

**AGENDA**  
**WILSONVILLE CITY COUNCIL MEETING**  
**MAY 6, 2013**  
**7:00 P.M.**  
**CITY HALL**  
**29799 SW TOWN CENTER LOOP**  
**WILSONVILLE, OREGON**

Mayor Tim Knapp

Council President Scott Starr  
Councilor Susie Stevens

Councilor Richard Goddard  
Councilor Julie Fitzgerald

**CITY COUNCIL MISSION STATEMENT**

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

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

- 5:00 P.M. EXECUTIVE SESSION** [15 min.]  
A. Pursuant to ORS 192.660(2) (f) Exempt Public Records and  
ORS 192.660(2)(h) Litigation
- 5:15 P.M. COUNCILORS' CONCERNS** [5 min.]
- 5:25 P.M. PRE-COUNCIL WORK SESSION**
- A. TSP Code Amendments (Mangle)  
B. Memorial Park Parking Lot Improvements Follow Up (Rappold)  
C. Memorial Park Sewer Lift Station Relocation Follow Up (Rappold)  
D. Tourism and Opportunity Grant Criteria
- 6:50 P.M. ADJOURN**
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**CITY COUNCIL MEETING**

The following is a summary of the legislative and other matters to come before the Wilsonville City Council a regular session to be held, May 6, 2013 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on, April 23, 2013. Remonstrances and other documents pertaining to any matters listed in said summary filed at or prior to the time of the meeting may be considered therewith except where a time limit for filing has been fixed.

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

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

**7:05 P.M. MAYOR'S BUSINESS**

- A. Proclamation Declaring May as Bike Month (staff – Massa Smith)
- B. Proclamation Declaring Drinking Water Week (staff – Kerber)
- C. Upcoming Meetings

**7:15 P.M. COMMUNICATIONS**

- A. Recognize Tourism and Opportunity Grant Recipients (staff – Troha)
- B. Wilsonville Rotary Presentation to Through A Child's Eyes Program, Alan Kirk representing Rotary

**7:25 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.

**7:30 P.M. COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS**

- A. Council President Starr – Park & Recreation Advisory Board, Chamber/City Leadership; and Economic Development Task Force
- B. Councilor Goddard – Library Board, Chamber Board, and Clackamas County Business Alliance
- C. Councilor Fitzgerald – Planning Commission; Committee for Citizen Involvement; and Library Board
- D. Councilor Stevens – Development Review Panels A and B; Wilsonville Seniors

**7:35 P.M. CONSENT AGENDA**

- A. **Resolution No.2415**  
A Resolution Of The City Of Wilsonville Approving A Modification To Street Lighting Standards For Those Sections Of Grahams Ferry Road And Tooze Road Adjacent To The Villebois Village Development. (staff- Adams)



- B. Minutes of the April 1, 2013 and April 15, 2013 City Council Meetings. (staff – King)

**7:40 P.M. NEW BUSINESS**

A. **Resolution No. 2414**

A Resolution Of The City Of Wilsonville Authorizing The City Staff To Proceed With Condemnation As Necessary To Acquire Real Property Needed For Public Improvements Related To The Kinsman Transmission Main Segment 3B From Barber Street To Boeckman Road To Provide Water Service To The City Of Sherwood. (staff – Retherford)

B. **Resolution No. 2416**

A Resolution Of The City Of Wilsonville Authorizing Acquisition Of Property Interest Related To Construction Of An Infill Segment Of Sidewalk Along Willamette Way East. (staff – Retherford)

C. **Resolution No. 2417**

A Resolution Of The Wilsonville City Council Authorizing Staff To Take Necessary Steps To Create Multiple Single-Property Urban Renewal Districts To Be Called Tax Increment Finance Zones. (staff – Retherford)

**8:00 P.M. PUBLIC HEARING**

A. **Resolution No. 2405**

A Resolution Of The City Of Wilsonville Approving The Award Of A Sole Source Contract For Road Construction To Polygon Northwest Company, LLC. (staff – Adams)

**8:10 P.M. CITY MANAGER'S BUSINESS**

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

**8:20 P.M. ADJOURN**

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 MEETING STAFF REPORT

<b>Meeting Date:</b>  May 6, 2013	<b>Subject:</b> Transportation System Plan Development Code Amendments  <b>Staff Member:</b> Katie Mangle <b>Department:</b> Planning
<b>Action Required</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 type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<b>Advisory Board/Commission Recommendation</b> <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> For your information and discussion.	
<b>Recommended Language for Motion:</b> N/A	
<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 checked="" type="checkbox"/> Adopted Master Plan(s)
<input type="checkbox"/> Not Applicable	

### ISSUE BEFORE COUNCIL:

Review two types of proposed amendments needed to support the Transportation System Plan. The Comprehensive Plan amendments will come before Council in June alongside the Transportation System Plan (TSP) update. The Code amendments will be included as an appendix in the TSP, and presented at a subsequent public hearing for adoption.

### EXECUTIVE SUMMARY:

The TSP is the City's long-term policy and planning document for transportation improvements. The TSP identifies the City's transportation system goals and objectives, projects needed to provide efficient transportation choices for all users, design standards for a system that operates



reliably and safely, and is complementary to surrounding land uses. In addition, having a TSP in place is essential for the City to compete for regional, state, and federal funding for transportation projects. The Planning Commission will open public hearings on the proposed TSP May 8, 2013 and the first public hearing before Council is scheduled for June 2013.

Wilsonville, like most other cities in the region, needs to update its TSP to keep current with changes in regional transportation policy. Two objectives of this project have been 1) to create a TSP that builds on the years of community participation represented by the Comprehensive Plan, 2003 TSP, Bicycle and Pedestrian Plan, and Transit Plan, while 2) creating a unified plan that represents the over-arching projects and policies in one place.

Chapter 2 of the draft TSP lists updated goals, policies, and implementation measures, which need to be coordinated with the transportation policies and implementation measures in the Comprehensive Plan. The transportation policies will be implemented through development review, capital projects, and SMART and public works operations. Amendments to the Development Code are necessary to effect City decisions on private development applications.

### **Comprehensive Plan Amendments**

Some of the narrative in the Transportation section of the Comprehensive Plan needs to be edited to reflect current conditions and update references. The Goals, Policies, and Implementation Measures have been edited to be consistent with the TSP policies outlined in Chapter 2 of the TSP. Comments inserted to the right of the text note the relationship of each Plan policy or measure to those in Chapter 2 of the draft TSP.

The intent is for Council to adopt both the TSP and the Comprehensive Plan amendments simultaneously. Staff is preparing the draft amendments to the Comprehensive Plan, shown in Attachment A, to be adopted through the same ordinance as the TSP document.

### **Development Code Amendments**

The proposed amendments to the City of Wilsonville Development Code would update City requirements to be consistent with the new policies in Chapter 2 of the draft TSP, and to be consistent with the Regional Transportation Functional Plan (RTFP) and State Transportation Planning Rule (TPR). The first page of Attachment B includes a table that summarizes the proposed amendments and the state or regional requirements that they will fulfill.

Key changes include the following:

- On-site pedestrian access and circulation standards, needed to ensure safe and convenient walkability of development.
- New on-site parking design standards to include parking location and street features for lots over three acres in size.
- Exemption from parking maximum allowance for structured parking and on-street parking.
- New standards for the quantity, location, and design of short term and long term bicycle parking.
- Consolidation of all street design standards that apply when private development is required to construct frontage and street improvements. Some standards exist and have been moved to be in one section. Some new standards have been added to be consistent with proposed TSP chapter 5 Standards.
- New section outlining when development may be required to construct SMART bus stop improvements. The City is able to exact such improvements now, but adding the triggers and possible requirements into the Code will make the process more predictable for applicants and staff.
- New section to address property access and driveway development standards, and intersection spacing standards.

The draft amendments contained in Attachment B reflect direction provided by the Planning Commission during two work session discussions of the proposal. Staff is seeking guidance on further needed refinements. A commentary document explaining the amendments is included as Attachment C.

Attachment B will be included, in the format presented here, in the Appendix to the TSP document. The amendments will also be prepared to be adoption-ready, as a stand-alone ordinance proposal for separate adoption.

#### **EXPECTED RESULTS:**

Amendments to the Development Code are needed to coordinate with the Transportation System Plan (TSP) and comply with state and regional policy. Amendments to the Wilsonville Comprehensive Plan are needed to coordinate with the draft TSP.

#### **TIMELINE:**

The public hearings on this package of amendments will open on May 8, 2013, and a notice was mailed to every property in the city. The Planning Commission will hold two hearings on two TSP proposals on May 8. The TSP adoption package will include:

- TSP document with appendices, including the Draft Development Code amendments
- Comprehensive Plan text amendments



A second hearing will be held on the Development Code amendments that implement the TSP. As indicated by the Commission at its March meeting, the hearing on the Code amendments may be continued to a date certain, after the City Council conducts a hearing and makes a decision on the TSP itself in June 2013.

The grant that is funding the consultant work on this project will expire June 30, 2013.

**CURRENT YEAR BUDGET IMPACTS:**

The TSP update is a TGM grant-funded project, administered through ODOT. Community Development staff are collaborating with DKS to perform the work. Staff time on the project is supported by the grant, which is factored into adopted budgets for each department. The project is on budget and schedule.

**FINANCIAL REVIEW / COMMENTS:** *[Item must be sent to Finance for review.]*

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

**LEGAL REVIEW / COMMENT:** *[Item must be sent to City Attorney for review.]*

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

**COMMUNITY INVOLVEMENT PROCESS:**

The Planning Commission held two work sessions on the Code amendments, and reviewed the Comprehensive Plan amendments once. Both documents are posted on the project website, and an advertisement of the upcoming hearings, with a link to the project website, was mailed to every property in the city on April 10, 2013.

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

The TSP update is an important project that sets the framework for the next 20 years of major transportation improvements. These policies are intended to support community livability and economic development by ensuring that new development pays for related infrastructure needed to create a connected, active community.

**ALTERNATIVES:**

Council may direct staff to modify the policies, projects, or programs recommended in the draft TSP.

**CITY MANAGER COMMENT:**

**ATTACHMENTS**

- A. Draft TSP-related Comprehensive Plan amendments
- B. Commentary on proposed Code amendments
- C. Draft TSP-related Development Code amendments

# **TSP COMPREHENSIVE PLAN AMENDMENTS – DRAFT**

## **Proposed Amendments Wilsonville Comprehensive Plan Draft April 11, 2013**

### **PUBLIC FACILITIES AND SERVICES**

#### **TRANSPORTATION**

##### **p. C-20**

The Wilsonville Comprehensive Plan includes, as sub-elements of the Plan, the City's Transportation Systems Plan (20013), the Bicycle and Pedestrian Master Plan (2006) and the Transit Master Plan (2008). There are no airports or marine transportation facilities within the city. The City has adopted 1-Year and 5-Year Capital Improvement Plans which provide for the construction of transportation facilities, improvements and services necessary to support the City's Transportation Systems Plan, the Bicycle and Pedestrian Master Plan and the Transit Master Plan.

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##### **P. C-21**

In the late 1990s, substantial public improvements were made to upgrade both interchanges. ~~Now, ten~~ years later, both interchanges again had ~~ve~~ capacity limitations. A major modernization project completed in 2012 reconstructed the I-5/Wilsonville Road interchange in 2010, following the City's completion of improvements on Boones Ferry Road which connects to Wilsonville Road within the interchange management area. The I-5/Wilsonville Road project ~~includes~~ created elevated bike/pedestrian pathways on both sides of the street, expansion of the travel way to eight lanes under the I-5 Bridge, and wider and longer on and off ramps.

Capacity limitations also existed at the 95<sup>th</sup> / Commerce Circle / Boones Ferry Road intersections. The ~~planned~~ improvements ~~there will in~~ 2012 added an additional right-turn lane southbound off I-5 to Boones Ferry Road, ~~and~~ an additional left-turn lane from Boones Ferry Road to 95<sup>th</sup> Avenue, and an additional right-turn lane from 95<sup>th</sup> Avenue to Boones Ferry Road, as well as making Commerce Circle a right-in / right-out intersection with 95<sup>th</sup> Ave thereby minimizing congestion at this intersection.

The City has a network of streets which serve the east side or the west side, with only three connection points east-west across I-5. These are Wilsonville Road, Boeckman Road and Elligsen Road. The recent extension of Boeckman Road to Grahams Ferry Road has provided an



alternative east-west route resulting in a reduction of the trip levels on both Wilsonville and Elligsen Roads.

City street standards require provision of ~~bike lanes~~ bicycle facilities and sidewalks on all new streets. Developments in areas without ~~bike lanes~~ bicycle facilities and sidewalks are required to provide them as part of the development of their site. The City also maintains a sidewalk infill fund for construction of missing sidewalk segments in older neighborhoods. The Bicycle and Pedestrian Master Plan provides greater detail about the existing system and its deficiencies and identifies planned improvements and financial resources.

Local and regional trails and community pathways traverse the community and connect neighborhoods with other destinations. The City is a partner in the 2013 Master Plan for the Ice Age Tonquin Trail, which will connect the communities of Tualatin, Sherwood, and Wilsonville.

The City operates a transit system, SMART, which provides local service, and connects with WES, Cherriots in Salem and Tri-Met in the Portland area. WES, the Westside Express Service Commuter Rail, operates during weekday commuter hours in the morning and evening, connecting Wilsonville with the Beaverton Transit Station and the MAX system. The Transit Master Plan provides greater detail about the existing system and its deficiencies and identifies planned improvements and financial resources.

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## **PAGE C-22**

**NOTE:** The goals, policies & implementation measures in the Comprehensive Plan have been edited to coordinate with the edits proposed in the TSP. The policies have not been re-arranged. Generally, policies that were not included in the TSP (usually to reduce redundancy with similar policies carried forward from the 2003 TSP), have not been modified here. New policies added to the TSP in 2013 (see "Wilsonville Transportation Policies: Existing and Proposed" matrix) have not been added.

**Goal 3.2**      **To encourage and support the availability of a variety of transportation choices for moving people that balance vehicular use with other transportation modes, including walking, bicycling and transit in order to avoid principal reliance upon any one mode of transportation.**

**Policy 3.2.1**   **To provide for safe and efficient vehicular, transit, pedestrian and bicycle access and circulation.**

Implementation Measure 3.2.1.a ~~Plan and implement~~ Provide a safe, well-connected, and efficient network of streets and supporting improvements infrastructure for all applicable travel modes.

Implementation Measure 3.2.1.b ~~Provide safe and efficient multi-modal travel between the connecting roadways (and the surface street network, if applicable).~~

**Policy 3.2.2** To provide for a mix of planned transportation facilities and services that are sufficient to ensure economic, sustainable and environmentally sound mobility and accessibility for all residents and employees in the city.

**Policy 3.2.3** If adequate regional transportation services, including I-5 interchange modification or additions, and high capacity public transportation, cannot be provided, then the City shall reevaluate and reduce the level of development and/or timing of development anticipated by other elements of this Plan. Such reductions shall be consistent with the capacity of the transportation system at the time of re-evaluation.

**Goal 3.3** To achieve adopted standards for increasing transportation choices and reducing reliance on the automobile by changing land use patterns and transportation systems so that walking, cycling and use of transit are highly convenient and so that, on balance, people need to and are likely to drive less than they do today.

**Policy 3.3.1** The City shall ~~adopt standards for~~ provide facilities that allow people to reduce reliance on single occupant automobile use, particularly during peak periods.

Implementation Measure 3.3.1.a. ~~Improve the~~ Encourage a balance between housing, employment, and commercial activities within the City so more people are able to live and work within Wilsonville, thereby reducing cross-jurisdictional commuting. ~~in order to reduce commuting.~~

Implementation Measure 3.3.1.b. Increase densities and intensities of development in or near the Town Center area and in other locations where transportation systems can meet those needs.

Implementation Measure 3.3.1.c. Plan for increased access to alternative modes of transportation, such as bicycling, transit and walking.



Implementation Measure 3.3.1.d. Continue use of the Planned Development/ Master Plan process to encourage developments that make it more convenient for people to use transit, to walk, to bicycle, and to drive less to meet daily needs.

Implementation Measure 3.3.1.e. ~~Take steps to improve connectivity between existing neighborhoods and between residential areas and traffic generator locations. Work to~~ Provide more and better options for travel from one side of the freeway, the railroad, and the Willamette River to the other.

Implementation Measure 3.3.1.f. ~~Strongly encourage~~ Advocate for TriMet to provide full day and Saturday service for WES.

Implementation Measure 3.3.1.g. ~~Continue to support~~ Advocate for the extension of WES to Salem.

Implementation Measure 3.3.1.h. ~~Continue to comply with Metro parking standards.~~ Consider reducing parking requirements where it can be shown that transit and/or bicycle pedestrian access will reduce vehicular trips.

**Policy 3.3.2 The City shall work to improve accessibility for all citizens to all modes of transportation.**

Implementation Measure 3.3.2.a. ~~The City's Bicycle and Pedestrian Master Plan identifies the general alignment of primary routes for pedestrian and bicycle travel. It has been designed to provide connections between residential neighborhoods and major commercial, industrial and recreational activity centers throughout the City. The system has been coordinated with pathways planned in adjacent jurisdictions to allow for regional travel.~~

Provide pedestrian and bicycle connections between residential neighborhoods and major commercial, industrial, and recreational activity centers throughout the city, as shown in the Bicycle and Pedestrian Master Plan. Coordinate the system of pathways planned by adjacent jurisdictions to allow for regional travel.

Implementation Measure 3.3.2.b. ~~City street standards require e~~Concrete sidewalks will be provided on both sides of all streets. This standard can be unless waived ~~only in cases when~~ alternative provisions are found to adequately address pedestrian needs.

Implementation Measure 3.3.2.c. Transportation facilities shall be ADA-compliant.

Implementation Measure 3.3.2.d. ~~The City will prepare an implementation schedule and continue to provide funding for infilling gaps in the sidewalk system.~~ Fill gaps in the existing sidewalk and off-street pathway systems to create a continuous network of safe and accessible bicycle and pedestrian facilities.

**Goal 3.4:** To facilitate the safe, efficient and economic flow of freight and other goods and services within the city and the region.

**Policy 3.4.1** ~~The City will continue to u~~Upgrade and/or complete the street network on the west side of I-5, including in the Coffee Creek and Basalt Creek areas, to serve the warehousing, distribution, and other industrial uses located there.

Implementation Measure 3.4.1.a Where the City Council officially designates truck routes, these streets shall be developed to arterial street construction standards and be posted as truck routes.

**Policy 3.4.2** The City will work with ODOT, Metro and neighboring communities to maintain the capacity of I-5 through a variety of techniques, including requirements for concurrency, continued development of a local street network within and connecting cities along I-5, access management, and completion of targeted improvements on I-5 such as auxiliary lanes, improvements at interchanges, etc.

Implementation Measure 3.4.2.a. Consistent with the eCity's policy that needed public facilities and services are provided in advance of, or concurrently with, development, proposed land use changes within the I-5/Wilsonville Road IMA shall be consistent with planned future transportation projects.

**Goal 3.5** To protect existing and planned transportation facilities, corridors and sites for their identified functions, including protection of the function and operation of the I-5/Wilsonville Road Interchange and the I-5/Elligsen Road Interchange, together with the local street network within the Interchange Areas.

**Policy 3.5.1** ~~The Transportation Systems Plan(TSP) shall establish policies and implementation measures to fulfill the City's transportation needs through the Year 2020, provides details to guide transportation investment for the future and determine how land use and transportation needs can be balanced to bring the most benefit to the city.~~ Develop and maintain a transportation system that balances land use and transportation needs in a manner that enhances the livability and economic vitality of the city.

Implementation Measure 3.5.1.a. ~~The Transportation Systems Plan shall be used to establish the design standards for each arterial and major collector street. The conceptual location of~~



~~proposed new major streets will also be identified. However, actual alignments may vary from the conceptual alignments based on detailed engineering specifications, design considerations, and consideration of the impacts of the road alignments on neighborhoods and natural resources, provided that the intended function of the street is not altered.~~  
Establish and maintain design standards for each arterial and major collector street, in accordance with the Functional Street Classification System. The conceptual location of proposed new major streets identified in the TSP will be refined based on detailed engineering specifications, design considerations, and consideration of local impacts.

Implementation Measure 3.5.1.b. ~~While local residential streets are considered a part of the Transportation Systems Plan, they are not typically shown in detail in the Plan. The alignment of local streets shall be evaluated on a project by project basis, but must function in coordination with the overall purposes of the Transportation Systems Plan. Other streets not shown on the Plan may also be considered, if determined necessary for safe and convenient traffic circulation or increased connectivity.~~  
Evaluate the alignment and design of local streets on a project-by-project basis in coordination with the overall purposes of the TSP.

Implementation Measure 3.5.1.c. ~~The Transportation Systems Plan shall be used to establish the Functional Street Classification System and the physical design characteristics (right of way and pavement width, curbs, sidewalks, etc.) of the various street classifications.~~

Implementation Measure 3.5.1.d. ~~All streets shall be designed and developed in accordance with the Transportation Systems Plan and street standards, except that t~~~~The Development Review Board or City Council may approve specific modifications through the planned development process. Such modifications shall be made in consideration of existing traffic volumes and the cumulative traffic generation potential of the land uses being developed. At a minimum, all streets must be developed with sufficient pavement width to provide two lanes of traffic, unless designated for one-way traffic flow. However, adequate emergency vehicle access and circulation must be provided.~~

Implementation Measure 3.5.1.e. ~~All arterial and collector streets shall be dedicated public streets. To insure adequate protection of potential future right of way needs, minimum setbacks shall be retained adjacent to arterial streets. In addition, to maintain efficient traffic flows, intersections with arterial streets shall be minimized, and property owners shall be encouraged and, where feasible, may be required to consolidate driveways.~~

**Policy 3.5.2    Review all land use/development proposals with regards to consistency with the TSP transportation impacts.**

Implementation Measure 3.5.2.a. ~~All development proposals shall be required to provide for a transportation impact analysis by payment to the City for completion of such study by the city's traffic consultant unless specifically waived by the City's Community Development Director because the scale of the proposed development will have very limited impacts.~~



Implementation Measure 3.5.2.b. ~~Through the Planned Development process, local streets may be approved as private streets, provided that adequate emergency access is available and that appropriate deed restrictions, homeowners' association requirements, etc. are established to insure proper maintenance.~~

The City may approve local private streets through the Planned Development process, provided that adequate emergency access is available and that proper maintenance by private entities is ensured.

Implementation Measure 3.5.2.c. Any proposed change to the Comprehensive Plan or Zoning Maps ~~or existing zoning~~ that would result in additional trips above that allowed under the city's concurrency policies may be denied unless mitigation measures are identified and provided.

**Policy 3.5.3 Provide for an adequate system of local roads and streets for access and circulation within I-5 Interchange Management Areas that minimize local traffic through the interchanges and on the interchange cross roads.**

I-5/Wilsonville Road IMA:

Implementation Measure 3.5.3.a The City will require future development to plan for and develop local roadway connections consistent with the I-5/Wilsonville Road IAMP as part of the development permit approval process.

Implementation Measure 3.5.3.b. Bicycle and pedestrian connections within the IMA will be required for new development consistent with the City's Bicycle and Pedestrian Plan.

Implementation Measure 3.5.3.c. System operational improvements, including signal synchronization, transportation demand management measures and incident management shall be implemented within the vicinity of the interchange to maximize the efficiency of the local street network and minimize the impact of local traffic on the interchange.

Implementation Measure 3.5.3.d. The City will require future development to adhere to access management spacing standards for private and public approaches on statewide highways as adopted in the Wilsonville Road IAMP.

Implementation Measure 3.5.3.e. The City will approve development proposals in the I-5/Wilsonville Road Interchange Management Area (IMA) only after it is demonstrated that proposed access and local circulation are consistent with the Access Management Plan in the I-5/Wilsonville Road IAMP.

Implementation Measure 3.5.3.f. Ensure that future changes to the planned land use system are consistent with protecting the long-term function of the interchange and the surface street system.



Implementation Measure 3.5.3.g. Any proposed change to the Comprehensive Plan Map or existing zoning that would result in additional trips above that allowed under the current zoning and assumed in the I-5/Wilsonville Road IAMP must include a review of transportation impacts consistent with OAR 660-12-0060.

Implementation Measure 3.5.3.h. The City will provide notice to ODOT for any land use actions proposed within the I-5/Wilsonville Road IAMP Overlay Zone.

#### I-5/Elligsen Road Interchange

Implementation Measure 3.5.3.i. The City will require future development to adhere to access management spacing standards for private and public approaches on statewide highways as required by the Oregon Highway Plan.

Implementation Measure 3.5.3.j. Ensure that future changes to the planned land use system are consistent with protecting the long-term function of the interchange and the surface street system.

Implementation Measure 3.5.3.k. Bicycle and pedestrian connections within the Interchange Area will be required for new development consistent with the City's Bicycle and Pedestrian Plan.

Implementation Measure 3.5.3.l. System operational improvements, including signal synchronization, transportation demand management measures and incident management shall be implemented within the vicinity of the interchange to maximize the efficiency of the local street network and minimize the impact of local traffic on the interchange.

**Goal 3.6 To provide for the construction and implementation of transportation facilities, improvements and services necessary to support the TSP, the Transit Master Plan and the Bicycle and Pedestrian Master Plan.**

**Policy 3.6.1 The City is responsible for will planning, scheduleing, and coordinateing implementation of all street improvements through the on-going five-year Capital Improvements Plan. A priority is given to eliminating existing deficiencies and in upgrading the structural quality of the existing arterial system.**

Implementation Measure 3.6.1.a. Complete the major street system improvements shown in the Transportation Systems Plan. The City may not be able to finance all of these improvements. Some may be financed by other entities, or a combination of public and private funds.

Implementation Measure 3.6.1.b. ~~Maintenance of the developed City Street System is a public responsibility. The City shall coordinate routine and necessary maintenance with the appropriate State or County agencies.~~

**Policy 3.6.2** ~~Require each individual developments shall be responsible for providing all collector and local streets. However, there may be cases where collector streets are found to~~ unless the benefit to the entire community to a degree that warrants public participation in funding those collector streets.

**Goal 3.7** ~~To m~~Maintain a transportation financing program for the construction and implementation of transportation facilities, improvements and services necessary to support the TSP, the Transit Master Plan and the Bicycle and Pedestrian Master Plan.

**Policy 3.7.1** ~~The City is responsible for planning, scheduling, and coordinating all street improvements through the on-going Capital Improvements Plan. A priority is given to eliminating existing deficiencies and in upgrading the structural quality of the existing arterial system.~~

**Policy 3.7.12** ~~To iensure~~ development of an adequate street system, the City shall collect a Systems Development Charge as development occurs. Funds collected shall be allocated through the Capital Improvements Plan as needed to provide extra capacity service.

**Goal 3.8:** To maintain coordination with neighboring cities, counties, Metro, ODOT local businesses, residents and transportation service providers regarding transportation planning and implementation.

**Policy 3.8.1** The City shall ~~continue to~~ work with the State, Metro, Clackamas and Washington Counties and adjacent jurisdictions to develop and implement a Regional Transportation Plan that is complementary to and supportive of the City's Plan while addressing regional concerns. The City expects a reciprocal commitment from the other agencies. This policy recognizes that there is a need for a collective and cooperative commitment from all affected agencies to solve existing and future transportation problems. The City will do its part to minimize transportation conflicts, but it must also have the support of County, regional, State and Federal agencies to effectively implement this Plan.

Implementation Measure 3.8.1.a. ~~The City shall actively encourage the State to provide improvements to regional transportation facilities which, due to inadequate carrying~~



~~capacities, frustrate implementation of the City's Transportation Plan. The City shall~~  
advocate for the State, Metro, and Counties to improve regional transportation facilities  
which, due to inadequate carrying capacities, limits frustrate implementation of the City's  
Transportation Plan.

# **Commentary on Proposed TSP Code Amendments**

April 11, 2013

The purpose of this document is to explain the changes proposed in the accompanying draft of amendments to the Development Code.

## **Administration (Chapter 4, Sections 4.000-4.035)**

### **Section 4.001 Definitions.**

Amendments are proposed to the following definitions:

- New definitions for terms introduced to the Code with this package of amendments: "major transit stop", "major transit street", "multiuse pathway", "bikeway - cycle track," and "through zone."
- Definition modifications are proposed for: "access control strip," as requested by the County surveyor.
- Deletion of "Bikeway - bike/pedestrian path," to be replaced with the "multiuse pathway or path" definition.

### **Section 4.005 Exclusions from Development Permit Requirement.**

The State Transportation Planning Rule (OAR 660, Division 12) requires that local codes explicitly permit transportation facilities. Proposed modifies existing code, clarifying that all transportation improvements are allowed outright, without additional land use approval.

### **Section 4.012. Public Hearing Notices.**

Proposed modifications to public notice requirements reflect current City practice. Proposed text ensures that other public agencies are provided notice of Class II Administrative Reviews and Quasi-Judicial Hearings, specifically agencies with jurisdiction over roadways. Necessary to comply with OAR 660-12-0045(1)(c).

## **Zoning (Chapter 4, Sections 4.100-4.141)**

These proposed changes to the Village Zone street and access standards reflect standards and functional classifications proposed in the updated TSP.

### **Section 4.118. Standards applying to all Planned Development Zones**



The list of allowed waivers is modified to include some specific elements that have been introduced by this package of amendments.

#### **Section 4.125(.09) Street and Access Improvement Standards**

References to street classifications have been updated to coordinate with the TSP.

#### **General Development Regulations (Chapter 4, Sections 4.154 – 4.199)**

##### **Section 4.154. (.01) On-site Pedestrian Access and Circulation. *Related to (draft) Transportation Policies 1, 4, 9, 10, 16, 30, 35, 37, 38, 39, and 42***

This section would require proposed new development to provide for pedestrian pathways through the development site, connecting to adjacent sidewalks and future phases of the development, as applicable. This increases the connectivity and viability of transportation options in the city. The proposed language is based on that from Oregon's *Model Development Code for Small Cities*. The amendments would comply with Metro Regional Transportation Functional Plan (RTFP) Title 1, Pedestrian System Design Sec 3.08.130C (on-site pedestrian systems).

##### **Section 4.155. Parking, Loading and Bicycle Parking. *Related to (draft) Transportation Policies 14, 37, and 42; also see Transportation Demand Management (TDM) in draft TSP Chapter 6***

A proposed provision under (.03) Minimum and Maximum Off-Street Parking Requirements, the proposed policy would require that proposals that include parking lots larger than three acres provide street-like features along driveways, including curbs, sidewalks, street trees or planting strips, and bicycle routes in order to make large parking lots safer and more attractive to walk and/or bike around. A minor, more procedural amendment under this same subsection would exempt structured parking and on-street parking from the parking maximums in Table 5, Parking Standards. The amendments would comply with Metro RTFP Title 4, Parking Management Sec 3.08.410, and OAR 660-12-0045(4). Proposed new Subsections .03.H and 03.I address electric vehicle parking and motorcycle parking, which are not clearly addressed in the current code.

**Section (.04) Bicycle Parking** is a new section that borrows its purpose statement and bicycle parking standards from existing Village Zone requirements in the City code



(Section 4.125.07.D). 50% of the total required bicycle parking spaces would be for "long-term" use under specified conditions. Long-term bicycle parking is targeted for users such as employees and students, and designed to be secure, weather-protected, and located within a reasonable distance of the proposed users' destination. (For example, bicycle parking for employees may be more appropriately located near a back door close to the shower room, instead of near the front door.)

The new bicycle parking standards in this section are industry standard, but absent in current City policy. In the past staff has been able to require that minimum number of bicycle parking spaces be provided, but unable to enforce if the racks are placed too close to a building or blocked by shopping cart storage.

#### **(.05) Minimum Off-Street Loading Requirements**

The current policy is revised (existing Section (.04), renumbered to (.05)) to include a new provision allowing the Planning Director or Development Review Board to approve on-street loading and unloading operations under certain circumstances. This adds some flexibility to the requirements and could allow approval of a proposal where the future use has limited needs for loading/unloading and where such activity in the public right-of-way would not interfere with the operations of the roadway. This allowance will likely be most relevant and useful in Town Center and other mixed-use areas.

#### **(.06) Carpool and Vanpool Parking Requirements**

This new Section would require that there be parking spaces identified as reserved for employee, student, and commuter use for new commercial and industrial developments (those with 75 or more parking spaces), and new institutional or public assembly uses, and transit park-and-ride facilities (those with 50 or more parking spaces). A percentage of those parking spaces (no less than 2) should be reserved for exclusive carpool and vanpool parking. These proposed requirements include locating the carpool/vanpool spaces closest to the main employee, student or commuter entrance of the proposed building(s). This "preferential parking" is designed to more strongly support and promote carpooling and vanpooling. Note that the requirements only apply to larger employers or public assembly uses. The assumption is that the relatively small amount of vanpool or carpool spaces required could be accommodated without negatively impacting the number of spaces available for visitor parking. The language of this section is from model code for complying with state Transportation Planning Rule section 0045(4).

#### **(.07) Parking Area Redevelopment**



This new Section encourages addition of transit-related amenities and electric vehicle charging stations by allowing an outright reduction in the minimum required parking spaces (up to 10% reduction). This provision would allow modification of an existing lot. Transit-related site improvements should improve access to the site for transit users and increase transit usage, thereby reducing the need for parking spaces.

#### **Section 4.177. Street Improvement Standards**

Changes to this section make it clearer when the street improvement standards apply and include a reference in Section (.02) to street standards in the TSP. New sections (.03), (.04), and (.05) consist of existing requirements for sidewalks and pathways moved from Section 4.178. A new section, (.06) Transit Improvements, is a new set of requirements that implement the City's adopted Transit Master Plan implementation measures, as well as the RTFP and TPR.

New Sections (.09), (.10), and (.11) address approach and driveway development standards and street intersection spacing standards. They implement RTFP and State Transportation Planning Rule requirements related to access management. Section (.09) language is based on Oregon's *Model Development Code for Small Cities*. Access management seeks to balance accessibility, safety, and mobility; providing access to sites while limiting potential conflicts and traffic flow interruptions presented by vehicles that are slowing, stopping, and turning. New language also allows the City to approve exceptions or deviations from the driveway and spacing standards through Class II or waiver procedures in special situations.

The amendments would comply with Metro RTFP Title 1, Street System Design Sec 3.08.110B and Sec 3.08.110G, Transit System Design Sec 3.08.120B(2), and OAR 660-012-0045.

#### **Section 4.178. Sidewalk and Pathway Standards.**

The proposed deletion of text under this section is administrative. This section has been incorporated into Section 4.177 .

#### **Section 4.197. Zone Changes and Amendments To This Code - Procedures Related to (draft) Transportation Policy 17**

Proposed additions to this section codify existing City practice, ensuring that findings of fact address applicable Statewide Land Use Planning Goals and related administrative

rules, in particular the Transportation Planning Rule. This amendment is needed to comply with OAR 660-12-0060.

**Site Design Review (Chapter 4, Sections 4.400 - 4.450)**

**Section 4.236. General Requirements - Streets. *Related to (draft) Transportation Policy 10***

Modifications under subsection (.07) Future Expansion of Street require posted notice on the stub street where a street is planned for future extension. Proposed language is similar to (new) Section 4.167(.04)(B) addressing street connectivity. Posting a stub street is a formal way of informing the community, in particular existing and future residents in the vicinity, that a connected street system is planned for this area. The amendment would comply with Metro RTFP Title 1, Street System Design Sec 3.08.110B.



## Wilsonville Transportation System Plan Update    Appendix \_\_\_\_    DRAFT

This document provides draft implementing ordinances in support of adopting the draft Wilsonville Transportation System Plan. The following includes proposed amendments to the City of Wilsonville Development Code to update City requirements for consistency with the Regional Transportation Functional Plan (RTFP) and State Transportation Planning Rule (TPR). Findings of compliance with these requirements are presented in table-format and are included as Appendix \_\_\_\_ in the draft TSP.

The proposed amendments are outlined in Table 1, with references to corresponding RTFP and TPR requirements. Following the table, draft code language is presented in adoption-ready format; the draft amendments are numbered consistent with the structure of the Development Code and proposed new language is underlined and recommended deletions are ~~struck through~~. In some cases adopting proposed new text will require re-numbering or re-lettering of subsequent Development Code subsections.

*Note: In addition to the proposed amended sections specified in this memorandum, the entire Development Code should be reviewed to ensure correct identification of all references pertaining to new or revised text related to the implementation of the updated Transportation System Plan.*

**Table 1: Summary of Proposed Development Code Amendments and Corresponding Regional Transportation Functional Plan (RTFP) and Transportation Planning Rule (TPR) References**

	Proposed Development Code Amendments	RTFP and/or TPR Requirements
	<b>CHAPTER 4 SECTIONS 4.000 – 4.035 ADMINISTRATION</b>	
1.	<b>Section 4.001 Definitions.</b> Definitions of access control strip modified. Definitions under bikeway modified to remove bike/pedestrian path and add cycle track. New definitions for major transit stop, major transit street, multiuse pathway, and through zone added.	Title 1, Street System Design Sec 3.08.110B Title 4, Parking Management Sec 3.08.410
2.	<b>Section 4.012. Public Hearing Notices.</b> New text in subsection (.02) Mailed Notice for Quasi-Judicial Hearings includes noticing governmental agencies potentially impacted by a local decision.	OAR 660-12-0045(1)(c)
	<b>CHAPTER 4 SECTIONS 4.100 – 4.141 ZONING</b>	
3.	<b>(New) Section 4.114 Transportation Facilities in Zoning Districts.</b> New text identifies the types of transportation facilities allowed outright in all zones.	OAR 660-12-0045(1)(b)
4.	<b>Section 4.125(.09) Street and Access Improvement Standards</b> Update Village Zone standards to coordinate with new street classifications and spacing standards in TSP.	TSP consistency



	<b>Proposed Development Code Amendments</b>	<b>RTFP and/or TPR Requirements</b>
	<b>CHAPTER 4 SECTIONS 4.154 – 4.199 GENERAL DEVELOPMENT REGULATIONS</b>	
5.	<b>Section 4.154. On-site Pedestrian Access and Circulation.</b> New section (.01) On-site Pedestrian Access and Circulation; text modified from State's <i>Model Development Code for Small Cities</i> .	<b>Title 1, Pedestrian System Design Sec 3.08.130C (on-site pedestrian systems)</b>
6.	<b>Section 4.155. General Regulations - Parking, Loading and Bicycle Parking.</b> Modified Section (.03), Parking Requirements, to include parking location and street features for lots over 3 acres and to exempt structured parking and on-street parking from parking maximums. Proposed renumbering of existing text. New subsections under (.03) include electrical vehicle charging stations and motorcycle parking. New Section (.04), Bicycle Parking, to address quantity, location, and design of short term and long term bicycle parking. New Section (0.5)B Exceptions and Adjustments to allow approval of loading areas adjacent to or within a street right-of-way if specific conditions exist. New Section (.06) Carpool and Vanpool Parking Requirements to include provisions for preferential location of carpool and vanpool parking New Section (.07) Parking Area Redevelopment to allow for the redevelopment of existing parking areas in order to accommodate or provide transit-related amenities or electric vehicle charging stations.	<b>Title 4, Parking Management Sec 3.08.410 OAR 660-12-0045(4)</b>
7.	<b>Section 4.177. Street Improvement Standards.</b> New introduction language; New Section (.01) clarifies applicability and compliance requirements. New Section (.02) Street Design Standards includes existing language and a new reference to the street standards in the TSP. Existing requirements for sidewalks have been moved. Added text to existing Subsection D includes a (new) requirement to post notification of a street extension. New Sections (.03), (.04), and (.05) feature text modified from existing Section 4.178 Sidewalk and Pathway Standards. New Section (.06) Transit Improvements includes requirements consistent with Transit Master Plan implementation measures. Section (.08) Access Drives and Travel Lanes is relocated from Section 4.177.01.E. New Sections (.09), (.10), and (.11) address access and driveway development standards and intersection spacing standards, as well as exception and adjustment procedures.	<b>Title 1, Street System Design Sec 3.08.110B Title 1, Street System Design Sec 3.08.110G Title 1, Transit System Design Sec 3.08.120B(2) OAR 660-012-0045</b>



	<b>Proposed Development Code Amendments</b>	<b>RTFP and/or TPR Requirements</b>
<b>8.</b>	<b>Section 4.178. Sidewalk and Pathway Standards.</b> Recommended deletion of Section; text proposed as part of (new) Section 4.177.03, .04, and .05.	
<b>9.</b>	<b>Section 4.197. Zone Changes and Amendments To This Code – Procedures.</b> Added text requires findings of compliance with applicable Statewide Land Use Planning Goals and related administrative rules.	<b>OAR 660-12-0060</b>
	<b>CHAPTER 4 SECTIONS 4.200 – 4.290 LAND DIVISIONS</b>	
<b>10.</b>	<b>Section 4.236. General Requirements - Streets.</b> Added text in (.07) reflects a (new) requirement to post notification of a street extension.	<b>Title 1, Street System Design Sec 3.08.110B</b>

## Section 4.001 Definitions.

4. Access Control Strip: A reserve area established adjacent to and paralleling a half street improvement or across the end of a street that is to be extended in the future to ~~insure~~ ensure proper participation by adjoining properties in completion of the required street improvements. See Street, Half.

*[New number/renumbering needed.]* 32. Bikeway: Bikeway is a general term used to describe any type of travelway that is designated for use by bicycles in conformance with City standards. Bikeways may or may not be within a public right-of-way and include the following:

A. Bike Lane: A bike lane facility is a type of bikeway where a section of the roadway is designated for exclusive bicycle use.

~~B. Bike /Pedestrian Path: A bike/pedestrian path facility is a type of bikeway that is entirely separate from the roadway and is designed and constructed to allow for safe use by both pedestrians and bicyclists.~~

~~BC. Recreational Trail: A recreation trail is a type of pedestrian, bicycle, or equestrian facility that is entirely separate from roadways and has unimproved, gravel, or bark dust surface.~~

~~CD. Shared Roadway: A shared roadway facility is a type of bikeway where motorists and cyclists occupy the same roadway area.~~

~~DE. Shoulder Bikeway: A shoulder bikeway facility is a type of bikeway where cyclists occupy the paved roadway shoulder. Shoulder bikeways are common in rural areas.~~

E. Cycle Track: A cycle track is a bike lane with a physical barrier between the bike and motor vehicle travel lanes, such as a curb or parking lanes. Cycle tracks must “rejoin” the motor vehicle travel lanes at signalized intersections. Cycle tracks may require a two stage left turn for bicyclists.

F. See also Multipurpose pathway or path.

*[New number/renumbering needed.]* Major transit stop: Transit stops that are located where two or more existing or planned routes intersect or where there are existing or planned transfer locations between transit systems, Park & Ride lots, and shopping centers and other major destinations.

*[New number/renumbering needed.]* Major transit street: A primary corridor for transit, receiving half-hour or better service during peak traffic hours. Typically, these streets are also arterials or major collectors.

*[New number/renumbering needed.]* Multiuse pathway or path: A path that is separate from the roadway either in the roadway right-of-way or in an independent right-of-way. It is designed and constructed to allow for safe walking, biking, and other human-powered travel modes.

*[New number/renumbering needed.]* Through zone: The width of unobstructed space on a sidewalk or pedestrian pathway.

## Section 4.005 Exclusions from Development Permit Requirement.



- (.05) Except as otherwise required by Sections 4.184 and 4.500 to 4.510, the establishment, construction or termination of an authorized public facility that serves development, including such facilities as a private or public street, transportation facilities within the public right-of-way, sewer, water line, electrical power or gas distribution line, or telephone or television cable system, provided said construction complies with applicable Public Works Standards. This exemption is not intended to apply to buildings used by utility providers.

**Section 4.012. Public Hearing Notices.**

(.01) Published Notice. [...]

(.02) Mailed Notice for Quasi-Judicial Hearings.

A. For development projects involving Class II Administrative Reviews, or quasijudicial public hearings, the Planning Director shall ensure the following:  
have

1. Public hearing notices shall be mailed to the owners of real property located within 250 feet of the site of the proposed development. The Planning Director shall use the property ownership lists of the County Assessor in determining the recipients of the notices.
2. Notice shall be sent to any governmental agency that is entitled to notice under an intergovernmental agreement entered into with the City and any other affected roadway authority. The failure of another agency to respond with written comments on a pending application shall not invalidate an action or permit approval made by the City under this Code.

B. Notices shall be mailed not less than twenty (20) days nor more than forty (40) days prior to the initial public hearing date. Except, however, in cases where the development proposal will require public hearings before both the City Council and Development Review Board, in which case the notices shall be mailed at least ten (10) days before the initial public hearing.

C. In any case where State law requires different timing or form of notice than that specified in this Code, the standard requiring a broader coverage or duration of notice shall be followed.

D. The City will make a good faith effort to contact property owners whose names do not appear on County ownership records and to contact others who have asked to be contacted for different types of applications.

(.03) Mailed Notice for Legislative Hearings. Where applicable, the Planning Director shall have notices of legislative hearings mailed to individual property owners as specified in State law.

**Section 4.118. Standards applying to all Planned Development Zones:**

(.03) Notwithstanding the provisions of Section 4.140 to the contrary, the Development Review Board, in order to implement the purposes and objectives of Section 4.140, and based on findings of fact supported by the record may:

A. Waive the following typical development standards:

1. minimum lot area;
2. lot width and frontage;
3. height and yard requirements;
4. lot coverage;
5. lot depth;
6. street widths;
7. sidewalk requirements;
8. height of buildings other than signs;
9. parking space configuration and drive aisle design;
10. minimum number of parking or loading spaces;
11. shade tree islands in parking lots, provided that alternative shading is provided;
12. fence height;
13. architectural design standards;
14. transit facilities; and
15. solar access standards, as provided in Section 4.137.

#### **Section 4.125(.09) Street and Access Improvement Standards**

##### **(.09) Street and Access Improvement Standards**

A. Except as noted below, the provisions of Section 4.177 shall apply within the Village zone:

##### **2. Intersections of streets:**

- c. Offsets: Opposing intersections shall be designed so that no offset dangerous to the traveling public is created. Intersections shall be separated by at least:
  - i. 1000 ft. for major arterials
  - ii. 600 ft. for minor arterials
  - iii. 100 ft. for ~~major~~-collectors
  - iv. 50 ft. for ~~minor collector~~ local streets

#### **Section 4.154. ~~Bicycle, Pedestrian and Transit Facilities.~~ On-site Pedestrian Access and Circulation.**

*~~NOTE: Completion of Section 4.154 has been postponed pending the completion of the Transportation Systems Plan.~~*

##### **(.01) On-site Pedestrian Access and Circulation**

A. The purpose of this section is to implement the pedestrian access and connectivity policies of the Transportation System Plan. It is intended to provide for safe, reasonably direct, and convenient pedestrian access and circulation.



**B. Standards.** Development shall conform to all of the following standards:

1. Continuous Pathway System. A pedestrian pathway system shall extend throughout the development site and connect to adjacent sidewalks, and to all future phases of the development, as applicable.
2. Safe, Direct, and Convenient. Pathways within developments shall provide safe, reasonably direct, and convenient connections between primary building entrances and all adjacent parking areas, recreational areas/playgrounds, and public rights-of-way based on all of the following criteria:
  - a. Pedestrian pathways are designed primarily for pedestrian safety and convenience, meaning they are free from hazards and provide a reasonably smooth and consistent surface.
  - b. The pathway is reasonably direct. A pathway is reasonably direct when it follows a route between destinations that does not involve a significant amount of unnecessary out-of-direction travel;
  - c. The pathway connects to all primary building entrances and is consistent with the Americans with Disabilities Act (ADA) requirements.
  - d. All parking lots larger than three acres in size shall provide an internal bicycle and pedestrian pathway pursuant to Section 4.155.03.B.3.d.
3. Vehicle/Pathway Separation.  
Except as required for crosswalks, per subsection 4, below, where a pathway abuts a driveway or street it shall be vertically or horizontally separated from the vehicular lane. For example, a pathway may be vertically raised six inches above the abutting travel lane, or horizontally separated by a row of bollards.
4. Crosswalks. Where a pathway crosses a parking area or driveway, it shall be clearly marked with contrasting paint or paving materials (e.g., pavers, light-color concrete inlay between asphalt, or similar contrast).
5. Pathway Width and Surface. Primary pathways shall be constructed of concrete, asphalt, brick/masonry pavers, or other durable surface, and not less than five (5) feet wide. Secondary pathways and pedestrian trails may have an alternative surface except as otherwise required by the ADA.
6. All pathways shall be clearly marked with appropriate standard signs.

**Section 4.155. General Regulations - Parking, Loading and Bicycle Parking.**

(.01) Purpose:

[...]

(.02) General Provisions:

- A. The provision and maintenance of off-street parking spaces is a continuing obligation of the property owner. The standards set forth herein shall be considered by the Development Review Board as minimum criteria.
  1. The Board shall have the authority to grant variances or planned development waivers to these standards in keeping with the purposes and objectives set forth in the Comprehensive Plan and this Code.
  2. Waivers to the parking, loading, or bicycle parking standards shall only be issued upon a findings that the resulting development will have no significant adverse impact on the surrounding neighborhood, and the community, and that the development considered as a whole meets the purposes of this section.



[...]

(.03) Minimum and Maximum Off-Street Parking Requirements:

- A. Parking and loading or delivery areas shall be designed with access and maneuvering area adequate to serve the functional needs of the site and shall:
  - 1. Separate loading and delivery areas and circulation from customer and/or employee parking and pedestrian areas. Circulation patterns shall be clearly marked.
  - 2. To the greatest extent possible, separate vehicle and pedestrian traffic.
- B. Parking and loading or delivery areas shall be landscaped to minimize the visual dominance of the parking or loading area, as follows:

[...]

- 3. Due to their large amount of impervious surface, new development with parking areas of more than two hundred (200) spaces that are located in any zone, and that may be viewed from the public right of way, shall be landscaped to the following additional standards:
  - a. One (1) tree shall be planted per six (6) parking spaces or fraction thereof. At least twenty-five percent (25%) of the required trees must be planted in the interior of the parking area.
  - b. Required trees may be planted within the parking area or the perimeter, provided that a minimum of forty percent (40%) of the canopy dripline of mature perimeter trees can be expected to shade or overlap the parking area. Shading shall be determined based on shadows cast on the summer solstice.
  - c. All parking lots in excess of two hundred (200) parking spaces shall provide an internal pedestrian walkway for every six (6) parking aisles. Minimum walkway clearance shall be at least five (5) feet in width. Walkways shall be designed to provide pedestrian access to parking areas in order to minimize pedestrian travel among vehicles. Walkways shall be designed to channel pedestrians to the front entrance of the building.
  - d. Parking lots more than three acres in size shall provide street-like features along principal drive isles, including curbs, sidewalks, street trees or planting strips, and bicycle routes.
  - ~~d.~~ e. All parking lots viewed from the public right of way shall have a minimum twelve (12) foot landscaped buffer...

*[Renumbering of subsequent sections needed.]*

[...]

- ~~C. 4.~~ C. 4. Off Street Parking shall be designed for safe and convenient access that meets ADA and ODOT standards.
- ~~D. 5.~~ D. 5. Where possible, parking areas shall be designed to connect with parking areas on adjacent sites so as to eliminate the necessity for any mode of travel to utilizing the public street for multiple accesses or cross movements. In addition, on-site parking shall be designed for efficient on-site circulation and parking.
- ~~E. 6.~~ E. 6. In all multi-family dwelling developments, there shall be sufficient areas established to provide for parking and storage of motorcycles, mopeds and bicycles. Such areas shall be clearly defined and reserved for the exclusive use of these vehicles.



F. 7. On-street parking spaces, directly adjoining the frontage of and on the same side of the street as the subject property, may be counted towards meeting the minimum off street parking standards.

G. 8. Tables 5, below, shall be used to determine the minimum and maximum parking standards for various land uses. The minimum number of required parking spaces shown on Tables 5 shall be determined by rounding to the nearest whole parking space. For example, a use containing 500 square feet, in an area where the standard is one space for each 400 square feet of floor area, is required to provide one off-street parking space. If the same use contained more than 600 square feet, a second parking space would be required. [Amended by Ordinance No. 538, 2/21/02.] Structured parking and on-street parking are exempted from the parking maximums in Table 5.

H. Electrical Vehicle Charging Stations:

1. Parking spaces designed to accommodate and provide one or more electric vehicle charging stations on site may be counted towards meeting the minimum off-street parking standards.
2. Redevelopment of existing parking spaces to accommodate electric vehicle charging stations on site does not require approval through Class II Administrative Review or a Planned Development Review application.

I. Motorcycle parking:

1. Motorcycle parking may substitute for up to 5 spaces or 5 percent of required automobile parking, whichever is less. For every 4 motorcycle parking spaces provided, the automobile parking requirement is reduced by one space.
2. Each motorcycle space must be at least 4 feet wide and 8 feet deep. Existing parking may be converted to take advantage of this provision.

(.04) Bicycle Parking:

A. Required Bicycle Parking - General Provisions

1. The required minimum number of bicycle parking spaces for each use category is shown in Table 5, Parking Standards, below.
2. A minimum of 50% of the bicycle parking spaces shall be provided as long-term bicycle parking in any of the following situations:
  - a. When 10% or more of automobile vehicle parking is covered.
  - b. If more than four (4) bicycle parking spaces are required.
  - c. Multifamily residential development with nine or more units.
3. Bicycle parking spaces are not required for accessory buildings. If a primary use is listed in Table 5, bicycle parking is not required for the accessory use.
4. When there are two or more primary uses on a site, the required bicycle parking for the site is the sum of the required bicycle parking for the individual primary uses.

B. Short-term Bicycle Parking

1. Short-term bicycle parking encourages shoppers, customers, and other visitors to use bicycles by providing a convenient and readily accessible place to park bicycles.
2. Required short-term bicycle parking shall meet the following standards:
  - a. Provide lockers or racks that meet the standards of this section.
  - b. Locate within 30 feet of the main entrance to the building or inside a building, in a location that is easily accessible for bicycles.
  - c. If 10 or more spaces are required, then at least 50 percent of these shall be covered.

- d. Each space must be at least 2 feet by 6 feet in area and be accessible without moving another bicycle and must provide enough space between the rack and a building or other obstructions to use the rack properly.
- e. There must be an aisle at least 5 feet wide behind all required bicycle parking to allow room for bicycle maneuvering. Where the bicycle parking is adjacent to a sidewalk, the maneuvering area may extend into the right-of-way

C. Long-term Bicycle Parking

- 1. Long-term bicycle parking provides employees, students, residents, commuters, and others who generally stay at a site for several hours a weather-protected place to park bicycles.
- 2. Required long-term bicycle parking shall meet the following standards:
  - a. Provide racks, storage rooms, or lockers in areas that are secure or monitored (e.g., visible to employees or monitored by security guards).
  - b. Locate the space within 100 feet of the entrance that will be used by the intended users.
  - c. At least 50 percent of the spaces shall be covered.
- 3. Bicycle Lockers, Racks and Cover (Weather Protection):
  - a. Where required bicycle parking is provided in lockers, the lockers shall be securely anchored.
  - b. Covered bicycle parking, as required by this section, shall be provided inside buildings, under roof overhangs or awnings, in bicycle lockers, or within or under other structures. Where required covered bicycle parking is not within a building or locker, the cover must be permanent and designed to protect the bicycle from rainfall and provide seven (7) foot minimum overhead clearance.



Note: In considering proposed waivers to the following standards, the City will consider the potential uses of the site and not just the uses that are currently proposed. For waivers to exceed the maximum standards, applicants shall bear the burden of proving that Metro, State, and federal clean air standards will not be violated.

<b>TABLE 5: PARKING STANDARDS</b>
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USE	PARKING MINIMUMS	PARKING MAXIMUMS	BICYCLE MINIMUMS
<b>a. Residential</b>			
1. Single and attached units and any apartments (9 or fewer units)	1 per D.U., except accessory dwelling units, which have no minimum.	No Limit	0 <u>Apartments – Min. of 2</u>

## (.045) Minimum Off-Street Loading Requirements:

A. Every building that is erected or structurally altered to increase the floor area, and which will require the receipt or distribution of materials or merchandise by truck or similar vehicle, shall provide off-street loading berths on the basis of minimum requirements as follows:

1. Commercial, industrial, and public utility uses which have a gross floor area of 5,000 square feet or more, shall provide truck loading or unloading berths in accordance with the following tables:

Square feet of Floor Area	Number of Berths Required
Less than 5,000	0
5,000 - 30,000	1
30,000 - 100,000	2
100,000 and over	3

2. Restaurants, office buildings, hotels, motels, hospitals and institutions, schools and colleges, public buildings, recreation or entertainment facilities, and any similar use which has a gross floor area of 30,000 square feet or more, shall provide off-street truck loading or unloading berths in accordance with the following table:

Square feet of Floor Area	Number of Berths Required
Less than 30,000	0
30,000 - 100,000	1
100,000 and over	2

3. A loading berth shall contain space twelve (12) feet wide, thirty-five (35) feet long, and have a height clearance of fourteen (14) feet. Where the vehicles generally used for loading and unloading exceed these dimensions, the required length of these berths shall be increased to accommodate the larger vehicles.
4. If loading space has been provided in connection with an existing use or is added to an existing use, the loading space shall not be eliminated if



elimination would result in less space than is required to adequately handle the needs of the particular use.

5. Off-street parking areas used to fulfill the requirements of this Ordinance shall not be used for loading and unloading operations except during periods of the day when not required to meet parking needs.

**B Exceptions and Adjustments.**

1. The Planning Director or Development Review Board may approve a loading area adjacent to or within a street right-of-way where it finds that loading and unloading operations:
  - a. Are short in duration (i.e., less than one hour);
  - b. Are infrequent (less than three operations daily);
  - c. Do not obstruct traffic during peak traffic hours;
  - d. Do not interfere with emergency response services or bicycle and pedestrian facilities; and
  - e. Are acceptable to the applicable roadway authority.

**(.06) Carpool and Vanpool Parking Requirements:**

- A. Carpool and vanpool parking spaces shall be identified for the following uses: new commercial and industrial developments with seventy-five (75) or more parking spaces, new institutional or public assembly uses, and transit park-and-ride facilities with fifty (50) or more parking spaces.
- B. Of the total spaces available for employee, student, and commuter parking, at least five percent, but not fewer than two, shall be designated for exclusive carpool and vanpool parking.
- B. Carpool and vanpool parking spaces shall be located closer to the main employee, student or commuter entrance than all other parking spaces with the exception of ADA parking spaces.
- C. Required carpool/vanpool spaces shall be clearly marked "Reserved - Carpool/Vanpool Only."

**(.07) Parking Area Redevelopment:**

The number of parking spaces may be reduced by up to 10% of the minimum required parking spaces for that use when a portion of the existing parking area is modified to accommodate or provide transit-related amenities such as transit stops, pull-outs, shelters, and park and ride stations.

**Section 4.177. Street Improvement Standards.**

*Note: This section is expected to be revised after the completion of the Transportation Systems Plan.*

This section contains the City's requirements and standards for pedestrian, bicycle, and transit facility improvements to public streets, or within public easements. The purpose of this section is to ensure that development, including redevelopment, provides transportation facilities that are safe, convenient, and adequate in rough proportion to their impacts.

- (.01) ~~Except as specifically approved by the Development Review Board, all street and access improvements shall conform to the Transportation Systems Plan and the Public Works Standards, together with the following standards: [Amended by Ord.~~



~~682, 9/9/10]~~ Development and related public facility improvements shall comply with the standards in this section, the Wilsonville Public Works Standards, and the Transportation System Plan, in rough proportion to the potential impacts of the development. Such improvements shall be provided at the time of development except as waived by the City Engineer for reasons of safety or traffic operations.

(.02) Street Design Standards

- A. All street improvements and intersections shall ~~conform to the Public Works Standards and shall~~ provide for the continuation of streets through specific developments to adjoining properties or subdivisions.
  - 1. Development shall be required to provide existing or future connections to adjacent sites through the use of access easements where applicable. Such easements shall be required in addition to required public street dedications as required in Section 4.236(.04).
- B. The City Engineer shall make the final determination regarding right-of-way and street element widths using the ranges provided in Table x of the Transportation System Plan and the additional street design standards in the Public Works Standards. ~~All streets shall be developed with curbs, utility strips and sidewalks on both sides; or a sidewalk on one side and a bike path on the other side.~~
  - 1. ~~Within a Planned Development the Development Review Board may approve a sidewalk on only one side. If the sidewalk is permitted on just one side of the street, the owners will be required to sign an agreement to an assessment in the future to construct the other sidewalk if the City Council decides it is necessary.~~
- C. Rights-of-way.
  - 1. Prior to issuance of a Certificate of Occupancy Building permits or as a part of the recordation of a final plat, the City shall require dedication of rights-of-way in accordance with the ~~Street System Master~~ Transportation Systems Plan. All dedications shall be recorded with the County Assessor's Office.
  - 2. The City shall also require a waiver of remonstrance against formation of a local improvement district, and all non-remonstrances shall be recorded in the County Recorder's Office as well as the City's Lien Docket, prior to issuance of a Certificate of Occupancy Building Permit or as a part of the recordation of a final plat.
  - 3. In order to allow for potential future widening, a special setback requirement shall be maintained adjacent to all arterial streets. The minimum setback shall be 55 feet from the centerline or 25 feet from the right-of-way designated on the Master Plan, whichever is greater.
- D. Dead-end Streets. New dead-end streets or cul-de-sacs shall not exceed 200 feet in length, unless the adjoining land contains barriers such as existing buildings, railroads or freeways, or environmental constraints such as steep slopes, or major streams or rivers, that prevent future street extension and connection. A central landscaped island with rainwater management and infiltration are encouraged in cul-de-sac design. No more than 25 dwelling units shall take access to a new dead-end or cul-de-sac street unless it is determined that the traffic impacts on adjacent streets will not exceed those from a development of 25 or fewer units. All other dimensional standards of dead-end streets shall be governed by the Public Works Standards.



