



## **AMENDED CITY COUNCIL MEETING AGENDA**

**November 15, 2021 at 7:00 PM**

**City Hall Council Chambers & Remote Video Conferencing**

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**PARTICIPANTS MAY WATCH THE CITY COUNCIL MEETING AT:**

*City Hall, 29799 SE Town Center Loop East, Wilsonville, Oregon*

**YouTube:** <https://youtube.com/c/cityofwilsonvilleor>

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City Recorder - Wilsonville City Hall

29799 SW Town Center Loop East, Wilsonville, OR 97070

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**CITY COUNCIL MISSION STATEMENT**

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

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**REVIEW OF AGENDA AND ITEMS ON CONSENT [5:00 PM]**

**COUNCILORS' CONCERNS [5:05 PM]**

**PRE-COUNCIL WORK SESSION [5:10 PM]**

- A. [Vertical Housing Development Zones \(Rybold\) \[30 min.\]](#)
- B. [Wilsonville Transit Center Transit-Oriented Development \(TOD\) \(Rybold/Brashear\) \[30 min.\]](#)
- C. [I-5 Pedestrian Bridge and Gateway Plaza Project Update \(Weigel/Rybold\) \[10 min.\]](#)
- D. [Arts and Culture Commission \(Ottenad\) \[30 min.\]](#)

**ADJOURN [6:50 PM]**

**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, November 15, 2021 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on November 2, 2021. 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.*

**CALL TO ORDER [7:00 PM]**

1. Roll Call
2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

**MAYOR'S BUSINESS [7:05 PM]**

4. [Upcoming Meetings](#)
5. [Small Business Saturday Proclamation](#)
6. [City Attorney Employment Agreement \(Villagrana\)](#)

**COMMUNICATIONS [7:20 PM]**

7. [Metro Update \(Councilor Rosenthal\)](#)
8. Climate Rulemaking Presentation (DLCD)

**CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS [7:50 PM]**

*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.*

**COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS [8:00 PM]**

9. Council President Akervall
10. Councilor Lehan
11. Councilor West
12. Councilor Linville

**CONSENT AGENDA [8:20 PM]**

13. [Resolution No. 2931](#)  
[A Resolution Of The City Of Wilsonville Adopting The Findings And Recommendations Of The "Solid Waste Collection Rate Report, October 2021" And The Republic Services Rate Schedule, Effective January 1, 2022. \(Ottenad\)](#)

14. [Resolution No. 2935](#)

[A Resolution Of The City Of Wilsonville Authorizing The City Manager To Enter Into A Development Agreement With Taylor Morrison Northwest, LLC Regarding The Clermont Subdivision In Villebois. \(Neamtzu\)](#)

15. [Minutes of the November 1, 2021 City Council Meeting. \(Veliz\)](#)

**NEW BUSINESS [8:25 PM]**

**CONTINUING BUSINESS [8:25 PM]**

**PUBLIC HEARING [8:25 PM]**

**CITY MANAGER’S BUSINESS [8:25 PM]**

**LEGAL BUSINESS [8:30 PM]**

16. [Appeal Hearing](#)

[An appeal of a portion of Development Review Board Resolution No. 393-B Villebois Village Center Mixed Use Development: Pacific Community Design-Representative for Costa Pacific Communities-Applicant and RCS Villebois Development Owner \(Case File Numbers DB21-0022 and DB21-0023\) – Review of the Record for the Villebois Village Center Mixed Use Project Related to Approval of a Parking Area on Lot 12 of Special Area Plan Central Preliminary Development Plan 1C. \(Luxhoj\)](#)

**ADJOURN [9:30 PM]**

[INFORMATIONAL ITEMS – No Council Action Necessary](#)

*Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The city will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting the City Recorder at [CityRecorder@ci.wilsonville.or.us](mailto:CityRecorder@ci.wilsonville.or.us) or 503-570-1506: assistive listening devices (ALD), sign language interpreter, bilingual interpreter. Those who need accessibility assistance can contact the city by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.*

*Habr  interpretes disponibles para aqu llas personas que no hablan Ingl s, previo acuerdo. Comun quese al 503-570-1506.*



## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b> November 15, 2021	<b>Subject:</b> Vertical Housing Development Zones (VHDZ)  <b>Staff Member:</b> Kimberly Rybold, AICP, Senior Planner  <b>Department:</b> Community Development	
<b>Action Required</b>	<b>Advisory Board/Commission Recommendation</b>	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b> N/A	
<b>Staff Recommendation:</b> Provide direction on local VHDZ criteria.		
<b>Recommended Language for Motion:</b> N/A		
<b>Project / Issue Relates To:</b>		
<input checked="" type="checkbox"/> Council Goals/Priorities: Equitable Housing Strategic Plan Implementation	<input checked="" type="checkbox"/> Adopted Master Plan(s): Villebois Village Master Plan, Town Center Plan	<input type="checkbox"/> Not Applicable

### ISSUE BEFORE COUNCIL:

The project team will share recommendations for local criteria to promote active ground floor uses.

**EXECUTIVE SUMMARY:**

VHDZ offers a partial property tax exemption on building improvement value for developments that include housing with non-residential use on the ground floor, with the amount of tax exemption increasing based on the size of the project. Two recent planning processes, the Town Center Plan and Equitable Housing Strategic Plan, identified the use of VHDZ as a tool to incentivize multi-story, mixed-use development in specific locations in Wilsonville. The 2019 Town Center Plan included a short-term implementation action (ED.10 – Consider Adopting a VHDZ) to explore locations in Town Center where this may be a suitable tool to help achieve the Plan’s goals by stimulating targeted construction of vertical mixed-use buildings. The 2020 Equitable Housing Strategic Plan included VHDZ as one of the tax abatements to explore (Action 1D: Create Housing Tax Abatement Programs to Achieve Housing Diversity and Affordability) to promote the development of housing with access to services and amenities in the Villebois Village Center and Town Center.

At the August 2 work session, the project team shared the findings of a memorandum to support Council’s consideration of VHDZ implementation. Council generally supported adoption of VHDZ in Villebois Village Center and Town Center, but requested additional information on specific options for local criteria to ensure that projects provide active ground floor uses that are accessible to the public. Following the work session, the project team conducted interviews with the three cities in the Portland region that have adopted VHDZ programs with some local criteria (Tigard, Milwaukie, and Beaverton) to get input on which types of criteria would be best suited to address Council’s direction. ECONorthwest prepared a research memo (Attachment 1) summarizing these conversations and, based on the findings, developed a recommended list of criteria the City could use to determine VHDZ project eligibility.

The memo notes that all of these cities use design-related criteria to ensure that non-residential space is constructed to be functional for businesses and has direct pedestrian access to the street. Milwaukie explicitly applies these standards to live/work spaces in addition to other non-residential spaces. The cities also noted the importance of clearly defining the policy intent for the program, requiring consistency with adopted plans and policies for the area. To address Council’s desire for projects to provide active ground floor spaces that will be accessible to the public, the project team recommends the following:

- Design criteria for commercial spaces, including direct entrances to the street, design to accommodate users engaged in the exchange of goods or services with the public, and a requirement for staff review and approval that the design meets the criteria.
- Specific live/work design criteria, including direct entrances to the street, window/transparency requirements, and limits on how much of the required non-residential floor area can be met through live/work space in a project.
- A requirement for policy consistency with adopted plans for each area.

At the November 1 work session, the project team gathered feedback on the proposed boundary for VHDZ in Town Center, which includes most of the Main Street subdistrict (MSD) where active ground floor uses are focused in the Town Center Plan. To allow additional time to discuss local criteria options, City Council directed staff to bring this information back for consideration at a later work session.

To determine if the project team is ready to begin the process of implementing VHDZ in these areas, the project team seeks feedback on the following question:

- Do you agree with the recommended list of local policy and design criteria for the City's VHDZ program? Are there any criteria that should be added or removed?

Based on City Council direction, the project team will begin the process to establish VHDZ in the Villebois Village Center and in Town Center.

### **EXPECTED RESULTS:**

City Council will provide staff with direction on applying criteria to eligible projects.

### **TIMELINE:**

Pending City Council direction, additional work to implement VHDZ will occur throughout 2021, with adoption anticipated in early 2022.

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

Total project scope is approximately \$45,000. Funding for consultant services will be partially funded by professional services funds from the Planning Division budget, supplemented by funding from CIP project #3004 for Town Center related VHDZ work. The adopted budget for FY2021-22 includes approximately \$230,000 for Town Center Implementation. Staff time will be required to create and administer the VHDZ program.

### **FINANCIAL REVIEW:**

Reviewed by: KAK Date: 11/03/2021

### **LEGAL REVIEW:**

Reviewed by: BAJ Date: 11/08/2021

### **COMMUNITY INVOLVEMENT PROCESS:**

The Town Center Plan included a robust and inclusive public outreach process where VHDZ was identified as an implementation action. The priorities identified in the Equitable Housing Strategic Plan, including tax abatements for housing, were generated through a community input process that included focus groups, surveys, and Task Force input. Any mixed-use development qualifying for VHDZ will go through the typical City development review process before the Development Review Board, which allows for public comment from residents, neighbors and property owners.

### **POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:**

Adoption of VHDZ would provide a targeted incentive for ground-floor retail uses to support the community's vision for more vibrant, walkable, mixed-use places as called for in the Villebois Village Master Plan and Town Center Plan. Ultimately, adoption of VHDZ can create long-term community wealth through the construction of mixed-use buildings that will be fully taxed after the partial abatement ends.

**ALTERNATIVES:**

City Council can request additional research from the project team for review at a later work session or provide direction to allow future mixed-use development in the Villebois Village Center and Town Center to happen organically without the assistance of a tax abatement incentive.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENT:**

1. Vertical Housing Development Zone Evaluation: October 2021

DATE: October 15, 2021  
TO: Wilsonville City Council  
CC: Kim Rybold, City of Wilsonville  
FROM: Becky Hewitt, Lorelei Juntunen, and Oscar Saucedo-Andrade, ECONorthwest  
SUBJECT: Vertical Housing Development Zone Evaluation: Local Criteria and Town Center Boundaries

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## Introduction

The City of Wilsonville contracted with ECONorthwest to assist with evaluating implementation of one or more Vertical Housing Development Zones (VHDZs)—a property tax abatement program aimed at incentivizing mixed use development—in the Villebois Village Center and/or Wilsonville Town Center. City Council has discussed the potential VHDZs at two recent meetings (May 3, 2021 and August 2, 2021). ECONorthwest (in collaboration with staff) produced a previous memo addressing the initial information requested at the August 2 City Council meeting. At the end of the August 2 meeting, City Council directed staff and ECONorthwest to provide additional analysis and recommendations to guide City Council in implementing a VHDZ program. This memo provides City Council with the following requested guidance:

- Recommendations for adopting local criteria for ground-floor commercial space to qualify for VHDZ; and
- VHDZ boundary options for the Town Center.

This memorandum addresses these topics to support Council decision-making at the upcoming meeting on November 1, 2021 regarding how to proceed with VHDZ adoption for the areas in question.

## Local Criteria for Ground-Floor Commercial Space

*What local criteria should the City adopt related to ground-floor commercial space for projects to qualify for vertical housing tax abatement?*

### Experience from Other Jurisdictions

Roughly 25 cities across Oregon have established one or more VHDZs to incentivize multi-story, mixed-use developments. Of the VHDZ programs reviewed by the Project Team (including Tigard, Milwaukie, Beaverton, Hillsboro, Gresham, and Canby), several rely on state statutory requirements to determine project eligibility and do not impose additional local criteria. However, Tigard, Milwaukie, and Beaverton have design-related criteria or definitions that help ensure that the commercial space meets City expectations. To better understand the effectiveness of these local criteria and definitions and the type of ground-floor commercial spaces that have been built with VHDZ, the Project Team conducted interviews with the three cities in the Portland region that have adopted VHDZ programs with some local criteria

(Tigard, Milwaukie, and Beaverton). Themes and findings from those interviews are summarized below.

### Local Criteria and Review

- Several cities have **design-related criteria** that they use to make sure the space is functional for businesses and contributes to a pedestrian-oriented building. These criteria have resulted in projects with independent commercial spaces that are functional for businesses. Design-related reviews for VHDZ are separate from the land use review process.
- Beaverton requires additional design input by City program staff to ensure the design of each VHDZ project conforms to adopted City plans, policies and urban design frameworks. While the criteria references existing plans and policies, the separate review process allows staff to address details that may not be spelled out in code or policies, such as how people access the commercial space. The city's application form also asks applicants to describe "how the proposed project is in the best interest of the community and will enhance the local area."
- Tigard includes a specific definition of commercial space: "A space that is publicly accessible from the primary public street and operated by an entity engaged in the exchange of goods or services with the public, as allowed by the underlying base zone. Examples of commercial uses include restaurants, convenience markets, retail stores and professional offices."
- Other jurisdictions recommended having explicit **criteria related to live/work space** to confirm whether and under what circumstances live / work space counts towards meeting the commercial space requirements. Milwaukie explicitly allows live/work spaces to count, and requires that the work portion have direct access to street level entrances. Beaverton and Tigard do not explicitly address live/work space in their criteria.
- **Criteria are the same across VHDZs within a jurisdiction.** While several of the jurisdictions interviewed have multiple areas designated as VHDZs, they apply the same criteria to all areas, and recommend this approach for consistency. (One possible way to differentiate between different areas may be to require consistency with goals/policies for the area, though this approach is not in use in any of the jurisdictions contacted.)
- **Decisions are made by staff**, often with consultation across departments. Economic development / community development staff are typically the lead in administering the program. Decisions are often somewhat discretionary, particularly regarding commercial criteria.
- **Clear policy intent is helpful in supporting staff decisions.** Milwaukie staff particularly recommended stating the intent of the program and ensuring that developments seeking the VHDZ tax abatement are meeting that intent. This could potentially tie back to adopted plans and policies for the area.

## Outcomes in Development Projects

- **The new buildings that have received VHDZ have had a range of outcomes for businesses occupying the commercial space.** Many of the buildings are not fully leased. Some spaces have never been occupied and require additional investment in tenant improvements to make them usable. However, others have been leased to neighborhood-serving businesses, such as a coffee shop, plant store, barber shop, home goods store, nail salon, tea shop, and tap room. One (in downtown Beaverton) has a food hall. The retail spaces in Central Beaverton have been most successful, likely due to a combination of sustained investment by the City, a restaurant recruitment strategy, and additional incentives to bring businesses to the area, such as tenant improvement grants. One Beaverton developer ECONorthwest spoke with who has built projects under the VHDZ program specifically pointed to the importance of tenant improvement grants to attract tenants to the spaces.
- **Both Milwaukie and Beaverton have approved projects for VHDZ with live/work to meet some or all of the commercial requirements.** Both jurisdictions that have approved VHDZ with live/work expressed mixed feelings about those projects but noted that the retail market in the locations in question may not have been strong enough to support additional retail space at the time. However, Beaverton staff reported that one VHDZ project with live/work space has since filled many of the spaces with businesses.

## Recommended Criteria

Based on the experience and recommendations of other jurisdictions and ECONorthwest's prior research, the project team recommends including local criteria for the City's VHDZ program. These local criteria should build from a clear statement of policy intent to address:

- Design criteria for commercial spaces, such as:
  - direct entrances to the street
  - being designed for use by an entity engaged in the exchange of goods or services with the public
  - requirement for staff review and approval that the design meets the criteria
- Specific live/work design criteria, such as:
  - Direct entrances to the street
  - Window / transparency requirements
  - Limits on how much of the non-residential floor area required can be met through live/work space
- Requirement for policy consistency with adopted plans for each area

# Town Center VHDZ Boundary Options

*If the City adopts VHDZ for the Town Center, where should it apply?*

## Plan and Policy Context

With guidance from City staff, ECONorthwest reviewed relevant plans and policies including the Wilsonville Town Center Plan and associated land use designations to better understand the vision for the Town Center and how can VHDZ help support development to better serve the interest and needs of residents, visitors, businesses, and local employers.

Exhibit 1, below, illustrates the land use designations for the Town Center. It also describes the intended uses and scale of development envisioned for each area of the Town Center. Based on this policy intent, ECONorthwest summarized implications for applying VHDZ in the Town Center in Exhibit 2. These implications are intended to help narrow down the specific parcels that would be best suited for VHDZ given the policy intent for allowed uses and scale of development.

Exhibit 1. Town Center Land Use

Source: Wilsonville Town Center Plan



- Main Street District (MSD)**  
 Mixed-use buildings with active ground floor uses, generally 3 to 4 stories.
- Commercial - Mixed-Use (C - MU)**  
 Mixed of office, entertainment, hospitality, civic uses, generally 3 to 5 stories, residential if not adjacent to freeway.
- Mixed-Use (MU)**  
 Mix of residential retail, office, services, generally 2 to 4 stories.
- Neighborhood - Mixed-Use (N - MU)**  
 Mix of townhomes, small-scale commercial businesses, generally 2 to 3 stories.

**Exhibit 2. Town Center Land Use Designations and Implications for VHDZ**

Source: Wilsonville Town Center Plan, ECONorthwest Analysis

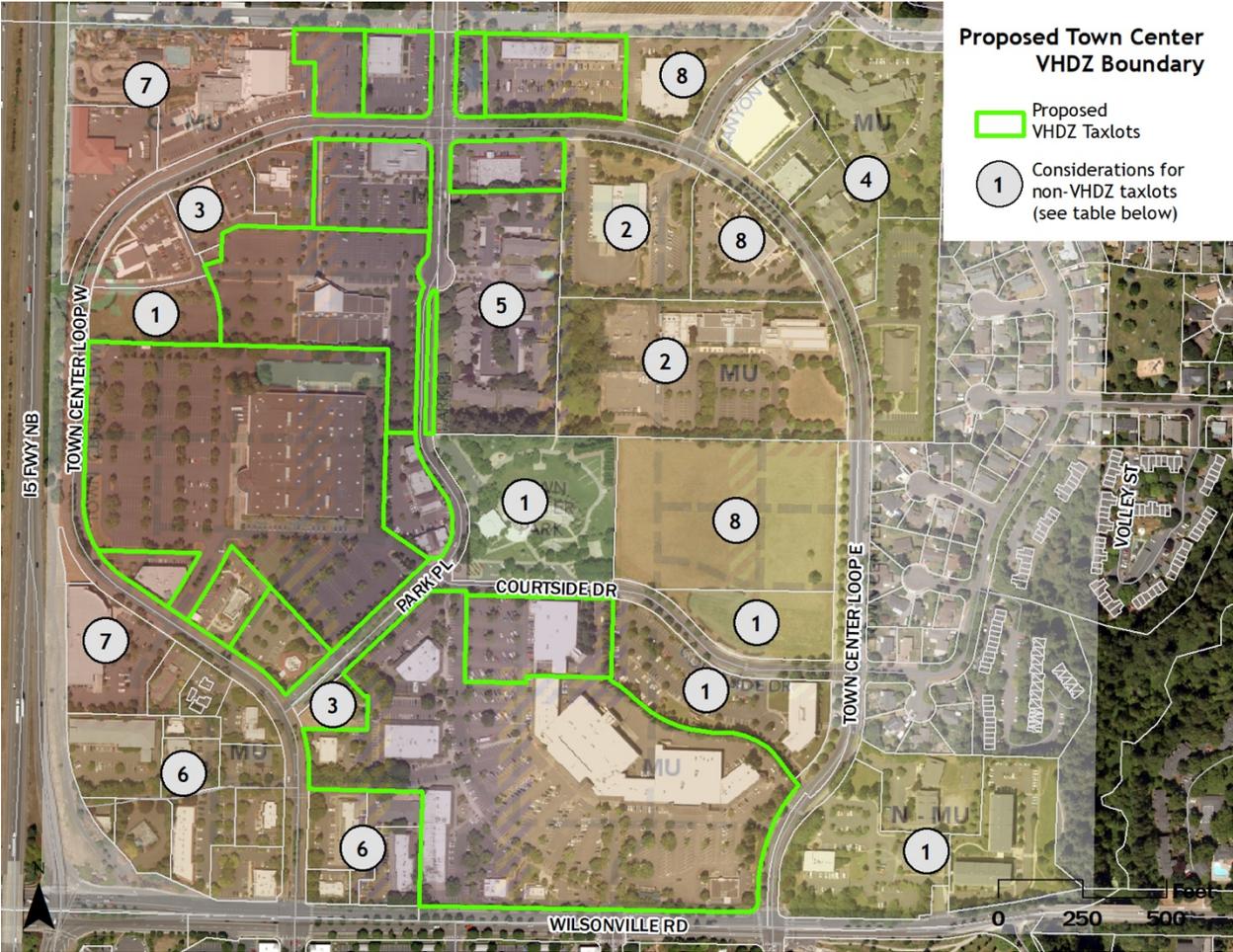
Land Use Designation	Land Use Purpose	Implications for VHDZ
Main Street District (MSD)	Allow 3-4 story mixed-use buildings with active ground floor uses.	<ul style="list-style-type: none"> <li>Encourages vertical mixed-use (different uses in the same building, stacked vertically) with an active ground floor, which is what VHDZ is intended to incentivize.</li> <li>3-4 story development supports mixed-use development that would qualify for VHDZ, but might not be tall enough to maximize VHDZ incentives.</li> </ul>
Commercial – Mixed-Use (C – MU)	Allow 3-5 story buildings with a mixed of office, entertainment, hospitality and civic uses. Allow residential uses if not adjacent to freeway.	<ul style="list-style-type: none"> <li>VHDZ is not a good fit for areas adjacent to the freeway given that residential uses are not intended there. Areas further from the freeway may be appropriate.</li> <li>Pedestrian-oriented buildings may not be a priority everywhere within this land use designation. Parcels fronting a key roadway where an active ground floor is a priority would be best suited for VHDZ.</li> <li>Emphasis of mixed uses and height is supportive of VHDZ-eligible mixed-use development.</li> </ul>
Mixed-Use (MU)	Allow 2-4 story buildings with mix of residential, retail, office and services.	<ul style="list-style-type: none"> <li>Supports mixed-use development, but vertical mixed-use is not necessarily a priority.</li> <li>Active ground floor uses may not be a priority everywhere within this land use designation. Parcels fronting a key roadway where an active ground floor is a priority would be best suited for VHDZ.</li> <li>2 stories too low to be practical for vertical development that also includes ground-floor retail uses. 3-4 story development supports mixed-use development that would qualify for VHDZ, but might not be tall enough to maximize VHDZ incentives.</li> </ul>
Neighborhood – Mixed-Use (N – MU)	Allow 2-3 story buildings with a mix of townhomes and small-scale commercial businesses.	<ul style="list-style-type: none"> <li>2-3 stories is not supportive of vertical mixed-use development.</li> <li>The intended scale and mix suggests smaller buildings and horizontal mixed use (different uses in different buildings) rather than vertical mixed use.</li> </ul>

**Town Center VHDZ Boundary Options**

Based on the considerations outlined above, City staff prepared the map in Exhibit 3 that illustrates a proposed Town Center VHDZ boundary. The proposed VHDZ focuses on parcels within or partially within the Main Street District. It also includes limited other parcels where the planned land use encourages vertical mixed-use development with residential uses and active ground floors, with sufficient height to take advantage of the incentive, and where the parcel has or will have frontage on a key street where active ground floors are a priority. Exhibit 3 shows the proposed boundary and areas that are not proposed for inclusion. The Town Center area includes many large parcels that span multiple land use designations and are planned for future streets that do not currently exist. Because VHDZ applies at a parcel level, the VHDZ boundary may not align perfectly with future land use districts.

Exhibit 3. Town Center VHDZ Boundary Options

Source: City of Wilsonville



Areas not proposed for inclusion in the VHDZ are numbered on Exhibit 3 to correspond with the considerations listed below.

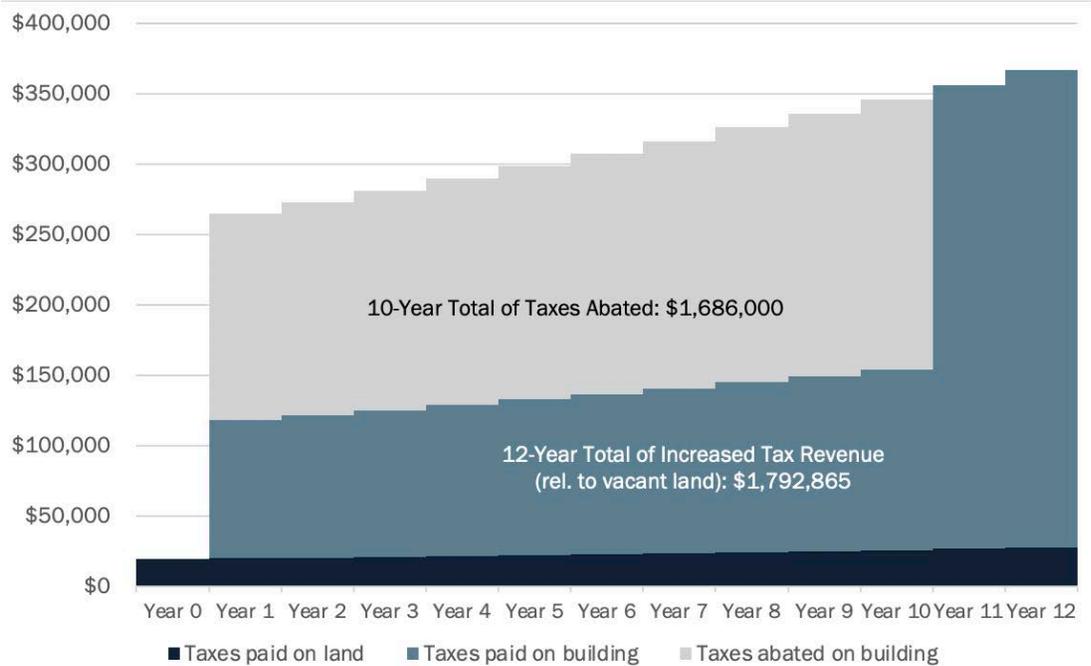
- 1 Property owned by the City, future development suitable for VHDZ is unlikely.
- 2 Tax-exempt property (these properties could be added later if redevelopment with taxable uses were anticipated).
- 3 Properties that were built recently (e.g., within the last 20 years) and are less likely to redevelop.
- 4 The N-MU subdistrict does not allow sufficient building height for efficient vertical mixed-use development.
- 5 Existing housing (apartments) where residents would be displaced if the property were redeveloped.
- 6 Small businesses that would be displaced if the property were redeveloped.
- 7 Areas adjacent to the highway are not well suited for residential development; the City should not incentivize housing there.
- 8 Areas where the Town Center Plan anticipates more horizontal mixed use and does not emphasize mixed-use buildings with active ground floors.

### VHDZ Interaction with Future TIF District

The City of Wilsonville is considering establishing a tax increment financing (TIF) district in the Town Center as one possible funding/financing tool for public infrastructure investments needed to spur private development. TIF is a statutorily authorized tool used by many Oregon jurisdictions to fund investments in redevelopment and infrastructure. Once a TIF district is established, the TIF revenues generated by growth in assessed value (AV) from existing development<sup>1</sup> and new development<sup>2</sup> are used to fund capital projects identified in the adopted TIF plan. New development is the major driver of TIF revenue, and the timing of that development in the life of the TIF district is critical to the financial success of most TIF districts. Overall, VHDZ affects revenues to a TIF district in a similar way that it affects revenue to other taxing districts if TIF is not in place: there is some increase in taxable value and tax revenue when the building is first built, based on the portion of the building that is not tax-exempt, but the full assessed value of the building does not hit the tax rolls until 10 years later. Exhibit 4 illustrates the tax revenue over time from an example project receiving a vertical housing tax abatement. How much of the tax increment (the light blue area in Exhibit 4) flows to the TIF district vs. overlapping taxing districts depends on when development occurs relative to when the TIF district takes effect.

#### Exhibit 4. Tax Revenue and Abatement Analysis (Villebois Market Conditions)

Source: ECONorthwest



Note: Tax revenue and abatement analysis was modeled after the 4th and Main mixed-use development.

<sup>1</sup> The Oregon Constitution (Measure 50) limits the rate of growth of property’s taxable value to a maximum of 3% each year, unless there are major improvements to the property.

<sup>2</sup> New development or major improvements create new AV, but not at its full market value. The initial AV for new development is set based on the average ratio between Real Market Value (RMV) and AV for that type of property within a jurisdiction.

Establishing a TIF district requires a feasibility study that includes revenue projections and consideration of inflation and borrowing costs to estimate the district's capacity to invest in projects. If the VHDZ is in place before a TIF district is established, the feasibility study can (and should) account for the potential use of the tax abatement by some of the area's development, as this would affect the timing and amount of property tax revenue the district is projected to collect and consequently affect the capacity for the TIF district to fund new projects. As part of that feasibility study, the City would want to evaluate how much of the expected redevelopment might be eligible for the tax abatement.

In sum, having a VHDZ overlap with a TIF district does have some impact on the finances of the TIF district, but generally not to a degree that would pose a substantial obstacle to the success of TIF. However, it is another reason to focus the VHDZ to only the areas where it will have the greatest benefit.

## Conclusion and Requested Council Direction

To address Council's desire for true commercial space in new mixed-use buildings, other jurisdictions' experience and ECONorthwest's research suggest use of design-based criteria. This approach allows the City to ensure that buildings supported with VHDZ offer space that works for desired businesses while basing decisions on information available at the time of application for the VHDZ program, when specific commercial tenants may not be known. Specific design requirements are particularly important for any live/work space that is intended to meet commercial space requirements, so that the space is designed in ways that can work for small businesses.

Additionally, it is important to be strategic in where to apply VHDZ in the Town Center to align with the City's other goals and policies, avoid potential for displacing existing residents and small businesses, and limit impacts to a potential future TIF district. The VHDZ boundary should focus on areas with the greatest opportunity for near- to mid-term mixed-use residential development with active ground floor uses.

Based on these findings, the project team recommends the following for Council's consideration:

- Advance two VHDZs for adoption: one in the Villebois Village Center and one in the Town Center's Main Street District, in the area shown in Exhibit 3.
- Apply local criteria in addition to those in statute to ensure that spaces used to meet the requirement for ground-floor commercial use are designed to be functional and desirable for businesses.

To further address Council's desires to promote neighborhood-serving businesses in the Villebois Village Center and to complement a VHDZ program, the project team also recommends exploring additional economic development strategies and programs aimed at supporting desired businesses in locating within the Village Center as a next step following VHDZ adoption.



## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b> November 15, 2021		<b>Subject:</b> Wilsonville Transit Center Transit-Oriented Development (TOD)	
		<b>Staff Members:</b> Kimberly Rybold, AICP, Senior Planner; Dwight Brashear, Transit Director	
		<b>Departments:</b> Community Development and SMART	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable <b>Comments:</b> N/A	
<b>Staff Recommendation:</b> Provide input on site design options and potential City roles for transit-oriented development at the Wilsonville Transit Center.			
<b>Recommended Language for Motion:</b> N/A			
<b>Project / Issue Relates To:</b>			
<input checked="" type="checkbox"/> Council Goals/Priorities: Goal 3.3: Transit-Oriented Development at Wilsonville Transit Center	<input checked="" type="checkbox"/> Adopted Master Plan(s): Equitable Housing Strategic Plan	<input type="checkbox"/> Not Applicable	

### ISSUE BEFORE COUNCIL:

The project team will share site design options and a financial feasibility analysis for transit-oriented development (TOD) at the Wilsonville Transit Center and seek input on incentives and support the City could offer a project developer.

## EXECUTIVE SUMMARY:

The 2020 Equitable Housing Strategic Plan (EHSP) identified exploration of transit-oriented development (TOD) at the Wilsonville Transit Center (Implementation Action 1A) as a high-priority implementation action the City should initiate within two years of plan adoption. As noted in the EHSP, the approximately 1.3-acre City-owned property at the Wilsonville Transit Center presents an opportunity to promote TOD with affordable and/or workforce housing. As a first step in exploring TOD, the EHSP recommended the City complete a Development Opportunity Study to assess the City's goals for the site and better understand the types of development that may be feasible.

In September, the project team, led by Leland Consulting Group, shared an assessment of existing conditions for the site to gather City Council's input on vision and goals for a TOD project at the Transit Center. Council generally supported both conceptual project types that were presented, one of which focused on offering predominantly studio and one-bedroom units and the other focused on predominantly two- to three-bedroom units, noting an interest in providing some units serving households at deeper levels of affordability (less than 60% area median income). Council also noted that ground floor commercial uses were not a critical goal for the project, but community-serving uses such as community meeting rooms, space for educational programs, and a fitness center would be desirable. This input served as the basis for further investigation of site design options (Attachment 1) and funding considerations for the site (Attachment 2, page 5).

To further inform these site design options, the project team conducted interviews during October with four affordable housing developers active in the Portland metro region and shared the team's existing conditions and site assessment work. All four developers expressed interest in the TOD site and viewed the TOD project as exciting and feasible, subject to certain considerations and conditions as discussed throughout the summary memo (Attachment 2). The project team also met with TriMet, who actively encourages affordable and market-rate TOD near their transit stations, to discuss a shared parking agreement on the TriMet-owned park and ride site. TriMet is generally supportive of a shared parking agreement as the park and ride site is underutilized, but noted that a shared parking agreement would likely need to receive approval from the Federal Transit Administration (FTA) since FTA funds were used to develop the transit center. The project team will continue conversations with TriMet as the City moves further into the developer solicitation process.

There are three distinct site design options presented, with some variations for each. These options, illustrated in Attachment 1, represent different approaches for development based on Council input, entitlement options, and parking scenarios. While the intent of the design options is to serve as guidance for the City's vision at the TOD site, the selected project developer, in collaboration with the City, will ultimately determine the exact design and development program. The options are summarized below:

- Options A1 and A2 – These options illustrate a single building (four or five stories) consisting of mostly two- and three-bedroom units with community uses on the ground floor. These options assume a shared parking agreement with TriMet on the park and ride site to support parking needs of the residents, with limited on-site parking to serve the ground floor community space. Based on an assessment of financial feasibility, the consultant team views Option A1 as the most financially feasible, with Option A2 potentially feasible.

- Option B – This option illustrates a strict interpretation of the site’s current Planned Development Industrial (PDI) zoning, which would allow for residential uses but require minimum amounts of ground floor commercial space that would need to be allocated across multiple buildings. The option consists of three mixed-use buildings with ground floor commercial space in each. This option also assumes a shared parking agreement with TriMet on the park and ride site to support parking needs of the residents, with limited and insufficient on-site parking to serve the ground floor space. Based on an assessment of financial feasibility, the consultant team views this option challenging and potentially infeasible.
- Options C1 and C2 – These options illustrate a project where the developer would need to provide all parking for the project onsite if it was not possible to complete a shared parking agreement with TriMet. These options illustrate three- and four-story projects with fewer units than the other options and some active ground floor space. Because of the smaller unit counts and parking constraints, these options are challenged and likely infeasible.

The project team also developed a list of potential City roles in the development process (Attachment 2, pages 3-5). While exact decisions on incentives and support for the project will not be made until further into the developer selection process, an important component of the process is an understanding of the support or incentives the City may be willing to offer to enable a successful development at the TOD site. These items include general project support, property value write down, a long-term lease or property sale, System Development Charge (SDC) waivers or payments, property tax abatement, pursuit of a shared parking agreement, and providing an entitlement process that is supportive of the optimal development program.

To begin developer solicitation, the project team recommends a two-step process—a developer Request for Qualifications (RFQ) followed by a Request for Proposals (RFP). The purpose of the RFQ is to make as many individuals as possible in the affordable housing/TOD development community aware of the Wilsonville TOD development opportunity, and ideally generate five to 10 Statements of Qualifications (SOQs) from the most capable developers. Once the City receives developers SOQ submittals, the City would select a short list (two or three) of the developers who are most qualified and share the City’s vision. These developers would then be sent a RFP where they would provide a more detailed program for development on the TOD site.

To enable the project team to create a RFQ as the first step in developer solicitation process, the project team seeks feedback on the following questions:

- Which of the presented option(s) best reflect the City’s goals for development at the Wilsonville Transit Center and should be included in the project RFQ?
- Are the identified types of financial and non-financial support and incentives consistent with your expectations for the City’s role in development of the TOD site? Are there any incentives to add to or remove from the list?
- Should the project team proceed with the two-step developer solicitation process in early 2022?

City Council's feedback on these questions will refine the content and timing of the developer solicitation process for TOD at the Wilsonville Transit Center.

#### **EXPECTED RESULTS:**

City Council will provide feedback on site design options and City support for affordable housing development at the Wilsonville Transit Center TOD site.

#### **TIMELINE:**

The project team will use input received at this work session to prepare a RFQ to begin the developer solicitation process. The project team expects to release the RFQ in early 2022, with a RFP to follow.

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

Total project scope is approximately \$80,000. Consultant services are funded by professional services funds from the SMART budget.

#### **FINANCIAL REVIEW:**

Reviewed by: KAK Date: 11/04/2021

#### **LEGAL REVIEW:**

Reviewed by: BAJ Date: 11/08/2021

#### **COMMUNITY INVOLVEMENT PROCESS:**

The priorities identified in the Equitable Housing Strategic Plan, including exploration of transit-oriented development at the Wilsonville Transit Center, were generated through a community input process that included focus groups, surveys, and Task Force input. Any TOD project at the Wilsonville Transit Center will go through the typical City development review process before the Development Review Board, which allows for public comment from residents, neighbors and property owners.

#### **POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:**

A TOD project at the Wilsonville Transit Center would provide needed affordable housing opportunities in close proximity to transit service. Locating housing in close proximity to transit service can generate additional transit ridership. The Wilsonville Transit Center is one of the City's limited opportunities to provide true transit-oriented development within the community.

#### **ALTERNATIVES:**

City Council can provide additional suggestions for desired City roles for inclusion in the project RFQ, or choose not to go forward with a developer solicitation process at this time.

#### **CITY MANAGER COMMENT:**

N/A

#### **ATTACHMENTS:**

1. Transit-Oriented Site Development Options for the Wilsonville TOD Site: October 2021
2. Update on Financial Feasibility, Design, and Developer Solicitation: October 2021

# WILSONVILLE TOD

## TRANSIT-ORIENTED SITE DEVELOPMENT OPTIONS FOR THE WILSONVILLE TOD SITE

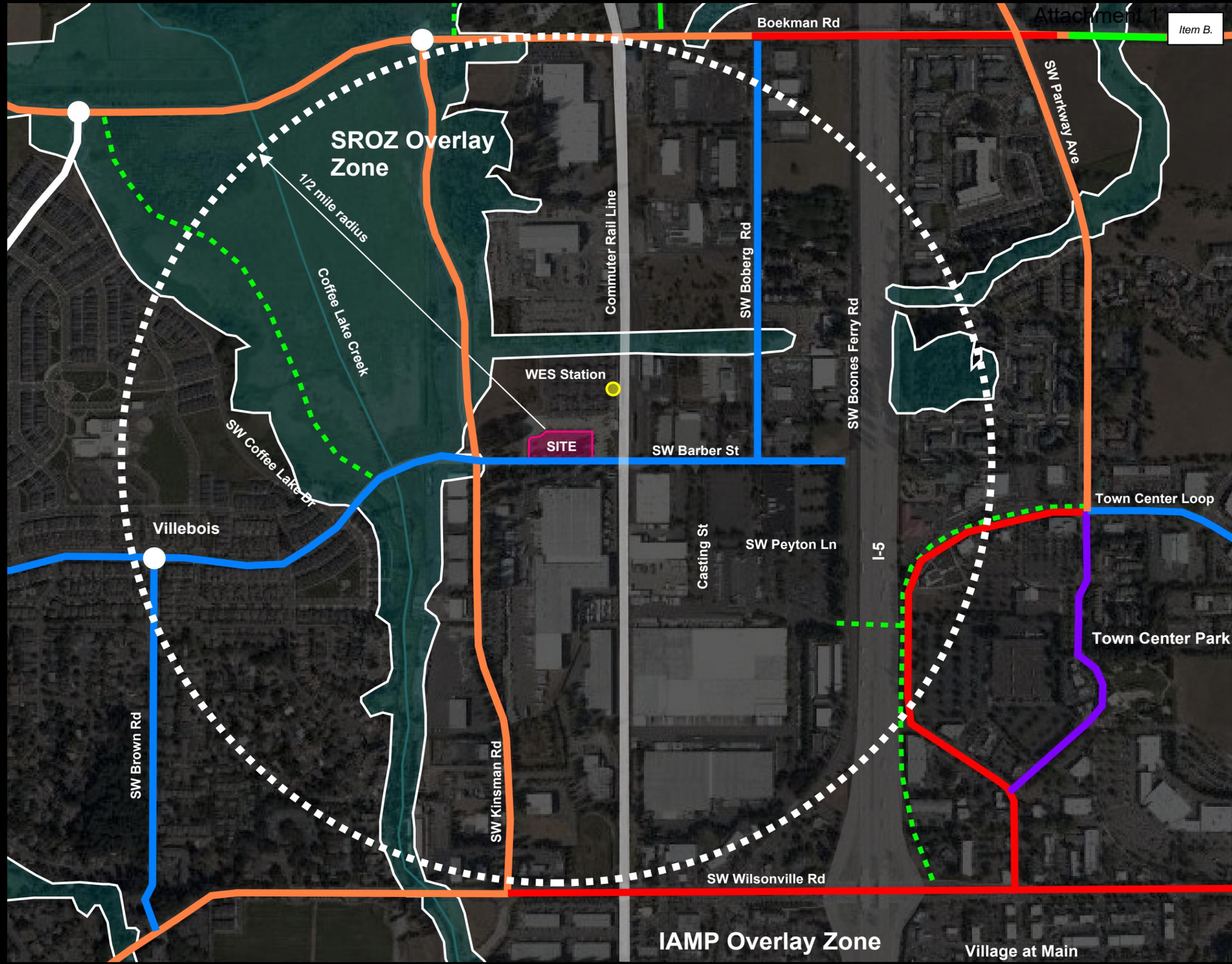
OCTOBER 27, 2021



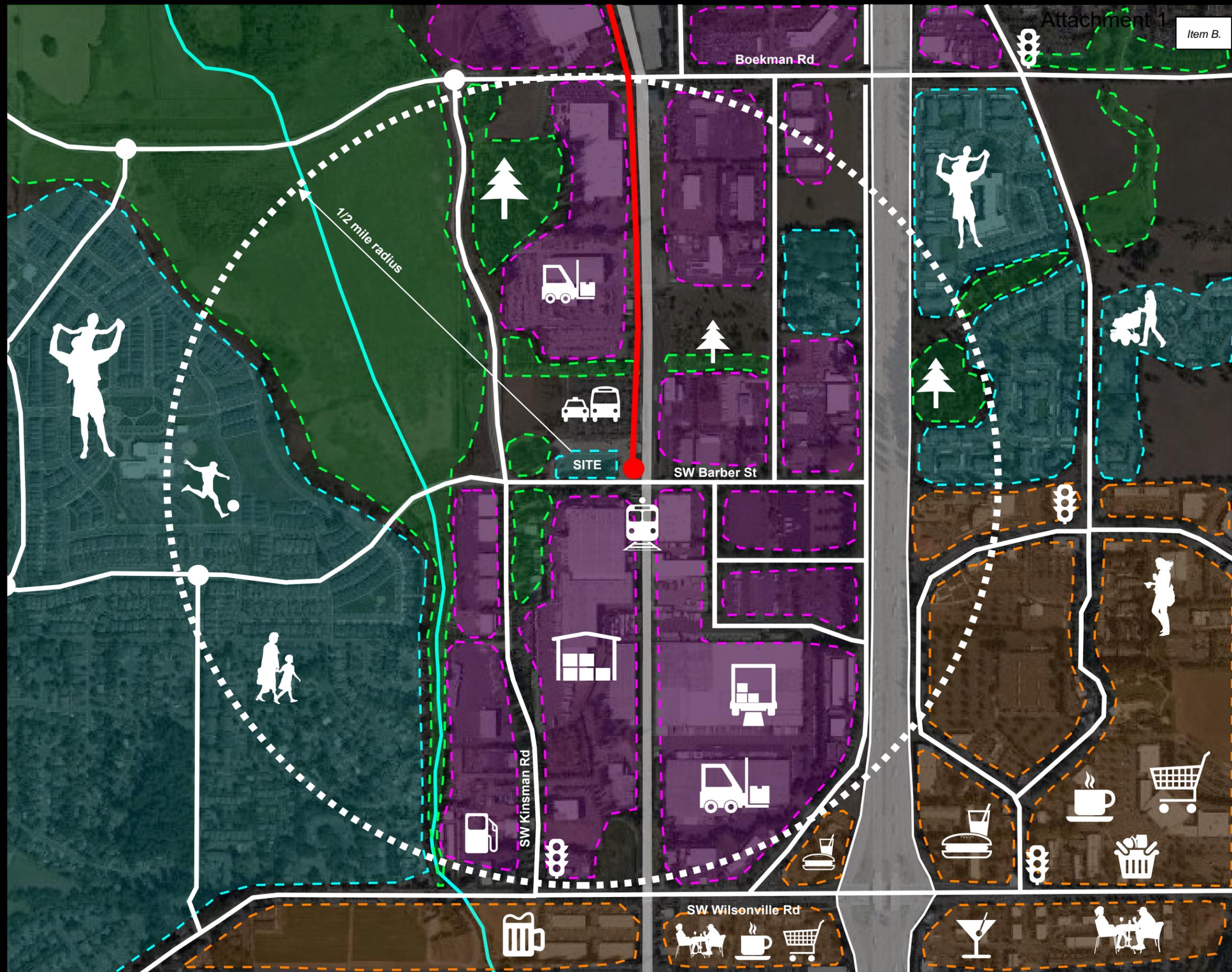
# EXISTING CONDITIONS AT THE TOD SITE AND SURROUNDING AREA

# STREETS & ZONING ANALYSIS

-  SROZ Overlay Zone
-  Major Arterial
-  Minor Arterial
-  Collector
-  Main Street
-  Bikeway-Walkway
-  Shared-Use Trail (City)

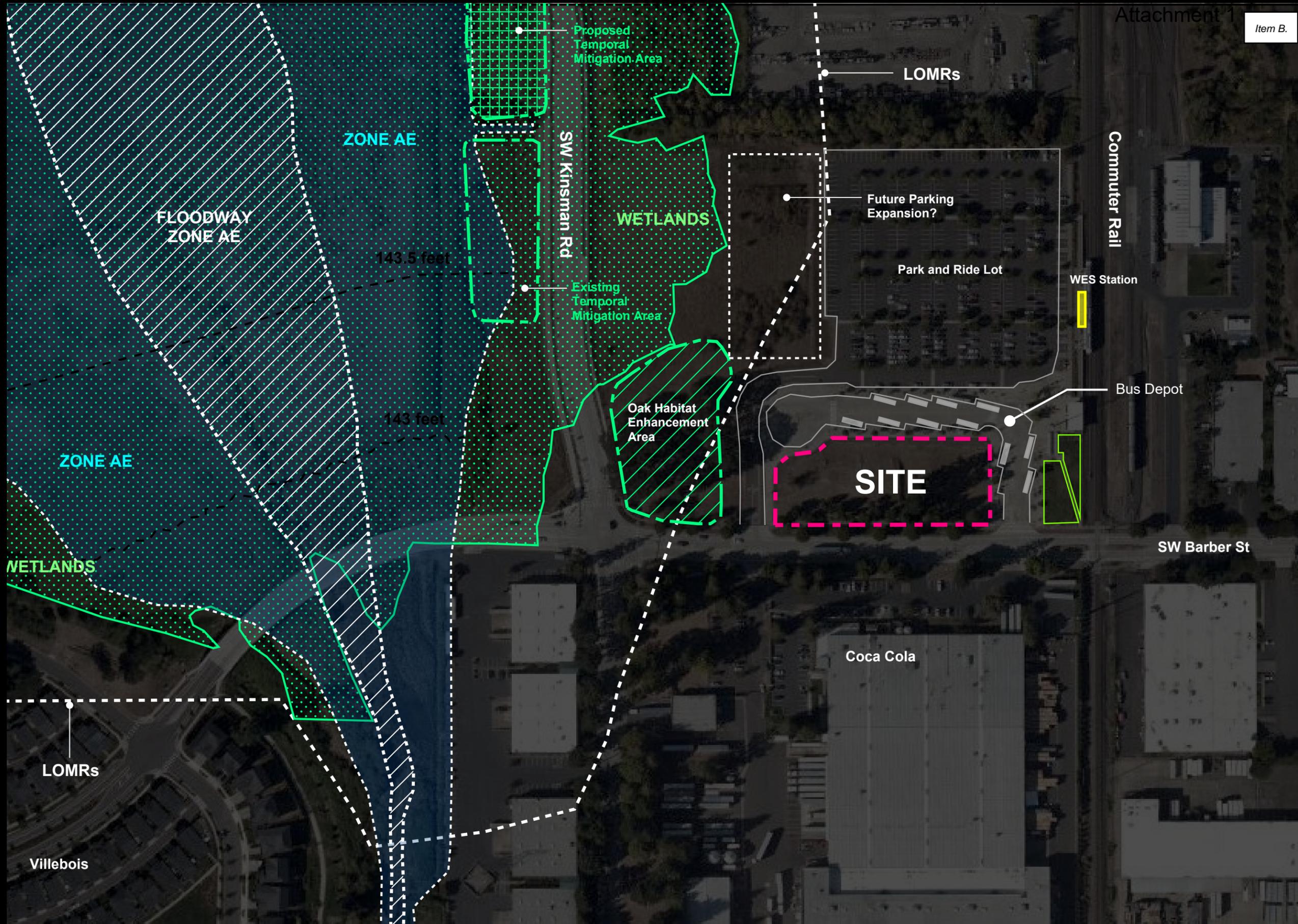


# QUALITATIVE ANALYSIS



# FEMA & ENVIRONMENTAL ANALYSIS

- FEMA Flood Zone
- Wetlands



# DESIGN PRINCIPLES FOR AFFORDABLE TRANSIT-ORIENTED DEVELOPMENT

GARLINGTON PLACE APARTMENTS



GARLINGTON PLACE APARTMENTS



SONGBIRD APARTMENTS

RENAISSANCE COMMONS APARTMENTS



SONGBIRD APARTMENTS



KING+PARK APARTMENTS



KING+PARK APARTMENTS

NESIKA ILLAHEE APARTMENTS



# MODEL TRANSIT ORIENTED DEVELOPMENT MIXED USE AND INCOME, GROUND FLOOR COMMERCIAL ACTIVE USES, PEDESTRIAN ORIENTED DISTRICT

## ORENCO STATION/PLATFORM DISTRICT



# SITE DESIGN OPTIONS

	Option A-1	Option A-2	Option B	Option C-1	Option C-2
	(Council Guidance)	(Council Guidance)	(Current Zoning Interpretation)	(On-site Parking)	(On-site Parking)
Number of Buildings	1	1	3	1	1
Number of Floors	4	5	4	3	4
Residential Units	94	123	89	55	79
Active Ground Floor Area (SF)	5,000	5,000	15,000	5,000	5,000
Total Building GSF	91,200	114,000	104,000	60,500	84,000
Resident Amenity Area (SF)*	8,810	8,810	4,000	0	0
Open Space Area (SF)**	24,900	24,900	21,300	10,600	10,600
Parking Location					
•Shared with Park & Ride Lot	94	123	89	0	0
•On-Site	16	16	16	87	87
Parking Spaces					
•Total Required	110	139	146	71	95
•Total Provided	110	139	105	87	87
•Surplus or Deficit	0	0	-41	16	-8

\*Resident amenity area includes private ground floor patios, and open spaces actively programmed for residential use. Excludes plazas and open spaces adjacent to commercial or 'active ground floor' uses as well as stormwater planters.

\*\*Open Space Area must be 25% of gross site area and each space needs to be 2,000 sf min to count towards the requirement. This includes open spaces actively programmed for residential use, plazas and open spaces adjacent to commercial or 'active ground floor uses, and stormwater planters greater than 2,000sf in size (as are those located on Barber St).

# EXISTING SITE CONDITIONS



# SITE DESIGN - OPTION A

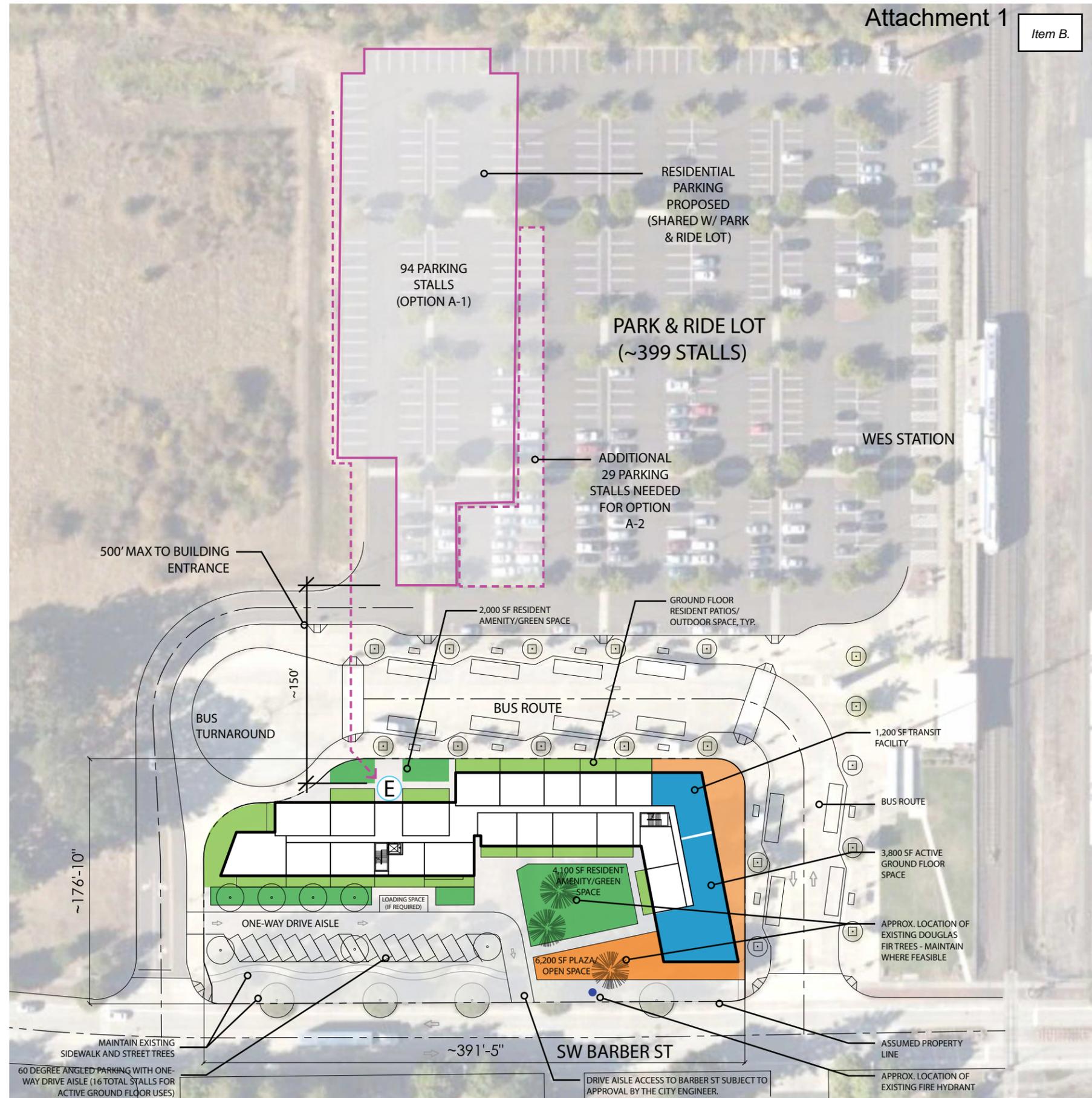
## SINGLE BUILDING (SITE PLAN & GROUND FLOOR PLAN)

Gross Site Area (sf)	65,725	
Open Space (sf)	Req.	Provided
	16,431	24,900
<b>Option A-1 (4 story building)</b>		
Residential Floor Area (sf)	86,200	
No. of Residential Units	94	
Active Ground Floor Area (sf)	5,000	
Total GSF	91,200	
Parking Spaces	Req.	Provided
Active Ground Floor Uses*	16	16
Residential**	94	94

<b>Option A-2 (5 story building)</b>		
Residential Floor Area (sf)	109,000	
No. of Residential Units	123	
Active Ground Floor Area (sf)	5,000	
Total GSF	114,000	
Parking Spaces	Req.	Provided
Active Ground Floor Uses*	16	16
Residential**	123	123

\*Assumes that the 1,200 sf SMART transit facility does not require any additional parking on site, as users would predominantly use public transit or the existing Park & Ride lot for this use. Remainder of required parking is calculated at 4.1 per 1,000 sf of commercial space, as indicated in Table 5 in section 4.155 in the zoning code.

\*\*Assumes a shared parking agreement is made to accommodate residential parking with the existing transit Park & Ride lot. The required number of stalls assumes that Development Review Board approves reduction in parking ratios req'd in Table 5 in section 4.155 in the zoning code that each dwelling unit requires 1 car parking space.



# SITE DESIGN - OPTION A

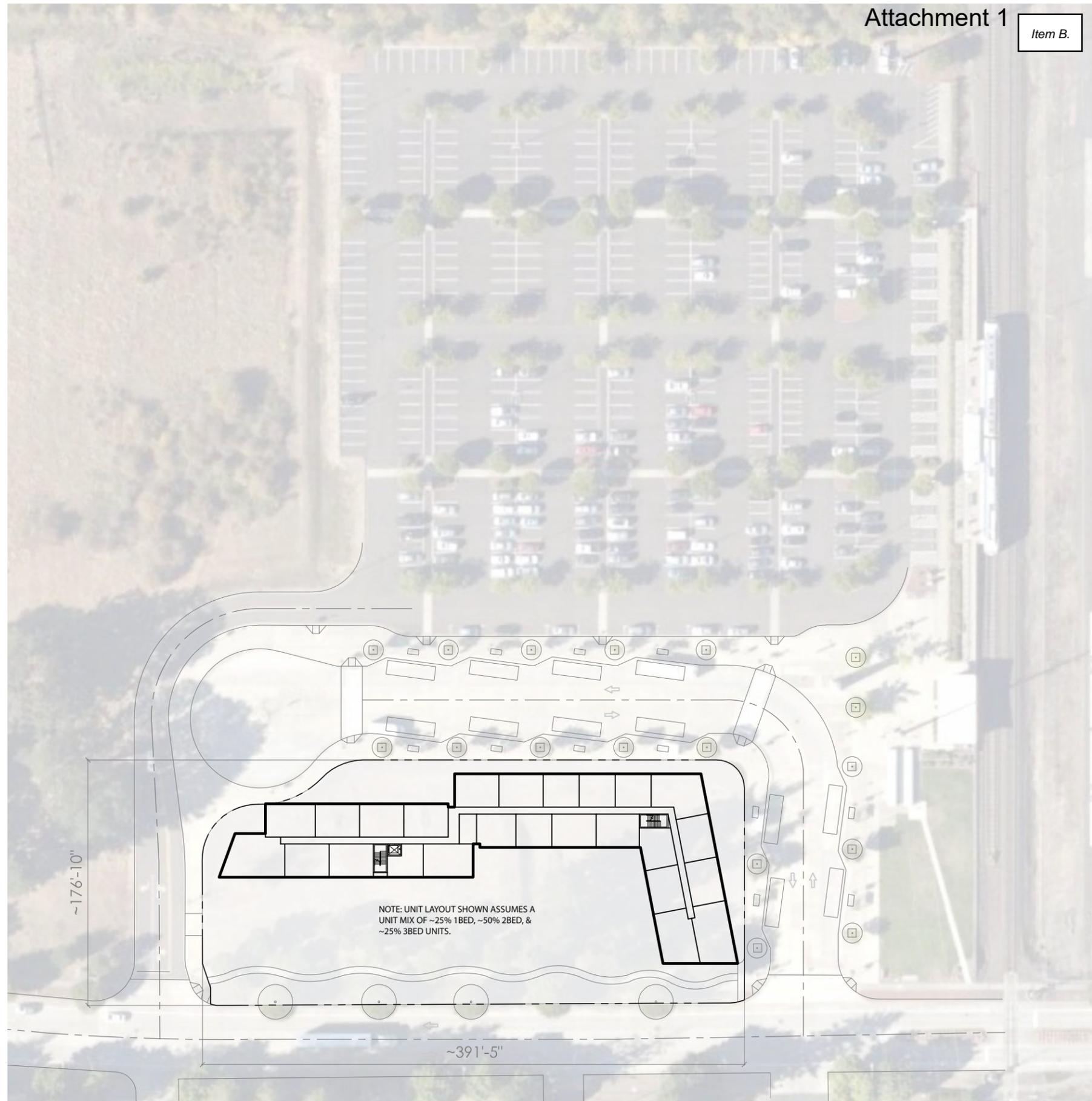
## SINGLE BUILDING (TYPICAL UPPER FLOOR)

Gross Site Area (sf)	65,725	
Open Space (sf)	Req.	Provided
	16,431	24,900
<b>Option A-1 (4 story building)</b>		
Residential Floor Area (sf)	86,200	
No. of Residential Units	94	
Active Ground Floor Area (sf)	5,000	
Total GSF	91,200	
Parking Spaces	Req.	Provided
Active Ground Floor Uses*	16	16
Residential**	94	94

<b>Option A-2 (5 story building)</b>		
Residential Floor Area (sf)	109,000	
No. of Residential Units	123	
Active Ground Floor Area (sf)	5,000	
Total GSF	114,000	
Parking Spaces	Req.	Provided
Active Ground Floor Uses*	16	16
Residential**	123	123

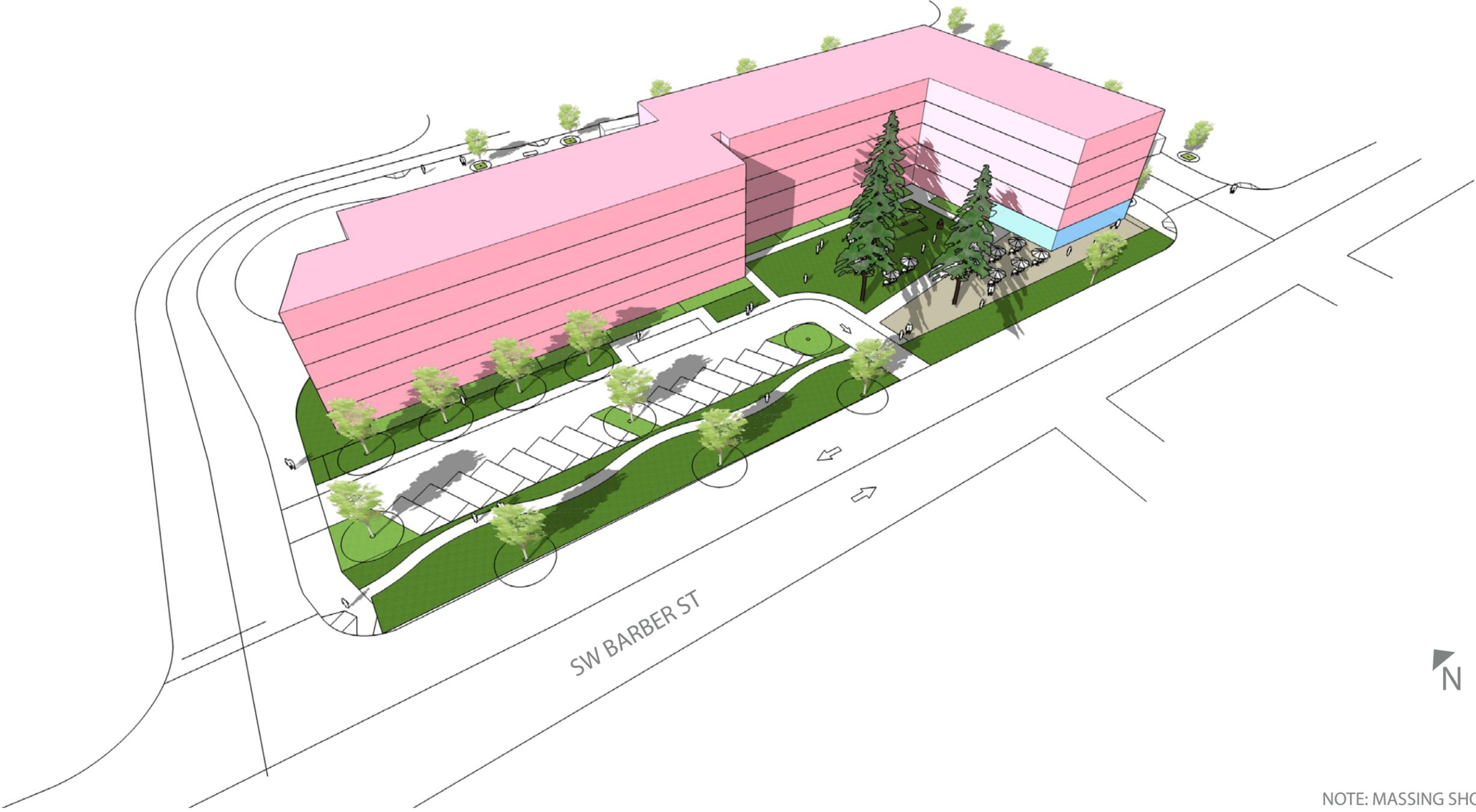
\*Assumes that the 1,200 sf SMART transit facility does not require any additional parking on site, as users would predominantly use public transit or the existing Park & Ride lot for this use. Remainder of required parking is calculated at 4.1 per 1,000 sf of commercial space, as indicated in Table 5 in section 4.155 in the zoning code.

