

City of Wilsonville

City Council Meeting

March 18, 2019



AGENDA

**WILSONVILLE CITY COUNCIL MEETING
MARCH 18, 2019
7:00 P.M.**

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

Mayor Tim Knapp

Council President Kristin Akervall
Councilor Charlotte Lehan

Councilor Susie Stevens
Councilor Ben West

CITY COUNCIL MISSION STATEMENT

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

Executive Session is held in the Willamette River Room, City Hall, 2nd Floor

- 5:00 P.M. EXECUTIVE SESSION** [25 min.]
- A. Pursuant to: ORS 192.660 (2)(e) Real Property Transactions
ORS 192.660(2)(h) Legal Counsel / Litigation
- 5:25 P.M. REVIEW OF AGENDA AND ITEMS ON CONSENT** [5 min.]
- 5:30 P.M. COUNCILORS’ CONCERNS** [5 min.]
- 5:35 P.M. PRE-COUNCIL WORK SESSION**
- A. Transfer of Road Authority Stafford Road with Frog Pond Meadows (Adams) [5 min.] **Page 6**
 - B. PGE Street Lights Pilot Project (Kerber) [10 min.]
 - C. Revisions to Chapter 11 of the Wilsonville Code Regarding System Development Charges.
(Nelson/Rodocker/Guile-Hinman) [40 min.]
- 6:30 P.M. ADJOURN**
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CITY COUNCIL MEETING

The following is a summary of the legislative and other matters to come before the Wilsonville City Council a regular session to be held, Monday, March 18, 2019 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on March 5, 2019. 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 there with 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. 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.

7:10 P.M. MAYOR'S BUSINESS

- A. State of the City Address
Break for refreshments.
- B. Placeholder for Appointment

7:55 P.M. COUNCILOR COMMENTS

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

8:05 P.M. CONSENT AGENDA

A. **Resolution No. 2732**

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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. (Katko)

B. **Resolution No. 2733**

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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. (Katko)

C. **Resolution No. 2734**

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A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Creekside Woods Lp, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc. (Katko)

D. **Resolution No. 2735**

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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. (Katko)

E. **Resolution No. 2736**

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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. (Katko)

- F. **Resolution No. 2739** Page 79
A Resolution Of The City Of Wilsonville Requesting Transfer Of Roadway Authority On A Portion Of Stafford Road From Clackamas County To The City Of Wilsonville. (Adams)

- G. Minutes of the January 24, 2019 and February 21, 2019 Council Meetings. (Veliz) Page 85

8:10 P.M. PUBLIC HEARING

- A. **Resolution No. 2728** (*Legislative Hearing*) Page 95
A Wilsonville City Council Resolution Approving The Citywide Signage & Wayfinding Plan. (Neamtzu)

- B. **Resolution No. 2740** (*Legislative Hearing*) Page 171
A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2018-19. (Rodocker)

8:30 P.M. NEW BUSINESS

- A. **Resolution No. 2741** Page 178
A Resolution Of The City Of Wilsonville, Oregon Authorizing Financing Of The Capital Project Described In The Coffee Creek Urban Renewal Plan. (Rodocker)

8:40 P.M. CONTINUING BUSINESS

- A. **Ordinance No. 832** – 2nd Reading Page 194
An Ordinance Of The City Of Wilsonville Annexing Approximately 24 Acres Of Property Located On The West Side Of Stafford Road Just North Of Boeckman Road Into The City Limits Of The City Of Wilsonville, Oregon; The Land Is More Particularly Described As Tax Lots 1800, 1902, 1903, 2000 And 2200 And A Portion Of Stafford Road Right-Of-Way, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Kathleen E. Ludwig, Clifton Molatore, Brenda L. Melum, Lynette E. Eaton, Theodore W. Eaton, Robert Kessler, Bonnie Kessler, And Diane Hillier, Petitioners. (Rybold)

- B. **Ordinance No. 833** – 2nd Reading Page 219
An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Clackamas County Rural Residential Farm Forest 5 (RRFF5) Zone To The Residential Neighborhood (Rn) Zone On Approximately 15 Acres And To The Public Facility (Pf) Zone On Approximately 7 Acres On The North Side Of Boeckman Road Just East Of Boeckman Creek; The Land Is More Particularly Described As Tax Lots 1800, 1902, 1903, 2000 And 2200, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. West Hills Land Development LLC, Applicant. (Rybold)

8:50 P.M. CITY MANAGER'S BUSINESS

8:55 P.M. LEGAL BUSINESS

9:00 P.M. ADJOURN

INFORMATION ITEMS – No Council Action Necessary.

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**AN URBAN RENEWAL AGENCY MEETING
WILL IMMEDIATELY FOLLOW THE CITY COUNCIL MEETING**

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



**CITY COUNCIL MEETING
STAFF REPORT**

<p>Meeting Date: March 18, 2019</p>	<p>Subject: Revisions to Chapter 11 of the Wilsonville Code Regarding System Development Charges.</p> <p>Staff Member: Patty Nelson, City Engineer; Cathy Rodocker, Finance Director and Amanda Guile-Hinman, Assistant City Attorney</p> <p>Department: Engineering/Finance/Legal</p>
<p>Action Required</p>	<p>Advisory Board/Commission Recommendation</p>
<p> <input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1st Reading Date: <input type="checkbox"/> Ordinance 2nd 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 </p>	<p> <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable </p> <p>Comments: Providing information and seeking guidance regarding revisions to Chapter 11 of the Wilsonville Code concerning system development charges based on staff recommendations and research of other cities' codes on system development charges.</p>
<p>Staff Recommendation: Preliminary guidance and approval of updates to Chapter 11 of the Wilsonville Code regarding system development charges and other fees.</p>	
<p>Recommended Language for Motion: N/A</p>	
<p>Project / Issue Relates To:</p>	
<p><input type="checkbox"/> Council Goals/Priorities</p>	<p> <input type="checkbox"/> Adopted Master Plan(s) <input checked="" type="checkbox"/> Not Applicable </p>

ISSUE BEFORE COUNCIL:

City staff seek feedback regarding revisions and updates to Chapter 11 of the Wilsonville Code regarding system development charges (SDCs) and other fees.

Revisions to W.C. Chapter 11 Staff Report Page 1 of 5

EXECUTIVE SUMMARY:

In 2018, the League of Oregon Cities updated its model SDC code. That publication prompted City staff to examine Wilsonville Code (WC) Chapter 11, “Fees,” to determine whether the SDC provisions and other sections within Chapter 11 needed updating. Upon examination, City staff found several provisions that needed to be updated and other staff recommended updates to provisions that were added during the recession that have proven to be problematic.

This Staff Report provides information and proposes key revisions to Chapter 11 of the Wilsonville Code regarding SDCs. As part of the revisions to the SDC section of the Wilsonville Code, staff also reviewed the remainder of Chapter 11 for any outdated provisions, grammar, or other “housekeeping” matters.

When establishing rules to govern the creation of SDC methodologies and the collection of SDCs, the City must comply with Oregon Revised Statutes (ORS) 223.297 through 223.314. These statutes provide the framework for establishing, collecting, and using SDCs. However, they do not address some key provisions that are included in the proposed revised Chapter 11.

1. When SDCs Are Calculated

Staff recommends clarifying when SDCs are calculated for a particular development since SDC methodologies may change while a development is “in the pipeline.”

Chapter 11 currently does not state when SDCs are calculated. Generally, staff have “locked in” SDC methodologies that will be used to calculate SDCs at the time a building permit application is submitted. Proposed WC 11.030(3) clarifies the policy for developments requiring building permits by stating that the “lock in” of SDC rates occurs when a building permit is “deemed complete” by the City. For all other required SDC collection under WC 11.080, the methodologies in effect at the time the SDCs are due and payable will be utilized. In other words, if an applicant does not require a building permit but requires some other type of permit, the SDCs will be calculated using the methodology in effect when the applicant must pay the SDCs.

2. When SDCs Are Due and Payable

Under the current WC 11.040(7)(a), the payment of SDCs is required at the time of the issuance of a building permit, but staff proposed to further clarify the types of permits that may require the payment of SDCs beyond a building permit and to include the ability for staff to assess SDCs if there is a change in usage. For example, if a warehouse will instead be used as a gathering place but no changes to the structure are made, there may be reason for additional transportation SDCs because of additional traffic to the site and on City roads. The draft language can be found in proposed WC 11.080.

3. Applicability of SDC Credits/Refunds

Staff recommend clarifying that the City will not refund SDC payments or otherwise reimburse a developer for the payment of SDCs unless there is a clerical error, or reimbursement is allowed under WC 11.100(6)(b). The draft language regarding SDC credits is in proposed WC 11.100 and the language regarding refunds is in proposed WC 11.130.

Revisions to W.C. Chapter 11 Staff Report Page 2 of 5

Staff propose a new process for handling SDC credits where the applicant/developer provides certain information to the City regarding a qualified public improvement (such as an oversized sewer pipeline or a regional park) that the City verifies. Once a qualified public improvement is constructed and inspected, and costs are verified by the City, the City will issue a SDC credit certificate that the applicant/developer will bring to the City when permits are issued to allow the applicant/developer to apply the credit against the applicable SDCs (i.e., credit from oversizing a sewer pipe can only be used on Sewer SDCs). This SDC credit process is explained in proposed WC 11.100.

WC 11.100(6)(b) allows the City, in its sole discretion, to offer a refund check for SDCs previously paid by a developer if the City requests that the developer construct a qualified public improvement. This is an exception that staff recommend the City only utilize when significant off-site infrastructure is requested by the City from an applicant that is only developing one or up to a few sites where the ability to use credits within a ten-year timeframe is unlikely. For example, if a commercial business is adding some office space to its current site and the City wants the applicant to provide additional street improvements, the City may elect to utilize WC 11.100(6)(b) rather than issuing a credit certificate.

If an applicant cannot use the entire value of the SDC credit in the particular development, the applicant can carry-forward the SDC credits to use the remaining SDC credits on a future project; however, the SDC credit is only good for ten (10) years from the date the SDC credit certificate is issued. The draft language regarding credit carry-forward is in proposed WC 11.100(7). The applicant can also transfer SDC credits to another applicant/developer, though doing so will reduce the SDC credits by 25%. See proposed WC 11.100(6)(a).

4. Installment or Deferral Payments

Currently, WC 11.040(7)(d) and (e) allow an applicant to apply for a deferral or installment payment agreement to pay SDCs over time or at a later date. Staff recommend removing this provision for the following reasons:

- (a) SDCs are assessed to pay for City infrastructure needed for development. A delay in receipt of SDCs is a delay in improving City infrastructure or would require the City to finance the cost upfront. This can lead to infrastructure not keeping pace with City growth or a delay in the City recovering the costs, resulting in underfunding other needed improvements.
- (b) Inflation and project costs increase every year and so each year that payment is delayed can mean a decrease in the value of the deferred or installment payment SDCs to be collected.
- (c) If a party fails to pay SDCs, City resources, including staff time and City funds, will need to be used for collection purposes or the City rate payers will pay in the event of a bankruptcy or failure to collect for another reason.
- (d) This provision was helpful during the recession, but is not justified now.

5. ADUs

Building Division Administrative Policy #09-1, dated December 9, 2009, established a policy of waiving SDCs for accessory dwelling units (ADUs). With the passage of Senate Bill (SB) 1051 (2017), staff have received guidance from the Oregon Department of Conservation and Land

Development (DLCD) that cities should waive, or at least, reduce SDCs for ADUs to meet one of the purposes of SB 1051, which is to encourage ADUs as a housing source.

Staff recommend that the Council codify a policy regarding ADUs within Chapter 11. As stated, the guidance from DLCD is to waive or reduce SDCs for ADUs, so staff drafted WC 11.090(1) to waive SDCs for ADUs, consistent with current City policy.

6. When Appeal of SDCs Commences

Under the current WC 11.040(10) governing appeals of SDCs, the time to appeal the assessment of SDCs is within ten (10) business days of the date of a decision made by the City Manager or his/her designee under Section 11.040(1) through (11). This has been applied to mean the date that the City Manager or designee decides the amount of the SDCs to be assessed, which occurs when the permit that triggers payment of the SDCs is issued.

Staff recommend clarifying the date from which the appeal period runs by expressly tying it to the date the permit is issued. The draft language regarding appeals is found in proposed WC 11.150.

7. Other “Housekeeping” Matters

Staff also reviewed the remainder of WC Chapter 11 to remove outdated Code language and to update other provisions to current City policy. Below is a summary of the proposed changes to WC Chapter 11:

Current Code Section	New Code Section	Action Proposed by Staff	Reason for Action
WC 11.000 – Boundary Change	N/A	Delete Section	Outdated – Boundary Commission referenced in current Code no longer exists.
WC 11.010 – Search of City Lien Docket	WC 11.200	Renumbered Section and clarified payment	More logical structure for Chapter 11; prior listed payment (\$5) not in line with current expense of docket search.
WC 11.020 – Land Use and Site Development Fees	WC 11.300	Renumbered Section and removed prior WC 11.020(2)	More logical structure for Chapter 11; removed 11.020(2) because not used by City.
WC 11.030 – Waiver of Fees	N/A	Delete Section	Advise against allowing waiver of fees or reimbursement because may be used years after payment and money spent by City. Generally not used by City.
WC 11.040 – Definitions (SDC Section)	WC 11.000	Revised and renumbered, as explained above	Moved SDC Section to beginning of Chapter because it may be the most-referenced Section.
WC 11.050 – Park Development Fees	WC 11.400	Renumbered Section	More logical structure for Chapter 11; deleted charges regarding development because covered under SDC section.

Revisions to W.C. Chapter 11 Staff Report Page 4 of 5

EXPECTED RESULTS:

Clearer standards for establishing, collecting, and expending SDCs.

TIMELINE:

A public hearing on revisions to Chapter 11 is currently scheduled for May 6, 2019, with a second reading scheduled for May 20, 2019. The effective date of the revisions is scheduled for July 1, 2019.

CURRENT YEAR BUDGET IMPACTS:

N/A

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 3/6/2019

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 3/12/2019

COMMUNITY INVOLVEMENT PROCESS:

N/A

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

Clearer standards for applicants and developers regarding the payment of SDCs and how to apply for and use SDC credits.

ALTERNATIVES:

Retain Chapter 11 as currently drafted.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

- A. Proposed Chapter 11

ATTACHMENT A

WILSONVILLE CODE

CHAPTER 11 – FEES

SYSTEM DEVELOPMENT CHARGES

- 11.000 Purpose
- 11.010 Scope
- 11.020 Definitions
- 11.030 System Development Charge Established
- 11.040 Methodology
- 11.050 Authorized Expenditures
- 11.060 Expenditure Restrictions
- 11.070 Improvement Plan
- 11.080 Collection of Charge
- 11.090 Exemptions
- 11.100 Credits
- 11.110 Notice
- 11.120 Segregation and Use of Revenue
- 11.130 Refunds
- 11.140 Implementing Regulations; Amendments
- 11.150 Appeal Procedure
- 11.160 Prohibited Connection
- 11.170 Penalty
- 11.180 Severability
- 11.190 Classification

CITY LIEN DOCKET SEARCH

- 11.200 Fee for Search of City's Lien Docket

LAND USE AND SITE DEVELOPMENT

- 11.300 Land Use and Site Development Fees

PARK USE

- 11.400 Park Use Fees

SYSTEM DEVELOPMENT CHARGES

11.000 Purpose. The purpose of the System Development Charge (SDC) is to impose an equitable share of the public costs of Capital Improvements for water, sewers and wastewater drainage, streets, flood control, and parks upon those parties undertaking Developments and redevelopments that add to the need for or increase the demands on all or any of the foregoing.

11.010 Scope. The System Development Charges imposed by this Chapter 11 are separate from and in addition to any applicable tax, assessment, charge, fee in lieu of assessment, exaction, dedication, or fee otherwise provided by law or imposed as a condition of Development approval application.

11.020 Definitions. For purposes of this Chapter 11, the following terms are defined as follows:

(1) “Applicant” means the party who applies for a permit listed in WC 11.080 below who is subject to SDCs because the Applicant’s Development creates the need for or increases the demands on the City’s sewer, water, stormwater drainage, parks, and/or transportation systems.

(2) “Business Days” means days of the week excluding Saturdays, Sundays, and legal holidays observed by the City.

(3) “Capital Improvement” means public facilities or assets used for the following:

(a) Water supply, treatment, and distribution;

(b) Wastewater collection, transmission, treatment, and disposal;

(c) Stormwater system for collection, treatment, drainage, transmission, and flood control;

(d) Transportation, including, but not limited to, streets, sidewalks, bicycle lanes, multi-use paths, street lights, traffic signs and signals, pavement markings, street trees, swales, public transportation, vehicle parking, and bridges; or

(e) Parks and recreation, including, but not limited to, community parks, public open space and trail systems, recreational buildings, courts, fields, and other like facilities.

(4) “Capital Improvement” does not include costs of the operation or routine maintenance of Capital Improvements.

(5) “City Manager” means the City Manager for the City of Wilsonville or the City Manager’s duly authorized representative.

(6) “Community Development Director” means the Community Development Director for the City of Wilsonville or the Community Development Director’s duly authorized representative.

(7) “Development” means all improvements on a site, including buildings, other

structures, parking and loading areas, landscaping, paved or graveled areas, and areas devoted to exterior display, storage, or activities, any building permit resulting in increased usage of Capital Improvements, and any new connection or increased size connection for a Capital Improvement. Development includes the redevelopment of property. Development also includes improved open areas such as plazas and walkways but does not include natural geologic forms or unimproved lands.

(8) “Qualified Public Improvement” means a Capital Improvement that is required as a condition of Development approval, identified in a plan and list adopted pursuant to WC 11.070 and either:

- (a) Not located on or continuous to property that is the subject of Development approval; or
- (b) Located in whole or in part on or contiguous to property that is the subject of Development approval and required to be built larger or with greater capacity than is necessary for the particular Development project to which the Improvement Fee is related.

(9) “System Development Charge” (“SDC”) means:

(a) A Reimbursement Fee (defined in (ii) below), an Improvement Fee (defined in (i) below), or a combination thereof, assessed or collected at the time of increased usage of a Capital Improvement or the issuance of a Development permit, building permit, or connection to the Capital Improvement.

- i. “Improvement Fee” means a SDC for costs associated with Capital Improvements to be constructed after the date the fee is adopted pursuant to Section 11.030 of this Chapter 11.
- ii. “Reimbursement Fee” means a SDC for costs associated with Capital Improvements already constructed, or under construction when the fee is established, which the City Council determines can be equally imposed.

(b) The portion of a sewer or water system connection charge that is greater than the amount necessary to reimburse the City for its average cost of inspecting and installing connections with water and sewer facilities.

(10) “System Development Charge” does not include any fees assessed or collected as part of a Local Improvement District or a charge in lieu of a local improvement district assessment, or the cost of complying with requirements or conditions imposed upon a land use decision, expedited land use decision, or limited land use decision.

11.030 System Development Charge Established.

(1) SDCs will be established and may be revised by resolution of the City Council. The resolution will set the amount of the SDC through a methodology developed pursuant to Section 11.040, the type of permit to which the charge applies, and, if the charge applies to a

geographic area smaller than the entire city, the geographic area subject to the charge. Changes in the SDCs shall also be adopted by resolution, except those changes resulting solely from inflationary cost impacts. Inflationary cost impacts shall be based on the yearly changes to the applicable index established each March 1; any changes measured and calculated by the Community Development Director will be implemented each July 1 and charged accordingly. Such calculations will be based upon Pacific Northwest Construction cost changes in the Engineering News Record Construction Cost Index (ENR Index) as represented by the City of Seattle, Washington, or other index that replaces the ENR Index. Notwithstanding the foregoing, the inflationary amount of each SDC may also be calculated as stated in the SDC methodology approved by City Council pursuant to WC 11.040.

(2) Unless otherwise exempted by the provisions of this Chapter, or by other local or state law, an SDC is hereby imposed upon all Development within the City, upon issuance of the type of permit described in Section 11.080, or upon the act of making a connection to the city water or sewer system within the City, as described in Section 11.080, and upon all Development outside the boundary of the City that connects to or otherwise uses the sewer facilities, storm sewers, or water facilities of the City.

(3) When imposing a SDC for Development that requires a building permit, the date of a complete building permit application, as identified on the building permit application, is the effective date of the SDC that will be calculated, consistent with Section (1) above. For clarity, the adopted SDC methodologies that exist at the time the building permit application is deemed complete by the City will be the methodologies used to calculate SDCs. All other SDCs owed to the City will be calculated using the methodology(ies) in effect at the time the SDCs are due and payable to the City under Section 11.080.

11.040 Methodology.

(1) The methodology used to establish or modify a Reimbursement Fee shall promote the objective of future system users contributing no more than an equitable share to the cost of existing facilities and be available for public inspection. The methodology used to establish or modify a Reimbursement Fee shall, where applicable, be based on:

- (a) Ratemaking principles employed to finance publicly owned Capital Improvements;
- (b) Prior contributions by existing users;
- (c) Gifts or grants from federal or state government or private persons;
- (d) The value of unused capacity available to future system users or the cost of the existing facilities; and
- (e) Other relevant factors identified by the City Council.

(2) The methodology used to establish or modify an Improvement Fee shall, where applicable, demonstrate consideration of the estimated cost of projected Capital Improvements identified in an improvement plan (*see* Section 11.070) that are needed to increase the capacity of the systems to which the fee is related. The methodology shall be calculated to obtain the cost

of Capital Improvements for the projected need for available system capacity for future system users.

(3) The methodology used to establish or modify a Reimbursement Fee or Improvement Fee shall be contained in a resolution adopted by the City Council.

11.050 Authorized Expenditures.

(1) Reimbursement Fees shall be spent on Capital Improvements associated with the systems for which the fees are assessed, including expenditures relating to repayment of indebtedness.

(2) Improvement Fees shall be spent on capacity increasing Capital Improvements, including expenditures relating to repayment of debt for such improvements. An increase in system capacity may be established if a Capital Improvement increases the level of performance or service provided by existing facilities or provides new facilities. The portion of the improvements funded by Improvement Fees must be related to the need for increased capacity to provide service for future users.

11.060 Expenditure Restrictions.

(1) SDCs may not be expended for costs associated with the construction of administrative office facilities that are more than an incidental part of other Capital Improvements or for the expenses of the operation or maintenance of the facilities constructed with SDC revenues.

(2) Any Capital Improvement being funded wholly or in part with SDC revenues must be included in the plan and list adopted by the City Council pursuant to ORS 223.309 and Section 11.070 of this Chapter.

(3) SDC proceeds may only be expended on Capital Improvements included on a list of Capital Improvements that the City intends to fund, in whole or in part, with SDC revenues, including the cost of compliance with this Chapter; development of the Improvement Plans or master plans; development of methodologies; annual accounting of SDC expenditures; debt repayment; engineering, design, and construction; other administrative costs; and related expenses.

11.070 Improvement Plan.

(1) Prior to the establishment of a SDC, the City Council shall prepare a Capital Improvement plan, public facilities plan, master plan, or other comparable plan that includes:

(a) A list of the Capital Improvements that the City Council intends to fund, in whole or in part, with revenues from SDCs; and

(b) The estimated cost and time of construction of each improvement and the percentage of that cost eligible to be funded with SDCs.

(2) In adopting a plan under Section 11.070(1), the City Council may incorporate by reference all or a portion of any Capital Improvement plan, public facilities plan, master plan, or

other comparable plan that contains the information required by this Section.

(3) The City Council may modify such plan and list, as described in Section 11.070(1), at any time. If a SDC will be increased by a proposed modification to the list to include a capacity increasing public improvement, the City Council will:

(a) At least thirty (30) calendar days prior to the adoption of the proposed modification, provide written notice to persons who have requested notice pursuant to Section 11.110;

(b) Hold a public hearing if a written request for a hearing is received within seven (7) Business Days of the date of the proposed modification.

(4) A change in the amount of a Reimbursement Fee or an Improvement Fee is not a modification of the SDC if the change in amount is based on:

(a) A change in the cost of materials, labor, or real property applied to projects or project capacity, as set forth on the list adopted pursuant to Section 11.070(1);

(b) The periodic application of one or more specific cost indexes or other periodic data sources. A specific cost index or periodic data source must be:

- 1) A relevant measurement of the average change in prices or costs over an identified time period for materials, labor, real property, or a combination of the three;
- 2) Published by a recognized organization or agency that produces the index or data source for reasons that are independent of the SDC methodology; and
- 3) Incorporated as part of the established methodology or identified and adopted by the City Council in a separate resolution, or if no other index is identified in the established methodology, then the index stated in Section 11.030(1).

11.080 Collection of Charge.

(1) The SDC is due and payable upon the issuance of the following:

(a) A building permit;

(b) Any other Development or connection permit not requiring the issuance of a building permit, including, but not limited to a permit or approval to connect to or upsize connection(s) related to City infrastructure; or

(c) A right-of-way access permit.

(2) If no building, Development, or connection permit is required but there is an increased impact of one or more Capital Improvement due to a new or changed use, the SDC is payable at the time the usage of the Capital Improvement is increased based on changes in the use of that property, unrelated to seasonal or ordinary fluctuations in usage.

(3) If Development is commenced or connection is made to any City systems without an appropriate permit, the SDC is immediately due and payable at the rate currently assessed by the City, and it will be unlawful for anyone to continue with the construction or associated use until the SDC has been paid.

(4) The City shall collect the applicable SDC from the permittee when a permit that allows building or Development of a parcel is issued or when a connection to any City infrastructure is made.

(5) The City shall not issue such permit or allow such connection until the charge has been paid in full or unless an exemption is granted pursuant to Section 11.090.

11.090 Exemptions.

(1) Additions to single-family dwellings, including Accessory Dwelling Units, as defined in Wilsonville Code Chapter 4, are exempt from all portions of the SDC.

(2) An alteration, addition, replacement, or change in use that does not increase the use of the public improvement facility are exempt from all portions of the SDC.

11.100 Credits.

(1) The City will grant to an Applicant a credit against any Improvement Fee assessed when the Applicant constructs or dedicates a Qualified Public Improvement as part of the Development. The Applicant bears the burden of evidence and persuasion in establishing entitlement to a SDC credit and the amount of SDC credit in accordance with the requirements of this Section. The initial determination on all credit requests shall be made by the City Manager or Community Development Director.

(2) SDC Credit Application. To obtain a SDC credit, the Applicant must make the request, in writing, to the Community Development Director prior to constructing or dedicating a Qualified Public Improvement. In the request, the Applicant must state the following:

- (a) Identify the improvement for which the credit will be sought;
- (b) Explain how the improvement will be a Qualified Public Improvement; and
- (c) Document, with credible evidence, the estimated value of the improvement for which credit will be sought. Applicable soft costs for engineering design, project management, permitting, and testing may be allowed as approved by the Community Development Director.

(3) The City will evaluate a request for credit and will either approve, modify, or reject the proposed Qualified Public Improvement project as part of the Applicant's Development review approval conducted by the City pursuant to Wilsonville Code Chapter 4. The City will specify in the conditions of approval, for the Applicant's Development, any Qualified Public Improvements and will further state that the Applicant is required to submit the information stated in subsection (4) below to obtain SDC credits.

(4) SDC Credit Confirmation. Upon completion and inspection by the City accepting

the Qualified Public Improvement, the Applicant must submit to the Community Development Director the following information to confirm the completion of the Qualified Public Improvement and the actual cost to the Applicant for constructing the Qualified Public Improvement:

- (a) The name of the Applicant;
- (b) The improvement for which the credit is sought;
- (c) The condition of approval contained within the City's Development approval that includes the improvement;
- (d) The date(s) the City inspected the improvement and approved the construction of the improvement;
- (e) Documentation, with supporting credible evidence, of the actual cost to the Applicant for constructing the Qualified Public Improvement;
- (f) The date of the submission along with the Applicant's signature; and
- (g) A "Certification of Completion and Payment of Subcontractors and Suppliers."

(5) SDC Credit Certificate. The City will verify the amount of credit the Applicant is entitled to receive no later than thirty (30) days after its receipt of the SDC credit confirmation documents required in subsection (4) above. The City may require, in its sole discretion, additional time if the Applicant's confirmation documents are insufficient to verify the amount of the SDC credit. Upon verification, the City will issue a credit certificate to the Applicant in the amount determined by the City.

- (a) The credit certificate shall contain, at a minimum, the following information:
 - 1) The name of the Applicant and the project to which the improvement giving rise to the credit is related;
 - 2) The SDC to which the credit may be applied;
 - 3) The issue date and the expiration date;
 - 4) The amount of the credit given;
 - 5) A place for entry of reduced SDC credit amounts as the SDC credits are used by the Applicant; and
 - 6) The original signature of the City Manager, the Finance Director, and the Community Development Director.
- (b) The SDC credit shall be an amount equal to the fair market value of the improvement. Fair market value shall be determined by the City based on credible evidence of the following:

- 1) For real property, value shall be based upon a written appraisal of fair market value by a qualified Member of the Appraisal Institute (MAI) appraiser based upon comparable sales of similar property between unrelated parties in an arms-length transaction;
- 2) For a Qualified Public Improvement already constructed, value shall be based on the actual cost of construction as verified by contract documents and receipts submitted by the Applicant;
- 3) For a Qualified Public Improvement located on, or contiguous to, the site of the Development, only the over-capacity portion, as described in the definition of Qualified Public Improvement, is eligible for SDC credit. There is a rebuttable presumption that the over-capacity portion of such a Qualified Public Improvement is limited to the portion constructed larger, or of greater capacity, than the City's minimum standard facility capacity or size needed to serve the particular Development.

(6) Form of Credit and Limitation on Use. When given, SDC credits will be for a particular dollar value as a credit against a SDC assessed on a Development. The party named on the SDC credit certificate issued pursuant to subsection (5) above must provide the SDC credit certificate to the City at the time payment of SDCs is due to use the SDC credits. Credits may only be used to defray or pay the SDC for the particular Capital Improvement system to which the Qualified Public Improvement is related, e.g., credit from a Qualified Public Improvement for sewer may only be used to pay or defray a sewer SDC. When an Applicant utilizes the SDC credits stated in the SDC credit certificate, the City will note on the SDC credit certificate the new balance of the SDC credits and the effective date of the new balance. SDC credit certificates are not refundable for cash or any other thing of value, except as provided in subsection (6)(b) below.

- (a) SDC Credit Transfers. If the Applicant does not utilize the entire balance of the SDC credit, the Applicant may carry-forward the balance to a future project, or may transfer the SDC credit to another developer by submitting a written request with the SDC credit certificate to the City, which request must be signed by the Applicant and the other party seeking to obtain the SDC credits. If SDC credits are transferred to another party, the amount of the remaining SDC credits being transferred will be reduced by twenty-five (25) percent. The City will issue a new SDC credit certificate to the other party.
- (b) SDC Refund Check. If the City Manager requests that a developer complete a Qualified Public Improvement, the City may opt, in its sole discretion, to provide a refund of SDCs collected for the type of Qualified Public Improvement by issuing a check to the developer. Such a refund must be approved by the City Council if the refund exceeds one hundred thousand dollars (\$100,000).
- (c) SDC credit certificates are void and of no value if not redeemed with the City for payment of a SDC of the same type of Capital Improvement system for

which the credit was issued within ten (10) years of the original date of issuance. Transfers of SDC credit certificates do not restart the ten (10) year term.

(7) **SDC Credit Deadline.** The Applicant must submit SDC credit confirmation documents pursuant to WC 11.100(4) to the Community Development Director no later than one hundred eighty (180) calendar days after acceptance of the Qualified Public Improvement by the City.

11.110 Notice.

(1) The City will maintain a list of persons who have made a written request for notification prior to adoption or modification of a methodology for any SDC. Written notice will be mailed to persons on the list at least ninety (90) calendar days prior to the first hearing to establish or modify a SDC. The methodology supporting the SDC shall be available at least sixty (60) calendar days prior to the first hearing to adopt or amend a SDC. The failure of a person on the list to receive a notice that was mailed does not invalidate the action of the City.

(2) The City may periodically delete names from the list if the name has been on the list for more than one (1) year, but at least thirty (30) calendar days prior to removing a name from the list, the City must notify the person whose name is to be deleted that a new written request for notification is required if the person wishes to remain on the notification list.

11.120 Segregation and Use of Revenue.

(1) All funds derived from a particular type of SDC are to be segregated by accounting practices from all other funds of the City. That portion of the SDC calculated and collected on account of a specific facility system shall be used for no purpose other than that set forth in Section 11.050.

(2) The Finance Director shall provide the City Council with an annual accounting, by January 1 of each year, for SDCs showing the total amount of SDC revenue collected for each type of facility and the projects funded from each account in the previous fiscal year. A list of the amount spent on each project funded, in whole or in part, with SDC revenue shall be included in the annual accounting.

11.130 Refunds.

(1) Refunds shall be given by the Finance Director upon finding by the Community Development Director that there was a clerical error in the calculation of a SDC or may be given in accordance with WC 11.100(6)(b).

(2) Refunds shall not be allowed for failure to timely claim a credit under Section 11.100.

11.140 Implementing Regulations; Amendments. The City Council delegates to the City Manager the authority to adopt necessary procedures to implement the provisions of this Chapter 11. All rules developed pursuant to that delegated authority shall be filed with the office

of the City Manager and be available for public inspection.

11.150 Appeals; Procedure.

(1) A person challenging the propriety of an expenditure of SDC revenue may appeal the decision or the expenditure to the City Council by filing a written appeal petition with the City Manager, pursuant to Subsection (4) below. An appeal of an expenditure must be filed not later than two (2) years after the expenditure of the SDCs.

(2) A person challenging the propriety of the methodology adopted by the City Council pursuant to Section 11.040 may appeal the decision or the expenditure to the City Council by filing a written appeal petition with the City Manager, pursuant to Subsection (4) below. An appeal petition challenging the adopted methodology shall be filed not later than sixty (60) calendar days from the date of adoption of the methodology.

(3) A person challenging the calculation of a SDC must file a written appeal petition regarding the calculation of the SDC with the City Manager within ten (10) Business Days of assessment of the SDC. The ten (10) Business Day period shall be measured from the date the permit is issued pursuant to WC 11.080.

(4) Any person submitting an appeal petition pursuant to Subsections (1) through (3) above, must describe, with particularity, the basis for the appeal and include:

- (a) The name and address of the appellant;
- (b) The nature of the expenditure, methodology, or calculation being appealed;
- (c) The reason the expenditure, methodology, or calculation is allegedly incorrect; and
- (d) Detailed explanation, with supporting documentation, concerning what the correct determination of the appeal should be or how the correct calculation should be derived.

(5) If the appeal petition is untimely or fails to meet the requirements of Subsection (4) above, the appeal shall be automatically and summarily dismissed by the City Council without a hearing.

(6) If the appeal petition is timely filed and submitted in accordance with Subsection (4) above, the City Council shall order an investigation and direct that within sixty (60) calendar days of receipt of the petition a written report be filed by the Community Development Director recommending appropriate action. Within sixty (60) calendar days of receipt of said report, the City Council shall conduct a hearing to determine whether the expenditure, methodology, or calculation was proper. The City Council shall provide notice and a copy of the report to the appellant at least fourteen (14) calendar days prior to the hearing. The appellant shall have a reasonable opportunity to present appellant's position at the hearing.

(7) The appellant shall have the burden of proof. Evidence and argument shall be limited to grounds specified in the petition. The City Council shall issue a written decision stating the basis for its conclusion and directing appropriate action to be taken.

(8) The City Council shall render its decision within thirty (30) calendar days after the hearing date, and the decision of the City Council will be final. The decision will be in writing, but written findings shall not be made or required unless the City Council, in its discretion, elects to make findings for precedential purposes. If the City Council determines there was an improper expenditure of SDC funds, the City Council shall direct that a sum equal to the misspent amount be deposited within one (1) year of the date of the decision to the account of the fund from which it was spent.

(9) Any legal action contesting the City Council's decision on the appeal must be filed within sixty (60) calendar days of the City Council's decision. Review of the City Council decision shall be by writ of review pursuant to ORS 34.010 to 34.100.

11.160 Prohibited Connection. No person may connect to the water or sewer systems of the City unless the appropriate SDC has been paid.

11.170 Penalty. Violation of Section 11.160 of this Chapter 11 constitutes a violation and is punishable by a fine not to exceed \$1,000 per day.

11.180 Severability. The provisions of this Chapter 11 are severable, and it is the intention of the City Council to confer the whole or any part of the powers herein provided for. If any clause, section, or provision of this Chapter 11 is declared unconstitutional or invalid for any reason, the remaining portion of this Chapter 11 shall remain in full force and effect and be valid as if such invalid portion had not been incorporated. It is hereby declared that the City Council intends that this Chapter 11 would have been adopted had such an unconstitutional provision not been included.

11.190 Classification. The City Council hereby determines that any charges imposed by this Section (WC 11.000 through WC 11.190) of Chapter 11 are not a tax subject to the property tax limitations of Article XI, Section 11(b), of the Oregon Constitution.

CITY LIEN DOCKET SEARCH

11.200 Fee for Search of City's Lien Docket.

(1) For each certificate of lien or non-lien of the City requested by anyone and issued by the City after first searching the City's Lien Docket to determine whether or not a lot, tract or parcel of real property located within the City is subject to any City lien, there shall be paid to the City a cost recovery fee determined by the City Manager. Such fee shall accompany the request to the City for the lien search or, at the discretion of the City, shall be invoiced to the person, firm or corporation requesting the lien search upon delivery to the requesting party of the lien or non-lien certificate, payable within thirty (30) calendar days of the invoice date.

(2) Monthly utility bills that are shown to be in arrears may be reported on lien searches for subject property.

(3) All fees received by the City under the provisions of subsection (1) above shall be deposited in the General Fund of the City.

LAND USE AND SITE DEVELOPMENT

11.300 **Land Use and Site Development Fees.**

(1) The purpose of the fees and charges authorized by the provisions of 11.300(1) - 11.300(3) are to defray actual costs. All such fees and charges shall be paid in full at the time of application and shall be non-refundable, except in the case of a withdrawal prior to the publication of public notice. In cases of withdrawal prior to the publication of public notice, the application fee less any actual publication costs incurred and less fifteen percent (15%) of the fee for initial administrative processing shall be refunded.

(2) Staff Consulting - When considerable staff time is required to provide detailed/or special information to professional consultants, staff time and materials will be charged at actual cost. Procedures for these fees shall be established by the Planning Director and City Manager.

(3) The City Council shall adopt by Resolution, from time to time, fees and charges to defray the City's actual costs in reviewing and processing land use and development permit(s). Such fees and charges may also include actual costs incurred by the City in employing specialized consultants, including but not limited to Traffic Engineers and Wetland Biologists.

PARK USE

11.400 **Park Use Fees.** The City Council shall by Resolution, from time to time, adopt fees and charges for use of the City's parks and park facilities.

CITY COUNCIL ROLLING SCHEDULE

Board and Commission Meetings 2019

Items known as of 03/13/19

March

DATE	DAY	TIME	EVENT	LOCATION
3/19	Tuesday	6:00 p.m.	Community Enhancement Committee	Willamette 1 & 2
3/25	Monday	6:30 p.m.	DRB Panel B - Cancelled	Council Chambers

April

DATE	DAY	TIME	EVENT	LOCATION
4/1	Monday	7:00 p.m.	City Council Meeting	Council Chambers
4/8	Monday	6:00 p.m.	Community Enhancement Committee	Willamette 1 & 2
4/8	Monday	6:30 p.m.	DRB Panel A	Council Chambers
4/9	Tuesday	6:00 p.m.	Community Enhancement Committee (if needed)	Willamette 1 & 2
4/10	Wednesday	6:00 p.m.	Planning Commission	Council Chambers
4/11	Thursday	6:00 p.m.	Parks and Recreation Advisory Board	Council Chambers
4/15	Monday	7:00 p.m.	City Council Meeting	Council Chambers
4/22	Monday	6:30 p.m.	DRB Panel B	Council Chambers

Community Events:

- 3/21** Citizens Academy at Wilsonville City Hall, 6:00 p.m.
- 3/26** History Pub at Wilsonville McMenamins' Old Church, 6:30 p.m. - 8:00 p.m.
- 4/4** Community Garden Sign Up Day at Parks and Recreation Admin Building, 8:00 a.m.
- 4/5** First Friday Films at Wilsonville Library, 6:00 p.m. – 8:00 p.m.
- 4/11** Citizens Academy at Wilsonville City Hall, 6:00 p.m.
- 4/26** Willamette Cable Tree Dedication at the River Shelter and Dock at Memorial Park, 2:00 p.m.
- 4/30** History Pub at Wilsonville McMenamins' Old Church, 6:30 p.m. - 8:00 p.m.

All dates and times are tentative; check the City's online calendar for schedule changes at www.ci.wilsonville.or.us.



CITY COUNCIL MEETING STAFF REPORT

<p>Meeting Date: March 18, 2019</p>	<p>Subject: Resolution No. 2732, Resolution No. 2733, Resolution No. 2734, Resolution No. 2735 and Resolution No. 2736</p> <p>Property tax exemptions requests for low-income housing held by Charitable, Nonprofit organizations including Autumn Park Apartments, Charleston Apartments, Creekside Woods, Rain Garden Apartments, and Wiedemann Apartments.</p> <p>Staff Member: Keith Katko, Assistant Finance Director</p> <p>Department: Finance</p>
<p>Action Required</p>	<p>Advisory Board/Commission Recommendation</p>
<p><input checked="" type="checkbox"/> Motion</p> <p><input type="checkbox"/> Public Hearing Date:</p> <p><input type="checkbox"/> Ordinance 1st Reading Date:</p> <p><input type="checkbox"/> Ordinance 2nd Reading Date:</p> <p><input checked="" type="checkbox"/> Resolution</p> <p><input type="checkbox"/> Information or Direction</p> <p><input type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Council Direction</p> <p><input checked="" type="checkbox"/> Consent Agenda</p>	<p><input type="checkbox"/> Approval</p> <p><input type="checkbox"/> Denial</p> <p><input type="checkbox"/> None Forwarded</p> <p><input checked="" type="checkbox"/> Not Applicable</p> <p>Comments: N/A</p>
<p>Staff Recommendation: Staff recommends that Council adopt the Consent Agenda.</p>	
<p>Recommended Language for Motion: I move to approve the Consent Agenda.</p>	
<p>Project / Issue Relates To:</p>	
<p><input checked="" type="checkbox"/> Council Goals/Priorities: Affordable Housing</p>	<p><input type="checkbox"/> Adopted Master Plan(s)</p> <p><input type="checkbox"/> Not Applicable</p>

ISSUE BEFORE COUNCIL:

Whether to approve property tax exemptions for various properties in the City.

EXECUTIVE SUMMARY:

Each year property tax exemptions are requested for the properties located within the city limits that offer lower rent to families, seniors and individuals meeting the low-income requirement. This requirement, set by the Federal Government, is 60% of the estimated state median income. The five complexes noted above have received property tax exemption status in previous years and are in compliance with the requirements stated in ORS 307.540-307.548 (*Nonprofit Corporation, Low Income Housing*).

Providing affordable housing in Wilsonville has been a long-standing goal with City Council. Current and past Council have authorized five apartment complexes with a property tax exemption status. In total, 366 units are currently available for a low-income housing. All properties are required to meet State and Federal funding requirements which include annual physical inspections, an annual audit of financial activity, and programmatic compliance.

The rate reduction per apartment varies from complex to complex as the reduction is based on the property's tax exemption the property receives and the number of reduced rate units in the complex. The complex passes the tax exemption savings onto their renters and most complexes provide additional services including monthly activities. The properties requesting continuance of the property tax exemption status for low-income housing include:

Apartment	501(c) Corp. Name	Address	No. of Residential Units	Assessed Value	Estimated City Tax Abate
Autumn Park	NW Housing Alternative	10920 SW Wilsonville Rd	144	\$8,067,617	\$39,417
Charleston	NW Housing Alternative	11609 SW Toulouse St	51	\$1,386,690	\$6,775
Creekside Woods	NW Housing Alternative	7825 SW Wilsonville Rd	84	\$1,891,361	\$9,241
Rain Garden	Caritas Community	29197 SW Orleans Ave	29	\$877,038	\$4,285
Wiedemann	Accessible Living Inc.	29940 SW Brown Rd	58	\$2,669,469	\$13,042
TOTALS			366	\$14,892,175	\$72,760

While the State sets the required threshold for low-income housing rental rates, credits such as the Property Tax Abatement allows these organizations to offer rates that are lower than required to qualified tenants. In total, the amount of credit directly related to the property tax exemption from all taxing districts is approximately \$274,000.

EXPECTED RESULTS:

Council approval of consent agenda resolutions for the property tax exemption requests for Autumn Apartments, Charleston Apartments, Creekside Woods, Rain Garden Apartments and Wiedemann Apartments

TIMELINE:

Applications for renewal requests were due March 1, 2019 Initial property tax exemption requests are required to pay a \$250 application fee for each property. Renewal requests require a \$50 application fee. The City certifies the property tax exemption with the Assessor's office at Clackamas County immediately following Council's approval. The deadline to certify to the Assessor's office is April 1, 2019.

CURRENT YEAR BUDGET IMPACTS:

The assessed value of the all exempt properties totals \$14,892,175. Based on property estimation methodology including the effects of the division of taxes, under Urban Renewal, the total amount of forgone property tax revenue for the City is approximately \$72,760. This amount is built into the City's financial planning.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 3/6/2019

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 3/6/2019

COMMUNITY INVOLVEMENT PROCESS:

N/A

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

Property tax exemptions assist in the availability of housing for low-income families and individuals.

ALTERNATIVES:

1. Discontinue property tax exemption program.
2. Reduce the number of qualifying units.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No. 2732
2. Resolution No. 2733
3. Resolution No. 2734
4. Resolution No. 2735
5. Resolution No. 2736

RESOLUTION NO. 2732

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.

WHEREAS, maintaining Wilsonville's existing affordable housing supply is necessary for its continued health and growth; and

WHEREAS, Northwest Housing Alternatives (NHA), a not-for-profit organization, has owned and maintained Autumn Park, an affordable housing development located at 10920 S.W. Wilsonville Road; and

WHEREAS, Autumn Park includes 144 residential units, for people with low income; and

WHEREAS, NHA is currently seeking to preserve Autumn Park as affordable housing; and

WHEREAS, a property tax exemption is essential to Autumn Park's continuation as affordable housing; and

WHEREAS, ORS 307.540 to 307.548 authorizes property tax exemptions for affordable housing owned by not-for-profit corporations and occupied by low-income persons; and

WHEREAS, the City of Wilsonville wishes to adopt and/or ratify the policy set forth in those sections; and

WHEREAS, NHA has requested a property tax exemption for its Autumn Park development, pursuant to ORS 307.543(2); and

WHEREAS, the City of Wilsonville and West Linn-Wilsonville School District property tax levies jointly comprise of more than 51% of the total combined rate of taxation on Autumn Park Apartments; and

WHEREAS, NHA has received that the West Linn-Wilsonville School District exempt Autumn Park from property taxation arising under its jurisdiction unless and until terminated pursuant to ORS 307.548;

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

- Section 1: The City of Wilsonville adopts the provisions of ORS 307.540 to 307.548.
- Section 2: NHA and its affordable housing development, Autumn Park, qualify for a property tax exemption pursuant to ORS 307.540 to 307.548.
- Section 3: The Finance Director is directed to request the Clackamas County Assessor to exempt Autumn Park Apartments from taxation by all taxing jurisdictions pursuant to ORS 307.543(2), commencing on the first day of the tax assessment year beginning July 1, 2019.
- Section 4: This resolution is effective upon adoption for the upcoming 2019/2020 tax year.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 18th day of March 2019 and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp
Council President Akervall
Councilor Stevens
Councilor Lehan
Councilor West

Attachment:

- A. Property Tax Exemption Application

APPLICATION

**PROPERTY TAX EXEMPTION FOR LOW-INCOME HOUSING HELD BY
CHARITABLE, NONPROFIT ORGANIZATIONS**

(For Office Use Only)

City of Wilsonville, Oregon \$250 Application Fee _____
Date Received: _____ \$50 Renewal Fee _____
Receipt No. _____

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Section A – Applicant Information

Corporate Name: Northwest Housing Alternatives

Address: 13819 SE McLoughlin Blvd, Milwaukie, OR 97222

Telephone: (503) 654-1007

Business

_____ Residence (Optional)

Email Address: neufeld@nwhousing.org

Chief Executive Officer: Trell Anderson

Contact Person: Ray Hackworth

Telephone: (503) 654-1007 x101

Section B – Property to be Considered for Exemption

(Sections B, C, and D must be filled out for each building for which you are requesting a tax exemption)

Organization: Autumn Park Apartments

Property Address: 10920 SW Wilsonville Road, Wilsonville, OR 97070

Assessor’s Property Tax Account Number(s): C127801

(Be sure to identify all account numbers for both land and improvements on the property for which you are requesting tax exemption, in some cases, land and improvements may have separate property tax account numbers.)

Total number of residential units in the building: 144

Number of residential units occupied by very low-income people: 144

Total square feet in building: 116,928

Total square feet used to house very low-income people⁴ 116,928

Section C – Leasehold Interest in Eligible Property

Do you own the property in question? X Yes No

If you answered “no” to the above question, do you have leasehold interest in the property?
 Yes No

If yes, please include a statement describing how, as the nonprofit organization, you are obligated under the terms of the lease to pay the ad valorem taxes on this property or other contractual arrangement such that the property tax exemption benefits accrue to the nonprofit agency and the residential tenants served rather than the owner or corporation from whom you lease.

⁴ This includes halls, baths, dining, and other space dedicated to residential use. Retail uses and other accessory uses not related to residential use are not to be counted.

Section D – Description Of Charitable Purpose/Project Benefit (Use for multiple projects if same conditions apply)

Will the cost savings resulting from the proposed tax exemption enable you to do the following?

1. Reduce the rents that your very low-income residential tenants pay on the property in question? Yes No If so, by approximately how much? \$144/unit/month
2. Provide greater services to your very low income residential tenants? Yes No.
3. If yes, in what way(s)? All cost savings are passed directly through to the tenants in the form of reduced rents.
4. Provide any other benefit to your very low-income residential tenants? Yes No.
If yes, please explain: NHA provides a robust Resident Services program that directly benefits the residents.

If you lease the property identified in this application, to what extent does your lease agreement coincide with the timeframe of the qualifying tax year? Please Explain:

Section B – Property to be Considered for Exemption

(Sections B, C, and D must be filled out for each building for which you are requesting a tax exemption)

Organization: Charleston Limited Partnership

Property Address: 11609 SW Toulouse Road, Wilsonville, OR 97070

Assessor’s Property Tax Account Number(s): 3S1W1502907

(Be sure to identify all account numbers for both land and improvements on the property for which you are requesting tax exemption, in some cases, land and improvements may have separate property tax account numbers.)

Total number of residential units in the building: 52

Number of residential units occupied by very low-income people: 51

Total square feet in building: 35,493

Total square feet used to house very low-income people⁵ 35,493

Section C – Leasehold Interest in Eligible Property

Do you own the property in question? X Yes No

If you answered “no” to the above question, do you have leasehold interest in the property?
 Yes No

If yes, please include a statement describing how, as the nonprofit organization, you are obligated under the terms of the lease to pay the ad valorem taxes on this property or other contractual arrangement such that the property tax exemption benefits accrue to the nonprofit agency and the residential tenants served rather than the owner or corporation from whom you lease.

⁵ This includes halls, baths, dining, and other space dedicated to residential use. Retail uses and other accessory uses not related to residential use are not to be counted.

Section D – Description Of Charitable Purpose/Project Benefit (Use for multiple projects if same conditions apply)

Will the cost savings resulting from the proposed tax exemption enable you to do the following?

1. Reduce the rents that your very low-income residential tenants pay on the property in question? Yes No If so, by approximately how much? \$46/unit/month
2. Provide greater services to your very low income residential tenants? Yes No.
3. If yes, in what way(s)? All cost savings are passed directly through to the residents in the form of reduced rents
4. Provide any other benefit to your very low-income residential tenants? Yes No.
If yes, please explain: NHA provides a robust Resident Services program that directly benefits the residents

If you lease the property identified in this application, to what extent does your lease agreement coincide with the timeframe of the qualifying tax year? Please Explain:

Section B – Property to be Considered for Exemption

(Sections B, C, and D must be filled out for each building for which you are requesting a tax exemption)

Organization: Creekside Woods Limited Partnership

Property Address: 7825 SW Wilsonville Road, Wilsonville, OR 97070

Assessor’s Property Tax Account Number(s): 05022666

(Be sure to identify all account numbers for both land and improvements on the property for which you are requesting tax exemption, in some cases, land and improvements may have separate property tax account numbers.)

Total number of residential units in the building: 84

Number of residential units occupied by very low-income people: 84

Total square feet in building: 73,042

Total square feet used to house very low-income people⁶ 73,042

Section C – Leasehold Interest in Eligible Property

Do you own the property in question? Yes No

If you answered “no” to the above question, do you have leasehold interest in the property?
 Yes No

If yes, please include a statement describing how, as the nonprofit organization, you are obligated under the terms of the lease to pay the ad valorem taxes on this property or other contractual arrangement such that the property tax exemption benefits accrue to the nonprofit agency and the residential tenants served rather than the owner or corporation from whom you lease.

⁶ This includes halls, baths, dining, and other space dedicated to residential use. Retail uses and other accessory uses not related to residential use are not to be counted.

Section D – Description Of Charitable Purpose/Project Benefit (Use for multiple projects if same conditions apply)

Will the cost savings resulting from the proposed tax exemption enable you to do the following?

1. Reduce the rents that your very low-income residential tenants pay on the property in question? Yes No If so, by approximately how much? \$79/unit/month
2. Provide greater services to your very low income residential tenants? Yes No.
3. If yes, in what way(s)? All cost savings are passed directly through to the tenants in the form of reduced rents
4. Provide any other benefit to your very low-income residential tenants? Yes No.

