



**City Council Meeting
April 6, 2020**

**Executive Session: 5 pm
Work Session: 5:30pm
Regular Meeting: 7 pm
(all held in Council Chambers)**

This meeting is taking place with social distancing precautions in place:
Councilors are participating virtually, via Zoom videoconferencing
Anyone experiencing fever or flu-like symptoms should not
attend Council Chambers capacity is limited to 10 people

To Provide Public Comment

- 1) Join the meeting at 7 pm: <https://zoom.us/j/804097813> or call: 1-669-900-6833
Zoom Meeting ID: 804-097-813
- 2) Email cityrecorder@ci.wilsonville.or.us by 3 pm on April 6.
- 3) In-person testimony is discouraged, but can be accommodated.

To Watch the Meeting Online

You Tube: [youtube.com/c/CityofWilsonvilleOR](https://www.youtube.com/c/CityofWilsonvilleOR)

City of Wilsonville

City Council Meeting

April 6, 2020



**AMENDED
AGENDA**

**WILSONVILLE CITY COUNCIL MEETING
APRIL 6, 2020
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 Joann Linville
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, Work Session and Council Meeting will be held in
Council Chambers, City Hall, 1st 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. Alternative Project Delivery Methods Presentation (Hickmann/Kraushaar) [30 min.]
B. Boeckman Dip Bridge Alternatives Analysis (CIP #4212) and
Stormwater Master Plan Amendment (Kraushaar/Huffman) [25 min.]
C. Equitable Housing Strategic Plan (Rybold) [30 min.]
- 7:00 P.M. ADJOURN**
-

CITY COUNCIL MEETING

The following is a summary of the legislative and other matters to come before the Wilsonville City Council a regular session to be held, Monday, April 6, 2020 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on March 17, 2020. 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.

7:10 P.M. COMMUNICATIONS

- A. Update on the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act:
 - Ree Armitage, Field Representative, Office of U.S. Senator Ron Wyden
 - Dan Mahr, Field Representative, Office of U.S. Senator Jeff Merkley
- B. Update on State of Oregon COVID-19 Emergency Response
 - Representative Courtney Neron, HD-26/Wilsonville
- C. Update on Clackamas County COVID-19 Emergency Response
 - Commissioner Ken Humberston
- D. City of Wilsonville Economic Development Update
 - Jordan Vance, Economic Development Manager
- E. Update from Wilsonville Area Chamber of Commerce
 - Kevin Ferrasci O'Malley, CEO

7:50 P.M. MAYOR'S BUSINESS

- A. City Manager Memos: City Business Friendly Practices and Policies; Proposed City Business Grant Programs
- B. Volunteer Appreciation Month Proclamation
- C. 22nd Consecutive Tree City USA Designation and Arbor Day Proclamation
- D. Upcoming Meetings

8:00 P.M. CITIZEN INPUT AND 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.

8:10 P.M. COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

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

8:20 P.M. CONSENT AGENDA

- A. **Resolution No. 2805**
A Resolution Of The City Of Wilsonville Authorizing A First Amendment To Grant Agreement With Wilsonville Community Sharing.

8:25 P.M. NEW BUSINESS

- A. **Resolution No. 2807**
A Resolution And Order Amending Resolution No. 2803 To Extend The Local State Of Emergency And Emergency Measures, As Authorized by Resolution No. 2803. (Jacobson)

B. Resolution No. 2808

A Resolution And Order Regarding Sign Code Enforcement During Emergency Declaration Period. (Jacobson)

8:45 P.M. CONTINUING BUSINESS

A. None.

8:45 P.M. PUBLIC HEARING

B. Resolution No. 2804 (*Legislative Hearing*)

A Resolution Of The City Of Wilsonville To Amend The Adopted 2012 Stormwater Master Plan Project List (Table 9-2 – Prioritized CIP Projects) To Add Projects SD- 2163-2167 & 2437-2446: Pipeline Upsizing On Ridder Road And Peters Road And St-7: Boeckman Creek At Boeckman Road Stormwater Study. (Huffman)

8:55 P.M. CITY MANAGER’S BUSINESS

9:00 P.M. LEGAL BUSINESS

9:05 P.M. ADJOURN

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

Meeting Date: April 6, 2020		Subject: Alternative Project Delivery Methods Presentation by Tom Hickmann, CEO, Tualatin Valley Water District (TVWD)	
		Staff Member: Nancy Kraushaar, PE, Civil Engineer	
		Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input 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 type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: Staff recommends Council become more informed about alternative project delivery methods.			
Recommended Language for Motion: N/A			
Project / Issue Relates To:			
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input checked="" type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

Staff will provide information about alternative project delivery methods that may be considered appropriate for future capital projects; for example, the Boeckman Road Dip Project.

EXECUTIVE SUMMARY:

Agencies and jurisdictions throughout Oregon and the country are increasingly implementing alternative contracting methods for capital projects rather than the traditional Design/Bid/Build (low bid) approach. Alternative project delivery methods have been shown to improve project outcomes that may relate to schedule; innovation; contractor qualifications; collaboration between the City, designer (consultant), and contractor; scope flexibility; cost savings; and risk assignment.

Staff is looking into implementing an alternative delivery method for the Boeckman Road Dip Project. Therefore, Staff would like to provide City Council with information about these alternative processes.

Staff invited Tom Hickmann, CEO, TVWD, to discuss his experience with such project delivery methods, having implemented them on numerous projects. The following project delivery methods will be discussed:

- Design/Bid/Build (Low Bid)
- Pre-Qualification
- Best Value/Multiple Parameter
- Construction Management/General Contractor (CM/GC)
- Progressive Design Build
- Design Build

EXPECTED RESULTS:

Council gains knowledge about alternative project delivery methods.

TIMELINE:

N/A

CURRENT YEAR BUDGET IMPACTS:

N/A

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 3/24/2020

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 3/25/2020

COMMUNITY INVOLVEMENT PROCESS:

N/A

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

Potential for improved capital project outcomes that may result from schedule, cost, innovation, contractor expertise, etc.

ALTERNATIVES:

N/A

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

N/A

THE BASICS OF ALTERNATIVE DELIVERY

Tom Hickmann

CEO of Tualatin Valley Water District

A LITTLE ABOUT ME

- ▶ Licensed Engineer in Oregon and California
 - ▶ Oversaw the CIP for the City of Bend for nearly a decade
 - ▶ Brought alternative delivery to the City of Bend to both expedite projects and bring better cost controls
 - ▶ Have used alternative delivery on water, sewer, stormwater, and transportation projects and a number of multidisciplinary projects
 - ▶ Up to last year had done more progressive design build and other alternative deliveries than any other entity
- 

PROJECTS USING ALTERNATIVE DELIVERY

▶ **City of Bend water supply project - \$72M CMGC**

- Membrane Treatment Plant
- 11 Miles of Pipeline
- New Water Intake

▶ **Murphy Road Corridor - \$40+M Progressive Design Build**

- Water, Sewer, and Stormwater Components
- Bridge over railway
- Large intersection improvements on artillery corridors
- Large traffic disruption in close proximity to homes
- Coordination with emergency services

▶ **Empire Road Corridor - \$30+M Progressive Design Build**

- Water, Sewer, and Stormwater Components
- Bridge over federal controlled facilities
- Large intersection improvements on artillery corridors
- Large traffic disruption in close proximity to homes and schools
- Coordination with emergency services

▶ **South East Sewer Interceptor - \$60+M Best Value**

- Water, Transportation, and Stormwater Components
- Significant Utility Conflicts
- Deep excavation in solid rock near homes
- Large intersection disruptions on artillery corridors
- Significant traffic disruptions to business
- Coordination with emergency services

▶ **North Sewer Interceptor - \$60+M Progressive Design Build**

- Deep excavation in solid rock
- Needed to prevent moratorium
- Federal coordination required
- Needed to tie into operating plant without disruption

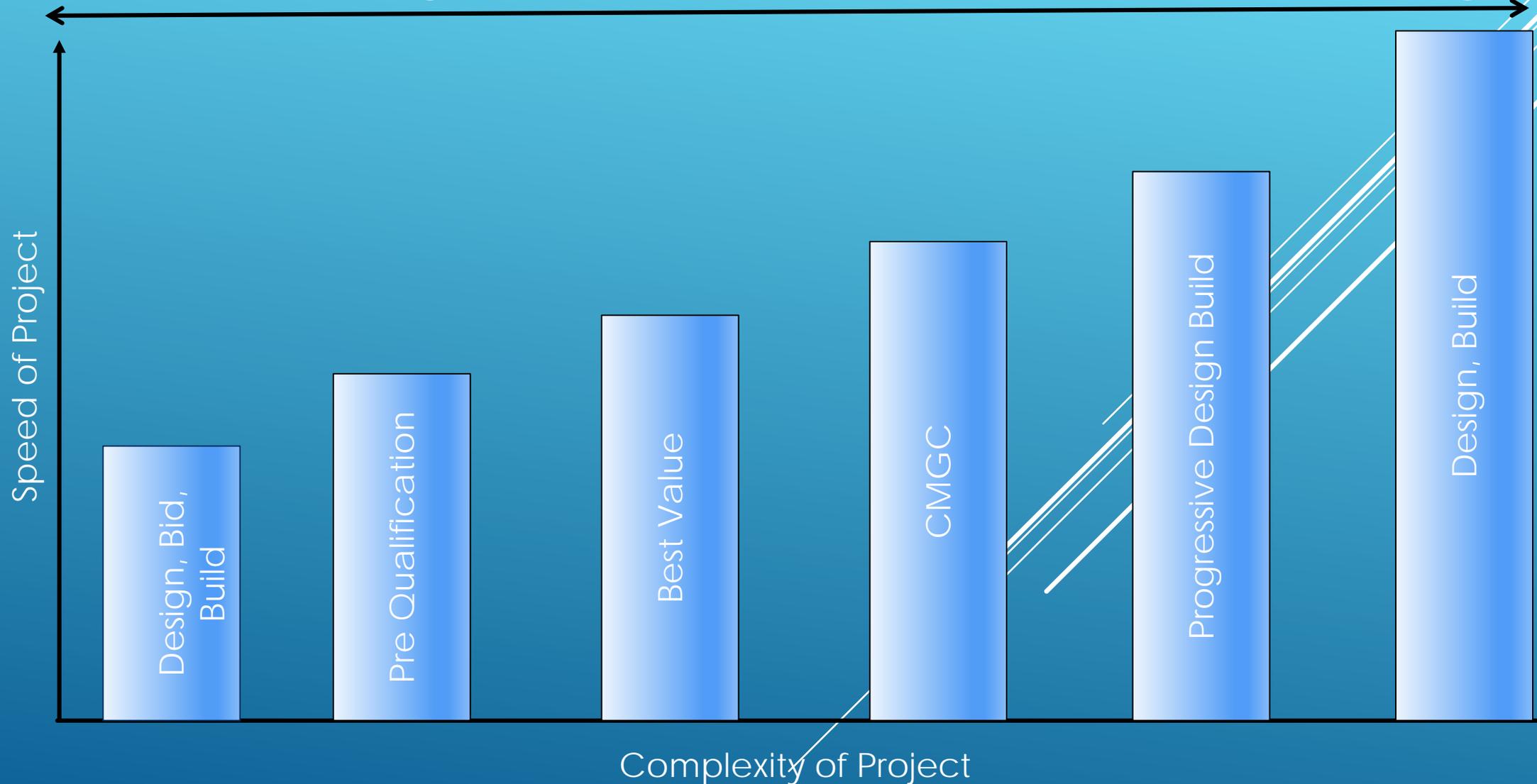
BIGGEST LESSONS LEARNED WITH ALTERNATIVE DELIVERY

- ▶ Legal and purchasing concerns are no less important than the engineering and construction points of view
- ▶ If public input on a project is desired, do it early. You can have public input in most alternative deliveries but it comes with restrictions
- ▶ Need empowered and trusted staff for quick decision making
- ▶ Alternative delivery is not necessarily a cost savings tool. It's a team coordination tool that can result in cost savings..... Maybe!
- ▶ Traditional delivery methods of design, bid, build is not necessarily the lowest cost. It is the lowest initial offering that nearly always has change orders and creates the highest amount of conflict with the contractor.
- ▶ Design, bid, build is the poorest delivery tool for complex multidisciplinary projects

Alternative Delivery Decision Graphic

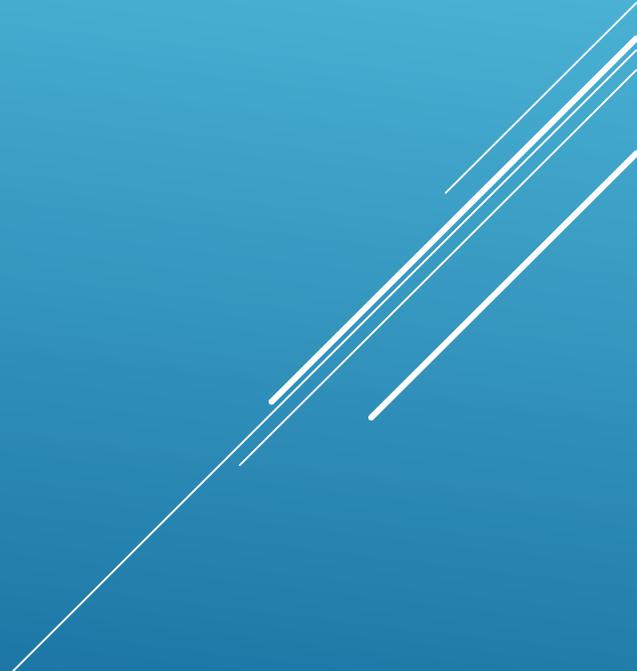
Owner Risk is High
Owner Control is High

Contractor Risk is High
Contractor Control is High



- ▶ Good for small easy jobs low in complexity and conflicts
- ▶ Consider issues like little impact to the public, small conflicts
- ▶ Responsibility is high on the owner to know the issues
- ▶ Expect change orders
- ▶ Comfort level for purchasing is high, and comfort for legal is high
- ▶ Lots of elements to manage and takes a long time for each contract to be developed and approved (It can easily add a year)

DESIGN, BID, BUILD



- ▶ Good for jobs with some minimal complexity and conflicts
- ▶ Consider issues like the amount of impact to the public, some conflicts
- ▶ Responsibility is high on the owner to know exactly what are you basing the pre qualification on (you can get yourself in trouble if you are trying to weed out contractors this way, and you will likely have a hard time weeding out a bad contractor)
- ▶ Expect change orders
- ▶ Comfort level is high for purchasing and legal, but concern of how qualification was determined
- ▶ Adds another step in Design, Bid, Build that can take additional time

PRE QUALIFICATION

- ▶ Good for jobs with moderate complexity and conflicts
- ▶ Consider issues like the amount of impact to the public, and types of conflicts
- ▶ Scoring criteria needs to be carefully considered (the more complex the more scoring goes to past experience)
- ▶ Gives owner a way to put things in scoring criteria and require contractor to address specifics (RFP that contractor responds to becomes part of the contract)
- ▶ Expect fewer change orders
- ▶ Comfort level is moderate for purchasing and legal, but concern of how RFP is written
- ▶ Adds another step in Design, Bid, Build that can take additional time

BEST VALUE

- ▶ Good for jobs that have complexity and conflicts
- ▶ Consider timing of when to bring contractor on board
- ▶ Consider carefully issues about self perform work and how pre qualifications will be handled
- ▶ Gives owner a way to put things in scoring criteria and require contractor to address specifics (RFP that contractor responds to becomes part of the contract)
- ▶ Expect fewer change orders, and even less once GMP is established
- ▶ Comfort level is low for purchasing and legal, lots of concern on how RFP is written
- ▶ Adds another contract to design contract that can be messy if not carefully considered (consider having an owners rep)

CMGC

- ▶ Good for jobs that have complexity and conflicts, but you want to move quickly
- ▶ Consider what are the things of greatest importance
- ▶ Consider carefully issues about self perform work and how pre qualifications will be handled
- ▶ Requires quick and decisive decisions that can make owners uncomfortable
- ▶ Expect fewer change orders, and even less once GMP is established
- ▶ Comfort level is very low for purchasing and legal, lots of concern on how RFP is written, and how contract is managed
- ▶ Reduces number of contracts that you need to manage (maybe, consider having an owners rep and quality control responsibility)
- ▶ This can move rapidly and allows for early work packages to get started while other elements still in design

PROGRESSIVE DESIGN BUILD

- ▶ Good for jobs that have complexity and conflicts, but you want to move quickly
- ▶ You must know exactly what you want (things you don't define are left to the contractor to choose)
- ▶ Once contract is approved, owner has very little control
- ▶ Requires quick and decisive decisions that can make owners uncomfortable
- ▶ Expect few change orders, unless you start changing things
- ▶ Comfort level is very low for purchasing and legal, lots of concern on how RFP is written, and how contract is managed
- ▶ Reduces number of contracts that you need to manage (you need an owners rep and quality control)
- ▶ This can move rapidly and allows for early work packages to get started while other elements still in design

DESIGN BUILD

- ▶ It's a suite of tools that should all be considered
- ▶ Decision needs to be made before you start the project (If you follow PMI you should have a charter and the question of how to deliver the project should be on the charter)
- ▶ You must spend time with your purchasing and legal staff to decide on approach (don't expect them to get excited at new approaches)
- ▶ Get help, but don't be afraid to try different approaches
- ▶ Each one has different risks and trade offs, think about those carefully
- ▶ Design, Bid, Build should not be your default (it's not low cost, it's low initial offer)
- ▶ You can't get work done for free! Just because a contractor missed it, does not mean they now do the work for free
- ▶ One lawsuit and you will wish you thought through the approach you picked a lot more

ALTERNATIVE DELIVERY SUMMARY (TOM'S WORLD VIEW)



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: April 6, 2020		Subject: Boeckman Dip Bridge Alternatives Analysis (CIP #4212) and Stormwater Master Plan Amendment	
		Staff Member: Nancy Kraushaar, PE, Civil Engineer Dominique Huffman, PE, Civil Engineer	
		Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input 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 type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: N/A			
Recommended Language for Motion: N/A			
Project / Issue Relates To:			
<input type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s): Transportation System Plan Project UU-01	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

Staff will update Council on the Boeckman Dip Bridge Project work completed since their February 3, 2020 work session date and requests Council discussion and consideration of direction on future project issues and next steps.

EXECUTIVE SUMMARY:

For project background, please see **Attachment 1**, the Executive Summary from the Council's February 3, 2020 work session. At that work session, Staff summarized preliminary engineering work that had been completed to develop the project scope, including:

- The OBEC Consulting Engineers (OBEC) **May 2014 “Boeckman Dip Planning Design Narrative for Frog Pond Master Plan”** that explored alignments and developed costs for two bridge options; “Option A” – a 305-foot long with a 6 percent maximum grade (\$13.1 million) and “Option B” – a 432-foot long bridge with a 3.5 percent maximum grade (\$17.9 million). Both assumed removing the roadway embankment fill down to the upper level bench and emergency overflow culvert. The estimates were in 2013 dollars with a 30 percent planning contingency; and
- The DOWL (formerly OBEC) **December 2019 “Boeckman Dip Alternative Analysis Memorandum”** that explored costs, permitting, and right-of-way implications for three construction detour alternatives to a full road closure. The “Option A” bridge is lengthened to 380 feet for all three to preserve a significant tree at 7550 Boeckman Road. This memorandum also took a preliminary look at a bridge option where existing embankment would be removed to allow for the main culvert removal.

The memo concluded the full road closure remained the preferred option based on cost, contractor constructability, construction duration, tree removal, and environmental impacts; and Alternative 1 (the north-side temporary road detour) was preferred (based on the same criteria) over the two other detour alternatives evaluated, should the City rule out the full road closure.

Cost estimates were updated as follows (2021 dollars with a 30 percent contingency):

- Bridge with Alternative 1 Detour – \$18.2 million
 - Bridge with Full Road Closure – \$16.4 million
 - Additional cost for main culvert removal – \$2 to \$3.7 million and potentially greater because of current unknowns.
- DKS Associates **June 2019 “Wilsonville Boeckman Road Dip Detour – Traffic Study”** that evaluated the effect a full road closure and the associated traffic diversion would have on the rest of the transportation system. They concluded that a temporary traffic signal, to relieve congestion at the Stafford Road/Elligsen Road/65th Avenue intersection, would help mitigate the impacts of the Boeckman Road closure. Both Clackamas County and Washington County would need to approve installation of the temporary signal.

Since the February work session, staff has completed a preliminary tree inventory for the area impacted by a north-side detour, fish passage assessment for the Boeckman Dip crossing, and held a teleconference with Oregon Department Fish and Wildlife (ODFW) staff.

- The preliminary tree inventory covered trees greater than 6 inches in diameter in an area 70 feet north of Boeckman Road on the west side of the dip. It found 7± Oregon Oak trees, 6± Douglas Fir, 10± Big Leaf Maple, 10± Red Cedar, 1± Pine, and 20± Red Alder. Most

of the trees, with only a few exceptions, located within this area were in relatively good condition.

- The fish passage assessment reported Boeckman Creek provides habitat for cutthroat trout both upstream and downstream of the crossing and habitat for rainbow trout/steelhead and Chinook salmon downstream of the crossing. There is no current information regarding how far upstream the rainbow trout/steelhead and Chinook salmon travel since the 2006 fish passage project the City completed in Memorial Park. However, the assessment determined that fish could reach the crossing. The gradient of the creek allows fish access from downstream. The boulders at the Boeckman Road main culvert outfall do not pose a migration issue. With unimpeded passage from the Willamette River, ODFW is within its rights to require fish passage at the Boeckman Dip Crossing.
- The teleconference with ODFW staff provided information about what project elements would trigger a fish passage requirement:
 - The project requires cumulative removal, fill, replacement, or addition of over 50 percent by volume of the existing material directly above an historic channel or historically-inundated area
 - The project modifies the culvert or flow control structure located at the upstream/north end of the culvert, including modifications such as culvert lengthening or lining
 - The project involves roadbed installation or replacement that:
 - Widens the roadfill footprint within a channel, or
 - Fills or removes over 50 percent by volume of the existing roadbed material directly above a culvert.

A fish passage requirement will most likely involve removal of the flow control structure that was constructed to manage the drainage from out-of-basin flows diverted to the Boeckman Creek Basin from the Coffee Creek Basin (area north and west of Boeckman Road including Mentor Graphics up to and including Argyle Square).

The Hydraulic/Hydrologic study discussed at the February work session will then be needed to evaluate the impacts of the associated flow modifications to Boeckman Creek and the stability of the creek bed and banks through the project reach and downstream to the Willamette River. If the downstream basin cannot handle the flows, it may be possible to pursue a waiver process if the City can identify a location to remove a fish barrier elsewhere.

Next Steps and Future Project Issues

Based on the findings from the above work, the next critical path item is to determine the condition of the existing main culvert at the Boeckman Dip. Staff recommends we proceed with the culvert condition assessment. If the culvert has deteriorated to the extent that it requires lining or other improvement, fish passage will be required giving much clarity to the Boeckman Dip Bridge Project scope.

If the culvert is in satisfactory condition, expected ranges of embankment/fill removal volumes associated with an “Option A” bridge (or similar that provides for wildlife crossing and the Boeckman Creek Trail) can be reviewed to see where it fits relative to the 50 percent volume fish passage trigger. This effort will also provide clarity to the Project scope.

Since the February work session, Staff has been asked, through public comment, to look at potential cost savings or advantages of raising the road by raising the embankment (which would increase the embankment prism within the creek corridor – likely requiring lengthening of the main culvert and thus triggering fish passage requirements). Staff recommends that action on this request be postponed until we have more clarity on the Project scope.

At the February meeting, Staff presented a list of issues that will require resolution as Project design advances, including bridge length and cross-section, aesthetics, vertical grade, appropriate project delivery (contracting) method, and funding sources. Staff recommends that these issues be addressed in the future when the Project scope is more clearly defined.

Staff also recommends that the City be prepared to initiate the Hydraulic/Hydrologic study to evaluate the impacts of the potential flow modifications to Boeckman Creek and the stability of the creek bed and banks through the project reach and downstream to the Willamette River by amending the Stormwater Master Plan project list, as described in proposed Resolution No. 2804 on the Council agenda.

EXPECTED RESULTS:

The staff briefing will update the City Council on Project progress and allow for discussion and direction for the project as it moves forward.

TIMELINE:

The project timeline is not certain at this time. Clarifying the Project scope will allow Staff to more accurately provide a schedule to the City Council.

CURRENT YEAR BUDGET IMPACTS:

The approved FY 2019-20 budget includes \$935,000 in Year 2000 Urban Renewal District funds for project design and overhead associated with the Boeckman Dip Bridge project (CIP #4212). The project is to be designed jointly with the Boeckman Road Street Improvements – Frog Pond project (CIP #4205) and the Canyon Creek/Boeckman Traffic Signal project (CIP #4206).

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 3/25/2020

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 3/25/2020

COMMUNITY INVOLVEMENT PROCESS:

A community involvement process will be defined and incorporated into the work scope for further project design work. Preliminary public outreach occurred when the Year 2000 Urban Renewal Plan was amended to include construction funding for the Project. The Project has been discussed with the community, as the Frog Pond neighborhood was planned and as land use applications have been approved. The community also had the opportunity to learn about the Project during the Transportation System Plan adoption process.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

The adopted Wilsonville Transportation System Plan includes the Boeckman Dip Bridge to replace the existing road. Widening for bike lanes and sidewalks, updating the vertical profile to meet Public Works standards and improving sight distance is necessary to provide sufficient transportation infrastructure to accommodate growth and will also benefit the existing community. The Project plans include constructing a section of the Boeckman Creek Trail. The Project also intends to provide wildlife passage under Boeckman Road.

ALTERNATIVES:

Numerous alternatives are still being considered for the Project. This work session provides Council the opportunity to further learn about and discuss alternatives for the Boeckman Dip Bridge Project.

CITY MANAGER COMMENT:

N/A

ATTACHMENT:

1. Executive Summary from the Council’s February 3, 2020 Work Session

ATTACHMENT 1

April 6, 2020 Wilsonville City Council Work Session

Boeckman Dip Bridge Project Update

ATTACHMENT 1 provides the Executive Summary for the Boeckman Dip Bridge Project Update (CIP #4212) from the February 3, 2020 City Council Work Session Staff Report as background for the April 6, 2020 project update.

EXECUTIVE SUMMARY:

The proposed “Boeckman Dip Bridge” Project will upgrade a section of Boeckman Road that was constructed in the 1960s according to USGS mapping records. At that time the road was straightened from its previous switchback alignment, and a large corrugated metal pipe (CMP) culvert was installed to convey creek flows.

Boeckman Road, one of only three east-west cross-town arterials in Wilsonville, serves an important role in the City’s transportation system; becoming even more important as the Frog Pond neighborhoods build out. The bridge project, included in the Wilsonville Transportation Plan (TSP) as Project UU-01, will upgrade the existing steep and narrow rural roadway alignment to urban standards. The bridge will provide safe bicycle and pedestrian facilities that connect residential neighborhoods, jobs, schools, and commercial land uses. The alignment will improve sight distances through the area, particularly at the Canyon Creek Road intersection, which will be signalized in the near future, and remove the barrier that the steep road creates for bicycles. The bridge will also provide for wildlife passage under Boeckman Road.

The TSP also includes the Boeckman Creek Trail (Projects RT 01A, 01B, and 07), a north-south trail through east Wilsonville that follows Boeckman Creek and will ultimately extend all the way from the Frog Pond neighborhoods to Memorial Park. The Boeckman Dip Bridge project work scope has to date assumed the existing access/maintenance road north of Boeckman Road will remain but will be relocated to the east. Staff recommends the project also address how a future Boeckman Creek Trail alignment can best be accommodated within the project reach.

Over time, the Boeckman Creek basin was significantly altered not only by urban development within the basin but possibly more importantly by modifications to its natural basin boundaries. Substantial drainage areas were added and out-of-basin flows were diverted to the Boeckman Creek basin. These areas are north and west of Boeckman Road including Mentor Graphics up to and including Argyle Square.

