We perform environmental audits of our downstream vendors
- We've re-lamped our own facilities for efficient energy use
- Our parent company, Total Reclaim, was one of the original signers of the Basil Action Network's Electronics Recycler's Pledge of True Stewardship

Regulations such as the Universal Waste Rule (UWR) and the Resource Conservation and Recovery Act (RCRA) govern the disposal and management of hazardous materials. Links to information on these and other regulations are available at our [resource center](#).

EcoLights operates the only permitted "final destination" fluorescent lamp recycling facility in Washington State. We've been keeping our customers in compliance since 1996 by offering innovative and responsible recycling solutions. In addition to protecting the environment, we work hard to protect your brand and reputation. More information and tours of our recycling facility are available to our customer on request.

### Environmental Health and Safety Policy Statement

It is the Total Reclaim/EcoLights Policy to conduct all business activities in a manner that protects the natural environment and the health and safety of our employees, customers and the population in general... (Download the [one-page policy statement here](#)).

### Are You Ready?

Starting January 1, 2013, it will be illegal for businesses and residents to throw mercury-containing lights in the trash. EcoLights has the information on the law and what it means for you. [Learn more »](#)

### Why Recycle Lamps? ⚠

All fluorescent tubes and compact fluorescent lights (CFLs) contain small amounts of mercury. Nationwide, only about 25% of the 680 million lights discarded each year are recycled. The remainder is disposed of in solid waste landfills and incinerators. In Washington this represents over 15 million lamps per year. [Learn more »](#)

Generate Certificate of Recycle [Click here](#)



➔ Full Service Recycling

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- Facility / Property Mgmt.
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- Small Business / Residential

Order Your  
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### Mercury-Bearing Devices

A wide variety of devices and equipment use mercury and must be safely recycled to prevent the release of mercury into the environment.

EcoLights specializes in the safe transportation and recycling of all mercury-bearing devices. We accept whole devices for recycling, so there is no need for you or your staff to remove the delicate vials or ampules that contain mercury.

Mercury-containing devices are found in most buildings, and should always be removed prior to demolition, or when they are no longer needed. Examples include:

- Fluorescent Lamps
- HID Lamps
- Mercury Thermostats
- Mercury Switches
- Commercial/Industrial Heating & Cooling Equipment
- Mercury Flame Sensors
- Mercury Float Switches
- Mercury Flow Meters
- Mercury Manometers/Barometers
- Mercury Gas Flow Regulators
- Mercury Thermometers

Keeping mercury out of the environment benefits us all.

Contact us to discuss how we can safely recycle your unwanted mercury-bearing devices. Links to comprehensive information about mercury and laws that require the safe handling of mercury can be found on our [Resource Center](#) page.

### Are You Ready?

Starting January 1, 2013, it will be illegal for businesses and residents to throw mercury-containing lights in the trash.

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[Learn more »](#)

### Why Recycle Lamps? ⚠

All fluorescent tubes and compact fluorescent lights (CFLs) contain small amounts of mercury.

Nationwide, only about 25% of the 680 million lights discarded each year are recycled. The remainder is disposed of in solid waste landfills and incinerators. In Washington this represents over 15 million lamps per year.

[Learn more »](#)



**Project Title** Frog Pond Church Campus Restoration Project

**Reviewed By** Chris Neamtzu Dept CD/Planning Date 2/23/16

**City Staff Assessment Summary**

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

**Eligible:** Meets both eligibility criteria and program goals;  **Ineligible:** Does not meet both criteria and goals.

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

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

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

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

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

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

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

- A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c)(3) tax-exempt status; or
- A school or institution of higher learning; or
- A local government, local-government advisory committee, department or special district provided that they include documented support from the local government executive officer.

(c) \* The project funds do not replace any other readily available source of federal, state, local or regional funds.

(d) \* The project must not promote or inhibit religion.

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

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

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

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

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

(b)  Reduce the amount or toxicity of waste.

(c)  Increase reuse and recycling opportunities.

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

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

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

(g)  Result in improvement in safety.

(h)  Benefit youth, seniors, low income persons or underserved populations

### 3. Assessment of Additional Issues for Consideration

#### *Additional criteria to evaluate a project.*

Issue 1 Does the project demonstrate a clear community benefit?

The project is a maintenance project. The project demonstrates a clear community benefit to users of the church facility and to surrounding neighbors who may have overgrown tree branches encroaching on their property.

Issue 2 Is the cost estimate realistic? Is the project scalable?

Although not provided, the proposal states that cost estimates were obtained to determine cost. The project is definitely scalable. Lesser amounts of money could still benefit the site.

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

The project is a maintenance project. There will need to be additional maintenance of the trees and landscapes in the future.

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

The proposal states that there will be additional light into the property as well as surrounding properties and that safety will increase on-site by maintaining the trees.

Issue 5 Does the project appear to have community support?

In a broad sense, community support is not demonstrated, but there is support from the leadership of the Frog Pond Church.

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

The project is consistent with the site's approved master plan by the Development Review Board.

**Q1: Nominator Contact Information — For Potential City Staff Follow-up**

<b>Name</b>	Richard Truitt
<b>City/Town</b>	Wilsonville
<b>State/Province</b>	Oregon
<b>Email Address</b>	rrtruitt@gmail.com
<b>Phone Number(s)</b>	971-344-6990

**Q2: Title or Shorthand Name of Project**

Frogpond Campus Restoration Project

**Q3: Location or Area of Project in City**

Frogpond

**Q4: Community Benefit of Project**

Improved visibility and safety along Boeckman Rd. will benefit all drivers on this section of the road and all users of the facilities on the Frogpond Campus. These users include members and visitors to Meridian United Church of Christ, the Island Community Church of the Chuuk Islands, other occasional worshippers of diverse faiths, and various community non-profit service and cultural organizations such as the I-5 Connection, the Veterans Outreach program, several AA groups, one Alanon group, and various small groups from a variety of ethnic backgrounds and economic status that meet regularly to help individuals address issues that are adversely affecting their lives, as well as homeowners associations who hold Board and association meetings in the facility.