If yes, please explain: NHA provides a robust Resident Services program that directly benefits the residents.

If you lease the property identified in this application, to what extent does your lease agreement coincide with the timeframe of the qualifying tax year? Please Explain:

Section E- Declarations

Please read carefully and sign below before a notary.

1. I have attached to this application the IRS declaration of the status of application as a tax exempt corporation under 26 U.S.C. Section 501(c)(3) or (4).
2. I am aware that the income qualifying tenants must meet the income guidelines in accordance with 42 U.S.C. Section 1437 (a)(b)(2) as amended. See Attachment A, Income Eligibility Schedule). Tenant incomes do not exceed these limitations, as I verily believe.
3. I am aware of all requirements for tax exemption imposed by ORS 307.540-307.545 (Chapter 660 Oregon Laws 1985, as amended by Chapter 756 Oregon Laws 1987) and implemented by Resolution No. 1854 of the City of Wilsonville.
4. The above-described properties qualify or will qualify upon completion of any rehabilitation improvements and subsequent occupancy by very low-income residents for property tax exemption within 30 days of the April 1st application or the date of approval.

By: Trell Anderson
Agency Chief Executive Officer (Signature)

Trell Anderson
Agency Chief Executive officer (Print or typed)



For: Northwest Housing Alternatives
Corporate Name (Print or type)

Subscribed and sworn to before me this 8 day of February, ~~2017~~ ²⁰¹⁹ 17

Theresa Lynne Noe
Notary Public For Oregon
My Commission Expires: 7/29/2019

RESOLUTION NO. 2733

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.

WHEREAS, maintaining Wilsonville's existing affordable housing supply is necessary for its continued health and growth; and

WHEREAS, Northwest Housing Alternatives (NHA), a not-for-profit organization, constructed the Charleston Apartments, an affordable housing development located at 11609 SW Toulouse St., Wilsonville OR; and

WHEREAS, the Charleston Apartments includes 15 units reserved for people with chronic mental illness and the 36 units designated as affordable housing; and

WHEREAS, NHA is currently seeking to preserve the Charleston Apartment's as affordable housing; and

WHEREAS, a property tax exemption is essential to Charleston Apartment's continuation as affordable housing; and

WHEREAS, ORS 307.540 to 307.548 authorizes property tax exemptions for affordable housing owned by not-for-profit corporations and occupied by low-income persons; and

WHEREAS, the City of Wilsonville wishes to adopt and/or ratify the policy set forth in those sections; and

WHEREAS, NHA has requested a property tax exemption for its Charleston Apartment development, pursuant to ORS 307.543(2); and

WHEREAS, the City of Wilsonville and West Linn-Wilsonville School District property tax levies jointly comprise more than 51% of the total combined rate of taxation on Charleston Apartments; and

WHEREAS, NHA has received an exempt status from the West Linn-Wilsonville School District for the Charleston Apartments for property taxation arising under its jurisdiction unless and until terminated pursuant to ORS 307.548;

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

- Section 1: The City of Wilsonville adopts the provisions of ORS 307.540 to 307.548.
- Section 2: NHA and its affordable housing development, Charleston Apartments, qualify for a property tax exemption pursuant to ORS 307.540 to 307.548.
- Section 3: The Finance Director is directed to request the Clackamas County Assessor to exempt Charleston Apartments from taxation by all taxing jurisdictions pursuant to ORS 307.543(2), commencing on the first day of the tax assessment year beginning July 1, 2019.
- Section 4: This resolution is effective upon adoption for the upcoming 2019/2020 tax year.

ADOPTED by the Wilsonville City Council at a regular meeting there of this 18th day of March 2019, and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp
Council President Akervall
Councilor Stevens
Councilor Lehan
Councilor West

Attachment:

- A. Property Tax Exemption Application

APPLICATION

**PROPERTY TAX EXEMPTION FOR LOW-INCOME HOUSING HELD BY
CHARITABLE, NONPROFIT ORGANIZATIONS**

(For Office Use Only)

City of Wilsonville, Oregon \$250 Application Fee _____
Date Received: _____ \$50 Renewal Fee _____
Receipt No. _____

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D. Description of Charitable Purpose/Project Benefit	3
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Section A – Applicant Information

Corporate Name: Northwest Housing Alternatives

Address: 13819 SE McLoughlin Blvd, Milwaukie, OR 97222

Telephone: (503) 654-1007

Business

_____ Residence (Optional)

Email Address: neufeld@nwhousing.org

Chief Executive Officer: Trell Anderson

Contact Person: Ray Hackworth

Telephone: (503) 654-1007 x101

Section B – Property to be Considered for Exemption

(Sections B, C, and D must be filled out for each building for which you are requesting a tax exemption)

Organization: Autumn Park Apartments

Property Address: 10920 SW Wilsonville Road, Wilsonville, OR 97070

Assessor’s Property Tax Account Number(s): C127801

(Be sure to identify all account numbers for both land and improvements on the property for which you are requesting tax exemption, in some cases, land and improvements may have separate property tax account numbers.)

Total number of residential units in the building: 144

Number of residential units occupied by very low-income people: 144

Total square feet in building: 116,928

Total square feet used to house very low-income people⁴ 116,928

Section C – Leasehold Interest in Eligible Property

Do you own the property in question? X Yes No

If you answered “no” to the above question, do you have leasehold interest in the property?
 Yes No

If yes, please include a statement describing how, as the nonprofit organization, you are obligated under the terms of the lease to pay the ad valorem taxes on this property or other contractual arrangement such that the property tax exemption benefits accrue to the nonprofit agency and the residential tenants served rather than the owner or corporation from whom you lease.

⁴ This includes halls, baths, dining, and other space dedicated to residential use. Retail uses and other accessory uses not related to residential use are not to be counted.

Section D – Description Of Charitable Purpose/Project Benefit (Use for multiple projects if same conditions apply)

Will the cost savings resulting from the proposed tax exemption enable you to do the following?

1. Reduce the rents that your very low-income residential tenants pay on the property in question? Yes No If so, by approximately how much? \$144/unit/month
2. Provide greater services to your very low income residential tenants? Yes No.
3. If yes, in what way(s)? All cost savings are passed directly through to the tenants in the form of reduced rents.
4. Provide any other benefit to your very low-income residential tenants? Yes No.
If yes, please explain: NHA provides a robust Resident Services program that directly benefits the residents.

If you lease the property identified in this application, to what extent does your lease agreement coincide with the timeframe of the qualifying tax year? Please Explain:

Section B – Property to be Considered for Exemption

(Sections B, C, and D must be filled out for each building for which you are requesting a tax exemption)

Organization: Charleston Limited Partnership

Property Address: 11609 SW Toulouse Road, Wilsonville, OR 97070

Assessor’s Property Tax Account Number(s): 3S1W1502907

(Be sure to identify all account numbers for both land and improvements on the property for which you are requesting tax exemption, in some cases, land and improvements may have separate property tax account numbers.)

Total number of residential units in the building: 52

Number of residential units occupied by very low-income people: 51

Total square feet in building: 35,493

Total square feet used to house very low-income people⁵ 35,493

Section C – Leasehold Interest in Eligible Property

Do you own the property in question? X Yes No

If you answered “no” to the above question, do you have leasehold interest in the property?
 Yes No

If yes, please include a statement describing how, as the nonprofit organization, you are obligated under the terms of the lease to pay the ad valorem taxes on this property or other contractual arrangement such that the property tax exemption benefits accrue to the nonprofit agency and the residential tenants served rather than the owner or corporation from whom you lease.

⁵ This includes halls, baths, dining, and other space dedicated to residential use. Retail uses and other accessory uses not related to residential use are not to be counted.

Section D – Description Of Charitable Purpose/Project Benefit (Use for multiple projects if same conditions apply)

Will the cost savings resulting from the proposed tax exemption enable you to do the following?

1. Reduce the rents that your very low-income residential tenants pay on the property in question? Yes No If so, by approximately how much? \$46/unit/month
2. Provide greater services to your very low income residential tenants? Yes No.
3. If yes, in what way(s)? All cost savings are passed directly through to the residents in the form of reduced rents
4. Provide any other benefit to your very low-income residential tenants? Yes No.
If yes, please explain: NHA provides a robust Resident Services program that directly benefits the residents

If you lease the property identified in this application, to what extent does your lease agreement coincide with the timeframe of the qualifying tax year? Please Explain:

Section B – Property to be Considered for Exemption

(Sections B, C, and D must be filled out for each building for which you are requesting a tax exemption)

Organization: Creekside Woods Limited Partnership

Property Address: 7825 SW Wilsonville Road, Wilsonville, OR 97070

Assessor’s Property Tax Account Number(s): 05022666

(Be sure to identify all account numbers for both land and improvements on the property for which you are requesting tax exemption, in some cases, land and improvements may have separate property tax account numbers.)

Total number of residential units in the building: 84

Number of residential units occupied by very low-income people: 84

Total square feet in building: 73,042

Total square feet used to house very low-income people⁶ 73,042

Section C – Leasehold Interest in Eligible Property

Do you own the property in question? Yes No

If you answered “no” to the above question, do you have leasehold interest in the property?
 Yes No

If yes, please include a statement describing how, as the nonprofit organization, you are obligated under the terms of the lease to pay the ad valorem taxes on this property or other contractual arrangement such that the property tax exemption benefits accrue to the nonprofit agency and the residential tenants served rather than the owner or corporation from whom you lease.

⁶ This includes halls, baths, dining, and other space dedicated to residential use. Retail uses and other accessory uses not related to residential use are not to be counted.

Section D – Description Of Charitable Purpose/Project Benefit (Use for multiple projects if same conditions apply)

Will the cost savings resulting from the proposed tax exemption enable you to do the following?

1. Reduce the rents that your very low-income residential tenants pay on the property in question? Yes No If so, by approximately how much? \$79/unit/month
2. Provide greater services to your very low income residential tenants? Yes No.
3. If yes, in what way(s)? All cost savings are passed directly through to the tenants in the form of reduced rents
4. Provide any other benefit to your very low-income residential tenants? Yes No.

If yes, please explain: NHA provides a robust Resident Services program that directly benefits the residents.

If you lease the property identified in this application, to what extent does your lease agreement coincide with the timeframe of the qualifying tax year? Please Explain:

Section E- Declarations

Please read carefully and sign below before a notary.

1. I have attached to this application the IRS declaration of the status of application as a tax exempt corporation under 26 U.S.C. Section 501(c)(3) or (4).
2. I am aware that the income qualifying tenants must meet the income guidelines in accordance with 42 U.S.C. Section 1437 (a)(b)(2) as amended. See Attachment A, Income Eligibility Schedule). Tenant incomes do not exceed these limitations, as I verily believe.
3. I am aware of all requirements for tax exemption imposed by ORS 307.540-307.545 (Chapter 660 Oregon Laws 1985, as amended by Chapter 756 Oregon Laws 1987) and implemented by Resolution No. 1854 of the City of Wilsonville.
4. The above-described properties qualify or will qualify upon completion of any rehabilitation improvements and subsequent occupancy by very low-income residents for property tax exemption within 30 days of the April 1st application or the date of approval.

By: Trell Anderson
Agency Chief Executive Officer (Signature)

Trell Anderson
Agency Chief Executive officer (Print or typed)



For: Northwest Housing Alternatives
Corporate Name (Print or type)

Subscribed and sworn to before me this 8 day of February, ~~2017~~ ²⁰¹⁹ AFN

Theresa Lynne Noe
Notary Public For Oregon
My Commission Expires: 7/29/2019

RESOLUTION NO. 2734

A RESOLUTION GRANTING AN EXEMPTION FROM PROPERTY TAXES UNDER ORS 307.540 TO ORS 307.548 FOR CREEKSIDE WOODS LP, A LOW-INCOME APARTMENT DEVELOPMENT OWNED AND OPERATED BY NORTHWEST HOUSING ALTERNATIVES, INC.

WHEREAS, maintaining Wilsonville's existing affordable housing supply is necessary for its continued health and growth; and

WHEREAS, Northwest Housing Alternatives (NHA), a not-for-profit organization, constructed the Creekside Woods LP, an affordable housing development located at 8725 SW Wilsonville Road, Wilsonville OR; and

WHEREAS, the Creekside Woods LP includes 84 residential units, for people with low income; and

WHEREAS, NHA is currently seeking to preserve Creekside Woods LP as affordable housing; and

WHEREAS, a property tax exemption is essential to Creekside Woods LP's continuation as affordable housing; and

WHEREAS, ORS 307.540 to 307.548 authorizes property tax exemptions for affordable housing owned by not-for-profit corporations and occupied by low-income persons; and

WHEREAS, the City of Wilsonville wishes to adopt and/or ratify the policy set forth in those sections; and

WHEREAS, NHA has requested a property tax exemption for its Creekside Woods LP development, pursuant to ORS 307.543(2); and

WHEREAS, the property was formally owned by the City of Wilsonville and West Linn-Wilsonville School District property tax levies jointly comprise more than 51% of the total combined rate of taxation on Creekside Woods, LP; and

WHEREAS, NHA has received an exempt status from the West Linn-Wilsonville School District for the Creekside Woods LP for property taxation arising under its jurisdiction unless and until terminated pursuant to ORS 307.548;

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

- Section 1: The City of Wilsonville adopts the provisions of ORS 307.540 to 307.548.
- Section 2: NHA and its affordable housing development, Creekside Woods LP, qualify for a property tax exemption pursuant to ORS 307.540 to 307.548.
- Section 3: The Finance Director is directed to request the Clackamas County Assessor to exempt Autumn Park Apartments from taxation by all taxing jurisdictions pursuant to ORS 307.543(2), commencing on the first day of the tax assessment year beginning July 1, 2019.
- Section 4: This resolution is effective upon adoption for the upcoming 2019/2020 tax year.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 18th day of March 2019 and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp
Council President Akervall
Councilor Stevens
Councilor Lehan
Councilor West

Attachment:

- A. Property Tax Exemption Application

NORTHWEST HOUSING ALTERNATIVES

13819 SE McLoughlin Blvd.
MILWAUKIE, OR 97222-7161
(503) 654-1007

CHASE BANK

Milwaukie Financial Center
Milwaukie, Oregon 97222-7602
19-7076-3250

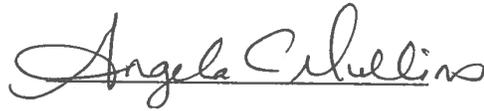
047049

*ONE HUNDRED FIFTY AND XX / 100

DATE AMOUNT
2/14/2019 *****150.00*

Pay To The Order of: City of Wilsonville
 29799 SW Town Center Loop East
 Atten: Finance Department
 Wilsonville, OR 97070

CHECK VOID AFTER SIX MONTHS
TWO SIGNATURES REQUIRED IF OVER \$25,000



Date	Invoice Number	Comment	Amount	Discount Amount	Net Amount
2/12/2019	19EXEMPTIONS	2019 Prop Tax Exempt App			
	1270-60-6091-000	AR Reimbursements- LM- APR	150.00	0.00	150.00
	1270-60-6165-000	AR Reimbursements- LM- CHA			50.00
	1270-60-6365-000	AR Reimbursements- LM- CRE			50.00

Check: 047049	2/14/2019	City of Wilsonville	Check Total:	150.00
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Sample features. Details on bank.

APPLICATION

**PROPERTY TAX EXEMPTION FOR LOW-INCOME HOUSING HELD BY
CHARITABLE, NONPROFIT ORGANIZATIONS**

(For Office Use Only)

City of Wilsonville, Oregon \$250 Application Fee _____
Date Received: _____ \$50 Renewal Fee _____
Receipt No. _____

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Section A – Applicant Information

Corporate Name: Northwest Housing Alternatives

Address: 13819 SE McLoughlin Blvd, Milwaukie, OR 97222

Telephone: (503) 654-1007

Business

_____ Residence (Optional)

Email Address: neufeld@nwhousing.org

Chief Executive Officer: Trell Anderson

Contact Person: Ray Hackworth

Telephone: (503) 654-1007 x101

Section B – Property to be Considered for Exemption

(Sections B, C, and D must be filled out for each building for which you are requesting a tax exemption)

Organization: Autumn Park Apartments

Property Address: 10920 SW Wilsonville Road, Wilsonville, OR 97070

Assessor’s Property Tax Account Number(s): C127801

(Be sure to identify all account numbers for both land and improvements on the property for which you are requesting tax exemption, in some cases, land and improvements may have separate property tax account numbers.)

Total number of residential units in the building: 144

Number of residential units occupied by very low-income people: 144

Total square feet in building: 116,928

Total square feet used to house very low-income people⁴ 116,928

Section C – Leasehold Interest in Eligible Property

Do you own the property in question? X Yes No

If you answered “no” to the above question, do you have leasehold interest in the property?
 Yes No

If yes, please include a statement describing how, as the nonprofit organization, you are obligated under the terms of the lease to pay the ad valorem taxes on this property or other contractual arrangement such that the property tax exemption benefits accrue to the nonprofit agency and the residential tenants served rather than the owner or corporation from whom you lease.

⁴ This includes halls, baths, dining, and other space dedicated to residential use. Retail uses and other accessory uses not related to residential use are not to be counted.

Section D – Description Of Charitable Purpose/Project Benefit (Use for multiple projects if same conditions apply)

Will the cost savings resulting from the proposed tax exemption enable you to do the following?

1. Reduce the rents that your very low-income residential tenants pay on the property in question? Yes No If so, by approximately how much? \$144/unit/month
2. Provide greater services to your very low income residential tenants? Yes No.
3. If yes, in what way(s)? All cost savings are passed directly through to the tenants in the form of reduced rents.
4. Provide any other benefit to your very low-income residential tenants? Yes No.
If yes, please explain: NHA provides a robust Resident Services program that directly benefits the residents.

If you lease the property identified in this application, to what extent does your lease agreement coincide with the timeframe of the qualifying tax year? Please Explain:

Section B – Property to be Considered for Exemption

(Sections B, C, and D must be filled out for each building for which you are requesting a tax exemption)

Organization: Charleston Limited Partnership

Property Address: 11609 SW Toulouse Road, Wilsonville, OR 97070

Assessor’s Property Tax Account Number(s): 3S1W1502907

(Be sure to identify all account numbers for both land and improvements on the property for which you are requesting tax exemption, in some cases, land and improvements may have separate property tax account numbers.)

Total number of residential units in the building: 52

Number of residential units occupied by very low-income people: 51

Total square feet in building: 35,493

Total square feet used to house very low-income people⁵ 35,493

Section C – Leasehold Interest in Eligible Property

Do you own the property in question? X Yes No

If you answered “no” to the above question, do you have leasehold interest in the property?
 Yes No

If yes, please include a statement describing how, as the nonprofit organization, you are obligated under the terms of the lease to pay the ad valorem taxes on this property or other contractual arrangement such that the property tax exemption benefits accrue to the nonprofit agency and the residential tenants served rather than the owner or corporation from whom you lease.

⁵ This includes halls, baths, dining, and other space dedicated to residential use. Retail uses and other accessory uses not related to residential use are not to be counted.

Section D – Description Of Charitable Purpose/Project Benefit (Use for multiple projects if same conditions apply)

Will the cost savings resulting from the proposed tax exemption enable you to do the following?

1. Reduce the rents that your very low-income residential tenants pay on the property in question? X Yes No If so, by approximately how much? \$46/unit/month

2. Provide greater services to your very low income residential tenants? X Yes No.

3. If yes, in what way(s)? All cost savings are passed directly through to the residents in the form of reduced rents

4. Provide any other benefit to your very low-income residential tenants? X Yes No.
If yes, please explain: NHA provides a robust Resident Services program that directly benefits the residents

If you lease the property identified in this application, to what extent does your lease agreement coincide with the timeframe of the qualifying tax year? Please Explain:

Section B – Property to be Considered for Exemption

(Sections B, C, and D must be filled out for each building for which you are requesting a tax exemption)

Organization: Creekside Woods Limited Partnership

Property Address: 7825 SW Wilsonville Road, Wilsonville, OR 97070

Assessor’s Property Tax Account Number(s): 05022666

(Be sure to identify all account numbers for both land and improvements on the property for which you are requesting tax exemption, in some cases, land and improvements may have separate property tax account numbers.)

Total number of residential units in the building: 84

Number of residential units occupied by very low-income people: 84

Total square feet in building: 73,042

Total square feet used to house very low-income people⁶ 73,042

Section C – Leasehold Interest in Eligible Property

Do you own the property in question? Yes No

If you answered “no” to the above question, do you have leasehold interest in the property?
 Yes No

If yes, please include a statement describing how, as the nonprofit organization, you are obligated under the terms of the lease to pay the ad valorem taxes on this property or other contractual arrangement such that the property tax exemption benefits accrue to the nonprofit agency and the residential tenants served rather than the owner or corporation from whom you lease.

⁶ This includes halls, baths, dining, and other space dedicated to residential use. Retail uses and other accessory uses not related to residential use are not to be counted.

Section D – Description Of Charitable Purpose/Project Benefit (Use for multiple projects if same conditions apply)

Will the cost savings resulting from the proposed tax exemption enable you to do the following?

1. Reduce the rents that your very low-income residential tenants pay on the property in question? X Yes No If so, by approximately how much? \$79/unit/month
2. Provide greater services to your very low income residential tenants? X Yes No.
3. If yes, in what way(s)? All cost savings are passed directly through to the tenants in the form of reduced rents
4. Provide any other benefit to your very low-income residential tenants? X Yes No.

If yes, please explain: NHA provides a robust Resident Services program that directly benefits the residents.

If you lease the property identified in this application, to what extent does your lease agreement coincide with the timeframe of the qualifying tax year? Please Explain:

Section E- Declarations

Please read carefully and sign below before a notary.

1. I have attached to this application the IRS declaration of the status of application as a tax exempt corporation under 26 U.S.C. Section 501(c)(3) or (4).
2. I am aware that the income qualifying tenants must meet the income guidelines in accordance with 42 U.S.C. Section 1437 (a)(b)(2) as amended. See Attachment A, Income Eligibility Schedule). Tenant incomes do not exceed these limitations, as I verily believe.
3. I am aware of all requirements for tax exemption imposed by ORS 307.540-307.545 (Chapter 660 Oregon Laws 1985, as amended by Chapter 756 Oregon Laws 1987) and implemented by Resolution No. 1854 of the City of Wilsonville.
4. The above-described properties qualify or will qualify upon completion of any rehabilitation improvements and subsequent occupancy by very low-income residents for property tax exemption within 30 days of the April 1st application or the date of approval.

By: Trell Anderson
Agency Chief Executive Officer (Signature)

Trell Anderson
Agency Chief Executive officer (Print or typed)



For: Northwest Housing Alternatives
Corporate Name (Print or type)

Subscribed and sworn to before me this 8 day of February, ~~2017~~ ²⁰¹⁹ AFN

Theresa Lynne Noe
Notary Public For Oregon
My Commission Expires: 7/29/2019

RESOLUTION NO. 2735

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.

WHEREAS, maintaining Wilsonville's existing affordable housing supply is necessary for its continued health and growth; and

WHEREAS, Caritas Community Housing Corporation, a not-for-profit organization, constructed the Rain Garden Apartments, an affordable housing development located at 29197 SW Orleans Avenue, Wilsonville OR; and

WHEREAS, the Rain Garden Apartments includes 29 residential units, for people with low income; and

WHEREAS, Caritas Community Housing Corporation is currently seeking to preserve Rain Garden Apartments as affordable housing; and

WHEREAS, a property tax exemption is essential to Caritas Community Housing Corporation continuation as affordable housing; and

WHEREAS, ORS 307.540 to 307.548 authorizes property tax exemptions for affordable housing owned by not-for-profit corporations and occupied by low-income persons; and

WHEREAS, the City of Wilsonville wishes to adopt and/or ratify the policy set forth in those sections; and

WHEREAS, Caritas Community Housing Corporation has requested a property tax exemption for its Rain Garden Apartment development, pursuant to ORS 307.543(2); and

WHEREAS, the City of Wilsonville and West Linn-Wilsonville School District property tax levies jointly comprise more than 51% of the total combined rate of taxation on the Caritas Community Housing Corporation development at Rain Garden Apartments; and

WHEREAS, Caritas Community Housing Corporation has received an exempt status from the West Linn-Wilsonville School District for the Rain Garden Apartments for property taxation arising under its jurisdiction unless and until terminated pursuant to ORS 307.548;

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

- Section 1: The City of Wilsonville adopts the provisions of ORS 307.540 to 307.548.
- Section 2: Caritas Community Housing Corporation and its affordable housing development, Rain Garden Apartment development, qualify for a property tax exemption pursuant to ORS 307.540 to 307.548.
- Section 3: The Finance Director is directed to request the Clackamas County Assessor to exempt Autumn Park Apartments from taxation by all taxing jurisdictions pursuant to ORS 307.543(2), commencing on the first day of the tax assessment year beginning July 1, 2019.
- Section 4: This resolution is effective upon adoption for the upcoming 2019/2020 tax year.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 18th day of March 2019 and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:
Mayor Knapp
Council President Akervall
Councilor Stevens
Councilor Lehan
Councilor West

Attachment:

- A. Property Tax Exemption Application

Section B – Property to be Considered for Exemption

(Sections B, C, and D must be filled out for each building for which you are requesting a tax exemption)

Organization: Rain Garden LP

Property Address: 29197 SW Orleans Ave., Wilsonville, OR 97070

Assessor’s Property Tax Account Number(s): 31W15DB07500

(Be sure to identify all account numbers for both land and improvements on the property for which you are requesting tax exemption, in some cases, land and improvements may have separate property tax account numbers.)

Total number of residential units in the building: 29

Number of residential units occupied by very low-income people: 29

Total square feet in building: 21,243

Total square feet used to house very low-income people⁴ 21,243

Section C – Leasehold Interest in Eligible Property

Do you own the property in question? Yes No

If you answered “no” to the above question, do you have leasehold interest in the property?
 Yes No

If yes, please include a statement describing how, as the nonprofit organization, you are obligated under the terms of the lease to pay the ad valorem taxes on this property or other contractual arrangement such that the property tax exemption benefits accrue to the nonprofit agency and the residential tenants served rather than the owner or corporation from whom you lease.

⁴ This includes halls, baths, dining, and other space dedicated to residential use. Retail uses and other accessory uses not related to residential use are not to be counted.

Section D – Description Of Charitable Purpose/Project Benefit (Use for multiple projects if same conditions apply)

Will the cost savings resulting from the proposed tax exemption enable you to do the following?

1. Reduce the rents that your very low-income residential tenants pay on the property in question? Yes _____ No _____ If so, by approximately how much? _____
2. Provide greater services to your very low income residential tenants? Yes _____ No.
3. If yes, in what way(s)? By reducing costs to allow us to continue to partner with organizations such as Cascadia Behavioral Health to provide residents with services.
4. Provide any other benefit to your very low-income residential tenants? Yes _____ No.
If yes, please explain: Preserves financial stability, and therefore longevity, of the project.

If you lease the property identified in this application, to what extent does your lease agreement coincide with the timeframe of the qualifying tax year? Please Explain:

Section E- Declarations

Please read carefully and sign below before a notary.

1. I have attached to this application the IRS declaration of the status of application as a tax exempt corporation under 26 U.S.C. Section 501(c)(3) or (4).
2. I am aware that the income qualifying tenants must meet the income guidelines in accordance with 42 U.S.C. Section 1437 (a)(b)(2) as amended. See Attachment A, Income Eligibility Schedule). Tenant incomes do not exceed these limitations, as I verily believe.
3. I am aware of all requirements for tax exemption imposed by ORS 307.540-307.545 (Chapter 660 Oregon Laws 1985, as amended by Chapter 756 Oregon Laws 1987) and implemented by Resolution No. 1854 of the City of Wilsonville.
4. The above-described properties qualify or will qualify upon completion of any rehabilitation improvements and subsequent occupancy by very low-income residents for property tax exemption within 30 days of the April 1st application or the date of approval.

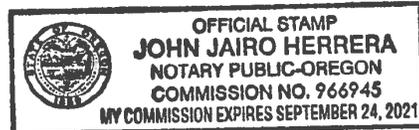
By: [Signature]
Agency Chief Executive Officer (Signature)

Travis Phillips
Agency Chief Executive officer (Print or typed)

For: Caritas Community Housing Corporation, sole member of Rain Garden GP, LLC, general partner of Rain Garden LP
Corporate Name (Print or type)

Subscribed and sworn to before me this 30th day of January, 2019.

[Signature]
Notary Public For Oregon
My Commission Expires: sept 24, 2021



**Internal Revenue Service
P.O. Box 2508
Cincinnati, OH 45201**

Department of the Treasury

Date: June 2, 2017

Person to Contact:

R. Meyer ID# 0110429

Toll Free Telephone Number:

877-829-5500

United States Conference of Catholic
Bishops
3211 4th Street, NE
Washington, DC 20017-1194

Group Exemption Number:

0928

Dear Sir/Madam:

This responds to your June 2, 2017, request for information regarding the status of your group tax exemption.

Our records indicate that you were issued a determination letter in March 1946, that you are currently exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, and are not a private foundation within the meaning of section 509(a) of the Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(i).

With your request, you provided a copy of the *Official Catholic Directory for 2017*, which includes the names and addresses of the agencies and instrumentalities and the educational, charitable, and religious institutions operated by the Roman Catholic Church in the United States, its territories, and possessions that are subordinate organizations under your group tax exemption. Your request indicated that each subordinate organization is a non-profit organization, that no part of the net earnings thereof inures to the benefit of any individual, and that no substantial part of their activities is for promotion of legislation. You have further represented that none of your subordinate organizations is a private foundation under section 509(a), although all subordinates do not all share the same sub-classification under section 509(a). Based on your representations, the subordinate organizations in the *Official Catholic Directory for 2017* are recognized as exempt under section 501(c)(3) of the Code under GEN 0928.

Donors may deduct contributions to you and your subordinate organizations as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to them or for their use are deductible for federal estate and gifts tax purposes if they meet the applicable provisions of section 2055, 2106, and 2522 of the Code.

Subordinate organizations under a group exemption do not receive individual exemption letters. Most subordinate organizations are not separately listed in Publication 78 or the EO Business Master File. Donors may verify that a subordinate organization is included

in your group exemption by consulting the *Official Catholic Directory*, the official subordinate listing approved by you, or by contacting you directly. IRS does not verify the inclusion of subordinate organizations under your group exemption. See IRS Publication 4573, *Group Exemption*, for additional information about group exemptions.

Each subordinate organization covered in a group exemption should have its own EIN. Each subordinate organization must use its own EIN, not the EIN of the central organization, in all filings with IRS.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

A handwritten signature in cursive script that reads "Stephen A. Martin".

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

RESOLUTION NO. 2736

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.

WHEREAS, maintaining Wilsonville's existing affordable housing supply is necessary for its continued health and growth; and

WHEREAS, Accessible Living, Inc., a not-for-profit organization, owns and manages the Wiedemann Park Apartments, an affordable housing development located at 29940 SW Brown Road, Wilsonville OR; and

WHEREAS, the Wiedemann Park Apartments includes 58 residential units, for seniors with low income; and

WHEREAS, Accessible Living, Inc., is currently seeking to preserve Wiedemann Park as affordable housing; and

WHEREAS, a property tax exemption is essential to Accessible Living, Inc's continuation as affordable housing; and

WHEREAS, ORS 307.540 to 307.548 authorizes property tax exemptions for affordable housing owned by not-for-profit corporations and occupied by low-income persons; and

WHEREAS, the City of Wilsonville wishes to adopt and/or ratify the policy set forth in those sections; and

WHEREAS, Accessible Living Inc. has requested a property tax exemption for its Wiedemann Park development, pursuant to ORS 307.543(2); and

WHEREAS, the City of Wilsonville and West Linn-Wilsonville School District property tax levies jointly comprise more than 51% of the total combined rate of taxation on Accessible Living Inc.'s development at Wiedemann Park; and

WHEREAS, Accessible Living, Inc. has received an exempt status from the West Linn-Wilsonville School District for the Wiedemann Park Apartments for property taxation arising under its jurisdiction unless and until terminated pursuant to ORS 307.548;

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

- Section 1: The City of Wilsonville adopts the provisions of ORS 307.540 to 307.548.
- Section 2: Accessible Living, Inc. and its affordable housing development, Wiedemann Park Apartments, qualify for a property tax exemption pursuant to ORS 307.540 to 307.548.
- Section 3: The Finance Director is directed to request the Clackamas County Assessor to exempt Autumn Park Apartments from taxation by all taxing jurisdictions pursuant to ORS 307.543(2), commencing on the first day of the tax assessment year beginning July 1, 2019.
- Section 4: This resolution is effective upon adoption for the upcoming 2019/2020 tax year.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 18th day of March 2019 and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp
Council President Akervall
Councilor Stevens
Councilor Lehan
Councilor West

Attachment:

- A. Property Tax Exemption Application

Pinehurst Management
6663 SW Beaverton-Hillsdale Hwy. #300
Portland, OR 97225

Wiedemann Park Trust Operating Account
US Bank
*
*

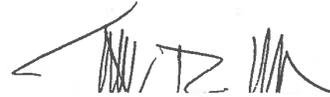
482

Date: 01/25/2019

Pay to the order of: **CITY OF WILSONVILLE**
This amount: **** FIFTY AND 00/100 DOLLARS

\$50.00

City of Wilsonville
PO Box 5310
Portland, OR 97228-5310



MEMO: Tax Exemption Renewal Account

Date: 01/25/2019 Check #482 Account: Wiedemann Park Trust Operating Account
Pay to: City of Wilsonville

482

Property	Unit	Reference	Description	Amount
Wiedemann Park - 29940 SW Brown Rd. W...		Tax Exemption Renewal	Business Licenses & Permits	50.00
				50.00

110,000.37913 ooooo

APPLICATION

**PROPERTY TAX EXEMPTION FOR LOW-INCOME HOUSING HELD BY
CHARITABLE, NONPROFIT ORGANIZATIONS**

(For Office Use Only)

City of Wilsonville, Oregon \$250 Application Fee _____
Date Received: _____ \$50 Renewal Fee _____
Receipt No. _____

CONTENTS

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B. Property to be considered for exemption	2
C. Leasehold Interest in Eligible Property	2
D. Description of Charitable Purpose/Project Benefit	3
E. Declarations	4

Section A – Applicant Information

Corporate Name: Accessible Living Inc. _____

Address: 9500 SW Barbur Blvd., #115, Portland, OR 97219 _____

Telephone: (503) 272-8908 _____ (503) 740-3931 _____
Business Residence (Optional)

Email Address: karen@housingindependence.org _____

Chief Executive Officer: Karen Voiss _____

Contact Person: Karen Voiss _____ Telephone: (503) 272-8908 _____

Section B – Property to be Considered for Exemption

(Sections B, C, and D must be filled out for each building for which you are requesting a tax exemption)

Organization: Wiedemann Park Apartments Limited Partnership_____

Property Address: 29940 SW Brown Rd., Wilsonville, OR 97070_____

Assessor’s Property Tax Account Number(s): #00810590, #05001064_____

(Be sure to identify all account numbers for both land and improvements on the property for which you are requesting tax exemption, in some cases, land and improvements may have separate property tax account numbers.)

Total number of residential units in the building: 58_____

Number of residential units occupied by very low-income people: 58_____

Total square feet in building: 45,999_____

Total square feet used to house very low-income people⁴ 45,999

Section C – Leasehold Interest in Eligible Property

Do you own the property in question? ___X___ Yes _____ No

If you answered “no” to the above question, do you have leasehold interest in the property?
_____ Yes _____ No

If yes, please include a statement describing how, as the nonprofit organization, you are obligated under the terms of the lease to pay the ad valorem taxes on this property or other contractual arrangement such that the property tax exemption benefits accrue to the nonprofit agency and the residential tenants served rather than the owner or corporation from whom you lease.

⁴ This includes halls, baths, dining, and other space dedicated to residential use. Retail uses and other accessory uses not related to residential use are not to be counted.

Section D – Description Of Charitable Purpose/Project Benefit (Use for multiple projects if same conditions apply)

Will the cost savings resulting from the proposed tax exemption enable you to do the following?

1. Reduce the rents that your very low-income residential tenants pay on the property in question? Yes No If so, by approximately how much? _____
2. Provide greater services to your very low income residential tenants? Yes No.
3. If yes, in what way(s)? The exemption will ensure resident services continue to be provided per the OHCS management plan. _____

4. Provide any other benefit to your very low-income residential tenants? Yes No.
If yes, please explain: _____

If you lease the property identified in this application, to what extent does your lease agreement coincide with the timeframe of the qualifying tax year? Please Explain:

Section E- Declarations

Please read carefully and sign below before a notary.

1. I have attached to this application the IRS declaration of the status of application as a tax exempt corporation under 26 U.S.C. Section 501(c)(3) or (4).
2. I am aware that the income qualifying tenants must meet the income guidelines in accordance with 42 U.S.C. Section 1437 (a)(b)(2) as amended. See Attachment A, Income Eligibility Schedule). Tenant incomes do not exceed these limitations, as I verily believe.
3. I am aware of all requirements for tax exemption imposed by ORS 307.540-307.545 (Chapter 660 Oregon Laws 1985, as amended by Chapter 756 Oregon Laws 1987) and implemented by Resolution No. 1854 of the City of Wilsonville.
4. The above-described properties qualify or will qualify upon completion of any rehabilitation improvements and subsequent occupancy by very low-income residents for property tax exemption within 30 days of the April 1st application or the date of approval.

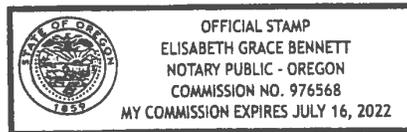
By: Karen A. Voiss
Agency Chief Executive Officer (Signature)

Karen Voiss _____
Agency Chief Executive officer (Print or typed)

For: Accessible Living Inc. _____
Corporate Name (Print or type)

Subscribed and sworn to before me this 24th day of January, 2017-¹⁹

Elisabeth G. Bennett
Notary Public For Oregon
My Commission Expires: July 16, 2022





CITY COUNCIL MEETING STAFF REPORT

Meeting Date: March 18, 2019		Subject: Resolution No. 2739 Request for Transfer of Roadway Authority on Portions of Stafford Road from Clackamas County to the City of Wilsonville	
		Staff Member: Steve Adams, PE, Development Engineering Manager	
		Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable	
		Comments: N/A	
Staff Recommendation: Staff recommends that Council adopt the Consent Agenda.			
Recommended Language for Motion: I move to approve the Consent Agenda.			
Project / Issue Relates To:			
<input type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s): Frog Pond West Master Plan	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

A Resolution to request transfer of roadway authority on a portion of Stafford Road adjacent to Frog Pond Meadows from Clackamas County to the City of Wilsonville.

EXECUTIVE SUMMARY:

With adoption of the Frog Pond West Master Plan (Ordinance 806, July 17, 2017) and adoption of *The Methodology for the Preliminary Frog Pond West Infrastructure Supplemental Fee* (Resolution 2649, August 7, 2017), the City assumed the responsibility of ultimately becoming the roadway authority over a section of Stafford Road north of the Boeckman Road / Advance Road intersection, adjacent to the Frog Pond West and Frog Pond East Neighborhoods.

Roadway authority over the initial 468 feet of Stafford Road (as measured from the centerline of the intersection with Boeckman Road) was transferred to the City on June 5, 2017 with adoption of Resolution 2635. This Resolution is for transferring an additional 819 feet of roadway authority over Stafford Road from Clackamas County to the City; thereby providing the City with roadway authority over Stafford Road adjacent to the planned Frog Pond Meadows development, approved by the City’s Development Review Board on February 11, 2019.

On March 4, 2019, Council approved the first reading of Ordinance 832, annexation of property for the Frog Pond Meadows development, including this section of Stafford Road right-of-way. Second reading of this Ordinance is scheduled for March 18, 2019.

Presently, staff has no immediate plans, and the City lacks funding, to reconstruct this portion of Stafford Road. Transfer of roadway authority at this time will simplify how Engineering and Planning work with West Hills Development with both the Street of Dreams project (summer, 2019), and construction of the Frog Pond Meadows subdivision.

EXPECTED RESULTS:

Approval of this Resolution requests transfer of roadway authority on an 819-foot section of Stafford Road from Clackamas County to the City. Clackamas County staff will then seek approval of the roadway transfer from the Clackamas County Board of Commissioners.

TIMELINE:

Transfer of roadway authority will be effective upon approval by the Clackamas County Board of Commissioners.

CURRENT YEAR BUDGET IMPACTS:

None.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 3/5/2019

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 3/7/2019

COMMUNITY INVOLVEMENT PROCESS:

Roadway authority transfer is a formality between the County and City and typically does not involve community involvement. However, what creates the need for a transfer in roadway authority is development of the Frog Pond West neighborhood. Starting in January 2014, the City started the process of master planning here with the kickoff of the Frog Pond Area Plan, resulting in adoption of the Frog Pond West Master Plan in July 2017. Numerous meetings were held by the City with property owners and stakeholders within the Frog Pond Area Plan boundaries, citizens and businesses, and nearby adjacent neighborhoods.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

With the funds collected through the Frog Pond West Infrastructure Supplemental Fee, the City plans to reconstruct/widen Boeckman Road adjacent to Frog Pond West, construct a neighborhood park, and reconstruct/widen Stafford Road. Once sufficient funds are collected, staff will proceed with each of these projects. Completing these roadway improvements will provide improved travel times through this area and provide improved safety for motorists, pedestrians and bicyclists.

ALTERNATIVES:

With adoption of the Frog Pond West Master Plan and *The Methodology for the Preliminary Frog Pond West Infrastructure Supplemental Fee* in 2017, the City assumed the responsibility of ultimately becoming the roadway authority over a section of Stafford Road. At this time, transfer of roadway authority over this section of Stafford Road simplifies the development process for the Street of Dreams project and the Frog Pond Meadows subdivision.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

- A. Resolution No. 2739
 - 1. Exhibit: Stafford Road, Transfer of Roadway Authority

RESOLUTION NO. 2739

A RESOLUTION OF THE CITY OF WILSONVILLE REQUESTING TRANSFER OF ROADWAY AUTHORITY ON A PORTION OF STAFFORD ROAD FROM CLACKAMAS COUNTY TO THE CITY OF WILSONVILLE.

WHEREAS, Clackamas County (County) is the current roadway authority on this section of Stafford Road; and

WHEREAS, the Council approved adoption of the Frog Pond West Master Plan via Ordinance 806 on July 17, 2017; and

WHEREAS, the Council approved adoption of *The Methodology for the Preliminary Frog Pond West Infrastructure Supplemental Fee* (Resolution No. 2649, August 7, 2017), which includes future improvements to this section of Stafford Road; and

WHEREAS, the City's Development Review Board approved the Frog Pond Meadows development (February 11, 2019); and

WHEREAS, the Council approved the first reading of Ordinance No. 832, annexation of property for the Frog Pond Meadows development (March 4, 2019); and

WHEREAS, the Frog Pond Meadows development is required to dedicate right-of-way frontage along Stafford Road, and roadway connections to Stafford Road will be required with development; and

WHEREAS, development adjacent to Stafford Road, and connections to Stafford Road are anticipated to be streamlined with the City being the roadway authority.

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

1. To request transfer of roadway authority from Clackamas County to the City for an 819-foot section of Stafford Road.
2. This resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 18th day of March, 2019 and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Akervall

Councilor Stevens

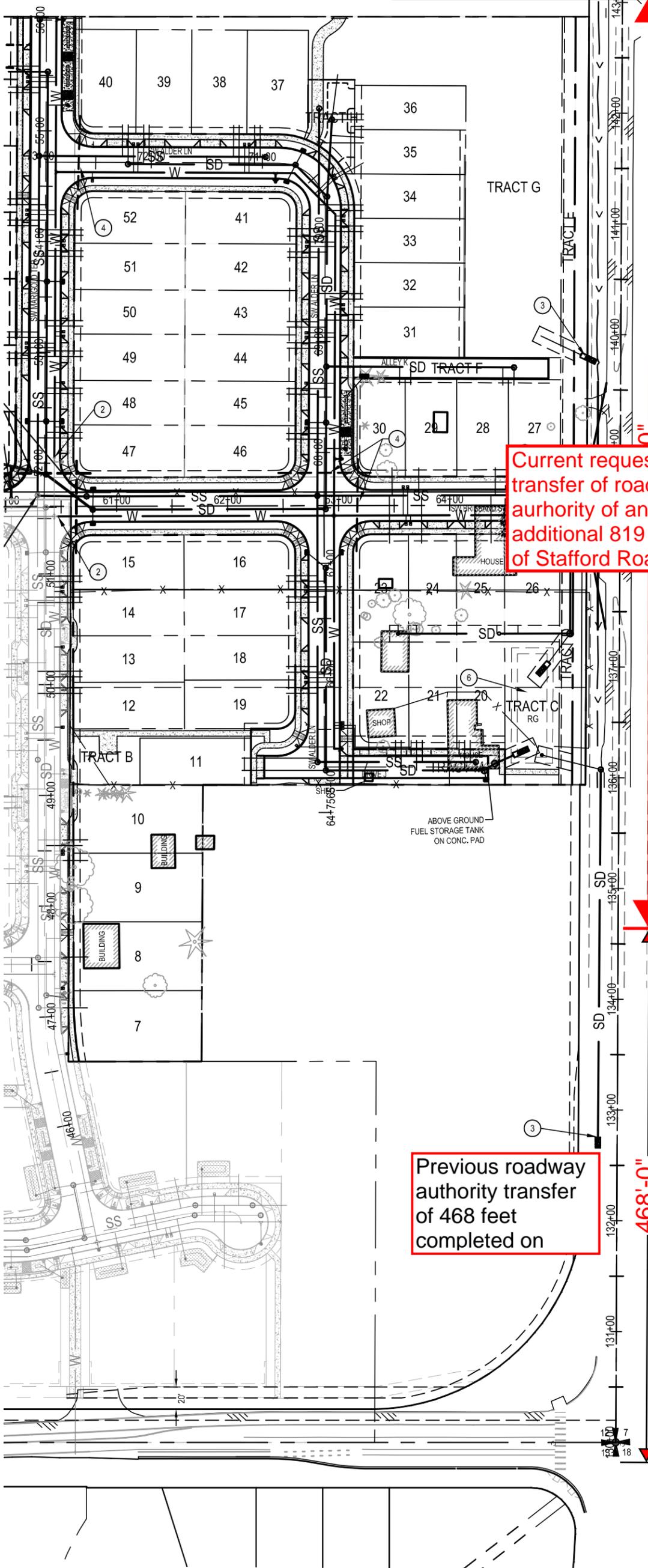
Councilor Lehan

Councilor West

Exhibit:

1. Stafford Road, Transfer of Roadway Authority

EXHIBIT 1 - Stafford Road, Transfer of Roadway

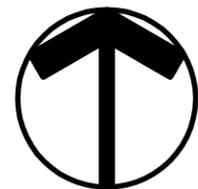


Current request for transfer of roadway authority of an additional 819 feet of Stafford Road.

Previous roadway authority transfer of 468 feet completed on

LEGEND

STORM LINE	SD
STORM MANHOLE	⊙
STORM CURB INLET/CATCH BASIN	■
SANITARY LINE	SS
SANITARY MANHOLE	⊙
WATER LINE	W
FIRE HYDRANT	⋈
WATER METER	⊞
WATER BLOW-OFF	⊞
PUBLIC UTILITY EASEMENT	---
STREET LIGHT	⊙
VEGETATED SWALE (TO BE CONSTRUCTED WITH ROADWAY IMPROVEMENTS UNDER THIS PERMIT)	▨
IRRIGATION AND FRANCHISE UTILITY CROSSINGS. (NUMBER, SIZE T.B.D.)	---



Plotted: Mar 05, 2019 - 12:16pm L:\Project\19100\19106\CADD\ACAD\Drawings\Exhibits\Advance Road Exhibit.dwg Layout Name: Layout1

SW STAFFORD RD. - AUTHORITY TRANSFER

PLAN VIEW - 03/06/2019

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Thursday, January 24, 2019. Mayor Knapp called the meeting to order at 7:03 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

- Mayor Knapp
- Council President Akervall
- Councilor Stevens
- Councilor Lehan – *Present at Executive Session and Work Session. Excused for the City Council and Urban Renewal Agency meetings.*
- Councilor West

Staff present included:

- Bryan Cosgrove, City Manager
- Jeanna Troha, Assistant City Manager
- Barbara Jacobson, City Attorney
- Kimberly Veliz, City Recorder
- Chris Neamtzu, Community Development Director
- Delora Kerber, Public Works Director
- Cathy Rodocker, Finance Director
- Bill Evans, Communications & Marketing Manager
- Zach Weigel, Capital Projects Engineering Manager

Motion to approve the order of the agenda occurred after Councilors comments.

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

Vote: Motion carried 4-0.

SUMMARY OF VOTES

- | | |
|----------------------------|---------|
| Mayor Knapp | Yes |
| Council President Akervall | Yes |
| Councilor Stevens | Yes |
| Councilor Lehan | Excused |
| Councilor West | Yes |

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.

None.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

MAYOR'S BUSINESS

A. Upcoming Meetings

Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.

COUNCILOR COMMENTS

A. Council President Akervall

Shared that the prior week Council had the opportunity to speak to the Citizens Academy.

B. Councilor Stevens

Reported on the Library Board meeting that she attended the night before.

C. Councilor West

Noted that typically Council meetings are held on Mondays. However, this meeting is held on a Thursday because Monday was Martin Luther King Jr. Day. Councilor West then reflected on the work and legacy of Martin Luther King Jr.

PUBLIC HEARING

A. **Resolution No. 2722**

A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2018-19.

Ms. Jacobson read the title of Resolution No. 2722 into the record.

Mayor Knapp provided the public hearing format and opened the public hearing at 7:21 p.m.

Finance Director Rodocker presented the staff report.

The Mayor invited public testimony, seeing none he closed the public hearing at 7:28 p.m.

Motion: Councilor Stevens moved to approve Resolution No. 2722. Councilor Akervall seconded the motion.

Vote: Motion carried 4-0.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Stevens	Yes
Councilor Lehan	Excused
Councilor West	Yes

NEW BUSINESS

A. Resolution No. 2723

A Resolution Authorizing An Intergovernmental Agreement With The Urban Renewal Agency Of The City Of Wilsonville Pertaining To Short Term Subordinate Urban Renewal Debt For The West Side Plan District.

Mayor Knapp announced that he is recusing himself from Resolution No. 2723. Mayor Knapp stated he does not have any legal conflict of interest concerning Resolution No. 2723. However, due to owning a business in this area and public perception he has decided to recuse himself from the matter. Mayor Knapp then proceeded to join the audience. Council President Akervall continued to proceed over this portion of the meeting.

Ms. Jacobson read the title of Resolution No. 2723 into the record.

Finance Director Rodocker presented the staff report.

Council asked clarifying questions of staff.

Motion: Councilor Stevens moved to approve Resolution No. 2723. Councilor West seconded the motion.

Vote: Motion carried 3-0-1.

SUMMARY OF VOTES

Mayor Knapp	Recused
Council President Akervall	Yes
Councilor Stevens	Yes
Councilor Lehan	Excused
Councilor West	Yes

A. Resolution No. 2721

A Resolution Of The City Of Wilsonville Approving A Charging Station License Agreement With Portland General Electric For Installation Of Electric Vehicle Charging Stations.

Mayor Knapp returned as Chair of the meeting.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Ms. Jacobson read the title of Resolution No. 2721 into the record.

Delora Kerber Public Works Director along with Eric Underwood of Portland General Electric (PGE) introduced Resolution No. 2721.

Mr. Underwood informed that the PGE electric vehicle charging stations accept payments in the form of credit or debit cards. Additionally, explained was that there is a flat fee of \$3.00 for a regular charge, \$5.00 for a fast charge or \$25.00 fee for unlimited charging.

Mr. Underwood assured Council that PGE staff would produce a map showing the location of PGE’s electric charging stations for the City’s website.

Motion: Councilor Akervall moved to approve Resolution No. 2721. Councilor West seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Stevens	Yes
Councilor Lehan	Excused
Councilor West	Yes

CONTINUING BUSINESS

- A. **Ordinance No. 831** – 2nd Reading
An Ordinance Of The City Of Wilsonville Amending Wilsonville Code Chapter 4, Sections 800 Through 814 To Address The New Rules Promulgated By The Federal Communications Commission; And Declaring An Emergency.

Ms. Jacobson read the title of Ordinance No. 831 into the record for second reading. After the reading of the Ordinance title, Ms. Jacobson divulged that Wilsonville Code section 4.801, subsection 7b now reads:

When collocated on an existing structure in the public right-of-way, the SWF and the existing structure (including the antenna and any equipment enclosures contained within the structure) shall not exceed 50 feet or more than 10% of the existing structure or nearby structures, whichever is greater.

Moreover, Ms. Jacobson acknowledged that the public hearing on Ordinance No. 831 is closed. However, she disclosed that both Council and staff received an email from a citizen expressing health safety concerns about 5G. Ms. Jacobson explained that 5G is not yet developed; it is still in development so health safety concerns are unknown at this time.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Also, communicated by Ms. Jacobson was that staff attended a forum with Portland General Electric and the cities of Beaverton, Lake Oswego, Tualatin, West Linn and Tigard to discuss the 5G standards and ordinances the cities had passed. Staff gathered ideas at this forum to consider when moving forward with design standards.

Motion: Councilor West moved to approve Ordinance No. 831 on second reading. Councilor Akervall seconded the motion.

Vote: Motion carried 3-0-1.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Stevens	Abstain
Councilor Lehan	Excused
Councilor West	Yes

CITY MANAGER’S BUSINESS

Informed Council that the Work Plan included two updates.

LEGAL BUSINESS

No Report.