\*\*Assumes a shared parking agreement is made to accommodate residential parking with the existing transit Park & Ride lot. The required number of stalls assumes that Development Review Board approves reduction in parking ratios req'd in Table 5 in section 4.155 in the zoning code that each dwelling unit requires 1 car parking space.



# SITE DESIGN - OPTION A

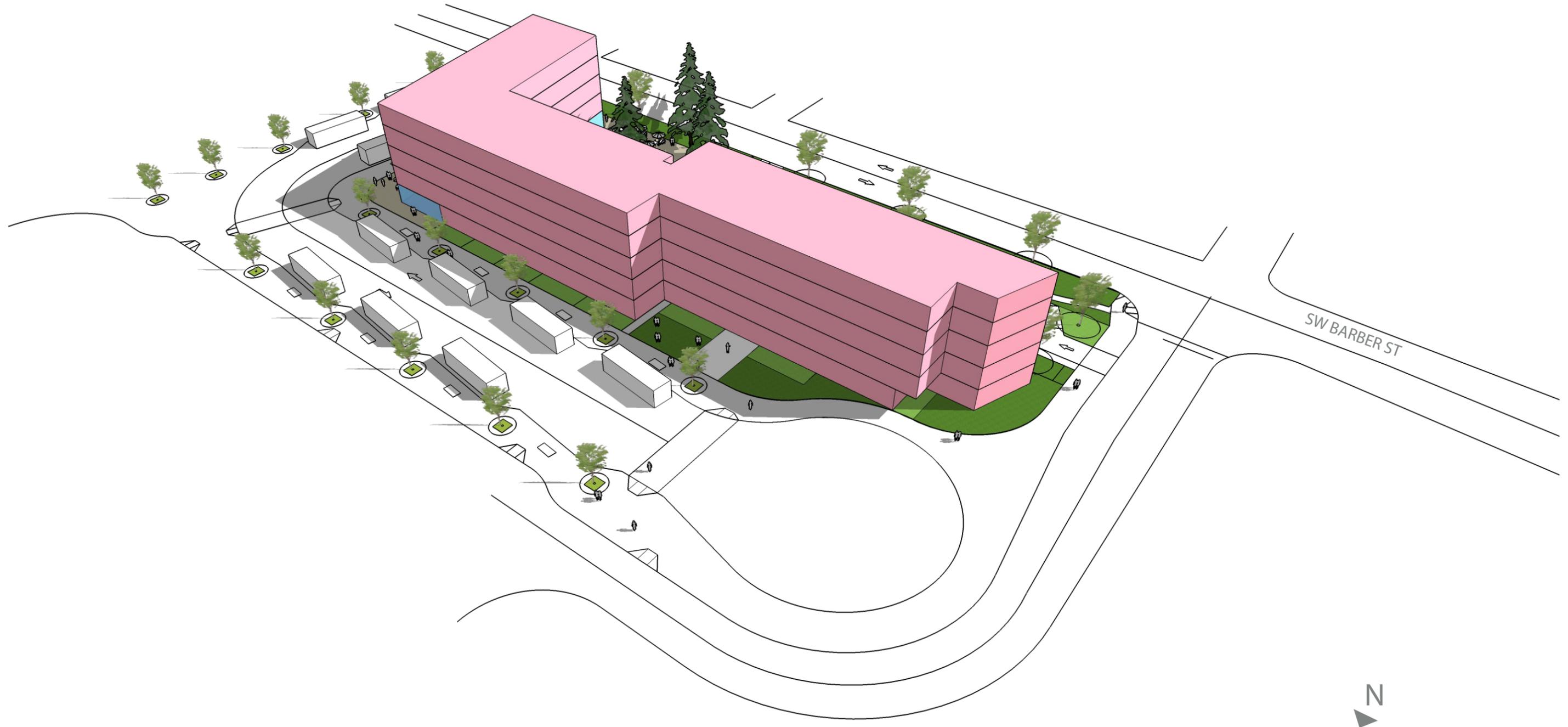
SINGLE BUILDING  
(INDICATIVE BUILDING MASSING)



NOTE: MASSING SHOWN ILLUSTRATES  
OPTION A-2 (5-STORY OPTION)

# SITE DESIGN - OPTION A

SINGLE BUILDING  
(INDICATIVE BUILDING MASSING)



NOTE: MASSING SHOWN ILLUSTRATES  
OPTION A-2 (5-STORY OPTION)

# SITE DESIGN - OPTION A

SINGLE BUILDING  
(INDICATIVE BUILDING MASSING)



NOTE: MASSING SHOWN ILLUSTRATES  
OPTION A-2 (5-STORY OPTION)

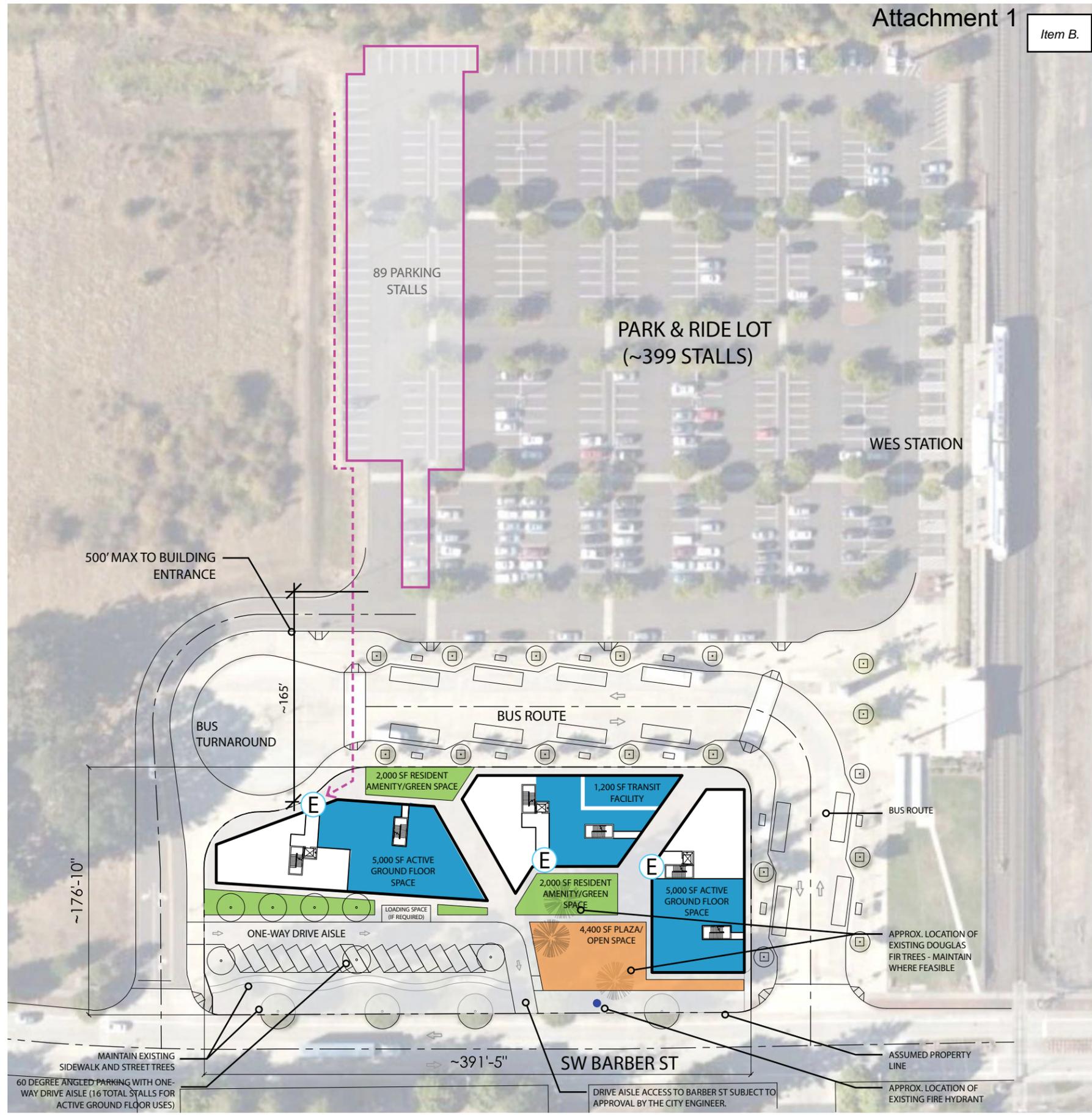
# SITE DESIGN - OPTION B

## MULTIPLE BUILDINGS (SITE PLAN & GROUND FLOOR PLAN)

Option B (4 stories)			
Gross Site Area (sf)	65,725		
Open Space (sf)	Req.	21,300	
	Provided	21,300	
Residential Floor Area (sf)	89,000		
No. of Residential Units	89		
Active Ground Floor Area (sf)	15,000		
Total GSF	104,000		
<b>Parking Spaces</b>			
Active Ground Floor Uses*	Req.	16	
Residential**	Req.	89	

\*Assumes that the 1,200 sf SMART transit facility does not require any additional parking on site, as users would predominantly use public transit or the existing Park & Ride lot for this use. Remainder of required parking is calculated at 4.1 per 1,000 sf of commercial space, as indicated in Table 5 in section 4.155 in the zoning code.

\*\*Assumes a shared parking agreement is made to accommodate residential parking with the existing transit Park & Ride lot. The required number of stalls assumes that Development Review Board approves reduction in parking ratios req'd in Table 5 in section 4.155 in the zoning code that each dwelling unit requires 1 car parking space.



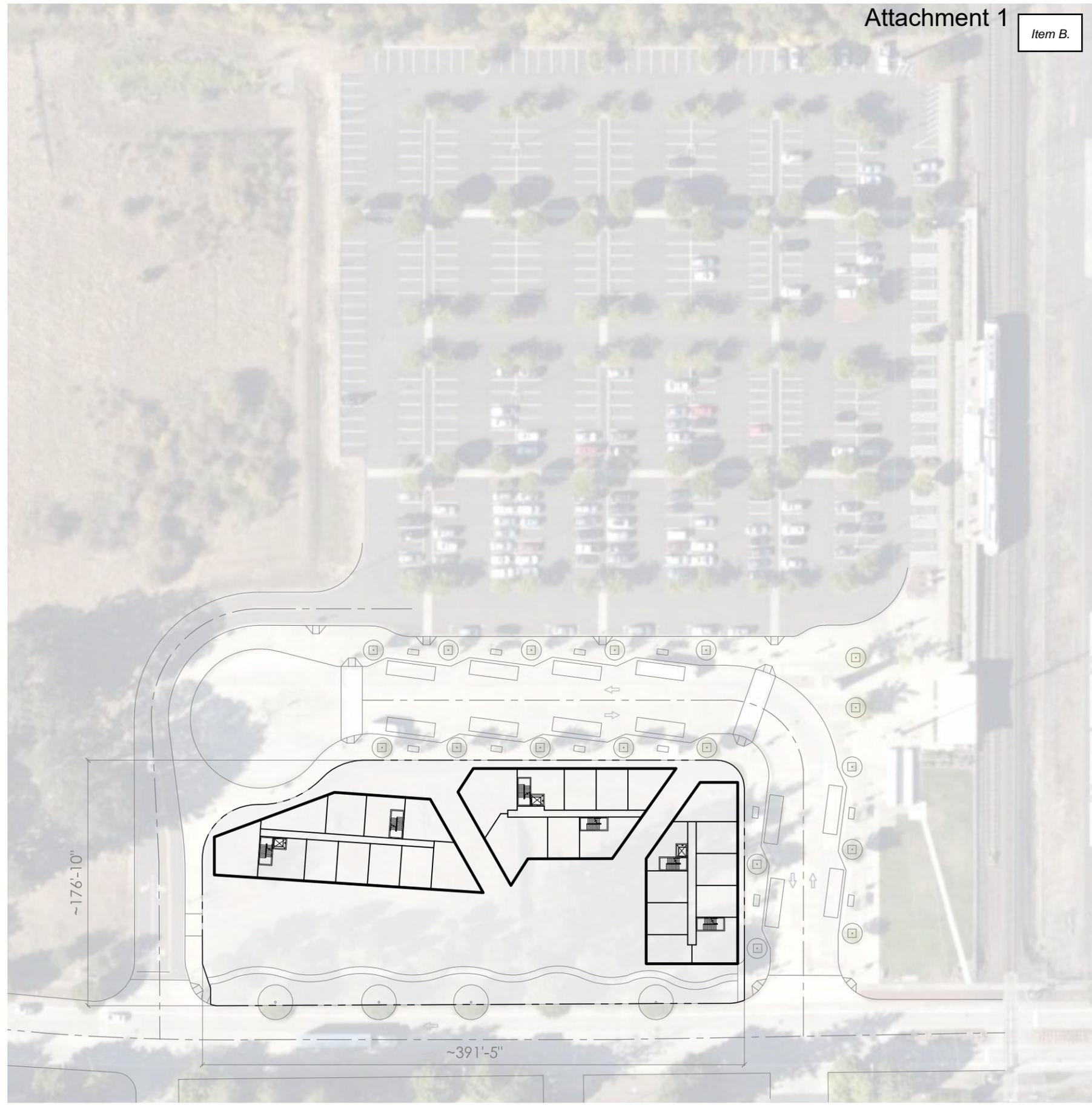
# SITE DESIGN - OPTION B

MULTIPLE BUILDINGS  
(TYPICAL UPPER FLOOR)

Option B (4 stories)			
Gross Site Area (sf)	65,725		
Open Space (sf)	Req.	Provided	
	16,431	21,300	
Residential Floor Area (sf)	89,000		
No. of Residential Units	89		
Active Ground Floor Area (sf)	15,000		
Total GSF	104,000		
Parking Spaces	Req.	Provided	
Active Ground Floor Uses*	57	16	
Residential**	89	89	

*\*Assumes that the 1,200 sf SMART transit facility does not require any additional parking on site, as users would predominantly use public transit or the existing Park & Ride lot for this use. Remainder of required parking is calculated at 4.1 per 1,000 sf of commercial space, as indicated in Table 5 in section 4.155 in the zoning code.*

*\*\*Assumes a shared parking agreement is made to accommodate residential parking with the existing transit Park & Ride lot. The required number of stalls assumes that Development Review Board approves reduction in parking ratios req'd in Table 5 in section 4.155 in the zoning code that each dwelling unit requires 1 car parking space.*



# SITE DESIGN - OPTION C

## ON-SITE PARKING (SITE PLAN & GROUND FLOOR PLAN)

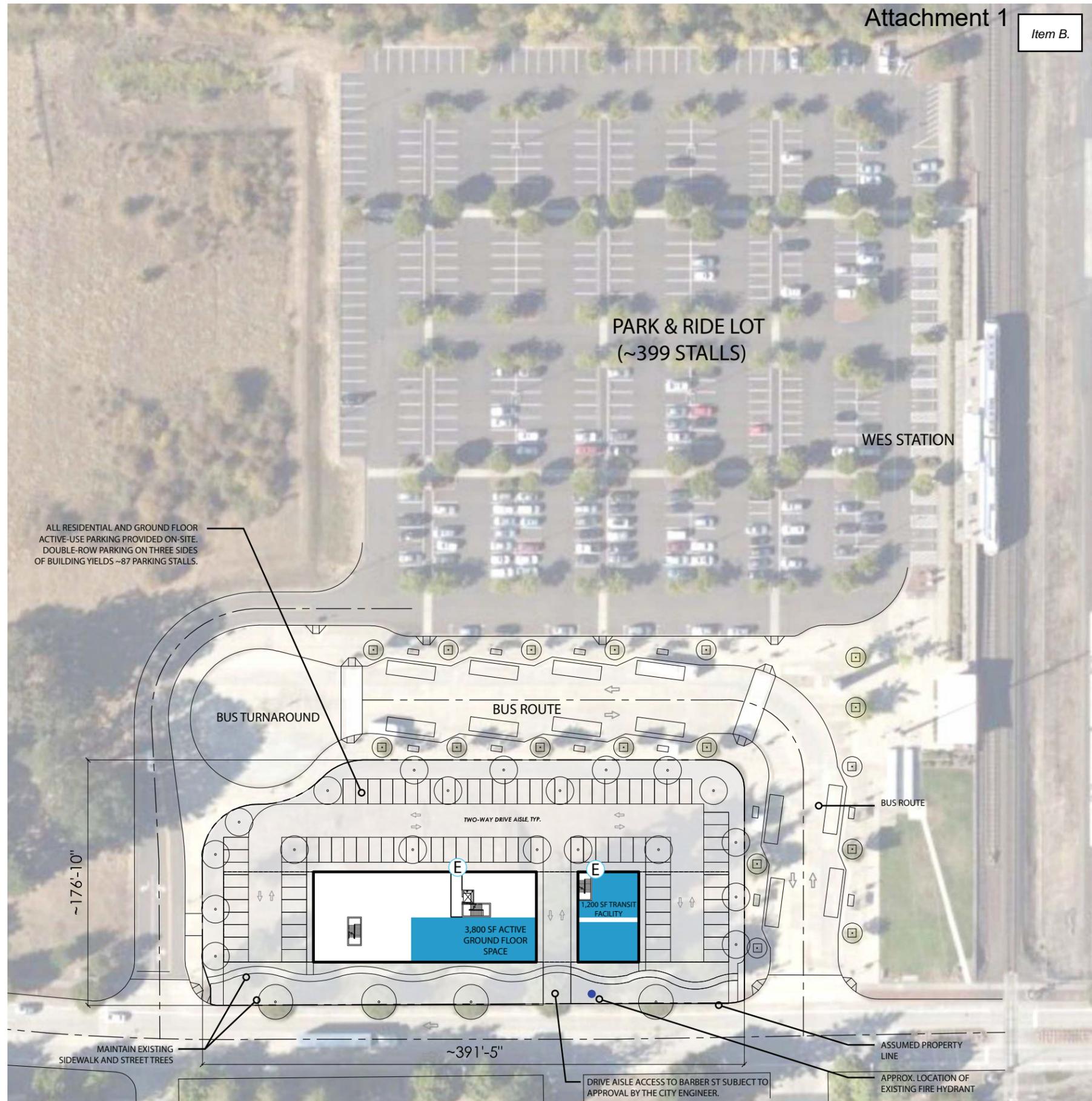
Gross Site Area (sf)	65,725	
Open Space (sf)	Req. 16,431	Provided <b>10,600</b>

<b>Option C-1 (3 story building)</b>		
Residential Floor Area (sf)	55,500	
No. of Residential Units	55	
Active Ground Floor Area (sf)	5,000	
Total GSF	60,500	
Parking Spaces	Req.	Provided
Active Ground Floor Uses*	16	16
Residential**	55	71

<b>Option C-2 (4 story building)</b>		
Residential Floor Area (sf)	79,000	
No. of Residential Units	79	
Active Ground Floor Area (sf)	5,000	
Total GSF	84,000	
Parking Spaces	Req.	Provided
Active Ground Floor Uses*	16	16
Residential**	79	<b>71</b>

\*Assumes that the 1,200 sf SMART transit facility does not require any additional parking on site, as users would predominantly use public transit or the existing Park & Ride lot for this use. Remainder of required parking is calculated at 4.1 per 1,000 sf of commercial space, as indicated in Table 5 in section 4.155 in the zoning code.

\*\*Assumes that Development Review Board approves reduction in parking ratios req'd in Table 5 in section 4.155 in the zoning code that each dwelling unit requires 1 car parking space.





# Wilsonville TOD: Update on Financial Feasibility, Design, and Developer Solicitation

Date October 29, 2021  
To Kimberly Rybold, AICP, Senior Planner, City of Wilsonville  
From Brian Vanneman and Chris Zahas, Leland Consulting Group  
Darcy Vincent, DDV Consulting

## Executive Summary

This memorandum is a part of the Wilsonville Transit Center Transit Oriented Development (TOD) Strategy and is accompanied by a series of TOD site design options prepared by YBA Architects. This memorandum summarizes the following aspects of the Wilsonville TOD project:

- Project Updates
- Site Design Options and Financial Feasibility Analysis
- Developer Request for Qualifications and Proposals Process

Via this memorandum, the Leland team (consisting of Leland Consulting Group, DDV Consulting, YBA Architects, and HHPR engineers) is recommending that City Council consider the following actions and/or decisions:

- Recognition of receipt of Financial Feasibility Analysis.
- Selection of a preferred development alternative or alternatives, based on the attached site design options and financial analysis.
- Recognition of the potential types of financial and non-financial support that may be required of the City if the TOD project and developer recruitment process proceeds.
- Approval to proceed with the RFQ process as recommended, including release of the RFQ in late 2021 or early 2022, in the format recommended below.

## Project Updates

During October, the Leland team and City staff met with four affordable housing developers active in the Portland metro region and shared the team’s existing conditions and site assessment work. All four developers expressed interest in the TOD site and viewed the TOD project as exciting and feasible, subject to certain considerations and conditions discussed further below.

The Leland team and City staff also met with TriMet, which actively encourages affordable and market-rate TOD near their transit stations. TriMet is open to a shared parking agreement on the TriMet-owned park and ride site but will be deliberative in their decision making around this issue. At some point, TriMet will need to receive approval from the Federal Transit Administration (FTA) for a shared parking agreement, since FTA funds were used to develop the transit center.

## Site Design Options and Financial Feasibility Analysis

### Funding Mix 1 and 2

During summer and fall 2021, the Leland team prepared financial analyses of different development options assuming two different mixes of funding sources. These are now called Funding Mix 1 and 2 (they were referred to as Project 1 and 2 in the August 2021 Wilsonville TOD Existing Conditions report; some changes to the funding sources have been made between August and October 2021.) Either funding mix can theoretically be applied to the site design options described further below.

**Funding Mix 1** assumes Metro Bond funds through the Housing Authority of Clackamas County (HACC) and 4% Low Income Housing Tax Credits (LIHTC). 9% LIHTC could also be used, without LIFT, however, 9% LIHTC is a very competitive funding source. Funding Mix 1 would provide affordable housing comprised of mostly studio and one-bedroom units (with a few two bedrooms) to residents in need of permanent supportive housing. Homeless or formerly homeless veterans are one particular community in need of permanent supportive housing and could be a good fit for this set of funding sources.

**Funding Mix 2** assumes LIFT funds with 4% LIHTC. A secondary, but less ideal fit, is 9% LIHTC, without LIFT, however, most 9% LIHTC projects benefit populations with special needs. Funding Mix 2 would be best suited to family housing comprised of 1, 2 and 3-bedroom apartments with 75% or more of the units 2 bedroom or larger, and culturally specific services for the LatinX community, potentially in a ground floor space. Culturally specific services are a requirement of the LIFT program.

### Council Guidance

Based on the September 9 City Council work session, the Leland team received the guidance, shown below, along with responses taken by the Leland team.

- Interest in both Funding Mixes 1 and 2 and the associated types of projects.
  - *Response: The Leland team continued to conduct financial modeling for both funding mixes.*
- Interest in family-size units, e.g., units with two, three, or more bedrooms—which is Council saw as one positive aspect of Funding Mix 2.
  - *Response: The financial analysis and site design options prepared by the Leland team assume that 75% of all units are either two or three bedroom units.*
- Interest in serving more households at below 60% area median income (AMI). Interest in exploring the means to bring more units at or below 60% AMI into Funding Mix 2.
  - *Response: The Leland team discussed additional funding sources with HACC. HACC indicated that the project could receive funding through Measure 26-210, which would convey additional rent assistance. Assuming Funding Mix 2, this would enable the project to provide 10 to 12 units at 30 to 50% AMI rather than 60% AMI. Such funding could be awarded to a developer in 2022 or thereafter. LCG recommends noting this in the City's Developer RFQ/RFP.*

- Interest in a broad set of “community-serving” uses that can activate the ground floor of the building rather than only accepting “commercial” uses. Specific community serving uses discussed included community meeting rooms, space for educational programs, and fitness, which could serve residents of the TOD and surrounding neighborhoods. Commercial uses would include coffee shops, delis, salons, or any other uses found in a typical commercial center. In part, the Council’s preference for community spaces was in reaction to the Villebois Village Center, which has struggled to attract commercial uses despite a larger surrounding population. The Council also recognized that including commercial uses in affordable housing projects can lead to significantly higher construction costs because they trigger Bureau of Labor & Industries (BOLI) prevailing wage rates.
  - *Response: The attached site design options show approximately 3,800 square feet of active, community-serving ground floor uses, and a 1,200 SMART transit riders center. The specific uses in the community space are to be determined later, in collaboration with the City’s selected developer.*

## Potential City Roles: Financial and Non-Financial Support

In addition to the regional, state, and federal affordable housing funding sources implicit in Funding Mix 1 and 2 (Metro Bond, LIFT, and LIHTC), City support for the proposed TOD project will be critical. The types of City support currently assumed in the Leland team’s financial analysis is described below. This information is consistent with the Wilsonville TOD Existing Conditions report, with some additions and clarifications. LCG recommends that the RFQ state that the City has discussed and will consider providing the following types of incentives and support for the project:

- **Champion the Project.** Unforeseen obstacles nearly always arise for affordable TOD projects as they move from initial concept to groundbreaking. The City will need to be a champion for this project, for example, to ensure that zoning and the regulatory environment allow the project to move forward, establish an agreement with a preferred developer, work to secure access to parking at the park and ride site or elsewhere, communicate the project’s benefits to community members, support the selected developer in pursuit of funding, and champion the project in ways will only become apparent later on.
- **Convey the site to the selected developer via property sale or long term ground lease.** The developer will need to control the site in order to build an affordable TOD project. Typically, developers and lenders prefer to own the site outright and have the site conveyed to them via fee-simple sale. A property sale creates the least amount of complications during financing, construction, refinancing, and operations. A property sale should enable the City to impose any desired requirements on the developer via a Purchase and Sale Agreement (PSA) or Disposition and Development Agreement (DDA), such as affordability requirements, number of units, length of affordability, design elements and quality, etc. Affordability and other requirements will also be imposed by regional, state, and federal funding sources. The other primary option is a long-term ground lease, in which the City retains an ownership interest in the land and the developer secures the right to vertical development on the site. The term of the ground lease typically is comparable to lifetime of the building and is usually between 50 and 99 years. During the lease term, the lessee (developer) may be required to make certain payments to the lessor/owner (City). Following the

completion of the lease term, ownership of the building and land revert to the City. LCG views a ground lease as potentially less desirable in this situation because it is more complicated and could create challenges for developers to secure financing. For example, lenders are often wary of making loans on ground-leased properties since they may be unable to foreclose on the asset (building) in the event of a default on the loan—the lessor may be in first position to do so. In some cases, public agencies (cities, ports, airports) seek to ground-lease land in order to create a revenue stream; however, in this case the primary goal is to incentivize affordable housing, not generate revenue—see below. As site ownership will ultimately be determined based on the preferences of the City and selected developer, during the RFQ stage, it is adequate to state that the City anticipates conveying the land to the selected developer via either property sale or long-term ground lease.

- **“Write down” the property value.** The value (potential purchase price by a developer) of the TOD site if developed as affordable housing is less than if it were to be developed as market-rate housing or other market-rate use. A land write down is the act of selling or ground leasing a property at less than its market value if used for its highest and best use (most valuable use, in this case, likely either market rate housing or single story employment use). The LCG team’s financial analysis to date indicates that the TOD site should be conveyed at low- or no-cost to the developer in order to enable the project to be financially feasible, given current area median incomes, construction costs, likely available funding sources, and other development inputs. Other public agencies (Clackamas County, Cities of Portland and Tigard, TriMet, others) have written down land value for housing and other priority projects prior to land transfer.
- **Waive or Pay System Development Charges (SDC) for most or all affordable housing units.** In order to “waive” SDCs, the City typically transfers funds from one fund category (e.g., urban renewal) to another (e.g., parks or transportation). This tool has been used recently for affordable housing projects in Washington County and Portland.
- **Provide Property Tax Abatement.** Provide a property tax abatement during the time that housing units are required to be affordable (typically 30 to 60 years, depending on the program), consistent with the City’s existing property tax abatement policy for affordable projects owned by non-profit organizations. Property tax abatement for affordable housing projects is also available in Beaverton, Milwaukie, Portland, Tigard, Cornelius, and potentially other cities in the region.
- **Work to secure rights to off-site parking at the Park and Ride site.** This will include additional staff discussions with TriMet, potentially technical analysis to support these discussions, and supporting TriMet’s pursuit of approval of a shared parking agreement from FTA. If the City cannot secure a shared parking or similar agreement with TriMet, then the City could further evaluate the potential to park on the Kinsman Site (identified as the “Future Park and Ride Site” in the 2008 Master Plan application); however, this would require securing approvals from the Department of Environmental Quality.
- **Zoning.** The TOD project will need to be allowed by zoning in order to be built as desired. While the current PDI code (and via reference, the PDC and PDR codes) is supportive of the TOD vision in many regards (for example, high-density residential, commercial, and mixed-use structures are permitted), some provisions (in particular, a significant commercial requirement for buildings that include housing) may pose obstacles to affordable TOD. Details are covered below and in the attached site

design options, as well as the Existing Conditions report. In LCG's current estimation, changes to the current entitlement framework will likely be necessary. These may be accomplished via a quasi-judicial process, with the developer as applicant, or via a legislative process, with the City taking more of a leadership role. LCG recommends that the City decide upon an entitlement pathway in the coming months, prior to or concurrent with the selection of a preferred developer.

- **Other support, to be determined.** At this preliminary stage, the above types of City support appear adequate to make an affordable housing project at the subject site feasible. However, as noted above, unforeseen obstacles could appear. For example, it is not uncommon for cities to support the development of affordable housing via the construction of adjacent or nearby infrastructure, e.g., a parking lot expansion or other improvements. Because affordable housing funding sources are narrowly targeted to the (vertical) construction of affordable housing, costly infrastructure or other site improvements can be too great for affordable projects to bear. The Leland team will be on the lookout for additional types of City support as this project proceeds, and always be seeking to balance the City's goal of providing affordable housing with fiscal prudence.

## Financial Feasibility Issues

- **Prevailing Wage Rates.** As mentioned above, prevailing wage rates set by BOLI are required for some affordable housing projects but not others. The determination is made by BOLI based on state statute.
- Prevailing wage rates are generally higher than market labor rates and therefore generally benefit construction workers. However, the construction costs of "prevailed" projects are currently estimated at between 15% and 20% more than projects that are not required to pay prevailing wage rates. The Leland team currently estimates the construction cost (or hard cost) of the Wilsonville TOD project at approximately \$23.6 million, and therefore pay prevailing wage rates could add \$3.3 to \$4.7 million in costs to the project. There are ways to secure additional regional, state, or federal funds to cover this increase, but it can also make projects infeasible.
- Of relevance to the Wilsonville TOD project, projects that are five stories or higher, or are mixed-use development and include uses other than affordable housing (i.e., include housing and commercial space), are required to pay prevailing wage rates.<sup>1</sup> It is likely that a SMART transit-rider center, and any commercial tenants, would be considered a commercial use and would trigger prevailing wage rates. In addition, one of the design options discussed below is five stories, while the others are four or three stories.
- Therefore, the Leland team has endeavored to identify at least some development options that do not require prevailing wage rates.

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<sup>1</sup> *Metro Affordable Housing Bond: 2020 Annual Report*, April 2021, page 67. Also see Oregon Revised Statutes starting at 279C.800.

## Site Design Options

The Leland team prepared a series of five different site design options, which are summarized below and illustrated in the attached materials from YBA. Please review the attached design materials along with the analysis below in order to best understand the design and financial implications of each option.

Figure 1. Summary of Design Options

### Key

Positive Project Attribute

Negative Project Attribute

Option #	Option A-1	Option A-2	Option B	Option C-1	Option C-2
Description	Council Guidance	Council Guidance	Current Zoning Interpretation	On-Site Parking	On-Site Parking
Number of Floors	4	5	4	3	4
Number of Buildings	1	1	3	1	1
Residential Units	94	123	89	55	79
Financially Feasible	Most Likely	Possible	Challenged	Challenged	Challenged
Ground Floor Area					
Commercial Required?	No	No	Yes	No	No
Active Ground Floor Min. SF	0	0	15,000	0	0
Active Ground Floor SF, 10-2021 Model	5,000	5,000	15,000	5,000	5,000
Total Building Area (Gross SF)	91,200	114,000	104,000	60,500	84,000
Resident Amenity Area (SF)*	9,310	9,310	4,000	-	-
Open Space Area (SF)**	25,100	25,100	21,700	10,600	10,600
Parking Spaces					
Residential at 1:1 ratio	94	123	89	55	79
Ground Floor Active Space***	16	16	57	16	16
Total Spaces Required	110	139	146	71	95
Total Provided	110	139	105	87	87
Surplus or Deficit	0	0	-41	16	-8
Parking Location					
Residential Parking Location	P&R Lot	P&R Lot	P&R Lot	TOD Site	TOD Site
Shared with Park & Ride Lot	94	123	89	0	0
On-Site Spaces	16	16	16	87	87

Source: YBA Architects, Leland Consulting Group, DDV Consulting.

\*Resident amenity area includes private ground floor patios, and open spaces actively programmed for residential use. Excludes plazas and open spaces adjacent to commercial or 'active ground floor' uses as well as stormwater planters.

\*\*Open Space Area must be 25% of gross site area and each space needs to be 2,000 sf min to count towards the requirement. This includes open spaces actively programmed for residential use, plazas and open spaces adjacent to commercial.

*\*\*\* Assumes that the 1,200 sf SMART transit facility does not require any additional parking on site, as users would predominantly use public transit or the existing Park & Ride lot for this use. Remainder of required parking for ground floor active uses is calculated at 4.1 per 1,000 sf of commercial space, per Wilsonville Development Code section 4.155.*

## A-1 and A-2: Council Guidance Options

Options A-1 and A-2 are intended to respond most directly to the Council's guidance, for example, for mostly two and three bedroom units and ground floor community uses.

This and other options show 3,800 square feet of ground floor community uses, and a 1,200 square foot SMART transit-riders welcome center. SMART and its partners (e.g., TriMet) plan to identify funding for this space in the coming months; the Leland team is not currently aware of a funding source. If necessary, this dedicated space could be removed from the building program, while still providing transit arrival and system information elsewhere in the building (e.g., residential lobby) or site (e.g., outside reader boards and maps), and meeting the City's vision for an affordable TOD with active ground floor spaces.

The Leland team's assessment is that an affordable, family-housing project, with a LatinX service component, similar to Funding Mix 2, is likely to be the most viable option at this site, since both the LIFT and 4% LIHTC programs are a good fit for this type of project. However, affordable housing funding and development is creative, complex, and ever-evolving, so other alternatives may be possible.

### A-1

This is a four-story building which would provide 94 residential units and active ground floor space. It would be a single, wood frame building with two elevators. Assuming Funding Mix 2, it would be comprised of 25% one-bedroom units, 50% two-bedroom units and 25% three-bedroom units.

This project's four-story height means that developers could be exempt from prevailing wage rates and therefore keep construction costs down.

Also, the number of units should be adequate. Projects that are too small (significantly smaller than 100 units) will be challenged by high fixed costs during both the development and operations phase. Some developers interviewed cited an ideal project size of 100 to 150 units.

There would be 15 parking spaces developed on the site to serve the ground floor and provide ADA parking. The residential units would use +/- 95 parking spaces in the park and ride lot located immediately to the north. This represents a 1:1 ratio of parking spaces to residential units, which is fewer spaces than the Development Code requires for most residential projects but is towards the high end of parking ratios for existing affordable housing projects in the City of Wilsonville, where parking waivers have been previously approved. This parking ratio is for planning purposes only, taking into account the transit-orientation of the project, and the precise parking ratio will be determined later and will depend on analysis conducted by the selected developer. A 1:1 residential parking ratio is used for all options.

**The Leland team views this as likely the most financially feasible option.** Our assessment is that, assuming that current funding and development dynamics continue into the future, this option should be feasible.

## A-2

This building would have the same footprint as option A-1 but would be five stories (one story more than A-1) and could therefore accommodate 123 residential units (29 more than A-1). The percentages of each unit type would remain the same.

This fifth story has both benefits and drawbacks. On the plus side, the additional story would provide more affordable units; and these affordable units create more economies of scale to manage the high fixed costs of developing and operating affordable housing projects. This is a good size project (123 units). On the downside, the fifth story would trigger BOLI prevailing wage rates and make construction more expensive—the bottom floor will require additional structural elements. This higher cost could make the project infeasible.

This option has the same number of on-site parking spaces (15) as A-1. 123 spaces will be required via a shared parking agreement at the park and ride.

**The Leland team views this as a potentially feasible development option.** We struggle to make this project pencil; however, a creative developer may be able to secure the right gap funding sources to make it work. A project consistent with Funding Mix 2 remains the most likely.

## B: Current Zoning Interpretation Option

This option was developed in order to adhere as closely as possible to the Leland team's interpretation of the TOD site's existing PDI zoning. The PDI zone (along with, via reference, the PDC and PDR zones) allows multifamily housing, "provided the majority of the total ground floor area is commercial." However, commercial uses cannot "exceed 5,000 square feet of floor area in a single building." This means that the code encourages multiple small-footprint mixed use buildings, each with just less than 5,000 square feet of ground floor commercial space. A more thorough evaluation of zoning requirements is included in the Existing Conditions report.

The design implications of the code create the following development challenges:

- A requirement of approximately 15,000 square feet of commercial space creates challenges in terms of cost, financing, operating economics, and parking. This space will increase costs by triggering BOLI prevailing wage rates. It will require additional financing sources since affordable housing funding sources generally do not cover the cost of commercial space. This is a large amount of space, and the operating economics could be negative, with commercial revenues not covering development and operations costs. Lastly, it creates a parking challenge. The Development Code requires 57 commercial parking spaces, of which only 16 can be accommodated on site. It is not clear that TriMet or FTA will agree to share approximately 41 additional parking spaces for patrons of commercial businesses at the park and ride lot, since commercial patrons may be less likely to ride transit and may require parking during midday, when park and ride parking is in greatest demand.
- Multiple buildings are more expensive than a single building. Each individual building must include a range of common or core elements, including stairways, elevators, lobbies, mechanical systems, and hallways. Building more of these elements introduces more construction and operations cost and

reduces the building’s efficiency (useable or leasable area compared to gross area). Multiple buildings also have more expensive envelope elements: doors, siding, windows, and other exterior finishes.

- Small buildings could have less ideal residential unit configurations, e.g., with unusual corners and angles.

In addition, this configuration allows for 89 residential units, less than the ideal amount for funding and operating an affordable housing project.

**For the reasons cited above, the Leland team views this as a challenging and potentially infeasible development option.** As described above, we believe that this option will face design, financing, and implementation challenges, and changes to the current entitlement framework will likely be necessary, unless staff is able to make an interpretation that active ground floor uses accommodated in a single building are able to satisfy commercial ground floor requirements.

**C-1 and C-2: On-Site Parking Options**

Options C-1 and C-2 were developed in order to understand what types of projects would be possible if it was not possible to complete a shared parking agreement with TriMet or secure parking on the Kinsman Site. In other words, these options illustrate a scenario where the selected developer needs to provide all parking for residents and ground floor spaces on the TOD site.

For both C-1 and C-2, one impact of parking on-site is that the amount of open space (e.g., plazas and landscaped spaces) is significantly reduced, and there is no longer any area available for resident amenity areas, such as private ground floor patios, and open spaces actively programmed for residential use.

**C-1**

This option would be a three-story building with 55 units and up to 5,000 square feet of active ground floor space. A total of 87 parking spaces would be provided on site, which would meet the City’s commercial and residential parking requirements, assuming a 1:1 parking ratio.

However, 55 units is likely too few to be financially feasible, due to the high fixed cost of development and operations for affordable housing projects.

**For this reason, the Leland team views this option as challenged and likely infeasible.**

**C-2**

This option is similar to C-1 but includes four stories instead of three, enabling 79 residential units. This will create more affordable housing and improve the project’s economics but is still well below the target of 100+ units.

However, this project cannot be parked on-site using a 1:1 residential parking ratio. It would require a residential parking ratio of approximately 0.8 spaces per unit in order to be parked on-site.

**Because of the project size and parking issues, the Leland team views this option as challenged and likely infeasible.**

### Financial Feasibility Conclusion

The Leland team believes that an affordable TOD project, consistent with the City’s vision, is financially feasible on the TOD Site, and further, that a project in the mold of option A-1, or possibly A-2, is the most likely.

This assumes the project can successfully secure funding similar to that described by Funding Mix 2, or possibly Funding Mix 1, and that the City is able to provide the types of financial and non-financial support described above.

The site design options prepared by our team are conceptual in nature, and many variations and nuances remain to be refined, either by the City or the future developers of the site. These designs should be seen as a starting point that can spur further refinements and conversation.

### Developer Request for Qualifications and Proposals Process

In order to develop the TOD site consistent with the City’s goals and vision, the City will need to find a development partner who can plan, design, permit, finance, build, and operate a project that includes affordable housing and TOD elements.

In order to identify this development partner, LCG recommends a two-step process: A Developer Request for Qualifications (RFQ) followed by a Request for Proposals (RFP).

### Request for Qualifications (RFQ)

The purpose of the RFQ is to make as many individuals as possible in the affordable housing/TOD development community aware of the Wilsonville TOD development opportunity, and ideally generate five to 10 Statements of Qualifications (SOQs) from the most capable developers.

An RFQ released by a City typically includes the following types of information:

- **Executive Summary**
- **Project Background and Site Information.** A summary of the information contained in the Wilsonville TOD Existing Conditions report (August 2021), such as information from the City’s *Equitable Housing Strategic Plan*, City goals for the project, area context, site dimensions, zoning, etc.
- **Preliminary Site Development Alternatives.** Excerpts from the attached site development alternatives prepared by YBA Architects, illustrating the development potential of the site and the City’s preferred alternatives.
- **Submittal Process and Requirements.**
- **Developer Team Expectations and Potential City Roles.** A summary of how the City anticipates working with the selected development team and delineation of anticipated responsibilities. For example, the development team is typically responsible for planning, designing, permitting, financing, building and operating the project. The City may anticipate approving SDC waivers and tax abatement for the project; specific City roles and responsibilities for this project are described below.
- **Appendices.** For example, historical land use approvals for the site may be available for download.

In order to generate the maximum possible number of submittals, the RFQ should not require that developers and their teams invest too much effort. If the initial SOQ submittal is too complex, onerous, or

time consuming, this process can deter the busiest and most capable developers and limit the City’s ability to select the best development partner. Due to the ongoing regional housing shortage and low interest rates, affordable housing developers are indeed busy designing, financing, and building other projects. The more challenging and complex aspects of development will be addressed in the RFP stage.

The RFQ requires development teams to submit the following information. The focus is on the team’s *qualifications* to complete the Wilsonville TOD project, not on a *specific proposal* for the TOD site.

- **Cover letter and/or concise project vision statement.** Typically, one to two pages in length, describing the reasons for the team’s interest in the project, a general vision for the type of project the developer would seek to build on the site, and any other pertinent information.
- **Development Team.** This section should include summary information regarding each of the firms involved in the development team, and a general organizational chart or explanation of how the team is organized. Development teams may consist of only one firm (e.g., affordable housing developer), or multiple firms, potentially including architecture, engineering, general contractor, etc. as necessary.
- **Resumes of key members of the development team.**
- **Experience on comparable projects.** Ideally, projects will include components similar in size and scale to the Wilsonville TOD project, including affordable housing, active ground floor uses, proximity to transit, collaborations with cities and transit agencies, etc.
- **References.**

### Potential City Roles: Financial and Non-Financial Support

As stated above, the RFQ should help interested developers to understand the types of support that the City is considering providing for the project, which will help them to get a sense of whether the project is likely to be financially and logistically feasible. The City roles and responsibilities described in the RFQ are *potential*; the RFQ document will not formally commit the City to providing any financial or non-financial support at this stage without a thorough understanding of what potential developers plan to do in response.

Assuming the Potential City Roles described starting on page 3 above are acceptable to the Council, the Leland team recommends including them in the RFQ.

### Timing of the RFQ

The Leland team recommends that the City release the RFQ in Q1 2022.

This could provide developers enough time to be prepared to submit applications for regional and state funding sources in spring or summer 2022; more likely, however, it will provide time for the City and selected development partner to refine the TOD project, define an appropriate entitlement pathway, and secure parking rights in 2022, and then receive funding in 2023.

### Request for Proposals (RFP)

Once the City receives developers SOQ submittals, we recommend that the City select a short list (two or three) of the developers who are most qualified and share the City’s vision. These developers should then be asked to prepare proposals that describe the following types of information:

- Design: Conceptual plans and 3D renderings of the developer's proposed project.
- Program: A numerical summary of the proposed design, including the number of units, affordability levels/household incomes, bedrooms, active ground floor areas, open space, parking spaces, etc.
- Timing of development and other activities.
- Proposed entitlement approach.
- Pro Forma: Summary financial analysis.
- Deal Structure: Anticipated primary funding sources; requested City financial and non-financial support; needs from other third-parties.
- Other information to be determined.

## Realizing Transit Oriented Development: Additional Actions

The following is a general, and not necessarily comprehensive, list of the actions that will likely need to be completed by the City, developer, or other party following the City's receipt of developer proposals. The bulleted actions could be completed in the next 12 to 24 months; the timeline depends in part on how quickly the City takes action to recruit developers, and the developer's ability to meet funding application deadlines. *Actions that the City would lead or play a significant role in are shown in italics.*

- *Selection of preferred developer (City).*
- *Due diligence period: If desired or deemed necessary, City completes Phase 1 Site Assessment, Title report, and survey. (See Existing Conditions Analysis, page 41.)* Developer refines project design, financial analysis, and any supporting technical analysis; developer identifies potential ground floor tenants and programming.
- *Negotiation of shared parking agreement with TriMet/WES (Co-led by City and developer).*
- *Public outreach. Process and City and developer roles are TBD. This could include outreach to the LatinX community, soliciting public input on plaza/open space/art components of the project, or other.*
- *SMART secures funding for transit welcome center. (SMART/City.)*
- *Negotiation of Memorandum of Understanding (MOU; City and developer). An MOU is a non-binding agreement that summarizes the roles and responsibilities of the two (or more) parties. For example, the MOU would specify the attributes of the project that the developer is committing to build, and the nature of City support, actions, and incentives. The non-binding MOU terms can then be transferred into other, legally binding agreements later. (City and developer.)*
- *Zoning/Entitlement: As described above, ensuring the proper zoning on the site may be accomplished via a quasi-judicial process, with the developer as applicant, or via a legislative process, with the City taking more of a leadership role. (City and developer roles TBD.)*
- *Complete TOD Site property line adjustments. The "TOD Site" is currently part of a larger parcel that includes bus circulation lanes, sidewalks, and other areas that are undevelopable and should not be controlled by the developer. LCG recommends that the City adjust property lines and/or create a new parcel that can be conveyed to the developer via either property sale or long term ground lease. (City.)*
- *Negotiation and execution of binding agreements between City and developer, potentially including Development Agreement (DA), Purchase and Sale Agreement (PSA), Ground Lease, and/or other agreements that convey development rights of the site to developer and bind the developer to building a project with specific attributes. (City and developer.)*

- Developer submits application (likely in Q2 of either 2022 or 2023) for funding to State, Metro, and/or other parties. At time of submittal, developer must have suitable zoning in place and commitment that site will be conveyed to developer. (Developer lead; City may submit letters of support.)
- Developer secures funding.
- Terms of binding agreements (e.g., transfer of site control, binding development requirements) between City and developer (e.g., DA, PSA or Ground Lease) go into effect.

Following completion of the above, the developer can proceed with final design, permitting, financing, construction, and operation of the TOD, and the City's involvement should decrease substantially. These developer actions would take place beyond the 12 to 24 month timeframe mentioned above.



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> November 15, 2021		<b>Subject:</b> I-5 Pedestrian Bridge and Gateway Plaza Project Update	
		<b>Staff Member:</b> Zach Weigel, PE, City Engineer; Kimberly Rybold, AICP, Senior Planner	
		<b>Department:</b> Community Development	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable <b>Comments:</b> N/A	
<b>Staff Recommendation:</b> Review and provide feedback on the east bridge ramp and plaza wall design alternatives for the I-5 Pedestrian Bridge and Gateway Plaza project in Wilsonville Town Center.			
<b>Recommended Language for Motion:</b> N/A			
<b>Project / Issue Relates To:</b>			
<input checked="" type="checkbox"/> Council Goals/Priorities Goal 1: Increase mobility for all in Wilsonville	<input checked="" type="checkbox"/> Adopted Master Plan(s) Bicycle & Pedestrian Connectivity Plan, Transportation System Plan, Town Center Plan	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

The project team will share I-5 Pedestrian Bridge east bridge ramp and gateway plaza wall design alternatives as well as cost estimates for City Council feedback.

## **EXECUTIVE SUMMARY:**

In 2017, the City was awarded a Metropolitan Transportation Improvement Program (MTIP) Regional Flexible Funds Allocation (RFFA) grant from Metro for the design of the I-5 Pedestrian Bridge. The project, first identified as a need in the 2006 Bicycle and Pedestrian Master Plan and subsequently added to the Transportation System Plan (TSP) in 2013, will provide a safe pedestrian and bike crossing of Interstate 5, connecting the Villebois neighborhood and the Wilsonville Transit Center to the Town Center and adjacent residential areas. The project also includes design of the Gateway Plaza, a community gathering space identified as a community priority as part of the Town Center Plan process, on a City-owned parcel at the east bridge landing. Per the Intergovernmental Agreement (IGA) for this grant, 90% design for the project must be completed by the end of 2021.

In October 2020, City Council selected the Tied Arch as the preferred bridge alternative based on input provided through public outreach and Planning Commission recommendations. With this direction, City Council also supported a plaza design combining elements of the Drops and Ripples and River Oxbow concepts. Based on this, the project team began more detailed design work to advance these concepts. City Council reviewed the 30% design package in March 2021 and provided feedback on the bridge color, lighting options, protective screening, along with the refined plaza design and proposed elements.

In August 2021, City Council reviewed the 60% design package, providing feedback on the bridge lighting, plaza wall and surface materials, seating options, and site furnishings, further refining the bridge and plaza design.

At this work session, the project team will provide more detailed design alternatives with cost estimates for the east bridge approach and plaza wall to address questions regarding suitable wall materials and estimated construction costs raised at the August Planning Commission and City Council meetings. To continue refining bridge and plaza design, the project team seeks direction on the preferred plaza wall design.

The project team will present this design package to the Planning Commission on November 10 and gather input on the wall design alternatives. Planning Commission input will be shared with City Council at this work session. Following these work sessions, the project team will use the Planning Commission and City Council input to make additional refinements to the bridge and plaza designs.

## **EXPECTED RESULTS:**

City Council will confirm design direction for the bridge and plaza.

## **TIMELINE:**

Project work will continue through completion of 90% design, anticipated in December 2021.

## **CURRENT YEAR BUDGET IMPACTS:**

The amended budget for FY2021-22 includes \$5,641,289 in Transportation System Development Charges (SDCs) for Capital Improvement Plan (CIP) project #4202. The remaining project design work through the remainder of the Fiscal Year is estimated at \$650,000. The remaining budget is intended to begin to accrue funds to pay for project construction in future years.

**FINANCIAL REVIEW:**

Reviewed by: KAK Date: 11/04/2021

**LEGAL REVIEW:**

Reviewed by: BAJ Date: 11/08/2021

**COMMUNITY INVOLVEMENT PROCESS:**

The pedestrian and bikeway bridge was identified as a high priority project through the last update to the Wilsonville Transportation System Plan, which included an extensive community involvement process. Likewise, the RFFA grant process included a public review and comment period in which the project garnered positive feedback from the community. In addition, the Town Center Plan included a robust and inclusive public outreach process where the Bridge Project was identified as a key framework project through extensive community support.

There have been several opportunities to participate in the design of the Bridge Project and Gateway Plaza as scoped within the Public Engagement Plan for the project. In addition to the public kickoff event, outreach opportunities included an online open house, online surveys, stakeholder interviews, and pop-up information displays. The engagement plan is designed to reach as broad an audience as possible and to gather the variety of perspectives in the community. It also includes targeted outreach to specific stakeholders more impacted by activity in the Town Center.

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

The Bridge Project will provide a safe bike and pedestrian crossing of I-5 that is separated from vehicular traffic with direct access to essential services in the Wilsonville Town Center, the Wilsonville Transit Center, employment areas, and educational resources. The bridge will serve all populations within and around the project area and will help the Town Center become a more vibrant, pedestrian and transit-supportive mixed-use district. Public art and environmental features integrated into the Bridge Project and plaza will help to create an attractive and accessible place for visitors and residents of all ages to shop, eat, live, work, learn, and play. The bridge and plaza investment will exemplify the City's commitment to realizing the community's vision for Town Center and serve as an incentive for private investment.

**ALTERNATIVES:**

City Council can provide recommendations to refine the east bridge ramp and plaza wall design as the project moves toward completion of the 90% design phase.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENT:**

1. I-5 Pedestrian Bridge Presentation Slides

ATTACHMENT 1

# WILSONVILLE TOWN CENTER I-5 PEDESTRIAN AND BICYCLE BRIDGE: BARBER STREET TO WILSONVILLE TOWN CENTER

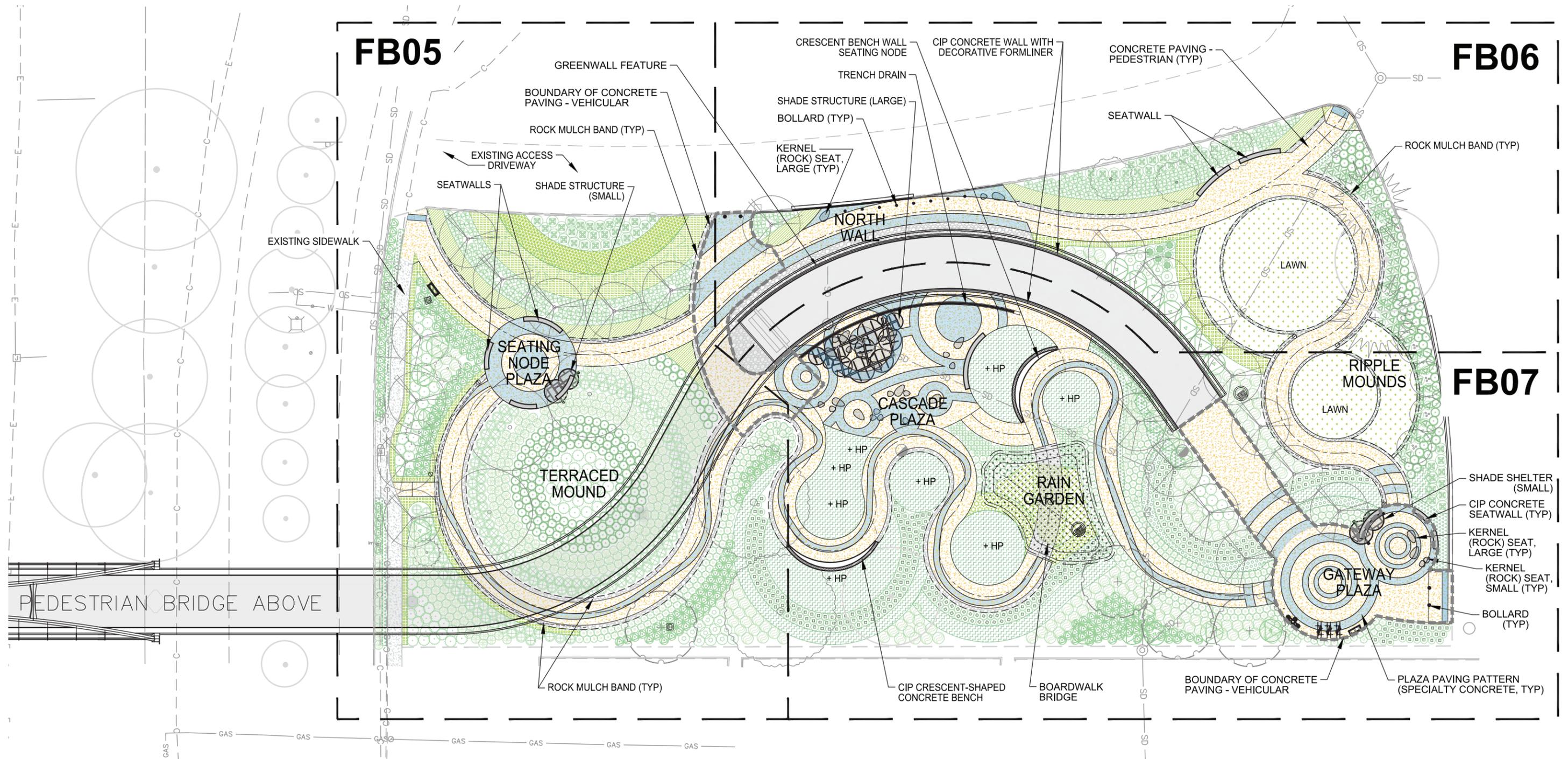


City Council Nov. 15, 2021

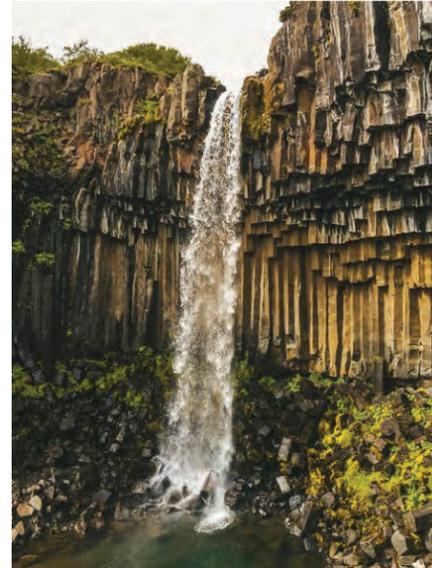


# Ramp + Plaza Wall Design Follow Up

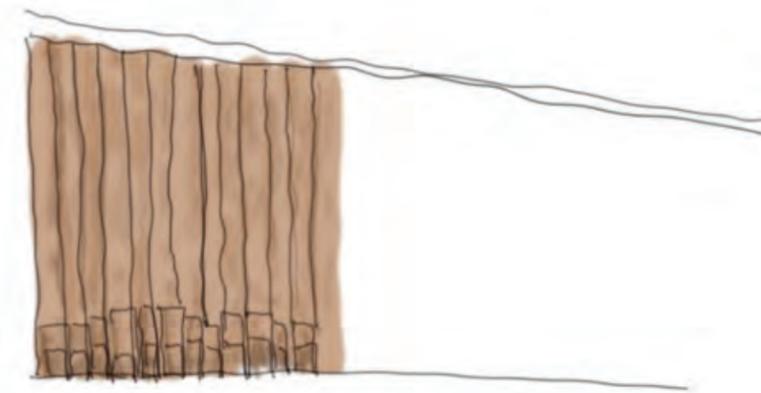
# 60% Design Development Plan



# Option 1: BASALT (with or without water)



BASALT COLUMNS  
INSPIRATION IMAGE



ELEVATION

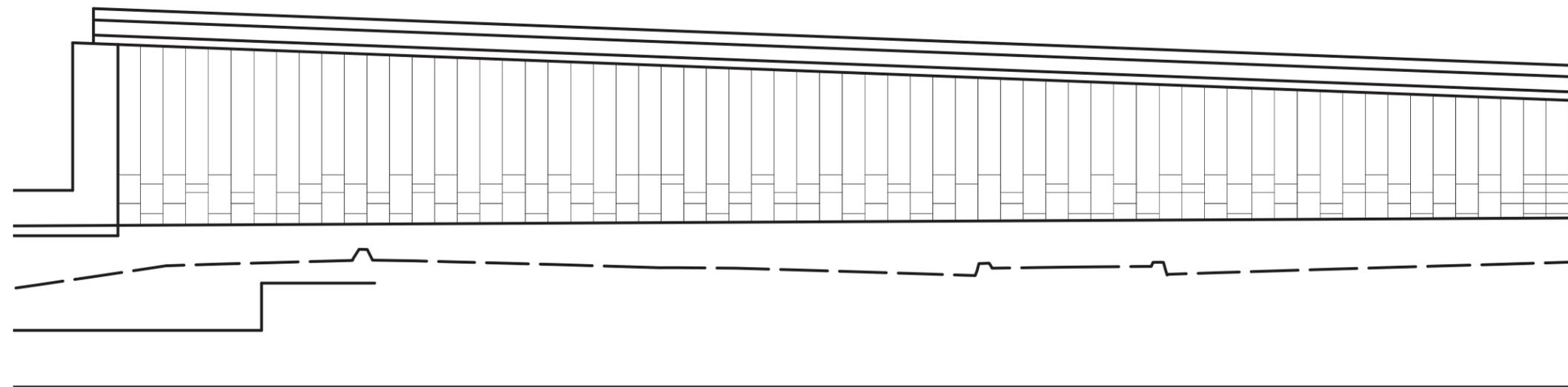


SECTION

BASALT WALL (LEFT) AND BASALT WALL WITH WATER FEATURE (RIGHT).

\* BASALT WALL WOULD BE SIMILAR TO IMAGE TO REDUCE CLIMBABILITY

\* BASALT WALL WITH WATER FEATURE WOULD BE INVERTED TO PROVIDE ADDITIONAL SOUND AND WATER TEXTURE



CONCEPT CAD ELEVATION

CONCEPT OF HOW THE BASALT COLUMNS COULD BE LAID OUT.

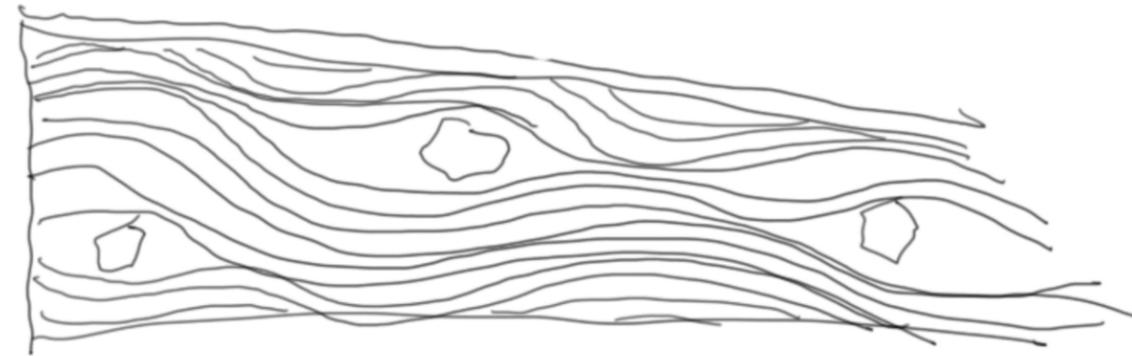
# Option 2: RIVER FLOW PATTERN



CONCRETE FORM "FLOW" LINES CONCEPT



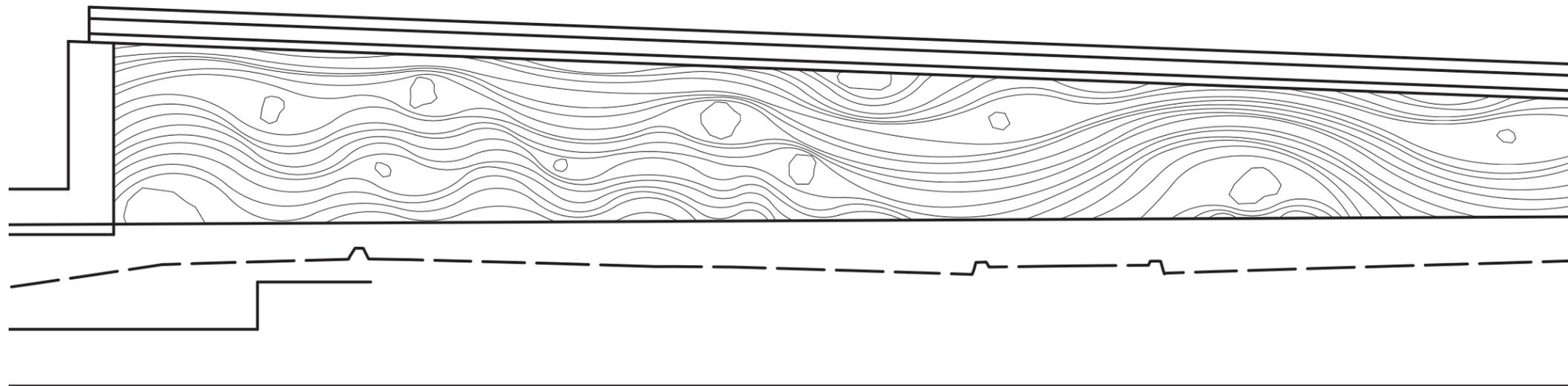
RIVER AND STONE INSPIRATION IMAGES



CONCEPT SKETCH ELEVATION

ETCHED CONCRETE/CUSTOM FORMLINER OF WATER RIPPLING OVER ROCKS.

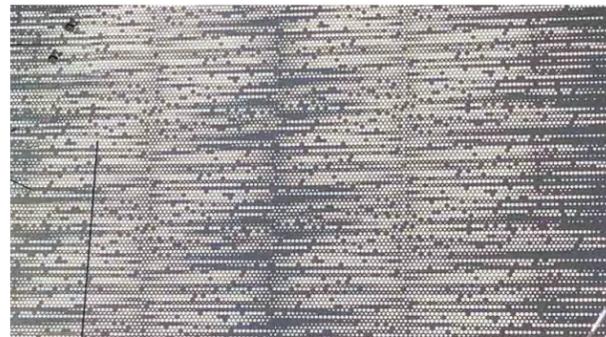
\* PLAZA PAVING WOULD MIMIC WALL PATTERN.