Notification that the street is planned for future extension shall be posted on the dead-end street. [Amended by Ord. # 674 11/16/09]

~~E. Access drives and travel lanes.~~

- ~~1. An access drive to any proposed development shall be designed to provide a clear travel lane free from any obstructions.~~
- ~~2. Access drive travel lanes shall be constructed with a hard surface capable of carrying a 23-ton load.~~
- ~~3. Secondary or emergency access lanes may be improved to a minimum 12 feet with an all-weather surface as approved by the Fire District. All fire lanes shall be dedicated easements.~~
- ~~4. Minimum access requirements shall be adjusted commensurate with the intended function of the site based on vehicle types and traffic generation.~~
- ~~5. Where access drives connect to the public right-of-way, construction within the right-of-way shall be in conformance to the Public Works Standards.~~

F. Corner or clear vision area.

1. A clear vision area which meets the Public Works Standards shall be maintained on each corner of property at the intersection of any two streets, a street and a railroad or a street and a driveway. However, the following items shall be exempt from meeting this requirement:
  - a. Light and utility poles with a diameter less than 12 inches.
  - b. Trees less than 6" d.b.h., approved as a part of the Stage II Site Design, or administrative review.
  - c. Except as allowed by b., above, an existing tree, trimmed to the trunk, 10 feet above the curb.
  - d. Official warning or street sign.
  - e. Natural contours where the natural elevations are such that there can be no cross-visibility at the intersection and necessary excavation would result in an unreasonable hardship on the property owner or deteriorate the quality of the site.

G. Vertical clearance - a minimum clearance of 12 feet above the pavement surface shall be maintained over all streets and access drives.

H. Interim improvement standard. It is anticipated that all existing streets, except those in new subdivisions, will require complete reconstruction to support urban level traffic volumes. However, in most cases, existing and short-term projected traffic volumes do not warrant improvements to full Master Plan standards.

Therefore, unless otherwise specified by the Development Review Board~~Planning Commission~~, the following interim standards shall apply.

1. Arterials - 24 foot paved, with standard sub-base. Asphalt overlays are generally considered unacceptable, but may be considered as an interim improvement based on the recommendations of the City Engineer, regarding adequate structural quality to support an overlay.
2. Half-streets are generally considered unacceptable. However, where the Development Review Board finds it essential to allow for reasonable development, a half-street may be approved. Whenever a half-street improvement is approved, it shall conform to the requirements in the Public Works Standards:



3. When considered appropriate in conjunction with other anticipated or scheduled street improvements, the City Engineer may approve street improvements with a single asphalt lift. However, adequate provision must be made for interim storm drainage, pavement transitions at seams and the scheduling of the second lift through the Capital Improvements Plan.

[Section 4.177(.01) amended by Ord. 610, 5/1/06]

- (.03) Sidewalks. Sidewalks shall be provided on the public street frontage of all development. Sidewalks shall generally be constructed within the dedicated public right-of-way, but may be located outside of the right-of-way within a public easement with the approval of the City Engineer.
  - A. Sidewalk widths shall include a minimum through zone of at least five feet. The through zone may be reduced pursuant to variance procedures in Section 4.196, a waiver pursuant to Section 4.118, or by authority of the City Engineer for reasons of traffic operations, efficiency, or safety.
  - B. Within a Planned Development the Development Review Board may approve a sidewalk on only one side. If the sidewalk is permitted on just one side of the street, the owners will be required to sign an agreement to an assessment in the future to construct the other sidewalk if the City Council decides it is necessary.
- (.04) Bicycle Facilities. Bicycle facilities shall be provided to implement the Transportation System Plan, and may include on-street and off-street bike lanes, shared lanes, bike boulevards, and cycle tracks. The design of on-street bicycle facilities will vary according to the functional classification and the average daily traffic of the facility.
- (.05) Multiuse Pathways. Pathways may be in addition to, or in lieu of, a public street. Paths that are in addition to a public street shall generally run parallel to that street, and shall be designed in accordance with the Public Works Standards or as specified by the City Engineer. Paths that are in lieu of a public street shall be considered in areas only where no other public street connection options are feasible, and are subject to the following standards.
  - A. Paths shall be located to provide a reasonably direct connection between likely pedestrian and bicyclist destinations. Additional standards relating to entry points, maximum length, visibility, and path lighting are provided in the Public Works Standards.
  - B. To ensure ongoing access to and maintenance of pedestrian/bicycle paths, the City Engineer will require dedication of the path to the public and acceptance of the path by the City as public right-of-way; or creation of a public access easement over the path.



(.06) Transit Improvements

- A. Development on sites that are adjacent to or incorporate major transit streets shall provide improvements as described in this section to any bus stop located along the site's frontage, unless waived by the City Engineer for reasons of safety or traffic operations. Transit facilities include bus stops, shelters, and related facilities. Required transit facility improvements may include the dedication of land or the provision of a public easement.
- B. Development shall at a minimum provide:
  - 1. Reasonably direct pedestrian connections, as defined by Section 4.154, between building entrances and the transit facility and between buildings on the site and streets adjoining transit stops.
  - 2. Improvements at major transit stops. Improvements may include intersection or mid-block traffic management improvements to allow for pedestrian crossings at major transit stops.
- C. Developments generating an average of 49 or more pm peak hour trips shall provide bus stop improvements per the Public Works Standards. Required improvements may include provision of benches, shelters, pedestrian lighting; or provision of an easement or dedication of land for transit facilities.
- D. In addition to the requirements of 4.177.06.B.2, development generating more than 199 pm peak hour trips on major transit streets shall provide a bus pullout, curb extension, and intersection or mid-block traffic management improvements to allow for pedestrian crossings at major transit stops.
- E. In addition to the requirements of 4.177.06.B. and C., development generating more than 500 pm peak-hour trips on major transit streets shall provide on-site circulation to accommodate transit service.

(.027) Residential Private Access Drives shall meet the following standards:

- A. Residential Private Access Drives shall provide primary vehicular access to no more than four (4) dwelling units, excluding accessory dwelling units.
- B. The design and construction of a Residential Private Access Drive shall ensure a useful lifespan and structural maintenance schedule comparable, as determined by the City Engineer or City's Authorized Representative, to a local street constructed in conformance to current public works standards.
  - 1. The design of residential private access drives shall be stamped by a professional engineer registered in the state of Oregon and shall be approved by the City Engineer or City's Authorized Representative to ensure the above requirement is met.
  - 2. Prior to issuing a certificate of occupancy for any residential dwelling unit whose primary vehicular access is from a Residential Private Access Drive the City Engineer or City's Authorized Representative shall certify construction of the Residential Private Access Drive substantially conforms the design approved by the City Engineer or City's Authorized Representative.
- C. Residential Private Access Drives shall be named for addressing purposes. All Residential Private Access Drives shall use the suffix "Lane", i.e. SW Oakview Lane.
- D. Residential Private Access Drives shall meet or exceed the standards for access drives and travel lanes established in Subsection (.01) G. of this Section.

[Section 4.177(.02) added by Ord. 682, 9/1/10]

(.08). Access Drives and Travel Lanes.



- A. An access drive to any proposed development shall be designed to provide a clear travel lane free from any obstructions.
  - B. Access drive travel lanes shall be constructed with a hard surface capable of carrying a 23-ton load.
  - C. Secondary or emergency access lanes may be improved to a minimum 12 feet with an all-weather surface as approved by the Fire District. All fire lanes shall be dedicated easements.
  - D. Minimum access requirements shall be adjusted commensurate with the intended function of the site based on vehicle types and traffic generation.
  - E. Where access drives connect to the public right-of-way, construction within the right-of-way shall be in conformance to the Public Works Standards.
- (.09) Driveway Development Standards. Driveways and associated approaches shall conform to all of the following development standards:
- A. The number of approaches on higher classification streets (e.g., collector and arterial streets) shall be minimized; where practicable, access shall be taken first from a lower classification street;
  - B. The City may limit the number or location of connections to a street, or impose access restrictions where the roadway authority requires mitigation to alleviate safety or traffic operations concerns;
  - C. The City may require a driveway to extend to one or more edges of a parcel and be designed to allow for future extension and inter-parcel circulation as adjacent properties develop. The City may also require the owner(s) of the subject site to record an access easement for future joint use of the approach and driveway as the adjacent property(ies) develop(s);
  - D. Where emergency vehicle access is required, approaches and driveways shall be designed and constructed to accommodate emergency vehicle apparatus and shall conform to applicable fire protection requirements. The City may restrict parking, require signage, or require other public safety improvements pursuant to the recommendations of an emergency service provider;
  - E. Driveways shall accommodate all projected vehicular traffic on-site without vehicles stacking or backing up onto a street;
  - F. Driveways shall be designed so that vehicle areas, including but not limited to drive-up and drive-through facilities and vehicle storage and service areas, do not obstruct any public right-of-way;
  - G. Approaches and driveways shall not be wider than necessary to safely accommodate projected peak hour trips and turning movements, and shall be designed to minimize crossing distances for pedestrians;



- H. As it deems necessary for pedestrian safety, the City, in consultation with the roadway authority, may require traffic-calming features, such as speed tables, textured driveway surfaces, curb extensions, signage or traffic control devices, or other features, be installed on or in the vicinity of a site;
  - I. Approaches and driveways shall be located and designed to allow for safe maneuvering in and around loading areas, while avoiding conflicts with pedestrians, parking, landscaping, and buildings;
  - J. Where a proposed driveway crosses a culvert or drainage ditch, the City may require the developer to install a culvert extending under and beyond the edges of the driveway on both sides of it, pursuant applicable Public Works standards;
  - K. Except as otherwise required by the applicable roadway authority or waived by the City Engineer, temporary driveways providing access to a construction site or staging area shall be paved or graveled to prevent tracking of mud onto adjacent paved streets;
  - L. Unless constrained by topography, natural resources, rail lines, freeways, existing or planned or approved development, or easements or covenants, driveways proposed as part of a residential or mixed-use development shall meet local street spacing standards and shall be constructed to align with existing or planned streets, if the driveway:
    - 1. Intersects with a public street that is controlled, or is to be controlled in the planning period, by a traffic signal;
    - 2. Intersects with an existing or planned arterial or collector street; or
    - 3. Would be an extension of an existing or planned local street, or of another major driveway.
- (.10) Minimum street intersection spacing standards.
- A. New streets shall intersect at existing street intersections so that centerlines are not offset. Where existing streets adjacent to a proposed development do not align properly, conditions shall be imposed on the development to provide for proper alignment.
  - B. Minimum intersection spacing standards are provided in Transportation System Plan Table x.
- (.11) Exceptions and Adjustments. The City may approve adjustments to the spacing standards of subsections (.09) and (.10) above through a Class II process, or as a waiver per Section 4.118(0.3)A, where an existing connection to a City street does not meet the standards of the roadway authority, the proposed development moves in the direction of code compliance, and mitigation measures alleviate all traffic operations and safety concerns. Mitigation measures may include consolidated access



(removal of one access), joint use driveways (more than one property uses same access), directional limitations (e.g., one-way), turning restrictions (e.g., right in/out only), or other mitigation.

#### **Section 4.178. Sidewalk and Pathway Standards.**

- (.01) — Sidewalks. All sidewalks shall be concrete and a minimum of five (5) feet in width, except where the walk is adjacent to commercial storefronts. In such cases, they shall be increased to a minimum of ten (10) feet in width. Sidewalk widths shall include a minimum through zone of at least five feet. The clear zone may be reduced pursuant to variance procedures in Section 4.196.
- (.02) — Pathways
- A. ~~Bicycle facilities shall be provided using a bicycle lane as the preferred facility design. Other facility designs described in the Public Works Standards shall only be used if the bike lane standard cannot be constructed due to physical or financial constraints. The order of preference for bicycle facilities is:~~
- ~~1. Bike lane.~~
  - ~~2. Shoulder bikeway.~~
  - ~~3. Shared roadway.~~
- B. ~~Pedestrian and Bicycle Facilities located within the public right of way or public easement shall be constructed in conformance with the Public Works Standards.~~
- C. ~~To increase safety, all street crossings shall be marked and should be designed with a change of pavement such as brick or exposed aggregate. Arterial crossings may be signalized at the discretion of the City Engineer.~~
- D. ~~All pathways shall be clearly posted with standard bikeway signs.~~
- E. ~~Pedestrian and equestrian trails may have a gravel or sawdust surface if not intended for all weather use.~~
- (.03) — ~~Bicycle and pedestrian paths shall be located to provide a reasonably direct connection between likely destinations. A reasonably direct connection is a route which minimizes out of direction travel considering terrain, physical barriers, and safety. The objective of this standard is to achieve the equivalent of a 1/4 mile grid of routes.~~
- (.04) — Pathway Clearance.
- A. ~~Vertical and horizontal clearance for bicycle and pedestrian paths is specified in the Public Works Standards. The clearance above equestrian trails shall be a minimum of ten feet. [Section 4.178 amended by Ord. 610, 5/1/06]~~

#### **Section 4.197. Zone Changes and Amendments To This Code – Procedures.**

- (.01) The following procedure shall be followed in applying for an amendment to the text of this Chapter:
- A. The Planning Commission shall conduct a public hearing on the proposed amendment at its earliest practicable meeting after it is proposed and shall, within forty (40) days after concluding the hearing, provide a report and recommendation to the City Council regarding the proposed amendment. The findings and recommendations of the Commission shall be adopted by resolution and shall be signed by the Chair of the Commission.



- B. In recommending approval of a proposed text amendment, the Planning Commission shall, at a minimum, adopt findings relative to the following:
  - 1. That the application was submitted in compliance with the procedures set forth in Section 4.008; and
  - 2. The amendment substantially complies with all applicable goals, policies and objectives set forth in the Comprehensive Plan; and
  - 3. The amendment does not materially conflict with, nor endanger, other provisions of the text of the Code; and
  - 4. If applicable, the amendment is in compliance with Statewide Land Use Planning Goals and related administrative rules; and
  - 4. 5. If applicable, the amendment is necessary to insure that the City's Land Use and Development Ordinance complies with mandated requirements of State or Federal laws and/or statutes.
- (.02) In recommending approval or denial of a proposed zone map amendment, the Planning Commission or Development Review Board shall at a minimum, adopt findings addressing the following criteria:
  - A. 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; and [Amended by Ord 557, adopted 9/5/03]
  - B. 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; and
  - C. In the event that the subject property, or any portion thereof, is designated as "Residential" on the City's Comprehensive Plan Map; specific findings shall be made addressing substantial compliance with Implementation Measures 4.1.4.b, d, e, q, and x of Wilsonville's Comprehensive Plan text; and [Amended by Ordinance No. 538, 2/21/02.]
  - D. 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; and
  - E. 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 abut 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 and
  - F. That the applicant is committed to a development schedule demonstrating that development of the property is reasonably expected to commence within two (2) years of the initial approval of the zone change; and
  - G. That the proposed development and use(s) can be developed in compliance with the applicable development standards or appropriate conditions are attached that

insure that the project development substantially conforms to the applicable development standards.

- H. Adequate public facilities, services, and transportation networks are in place, or are planned to be provided concurrently with the development of the property. The applicant shall demonstrate compliance with the Transportation Planning Rule, specifically by addressing whether the proposed amendment has a significant effect on the transportation system pursuant to OAR 660-012-0060. A Traffic Impact Analysis (TIA) shall be prepared pursuant to the requirements in Section 4.133.05.(01).

#### **Section 4.236. General Requirements - Streets.**

- (.01) Conformity to the Master Plan or Map: Land divisions shall conform to and be in harmony with the Transportation Master Plan (Transportation Systems Plan), the Bicycle and Pedestrian Master Plan, the Parks and Recreation Master Plan, the Official Plan or Map and especially to the Master Street Plan.
- (.02) Relation to Adjoining Street System.  
[...]
- (.03) All streets shall conform to the standards set forth in Section 4.177 and the block size requirements of the zone.
- (.04) Creation of Easements: [...]
- (.05) Topography: [...]
- (.06) Reserve Strips: [...]
- (.07) Future Expansion of Street: When necessary to give access to, or permit a satisfactory future division of, adjoining land, streets shall be extended to the boundary of the land division and the resulting dead-end street may be approved without a turn-around. Reserve strips and street plugs shall be required to preserve the objective of street extension. Notification that the street is planned for future extension shall be posted on the stub street.



**Proposed Amendments**  
**Wilsonville Comprehensive Plan**  
Draft April 11, 2013

**PUBLIC FACILITIES AND SERVICES**

**TRANSPORTATION**

...

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The Wilsonville Comprehensive Plan includes, as sub-elements of the Plan, the City's Transportation Systems Plan (20013), the Bicycle and Pedestrian Master Plan (2006) and the Transit Master Plan (2008). There are no airports or marine transportation facilities within the city. The City has adopted 1-Year and 5-Year Capital Improvement Plans which provide for the construction of transportation facilities, improvements and services necessary to support the City's Transportation Systems Plan, the Bicycle and Pedestrian Master Plan and the Transit Master Plan.

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In the late 1990s, substantial public improvements were made to upgrade both interchanges. ~~Now, ten~~ years later, both interchanges again ~~have~~ capacity limitations. A major modernization project completed in 2012 reconstructed the I-5/Wilsonville Road interchange in 2010, following the City's completion of improvements on Boones Ferry Road which connects to Wilsonville Road within the interchange management area. The I-5/Wilsonville Road project ~~includes~~created elevated bike/pedestrian pathways on both sides of the street, expansion of the travel way to eight lanes under the I-5 Bridge, and wider and longer on and off ramps.

Capacity limitations also existed at the 95<sup>th</sup>/ Commerce Circle /Boones Ferry Road intersections. The ~~planned~~ improvements ~~there will in 2012~~ added an additional right-turn lane southbound off I-5 to Boones Ferry Road, and an additional left-turn lane from Boones Ferry Road to 95<sup>th</sup> Avenue, and an additional right-turn lane from 95<sup>th</sup> Avenue to Boones Ferry Road, as well as making Commerce Circle a right-in / right-out intersection with 95<sup>th</sup> Ave thereby minimizing congestion at this intersection.

The City has a network of streets which serve the east side or the west side, with only three connection points east-west across I-5. These are Wilsonville Road, Boeckman Road and Elligsen Road. The recent extension of Boeckman Road to Grahams Ferry Road has provided an alternative east-west route resulting in a reduction of the trip levels on both Wilsonville and Elligsen Roads.

City street standards require provision of ~~bike lanes~~ bicycle facilities and sidewalks on all new streets. Developments in areas without ~~bike lanes~~ bicycle facilities and sidewalks are required to provide them as part of the development of their site. The City also maintains a sidewalk infill fund for construction of missing sidewalk segments in older neighborhoods. The Bicycle and Pedestrian Master Plan provides greater detail about the existing system and its deficiencies and identifies planned improvements and financial resources.

Local and regional trails and community pathways traverse the community and connect neighborhoods with other destinations. The City is a partner in the 2013 Master Plan for the Ice Age Tonquin Trail, which will connect the communities of Tualatin, Sherwood, and Wilsonville.

The City operates a transit system, SMART, which provides local service, and connects with WES, Cherriots in Salem and Tri-Met in the Portland area. WES, the Westside Express Service Commuter Rail, operates during weekday commuter hours in the morning and evening, connecting Wilsonville with the Beaverton Transit Station and the MAX system. The Transit Master Plan provides greater detail about the existing system and its deficiencies and identifies planned improvements and financial resources.

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**NOTE:** The goals, policies & implementation measures in the Comprehensive Plan have been edited to coordinate with the edits proposed in the TSP. The policies have not been re-arranged. Generally, policies that were not included in the TSP (usually to reduce redundancy with similar policies carried forward from the 2003 TSP), have not been modified here. New policies added to the TSP in 2013 (see "Wilsonville Transportation Policies: Existing and Proposed" matrix) have not been added.

**Goal 3.2** To encourage and support the availability of a variety of transportation choices for moving people that balance vehicular use with other transportation modes, including walking, bicycling and transit in order to avoid principal reliance upon any one mode of transportation.

**Comment [MK1]:** Goals not included in the TSP

**Policy 3.2.1** To provide for safe and efficient vehicular, transit, pedestrian and bicycle access and circulation.

**Comment [MK2]:**

Implementation Measure 3.2.1.a ~~Plan and implement~~ Provide a safe, well-connected, and efficient network of streets and supporting improvements infrastructure for all ~~applicable~~ travel modes.

**Comment [MK3]:** Merged with 3.2.1.b in TSP to become TSP policy 1.



~~Implementation Measure 3.2.1.b Provide safe and efficient multi-modal travel between the connecting roadways (and the surface street network, if applicable).~~

**Comment [MK4]:** Merged with 3.2.1.a in TSP to become TSP policy 1.

**Policy 3.2.2** To provide for a mix of planned transportation facilities and services that are sufficient to ensure economic, sustainable and environmentally sound mobility and accessibility for all residents and employees in the city.

**Comment [MK5]:** Not in TSP. similar to proposed TSP Policy 2 above, which is based on CP Policy 3.5.1

**Policy 3.2.3** If adequate regional transportation services, including I-5 interchange modification or additions, and high capacity public transportation, cannot be provided, then the City shall reevaluate and reduce the level of development and/or timing of development anticipated by other elements of this Plan. Such reductions shall be consistent with the capacity of the transportation system at the time of re-evaluation.

**Comment [MK6]:** Not in TSP verbatim, but idea is captured in Agency Coordination and IMA section

**Goal 3.3** To achieve adopted standards for increasing transportation choices and reducing reliance on the automobile by changing land use patterns and transportation systems so that walking, cycling and use of transit are highly convenient and so that, on balance, people need to and are likely to drive less than they do today.

**Comment [MK7]:** Goals not included in the TSP

**Policy 3.3.1** ~~The City shall adopt standards for~~ provide facilities that allow people to ~~reducing~~ reliance on single occupant automobile use, particularly during peak periods.

**Comment [MK8]:** TSP policy 37

Implementation Measure 3.3.1.a. ~~Improve the~~ Encourage a balance between housing, employment, and commercial activities within the City so more people are able to live and work within Wilsonville, thereby reducing cross-jurisdictional commuting. ~~in order to reduce commuting.~~

**Comment [MK9]:** TSP measure 37.a

Implementation Measure 3.3.1.b. Increase densities and intensities of development in or near the Town Center area and in other locations where transportation systems can meet those needs.

**Comment [MK10]:** TSP measure 37.b

Implementation Measure 3.3.1.c. Plan for increased access to alternative modes of transportation, such as bicycling, transit and walking.

**Comment [MK11]:** Not in TSP - policy intent captured in other TSP implementation measures.

Implementation Measure 3.3.1.d. Continue use of the Planned Development/ Master Plan process to encourage developments that make it more convenient for people to use transit, to walk, to bicycle, and to drive less to meet daily needs.

**Comment [MK12]:** TSP measure 37.c

Implementation Measure 3.3.1.e. ~~Take steps to improve connectivity between existing neighborhoods and between residential areas and traffic generator locations. Work to P~~provide more and better options for travel from one side of the freeway, the railroad, and the Willamette River to the other.

**Comment [MK13]:** TSP measure 37.d

Implementation Measure 3.3.1.f. ~~Strongly encourage~~ Advocate for TriMet to provide full day and Saturday service for WES.

Comment [MK14]: TSP measure 36.a

Implementation Measure 3.3.1.g. ~~Continue to support~~ Advocate for the extension of WES to Salem.

Comment [MK15]: TSP measure 36.b

Implementation Measure 3.3.1.h. ~~Continue to comply with Metro parking standards.~~ Consider reducing parking requirements where it can be shown that transit and/or bicycle pedestrian access will reduce vehicular trips.

Comment [MK16]: TSP measure 37.f

**Policy 3.3.2** **The City shall work to improve accessibility for all citizens to all modes of transportation.**

Comment [MK17]: TSP Policy 4

Implementation Measure 3.3.2.a. ~~The City's Bicycle and Pedestrian Master Plan identifies the general alignment of primary routes for pedestrian and bicycle travel. It has been designed to provide connections between residential neighborhoods and major commercial, industrial and recreational activity centers throughout the City. The system has been coordinated with pathways planned in adjacent jurisdictions to allow for regional travel.~~  
Provide pedestrian and bicycle connections between residential neighborhoods and major commercial, industrial, and recreational activity centers throughout the city, as shown in the Bicycle and Pedestrian Master Plan. Coordinate the system of pathways planned by adjacent jurisdictions to allow for regional travel.

Comment [MK18]: TSP Policy 4.a

Implementation Measure 3.3.2.b. ~~City street standards require~~ Concrete sidewalks will be provided on both sides of all streets. This standard can be unless waived only in cases where alternative provisions are found to adequately address pedestrian needs.

Comment [MK19]: Not in TSP.

Implementation Measure 3.3.2.c. Transportation facilities shall be ADA-compliant.

Comment [MK20]: Not in TSP.

Implementation Measure 3.3.2.d. ~~The City will prepare an implementation schedule and continue to provide funding for infilling gaps in the sidewalk system.~~ Fill gaps in the existing sidewalk and off-street pathway systems to create a continuous network of safe and accessible bicycle and pedestrian facilities.

Comment [MK21]: TSP measure 4.b

**Goal 3.4:** **To facilitate the safe, efficient and economic flow of freight and other goods and services within the city and the region.**

Comment [MK22]: Goals not included in TSP

**Policy 3.4.1** ~~The City will continue to u~~Upgrade and/or complete the street network on the west side of I-5, including in the Coffee Creek and Basalt Creek areas, to serve the warehousing, distribution, and other industrial uses located there.

Comment [MK23]: TSP policy 27



Implementation Measure 3.4.1.a Where the City Council officially designates truck routes, these streets shall be developed to arterial street construction standards and be posted as truck routes.

**Comment [MK24]:** Not included in TSP, update TSP will include a system of freight routes

**Policy 3.4.2** The City will work with ODOT, Metro and neighboring communities to maintain the capacity of I-5 through a variety of techniques, including requirements for concurrency, continued development of a local street network within and connecting cities along I-5, access management, and completion of targeted improvements on I-5 such as auxiliary lanes, improvements at interchanges, etc.

**Comment [MK25]:** TSP policy 18

Implementation Measure 3.4.2.a. Consistent with the eCity's policy that needed public facilities and services are provided in advance of, or concurrently with, development, proposed land use changes within the I-5/Wilsonville Road IMA shall be consistent with planned future transportation projects.

**Comment [MK26]:** TSP policy 19.a

**Goal 3.5** To protect existing and planned transportation facilities, corridors and sites for their identified functions, including protection of the function and operation of the I-5/Wilsonville Road Interchange and the I-5/Elligsen Road Interchange, together with the local street network within the Interchange Areas.

**Comment [MK27]:** Goals not included in TSP

**Policy 3.5.1** ~~The Transportation Systems Plan(TSP) shall establish policies and implementation measures to fulfill the City's transportation needs through the Year 2020, provides details to guide transportation investment for the future and determine how land use and transportation needs can be balanced to bring the most benefit to the city. Develop and maintain a transportation system that balances land use and transportation needs in a manner that enhances the livability and economic vitality of the city.~~

**Comment [MK28]:** TSP policy 2

Implementation Measure 3.5.1.a. ~~The Transportation Systems Plan shall be used to establish the design standards for each arterial and major collector street. The conceptual location of proposed new major streets will also be identified. However, actual alignments may vary from the conceptual alignments based on detailed engineering specifications, design considerations, and consideration of the impacts of the road alignments on neighborhoods and natural resources, provided that the intended function of the street is not altered. Establish and maintain design standards for each arterial and major collector street, in accordance with the Functional Street Classification System. The conceptual location of proposed new major streets identified in the TSP will be refined based on detailed engineering specifications, design considerations, and consideration of local impacts.~~

**Comment [MK29]:** TSP measure 2.a and 2b

Implementation Measure 3.5.1.b. ~~While local residential streets are considered a part of the Transportation Systems Plan, they are not typically shown in detail in the Plan. The alignment of local streets shall be evaluated on a project-by-project basis, but must function in coordination with the overall purposes of the Transportation Systems Plan. Other streets not shown on the~~

**Comment [MK30]:** TSP measure 2.c

~~Plan may also be considered, if determined necessary for safe and convenient traffic circulation or increased connectivity.~~

Evaluate the alignment and design of local streets on a project-by-project basis in coordination with the overall purposes of the TSP.

Implementation Measure 3.5.1.c. ~~The Transportation Systems Plan shall be used to establish the Functional Street Classification System and the physical design characteristics (right-of-way and pavement width, curbs, sidewalks, etc.) of the various street classifications.~~

Comment [MK31]: Not in TSP

Implementation Measure 3.5.1.d. ~~All streets shall be designed and developed in accordance with the Transportation Systems Plan and street standards, except that the Development Review Board or City Council may approve specific modifications through the planned development process. Such modifications shall be made in consideration of existing traffic volumes and the cumulative traffic generation potential of the land uses being developed. At a minimum, all streets must be developed with sufficient pavement width to provide two lanes of traffic, unless designated for one-way traffic flow. However, adequate emergency vehicle access and circulation must be provided.~~

Comment [MK32]: TSP measure 15.d

Implementation Measure 3.5.1.e. ~~All arterial and collector streets shall be dedicated public streets. To insure adequate protection of potential future right-of-way needs, minimum setbacks shall be retained adjacent to arterial streets. In addition, to maintain efficient traffic flows, intersections with arterial streets shall be minimized, and property owners shall be encouraged and, where feasible, may be required to consolidate driveways.~~

Comment [MK33]: TSP measure 2.d

**Policy 3.5.2 Review all land use/development proposals with regards to consistency with the TSP transportation impacts.**

Comment [MK34]: TSP policy 15

Implementation Measure 3.5.2.a. ~~All development proposals shall be required to provide for a transportation impact analysis by payment to the City for completion of such study by the city's traffic consultant unless specifically waived by the City's Community Development Director because the scale of the proposed development will have very limited impacts.~~

Comment [MK35]: Not in TSP – already codified

Implementation Measure 3.5.2.b. ~~Through the Planned Development process, local streets may be approved as private streets, provided that adequate emergency access is available and that appropriate deed restrictions, homeowners' association requirements, etc. are established to insure proper maintenance.~~  
The City may approve local private streets through the Planned Development process, provided that adequate emergency access is available and that proper maintenance by private entities is ensured.

Comment [MK36]: TSP measure 15.a

Implementation Measure 3.5.2.c. ~~Any proposed change to the Comprehensive Plan or Zoning Maps or existing zoning that would result in additional trips above that allowed under the city's concurrency policies may be denied unless mitigation measures are identified and provided.~~

Comment [MK37]: TSP measure 15.b



**Policy 3.5.3** Provide for an adequate system of local roads and streets for access and circulation within I-5 Interchange Management Areas that minimize local traffic through the interchanges and on the interchange cross roads.

**Comment [MK38]:** TSP Measure 43.

I-5/Wilsonville Road IMA:

**Comment [MK39]:** All of the following IMs are included in the TSP, no edits.

Implementation Measure 3.5.3.a. The City will require future development to plan for and develop local roadway connections consistent with the I-5/Wilsonville Road IAMP as part of the development permit approval process.

Implementation Measure 3.5.3.b. Bicycle and pedestrian connections within the IMA will be required for new development consistent with the City's Bicycle and Pedestrian Plan.

Implementation Measure 3.5.3.c. System operational improvements, including signal synchronization, transportation demand management measures and incident management shall be implemented within the vicinity of the interchange to maximize the efficiency of the local street network and minimize the impact of local traffic on the interchange.

Implementation Measure 3.5.3.d. The City will require future development to adhere to access management spacing standards for private and public approaches on statewide highways as adopted in the Wilsonville Road IAMP.

Implementation Measure 3.5.3.e. The City will approve development proposals in the I-5/Wilsonville Road Interchange Management Area (IMA) only after it is demonstrated that proposed access and local circulation are consistent with the Access Management Plan in the I-5/Wilsonville Road IAMP.

Implementation Measure 3.5.3.f. Ensure that future changes to the planned land use system are consistent with protecting the long-term function of the interchange and the surface street system.

Implementation Measure 3.5.3.g. Any proposed change to the Comprehensive Plan Map or existing zoning that would result in additional trips above that allowed under the current zoning and assumed in the I-5/Wilsonville Road IAMP must include a review of transportation impacts consistent with OAR 660-12-0060.

Implementation Measure 3.5.3.h. The City will provide notice to ODOT for any land use actions proposed within the I-5/Wilsonville Road IAMP Overlay Zone.

I-5/Elligsen Road Interchange

Implementation Measure 3.5.3.i. The City will require future development to adhere to access management spacing standards for private and public approaches on statewide highways as required by the Oregon Highway Plan.

Implementation Measure 3.5.3.j. Ensure that future changes to the planned land use system are consistent with protecting the long-term function of the interchange and the surface street system.

Implementation Measure 3.5.3.k. Bicycle and pedestrian connections within the Interchange Area will be required for new development consistent with the City's Bicycle and Pedestrian Plan.

Implementation Measure 3.5.3.l. System operational improvements, including signal synchronization, transportation demand management measures and incident management shall be implemented within the vicinity of the interchange to maximize the efficiency of the local street network and minimize the impact of local traffic on the interchange.

**Goal 3.6** To provide for the construction and implementation of transportation facilities, improvements and services necessary to support the TSP, the Transit Master Plan and the Bicycle and Pedestrian Master Plan.

**Comment [MK40]:** Goals not in the TSP

**Policy 3.6.1** ~~The City is responsible for will planning, scheduling, and coordinating~~ implementation of all street improvements through the on-going five-year Capital Improvements Plan. A priority is given to eliminating existing deficiencies and in upgrading the structural quality of the existing arterial system.

**Comment [MK41]:** TSP policy 45

Implementation Measure 3.6.1.a. Complete the major street system improvements shown in the Transportation Systems Plan. The City may not be able to finance all of these improvements. Some may be financed by other entities, or a combination of public and private funds.

**Comment [MK42]:** Not in TSP, similar to measure 45.b

Implementation Measure 3.6.1.b. ~~Maintenance of the developed City Street System is a public responsibility.~~ The City shall coordinate routine and necessary maintenance with the appropriate State or County agencies.

**Comment [MK43]:** TSP measure 45.a

**Policy 3.6.2** ~~Require each individual developments shall be responsible for providing all collector and local streets. However, there may be cases where collector streets are found to unless the benefit to the entire community to a degree that warrants public participation in funding those collector streets.~~

**Comment [MK44]:** TSP policy 44

**Goal 3.7** ~~To maintain~~ Maintain a transportation financing program for the construction and implementation of transportation facilities, improvements and services necessary to support the TSP, the Transit Master Plan and the Bicycle and Pedestrian Master Plan.

**Comment [MK45]:** TSP policy 45

**Policy 3.7.1** ~~The City is responsible for planning, scheduling, and coordinating all street improvements through the on-going Capital Improvements Plan. A priority is given~~

**Comment [MK46]:** Not in TSP, Duplicate of CP Policy 3.6.1



~~to eliminating existing deficiencies and in upgrading the structural quality of the existing arterial system.~~

**Policy 3.7.12** To ~~insure~~ development of an adequate street system, the City shall collect a Systems Development Charge as development occurs. Funds collected shall be allocated through the Capital Improvements Plan as needed to provide extra capacity service.

**Comment [MK47]:** TSP measure 45.c

**Goal 3.8:** To maintain coordination with neighboring cities, counties, Metro, ODOT local businesses, residents and transportation service providers regarding transportation planning and implementation.

**Comment [MK48]:** Captured by TSP policy 13

**Policy 3.8.1** The City shall ~~continue to~~ work with the State, Metro, Clackamas and Washington Counties and adjacent jurisdictions to develop and implement a Regional Transportation Plan that is complementary to and supportive of the City's Plan while addressing regional concerns. The City expects a reciprocal commitment from the other agencies. This policy recognizes that there is a need for a collective and cooperative commitment from all affected agencies to solve existing and future transportation problems. The City will do its part to minimize transportation conflicts, but it must also have the support of County, regional, State and Federal agencies to effectively implement this Plan.

**Comment [MK49]:** TSP policy 17

**Implementation Measure 3.8.1.a.** ~~The City shall actively encourage the State to provide improvements to regional transportation facilities which, due to inadequate carrying capacities, frustrate implementation of the City's Transportation Plan. The City shall advocate for the State, Metro, and Counties to improve regional transportation facilities which, due to inadequate carrying capacities, limits frustrate implementation of the City's Transportation Plan.~~

**Comment [MK50]:** TSP measure 17a



# The Vision

## Chapter 2



As Wilsonville grows, it will be essential for the community to work collaboratively toward a shared vision. Understanding the goals, and specific steps to achieve them, is the best and most cost-effective way to create a beautiful, functional transportation system.

To guide Wilsonville's transportation planning and investment decisions, the community has developed a new vision statement, transportation goals, policies, and implementation measures.

### **WILSONVILLE'S TRANSPORTATION VISION**

*Wilsonville's coordinated multimodal transportation system is strategically designed and collaboratively built. Our system provides mode and route choices, delivering safe and convenient local accessibility to assure that Wilsonville retains its high levels of quality of life and economic health. Neighborhoods, employment centers, schools, shopping, and parks are connected by a network of streets and pathways that give residents options to easily get around town.*

*Our local accessibility is further enhanced through arterial connectivity with our neighboring communities, thereby providing excellent intercity and interstate mobility serving our residential and business needs. The system is designed, built and maintained to be cost effective and to maximize the efficient utilization of public and private funding.*

*Wilsonville envisions a transportation system that is . . .*

- *Strategically designed,*
- *Collaboratively built,*
- *Safe,*
- *Convenient, and*
- *Cost effective.*

*The result will be . . .*

- *Mode and route choices,*
- *Quality of life,*
- *Economic health,*
- *Neighborhood connectivity, and*
- *Mobility.*



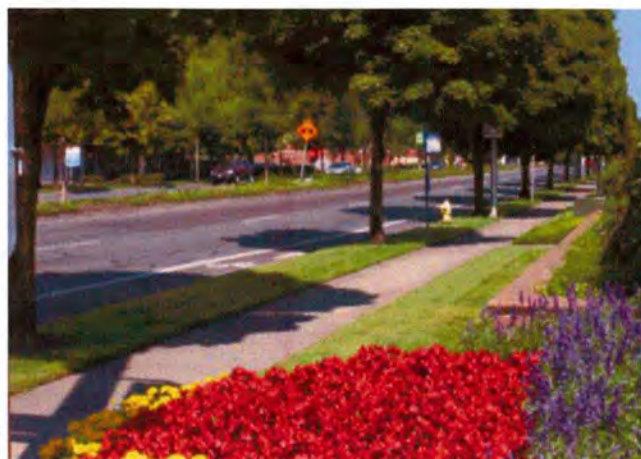
*Distributed 5/6/13 Council work session*



### TRANSPORTATION GOALS

The City of Wilsonville is responsible for managing a transportation system that efficiently and effectively transports people and goods within the city. This system should support the quality of life of residents and the economic vitality of businesses.

The City can best fulfill its responsibilities by working collaboratively with local and regional partners in developing a transportation system that achieves its seven goals, listed in Table 2-1.



*Wilsonville Road's landscaping and streetscape provides an attractive environment for all users.*

**Table 2-1. Wilsonville's Transportation Goals**

Goals	Description
<b>1 Safe</b>	Follow current safety practices for design, operations, and maintenance of transportation facilities.
<b>2 Connected and Accessible</b>	Provide all users with access to integrated facilities and services that connect Wilsonville's neighborhoods, parks, schools, employment centers, and retail areas to each other and to the surrounding region.
<b>3 Functional and Reliable</b>	Provide, manage, and maintain sufficient transportation infrastructure and services throughout Wilsonville to ensure functional and reliable multimodal and freight operations as development occurs.
<b>4 Cost Effective</b>	Utilize diverse and stable funding sources to implement transportation solutions that provide the greatest benefit to Wilsonville residents and businesses, while mitigating impacts to the city's social, economic, and environmental resources.
<b>5 Compatible</b>	Develop and manage a transportation system that is consistent with the City's Comprehensive Plan and coordinates with other local, regional, and state jurisdictions.
<b>6 Robust</b>	Encourage and support the availability of a variety of transportation choices for moving people and goods.
<b>7 Promotes Livability</b>	Design and construct transportation facilities in a manner that enhances the livability of Wilsonville and health of its residents.



## POLICIES AND IMPLEMENTATION MEASURES

Wilsonville's transportation policies serve as a blueprint for the City's investment in its transportation system. These policies cover a variety of areas, including how the system is designed, constructed, operated, and maintained.

The following policies all support the seven Transportation Goals. Each of the policy statements are supported by implementation measures that will guide City actions related to the development code, capital project investment, and other investments.

### System Design

Policy 1. Provide a safe, well-connected, and efficient system of streets and supporting infrastructure for all travel modes.

### POLICY AREAS

- **System Design** (Policies 1-9)
- **Connectivity** (Policy 10)
- **Transportation System Management** (Policies 11-14)
- **Land Development Coordination** (Policies 15-16)
- **Agency Coordination** (Policies 17-21)
- **Goods Movement** (Policies 22-28)
- **Public Transit** (Policies 29-36)
- **Active Transportation: Pedestrians and Bicyclists** (Policies 37-42)
- **Interchange Management Areas** (Policy 43)
- **Transportation Funding** (Policies 44-46)

## RELATIONSHIP OF POLICIES AND IMPLEMENTATION MEASURES

The City's policies support its seven Transportation Goals. Each policy statement may be supported by several implementation measures that will guide City actions relative to the development code, capital project investment, and other investments. Specific implementation measures, requirements, or standards will be included either in the TSP, the Development Code, Public Works Standards, or other implementing documents.

### Implementation Measure (Policy 1):

- 1.a. Create a comprehensive signage and wayfinding system to assist all modes of transportation with navigating around the community.

Policy 2. Develop and maintain a transportation system that balances land use and transportation needs in a manner that enhances the livability and economic vitality of the city.

### Implementation Measures (Policy 2):

- 2.a. Establish and maintain design standards for each arterial and collector street, in accordance with the Functional Street Classification System.
- 2.b. Refine the conceptual location of proposed new major streets identified in the TSP based on detailed engineering specifications, design considerations, and consideration of local impacts.
- 2.c. Evaluate the alignment and design of local streets on a project-by-project basis in coordination with the overall purposes of the TSP.
- 2.d. Dedicate all arterial and collector streets as public streets.



- Policy 3. Support the use of alternative fuels by providing, or encouraging the provision of, needed infrastructure.

**Implementation Measure (Policy 3):**

- 3.a. *Facilitate private sector exploration of alternative fuel technologies, including shared use of compressed natural gas fueling stations, and electric vehicle charging stations.*

- Policy 4. Provide a robust transportation system that provides all members of the community access to multiple travel mode choices.

**Implementation Measures (Policy 4):**

- 4.a. *Provide pedestrian and bicycle connections between residential neighborhoods and major commercial, industrial, and recreational activity centers throughout the city, as shown in the Bicycle and Pedestrian Master Plan. Coordinate the system of pathways planned by adjacent jurisdictions to allow for regional travel.*
- 4.b. *Fill gaps in the existing sidewalk and off-street pathway systems to create a continuous network of safe and accessible bicycle and pedestrian facilities.*

- Policy 5. Design and manage the city street system to meet Level of Service (LOS) standard D. As may be approved by the City Council, possible exceptions to the LOS D standard are a change to LOS E on Boones Ferry Road and/or Elligsen Road, and on Wilsonville Road between and including the intersections with Boones Ferry Road and Town Center Loop West. Other capacity improvements intended to allow continued development without exceeding LOS E may also be approved by the City Council.

- Policy 6. Evaluate, minimize, and balance the environmental impacts of new transportation projects.

- Policy 7. Design the transportation system to be multifunctional by integrating stormwater management into the design of transportation facilities, as described in the Stormwater Master Plan.

- Policy 8. Consider the needs of traditionally underserved citizens when planning and designing the transportation system, and identify targets and improvements to meet the specific needs of these populations.

- Policy 9. Enhance transportation connections and choices in and between all parts of the city as a means for preserving the function and capacity of the existing system.



*The recent Fred Meyer near the I-5/Wilsonville Road Interchange provides two electric vehicle charging stations for patrons to use for free to charge their vehicles while shopping.*



## Connectivity

Policy 10. Add system connections for all modes throughout the city's transportation system to improve access between neighborhoods, serve new development, and manage system performance.

### **Implementation Measures (Policy 10):**

- 10.a. *Promote the concept of a "walkable neighborhood" when advising developers and other agencies to ensure that logical connections are made to activity centers (e.g., schools, retail, and parks), and that such destinations can be reached on foot or by bicycle.*
- 10.b. *Where street connections are not possible, provide bicycle and pedestrian linkages to connect neighborhoods with each other and with surrounding destinations, except if prevented by physical barriers.*
- 10.c. *Where streets lack pedestrian and bicycle facilities, explore opportunities to fill these gaps.*



*A meandering sidewalk along Barber Street adjacent to the SMART Central at Wilsonville Station transit center supports connectivity by providing a safe and comfortable pedestrian environment with connections to transit.*

## Transportation System Management

Policy 11. Manage the transportation system to improve reliability and maximize efficient use of existing facilities.

### **Implementation Measures (Policy 11):**

- 11.a. *Continue to implement Transportation Demand Management measures through South Metro Area Regional Transit's SMART Options Program.*
- 11.b. *Manage access to improve safety and mobility in the city by applying access spacing standards, limiting access on arterials and at key identified intersections, and by preparing access management plans for interchanges.*

Policy 12. Implement Intelligent Transportation System (ITS) improvements as identified in the Clackamas County ITS Plan.

Policy 13. Coordinate with Clackamas County, Washington County, and the Oregon Department of Transportation to implement system management and operations strategies on arterials and highways.

Policy 14. On- and off-street parking facilities are part of the transportation system, and will be managed and regulated to ensure sufficient parking is provided, maximize efficiency, minimize impacts to traffic in the right-of-way, and reduce environmental impacts. Over time as new development is planned in the Town Center area and the Westside Express Service (WES) commuter rail station area, the City will work with property owners to prepare parking management plans that manage supply and demand for parking areas.



### Land Development Coordination

Policy 15. Review all land use/development proposals for consistency with the TSP.

#### **Implementation Measures (Policy 15):**

- 15.a. *The City may approve local private streets through the Planned Development process, provided that adequate emergency access is available and that proper maintenance by private entities is ensured.*
- 15.b. *Any proposed change to the Comprehensive Plan or Zoning Maps that would result in additional trips above that allowed under the City's concurrency policies may be denied unless mitigation measures are identified and provided.*
- 15.c. *Consider only improvements listed in the Financially Constrained funding scenario of the Regional Transportation Plan, and/or in the City's Capital Improvement Plan (CIP), in determining the planned capacity, function and level of service of transportation facilities and services.*
- 15.d. *The Development Review Board or City Council may approve specific street design and alignment modifications through the planned development process. Such modifications shall be made in consideration of existing traffic volumes and the cumulative traffic generation potential of the land uses being developed.*

Policy 16. Ensure new development and redevelopment provide connections to transit streets and facilities, providing protected street crossings, and bus stop amenities, if needed.

*Villebois Village is the region's largest residential development and provides a variety of housing choices in a dense setting with wide open spaces, parks, and trails. It is located just west of the SMART Central transit center and WES Commuter Rail station .*



*Old Town Square, located near the I-5/Wilsonville Road interchange, provides a well-connected network of sidewalks and crosswalks and accommodates SMART Transit Route 4, which loops through the site.*

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*"Connectivity is something I think is important within our transportation system. Having our schools not only connected to our neighborhoods, but neighborhoods connected to neighborhoods, and neighborhoods connected to retail and employment centers."*

*Marta McGuire  
Planning Commission*

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## Agency Coordination

Policy 17. Collaborate with the State, Metro, Clackamas and Washington Counties, and adjacent jurisdictions and transit agencies to develop and implement a Regional Transportation Plan that is complementary to and supportive of the City's Plan while addressing regional concerns. The City expects a reciprocal commitment from the other agencies. This policy recognizes that there is a need for a collective and cooperative commitment from all affected agencies to solve existing and future transportation problems. The City will do its part to minimize transportation conflicts, but it must also have the support of County, regional, State and Federal agencies to effectively implement this Plan.

### **Implementation Measure (Policy 17):**

17.a. *Advocate for the State, Metro, and Counties to improve regional transportation facilities which, due to inadequate carrying capacities, limits implementation of the City's Transportation Plan.*

Policy 18. Work with ODOT, Metro, TriMet, Cherriots, and neighboring communities to maintain the capacity of I-5 through a variety of techniques, including requirements for concurrency, transit connections, continued development of a local street network within and connecting cities along I-5, access management, and completion of targeted improvements on I-5 such as auxiliary lanes, improvements at interchanges, etc.

Policy 19. Actively encourage the Federal Highway Administration, Federal Transit Administration, Oregon Department of Transportation, Clackamas and Washington Counties, Metro, TriMet, and Cherriots to improve regional transportation facilities and services.

### **Implementation Measure (Policy 19):**

19.a. *Consistent with the City's policy that needed public facilities and services are provided in advance of or concurrently with development, proposed land use changes within the I-5/Wilsonville Road Interchange Management Area (IMA) shall be consistent with planned future transportation projects.*

19.b. *Seek support from regional partners to construct connections that improve bicycle, pedestrian, and emergency vehicle access across the Willamette River.*

19.c. *Collaborate with Metro and surrounding jurisdictions to plan, and advocate for completion of, trails that link Wilsonville with neighboring jurisdictions as identified on the Regional Trails System Plan Map.*

Policy 20. Work with neighboring jurisdictions to plan, fund, and implement a phased transportation network that serves southwest employment area growth while reserving I-5 interchange capacity for access to and from Wilsonville destinations.

Policy 21. Recognize the Aurora State Airport as a component of the state's transportation system and an economic asset to Wilsonville, while advocating that any expansion of the airport consider potential impacts (e.g., noise, pollution, and safety) to Wilsonville neighborhoods, area roadways, I-5 interchanges, agricultural operations, and the environment.



### Goods Movement

Policy 22. Provide an adequate motor vehicle system that serves commercial vehicle/truck traffic to and from the land uses they serve.

Policy 23. Consider the requirements for truck movement when designing all improvements in the public right of way on designated truck routes. Requirements include turn radii, sight distance, lane widths, turn pocket lengths, and pavement design.



Located along Interstate-5 just south of the Interstate-205 junction, Wilsonville is ideally situated as a freight hub in the region. The city is home to multiple distribution, manufacturing, and warehouse facilities.

Policy 24. Ensure that the needs of other transportation users are considered in the design and construction of freight improvements. Improvements that reduce freight vehicle impacts to bicyclists and pedestrians (particularly along identified bikeways and walkways) will be considered, including buffered bike lanes, enhanced pedestrian crossings, and other safety improvements.

Policy 25. Maintain access to the Willamette River so that the river may be used for transportation purposes in the future. Acquire or improve access to Willamette River for public docking purposes and consider the potential development of a new port or ports.

Policy 26. Assist with efforts to improve the viability of the railroad for freight.

Policy 27. Upgrade and/or complete the street network on the west side of I-5, including in the Coffee Creek and Basalt Creek areas, to serve the warehousing, distribution, and other industrial uses located there.

Policy 28. Coordinate with adjacent jurisdictions and the freight community to ensure that regional freight traffic is directed only toward the city's freight routes.

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*"A number of the companies that operate here in Wilsonville export outside the United States . . . that's why it is so important that we get to market as effectively and efficiently as possible as we can, but at the same time, our goal is to make it so transparent that the local residents are aware of it, but don't really have to deal with it."*

*Ray Phelps  
Planning Commission*

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## Public Transit

Policy 29. Increase public awareness of transit and other transportation options, such as walking and bicycling, so that individuals can make informed decisions.

Policy 30. Provide transit service which is coordinated, convenient, comfortable, and safe.

### **Implementation Measures (Policy 30):**

- 30.a. *Maintain transit service and expand as necessary to meet the demands of a growing population and employment base in Wilsonville.*
- 30.b. *Perform ongoing transit service updates, based on demand and available financial resources. Service updates will be considered following major roadway improvements, pedestrian and bicycle system completion, and master planned, or other major, development.*
- 30.c. *Construct transit stop amenities and implement technology improvements, as funding is available. Prioritize improvements in activity centers and when they can be constructed in coordination with land use development.*

Policy 31. Create a sense of community ownership of the transit system by encouraging citizen involvement in the planning and development of transit facilities and services.

Policy 32. Develop a process for responding to public feedback regarding transit services, including additional service requests, bus routing, and transit stop amenities.

Policy 33. Guided by a transit-specific public feedback process, provide transit routes throughout the city so that transit stops are located within one-quarter mile walking distance from residents and businesses .

Policy 34. Establish a Transit Advisory Board comprised of interested stakeholders, including residents and employers, to guide future planning and decision-making regarding transit service.

Policy 35. Strive to improve air quality and traffic congestion by increasing transit efficiency, promoting transportation options, and implementing transportation system management.

Policy 36. Coordinate with other transit districts, including TriMet and Cherriots, to strengthen the efficiency and performance of the Wilsonville transit network.

### **Implementation Measures (Policy 36):**

- 36.a. *Advocate for TriMet to provide full day and Saturday service for its Westside Express Service (WES) commuter rail.*
- 36.b. *Advocate for the extension of WES to Salem.*



*Wilsonville's transit center, SMART Central at Wilsonville Station, is located at the corner of Baber Street and Kinsman Road. It is SMART's main transportation hub and includes a 400-stall park-and-ride lot, twelve bus bays, an operator break room, public restrooms, shelters, and a clock tower with security cameras. It also shares the site with TriMet's Westside Express Service (WES) commuter rail station. Wilsonville is WES's southern terminus.*



### Active Transportation: Pedestrians and Bicyclists

Policy 37. Provide facilities that allow more people to walk and bike, not only as low-impact transportation choices, but also to benefit the health and economy of the community.

#### **Implementation Measures (Policy 37):**

- 37.a. *Encourage a balance between housing, employment, and commercial activities within the city so more people desire to live and work within Wilsonville, thereby reducing cross-jurisdictional commuting.*
- 37.b. *Increase densities and intensities of development in or near the Town Center area and in other locations where a multimodal transportation system can meet those needs.*
- 37.c. *Continue use of the Planned Development/Master Plan process to encourage developments that make it more convenient for people to use transit, walk, bicycle, and to drive less to meet daily needs.*
- 37.d. *Provide more and better options for travel between both sides of the freeway, the railroad, and the Willamette River.*
- 37.e. *Assist with efforts to improve the viability of rail for passenger service.*
- 37.f. *Consider reducing parking requirements where it can be shown that transit and/or bicycle pedestrian access will reduce vehicular trips.*
- 37.g. *Require new development to include sufficient and convenient bicycle parking, and encourage improvements to bicycle parking facilities throughout the community. Allow a range of bicycle parking solutions to address the specific needs of different users.*
- 37.h. *Construct stand-alone improvements to fill key gaps in the pedestrian and bicycle network, including Safe Routes to School projects and connections to transit stops, prioritizing low-cost and safety-related projects.*
- 37.i. *Improve the quality of the pedestrian environment by ensuring new public and private development meets a pedestrian quality standard that encourages walking for short trips and is fitting for the specific location.*



*Pedestrians enjoy a casual stroll around the Villebois Sunday Market. The market uses Villebois Drive, which functions as a street when not being used for the market.*



*Bike lockers at the SMART Central at Wilsonville Station transit center provide secure storage for transit riders who use their bikes to complete a leg of their trip.*

Policy 38. Establish a Pedestrian and Bicycle Advisory Board comprised of interested stakeholders, including residents and employers, to guide future planning and decision-making regarding pedestrian and bicycle facilities.





*Bicyclists riding north on Brown Road approach the Barber Street roundabout as they enter Villebois Village.*

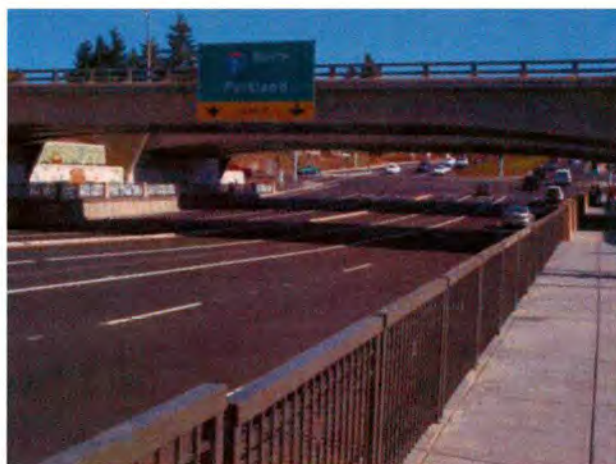
- Policy 39. Improve and expand pedestrian and bicycle facilities throughout the community, with a focus on improved connectivity within the city and with the Regional bicycle and trails systems.
- Policy 40. Ensure that pedestrian and bicycle networks provide direct connections between major activity centers (e.g., civic, recreation, employment, and retail centers) and minimize conflicts with other modes of transportation.
- Policy 41. The planning, design, and construction of transportation projects should maintain or improve the accessibility and quality of existing and planned pedestrian and bicycle facilities.
- Policy 42. Provide more enhanced pedestrian crossings (which may include pedestrian flashers, a median refuge, or other treatments) as a way to improve safety and connectivity in Wilsonville's transportation system.
- Policy 43. Develop more transportation options within the city, increasing transportation demand management programming and improving walking, biking, and transit facilities.

## **Interchange Management Areas**

Policy 44. Provide for an adequate system of local roads and streets for access and circulation within I-5 Interchange Management Areas (IMAs) that minimize local traffic through the interchanges and on the interchange cross roads.

### ***Implementation Measures for I-5/Wilsonville Road IMA, subject to Interchange Area Master Plan (IAMP) (Policy 43) :***

- 44.a. *Require future development to plan for and develop local roadway connections consistent with the I-5/Wilsonville Road IAMP as part of the development permit approval process.*
- 44.b. *Require bicycle and pedestrian connections within the IMA for new development consistent with the City's Bicycle and Pedestrian Plan.*
- 44.c. *Implement system operational improvements, including signal synchronization, transportation demand management measures and incident management within the vicinity of the interchange to maximize the efficiency of the local street network and minimize the impact of local traffic on the interchange.*



*The Interstate-5/Wilsonville Road interchange serves as a key regional connection while also providing connectivity between east and west Wilsonville.*



- 44.d. *The City will require future development to adhere to access management spacing standards for private and public approaches on statewide highways as adopted in the Wilsonville Road IAMP.*
- 44.e. *The City will approve development proposals in the I-5/Wilsonville Road IMA only after it is demonstrated that proposed access and local circulation are consistent with the Access Management Plan in the I-5/Wilsonville Road IAMP.*
- 44.f. *Ensure that future changes to the planned land use system are consistent with protecting the long-term function of the interchange and the surface street system.*
- 44.g. *Any proposed change to the Comprehensive Plan Map or existing zoning that would result in additional trips above that allowed under the current zoning and assumed in the I-5/Wilsonville Road IAMP must include a review of transportation impacts consistent with OAR 660-12-0060.*
- 44.h. *The City will provide notice to ODOT for any land use actions proposed within the I-5/Wilsonville Road IAMP Overlay Zone.*
- 44.i. *Eliminate or consolidate accesses on Wilsonville Road within one-quarter mile of the I-5 interchange as opportunities arise. Specific access management deficiencies were identified as part of the I-5/Wilsonville Road Interchange Area Management Plan (IAMP).*

**Implementation Measures for I-5/Elligsen Road Interchange (no adopted IAMP) (Policy 43 continued):**

- 44.j. *The City will require future development to adhere to access management spacing standards for private and public approaches on statewide highways as required by the Oregon Highway Plan.*
- 44.k. *Ensure that future changes to the planned land use system are consistent with protecting the long-term function of the interchange and the surface street system.*
- 44.l. *Bicycle and pedestrian connections within the Interchange Area will be required for new development consistent with the City's Bicycle and Pedestrian Plan.*
- 44.m. *System operational improvements, including signal synchronization, transportation demand management measures and incident management shall be implemented within the vicinity of the interchange to maximize the efficiency of the local street network and minimize the impact of local traffic on the interchange.*
- 44.n. *Eliminate or consolidate accesses on Elligsen Road and Boones Ferry Road within one-quarter mile of the I-5 interchange as opportunities arise.*

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*"One of Wilsonville's strengths is location with it's easy access to I-5. Almost any point in town is within easy access to one of the interchanges. Preserving the capacity of two interchange will be important for the City's future."*

*Katie Mangle  
Long Range Planning Manager*

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## Transportation Funding

Policy 45. Require each individual development to provide all collector and local streets, unless the benefit to the entire community warrants public participation in funding those collector streets.