ADJOURN

Mayor Knapp adjourned the meeting at 7:54 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Mayor

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Thursday, February 21, 2019. 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 Akervall
- Councilor Stevens - Excused
- Councilor Lehan
- Councilor West

Staff present included:

- Bryan Cosgrove, City Manager
- Barbara Jacobson, City Attorney
- Kimberly Veliz, City Recorder
- Chris Neamtzu, Community Development Director
- Cathy Rodocker, Finance Director
- Patty Nelson, City Engineer
- Bill Evans, Communications & Marketing Manager
- Zach Weigel, Capital Projects Engineering Manager
- Zoe Monahan, Assistant to the City Manager

Motion to approve the order of the agenda.

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

Vote: Motion carried 4-0.

SUMMARY OF VOTES

- | | |
|----------------------------|---------|
| Mayor Knapp | Yes |
| Council President Akervall | Yes |
| Councilor Stevens | Excused |
| Councilor Lehan | Yes |
| Councilor West | Yes |

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.

Boy Scouts Troop 194 members George and Meredith Cracklow, introduced themselves. The pair commented that they are working towards their Boy Scouts citizenship of the community badge.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

MAYOR’S BUSINESS

A. Upcoming Meetings

Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.

COUNCILOR COMMENTS

A. Council President Akervall

Listed the following:

- Tax Help clinics held on Saturdays during March from 10 a.m. to 2 p.m. at the Library.
- Daddy Daughter Dance scheduled for February 22, 2019.

B. Councilor Lehan

Talked about the below topics:

- History Pub held on the last Tuesday of each month except for December.
- Heritage Tree Dedication planned for two of Wilsonville’s cable trees on April 22, 2019.

C. Councilor West

Voiced concerns with Senate Bill (SB) 608 entitled “*Relating to residential tenancies; and declaring an emergency.*”

Motion: Councilor West moved to have the City create a resolution asking the House of Representatives to allow SB 608 to be debated longer and to allow for reasonable amendments such as a clause that allows cities to opt out of this or remove the emergency clause to allow for more time to debate and implementation. Councilor Lehan seconded the motion.

Councilor West provided an argument in favor of the motion he presented. Council discussion then ensued. In closing Councilor West stated that the resolution he has proposed in his motion is not in opposition of SB 608. Councilor West clarified his motion is for a resolution from the City to recommend SB 608 stay in committee longer to allow for further debate.

Vote: Motion defeated 1-3.

SUMMARY OF VOTES

Mayor Knapp	No
Council President Akervall	No
Councilor Stevens	Excused
Councilor Lehan	No
Councilor West	Yes

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

CONSENT AGENDA

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

A. **Resolution No. 2729**

A Resolution Of The City Of Wilsonville Establishing A Pool Eligible Pro Tem Judges For The City’s Municipal Court.

B. **Resolution No. 2738**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With PFM Financial Advisors, LLC For Financial Advisor Services.

C. Minutes of the October 15, 2018, November 5, 2018 and February 4, 2019 Council Meetings.

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

Vote: Motion carried 4-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Stevens	Excused
Councilor Lehan	Yes
Councilor West	Yes

CONTINUING BUSINESS

A. **Resolution No. 2724**

A Resolution Of The City Of Wilsonville Adopting The Water System Development Charge Methodology Report And Establishing The Charge Rate And Amending Resolution No. 1624.

Ms. Jacobson read the title of Resolution No. 2724 into the record.

Mayor Knapp acknowledged the continuation of the public hearing for Resolution No. 2724, which remained open under the terms of the prior Council meeting.

James Adkins, Government Affairs Manager for the Home Builders Association of Metro Portland spoke and expanded upon the written testimony he submitted. Mr. Adkins requests for phase-in and modifications to vesting rights, the long-term projects list and the point of fee collection.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Kevin Ferrasci O’Malley, CEO for the Wilsonville Chamber of Commerce cited concerns over Resolution No. 2724, which included affordability. Additionally, Mr. Ferrasci O’Malley asked for a phased in approach on system development charges.

Mayor Knapp closed the public hearing at 8:03 p.m.

Motion: Councilor Akervall moved to approve Resolution No. 2724. Councilor Lehan seconded the motion.

Council discussion ensued with staff answering clarification questions.

The City Manager advised that best practice is to review master plans every 5 to 7 years. Mr. Cosgrove intends to visit with the City Engineer, the CIP Manager and the Community Development Director to review where the City is at in regards to the master plans. Staff will return to Council with an update on the review findings.

Staff reminded Council that before they make another motion there is already a motion on the floor.

Councilor Lehan called for the question.

Vote: Motion carried 3-0-1.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Stevens	Excused
Councilor Lehan	Yes
Councilor West	Abstained

CITY MANAGER’S BUSINESS

City Manager Cosgrove will represent the City at the Chamber of Commerce’s February 28, 2019 ribbon cutting at Wong’s Building Supply.

LEGAL BUSINESS

No Report.

ADJOURN

Mayor Knapp adjourned the meeting at 8:24 p.m.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Mayor

DRAFT



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: March 18, 2019		Subject: Resolution No. 2728 Citywide Signage & Wayfinding Plan	
		Staff Member: Chris Neamtzu, AICP Community Development Director	
		Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: March 18, 2019 <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable	
		Comments: The Planning Commission conducted a public hearing on the Citywide Signage and Wayfinding Plan on February 13, 2019, forwarding a unanimous recommendation of approval.	
Staff Recommendation: Staff recommends that Council adopt Resolution No. 2728.			
Recommended Language for Motion: I move to approve Resolution No. 2728.			
Project / Issue Relates To:			
<input checked="" type="checkbox"/> Council Goals/Priorities: Develop a citywide signage and wayfinding program.	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE CITY COUNCIL:

Council will consider adoption of the Citywide Signage & Wayfinding Plan.

EXECUTIVE SUMMARY:

The City of Wilsonville is completing a Citywide Signage and Wayfinding plan to improve access to destinations for residents, visitors, and employees. The Planning Commission conducted a public hearing at their meeting of February 13, 2019. There were no public comments at the hearing. The Commission did make several modifications as part of their motion recommending approval to the City Council, primarily addressing map readability, as well as the addition of several pedestrian oriented signs in specific areas of the community. Adoption of the Plan will result in completion of a FY 2017-19 City Council Goal.

At the March 4, 2019 Work Session on Council provided direction on several specific design elements – font type, ledgestone base, faux corten color and the demonstration project. The Council supported the Commission recommendation to use the Wilsonville brand font, the MacGregor Lake ledgestone base and the Arizona Sunset Rust faux corten finish for the kiosk signs. The Council also directed a slightly larger logo on the entry monuments. The Master Plan has been updated to reflect these choices in preparation for the public hearing.

In spring of last year, the consultant, Alta Planning + Design, led a focus group of community members/leaders through a visual identity exercises to generate abstract design themes. These themes were developed into concepts for three distinct sign types (ornate cast iron, undulating stone, weathered wood).

The three distinct sign types were presented at the June 26, 2018 open house and at the on-line open house (conducted over the period of July 2 – July 16). Nearly 200 people provided feedback on styles, colors, shapes and source materials of each of the three designs presented. Results revealed a public preference for the “undulating stone” (55%) design that features corten (treated metal) signage.

The design was inspired by and uses similar materials to the Murase Plaza sign at Memorial Park, among others throughout the community. The corten sign received high marks for its shape and colors. The base of the sign underwent additional study over late summer into early fall, ultimately landing on a ledge stone veneer as the base of the preferred design.

The plan sets out to:

- Create wayfinding signage that will meet the needs of residents and visitors whether traveling through Wilsonville as a pedestrian, in a motor vehicle, or by transit or cycling.
- Establish a high-quality design that captures local character and is coherent and attractive.
- Consider graphic standards focused on local identity and aesthetics.
- Understand key entrances and gateways to Wilsonville, including decision points and sites where navigation information is suited.
- Give sign placement guidance for specific corridors or areas of the community

The Council identified the creation of a citywide signage and wayfinding plan as a City Council Goal and recognizes the importance of wayfinding for all modes of transportation and desires a Plan that will address the needs of vehicles, cyclists, and pedestrians while enhancing the visitor experience through strategically placed and well-designed wayfinding signage. The goal of the Plan is to develop a family-friendly wayfinding system that provides logical and safe connections between key destinations and commercial districts. Installation of unified wayfinding signage, informational kiosks, and enhanced gateways will strengthen the sense of place, increase foot traffic to businesses, ease congestion, and offer a more enjoyable visitor experience.

The Plan includes recommendations for the preferred design, materials, color, and typography for future wayfinding signs. The sign placement program provides the methodology and results for prioritizing sign placement by mode on specific street segments and at intersections. The Plan proposes a design that incorporates national best practices, community input and distinctive architectural details to create a wayfinding system that reflects Wilsonville's unique identity and landscape.

EXPECTED RESULTS:

The Planning Commission conducted a public hearing on February 13, 2019 providing a recommendation of approval for the City of Wilsonville Citywide Signage & Wayfinding Plan. The City Council public hearing is scheduled for March 18, 2019. Following final adoption, Staff will be able to begin implementation of the Plan over the summer of 2019.

TIMELINE:

Planning Commission Public Hearing: February 13, 2019
City Council Public Hearing: March 18, 2019

Summer 2019 begin Phase 1 implementation of the program by installing the 6 kiosk signs. Installation of other signs will be determined based on available budget.

CURRENT YEAR BUDGET IMPACTS:

This project is funded through the FY 2018-19 Budget as CIP #3003 in the amount of \$85,000. \$50,000 is currently available to fund a portion of Phase 1 implementation, manufacturing and installation of kiosk signs. Additional budget requests will be made as part of the FY 2019-20 budgeting process.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 3/6/2019

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 3/7/2019

COMMUNITY INVOLVEMENT PROCESS:

The project team hosted a focus group in April 2018, a public open house in June 2018, and an online survey in July 2018 to solicit community input on the preferred design options for the Plan. A city web page has been set up at www.ci.wilsonville.or.us/planning/page/citywide-signage-and-wayfinding-plan where the proposed signage design options and supporting documents can be viewed, and public comment and questions can be submitted. There have been work sessions before both the Planning Commission and City Council. The Commission conducted a public hearing on February 13, 2019. No citizen testimony was received. The Commission forwarded a unanimous recommendation of approval to the City Council.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

A family-friendly, multi-modal wayfinding signage system that is critical to improving access to a myriad of destinations in the City for residents, visitors, and employees.

ALTERNATIVES:

There are many alternatives that the Council can take regarding adoption and implementation of the Citywide Signage and Wayfinding Plan.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

A. Resolution No. 2728

1. Exhibit: Wilsonville Citywide Signage & Wayfinding Plan

B. Planning Commission public record:

https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/planning/page/29431/citywide_signage_wayfinding_index_record.pdf

RESOLUTION NO. 2728

A WILSONVILLE CITY COUNCIL RESOLUTION APPROVING THE CITYWIDE SIGNAGE & WAYFINDING PLAN.

WHEREAS, the City Council identified the creation of a Citywide Signage and Wayfinding Plan (“Plan”) as a City Council goal for FY 2017-19; and

WHEREAS, three themed concepts were created as part of the Citywide Signage and Wayfinding Plan which were presented at the June 26, 2018 open house and at the on-line open house (conducted over the period of July 2 – July 16) where nearly 200 people provided feedback on styles, colors, shapes and source materials of each of the three designs presented; and

WHEREAS, through the public participation process, the undulating stone design emerged as the preferred sign family with approximately 55% of the respondents supporting this design; and

WHEREAS, the Planning Commission conducted a worksession on the draft Plan at their regular meeting of October 10, 2018; and

WHEREAS, the City Council conducted a worksession on the draft Plan at their regular meeting of March 19, 2018, November 5, 2018 and March 4, 2019; and

WHEREAS, on February 13, 2019, the Planning Commission of the City of Wilsonville (“City”) who under city code has the authority to review and make recommendations to the City Council, conducted a public hearing on the Citywide Signage and Wayfinding Plan, forwarding a unanimous recommendation of approval; and

WHEREAS, City Council conducted a duly noticed public hearing on March 18, 2019, affording all interested parties an opportunity to be heard on this subject and has entered all available evidence and testimony into the public record of their proceeding; and

WHEREAS, the City Council has duly considered the subject, including the staff recommendation and all the exhibits and testimony introduced by interested parties.

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

1. The Wilsonville City Council hereby adopts the Citywide Signage and Wayfinding Plan as presented at the March 18, 2019 public hearing, including the findings and recommendations contained therein.
2. This resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 18th day of March 2019, and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp
Council President Akervall
Councilor Stevens
Councilor Lehan
Councilor West

Exhibit:

1. Citywide Signage and Wayfinding Plan



CITY *of* WILSONVILLE

CITYWIDE SIGNAGE & WAYFINDING PLAN

RESOLUTION NO. 2728 | MARCH 18, 2019

DRAFT



PREPARED BY:
Alta Planning + Design
711 SE Grand Avenue
Portland, Oregon 97214



ACKNOWLEDGMENTS

Thank you to the community members who took time to participate in the community visioning, whose participation directly shaped the conceptual design that will continue to move forward into implementation. We also want to recognize the determination and effort contributed by the following people:

City Council

Tim Knapp, Mayor
 Kristin Akervall, Council President
 Susie Stevens, Councilor
 Charlotte Lehan, Councilor
 Ben West, Councilor
 Scott Starr, Former Councilor

Planning Commission

Jerry Greenfield, Chair
 Eric Postma, Vice Chair
 Ron Heberlein
 Peter Hurley
 Kamran Mesbah
 Phyllis Millan
 Simon Springall

City Staff

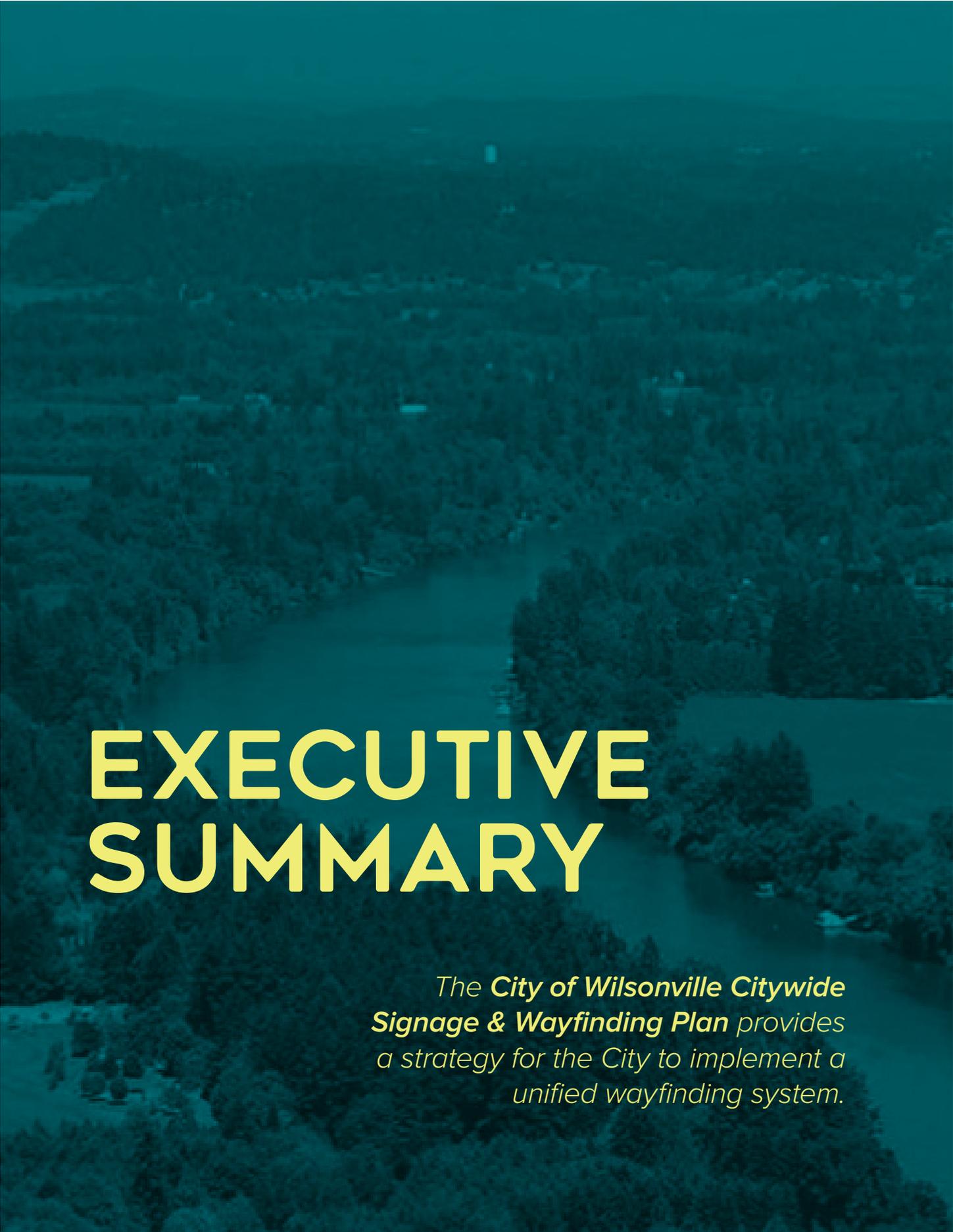
Chris Neamtzu, Community Development Director
 Steve Adams, Development Engineering Manager
 Matt Baker, Facilities Maintenance Supervisor
 Tod Blankenship, Parks Supervisor
 Bill Evans, Communications and Marketing Manager
 Angela Handran, Assistant to City Manager
 Delora Kerber, Public Works Director
 Preston Langeliers, Roads & Stormwater Maintenance Supervisor
 Mark Ottenad, Public / Government Affairs Director
 Dan Pauly, Senior Planner
 Kimberly Rybold, Associate Planner
 Charlie Tso, Assistant Planner

Focus Group Members

Tim Knapp, Mayor
 Ben Altman
 Demetra Auel
 Kevin Ferrasci O'Malley
 Martin Glastra van Loon
 Charlotte Lehan, Councilor
 Albert Levit
 Sophia Lochner
 Phyllis Millan, Planning Commissioner

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An aerial photograph of a city, likely Wilsonville, Oregon, showing a mix of residential and commercial areas with green spaces. The image is overlaid with a semi-transparent teal color. The text 'EXECUTIVE SUMMARY' is prominently displayed in the lower-left quadrant in a bright yellow, bold, sans-serif font.

EXECUTIVE SUMMARY

*The **City of Wilsonville Citywide Signage & Wayfinding Plan** provides a strategy for the City to implement a unified wayfinding system.*

The City of Wilsonville (resident population of approximately 24,300) is situated along the Willamette River, just south of Portland, Oregon. Wilsonville has a rich history as a gateway between communities and a link between urban and rural landscapes. Wilsonville is located in both Clackamas County and Washington County, and is part of the greater Portland metropolitan area. The city is served by commuter rail and is bisected by Interstate 5 (I-5), connecting Portland to the north, Salem and the agricultural lands of the Willamette Valley to the south.

The objective of the plan is to better connect people walking, biking, or driving to destinations throughout Wilsonville with a cost-effective program that is easy to expand and maintain and a community supported design that reflects the city's unique identity.

The vision for a wayfinding system in Wilsonville was formed by integrating themes that the Focus Group felt best reflected the greater Wilsonville community.

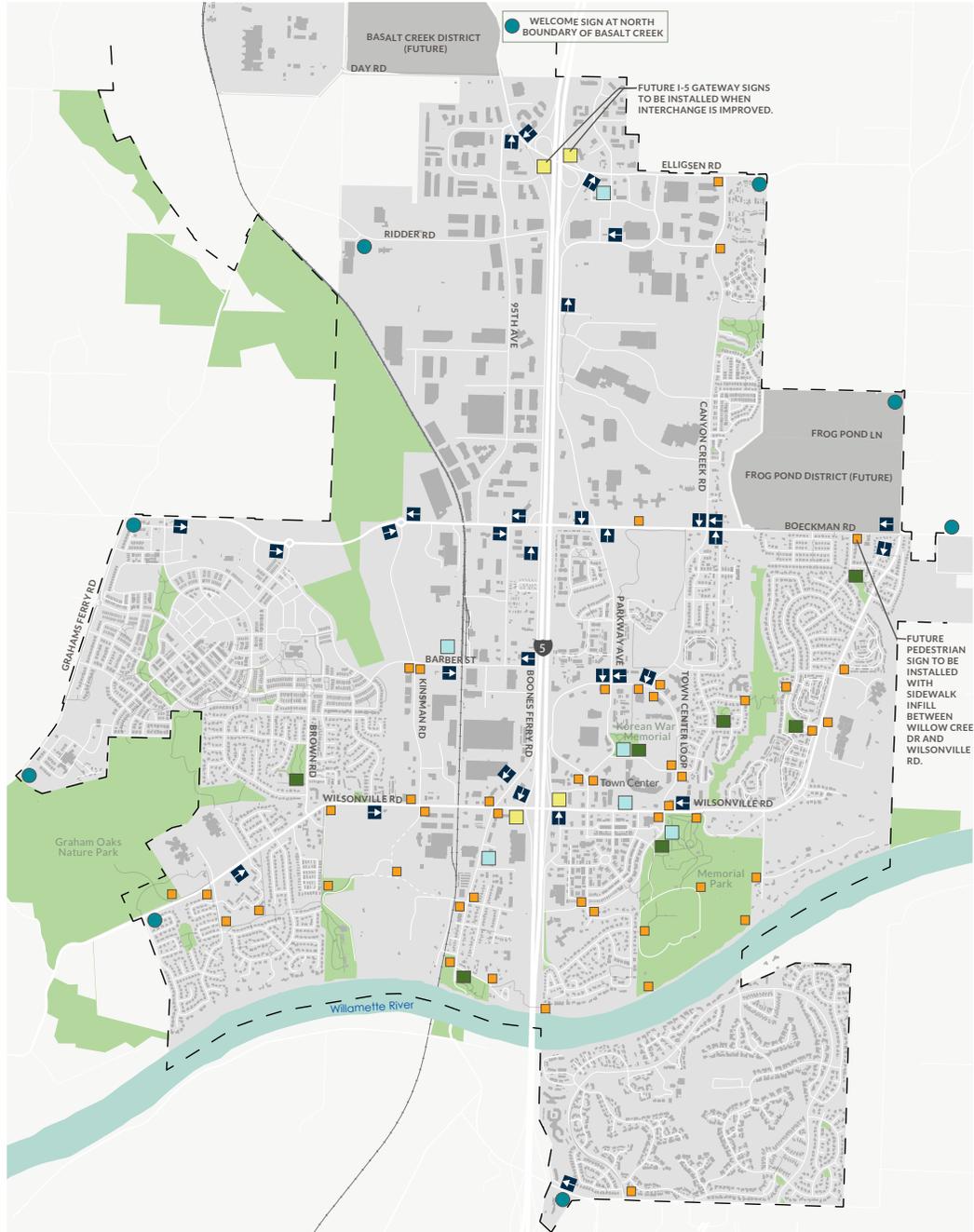


Fig. 1 Aerial of Wilsonville and the Willamette River

A family friendly wayfinding system that provides logical and safe connections between key destinations and commercial districts.

SIGN PLACEMENT

Using the Final Route Prioritization map and the Approved Destinations list as a guide, locations for Vehicular, Welcome, Kiosk, Park, Gateway, and Pedestrian signs were identified throughout the City.



SIGN PLACEMENT

CITY OF WILSONVILLE
WAYFINDING PLAN

SIGN TYPES

-  VEHICULAR SIGN
-  WELCOME SIGN
-  KIOSK
-  PARK SIGN (LARGE OR SMALL)
-  I-5 GATEWAY SIGN
-  PEDESTRIAN SIGN
-  URBAN GROWTH BOUNDARY

* ALL SIGNS SHOWN OUTSIDE CITY LIMITS TO BE PLACED IF RIGHT-OF-WAY ALLOWS.

The initial three sign family design options and the following preferred design were developed and refined to reflect feedback received from City staff, the Community Focus Group and community members.

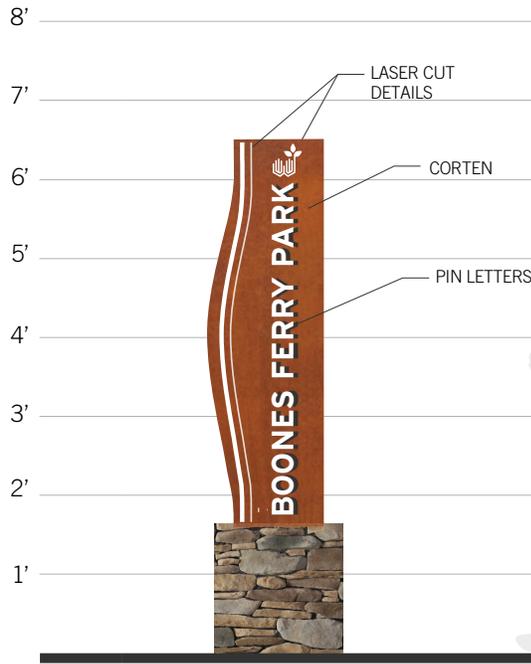
The preferred design incorporates national best practices, community input, local materials, and distinctive architectural details to create a unique wayfinding identity rooted in the landscape of Wilsonville.

PREFERRED DESIGN: UNDULATING STONE

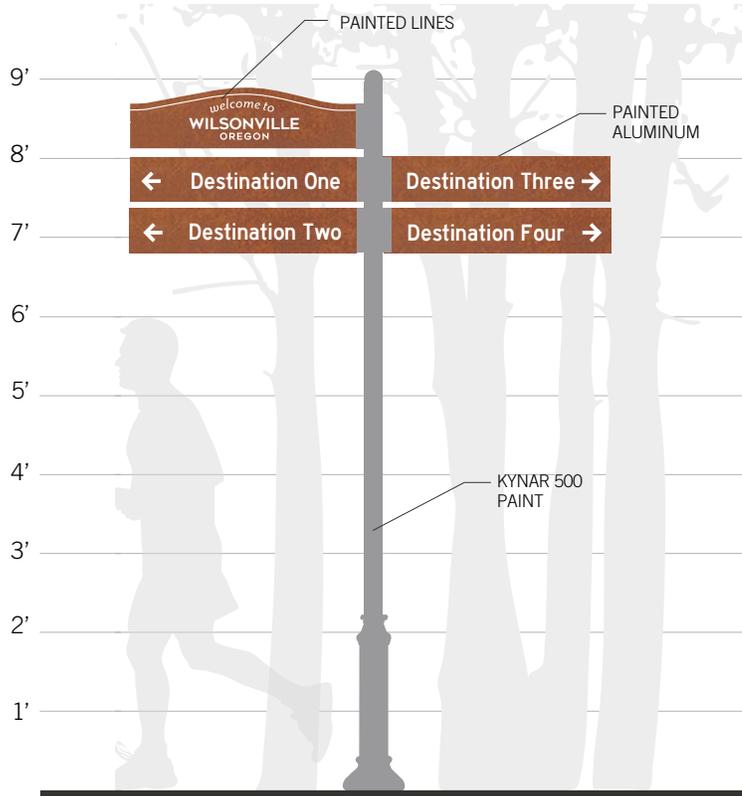
Soft, Flowing, Connected

The Undulating Stone concept is inspired by the shape, form, and natural features of the Willamette River that flows through Wilsonville. At the heart of the concept are local stone, and soft curves of corten steel accented by laser cut details that allow light through. The warm color of the corten complements the City’s branding colors.

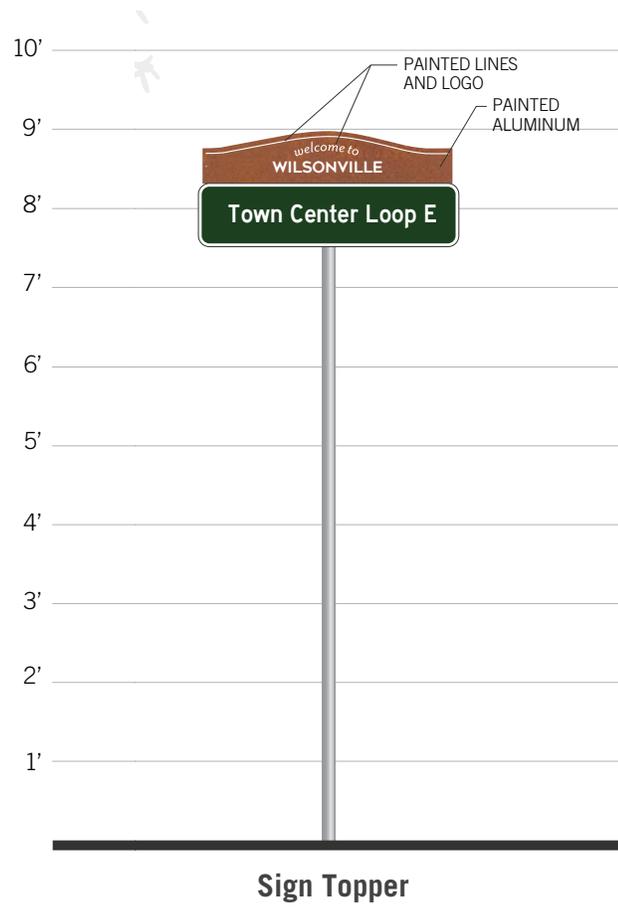




Park Sign



Pedestrian Fingerboard





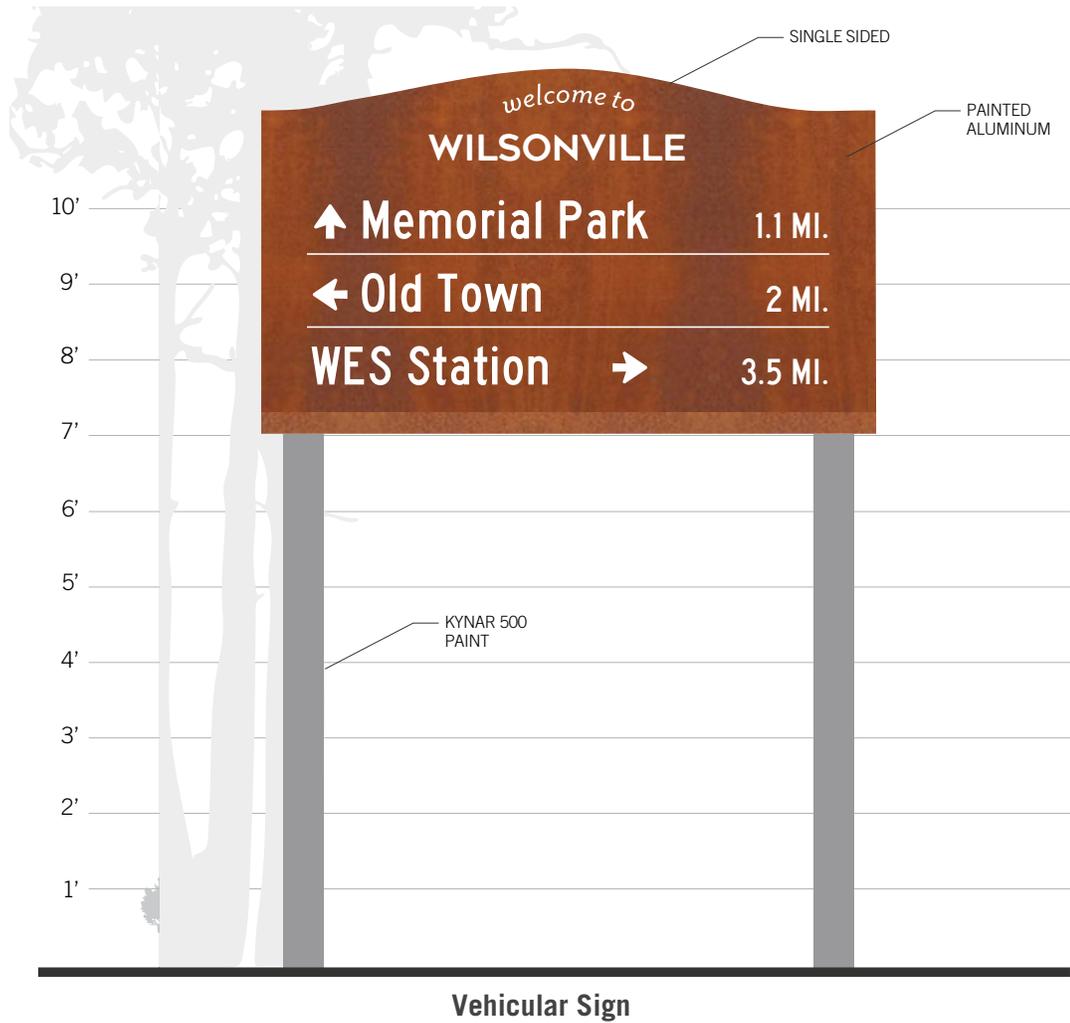
Large Park or City Building Sign



Welcome Sign

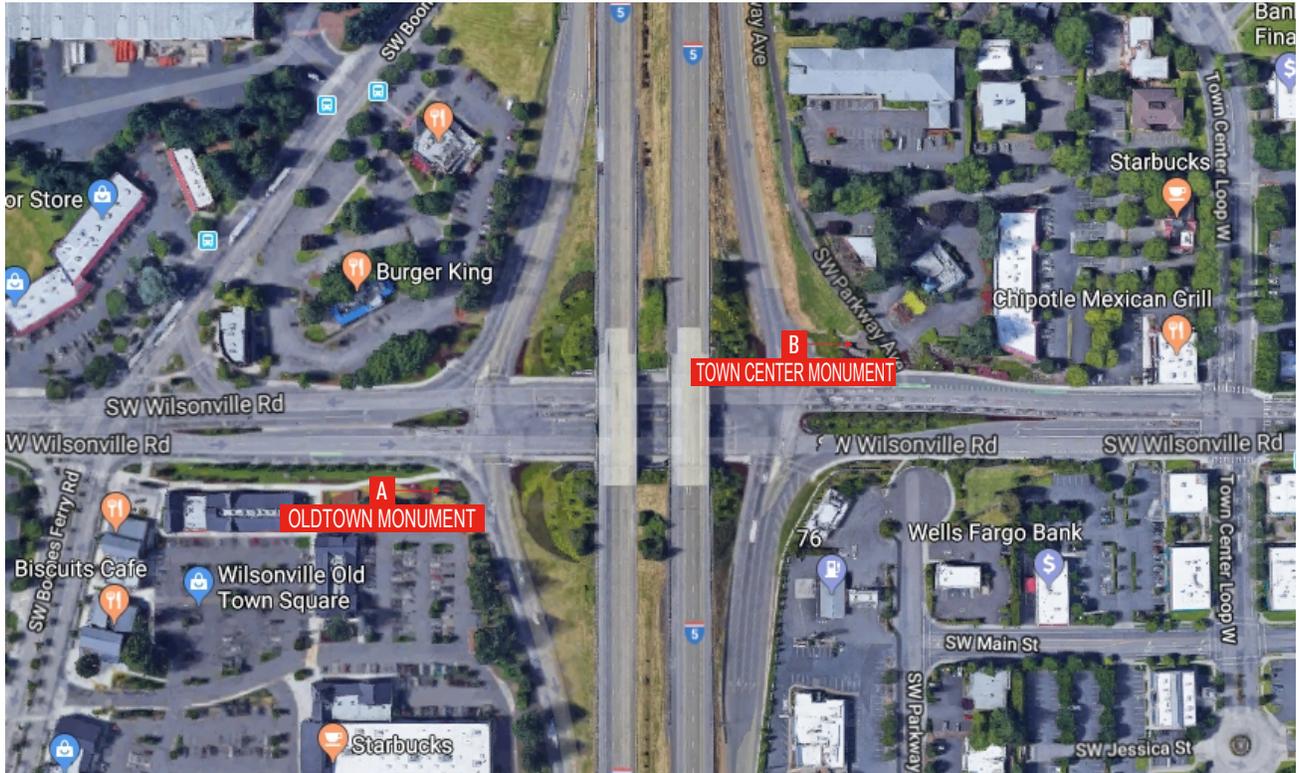


Gateway Sign





Rendering of potential improvements to existing I-5 gateway monuments. The above example is preliminary and will need further refinement. Since the signs are in good condition, the City will pursue a phased approach to renovations of these two signs.



Location of existing I-5 gateway monuments.

CHAPTER ONE

**INTRODUCTION
& BACKGROUND**

OVERVIEW & SETTING

LOCAL CHARACTER & IDENTIFYING ELEMENTS

The City of Wilsonville Signage and Wayfinding Plan provides a strategy for the City to implement a citywide wayfinding system. The plan is a product of the community's goals to connect residents and visitors to city services and destinations such as transit centers, existing trails and recreation facilities, to support and enhance tourism, and to encourage travel off Interstate 5 (I-5) into commercial areas and other areas of interest.

The City of Wilsonville (resident population of approximately 24,300) is situated along the Willamette River, just south of Portland, Oregon. Wilsonville has a rich history as a gateway between communities and a link between urban and rural landscapes. Wilsonville is located in both Clackamas County and Washington County, and is part of the greater Portland metropolitan area. The city is served by commuter rail and is bisected by Interstate 5, connecting Portland to the north, Salem and the agricultural lands of the Willamette Valley to the south.

Numerous opportunities exist to enhance wayfinding, particularly across the Willamette River and I-5 corridors which break Wilsonville into distinct areas. Effective wayfinding is important as residents and visitors explore Wilsonville through different modes of transportation, including walking, biking, and driving, and from different entry points. Strategically placed and well-designed wayfinding signage will help both visitors and residents navigate to key points of interest in the City.

Unified directional signage, informational kiosks, and gateways will enliven business districts by making them easier to locate from I-5, increasing foot traffic, and encouraging visitors to explore different parts of the City once they have arrived. Clean and concise navigation information creates a welcoming experience and signage is an effective investment to encourage tourism and improve access to local destinations.

This plan provides guidance on sign placement and route prioritization, in addition to a preferred design for a family of wayfinding signs. The preferred design incorporates national best practices, community input, local materials, and distinctive architectural details to create a unique wayfinding identity rooted in the history and landscape of Wilsonville.

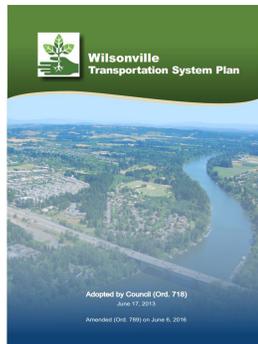


Fig. 2 Historic church in the Old Town District of Wilsonville.

BACKGROUND REVIEW

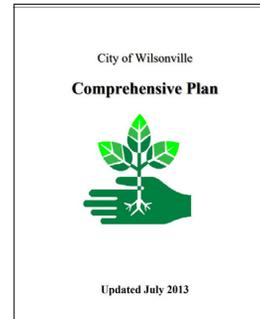
In developing the Citywide Signage and Wayfinding Plan, municipal plans and policies were reviewed in relation to multi-modal transportation and wayfinding signage.

WILSONVILLE TRANSPORTATION SYSTEM PLAN



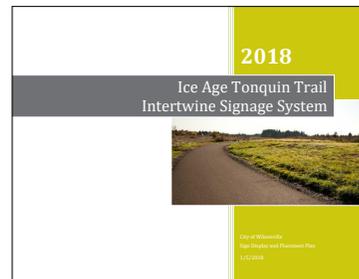
The Wilsonville Transportation System Plan (2016) lists the establishment of a comprehensive signage and wayfinding system as an essential implementation measure to achieve its stated policy to “Provide a safe, well-connected, and efficient system of streets and supporting infrastructure for all travel modes” (p. 2-3). The Plan also includes wayfinding signage as a high priority project to support bikeways and walkways (project BW-14). In particular, the project aims to provide multimodal wayfinding signage to and from the Ice Age Tonquin Trail, the SMART Central at Wilsonville Station, and other points of interest throughout the city.

CITY OF WILSONVILLE COMPREHENSIVE PLAN



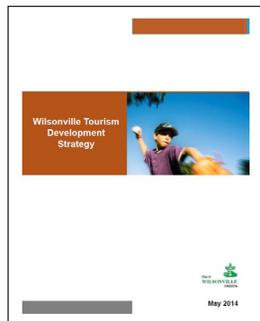
The City of Wilsonville Comprehensive Plan (updated July 2013) notes that for future City development goals, specifically as it relates to the Metro-designated green corridor, is to “limit signage in such a way as to maintain the rural character of the green corridor.” Additionally, Implementation Measure 4.1.1.n states that the Development Review Board will require high standards of signage when it comes to renovation of existing businesses and new construction.

ICE AGE TONQUIN TRAIL INTERTWINE SIGNAGE SYSTEM



The City of Wilsonville Sign Display and Placement Plan for the Ice Age Tonquin Trail (January 2018) describes and illustrates the proposed signage plan for the Tonquin Trail, an important recreation destination within the City of Wilsonville.

WILSONVILLE TOURISM DEVELOPMENT STRATEGY



The Wilsonville Tourism Development Strategy (2014) indicates that insufficient signage and wayfinding is a “critical weakness” affecting visitor experiences (p. 14). Action 4.16 in the strategy calls to implement a comprehensive wayfinding signage system, elaborating that “in addition to providing clear directions, signage is important for wayfinding, identity and the creation of attractions by linking venues to form coherent and attractive trails and touring routes”.

CITY OF WILSONVILLE BRANDING STYLE GUIDE



The City of Wilsonville Branding Style Guide (January 2017) denotes specific color palettes, proper logo usage, and recommended fonts that directly influence the wayfinding signage strategy.

CITY OF WILSONVILLE BICYCLE AND PEDESTRIAN MASTER PLAN



The City of Wilsonville Bicycle and Pedestrian Master Plan (December 2006) identifies a wayfinding/signing program as one of the key plan recommendations. These specific recommendations directly influenced the route prioritization and placement in this plan. Additionally, the bicycle and pedestrian signage that was implemented with this plan will be utilized as a base for future sign toppers that will enhance the identity of Wilsonville.

CITY COUNCIL 2017-2018 GOALS

The City of Wilsonville 2017-2018 Work Plan describes the 20 council goals, including goal 13 of developing a wayfinding program. This goal includes “a unified signage design that is reflective of the city’s identity and consistent in color, font, materials, architectural elements and graphics.”

PLAN OBJECTIVES

The objective of the plan is to better connect people walking, biking, or driving to destinations throughout Wilsonville. This will be accomplished with a cost-effective program that is easy to expand and maintain and a community supported design that reflects the city's unique identity.

The plan sets out to:

- Create wayfinding signage that will meet the needs of residents and visitors whether traveling through Wilsonville as a pedestrian, in a motor vehicle, or by transit or cycling.
- Establish a high-quality design that captures local character and is coherent and attractive.
- Consider graphic standards focused on local identity and aesthetic.
- Understand key entrances and gateways to Wilsonville, including decision points and sites where navigation information is suited.
- Give sign placement guidance for specific corridors or areas of the community.



Fig. 3 Wilsonville has many important destinations that draw both local residents and visitors.

WAYFINDING PRINCIPLES

The “legibility” of a place describes how easy it is to understand. Places are more legible when they are arranged so people can intuitively determine the location of destinations, identify routes, and recognize areas of different character. A wayfinding system helps to make places more legible by better enabling individuals to:

- Easily and successfully find their destination.
- Understand where they are with respect to other key locations.
- Orient themselves in an appropriate direction with little misunderstanding or stress.
- Discover new places and services.

The following guiding principles, based on best practices from around North America, will help create the most effective wayfinding systems. Together, these wayfinding principles create a wayfinding system plan that is both legible and easy to navigate. These principles should be applied in Wilsonville’s wayfinding sign placement and destination logic to effectively enhance the legibility of the community.

Places are more legible when they are arranged so people can intuitively determine the location of destinations, identify routes, and recognize areas of different character.



Be Predictable

Effective wayfinding networks are predictable. When information is predictable, patterns emerge, and users of the network are able to rely on the system to provide information when they expect it. Predictability also helps users understand new situations quickly, whether it be navigating a new intersection or traveling to a destination for the first time.

Users come to trust a predictable wayfinding network, making new journeys easier to attempt and complete. Every time a new trip is completed, users' confidence in the wayfinding network will be sustained or increased.

Predictability should relate to all aspects of wayfinding placement and design (i.e., sign materials, dimensions, colors, forms, and placement). Similarly, maps should employ consistent symbology, fonts, colors, and style. The system must be designed in accordance with local, state, and federal guidelines to ensure funding eligibility through state and federal sources.



Keep Information Simple

For a wayfinding network to be effective, information needs to be presented clearly and logically. The presentation of information needs to be balanced: too much information can be difficult to understand; too little and decision-making becomes impossible. The placement of signs and the information provided at each placement are also critical. To be successful, wayfinding information must be provided in advance of where major changes occur and confirmed when the maneuver is complete.

Wayfinding signage design should be accessible and comprehensible by a wide range of users, including people of all ages and ability levels. Special consideration should be taken for those without high educational attainment, English language proficiency, or spatial reasoning skills. In areas with high rates of users with English as a second language, the wayfinding should use text and symbols that will be understood by non-English speakers. Designers should minimize the use of bilingual text or separate-language signs, as including these elements can make signs cluttered and reduce overall legibility.

It is important to provide information in manageable amounts. Too much information can be difficult to understand; too little and decision-making becomes impossible.



Maintain Motion

Bicycling and walking require physical effort, and frequently pausing to check directions may lead to frustration and discouragement. Consistent, clear, and visible wayfinding elements allow pedestrians and bicyclists to navigate while maintaining their state of motion. To help users maintain motion, wayfinding information must be quickly read and easily comprehended.



Promote Active Travel

A wayfinding network should encourage increased rates of active transportation by creating a clear and attractive system that is easy to understand and navigate. The presence of wayfinding signs should communicate that walking and bicycling to many destinations is convenient

An effective wayfinding system makes active transportation facilities more visible and helps to increase use of both on-street and off-street facilities. Wayfinding improvements are a cost-effective way of drawing attention to existing facilities and how they connect people to the places they want to go.



Connect Places

An effective wayfinding system enables residents and visitors alike to travel between destinations and discover new destinations and services. Wayfinding connects neighborhoods and provides navigational assistance to both local and regional destinations. Effective wayfinding is an extension of the transportation network and provides a seamless travel experience for people walking, biking, or driving.

Wayfinding connectivity goes beyond physical signage. Wayfinding signage elements can create a deeper connection to a place, cultivate a sense of pride by reflecting community values and identity, and support local economic development by encouraging residents and visitors to use services.

CHAPTER TWO

**WAYFINDING
SIGN STRATEGY**



Fig. 4 Wilsonville has numerous public parks that are important to both visitors and residents.

WAYFINDING SIGN PLACEMENT GUIDANCE

Thoughtful and strategic wayfinding sign placement will guide Wilsonville's visitors and residents as they navigate between regional and local destinations using existing transportation networks. A hierarchy of destinations is established to consistently select and arrange destination names for inclusion on signs. It is not possible to name all places on signs, therefore a system of prioritization is used to stagger signs along a route.

Developing a wayfinding system follows a process that includes identifying and prioritizing destinations; identifying common routes that link to major destinations; identifying important transfer locations or decision points along these routes; and finally determining the best location to place signage.

STRATEGIC PLANNING FOR MULTIMODAL CITY WAYFINDING PLAN

1 Identifying Destinations.

A system of prioritized destinations allows Wilsonville to effectively sign to destinations along a route, with consistent use of place names that are recognizable and legible.

2 Identifying Routes.

Common routes to destinations are identified in order to determine appropriate and logical placement of signs along the route of travel. Different modes of travel use different routes and require varying levels of information on signs.

3 Identifying Key Intersections.

Travel decisions are made at different stages along a route. Intersections and decision points are identified for placement of decision, turn, and confirmation signs.

4 Sign Placement.

Consistent placement of signs creates a reliable path or route of travel, allowing a user to easily locate and read signs. Signs and destination information provided along a path inform navigation decisions and indicate intersections. Consistent placement of signs at decision points provides users reassurance and contributes to increased user confidence.

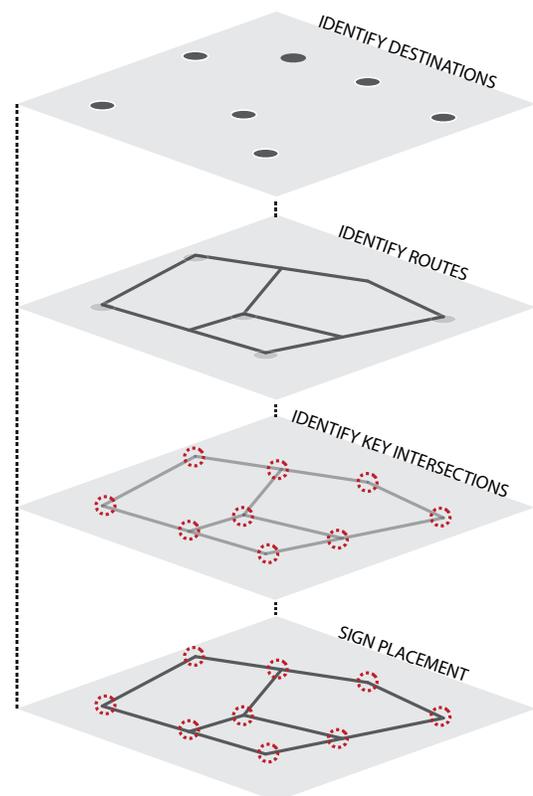


Fig. 5 Wayfinding System Logic



DESTINATION SELECTION AND PRIORITIZATION

Wayfinding relies on clear communication and on use of names that are consistent, recognizable, and legible. The number of destinations that may be listed on a wayfinding sign is limited, therefore a system of progressive disclosure is used to stagger information along a journey. Disclosing information in stages relies on an agreed hierarchy of destinations.

This guidance describes an approach for selecting and prioritizing potential destinations to which pedestrians and cyclists may want to travel. Signs should follow the same approach throughout the City so that the system is clear and predictable.

Once a destination is named on a sign, it should be included on subsequent signs until the destination has been reached. Destinations for the City of Wilsonville were generated by prioritization scores and input from the Focus Group and City staff.

Level 1 destinations receive first priority on wayfinding signs on local routes and corridors, followed by Level 2 and Level 3.

Motorists, transit users, and cyclists are typically signed to level 1 and level 2 destinations, whereas level 3 destinations are most often included on pedestrian-oriented signs or maps. Motorists and transit users travel at higher speeds and over greater distances, therefore signed destinations match this scale of travel by providing larger signs, limitations on the number of destinations, and the length of destination names. Cyclists may

travel greater distances at higher speeds than pedestrians, and therefore signed destinations will be located at different intervals. Pedestrians travel at a lower speed and can stop and read detailed signs or maps, of a smaller scale or size, that would be inappropriate for those traveling at higher speeds. Destination categories and named locations should be reviewed and updated regularly.

Table 1 Destination Level Categories

Level 1 - City Centers & Districts

Level 1 destination include city centers, districts, and universities. Highlighting these types of destinations helps orient intra- and inter-municipal trips. These may be historic, commercial, cultural districts or neighborhoods with a distinct name and character. Emphasis is placed on areas that provide a mix of popular attractions and services. Local neighborhoods that do not offer services or attractions should not be included.

Level 2 - Regional Parks

Level 2 destinations provide a finer grain of navigational information than level 1 destinations by directing users to regional parks and well-known businesses.

Level 3 - Local Destinations

Level 3 destinations are specific major attractions within the City which generate a high amount of traffic. Local attractions include: community centers and major civic institutions, transit stations, schools, hospitals and visitor centers.

SIGNING DISTANCE AND DESTINATION ORDER

Signing distances, the distance between sign and destination, focus on the maximum distances that destinations should appear on directional signs. This process allows information to be provided in a timely manner and in manageable amounts, according to a traveler's needs.

The three levels of destinations provide signing distances for each mode of travel:

- Level 1 should appear on signs up to 5 miles away for cyclists and longer distances for transit riders and motor vehicle operators.
- Level 2 should appear on signs up to 2.5 miles away when they are a primary destination and up to 1 mile away when a level 1 destination is available.
- Level 3 are signed up to half a mile to represent a scale that is appropriate for walking.

Signing distances to and from transit stations or major exchanges is based on destinations in proximity to the station or exchange.

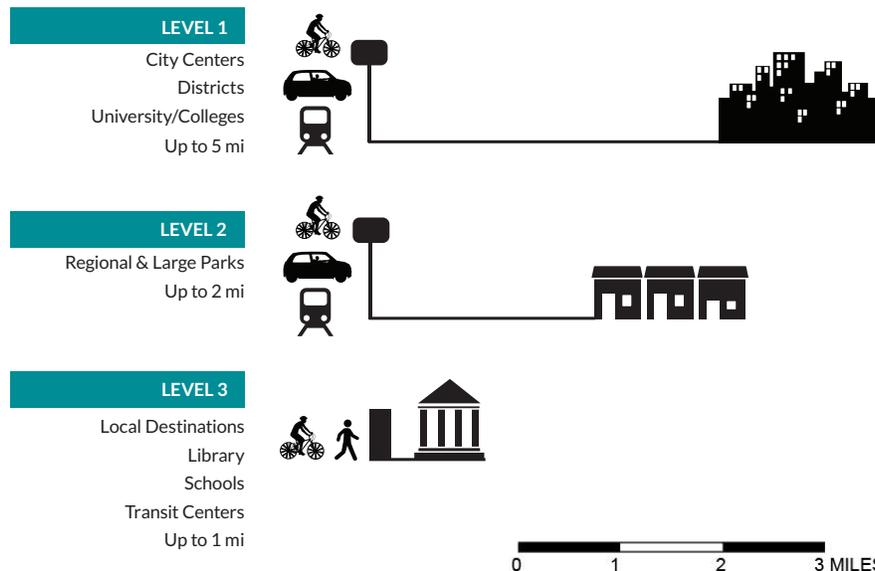
Signing distances for motor vehicles is available in the Manual of Uniform Traffic Control Devices (MUTCD). Detailed signing requirements including appropriate distances, are available in MUTCD.