CONCEPTUAL LAYOUT OF PATTERN, COULD HAVE SOME THREE-DIMENSIONALITY.

CONCEPT CAD ELEVATION

# Option 3: PERFORATED METAL WITH PATTERN/IMAGE (variation of Option 2)



ALTERNATIVE TO ETCHED CONCRETE/CONCRETE FORMLINER WOULD BE A IMAGE/TEXTURE ON PERFORATED METAL.

\* COULD BE BACKLIT

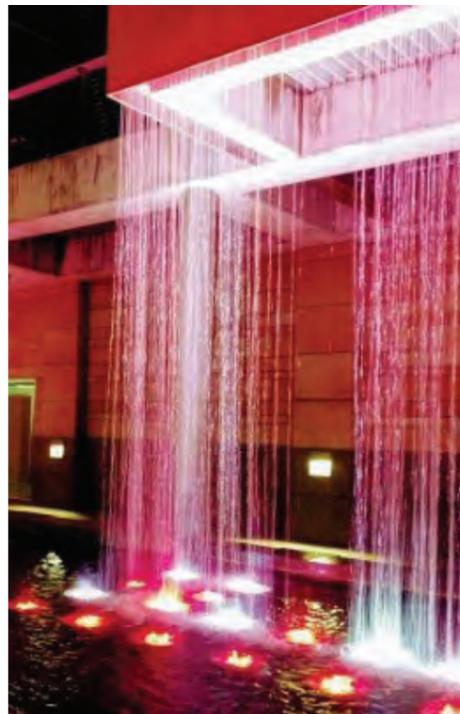
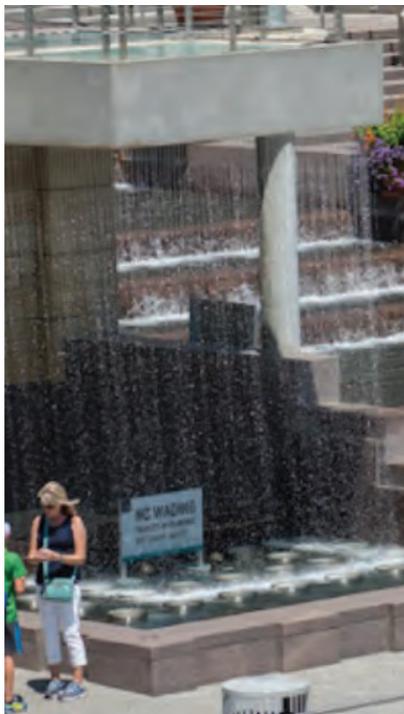


# Additive Option 4: WATER FEATURE



WATER FALL, RAIN FALL, OR  
PIXEL FALL

\* FOUNTAIN WALL WATER  
FEATURE CAN BE ADDED TO  
ANY OF THE OPTIONS



# **ROUGH COSTS AND CONSIDERATIONS/QUESTIONS:**

**OPT 1: BASALT COLUMNS: \$600,000\***

**OPT 2: ETCHED CONCRETE/FORMLINER: \$220,000**

**OPT 3: PERFORATED METAL WITH IMAGE/PATTERN: \$260,000**

**OPT 4: WATER FEATURE: \$1.3 - \$1.7+ MILLION**

\* BASALT COLUMN PRICE HAS INCREASED DUE TO ADDITIONAL STRUCTURAL SUPPORT NEEDS THAT HAVE BEEN IDENTIFIED IN COORDINATION WITH RAMP STRUCTURE



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> November 15, 2021		<b>Subject:</b> Resolution No. 2941: Formation of the Arts, Culture and Heritage Commission (ACHC)	
		<b>Staff Member:</b> Mark Ottenad, Public/Government Affairs Director, ACHC Project Manager	
		<b>Department:</b> Administration	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input checked="" type="checkbox"/> Approval (ACHS Task Force) <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable	
		<b>Comments:</b> Formation of an Arts, Culture and Heritage Commission (ACHC) was called for by the Arts, Culture and Heritage Strategy (ACHS) adopted by City Council via Resolution No. 2857, on November 15, 2020.	
<b>Staff Recommendations:</b> City Council advises staff on draft recommendations for the formation of an Arts, Culture and Heritage Commission (ACHC).			
<b>Recommended Language for Motion:</b> N/A.			
<b>Project / Issue Relates To:</b>			
<input checked="" type="checkbox"/> Council Goals/Priorities: City Council Goals 2021-22	<input checked="" type="checkbox"/> Adopted Master Plan(s): Arts, Culture and Heritage Strategy (ACHS) 2020	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

The City Council provides direction to staff regarding the draft recommendations for the formation of an Arts, Culture and Heritage Commission (ACHC).

## EXECUTIVE SUMMARY

The “Summary of 2021 Municipalities Research and Draft Recommendations,” (*see* Exhibit 2), documents synthesized findings and complete draft recommendations for the formation of an Arts, Culture and Heritage Commission. The Summary goes into considerably more detail on the rationale behind the recommendations that are condensed following.

In a nutshell, the draft recommendation is for the City to form a nine (9) member Arts, Culture and Heritage Commission (ACHC) composed of at least five (5) residents who are drawn from a wide and diverse range of backgrounds relating to arts, culture and heritage.

“Commissioners shall be community members with knowledge and experience in arts, culture and heritage who participate in or support arts, culture or heritage activities, and includes artists, business professionals, youth, and those with experience relevant to the purpose of the Commission. Members are not appointed to represent specific constituencies, but to act on behalf of the entire community.”

The ACHC would advise the City Council on matters relating to arts, culture and heritage, implementation of the Arts, Culture and Heritage Strategy (ACHS) recommendations, and oversee the Community Tourism Matching Grant Program, to be renamed the Community Cultural Events Matching Grant Program currently under the purview of the Tourism Promotion Committee, a closely related City board.

The ACHC is proposed to hold a minimum of four (4) meetings per fiscal year, and could meet more frequently; electing chair and vice chair leadership at the first meeting of the fiscal year. As is standard, a meeting of the Commission may be held without a quorum; however, a quorum of at least five of nine voting members is required in order for the Committee to vote on any matter.

The draft recommendation is for standard City board/commission appointments/confirmation, where Mayor appoints and Council confirms. Terms of three years per commissioner, with the initial set of commission positions having staggered term lengths: three members with a 1-year term, three members with 2-year terms, and three members with 3-year terms. Term limits of three consecutive terms that would equate to nine years of public service, with a 1-year waiting period prior to being appointed again to the Commission after a 3-term-limit.

The Commission would be budgeted in the Parks and Recreation Department, which also oversees related volunteer bodies Parks and Recreation Advisory Board, Kitakata Sister City Advisory Board and the Tourism Promotion Committee. Initial staffing support would be provided the Parks and Recreation Department, Administration Department and Library. The ACHS identified these City departments as those most engaged in supporting and working with community arts, culture and heritage organizations, activities, events and programs.

Similar to the Tourism Promotion Committee that has a close relationship with the ACHC, the draft recommendation is to include four ex-officio, non-voting members to advise the new commission: A City Councilor, the City Manager or designee (Administration Dept.), the Library Director or designee (Wilsonville Public Library), and the Parks and Recreation Director or designee (Parks and Recreation Department). When needed for specific project advice, the Community Development Director or designee and/or Public Works Director or designee could be invited to consult with the ACHC.

Overall community feedback supports the draft ACHC recommendations, with some suggested potential amendments under consideration. *See Exhibit 6, “Initial Public Comment Results on the Draft ACHC Recommendations, November 8, 2021.”*

**BACKGROUND INFORMATION ON THE ACHC RECOMMENDATIONS**

The City Council approved Resolution No. 2857, on November 15, 2020, which adopted the Arts, Culture and Heritage Strategy (ACHS) and set in motion advancing the next ACHS Recommendation No. 2: “City forms an Arts, Culture and Heritage Commission and provides supporting staffing resource.” *See Exhibit 1, “City of Wilsonville Arts, Culture and Heritage Strategy (ACHS) Findings and Recommendations.”*

At the start of the new fiscal year FY21-22, staff drafted an “Implementation Plan for the City of Wilsonville Arts, Culture and Heritage Strategy (ACHS): Formation of the Arts and Culture Commission,” July 21, 2021, (*See Exhibit 4*) and retained community cultural development consultant Bill Flood, who advised the City on the ACHS. In August 2021, the Project Manager and Bill Flood met in-person outdoors with approximately one dozen leading-area arts, culture and heritage organizations representatives to present on the ACHS, discuss issues under consideration in the Implementation Plan, and hear their feedback and valuable suggestions.

Bill Flood conducted research during August through October into 15 key communities selected during the 2020 ACHS process based on regional proximity and known arts and cultural programs and/or facilities. Each community had a unique municipal public and/or nonprofit method of organizing to produce and operate public arts, culture and heritage programming and/or facility utilization. To see detailed information on each of the 15 communities, *see Exhibit 3, “2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research, October 20, 2021.”*

The Project Manager and Bill Flood worked to synthesize the findings of the 2021 municipal research in light of the 2020 ACHS recommendations that led to the October 20, 2021, “Summary of 2021 Municipalities Research and Draft Recommendations,” *see Exhibit 2*. We are now reviewing public comments submitted during October 26 – November 8 timeframe (*See also Exhibit 6, “Initial Public Comment Results on the Draft ACHC Recommendations, November 5, 2021”*) and look forward to hearing Council’s thoughts during scheduled November 15 work session in order to produce a final ACHC recommendation for potential adoption by Council on December 20, 2021.

**BACKGROUND INFORMATION ON THE ACHS**

The Arts, Culture and Heritage Strategy of November 2020 is the product of a highly engaged public process occurring in two phases in 2018 and 2020. During the second phase in 2020 the City assembled the largest advisory task force in its history to provide feedback and guidance on this strategic planning initiative. The 42-member Arts, Culture and Heritage Task Force met on three occasions during the summer of 2020 to review materials and provide feedback and recommendations. The ACHS is online at: [www.ci.wilsonville.or.us/achs](http://www.ci.wilsonville.or.us/achs).

The City undertook extensive community engagement that included multiple public surveys (including one which provides valuable insights on how 15 other municipalities in the Portland region are supporting local culture), meetings of the task force and special populations (youth and

Latinx), in-depth interviews with local-area stakeholders and leaders of other cities’ cultural institutions, and public comment opportunities on draft planning documents.

In summary, the ACHS findings demonstrate that the greater Wilsonville community embraces arts and culture and wishes that local arts, culture, heritage resources and opportunities had greater prominence in the public sphere – including more direct support from the City. The following clear themes emerged toward a community cultural vision:

- Actively embracing all cultures in Wilsonville
- Need for greater cultural opportunities
- Arts/cultural center that is flexible, multi-purpose, inclusive
- Schools and City collaborating around local culture
- A comprehensive strategy that builds on strengths and addresses challenges/barriers to cultural participation.

The ACHS found that the community’s schools of the West Linn-Wilsonville School District are recognized as a key source of cultural programming that is highly regarded. Many local-area cultural nonprofit leaders and volunteers are not city residents of Wilsonville, yet view Wilsonville as their “home” and contribute to the benefit of the community’s cultural fabric. The community’s cultural nonprofit organizations, however, have been experiencing volunteer recruitment and financial problems for the past few years, and the COVID-19 pandemic has aggravated these issues.

The ACHS found that activities, events and programs of the Parks and Recreation Department and the Wilsonville Public Library are also held in high esteem by the community. The City Manager’s Administration Department provides a key tie to Mayor and City Council that further improves advancing inter-departmental, multi-disciplinary ACHS recommendations.

The ACHS recommendations focus on increasing the level of active support that the City provides to arts, culture and heritage facilities, programs and events, including creating an Arts and Culture Commission and a full-time staff position to manage both the existing tourism promotion and proposed new cultural affairs programs. City Council adoption of the ACHS provides a road-map for increased public-sector engagement to facilitate a more vibrant public arts and culture scene for the community, including looking at funding resource options, developing a public-arts program and advancing an arts and cultural center or facility.

As noted in the ACHS “Leadership (from the City) does not mean doing everything, but it does mean stepping forward to strengthen and mobilize assets, address challenges/barriers, leverage resources, and actively work toward achieving the cultural vision.”

**EXPECTED RESULTS**

The City Council provides direction to staff regarding the draft recommendations for the formation of the ACHC.

**TIMELINE**

The City Council is scheduled to consider adoption of Resolution No. 2941 to create the ACHC on December 20, 2021.

## **CURRENT YEAR BUDGET IMPACTS**

No anticipated budget impacts to the current fiscal year; consultant work had been budgeted.

## **FINANCIAL REVIEW:**

Reviewed by: KAK Date: 11/09/2021

## **LEGAL REVIEW:**

Reviewed by: BAJ Date: 11/08/2021

## **COMMUNITY INVOLVEMENT PROCESS**

Overall community feedback supports the draft ACHC recommendations, with some suggested potential amendments under consideration. *See* Exhibit 6, “Initial Public Comment Results on the Draft ACHC Recommendations, November 5, 2021.” To provide additional time for public comment, the online survey was open through the November 6-7 weekend until Monday, November 8.

On October 26, 2021, the City notified 42 members of the ACHS Task Force and 154 interested community members and the media of an online public opinion survey on the ACHC draft recommendations; *see* Exhibit 5, “City of Wilsonville News Release: Draft Proposal for Arts, Culture and Heritage Commission Open for Public Comment,” October 26, 2021.

As noted on page 3, the Project Manager and Bill Flood met on August 31, 2021, in-person outdoors with approximately one dozen leading-area arts, culture and heritage organizations representatives to present on the ACHS, discuss issues under consideration in the Implementation Plan, and hear their feedback and valuable suggestions.

In developing the ACHS, the City undertook extensive community engagement during 2018 and 2020 that included multiple public surveys, a community meeting, meetings of the 42-member ACHS task force and special populations and public comment opportunities on draft planning documents.

## **CITY MANAGER COMMENT**

Formation of an Arts, Culture and Heritage Commission (ACHC) advances a 2021-23 City Council Goal and the Arts, Culture and Heritage Strategy (ACHS), adopted by Resolution No. 2857 (2020).

## **POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY**

Adoption of the ACHS provides a municipal road map increased City support for local arts, culture and heritage programs and opportunities that the community would like to see.

## **ALTERNATIVES**

N/A

**EXHIBITS:**

- Exhibit 1 - City of Wilsonville Arts, Culture and Heritage Strategy (ACHS) Findings and Recommendations, November 2020
- Exhibit 2 - Summary of 2021 Municipalities Research and Draft Recommendations, October 21, 2021
- Exhibit 3 - 2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research, October 20, 2021
- Exhibit 4 - Implementation Plan for the City of Wilsonville Arts, Culture and Heritage Strategy (ACHS): Formation of the Arts and Culture Commission,” July 21, 2021
- Exhibit 5 - City of Wilsonville News Release: Draft Proposal for Arts, Culture and Heritage Commission Open for Public Comment,” October 26, 2021
- Exhibit 6 - Initial Public Comment Results on the Draft ACHC Recommendations, November 8, 2021

**ONLINE REFERENCE:**

City of Wilsonville *Arts, Culture and Heritage Strategy (ACHS), November 2021*, is online at the City’s website: [www.ci.wilsonville.or.us/achs](http://www.ci.wilsonville.or.us/achs)

# City of Wilsonville Arts, Culture and Heritage Strategy (ACHS)

Item D.



## FINDINGS

1. Wilsonville is a young community and lacks a clear community core/center and cultural focus as other suburban communities.
2. Demographic changes underway shape the future community.
3. Wilsonville cultural nonprofit organizations are stressed; COVID-19 pandemic has worsened their condition.
4. The City lacks a comprehensive plan for supporting arts, culture and heritage facilities, programs and events.
5. The primary units of local government do not coordinate or collaborate on support for arts, culture and heritage.
6. The community seeks public-sector leadership to support arts, culture and heritage facilities, programs and events.
7. Substantial community demand exists for an arts/cultural center/facility.
8. Public art is recognized as a significant cultural asset in Wilsonville.
9. Funding and resource development are crucial to improve nonprofit organizational capacity and advance arts/culture programs.

## RECOMMENDATIONS

1. City adopts this cultural strategy and provides public-sector leadership and coordination to support arts, culture and heritage facilities, programs and events.
2. City forms an Arts, Culture and Heritage Commission and provides supporting staffing resource.
3. Improve inter-governmental collaboration and coordination to advance arts, culture and heritage.
4. The City works with partners to advance an arts and cultural center/facility.
5. Develop a long-term, sustainable public-arts program.
6. Make cultural diversity and ethnic inclusivity a priority.
7. Provide strategic assistance with Wilsonville cultural non-profits in order to build organizational capacity.
8. Improve and create sustainable funding mechanisms to support arts, culture and heritage.

City of Wilsonville Arts, Culture and Heritage Commission  
(ACHC):

## Summary of 2021 Municipalities Research and Draft Recommendations

October 20, 2021

Bill Flood, Community Cultural Development Consultant  
Mark Ottenad, Public/Government Affairs Director, Project Manager

For the Implementation Plan for the City of Wilsonville Arts, Culture and Heritage  
Strategy (ACHS): Formation of the Arts and Culture Commission, July 2021



**RECOMMENDATIONS** below for City of Wilsonville consideration boxed off.

### 1. Municipalities Surveyed

A total of 15 municipalities were surveyed: Beaverton, Forest Grove, Gresham, Hillsboro, Hood River, Lake Oswego, McMinnville, Milwaukie, Newport, Oregon City, Sherwood, Tigard, Tualatin, Vancouver and West Linn.

These communities were selected during the 2020 ACHS process based on regional proximity and known arts and cultural programs and/or facilities. See [ACHS Section D: Data—Results of Interviews, Surveys, and Meetings – Survey of 15 Communities](#).

Each community had a unique municipal public and/or nonprofit method of organizing to produce and operate public arts, culture and heritage programming and/or facility utilization.

For purposes of scale, following is a listing of the relative population size of the 15 municipalities surveyed.

#### 2021 Population of Municipalities Researched

- 187,615 Vancouver
- 110,982 Hillsboro
- 108,527 Gresham
- 99,561 Beaverton
- 57,238 Tigard
- 40,418 Lake Oswego
- 37,769 Oregon City
- 35,427 McMinnville
- 28,287 Tualatin
- 26,835 Forest Grove
- 26,680 West Linn
- 25,915 Wilsonville
- 24,188 Newberg
- 23,621 Hood River
- 20,924 Milwaukie
- 20,115 Sherwood

## 2. Type of Arts-Culture-Heritage Organization in Each Community

**Summary of research:** 10 municipal bodies, 3 nonprofits, and 2 committees associated with downtown development:

- Municipal – Beaverton Arts Commission
- Municipal – Forest Grove Public Arts Commission
- Municipal – Gresham Arts Committee (appointed by Mayor, but a somewhat stand-alone body)
- Municipal – Hillsboro Arts and Culture Council
- Municipal – Milwaukie Arts Committee
- Municipal – Oregon City Arts Commission
- Municipal – Sherwood Cultural Arts Commission
- Municipal – Tualatin Arts Advisory Committee
- Municipal – Vancouver Culture, Arts, and Heritage Commission
- Municipal – West Linn Arts and Culture Commission
- 501c3 Nonprofit - cultural center – Chehalem Cultural Center (Newberg)
- 501c3 Nonprofit - cultural center – Columbia Center for the Arts (Hood River)
- 501c3 Nonprofit - public arts contractor – Arts Council of Lake Oswego contracts with City of Lake Oswego to deliver public art
- 501c3 Nonprofit - Volunteer committee associated with downtown development – Committee for Public Art (McMinnville)
- 501c3 Nonprofit - Volunteer committee associated with downtown development – Tigard Arts Council

Note: some communities also have committees associated with heritage and historic landmarks.

**RECOMMENDATION:** Per the [2020 ACHS](#), form a municipal Arts, Culture and Heritage Commission:

Most municipal bodies that oversee arts and cultural activities and events are named a “Commission” and often include “Arts” and “Culture” as part of the name.

To avoid confusion with the Wilsonville Arts & Cultural Council (WA&CC), recognize the importance of heritage and provide a direct tie to the guiding document ACHS, recommend to name the City of Wilsonville body as the Arts, Culture and Heritage Commission (ACHC).

Additionally, recommend that the current but inactive City Heritage Tree Committee be made a subcommittee of the Arts, Culture and Heritage Commission. Related, the bylaws would allow the Commission to form subcommittees that may focus on particular issue or topic.

### 3. Purpose/Authority/Mission and Duties/Tasks

**Highlights from research:** Examples of the mission statement or charge provided to commissions by City Councils or nonprofit boards of directors.

- The Arts and Culture Commission of the City of West Linn promotes arts and culture as a vital element in the quality of life for all residents of and visitors to the City.
- The purpose of the Culture, Arts, and Heritage Commission is to undertake, assist with and otherwise facilitate the development and promotion of a thriving cultural, arts, and heritage environment in the City of Vancouver through programs, ownership of physical assets including buildings and public art and through community partnerships.
- The Tualatin Arts Advisory Committee is created within the City of Tualatin to encourage greater opportunities for recognition of arts in Tualatin; to stimulate private and public support for programs and activities in the arts; and to strive to ensure excellence in the public arts collection. Mission is to support and inspire the creation and integration of all art forms into our city's rich cultural heritage and vibrant future.
- Advising the city council and city administration on arts and cultural programming, policies, planning, and management.
- To ensure the arts continue to be of value as an integral part of Oregon City.
- To enrich lives by connecting community and culture.
- Guide the development of arts and culture in the Milwaukie community. Review and approve public art projects, as well as art-related components of construction projects.
- To support and promote the growth of arts and culture as assets for a vital, prosperous and livable city.
- To exhibit and promote local art/artists, to provide opportunities for education.
- To advise the City on opportunities that enrich lives and build community through arts and culture.
- To enhance the cultural and aesthetic quality of life by serving to preserve, promote, and develop public access to the arts.
- To cultivate the arts in the Columbia River Gorge by providing experiences that touch the heart, challenge the intellect, and spark conversation.

**RECOMMENDATION:** Per the [2020 ACHS](#), use concepts and terms in the ACHS to describe the purpose or mission of the new Commission. The proposed Purpose below is modeled after the Tourism Promotion Committee bylaws. Note that the ACHS p. 47 recommended that the current Community Tourism Matching Grant Program be transferred from the Tourism Promotion Committee to the new Commission that better aligns the grant program with the actual usage. Proposed language follows:

“Purpose: The Arts, Culture and Heritage Commission has three primary purposes:

“A. The Commission oversees implementation of the Arts, Culture and Heritage Strategy

(ACHS) and is charged specifically to develop a larger Five-Year Action Plan and annual One-Year Implementation Plans for prioritizing and fulfilling recommendations of the ACHS to the City Council for approval.

“B. The Commission makes recommendations to the City Council to provide public-sector leadership and coordination to support arts, culture and heritage facilities, programs and events; to improve inter-governmental collaboration and coordination to advance arts, culture and heritage; to work with partners to advance an arts and cultural center/facility; to develop a long-term, sustainable public-arts program; to suggest ways to make cultural diversity and ethnic inclusivity a priority for cultural programs; to provide strategic assistance with Wilsonville cultural non-profits in order to build organizational capacity; and to identify sustainable funding mechanisms to support arts, culture and heritage.

“C. The Commission makes recommendations to the City Council concerning the selection and disbursement funds of the former Community Tourism Matching Grant Program to a renamed Community Cultural Events Matching Grant Program that supports programs and events featuring arts, culture and heritage benefiting the community.”

**NOTES on Purpose Recommendations:**

Item A is designed to help keep the Commission focused on implementing the Council-adopted goals and objectives of the ACHS.

Item B provides an itemization of the actual Recommendations listed near verbatim in the ACHS.

Item C addresses the ACHS Recommendation p. 47 that the new Commission oversee administration of the current Community Tourism Matching Grant Program to the Commission as the Community Cultural Events Matching Grant Program. The recommendation is to better align the name of the grant program and the actual purpose and usage, which historically has been to fund community cultural events and programs. See also below item 11. Grant-making Programs.

#### 4. Number of Members of Municipal Arts/Culture Commissions

**Range Summary:** The number of voting members of municipal commissions varied between 7 and 15; 9 members was the most common number of members. Some commissions could have a flexible number of members. Ex-officio or members-in-training were also sometimes included.

- 15 members maximum
- 15 members, but also have maximum of 2 alternates (Commission members in training)
- 11-17 members
- 9 members (4 responses)
- 7- 9 members
- 7 members

**RECOMMENDATION:** A 9-member Commission would provide for a 5-member quorum to conduct business, and while a somewhat large number of commission members by City board-and-commission standards (5-7 being the average number of members), this size of commission allows City Council to appoint members with a wide range of skills, background and interests, including non-residents who view Wilsonville as their “home” community.

Since this body will be a funding-recommendation body to the City Council, a majority of members would be required to be City residents (see Recommendation 7).

Do not recommend having members that are to represent constituencies such as particular arts discipline or other specific groups; rather encourage a diverse set of members who advocate for what is best for the community as a whole in a way that recognizes and honors diversity. Such a structure provides Mayor and City Council with maximum flexibility to appoint members whom the City’s leadership believe can serve the community best.

Based upon the significant community interest in the ACHS process that resulted in the largest volunteer task force in City history with 42 members, the Commission likely will be popular to serve on. Allowing non-residents to serve further widens the pool of potential volunteers who may serve.

See Item 9. Commission Members Requirements/Qualifications below for additional considerations in recommending desired qualities of commissioners.

#### 5. Commission Members Terms of Office

**Summary of Research:** All seven city responses received are for 3-year terms, staggered at outset to prevent mass turn-over all at once.

**RECOMMENDATION:** Terms of 3 years per commissioner, with the initial set of commission positions having staggered term lengths: 3 members with 1-year term, 3 members with 2-year terms, and 3 members with 3-year terms.

## 6. Commission Members Term Limits

**Summary of Research:** there are solid reasons to have term limits.

- Maximum of two consecutive terms
- No member may serve more than three terms (HACC). Following a break of two years, a person may reapply.

**RECOMMENDATION:** Term limits of 2 consecutive terms that would equate to 6 years of public service. A commissioner would need to wait 1 year prior to being appointed again to the Commission.

## 7. Commission Members Residency Requirement

**Summary of Research:** A majority of municipalities allow non-residents to serve.

- Beaverton residency required, unless waived by Council.
- Up to two members may reside outside the city limits (Forest Grove).
- Residency not required.
- Majority of members shall be residents of Milwaukie.
- At least five of the nine members of the commission shall reside inside the city limits (Oregon City).
- Eight of the nine must be residents of the city. One commission member must reside within the 97140 zipcode, but need not be a resident of the city (Sherwood).
- No fewer than five (of seven) shall reside within the corporate city limits of Tualatin and no more than two may reside outside the City.

**RECOMMENDATION:** At least 5 of the 9 members of the commission shall reside inside the city limits. As a body that recommends the expenditure of City-collected taxpayer funds, a majority of city residents is recommended.

However, many area residents who may live (currently) outside of Wilsonville view Wilsonville as their “home” community for socializing, shopping, conducting business, etc. The community benefits when engaged and motivated supporters seek to improve arts, culture and heritage programming and events. Many of Wilsonville’s primary arts, culture and heritage supporters and organizers/producers live outside of Wilsonville; however, their time and talents benefit the Wilsonville community.

Note that the Planning Commission may have two nonresidents, and the Tourism Promotion Committee does not have a residency requirement; only a nexus with Wilsonville through residency or business affiliation.

**8. Commission Membership type (voting or ex-officio)**

Some commissions had ex-officio members or alternates in training that include youth. Note that ex-officio members do not vote and do not count towards a quorum.

**RECOMMENDATION:** Similar to the Tourism Promotion Committee, recommend that a City Council member and a City Director or designee of each key City department be appointed to serve in an ex-officio fashion to advise the Commission. The City has found this kind of ex-officio structure has worked well for the somewhat new Tourism Promotion Committee to provide advice on what is realistic before the Council or capable of staff to produce.

The ACHS identifies 3 primary City departments engaged in arts, culture and heritage activities. The ACHS also recommends advancing a public-arts program that implies public installations of significant artworks. Thus, the implementation of a public-arts program that could require City planning activities and occupy public right-of-way provides for consideration of 2 additional City departments to be named as ex-officio members. In lieu of naming these 2 additional departments, City staff would seek advice from the relative department when needed.

Thus, the Commission would have 4 or 6 ex-officio members whose purpose is to advise the Commission:

Recommended:

- A City Councilor, appointed by the Mayor with Council confirmation
- City Manager or designee (Administration Dept.)
- Library Director or designee
- Parks and Recreation Director or designee

Additional Consideration:

- Community Development Director or designee
- Public Works Director or designee

## 9. Commission Members Requirements/Qualifications

**Highlights from Research:** Various municipalities sometime provide for commission member requirements to varying degrees.

- Members shall be leaders in cultural, heritage, arts or business community with experience relevant to the purpose of the Commission. One seat on the Commission shall be reserved for the City of Vancouver's representative on the Clark County Arts Commission.
- A student from a local high school or Pacific University will be appointed as a non-voting member (Forest Grove).
- Maximum 15 people, 8 must have an arts/background.
- Young people under the age of 18 including members of the youth advisory council are encouraged to apply.
- Members are not appointed to specific constituencies but to act on behalf of the entire community (HACC).
- Such members may include a representative of the following entities: Carnegie Center, Clackamas Community College, Oregon City schools, Arts Action Alliance of Clackamas County.
- No special background is required to serve on this committee, although artists of all kinds are encouraged to apply. At least two members shall have arts professional backgrounds.
- One member may be less than 18 years of age. A member who is appointed under this subsection shall serve a one-year term that may be renewed for one additional year.

Beaverton (from Commission handbook):

Demonstrated interest/experience/competency in the following areas: activism/advocacy, planning, architecture, design, film, performing arts, visual arts, culinary arts, art and cultural property law, engineering, curatorial practice, social practice, public art, public policy, event production, arts education, arts participation, or a generalized connector and bridge-builder between sectors.

- Demonstrated interest in community service
- Previous experience in a collaborative or team environment preferred
- Demonstrated interest in public and community-focused artistic and cultural events desired
- Previous community, volunteer or non-profit service desired
- Excellent communication skills required; public speaking experience desired
- Beaverton resident or business owner preferred

Beaverton (from City Charter)

- Demonstrated interest in community service required
- Demonstrated interest in public and community focused Artistic and Cultural events desired
- Excellent communication skills required; public speaking experience desired
- Previous community, volunteer or non-profit service desired

- Previous event planning, public event organization or fundraising experience desired
- Previous experience in a collaborative or team environment preferred

**RECOMMENDATION:** Based on experience from Hillsboro and Beaverton, seek to guarantee youth voices, a good spread across culture/arts/heritage stakeholders, and representatives from under-represented groups (people of color, perhaps lgbqt, etc.) that is in-line with Wilsonville’s DEI direction/committee.

Recommend listing the kinds of qualities desired of Commission members. Suggest language similar to the following for the Commission by-laws:

“Commissioners shall be community members with knowledge and experience in arts, culture and heritage who participate in or support arts, culture or heritage activities, and includes artists, business professionals, youth, and those with experience relevant to the purpose of the Commission. Members are not appointed to represent specific constituencies, but to act on behalf of the entire community.”

**10. Selection of Commission Members and Chair/Vice-Chair**

**Highlights from Research:** Most cities follow a standard procedure of the Mayor appoints commissioners and the City Council confirms. The commission Chair and Vice-Chair are usually elected by the commission members, typically at the start of a new calendar year. The City’s Tourism Promotion Committee elects Chair/Vice-Chair positions at the start of the new fiscal year; however, most City boards and commissions elect leadership at the start of the calendar year.

Electing Commission leadership after the start of the fiscal year may provide for a better level of continuity of leadership and workflow for the Community Cultural Events Matching Grants Program, where applications are taken at the end of the calendar year and funds awarded just after the start of the calendar year.

Filing a Commission vacancy usually follows same procedure for appointment. Commissioners are generally deemed to have effectively resigned from the Commission when missing three consecutive meetings without a prior-arranged excuse. It was pointed out during research that there may be occasions when a commissioner may need to be removed; in these rare cases, the removal process is similar to appointment, with Mayor recommending removal and City Council concurring.

**RECOMMENDATION:** For Commission members’ appointment, follow the standard City procedure of Mayor appoints commissioners and City Council confirms appointment. The Commission elects Chair and Vice Chair at the first meeting the fiscal year.

Commissioners are generally deemed to have effectively resigned from the Commission when missing three consecutive meetings without a prior-arranged excuse with the Chair or Vice-Chair. The Mayor may remove a Commission member with City Council concurrence.

## 11. Grant-making Programs

**Summary from research:** At least 5 of the municipalities have arts/culture/heritage grant programs:

- Culture, Arts and Heritage Grant Program (serving non-profits, individuals, government agencies). Program may be on hold because of COVID and lack of Admissions Tax revenue. (Vancouver)
- 2 grant programs: arts and culture grants to non-profits, community enhancement grants (Gresham)
- 3 grant programs: neighborhood-based, project-based, emerging opportunities (Beaverton)
- Annual general operating grants/competitive, annual general operating grants/noncompetitive, annual event/project grants/competitive (Hillsboro)
- Annual general operating grants/noncompetitive (Tigard)
- Arts Agency Contribution Fund -- \$1,000 to cover arts related programming (Tualatin)

**RECOMMENDATION:** Above Item 3. Purpose/Authority/Mission and Duties/Tasks, recommended, based on ACHS Recommendation p. 47, that the new Commission oversee administration of the Community Tourism Matching Grant Program currently overseen by the Tourism Promotion Committee. The recommendation is to transfer oversight of the grant program from the Tourism Promotion Committee to the Commission and to rename as the Community Cultural Events Matching Grant Program to better align the name of the grant program and the actual purpose and usage, which historically has been to fund community cultural events and programs.

The Tourism Promotion Committee is fine with this recommendation since the committee's focus is marketing Wilsonville as a destination to visitors over 50 miles away (per Oregon law), rather than focusing on community events, which are one component of many attractions marketed to visitors. Thus, the Tourism Promotion Committee's primary attention is on the three-year-long tourism promotion and destination marketing agency contract.

The ACHS recommends that the 25-year-old Community Tourism Matching Grant Program be reexamined and updated as may be needed, including consideration of a potential increase in the amount of the grant fund that has remained constant since inception. This task would be left for the Commission to undertake as a priority ACHS recommendation to consider and advance to the City Council.

The ACHS also envisions a new public-art program of an undefined nature, but often includes acquisition of art for public display and support for performing arts.

The Commission Bylaws would need to provide for a conflict-of-interest provision that requires commissioners who may personally benefit or professionally benefit as a board member or staff member of a party applying for a grant to recuse that commissioner from voting on the grant application. However, this provision would not infringe on the rights of the commissioner to address aspects of the grant application to the Commission.

## 12. Frequency of Commission Meetings

**Summary from Research:** 7 municipalities hold monthly meetings.

**RECOMMENDATION:** Rather than dictate a schedule or quantity of meetings for the Commission, the recommendation is to set a floor for the number of meetings to be held during the course of the fiscal year, similar to the Tourism Promotion Committee. Like the Tourism Promotion Committee members, the Commission may find that certain times of the year, such as the Thanksgiving-New Year's holidays period and eventful summer months, preclude the ability for members to meet. The Tourism Promotion Committee, which is to meet a minimum of 4 times per fiscal year (quarterly meetings), has on average conducted 5 meetings per fiscal year.

The recommendation is to use language such as (assuming 9 voting commission members):

“The Commission shall meet a minimum of four (4) meetings per fiscal year. A meeting of the Commission may be held without a quorum; however, a quorum of at least five (5) voting members is required in order for the Committee to vote on any matter.”

## 13. Annual Budget and Revenue Sources

**Summary from research:** A wide range of municipal budgets for arts and culture programming that may include staff expenses and professional service contracts:

- \$1.5 million (Hillsboro)
- \$560,000 (Beaverton)
- \$530,000 (Vancouver)
- \$450,000 (Hood River)
- \$388,000 (Sherwood)
- \$338,355 (Lake Oswego)
- \$20,000 (Tualatin) plus 10-15% of staff salary, plus Historical Society has a ½ or ¾ time staff person
- \$7,000 (Gresham)
- 0...funds made available as needed (Forest Grove)
- 0 ...but access to the Tourism Art Treasure Trove (\$40,000) (Oregon City)

**Summary from research:** Most common municipal source for arts and culture programming is general fund, with some having project funds coming from Transient Lodging Tax (TLT), which is also a general fund source but has state-mandated minimums to be spent on tourism promotion.

At least 4 communities have Percent-for-Art ordinances that impose a fee (usually 1%) on the total cost of certain public-works projects: Beaverton, Lake Oswego, Milwaukie and West Linn.

**RECOMMENDATION:** The Commission is charged by the [2020 ACHS Recommendation 8](#). *Improve and create sustainable funding mechanisms to support cultural activities, events and programs.* ACHS pp. 64-67 lists a number of potential public and private sources of funds to support arts, culture and heritage activities that could be examined by the Commission. As indicated in proposed Purpose language above in Item 3. Purpose/Authority/Mission and Duties/Tasks, the Commission would examine potential funding sources and make a recommendation to City Council for consideration.

#### 14. Scope of Arts and Culture Programming and Operations

**Summary from research:** Most common program areas for municipal operations include:

- Public art (11)
- Presenting performances, events (10)
- Exhibits (7)
- Grants programs (4)
- Providing meeting space (4)
- Classes (3)
- Rental venue (3)
- Technical assistance (2)
- Partnering on lectures, demonstrations (2)
- Other: touring performances, grant programs, growing temporary and permanent art collection, festivals, historic properties, working with local history and cultural groups

Working in PARTNERSHIP with other groups/organizations/sectors was mentioned consistently.

The Commission may also seek to periodically consult with the other City boards pertaining to arts and culture, including Parks and Recreation Advisory Board, Tourism Promotion Committee, Kitakata Sister City Advisory Board and the Library Board; see 2020 ACHS p. 56.

**RECOMMENDATION:** The Commission is charged by several 2020 ACHS recommendations to advise the City Council on arts and culture programming and operations:

*Recommendation 3. Provide strategic assistance to Wilsonville cultural nonprofits in order to build organizational capacity.*

*Recommendation 5. Improve inter-governmental collaboration and coordination to advance arts, culture, and heritage.*

*Recommendation 6. Develop a long-term, sustainable public art program.*

*Recommendation 7. The City works with partners to advance an arts and cultural center/facility.*

As indicated in proposed Purpose language above in 3. Purpose/Authority/Mission and Duties/Tasks, the Commission would examine potential arts and culture programming and operations options and make recommendations to City Council for consideration.

## 15. Primary City Departments Engaged in Arts and Culture Programming, Events and Facilities

**Summary from research:** Cities vary as to which department is primarily responsible for municipal arts and culture programming, events and facilities. Following is a listing of the number of cities and which City department is primarily responsible for arts and culture programming. The 2020 ACHS recognizes that the City Library and Parks and Recreation Department are the primary City departments actively engaged in arts and culture programming, events and facilities, with staff support from the Administration Department.

- Parks and Recreation (7)
- Library (4)
- Planning Department
- Economic/Community Development

## 16. Department that Commission Resides In

**Summary from research:** Cities vary as to which department houses the arts and culture commission. Occasionally as noted below in Item 17. Department Staff that Support the Commission, sometimes staff of another department act as support staff for the commission.

- Community Services and Community Services and Engagement (2)
- Admin/City Manager's Office, Library, Parks and Rec (2)
- Parks and Recreation
- Library and Parks and Recreation
- Parks, Recreation, Cultural Services
- Admin/City Manager's Office and Parks and Rec
- Economic Development

**RECOMMENDATION:** The [2020 ACHS Recommendation 4](#). *City forms an Arts and Culture Commission and provides supporting staffing resource*, p. 59, notes that Library, Parks and Recreation Department and the Administration Department could be the primary department overseeing arts and culture programming, events and facilities.

Given that the Parks and Recreation Advisory Board, Tourism Promotion Committee, Kitakata Sister City Advisory Board and the nonprofit Korean War Memorial Foundation of Oregon are all part of or affiliated with the Parks and Recreation Department, the recommendation is to house the Commission in the Parks and Recreation Department.

Most of the community's primary arts and cultural events occur in City parks and facilities, especially Town Center Park, that are operated by the Parks and Recreation Department. Additionally, the Parks and Recreation Department has overseen the Community Tourism Matching Grant Program (proposed to be modified as the Community Cultural Events Matching Grant Program) for the past 25 years, first under the supervision of the Parks and Recreation Advisory Board and later for the past 5 years by the Tourism Promotion Committee.

## 17. Department Staff that Support the Commission

Summary from research: As noted above in 16. Department that Commission Resides In, periodically staff from one department support the commission that resides in a different department. For example, the City's Tourism Promotion Committee is housed in the Parks and Recreation Department but receives primary staff support from the Administration Department.

- Parks and Recreation Department (3)
- Library (2)
- Parks, Recreation, Cultural Services staff
- City of Beaverton Arts Program
- City Manager/Library/Parks and Rec
- Tourism Program Specialist within Economic Development within City Manager Office

**RECOMMENDATION:** The [2020 ACHS Recommendation 4](#). City forms an Arts and Culture Commission and provides supporting staffing resource, ACHS pp. 56-58, notes:

*In order to propel the work of the Arts and Culture Commission, the City should consider creating a fulltime position that could also work with the City's Tourism Promotion Committee and program... A full-time staff person dedicated to tourism and cultural affairs would allow the City to develop greater expertise, networking connections and dedicated work product to advance an integrated tourism and cultural affairs program. Thus, the Tourism and Cultural Affairs Coordinator would staff both the Tourism Promotion Committee and the Arts and Culture Commission.*

Thus, the recommendation is for existing staff of the Parks and Recreation Department to support the Commission with assistance from Library and Administration Department staff during the initial formation period. Additionally, recommend to consider budgeting for subsequent fiscal year for Tourism and Cultural Affairs Coordinator position in the Parks and Recreation Department, per ACHS Recommendation 4, to staff the Commission, Tourism Promotion Committee and Kitakata Sister City Advisory Board and work with the Korean War Memorial Foundation of Oregon.

City of Wilsonville Arts, Culture and Heritage Commission (ACHC):  
**2021 Municipalities Comparative Data Sheets  
 for Arts and Culture Commission Research**

October 20, 2021

Bill Flood, Community Cultural Development Consultant  
 Mark Ottenad, Public/Government Affairs Director, Project Manager

For the Implementation Plan for the City of Wilsonville Arts, Culture and Heritage Strategy  
 (ACHS): Formation of the Arts and Culture Commission, July 2021



## TABLE OF CONTENTS

PAGE	CITY	ARTS/CULTURE BODY NAME	TYPE	POPULATION
2	Beaverton	Arts Commission	Municipal	99,561
7	Forest Grove	Public Arts Commission	Municipal	26,835
11	Gresham	Art Committee	Municipal	108,527
15	Hillsboro	Hillsboro Arts and Culture Council	Municipal	110,982
18	Hood River	Columbia Center for the Arts	Nonprofit	23,621
22	Lake Oswego	Arts Council of Lake Oswego	Nonprofit	40,418
25	McMinnville	Committee for Public Art	Nonprofit	35,427
28	Milwaukie	Arts Committee	Municipal	20,924
31	Newberg	Chehelam Cultural Center	Nonprofit	24,188
34	Oregon City	Arts Commission	Municipal	37,769
38	Sherwood	Cultural Arts Commission	Municipal	20,115
41	Tigard	Tigard Arts Council	Nonprofit	57,238
45	Tualatin	Arts Advisory Committee	Municipal	28,287
51	Vancouver	Culture, Arts and Heritage Commission	Municipal	187,615
55	West Linn	Arts and Culture Commission	Municipal	26,680

<b>City/Community</b>	<b>Beaverton</b>
<b>Population (2021)</b>	99,561
<b>Name of A&amp;C Board/Com/Org</b>	<b>Beaverton Arts Commission City of Beaverton Arts Program</b>
<b>Organization Type</b> <ul style="list-style-type: none"> <li>• Municipal/City body</li> <li>• Nonprofit</li> </ul>	Municipal
<b>Purpose/authority/mission</b> <ul style="list-style-type: none"> <li>• Designated duties/tasks</li> </ul>	<p>Purpose (from bylaws): To advise the City on opportunities that enrich lives and build community through arts and culture.</p> <p>Duties (from bylaws):</p> <ol style="list-style-type: none"> <li>1. Advocate for arts and culture.</li> <li>2. Promote and strengthen participation and awareness by bringing people together to experience arts and culture.</li> <li>3. Support arts in the community by advising and implementing Beaverton Code 2.03.245 for art in public places and administering grants.</li> <li>4. Make an annual report to City Council, as provided in Beaverton Code 2.03.002. The report shall contain a summary of activities the Board conducted the previous year.</li> <li>5. Perform other related duties as directed by the Mayor or City Council.</li> </ol> <p><b>Essential responsibilities</b></p> <p>Commission Members are appointed to terms of one to three years and may participate in one or more focus sub-committees. Additionally, Commission Members are asked to:</p> <ul style="list-style-type: none"> <li>• Act as an arts, culture and BAC advocate within the community, at City Council meetings, budget hearings or other public forums as needed</li> <li>• Assist staff in routinely reporting accomplishments to the community and Beaverton City Council</li> <li>• Attend and participate in monthly board meetings and sub-committee meetings</li> <li>• Attend six or more BAC supported, funded or organized community events</li> </ul>
<b>Number of members/directors</b> <ul style="list-style-type: none"> <li>• Set or Variable number</li> </ul>	15

	(Optional) <b>Alternates</b> . There may be a maximum of 2 alternates. Alternate members shall serve one-year terms and are non-voting members. Alternate members are encouraged to attend Board meetings to become familiar with BAC processes in preparation for potential future appointments to the BAC.
<b>Terms of office</b>	Three-year terms. First appointments are staggered. Term of office begins on the first day of the calendar year.
<b>Term limits</b> • Details	Terms begin on January 1. Deadline to apply for the board occurs annually in early October.
<b>Residency requirement</b> • for any members/directors	<ul style="list-style-type: none"> <li>Beaverton residency required <i>(The Charter for the City of Beaverton, Chapter V, Section 19, C.2., provides that: "Unless waived by a majority vote of the entire council, a member of any committee, board or commission shall be a resident of the City.")</i></li> </ul>
<b>Membership type notes:</b> • Voting members or ex-officio	
<b>Representation requirements</b> • A&C discipline requirement • Any population with designated seat (e.g., youth)	<p>Individuals considered for open Commission Member appointments should exhibit the following:</p> <ul style="list-style-type: none"> <li>Beaverton residency required <i>(The Charter for the City of Beaverton, Chapter V, Section 19, C.2., provides that: "Unless waived by a majority vote of the entire council, a member of any committee, board or commission shall be a resident of the City.")</i></li> <li>Demonstrated interest in community service required</li> <li>Demonstrated interest in public and community focused Artistic and Cultural events desired</li> <li>Excellent communication skills required; public speaking experience desired</li> <li>Previous community, volunteer or non-profit service desired</li> <li>Previous event planning, public event organization or fundraising experience desired</li> <li>Previous experience in a collaborative or team environment preferred</li> </ul> <p>QUALIFICATIONS from Arts Commission handbook (in file)</p> <p>Individuals considered for open commission appointments should exhibit the following:</p> <ul style="list-style-type: none"> <li><u>Demonstrated interest/experience/competency in the following areas:</u> activism/advocacy, planning, architecture, design, film, performing arts, visual arts, culinary arts, art and cultural property law, engineering, curatorial practice, social</li> </ul>

	<p>practice, public art, public policy, event production, arts education, arts participation, or a generalized connector and bridge-builder between sectors.</p> <ul style="list-style-type: none"> <li>• Demonstrated interest in community service.</li> <li>• Previous experience in a collaborative or team environment preferred.</li> <li>• Demonstrated interest in public and community-focused artistic and cultural events desired.</li> <li>• Previous community, volunteer or non-profit service desired.</li> <li>• Excellent communication skills required; public speaking experience desired.</li> <li>• Beaverton resident or business owner preferred.</li> </ul>
<p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>• How members are selected</li> <li>• How chair/vice-chair/officers are identified and selected</li> </ul>	<p>Officers of Board shall be a chair, vice chair, and a recorder. The term of office for an officer begins with the first Board meeting in January and lasts for one year.</p> <p><b>Chair.</b> The chair shall:</p> <ul style="list-style-type: none"> <li>i. Preside over all deliberations and meetings of the Board;</li> <li>— ii. Vote on all questions before the Board;</li> <li>— iii. Call special meetings in accordance with these bylaws;</li> <li>— iv. Be responsible for preparing the agenda for meetings with the assistance of the staff liaison;</li> <li>— v. Represent the Board to the public and may give presentations and provide testimony;</li> </ul> <p><b>Vice chair.</b> The vice chair shall fulfill the role of the chair in the chair’s absence.</p> <p><b>Recorder.</b> The recorder shall record the minutes of each regular meeting and prepares written minutes to be given to the City staff liaison at least two weeks before the next regularly-scheduled meeting. The recorder shall record, prepare, and maintain minutes consistent with Oregon public meetings and records law.</p> <p><b>Election of Officers.</b> Board members shall elect officers annually. Nominations shall come from Board members. All Commissioners nominated for Chair must have already served as a board member for at least one year. The officers shall be elected in the order of: chair, vice chair, and recorder. In the event of a tie vote, one revote shall take place among the tied vote receivers. In the event of a second tie, the office shall be decided by a flip of a coin. The City staff liaison shall administer the election process at the meeting.</p>

	<p><b>Vacancy.</b> If an officer position becomes available during the year, the Board shall vote on a replacement at the next regularly-scheduled meeting. The newly-elected officer shall complete the term of the existing vacancy.</p>
<b>Appointment</b>	
<ul style="list-style-type: none"> <li>Who appoints and how</li> </ul>	Mayor appoints, subject to City Council confirmation
<ul style="list-style-type: none"> <li>Removal</li> </ul>	<p>All members shall regularly attend meetings. A member may be removed by the Mayor, subject to confirmation by City Council, if a member has missed more than 50 percent of regular meetings in a calendar year, whether or not the absences were excused or unexcused. An absence is “unexcused” if the member does not notify the chair, vice-chair, or the staff liaison about an absence prior to the meeting.</p> <p>As provided in the 2021 Beaverton Charter and Beaverton Code 2.03.002, the Mayor may remove any member on a Board, subject to confirmation by City Council or inaction by City Council within 15 calendar days after notice of the Mayor’s action.</p>
<ul style="list-style-type: none"> <li>Filling a vacancy</li> </ul>	As provided in Beaverton Code 2.03.002, the mayor shall appoint another member to the Board if there is a vacancy. The mayor shall appoint the member through a substantially-similar process used to appoint the original members of the Board. The member filling the vacancy shall serve on the Board for the remainder of the unexpired term.
<b>Grant-making program</b>	<p>One grant program, 3 subgrants within that.</p> <p>Art lives here...neighborhood-based arts programs</p> <p>Project-based grants program</p> <p>Emerging opportunities grants</p>
<b>Awarding of grants</b>	
<b>Annual amount</b>	
<b>Code of ethics – conflicts-of-interest provision</b>	
<b>Meetings</b>	
<ul style="list-style-type: none"> <li>Frequency (number) of meetings each year</li> </ul>	Monthly
<ul style="list-style-type: none"> <li>Minimum number of meetings</li> </ul>	
<b>Dissolution</b>	
<ul style="list-style-type: none"> <li>Triggers for dissolution?</li> </ul>	

<b>Budget amount (annual)</b>	<p>Approx Budget:                  Total \$560,000                  \$344,000 including benefits STAFF                  \$122,000 public art programs                  \$93,000 community events</p>
<b>• Revenue source(s) and amount</b>	<p>Funded through TOT \$. That goes into general fund revenues. So much development happening in Beaverton.</p> <p>City has a 1% for public art ordinance. Over \$50,000. 1% goes into a fund for public art.</p> <p>Performing Arts Center is its own non-profit run by the Beaverton Arts Foundation. City will provide supplemental funding.</p>
<b>Scope of A&amp;C programming and operations</b>	<p>Public art                  Rotating exhibits in City Hall                  Partner with Tualatin Valley Creates on lectures, demonstrations, etc.                  Present performances, events</p>
<b>Primary City Departments engaged in A&amp;C programming, events and facilities</b>	
<b>Department that A&amp;C Board/Com/Org resides in</b>	Community Services and Engagement
<b>Department staff that support A&amp;C Board/Com/Org</b>	3 FTE
<b>CONTACT INFO</b>	<p>Laura Becker                  City of Beaverton Arts Program                  12725 Milikan Way                  P.O. Box 4755                  Beaverton Oregon 97076  <a href="mailto:lbecker@beavertonoregon.gov">lbecker@beavertonoregon.gov</a></p>
<b>Webpage</b>	<a href="http://www.BeavertonOregon.gov/Arts">www.BeavertonOregon.gov/Arts</a>
<b>Notes</b>	<p>You need a dedicated staff person for this Commission.</p> <p>In folder: org chart, Board Handbook, bylaws</p>

<b>City/Community</b>	<b>Forest Grove</b>
<b>Population (2021)</b>	26,835
<b>Name of A&amp;C Board/Com/Org</b>	<b>Public Arts Commission</b>
<b>Organization Type</b> <ul style="list-style-type: none"> <li>• Municipal/City body</li> <li>• Nonprofit</li> </ul>	Municipal
<b>Purpose/authority/mission</b> <ul style="list-style-type: none"> <li>• Designated duties/tasks</li> </ul>	<p>The Commission was established January 23, 2006, by an act of the Forest Grove City Council by Resolution No. 2006-06 to enhance the cultural and aesthetic quality of life in Forest Grove by serving to preserve, promote, and develop public access to the arts.</p> <ul style="list-style-type: none"> <li>○ Designated duties? Responsibilities and Functions from by-laws:             <ul style="list-style-type: none"> <li>• A. To foster relationships between these organizations, and other organizations and individuals to ensure the arts continue to be of value as an integral part of Forest Grove.</li> <li>• B. To promote the arts in Forest Grove to enrich the lives of its citizens through education and demonstration. To assist with the promotion of arts events in the broader community.</li> <li>• C. To advise Council, Parks and Recreation Commission, Historic Landmarks Board, and the Planning Commission in using public art to enhance existing development in public parks and other public lands and in public structures.</li> <li>• D. To advise Council, Planning Commission, Parks and Recreation Commission, other City Boards, Committees, and Commissions, and City departments regarding artistic components of all municipal government projects under consideration by the City. The Commission may also serve as a resource for artistic components of land use developments.</li> <li>• E. To advise Council and make recommendations regarding policies and programs that would enhance and encourage the planning, placement and maintenance of public displays of art in locations open to the public within the community.</li> <li>• F. To encourage connections with other local, regional, and national organizations working for the benefit of the arts and preservation of artistic values, and other similar activities.</li> <li>• G. To recognize and encourage groups and organizations that enrich Forest Grove life by bringing cultural and artistic values and artifacts to the City.</li> <li>• H. To pursue and consider opportunities, gifts and grants for support of arts programs and activities and the procurement of public art and to respond to offers of art donations.</li> <li>• I. To foster community arts activities as a vehicle for local economic development.</li> </ul> </li> </ul>

	<p>From website: <b>Responsibilities/Objectives:</b></p> <ul style="list-style-type: none"> <li>• Promote the arts in Forest Grove to enrich the lives of its citizen through education and demonstration. To assist with the promotion of arts events in the broader community.</li> <li>• Advise the City Council and City Boards and Commissions, and City Departments regarding artistic components of all municipal government projects under consideration by the City. The PAC may also serve as a resource for artistic components for land use developments.</li> <li>• Advise City Council and make recommendations regarding policies and programs that would enhance and encourage the planning, placement and maintenance of public displays of art in locations open to the public within the community.</li> <li>• Pursue and consider opportunities, gifts and grants for support of arts programs and activities and the procurement of public art and to respond to offers of art donations.</li> </ul> <p>From website:  <b>Mission:</b> Art Belongs Everywhere and to Everyone.</p> <p><b>Purpose:</b></p> <ol style="list-style-type: none"> <li>1. To encourage broad-based community representation and advise City Council on public policy issues affecting Forest Grove and City Council adopted Goals and Objectives.</li> <li>2. To enhance the cultural and aesthetic quality of life in Forest Grove by serving to preserve, promote and develop public access to the arts.</li> </ol>
<p><b>Number of members/directors</b></p> <ul style="list-style-type: none"> <li>• Set or Variable number</li> </ul>	<p>9</p>
<p><b>Terms of office</b></p>	<p>The Public Arts Commission members will serve three-year, staggered terms. The original appointees will be appointed as follows: three for one year, three for two years, three for three years, and thereafter all terms will be for three years. Vacancies can be filled at any time to complete a given term.</p>
<p><b>Term limits</b></p> <ul style="list-style-type: none"> <li>• Details</li> </ul>	
<p><b>Residency requirement</b></p> <ul style="list-style-type: none"> <li>• for any members/directors</li> </ul>	<p>Up to two members of the nine-member Commission may reside outside of the city limits.</p>
<p><b>Membership type notes:</b></p> <ul style="list-style-type: none"> <li>• Voting members or ex-officio</li> </ul>	<p>The City Council will select one of its members to serve as its non-voting liaison to the Commission. The Forest Grove Library Director and the Parks &amp; Recreation Director or their designees will serve as non-voting liaisons.</p>

<p><b>Representation requirements</b></p> <ul style="list-style-type: none"> <li>• A&amp;C discipline requirement</li> <li>• Any population with designated seat (e.g., youth)</li> </ul>	<p>The members will be citizens with an interest in the development, acquisition, preservation and accessibility of arts in the community. Up to two members of the nine-member Commission may reside outside of the city limits. A student from a local high school or Pacific University will be appointed as a non-voting member.</p>
<p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>• How members are selected</li> <li>• How chair/vice-chair/officers are identified and selected</li> </ul>	
<p><b>Appointment</b></p>	
<ul style="list-style-type: none"> <li>• Who appoints and how</li> </ul>	<p>Mayor with Council concurrence</p>
<ul style="list-style-type: none"> <li>• Removal</li> </ul>	
<ul style="list-style-type: none"> <li>• Filling a vacancy</li> </ul>	
<p><b>Grant-making program</b></p>	
<p><b>Awarding of grants</b></p>	
<p><b>Annual amount</b></p>	
<p><b>Code of ethics – conflicts-of-interest provision</b></p>	
<p><b>Meetings</b></p>	
<ul style="list-style-type: none"> <li>• Frequency (number) of meetings each year</li> </ul>	<p>At least monthly</p>
<ul style="list-style-type: none"> <li>• Minimum number of meetings</li> </ul>	
<p><b>Dissolution</b></p> <ul style="list-style-type: none"> <li>• Triggers for dissolution?</li> </ul>	
<p><b>Budget amount (annual)</b></p>	<p>No annual operating budget. Funds are made available as needed from the City, the Friends of the Library, the Library Foundation and other local fundraising efforts.</p>
<ul style="list-style-type: none"> <li>• <b>Revenue source(s) and amount</b></li> </ul>	<p>Friends of Library supports Library programs. Public Arts Commission provides sponsorship funds through a grant program. This year the City’s Urban renewal agency allocated funds to the Public Arts Commission for the acquisition of a piece of public art. The City Council annually awards grants to local organizations through its Community Enhancement Program (CEP)</p>
<p><b>Scope of A&amp;C programming and operations</b></p>	<p>Public Arts Commission collaborates with local businesses and organizations. Public Arts Commission does acquisition and installation of public art.</p>

	Library provides educational and entertainment programs, musical programs of all kinds.
<b>Primary City Departments engaged in A&amp;C programming, events and facilities</b>	Library Parks and Recreation
<b>Department that A&amp;C Board/Com/Org resides in</b>	Appears to be combination of Administration/City Manager's Office, Library, Parks and Recreation
<b>Department staff that support A&amp;C Board/Com/Org</b>	Library and Parks and Recreation Directors serve as liaisons to their commissions and to the Public Arts Commission.  The City also provides administrative assistance to the Public Arts Commission.  Administration/City Manager's Office Library Parks and Recreation
<b>CONTACT INFO</b>	Colleen Winters Forest Grove City Library 2114 Pacific Avenue Forest Grove OR 97116 <a href="mailto:cwinters@forestgrove-or.gov">cwinters@forestgrove-or.gov</a> 5039923246
<b>Webpage</b>	<a href="https://www.forestgrove-or.gov">https://www.forestgrove-or.gov</a>
<b>Notes</b>	Annual Report in folder Strategic Plan in folder

<b>City/Community</b>	<b>Gresham</b>
<b>Population (2021)</b>	108,527
<b>Name of A&amp;C Board/Com/Org</b>	<b>City of Gresham Art Committee</b> <a href="https://www.greshamartcommittee.com">https://www.greshamartcommittee.com</a>
<b>Organization Type</b> <ul style="list-style-type: none"> <li>• Municipal/City body</li> <li>• Nonprofit</li> </ul>	It is a volunteer Committee that is technically appointed by Mayor/approved by City Council.
<b>Purpose/authority/mission</b> <ul style="list-style-type: none"> <li>• Designated duties/tasks</li> </ul>	To exhibit and promote local art/artists, to provide opportunities for education  From website: The volunteer Gresham Art Committee: <ul style="list-style-type: none"> <li>- Oversees the visual arts exhibits in the City's Visual Arts Gallery and throughout City facilities.</li> <li>- Assists in acquiring art purchased by the City.</li> <li>- May advise the City in arts and culture-related activities.</li> </ul> Their purpose is primarily to put on art exhibits. Present work of local and area artists in a gallery show. They do the logistics. Really focus on the visual arts (exhibits).
<b>Number of members/directors</b> <ul style="list-style-type: none"> <li>• Set or Variable number</li> </ul>	Maximum 15 people, 8 must have an arts background.
<b>Terms of office</b>	
<b>Term limits</b> <ul style="list-style-type: none"> <li>• Details</li> </ul>	
<b>Residency requirement</b> <ul style="list-style-type: none"> <li>• for any members/directors</li> </ul>	Residency not required.
<b>Membership type notes:</b> <ul style="list-style-type: none"> <li>• Voting members or ex-officio</li> </ul>	
<b>Representation requirements</b> <ul style="list-style-type: none"> <li>• A&amp;C discipline requirement</li> <li>• Any population with designated seat (e.g., youth)</li> </ul>	

<b>Recruitment</b>	
<ul style="list-style-type: none"> <li>• How members are selected</li> <li>• How chair/vice-chair/officers are identified and selected</li> </ul>	
<b>Appointment</b>	
<ul style="list-style-type: none"> <li>• Who appoints and how</li> </ul>	A committee panel with approval under the Office of Governance and Management (staff assigned by City Manager). Appointed by Mayor/Council.
<ul style="list-style-type: none"> <li>• Removal</li> </ul>	
<ul style="list-style-type: none"> <li>• Filling a vacancy</li> </ul>	
<b>Grant-making program</b>	2 funds:
	<ul style="list-style-type: none"> <li>- Arts and Culture Grants – must go to a non-profit organization that can pay local artists. Max. \$6,800.</li> <li>- Community Enhancement Advisory Committee -- \$40,000-\$60,000 per year</li> </ul>
<b>Awarding of grants</b>	
<b>Annual amount</b>	
<b>Code of ethics – conflicts-of-interest provision</b>	
<b>Meetings</b>	
<ul style="list-style-type: none"> <li>• Frequency (number) of meetings each year</li> </ul>	Monthly...typically does not hold meetings in July or August Pre-pandemic they met once or twice a month.
<ul style="list-style-type: none"> <li>• Minimum number of meetings</li> </ul>	
<b>Dissolution</b>	
<ul style="list-style-type: none"> <li>• Triggers for dissolution?</li> </ul>	
<b>Budget amount (annual)</b>	\$7,000 budget for 2021. Event promotion, flyers, artists fees, 100% putting on exhibits.
<ul style="list-style-type: none"> <li>• Revenue source(s) and amount</li> </ul>	
<b>Scope of A&amp;C programming and operations</b>	Art Talks – exploring and understanding different forms/mediums/history Local artist exhibitions and live music Performances -- Arts and Culture Grants/funded by City Council (performances) Public art -- Arts and Culture Grants/funded by City Council Gresham Arts Festival – annual art festival in downtown Gresham with live music. Gresham Visual Arts Gallery

	<p>Tsuru Japanese Garden                  Gresham Arts Plaza</p> <p>Art Walk Etc. is a 501 c3 sponsoring Gresham Outdoor Public Art.</p>
<b>Primary City Departments engaged in A&amp;C programming, events and facilities</b>	Parks and Recreation, etc.
<b>Department that A&amp;C Board/Com/Org resides in</b>	Administration/City Manager's Office Parks and Recreation
<b>Department staff that support A&amp;C Board/Com/Org</b>	4-6 FTE...but all have additional duties not related to arts and culture (Parks and Recreation, etc.)
<b>CONTACT INFO</b>	Claire.Griffing who supports the Council <a href="mailto:Claire.Griffing@GreshamOregon.gov">Claire.Griffing@GreshamOregon.gov</a> 5036182871
<b>Webpage</b>	<a href="https://greshamoregon.gov/Gresham-Art-Committee/">https://greshamoregon.gov/Gresham-Art-Committee/</a> <a href="https://greshamoregon.gov/Arts-and-Culture/">https://greshamoregon.gov/Arts-and-Culture/</a> <a href="http://www.greshamoregon.gov/Gresham-Museums">http://www.greshamoregon.gov/Gresham-Museums</a> <a href="https://greshamjapanesegarden.com">https://greshamjapanesegarden.com</a> <a href="https://www.greshamoutdoorpublicart.com">https://www.greshamoutdoorpublicart.com</a> <a href="https://www.greshamartcommittee.com">https://www.greshamartcommittee.com</a>
<b>Notes</b>	<p>From Bill's interview with Claire Griffing on Oct 1. She is Council Coordinator.</p> <p>City Council created Committee, but they really operate as a group of volunteers. Go through similar application process as other Committees; appointed by City Council. Don't have Council Liasion that sits on committee.</p> <p>They are really doers; more like a task force. They act a lot like a non-profit, but they are technically categorized as a committee. They operate more informally than other committees. Set their own rules. Arts Committee is very self-sufficient. They have their own website.</p> <p>Claire will send the resolution that created the Committee.                  Authorized to adopt rules and procedures.</p> <p>Not a formal committee, but subject to regular appointment process. Staff makes recommendation; Mayor makes recommendation to Council; Council ratifies.</p>

Parks and Recreation would be a good home for the Arts Commission. Right now there is no home for it. It is in the City Manager's/Mayor's Office.