All of these groups and the neighbors in adjoining properties will benefit from the diminished risk of damage to properties from falling branches and trunks of dead and dying trees on the perimeter of the campus and from increased visibility, enhanced low-intensity lighting, and increased utilization of properties from removal of lower branches. The project will also create opportunities for youth in the community to participate in youth activities in the wooded and meadow areas of the campus.

**Q5: Detailed Description of Project**

This project involves raising tree canopies; removing and replacing with new trees of up to 5 dead and dying trees identified by an arborist; pruning of multiple trees and trimming of shrubs around the perimeter of the campus; mulching and recycling of organic byproducts generated by the project; installing an open-style fence for both safety and visibility; and improving access to and visibility of the campus for multiple user groups from the community.

**Q6: Any Cost Estimate for the Project — How Did You Estimate This Cost?**

\$20,000. Estimate is based on quotes from contractors for several elements of the project and estimates of cost of tools and equipment rentals to perform some of the work by volunteers from the churches and other non-profits that regularly use the campus for meetings and other functions.

**Q7: What Kind of On-Going Maintenance Needs Might Be Required by Project?**

Annual pruning, trimming, and mulching of any new growth that limits visibility and blocks light. This maintenance work can be performed by volunteers from various organizations that meet on the campus regularly.

**Q8: What Impact Might the Project Have on Nearby Homes and Businesses?**

Improved visibility and safety along Boeckman Road; increased natural light, reduced intrusion of branches onto adjacent properties, and improved appearance; and reduced risk of damage from dying/dead trees during storms with high winds.

**Q9: Does the Project Have Community Support? How Did You Determine this Support?**

During initial efforts by volunteers to remove lower branches from a few trees immediately adjacent to campus, several neighbors have expressed appreciation and encouragement to continue. No one has voiced objections to these initial efforts.

**Q10: Is the Project Consistent with Existing Planning Documents (Master Plans, Strategic Plans, etc)?**

Yes, project is consistent with Master Plan for the area and the Conditional Use Permit for the latest building constructed on the campus in 2000.

**Q11: Additional Notes on Project**

This project will enhance the community by making the campus more visible, safer, and more welcoming to the many groups that already use the campus for meetings and worship. It also will help facilitate increased availability of the campus for groups to have a place to meet at a modest but reasonable cost.



An intergenerational, multiracial,  
multicultural, open and affirming congregation

April 8, 2016

To: Mark Ottenad  
City of Wilsonville

RE: Community Project Nomination

To Whom It May Concern:

I hereby certify as the Chair of Trustees of the Meridian United Church of Christ that the organization owns the land and provides permission for the proposed Wilsonville-Metro Community Enhancement Program "Frog Pond Church Campus Restoration Project."

Please feel free to contact me if anything further is needed or if there is any question. We trust this letter will complete the documentation requirements for the project to be considered by the committee.

Sincerely,

A handwritten signature in black ink, appearing to read "Dixon Ingalls".

Dixon Ingalls, Chair  
Trustees, Meridian United Church of Christ

**Project Title** Memorial Park Dog Park Relocation

**Reviewed By** Stan Sherer, Director Dept. Parks & Recreation Date 2/28/2016

**City Staff Assessment Summary**

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

**Eligible:** Meets both eligibility criteria and program goals;  **Ineligible:** Does not meet both criteria and goals.

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

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

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

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

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

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

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

- A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c)(3) tax-exempt status; or
- A school or institution of higher learning; or
- A local government, local-government advisory committee, department or special district provided that they include documented support from the local government executive officer.

(c) \* The project funds do not replace any other readily available source of federal, state, local or regional funds.

(d) \* The project must not promote or inhibit religion.

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

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

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

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

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

(b)  Reduce the amount or toxicity of waste.

(c)  Increase reuse and recycling opportunities.

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

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

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

(g)  Result in improvement in safety.

(h)  Benefit youth, seniors, low income persons or underserved populations

### 3. Assessment of Additional Issues for Consideration

#### *Additional criteria to evaluate a project.*

Issue 1 Does the project demonstrate a clear community benefit?

The dog park is one of the most used recreation facilities in Wilsonville.

Issue 2 Is the cost estimate realistic? Is the project scalable?

The cost estimate is realistic. The project could be scaled, and utilize as low as \$25,000.

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

On-going maintenance but limited in scope; little or no additional maintenance that that currently required by existing dog park.

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

Safe alternative for pet care.

Issue 5 Does the project appear to have community support?

Yes.

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

Yes — Memorial Park Master Plan 2015.

**Wilsonville – Metro Community Enhancement Grant Application  
Memorial Park Dog Park Relocation**

**1. Nominator Contact Information — For Potential City Staff Follow-up**

Brian Stevenson  
Wilsonville Parks and Recreation  
[stevenson@ci.wilsonville.or.us](mailto:stevenson@ci.wilsonville.or.us)  
503-570-1523

**2. Title or Shorthand Name of Project**

Memorial Park Dog Park Relocation

**3. Location or Area of Project in City**

Memorial Park (NE portion of the park – accompanying maps)

**4. Community Benefit of Project**

New location will integrate shaded areas by extending the dog park into the edge of the forested area.

Play features will be included in the design of new dog park (Spray Fire Hydrant, Scottie Seesaw, Collie Crawl, and Husky Triple Hoop).

Relocation of the dog park will eliminate parking conflicts with Memorial Park ball field users

New parking area (37 spaces) will give dog park users adequate parking and in much closer proximity to the dog park entrance

**5. Detailed Description of Project**

Relocate dog park to the NE portion of Memorial Park from its current location in the SE area of the park. The dog park will contain new 4' high powder coated chain link fencing, multiple dog play elements, two 16'x20' shelters, two benches and drinking water for dogs and humans.