Once a destination list is established, the next stage is to determine the best location or placement of signs along a route.

NAMING GUIDANCE

Sign guidance outlines a standard approach for names of destinations that can reasonably fit on signage. Typically, 14-15 characters (including spaces) is the ideal length for destination names, and 19 characters is roughly the longest that will fit on a sign.

Fig. 6 Signage Distance Guidance



APPROVED DESTINATIONS

The City of Wilsonville's approved destinations were derived from the City's previous bicycle wayfinding plan with important destinations for all modes of travel added with guidance from the focus group. City staff provided feedback before the project team assembled the final approved destination list. Level 1 destinations are city centers, districts, transportation hubs, and universities. Level 2 destinations are major parks or landmarks and level 3 destinations are local attractions.

Table 2. Destination List

Destination Name	Abbreviation	Destination Level
Argyle Square	Argyle Square	1
Town Center	Town Center	1
Old Town	Old Town	1
Oregon Institute of Technology	Oregon Tech	1
Clackamas Community College	Clackamas CC	1
City Hall	City Hall	1
SMART Central at Wilsonville Station	Transit Center	1
Charbonneau	Charbonneau	1
Villebois	Villebois	1
Coffee Creek District	Coffee Crk Dist	1
Frog Pond District	Frog Pond	1
Basalt Creek District	Basalt Creek	1
Willamette River Water Treatment Plant Park	Arrowhead Park	2
Boones Ferry Park	Boones Fry Pk	2
Graham Oaks Nature Park	Graham Oaks Pk	2
Memorial Park	Memorial Park	2
Town Center Park	Town Ctr Park	2
Oregon Korean War Memorial	War Memorial	3
Ice Age Tonquin Trail	Tonquin Trail	3
Wilsonville Waterfront Trail	Waterfront Trail	3
French Prairie Road Trail	French Pr Trail	3
Memorial Park City Trail	Memorial Pk Trails	3
Villebois Piazza	Piazza	3
Wilsonville Community Center	Community Ctr	3
95th Avenue	95th Ave	3
Library	Library	3
Police Station	Police Station	3
Post Office	Post Office	3
Wilsonville High / Boeckman Creek Primary School	Wilsonville H.S. / Boeckman Ck P.S.	3
Inza R Wood Middle / Boones Ferry Primary School	Wood M.S. / Boones Ferry P.S.	3
Lowrie Primary School	Lowrie P.S.	3
Meridian Creek Middle School	Meridian Ck M.S.	3

ROUTE PRIORITIZATION

As part of the planning process, the project team prioritized routes based on readiness, proximity to destinations, and overall need and gap closure as they relate to navigational challenges in the city. The results of the prioritization process helped to select and prioritize locations for wayfinding improvements. The results of this analysis process are visualized in the initial vehicle route prioritization (Map 1), the initial bicycle route prioritization (Map 2), and the initial pedestrian route prioritization (Map 3), which aided in the development of the final route prioritization (Map 4 on page 64).

WAYFINDING ROUTE PRIORITIZATION METHODOLOGY

The project team assigned a route prioritization score to each street segment in the project area. The prioritization criteria focuses on identifying routes that people will rely on to find community destinations. The criteria were used to produce three separate scores, one for bicycle wayfinding, one for pedestrian, and one for motor vehicle wayfinding.

PRIORITIZATION CRITERIA

Bicycle Facilities

The project team scored the segments on the presence or absence of an existing bicycle facility. This criterion was only used for the bicycle wayfinding score.

Pedestrian Facilities

The project team scored the segments on the presence or absence of an existing

pedestrian facility (sidewalks and shared use paths). This criterion was only used for the pedestrian wayfinding score.

Proximity to Destinations

When there are more destinations near a given roadway segment, there is a greater need for wayfinding improvements. This criterion scores segments on the number and importance of destinations within a half mile. The relationship of a roadway or trail to destinations is a key aspect of wayfinding, thus this criterion was weighted higher than the others. The destinations included in the analysis are listed in Table 2.

Population and Employment Density

Each segment received a score based on the number of people who live and work nearby (within 0.25 miles). The population score was drawn from the 2010 Census, at the Census Block level. The employment score was derived from 2014 Longitudinal Employer-Household Dynamics (LEHD) data. A composite score was created by totaling the population and employment scores for each segment. The composite scores were converted to a scale from 2-10, with 10 representing the greatest number of people living and working near the segment.

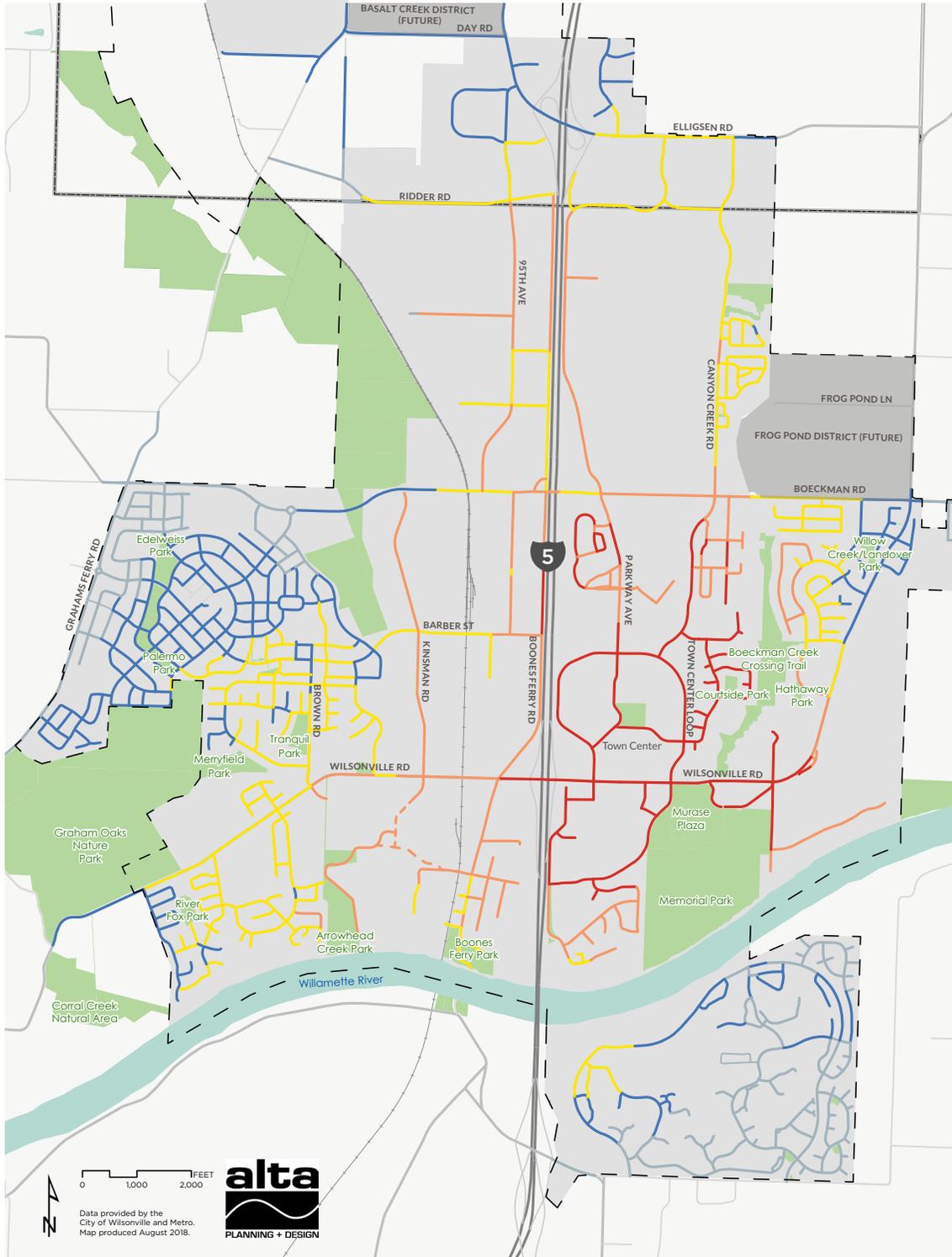
Next Steps

This prioritization exercise provides a citywide look at the relative need for wayfinding based on population, employment, major destinations, and existing transportation facilities. It does not prescribe specific locations or routes for wayfinding signage. Rather, it is intended as one input to be used in combination with public input, city staff expertise, and general wayfinding principles. See Map 4 on page 64 for the final route prioritization map.

Route Prioritization Scoring Evaluation Matrix

Prioritization Criteria	Variable	Score
Proximity to Destinations	<p>The destination score is calculated based on the number and importance of destinations within 0.5 miles of the segment. Destinations were divided into four levels and given the following weights:</p> <ul style="list-style-type: none"> Level 1 Destinations: 10 Level 2 Destinations: 7 Level 3 Destinations: 4 <p>The weighed destination scores were calculated for each segment and then normalized from 0 to 20.</p>	0-20
Population and Employment Density	Composite score of population and employment totals within 0.25 miles. Each segment was then scored on these values, relative to the City of Wilsonville as a whole.	2-10
Pedestrian Facilities (only included in the pedestrian wayfinding score)	<ul style="list-style-type: none"> Complete sidewalks on both sides of the street or existing shared use path Complete sidewalks on one side of the street No existing or planned facility 	<ul style="list-style-type: none"> 10 5 0
Bicycle Facilities (only included in the bicycle wayfinding score)	<ul style="list-style-type: none"> Existing Bike Facility No Existing or Planned Facility 	<ul style="list-style-type: none"> 10 0

Table 3. Evaluation Matrix



Map 1 Initial Vehicle Route Prioritization

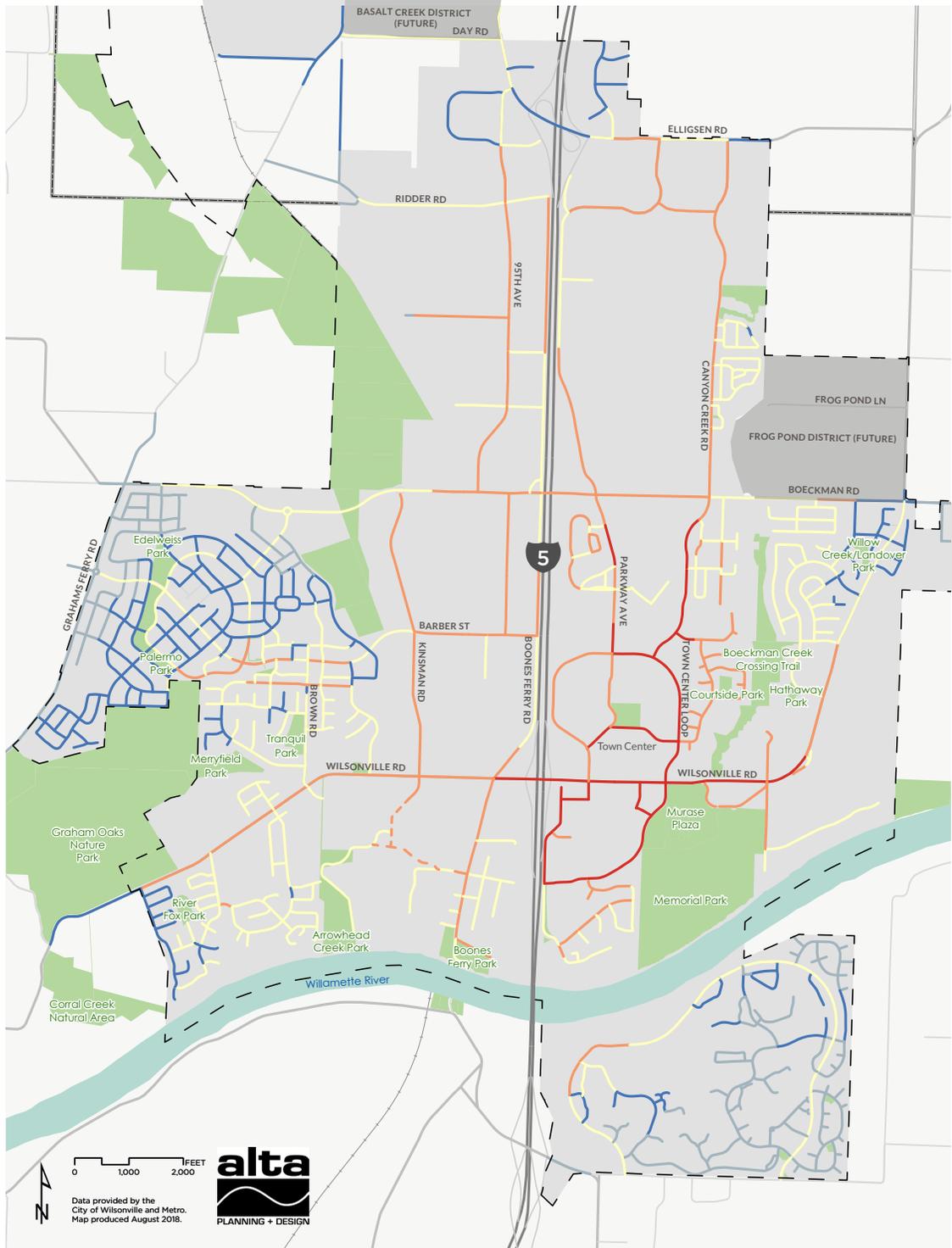
INITIAL VEHICLE ROUTE PRIORITIZATION

CITY OF WILSONVILLE WAYFINDING PLAN

PRIORITIZATION SCORE

- 0 - 5
- 5 - 10
- 11 - 15
- 15 - 20
- 21 - 30
- Urban Growth Boundary

- INPUTS:**
- DESTINATIONS
 - POPULATION
 - EMPLOYMENT



Map 2 Initial Bicycle Route Prioritization

INITIAL VEHICLE ROUTE PRIORITIZATION

CITY OF WILSONVILLE WAYFINDING PLAN

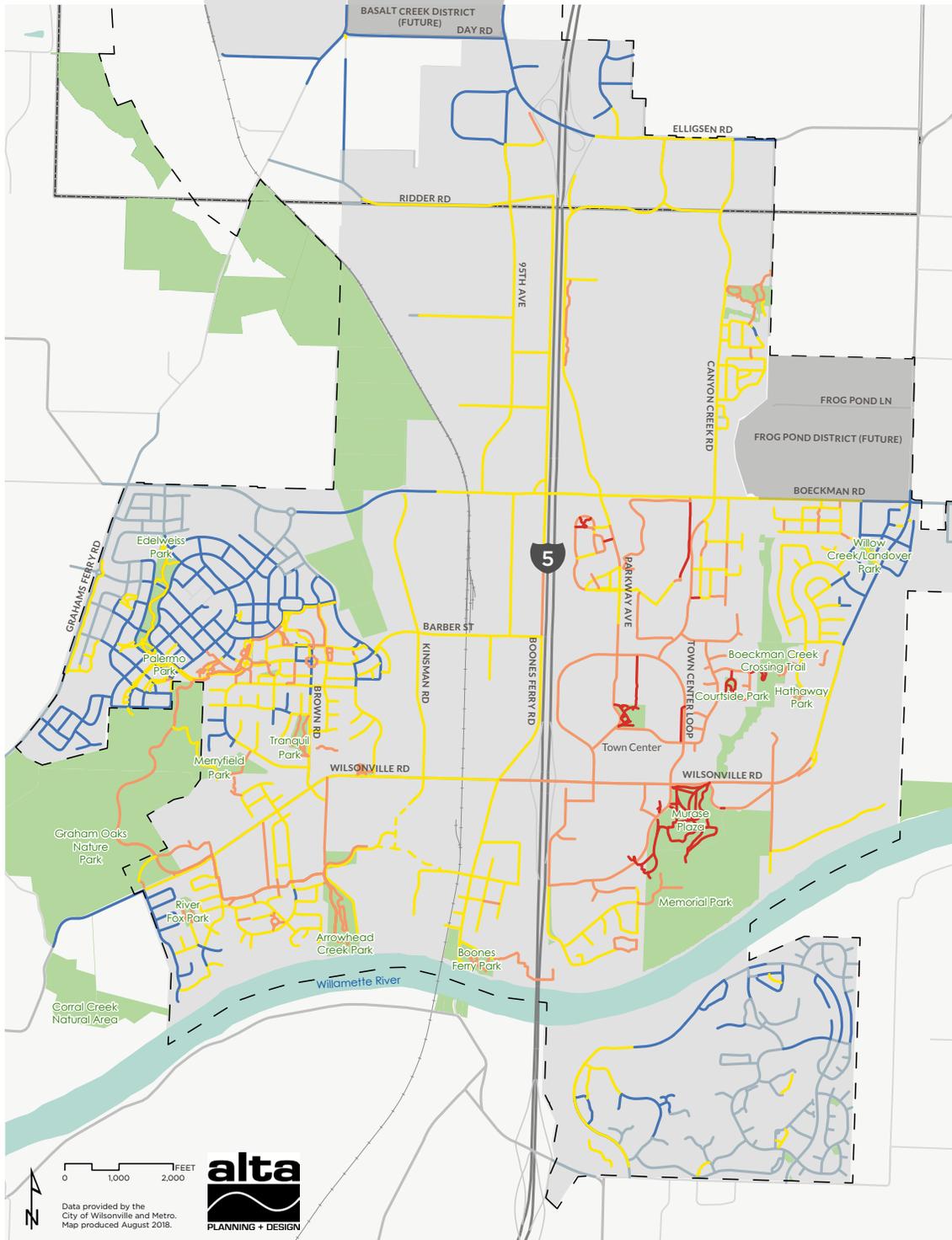
*Shared Use Paths are included in the Pedestrian Prioritization

PRIORITIZATION SCORE

- 0 - 5
- 5 - 10
- 11 - 15
- 15 - 20
- 21 - 30
- URBAN GROWTH BOUNDARY

INPUTS:

- DESTINATIONS
- POPULATION
- EMPLOYMENT



Map 3 Initial Pedestrian Route Prioritization

INITIAL PEDESTRIAN ROUTE PRIORITIZATION

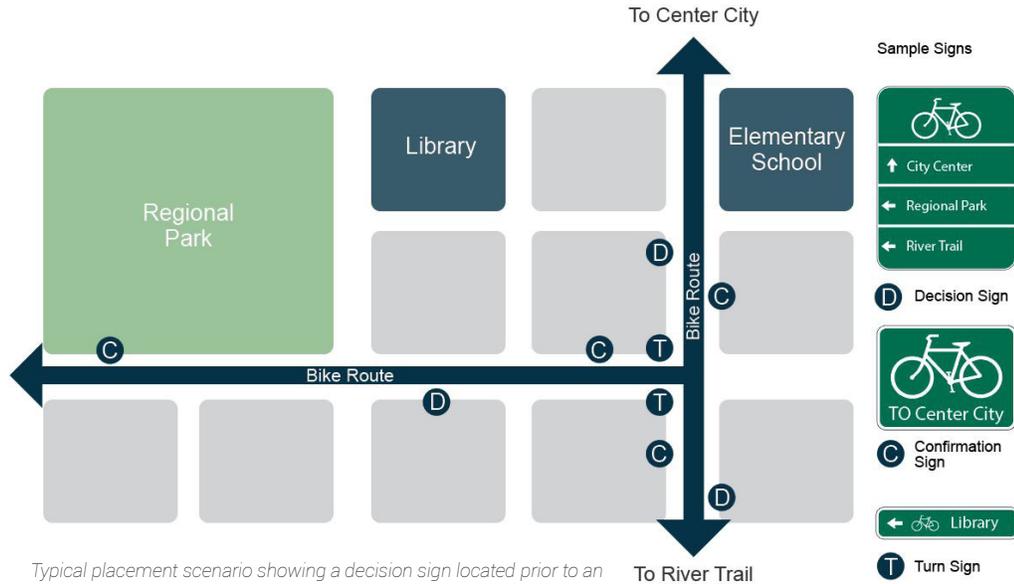
CITY OF WILSONVILLE WAYFINDING PLAN

PEDESTRIAN ROUTE PRIORITIZATION

- 0 - 5
- 6 - 10
- 10 - 20
- 20 - 30
- 30 - 40
- URBAN GROWTH BOUNDARY

- INPUTS:
- DESTINATIONS
 - POPULATION
 - EMPLOYMENT
 - PEDESTRIAN FACILITIES

Fig. 7 Typical Sign Placement



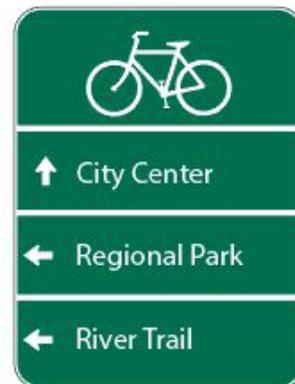
Typical placement scenario showing a decision sign located prior to an intersection of two facilities. A confirmation sign is provided after the turn movement as well as periodically along the route for reassurance.

SIGNING INTERSECTIONS

Decision Signs are placed in advance of the intersection between routes that access different destinations. These signs list destinations and provide arrows that identify turns necessary to reach a particular destination. Distances and travel times are optional but recommended.

For faster moving vehicles, signage should be placed in advance of a turn according to stopping sight line distance guidance found in the MUTCD. For walking, advance signage is not required, and considerably more information can be presented. While signage aimed at cyclists and motorists is limited to three lines of text in most circumstances, walking information may include a map as well as up to ten destination directions.

On routes where speed is likely to be high, decision signs can be repeated ahead of the turn. Repeated decision signs should be located according to the design speed.



D Decision Sign

Turn Signs are optional signs used to highlight turns. Turn signs are often used to emphasize a turn in a busy built up area where there are many distractions and to indicate unusual turn geometry such as acute angles. They are located at the intersection between two routes.

Confirmation Signs reassure users that they are on the correct route and provide information regarding destinations in the direction of travel. Confirmation signs are placed after a turn and can be repeated periodically, with increasing frequency should there be changes in the direction of the route and where there are side routes that could be confusing. Normally three and up to four destinations would be shown in ascending order of distance.



T Turn Sign



C Confirmation Sign

SIGN PLACEMENT PROGRAM

The placement of wayfinding signage should achieve three critical aims:

1. Creating reliable paths

Route hierarchy provides the framework to prioritize signage. Signage should mark the beginning, end and key nodes along each route. Signage guidance recommends that signs should be placed in the same orientation, height and relative position so that a user can easily locate and read signs.

2. Informing decisions

Wayfinding information is used for navigation and developing mental maps of places. Navigational signage may be needed along a path to provide early warning of an intersection, to mark a turn and to confirm direction.

3. Providing reassurance

Signage confirms directions in order to reduce doubt as a user makes their way along a route to a destination. Consistent placement of signage at decision points provides users reassurance and contributes to increasing user confidence.

Consistent sign placement is preferable so it is reliable. This is not always possible as signs must be located within designated road right-of-way or within the furnishing zone of the roadside, as well as located proximate to other signs.

General sign placement guidance should consider:

- Signs should be within a user's field of vision.
- Travel speed must be a factor so a user has time to comprehend the sign information and has time to make informed travel decisions.
- Sight lines should not be obstructed.

The following pages provide guidance for placement of signs to serve motorists, cyclists, transit users and pedestrians using generic situations and particular examples, specific to Wilsonville.

VEHICULAR-ORIENTED SIGNS

Automobile-oriented signs include larger directional wayfinding signs mounted on poles along roadways, custom parking signs, and potentially facility signs to mark places such as parking garages.

Directional signs are located at or near gateways to the city, pointing toward level 1-3 destinations where drivers are faced with routing decisions and may be provided along routes to confirm the route or to provide an indication of distance. The placement of the sign is dependent upon transportation authority posted design speeds.

Upon arrival at destinations, parking and facility signs may be provided as well as pedestrian-oriented signs, such as map kiosks, to support the driver once they become a pedestrian.

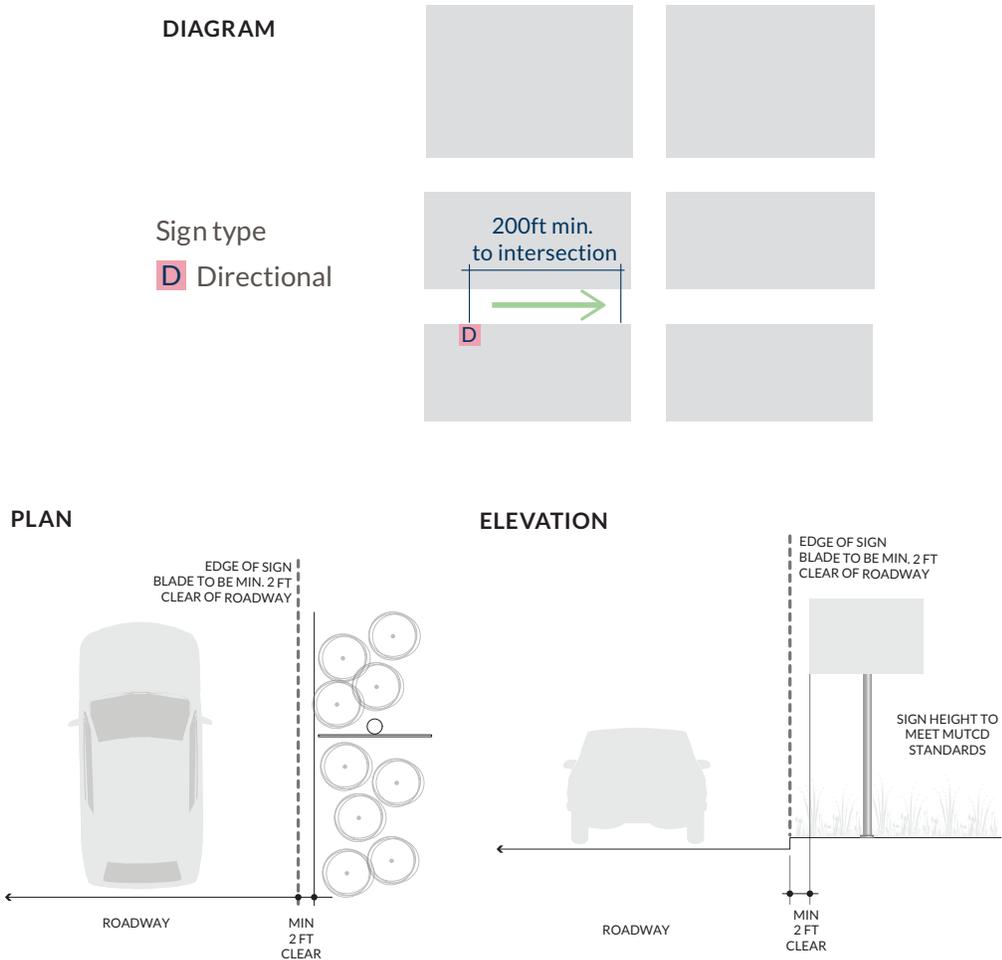


Fig. 8 Vehicular-Oriented Wayfinding Sign Guidance

MULTI-USE PATHWAY SIGNS

Multi-use pathway signs include both map kiosks, pedestrian fingerboards, and trail markers located adjacent to the path of travel.

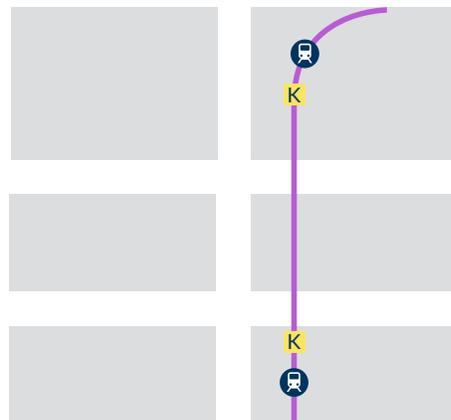
Map kiosks are placed near intersections, activity centers or can be located outside of transit stations. Kiosks are often placed along a linear route where a primary route is adjacent to multiple level 1-3 destinations.

Placement of the map kiosks is designed for universal accessibility, readable at varying heights and allowing wheelchair turning radius.

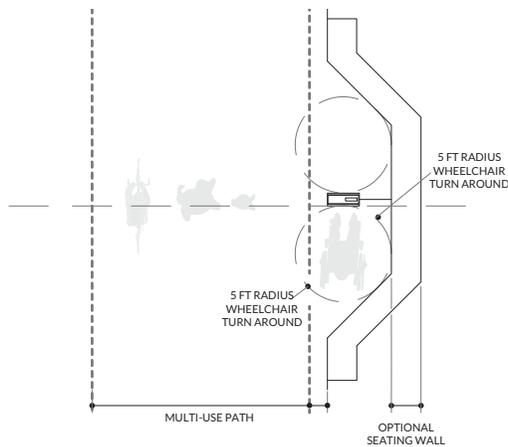
DIAGRAM

Sign Type

- K Diagrammatic Map Kiosk
-  Transit Station or Stop
- Multi-Use Path



PLAN



ELEVATION

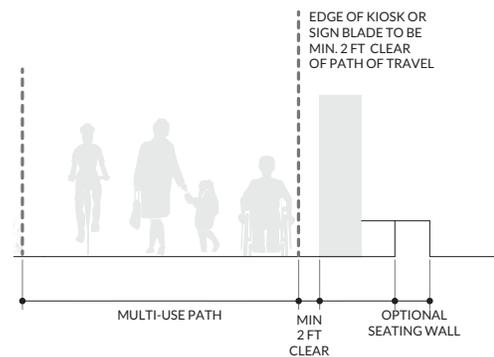


Fig. 9 Multi-Use Pathway Wayfinding Sign Guidance

BICYCLE-ORIENTED SIGNS

On-street bicycle-oriented signs include Decision signs, Turn signs, Confirmation signs and Waymarkers (or trail markers).

Decision signs are placed in advance of an intersection or at the approach of a decision point. Decision signs identify the route name followed by level 1 to 3 destinations. Turn signs are optional signs placed at the intersection or decision point to provide additional direction when there are uncommon or often missed turns. Confirmation signs are placed after a directional decision sign to provide assurance to cyclists and confirms the next or additional destinations.

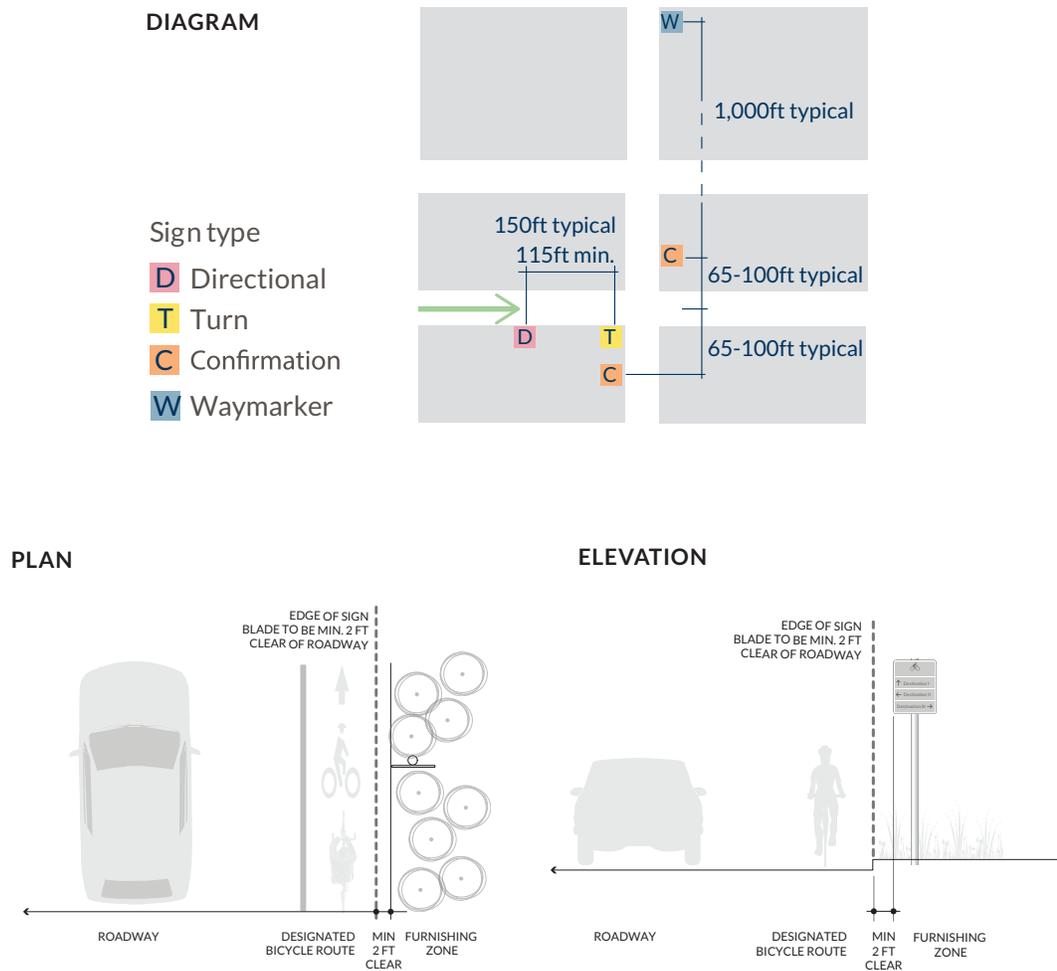


Fig. 10 Bicycle-Oriented Wayfinding Sign Guidance

PEDESTRIAN-ORIENTED SIGNS

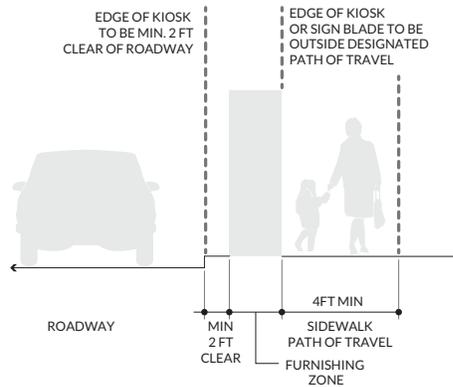
Pedestrian-oriented signs include directional fingerboards and map kiosks.

Map kiosks are placed on linear routes such as major streets or corridors, where a primary route is flanked by multiple level 1-3 destinations. Pedestrian directional signs may include level 2 to 4 destinations with directional arrows and/or travel time or travel distance. Pedestrian directional signs are placed in proximity to major activity centers or destinations. Pedestrian signs may be used with existing poles where necessary. Signs should be located in the furnishing zone of the sidewalk, outside the pedestrian path of travel so as not to obstruct clear movement.

DIAGRAM



PLAN



ELEVATION

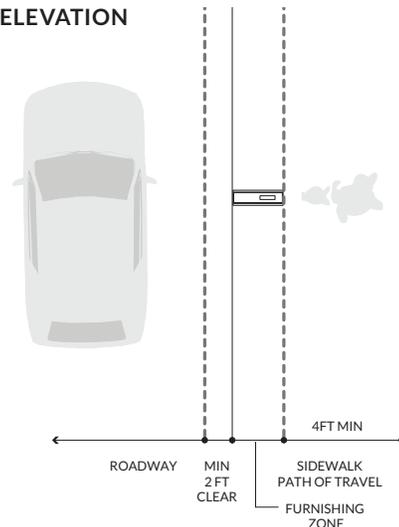


Fig. 11 Pedestrian-Oriented Wayfinding Sign Guidance

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CHAPTER THREE

DESIGN

The design incorporated national best practices, community input, local materials, and distinctive architectural details to create a unique wayfinding identity rooted in the landscape of Wilsonville.



Fig. 12 The City of Wilsonville provides pedestrian access to the Willamette River - one inspirational element for the sign family design.

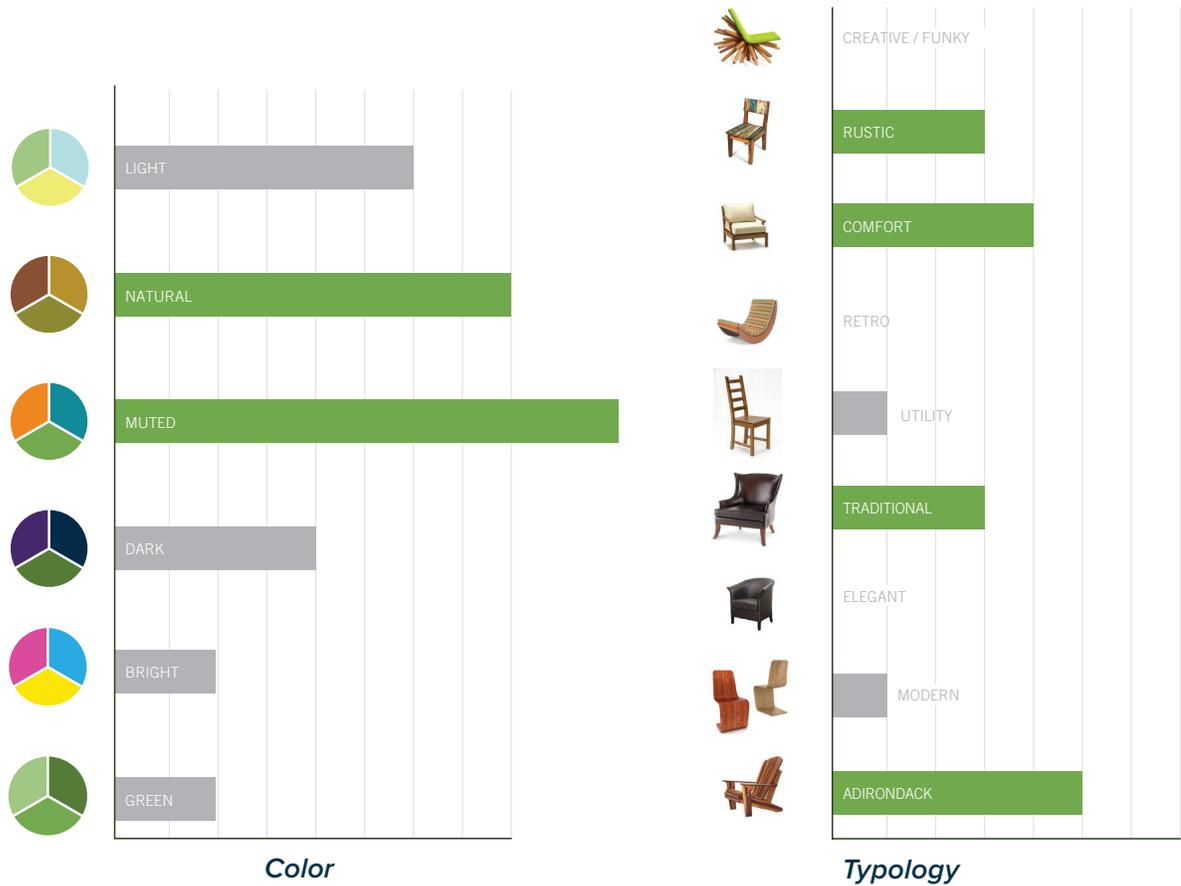
DESIGN PROCESS

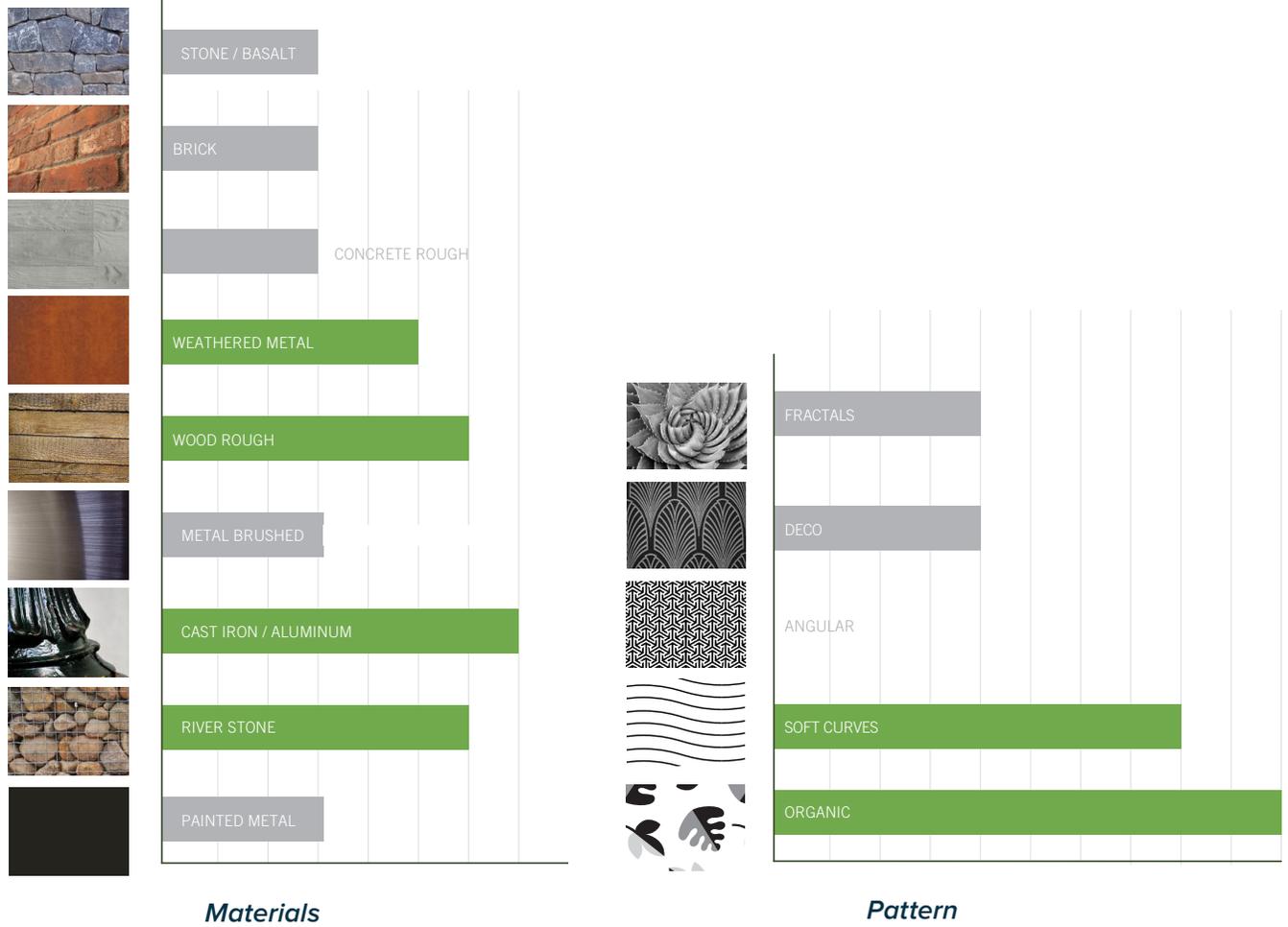
Consultation with City staff and a community Focus Group, as well as a public online survey, provided the design team with valuable information to guide the City of Wilsonville Citywide Signage & Wayfinding Plan.

The project team shared a visual preference survey (Fig. 13) with the Focus Group to gain a better understanding of the preferred design aesthetic of Wilsonville, and the potential direction for the design concepts of the wayfinding sign family.

By asking what words, colors, icons, fonts, typography, materials, and patterns best convey the desired experience and qualities of Wilsonville, the design team was able to prepare a series of preliminary conceptual designs (Appendix B), which were later finalized into the preferred design (Fig. 14).

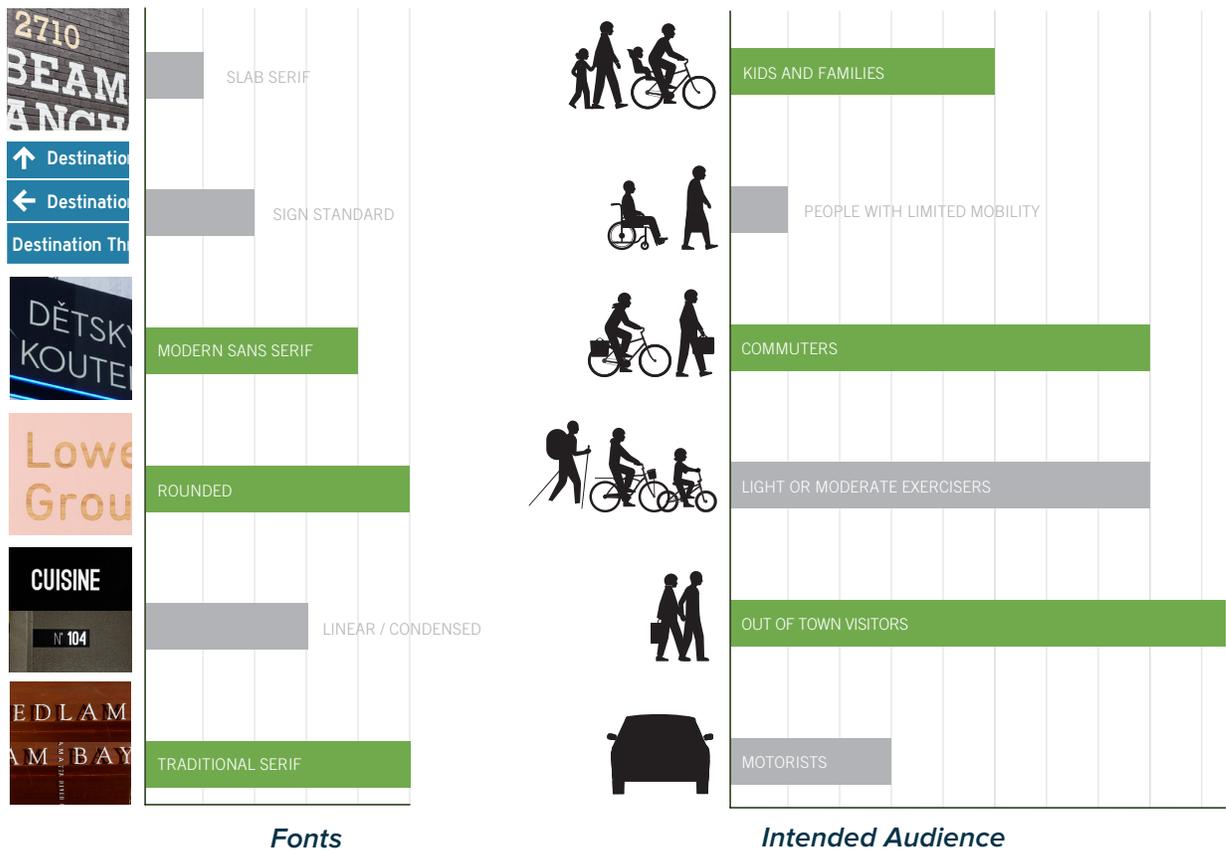
Below and on the following pages are the visual preference survey results, the green bars represent the strongest preferences.





Materials

Pattern



FRIENDLY
HISTORIC
SIMPLE
CONNECTED
HEALTHY
ORGANIC
TIMELESS
REFLECTIVE
SOPHISTICATED
SAFE
INVITING
ACCESSIBLE

Themes



SMALL TOWN

Environment

Fig. 13 Visual Preference Survey Results

COMMUNITY VISION

Each member of the Focus Group was asked to write their thoughts and goals for the wayfinding sign program for the City of Wilsonville. Below are the individual vision statements. The dominate themes were then refined and combined into the community vision on the next page. The design process included an open house as well as a public online survey, both of which are documented and discussed in Appendix C: Public Outreach.

FOCUS GROUP VISION STATEMENTS

“A friendly community that is easy and safe to navigate and get where you want to go without getting lost.”

“Accessible and friendly”

“A diverse, nature and tech-oriented community navigation system.”

“Multi-modal connected community with parks, open spaces, as well as education and employment opportunities.”

“Efficient wayfinding system to get people to where they want to go.”

“A multi-use, family friendly public path which creates opportunities for active transportation and relaxing leisure activities.”

“A well-connected clear, and concise path meant to foster safety and accessibility for all ages and abilities.”

“Simple system to guide multi-modal visitors to main destinations and districts, and a logical connection to the geographic/man made legibility of the city in the landscape.”

COMMUNITY VISION STATEMENT

A family friendly wayfinding system that provides logical and safe connections between key destinations and commercial districts.

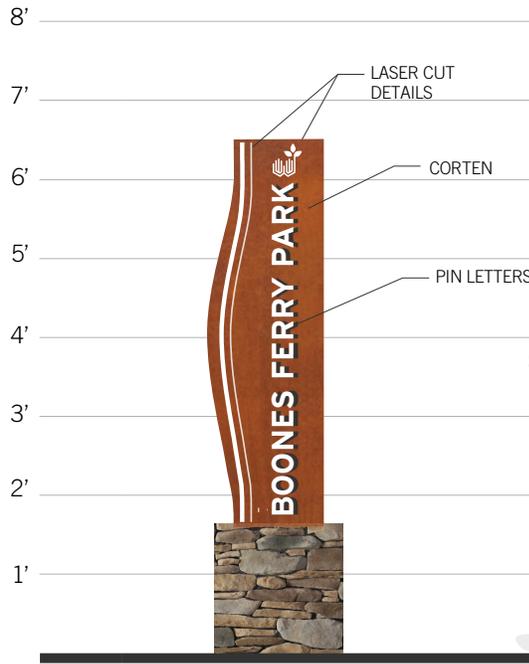
PREFERRED DESIGN: UNDULATING STONE

Soft, Flowing, Connected

The Undulating Stone concept is inspired by the shape, form, and natural features of the Willamette River that flows through Wilsonville. At the heart of the concept are local stone, and soft curves of corten steel accented by laser cut details that allow light through. The warm color of the corten complements the City's branding colors.

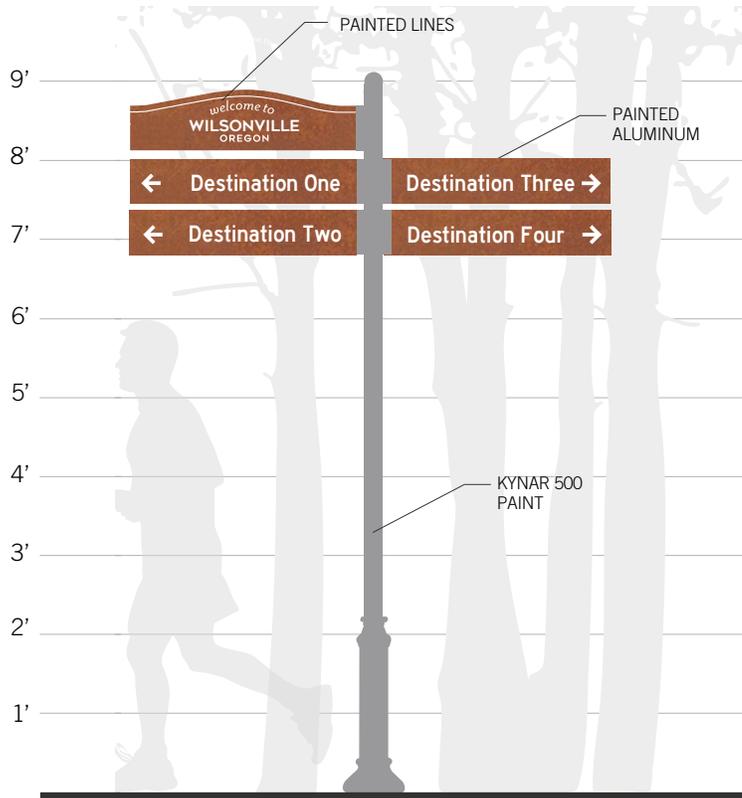


Fig. 14 Design family preferred design

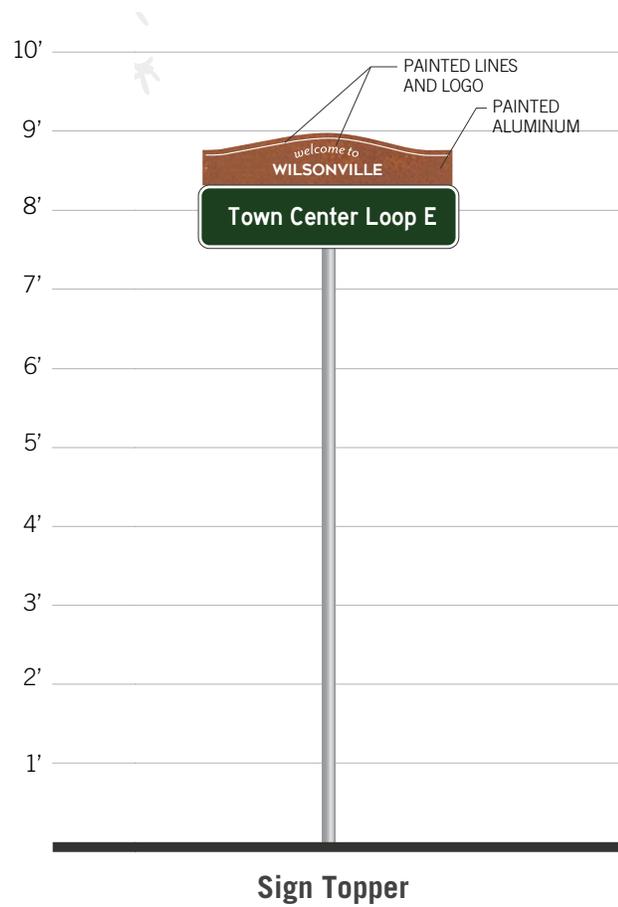


The Park Sign is intended to identify park names, especially where available sign placement space is limited.