Her recommendation is to be careful about creating a long-standing committee unless you completely understand the purpose of the Committee. An arts and culture committee (policy advisors) is a nice thing to have...but you have to have staff. Think about what you are trying to achieve.

<b>City/Community</b>	<b>Hillsboro</b>
<b>Population (2021)</b>	110,982
<b>Name of A&amp;C Board/Com/Org</b>	<b>City of Hillsboro Cultural Arts Program (Hillsboro Arts and Culture Council)</b>
<b>Organization Type</b> <ul style="list-style-type: none"> <li>• Municipal/City body</li> <li>• Nonprofit</li> </ul>	Municipal
<b>Purpose/authority/mission</b> <ul style="list-style-type: none"> <li>• Designated duties/tasks</li> </ul>	<p>To support and promote the growth of arts and culture as assets for a vital prosperous and livable city.</p> <p>From Code:                      The HACC operates under the direction of the council. The primary function is to provide general oversight for programs pertaining to arts and culture and to provide policy recommendations to the council. The HACC also provides representation on other city committees and commissions as needed.</p> <p><b>HACC Objectives</b></p> <ul style="list-style-type: none"> <li>• To encourage and celebrate a diverse range of arts and cultural expressions in keeping with Hillsboro's unique identity and sense of place.</li> <li>• To build capacity and collaborations among artists and arts and cultural organizations and with other community interests.</li> <li>• To expand awareness and opportunities for cultural participation.</li> <li>• To promote life-long cultural learning through the arts and culture.</li> <li>• To further integrate the arts and culture into Hillsboro's civic priorities.</li> </ul>
<b>Number of members/directors</b> <ul style="list-style-type: none"> <li>• Set or Variable number</li> </ul>	11-17
<b>Terms of office</b>	Each HACC member serves a three-year term or until their successor is appointed and takes office. Appointments and reappointments are staggered with at least one member appointed or reappointed each year. No member of the HACC may serve more than three terms. Following a break of two years, a person may reapply. The term of a member appointed to fill a vacancy expires at the end of the term of the vacating member. (Ord. 6336 § 1, 2020)
<b>Term limits</b> <ul style="list-style-type: none"> <li>• Details</li> </ul>	

<b>Residency requirement</b> • for any members/directors	
<b>Membership type notes:</b> • Voting members or ex-officio	
<b>Representation requirements</b> • A&C discipline requirement • Any population with designated seat (e.g., youth)	The Hillsboro arts and culture council (HACC) is a citizen advisory committee with 11 to 17 members who have been or are associated with specific arts, culture, heritage, business, education, social services and government groups in the city. Members are not appointed to represent specific constituencies but to act on behalf of the entire community. Young people under the age of 18 including members of the youth advisory council are encouraged to apply. (Ord. 6336 § 1, 2020)
<b>Recruitment</b> • How members are selected • How chair/vice-chair/officers are identified and selected	The HACC nominates and the mayor approves a HACC chairperson and vice-chairperson who each have one-year terms of office or serve until their successor is appointed and takes office.
<b>Appointment</b>	Mayor with Council concurrence
• Who appoints and how	
• Removal	
• Filling a vacancy	
<b>Grant-making program</b>	Annual general operating grants, competitive process Annual general operating grants, noncompetitive award Annual event/project grants, competitive process
<b>Awarding of grants</b>	
<b>Annual amount</b>	
<b>Code of ethics – conflicts-of-interest provision</b>	
<b>Meetings</b>	
• Frequency (number) of meetings each year	The HACC will hold at least 10 meetings annually at the Glenn and Viola Walters Cultural Arts Center or as otherwise designated. A majority of the HACC is necessary for a quorum. The HACC will adopt procedures consistent with state law for conducting fair and orderly meetings. (Ord. 5986 § 1, 2011)
• Minimum number of meetings	
<b>Dissolution</b> • Triggers for dissolution?	
<b>Budget amount (annual)</b>	\$1.5 million total for personnel, building and operations

<p><b>• Revenue source(s) and amount</b></p>	<p>Funded through the general fund</p>
<p><b>Scope of A&amp;C programming and operations</b></p>	<p>Youth, adult, senior and family classes                  Shows by local and regional artists                  Highlighting our diverse community, arts and cultural forms                  Emerging regional and national touring performances                  Grant programs and professional development workshops for individuals and organizations                  Growing our temporary and permanent collection                  Sponsoring and partnering on community led cultural festivals</p> <p>Including programming Walters Cultural Arts Center</p>
<p><b>Primary City Departments engaged in A&amp;C programming, events and facilities</b></p>	<p>Parks and Recreation Department...Cultural Arts Division is within this.                  Library</p>
<p><b>Department that A&amp;C Board/Com/Org resides in</b></p>	<p>Parks and Recreation Department</p>
<p><b>Department staff that support A&amp;C Board/Com/Org</b></p>	<p>6 FTE                  We are staffed as a division of the Parks Department and funded through the general fund.</p>
<p><b>CONTACT INFO</b></p>	<p>Melissa Moore                  City of Hillsboro Cultural Arts Program                  527 E Main Street                  Hillsboro OR 97123  <a href="mailto:Melissa.moore@hillsboro-oregon.gov">Melissa.moore@hillsboro-oregon.gov</a>                  5036153497</p>
<p><b>Webpage</b></p>	<p><a href="http://www.hillsboro-oregon.gov/culturalarts">www.hillsboro-oregon.gov/culturalarts</a></p> <p><a href="https://www.hillsboro-oregon.gov/city-services-overview/cultural-arts/hillsboro-arts-culture-council">https://www.hillsboro-oregon.gov/city-services-overview/cultural-arts/hillsboro-arts-culture-council</a></p>
<p><b>Notes</b></p>	<p>Arts Plan in folder</p>

<b>City/Community</b>	<b>Hood River</b>
<b>Population (2021)</b>	23,621
<b>Name of A&amp;C Board/Com/Org</b>	<b>Columbia Center for the Arts</b>
<b>Organization Type</b> <ul style="list-style-type: none"> <li>• Municipal/City body</li> <li>• Nonprofit</li> </ul>	501c3 Nonprofit
<b>Purpose/authority/mission</b> <ul style="list-style-type: none"> <li>• Designated duties/tasks</li> </ul>	<p>From website</p> <p>Columbia Center for the Arts (CCA) is located in downtown Hood River, Oregon in the heart of the spectacular Columbia River Gorge. This thriving arts center enhances opportunities for artists and residents of the greater Columbia River Gorge community and throughout the Pacific Northwest to participate in visual and performing arts, and arts education.</p> <p>We invite you to visit often to discover the arts and artists of the Columbia River Gorge and Pacific Northwest.</p> <p><b>MISSION</b>                      To cultivate the arts in the Columbia River Gorge by providing experiences that touch the heart, challenge the intellect, and spark conversation.</p> <p><b>VISION</b>                      To support a community that values, participates, and partners in the arts.</p> <p><b>WHAT WE DO</b>                      Columbia Center for the Arts is dedicated to offering a wide range of opportunities for students, artists, and audiences to engage with the arts and with the local community. We operate a centrally located facility in Hood River, OR, that houses a fine art and craft gallery for the exhibition and sales of visual artwork, a theatre/auditorium for performing arts, and multi-use spaces for educational arts programming. These ongoing activities connect and benefit the arts community for all ages and all levels of experience.</p> <p>Some of our featured programs include a year-round Children’s Theatre program, Teen Apprenticeship Program, a Seniors &amp; the Arts program, National Theatre Live broadcasts, monthly fine art and craft exhibitions, and much more.</p> <p>Our Team includes <u>volunteers</u>, <u>donors</u>, and <u>sponsors</u> as well as paid consultants and <u>staff</u> who work together run this art hub that fosters</p>

	<p>collaboration and interaction between artists, community, and local businesses. We value art-making as an essential part of a vibrant and healthy society.</p> <p>CCA's overall goal is to create a cultural destination in Hood River, OR, with facilities that enable the arts to thrive in the Columbia River Gorge. An additional goal is to draw a variety of artists and art groups from throughout the Pacific Northwest to not only enhance and improve the arts, but to help boost the region's economy and quality of life.</p>
<p><b>Number of members/directors</b></p> <ul style="list-style-type: none"> <li>• Set or Variable number</li> </ul>	
<p><b>Terms of office</b></p>	
<p><b>Term limits</b></p> <ul style="list-style-type: none"> <li>• Details</li> </ul>	
<p><b>Residency requirement</b></p> <ul style="list-style-type: none"> <li>• for any members/directors</li> </ul>	
<p><b>Membership type notes:</b></p> <ul style="list-style-type: none"> <li>• Voting members or ex-officio</li> </ul>	
<p><b>Representation requirements</b></p> <ul style="list-style-type: none"> <li>• A&amp;C discipline requirement</li> <li>• Any population with designated seat (e.g., youth)</li> </ul>	
<p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>• How members are selected</li> <li>• How chair/vice-chair/officers are identified and selected</li> </ul>	
<p><b>Appointment</b></p>	
<ul style="list-style-type: none"> <li>• Who appoints and how</li> </ul>	
<ul style="list-style-type: none"> <li>• Removal</li> </ul>	
<ul style="list-style-type: none"> <li>• Filling a vacancy</li> </ul>	
<p><b>Grant-making program</b></p>	

<b>Awarding of grants</b>	
<b>Annual amount</b>	
<b>Code of ethics – conflicts-of-interest provision</b>	
<b>Meetings</b>	
• Frequency (number) of meetings each year	
• Minimum number of meetings	
<b>Dissolution</b>	
• Triggers for dissolution?	
<b>Budget amount (annual)</b>	\$450,000 \$150,000 gallery \$150,000 performing \$150,000 education and admin
• <b>Revenue source(s) and amount</b>	No direct funds come from the City. 25% grants 75% donations and earned Have a nonprofit round table...great tool for coordination.
<b>Scope of A&amp;C programming and operations</b>	In-facility performances, classes/education, visual arts Collaborations with The Dalles Art Center and others
<b>Primary City Departments engaged in A&amp;C programming, events and facilities</b>	
<b>Department that A&amp;C Board/Com/Org resides in</b>	
<b>Department staff that support A&amp;C Board/Com/Org</b>	3 FTE (Ex. Dir., Events Manager, Gallery Manager) 3 part-time (Admin, tech manager, Latinx Coordinator)
<b>CONTACT INFO</b>	Leith Gaines (no longer there) Columbia Center for the Arts 215 Cascade Avenue P.O. Box 1543 Hood River OR 97031 <a href="http://www.columbiaarts.org">www.columbiaarts.org</a> <a href="mailto:director@columbiaarts.org">director@columbiaarts.org</a>

	5413878877
<b>Webpage</b>	<a href="https://www.columbiaarts.org">https://www.columbiaarts.org</a>
<b>Notes</b>	<p>The Columbia Gorge Arts in Education (another 501c3) also provides arts education in schools. Contact – Shelly Lindberg 541-490-9297 phone.</p> <p>Another 501c3 is BIG ART...COMMUNITY ART. Kristin Gottkin heads that.</p>

<b>City/Community</b>	<b>Lake Oswego</b>
<b>Population (2021)</b>	40,418
<b>Name of A&amp;C Board/Com/Org</b>	<b>Arts Council of Lake Oswego</b>
<b>Organization Type</b> <ul style="list-style-type: none"> <li>• Municipal/City body</li> <li>• Nonprofit</li> </ul>	501c3 that contracts with City of Lake Oswego to run the public art program. Liaison with City Parks and Recreation.
<b>Purpose/authority/mission</b> <ul style="list-style-type: none"> <li>• Designated duties/tasks</li> </ul>	The ACLO works to ensure the arts are an integral part of life in our community now and into the future with the purpose of placement and preservation of public art in Lake Oswego, providing access to art exhibitions for residents and visitors, and advance the lifelong learning about the arts through educational programs and docent tours.  Public Art Committee (PAC) within ACLO oversees public art program.
<b>Number of members/directors</b> <ul style="list-style-type: none"> <li>• Set or Variable number</li> </ul>	PAC 7 members
<b>Terms of office</b>	
<b>Term limits</b> <ul style="list-style-type: none"> <li>• Details</li> </ul>	
<b>Residency requirement</b> <ul style="list-style-type: none"> <li>• for any members/directors</li> </ul>	PAC at least 5 members must reside within Lake Oswego. Any non-City resident members must live, work, or volunteer within Clackamas County.
<b>Membership type notes:</b> <ul style="list-style-type: none"> <li>• Voting members or ex-officio</li> </ul>	
<b>Representation requirements</b> <ul style="list-style-type: none"> <li>• A&amp;C discipline requirement</li> <li>• Any population with designated seat (e.g., youth)</li> </ul>	PAC at least 3 members must be artists.
<b>Recruitment</b> <ul style="list-style-type: none"> <li>• How members are selected</li> <li>• How chair/vice-chair/officers are identified and selected</li> </ul>	See below.

<b>Appointment</b>	PAC members shall be selected by a majority vote of an appointment committee. The appointment committee shall consist of two members of the City Council and two representatives of the Arts Council Board of Directors. The City Council shall select the chair of the PAC from among the 7 members appointed by the appointment committee.
• Who appoints and how	See above.
• Removal	
• Filling a vacancy	
<b>Grant-making program</b>	
<b>Awarding of grants</b>	
<b>Annual amount</b>	
<b>Code of ethics – conflicts-of-interest provision</b>	
<b>Meetings</b>	
• Frequency (number) of meetings each year	
• Minimum number of meetings	
<b>Dissolution</b>	
• Triggers for dissolution?	
<b>Budget amount (annual)</b>	\$194,155 for public art program \$144,200 for exhibitions and cultural programming
• <b>Revenue source(s) and amount</b>	Local donors 25% Program fees paid by users 14% State, regional, national agencies and foundation 4% Transient lodging tax revenues 57%  NOTE: City of Lake Oswego also has a 1.5% for public art ordinance. 1% to purchase, half a percent to maintenance.
<b>Scope of A&amp;C programming and operations</b>	Visual arts gallery 2-4 programs, events, demos a month that contextualize gallery exhibits Consult with other municipalities regarding starting a public art program City of Lake Oswego Public Art Program (sculptures) Provide meeting space Provide technical assistance – research and resource assistance, COVID 19 support
<b>Primary City Departments engaged in A&amp;C</b>	Parks and Recreation

**2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research**  
**EXHIBIT 3 - PAGE 24**

Lake Oswego - Comparative Data Sheet for Arts and Culture Commission Research

Sept. 2021 -

Item D.

<b>programming, events and facilities</b>	
<b>Department that A&amp;C Board/Com/Org resides in</b>	
<b>Department staff that support A&amp;C Board/Com/Org</b>	3 FTE
<b>CONTACT INFO</b>	Arts Council of Lake Oswego 41 B Avenue PO Box 369 Lake Oswego OR 97034 5035345707 <a href="mailto:nnathan@lakeoswego.city">nnathan@lakeoswego.city</a>
<b>Webpage</b>	<a href="http://artscouncillo.org">http://artscouncillo.org</a>
<b>Notes</b>	Notes from interview with Jan Wirtz in folder. Contract between City and ACLO also in folder.

<b>City/Community</b>	<b>McMinnville</b>
<b>Population (2021)</b>	35,427
<b>Name of A&amp;C Board/Com/Org</b>	<b>Committee for Public Art McMinnville Historic Landmarks Committee</b>
<b>Organization Type</b> <ul style="list-style-type: none"> <li>• Municipal/City body</li> <li>• Nonprofit</li> </ul>	<p>The Committee for Public Art is actually the McMinnville Downtown Association Committee for Public Art. It is not a municipal Committee.</p> <p>The Yamhill County Cultural Coalition and the Yamhill County Arts Alliance both serve McMinnville, but there is no City Committee or support mechanism.</p> <p>The City-sponsored activities described below are supported by the Library and Parks and Recreation.</p>
<b>Purpose/authority/mission</b> <ul style="list-style-type: none"> <li>• Designated duties/tasks</li> </ul>	
<b>Number of members/directors</b> <ul style="list-style-type: none"> <li>• Set or Variable number</li> </ul>	
<b>Terms of office</b>	
<b>Term limits</b> <ul style="list-style-type: none"> <li>• Details</li> </ul>	
<b>Residency requirement</b> <ul style="list-style-type: none"> <li>• for any members/directors</li> </ul>	
<b>Membership type notes:</b> <ul style="list-style-type: none"> <li>• Voting members or ex-officio</li> </ul>	
<b>Representation requirements</b> <ul style="list-style-type: none"> <li>• A&amp;C discipline requirement</li> <li>• Any population with designated seat (e.g., youth)</li> </ul>	
<b>Recruitment</b> <ul style="list-style-type: none"> <li>• How members are selected</li> <li>• How chair/vice-chair/officers are identified and selected</li> </ul>	
<b>Appointment</b>	

• Who appoints and how	
• Removal	
• Filling a vacancy	
<b>Grant-making program</b>	
<b>Awarding of grants</b>	
<b>Annual amount</b>	
<b>Code of ethics – conflicts-of-interest provision</b>	
<b>Meetings</b>	
• Frequency (number) of meetings each year	
• Minimum number of meetings	
<b>Dissolution</b>	
• Triggers for dissolution?	
<b>Budget amount (annual)</b>	
• Revenue source(s) and amount	
<b>Scope of A&amp;C programming and operations</b>	Wide variety Art in the Library and other Civic buildings Author events Music Sculpture and murals Provide meet space, performance space, display space
<b>Primary City Departments engaged in A&amp;C programming, events and facilities</b>	Library Parks and Recreation Planning Department
<b>Department that A&amp;C Board/Com/Org resides in</b>	Library Parks and Recreation
<b>Department staff that support A&amp;C Board/Com/Org</b>	Library
<b>CONTACT INFO</b>	Jenny Berg City of McMinnville (McMinnville Public Library) 225 NW Adams St. McMinnville OR 97128

**2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research**  
**EXHIBIT 3 - PAGE 27**

McMinnville - Comparative Data Sheet for Arts and Culture Commission Research

Sept. 2021 -

Item D.

	<a href="mailto:Jenny.berg@mcminnvilleoregon.gov">Jenny.berg@mcminnvilleoregon.gov</a> 503435550
<b>Webpage</b>	<a href="https://www.mcminnvilleoregon.gov/planning/page/historic-preservation">https://www.mcminnvilleoregon.gov/planning/page/historic-preservation</a> <a href="https://www.mcminnvilleoregon.gov/parksrec/page/parks-and-recreation-cancellations">https://www.mcminnvilleoregon.gov/parksrec/page/parks-and-recreation-cancellations</a> <a href="https://www.mcminnvilleoregon.gov/library">https://www.mcminnvilleoregon.gov/library</a>
<b>Notes</b>	

<b>City/Community</b>	<b>Milwaukie</b>
<b>Population (2021)</b>	20924
<b>Name of A&amp;C Board/Com/Org</b>	<b>Milwaukie Arts Committee</b> <b><a href="http://www.milwaukieoregon.gov/arts">www.milwaukieoregon.gov/arts</a></b>
<b>Organization Type</b> <ul style="list-style-type: none"> <li>• Municipal/City body</li> <li>• Nonprofit</li> </ul>	Municipal
<b>Purpose/authority/mission</b> <ul style="list-style-type: none"> <li>• Designated duties/tasks</li> </ul>	<p>Guide the development of arts and culture in the Milwaukie community.                      Review and approve public art projects, as well as art-related components of construction projects.</p> <p>The Milwaukie Arts Committee works to connect artists with resources, and to connect the community with art. The committee oversees many projects and programs, including the City Hall Sculpture Garden, public murals and City Hall Art Gallery, as well as several arts and culture events throughout the year.</p> <p>1) Support and promote the arts, artists, and art education within the Milwaukie area</p> <p>2) Work cooperatively with other community groups and sources including, but not restricted to, Milwaukie’s neighborhood district associations, Design and Landmarks Committee, North Clackamas Parks and Recreation District, North Clackamas School District, Clackamas County Arts Alliance, New Century Players, Portland Waldorf and other schools in and around Milwaukie, Ledding Library, local businesses, area arts guilds and other groups already existing, or hereafter established, to promote the arts in the community (Ord. 1978 1, 2008)</p> <p><b>RESPONSIBILITIES</b></p> <p>1) The Committee shall update Council periodically regarding their activities.</p> <p>2) The Committee shall abide by guidelines established for all City committees as stated in Section 2.10.050 of the Municipal Code.</p> <p>3) Any other duties assigned by the City Council (Ord. 1978 1, 2008)</p>
<b>Number of members/directors</b> <ul style="list-style-type: none"> <li>• Set or Variable number</li> </ul>	7 members
<b>Terms of office</b>	Initially 5 members shall serve a 3-year term and 5 shall serve a 2-year term. At the expiration of the initial terms, each position shall be filled for a 2-year term.
<b>Term limits</b> <ul style="list-style-type: none"> <li>• Details</li> </ul>	

<b>Residency requirement</b> • for any members/directors	The majority of members shall be residents of the City.
<b>Membership type notes:</b> • Voting members or ex-officio	
<b>Representation requirements</b> • A&C discipline requirement • Any population with designated seat (e.g., youth)	
<b>Recruitment</b> • How members are selected • How chair/vice-chair/officers are identified and selected	
<b>Appointment</b>	
• Who appoints and how	Mayor with Council concurrence
• Removal	
• Filling a vacancy	
<b>Grant-making program</b>	
<b>Awarding of grants</b>	
<b>Annual amount</b>	
<b>Code of ethics – conflicts-of-interest provision</b>	
<b>Meetings</b>	
• Frequency (number) of meetings each year	Monthly
• Minimum number of meetings	
<b>Dissolution</b> • Triggers for dissolution?	
<b>Budget amount (annual)</b>	No budget is provided for operations

<p><b>• Revenue source(s) and amount</b></p>	<p>Periodic allocations are provided to the Arts Committee for public murals.                  Percentage of sales at city-owned buildings goes to the Arts Committee.                  1% for art on construction projects built on city-owned property.</p>
<p><b>Scope of A&amp;C programming and operations</b></p>	<p>City Hall Art Gallery, City Hall Sculpture Garden                  Partnership with local theater and performance venues                  Assistance with grants                  Public murals, painted intersections                  Assistance with procuring sponsorships from local businesses and organizations</p> <p>Provide display space                  Provide meeting space                  Provide performance space</p>
<p><b>Primary City Departments engaged in A&amp;C programming, events and facilities</b></p>	
<p><b>Department that A&amp;C Board/Com/Org resides in</b></p>	<p>Administration/City Manager's Office</p>
<p><b>Department staff that support A&amp;C Board/Com/Org</b></p>	<p>A City staff liaison coordinates this work with the Arts Committee.                  0 FTE</p>
<p><b>CONTACT INFO</b></p>	<p>Jordan Imlah                  City of Milwaukie                  10722 SE Main Street                  Milwaukie OR 97222  <a href="mailto:imlahj@milwaukieoregon.gov">imlahj@milwaukieoregon.gov</a>                  5037867503</p>
<p><b>Webpage</b></p>	<p><a href="http://www.milwaukieoregon.gov/arts">www.milwaukieoregon.gov/arts</a></p>
<p><b>Notes</b></p>	<p>Code, resolution, by-laws, 2020-2021 goals are in folder.</p>

<b>City/Community</b>	<b>Newberg</b>
<b>Population (2021)</b>	24,188
<b>Name of A&amp;C Board/Com/Org</b>	<b>Chehelam Cultural Center</b>
<b>Organization Type</b> <ul style="list-style-type: none"> <li>• Municipal/City body</li> <li>• Nonprofit</li> </ul>	501c3
<b>Purpose/authority/mission</b> <ul style="list-style-type: none"> <li>• Designated duties/tasks</li> </ul>	<p>From website:</p> <p>To enrich lives by connecting community and culture.</p> <p>The Chehalem Cultural Center celebrates the arts, community, education, heritage, and inclusion.</p> <p>The Center is housed in a historic brick building that began its life in 1935 as Central School—a Depression era Works Progress Administration (WPA) project. The building is currently owned by our public partner, the Chehalem Park and Recreation District. Chehalem Cultural Center is a nonprofit 501(c)(3) organization.</p> <p>Our historic building houses a fine arts gallery and exhibition hall, three multipurpose arts studio classrooms, a state-of-the-art clay studio, a recording studio with four music practice studios, meeting space, and an elegant 5,200 square foot grand ballroom for public and private events.</p> <p>Future phases include a 250-seat theater, a kitchen and culinary arts studio, a conference center with three additional multi-purpose meeting space/classrooms, and a movement studio.</p>
<b>Number of members/directors</b> <ul style="list-style-type: none"> <li>• Set or Variable number</li> </ul>	15-member board of directors
<b>Terms of office</b>	
<b>Term limits</b> <ul style="list-style-type: none"> <li>• Details</li> </ul>	
<b>Residency requirement</b> <ul style="list-style-type: none"> <li>• for any members/directors</li> </ul>	
<b>Membership type notes:</b> <ul style="list-style-type: none"> <li>• Voting members or ex-officio</li> </ul>	

<p><b>Representation requirements</b></p> <ul style="list-style-type: none"> <li>• A&amp;C discipline requirement</li> <li>• Any population with designated seat (e.g., youth)</li> </ul>	
<p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>• How members are selected</li> <li>• How chair/vice-chair/officers are identified and selected</li> </ul>	
<p><b>Appointment</b></p> <ul style="list-style-type: none"> <li>• Who appoints and how</li> <li>• Removal</li> <li>• Filling a vacancy</li> </ul>	
<p><b>Grant-making program</b></p>	
<p><b>Awarding of grants</b></p>	
<p><b>Annual amount</b></p>	
<p><b>Code of ethics – conflicts-of-interest provision</b></p>	
<p><b>Meetings</b></p> <ul style="list-style-type: none"> <li>• Frequency (number) of meetings each year</li> <li>• Minimum number of meetings</li> </ul>	
<p><b>Dissolution</b></p> <ul style="list-style-type: none"> <li>• Triggers for dissolution?</li> </ul>	
<p><b>Budget amount (annual)</b></p>	
<p>• <b>Revenue source(s) and amount</b></p>	<p>5% local community foundation                      35% local donors                      25% program fees paid by users                      10% state, regional, national agencies and foundations                      25% rental program</p>
<p><b>Scope of A&amp;C programming and operations</b></p>	<p>Cultural center serving Newberg and region. In addition to in-house activities listed above, they hold several large public festivals.</p>

A&C = Arts and culture

	Arts education, public gatherings, professional studios, rental venue. Also appear to make operating grants and event/project grants.
<b>Primary City Departments engaged in A&amp;C programming, events and facilities</b>	Chehalem Parks and Recreation District owns building.
<b>Department that A&amp;C Board/Com/Org resides in</b>	
<b>Department staff that support A&amp;C Board/Com/Org</b>	12 FTE staff work for Chehalem Cultural Center.
<b>CONTACT INFO</b>	Sean Andries Chehalem Cultural Center 415 E. Sheridan Newberg, Oregon 97123 <a href="mailto:director@chehalemculturalcenter.org">director@chehalemculturalcenter.org</a> 5034876883
<b>Webpage</b>	<a href="https://www.chehalemculturalcenter.org">https://www.chehalemculturalcenter.org</a>
<b>Notes</b>	

<b>City/Community</b>	<b>Oregon City</b>
<b>Population (2021)</b>	37,769
<b>Name of A&amp;C Board/Com/Org</b>	<b>Arts Commission</b>
<b>Organization Type</b>	Municipal
<ul style="list-style-type: none"> <li>• Municipal/City body</li> <li>• Nonprofit</li> </ul>	This is a renewed Arts Commission, originally established in 2000. The Commission languished but has been recently renewed.
<b>Purpose/authority /mission</b>	<p>The commission shall be specifically responsible for, but not limited to, the following:</p> <ol style="list-style-type: none"> <li>1. The mission of the commission shall be to ensure the arts (as described herein) continue to be of value as an integral part of Oregon City.</li> <li>2. The commission shall promote the arts in Oregon City to enrich the lives of its citizens through education and demonstration.</li> <li>3. The commission shall assist the city commission and the planning commission in using public art to enhance continuing development, including public structures.</li> <li>4. The commission's duties may include planning and executing public displays of visual and performing arts, providing connections with other local, regional and national organizations working for the benefit of art and preservation of artistic values, and other similar activities.</li> <li>5. The commission shall identify groups and organizations that enrich Oregon City life by bringing cultural and artistic values and artifacts to the city.</li> </ol> <p>The commission shall have the authority and power to solicit funds or grants from individuals, corporations and other government agencies. Such funds shall be deposited in the Oregon City civic improvement trust, to be dispensed by the arts commission in pursuit of its assigned mission. Any disbursement of funds may occur only with the concurrence of the city manager. Should the commission and the city manager disagree regarding the dispensation of funds, the dispute shall be submitted to city commission for final resolution. In all cases commission expenditures shall be subject to all provisions of law, including the local budget law.</p> <p>The commission shall operate as a nonprofit, nonpolitical organization devoted exclusively to its mission.</p> <p>The commission shall operate in the public interest serving the community as a whole. It shall serve no special interests.</p> <p>The commission shall not endorse any commercial product or enterprise.</p>
<ul style="list-style-type: none"> <li>• Designated duties/tasks</li> </ul>	

<p><b>Number of members/directors</b></p> <ul style="list-style-type: none"> <li>• Set or Variable number</li> </ul>	<p align="center">9</p>
<p><b>Terms of office</b></p>	<p>3 years</p>
<p><b>Term limits</b></p> <ul style="list-style-type: none"> <li>• Details</li> </ul>	<p>Staggered term limits</p>
<p><b>Residency requirement</b></p> <ul style="list-style-type: none"> <li>• for any members/directors</li> </ul>	<p>At least five members of the commission shall reside inside the city limits.</p>
<p><b>Membership type notes:</b></p> <ul style="list-style-type: none"> <li>• Voting members or ex-officio</li> </ul>	
<p><b>Representation requirements</b></p> <ul style="list-style-type: none"> <li>• A&amp;C discipline requirement</li> <li>• Any population with designated seat (e.g., youth)</li> </ul>	<p>Such members may include a representative of the following entities: (1) Carnegie Center, (2) the Clackamas Community College, (3) Oregon City schools and (4) the Arts Action Alliance of Clackamas County.</p> <p>The arts commission shall also contain at least five members from a broad spectrum of citizens representing the performing arts, music, drama, the visual arts, literary arts, and the fields of structural and landscape architecture, and shall also include, in addition to these five members from the arts community, at least two citizens at large. At least five members of the commission shall reside inside the city limits.</p>
<p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>• How members are selected</li> <li>• How chair/vice-chair/officers are identified and selected</li> </ul>	<p>At its first meeting the arts commission shall elect a chair and a vice-chair who shall hold office for one year, except that the first chair and vice-chair shall serve until the end of the calendar year. At the first meeting of each calendar year, the chair or vice-chair from the previous year shall preside over the elections for chair and vice-chair. Neither the chair nor the vice-chair shall serve as an officer for more than two consecutive terms.</p>
<p><b>Appointment</b></p>	
<ul style="list-style-type: none"> <li>• Who appoints and how</li> </ul>	<p>Appointed by mayor</p>
<ul style="list-style-type: none"> <li>• Removal</li> </ul>	<p>After a member has had three consecutive absences without adequate reason, the commission may remove that member.</p>
<ul style="list-style-type: none"> <li>• Filling a vacancy</li> </ul>	<p>Should a member be removed, the mayor will make a new appointment.</p>

<b>Grant-making program</b>	
<b>Awarding of grants</b>	
<b>Annual amount</b>	
<b>Code of ethics – conflicts-of-interest provision</b>	All members may vote on any matter coming before the arts commission, except as the Ethics Laws of the State of Oregon may provide.
<b>Meetings</b>	A quorum of five members shall be necessary for action by the arts commission. The members of the arts commission shall also elect annually a secretary who need not be a member of the commission. The secretary shall keep an accurate record of the proceedings of the commission, and the arts commission shall make and file with the city commission a report of all transactions of the commission on the first city meeting in February of each year.
<ul style="list-style-type: none"> <li>• Frequency (number) of meetings each year</li> </ul>	The commission shall hold an official meeting at least bimonthly and may hold special meetings as set by the commission. A majority of the members constitutes a quorum for meetings. Provided a quorum is present, any item must be approved by a simple majority of the voting members present at a meeting to pass, unless otherwise provided.
<ul style="list-style-type: none"> <li>• Minimum number of meetings</li> </ul>	
<b>Dissolution</b>	
<ul style="list-style-type: none"> <li>• Triggers for dissolution?</li> </ul>	
<b>Budget amount (annual)</b>	No actual budget, but has access to \$40,000 (biennium) in the Tourism Art Treasure Trove that will use most likely be used to support arts activities.
<ul style="list-style-type: none"> <li>• Revenue source(s) and amount</li> </ul>	
<b>Scope of A&amp;C programming and operations</b>	
<b>Primary City Departments engaged in A&amp;C programming, events and facilities</b>	
<b>Department that A&amp;C</b>	Economic Development

<b>Board/Com/Org resides in</b>	
<b>Department staff that support A&amp;C Board/Com/Org</b>	Tourism Program Specialist
<b>CONTACT INFO</b>	Staff Liaison: Matthew Weintraub, Tourism Program Specialist City of Oregon City 625 Center Street, Oregon City OR 97045 971-930-7613, <a href="mailto:mweintraub@orcify.org">mweintraub@orcify.org</a>
<b>Webpage</b>	<a href="https://www.orcity.org/economicdevelopment/arts-commission-recruitment-new-members">https://www.orcity.org/economicdevelopment/arts-commission-recruitment-new-members</a>  <a href="https://www.orcity.org/parksandrecreation/ermatinger-house">https://www.orcity.org/parksandrecreation/ermatinger-house</a>  <a href="https://library.municode.com/or/oregon_city/codes/municipal_code?nodeId=TIT2ADPE_CH2.26ARCO_2.26.010CR">https://library.municode.com/or/oregon_city/codes/municipal_code?nodeId=TIT2ADPE_CH2.26ARCO_2.26.010CR</a>
<b>Notes</b>	In folder: <ul style="list-style-type: none"> <li>- resolution and staff report from 2000</li> <li>- notes from interview with Matthew Weintraub.</li> <li>- Timeline of City Arts Commission</li> <li>- Public Art Program Policies and Guidelines</li> </ul>

<b>City/Community</b>	<b>Sherwood</b>
<b>Population (2021)</b>	20,115
<b>Name of A&amp;C Board/Com/Org</b>	<b>City of Sherwood Cultural Arts Commission</b>
<b>Organization Type</b> <ul style="list-style-type: none"> <li>• Municipal/City body</li> <li>• Nonprofit</li> </ul>	Municipal
<b>Purpose/authority/mission</b> <ul style="list-style-type: none"> <li>• Designated duties/tasks</li> </ul>	<p>FROM SHERWOOD CENTER FOR THE ARTS WEBSITE:</p> <p>The Cultural Arts Commission is appointed by the City Council and serves as an advisory board to the City Council, Sherwood Urban Renewal Agency Board of Directors and staff on the development and operation of cultural art venues and activities. The Commission also serves as a promoter and advocate of the arts in Sherwood and the Center itself, including but not limited to promotion of the Center as a venue for performances produced and presented by amateur and professional groups, development and production of art events by local groups, and the provision of a strong arts education component in cooperation with the Sherwood School District. Citizen members are appointed to a two-year term. The Commission may have up to nine members and as few as five.</p> <p>FROM MUNICIPAL CODE:</p> <p>Advising the city council and city administration on arts and cultural programming, policies, planning, and management.</p> <p>The commission shall:</p> <ol style="list-style-type: none"> <li>1. Identify needs and facilitate arts initiatives that serve the city, expanding and enriching the cultural life of Sherwood.</li> <li>2. Develop cultural arts policies and make recommendations to city council with regard to public art and arts programming.</li> <li>3. Promote the utilization of the Sherwood Center for the Arts as a venue for performances and events, promoting cultural tourism.</li> </ol>
<b>Number of members/directors</b> <ul style="list-style-type: none"> <li>• Set or Variable number</li> </ul>	9
<b>Terms of office</b>	3-year terms
<b>Term limits</b> <ul style="list-style-type: none"> <li>• Details</li> </ul>	
<b>Residency requirement</b> <ul style="list-style-type: none"> <li>• for any members/directors</li> </ul>	8 of the 9 must be residents of the city. One commission member must reside within the 97140 zipcode, but need not be a resident of the city.

<b>Membership type notes:</b>	
<ul style="list-style-type: none"> <li>Voting members or ex-officio</li> </ul>	
<b>Representation requirements</b>	Applicants must be a Sherwood resident and have interest in public art and arts advocacy. The Commission consists of up to nine members who serve a three-year term. Eight of the members must live within Sherwood city limits and one member must live within the 97140 zipcode.
<ul style="list-style-type: none"> <li>A&amp;C discipline requirement</li> <li>Any population with designated seat (e.g., youth)</li> </ul>	
<b>Recruitment</b>	
<ul style="list-style-type: none"> <li>How members are selected</li> <li>How chair/vice-chair/officers are identified and selected</li> </ul>	
<b>Appointment</b>	
<ul style="list-style-type: none"> <li>Who appoints and how</li> </ul>	
<ul style="list-style-type: none"> <li>Removal</li> </ul>	
<ul style="list-style-type: none"> <li>Filling a vacancy</li> </ul>	
<b>Grant-making program</b>	
<b>Awarding of grants</b>	
<b>Annual amount</b>	
<b>Code of ethics – conflicts-of-interest provision</b>	
<b>Meetings</b>	
<ul style="list-style-type: none"> <li>Frequency (number) of meetings each year</li> </ul>	Third Monday of every month (6:30 pm)
<ul style="list-style-type: none"> <li>Minimum number of meetings</li> </ul>	
<b>Dissolution</b>	
<ul style="list-style-type: none"> <li>Triggers for dissolution?</li> </ul>	
<b>Budget amount (annual)</b>	Sherwood Center for the Arts -- \$388,000 (staff, operations, everything)
<ul style="list-style-type: none"> <li><b>Revenue source(s) and amount</b></li> </ul>	Facility was built via Urban Renewal funding. City owns facility, lands, and pays staff, upkeep, etc. Public Works supports Center. Operations funded via City.

<p><b>Scope of A&amp;C programming and operations</b></p>	<p>Cultural Arts Commission was tasked with running a public art program.                  City supports the Robin Hood Festival and the Sherwood Cruise (old cars). Historical Society may receive City \$.                  Parks have some public art/memorials in them.</p> <p><i>Arts Center is the hub and driver of arts and culture</i></p> <p>Sherwood Center for the Arts:                  Gallery                  Arts education, courses, etc.                  Part of Sherwood Art Walk                  Community gathering space                      - Rent out to local arts groups                  (1/4 our own events we generate, 3/4 rentals/events, we also host City events as a civic space)</p>
<p><b>Primary City Departments engaged in A&amp;C programming, events and facilities</b></p>	<p>The Center for the Arts</p>
<p><b>Department that A&amp;C Board/Com/Org resides in</b></p>	<p>Community Services</p>
<p><b>Department staff that support A&amp;C Board/Com/Org</b></p>	<p>2.3 FTE for operating the Center for the Arts</p>
<p><b>CONTACT INFO</b></p>	<p>Chanda Hall, Ex. Dir.                  Sherwood Center for the Arts                  22689 Pine Street                  Sherwood, OR 97140                  503-625-4261  <a href="mailto:hallc@sherwoodoregon.gov">hallc@sherwoodoregon.gov</a></p>
<p><b>Webpage</b></p>	<p><a href="https://www.sherwoodcenterforthearts.org">https://www.sherwoodcenterforthearts.org</a></p>
<p><b>Notes</b></p>	

<b>City/Community</b>	<b>Tigard</b>
<b>Population (2021)</b>	57, 238
<b>Name of A&amp;C Board/Com/Org</b>	<b>Tigard Arts Council is being formed. Not municipal.</b> (local volunteer group) <a href="https://www.facebook.com/Tigard-Arts-Council-113381146790853/">https://www.facebook.com/Tigard-Arts-Council-113381146790853/</a> Town Center Advisory Committee in some instances gets involved...advising on the Urban Renewal area.
<b>Organization Type</b> • <b>Municipal/City body</b> • <b>Nonprofit</b>	Tigard Arts Council, volunteer group with support from the Tigard Downtown Alliance and the Tigard Chamber of Commerce.
<b>Purpose/authority/mission</b> • <b>Designated duties/tasks</b>	From 2018 Tualatin Valley Creates website:  The recently-formed Tigard Arts Council is open to people who are interested in helping promote the arts in and around Tigard.  The council, which was formed with support from the Tigard Downtown Alliance and the Tigard Chamber of Commerce, will meet again at 9am on Tuesday, January 15 at the Tigard Chamber meeting room above Symposium Coffee on Tigard Main Street.  Currently the council includes representatives from a variety of interests including Artisans of Metal and Thread, Broadway Rose, the City of Tigard, Mask & Mirror Community Theatre, Representative Margaret Doherty's office, The Tigard Chamber of Commerce, The Tigard Downtown Alliance, and Tualatin Valley Creates.  Topics the council will continue to discuss include how to infuse arts into existing annual Tigard events, using art as a strategy to promote economic development and cultural tourism in Tigard, and using the arts to facilitate placemaking in Tigard.  People interested in getting involved are encouraged to contact Loni Sanders with the Tigard Chamber for more information: <a href="mailto:Loni@tigardchamber.org">Loni@tigardchamber.org</a> .
<b>Number of members/directors</b> • <b>Set or Variable number</b>	
<b>Terms of office</b>	
<b>Term limits</b> • <b>Details</b>	

<b>Residency requirement</b> • for any members/directors	
<b>Membership type notes:</b> • Voting members or ex-officio	
<b>Representation requirements</b> • A&C discipline requirement • Any population with designated seat (e.g., youth)	
<b>Recruitment</b> • How members are selected • How chair/vice-chair/officers are identified and selected	
<b>Appointment</b>	
• Who appoints and how	Newly formed volunteer group, no affiliation with City yet
• Removal	
• Filling a vacancy	
<b>Grant-making program</b>	Annual general operating grants – noncompetitive award Urban renewal matching grants to fund public art on private property.
<b>Awarding of grants</b>	
<b>Annual amount</b>	
<b>Code of ethics – conflicts-of-interest provision</b>	
<b>Meetings</b>	
• Frequency (number) of meetings each year	
• Minimum number of meetings	
<b>Dissolution</b> • Triggers for dissolution?	
<b>Budget amount (annual)</b>	

<p>• <b>Revenue source(s) and amount</b></p>	<p>No programs. Each project is funded differently. Sometimes it's Tax Increment Financing, sometimes it's grants, sometimes it's Transient Lodging Tax, sometimes it's all three or none.</p>
<p><b>Scope of A&amp;C programming and operations</b></p>	<p>Public art – art in the downtown                   Public Library programming                  Performances at City-sponsored Latino Fest (annual event)                  Public art in downtown Tigard                  Tigard Art Walk (event managed by Tigard Downtown Association)</p>
<p><b>Primary City Departments engaged in A&amp;C programming, events and facilities</b></p>	<p>Library                  Economic/Community Development</p>
<p><b>Department that A&amp;C Board/Com/Org resides in</b></p>	
<p><b>Department staff that support A&amp;C Board/Com/Org</b></p>	<p>Less than .10 FTE</p>
<p><b>CONTACT INFO</b></p>	<p>Schuyler Warren                  City of Tigard                  13125 SW Hall Blvd                  Tigard OR 97223  <a href="mailto:schuylerw@tigard-or.gov">schuylerw@tigard-or.gov</a>                  5037182437</p> <p>Resource: Kelly Marks                  Tigard Downtown Alliance                  12345 SW Main Street                  Tigard OR 97223  <a href="mailto:kelly@exploredowntowntigard.com">kelly@exploredowntowntigard.com</a>                  9718080258</p> <p>Dylan Dekay-Bemis                  City of Tigard                  13125 SW Hall Blvd                  Tigard OR 97223  <a href="mailto:dylanb@tigard-or.gov">dylanb@tigard-or.gov</a>                  5037182560</p> <p>Loni Sanders, Tigard Chamber  <a href="mailto:Loni@tigardchamber.com">Loni@tigardchamber.com</a></p>

<b>Webpage</b>	<a href="https://www.tigard-or.gov/programs/index.php">https://www.tigard-or.gov/programs/index.php</a> <a href="https://www.engage.tigard-or.gov/heritagetrail">https://www.engage.tigard-or.gov/heritagetrail</a> <a href="https://www.tigard-or.gov/lqc_projects.php">https://www.tigard-or.gov/lqc_projects.php</a> <a href="https://www.tigard-or.gov/community/MatchingGrantProgram.pdf">https://www.tigard-or.gov/community/MatchingGrantProgram.pdf</a>
<b>Notes</b>	

<b>City/Community</b>	<b>Tualatin</b>
<b>Population (2021)</b>	28,287
<b>Name of A&amp;C Board/Com/Org</b>	<b>Tualatin Arts Advisory Committee</b>
<b>Organization Type</b> <ul style="list-style-type: none"> <li>• Municipal/City body</li> <li>• Nonprofit</li> </ul>	Municipal
<b>Purpose/authority/mission</b> <ul style="list-style-type: none"> <li>• Designated duties/tasks</li> </ul>	<p>FROM CODE</p> <p>The Tualatin Arts Advisory Committee is created within the City of Tualatin to encourage greater opportunities for recognition of arts in Tualatin; to stimulate private and public support for programs and activities in the arts; and to strive to ensure excellence in the public arts collection.</p> <p>(Ord. 967-97 §1, 1-13-97; Ord. 1147-03, Renumbered, 08-25-03)</p> <p>FROM WEBSITE</p> <p>Mission is to support and inspire the creation and integration of all art forms into our city’s rich cultural heritage and vibrant future. We believe that involvement in the arts creates a more energetic, welcoming and beautiful community. We also believe that art itself facilitates healthy communities through: Connection, Culture, Creativity, Imagination &amp; Inspiration.</p> <p>FROM CODE</p> <p>In addition to those powers specially granted by resolution by the City Council from time to time, the Committee shall:</p> <ol style="list-style-type: none"> <li>(1) Make recommendations to the City Council regarding all matters involving public arts and the cultural development of the City. When an arts purchase or project is proposed for placement within a particular Department's area of responsibility, such as within a City park, the Committee shall work with and coordinate with the affected department or advisory committee to reach a recommendation. However, nothing in this section shall be construed to require the Community Services Department to seek approval or recommendation from the Committee of proposed recreation programs;</li> <li>(2) Prepare, recommend, and implement policies, upon approval by the City Council, for the selection, placement, maintenance and preservation of public art work and programs;</li> <li>(3) Prepare, recommend, and, upon approval by the City Council, implement policies for proposed gifts, exhibitions, and loans of artwork to the City, for de-accessioning materials, and for handling citizen concerns;</li> </ol>

	<p>(4) Develop, recommend, and implement upon approval by the City Council a long range plan for the development of a public arts program for the city which shall be reviewed annually before the budget cycle of the City;</p> <p>(5) Establish a review policy to assess the collection of public art at least every ten years from the date of this chapter;</p> <p>(6) Explore and recommend funding sources to support the arts program;</p> <p>(7) Provide assistance to activities and organizations in the community which provide art programs; and</p> <p>(8) Encourage, sponsor, co-sponsor or conduct public programs to further the development and public awareness of the arts.</p> <p>(Ord. 967-97 §7, 1-13-97; Ord. 1147-03, 08-25-03)</p> <p><b>TMC 11-5-080 Annual Report of Committee.</b></p> <p>No later than August of each year, the Committee shall file its annual report with the City Council. The annual report shall include a survey and report of the Committee's activities during the preceding fiscal year and other matters and recommendations the Committee deems appropriate for the City Council.</p> <p>(Ord. 967-97 §8, 1-13-97; Ord. 1147-03, 08-25-03; Ord. 1366-14 §1, 02-24-14)</p>
<p><b>Number of members/directors</b></p> <ul style="list-style-type: none"> <li>Set or Variable number</li> </ul>	<p>The Council shall appoint the Committee members who shall receive no compensation for their services. The Committee shall consist of seven members who shall be appointed for three-year terms or until their successors are appointed; however, of the initial seven members who are appointed, two shall be appointed for one-year terms, two shall be appointed for two-year terms, and three shall be appointed for three-year terms. A member may be reappointed to the Committee to additional terms at the discretion of the Council.</p>
<p><b>Terms of office</b></p>	
<p><b>Term limits</b></p> <ul style="list-style-type: none"> <li>Details</li> </ul>	<p>3-year terms</p>
<p><b>Residency requirement</b></p> <ul style="list-style-type: none"> <li>for any members/directors</li> </ul>	<p>No fewer than five members shall reside within the corporate city limits of Tualatin and no more than two may reside outside the City</p>
<p><b>Membership type notes:</b></p> <ul style="list-style-type: none"> <li>Voting members or ex-officio</li> </ul>	

<p><b>Representation requirements</b></p> <ul style="list-style-type: none"> <li>• A&amp;C discipline requirement</li> <li>• Any population with designated seat (e.g., youth)</li> </ul>	<p>No special background is required to serve on this committee, although artists of all kinds are encouraged to apply.</p> <p>FROM CODE</p> <p>At least two members shall have arts professional backgrounds.</p> <p>One member may be less than 18 years of age. A member who is appointed under this subsection shall serve a one-year term that may be renewed for one additional year. In addition to other criteria deemed relevant by the Council for appointment, the Council may consider the applicant's academic performance and the effect membership on the Committee may have on such performance.</p>
<p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>• How members are selected</li> <li>• How chair/vice-chair/officers are identified and selected</li> </ul>	<p>At the first regular meeting of each December, the Committee shall elect a chairperson and vice-chairperson from its membership, who shall be voting members, and those who are then elected shall assume office at the first regular meeting in January.</p> <p>When the chairperson is absent, the vice-chairperson shall assume the responsibilities of the chairperson and serve as chairperson pro temp. If the office of chairperson becomes vacant, the vice-chairperson shall become the chairperson and shall call an election to fill the remaining term of vice-chairperson.</p> <p>If the offices of both the chairperson and vice-chairperson become vacant, the Committee shall elect a chairperson pro tem to temporarily fulfill the responsibilities of that office until a special election is held. The special election shall be called not less than 20 days before the election, and shall be conducted in accordance with the rules established by the Committee.</p>
<p><b>Appointment</b></p>	
<ul style="list-style-type: none"> <li>• Who appoints and how</li> </ul>	<p>City Council</p>
<ul style="list-style-type: none"> <li>• Removal</li> </ul>	<p>Each committee member serves at the pleasure of the City Council and may be removed before the end of the Committee member's term.</p>
<ul style="list-style-type: none"> <li>• Filling a vacancy</li> </ul>	<p>The City Council shall fill any vacancy on the Committee for the unexpired term of the member creating the vacancy.</p>
<p><b>Grant-making program</b></p>	<p>Arts Agency Contribution Fund</p> <p>\$1,000 to cover any arts related programming that occurred from July 1, 2020 through June 30, 2021.</p> <p><a href="https://www.tualatinoregon.gov/recreation/webforms/arts-agency-contribution-program">https://www.tualatinoregon.gov/recreation/webforms/arts-agency-contribution-program</a></p>
<p><b>Awarding of grants</b></p>	

<b>Annual amount</b>	
<b>Code of ethics – conflicts-of-interest provision</b>	
<b>Meetings</b>	<p>A Committee member may obtain an excused absence by contacting the chairperson or secretary of the committee prior to a scheduled meeting.</p> <p>A majority of the committee shall constitute a quorum. Not less than a quorum of the Committee may transact any business or conduct proceedings before the Committee. The Committee may adopt and amend rules and regulations to govern Committee policy and procedures to implement this chapter. The Committee shall convene when necessary to discharge its duties but not less than six times in a calendar year. The Committee shall establish regular meeting dates and meeting locations at the first meeting in January of each year. All meetings are open to the public.</p>
<ul style="list-style-type: none"> <li>• Frequency (number) of meetings each year</li> </ul>	3 <sup>rd</sup> Tuesday of each month, 6:30 pm.
<ul style="list-style-type: none"> <li>• Minimum number of meetings</li> </ul>	
<b>Dissolution</b>	
<ul style="list-style-type: none"> <li>• Triggers for dissolution?</li> </ul>	
<b>Budget amount (annual)</b>	<p>Approx:</p> <p>\$6,500 public art</p> <p>\$1,500 maintenance of public art</p> <p>\$1,000 Living Room gallery...rotating</p> <p>\$1,000 grants</p> <p>\$1,000 Heritage Center arts programs</p> <p>\$7,100 for Historical Society (run facility)</p> <p>\$20,000 total ROUGHLY</p> <p>Plus 10-15% of Julie’s salary (Step 9...\$77-97,000)</p> <p>Historical Society has one half or ¾ time staff person and a volunteer board.</p>
<ul style="list-style-type: none"> <li>• Revenue source(s) and amount</li> </ul>	<p>All coming from General Fund.</p> <p>Do not have public art percent ordinance.</p> <p>TOT funds sometimes do go to support the larger events.</p> <p>We write grants, have a tight budget. Lots of fundraising, special events, membership fees. Tualatin Historical Society.</p>
<b>Scope of A&amp;C programming and operations</b>	TAAC -- Primarily select public art and support arts programs: Arts Agencies Contribution Program

	<p>Arts through Special Events (Viva Tualatin, etc.)</p> <p>Support program at Tualatin Heritage Center...operated by Tualatin Historical Society</p> <p>We support Willowbrook Art Camp. We provide City Park in the Summer.</p> <p>We are always trying to include public art in new urban projects. Planning and Development Committee/Dept has worked with Art Advisory Committee. Art can be stamped into concrete.</p> <p>Arts are sprinkled throughout Parks and Recreation Master Plan.</p>
<b>Primary City Departments engaged in A&amp;C programming, events and facilities</b>	
<b>Department that A&amp;C Board/Com/Org resides in</b>	Parks and Recreation
<b>Department staff that support A&amp;C Board/Com/Org</b>	<p>The Community Services Director shall provide a secretary to the Committee. The secretary shall keep an accurate record of all Committee proceedings and shall file a report of the proceedings within 30 days with the City Recorder.</p> <p>Parks and Recreation</p> <p>Roughly 10-15% of Julie's time is spent supporting arts/cultural programs</p>
<b>CONTACT INFO</b>	<p>Julie Ludemann, Recreation Manager</p> <p>City of Tualatin</p> <p>jludemann@tualatin.gov</p> <p>5036913082</p>
<b>Webpage</b>	<a href="http://Tualatinoregon.gov/recreation/arts-and-culture">Tualatinoregon.gov/recreation/arts-and-culture</a>
<b>Notes</b>	<p>In folder:</p> <p>Municipal code</p> <p>2019-2020 annual report</p> <p>DEFINITIONS from CODE</p> <p><b>TMC 11-5-020 Definitions.</b></p> <p>As used in this chapter:</p> <p><i>Arts</i> includes, but is not limited to, onsite art such as sculpture, paintings, murals, earthworks, tapestry and fiber arts, crafts, photography, and graphics; performance arts such as dance, music, and drama; educational arts such as lectures and public presentations, "artist in residence" programs; literary arts such as creative writing, storytelling, and poetry; and media arts such as film,</p>

video, and audio recording; and the history, theory, criticism, and practice of each of these arts.

*Arts Professional* means a person trained and practicing as a visual or performing artist, an arts critic, an arts educator, and arts administrator, or a curator.

*Committee* means the Tualatin Arts Advisory Committee.

*Misconduct* means that a member has been convicted of a crime or has violated the Code of Ethics, ORS 244.040.

*Nonperformance* means to have two or more unexcused absences from regular and special meetings during the calendar year or three or more absences from regular meetings during the calendar year.

(Ord. 967-97 §2, 1-13-97; Ord. 1147-03, Renumbered, 08-25-03)

<b>City/Community</b>	<b>Vancouver WA</b>
<b>Population (2021)</b>	187,615
<b>Name of A&amp;C Board/Com/Org</b>	<b>City of Vancouver Culture, Arts and Heritage Commission</b> <a href="https://www.cityofvancouver.us/cahc">https://www.cityofvancouver.us/cahc</a>
<b>Organization Type</b> • Municipal/City body • Nonprofit	Municipal
<b>Purpose/authority/mission</b> • Designated duties/tasks	<p>The Culture, Arts and Heritage Commission is a public development authority appointed by the City Council to oversee the implementation of the City’s “Culture, Arts &amp; Heritage Plan”.</p> <p>The purpose of the Culture, Arts and Heritage Commission is to undertake, assist with and otherwise facilitate the development and promotion of a thriving cultural, arts and heritage environment in the City of Vancouver through programs, ownership of physical assets including buildings and public art and through community partnerships.</p> <p>The Commission is responsible for overseeing the implementation of the Culture, Arts and Heritage Plan. The Commission’s role currently includes:</p> <ul style="list-style-type: none"> <li>- Oversight of the cultural grant program which distributed \$122,000 in 2019;</li> <li>- Appointment of the Public Art Committee, a subcommittee of the Commission;</li> <li>- Development of the 2020 Public Art Plan;</li> <li>- Approval of new pieces for the City’s public art collection;</li> <li>- Providing advice and expertise in the development of cultural facilities.</li> </ul> <p>It is expected that over time, the Commission will assume a broader role in development of the cultural community. As a public development authority the Commission has the authority to:</p> <ul style="list-style-type: none"> <li>- Acquire and manage real property;</li> <li>- Secure financing;</li> <li>- Undertake development or redevelopment of structured and facilities including amenities like public art;</li> <li>- Enter into agreements with cultural, public, non-profit or private organizations or the purpose of promoting art, culture or heritage programs and projects.</li> </ul>
<b>Number of members/directors</b> • Set or Variable number	9
<b>Terms of office</b>	3 years; maximum of two consecutive terms 3 members 2019-2021 3 members 2019-2022

	<p>3 members 2019-3023</p> <p>3-year terms, may serve a maximum of two consecutive terms. Upon expiration of a member's term, they shall continue to serve until their successor is appointed and assumes their Commission position.</p>
<p><b>Term limits</b></p> <ul style="list-style-type: none"> <li>• Details</li> </ul>	
<p><b>Residency requirement</b></p> <ul style="list-style-type: none"> <li>• for any members/directors</li> </ul>	
<p><b>Membership type notes:</b></p> <ul style="list-style-type: none"> <li>• Voting members or ex-officio</li> </ul>	
<p><b>Representation requirements</b></p> <ul style="list-style-type: none"> <li>• A&amp;C discipline requirement</li> <li>• Any population with designated seat (e.g., youth)</li> </ul>	<p>Members shall be leaders in cultural, heritage, arts or business community with experience relevant to the purpose of the Commission.</p> <p>One seat on the Commission shall be reserved for the City of Vancouver's representative on the Clark County Arts Commission.</p>
<p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>• How members are selected</li> <li>• How chair/vice-chair/officers are identified and selected</li> </ul>	<p>The Commission each year shall elect a president, vice president, secretary/treasurer and such other officers as it finds necessary. The president and vice president shall be the agents of the Commission for the service of process and shall have such duties as outlined in the Charter and bylaws.</p>
<p><b>Appointment</b></p>	
<ul style="list-style-type: none"> <li>• Who appoints and how</li> </ul>	City Council
<ul style="list-style-type: none"> <li>• Removal</li> </ul>	If it is determined that any or all of the Commission members should be removed with or without cause, the City Council may by resolution remove any or all Commission members.
<ul style="list-style-type: none"> <li>• Filling a vacancy</li> </ul>	<p>In the event of a vacancy, the City will solicit interest in the position through its standardized Boards and Commission process. An ad hoc subcommittee of the Commission will then review applications and may choose to interview applicants. The full Commission shall recommend new Commission members to the City Council for appointment.</p> <p>A vacancy on the Commission shall be deemed to exist in the case of death or disability, upon receipt of a letter of resignation or upon removal of any member as provided herein. Vacancies on the Commission shall be filled in the same manner in which members of the Commission are regularly appointed. Any person selected to fill a</p>

	vacancy on the Commission shall serve the balance of the term of the person being replaced.
<b>Grant-making program</b>	Culture, Arts & Heritage Grant Program Intended to serve non-profits, individual artists sponsored by nonprofit, or government organizations within Vancouver. (Bill's note: this program may be on hold since the Admissions tax was not passed because of COVID.)
<b>Awarding of grants</b>	
<b>Annual amount</b>	\$400,000
<b>Code of ethics – conflicts-of-interest provision</b>	Every member of the Commission and every officer and employee of the Commission shall be subject to Article XI, Section 11.07 of the Charter for the City of Vancouver, as amended and all other applicable statutes and ordinances. The Commission may adopt additional conflict of interest and ethical rules it considers appropriate.
<b>Meetings</b>	
• Frequency (number) of meetings each year	The Commission shall meet as necessary but not less than four times per year. Special meetings of the Commission may be called as provided for by the bylaws.
• Minimum number of meetings	4
<b>Dissolution</b>	
• Triggers for dissolution?	
<b>Budget amount (annual)</b>	
• <b>Revenue source(s) and amount</b>	\$400,000 cultural program \$100,000 Historic reserve \$30,000 Historic Museum  City general fund revenues – 100% of cultural program, 0% of Historic Reserve Program fees paid by users – 90% of Historic Reserve State, regional, national agencies and foundations – 10% of Historic Reserve  The City was planning on adopting a 5% admissions tax which would generate \$400,000 per year to fund the cultural program. Historic Reserve is funded through property operations.
<b>Scope of A&amp;C programming and operations</b>	Primary program areas: - Concerts and other park based special events - Managing the City's public art collection - The Marshall Programs in partnership with the Historic Trust

<p><b>Primary City Departments engaged in A&amp;C programming, events and facilities</b></p>	
<p><b>Department that A&amp;C Board/Com/Org resides in</b></p>	<p>Department now called Parks, Recreation, and Cultural Services</p>
<p><b>Department staff that support A&amp;C Board/Com/Org</b></p>	<p>The Cultural Program was restarted in 2019 and was put on hiatus in June 2020 due to the COVID-19 recession.  1.4 FTE</p>
<p><b>CONTACT INFO</b></p>	<p>Stacey Donovan                  Special Events and Volunteer Program Manager                  360-487-8630  <a href="mailto:Stacey.donovan@cityofvancouver.us">Stacey.donovan@cityofvancouver.us</a></p> <p>Kerry Peck (Bill interviewed Kerry)                  Administrative Assistant                  360-487-8616  <a href="mailto:Kerry.peck@cityofvancouver.us">Kerry.peck@cityofvancouver.us</a></p>
<p><b>Webpage</b></p>	<p><a href="https://www.cityofvancouver.us/ourcity/page/culture-art-heritage">https://www.cityofvancouver.us/ourcity/page/culture-art-heritage</a>  <a href="https://www.cityofvancouver.us.cmo/page/public-art-committee">https://www.cityofvancouver.us.cmo/page/public-art-committee</a>  <a href="https://www.nps.gov/fova/index.htm">https://www.nps.gov/fova/index.htm</a>  <a href="https://www.cityofvancouver.us/pearson/page/about-pearson-field-airport">https://www.cityofvancouver.us/pearson/page/about-pearson-field-airport</a>  <a href="https://www.clark.wa.gov/community-planning/historic-preservation">https://www.clark.wa.gov/community-planning/historic-preservation</a></p> <p><a href="https://www.cityofvancouver.us/cahc">https://www.cityofvancouver.us/cahc</a></p>
<p><b>Notes</b></p>	<p>In folder from Bill:</p> <ul style="list-style-type: none"> <li>- Heritage Overview</li> <li>- Historic Preservation Overview</li> <li>- Commission bylaws</li> <li>- Commission charter</li> <li>- Commission fact sheet</li> <li>- Commission ordinance</li> </ul>

<b>City/Community</b>	<b>West Linn</b>
<b>Population (2021)</b>	26,680
<b>Name of A&amp;C Board/Com/Org</b>	<b>West Linn Arts and Culture Commission</b>
<b>Organization Type</b> <ul style="list-style-type: none"> <li>• Municipal/City body</li> <li>• Nonprofit</li> </ul>	Municipal
<b>Purpose/authority/mission</b> <ul style="list-style-type: none"> <li>• Designated duties/tasks</li> </ul>	<p>The Arts and Culture Commission of the City of West Linn promotes arts and culture as a vital element in the quality of life for all residents of and visitors to the City.</p> <p>The Arts and Culture Commission is committed to advancing equity and diversity. We strive to foster an atmosphere of inclusivity, creativity, and respect so all feel inspired to participate and express themselves and their identities. The Commission believes the variety of cultures in our region enriches our lives. We seek to create space for dialogue that includes and connects all members of our community.</p> <p>We provide recommendations to the council on arts expenditures, project selection, etc.</p> <p><i>Note from Bill after speaking with Commission Chair Carrie Gilbert – Their mission encompasses everything above but they are currently without resources.</i></p>
<b>Number of members/directors</b> <ul style="list-style-type: none"> <li>• Set or Variable number</li> </ul>	All of the following details are still in draft form and not adopted by City Council.
<b>Terms of office</b>	
<b>Term limits</b> <ul style="list-style-type: none"> <li>• Details</li> </ul>	
<b>Residency requirement</b> <ul style="list-style-type: none"> <li>• for any members/directors</li> </ul>	
<b>Membership type notes:</b> <ul style="list-style-type: none"> <li>• Voting members or ex-officio</li> </ul>	
<b>Representation requirements</b> <ul style="list-style-type: none"> <li>• A&amp;C discipline requirement</li> </ul>	

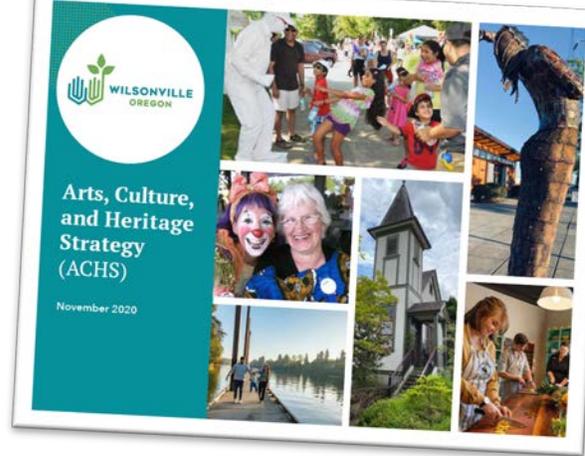
<ul style="list-style-type: none"> <li>Any population with designated seat (e.g., youth)</li> </ul>	
<b>Recruitment</b> <ul style="list-style-type: none"> <li>How members are selected</li> <li>How chair/vice-chair/officers are identified and selected</li> </ul>	
<b>Appointment</b>	
<ul style="list-style-type: none"> <li>Who appoints and how</li> </ul>	Mayor with Council concurrence
<ul style="list-style-type: none"> <li>Removal</li> </ul>	
<ul style="list-style-type: none"> <li>Filling a vacancy</li> </ul>	
<b>Grant-making program</b>	
<b>Awarding of grants</b>	
<b>Annual amount</b>	
<b>Code of ethics – conflicts-of-interest provision</b>	
<b>Meetings</b>	
<ul style="list-style-type: none"> <li>Frequency (number) of meetings each year</li> </ul>	The Arts and Culture Commission typically meets the first Wednesday of the month from 5:00pm-7:00pm in the West Linn Public Library Community Room.
<ul style="list-style-type: none"> <li>Minimum number of meetings</li> </ul>	
<b>Dissolution</b>	
<ul style="list-style-type: none"> <li>Triggers for dissolution?</li> </ul>	
<b>Budget amount (annual)</b>	Varies -- we're a relatively new group with no established expenditures to date.
<ul style="list-style-type: none"> <li><b>Revenue source(s) and amount</b></li> </ul>	City has a 1.5% percent for the arts program...of certain city-sponsored project budgets to the general arts fund. The code can be found online. No other sources of revenue at this point.
<b>Scope of A&amp;C programming and operations</b>	Working with library for future exhibits. Potential partnerships with local performance groups and the high school drama dept. Public art will likely be primary focus for coming year.