**6. Any Cost Estimate for the Project — How Did You Estimate This Cost**

Project Total: \$45,400

ADA Fountain w/ Pet Bowl = \$3,200

Spray Fire Hydrant= \$1,200

Scottie Seesaw= \$900

Collie Crawl= \$1,400

Husky Triple Hoop= \$600

16' x 20' Wood Gable Rectangular Savannah Pavilion (x2)= \$18,000

1200' of 4' black chain link fence and gates= \$13,000

8' bench (x 2)= \$3,840

32 Gallon Avenue Expanded Trash Receptacle (x 3)= \$1,800

Walking path - recycled concrete (\$8.75/yard)= \$660

Clackamas County Community Work Service Crew \$400/day= \$800

**7. What Kind of On-Going Maintenance Needs Might Be Required by Project?**

The ongoing maintenance of this project will be similar to current maintenance needs at the dog park.

No additional maintenance is expected as part of this project.

**8. What Impact Might the Project Have on Nearby Homes and Businesses?**

Other than a small number of homes on the north edge of the park, there are no other homes or businesses in near proximity to the dog park. The two nearest homes are approximately 363 ft. and 527 ft. from the dog park.

Noise will be minima , if any

No lighting will be installed

The evenly distributed use patterns of the dog park (morning, day time, after work, and weekend) should not negatively impact residents on Schroeder Way as dog park users access the dog park.

**9. Does the Project Have Community Support? How Did You Determine this Support?**

Yes.

The relocation of the dog park is critical to the overall execution to the 2015 Memorial Park Master Plan which had a tremendous amount of support at 3 community open houses.

**10. Is the Project Consistent with Existing Planning Documents (Master Plans, Strategic Plans, etc)?**

The dog park relocation is included in the most recent (May 2015) Memorial Park Master Plan and is part of Phase I.

**11. Additional Notes on Project**

None

# Dog Park Amenities



Husky Triple Hoop



Collie Crawl



Scottie See-Saw



ADA Fountain with Pet Bowl



Spray Misting Fire Hydrant



16' x 20' Shelter



Project Title Multifamily Waste-Reduction and Recycling Project Proposal

Reviewed By Chris Neamtzu Dept CD/Planning Date 2/26/16

**City Staff Assessment Summary**

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

**Eligible:** Meets both eligibility criteria and program goals;  **Ineligible:** Does not meet both criteria and goals.

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

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

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

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

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- A school or institution of higher learning; or
- A local government, local-government advisory committee, department or special district provided that they include documented support from the local government executive officer.

(c) \* The project funds do not replace any other readily available source of federal, state, local or regional funds.

(d) \* The project must not promote or inhibit religion.

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

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

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

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

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

(b)  Reduce the amount or toxicity of waste.

(c)  Increase reuse and recycling opportunities.

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

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

(g)  Result in improvement in safety.

(h)  Benefit youth, seniors, low income persons or underserved populations

### 3. Assessment of Additional Issues for Consideration

#### *Additional criteria to evaluate a project.*

Issue 1 Does the project demonstrate a clear community benefit?

Yes, increased recycling is a clear community benefit, resulting in a sustainable environment and reducing the amount of material that enters landfills. Approximately half of Wilsonville's residents live in multifamily communities that have lower recycling rates due to issues around education, signage and transporting recyclables from residential unit to central collection.

Issue 2 Is the cost estimate realistic? Is the project scalable?

The cost estimates appear realistic, although the methodology for calculating the costs was not included. The project funds the salary of a temporary employee for a period of six months and related recycling materials, including signage and recycling totes. The project is scalable.

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

Over time, there will need to be on-going educational efforts and outreach for the program to be effective. Project proposes in effect a prototype for recycling outreach to multifamily communities that verifies the results of program to gauge effectiveness. New recycling totes will be needed in the future.

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

None. Increased recycling could result in less litter trash in the community. Additional recycling in multi-family communities will give residents better options for managing their waste.

Issue 5 Does the project appear to have community support?

Community support is not yet demonstrated, but will be gauged by the interest in multifamily on-site ownership and management staff.

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

The proposal states that the project is consistent with City plans and City Council priorities to reduce waste production and increase recycling opportunities.



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## Multifamily Waste-Reduction and Recycling Project Proposal

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### A Public-Private Partnership Project Nomination Submitted to the Wilsonville-Metro Community Enhancement Committee

January 29, 2016

Submitted jointly by:

**Eben Polk**  
*Sustainability Supervisor*  
Clackamas County Resource  
Conservation & Solid Waste Div.  
150 Beaver Creek Road  
Oregon City, OR 97045  
503-742-4470  
epolk@co.clackamas.or.us

**Adam Gorske**  
*Recycling Coordinator*  
Republic Services of Clackamas and  
Washington Counties  
10295 SW Ridder Road  
Wilsonville, OR 97070  
971-272-7129  
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**Mark Ottenad**  
*Public/Government Affairs Director*  
City of Wilsonville  
Office of the City Manager  
29799 SW Town Center Loop E  
Wilsonville, OR 97070  
503-570-1505  
ottenad@ci.wilsonville.or.us

## **Issue and Opportunity Statement:**

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. State recovery goals and the spirit and intent of Oregon's Opportunity to Recycle Act encourages us to find ways to make recycling as easy for multifamily communities as it is for single family households. Oregon Dept. of Environmental Quality (DEQ) is currently undertaking a review of recycling efforts in multifamily communities to encourage greater participation rates. Higher quality recycling will help maintain the value of materials and keep costs to manage the material as low as possible. Finally, the percentage of people living in multifamily communities is growing at unprecedented rate throughout the region.

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. See attachment for a list and map of multifamily communities in Wilsonville.

Facilitating recycling and proper disposal of waste in multifamily communities thus takes on a high importance in Wilsonville; the city also represents a potential proving ground for efforts to do so. Recently some research<sup>1</sup> has investigated the barriers and developed best practices or innovative strategies to improve recycling within multifamily communities. This research, as well as experience in Clackamas County, indicates that recycling success in multifamily communities depends on a multifaceted approach to make a difference.