Policy 46. The City will plan, schedule, and coordinate implementation of all transportation system improvements through the on-going five-year Capital Improvements Plan. A priority is given to eliminating existing gaps and deficiencies and in upgrading the structural quality of the existing arterial system.

### **Implementation Measures (Policy 45):**

46.a. *The City shall coordinate routine and necessary maintenance with the appropriate State or County agencies.*

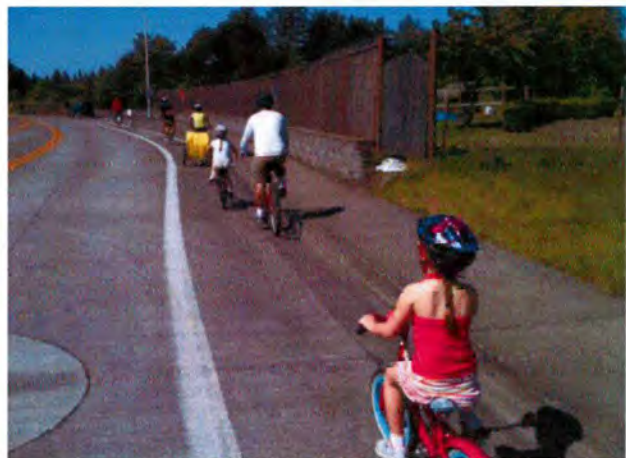
46.b. *The City shall pursue grants and other funding resources to assist the City with constructing infrastructure improvements, buying new transit buses, and making other transportation investments.*



SMART Transit's 21-passenger compressed natural gas (CNG) buses offer a clean burning fuel alternative to traditional diesel buses.

46.c. *To ensure development of an adequate transportation system, the City shall collect a System Development Charge as development occurs. Funds collected shall be allocated through the Capital Improvements Plan as needed to provide capacity service.*

Policy 47. Maintain a transportation financing program for the construction and implementation of transportation facilities, improvements, and services necessary to support the TSP, the Transit Master Plan, and the Bicycle and Pedestrian Plan. This program should be resourceful and innovative to ensure the City can make key transportation investments. Revenue sources may include public/private partnerships, Local Improvement Districts (LIDs), grants, etc.



A family rides bikes together on Canyon Creek Road.





*Looking southwest towards farmland and forests beyond Metro's urban growth boundary as Interstate 5's Doone Bridge and Portland and Western's Oregon Electric line railroad bridge cross the Willamette River. Wilsonville is Metro's southernmost city and provides an important connection to the rest of the Willamette Valley.*

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*"Our city is great. We have done an excellent job in planning this community and being thoughtful, and maintaining that. But it is also important to look into the future and how we may grow and plan for that and find out what things continue to be a priority for our community."*

*Marta McGuire  
Planning Commission*

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**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b>  May 6, 2013	<b>Subject:</b> Memorial Park Parking Lot Project (9112)  <b>Staff Member:</b> Kerry Rappold <b>Department:</b> CD/Natural Resources Program	
<b>Action Required</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	<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> Staff presented the concept design to the Parks and Recreation Advisory Board on April 11, 2013. The Board recommendation was forwarded to the City Council and will be carried forward to the Development Review Board on June 10, 2013.	
<b>Staff Recommendation:</b> A concept design for the Memorial Park Parking Lot project (9112) was prepared by the consultant team. In response to comments received from the City Council at a previous work session, revisions have been made to the design and an alternate concept has been developed. Staff is seeking comment and guidance from the City Council on the concept design alternatives.		
<b>Recommended Language for Motion:</b> N/A		
<b>PROJECT / ISSUE RELATES TO:</b> <i>[Identify which goal(s), master plans(s) issue relates to.]</i>		
<input type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

**ISSUE BEFORE COUNCIL:** Discuss the concept design alternatives for the Memorial Park Parking Lot project, and provide comments or guidance about the preferred design.

**EXECUTIVE SUMMARY:** Due to asphalt failure and inadequate stormwater infrastructure, repairs are needed to the Memorial Park parking lot. The existing orientation and configuration of the parking lot creates some inefficient use of the available space, and creates confusion on the part of motorists using the parking lot.



## **BACKGROUND**

The 1991 Memorial Park Master Plan (Exhibit E) specifies a total of 70 vehicle parking spaces in the parking lot, and identifies five other parking lots within the park. These other parking areas primarily correspond with the existing gravel parking lots. Based on the master plan, there appears to be some flexibility in reducing the existing number of parking spaces in the parking lot.

The 2004 Memorial Park Trails Plan (Exhibit F) identified a trail connection between the main park entry (adjacent to the parking lot) and the Day Dream Ranch neighborhood. In addition, an informational kiosk was planned for the park entry.

A reference to developing a parking strategy in Memorial Park, including formalizing where special event parking should occur and how much parking is needed to support build-out of the park special features, was included in the 2007 Parks and Recreation Master Plan (Exhibit G).

The existing parking lot has drive aisles that vary in width from 17' to 25', and the parking stalls average 8' in width and vary in length from 15' to 16'. A comparison of the existing and proposed parking lots is found in Exhibit D.

### ***Concept Design***

Wallis Engineering, and a team of consultants, was selected to complete the preliminary and final designs for the project. The concept design (i.e., Option 1) developed by the consultant team was reviewed by staff, and was made available to the public through a virtual open house on the City's website.

The original concept design was presented to the City Council at a work session on April 15<sup>th</sup>. Elements of the concept were discussed by the Council, and suggestions were made to improve the design. Due to the adjacent neighborhood's concern about extending the parking lot to the south, an alternative concept has been developed that removes these parking spaces.

Revisions (options 2A and 2B), reflecting City Council input and a further review by staff, to the concept plan include:

1. Two-way perimeter road on the west side, which improves the flow of traffic in the parking lot;
2. Eliminating the small triangular island (i.e., pork chop) on the far south side;
3. Increasing the parking space size to 9' x 18';
4. Increasing the size of the drive aisles to 18';
5. Removing the roundabout and replacing it with a stop controlled intersection;
6. Increasing the width of the path on the east side to 10';
7. Adding a cross connection (for pedestrians) to one of the parking lot islands;
8. Adding motorcycle spaces and bicycle racks;
9. Adding compact spaces; and
10. Delete south parking lot extension (Option 2B).

**EXPECTED RESULTS:**

Develop preliminary and final construction plans for the Memorial Park Parking Lot project.  
Start construction of the parking lot in September.

**TIMELINE:**

The preliminary design for the project was reviewed by the Parks and Recreation Advisory Board and is scheduled to be presented to the Development Review Board on June 10, 2013. The construction documents for the project will be completed by early summer, and the construction of the improvements will occur in the fall (i.e., immediately after Labor Day) to avoid undue disruptions to park users.

**CURRENT YEAR BUDGET IMPACTS:**

The professional services agreement for the design services is \$149,000 and the project construction estimate is \$600,000 to \$750,000.

**FINANCIAL REVIEW / COMMENTS:** *[Item must be sent to Finance for review.]*

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

**LEGAL REVIEW / COMMENT:** *[Item must be sent to City Attorney for review.]*

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

**COMMUNITY INVOLVEMENT PROCESS:**

The consultant team and staff developed a fact sheet about the project and conducted a virtual open house on the City's website. The open house went online March 25, 2013 and concluded on April 8, 2013. Comments were compiled and presented to the Parks and Recreation Advisory Board and the City Council.

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

By delaying construction of the project until fall, it will be possible to minimize impacts to park users and the surrounding neighborhood. By reconstructing the parking lot, it will be possible to create a more efficient use of the space and improve water quality.

Public comments were primarily provided by the adjacent Day Dream Ranch residents. They raised concerns about extending the parking lot to the south, and placing the sanitary pump station in the new parking lot.

**ALTERNATIVES:**

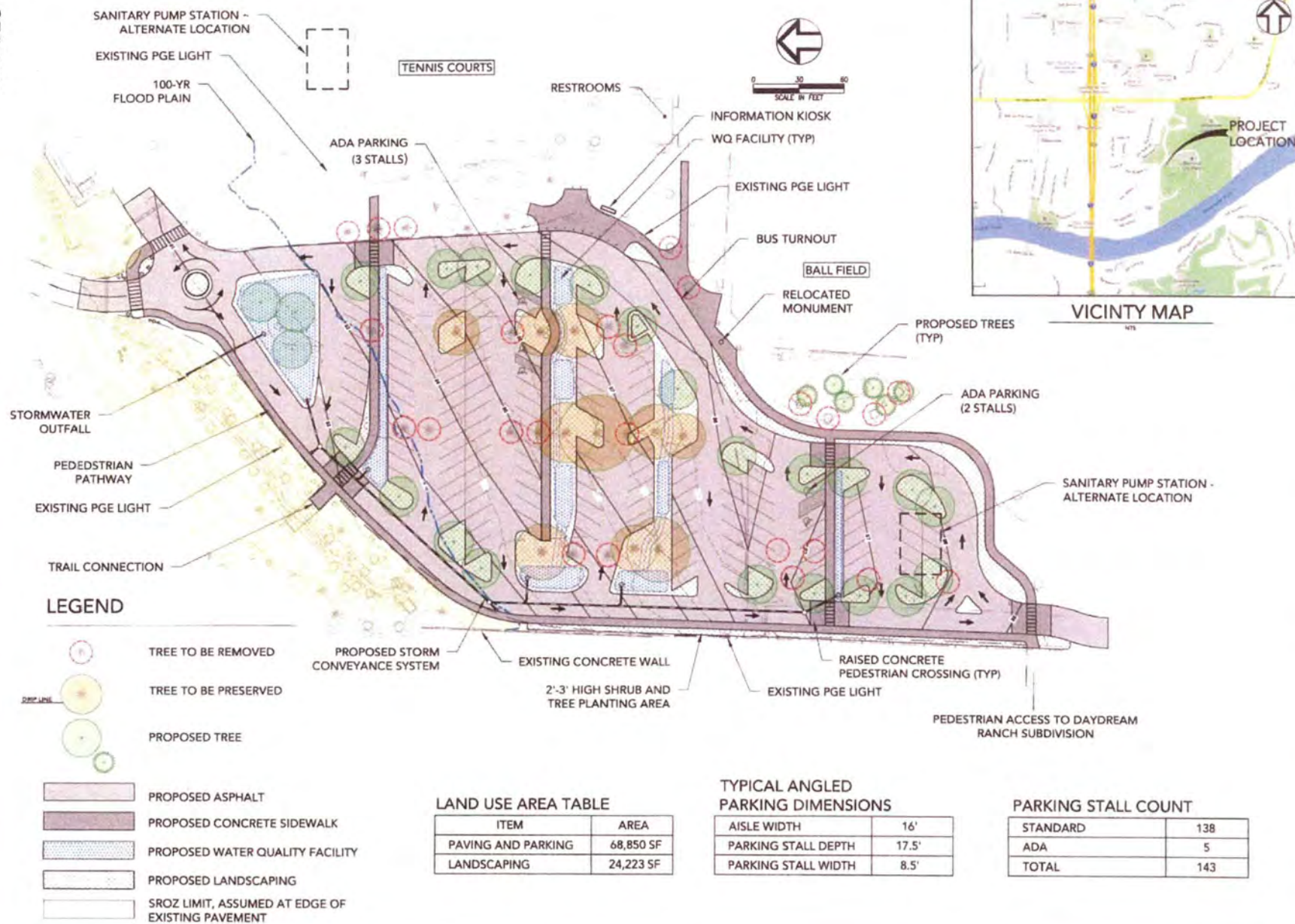
Staff and the design team developed two alternative concept designs (i.e., 2A and 2B).

**CITY MANAGER COMMENT:****ATTACHMENTS**

- A. Option 1 – original concept design
- B. Option 2A – alternative concept design with parking lot extension
- C. Option 2B – alternative concept design without parking lot extension



- D. Memo – Comparison of existing and proposed parking lots
- E. Memorial Park Master Plan (1991)
- F. Memorial Park Trails Plan (2004)
- G. Parks and Recreation Master Plan



PRELIMINARY

[illegible]

**MEMORIAL PARK  
DEVELOPMENT SITE PLAN  
OPTION 1**

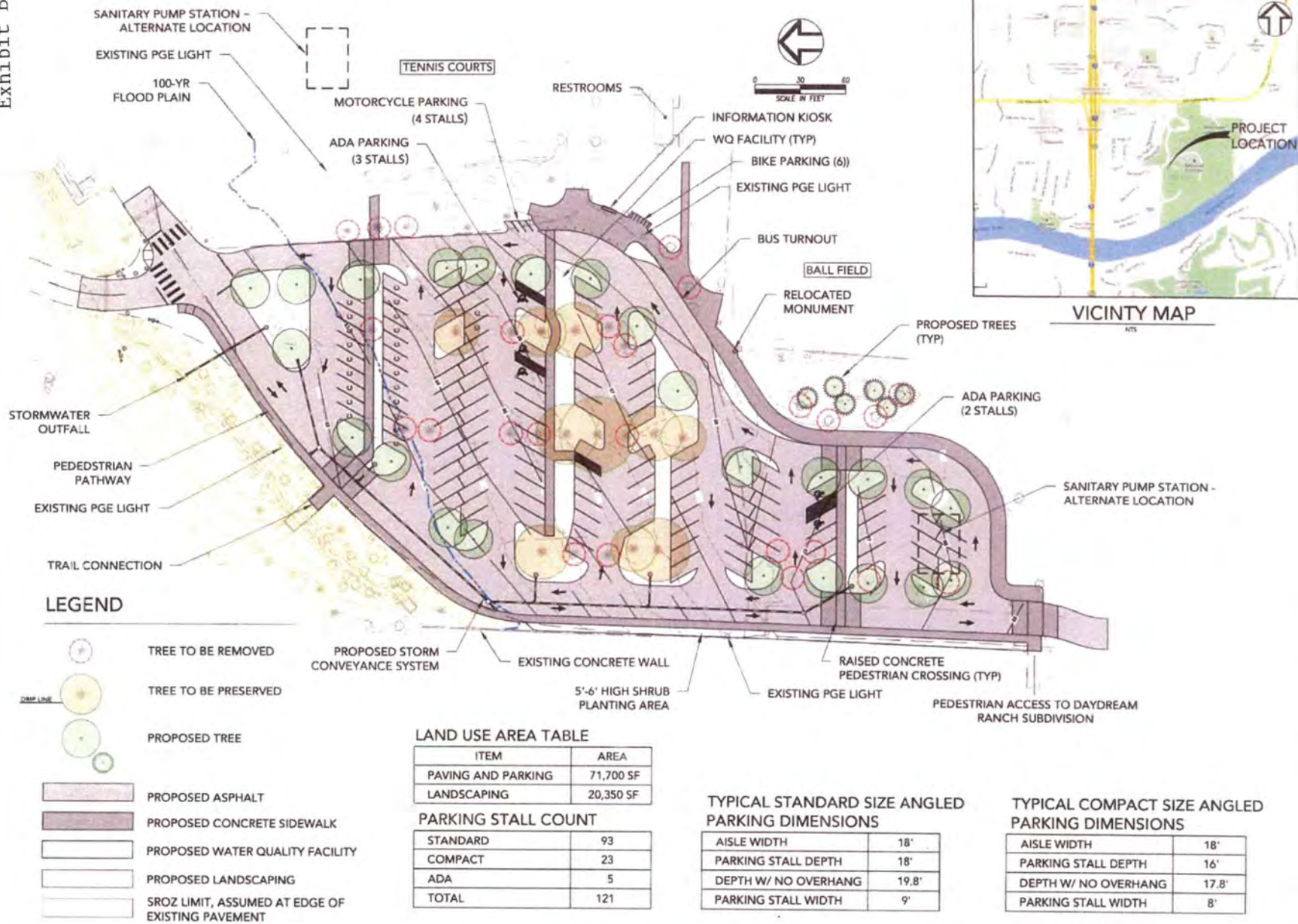
PROJECT NO:	1337A
DATE:	4/2013

CITY OF WILSONVILLE  
MEMORIAL PARK IMPROVEMENTS

DRAWING NO:

C1





**PRELIMINARY**

DATE	BY	REVISION	NO.

ONE INCH = 1" SCALE  
ONE INCH AT FULL SCALE  
IF SCALE ADJUSTED

**MEMORIAL PARK DEVELOPMENT SITE PLAN OPTION 2A**

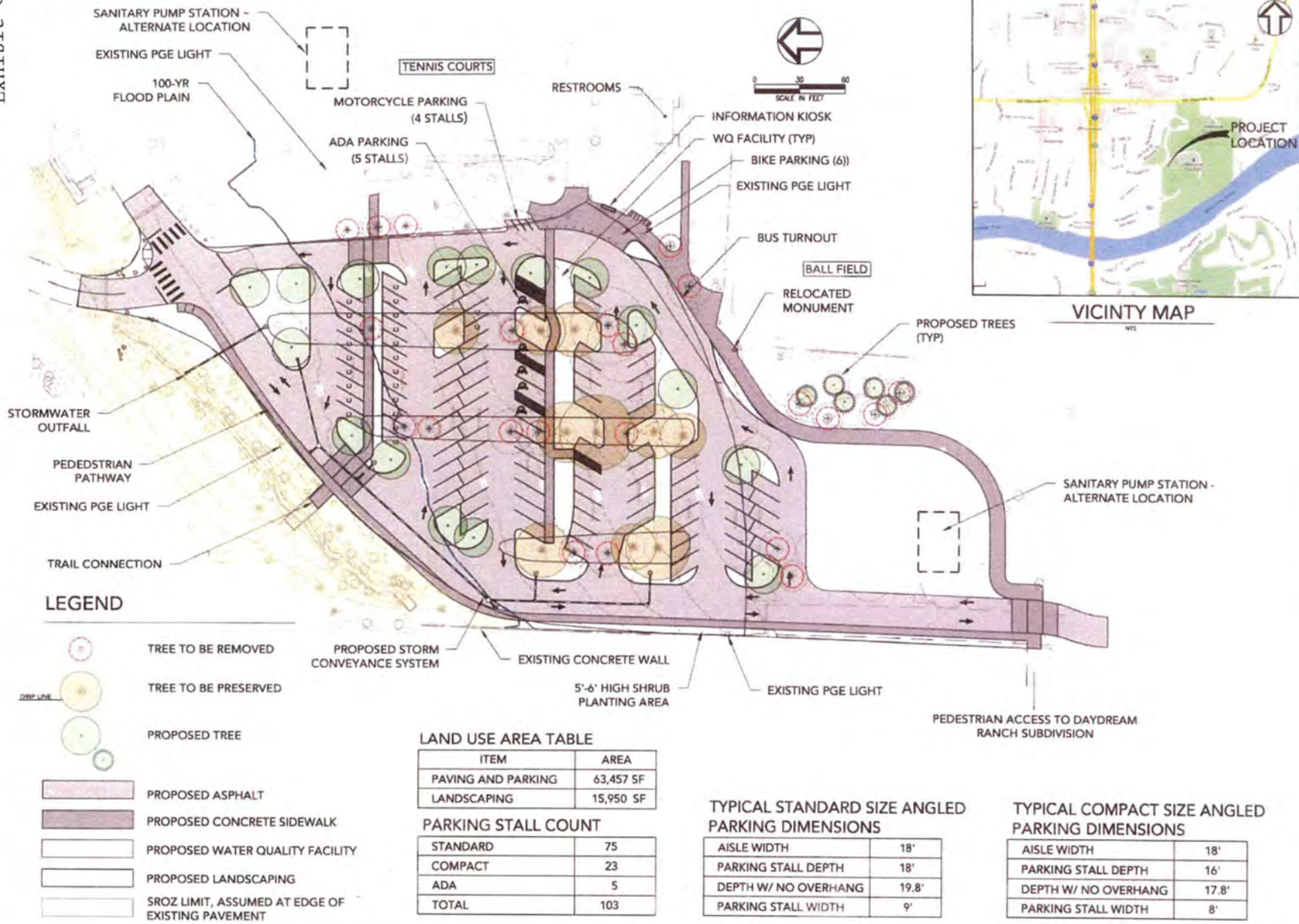
**wallis engineering**

DATE: 4/2011  
PROJECT NO: 1337A

**CITY OF WILSONVILLE**  
MEMORIAL PARK IMPROVEMENTS

DRAWING NO: C1





PRELIMINARY

DATE	NO. 12	NO. 13	NO. 14	NO. 15	NO. 16	NO. 17	NO. 18	NO. 19	NO. 20	NO. 21	NO. 22	NO. 23	NO. 24	NO. 25	NO. 26	NO. 27	NO. 28	NO. 29	NO. 30	NO. 31	NO. 32	NO. 33	NO. 34	NO. 35	NO. 36	NO. 37	NO. 38	NO. 39	NO. 40	NO. 41	NO. 42	NO. 43	NO. 44	NO. 45	NO. 46	NO. 47	NO. 48	NO. 49	NO. 50	NO. 51	NO. 52	NO. 53	NO. 54	NO. 55	NO. 56	NO. 57	NO. 58	NO. 59	NO. 60	NO. 61	NO. 62	NO. 63	NO. 64	NO. 65	NO. 66	NO. 67	NO. 68	NO. 69	NO. 70	NO. 71	NO. 72	NO. 73	NO. 74	NO. 75	NO. 76	NO. 77	NO. 78	NO. 79	NO. 80	NO. 81	NO. 82	NO. 83	NO. 84	NO. 85	NO. 86	NO. 87	NO. 88	NO. 89	NO. 90	NO. 91	NO. 92	NO. 93	NO. 94	NO. 95	NO. 96	NO. 97	NO. 98	NO. 99	NO. 100	NO. 101	NO. 102	NO. 103	NO. 104	NO. 105	NO. 106	NO. 107	NO. 108	NO. 109	NO. 110	NO. 111	NO. 112	NO. 113	NO. 114	NO. 115	NO. 116	NO. 117	NO. 118	NO. 119	NO. 120	NO. 121	NO. 122	NO. 123	NO. 124	NO. 125	NO. 126	NO. 127	NO. 128	NO. 129	NO. 130	NO. 131	NO. 132	NO. 133	NO. 134	NO. 135	NO. 136	NO. 137	NO. 138	NO. 139	NO. 140	NO. 141	NO. 142	NO. 143	NO. 144	NO. 145	NO. 146	NO. 147	NO. 148	NO. 149	NO. 150	NO. 151	NO. 152	NO. 153	NO. 154	NO. 155	NO. 156	NO. 157	NO. 158	NO. 159	NO. 160	NO. 161	NO. 162	NO. 163	NO. 164	NO. 165	NO. 166	NO. 167	NO. 168	NO. 169	NO. 170	NO. 171	NO. 172	NO. 173	NO. 174	NO. 175	NO. 176	NO. 177	NO. 178	NO. 179	NO. 180	NO. 181	NO. 182	NO. 183	NO. 184	NO. 185	NO. 186	NO. 187	NO. 188	NO. 189	NO. 190	NO. 191	NO. 192	NO. 193	NO. 194	NO. 195	NO. 196	NO. 197	NO. 198	NO. 199	NO. 200	NO. 201	NO. 202	NO. 203	NO. 204	NO. 205	NO. 206	NO. 207	NO. 208	NO. 209	NO. 210	NO. 211	NO. 212	NO. 213	NO. 214	NO. 215	NO. 216	NO. 217	NO. 218	NO. 219	NO. 220	NO. 221	NO. 222	NO. 223	NO. 224	NO. 225	NO. 226	NO. 227	NO. 228	NO. 229	NO. 230	NO. 231	NO. 232	NO. 233	NO. 234	NO. 235	NO. 236	NO. 237	NO. 238	NO. 239	NO. 240	NO. 241	NO. 242	NO. 243	NO. 244	NO. 245	NO. 246	NO. 247	NO. 248	NO. 249	NO. 250	NO. 251	NO. 252	NO. 253	NO. 254	NO. 255	NO. 256	NO. 257	NO. 258	NO. 259	NO. 260	NO. 261	NO. 262	NO. 263	NO. 264	NO. 265	NO. 266	NO. 267	NO. 268	NO. 269	NO. 270	NO. 271	NO. 272	NO. 273	NO. 274	NO. 275	NO. 276	NO. 277	NO. 278	NO. 279	NO. 280	NO. 281	NO. 282	NO. 283	NO. 284	NO. 285	NO. 286	NO. 287	NO. 288	NO. 289	NO. 290	NO. 291	NO. 292	NO. 293	NO. 294	NO. 295	NO. 296	NO. 297	NO. 298	NO. 299	NO. 300	NO. 301	NO. 302	NO. 303	NO. 304	NO. 305	NO. 306	NO. 307	NO. 308	NO. 309	NO. 310	NO. 311	NO. 312	NO. 313	NO. 314	NO. 315	NO. 316	NO. 317	NO. 318	NO. 319	NO. 320	NO. 321	NO. 322	NO. 323	NO. 324	NO. 325	NO. 326	NO. 327	NO. 328	NO. 329	NO. 330	NO. 331	NO. 332	NO. 333	NO. 334	NO. 335	NO. 336	NO. 337	NO. 338	NO. 339	NO. 340	NO. 341	NO. 342	NO. 343	NO. 344	NO. 345	NO. 346	NO. 347	NO. 348	NO. 349	NO. 350	NO. 351	NO. 352	NO. 353	NO. 354	NO. 355	NO. 356	NO. 357	NO. 358	NO.
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MEMORIAL PARK  
DEVELOPMENT SITE PLAN  
OPTION 2B

**wallis**  
**engineering**  
7700 W. 19th Avenue, Suite 100  
Boulder, CO 80501  
303.440.7777

PROJECT NO:	DATE:
1337A	4/2013

CITY OF WILSONVILLE  
MEMORIAL PARK IMPROVEMENTS

DRAWING NO:

C1



## MEMORANDUM

**Date:** April 25, 2013  
**To:** Kerry Rappold  
City of Wilsonville  
**From:** Dave Brokaw  
**RE:** Memorial Park Parking Lot Improvements  
Parking Stall Design  
WE #1337A

**Attachments:** Proposed Vehicle Parking Exhibit  
Existing Vehicle Parking Exhibit

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This memorandum has been prepared to identify the existing vs. proposed parking lot stall and drive aisle dimensions for discussion with City staff.

### Existing Geometry

The existing parking lot in Memorial Park consists of four one-way drive aisles with approximately 60 degree stalls. The existing stalls and aisles vary throughout the lot so we have provided ranges below.

Drive Aisle Width: 17' - 25'  
Stall Dimensions:  
Width: 8' (average)  
Length: 15'-16' (corresponds to 12'-13' stall depth)

### Proposed Geometry

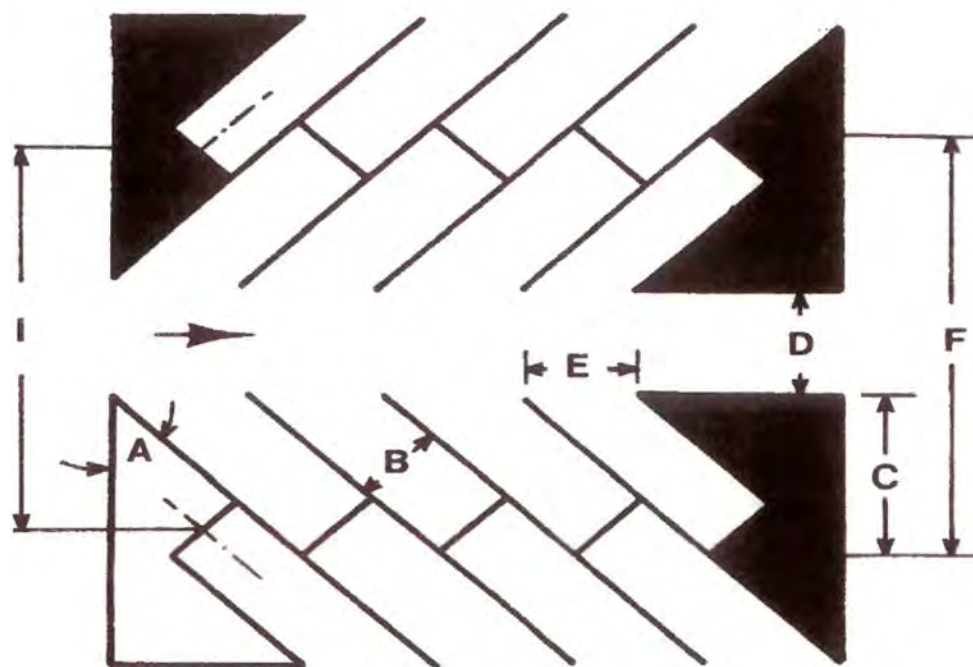
The proposed parking lot layout considered both 90 and 60 degree stalls. Due to the increased aisle widths required when using 90 degree stalls and the difficulty of parking large SUV vehicles perpendicular to the curb it was determined 90 degree stalls were not consistent with the design criteria for this project. Based on existing space constraints, the 60 degree stalls provided the most efficient use of space to maximize the number of parking stalls within the project area.

City of Wilsonville code calls for parking dimensions no less than nine feet (9') wide and eighteen feet (18') long for standard stalls. A 2 foot overhang is allowed for stalls where the overhang does not interfere with pedestrian paths. Compact parking stalls are required to be no less than eight feet (8') wide and sixteen feet (16') long. The sizes defined by Wilsonville does not differentiate between sizes for 90 degree and angled parking stalls.

For reference we have included below the parking stall sizing matrix from City of Beaverton. Table 1 below shows the minimum dimensions for standard size parking stalls and drive aisles and Figure 1 shows the locations of these dimensions.

A	B	C	D	E	F	G	H	I
45 degrees	8.5	18.7	12.0	12.0	49.4	2.0	5.0	43.4
60 degrees	8.5	19.8	14.5	9.8	54.1	2.5	5.0	49.9
75 degrees	8.5	19.6	23.0	8.8	62.2	2.5	5.0	60.0
90 degrees	8.5	18.5	24.0	8.5	61.0	3.0	5.0	61.0
90 degrees*	7.5	15.0	24.0	7.5	58.0	2.0	5.0	58.0

**Table 1 – Minimum Dimensions**



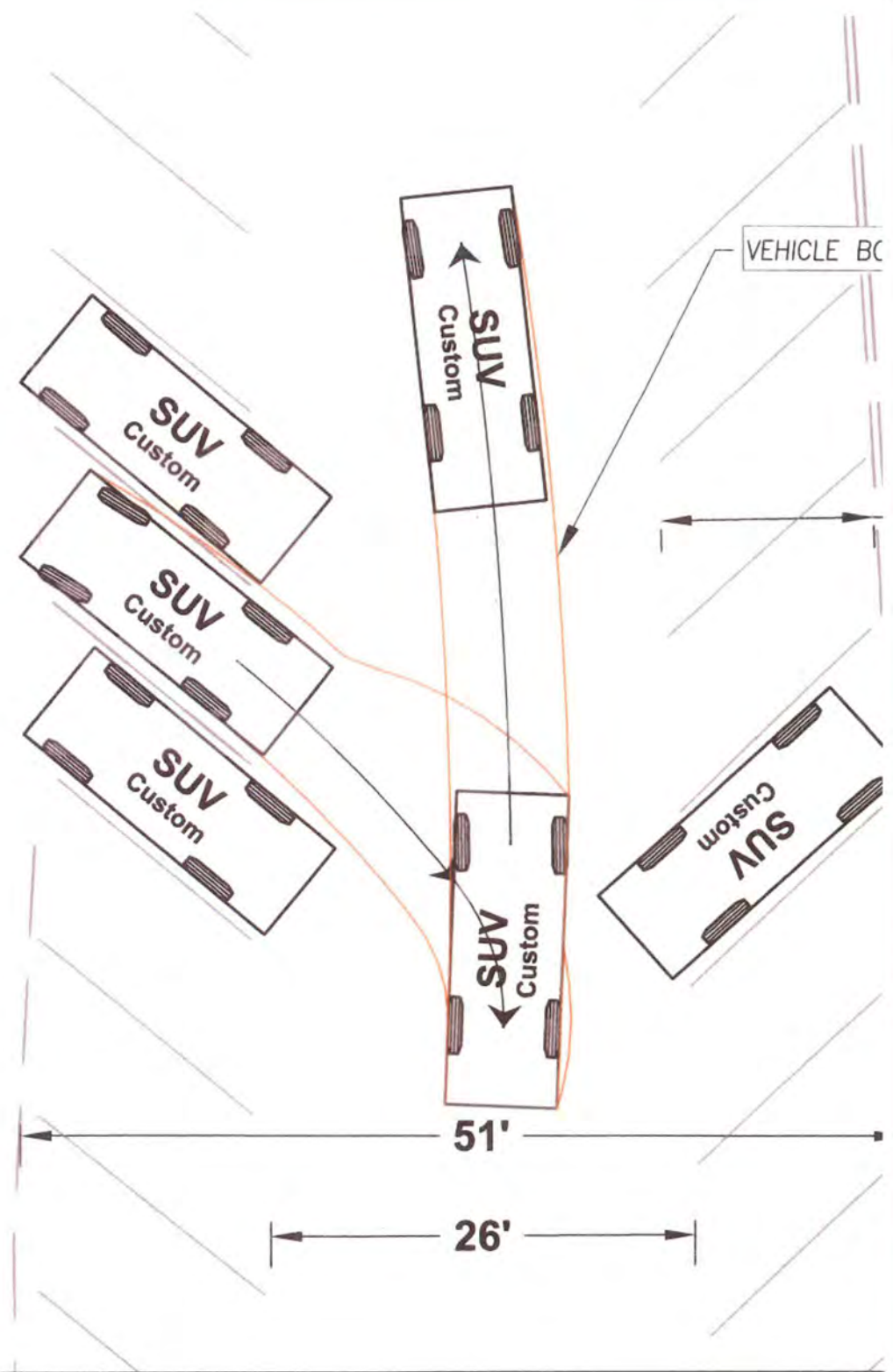
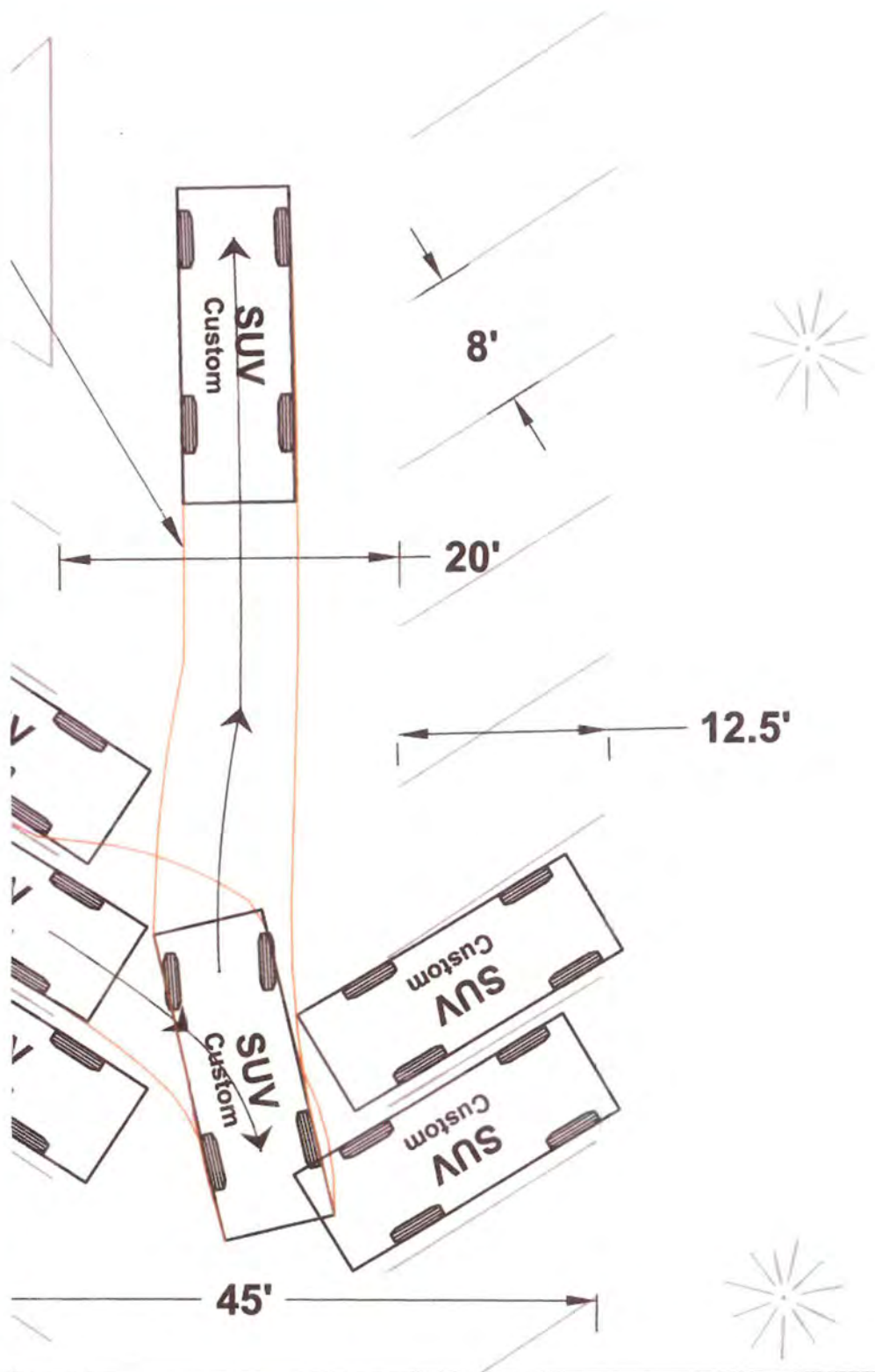
**Figure 1 – Stall Layout**



For the options 1, 2a and 2b we have the following stall dimensions:

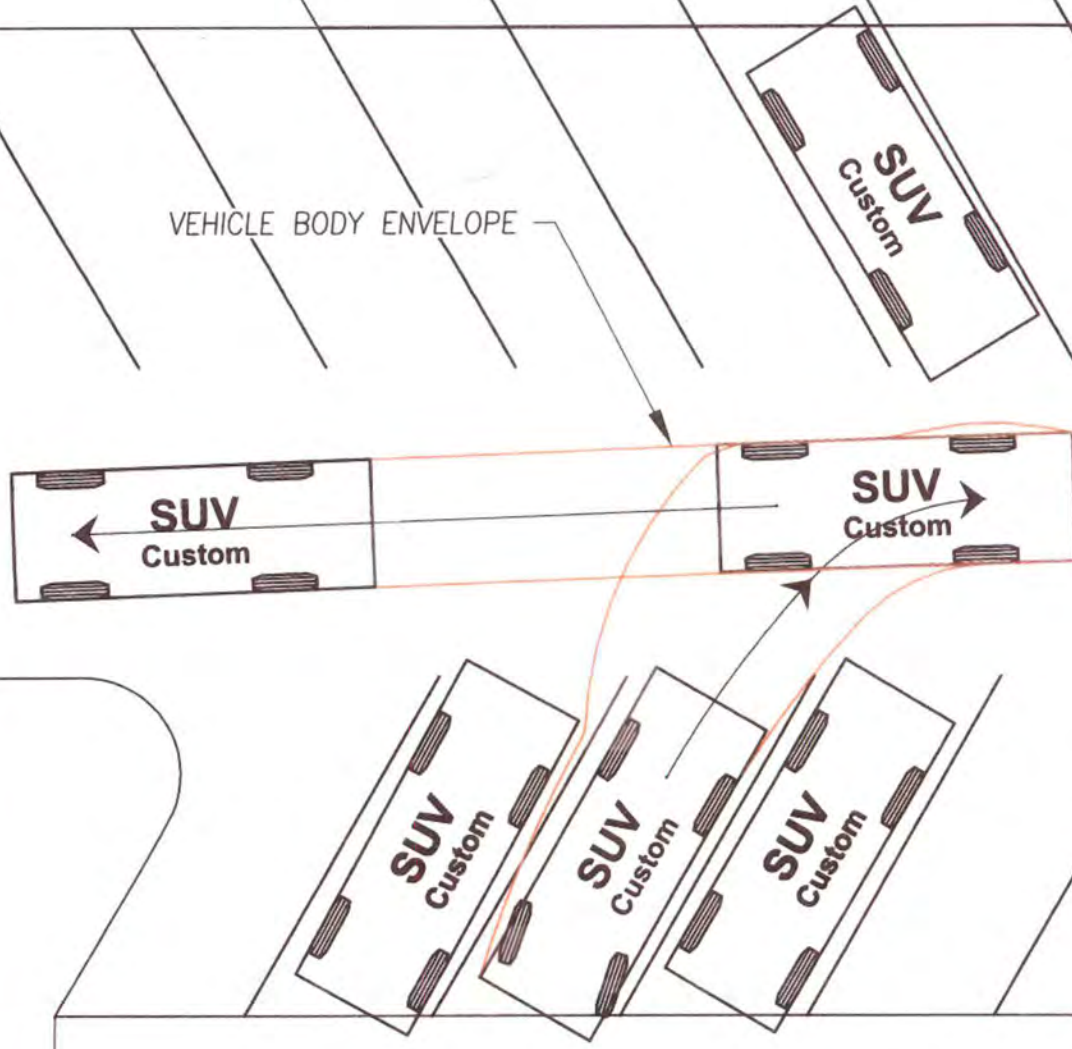
Option #	A	B	C	D	E	F	I
1	60°	8.5	19.6	16	9.75	55.2	51
2a	60°	9	20.1	18	10.4	58.1	54
2b	60°	9	20.1	18	10.4	58.1	54

To provide additional illustration of how a car may park in this lot, AutoTurn vehicle path movement exhibits are attached showing the proposed and existing conditions in the parking lot. The design vehicle is based on a large SUV, similar to a Chevy Suburban. As shown in the proposed condition for either options, the design vehicle is able to maneuver out of the stall without impacting other surrounding parking stalls. As shown in the existing condition there are locations within the parking lot that do not provide sufficient space for vehicles, which may impact surrounding parking stalls.





VEHICLE BODY ENVELOPE



8.5'

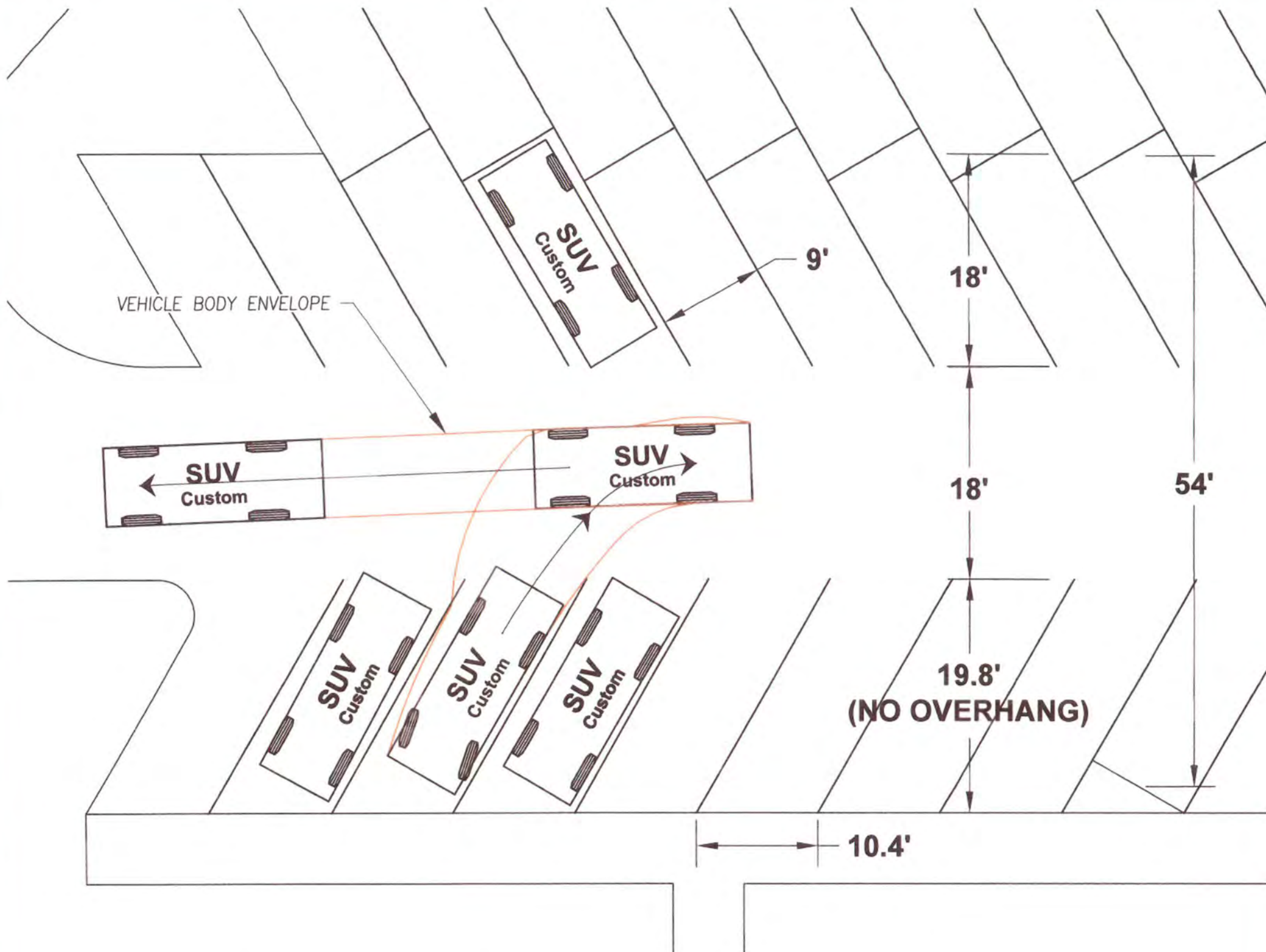
9.8'

17.5'

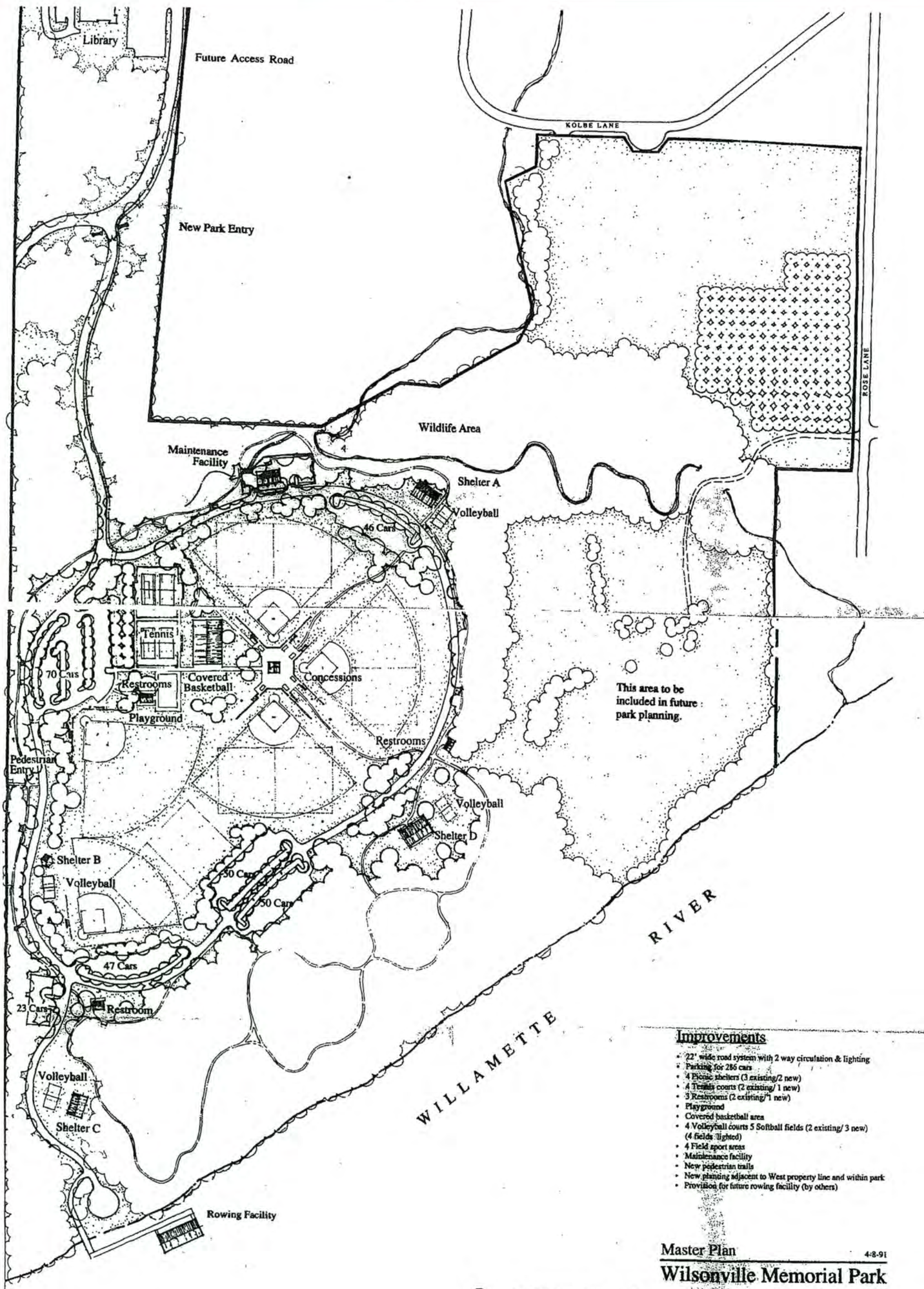
16'

17.5'

51'







#### Improvements

- 22' wide road system with 2 way circulation & lighting
- Parking for 286 cars
- 4 Picnic shelters (3 existing/2 new)
- 4 Tennis courts (2 existing/ 1 new)
- 3 Restrooms (2 existing/ 1 new)
- Playground
- Covered basketball area
- 4 Volleyball courts 5 Softball fields (2 existing/ 3 new) (4 fields lighted)
- 4 Field sport areas
- Maintenance facility
- New pedestrian trails
- New planting adjacent to West property line and within park
- Provision for future rowing facility (by others)

Master Plan

4-8-91

### Wilsonville Memorial Park

APPROVED

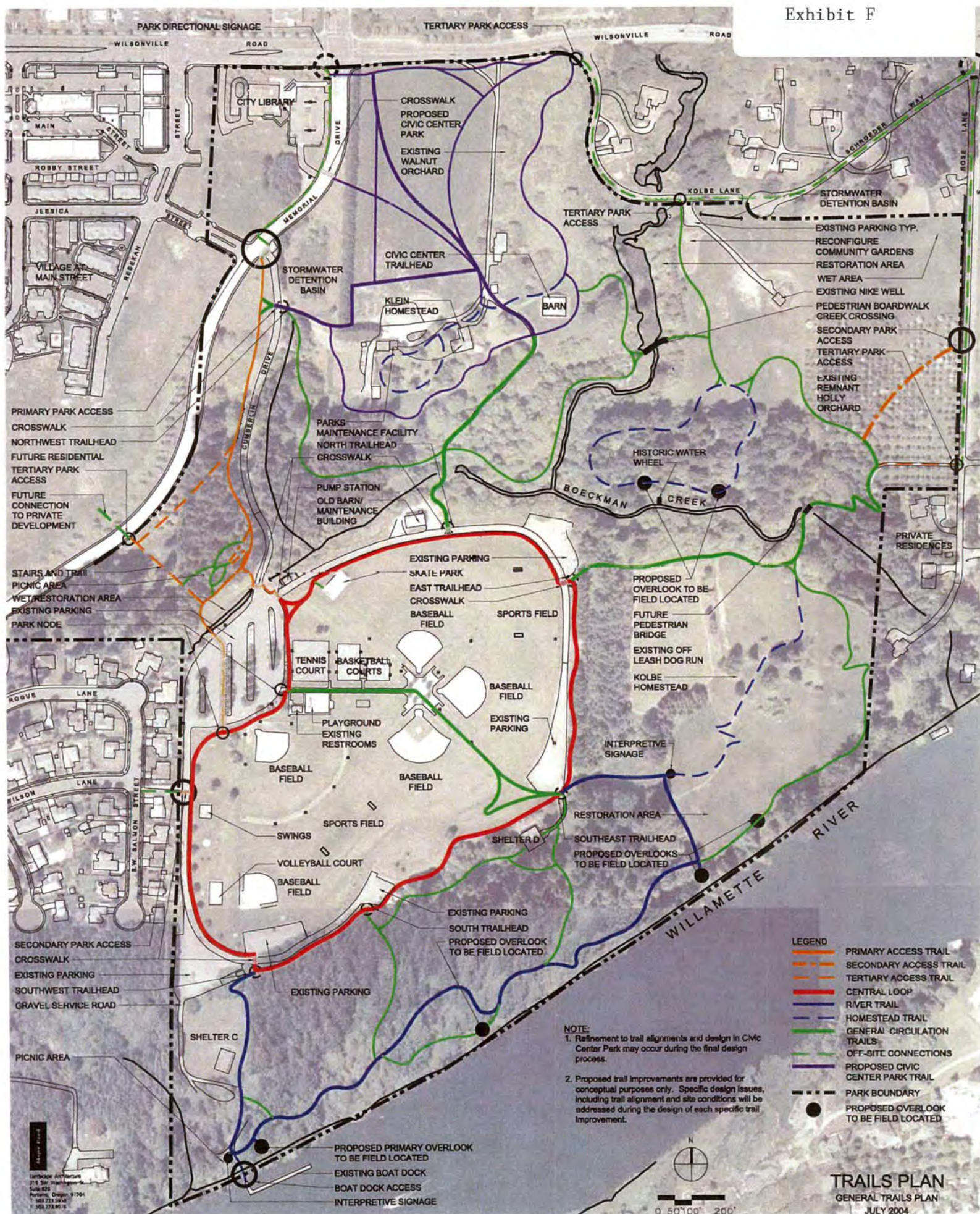
MAY 13, 1991

Walker & Macy  
Barrett, Assoc. Inc.  
Interface Engineering Inc.

0 50 100 200 North



Exhibit F





## Chapter 3

3. Evaluate office space needs.
4. Develop a maintenance plan for the facility that tracks short and long range maintenance issues to keep the facility functioning at its best. This plan will include the kitchen equipment repair and replacement schedule acquired in 2006 budget year.
5. Continue to track program and activity trends to determine best practices in use of the Center and when additional activity facilities are implemented in the City.



### P25 Memorial Park

Memorial Park is Wilsonville's regional park. It is the City's oldest and largest park, acquired in 1969, one year after the City was incorporated. The park has been developed over the past 35 years, and it is overall in very good condition.

Memorial Park contains both active and passive use areas, and includes significant natural areas with an extensive trail system. The site contains all of the formal athletic fields owned by the City, which are heavily used by local leagues. Other active recreation facilities at the park include the City's only skate facility, basketball courts, tennis courts, and a sand volleyball court. Memorial Park is also home to two very popular features: the City's only off-leash dog area and its community garden. The site's two reservable group picnic areas are extremely well used and often are fully-booked throughout the spring and summer seasons for events such as corporate picnics and private parties. A centrally located, unreservable picnic shelter is also very popular for ball game gatherings, smaller birthday parties, family events, and other activities. A trails plan for the park was completed in 2004.



The park contains many significant natural resources, such as Boeckman Creek, which bisects the park. Memorial Park has ½ mile of Willamette River frontage, although the banks are quite steep in the vicinity of the park. The site includes a boat dock on the Willamette. The east half of the park has restoration sites that have been planted through volunteer efforts organized by the City. In addition, the City has aggressively planted trees in the park for the past 9 years as part of its Arbor Day celebration.

In summer 2006, construction was completed on upper Memorial Park dedicated as Murase Plaza. This upper park area provides a transition

between the densely developed urban areas near Wilsonville Road to the wooded character of lower Memorial Park. Located near Wilsonville's library, this section of the park includes a combination of features that will be a local focal point and possibly a regional draw, including an amphitheater, picnic shelter, play areas, historic barn and interactive water feature. In addition to these activity features, the park has the parking, pathway and restroom infrastructure to support major events, and a trail system connecting to the rest of Memorial Park.

Memorial Park is truly the centerpiece of Wilsonville's park system. The following recommendations will help maintain this park as a community jewel:

1. Update the Master Plan for Memorial Park, incorporating the Trails Plan and adjusting for the new amenities that have been inserted into the park with the development of the upper area of the park.
2. To address future site use of these multiple activity areas, the master plan for Memorial Park/Murase Plaza should:
  - a. Develop a strategy for parking, including formalizing where special event parking should occur and how much parking is needed to support build-out of the park special features. Use low impact development when considering parking lot construction.
  - b. Develop a signage and wayfinding program for Memorial Park that is consistent with the recommended citywide signage and wayfinding program.
  - c. Identify a specific timeline for improvements to allow phasing in over time.
  - d. Install a shelter over the stage to provide protection to entertainment for public events and to extend individual use during mild inclement weather.
  - e. Identify trends of passive and low impact activities such as Frisbee Golf, bocce ball, Ultimate Frisbee, etc. for improvements to park areas. Explore options for art and cultural experiences throughout the park.
3. Evaluate an expansion of the community garden and the development of a management strategy to meet community demand. Address whether improved parking and pathways with ADA compliant features should be provided.





4. Improve the skateboard park by providing more space between features and incorporating more “street skating” features such as rails for grinding.
5. Continue restoration and native plant revegetation efforts on the east side of Memorial Park.
6. Implement the Memorial Park Trails Plan.
7. In the long term, move toward dedicated softball/baseball fields and one dedicated soccer field as part of the City’s overall field strategy. See the Athletic Facilities discussion for additional recommendations.
8. Invest in the park infrastructure, including replacement of the Kolbe Lane culvert, improvements to the roadway system, and upgrades to the irrigation and other utility systems. These upgrades should be phased in conjunction with other park improvements specified in the new master plan.

### **P26 Skate Features**

In addition to the improvements to the skate park in Memorial Park, the addition of ‘skate spots’ along routes that are frequently traveled by those who use skateboards as a means of transportation as well as recreation these spots will be similar to the ‘waysides’ defined along pathways for rest or fitness stations. Features included in a skate spot could include a bench, stair or rail, suitable for short periods of activity which can also be used by other pathway users for rest or fitness activity. Features should be attractive and set off of the actual pathway in a way that provides safe and easy access for skateboard activity while not impeding the progress of pedestrians.

### **P27 Skate Park/Plaza**

The interest in skate and rollerblade activities continues to grow in the City. From middle school through adulthood, more individuals are using skateboards as a means of transportation and for recreational activity. The skate park in Memorial Park provides beginner level features in a setting consistent with the multifaceted use of the park, where a family with multiple interests can spend time enjoying the many features in the central area of the park with easy access to picnic tables, parking and restroom facilities. There is a growing need for an advanced level skate park that provides skaters more opportunity to


**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b>  April 15, 2013	<b>Subject:</b> Review of Tourism Grant and Opportunity Grant Guidelines  <b>Staff Member:</b> Jeanna Troha <b>Department:</b> Administration	
<b>Action Required</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	<b>Advisory Board/Commission Recommendation</b> <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> THIS IS AN INFORMATION ITEM.		
<b>Recommended Language for Motion:</b> N/A		
<b>PROJECT / ISSUE RELATES TO:</b> <i>[Identify which goal(s), master plans(s) issue relates to.]</i>		
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

**BACKGROUND**

At the April 1, 2013 city council meeting, the city council asked to review the criteria for the Tourism and Opportunity grants at the next council meeting. As requested, this staff report provides information about the two grants.

The City Council gave authority to the Parks and Recreation Board to administer the grant process for two types of grants. The City offers a \$25,000 Tourism Grant, which is funded by the City of Wilsonville lodging, transient room taxes assessed to hotels, motels, and bed and breakfasts for guests in the City of Wilsonville. Staff is unable to locate a resolution creating the Tourism Grant, but we believe the program started in 2002. The grant was previously called the



Community Matching Grant. The grant criteria has remained the same since 2002. The Tourism Grant was created in response to several community groups coming to budget meetings requesting funding. As a result, the City Council developed the Tourism Grant and asked the Parks and Recreation Board to administer the grant on behalf of the Council. The Tourism Grant criteria is as follows:

1. applicant must be a qualified tax exempt or non-profit organization,
2. only one grant per will be awarded to any one organization, an
3. A one-time festival or event attracting community participation and visitors to Wilsonville.