	Working with local history and cultural groups (planned events all currently on hold due to pandemic).
<b>Primary City Departments engaged in A&amp;C programming, events and facilities</b>	Library Parks and Recreation
<b>Department that A&amp;C Board/Com/Org resides in</b>	Administration/City Manager's Office Library Parks and Recreation We are a citizen's advisory group, providing input to the City Council, but not bound to a particular department. Our staff liaison is the City Library Director, so we do have a close relationship to the Library, as well as the Parks Department, since they oversee most of the potential locations for public art installations.
<b>Department staff that support A&amp;C Board/Com/Org</b>	City Library Director Doug Erickson is the Council's liaison to City Council, and he connects them with library staff to help set up meetings.
<b>CONTACT INFO</b>	Carrie Gilbert, Chair West Linn Arts and Culture Commission 3260 Winkel Way West Linn OR 97068 <a href="mailto:cowboyboo@gmail.com">cowboyboo@gmail.com</a> 5034320102  Doug Erickson City of West Linn Library 1595 Burns St West Linn OR 97068 <a href="mailto:derickson@westlinnoregon.gov">derickson@westlinnoregon.gov</a> 5037426165
<b>Webpage</b>	<a href="https://westlinnoregon.gov/community/arts-and-culture-commission">https://westlinnoregon.gov/community/arts-and-culture-commission</a>  The following code pertains to the percent for art program. Section 2.200 speaks to PERCENT FOR ART PROGRAM ESTABLISHMENT. It references 2.075 and the Commission, but that is still draft and has not yet been adopted by City Council. <a href="https://www.codepublishing.com/OR/WestLinn/#!/WestLinn02.html%232.200">https://www.codepublishing.com/OR/WestLinn/#!/WestLinn02.html%232.200</a>
<b>Notes</b>	Percent for Art Guidelines are also included in the folder.

# Implementation Plan for the City of Wilsonville Arts, Culture and Heritage Strategy (ACHS): *Formation of the Arts and Culture Commission*

By Mark Ottenad, Public and Government  
Affairs Director / ACHS Project Manager

July 21, 2021



The City of Wilsonville seeks to advance the recommendations of the ACHS adopted by City Council in November 2020.

The core objective is to establish and seat an Arts and Culture Commission during FY 2021-22. The Commission would then provide feedback on advancing other ACHS Recommendations.

## City Departments and Key Staff

Participation by the key departments is integral to advancing the Arts and Culture Commission:

- Administration Dept., which has led the ACHS effort to date as a City Council Goal:
  - Mark Ottenad, Public/Government Affairs Director, ACHS Project Manager
  - Zoe Mombert, Assistant to the City Manager
- Community Development Dept./Planning Div., which plans for the community's built environment, including overseeing the Town Center Plan that features public art:
  - Chris Neamtzu, Community Development Director
- Library, which hosts substantial cultural events and programs:
  - Steven Engelfried, Library Services Manager, Acting Library Director
  - Andi Erickson, Adult Program Coordinator
- Parks and Recreation Dept., which hosts cultural events and programs in City park facilities:
  - Kris Ammerman, Parks and Recreation Director
  - Brian Stevenson, Parks and Recreation Program Manager

Staff oversee implementation of this plan in conjunction with consultant that seeks to integrate a City Council-appointed Arts and Culture Commission into existing and potentially new City programs and activities supporting arts and culture for Library and Parks and Recreation.

Once empaneled, an Arts and Culture Commission would then work on the recommendations of the ACHS in terms of ranking priorities and making recommendations to City Council to advance an arts and cultural affairs program.

## ACHS Recommendations

1. City adopts this cultural strategy and provides public-sector leadership and coordination to support arts, culture and heritage facilities, programs and events.
2. City forms an Arts, Culture and Heritage Commission and provides supporting staffing resource.
3. Improve inter-governmental collaboration and coordination to advance arts, culture and heritage.
4. The City works with partners to advance an arts and cultural center/facility.
5. Develop a long-term, sustainable public-arts program.
6. Make cultural diversity and ethnic inclusivity a priority.
7. Provide strategic assistance with Wilsonville cultural non-profits in order to build organizational capacity.

## Priority Project: Strategic Issues to be Resolved in Forming the Arts and Culture Commission

To establish an Arts and Culture Commission as a City board, certain issues must be resolved:

- **Commission Bylaws:** the rules of commissioner appointment, terms of office, etc. including:
  - Mayor appoints and Council confirms
  - Staggered terms of office for appointment
  - Establish conflicts-of-interest provisions due to prospective grant-making capacity; address specifically how to handle Commission member organizations that may seek City grant funds
- **Commission Membership / Commissioner Qualifications:** a range of issues, including:
  - Number of commissioners? Set number or flexible number?
  - Residency requirement for all or some or members of the commission?
  - Arts/Culture disciplines required representation or suggested/recommended?
  - Is a City Council member to be named as Council liaison to the Commission as an ex-officio member?
- **Duties of the Commission:** essential tasks or charges for the Commission by Council:
  - Elect Chair/Vice-Chair at first meeting of new fiscal year
  - Incorporate ACHS Recommendations' specifics into resolution of creation or bylaws
    - Commission to conduct review of the City Tourism Grant Fund and Opportunity Grant Fund programs in conjunction with Parks and Recreation Advisory Board and Tourism Promotion Committee to evaluate and recommend to Council appropriate use, funding amount and body to award grant funds.
- **Department Staffing the Commission:** an organizational determination is needed by management for the appropriate department that is to oversee, staff and follow-through on assignments on behalf of the interdisciplinary Arts and Culture Commission and related programs and activities that engage primarily the Administration, Library and Parks and Recreation Departments, and to a lesser degree Community Development Department.
  - Determination of primary department in charge of Commission
  - Description of multi-departmental assignments that support or interact with Commission and related arts and culture programs, activities and events.

The ACHS Section D provides a summary overview of how 15 communities with arts and culture programs operate. Now, more detailed and specific information, such as commission bylaws, is needed that may serve as examples for the City of Wilsonville's pending new Arts and Culture Commission.

## Steps to Establish the Arts and Culture Commission

1. **Devise Implementation Plan (this document):** Create outline of specific tasks and goals with staff buy-in and City Manager approval for advancing formation of the Arts and Culture Commission during FY 2021-22.
2. **Research and Compile Data and Documents:** Utilizing contacts and data developed during research and production of the ACHS and Internet-based searches, request and collect from other cities and designated cultural organizations:
  - a. arts and culture commission bylaws
  - b. resolutions of creation or MOU with nonprofit
  - c. corresponding city staff report to authorizing body (e.g., city council)
  - d. other relevant documents such as annual plans, roster of commission members, lists of priorities, projects and events, summaries of programs and activities, etc..
3. **Review Key ACHS Content:** Reexamine initial ACHS findings, including *ACHS Section D, Governance and Operations of Arts, Culture and Heritage Programs and Facilities* and *ACHS Appendix K, Municipal Survey of Cultural Facilities and Programs*, to better understand city/community organizational context.
4. **Synthesize Findings and Propose Recommendations:** Based on results of research, ACHS review and discussions with key personnel, develop initial draft proposal with possible options responsive to Priority Project: Strategic Issues to be Resolved in Forming Arts and Culture Commission:
  - a. Summary outline of proposal that describes the Arts and Culture Commission framework, including results from research
  - b. Draft Bylaws and Resolution of Commission formation
5. **Seek Public Comment by ACHS Task Force and Community:** Engage the 42-member ACHS Task Force and publicize to local-area community for review and comment on the proposed summary outline and draft bylaws. Use an online survey open for at least 14 days.
6. **Review Public Comments and Modify Proposal and Bylaws as Appropriate:** After close of the public-comment period, consider modifications to draft proposal and bylaws.
7. **Conduct Work Session with City Council:** Prepare staff report and related exhibits including proposal and bylaws for review and discussion by Council. Promote revised proposal and bylaws to public and ACHS Task Force members for additional comment in conjunction with City Council review.
8. **Schedule City Council Adoption of Resolution Forming Commission:** After review of Council and public comments, compose final staff report, proposal, bylaws and resolution of Commission formation, including appointment of Council liaison if called for.
9. **Advertise Openings and Vet Commission Applicants:** City utilizes all standard public-outreach communications to advertise commission openings for at least a 21-day period. Staff review and screen applicants for consideration by Mayor and Council liaison if called for who may then interview those applicants desired.
10. **City Council Meeting to Appoint Commission:** Under Mayor's Business at a City Council meeting, the Mayor appoints Commission members with confirmation by the Council.
11. **Hold First Meeting of the Commission:** Convene first meeting of the Commission to elect a Chair and Vice Chair and conduct initial Commission business focused on developing a workplan for priority implementation of additional ACHS Recommendations.

## **Timeline to Advance the Wilsonville Arts and Culture Commission**

The objective is to perform all of the work necessary to form and appoint the Arts and Culture Commission during FY 2021-22. The Timeline corresponds to the Steps above.

### **July 2021**

1. Devise and complete Implementation Plan (this document).
2. Arrange Professional Services Agreement with Scope of Work for Consultant.

### **August-September 2021**

3. Meet with community cultural organizations to discuss Implementation Plan, steps to advance an Arts and Culture Commission, and public engagement opportunities
4. Contact, research and compile other City's/Community's data and documents on Arts and Culture Commissions; tabulate results in comparative table.
5. Review key ACHS content, including *ACHS Section D* and *Appendix K*.

### **September 2021**

6. Synthesize research findings and propose recommendations that address Priority Project goals that may include options for consideration.

### **October 2021**

7. Seek public comment by ACHS Task Force and community
8. Review public comments and modify proposal and bylaws as appropriate

### **November 2021**

9. Conduct City Council work session (presumably in-person) on components of proposed Arts and Culture Commission to gain Council feedback
10. Modify Arts & Culture Commission components as directed by City Council.

### **December 2021**

11. Schedule City Council adoption of resolution forming Commission (presumably in-person)

### **January-February 2022**

12. Advertise openings and vet Commission applicants
13. Schedule Council interviews with applicants

### **March 2022**

14. City Council meeting to appoint members of Arts and Culture Commission

### **April 2022**

15. Hold first meeting (presumably in-person) of the Commission; elect Chair and Vice Chair; outline components of workplan to prioritize components of implementing ACHS Recommendations, with City Council 2021-23 Goal of a community arts and cultural center as a primary focus

## City of Wilsonville NEWS RELEASE

### *For Immediate Release*

Oct. 26, 2021

CONTACT: Mark Ottenad, Public/Government Affairs Director  
503-570-1505; [ottenad@ci.wilsonville.or.us](mailto:ottenad@ci.wilsonville.or.us)



### **Draft Proposal for Arts, Culture and Heritage Commission Open for Public Comment**

WILSONVILLE, Ore. — The City of Wilsonville has released a draft proposal for forming an Arts, Culture and Heritage Commission and seeks public comment on the draft recommendations through Monday, Nov. 8, 2021, at [www.ci.Wilsonville.or.us/ACHC](http://www.ci.Wilsonville.or.us/ACHC).

Creating a proposed Arts, Culture and Heritage Commission is a City Council 2021-23 Goal and a key component of advancing the City of Wilsonville's Arts, Culture and Heritage Strategy (ACHS) adopted by City Council in November 2020.

The proposed Arts, Culture and Heritage Commission would have primary responsibility to provide recommendations to City Council and various City departments on programs and activities relating to arts, culture and heritage. The Commission would be charged with overseeing implementation of the policies and programs of the ACHS recommendations, including developing a public-art program and advancing consideration of a community cultural arts center or facility.

The City Council is scheduled to consider the draft proposal and public comments at the Monday, Nov. 15, 5-7 pm, work session. Based on City Council direction, staff anticipate bringing a resolution to create the commission at the Dec. 20 City Council meeting.

Cultural community consultant Bill Flood was retained by the City to undertake additional fieldwork research that includes collecting data and conducting interviews with local governments and cultural nonprofits of 15 regional communities. Analysis of the research coupled with directions from the ACHS were synthesized to produce a draft proposal for how a City of Wilsonville Arts, Culture and Heritage Commission would be structured and the kinds of work programs to be utilized.

The ACHS was developed over a two-year period in conjunction with the largest advisory committee in the City's history, the 42-member ACHS Task Force. The Task Force reviewed results of several surveys, including a cultural vision survey, cultural assets survey and municipal survey of 15 cities operating arts, culture and heritage programs and facilities. Additionally, three Task Force committees—Arts, Humanities/Literary Arts and Heritage/History—reviewed and

supplemented the cultural assets inventory, an extensive listing of the Wilsonville area's cultural attributes.

The ACHS provides findings and recommendations to the City Council for cultivating a sustainable, long-term plan that supports community aspirations for a vibrant cultural scene in Wilsonville. For more information, see [ci.Wilsonville.or.us/ACHS](http://ci.Wilsonville.or.us/ACHS).

- # # # -



Survey of Arts, Culture and Heritage Commission (ACHC) Draft Recommendations

The City of Wilsonville seeks public feedback until Monday, Nov. 8, on recommendations on issues for resolution of formation of the proposed Arts, Culture and Heritage Commission (ACHC) as documented in the Summary of 2021 Municipalities Research and Draft Recommendations, October 20, 2021.

Forming an Arts, Culture and Heritage Commission was called for by the Arts, Culture and Heritage Strategy (ACHS) adopted by the City Council in November 2020.

1. Do you agree with the recommendation to name the proposed commission as the Arts, Culture and Heritage Commission?

RECOMMENDATION: Per the 2020 ACHS, form a municipal Arts, Culture and Heritage Commission:

Most municipal bodies that oversee arts and cultural activities and events are named a "Commission" and often include "Arts" and "Culture" as part of the name.

To avoid confusion with the Wilsonville Arts & Cultural Council (WA&CC), recognize the importance of heritage and provide a direct tie to the guiding document ACHS, recommend to name the City of Wilsonville body as the Arts, Culture and Heritage Commission (ACHC).

Additionally, recommend that the current but inactive City Heritage Tree Committee be made a subcommittee of the Arts, Culture and Heritage Commission. Related, the bylaws would allow the Commission to form subcommittees that may focus on particular issue or topic.

- Yes
- No

Comment (please specify)

2. Do you agree with the recommended Purpose of the Arts, Culture and Heritage Commission?

RECOMMENDATION: Per the 2020 ACHS, use concepts and terms in the ACHS to describe the purpose or mission of the new Commission. The proposed Purpose below is modeled after the Tourism Promotion Committee bylaws. Note that the ACHS p. 47 recommended that the current Community Tourism Matching Grant Program be transferred from the Tourism Promotion Committee to the new Commission that better aligns the grant program with the actual usage. Proposed language follows:

“Purpose: The Arts, Culture and Heritage Commission has three primary purposes:

“A. The Commission oversees implementation of the Arts, Culture and Heritage Strategy (ACHS) and is charged specifically to develop a larger Five-Year Action Plan and annual One-Year Implementation Plans for prioritizing and fulfilling recommendations of the ACHS to the City Council for approval.

“B. The Commission makes recommendations to the City Council to provide public-sector leadership and coordination to support arts, culture and heritage facilities, programs and events; to improve inter-governmental collaboration and coordination to advance arts, culture and heritage; to work with partners to advance an arts and cultural center/facility; to develop a long-term, sustainable public-arts program; to suggest ways to make cultural diversity and ethnic inclusivity a priority for cultural programs; to provide strategic assistance with Wilsonville cultural non-profits in order to build organizational capacity; and to identify sustainable funding mechanisms to support arts, culture and heritage.

“C. The Commission makes recommendations to the City Council concerning the selection and disbursement funds of the former Community Tourism Matching Grant Program to a renamed Community Cultural Events Matching Grant Program that supports programs and events featuring arts, culture and heritage benefiting the community.”

NOTES on Purpose Recommendations:

Item A is designed to help keep the Commission focused on implementing the Council-adopted goals and objectives of the ACHS.

Item B provides an itemization of the actual Recommendations listed near verbatim in the ACHS.

Item C addresses the ACHS Recommendation p. 47 that the new Commission oversee administration of the current Community Tourism Matching Grant Program to the Commission as the Community Cultural Events Matching Grant Program. The recommendation is to better align the name of the grant program and the actual purpose and usage, which historically has been to fund community cultural events and programs. See also below item 11. Grant-making Programs.

Yes

No

Comment (please specify)

[Empty text box for comment]

### 3. Do you agree with the recommendation for a 9-member Arts, Culture and Heritage Commission?

RECOMMENDATION: A 9-member Commission would provide for a 5-member quorum to conduct business, and while a somewhat large number of commission members by City board-and-commission standards (5-7 being the average number of members), this size of commission allows City Council to appoint members with a wide range of skills, background and interests, including non-residents who view Wilsonville as their "home" community.

Since this body will be a funding-recommendation body to the City Council, a majority of members would be required to be City residents (see Recommendation 7).

Do not recommend having members that are to represent constituencies such as particular arts discipline or other specific groups; rather encourage a diverse set of members who advocate for what is best for the community as a whole in a way that recognizes and honors diversity. Such a structure provides Mayor and City Council with maximum flexibility to appoint members whom the City's leadership believe can serve the community best.

Based upon the significant community interest in the ACHS process that resulted in the largest volunteer task force in City history with 42 members, the Commission likely will be popular to serve on. Allowing non-residents to serve further widens the pool of potential volunteers who may serve.

See Item 9. Commission Members Requirements/Qualifications below for additional considerations in recommending desired qualities of commissioners.

- Yes
- No
- Comment (please specify)

### 4. Do you agree with recommendation for 3-year terms of office for Commission members?

RECOMMENDATION: Terms of 3 years per commissioner, with the initial set of commission positions having staggered term lengths: 3 members with 1-year term, 3 members with 2-year terms, and 3 members with 3-year terms.

- Yes
- No
- Comment (please specify)

**5. Do you agree with the recommendation for term limits of commission members to 2 consecutive 3-year-terms?**

RECOMMENDATION: Term limits of 2 consecutive terms that would equate to 6 years of public service. A commissioner would need to wait 1 year prior to being appointed again to the Commission.

- Yes
- No
- Comment (please specify)

**6. Do you agree with the recommendation for a minimum number of 5 residents required to be members of the Arts, Culture and Heritage Commission?**

RECOMMENDATION: At least 5 of the 9 members of the commission shall reside inside the city limits. As a body that recommends the expenditure of City-collected taxpayer funds, a majority of city residents is recommended.

However, many area residents who may live (currently) outside of Wilsonville view Wilsonville as their “home” community for socializing, shopping, conducting business, etc. The community benefits when engaged and motivated supporters seek to improve arts, culture and heritage programming and events. Many of Wilsonville’s primary arts, culture and heritage supporters and organizers/producers live outside of Wilsonville; however, their time and talents benefit the Wilsonville community.

Note that the Planning Commission may have two nonresidents, and the Tourism Promotion Committee does not have a residency requirement; only a nexus with Wilsonville through residency or business affiliation.

- Yes
- No
- Comment (please specify)

**7. Do you agree with the recommendation for certain ex-officio (non-voting) advisory positions on the Arts, Culture and Heritage Commission?**

RECOMMENDATION: Similar to the Tourism Promotion Committee, recommend that a City Council member and a City Director or designee of each key City department be appointed to serve in an ex-officio fashion to advise the Commission. The City has found this kind of ex-officio structure has worked well for the somewhat new Tourism Promotion Committee to provide advice on what is realistic before the Council or capable of staff to produce.

The ACHS identifies 3 primary City departments engaged in arts, culture and heritage activities. The ACHS also recommends advancing a public-arts program that implies public installations of significant artworks. Thus, the implementation of a public-arts program that could require City planning activities and occupy public right-of-way provides for consideration of 2 additional City departments to be named as ex-officio members. In lieu of naming these 2 additional departments, City staff would seek advice from the relative department when needed.

Thus, the Commission would have 4 or 6 ex-officio members whose purpose is to advise the Commission:

Recommended:

- A City Councilor, appointed by the Mayor with Council confirmation
- City Manager or designee (Administration Dept.)
- Library Director or designee
- Parks and Recreation Director or designee

Additional Consideration:

- Community Development Director or designee
- Public Works Director or designee

- Yes
- No
- Comment (please specify)

**8. Do you agree with the recommendation for Arts, Culture and Heritage Commission members requirements or qualifications?**

RECOMMENDATION: Based on experience from Hillsboro and Beaverton, seek to guarantee youth voices, a good spread across culture/arts/heritage stakeholders, and representatives from under-represented groups (people of color, perhaps lgbqt, etc.) that is in-line with Wilsonville’s DEI direction/committee.

Recommend listing the kinds of qualities desired of Commission members. Suggest language similar to the following for the Commission by-laws:

“Commissioners shall be community members with knowledge and experience in arts, culture and heritage who participate in or support arts, culture or heritage activities, and includes artists, business professionals, youth, and those with experience relevant to the purpose of the Commission. Members are not appointed to represent specific constituencies, but to act on behalf of the entire community.”

- Yes
- No
- Comment (please specify)

**9. Do you agree with the recommendation for Arts, Culture and Heritage Commission appointment process?**

RECOMMENDATION: For Commission members' appointment, follow the standard City procedure of Mayor appoints commissioners and City Council confirms appointment. The Commission elects Chair and Vice Chair at the first meeting the fiscal year.

Commissioners are generally deemed to have effectively resigned from the Commission when missing three consecutive meetings without a prior-arranged excuse with the Chair or Vice-Chair. The Mayor may remove a Commission member with City Council concurrence.

- Yes
- No
- Comment (please specify)

**10. Do you agree with the recommendation for Arts, Culture and Heritage Commission grant-making programs?**

RECOMMENDATION: Above Item 3. Purpose/Authority/Mission and Duties/Tasks, recommended, based on ACHS Recommendation p. 47, that the new Commission oversee administration of the Community Tourism Matching Grant Program currently overseen by the Tourism Promotion Committee. The recommendation is to transfer oversight of the grant program from the Tourism Promotion Committee to the Commission and to rename as the Community Cultural Events Matching Grant Program to better align the name of the grant program and the actual purpose and usage, which historically has been to fund community cultural events and programs.

The Tourism Promotion Committee is fine with this recommendation since the committee's focus is marketing Wilsonville as a destination to visitors over 50 miles away (per Oregon law), rather than focusing on community events, which are one component of many attractions marketed to visitors. Thus, the Tourism Promotion Committee's primary attention is on the three-year-long tourism promotion and destination marketing agency contract.

The ACHS recommends that the 25-year-old Community Tourism Matching Grant Program be reexamined and updated as may be needed, including consideration of a potential increase in the amount of the grant fund that has remained constant since inception. This task would be left for the Commission to undertake as a priority ACHS recommendation to consider and advance to the City Council.

The ACHS also envisions a new public-art program of an undefined nature, but often includes acquisition of art for public display and support for performing arts.

The Commission Bylaws would need to provide for a conflict-of-interest provision that requires commissioners who may personally benefit or professionally benefit as a board member or staff member of a party applying for a grant to recuse that commissioner from voting on the grant application. However, this provision would not infringe on the rights of the commissioner to address aspects of the grant application to the Commission.

- Yes
- No
- Comment (please specify)

**11. Do you agree with the recommendation regarding frequency of Arts, Culture and Heritage Commission meetings?**

RECOMMENDATION: Rather than dictate a schedule or quantity of meetings for the Commission, the recommendation is to set a floor for the number of meetings to be held during the course of the fiscal year, similar to the Tourism Promotion Committee. Like the Tourism Promotion Committee members, the Commission may find that certain times of the year, such as the Thanksgiving-New Year's holidays period and eventful summer months, preclude the ability for members to meet. The Tourism Promotion Committee, which is to meet a minimum of 4 times per fiscal year (quarterly meetings), has on average conducted 5 meetings per fiscal year.

The recommendation is to use language such as (assuming 9 voting commission members):

“The Commission shall meet a minimum of four (4) meetings per fiscal year. A meeting of the Commission may be held without a quorum; however, a quorum of at least five (5) voting members is required in order for the Committee to vote on any matter.”

- Yes
- No
- Comment (please specify)

**12. Do you agree with the recommendation for annual budget and revenue sources?**

RECOMMENDATION: The Commission is charged by the 2020 ACHS Recommendation 8. Improve and create sustainable funding mechanisms to support cultural activities, events and programs. ACHS pp. 64-67 lists a number of potential public and private sources of funds to support arts, culture and heritage activities that could be examined by the Commission. As indicated in proposed Purpose language above in Item 3. Purpose/Authority/Mission and Duties/Tasks, the Commission would examine potential funding sources and make a recommendation to City Council for consideration.

- Yes
- No
- Comment (please specify)

**13. Do you agree with the recommended scope of arts and culture programming and operations for the Arts, Culture and Heritage Commission?**

RECOMMENDATION: The Commission is charged by several 2020 ACHS recommendations to advise the City Council on arts and culture programming and operations:

Recommendation 3. Provide strategic assistance to Wilsonville cultural nonprofits in order to build organizational capacity.

Recommendation 5. Improve inter-governmental collaboration and coordination to advance arts, culture, and heritage.

Recommendation 6. Develop a long-term, sustainable public art program.

Recommendation 7. The City works with partners to advance an arts and cultural center/facility.

As indicated in proposed Purpose language above in Item 3. Purpose/Authority/Mission and Duties/Tasks, the Commission would examine potential arts and culture programming and operations options and make recommendations to City Council for consideration.

- Yes
- No
- Comment (please specify)

**14. Do you agree with the recommendation for the department that the Arts, Culture and Heritage Commission resides in?**

RECOMMENDATION: The 2020 ACHS Recommendation 4. City forms an Arts and Culture Commission and provides supporting staffing resource, p. 59, notes that Library, Parks and Recreation Department and the Administration Department could be the primary department overseeing arts and culture programming, events and facilities.

Given that the Parks and Recreation Advisory Board, Tourism Promotion Committee, Kitakata Sister City Advisory Board and the nonprofit Korean War Memorial Foundation of Oregon are all part of or affiliated with the Parks and Recreation Department, the recommendation is to house the Commission in the Parks and Recreation Department.

Most of the community's primary arts and cultural events occur in City parks and facilities, especially Town Center Park, that are operated by the Parks and Recreation Department. Additionally, the Parks and Recreation Department has overseen the Community Tourism Matching Grant Program (proposed to be modified as the Community Cultural Events Matching Grant Program) for the past 25 years, first under the supervision of the Parks and Recreation Advisory Board and later for the past 5 years by the Tourism Promotion Committee.

- Yes
- No
- Comment (please specify)

**15. Do you support the recommendation for department staff that support the Arts, Culture and Heritage Commission?**

RECOMMENDATION: The 2020 ACHS Recommendation 4. City forms an Arts and Culture Commission and provides supporting staffing resource, ACHS pp. 56-58, notes:

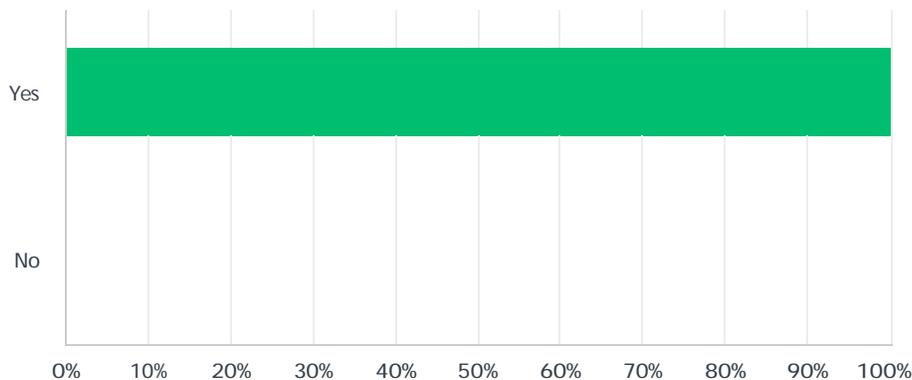
In order to propel the work of the Arts and Culture Commission, the City should consider creating a fulltime position that could also work with the City's Tourism Promotion Committee and program... A full-time staff person dedicated to tourism and cultural affairs would allow the City to develop greater expertise, networking connections and dedicated work product to advance an integrated tourism and cultural affairs program. Thus, the Tourism and Cultural Affairs Coordinator would staff both the Tourism Promotion Committee and the Arts and Culture Commission.

Thus, the recommendation is for existing staff of the Parks and Recreation Department to support the Commission with assistance from Library and Administration Department staff during the initial formation period. Additionally, recommend to consider budgeting for subsequent fiscal year for Tourism and Cultural Affairs Coordinator position in the Parks and Recreation Department, per ACHS Recommendation 4, to staff the Commission, Tourism Promotion Committee and Kitakata Sister City Advisory Board and work with the Korean War Memorial Foundation of Oregon.

- Yes
- No
- Comment (please specify)

**Q1 Do you agree with the recommendation to name the proposed commission as the Arts, Culture and Heritage Commission?**

Answered: 15 Skipped: 0

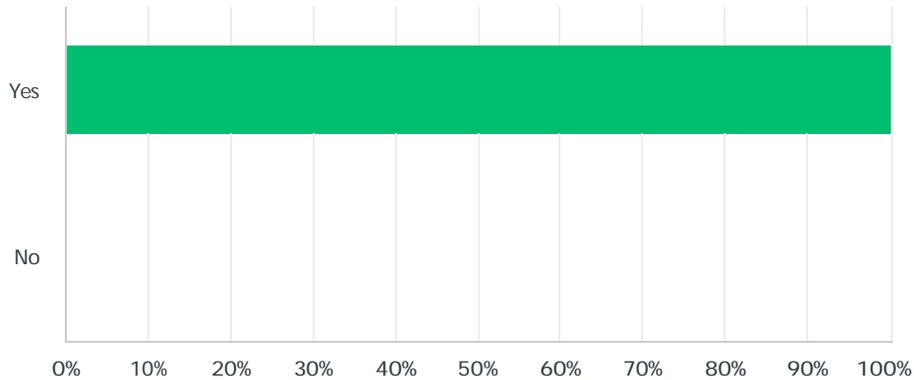


ANSWER CHOICES	RESPONSES
Yes	100.00% 15
No	0.00% 0
TOTAL	15

#	COMMENT (PLEASE SPECIFY)	DATE
1	Recognizing and celebrating the diverse cultures of our community is a positive step towards recognizing that the historically marginalized members of our community are equally valued and considered members of our community. Seasonal displays and events need to honor the culture and faiths of all of the community.	10/29/2021 10:17 AM

## Q2 Do you agree with the recommended Purpose of the Arts, Culture and Heritage Commission?

Answered: 15 Skipped: 0

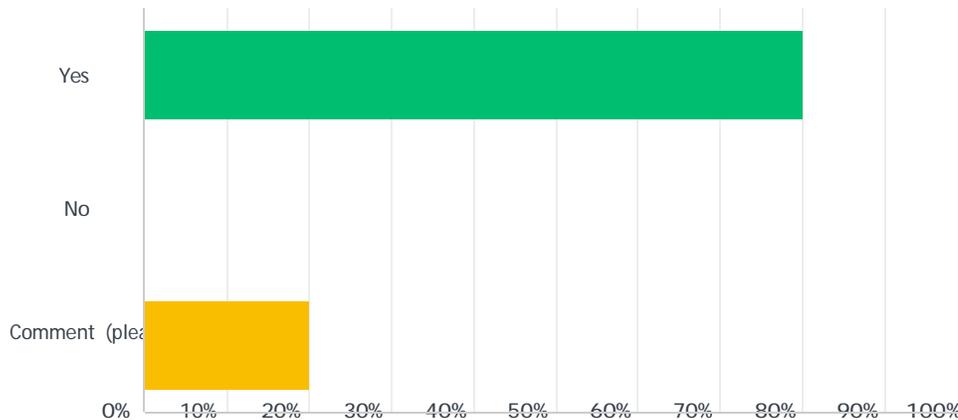


ANSWER CHOICES	RESPONSES	
Yes	100.00%	15
No	0.00%	0
<b>TOTAL</b>		<b>15</b>

#	COMMENT (PLEASE SPECIFY)	DATE
1	I would prefer language that specified that immediate, if not necessarily permanent, actions should be taken to advance the place of, and recognition of, the Arts Cultural, and Heritage non profits already active in the city.	11/8/2021 11:50 AM

### Q3 Do you agree with the recommendation for a 9-member Arts, Culture and Heritage Commission?

Answered: 15 Skipped: 0

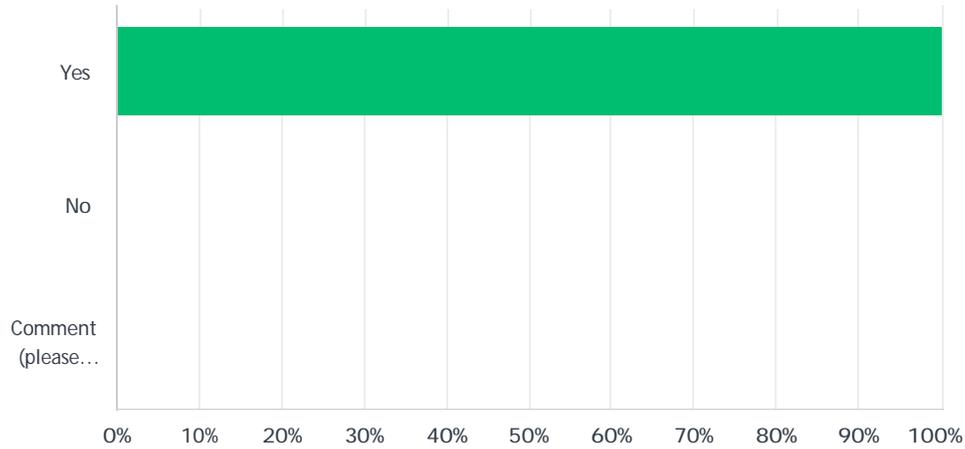


ANSWER CHOICES	RESPONSES	
Yes	80.00%	12
No	0.00%	0
Comment (please specify)	20.00%	3
<b>TOTAL</b>		<b>15</b>

#	COMMENT (PLEASE SPECIFY)	DATE
1	I understand the interest in getting broad representation; however, I am concerned that stakeholders in the arts, culture and heritage communities in Wilsonville will continue to feel marginalized by a commission not representative of their efforts for the community.	11/8/2021 9:59 AM
2	I think 12 people will make it possible for more of the city's minority residents to participate and share their thoughts.	10/29/2021 4:30 PM
3	I support 9 members if that will include a diverse group of members, diverse in ethnicity, faith, and inclusive of other historically marginalized communities. Much of our community events, displays, etc. are centered around the traditions of one faith. For example, the city only has Christmas-themed displays around town in the winter. Why not for Diwali, Hanukkah, Eid al-Fitr, or Chinese New Year? If nine members are to be involved it should include those whose faith, customs, or culture are not traditionally recognized and celebrated by our city.	10/29/2021 10:17 AM

### Q4 Do you agree with recommendation for 3-year terms of office for Commission members?

Answered: 15 Skipped: 0

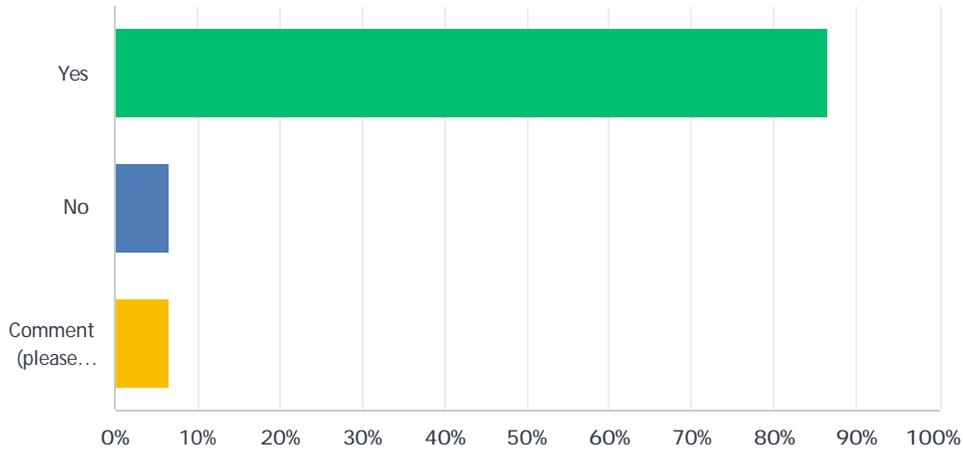


ANSWER CHOICES	RESPONSES
Yes	100.00% 15
No	0.00% 0
Comment (please specify)	0.00% 0
<b>TOTAL</b>	<b>15</b>

#	COMMENT (PLEASE SPECIFY)	DATE
	There are no responses.	

**Q5 Do you agree with the recommendation for term limits of commission members to 2 consecutive 3-year-terms?**

Answered: 15 Skipped: 0

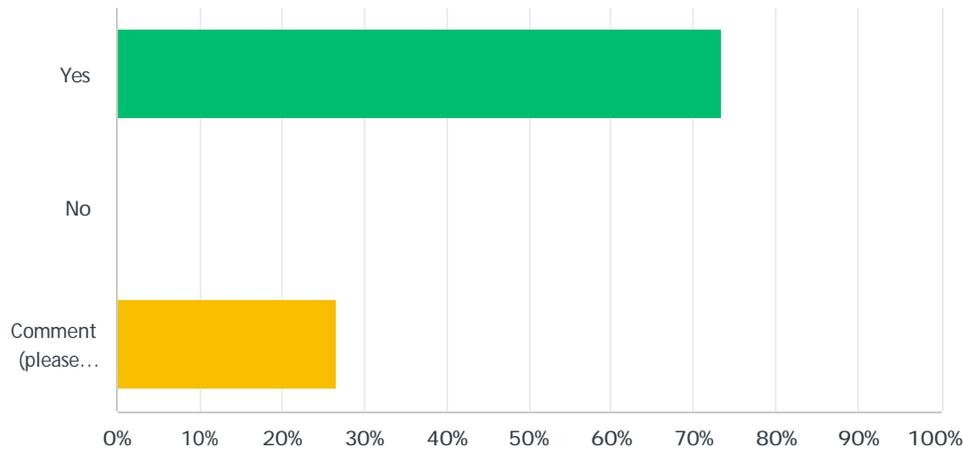


ANSWER CHOICES	RESPONSES
Yes	86.67% 13
No	6.67% 1
Comment (please specify)	6.67% 1
<b>TOTAL</b>	<b>15</b>

#	COMMENT (PLEASE SPECIFY)	DATE
1	3 years with a one year break, then an opportunity for another term.	10/29/2021 4:30 PM

## Q6 Do you agree with the recommendation for a minimum number of 5 residents required to be members of the Arts, Culture and Heritage Commission?

Answered: 15 Skipped: 0

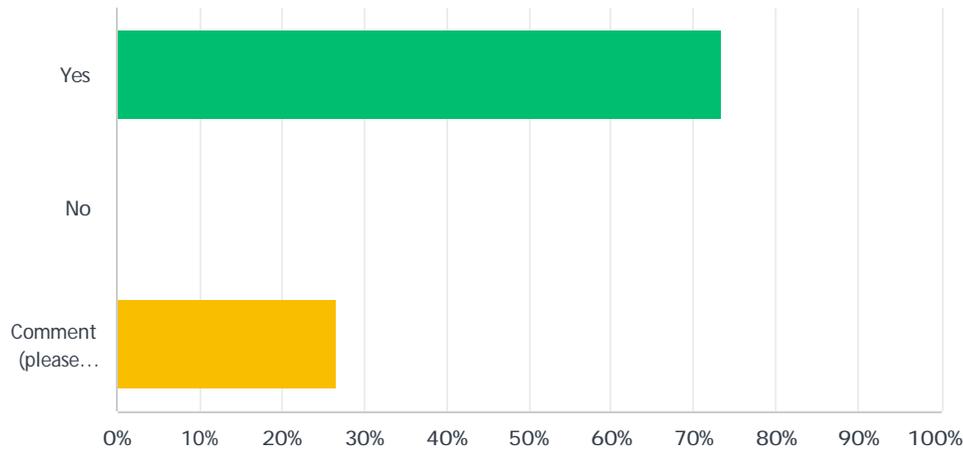


ANSWER CHOICES	RESPONSES	
Yes	73.33%	11
No	0.00%	0
Comment (please specify)	26.67%	4
<b>TOTAL</b>		<b>15</b>

#	COMMENT (PLEASE SPECIFY)	DATE
1	The proportion of residents seems somewhat small to me. I would prefer a requirement that 6 or 7 of the nine be residents.	11/8/2021 9:59 AM
2	The number of city residents should not be limited.	10/29/2021 4:30 PM
3	I understand the premise. I still feel unsure. I think for our community to have buy-in on expanding events supporting diverse cultural and diverse heritage, the voices making those recommendations should be our neighbors. It would really depend on what value-add the non-Wilsonville members would bring to the table. I would just want to be assured that outside members are committed to the goals of diversity and inclusion.	10/29/2021 10:17 AM
4	I believe it should be 6 members being wilsonville residents	10/27/2021 3:05 PM

## Q7 Do you agree with the recommendation for certain ex-officio (non-voting) advisory positions on the Arts, Culture and Heritage Commission?

Answered: 15 Skipped: 0

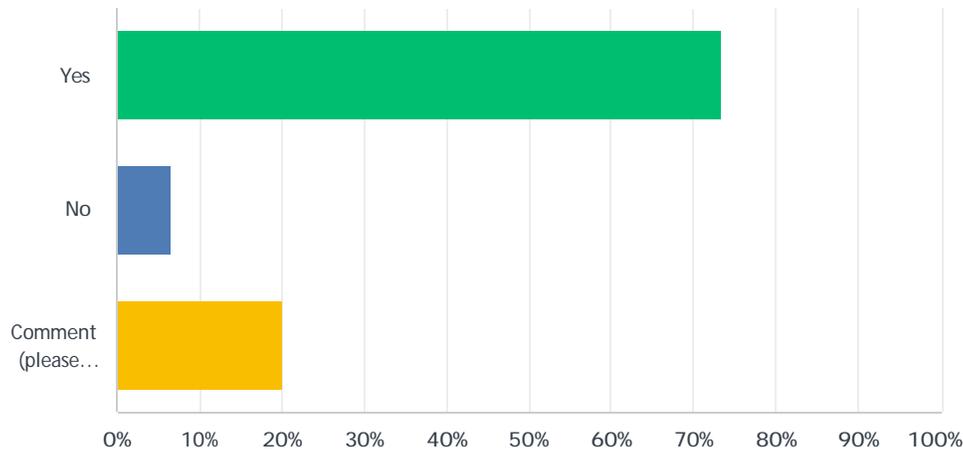


ANSWER CHOICES	RESPONSES	
Yes	73.33%	11
No	0.00%	0
Comment (please specify)	26.67%	4
<b>TOTAL</b>		<b>15</b>

#	COMMENT (PLEASE SPECIFY)	DATE
1	Since 5 ACHS members will represent a quorum, the larger group of 4 or 6 ex-officio members, whose purpose is to advise the Commission, could cause future ACHS discussions to be directed by City staff. Is that issue being considered?	11/8/2021 11:05 AM
2	Consider also a Clackamas county level (i.e. Arts Alliance, etc) as also a possible designee	11/3/2021 12:47 PM
3	City officials must not <u>out number</u> the number of residents on the commission.	10/29/2021 4:30 PM
4	<u>it</u> seems a little overkill to have so many ex-officio members. It seems that more could be on an as needed basis. These people have lives too.	10/27/2021 3:05 PM

## Q8 Do you agree with the recommendation for Arts, Culture and Heritage Commission members requirements or qualifications?

Answered: 15 Skipped: 0

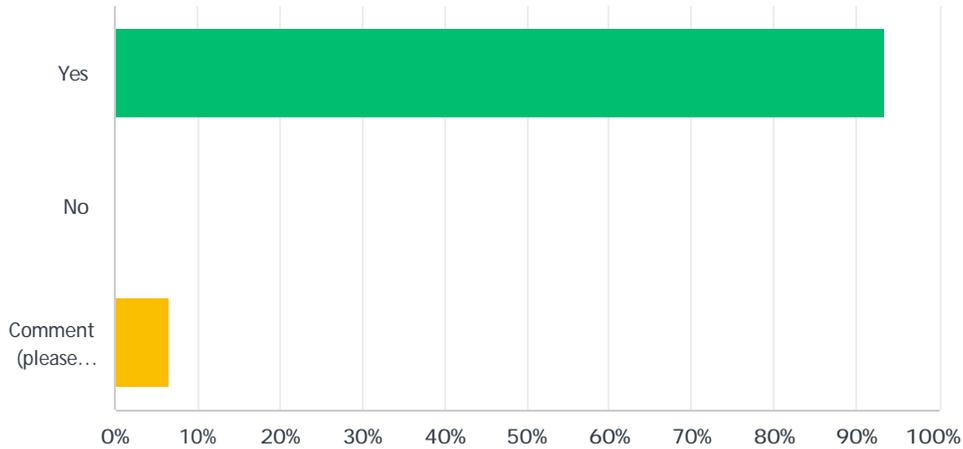


ANSWER CHOICES	RESPONSES	
Yes	73.33%	11
No	6.67%	1
Comment (please specify)	20.00%	3
<b>TOTAL</b>		<b>15</b>

#	COMMENT (PLEASE SPECIFY)	DATE
1	This feels like this is set up to exclude citizens from participating. The common citizen needs to be included.	10/29/2021 4:30 PM
2	I would add that including those of diverse faiths is also important for DEI.	10/29/2021 10:17 AM
3	ok with desired but not required	10/27/2021 3:05 PM

### Q9 Do you agree with the recommendation for Arts, Culture and Heritage Commission appointment process?

Answered: 15 Skipped: 0

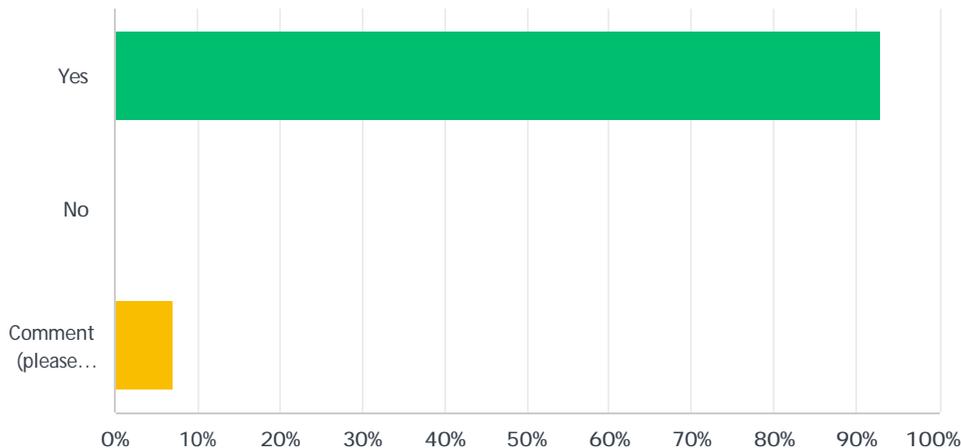


ANSWER CHOICES	RESPONSES
Yes	93.33% 14
No	0.00% 0
Comment (please specify)	6.67% 1
<b>TOTAL</b>	<b>15</b>

#	COMMENT (PLEASE SPECIFY)	DATE
1	Unsure.	10/29/2021 4:30 PM

### Q10 Do you agree with the recommendation for Arts, Culture and Heritage Commission grant-making programs?

Answered: 14 Skipped: 1

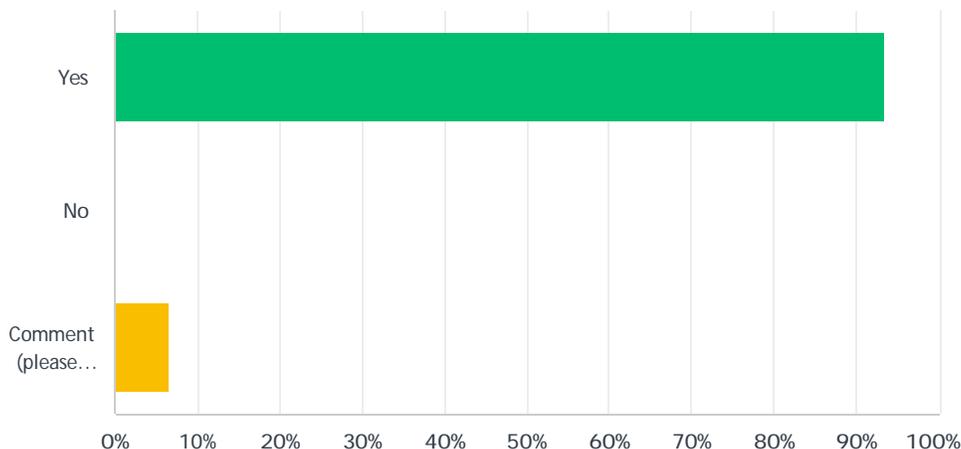


ANSWER CHOICES	RESPONSES
Yes	92.86% 13
No	0.00% 0
Comment (please specify)	7.14% 1
<b>TOTAL</b>	<b>14</b>

#	COMMENT (PLEASE SPECIFY)	DATE
1	I would just want to make sure that any sister-city programs are not negatively impacted by this change.	10/29/2021 10:17 AM

### Q11 Do you agree with the recommendation regarding frequency of Arts, Culture and Heritage Commission meetings?

Answered: 15 Skipped: 0

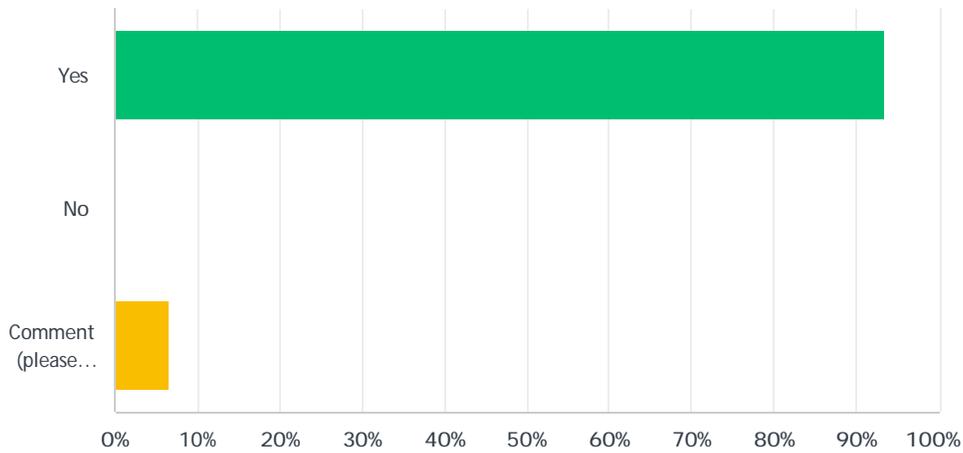


ANSWER CHOICES	RESPONSES	
Yes	93.33%	14
No	0.00%	0
Comment (please specify)	6.67%	1
<b>TOTAL</b>		<b>15</b>

1 Please take a look at this calendar, it would be a good source for planning purposes in terms of [understanding](https://www.apsva.us/wp-content/uploads/2021/07/2021-2022-Holiday-Calendar.pdf) how a committee or organization can take into account the holidays of a diverse community in its planning of meetings and events. <https://www.apsva.us/wp-content/uploads/2021/07/2021-2022-Holiday-Calendar.pdf> 10/29/2021 10:17 AM

### Q12 Do you agree with the recommendation for annual budget and revenue sources?

Answered: 15 Skipped: 0

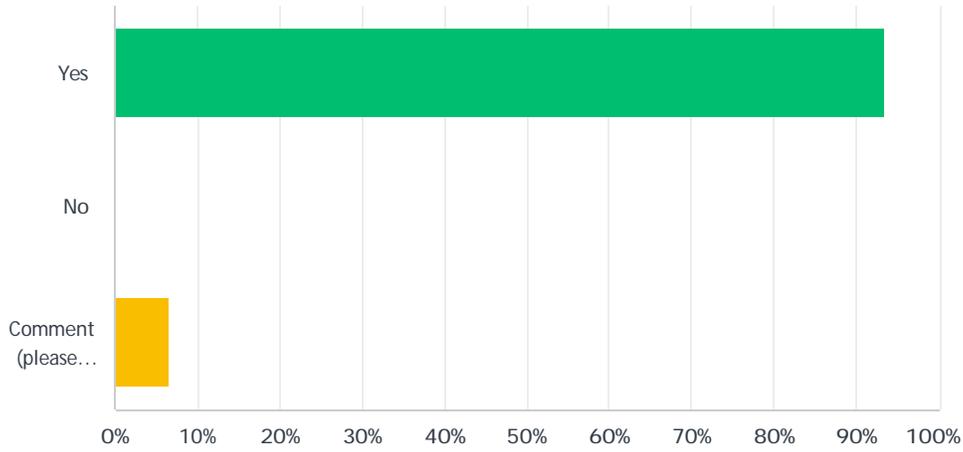


ANSWER CHOICES	RESPONSES	
Yes	93.33%	14
No	0.00%	0
Comment (please specify)	6.67%	1
<b>TOTAL</b>		<b>15</b>

#	COMMENT (PLEASE SPECIFY)	DATE
1	This is an important issue, since the newly formed Commission members may be driven more by City level mission objectives rather than that of an independent ACHS.	11/8/2021 11:05 AM

**Q13 Do you agree with the recommended scope of arts and culture programming and operations for the Arts, Culture and Heritage Commission?**

Answered: 15 Skipped: 0

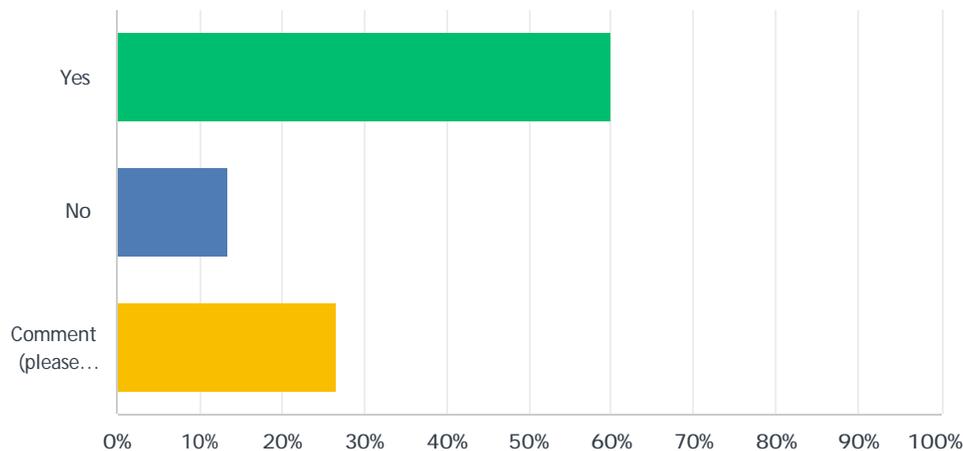


ANSWER CHOICES	RESPONSES
Yes	93.33% 14
No	0.00% 0
Comment (please specify)	6.67% 1
<b>TOTAL</b>	<b>15</b>

#	COMMENT (PLEASE SPECIFY)	DATE
1	6 is not a recommendation to city council	10/27/2021 3:05 PM

## Q14 Do you agree with the recommendation for the department that the Arts, Culture and Heritage Commission resides in?

Answered: 15 Skipped: 0

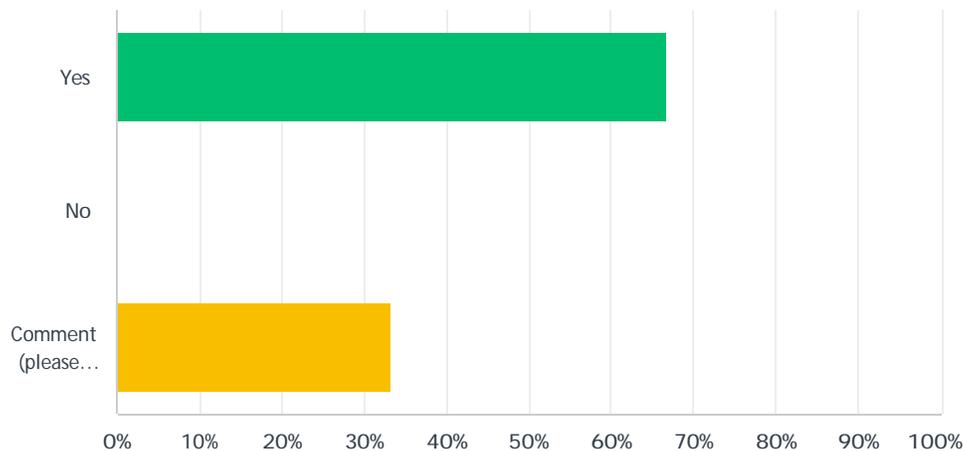


ANSWER CHOICES	RESPONSES	
Yes	60.00%	9
No	13.33%	2
Comment (please specify)	26.67%	4
TOTAL		15

#	COMMENT (PLEASE SPECIFY)	DATE
1	Parks & Rec is a very good option, but the Library is perhaps a better option. The library staff has a closer relationship with cultural non-profits like the Boones Ferry Historical Society, and Wilsonville Stage, has expertise in and works daily with vital cultural mediums (literature especially, but also film, music, and more), employs published authors, displays both permanent and rotating artwork exhibitions, is experienced in navigating sensitive subjects (censorship, for example), and in normal times functions as a popular venue for both meetings and performances.	11/8/2021 10:43 AM
2	I believe the Library board would be a better fit as they are already involved with heritage projects and have a rotating artist exhibit	11/8/2021 10:39 AM
3	[survey will not allow both a yes/no response as well as comment, so my answer is a qualified "No"] Parks and Recreation is a very good option, but the Library is perhaps a better one. The library staff has a closer relationship with cultural non-profits like the Boones Ferry Historical Society, and Wilsonville Stage, has expertise in and works daily with vital cultural mediums (literature especially, but also film, music, and more), employs published authors, displays both permanent and rotating artwork exhibitions, is educated and experienced in navigating sensitive subjects (censorship, for example), and in normal times functions as a venue for both meetings and performances.	11/8/2021 1:00 AM
4	Yes but believe there should be a review of the skill mix and experience with ACH matters with the current and future P&R Board to effectively manage/advise this activity. Also question <a href="#">if</a> the role of the P&R Board is advisory, what is the decision power of the commission?	11/3/2021 12:47 PM

## Q15 Do you support the recommendation for department staff that support the Arts, Culture and Heritage Commission?

Answered: 15 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	66.67% 10
No	0.00% 0
Comment (please specify)	33.33% 5
<b>TOTAL</b>	<b>15</b>

#	COMMENT (PLEASE SPECIFY)	DATE
1	Once again, I believe the Library board is a better fit for Arts, Culture and Heritage.	11/8/2021 10:39 AM
2	Keeping library staff I believe is essential	11/8/2021 10:11 AM
3	I agree for the most part. My one concern is that I think ACHC should be under the Library.	11/8/2021 9:59 AM
4	Yes, create the position, but under the Library instead of Parks & Rec. Similar to above response, while Parks & Rec is a very good option, the Library may be a better option. Also, it is not clear here how exactly a staff person would be directed to prioritize between Tourism and Cultural Affairs goals. There is obviously an overlap between the two areas, but they seem to be serving two different audiences: residents vs. non-residents. While Cultural Affairs is clearly focusing on enhancing local culture (which will in turn naturally make the city more attractive as a tourism destination), it is easy to imagine efforts focused on Tourism directing more resources towards marketing than to underlying cultural substance. It might work out, but it might also be problematic. What makes it necessary to tie these two different focuses together right now?	11/8/2021 1:00 AM
5	I would support additional funding for a full-time staff person if the Commission truly seeks to promote diversity and inclusion in its cultural and heritage-related planning and events.	10/29/2021 10:17 AM

**CITY COUNCIL ROLLING SCHEDULE**  
**Board and Commission Meetings 2021**  
**Items known as of 11/03/21**

**November**

Date	Day	Time	Event	Location
11/22	Monday	6:30 p.m.	DRB Panel B	Council Chambers

**December**

Date	Day	Time	Event	Location
12/1	Wednesday	1:00 p.m.	Tourism Promotion Committee	Virtual
12/1	Wednesday	6:30 p.m.	Library Board	Library
12/6	Monday	7:00 p.m.	City Council Meeting	Council Chambers
12/8	Wednesday	6:00 p.m.	Planning Commission	Council Chambers
12/13	Monday	6:30 p.m.	DRB Panel A	Council Chambers
12/14	Tuesday	6:00 p.m.	Diversity, Equity and Inclusion (DEI) Committee	Virtual
12/20	Monday	7:00 p.m.	City Council Meeting	Council Chambers
12/27	Monday	6:30 p.m.	DRB Panel B	Council Chambers

**Community Events:**

**11/1 – 12/10** Fill a Stocking for a Wilsonville Senior! Donations to be dropped off at Parks & Recreation Administrative Building

- 11/16** Quilters from 9:00 a.m. - 11:45 a.m. at the Tauchman House
- 11/16** Everyone is an Artist-Watercolor online from 10:10 a.m. -12:10 p.m.
- 11/16** Toddler and Baby Time online from 10:30 a.m. – 11:00 a.m.
- 11/16** Municipal Traffic Court; 5:00 p.m. at City Hall
- 11/17** Nature Play Playground Grand Opening; 10:00 a.m. at Memorial Park
- 11/17** Digital Photography Club; 10:00 a.m. - 11:30 a.m. at the Community Center
- 11/17** Bingo from 12:45 p.m. to 1:45 p.m. at the Community Center
- 11/17** Pinochle/Cribbage from 1:00 p.m.- 4:00 p.m. at the Community Center
- 11/17** Pilates, Core, Balance and Strength from 6:00 p.m. - 7:00 p.m. at the Community Center
- 11/18** Bridge for Beginners: Drop-In Lessons from 10:00 a.m. - 11:30 a.m. at the Community Center
- 11/18** Storytime from 10:30 a.m. – 11:00 a.m. at Memorial Park’s Stein-Boozier Barn online
- 11/18** Ladies Afternoon Out from 1:00 p.m. - 4:00 p.m. at the Community Center
- 11/19** Pinochle/Cribbage from 1:00 p.m.- 4:00 p.m. at the Community Center
- 11/19** Bridge Group from 1:00 p.m. - 4:00 p.m. at the Community Center
- 11/20** Leaf Drop Off Day from 9:00 a.m. - 2:00 p.m. at City Hall
- 11/22** Body Sculpt from 10:00 a.m. - 11:00 a.m. at the Community Center
- 11/22** Bridge Group from 1:00 p.m. - 4:00 p.m. at the Community Center
- 11/22** Beginner Watercolor from 1:00 p.m. – 3:00 p.m.
- 11/23** Quilters from 9:00 a.m. - 11:45 a.m. at the Tauchman House
- 11/23** Everyone is an Artist-Watercolor online from 10:10 a.m. - 12:10 p.m.
- 11/24** Digital Photography Club; 10:00 a.m. - 11:30 a.m. at the Community Center
- 11/24** Pinochle/Cribbage from 1:00 p.m.- 4:00 p.m. at the Community Center
- 11/24** Pilates, Core, Balance and Strength from 6:00 p.m. - 7:00 p.m. at the Community Center
- 11/25 -11/26** City Offices closed in observance of the Thanksgiving Holiday
- 11/29** Body Sculpt from 10:00 a.m. - 11:00 a.m. at the Community Center
- 11/22** Beginner Watercolor from 1:00 p.m. – 3:00 p.m.
- 11/30** Quilters from 9:00 a.m. - 11:45 a.m. at the Tauchman House
- 11/30** Everyone is an Artist-Watercolor online from 10:10 a.m. -12:10 p.m.