Designed to address and manage these out of basin flows in order to protect against flooding and the overall integrity of Boeckman Creek, the main creek culvert is enhanced with flow control infrastructure as illustrated in the photos below. These include a benched embankment on the north (upstream) side of the Boeckman Road with an emergency overflow culvert; a main culvert and flow control structure at the creek level; and an inundation easement. Comparative elevations are:

Boeckman Road surface at low point: elevation = 176+/- feet
Upper bench and emergency overflow culvert: elevation = 154+/- feet
Main culvert near base of flow control structure: elevation = 140+/- feet



Main Large Corrugated Metal Pipe (CMP) Culvert Conveys Creek Flows Under the Road



North to South View from Boeckman Creek up to Boeckman Road – Shows flow control structure for culvert and creek level, upper bench and road (see car)



Emergency Overflow Culvert (42"x66" CMP - Corrugated Metal Pipe) Located on Upper Bench



Profile from Road to Upper Bench



Upper Bench Looking Down at Creek and Flow Control Structure

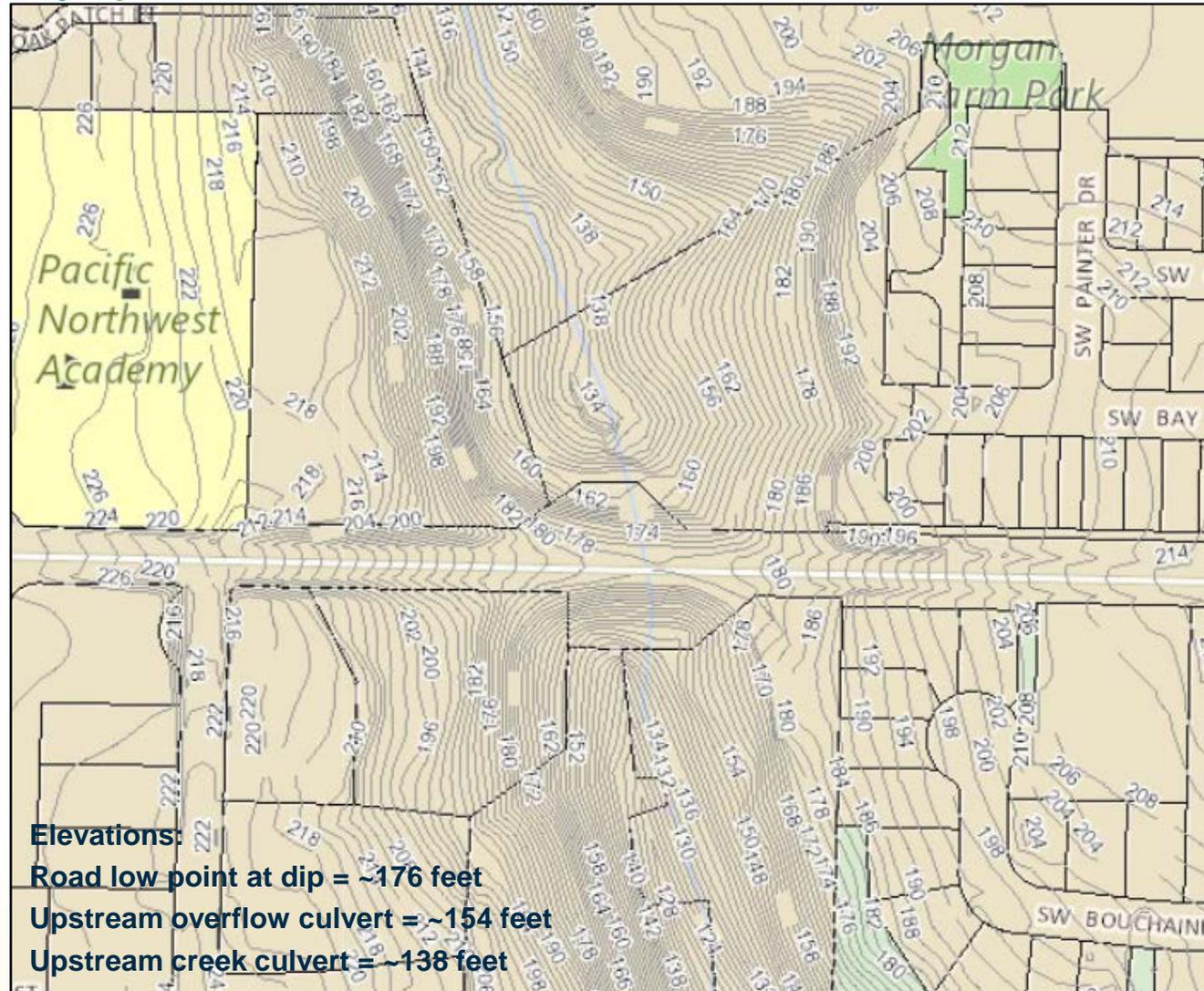


City of Wilsonville
City Council Work Session
Boeckman Dip Bridge Project Update
April 6, 2020

Presented by:

Nancy Kraushaar, PE, Engineer

Council Work Session Goals



Project Update

- Quick recap - past project work
- Preliminary tree survey – north-side temporary road detour option
- Fish passage assessment
- Oregon Department of Forestry and Wildlife (ODFW) fish passage information
- Next steps

Boeckman Dip Bridge Project Goals

- Upgrade Boeckman Road deficiencies
 - Steep grade
 - Two narrow lanes; sidewalk one side
- Construct bridge (TSP)
- Improve sight distance
- Safety and reliability for all modes
- Arterial connection between neighborhoods, jobs, schools, services
- Provide wildlife passage under road





Boeckman Road Culvert and Basin Flow Management System

- Main conveyance culvert – corrugated metal pipe (below);
- Flow control system built to manage flows and basin integrity from ~336-acre diversion (right)





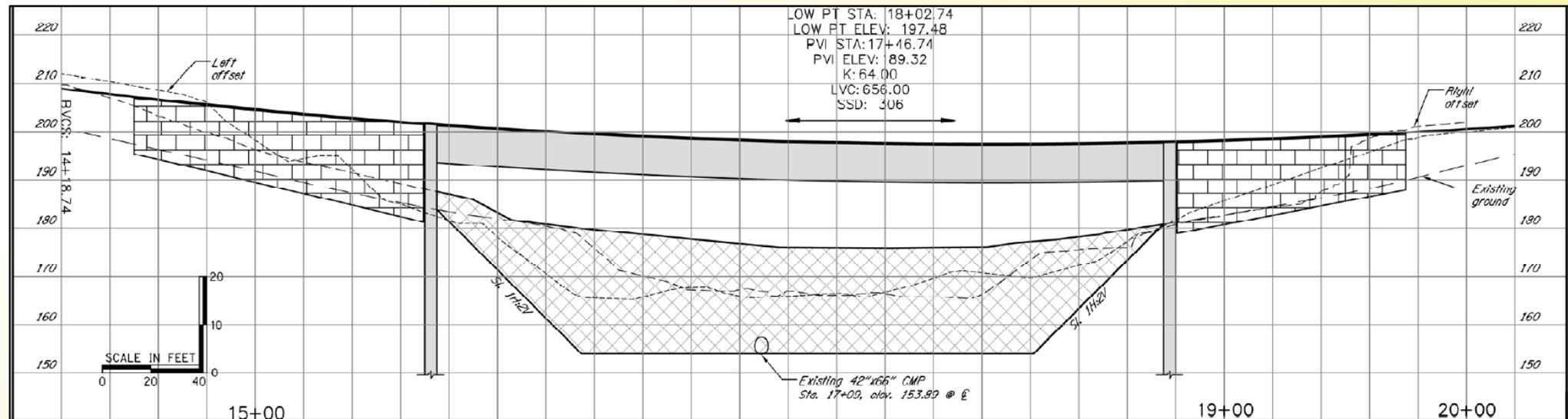
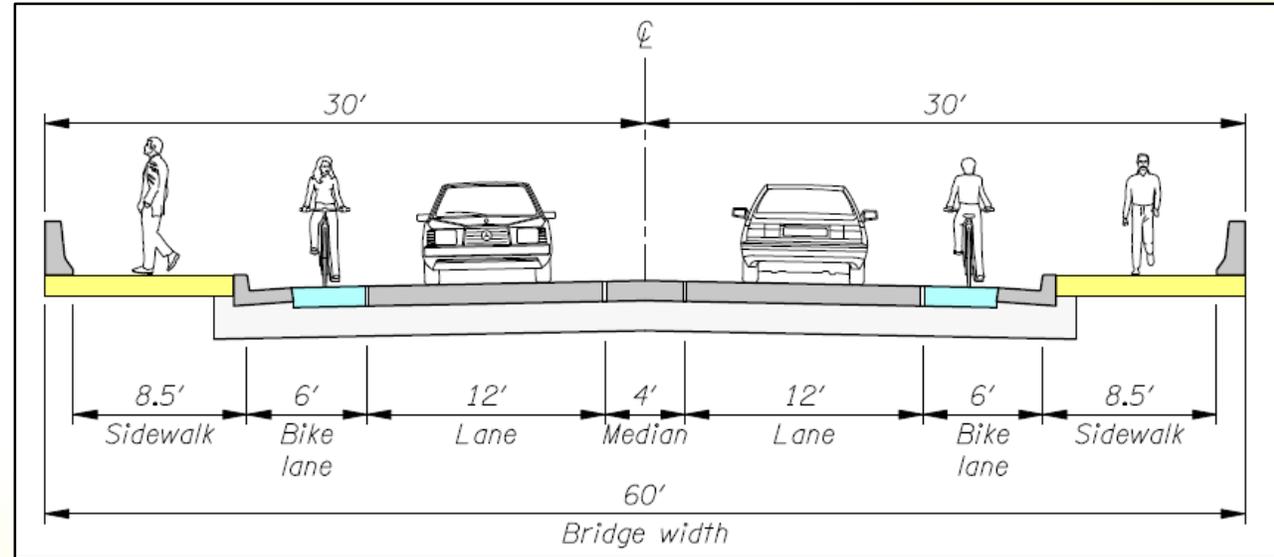
Upper Bench Overflow System

- Emergency overflow culvert
- Initial scope for bridge
 - Remove roadway fill down to upper bench
 - Provide for wildlife passage and Boeckman Creek Trail



May 2014 Planning Design Narrative

- Option A – Shortest bridge (350 feet) at least cost
- \$13.1 M (\$2013)



December 2019 Alternative Analysis – Detours

Concluded preferred options*:

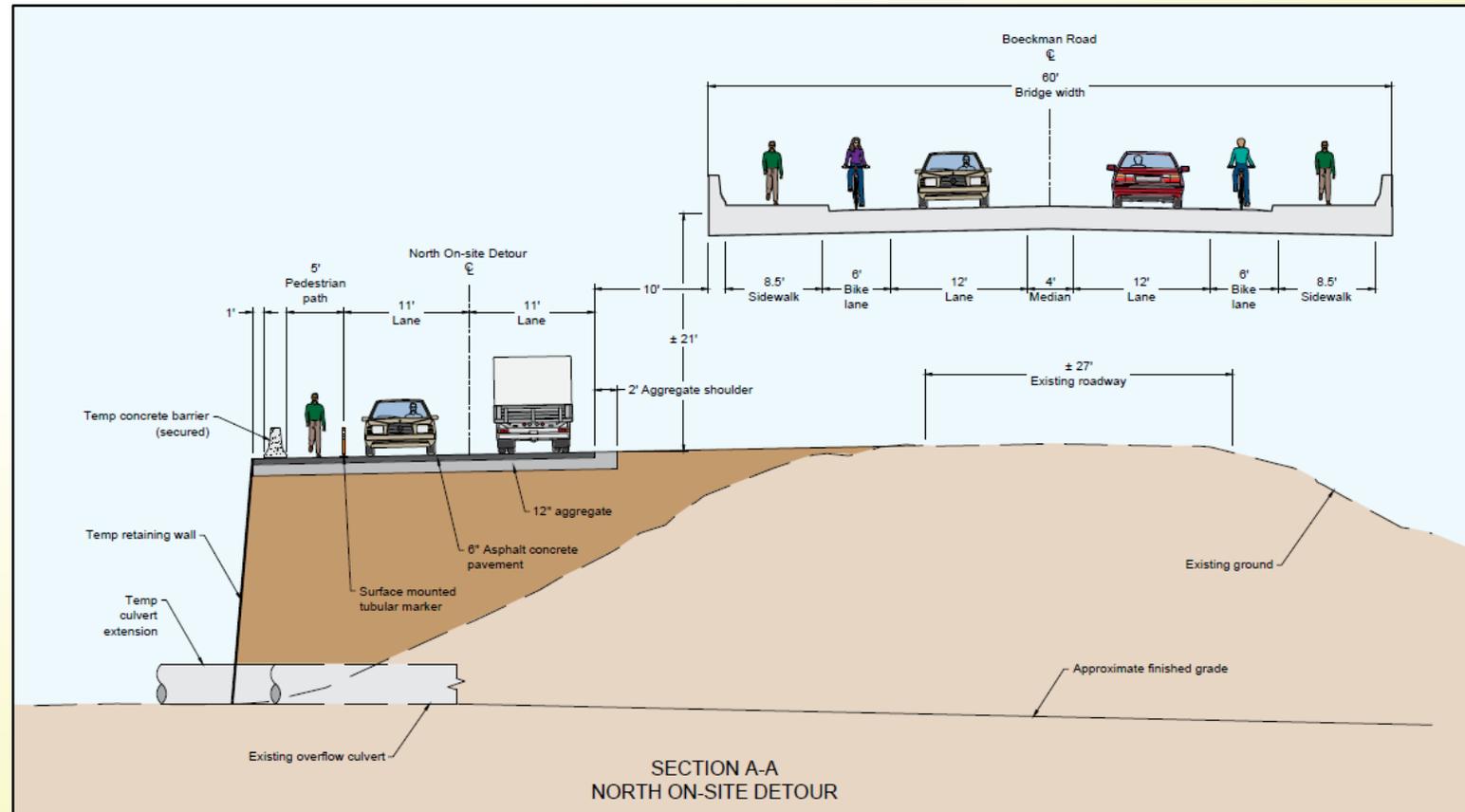
- Full road closure (best)
- Alt. 1 – North-side temporary road (best of detour options)

**Based on contractor constructability, construction duration, tree removal, and environmental impacts*

Future considerations:

Lengthen bridge 80 feet to protect tree.

Main culvert removal (+\$2 to \$4M)

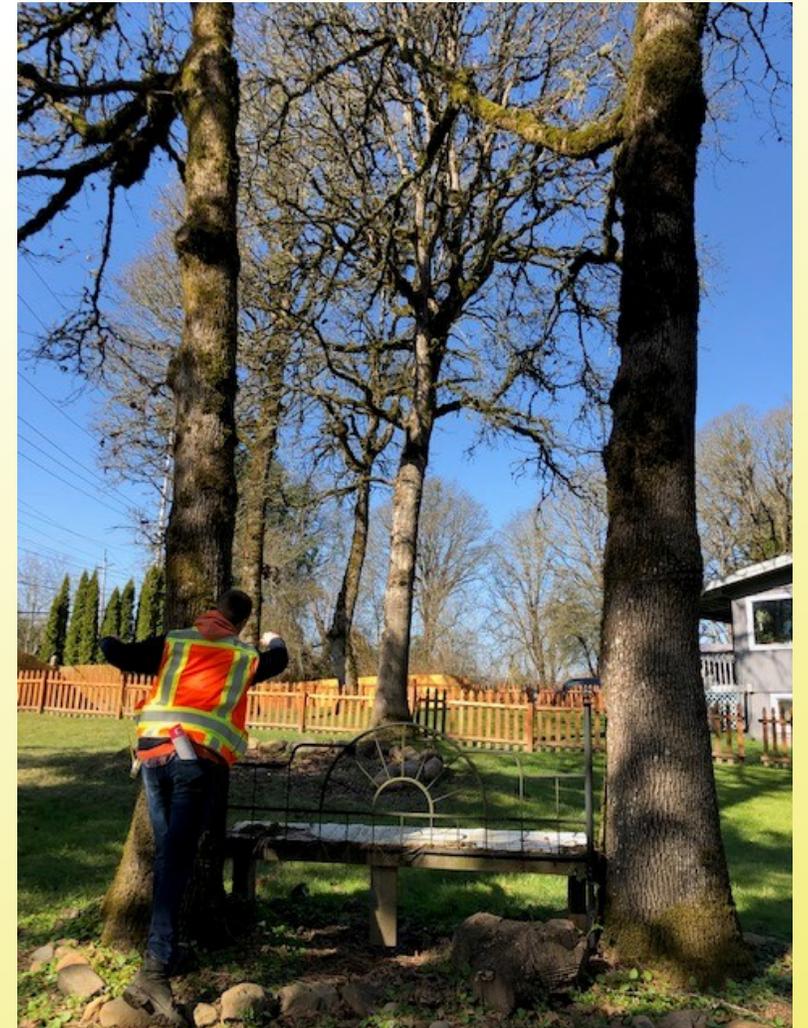
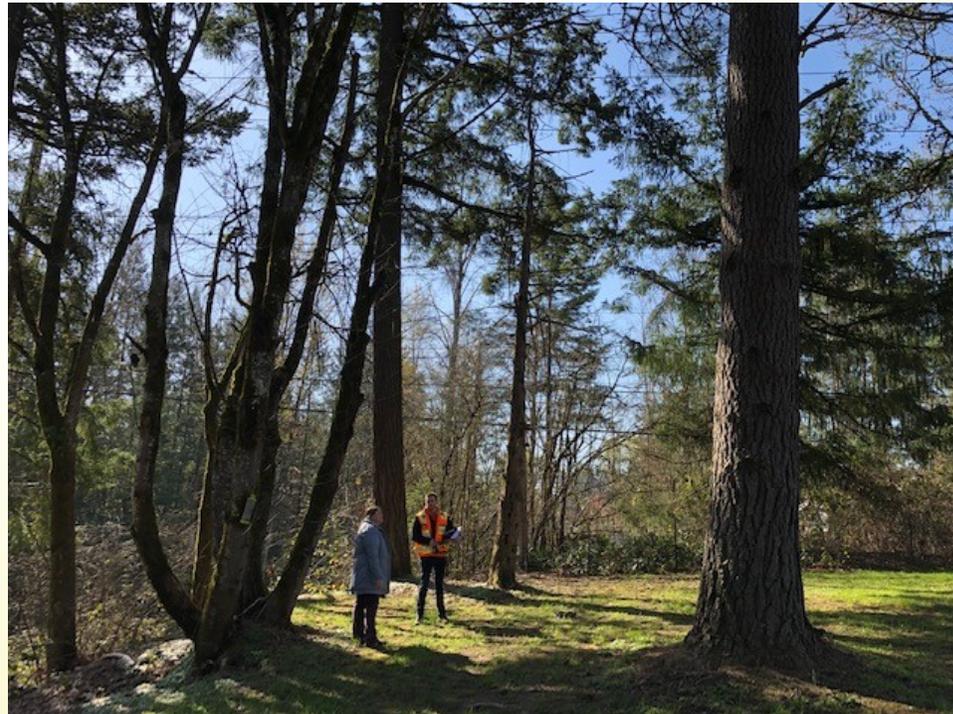


Update – Preliminary Tree Survey

Preliminary Tree Survey – North-side temporary road detour area

>6-inch diameter:

- 7 Oregon Oak
- 6 Douglas Fir
- 10 Big Leaf Maple
- 10 Red Cedar
- 1 Pine
- Misc. Red Alder



Update – Fish Passage Assessment

Fish Passage Assessment for Boeckman Creek

- Habitat for cutthroat trout upstream and downstream of Boeckman Road
- Habitat for rainbow trout/steelhead and Chinook salmon downstream of the road/culvert
- Historically Boeckman Creek could provide habitat for all three species
- Boeckman Road culvert represents a fish barrier - ODFW fish passage requirements apply if project scope invokes a “trigger event”





Update – ODFW Information

Potential “trigger” project elements:

- >50% cumulative removal, fill, replacement, or addition of existing material above historic channel or inundated area
- Modifications to main culvert or upstream flow control structure
- Roadbed installation or replacement:
 - Widens roadfill footprint within a channel
 - Fills or removes over 50 percent by volume of existing roadbed material directly above a culvert
- Fish passage can be “fish-friendly” culvert or bridge



Next Steps – Upcoming Decisions

Next Steps:

- Determine main culvert condition
- If satisfactory, perform volume estimations for “Option A” bridge relative to the 50 percent fish passage trigger
- Refine project scope and budget
- Develop funding plan and project schedule

Upcoming/Future Decisions:

- Project budget
- Contracting approach and solicitation
- Bridge length and cross-section, aesthetics, vertical grade, detour



Boeckman Dip Bridge Project Update

Thank you

Stormwater Master Plan Project List Amendment

Resolution No. 2804

April 6, 2020



WILSONVILLE
OREGON

Pipeline Upsizing on Ridder Road and Peters Road

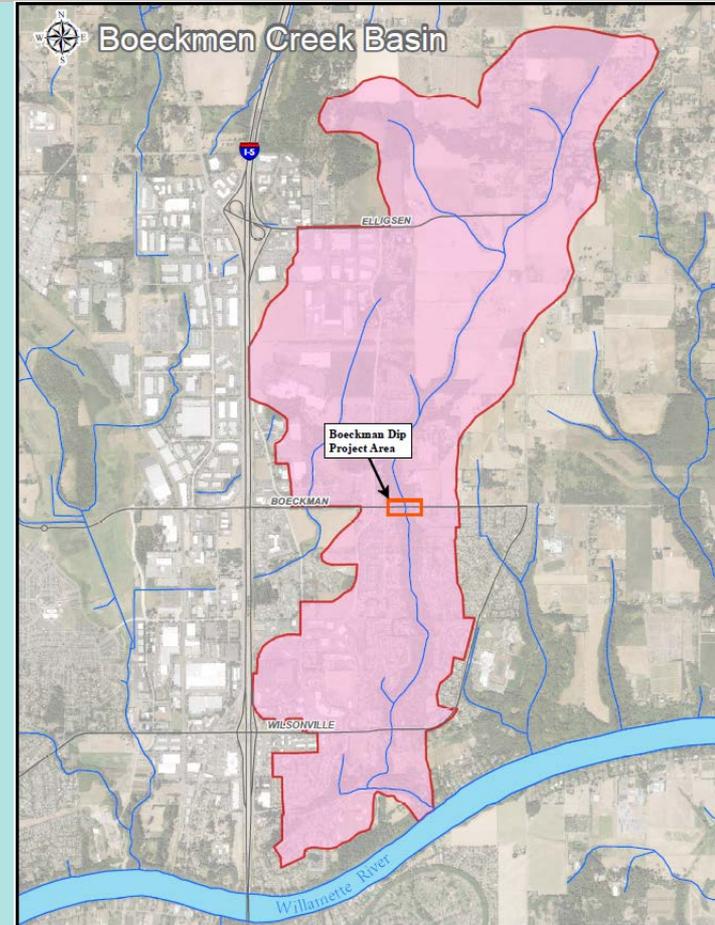
- Serves Coffee Creek Industrial Area build out
- Portion constructed with CIP 4201, Garden Acres – Ridder to Day (\$831,200)
- Remainder with future phase (\$1,770,000)





Boeckman Creek at Boeckman Road Stormwater Study

- Currently in master plan, not on SDC list
- Needed for Boeckman Dip project
- Modifications to current stormwater system may affect detention system
- Assess existing conditions and road realignment options, then identify alternatives for flow and slope stability (\$90,800)





Questions?

Thank you for your time!



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: April 6, 2020		Subject: Equitable Housing Strategic Plan	
		Staff Member: Kimberly Rybold, AICP, Senior Planner	
		Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input 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 type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: N/A			
Recommended Language for Motion: N/A			
Project / Issue Relates To:			
<input checked="" type="checkbox"/> Council Goals/Priorities: Housing Affordability Study and Policy Development	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

The project team will provide an update to Council on integration of feedback from the March work session, and will seek direction on priorities for the Plan's strategic actions and funding sources.

EXECUTIVE SUMMARY:

In 2016, Wilsonville applied for and received a Metro Community Planning and Development Grant to develop an Equitable Housing Strategic Plan. The primary goal of this project is to identify gaps that are currently present in Wilsonville's housing market and develop a plan with prioritized strategies to fill these gaps, providing Wilsonville residents and employees housing opportunities for different household compositions, ages, and income ranges.

Development of the draft Equitable Housing Strategic Plan was guided by the City Council's 2017-2019 goal to "Pursue a balanced housing mix with a variety of choices to meet the needs of current and future residents of varying financial levels." From this broad goal, along with input from the Planning Commission and project task force, the City Council developed seven policy objectives to guide development of the recommended strategic actions included within the Plan. Adoption of the Plan will give the City a framework to guide implementation of these actions with the goal of making housing more affordable and attainable.

At this work session, the project team seeks feedback on prioritization of the Plan's near-term implementation actions (Attachment 1, page 11 of draft Plan). While actions 1B and 1C are in the initial stages of implementation based on recent state and regional decisions, others require further City Council direction as to when and how staff should begin implementation. Some actions, such as creation of a Vertical Housing Development Zone program (included within action 1D), have previously been discussed by City Council. Further direction will help the project team to shape a work plan for implementation to include within the final Equitable Housing Strategic Plan.

Of the Plan's recommended actions, many will require additional funding beyond the City's General Fund for full implementation (Attachment 1, page 8 of draft Plan). While using urban renewal in the near-term may not be feasible due to the status of the City's current districts, it could be an opportunity for funding in the future. Other funding mechanisms may be more feasible in the near-term, such as implementation of a Construction Excise Tax (a percentage-based fee on new residential or commercial construction charged at the time of permitting), which would set aside funds specifically for affordable housing projects and programs. Implementation of a Construction Excise Tax requires the City to pass an ordinance to begin collecting these funds. The project team seeks direction on if the City Council wishes for staff to begin exploration of this funding source to help fund implementation of the Plan's actions.

At the March 2 work session, City Council reviewed a list of possible performance measures to include in the Plan as a means of measuring the Strategic Plan's long-term progress in achieving the Plan's policy objectives. Based on the feedback received at that meeting, the project team acknowledges that the proposed list will need refinement as the City begins implementing individual actions within the Plan. The project team recommends that the discussion within Chapter 6, Steps for Implementation be expanded to discuss the continued exploration of performance measures and Plan monitoring as implementation occurs, using the City's Annual Housing Report as a primary mechanism to track and report relevant data.

EXPECTED RESULTS:

Recommendations on prioritization of actions and funding sources will be incorporated into the final draft Equitable Housing Strategic Plan, along with revisions to the discussion of plan implementation.

TIMELINE:

The project team will refine the discussion of performance measures and implementation steps within the Equitable Housing Strategic Plan, and incorporate feedback received from the Task Force, Planning Commission, and City Council. Public hearings for the final Plan are anticipated before the Planning Commission in May 2020 and City Council in June 2020.

CURRENT YEAR BUDGET IMPACTS:

The Professional Services Agreement has a budget of \$62,500 included within the CD Fund in the adopted budget, which is funded through a Metro Community Planning and Development grant with a \$10,000 City match. Staff estimates spending approximately \$50,000 of the remaining Professional Services Agreement contract amount during this fiscal year.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 3/19/2020

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 3/25/2020

COMMUNITY INVOLVEMENT PROCESS:

There have been multiple opportunities for the community to participate in the project. Participation opportunities included an advisory task force, stakeholder interviews, focus groups, and online surveys, in addition to work sessions and public hearings before the Planning Commission and City Council. The project team seeks to provide meaningful stakeholder engagement and will work with stakeholders to make available fair and equitable opportunities to voice needs and opinions for the future of equitable housing development in Wilsonville.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

As a result of this project, the City will have a better understanding of the specific housing gaps that exist within Wilsonville, with a list of policy strategies for the City to pursue aimed at filling these gaps. Pursuit of these strategies will strive to make housing more affordable and attainable for City residents and employees, ensuring Wilsonville provides housing opportunity for different household compositions, ages, and income ranges.

ALTERNATIVES:

The City Council may hold additional work sessions to determine action priorities or implement funding strategies such as a Construction Excise Tax prior to adoption of the Equitable Housing Strategic Plan.

CITY MANAGER COMMENT:

N/A

ATTACHMENT:

1. Draft Equitable Housing Strategic Plan – January 2020
2. Summary of Task Force Input on Performance Measures – January 29, 2020

Wilsonville Equitable Housing Strategic Plan

January 2020

Note to reviewers:

This document compiles nine months of stakeholder engagement and technical analysis in a draft Equitable Housing Strategic Plan intended to support stakeholder and City leadership review. As such, we expect that its content will evolve with your feedback. In some places, we have intentionally called out areas that need additional internal conversations or discussions with the project Task Force, City Council, and Planning Commission to advance to a final document that will carry the weight of the city's commitment to action.

Thank you for your time and attention in reviewing and providing feedback on this important document.