The types of projects considered for the Tourism Grant include: a) project, event, annual festival that would further tourism in the City of Wilsonville, directly benefitting the economy, culture, and image of Wilsonville b) production of a new product or event to attract tourism and/or convention business to the Wilsonville area, c) a one-time festival or event attracting community participation and visitors to Wilsonville.

The Parks and Recreation Board reviews applications and awards funding for the Tourism grant annually in March. The board has the discretion to evaluate and determine which applications receive funding and how much funding. This is a competitive process and there may be more requests than available funds. Unlike the Opportunity Grant, the Tourism Grant is awarded once a year.

The Opportunity Grant was created via resolution in 2009. This grant was created as part of a City Council goal to provide an additional opportunity for community groups that did not qualify for the Tourism Grant to receive financial assistance. The Opportunity Grant uses General Fund dollars unlike the Tourism Grant that uses the Hotel/Motel Tax funds. The Opportunity Grant is \$25,000 in which \$10,000 is available during separate two grant cycles in a fiscal year. An additional \$5,000 is a floating amount to be used at the discretion of the Parks and Recreation Board for unexpected requests that occur outside the two grant cycles. The intent of the Opportunity Grant is to fund events, projects, activities that benefit the community but are not directly related to tourism. For example, Soul'd Out, Wilsonville Robotics, and Kiwanis Imagination Library have all received Opportunity Grant funds.

For both grants, the city council has delegated the authority to the Parks and Recreation Board to administer the process, review grant applications, and to determine which organizations receive funds based up the criteria laid out.

## **ANALYSIS**

If the City Council wants to change the criteria for the Opportunity Grant, then it requires a change to the authorizing resolution.

## **IMPACT ON CITY RESOURCES**

## **POLICY ISSUES / COUNCIL GOALS**

The current process places the authority with the Parks and Recreation Board. It allows the

Parks and Recreation Board to award at total of \$50,000 through two grant programs to groups they believe best meet the criteria. There are occasions when the Board decides not to approve the entire amount requested by an organization. The Board also makes tough decisions if the requests are larger than the allotted funding for both grant programs.

**CITY MANAGER COMMENT:**

**ATTACHMENTS**

- A. Tourism Grant Guidelines
- B. Opportunity Grant Guidelines



**City of Wilsonville**  
**Community Services Tourism/Match Grant Guidelines**

**Grant Information for Applicants**

**Purpose:** This grant is intended to aid organizations that produce projects, programs or events that promote local business and tourism and for festivals and special events for the benefit of the Wilsonville community.

**Funding:** Funding for this entire program is \$25,000.00 which is disbursed to multiple organizations. The funds are made available from the City of Wilsonville transient room taxes that are assessed to hotels, motels and bed and breakfasts for guests in the City of Wilsonville.

**Process:** The application packet for the City of Wilsonville Tourism/Matching Grant Program will be the primary way of communicating project funding intentions to the grant review committee. Be sure to include all important information you want the board to be aware of in this application.

- Applicants are strongly encouraged to attend the Parks and Recreation Advisory Board meeting on March 14, 2013 at Wilsonville City Hall in the Council Chambers at 6:30pm to make a brief presentation to the board. The presentation will be limited to a maximum of five minutes. The best use of this time is to emphasize the importance or impact of your project, service or program; not to recap or review your written material, which must be complete and clear to the reviewers.
- Please read the entire application before completing the information to be sure that your request satisfies the conditions of the grant.
- Please review the enclosed materials carefully and provide all the information requested. Incomplete applications will not be considered.
- Completed applications must be received at the Wilsonville Community Center (7965 SW Wilsonville Road) on or before:
  - March 1, 2013 at 5:00pm.
  - Faxed or emailed applications will not be accepted.
- The City recommends applicants retain a copy of their completed application for ease in submitting project evaluations and final financial reports after project completion.

**Applicant Criteria**

- 1) Applicant must be a qualified tax exempt or non-profit organization.
- 2) Only one grant per year will be awarded to any one organization.
- 3) An organization will only be considered for a grant if the previously awarded grant project has complied with grant procedures, including filing a final financial statement and project evaluation.

**Types of Projects to be Considered**

- 1) A project, event or annual festival that would further tourism in the City of Wilsonville, directly benefiting the economy, culture and image of Wilsonville.
- 2) The production of a new product or event to attract tourism and/or convention business to the Wilsonville area.
- 3) A one-time festival or event attracting community participation and visitors to Wilsonville.



- 4) An annual Wilsonville event with introduction of new or expanded attractions.
- 5) Media advertising, public relations or marketing projects which are directed towards the consumer or travel trade and promote specific event(s) or site(s) for the purpose of destination tourism to Wilsonville.
- 6) Development of Wilsonville destination attractions to tourists and visitors.

### **Evaluation Criteria**

A review committee of the Parks and Recreation Advisory Board will review applications and determine awards according to the criteria and the intent of the grant program as expressed in the project types listed above.

- All decisions of the Parks and Recreation Advisory Board will be final.

### **Please address each of the following items as you prepare your application:**

- 1) The project must demonstrate a clear need for financial assistance. Factors such as all other available financial resources and the organization's total budget will be considered.
- 2) The project must demonstrate potential for tourism promotion and economic development in the City of Wilsonville.
- 3) Consideration will be given to the uniqueness and quality of your project.
- 4) Projects receiving grant funds must be completed by December 31, 2013.
- 5) The project must provide evidence of equal matching resources other than the grant.
  - Matched resources may be in the form of in-kind donations, as well as cash.
  - Matching funds must be documented and must be committed prior to the distribution of grant funds.
- 6) Annual events must show continued access to additional supporting funds of other than City resources.

### **Important Financial Information**

- 1) The maximum amount to be granted is limited. Full funding is rare due to the number of applicants competing for the available funds.
- 2) If an organization is awarded and accepts funds less than their request, they will be expected to fulfill the project as presented in their application or notify the City of alterations of the goals of the project. If a project is cancelled for any reason, any grant funds must be returned to the City of Wilsonville.
- 3) Upon receipt of grant funds, the administering organization agrees to be bound to the commitments of their application. If it is determined that grant monies are used for any item not specified within the grant application, or in the timeline specified, the funds in question must be returned to the City of Wilsonville.
- 4) The organization receiving grant funds and the officers named in the application are jointly and severally responsible for the final financial report required with approved applications.
- 5) The final report must include financial income and expense statements related to the project and a copy of any publicity or printed materials that include the statement acknowledging the source of funds. List your achievements, and accurately verify attendance and/or people served. *Report format is attached: See last page of this packet.*
  - **Report must be filed within 60 days of completion of the project or event.**



## **Application Packet Checklist**

For your application packet to be considered complete, all of the following items must be included.

1. Grant Application including application cover sheet (format provided)
2. Qualifications:  
Provide a description of your organization, its qualifications for receiving funding and credibility to carry out this project and manage the funds.  
Include:
  - a. Statement of the organization identity and purpose, who are its constituents and service area.
  - b. Provide a brief summary of the organization history and mission.
  - c. Brief description of the organization's current programs, activities. What are its long range goals?
  - d. Provide evidence of service statistics and recent accomplishments.
3. Copy of tax-exempt status determination letter.
4. Signatures and Certification Letter: Signed statement or letter from Board of Directors or meeting minutes that include the vote of approval for this grant application to be made in the organization's name and statement of the organization's commitment to attain matching funds.  
(This letter should be on letterhead and include a list of the board members.)
5. Project Narrative – include:
  - Needs statement (Define the community benefits to be addressed and the target population)
  - Goals and objectives (Provide a goal statement for each benefit area to be addressed)
  - Methodology (Provide a description or timeline of the methods or actions that will occur)
  - Evaluation method (Provide a description of the outcomes or achievements that are expected at the end of the funding period.)
6. Budget Detail (format provided)
7. Final Report form (format provided)
8. Appendices (attach no more than 3 pages of support materials)

### **Please submit an original and Seven (7) copies of the grant application.**

If you have any questions, please contact:  
Brian Stevenson, Recreation Coordinator  
(503) 570-1523  
stevenson@ci.wilsonville.or.us

## City of Wilsonville Community Services Opportunity Grant Guidelines

### Grant Information for Applicants

**Purpose:** This grant is intended to assist in funding projects and services that promote education, diversity, arts, or community involvement in the City of Wilsonville.

**Funding:** The funding for this entire program is \$25,000.00, which will be disbursed to multiple organizations. \$10,000 will be available at each of two grant cycles in a fiscal year. An additional \$5,000 will be held separately in a discretionary fund available to applicants not reasonably expected to meet the application deadlines in this packet.

**Process:**

The application packet for the City of Wilsonville Opportunity Grant Program will be the primary way of communicating project funding intentions to the grant review committee. Be sure to include all important information you want the board to be aware of in this application.

- **Opportunity to present:** Applicants are strongly encouraged to attend the meeting of the Parks and Recreation Advisory Board scheduled to review grant applications. The presentation will be limited to a maximum of five minutes. The best use of this time is to emphasize the importance or impact of your project, service or program; not to recap or review your written material, which must be complete and clear to the reviewers.

This meeting is scheduled on: April 11, 2013 - Wilsonville City Hall – Council Chambers. 6:30pm.

- Please read the entire application before completing the information to be sure that your request satisfies the conditions of the grant.
- Please review the enclosed materials carefully and provide all the information requested.

*Incomplete applications will not be considered.*

- Completed applications must be received at the Wilsonville Community Center (7965 SW Wilsonville Road) on or before either of two deadlines each year:
  - a. *First Friday in October*
  - b. *First Friday in April*
  - c. *Applicants that do not meet these deadlines will be handled independently in consideration of the \$5,000 discretionary fund and reviewed at the discretion of the grant review body.*

*Faxed or emailed applications will not be accepted.*

- The City recommends applicants retain a copy of their completed application for ease in submitting project evaluations and final financial reports after project completion.

### Applicant Criteria

- 1) Applicant must be an authorized official of a Wilsonville community organization, project, or charitable or non-profit organization. Organizations must have been in operation for at least twelve months prior to application, unless the Review Committee finds the organization to have a commensurate level of experience with project leadership and funds management.



- 2) Only one grant per year will be awarded to any one organization.
- 3) An organization will only be eligible for a grant if any previously awarded grant projects complied with grant procedures, including filing a final financial statement and project evaluation.

### **Types of Projects to be Considered**

These are not exclusive categories, but are to be used by applicants and by the Review Committee as guidelines for the types of activities grant funds are intended for. The Review Committee will consider the uniqueness and the overall quality of each project.

- Projects, events, or services to further educational or artistic opportunities in the City of Wilsonville.
- Projects, events, or services to encourage and foster diversity in the Wilsonville community.
- Services or projects to encourage and foster advances in civic engagement or community leadership among Wilsonville's diverse community members.
- Services, projects, or events to involve Wilsonville's youth or elderly population in community activities.

### **Evaluation Criteria**

A review committee of the Parks and Recreation Advisory Board will review applications and determine awards according to the criteria and the intent of the grant program as expressed in the project types listed above.

*All decisions of the Parks and Recreation Advisory Board will be final.*

### **Please address each of the following items as you prepare your application:**

- 1) The project must demonstrate a clear need for financial assistance. The review committee will consider factors such as the project's other available financial resources and the organization's total budget.
- 2) The project must demonstrate potential for promoting education, diversity, arts, civic engagement and community involvement in the City of Wilsonville.
- 3) The applicant must demonstrate the timeframe of the project, as defined or on-going.
- 4) The project must demonstrate it was not considered for funding, nor funded in part or whole under the City's Community Services Tourism/Match Grant.

### **Important Financial Information**

- The maximum amount to be granted each fiscal year is limited to \$25,000. The number of applicants competing for the funds will limit the availability of full funding.
- The intent of this program is to provide funding to assist with community service projects. In order to distribute funds fairly and encourage new service opportunities the review committee will give some priority to first-time applicants.
- Any organization that does not complete its grant project or service must return any remaining grant funds to the City of Wilsonville.

- Please note that the Review Committee may award projects partial funding. If granted partial funds, an organization remains obligated to undertake its project or service as presented in its grant application, or decline the funding.
- Upon receipt of grant funds, an organization agrees to be bound to the commitments of its application. If the City determines that grant monies are used for any item not specified within the grant application the organization must return funds in question to the City of Wilsonville.
- The organization receiving grant funds and the officers named in the application are jointly and severally responsible for the final financial report required with approved applications.
- The final report must include financial income and expense statements related to the project and a copy of any publicity or printed materials that include the statement acknowledging the source of funds. List your achievements, and accurately verify attendance and/or people served. *Report format is attached: See last page of this packet.*

**Report must be filed within 60 days of completion of the project or event.**

### **Application Packet Checklist**

For your application packet to be considered complete, all of the following items must be included.

1. Grant Application, including:
  - \_\_\_\_\_ Application Cover Sheet (format provided)
  - \_\_\_\_\_ Qualifications: Provide a description of your organization, its qualifications for receiving funding and credibility to carry out this project and manage the funds. Include:
    - a. Statement of the organization identity and purpose, who are its constituents and what is its service area.
    - b. Provide a brief summary of the organization history and mission.
    - c. Brief description of the organization's current programs, activities. What are its long range goals?
    - d. Provide evidence of service statistics and recent accomplishments.
2. Copy of tax-exempt status determination letter. If not a non-profit organization, a letter describing the organizing body, its form and function and how it will be financially responsible for the grant funds.
3. Signatures and Certification Letter: Signed statement or letter from Board of Directors or meeting minutes that include the vote of approval for this grant application to be made in the organization's name and statement of the organization's commitment to use the funds as intended in the grant application.  
This letter should be on letterhead and include a list of the board members.
4. Project Narrative – include:
  - a. Needs statement (Define the community benefits to be addressed and the target population)
  - b. Goals and objectives (Provide a goal statement for each benefit area to be addressed)
  - c. Methodology (Provide a description or timeline of the methods or actions that will occur)
  - d. Evaluation method (Provide a description of the outcomes or achievements that are expected at the end of the funding period.)



5. Budget Detail (format provided) \_\_\_\_\_
6. Final Report form (format provided) \_\_\_\_\_
7. Appendices (attach no more than 3 pages of support materials) \_\_\_\_\_

- **Please submit an original and Seven (7) copies of the grant application.**

If you have any questions, please contact:

Brian Stevenson, Recreation Coordinator

(503) 570-1523

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

City of

**WILSONVILLE**

in OREGON



## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b> May 6, 2013	<b>Subject:</b> May as Bike Month Proclamation <b>Staff Member:</b> Jen Massa Smith <b>Department:</b> Transit	
<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 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> This item is for Council's information.		
<b>Recommended Language for Motion:</b> N/A		
<b>PROJECT / ISSUE RELATES TO:</b> <i>[Identify which goal(s), master plans(s) issue relates to.]</i>		
<input type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s)  Related to transportation options programs in the Bicycle & Pedestrian Master Plan and Transit Master Plan	<input type="checkbox"/> Not Applicable

### ISSUE BEFORE COUNCIL:

Reading of a proclamation declaring "May as Bike Month" in the City of Wilsonville.

### EXECUTIVE SUMMARY:

The League of American Bicyclists created National Bike to Work day and followed up with promoting Bike Week and Bike Month during the month of May. Bike to Work Day has grown



and developed into a nationwide event and local, regional, and national bicycle advocacy groups participate to encourage people to commute to work and other trips by using a bicycle.

SMART is helping to raise awareness of the Bike in May promotion by supplying bike seat covers to bicycle riders in Wilsonville. SMART will distribute a limited supply of seat covers by placing them on bike seats at bike racks around town, handing them out to bike riders on the bus and having them available at community events. The reusable, water repellent seat covers are great protection against the rain and were a popular item last May. These seat covers are provided free to SMART by Metro's Regional Travel Options Program.

**EXPECTED RESULTS:** N/A

**TIMELINE:** N/A

**CURRENT YEAR BUDGET IMPACTS:** N/A

**FINANCIAL REVIEW / COMMENTS:**

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

**LEGAL REVIEW / COMMENT:**

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

**COMMUNITY INVOLVEMENT PROCESS:**

The public is being invited to participate in a handful of group bicycle rides and workshops taking place this spring/summer. SMART continues to promote bicycling and safety at community events, business fairs, and through local school programs.

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

With increasing interest and participation of bicycling activities in Wilsonville, it is important for the City to continue to support cycling as a viable means of transportation and recreation in Wilsonville and to raise awareness of safety for all users of public streets and trails.

**ALTERNATIVES:** N/A

**CITY MANAGER COMMENT:**

**ATTACHMENTS**

A. 2013 May as Bike Month Proclamation



**CITY OF WILSONVILLE**  
**PROCLAMATION DECLARING MAY AS BIKE MONTH**

Whereas, for more than a century, the bicycle has been an important part of the lives of most Americans; and

Whereas, today millions of Americans engage in bicycling because it is a viable and environmentally-sound form of transportation, an excellent form of fitness and provides quality family recreation; and

Whereas, the education of cyclists and motorists as to the proper and safe operation of bicycles is important to ensure the safety and comfort of all users; and

Whereas, the League of American Bicyclists and independent cyclists throughout Oregon are promoting greater public awareness of bicycle operation and safety education in an effort to reduce accidents, injuries and fatalities for all.

Now, therefore, I Tim Knapp, Mayor of the City of Wilsonville do hereby proclaim May 2013 as

**BIKE MONTH**

Throughout the City and encourage all Wilsonville residents to recognize the importance of bicycle safety and be more aware of cyclists on our streets and roadways.

---

Tim Knapp, Mayor  
Signed: May 6, 2013





## 2013 Drinking Water Week

**Here ye, Here ye ~**

**WHEREAS**, water is our most valuable natural resource; and

**WHEREAS**, only tap water delivers public health protection, fire protection, support for our economy and the quality of life we enjoy; and

**WHEREAS**, any measure of a successful society – low mortality rates, economic growth and diversity, productivity, and public safety – are in some way related to access to safe water; and

**WHEREAS**, we are all stewards of the water infrastructure upon which future generations depend; and

**WHEREAS**, there is much to know about our H<sub>2</sub>O such as where does it come from, how does it get to our homes, how is it cleaned before we drink it, and which laws protect it; and

**WHEREAS**, each citizen of our city is called upon to help protect our source waters from pollution and to practice water conservation, and to get involved in local water issues by getting to know their water; and

**NOW, THEREFORE**, be it resolved that by virtue of the authority vested in me as Mayor of our City, I do hereby proclaim May 5-11, 2013 as Drinking Water Week in the City of Wilsonville.

---

Tim Knapp, Mayor  
May 6, 2013

# CITY COUNCIL ROLLING SCHEDULE

## Board and Commission Meetings 2013

### MAY

DATE	DAY	TIME	MEETING	LOCATION
5/6	Monday	7 p.m.	City Council meeting	Council Chambers
5/8	Wednesday	6 p.m.	Planning Commission	Council Chambers
5/9	Thursday	6 p.m.	Budget Committee meeting	Council Chambers
5/13	Monday	6:30 p.m.	DRB Panel A	Council Chambers
5/20	Monday	7 p.m.	City Council meeting	Council Chambers
5/22	Wednesday	6:30 p.m.	Library Board	Library
5/27	Monday	Memorial Day City offices closed		

### COMMUNITY EVENTS:



#### MOTHER SON BARN DANCE

Friday, May 10, 7-9 p.m.

Stein Boozier Barn in Murase Plaza, \$8 per person. Space is limited to 90 people.

Register online at [www.ci.wilsonville.or.us/parksandrec](http://www.ci.wilsonville.or.us/parksandrec)

#### WERK DAY

Saturday, May 11, 8 a.m. – 1 p.m.

Meet at the Community Center. Breakfast provided by Wilsonville Rotary Club, register in advance by calling 503-682-3727.



#### BULKY WASTE DAY

Republic Services will hold a bulky waste day on May 11 from 11 am until 3 pm. at 10295 SW Ridder Road in Wilsonville. They accept any of the following:

- dishwashers
- refrigerators
- stoves
- water heaters
- couches
- chairs
- tables
- mattresses




**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b>  May 6, 2013	<b>Subject: Resolution No. 2415</b> Grahams Ferry Road / Tooze Road Street Lighting adjacent to Villebois  <b>Staff Member:</b> Steve Adams <b>Department:</b> Engineering	
<b>Action Required</b> <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<b>Advisory Board/Commission Recommendation</b> <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable  <b>Comments:</b>	
<b>Staff Recommendation:</b> Staff recommends approval for allowing street lighting on sections of Grahams Ferry Road and Tooze Road adjacent to the Villebois Village development to use 35-ft black fiberglass poles (30-ft mounting height) with 6-foot black arms and black full-cutoff cobra head luminaires; in roundabouts the pole shall have a 35-ft mounting height and 8-foot black arm.		
<b>Recommended Language for Motion:</b> I move to approve Resolution No. 2415.		
<b>PROJECT / ISSUE RELATES TO:</b> <i>[Identify which goal(s), master plans(s) 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:**

Approving a modification to street lighting standards on those sections of Grahams Ferry Road and Tooze Road adjacent to the Villebois Village development to be a 30-ft black fiberglass pole (35-ft direct bury) with 6-foot black arm and black full-cutoff cobra head luminaire and in roundabouts adjacent to Villebois the standard street light would be a 35-ft black fiberglass

anchor base pole with 8-ft black arm and black full-cutoff cobra head luminaire. These replace the standard 30- or 35-ft silver aluminum pole, davit arm and silver luminaire found on most other Arterial and Collector streets in Wilsonville. This street light standard was established per Res. 881, approved by Council November 18, 1991.

#### **EXECUTIVE SUMMARY:**

Res. No. 881, approved by Council on November 18, 1991, specifies on Arterial / Collector designated streets that 200 Watt, 20,000 Lumen High Pressure Sodium Cobra Head Lights mounted on 30-ft Aluminum poles with Davits be utilized as the standard street light.

In Fall 2012 City staff was approached by several citizens concerned over 35-ft tall aluminum cobra head street lights that had been recently installed on Grahams Ferry Road. The City contracted with two consultants (DKS Associates and Kittelson & Associates) to study three different luminaire types – cobra, acorn and Westbrooke – at various mounting heights, and to review national street lighting standards and compare with City lighting standards, along with estimated costs. City staff collected luminescence data on existing cobra and acorn lights, contacted PGE for street lighting options, and contacted contractors involved with recently completed projects for the actual bid costs of installing these lighting options. A memo summarizing the above information was previously prepared and provided to Council.

#### **EXPECTED RESULTS:**

This resolution allows the use of a different style of street light on Grahams Ferry Road and Tooze Road adjacent to Villebois than the standard per Resolution 881. To resolve citizen concerns, the City would move forward with replacing the 11 existing 35-ft aluminum cobra head street lights on Grahams Ferry Road. These lights would be salvaged and used on other future projects in the City; presently these projects are identified as the Barber Street extension west of Kinsman Road and the Burns Way Street Light Infill project. Private development is presently constructing a section of Grahams Ferry Road that will have the different street light installed.

On Tooze Road the City would move forward with removing and salvaging 19 existing 16-ft acorn lights; City staff will then work on classifying these as surplus and re-selling them per City Code §2.316 and under provisions of the State of Oregon Public Contracting Code.

#### **TIMELINE:**

City construction work to replace the 11 street lights in Grahams Ferry Road and 19 acorn lights on Tooze Rd. would likely occur in the June to September 2013 time frame. Private construction work on Grahams Ferry Road is expected to be completed in summer 2013.

#### **CURRENT YEAR BUDGET IMPACTS:**

Estimated cost is \$35,000 for replacing the 11 existing street lights on Grahams Ferry Road and \$45,000 for replacing the 19 existing street lights on Tooze Road. Net cost would be reduced by reusing the 35-ft cobra lights on other street projects and the salvage value of the acorn lights.

In the 2012/13 FY Budget, CIP 4696, Streetlight Infill, has remaining budgeted funds of \$55,000. The 2013/14 FY Proposed Budget has CIP 4696 budgeted at \$58,240. Additional



budget, if needed, is held in the City street light fund. Beyond that there should be little to no additional cost to the City for any future street projects as the fiberglass poles, arms and luminaires are approximately the same cost as the aluminum poles, davits and luminaires.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: \_\_\_\_\_JEO\_\_\_\_\_ Date: \_\_\_\_\_4-22-13\_\_\_\_\_

Sufficient budget is above is available for this project.

**LEGAL REVIEW / COMMENT:**

Reviewed by: \_\_\_\_\_MEK\_\_\_\_\_ Date: \_\_\_\_\_4/19/13\_\_\_\_\_

Resolution approved as to form.

**COMMUNITY INVOLVEMENT PROCESS:**

In fall of 2012 City staff was approached by several citizens concerned over 35-ft tall aluminum cobra head street lights that had been recently installed on Grahams Ferry Road. One member of this group has also made two personal appearances at Council meetings to express their dissatisfaction of the type of street light installed. Several more citizen comments were received through the Transportation Systems Plan community outreach. Staff has met with several of these citizens and has also had multiple correspondences with them via email and phone.

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

Cobra lights are the street lighting standard for arterial and collector designated streets and meet City lighting specifications established in Res. 881. The new black color will allow a more aesthetically pleasing light to be used adjacent to the Villebois development.

**ALTERNATIVES:**

The City hired two consultants to study three different luminaire types – cobra, acorn and Westbrooke – at various mounting heights. Two alternative choices that met the City's street lighting requirements were presented to the concerned citizens. The black pole with 30-foot mounting height and black arm and cobra luminaire was their chosen preference. The other option would be to do nothing and stay with the 35-ft aluminum cobra head lights that are presently installed on Grahams Ferry Road and replace the acorn lights on Tooze Road with the standard 30-ft aluminum cobra head lights.

**CITY MANAGER COMMENT:**

**ATTACHMENTS**

Resolution No. 2415

## **RESOLUTION NO. 2415**

### **A RESOLUTION OF THE CITY OF WILSONVILLE APPROVING A MODIFICATION TO STREET LIGHTING STANDARDS FOR THOSE SECTIONS OF GRAHAMS FERRY ROAD AND TOOZE ROAD ADJACENT TO THE VILLEBOIS VILLAGE DEVELOPMENT.**

WHEREAS, the City of Wilsonville ("City") established street lighting standards through adoption of Resolution 881 (November 18, 1991); and

WHEREAS, Resolution 881 states that City Council must approve deviations to the established street lighting standard; and

WHEREAS, the City, in collaboration with private developers, adopted the Villebois Village Master Plan which set the foundation for the Villebois planned development; and

WHEREAS, the street lighting plan developed for the Villebois Village Community Elements Books for the four Specific Area Plans (SAP), further updated in 2011 and again in 2012, specifies 35-ft Cobra Head Light Fixtures be installed on Grahams Ferry Road and Tooze Road ; and

WHEREAS, installation of the first 11 cobra street lights on Grahams Ferry Road in Fall 2012 generated complaints from concerned citizens; and

WHEREAS, the City contracted with two consultants (DKS Associates and Kittelson & Associates) to study three different luminaire types – cobra, acorn and Westbrooke – at various mounting heights, and to review national street lighting standards and compare with City lighting standards, along with estimated costs; and



WHEREAS, City staff collected luminescence data on existing cobra and acorn lights, contacted PGE for street lighting options, and contacted contractors involved with recently completed projects for the actual bid costs of installing these lighting options; and

WHEREAS, City staff met and corresponded with several of the concerned citizens over several months; and

WHEREAS, two alternative street light choices to those already installed that meet the City's street lighting requirements were presented to the concerned citizens for their review and the 30-ft black pole with black arm and cobra luminaire was their chosen preference; and

WHEREAS, there is sufficient budget authority in FY 2012-13, FY 2013-14 and the streetlight fund for the expected costs to replace existing street lights along both Grahams Ferry Road and Tooze Rd; and,

WHEREAS, private development is currently constructing a section of Grahams Ferry Road.

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

1. Incorporating all of the above Recitals, the City Council hereby approves modifying Resolution 881 by establishing the standard street light for those sections of Grahams Ferry Road and Tooze Road adjacent to the Villebois Village development be a 35-ft black fiberglass direct bury pole (30-ft mounting height) with 6-ft black arm and black full-cutoff cobra head luminaire; a 30-ft black fiberglass anchor base pole is an acceptable alternative. In roundabouts adjacent to Villebois establishing the standard street light shall be a 35-ft black fiberglass anchor base pole with 8-ft black arm and black full-cutoff cobra head luminaire; and

2. All street lighting products shall be from the PGE Approved Street Lighting Equipment Outdoor Lighting Services – 2013 list, or latest version; and
3. All other sections of Resolution 881 continue to be in full effect; and
4. This Resolution is effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof  
this \_\_ day of \_\_\_\_\_, 2013, and filed with the Wilsonville City Recorder on this date.

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

ATTEST:

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

SUMMARY OF VOTES:

Mayor Knapp

Council President Starr

Councilor Goddard

Councilor Fitzgerald

Councilor Stevens



**CITY OF WILSONVILLE  
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A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, April 1, 2013. Mayor Knapp called the meeting to order at 7:05 p.m. followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Knapp  
Council President Starr  
Councilor Goddard  
Councilor Fitzgerald  
Councilor Stevens

Staff present included:

Bryan Cosgrove, City Manager  
Jeanna Troha, Assistant City Manager  
Mike Kohlhoff, City Attorney  
Sandra King, City Recorder  
Nancy Kraushaar, Community Development Director  
Joanne Ossanna, Finance Director  
Mark Ottenad, Government Affairs Director  
Delora Kerber, Public Works Director  
Dan Pauley, Associate Planner  
Eric Mende, Capital Projects Engineering Manager  
Nick Watt, Police Chief  
Steve Munsterman, Public Works Supervisor

Motion to approve the order of the agenda.

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

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

**MAYOR'S BUSINESS**

A. Appoint Julie Fitzgerald to the Tourism Task Force as Chair

Mayor Knapp stated the Council determined a task force representing the different facets of the community would be an appropriate way to address future tourism strategy.

**Motion:** Mayor Knapp moved to appoint Councilor Fitzgerald as chair of the Tourism Task Force project. Council President Starr seconded the motion.

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

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**B. Arbor Day Proclamation**

Mr. Pauly introduced Ruth Williams of the Community Tree Foundation. The City of Wilsonville has been recognized for the 15<sup>th</sup> consecutive year as a Tree City USA by the National Arbor Day Foundation. There are four criteria that need to be satisfied in order to achieve Tree City USA status. They include: 1) a comprehensive urban forestry program; 2) an Arbor Day proclamation; 3) a tree ordinance and a tree department/board; and 4) an Arbor Day observance.

This recognition reflects Wilsonville's ongoing commitment to maintaining and promoting the community asset called the urban forest which is comprised of all trees in the city.

As part of the 2013 Oregon Arbor Week celebration a community tree planting event will be held at 10:00 a.m. on Saturday April 13, 2013 at the Community Center.

Mayor Knapp read the Arbor Day Proclamation into the record.

**C. Mayor Knapp announced the meetings to be held in the coming weeks.**

**COMMUNICATIONS**

**A. Quarterly WWTP Update**

The quarterly report was presented by Mr. Mende and representatives of SAIC, LLC (formerly R. W. Beck, Inc.) and Brown and Caldwell who are currently providing Owner's Representative services to the City on the Design-Build-Operate (DBO) contract for the Wastewater Treatment Plant (WWTP) Improvements. One of the tasks under the Owner's Representative agreement with SAIC is a quarterly report to City Council pertaining to the performance of the DBO Company – CH2M HILL. Representatives from SAIC and Brown and Caldwell provided briefings to City Council in March, June, September and December 2012. This quarterly report includes December 2012 as well as January, February, and March 2013.

CH2M HILL is approximately three months ahead of schedule compared to the contractually required March 2014 acceptance date. Some construction activities are being completed earlier than previously planned as a result of CH2M HILL's implementation of a plan to haul sludge to the City of Salem for processing. The current critical path includes the final effluent filters which must be functional on May 1, 2013 to meet permit requirements.

The Owner's Representative will continue to conduct detailed monthly reviews of the updated Design-Build work schedule compared to the baseline schedule in order to alert the City to any schedule issues that may affect CH2M HILL's ability to meet the acceptance date.



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As of February 25, 2013, CH2M HILL has been paid \$20,643,524.58, representing 57.5 percent of the current \$35,871,460.98 Design-Build contract value. A summary of the current and original Design Build price is shown below:

**Table 1 Summary of Design-Build Price**

Original Design-Build Price	\$35,707,414.00
Change Order Amount (total to date)	\$164,046.98 (0.46 percent)
Current Design-Build Price	\$35,871,460.98

Contract change orders to date have been minimal; the total costs for change orders are less than 0.5 percent of the original fixed design-build contract price, and are less than 10 percent of the \$2 million in contingency funds allocated to the project.

Three mechanisms are used for changes or clarifications to the DBO agreement related to the design-build work. A DBO Agreement Amendment (DAA) is a written amendment to the DBO agreement.

A Change Order (CO) is a type of DAA which specifically is a written order issued by the City and agreed to in writing by the company making a design and construction requirement change, whether made at company request, due to uncontrollable circumstances, as a result of a term or condition imposed by a governmental body, or at the direction of the City. COs are generally used to make a fixed design-build price adjustment, an adjustment to the scheduled acceptance date or other change to the technical specifications relating to the design-build work.

A Contract Administration Memorandum (CAM) is the principal formal tool for the administration of routine matters arising under the DBO Agreement between the parties that do not require a DBO Agreement Amendment.

To date, one DAA and 16 COs have been processed for the project, most of which have been at zero cost. The City executed one CO this quarter related to holiday work allowing CH2M HILL to work on Martin Luther King Day in 2013 and 2014, and on President's Day in February 2013.

CH2M HILL has alerted the City that it may prepare two additional Change Order Requests for City review which will generally address:

1. Regulated Site Condition – CH2M HILL notified the City on November 20, 2012, of a regulated site condition because asbestos cement pipe was found among the debris from the demolition of the existing filters. This was discussed at the November monthly construction meeting, and per Appendix 5, subsection 5.4.5, disposal of this pipe is considered extra work and subject to cost substantiation. CH2M HILL stated that construction progress is not impeded by this finding and they will contract with a licensed asbestos contractor to perform the disposal following demolition of the biosolids collection building, and then CH2M HILL will prepare a COR for costs associated with disposal of this asbestos cement pipe for City review.

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2. Differing Site Condition – CH2M HILL notified the City on March 5, 2013, of a differing site condition because exposed rebar was found in the aeration basins due to concrete degradation that has resulted in corrosion. This issue was discussed at the February monthly construction meeting where the City directed CH2M HILL to take the necessary steps to repair existing concrete walls and exposed rebar locations such that further degradation and corrosion are mitigated. Per Appendix 5, subsection 5.4.5, this is considered extra work and subject to cost substantiation. CH2M HILL stated that construction progress is not impeded by this finding and they will progress the work and track all impacts. Once all repairs have been completed, CH2M HILL will prepare a COR for costs associated with this extra work for City review.

To date, 25 CAMs have been processed for the project. Five CAMs were executed this quarter, four of which provide City approval of subcontractors who will provide contract services to CH2M HILL valued in excess of \$50,000. The fifth CAM addresses CH2M HILL's plan to transport sludge during construction to the Salem Water Pollution Control Facility for processing to Class B standards. This plan reduces onsite odors and provides additional space onsite for acceleration of certain construction activities. There are no additional costs to the City for these changes.

The previous quarterly report stated that the City and CH2M HILL were coordinating on one additional CAM related to the installation of three effluent cooling towers. The City and CH2M HILL agreed at the February monthly construction meeting that this CAM is no longer needed. CH2M HILL is not relieved of any of its effluent performance guarantee requirements and the City shall not be responsible for any additional costs incurred by CH2M HILL beyond the design-build price to meet these requirements.

CH2M HILL continues to update the design drawings as major equipment and systems are procured.

No permits were issued by the City during the quarter. All of the permit applications that will be required for construction have been submitted by CH2M HILL and authorized/issued by the City.

Construction activities this quarter included:

- Advanced concrete foundation slabs and walls for the headworks, stabilization basin, and drying and dewatering building.
- Started up the emergency generator.
- Demolished existing motor control centers (MCCs) and transferred equipment loads to new MCCs.
- Ongoing mechanical and electrical installations, including conduit and conductors for fire and security systems.
- Advanced demolition of digester/primary clarifier and aeration basin #2.
- Progressed installation of the final effluent filter equipment and the flow control pump station and the dryer cooling tower.
- Initiated excavation for secondary clarifier #3.



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- Hauled sludge to Salem for processing to Class "B" standards.
- Installed new SCADA system and started migrating equipment for operations.
- Removed existing trailer mounted centrifuge and lime silo from site.
- Replaced carbon media and continued use of scrubbers for odor control.

CH2M HILL, the City and the Owner's Representative continue to meet at the monthly construction meetings to discuss CH2M HILL's progress and any outstanding issues. Weekly construction check-in meetings with the City and CH2M HILL and the Owner's Representative are held as needed. The Owner's Representative maintains a full time on-site inspector and an independent testing service to monitor and track construction progress and compliance with the contract requirements. In general, CH2M HILL and their subcontractors are doing an excellent job. CH2M HILL conducts daily and monthly safety meetings with employees and subcontractors in accordance with their project specific safety plan.

The required submittals completed by CH2M HILL during this quarter and reviewed by City and Owner's Representative included:

- Progress Payment Requisitions with Design-Build Work schedule updates
- Operations and Maintenance Manual preliminary draft which was submitted to and approved by DEQ.
- Major equipment submittals.
- Construction Plan and Odor Control Plan updates.
- Preliminary Acceptance Test Plan.
- Draft Hydraulic Test Plan.

No odor complaints from Wilsonville residents were reported in December, January, February or March. Fewer odors were detected by Company staff, City staff, and the Owner's Representative during this time period than in recent months. CH2M HILL continued to monitor the temporary odor control system and tested the carbon media frequently to better anticipate when it will become ineffective. CH2M HILL replaces the odor scrubber media as needed based on the test results obtained by CH2M HILL and is storing additional odor scrubber media on site so that it can be readily replaced when the media in the temporary odor control system becomes ineffective. Typically the media is expected to remain effective for six to eight weeks.

CH2M HILL implemented their proposed plan this quarter for processing sludge offsite (to meet Class "B" standards) by transporting sludge to the Salem Water Pollution Control Facility in order to help reduce odors during construction.

CH2M HILL submitted an updated odor control plan to the City on February 20, 2013 for review which includes changes that have been made to the temporary odor control measures since the October update to the plan. The Owner's Representative and the City requested additional details related to other measures that CH2M HILL employs as required by the DBO Agreement. These measures may include cleaning tanks prior to demolition and management of construction sequencing and process changes to minimize odor breakthroughs.



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The WWTP has operated within permit parameters this quarter. CH2M HILL has done an excellent job of continuously operating the WWTP in accordance with contract and permit requirements throughout construction.

It was previously reported that the City was currently working with Department of Environmental Quality (DEQ) to develop a Mutual Agreement and Order (MAO) to temporarily modify the temperature Total Maximum Daily Load (TMDL) and give the City an opportunity to evaluate alternative means of achieving TMDL compliance. Subsequently, DEQ determined that they cannot sign an MAO at this time but may be willing to enter into an MAO with the City if a violation of temperature occurs prior to or following Acceptance.

### Anticipated Activities For Next Quarter:

- HSSE safety training for anyone who plans to be on the WWTP site during construction.
- Development of draft acceptance test plan and final hydraulic test plan.
- Development of additional COs and CAMs that arise.
- Further refinements to CH2M HILL's construction schedule and sequencing.
- Updates to CH2M HILL's construction plan, including odor control plan update.
- Procure long lead time equipment and electrical gear and process submittals for equipment.
- Negotiate and execute subcontracts.
- Continue hauling sludge to Salem for processing to Class "B" standards.
- Install final effluent filters, conduct hydraulic test, and place in service to meet the May 1 permit requirement (this work is expected to be completed in March).
- Equipment installation, electrical work and yard piping installation.
- Complete electrical and mechanical work for flow control pump station.
- Begin work on odor control biofilters, waste activated sludge tank mechanical improvements, and UV disinfection channels.
- Complete excavation for secondary clarifier #3 and install under-slab process piping.
- Complete the stabilization basin structure and place it in service.
- Complete masonry walls and install roof trusses for the drying and dewatering building.
- Complete masonry for the headworks and install roof beams.
- Erosion control and slope stabilization maintenance.
- Monthly construction meetings.

In response to Councilor questions, Mr. Mende advised there was no cause for concern because the project is ahead of schedule. This is due to the transportation of sludge to Salem for treatment into a Class B product, which opened up additional site area for construction. Should there be additional value engineering to reduce costs, CH2M Hill would benefit since the DBO is a fixed cost design contract. The installation of additional effluent cooling towers would depend on future volume increases. Under the contract all performance standards must be met and the operator is required to meet those standards.



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**B. CCSO Annual Report**

Chief Nick Watt presented the 2012 Annual Report for the City's police department. The vision of the Department is to become a "World Class Community Oriented Police Department" whose mission statement is "Working Together to Make a Difference". Chief Watt provided a review of the positive incidents that occurred during the past year and noted the calls for service have increased due to the increase in Wilsonville population. He noted the department provides .84 officers per 1,000 of population and it is now getting to the point that additional officers will need to be hired. The school resource officer works within the schools and is one reason the incidence of gangs is low in the City.

**C. TVF&R State of the District – Chief Mike Duyck**

Chief Duyck presented an update of the services provided to Wilsonville by TVF&R in 2012. Highlights included:

- Eight out of ten calls are medical; the firefighters are cross trained as paramedics, and provide the highest level of medical care to the patient;
- 911 is a growing health and social services safety net, and is now being recognized as such;
- Healthcare reform may help TVF&R medical call responders provide choices to their patients versus taking the patient to an emergency room.
- TVF&R has a number of different types of vehicles that respond to calls to provide the right level of service;
- Station 56 is being completely rebuilt and will be completed June 2013. The new facility will house integrated operations, put all disciplines under one roof and save the District \$90,000/year in operation costs;
- TVF&R provides training in "hands only" CPR program, education on reducing false fire alarms; and information on the sudden cardiac incidence death program.
- Pulse point mobile app is a new tool which alerts users trained in hands only CPR to a cardiac event within 1/8 of a mile of the app user, who can respond to the incident and offer aid.
- The department participated in community events throughout the year.

Chief Duyck thanked the Mayor and Council for their partnership.

**D. For the Love of Schools Fun Run Event June 1<sup>st</sup> Jay Puppo & Michelle Tonkin**

Michelle Tonkin and Jay Puppo spoke of the For the Love of Schools Fun Run fund raiser designed to provide 100 percent of the funds raised to local schools. Event participants can select which school program they want their contribution to benefit.

**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

## CITY OF WILSONVILLE CITY COUNCIL MEETING MINUTES

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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.

Gary LaPoint, 25410 SW 95<sup>th</sup> expressed concern with the requirement for roof covered trash enclosures for the Carls Jr. Restaurant application for the following reasons: the trash trucks must make additional backing maneuvers to collect the trash; refuse containers had water tight lids; there was no public hearing on the change; the roof did not solve storm water issues since any spills would be hosed out of the enclosure; and the trash collection agencies had not been notified of the code changes. He requested enclosures similar to Fred Meyers and wanted Council to step in to make changes. Mr. LaPoint provided a letter which has been made part of the record.

Mayor Knapp stated staff would need to take a look at the situation and get back to Mr. LaPoint to provide information on what is appropriate.

Doris Wehler, 6855 SW Boeckman Road, supported Mr. LaPoint's request. She thanked Council for the sidewalk along the Boeckman Road dip, and for the Boeckman Road stoplight.

### COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS

Council President Starr – Liaison to Park & Recreation Advisory Board, Chamber/City Leadership; and Economic Development Task Force. The Councilor had not meeting report. He did pass on compliments from the Chamber Leadership regarding Community Development staff processing of applications.

Councilor Goddard – Liaison to Library Board, Chamber Board, and Clackamas County Business Alliance. Councilor Goddard noted the Library Board was updating their strategic action plan, and there would be a Teen Game Night at the Library April 12.

Councilor Fitzgerald – Liaison to Planning Commission; Committee for Citizen Involvement; and Library Board. The councilor announced the next Planning Commission meeting and the items to be discussed.

Councilor Stevens – Liaison to Development Review Panels A and B; Wilsonville Seniors. Councilor Stevens announced the Walk at Lunch event, and noted the DRB would hold a training session on the DRB process.

### CONSENT AGENDA

- A. **Resolution No 2406**  
A Resolution Certifying the Election Results of the Special March 12, 2013 Election by the City Recorder the City's Election Official.
- B. Minutes of the March 18, 2013 Council Meeting.



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Mr. Kohlhoff read the Consent Agenda items into the record.

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

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

**PUBLIC HEARING**

**A. Ordinance No. 715 – first reading**

An Ordinance Of The City Of Wilsonville Amending Wilsonville Code Chapter 10 By Adding 10.425 To Prohibit Camping Or Sleeping On Public Property And Chapter 10.430 Penalties.

Mr. Kohlhoff read the title of Ordinance No. 715 into the record on first reading. He indicated the public hearing on the two related ordinances could be held concurrently, however the votes needed to be separate.

Changes had been made to Ordinance No. 715 since the Councilors received their packets, they are:

- Title – remove the prohibition for sleeping and added rights-of-way
- Paragraph 10.425 – add “camping on public property and rights-of-way”
- Paragraph 10.425(2) added definition of “To camp means to set up, or remain in or at, a campsite for the purpose of establishing or maintaining a temporary place to live.”
- Paragraph 10.425(3) added definition of “Campsite means any place where any bedding, sleeping bag, or other sleeping matter, or any stove or fire is placed, established, or maintained, whether or not such place incorporates the use of any tent, lean-to, shack, or any other structure or any vehicle or part thereof.”
- Under Section 10.430 Penalties, is to make the first offence a fine only not to exceed \$250.00, so a court could assess any penalty up to that amount.

In Ordinance No. 716, language changes from what appeared in the packet included:

- Title – strike “homeless” from the title. It was felt the ordinance should not be limited to the homeless individuals as far as a humane removal process it should be for any individuals camping illegally.
- In the second whereas clause, remove the term ‘homeless’ and insert after “and their property” to read, “...humane treatment for the removal of individuals and their property and campsites from public property;
- Section 6.400 the word ‘homeless’ should be struck from the title and add “their property and campsites on public property” to read, “Removal of Individuals, their property and campsite on public property.”
- Section 6.400(1) amend to read, “Prior to the removal of any individual and/or their personal property...”

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Mr. Kohlhoff noted the term "homeless" is appropriate in Section 6.400(1)(a) because that is where the local enforcement agent should inform a local agency that delivers social services to homeless individuals where the notice has been posted. Additional language in the Ordinance ensures there is additional follow up under State Statute so there is communication and an appropriate approach to handling individuals who have found themselves in a homeless state.

The term "sleeping" as used in Section 6.400(4) is related to the establishment of an illegal camp site.

After the notice to vacate has been given, and if the personal property is removed by city staff upon expiration of the notice, the notice will state the location of the property so it can be claimed within 30 days. Should drug paraphernalia, or weapons be involved law enforcement officers will treat these issues appropriately. The site will be photographed to document the personal property.

Mayor Knapp opened the public hearing on both Ordinance No. 715 and Ordinance No. 716 at 9:05 p.m. and delivered the hearing format. The Mayor invited public testimony.

Ginger Fitch, 29395 SW Camelot Street; expressed opposition to the ordinances. She thought the 24-hour removal notice should be increased to 3-4 days so people with limited resources can contact social service agencies. Ms. Fitch suggested the City provide adequate housing for these individuals as in the Jones v. City of Los Angeles case, and to consider what services are available to homeless individuals in the City. Ms. Fitch encouraged more exact language in Ordinance No. 715, Section 10.430 Penalties since she interpreted the sentence that a fine must be imposed.

Mr. Kohlhoff stated staff would be willing to look at the 24-hours and come back to the Council after speaking with Chief Watt. Referring to the Jones case Mr. Kohlhoff stated the city of Los Angeles was conducting sweeps of large camps and there is not that problem in Wilsonville. Clackamas County provides social services, while the City provides referral services to those County services. The language in Section 10.430 Penalties is "not to exceed \$250.00" so the fine could be zero, the language is typical to the courts.

Mayor Knapp closed the public hearing at 9:15 p.m.

Councilor Stevens thought a longer time frame – 48 to 72 hours – would be appropriate for notice because the individuals may be gone from their campsite and/or belongings for more than 24 hours, and come back to find everything gone.

Mr. Kohlhoff suggested passing the ordinance on first reading with the understanding that staff would come back on second reading after looking at the noticing time frame.

Councilor Fitzgerald wanted the language to be clear so law enforcement and the individuals the ordinance address know what they will be dealing with.



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Councilor Starr understood Clackamas County has the resources to handle social services. He was concerned if the notice was longer than 24-hours, it could invite camping until the notice time period expired. The Councilor noted there were private organizations that could help during a transitional period.

Councilor Fitzgerald clarified she was in agreement with what Councilor Starr was saying and stated there was an inhuman situation to unclear rules. She wanted to move towards a situation where there was a good safety net, clear guidelines on how to help people move on. She wanted to hear how the 24 hour period could work with special regard to the humane treatment and safety net.

Mr. Kohlhoff indicated the clock begins with the posting of the 24 hour notice which states how long one would have to remove themselves and/or their property or campsite.

Mayor Knapp asked for a motion.

**Motion:** Councilor Starr moved to approve Ordinance No. 715 with the changes suggested by the city attorney on first reading. Councilor Fitzgerald seconded the motion.

Councilor Goddard commented he had raised concerns to Mr. Kohlhoff about the way Ordinance No. 715 was originally worded as presented in the packet regarding the term 'sleeping'.

Mayor Knapp had not heard concerns related to events such as the "occupy movement" of last year which involved public and private spaces, and the city needed to consider the effect of the ordinances should a similar situation arise. He thought the ordinances contained conflicting objectives in that it may take a couple of days to make housing arrangements for transients and for them to be comfortable with those arrangements. The Mayor understood Councilor Starr's reservation about tacitly endorsing a few days of camping.

Mr. Kohlhoff explained the camping on public rights of way prohibition is for camping without prior approval of the city; in an "occupy" situation or emergency situation the Council has the authority to provide for temporary and conditional camping.

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

**B. Ordinance No. 716 – first reading**

An Ordinance Of The City Of Wilsonville Developing A Policy For The Removal Of Homeless Individuals, Their Personal Property And Campsites On Public Property.

The staff report was prepared by the City Attorney. Oregon Revised Statute (ORS) 203.077 requires all local governments to develop a policy for the removal of homeless individuals, and their personal property, from camping sites located on public property. ORS 203.077 lists a number of requirements that must be included in the City's policy. This ordinance outlines the City's policy for the removal of homeless individuals and their personal property from unauthorized camps on public property in the City.



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In conjunction with Public Works and the Police Department, the Legal Department developed a policy pursuant to ORS 203.077 for the provision of notice and the removal of homeless individuals, personal property, and unauthorized camps from public property in the City. The policy also covers the inventorying, removal, and storage of personal property. The increasing problem of individuals sleeping or camping on public property without authorization and concerns over humane removals prompted the development of the policy at this time. The Legal Department collaborated with Public Works, the Police Department, and Community Services to develop a policy that is humane, supportive, and enforceable. Passing this ordinance in a timely fashion will allow the City to remove unauthorized camps humanely and in accordance with ORS 203.077.

Ordinance No. 716 implements the state-required policy for the humane and orderly removal of homeless individuals, personal property, and unauthorized camps from public property in the City of Wilsonville. The purpose of the ordinance is to reduce the risk of misplacement or destruction of personal property of homeless individuals while also increasing the health and safety of the citizens of Wilsonville.

If the ordinance is passed, the City will notify agencies that provide services to homeless individuals prior to the removal of unauthorized camps. The City will also develop and implement a policy for the inventory and storage of unclaimed items of personal property.

The adoption of this ordinance will not have an impact on the current fiscal year budget. However, the implementation of the removal policy will require the establishment of storage and labeling system for the inventorying of unclaimed personal property after the removal of unauthorized camps that may require some reallocation of City resources.

Adopting this ordinance would implement a policy supporting the more humane removal of homeless individuals and unauthorized camps. It would also minimize the risks of misplacing or destroying unclaimed personal property from unauthorized camps. Through this new policy, more information would be available to homeless individuals when unauthorized camps are removed, hopefully connecting these individuals with more community services to increase their quality of life.

**Motion:** Councilor Stevens moved to approve Ordinance No. 716 on first reading with direction to staff and changes read by the city attorney. Councilor Starr seconded the motion.

Councilor Starr listed organizations available in the City that can offer assistance to people, Random Acts of Kindness, the County for example. He suggested holding one apartment in the tax exempt apartments for this type of situation, something that would allow the City to react quickly to care for people while maintaining a standard, and asked staff to look at that option.

Councilor Goddard thought Ms. Fitch raised a good point in terms of the notice period and finding a way to connect these people with social services. He asked staff to reconsider the 24-hour notice period and consider extending the time to balance the needs of the community with the time in which a person could be connected with social services.



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Mr. Kohlhoff pointed out Ordinance No. 716 provides in section 6.400(1)(a) and (b) "At the time the notice is posted, law enforcement officials shall inform a local agency that delivers social services to homeless individuals where the notice has been posted." It further provides that (b) "This local agency may arrange for outreach workers to visit the camping site where a notice has been posted to assess the need for social service assistance in arranging shelter and other assistance."

Councilor Fitzgerald appreciated the sensitivity of Ms. Fitch's comments. The Councilor thought there would be a challenge to offering an apartment and the staff to support that; but suggested a separate fund that gets the people connected to a social services agency. She thought the relationship was one where the City would contact the agencies with the expertise.

Mayor Knapp added as the City was reaching out to the officials who do this work (police and public works) the other component is to reach out to the social service agency contacts to learn if they were able to make arrangements in 24-hours, and include these people in the process.

Community Services staff were contacted, however, what they are able to do is limited Mr. Kohlhoff added. Getting the information out is one thing; but getting the people who need the help to the agency is another given the location of the City.

Mayor Knapp asked that his comments on Ordinance No. 715 be brought forward. They are included here.

Mayor Knapp had not heard concerns related to events such as the "occupy movement" of last year which involved public and private spaces, and the city needed to consider the effect of the ordinances should a similar situation arise. He thought the ordinances contained conflicting objectives in that it may take a couple of days to make housing arrangements for transients and for them to be comfortable with those arrangements. The Mayor understood Councilor Starr's reservation about tacitly endorsing a few days of camping.

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

**CONTINUING BUSINESS**

A. **Ordinance No. 714** – Second reading

An Ordinance Modifying Wilsonville Code Chapter 6, Section 6.204(3)(F), To Clarify A Limited Temporary Exemption From Noise Regulation For Permitted Special Events, As Described In Chapter 6, Sections 6.100 Through 6.175.

Ordinance No. 714 was read into the record for second reading by title only.

**Motion:** Councilor Goddard moved to adopt Ordinance No. 714 on second reading.  
Councilor Starr seconded the motion.

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

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Council President Starr - Yes  
Councilor Goddard - Yes  
Councilor Fitzgerald - Yes  
Councilor Stevens - Yes  
Mayor Knapp - Yes

**CITY MANAGER'S BUSINESS**

Mr. Cosgrove reminded Councilors of the Budget Committee Work Session on April 3, and the annual Council Goal Setting April 12 and 13.

**LEGAL BUSINESS** – There was no report.

**ADJOURN**

There being no additional business before Council the Mayor adjourned the meeting at 9:41 p.m.

Respectfully submitted,

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Sandra C. King, MMC, City Recorder

ATTEST:

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Tim Knapp, Mayor



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A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, April 15, 2013. Mayor Knapp called the meeting to order at 7:08 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Knapp  
Council President Starr  
Councilor Goddard  
Councilor Fitzgerald  
Councilor Stevens

Staff present included:

Bryan Cosgrove, City Manager  
Jeanna Troha, Assistant City Manager  
Mike Kohlhoff, City Attorney  
Sandra King, City Recorder  
Kristin Retherford, URA Manager  
Mark Ottenad, Government Affairs Director  
Stephan Lashbrook, SMART Director

Kerry Rappold, Natural Resources Manager  
Nancy Kraushaar, Community Development Director  
Joanne Ossanna, Finance Director  
Steve Munsterman, PW Supervisor  
Dan Knoll, Communications  
Angela Handran, Executive Assistant

Motion to approve the order of the agenda.

**Motion:** Council President Starr moved to approve the order of the agenda. Councilor Fitzgerald seconded the motion.

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

#### **MAYOR'S BUSINESS**

Upcoming meetings were announced by the Mayor. He reported on the meetings he attended on behalf of the City including the Washington County State of the County address and the Clackamas County First 100 Days report given by Clackamas County Commissioners. The Mayor noted the Council held their annual Goal Setting retreat and the new goals will be presented at an upcoming Council meeting.

#### **COMMUNICATIONS**

A. Republic Services Update with Frank Lonergan and Elizabeth Start

Frank Lonergan, manager of Republic Services, introduced two new members of the company Elizabeth Start, business recycling coordinator and Derrick Reckman the new general manager of Republic Services.

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**B. Wildfire Fuel Reduction Project**

Kerry Rappold Natural Resources Program Manager explained the City is working with the Oregon Department of Forestry (ODF) and Tualatin Valley Fire and Rescue (TVF&R) on a project to reduce wildfire risk in the Boeckman Creek corridor. The purpose of the project is to remove ladder fuels and invasive species to create a defensible space between the adjacent homes and the top of the corridor. The Boeckman Creek corridor was identified as a high priority for wildfire risk reduction and will serve as a demonstration area.

Mayor Knapp suggested creating a video of the project to put on the city's website.

**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.

Jan Katafias, expressed concern about the sale of the house on the Tooze Road property as described in Resolution No. 2401. Staff explained only the old house was sold and the buyer was responsible for removing the building and repairing the site at their sole expense. The land was not sold.

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

Council President Starr – Park & Recreation Advisory Board, Chamber/City Leadership; and Economic Development Task Force. Council President Starr reported at their last meeting the Parks and Recreation Board reviewed and awarded Tourism Grants; reviewed the plans for improvements to the Memorial Park Parking Lot; and the three possible sites for relocation of the sewer pump lift station in the park to remove it from the flood plain. The Councilor announced the annual WERK day.

Councilor Goddard – Library Board, Chamber Board, and Clackamas County Business Alliance. The Councilor announced the date of the next Library Board meeting. Applications for the Library Board were being accepted and interested persons should submit their application prior the May 10 deadline. He invited the public to participate in the SMART Walk At Lunch Day.

Councilor Fitzgerald – Planning Commission; Committee for Citizen Involvement; and Library Board liaison. Councilor Fitzgerald stated the Planning Commission had received the initial findings of the Goal 10 Housing Market data and would be conducting a public hearing on the Transportation System Plan update. She announced the Mother Son Barn Dance.



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Councilor Stevens – Development Review Panels A and B; Wilsonville Seniors. Councilor Stevens stated both DRB panels participated in a training session given by staff. The Wilsonville Seniors were working on updating their vision statement; and she announced Bulky Waste Day.

**CONSENT AGENDA**

- A.     **Resolution No. 2407**  
A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For **Rain Garden** Limited Partnership, A Low-Income Apartment Development Owned And Operated By Caritas Community Housing Corporation.
- B.     **Resolution No. 2408**  
A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For **Creekside Woods** LLP., A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc.
- C.     **Resolution No. 2409**  
A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For **Autumn Park Apartments**, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc.
- D.     **Resolution No. 2410**  
A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For **Charleston Apartments**, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc.
- E.     **Resolution No. 2411**  
A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For **Wiedemann Park**, A Low-Income Apartment Development Owned And Operated By Accessible Living, Inc.
- F.     **Resolution No. 2412**  
A Resolution Of The City Of Wilsonville Approving Application For A Metro Community Planning And Development Grant To Fund Concept Planning For The Frog Pond And Advance Road Areas, And A Master Plan For The Frog Pond Area.

Mr. Kohlhoff read the items of the Consent Agenda into the record by title only.

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

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

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**NEW BUSINESS**

**A.     Resolution No. 2413**

A Resolution Of The Wilsonville City Council, Adopting The Recommendations Of The Economic Development Strategy Task Force On Business Attributes And Incentives.

Mr. Kohlhoff read the title of Resolution No. 2413 into the record.

The staff report was prepared by Stephan Lashbrook, Kristin Retherford and Mark Ottenad. It is included here for background information.

“The Economic Development Strategy Task Force on Business Attributes and Incentives has completed a set of recommendations for City Council consideration.

Between November 2012 and March 2013, City staff members have worked with Terry Moore of the ECONorthwest consulting firm in facilitating the discussions of the Task Force. Council President Starr served as an ex-officio member and chaired the Task Force meetings.