## **City of Wilsonville Proclamation for 'Small Business Saturday' on Nov. 27, 2021**

WHEREAS, the City of Wilsonville celebrates our local small businesses and the contributions they make to our area economy and community; and

WHEREAS, according to the U.S. Small Business Administration, 31.7 million small businesses represent 99% of all firms with paid employees in the United States and are responsible for 65.1% of net new jobs created from 2000 to 2019; and

WHEREAS, small businesses employ 47.1% of the employees in the private sector in the United States, 88% of U.S. consumers feel a personal commitment to support small businesses in the wake of the pandemic, and 92% of small business owners have pivoted the way they do business to stay open during the pandemic; and

WHEREAS, 97% of Small Business Saturday® shoppers recognize the impact they can make by shopping small, 85% of them also encouraged friends and family to do so, too; and

WHEREAS, 56% of shoppers reported they shopped online with a small business on Small Business Saturday in 2020; and more than 50% of consumers who reported shopping small endorsed a local business on social media or shopped at a local business because of a social media recommendation; and

WHEREAS, the City of Wilsonville strongly supports our local small businesses that create jobs, boost our economy, and serve our community; and

WHEREAS, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as "Small Business Saturday."

NOW, Therefore, I, Julie Fitzgerald, Mayor of the City of Wilsonville, do hereby proclaim, November 27, 2021, as:

### **"SMALL BUSINESS SATURDAY"**

And urge the residents of our community, and communities across the country, to support small businesses and merchants on "Small Business Saturday" and throughout the year.

Dated the 15<sup>th</sup> day of November 2021

\_\_\_\_\_  
Julie Fitzgerald, Mayor

**Suggested Motion**  
**November 15, 2021 Council Meeting**

**City Attorney Employment Agreement**

**Motion:** I move to approve the extension of Barbara Jacobson's employment agreement as City Attorney from November 30, 2021 to March 31, 2022, as outlined in the employment agreement.

**AMENDMENT TO CITY OF WILSONVILLE  
EMPLOYMENT AGREEMENT  
CITY ATTORNEY**

This Amendment to the *Employment Agreement City Attorney 2019-2021* (“Agreement”) is effective the 30<sup>th</sup> day of November 2021 (“Effective Date”), and is entered into by and between the **City of Wilsonville**, a municipal corporation of the State of Oregon (the “City”), and **Barbara A. Jacobson** (“Employee”), both of whom understand and agree as follows:

**WITNESSETH:**

WHEREAS, the City desires to continue the employment of Barbara Jacobson as City Attorney of the City of Wilsonville, as amended below; and

WHEREAS, Employee desires to continue employment as City Attorney of the City of Wilsonville, as amended below;

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

**AMENDMENT**

- 1. Hours of Work – Administrative Time Adjustment.** Section 2 of the Agreement is modified to reduce the number of compensatory days from 5 day to 2 days, given the duration of this Amendment. All other terms and conditions of that Section continue to apply.
- 2. Employment Date and Status:** City and employee agree to modify Section 3 of the Agreement to extend the end of the agreement from November 30, 2021 (erroneously listed in the Agreement as “November 31, 2021”), to March 31, 2022. Employee has provided written notice to the City of her intent to retire on March 31, 2022, and City has accepted her retirement date. Employee has agreed, if requested by the City, to continue work beyond that date on a month-to-month basis, either full-time or part-time, until the City determines Employee’s continued assistance is no longer needed.
- 3. Compensation and Car Allowance.** Section 4 Commencing December 1, 2021 through March 31, 2022, Employee’s Base Compensation will be \$7,331.12 per pay period. The car allowance and all other benefits, as set forth in Section 4 of the Agreement will remain the same, except vacation accruals. Effective January 2, 2022, vacation will be calculated at a rate of 15 hours per month, with a maximum accrual of 240 hours. If Employee is above the maximum accrual of 240 hours as of January 2, 2022, employee will not accrue additional vacation hours until Employee’s vacation accrual balance is below the maximum accrual. Employee has the option to cash out ten days (80 hours) of vacation time at the employee’s hourly rate prior to December 31, 2021, but not thereafter. All other terms and benefits set forth in Section 4 will remain in full force and effect, as written. If the City wishes to extend the Agreement beyond March 31, 2022, the same terms for base compensation, monthly allowances, the City’s standard benefits package, and vacation accruals, prorated for partial months or pay periods, will apply.

**4. Termination and Severance Pay. Section 8** of the Agreement is modified to provide that no Severance will apply after March 31, 2022. All other terms set forth in this Section will remain in full force and effect, as written.

**5. Other terms of Agreement.** Except as modified herein and hereby, all other provisions of the Agreement shall remain in full force and effect.

CITY OF WILSONVILLE

EMPLOYEE

By: \_\_\_\_\_  
Julie Fitzgerald  
As Its: Mayor

\_\_\_\_\_  
Barbara A. Jacobson



Item 7.

Metro

# Metro Update

November 2021

# Supportive Housing Services

- All three county Local Implementation Plans have been approved
- Metro is negotiating with the counties to complete and sign IGAs
- Dozens of residents have accessed supportive housing



# Affordable Housing Bond

- Rockwood Village became the first building from the 2018 affordable housing bond to welcome residents
- The Mary Ann, in Beaverton, and the Viewfinder, in Tigard, expect to welcome residents this fall



# Parks and Nature Bond

- Chehalem Ridge Natural Area opening soon
- A template for Local Share IGAs was approved by Metro Council, making it easier for cities to move forward on priority projects



# Parks and Nature Levy

Metro's parks & nature levy has been approved twice since 2013 for:

- Restoring habitat
- Park maintenance
- Public access improvements to connect people with nature close to home
- Nature education and volunteer programs
- Community grants and partnerships



# Garbage and Recycling

- A total of five new RID crews this fall
- Illegal dumping response times reduced to 13 business days



# Construction Careers Pathways

- The upgrade project at Blue Lake Park became the first Construction Careers Pathway project in our region
- Portland Community College has signed on as the sixth government partner in the program



Gerritt Rosenthal  
Metro Councilor, District 3

[Gerritt.Rosenthal@oregonmetro.gov](mailto:Gerritt.Rosenthal@oregonmetro.gov)

[www.oregonmetro.gov/connect](http://www.oregonmetro.gov/connect)



Arts and conference centers  
Garbage and recycling  
Land and transportation  
Oregon Zoo  
Parks and nature

[oregonmetro.gov](http://oregonmetro.gov)



**CITY COUNCIL  
STAFF REPORT**

<b>Meeting Date:</b> November 15, 2021		<b>Subject: Resolution No. 2931</b> Adopt the Findings and Recommendations of the 2021 Solid Waste Collection Rate Report and Rate Schedule <b>Staff Member:</b> Mark Ottenad, Public/Government Affairs Director <b>Department:</b> Administration	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input 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 <b>Comments:</b> Adoption of Resolution No. 2931 has the effective of reducing solid waste collection and disposal rates for all classes of customers effective January 1, 2022.	
<b>Staff Recommendation:</b> Adopt Resolution			
<b>Recommended Language for Motion:</b> I move to adopt the Consent Agenda.			
<b>Project / Issue Relates To:</b>			
<input type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s): Solid Waste Franchise	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

Adoption of Resolution No. 2931, which adopts the “Solid Waste Collection Rate Report, October 2021,” and the “Republic Services Rate Schedule for Collection and Disposal of Solid Waste, Recyclables, Yard Debris, Organic Materials and Other Materials,” effective January 1, 2022.

## EXECUTIVE SUMMARY:

The “Solid Waste Collection Rate Report, October 2021” (Report), finds that solid waste Franchisee Republic Services Rate of Return (ROR) adjusted for 2020 and projected for 2021 exceeds the Solid Waste Franchise allowable range of 8%-12%, with a target of 10% ROR; see Report pp. 1-2, attached as Exhibit 1 to Resolution No. 2931. Therefore, the Report recommends an across-the-board rate reduction for all three classes of solid-waste customers, including residential, commercial and industrial customers; see Report pp. 5-7 for proposed rate adjustments.

Additionally, with the recovery of recycling markets, the Report recommends removing the temporary recycling surcharge that was reduced in half last year, effective Jan. 1, 2021; see Report p. 6.

The Report recommends adjusting the service rates by all lines of business in order to bring Franchisee’s ROR to the acceptable range of 8% - 12% with a target of 10%:

- Reduce the Residential Roll Cart service rates an average of 4.7%.
- Reduce the Commercial Container service rates an average of 7.6%.
- Reduce the Industrial Roll Off / Drop Box service rates an average of 10.1%.

Finally, due to cost inefficiency, the Report recommends not continuing the temporary recycling services that were enacted for 2020 as a way to reduce ROR and provide new services to the community; see Report pp. 3-5. In particular, the Report calls out the following services that are not cost effective and had issues with meeting Council’s intended goals:

- Senior Bulky Waste Collection
- Commercial Battery and Florescent Tube Recycling
- Residential and Commercial Polystyrene Recycling

On October 18, 2021, the City Council met in work session to review, discuss and provide direction to staff on three core issues at hand before the Council.

1. The City Council agreed with the Report recommendation to modify residential, commercial and industrial customer rates as outlined in the Report, pp. 5-7.
2. The City Council agreed with the Report recommendation to eliminate the temporary recycling surcharge as outlined in Report, p. 6.
3. The City Council agreed with the Report recommendation to not continue the additional, limited-duration recycling services including; Senior Bulky Waste Collection, Commercial Battery and Florescent Tube Recycling, and Residential and Commercial Polystyrene Recycling, as outlined in the Report, pp 3-6.

A question by Councilor West at the October 18 City Council work session regarding local paint recycling options is being research by City staff.

**EXPECTED RESULTS:**

Adoption of Resolution No. 2931 has the effect of reducing solid waste collection and disposal rates for all classes of customers and eliminates the temporary recycling surcharge, effective January 1, 2022.

**TIMELINE:**

Adoption Resolution No. 2931 on November 15, 2021, results in solid waste services rate reductions effective January 1, 2022.

**CURRENT YEAR BUDGET IMPACTS:**

The Report, p. 9, projects City franchise fee revenue of calendar year 2021 for an amount of approximately \$373,000, due to decreased rates.

**FINANCIAL REVIEW:**

Reviewed by: KAK Date: 11/09/2021

**LEGAL REVIEW:**

Reviewed by: BAJ Date: 11/08/2021

**COMMUNITY INVOLVEMENT PROCESS:**

Adoption of the Solid-Waste Franchise Ordinance No. 814 in 2018 followed standard City public outreach practices. The 2021 rate review is a by-product of the new solid-waste franchise Ordinance No. 814.

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

The community benefits by continuing to receive Republic Services solid waste collection services with a decrease in rates.

**ALTERNATIVES:**

N/A

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

Resolution No. 2931: A Resolution of the City of Wilsonville Adopting the Findings and Recommendations of the “Solid Waste Collection Rate Report, October 2021” and the Republic Services Rate Schedule, Effective January 1, 2022

Exhibit A: “Solid Waste Collection Rate Report, October 2021”

Exhibit B: “Republic Services Rate Schedule for Collection and Disposal of Solid Waste, Recyclables, Yard Debris, Organic Materials and Other Materials, Effective January 1, 2022”

**RESOLUTION NO. 2931**

**A RESOLUTION OF THE CITY OF WILSONVILLE ADOPTING THE FINDINGS AND RECOMMENDATIONS OF THE “SOLID WASTE COLLECTION RATE REPORT, OCTOBER 2021” AND THE REPUBLIC SERVICES RATE SCHEDULE, EFFECTIVE JANUARY 1, 2022.**

WHEREAS, Ordinance No. 814, adopted by City Council in May 2018, created a new solid-waste franchise agreement with Republic Services; and

WHEREAS, Ordinance No. 814, Article VIII, Establishment and Modification of Service Rates, 3. Second Service Rate Adjustment provided for City’s ability to “undertake a review of Franchisee's books, records, and accounts to adjust the Service Rate to set a new Service Rate that achieves an Operating Margin equal to ten percent (10%) of Gross Revenues”; and

WHEREAS, the City contracted with Chris Bell, CPA, of Bell and Associates of Camas, WA, to undertake a solid waste franchise rate review of Republic Services’ operations and make a determination the firm’s operating margin; and

WHEREAS, the “Solid Waste Collection Rate Report, October 2021,” attached herein as Exhibit 1, found for the following years:

- Adjusted 2020 Wilsonville Results:
  - 13.6% margin for residential Roll-Cart service;
  - 14.9% margin for commercial Container service; and
  - 19.7% margin for industrial Drop Box service; and
  - Cumulatively resulting in a Composite margin of 16.2%; and
- Projected 2021 Financial Performance for Wilsonville:
  - 16.3% margin for residential Roll-Cart service;
  - 19.7% margin for commercial Container service; and
  - 18.7% margin for industrial Drop Box service; and
  - Cumulatively resulting in a Composite margin of 18.4%; and

WHEREAS, the “Solid Waste Collection Rate Report, October 2021,” analyzed additional Council-directed limited-duration Bulky Waste and Recycling services implemented by Resolution No. 2775 during 2020 and recommended that these programs not be continued due to high costs; and

WHEREAS, during the October 18, 2021, City Council work session the City Council agreed with the recommendation to not continue the three limited-edition programs (Senior Bulky Waste Collection, Business Battery and Fluorescent Tube Recycling, and Polystyrene Recycling); and

WHEREAS, the “Solid Waste Collection Rate Report, October 2021,” finds that the recycling markets have recovered from economic disruption and generated significant revenue for Franchisee during 2020 and 2021 and recommended that the temporary recycling surcharge will be eliminated for all customers; and

WHEREAS, during the October 18, 2021, City Council work session the City Council agreed with the recommendation to discontinue the temporary recycling surcharge for all classes of customers; and

WHEREAS, Ordinance No. 814, Article VIII, Establishment and Modification of Service Rates, 4. Annual Service Rate Adjustment, states that it “is the goal of this Franchise to provide Franchisee with a target Operating Margin of ten percent (10%) of Gross Revenues, but no less than eight percent (8%) and no greater than twelve percent (12%). \* \* \* the Service Rate will be adjusted annually \* \* \*.”

WHEREAS, the “Solid Waste Collection Rate Report, October 2021,” finds that the Franchisee’s operating margin for all customer classes of service is considerably higher than the franchise target margin of 10% and the 12% ceiling, and therefore recommends modifying the current rate schedules until the actual 2020 results are submitted and reviewed in 2021; and

WHEREAS, the “Solid Waste Collection Rate Report, October 2021,” recommends adjusting rates by all lines of business in order to bring Franchisee’s rate of return to the acceptable range of 8% - 12% with a target of 10%:

- Reduce the Residential Roll Cart service rates an average of 4.7%;
- Reduce the Commercial Container service rates an average of 7.6%;
- Reduce the Industrial Roll Off / Drop Box service rates an average of 10.1%;

NOW THEREFORE:

- 1) The Wilsonville City Council hereby accepts and adopts the findings and recommendations of the “Solid Waste Collection Rate Report, October 2021,” attached hereto as Exhibit 1; and

- 2) The Wilsonville City Council hereby accepts and adopts the “Republic Services Rate Schedule for Collection and Disposal of Solid Waste, Recyclables, Yard Debris, Organic Materials and Other Materials,” effective January 1, 2022, attached hereto as Exhibit 2.

ADOPTED by the Wilsonville City Council at a regular meeting on November 15, 2021, and filed with the Wilsonville City Recorder on this date.

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Julie Fitzgerald, Mayor

ATTEST:

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Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Fitzgerald

Council President Akervall

Councilor Lehan

Councilor West

Councilor Linville

EXHIBITS:

1. “Solid Waste Collection Rate Report, October 2021”
2. “Republic Services Rate Schedule for Collection and Disposal of Solid Waste, Recyclables, Yard Debris, Organic Materials and Other Materials, Effective January 1, 2022”



## City of Wilsonville

### Solid Waste Collection Rate Report

Bell & Associates / October 2021



# City of Wilsonville

## Solid Waste Collection Rate Report

October 2021  
Bell & Associates

### Table of Contents

Background of Solid Waste Review.....	1
Annual Cost Report .....	1
Adjusted Report for 2020.....	1
Projected Results for 2021 .....	2
Projected 2021 Expenses.....	2
Additional Bulky Waste and Recycling Services During 2020 .....	3
Rate Recommendation.....	5
Attachment A – Adjusted 2020 Results .....	8
Attachment B – Projected 2021 .....	9

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## Background of Solid Waste Review

The City of Wilsonville (City) contracted with Bell & Associates, a consulting firm with expertise in solid waste collection operations, to provide the City with solid waste and recycling consulting services. In March 2021, solid waste franchisee Republic Services (Republic) submitted its annual detailed cost reports to the City for the calendar year 2020.

## Annual Cost Report

The collection of waste and recycling within Wilsonville is accomplished under an exclusive franchise agreement between Republic Services and the City. The annual report provides line-item costs and revenues associated with providing service within the City as well as combined line item totals for their non-Wilsonville operations. The format of the report provides the capacity to calculate the cost of service for each line of business (cart, container, and drop box). Cart collection is primarily for residential customers, whereas business customers are serviced with a container. Reported results were analyzed, and the following tasks were completed:

- a. Analyze reported route collection hours to the reported customer counts for each line of business.
- b. Using a predictive test of revenue for each line of business, ensure the reported revenues are reasonable for the number of reported customers.
- c. By thoroughly reviewing the reported direct cost line items, determine if the expense is reasonable in relation to the customer and operational data entered from the detailed cost report.
- d. Utilize a predictive test of disposal to determine if the reported disposal expense is reasonable.
- e. Using the reported administrative line items, determine if the expense is reasonable in relation to the operational data entered from the detailed cost report.
- f. Review the costs between the City and Republic's other franchised collection operations to determine if the allocations are reasonable.

Report adjustments were made to the submission by Republic from the application of the tasks above that reduced the reported costs and increased the profitability of services provided to Wilsonville customers.

## Adjusted Report for 2020

Table 1 details the return for each collection service provided within the Wilsonville franchise collection system.

**Table 1: Adjusted 2020 Wilsonville Results**

Description	Roll Cart	Container	Drop Box	Composite
Revenues	2,091,199	2,775,970	2,500,518	7,367,687
Allowable Costs for Rates	1,806,130	2,363,290	2,007,727	6,177,147
Franchise Income	285,069	412,680	492,791	1,190,540
<b>Margin (Income / Revenue)</b>	<b>13.6%</b>	<b>14.9%</b>	<b>19.7%</b>	<b>16.2%</b>

### Projected Results for 2021

Specific line item expenses from the adjusted 2020 report were escalated to project the results for 2021 using assumptions based on Metro's increased taxes and fees, contractual obligations such as the labor agreement between Republic and the union drivers, administrative wages, health insurance, recycling processing, fees, and estimated inflation. Table 2 summarizes the inflation assumptions.

The assumptions used for the 2021 projection include:

- January 1, 2020 rate decrease for the recycling surcharge for cart service (\$1.25 per customer per month) and commercial (\$0.75 per yard).
- Processing costs for collected commingled has decreased by 84.3% from January 2020 due to strong material markets. Republic paid \$438,995 to process recycling in 2020. The estimated cost to process recycling has decreased to \$103,623, which is a savings of \$335,372 to Wilsonville ratepayers.
- Driver wage increase is calculated on the hourly wage increase from the Teamster's contract, which increased from \$27.54 to \$28.19 for most drivers. The impact is an increase of 2.4%. Health insurance for union employees did not increase; however, health insurance for non-union employees increased by 5.0%.
- Inflation increased by 4.54% from June 2020 to June 2021. Management and administrative labor costs are projected to increase by the rate of inflation, which is 4.54%.
- Republic's front-line collection trucks use natural gas while the older trucks use diesel. The estimated increase for natural gas is 5%, while diesel is projected to increase by 35%. The blended increase in fuel is 10% for the current year.
- The disposal fee increased in January 2021 due to contractual increases. Additionally, the Regional System Fee (RSF) assessed by Metro increased by \$7.07 per ton on July 1, 2021. Metro assesses a per ton fee on every ton of waste generated and delivered to a licensed disposal facility within the Metro region. The total increase for disposal is calculated at 6.9% for 2021.

Expense	Change
Recycling Processing	-84.30%
Driver Wage	2.40%
Administrative Wage	4.54%
Health Insurance	5.00%
Inflation	4.54%
Fuel	10.00%
Solid Waste Disposal	3.13%

### Projected 2021 Expenses

The estimated increases noted above were applied to the 2020 expenses and summarized in Table 3.

**Table 3: Projected 2021 Financial Performance for Wilsonville**

Description	Roll Cart	Container	Drop Box	Composite
Revenues	2,091,199	2,775,970	2,588,525	7,455,694
Allowable Costs for Rates	1,749,749	2,228,846	2,103,673	6,082,268
Franchise Income	341,450	547,124	484,852	1,373,426
Margin (Income / Revenue)	<b>16.3%</b>	<b>19.7%</b>	<b>18.7%</b>	<b>18.4%</b>

## Additional Bulky Waste and Recycling Services During 2020

Republic Services provided the following additional services within the City of Wilsonville during 2020 based on City Council adoption in December 2019 of Resolution No. 2775, which included “adopting the findings of the solid waste collection rate report amended December 2019, creating new community recycling services and city street sweeping collection/disposal service and reducing the temporary recycling surcharge rate.”

### 1. Residential Food-Scraps Collection Program

In 2019, Exhibit B to Resolution No. 2775 created a permanent program to “allow food scraps to be collected with the yard-debris cart service. This would be an on-going, permanent program with an estimated first-year cost of \$21,521 and an estimated start in Q2 2020 (April).

Republic Services implemented the program in March 2020 and provided customers with educational material on food-scraps recycling using the yard-debris cart.



### 2. Senior Bulky Waste Collection

In 2019, Exhibit B to Resolution No. 2775 created a limited-edition program for Bulky Waste Pick-up for ADA/Senior Citizens for “Wilsonville residents who have a disability or are older senior citizens would be offered home pick-up of large/bulky waste items free of charge. This would be a limited-duration program of one year or less with a budget of \$10,000 that estimates 250 pick-ups at an average cost \$40 each, with an estimated start in Q1 2020 (February).”

Republic Services provided services to 96 Wilsonville residents through this program. The amount of material collected ranged from as little as a dog's bed to appliances and a few garage clean outs. Many of the collected items could have easily been set out with the weekly trash. When one of the customers was asked why they didn't just set it out, they replied that it was "free" if Republic made a special trip for the item. The estimated cost of this service was \$5,778 – the majority of the cost being incurred was to collect the items.

### 3. Business Battery and Fluorescent Tube Recycling

In 2019, Exhibit B to Resolution No. 2775 created a limited-edition program for Commercial/Industrial Fluorescent Tubes/Batteries Box Mail-Back Service for “Businesses would be to obtain at no charge for a limited duration of one year or less “recycling box mailback” service for 48" fluorescent tubes and batteries. Based on results and feedback to the successful 2017 Wilsonville-Metro Community Enhancement Program project, City staff could determine that greatest demand appears to be for standard 4-foot-long tubes and batteries. A total of \$15,000 is budgeted with an estimated start date in Q1 2020 (March).”

Republic Services purchased \$10,000 of battery containers and florescent tube packaging for City and County staff to distribute to local businesses, pending new Covid 19 pandemic procedures and staffing resource. Republic indicates that some distribution occurred; however, it was not tracked as to what businesses received. Republic also indicates that the West Linn-Wilsonville School District is interested in participating in the program.

#### 4. Polystyrene Recycling

In 2019, Exhibit B to Resolution No. 2775 created a limited-edition program for Styrofoam Collection/Recycling with “a collection station at its WRI transfer facility for residents and commercial/industrial customers to deposit clean Styrofoam packaging for recycling. As a new pilot-program, total demand is uncertain; however, both industrial businesses and residents have indicated high interest. Program to be evaluated during next solid waste rate review process. A total of \$10,000 is budgeted with an estimated start date in Q1 2020 (March).”

Polystyrene, or Styrofoam™ as it is called by most people, was added to Republic's recycling depot in August 2020. The intent (hope) was that people would drop off clean material. However, no good deed goes unpunished as the amount of contamination mixed with the clean material has been significant enough that Republic is required to sort of contents of the container daily. Figure 1 provides a visual of the amount of material and contamination workers have to remove.

Clean Polystyrene is sorted, bagged, and stored in drop boxes for delivery to Agilyx in Tigard (Figure 2). As of May 2021, there were 7,980 pounds of material dropped off at the depot. The program's total cost from August 2020 through May 2021 was \$8,829, which averaged \$883 per month. Therefore, the per-pound diversion cost of this program is \$1.11.

#### 5. Commercial Food-Scraps Collection Program

In August 2019, the City Council adopted Ordinance No. 837, which codified the Metro-mandated commercial food-scraps collection program that was to commence in Q1 2020. However, due to Covid-19 pandemic, Metro has delayed implementation of the commercial food-scraps collection program by two years, starting in Q1 2022. Some large Wilsonville businesses that generate food-scraps have commenced voluntary compliance in 2019.

#### 6. Public Works Street-Sweepings and Leaf Collection and Disposal

In 2019, Exhibit B to Resolution No. 2775 indicated that the “City is need of collection and disposal services for street-sweepings and leaves, which is required by law. Republic Services is tentatively able to provide these services with DEQ permitting to the City at an estimated annual cost of approximately \$85,000. The staff recommendation allows for about \$75,000 of rate-of-return margin that would be credited to City for collection and disposal services for street-sweepings and leaves by Republic Services.

Figure 1: Material dropped off at the Polystyrene recycling depot



Figure 2: Bagged Foam waiting for delivery to Agilyx



Republic Services corporate headquarters indicated that the company was not willing to accept potential liability for collecting or processing street sweepings. This proposal did not advance.

**Service Recommendations**

It is not recommended that any of the three limited-edition programs (Senior Bulky Waste Collection, Business Battery and Fluorescent Tube Recycling, Polystyrene Recycling) be continued due to the high costs. However, if the Council should decide to retain all or some of the services, the estimated annual cost of each of these programs is estimated in Table 4.

**Table 4: Limited Recycling Program Annual Cost and Rate Payer Impact**

Recycling Programs	Annual Cost	Rate Payer Impact
Senior Bulky Waste Collection	\$7,500	\$1.40 per residential customer
Commercial Battery and Florescent Tube Recycling	\$7,500	\$0.05 per collected yard of commercial waste
Residential and Commercial Polystyrene Recycling	\$12,000	\$1.12 per residential customer and \$0.04 per collected yard of waste

**Rate Recommendation**

The current rates, combined with the decreased cost of processing collected recycling, will return Republic Services to a rate higher than the franchise ceiling margin of 12%. The adjusted rate of return in Wilsonville over the last four years is summarized in Table 5.

**Table 5: Republic Services Financial Performance from 2018 to 2021**

Year	Return	Revenue	Fran Income	Income over 12%	Income over 10%
Adjusted 2018	15.13%	\$7,049,692	\$1,066,698	\$250,835	\$401,921
Adjusted 2019	16.12%	\$7,294,475	\$1,176,230	\$341,924	\$496,425
Adjusted 2020	16.16%	\$7,367,687	\$1,190,540	\$348,202	\$504,190
Projected 2021	18.42%	\$7,455,694	\$1,373,426	\$544,026	\$697,618
Totals				\$1,484,987	\$2,100,154

Republic has generated \$1.48M over the high end of the rate range, which is 12%, and \$2.1M over at the 10% target range. Because the rates are generating returns over the 8% to 12% operating margin rates, it is recommended to the City Council consider decreasing rates to the 10% target margin. Taking into consideration a full year of the increased tipping fee, Table 6 on the following page summarizes the proposed adjustment for each line of business within Wilsonville.

**Table 6: Proposed Rate Adjustments by Line of Business**

Description	Roll Cart Service	Container	Roll Off
Revenue	\$2,091,199	\$2,775,970	\$2,759,531
Allowable Costs	\$1,794,259	\$2,316,595	\$2,233,516
Revenue @ 10%	\$1,993,621	\$2,573,994	\$2,481,684
Revenue Adjustment	<b>\$(97,578)</b>	<b>\$(201,976)</b>	<b>\$(277,847)</b>
% Decrease	-4.7%	-7.6%	-10.1%

**Cart Service Adjustment**

The recycling surcharge will be eliminated for all customers. Rates for cart customers with minimal service, such as the 20 gallon cart or monthly service, the elimination of the recycling surcharge will be the only adjustment. Customers with larger containers will have the recycling surcharge eliminated plus a decrease in the monthly collection rate. Rate details are summarized below.

**Table 7: Proposed Rate Adjustment for Residential Cart Service**

Service	Current Rate	Rate Adjustment	Proposed Rate	Recycling Surcharge
Res On Call	\$12.26	\$ 0	\$12.26	<b>\$(1.25)</b>
Res 20 gallon	\$21.32	\$ 0	\$21.32	<b>\$(1.25)</b>
Res 35 gallon	\$28.11	<b>\$(0.07)</b>	\$28.04	<b>\$(1.25)</b>
Res 60 gallon	\$36.89	<b>\$(0.48)</b>	\$36.41	<b>\$(1.25)</b>
Res 90 gallon	\$41.84	<b>\$(0.72)</b>	\$41.12	<b>\$(1.25)</b>

**Container Rate Adjustment**

The same method used for cart customers will be applied to the rate calculations for container customers. Table 8 summarizes the rate impact for commercial customers with one pick up per week.

**Table 8: Proposed Rate Adjustment for Commercial Container Service**

Service	Current Rate	Rate Adjustment	Proposed Rate	Recycling Surcharge
1 yard	\$108.96	\$ 0	\$108.96	<b>\$(12.00)</b>
2 yard	\$186.79	<b>\$(1.64)</b>	\$185.15	<b>\$(12.00)</b>
4 yard	\$337.04	<b>\$(12.60)</b>	\$324.44	<b>\$(12.00)</b>
6 yard	\$470.54	<b>\$(22.35)</b>	\$448.19	<b>\$(12.00)</b>
8 yard	\$623.92	<b>\$(33.55)</b>	\$590.37	<b>\$(12.00)</b>

### Drop Box Rate Adjustment

With the exception of the 20 yard drop box and compactors, the remaining haul fees are reduced by 10.7% and rounded to the nearest \$1.

**Table 9: Proposed Rate Adjustment for Drop Box and Compactor Service**

Open Drop Box	Current Rate	Rate Adjustment	Proposed Rate
20 Yard Drop Box	\$123.66	\$ 0.34	\$124.00
30 Yard Drop Box	\$155.65	\$(15.65)	\$140.00
40 Yard Drop Box	\$176.97	\$(17.97)	\$159.00
10 to 19 Yard Compactor	\$123.66	\$ 0.34	\$124.00
20 to 29 Yard Compactor	\$155.65	\$(15.65)	\$140.00
30 to 39 Yard Compactor	\$219.61	\$(22.61)	\$197.00
40 to 49 Yard Compactor	\$294.23	\$(30.23)	\$264.00

Attachment A – Adjusted 2020 Results

**Adjusted  
Return on Revenues  
City of Wilsonville January 1 to December 31, 2020**

	Residential Service			Commercial Service			Drop Box	Grand Totals					
	Solid Waste	Recycling	Yard Debris	Solid Waste	Recycling								
<b>Collection &amp; Service Revenues</b>	<b>2,091,199</b>	<b>0</b>	<b>0</b>	<b>2,775,970</b>	<b>0</b>	<b>2,500,518</b>	<b>7,367,687</b>						
<b>Direct Costs of Operations</b>	<b>821,026</b>	<b>Montly \$ per Can/Cart</b>	<b>425,992</b>	<b>Montly \$ per Can/Cart</b>	<b>294,751</b>	<b>Montly \$ per Can/Cart</b>	<b>1,328,260</b>	<b>Montly \$ per Yard</b>	<b>683,377</b>	<b>Montly \$ per Yard</b>	<b>1,908,601</b>	<b>\$ per pull</b>	<b>5,462,007</b>
Disposal Expense	437,231	6.31	140,713	2.03	125,986	2.56	861,975	6.31	257,119	1.88	1,316,634	238.00	3,139,658
Labor Expense	165,083	2.38	188,678	2.72	117,963	2.40	185,968	1.36	289,698	2.12	275,930	49.88	1,223,320
Truck Expense	60,501	0.87	69,257	1.00	34,691	0.71	64,831	0.47	100,993	0.74	96,192	17.39	426,465
Equipment Expense	30,046	0.43	17,588	0.25	9,971	0.20	36,118	0.26	20,562	0.15	54,764	9.90	169,049
Franchise Fees	104,337	1.51	0	-	0	-	151,282	1.11	0	-	139,237	25.17	394,856
Other Direct Expense	23,828	0.34	9,756	0.14	6,140	0.12	28,086	0.21	15,005	0.11	25,844	4.67	108,659
<b>Indirect Costs of Operations</b>	<b>264,361</b>						<b>351,653</b>				<b>99,126</b>		<b>715,140</b>
Management Expense	47,366	0.68					62,875	0.46			18,982	3.43	129,223
Administrative Expense	14,543	0.21					19,305	0.14			5,833	1.05	39,681
Other Overhead Expenses	202,452	2.92					269,473	1.97			74,311	13.43	546,236
<b>Total Cost</b>	<b>1,806,130</b>						<b>2,363,290</b>				<b>2,007,727</b>		<b>6,177,147</b>
<b>Less Unallowable Costs</b>	<b>0</b>						<b>0</b>				<b>0</b>		<b>0</b>
<b>Allowable Costs</b>	<b>1,806,130</b>						<b>2,363,290</b>				<b>2,007,727</b>		<b>6,177,147</b>
<b>Franchise Income</b>	<b>285,069</b>						<b>412,680</b>				<b>492,791</b>		<b>1,190,540</b>
<b>Carts/ Yards/ Drop Box Pulls</b>	<b>5,771</b>		<b>4,095</b>		<b>136,552</b>		<b>146,120</b>		<b>5,532</b>				
<b>Revenues</b>	<b>2,091,199</b>				<b>2,775,970</b>				<b>2,500,518</b>				<b>7,367,687</b>
		<b>% of revenue</b>				<b>% of revenue</b>							
<b>Direct Costs of Operations</b>	<b>1,541,769</b>	<b>74%</b>			<b>2,011,637</b>	<b>72%</b>			<b>1,908,601</b>				<b>5,462,007</b>
<b>Indirect Costs of Operations</b>	<b>264,361</b>	<b>13%</b>			<b>351,653</b>	<b>13%</b>			<b>99,126</b>				<b>715,140</b>
<b>Total Cost</b>	<b>1,806,130</b>				<b>2,363,290</b>				<b>2,007,727</b>				<b>6,177,147</b>
<b>Less Unallowable Costs</b>	<b>0</b>	<b>0%</b>			<b>0</b>	<b>0%</b>			<b>0</b>				<b>0</b>
<b>Allowable Costs</b>	<b>1,806,130</b>				<b>2,363,290</b>				<b>2,007,727</b>				<b>6,177,147</b>
<b>Franchise Income</b>	<b>285,069</b>				<b>412,680</b>				<b>492,791</b>				<b>1,190,540</b>
<b>Return on revenues</b>	<b>13.63%</b>				<b>14.87%</b>				<b>19.71%</b>				<b>16.16%</b>

Attachment B – Projected 2021

**Projected 2021 Results**  
**Return on Revenues**  
**City of Wilsonville**

	Residential Service			Yard Debris	Commercial Service			Drop Box	Grand Totals	
	Solid Waste	Recycling			Solid Waste	Recycling				
		% ▲ from prior year	% ▲ from prior year	% ▲ from prior year		% ▲ from prior year	% ▲ from prior year	% ▲ from prior year		
Collection & Service Revenues	2,091,199	0.0%	0	0	2,775,970	0.0%	0	2,588,525	3.5%	7,455,694
Surcharge Coverage										0
Direct Costs of Operations	864,845		314,114	298,968	1,390,043		477,212	2,001,867		5,347,049
Disposal / Processing Expense	467,400	6.9%	22,092	-84.3%	125,986	0.0%		1,404,641	6.7%	2,981,938
Labor Expense	168,921	2.3%	193,064	2.3%	120,702	2.3%	296,431	282,343	2.3%	1,251,751
Truck Expense	69,182	14.3%	71,602	3.4%	36,161	4.2%	104,596	103,097	7.2%	458,740
Equipment Expense	30,687	2.1%	17,588	0.0%	9,971	0.0%	37,048	56,498	3.2%	172,585
Franchise Fees	104,560	0.2%	0	0	138,798	-8.3%	0	129,426	-7.0%	372,784
Other Direct Expense	24,095	1.1%	9,768	0.1%	6,148	0.1%	28,354	15,024	0.1%	109,251
Indirect Costs of Operations	271,822	13%			361,591	13%		101,806	4%	735,219
Management Expense	49,534	4.6%			65,752	4.6%		19,850	4.6%	135,136
Administrative Expense	15,203	4.5%			20,182	4.5%		6,098	4.5%	41,483
Other Overhead Expenses	207,085	2.3%			275,657	2.3%		75,858	2.1%	558,600
Less Unallowable Costs	0				0			0		0
Revenues	2,091,199				2,775,970			2,588,525		7,455,694
Direct Costs of Operations	1,477,927	-4.1%			1,867,255	-7.2%		2,001,867		5,347,049
Indirect Costs of Operations	271,822	2.8%			361,591	2.8%		101,806		735,219
Total Cost	1,749,749	-3.1%			2,228,846	-5.7%		2,103,673		6,082,268
Less Unallowable Costs	0				0			0		0
Allowable Costs	1,749,749				2,228,846			2,103,673		6,082,268
Franchise Income	341,450				547,124			484,852		1,373,426
<b>Projected Return on Revenues</b>	<b>16.33%</b>				<b>19.71%</b>			<b>18.73%</b>		<b>18.42%</b>
2020 Return on Revenues	13.63%				14.87%			19.71%		16.16%



CITY OF WILSONVILLE, OREGON

**Republic Services Rate Schedule  
for Collection and Disposal of  
Solid Waste, Recyclables, Yard Debris,  
Organic Materials and Other Materials**

**Effective: January 1, 2022**

## ROLL CART SERVICE RATES

### Residential Single-Family Dwellings and Condominium Communities

<b>Residential Single-Family Dwelling Garbage Cart</b> * (includes optional 65 gallon recycling cart, 14 gallon glass recycling bin, and 65 gallon yard debris cart service)	<b>Rate</b>
20 gallon	\$21.32
35 gallon	\$27.95
60 gallon	\$36.30
<b>Charbonneau Garbage Cart</b> * (Charbonneau District only is yard debris exempt) (includes optional 65 gallon recycling cart and 14 gallon glass recycling bin service)	<b>Rate</b>
20 gallon	\$18.57
35 gallon	\$21.90
60 gallon	\$30.75
<b>Condominium Garbage Cart</b> * (includes optional 65 gallon recycling cart, 14 gallon glass recycling bin, and 65 gallon yard debris cart service)	<b>Rate</b>
20 gallon	\$21.32
35 gallon cart	\$27.95
60 gallon cart	\$36.30
On Call (per each pick-up/service)	\$12.26
Recycling Only (monthly fee)	\$10.98
Yard Debris Only (monthly fee)	\$8.11
Recycling & Yard Debris Only (monthly fee)	\$16.74
<b>Additional / Extra Service</b>	<b>Rate</b>
Lost or damaged garbage cart (new replacement)	\$69.08
Lost or damaged yard debris cart (new replacement)	\$72.39
Lost or damaged recycling cart (new replacement)	\$72.39
Lost or damaged recycling bin (new replacement)	\$11.73
Return trip fee outside of normally scheduled route	\$23.14
All occasional extras (box/bag/can)	\$6.40
Over-full can charge	\$6.40
Yard debris contaminated with garbage	\$13.86
Gate opening/roll out container (monthly)	\$17.27
Special container (medical waste)	\$17.27
<b>Temporary Clean Up Container</b> (3 Yards Maximum Volume for 4 Days)	<b>Rate</b>
Delivery & Removal of Container	\$126.97
Extra Dump	\$91.37
Daily Container Rental Charge Past 4 Days	\$6.18

\* indicates monthly rate for cart service

## COMMERCIAL CONTAINER RATES

### Commercial Services – Rate Per Month

Container Size	Rate - 1 stop per week	Rate - 2 stops per week	Rate - 3 stops per week	Rate - 4 stops per week	Rate - 5 stops per week	Rate - 6 stops per week
1 yard	\$108.96	\$212.10	\$306.73	N/A	N/A	N/A
1.5 yard	\$143.05	\$273.14	\$401.68	N/A	N/A	N/A
2 yard	\$184.59	\$352.95	\$520.96	\$698.73	\$874.84	\$1,053.91
3 yard	\$251.07	\$485.22	\$720.72	\$975.19	\$1,227.38	\$1,479.05
4 yard	\$323.43	\$633.19	\$942.18	\$1,276.47	\$1,607.67	\$1,938.17
5 yard	\$390.49	\$757.30	\$1,134.58	\$1,538.03	\$1,938.11	\$2,336.70
6 yard	\$446.77	\$871.60	\$1,314.31	\$1,782.90	\$2,247.06	\$2,710.41
8 yard	\$588.47	\$1,149.69	\$1,735.01	\$2,356.59	\$2,971.70	\$3,585.54

### Extra Commercial Pick-Up Rates

Container Size	Rate per Pick-up
1 yard	\$25.05
1.5 yard	\$35.07
2 yard	\$45.84
3 yard	\$66.52
4 yard	\$87.31
5 yard	\$108.10
6 yard	\$128.78
8 yard	\$169.19

Container Compactor rate is 2.2 times the regular rate.

Commercial extra container dumps (return trips) are charged at 33% of the monthly rate.

Food scraps recycling service bundled with rates for commercial food-scrap generators subject to Metro Ordinance No. 18-1418.

Extra material beyond the capacity of the container is charged \$26.85 per yard.

### Multi-Family Communities / Commercial Cart Service

Includes 65 gallon recycling cart and 14 gallon glass recycling bin service.

Size	Rate
35 gallon cart	\$21.20
60 gallon cart	\$32.70
90 gallon cart	\$41.00

### Recycling Rates for Multi-Family Communities with Compactors or Train Systems

Number of Units	Rate per Month
1-99	\$139.22 (minimum)
100-199	\$2.34 per unit
200-299	\$1.92 per unit
300-399	\$1.69 per unit
400+	\$1.65 per unit

### Additional Recycling Services – Drop Box and Commercial Customers

Container Size	Rate
60 gallon	\$16.10 per cart (includes pick up)
90 gallon	\$19.50 per cart (includes pick up)
Metal Tote	\$25.27 monthly rent, plus hourly rate
Cardboard Container	\$25.27 per month for customers that have less than 4 cubic yards of flattened cardboard per month

### Miscellaneous Service Rates – Hourly Hauling Rate

Service	Rate Per Hour
1 truck + 1 driver	\$105.86
1 truck + 1 driver + 1 helper	\$133.69

## INDUSTRIAL DROP BOX AND ROLL OFF COMPACTOR SERVICE RATES

### Drop Box / Compactor Rates Haul Rates

Container Size	Haul Rate
10-29 yard drop box	\$124.00
30 yard drop box	\$140.00
40 yard drop box	\$159.00
10-19 yard compactor	\$124.00
20-29 yard compactor	\$140.00
30-39 yard compactor	\$197.00
40+ yard compactor	\$264.00

### Additional Drop Box Fees

Service	Rate
Drop Box Delivery Fee	\$56.00
Fee for less than 1 haul per month	\$20.00
Round-trip box (per haul)	\$36.00

### Drop Box Rental Fees

Drop Box Size	Rate
10 yard - After 48 hours	\$9.00 / Per Day
20 yard - After 48 hours	\$9.00 / Per Day
30 yard - After 48 hours	\$10.00 / Per Day
40 yard - After 48 hours	\$12.00 / Per Day
10 yard - Monthly	\$85.00 / Per Month
20 yard - Monthly	\$85.00 / Per Month
30 yard - Monthly	\$90.00 / Per Month
40 yard - Monthly	\$95.00 / Per Month

Rent charged is the lesser of the daily or monthly rent total.

**SUPPLEMENTAL SERVICES RATES**

<b>Type of Service</b>	<b>Rate</b>
<b>Special Services Not Listed:</b>	Cost of Collection/ Disposal
Hauler will charge the reasonable cost of collection and disposal; charge to be related to a similar schedule fee where possible.	
<b>Appliances:</b>	
Large appliances that contain Freon (accessible at curb)	\$50.10
Large appliances without Freon (accessible at curb, Freon removal certificate required for pick up)	\$28.78
<b>Bathtub / Sink / Toilet:</b>	
Fiberglass tub/shower	\$44.53
Sinks without cabinet	\$16.70
Toilet	\$22.26
<b>Carpets:</b>	
Rug	\$16.70
<b>E-Waste (Electronic Devices) Removal:</b>	
TV under 25", PC monitor, laptop	\$16.70
TV over 25"	\$33.40
TV console, TV projector, copiers	\$44.53
<b>Furniture:</b>	
Hide-a-bed	\$44.53
Large furniture – full sized couch, dining table, dresser, etc.	\$33.40
Small furniture – recliner chair, office chair, crib, coffee table, patio table, cabinets, etc.	\$22.26
<b>Mattresses:</b>	
Twin mattress/box spring (set)	\$22.26
Double/queen mattress/box spring (set)	\$33.40
King mattress/box spring (set)	\$38.97
<b>Miscellaneous / Other:</b>	
Basketball hoop	\$44.53
Bicycle	\$16.70
Christmas tree	\$10.67
Entertainment center	\$55.43
Hot tub cover	\$55.43
Hot water heater	\$44.53
Treadmill, door, furnace, barbeque, satellite dish, lawnmower	\$27.84
Waterbed bag	\$16.70
Windows	\$16.70
<b>Tires:</b>	
Tires with rims – Passenger or light truck	\$22.26
Tires without rims – Passenger or light truck	\$16.70
Tires – Heavy equipment, semi, etc. charged per ton at current disposal facility gate rate	Gate Rate
<b>Return Trip Fee:</b>	\$22.26
<b>Minimum Charge:</b>	\$16.70

**RECYCLING SURCHARGE**

Temporary recycling surcharge for residential and commercial customers was eliminated effective January 1, 2022.



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> November 15, 2021		<b>Subject: Resolution No. 2935</b> Development Agreement with Taylor Morrison Northwest, LLC regarding the Clermont subdivision in Villebois.	
		<b>Staff Member:</b> Chris Neamtzu, AICP	
		<b>Department:</b> Community Development Department	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable <b>Comments:</b> N/A	
<b>Staff Recommendation:</b> Staff recommends Council adopt the Consent Agenda.			
<b>Recommended Language for Motion:</b> I move to approve the Consent Agenda.			
<b>Project / Issue Relates To:</b>			
<input checked="" type="checkbox"/> Council Goals/Priorities Align infrastructure plans with sustainable funding sources	<input checked="" type="checkbox"/> Adopted Master Plan(s) Villebois Village Master Plan	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

Following adoption of an interim Development Agreement on October 18, 2021 (Resolution No. 2930), Council is being asked to adopt the full Development Agreement with Taylor Morrison Northwest, LLC which outlines compliance with the Conditions of Approval in the Clermont subdivision (Case File Nos. DB18-0050 – DB18-0054), in Villebois (Attachment A).

## EXECUTIVE SUMMARY:

Taylor Morrison Northwest, LLC (TM) purchased William Lyon Homes in 2020, who had purchased Polygon Northwest in 2014. Polygon, who was the City’s long-standing partner in implementing numerous phases of Villebois received land-use approval from the Development Review Board (DRB) and City Council for the Clermont subdivision in 2018. Clermont is the last single-family neighborhood remaining in the Villebois project. Clermont is comprised of 87 single-family lots (DRB approval was 89 lots, 2 lots were removed through Administrative Review to save trees). Clermont is referred to in Villebois phasing terminology as Preliminary Development Plan – 5 North (PDP-5N).

As part of the construction of the Clermont subdivision, TM is required to enter into a Development Agreement with the City that outlines roles and responsibilities for funding, design and construction of sewer and street improvements and payment of the Master Planner Fee. The interim Development Agreement addressed funding, design and construction of the remainder of Regional Park 5 and all of Regional Park 6 and is incorporated by reference herein. TM broke ground with a grading and tree removal permit earlier in the summer. Efforts were initiated to write a full Development Agreement, but given the time constraints and the developers wish to obtain a Public Works Permit to begin certain construction activities including the subdivision utilities, streets and the park prior to the wet weather season, an interim development agreement was adopted by the Council on October 18, 2021 as a short term solution, with the understanding that a full Development Agreement would be brought forward shortly after adoption of the interim agreement.

Condition of approval PFC2 states *“Applicant shall enter into a Development Agreement with the City that clarifies responsibilities, reimbursements and/or estimated costs for construction of Regional Park (RP-6), city sanitary sewer main between Tooze Road and Verdun Loop, and street improvements or modifications.”*

Condition of approval PFC31 states *“The City has a dry sanitary sewer line in Tooze Road. Applicant shall work with the City in adding a manhole at the 10” stub-out and determining the best location to run this sanitary sewer line and connect to the proposed sanitary sewer line in Verdun Loop. Cost of this work is SDC creditable/reimbursable and will be included in the development agreement.”*

The key elements of the Development Agreement are as follows:

1. **Construction and Completion of RP-6 and Remainder of RP-5** are addressed in the interim development agreement and are incorporated by reference herein.
2. **City Grant of Credits.** Construction and installation of RP-6 is required as a condition of DRB approval. In consideration of Developer’s construction and installation of RP-6 (and the balance of RP-5), the City will grant credits to the Developer against Parks System Development Charges (“SDCs”) that would otherwise be assessed against each home until Parks SDC credits in an amount equal to \$569,328 (“Credits”) have been given. The credits are given at the time of building permit issuance for each home.

3. **Master Planner Fee.** In 2004, the City and the Master Planner, Costa Pacific Communities, entered into a Development Agreement (Resolution No. 1869) addressing a broad array to topics related to the Villebois Village. Resolution No. 1869 provides that the City and the Master Planner will be reimbursed for a proportional share of the costs incurred by both parties in the preparation of the Villebois Village Master Plan. At this time, the Master Planner has been paid in full, the City has not. The Development Agreement requires payment of the Master Planner Fee to the city for the 87 lots, at \$1,951/lot, totaling \$169,737.
4. **Sewer Main Reimbursement.** As noted in condition of approval PFC33, this subdivision is located within a sanitary sewer reimbursement district adopted by Resolution No. 2350 and is subject to the requirements therein. Developer has already paid the reimbursement fee required.
5. **Street Improvements, Modifications and Dedication.** The Development Review Board approval lays out conditions of approval pertaining to street and sidewalk improvements, bike paths, modifications related thereto and a right of way dedication.
6. **Other DRB Conditions of Approval.** All DRB conditions of approval shall continue to be in full force and effect, as written.

#### **EXPECTED RESULTS:**

Completion of public improvements for the Clermont subdivision consistent with the adopted Conditions of Approval.

#### **TIMELINE:**

The subdivision is under construction and is anticipated to be complete in spring 2022.

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

Credits will be provided for public parks and sewer improvements consistent with Clermont's conditions of approval.

#### **FINANCIAL REVIEW:**

Reviewed by: KAK Date: 11/04/2021

#### **LEGAL REVIEW:**

Reviewed by: BAJ Date: 11/8/2021

#### **COMMUNITY INVOLVEMENT PROCESS:**

There was significant community involvement into the creation of the Villebois Village Master Plan, specifically the parks chapter, as well as on the Clermont land-use application before the DRB and City Council.

#### **POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:**

Completion of Clermont will finalize the last single-family subdivision in Villebois.

**ALTERNATIVES:**

There are no alternatives for completion of this project.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

Resolution No. 2935: Development Agreement with Taylor Morrison Northwest, LLC regarding the Clermont subdivision in Villebois.

Exhibit A: Development Agreement for Clermont, Villebois.

**RESOLUTION NO. 2935**

**A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE CITY MANAGER TO ENTER INTO A DEVELOPMENT AGREEMENT WITH TAYLOR MORRISON NORTHWEST, LLC REGARDING THE CLERMONT SUBDIVISION IN VILLEBOIS.**

WHEREAS, the Villebois Village Master Plan is a regulatory document that was adopted as a sub-element of the City’s Comprehensive Plan; and

WHEREAS, Villebois is an example of a public – private partnership, where both the development community and the City’s Urban Renewal Agency have collaborated to provide needed infrastructure commensurate with the many phases of development in Villebois; and

WHEREAS, the Villebois Village Master Plan contains chapters on parks and recreation and infrastructure in Villebois; and

WHEREAS, Taylor Morrison Northwest, LLC has purchased property previously entitled by Polygon Northwest, commonly referred to as the Chang Property, now referred to as Clermont; and

WHEREAS, Clermont represents Preliminary Development Plan (PDP) – 5 of Specific Area Plan (SAP) North, also commonly referred to as PDP-5N; and

WHEREAS, the City desires to complete the regional parks as well as the associated public infrastructure identified in the Clermont subdivision; and

WHEREAS, Condition of approval PFC 2 of Planning Case File No. DB18 0049 – DB18-0051 states “*Applicant shall enter into a Development Agreement with the City that clarifies responsibilities, reimbursements and/or estimated costs for construction of Regional Park (RP-6), city sanitary sewer main between Tooze Road and Verdun Loop, and street improvements or modifications*”; and

WHEREAS, on October 18, 2021 the City Council adopted an Interim Development Agreement with Taylor Morrison via Resolution No. 2930 that addressed the design, funding and construction of Regional Parks 5 and 6 which is incorporated by reference herein; and

WHEREAS, Staff committed to returning to the City Council with the final Development Agreement within one month of adoption of the interim Agreement; and NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

Section 1. The City of Wilsonville authorizes the City Manager to enter into and execute a Development Agreement on behalf of the City of Wilsonville, with Taylor Morrison Northwest, LLC in substantially the form as attached hereto as Exhibit A.

Section 2. This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting there of this 15<sup>th</sup> day of November 2021, and filed with the Wilsonville City Recorder this date.

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Julie Fitzgerald, Mayor

ATTEST:

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Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Fitzgerald  
Council President Akervall  
Councilor Lehan  
Councilor West  
Councilor Linville

EXHIBITS:

A. Development Agreement with Taylor Morrison Northwest, LLC

**DEVELOPMENT AGREEMENT  
(Clermont Development)**

THIS DEVELOPMENT AGREEMENT (“Agreement”) is entered into by the **City of Wilsonville**, a municipal corporation of the State of Oregon (the “City”), and **Taylor Morrison Northwest, LLC**, a Delaware limited liability company, as successor in interest to **Polygon WLH, LLC** (“Developer”) on this \_\_\_\_ day of November 2021 (“Effective Date”).

**RECITALS**

A. In conjunction with the November 28, 2018, development approval given by the City of Wilsonville Development Review Board (“DRB”) for the Clermont Development Preliminary Development Plan (PDP) 5 of Specific Area Plan North of Villebois (“PDP-5N”), pursuant to Condition of Approval PFC2, Developer is required to enter into a Development Agreement with the City outlining all conditions of approval as required by the DRB (“Development Agreement”). A map generally depicting the Clermont subdivision is attached hereto as **Exhibit A**.

B. Due to time constraints and Developer’s wish to obtain a public works permit to begin certain construction activity, the City agreed to issue the public works permit prior to execution of the full Development Agreement, subject to the terms and conditions of an Interim Development Agreement that addressed only construction of Regional Park 6 (“RP6”), open space, and completion of the remainder of Regional Park 5 (“RP5”). That Interim Agreement was approved and signed by the City on October 20, 2021. This Agreement replaces the Interim Agreement.

C. The parties now wish to finalize the Development Agreement required by Condition of Approval PFC2, and to clarify certain DRB conditions of approval that require payment, dedication, City contribution, or SDC credits.

**NOW, THEREFORE**, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Construction and Completion of RP6 and Remainder of RP5.** Developer shall construct and complete, or cause the construction and completion of, RP6 and the remainder of RP5, as set forth in the DRB conditions of approval and in accordance with the plans and specifications attached hereto as **Exhibit B**. In accordance with PDC3, Finding C54, and this Agreement, the City shall not issue the building permit for the 45<sup>th</sup> house within PDP-5 until RP6, the remainder of RP5, and all “open space improvements approved by the Development Review Board” within PDP-5 have been inspected and found to be complete by City Parks staff.
2. **Payment of Design and Construction Costs for RP6 and Remainder of RP5.** Developer shall initially bear the cost of designing and constructing RP6 and the remainder of RP5, at Developer’s sole cost and expense.
3. **City Grant of Credits.** Construction and installation of RP6 is required as a condition of DRB approval. RP6 is identified in the City’s adopted parks plan as a Regional Park. In consideration of Developer’s construction and installation of RP6, the City will grant credits to the Developer against City Parks System Development Charges (“SDCs”) that would otherwise be assessed against each

home within PDP-5 until Parks SDC credits in an amount equal to \$569,328 (“Credits”) have been given. As long as park and open space work is diligently underway, the City will grant the Parks SDC credit to Developer on each building permit for each house by reducing the total building permit fee due by deducting the Parks SDC as paid until the above amount has been credited. If construction has not begun or is not progressing, the City reserves the right to hold the Parks SDC credits until reasonable progress on RP6 and open space is shown, in accordance with an agreed upon written construction schedule.

4. **Modifications to Park Design or Amenities.** The parties agree to collaborate with each other in good faith to update the park design, as needed or desired. No amendment, change, or modification of the park design and amenities, as depicted on **Exhibit B**, shall be valid unless agreed to by the City, in writing, and signed by both parties. If agreement cannot be reached, the park design will remain unchanged.
5. **Master Developer Fee.** The Villebois Development Agreement (Resolution No. 1869) provides that Developer will pay a per lot Master Planning Fee of \$1,951 for fiscal year 2021. The Master Planning Fee is adjusted for inflation each fiscal year. Developer can pay the fee with each building permit or may pay the fee up-front in a lump sum at the current rate. (Estimate: \$169,737 based on 87 lots.)
6. **Sewer Main Reimbursement.** As noted in Condition of Approval PFC33, this subdivision is located within a sanitary sewer reimbursement district adopted by Resolution No. 2350, and is subject to the requirements therein. Developer has already paid the reimbursement fee required thereby. There is, however, additional sewer related work to be completed by Developer, including but not limited to improvements identified in Condition of Approval PFC31. Developer will work with the City to determine the best location to run a sanitary sewer line to connect to the proposed sanitary sewer line in Verdun Loop. Developer will be entitled to a Systems Development Charge (SDC) credit for adding a manhole at the 10" stub-out and running the above-described line in the location determined by the City and Developer. Specific project costs will be submitted for review and approval by the City Engineer.
7. **Street Improvements, Modifications, and Dedication.** The Development Review Board approval lays out several conditions of approval pertaining to street and sidewalk improvements, bike paths, modifications related thereto, and a right-of-way dedication. A copy of the form of the deed to be issued is attached hereto as **Exhibit C**.
8. **All Other Conditions of Approval.** All other Development Review Board conditions of approval remain in full force and effect. The purpose of this Development Agreement is to clarify certain DRB conditions of approval that require payment, dedication, City contribution, or SDC credits.
9. **Nature of Agreement.** The parties agree that this Agreement does not constitute or concern the adoption, amendment, or application of the Statewide Planning Goals, a comprehensive plan provision, or a land use regulation, the City and Developer acknowledging and agreeing that any and all land use approvals required for PDP-5, RP5, and RP6 are to be obtained (or have been obtained) in due course on another date, in accordance with all applicable laws and regulations.



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

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

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

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

12.6. Jurisdiction. Jurisdiction and venue for any dispute shall be in Clackamas County Circuit Court.

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

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

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

12.10. Modification. This Agreement shall not be modified except by written instrument executed by Developer and the City.

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

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

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

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

12.15. Good Faith and Reasonableness. The parties intend that the obligations of good faith and fair dealing apply to this Agreement.

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

12.17. Interpretation. As a further condition of this Agreement, the City and Developer acknowledge that this Agreement shall be deemed and construed to have been prepared mutually by each party and it shall be expressly agreed that any uncertainty or ambiguity existing therein shall not be construed against any party.

12.18. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall constitute an original agreement but all of which together shall constitute one and the same instrument. The parties expressly agree that if the signature of Developer and/or the City on this Agreement is not an original, but is a digital, mechanical, or electronic reproduction (such as, but not limited to, a photocopy, fax, e-mail, PDF, Adobe image, JPEG, telegram, telex, or telecopy), then such digital, mechanical, or electrical reproduction is as enforceable, valid, and binding as, and the legal equivalent to, an authentic and traditional ink-on-paper original wet signature penned manually by their signatory. Further, the parties may deliver executed signature pages to this Agreement by electronic means to the other party, and the electronic copy will be deemed to be effective as an original.

12.19. Relationship. Nothing in this Agreement shall be construed to create an agency relationship or a partnership or joint venture between the parties.

12.20. Termination. This Agreement shall terminate upon the completion of all obligations contained herein, unless terminated earlier by mutual written agreement of the City and Developer.

12.21. Recitals. The introductory recitals of this Agreement are true and correct and are incorporated into and made a part of this Agreement as if fully set forth herein.

12.22. Exhibits. All exhibits referenced in this Agreement are incorporated into and made a part of this Agreement as if fully set forth herein.