Review Draft



Acknowledgements

Task Force

Ben West, Task Force Chair
Wilsonville City Council

Bryse Bishoff,
DWFritz

John Cronkite,
Resident

Paul Diller,
Resident

Devin Ellin,
Housing Authority of Clackamas County

Kevin Ferrasci O'Malley,
Wilsonville Chamber of Commerce

John Ginsburg,
Clackamas Community College

Roseann Johnson,
Homebuilders Association of Metro Portland

Rudy Kadlub,
Costa Pacific Communities

Marylee King,
Resident

Kamran Mesbah,
Wilsonville Planning Commission, resident

Taft Mitchell,
Wilsonville Community Sharing, resident

Iona Musgnung,
Oregon Tech

Craig Porter,
Resident

Rebecca Small,
Metro Planning and Development

Bill Van Vliet,
Network for Oregon Affordable Housing

Liz Winchester,
Northwest Housing Alternatives

City Council

Mayor Tim Knapp
Kristin Akervall, Council President
Charlotte Lehan, Councilor
Ben West, Councilor
Dr. Joann Linville, Councilor

Planning Commission

Kamran Mesbah, Chair
Ronald Heberlein, Vice Chair
Jerry Greenfield
Phyllis Millan
Simon Springall
Jennifer Willard
Aaron Woods

City of Wilsonville

Miranda Bateschell
Georgia McAllister
Chris Neamtzu
Kim Rybold
Jordan Vance

Consultant Team

Lorelei Juntunen, Emily Picha, and Oscar
Saucedo-Andrade, ECONorthwest
Andree Tremoulet, Commonworks Consulting
Deb Meihoff, Communitas, Inc.

This project is partially funded by a Metro 2040 Grant.

Table of Contents

1. A CALL FOR ACTION	1
2. CONTEXT	4
3. FRAMEWORK FOR ACTION	7
4. IMPLEMENTATION ACTIONS.....	11
5. TOOLS REQUIRING FURTHER EXPLORATION	23
6. STEPS FOR IMPLEMENTATION	31
APPENDICES.....	33

DRAFT

This page intentionally blank

DRAFT

1. A Call for Action

Rising housing prices affect every community in the Portland metropolitan region in different ways, and each community is searching for solutions that match their unique challenges.

Wilsonville experiences many of the same challenges as other communities in the region: affordable rental and homeownership options are increasingly out of reach for current residents as well as for those seeking a new life in the community, construction costs are rising, and there is a limited supply of new land.

At the same time, Wilsonville has unique challenges that require targeted solutions. For example, while multifamily housing comprises over half of Wilsonville’s housing stock, the City’s supply of low-cost market rate housing units is limited. And, at the same time that the City is planning for new housing in urban growth areas, there are limited opportunities for near-term new development opportunities in established residential neighborhoods. The City also has no dedicated City staff or local housing authority focused on lower-cost housing.

Residents have expressed concern about being displaced or having to move out of the City in search of more affordable rental and homeownership opportunities. Residents have also expressed an interest in encouraging a broader range of housing types to be built, including more single-level homes with accessibility or adaptability features, accessory dwelling units and entry-level homes.

In the midst of this regional housing crisis, Wilsonville seeks to expand opportunities and access for more people to enjoy the City’s quality of life. To address the community’s housing needs now and in the future, the City of Wilsonville has committed to establishing a roadmap toward a more *equitable* housing system. While housing affordability is a key component of housing equity, providing more rent-restricted affordable housing without also taking other actions will not achieve the full potential of an equitable housing approach. As a frame for action, equitable housing means that all people are able to find a home that meets their needs for location, price, and household needs. It requires a strategy that not only account for new units and price points, but also other features needed by the people who will occupy them.

With this Strategic Plan (Plan), the City commits to a set of actions that it will take in the next two years and beyond to move toward more equitable housing outcomes. The Plan’s actions encourage the production of more diverse housing types with access to services, improve

What is equitable housing?

Equitable housing goes beyond simple affordability. It aims to ensure all people have housing choices that are diverse, high quality, physically accessible, and reasonably priced, with access to opportunities, services, and amenities.

This broad definition includes choices for homes to buy or rent that are accessible across all ages, abilities, and incomes and convenient to everyday needs, such as transit, schools, childcare, food, and parks.

Equitable housing also represents a system that accounts for the needs of households with low income and communities of color, recognizes a history of housing discrimination, and complies with current state and federal fair housing policy.

Source: Metro

partnerships with housing providers, expand homeownership opportunities, and reduce displacement risk for Wilsonville residents.

How can this Plan advance housing equity?

Access to housing is foundational to family success and helps to achieve broader equity goals. Affordable, stable housing can help families meet their basic needs and build reserves for unforeseen expenses. Providing a diverse set of housing sizes and types can help to accommodate the many different households that might wish to locate in Wilsonville in the future. Furthermore, locating those units close to services, transit, parks, civic buildings, and retail opportunities can increase quality of life.

Housing affordability is a key component of housing equity. Research for Metro’s 2018 Affordable Housing Bond found that access to stable, accessible housing that people can afford contributes to a wide range of equitable outcomes:

- **Better outcomes for schoolkids:** Studies have shown that children from low-income families earn more as young adults when they spend more of their childhood in an affordable home.²
- **Increased access to jobs:** A TriMet analysis suggests high housing costs are playing a role in pushing low-income workers to the edge of urban areas where there are more dispersed street networks, low population densities, and a lack of safe walking routes.
- **Better outcomes for people of color:** While renters saw their household incomes increase about 12 percent between 2010 and 2015, Native Americans and African-Americans saw gains of only three and four percent over that same time period, respectively.³ ****Will add info on Latinx household income trends****
- **Better quality of life for seniors and people with disabilities:** Research shows that low-income seniors who pay less than half of their income on rent have up to \$150 more per month, or \$1,800 more per year, available to spend on health care or other basic necessities than their cost-burdened peers.⁴
- **A more stable economy:** Analysis shows that the economy of greater Portland is being held back because of the growing imbalance between housing costs and wages—one estimate predicts this imbalance will result in 50,000 fewer jobs over the next 10 years.⁵ Workforce housing supply is a critical component to Wilsonville’s ability to remain a desirable place to do business.

What is equity?

There are many working definitions and visions of what an equitable world would look like. One definition, from the Stanford Social Innovation Review, describes equity this way:

“It is about each of us getting what we need to survive or succeed—access to opportunity, networks, resources, and supports—based on where we are and where we want to go.”¹

“For many of our patients, a safe, decent, affordable home is like a vaccine—it literally keeps children healthy.”

-Megan Sandel, M.D., M.P.H. and Deborah Frank, M.D.

Prospective employers are weighing this factor more heavily than they have in past when making decisions on relocation and expansion.

- **Lower medical expenses:** A Providence Health study in the Portland region showed that once lower income families moved into affordable housing, they had fewer emergency room visits and accumulated lower medical expenditures than in the year before they moved in.⁶
- **More stable employment:** Housing stability affects worker performance. For low-income workers who experienced an eviction or forced move, the likelihood of being laid off increases between 11 and 22 percentage points, compared to similar workers who were not forced to move.⁷

Starting a conversation about equity with an intentional focus on housing can lead to meaningful change toward better outcomes for all Wilsonville residents. Housing equity – a world in which all people have housing choices that meet their unique needs without racial and economic disparities – is a key component of a larger strategy of achieving greater equity.

What changes with implementation of this Plan?

This Plan is the first step in a change from business as usual. Recognizing the complex, interrelated conditions that result in social and economic inequities, and the critical urgency of housing access, **this Plan intentionally focuses on a set of housing actions that the City can begin to advance in the two years following the Plan’s adoption.** These actions range from identifying site-specific development opportunities, to code-based strategies, to tax abatements.

At the same time, the Plan also identifies a set of actions that have promise but that will require more exploration and definition to advance. These actions include revisiting parking requirements, exploring a land acquisition strategy, and reducing or waiving permit fees. **This structure allows the city to make immediate progress on pressing issues while clarifying its next steps. It recognizes that achieving housing equity will require sustained action over time, and that the City has more to learn as it goes.**

Much of what the city needs to learn about housing equity will require careful listening, especially to those who understand housing inequities first-hand. Success will build from ongoing engagement with housing and service providers, regional and state housing funders, and the citizens of the City of Wilsonville, especially Wilsonville’s communities of color, renters, those seeking to become homeowners, and other residents that are experiencing the worst effects of income disparities. The research and conversations conducted as part of this Plan revealed that there are currently few Wilsonville community-based organizations working on housing and equity questions; in that context, authentic, community conversations that expand the collective imagination about equitable outcomes are an even more necessary starting place.

In the meantime, the City’s commitment to the actions proposed in this Plan will begin its journey.

2. Context

This Plan draws from many sources to identify priorities, including technical analysis of the housing market, stakeholder interviews, public outreach, and discussions with a project task force, Planning Commission, and City Council.

Overview of Housing Needs

The project team completed a Housing Market Research Report to document existing and projected future housing conditions. The purpose of this Housing Market Research Report is to synthesize background information on the current housing market to support development of focused actions. In particular, the report focuses on housing affordability issues and identifies the types of housing that the city should plan for in the future. The data source for the following summary is predominantly the United States Census American Community Survey, with additional data from Metro's Regional Land Information System.

This section summarizes the research conducted as part of the Housing Market Research Report, which is included in Appendix A.

Who lives in Wilsonville today?

- Wilsonville has a relatively young population. Millennials make up 32% of the population in the city, compared to 24% in Clackamas County. Aging Baby Boomers (ages 60+) make up 20% of the population in the city, compared to 23% in the county. The majority of households are family households.
- Median household income in 2016 was \$105,000 for homeowners and \$50,000 for renters. The majority (56%) of Wilsonville householders are renters.
- The Latinx community is expanding quickly. Between 2000 and 2016, the Latinx population in Wilsonville grew by about 2,000 people, from 6% to 11% of the population. This growth rate was greater than the growth rate of any other population in Wilsonville or the growth rate of Latinx population in the county.

What will Wilsonville's future population look like?

- Wilsonville's population is projected to grow by 14% over 20 years. About half of the new households are expected to be low income (earning less than 80% of MFI).
- Countywide, Middle-aged Millennials (ages 40 to 60) will grow to 28% of the population, and, the share of people over age 60 is expected to stay relatively constant. While city-level projections are not available, Wilsonville will be affected by these countywide trends.
- Latinx residents in the metropolitan region will more than double by 2040 because 46% of all new residents are expected to be Latinx. Again, Wilsonville is expected to be affected by this broader trend.

What are the current housing conditions in Wilsonville?

- Wilsonville has an even mix of multifamily and single-family homes, while a greater proportion of homes in Clackamas County are single-family. Single-family and multifamily homes are well-distributed across the city and close to services. Market trends for multifamily rental housing in Wilsonville mirror those of the Portland region, but the city's multifamily housing stock is relatively new and high-quality compared to that of the region.
- One in ten Wilsonville households live in a subsidized unit, most of which are for families and seniors. However, despite Wilsonville's subsidized housing stock, almost a quarter of all households in the city are housing cost-burdened, spending more than 30% of their income on housing. Eight of ten Wilsonville households earning less than \$50,000 per year are cost-burdened.
- Homeownership is out of reach for many residents. Entry-level homes and most other homes cost much more than what the average household can afford. A median renter household could afford homes valued between \$221,000 and \$252,000 if they had sufficient down payment resources, but the median housing price in Wilsonville was \$454,500 as of February 2019.

What types of housing will future residents need?

- The city will need a wider range of housing types and at more affordable costs. Baby Boomers, Millennials, and Latinx families will be increasingly important groups seeking affordable housing options, but they will have different preferences for unit types and sizes. Attached single-family and multifamily units will likely be the most affordable choices people seeking less expensive options.
- Key growth areas are the Frog Pond and Town Center planning areas. Most of the housing needs can be met by the new homes built in these areas. While these areas are projected to meet most of the numerical demand for new units, additional actions are needed to generate the full range of types and price points of housing needed by future Wilsonville households.

Stakeholder and Public Engagement

The team conducted stakeholder and public engagement to understand housing challenges and possible solutions. The team conducted a process that included:

- One-on-one interviews with 10 key stakeholders. Participants included community-based organizations, real estate professionals, etc. Some of these organizations currently address the needs of underrepresented groups in Wilsonville.
- A survey of 15 community members who rent units in existing subsidized buildings.
- An online survey on Let's Talk, Wilsonville! with 80 participants.

- Three focus groups with nonprofit affordable housing developers, local employers, and community-based organizations that serve Wilsonville residents, including underrepresented populations.
- A kiosk at the Wilsonville Public Library that featured an interactive poll available in English and Spanish that was available during December 2019.
- A survey of employers with nine responses that indicated workforce housing costs were a concern.

A summary of feedback and themes emerging from the project's stakeholder and public engagement process is included as Appendix B.

Develop Investment Framework and Project list

The outcome of the technical analysis and public outreach described above resulted in a list of possible implementation actions. The project team developed and vetted (with the project Task Force, City Council, and Planning Commission) a framework for prioritizing those projects and moving toward implementation together in concert the other public and private partners in the community. The project team worked with City Council and Planning Commission to develop and vet the list of possible implementation actions.

Final Plan

This Strategic Plan documents the plan process, key findings from the outreach and technical analysis, the City's framework action, and details the list of specific actions the City will take to advance its equitable housing goals.

3. Framework for Action

This Plan moves the City toward a comprehensive approach to achieving equitable housing outcomes. It focuses on a set of housing actions that can be initiated in the two years after Plan adoption and completed in the short-term. At the same time, the Plan also identifies a set of potential actions that have promise but that will require more exploration and stakeholder discussions before the city can advance them. This structure allows the City to make immediate progress on pressing issues while clarifying its next steps.

Policy Objectives

Drawing from adopted policies and priorities, stakeholder input, and feedback from the Planning Commission and Equitable Housing Task Force, the Wilsonville City Council developed policy objectives to guide development of the Equitable Housing Strategic Plan. These objectives set the course for the city's approach to improving equitable access to a range of housing in Wilsonville.

1. Greater availability of a diversity of housing types for a full range of price points to serve the community.
2. Increased partnerships with nonprofit and for-profit housing developers.
3. New and expanded affordable homeownership opportunities, especially for first-time homebuyers.
4. Reduced risk of housing displacement.
5. Targeted housing opportunities in areas with access to services and public transit.
6. Maintenance and expansion of quality subsidized affordable housing stock.
7. Implementation of all housing policies through a lens of social equity and inclusion.

The actions described in the following sections advance these policy objectives.

Funding Sources

One of the key limitations implementing the actions in this plan is the availability of funding. Funding is needed not just to increase or preserve affordability and access to equitable housing, but also to cover staff time. Identifying a set of realistic funding sources will be necessary for achieving the vision of equitable housing in Wilsonville.

Locally-Controlled Funding Sources

Beyond the funding tools available at the state and regional levels, the City will need to explore a range of locally-controlled funding options to generate additional resources for affordable housing development and associated programs.

- Additional **General Fund Revenue** can support equitable housing preservation and development programs in the City of Wilsonville. General fund dollars are generally in short supply; housing projects and programs must compete with other key City services for funding. However, as a source of one-time funds for important projects, to support outreach efforts and fund staff time, or for other smaller-scale funding needs, general fund can be a critical contributor to a comprehensive equitable housing implementation.
- A **Construction Excise Tax**¹ consistent with recent changes to state law can generate funding for housing development incentives and programs in the City of Wilsonville. Many communities around Oregon are in the process of exploring the application of CET for housing projects. The City should explore implementation of a CET in the near-term, including assessing potential revenue generation (using 10 to 15 years of past development activity as a case study), studying impacts on development activity and business recruitment, outlining funding objectives needed to advance the equitable housing strategy, and coordinating the process for CET adoption by ordinance.
- **Tax Increment Financing (TIF) Revenue** from Wilsonville's urban renewal areas (as applicable). TIF (also commonly referred to as urban renewal) is a financing tool for local governments to use property taxes generated from new development in a specific area to fund capital improvements in that same area. The state's statutes, Oregon Revised Statutes chapter 457, allow for TIF to fund the development of affordable housing, mixed-use housing, housing that meets other public goals, and / or infrastructure. Some communities choose to include funding for affordable housing as a project in their urban renewal area plans; some have even used their urban renewal plans to identify a portion of all TIF dollars that should be used for affordable housing. Wilsonville should review its current TIF districts to determine if there is potential project funding available for housing development (that would comply with the district plan) and the legal capacity for the City to expand or establish new TIF districts that could include allowances for housing assistance.

Partner Funding Sources

Funding sources available at the regional and state levels can be used to fund several projects and programs, such as new construction of subsidized units, renter supports, weatherization programs, and home ownership support programs. These partner funds will be an important

¹ A CET is a percentage-based fee on new residential or commercial construction charged at the time of permitting. In 2016, the Oregon Legislature passed Senate Bill 1533 which permits cities to adopt a construction excise tax (CET) on the value of new construction projects to raise funds for affordable housing projects. If adopted, the tax would be 1% of the permit value on residential construction and at an uncapped rate on commercial and industrial construction.

part of how the City will advance its equitable housing priorities. As such, the City should seek to develop closer ties with its regional and state partners, track funding cycles, and understand gaps in funding availability.

- **Clackamas County**, through its Department of Health Housing and Human Services (H3S), manages a wide array of federal, state and local resources for housing and social services that are available in Wilsonville. For example, the Community Development Department administers federal Community Development Block Grant and HOME funds that represent potential funding sources for housing development and rehabilitation programs. The Housing Authority of Clackamas County administers housing vouchers that help lower income households afford rental housing. One way to capture these and other housing and human services resources is through collaboration with affordable housing providers and Clackamas County.
- **Metro's General Obligation Bond** will fund regional affordable housing development through a new region-wide property tax. In the near-term, this funding source creates the most likely opportunity for funding construction of new affordable housing units or rehabilitation of existing units in the City of Wilsonville. The Housing Authority of Clackamas County is responsible for creating and administering the countywide Local Implementation Strategy for deploying these funds. One of the key actions in the coming year is to work more closely with Clackamas County to determine which properties and projects in the City of Wilsonville are eligible for these resources. In addition, **Metro's TOD Program** provides support to create public-private partnerships that produce transit oriented development projects, which would complement City's potential land acquisition activities.
- The **State of Oregon** can serve as a partner in several ways.
 - **Oregon Housing and Community Services (OHCS)** funds low-interest loan programs, grants, and tax credits for affordable multifamily rental housing developments through its Multifamily Housing Finance Section. The Section works with local jurisdictions and affordable housing developers to provide financing packages to carry out the department's mission to develop and preserve affordable housing, linked with appropriate services, throughout Oregon. In addition, OHCS has a variety of programs that support tenants, including home weatherization and emergency rent supports. One way to better access these resources for Wilsonville is through partnering with affordable housing providers and Clackamas County.
 - In 2019 the Oregon Legislature passed two bills that support housing development in urban areas – referred to as House Bills 2001 and 2003 (HB 2001 and HB 2003). The new laws seek to expand housing choice in cities across the state by requiring cities within the Metro area to allow duplexes on lands zoned for single dwellings and to develop new methodologies for calculating the amount of land and types of housing needed to meet growth expectations. To support local government efforts in implementing HB 2001 and HB 2003, the Legislature appropriated \$4.5 million to **the Department of Land Conservation and Development (DLCD)** for technical

assistance grants. In late 2019, Wilsonville applied for and received a grant from DLCD through this program, which will support a portion of the work outlined in one of this Plan's implementation actions.

- Many **private organizations** in the region provide services and housing that can support a more equitable community in Wilsonville. Partnerships with these organizations will be necessary to secure and create equitable housing as envisioned in this strategy. These partners have their own sources of funding that can be matched to one another and to public sources noted above. Funding partnerships for equitable housing could include: public/private development agreements, foundation grants, down-payment assistance, rent assistance, land trusts, transportation or in-home care for disabled and elderly residents, and employer-based housing assistance.

Other Partners

An effective strategy will require ongoing outreach, support, and coordination with organizations in the community that may or may not include funding. Other partners could include local and regional foundations, community-based organizations (including Heart of the City and Wilsonville Community Sharing), large employers, the West Linn-Wilsonville School District, and Habitat for Humanity.

4. Implementation Actions

Community stakeholders and market research have provided insights to the greatest needs and opportunities for equitable housing in Wilsonville. Throughout the process, the City asked its leaders and partners: What is the best step we can take in the next few years?

The Wilsonville City Council took the information gathered and created a discrete list of **implementation actions** that have been prioritized for near-term implementation. (See the following pages for details.) While many strategic approaches and actions were considered, these actions arose as the best opportunities for responding to immediate needs while also establishing a system for the City to continue its work for the long term. Council also identified a set of **actions requiring further exploration** that require further research and community discussions and were not prioritized for immediate implementation, may be considered again in future years as more equitable housing is achieved and new needs arise. *Please refer to Appendix C for a complete list of actions considered in the process.*

1. Implementation Actions <i>High-priority actions the City plans to initiate within two years of strategic plan adoption.</i>	2. Actions Requiring Further Exploration <i>High-priority actions that require further research and community discussions for the City to determine how or if it will pursue in the near-term.</i>
1A: Explore Implementation of Transit-Oriented Development (TOD) at City-owned Wilsonville Transit Center Property 1B: Incorporate Equitable Housing Needs into Middle Housing Planning 1C: Define Equitable Housing Approaches in New Urban Growth Areas 1D: Create Housing Tax Abatement Programs to Achieve Housing Diversity and Affordability 1E: Facilitate Connections to Partners and Housing Resources through City Liaison	2A: Secure Land for Development of Affordable and Equitable Housing 2B: Reduce Housing Costs by Modifying Parking Requirements 2C: Explore Tactics to Reduce the Impact of Systems Development Charges on Affordable Housing 2D: Partner with Community Land Trusts 2E: Explore Homeownership Support Programs 2F: Explore Housing Preservation Tax Abatement 2G: Assess Accessibility and Visitability Standards or Incentives

Exhibit 1 cross-references the Plan’s policy objectives and actions.

Exhibit 1. Actions by Policy Objective

		1. Diverse Housing Types	2. Partnerships	3. Homeownership	4. Reduced Displacement	5. Accessible Locations	6. Expand Subsidized Housing Stock	7. Social Equity
1A	Explore Implementation of Transit-Oriented Development (TOD) at City-owned Wilsonville Transit Center Property	■	■			■	■	■
1B	Incorporate Equitable Housing Needs into Middle Housing Planning	■		■		■		
1C	Define Equitable Housing Approaches in New Urban Growth Areas	■	■			■	■	■
1D	Create Housing Tax Abatement Programs to Achieve Housing Diversity and Affordability	■	■			■		
1E	Facilitate Connections to Partners and Housing Resources through City Liaison		■	■	■			■
2A	Secure Land for Development of Affordable and Equitable Housing		■	■		■		
2B	Reduce Housing Costs by Modifying Parking Requirements	■	■			■		
2C	Explore Tactics to Reduce the Impact of Systems Development Charges on Affordable Housing		■				■	
2D	Partner with Community Land Trusts		■	■			■	■
2E	Explore Homeownership Support Programs			■				■
2F	Explore Housing Preservation Tax Abatement		■		■			
2G	Assess Accessibility and Visitability Standards or Incentives	■						■

The following section details the six key actions for the first year after adoption of the Strategic Plan, providing information about why the action is important and what stakeholders said about the action. It also includes an order-of-magnitude assessment of each action’s potential impact and administrative requirement, referencing the following key.

Key:	Potential Impact	Administrative Requirements
	◆◆◆ High	◆◆◆ Relatively low administrative requirements, mostly policy setup
	◆◆ Medium	◆◆ Moderate administrative effort
	◆ Low	◆ Substantial staff time and program setup required

1A: Explore Implementation of Transit-Oriented Development (TOD) at City-owned Wilsonville Transit Center Property

Summary

The City-owned property at the Wilsonville Transit Center is the City’s main opportunity to promote TOD with affordable and/or workforce housing. Potential support could include development/permitting incentives or a public-private partnership that would provide development or infrastructure subsidies in exchange for fulfillment of community goals. The parking lot adjacent to the development site currently has 399 spaces. Many of those spaces are not utilized throughout the day, overnight parking is permitted but rare, so one important opportunity in the development program is the ability to share parking between the park and ride and the development.

The City is interested in completing a Development Opportunities Study and Prospectus to understand development possibilities and constraints and compile materials that the City can use as it conducts outreach with potential developers.



Source: City of Wilsonville

Rationale	The Wilsonville Transit Center is one of the City’s limited opportunities to provide true transit-oriented development within the community. Given City ownership of the site, it is also an opportunity to provide affordable housing through land write downs for nonprofit affordable housing development.
Policy Objectives	1 (Diversity of Unit Types), 2 (Partnerships), 5 (Accessible Locations), 6 (Expand Subsidized Housing Stock), 7 (Social Equity)
Summary of Stakeholder Feedback	Near-term opportunity with potential high-impact. Affordable housing developers are interested in exploring this opportunity. Planning Commission and Task Force supported this tool.
Potential Impact	◆◆◆ Control of land is one of the key sources of local government leverage for housing development. The Wilsonville Transit Center property presents an opportunity for transit-oriented affordable housing.

Administrative Effort	◆◆ Requires development of partnership agreement with developer
Applicable Geographies	Single-site
Partners	• Nonprofit developers, Tri-Met, State of Oregon, Metro, Clackamas County
Potential Funding Sources	Land write-down, Metro Bond, Federal Transit Administration (FTA) funding, Metro TOD Grant Program. If the City is interested in pursuing Metro Affordable Housing Bond funding for this project, any technical work will need to be expedited to match up to the release of bond funds through the Notice of Funding Available. **confirm dates for NOFAs in next draft**
Next Steps	<p>1. Complete Development Opportunities Study (DOS)</p> <p>The DOS will explore the following questions:</p> <ul style="list-style-type: none"> • What are Council’s goals for development on the site? How can the City balance its financial and housing goals? • What are the market conditions for development at this site? • What are the constraints for the site, including any considerations related to environmental, transportation impacts, utility connections, etc. • How many housing units could the site accommodate under existing zoning? • How can the City best position the site for Metro Bond funding? Does that include confirming desired income tiers and unit types (e.g. two bedroom units) that conform with the Clackamas County Housing Authority’s Local Implementation Strategy for the site? **Provide additional direction pending conversations with Metro and Task Force on how to best market this publicly controlled site not just to developers but to the HACC and Metro leadership who will ultimately approve funding.** • Given current market conditions and the site's context, should the development program include ground-floor retail? • What disposition alternatives should the City explore? <p>2. Outreach</p> <p>The outcome of the DOS exercise will be a site prospectus that will provide potential development partners and funders with information about the site and the City’s objectives for development. The City should consider convening a mix of affordable housing developers and for-profit developers to (1) help understand opportunities and barriers and (2) build interest. Questions for outreach include:</p> <ul style="list-style-type: none"> • What are possible funding sources for development, including regional, state, and federal sources? • What can the City do to make this site more attractive for those funding sources? <p>3. Solicitation Process</p> <p>The final near-term implementation step will be to define a process for soliciting interest from affordable housing developers.</p> <ul style="list-style-type: none"> • Determine funding resources or incentives that could be applied. • Refine Council goals for the site, based on feedback from outreach. • Market and Release RFP for the site.

1B: Incorporate Equitable Housing Needs in Middle Housing Planning

Summary

Oregon House Bill 2001 requires that local jurisdictions adopt zoning code regulations or comprehensive plan amendments to permit middle housing types (e.g., duplexes, triplexes, etc.) in all areas that are zoned for residential use and allow for detached single-family dwellings. These changes will allow for a diversity of unit types throughout Wilsonville, but the City will need to assess its own plans for future planning areas for Frog Pond as well as the restrictions in each of its existing neighborhoods that have HOAs. The City could explore implementation actions beyond HB2001’s requirements, such as code changes to encourage accessibility, design options to promote affordability, etc. The City plans to address many barriers to expand housing variety while implementing key equitable housing strategies related to quality design standards, community support, and adequate infrastructure.

The City of Wilsonville has a unique set of circumstances that demand a creative approach to implementing the HB 2001 requirements. Most of the City’s established neighborhoods are in planned unit developments, and a majority of planned housing units are located in large master plan areas with a variety of housing types, some of which already have completed master plans. The City of Wilsonville is spearheading a project that will ensure that tools are in place to support the development of a wider range of housing types. As part of this project, the City will complete the following activities:

1. Public outreach and education: public events, a public engagement website, and a memo for duplex and middle housing design based on community inputs.
2. Updating plans and codes: review of density limits and other codes, revision of Frog Pond West master plan, and updated zoning code amendments. This will include an analysis of how zoning code requirements may affect the affordability of housing.
3. Developing architectural standards: research of architectural standards and architectural renderings.
4. Reviewing and updating infrastructure plans: projection of infrastructure needs, revision of Frog Pond West infrastructure plan, and citywide infrastructure update recommendations.
5. Funding infrastructure: analysis of various public service charge and permitting process options.