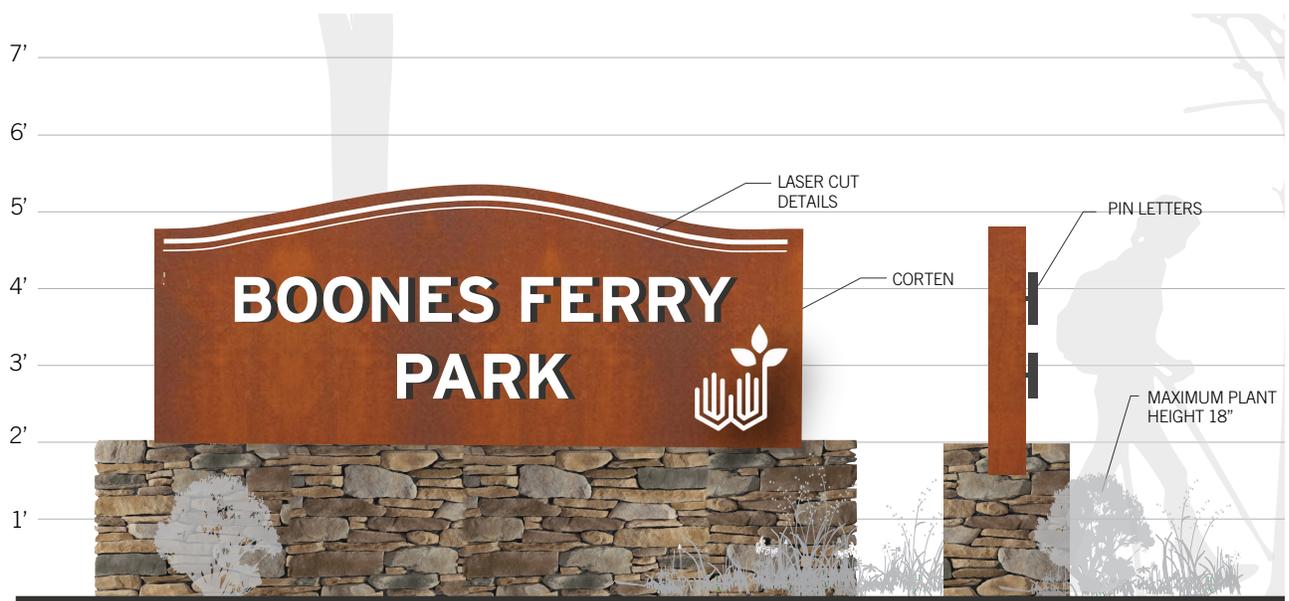
Park Sign



Pedestrian Fingerboard



The Sign Topper is intended to attach to existing street signs, focusing on locations at or near the City limits of Wilsonville.



Large Park or City Building Sign

The Large Park Sign is intended to identify park names, especially at highly visible locations such as intersections and park entrances. This sign is intended to replace existing park signs as they are phased out.



Welcome Sign

The Welcome Sign is intended to be located along major corridors where they cross the City boundary.



Gateway Sign

The Gateway Sign is intended to be located at the I-5 off-ramps.

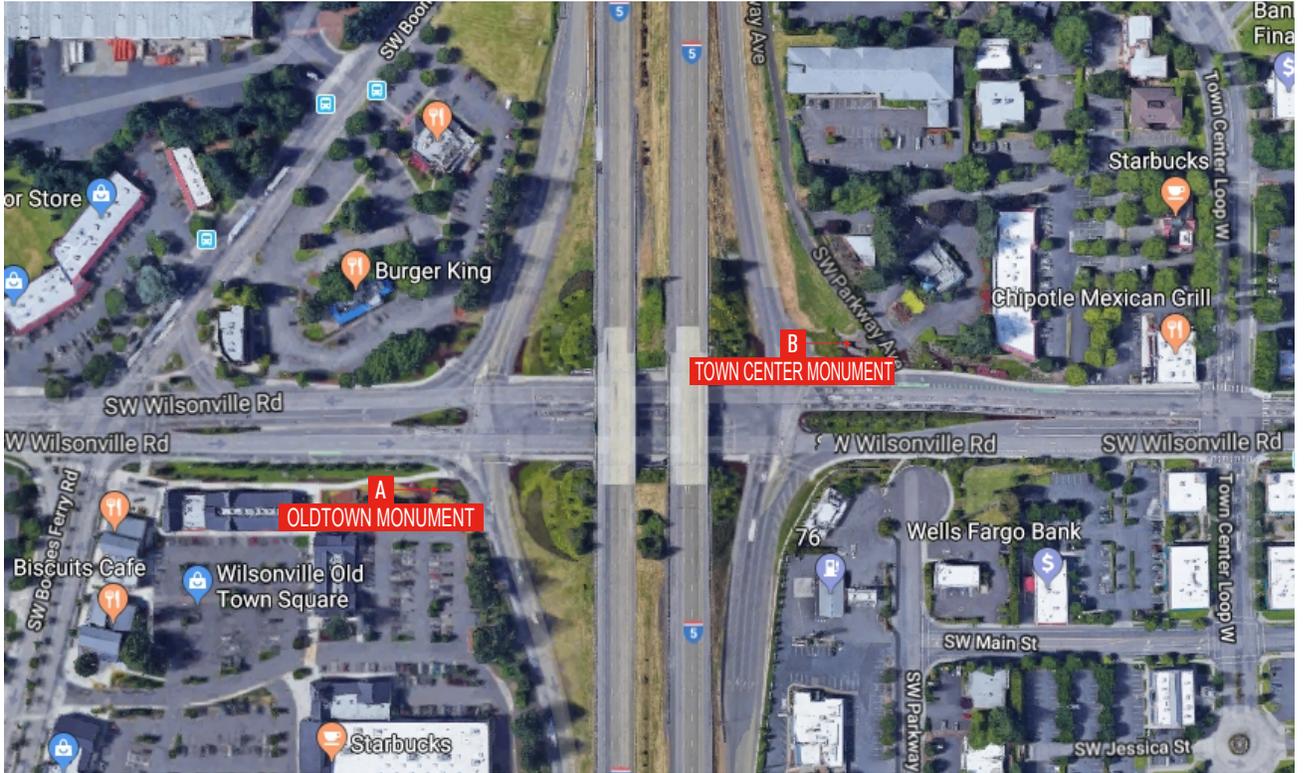


Vehicular Sign

The Vehicular Sign is intended to guide motorists to level 1-2 destinations. These signs are single sided, oriented toward the flow of oncoming traffic.



Rendering of potential improvements to existing I-5 gateway monuments. The above example is preliminary and will need further refinement. Since the signs are in good condition, the City will pursue a phased approach to renovations of these two signs.



Location of existing I-5 gateway monuments.

GRAPHIC STANDARDS

COLOR PALETTE (FROM CITY OF WILSONVILLE BRAND COLORS)



MPC MATTHEWS PAINT TO BE APPLIED TO SIGN SURFACES USING COLOR SPECIFICATIONS THAT CONFORM TO THE CITY OF WILSONVILLE'S CURRENT GRAPHIC STANDARDS. ALL PAINT TO BE COATED WITH 3M UV, GRAFFITI RESISTANT CLEAR COAT. THE PROPOSED USE SHALL CONSIDER AND ADHERE TO GUIDANCE FOR THOSE AFFECTED BY COLOR BLINDNESS INCLUDING BUT NOT LIMITED TO PROTANOPIA, DEUTERANOPIES, AND TRITANOPIES.

ICONOGRAPHY



FONTS

GEOMETOS ROUNDED

abcdefghijklmnopqrstuvwxyz

ABCDEFGHIJKLMNOPQRSTUVWXYZ

FOR ADDITIONAL LOGOS NEEDED BEYOND THE SCOPE OF THIS DESIGN INTENT PACKAGE PLEASE REFERENCE USDOT AIGA. ADDITIONAL ICONS ARE AVAILABLE FROM THE NATIONAL PARK SERVICE AT WWW.NPS.GOV/HFC/CARTO/MAP-SYMBOLS.CFM



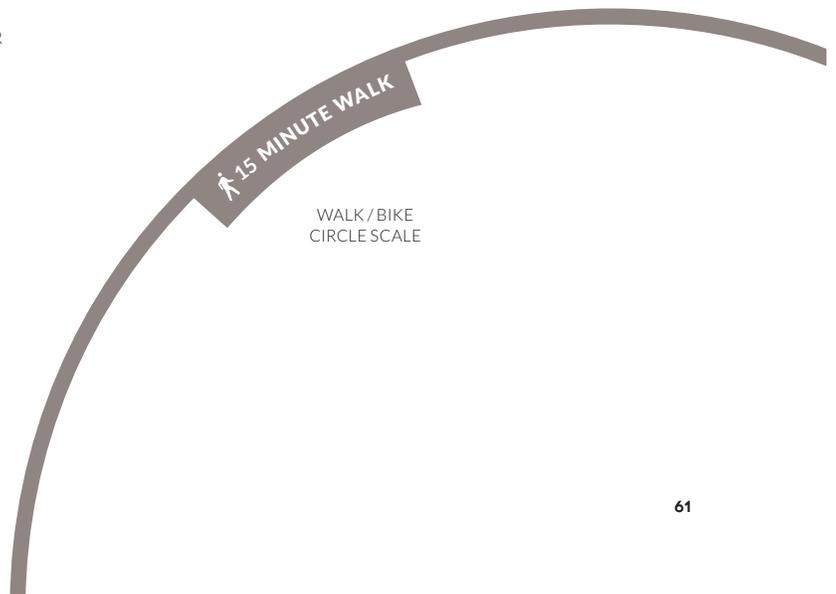
YOU ARE HERE MARKER



NORTH MARKER



SCALE BAR



CHAPTER FOUR

IMPLEMENTATION

PHASING

The implementation plan for the Citywide Signage & Wayfinding Plan aligns with the City's existing prioritized neighborhood areas and corridors as outlined in the Transportation System Plan, Tourism Development Strategy and Comprehensive Plan.

Implementation will occur in three initial phases, with future phases associated with local or neighborhood development. Phase One will focus on major corridors that serve the most people, whether traveling by car, bike, or foot.

These three phases are the result of compiling the data driven analysis from the three initial prioritization maps (Map 1,2 and 3) with input from the focus group and City staff on priority routes. Together, these three phases form the final prioritization route map (page 64).

Park sign replacement needs should be determined by Wilsonville Parks and Recreation Department staff. This plan budgets for the replacement of seven large park signs, however an ongoing replacement plan should include two signs per year based on existing park sign age and condition.

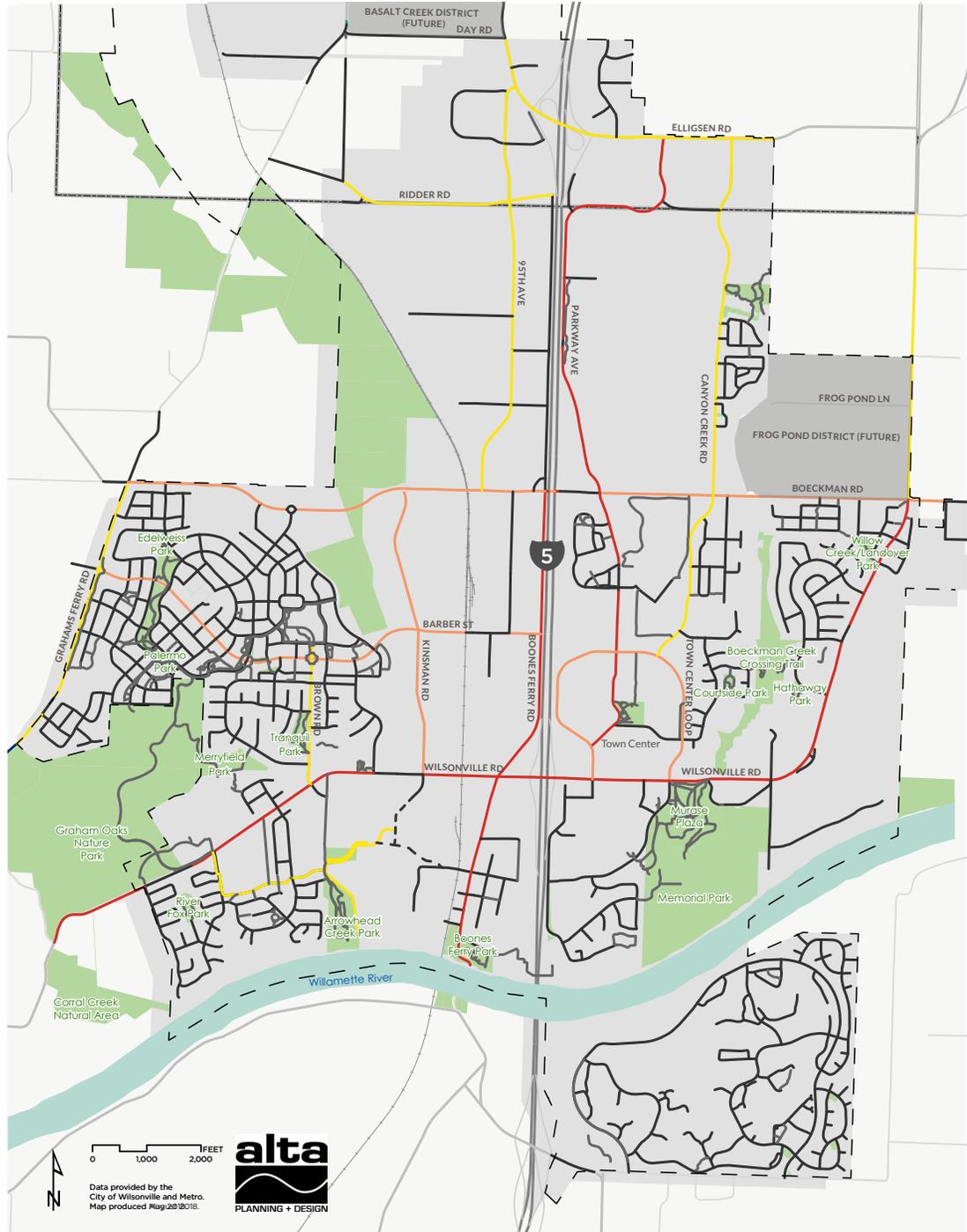
In the future, the City will incorporate wayfinding into other initiatives, such as pedestrian and cycling roadway improvement projects, streetscape facility and park development projects, and new or redevelopment projects. Wayfinding signs should be included in the City's maintenance budgets as well, so that as existing signs become outdated or in poor condition, they can be replaced.

COST ESTIMATE BY PROJECT GROUP

Phase One	
1. All Kiosks (Recommended Demonstration Project)	\$72,000
2. I-5 Gateway Signs (Renovation Project)	\$105,000
3. Wilsonville Road	\$155,000
4. Boones Ferry Road	\$43,000
5. Parkway Ave, from Elligsen Road to Town Center Loop	\$45,000
Phase Two	
6. Boeckman Road	\$113,000
7. Town Center Loop	\$49,000
8. Barber Street	\$28,000
9. Kinsman Road	\$5,000
Phase Three	
10. Grahams Ferry Road	\$62,000
11. 95th Ave	\$9,000
12. Canyon Creek Road	\$32,000
13. Elligsen Road	\$151,000
14. Tonquin Trail	20,000
15. Memorial Park and adjacent neighborhood	\$35,000
16. Frog Pond District	\$31,000
17. Ridder Road	\$31,000
18. Charbonneau	\$45,000
19. All Park Signs (7 or as needed)	\$217,000
Total	1,031,000

Table 4. Cost by Corridor Project

FINAL ROUTE PRIORITIZATION



Map 4 Final Route Prioritization

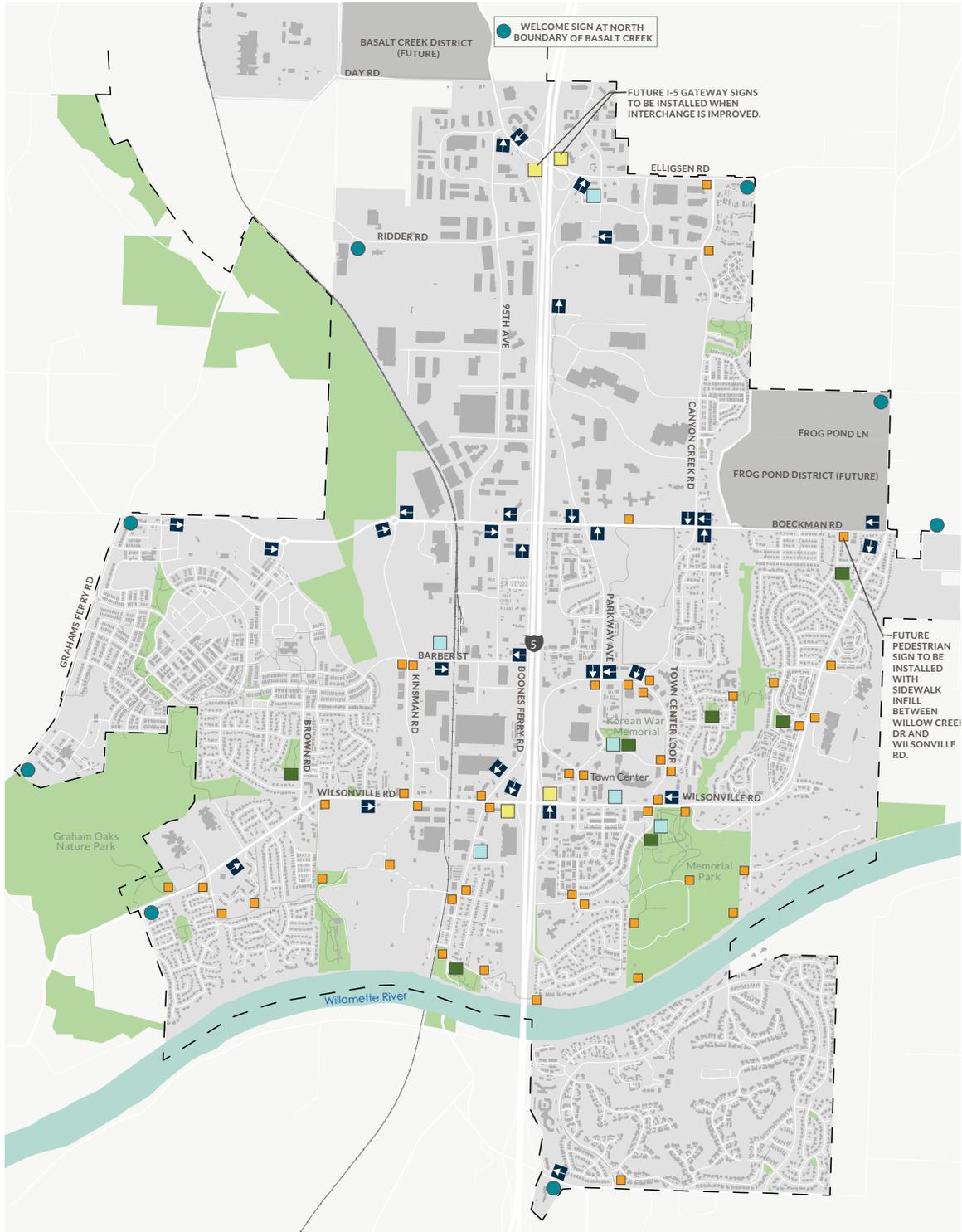
FINAL ROUTE PRIORITIZATION

CITY OF WILSONVILLE
WAYFINDING PLAN

IMPLEMENTATION PHASES

- PHASE ONE
- PHASE TWO
- PHASE THREE
- URBAN GROWTH BOUNDARY

OVERALL SIGN PLACEMENT



Map 5 Sign Placement

SIGN PLACEMENT

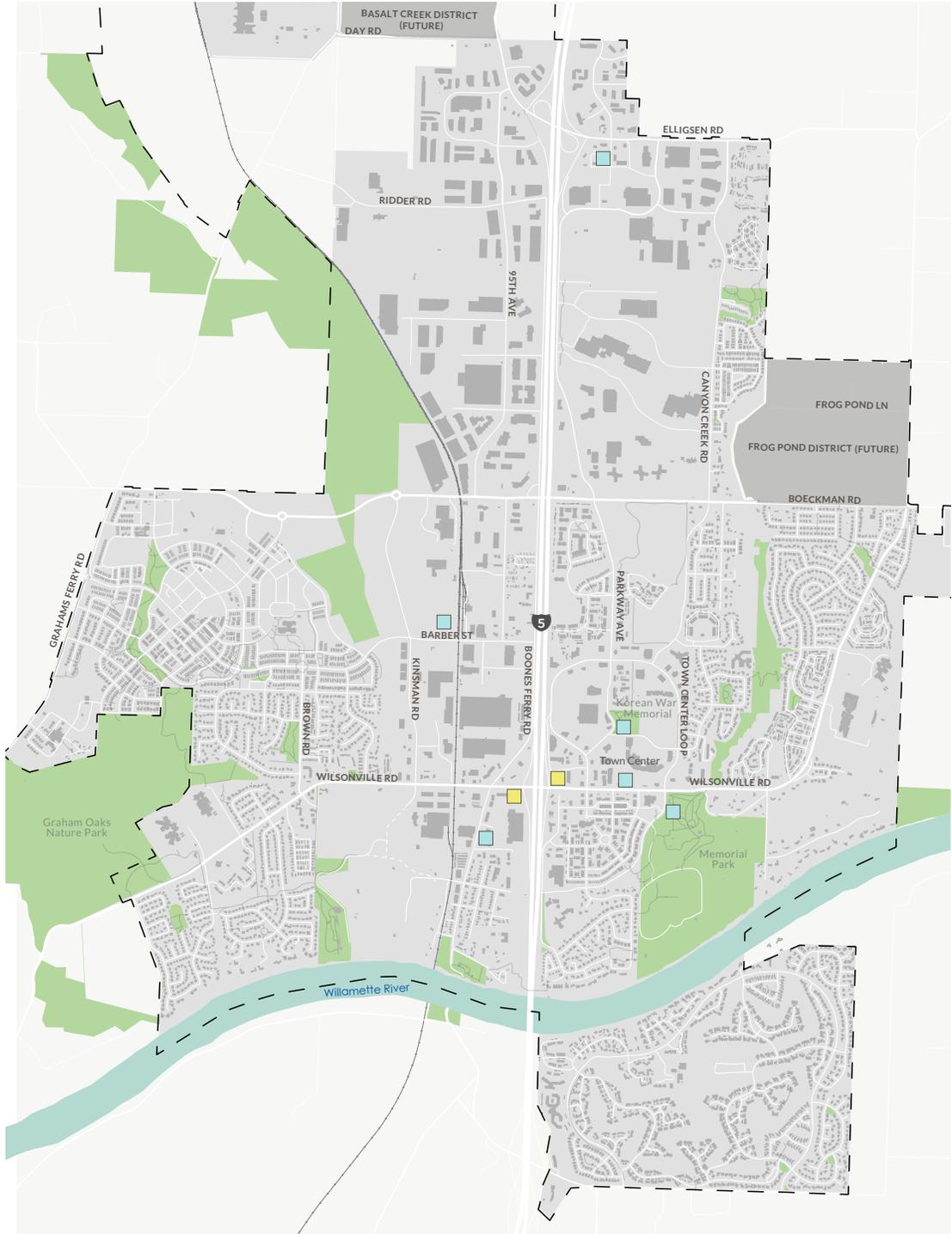
CITY OF WILSONVILLE
WAYFINDING PLAN

SIGN TYPES

-  VEHICULAR SIGN
-  WELCOME SIGN
-  KIOSK
-  PARK SIGN (LARGE OR SMALL)
-  I-5 GATEWAY SIGN
-  PEDESTRIAN SIGN
-  URBAN GROWTH BOUNDARY

* ALL SIGNS SHOWN OUTSIDE CITY LIMITS TO BE PLACED IF RIGHT-OF-WAY ALLOWS.

PHASE 1, PROJECTS 1 & 2: GATEWAY SIGNS & KIOSKS



Map 6 Phase 1, Project 1 & 2 Sign Placement

SIGN PLACEMENT

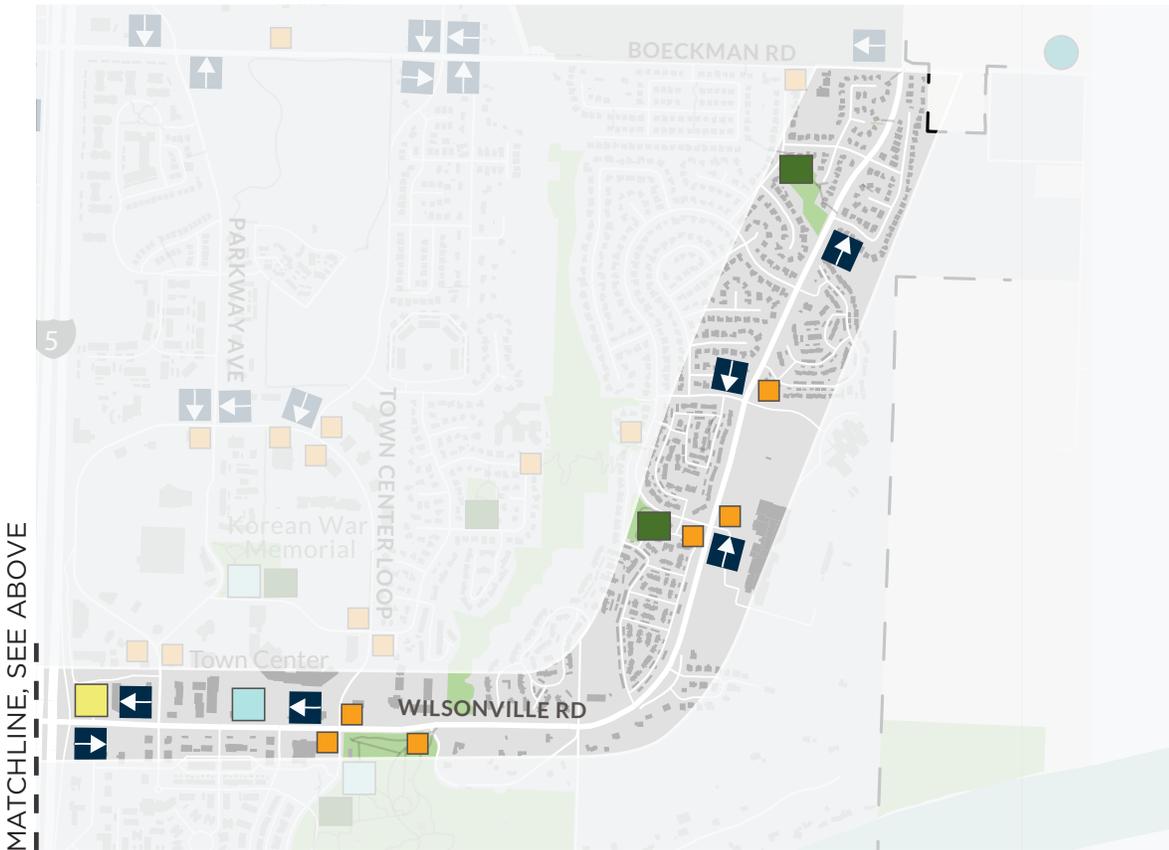
CITY OF WILSONVILLE
WAYFINDING PLAN

SIGN TYPES

-  VEHICULAR SIGN
-  WELCOME SIGN
-  KIOSK
-  PARK SIGN (LARGE OR SMALL)
-  I-5 GATEWAY SIGN
-  PEDESTRIAN SIGN
-  URBAN GROWTH BOUNDARY

* ALL SIGNS SHOWN OUTSIDE CITY LIMITS TO BE PLACED IF RIGHT-OF-WAY ALLOWS.

PROJECT 3: WILSONVILLE ROAD SIGN PLACEMENT



Map 7 Typical Corridor Sign Placement:
Wilsonville Road

SIGN PLACEMENT

CITY OF WILSONVILLE
WAYFINDING PLAN

SIGN TYPES

-  VEHICULAR SIGN
-  WELCOME SIGN
-  KIOSK
-  PARK SIGN (LARGE OR SMALL)
-  I-5 GATEWAY SIGN
-  PEDESTRIAN SIGN
-  URBAN GROWTH BOUNDARY

* ALL SIGNS SHOWN OUTSIDE CITY LIMITS TO BE PLACED IF RIGHT-OF-WAY ALLOWS.

SIGN QUANTITIES

PHASE 1 SIGN PLACEMENT QUANTITIES

Phase One of sign implementation includes pedestrian and vehicular signage on Wilsonville Road, Boones Ferry Road, and Parkway Avenue.

	Phase One
Kiosk	6
Pedestrian Fingerboard Sign	19
Welcome Sign	1
Vehicular Sign	13
Gateway Sign	2
Total	41

Table 5. Phase One Sign Quantities

PHASE 2 SIGN PLACEMENT QUANTITIES

Phase Two of sign implementation includes pedestrian and vehicular signage on Boeckman Road, Town Center Loop, Barber Street, and Kinsman Road.

	Phase Two
Pedestrian Fingerboard Sign	13
Welcome Sign	1
Vehicular Sign	11
Gateway Sign	0
Total	25

Table 6. Phase Two Sign Quantities

PHASE 3 SIGN PLACEMENT QUANTITIES

Phase Three of sign implementation includes pedestrian and vehicular signage on Grahams Ferry Road, Brown Road, 95th Avenue, Canyon Creek Road, Elligsen Road, Tonquin Trail, Memorial Park and adjacent neighborhood, Frog Pond District, Ridder Road, and Charbonneau.

	Phase Three
Pedestrian Fingerboard Sign	14
Park Sign (Large)	7
Welcome Sign	7
Vehicular Sign	7
Gateway Sign	2
Total	37

Table 7. Phase Three Sign Quantities

COST ESTIMATE PER SIGN

	Individual Sign Cost
Kiosk	\$12,000
Pedestrian Fingerboard Sign (with decorative pole)	\$5,000
Small Park Sign	\$9,000
Large Park Sign	\$31,000
Sign Topper	\$400
Welcome Sign	\$31,000
Vehicular Sign	\$9,000
Gateway Sign	\$33,000
I-5 Gateway Sign	\$52,500

Table 8. Individual Sign Costs. Note: Costs are based on 2019 dollars and include fabrication and installation. Costs for projects in the future should be adjusted for inflation.

Planning Commission public record:

https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/planning/page/29431/citywide_signage_wayfinding_index_record.pdf



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: March 18, 2019	Subject: Resolution No. 2740 Supplemental Budget Adjustment Staff Member: Cathy Rodocker, Finance Director Department: Finance	
Action Required	Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: March 18, 2019 <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: Staff recommends that Council adopt Resolution No. 2740.		
Recommended Language for Motion: I move to approve Resolution No. 2740.		
Project / Issue Relates To:		
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

A supplemental budget resolution for the FY2018/19 budget year.

EXECUTIVE SUMMARY:

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

can also recognize expenditures that exceed 10% of the adopted budget expenditures or 15% of the adopted contingency in a fund.

The budget adjustment includes a request to restate the beginning fund balance in the Facilities CIP Fund to the actual amount at the end of FY18. This correctly records the fund balance and increases the contingency to allow for the funding of the projects.

A new capital project is also included in the adjustment. This project will repair and/or replace the pavers at the Town Center Park water feature and will be funded through the General Fund Contingency.

A zero dollar transfer, which transfers budget authority between projects, is requested for the Coffee Creek Area Planning, \$20,000, with the funds available in the Arrowhead Creek Planning Area. Additionally, a transfer of \$53,000 will fund the installation of a pre-fabricated bathroom facility at the Dog Park/Community Garden with funds available in the Skate Park project

EXPECTED RESULTS:

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

TIMELINE:

As required by Oregon's Local Budget Law, a notice for the public hearing was published in the Wilsonville Spokesman. The notice was published on Wednesday, March 13, 2019. Adoption of the Supplemental Budget Adjustment is required prior to the end of the fiscal year, June 30, 2019.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 3/4/2019

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 3/12/2019

COMMUNITY INVOLVEMENT PROCESS:

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

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

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

ALTERNATIVES:

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

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Supplemental Budget Adjustments
2. Resolution No. 2740
 - A. Need, Purpose And Amount: Detail By Fund & Category

City

Attachment #1-Supplemental Budget Adjustments

Budget Requests -Non-Capital Project Related

Restate Beginning Fund Balance in the Building Fund	\$ 48,034	Net increase to contingency for capital project funding
Total Non-Capital Requests	48,034	

Budget Requests -Capital Projects

Net Zero Dollar Transactions

3002-Coffee Creek Area Planning	20,000	Additional Project Management Fees
3005-Arrowhead Creek Planning Area	(20,000)	Budget reduction to offset increased costs of the Coffee Creek Planning Area
9169-Restroom @ Dog Park/Community Garden	53,000	Prefab restroom installation
9103-Skate Facilities	(53,000)	Budget reduction to offset budget request for restroom
	-	

New Requests for Funding

9168-Town Center Park Paver Repair	50,000	Repair/Replace pavers, safety concern
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Total City Requests	\$ 98,034
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RESOLUTION NO. 2740

A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET ADJUSTMENT FOR FISCAL YEAR 2018-19.

WHEREAS, the City adopted a budget and appropriated funds for fiscal year 2018-19 by Resolution 2691; and,

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

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

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

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

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

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

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

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

This resolution becomes effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 18th day of March 2019 and filed with Wilsonville City Recorder this same date.

Tim Knapp, Mayor

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Akervall

Councilor Stevens

Councilor Lehan

Councilor West

Attachment:

- A. Need, Purpose And Amount: Detail By Fund & Category

ATTACHMENT A

NEED, PURPOSE AND AMOUNT: DETAIL BY FUND & CATEGORY

	Current Appropriations	Change in Appropriations	Amended Appropriations
General Fund			
Interfund transfers	4,502,000	50,000	4,552,000
Contingency	9,151,958	(50,000)	9,101,958
All other requirements	24,229,663	-	24,229,663
Net change in requirements	\$ 37,883,621	\$ -	\$ 37,883,621
Interfund transfers is for the funding of the Town Center Water Feature Repair capital projects. Net zero transactions include the following: capital projects: Coffee Creek Area Planning and Arrowhead Creek Planning.			
Community Development Fund			
Interfund Transfers	\$ (3,225,167)	\$ -	\$ (3,225,167)
All other resources	(4,097,732)	-	(4,097,732)
Total increase in resources	(7,322,899)	-	(7,322,899)
Contingency	\$ 1,992,868	\$ -	\$ 1,992,868
All other requirements	5,330,031	-	5,330,031
Net change in requirements	\$ 7,322,899	\$ -	\$ 7,322,899
Net zero transactions include the project management fees on the following capital improvement projects: Coffee Creek Area Planning and Arrowhead Creek Planning.			
Facilities/Information Services Capital Projects Fund			
Beginning Fund Balance	\$ (161,588)	\$ (48,034)	(209,622)
All other resources	(3,608,945)	-	(3,608,945)
Total increase in resources	\$ (3,770,533)	\$ (48,034)	(3,818,567)
Contingency	\$ (5,977)	\$ 48,034	\$ 42,057
All other requirements	3,776,510	-	3,776,510
Net change in requirements	\$ 3,770,533	\$ 48,034	\$ 3,818,567
Restate beginning fund balance to be available for the funding of projects.			
Parks Capital Projects Fund			
Interfund transfers	\$ (6,380,423)	\$ (50,000)	\$ (6,430,423)
All other resources	(205,834)	-	(205,834)
Total increase in resources	\$ (6,586,257)	\$ (50,000)	\$ (6,636,257)
Parks capital projects	\$ 5,777,992	\$ 50,000	\$ 5,827,992
Contingency	808,265	-	808,265
Net change in requirements	\$ 6,586,257	\$ 50,000	\$ 6,636,257
The interfund transfers and the corresponding requirements for parks capital projects is for the following capital project: Town Center Park Paver Repair.			
Parks SDC Fund			
Interfund Transfers	\$ 4,196,748	\$ -	\$ 4,196,748
Contingency	4,647,470	-	4,647,470
Materials and Services	3,967	-	3,967
Net change in requirements	\$ 8,848,185	\$ -	\$ 8,848,185
Net zero transfers are requested between the following projects: Restroom at Dog Park/Community Garden and the Skate Park.			



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: March 18, 2019	Subject: Resolution No. 2741 \$3.8M Bond Issuance with Columbia Bank and an Interagency Agreement between the City and Urban Renewal Agency (URA) for Repayment of the long Term Debt. Staff: Cathy Rodocker, Finance Department Department: Finance	
Action Required	Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: Staff recommends that Council adopt Resolution No. 2741.		
Recommended Language for Motion: I move that we approve Resolution No. 2741.		
Project / Issue Relates To:		
<input type="checkbox"/> Council Goals/Priorities: Fiscal Discipline	<input type="checkbox"/> Adopted Master Plan(s)	<input checked="" type="checkbox"/> Not Applicable

ISSUE BEFORE CITY COUNCIL:

Consideration is requested to approve, via Resolution No. 2741, which authorizes staff to obtain the \$3,800,000 bond to be used for the construction of the Garden Acre Road Project and to authorize an Intergovernmental Agreement (IGA) between the Urban Renewal Agency (Agency)

and the City whereby the Agency will accept the fiscal responsibility for the repayment of a \$3,800,000 bond issue that will be backed by the full faith and credit of the City.

EXECUTIVE SUMMARY:

The newly created Coffee Creek Urban Renewal Area is preparing for the construction of the Garden Acres Road Project. In order to fund the project, \$3,800,000 in bond proceeds from Columbia Bank will be used for the District's cost of the road construction project. Based on the current assessed values of the district, the estimated tax increment revenues did not meet the bank's debt service ratio. As a result, the bond is being issued with the full faith and credit of the City. The attached IGA obligates the Agency for the cost of the debt service.

Terms of the borrowing:

1. Interest Rate: Fixed at 3.19%.
2. Years: The term of the bond based on 10 years; however, the payment schedule is based on a 20 year amortization.
3. Security: Full faith and credit of the City is needed to secure the bond, however, the tax increment received by the Coffee Creek Area Plan will be used to make the annual payments.
4. Closing Fees: \$2,500 bank fees, \$3,000 legal fees to be paid at closing
5. Prepayment Penalty: There is not prepayment penalty for this loan.

The Garden Acre Road project is critical to the upgrade of the infrastructure in Coffee Creek to urban standards, allowing industrial development to occur. The project is estimated to cost approximately \$8.9 with the final design work and property acquisition currently underway. Construction will begin in FY2019-20. Sources of funding include Wastewater and Stormwater System Development Charges, reserve funds, contributions from Willamette Water Supply Program (WWSP) and the bond proceeds.

EXPECTED RESULTS:

Authorization of the resolution to execute financing of the \$3,800,000 long term debt and the attached IGA by the respective Resolution of the City and the Agency will provide the necessary funding to pay for the costs associated with the Garden Acres Road project within the Coffee Creek Urban Renewal District and the district will be financially responsible for the long-term debt service.

TIMELINE:

Bond closing is scheduled for the first week in April. The Garden Acres Road Project is expected to go out to bid on April 22 and construction to begin in the summer.

CURRENT YEAR BUDGET IMPACTS:

A supplemental budget adjustment will recognize the bond proceeds and financial services expenses in the Coffee Creek Plan Capital Project Fund.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 3/5/2019

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 3/12/2018

COMMUNITY INVOLVEMENT PROCESS:

There was no specific community outreach or involvement pertaining to this borrowing.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

The bond sale allows the City/Urban Renewal to take advantage of low interest rates and allows for the construction the Garden Acres Road project in conjunction with the WWSP pipe project and their contribution to the overall cost of the road project.

ALTERNATIVES:

1. Negotiate with Bank for longer period term of debt. (Potential downside is more interest paid over the life of the debt.)
2. Postpone construction of the Garden Acres Road Project.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No. 2741
 - A. Exhibit: Intergovernmental Agreement Between the Urban Renewal Agency and the City.
2. Columbia Bank

RESOLUTION NO. 2741

**A RESOLUTION OF THE CITY OF WILSONVILLE, OREGON
AUTHORIZING FINANCING OF THE CAPITAL PROJECT DESCRIBED IN THE
COFFEE CREEK URBAN RENEWAL PLAN.**

WHEREAS, the City of Wilsonville, Oregon (the “City”) is authorized by Oregon Revised Statutes Section 271.390 to enter into agreements to finance or refinance real or personal property, including capital infrastructure projects, which the City Council determines is needed; and,

WHEREAS, it is desirable to obtain up to \$3,800,000 of financing to finance the Garden Acre Road Project (“Project) as described in the Coffee Creek Urban Renewal Plan, as it has been and may in the future be amended in accordance with its terms (the “Plan”) and,

WHEREAS, the Urban Renewal Agency of the City of Wilsonville (the “Agency”) is projected to have sufficient tax increment revenues to pay the amounts due from the City in connection with the financing of the Project, and will enter into an Intergovernmental Agreement (the “IGA”) with the City to use tax increment revenues to pay those amounts; and,

WHEREAS, therefore the City anticipates all payments on the City financing will come from the Agency;

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

Section 1. Determination of Need. The City Council hereby determines that the Project is needed.

Section 2. Financing Agreement Authorized. The City Council hereby authorizes the City to obtain up to \$3,800,000 in principal amount of financing for the Project pursuant to ORS 271.390. Proceeds of the financing may be used to finance the Project and to pay costs related to the financing.

Section 3. Delegation. The City Manager or the Finance Director of the City, or a person designated by the City Manager or the Finance Director to act under this Resolution (each of whom is referred to herein as a “City Official”) is hereby authorized, on behalf of the City and without further action by the City Council, to:

- (1) Negotiate, execute and deliver a financing agreement (the “Financing Agreement”) in an aggregate principal amount that does not exceed \$3,800,000 to finance the Project and pay costs related to the financing. Subject to the limitations of this Resolution, the Financing Agreement may be in such form and contain such terms as the City Official may approve.
- (2) Determine the final principal amount, interest rates, payment dates, prepayment rights and all other terms of the financing.

- (3) Negotiate, execute and deliver a note to evidence the amount due under the Financing Agreement.
- (4) Select a commercial bank or investor with which to negotiate, execute and deliver the Financing Agreement.
- (5) Covenant for the benefit of the owner of the Financing Agreement to comply with all provisions of the Internal Revenue Code of 1986, as amended (the “Code”) which are required for the interest paid under the Financing Agreement to be excluded from gross income for federal income tax purposes.
- (6) Designate the Financing Agreement as a “qualified tax-exempt obligation” pursuant to Section 265(b)(3) of the Code, if applicable.
- (7) Execute and deliver any other certificates or documents and take any other actions which the City Official determines are desirable to carry out this Resolution.
- (8) Enter into the IGA to make financing payments with the Urban Renewal Agency of the City of Wilsonville, Oregon, in substantially the form attached to the Resolution as Exhibit A.

Section 4. Payments from Tax Increment Revenues. The City Official is authorized to enter into an intergovernmental agreement with the Agency, under which the Agency agrees to provide tax increment revenues in sufficient amounts to pay all amounts due from the City under the Financing Agreement. The intergovernmental agreement shall be in substantially the form attached to this resolution as Exhibit A, but with any changes the City Official may approve.

Section 5. Security. Pursuant to ORS 287A.315, the City Official may pledge the City’s full faith and credit and taxing power within the limitations of Sections 11 and 11b of Article XI of the Oregon Constitution to pay the amounts due under the Financing Agreement. The City is not authorized to levy additional taxes to pay the amounts due under the Financing Agreement. In addition, the City Official may pledge unspent proceeds of the financing to pay the amounts due from the City under the Financing Agreement.

Section 6. Reimbursement Declaration. The City hereby declares its official intent to reimburse its or the Agency’s expenditures on the Project with the proceeds of the financing pursuant to United States Treasury Regulation 1.150-2.

Section 7. Effective Date. This Resolution takes effect upon adoption by the City Council.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 18th day of March, 2019 and filed with Wilsonville City Recorder this same date.

Tim Knapp, Mayor

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp
Council President Akervall
Councilor Lehan
Councilor Stevens
Councilor West

Exhibit:

- A. Intergovernmental Agreement Intergovernmental Agreement Between the Urban Renewal Agency and the City.

Exhibit A – Form of Intergovernmental Agreement

Form of

Intergovernmental Agreement
To Make Financing Payments

By and between the

Urban Renewal Agency of the City of Wilsonville, Oregon

And the

City of Wilsonville, Oregon

Dated as of March 18, 2019

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**Intergovernmental Agreement
To Make Financing Payments**

This Intergovernmental Agreement to Make Financing Payments is dated as of March 18, 2019, and is entered into by and between the Urban Renewal Agency of the City of Wilsonville, Oregon (the “Agency”) and the City of Wilsonville, Oregon (the “City”). The parties hereby agree as follows:

Section 1. Definitions and Recitals.

(1) Definitions.

Unless the context clearly requires otherwise, capitalized terms used in this Intergovernmental Agreement that are defined in this Section 1(1) shall have the following meanings:

“Area” means the Coffee Creek Urban Renewal Area described in the Plan.

“Financing Agreement” means the Financing Agreement (Coffee Creek Urban Renewal Projects) between the City and Columbia State Bank in the principal amount of (\$3,800,000) to finance the Projects, which is dated as of March 5, 2019.

“Financing Payments” means the principal and interest payments the City is required to make to Columbia State Bank under the Financing Agreement.

“Plan” means the Coffee Creek Urban Renewal Plan approved by City Ordinance No. 796 as that plan has been, and may in the future be, amended pursuant to its terms.

“Project” means the Garden Acres Road Project.

“Tax Increment Revenues” means all revenues that the Agency collects for the Area under the provisions of Article IX, Section 1c of the Oregon Constitution and ORS Chapter 457.

(2) Project-Related Agreements.

- (A) The City has entered into the Financing Agreement to finance costs of the Project and to pay costs of issuance.
- (B) The City and the Agency agree that the proceeds of the Financing Agreement to finance the Project should be deposited directly with the Agency and the City’s lender will make that deposit on April 4, 2019.
- (C) The Project is properly described as Urban Renewal Project in the Plan.

- (D) The Agency is authorized to spend Tax Increment Revenues to pay for the costs of the Project.
- (E) The Project will assist the Agency in carrying out its Plan.
- (F) The Agency will only spend the proceeds on the Project.
- (G) Unless the City and Agency receive a written opinion from bond counsel that a sale is permitted, so long as the Financing Agreement is outstanding, the Project will remain owned by the City or Agency.
- (H) This is the Agency's first expenditure against the \$67,000,000 maximum indebtedness limit in the Plan.

Section 2. The Financing Payments.

(1) The Financing Payments.

The Agency hereby agrees to pay to the City, not less than one business day prior to the dates on which the City is required to pay the Financing Payments, amounts that are equal to the Financing Payments. The amounts and dates of the Financing Payments are shown in Exhibit A.

(2) Security for the Obligation of the Agency to Pay the Financing Payments.

This Intergovernmental Agreement shall constitute indebtedness of the Agency in a principal amount that is equal to the Financing Amount. The Agency is obligated to make the payments due under this Intergovernmental Agreement solely from the Tax Increment Revenues. Pursuant to ORS 287A.310, the Agency pledges the Tax Increment Revenues to pay the amounts described in Section 2.1. The pledge that secures this Intergovernmental Agreement shall be superior to all other pledges or commitments of Tax Increment Revenues that the Agency makes, unless the City agrees in writing to subordinate its claim against the Tax Increment Revenues or to grant a lien on the Tax Increment Revenues on parity.

Section 3. Prepayment.

If the City exercises its option to prepay the Financing Payments in whole or in part, unless the Agency consents in advance and in writing, the Agency shall not be obligated to prepay the amounts due from it under this Intergovernmental Agreement.

Section 4. Estoppel.

The Agency hereby certifies, recites and declares that all things, conditions and acts required by the Constitution and Statutes of the State of Oregon and by this Intergovernmental Agreement to exist, to

have happened and to have been performed precedent to and in the execution and the delivery of this Intergovernmental Agreement, do exist, have happened and have performed in due time, form and manner, as required by law, and that this Intergovernmental Agreement is a valid and binding obligation of the Agency that is enforceable against the Agency in accordance with its terms, except to the extent that enforceability may be limited by applicable bankruptcy, insolvency, fraudulent conveyance, reorganization, moratorium or other laws or judicial decisions or principles relating to or affecting the enforcement of creditor's rights or contractual obligations generally.

Section 5. Title.

Neither the City nor the owner of the Financing Agreement shall have a lien on or security interest in the Project.

Section 6. Miscellaneous.

(1) Binding Effect.

This Intergovernmental Agreement shall inure to the benefits of and shall be binding upon the Agency and the City and their respective successors and assigns.

(2) Severability.

In the event any provisions of this Intergovernmental Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provisions hereof.

(3) Amendments.

This Intergovernmental Agreement may be amended only by a writing signed by both parties.

(4) Execution in Counterparts.

This Intergovernmental Agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute the same instrument.

(5) Applicable Law.

This Intergovernmental Agreement shall be governed by and construed in accordance with the laws of the State of Oregon. Any action regarding this Intergovernmental Agreement or the transactions contemplated hereby shall be brought in an appropriate court of the State of Oregon in Clackamas County, Oregon, or any court in the State of Oregon where jurisdiction and venue are proper.

(6) Rules of Construction.

References to section numbers in documents that do not specify the document in which the section is located shall be construed as references to section numbers in this Intergovernmental Agreement.

(7) Headings.

The headings, titles and table of contents in this Intergovernmental Agreement are provided for convenience and shall not affect the meaning, construction or effect of this Intergovernmental Agreement.

IN WITNESS WHEREOF, the Agency and the City have executed this Intergovernmental Agreement as of the date indicated above.

Urban Renewal Agency of the City of Wilsonville, Oregon

Bryan Cosgrove, City Manager

City of Wilsonville, Oregon

Brian Cosgrove, City Manager

EXHIBIT A**Financing Payment Schedule**

Interest at the rate of 3.019%, calculated on a 30/360 day basis, is payable semi-annually on each December 1 and June 1 commencing, December 1, 2019. Principal and interest are payable according to the following schedule:

Date	Payment	Interest	Principal	Balance
4/4/2019				\$ 3,800,000.00
12/1/2019	\$ 138,403.92	\$ 79,803.17	\$ 58,600.75	\$ 3,741,399.25
6/1/2020	\$ 138,403.92	\$ 59,675.32	\$ 78,728.60	\$ 3,662,670.64
12/1/2020	\$ 138,403.92	\$ 58,419.60	\$ 79,984.32	\$ 3,582,686.32
6/1/2021	\$ 138,403.92	\$ 57,143.85	\$ 81,260.07	\$ 3,501,426.25
12/1/2021	\$ 138,403.92	\$ 55,847.75	\$ 82,556.17	\$ 3,418,870.08
6/1/2022	\$ 138,403.92	\$ 54,530.98	\$ 83,872.94	\$ 3,334,997.13
12/1/2022	\$ 138,403.92	\$ 53,193.20	\$ 85,210.72	\$ 3,249,786.42
6/1/2023	\$ 138,403.92	\$ 51,834.09	\$ 86,569.83	\$ 3,163,216.59
12/1/2023	\$ 138,403.92	\$ 50,453.30	\$ 87,950.62	\$ 3,075,265.98
6/1/2024	\$ 138,403.92	\$ 49,050.49	\$ 89,353.43	\$ 2,985,912.55
12/1/2024	\$ 138,403.92	\$ 47,625.31	\$ 90,778.61	\$ 2,895,133.93
6/1/2025	\$ 138,403.92	\$ 46,177.39	\$ 92,226.53	\$ 2,802,907.40
12/1/2025	\$ 138,403.92	\$ 44,706.37	\$ 93,697.55	\$ 2,709,209.85
6/1/2026	\$ 138,403.92	\$ 43,211.90	\$ 95,192.02	\$ 2,614,017.83
12/1/2026	\$ 138,403.92	\$ 41,693.58	\$ 96,710.34	\$ 2,517,307.50
6/1/2027	\$ 138,403.92	\$ 40,151.05	\$ 98,252.87	\$ 2,419,054.63
12/1/2027	\$ 138,403.92	\$ 38,583.92	\$ 99,820.00	\$ 2,319,234.63
6/1/2028	\$ 138,403.92	\$ 36,991.79	\$ 101,412.13	\$ 2,217,822.50
12/1/2028	\$ 138,403.92	\$ 35,374.27	\$ 103,029.65	\$ 2,114,792.85
6/1/2029	\$ 2,148,523.80	\$ 33,730.95	\$ 2,114,792.85	\$ 0.00



March 5, 2019

Sent Via Email

RE: Up to \$3,800,000.00 Tax-Exempt Bank Qualified Financing.

City of Wilsonville
Attn: Cathy Rodocker
Finance Director
Rodocker@ci.wilsonville.or.us

Dear Cathy,

Thank you for giving Columbia State Bank the opportunity to present you with this Commitment for lending services. We are truly proud of our record of excellent customer service and expert consultation, and we are honored to provide the same services to your organization.

We are confident that you will find the enclosed Terms and Conditions will meet your needs for a very competitive structure. Being a community bank, with a local presence we keep your money working in your community.

Note: The attached Commitment Letter will expire on April 4, 2019 (anticipated closing date) unless extended in writing by the Bank.

Please feel free to contact me directly should you have any questions.

Sincerely,

A handwritten signature in cursive script that reads 'Sharon Capizzo Guisande'.

Sharon Capizzo Guisande
Senior Vice President
Columbia State Bank
sguisande@columbiabank.com
503-279-3906



LOAN PROPOSAL

The following Terms and Conditions outlined below are the terms under which the bank is willing to provide credit and is subject to documentation standards required by the Bank.

Borrower:	City of Wilsonville, Oregon ("the City")
BONDS:	Up to \$3,800,000.
Purpose:	Improve infrastructure within the Coffee Creek Urban Renewal District (URA)
Loan Type	Single advance Tax-exempt Bank Qualified Term Loan.
Amortization:	10-year maturity/20-year amortization (10/20).
Maturity:	June 1, 2029 (10-years)
Rate:	Tax-exempt Bank Qualified fixed rate of 3.19%. Rate is calculated on a 30/360 day basis.
Repayment:	Interest due semi-annual based on a 30/360 day basis on December 1 and June 1, commencing December 1, 2019. Principal due Semi-annually on December 1 and June 1, commencing December 1, 2019.
Prepayment:	The City may prepay the Facility in whole or in part at any time without premium or penalty.
Fees:	loan fee \$2,500.00 , plus Bank's out of pocket expenses for documentation review by Bank's Counsel. Bank's counsel review fees not to exceed \$3,000.00 , and assumes all documents are prepared by Borrower Counsel. Borrower shall pay the fees and costs of its counsel. Borrower may use proceeds of this financing to pay fees/cost of this financing.
	All fees are due and payable at closing.