This matter comes before the Council on April 15 because that is also the date that the Urban Renewal Agency Board will be considering a Resolution to implement the process of creating new Tax Increment Financing Zones, as supported by Wilsonville’s voters in March 2013.

If the Council accepts the recommendations of the Task Force it will be establishing City policy in terms of the provision of incentives for economic development, especially in terms of:

1. The reuse of under-utilized warehouse buildings;
2. Large traded sector headquarters;
3. Greenfield industrial developments; and
4. New medium sized manufacturing operations.

The implementation of the Task Force recommendations will occur incrementally, over some time. That implementation process has already begun with the March election, but numerous other steps will follow over the next few years, especially as the Coffee Creek and Basalt Creek industrial areas move towards development.

The Task Force recommendations are expected to have some budgetary implications. Implementation will certainly require considerable staff time involving the City’s internal economic development team as well as staff from the City Attorney’s office and the City Manager. Additionally, consultant assistance will be needed, particularly in dealing with the preparation of Urban Renewal plans and reports.

Adoption of the Task Force recommendations does not carry any immediate budget impacts; however, implementing specific initiatives may have budget impacts that need additional review.

All meetings of the Task Force were open to the public. Additionally, the work products of



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the Task Force have been placed on the City website for public review.

The community benefits by having a well-defined set of policies and activities for economic development. If enacted, individual businesses will eventually be the beneficiaries of incentives put in place as a result of these recommendations.”

Council President Starr left the dais to speak from the testimony table as Chair of the Economic Development Task Force. Mr. Starr made the following comments. After the City Council adopted an Economic Development Strategy in August of 2012, a 23-member Economic Development Strategy Task Force was convened in November. The Task Force was charged to discuss desired business attributes and the potential use of financial incentives for economic development and to formulate recommendations to the City Council. Mr. Starr served as Chair in an ex officio fashion for the Task Force.

The Task Force spent its first few meetings focused on the possible incentives for large employers with highly paid work forces and plans to make major capital investments in Wilsonville. The Task Force recommended consideration for tax increment financing (TIF Zones) at specific industrial sites that are primarily vacant or underutilized warehouses. The City Council placed this matter before Wilsonville voters as an advisory vote in March and the voters approved the TIF Zone concept overwhelming by a 79 percent margin.

The Task Force made a number of other recommendations:

- focus on the return on investment that the City will receive from the incentives that will be given;
- better to forego revenue than to incur future liabilities or debt;
- focus on special incentives not on things that are routinely offered; and
- do not focus on few targeted industries.

The Task Force concluded four opportunities were deemed worthy of consideration at this time:

- the reuse of vacant warehouses;
- large trade sector corporate headquarter campuses;
- greenfield industrial development; and
- new medium sized manufacturing businesses

Each of these opportunities could be addressed with various tools that the City has used before or is already considering such as SDC credits or Urban Renewal.

The Task Force recommends that the desirable business attributes and specific criteria should be considered when the city decides whether or not to offer the incentives. These attributes are:

- significant number of new jobs that pay more than the average wage;
- location that the community supports for development or redevelopment;
- efficient use of existing infrastructure such as roads, water or waste water;
- solid return on investment; and
- likelihood of business success



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The Task Force talked about livability in Wilsonville and making sure that whatever we chose to incent would provide the attributes we were looking for in a business partnership.

The Task Force felt specific criteria to be considered should be considered by the City Council and city staff, and the City Council and city staff should continue examining appropriate incentives for the retention of small businesses that are critical to the fabric of the community. The Task Force did not address small businesses but there was a recommendation it be looked at in the future, possibly with a small business incubator.

In a nutshell these recommendations of the Economic Development Strategic Task Force on business attributes and incentives are adopted by Resolution 2413. Mr. Starr commented as the chair of the Task Force it was important the Task Force lead the dialogue and process, not the desired outcome.

Mr. Starr introduced members of the Task Force at the table with him, Craig Olson, Ray Phelps, Fred Robinson, Dick Spence, Alan Steiger and Sandra Saran and invited them to comment.

Alan Steiger, Wilsonville resident, expressed his support of Resolution No. 2413, and submitted written comments for the record.

Ray Lister, resident and organizer for IBEW Local 48, stated this was his first foray into public service and a very positive experience. He thought the Task Force recommendations were a balanced approach, and he hoped the recommendations would help to guide Council decisions.

Ray Phelps served on the Task Force as President of Wilsonville Chamber of Commerce. He found his work on the Task Force one of the more rewarding opportunities he has had in the public sector. Task Force members focused on specific goals – new jobs, jobs that pay good wages, and the likelihood of business success. Mr. Phelps thought the retention of small business needed to be considered in the future.

Richard Spence urged Councilors to take Resolution No. 2413 and “run with it”. Mr. Spence complimented staff members Mr. Lashbrook, Ms. Retherford, and Mr. Ottenad for their work with the Task Force.

Craig Olson, Rockwell Collins, echoed the comments of the previous speakers. He encouraged Council to take the resolution to heart and come up with specific actions and policies going forward. Mr. Olson said the adoption of the resolution will continue to make Wilsonville attractive and competitive.

Mayor Knapp expressed appreciation on behalf of the Council to the Task Force members for volunteering their time. The Mayor was impressed with the quality of the discussion, interest of the members and the willingness to have candid conversations to develop a strategy for economic development. He thanked Council President Starr for his work chairing the Task Force.



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Mr. Lashbrook stated the entire Economic Development Task Force report and appendices are available on the City's website.

**Motion:** Councilor Goddard moved to adopt Resolution No. 2413. Council President Starr seconded the motion.

Councilor Fitzgerald commented this Task Force has set the bar very high from her observance of the meetings she attended. The input from the Task Force members and staff was outstanding.

Council President Starr acknowledged Task Force member Susan Meyers was in the audience. As chair of the Task Force he thanked the staff members who supported the Task Force, they were professional, knowledgeable and helpful and were part of the reason Wilsonville is the way it is. The Councilor has realized during his time on the Council that the city is an entity, one that is either becoming more vibrant and growing or one that is receding. It was important as a City to find ways to invest in ourselves since we were competing with other municipalities for business to locate here. The City should be looking at ways to be viable, attractive now and for years in the future.

Mr. Cosgrove sincerely thanked all of the citizen members who sat on the Task Force. Staff realizes serving on such a task force competes with family and leisure time activities.

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

**CONTINUING BUSINESS**

- A. **Ordinance No. 715** – second reading  
An Ordinance Of The City Of Wilsonville Amending Wilsonville Code Chapter 10 By Adding 10.425 To Prohibit Camping On Public Property and Rights of Way and Amending Chapter 10.430 Penalties.

Mr. Kohlhoff read Ordinance No. 715 into the record by title only on second reading. Ordinance No. 715 was a companion ordinance to Ordinance No. 716. The two ordinances are presented to Council pursuant to Oregon Revised Statute 203.077.

**Motion:** Councilor Stevens moved to adopt Ordinance No. 715 on second reading.  
Councilor Fitzgerald seconded the motion.

**Vote:** Motion carried 5-0  
Council President Starr - Yes  
Councilor Goddard - Yes  
Councilor Fitzgerald - Yes  
Councilor Stevens - Yes  
Mayor Knapp - Yes

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**B. Ordinance No. 716** – second reading

An Ordinance Of The City Of Wilsonville Developing A Policy For The Removal Of Individuals, Their Personal Property And Campsites On Public Property.

Ordinance No. 716 was read by title only on second reading. Mr. Kohlhoff noted the change in the ordinance, section 6.400(1) extending the time for removal of a camp. He listed the information provided to the Councilors during the Work Session about resources available in the City and Clackamas County.

Mr. Kohlhoff noted there had been testimony presented during the public hearing about the 24-hour notice in advance of removal. A suggestion was made that the 24-hours was not a sufficient period of time in all circumstances. To address that Staff came back with additional language in Section 6.400 (1) to have the section read [new language underlined]:

6.400(1) Prior to the removal of any individual and/or their personal property from an established camping site on public property, law enforcement officials shall post a removal notice at the campsite, written in English and Spanish, twenty-four (24) hours in advance of removal, provided however, if law enforcement officials determine that the circumstances warrant an extension of time for removal to ensure humane treatment, the law enforcement officials may extend the notice time up to seventy-two hours in advance of removal;

This extension of time would allow law enforcement to use their expertise to assess the circumstances and situation, and provide and/or notify the resources available in the City and the County of the situation.

Mr. Kohlhoff noted the Council had received a packet of materials containing the following information:

- Memo from Patty Brescia regarding resources for homeless individuals, the services offered by Community Services department which focuses mainly on seniors, the number of homeless individuals serviced annually, and Homeless Council for the County contact information;
- Locations where services are provided in Clackamas County and contact information;
- Information card with phone numbers and locations will be revised and provided to the police officers to give to individuals they may come into contact with; and
- Memo from Chief Watt on how the Wilsonville Police Department approaches the situation from a law enforcement standpoint.

Mayor Knapp did not feel the additional phrasing in the amendment to Ordinance No. 716 Section 6.400(1) encouraged officers to evaluate whether or not the situation merits a different time frame.

Mr. Kohlhoff stated officers do evaluate situations on a case-by-case basis and whether additional time was necessary to remove the campsite. He noted jurisdictions that had formally adopted a policy for homeless camping all had a written 24-hour policy.



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Mayor Knapp proposed the following alternative wording to section 6.400(1) [shown as **bold**]. The Mayor was hoping to encourage evaluative process and that the amended language was a stronger charge to the officer to evaluate the particular situation in applying the law.

6.400(1) Prior to the removal of any individual and/or their personal property from an established camping site on public property, law enforcement officials shall post a removal notice at the campsite, written in English and Spanish, twenty-four (24) hours in advance of removal, provided however, if ~~that~~ law enforcement officials **are encouraged to determine that if the circumstances warrant an extension of time for removal to ensure humane treatment, in which instance the law enforcement officials** may extend the notice time up to seventy-two hours in advance of removal;

Mr. Kohlhoff thought the proposed language could work.

Mayor Knapp wanted the language to indicate and encourage an evaluative process, not a standard that required an exception.

Mr. Cosgrove pointed out in practice the officers do that now; the Mayor was asking that the practice be incorporated into the language of the ordinance.

**Motion:** Councilor Stevens moved to adopt Ordinance No. 716 on second reading with the changes proposed by the Mayor and the staff amendment. Councilor Fitzgerald seconded the motion.

Councilor Goddard thanked staff for their responsiveness to the comments made during the public hearing.

Councilor Fitzgerald appreciated the list of social service resources available in the City. She thanked the agencies the City partners with, and law enforcement and Community Services for their help.

**Vote:** Motion carried 5-0  
Council President Starr - Yes  
Councilor Goddard - Yes  
Councilor Fitzgerald - Yes  
Councilor Stevens - Yes  
Mayor Knapp - Yes

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

Mr. Cosgrove noted the Executive Staff would put together work plans to implement each of the Council's new Goals. The City Manager would also be presenting quarterly reports on the progress made on achieving the Goals to the Council. Mr. Cosgrove announced the hiring of the Parks and Recreation Director who would begin in early June.

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**CITY ATTORNEY BUSINESS** – There was no report.

**ADJOURN**

Mayor Knapp adjourned the Council meeting at 8:30 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> May 6, 2013	<b>Subject: Resolution No. 2414</b> Acquisition of Permanent Waterline Easements - Project 1055 – Kinsman Transmission Main Phase 3b (Barber to Boeckman)  <b>Staff Member:</b> Kristin Retherford <b>Department:</b> Community Development	
<b>Action Required</b> <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<b>Advisory Board/Commission Recommendation</b> <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 adopt Resolution No. 2414.		
<b>Recommended Language for Motion:</b> I move to approve Resolution No. 2414.		
<b>PROJECT / ISSUE RELATES TO:</b> <i>[Identify which goal(s), master plans(s) issue relates to.]</i>		
<input type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s) Water Master Plan and IGA with the City of Sherwood	<input type="checkbox"/> Not Applicable

### ISSUE BEFORE COUNCIL:

The issue before Council is the acquisition of waterline easements for the Kinsman Transmission Main Line Phase 3B (Barber to Boeckman).

### EXECUTIVE SUMMARY:

On December 3, 2012, City Council approved Resolution No. 2386, authorizing staff to acquire

easements from three properties needed to construct Phase 3b of the Kinsman Transmission Main from Barber to Boeckman to provide water to the City of Sherwood per the terms of the Intergovernmental Agreement between the cities of Sherwood and Wilsonville. Staff has settled one of these acquisitions and is still negotiating the two remaining acquisitions. In order to meet the construction schedule, staff is now seeking Council authorization to use condemnation to acquire the permanent waterline and temporary construction easements easement identified in the exhibits attached to this report.

Staff made initial offers for these acquisitions and initiated negotiations on February 28, 2013. Negotiations continue on the two remaining acquisitions. Resolution No 2386 directs staff to return to City Council to recommend these acquisitions for condemnation should settlement not be reached in time to meet the project schedule. The exercise of eminent domain will require staff to obtain new appraisals for the acquisitions, submit new offers to the property owners based on the new appraisals, and provide a 40-day minimum consideration period prior to filing a condemnation action with Clackamas County Court. Given these steps, staff feels it is prudent to receive authorization at this time to use condemnation so that property acquisition doesn't delay the project schedule. Staff could then begin a new appraisal process while continuing negotiations with the property owners. Ideally, settlement will be reached before filing becomes necessary.

Although construction isn't scheduled until the fall of 2013, the project schedule calls for awarding a construction contract in June of 2013. The pipe needed for this project has a long lead time of 12-14 weeks for delivery.

#### **EXPECTED RESULTS:**

City staff will either settle these negotiations during the next three months or file for possession of the property in late July or August 2013.

#### **TIMELINE:**

Staff should have new appraisals and be in a position to extend new offers in June 2013. The earliest a condemnation action could be filed would be the middle of July 2013. This would meet the project's fall construction schedule. However, it is likely that a negotiated settlement will be reached prior to this time.

#### **CURRENT YEAR BUDGET IMPACTS:**

The 2012/13 annual budget provides budget approval for this project.

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

Reviewed by: \_\_\_\_\_JEO\_\_\_\_\_ Date: \_\_\_\_4/18/13\_\_\_\_\_

As stated above, there is sufficient budget to cover the costs of this project.

**LEGAL REVIEW / COMMENT:** *[Item must be sent to City Attorney for review.]*



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

**COMMUNITY INVOLVEMENT PROCESS:** N/A

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

By facilitating the sale of water to the City of Sherwood, this project will increase water revenues.

**ALTERNATIVES:** N/A

**CITY MANAGER COMMENT:**

**ATTACHMENTS**

A. Resolution No. 2414

Revised 5/6/13

**RESOLUTION NO. 2414**

**A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE CITY STAFF TO PROCEED WITH CONDEMNATION AS NECESSARY TO ACQUIRE REAL PROPERTY NEEDED FOR PUBLIC IMPROVEMENTS RELATED TO THE KINSMAN TRANSMISSION MAIN SEGMENT 3B FROM BARBER STREET TO BOECKMAN ROAD TO PROVIDE WATER SERVICE TO THE CITY OF SHERWOOD.**

WHEREAS, under and by virtue of the laws of the State of Oregon, the City of Wilsonville is duly authorized and lawfully empowered to construct certain planned public improvement projects, and to acquire real property as may be deemed necessary and proper for such planned public improvements; and

WHEREAS, on December 3, 2012, the Wilsonville City Council approved Resolution No. 2386 authorizing acquisition of real property needed from three property owners for the construction of Segment 3b of the Kinsman Transmission Main from Barber Street to Boeckman Road in order to provide water to the City of Sherwood and for the City of Wilsonville, this segment being the final segment of a multi segment transmission line that has been constructed and jointly funded by the City of Sherwood and City of Wilsonville pursuant to intergovernmental agreements between the two cities; and

WHEREAS, construction of this project is scheduled to begin the summer of 2013 in order to complete the transmission line and transmit water to meet contractual requirements between the two cities and property interests in the form of permanent waterline easements and temporary construction easements need to be acquired prior to the onset of construction; and

WHEREAS, staff has extended offers to purchase said real property at the appraised market value and has settled two of the needed acquisitions; and

WHEREAS, staff continues negotiations with the one remaining property owner to reach agreement, and has extended a settlement offer in excess of the appraised value in an attempt to avoid condemnation proceedings; and

WHEREAS, should settlement not be reached, Resolution No 2386 directs staff to return to City Council to recommend an acquisition for condemnation and then, upon authorization from City Council, to commence and prosecute to final determination such condemnation proceedings as may be necessary to acquire the real property or property interest; and

**RESOLUTION NO. 2414**

**PAGE 1 of 3**



WHEREAS, in order to award a construction contract in June of 2013 and ensure legal possession of the needed property in time to begin construction in the fall of 2013, city staff asks City Council to adopt a resolution authorizing the exercise of condemnation to complete this acquisition with the understanding that staff will continue to negotiate a settlement agreement with the property owner with the intent of avoiding condemnation trials; and

WHEREAS, ORS Chapter 35 empowers cities to acquire by condemnation real property whenever in the judgment of the City there is a public necessity for the proposed use of the property, the property is necessary for such proposed use and the proposed use planned is located in a manner which will be most compatible with the greatest public good and the least private injury; and

WHEREAS, new appraisals and new offers will be required in order to comply with statute; and

WHEREAS, the acquisition of the property described in Exhibit "A" is necessary and will benefit the general public and will be used for public purposes; and

WHEREAS, the City acquires real property in accordance with guidelines set forth in its Urban Renewal Agency's adopted "*Appraisal and Acquisition Policies*"; and

WHEREAS, in comparing the cost amount for the aforementioned construction and the property interest along with the existing use of the subject property, the alternative presented herein reflects the least amount of property interest to ensure safe, efficient and adequate public improvements; and

WHEREAS, title to the acquired public property shall vest directly in the name of the City of Wilsonville to provide for necessary care, maintenance and public safety.

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

1. Based on the water supply needs of the two cities and facts recited above in the recitals incorporated herein, the City Council finds that there is a public necessity for the construction of the aforementioned waterline improvements, that the property described in Exhibit "A" is necessary for the construction of said improvements, and that the proposed waterline improvements are planned and located in a manner which will be most compatible with the greatest public good and the least private injury.

2. City staff and city attorney are directed and authorized to commence and prosecute to final determination such proceedings as may be necessary, including condemnation of the property, to acquire the real property and interest therein and that upon the filing of such proceeding, may seek immediate possession of the real property described in Exhibit "A" in order to meet the project construction schedule, and to complete construction of the project in a timely and efficient manner.

3. Title to the acquired right of way shall vest directly in the name of the City of Wilsonville.

4. This resolution is effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 6th day of May, 2013, and filed with the Wilsonville City Recorder this date.

---

TIM KNAPP, MAYOR

ATTEST:

---

Sandra C. King, MMC, City Recorder

**SUMMARY OF VOTES:**

Mayor Knapp  
Councilor Goddard  
Councilor Starr  
Councilor Fitzgerald  
Councilor Stevens

Exhibit A- Inland Pacific Properties Legal Descriptions



## EXHIBIT "A"

LEGAL DESCRIPTION  
PERMANENT WATER LINE EASEMENT  
KINSMAN TRANSMISSION MAIN SEGMENT 3B  
FROM BARBER STREET TO BOECKMAN ROAD  
CITY OF WILSONVILLE

A parcel of land situated in Section 14, Township 3 South, Range 1 West of the Willamette Meridian, Clackamas County, Oregon, and being a portion of that property described in that instrument recorded in Document No. 2006-32934, Clackamas County Deed Records, said parcel being described as follows:

Beginning at the southwest corner of that parcel of land described in that instrument recorded in Document No. 2006-32934, Clackamas County Deed Records, said point recorded as being 999.40 feet South 0°13' East along the North-South 1/16 line from the northwest corner of the northeast one-quarter of the northwest one-quarter of said Section 14; thence South 88°31'36" East 14.12 feet along the south line of said parcel to the TRUE POINT OF BEGINNING of this description; and running thence:  
Northeasterly along the arc of a 780.00-foot radius curve to the right (whose radius point bears North 85°02'24" East and the long chord of which bears North 4°26'43" East 254.93 feet) 256.07 feet to a point of reverse curvature;  
thence Northeasterly along the arc of a 841.28-foot radius curve to the left (the long chord of which bears North 1°12'52" East 368.07 feet) 371.07 feet to a point on the west line of said parcel;  
thence North 1°32'07" East 82.21 feet along said west line;  
thence Southeasterly along the arc of a 798.80-foot radius curve to the left (whose radius point bears North 79°05'48" East and the long chord of which bears South 12°25'14" East 42.30 feet) 42.31 feet to a point of reverse curvature;  
thence Southerly along the arc of a 861.28-foot radius curve to the right (the long chord of which bears South 0°02'38" East 413.64 feet) 417.72 feet to a point of reverse curvature;  
thence Southwesterly along the arc of a 760.00-foot radius curve to the left (the long chord of which bears South 4°21'37" West 250.61 feet) 251.76 feet to a point on the south line of said parcel;  
thence North 88°31'36" West 20.13 feet along said south line to the TRUE POINT OF BEGINNING.  
Containing 13383 square feet of land, more or less.

Bearings used herein are based on the Oregon Coordinate System of 1983, North Zone.

Property Vested in:  
INLAND PACIFIC PROPERTIES LLC  
Map 3S 1W 14B Tax Lot 202

Resolution No. 2414



**EXHIBIT "B"****PERMANENT WATERLINE EASEMENT**

LOCATED WITHIN THE NW 1/4 OF SECTION 14, TOWNSHIP 3 SOUTH, RANGE 1  
WEST, WILLAMETTE MERIDIAN, CLACKAMAS COUNTY, OREGON




10/29/2012

- (C1) LONG CHORD N4°26'43"E - 254.93'  
780.00' RADIUS/256.07' ARC LENGTH
- (C2) LONG CHORD N1°12'52"E - 368.07'  
841.28' RADIUS/371.07' ARC LENGTH
- (C3) LONG CHORD S12°25'14"E - 42.30'  
798.80' RADIUS/42.31' ARC LENGTH
- (C4) LONG CHORD S0°02'38"E - 413.64'  
861.28' RADIUS/417.72' ARC LENGTH
- (C5) LONG CHORD S4°21'37"W - 250.61'  
760.00' RADIUS/251.76' ARC LENGTH

TAX LOT 202  
MAP 3 1W 14B  
DOC. NO. 2006-32934

EASEMENT AREA = 13,383 SQ. FT.

**LEGEND**

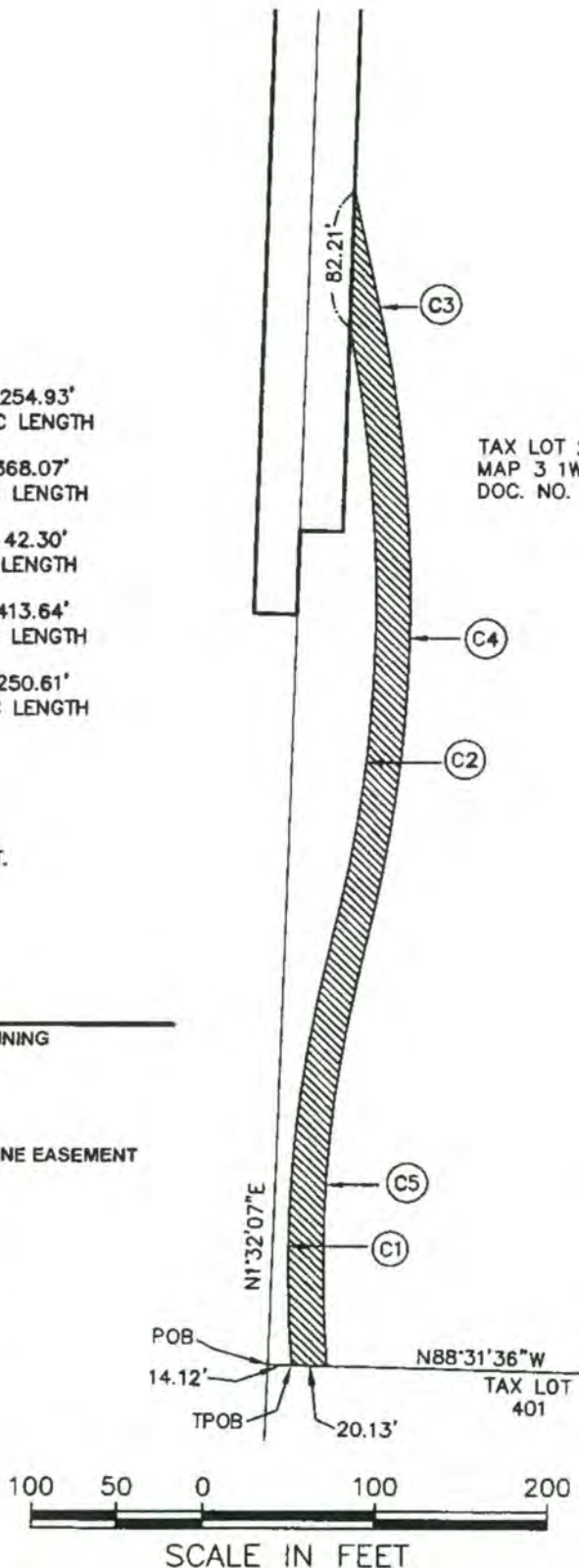
- TPOB = TRUE POINT OF BEGINNING  
POB = POINT OF BEGINNING  
R/W = RIGHT-OF-WAY  
 = PERMANENT WATERLINE EASEMENT

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

*Gregory L. Wilson*

OREGON  
JULY 19, 1994  
GREGORY L. WILSON  
2687

EXPIRATION DATE: 6/30/2014



**BARKER SURVEYING**  
3657 KASHMIR WAY SE  
SALEM, OREGON 97317  
PHONE (503) 588-8800  
FAX (503) 363-2469  
EMAIL: INFO@BARKERWILSON.COM



## EXHIBIT "A"

LEGAL DESCRIPTION  
PERMANENT WATER LINE EASEMENT  
KINSMAN TRANSMISSION MAIN SEGMENT 3B  
FROM BARBER STREET TO BOECKMAN ROAD  
CITY OF WILSONVILLE

A parcel of land situated in Section 14, Township 3 South, Range 1 West of the Willamette Meridian, Clackamas County, Oregon, and being a portion of that property described in that instrument recorded in Document No. 2006-32934, Clackamas County Deed Records, said parcel being described as follows:

Beginning at the northwest corner of the northeast one-quarter of the northwest one-quarter of said Section 14; thence South 1°32'07" West 120.93 feet along the North-South 1/16 line; thence South 88°27'53" West 25.00 feet to a point on the west line of that parcel of land described in that instrument recorded in Document No. 2006-32934, Clackamas County Deed Records, and the TRUE POINT OF BEGINNING of this description; and running thence:

North 1°32'07" East 45.77 feet along said west line to an angle point in the south right-of-way line of Boeckman Road;

thence North 46°00'45" East 22.37 feet along said right-of-way line;

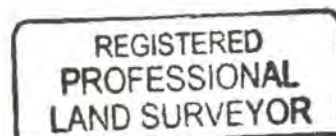
thence South 1°32'07" West 61.73 feet;

thence North 88°27'53" West 15.67 feet to the TRUE POINT OF BEGINNING.

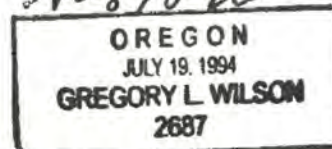
Containing 842 square feet of land, more or less.

Bearings used herein are based on the Oregon Coordinate System of 1983, North Zone.

Property Vested in:  
INLAND PACIFIC PROPERTIES LLC  
Map 3S 1W 14B Tax Lot 202



*Gregory L. Wilson*



*EXPIRES: 6-30-14*

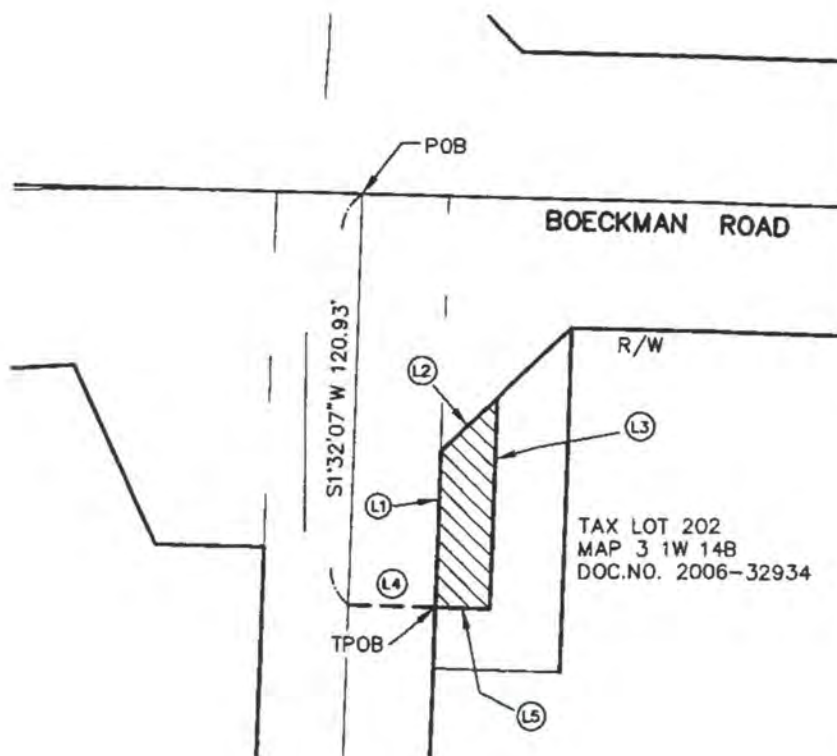
## EXHIBIT "B"

PERMANENT WATERLINE EASEMENT  
 LOCATED WITHIN THE NW 1/4 OF SECTION 14, TOWNSHIP 3 SOUTH, RANGE 1  
 WEST, WILLAMETTE MERIDIAN, CLACKAMAS COUNTY, OREGON




10/29/2012

- (L1) N1°32'07"E - 45.77'
- (L2) N46°00'45"E - 22.37'
- (L3) S1°32'07"W - 61.73'
- (L4) N88°27'53"E - 25.00'
- (L5) N88°27'53"E - 15.67'



EASEMENT AREA = 842 SQ. FT.

## LEGEND

TPOB	= TRUE POINT OF BEGINNING
POB	= POINT OF BEGINNING
R/W	= RIGHT-OF-WAY
	= PERMANENT WATERLINE EASEMENT

REGISTERED  
 PROFESSIONAL  
 LAND SURVEYOR

*Gregory L. Wilson*  
 OREGON  
 JULY 19, 1994  
 GREGORY L. WILSON  
 2687

EXPIRATION DATE: 6/30/2014



BARKER SURVEYING  
 3657 KASHMIR WAY SE  
 SALEM, OREGON 97317  
 PHONE (503) 588-8800  
 FAX (503) 363-2469  
 EMAIL: INFO@BARKERWILSON.COM



## EXHIBIT "A"

LEGAL DESCRIPTION  
TEMPORARY CONSTRUCTION EASEMENT  
KINSMAN TRANSMISSION MAIN SEGMENT 3B  
FROM BARBER STREET TO BOECKMAN ROAD  
CITY OF WILSONVILLE

A parcel of land situated in Section 14, Township 3 South, Range 1 West of the Willamette Meridian, Clackamas County, Oregon, and being a portion of that property described in that instrument recorded in Document No. 2006-32934, Clackamas County Deed Records, said parcel being described as follows:

Beginning at the southwest corner of that parcel of land described in that instrument recorded in Document No. 2006-32934, Clackamas County Deed Records, said point recorded as being 999.40 feet South 0°13' East along the North-South 1/16 line from the northwest corner of the northeast one-quarter of the northwest one-quarter of said Section 14; and running thence:

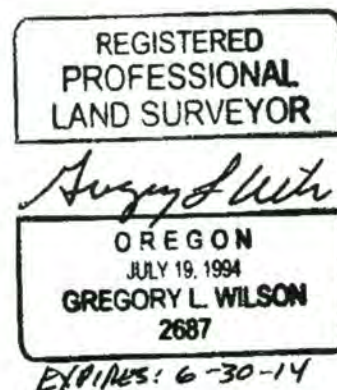
North 1°32'07" East 184.81 feet along the west line of said parcel;  
thence Northeasterly along the arc of a 795.00-foot radius curve to the right (whose radius point bears South 81°29'17" East and the long chord of which bears North 11°10'52" East 74.04 feet) 74.07 feet to a point of reverse curvature;  
thence Northeasterly along the arc of a 826.28-foot radius curve to the left (the long chord of which bears North 4°07'10" East 279.32 feet) 280.67 feet to a point on the west line of said parcel;  
thence North 1°32'07" East 85.83 feet along said west line;  
thence Southwesterly along the arc of a 841.28-foot radius curve to the right (whose radius point bears South 78°34'42" West and the long chord of which bears South 1°12'52" West 368.07 feet) 371.07 feet to a point of reverse curvature;  
thence Southwesterly along the arc of a 780.00-foot radius curve to the left (the long chord of which bears South 4°26'43" West 254.93 feet) 256.07 feet to a point on the south line of said parcel;  
thence North 88°31'36" West 14.12 feet along said south line to the Point of Beginning.

Containing 8059 square feet of land, more or less.

Bearings used herein are based on the Oregon Coordinate System of 1983, North Zone.

Property Vested in:  
INLAND PACIFIC PROPERTIES LLC  
Map 3S 1W 14B Tax Lot 202

Resolution No. 2414



**EXHIBIT "B"****TEMPORARY CONSTRUCTION EASEMENT**

LOCATED WITHIN THE NW 1/4 OF SECTION 14, TOWNSHIP 3 SOUTH, RANGE 1  
WEST, WILLAMETTE MERIDIAN, CLACKAMAS COUNTY, OREGON




10/29/2012

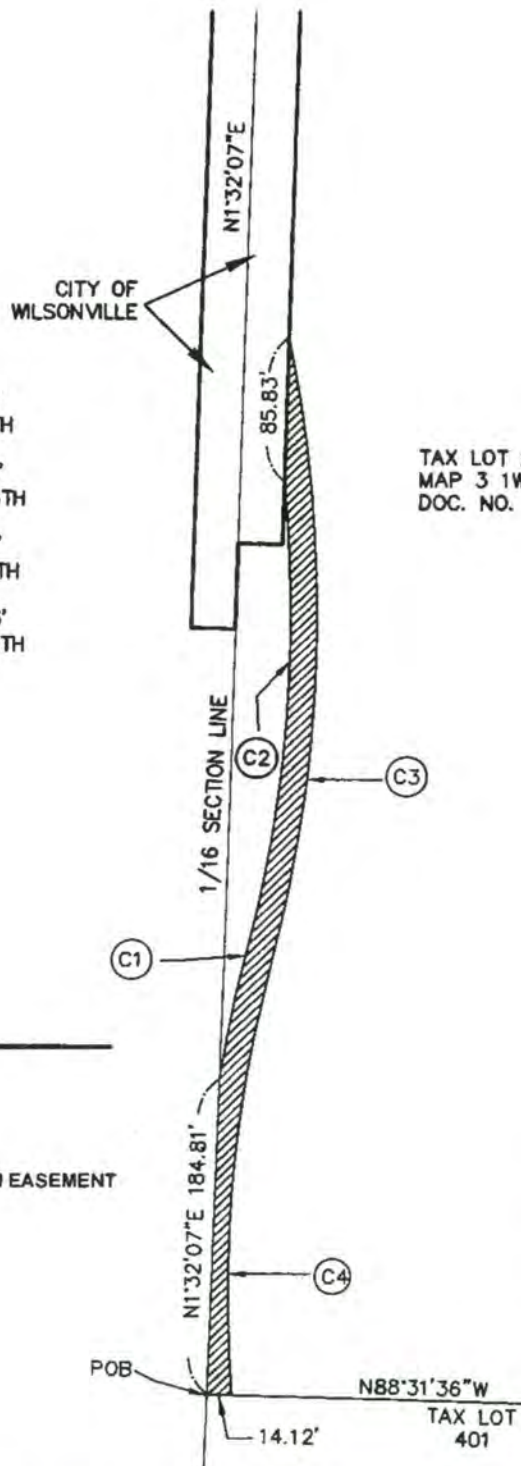
- (C1) LONG CHORD N11°10'52"E - 74.04'  
795.00' RADIUS/74.07' ARC LENGTH
- (C2) LONG CHORD N4°07'10"E - 279.32'  
826.28' RADIUS/280.67' ARC LENGTH
- (C3) LONG CHORD S1°12'52"W - 368.07'  
841.28' RADIUS/371.07' ARC LENGTH
- (C4) LONG CHORD S4°26'43"W - 254.93'  
780.00' RADIUS/256.07' ARC LENGTH

TAX LOT 202  
MAP 3 1W 14B  
DOC. NO. 2006-32934

EASEMENT AREA = 8059 SQ. FT.

**LEGEND**

- TPOB = TRUE POINT OF BEGINNING  
POB = POINT OF BEGINNING  
R/W = RIGHT-OF-WAY  
 = TEMPORARY CONSTRUCTION EASEMENT



REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

*Gregory L. Wilson*

OREGON  
JULY 19, 1994  
GREGORY L. WILSON  
2887

EXPIRATION DATE: 6/30/2014

100 50 0 100 200

SCALE IN FEET



**BARKER SURVEYING**  
3657 KASHMIR WAY SE  
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FAX (503) 363-2469  
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## EXHIBIT "A"

LEGAL DESCRIPTION  
TEMPORARY CONSTRUCTION EASEMENT  
KINSMAN TRANSMISSION MAIN SEGMENT 3B  
FROM BARBER STREET TO BOECKMAN ROAD  
CITY OF WILSONVILLE

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Northeasterly along the arc of a 760.00-foot radius curve to the right (whose radius point bears North 84°52'12" East and the long chord of which bears North 4°21'37" East 250.61 feet) 251.76 feet to a point of reverse curvature;  
thence Northerly along the arc of a 861.28-foot radius curve to the left (the long chord of which bears North 0°02'38" West 413.64 feet) 417.72 feet to a point of reverse curvature;  
thence Northwesterly along the arc of a 798.80-foot radius curve to the right (the long chord of which bears North 12°25'14" West 42.30 feet) 42.31 feet to a point on the west line of said parcel;  
thence North 1°32'07" East 95.48 feet along said west line;  
thence Southeasterly along the arc of a 783.80-foot radius curve to the left (whose radius point bears North 85°52'41" East and the long chord of which bears South 9°00'17" East 134.80 feet) 134.97 feet to a point of reverse curvature;  
thence Southeasterly along the arc of a 876.28-foot radius curve to the right (the long chord of which bears South 0°02'38" East 420.84 feet) 424.99 feet to a point of reverse curvature;  
thence Southwesterly along the arc of a 745.00-foot radius curve to the left (the long chord of which bears South 4°17'36" West 247.38 feet) 248.53 feet to a point on the south line of said parcel;  
thence North 88°31'36" West 15.10 feet along said south line to the TRUE POINT OF BEGINNING.  
Containing 11314 square feet of land, more or less.

Bearings used herein are based on the Oregon Coordinate System of 1983, North Zone.

Property Vested in:  
INLAND PACIFIC PROPERTIES LLC  
Map 3S 1W 14B Tax Lot 202

Resolution No. 2414





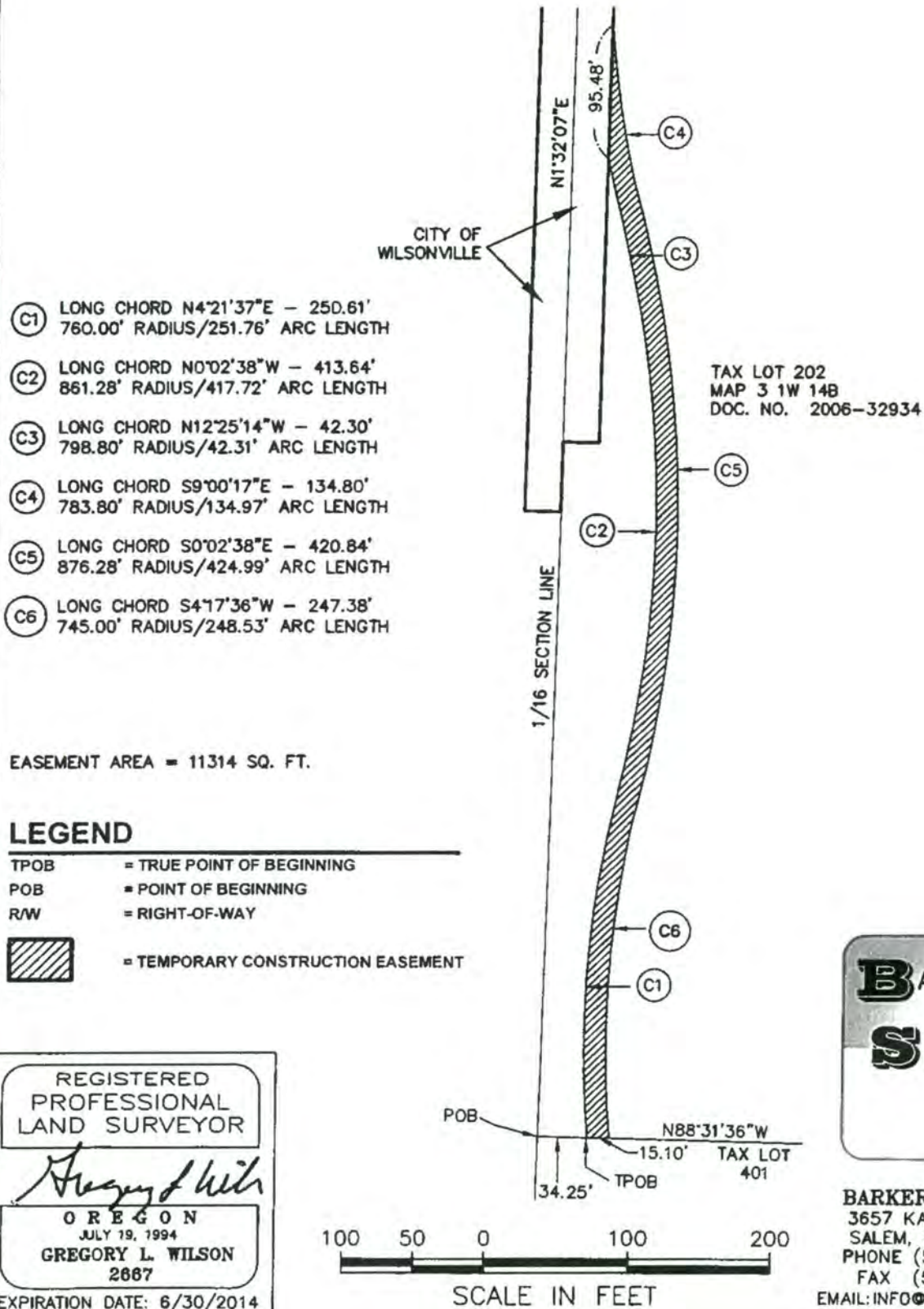
## EXHIBIT "B"

## TEMPORARY CONSTRUCTION EASEMENT

LOCATED WITHIN THE NW 1/4 OF SECTION 14. TOWNSHIP 3 SOUTH, RANGE 1  
WEST, WILLAMETTE MERIDIAN, CLACKAMAS COUNTY, OREGON



10/29/2012





## EXHIBIT "A"

LEGAL DESCRIPTION  
TEMPORARY CONSTRUCTION EASEMENT  
KINSMAN TRANSMISSION MAIN SEGMENT 3B  
FROM BARBER STREET TO BOECKMAN ROAD  
CITY OF WILSONVILLE

A parcel of land situated in Section 14, Township 3 South, Range 1 West of the Willamette Meridian, Clackamas County, Oregon, and being a portion of that property described in that instrument recorded in Document No. 2006-32934, Clackamas County Deed Records, said parcel being described as follows:

Beginning at the northwest corner of the northeast one-quarter of the northwest one-quarter of said Section 14; thence South 1°32'07" West 120.93 feet along the North-South 1/16 line; thence South 88°27'53" East 25.00 feet to a point on the west line of that parcel of land described in that instrument recorded in Document No. 2006-32934, Clackamas County Deed Records, and the TRUE POINT OF BEGINNING of this description; and running thence:

South 88°27'53" East 15.67 feet;

thence North 1°32'07" East 61.73 feet to a point in the south right-of-way line of Boeckman Road;

thence North 46°00'45" East 29.97 feet along said right-of-way line;

thence South 1°32'07" West 101.12 feet;

thence North 88°27'53" West 36.67 feet to a point on the aforementioned west line of said parcel;

thence North 1°32'07" East 18.00 feet along said west line to the TRUE POINT OF BEGINNING.

Containing 2181 square feet of land, more or less.

Bearings used herein are based on the Oregon Coordinate System of 1983, North Zone.

Property Vested in:  
INLAND PACIFIC PROPERTIES LLC  
Map 3S 1W 14B Tax Lot 202



EXPIRES: 6-30-14

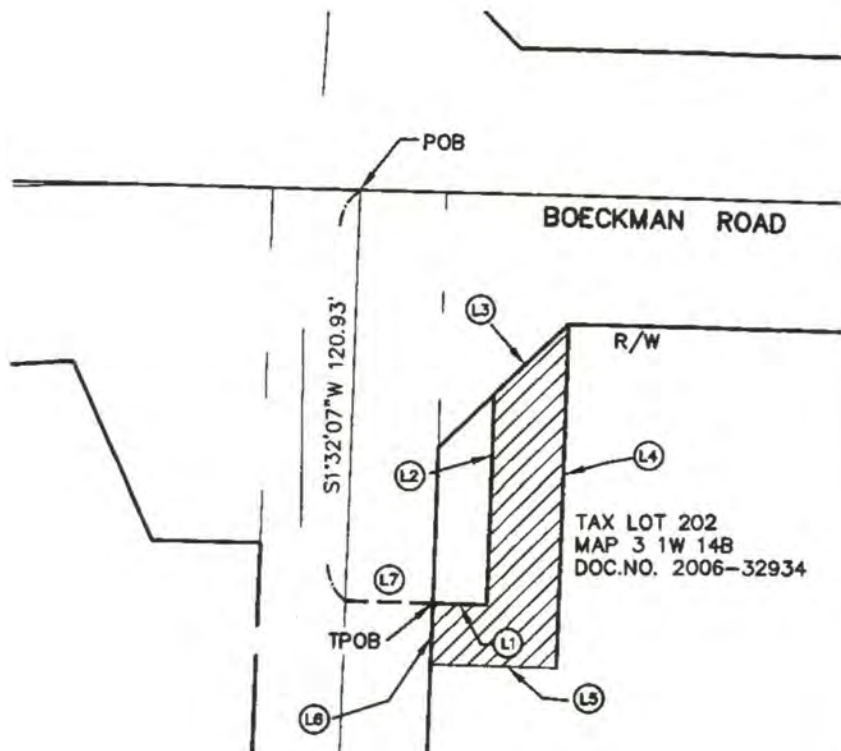
## EXHIBIT "B"

TEMPORARY CONSTRUCTION EASEMENT  
 LOCATED WITHIN THE NW 1/4 OF SECTION 14, TOWNSHIP 3 SOUTH, RANGE 1  
 WEST, WILLAMETTE MERIDIAN, CLACKAMAS COUNTY, OREGON




10/29/2012

- (L1) S88°27'53"E - 15.67'
- (L2) N1°32'07"E - 61.73'
- (L3) N46°00'45"E - 29.97'
- (L4) S1°32'07"W - 101.12'
- (L5) N88°27'53"W - 36.67'
- (L6) N1°32'07"E - 18.00'
- (L7) S88°27'53"E - 25.00'



EASEMENT AREA = 2181 SQ. FT.

## LEGEND

- TPOB = TRUE POINT OF BEGINNING
- POB = POINT OF BEGINNING
- R/W = RIGHT-OF-WAY
-  = TEMPORARY CONSTRUCTION EASEMENT

REGISTERED  
 PROFESSIONAL  
 LAND SURVEYOR

*Gregory L. Wilson*

OREGON  
 JULY 19, 1994  
 GREGORY L. WILSON  
 2687

EXPIRATION DATE: 6/30/2014



BARKER SURVEYING  
 3657 KASHMIR WAY SE  
 SALEM, OREGON 97317  
 PHONE (503) 588-8800  
 FAX (503) 363-2469  
 EMAIL: INFO@BARKERWILSON.COM



King, Sandy

---

**From:** Retherford, Kristin  
**Sent:** Monday, May 06, 2013 9:21 AM  
**To:** Cosgrove, Bryan; King, Sandy; Kraushaar, Nancy; Kohlhoff, Mike; Jacobson, Barbara  
**Cc:** Mende, Eric  
**Subject:** Tonights condemnation resolution - Alan Kirk will be attending the Council meeting

**Importance:** High

Bryan,

The condemnation resolution on tonight's agenda was written to authorize the use of condemnation for two properties. We settled the acquisition with the Breuer's last week and do not need to seek authorization with regard to their property. I will submit a revised resolution tonight.

Regarding the second acquisition, Alan Kirk replied this morning with a counter offer and plans on attending the meeting tonight. Below is a summary of the issues.

- Two permanent waterline easements and associated temporary construction easements are needed.
- The easements are located on unbuildable land (restricted by SROZ and wetland designations).
- The appraisal concluded that the fee value for the unbuildable land is \$0.15/SF (Comps ranged from \$.08/SF to \$.47/SF)
- Easements are not valued at full fee value. The north easement was valued at 75% of fee due to an above-ground vault to be placed in the area, and the south easement valued at 40% of fee.
- The total appraised value was \$1,480 for the two permanent easements and temporary construction easements. The original offer, made on February 28, 2013, was rounded **\$1,500**.
- Councilor Kirk provided a counter offer on April 10, 2013 asking for **\$21,337.50 or \$1.50/SF**, including the permanent easements and temporary construction easements. This is based on his settlement with Tri-Met in 2007 for easements for WES on the other side of his property, which is not impacted by the SROZ or wetlands.
- In 2006 we acquired right of way and easements from his property. The unbuildable portion was valued at \$0.37/SF for fee, and \$0.28/SF for a slope easement (75% of fee value).
- On April 15, 2013 I provided a counter offer based on the high comparable in the appraisal report of \$0.47/SF (fee). The counter offer was for \$0.35/SF (75% of fee) for a total revised offer of **\$6,350**.
- Today Mr. Kirk replied with a counter offer of **\$16,003**. This is based on the Tri-Met value of \$1.47/SF discounted 25%.

I'm not clear on Mr. Kirk's intent tonight. I'm not sure if he wants to discuss property values with Council, or oppose the condemnation resolution.

Here are the options and risks as I see them:

Council could determine that it is in the public interest to settle this for the much higher amount (966% of the appraised value).

Council could determine that we continue to negotiate for a settlement somewhat lower than his latest counter offer, or hold firm to our last counter offer.

If a condemnation resolution is not approved tonight and we continue to negotiate, and we cannot achieve a settlement with Mr. Kirk in the next two months, we will be jeopardizing our ability to construct the waterline project this summer and fall.

If a condemnation resolution is approved, then we will obtain a new appraisal and start the acquisition process again under the threat of condemnation. This will allow more time for negotiation while also allowing the ability to take possession of the needed easement if settlement isn't achieved and allow construction to begin as compensation is determined through condemnation proceedings.

Regards,

Kristin Retherford  
Urban Renewal Manager  
City of Wilsonville  
503-570-1539  
[retherford@ci.wilsonville.or.us](mailto:retherford@ci.wilsonville.or.us)

Think Green ~ only print message if needed & then recycle.

**From:** Alan Kirk [<mailto:akirk@orepac.com>]  
**Sent:** Monday, May 06, 2013 8:05 AM  
**To:** Howe, Brenda  
**Cc:** Callaway, Tamara  
**Subject:** RE: Revised Offer Letter

Good morning Brenda

Sorry to take so long to reply. I am back in Wilsonville this week and will be attending the Council meeting this evening

Thank you for your revised offer, but the \$6,350 is still inadequate, especially compared to the previous Tri-met transaction.

In your analysis for your offer you do not take into consideration that all developments in Wilsonville are required to have open space as well as storm drainage, etc. A recent example of such a development is the Tonkin car dealerships where the wetlands were mitigated by consolidating them on the North portion of their property, as well as being accounted for the



in calculation of required open spaces, so that they could develop more of their remaining property.

In addition, even though the Tri-met transaction was for a permanent easement, you discount that easement when compared to your easement. A permanent easement is a permanent easement.

In an effort to resolve this issue, we would accept an offer of \$16,003, which is a 25% discount from the price paid by Tri-met.

Thank you for your assistance

---

**From:** Howe, Brenda [<mailto:howe@ci.wilsonville.or.us>]  
**Sent:** Monday, April 15, 2013 3:50 PM  
**To:** Alan Kirk; [alankirk@comcast.net](mailto:alankirk@comcast.net)  
**Cc:** Howe, Brenda; Callaway, Tamara  
**Subject:** Revised Offer Letter

Please see the attached letter.

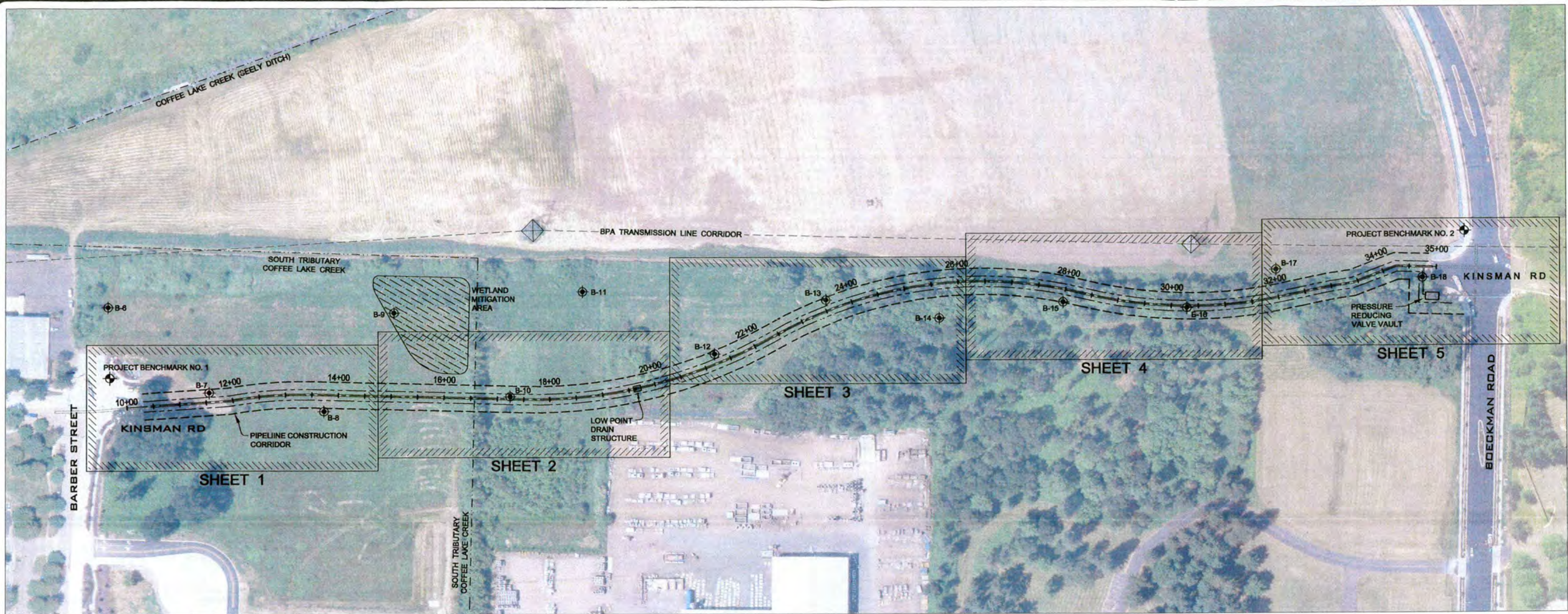
Brenda Howe  
Real Property Specialist  
City of Wilsonville  
{Phone: 503-570-1561} {Fax: 503-682-7025} {Email: [howe@ci.wilsonville.or.us](mailto:howe@ci.wilsonville.or.us)}

*DISCLOSURE*

*Messages to and from this email address may be subject to  
Oregon Public Records Laws*

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LEGEND

- SURVEY BENCHMARK
- GEOTECHNICAL BORE HOLE

PROJECT DATUM & BENCHMARKS

HORIZONTAL DATUM: OREGON STATE PLANE  
NORTH ZONE, NAD 83/91

VERTICAL DATUM: NAVD 88

PROJECT BENCHMARK NO. 1 (NORTH END OF PROJECT)

NORTHING: 610,105.71  
EASTING: 7,616,493.04  
ELEVATION: 149.57

DESCRIPTION: 5/8" IRON ROD WITH A RED PLASTIC CAP LOCATED 14 FEET SOUTH OF THE TOP FACE OF THE CURB BEGIN RADIUS IN THE SOUTHWEST CORNER OF THE INTERSECTION OF BOECKMAN ROAD AND KINSMAN ROAD.

PROJECT BENCHMARK NO. 2 (SOUTH END OF PROJECT)

NORTHING: 607,575.70  
EASTING: 7,616,768.04  
ELEVATION: 148.76

DESCRIPTION: PK WITH WASHER MARKED CP#001 IS LOCATED 5.6 FEET SOUTHWEST OF THE FACE OF CURB IN THE NORTHWEST CORNER OF THE INTERSECTION OF BARBER STREET AND KINSMAN ROAD.



PIPELINE HORIZONTAL ALIGNMENT GEOMETRY

ELEMENT 1: POINT			
ID:		NORTHING	EASTING
ID: 101			
P.O.B	STA 10+00	607,608.364	7,616,824.415
ELEMENT 2: TANGENT			
ID:		NORTHING	EASTING
ID: 1-T1			
START:	STA 10+00	607,608.364	7,616,824.415
DIRECTION:	N 3°47'54" W		
LENGTH:	192.095		
END:	STA 11+92.095	607,800.037	7,616,811.690
ELEMENT 3: CURVE			
ID:		NORTHING	EASTING
ID: C1			
START:	STA 11+92.095	607,800.037	7,616,811.690
RADIUS:	796.000		
DELTA:	11°33'49"		
LENGTH:	160.649		
SENSE:	RIGHT		
END:	STA 13+52.745	607,959.955	7,616,799.561
ELEMENT 4: TANGENT			
ID:		NORTHING	EASTING
ID: T2			
START:	STA 13+52.745	607,959.955	7,616,799.561
DIRECTION:	N 1°28'40" E		
LENGTH:	394.91		
END:	STA 17+47.658	608,354.743	7,616,809.516
ELEMENT 5: CURVE			
ID:		NORTHING	EASTING
ID: C2			
START:	STA 17+47.658	608,354.743	7,616,809.516
RADIUS:	900.00		
DELTA:	31°25'30"		
LENGTH:	493.623		
SENSE:	LEFT		
END:	STA 22+41.281	608,827.165	7,616,689.379

ELEMENT 6: CURVE			
ID:		NORTHING	EASTING
ID: C3			
START:	STA 22+41.281	608,827.165	7,616,689.379
RADIUS:	770.00		
DELTA:	43°49'51"		
LENGTH:	589.043		
SENSE:	RIGHT		
END:	STA 28+30.325	609,396.265	7,616,608.738
ELEMENT 7: CURVE			
ID:		NORTHING	EASTING
ID: C4			
START:	STA 28+30.325	609,396.265	7,616,608.738
RADIUS:	851.279		
DELTA:	27°47'18"		
LENGTH:	412.869		
SENSE:	LEFT		
END:	STA 32+43.193	609,805.099	7,616,608.425
ELEMENT 8: CURVE			
ID:		NORTHING	EASTING
ID: C5			
START:	STA 32+43.193	609,805.099	7,616,608.425
RADIUS:	808.802		
DELTA:	6°11'17"		
LENGTH:	85.000		
SENSE:	RIGHT		
END:	STA 33+28.193	609,888.520	7,616,592.319
ELEMENT 9: TANGENT			
ID:		NORTHING	EASTING
ID: T3			
START:	STA 33+28.193	609,888.520	7,616,592.319
DIRECTION:	N 7°55'0" W		
LENGTH:	11.428		
END:	STA 33+39.622	609,899.839	7,616,590.745

ELEMENT 10: TANGENT			
ID:		NORTHING	EASTING
ID: T4			
START:	STA 33+39.622	609,899.839	7,616,590.745
DIRECTION:	N 20°57'53" W		
LENGTH:	86.112		
END:	STA 34+25.733	609,980.251	7,616,559.935
ELEMENT 11: TANGENT			
ID:		NORTHING	EASTING
ID: T5			
START:	STA 34+25.733	609,980.251	7,616,559.935
DIRECTION:	N 1°32'7" E		
LENGTH:	74.267		
END:	STA 35+00.000	610,054.490	7,616,561.925
ELEMENT 12: POINT			
ID:		NORTHING	EASTING
ID: 102			
END:	STA 35+00.000	610,054.490	7,616,561.925

VERIFY SCALE  
MAP IS ONE INCH ON  
ORIGINAL DRAWING  
IF NOT ONE INCH ON  
SCALE, ADJUST  
1"  
0

DSN. PAB  
DRN. PAB  
CKD. PAB  
DATE: JAN 13

DESCRIPTION  
REVISIONS

BY

75% Submittal

WESTTECH ENGINEERING, INC.  
CONSULTING ENGINEERS AND PLANNERS  
3941 Forview Industrial Dr. S.E., Suite 100, Salem, OR 97302  
Phone: (503) 585-2474 Fax: (503) 585-3986  
E-mail: westtech@westtech-eng.com

CITY OF WILSONVILLE

SEGMENT 3b WATER TRANSMISSION LINE

SHEET KEY MAP  
AND  
SURVEY CONTROL

DRAWING NO.  
G004

SHEET  
5 OF 83

JOB NUMBER  
2795.0000.0





Scale 1:5,323  
1 in = 444 ft


**CITY COUNCIL MEETING  
 STAFF REPORT**

<b>Meeting Date:</b> May 6, 2013	<b>Subject: Resolution No. 2416</b> Acquisition of easements necessary for Projects C22 and R2 in the 2006 Bicycle and Pedestrian Master Plan are needed to improve connectivity on Willamette Way East. This will allow construction of an infill segment of missing sidewalk that will provide a safe route to school and function as part of the Ice Age Tonquin Trail.  <b>Staff Member:</b> Kristin Retherford <b>Department:</b> Community Development	
<b>Action Required</b> <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<b>Advisory Board/Commission Recommendation</b> <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 adopt the accompanying resolution authorizing the acquisition of an easement needed to construct safe route to school infill and a segment of the Ice Age Tonquin adjacent to Willamette Way East.		
<b>Recommended Language for Motion:</b> I move to approve Resolution No. 2416.		
<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 checked="" type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

**ISSUE BEFORE COUNCIL:**

Acquisition of a permanent easement to construct and maintain a sidewalk/trail segment on Willamette Way East.