Wilsonville and Clackamas County together with franchised waste and recycling collector Republic Service, Inc., propose a public-private partnership with a focused outreach campaign for, and review of, multifamily residential communities in Wilsonville, and adopting practices found in the research to improve recycling rates and decrease contamination. The proposed project incorporates shared resources from the City of Wilsonville (Planning and Public/Government Affairs), the County (Resource Conservation & Solid Waste/Sustainability) and Republic Services (Recycling and Operations).

## **Goal:**

Conduct a 6-month focused effort to raise awareness, increase recycling and decrease contamination at five to six multifamily communities in Wilsonville. Reach out to other multifamily communities as time and capacity permit on recycling efforts. The program seeks to gauge the level of success in achieving an increase in non-contaminated recycled materials.

<sup>1</sup> Cascadia Consulting Group, (2012, November) [Multifamily Recycling: Case Studies on Innovative Practices from Around the World](#)

**Budget:**

The project proposes to utilize \$12,000 to \$16,000 in City Community Enhancement Program funds that leverages 55% to 56% of additional resources from the partners.

<b>EXPENSE</b>	<b>LOW EST</b>	<b>HIGH EST</b>
• Salary: 6-month temporary, Clackamas County	\$ 12,000	\$ 16,000
• Recycling materials heavy-duty tote bags (4,000 – 5,000 bags)	6,500	8,400
• Supervision, calls on communities, misc costs	7,000	9,000
• Marketing collateral: Decals, flyers, handouts, etc.	2,000	3,000
<b>Total Expense</b>	<b>\$ 27,500</b>	<b>\$ 35,400</b>
<b>REVENUE</b>		
• W-M Community Enhancement Program (City)	\$ 12,000	\$ 16,000
• Clackamas County Sustainability	9,000	11,000
• Republic Services	6,500	8,400
<b>Total Revenue</b>	<b>\$ 27,500</b>	<b>\$ 35,400</b>

**Partners and Roles:**

- **City of Wilsonville** — Provide funds, expertise and supervision: Salary costs reimbursement to County for 6-month temp, oversight into developing the work plan and strategy, and monthly adjustments, and contribute funds for recycling bags.
- **Republic Services** — Provide funds and expertise: Provide information and data about service levels and frequency, facilitate waste and recycling audits through special collections and providing space at WRI, and contribute partial funds for recycling bags; dollar amount includes in-kind value of staff work.
- **Clackamas County** — Provide funds, expertise and supervision: Co-develop work plan, program administration and overhead costs, recruit and supervise employee, design and print marketing collateral and educational materials, and provide day-to-day oversight and coordination dollar amount includes in-kind value of staff work.

The County will conduct a recruitment process utilizing known sources for experienced staff:

Variation 1: AmeriCorps recruitment

Variation 2: General recruitment, including among Master Recyclers

Variation 3: Contract with PSU’s Community Environment Services

**Timeline:**

Multifamily communities see the highest turnover in the summer. Many households make sure they are settled by the fall before school starts. We propose to start this project in the Fall 2016 and complete it by Spring 2017.

**Phases:**

- I. Define service level and enclosure capacity opportunities
- II. Targeted outreach to communities with adequate access to support improvements

**Phase 1: 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 .125 cu/unit/week.**

Gather input from the collector’s MF driver, participate in a ride along and review enclosures to inform a review of current design standards. Drivers could provide input on existing issues relating to:

- i. Enclosure size
- ii. Container size and capacity
- iii. Enclosure cleanliness
- iv. Access to containers
- v. Overflowing containers
- vi. Underutilization of containers

**Deliverable:** Compile a list of communities ready for outreach vs. needing service adjustments. Preliminary analysis identifies 13 communities ready for outreach. More analysis is needed on the remaining to identify if service levels can be increased.

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

Identify improved standards for on-site enclosures and the necessary number and location of convenient carts and containers during the planning design review assessment, for new or substantially renovated multifamily housing.

**Deliverable:** Compile an Assessment Report highlighting communities needing infrastructure support.

**Phase 2: 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**

Work with the property manager and collector to make appropriate adjustments.

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

Examples could include:

- Letter from Mayor – to be sent to all PMs from the City
- City Newsletter – highlight campaign
- Social media outlets – (City, County, Chamber, Associations)
- Wilsonville Chamber – meetings and website to highlight efforts
- Trade Associations – Participate and communicate with Metro Multi-Family Housing, Oregon Apartment Association and the Multifamily Housing Council of Oregon. Provide content for association newsletters.

- Electronic Newsletter – Develop and distribute property manager e-newsletter. Email addresses will be collected through initial contact cold calling PMs described below.
  - Connect with schools
  - Direct mailing / postcard to residents in targeted communities?
- **Task 3 - Conduct outreach to communities**

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

Recent research<sup>2</sup> reveals property managers have a low awareness of the free educational materials available to them. The proposed outreach effort will aim to decrease this barrier by promoting resources in a variety of forms and creating personal connections with all property managers (PM).

During each meeting, three (3) strategies will be presented:

Basic - All communities will be offered recycling guides for residents, updated decals on containers and recycling signs for indoor/outdoor collection areas.

Advanced - Knock-and-talk conversations, scheduled presentations or trainings, tabling at community event, series of newsletter articles,

Reuse and donation – Strategies for residents to reuse, swap or donate usable items

Identify with PM resident education plan (see **Menu of Service** below)  
Survey PMs and/or residents to find out barriers to recycling right and more and provide education based on feedback

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

Bulky waste collection is a challenge at multifamily communities. Management policies, billing restrictions, and illegal dumping all contribute to the challenge. A review of the bulky waste collection policies at different communities and the collection options available from the franchisee will be conducted. Recommendations for best management practices will be made. In concert with the franchisee recommendations may be made affecting collection fees.

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

Either the recycling collector's driver or designated Outreach Specialist will note weekly an estimation of the percentage of contamination in recycling. This could entail noting low, medium or high or more complexity. Visual assessment standards will be followed.

Following is a menu of services to be provided on a custom basis: to create a cohesive, consistent and recognizable message about recycling at the community.