This action will intersect with **Action 1C**, which includes approaches for equitable development in newly master planned areas.

Rationale	The City will explore design standards and incentives to further expand the housing variety in Wilsonville. Not all residential communities have explicitly considered housing variety in previous planning efforts. Now there is an opportunity to address equitable housing concerns related to HB2001.
Policy Objectives	1 (Diversity of Unit Types), 3 (Homeownership), 5 (Accessible Locations)
Summary of Stakeholder Feedback	There is interest in a broader variety of housing types, including starter homes and middle housing types, but the ability for those housing types to be incorporated into existing neighborhoods requires further study.

Potential Impact ♦♦ Changes are likely to happen incrementally over time. Some neighborhoods will likely see more of a diversity of development proposals than other neighborhoods, depending on location and other factors. When combined with financial incentives, these changes could have a greater impact on development feasibility for middle housing types.

Administrative Effort ♦♦ The City will explore potential amendments to the Development Code through a public process, adopt any Development Code changes that emerge from that process, and then review proposals through the existing development review process.

Applicable Geographies Citywide, with a focus on Frog Pond

Partners DLCD, Metro

Potential Funding Sources DLCD grant, other regional funding sources, General Fund

Next Steps

- Understand state rulemaking around HB 2001 and implications for current master plans.
- Assess to what degree the statewide requirements affect an area that has a master plan
- Identify regulatory barriers to duplex and middle housing development and needed updates for regulatory compliance.
- Discuss possible financial, design, or other regulatory incentives for missing middle housing, and whether to target to specific geographies.

1C: Define Equitable Housing Approaches in New Urban Growth Areas

Summary	As part of the master planning requirements for Frog Pond East and South, the City will establish goals or targets for accessibility to services/amenities, unit types, and unit affordability levels. The targets for affordability levels (number of units and depth of affordability for those units) should be reasonably achievable, allowing for sufficient market rate development to support key infrastructure investments. The City can explore applying these methodologies and unit targets in future urban growth areas beyond Frog Pond.
Rationale	Integrating housing units for low-income and public housing residents into market rate development buildings can encourage greater community stability, safety, and access to opportunity for vulnerable populations. **add sidebar information on Villebois history**
Policy Objectives	1 (Diversity of Unit Types), 2 (Partnerships), 5 (Accessible Locations), 6 (Expand Subsidized Housing Stock), 7 (Social Equity)
Summary of Stakeholder Feedback	The City has already developed broad goals for housing types in the Frog Pond Area Plan. Developing additional policies for affordability may require additional technical analysis.
Potential Impact	◆◆ By establishing targets ahead of master planning efforts, the City can work with developers to achieve those targets.
Administrative Effort	◆ Requires staff time and stakeholder engagement to establish goals/targets.
Applicable Geographies	Frog Pond East and South, other future urban growth areas
Partners	Metro
Potential Funding Sources	N/A
Next Steps	<p>Prior to Master Planning Process: Develop policy guidance to guide master planning. The City can consider the following:</p> <ul style="list-style-type: none"> • Determine range of units affected by the policy, including rent-restricted units, ownership units, accessory dwelling units, and units by size. • Determine a range for depth of affordability for those units. • Provide guidance on how the City should further refine these policies, including stakeholder engagement with property owners, developers, renters, communities of color, and potential funders and composition of any oversight or advisory committees. • Understand community design implications, including providing a specific focus on maintaining access to amenities for affordable units and integrating those units into the overall master plan design. <p>During Master Planning Process:</p> <ul style="list-style-type: none"> • Define policies: Identify the City's targets for affordability levels and number of units that meet those affordability levels. The target should be provided in a range to allow flexibility to be responsive to changing market dynamics, funding sources, and partner interests.

- Identify specific properties that could play a role in achieving the Master Plan targets.
 - Explore how the affordability targets interact with the master plan use mix, the location of amenities, infrastructure provision, and the implementation and funding plan.
 - Determine potential changes to impact fee assessments and conduct infrastructure funding analysis.
 - Directly engage nonprofit and for profit affordable housing developers
-

DRAFT

1D: Create Housing Tax Abatement Programs to Achieve Housing Diversity and Affordability

Summary

Tools that support housing production and encourage preservation of housing affordability by providing a partial property tax exemption on increased property value for qualified developments.

The City will conduct an analysis of the available options to determine which are most appropriate to and viable in Wilsonville. Through a multifamily tax exemption, a jurisdiction can incent diverse housing options in urban centers lacking in housing choices or workforce housing units. There are several additional abatement programs authorized at the state level that could be added. Each targets a slightly different type or market rate and/or affordable housing unit. Potential programs include:

Vertical Housing Development Zones (VHDZ):

While ground floor retail is desirable in high-density, amenity-rich areas, the additional expense and regulatory requirements that result often make projects infeasible. Providing ground floor retail can help to increase access to services and amenities in a neighborhood. VHDZ incents multi-story mixed-use development by offering a partial property tax exemption for 10 years to developments that include housing as well as non-residential use (e.g. retail on the ground floor), with a larger tax exemption for higher density developments. A tax exemption can help to increase development feasibility for projects that might not otherwise pencil. *Key Takeaway: This program could be useful in specific, geographically-limited areas like Villebois and Town Center.*

Multiple Unit Property Tax Exemption (MUPTe, sometimes called MULTE):

A flexible program that can be used to incent multifamily housing with particular features or at particular price points by offering qualifying developments a partial property tax exemption for 10 years. Though the state enables the programs, each city has an opportunity to shape the program to achieve its goals by controlling the geography of where the exemption is available, application process and fees, program requirements, criteria, and program cap. One important implementation consideration is the need to monitor compliance over the course of the abatement. The City could implement one or more of the following program types:

- **Encouraging middle housing rental development** by establishing eligibility criteria related to tenure, units on site, and unit size but not requiring detailed income reporting.
- **Supporting rent-regulated affordable projects** that are not eligible for the City's existing nonprofit exemption (e.g. projects developed by for profit developers) but still have monitoring required by state or federal funds.
- **Supporting workforce housing projects.** The City could offer a citywide program for housing that is affordable to households making up to some specific income level (e.g., 80% or 100% of AMI). If the affordability threshold is relatively close to current market rents, the City could limit the rent the developer could charge but not require income certification for tenants.
- **Preserving the affordability of existing housing** (see Action 2F).

Key Takeaway: A citywide program with multiple uses would likely be the most effective program in encouraging affordable housing at multiple scales.

Temporary exemption for newly rehabilitated or constructed multiunit rental housing:

Incentivizes development or rehabilitation of multifamily rental housing with rents affordable to households with an annual income at or below 120% of the area median income (AMI) citywide through a full property tax abatement for no more than 10 years. This abatement program is most useful when a city is interested in encouraging all multifamily development, even above the median income. *Key Takeaway: Given the City's interest in prioritizing affordable development, the MUPT program is a more suitable program unless the City is interested in providing an abatement to almost any new multifamily housing development project.*

Nonprofit Low-Income Rental Housing Exemption:

Provides a simplified way for affordable housing owned and operated by a nonprofit to qualify for a property tax exemption. *Key Takeaway: The City already provides an abatement to non-profit affordable housing developers.*

A more detailed comparison of the available programs is included in Appendix D.

Rationale	Tax abatements can substantially contribute to the feasibility of both market-rate and regulated units. Saving on operational costs contributes to greater net operating income, which is important in determining project value and subsequently the development feasibility. By reducing ongoing operating costs for housing through a housing tax abatement, the City could help to incentivize developers to include affordable units as part of larger development projects.
Policy Objectives	1 (Diversity of Unit Types), 2 (Partnerships), 5 (Accessible Locations)
Summary of Stakeholder Feedback	Developers consider this tool most impactful. Requires more research about which abatements to explore.
Potential Impact	◆◆ Or ◆◆◆ An abatement can be an important incentive to enable new development; more research into the abatements that work best for Wilsonville is needed (see next steps).
Administrative Effort	◆ Market and policy analysis plus stakeholder outreach (including outreach to overlapping taxing districts) required to evaluate and adopt options.
Applicable Geographies	Vertical Housing: zone-specific (Villebois, Town Center) MULTE program: City-wide
Partners	Other taxing jurisdictions
Funding Required	N/A. Foregone revenue
Next Steps	<ul style="list-style-type: none">• Explore the following implementation considerations:<ul style="list-style-type: none">○ How much revenue would the City be willing to forgo on an annual basis? Does the City want to limit the number of abatements provided?○ How can the City best assess the benefit it receives in exchange for the abatement? Does this include a financial analysis of the expected cost to the City and other taxing jurisdictions in exchange for other benefits?○ How would the City evaluate and select projects that would receive the abatement?○ Would the City be interested in leading an effort to abating its own taxes plus working with other taxing jurisdictions to seek abatement of their taxes as well, to encourage deeper levels of affordability?○ Determine City goals for how many units can receive an abatement.○ How would the City accommodate reporting requirements?

- How does the City weigh the temporary (up to 10 years) loss of tax revenue against the potential attraction of new investment to targeted areas?
- Is there a threshold at which the City would end the program, such as after certain number of units receive the abatement?
- Identify specific geographies where specific abatements would be most effective.
- Reach out to overlapping taxing districts to gauge support for the City's priority program(s). To extend the exemption to all taxing districts, the City must secure support (in the form of a resolution) from governing boards representing at least 51% of the total combined rate of taxation levied on the property.
- The City should also track multifamily housing production and whether recently permitted projects move to construction to determine whether MUPTe is appropriate for market-rate multifamily housing.
 - If the City ultimately decides to implement MUPTe, the City must adopt the provisions of ORS 307.600 to 307.637. The City must designate a specific area if MUPTe will be applied to market-rate housing; for housing subject to affordability restrictions, the City can designate the entire city for the exemption.
 - Prior to passing an ordinance or resolution to adopt MUPTe, the City must hold a public hearing to determine whether qualifying housing would otherwise be built or preserved without the benefit of the exemption. The City must also establish standards and guidelines to consider applications and make decisions, including setting eligibility criteria.
- Adopt the selected tax abatement(s) by resolution, including specifying any local parameters and definitions required for the abatement in question.

1E: Facilitate Connections to Partners and Housing Resources through City Liaison

Summary	<p>The City would designate a point person to serve as a resource for community members and interested housing stakeholders for housing in the City. That staff person would:</p> <ul style="list-style-type: none"> • Conduct ongoing outreach with the County, Metro, development community, community-based organizations, and service providers. • Fully understand the array of resources available for prospective homeowners and current renters. • Help to implement Strategic Plan implementation actions. • Create and maintain the online One Stop Shop that would include a directory of housing-related resources on the City’s website for community members, key stakeholders, and interested developers. See City of Milwaukie’s One Stop Shop for an example: https://www.milwaukieoregon.gov/housingaffordability).
Rationale	Achieving lasting implementation of the Strategic Plan requires focused attention. The Housing Liaison would be able to track current conditions, build relationships with local stakeholders, support renters, maintain information on the website, and help to implement the Plan.
Policy Objectives	2 (Partnerships), 3 (Homeownership), 4 (Prevent Displacement), 7 (Social Equity)
Summary of Stakeholder Feedback	The City could play a better role in providing resource referrals, but it is not necessarily the City’s role to provide the resources themselves (i.e. renter support, landlord counseling). The City does not currently have a resource for interested housing developers nor someone who is solely focused on implementing housing-related actions.
Potential Impact	◆ to ◆◆ Focused attention on plan implementation can help to advance Council’s priorities. In addition, this staff person could increase the City’s exposure to potential funding partners, including regional, state, and private players.
Administrative Effort	◆ to ◆◆ Requires staff allocation.
Applicable Geographies	Citywide
Partners	Clackamas County, Metro, State, nonprofit and for profit developers, nonprofit organizations
Funding Required	General fund
Next Steps	<ul style="list-style-type: none"> • Determine needed staffing levels and designate staff person. • Develop work plan, which includes the creation of online one stop shop, stakeholder engagement, and Plan implementation. • Monitor engagement and partnership development.

5. Tools Requiring Further Exploration

2A: Secure Land for Development of Affordable and Equitable Housing

Summary	City-led program to buy and hold land for future development opportunities. This supports affordable housing by reducing or eliminating land cost from development. The City has a number of properties in its portfolio that could serve as housing opportunity sites, including the Public Works/Police/Community Center property and the Wilsonville Transit Center.
Policy Objectives	2 (Partnerships), 3 (Homeownership), 5 (Accessible Locations)
Summary of Stakeholder Feedback:	Overall favorable opinion, especially among potential developers who were concerned about lack of available land for infill development. Requires more research about potential funding sources, strategy execution, and target properties.
Potential Impact	◆◆◆ Control of land is one of the key sources of local government leverage for housing development.
Administrative Effort	◆◆ Requires development of a land banking or acquisition strategy that includes a funding source. For properties the City already owns, the administrative effort is minimal.
Possible Next Steps	<ul style="list-style-type: none"> • Inventory City or publicly-owned property. • Determine the viability of a policy that prioritizes surplus property for housing development. Such a policy would not stipulate that all surplus property will or can be development for housing, but that the City must at least evaluate a parcel's potential for housing before selling the property or using it for another purpose • Explore feasibility of a City-led effort to work with partners, including regional land banks, to optimize the use of City-owned land. This could include a parcel-by-parcel development opportunity study or a set of conversations with potential development partners about the opportunities and challenges for each parcel. • Identify the sources of funding the City has to deploy, and how the City could leverage those funds with outside funding. • Conduct an analysis of potential acquisition opportunities. • Consider role of Metro housing bond in helping to fund affordable housing projects on City-owned parcels.

2B: Reduce Housing Costs by Modifying Parking Requirements

Summary

Parking requirements can have an adverse impact on land and development costs, leading to an increase in housing costs. In some communities, there are areas where the required parking is considerably more excessive than the need. This is especially true as areas transition to support more people traveling by transit, carpool, bicycle and walking/rolling. Parking that is developed but rarely used consumes a lot of land and resources. Some communities have found great savings by looking more closely at their parking policies, including shared parking policies, minimum parking requirements, and comprehensive parking plans and strategies for commercial districts such as the Town Center. Additionally, developments providing equitable housing for people who are disabled or elderly, and those that are close to regional transit, typically have lower levels of car ownership and needs for parking. Potential to limit to subsidized units, areas with better transit access, or provide a case-by-case review depending on the project parameters.

Policy Objectives	1 (Diversity of Unit Types), 2 (Partnerships), 5 (Accessible Locations)
Summary of Stakeholder Feedback	Split agreement – some stakeholders in favor, others oppose. Requires more research and discussion for potential applications.
Potential Impact	◆◆ For some projects, especially affordable housing projects, a reduction in parking requirements can mean greater feasibility.
Administrative Effort	◆ Requires staff time to develop standards.
Next Steps	<ul style="list-style-type: none"> • Which parking requirements may be affecting housing costs? • How much of a parking reduction would be appropriate for affordable housing units? Does location and surrounding amenities influence this? • Would affordable developments only be eligible if they met certain criteria? • How would the City mitigate any concern from surrounding neighborhoods?

2C: Explore Tactics to Reduce the Impact of Systems Development Charges on Affordable Housing

Summary

Systems Development Chargers (SDCs) can have a big impact on the feasibility of a housing project. Some cities make changes to their SDC schedules to incent more affordable housing types, while others provide reductions or waivers to projects that meet specific program criteria. Many programs have specific requirements that eligible projects must include a share of affordable units. This reduces the cost to build affordable housing and can allow affordable housing developers to produce units more cost-effectively. Potential avenues for the City to explore include:

- Tie SDCs to overall size of housing unit (potentially regardless of number of fixtures or size of infrastructure)
- Delaying collection of SDCs and/or time of investment.
- Offer reductions or waivers on a project’s system development charges or permit fees, which reduces the cost to build those types of housing.

Policy Objectives	2 (Partnerships), 6 (Expand subsidized housing stock)
Summary of Stakeholder Feedback	Effective tool to bridge feasibility gap; Developers consider these tools most impactful.
Potential Impact	◆◆◆ Developers working in Wilsonville have stated that SDCs have a big impact on project costs, even though Wilsonville’s SDCs are comparable to the regional average. This make waivers a valuable incentive; however, the City cannot waive SDCs collected by the County or special districts without prior approval. The City must balance its affordable housing goals with its ability to pay for infrastructure to support new housing.
Administrative Effort	◆ to ◆◆ Depends on program criteria and ongoing monitoring required.
Key Considerations	<ul style="list-style-type: none"> • Would the City want to offer exemptions or fee reductions to projects that are not already subject to monitoring and compliance regulations, or limit it to projects with state or federal funding and projects to be owned/operated by non-profits? • How long an affordability restriction would the City want to impose? • If the City were to subsidize SDCs or permit fees from another source, how much would the City need to allocate towards such a program in order to fund a meaningful number of units and projects? • If the City were to exempt affordable housing from SDCs or permit fees and not subsidize from another source, how big a reduction to permit and/or SDC revenue can the City sustain? • Are there other funding sources the City could identify to fill the gap? CET funds? Other?
Next Steps	<ul style="list-style-type: none"> • Coordinate among City staff and policymakers to identify desired project eligibility. • Determine funding implications and what revenue sources are needed to subsidize foregone revenues from reducing or waiving SDCs.

2D: Explore Partnerships with Community Land Trusts

Summary	Community organizations that own land can provide a long-term ground lease to affordable housing developers or low-income households to create opportunities for stable housing and homeownership. The terms on purchase prices, resale prices, and equity capture ensure that the homes remain affordable for future residents. The City of Wilsonville can support Community Land Trusts (CLTs) by providing them City-owned land, grants, or low-interest loans and incentivizing developers to work with CLTs.
Policy Objectives	2 (Partnerships), 3 (Homeownership), 4 (Prevent Displacement), 6 (Affordable Housing Stock)
Summary of Stakeholder Feedback	There are few entry-level homes that would be affordable to first-time homebuyers in Wilsonville. The City should do more to support potential homebuyers.
Potential Impact	◆◆◆ Land is a key factor in development of affordable units. Donated land can significantly reduce the size of the loan for the developer. Local, community-based organizations could be willing to partner in Wilsonville’s vision for equitable housing if they see that the vision is aligned with their mission.
Administrative Effort	◆ Will require staff time to meet with representatives from CLTs and coordinate possible partnerships. The time for implementation will take longer if land needs to be acquired or transferred.
Key Considerations	<ul style="list-style-type: none"> • Is the CLT-owned land in an area with concentrated poverty or low transit access? • How can the City require or incentivize developers to work with CLTs? • What funding sources are available to assist CLTs.
Next Steps	<ul style="list-style-type: none"> • Research community organizations that may have excess land and interest in forming a CLT. • Identify funding opportunities for partnering with CLTs.

2E: Explore Homeownership Support Programs

Summary

The City could provide the following:

- **Education on Home Ownership Preparation.** Help first-time homebuyers learn the basics about the home buying process in classes taught by experienced professionals who specialize in helping first-time homebuyers. Special topics on HOAs can be included. The City could coordinate with existing organizations such as the Portland Housing Center to facilitate this training or develop its own program.
- **Alternative Funding Sources for Down Payment and Mortgage Assistance.** Expand financing options to low-income and middle-income households who plan to purchase a home.
- **Partnership with local nonprofits.** Work with Proud Ground or Habitat for Humanity to develop affordable homeownership projects on City-owned land. Connect renters interested in home ownership to these local nonprofits for assistance with the home purchasing process.

Policy Objectives	3 (Homeownership), 7 (Social Equity)
Summary of Stakeholder Feedback	There are few entry-level homes that would be affordable to first-time homebuyers in Wilsonville. The City should do more to support potential homebuyers.
Potential Impact	◆ to ◆◆ Depends on program parameters and City involvement.
Administrative Effort	◆ to ◆◆ Depends on program parameters and City involvement.
Key Considerations	<ul style="list-style-type: none"> • Does the City have funding capacity available to support homeownership programs? • How can the City best develop a partnership with other entities working to encourage affordable homeownership opportunities?
Next Steps	<ul style="list-style-type: none"> • Conduct outreach with potential partners to determine the City's role.

2F: Explore Housing Preservation Tax Abatement

Summary

As suggested in Action 1D, the City could explore the creation of a tax abatement program specifically targeted toward existing low-cost market rate rental properties to reduce potential displacement of tenants living in those properties. The City would use the Multiple Unit Property Tax Exemption Program (MUPTe) with a set of program parameters targeted toward preservation.

MUPTe is a flexible program that can be used to incent multifamily housing with particular features or at particular price points by offering qualifying developments a partial property tax exemption for 10 years. Though the state enables the programs, Wilsonville shape the program to achieve its preservation goals by controlling the geography of where the exemption is available, application process and fees, program requirements, criteria, and program cap. One important implementation consideration is the need to monitor compliance over the course of the abatement.

Statute allows for MUPTe to be used for existing multiple-unit housing that is or becomes subject to an affordability agreement with a public agency. This means that the City could offer the tax abatement authorized under MUPTe in exchange for signing an agreement with a public agency (such as the local Housing Authority or another affordable housing provider) to regulate rents. Because the statute is flexible about the nature of the affordability agreement, it could be structured to limit the annual increase in rents or to require a reduction based on the value of the tax abatement. The City could require that participating property owners invest in renovations in order to qualify, but this is not required under statute. ECONorthwest has been exploring a similar preservation-focused tax abatement in the City of Scappoose. Possible options include:

- **Rehabilitation emphasis:** Make renovations an eligibility requirement, with a required investment amount that is proportional to (and less than) the value of the tax abatement to the property owner. Require that participating property owners prioritize investments in health and safety improvements first, and then improvements for energy efficiency, universal accessibility, etc. Limit the rate of rent increases for the duration of the tax abatement (e.g., 2% or less).
- **Rent reduction emphasis:** Do not require renovations, but require that rents be reduced in proportion to the tax abatement, with a limit on the rate of increase year-to-year.

Policy Objectives	2 (Partnerships), 4 (Reduce Displacement)
Summary of Stakeholder Feedback	Residents are concerned about the potential for displacement, given rising rents in the community.
Potential Impact	◆◆ Or ◆◆◆ An abatement can be an important incentive to ensure affordability; more research into the abatements that work best for Wilsonville is needed.
Administrative Effort	◆ Policy analysis plus outreach with overlapping taxing districts and existing property owners required to evaluate and adopt options.
Key Considerations	<ul style="list-style-type: none"> • For either option described above, the affordability agreement should require rent restrictions but not income qualification in order to avoid creating administrative burden for the property owner and to ensure that existing residents would be able to remain.

- For enforcement, participating property owners could be required to submit current rent rolls and provide written notice to all tenants of the affordability agreement with contact information to report any potential violations.
- Since income qualification would not be necessary, the City could in theory establish affordability contracts directly with property owners. This would require some additional administrative effort, but much less than income certification.

Next Steps

- Explore the following implementation considerations:
 - How much revenue would the City be willing to forgo on an annual basis? Does the City want to limit the number of abatements provided? How does the City weigh the temporary (up to 10 years) loss of tax revenue against the potential attraction of new investment to targeted areas?
 - How can the City best assess the benefit it receives in exchange for the abatement? Does this include a financial analysis of the expected cost to the City and other taxing jurisdictions in exchange for other benefits?
 - How would the City evaluate and select projects that would receive the abatement?
 - Would the City be interested in leading an effort to abating its own taxes plus working with other taxing jurisdictions to seek abatement of their taxes as well, to encourage deeper levels of affordability?
 - How would the City accommodate reporting requirements?
 - Is there a threshold at which the City would end the program, such as after certain number of units receive the abatement?
 - Are affordable housing providers willing to partner on implementation of affordability restrictions for preservation projects? If providers are unwilling to take this role on, consider whether City staff can administer a preservation program like the one described above. If the City is willing to take this on, staff may need additional support to create the program.

2G: Assess Accessibility and Visitability Standards or Incentives

Summary	“Visitability” describes a set of home design standards that address accessibility needs of visitors with mobility impairments. The three principles of visitability are: at least one zero-step entrance, wide doorways and hallways for clear passage, and at least one bathroom with wheelchair access on the main floor. The City of Wilsonville can adopt new design codes or grant incentives for developments with visitability standards.
Policy Objectives	1 (Diverse Housing Types), 7 (Social Equity)
Summary of Stakeholder Feedback	Through the library kiosk, Let’s Talk Wilsonville, and renter survey, many residents expressed a desire to see more one-level homes. This speaks to the need for more accessible homes that can accommodate people with mobility challenges.
Potential Impact	◆ The City’s proactive initiative to consider the needs of all ages and abilities could be a welcomed change for the residents. The new standards would apply only to new construction.
Administrative Effort	◆◆ or ◆◆◆ The City Council can propose and adopt the three principles of the visitability standards relatively quickly. More staff time will be required for creating incentives associated with visibility standards.
Key Considerations	<ul style="list-style-type: none"> • Is visitability a concern for current and future residents? • Are there existing design or space limitations for enhancing visitability (i.e., on-site stormwater mitigation, narrow lots)?
Next Steps	<ul style="list-style-type: none"> • Disseminate information on visitability standards among policymakers. • Identify Development code sections that need to be amended.

6. Steps for Implementation

Over the coming years, implementing the plan will require the City to balance and coordinate its pursuit of actions, funding, and partnerships with its many other public priorities. Below is a set of implementation steps that will improve success with advancing this Plan's near-term actions while building momentum toward the larger goal of achieving housing equity.

Develop staff work programs and budget for implementation: After the Plan's adoption, the City will move towards implementing the Plan's actions. This will include developing work programs, assigning staff to complete analysis and follow up conversations, and meeting with the county and other partners to identify potential partnership opportunities. Implementation of some actions may require dedicated staff time and budget.

Involve the Community: The City will continue engaging the community in this work, seeking their input regarding the nature of the housing challenges. The City will pay particular attention to those community members who experience housing inequities, including renters, communities of color, and representatives of disabled communities. These community members will be best positioned to inform the City's next set of actions beyond those identified in this Plan.

As implementation activity continues, the City may realize efficiencies through establishing an ongoing community housing advisory committee. Through the proposed housing liaison identified in Action 1E, the City should maintain an open line of communication to understand evolving needs and how the City can best respond to those needs.

Build Partnerships: Many partners and funders are active in the Portland metro region; Wilsonville can better leverage their skills, connections, and resources with a focused attention to understanding their roles, communicating the needs and opportunities in Wilsonville, and finding joint funding opportunities. Stakeholders include nonprofit housing developers, Metro, Clackamas County, community-based organizations, school districts, tenant's rights organizations, land trusts and other non-profits focused on increasing access to home ownership, the State of Oregon (especially Oregon Housing and Community Services), and others.

Develop Performance Measures: Priorities for implementation will evolve over time, as actions are completed and Wilsonville's needs change. Tracking the City's progress towards implementing its Plan is important to hold the City accountable to its residents and to determine whether the activities the City is implementing are having the desired impacts. To keep the effort on track, the City should identify a set of performance measures for equitable housing objectives. The performance measures should be quantifiable based on

Performance measures are based on data, and tell a story about whether progress is being made toward attaining an organization's policy goals.

available data, limited in number, and focused enough to tell a story about progress toward goals.

The most logical location for tracking such information is the City's annual housing report, which could include a section that describes the City's equitable housing activities and information about these measures.

Proposed performance measures will require additional discussion to confirm, along with planning to integrate data collection and analysis into ongoing staff work flow. They are:

****Pending further conversation with the Task Force/Planning Commission/City Council****

- Number, location, and type of new homes produced
- Number and location of regulated affordable units produced
- Accessibility to services and transit for new homes
- Documentation of conversations with property owners, home owners' associations and developers about the importance of equitable housing
- Share of rent-burdened residents
- Change in workforce and worker incomes over time (to support assessment of needs for workforce housing)
- Mortgage applications and denials, including by race and ethnicity (publicly available for download as a result of the Home Mortgage Disclosure Act)

Process for assessing and updating strategies / priorities: As conditions change and the City makes progress towards its goals, the City Council may want to revisit and update the Plan on a periodic basis, such as every two to three years. ****Pending further conversation with Council and Planning Commission****

Appendix

- A. Housing Market Research Report (previously furnished, not included with this draft)
- B. Stakeholder Outreach Process and Themes
- C. All Actions Evaluated (previously furnished, not included with this draft)
- D. Property Tax Abatements for Housing in Oregon

¹ Walkerly and Russel, September 2016, accessed online at:
https://ssir.org/articles/entry/what_the_heck_does_equity_mean

² Andersson, Fredrik, John C. Haltiwanger, Mark J. Kutzbach, Giordano E. Palloni, Henry O. Pollakowski, and Daniel H. Weinberg. "Childhood Housing and Adult Earnings: A Between-Siblings Analysis of Housing Vouchers and Public Housing," National Bureau of Economic Research, 2016.