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

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

**DEVELOPER:**

TAYLOR MORRISON NORTHWEST, LLC,  
a Delaware limited liability company

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

Print Name: \_\_\_\_\_

As Its: \_\_\_\_\_

**CITY:**

CITY OF WILSONVILLE,  
a municipal corporation of the State of Oregon

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

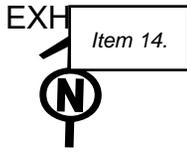
Print Name: \_\_\_\_\_

As Its: \_\_\_\_\_

APPROVED AS TO FORM FOR THE CITY:

\_\_\_\_\_  
Barbara A. Jacobson, City Attorney

# CLERMONT



TOOZE RD

BARCELONA ST

BARCELONA ST

AMSTERDAM AVE

ORLEANS AVE

PALERMO ST

VERDUN LOOP

BOECKMAN RD

OSLO ST

CHERBOURG LN

110TH AVE

PALERMO ST

VERDUN LOOP

BERLIN AVE

STOCKHOLM DR

ORLEANS AVE

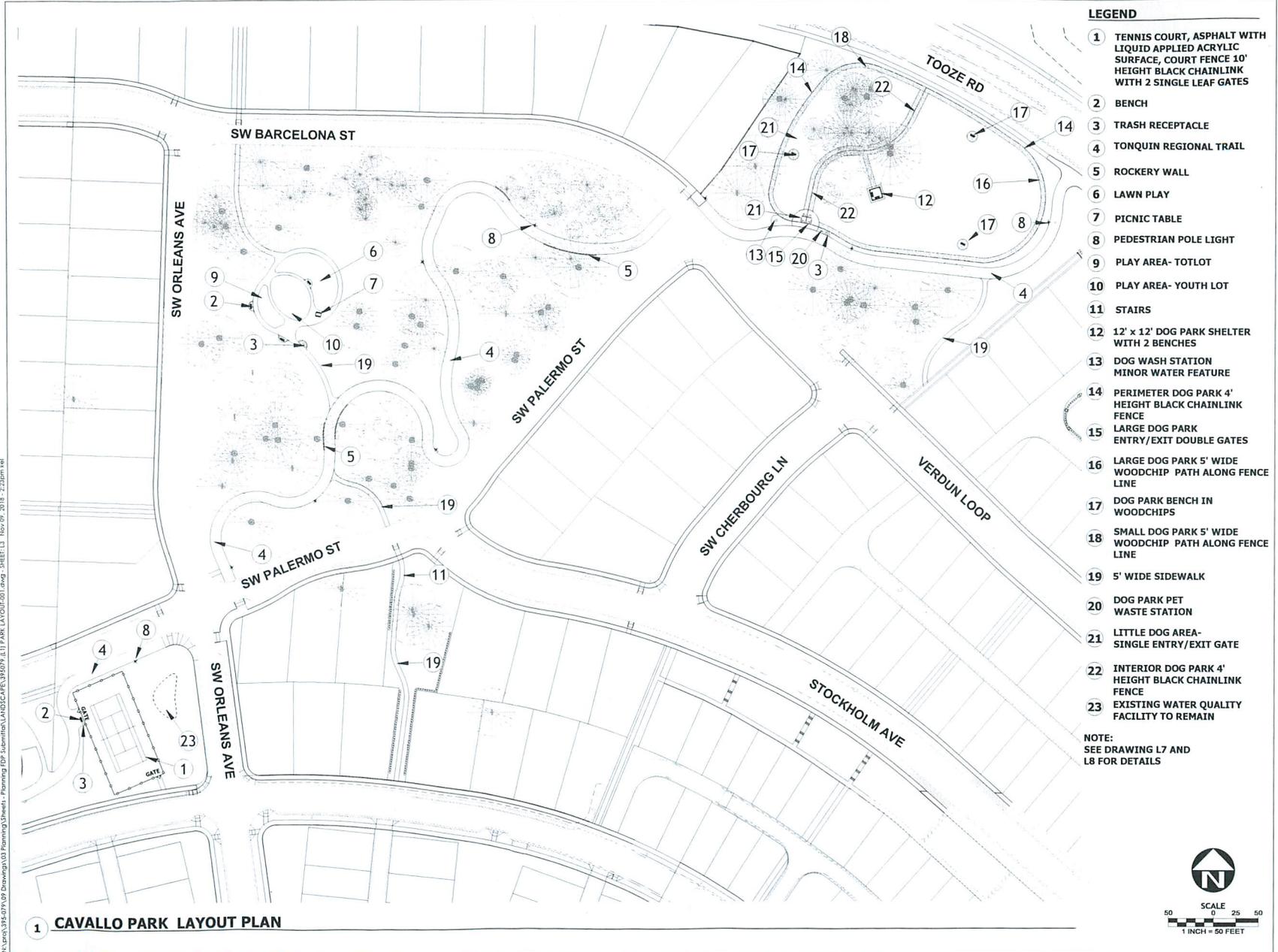
DUNDEE LN



12564 SW Main Street  
Tigard, OR 97223  
(503) 503-941-9484

DATE: 09/28/2018

REVISIONS	
NO.	DESCRIPTION

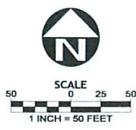


- LEGEND**
- 1 TENNIS COURT, ASPHALT WITH LIQUID APPLIED ACRYLIC SURFACE, COURT FENCE 10' HEIGHT BLACK CHAINLINK WITH 2 SINGLE LEAF GATES
  - 2 BENCH
  - 3 TRASH RECEPTACLE
  - 4 TONQUIN REGIONAL TRAIL
  - 5 ROCKERY WALL
  - 6 LAWN PLAY
  - 7 PICNIC TABLE
  - 8 PEDESTRIAN POLE LIGHT
  - 9 PLAY AREA- TOTLOT
  - 10 PLAY AREA- YOUTH LOT
  - 11 STAIRS
  - 12 12' x 12' DOG PARK SHELTER WITH 2 BENCHES
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  - 18 SMALL DOG PARK 5' WIDE WOODCHIP PATH ALONG FENCE LINE
  - 19 5' WIDE SIDEWALK
  - 20 DOG PARK PET WASTE STATION
  - 21 LITTLE DOG AREA-SINGLE ENTRY/EXIT GATE
  - 22 INTERIOR DOG PARK 4' HEIGHT BLACK CHAINLINK FENCE
  - 23 EXISTING WATER QUALITY FACILITY TO REMAIN
- NOTE:  
SEE DRAWING L7 AND L8 FOR DETAILS

**PDP 5N  
CLERMONT  
AT VILLEBOIS**

Final  
Development  
Plan  
**CAVALLO PARK  
LAYOUT  
PLAN**

PROJECT NO.: 395-079  
TYPE: PLANNING  
REVIEWED BY: JJK



L3

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**1 CAVALLO PARK LAYOUT PLAN**



**Legend**

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<span style="display: inline-block; width: 15px; height: 15px; background-color: #e67e22; border: 1px solid black;"></span>	Daylight/Tuckunder Product	
<span style="display: inline-block; width: 15px; height: 15px; background-color: #2980b9; border: 1px solid black;"></span>	Small Lots (32' - 35')	19
<span style="display: inline-block; width: 15px; height: 15px; background-color: #e67e22; border: 1px solid black;"></span>	Medium Lots (49' - 51')	22
<span style="display: inline-block; width: 15px; height: 15px; background-color: #c0392b; border: 1px solid black;"></span>	Standard Lots (48' - 54')	40
<span style="display: inline-block; width: 15px; height: 15px; background-color: #8e44ad; border: 1px solid black;"></span>	Large Lots (70')	6
<b>Total</b>		<b>87</b>



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# EXHIBIT A



## LEGAL DESCRIPTION

Zone Change  
Clermont

3 1 W 15AB 7200, 7290, 7300, 7400, 7500, and 7600

Parcels I, II, and III, of the land described in Document Nos. 91-08202 and 91-08203, Clackamas County Deed Records, in the Northeast Quarter of Section 15, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, State of Oregon, more particularly described as follows:

BEGINNING at the North quarter-corner of said Section 15;

thence along the North line of Samuel B. Franklin Donation Land Claim No. 50, South 88° 35' 17" East, a distance of 1226.19 feet to the northeast corner of said Samuel B. Franklin Donation Land Claim No. 50;

thence along the East line of said Samuel B. Franklin Donation Land Claim No. 50, South 01° 35' 01" West, a distance of 909.38 feet to a point on the northerly plat line of "Tonquin Meadows";

thence along the northerly plat line of "Tonquin Woods at Villebois No. 6", "Tonquin Meadows", "Fir Terrace", and "Calais East at Villebois", North 88° 34' 00" West, a distance of 1235.31 feet to a point on the easterly plat line of "Calais East at Villebois";

thence along said easterly plat line, and its extension, North 02° 09' 29" East, a distance of 909.00 feet to the POINT OF BEGINNING.

Containing 25.687 acres, more or less.

Basis of bearings being plat of "Calais East at Villebois", Clackamas County Plat Records.

Property Vested in:

Victor C. Chang et al.

3 1 W 15AB 7200, 7290, 7300, 7400, 7500, and 7600

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

OREGON  
JULY 9, 2002  
TRAVIS C. JANSEN  
57751

RENEWS: 6/30/2019

# PHASE 5 NORTH CLERMONT FINAL DEVELOPMENT PLAN

TL 7200, 7290, 7300, 7400, 7500 & 7600, TOWNSHIP 3 SOUTH, RANGE 1 WEST, SECTION 15 W.M.  
CITY OF WILSONVILLE, OREGON

**APPLICANT:**

POLYGON WLH, LLC  
109 E. 13TH ST.  
VANCOUVER, WA 98660  
[P] 503-221-1920  
CONTACT: JASON BAKER

**PLANNER:**

PACIFIC COMMUNITY DESIGN, INC  
12564 SW MAIN STREET  
TIGARD, OR 97223  
[P] 503-941-9484  
CONTACT: STACY CONNERY, AICP

**CIVIL ENGINEER:**

PACIFIC COMMUNITY DESIGN, INC  
12564 SW MAIN STREET  
TIGARD, OR 97223  
[P] 503-941-9484  
CONTACT: JESSIE KING, PE

**SURVEYOR:**

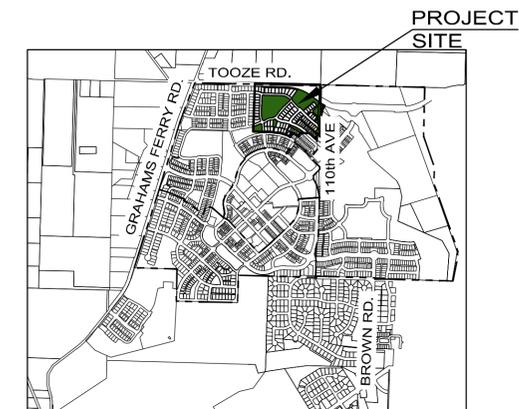
PACIFIC COMMUNITY DESIGN, INC  
12564 SW MAIN STREET  
TIGARD, OR 97223  
[P] 503-941-9484  
CONTACT: TRAVIS JANSEN, PLS, PE

**LANDSCAPE ARCHITECT:**

PACIFIC COMMUNITY DESIGN, INC  
12564 SW MAIN STREET  
TIGARD, OR 97223  
[P] 503-941-9484  
CONTACT: KERRY LANKFORD, RLA

**GEOTECHNICAL ENGINEER:**

GEODESIGN, INC.  
15575 SW SEQUOIA PARKWAY, SUITE 100  
PORTLAND, OR 97224  
[P] 503-968-8787  
CONTACT: SHAWN DIMKE, PE



VICINITY MAP

**UTILITIES & SERVICES:**

WATER:	CITY OF WILSONVILLE
STORM:	CITY OF WILSONVILLE
SEWER:	CITY OF WILSONVILLE
POWER:	PORTLAND GENERAL ELECTRIC
GAS:	NORTHWEST NATURAL
FIRE:	TUALATIN VALLEY FIRE & RESCUE
POLICE:	CLACKAMAS COUNTY SHERIFF
SCHOOL:	WEST LINN / WILSONVILLE SCHOOL DISTRICT 3JT
PARKS:	CITY OF WILSONVILLE
PHONE:	FRONTIER
WASTE DISPOSAL:	UNITED DISPOSAL SERVICE
CABLE:	COMCAST

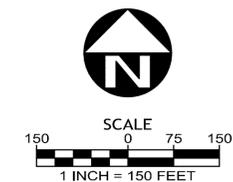
**BENCHMARK:**

OREGON STATE PLANE COORDINATE 5818 LOCATED IN MONUMENT BOX IN CENTERLINE OF TOOZE ROAD .2 MILES WEST OF 110TH.

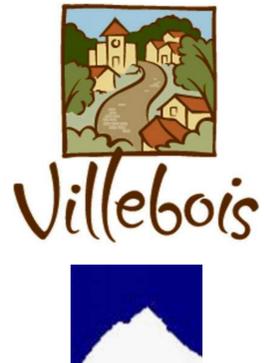
ELEVATION DATUM: NAVD 88, ELEVATION = 202.991

**SHEET INDEX:**

- 1 COVER SHEET
- L1 STREET TREE PLANTING PLAN
- L2 PLANTING LEGEND & DETAILS
- L3 CAVALLO PARK LAYOUT PLAN
- L4 CAVALLO PARK PLANTING PLAN
- L5 OPEN SPACE PLANTING PLAN
- L6 OPEN SPACE PLANTING PLAN
- L7 OPEN SPACE PLANTING PLAN
- L8 DETAILS
- L9 DETAILS



ELEVATION DATUM: NAVD 88



POLYGON NW COMPANY



GEODESIGN, INC

REVISIONS	
DATE	DESCRIPTION

Final  
Development  
Plan

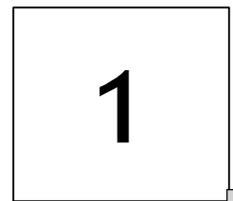
PDP 5N  
CLERMONT

COVER  
SHEET

City of Wilsonville  
Exhibit B4 DB18-0049 et al

PROJECT NUMBER: 395-079

2ND SUBMITTAL DATE 9/28/2018



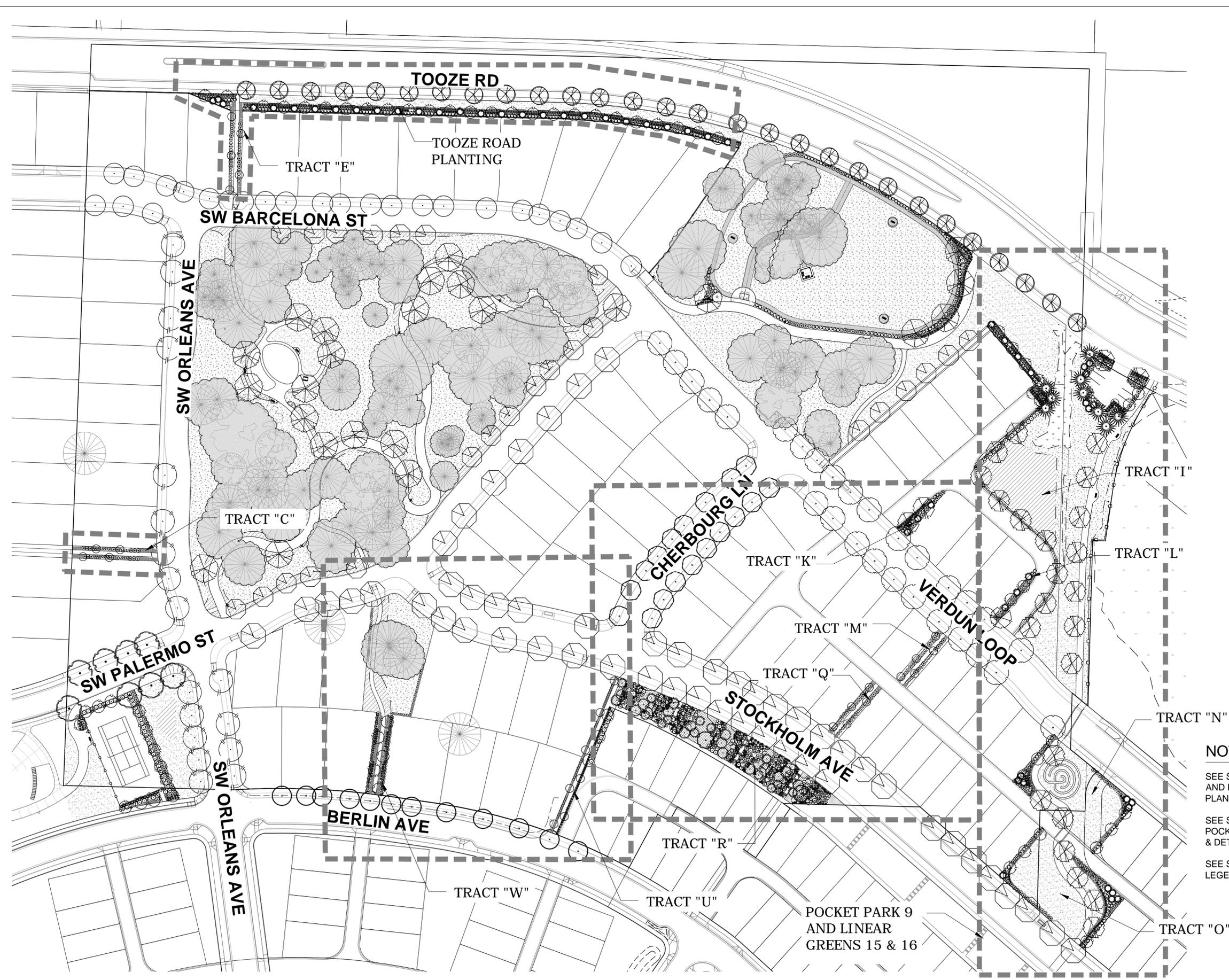
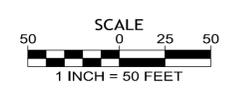
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REVISIONS		
NO.	DATE	DESCRIPTION

PDP 5N  
CLERMONT  
AT VILLEBOIS

Final  
Development  
Plan  
STREET TREE  
PLANTING  
PLAN

**NOTE:**  
SEE SHEET L5 AND L6 FOR TRACT AND POCKET PARK PLANTING PLANS  
SEE SHEETS L2 FOR TRACT AND POCKET PARK 9 LEGENDS, NOTES & DETAILS.  
SEE SHEET L2 FOR STREET TREE LEGEND, NOTES AND DETAILS.



POCKET PARK 9  
AND LINEAR  
GREENS 15 & 16

1 STREET TREE PLANTING PLAN

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PROJECT NO.: 395-079  
TYPE: PLANNING  
REVIEWED BY: JJK

L1

**STREET TREE LEGEND:**

QTY.	SYMBOL	BOTANICAL NAME /	SIZE	SPACING
12		WHITE OAK Quercus ALBA	2" cal., B&B	30' o.c.
29		AUTUMN APPLAUSE ASH Fraxinus americana 'Autumn Applause'	2" cal., B&B	30' o.c.
52		ACER x FREEMANII 'AUTUMN BLAZE' Autumn Blaze Maple	2" cal., B&B	30' o.c.
18		ZELKOVA SERR. 'GREEN VASE' Green Vase Zelkova	2" cal., B&B	30' o.c.
28		RED OAK Quercus rubra	2 1/2" cal., B&B	40' o.c.
8		QUERCUS ROBUR English Oak	2" cal., B&B	30' o.c.
25		FAGUS SYLVATICA European Beech	2 " cal., B&B	30' o.c.
17		YELLOWWOOD CLADRASTIS KENTUCKEA	2 " cal., B&B	30' o.c.

**GENERAL NOTES: LANDSCAPE PLAN**

- THE CONTRACTOR SHALL VERIFY WITH OWNER AND UTILITY COMPANIES THE LOCATIONS OF ALL UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL DETERMINE IN THE FIELD THE ACTUAL LOCATIONS AND ELEVATIONS OF ALL EXISTING UTILITIES WHETHER SHOWN ON THE PLANS OR NOT. THE CONTRACTOR SHALL CALL UTILITY PROTECTION SERVICE 72 HOURS PRIOR TO CONSTRUCTION.
- THE CONTRACTOR SHALL EXAMINE FINISH SURFACE, GRADES, TOPSOIL QUALITY AND DEPTH. DO NOT START ANY WORK UNTIL UNSATISFACTORY CONDITIONS HAVE BEEN CORRECTED. VERIFY LIMITS OF WORK BEFORE STARTING.
- CONTRACTOR TO REPORT ALL DAMAGES TO EXISTING CONDITIONS AND INCONSISTENCIES WITH PLANS TO ODR.
- ALL PLANT MASSES TO BE CONTAINED WITHIN A BARK MULCH BED, UNLESS NOTED OTHERWISE.
- BED EDGE TO BE NO LESS THAN 12" AND NO MORE THAN 18" FROM OUTER EDGE OF PLANT MATERIAL BRANCHING. WHERE GROUND-COVER OCCURS, PLANT TO LIMITS OF AREA AS SHOWN.
- CONTRACTOR SHALL MAINTAIN POSITIVE DRAINAGE IN ALL LANDSCAPE BEDS AND ALL LAWN AREAS.
- CONTRACTOR TO FINE GRADE AND ROCK-HOUD ALL TURF AREAS PRIOR TO SEEDING. TO PROVIDE A SMOOTH AND CONTINUAL SURFACE, FREE OF IRREGULARITIES (BUMPS OR DEPRESSIONS) & EXTRANEIOUS MATERIAL OR DEBRIS.
- QUANTITIES SHOWN ARE INTENDED TO ASSIST CONTRACTOR IN EVALUATING THEIR OWN TAKE-OFFS AND ARE NOT GUARANTEED AS ACCURATE REPRESENTATIONS OF REQUIRED MATERIALS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR HIS BID QUANTITIES AS REQUIRED BY THE PLANS AND SPECIFICATIONS. IF THERE IS A DISCREPANCY BETWEEN THE NUMBER LABELED ON THE PLANT TAG AND THE QUANTITY OF GRAPHIC SYMBOLS SHOWN, THE GRAPHIC SYMBOL QUANTITY SHALL GOVERN.
- COORDINATE LANDSCAPE INSTALLATION WITH INSTALLATION OF UNDERGROUND SPRINKLER AND DRAINAGE SYSTEMS.
- WITH THE EXCEPTION OF THOSE TREES INDICATED ON THE TREE REMOVAL PLAN, CONTRACTOR SHALL NOT REMOVE ANY TREES DURING CONSTRUCTION WITHOUT THE EXPRESS WRITTEN CONSENT OF THE ODR. EXISTING VEGETATION TO REMAIN SHALL BE PROTECTED AS DIRECTED BY THE ODR.
- WHERE PROPOSED TREE LOCATIONS OCCUR UNDER EXISTING OVERHEAD UTILITIES OR CROWD EXISTING TREES, NOTIFY ODR TO ADJUST TREE LOCATIONS.
- LANDSCAPE MAINTENANCE PERIOD BEGINS IMMEDIATELY AFTER THE COMPLETION OF ALL PLANTING OPERATIONS AND WRITTEN NOTIFICATION TO THE ODR. MAINTAIN TREES, SHRUBS, LAWNS AND OTHER PLANTS UNTIL FINAL ACCEPTANCE OR 90 DAYS AFTER NOTIFICATION AND ACCEPTANCE, WHICHEVER IS LONGER.
- REMOVE EXISTING WEEDS FROM PROJECT SITE PRIOR TO THE ADDITION OF ORGANIC AMENDMENTS AND FERTILIZER. APPLY AMENDMENTS AND FERTILIZER PER THE RECOMMENDATIONS OF THE SOIL ANALYSIS FROM THE SITE.
- BACK FILL MATERIAL FOR TREE AND SHRUB PLANTING SHALL CONTAIN: ONE PART FINE GRADE COMPOST TO ONE PART TOPSOIL BY VOLUME, BONE MEAL PER MANUFACTURE'S RECOMMENDATION, AND SLOW RELEASE FERTILIZER PER MANUFACTURER'S RECOMMENDATION.
- GROUND COVERS AND PERENNIALS SHALL BE PLANTED WITH A MAXIMUM 2 INCH COVER OF BARK MULCH WITH NO FOLIAGE COVERED.
- CONTRACTOR SHALL OBTAIN WRITTEN APPROVAL FOR ALL PLANT MATERIAL SUBSTITUTIONS FROM THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION. PLANT SUBSTITUTIONS WITHOUT PRIOR WRITTEN APPROVAL THAT DO NOT COMPLY WITH THE DRAWINGS AND SPECIFICATIONS MAY BE REJECTED BY THE LANDSCAPE ARCHITECT AT NO COST TO THE OWNER. THESE ITEMS MAY BE REQUIRED TO BE REPLACED WITH PLANT MATERIALS THAT ARE IN COMPLIANCE WITH THE DRAWINGS.
- ALL PLANT MATERIALS SHALL BE NURSERY GROWN WITH HEALTHY ROOT SYSTEMS AND FULL BRANCHING, DISEASE AND INSECT FREE AND WITHOUT DEFECTS SUCH AS SUN SCALD, ABRASIONS, INJURIES AND DISFIGUREMENT.
- ALL PLANT MATERIAL SHALL BE INSTALLED AT THE SIZE AND QUANTITY SPECIFIED. THE LANDSCAPE ARCHITECT IS NOT RESPONSIBLE FOR SUB-STANDARD RESULTS CAUSED BY REDUCTION IN SIZE AND/OR QUANTITY OF PLANT MATERIALS.

**TRACT AND POCKET PARK PLANTING LEGEND  
TREES**

SYMBOL	COMMON NAME / BOTANICAL NAME:	SIZE AND DESCRIPTION
	VINE MAPLE / ACER CIRCINATUM:	8' HT., MULTI-TRUNK
	INCENSE CEDAR / CALOEDRUS DECURRENS:	8' HT., B&B
	CAPITAL SELECT FLOWERING PEAR / PYRUS CALLERYANA 'CAPITAL':	2" CAL., B&B
	RED SUNSET MAPLE / ACER RUBRUM 'FRANKSRED':	2 CAL., B&B
	GREENSPIRE LINDEN / TILIA CORDATA 'GREENSPIRE':	2" CAL., B&B
	CHINESE REDBUD / CERCIS CHINENSIS:	2" CAL., B&B
	SLENDER HINOKI FALSE CYPRESS / CHAMAECYPARIS OBTUSA 'GRACILIS':	6'-8' HT., AS SHOWN
	COLUMNAR EASTERN WHITE PINE PINUS STROBUS 'FASTIGIATA':	6'-8' HT., AS SHOWN

**SHRUBS**

SYMBOL	COMMON NAME / BOTANICAL NAME:	SIZE AND DESCRIPTION
	DWARF BURNING BUSH / EUONYMUS ALATA 'COMPACTA':	5 GAL.
	DAVID VIBURNUM / VIBURNUM DAVIDII:	2 GAL.
	'CRIMSON PYGMY' BARBERRY / BERBERIS THUNBERGII 'CRIMSON PYGMY':	2 GAL.
	FOREST FLAME PIERIS / PIERIS JAPONICA 'FOREST FLAME':	2 GAL.
	OTTO LUYKEN CHERRY LAUREL / PRUNUS LAUROCERASUS 'OTTO LUYKEN':	2 GAL.
	DWARF BURNING BUSH / EUONYMUS ALATA 'COMPACTA':	3 GAL.
	DOUBFILE VIBURNUM / VIBURNUM P. TOMENTOSUM:	3 GAL.
	MOPS MUGO PINE / PINUS MUGO 'MOPS':	3 GAL.
	WICHITA BLUE JUNIPER / JUNIPERUS SCOPULORUM 'WICHITA':	6' HT.

**ORNAMENTAL GRASSES**

SYMBOL	COMMON NAME / BOTANICAL NAME:	SIZE AND DESCRIPTION
	DWARF FOUNTAIN GRASS / PENNISETUM ALOPECUROIDES 'HAMELN':	1 GAL., 18" O.C.
	PURPLE FOUNTAIN GRASS / PENNISETUM SETACEUM 'RUBRUM':	2 GAL., 30" O.C.
	JAPANESE BLOOD GRASS / IMPERATA CYLINDRICA 'RED BARON':	2 GAL.
	VARIEGATED JAPANESE SILVER GRASS MISCANTHUS SINENSIS 'VARIEGATUS':	2 GAL.
	BLUE OAT GRASS / HELICTOTRICHON SEMPERVIRENS:	2 GAL., 2" O.C.

**LAWN AND GROUND COVER**

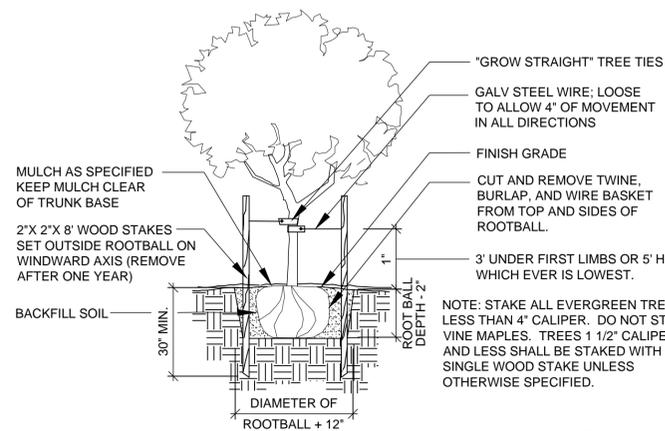
SYMBOL	CODE	COMMON NAME / BOTANICAL NAME:	SIZE AND DESCRIPTION
	LAWN	PRO-TIME 309 (SUPREME MIX) GRASS SEED BY HOBBS AND HOPKINS, LTD.	AT A RATE OF 6LBS/1000 SQUARE FEET.
	MULCH	DOUGLAS FIR BARK MULCH- MEDIUM GRIND 2" LAYER	

**NOTE:**

- LANDSCAPE AREAS WILL BE PROVIDED WITH AN AUTOMATIC UNDERGROUND IRRIGATION SYSTEM DESIGNED BY CONTRACTOR. CONTRACTOR WILL PROVIDE MATERIALS AND INSTALL ALL IRRIGATION DOWNSTREAM OF THE WATER METER.

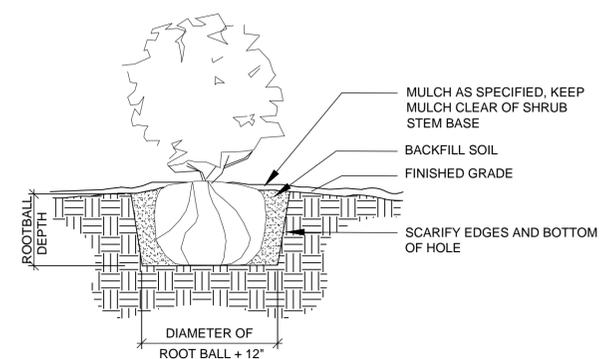
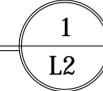
**WATER QUALITY FACILITY PLANTING LEGEND**

SYMBOL	TREES/SHRUBS COMMON NAME / Botanical name:	Size and Description
	WEeping ALASKAN CEDAR / Chamaecyparis nootkatensis 'Pendula':	7-8' Ht., B&B
	PACIFIC DOGWOOD / Cornus nuttallii:	2" Cal., B&B
	NOOTKA ROSE / Rosa nutkana:	#1 CONTAINER
	RED TWIG DOGWOOD / Cornus sericea:	#1 CONTAINER
	KELSEY DOGWOOD / Cornus sericea 'Kelsey':	#1 CONTAINER
	SNOWBERRY / Symphoricarpos alba:	#1 CONTAINER
	'WET/MOIST' AREA PLUGS:	(4" PLUGS @ 12" O.C.)
	SLOUGH SEDGE / Carex obovata	34%
	SOFT RUSH / Juncus tenuis	33%
	SMALL FRUITED BULRUSH / Scirpus microcarpus	33%



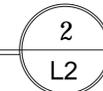
**TREE STAKING DETAIL**

SCALE: N.T.S.



**SHRUB PLANTING DETAIL**

SCALE: N.T.S.





12564 SW Main Street  
Tigard, OR 97223  
[T] 503-941-9484

DATE: 09/28/2018

REVISIONS		
NO.	DATE	DESCRIPTION

**PDP 5N  
CLERMONT  
AT VILLEBOIS**

Final  
Development  
Plan  
**CAVALLO PARK  
LAYOUT  
PLAN**

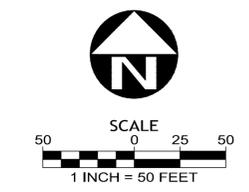
PROJECT NO.: 395-079  
TYPE: PLANNING  
REVIEWED BY: JJK

# L3

### LEGEND

- 1 TENNIS COURT, ASPHALT WITH LIQUID APPLIED ACRYLIC SURFACE, COURT FENCE 10' HEIGHT BLACK CHAINLINK WITH 2 SINGLE LEAF GATES
- 2 BENCH
- 3 TRASH RECEPTACLE
- 4 TONQUIN REGIONAL TRAIL
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- 16 LARGE DOG PARK 5' WIDE WOODCHIP PATH ALONG FENCE LINE
- 17 DOG PARK BENCH IN WOODCHIPS
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- 20 DOG PARK PET WASTE STATION
- 21 LITTLE DOG AREA- SINGLE ENTRY/EXIT GATE
- 22 INTERIOR DOG PARK 4' HEIGHT BLACK CHAINLINK FENCE
- 23 EXISTING WATER QUALITY FACILITY TO REMAIN

NOTE:  
SEE DRAWING L7 AND L8 FOR DETAILS



1 CAVALLO PARK LAYOUT PLAN

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PDP 5N  
CLERMONT  
AT VILLEBOIS

Final  
Development  
Plan  
CAVALLO PARK  
PLANTING  
PLAN



**LEGEND:**

STREET TREES: SEE STREET TREE PLANTING PLAN L1 AND L2

SHADE TREES - 2" CAL. / SPACING VARIES

RED SUNSET MAPLE / ACER RUBRUM 'FRANKSRED'

EMERALD VASE LACEBARK ELM / ULMUS PARVIFOLIA 'EMERALD VASE'

ENGLISH OAK / QUERCUS ROBUR

WHITE OAK / QUERCUS ALBA

RED OAK / QUERCUS RUBRA

AMERICAN HOPHORNBEAM / OSTRYA VIRGINIANA

BLOODGOOD LONDON PLANETREE - PLATANUS ACERIFOLIA 'BLOODGOOD'

SMALL ORNAMENTAL TREES - 2" CAL. SPACING VARIES

CHINESE REBRID / CERIS CHINENSIS: 2" CAL. B&B

CAPITAL SELECT FLOWERING PEAR / PYRUS CALLERYANA 'CAPITAL': 2" CAL. B&B

BURJEANA PLUM / PRUNUS X BURJEANA: 2" CAL. B&B

CHINESE KOUSA DOGWOOD / CORNUS KOUSA 'CHINENSIS': 2" CAL. B&B

JAPANESE MAPLE / ACER PALMATUM: 8" HT.

YOSHINO FLOWERING CHERRY / PRUNUS X YEDOENSIS: 2" CAL. B&B

EVERGREEN TREES - 8" HGT.

DOUGLAS FIR / PSEUDOTSUGA MENZIESII: 8" HT., B&B

WESTERN WHITE PINE / PINUS MONTICOLA: 8" HT., B&B

WESTERN RED CEDAR / THUJA PLICATA: 8" HT.

LELAND CYPRESS / CUPRESSOCYPARIS LEYLANDII: 8" HT., B&B

PYRAMIDAL ATLAS CEDAR / CEDRUS ATLANTICA 'FASTIGIATA'

INCENSE CEDAR / CALOCEDRUS DECURRENS

COLUMNAR EASTERN WHITE PINE / PINUS STROBILUS 'FASTIGIATA'

NATIVE TREES IN NATIVE PLANTING AREAS - 3" HT. / SPACING VARIES

BIGLEAF MAPLE / ACER MACROPHYLLUM: 3" HT.

BLACK HAWTHORNE / CRATAEGUS DOUGLASSII: 3" HT.

PACIFIC DOGWOOD / CORNUS NUTTALLII: 3" HT.

OREGON ASH / FRAXINUS LATTIFOLIA: 3" HT.

ORNAMENTAL GRASSES AND GROUNDCOVERS - 1-2 GAL.

DWARF FOUNTAIN GRASS / PENNISETUM ALOPECUROIDES 'HAMLEN'

BLUE OAT GRASS / HELICTOTRICHON SEMPERVIRENS

PURPLE FOUNTAIN GRASS / PENNISETUM SETACEUM 'RUBRUM'

'MASSACHUSETTS KINNIKINICK' / ARCTOSTAPHYLOS UVA-URSI 'MASS'

BEARBERRY COTONEASTER / COTONEASTER DAMMERI

SCARLET MEIDLAND ROSE / ROSA MEIDLAND 'MEIKROTAL'

SMALL ORNAMENTAL SHRUBS - 3 GAL.

DAVID VIBURNUM / VIBURNUM DAVIDII

ISANTI REDOSER DOGWOOD / SPIREA SERICEA 'ISANTI'

ANTHONY WATERER SPIREA / SPIREA BIMALDA 'ANTHONY WATERER'

COMPACT JAPANESE HOLLY / ILEX CRENATA 'COMPACTA'

'CRIMSON PYGMY' BARBERY / BERBERIS THUNBERGII 'CRIMSON PYGMY'

AZALEA / VARIES

MEDIUM TO LARGE ORNAMENTAL SHRUBS - 3 GAL.

SHOWA-NO-SAKAE CAMELLIA / CAMELLIA SASANQUA 'SHOWA-NO-SAKAE'

FOREST FLAME PIERIS / PIERIS JAPONICA 'FOREST FLAME'

RHODODENDRON 'JEAN MARIE DE MONTEGUE'

'NIKKO BLUE' HYDRANGEA / HYDRANGEA MACROPHYLLA 'NIKKO BLUE'

RENAISSANCE SPIREA / SPIREA VANHOUTTEI 'RENAISSANCE'

DOUBLEFILE VIBURNUM / VIBURNUM P. TOMENTOSUM: 24"-30" HT.

THUNBERG SPIREA / SPIREA THUNBERGII

OTTO LUYKEN LAUREL / PRUNUS LAUROCERASUS 'OTTO LUYKEN'

NATIVE PLANT MIX WITH LOW GROW NATIVE GRASSES - 2 GAL.

RED FLOWERING CURRENT / RIBES SANGUINEUM

OREGON GRAPE / MAHONIA NERVOSA

PACIFIC VINEBARK / PHYSOCARPUS CAPITATUS

SNOWBERRY / SYMPHOROCARPUS ALBA

RED TWIG DOGWOOD / CORNUS SERICEA

SHINY LEAF SPIRAEA / SPIRAEA BETULIFOLIA

SALAL / GAULTHERIA SHALON

LOW GROW MEADOW MIX

SUNMARK SEEDS / NATIVE RIPARIAN MIX: 1-LB PER 1,000 S.F. - OR APPROVED EQUAL

SUNMARK SEEDS / NATIVE POLLINATOR SEED MIX: 1-LB PER 1,000 S.F.

LAWN

FINE LAWN, SEED

EXISTING TREE GROVE TO REMAIN

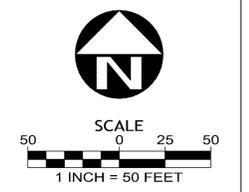
EXISTING UNDERSTORY TO REMAIN

ERADICATE AND REMOVE ALL NON-NATIVE AND INVASIVE PLANT MATERIAL

WATER QUALITY FACILITY

SEE SHEET L2 FOR PLANT LIST

WETLAND PLANTING TO REMAIN

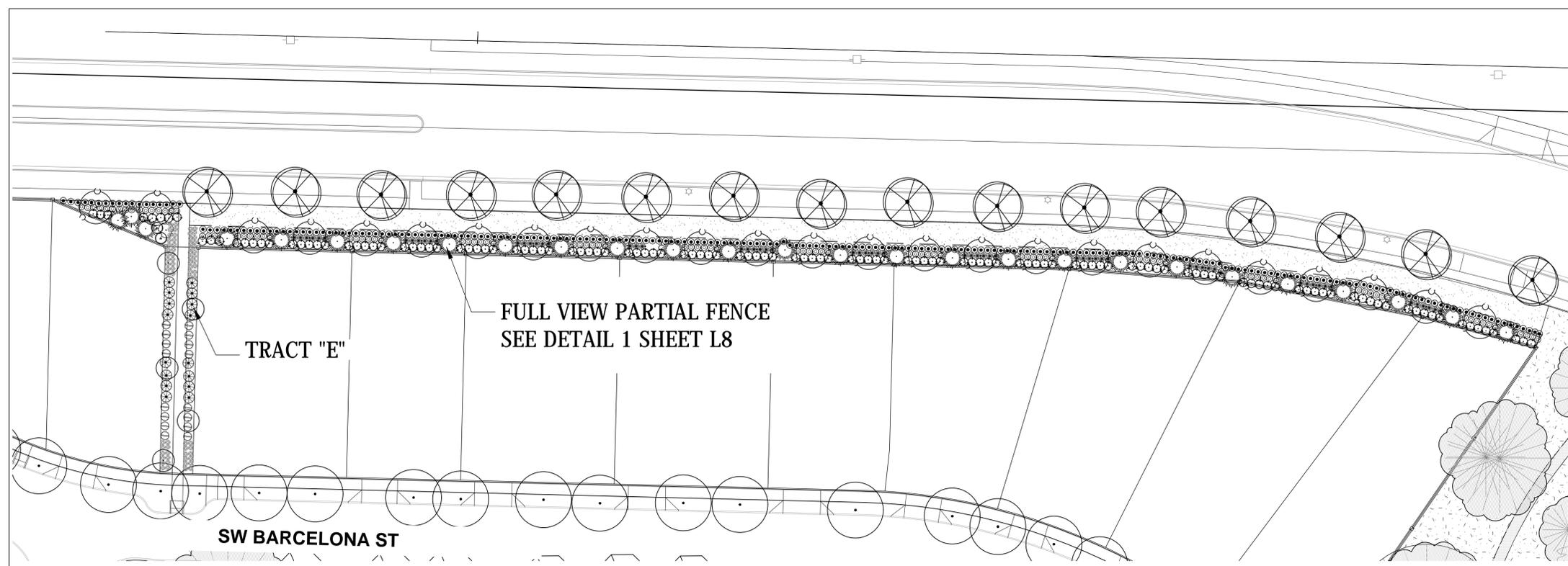


1 CAVALLO PARK PLANTING PLAN

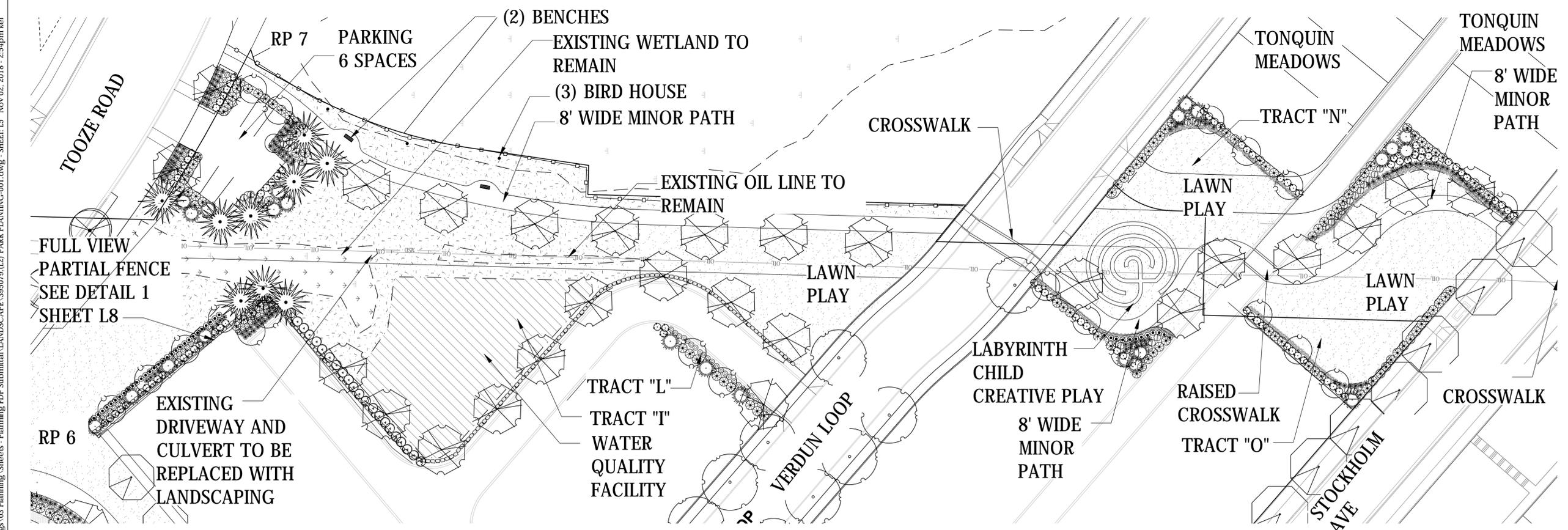
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REVISIONS		
NO.	DATE	DESCRIPTION

NOTE:  
SEE SHEETS L2 FOR TRACT AND  
POCKET PARK 9 LEGENDS, NOTES  
& DETAILS.



1 TOOZE ROAD AND TRACT "E" PLANTING PLAN



2 TRACT "L", TRACT "I", POCKET PARK 9 AND LINEAR GREENS 15 & 16 PLANTING PLAN

PDP 5N  
CLERMONT  
AT VILLEBOIS

Final  
Development  
Plan  
OPEN SPACE  
PLANTING  
PLAN

PROJECT NO.: 395-079  
TYPE: PLANNING  
REVIEWED BY: JJK

L5

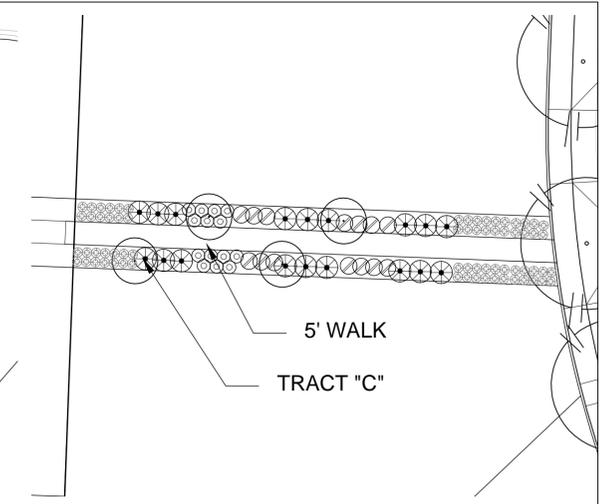
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12564 SW Main Street  
Tigard, OR 97223  
[T] 503-941-9484

DATE: 09/28/2018

REVISIONS		
NO.	DATE	DESCRIPTION



3 TRACT "C" PLANTING PLAN



1 TRACTS "K", "M", "Q", "R" PLANTING PLAN

**NOTE:**

SEE SHEETS L2 FOR TRACT AND POCKET PARK 9 LEGENDS, NOTES & DETAILS.



**PDP 5N  
CLERMONT  
AT VILLEBOIS**

Final  
Development  
Plan  
**OPEN SPACE  
PLANTING  
PLAN**

PROJECT NO.: 395-079  
TYPE: PLANNING  
REVIEWED BY: JJK

# L6

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12564 SW Main Street  
Tigard, OR 97223  
[T] 503-941-9484

DATE: 09/28/2018

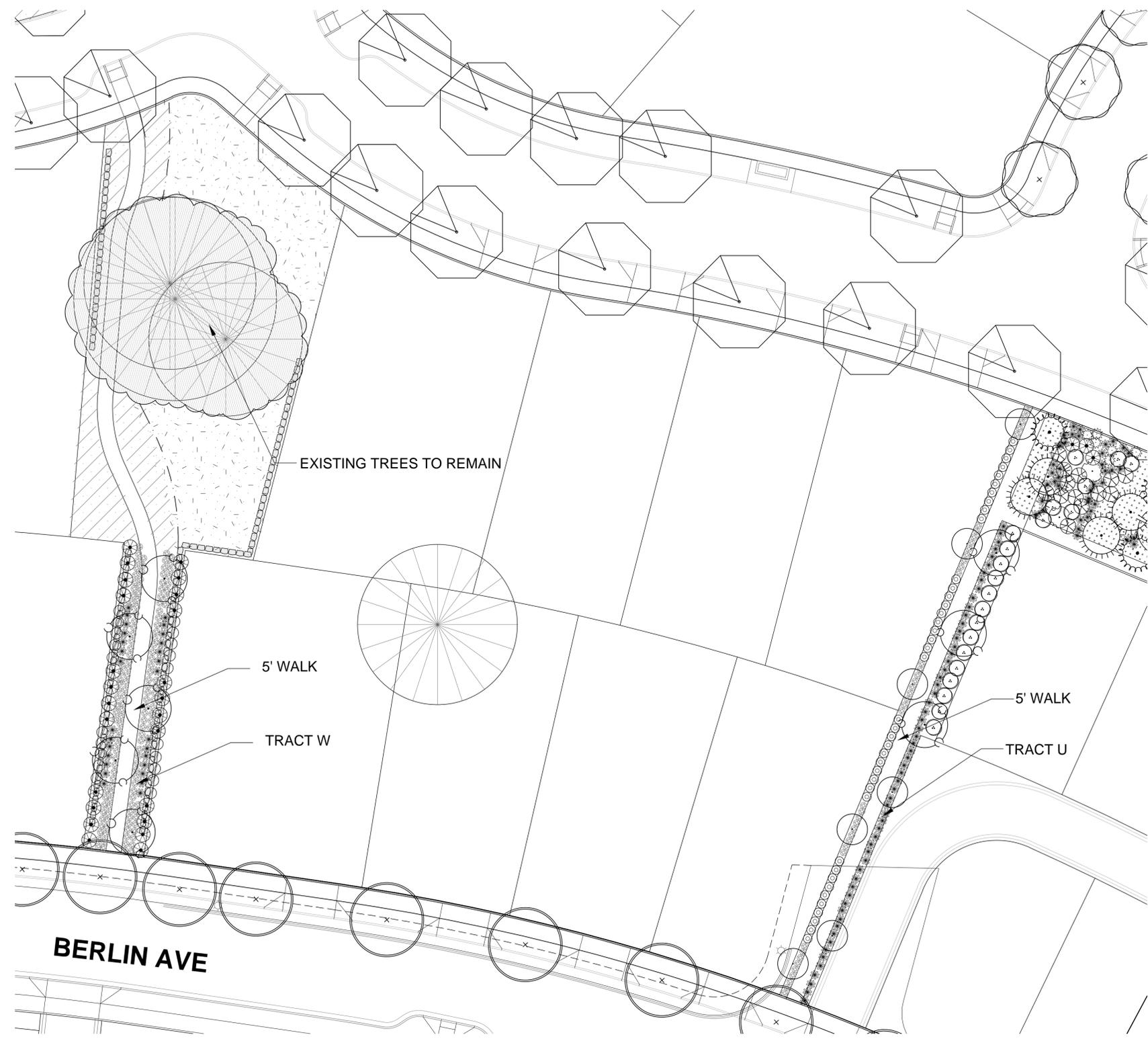
REVISIONS		
NO.	DATE	DESCRIPTION

**PDP 5N  
CLERMONT  
AT VILLEBOIS**

**Final  
Development  
Plan  
OPEN SPACE  
PLANTING  
PLAN**

PROJECT NO.: 395-079  
TYPE: PLANNING  
REVIEWED BY: JJK

**L7**



1 **TRACT "W" & "U" PLANTING PLAN**

**NOTE:**

SEE SHEETS L2 FOR TRACT AND POCKET PARK 9 LEGENDS, NOTES & DETAILS.



N:\proj\395-079\09 Drawings\03 Planning\Sheets - Planning\FDP Submittal\LANDSCAPE\_395079 (L2) PARK PLANTING-001.dwg - SHEET: L7 Nov 02, 2018 - 2:55pm kel



URBAN / GREENWAY BENCH  
MANUFACTURER: LANDSCAPE FORMS  
MODEL: THE PLAINWELL SERIES  
FINISH: IPE WOOD, METAL: BLACK POWDERCOATED  
SIZE: 72" LENGTH

**BENCH DETAIL**

SCALE: N.T.S

1  
L8



**LABYRINTH  
CHILD CREATIVE PLAY**

SCALE: N.T.S

4  
L8

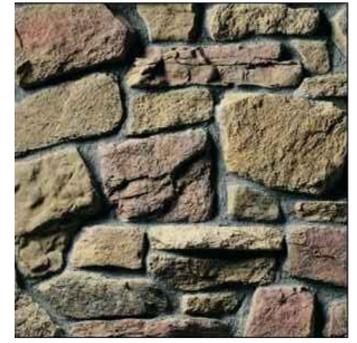


PICNIC TABLE  
MANUFACTURER: TIMBERFORM  
MODEL: ARBOR PICNIC TABLE WITH SEATS, MODEL 2242-6  
FINISH: SEASONED DOUGLAS FIR, CLEAR PRESERVATIVE  
SIZE: LENGTH 5'-10" WIDTH 5'-7", HEIGHT 2'-6"

**PICNIC TABLE**

SCALE: N.T.S

2  
L8



STONE VENEER  
MANUFACTURE: CULTURED STONE  
SUPPLIER: MUTUAL MATERIALS  
MATERIAL: CHARDONNAY OLD  
COUNTRY FIELD STONE

**CULTURED STONE VENEER**

SCALE: N.T.S

5  
L8



MANUFACTURER: PHILIPS HADCO  
URBAN LUMINAIRE: WESTBROOK CXF14  
POLE: 13' DECORATIVE CAST ALUMINUM  
ARM: SINGLE (HFP710)  
FOOTING: AB CHANCE - C11242NG4TK W/ROUND MOUNTING PLATE  
FINISH: BLACK  
DARK SKY FRIENDLY  
HPS  
PROVIDE AUTO PROFILE DIMMING - COORDINATE PROFILE WITH  
CITY OF WILSONVILLE AND MANUFACTURE

**DARK SKY FRIENDLY  
PEDESTRIAN POLE LIGHT**

SCALE: N.T.S

7  
L8



TRASH RECEPTACLE  
MANUFACTURER: LANDSCAPE FORMS  
MODEL: THE PLAINWELL LITTER RECEPTACLE  
FINISH: IPE WOOD, METAL: BLACK POWDERCOATED  
SIZE: 30" DIAMETER, 38" HEIGHT, 35 GALLON CAPACITY

**TRASH RECEPTACLE**

SCALE: N.T.S

3  
L8



**DOG WASH STATION  
MINOR WATER FEATURE-DOG PARK**

SCALE: N.T.S

6  
L8



PET WASTE STATION SIGN AND POST  
MANUFACTURER: PET WASTE ELIMINATOR  
POST MODEL: STEEL SIGN POST 8' HT.  
COLOR: GREEN  
SIGN MODEL: PLEASE CLEAN UP AFTER  
YOUR PET  
MODEL: STARTER, INCLUDES PET WASTE  
BAGS AND DISPENSER

**PET WASTE STATION**

SCALE: N.T.S

8  
L8

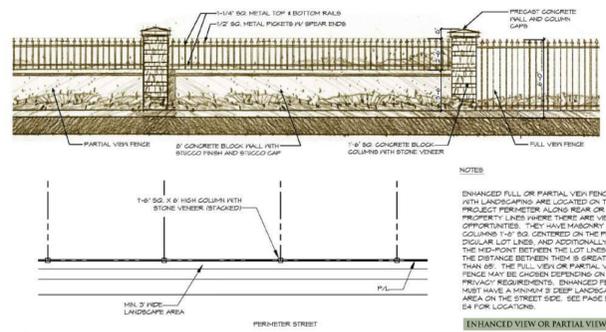


**PDP 5N  
CLERMONT  
AT VILLEBOIS**

**Final  
Development  
Plan  
DETAILS**

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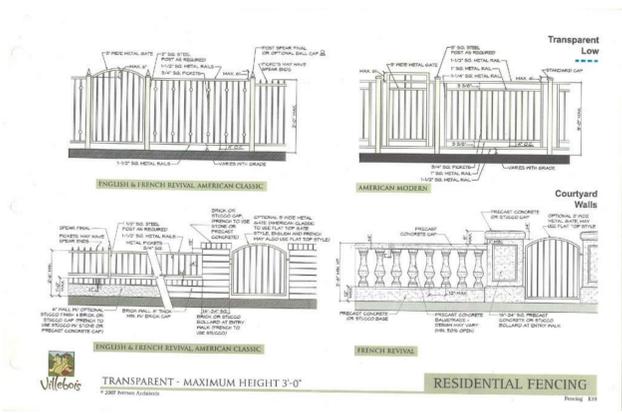
REVISIONS		
NO.	DATE	DESCRIPTION



FULL VIEW PARTIAL FENCE

SCALE: N.T.S.

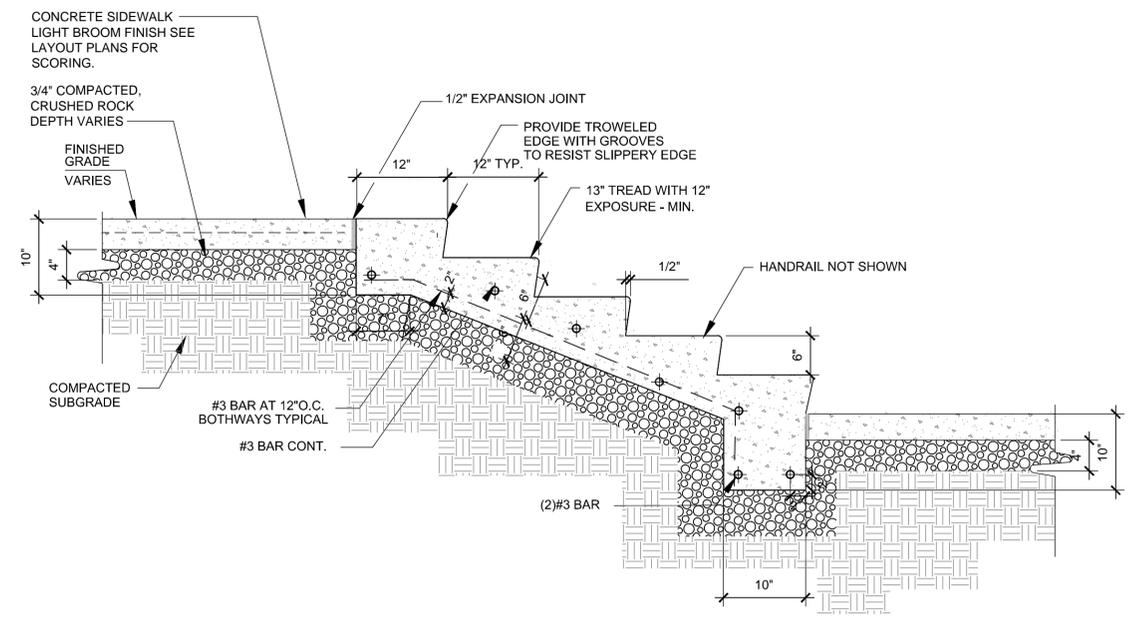
1  
L9



STAIR HANDRAIL DESIGN- SIMILAR

SCALE: N.T.S.

4  
L9



CONCRETE STAIR

SCALE: N.T.S.

6  
L9



DOG PARK SHELTER

SCALE: N.T.S.

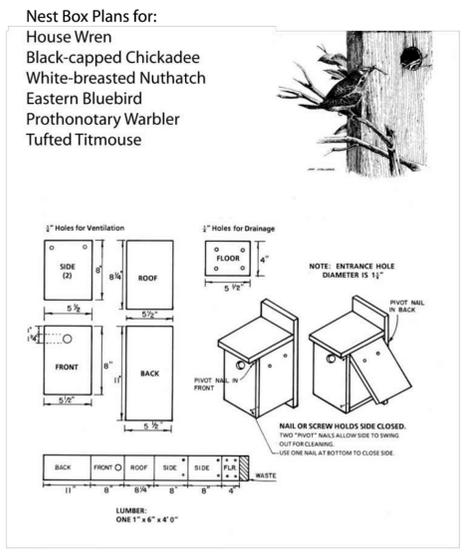
2  
L9



ROCKERY WALLS AT PATH EDGE

SCALE: N.T.S.

5  
L9



BIRD NEST BOX

SCALE: N.T.S.

7  
L9



TENNIS COURTS

SCALE: N.T.S.

3  
L9



DOG PARK- FENCING

SCALE: N.T.S.

8  
L9

PDP 5N  
CLERMONT  
AT VILLEBOIS

Final  
Development  
Plan  
DETAILS

PROJECT NO.:	395-079
TYPE:	PLANNING
REVIEWED BY:	JJK

L9

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*After recording, return to:*  
City of Wilsonville  
Attn: Legal Department  
29799 SW Town Center Loop East  
Wilsonville OR 97070

*Return tax statements to:*  
No change

## STREET DEDICATION DEED

KNOW ALL BY THESE PRESENTS, that **Taylor Morrison Northwest, LLC**, a Delaware limited liability company (hereinafter referred to as “Grantor”), as legal owner of that certain real property legally described below (“Property”), does hereby dedicate, grant, transfer, and convey to the **City of Wilsonville**, a municipal corporation of the State of Oregon, and its assigns (hereinafter referred to as “Grantee”), for the use of the public as public way, street, and road (“Street Dedication”), effective the \_\_\_\_ day of \_\_\_\_\_ 2021, certain real property legally described as follows:

See **Exhibit A**, Legal Description, attached hereto, and incorporated by reference as if fully set forth herein.

TO HAVE AND TO HOLD the above-described Street Dedication unto Grantee for the public uses and purposes hereinabove mentioned; provided, however, in the event said Property is not used or ceases to be used for a public purpose, the Street Dedication may be vacated.

The true and actual consideration paid for this transfer, stated in terms of dollars, is Zero Dollars but consists of or includes other property or value given or promised, including development approval by Grantee, which is agreed by Grantor to be the whole and adequate consideration.

This Street Dedication Deed shall be subject to and construed pursuant to the laws of the State of Oregon, and venue shall be in the County of Clackamas.

No modifications may be made to this Dedication, except in writing, signed by both parties.

**BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON’S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS**

**AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.**

IN WITNESS WHEREOF, the undersigned have executed this Street Dedication effective as of the date first above written.

**GRANTOR:**

TAYLOR MORRISON NORTHWEST, LLC

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

Print Name: \_\_\_\_\_

As Its: \_\_\_\_\_

STATE OF OREGON            )  
  ) ss.  
County of \_\_\_\_\_)

This instrument was acknowledged before me on \_\_\_\_\_, 2021, by \_\_\_\_\_, who personally appeared before me, was identified by satisfactory evidence, and acknowledged that he/she executed the instrument in his/her authorized capacity as the \_\_\_\_\_ of Taylor Morrison Northwest, LLC, a Delaware limited liability company, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

\_\_\_\_\_  
Notary Public – State of Oregon

**GRANTEE:**

ACCEPTED on behalf of the public and Grantee by the City of Wilsonville, Oregon:

\_\_\_\_\_  
Bryan Cosgrove, City Manager

STATE OF OREGON            )  
  ) ss.  
County of Clackamas        )

This instrument was acknowledged before me on \_\_\_\_\_, 2021,  
by Bryan Cosgrove, as City Manager of the City of Wilsonville.

\_\_\_\_\_  
Notary Public – State of Oregon

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Barbara A. Jacobson, City Attorney

**APPROVED AS TO LEGAL DESCRIPTION:**

\_\_\_\_\_  
Zach Weigel, P.E., City Engineer

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**CITY OF WILSONVILLE  
CITY COUNCIL MEETING MINUTES**

---

Item 15.

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, November 1, 2021. Mayor Fitzgerald called the meeting to order at 7:05 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Fitzgerald  
Council President Akervall  
Councilor Lehan  
Councilor West  
Councilor Linville

Staff present included:

Bryan Cosgrove, City Manager  
Jeanna Troha, Assistant City Manager  
Barbara Jacobson, City Attorney  
Kimberly Veliz, City Recorder  
Zoe Mombert, Assistant to the City Manager  
Zach Weigel, Capital Projects Engineering Manager  
Dan Carlson, Building Official  
Ryan Adams, Assistant City Attorney  
Miranda Bateschell, Planning Director  
Chris Neamtzu, Community Development Director

Motion to approve the order of the agenda.

**Motion:** Councilor Akervall moved to approve the order of the agenda.

City Manager Cosgrove interjected and requested the order of the agenda be approved with an amendment. He asked that Mr. Carlson's presentation from Work Session be moved to Communications portion of the City Council agenda.

**Amended Motion:** Councilor Akervall moved to approve the order of the agenda with the amendment. Councilor Linville seconded the motion.

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

**SUMMARY OF VOTES**

Mayor Fitzgerald	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

## **MAYOR'S BUSINESS**

### **A. Upcoming Meetings**

Mayor Fitzgerald noted that the next City Council meeting is Monday, November 15, 2021.

The Mayor then provided an overview of the following business items:

- **Metro Council Redistricting Process**
  - Similar to how the Oregon legislature undertook a redistricting process for state legislative and Congressional districts given population changes of the 2020 Decennial Census.
  - City to submit testimony similar to our prior testimony that seeks to unite all of Wilsonville in one district. Staff is developing testimony for a November 9 Metro Council hearing.
- **C-4 I-205 Tolling Diversion Subcommittee**
  - The Clackamas County Coordinating Committee or C4 is establishing a new subcommittee focused on issues of traffic diversion pertaining to ODOT's proposed tolling of I-205.
  - The Mayor and Councilor Linville act as the representative and alternate to the larger C4 body and the C4 Metro Subcommittee
  - At this time, it is unclear how often this new subcommittee will meet. Council will want to appoint a Council member to participate on the I-205 Tolling Diversion Subcommittee.
- **ODOT I-205 Tolling Workshops**
  - ODOT is hosting two online public-comment meetings focused on "The Future of Congestion Pricing in the Portland Metro Area" on November 9 and 10. For more information, go online to [www.oregon.gov/ODOT/tolling](http://www.oregon.gov/ODOT/tolling).

The Mayor then provided an overview of meetings and events that she had attended:

- **ODOT-SMART Bus on Shoulder Pilot Project Kickoff Event**
  - Guests include City Councilors, ODOT Director Kris Strickler, Tualatin Mayor Frank Bubenik, Clackamas County Commissioner Paul Savas and Milwaukie City Council President Kathy Hyzy, who represents Clackamas County Cities at Metro's transportation committee JPACT.
  - The "Bus on Shoulder" is a one-year pilot project that authorizes SMART buses to use the highway shoulder in clearly marked areas when traffic drops below 35 mph.
  - This innovative transit service is designed to provide more reliable travel times during the rush-hour commute between the Wilsonville Transit Center and the I-5 Tualatin Park-and-Ride transit center.
- **C4 Metro Subcommittee**
  - I-205 Toll Project Regional Transportation Plan (RTP) Amendment to clarify the financial connection of the I-205 Toll Project to the I-205 Improvement Project for adding lanes and rebuilding the Abernathy Bridge over the Willamette River.
  - 2021 Transportation System Management & Operations Strategy, also known as TiS-MO. This plan focuses on travel reliability, safety, and providing traveler information on reader boards.

- Metropolitan Mayor’s Consortium (MMC) Meeting
  - Question-and-answer session with Senator Jeff Merkley. He spoke about the major infrastructure-funding package making its way now through Congress.
  - Reviewed proposed changes to the Metropolitan Mayor’s Consortium Bylaws.
- League of Oregon Cities (LOC) Annual Conference & Membership Meeting
  - Attended by the Mayor and some of the City Councilors.
- French Prairie Forum
  - Attended by the Mayor and Councilor Lehan.
  - Meeting focused on French Prairie agriculture and the Oregon State University Extension Research program gave a report. The Mayor shared a few slides from the meeting, which have been added to the record.
  - The Mayor noted that Campbell Soups’ Pacific Natural Foods, which employs over 600 workers in Tualatin and Wilsonville, farms over 1,000 acres in French Prairie near Aurora and contracts with local farmers.
  - Presenters also included Willamette Valley Vineyards and hazelnut growers.
- Greater Portland Inc. Small Cities Consortium Meeting
  - Heard presentation on disaster preparedness.