<sup>2</sup> City of Portland (2014, March) Recycling at Multifamily Properties: Interviews with Property Managers and Garbage and recycling Companies

## Menu of Services

**Enclosure signs** – Recycling, glass only and bulky waste info

**Custom laminated signs** – For enclosure (flatten cardboard , stack here, recycling is over there, etc).

**Knock-and-talk conversations** – Provide brief (<1 min) chat with tenants about recycling in their community. Tailor message based on PM feedback on problems such as addressing plastic bags, rigid plastics, pet food bags, or breaking down cardboard boxes. Estimate: a 100 unit facility could be covered in 2-4 hours, assuming a 30-50% open door rate.

**Recycling Guide flyer or revised flyer (to include bulky waste info)** – Highlight what can't be recycled and items that may not be placed in regular garbage (toxics, e-waste, large furniture and other bulky waste). Provide information in various languages.

**Drop-off location guide** – Flyer could be distributed with move in information or posted in laundry room.

**Indoor posters** – Including additional materials collected by community such as batteries or plastic bags.

**Durable recycling tote** – Eliminate the barrier of getting material to the collection bins and provide education on what's recyclable. These can be delivered during knock-and-talks or at a scheduled presentation.

**Scheduled presentations and trainings** – These have been most beneficial at annual BBQ, pool opening party or other organized effort at the community (resources used: Recycle Guide, junk mail kit, free bags and recycling game)

**Community Events** – Tabling or engaging schools in the area

**Newsletters** – Provide content for community newsletter

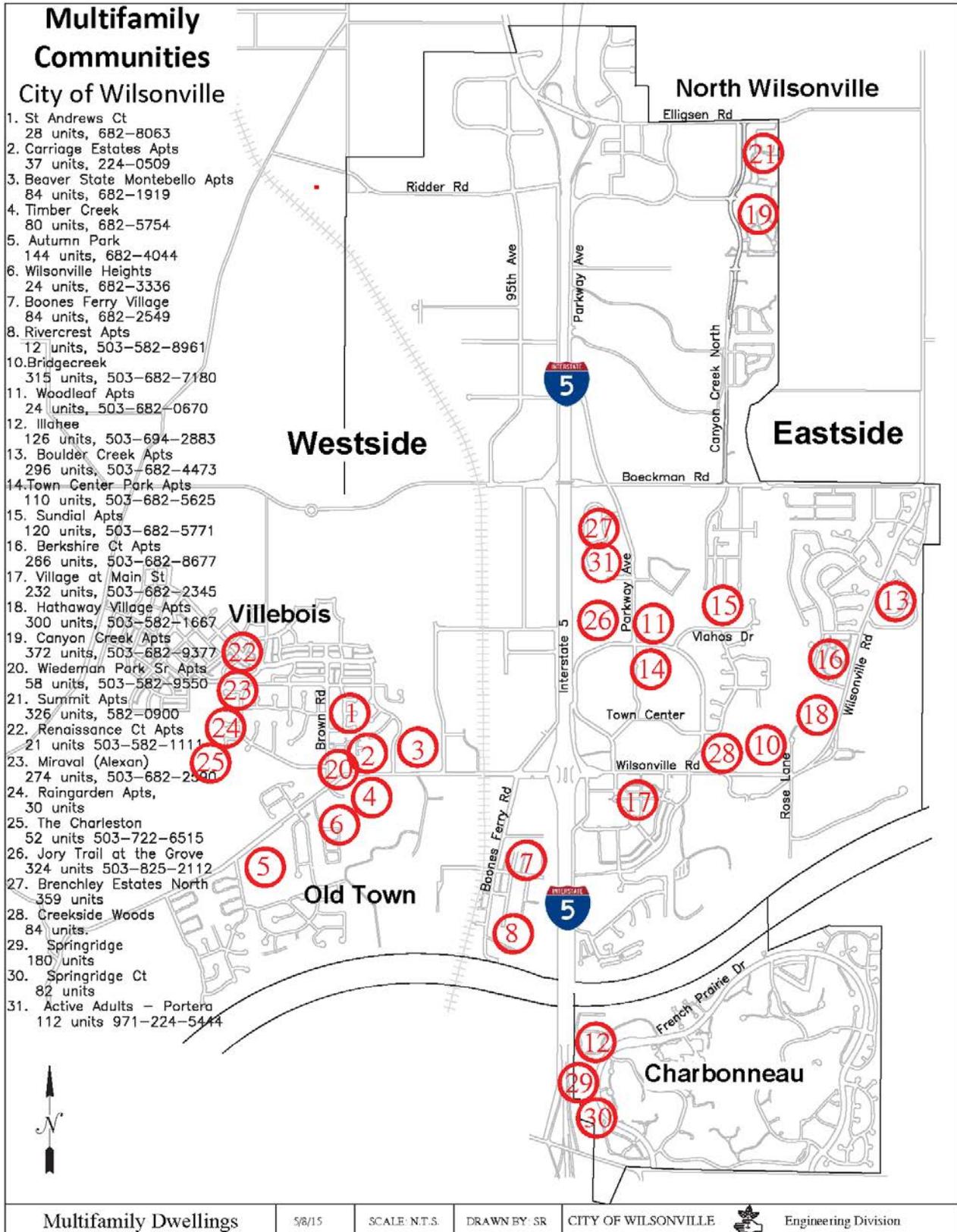
**Case Studies** – highlight a few select communities to showcase best practices.

**General Recognition** – Recognize properties with good recycling or other sustainable practices via web pages (regional or local government), trade association communications, newsletter (regional or local government) or possibly Leader in Sustainability Award.

**APPENDIX****List of Multifamily Communities – City of Wilsonville, 2015**

<b>Map #</b>	<b>Apartment Name</b>	<b>No. of Units</b>	<b>Location Notes</b>
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

Map of Multifamily Communities – City of Wilsonville, 2015



Project Title Striping & Signage for Intersection of Wilsonville/Boones Ferry Roads and I-5 Interchange

Reviewed By Steve Adams, Dev. Engineering Mgr. Dept CD/Engineering Date 3/1/2016

**City Staff Assessment Summary**

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

**Eligible:** Meets both eligibility criteria and program goals;  **Ineligible:** Does not meet both criteria and goals.

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

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

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

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

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

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

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

- A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c)(3) tax-exempt status; or
- A school or institution of higher learning; or
- A local government, local-government advisory committee, department or special district provided that they include documented support from the local government executive officer.