³ "A Snapshot of Housing Affordability in Greater Portland." Metro
<https://www.oregonmetro.gov/news/you-are-here-snapshot-housing-affordability-greater-portland>

⁴ Fernald, Marcia, Ed., "The State of the Nation's Housing 2013," Joint Center for Housing Studies of Harvard University, 2013, <http://www.jchs.harvard.edu/sites/jchs.harvard.edu/files/son2013.pdf>.

⁵ ECONorthwest analysis using methodology from the following paper: Chakrabarti, Ritashree, and Junfu Zhang. *Unaffordable housing and local employment growth*. No. 10-3. Federal Reserve Bank of Boston, 2010.

⁶ Wright, Bill, Keri Vartanian, Grace Li, and Maggie Weller, "Health in Housing: Exploring the Intersection Between Housing & Health Care," The Center for Outcomes Research & Education, Providence Health & Services, 2016, https://oregon.providence.org/~media/Files/Providence%20OR%20PDF/core_health_in_housing_full_report_feb_2016.pdf.

⁷ Desmond, Matthew and Gershenson, Carl, "Housing and Employment Insecurity among the Working Poor." *Social Problems*, Volume 63, Issue 1, 1 2016, Pages 46–67, <https://doi.org/10.1093/socpro/spv025>

Appendix B: Stakeholder Outreach Process and Themes - **DRAFT**

This document provides an overview of key themes the project team heard in outreach with stakeholders. To understand the housing challenges in Wilsonville and possible solutions to them, the team conducted a stakeholder engagement process with the following activities:

1. Focus groups and interviews during summer 2019.
2. An informational kiosk at the Wilsonville Public Library in December 2019.
3. A set of online surveys and feedback forms on Let's Talk Wilsonville, the City's online public engagement platform from August to December 2019.
4. A survey of people living in rent-regulated affordable housing in December 2019.

1 Focus Groups and Interviews

The project team conducted three focus groups with employers, nonprofit service providers in Wilsonville, and nonprofit affordable housing providers. The team also conducted ten interviews with for-profit developers and a representative from the real estate industry.

Key Findings

- **Wilsonville's rental market is perceived as having newer, higher quality, more expensive developments with longer waitlists.** The market is perceived as being more similar to Lake Oswego and West Linn than to Milwaukie or Oregon City. The County gets fewer calls on discrimination/repairs/landlord-tenant issues from residents in Wilsonville. The City has a lot of amenities that make it an attractive place to build housing.
- **There is ongoing concern about HOA fees and property taxes driving up housing costs.**
- **Some see isolation among some residents.** More social connections are needed for residents who do not have a community gathering space. The city's parks are a wonderful asset and people feel safe there.
- **Needed housing types:** Single-story units; smaller homes; triplex/duplexes; houses with ADUs; low-cost, single-room occupancy units for people transitioning into the area; roommate matching/homeshare.
- **Who needs help with housing:** single parents, single working adults, people with disabilities, seniors (people cannot age in place easily in Wilsonville).
- **There are not a lot of services for homeless people available locally.**

-
- **Like affordable rental housing, affordable homeownership projects require subsidy.** About \$100,000 to \$120,000 in subsidy is needed to build a new home affordable at 60% to 80% AMI; if purchasing an existing home, a buyer needs about 20% of value of home. The subsidy can come from several sources: land write-downs, permit fee/SDC waivers, outright subsidy, etc.
 - **Affordability is a key issue for employers.** In a recent survey of the city's employers, approximately 30% identified housing costs as a problem for local businesses.
 - **The cost of housing presents challenges for those relocating from out of state.** Employers are challenged to find affordable, temporary housing for employees moving to the area. Those arriving in the area find housing costs to be out of line with their previous location. Many employers have to increase wages as a result.
 - **Workers commuting to Wilsonville face increasing congestion** (especially shift workers). Some businesses mentioned having a difficult time retaining employees, partly due to transportation costs. Many would like to see increased transportation options for workers, such as regional transit connections and bike/walk options.
 - **Employers do not have capacity to offer housing assistance** because they are increasing wages. Instead, employees (particularly lower-wage employees) are finding lower-cost housing in places like Salem, Keizer, Woodburn, Oregon City, Tualatin, and Canby.
 - **Additional workforce housing and affordable student housing is needed** to help accommodate growing employment and student populations.
 - **Developers working in Wilsonville find some of the City's regulations to be onerous,** including the stormwater regulations and high SDC fees (though these are comparable to other areas). Many were complimentary of City staff but would like to see a less discretionary, streamlined review process. There has been public pushback on infill development due to density and parking concerns, which has led to increased carrying costs.
 - **There is the perception that there is not a lot of land to accommodate new development and some missed opportunities** for (1) including residential in new planning areas and (2) encouraging new housing types (like homes with ADUs in new residential neighborhoods) with incentives (e.g. Vertical Housing Program) and an easier/clearer path for small and medium infill development.
 - **Capacity for ADUs and infill development in most neighborhoods is unknown:** The majority of Wilsonville's residential areas are covered under covenants and restrictions (CC&Rs) established by the original developers. The capacity for existing homes to add ADUs or infill on a large lot is unknown by the City and many property owners. New developments could add provisions for ADU development in the future, but there is no incentive for developers to deviate from writing CC&Rs to match the original plans.

-
- **Some developers referenced incentives that other communities provide:** SDC waivers for ADUs (Wilsonville has this provision in policy), Tigard's Lean Code, tools for preserving affordability, and tools to reduce carrying costs.
 - **The list of developers working in Wilsonville is short.** Developers who might be a good fit for infill development in the Town Center or other areas are not familiar with the City's opportunities or potential incentives. While many developers are focusing attention on suburban markets, they remain interested in opportunities near good transit and existing services and retail. Infill developers are looking to partner with a city and would be open to an array of incentives. Supports could include land write-downs, SDC waivers, tax abatements, urban renewal support for infrastructure development, etc.
 - **The City and County could have a closer working relationship, potentially through information sharing, relationship-building and formal agreements on County and other housing resources.** Information and referral linkages between the City and County regarding services for older adults are strong; what is needed is more actual onsite (in Wilsonville) delivery of County programs. More ongoing information sharing is needed about plans for the Metro Housing Bond, assistance for renters, housing authority programs, use and availability of federal housing assistance, and homelessness funding.
 - **Wilsonville has a strong and positive history of working with affordable housing developers in the past.** For example, the City made land available, championed projects, and cleared a pathway toward a tax exemption for affordable units. This has solidified the City's good reputation among affordable housing developers.
 - **A city's advocacy and support for affordable housing is key in making a project work.** Projects need champions on City Council, the Planning Commission, and among City staff to problem-solve development review projects and provide support for these projects at neighborhood meetings.
 - **The Metro Affordable Housing Bond is a near-term opportunity to help fund affordable housing.** The City is receiving calls from affordable housing developers who might be interested in working in the city.
 - **The City-owned site near the WES station could be a desirable Transit-Oriented Development site.** To make property near WES station viable, the City needs to: provide a clear path for land use review, write down land cost, provide goals for the project, and make site issues known.
 - **Affordable housing developers like being involved early in process.** They are happy to share expertise and can even bring development team to talk about ideas for potential sites. Possible opportunities for tours and additional engagement.

2 Library Kiosk

In December 2019, the project team placed a kiosk survey board in the Wilsonville Public Library to gather resident input on what kind of housing Wilsonville needs most. The board was presented in English and Spanish to gather input from a wider range of residents who live in Wilsonville, focusing on residents who have not provided project feedback through other venues such as Let's Talk, Wilsonville!

In total there were over 320 votes, which ranked eight different potential housing types for Wilsonville (participants could choose to place as many votes as they wanted). Every housing option received votes, and the top three choices were single-level homes where people can live their whole lives, smaller single-family homes, and homes with an accessory dwelling unit (ADU). Smaller homes were preferred more often than bigger single-family homes at a ratio of two to one. Co-housing, which ranked fifth, received higher interest than smaller apartments or live-work spaces; both of these options ranked last, with fewer votes overall.

Most popular responses

- Single-level homes/accessibility was the most popular response
- Smaller homes (but not as much interest in smaller apartments)
- Homes with an accessory dwelling unit

3 Let's Talk Wilsonville Survey and Submitted Stories

The City of Wilsonville released a survey about equitable housing on its online open house platform, Let's Talk Wilsonville, in August 2019, and a quick poll in December 2019. In addition, website visitors could submit stories about their housing experiences in the city.

Key Findings

- A total of 80 residents took the online survey. Respondents tended to be longtime residents (10+ years, 36%) or fairly new to the City (1-5 years, 39%). Renters were highly underrepresented, with 76% of respondents stating they owned their home.
- General takeaways from people who rent their homes:
 - Properties are seen as fairly well-maintained.
 - All but one respondent was at least somewhat stressed about the possibility of rent increases (79% responded yes).
 - The biggest challenge respondents identified to buying a home in Wilsonville is finding a home they can afford (68% of respondents).
- General takeaways from people who own their homes:
 - Affording maintenance needs is not generally a problem, but 88% of owners are at least somewhat stressed about affording overall monthly housing costs.

-
- There is close to a 50/50 split on whether homes are suitable for aging in place. Multiple floors seem to be the biggest factor in this perception.
 - Less than half of owners (41%) think they could afford to buy a home in Wilsonville in today's market.
 - Commute and schools were the top two choices of why people chose Wilsonville.
 - Respondents were split on whether there is an adequate variety of housing types in Wilsonville.
 - Housing concerns are mixed:
 - Just under half of respondents indicated concerns about cost of housing and expressed a need for more affordable housing.
 - About one-third of respondents shared concerns around themes of quick growth, density, too many apartments, etc.
 - Other comments indicated that more unit types are needed in the City.
 - A separate "quick poll" asked "Which of these ideas would most help ensure that people from different backgrounds, ages, ethnicities, incomes, and physical abilities have an opportunity to enjoy Wilsonville?" (*a total of 31 responses were recorded as of January 13, 2020*)
 - The most popular response was "encourage builders to construct more single-level homes with features that make independent living easier." (31% of responses)
 - Other responses that garnered interest were:
 - Work with apartment owners to maintain housing for the long term and keep rents from increasing too rapidly (all types of apartments, not only "affordable housing") (21% of responses)
 - Make it easier to build different types of homes – single detached homes, cohousing, townhomes, cottage clusters, apartments, mobile home parks (17% of responses)
 - Themes of stories shared on Let's Talk, Wilsonville!: (14 total submitted)
 - Lack of starter homes affordable for first time homebuyers
 - Increased cost of rent over time
 - More housing types needed
 - Little housing for working class
 - Need for more outreach and education on available services
 - Good quality of life – parks and schools
 - Need to plan for infrastructure to support increased growth

4 Renter Survey

In order to improve the project's engagement of underrepresented groups, including renters and communities of color, housing surveys were distributed to residents living in Wilsonville's subsidized affordable apartment complexes in December 2019. A total of 14 responses were returned to the project team.

Key Findings

Residents surveyed seem to be connected to the community of Wilsonville:

- Most of the respondents do not plan to leave Wilsonville in the next five years.
- Around 36% of respondents only looked in Wilsonville for housing.
- Most respondents were somewhat long-term residents, five years or more.
- Around 40% of respondents would contact friends or family in times of need, which suggests they have a strong network nearby.

Survey respondents feel secure and satisfied with their housing:

- Compared to the national averages, respondents found affordable housing very quickly.
- The majority also did not feel that they are at risk of losing their housing or not being able to afford their current home in the future.
- While many of the responses to the quick poll and library kiosk indicated a need for more housing suitable to aging in place, all but one respondent to this survey felt they are able to age in their current home without issue.

Survey respondents may not feel it is possible to be homeowners or are just not interested:

- The most picked answer for the last question, which asked about strategies that would help ensure that people from different backgrounds, ages, ethnicities, incomes, and physical abilities can live in Wilsonville was "working with apartment owners to maintain housing for the long term and keep rents from increasing too rapidly."
- Very few respondents aspired to buy a home. This could be due to how satisfied they are with their current living situation. However, it is interesting to note that they believe the biggest barrier for anyone to buy a home in Wilsonville would be finding a home they could afford. This suggests that, if they did aspire to own a home, they see it being a big challenge to stay in their community.

Detailed Results

Question 1: How long have you lived in Wilsonville?

Twelve survey respondents have lived in Wilsonville for more than five years.

Question 2: Why did you choose to live in Wilsonville?

Housing cost was at least one of the reasons 10 survey respondents choose to live in Wilsonville. For half of the respondents, parks and open space was one of the reasons they choose Wilsonville. Only one survey respondent chose Wilsonville because of the proximity to work. No respondents choose to live in Wilsonville for the school system or because they liked the home.

Question 3: When you were looking for your current home, how long did it take before you found it in Wilsonville?

Ten respondents only looked for housing for between zero to six months before finding housing in Wilsonville. The other respondents found housing between six months and two years. No respondents waited more than two years to find housing.

Question 4: When you were looking for your current home, what other areas were you considering?

Five respondents were looking for housing in only Wilsonville. The two other cities most commonly chosen were Tualatin and Oregon City.

Question 5: Do you feel your home is suitable for aging in place?

All but one respondent felt that their home is suitable for aging in place.

Question 6: Is your home big enough to meet the needs of your family?

Twelve respondents felt their home is big enough to meet their needs.

Question 7: If you could improve one thing about your housing now, what would it be?

The majority of respondents chose other. There did not appear to be any trend for the other responses. The second highest response for this question was more bedrooms.

Question 8: How well do you feel the property owner is maintaining your home?

Ten respondents feel their property is well maintained. No respondents felt their home is poorly maintained.

Question 9: Do you feel stressed about your ability to afford monthly housing costs?

Nine respondents indicated they are not stressed about affording monthly housing costs. Only one respondent felt stressed with two feeling somewhat stressed.

10. Do you plan to stay in your current home for at least the next 5 years?

Ten respondents planned to stay in their current home for the next five years. Three were unsure.

11. Do you aspire one day to buy a home?

Ten respondents do not aspire to buy a home.

12. What do you think would be the biggest challenge to buying a home in Wilsonville?

Ten respondents believed that finding a home that they could afford would be the biggest barrier to buying a home (some respondents chose more than one response).

13. If you had an issue with your living situation or needed assistance, who would you go to for help?

Seven respondents indicated they would go to County or State services for help, and seven indicated they would go to family or friends (some respondents chose more than one response).

14. Which of these ideas would help ensure that people from different backgrounds, ages, ethnicities, incomes, and physical abilities can live in Wilsonville?

Nine respondents thought that working with apartment owners to maintain housing for the long term and keep rents from increasing too rapidly would help the most (some respondents chose more than one response).

Appendix D: Property Tax Abatement Programs for Housing in Oregon

Oregon has several property tax abatement programs that can be used support development of affordable housing or to leverage private housing development to provide benefits (e.g. a portion of units at reduced rents, or ground floor retail in key areas) that the market may not deliver on its own. Each program differs in the type of housing it incents, the geographic specificity, and other policy parameters. Cities can use one or more of the following programs to achieve different housing goals:

- **Vertical Housing Development Zones (VHDZ):** Incents multi-story mixed-use development by offering a partial property tax exemption for 10 years to developments that include housing as well as non-residential use (e.g. retail on the ground floor), with a larger tax exemption for higher density developments.
- **Multiple Unit Property Tax Exemption (MUPTE, sometimes called MULTE):** A flexible program that can be used to incent multifamily housing with particular features or at particular price points by offering qualifying developments a partial property tax exemption for 10 years.
- **Temporary exemption for newly rehabilitated or constructed multiunit rental housing:** Incents development or rehabilitation of multifamily rental housing with rents affordable to households with an annual income at or below 120% of the area median income (AMI) citywide through a full property tax abatement for no more than 10 years.
- **Nonprofit Low-Income Rental Housing Exemption:** Provides a simplified way for affordable housing owned and operated by a nonprofit to qualify for a property tax exemption.

Each tax abatement varies in its eligibility criteria, implementation processes, and abatement allowances. The following sections describe each program and its pros and cons. To facilitate comparison between programs, key features and differences of the programs are summarized in Exhibit 1 on page 9.

Vertical Housing Development Zones (VHDZ)

How it Works

This program incentivizes mixed-use development and affordable housing by partially exempting property taxes for qualifying projects. The exemption varies in accordance with the number of residential floors in a mixed-use project; the maximum property tax exemption is 80 percent of the residential improvement value over 10 years. An additional property tax exemption on the land may be given if some or all of the housing is for low-income persons (80 percent of area median income or below). There is no tax exemption on the non-residential component.

Before a city or county can grant an exemption for an eligible development project, they must establish a VHDZ. Per state statute, jurisdictions must consider the potential for displacement¹ of households within a proposed vertical housing development zone before designating the zone. Once the VHDZ is established, the developer may apply for the city's Vertical Housing Tax Abatement Program.

Pros and Cons

Pros:

- Targeted tool to support mixed-use development in places with locational advantages.
- Overlapping taxing districts must take action to opt out, rather than having to take affirmative action to approve zone designations and project applications.
- Offers incentives for market rate, mixed income, and affordable housing, with greater incentives for affordable/mixed income housing.
- Incentivizes higher density development as well as mixed-income development.

Cons:

- May provide insufficient incentive to lead to affordability unless paired with other tools.
- Requires retail space, which may not be viable or appropriate for all projects.
- Can't qualify until project is under construction—creates uncertainty for developer & lenders

¹ According to the relevant statute (ORS 307.841(2)): "Displacement" means a situation in which a household is forced to move from its current residence due to conditions that affect the residence or the immediate surroundings of the residence and that: (a) A reasonable person would consider to be beyond the household's ability to prevent or control; (b) Occur despite the household's having met all previously imposed conditions of occupancy; and (c) Make continued occupancy of the residence by the household unaffordable, hazardous or impossible.

In evaluating this issue for other communities, ECONorthwest has considered the potential for displacement because of redevelopment of existing housing with new development using the VHDZ program ("direct displacement"), and the potential that the presence of new development that uses the VHDZ program could encourage property owners to increase rents in existing housing to a degree that the households can no longer afford them ("indirect displacement").

-
- Reduces general fund revenues for all overlapping taxing districts (unless they opt out).

Best for:

Encouraging mixed use development in locations where ground floor commercial uses are essential to the vision and mixed use is not economically feasible yet.

Implementation Considerations

- Both ground-floor retail and multifamily rental housing must be allowed, appropriate, and potentially desirable to tenants for the program to be effective.
- The program works better for taller development (at least 4 stories tall) since the incentive is very limited for lower-scale development. It should be applied in places where this is allowed, desirable, and close to being feasible, given the higher cost of such development relative to 2- to 3-story housing or single-story retail.
- Expect market-rate development through this program, if any development occurs because of it—there is little or no history of it being used for affordable housing in Oregon. Also consider how affordability restrictions will be monitored and enforced.

Multiple Unit Property Tax Exemption (MUPTE)

How it Works

Through a multiple unit property tax exemption, a jurisdiction can encourage multifamily and attached housing in specific locations lacking in housing choices, or inclusion of units with below-market rents. The abatement applies to improvement value only and lasts for 10 years, except for affordable housing, which lasts as long as the affordability restriction lasts. Though the state enables the program, each City has an opportunity to shape the program to achieve its goals by controlling the geography of where the exemption is available, application process and fees, program requirements, criteria, and program cap.

Though the state enables the programs, each City has an opportunity to shape the program to achieve its goals by controlling the geography of where the exemption is available, application process and fees, program requirements, criteria, and program cap. The City can select projects on a case-by-case basis through a competitive process. Those applicants must show that the housing would not be feasible without the abatement.

To implement the exemption, the City would take the following steps:

- (1) Determine desired eligibility criteria (percentage affordable or workforce housing or other public benefits, where the program applies, etc.).
- (2) Seek agreement from taxing districts representing 51 percent or more of the combined levying authority on the property to include all of the taxing jurisdictions in the abatement. If the City is unable to get agreement from other taxing districts, the abatement will only apply to the City's portion of property taxes.

(3) Establish annual reporting procedures and administration.

Pros and Cons

Pros:

- City sets eligibility criteria and controls application process and project selection.
- Program is flexible to support various objectives related to encouraging housing.
- Tax abatements can contribute to the feasibility of both market-rate and regulated units. Saving on operational costs contributes to greater net operating income, which is important in determining project value and subsequently the development feasibility.
- The City can use the abatement program to incent private development to include some affordable units, or to incent higher density housing or other specific types of housing not being delivered by the market.
- Since applicants need to prove that the project would not be feasible without the exemption, the funding only goes to developments that would not have otherwise occurred.
- Property owner can apply by the February before first assessment year of requested exemption. Construction need not be complete.
- The City can set an annual cap on the total amount of tax exemptions in any given year for all projects.

Cons:

- May provide insufficient incentive to lead to affordability unless paired with other tools.
- Discretionary application process creates uncertainty during the development stage and more work for applicants. Some developers will be discouraged from applying.
- City must weigh the temporary (up to 10 years) loss of tax revenue against the potential attraction of new investment to targeted areas.
- Reduces general fund revenues for all overlapping taxing districts, which could make it harder to promote the tool to partner jurisdictions that do not perceive the same project benefits.
- Depending on the project criteria, can be a highly competitive process among development projects.
- Must get affirmative support from enough overlapping taxing districts to apply to their tax collections.

Best for:

Encouraging multifamily housing in strategic locations and with specific features (with or without ground floor commercial uses), or supporting development of housing affordable to

moderate-income households (e.g. around 80% AMI where the rent discount relative to market rates is limited).

Implementation Considerations

There are multiple ways a City could implement this tool, which will require additional staff and stakeholder conversations to determine which application is most appropriate.

- The City could offer a citywide program for housing that is affordable to households making up to some specific income level (e.g., 80% or 100% of AMI). If the City were to require income certification of tenants, this would require a lot of paperwork for developers. If the affordability threshold is relatively close to current market rents, the City could limit the rent the developer could charge but not require income certification for tenants. This would be less burdensome for all involved but would not guarantee that the units would go to those that need them most, and would offer little discount relative to market-rate development. Also consider how affordability restrictions will be monitored and enforced—whether City staff has capacity for this, or whether there is an appropriate and willing partner to assist.
- The City could offer abatements for market rate apartments that meet public goals and are not being produced by the market today. This could include higher density development adjacent to transit or downtown, development that meets certain green building or sustainability goals, etc. In some markets, any multifamily rental housing development at scale is a challenge due to low market rents and difficult financing, and the program may be appropriate with minimal eligibility criteria.
- The abatement could be applied to certain middle housing types like duplexes, triplexes, cottage clusters on a common lot, etc. in neighborhoods close to transit or services. It will be most effective for rental properties, and should not be tied to affordability requirements without careful consideration of whether those will work for middle housing.
- Regardless of how the City chooses to apply the program, it could set a limit on the total amount of abatement granted per year or at any given time in order to limit fiscal impacts to the City and other taxing districts.

Nonprofit Low Income Rental Housing Exemption

How it Works

This tax exemption program would apply to rental housing for low income persons² that is owned, being purchased, and/or operated by a nonprofit. It would also apply to land held for affordable housing development. Land and improvements are exempt for as long as the property meets the criteria, but developers must reapply every year to show that they continue to meet the program criteria.

To enact this program, the City would need to adopt standards and guidelines for applications, and enforcement mechanisms. Rents within the eligible properties must reflect the full value of the property tax abatement.

This program would provide an opportunity to assist nonprofits providing affordable housing in the community by lowering operating costs. Affordable housing provided by a public agency is already exempt, and nonprofits have the option to apply for an exemption through the state; however, the state process is cumbersome and is not always successful. This tax exemption offers a streamlined path, and the ability to obtain a tax abatement on land held for future affordable housing.

Pros and Cons

Pros:

- The affordable housing tax abatement can be used for any non-profit affordable housing development.
- No requirement that construction be complete prior to application.
- Works well in tandem with other incentives, such as land banking.
- Reduces carrying costs before development occurs (tax exemption available for land being held for development of affordable units), and offsets operational costs once the development is complete.

Cons:

- Reduces general fund revenues for all overlapping taxing districts if properties that would not otherwise have received an exemption are approved through the program.
- Must get affirmative support from enough overlapping taxing districts to apply to their tax collections.
- Limited applicability / eligibility, since it does not apply to mixed-income housing or affordable housing built by for-profit developers.

² Incomes must be at or below 60% of area median income (AMI) to start, and up to 80% AMI in subsequent years.

-
- The requirement for the property owner to resubmit eligibility documentation every year may be burdensome.

Best for:

Reducing operating costs for regulated affordable housing developed by nonprofits and affordable at 60% AMI or below.

Implementation Considerations

- The non-profit developments eligible for this program may already be finding ways to achieve tax exempt status. If this is the case, the impact will primarily be a simpler path to tax exemption, rather than getting affordable housing that would not have otherwise occurred. This also means the additional property tax impact is likely to be limited.
- Little or no additional monitoring or enforcement is likely needed for this program, since eligibility is limited to non-profit affordable housing providers.

Temporary exemption for newly rehabilitated or constructed multiunit rental housing

How It Works

Provides a maximum 10-year tax abatement for newly rehabilitated or constructed multiunit rental housing that is affordable to households with an annual income at or below 120% of AMI. The tax abatement applies to the full property tax amount—land and improvements.

A city must establish a schedule that provides longer exemptions for projects with more qualifying units, with a maximum of 10 years. To establish this tax abatement, a City adopts an ordinance or resolution, the city must establish definitions of affordability and duration of exemption, and overlapping taxing districts must agree. Specifically, the city must:

- (1) Create an ordinance to adopt a schedule establishing the length and percentage of the exemption based on the number of affordable units.
- (2) Define the terms “area median income” and “affordable” for families of varying sizes.
- (3) Seek agreement from taxing districts representing 51 percent or more of the combined levying authority on the property. If the City is unable to get agreement from other taxing districts, the abatement cannot take effect.

Pros

- Properties must re-apply every year, which provides a built-in enforcement mechanism. This is not overly burdensome since they only need to show that they continue to meet the criteria, which are non-discretionary.
- All properties that meet eligibility criteria must be granted the exemption, reducing uncertainty for developers.

Cons

- Little ability to tailor the program to offer greater benefits to projects that are more desirable, and all eligible projects get the exemption.
- With market rents even for new construction generally already affordable at or below 120% of AMI, this would offer as much of an incentive for market-rate development as for affordable housing development.

Best for:

Incenting market rate / moderate-income multifamily housing development city-wide.

Implementation Considerations

- The City may run into more concerns among local tax jurisdictions with this program due to the temporary loss of tax revenue (because land value is exempted in addition to improvement value) and because there are so few limits on the program.
- In markets where any multifamily rental housing is needed, and market rents are already affordable at or below 120% of AMI, this program may make sense as a developer-friendly and streamlined alternative to MUPTE. The sliding scale for number of years of abatement for the percent of units affordable at or below 120% AMI will be irrelevant in this case.
- In markets where typical rents for new construction are well above 120% of AMI, this program could potentially make sense as a way to incent lower rents for market-rate housing or inclusion of some below-market units, but without income qualification (which the program does not require), there is no guarantee they would go to those that need them most.
- While income qualification is not required, consider whether staff has capacity to review annual submittals detailing rents for compliance with program requirements.