## **EXECUTIVE SUMMARY:**

There is currently a missing pedestrian link along Willamette Way East that leaves a 550 foot long gap in the sidewalk and trail system between Morey's Landing and the park at the Water Treatment Facility to the south and schools, Graham Oaks and Villebois to the north.

Developers of the approved Fox Chase Apartments at the corner of Willamette Way East and Wilsonville Road have been conditioned to construct a 10-foot wide trail segment on their property to fill in part of this missing link. Construction is planned for this summer. This will leave a 550 foot long segment of sidewalk still needed along the west side of the Autumn Park Apartment development to provide full connectivity in this area.

The City has an upcoming project (CIP #2091) that will construct sewer line improvements at Autumn Park Apartments this spring and summer. In order to minimize disruption to the Autumn Park Apartments with additional construction in the future, staff would like to proceed with acquisitions needed to construct this section of sidewalk infill during the same construction season as the sewer project and construction of the Fox Chase Apartments. This project will serve a dual purpose of providing a safe route to schools on the north side of Wilsonville Road, and also provide another local segment of the regional Ice Age Tonquin Trail. This project supports Council's goal to improve connectivity in the community.

## **EXPECTED RESULTS:**

Upon completion of this project, the City will have established an important off-street pathway for children in the area to enhance the safety of their route to school. It will also provide a new segment for connecting Graham Oaks with the Water Treatment Plant and the ultimate build out of the Ice Age Tonquin Trail in Wilsonville.

## **TIMELINE:**

Staff will contract for an appraisal upon approval of this resolution and extend an offer to the property owners in June. Construction is anticipated for August.

## **CURRENT YEAR BUDGET IMPACTS:**

This project is not in the proposed budget. The opportunity to time this project with two other projects in the area was recognized after the date for submitting new projects for the capital project budget. To move forward, a supplemental budget adjustment is necessary. The project cost estimate is \$145,000, including overhead costs. Funding will come from Parks System Development Charges (SDCs) as the project is outside of the right-of-way and considered an off-street pathway; off-street paths and trails were included in the Parks SDC methodology.

## **FINANCIAL REVIEW / COMMENTS:**

Reviewed by: \_\_\_\_\_ JEO \_\_\_\_\_ Date: \_\_\_\_\_ 4-18-13 \_\_\_\_\_

Sufficient funding is available in the Parks SDC fund to cover this project. A supplemental budget is necessary to appropriate funds.

**LEGAL REVIEW / COMMENT:** *[Item must be sent to City Attorney for review.]*

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

**COMMUNITY INVOLVEMENT PROCESS:** N/A

There was significant community involvement during development of the 2006 Bicycle and Pedestrian Master Plan and during development of the Transportation System Master Plan update that is currently underway.

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

This project will benefit residents of the immediate area by providing a safe, off-street path for pedestrians. It will also provide a greater city and regional benefit through improved connectivity.

**ALTERNATIVES:**

N/A

**CITY MANAGER COMMENT:**

**ATTACHMENTS**

A. Resolution No. 2416



## **RESOLUTION NO. 2416**

### **A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING ACQUISITION OF PROPERTY INTEREST RELATED TO CONSTRUCTION OF AN INFILL SEGMENT OF SIDEWALK ALONG WILLAMETTE WAY EAST.**

WHEREAS, there is currently a missing pedestrian link along Willamette Way East that leaves a gap in the sidewalk and trail system between Morey's Landing and the park at the Water Treatment Facility to the south and schools, Graham Oaks and Villebois to the north; and

WHEREAS, this gap in connectivity is identified in the 2006 Bicycle Pedestrian Master Plan as project C22, which calls for infill in this area to provide safe routes to school, and also as project R2, which is a segment of the Ice Age Tonquin Trail; and

WHEREAS, owners of the Fox Chase Apartments, expected to be constructed this summer at the corner of Willamette Way East and Wilsonville Road, have been conditioned to construct a 10-foot wide trail segment as a part of their development to fill in part of this missing link; and

WHEREAS, after construction of the Fox Chase Apartment segment, there will be a 550 foot long gap on the east side of Willamette Way East on the Autumn Park Apartment property; and

WHEREAS, the City has an upcoming project (CIP #2091) that will construct sewer line improvements at Autumn Park Apartments this spring and summer; and

WHEREAS, to minimize disruption to the Autumn Park Apartments with additional construction in the future, staff would like to proceed with acquisitions needed to construct this section of sidewalk infill during the same construction season as the sewer project and construction of the Fox Chase Apartments; and

WHEREAS, this project will serve a dual purpose of providing a safe route to schools on the north side of Wilsonville Road, and also provide another local segment of the regional Ice Age Tonquin Trail; and

WHEREAS, this project is supports Council's goal to improve connectivity in the community; and

WHEREAS, the needed sidewalk easements and temporary construction easements are described in legal descriptions attached hereto and fully incorporated herein as Exhibits A and B; and

WHEREAS, this bicycle and pedestrian infill project is not currently included in the capital project budget for fiscal year 2012/13 or in the proposed 2013/14 budget and a supplementary budget adjustment will be needed; and

WHEREAS, the cost estimate for this project is \$145,000 including overhead costs; and

WHEREAS, construction is scheduled to occur in the late summer of 2013 as soon as the necessary property rights have been obtained and a construction contract has been awarded; and

WHEREAS, the City acquires real property in accordance with guidelines set forth in its Urban Renewal Agency's adopted "*Appraisal and Acquisition Policies*"; and

WHEREAS, in comparing the cost amount for the aforementioned construction and the property interest along with the existing use of the subject property, the alternative presented herein reflects the least amount of property interest to ensure safe, efficient and adequate public improvements; and

WHEREAS, title to the acquired property interest shall vest directly in the name of the City of Wilsonville to provide for necessary care, maintenance and public safety authority.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS

1. There is needed and required for the public purpose of providing needed public improvements the acquisition of real property interest as described on the attached Exhibits A, B and C, incorporated herein by this reference.
2. The property interest is acquired as a result of the aforementioned public improvements, and the improvements have been planned and located in a manner most compatible with the greatest public good and the least private injury.
3. City staff and attorneys are authorized and directed to negotiate with the owners of the real property herein described as to the compensation to be paid for the acquisition of the property including but not limited to, obtaining a negotiated right-of-entry to begin construction while negotiating full acquisition and, in the event agreement cannot be reached, then to commence and prosecute to final determination such condemnation proceedings as may be necessary to acquire the real property or property interest.



4. Upon trial of and action of condemnation, the attorneys for the City are authorized to make such stipulation, agreement or admission as in their judgment may be in the best interests of the City.

5. City staff anticipates it will acquire the above-described property in the summer of 2013.

6. Title to the acquired right of way shall vest directly in the name of the City of Wilsonville.

7. This resolution is effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 6<sup>th</sup> day of May, 2013, and filed with the Wilsonville City Recorder this date.

---

TIM KNAPP, MAYOR

ATTEST:

---

Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Councilor Goddard

Councilor Starr

Councilor Fitzgerald

Councilor Stevens

Exhibit A- Legal Description and Map

**EXHIBIT A**

**ENGINEERING PLANNING  
FORESTRY**

13910 S.W. Galbreath Dr., Suite 100  
Sherwood, Oregon 97140  
Phone: (503) 925-8799  
Fax: (503) 925-8969



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**LEGAL DESCRIPTION**

*Sidewalk Easement*

*Tonquin Trail Extension*

*Tax Map 3S 1W 22ACS1, Tax Lot 13400*

Real property being a tract of land situated in the Northeast One-Quarter of Section 22, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon and being more particularly described as follows:

Beginning at a 5/8 inch iron rod at the northwest corner of Tract E of the Plat "Morey's Landing 2", thence along the westerly boundary of said plat South 09°13'26" East 174.59 to the **True Point of Beginning**; thence South 80°06'56" West 1.87 feet to a point; thence along a curve to the right having a Radius of 42.50 feet, a Delta of 90°44'19", a Length of 67.31 feet, and a Chord of North 54°30'54" West 60.49 feet to a point; thence North 09°08'45" West 303.07 feet to a point; thence along a curve to the left having a Radius of 35.00 feet, a Delta of 40°09'23", a Length of 24.53 feet, and a Chord of North 29°13'26" West 24.03 feet to a point; thence along a curve to the right having a Radius of 35.00 feet, a Delta of 40°09'23", a Length of 24.53 feet, and a Chord of North 29°13'26" West 24.03 feet to a point; thence North 09°08'45" West 50.00 feet to a point; thence South 80°51'15" West 4.00 feet to a point on the easterly right-of-way line of Willamette Way East (25.00 feet from centerline); thence along said easterly right-of-way South 09°08'45" West 81.29 feet to a point; thence leaving said easterly right-of-way line along a non-tangent curve to the left (Radial: North 42°06'53" East) having a Radius of 50.00 feet, a Delta of 01°25'02", a Length of 1.24 feet, and a Chord of South 48°35'37" East 1.24 feet to a point; thence along a curve to the right having a Radius of 20.00 feet, a Delta of 40°09'23", a Length of 14.02 feet, and a Chord of South 29°13'26" East 13.73 feet to a point; thence South 09°08'45" East 300.06 feet to a point; thence along a curve to the right having a Radius of 5.00 feet, a Delta of 90°00'00", a Length of 7.85 feet, and a Chord of South 35°51'15" West 7.07 feet to a point; thence South 80°51'15" West 0.50 feet to a point on said easterly right-of-way line; thence along said easterly right-of-way line South 09°08'45" East 15.00 feet to a point; thence leaving said easterly right-of-way line North 80°51'15" East 4.50 feet to a point; thence along a curve to the right having a Radius of 5.00 feet, a Delta of 69°24'01", a Length of 6.06 feet, and a Chord of South 64°26'44" East 5.69 feet to a point; thence along a curve to the left having a Radius of 57.50 feet, a Delta of 70°08'20", a Length of 70.39 feet, and a Chord of South 64°48'54" East 66.08 feet to a point; thence



North 80°06'56" East 1.69 feet to a point on the westerly boundary of said plat; thence along said westerly boundary North 09°13'26" West 15.00 feet to the **True Point of Beginning**.

The above described tract of land contains 6,566 square feet, more or less.

Property Vested in:

*Autumn Park Renewal Limited Partnership*

*Tax Map 3 1W 22ACS1, Tax Lot 13400*

03/22/13



SIDEWALK  
EASEMENT

EXHIBIT A  
AUTUMN PARK RENEWAL LIMITED  
PARTNERSHIP  
DOC NO. 2004-088866  
TAX LOT 13400  
TAX MAP 3 1W 22ACS1

3  
PAGE 3 OF 3

## EXHIBIT B LEGAL MAP

SIDEWALK EASEMENT  
TONQUIN TRAIL EXTENSION

TAX MAP 3S 1W 22ACS1, TAX LOT 13400

### CURVE TABLE

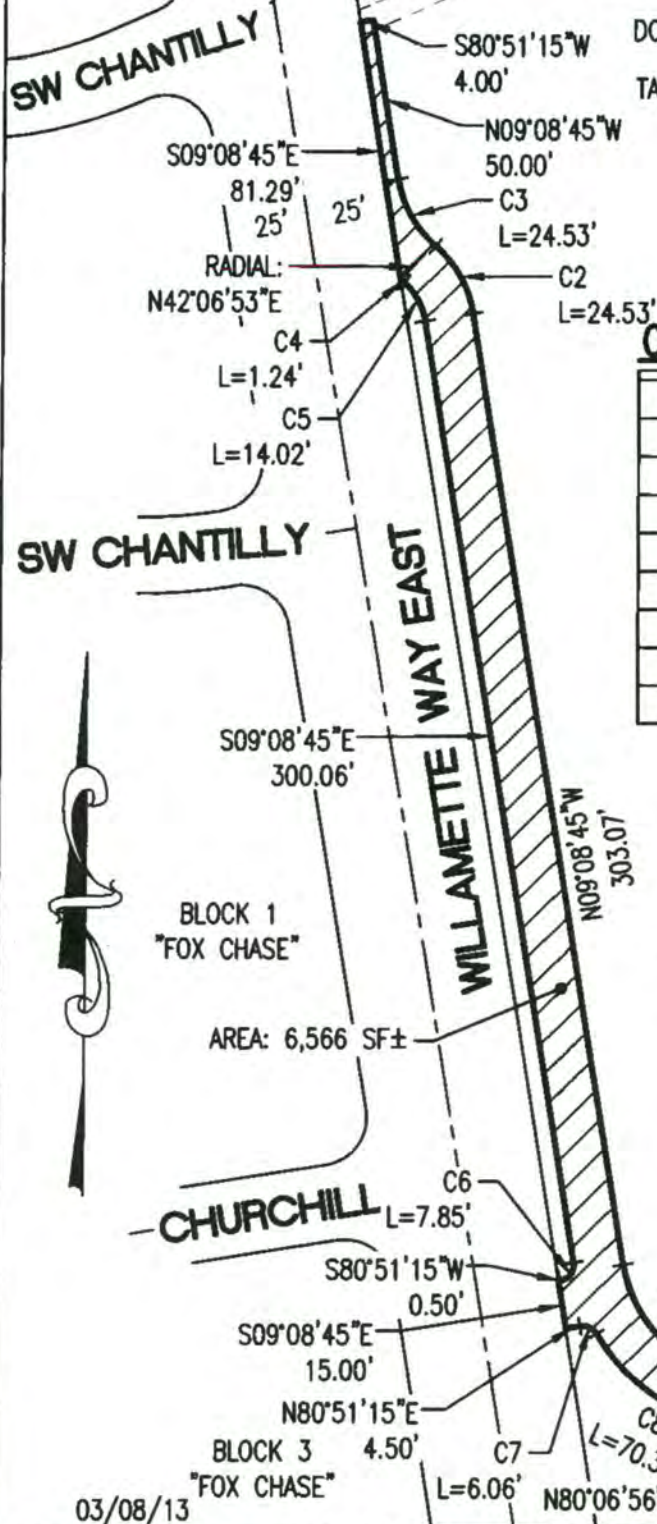
CURVE	RADIUS	DELTA	LENGTH	CHORD
C1	42.50'	90°44'19"	67.31'	N54°30'54"W 60.49'
C2	35.00'	40°09'23"	24.53'	N29°13'26"W 24.03'
C3	35.00'	40°09'23"	24.53'	N29°13'26"W 24.03'
C4	50.00'	1°25'02"	1.24'	S48°35'37"E 1.24'
C5	20.00'	40°09'23"	14.02'	S29°13'26"E 13.73'
C6	5.00'	90°00'00"	7.85'	S35°51'15"W 7.07'
C7	5.00'	69°24'01"	6.06'	S64°26'44"E 5.69'
C8	57.50'	70°08'20"	70.39'	S64°48'54"E 66.08'

SCALE 1" = 60 FEET



### LEGEND

○ FOUND MONUMENT



POINT OF BEGINNING  
13' PIPE LINE EASEMENT,  
BOOK 603, PAGE 831

TAX LOT 8400  
TAX MAP 3 1W 22AD  
TRACT E  
"MOREY'S LANDING 2"

TRUE POINT  
OF BEGINNING

15' EXISTING BIKE PATH  
EASEMENT PER PLAT

BPA TRANSMISSION  
LINE EASEMENT  
BOOK 527, PAGE 283

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

*Nick White*  
OREGON  
JANUARY 9, 2007  
NICK WHITE  
70652LS  
RENEW: 6/30/14

JOB NAME: AUTUMN PARK APT.

JOB NUMBER: 3215

DRAWN BY: JOH

CHECKED BY: NSW

DWG NO.: 3215 030813EX

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DRIVE, SUITE 100  
SHERWOOD, OR 97140  
PHONE: (503) 925-8799  
FAX: (503) 925-8969



EXHIBIT A

ENGINEERING PLANNING  
FORESTRY

13910 S.W. Galbreath Dr., Suite 100  
Sherwood, Oregon 97140  
Phone: (503) 925-8799  
Fax: (503) 925-8969



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LEGAL DESCRIPTION

*Temporary Construction Easement*

*Tonquin Trail Extension*

*Tax Map 3S 1W 22ACSI, Tax Lot 13400*

Real property being a tract of land situated in the Northeast One-Quarter of Section 22, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon and being more particularly described as follows:

Beginning at a 5/8 inch iron rod at the northwest corner of Tract E of the Plat "Morey's Landing 2", thence along the westerly boundary of said plat South 09°13'26" East 169.59 feet to the **True Point of Beginning**; thence South 80°06'56" West 1.92 feet to a point; thence along a curve to the right having a Radius of 37.50 feet, a Delta of 90°44'19", a Length of 59.39 feet, and a Chord of North 54°30'54" West 53.37 feet to a point; thence North 09°08'45" West 303.07 feet to a point; thence along a curve to the left having a Radius of 40.00 feet, a Delta of 40°09'23", a Length of 28.04 feet, and a Chord of North 29°13'26" West 27.46 feet to a point; thence along a curve to the right having a Radius of 30.00 feet, a Delta of 40°09'23", a Length of 21.03 feet, and a Chord of North 29°13'26" West 20.60 feet to a point; thence North 09°08'45" West 50.00 feet to a point; thence South 80°51'15" West 5.00 feet to a point; thence South 09°08'45" East 50.00 feet to a point; thence along a curve to the left having a Radius of 35.00 feet, a Delta of 40°09'23", a Length of 24.53 feet, and a Chord of South 29°13'26" East 24.03 feet to a point; thence along a curve to the right having a Radius of 35.00 feet, a Delta of 40°09'23", a Length of 24.53 feet, and a Chord of South 29°13'26" East 24.03 feet to a point; thence South 09°08'45" East 303.07 feet to a point; thence along a curve to the left having a Radius of 42.50 feet, a Delta of 90°44'19", a Length of 67.31 feet, and a Chord of South 54°30'54" East 60.49 feet to a point; thence North 80°06'56" East 1.87 feet to a point on the westerly boundary of said plat; thence along the westerly boundary of said plat North 09°13'26" West 5.00 feet to the **True Point of Beginning**.

The above described tract of land contains 2,337 square feet, more or less.

03/08/13

Property Vested in:

*Autumn Park Renewal Limited Partnership*  
*Tax Map 3 1W 22ACSI, Tax Lot 13400*





TEMPORARY CONSTRUCTION EASEMENT  
TONQUIN TRAIL EXTENSION  
TAX MAP 3S 1W 22ACS1, TAX LOT 13400

AUTUMN PARK RENEWAL LIMITED PARTNERSHIP  
DOC NO. 2004-088866  
TAX LOT 13400  
TAX MAP 3 1W 22ACS1

### CURVE TABLE

CURVE	RADIUS	DELTA	LENGTH	CHORD
C1	37.50'	90°44'19"	59.39'	N54°30'54"W 53.37'
C2	40.00'	40°09'23"	28.04'	N29°13'26"W 27.46'
C3	30.00'	40°09'23"	21.03'	N29°13'26"W 20.60'
C4	35.00'	40°09'23"	24.53'	S29°13'26"E 24.03'
C5	35.00'	40°09'23"	24.53'	S29°13'26"E 24.03'
C6	42.50'	90°44'19"	67.31'	S54°30'54"E 60.49'

SCALE 1" = 60 FEET



## LEGEND

○ FOUND MONUMENT

BLOCK 1  
"FOX CHASE"

AREA: 2,337 SF±

BLOCK 3  
"FOX CHASE"

03/08/13

**REGISTERED  
PROFESSIONAL  
LAND SURVEYOR**

OREGON  
JANUARY 9, 2007  
NICK WHITE  
70652LS

RENEWS: 6/30/14

JOB NAME: AUTUMN PARK APT.

JOB NUMBER: 3215

DRAWN BY: JOH

CHECKED BY: NSW

DWG NO.: 3215 030813EX

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FORESTRY • SURVEYING

LICENSED IN OR & WA

13910 SW GALBREATH  
DRIVE, SUITE 100  
SHERWOOD, OR 97140  
PHONE: (503) 925-8799  
FAX: (503) 925-8969

OFFICES LOCATED IN SALEM, OR & VANCOUVER, WA



**EXHIBIT A**

**ENGINEERING PLANNING  
FORESTRY**

13910 S.W. Galbreath Dr., Suite 100  
Sherwood, Oregon 97140  
Phone: (503) 925-8799  
Fax: (503) 925-8969



**LANDSCAPE ARCHITECTURE  
SURVEYING**

AKS Group of Companies:  
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SALEM, OREGON  
VANCOUVER, WASHINGTON  
[www.aks-eng.com](http://www.aks-eng.com)

**LEGAL DESCRIPTION**

*Temporary Construction Easement*

*Tonquin Trail Extension*

*Tax Map 3S 1W 22ACSI, Tax Lot 13400*

Real property being a tract of land situated in the Northeast One-Quarter of Section 22, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon and being more particularly described as follows:

Beginning at a 5/8 inch iron rod at the northwest corner of Tract E of the Plat "Morey's Landing 2", thence South 09°13'26" East 134.11 feet along the westerly boundary of said plat to a point; thence South 80°51'15" West 65.36 feet to a point on the easterly right-of-way line of Willamette Way East (25.00 feet from centerline) and the **True Point of Beginning**; thence leaving said easterly right-of-way North 80°51'15" East 0.50 feet; thence along a curve to the left having a Radius of 5.00 feet, a Delta of 90°00'00", a Length of 7.85 feet, and a Chord of North 35°51'15" East 7.07 feet to a point; thence North 09°08'45" West 300.06 feet to a point; thence along a curve to the left having a Radius of 20.00 feet, a Delta of 40°09'23", a Length of 14.02 feet, and a Chord of North 29°13'26" West 13.73 feet to a point; thence along a curve to the right having a radius of 50.00 feet, a Delta of 01°25'02", a Length of 1.24 feet, and a chord of North 48°35'37" West 1.24 feet to a point on the easterly right-of-way line of Willamette Way East; thence along said easterly right-of-way line South 09°08'45" East 318.91 feet to the **True Point of Beginning**.

The above described tract of land contains 1,725 square feet, more or less.

Property Vested in:

*Autumn Park Renewal Limited Partnership*

*Tax Map 3 1W 22ACSI, Tax Lot 13400*

03/08/13

**REGISTERED  
PROFESSIONAL  
LAND SURVEYOR**

*Nick White*  
**OREGON  
JANUARY 9, 2007  
NICK WHITE  
70652LS  
RENEWS: 6/30/14**



EXHIBIT B  
LEGAL MAPTEMPORARY CONSTRUCTION EASEMENT  
TONQUIN TRAIL EXTENSION  
TAX MAP 3S 1W 22ACS1, TAX LOT 13400AUTUMN PARK RENEWAL LIMITED  
PARTNERSHIP  
DOC NO. 2004-088866  
TAX LOT 13400  
TAX MAP 3 1W 22ACS1

## CURVE TABLE

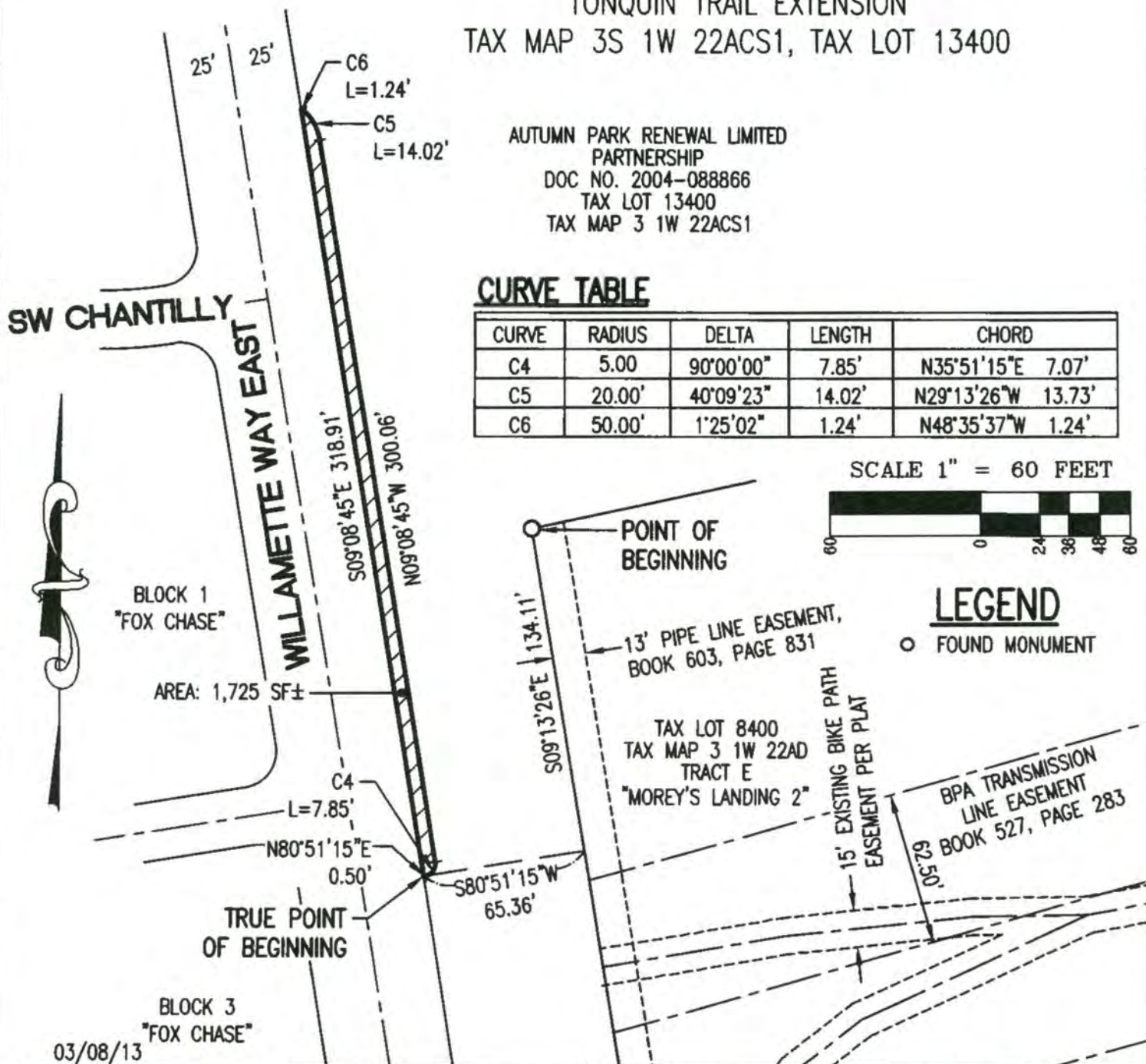
CURVE	RADIUS	DELTA	LENGTH	CHORD
C4	5.00	90°00'00"	7.85'	N35°51'15"E 7.07'
C5	20.00'	40°09'23"	14.02'	N29°13'26"W 13.73'
C6	50.00'	1°25'02"	1.24'	N48°35'37"W 1.24'

SCALE 1" = 60 FEET



## LEGEND

○ FOUND MONUMENT



03/08/13

REGISTERED  
PROFESSIONAL  
LAND SURVEYOROREGON  
JANUARY 9, 2007  
NICK WHITE  
70652LS

RENEWALS: 6/30/14

JOB NAME: AUTUMN PARK APT.

JOB NUMBER: 3215

DRAWN BY: JOH

CHECKED BY: NSW

DWG NO.: 3215 030813EX

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*Temporary Construction Easement*

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*Tax Map 3S 1W 22ACS1, Tax Lot 13400*

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Beginning at a 5/8 inch iron rod at the northwest corner of Tract E of the Plat "Morey's Landing 2", thence along the westerly boundary of said plat South 09°13'26" East 189.59 feet to the **True Point of Beginning**; thence South 80°06'56" West 1.69 feet to a point; thence along a curve to the right having a Radius of 57.50 feet, a Delta of 70°08'20", a Length of 70.39 feet, and a Chord of North 64°48'54" West 66.08 feet to a point; thence along a curve to the left having a Radius of 5.00 feet, a Delta of 69°24'01", a Length of 6.06 feet, and a Chord of North 64°26'44" West 5.69 feet to a point; thence South 80°51'15" East 4.50 feet to a point on the easterly right-of-way line of Willamette Way East (25.00 feet from centerline); thence along said easterly right-of-way line South 09°08'45" West 5.00 feet to a point; thence leaving said easterly right-of-way line North 80°51'15" East 4.50 feet to a point; thence along a non-tangent curve to the left (Radial: North 60°15'16" East) having a Radius of 62.50 feet, a Delta of 70°08'20", a Length of 76.51 feet, and a Chord of South 64°48'54" East 71.82 feet to a point; thence North 80°06'56" East 1.64 feet to a point on the westerly boundary of said plat; thence along the westerly boundary of said plat North 09°13'26" West 5.00 feet to the **True Point of Beginning**.

The above described tract of land contains 413 square feet, more or less.

Property Vested in:

*Autumn Park Renewal Limited Partnership*

*Tax Map 3 1W 22ACS1, Tax Lot 13400*

03/08/13

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

OREGON  
JANUARY 9, 2007  
NICK WHITE  
70652LS

RENEWS: 6/30/14



**EXHIBIT B**  
**LEGAL MAP**  
**TEMPORARY CONSTRUCTION EASEMENT**  
**TONQUIN TRAIL EXTENSION**  
**TAX MAP 3S 1W 22ACS1, TAX LOT 13400**

SCALE 1" = 60 FEET

**CURVE TABLE**

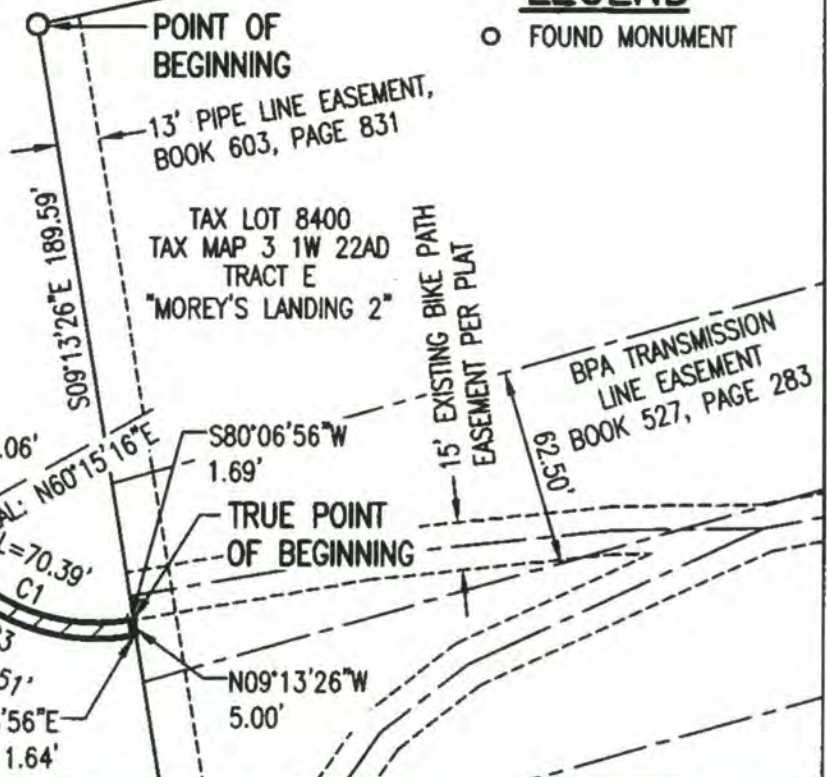
CURVE	RADIUS	DELTA	LENGTH	CHORD
C1	57.50'	70°08'20"	70.39'	N64°48'54"W 66.08'
C2	5.00'	69°24'01"	6.06'	N64°26'44"W 5.69'
C3	62.50'	70°08'20"	76.51'	S64°48'54"E 71.82'

AUTUMN PARK RENEWAL LIMITED  
PARTNERSHIP  
DOC NO. 2004-088866  
TAX LOT 13400  
TAX MAP 3 1W 22ACS1

**LEGEND**

○ FOUND MONUMENT

SW CHANTILLY  
WILLAMETTE WAY EAST  
BLOCK 1  
"FOX CHASE"  
SW CHURCHILL  
BLOCK 3  
"FOX CHASE"



03/08/13

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

*Nick White*  
OREGON  
JANUARY 9, 2007  
NICK WHITE  
70652LS  
RENEWS: 6/30/14

JOB NAME: AUTUMN PARK APT.

JOB NUMBER: 3215

DRAWN BY: JOH

CHECKED BY: NSW

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**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b>  May 6, 2013	<b>Subject: Resolution No. 2417</b> A resolution of the Wilsonville City Council authorizing staff to create single-property Tax Increment Finance Zones (TIF Zones)  <b>Staff Member:</b> Kristin Retherford, Urban Renewal Manager  <b>Department:</b> Urban Renewal	
<b>Action Required</b> <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input 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> On March 12, 2013 the citizens of Wilsonville voted in support of creating Tax Increment Finance Zones.	
<b>Staff Recommendation:</b> Staff recommends Council adopt Resolution No. 2417.		
<b>Recommended Language for Motion:</b> I move to approve Resolution No. 2417		
<b>PROJECT / ISSUE RELATES TO:</b>		
<input checked="" type="checkbox"/> Council Goal: "D. Develop, Adopt and Begin Implementation of a Comprehensive Economic Development Strategy."		<input type="checkbox"/>

**ISSUE BEFORE THE COUNCIL:**

Authorization to move forward with the planning processes and statutory requirements necessary to create up to six single-property urban renewal districts to be called Tax Increment Financing Zones (TIF Zones).

## EXECUTIVE SUMMARY:

On March 12, 2013 the citizens of Wilsonville voted in favor of creating Tax Increment Financing Zones to incentivize capital investment and job creation by manufacturers. This election was the result of nearly a year of public process that began with the creation of an Economic Development Advisory Committee in the spring of 2012, the City Council adoption of an Economic Development Strategy in August of 2012, and the convening of an Economic Development Task Force in November 2012 to further examine the issues of business incentives and attributes. The Task Force concluded their work on March 20, 2013 with a report containing their recommendations to City Council. On April 15, 2013 the City Council approved resolution 2413 adopting the recommendations of the Task Force. Also on April 15, 2013 the City's Urban Renewal Agency Board approved URA Resolution No. 230 recommending that City Council move forward with creating multiple single-property urban renewal districts referred to as TIF Zones as a tool to provide incentives for economic development and authorizing staff to begin work necessary to create the TIF Zones.

The purpose of the TIF Zones is to provide economic development incentives via property-tax rebates to incentivize private-sector investment in vacant or underutilized industrial buildings. The TIF Zone program would provide manufacturing businesses with a financial incentive to make the substantial capital investment needed to upgrade large industrial properties into higher value manufacturing facilities that provide a larger number of higher-wage jobs and increased assessed valuation. The program would place the City of Wilsonville in a more competitive position in the greater Portland region, State of Oregon and global economy to 'win' a greater share of private-sector business investment.

Following a qualifying investment, which must be made within the first five years of the life of a given Zone, the Zone could have up to a ten-year lifespan at which point the Zone would be closed. If no qualifying investment is made within the first five years, the Zone would automatically be closed. Each Zone would share 25 percent of increased tax increment with other taxing districts such as schools and the fire district and rebate the balance of incrementally paid-taxes back to the company. That is, the company is rewarded for making the capital investment in Wilsonville by receiving back a portion of the increase in property taxes paid that result from the company's investment. The greater the investment, the greater the rebate reward. Thus, the rebate is based on the company's performance and proportional to the level of capital investment and job creation.

The proposed Zones would rebate up to 75 percent of increased property tax increment for three years for each minimum qualifying investment and job creation for companies that invest at least \$25 million in capital improvements and/or qualified equipment and create 75 or more new full-time jobs paying at least 125 percent of the average Clackamas County wage, with two additional years (5 total) available if the new jobs pay 150 percent of average wage paid in Clackamas County. Each Zone would terminate ten years after the first qualifying rebate. Non-performance during the term of the Zone would require repayment of rebates. If no qualifying investment occurs within five years of creating the Zone, the Zone would terminate.



A new three or five-year rebate period could begin with any additional round of new qualifying capital investment and job creation meeting the above minimum criteria, providing a maximum of 10 years of rebates period. Again, however, qualified investment needs to be made within 5 years of program adoption. This limits the potential life of the program to 15 years.

To create the TIF Zones, staff must follow the process outlined in statute for creating urban renewal districts. This process includes creation of a Plan and a Report for each proposed urban renewal area or TIF Zone. The Plan will address goals and objectives, identify the plan's activities and projects (in this case the rebate program), address property acquisition, disposition and relocation, tax increment financing of the plan and the proposed maximum indebtedness, protocol for amending the plan, and findings related to blight and conformance with the City's comprehensive plan. The plan must also include a legal description of the proposed urban renewal area. The required report on the plan includes much of the same information, but is more technical in nature. This document must examine the physical, social and economic conditions of the proposed urban renewal area and impact on municipal services. It will also contain a financial analysis that examines the cost of the program and financing, completion dates, estimated amounts of tax increment revenues to be used to reach the maximum indebtedness, and impacts to other taxing districts. The report will also document compliance with statutory limits on assessed value and acreage included in the City's urban renewal areas.

#### **EXPECTED RESULTS:**

Upon authorization by the City Council, staff will implement the attached schedule of steps necessary to create TIF Zone urban renewal areas ("**Attachment 2**"). Staff will retain a consultant to begin drafting legal descriptions for the proposed TIF Zones as well as the plans and reports required for all urban renewal areas by State statute. The process includes significant public outreach and opportunity for input, including two public hearings and a public open house, and outreach to the City's overlapping taxing districts.

#### **TIMELINE:**

Staff expects to have consultants on board the second week of May to begin drafting the plan, report and legal descriptions. The process of creating an urban renewal district is approximately six months. The target completion date for creating the TIF Zones is September 23, 2013, pending all regulatory notice and meeting requirements, and support from the City's overlapping taxing districts.

#### **CURRENT YEAR BUDGET IMPACTS:**

Staff does not yet have a cost estimate for consulting services for creating the urban renewal plans. The proposed 2013/14 budget for the Urban Renewal Department includes \$127,745 for Professional Services, which was included in anticipation of creating the TIF Zones and developing a strategic plan for urban renewal.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: \_\_\_\_\_ JEO \_\_\_\_\_ Date: \_\_\_\_\_ 4-18-13 \_\_\_\_\_

Cost estimates are not yet available for this project, but the 2012/13 Approved Budget and 2013/14 Proposed Budget both include appropriations for Professional Services, which can be used for these consulting services. As estimated costs become available, the budget will need to be reviewed to ensure that appropriations are sufficient before commitments are made.

**LEGAL REVIEW / COMMENT:**

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

**COMMUNITY INVOLVEMENT PROCESS:**

This matter has been discussed by the Economic Development Task Force at multiple meetings and approved by the citizens of Wilsonville in the March 12, 2013 election. The Task Force recommendations were adopted by City Council at a regular meeting held on April 15, 2013 with strong endorsement by eight members of the Task Force. A recommendation on this matter was made to City Council by the City's Urban Renewal Agency Board at a public meeting held on April 15, 2013. During the process of creating the TIF Zones, there will be further opportunity for community involvement and input.

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

If the City Council authorizes staff to proceed with creating the proposed TIF Zones, the City would have a way to fund economic development incentives to better compete with the Enterprise Zones in place in other communities. If successful, this program could lead to long-term benefits to the community in the form of increased property tax and payroll tax revenues, as well as the creation of numerous jobs.

**ALTERNATIVES:**

The alternatives would be to not create the TIF Zones, or to create a different number of TIF Zones than the six proposed to the Task Force and the voters.

**EXECUTIVE DIRECTOR COMMENT:**

This Resolution represents the culmination of months of task force work related to economic development in general, and business incentives in particular. The Business Attributes and Incentives task force members provided a tremendous service to the community, and to Council. Staff appreciates the hard work and diligence shown by the task force members and we are pleased to present their recommendation to Council in the form of this resolution.

**ATTACHMENTS**

1. Resolution No. 2417
2. TIF Zone Creation Schedule



**RESOLUTION NO. 2417**

**A RESOLUTION OF THE WILSONVILLE CITY COUNCIL AUTHORIZING STAFF TO TAKE NECESSARY STEPS TO CREATE MULTIPLE SINGLE-PROPERTY URBAN RENEWAL DISTRICTS TO BE CALLED TAX INCREMENT FINANCE ZONES.**

WHEREAS, on December 17, 2012, the Wilsonville City Council approved Resolution No. 2390, attached hereto and incorporated herein as Exhibit A, referring the Ballot Title “Business Incentive Program for Investment and Job Creation by Manufacturers” to the citizens of Wilsonville for an advisory vote in March of 2013; and

WHEREAS, on March 12, 2013, the citizens of Wilsonville voted to approve the Ballot Title with a copy of the certified election results attached hereto and incorporated herein as Exhibit B; and

WHEREAS, on March 20, 2013 the City’s Economic Development Task Force (“Task Force”) completed its recommendations to City Council on economic development incentives and business attributes; and

WHEREAS, on April 15, 2013, City Council approved Resolution No. 2413 adopting the recommendations of the Economic Development Strategy Task Force on business attributes and incentives; and

WHEREAS, on April 15, 2013, the City’s Urban Renewal Agency approved URA Resolution No. 230 recommending that the City Council create multiple single-property urban renewal districts referred to as TIF Zones as a tool to provide incentives for economic development and authorizing staff to begin work necessary to create the Tax Increment Finance Zones; and

WHEREAS, in conformance with the March 13, 2013 election results where Wilsonville voters supported the creation of TIF Zones, the Task Force recommendations regarding TIF Zones adopted on April 15, 2013, and the recommendation made by the City's Urban Renewal Agency on April 15, 2013 to create said TIF Zones, the City Council authorizes staff to take the steps necessary to create up to six TIF Zones.

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

1. The Wilsonville City Council authorizes City staff and its Urban Renewal Agency to take necessary steps to create up to six single-property urban renewal districts referred to as TIF Zones as a tool to provide incentives for economic development, including but not limited to retaining consultants to develop plans, reports and legal descriptions necessary to create the TIF Zones, to conduct necessary public outreach, including contacting the City's other taxing districts and conducting any necessary public meetings, and to develop program documentation including a TIF Zone Application and selection criteria for Council review.
2. This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 6th day of May, 2013, and filed with the Wilsonville City Recorder this date.

---

TIM KNAPP, MAYOR

ATTEST:

---

Sandra C. King, MMC, City Recorder



SUMMARY OF VOTES:

Mayor Knapp

Councilor Goddard

Councilor Starr

Councilor Fitzgerald

Councilor Stephens

Attachments:

Exhibit A Council Resolution No. 2390

Exhibit B Certified Election Results

Exhibit C Council Resolution No. 2413

Exhibit D URA Resolution No. 230

**RESOLUTION NO. 2417**

**A RESOLUTION OF THE WILSONVILLE CITY COUNCIL AUTHORIZING STAFF TO TAKE NECESSARY STEPS TO CREATE MULTIPLE SINGLE-PROPERTY URBAN RENEWAL DISTRICTS TO BE CALLED TAX INCREMENT FINANCE ZONES.**

WHEREAS, on December 17, 2012, the Wilsonville City Council approved Resolution No. 2390, attached hereto and incorporated herein as Exhibit A, referring the Ballot Title “Business Incentive Program for Investment and Job Creation by Manufacturers” to the citizens of Wilsonville for an advisory vote in March of 2013; and

WHEREAS, on March 12, 2013, the citizens of Wilsonville voted to approve the Ballot Title with a copy of the certified election results attached hereto and incorporated herein as Exhibit B; and

WHEREAS, on March 20, 2013 the City’s Economic Development Task Force (“Task Force”) completed its recommendations to City Council on economic development incentives and business attributes; and

WHEREAS, on April 15, 2013, City Council approved Resolution No. 2413 adopting the recommendations of the Economic Development Strategy Task Force on business attributes and incentives, attached hereto and incorporated herein as Exhibit C; and

WHEREAS, on April 15, 2013, the City’s Urban Renewal Agency approved URA Resolution No. 230 recommending that the City Council create multiple single-property urban renewal districts referred to as TIF Zones as a tool to provide incentives for economic development and authorizing staff to begin work necessary to create the Tax Increment Finance Zones, attached hereto and incorporated herein as Exhibit D; and



WHEREAS, in conformance with the March 13, 2013 election results where Wilsonville voters supported the creation of TIF Zones, the Task Force recommendations regarding TIF Zones adopted on April 15, 2013, and the recommendation made by the City's Urban Renewal Agency on April 15, 2013 to create said TIF Zones, the City Council authorizes staff to take the steps necessary to create up to six TIF Zones.

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

1. The Wilsonville City Council authorizes City staff and its Urban Renewal Agency to take necessary steps to create up to six single-property urban renewal districts referred to as TIF Zones as a tool to provide incentives for economic development, including but not limited to retaining consultants to develop plans, reports and legal descriptions necessary to create the TIF Zones, to conduct necessary public outreach, including contacting the City's other taxing districts and conducting any necessary public meetings, and to develop program documentation including a TIF Zone Application and selection criteria for Council review.
2. This resolution is effective upon adoption.

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TIM KNAPP, MAYOR

ATTEST:

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Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Councilor Goddard

Councilor Starr

Councilor Fitzgerald

Councilor Stephens

Attachments:

Exhibit A Council Resolution No. 2390

Exhibit B Certified Election Results

Exhibit C Council Resolution No. 2413

Exhibit D URA Resolution No. 230



**RESOLUTION NO. 2390**

**A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING A BALLOT TITLE FOR THE MARCH 2013 ELECTION ENTITLED "BUSINESS INCENTIVE PROGRAM FOR INVESTMENT AND JOB CREATION BY MANUFACTURERS"**

WHEREAS, the National Citizen Survey™ of the community of Wilsonville conducted in 2012 found that 69% of respondents support providing financial incentives to attract new businesses and 76% of respondents support providing financial incentives to help expand existing businesses; and

WHEREAS, the City of Wilsonville convened an Economic Development Advisory Committee in 2012 to develop an Economic Development Strategy; and

WHEREAS, in August of 2012, City Council adopted the resulting Economic Development Strategy with the intent of subsequently forming an Economic Development Task Force (Task Force) to examine the use of incentives for business recruitment and retention purposes; and

WHEREAS, this Task Force was convened on November 8, 2012 to discuss and make recommendations to City Council on the use of economic incentives; and

WHEREAS, the proposed mechanism for this incentive is property tax rebates through the use of Urban Renewal by creating up to 6 single-property urban renewal districts to be called Tax Increment Financing Zones (Zone); and

WHEREAS, the intent of the proposed Tax Increment Financing Zone program is to incentivize the private-sector to convert lower-value, vacant and/or underutilized industrial buildings into higher-value manufacturing sites that provide buildings with higher assessed valuation and a larger employment base at a higher wage level; and

WHEREAS City Council has directed that no new Urban Renewal/Tax Increment Financing Zone be established without first obtaining an advisory vote of the citizens; and

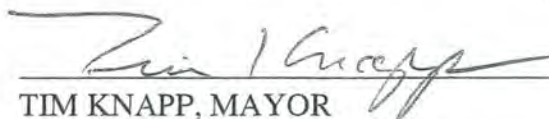
WHEREAS, the proposed Ballot Title will allow Wilsonville citizens the opportunity to advise the City Council on whether there is public support to use Urban Renewal in the form of a Tax Increment Financing Zone program to create single-property urban renewal districts as an economic development incentive; and

WHEREAS, on December 13, 2012, a majority of the Task Force quorum voted in support of recommending to City Council the conditional use of financial incentives for businesses investing at least \$25 million in qualifying capital improvements and/or qualifying equipment and creating 75 or more new full-time jobs paying at least 125% of the average Clackamas County wage, with two additional years available if the new jobs pay at least 150% of average County wage.

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

1. The City Council authorizes the ballot title "Business Incentive Program for Investment and Job Creation by Manufacturers," a copy of which is marked Exhibit A, attached hereto, and incorporated by reference as if fully set forth herein, to be placed on the ballot for the March 2013 election in order to determine if there is public support for using urban renewal as a tool to provide incentives as described above and more particularly set forth in the Ballot Title.
2. This resolution is effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 17th day of December, 2012, and filed with the Wilsonville City Recorder this date.

  
TIM KNAPP, MAYOR



## Exhibit A

### **REFERRED: CITY OF WILSONVILLE MEASURE \_\_\_\_\_**

CAPTION (**Ten**-word maximum):

Business Incentive Program for Investment and Job Creation by Manufacturers. (10 words)

QUESTION (**Twenty**-word maximum):

Shall urban renewal district zones be created to stimulate converting targeted warehouses to manufacturing by partially rebating property tax increment? (20 words)

SUMMARY (**175**-word maximum):

Many cities offer financial incentive programs to attract business investment. Wilsonville proposes adopting an incentive program to target conversion of vacant or underutilized industrial buildings to manufacturing operations and create jobs.

Up to six buildings over 100,000 square feet in size would be established as Tax Increment Financing Zones. Each Zone would rebate to qualifying companies up to 75 percent of increased property tax increment for three years for investment of at least \$25 million in capital improvements and/or qualified equipment, and creation of 75 or more new full-time jobs paying at least 125 percent of the average Clackamas County wage. Two additional years of rebate available if the 75 new jobs pay at least 150 percent of average county wage.

Each Zone would terminate 10 years after first rebate; non-performance by company would require repayment. If no qualifying investment occurs within five years of creating Zone, it would terminate.

Other taxing districts including schools and fire district would receive 25 percent of increased property tax increment.

(167 words)



# CLACKAMAS COUNTY

Office of the County Clerk

SHERRY HALL  
CLERK

2051 KAEN ROAD, 2<sup>ND</sup> FLOOR  
OREGON CITY, OR 97045  
503.655.8510  
FAX 503.655.8461

March 27, 2013

VIA EMAIL AND USPS

City of Wilsonville  
Attn: Sandra C. King, City Recorder  
29799 SW Town Center Loop E  
Wilsonville, OR 97071

Dear Ms. King:

Attached please find certified copies of abstracts for the March 12, 2013 Special Election. The abstract for that part of Wilsonville within Washington County is included.

Please don't hesitate to let us know if you need any additional information.

Sincerely,

A handwritten signature in dark ink, appearing to read "Steve".

Steve Kindred  
Deputy Clerk, Elections Manager



Precinct Report — Official  
Clackamas County, Oregon — Special Election — March 12, 2013

Page 3 of 3 -

03/26/2013 08:53 AM

Precincts Reporting 3 of 3 = 100.00%

Total Number of Voters : 2,870 of 9,699 = 29.59%

Party	Candidate	Total
-------	-----------	-------

Precinct 203 (Ballots Cast: 1,020)

3-421 City of Wilsonville: Business incentive program for investment and job creation by manufacturers, Vote For 1

YES	787	77.16%
NO	233	22.84%

Cast Votes:	1,020	100.00%
Over Votes:	0	0.00%
Under Votes:	0	0.00%

CERTIFIED COPY OF THE ORIGINAL  
SHERRY HALL, COUNTY CLERK

BY: Sherry Hall

Precinct Report — Official  
Clackamas County, Oregon — Special Election — March 12, 2013

Page 2 of 3

03/26/2013 08:53 AM

Precincts Reporting 3 of 3 = 100.00%

Total Number of Voters : 2,870 of 9,699 = 29.59%

Party	Candidate	Total
-------	-----------	-------

Precinct 202 (Ballots Cast: 1,050)

3-421 City of Wilsonville: Business incentive program for investment and job creation by manufacturers, Vote For 1


YES	857	81.62%
NO	193	18.38%

Cast Votes:	1,050	100.00%
-------------	-------	---------

Over Votes:	0	0.00%
-------------	---	-------

Under Votes:	0	0.00%
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CERTIFIED COPY OF THE ORIGINAL  
SHERRY HALL, COUNTY CLERK

BY: 



Precinct Report — Official  
Clackamas County, Oregon — Special Election — March 12, 2013

Page 1 of 3

03/26/2013 08:53 AM

Precincts Reporting 3 of 3 = 100.00%

Total Number of Voters : 2,870 of 9,699 = 29.59%

Party	Candidate	Total
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Precinct 201 (Ballots Cast: 800)

3-421 City of Wilsonville: Business incentive program for investment and job creation by manufacturers, Vote For 1

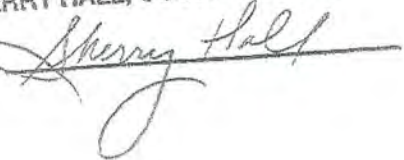
YES	622	77.94%
NO	176	22.06%

Cast Votes:	798	99.75%
-------------	-----	--------

Over Votes:	0	0.00%
-------------	---	-------

Under Votes:	2	0.25%
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CERTIFIED COPY OF THE ORIGINAL  
SHERRY HALL, COUNTY CLERK

BY: 

**Canvass Report — Total Voters — Official**  
**Clackamas County, Oregon — Special Election — March 12, 2013**

Page 1 of 1

03/26/2013 08:54 AM

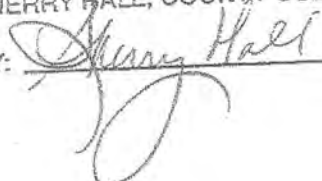
Total Number of Voters: 2,870 of 9,699 = 29.59%

Precincts Reporting 3 of 3 = 100.00%

**3-421 City of Wilsonville: Business incentive program for investment and job creation by manufacturers**

Precinct	Blank Ballots Cast	Over Votes	Under Votes	Total Ballots Cast	Registered Voters	Percent Turnout	YES	NO	Totals
201	2	0	2	800	3,185	25.12%	622	176	798
202	0	0	0	1,050	4,513	23.27%	857	193	1,050
203	0	0	0	1,020	2,001	50.97%	787	233	1,020
<b>Totals:</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>2,870</b>	<b>9,699</b>		<b>2,266</b>	<b>602</b>	<b>2,868</b>

CERTIFIED COPY OF THE ORIGINAL  
 SHERRY HALL, COUNTY CLERK

BY: 





## WASHINGTON COUNTY OREGON

---

March 19, 2013

Clackamas County Elections  
1710 Red Soils Ct Suite 100  
Oregon City OR 97045

Enclosed you will find a copy of the Abstract of Votes for the Special Election held on March 12, 2013 in Washington County. Please let our office know if we have overlooked any information.

Thank you,

Tracie Krevanko, CERA CEA  
Elections Supervisor  
Washington County Elections Division

SUMMARY REPORT  
Run Date: 03/19/13  
Run Time: 2:00PM

Washington County, Oregon  
Special Election  
March 12, 2013

Official Final

	VOTES	PERCENT
PRECINCTS COUNTED (OF 1) . . . .	1	100%
REGISTERED VOTERS - TOTAL . . .	310	
BALLOTS CAST - TOTAL . . . . .	42	
VOTER TURNOUT - TOTAL . . . . .		13.55%

3-421 City of Wilsonville

Business Incentive Program for Investment and Job  
Creation by Manufacturers.

Yes . . . . .	36	85.71%
No . . . . .	6	14.29%
Over Votes . . . . .	0	
Under Votes . . . . .	0	



CERTIFIED TO BE A TRUE AND  
CORRECT COPY OF THE ORIGINAL

Date March 19, 2013  
WASHINGTON COUNTY  
ELECTIONS DIVISION

BY St. Kousas



**RESOLUTION NO. 2413****A RESOLUTION OF THE WILSONVILLE CITY COUNCIL, ADOPTING THE  
RECOMMENDATIONS OF THE ECONOMIC DEVELOPMENT STRATEGY TASK  
FORCE ON BUSINESS ATTRIBUTES AND INCENTIVES**

**WHEREAS**, while the City of Wilsonville has had a successful history of recruiting and retaining businesses that support the community in a variety of ways and add to the overall quality of life, it is recognized that Wilsonville must compete with other communities for desirable business development and investment; and

**WHEREAS**, the City Manager appointed an Economic Development Advisory Committee (EDAC) to work with the staff and consultants in preparing an Economic Development Strategy; and

**WHEREAS**, the City Council, having accepted the recommendations of the Economic Development Advisory Committee, in August of 2012 adopted an Economic Development Strategy to guide the City's efforts to continue to improve the local economy; and

**WHEREAS**, the City Council, upon adopting the Economic Development Strategy, concurred with the staff recommendation that a separate task force be appointed with the following two charges from the Economic Development Strategy:

- Action 1.1, describe business attributes and impacts that are supportive of Wilsonville's economic and community development goals. Create a task force to consider, make recommendations, and deliver a report to City officials and staff on the desired community impacts of businesses, without singling out the specific types of businesses that the City should try to attract to Wilsonville; and
- Action 6.2, develop criteria to guide the use of incentives to attract or retain businesses. Create a task force that will recommend criteria for the use of incentives to attract or retain businesses. The criteria should describe (1) where incentives would be used, (2) what businesses would qualify for incentives and under what conditions, (3) what types of incentives would be available to businesses, (4) the funding sources to support the incentives, and (5) expectations of businesses given incentives.

**WHEREAS**, the Task Force was empaneled and met seven times over the course of five months and ultimately crafted a set of recommendations to the City Council contained in a document titled "Recommendations of the Task Force on Incentive for Economic Development"; and

**WHEREAS**, all meetings of Task Force were open to the public, and did, in fact, receive regular attendance by members of the public, some of whom participated in Task Force discussions; and

**WHEREAS**, the staff recommends that the City Council approve this Resolution to adopt the Recommendations of the Task Force and to set into action their implementation.

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

1. Based on the above recitals, which are incorporated herein, the City Council does hereby adopt the Recommendations of the Economic Development Strategy Task Force on Business Attributes and Incentives, March 2013, marked Exhibit A.
2. The City Council thanks and commends the members of the Task Force for their work on the Economic Development recommendations.
3. The City Manager is hereby directed to report regularly to the City Council on the implementation of the Task Force recommendations.
4. This Resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting on April 15, 2013, and filed with the Wilsonville City Recorder this date.