(c) \* The project funds do not replace any other readily available source of federal, state, local or regional funds.

(d) \* The project must not promote or inhibit religion.

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

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

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

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

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

(b)  Reduce the amount or toxicity of waste.

(c)  Increase reuse and recycling opportunities.

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

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

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

(g)  Result in improvement in safety.

(h)  Benefit youth, seniors, low income persons or underserved populations

### 3. Assessment of Additional Issues for Consideration

#### *Additional criteria to evaluate a project.*

Issue 1 Does the project demonstrate a clear community benefit?

The project suggests both signage and road-striping: Yes, signage is of value. However, staff does not support the pavement markings.

Issue 2 Is the cost estimate realistic? Is the project scalable?

Submitter did not include a price, however, City's per-sign cost estimate was provided by Public Works Dept. City staff supports the addition of three signs (not the eight suggested) for the three critical vehicle movements that cause the traffic concern – southbound left turn on Boones Ferry Road, westbound left turn on Wilsonville Road and eastbound through on Wilsonville Road. Cost to make and install these three signs is estimated at \$400.

City staff does not support "... paint(ing) lines in the intersection reminding people of the area that they are not supposed to sit within." By Oregon statute it is not legal to stop within a crosswalk or block an intersection, as such everything from the back edge of the crosswalks through the intersection is illegal to block. While Section 3B of the MUTCD allows "Do Not Block" intersection markings, they wear very rapidly and would be difficult to maintain on a frequent bases.

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

The City looks to modify this signage request with the separate project submittal from John Carroll to post the traffic violation fine amount on the sign. As such the signage would need to be updated as traffic fines increase over time.

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

If vehicles did not block the intersection it would provide quicker, more efficient travel to citizens and businesses.

Issue 5 Does the project appear to have community support?

Yes, there is both Council support and community support to make this a better functioning intersection.

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

The project is consistent with Section 6-4 of the Transportation System Plan 2013.

**Q1: Nominator Contact Information — For Potential City Staff Follow-up**

**Name** Susan K Mundell  
**City/Town** Wilsonville  
**State/Province** OR  
**Email Address** susan.k.mundell@gmx.com  
**Phone Number(s)** 503-267-5506

**Q2: Title or Shorthand Name of Project**

Intersection Courtesy

**Q3: Location or Area of Project in City**

Wilsonville and Boones Ferry Roads

**Q4: Community Benefit of Project**

Remind people traveling on the streets of Wilsonville to not block the intersection.

**Q5: Detailed Description of Project**

**Situation:** During high traffic times such as rush hour or when I-5 is bogged down the intersection of Wilsonville and Boones Ferry Roads becomes a traffic snarl that can take upwards of an hour to get through. **Cause:** The biggest factor for this situation is that people go on a green without considering they might not get through the intersection and end up being stuck in the intersection and then blocking oncoming traffic.

**Result:** In addition to an extended time stuck in traffic, this causes unsafe behaviors on the part of the oncoming traffic who attempt to go around the block so they can move forward when their light is green.

**Suggested Solution:** We should paint lines in the intersection reminding people of the area that they are not supposed to sit within. Add 8 signs, one for each direction to remind people that they need to plan to get through the intersection fully rather than be stuck because of the next traffic signal. This could help alleviate frustration for Wilsonville's citizens on a daily basis as well as enhance safety of both pedestrians and other vehicles.

**Q6: Any Cost Estimate for the Project — How Did You Estimate This Cost?**

No clue

**Q7: What Kind of On-Going Maintenance Needs Might Be Required by Project?**

Normal road paint and road sign maintenance.

**Q8: What Impact Might the Project Have on Nearby Homes and Businesses?**

It would really help Wilsonville's citizens in the old town and Villebois areas in getting to and from their homes during high traffic times. Currently I avoid going to a business in that area during rush hour and go to a different business if possible to get out of the situation.

**Q9: Does the Project Have Community Support? How Did You Determine this Support?**

I have not done any support analysis but people I have spoken to often express their unhappiness of the snarls at that intersection.

**Q10: Is the Project Consistent with Existing Planning Documents (Master Plans, Strategic Plans, etc)?**

Respondent skipped this question

**Q11: Additional Notes on Project**



**Wilsonville Public Library  
Monthly Report to Council  
June 2016**

**Headlines:**

Patrick Duke  
Library Director

LIBRARY  
BOARD

Carolyn Berry  
Chair

Megan  
Chuinard

Reggie Gaines

Rich Dougall

Alan Steiger

- **Summer Reading Program signups started June 6**  
Just in the first few days of the Summer Reading Program, over 400 kids have signed up to read 20 minutes per day for 20 days over the summer. We project that about 2,500 kids will sign up for the program and over 1,200 kids will complete the program. Kids will be doing Science Adventure activities as well, and we anticipate that more than 400 kids will complete that program. In addition, kids and parents will be attending Thursday Fun Shows (this year funded by the Friends of the Library), Family Stories and Science and other great programs. It will be a fantastic summer.
- **Library is a cooling center during the heat**  
The Library stayed open late on June 4<sup>th</sup> and 5<sup>th</sup> to provide a cool place for Wilsonville Residents during the 100 degree heat. The library normally closes at 6pm on Saturday and Sunday, but was open until 8pm on those days. For the last several years, the Library has extended hours if temperatures reach 100. Folks were grateful to read or be on a computer until temperatures began to drop.
- **Wilsonville Public Library Foundation donor lunch a success**  
The Library Foundation held a fundraising lunch in May, with Oregon State Librarian MaryKay Dahlgreen as keynote speaker. Pat Duke spoke about library initiatives going forward, including early learning, and adult programming. The Foundation raised approximately \$7,000 for the lunch, before expenses. A fall event is being planned.
- **Library Board meeting. June 22, 6:30pm at the Library**