Exhibit 1. Housing Tax Exemption Program Comparison

Program	Vertical Housing Development Zones (VHDZs)	Multiple-Unit Property Tax Exemption (MUPTE)	Nonprofit Low Income Rental Housing Exemption ⁱ	Temporary Exemption for Newly Rehabilitated or Constructed Multiunit Rental Housing
Authorizing Statute	ORS 307.841 to 307.867	ORS 307.600 to 307.637	ORS 307.515 to 307.523 / ORS 307.540 to 307.548	House Bill 2377 / chapter 624, Oregon Laws 2017 ⁱⁱ
Adoption / Designation Process	City designates via ordinance or resolution. Notice to overlapping taxing districts required. Must consider potential for displacement of households in the zone.	City designates via ordinance or resolution. Public hearing required to determine whether qualifying housing would or would not be built without the benefit of the program. City must establish standards and guidelines with requirements for eligibility.	City adopts standards and guidelines for applications and enforcement mechanisms.	City adopts an ordinance or resolution. City must establish definitions of affordability and duration of exemption. Overlapping taxing districts must agree (see below).
Eligible Areas	Within designated areas. City may designate any area it chooses. ⁱⁱⁱ	Within designated areas such as core areas, ^{iv} light rail station areas, transit-oriented areas (within a quarter-mile of fixed-route transit service per a local transportation plan), or Urban Renewal Areas. Alternatively, the city can designate the entire City and limit the program to affordable housing.	Anywhere in a city	Anywhere in a city
Eligible Projects / Properties	Must include at least one “equalized floor” of residential; at least 50% of the street-facing ground floor area must be committed to non-residential use. Can be new construction or rehabilitation. City can add other criteria.	Housing subject to a housing assistance contract with a public agency (must show that the exemption is necessary to preserve or establish the low-income units, but the statute does not define an income threshold); OR housing that meets City-established criteria for design elements benefitting the general public and number of units. If transit-oriented, must support the transit system. May be new construction, addition of units, or conversion of an existing building to residential use.	New rental housing exclusively for low-income households (at or below 60% AMI); rental housing for low-income persons (at or below 60% AMI) that is owned, being purchased, and/or operated by a nonprofit; ^v or land held for affordable housing development. Rents must reflect the full value of the property tax abatement. City can add other criteria.	Newly rehabilitated or constructed multiunit rental housing. Rental units affordable to households with an annual income at or below 120% of AMI.

Program	Vertical Housing Development Zones (VHDZs)	Multiple-Unit Property Tax Exemption (MUPTe)	Nonprofit Low Income Rental Housing Exemption ⁱ	Temporary Exemption for Newly Rehabilitated or Constructed Multiunit Rental Housing
Extent of Tax Exemption / Abatement	Improvements exempt based on number of “equalized floors” of residential use: 20% for 1 floor, 40% for 2 floors, 60% for 3 floors, 80% for 4 floors. Land partially exempt for low-income housing (up to 80% AMI) – same % per floor as above.	Improvements exempt. Exemption does not apply to commercial components unless required as a public benefit element.	Land and improvements exempt.	Full property tax levy of all taxing districts.
Duration of Tax Exemption / Abatement	Exemption is for 10 years (this is set in statute, not by the City).	Exemption is for up to 10 years (this is set by statute, not by the City), except that for low-income housing, exemption can be extended for as long as the housing is subject to the public assistance contract.	For the low-income rental housing program, exemption lasts 20 years. For the nonprofit corporation low-income housing program, the exemption must be applied for every year, but can continue as long as the property meets the criteria.	City must establish a schedule that provides longer exemptions for projects with more qualifying units, with a maximum of 10 years.
Participation by Other Taxing Districts	Can elect not to participate within 30 days from City notice	None, unless districts representing at least 51% of combined levy agree by board resolution to participate, in which case all districts are included.	None, unless the boards of districts representing at least 51% of combined levy agree to the exemption for a given property, in which case all districts are included.	Exemption cannot take effect unless governing bodies representing at least 51% of the total combined tax rate (when combined with the City’s tax rate) agree to grant the exemption.
Where in use^{vi}	Program Established and Tax Abatements Granted: Tigard, Hillsboro, Beaverton, Milwaukie, Gresham	Portland, Eugene, Salem, Newport	Bend, Newport, Beaverton, Portland, Eugene, Tigard, Forest Grove, Cornelius	None identified to date

Program	Vertical Housing Development Zones (VHDZs)	Multiple-Unit Property Tax Exemption (MUPTe)	Nonprofit Low Income Rental Housing Exemption ⁱ	Temporary Exemption for Newly Rehabilitated or Constructed Multiunit Rental Housing
	Program Adopted: Oregon City, Wood Village, Forest Grove, Stayton, Springfield, Cottage Grove, Monmouth, La Grande, The Dalles, Canby, Central Point, Klamath Falls, Roseburg, Grants Pass, Medford, Eugene			

ⁱ There are two separate tax exemptions available under the statute, but they are quite similar, and are grouped together with notes about any important differences. While it may seem strange that a local government would need to adopt a program to exempt a non-profit from paying property taxes on low-income housing that it owns and operates, the process for non-profits to qualify for a statutory exemption under ORS 310.130 is apparently fairly challenging and uncertain. Review and decisions are handled by the county tax assessor based on Department of Revenue administrative rules, which have unclear criteria for affordable housing. These programs offer an option for local government elected officials to bypass this process and affirmatively grant a property tax exemption for qualifying affordable housing. They also offer the potential to add local criteria as long as those criteria do not conflict with those in statute.

ⁱⁱ The text is included following ORS 307.867 in the online version of ORS Chapter 307, but is not numbered to match the rest of the statute.

ⁱⁱⁱ The prior statutes governing the VHDZ program specified certain types of areas where VHDZs could be designated. The current version of the statute leaves this decision entirely up to the City. However, logically, the zoning would need to allow both residential and non-residential uses in order to allow development that could be eligible for VHDZ tax abatement.

^{iv} “Core areas” is not defined in the statute. The legislative findings in ORS 307.600 suggest that the intent is for areas around a downtown, but there seems to be discretion for the City to interpret this broadly if desired.

^v For the nonprofit corporation low-income housing program, eligibility is housing owned by a nonprofit that is occupied by low-income persons (at or below 60% AMI to start, and up to 80% AMI in subsequent years).

^{vi} This list is based on the best information currently available in February 2019, but it may not be exhaustive.

Summary of Task Force Input on Performance Measures – January 29, 2020

At its third and final meeting, the City's Equitable Housing Strategic Plan Task Force participated in a brainstorming activity to provide input on performance measures the Plan should include to track effectiveness of the Plan's proposed actions over time in meeting its policy objectives. The following summary list contains ideas for measures generated by the Task Force, organized by each of the Plan's policy objectives.

Greater Availability of a Diversity of Housing Types for a Full Range of Price Points to Serve the Community:

Suggested measure from draft Plan - Number, location, and type of new homes produced

Additional Task Force suggestions

- Track unit size and price points for new homes
- Number and cost of property rehabilitations
- Number of condos created
- Availability of mobile homes
- Number of cottage cluster projects
- Number of visitable units (housing designed in such a way that it can be lived in or visited by people with disabilities)

Increased Partnerships with Nonprofit and for-Profit Housing Developers:

Suggested measure from draft Plan - Change in workforce and worker incomes over time (to support assessment of needs for workforce housing)

Additional Task Force suggestions

- Measure permits issued to non-profits
- Create a target number of nonprofit units as part of annual number of units developed

New and Expanded Affordable Homeownership Opportunities, Especially for First-Time Homebuyers:

Suggested measure from draft Plan - Mortgage applications and denials, including by race and ethnicity (publicly available for download as a result of the Home Mortgage Disclosure Act)

Additional Task Force suggestions

- Create a down payment assistance program and track homes assisted
- Track ratio of median family income to median new and resale housing prices/apartment rent/square footage
- Collect data from local lenders on percent of FHA, VA, etc. loans issued vs conventional loans in city

Reduced Risk of Displacement

Suggested measure from draft Plan - Share of rent-burdened residents

Additional Task Force suggestions

- Number of new building permits vs. demolition permits
- Track school data and the extent that kids move because they are priced out
- Population in Wilsonville spending greater than 50% of income in rent
- Number of multifamily property owners who have applied for tax abatements of number of units protected
- Number of liens for down payment assistance issued
- Track displaced residents vs. those moving for other reasons
- Inventory existing affordable housing vs. what is needed

Housing Opportunities with Access to Services and Transit

Suggested measure from draft Plan - Accessibility to services and transit for new homes

Additional Task Force suggestions

- Number of new of affordable units located within ¼-mile of transit
- Number of new or affordable units within ¼- ½ mile of social services
- Inventory opportunities within a walkable distance to transit/services
- Track partnerships with services and transit agencies

Maintenance and Expansion of Quality Affordable Housing Stock

Suggested measure from draft Plan - Number and location of regulated affordable units produced

Additional Task Force suggestions

- Number of home demolitions
- Number of regulated affordable housing units
- Number of units that are affordable to people making below median family income
- Establish a policy prioritizing surplus public land for affordable housing – track number of sites and units produced

Implementation of All Housing Policies through a Lens of Social Equality and Inclusion

Suggested measure from draft Plan - Documentation of conversations with property owners, homeowners' associations and developers about the importance of equitable housing

Additional Task Force suggestions

- Track communities/neighborhoods that are integrated by income and other demographic factors, based on metropolitan demographics
- Using American housing survey or Regional Land Information Survey, track over time, percentage change in homeownership by families of color/disability relative to percentage of population with families of color/disability
- Percentage of people who are cost burdened/severely cost burdened by race, ethnicity and disability

Equitable Housing Strategic Plan

City Council Work Session
April 6, 2020



WILSONVILLE
OREGON

Agenda and Outcomes

Discussion Topics:

- Near-term policy prioritization
- Funding strategies

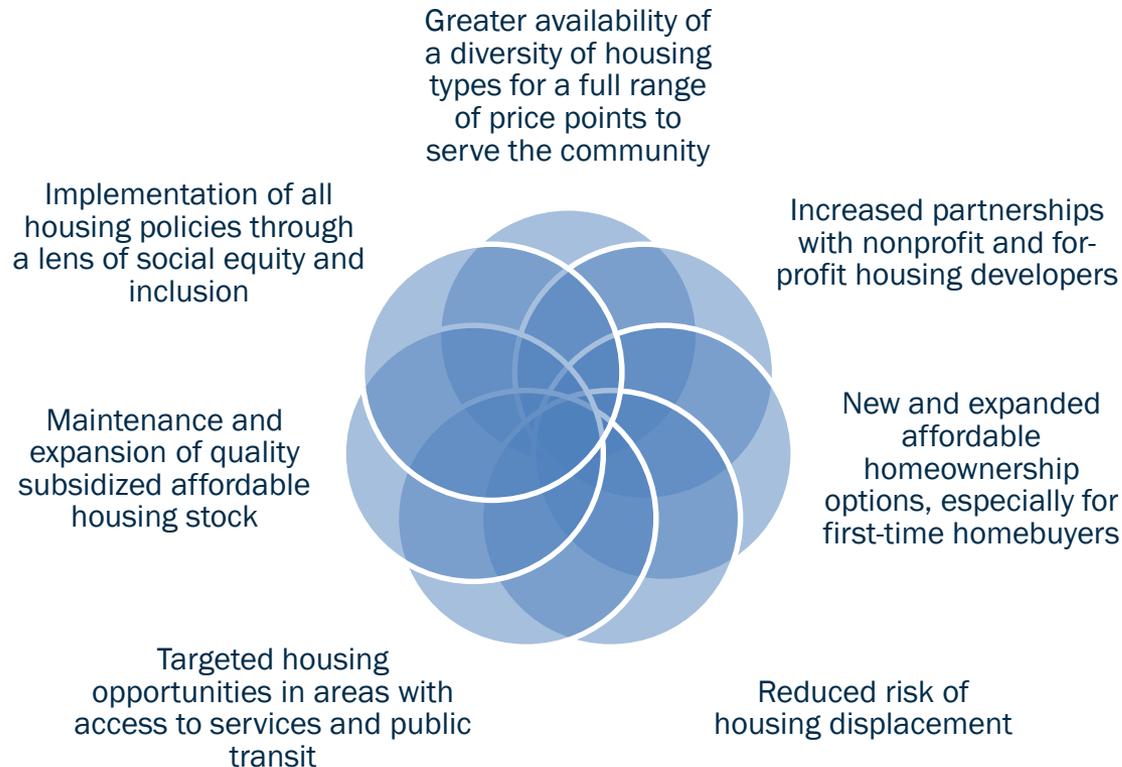
Desired Outcome:

- Incorporate direction into final Strategic Plan
- Prepare for public hearings and Plan adoption



Council Goals and Policy Objectives

2017-19 Goal: Pursue a balanced housing mix with a variety of choices to meet the needs of current and future residents of varying financial levels



Near-term Implementation Actions

	1. Diverse Housing Types at Various Price Points	2. Partnerships w/ Nonprofit and For-profit Developers	3. New and Expanded Homeownership Opportunities	4. Reduced Risk of Displacement	5. Housing Opportunities with Access to Services and Transit	6. Maintain and Expand Subsidized Housing Stock	7. Social Equity and Inclusion Lens
Incorporate Equitable Housing Needs into Middle Housing Planning	■		■		■		
Define Equitable Housing Approaches in New Urban Growth Areas	■	■			■	■	■
Create Housing Tax Abatement Programs to Achieve Housing Diversity and Affordability	■	■			■		
Explore Implementation of Transit-Oriented Development (TOD) at City-owned Wilsonville Transit Center Property	■	■			■	■	■
Facilitate Connections to Partners and Housing Resources through City Liaison		■	■	■			■

Locally-controlled Funding Sources

- Construction Excise Tax
- Urban Renewal
- General Fund Revenue



Discussion Questions

- Prioritization of near-term implementation actions?
- Pursuit of a Construction Excise Tax?



WILSONVILLE

AREA CHAMBER OF COMMERCE

BUILDING BUSINESS • BUILDING COMMUNITY



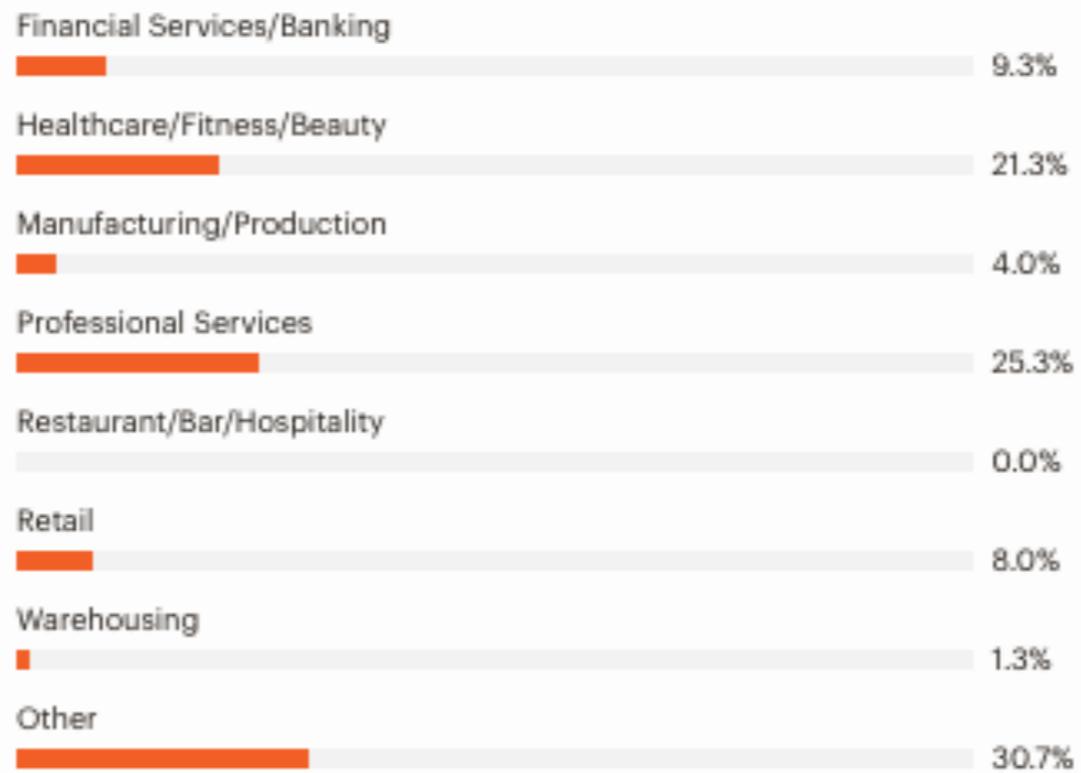
We are all aware that the COVID-19 pandemic is having a serious negative impact on our Wilsonville Businesses.

The Wilsonville Chamber has conducted a survey of local businesses in order to better define the scope and seriousness of the impact. The goal is to provide elected leaders, city staff, and business leaders with more information to facilitate a fast response to a much needed economic disaster assistance plan for our Wilsonville businesses.

(Survey conducted March 24-31st 2020 with 90 respondents)

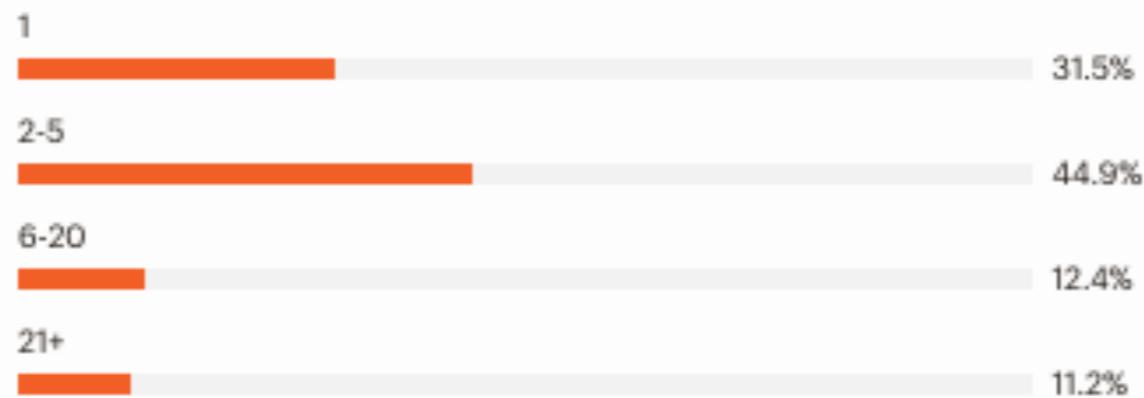
Question 1 has 89 answers (Radio Buttons)

What industry best describes your business?



Question 2 has 85 answers (Radio Buttons)

How many FTE's do you employ in Wilsonville?



Question 3 has 89 answers (Checkboxes)

Is your business being impacted by the COVID-19 (Coronavirus) If so, select all that apply



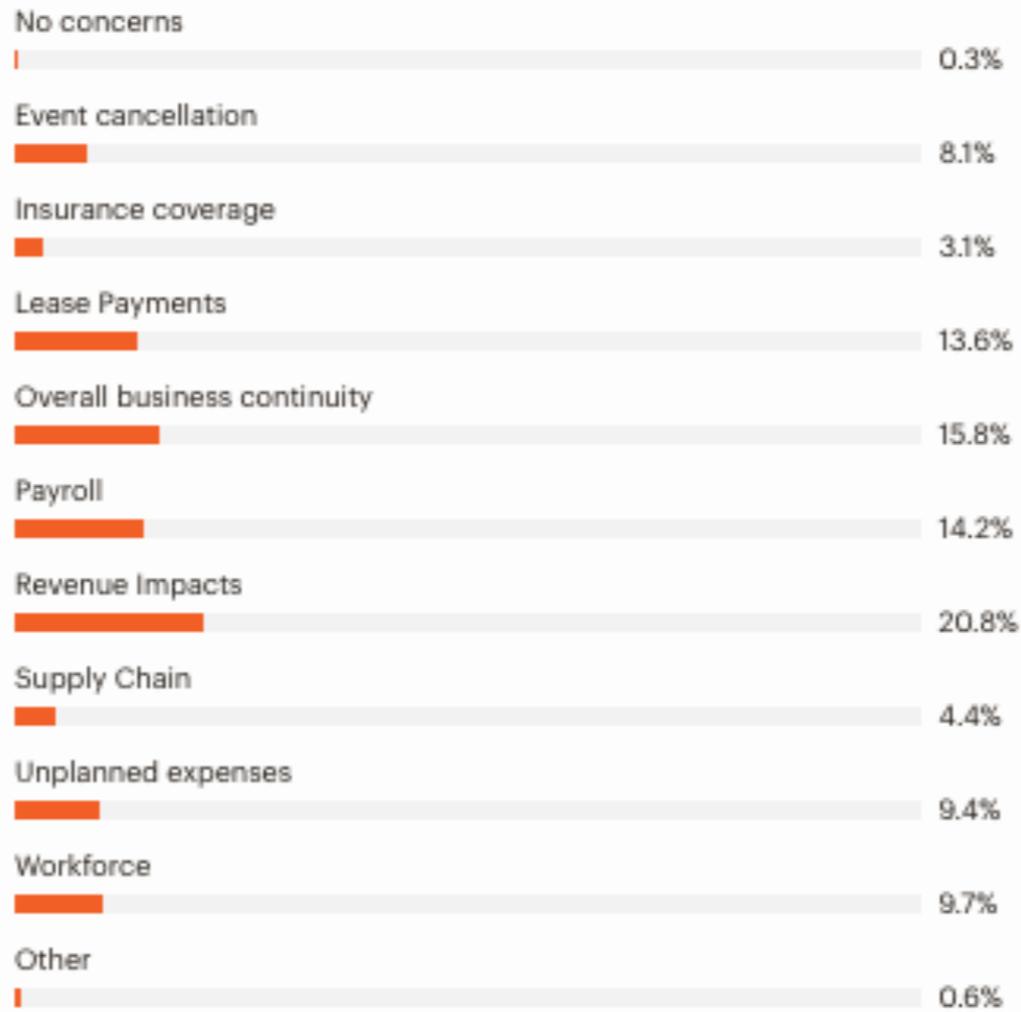
Question 4 has 85 answers (Radio Buttons)

What revenue impacts are you currently experiencing now or expect to incur within the next 90 days?



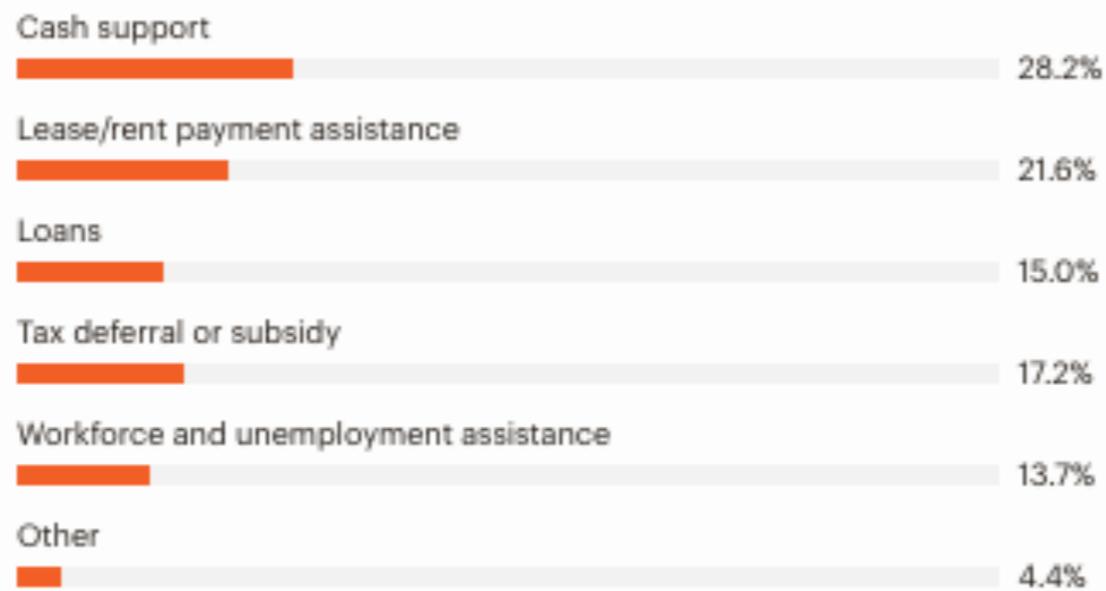
Question 5 has 88 answers (Checkboxes)

What's your biggest concerns facing your business due to COVID-19 (Coronavirus) Select all that apply?



Question 6 has 85 answers (Checkboxes)

What type of policies or resources are most needed to sustain your business in the coming weeks? In the coming months?



WILSONVILLE

AREA CHAMBER OF COMMERCE

BUILDING BUSINESS • BUILDING COMMUNITY



More Information: Kevin Ferrasci O'Malley, CEO
kevin@wilsonvillechamber.com
cell: 503-577-7111

MEMO



To: Wilsonville City Council

April 3, 2020

From: Bryan Cosgrove, City Manager

RE: City's "Business Friendly" Practices and Policies During COVID-19 Emergency

During the COVID-19 Emergency, the City of Wilsonville is undertaking a number of practices and policies designed to respond to community concerns over local businesses. City leadership is greatly aware of real and pending economic impacts of this unprecedented public emergency to the Wilsonville business community that is composed of both larger national employers and traditional small businesses.

Specific issues of concern to both large and small businesses include discontinuity of operations, closure of retail outlets, loss of revenue, lay-off of employees, workforce health and safety, supply-chain/inventory disruptions, and the ability to pay known and unplanned expenses among others. City economic-development staff activities are detailed in Appendix A.

The scale of magnitude wrought by the COVID-19 Emergency requires that local governments with limited resources must be careful to focus business relief in such a way as to be actually effective, and in a manner compliant with law and community expectations for prudent fiscal management. Following is a number of the programs and activities that City staff have worked on during the past 30-60 days, and projected for the upcoming couple of months, that benefit local businesses and their employees.

1. Direct "Small Business" Support

- **Proposed City Purchase of Gift Cards to be Donated to Wilsonville Community Sharing for Distribution:** City staff are developing a proposal for City to purchase an amount to be determined in gift cards from locally owned retail businesses for distribution to members of the community in need. This program is two-fold attempt to assist residents experiencing financial difficulties and consequent food scarcity and to target public funds to local restaurants/facilities that offer to-go meals.
- **Potential City Business-Assistance Grant Program:** The City has determined that \$200,000 - \$250,000 may be available from Urban Renewal Agency earnings that can be used for other than capital projects. City staff are researching other area jurisdictions business-grant programs to see what model could work best here. Issues for consideration include how to structure such a program, employment size, economic sector and related matters to advance such a program.
- **City Contracts on Construction Projects Continue:** The City's Capital Projects contracts with a range of contractors and design firms continue with work on major projects, including the 5th Street to Kinsman Road Extension and the Garden Acres Road extension for the Coffee Creek Industrial Area development, that provide on-going employment while preparing for economic recovery; full list in Appendix B.

- **New City Contracts Issued:** The City has also moved forward with several projects, resulting in dozens new or additional contracted projects that provide new or continued work for businesses.
- **Preparing Shovel-Ready Construction Projects:** The City is moving forward with the planning the job-producing FY20-21 Capital Projects program with the anticipation of submitting for federal infrastructure economic-stimulus grants.
- **City Contracts on Maintenance Continue:** The City's on-going contracts with vendors for Public Works services such as water processing, waste-water processing, street-sweeping and more continue unabated, keeping cash flow moving and workers employed.

2. Business Outreach / Education

- **Email to 500 businesses:** On March 25, City staff sent an email providing information on a range of business-assistance programs offered by federal and state agencies, requesting feedback to the Economic Development Manager, and providing a link to a Chamber of Commerce business survey.
- **Research/Compile Listing/Links to Business-Assistance Programs:** Staff reviewed several summary communications on the CARES Act and SBA loan assistance programs, and compiled into a summary posted online and pushed to media and social channels.
- **SBA Program Assistance:** City Staff are assigned to participate in upcoming Small Business Administration training in order to assist local businesses and community organizations with the SBA application process. We are also researching necessary documentation required to submit an application and determining what assistance the local banking and financing community can provide to area businesses.

3. Economic-Recovery Planning

- **Regional Recovery Participation:** The City has assigned staff to engage and participate in the various regional economic-recovery meetings that are occurring daily. The focus of these meetings seeks to identify and prepare for the current and pending State and Federal programs designed to assist in this recovery. Efforts to date include:
 - Compiling a comprehensive matrix of new legislation being enacted and tracking the various new programs and potential uses and recipients for funding.
 - Participating in the Governors Economic Recovery Round Table.
 - Coordinating with the chamber of commerce in development of a COVID-19 business resource directory.

4. Community Development Engineering and Building Works

- **Development-Engineering and Building-Permit Applications Processing:** The City continues to accept and timely process development-engineering and building-permit applications, including 105 applications over the past month with a valuation of \$1.45 million.