Following applies to all Facilities:

Collateral:	The obligation under the Financing Agreement to make the Payments when due are secured by and payable from a Pledge of the City's Full Faith and Credit and shall be payable from all lawfully available funds as defined in ORS Chapter 287A.
	The obligation is also secured by a pledge of the proceeds until spent.
Disclosure:	Not required.

Official Statement: Not required

Conditions:

Representations and

Warranties: Usual and customary for transactions of this type.

Covenants: Usual and customary covenants for transactions of this type will include but are not limited to the following:

Events of Default: Usual and customary in transactions of this type. In addition to other legal remedies, if an event of default occurs due to (i) nonpayment of principal, interest, fees or other amounts when due, or (ii) failure to maintain the tax-exempt status of the obligation, then the Bank may increase the interest rate by an additional 5%.

Reporting

Requirements:

Annually:

CPA prepared Audited fiscal yearend financial statements due no later than 270-days after fiscal year end.

Copy of the City's adopted/approved budget. No later than 90-days after the City's fiscal year end.

Such other financial information as may be reasonably requested by the Bank from time to time.

Other requirements:

City's Bond Counsel to provide enforceability opinions, resolution authorizing debt issuance, and Tax Opinion acceptable to the Bank and Bank Counsel.

Documents to be prepared by the City's Bond Counsel acceptable to Bank and Bank Counsel.

This Term Sheet will expire on April 4, 2019, unless extended in writing by the Bank.

The above terms are subject to final internal credit approval.

This Summary of Terms and Conditions contain confidential and proprietary loan structuring and pricing information. Except for disclosure on a confidential basis to your accountants, attorneys and other professional advisors retained by you in connection with the credit facilities contained in this summary of Terms and Conditions or as may be required by law, the contents of the Summary of Terms and Conditions may not be disclosed in whole or in part to any other person or entity without our prior written consent, provided that nothing herein shall restrict disclosure of information relating to the tax structure or tax treatment of the proposed credit facilities.

Under Oregon law, most agreements, promises, and commitments made by us, Columbia State Bank, concerning loans and other credit extensions which are not tied to personal, family or household purposes or secured solely by the borrower's residence must be in writing, express consideration and be signed by us to be enforceable.



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: March 18, 2019	Subject: Ordinance Nos. 832 and 833 – 2nd Reading Annexation and Zone Map Amendment for Frog Pond Meadows Subdivision in Frog Pond West. Staff Member: Kimberly Rybold, AICP, Associate Planner Department: Community Development	
Action Required	Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: March 4, 2019 <input checked="" type="checkbox"/> Ordinance 1 st Reading Date: March 4, 2019 <input checked="" type="checkbox"/> Ordinance 2 nd Reading Date: March 18, 2019 <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable	
Comments: N/A		
Staff Recommendation: Staff recommends that Council adopt Ordinance Nos. 832 and 833 on second reading.		
Recommended Language for Motion: I move to approve Ordinance No. 832 on the second reading. I move to approve Ordinance No. 833 on the second reading.		
Project / Issue Relates To:		
<input checked="" type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s): Frog Pond West	<input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

Approve, modify, or deny Ordinance Nos. 832 and 833 to annex and rezone approximately 24 acres on the west side of Stafford Road just north of Boeckman Road within the Frog Pond West Master Plan area, enabling development of a 74-lot single-family subdivision.

EXECUTIVE SUMMARY:

The proposed subdivision is the third area, following the 44-lot Stafford Meadows subdivision to the south and the 78-lot Morgan Farm subdivision to the west, proposed for annexation and subsequent development consistent with the Frog Pond West Master Plan. The subdivisions are envisioned to blend together as one cohesive high-quality neighborhood. Concurrent with the adoption of the Frog Pond West Master Plan, the City added a new zoning district, Residential Neighborhood (RN), intended for application to the Master Plan area. The requested zone map amendment proposes applying the Residential Neighborhood (RN) Zone to the 15-acre Frog Pond Meadows subdivision, consistent with this intention.

The subject area also includes the Community of Hope Church, which will remain, and property owned by the West Linn-Wilsonville School District, a portion of which is planned for a future park. Portions of both of these properties will be partitioned and included within the Frog Pond Meadows subdivision, with the Public Facility (PF) Zone applied to the remaining areas.

Following their review at the February 11, 2019 meeting, the Development Review Board, Panel A, unanimously recommended approval of an Annexation and a Zone Map Amendment for the subject property. The DRB also approved with conditions, contingent on the Annexation and Zone Map Amendment, a Stage I Master Plan, Stage II Final Plan, Site Design Review, Tentative Subdivision Plat, two Tentative Partition Plats, Type C Tree Removal Plan, two Waivers, and Abbreviated SRIR.

EXPECTED RESULTS:

Adoption of Ordinance Nos. 832 and 833 will bring this portion of the Frog Pond West Master Plan area into the City and zone for development consistent with the Master Plan.

TIMELINE:

The Annexation and Zone Map Amendment will be in effect 30 days after ordinance adoption and upon filing the annexation records with the Secretary of State as provided by ORS 222.180.

CURRENT YEAR BUDGET IMPACTS:

FY 18/19 will see the first of the income and expenditures consistent with the infrastructure-financing plan of the Frog Pond West Master Plan.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 2/21/2019

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 2/25/2019

COMMUNITY INVOLVEMENT PROCESS:

Staff sent the required public hearing notices. In addition, significant public involvement occurred during development and approval of the Frog Pond Area Plan and Frog Pond West Master Plan, with which the proposed actions are consistent.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

The annexation and development of the subject land will provide additional housing choices and continued development of quality neighborhoods.

ALTERNATIVES:

The alternatives are to approve or deny the annexation and zone map amendment requests.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

A. Exhibit A – Annexation Ordinance No. 832:

1. Attachment 1 – Legal Description and Sketch Depicting Land/Territory to be Annexed
2. Attachment 2 – Petition for Annexation
3. Attachment 3 – Annexation Findings
4. Attachment 4 – Development Review Board Panel A Resolution No. 360 Recommending Approval of Annexation

B. Exhibit B – Zone Map Amendment Ordinance No. 833

1. Attachment 1 – Zoning Order DB18-0061 Including Legal Description and Sketch Depicting Zone Map Amendment
2. Attachment 2 – Zone Map Amendment Findings
3. Attachment 3 – Development Review Board Panel A Resolution No. 360 Recommending Approval of Zone Map Amendment

ORDINANCE NO. 832

AN ORDINANCE OF THE CITY OF WILSONVILLE ANNEXING APPROXIMATELY 24 ACRES OF PROPERTY LOCATED ON THE WEST SIDE OF STAFFORD ROAD JUST NORTH OF BOECKMAN ROAD INTO THE CITY LIMITS OF THE CITY OF WILSONVILLE, OREGON; THE LAND IS MORE PARTICULARLY DESCRIBED AS TAX LOTS 1800, 1902, 1903, 2000 AND 2200 AND A PORTION OF STAFFORD ROAD RIGHT-OF-WAY, SECTION 12D, TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, CLACKAMAS COUNTY, OREGON. KATHLEEN E. LUDWIG, CLIFTON MOLATORE, BRENDA L. MELUM, LYNETTE E. EATON, THEODORE W. EATON, ROBERT KESSLER, BONNIE KESSLER, AND DIANE HILLIER, PETITIONERS.

WHEREAS, a petition submitted to the City requests annexation of certain real property legally described and depicted in Attachment 1; and

WHEREAS, Kathleen E. Ludwig, an authorized signer for West Linn-Wilsonville School District, Lynette E. Eaton and Theodore W. Eaton, authorized signers for Joint Revocable Trust of Theodore and Lynette Eaton, Clifton Molatore, an authorized signer for 27687 Stafford Road LLC, and Brenda Melum, an authorized signer for Community of Hope ELCA, together representing 100 percent of the property ownership within the annexation area signed the petition; and

WHEREAS, Lynette E. Eaton, Theodore W. Eaton, Bonnie Kessler, Robert Kessler, and Diane Hillier, together representing a majority of the electors within the annexation area signed the petition; and

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

WHEREAS, the land to be annexed is within the Urban Growth Boundary and has been master planned as part of the Frog Pond West Neighborhood; and

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

WHEREAS, Panel A of the Development Review Board considered the annexation and after a duly advertised public hearing held on February 11, 2019 unanimously recommended City Council approve the annexation; and

WHEREAS, on March 4, 2019, the City Council held a public hearing as required by Metro Code 3.09.050; and

WHEREAS, reports were prepared and considered as required by law; and because the annexation is not contested by any party, the City Council chooses not to submit the matter to the voters and does hereby favor the annexation of the subject tract of land based on findings, conclusions, and the Development Review Board’s recommendation to City Council.

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

1. The tract of land, described and depicted in Attachment 1, is declared annexed to the City of Wilsonville.
2. The findings and conclusions incorporated in Attachment 3 are adopted. The City Recorder shall immediately file a certified copy of this ordinance with Metro and other agencies required by Metro Code Chapter 3.09.050(g) and ORS 222.005. The annexation shall become effective upon filing of the annexation records with the Secretary of State as provided by ORS 222.180.

SUBMITTED to the Wilsonville City Council and read for the first time at a regular meeting thereof on the 4th day of March, 2019, and scheduled for a second reading at a regular meeting of the Council on the 18th day of March, 2019, commencing at the hour of 7:00 P.M. at the Wilsonville City Hall.

Kimberly Veliz, City Recorder

ENACTED by the City Council on the 18th day of March, 2019 by the following votes:

Yes: ___ No: ___

Kimberly Veliz, City Recorder

DATED and signed by the Mayor this _____ day of March, 2019.

TIM KNAPP, Mayor

SUMMARY OF VOTES:

Mayor Knapp

Council President Akervall

Councilor Stevens

Councilor Lehan

Councilor West

Attachments:

1. Attachment 1 – Legal Description and Sketch Depicting Land/Territory to be Annexed
2. Attachment 2 – Petition for Annexation
3. Attachment 3 – Annexation Findings
4. Attachment 4 – Development Review Board Panel A Resolution No. 360 Recommending Approval of Annexation

Ordinance No. 832 Attachment 1

EXHIBIT A

LEGAL DESCRIPTION

STAFFORD MEADOWS PHASE 2 AND 3 ANNEXATION AREA

October 5, 2018 (Otak #18806)

Those properties described in the following deeds recorded as Document Numbers 98-125139, 99-094345, 2006-019465, 2016-072238, and that property described as Parcel II in Document Number 99-052396, all of Clackamas County Records, along with that portion of S.W. Stafford Road adjoining said properties, in the southeast one-quarter of Section 12, Township 3 South, Range 1 West, and in the southwest one-quarter of Section 7, Township 3 South, Range 1 East, Willamette Meridian, Clackamas County, Oregon, the exterior boundary of said properties being described as follows:

BEGINNING at a point on the east line of the southeast one-quarter of said Section 12, said POINT OF BEGINNING being on the centerline of said S.W. Stafford Road, North 01°40'13" East a distance of 30.00 feet from the southeast corner of said Section 12;
thence North 88°35'30" West a distance of 217.21 feet;
thence along the lines of said Document Number 99-094345 property and the southerly extension thereof through the following two courses:
North 01°38'35" East a distance of 313.96 feet;
and North 88°38'13" West a distance of 277.22 feet;
thence along the west lines of said Document Number 99-094345, 2016-072238, and 2006-019465 properties, North 01°40'51" East a distance of 514.26 feet to a point on the south line of said Document Number 98-125139 property;
thence along said south line, North 88°35'30" West a distance of 464.07 feet to the northeast corner of said Parcel II;
thence along the lines of said Parcel II through the following three courses:
South 01°40'35" West a distance of 398.74 feet;
North 88°35'30" West a distance of 540.50 feet;
and South 01°38'47" West a distance of 429.26 feet to a point on the north right of way line of S.W. Boeckman Road 30.00 feet from, when measured at right angles to, the centerline thereof;

Ordinance No. 832 Attachment 1

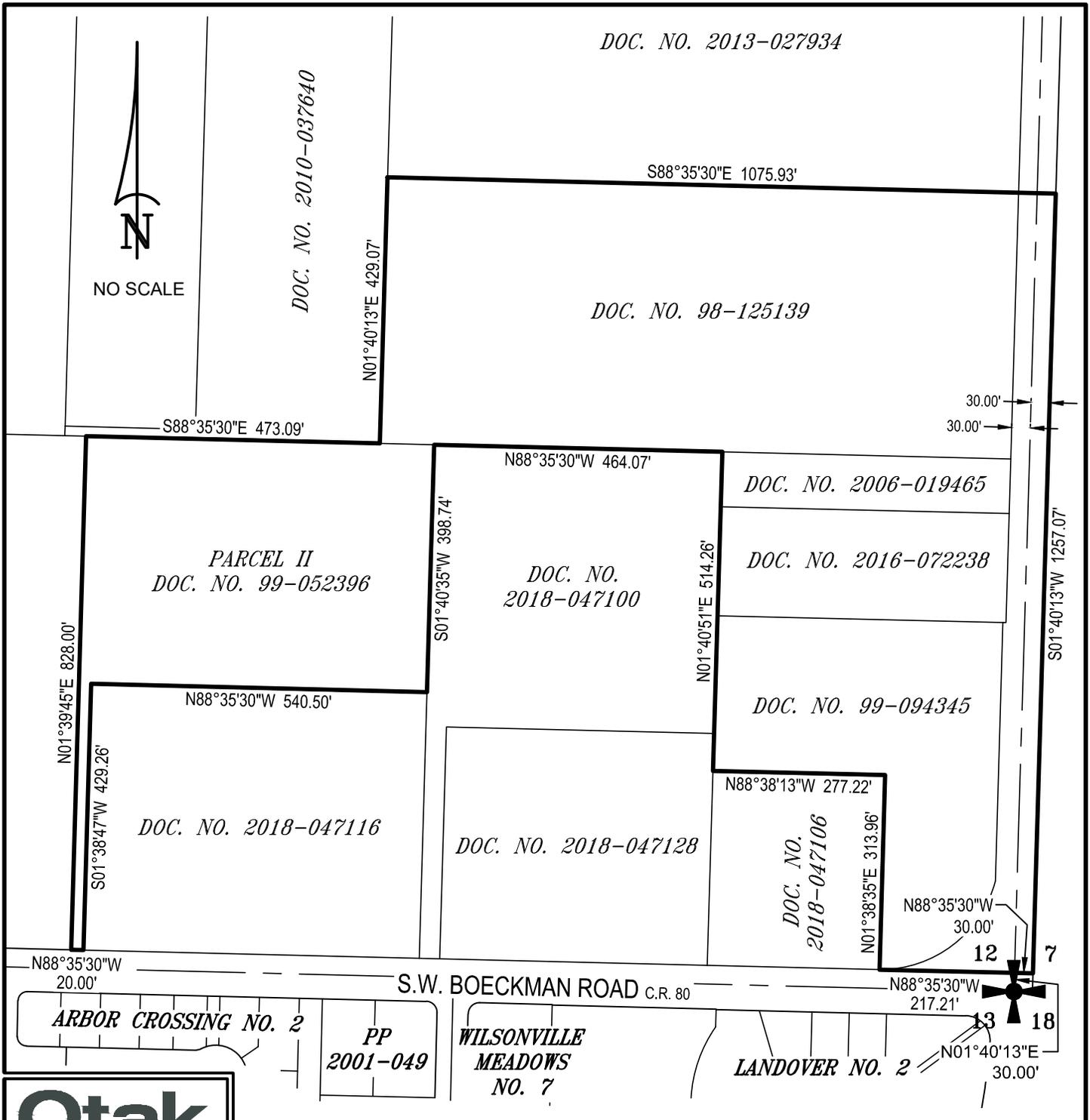
thence along said north right of way line, North 88°35'30" West a distance of 20.00 feet to the west line of said Parcel II;
thence along the lines of said Parcel II through the following two courses:
North 01°39'45" East a distance of 828.00 feet;
and South 88°35'30" East a distance of 473.09 feet to the southwest corner of said Document Number 98-125139 property;
thence along the west line of said Document Number 98-125139 property, North 01°40'13" East a distance of 429.07 feet;
Thence along the north line of said Document Number 98-125139 property and the easterly extension thereof, South 88°35'30" East a distance of 1075.93 feet to a point on the east right of way line of said S.W. Stafford Road;
thence along said east right of way line, South 01°40'13" West a distance of 1257.07 feet;
thence North 88°35'30" West a distance of 30.00 feet to the POINT OF BEGINNING.

Contains 23.90 acres, more or less.

Bearings based on the Oregon State Plane Coordinate System, NAD83, North Zone.



Ordinance No. 832 Attachment 1



Otak

808 SW 3rd Ave., Ste. 300
 Portland, Oregon 97204
 Phone: (503) 287-6825
 www.otak.com
 project: 17868

EXHIBIT A

SHEET 3 OF 3

STAFFORD MEADOWS PHASE 2 & 3 ANNEXATION
 IN THE SOUTHEAST ONE-QUARTER OF SECTION 12
 TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN
 CLACKAMAS COUNTY, OREGON

OCTOBER 5, 2018

Ordinance No. 832 Attachment 2

CERTIFICATION OF PROPERTY OWNERSHIP OF 100% OF LAND AREA

I hereby certify that the attached petition contains the names of the owners¹ (as shown on the last available complete assessment roll) of 100% of the land area of the territory proposed for annexation as described in the attached petition.

NAME Kevin Clarke
TITLE Cartographer II
DEPARTMENT Assessment & Taxation
COUNTY OF Clackamas
DATE 10/8/18



¹ Owner means the legal owner of record or, where there is a recorded land contract which is in force, the purchaser thereunder. If a parcel of land has multiple owners, each consenting owner shall be counted as a percentage of their ownership interest in the land. That same percentage shall be applied to the parcel's land mass and assessed value for purposes of the consent petition. If a corporation owns land in territory proposed to be annexed, the corporation shall be considered the individual owner of that land.

Ordinance No. 832 Attachment 2

CERTIFICATION OF REGISTERED VOTERS

I hereby certify that the attached petition contains the names of at least 50% of the electors registered in the territory proposed for annexation as described in the attached petition.

NAME Jennifer Wessels
TITLE Deputy Clerk
DEPARTMENT Elections
COUNTY OF Clackamas
DATE 10-10-18



Ordinance No. 832 Attachment 2

PETITION SIGNERS

NOTE: This petition may be signed by qualified persons even though they may not know their property description or precinct number.

SIGNATURE	PRINTED NAME	I AM A: *			PROPERTY ADDRESS	PROPERTY DESCRIPTION				PRECINCT #	DATE	
		PO	RV	O V		LOT #	1/4 SEC	T	R			
<i>Lynette E. Eaton</i>	Lynette E. Eaton			<input checked="" type="checkbox"/>	27767 SW Stafford Rd Wilsonville, OR 97070	1903						9/12/18
<i>J.W. Eaton</i>	J.W. Eaton			<input checked="" type="checkbox"/>								9/12/18

* PO = Property Owner
 RV = Registered Voter
 OV = Owner And Registered Voter



Ordinance No. 832 Attachment 3
Annexation Findings

Frog Pond Meadows 74-Lot Single-Family Subdivision

City Council
Quasi-Judicial Public Hearing

Hearing Date: March 4, 2019
Date of Report: February 15, 2019

Application No.: DB18-0060 Annexation

Request/Summary: City Council approval of quasi-judicial annexation of approximately 24 acres concurrently with proposed development as a single-family subdivision consistent with the Frog Pond West Master Plan.

Location: West side of Stafford Road, north of Boeckman Road. The property is specifically known as Tax Lots 1800, 1902, 1903, 2000, and 2200, and a portion of Stafford Road right-of-way, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon

**Owners/Electors/
Petitioners:** Kathleen E. Ludwig, Clifton Molatore, Brenda L. Melum, Lynette E. Eaton, Theodore W. Eaton, Robert Kessler, Bonnie Kessler, and Diane Hillier

Applicant: Dan Grimberg, West Hills Development

Applicant's Rep.: Li Alligood, AICP, OTAK, Inc.

Comprehensive Plan Designation: Residential Neighborhood, Public

Zone Map Classification (Current): RRFF 5 (Rural Residential Farm Forest 5-Acre)

Zone Map Classification (Proposed Concurrent with Annexation): RN (Residential Neighborhood), PF (Public Facility)

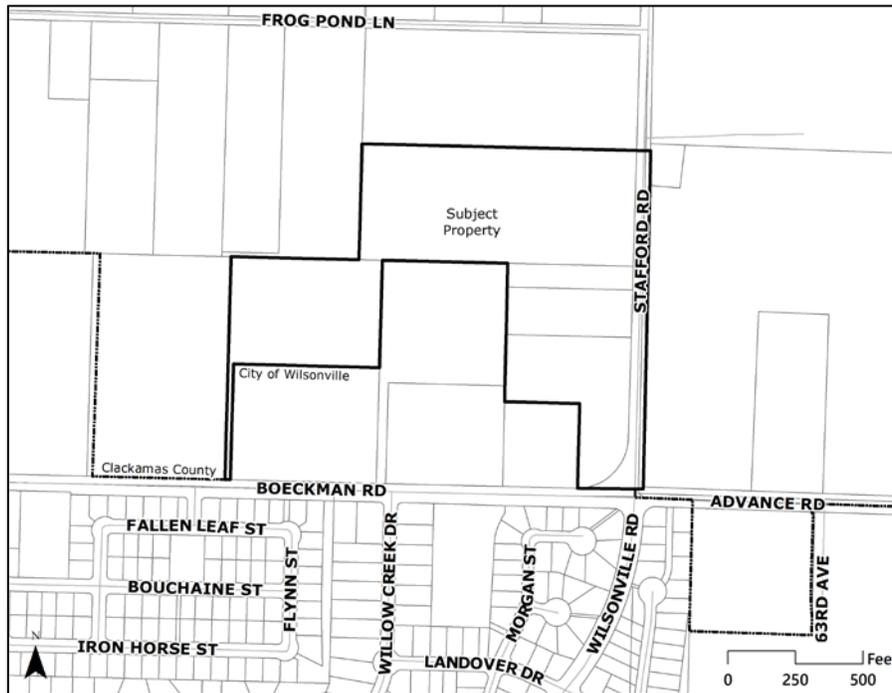
Staff Reviewer: Kimberly Rybold, AICP, Associate Planner

Staff/DRB Recommendation: Approve the requested annexation.

Applicable Review Criteria:

<u>Development Code:</u>	
Section 4.700	Annexation
<u>Comprehensive Plan and Sub-elements:</u>	
Citizen Involvement	
Urban Growth Management	
Public Facilities and Services	
Land Use and Development	
Plan Map	
Area of Special Concern L	
Transportation Systems Plan	
Frog Pond West Master Plan	
<u>Regional and State Law and Planning Documents</u>	
Metro Code Chapter 3.09	Local Government Boundary Changes
ORS 222.111	Authority and Procedures for Annexation
ORS 222.125	Annexation by Consent of All Land Owners and Majority of Electors
ORS 222.170	Annexation by Consent Before Public Hearing or Order for Election
Statewide Planning Goals	

Vicinity Map



Background/Summary:

The subject area has long been rural/semi-rural adjacent to the growing City of Wilsonville. Metro added the 181-acre area now known as Frog Pond West to the Urban Growth Boundary (UGB) in 2002 to accommodate future residential growth. To guide development of the area and the urban reserve areas to the east and southeast, the City of Wilsonville adopted the Frog Pond Area Plan in November 2015. The Frog Pond Area Plan envisions that “The Frog Pond Area in 2035 is an integral part of the Wilsonville community, with attractive and connected neighborhoods. The community’s hallmarks are the variety of quality homes; open spaces for gathering; nearby services, shops and restaurants; excellent schools; and vibrant parks and trails. The Frog Pond Area is a convenient bike, walk, drive, or bus trip to all parts of Wilsonville.”

As a follow up to the area plan and in anticipation of forthcoming development, in July 2017 the City of Wilsonville adopted the Frog Pond West Master Plan for the area within the UGB.

The proposed 15-acre subdivision is the third development proposal, following the 44-lot Stafford Meadows subdivision to the south and the 78-lot Morgan Farm subdivision to the west. The subdivision will connect to Stafford Meadows, blending together as one cohesive neighborhood.

This application also includes the Community of Hope Church and property owned by the West Linn-Wilsonville School District. The existing church will remain, with the westernmost 0.69 acres partitioned and included within the Frog Pond Meadows subdivision. In return, the applicant will transfer Tract M of the previously approved Stafford Meadows subdivision to the church. The application also proposes partitioning the easternmost 1.5 acres of the West Linn-Wilsonville School District property on Boeckman Road to be included within Frog Pond Meadows, with the remaining portion planned for a future park. Combined with adjacent Stafford Road right-of-way, the applicant proposes the annexation of approximately 23.9 acres into the City of Wilsonville.

All property owners and a majority of electors in the annexation area have consented in writing to the annexation.

Conclusion and Conditions of Approval:

Staff has reviewed the Applicant’s analysis of compliance with the applicable criteria. The Staff report adopts the applicant’s responses as Findings of Fact except as noted in the Findings. Based on the Findings of Fact and information included in this Staff Report, and information received from a duly advertised public hearing, Staff recommends the City Council annex the subject property with the following condition:

Request: DB18-0060 Annexation

PDA 1. The developer shall be subject to a Development and Annexation Agreement with the City of Wilsonville as required by the Frog Pond West Master Plan. The developer shall enter in the Development and Annexation Agreement prior to issuance of any public works permits by the City within the annexation area.

Findings:

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

Request: DB18-0015 Annexation

As described in the Findings below, the request meets the applicable criteria or will by Conditions of Approval.

Comprehensive Plan-Annexation and Boundary Changes

Consistent with Future Planned Public Services
Implementation Measure 2.2.1.a.

A1. The Frog Pond West Master Plan establishes the future planned public services and funding plan for the subject property. The development of public services and funding will be consistent with the Frog Pond West Master Plan thus allowing the annexation to proceed. West Hills and the City will enter into an annexation agreement detailing provision and development of public services as required by Condition of Approval PDA 1.

Demonstrated Need for Immediate Urban Growth
Implementation Measure 2.2.1.a.

A2. Metro brought the subject area into the Urban Growth Boundary in 2002 to meet demonstrated regional housing needs. With adoption for the Frog Pond West Master Plan the subject area is now primed for development to help meet regional housing needs.

Adherence to State and Metro Annexation Laws and Standards
Implementation Measures 2.2.1.e., 2.2.1.e. 3., 2.2.1.e. 4.

A3. This review applies all applicable Metro and Stage rules, regulations, and statutes as seen in findings below.

Orderly, Economic Provision of Public Facilities and Services
Implementation Measure 2.2.1.e. 1.

A4. The Frog Pond Area Plan includes implementation measures to ensure the orderly and economic provision of public facilities and services for the Frog Pond Area, including Frog Pond West. The applicant proposed site development with concurrent applications for Stage I and Stage II Planned Unit Development and Land Division, which proposes the extension of public facilities and services to the Frog Pond Meadows site. These proposed services are generally consistent with the Frog Pond Area Plan and Frog Pond West Master Plan, and the City's Finance Plan and Capital Improvements Plan.

Availability of Sufficient Land for Uses to Insure Choices over 3-5 Years

Implementation Measure 2.2.1.e. 2.

- A5.** The inclusion of the Frog Pond area within the UGB and the adoption of the Frog Pond Area Plan demonstrate the need for residential development in the Frog Pond Area. Annexation of the subject site will allow development of the uses envisioned by the adopted Frog Pond West Master Plan.

Wilsonville Development Code-Annexation

Authority to Review Quasi-Judicial Annexation Requests

Subsections 4.030 (.01) A, 11, 4.031 (.01) K, 4.033 (.01) F., and 4.700 (.02)

- A6.** The review of the quasi-judicial annexation request by DRB and City Council is consistent with the authority established in the Development Code.

Procedure for Review, Etc.

Subsections 4.700 (.01) and (.04)

- A7.** The submission materials from the applicant include an annexation petition signed by the necessary parties, a legal description and map of the land to be annexed, a narrative describing conformance with applicable criteria, and the City Council, upon recommendation from the Development Review Board, will declare the subject property annexed.

Adoption of Development Agreement with Annexation

Subsection 4.700 (.05)

- A8.** Subject to requirements in this subsection and the Frog Pond West Master Plan Condition of Approval PDA 1 requires the necessary parties enter into an annexation development agreement with the City covering the annexed land.

Metro Code

Local Government Boundary Changes

Chapter 3.09

- A9.** The request is within the UGB, meets the definition of a minor boundary change, satisfies the requirements for boundary change petitions, is consistent with the Comprehensive Plan, and Frog Pond West Master Plan.

Oregon Revised Statutes (ORS)

Authority and Procedure for Annexation

ORS 222.111

- A10.** The request meets the applicable requirements in state statute including the facts that subject property is within the UGB, is contiguous to the City, the request has been initiated

by the property owners of the land being annexed, and all property owners and a majority of electors within the annexed area consent in writing to the annexation.

Procedure Without Election by City Electors

ORS 222.120

A11. The City charter does not require elections for annexation, the City is following a public hearing process defined in the Development Code, and request meets the applicable requirements in state statute including the facts that all property owners and a majority of electors within the annexed area consent in writing to the annexation. Annexation of the subject property thus does not require an election.

Annexation by Consent Before Public Hearing

ORS 222.170

A12. All property owners and a majority of electors within the annexed area have provided their consent in writing. The City is following a public hearing process as prescribed in the City's Development Code concurrent with a Zone Map Amendment request and other quasi-judicial land use applications.

Oregon Statewide Planning Goals

Statewide Planning Goals

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

A13. The area proposed for annexation will be developed consistent with the City's Comprehensive Plan and the Frog Pond West Master Plan, both which have been found to meet the statewide planning goals.

Ordinance No. 832 Attachment 4

DEVELOPMENT REVIEW BOARD RESOLUTION NO. 360

A RESOLUTION ADOPTING FINDINGS RECOMMENDING APPROVAL TO CITY COUNCIL OF AN ANNEXATION AND ZONE MAP AMENDMENT FROM RURAL RESIDENTIAL FARM FOREST 5-ACRE (RRFF-5) TO RESIDENTIAL NEIGHBORHOOD (RN) AND PUBLIC FACILITY (PF) FOR APPROXIMATELY 23.9 ACRES OF PROPERTY LOCATED ON THE WEST SIDE OF STAFFORD ROAD JUST NORTH OF BOECKMAN ROAD, AND ADOPTING FINDINGS AND CONDITIONS APPROVING A STAGE I PRELIMINARY PLAN, STAGE II FINAL PLAN, SITE DESIGN REVIEW OF PARKS AND OPEN SPACE, TENTATIVE SUBDIVISION PLAT, TENTATIVE PARTITION PLAT (CHURCH PROPERTY), TENTATIVE PARTITION PLAT (SCHOOL PROPERTY), TYPE C TREE PLAN, WAIVER TO MINIMUM LOT SIZE, WAIVER TO MINIMUM FRONT SETBACK, AND ABBREVIATED SRIR REVIEW FOR A 74-LOT SINGLE-FAMILY SUBDIVISION. THE SUBJECT SITE IS LOCATED ON TAX LOTS 1800, 1902, 1903, 2000 AND 2200 AND A PORTION OF STAFFORD ROAD RIGHT-OF-WAY OF SECTION 12D, TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, CLACKAMAS COUNTY, OREGON. LI ALLIGOOD, AICP, OTAK – REPRESENTATIVE FOR WEST HILLS LAND DEVELOPMENT LLC - APPLICANT.

WHEREAS, an application, together with planning exhibits for the above-captioned development, has been submitted in accordance with the procedures set forth in Section 4.008 of the Wilsonville Code, and

WHEREAS, the Planning Staff has prepared staff report on the above-captioned subject dated February 4, 2019, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel A at a scheduled meeting conducted on February 11, 2019, at which time exhibits, together with findings and public testimony were entered into the public record, and

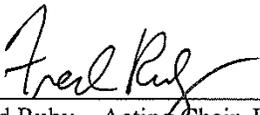
WHEREAS, the Development Review Board considered the subject and the recommendations contained in the staff report, and

WHEREAS, interested parties, if any, have had an opportunity to be heard on the subject.

NOW, THEREFORE, BE IT RESOLVED that the Development Review Board of the City of Wilsonville does hereby adopt the staff report dated February 4, 2019, attached hereto as Exhibit A1, with findings and recommendations contained therein, and authorizes the Planning Director to issue permits consistent with said recommendations, subject to City Council approval of the Annexation and Zone Map Amendment Requests (DB18-0060 and DB18-0061) for:

DB18-0062 through DB18-0068, DB19-0002, DB19-0003, SI18-0006; Stage I Master Plan, Stage II Final Plan, Site Design Review of Parks and Open Space, Tentative Subdivision Plat, Type C Tree Removal Plan, Waiver to Minimum Lot Size, Waiver to Minimum Front Setback, and Abbreviated SRIR Review for an 74 lot single-family subdivision and associated improvements.

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 11th day of February, 2019 and filed with the Planning Administrative Assistant on February 12, 2019. This resolution is final on the 15th calendar day after the postmarked date of the written notice of decision per *WC Sec 4.022(.09)* unless appealed per *WC Sec 4.022(.02)* or called up for review by the council in accordance with *WC Sec 4.022(.03)*.



Fred Ruby – Acting Chair, Panel A
Wilsonville Development Review Board

Ordinance No. 832 Attachment 4

Attest:



Shelley White, Planning Administrative Assistant

ORDINANCE NO. 833

AN ORDINANCE OF THE CITY OF WILSONVILLE APPROVING A ZONE MAP AMENDMENT FROM THE CLACKAMAS COUNTY RURAL RESIDENTIAL FARM FOREST 5 (RRFF5) ZONE TO THE RESIDENTIAL NEIGHBORHOOD (RN) ZONE ON APPROXIMATELY 15 ACRES AND TO THE PUBLIC FACILITY (PF) ZONE ON APPROXIMATELY 7 ACRES ON THE NORTH SIDE OF BOECKMAN ROAD JUST EAST OF BOECKMAN CREEK; THE LAND IS MORE PARTICULARLY DESCRIBED AS TAX LOTS 1800, 1902, 1903, 2000 AND 2200, SECTION 12D, TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, CLACKAMAS COUNTY, OREGON. WEST HILLS LAND DEVELOPMENT LLC, APPLICANT.

WHEREAS, certain real property within the Frog Pond West Master Plan is being annexed into the City; and

WHEREAS, the City of Wilsonville desires to have the properties zoned consistent with their Wilsonville Comprehensive Plan Map designation of “Residential Neighborhood” and “Public” rather than maintain the current Clackamas County zoning designations; and

WHEREAS, concurrent with the adoption of the Frog Pond West Master Plan and designating the subject property as “Residential Neighborhood” and “Public” in the Comprehensive Plan Map, the City added a new zoning district Residential Neighborhood (RN) intended for application to the Master Plan area; and

WHEREAS, churches are considered quasi-public uses that serve and benefit the community and application of the Public Facility (PF) zone is consistent with the recommendations of the Frog Pond West Master Plan; and

WHEREAS, the Zone Map Amendment is contingent on annexation of the property to the City of Wilsonville, which annexation has been petitioned for concurrently with the Zone Map Amendment request; and

WHEREAS, the City of Wilsonville Planning Staff analyzed the Zone Map Amendment request and prepared a staff report for the Development Review Board, finding that the application met the requirements for a Zone Map Amendment and recommending approval of the Zone Map Amendment, which staff report was presented to the Development Review Board on February 11, 2019; and

WHEREAS, the Development Review Board Panel 'A' held a public hearing on the application for a Zone Map Amendment on February 11, 2019, and after taking public testimony

and giving full consideration to the matter, adopted Resolution No. 360 which recommends City Council approval of the Zone Map Amendment request (Case File DB18-0061), adopts the staff report with findings and recommendation, all as placed on the record at the hearing; and

WHEREAS, on March 4, 2019, the Wilsonville City Council held a public hearing regarding the above described matter, wherein the City Council considered the full public record made before the Development Review Board, including the Development Review Board and City Council staff reports; took public testimony; and, upon deliberation, concluded that the proposed Zone Map Amendment meets the applicable approval criteria under the City of Wilsonville Development Code;

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

1. The City Council adopts, as findings and conclusions, the forgoing Recitals and the Zone Map Amendment Findings in Attachment 2, as if fully set forth herein.
2. The official City of Wilsonville Zone Map is hereby amended, upon finalization of the annexation of the property to the City, by Zoning Order DB18-0061, attached hereto as Attachment 1, from the Clackamas County Rural Residential Farm Forest 5 (RRFF5) Zone to the Residential Neighborhood (RN) and Public Facility (PF) Zones.

SUBMITTED to the Wilsonville City Council and read for the first time at a regular meeting thereof on the 4th day of March, 2019, and scheduled for a second reading at a regular meeting of the Council on the 18th day of March, 2019, commencing at the hour of 7:00 P.M. at the Wilsonville City Hall.

Kimberly Veliz, City Recorder

ENACTED by the City Council on the 18th day of March, 2019 by the following votes:

Yes: ____ No: ____

Kimberly Veliz, City Recorder

DATED and signed by the Mayor this _____ day of March, 2019.

TIM KNAPP, Mayor

SUMMARY OF VOTES:

Mayor Knapp

Council President Akervall

Councilor Stevens

Councilor Lehan

Councilor West

Attachments:

1. Attachment 1 – Zoning Order DB18-0061 Including Legal Description and Sketch Depicting Zone Map Amendment
2. Attachment 2 – Zone Map Amendment Findings
3. Attachment 3 – Development Review Board Panel A Resolution No. 360 recommending approval of Zone Map Amendment

Ordinance No. 833 Attachment 1

BEFORE THE CITY COUNCIL OF THE CITY OF WILSONVILLE, OREGON

In the Matter of the Application of)	
West Hills Land Development LLC)	
for a Rezoning of Land and Amendment)	ZONING ORDER DB18-0061
of the City of Wilsonville Zoning Map)	
Incorporated in Section 4.102 of the)	
Wilsonville Code.)	

The above-entitled matter is before the Council to consider the application of DB18-0061, for a Zone Map Amendment and an Order, amending the official Zoning Map as incorporated in Section 4.102 of the Wilsonville Code.

The Council finds that the subject property (“Property”), legally described and shown on the attached legal description and sketch, has heretofore appeared on the Clackamas County zoning map Rural Residential Farm Forest 5 (RRFF5).

The Council having heard and considered all matters relevant to the application for a Zone Map Amendment, including the Development Review Board record and recommendation, finds that the application should be approved.

THEREFORE IT IS HEREBY ORDERED that The Property, consisting of approximately 22 acres on the north side of Boeckman Road just east of Boeckman Creek comprising Tax Lots 1800, 1902, 1903, 2000, and 2200 of Section 12D, as more particularly shown and described in the attached legal description and sketch, is hereby rezoned to Residential Neighborhood (RN) and Public Facility (PF), subject to conditions detailed in this Order’s adopting Ordinance. The foregoing rezoning is hereby declared an amendment to the Wilsonville Zoning Map (Section 4.102 WC) and shall appear as such from and after entry of this Order.

Dated: This 18th day of March,
2019.

TIM KNAPP, MAYOR

APPROVED AS TO FORM:

Barbara A. Jacobson, City Attorney

Ordinance No. 833 Attachment 1

ATTEST:

Sandra C. King, CMC, City Recorder

Attachment: Legal Description and Sketch Depicting Land/Territory to be Rezoned

Ordinance No. 833 Attachment 1

EXHIBIT A **LEGAL DESCRIPTION** **FROG POND MEADOWS ZONE CHANGE**

February 13, 2019 (Otak #18968)

Those properties described in the following deeds recorded as Document Numbers 98-125139, 99-094345, 2006-019465, 2016-072238, and that property described as Parcel II in Document Number 99-052396, all of Clackamas County Records, in the southeast one-quarter of Section 12, Township 3 South, Range 1 West, and in the southwest one-quarter of Section 7, Township 3 South, Range 1 East, Willamette Meridian, Clackamas County, Oregon, the exterior boundary of said properties being described as follows:

BEGINNING at a 5/8 inch iron rod with yellow plastic cap marked "OTAK INC" found at the most northerly northeast corner of STAFFORD MEADOWS recorded as Plat No. 4558 in Book 149, Page 029, Clackamas County Plat Records, said POINT OF BEGINNING also being the northwest corner of said Document Number 2006-019465 property; thence along the lines of said STAFFORD MEADOWS through the following four courses:

North 88°35'30" West a distance of 464.07 feet;

South 01°40'35" West a distance of 398.74 feet;

North 88°35'30" West a distance of 540.50 feet;

and South 01°38'47" West a distance of 429.26 feet to the initial point of said STAFFORD MEADOWS being a point on the north right of way line of S.W. Boeckman Road 30.00 feet from, when measured at right angles to, the centerline thereof;

thence along said north right of way line, North 88°35'30" West a distance of 20.00 feet to the west line of said Parcel II;

thence along the lines of said Parcel II through the following two courses:

North 01°39'45" East a distance of 828.00 feet;

and South 88°35'30" East a distance of 473.09 feet to the southwest corner of said Document Number 98-125139 property;

thence along the west line of said Document Number 98-125139 property,

Ordinance No. 833 Attachment 1

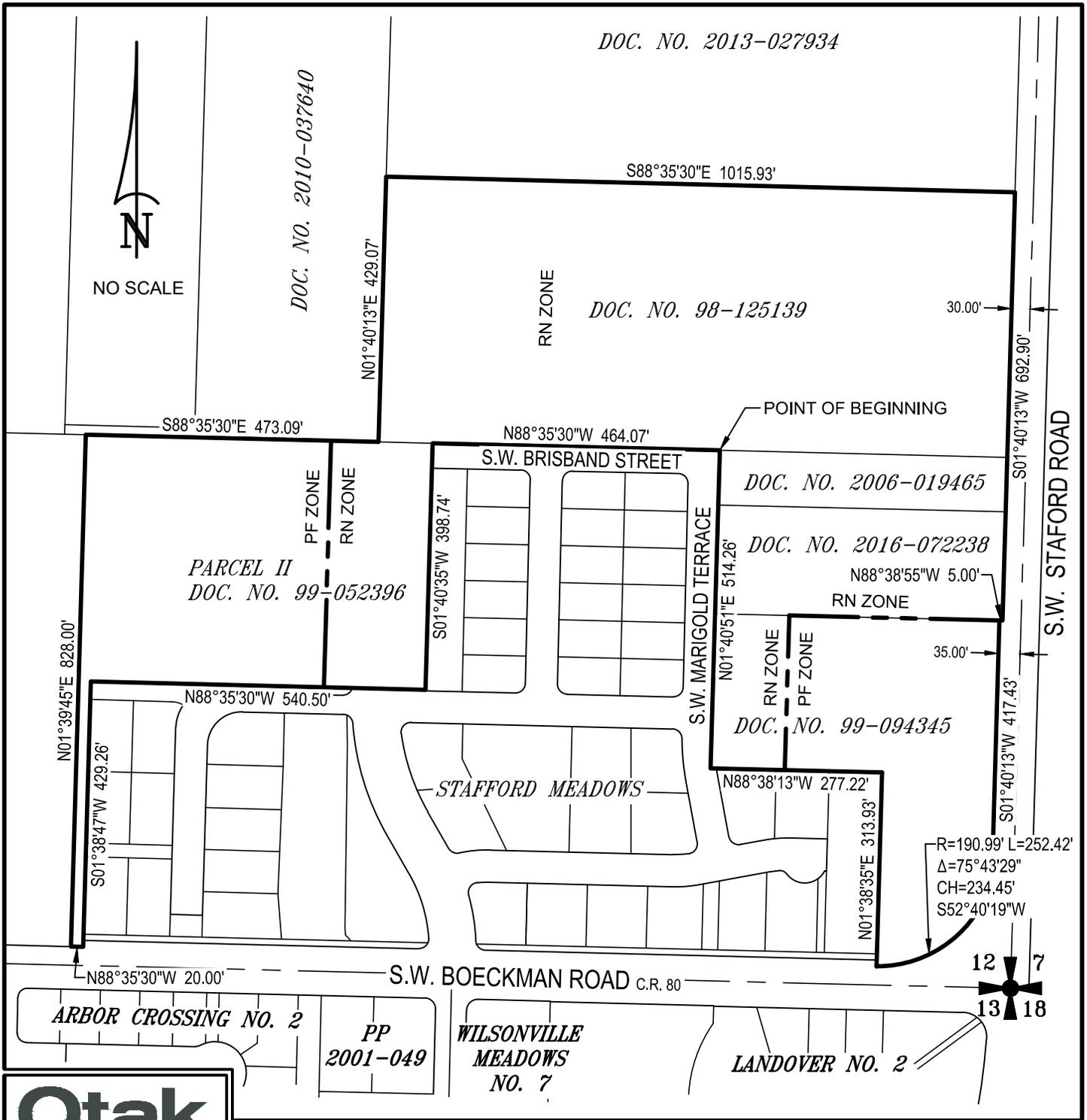
North 01°40'13" East a distance of 429.07 feet to the northwest corner of said Document Number 98-125139 property;
thence along the north line of said Document Number 98-125139 property, South 88°35'30" East a distance of 1015.93 feet to a point on the west right of way line of said S.W. Stafford Road 30.00 feet from, when measured at right angles to, the centerline thereof;
thence along said west right of way line, South 01°40'13" West a distance of 692.90 feet to the southeast corner of said Document Number 2016-072238 property;
thence along the south line of said Document Number 2016-072238 property, North 88°38'55" West a distance of 5.00 feet to a point on the west right of way line of said S.W. Stafford Road 35.00 feet from, when measured at right angles to, the centerline thereof;
thence along said west right of way line, South 01°40'13" West a distance of 417.43 feet;
thence southwesterly along the arc of a 190.99 foot radius curve to the right through a central angle of 75°43'29" an arc length of 252.42 feet (chord bears South 52°40'19" West 234.45 feet) to the southeast corner of said STAFFORD MEADOWS;
thence along the lines of said STAFFORD MEADOWS through the following three courses:
North 01°38'35" East a distance of 313.93 feet;
North 88°38'13" West a distance of 277.22 feet;
and North 01°40'51" East a distance of 514.26 feet the POINT OF BEGINNING.

Contains 21.94 acres, more or less.

Bearings per STAFFORD MEADOWS which are based on the Oregon State Plane Coordinate System, NAD83, North Zone.



Ordinance No. 833 Attachment 1



Otak

808 SW 3rd Ave., Ste. 300
 Portland, Oregon 97204
 Phone: (503) 287-6825
 www.otak.com
 project: 18968

EXHIBIT A

SHEET 3 OF 3

FROG POND MEADOWS ZONE CHANGE
 IN THE SOUTHEAST ONE-QUARTER OF SECTION 12
 TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN
 CLACKAMAS COUNTY, OREGON

FEBRUARY 13, 2019



Ordinance No. 833 Attachment 2
 Zone Map Amendment Findings

Frog Pond Meadows 74-Lot Single-Family Subdivision

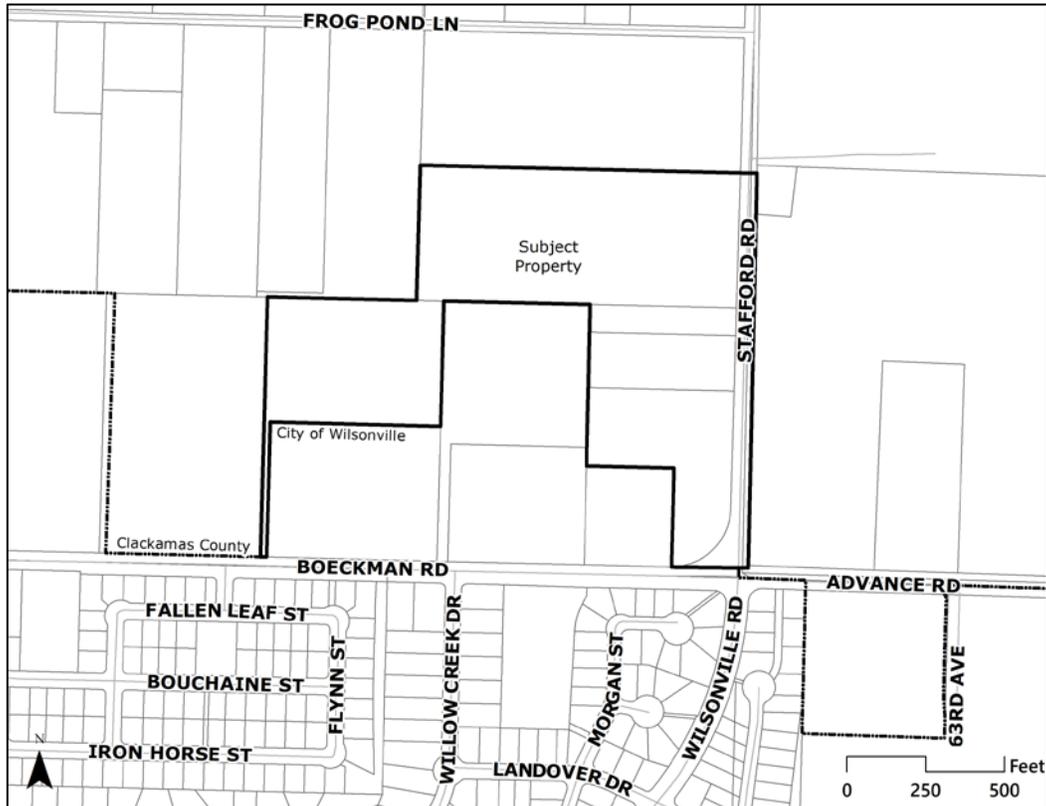
City Council
 Quasi-Judicial Public Hearing

Hearing Date:	March 4, 2019
Date of Report:	February 15, 2019
Application No.:	DB18-0061 Zone Map Amendment
Request:	The request before the City Council is a Zone Map Amendment for approximately 22 acres.
Location:	West side of Stafford Road, north of Boeckman Road. The property is specifically known as Tax Lots 1800, 1902, 1903, 2000, and 2200, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon
Owners:	Community of Hope ELCA, Joint Revocable Trust of Theodore and Lynette Eaton, 27687 Stafford Road LLC, West Linn-Wilsonville School District
Applicant:	Dan Grimberg, West Hills Development
Applicant's Rep.:	Li Alligood, AICP, OTAK, Inc
Comprehensive Plan Designation:	Residential Neighborhood, Public
Zone Map Classification (Current):	RRFF 5 (Rural Residential Farm Forest 5-Acre)
Zone Map Classification (Proposed):	RN (Residential Neighborhood), PF (Public Facility)
Staff Reviewers:	Kimberly Rybold, AICP, Associate Planner
Staff/DRB Recommendation:	<u>Adopt</u> the requested Zone Map Amendment.

Applicable Review Criteria:

<u>Development Code:</u>	
Section 4.110	Zones
Section 4.127	Residential Neighborhood (RN) Zone
Section 4.136	Public Facility (PF) Zone
Section 4.197	Zone Changes
<u>Comprehensive Plan and Sub-elements:</u>	
Citizen Involvement	
Urban Growth Management	
Public Facilities and Services	
Land Use and Development	
Plan Map	
Area of Special Concern L	
Transportation Systems Plan	
Frog Pond West Master Plan	
<u>Regional and State Law and Planning Documents</u>	
Statewide Planning Goals	

Vicinity Map



Summary:

Zone Map Amendment (DB18-0061)

Concurrent with the adoption of the Frog Pond West Master Plan the City added a new zoning district, Residential Neighborhood (RN), intended for application to the Master Plan area. The applicant proposes applying the Residential Neighborhood (RN) Zone to the residential portion of the subject property consistent with this intention. The applicant proposes applying the Public Facility (PF) Zone to the remaining church property, which will continue its present use as a church, as well as to the portion of the subject property west of Willow Creek, which is planned as a future park.

Conclusion and Conditions of Approval:

Staff and the Development Review Board recommend approval with the following condition:

Request: DB18-0061 Zone Map Amendment

This action is contingent upon annexation of the subject properties to the City of Wilsonville (DB18-0060).

Findings:

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

General Information

Application Procedures-In General

Section 4.008

The City's processing of the application is in accordance with the applicable general procedures of this Section.

Initiating Application

Section 4.009

The owners of all property included in the application signed the application forms. West Hills Development initiated the application with their approval.

Request: DB18-0016 Zone Map Amendment

As described in the Findings below, the request meets the applicable criteria or will by Conditions of Approval.

Comprehensive Plan

“Residential Neighborhood” on the Comprehensive Plan Map
Implementation Measure 4.1.7.a.

- B1.** The subject area has a Comprehensive Plan Map Designation of “Residential Neighborhood” and “Public” enabling implementation of the Frog Pond West Master Plan adopted for the subject area.

“Residential Neighborhood” Zone Applied Consistent with Comprehensive Plan
Implementation Measure 4.1.7.c.

- B2.** The applicant requests the majority of the subject area receive the zoning designation of Residential Neighborhood (RN) as required for areas with the Comprehensive Plan Map Designation of “Residential Neighborhood.” The western portion of Taxlot 2200 (future park site) and the eastern portion of Taxlot 2000 (Community of Hope Church property) would be zoned Public Facility (PF). While the Comprehensive Plan Map designates Taxlot 2000 as “Residential Neighborhood,” the Frog Pond West Master Plan acknowledges the church is planned to remain as a civic use. Application of the PF zone is consistent with this Master Plan recommendation.

Safe, Convenient, Healthful, and Attractive Places to Live
Implementation Measure 4.1.4.c.

- B3.** The proposed Residential Neighborhood zoning allows the use of planned developments consistent with a legislative Master Plan enabling development of safe, convenient, healthful, and attractive places to live.