**May Statistics**

- **E-book and downloadable audiobook circulation: 2,206.**
- **Library print circulation : 35,096**
- **Total items added: 1,349; items withdrawn: 1,127**
- **Room reservations: 278**
- **Volunteer hours donated in the month: 1,029**

### Adult Services

- April Adult Program attendance: 80

#### Upcoming Programming:

- Genealogy Club, June 20<sup>th</sup> 1pm
- Great Books Discussion Group. This month *Uncle Vanya, by Chekhov*. June 21st. 6pm.
- History Pub June 28th. Doors open at 5pm
- Game Night: Board Games, Cards and Chess. Wednesday June 29th 6-8 pm
- First Friday Film, July 1st 6pm
- Book Club, July 14<sup>th</sup>, 6pm. This month: *All the Light We Can Not See* by Anthony Doerr

### Youth Services

- April Children's Program attendance: 1,751
- Summer Reading signups on June 6th

#### This Summers weekly schedule:

**Toddler Time**  
Tuesdays 10 am

**Babytime**  
Tuesdays 11 am

**Family Stories and Science**  
Tuesday 6:30 pm  
Wednesday 10:30 am,  
Thursday 1:30 pm

**Thursday Fun Shows**  
First Show: 11:00 am (Check  
schedule for other shows)

**Friday Family Films**  
English: Noon  
Spanish: 2:00 pm

**Read to the Dogs**  
Call for appointment  
503-570-1599

#### Upcoming Programming:

- Science Class signups start July 11th

See more events and services at [www.wilsonvillelibrary.org](http://www.wilsonvillelibrary.org)

### Program News



200 community volunteers showed up for W.E.R.K. Day and participated in a variety of projects throughout Memorial Park including laying barkdust, clearing brush to help create a 9 hole disc golf course and a Bio Blitz survey.



The 9-hole disc golf opened. Beginning in late June, discs will be available at the Admin Office for public checkout.



The Wilsonville Community Seniors formed a new partnership with Art Tech HS as part of the high school's T-shirt printing class. The class printed shirts for the Board of Directors.

#### Stein-Boozier Barn Update

Recent updates to the barn, in addition to increased marketing have resulted in a high demand for the historic barn.

#### Current 2016 reservations shown in orange

June							July						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

August							September						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4				1	2	3	
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	



The Parks and Recreation Department, in partnership with the Wilsonville Community Seniors Inc., hosted the Chamber of Commerce Morning Spark event.

## Parks Maintenance Update



Opened Murase Plaza terracing project



Completed Memorial Park Disc Golf Course



Repaired Boeckman Creek Trail



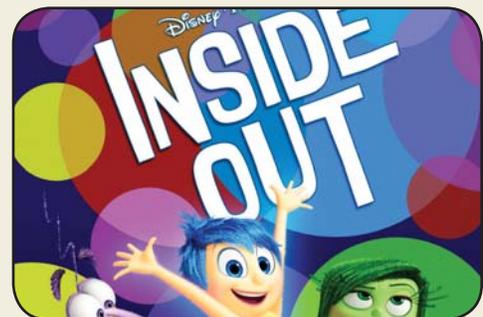
Installed refrigerator at Stein-Boozier Barn



Repaired loose panels at Memorial Park Boat Dock

## Upcoming Events

- \* Korean War Remembrance Ceremony  
Saturday, June 18  
Town Center Park - 10 am
- \* Movies in the Park  
Fridays - July 15, July 29, August 5 and August 19  
River Shelter at Memorial Park - starts at dusk
- \* Rotary Concerts in the Park  
Thursdays - July 21, July 28, August 4 and August 11  
Town Center Park - 6:30 pm



# Public Works

May 2016

## NEW FACILITIES & LANDSCAPE MAINTENANCE EMPLOYEES

### *Facilities*

Javid Yamin is our new Facilities Specialist and comes to us with a background in golf course turf maintenance and already obtained his Certified Pool and Spa Operator certification from the National Swimming Pool Association. He has been helping get the water features ready for the summer season as well as helping maintain and beautify the landscape at the WES Station/Transit Center, Library, City Hall, Public Works, Community Center along with several other properties that the City maintains.



Robert Todd, Josh Slough and Justin Eggimann are Seasonal Utility Workers that assist Matt, Ivan, Rob and Javid (Facilities Division) in keeping our water features clean and safe, and our facility landscapes well maintained. We couldn't do it without their help!



**RIGHT OF WAY TRIMMING**

*Roads*

The roads crew has been busy this spring trimming trees and shrubs that encroach into the bike lanes and around signs. It is amazing how fast trees can grow and cause sight distance problems.



Before

After

**LEAK DETECTION**

*Utilities*

The Annual Leak Detection survey was performed this month over a four day period. In total, seven small leaks were discovered. The crew was able to fix five of them within a day of discovery and repairs for the other two will be completed in the near future. Once the leaks are pinpointed with listening equipment, most can be fixed with minor maintenance. The hydrant pictured below on Canyon Creek Rd required a new seal to correct a small leak at its base. Flushing the hydrant before repair ensures a clean contact is made with the new seal.



## SEWER CLEANING AND HYDROEXCAVATION

### *Utilities ~ Sewer Collections*

The Sewer Collections crew continues working through Villebois to clean sewer mains and clean & inspect manholes. Utility Worker Shawn Powlison and Vactor Operator Paul Havens clean and inspect a manhole near St Moritz Loop.



The Collections crew also helps other other crews by hydroexcavating to pothole for utilities and excavate water leaks. Vactor Operators Mark Folz and Paul Havens help the Water crew excavate a water leak on Orchard Drive which was obviously caused by tree roots.