- **Development-Engineering and Building-Permit Inspections Being Conducted:** The City has been able to continue development engineering and building inspections, using a combination of remote and on-site inspection/review techniques so as to advance construction industry work and employment building needed residential housing. Community Development staff completed 428 construction inspections in March, up from 389 in February and 364 in January. Note that the frontpage of the April 1 edition of the *Wilsonville Spokesman* featured residential housing construction advancing in the new Frog Pond neighborhood.

5. SMART Transit Operations

- **Extensive Cleaning and Social Distancing:** SMART staff are spending considerable additional time sanitizing buses throughout the day, and with a complete disinfecting occurring nightly. In addition, buses have been equipped with conspicuous signage promoting social distancing, protecting both SMART passengers and drivers. While ridership has declined and services are to be reduced, transit is providing a key transportation option for newly unemployed workers seeking to reduce cash outlays, and is appreciated by those retailers that remain open as a key customer convenience.
- **Innovative Grocery Delivery Service:** SMART has begun working with Fred Meyer to help provide grocery deliveries to local seniors and residents with disabilities. This program is designed to reduce the stress placed on the Fred Meyer delivery service by COVID-19. Since the outbreak, Fred Meyer has seen a steep increase in requests for this service. Customers have been waiting, in some cases, up to 10 days for delivery once their order has been placed. Once the SMART program is completely stood up, the goal is to create same-day delivery option for some of our most vulnerable residents.

Appendix A: Summary of COVID-19 Economic Response Actions by City Economic Development Staff

City Economic Development Department has been working hand-in-hand with local chamber of commerce, regional and state agency partners to facilitate communication and deployment of federal, state, and local resources to address business and workforce needs related to COVID-19 disruption.

March 17: Finish compiling business resources list and e-mail sent to 500+ local businesses that featured link to chamber of commerce business survey and business resources list.

March 18: Partnered with Chamber on business impact survey to learn more about local impacts and where assistance would be most helpful. Chamber shared results yesterday, attached. Participated in a Chamber virtual town hall meeting (3/18) with over 50+ members to convey City support and resources.

March 19: Coordinated with two local property owners willing to offer commercial space for COVID testing, rapid response, and/or healthcare needs.

March 20:

- Enlisted to participate in Governor's Regional Economic Response Team Task Force to inform deployment of federal/state resources and inform Governor's Economic Recovery Council on short-term regional-specific needs and long terms needs for recession recovery. Participated in 3 meetings so far where I receive real-time updates on resources for Wilsonville businesses.
- Outreach to commercial property owners to collaborate on ideas to retain local small business tenants. Ideas discussed were voluntary rent deferral for April and May and a shop local campaign when things return to normal to show community support for small business.
- Oregon certified for SBA Economic Injury Disaster Loans, email sent to 500+ local operators with application link.

March 23:

- Launched *COVID online business assistance resource directory* for local business operators and promoted through e-mail newsletter, phone calls, media release and social media.
- Coordination with state legislators on need for local manufacturers to produce Personal Protective Equipment (PPE). Email sent to Wilsonville manufacturers and medical device companies about opportunity.

March 25: Initiated Shop Local Wilsonville campaign to promote local retailers and foodservice providers that are open for business, offering pick-up or gift cards for purchase. Email sent to 800 local small business operators to update their business information.

March 26: Phone calls to top ten traded-sector businesses to check-in on COVID-19 impacts and how City can help.

April 1: Staff phone calls to 181 retail small business operators to update their business information for proposed "*Shop Local Wilsonville*" campaign.

Appendix B: List of Major City Capital Improvement and Related Projects Currently Active (currently not impacted by COVID related restrictions)

City Projects Employing Construction Contractors (Include Design Consultants as well)

- Gesellschaft Well Rehabilitation
- Elligsen Well Rehabilitation
- Charbonneau Utility Improvements
- Memorial Drive Splitter Manhole
- Garden Acres Road
- Memorial Park Pump Station
- SMART Parking Lot Expansion
- Belnap and Morey Court Storm Outfall Restoration
- Villebois Parks 7 & 8

City Projects Employing Design Consultants

- 5th Street / Kinsman Road Extension
- Boeckman Dip Bridge Environmental Assessment
- 2020 Street Maintenance Program
- I-5 Pedestrian Bridge
- I-5 Undercrossing Trail Phase 2

CITY OF WILSONVILLE

**Proclamation Declaring the Month of April 2020 as
Volunteer Appreciation Month**

WHEREAS, the month of April is recognized as the time to appreciate the hard work, dedication, and passion of volunteers throughout our nation; and

WHEREAS, government alone cannot meet all of our nation's needs, so we partner with businesses, non-profit organizations and individuals to make a difference; and

WHEREAS, citizens who volunteer their time provide assistance which cannot be measured in terms of dollars; volunteers provide a spirit of helping that multiplies in value when each citizen reaches out to assist another; and

WHEREAS, volunteers throughout the City of Wilsonville donate their time to a wide variety of human service programs such as literacy, delivering meals to homebound seniors, teaching our children, planting trees, tending gardens, caring for others; and

WHEREAS, citizens also donate their time in helping the City of Wilsonville through their service on City Council, Planning Commission, Development Review Boards, Library Board, Parks and Recreation Advisory Board, Tourism Promotion Committee, Wilsonville – Metro Community Enhancement Committee, and Budget Committee as well as task forces; and

WHEREAS, volunteers will be recognized at the volunteer appreciation anticipated in summer 2020; and

WHEREAS, by volunteering and recognizing those who serve, we can promote partnership, understanding and compassion in our community.

NOW THEREFORE, I, Tim Knapp, Mayor of the City of Wilsonville hereby do proclaim April as

VOLUNTEER APPRECIATION MONTH

In the City of Wilsonville and urge my fellow citizens to volunteer in the community in the coming year.

Dated this 6th day of April 2020

Tim Knapp, Mayor





CITY COUNCIL MEETING STAFF REPORT

Meeting Date: April 6, 2020		Subject: 22 nd Consecutive Tree City USA Designation and Arbor Day Proclamation	
		Staff Member: Cindy Luxhoj AICP, Associate Planner	
		Department: Community Development - Planning	
Action Required		Advisory Board/Commission Recommendation	
<input 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 type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: There is no recommendation; this item is for Council's information.			
Recommended Language for Motion: N/A			
Project / Issue Relates To:			
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input checked="" type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

Staff is pleased to announce that the City of Wilsonville has been recognized for the 22nd consecutive year as a Tree City USA designated by the National Arbor Day Foundation.

EXECUTIVE SUMMARY:

The Tree City USA recognition reflects Wilsonville’s continued commitment to maintaining and promoting its urban forest. In order to receive a Tree City USA designation, a City must have: 1) a comprehensive urban forestry program consisting of a tree ordinance; 2) a city department that is responsible for trees; 3) an annual community forestry budget of at least \$2 per capita; and 4) an annual Arbor Day observance and proclamation.

Staff is pleased to announce this 22nd Tree City USA designation to the City Council and appreciates the opportunity to work on projects that raise awareness of the importance of Wilsonville’s urban forest.

To celebrate Arbor Day 2020 and honor the history of this community’s relationship with trees, the City and the Oregon Travel Information Council had planned to host an Oregon Heritage Tree dedication event in Murase Plaza Park in April, however, this event has been cancelled and may be rescheduled for summer 2020. At the event, a remnant orchard of trees that tells the story of the walnut industry in Oregon will be recognized as Oregon Heritage Trees. The walnut industry in Oregon peaked around 1930 before being usurped by hazelnuts as a primary crop. The walnut grove was maintained by the Stein and Boozier families before becoming a City park property. When it is held, the event will include guest speakers and a ceremony that is open to community members.

EXPECTED RESULTS:

Continuation of the city’s stewardship of trees and their importance to the livability of the community.

TIMELINE:

Tree City USA is applied for on an annual basis.

CURRENT YEAR BUDGET IMPACTS: N/A

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 3/19/2020

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 3/25/2020

COMMUNITY INVOLVEMENT PROCESS:

If held, the public is invited to the Oregon Heritage Tree dedication event through a variety of means, including the Boones Ferry Messenger, social media, and the City’s website.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

Tree City USA status demonstrates to the community and visitors the City’s commitment to the natural resources that comprise the urban forest.

ALTERNATIVES:

N/A

CITY MANAGER COMMENT:

N/A

ATTACHMENT:

A. 2020 Arbor Day Proclamation

CITY OF WILSONVILLE 2020 ARBOR DAY PROCLAMATION

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and Arbor Day is now observed throughout the nation and the world; and

WHEREAS, in Oregon, Arbor Week is celebrated the first full week of the month of April, this year occurring April 4 - 10; and

WHEREAS, trees reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal; and

WHEREAS, Wilsonville has been recognized as a Tree City USA by the National Arbor Day Foundation for 22 consecutive years and desires to continue its tree-planting and maintenance practices.

NOW, THEREFORE, I, Tim Knapp, Mayor of the City of Wilsonville, urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands; and

Further, I encourage all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this 6th day of April 2020

Tim Knapp, Mayor



CITY OF WILSONVILLE 2020 ARBOR DAY PROCLAMATION

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and Arbor Day is now observed throughout the nation and the world; and

WHEREAS, in Oregon, Arbor Week is celebrated the first full week of the month of April, this year occurring April 4 - 10; and

WHEREAS, trees reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal; and

WHEREAS, Wilsonville has been recognized as a Tree City USA by the National Arbor Day Foundation for 22 consecutive years and desires to continue its tree-planting and maintenance practices.

NOW, THEREFORE, I, Tim Knapp, Mayor of the City of Wilsonville, urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands; and

Further, I encourage all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

CITY COUNCIL ROLLING SCHEDULE

Board and Commission Meetings 2020

Items known as of 04/02/20

April

DATE	DAY	TIME	EVENT	LOCATION
4/8	Wednesday	6:00 p.m.	Planning Commission - Cancelled	Council Chambers
4/9	Thursday	6:00 p.m.	Parks and Recreation Advisory Board Meeting - Cancelled	Council Chambers
4/9	Thursday	6:00 p.m.	URA Taskforce Meeting	City Hall
4/13	Monday	6:30 p.m.	DRB Panel A - Cancelled	Council Chambers
4/20	Monday	7:00 p.m.	City Council Meeting	Council Chambers
4/22	Wednesday	6:30 p.m.	Library Board	Library
4/27	Monday	6:30 p.m.	DRB Panel B	Council Chambers

May

DATE	DAY	TIME	EVENT	LOCATION
5/4	Monday	7:00 p.m.	City Council Meeting	Council Chambers
5/11	Monday	6:30 p.m.	DRB Panel A	Council Chambers
5/13	Wednesday	6:00 p.m.	Planning Commission	Council Chambers
5/14	Thursday	4:30 p.m.	Parks and Recreation Advisory Board Meeting	Council Chambers
5/18	Monday	7:00 p.m.	City Council Meeting	Council Chambers
5/20	Wednesday	6:00 p.m.	Budget Committee	Council Chambers
5/21	Thursday	6:00 p.m.	Budget Committee	Council Chambers
5/25	Monday	6:30 p.m.	DRB Panel A - TBD	Council Chambers
5/27	Wednesday	6:00 p.m.	Budget Committee	Council Chambers
5/27	Wednesday	6:30 p.m.	Library Board	Library

Community Events:

5/25 City offices closed in observance of Memorial Day

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

Meeting Date: April 6, 2020	Subject: Resolution No. 2805 Amendment to Grant Agreement with Wilsonville Community Sharing for COVID-19 event. Staff Member: Cathy Rodocker, Finance Director 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 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 type="checkbox"/> Adopted Master Plan(s)	<input checked="" type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

Authorization of an amendment to the grant agreement with Wilsonville Community Sharing to increase funding available to assist residents in payment of their City utility bill.

EXECUTIVE SUMMARY:

Recognizing the COVID-19 pandemic event may cause financial hardship for the City's utility customers, the City is proposing to give Wilsonville Community Sharing additional funding to provide assistance to Wilsonville's residents.

This resolution authorizes an amendment to the agreement between the City and Wilsonville Community Sharing to make an additional \$10,000 available specifically for the payment of City utility bills. Revised total utility bill-paying assistance funding to Wilsonville Community Sharing will be \$26,000.

Additionally, the Guidelines for Utility-Bill Paying Assistance Program will be modified to increase the cap amount for assistance with the City's combined utility bill from \$150 per fiscal year, per household to \$300 per fiscal year, per household.

EXPECTED RESULTS:

The expected result of this agreement is to provide financial assistance to our community members for payment of their City utility bill during this COVID-19 event.

TIMELINE:

This resolution and agreement would be effective until the expiration of the current agreement on June 30, 2020.

CURRENT YEAR BUDGET IMPACTS:

The \$10,000 will be provided from available Water and Sewer Operating funds.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 3/18/2020

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 3/20/2020

COMMUNITY INVOLVEMENT PROCESS:

N/A

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

Helping those in need through Wilsonville Community Sharing especially during the COVID-19 event.

ALTERNATIVES:

Not providing additional funds to Wilsonville Community Sharing to help community members in need.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

- A. Resolution No. 2805
 - 1. Wilsonville Community Sharing Support Grant Agreement
 - 2. First Addendum to Wilsonville Community Sharing Support Grant Agreement

RESOLUTION NO. 2805

A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING A FIRST AMENDMENT TO GRANT AGREEMENT WITH WILSONVILLE COMMUNITY SHARING.

WHEREAS, Wilsonville Community Sharing, an Oregon non-profit corporation, has been providing community outreach services, including but not limited to staffing, food, utility bill-paying assistance, prescription help, rent and housing support, and referral to other services beyond that which Wilsonville Community Sharing can meet for those in need; and

WHEREAS, the City of Wilsonville has supported the administrative and operational services of Wilsonville Community Sharing through grant support since fiscal year 1999-2000; and

WHEREAS, since fiscal year 2010-11 the City has provided both a general purpose grant and a separate utility bill-paying assistance grant, collectively referred to as the “Grant Agreement”; and

WHEREAS, due to the sudden and severe impact of the COVID-19 virus, the City has enacted an emergency declaration and anticipates there will be more citizens who find themselves in serious financial straits and unable to pay their utility bills; and

WHEREAS, Wilsonville Community Sharing has provided detailed quarterly and annual financial statements that include information on services and activities and Grant expenditures; and

WHEREAS, based on the foregoing situation caused by COVID-19, the City wishes to amend the FY 2019-20 Grant Agreement to make up to an additional Ten Thousand Dollars (\$10,000) available specifically for the payment of City utility bills; and

WHEREAS, the City anticipates requests for assistance may exceed the amount of the funds. Therefore, the *Guidelines for Utility-Bill Paying Assistance Program*, attached to the Grant Agreement, will remain in effect, but are modified only as follows:

“If bill-paying assistance is requested for the City of Wilsonville’s combined utility bill, this amount shall be capped at \$300 per the City’s fiscal year, per household.”

Citizens who have already received assistance to pay the City of Wilsonville's combined utility bill during this fiscal year will be limited to apply for up to the above cap, less what they have already received.

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

1. The one-year utility bill-paying assistance grant for the fiscal year 2019-20 (ending June 30, 2020) Grant awarded to Wilsonville Community Sharing is hereby increased from \$16,000 up to \$26,000.
2. The City Manager is authorized to enter into a First Amendment to the Grant Agreement, a copy of which is marked **Exhibit 2**, attached hereto, and incorporated by reference as if fully set forth herein.
3. Except as amended hereby, the Grant Agreement remains as written.
3. This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 6th day of April 2020, 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

Attachments:

Exhibit 1: Wilsonville Community Sharing Support Grant Agreement

Exhibit 2: First Amendment to Wilsonville Community Sharing Support Grant Agreement
(for Additional Bill-Paying Assistance)

RESOLUTION NO. 2805

Page 2 of 2

WILSONVILLE COMMUNITY SHARING
SUPPORT GRANT AGREEMENT

WHEREAS, Wilsonville Community Sharing, an Oregon non-profit corporation, has been providing community outreach services, including but not limited to staffing, food, bill-paying assistance, prescription help, rent and housing support, and referral to other services beyond that which Wilsonville Community Sharing can meet for those in need; and

WHEREAS, the City of Wilsonville has supported the administrative and operational services of Wilsonville Community Sharing through financial support since fiscal year 1999-2000 and has included the grant support in the City Manager's program budget; and

WHEREAS, the fiscal year 2019-20 budget includes a total of \$51,921 for financial support which is separated into a general purpose portion of \$35,921 and a utility bill-paying assistance portion of \$16,000, collectively this is referred to as "Grant"; and

WHEREAS, the general purpose portion of the Grant has been indexed to the Portland-Salem Metropolitan Area Consumer Price Index from December 2017 to December 2018; and

WHEREAS, the utility bill-paying assistance portion was added in May 2010 in response to a Council Goal to address increased need resulting from the recession during that time period and contained a provision to continue through June 2013 or until the Portland metro area unemployment rate fell below 7%, whichever happened later; and

WHEREAS, the City Council has recognized utility bill-paying assistance is an on-going need and developed guidelines in 2015 for the use of funds for utility bill-paying assistance; and

WHEREAS, Wilsonville Community Sharing has provided detailed quarterly and annual financial statements that include information on services and activities and Grant expenditures; and

WHEREAS, the parties agree that it is prudent to enter into a Grant Agreement setting forth the respective parties' rights and obligations and to establish the Grant for fiscal year 2019-20 (ending June 30, 2020), ensure a financial reporting and review system, and state the specific purpose for which the Grant monies can be used;

NOW, THEREFORE, based on the mutual considerations and provisions set forth below, the parties enter into this Support Grant Agreement ("Grant Agreement") as follows:

1. Purpose of Grant. To provide financial support to Wilsonville Community Sharing for administration and operations to provide community services and outreach to and for community members in need of such services, including but not limited to staffing, food, utility bill-paying assistance, prescription help, rent and housing support, and referral to other services beyond that which Wilsonville Community Sharing can provide. The financial support provided by the Grant is not for capital construction or renovation.

2. Grant Amount. The amount of the Grant for fiscal year 2019-20 shall be \$51,921, composed of \$35,921 for general support of all programs including administration and \$16,000 dedicated solely to utility bill-paying assistance.

3. Term of Grant. The term of the Agreement commences July 1, 2019 and terminates June 30, 2020, subject to the terms and provisions of this Agreement and Wilsonville Community Sharing providing the community services and outreach set forth in the above Section 1–Purpose.

4. Consumer Price Index Escalator. If the general support portion of the Grant shall be continued into the ensuing fiscal year (FY 2020-21) it shall be indexed to the Bureau of Labor Statistics Consumer Price Index labeled “West – Size A CPI-W”, December-to-December annual change, unless other modifications are approved by the City Council.

5. Utility Bill-Paying Assistance Guidelines. Utility bill-paying assistance shall be granted and administered according to the Utility Bill Paying Assistance Program Guidelines, attached as Exhibit B.

6. Grant Administration.

6.1. The Grant shall be administered by the City’s Finance Director.

6.2. The Grant shall be paid quarterly by the seventh day of each quarter.

7. Reporting.

7.1. Wilsonville Community Sharing shall provide a report to the City on the use of the utility bill-paying assistance portion within three weeks following the end of a calendar quarter. The form of the report shall be similar to the format used in the prior fiscal year.

7.2. Wilsonville Community Sharing shall provide to the City an annual financial report each January setting forth the operational and administrative services and activities provided and the Grant expenditures in support thereof. The reports shall provide the information on services and activities and Grant expenditures for the prior calendar year and a budget from the 1st of January of that reporting year to December 31st of that year.

7.3. Wilsonville Community Sharing shall provide to the City a copy of its full and complete annual Form 990 IRS filing within 10 business days of filing it with the IRS.

8. Finance Review.

8.1. Wilsonville Community Sharing shall maintain books, records, documents, and other materials (collectively referred to as “documents and records”) that sufficiently and properly reflect back-up for all expenditures made pursuant to this Agreement. The

City shall have full access to and the right to examine and copy, during normal Wilsonville Community Sharing business hours, all of the documents and records of Wilsonville Community Sharing related to matters covered by this Agreement, whether the documents and records are in electronic form or printed form and whether maintained separately or as part of other financial information. This inspection right shall remain in full force and effect for two (2) years from July 1, 2019.

8.2. Upon fifteen (15) days' prior written notice, the City shall have the right to conduct an audit or financial review of Wilsonville Community Sharing's documents and records, as reasonably related to this Agreement. If an audit or review of the documents and records determines that Grant funds have been inappropriately expended by Wilsonville Community Sharing under this Agreement or any federal, state, or City regulation, Wilsonville Community Sharing agrees that it must reimburse the City for the full amount identified by the audit or review as an inappropriate expenditure. Such outstanding amounts shall bear interest at the rate of the Federal Funds Rate (currently at 2.5%), plus 5%.

8.3. If the inappropriate expenditure(s) exceeds five hundred dollars (\$500) Wilsonville Community Sharing will reimburse the City for the cost of the audit or review.

8.4. Wilsonville Community Sharing may contest the audit findings and, if so, the parties will meet to arrive at a mutual resolution. If no resolution can be agreed upon within sixty (60) days, the parties will mutually agree on a review auditor to resolve the dispute or, if the parties cannot agree on a review auditor, either party may ask a Clackamas County judge to appoint a review auditor, whose finding shall be binding on the parties and non-appealable.

9. Grant Confidentiality. In reporting to the City under Section 7 and in reporting the findings of any audit or financial review, the names, social security numbers, medical information, or other information that is confidential under law as may pertain to the clients of Wilsonville Community Sharing shall not be reported and shall remain confidential.

10. Termination.

10.1. The City and Wilsonville Community Sharing may mutually terminate this Grant Agreement at any time.

10.2. The City may terminate this Grant Agreement at the end of the fiscal year in which the Grant has been funded if the City is unable to appropriate sufficient funding to fund the Grant for the ensuing year.

10.3. The City may terminate upon fifteen (15) days' notice upon an audit or financial review determination of inappropriate expenditure.

10.4. The City may terminate the Grant Agreement immediately upon receiving notice that Wilsonville Community Sharing is no longer providing the services set forth in Section 1–Purpose.

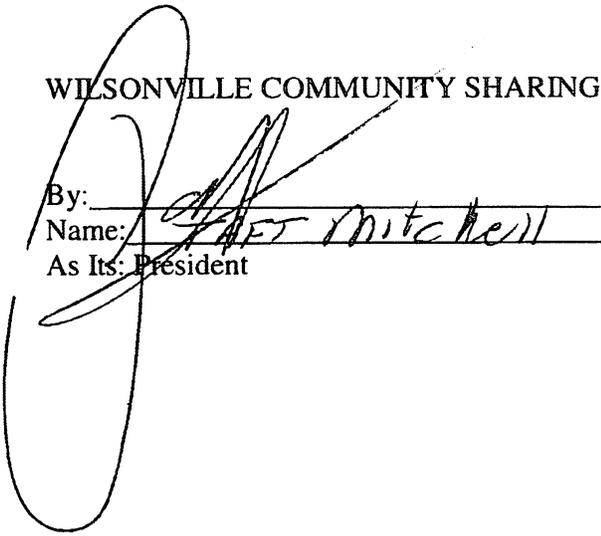
10.5. Wilsonville Community Sharing may terminate this Grant Agreement at the end of any quarter in which it has received funds and it may terminate this Grant at any time, provided it reimburses the City for any unexpended funds received.

11. Authority. The individuals executing this Grant Agreement on behalf of the respective parties thereto each represent and warrant to the other that he/she has the full power and authority to do so on behalf of said party and to bind said party to the terms of this Grant Agreement.

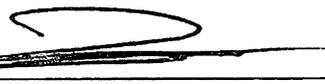
IN WITNESS WHEREOF, the undersigned have executed this Grant Agreement effective this 18th day of June, 2019.

WILSONVILLE COMMUNITY SHARING

CITY OF WILSONVILLE

By: 

Name: Peter Mitchell
As Its: President

By: 

Bryan Cosgrove
As Its: City Manager

Wilsonville Community Sharing Guidelines for Utility-Bill Paying Assistance Program

(Approved 2015)

Guidelines:

The Wilsonville City Council will designate City funds to be used by Wilsonville Community Sharing (WCS) for utility bill-paying assistance via Resolution. WCS may augment these funds from other sources. However, the use of City funds for utility bill-paying assistance shall be in accordance with the following guidelines:

- Utility bill-paying assistance is available for the following utilities:
 - Utilities that provide heat
 - Utilities that provide electricity
 - City of Wilsonville combined utility bill
- Each client shall have an in-person in-take appointment with WCS.
- The client must live within the City limits of Wilsonville, as verified by address on utility bills and income documents.
- The reason for bill-paying assistance must be stated by the client to WCS staff.
- Utility bills for which the client is requesting bill-paying assistance must be original and presented to WCS staff at the time of in-take appointment.
- For assistance with heat and/or electric utilities, client must demonstrate evidence of working with Clackamas County Social Services or Washington County Community Action, by providing to WCS staff the name, phone number and dates of contact with the staff person with whom they have worked.
- Bill-paying assistance from City funds for utilities that provide heat and/or electricity (PGE & NW Natural, etc.) shall be after the client either received, or made a good faith effort to receive, any assistance granted through other organizations, such as Clackamas County Social Services or Community Action in Washington County. In the event no assistance was granted, WCS will evaluate on a case-by-case basis as to the reason, but the lack of assistance from another organization will not disqualify a client from receiving bill-paying assistance through this program.
- WCS will follow Clackamas County's Social Services income guidelines for eligibility:
 - 60% of State median income by household size; for use in Federal fiscal year (Oct. 1 - Sept 30)
 - Income eligibility is based on the total gross household income received by all adults age 18 and over living at the home at the time of application.
 - Gross income is before taxes and deductions.
- WCS will follow Clackamas County's income eligibility determination:
 - Income for the 30 days prior to the application is verified for the purpose of determining income eligibility.
 - Income eligibility can also be demonstrated by the client through the verification of a major financial crisis or set-back that has negatively impacted the client's financial situation, thereby impacting their ability to pay the full amount of their utility bill(s). In

such cases, the financial crisis or set –back must demonstrably detract from their income in an amount that would make them fall within the income eligibility guidelines.

- WCS will contact Clackamas County Social Services each August or September to verify and update, as necessary, income guidelines and income eligibility determination. WCS will remain consistent, on an annual basis, with Clackamas County Social Services in these areas.
- Bill-paying assistance for utilities is capped as follows:
 - At total \$300 per the City’s fiscal year (July 1 through June 30), per household, for all utilities.
 - If bill-paying assistance is requested for the City of Wilsonville’s combined utility bill, this amount shall be capped at \$150 per the City’s fiscal year, per household.
 - These caps may be adjusted as the Wilsonville City Council determines through Resolution.
- WCS will verify with the utilities the amount owed by the client.
- WCS will pay the utilities directly. No funds will be disbursed to the client. For bill-paying assistance for the City of Wilsonville combined utility bill, no funds will be disbursed; WCS staff will contact the City and the City will adjust the client’s bill accordingly.
- WCS staff shall make a good faith effort to avoid actual or perceived conflict of interest in administering the bill-paying assistance program, meaning that WCS staff will recuse themselves from determining eligibility and award amount for bill-paying assistance to their family members and friends, other WCS staff, and city of Wilsonville staff; and instead convene a panel of the WCS Board Chair and City Finance Director, or their designees, to determine eligibility and bill-paying assistance amount, following the above guidelines.
- WCS shall maintain a generalized list of clients awarded bill-paying assistance, in order to provide information annually to the City’s Finance Department. This list shall consist of the client’s initials (not name), address, the amount of the assistance awarded and the utilities covered by the assistance. This information will be kept confidential and will be used for statistical purposes. WCS will provide this information annually by September 1 of each year, covering the previous fiscal year period of July 1 through June 30.

**CITY OF WILSONVILLE
FIRST AMENDMENT TO WILSONVILLE COMMUNITY SHARING
SUPPORT GRANT AGREEMENT**

This First Amendment to the Wilsonville Community Sharing Support Grant Agreement (“First Amendment”) is effective the ____ day of April 2020 (“Effective Date”), by and between the **City of Wilsonville**, a municipal corporation of the State of Oregon (“City”), and **Wilsonville Community Sharing**, an Oregon non-profit corporation, upon the terms and conditions set forth below.