  
TIM KNAPP, MAYOR

ATTEST:

  
Sandra C. King, City Recorder, MMC

**SUMMARY OF VOTES:**

Mayor Knapp - Yes  
Council President Starr - Yes  
Councilor Goddard - Yes  
Councilor Fitzgerald - Yes  
Councilor Stevens - Yes



## **RESOLUTION NO. 2413**

### **A RESOLUTION OF THE WILSONVILLE CITY COUNCIL, ADOPTING THE RECOMMENDATIONS OF THE ECONOMIC DEVELOPMENT STRATEGY TASK FORCE ON BUSINESS ATTRIBUTES AND INCENTIVES**

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TIM KNAPP, MAYOR

ATTEST:

  
Sandra C. King, City Recorder, M&IC

**SUMMARY OF VOTES:**

Mayor Knapp - Yes  
Council President Starr - Yes  
Councilor Goddard - Yes  
Councilor Fitzgerald - Yes  
Councilor Stevens - Yes





## **City of Wilsonville:**

# **Recommendations of the Economic Development Strategy Task Force on Business Attributes and Incentives**

**Part 2 of the Economic  
Development Strategy**

**March 2013**

## Economic Development Strategy Task Force Members

City Council President Scott Starr, Chair  
(ex-officio)

Ron Adams

Vince Alexander (resigned Dec. 2012)

Mychelle Ashlock

Lita Colligan

Catherine Comer (resigned March 2013)

Danielle Cowan

Brenner Daniels

Mike Duyck

Lonnie Gieber

Gale Lasko

Ray Lister

Susan Myers

Craig Olson

Ray Phelps

Dr. Bill Rhoades

Fred Robinson

Dick Spence

Alan Steiger, CPA

Sandra Suran, CPA

Doris Wehler

Boyd Westover

Carol White

## Consultants & City Staff

### ECONorthwest

Dr. Abe Farkas, Director of Development  
Services

Beth Goodman, Senior Planner, Task Force  
Assistant

Terry Moore, Planning Director (FAICP),  
Task Force Facilitator

### City of Wilsonville

Bryan Cosgrove, City Manager

Barbara Jacobson, Assistant City Attorney

Mike Kohlhoff, City Attorney

Economic Development Team:

Stephan Lashbrook, Transit Director

Mark Ottenad, Public/Government  
Affairs Director

Kristin Retherford, Urban Renewal  
Manager

City of Wilsonville  
Office of the City Manager  
29799 SW Town Center Loop East  
Wilsonville, OR 97070  
Phone 503-682-1011  
Email [publicaffairs@ci.wilsonville.or.us](mailto:publicaffairs@ci.wilsonville.or.us)  
Web [www.ci.wilsonville.or.us](http://www.ci.wilsonville.or.us)



# Recommendations of the Economic Development Strategy Task Force on Business Attributes and Incentives

## Part 2 of the Economic Development Strategy

March 2013

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#### Appendices

- A List of Task Force Members
- B Glossary of Terms
- C History of the Task Force
- D Wilsonville Economic Development Strategy Summary, August 2012
- E Meeting Memo: Business Attributes and Incentives

# Recommendations of the Economic Development Strategy Task Force on Business Attributes and Incentives

## Part 2 of the Economic Development Strategy

March 2013

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### Executive Summary

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In August 2012, Wilsonville's City Council adopted an *Economic Development Strategy*, which was created with the assistance of an Economic Development Strategy Advisory Committee. The *Strategy* recommended follow-up actions to address whether financial incentives were appropriate to recruit or retain businesses and, if so, what kinds of incentives would be appropriate and under what circumstances.

At the direction of City Council, the City Manager created a 21-member Economic Development Strategy Task Force from a wide cross-section of community volunteers and charged it with discussing issues about potential use of financial incentives for economic development and formulating recommendations to the City Council. Around the same time, a significant employer with a local presence confidentially approached City staff about the available incentives that the City would be willing to provide if that company were to expand and make major new investments in Wilsonville. This company made it clear that Wilsonville would be competing with other communities (with established incentive programs for business recruitment) where the company might choose to relocate.

### Task Force process

The Task Force spent its first few meetings focused on the possible incentives for a large employer with a highly-paid workforce and plans to make major capital investments in Wilsonville, and the Task Force quickly established that any incentives should apply broadly and not just to one specific company. As a result, the Task Force supported the ballot measure that was approved by 79% of Wilsonville voters in a special election held on March 12, 2013, supporting the creation of Tax Increment Financing (TIF) Zones at specific industrial sites.

Moving beyond discussion of the specific TIF Zone incentive, the Task Force considered additional "opportunities" where businesses might seek a variety of incentives from the City. After considerable discussion, only four of the ten total opportunities (including the one that led to the ballot measure) were deemed worthy of further consideration at this time. The Task Force concluded that those four opportunities required consideration of both desirable business *attributes* (their presence and amount) and the *criteria* by which the City should decide whether to offer incentives, and in what amounts.



The Task Force agreed upon a set of principles and assumptions that guided its discussions:

- Support the Vision of the adopted *Economic Development Strategy*;
- Focus on the return on investment that the City will receive from incentives;
- Focus on the big picture of policy, not on the details;
- Incentives for small businesses matter, but they are not the focus of this effort;
- Focus on *special* incentives, not on things that are routinely offered;
- Do not focus on a few targeted industries; and
- Avoid long-term financial liabilities for the community.

## Task Force recommendations

The Task Force recommends offering specific incentives for four types of opportunities, when businesses had specific business attributes. The Task Force identified the business attributes that businesses should have if they are to be offered incentives. They were: (1) number of new jobs a business might bring, especially those with higher than average wage; (2) development proposals in locations that the community supports for development or redevelopment; (3) efficient use of existing infrastructure (e.g., roads, water or wastewater); return on investment; and likelihood of business success.

Opportunity #1 — Reuse of vacant warehouses.

The Task Force recommends the use of TIF Zones, as approved by the voters.

Opportunity #2 — Large traded-sector headquarters campus.

The Task Force recommends the use of:

- TIF Zones
- Urban Renewal Districts
- Local Improvement Districts
- SDC Financing or Credits

Opportunity #3 — Greenfield industrial development.

The Task Force recommends the use of:

- Master Planning Assistance
- Local Improvement Districts
- TIF Zones
- Urban Renewal Districts
- SDC Financing or Credits

Opportunity #4 — New medium-sized manufacturing.

The Task Force recommends the use of:

- Local Improvement Districts
- SDC Financing or Credits
- Tenant improvement grants or loans

The Task Force called upon the City Council and staff to continue examining appropriate incentives for the retention of small businesses that are critical to the fabric of the community.

# Recommendations of the Economic Development Strategy Task Force on Business Attributes and Incentives

## Part 2 of the Economic Development Strategy

March 2013

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### I. BACKGROUND

In February 2012 the City of Wilsonville established an Economic Development Advisory Committee. That Committee met for six months and submitted a proposed *Economic Development Strategy* to the City Council in August 2012. That document described vision and principles for City economic development, and recommended 12 actions that it described in some detail. After review and deliberation, the Council adopted that strategy as City policy.<sup>1</sup>

### Objectives of the Task Force

All of the actions require additional work for implementation, but the strategy noted two in particular as needing more research and discussion, and recommended a task force be created:

- **Action 1.1, describe business attributes and impacts that are supportive of Wilsonville's economic and community development goals.** Create a task force to consider, make recommendations, and deliver a report to City officials and staff on the desired community impacts of businesses, without singling out the specific types of businesses that the City should try to attract to Wilsonville.
- **Action 6.2, develop criteria to guide the use of incentives to attract or retain businesses.** Create a task force that will recommend criteria for the use of incentives to attract or retain businesses. The criteria should describe (1) where incentives would be used, (2) what businesses would qualify for incentives and under what conditions, (3) what types of incentives would be available to businesses, (4) the funding sources to support the incentives, and (5) expectations of businesses given incentives.

The two actions are related: desirable business *attributes* (their presence and amount) should logically be some of the *criteria* by which the City decides whether to offer incentives, and in what amounts. To address Actions 1.1 and 6.2, the City formed the *Economic Development Strategy Task Force*. The Task Force met seven times from November 2012 through March 2013. **This document contains recommendations of the Economic Development Strategy Task Force regarding business attributes and City incentives for stimulating economic development.**

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<sup>1</sup> See Appendix D for a summary of the Economic Development Strategy.



At the request of the City Council, the first three meetings of the Task Force (November and December 2012) addressed a specific application of incentives (a tax-increment funding zone for specific sites in Wilsonville with vacant or underutilized warehouses) that was of pressing concern to the Council. The recommendations of the Task Force on that issue contributed to a City Council decision in December 2012 to seek direction from Wilsonville voters about the proposed TIF Zones in a citywide ballot on March 12. Voters approved the recommendations.

From January through March 2013 the Task met to consider a broader range of business types, locations, and incentives than the ones on the March ballot. The fundamental question the Task Force addressed was: *Should the City provide special incentives to encourage the location or expansion of certain types of businesses in Wilsonville?*

The Task Force decided that it would not review and revise its recommendations based on the results of the March citizen advisory vote.<sup>2</sup> The Task Force views its task as advising the City Council on the opinions of Task Force members, most of whom are business owners or managers, or staff at public agencies with a direct experience or a stake in economic development. The Task Force leaves to the City Council the task of weighing the recommendations in this report against information from other sources (including the March ballot measure), and of making decisions on City policy with respect to incentives for economic development.

To assist the City Council in understanding the reasons for the recommendations, **Section II provides a framework of definitions, principles, and assumptions** that the Task Force developed during its deliberations. **Section III summarizes the recommendations. Section IV provides supporting material.**

## II. FRAMEWORK

This section describes how the Task Force chose to address its task: how it refined the questions it was to answer, its scope of work, and its methods; and the principles and assumptions it used to come to its recommendations.

### Context

Should the City provide special incentives to encourage the location or expansion of certain types of businesses in Wilsonville? The Task Force framed its discussion of that question in the context of potential benefits and costs to the City:

- **Benefits:** What would the City be likely to receive if it were to get additional business activity within its city limits? The benefits from additional business activity are highly

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<sup>2</sup> The Task Force gave its directions to staff on the content of its recommendations at its meeting on 28 February, before the March vote.



correlated to the positive attributes of businesses, so this question addresses Action 1.1: describe business attribute supportive of Wilsonville's economic development goals.

- **Costs:** What would the City be likely to pay to get that additional business activity? The costs to the City are highly correlated with the incentives it offers, so this question addresses Action 6.2: develop criteria to guide the use of incentives.

During its discussion of desirable business *attributes*, the Task Force found that the large number of possible attributes made it difficult to get to specific recommendations, applicable in all situations, about the level of incentives those attributes might merit. The Task Force tried a different tack, looking at important *development problems or opportunities* that increased economic activity, and what incentives would be appropriate to address these problems or opportunities.

The structure and content of the March ballot measure reflects this thinking by the Task Force. The ballot measure addresses (1) a specific economic development *opportunity* (the redevelopment and reuse of large vacant buildings by large users) which, if capitalized on, would presumably provide benefits to the City; (2) a list of (beneficial) *attributes* that a business requesting incentives should have, and some bounds on the levels of those attributes (e.g., number of jobs, average wages); and (3) the type and level (in a range) of *incentives* that the City would be prepared to offer to get the new development and capitalize on the opportunity.

The Task Force found, however, that the number of potential problems, opportunities, business attributes, and incentives made it untenable to specify every combination. It discussed and agreed upon this hierarchy for its recommendations:

- **Opportunities.** Opportunities include the resolution of Problems, so both are addressed here. What kinds of opportunities merit special incentives beyond the standard ones the City already provides?<sup>3</sup> This is a "first-cut" criterion. If a business / development proposal is addressing what the City has identified as an opportunity of importance (i.e., one expected to benefit the City and its residents and, hence, potentially worthy of some assistance via incentives), then it moves to the next level of evaluation.
  - **Business attributes.** If a business is addressing an opportunity on the City's list at some threshold level, it could proceed to the next level: what type and amount of desirable effects for the City (its positive attributes) does it expect to deliver? The Task Force provided a long list of desirable attributes, and made judgments about the ones it thought most important. The Task Force left to City Council and staff, however, the policy and administrative tasks of specifying the combination and level of attributes that would match to a combination and level of incentives.
  - **Incentives.** These are the costs the City must incur to increase the probability that it will have development that will solve problems or capitalize on opportunities that the City identifies as important. All of the incentives provide some benefit (most often a cost reduction) to a business (or to an owner of a business property or a

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<sup>3</sup> See below for a definition of special and standard incentives.



developer of business space) at some *cost* to some public agency and the tax- or rate-payers that support it. The City should be looking to receive benefits that merit the costs of the incentives, where benefits are “things of value that businesses receiving incentives provide for the City,” and are approximately the same as “business attributes.”

In short, the Task Force considered types of situations and businesses where City incentives to property owners, developers, and businesses might merit consideration.

Regarding incentives, the Task force distinguished between standard incentives and special incentives. *Standard incentives* were also referred to as “existing” incentives or “soft” incentives. A standard incentive means the City already provides it, or could provide it, and should provide it for any business that requests it (e.g., efficient permitting, connections to other business-assistance organizations, provision and maintenance of City infrastructure and services). *Special incentives* were also referred to as “new” incentives or “hard” incentives. They generally require some type of new (special) City budget allocation (at least of staff time, if not direct dollars).

In its discussions the Task Force generally defined hard incentives to include both (1) incentives that are specific to a business and development proposal, and (2) City expenditures made to increase the availability of ample, development-ready land for business development in the future. City staff opined to the Task Force that (1) the original intent of the Economic Development Strategy (Actions 1.1 and 6.2) was to address special incentives for special business opportunities, and (2) an evaluation and potential expansion of standard incentives was something that the City staff would address as part of other actions recommended in the Economic Development Strategy (including, most directly, Actions 6.3 and 6.4).

## Principles and assumptions

To focus its efforts, the Task Force had discussions that led to agreement on some assumptions about the scope and principles for its evaluation of incentives. Some have been covered previously, but are repeated here for completeness:

- **Explicitly connect the discussion and decision on incentives to the vision statement in the City’s adopted *Economic Development Strategy* (or a revised vision).**<sup>4</sup> The Task Force noted the obvious and important connection: the vision is, in one sense, a statement about what benefits the City hopes that incentives will deliver. The Task Force acknowledged that the connection of the reason for incentives to the vision could be better, and considered redoing the vision statement, and then tying that statement more directly to (1) business attributes, and (2) principles for thinking about incentives (e.g., use in limited cases, for these types of problems and opportunities). Ultimately, however,

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<sup>4</sup> See Appendix D for a summary of the Strategy’s vision and recommended actions.



the Task Force concluded (1) that revisiting the vision statement was not essential to the discussion and (2) it would take time away from the discussion that is essential.

- **Frame the discussion of incentives in terms of what the City gets and what it has to pay to get it.** This point is discussed in "Context" above. The Task Force wants private-sector development that helps solve problems or helps the City capitalize on opportunities related to economic and physical development. One way to measure the benefits of that help is to look at the attributes of the development and the businesses that will occupy it. The Task Force worked on the assumption that it could find a reasonable correlation between business attributes (especially type, size, and location, but many other attributes as well—e.g., community involvement, integrity) and benefits to the City. The costs to the City are the incentives it has to offer (direct fiscal costs) and other spillover costs of the development.
- **Focus on the big picture for policy, not the details of implementation.** The Task Force strongly supports City use of measurable criteria in all situations where the City is deciding whether to offer incentives at all and, if so, at what level. The Task Force concluded, however, that the many combinations of economic development problems and opportunities, business types, business attributes, and potential incentives put the development of measurable criteria for all possible combinations of those factors beyond its reach. The Task Force concluded (1) that a scoring system was not essential at this point, (2) such systems are often developed and administered by staff, and (3) the Task Force should focus on giving policy guidance about appropriate incentives and let staff develop specific procedures consistent with those guidelines.
- **Incentives for smaller, local businesses are important, but are not the focus of this study.** The Task Force focused on big development issues and big development. It noted the importance of smaller and local businesses, and of having excellent City services ("soft" incentives) to support those businesses. It felt that there could be a justification for having additional incentives for such businesses, but left the development of policy and implementation tools to the City Council or to City staff.
- **Focus on *special* incentives that the City can offer.** Incentives should be used in special, limited cases, not in broad applications. *Standard* and *non-City* assistance are not the focus of the Task Force recommendations. Rather, the focus is on *special* assistance offered by the City (not other agencies) to address important (big) problems or opportunities.
- **Do not narrow the scope of incentives to a few "target industries."** The Task Force focused on business attributes (applicable to any business). Action 1.1 states that the Task Force should address "desired community impacts of businesses [in the context of this document: 'business attributes'], without singling out the specific types of businesses..."
- **Avoid long-term liabilities.** Task Force members preferred incentives that were funded by foregone revenue to those that incurred a future liability for the City to fund from other sources. For example, tax-increment financing (when it provides its intended economic stimulus) is ultimately funded by "new" property tax revenues: ones that, but for the new development, a city would not have. In contrast, an incentive that would



relieve a business from its obligation to pay certain utility fees into the future would create a future liability that would have to be funded from other sources, or which would shift the financial burden to existing users

### III. RECOMMENDATIONS

#### Introduction

This document explained previously that there are many combinations of problems, opportunities, business attributes, and incentives. The result is not only that there are more possibilities than the Task Force can reasonably be expected to describe and offer recommendations about, but also that there are several different ways the document could organize the recommendations it is making. In the lists that follow, items “above the line” are Task Force recommendations; items “below the line” in gray are lower priorities. Numbers are for ease of reference and do not imply a ranking for implementation.

#### Overview of recommendations

##### Opportunities meriting incentives

The Task Force evaluated ten opportunity scenarios (listed below). It concluded that Wilsonville should consider providing incentives for the first three opportunities listed below and, under certain conditions, the fourth. The first opportunity is almost identical to the one that was the subject of the City-wide advisory vote in March 2013.

1. High-tech reuse of vacant warehouse space
2. Large traded-sector headquarters campus
3. Greenfield industrial development
4. New medium-sized manufacturing

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5. Town Center redevelopment
6. New manufacturing, small
7. Food manufacturer expansion
8. Class ‘A’ office
9. Small retail
10. Sole proprietor

## Business attributes

The Task Force identified sixteen business attributes. In an internal survey, the Task Force members identified six attributes as most important when evaluating opportunities, but did not prioritize those six because they all are considered to be important.

1. Number of new jobs
  2. Proposing development in areas that Wilsonville wants to develop (or redevelop)
  3. Net fiscal benefit on public return on investment in the incentive
  4. Wages higher than the City's average (or median)
  5. Likelihood of business success
  6. Efficient use of existing infrastructure
- 

7. Part of an existing business cluster in Wilsonville
8. Triple bottom line (people, planet, profit)
9. Traded-sector business
10. Net fiscal benefit from taxes
11. Business growth potential
12. Evidence of bringing value to the community from the project/development
13. Locally grown business
14. Family-friendly or family-supportive business practices
15. Entrepreneurial character
16. Diversity/variety of uses

## Incentives

The Task Force considered many types of incentives. Of the ten incentives that made the first cut, seven were supported by a majority of Task Force members for at least one (often more) of the top four opportunities. Of those seven, the first five were considered to be appropriate for several of the four larger types of opportunities, while the sixth and seventh would generally only be appropriate to assist smaller businesses and could be considered in greater detail at a later date by a subsequent task force. The last three incentives were not supported by a majority of Task Force members for any of those four opportunities.

1. Master planning assistance
2. Local Improvement Districts (LIDs)
3. SDC financing or credits [Task Force discussion clarified that a majority of members were not in favor of a City write-off of SDC's for new development if that meant that either (1) system development was then underfunded, or (2) other development in Wilsonville would have to pay more to cover the difference. Acceptable would be



using TIF revenue to cover the SDC if it could reasonably be expected to be paid back by increased property-tax collections.]

4. Tax Increment Financing (TIF) — Several Task Force members distinguished between TIF zones, such as the program recently supported by Wilsonville voters, and larger Urban Renewal districts. In either case, the Task Force supported having a city-wide advisory vote. In the case of TIF zones, the Task Force recommended that they have specific and narrow scopes and apply to limited locations with a defined duration. Investment of public funds in TIF zones should be based on reasonable expectations for return on investment.
5. Urban renewal district — The Task Force clarified that its support of urban renewal district creation was limited in scope to specific project funding necessary to make development viable and leverage significant private investment: for example, to bring needed infrastructure to the Coffee Creek Industrial Area to facilitate development, or to assemble small parcels into larger parcels for resale and development. The Task Force also recommended that the City continue to conduct advisory votes prior to establishing new urban renewal districts and that any new district should be of limited duration and have a well-defined project list and scope so that the district is closed down and property-tax revenue returned to the other taxing districts as quickly as possible after planned urban renewal projects are completed and paid for.

4. <del>Microenterprise and small business loans</del>	The Task Force found these policies to be potentially desirable for small business, but less pertinent to its main objective of addressing incentives for large employers
5. <del>Tenant improvement grants/loans</del>	
6. <del>Job-training assistance and incentives for employers</del>	
7. <del>Property price or lease price incentives</del>	
8. <del>Reduced tax incentives</del>	

## Process

Though the Task Force did not address the details of how City staff would implement an incentive program, it did offer some guidance:

- Incentives should be used in special, limited cases, not in broad applications. Those special cases are probably ones where a new development is making a significant contribution to solving specific problems or capitalizing on specific opportunities.
- “Problem or Opportunity Addressed” should be the first cut at evaluating the desirability of providing special incentives to a proposed development or new business. The next section lists four situations (combinations of business type, size, and location where incentives seem most likely to be desirable. Situations that make it through that filter would move on to a more detailed evaluation based on “Business Attributes” to determine whether incentives are merited and, if so, what level.

## Recommendations by type of opportunity

### Opportunity 1: High-tech reuse of vacant warehouse space

In this opportunity, an international, high-tech company is interested in converting a large, vacant warehouse building into an R&D and manufacturing facility. Because of the extensive improvements required, upgrading the warehouse will require an investment of approximately \$25 million. The facility has the potential to create 75 new jobs that pay above-average wages.

#### Justification and criteria for consideration of incentives

Converting vacant warehouse space into a large R&D and manufacturing facility has a number of benefits to the City that justify providing incentives. In addition to creating high-wage jobs, the facility uses existing space and infrastructure efficiently. Reusing a vacant warehouse helps revitalize the surrounding area and could attract other businesses to the area.

To receive incentives, the facility would have to meet environmental and labor standards.

#### Appropriate incentives

The Task Force recommends using TIF Zones to provide property tax abatement incentives in this situation.

On March 12, 2013, Wilsonville citizens voted 79% for to 21% against the use of TIF Zones to provide incentives for manufacturing companies to convert vacant or underutilized industrial buildings.

### Opportunity 2: Large traded-sector headquarters campus

In this opportunity, a large traded-sector company seeks to build a headquarters 'campus' facility. The company anticipates between \$25 million to \$75 million of new construction over several years and at least 75 new jobs at occupancy with more jobs to be added in the future. The proposed site for this development may require the construction of water, sewer and road infrastructure.

#### Justification and criteria for consideration of incentives

Attracting a large traded-sector campus has the potential to foster long-term economic growth, attract smaller companies in related industries, increase incomes in Wilsonville, increase both payroll tax and property-tax revenues, and provide fiscal benefits to the school district. A Task Force member described this scenario as a "perfect opportunity for Wilsonville."

When evaluating whether and what level of incentives to offer, the City should consider the number of jobs created, the specific location under consideration, and the positive business attributes of the company (as listed previously under "Business attributes"). The City should also seek to preserve the unique character of Wilsonville.



### Appropriate incentives

Direct financial incentives may be appropriate.

- **Tax-Increment Financing.** TIF zone creation and financing, such as that recently supported by Wilsonville voters, can help fund necessary public infrastructure, support major projects, and encourage private sector investment. This tool is particularly applicable to vacant or under-utilized warehouses and other large buildings.
- **Urban Renewal District.** Geared to larger areas where public investments are expected to leverage significant private investment over time. Areas where this approach might be used include Coffee Creek, Basalt Creek, and Frog Pond.
- **Local Improvement District (LID).** A Local Improvement District may provide a useful incentive for attracting a large headquarters campus.
- **SDC Financing or Credits.** SDC financing may be appropriate in limited conditions or when used in conjunction with other incentives.

### Opportunity 3: Greenfield industrial development

In this opportunity, an industrial developer is interested in constructing a very large industrial spec building in the Coffee Creek Industrial Area, but has been unable to reach acceptable terms with the property owners. Significant infrastructure investment is needed to make the Coffee Creek Industrial Area “shovel-ready” for development.

#### Justification and criteria for consideration of incentives

New industrial development in the Coffee Creek Industrial Area is a regional priority that will benefit the City of Wilsonville through job creation, an increased tax base, and long-term economic growth. Moreover, the area may be slow to develop without public incentives because of the scale of investment required. According to the City’s master concept plan for the Coffee Creek Industrial Area, over \$31 million in on- and off-site infrastructure improvements are needed. In addition, the area mostly consists of small, privately-owned parcels that will need to be aggregated into larger sites. As one Task Force member described the situation, “There are more issues in Coffee Creek than any one developer or business could address.”

### Appropriate incentives

The Task Force recommends that the City consider four categories of incentives for potential greenfield industrial development projects:

- **Master Planning Assistance.** Master planning gives the City a guiding role in the development of this strategically important area, helps incentivize major projects and support growth, and is a role already being performed by the City. The City could pay for master planning or through Development Agreements require that the businesses that locate in Coffee Creek reimburse the City for master planning expenses.
- **Local Improvement Districts.** A main advantage of an LID incentive is that it does not typically require financial support from the City.



- **Tax Increment Financing (TIF).** TIF zone creation and financing, such as that recently supported by Wilsonville voters, was intended to apply to existing buildings. However, a similar approach could be taken to facilitate greenfield industrial development in isolated cases where the formation of a larger Urban Renewal district is not feasible.
- **Urban Renewal District.** Due to the large investments in public infrastructure required in this scenario, the formation of one or more Urban Renewal districts may be appropriate. One Task Force member described Urban Renewal as an “excellent resource for providing necessary public infrastructure for greenfield development.”
- **SDC Financing or Credits.** SDC financing or credits can reduce up-front costs for developers at a relatively low cost to the City. This incentive may be useful for attracting desirable businesses. SDC financing would spread the developer’s payment of SDCs out over a period of years, while SDC credits are commonly given when a developer constructs additional system capacity beyond that required for their development. SDC waivers were not recommended by the Task Force due to their effect on SDC rates and shifting the financial burden to others, unless covered by TIF funds where reimbursement will result from development in the area.

#### Opportunity 4: New medium-sized manufacturing

In this opportunity, a medium-sized manufacturing firm is considering relocating to several locations in the greater Portland area, including in Wilsonville. The company is scouting locations in the 50,000- to 65,000-square-foot range, and has found 10 sites in the greater Portland region that would work. Each site offers something beneficial for the company’s operations; however, three of the sites are located in state-sanctioned Enterprise Zones used by the local jurisdiction that would abate an increase of local property-taxes for a three- to five-year period brought about by the company’s investment.

#### Justification and criteria for consideration of incentives

For this opportunity, the Task Force did not come to consensus. In the view of Task Force members, incentives may be more suitable if the firm is considering relocating to Coffee Creek or an existing TIF zone. The specific type of manufacturing may be important; incentives may be appropriate if the business is in an emerging sector of the economy.

#### Appropriate incentives

No incentive was supported by a majority of Task Force members. For many incentives, a large number of Task Force members indicated that they were not sure whether an incentive would be appropriate. The specific business attributes of the business in question will be important in determining support for incentives. The incentives with the least opposition were:

- **Local Improvement District (LID).**
- **SDC Financing or Credits.**
- **Tenant Improvement Grants/Loans.**



### Opportunity 5: Retaining and expanding existing businesses

The Task Force focused on big opportunities that would result in large levels of investment and job creation. That said, members recognized that small business retention and growth was identified as a value by the Economic Development Strategy Advisory Committee and by the community at large in the 2012 Community Survey.

The Task Force members felt they could not adequately consider all of the various types of small or existing businesses and what types of incentives may be appropriate, if any, within the allotted timeframe. Members of the Task Force suggested that the City Council and staff may want to further examine the possibility of incentives for small or existing businesses in the future to determine if there are situations when certain types of incentives might be warranted. The Wilsonville Chamber of Commerce, Small Business Development Center, and other organizations have the contacts to identify and the experience to assist small businesses. These organizations should be considered as resources when examining incentive possibilities for small and/or existing business.

## Appendix A

### Economic Development Strategy Task Force Members

November 2012; updated March 2013



**TASK FORCE CHAIR:** City Councilor Scott Starr (ex-officio)

*Members listed by economic/community sector; sorted alphabetically by last name*

#### PRIVATE SECTOR

##### Major Employers / Industrial Manufacturers

- **Craig Olson**, Sr. Director/Site Manager, Rockwell Collins Head-Up Guidance Systems
- **Fred Robinson**, General Manager, Kinetics Climax, Inc.
- **Boyd Westover**, Plant Manager, Eaton Corporation, Portland Power Center

##### Small-Medium Employers / Retail-Service Businesses

- **Mychelle Ashlock**, Operations Manager, Northwest Rugs – Wilsonville
- **Gale Lasko**, General Manager/Partner, Lamb's Market at Wilsonville
- **Sandra Suran**, CPA, Principal, The Suran Group, LLC

##### Developers/Property Owners & Managers

- **Brenner Daniels**, Investment Advisor, Holland Partner Group
- **Susan Myers**, General Manager, Capital Realty Corp.

#### NON-PROFIT / RESIDENTIAL SECTOR

##### Business Association

- **Ray Phelps**, Past President, Wilsonville Chamber of Commerce
- **Doris Wehler**, Past President, Wilsonville Chamber of Commerce

#### Labor/Unions

- **Ray Lister**, Membership Development Coordinator, International Brotherhood of Electrical Workers (IBEW), Local 48

#### Residents/City Volunteers

- **Vince Alexander**, Wilsonville Resident (resigned December 2012)
- **Lonnie Gieber**, Committee Member, City of Wilsonville Budget Committee
- **Dick Spence**, Wilsonville Resident
- **Alan Steiger**, CPA, Committee Member, City of Wilsonville Budget Committee
- **Carol White**, Wilsonville Resident

#### PUBLIC SECTOR

##### Economic-Development Agencies

- **Catherine Comer**, Business & Economic Development Manager, Clackamas County Economic Development (resigned March 2013)
- **Danielle Cowan**, Executive Director, Clackamas County Tourism & Cultural Affairs

##### Local-Government Partners

- **Mike Duyck**, Fire Chief, Tualatin Valley Fire & Rescue District (TVFRD)
- **Dr. William Rhoades**, Superintendent, West Linn-Wilsonville School District

##### Workforce Development

- **Ron Adams**, Chair, Board of Education, Clackamas Community College
- **Lita Colligan**, Associate Vice President for Strategic Partnerships and Government Relations, Oregon Tech (OIT) Wilsonville



## Appendix A

### Economic Development Strategy Task Force Members' Brief Bios



*Listed Alphabetically by Last Name*

November 2012; updated March 2013

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**Ron Adams** serves an elected representative since 2003 for Zone Five (West Linn and Wilsonville) and serves as Chair of the Board of Education for Clackamas Community College. Ron's career includes employment with Pacific Northwest Bell, district marketing manager for AT&T and program director of the Oregon Youth Conservation Corps. He has also served as an Oregon state representative and as chair of the undergraduate business program at Marylhurst University. Ron holds a degree in business from PSU and a master's degree in management from Marylhurst University. Ron represents Workforce Development interests on the task force.

**Vince Alexander** is a 17-year-long resident of Wilsonville. He is a retired Management Analyst, Project Manager and manufacturing Plant Manager. Vince represents Residents/City Volunteers interests on the task force. Vince resigned from the task force in December 2012.

**Mychelle Ashlock**, a Wilsonville resident, is the Operations Manager for NW Rugs – Wilsonville, one of five locations in Oregon, Nevada and Washington. Mychelle represents Small-Medium Employers / Retail-Service Businesses interests on the task force.

**Lita Colligan** is Associate Vice President of Strategic Partnerships and Government Relations for Oregon Tech, also known as Oregon Institute of Technology (OIT), the state's leading applied-sciences university. Oregon Tech consolidated its metro-area operations during 2012 into a new urban campus in Wilsonville, where the university offers bachelor's and master's degree programs and has existing partnerships with technology companies. Lita represents Education and Workforce Development interests on the task force.

**Catherine Comer** is Business & Economic Development Manager for Clackamas County Economic Development division. Formerly, she worked as Director of Economic Development and Urban Renewal Agency for the City of Canby. Catherine represents Economic-Development Agencies interests on the task force. Catherine resigned from the task force in March 2013.

**Danielle Cowan**, a Wilsonville resident, is Executive Director of Clackamas County Tourism & Cultural Affairs Department. Formerly, she worked as Public and Government Affairs Director for the City of Wilsonville and as the Policy & Communications Director for the Oregon Economic and Community Development Department. She also owned and operated her own small business. Danielle represents Economic-Development Agencies interests on the task force.

**Brenner Daniels** is Development Director and Investment Advisor for Holland Partner Group, a diversified multi-family residential housing developer based out of Vancouver, WA. Holland Partner Group is composed of five related companies that provide development, construction, redevelopment, acquisitions and management services for multi-family residential investment. Brenner was a member of the Wilsonville Economic Development Advisory Committee and looks forward to continued involvement in the Task Force. Brenner represents Developers/Property Owners & Managers interests on the task force.

**Mike Duyck** is the Fire Chief of Tualatin Valley Fire & Rescue District (TVFR), a combination agency with greater than 450 career firefighters and support staff and 100 volunteers. Prior to joining



## Appendix A

TVFR in 1995, Mike worked for the City of Lake Oswego. Chief Duyck serves as Vice-President of the Western Fire Chiefs Association (WFCA). His 17 years of service with the Fire District includes positions as Deputy Fire Chief, Assistant Chief, and all ranks within emergency services, as well as fleet services, human resources, logistics, and governmental affairs. Chief Duyck became TVF&R's Fire Chief on September 1, 2010. Mike represents Local-Government Partners interests on the task force.

**Lonnie Gieber** is a Wilsonville resident who serves on the Budget Task force. He has been in the financial services industry for over 25 years. Professionally, he is a Certified Financial Planner and one of the founders of the nonprofit community organization Random Kindness. Lonnie represents Residents/City Volunteers interests on the task force.

**Gale Lasko** is General Manager and Partner of Lamb's Market at Wilsonville, a 75-employee outlet of the family-owned, Lamb's five-store grocery chain. Lamb's Wilsonville is a full-service grocery store with service deli and scratch bakery. Gale has been a volunteer "meals on wheels" driver for the City of Wilsonville senior/community center for the past 17 years. Gale represents Small-Medium Employers / Retail-Service Businesses interests on the task force.

**Ray Lister** is a Wilsonville resident who works as Membership Development Coordinator with the International Brotherhood of Electrical Workers (IBEW) Local 48. He has worked as a General Journeyman Electrician in Electrical Construction. Ray represents the interests of Labor/Unions on the task force.

**Susan Myers** is General Manager for Capital Realty Corp., a locally owned and controlled commercial real-estate development and management firm. Under her supervision, Capital Realty developed and managed for over 10 years the Wilsonville Town Center shopping center and more recently the Wilsonville Town Center office building. Susan represents commercial Developers/Property Owners & Managers interests on the task force.

**Craig Olson** is Sr. Director and Wilsonville Site Manager for Rockwell Collins Head-up Guidance Systems (HGS™), a major aerospace industry manufacturer with nearly 500 employees in Wilsonville. Rockwell Collins HGS™ designs, develops, manufactures and supports Head-up Displays (HUD) and Helmet-mounted Displays (HMD) for commercial and military applications. Craig represents Major Employers / Industrial Manufacturers interests on the task force.

**Ray Phelps** is a Past President of the Wilsonville Chamber of Commerce, which represents Wilsonville-area businesses. Ray serves on the Wilsonville Planning Commission and is the Director of Regulatory Affairs for Allied/Republic Waste Services of Clackamas and Washington Counties, based in Wilsonville. He formerly served as Director of the Elections Division of the Oregon Secretary of State's Office and Director of Administration and Chief Financial Officer for Metro regional government. Ray represents the non-profit Business Association interests on the task force.

**Dr. William (Bill) Rhoades** is Superintendent, West Linn-Wilsonville School District. Previously he worked as assistant superintendent for Office of School Performance in the Hillsboro School District, chief academic officer of Bend-LaPine School District, and administrator in Woodburn School District. Bill represents Local-Government Partners interests on the task force.

**Fred Robinson** is a Wilsonville resident who is General Manager for Kinetics Climax, Inc., a leading metal-injection molding company that is a subsidiary of Freeport-McMoRan Copper & Gold Inc. Fred, who serves on the Wilsonville Chamber of Commerce board of directors, oversees a highly



## Appendix A

skilled workforce composed of 220 full-time employees. Fred represents Major Employers / Industrial Manufacturers interests on the task force.

**Dick Spence** is a long-time Wilsonville resident who formally worked for Xerox as a Logistics Auditor. He now works part time for the Wilsonville Chamber of Commerce. Dick serves on the Boards of the Wilsonville Library Foundation and Friends of the Library. Dick was honored as the "2011 Wilsonville First Citizen." Dick represents Residents/City Volunteers interests on the task force.

**Scott Starr** serves as an elected City Councilor on the Wilsonville City Council. Scott is Branch Manager for Guild Mortgage, a leading privately-held mortgage company in the Western United States, and is a past-president of the Wilsonville Chamber of Commerce. Scott represents the public sector and serves in an ex-officio capacity as chair of the task force.

**Alan Steiger, CPA**, is a Wilsonville resident who serves on the Wilsonville Budget Committee, and formerly served as Chair of the Wilsonville Public Library Board. Prior to retiring, he worked for 26 years as VP/Director of Finance for A-Dec, Inc., and subsequently for two years as CEO with Austin Industries of Newberg. Alan also served on the board of the OSCPA (Oregon Society of Certified Public Accountants) Educational Foundation. Alan represents Residents/City Volunteers interests on the task force.

**Sandra Suran, CPA**, a Wilsonville resident, is the Principal of The Suran Group, LLC, a Wilsonville-based management consultancy specializing in organizational change. Previously, Sandra was a partner with KPMG Peat Marwick and was founding partner of Suran & Company, CPAs. She has served as the State of Oregon Small Business Advocate and on the boards of the Federal Reserve Bank of San Francisco, Oregon Mutual Insurance Company and as chair of the National Association of State Boards of Accountancy. Sandra represents Small-Medium Employers / Retail-Service Businesses interests on the task force.

**Doris Wehler** is a twice Past President of the Wilsonville Chamber of Commerce. She is co-owner of the Cookies By Design franchise in Beaverton and former operations manager and owner of TeleCheck Oregon. She serves on the West Linn-Wilsonville School District's Long Range Planning Committee. In 2003 she was named "Citizen of the Year" for her volunteer work. Doris represents the non-profit Business Association interests on the task force..

**Boyd Westover**, a Wilsonville resident, is the Plant Manager of Eaton Corporation's Portland Power Center in Wilsonville, where he oversees 70 full-time employees. Eaton is a global technology-leader in diversified power management solutions. The Portland Power Center provides power distribution and control equipment to the electrical markets. Boyd represents Major Employers / Industrial Manufacturers interests on the task force.

**Carol White**, a Wilsonville resident, retired after a 35-year-long career as Regional Sales Manager and Global Account Manager for AT&T / Lucent, where her responsibilities over the years included running a \$25 million business for the small business division and managing both Nike and PacifiCorp accounts globally. In retirement she ran a marketing consulting business for writers and small publishers. Carol represents Residents/City Volunteers interests on the task force.



## Appendix B: Glossary of Terms

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**Enterprise Zone** – Not currently available in Wilsonville, a program authorized and administered by the State of Oregon and implemented locally that allows local jurisdictions to provide a time-limited reduction in property taxes within a geographically defined area, sometimes just on improvements or new equipment, to encourage private investment in a property. Wilsonville often competes with other communities that have Enterprise Zones when desirable businesses are considering alternative locations for expansion.

**Systems Development Charge (SDC) Financing or Credits** - SDC financing enables developers to stretch their SDC payment over time, thereby reducing upfront costs. SDC credits allow developers to make necessary improvements to a site in lieu of paying SDCs or to receive reimbursement for construction of additional capacity.

**Local Improvement District (LID)** – A Local Improvement District (LID) is a method by which a group of property owners can share in the cost of infrastructure improvements. An LID is a geographic area where properties are subjected to a special assessment to finance improvements. Payments are spread out over several years and properties are assessed based on the cost of the project and the proportional benefit received.

**Strategic Investment Zone or Program** – Not currently available in Wilsonville, a program authorized by state law and implemented locally that exempts a portion of large capital investments from property taxes. Most often used for manufacturing firms and other "traded-sector" businesses. Wilsonville often competes with other communities that have Strategic Investment Zones when desirable businesses are considering alternative locations for expansion.

**Tax Increment Financing (TIF)** – The funding mechanism used in urban renewal districts to pay for projects. TIF is a public financing method that is used to fund [redevelopment](#), infrastructure, and other community-improvement projects by using future gains in property taxes to pay back debt/financing obtained to fund current improvements. The principle underlying TIF is that completed projects will increase the value of [real estate](#) and generate additional property tax revenue. This increase in tax revenue is referred to as "tax increment." Tax Increment Financing dedicates tax increment within a certain defined district to finance the debt that is incurred to pay for projects within that district.

A Tax Increment Finance Zone (TIF Zone) – as recommended by the Task Force and approved by Wilsonville's voters, is a single-property urban renewal area established to incentivize business investment and job growth. The "debt" is the contractual monetary obligation of the Urban Renewal Agency to rebate a portion of the tax increment when a private business meets the requirements of the TIF Zone. TIF Zones will provide a partial rebate of paid property taxes (tax increment) to qualifying businesses that meet specific criteria, including significant capital



investment in the property (\$25,000,000 plus) and the creation of at least 75 new jobs with wages at least 25% above the Clackamas County average.

**Traded Sector** – A traded-sector business is one that sells products and services outside of the region or state and brings dollars back to the state.

**Urban Renewal** - A program authorized under state law and implemented locally that uses property tax revenues (tax increment) to finance upgrades in designated urban renewal areas of a city or county. These areas are called “blighted” by state statute and are typically underdeveloped and not contributing fully to the local economy. Urban renewal projects generally include public facilities, such as roads and sewers, but can include public buildings, parks, land assemblage, and developments that result from public/private partnerships. The premise of urban renewal is that as properties and infrastructure are upgraded, property values increase and contribute more to the local economy through increased property tax revenues which support all of the taxing jurisdictions upon closure of the urban renewal district.

# Appendix C: History of the Task Force

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## Meetings and Documents of the Economic Development Strategy Task Force, November 2012 – March 2013

As an integral component of the City's economic development strategy process, the City formed a focused, limited-duration task force composed of leading community members and business managers who helped guide the process and make a recommendation to the City Council. The task force was composed of public- and private-sector leaders invested in Wilsonville who are opinion-setters and perform multiple roles in the community; see Appendix A in this report. The task force includes representatives of various sizes and types of businesses, developers, higher-education, chamber of commerce, neighborhoods and City volunteer boards and commissions.

The Economic Development Strategy Task Force focused on two sets of key issues unresolved from the first part of the economic development strategy process. The primary issues for consideration focused on business attributes and potential incentives for recruitment or retention/expansion.

The task force met seven times over the course of five months from November 2012 through March 2013, culminating in a set of recommendations to the City Council.

**Note:** The following list of documents contains embedded hyperlinks to PDF files on the City of Wilsonville website that may be downloaded.

### November 8, 2012, Task Force Meeting

[November 8, 2012, Economic Development Strategy Task Force Notes](#)

[November 8, 2012, Economic Development Strategy Task Force Meeting Agenda](#)

[Economic Development Strategy Task Force Working Agreements & Ground Rules \(Charter\), Nov. 2012](#)

[Charge of the Economic Development Strategy Task Force, Nov. 2012](#)

[Economic Development Strategy Task Force Members by Economic/Community Sector, Oct. 2012](#)

[Economic Development Strategy Task Force Members' Brief Bios, Nov. 2012](#)

[Wilsonville Economic Opportunity Analysis \(EOA\) Update \(revised\), July 2012](#)

[Economic Development Strategy Summary, August 2012](#)

[Economic Development Strategy, August 2012](#)



## November 28, 2012, Task Force Meeting

[Article - "City Sets Bait For Big Business: Wilsonville's new Economic Development Task Force OKs using financial incentives to attract major corporations," Wilsonville Spokesman, Dec. 4, 2012](#)

[November 28, 2012, Economic Development Strategy Task Force Meeting Notes](#)

[November 28, 2012, Economic Development Strategy Task Force Meeting Agenda](#)

[ECONorthwest Memo for Meeting #2: Business Attributes and Incentives, Nov. 2012](#)

Attachments for Meeting Memo:

- [Existing City of Wilsonville Incentives;](#)
- [Enterprise Zones;](#)
- [Urban Renewal and Tax Increment Financing;](#)
- [Proposed Tax Increment Financing Zones \(TIF Zones\);](#)
- [Community Survey Results Pertaining to Economic Development;](#)
- [Portland Metro's Traded Sector](#)

## December 13, 2012, Task Force Meeting

[December 13, 2012, Economic Development Strategy Task Force Meeting Notes](#)

[Full Text of City of Wilsonville Ballot Measure 3-421 for the Special Election on March 12, 2013: "Business Incentive Program for Investment and Job Creation by Manufacturers"](#)

[Resolution 2394, Staff Report and Draft Explanatory Statement for Ballot Measure, Jan. 4, 2013](#)

[Revised - Proposed Tax Increment Financing Zones \(TIF Zones\), Dec. 17, 2012](#)

[Article - "City Sends Tax Incentive Plan to the Voters: Residents will decide in March election if Wilsonville should offer financial incentives to manufactures who invest at least \\$25 million," Wilsonville Spokesman, Dec. 26, 2012](#)

[City of Wilsonville City Recorder Notice of Receipt of Ballot Title, Dec. 18, 2012](#)

[Resolution 2390, Staff Report and Draft Ballot Measure Text, Dec. 17, 2012](#)

[December 13, 2012, Economic Development Strategy Task Force Meeting Agenda](#)

[ECONorthwest Memo for Meeting #3: Meeting Overview, Dec. 10, 2012](#)

[Revised Draft – Proposed Tax Increment Financing Zones \(TIF Zones\), Dec. 12, 2012](#)

[Resolution No. 2390: Staff Report, Resolution, Proposed Ballot Measure](#)

[Editorial - "Hard incentives may be necessary," Wilsonville Spokesman, Dec. 12, 2012](#)

[Communications to and from Task Force Members, Dec. 10, 2012:](#)

- [Response to Economic Development Question from Task Force Member Ron Adams](#)
- [Note from Task Force Member Danielle Cowan](#)
- [Response to Economic Development "Weighting" Criteria Suggestion from Task Force Member Carol White](#)
- [Responses to Urban Renewal-Related Questions from Task Force Member Doris Wehler](#)
- [Responses to Request for Email Addresses of Task Force from Task Force Member Lonnie Gieber](#)
- [Responses to Economic Development-Related Questions from Task Force Member Vince Alexander](#)



## January 10, 2013, Task Force Meeting

[January 10, 2013, Economic Development Strategy Task Force Meeting Notes](#)

[January 10, 2013, Economic Development Strategy Task Force Meeting Agenda](#)

[ECONorthwest Memo for Meeting #4: Meeting Overview on Business Attributes and Incentives, Jan. 10, 2013](#)

[Appendix A: Business Attributes and Incentives Table](#)

## January 31, 2013, Task Force Meeting

[January 31, 2013 Economic Development Strategy Task Force Meeting Notes](#)

[January 31, 2013 Economic Development Strategy Task Force Meeting Agenda](#)

[ECONorthwest Memo for Meeting #5: Information to Frame the Discussion About Potential Use of Incentives, Jan. 28, 2013](#)

[Potential Incentives for Consideration, January 28, 2013](#)

[Scenarios for Consideration, January 28, 2013](#)

## February 28, 2013, Task Force Meeting

[February 28, 2013, Economic Development Strategy Task Force Meeting Notes](#)

[February 28, 2013, Economic Development Strategy Task Force Meeting Agenda](#)

[Incentives/Scenarios Task Force Survey Results, draft, Feb 26., 2013](#)

[Memo, re Task Force Survey, Feb. 15, 2013](#)

[ECONorthwest Memo, re Instructions for the On-Line Survey](#)

## March 20, 2013, Task Force Meeting

[March 20, 2013, Economic Development Strategy Task Force Meeting Notes](#)

[March 20, 2013, Economic Development Strategy Task Force Meeting Agenda](#)

[Summary of Comments by Task Force Members on the Draft Task Force Recommendations to City Council, March 20, 2013](#)

[ECONorthwest Memo for Meeting, RE Draft Recommendations from Task Force, March 11, 2013](#)

[Draft Recommendations from Task Force to City Council, March 13, 2013](#)

[Draft Appendices to Recommendations, March 13, 2013](#)

[Article, The Oregonian - "Wilsonville voters overwhelmingly approve Measure 3-421 in special election," March 12, 2013](#)

## April 15, 2013, City Council Meeting

[April 15, 2013, Meeting Agenda, Staff Report and Resolution](#)

[Recommendations of the Economic Development Strategy Task Force on Business Attributes and Incentives, March 2013](#)



# Wilsonville Economic Development Strategy Summary, August 2012



## The Process

### Why care about economic development?

Anyone following the news can see that governments at all levels are concerned about the health and development of their economies. For most households, jobs and income—the common objectives for local economic development—are quality of life, and things like high-quality, effective government services and environmental quality have indirect effects on business attraction and growth, and thus are important to economic development.

The private sector is the major driver of economic innovation and prosperity, but it relies on local governments for things like roads, other public facilities, and community services. Its success improves if it has local governments as willing and able partners in development.

### Why create an economic development strategy?

Actions taken now affect future conditions; thoughtful actions will, on average, lead to more desirable consequences. The City's objective is to get multiple parties and interests to agree on an Economic Development Strategy to guide both (1) City investments and regulations, and (2) private supporting efforts. Agreement on a vision and key actions will make development more efficient and less contentious.

### How was the Strategy developed?

With **people** and with **information**. An Economic Development Strategy Advisory Committee of residents, business people, and other stakeholders developed and reviewed comments on the vision, potential actions, and priority actions. It considered input from focus groups, interviews with business leaders, and Economic Summit, and surveys. It considered many reports and opinions to inform its conclusions (see sidebar).

### What is special about the Strategy?

Wilsonville's development and fiscal problems are minor relative to those of most cities in Oregon (see sidebar on "factors"). The Advisory Committee believes the City can and should take a long view. Its actions in economic development should be *deliberative* (wait for businesses that fit the plan), *balanced* (economic development and quality of life are both important—the City can have both), *efficient* (the City's first priority should be to provide the land-use plan, infrastructure, and public services that are expected of it) and *fair* (do not make incentives for new business a standard practice—treat all businesses equally).

As the City implements the strategy, decision-makers must consider uncertainty and the need for flexibility in the Strategy. Wilsonville has many of the fundamentals necessary for it to do well economically relative to its regional neighbors. But the City has to make careful decisions that allow it to adapt its choices to changing circumstances.

## Technical Basis for Recommended Actions

In thinking about Wilsonville's opportunities and constraints for economic growth over the next one to five years the Advisory Committee considered (1) the City's updated Economic Opportunity Analysis, (2) input from stakeholders in Wilsonville via focus groups, interviews, surveys, and the public Economic Summit (May 2012), and (3) staff and Committee knowledge of the economy in the Portland metropolitan region. The main factors that affect Wilsonville's economy include:

- *Regional/Interstate accessibility*
- *Vacant land base (especially Coffee Creek and Basalt Creek)*
- *Vacant commercial and industrial built space*
- *Existing businesses, including national and international employers*
- *Established and emerging business clusters*
- *New Oregon Tech campus*
- *Similar number of residents and jobs*
- *Tourism*
- *Commuting patterns*
- *High quality housing, but a need for more affordable housing*

## Vision Statement

Wilsonville's sustained economic strength is fostered by a spirit of innovation and collaboration. Our residents and businesses wisely invest the time, energy, and money to assure that Wilsonville retains the quality of life we value. We leverage our excellent location, ample land supply, top quality infrastructure and transit system to deliver desired economic benefits.

For more information, contact:  
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## Appendix D

### Actions

The City of Wilsonville will achieve its vision through actions that address *six categories of factors* that influence the expansion and location decisions of businesses:

#### 1. Agreement on amount, type, location and pattern of development

**Action 1.1. Describe business attributes and impacts that are supportive of Wilsonville's economic and community development goals.** A task force is formed to consider, make recommendations, and deliver a report to City officials and staff on the desired community impacts of businesses, without singling out the specific types of businesses that the City should try to attract to Wilsonville. (Immediately in Year 1)

#### 2. Land and buildings

**Action 2.1. Promote reuse of vacant buildings, infill development, and redevelopment.** City staff members make recommendations to City Council on policies and locations to promote reuse of vacant buildings, infill development on underutilized properties, and redevelopment of underutilized properties or obsolete buildings. (Years 1- 5)

**Action 2.2. Establish and master plan development districts.** The City will establish development districts with buildable land in places with a high priority for development, including developing land use policies to support the desired development forms. (Years 2 to 5 and beyond)

#### 3. Transportation and other Infrastructure

**Action 3.1. Coordinate capital improvement planning to ensure infrastructure availability on employment land.** City staff will continue coordinating capital improvement planning and funding with land use, transportation and other infrastructure planning to ensure that infrastructure is available for employment land, especially areas identified as having a high priority for development. City staff will investigate and recommend a funding plan for the capital improvements. (Year 1, on-going)

**Action 3.2. Expand the hours of operation for SMART.** SMART will expand hours of operation, as funds become available, in order to provide improved access to public transit. This will enable workers to get to and from their jobs and students to get to and from their place of education using public transit. (Year 1, on-going)

#### 1. Workforce development

**Action 4.1. Connect businesses with organizations involved in workforce training and education.** City staff will help businesses make connections with organizations that provide workforce training and education. (Year 1, on-going)

**Action 4.2. Adopt a policy demonstrating support for Oregon Tech.** The City Council will adopt a policy that expresses the City's willingness to collaborate with Oregon Tech to help it succeed in its mission of training and education and also supporting other institutions of higher education. (Year 1)

#### 5. Quality of life and public service

**Action 5.1. Ensure that regulations support quality of life.** City staff will continue to review building and development policies and procedures to (1) ensure that regulations that guide economic development will lead to a better quality of life in a cost-effective manner, and (2) evaluate whether there are actions that the City should take to maintain and enhance the quality of life. (Year 1, continue in Years 2 to 5)

#### 6. Business communication and services

**Action 6.1. Develop a marketing plan.** City staff will work with local partners in economic development to develop a marketing plan, including materials that document Wilsonville's advantages and amenities that are attractive to businesses. (Year 2)

**Action 6.2. Develop criteria to guide the use of incentives to attract or retain businesses.** Create a task force that will recommend criteria for the use of incentives to attract or retain businesses. The criteria should describe (1) where incentives would be used, (2) what businesses would qualify for incentives and under what conditions, (3) what types of incentives would be available to businesses, (4) the funding sources to support the incentives, and (5) expectations of businesses given incentives. (Year 1, immediately)

**Action 6.3. Develop a program to assist existing businesses.** City staff will develop a program to assist existing businesses. The program will include an outreach strategy to assess what assistance businesses want and need from the City and will evaluate the need for an economic development director at the City. (Year 2)

**Action 6.4. Streamline development code and permitting process.** City staff will evaluate opportunities to streamline the development code and permitting process and will also identify changes in processes that can be made without revising the code. (Years 2 to 5)



## Appendix E

# ECONorthwest

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January 10, 2013

Project #: 21182

**TO: Economic Development Strategy Task Force**  
**FROM: Terry Moore and Beth Goodman**  
**SUBJECT: TASK FORCE MEETING #4:**  
**BUSINESS ATTRIBUTES AND INCENTIVES**

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The City of Wilsonville established the Economic Development Strategy Task Force to address two actions prescribed by the Economic Development Strategy (EDS): (1) Describe business attributes and impacts that are supportive of Wilsonville's economic and community development goals (EDS Action 1.1), and (2) Develop criteria to guide the use of incentives to attract or retain businesses (EDS Action 6.2.).

The process for the Task Force had two phases. During the first phase (Nov-Dec 2012) the Task Force made recommendations to the City Council about language for a ballot measure about incentives to encourage re-use of vacant warehouse space. The Task Force met and discussed these issues at three meetings:

1. November 8. The Task Force agreed to adjust its schedule so that it would be able to comment on City Council actions about language for a ballot measure that will ask voters (in March 2013) whether they support the use of a particular incentive (a tax-increment-finance zone) to encourage businesses to make significant expansions and new investment in Wilsonville.
2. November 28. After a discussion of desired business outcomes (i.e., "what the city gets" in return for incentives), a majority of Task Force members said they support the use of some level of incentives for some types of economic development.
3. December 13. The Task Force members reviewed and commented on the draft ballot measure. Their comments went to the City Council for its consideration at its meeting on December 17th.

At that meeting the City Council approved a resolution to authorize a ballot measure for March 2013 entitled "Business Incentive Program for Investment and Job Creation by Manufacturers."

The first phase of the Task Force work is complete; the second phase begins with the January 10th meeting. The focus now shifts from the details of a very specific incentive to a broader discussion of business attributes and incentives.



As part of the first phase, staff provided the Task Force with background information on business attributes and incentives (meeting on November 21). That information directly relevant to the Phase-2 discussion and is included in this memorandum with a few updates (most notably to the process schedule).

The rest of this memorandum has three sections and an appendix:

**Section I, Schedule**

**Section II, Business Attributes**

**Section III, Business Incentives**

**Appendix A, Business Attribute and Incentive Tables.**

## I. SCHEDULE

City staff and consultants propose this schedule:

- **January 10.** Begin broader discussion recommendation about business attributes and incentives.
- **January 31.** The Task Force will continue to discuss broader recommendations about business attributes and incentives. Depending on the progress made at the January 10th meeting, the Task Force may be ready to discuss a draft recommendation about incentives overall.
- **Late February** (date to be determined). If necessary, the Task Force will finalize discussions of the recommendations about incentives.

## II. BUSINESS ATTRIBUTES

Table 1 (attached in Appendix A) lists the kinds of attributes that cities typically want their businesses to have. Desired business attributes should be very highly correlated to the purposes of economic development programs (they should be aimed at retaining, attracting, and expanding businesses with the desired attributes) and with levels of incentives (more for businesses that have more of the desired attributes).

We group the business attributes in Table 1 to give our view of a logical way to think about the business attributes:

- **Jobs for Wilsonville residents.** Residents of Wilsonville benefit by being employed by a business in Wilsonville, with high-paying (family wage) and fulfilling jobs. More residents will benefit if there are more jobs and if there is a diversity of jobs, which will probably increase the number of Wilsonville residents that will get those jobs.

The primary reason that workers want these jobs is the income they provide. Thus, for individual residents of Wilsonville, income is a partial double-count of jobs. Moreover, many (in many cases, most) of the new jobs will not be occupied by Wilsonville residents. Why would Wilsonville want to give incentives so that



people outside of Wilsonville can have jobs and income? There are reasons: they follow.

- **Total payroll and expenditures.** Increases in total payroll (income) has a multiplier effect of increasing spending in Wilsonville. Employees that are also residents will shop in Wilsonville stores, but so, to a lesser extent, will non-resident employees. The new business may buy some of its goods and services from other Wilsonville businesses. In short, other Wilsonville businesses may benefit by selling more goods and services.
- **Revenues for local governments.** Local funding for local services provided by municipalities and special districts can come from payroll taxes, income taxes, or property taxes. All of these taxes are sensitive to income. Payroll and income tax vary with changes in income. Property tax is also sensitive to income because households with more income can pay more for properties, which can increase property values. More income also means that households can and may pay more in fees for public facilities and services. Increasing the number of jobs and total payroll stabilizes the City's funding sources (e.g., payroll or property taxes, while the State benefits from increased income taxes). Community businesses are often substantial donors to civic programs as well as public facilities and services.
- **Broader public benefit.** Many of the broader benefits derive from the fact that the community has more revenue; it may be able to provide more and better schools, parks, civic spaces, and social programs. Or, there may be immediate benefits like getting buildings reused, neighborhoods rejuvenated, or brownfields cleaned up. A business may be part of a cluster that a city thinks has promise: it may want to give incentives to early businesses to catalyze future business growth.

In our opinion, the business attributes that dominate in municipal thinking are the ones that suggest jobs or fiscal benefits. Cities care about jobs for residents, but in a metropolitan area like Portland, most of the jobs could easily go to residents in other jurisdictions. Thus, the fiscal / revenue benefits are always near the top of the list when a city considers what it will get for the incentives it offers.

The list of business attributes in Table 1 is organized according to the categories above. The list is based on: (1) information in Wilsonville's existing economic development policies; (2) attributes discussed in the Economic Development Strategy; and (3) our years of experience working with cities in the Northwest and elsewhere. The list of attributes in Table 1 probably covers almost all of the common desirable attributes, but the Task Force may find others worth adding.

The immediate challenge for the Task Force is reviewing the business attributes and discussing whether other attributes should be included in the list or existing attributes should be dropped from the list. In conversations after December 13th, the Task Force will discuss the following about each attribute: its relative importance; how to measure it; and the threshold for offering an incentive.



### III. BUSINESS INCENTIVES

Businesses care fundamentally about profitability, which is a function of revenues and costs. Although many for-profit businesses are extremely civic-minded, they are still focused primarily on making a profit for their owners or investors. Since businesses are focused on profits, it should not and probably does not make much difference *how* the incentive is funded; what matters is the expected value of the *amount* of the incentive.