# City of Wilsonville

## April 2016



**Clackamas County Sheriff's Office**  
**2223 Kaen Rd**  
**Oregon City, OR 97045**

[www.co.clackamas.or.us/sheriff](http://www.co.clackamas.or.us/sheriff)

### Monthly Summary

During April 2016, 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 period the Sheriff's Office answered 560 calls for service, which was an average of 18.7 calls per day.

The monthly average for calls for service during the past three years has been 541.0. The 560 calls in the City during the month of April reflect a 3.5% increase over the average during the last three years.

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>
2011	5,539	461.6	15.2
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

An overall look at the shift activity reflects the following percentages of calls taken, traffic stops made and reports written for April.

	<u>Percentage of Calls Taken</u>	<u>Percentage of Traffic Stops</u>	<u>Percentage of Reports Written</u>
<b>Graveyard:</b>	<b>19.8%</b>	<b>45.3%</b>	<b>19.1%</b>
<b>Day Shift:</b>	<b>47.9%</b>	<b>28.6%</b>	<b>40.4%</b>
<b>Swing Shift:</b>	<b>32.3%</b>	<b>26.1%</b>	<b>40.4%</b>

During April 2016, 276 traffic stops were made in the City with the following breakdown for each shift.

	<u>Total</u>		<u>Graveyard</u>		<u>Days</u>		<u>Swing Shift</u>	
<b>Stops Made:</b>	<b>276</b>	<b>=</b>	<b>125</b>	<b>45.3%</b>	<b>79</b>	<b>28.6%</b>	<b>72</b>	<b>26.1%</b>
<b>Citations Issued:</b>	<b>123</b>	<b>=</b>	<b>50</b>	<b>40.7%</b>	<b>47</b>	<b>38.2%</b>	<b>26</b>	<b>21.1%</b>

Included in the above totals are 31 traffic stops (11.2%) and 36 citations (29.7%) issued by the Traffic Deputy.

**Calls for Service**

<b>Number of Calls Per Shift</b>	<b>April 2016</b>		<b>Monthly Average 2015</b>	
	<b>560</b>		<b>557.4</b>	
<b>Graveyard</b> (2100-0700)	<b>111</b>	<b>19.8%</b>	<b>108.3</b>	<b>19.4%</b>
<b>Day Shift</b> (0700-1700)	<b>268</b>	<b>47.9%</b>	<b>253.8</b>	<b>45.5%</b>
<b>Swing Shift</b> (1100-0300)	<b>181</b>	<b>32.3%</b>	<b>195.3</b>	<b>35.0%</b>
<b>Average Number of Calls Per Day</b>	<b>18.7</b>		<b>18.3</b>	

**Other Officer Activity**

<b>Type of Activity</b>	<b>April 2016</b>	<b>2015 Monthly Average</b>
<b>Follow-Up Contact</b>	<b>93</b>	<b>77.5</b>
<b>Foot Patrol</b>	<b>9</b>	<b>12.3</b>
<b>Premise Check</b>	<b>8</b>	<b>40.1</b>
<b>Subject Stop</b>	<b>27</b>	<b>54.9</b>
<b>Suspect Contact</b>	<b>3</b>	<b>5.4</b>
<b>Suspicious Vehicle Stop</b>	<b>60</b>	<b>67.5</b>
<b>Warrant Service</b>	<b>11</b>	<b>7.8</b>
<b>Total:</b>	<b>211</b>	<b>265.5</b>

The chart on the following page shows the types of calls for service received 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.

**Types of Calls**

Type of Calls	April 2016	2015 Monthly Average
Abandoned Vehicle	6	1.7
Accidents (All)	31	27.3
Alarms	55	55.6
Animal Complaint	12	11.7
Assault	4	3.9
Assist Outside Agency	13	12.8
Assist Public	30	30.5
Burglary	3	5.3
Criminal Mischief	6	12.3
Death Investigation	1	2.2
Disturbance	26	27.8
Extra Patrol Request		2.8
Fire Services	15	10.1
Fraud	25	20.2
Hazard	10	10.8
Juvenile Problem	16	15.4
Kidnap		0.2
Mental	3	5.7
Minor In Possession		0.8
Missing Person	2	1.9
Noise Complaints	4	8.3
Open Door / Window		1.9
Promiscuous Shooting		1.2
Property Found / Lost / Recovered	14	16.3
Provide Information	19	28.6
Prowler		1.0
Recovered Stolen Vehicle		1.8
Robbery	1	0.3
Runaway Juvenile	6	3.7
Sexual Crime (All)	6	2.9
Shooting		.0
Stolen Vehicle / UUMV	4	3.7
Suicide Attempt / Threat	11	10.1
Suspicious Circumstances	8	13.4
Suspicious Person	29	29.9
Suspicious Vehicle	8	14.9
Theft / Shoplift	21	34.0
Threat / Harassment / Menacing	20	17.9
Traffic Complaint	80	41.2
Unknown / Incomplete Call	13	11.8
Unwanted / Trespassing	14	13.8
Vice Complaints (Drugs)	6	5.9
Violation of Restraining Order	1	1.9
Welfare Check	29	23.2
Other Not Listed Above	8	11.3
<b>Total:</b>	<b>560</b>	<b>557.4</b>

**Median Response Times to Dispatched Calls**

All Dispatched Calls	All Calls	Priority 1 & 2 Calls
<b>Input to dispatch:</b> (Time call was on hold)	3:04 Minutes	2:38 Minutes
<b>Dispatch to Arrival:</b> (Time it took deputy to arrive after being dispatched)	4:36 Minutes	4:39 Minutes

During April, 178 reports were written. 19.4% were written by the graveyard shift, 40.4% by the dayshift units and 40.4% were written by the swing shift units.

**Reports Written**

Type of Report	April 2016
Accident	11
Theft	13
Criminal Mischief	4
Burglary	2
Stolen Vehicle	2
Assault	5
Identity Theft	1
Drug Crimes	3
Other / Misc. Reports	137
<b>Total:</b>	<b>178</b>

Shift Totals	November 2015	
Graveyard	34	19.1%
Day Shift	72	40.4%
Swing Shift	72	40.4%