RECITALS

WHEREAS, the City entered into a Support Grant Agreement with Wilsonville Community Sharing on June 17, 2019;

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

AGREEMENT

The Agreement is amended as follows:

Section 1. Grant Amount

Due to the emergency created by the COVID-19 virus, the fiscal year 2019/2020 Grant Agreement is amended to provide Wilsonville Community Sharing with up to an additional Ten Thousand Dollars (\$10,000) to be used for the benefit of Wilsonville citizens who cannot afford to pay their Wilsonville utility bill, only between the date of this amendment and June 30, 2020. The Grant Agreement is amended to raise the annual fiscal year cap any given household can apply for from \$150.00 to \$300.00 for this fiscal year only. The *Guidelines for Utility-Bill Paying Assistance Program*, as attached to the Grant Agreement is amended as follows: *“If bill paying assistance is requested for the City of Wilsonville’s combined utility bill, this amount shall be capped at \$300 per the City’s fiscal year, per household.”*

Citizens who have already received assistance to pay the City of Wilsonville’s combined utility bill during this fiscal year will be limited to apply for the above new cap, less what they have already received.

Section 2. All Other Terms

All of the other terms and conditions of the Agreement shall remain in full force and effect, as therein written.

The parties hereby agree to all provisions of this First Amendment.

WILSONVILLE COMMUNITY SHARING

CITY OF WILSONVILLE

By: _____

By: _____

Print Name: _____

Print Name: _____

As Its: _____

As Its: _____

I:\dir\wilsonville community sharing\doc\1st amd grant agr 19-20 (bj^).docx

RESOLUTION NO. 2807

A RESOLUTION AND ORDER AMENDING RESOLUTION NO. 2803 TO EXTEND THE LOCAL STATE OF EMERGENCY AND EMERGENCY MEASURES, AS AUTHORIZED BY RESOLUTION NO. 2803.

WHEREAS, pursuant to Oregon Revised Statutes (ORS) 401.309 and ORS 401.305, as well as Wilsonville's own Wilsonville State of Emergency Resolution 1959, the City enacted Resolution 2083 on March 16, 2020 in response to the Coronavirus (COVID-19), now officially declared a pandemic; and

WHEREAS, it is reasonable and prudent to anticipate that significant City resources will continue to be needed to respond to the threat of COVID-19 for the foreseeable future and beyond current expiration date of Resolution 2083, and with the expectation that the Governor of Oregon is expected to extend the State Emergency Declaration until summer.

NOW, THEREFORE, the Wilsonville City Council declares as follows:

In order to help ensure citizen safety by rapid response, the City Council hereby extends the expiration date of the Wilsonville Emergency Declaration, made pursuant to Resolution 2803, until May 31, 2020 unless otherwise extended or earlier terminated by the City Council.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 6th day of April 2020, 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 Lehan

Councilor West

Councilor Linville

RESOLUTION NO. 2808

A RESOLUTION AND ORDER REGARDING SIGN CODE ENFORCEMENT DURING EMERGENCY DECLARATION PERIOD.

WHEREAS, pursuant to Oregon Revised Statutes (ORS) 401.309 and ORS 401.305, as well as Wilsonville’s own Wilsonville State of Emergency Resolution 1959, the City enacted Resolution 2083 on March 16, 2020 in response to the Coronavirus (COVID-19), now officially declared a pandemic; and

WHEREAS, it is reasonable and prudent to anticipate that significant City resources will continue to be needed to respond to the threat of COVID-19 for the foreseeable future; and

WHEREAS, it is also reasonable and prudent, for the safety of staff and citizens, and to allow staff to deal with more pressing issues related to COVID-19 and other essential City services, to reduce enforcement of temporary sign violations (Code Section 4.156.09 through 4.156.10) that do not threaten health, safety, or the common welfare during the Emergency Declaration period.

NOW, THEREFORE, the Wilsonville City Council declares as follows:

To avoid unnecessary public exposure and additional work for staff during this Emergency period, temporary signs of the varieties outlined in the City Sign Code that have been properly placed and do not create a hazard to the public welfare will not be required to be removed for the duration of this Emergency Declaration, currently in effect until May 31, 2020, unless otherwise extended or earlier terminated by the City Council. Except as stated herein, the City’s Sign Code will be enforced, as written.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 6th day of April 2020, 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 Lehan

Councilor West

Councilor Linville



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: April 6, 2020		Subject: Resolution No. 2804 A Resolution of the City of Wilsonville to Amend the Adopted 2012 Stormwater Master Plan Project List to Add Projects SD-2163-2167 & 2437-2446: Pipeline Upsizing Ridder Road and Peters Road and ST-7: Boeckman Creek at Boeckman Road Stormwater Study.	
		Staff Member: Dominique Huffman, PE, Civil Engineer	
		Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: April 6, 2020 <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. 2804.			
Recommended Language for Motion: I move to approve Resolution No. 2804.			
Project / Issue Relates To:			
<input checked="" type="checkbox"/> Council Goals/Priorities: Expand and Maintain High Quality Infrastructure		<input checked="" type="checkbox"/> Adopted Master Plan(s): Transportation System Plan (UU-08)	
		<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

A City of Wilsonville resolution adding two projects to the 2012 Stormwater Master Plan project list, under Table 9-2 Prioritized CIP Projects, SD-2163-2167 & 2437-2446: Pipeline upsizing on Ridder Road and Peters Road and ST-7: Boeckman Creek at Boeckman Road stormwater study.

EXECUTIVE SUMMARY:

At the time of 2012 Stormwater Master Plan adoption, stormwater improvements within the Coffee Creek Industrial Area were not foreseen, as a detailed infrastructure analysis of the area had not yet been completed. While the Boeckman Creek stormwater study had been originally included in the 2012 Stormwater Master Plan project list, the project was removed as a priority under subsequent stormwater fee and system development charge analysis. Both projects have been identified as priority stormwater projects, as described in detail below. Inclusion of the projects on the master plan project list allows the projects to be eligible for Stormwater System Development Charge (SDC) funding.

SD-2163-2167 & 2437-2446: Pipeline upsizing on Ridder Road and Peters Road:

Identified as part of the Garden Acres roadway design, the existing stormwater pipelines serving the developed area in and around the Ridder Road and Garden Acres Road area need to be upsized to serve the build out of much of the Coffee Creek Industrial Area. This project funds construction of the stormwater pipeline along Ridder Road and Peters Road, approximately 2,400 feet of pipeline upsizing. The existing 18-inch stormline along Ridder Road will be replaced with a 42-inch stormline and will connect into the line running along Peters Road. The existing 24-inch stormline along Peters Road will be replaced with a new 48-inch stormline.

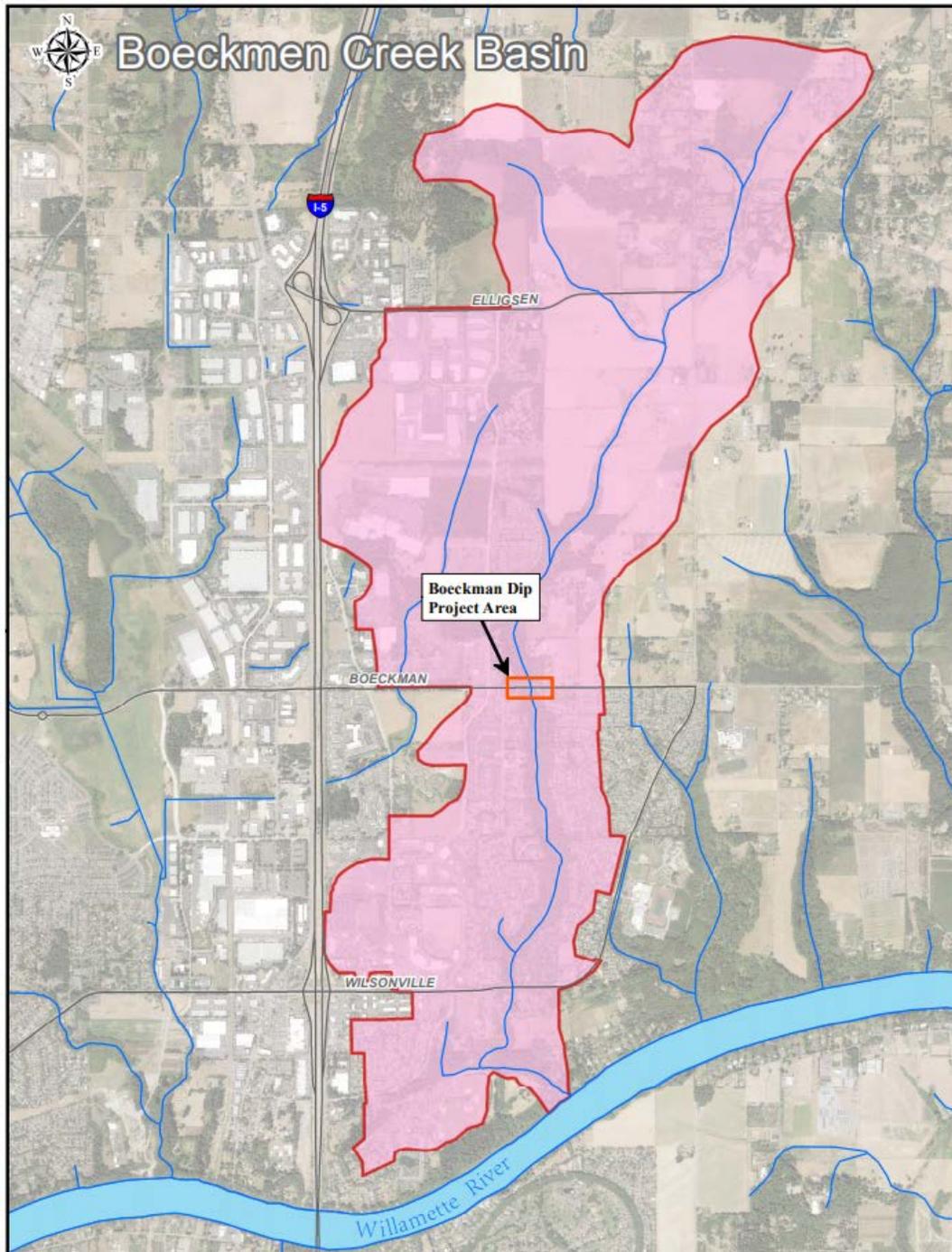
Figure 1: Stormwater Pipeline Upsizing



ST-7: Boeckman Creek at Boeckman Road stormwater study:

Identified in the Stormwater Master Plan, but currently not on the SDC-funded project list, Boeckman Creek currently travels through a culvert and water control structure under Boeckman Road. If the road is realigned and any modifications are made to the existing stormwater system, the detention system may be affected. This study would evaluate the existing conditions, assess the road realignment options and identify alternatives to address potential flow modifications that may relate to the road project and the stability of the creek bed and banks through the project reach and downstream to the Willamette River.

Figure 2: Boeckman Creek at Boeckman Dip Stormwater Study Area



EXPECTED RESULTS:

SD-2163-2167 & 2437-2446: Pipeline upsizing on Ridder Road and Peters Road:

Upsizing the stormwater pipeline will serve development of the eastern half of the Coffee Creek Industrial Area, approximately 155 acres.

ST-7: Boeckman Creek at Boeckman Road stormwater study:

The realignment of Boeckman Road will bring a vertical curve up to standard and serve Frog Pond development. The road project requires a better understanding of how the creek and surrounding areas might be affected by potential flow modifications.

TIMELINE:

SD-2163-2167 & 2437-2446: Pipeline upsizing on Ridder Road and Peters Road:

A portion of the stormwater pipeline will be constructed in coordination with CIP 4201, Garden Acres – Ridder to Day and is expected to be completed by January 2021. The remainder of the project will be constructed as a future phase of construction prior to buildout of the eastern portion of the Coffee Creek Industrial Area.

ST-7: Boeckman Creek at Boeckman Road stormwater study:

The City will hire a consultant as part of the Boeckman Road realignment project. Staff is currently developing the project scope.

CURRENT YEAR BUDGET IMPACTS:

SD-2163-2167 & 2437-2446: Pipeline upsizing on Ridder Road and Peters Road:

The amended FY2019-20 budget includes \$831,200 for construction, administration, and overhead costs to construct a portion of the stormwater project (CIP #7061) as part of the Garden Acres Road project (CIP #4201). The remainder of the project, estimated at \$1,770,000, will be designed and built as a future project phase prior to buildout of the eastern portion of the Coffee Creek Industrial Area.

ST-7: Boeckman Creek at Boeckman Road stormwater study:

Upon addition of the project to the Stormwater Master Plan project list, a new CIP #7065 will be created and funded through CIP #7995 in the amount of \$20,000 and CIP #7999 in the amount of \$28,375. A fund transfer will be processed at a later date. An additional \$42,425 in stormwater fees to complete the study will be included as part of the FY 2020/21 budget request.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 3/25/2020

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 3/25/2020

COMMUNITY INVOLVEMENT PROCESS:

SD-2163-2167 & 2437-2446: Pipeline upsizing on Ridder Road and Peters Road:

The Coffee Creek Master Plan included an extensive community involvement process with multiple stakeholder meetings, public meetings, and hearings before both City Council and the Planning Commission. In addition, the Garden Acres Road project included a robust public engagement process, including numerous meetings with adjacent property owners and project stakeholders prior to finalizing design and beginning construction.

ST-7: Boeckman Creek at Boeckman Road stormwater study:

The Boeckman Creek at Boeckman Road stormwater study was already incorporated in the 2012 Stormwater Master Plan. The master planning process included extensive community involvement as part of the plan adoption.

The Boeckman Dip Project is in the preliminary design/feasibility stage. The project is identified in the adopted Wilsonville Transportation System Plan, which underwent extensive public involvement. Developing the project scope has involved City Council updates. A robust community engagement program will begin during project design.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

SD-2163-2167 & 2437-2446: Pipeline upsizing on Ridder Road and Peters Road:

Installation of this stormwater pipeline with the Garden Acres – Ridder to Day project will serve future private development within the Coffee Creek Industrial Area.

ST-7: Boeckman Creek at Boeckman Road stormwater study:

The study will inform the design and constructability of the bridge and will provide valuable information about how the existing culverts work in the Boeckman Creek basin and how possible flow modifications might affect the project design, project cost, and the overall stability of Boeckman Creek within the project reach and downstream to the Willamette River.

ALTERNATIVES:

SD-2163-2167 & 2437-2446: Pipeline upsizing on Ridder Road and Peters Road:

Stormwater pipelines are best located within the roadway and are needed prior to installation of additional impervious surface. No other alternative locations for the stormwater pipeline are considered practical.

ST-7: Boeckman Creek at Boeckman Road stormwater study:

The alternative is not performing the stormwater study and not being informed about the project impact on the Boeckman Creek stormwater basin.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No. 2804
 - A. 2012 Stormwater Master Plan – Replacement Table 9.2 – Prioritized CIP Projects

RESOLUTION NO. 2804

A RESOLUTION OF THE CITY OF WILSONVILLE TO AMEND THE ADOPTED 2012 STORMWATER MASTER PLAN PROJECT LIST (TABLE 9-2 – PRIORITIZED CIP PROJECTS) TO ADD PROJECTS SD- 2163-2167 & 2437-2446: PIPELINE UPSIZING ON RIDDER ROAD AND PETERS ROAD AND ST-7: BOECKMAN CREEK AT BOECKMAN ROAD STORMWATER STUDY.

WHEREAS, the 2013 Transportation Systems Plan (TSP, amended in 2019) includes Project UU-08 Garden Acres Road Urban Upgrade to upgrade Garden Acres Road to a three-lane collector with bicycle lanes and Project UU-01 Boeckman Road Dip Improvements to upgrade the vertical curve to include three lanes, bicycle lanes, and sidewalks; and

WHEREAS, the Coffee Creek Urban Renewal Plan (2016) includes the Garden Acres Road Project; and

WHEREAS, Council authorized the design of the first phase of the Garden Acres Road Project in 2017 and the preliminary design of the Boeckman Road Dip Project in 2014 and alternatives analysis in 2019; and

WHEREAS, Council authorized the construction of the first phase of the Garden Acres Road Project in 2019; and

WHEREAS, new roadway design and construction typically includes stormwater system improvements, especially in the case where needed to serve future development; and

WHEREAS, the 2012 Stormwater Master Plan did not foresee a stormwater pipeline expansion in this location for the Garden Acre Project because the planning for the upgraded road had not reached sufficient detail at that time; and

WHEREAS, the 2012 Stormwater Master Plan did foresee a need for the stormwater analysis in this location for the Boeckman Road Dip Project, however the project was removed from the funded list during the System Development Charge (SDC) rate increase process; and

WHEREAS, the stormwater pipeline and the stormwater analysis need to be added to the Master Plan project list so that the projects can be programmed into the City's capital improvement program; and

WHEREAS, inclusion on the Master Plan project list allows the projects to be eligible for Stormwater System Development Charges (SDCs) funding, and SDC funding for these projects is appropriate because the stormwater pipeline is required to serve future development within the Coffee Creek Industrial Area and the Boeckman Road Dip improvements are required to serve future development within the Frog Pond area and improve the sight distance and steep slope due to the vertical curve that does not meet current design criteria; and

WHEREAS, adding the Garden Acres stormwater pipeline project at this time is important because construction is underway for the first phase of Project UU-08 and including the stormwater pipeline is practical and will result in overall cost efficiencies and fewer long-term construction impacts; and

WHEREAS, adding the Boeckman Dip stormwater study at this time is important because project design is forthcoming for Project UU-01 and the road project requires a better understanding of how the creek and surrounding areas might be affected by potential flow modifications; and

WHEREAS, both projects are needed to serve future development in the Coffee Creek Planning Area (Garden Acres) and the Frog Pond area (Boeckman Dip); and

WHEREAS, Replacement Table 9-2 is attached hereto as Exhibit A and is incorporated herein to replace Table 9-2 in the 2012 Stormwater Master Plan.

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

1. To replace Table 9.2 in the 2012 Stormwater Master Plan with Exhibit A, attached hereto, which Exhibit A:
 - a. Amends Table 9.2 – Prioritized CIP Projects of the 2012 Stormwater Master Plan to add Project SD-2163-2167 & 2437-2446: Pipeline expansion on Ridder Rd/Peters Rd with a total estimated cost of \$2,600,000, 100% apportioned to growth, and an additional annual O&M of \$1,500.

- b. Amends Table 9.2 – Prioritized CIP Projects of the 2012 Stormwater Master Plan to add Project ST-7: Boeckman Creek at Boeckman Road Stormwater Study with a total estimated cost of \$90,800, 100% apportioned to growth.
2. The findings presented in this Resolution supporting the replacement of Table 9-2 are hereby adopted.
3. This Resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 6th day of April, 2020, 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 Lehan
Councilor West
Councilor Linville

EXHIBIT:

- A. 2012 Stormwater Master Plan - Replacement Table 9.2 – Prioritized CIP Projects

EXHIBIT A

**Table 9-2
Prioritized CIP Projects**

Project ID	Location	Land Acquisition Required? (Yes or No)	Total Cost Estimate ¹	Annual Maintenance Cost Estimate
Short-Term Projects – Implementation in 0 to 5 Years				
SD-2163-2167 & 2437-2446	Pipeline upsizing on Ridder Road and Peters Road	No	\$ 2,600,000	\$ 1,500
ST-7	Boeckman Creek at Boeckman Road stormwater study	No	\$ 90,800	N/A
WD-3	Rivergreen Repair Project	No	\$ 285,000	\$ 2,200
BC-7	Boeckman Creek Realignment	No	\$ 577,296	\$ 2,200
ST-5	Low Impact Development Design Standards and Implementation Guide	No	\$ 57,000	N/A
ST-8	Install Two Permanent Stormwater Flow Monitoring Stations and Two Rain Gauges	No	\$ 45,486	N/A
ST-9	Purchase InfoSWMM Model	No	\$ 18,240	N/A
ST-6	Charbonneau Infrastructure Replacement Study	No	\$ 142,500	N/A
BC-4	Gesellschaft Water Well Channel Restoration	No	\$ 135,774	\$ 1,800
LID1	Memorial Park Parking Lot Vegetated Swales (3)	No	\$ 203,148	\$ 6,500
BC-8	Canyon Creek Estates Pipe Removal	No	\$ 129,504	\$ 1,500
SD4208 & SD4209	Barber Street Pipe Replacement	No	\$ 213,196	\$ 1,200
LID3	SW Camelot Green Street Mid-Block Curb Extensions (2 extensions)	No	\$ 58,482	\$ 5,300
CLC-3	Commerce Circle Channel Restoration	No	\$ 564,071	\$ 5,700
ST-1	Study to analyze area north of Elligsen Rd/East of I-5	No	\$ 57,000	N/A
FP	Future Project Development and Implementation	No	\$ 285,000	N/A
Short-Term Projects	Subtotal	-	\$ 2,771,697	\$ 26,400

Mid-Term Projects – Implementation 5 to 10 Years				
BC-2	Boeckman Creek Outfall Rehabilitation	Maybe	\$ 167,580	\$ 1,500
BC-6	Multiple Detention Pipe Installation	No	\$ 1,366,948	\$ 1,100
BC-5	Boeckman Creek Outfall Realignment	No	\$ 38,441	\$ 1,300
BC-3	Cascade Loop Detention Pipe Installation	No	\$ 810,109	\$ 1,100
BC-10	Memorial Park Stream and Wetland Enhancement	No	\$ 84,360	\$ 2,900
BC-9	Memorial Drive Pathway and Storm Drain Repair	No	\$ 111,720	N/A
LID3	SW Camelot Green Street Mid-Block Curb Extensions (18 extensions)	No	\$ 526,338	\$ 47,700
LID7	SW Wilsonville Road Stormwater Planters	No	\$ 362,794	\$ 6,700
CLC-2	SW Parkway Avenue Stream Restoration	Yes	\$ 279,420	\$ 4,900
CLC-9	Jobsey Lane Culvert Replacement	No	\$ 115,028	\$ 2,200
SD5707, 5709, 5714, 5719	SW Parkway Pipes Replacement	No	\$ 497,405	\$ 2,200
ST-2	Advance Road School Site Study	No	\$ 57,000	N/A
CLC-1	Detention/Wetland Facility near Tributary to Basalt Creek	Yes	\$ 3,516,900	\$ 4,900
SD9038; 9045; 9046; 9054- 9058	French Prairie Road in NW Charbonneau Pipe Replacement	No	\$ 867,417	\$ 1,500
SD9052; 9053; 9059; 9061- 9069	Curry Drive and French Prairie Road in NW Charbonneau Pipe Replacement	No	\$ 1,043,501	\$ 2,100
FP	Future Project Development and Implementation	No	\$ 285,000	N/A
Mid-Term Projects	Subtotal	-	\$ 10,129,961	\$ 80,100

Long-Term Projects – Implementation in 10 to 20 Years				
ST-4	Master Plan and Model Update	No	\$ 342,000	NA
ST-3	Survey of Open Channel Conveyance	No	\$ 57,000	NA
BC-1	Wiedeman Road Regional Stormwater Detention/ Stream Enhancement	Yes	\$ 5,446,350	\$ 4,900
CLC-4	Ridder Road Wetland Restoration	Yes	\$ 283,778	\$ 2,900
LID2	SW Hillman Green Street Stormwater Curb Extensions	No	\$ 236,938	\$ 4,000
CLC-5	Coffee Lake Creek Stream and Riparian Enhancement	Yes	\$ 339,844	\$ 2,900
CLC-6	Coffee Lake Creek South Tributary Wetland Enlargement	Yes	\$ 490,286	\$ 2,900
CLC-7	Coffee Lake Creek South Tributary Stream Restoration	Yes	\$ 496,114	\$ 2,900
SD4021 & SD4022	Boberg Road Culvert Replacement	No	\$ 65,393	\$ 2,200
CLC-8	Coffee Lake Creek Restoration	Yes	\$ 486,877	\$ 4,300
ST-7	Boeckman Creek at Boeckman Road Stormwater Study	No	\$ 57,000	NA
SD4025 - SD4028	Boberg Road Pipe Replacement	No	\$ 733,590	\$ 2,200
BC-6	Multiple Detention Pipe Installation – Bridge Creek Apartments	No	\$ 1,052,432	\$ 1,100
Long-Term Projects	Subtotal	-	\$ 10,087,602	\$ 30,300

Unfunded Projects				
SD9000-9012	Miley Road in S Charbonneau Pipe Replacement	No	\$ 3,198,175	\$ 3,900
SD9013-9021; 9060	French Prairie Road in NE Charbonneau Pipe Replacement	No	\$ 1,680,563	\$ 2,800
SD9022-9029	Old Farm Road in NE Charbonneau Pipe Replacement	No	\$ 1,015,021	\$ 1,600
SD9030-9037	Edgewater Drive E and French Prairie Road in NE Charbonneau Pipe Replacement	No	\$ 996,254	\$ 1,700
SD9039; 9044; 9047; 9051	Boones Bend Road in NW Charbonneau Pipe Replacement	No	\$ 855,395	\$ 1,600
LID4	SW Costa Circle Vegetated Swale and Stormwater Curb Extension	No	\$ 70,817	\$ 6,300
LID5	Wood Middle School Parking Lot Green Street	No	\$ 203,148	NA
LID6	Boones Ferry Primary School Parking Lot Green Gutters and Pervious Paving	No	\$ 130,945	NA
WD-1	Montgomery Way Culvert Replacement	No	\$ 44,354	\$ 600
WD-2	Rose Lane Culvert Replacement	No	\$ 51,254	\$ 1,100
Unfunded Projects	Subtotal	-	\$ 8,245,926	\$ 19,600
All CIP Projects	Total CIPs	-	\$ 31,235,186	\$ 156,400

Stormwater Master Plan Project List Amendment

Resolution No. 2804

April 6, 2020



WILSONVILLE
OREGON



Add Two Projects

- SD-2163-2167 & 2437-2446: Pipeline Upsizing Ridder Road and Peters Road (Coffee Creek Industrial Area)
- ST-7: Boeckman Creek at Boeckman Road Stormwater Study (Boeckman Dip Project)



Why do we need to add projects?

- Projects on the list are eligible for Stormwater SDC funding
- Both projects identified as priorities

Pipeline Upsizing on Ridder Road and Peters Road

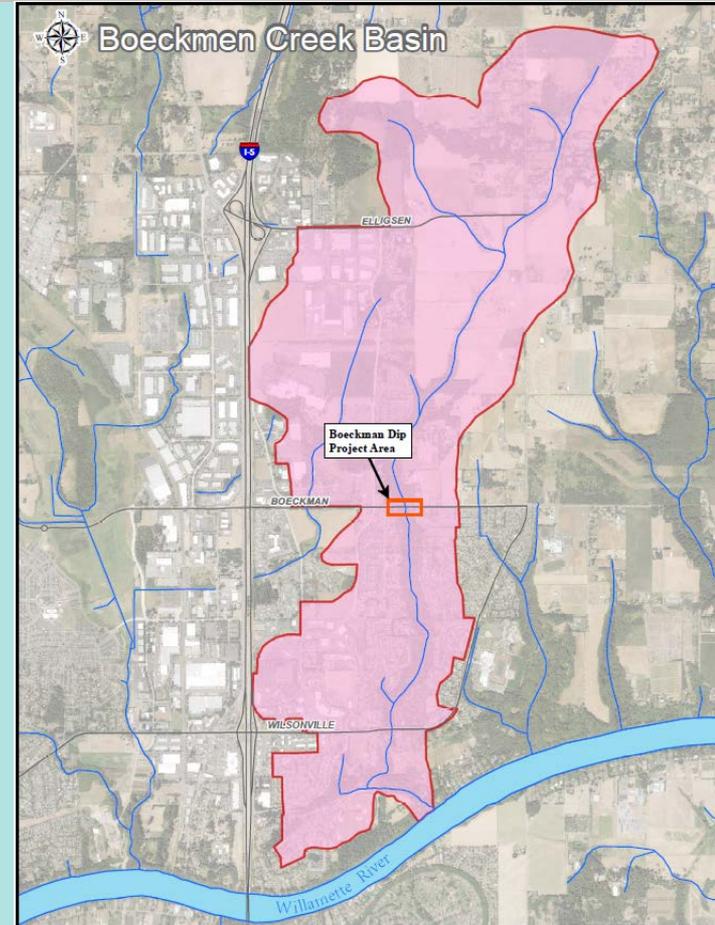
- Serves Coffee Creek Industrial Area build out
- Portion constructed with CIP 4201, Garden Acres – Ridder to Day (\$831,200)
- Remainder with future phase (\$1,770,000)





Boeckman Creek at Boeckman Road Stormwater Study

- Currently in master plan, not on SDC list
- Needed for Boeckman Dip project
- Modifications to current stormwater system may affect detention system
- Assess existing conditions and road realignment options, then identify alternatives for flow and slope stability (\$90,800)





Questions?

Thank you for your time!