*How* incentives are funded is important to the public sector. Funding sources for incentives affect who will pay for the incentives. The public sector cares whether funding for incentives is balanced, efficient, and fair.

The public sector can help businesses on either the revenue side or the cost side. Examples of revenue-side incentives: (1) at the state level, trade missions to foreign countries to market a business's product; (2) at the regional level, facilitating import substitution by creating a supply-chain clearing house (which expands a business's local sales; or (3) at the local level (where appropriate) agreeing to purchase needed municipal goods or services from a business.

Revenue-side incentives are rare; cost-side incentives are much more common. Table 2 shows common, direct (most frequently financial), cost-side incentives used to attract or retain businesses. The list is based on: (1) incentives commonly used by cities in the Portland region and (2) incentives commonly used in other cities in other regions of the country. The list probably covers almost all of the common incentives and techniques, but the Task Force may find others worth adding.

Table 2 (attached in Appendix A) distinguishes between an *incentive* (which is defined in the table by *what is offered* to businesses to reduce their costs: e.g., land assembly, training, taxes, or fees) and a *funding source or technique* (which is described in the table as the means by which the local government is going to raise the money that will provide the incentives). The funding sources that typically provide substantial funding for incentives are Urban Renewal and Enterprise Zones (Wilsonville does not qualify for the latter).



## APPENDIX A: BUSINESS ATTRIBUTE AND INCENTIVE TABLES

Table 1. Common attributes of businesses that cities want

Attribute name	What it is	Why cities want it
<b>Higher paying jobs</b>	Jobs that pay higher than the regional average; often referred to as "Family-wage jobs"	Higher paying jobs increase the economic welfare of workers and bring more wealth into the community.
<b>Job diversity</b>	Adding jobs that are different from jobs at existing businesses, such as jobs that require different skills, education, or training.	Increasing job diversity provides employment opportunities for workers with a wide range of skills and may provide opportunities for workers who were unable to find local employment.
<b>Total Payroll</b>	The total amount paid to private sector employees at a business located in Wilsonville.	Higher total payroll brings wealth into the City and results in increased payroll taxes (to support SMART).
<b>Property-tax payers</b>	Private businesses that pay taxes based on assessed valuation of property, including real property and equipment.	Cities depend on property taxes to fund services and maintain infrastructure.
<b>Business diversity</b>	Encouraging growth of businesses in sectors not presently in the city to create more economic diversity of the city's business portfolio.	Increased economic diversity increases economic resilience, helping the economy perform better in recessions or other economic shocks.
<b>Business clusters</b>	Businesses in similar or related industries may locate relatively near each other (in clusters) for the economic advantages of sharing: production inputs (e.g., materials or parts), a common labor pool with specific skills, or customers.  Examples of business clusters in Wilsonville include: computer and electronic manufacturing, software engineering, transportation and warehousing, or wholesale distribution.	Business clusters can help attract or grow more businesses in the same cluster. Cities may prefer business clusters with other desirable attributes, such as high paying jobs.
<b>Support businesses</b>	Businesses may provide unique support to existing businesses or businesses that may locate in Wilsonville.	Support businesses help other businesses grow within Wilsonville.

Attribute name	What it is	Why cities want it
<b>Locally-grown businesses</b>	Businesses that start in the city or businesses that move to the city when small and grow larger in the city.	Locally grown businesses often have stronger connection to the community, especially if upper management lives in the community. Such businesses may be more inclined to stay in the community as they grow. They may be more likely to make non-business contributions to the community, through philanthropy or engage in supporting efforts to enhance quality of life in the community (e.g., supporting the arts or recreation programs).
<b>Traded-sector businesses</b>	<p>Traded-sector businesses produce goods for export, generally out of the state or out of the country.</p> <p>Examples of traded-sector businesses in Wilsonville include most of the City's major employers, including Xerox, Mentor Graphics, Tyco Electronics Medical Products, Rockwell Collins, FLIR Systems, Kinetics Climax Inc, Hartung/Oregon Glass Co., Vision Plastics Inc, S S I Shredding Systems, Coherent, and Crimson Trace Corp.</p>	Traded sector-businesses often have higher paying jobs. They bring wealth into the community and state by selling their product out of the state.
<b>Re-use of buildings</b>	<p>When a business needs additional space, it may locate in a new building or in an existing building.</p> <p>Wilsonville's notable vacancies are in Town Center and several large vacant or underutilized industrial properties including:</p> <p>9805 Boeckman Road: "I-5 Logistics Center, fka Joes HQ/DC" — 300,000 SF</p> <p>25600 SW Parkway Center Drive: "Parkway Corporate Center, fka Hollywood Video DC" — 176,634 SF</p> <p>29899 SW Boones Ferry Road, Wilsonville: "Wilsonville Distribution Center" — 200,425 SF</p> <p>26755 SW 95th Ave., Class B Industrial/Warehouse — 165,810 SF</p> <p>27255 SW 95th Ave., Wilsonville: "fka Nike DC" — 501,000 SF</p>	<p>Having excessive or persistent vacancies in built space may make an area less attractive to other businesses or customers at existing businesses. When businesses locate in existing built space, they may make the surrounding area more attractive to other businesses through improvements they make to the building or through bringing more employees and customers into the area.</p> <p>Making use of existing buildings also increases the efficiency of public infrastructure investments, given that that infrastructure is already in place.</p>
<b>Commitment to workforce development</b>	Some businesses are committed to hiring workers who lack necessary training or skills but show potential for growth. The business will help develop the skills the business needs, through on-the-job training, skills or technical training, or formal education at a college or university.	One of the most important economic inputs is a pool of trained, skilled workers. Cities with a larger and/or more skilled workers are more attractive to other businesses that may locate in the city.



Attribute name	What it is	Why cities want it
<b>Family supportive businesses</b>	These businesses have policies or provide services that support workers with families, such as flexible working schedules or providing day care services.	Such businesses tend to attract employees who value a supportive work environment. As with workforce training programs, these things can benefit the community beyond the business.
<b>Environmental stewards</b>	Businesses may take a holistic perspective to environmental stewardship, such as offering transit passes to employees, occupying green buildings, or making a commitment to using less resources (e.g. recycling).	These businesses will be attracted to cities with high environmental quality and are more likely to work with the community to maintain and improve the environmental quality
<b>Triple bottom line</b>	Businesses value and invest in the community's economic, environmental, and social well being.	These businesses will be attracted to cities with high quality of life and are more likely to work with the community to maintain and improve quality of life

**Table 2. Common direct incentives to attract or retain businesses**

Incentive name	What it is and how it works	Fund sources/ fund impacted	Who is using it (examples)	Potential benefits	Potential drawbacks
<b>Property or other tax abatements and credits</b>					
<b>Property Tax Abatements (Enterprise Zone, State of Oregon)</b>	A time-limited reduction in property taxes, sometimes just on improvements or new equipment, to encourage private investment in a property.	Local taxing jurisdictions' general funds—cities, school districts, counties, etc.	Several tax abatements are authorized in State Statutes; many communities across the State use them. Some of the programs below are examples.	<ul style="list-style-type: none"> <li>Increases the financial feasibility of property improvements.</li> <li>Often more politically acceptable than other funding sources; it does not require a budget allocation.</li> </ul>	<ul style="list-style-type: none"> <li>Reduces general fund revenues for all overlapping taxing districts.</li> <li>If the site is in an urban renewal area, the abatement will reduce tax increment revenues (for increases in property value) to the urban renewal area.</li> <li>Can require ongoing monitoring to ensure compliance and accountability.</li> </ul>
<b>Electronic Commerce Zone (State of Oregon)</b>	Qualifying businesses in the zone receive a credit against the business's annual state income or corporate excise tax liability based on 25% of the investment cost made in capital assets used in electronic-commerce operations.	State general fund (via income tax), and local general fund (via property taxes)	Hillsboro, Portland	<ul style="list-style-type: none"> <li>Reduces the costs of operating a business, which increases the business' financial viability</li> </ul>	<ul style="list-style-type: none"> <li>Limited to supporting just electronic commerce (transactions via the internet or an internet-based computer platform)</li> </ul>
<b>Strategic Investment Program (State of Oregon)</b>	Exempts a portion of large capital investments from property taxes. Most often used for manufacturing firms and other "traded-sector" businesses.	Local taxing jurisdictions' general funds—cities, school districts, counties, etc.	Gresham, Clackamas County (currently, there are 3 SIZs in the State of Oregon)	<ul style="list-style-type: none"> <li>Targeted specifically to support traded-sector firms</li> <li>Can be very beneficial for businesses, depending on the investment size, in terms of net present value</li> </ul>	<ul style="list-style-type: none"> <li>Revisitation clause is necessary to ensure that the program is functioning for the jurisdiction and the business.</li> <li>Reduces general fund revenues for all overlapping taxing districts.</li> </ul>



Incentive name	What it is and how it works	Fund sources/ fund impacted	Who is using it (examples)	Potential benefits	Potential drawbacks
<b>Vertical Housing Development Zone (State of Oregon)</b>	Subsidizes "mixed-use" projects to encourage dense development or redevelopment by providing a partial property tax exemption on increased property value for qualified developments.	Local taxing jurisdictions' general funds—cities, school districts, counties, etc.	Gresham, Portland, Hillsboro, Springfield, Beaverton, Grants Pass, others	<ul style="list-style-type: none"> <li>Targeted tool to support mixed-use development in places with locational advantages</li> </ul>	<ul style="list-style-type: none"> <li>Reduces general fund revenues for all overlapping taxing districts.</li> </ul>
<b>Affordable Housing Tax Credit (State of Oregon)</b>	Provides a state income tax credit for affordable housing equity investments that help reduce the financing costs for multi family rental units.. Applications must demonstrate a 20 year term that the benefit of the tax credit will be entirely passed on to reduce rents for the tenants.	Investments are made by institutional investors or high net worth individuals. State general fund is impacted.	Oregon Affordable Housing Tax Credit Program (OAHTC), many communities across Oregon	<ul style="list-style-type: none"> <li>Targeted tool to support multi-family rentals or mixed-use development in places with locational advantages</li> </ul>	<ul style="list-style-type: none"> <li>Reduces general fund revenues for all overlapping taxing districts if property tax abatement is sought by affordable housing providers and approved by local jurisdictions.</li> </ul>
<b>Low interest grants/loans</b>					
<b>CDBG Grants and Loans</b>	Community Development Block Grants provide communities with resources to address a wide range of community development needs, including affordable housing and service provision, targeted to benefit low- and moderate-income persons. HUD Section 108 is one mechanism that increases the capacity of block grants to assist with economic development projects..	Federal HUD funds	CDBG funds are awarded by formula to qualified cities and counties throughout Oregon	<ul style="list-style-type: none"> <li>Funds are fairly flexible in application</li> <li>Program has been run since 1974, and is seen as being fairly reliably</li> </ul>	<ul style="list-style-type: none"> <li>Competitive process to secure loans/grants for individual projects</li> <li>Administration and projects must meet federal guidelines</li> <li>Amount of federal funding for CDBG has been diminishing over the past few years</li> <li>CDBG program is run through Clackamas County and is not in the control of the City.</li> </ul>

Incentive name	What it is and how it works	Fund sources/ fund impacted	Who is using it (examples)	Potential benefits	Potential drawbacks
<b>EB-5</b>	Investment dollars for new commercial enterprises that will benefit the US economy and create at least 10 full-time jobs for every \$500,000 invested by foreigners seeking US citizenship.	Foreign investors	Distributed on a project-by-project basis through regional centers. EB5 is relatively new to Oregon and to date, few Oregon projects have been financed with EB-5 investments	<ul style="list-style-type: none"> <li>• Relatively low-cost source of capital for appropriate projects</li> </ul>	<ul style="list-style-type: none"> <li>• Must fall in an EB-5 eligible "targeted employment area"</li> <li>• Must meet job generation requirements</li> </ul>
<b>Industrial Development Bonds (State of Oregon)</b>	Tax-exempt bonds issued by the state of Oregon that provide long-term financing for land, buildings and equipment for manufacturers.	Bonds are purchased by institutional investors		<ul style="list-style-type: none"> <li>• Affordable interest rates and tax-exempt status assist in lowering capital expenses.</li> <li>• Generally provide the greatest benefit to the borrower for bonds of \$5 million or more. The Oregon Express Bond program is available for loans between \$500,000 and \$5 million.</li> <li>• Can pay for up to 100% of project's development costs</li> </ul>	<ul style="list-style-type: none"> <li>• Requires State backing</li> </ul>
<b>Reduces business operation or capital costs</b>					
<b>Business License Fee Reduction</b>	A reduction in or waiver of business license fees	General Fund	Gresham, others	<ul style="list-style-type: none"> <li>• Reduces costs for business</li> </ul>	<ul style="list-style-type: none"> <li>• Relatively small incentive that may not greatly affect a business' bottom line</li> </ul>



Incentive name	What it is and how it works	Fund sources/ fund impacted	Who is using it (examples)	Potential benefits	Potential drawbacks
<b>Tenant Improvement Grants/Loans</b>	Assist property owners and new business owners with tenant improvements to the interiors of commercial spaces. Used for office and industrial assistance in addition to retail.	Urban Renewal and CDBG loans or grants, tax exempt revenue bonds	Gresham, Portland, others	<ul style="list-style-type: none"> <li>Reduces costs of tenant improvements</li> </ul>	<ul style="list-style-type: none"> <li>Often tied to job goals</li> <li>In some cases prevailing wage would apply</li> </ul>
<b>Workforce Assistance Programs</b>	Specially designed workforce training programs that cities, community colleges and workforce training entities help to jointly provide to businesses to train existing and potential employees.	Varies	Beaverton, Gresham, Portland	<ul style="list-style-type: none"> <li>Reduces difficulty of recruiting and cost of training staff</li> <li>Creates opportunities to partner with community colleges and other educational institutions</li> <li>Creates lasting benefits for individuals</li> </ul>	<ul style="list-style-type: none"> <li>No clearly-delineated source of funds</li> <li>May require re-tooling of existing programs to ensure that the training programs are targeted to local industry needs</li> </ul>
<b>Working Capital or Equipment Assistance Loans</b>	An injection of capital for operation or growth. A working capital loan is used clear up accounts payable, wages, etc., while an equipment loan is used to assist with acquisition of long-term assets.	Small Business Administration	Portland, others	<ul style="list-style-type: none"> <li>Reduces operating costs for businesses, and increases financial viability</li> </ul>	<ul style="list-style-type: none"> <li>Requires careful underwriting and program administration to reduce public sector risk</li> </ul>
<b>Microenterprise and Small Business Loans</b>	Direct loans to help start-ups, micro-enterprises and small businesses expand or become established.	Urban Renewal, CDBG	Beaverton, Newberg, Portland	<ul style="list-style-type: none"> <li>Targeted to support small businesses and start-ups</li> <li>Can be tailored to support local economic development strategies</li> </ul>	<ul style="list-style-type: none"> <li>Requires careful underwriting and program administration to reduce public sector risk</li> </ul>
<b>International Trade Zone/ Global Tech Assist.</b>	Allows businesses to obtain discounts from the U.S. government — including delayed, reduced or eliminated duty payments — if they ship products in and out of the zone.		Portland	<ul style="list-style-type: none"> <li>Reduces costs for businesses that export or distribute goods in other countries.</li> </ul>	<ul style="list-style-type: none"> <li>Requires complying with federal rules guiding activities in a Foreign Trade Zone.</li> </ul>

Incentive name	What it is and how it works	Fund sources/ fund impacted	Who is using it (examples)	Potential benefits	Potential drawbacks
<b>Business Incubator</b>	Provides office space and common services (e.g., telecommunications, receptionist, copiers or printers, etc.) to small start-up businesses.		Portland	<ul style="list-style-type: none"> <li>Helps reduce costs for small start-up business, encouraging growth of local businesses.</li> </ul>	<ul style="list-style-type: none"> <li>Starting a business incubator requires a substantial amount of coordination and funding.</li> </ul>
<b>Reduces development costs</b>					
<b>Land Assembly</b>	Assistance with the process of combining parcels together into one developable site. Sometimes takes the shape of technical assistance or expedited process. Other times, the public sector acquires the parcels, combines them, and sells to private party.	Urban Renewal, CDBG	Portland; Hillsboro; Gresham	<ul style="list-style-type: none"> <li>Can help overcome development feasibility challenges by creating more viable redevelopment sites. In some cases, assembling the land increases its value on the open market for UR Agencies looking to re-sell</li> </ul>	<ul style="list-style-type: none"> <li>Public agencies sometimes pay high appraised value for land because they often want to achieve multiple goals – this can impact costs of future public and private acquisitions</li> </ul>
<b>Property Price Buy-down</b>	A public agency may chose to sell a property to qualifying developers at a price lower than fair market value to induce development.	Urban Renewal, CDBG	Commonly used tool across the state, especially in larger cities (Portland, Gresham, Hillsboro)	<ul style="list-style-type: none"> <li>Increases development feasibility by reducing development costs</li> <li>Gives the public sector leverage to achieve its goals for the development via development agreement process with developer</li> </ul>	<ul style="list-style-type: none"> <li>Requires careful underwriting and program administration to reduce public sector risk and ensure program compliance</li> </ul>
<b>Reduced Building Permit/Planning Fees or SDC buy down / waiver</b>	Reduce various development fees as an incentive to induce qualifying types of development or building features (e.g. stormwater improvements through the Commercial Stormwater Fee Reduction).	General Fund or SDC fund, respectively	Commonly used tool, often in conjunction with development agreements or other development negotiation processes	<ul style="list-style-type: none"> <li>Increases development feasibility by reducing soft costs for developers.</li> <li>Fee cost structures are within City control and can be easier to manipulate than other components of the development cost structure.</li> </ul>	<ul style="list-style-type: none"> <li>Reduces revenues to provide permitting and compliance services</li> <li>If SDCs are reduced for some developments, that revenue burden will be shifted to others.</li> </ul>



Incentive name	What it is and how it works	Fund sources/ fund impacted	Who is using it (examples)	Potential benefits	Potential drawbacks
<b>Pre-development Assistance</b>	Grants or low interest loans for evaluation of site constraints and opportunities, development feasibility, conceptual planning, etc. to reduce pre-development costs	Urban Renewal, CDBG	Portland, Hillsboro, others	<ul style="list-style-type: none"> <li>Reduces what are often risky pre-development costs for developments that fulfill community goals.</li> <li>Enables developers and communities to explore wider range of project possibilities</li> </ul>	<ul style="list-style-type: none"> <li>Can be perceived as favoring particular developers or property owners.</li> </ul>
<b>Reduces development costs</b>					
<b>SDC Financing or credits</b>	SDC financing enables developers to stretch their SDC payment over time, thereby reducing upfront costs. Alternately, allows developers to make necessary improvements to the site in lieu of paying SDCs.	SDC fund / general fund. In some cases, there may be no financial impact	Gresham, Hillsboro, Portland	<ul style="list-style-type: none"> <li>Reduced up-front costs for developers can enable quicker development timeframe and availability of property to be taxed.</li> </ul>	<ul style="list-style-type: none"> <li>Reduces availability of SDC funds over the short term.</li> </ul>
<b>Expedited / Fast-Track Building Permits</b>	Expedite building permits for pre-approved development types or green buildings	Limited costs.	Gresham, Portland, others	<ul style="list-style-type: none"> <li>Can be targeted to a specific development type that is incented.</li> <li>Can save projects time in development process, which produces financial savings</li> </ul>	<ul style="list-style-type: none"> <li>May not have a large enough impact on development bottom line to change financial viability of project.</li> </ul>
<b>Spurs investment in a specific area</b>					
<b>Façade Improvement Grants/Loans</b>	Commonly used as part of the Main Street approach to economic development and in urban renewal plans, these are low or no interest loans, or matching grant funds to improve the façade of a building.	Urban Renewal and CDBG loans or grants,	Beaverton, Gresham, Oregon City, Portland, Sherwood, Astoria, others	<ul style="list-style-type: none"> <li>A relatively low-cost approach to assisting property owners with improvements that creates a stronger environment for retail.</li> </ul>	<ul style="list-style-type: none"> <li>Can be perceived as favoring some businesses or business areas over others.</li> </ul>

Incentive name	What it is and how it works	Fund sources/ fund impacted	Who is using it (examples)	Potential benefits	Potential drawbacks
<b>Sole Source SDCs</b>	Retains SDCs paid by developers within a limited geographic area that directly benefits from new development, rather than being available for use city-wide	SDC funds	Portland, Bend	<ul style="list-style-type: none"> <li>Enables SDC eligible improvements within smaller areas which can enhance catalytic and redevelopment value of area</li> </ul>	<ul style="list-style-type: none"> <li>Reduces resources for SDC-funded projects in a broader geography</li> <li>Small geographic areas may not have sufficient SDC revenues to support bonds</li> </ul>



**THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE**

**URA RESOLUTION NO. 230**

**A RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE RECOMMENDING THAT THE CITY COUNCIL CREATE MULTIPLE SINGLE-PROPERTY URBAN RENEWAL DISTRICTS TO BE CALLED TAX INCREMENT FINANCE ZONES AND AUTHORIZING STAFF TO BEGIN WORK NECESSARY TO CREATE THE TAX INCREMENT FINANCE ZONES.**

WHEREAS, on December 17, 2012, the Wilsonville City Council approved Resolution No. 2390, attached hereto and incorporated herein as Exhibit A, referring the Ballot Title "Business Incentive Program for Investment and Job Creation by Manufacturers" to the citizens of Wilsonville for an advisory vote in March of 2013; and

WHEREAS, on March 12, 2013, the citizens of Wilsonville voted to approve the Ballot Title; and

WHEREAS, a copy of the certified election results are attached hereto and incorporated herein as Exhibit B; and

WHEREAS, on March 20, 2013 the City's Economic Development Task Force ("Task Force") completed its recommendations to City Council on economic development incentives and business attributes; and

WHEREAS, the Task Force recommends the creation of Tax Increment Finance Zones ("TIF Zones") as described in the Task Force report attached hereto and incorporated herein as Exhibit C and in materials that went to the voters for the March 12, 2013 election; and

WHEREAS, in conformance with the Task Force recommendations regarding TIF Zones and the results of the March 12, 2013 election, the Urban Renewal Agency recommends that the City Council create multiple single-property urban renewal districts referred to as TIF Zones and authorizes staff to begin work necessary to create the TIF Zones.

NOW, THEREFORE, THE URBAN RENEWAL AGENCY OF THE CITY OF  
WILSONVILLE RESOLVES AS FOLLOWS:

1. Based on the above recitals incorporated herein, the Urban Renewal Agency of the City of Wilsonville recommends that the City Council create multiple single-property urban renewal districts referred to as TIF Zones as a tool to provide incentives for economic development
2. The Urban Renewal Agency of the City of Wilsonville authorizes staff to begin work necessary to create the TIF Zones, including but not limited to retaining consultants to develop plans, reports and legal descriptions necessary to create the TIF Zones and to conduct necessary public outreach, including contacting the Agency's other taxing districts and conducting any necessary public meetings.
3. This resolution is effective upon adoption.

ADOPTED by the Urban Renewal Agency the City of Wilsonville at a regular meeting thereof this 15th day of April, 2013, and filed with the Wilsonville City Recorder this date.

  
Tim Knapp, Chair

ATTEST:

  
Sandra C. King, City Recorder

SUMMARY OF VOTES

Chair Knapp – Yes  
Board Member Starr – Yes  
Board Member Goddard – Yes  
Board Member Fitzgerald – Yes  
Board Member Stevens – Yes

Attachments:

Exhibit A Council Resolution No. 2390  
Exhibit B Certified Election Results  
Exhibit C Task Force Report



**RESOLUTION NO. 2390**

**A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING A BALLOT TITLE FOR THE MARCH 2013 ELECTION ENTITLED "BUSINESS INCENTIVE PROGRAM FOR INVESTMENT AND JOB CREATION BY MANUFACTURERS"**

WHEREAS, the National Citizen Survey™ of the community of Wilsonville conducted in 2012 found that 69 percent of respondents support providing financial incentives to attract new businesses and 76 percent of respondents support providing financial incentives to help expand existing businesses; and

WHEREAS, the City of Wilsonville convened an Economic Development Advisory Committee in 2012 to develop an Economic Development Strategy; and

WHEREAS, in August of 2012, City Council adopted the resulting Economic Development Strategy with the intent of subsequently forming an Economic Development Task Force (Task Force) to examine the use of incentives for business recruitment and retention purposes; and

WHEREAS, this Task Force was convened on November 8, 2012 to discuss and make recommendations to City Council on the use of economic incentives; and

WHEREAS, the proposed mechanism for this incentive is property tax rebates through the use of Urban Renewal by creating up to 6 single-property urban renewal districts to be called Tax Increment Financing Zones (Zone); and

WHEREAS, the intent of the proposed Tax Increment Financing Zone program is to incentivize the private-sector to convert lower-value, vacant and/or underutilized industrial buildings into higher-value manufacturing sites that provide buildings with higher assessed valuation and a larger employment base at a higher wage level; and

WHEREAS, the ultimate objective is to encourage existing or new manufacturers to bring economic benefits to the community in terms of new family-wage jobs, increased tax revenues and increased economic vitality through direct, indirect and induced generation of wealth; and

WHEREAS, if a qualifying investment does not occur within a Zone during the first five years of the adoption of the program, the Zone will be automatically closed; and

WHEREAS, if a qualified investment is made within a Zone, that Zone could have a ten-year term, at which point the Zone would be closed ten years after the first rebate; and

WHEREAS, given the five years to make an investment in a Zone and the potential ten year life of a Zone, the program could have a maximum life of 15 years; and

WHEREAS, each Zone would share at least 25 percent of increased tax increment with other taxing districts and rebate the balance of incrementally paid taxes back to the participating company; and

WHEREAS, if a participating company does not perform by making a qualifying investment, creating a minimum number of sustained new jobs, meeting other qualifying criteria as may be determined and approved by the City Council and the Urban Renewal Agency Board to carry out the program, no rebate will be issued; and

WHEREAS, participating companies, whether tenants or owners occupying any of the proposed Tax Increment Financing Zones, would be eligible to receive a property tax rebate of up to 75 percent of increased property tax increment paid each year, for up to five years, provided that the company meet specific criteria and thereafter, a new five-year rebate period could begin with any new capital investment and job creation, meeting Zone criteria, thereby potentially providing up to a total 10-year rebate; and



WHEREAS City Council has directed that no new Urban Renewal/Tax Increment Financing Zone be established without first obtaining an advisory vote of the citizens; and

WHEREAS, the proposed Ballot Title will allow Wilsonville citizens the opportunity to advise the City Council on whether there is public support to use Urban Renewal in the form of a Tax Increment Financing Zone program to create single-property urban renewal districts as an economic development incentive; and

WHEREAS, on December 13, 2012, a majority of the Task Force quorum voted in support of recommending to City Council the conditional use of financial incentives for businesses investing at least \$25 million in qualifying capital improvements and/or qualifying equipment and creating 75 or more new full-time jobs paying at least 125 percent of the average Clackamas County wage, with two additional years available if the new jobs pay at least 150 percent of average County wage.

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

1. The City Council authorizes the ballot title "Business Incentive Program for Investment and Job Creation by Manufacturers," a copy of which is marked Exhibit A, attached hereto, and incorporated by reference as if fully set forth herein, to be placed on the ballot for the March 2013 election in order to determine if there is public support for using urban renewal as a tool to provide incentives as described above and more particularly set forth in the Ballot Title.
2. This resolution is effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 17th day of December, 2012, and filed with the Wilsonville City Recorder this date.

---

TIM KNAPP, MAYOR

ATTEST:

---

Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

Mayor Knapp	Yes
Councilor Nunez	Yes
Councilor Goddard	Excused
Councilor Starr	Yes
Councilor Fitzgerald	Yes

Attachment:

Exhibit A – Ballot Title



**REFERRED: CITY OF WILSONVILLE MEASURE \_\_\_\_**

CAPTION (**Ten**-word maximum):

Business Incentive Program for Investment and Job Creation by Manufacturers. (10 words)

QUESTION (**Twenty**-word maximum):

Shall urban renewal district zones be created to stimulate converting targeted warehouses to manufacturing by partially rebating property tax increment? (20 words)

SUMMARY (**175**-word maximum):

Many cities offer financial incentive programs to attract business investment. Wilsonville proposes adopting an incentive program to target conversion of vacant or underutilized industrial buildings to manufacturing operations and create jobs.

Up to six buildings over 100,000 square feet in size would be established as Tax Increment Financing Zones. Each Zone would rebate to qualifying companies up to 75 percent of increased property tax increment for three years for investment of at least \$25 million in capital improvements and/or qualified equipment, and creation of 75 or more new full-time jobs paying at least 125 percent of the average Clackamas County wage. Two additional years of rebate available if the 75 new jobs pay at least 150 percent of average county wage.

Each Zone would terminate 10 years after first rebate; non-performance by company would require repayment. If no qualifying investment occurs within five years of creating Zone, it would terminate.

Other taxing districts including schools and fire district would receive 25 percent of increased property tax increment. (167 words)



# CLACKAMAS COUNTY

Office of the County Clerk

SHERRY HALL  
CLERK

2051 KAEN ROAD, 2<sup>ND</sup> FLOOR  
OREGON CITY, OR 97045  
503.655.8510  
FAX 503.655.8461

March 27, 2013

## VIA EMAIL AND USPS

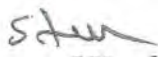
City of Wilsonville  
Attn: Sandra C. King, City Recorder  
29799 SW Town Center Loop E  
Wilsonville, OR 97071

Dear Ms. King:

Attached please find certified copies of abstracts for the March 12, 2013 Special Election. The abstract for that part of Wilsonville within Washington County is included.

Please don't hesitate to let us know if you need any additional information.

Sincerely,

  
Steve Kindred  
Deputy Clerk, Elections Manager



Precinct Report — Official  
Clackamas County, Oregon — Special Election — March 12, 2013

Page 3 of 3 ~

03/26/2013 08:53 AM

Precincts Reporting 3 of 3 = 100.00%

Total Number of Voters : 2,570 of 9,699 = 29.59%

Party	Candidate	Total
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Precinct 203 (Ballots Cast: 1,020)

3-421 City of Wilsonville: Business incentive program for investment and job creation by manufacturers, Vote For 1

YES	787	77.16%
NO	233	22.84%

Cast Votes:	1,020	100.00%
-------------	-------	---------

Over Votes:	0	0.00%
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Under Votes:	0	0.00%
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CERTIFIED COPY OF THE ORIGINAL  
SHERRY HALL, COUNTY CLERK

BY: Sherry Hall

Precinct Report — Official  
Clackamas County, Oregon — Special Election — March 12, 2013

Page 2 of 3

03/26/2013 08:53 AM

Precincts Reporting 3 of 3 = 100.00%

Total Number of Voters : 2,870 of 9,699 = 29.59%

Party	Candidate	Total
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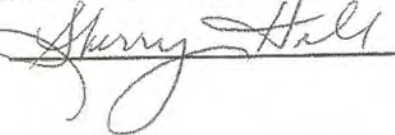
Precinct 202 (Ballots Cast: 1,050)

3-421 City of Wilsonville: Business incentive program for investment and job creation by manufacturers, Vote For 1

YES	857	81.62%
NO	193	18.38%

Cast Votes:	1,050	100.00%
Over Votes:	0	0.00%
Under Votes:	0	0.00%

CERTIFIED COPY OF THE ORIGINAL  
SHERRY HALL, COUNTY CLERK

BY: 



Precinct Report — Official  
Clackamas County, Oregon — Special Election — March 12, 2013

Page 1 of 3

03/26/2013 08:53 AM

Precincts Reporting 3 of 3 = 100.00%

Total Number of Voters : 2,870 of 9,699 = 29.59%

Party	Candidate	Total
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Precinct 201 (Ballots Cast: 800)

3-421 City of Wilsonville: Business incentive program for investment and job creation by manufacturers, Vote For 1

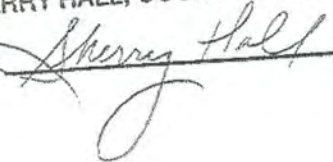
YES	622	77.75%
NO	176	22.00%

Cast Votes:	798	99.75%
-------------	-----	--------

Over Votes:	0	0.00%
-------------	---	-------

Under Votes:	2	0.25%
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CERTIFIED COPY OF THE ORIGINAL  
SHERRY HALL, COUNTY CLERK

BY: 

**Canvass Report — Total Voters — Official**  
**Clackamas County, Oregon — Special Election — March 12, 2013**

Page 1 of 1

03/26/2013 08:54 AM

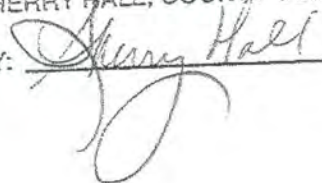
Total Number of Voters: 2,870 of 9,699 = 29.59%

Precincts Reporting 3 of 3 = 100.00%

**3-421 City of Wilsonville: Business incentive program for investment and job creation by manufacturers**

Precinct	Blank Ballots Cast	Over Votes	Under Votes	Total Ballots Cast	Registered Voters	Percent Turnout	YES	NO	Totals
201	2	0	2	800	3,185	25.12%	622	176	798
202	0	0	0	1,050	4,513	23.27%	857	193	1,050
203	0	0	0	1,020	2,001	50.97%	787	233	1,020
<b>Totals:</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>2,870</b>	<b>9,699</b>		<b>2,266</b>	<b>602</b>	<b>2,868</b>

CERTIFIED COPY OF THE ORIGINAL  
 SHERRY HALL, COUNTY CLERK

BY: 





## WASHINGTON COUNTY OREGON

March 19, 2013

Clackamas County Elections  
1710 Red Soils Ct Suite 100  
Oregon City OR 97045

Enclosed you will find a copy of the Abstract of Votes for the Special Election held on March 12, 2013 in Washington County. Please let our office know if we have overlooked any information.

Thank you,

Tracie Krevanko, CERA CEA  
Elections Supervisor  
Washington County Elections Division

SUMMARY REPORT  
Run Date: 03/19/13  
Run Time: 2:00PM

Washington County, Oregon  
Special Election  
March 12, 2013

Official Final

	VOTES	PERCENT
PRECINCTS COUNTED (OF 1) . . . .	1	100%
REGISTERED VOTERS - TOTAL . . .	310	
BALLOTS CAST - TOTAL . . . . .	42	
VOTER TURNOUT - TOTAL . . . . .		13.55%

3-421 City of Wilsonville

Business Incentive Program for Investment and Job  
Creation by Manufacturers.

Yes . . . . .	36	85.71%
No . . . . .	6	14.29%
Over Votes . . . . .	0	
Under Votes . . . . .	0	



CERTIFIED TO BE A TRUE AND  
CORRECT COPY OF THE ORIGINAL

Date March 19, 2013

WASHINGTON COUNTY  
ELECTIONS DIVISION

BY J. Kulas



## TIF Zone Creation Schedule

5/6/13	Resolution to Council authorizing staff to take steps necessary to create TIF Zones.
5/10/13	Consultant starts work on drafting plans
6/17/13	Take draft plans and reports to Council (This date may be later depending on input from the selected consultant)
6/18/13	Mail letters to Taxing Districts with draft plans and reports
	Post information to website
	Mail Planning Commission Notice
6/18/2013-7/30/2013	Presentations to Taxing Districts
6/24/2013	Open Public meeting
7/10/2013	Planning Commission Meeting
7/12/2013	Draft super notice for City ordinance (also for newspaper and other publications)
7/23/2013	Documents to Council and Agency for 8/5/13 meeting (ordinance, staff report, plan & reports)
8/5/2013	Agency Meeting
	City Council Hearing
8/19/2013	City Council Second Reading
8/20/20013	Adopted Ordinance forwarded to URA
	Notice in newspaper of Adoption (no later than 4 days after adoption of ordinance)
9/23/2013	Adopted Ordinance and Plan recorded in recording office of the County, sent to Assessor (30 days after adoption)

## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b>  May 6, 2013	<b>Subject: Resolution No. 2405</b> Grahams Ferry Road improvements.  <b>Staff Member:</b> Steve Adams <b>Department:</b> Engineering
<b>Action Required</b> <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<b>Advisory Board/Commission Recommendation</b> <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable <hr/> <b>Comments:</b>  
<b>Staff Recommendation:</b> Staff recommends approval of Resolution No. 2405.	
<b>Recommended Language for Motion:</b> I move to approve Resolution No. 2405.	
<b>PROJECT / ISSUE RELATES TO:</b> <i>[Identify which goal(s), master plans(s) issue relates to.]</i>	
<input type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s)
<input type="checkbox"/> Not Applicable	

### ISSUE BEFORE COUNCIL:

Whether to approve a sole source contract with Polygon Northwest Company, L.L.C. for the completion of construction of Grahams Ferry Road Improvements, including the City's share, with Polygon using NEI as its contractor.

### EXECUTIVE SUMMARY:

Pursuant to Contract Addendum No. 2 entered into by the City and Polygon on September 8, 2011, the City has agreed to provide SDC credits for its share of the remaining construction costs for Grahams Ferry Road. Total estimated construction cost is \$295,751.10 of which an estimated \$118,647.30 is the City's expected share; together with the standard 17 percent



reimbursement for soft costs and 7 percent reimbursement for the Public Works Permit the total estimated SDC credits to Polygon II are \$147,546.17.

**EXPECTED RESULTS:**

Construction will be completed on Grahams Ferry Road from the Surrey Street north through the planned roundabout with Barber Street.

**TIMELINE:**

Construction work will begin in April 2013 and completed within twelve (12) months per Addendum No. 2.

**CURRENT YEAR BUDGET IMPACTS:**

Staff has budgeted for CIP's 4106 (\$224,000), 1071 (\$11,200) and 7032 (\$22,400) in the FY 2013/2014 proposed budget to fund this project.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: \_\_\_\_\_ JEO \_\_\_\_\_ Date: \_\_\_\_\_ 4/18/13 \_\_\_\_\_

As stated above, the 2013/14 proposed budget includes sufficient appropriations for this project.

**LEGAL REVIEW / COMMENT:** *[Item must be sent to City Attorney for review.]*

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

**COMMUNITY INVOLVEMENT PROCESS:**

Public outreach has been an ongoing process that began before the Villebois Village Master Plan was adopted by Council on August 18, 2003, continued with DRB and Council approval of Villebois SAP South PDP 4 in 2005 and 2006, and DRB and Council approval of Villebois SAP North PDP 1 in 2011. In recent years several citizens have expressed their dissatisfaction with the uncompleted state of Grahams Ferry Road and are looking forward to seeing its construction completed.

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

A completed roadway will benefit citizens, motorist, bicyclists, and pedestrians by providing a smooth driving surface and 10-ft wide multi-use pathway.

**ALTERNATIVES:**

Villebois development agreements placed responsibility of construction of Grahams Ferry Road on the master developer, Villebois LLC. Construction of the roadway was started in 2009, however, it was never completed due to the economic downturn. City staff worked with both Villebois LLC and Polygon in 2011 and entered into Contract Addendum No. 2 as a way to complete construction of the roadway in conjunction with constructing Villebois SAP North PDP 1.

**CITY MANAGER COMMENT:**

**ATTACHMENTS**

- A. Resolution No. 2405
- B. Construction cost and estimated cost sharing spread sheet.



## **RESOLUTION NO. 2405**

### **A RESOLUTION OF THE CITY OF WILSONVILLE APPROVING THE AWARD OF A SOLE SOURCE CONTRACT FOR ROAD CONSTRUCTION TO POLYGON NORTHWEST COMPANY, L.L.C.**

WHEREAS, the City of Wilsonville ("City"), Villebois LLC ("Villebois") and Polygon Northwest Company L.L.C, a Washington limited liability company ("Polygon"), entered into Contract Addendum No. 2 on September 8, 2011 ("Addendum 2") to the Development Agreement, dated May 24, 2004 ("Development Agreement"), relating to the development of certain property ("Property") located within the residential community commonly known as Villebois; and

WHEREAS, a City imposed Conditions of Approval for the development of the Property is the obligation to make certain road improvements to Graham's Ferry Road ("Road Improvements") and although some of those Road Improvements were commenced by Villebois, using its contractor NEI, they were never completed due to lack of funds; and

WHEREAS because the Road Improvements were designed to serve other properties in the area, the City agreed to pay a proportionate share of the Road Improvements, as more particularly set forth in the Development Agreement; and

WHEREAS, Villebois has now sold the Property to Polygon, who now wishes to develop the Property, and as a condition of the sale, Villebois, the City and Polygon entered into Addendum No. 2 which, among other things, sets forth the continuing obligations of Villebois, Polygon and the City with respect to completion of the Graham's Ferry Road Improvements and land dedication for public right-of-way for the Road Improvements; and

WHEREAS, pursuant to the Development Agreement Polygon is obligated to complete the Phase 2 Road Improvements, as described in Addendum 2, as soon as it has pulled twenty-five percent (25 percent) of the building permits for PDP-IN, Phase 2, or twenty-four (24) months from the date the first building permit is issued for PDP-IN, Phase 2, whichever shall first occur. Construction must thereafter be completed within twelve (12) months; and

WHEREAS, Polygon has formed an entity, Polygon At Villebois II, LLC (Polygon II) and has transferred Polygon's interest and obligations to Polygon II as its successor in interest to

develop the aforementioned property, together with the Grahams Ferry Road project, and to be obligated under the Development Agreement; and

WHEREAS, the total construction cost is estimated at TWO HUNDRED NINETY FIVE THOUSAND SEVEN HUNDRED FIFTY ONE DOLLARS AND TEN CENTS (\$295,751.10), including the bid estimate from the contractor but not including costs for engineering design, construction management and testing; and,

WHEREAS, pursuant to Addendum 2 and the March 25, 2013 Bid Proposal provided by Northwest Earthmovers Inc. to Polygon, the City and Polygon estimate that Polygon II's share of the construction cost of the Road Improvements will be ONE HUNDRED SEVENTY SEVEN THOUSAND ONE HUNDRED THREE DOLLARS AND EIGHTY CENTS (\$177,103.80) and the City's share of the construction cost of the Road Improvements will be ONE HUNDRED EIGHTEEN THOUSAND SIX HUNDRED FORTY SEVEN DOLLARS AND THIRTY CENTS (\$118,647.30), subject to true-up, based on actual reasonable cost, which Polygon II has agreed to manage and control, together with the standard 17 percent reimbursement for soft costs and 7 percent reimbursement for the Public Works Permit the total estimated SDC credits to Polygon II are ONE HUNDRED FORTY SEVEN THOUSAND FIVE HUNDRED FORTY SIX DOLLARS AND SEVENTEEN CENTS (\$147,546.17); and

WHEREAS, there is sufficient budget authority in fiscal year 2013-14 for the expected reimbursements from the City to Polygon II; and,

WHEREAS, because NEI has already built a significant portion of the Road Improvements and is familiar with the plans and designs for the Road Improvements, Polygon and Polygon II believe it is most cost effective and time efficient to continue to retain NEI as Polygon II's contractor; and

WHEREAS, Polygon II is on a tight time frame to complete the Road Improvements and because the City and Polygon believe that Polygon II is in the best position to negotiate, enter into and manage the contract and construction, and that there will be substantially less cost and substantially less potential for lack of coordination issues to use one contractor, retained by Polygon II, rather than trying to mobilize and coordinate between a City retained contractor for the City's portion of the work and Polygon II's contractor for Polygon II's portion of the work; and



WHEREAS, Polygon and Polygon II have agreed that Polygon II's contract with NEI will require NEI to pay prevailing wages on the entire contract in order to satisfy public contracting laws.

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

1. Incorporating all of the above Recitals, the City Council hereby approves a sole source contract Polygon II as the successor in interest with Polygon Northwest Company, L.L.C. for the completion of construction of the Graham's Ferry Road Improvements, including the City's share, with Polygon II using NEI as its contractor, for the reasons articulated in the Recitals; and
2. City Council finds that it is unlikely that making this sole source exemption, under these unique facts and circumstances, will encourage favoritism in the awarding of other public contracts, nor will it substantially diminish competition for public improvement contracts; and
3. City Council finds that the award of this contract to Polygon II will likely result in substantial cost savings to the City based upon the justification and information described in ORS 279C.330, and as more particularly set forth in the Recitals above; and
4. City Council authorizes the SDC credits in the amount of \$147,546.17 to Polygon II from Street, Water and Storm System Development Charges as budgeted in FY 2013-14 from projects #4106, #1071 and #7032.
5. This Resolution is effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this \_\_ day of \_\_\_\_\_, 2013, and filed with the Wilsonville City Recorder on 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 Goddard

Councilor Fitzgerald

Councilor Stevens



# COST SHARING ANALYSIS PDP-1N

## Attachment A

Project: Villebois Grahams Ferry Road Improvements  
 Owner: Polygon At Villebois II, LLC  
 Engineer: Pacific Community Design

Cost split done by: Steve Adams & Mike Kwaski, 2009  
 Initial Estimates Update: 8/3/2011  
 Revised with NEI Bid: 3/28/2013 Steve Adams

ITEM #	Grahams Ferry Road - Phase 2 NEI Bid 3/25/2013					WILSONVILLE - SDC Credit split on remaining work	Wilsonville SDC Credits
	DESCRIPTION	UNIT	Qty	Bid Unit	Bid Total	%	Based on NEI Bid 3/25/2013
<b>GENERAL REQUIREMENTS<sup>1</sup></b>							
A-5	Silt Fence	LF	780	\$2.00	\$1,560.00	64%	\$998.40
A-6	Inlet Protection	EA	9	\$22.30	\$200.70	45%	\$91.23
A-7	Bio Bag Check Dam	EA	15	\$26.80	\$402.00	0%	\$0.00
A-9	Tree Protection Fence-Temp Chainlink	LF	150	\$4.50	\$675.00	100%	\$675.00
	<b>SUBTOTAL</b>				<b>\$2,837.70</b>		<b>\$1,764.63</b>
<b>ROAD AND SITE CONSTRUCTION<sup>1</sup></b>							
B-1	Clearing and Grubbing <sup>2</sup>	LS	1	\$649.00	\$649.00	13%	\$83.72
B-2	Mill Existing Asphalt Surfacing In Place	SY	1902	\$2.70	\$5,135.40	0%	\$0.00
B-3	Excavation, Cut to Fill <sup>2</sup>	CY	634	\$10.40	\$6,593.60	13%	\$850.27
B-4	Embankment from onsite materials	CY	1500	\$3.10	\$4,650.00	34%	\$1,563.15
B-5	Fine Grade Ditches	LF	360	\$3.40	\$1,224.00	0%	\$0.00
B-6	6" depth Wet Weather Section	SY	843	\$2.40	\$2,023.20	0%	\$0.00
B-7	12" Depth 1-1/2"-0 Aggregate Base <sup>4</sup>	SY	3195	\$9.50	\$30,352.50	27%	\$8,271.87
B-8	2" Depth 3/4"-0 Leveling Course <sup>5</sup>	SY	2785	\$2.30	\$6,405.50	7%	\$458.47
B-9	19" Depth Shoulder Rock	SY	125	\$22.40	\$2,800.00	48%	\$1,337.21
B-10	5" Depth Level 2 Asphalt Pavement <sup>6</sup>	SY	2785	\$20.60	\$57,371.00	23%	\$13,478.95
B-11	3" Depth Asphalt Driveway Connections	SY	224	\$20.00	\$4,480.00	100%	\$4,480.00
B-12	Gravel Driveway Connections	SY	85	\$12.50	\$1,062.50	100%	\$1,062.50
B-13	Curb and Gutter <sup>5</sup>	LF	975	\$9.70	\$9,457.50	41%	\$3,895.56
B-14	Vertical Curb <sup>7</sup>	LF	290	\$11.70	\$3,393.00	100%	\$3,393.00
B-15	24" Vertical Curb at Roundabout <sup>7</sup>	LF	126	\$20.10	\$2,532.60	100%	\$2,532.60
B-16	Truck Apron Curb at Roundabout <sup>7</sup>	LF	230	\$16.60	\$3,818.00	100%	\$3,818.00
B-17	6" Depth Stamped Colored Concrete Truck Apron <sup>7</sup>	SF	2490	\$7.80	\$19,422.00	100%	\$19,422.00
B-18	6" Depth Handicap Ramps, Sidewalks, Islands	SF	1520	\$5.30	\$8,056.00	50%	\$4,028.00
B-19	Extra for Truncated Domes	EA	8	\$221.00	\$1,768.00	50%	\$884.00
B-20	4" Depth Sidewalks	SF	6641	\$3.60	\$23,907.60	50%	\$11,953.80
B-21	Topsoil Placement in Islands and Roundabout <sup>7</sup>	CY	125	\$9.30	\$1,162.50	100%	\$1,162.50
B-22	Striping (Thermoplastic) <sup>7</sup>	LS	1	\$6,740.00	\$6,740.00	11%	\$721.18
B-23	Sidewalk Barricades	EA	1	\$563.00	\$563.00	0%	\$0.00
B-24	Signage per approved plans	LS	1	\$7,230.00	\$7,230.00	88%	\$6,362.40
B-25	Centerline Monument Boxes	EA	1	\$257.00	\$257.00	0%	\$0.00
B-26	Segmental Landscape Wall <sup>7</sup>	SF	Excluded - No Details			26%	\$0.00
	<b>SUBTOTAL</b>				<b>\$211,053.90</b>		<b>\$89,759.19</b>
<b>STORM SEWER</b>							
C-1	12" C900 PVC Storm Sewer with Granular Backfill	LF	125	\$45.10	\$5,637.50	0%	\$0.00
C-2	10" C900 PVC Storm Sewer with Granular Backfill	LF	200	\$26.10	\$5,220.00	76%	\$3,976.89
C-3	CG-30 Inlets	EA	3	\$1,120.00	\$3,360.00	100%	\$3,360.00
C-4	CG-48 Inlets	EA	3	\$1,533.00	\$4,599.00	40%	\$1,839.60
C-5	Ditch Inlets	EA	2	\$1,268.00	\$2,536.00	0%	\$0.00
C-6	RipRap Outfall Pads	EA	3	\$691.00	\$2,073.00	22%	\$460.67
C-7	Remove previously installed storm		209	\$15.50	\$3,239.50	0%	\$0.00
	<b>SUBTOTAL</b>				<b>\$26,665.00</b>		<b>\$9,637.15</b>
<b>WATER SYSTEM<sup>8</sup></b>							
D-1	1" Irrigation Service	EA	1	\$1,305.00	\$1,305.00	0%	\$0.00
D-2	Fire Hydrant Assembly complete w/ 12x6 tee	EA	1	\$3,606.00	\$3,606.00	100%	\$3,606.00
	<b>SUBTOTAL</b>				<b>\$4,911.00</b>		<b>\$3,606.00</b>
<b>DRY UTILITIES AND STREET LIGHTING</b>							
E-1	Street Lights - 200 Watt 35" Aluminum Cobra	EA	7	\$2,250.50	\$15,753.50	11%	\$1,658.26
	<b>SUBTOTAL</b>				<b>\$15,753.50</b>		<b>\$1,658.26</b>
	<b>TOTAL Hard Costs</b>				<b>\$258,383.40</b>		<b>\$104,660.60</b>
							<b>40.5%</b>
							<b>of total hard cost</b>
<b>GENERAL REQUIREMENTS</b>							
A-1	Mobilization <sup>2</sup>	LS	1	\$18,390.00	\$18,390.00	40.5%	\$7,449.04
A-2	Traffic Control <sup>2</sup>	LS	1	\$4,390.00	\$4,390.00	40.5%	\$1,778.21
A-3	Message Boards	MO	4	\$2,025.00	\$8,100.00	40.5%	\$3,280.98
A-4	Flaggers	HR	100	\$36.50	\$3,650.00	40.5%	\$1,478.47
G-1	Performance Bond	LS				40.5%	\$0.00
	<b>SUBTOTAL</b>				<b>\$34,530.00</b>		<b>\$13,986.70</b>
	<b>TOTAL HARD COSTS</b>				<b>\$295,751.10</b>		<b>\$118,647.30</b>
	<b>Polygon's Share</b>				<b>\$177,103.80</b>		
<b>SOFT COSTS</b>							
					<b>\$226,807.40</b>	Street hard costs	\$91,417.45
					<b>\$32,801.14</b>	General costs	\$13,758.24
						17% Soft costs	\$17,879.87
						<b>TTL Street SDC</b>	<b>\$123,055.56</b>
						7% PW Permit	\$7,362.30
					<b>\$4,911.00</b>	Water hard costs	\$3,606.00
					<b>\$710.23</b>	General costs	\$542.70
						17% Soft costs	\$705.28
						<b>TTL Water SDC</b>	<b>\$4,853.98</b>
						7% PW Permit	\$290.41
					<b>\$26,665.00</b>	Storm hard costs	\$9,637.15

## Attachment A

ITEM #	Grahams Ferry Road - Phase 2 NEI Bid 3/25/2013					WILSONVILLE - SDC Credit split on remaining work	Wilsonville SDC Credits
	DESCRIPTION	UNIT	Qty	Bid Unit	Bid Total	%	Based on NEI Bid 3/25/2013
					\$3,856.32	General costs	\$1,450.38
						17% Soft costs	\$1,884.88
						TTL Storm SDC	\$12,972.42
						7% PW Permit	\$776.13
	TOTAL SOFT COSTS					Soft Costs =	\$20,470.03
						PW Permit =	\$8,428.84
	TOTAL HARD & SOFT COSTS					Total SDC =	\$147,546.17

## Notes:

- 1 Unless otherwise noted, City quantities include items west of proposed asphalt concrete street.
- 2 City of Wilsonville percentages include the additional area of work required by roundabout construction (vs. standard tee intersection) in addition to items specified by note 1 (as a percentage of
- 3 no longer valid
- 4 City of Wilsonville base rock percentages include additional rock required by roundabout construction (vs. standard tee intersection) and an additional 2-inches of rock required for the higher
- 5 City of Wilsonville percentages include additional material required by roundabout construction (vs. standard tee intersection) in addition to items specified by note 1.
- 6 City of Wilsonville percentages only include curb and gutter along the west side of roundabout and transition areas.
- 7 City of Wilsonville quantities include all items installed solely for the purpose of the roundabout design (vs. standard tee intersection).
- 8 City of Wilsonville quantities will include all items associated with the installation of the public water lines.
- 9 City of Wilsonville asphalt percentages include an additional 1-inch of asphalt concrete required for the higher classification of road in addition to items specified by note 5.
- 10 City of Wilsonville storm outfall pipe percentages reflect the percentage of storm water runoff conveyed from Grahams Ferry Road vs. the percentage conveyed from the Villebois development.



5/6/13

City of Wilsonville  
May 6, 2013 City Council Meeting

SPEAKER CARD

"Mental Health  
Housing" concerned  
at possible loss  
of state funding

NAME: KLAUS GIBSON

ADDRESS: 10904 S.W. PARKWOOD CT

TELEPHONE: 503-570-7575 E-MAIL surfer10904@yahoo.com

AGENDA ITEM YOU WANT TO ADDRESS: ~~CITIZEN~~ CITIZEN  
CONCERN - MENTAL HEALTH FUNDING

Please limit your comments to 3 minutes. Thank you.

mental Housing Fund. in danger of  
being dissolved. Requirements  
for mental health housing are  
part of Villson's plan. -  
Spokesman article? Gay Leo  
quoted. - 426,506 "Community  
Health Housing Fund" created.

Concerned for interests of mental  
health "patients" & whether  
State legislation endangered.



City of Wilsonville  
May 6, 2013 City Council Meeting

✓  
TRACE

SPEAKER CARD

NAME: John Lullow

ADDRESS: known by you

TELEPHONE: \_\_\_\_\_ E-MAIL \_\_\_\_\_

AGENDA ITEM YOU WANT TO ADDRESS: \_\_\_\_\_

Citizen input

Please limit your comments to 3 minutes. Thank you.

**City of Wilsonville  
City Council Meeting  
May 6, 2013 Sign In Sheet**

[illegible]



City of Wilsonville

**May 6, 2013  
City Council Meeting  
Action Minutes**

DATE: MAY 7, 2013

LOCATION: 29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR

Time Start: 5 P.M.

Time End: 8:33 P.M.

**ATTENDANCE LOG**

COUNCILORS	STAFF	STAFF	STAFF
Mayor Knapp	Bryan Cosgrove	Stephan Lashbrook	Nancy Kraushaar
Councilor Goddard	Mike Kohlhoff	Mark Ottenad	Delora Kerber
Councilor Starr – excused	Jeanna Troha	Stephan Lashbrook	Steve Adams
Councilor Fitzgerald	Sandy King	Kristin Retherford	Eric Mende
Councilor Stevens	Chris Neamtzu	Kerry Rappold	Katie Mangle
	Angela Handran	Andrea Villagrana	Jen Massa Smith
	Steve Munsterman		

AGENDA	ACTIONS
<b>WORK SESSION</b>	
<ul style="list-style-type: none"> <li>TSP Code Amendment</li> </ul>	Staff presented the draft TSP amendments which incorporated Council suggestions from February. The item is scheduled for public hearing before the Council June 3 <sup>rd</sup> .
<ul style="list-style-type: none"> <li>Memorial Park Parking Lot Improvements Update</li> </ul>	Staff presented additional information about parking lot standards, design alternatives, and cost components for each of the alternatives. After discussion Councilors indicated their preference as Option 2A.
<ul style="list-style-type: none"> <li>Memorial Park Pump Station Location Update</li> </ul>	Staff will be returning to Council with additional site locations and analysis at the June 3 <sup>rd</sup> work session.
<ul style="list-style-type: none"> <li>Tourism Grant &amp; Opportunity Grant Criteria</li> </ul>	Staff included background to the Council in the packet on the establishment of these two grant programs and advised Councilors could review the information and direct staff to make changes if they felt it was necessary.
<b>REGULAR MEETING</b>	
<u>Mayor's Business</u> <ul style="list-style-type: none"> <li>Proclamation declaring May as Bike Month</li> <li>Proclamation declaring Drinking Water Week</li> </ul>	Mayor Knapp read the proclamations into the record.
<u>Communications</u> <ul style="list-style-type: none"> <li>Recognize recipients of the Tourism and Opportunity Grants</li> </ul>	The recipients of the grants were introduced.

<ul style="list-style-type: none"> <li>Through A Child's Eyes (TACE) Program</li> </ul>	Alan Kirk presented a check to John Ludlow for the TACE program on behalf of Wilsonville Rotary and OrePac.
<u>Consent Agenda</u> <ul style="list-style-type: none"> <li>Resolution No. 2415 – Approving modification to street lighting standards for sections of Grahams Ferry Road and Tooze Road</li> <li>Minutes of April 1 and 15, 2013 Council meetings.</li> </ul>	Approved 4-0
<u>New Business</u> <ul style="list-style-type: none"> <li>Resolution No. 2414 – Proceed with Condemnation process for Kinsman Transmission Main Segment 3B</li> <li>Resolution No. 2416 – Willamette Way East sidewalk property acquisition</li> <li>Resolution 2417 – Creation of TIF Zones</li> </ul>	All resolutions approved 4-0
<u>Public Hearing</u> <ul style="list-style-type: none"> <li>Resolution No. 2405 – approving the sole source contract for road construction to Polygon Northwest Company</li> </ul>	Approved 2-1-1 Councilors Fitzgerald and Stevens voting "Yes" Councilor Goddard voting "No" Mayor Knapp abstained.
<u>City Manager's Business</u> <ul style="list-style-type: none"> <li>Report on the discussion held at C-4 regarding transportation funding and Clackamas County Library District technology upgrades.</li> </ul>	

**RECORDED BY: SCK**



**CITY OF WILSONVILLE  
CITY COUNCIL  
NOTICE OF PUBLIC HEARING**

**PUBLIC NOTICE IS HEREBY GIVEN** that the Wilsonville City Council will conduct a public hearing on **May 6, 2013 at 7 p.m.** at City Hall, 29799 SW Town Center Loop, Wilsonville, Oregon.

The purpose of this public hearing is to consider public testimony on: **Resolution No. 2405**, entitled: **"A Resolution Of The City Of Wilsonville Approving The Award Of A Sole Source Contract For Road Construction To Polygon Northwest Company, L.L.C."**

Copies may be obtained at a cost of 25 cents per page, at City Hall or by calling the City Recorder at 503-570-1506 and requesting a copy to be mailed to you.

Specific suggestions or questions concerning the proposed ordinance may be directed to Steve Adams, 503-570-1566. Public testimony, both oral and written will be accepted at the public hearing. Written statements are encouraged and may be submitted to Sandra C. King, MMC, City Recorder, 29799 SW Town Center Loop E, Wilsonville, OR 97070.

Assistive listening devices are available for persons with impaired hearing and can be scheduled for this meeting. The City will endeavor to provide qualified sign language interpreters without cost if requested at least 48 hours prior to the meeting. To obtain such services call the office of the City Recorder at 682-1011.

Published in the Wilsonville Spokesman April 23 and 30, 2013.