Residential Density
Implementation Measure 4.1.4.u.

- B4.** A majority of the subject area will be zoned Residential Neighborhood allowing the application of the adopted residential densities of the Frog Pond West Master Plan to the subject area. The sub-districts established in the Frog Pond West Master Plan govern the allowed residential densities for the subject area.

Purpose of Residential Neighborhood Designation
Implementation Measure 4.1.7.a.

- B5.** A majority of the subject area will be zoned Residential Neighborhood consistent with the “Residential Neighborhood” designation on the Comprehensive Plan Map. The designation enables development of the site consistent with the legislatively adopted Frog Pond West Master Plan, including creating an attractive and connected residential

neighborhood, cohesive neighborhoods, high quality architecture and community design, providing transportation choices, and preserving and enhancing natural resources.

Development Code

Zoning Consistent with Comprehensive Plan Section 4.029

- B6.** The applicant requests a zone change concurrently with a Stage I Master Plan, Stage II Final Plan, and other related development approvals. The proposed zoning designation of Residential Neighborhood is consistent with the Comprehensive Plan Residential Neighborhood designation. See also Finding B2 above.

Base Zones Subsection 4.110 (.01)

- B7.** The requested zoning designation of Residential Neighborhood (RN) and Public Facility (PF) is among the base zones identified in this subsection.

Residential Neighborhood (RN) Zone

Purpose of the Residential Neighborhood (RN) Zone Subsection 4.127 (.01)

- B8.** The request to apply the Residential Neighborhood Zone on lands with the Residential Neighborhood Comprehensive Plan Map designations enables a planned development process implementing the Residential Neighborhood policies and implementation measures of the Comprehensive Plan and the Frog Pond West Master Plan.

Permitted Uses in the Residential Neighborhood (RN) Zone Subsection 4.127 (.02)

- B9.** Concurrent with the zone map amendment request the applicant requests approval of a single-family subdivision. Single-family dwelling units, attached single-family dwelling units (maximum two attached), open space, and public and private parks are among the permitted uses in the RN zone.

Residential Neighborhood Zone Sub-districts and Residential Density Subsection 4.127 (.05) and (.06)

- B10.** The subject property includes portions of medium lot Sub-districts 2 and 5 and small lot Sub-district 6, as well as a portion of Civic Sub-district 12. The Frog Pond West Master Plan establishes a range of 20 to 25 units for Sub-district 2. The previously-approved Stafford Meadows subdivision includes 18 units within this sub-district. This application proposes six additional units, for a total of 24 within the sub-district. Approximately 69 percent of Sub-district 5 is within the project area. For Sub-district 5, the applicant proposes 22 lots. As the Master Plan establishes a range of 27 to 33 units for the entire sub-district, the proposed number of units, representing approximately proximately 81 percent of the range

minimum and 67 percent of the range maximum, will allow for buildout of the sub-district consistent with the Master Plan recommendations.

Approximately 50 percent of Sub-district 6 is within the project area. Within small lot sub-districts, a minimum of 10 percent of units must be duplexes or attached two-unit homes. For Sub-district 6, the applicant proposes 42 lots, four of which are attached two-unit single-family homes. As the Master Plan establishes a range of 74 to 93 units for the entire sub-district, the proposed number of units, representing approximately 56 percent of the range minimum and 45 percent of the range maximum, will allow for buildout of the sub-district consistent with the Master Plan recommendations.

Public Facility (PF) Zone

Purpose of the Public Facility (PF) Zone

Subsection 4.127 (.01)

B11. The request to apply the Public Facility Zone on the church property and future park property is consistent with the purpose of this zone, as the existing and future uses are public and quasi-public uses that serve and benefit the community.

Permitted Uses in the Public Facility (PF) Zone

Subsection 4.127 (.02)

B12. Churches, parks, and public schools are among the permitted uses in the RN zone.

Dimensional Standards

Subsection 4.127 (.04)

B13. All dimensional standards of the PF zone will be met, with the exception of the minimum street frontage for taxlot 2200, which is a pipestem lot with approximately 20 feet of street frontage. This parcel is planned as a future park, and will ultimately be developed in conjunction with the taxlot to the west which will be zoned PF upon annexation to the City. The combined frontage of these taxlots will exceed the minimum requirement of 75 feet.

Ordinance No. 833 Attachment 3

DEVELOPMENT REVIEW BOARD RESOLUTION NO. 360

A RESOLUTION ADOPTING FINDINGS RECOMMENDING APPROVAL TO CITY COUNCIL OF AN ANNEXATION AND ZONE MAP AMENDMENT FROM RURAL RESIDENTIAL FARM FOREST 5-ACRE (RRFF-5) TO RESIDENTIAL NEIGHBORHOOD (RN) AND PUBLIC FACILITY (PF) FOR APPROXIMATELY 23.9 ACRES OF PROPERTY LOCATED ON THE WEST SIDE OF STAFFORD ROAD JUST NORTH OF BOECKMAN ROAD, AND ADOPTING FINDINGS AND CONDITIONS APPROVING A STAGE I PRELIMINARY PLAN, STAGE II FINAL PLAN, SITE DESIGN REVIEW OF PARKS AND OPEN SPACE, TENTATIVE SUBDIVISION PLAT, TENTATIVE PARTITION PLAT (CHURCH PROPERTY), TENTATIVE PARTITION PLAT (SCHOOL PROPERTY), TYPE C TREE PLAN, WAIVER TO MINIMUM LOT SIZE, WAIVER TO MINIMUM FRONT SETBACK, AND ABBREVIATED SRIR REVIEW FOR A 74-LOT SINGLE-FAMILY SUBDIVISION. THE SUBJECT SITE IS LOCATED ON TAX LOTS 1800, 1902, 1903, 2000 AND 2200 AND A PORTION OF STAFFORD ROAD RIGHT-OF-WAY OF SECTION 12D, TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, CLACKAMAS COUNTY, OREGON. LI ALLIGOOD, AICP, OTAK – REPRESENTATIVE FOR WEST HILLS LAND DEVELOPMENT LLC - APPLICANT.

WHEREAS, an application, together with planning exhibits for the above-captioned development, has been submitted in accordance with the procedures set forth in Section 4.008 of the Wilsonville Code, and

WHEREAS, the Planning Staff has prepared staff report on the above-captioned subject dated February 4, 2019, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel A at a scheduled meeting conducted on February 11, 2019, at which time exhibits, together with findings and public testimony were entered into the public record, and

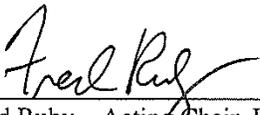
WHEREAS, the Development Review Board considered the subject and the recommendations contained in the staff report, and

WHEREAS, interested parties, if any, have had an opportunity to be heard on the subject.

NOW, THEREFORE, BE IT RESOLVED that the Development Review Board of the City of Wilsonville does hereby adopt the staff report dated February 4, 2019, attached hereto as Exhibit A1, with findings and recommendations contained therein, and authorizes the Planning Director to issue permits consistent with said recommendations, subject to City Council approval of the Annexation and Zone Map Amendment Requests (DB18-0060 and DB18-0061) for:

DB18-0062 through DB18-0068, DB19-0002, DB19-0003, SI18-0006; Stage I Master Plan, Stage II Final Plan, Site Design Review of Parks and Open Space, Tentative Subdivision Plat, Type C Tree Removal Plan, Waiver to Minimum Lot Size, Waiver to Minimum Front Setback, and Abbreviated SRIR Review for an 74 lot single-family subdivision and associated improvements.

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 11th day of February, 2019 and filed with the Planning Administrative Assistant on February 12, 2019. This resolution is final on the 15th calendar day after the postmarked date of the written notice of decision per WC Sec 4.022(.09) unless appealed per WC Sec 4.022(.02) or called up for review by the council in accordance with WC Sec 4.022(.03).



Fred Ruby – Acting Chair, Panel A
Wilsonville Development Review Board

Ordinance No. 833 Attachment 3

Attest:



Shelley White, Planning Administrative Assistant



FEBRUARY 2019 MONTHLY REPORT

From The Director's Office

Greetings,

It is hard to believe that spring is just around the corner given all the crisp days we have had lately. Staff in the Community Development Department are busy preparing for another vigorous season of public and private construction activity with significant street, pipe, and park projects gearing up for ground breaking. Active projects include on-going inspection services at Eye Health NW, the Family Fun Center, Hilton Garden Inn, and Frog Pond West. Pre-application meetings have been scheduled with Sysco as well as a major health care provider in the region. There are many exciting projects coming to the community and this next year will bring with it great opportunity.



2019 West Linn-Wilsonville School District Bond Summit

Several members of the City's executive team participated in the West Linn-Wilsonville School District Bond Summit. The Summit highlighted the proposed list of capital improvement projects across the district for community member review and feedback. The event was a driver that helps the School Board prioritize projects and create their list of improvements to go on the November 2019 ballot. At the Summit, community members learned about proposals for a 600 person auditorium addition at WHS, a new primary school in Frog Pond West, relocation and expansion of Art Tech to the Athey Creek site in Stafford, as well as district-wide technology and safety updates. It was fun imagining the tremendous facilities that the children of the community will enjoy if the Bond is successful.

Susan Rothenberger, a long-standing City employee, was recently promoted to an Engineering Inspector II position after serving for many years as the CAD technician. This is a wonderful opportunity for Susan to use new skills as she moves into the field for much of her work. I also want to congratulate Miranda Bateschell on being promoted to Planning Director. Miranda's skills will serve the City very well as she takes the lead on the day to day Planning activities. Lastly, Cindy Luxhoj (lucks-hoy) was hired as the City's new Associate Planner, bringing over twenty years of public and private experience to the Planning Division. Please join me in welcoming Cindy!

Respectfully submitted,

Chris Neamtzu, AICP

Community Development Director

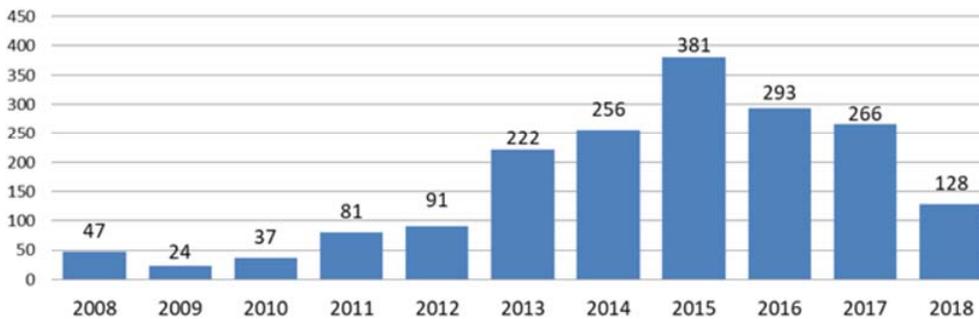
Building Division

2018—A Year in Review

It has been a very positive and productive year for the Building Division. This month we reflect on 2018 in light of the past ten years of building permit related construction activity in the City. As noted in the following charts, which speak for themselves, we have finally caught a breather after years of record-breaking volumes of permits.



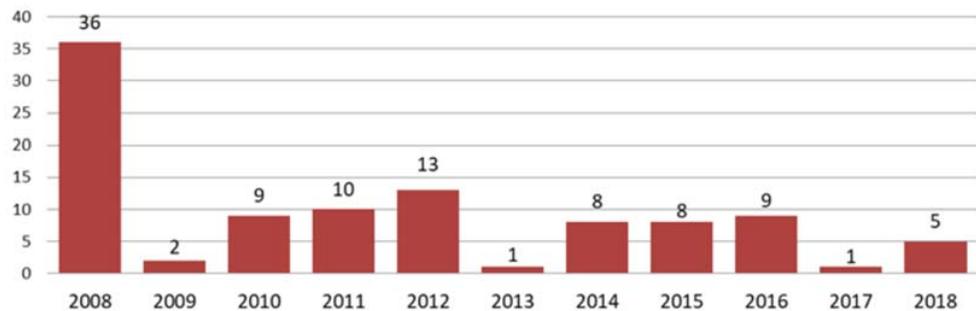
Number of New Home Permits



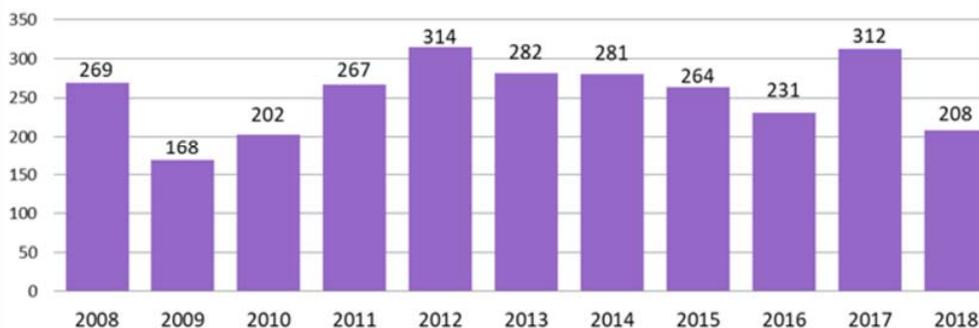
Construction activity has slowed slightly, mostly due to the wind-down of new home permits in Villebois. However, we do anticipate a continuance of current levels as Frog Pond development starts this spring.

Number of New Commercial Permits

Permits for new commercial structures remained flat with a slight uptick from 2017. New business from Eye Health NW and several condominium projects contributed to 2018 numbers.



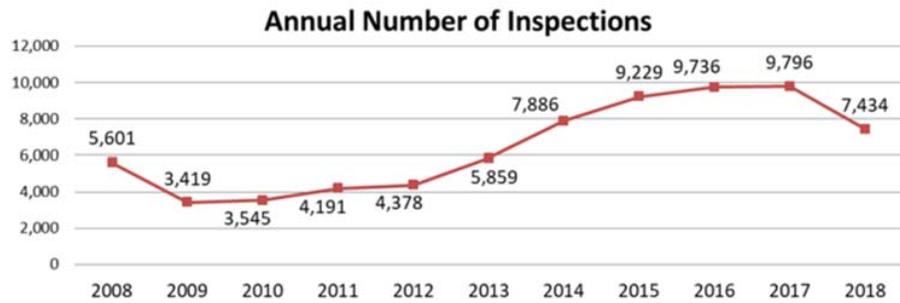
Number of Commercial TI, Remodel, Additions



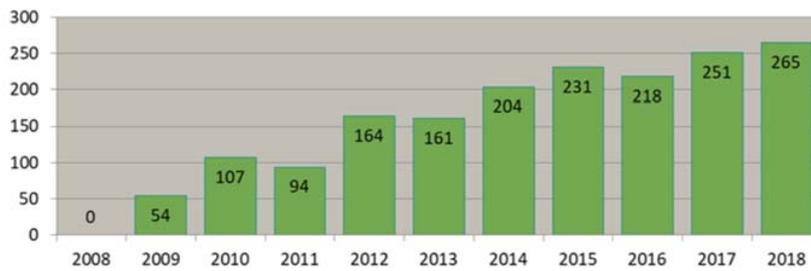
One area that continues to remain relatively steady is business investment through remodels, additions, and tenant improvement permits. These numbers reflect a healthy business community over a long period.

Building Division

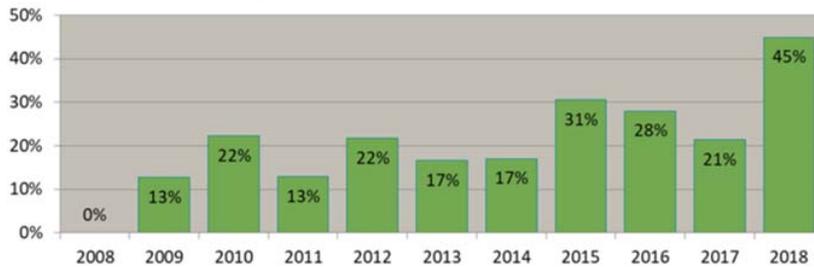
The Division was very busy with inspections even though the number of inspections dropped in 2018. As a result, the Division pulled back on utilizing its backup on-call inspectors. Current staffing is at a healthy level.



Annual Number of Plumbing & Mechanical Permits Issued Online (Contractor Trips Saved to City Hall)

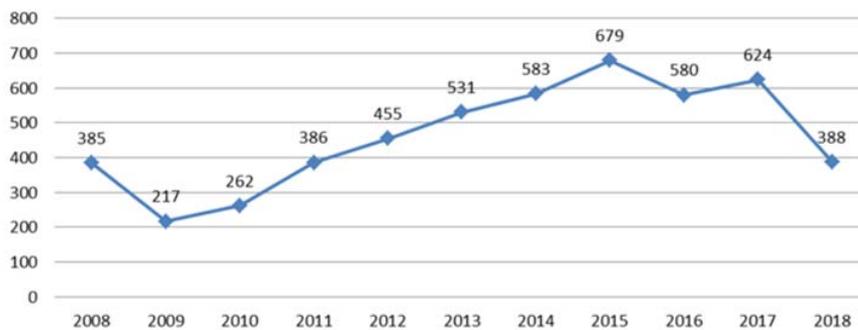


Annual Percentage (%) of Plumbing & Mechanical Permits Issued Online



The demand for online permitting services continues to rise. The two adjacent charts indicate a record number of Plumbing and Mechanical permits obtained online, and a record overall percentage increase. This is despite a drop in the overall total number of all permits as shown in the last chart. From a sustainability perspective, this saves contractors a great deal of time and resources in traveling to City Hall to obtain permits. The Division is looking forward to enhanced online service offerings for all permits with future replacement of our permitting system.

Total Number of All Permits



Economic Development

- **Coffee Creek Industrial Area**

- Development: Acquisition efforts appear to be progressing for an industrial developer seeking to develop 40 acres of land east of Garden Acres Road in the Coffee Creek Industrial Area for a 700,000 square foot speculative industrial development.
- Financing: City pursuing financing with private bank for \$3.8 million loan to help finance construction of Garden Acres Road in Coffee Creek Industrial Area, to be repaid with TIF revenue over time. City seeks to have loan approved and dispersed by end of March before putting project out to bid on April 22.

- **Business Recruitment**

- A Michigan-based automotive company acquired automotive companies in Wilsonville and Hood River and is looking for a 35,000 square foot warehouse with a 12,000 square foot office to accommodate an electric vehicle project expansion in Oregon. Project could create up to 50 new jobs. City submitted proposal recommending two sites—Parkway Woods and DW Fritz.
- Two Wilsonville residents seek to start food cart pod in Town Center. Residents are approaching property owners in Town Center to assess viability of a temporary use on vacant parking lots before investing in a more permanent food cart pod structures.
- An Arizona-based coworking/small business incubator company is considering expansion to Wilsonville to support growing startup ecosystem in the City. The coworking company is already collaborating with a large local employer.

- **Business Retention & Expansion**

- City and State staff met with Wilsonville-based business Corner Coffee Shoppe/Pure Wild Oregon to discuss Business Oregon's export assistance program. Pure Wild Oregon produces jams, jellies, and condiments and seeks public export assistance in preparation for Expo West conference in March.
- Boones Ferry Messenger (BFM) Business Spotlights: we will begin featuring business spotlights in the BFM each month to highlight new business, local expansions, and other newsworthy events. If you would like to nominate a business in the community for an upcoming spotlight, please email Jordan Vance at vance@ci.wilsonville.or.us.

- **Vertical Housing Development Zone Assessment**

- City Council gave staff direction to continue assessment of potential Vertical Housing Development Zone (VHDZ) tool to encourage mixed-use development in Villebois Village Center. Staff is collecting information and meeting with neighboring cities—including Beaverton, Gresham, Milwaukie, and Tigard—to inform the recommendation staff will provide to Council on the program.

Engineering Division, Capital Projects

5th to Kinsman Road Extension (4196)

100% design plans are under review. The partial federal shutdown has delayed review/approval of our NOAA—NMFS permit. We may or may not receive our permit in time for construction to occur this year within the Coffee Lake Creek waterway where two bridges need to be built. Staff is looking at alternative construction sequences that may need to be taken.

Charbonneau Utility Repairs – French Prairie Drive Phase II and Old Farm Road Phase I (1500/2500/4500/7500)

This project involves repair and replacement of deficient storm, sewer, and water pipe lines in the Charbonneau District, as identified in the Charbonneau Consolidated Improvement Plan. Preliminary utility investigatory work is completed. 60% design on both projects is nearing completion. A public open house is scheduled for February 26 to present the proposed design and to hear resident input.

Coffee Creek Industrial Area Regional Stormwater Facility Project (7060)

This project involves modeling of current and buildout stormwater runoff conditions within portions of the Coffee Creek and Basalt Creek basins and will design and construct improvements to alleviate existing seasonal flooding to allow for future development within both the Coffee Creek Industrial Area and the Basalt Creek Concept Area. Preliminary topographic survey work was completed in mid-January 2019. Hydraulic modeling of the drainage basin is underway in February and March with Facility Siting Alternatives being prepared for City review in April.

Coffee Creek Sewer Facilities (2101)

This project involves the preliminary design of sanitary sewer facilities required to support future development of the Coffee Creek and Basalt Creek development areas. Review of the plan is complete and the final document is expected by the end of March.

Elligsen Well Upgrade and Maintenance (1128)

This project involves correcting well casing and water chemistry deficiencies in the existing Elligsen well to maintain it as a backup supply for emergencies. Before addressing well deficiencies, the gravity stormwater system downstream of the well house is being studied to confirm that there is available capacity in this pipe system to carry pump-to-waste flows that are discharged on a monthly basis when the well pumps are exercised. Once this capacity is confirmed, work will commence on addressing well deficiencies.

Engineering Division, Capital Projects

French Prairie Bridge (9137)

This project will determine the final location, alignment, and design type. It includes preparation of preliminary construction and environmental documents for a new pedestrian, bike, and emergency vehicle bridge over the Willamette River in the vicinity of Boones Ferry Road. The project team is performing additional analysis and cost estimating of the two bridge types in preparation for selection of the preferred bridge type expected this spring.

Garden Acres Road (4201)

The project involves the design and construction of Garden Acres Road from a rural local access road to an urban industrial roadway as part of the Coffee Creek Industrial Area plan. Property acquisition work is underway. Staff is reviewing the 90% combined plans and specifications, including the Willamette Water Supply Program 66" water pipeline. Bid advertisement for construction is scheduled to occur at the end of April 2019.

Gesellschaft Well Facility and Upgrade (1083)

This project addresses upgrades and repairs needed to correct deficiencies in the Gesellschaft well house, including piping, electrical, and mechanical systems. Design will be finalized in spring 2019 and will be constructed in summer 2019.

Graham Oaks Pedestrian Enhancements/Willamette Way Intersection (0012/0013/4717)

We are working with the contractor to insure the proper RRFB materials are ordered and we are getting the area prepped for curb ramp and sidewalk construction. The initial stages of work will include tree and shrub removal on Willamette Way West where the new sidewalk will be placed. We are also working to get utilities relocated to accommodate our upcoming work.

I-5 Pedestrian Bridge (4202)

This project involves the design and preparation of construction documents for a pedestrian and bicycle bridge over Interstate 5 from Town Center Loop West to Boones Ferry/Barber Street. Staff is working to lift covenants and restrictions on the east bridge landing property as part of a sale agreement approved by Council in November. Design of the bridge will begin after completion of the Town Center Plan.

Memorial Drive Splitter Manhole Replacement (2085)

This project involves the replacement of an existing sanitary sewer manhole at the intersection of Parkway Avenue and Memorial Drive with a new flow diversion manhole. The purpose of the project is to maintain equalized flows between two parallel sewer lines under I-5 and to avoid potential overflows. Competitive quotes will be solicited in early March and the project is anticipated to be constructed in spring 2019.

Memorial Park Pump Station (2065)

Our consultant team is performing additional geotechnical analysis to accommodate the unforeseen higher groundwater and soil instability. We are steadily working toward 60% design plans that will be sent out for stakeholder reviews.

Street Maintenance (4014/4118)

We are working towards 90% design of Wilsonville Road and Boones Ferry Road. We are looking at different construction methods and the preferred method to date requires drier weather (summer) paving. We are working with our consultant and Clackamas County on signal detection during and after construction and will be adding as much bike detection as is feasible with this project.

Engineering Division, Capital Projects

Water Telemetry (1114)

Brown and Caldwell is putting together the network and communication upgrade plan which will include a project list and estimates for future upgrades.

Willamette River Storm Outfalls (7053)

100% design plans have been submitted and are under review. We anticipate bidding and hiring a contractor by May, with construction anticipated to start in spring/summer 2019.

WTP Surge Tank (1111)

Construction has started at the Water Treatment Plant for the addition of the surge tanks (see right). Two trees were removed in preparation for replacement of the meter vault near the parking lot. Street lights along Arrowhead Creek Lane will be temporarily out while the vault is being constructed.



WWSP Coordination (1127)

Ongoing coordination efforts are occurring for the Garden Acres Road project (4201), the 5th/Kinsman project (4196), and the Kinsman/Wilsonville Road truck turning improvements. Staff has reviewed and provided 30% design comments to WWSP on PLM 1.3—66" pipeline on Boeckman/95th/Ridder. Legal is performing final review of the Garden Acres IGA incorporating the WWSP 66" water line into the Garden Acres project.

Engineering Division, Private Developments

Fir Commons

Construction expected to start in March for this nine home condominium development near Fir Avenue and 4th Street in Old Town.

Frog Pond—Morgan Farm Phase 1

Construction is ongoing on this 37-lot subdivision.

Frog Pond—Stafford Meadows

Public works construction is almost complete. Initial homebuilding permits have been issued for the Street of Dreams.

Hilton Garden Inn

Staff held a preconstruction meeting regarding the demolition of the existing Quality Inn at Parkway Avenue and Memorial Drive and the construction of a 4-story, 118-room Hilton Garden Inn.

Villebois Mont Blanc

Public Works construction is almost complete for this 68-lot subdivision near Villebois Drive and Orleans Avenue. Now that Villebois Drive is complete and open to traffic between Barber Street and Boeckman/Tooze, we will add a four way stop to the intersection of Barber and Villebois Drive.

Natural Resources

“Free” Native Tree Program

To help reduce stream temperature and pollutants, the City offers up to five native tree seedlings for any resident or business within city limits to plant on their property. Residents or businesses receive a tree coupon, which allows them to redeem the native plants at Bosky Dell Natives nursery. Plantings along streams, riparian corridors, or other water bodies are encouraged, but regardless of the location, tree plantings enhance the City’s “Urban Forest” and contribute to a healthier environment. The incentive program is part of the strategy to address the City’s NPDES stormwater permit requirements.



Planning Division, Current

Administrative Land Use Decisions Issued

- Phase 5 North Villebois Clermont Minor Revisions: Remove 2 lots, add open space, change mid-block trail location
- Morgan Farm Frog Pong Minor Revisions: Modify SROZ Boundary, Remove 1 lot, modify stormwater facilities
- 2 Class I Administrative Review
- 2 Zoning Verification Letter
- 11 Type A Tree Permits
- 2 Type B Tree Permit
- 2 Class I Sign Permits
- New Single-family and row house building permits

Board and Commission Updates

Development Review Board (DRB)

Development Review Board Panel A met on Monday, February 11. After conducting a public hearing, the board unanimously approved the request to annex approximately 23.9 acres into the City of Wilsonville, as well as requests for rezoning and development plans for a 74-lot single-family subdivision. The proposed subdivision is located on the west side of Stafford Road just north of Boeckman Road. The request also annexed the site of a future park and an existing church. The subdivision is the third approved in Frog Pond. The City Council will further review the annexation and rezoning requests in March.

Development Review Board Panel B met on Monday, February 25. The board heard a request from FLIR Systems, Inc. for the necessary sign code waivers to allow a third thirty-five foot flagpole along with the two planned permit-exempt flagpoles on the north side of their building. Following the public hearing the board approved the request by a vote of 3-1.

Planning Commission

The Planning Commission nominated and elected Jerry Greenfield as the commission chair and Eric Postma as the vice chair.

Kimberly Rybold, Wilsonville's Associate Planner and Scott Mansur from DKS Associates presented the Basalt Creek Comprehensive Plan and TSP Amendments at the February 13 Planning Commission hearing. The Planning Commission approved Resolution LP19-0001 recommending the City Council adopt the comprehensive plan text and map amendments and the transportation system plan amendments related to the Basalt Creek Concept Plan and a comprehensive plan map amendment related to the Coffee Creek Master Plan. A public hearing is scheduled before the City Council on April 1.

Chris Neamtzu, Wilsonville's Community Development Director and Mary Stewart of Alta Planning + Design, presented the Citywide Signage & Wayfinding project at the February 13 Planning Commission hearing. The Planning Commission approved Resolution LP19-0002 that recommends approval of the Citywide Signage & Wayfinding Plan to the City Council. This project goes before City Council for a hearing on March 18.

Planning Division, Long Range



Basalt Creek Concept Plan

The project team finalized the Comprehensive Plan Text and Map Amendments as well as the Transportation System Plan (TSP) Amendments and presented before the Planning Commission at a public hearing on February 13. City staff worked with Washington County staff to prepare a final draft of the Urban Planning Area Agreement. Staff also prepared for and presented before a City Council work session on February 21 to outline upcoming hearings related to the various implementation actions associated with the Basalt Creek Concept Plan. Public hearings in front of the City Council are scheduled for March 4, regarding the UPAA with Washington County, and April 1 regarding the Comprehensive Plan and TSP Amendments.

General project information is available on the City's project website <https://www.ci.wilsonville.or.us/planning/page/basalt-creek>.

Equitable Housing Strategic Plan

Staff is working with Metro to update the grant milestones and schedule based on the final scope of work with the consultant team. Initial data is being gathered in partnership with the Clackamas County Housing Needs analysis. Initial reports will be available and public outreach activities will begin in spring after the pending adoptions of several other planning projects.



Wilsonville Town Center Plan

The project team presented the draft Town Center Plan at the January 9 Planning Commission work session and is working on revisions to the Plan in order to incorporate the Planning Commission's feedback and final recommendations. An updated draft will be presented to City Council at the February 4 work session. The team is also busy composing an online version of the Plan to be released for public review and comment in early February 2019. Adoption of the Plan is scheduled for March 13 at Planning Commission and April 15 at City Council.

For additional information about the Town Center Plan project, visit the project website www.wilsonvilletowncenter.com.





FEBRUARY MONTHLY REPORT

From the Director:

Budget, Budget, Budget! The focus accounting team's throughout most of February has been gathering information for the FY2019/20 cycle. During the month, staff met with all of the departments to discuss their budget requests and to gain a better understanding of the needs of each department. I always love this time of year as it reminds me of the multitude of services that are provided to our citizens.

Accounting staff has also started preparing the Budget Committee's Mid Year Review presentation scheduled for March 13 at 6:00p.m. The meeting will be held in the Willamette River I & II conference rooms upstairs and dinner will be served prior to the meeting. This presentation compares the FY2018/19 Amended Budget to the year-end estimates that have been provided by the department heads through our budget process. The presentation will highlight the variances from budget to estimate and explain why we are expecting these variances.

Lastly, Accounting staff will begin working with Public Works and Engineering in compiling the 5-Year CIP budget. There are large street projects such as; the 5th St/Kinsman Extension project in addition to the continued implementation of the new building and financial software systems. The CIP budget will be as varied as the number of services we provide!

See you on March 13!

-Cathy Rodocker

By the Numbers:

Finance Statistics — July 1, 2018-February 28, 2019

Utility Billing:

Total Monthly Bills	46,020
New Customers	633
New Service Locations	89

Accounts Payable:

Invoices Processed	2026
Payments Processed	1145

Municipal Court:

Total Citations Issued	1,475
Total Suspensions Issued	329
Ticket Revenue	\$ 230,332

Fund Updates:

Attached please find the fund summaries through February 2019. For a quick review, here is an update on five of the operating funds:

The General Fund has received 77% of the revenues budgeted through the first eight months of the fiscal year. Total expenses are being reported at 47% of budget, due primarily to the timing of the Clackamas County Sheriff's contract payment.

The Building Fund has received 50% of the revenues budgeted through February. As of February 28th, the expenditures are greater than the revenues received. The primary revenue source for the Building Department is the collection of Building Permit revenues. Due to the timing of building permit receipts between fiscal years, the excess fund balance will be used to bridge the expense to revenue gap this year.

An uptick in licenses and permit revenue recorded in the Community Development Department has narrowed the expense over revenue gap to a little over a hundred thousand dollars. Typically, the capital project management fees increase in the Spring time for preparation for the summer construction season. Overall, the CD Fund should end the fiscal year with the revenues exceeding the expenses.

While the anticipated HB2017 funds have yet to be received, the Transit Fund revenues received are much greater than actual expenditures to date. Accounting staff works closely with the Transit staff to insure that all grant monies are properly accounted for and correctly reported to a number of Agencies at year-end and throughout the fiscal year.

This year has been a banner year for the Water Operating Fund. Sales through February total nearly \$8.0 million. The sales are nearly \$1.1 million higher than this time last fiscal year. The resulting increase in fund balance will be used to fund capital improvement projects in future years.

Did you know?

The Finance Department has been notified that the FY2018-19 Budget has been awarded the Government Finance Officers Association (GFOA) Distinguished Budget Award. This award has now been bestowed upon the Finance Department for over twenty years! Yay Team!!



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Wilsonville
Oregon

For the Fiscal Year Beginning

July 1, 2018

Christopher P. Morill
Executive Director

	Budget	Activity	% Used
Fund 110 General Fund:			
Taxes	11,213,487	8,453,070	75%
Intergovernmental	2,141,825	1,795,516	84%
Licenses and Permits	176,510	145,588	82%
Charges for Services	753,480	460,007	61%
Fines	315,000	230,332	73%
Investment Revenue	206,000	224,307	109%
Other Revenues	3,557,120	3,476,432	98%
Transfers	3,369,303	2,095,831	62%
Total Revenue	21,732,725	16,881,083	78%
Personal Services	8,390,218	5,165,098	62%
Materials and Services	12,441,145	5,997,215	48%
Capital Outlay	129,300	0	-%
Transfers	4,502,000	828,077	18%
Total Expense	25,462,663	11,990,390	47%
Fund 210 Fleet Fund:			
Charges for Services	1,343,601	895,728	67%
Investment Revenue	23,690	17,284	73%
Other Revenues	0	4,200	-%
Total Revenue	1,367,291	917,212	67%
Personal Services	750,366	413,561	55%
Materials and Services	613,305	449,503	73%
Capital Outlay	188,000	85,414	45%
Transfers	2,400	1,200	50%
Total Expense	1,554,071	949,678	61%
Fund 230 Building Fund:			
Licenses and Permits	588,000	382,068	65%
Licenses and Permits-Villebois	547,000	161,842	30%
Charges for Services	8,600	5,728	67%
Investment Revenue	56,650	47,419	84%
Other Revenues	0	532	-%
Transfers	37,701	25,774	68%
Total Revenue	1,237,951	623,362	50%
Personal Services	1,030,960	606,220	59%
Materials and Services	186,691	99,372	53%
Transfers	900,660	262,484	29%
Total Expense	2,118,311	968,076	46%
Fund 235 Community Development Fund:			
Intergovernmental	62,500	0	-%
Licenses and Permits	563,413	471,853	84%
Licenses and Permits-Villebois	45,567	77,252	170%
Charges for Services	974,732	501,469	51%
Investment Revenue	39,140	36,214	93%
Other Revenues	200	782	391%
Transfers	3,225,167	1,136,916	35%
Total Revenue	4,910,719	2,224,485	45%
Personal Services	3,177,336	1,695,247	53%
Materials and Services	703,913	266,519	38%
Capital Outlay	28,000	2,567	9%
Transfers	551,172	367,448	67%
Total Expense	4,460,421	2,331,781	52%
Fund 240 Road Operating Fund:			
Intergovernmental	1,642,800	1,129,389	69%
Investment Revenue	17,510	18,208	104%
Other Revenues	2,000	1,459	73%
Total Revenue	1,662,310	1,149,056	69%
Personal Services	412,651	233,869	57%
Materials and Services	490,632	260,889	53%
Capital Outlay	51,500	73,874	143%
Debt Service	82,000	81,446	99%
Transfers	696,851	163,514	23%
Total Expense	1,733,634	813,591	47%

	Budget	Activity	% Used
Fund 245 Road Maintenance Fund:			
Charges for Services	1,792,369	1,228,090	69%
Investment Revenue	27,268	42,490	156%
Total Revenue	1,819,637	1,270,580	70%
Transfers	2,946,935	74,678	3%
Total Expense	2,946,935	74,678	3%
Fund 260 Transit Fund:			
Taxes	5,006,000	3,823,056	76%
Intergovernmental	2,549,740	484,960	19%
Charges for Services	185,000	95,966	52%
Investment Revenue	41,050	38,215	93%
Other Revenues	14,000	13,393	96%
Total Revenue	7,795,790	4,455,589	57%
Personal Services	3,526,766	2,247,136	64%
Materials and Services	1,910,759	1,189,200	62%
Capital Outlay	2,157,569	129,274	6%
Transfers	669,002	362,826	54%
Total Expense	8,264,096	3,928,437	48%
Fund 310 Water Operating Fund:			
Charges for Services	8,384,355	7,972,671	95%
Fines	19,000	12,424	65%
Investment Revenue	100,000	182,902	183%
Other Revenues	195,550	191,783	98%
Transfers	350,000	350,000	100%
Total Revenue	9,048,905	8,709,780	96%
Personal Services	581,820	362,420	62%
Materials and Services	4,220,553	2,112,316	50%
Capital Outlay	690,644	237,469	34%
Debt Service	1,875,000	757,637	40%
Transfers	2,647,753	565,792	21%
Total Expense	10,015,770	4,035,635	40%
Fund 320 Sewer Operating Fund:			
Charges for Services	7,996,145	5,552,077	69%
Fines	0	91,392	-%
Investment Revenue	127,602	179,120	140%
Other Revenues	27,000	13,056	48%
Transfers	600,000	600,000	100%
Total Revenue	8,750,747	6,435,645	74%
Personal Services	383,530	213,917	56%
Materials and Services	3,391,874	1,701,953	50%
Capital Outlay	29,833	18,683	63%
Debt Service	3,030,000	546,131	18%
Transfers	2,714,974	741,542	27%
Total Expense	9,550,211	3,222,226	34%
Fund 350 Street Lighting Fund:			
Charges for Services	518,250	348,752	67%
Investment Revenue	16,789	18,645	111%
Total Revenue	535,039	367,397	69%
Materials and Services	359,651	213,504	59%
Transfers	442,270	208	-%
Total Expense	801,921	213,712	27%
Fund 370 Storm Water Operating Fund:			
Charges for Services	2,928,917	1,938,390	66%
Investment Revenue	30,900	34,865	113%
Total Revenue	2,959,817	1,973,255	67%
Personal Services	259,270	124,845	48%
Materials and Services	473,780	254,297	54%
Capital Outlay	161,964	4,443	3%
Debt Service	508,500	507,827	100%
Transfers	2,169,419	502,794	23%
Total Expense	3,572,933	1,394,207	39%



FEBRUARY 2019 MONTHLY REPORT

From the IT Director:

It has been a chilly start to the New Year. Hopefully everyone made it through the snow and ice okay. It made for beautiful scenery but also created some inconvenience. Snow is fun but I am ready for spring!

Between all of the snow and ice, the IT department has been busy meeting with staff from all City departments to discuss various IT related projects.

In 2016 the City partnered with Mindboard, Inc. to develop an Information Technology Strategic Plan. IT's role within in the organization has been increasing steadily in the preceding years and still continues to grow. The team analyzed and prioritized projects with significant IT impact across the City and created a report. Since the plans adoption in 2016, every year the IT department has met with each department to discuss the short, medium, and long term projects that have been identified in the plan. We explore all of the projects and how they impact a particular department and the City as a whole. Each project is updated to show progress and or changes that have occurred. In addition we look at ongoing IT initiatives and any new projects that have been identified over the previous year. These are also updated and adjusted as necessary.

The City's goals for developing the IT Strategic Plan included identification of innovative and "cutting edge" technologies that, when implemented, will significantly increase the quality of service delivery to its Citizens. Another objective of the Plan was to ensure that the City possesses the necessary operational and technical abilities, skills and resources to achieve the desired future vision. A third objective for the plan was to ensure that the City's technology investments are aligned with the business priorities and Council Goals.

The IT Strategic Plan is a living, ever changing document. The updates made each year, based on department feedback, help to keep the plan active and current with the changing technology. Updating the plan also prioritizes the timeline of projects, depending on the needed resources and budget for these projects.

City staff have embraced the plan and work hand in hand with IT staff to make sure that things run efficiently. In the past IT was not always consulted before a project kicked off sometimes creating unexpected technology hurdles. This plan creates a path for everyone to work together for a better end result. It seems simple but in an organization with multiple departments, we feel it has truly helped.

Next year's 2020 update will be the fifth revision of the plan. The goal for the 2020 update is to do a larger information gathering process with all city staff in order to think outside the box. It is easy to get trapped into doing things the same way and we would like to push the envelope a bit and get some fresh perspectives on IT initiatives. We are not sure what this is going to look like yet but we are excited about the outcome. The goal is to start a bit earlier in the year so that the results can be more effectively used in the budgeting process.

You can read the adopted plan and all of the updates from the City's website:

<https://www.ci.wilsonville.or.us/ITPlan>

Until next time,

Andy Stone

IT Director



Check Out!

Wilsonville Public Library news & events

February 2019

8200 SW Wilsonville Road
Wilsonville, OR 97070

Phone: 503-682-2744
Fax: 503-682-8685
E-mail:
info@wilsonvillelibrary.org

Hours & Days of Operation

Mon.- Thurs.: 10am–8pm
Fri. - Sat.: 10am–6pm
Sun.: 1–6pm

Find us online at:
www.WilsonvilleLibrary.org
Facebook (WilsonvilleLibrary)
Twitter (@wvlibrary)

New English Classes and English Conversation Group

The Wilsonville Public Library and Goodwill Industries have established a partnership to provide help to those who are seeking assistance with learning English as a second language (ESL).



Group. This informal conversation circle is for non-native speakers to practice speaking English.

¿Está aprendiendo inglés? Conozca otras personas que también están aprendiendo y practique hablando

inglés. Lunes, 6-7 pm. Empieza el 11 de marzo. No necesita inscribirse por adelantado. Gratis.

www.WilsonvilleLibrary.org/ESL

Free English classes at the library are available on Thursday afternoons, from 1 pm–2:30 pm. No registration is required. This is an informal class

setting, and all levels are welcome. Drop in!

Starting March 11th, drop in any Monday evening from 6 pm–7 pm for English Conversation

Sign up for Mexican Folk Dancing Class for Kids



this free class for kids ages 4 through 12.

Classes will be held on Saturday mornings, from 10 am–12 pm (noon), from April 6th through June 1st.

the ten classes to prepare for the June 4th performance.

Starting March 1st, sign up online at:

www.WilsonvilleLibrary.org/folk

Experience traditional Mexican folk dance with

Students are expected to attend at least seven of



Library Artist of the Month:

Benjamin Mefford

Check Out!

Youth Programs

Birth to Age 5

Baby Time

For ages 0-12 months
Rhymes, songs, and special bonding time with your baby.

Thursday mornings
11:30 am–12:15 pm
(including playtime)
Oak Room
Through March 14

Toddler Time

For ages 1 & 2
Stories, songs, and puppets with your toddler.

Tuesday mornings
10:00 am–10:30 am
11:00 am–11:30 am
Oak Room
Through March 12

Family Storytime

For ages 3 and up
Bring the whole family for fun with books, including creative storytelling with songs, puppets, and props.

Tues. evenings: 6:30–7:00 pm
Wed. mornings: 10:30–11:00 am
Thurs. mornings: 10:30–11:00 am
Oak Room
Through March 14

Play Group

For ages 0-6
Drop in anytime and let the kiddos play with a variety of toys, as well as socialize with the under-6 crowd.

Monday mornings
10:00 am–11:30 am
Oak Room
Through March 11



Grades K–5

LEGO Night

Construct, create, and imagine with LEGOs. Try our monthly challenge or build whatever you want.

Wednesday, March 27
6:30–7:30 pm
Oak Room



K-2 Book Adventures

Classic stories, books, and authors with interactive story-telling, puppetry, and other fun activities.

Thursday, March 14:
Feathered Friends
3:30–4:15 pm
Oak Room



Early Release Day fun with “Science Zone”

Looking for something to do on Early Release Days?

How about some science fun! Get hands-on with exciting science experiments.

For children in 3rd–5th grades
Wednesday, March 6 and March 20
1:30–2:30 pm
Oak Room



Did you know?

The library will have an electric car charging hub!

Portland General Electric will install an “Electric Avenue” five-vehicle electric-charging hub in the library’s parking lot within the near future.



Teen Programs

Grades 6–12

Join us for FREE movies, games, food, and more with monthly events just for 6th–12th graders.



AFTER-SCHOOL ACTIVITIES

Wednesday, March 20

4:00 pm–6:00 pm

Come hang out with a free build and LEGO movie.

AFTER-HOURS EVENT

St. Patrick Shenanigans

Friday, March 15

6:30 pm–8:30 pm

We'll get into the Irish spirit and some fun mischief at this after-hours event.

Find out more on our website:
www.WilsonvilleLibrary.org/teens

TAB wants you!

The Teen Advisory Board (TAB) is made up of 6th through 12th graders like you who meet to:

- Hang out, eat, & have fun
- Help choose books, music, and movies for the library
- Plan events

If you're interested, send us an e-mail or call Brad at 503–570–1592, or just show up at our next meeting.

Teen E-mail List

Want to come to an event, but need a little reminder? Enter your email address at

www.WilsonvilleLibrary.org/subscribe

to get added to our eNotify list.

Or become a Facebook friend of "Wilsonville Library" to get event updates!

Adult Programs

Classes, Lectures, & Workshops



"America's Founding Writers" class

Explore the literary roots of the U.S. from the Colonial period through the American Revolution.

Sunday afternoons
March 3 through April 14
(no class March 17)

1:30 pm–3:00 pm
Oak Room

\$30 for class series, incl. texts
www.WilsonvilleLibrary.org/classes

History Pub

Monthly programs focusing on Oregon's rich history.
Red Tail Angels: Black Fighter Pilots in WWII

Tuesday, March 26

6:30 pm–8:00 pm
Wilsonville McMenamins
Doors open at 5 pm
No charge



Space Talk: Apollo 8

Come learn the story behind the incredibly bold NASA decision to orbit the moon for the first time.

Presented by Donn Anderson, docent at Evergreen Aviation & Space Museum

Saturday, March 23

1:00 pm–2:00 pm
Oak Room
No charge

Thursday afternoons

1:00 pm–2:30 pm
Rose Room
No charge
www.WilsonvilleLibrary.org/ESL

English class

Learn English for free at the library. All levels are welcome. No registration required. Drop in!

Clubs & Groups

Book Club

New members welcome!
Still Alice by Lisa Genova

Thursday, March 28

6:00 pm–8:00 pm
Rose Room
No charge

English Conversation Group

Informal practice for non-native English speakers.

Monday evenings

6:00 pm–7:00 pm
No charge

Great Books Discussion Group

A round table discussion of the great Western classic books.

"Thus Spake Zarathustra"
by Friedrich Nietzsche

Tuesday, March 12

6:00 pm–8:00 pm
Phila Simmons Room
No charge

Entertainment



First Friday Film

Ryan Gosling stars as astronaut Neil Armstrong in this docudrama

about the first man to walk on the moon.

Friday, March 1

6:00 pm–8:00 pm
Oak Room
No charge



Book Notes Concert

Monthly live music in the library stacks on the 2nd Saturday of the month.

The Hanson Family

Award-winning family sings, fiddles, and yodels, with humor and audience participation.

Saturday, March 9

2:00 pm–3:00 pm
Magazine reading area
No charge

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>SPACE TALK: APOLLO 8 MARCH 23, 1-2 PM</p> 					<p>1 ● First Friday Films First Man (PG-13) 2018 6-8 pm</p>	<p>2 ● Free Tax Help 10 am-2 pm</p>
<p>3 ● America's Founding Writers class Dr. Bill Thierfelder 1:30-3 pm</p>	<p>4 ● Playgroup 10-11:30 am</p>	<p>5 ● Toddler Time 10-10:30 am 11-11:30 am ● Family Storytime 6:30-7 pm</p>	<p>6 ● Family Storytime 10:30-11 am ● Science Zone 1:30-2:30 pm</p>	<p>7 ● Family Storytime 10:30-11 am ● Baby Time 11:30 am-12:15 pm ● English Class 1-2:30 pm</p>		<p>9 ● Free Tax Help 10 am-2 pm ● Booknotes Concert Series The Hanson Family 2-3 pm</p>
<p>10 ● America's Founding Writers Dr. Bill Thierfelder 1:30-3 pm</p>	<p>11 ● Playgroup 10-11:30 am ● English Conversation Group 6-7 pm</p>	<p>12 ● Toddler Time 10-10:30 am 11-11:30 am ● Great Books Discussion Group <i>Thus Spoke Zarathustra</i> 6-8 pm ● Family Storytime 6:30-7 pm</p>	<p>13 ● Family Storytime 10:30-11 am</p>	<p>14 ● Family Storytime 10:30-11 am ● Baby Time 11:30 am-12:15 pm ● English Class 1-2:30 pm ● K-2 Adventures Trickster Tales 3:30-4:15 pm</p>	<p>15 ● Teen Advisory Board 4:30-6:30 pm ● Teen St. Patrick Shenanigans 6:30-8:30 pm</p>	<p>16 ● Free Tax Help 10 am-2 pm</p>
	<p>18 ● Genealogy Club 1-2:30 pm ● English Conversation Group 6-7 pm</p>		<p>20 ● Science Zone 1:30-2:30 pm ● Teen Activity Super Smash Bros. Tournament 4-6 pm</p>	<p>21 ● English Class 1-2:30 pm</p>		<p>23 ● Free Tax Help 10 am-2 pm ● Space Talk: Apollo 8 Donn Anderson, docent at Evergreen Aviation & Space Museum 1-2 pm</p>
<p>24 ● America's Founding Writers Dr. Bill Thierfelder 1:30-3 pm</p>	<p>25 ● English Conversation Group 6-7 pm</p>	<p>26 ● History Pub Red Tail Angels: Black Fighter Pilots in WW II with Sig Unander, Jr. 6:30 pm Doors open at 5 pm</p>	<p>27 ● Lego Night 6:30-7:30 pm</p>	<p>28 ● English Class 1-2:30 pm ● Book Club <i>Still Alice</i> by Lisa Genova 6-8 pm</p>		<p>30 ● Free Tax Help 10 am-2 pm</p>

31
● **America's Founding Writers**
Dr. Bill Thierfelder
1:30-3 pm

MARCH

PROGRAM TYPE

- Children
- Teen
- Adult





FEBRUARY 2019

MONTHLY REPORT



From the Director:

As we spring our clocks forward, the opportunities to visit the City's Parks after work, increase. This includes taking our dogs for walks or to the Dog Park, playing ball with our children or simply enjoy watching them participate in activities or relax sitting in one of Wilsonville's beautiful parks reading a book. Realizing that City parks serve as the primary green spaces for citizens, we are truly fortunate to have parks second to none in Wilsonville.

In April, the Parks and Recreation Department has a few special events including Community Garden sign up day on April 4th. On April 20th come to Memorial Park and enjoy the always popular Community Egg Hunt made possible with the help of this year's sponsor's; Al Kader Shriners Center, Hope Assembly, Therapeutic Associates, and Wilsonville Orthodontics. On April 26th (Arbor Day) at 2pm we will be having a Cable Tree Dedication. This event will take place in Memorial Park at the River Shelter where guests will walk down to the River Dock and be met by "Rainbow" the Tug Boat. The following day, on April 27th we will host W.E.R.K day where residents can volunteer to help our parks crew complete special projects in our parks. The day kicks off at 8am at the Community Center with a free breakfast provided by the always busy Rotary Club.

I want to thank volunteers Ken Rice and David Davis for serving on the Parks and Recreation Board. Ken was a board member for 8 years and David for 4 years. Both helped make Wilsonville a better place to live by providing great suggestions and vital input to Parks and Recreation staff. I would also like to welcome two new members to the board Amanda Aird and Dahe Chen. The public is always welcome to attend board meetings. Please check the City's website for exact times and locations.

-Mike McCarty

Recreation Updates:

Daddy Daughter Dance– The annual Daddy Daughter Dance was held on Friday, February 22nd from 7-9pm at the Community Center. There were 130 people signed up for the dance. The theme for the evening was “A Night in Hollywood” and everyone came dressed in their finest. There was a photo booth, punch, cake, popcorn, a DJ and several prize giveaways including Wilsonville Parks and Recreation and Skyhawk's Sports camp gift cards. A big thank you to Donna Atkinson and Susie Sivyer from the Wilsonville Community Seniors who came and volunteered at the event.



Dog Run Public Input Meeting– The Dog Run Public Input Meeting for the new Memorial Park dog run was held on Tuesday, February 12th from 7-8pm at the Community Center. Thirteen participants were in attendance and gave feedback on what amenities should be included/excluded from the new dog run area. Several voiced concerns about the mud and drainage issues at the current park and would like to see those issues mitigated at the new site. Others voiced their appreciation for the walking trail, benches, and shade structures. All attendees were excited at the prospect of a new dog washing station at the new site as well as an updated parking lot and a new bathroom facility.

Field Sign-Up Night(s): The Department welcomed both local and non-local sports organizations for the annual field sign up nights held on February 4th for residents and February 11th for non-residents. Sport fields in Memorial Park were allocated for the 2019 season.

Community Tourism Grant: Five applications were received for the Community Tourism Grant, totaling \$29,013 in requests. A total of \$25,000 will be awarded on March 21.

Board Updates:

Parks and Recreation Board: The Parks and Recreation board welcomed 2 new board members, Dahe Chen and Amanda Aird. The board is working on assessing current goals and setting priorities for the next fiscal year.

WCSI: The Board sold 17 tickets for the Chamber Holiday raffle & earned \$225 which covered their Chamber annual dues. Preparations have begun for the second annual WCSI Fashion Show which is scheduled for September 28th.

Upcoming Events:

Citizens Academy Presentation– March 21

Community Tourism Grant– March 21

Community Garden Sign Up Day– April 4

Summer Activity Registration Opens– April 15

Community Egg Hunt– April 20

Cable Tree Ceremony– April 26

WERK Day– April 27

Parks Maintenance Updates:

- Organized and cleaned Murase nut shed
- Removed two trees for Water treatment surge tank replacement
- Clean up for tree down on Boeckman trail
- Snowy weather sanding



MONTHLY NEWS

City of Wilsonville Police

VOLUME 2 | ISSUE 1 | PUBLISHED FEBRUARY 11, 2019 | **January 2019**



Highlights

- 1) While we don't endorse products, we do appreciate a recent donation made by the Ring company. They graciously donated several cameras that we were able to give out in cases of domestic violence and repeated theft of packages from porches. Deputy Matt Brown tested this one out after installation to make sure it was up and running properly. Visit us on Facebook or Twitter at **Wilsonville Police** to view the video.
- 2) January 3, 2019, we responded to a single vehicle into a bus stop along Wilsonville Rd near Wildcat.
- 3) Early in January, Sergeant Jason Ritter promoted to our DVERT unit (Domestic Violence Response Team) and Sergeant Nate Hulsey transferred to Wilsonville in his stead. Our official "Bump" takes place in March and we will be welcoming back Sergeant Matt Swanson to the City.
- 4) January 30, 2019, we assisted U.S. Marshals in arresting a wanted subject. We frequently work with State and Federal partners in keeping our community safe.

Wilsonville January 2019



City of Wilsonville Police Department

30000 SW Town Center Loop E
Wilsonville, OR 97070

In Partnership with

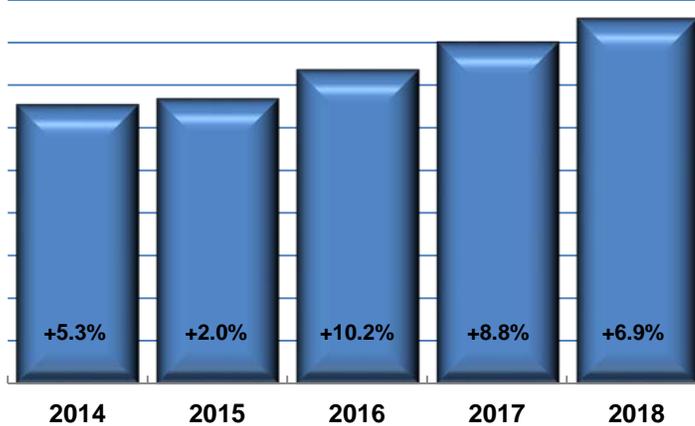


Monthly Summary

During January 2019, the Clackamas County Sheriff's Office provided law enforcement service to the City of Wilsonville on a 24 hour a day basis. During this time deputies assigned to Wilsonville responded to 672 calls for service, which was an average of 21.7 calls a day.

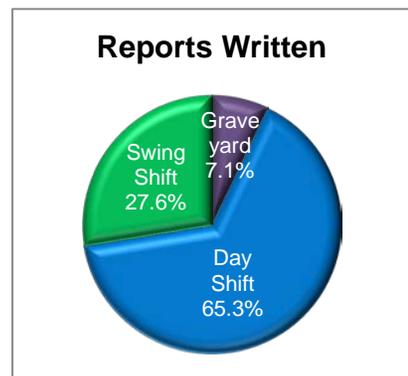
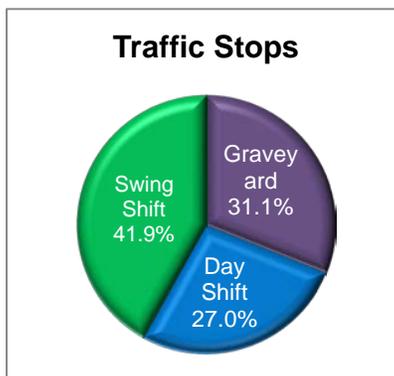
Below is a chart showing the number of calls for service in the City during the last 5 years.

<u>Year</u>	<u>Number of Calls</u>	<u>Monthly Average</u>	<u>Daily Average</u>
2014	6,558	546.5	18.0
2015	6,689	557.4	18.3
2016	7,369	614.1	20.2
2017	8,021	668.4	22.0
2018	8,571	714.3	23.5



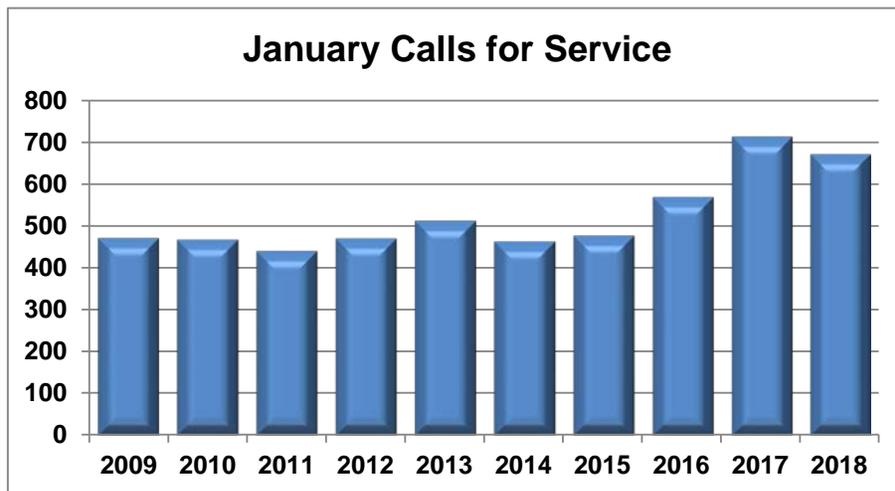
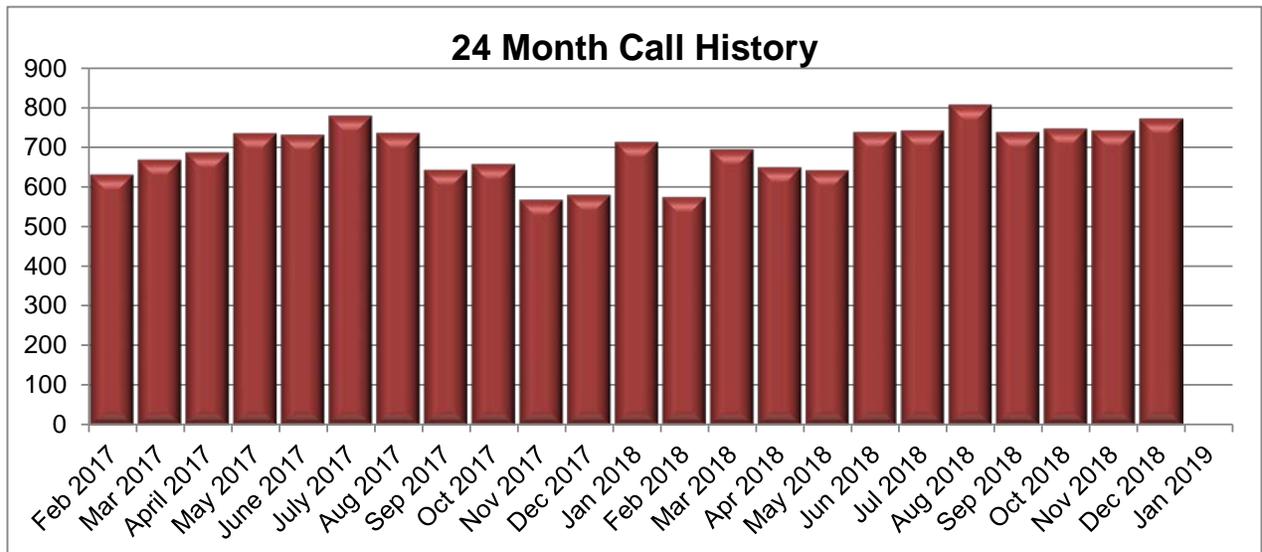
An overall look at the shift activity shows the following percentages of calls taken, traffic stops made and reports written for January.

	<u>Percentage of Calls Taken</u>	<u>Percentage of Traffic Stops</u>	<u>Percentage of Reports Written</u>
Graveyard	19.2%	31.1%	7.1%
Day Shift	44.9%	27.0%	65.4%
Swing Shift	35.9%	41.9%	27.6%



Calls for Service

Number of Calls Per Shift	January 2019	January 2018	Monthly Average 2017
Graveyard (2100-0700)	129	110	139.6
Day Shift (0700-1700)	302	387	336.3
Swing Shift (1100-0300)	241	217	238.4
Monthly Total	672	714	714.3
Daily Average	21.7	23.0	23.5



Types of Calls

This chart shows the types of calls for service during the month. These calls do not reflect actual criminal activity. In some cases the call was dispatched as a particular type of incident, but it was later determined to be of a different nature.

Type of Call	January 2019	January 2018	2018 Monthly Avg.
Alarm	71	63	67.4
Theft	53	61	53.3
Assist Public	45	49	48.7
Parking Complaint	36	68	49.8
Assist Agency	32	36	34.3
Domestic Disturbance	29	21	27.0
Traffic Crash	29	36	32.8
Welfare Check	27	25	32.8
Suspicious Person	25	28	34.7
Traffic Complaint	25	40	34.3
Suspicious Vehicle	20	19	20.8
Behavioral Health Incident	18	5	9.8
Juvenile Problem	16	12	17.9
Threat / Harassment	16	27	25.8
Unwanted / Trespass	15	11	19.8
Suicide Attempt / Threat	14	8	10.4
Suspicious Circumstances	13	14	16.1
Hazard	11	8	9.5
Property Investigation	11	14	17.8
Fraud	10	19	17.7
Open Door / Window	10		3.6
Animal Complaint	9	6	10.5
Assault	9	5	4.6
Disturbance	9	8	8.1
Noise Complaint	8	8	8.9
Runaway	8	4	2.8
Burglary	7	4	5.3
Criminal Mischief	7	5	9.8
Fire Services	7	13	10.8
Abandoned Vehicle	5	9	4.5
Extra Patrol Request	5	2	2.3
Unknown / Incomplete	5	16	8.1
Vice Complaint	5	8	5.3
Stolen Vehicle	3	6	6.3
Viol. Restraining Order	3	5	2.6
Death Investigation	2	3	1.7
Minor in Possession	2		0.9
Missing Person	2	2	3.3
Promiscuous Shooting	2		1.1
Sex Crimes	2	3	2.2
Provide Information		18	3.8
Prowler		1	0.6
Recovered Stolen Vehicle		4	1.7
Robbery		2	1.2
Shooting			0.3
Other	46	18	24.0
Total Calls:	672	714	714.3

Median Response Times to Dispatched Calls

	All Calls	Priority 1 & 2 Calls
Input to Dispatch (Time call was on hold)	1:14 Minutes	0:53 Minutes
Dispatch to Arrival (Time it took the deputy to arrive after being dispatched)	5:41 Minutes	5:34 Minutes

Other / Self-Initiated Activity

Type of Call	January 2019	January 2018	2018 Monthly Avg.
Traffic Stop	408	317	387.2
Follow-Up Contact	126	102	95.5
Suspicious Veh. Stop	120	51	70.3
Subject Stop	40	23	30.5
Premise Check	39	9	20.7
Detail	17	29	14.8
Suspect Contact	3	6	3.8
Traffic Detail**	2		N/A
Warrant Service	16	13	9.3
Court		3	0.9
Foot Patrol		2	0.5
Meeting		11	1.2
Training		16	3.3
Total Calls:	771	582	637.9

*CCOM switched to a new dispatch CAD system on 03/13/18. The new system does not capture these call types.

** New call type

Reports Written

During January, 127 reports were written. 7.1% were written by the graveyard shift, 65.4% by the dayshift units and 27.6% were written by the swing shift units.

Type of Report	January 2019	January 2018	2018 Monthly Avg.
Traffic Crash	10	15	12.6
Theft	22	43	40.8
Criminal Mischief	4	7	8.1
Burglary	5	4	5.6
Stolen Vehicle		5	4.2
Assault	5	1	3.0
Identity Theft	3	2	3.3
Drug Crimes	1	7	4.3
Other Reports	77	88	90.6
Total Calls:	127	172	172.5

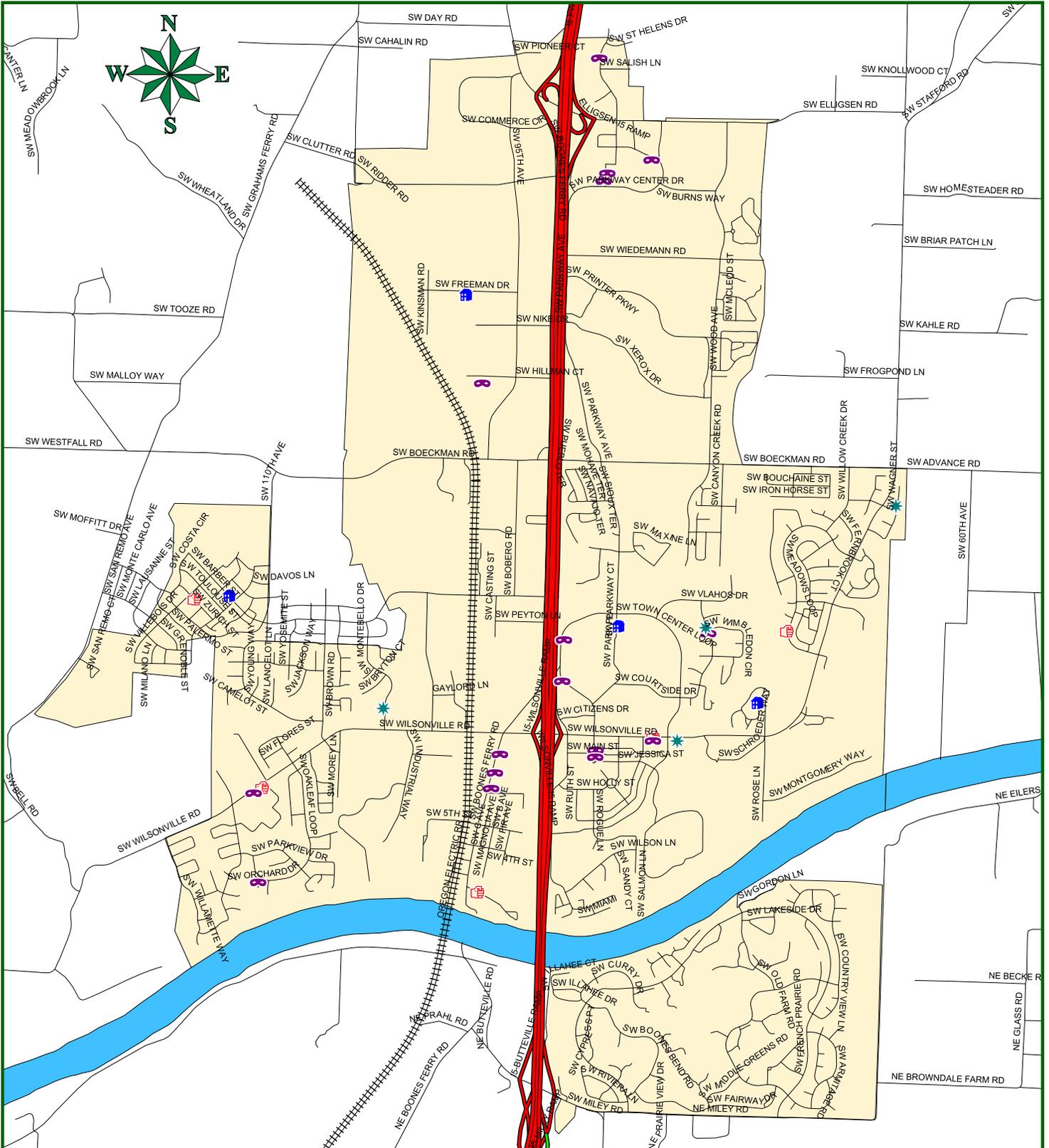
Shift Totals	January 2019	January 2018	2018 Monthly Avg.
Graveyard	9	22	25.1
Day Shift	83	86	89.5
Swing Shift	35	64	57.9



Wilsonville January 2019



- Assault
- Burglary
- Criminal Mischief
- Theft

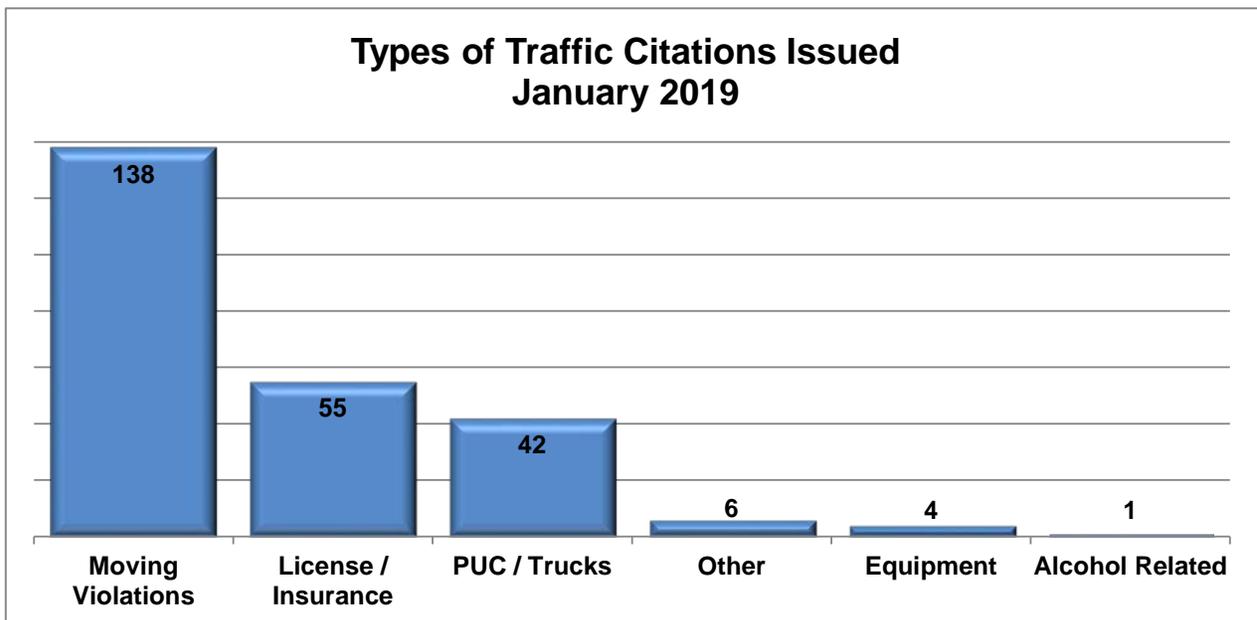
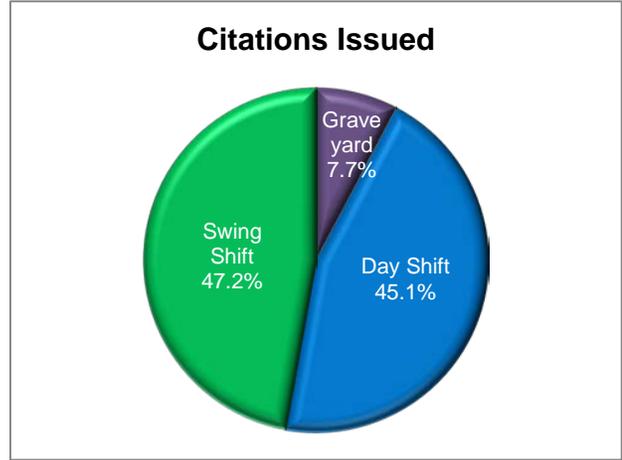


Traffic

During January 2019, 408 traffic stops were made in the City and 246 traffic citations were issued. Included in these totals are 174 traffic stops (42.6%) and 203 (82.5%) citations issued by the traffic deputies.

There were 5 arrests for Driving Under the Influence of Intoxicants (DUI).

Shift	Traffic Stops	Citations Issued
Graveyard	127	19
Day Shift	110	111
Swing Shift	171	116
Total:	408	246



MONTHLY NEWS

City of Wilsonville Police

VOLUME 2 | ISSUE 2 | PUBLISHED MARCH 5, 2019 | **February 2019**



- 1) During the early hours of February 4, 2019, Officers Cory Hogg and Kate Spalinger responded to a single vehicle crash. A 2001 maroon Mercedes was located in brush up an embankment and wedged between two trees. Its driver was transported to OHSU.
- 2) On February 23, 2019, we officially welcomed back Sgt. Matt Swanson to the City. He is our second shift Sergeant.
- 3) **Heads up!** We expect to make a temporary move Apr-1-2019 to the Parks & Recreation building. The space we now share with Public Works is slated for a seismic retrofit. Parks & Recreation is located at 29600 Park Place Court. Our phone numbers will stay the same.



Highlights



Temporary Police Location
Beginning April 2019
29600 Park Place Court
503-682-1012

Wilsonville February 2019



City of Wilsonville Police Department

30000 SW Town Center Loop E
Wilsonville, OR 97070

In Partnership with

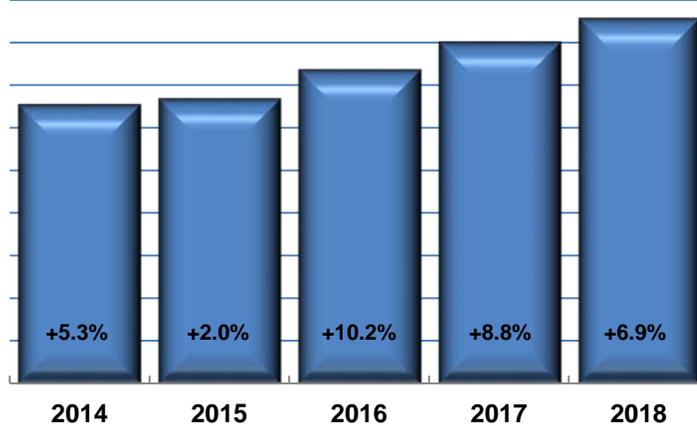


Monthly Summary

During February 2019, the Clackamas County Sheriff's Office provided law enforcement service to the City of Wilsonville on a 24 hour a day basis. During this time deputies assigned to Wilsonville responded to 581 calls for service, which was an average of 20.8 calls a day.

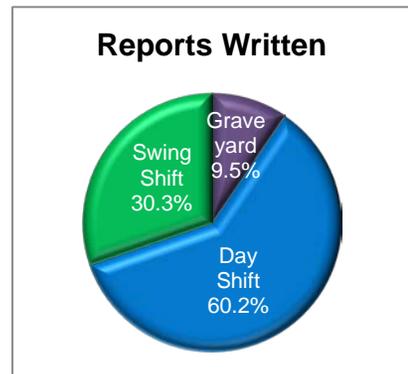
Below is a chart showing the number of calls for service in the City during the last 5 years.

<u>Year</u>	<u>Number of Calls</u>	<u>Monthly Average</u>	<u>Daily Average</u>
2014	6,558	546.5	18.0
2015	6,689	557.4	18.3
2016	7,369	614.1	20.2
2017	8,021	668.4	22.0
2018	8,571	714.3	23.5



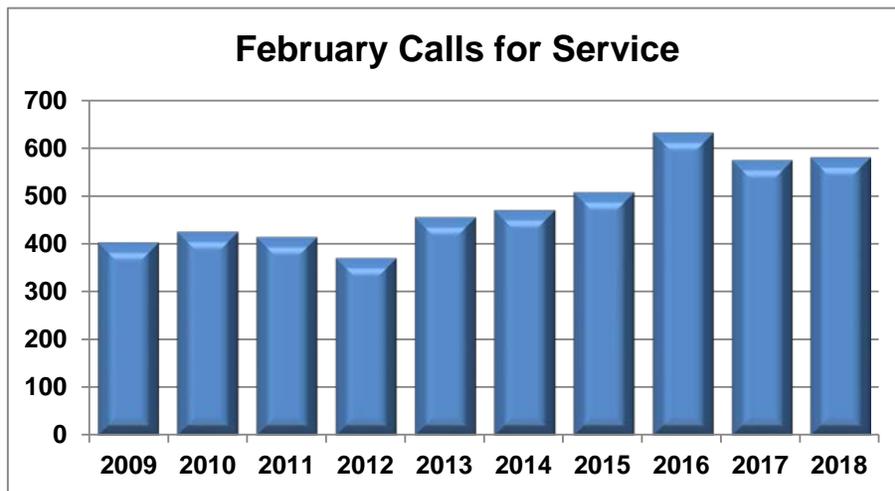
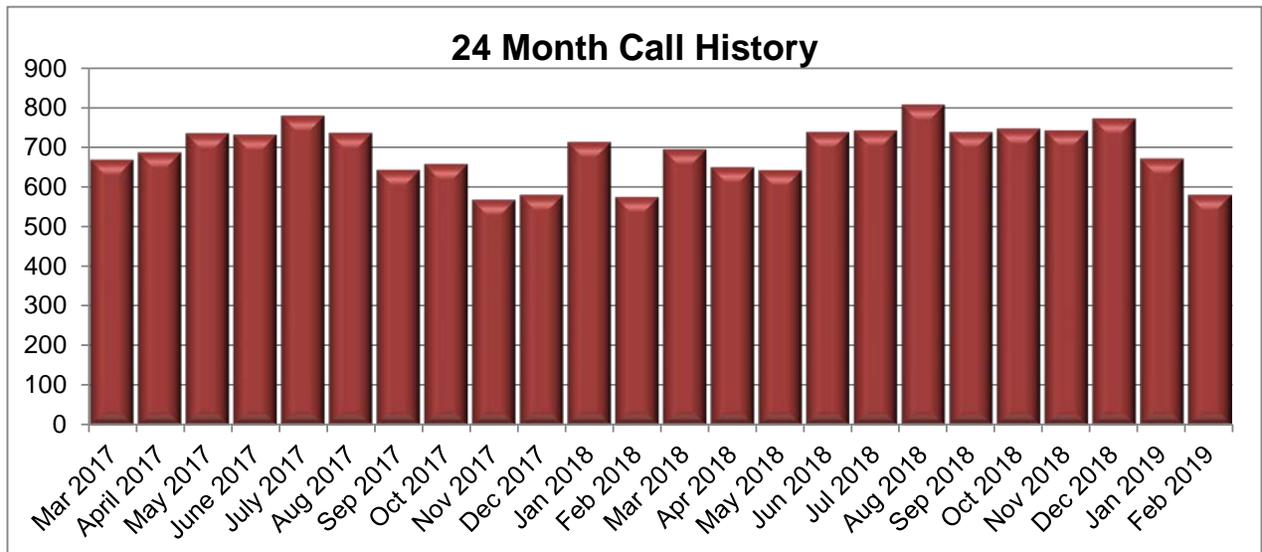
An overall look at the shift activity shows the following percentages of calls taken, traffic stops made and reports written for February.

	<u>Percentage of Calls Taken</u>	<u>Percentage of Traffic Stops</u>	<u>Percentage of Reports Written</u>
Graveyard	21.5%	29.4%	9.5%
Day Shift	42.9%	23.2%	60.2%
Swing Shift	35.6%	47.4%	30.3%



Calls for Service

Number of Calls Per Shift	February 2019	February 2018	Monthly Average 2017
Graveyard (2100-0700)	125	106	139.6
Day Shift (0700-1700)	249	298	336.3
Swing Shift (1100-0300)	207	171	238.4
Monthly Total	581	575	714.3
Daily Average	20.8	20.5	23.5



Types of Calls

This chart shows the types of calls for service during the month. These calls do not reflect actual criminal activity. In some cases the call was dispatched as a particular type of incident, but it was later determined to be of a different nature.

Type of Call	February 2019	February 2018	2018 Monthly Avg.
Alarm	63	58	67.4
Theft	59	45	53.3
Assist Public	34	33	48.7
Welfare Check	31	27	32.8
Parking Complaint	30	37	49.8
Assist Agency	26	46	34.3
Traffic Crash	25	25	32.8
Provide Information	23	13	3.8
Domestic Disturbance	20	18	27.0
Threat / Harassment	18	17	25.8
Suspicious Person	16	28	34.7
Suspicious Vehicle	16	21	20.8
Traffic Complaint	16	27	34.3
Fraud	15	15	17.7
Hazard	13	7	9.5
Behavioral Health Incident	12	11	9.8
Open Door / Window	12	1	3.6
Suspicious Circumstances	12	7	16.1
Criminal Mischief	11	10	9.8
Property Investigation	11	16	17.8
Suicide Attempt / Threat	11	16	10.4
Noise Complaint	10	4	8.9
Unwanted / Trespass	9	14	19.8
Disturbance	8	8	8.1
Vice Complaint	8	4	5.3
Missing Person	7	2	3.3
Animal Complaint	6	7	10.5
Fire Services	6	7	10.8
Juvenile Problem	6	10	17.9
Stolen Vehicle	6	4	6.3
Unknown / Incomplete	6	8	8.1
Assault	5	4	4.6
Burglary	5	4	5.3
Sex Crimes	4	1	2.2
Viol. Restraining Order	3	1	2.6
Runaway	2	1	2.8
Abandoned Vehicle	1	4	4.5
Extra Patrol Request	1	2	2.3
Minor in Possession	1	1	0.9
Promiscuous Shooting	1	1	1.1
Recovered Stolen Vehicle	1	2	1.7
Robbery	1	2	1.2
Shooting	1		0.3
Death Investigation			1.7
Prowler		1	0.6
Other	9	5	24.0
Total Calls:	581	575	714.3

Median Response Times to Dispatched Calls

	All Calls	Priority 1 & 2 Calls
Input to Dispatch (Time call was on hold)	1:13 Minutes	0:46 Minutes
Dispatch to Arrival (Time it took the deputy to arrive after being dispatched)	5:31 Minutes	5:49 Minutes

Other / Self-Initiated Activity

Type of Call	February 2019	February 2018	2018 Monthly Avg.
Traffic Stop	323	206	387.2
Follow-Up Contact	103	120	95.5
Suspicious Veh. Stop	92	56	70.3
Premise Check	24	21	20.7
Subject Stop	17	13	30.5
Warrant Service	14	8	9.3
Detail	8	20	14.8
Suspect Contact	6	4	3.8
Traffic Detail**	4		N/A
Court		3	0.9
Foot Patrol		1	0.5
Meeting		2	1.2
Training		17	3.3
Total Calls:	591	471	637.9

*CCOM switched to a new dispatch CAD system on 03/13/18. The new system does not capture these call types.

** New call type

Reports Written

During February, 201 reports were written. 9.5% were written by the graveyard shift, 60.2% by the dayshift units and 30.3% were written by the swing shift units.

Type of Report	February 2019
Theft	43
Traffic Crash	7
Stolen Vehicle	7
Burglary	6
Drug Crimes	6
Criminal Mischief	5
Assault	1
Identity Theft	1
Other Reports	125
Total Calls:	201

February 2018	2018 Monthly Avg.
36	40.8
6	12.6
3	4.2
4	5.6
3	4.3
6	8.1
2	3.0
2	3.3
141	90.6
203	172.5

Shift Totals	February 2019
Graveyard	19
Day Shift	121
Swing Shift	61

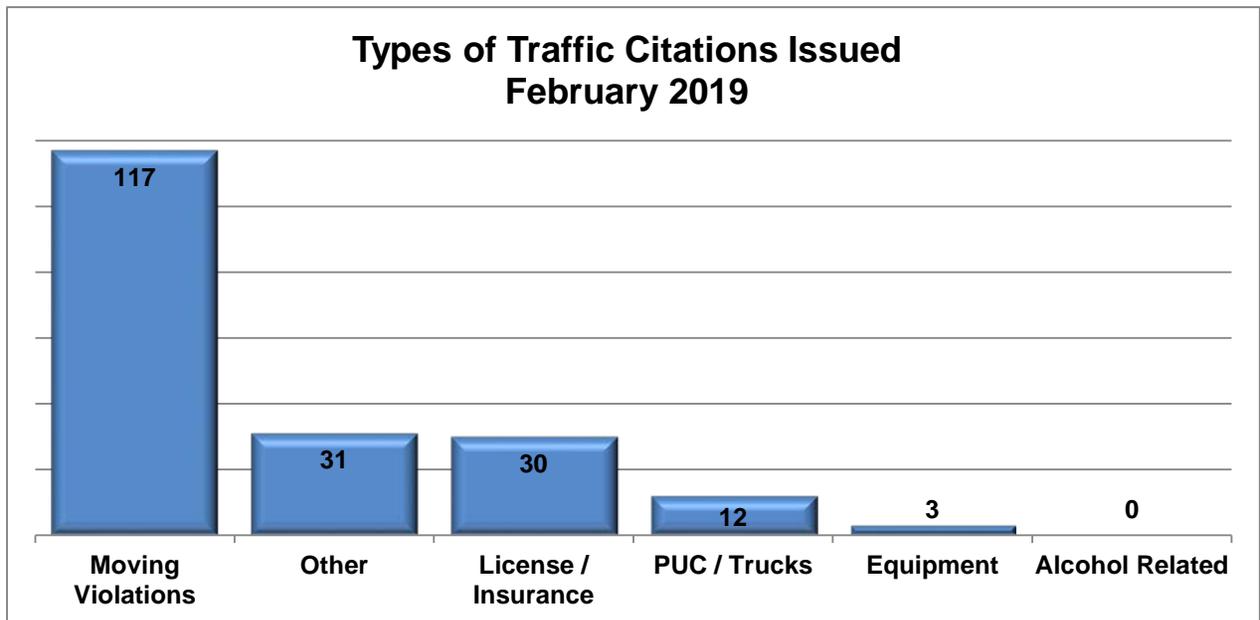
February 2018	2018 Monthly Avg.
24	25.1
107	89.5
72	57.9

Traffic

During February 2019, 323 traffic stops were made in the City and 193 traffic citations were issued. Included in these totals are 135 traffic stops (41.8%) and 173 (89.6%) citations issued by the traffic deputies.

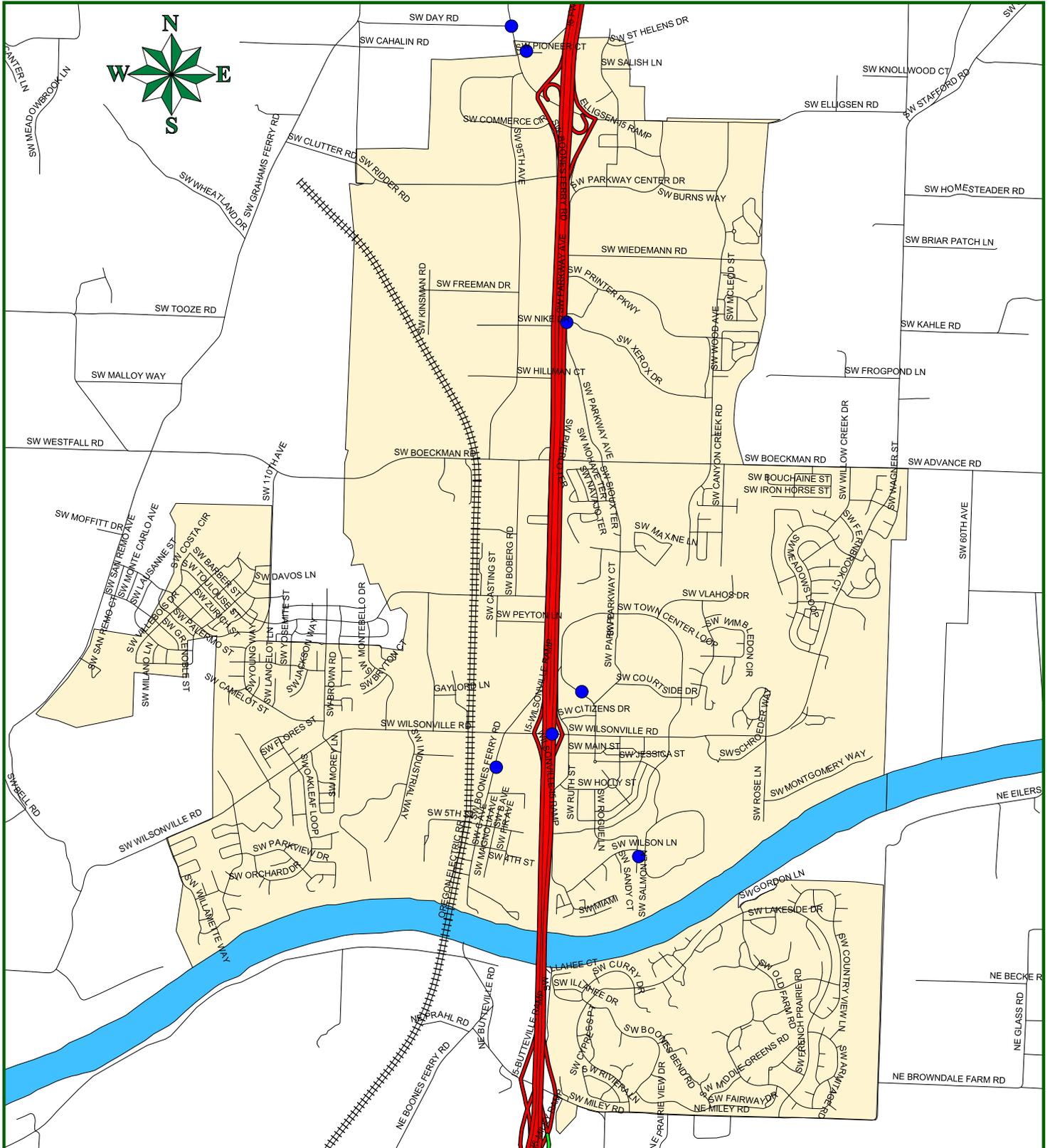
There were 2 arrests for Driving Under the Influence of Intoxicants (DUII).

Shift	Traffic Stops	Citations Issued
Graveyard	95	6
Day Shift	75	79
Swing Shift	153	108
Total:	323	193





Wilsonville Traffic Crashes February 2019





FEBRUARY 2019 MONTHLY REPORT

From The Director's Office:

Though February is the shortest month of the year it was packed with activities for the Public Works Department.

Acting Utilities Supervisor

We are excited to announce that Ian Eglitis has been placed in an Acting Utilities Supervisor position for the Public Works Department, Utilities Division. He is taking on the duties and responsibilities of managing the Division on an interim basis.

Ian has been with the City for over two years in various positions and most recently served as a Water Technician. Ian holds a Water Distribution Level II Certification with the Oregon Health Authority as well as Water Treatment Level I, and Waste Water Collections Level I certification. He has a Bachelor's Degree in Forestry from the Oregon State University and an Associate's Degree in Water / Environmental Technologies from Clackamas Community College.



CITY OF WILSONVILLE POLICE AND PUBLIC WORKS SRGP SEISMIC IMPROVEMENTS Bids Due 2:00 pm, March 18, 2019 INVITATION TO BID (CIP #8117)

The City of Wilsonville invites qualified individuals or firms to submit bids to provide services related to the **Public Works Complex Project** based upon the Scope of Work contained in the bid package. Sealed bids, in writing, will be received by the City of Wilsonville, 29799 SW Town Center Loop East, Wilsonville, OR 97070, until **Monday, March 18, 2019, at 2:00 P.M. local time**. Facsimile or electronically transmitted bids will not be accepted.

Specifications and Contract Documents are available on February 22, 2019, after 8:00 a.m., at the City of Wilsonville, 29799 SW Town Center Loop East, Wilsonville, Oregon 97070. Copies of the Project Specifications and Contract Documents may be purchased for \$35.00 each from the City of Wilsonville. Bidders may also download them at www.questcdn.com and input QuestCDN #6167791. Requests for documents to be mailed via overnight express shall be accompanied by a separate check in the amount of \$35.00. The City shall not be held responsible for the receipt of documents sent via mail.

The City of Wilsonville's programs, services, employment opportunities, and volunteer positions are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, handicap, or political affiliation.

By Order of:
Delora Kerber
Public Works Director
City of Wilsonville
29799 SW Town Center Loop East
Wilsonville, OR 97070
Published Feb. 22, 2019. 11706925

Police/Public Works Seismic Grant Rehabilitation Program (SGRP) Seismic Improvement Project

The SGRP project accomplished several milestones in February. First was the submittal for the permit application to the City's Building Division on February 15. Next was the advertisement of project in the Daily Journal of Commerce on the 22nd of February. Then there has been an ongoing search to find a location or locations where the Police Department and Public Works Department staff can temporarily relocate for the five months while construction on the Police/Public Works Building is being done.

The current relocation plan is for the Police Department to share the Parks and Recreation building and for Public Works staff to use the Tualatin Valley Fire District Fleet building for parking and storage (we previously work out of that building for many years) and rent space in an office building on Holly Lane for administration work. It will be a challenging time being displaced from our regular work areas but knowing our building will be seismically competent will be worth the hassle. Construction bids are due on March 18. After review and vetting, the selected proposal will be brought to Council for approval in April.

Utilities Division

Annual Hydrant Maintenance

The water crew has been wrapping up their annual hydrant maintenance program. Crew members have been testing and inspecting hydrants for function and structure while making repairs as needed.

Water Distribution Technician Jerry Anderson rebuilds a portion of a hydrant.



Routine Samples

Protecting public health and providing safe drinking water to the community is the number one objective of the Water Division. The water crew monitors the chlorine residual in the distribution system on a daily basis. Every month the water crew collects samples to be analyzed in a laboratory for microbiological contaminants. On a quarterly basis samples are collected and analyzed for

Trihalomethanes also known as disinfection by products. Lead and Copper samples are collected and analyzed on a three-year cycle. The monitoring frequency of the distribution system is set by the Oregon Drinking Water Services (DWS) water quality standards for public water systems. Below, Water Technician Steve Gering checks and collects a routine microbiological sample at a City sample station.



Facilities Division

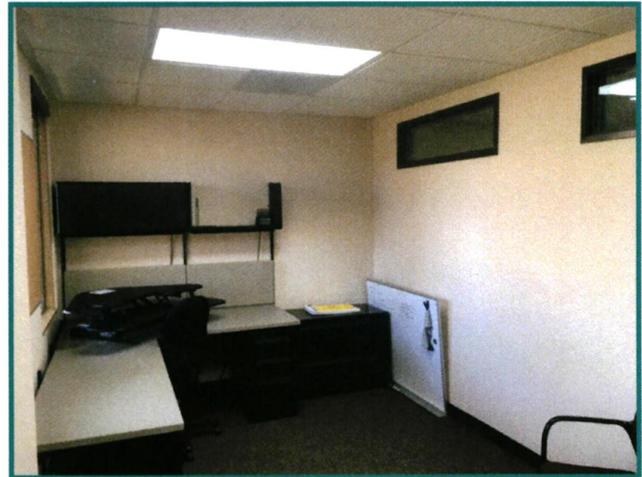
Public Works Office Addition

The Facilities crew has been preparing the Public Works Building for the addition of new staff. Due to the recent hiring of Operations Manager Martin Montalvo, staff began construction of an additional office space and reconfigured the field staff 's work station area.



Above left, Facilities Maintenance Technician Ivan Crumrine puts the finishing touches to the wall framing. Above right, Facilities Maintenance Technician Javid Yamin puts the sheetrock to the walls.

The new office is approximately 9' x 13' and required alterations to the existing lighting, HVAC, electrical and smoke detection systems. Once all of those items were completed the Facilities crew framed the structure, added sound proof insulation, sheet rocked the walls, and reconfigured the drop ceiling and trim.



In the interest of time, the walls were textured and painted by a contractor over the weekend. Facility crews then set the door and windows, and constructed three new work stations on the exterior of the easterly wall of the new office.

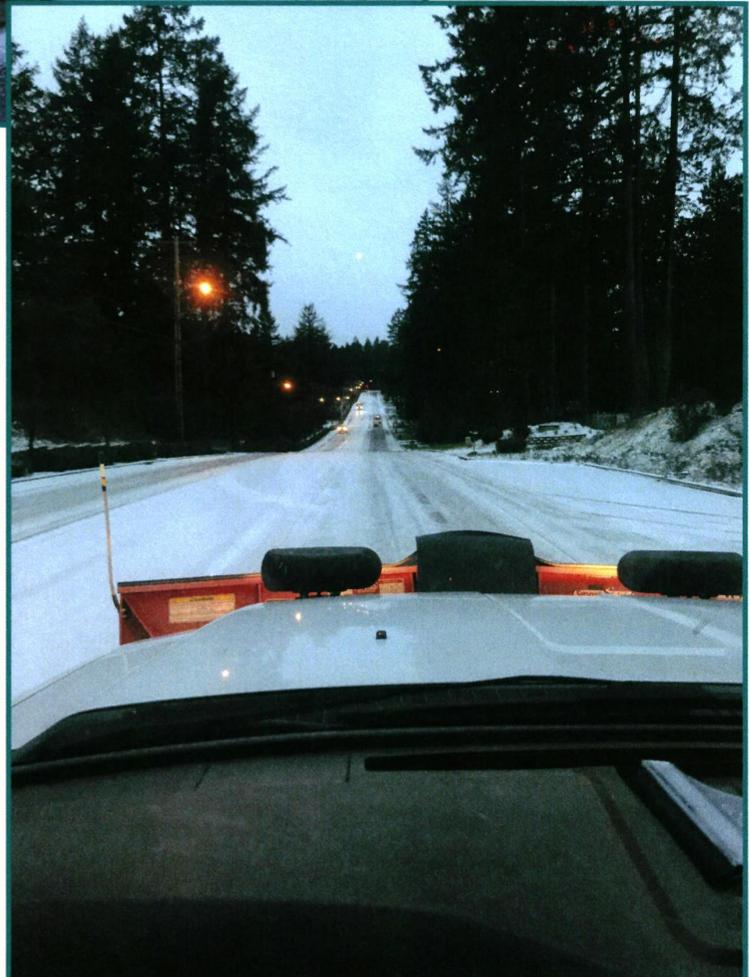
Roads and Stormwater Division

Winter Weather



During the inclement weather last month, the Roads crew put in extra hours to make sure the roads in Wilsonville were sanded and safe for passage.

After the most recent windstorm, the Roads crew picked up 20 cubic yards of limbs and other debris that were knocked out into the roadway.



Roads and Stormwater Division

Vegetation Trimming

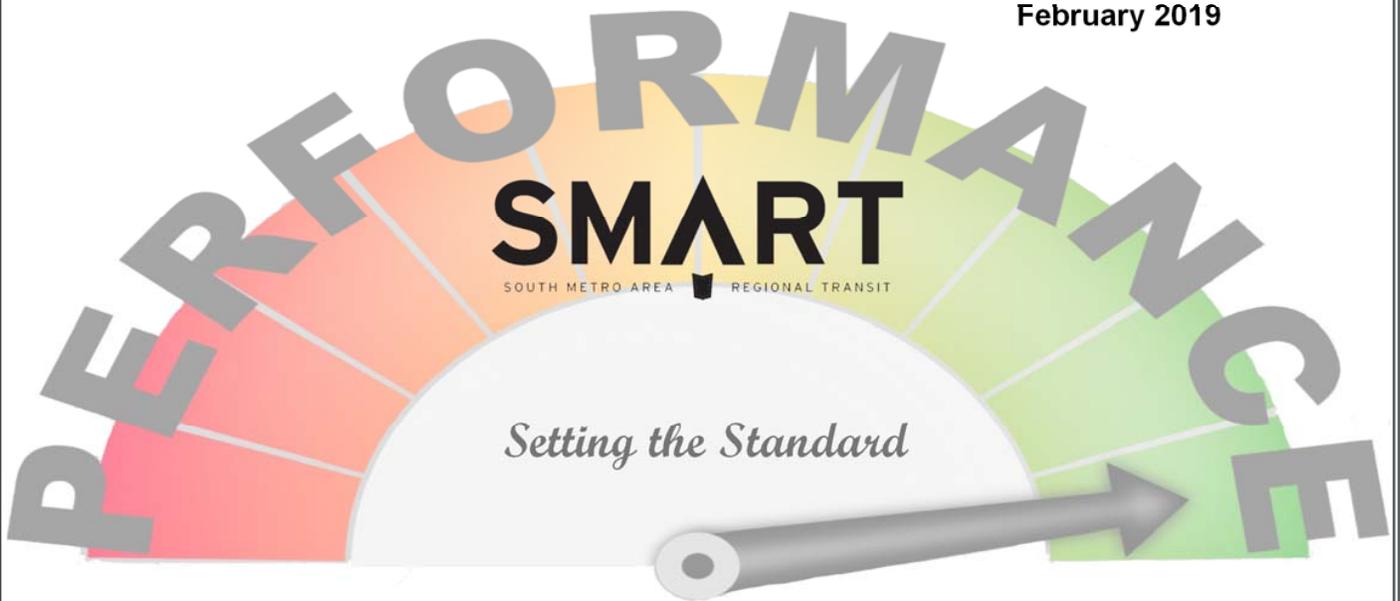


Roads and Stormwater crews trimmed the vegetation along Boeckman Road from Kinsman to Grahams Ferry Road. From this area, the crews hauled off a total of 40 cubic yards of clippings.

The crews also trimmed the vegetation on Wilsonville Road from Graham Oaks to Orchard Drive resulting in removal of 10 cubic yards of vegetation.



February 2019



American novelist Ken Kesey wrote, “You don’t lead by pointing and telling people some place to go. You lead by going to that place and making a case.” In other words, you lead by example.

During a recent SMART/Fleet Lead Team meeting, we took a brief break from the usual discussion of the ebb and flow relating to our goal of providing safe, reliable, and cost efficient service. Instead, we delved into the foundational business conversation of customer service.

We at SMART/Fleet understand that the one thing we always have complete control over is how we treat our customers. We also accept that internal customers, similar to external customers, deserve the absolute best we have to offer. To this end, SMART/Fleet is committed to setting the customer service standard for departments across the City of Wilsonville.



Dwight Brashear

Transit Director

Events and Marketing - Michelle Marston Program Coordinator

The month of February was spent working up marketing materials and confirming activity dates for the summer. Online calendars were loaded with the multitude of events planned through October. Multiple advertising materials are outlined and preparations for the “30 Years of Service and Electric Bus Celebration” were underway. The scheduled date is June 26, 4-6pm.

Fleet Services - Scott Simonton Fleet Services Manager

In the month of February, we faced multiple short-term inclement weather events. Fleet’s role and responsibility varies with the severity of snow and ice events. Fortunately, none of these storms interrupted transit service, and did not reach the level requiring traction devices for our buses.

We did install tire chains on spare vehicles the evenings before predicted snow events. The reasoning is that if chains are not deemed necessary (as is often the case), routes are not delayed while chains are removed. In the event traction devices are necessary, the already chained backup buses are taken first, affording staff the time to continue chaining more vehicles. Our early AM mechanic arrives extra early, clearing snow and ice from the buses, which in turn keeps the AM routes on time.

We also assisted by providing warm and dry storage for Public Works sanding and plowing equipment. This helps shorten their response time significantly, as sanding trucks can be kept full of material, without fear of the sand freezing in the trucks, and no time spent defrosting the vehicles themselves. Having the sanding equipment in our shop allows us to easily perform last minute inspections, to ensure the equipment is ready to work.

While these weather events were relatively minor, it afforded us a good opportunity to test our systems, and practice some skills that are not often used.

Grants - Elli Work Grants and Programs Manager

There’s formula racing, which is really fast and the outcome is often unpredictable. Then there’s formula funding, which is rather slow but predictable and remains a constant winner for SMART.

Formula funds are allocated each year through TriMet and are based on population. The funds are split between TriMet, C-Tran, and SMART – with TriMet receiving the lion’s share of the funds. The federal government announces the funding early in the year and then TriMet works with all three parties to arrive at an agreement while adhering to federal guidelines and formulas. The agreement culminates in a “Split Letter.” The Letter usually comes by the end of the year and clearly delineates funding by agency and purpose. The purposes are further identified by Section 5307, 5339, and 5310.

Section 5307, averaging about \$400,000, is used for preventative maintenance, shelter improvements, technology, and special projects.

Section 5339, averaging around \$55,000, can be used toward buses and bus facilities.

Section 5310, averaging about \$17,000, is used by SMART to help support a travel trainer in Wilsonville.

When funding is often fraught with uncertainty, it’s good to know that slow and steady formula funding wins the race for the City of Wilsonville, SMART, and the people we serve.



Operations - Eric Loomis Operations Manager

SMART and Cherriots share in operating the 1X route which provides service between Wilsonville and Salem. In February, there were two major accidents on I-5 near Woodburn, which temporarily closed down a portion of the freeway that the 1X



	1X Salem	2X Barbur	2X Sat Barbur	3X Canby	4 Wilsonville Rd	4 Sat Wilsonville Rd	5 95th Commerce	6 Arglye Square	C Charb Shuttle	7 Villebois	Villebois Shuttle	Total
Feb 2019	3,374	5,548	179	843	7,524	342	886	1,671	79	120	1,566	22,132
Feb 2018	2,977	5,837	198	559	7,324	375	1,058	1,638	N/A	187	1,308	21,461
% Cha nge	+13.34%	-4.95%	-9.6%	+50.81%	+2.73%	-8.8%	-8.8%	-16.26%	N/A	35.83%	+19.71%	+3.13%

travels along. SMART worked closely with Cherriots to minimize the impact of the road closures and continue providing service to our customers. SMART's team coordinated with Cherriots' dispatchers and supervisors to run additional buses and identify efficient detours along rural routes. The efforts did not go unnoticed by passengers. Although there were noticeable delays, SMART received several compliments from customers who recognized the extent to which each agency went through to accommodate their transportation needs.