Upcoming Events

- Veterans Day
  - City Hall, Library, Community Center and city facilities closed in honor of Veterans Day on Thursday, November 11, 2021.

**COMMUNICATIONS**

A. Residential Building Code Adoption

Dan Carlson, Building Official provided the staff report and presentation on Resolution No. 2926, which adopts the Oregon residential specialty code. Both the staff report and presentation have been made part of the record.

City Council questions followed the presentation.

**CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS**

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

There was no public input.

## **COUNCILOR COMMENTS**

### **A. Council President Akervall**

Attended the following meetings since the last City Council meeting:

- League of Oregon Cities virtual annual conference
- League of Oregon Cities Women's Caucus meeting on October 22, 2021
- Bus on Shoulder Kickoff on October 26, 2021
- Willamette Intake Facilities (WIF) Commission meeting on October 25, 2021
- Child Care Task Force meeting for Clackamas County on October 26, 2021

Noted a number of different fall traditions that are celebrated by residents and bring community members together:

- Día de los Muertos (Day of the Dead)
- Diwali (Festival of Lights)
- Halloween

In closing, Ms. Akervall shared that Ruby Bridges Walk to School Day is November 17, 2021. She explained this event is an opportunity to support youths learning of diversity, equity and inclusion and the civil rights movement. Additional details on this event are available on Oregon Safe Routes to School website.

### **B. Councilor Lehan**

Displayed her Day of the Dead (Día de los Muertos) figurines in honor of the celebration. Ms. Lehan also, shared that she was pleased to celebrate a semi-normal Halloween.

Councilor Lehan reported on the following events she attended since the last City Council meeting:

- Bus on the Shoulder Kickoff
- French Prairie Forum
- Willamette Falls and Landings Coalition
- Toured Boones Ferry Landing with Parks staff and archaeological consultant.

### **C. Councilor West**

Councilor West reminded everyone to vote in the special election, which includes a bond from Tualatin Valley Fire and Rescue (TVF&R). Councilor West explained the bond would help fix some of the fire stations and provide funds for essential services to support first responders and firefighters.

Councilor West shared that he along with his family and neighbors turned in their ballots earlier in the day. In addition, he hoped others would join him in voting yes.

**CITY OF WILSONVILLE**  
**CITY COUNCIL MEETING MINUTES**

---

Item 15.

He also reminded everyone that ballots were due by 8:00 p.m. on Tuesday, November 2, 2021. Furthermore, he recalled that there is ballot box located in the City Hall parking lot. Councilor West encouraged all to exercise their right to vote.

Councilor West announced the City's annual Toy Drive was happening now until December 8, 2021.

Councilor West updated on the Wilsonville Wildcat football team became league champions and would be headed to state. He encouraged Councilors to attend a game.

**D. Councilor Linville**

Councilor Linville announced she attended the League of Oregon Cities Women's Caucus meeting where Council President Akervall was elected as an at-large member of the executive committee for the caucus. She then congratulated Council President Akervall.

Councilor Linville reported she attended the Willamette Falls Locks Commission meeting. During, the meeting a majority of the time was dedicated to vetting and discussing potential nominees to forward to the Governor for the Willamette Falls Locks Authority. Councilor Lehan was one of the nominees. Councilor Linville recalled that she, the City of Wilsonville and many others who had served with Councilor Lehan in other capacities over the years supported the nomination to the Authority. Furthermore, at the meeting Senator Betsy Johnson prior concerns' regarding the Lock Authority's ability to raise necessary funds and manage the organization was discussed.

Ms. Linville reported she attended the Bus on the Shoulder Kickoff.

She reminded that toys for the City's Annual Toy Drive could be dropped off at the Parks and Recreation Administration building or at Wilsonville Orthodontics' office.

Ms. Linville shared Town Center Park holiday lights will be lit up on November 27, 2021.

The Mayor recalled a few more announcements. She reminded City Councilors that November 11, 2021 is Veterans Day. The Mayor then invited Councilors and the audience to Town Center Park at 10:30 a.m. on Veterans Day for an event hosted by the Korean War Veterans Association to honor Veterans. She then announced the City is accepting applications for the Civics Academy and various boards/commissions openings.

**CONSENT AGENDA**

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

**A. Resolution No. 2926**

Resolution Of The City Of Wilsonville Adopting The Oregon Residential Specialty Code.

**B. Resolution No. 2933**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement Contract With Murraysmith, Inc. For Owner's Representative Services For The Boeckman Road Corridor Project (Capital Improvement Project # 2102, 4205, 4206, 4212).

**C. Minutes of the October 18, 2021 Council Meeting. (Veliz)**

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

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

**SUMMARY OF VOTES**

Mayor Fitzgerald	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

**NEW BUSINESS**

A. None.

**CONTINUING BUSINESS**

A. None.

**PUBLIC HEARING**

A. None.

**CITY MANAGER'S BUSINESS**

Retold the Civics Academy application deadline was extended to November 5, 2021 at 5:00 p.m.

Informed that the Arts and Culture Plan would be brought to the November 15, 2021 Work Session. Staff then displayed the City of Wilsonville Arts, Culture and Heritage Commission (ACHC) webpage. The webpage included plan details, draft recommendations and a survey link. City Council and the audience were encouraged to take the survey and provide their input on the plan.

City Manager Cosgrove announced the following events scheduled at the City Hall parking lot:

- November 6, 2021 Paper Shredding
- November 20, 2021 Leaf Drop-Off

**CITY OF WILSONVILLE  
CITY COUNCIL MEETING MINUTES**

---

Item 15.

In closing City Manager Cosgrove wished success for the Wilsonville High School Wildcat sports teams, which included football, volleyball, and soccer.

**LEGAL BUSINESS**

No Report.

**ADJOURN**

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

Respectfully submitted,

\_\_\_\_\_  
Kimberly Veliz, City Recorder

ATTEST:

\_\_\_\_\_  
Julie Fitzgerald, Mayor



**CITY COUNCIL MEETING  
STAFF REPORT**

<p><b>Meeting Date:</b> November 15, 2021</p>	<p><b>Subject:</b> An appeal of a portion of Development Review Board Resolution No. 393-B Villebois Village Center Mixed Use Development: Pacific Community Design-Representative for Costa Pacific Communities-Applicant and RCS Villebois Development Owner (Case File Numbers DB21-0022 and DB21-0023) – Review of the Record for the Villebois Village Center Mixed Use Project Related to Approval of a Parking Area on Lot 12 of Special Area Plan Central Preliminary Development Plan 1C.</p> <p><b>Staff Member:</b> Cindy Luxhoj AICP, Associate Planner</p> <p><b>Department:</b> Community Development</p>
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**ISSUE BEFORE COUNCIL:** A hearing on Appellant’s appeal of a portion of Development Review Board (DRB Resolution No. 393-B, Villebois Village Center Mixed Use Development (Pacific Community Design- Representative for Costa Pacific Communities- Applicant and Real Capital Solutions Villebois Development- Owner), specifically Case File Nos. DB21-0022 and DB21-0023. Review of the record of DRB Resolution 393-B as it pertains to Case File Nos. DB21-0022 and DB21-0023 (Preliminary Development Plan Modification and Final Development Plans for Lot 12 of SAP Central PDP 1C).

**FACTUAL SUMMARY OF EVENTS:** On March 1 and 29, 2021, the City received applications for a Zone Map Amendment, Specific Area Plan (SAP) Central Amendment, Preliminary Development Plan (PDP) and Modifications, Final Development Plans (FDP) , and Type C Tree Removal Plans for the Villebois Village Center Mixed Use project on Lots 76, 73, and 12 of SAP Central. The proposal included three mixed-use apartment buildings, additional parking, and associated improvements surrounding three sides of the central Piazza in the Villebois community (see location map on page 4 of 117 of the DRB staff report in Exhibit B). The project site, including 2.02 acres in the Village Center, is the last undeveloped part of Villebois and is proposed for mixed-use development as envisioned in the Villebois Village Master Plan and SAP Central.

Staff deemed the application incomplete on March 31, 2021. The applicant submitted revised materials on May 18 and 26, 2021, and staff deemed the application complete on June 25, 2021. A public hearing on the matter was scheduled before DRB for September 27, 2021.

On September 7, 2021, staff sent the required public notices, and all proper notification procedures were satisfied. DRB considered the matter at a public hearing on September 27, 2021, and recommended approval to City Council of the requested Zone Map Amendment with DRB Resolution No. 393-A. City Council subsequently approved the Zone Map Amendment at second reading on October 18, 2021 by way of adopting Ordinance No. 852.

Also on September 27, 2021, due to substantial public testimony received, DRB Panel B continued the hearing on the rest of the application to a date certain of October 25, 2021 (see Exhibit E for transcript). Written and oral testimony generally supported the Villebois Village Center Mixed Use project. There was, however, significant public testimony focused on the proposed 24-space surface parking area on Lot 12 at the southwest corner of SW Villebois Drive and SW Barber Street (see location map on page 4 of 117 of the DRB staff report in Exhibit B). Primary concerns raised related to the alley width and access to the parking area, loss of an improved landscape area, proposing a parking area where a mixed-use building was previously approved, and desire for additional outreach by the applicant to affected neighbors. The motion to continue was made and approved to afford DRB additional time to review all issues raised as they related to Development Code criteria. The DRB also elected to hold the record open for additional testimony and evidence at the October 25, 2021 meeting. (DRB Resolution No. 393-B.)

Staff published a revised staff report on October 18, 2021 (Exhibit D) for the October 25, 2021 continued hearing. Findings for all review criteria applicable to the applications were presented in the staff report. The staff report included a recommendation to the DRB to approve with conditions the requested Specific Area Plan Central Amendment, Preliminary Development Plan and Modifications, Final Development Plans, and Type C Tree Removal Plans for the Villebois Village Center Mixed Use project.

Findings in the revised staff report that are relevant to the key areas of concern raised in public testimony can be found on the following pages of the staff report in Exhibit B:

- Alley width and access to the parking area: A summary related to this topic is presented on pages 11-12 of 117. Prior approvals entitled access to this lot via the alley and development conditions adopted as part of this current approval address matching of the alley width to existing conditions. Findings B7 on page 32 of 117, B9 on page 32 of 117, B11 on page 33 of 117, B128 on page 117, B154 on pages 61-62 of 117, C4 on page 73 of 117, C32 on page 78 of 117, C34 on page 78 of 117, C78 on pages 87-89 of 117, C82 on pages 90-91 of 117, and C112 on pages 106-107 of 117, discuss alley width and access, safety, fencing, buffering and screening, and landscaping of the proposed parking area. Staff found **all standards met**.
- Loss of an improved landscape area: A summary related to this topic is presented on pages 11-12 of 117. The current improved landscape on the site stems from the site's past use as a temporary sales office and information center for the Village Center. The property was never planned for park or open space. Findings B34 on page 40 of 117, B148 on page 57 of 117, B154 on page 61 of 117, B172 on page 66 of 117, C8 on page

74 of 117, and C78 on page 87-88 of 117, discuss compliance with parks and open space requirements. Staff found **all standards met**.

- Proposing a parking area where a mixed-use building was previously approved: A summary related to this topic is presented on pages 11-12 of 117. Findings B3 on page 31 of 117, B5 on page 32 of 117, B149 on page 57 of 117, B150 on page 58 of 117, B154 on page 61 of 117, C2 on page 73 of 117, C78 on page 87-88 of 117, discuss the previous approval and how providing parking instead of a mixed-use building on Lot 12 is a permitted accessory use in the Village zone. Staff found **all standards met**.
- Desire for additional outreach by the applicant to affected neighbors: Procedural Statement 4 on page 24 of 117, and Finding B146 on page 56 of 117, discuss the applicant's compliance with Sections 4.013-4.031 of the Development Code, which pertain to review procedures and submittal requirements. **The required public notices were sent and all proper notification procedures were satisfied. There was no legal requirement for any additional meetings or outreach.**

A response from the Applicant to concerns raised in public testimony was submitted to the DRB on October 25, 2021 (see Exhibit B, pages 130-136 of 166). To address public comments and concerns, the Applicant proposed the following additional modifications to the design of the parking area on Lot 12:

- Widen the alley where parking is proposed to be consistent with the width of the rest of the alley
- Reduce the number and change the orientation of parking spaces in the alley from four (4) diagonal to two (2) parallel spaces
- Reduce the height of the proposed fence surrounding the parking area from 6 feet to 5 feet
- Provide a resting area with paving and benches at the northeast corner of the parking area

At the continued hearing on October 25, 2021, the DRB took additional testimony from the public and the Applicant (see Exhibit C for transcript). After closing the public hearing, the DRB moved to approve the application with two additional Conditions of Approval directly responding to concerns raised by the public and as recommended by staff including:

- DRB 1. The drive aisle on the southwest side of the alley between the existing trash enclosure and the curve of the alley shall be widened to match that on the other side of trash enclosure. No parking spaces shall be allowed to extend into the widened alley further than the parking spaces on the other side of the trash enclosure.
- DRB 2. All parking spaces on Lot 12 shall be reserved parking for residents and/or employees.

Discussion by DRB members highlighted their understanding of citizen concerns, how the concerns were addressed in Findings, Conditions of Approval, or modifications proposed by the Applicant, and the need for DRB to rule based on the clear and objective standards of the Development Code. Following their deliberation, the DRB unanimously approved, with conditions, the development application via DRB Resolution No. 393-B, which included the following Case Files Nos., as listed in the Notice of Decision dated October 26, 2021:

SAP Central PDP 12C Lot 76, Buildings A and B:  
DB21-0010 Specific Area Plan (SAP) Central Amendment

DB21-0011 Preliminary Development Plan (PDP)  
 DB21-0012 Final Development Plan (FDP)  
 DB21-0013 Type C Tree Plan

SAP Central PDP 2C Lot 73, Building C:

DB21-0014 PDP Modification  
 DB21-0015 FDP  
 DB21-0016 Type C Tree Plan

SAP Central PDP 1C Lot 12, Parking:

**DB21-0022 PDP Modification - Appealed**  
**DB21-0023 FDP- Appealed**  
 DB21-0024 Type C Tree Plan

During the appeal period, on November 4, 2021, Case File Nos. DB21-0022 and DB21-0023 of DRB Resolution 393-B were appealed to City Council. Basis for the appeal, as stated by the Appellant, is as follows: “Not allow abuse of the alleyway in violation and in contradiction of traffic and parking rules, not allow reduction in multiuse.”

In response, the appeal of Case File Nos. DB21-0022 and DB21-0023 of DRB Resolution No. 393-B was scheduled for a hearing before the City Council on November 15, 2021. The full record associated with DRB Resolution No. 393-B is attached to this staff report (Exhibits A through M). Staff will also be available at the City Council meeting to answer any clarifying questions the Council may have regarding the information in the record as it relates to Case File Nos. DB21-0022 and DB21-0023.

**TIMELINE:** The appeal hearing is scheduled before the City Council on November 15, 2021 and the City Council’s decision will become effective immediately in compliance with the previously extended 120-day decision timeline of November 22, 2021.

**ALTERNATIVES:** The alternatives are to affirm, reverse, modify, in whole or part, the DRB decision with respect to Case File Nos. DB21-0022 and DB21-0023, a portion of DRB Resolution No. 393-B. Reversing, modifying or affirm the decision could result in appeal by the Applicant to the Land Use Board of Appeals (LUBA). Remanding the DRB’s decision cannot be accommodated without an additional extension being granted by the Applicant, who has not agreed to any further extension beyond the current November 22, 2021 deadline.

**ATTACHMENTS:**

Attachment 1 – Full Record for DRB Resolution 393-B:

[Exhibit A: Applicant’s Waiver of 120-day Rule](#)

[Exhibit B: Notice of Decision including Amended & Adopted DRB Staff Report, Applicant’s Acknowledgement Accepting Conditions of Approval, and Exhibits \(A3, B6-B7, D10-D25, D28-D29\)](#)

[Exhibit C: Full Transcript of October 25, 2021 DRB Hearing](#)

[Exhibit D: DRB Packet, October 25, 2021 Hearing, including Staff Report and Exhibits \(A4, D26-D27\)](#)

[Exhibit E: Full Transcript, September 27, 2021 DRB Hearing](#)

[Exhibit F: DRB Packet, September 27, 2021 Hearing, including Staff Report and Exhibits B1, B4-B5, C1, D1-D9\)](#)

[Exhibit G: Exhibit A2, DRB Staff Report, September 27, 2021 Hearing, Staff's Presentation Slides](#)

[Exhibit H: Exhibit B2, DRB Staff Report, September 27, 2021 Hearing, Applicant Submittal Materials](#)

[Exhibit I: Exhibit B3-I, DRB Staff Report, September 27, 2021 Hearing, Applicant Submittal Materials](#)

[Exhibit J: Exhibit B3-II, DRB Staff Report, September 27, 2021 Hearing, Applicant Submittal Materials](#)

[Exhibit K: Exhibit B3-III, DRB Staff Report, September 27, 2021 Hearing, Applicant Submittal Materials](#)

[Exhibit L: Appeal of the Decision](#)

[Exhibit M: Public Hearing Notice](#)

[Attachment 2 - Reference Table for Findings and Standards in City Council Staff Report](#)

Links:

[Exhibit A: Applicant’s Waiver of 120-day Rule](#)

[Exhibit B: Notice of Decision including Amended & Adopted DRB Staff Report, Applicant’s Acknowledgement Accepting Conditions of Approval, and Exhibits \(A3, B6-B7, D10-D25, D28-D29\)](#)

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[Exhibit L: Appeal of the Decision](#)

[Exhibit M: Public Hearing Notice](#)

### From The Director's Office

I have two exciting Department updates to share!

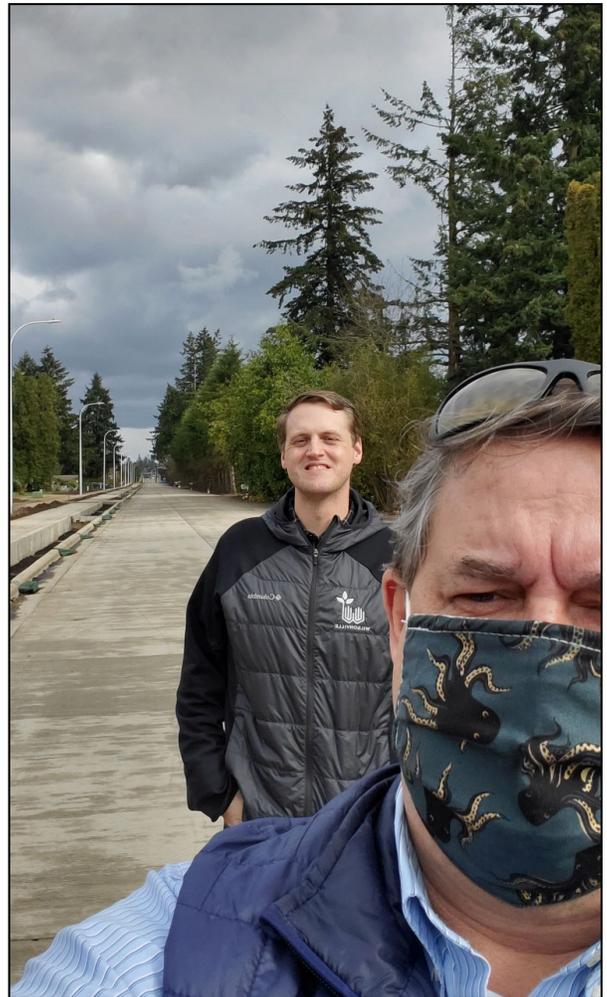
First, Zachary Weigel was recently promoted to the leadership position of City Engineer in the Community Development Department. Zach has over 20 years of municipal engineering experience in four different Oregon cities, the past eight years being with Wilsonville. Zach's complete knowledge of the Wilsonville system, coupled with an incredible customer service ethos and a vision for the future separated him from a very competitive field of applicants. Zach is committed to our work in the spirit of excellence, continuing the long-standing accomplishments of the Division in providing reliable, quality infrastructure to the Wilsonville community. I am very pleased that Zach has accepted this assignment and look forward to building the Engineering team back up to full strength under his leadership. Please join me in congratulating Zachary in his new assignment.

Second, Planning recently shared some exciting news. Planning Manager Daniel Pauly has yet again successfully obtained funds for important housing work in Wilsonville, obtaining two grants from the Department of Land Conservation and Development (DLCD) that add up to \$162,000! These precious funds leverage other funds and will help the Planning Division to further assess affordable housing and homeownership opportunities for Frog Pond East & South, to analyze impact-based or variable rate system development charges (SDCs) that may be more equitable to different housing types/sizes, and to conduct infrastructure analysis which should help us best plan for middle housing in growth areas and inform updates to State rulemaking.

I am proud of these Division accomplishments and look forward to the future!

Respectfully submitted,

Chris Neamtzu, AICP  
Community Development Director



## Building Division

### 2021 Oregon Residential Code Adoption

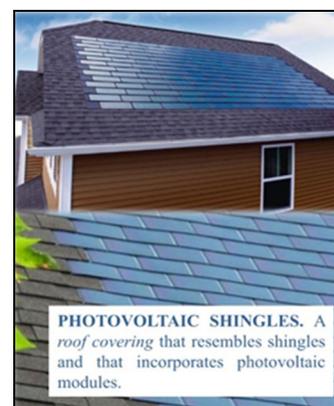
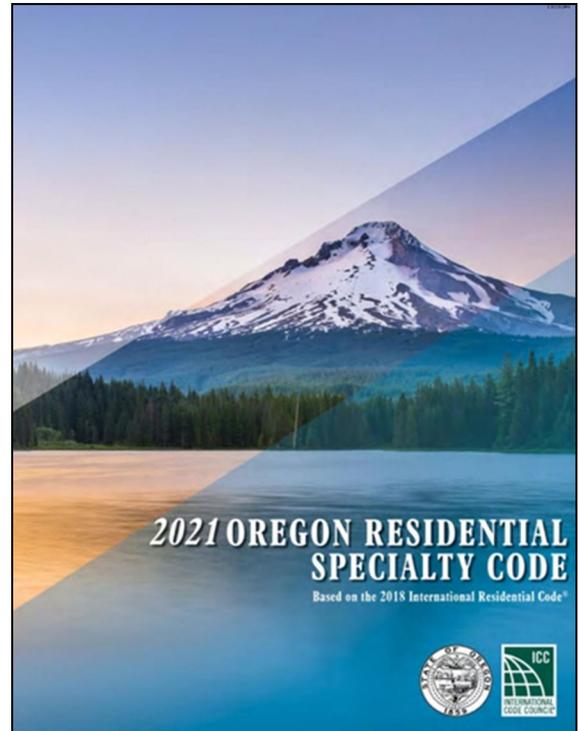
The State Building Codes Division (BCD) is responsible for adopting consistent construction standards for mandatory use in Oregon. The recently adopted 2021 Oregon Residential Specialty Code provides a number of significant changes, a majority of which increase energy conservation. Starting October 1, the following are some of the highlights that will be seen in all new homes:

- Requirement for a continuous air barrier
- Requirement for a whole house ventilation system
- Air duct sealing
- Air ducts located within the building envelope (heated space)
- Standards for solar (photovoltaic) shingles and roof panels
- New seismic zone mapping tool
- New wind hazard location tool
- Revised snow load tool
- Clarifications for constructing common walls in townhouses
- Reroofing clarification
- Prewiring for electric vehicle ready and solar ready

The state BCD has provided an 86-page document and six page summary matrix which further highlights and explains the changes at the following link:

<https://www.oregon.gov/bcd/codes-stand/Documents/2021orsc-significant-changes.pdf>

The state has conducted extensive outreach to builders, designers and other interested parties. Building staff have all attended the required code change training have been reaching out to those who will be impacted. While these changes are significant, particularly on the energy front, they do drive our state to have all new residential construction at Zero Energy Ready Home Equivalency by 2023 which is a mandate from Governor Brown's Executive Order 17-20.



## Engineering Division, Capital Projects

### **5th Street/Kinsman Road Extension (1139/2099/4196)**

This project involves the design and construction of the extension of 5th Street and Kinsman Road between Boones Ferry Road and Wilsonville Road, including water, sewer, storm, franchise utility extension, and the installation of a portion of the Ice Age Tonquin Trail. Utility casing installation beneath the railroad track continues. Sewer, storm, and water utility installation continues. Construction of the Tonquin Trail boardwalk and 5th Street Bridge over Coffee Creek is underway. Construction will continue through January 2023.

### **95th Avenue Storm Pipe Repairs (7062)**

This project replaces collapsed and crushed portions of existing storm pipeline on 95th Avenue. The goal of this project is to replace these sections of pipes prior to work being performed by Willamette Water Supply Program for the construction of PLM\_1.3 which is scheduled for the middle of 2022. Bidding and construction of this project is currently scheduled for early spring 2022.

### **Boberg Diversion Structure Replacement (2100)**

This project replaces the outdated Boberg Road wastewater diversion structure to improve wastewater collection system functionality and ensures available capacity for upstream development in the Coffee Creek and Basalt Creek areas into the future. Due to contractor delay issues, construction is being postponed to early spring 2022 when weather is better suited for sanitary sewer bypass pumping and permanent asphalt repair work.

### **Boeckman Road Corridor Project (4212/4206/4205/2102/7065)**

This project (shown right) involves the design and construction of the Boeckman Dip Bridge, Boeckman Road Improvements (Canyon Creek Road to Stafford Road), Canyon Creek Traffic Signal, and Boeckman Road Sanitary Sewer projects. The owner's representative contract was awarded at the November 1 City Council meeting. Preliminary hydraulic analysis work for Boeckman Creek continues and is to be completed by the end of the year.



### **Crosswalk Enhancement Assessment (4717)**

This project originally consisted of the study of nine existing or proposed crosswalk locations throughout the City and will recommend new safety measures or enhancements for each crossing. In the beginning of September, nine additional crossing locations within the Charbonneau District were added to the contract. Because of these added crossing locations, Kittelson & Associates will be performing assessment activities through the end of November 2021.

### **I-5 Pedestrian Bridge (4202)**

This project involves the design and preparation of construction documents for a pedestrian and bicycle bridge over Interstate 5 from Town Center Loop West to Boones Ferry/Barber Street. The design team is continuing to prepare 90% design documents and are incorporating comments received from staff, Planning Commission, and City Council. Additional wall design alternatives for the gateway plaza wall will be presented to Planning Commission and City Council for feedback in November.

## Engineering Division, Capital Projects

### **Memorial Park Pump Station (2065)**

This project involves replacing and relocating the wastewater pump station in Memorial Park. The contract was awarded to McClure and Sons. Construction began in July 2020 and is anticipated to be completed in November 2021.

### **Old Farm Road Phase I (1500/2500/4500/7500)**

This project includes paving, storm sewer, sanitary sewer, and water line improvements to Old Farm Road, Arbor Glen Loop, and Arbor Glen Court in the Charbonneau development. The contract was awarded to Braun Construction in April. Construction began in June and is anticipated to be completed by December 2021.

### **Priority 1B Water Distribution Improvements (1148)**

This project constructs water distribution piping improvements to correct fire flow deficiencies identified in the Water Distribution System Master Plan. Fiscal year 2021-2022 improvements include 8-inch pipeline upgrades on Jackson Way and Evergreen Avenue and an 8-inch loop connection north of Seely Avenue. August and September work consisted of professional surveyors collecting required topographic and underground utility data needed for design. Design work will occur internally within the Engineering Division over the winter time with bidding and construction happening in early spring 2022.

### **Raw Water Facility Improvements**

This project is a capital improvement project under management of the Willamette Water Supply Commission and Tualatin Valley Water District. Improvements include seismic upgrades to the existing intake facility and river embankment and installation of a 66-inch raw water pipe and 8-inch domestic City water pipe. The contractor is currently backfilling the launch shaft. The 8" waterline is in and ready for testing and chlorination.

### **Rivergreen & Corral Creek Lift Stations (2105)**

This project involves upgrading the Rivergreen and Corral Creek wastewater lift stations. The design contract was awarded to Murraysmith. Design will be completed by December 2021, with construction anticipated for completion in 2022.

### **Street Maintenance Project 2021 (4014/4118/4725)**

This project involves the rehabilitation of the asphalt driving surface on Town Center Loop and Park Place and includes ADA improvements to pedestrian curb ramps and pedestrian signals, new vehicle signal detection at signalized intersections and bike safety improvements along Town Center Loop. Paving and striping (pictured right) are complete with some traffic signal work finishing up in early November.



## Engineering Division, Capital Projects

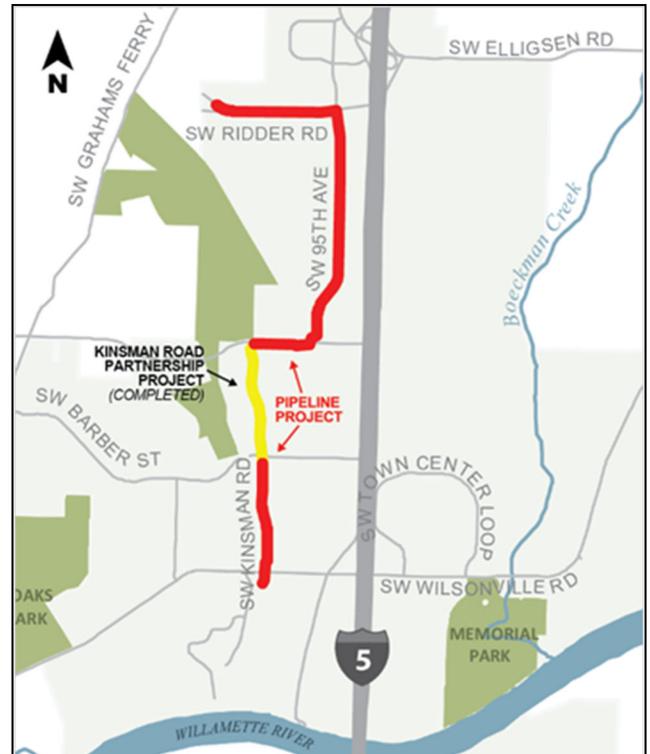
### WTP Expansion to 20 MGD (1144)

This project will expand the Water Treatment Plant (WTP) capacity to 20 MGD and incorporate related WTP capital improvements. A Construction Manager/ General Contractor (CMGC) alternative contracting method was approved by City Council. An engineering contract was awarded to Stantec in July 2020. The CMGC contract was awarded to Kiewit in August 2021. City Council approved an early work package for ozone generator replacement in October 2021. Final design will be completed in coordination with the CMGC by January 2022, followed by construction through 2022-2023.

### WWSP Coordination (1127)

Ongoing coordination efforts continue with the Willamette Water Supply Program (WWSP). Here are the updates on major elements within Wilsonville:

- **Phase 1, Wilsonville Road (PLM 1.1)** Arrowhead Creek Lane to Wilsonville Road—**COMPLETE**
- **Phase 2, Garden Acres Road to 124th (PLM 1.2)** Ridder Road to Day Road—**COMPLETE**
- **Phase 3, Wilsonville Road to Garden Acres Road (PLM 1.3)** The WWSP is coordinating with the City of Wilsonville to construct 12,200 feet of a 66-inch water pipeline from just south of the Wilsonville Road and Kinsman Road intersection to Garden Acres Road. It will connect the remaining portion of the pipeline through Wilsonville and it follows Kinsman Road, Boeckman Road, 95th Avenue, and Ridder Road.
  - Construction of the PLM\_1.3 pipeline is anticipated to begin in February 2022, with completion in 2024.
  - 90% design plans are expected to be submitted to the City for review in November 2021.



### WWTP Master Plan (2104)

This project will evaluate capacity of Wastewater Treatment Plant (WWTP) processes to accommodate projected growth and regulatory changes. A prioritized capital improvement plan and budget will be developed. The engineering contract was awarded in May 2020 and the project is anticipated to be completed by spring of 2022.

## Engineering Division, Private Development

### **Canyon Creek South Phase 3**

This is a five lot subdivision on Canyon Creek Road South. The project is currently under review.

### **Charbonneau Activity Center**

Construction continues on the building. Utility connections have been made. Stormwater facilities are waiting for soil and plants.

### **Coffee Creek Logistics Center (Panattoni Warehouse)**

This project is located on the southwest corner of Clutter Road and Garden Acres Road. The pre-construction meeting occurred on May 24.

### **Costco ADA Improvements**

Project will include erosion control inspections.

### **Fir Avenue Commons**

This is a ten-unit condominium development in Old Town. The project punch list is complete and this project is moving to the two year maintenance period.

### **Frog Pond Ridge**

This is a 69-lot subdivision north of Frog Pond Meadows. The contractor is installing the sanitary main in Phase 1.

### **Magnolia 6-Plex**

A small development in Old Town that will require sanitary, storm, and water facilities. The contractor is removing trees and clearing debris.

### **Northstar Contractor Establishment—Clay Street**

This project is located in Washington County and onsite improvements are subject under the Washington County permit. The street improvements are under the City of Wilsonville permit. The contractor is working on final items before a final walk-through for punch list items.

### **Parkway Woods**

This project involves a parking lot update and building modifications at the Xerox campus (formerly Tektronix). A series of stormwater planters will be included to bring the parking lot up to today's standards. The contractor has started on the southeast corner of the project.

### **SSI Shredding**

Site plans were submitted for two additional buildings on the existing site, along with sidewalk, sanitary, and water additions. The permit has been issued and work began the week of May 24.

### **Villebois Clermont**

Grading and demolition have begun for Clermont, a 87-lot subdivision in Villebois.

### **Wilsonville High School Auditorium**

The school district will be adding a new water line, sanitary force main, and storm facilities. The project is currently under review.

### **Wood Middle School**

Additions to Wood Middle School will require a new stormwater facility. Building modifications are nearing completion; the stormwater facility has not been started yet.

## Engineering Division, Natural Resources

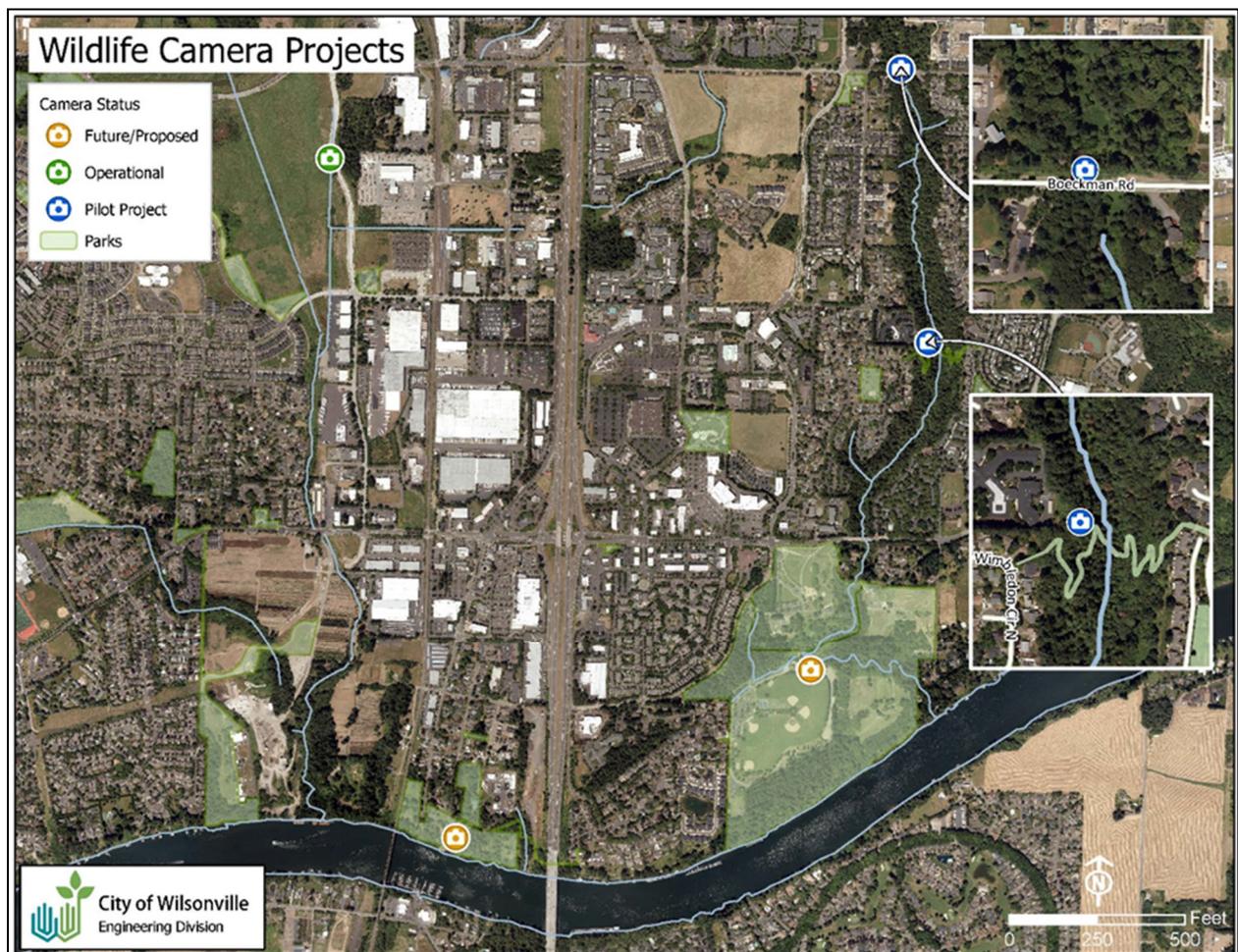
### Community Science Program—Wildlife Monitoring Pilot Project

Over the last fifteen years, the City has extensively monitored the movement of wildlife through passages associated with Boeckman Road and Kinsman Road. Staff work with a consultant, Samara Group, to gather the images and identify the wildlife species utilizing the passages.

In September, staff and the Samara Group launched a pilot project for monitoring wildlife in the Boeckman Creek corridor. As part of the pilot project, cameras have been established above and below Boeckman Road. The goals of the pilot project include:

- Review, organize and enter photos into a database
- Create a site on the Zooniverse platform, which is a community science web portal that allows volunteers to participate in scientific research
- Engage community scientists in the identification of wildlife

Ultimately, other sites will be added to the project to form a network of wildlife cameras within the community. The Wilsonville-Metro Community Enhancement Program is a potential source of future funding.



## Planning Division, Current

### Administrative Land Use Decisions Issued

- Replacement bathroom structure near playground/tennis courts in Memorial Park
- Costco ADA parking improvements and revisions
- 3 Zoning Verification Letters
- 1 Class I sign permits
- 16 Type A Tree Permits
- 7 Type B Tree Permits
- 10 Residential building permit land use reviews
- Other building permits

### Construction Permit Review, Development Inspections, and Project Management

In October, Planning staff worked with developers and contractors to ensure construction of the following projects are consistent with Development Review Board and City Council approvals:

- Clermont Subdivision (Villebois Phase 5 North)
- Magnolia 6-Plex in Old Town
- New Charbonneau Activity Center
- Panattoni Development Company warehouse
- Parkway Woods Business Park remodel/site revisions
- Residential subdivisions in Frog Pond West

### Development Review Board (DRB)

During their regular meeting on October 11, DRB Panel A held a public hearing and approved with conditions the development of the new City of Wilsonville Public Works Complex. The complex will include an office building, warehouse, and ancillary uses.

During their regular meeting on October 25 DRB Panel B continued their consideration of the Villebois Village Mixed Use Project. Following taking additional testimony the Board approved the request with conditions. The Board also held a public hearing and approved with conditions revisions to the Oregon Department of Administrative Services building at 95th Avenue and Freeman Drive. The approval includes granting of a waiver to allow a third flag pole and a waiver to allow a parking reduction based on same employees using both office and lab space.

### DRB Projects Under Review

During October, Planning staff actively worked on the following major projects in preparation for potential public hearings before the Development Review Board:

- Approval of vehicle storage area at Mercedes-Benz of Wilsonville
- Three additional subdivision in Frog Pond
- Land division and zone change for Frog Pond Church
- Modifications to industrial building at 95th Avenue and Hillman Court for Oregon Department of Administrative Services
- Public Works Complex on Boberg Road
- Temporary Use Permit for Model Home Complex—Clermont at Villebois
- Villebois Village Center development around Piazza Villebois

## Planning Division, Current

### Ice Storm Tree Damage and Response

During October, the Planning team continued work related to the City's response to extensive tree damage from the February 2021 ice storm. In particular, Assistant Planner Georgia McAlister continued to intake and review tree removal permits and answer questions, and coordinate pre-planting stump grinding assistance using funds from a Metro community enhancement grant, and support a tree planting event on October 23.

## Planning Division, Long Range

### Frog Pond East and South Master Plan

October continued the public kick-off of the project with one additional community meeting work session with Planning Commission and City Council. During October, the consultant team also continued work on an affordable housing needs analysis and outreach planning and coordination.



## FROG POND EAST & SOUTH MASTER PLAN

### Middle Housing in Wilsonville Project (House Bill 2001 Implementation)

The year plus long Middle Housing in Wilsonville in Wilsonville Project concluded in October with City Council's adoption of Ordinance No. 851 along with Resolution No. 2928. The adopted Ordinance and Resolution updates the Comprehensive Plan, Frog Pond West and Villebois Master Plans, Old Town Neighborhood Plan, and Development Code to remove barriers to development of middle housing.

### Planning Commission

At their regularly scheduled meeting on October 13, the Planning Commission held two work sessions. In the first work session, the Commission learned about and provided feedback on the Urban Forest Management Plan, which is scheduled for a public hearing in November. In the second work session, the Commission held their first work session on the Frog Pond East and South Master Plan project.



*Middle housing on Chestnut Lane in the Frog Pond Neighborhood*

### Transit-Oriented Development at the Wilsonville Transit Center

The Equitable Housing Strategic Plan identifies exploration of Transit-Oriented Development (TOD) at the Wilsonville Transit Center as a near-term implementation action. During October, the project team began to develop site design alternatives that illustrate options for development on this site based on prior Council feedback. The project team also conducted interviews with local affordable housing providers to gather feedback on the site and options for development. These alternatives will be shared with City Council at a work session in November.

## Planning Division, Long Range

### Vertical Housing Development Zones

The Equitable Housing Strategic Plan identifies creation of tax abatements to create diversity and affordability in the City's housing supply as a near-term implementation action. Additionally, the Town Center Plan identifies exploration of Vertical Housing Development Zones (VHDZ) as a short-term implementation action to encourage mixed-use development. During October, the project team continued research on options for criteria related to the definition and design of eligible non-residential spaces. The project team also began to develop boundary options for where VHDZ could be applied in Town Center. The project team will share options for these criteria, along with Town Center boundary options, at a work session in November.



## WILSONVILLE TOWN CENTER PLAN

### Wilsonville Town Center Plan

#### *Infrastructure Funding Plan and Urban Renewal Analysis*

The Town Center Plan identifies an Infrastructure Funding Plan and Urban Renewal Analysis as two important economic development strategies to support plan implementation. This work will guide the City in determining how infrastructure investments in Town Center will be funded and will assess if urban renewal is a desirable tool to use. During October, the City reviewed quotes from consultants to assist staff in developing this plan and conducting this analysis.

#### *I-5 Pedestrian Bridge*

The Town Center project team continued development of the preferred bridge and plaza designs for the I-5 Pedestrian Bridge and Town Center Gateway Plaza project, which will provide an important connection between Town Center, the Wilsonville Transit Center and neighborhoods west of Interstate 5. During October, the project team continued development of the final 90% design documents for the bridge and gateway plaza. Based on Planning Commission and City Council feedback, the project team explored refined retaining wall options and specialty paving treatments for inclusion in the final 90% design package, which will be finalized later this year.

General project information is available on the project website: <https://www.ci.wilsonville.or.us/engineering/page/i-5-bikeped-bridge-project>.

#### *Streetscape Plan*

During October, City Council granted final approval to the Wilsonville Town Center Streetscape Plan through adoption of Ordinance No. 850. The streetscape plan will establish design guidelines for sidewalks and streets in Town Center, including items such as street furniture, lighting fixtures, landscaping, public art placement and pavement design. The plan will guide a distinct look and feel for Town Center streets.

- **Staffing:** The department has two open positions, the Finance Operations Manager position and an Accounting Technician, and anticipates filling both by year end.
- **Investment Management:** Effective October 2021, the Oregon Short Term Fund (OSTF) managed by the state treasury office, reduced its interest earnings rate from 0.55% to **0.45%**. That's getting down there, however it is still the City's best investment vehicle and we maximize its use. ORS 294.810 sets a cap limit. The current year limitation is at \$52 million maximum investment. For interest earning comparison an 18-month treasuries are averaging around 0.11%, municipal bonds around 0.18%, and AAA rated corporate bonds 0.20%.
- **Debt Management:** The City manages its debt issuance practices in conformance with a City Council-approved Financial Management Policies approved each year as part of the annual budget process. The flip side to investment low interest rates of course is the fact that borrowing costs are very low. The department is working on options for a \$7 million financing arrangement related to the expansion of the water treatment plant. A subsequent debt authorization proposal and resolution will be brought to Council on December 6, 2021. The Finance Department is also working towards gathering information from lending institutions on potential financing options related to the possible construction of a public works complex.
- **Urban Renewal:** The West Side Urban renewal district has approximately \$19.6 million in outstanding bonded debt from five (5) separate bonds. The department is working on paying off two of the bonds early, approximately \$6.8 million, bringing the debt load down to \$12.8 million by December. This district has reached its maximum indebtedness and has only one remaining outstanding Capital Improvement Project (CIP) project to be completed, Brown Road.
- **Utility Billing:** As the migration of Utility Billing from the legacy system to the new Enterprise Resource Planning (ERP) system (MUNIS) progresses, the department is focused on providing resources the City Council and community value most. This includes an enhanced online billing and payment solution. Online functionality is important as greater movement to online processing increases efficiency and is a growing customer expectation. In preparation for "Go Live", tentatively set for May 2022, the department has been reaching out to other municipalities and examining various processing solutions to ensure: secure payments, seamless integration with MUNIS, greater customer engagement, and delivery of the latest technology.
- **ATTACHED Monthly (October) FINANCIALS:** Finance continues to monitor all departments for on-going budget compliance. Q1 Quarterly financials were emailed to Council and Budget Committee members on October 31, 2021.

**City of Wilsonville - Fund Summaries**  
**Reporting Month: Oct FY 2022**

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>110 - General Fund</b>				
Taxes	\$ 12,450,940	\$ 575,923	\$ 11,875,017	5%
Intergovernmental	2,685,330	2,828,343	(143,013)	105%
Licenses and permits	169,850	146,150	23,700	86%
Charges for services	699,990	71,720	628,270	10%
Fines and forfeitures	315,000	37,314	277,686	12%
Investment revenue	91,000	33,010	57,990	36%
Other revenues	16,349,824	16,355,364	(5,540)	100%
Transfers in	4,453,155	1,113,945	3,339,210	25%
<b>TOTAL REVENUES</b>	<b>\$ 37,215,089</b>	<b>\$ 21,161,770</b>	<b>\$ 16,053,319</b>	<b>57%</b>
Personnel services	\$ 10,076,512	\$ 2,456,996	\$ 7,619,516	24%
Materials and services	26,524,377	17,648,465	8,875,912	67%
Capital outlay	20,000	1,472	18,528	7%
Transfers out	2,888,645	279,903	2,608,742	10%
<b>TOTAL EXPENDITURES</b>	<b>\$ 39,509,534</b>	<b>\$ 20,386,836</b>	<b>\$ 19,122,698</b>	<b>52%</b>
<b>610 - Fleet Fund</b>				
Charges for services	\$ 1,489,124	\$ 496,370	\$ 992,754	33%
Investment revenue	7,500	2,310	5,190	31%
<b>TOTAL REVENUES</b>	<b>\$ 1,496,624</b>	<b>\$ 498,680</b>	<b>\$ 997,944</b>	<b>33%</b>
Personnel services	\$ 826,900	\$ 213,855	\$ 613,045	26%
Materials and services	671,135	191,786	479,349	29%
Transfers out	2,400	800	1,600	33%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,543,435</b>	<b>\$ 449,349</b>	<b>\$ 1,094,086</b>	<b>29%</b>
<b>230 - Building Inspection Fund</b>				
Licenses and permits	\$ 1,060,463	\$ 1,394,480	\$ (334,017)	131%
Charges for services	11,700	-	11,700	0%
Investment revenue	12,000	5,567	6,433	46%
Transfers in	41,545	13,848	27,697	33%
<b>TOTAL REVENUES</b>	<b>\$ 1,125,708</b>	<b>\$ 1,413,895</b>	<b>\$ (288,187)</b>	<b>126%</b>
Personnel services	\$ 1,132,650	\$ 236,469	\$ 896,181	21%
Materials and services	176,948	93,276	83,672	53%
Transfers out	405,606	114,318	291,288	28%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,715,204</b>	<b>\$ 444,063</b>	<b>\$ 1,271,141</b>	<b>26%</b>
<b>231 - Community Development Fund</b>				
Intergovernmental	\$ 161,200	\$ -	\$ 161,200	0%
Licenses and permits	593,446	492,949	100,497	83%
Charges for services	745,080	137,226	607,854	18%
Investment revenue	8,500	6,502	1,998	76%
Other revenues	250	-	250	0%
Transfers in	2,383,525	592,396	1,791,129	25%
<b>TOTAL REVENUES</b>	<b>\$ 3,892,001</b>	<b>\$ 1,229,073</b>	<b>\$ 2,662,928</b>	<b>32%</b>
Personnel services	\$ 3,379,050	\$ 703,059	\$ 2,675,991	21%
Materials and services	783,614	186,295	597,319	24%
Transfers out	598,095	196,360	401,735	33%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,760,759</b>	<b>\$ 1,085,714</b>	<b>\$ 3,675,045</b>	<b>23%</b>
<b>240 - Road Operating Fund</b>				
Intergovernmental	\$ 1,995,223	\$ 143,976	\$ 1,851,247	7%
Investment revenue	12,500	5,248	7,252	42%
Other revenues	-	3,443	(3,443)	-
<b>TOTAL REVENUES</b>	<b>\$ 2,007,723</b>	<b>\$ 152,667</b>	<b>\$ 1,855,056</b>	<b>8%</b>
Personnel services	\$ 434,340	\$ 70,657	\$ 363,683	16%
Materials and services	495,930	141,619	354,311	29%
Capital outlay	13,000	-	13,000	0%
Transfers out	809,155	119,735	689,420	15%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,752,425</b>	<b>\$ 332,011</b>	<b>\$ 1,420,414</b>	<b>19%</b>

**City of Wilsonville - Fund Summaries**  
**Reporting Month: Oct FY 2022**

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>241 - Road Maintenance Fund</b>				
Charges for services	\$ 2,150,000	\$ 739,357	\$ 1,410,643	34%
Investment revenue	20,000	6,576	13,424	33%
<b>TOTAL REVENUES</b>	<b>\$ 2,170,000</b>	<b>\$ 745,932</b>	<b>\$ 1,424,068</b>	<b>34%</b>
Transfers out	\$ 2,503,924	\$ 1,482,380	\$ 1,021,544	59%
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,503,924</b>	<b>\$ 1,482,380</b>	<b>\$ 1,021,544</b>	<b>59%</b>
<b>260 - Transit Fund</b>				
Taxes	\$ 5,000,000	\$ 1,553,847	\$ 3,446,153	31%
Intergovernmental	3,964,104	799,597	3,164,507	20%
Charges for services	-	2,717	(2,717)	-
Fines and forfeitures	5,000	13,134	(8,134)	263%
Investment revenue	75,000	12,067	62,933	16%
Other revenues	16,000	-	16,000	0%
<b>TOTAL REVENUES</b>	<b>\$ 9,060,104</b>	<b>\$ 2,381,362</b>	<b>\$ 6,678,742</b>	<b>26%</b>
Personnel services	\$ 4,386,050	\$ 1,032,679	\$ 3,353,371	24%
Materials and services	2,153,188	694,294	1,458,894	32%
Capital outlay	2,012,500	462,091	1,550,409	23%
Transfers out	669,447	195,076	474,371	29%
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,221,185</b>	<b>\$ 2,384,140</b>	<b>\$ 6,837,045</b>	<b>26%</b>
<b>510 - Water Operating Fund</b>				
Charges for services	\$ 9,411,000	\$ 5,321,136	\$ 4,089,864	57%
Investment revenue	150,000	41,516	108,484	28%
Other revenues	12,000	11,401	599	95%
<b>TOTAL REVENUES</b>	<b>\$ 9,573,000</b>	<b>\$ 5,374,053</b>	<b>\$ 4,198,947</b>	<b>56%</b>
Personnel services	\$ 647,150	\$ 131,063	\$ 516,087	20%
Materials and services	4,538,189	1,121,775	3,416,414	25%
Capital outlay	247,400	-	247,400	0%
Transfers out	10,798,267	453,717	10,344,550	4%
<b>TOTAL EXPENDITURES</b>	<b>\$ 16,231,006</b>	<b>\$ 1,706,555</b>	<b>\$ 14,524,451</b>	<b>11%</b>
<b>520 - Sewer Operating Fund</b>				
Charges for services	\$ 8,275,000	\$ 2,759,023	\$ 5,515,977	33%
Investment revenue	160,000	32,755	127,245	20%
Other revenues	30,000	8,006	21,994	27%
Transfers in	600,000	-	600,000	0%
<b>TOTAL REVENUES</b>	<b>\$ 9,065,000</b>	<b>\$ 2,799,784</b>	<b>\$ 6,265,216</b>	<b>31%</b>
Personnel services	\$ 394,580	\$ 53,299	\$ 341,281	14%
Materials and services	3,740,830	940,784	2,800,046	25%
Capital outlay	291,100	-	291,100	0%
Debt service	2,623,500	-	2,623,500	0%
Transfers out	2,907,055	424,161	2,482,894	15%
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,957,065</b>	<b>\$ 1,418,244</b>	<b>\$ 8,538,821</b>	<b>14%</b>
<b>550 - Street Lighting Fund</b>				
Charges for services	\$ 536,650	\$ 183,706	\$ 352,944	34%
Investment revenue	8,500	2,768	5,732	33%
<b>TOTAL REVENUES</b>	<b>\$ 545,150</b>	<b>\$ 186,474</b>	<b>\$ 358,676</b>	<b>34%</b>
Materials and services	\$ 384,030	\$ 68,255	\$ 315,775	18%
Transfers out	1,045,000	-	1,045,000	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,429,030</b>	<b>\$ 68,255</b>	<b>\$ 1,360,775</b>	<b>5%</b>
<b>570 - Stormwater Operating Fund</b>				
Charges for services	\$ 3,440,000	\$ 1,168,815	\$ 2,271,185	34%
Investment revenue	15,000	9,417	5,583	63%
<b>TOTAL REVENUES</b>	<b>\$ 3,455,000</b>	<b>\$ 1,178,232</b>	<b>\$ 2,276,768</b>	<b>34%</b>
Personnel services	\$ 283,420	\$ 63,853	\$ 219,567	23%
Materials and services	788,536	132,943	655,593	17%
Capital outlay	107,000	-	107,000	0%
Debt service	518,000	-	518,000	0%
Transfers out	2,049,216	408,327	1,640,889	20%
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,746,172</b>	<b>\$ 605,123</b>	<b>\$ 3,141,049</b>	<b>16%</b>

**City of Wilsonville - SDC Fund Summaries**  
**Reporting Month: Oct FY 2022**

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>336 - Frog Pond Development</b>				
Licenses and permits-West Hills	\$ 1,820,350	\$ 186,678	\$ 1,633,672	10%
Licenses and permits-Pahlisch	1,237,838	331,230	906,608	27%
Investment revenue	3,000	4,556	(1,556)	152%
<b>TOTAL REVENUES</b>	<b>\$ 3,061,188</b>	<b>\$ 522,464</b>	<b>\$ 2,538,724</b>	<b>17%</b>
Materials and services	\$ 8,320	\$ 8,105	\$ 215	97%
Transfers out	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,320</b>	<b>\$ 8,105</b>	<b>\$ 215</b>	<b>97%</b>
<b>346 - Roads SDC</b>				
System Development Charges	\$ 1,202,131	\$ 598,802	\$ 603,329	50%
Investment revenue	43,500	18,142	25,358	42%
<b>TOTAL REVENUES</b>	<b>\$ 1,245,631</b>	<b>\$ 616,944</b>	<b>\$ 628,687</b>	<b>50%</b>
Materials and services	\$ 41,470	\$ 5,559	\$ 35,911	13%
Transfers out	7,766,745	263,606	7,503,139	3%
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,808,215</b>	<b>\$ 269,165</b>	<b>\$ 7,539,050</b>	<b>3%</b>
<b>396 - Parks SDC</b>				
System Development Charges	\$ 554,418	\$ 147,018	\$ 407,400	27%
Investment revenue	35,000	7,075	27,925	20%
<b>TOTAL REVENUES</b>	<b>\$ 589,418</b>	<b>\$ 154,093</b>	<b>\$ 435,325</b>	<b>26%</b>
Materials and services	\$ 16,890	\$ 1,191	\$ 15,699	7%
Transfers out	1,322,155	168,422	1,153,733	13%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,339,045</b>	<b>\$ 169,613</b>	<b>\$ 1,169,432</b>	<b>13%</b>
<b>516 - Water SDC</b>				
System Development Charges	\$ 873,600	\$ 296,275	\$ 577,325	34%
Investment revenue	37,500	14,942	22,558	40%
Other revenues	7,000,000	-	7,000,000	0%
<b>TOTAL REVENUES</b>	<b>\$ 7,911,100</b>	<b>\$ 311,217</b>	<b>\$ 7,599,883</b>	<b>4%</b>
Materials and services	\$ 25,940	\$ 3,995	\$ 21,945	15%
Debt Service	485,000	-	485,000	0%
Transfers out	9,625,868	146,121	9,479,747	2%
<b>TOTAL EXPENDITURES</b>	<b>\$ 10,136,808</b>	<b>\$ 150,116</b>	<b>\$ 9,986,692</b>	<b>1%</b>
<b>526 - Sewer SDC</b>				
System Development Charges	\$ 506,270	\$ 297,638	\$ 208,632	59%
Investment revenue	50,000	5,637	44,364	11%
<b>TOTAL REVENUES</b>	<b>\$ 556,270</b>	<b>\$ 303,274</b>	<b>\$ 252,996</b>	<b>55%</b>
Materials and services	\$ 22,050	\$ 2,290	\$ 19,760	10%
Transfers out	1,792,521	312,123	1,480,398	17%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,814,571</b>	<b>\$ 314,413</b>	<b>\$ 1,500,158</b>	<b>17%</b>
<b>576 - Stormwater SDC</b>				
System Development Charges	\$ 213,310	\$ 185,680	\$ 27,630	87%
Investment revenue	15,000	5,917	9,083	39%
<b>TOTAL REVENUES</b>	<b>\$ 228,310</b>	<b>\$ 191,596</b>	<b>\$ 36,714</b>	<b>84%</b>
Materials and services	\$ 5,750	\$ 769	\$ 4,981	13%
Transfers out	253,382	36,301	217,081	14%
<b>TOTAL EXPENDITURES</b>	<b>\$ 259,132</b>	<b>\$ 37,070</b>	<b>\$ 222,062</b>	<b>14%</b>

**City of Wilsonville - URA Fund Summaries**  
**Reporting Month: Oct FY 2022**

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>800 - Year 2000 Program Income</b>				
Investment revenue	\$ 6,500	\$ 1,924	\$ 4,576	30%
Other revenues	150,000	18,887	131,113	13%
<b>TOTAL REVENUES</b>	<b>\$ 156,500</b>	<b>\$ 20,811</b>	<b>\$ 135,689</b>	<b>13%</b>
Materials and services	\$ 61,000	\$ 26,855	\$ 34,145	44%
<b>TOTAL EXPENDITURES</b>	<b>\$ 61,000</b>	<b>\$ 26,855</b>	<b>\$ 34,145</b>	<b>44%</b>
<b>805 - Year 2000 Capital Projects</b>				
Investment revenue	\$ 75,000	\$ 30,266	\$ 44,734	40%
Other revenues	9,811,524	9,811,524	-	100%
<b>TOTAL REVENUES</b>	<b>\$ 9,886,524</b>	<b>\$ 9,841,790</b>	<b>\$ 44,734</b>	<b>100%</b>
Materials and services	\$ 673,160	\$ 68,355	\$ 604,805	10%
Capital outlay	9,653,000	913,851	8,739,149	9%
<b>TOTAL EXPENDITURES</b>	<b>\$ 10,326,160</b>	<b>\$ 982,206</b>	<b>\$ 9,343,954</b>	<b>10%</b>
<b>807 - Year 2000 Debt Service</b>				
Taxes	\$ 4,074,200	\$ 9,285	\$ 4,064,915	0%
Investment revenue	40,000	8,394	31,606	21%
<b>TOTAL REVENUES</b>	<b>\$ 4,114,200</b>	<b>\$ 17,679</b>	<b>\$ 4,096,521</b>	<b>0%</b>
Debt service	\$ 10,412,524	\$ 9,811,685	\$ 600,839	94%
<b>TOTAL EXPENDITURES</b>	<b>\$ 10,412,524</b>	<b>\$ 9,811,685</b>	<b>\$ 600,839</b>	<b>94%</b>
<b>810 - Westside Program Income</b>				
Investment revenue	\$ 1,000	\$ 224	\$ 776	22%
<b>TOTAL REVENUES</b>	<b>\$ 1,000</b>	<b>\$ 224</b>	<b>\$ 776</b>	<b>22%</b>
<b>815 - Westside Capital Projects</b>				
Investment revenue	\$ 6,500	\$ 9,125	\$ (2,625)	140%
Other revenues	6,400,000	6,400,000	-	100%
<b>TOTAL REVENUES</b>	<b>\$ 6,406,500</b>	<b>\$ 6,409,125</b>	<b>\$ (2,625)</b>	<b>100%</b>
Materials and services	\$ 368,780	\$ 2,250	\$ 366,530	1%
Capital outlay	470,000	-	470,000	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 838,780</b>	<b>\$ 2,250</b>	<b>\$ 836,530</b>	<b>0%</b>
<b>817 - Westside Debt Service</b>				
Taxes	\$ 5,084,500	\$ 11,631	\$ 5,072,869	0%
Investment revenue	77,500	23,030	54,470	30%
<b>TOTAL REVENUES</b>	<b>\$ 5,162,000</b>	<b>\$ 34,661</b>	<b>\$ 5,127,339</b>	<b>1%</b>
Debt service	\$ 18,809,044	\$ 6,400,105	\$ 12,408,939	34%
<b>TOTAL EXPENDITURES</b>	<b>\$ 18,809,044</b>	<b>\$ 6,400,105</b>	<b>\$ 12,408,939</b>	<b>34%</b>
<b>825 - Coffee Creek Capital Projects</b>				
Investment revenue	\$ 13,500	\$ 838	\$ 12,662	6%
<b>TOTAL REVENUES</b>	<b>\$ 13,500</b>	<b>\$ 838</b>	<b>\$ 12,662</b>	<b>6%</b>
Materials and services	\$ 148,880	\$ 8,259	\$ 140,621	6%
<b>TOTAL EXPENDITURES</b>	<b>\$ 148,880</b>	<b>\$ 8,259</b>	<b>\$ 140,621</b>	<b>6%</b>
<b>827 - Coffee Creek Debt Service</b>				
Taxes	\$ 350,700	\$ 1,075	\$ 349,625	0%
Investment revenue	1,000	54	946	5%
<b>TOTAL REVENUES</b>	<b>\$ 351,700</b>	<b>\$ 1,129</b>	<b>\$ 350,571</b>	<b>0%</b>
Debt service	\$ 280,000	\$ 121,086	\$ 158,914	43%
<b>TOTAL EXPENDITURES</b>	<b>\$ 280,000</b>	<b>\$ 121,086</b>	<b>\$ 158,914</b>	<b>43%</b>

### *From the Director*

Youth services participated in the Kindy Carnival (Oct. 6-9) in conjunction with the West Linn Library. Live storytime at the Stein-Boozier Barn in Memorial Park began October 14 and will run through November 18. A special compost theme on October 14 as part of the compost bucket giveaway. Another special storytime and book giveaway took place on October 21 based on Local artist Benjamin Mefford's recent work: a giant granite pumpkin. Youth services also performed a storytime at the annual Harvest Festival. There was an online teen event on October 8.

Adult online programs saw another Profiles series, "Halloween's Haunted History". There was a program on "How to Write a Novel in 30 Days" in anticipation of November's National Novel Writing Month. In addition, adult services also held Article Club, Book Club, English Class & Conversation Group online.

Working with Parks and Recreation, the Library participated in the compost bucket giveaways to Wilsonville residents on October 14 and October 23.

Staff In-Service Day October 15—the Library held its annual staff in-service day. The morning held safety sessions followed by work plan sessions. The staff also participated in a mock-Caldecott (award for illustrations of children's literature). This exercise allowed for inter departmental discussion and awareness of new children's literature.

The strategic plan is in the final stages and has been presented to the Library Board. Next steps will be to present it at a future city council meeting.

October saw a couple more services added back including notary (by appointment) and test proctoring.

*-Shasta Sasser, Interim Library Director*



# October 2021 Parks & Rec Report



## Directors Report:

The Parks and Recreation team welcomed a new team member this month. Laura Ruggles became our new Program Coordinator on October 25. Laura brings with her a vast knowledge of the inner workings of the City, a commitment to service, and a spirit of collaboration. We are excited to have her!

This month's Harvest Festival was a huge success. We were fortunate to have another beautiful fall day, which no doubt contributed to a record turnout. Highlights included a live band, coffee & donut truck, magician, balloon animals, costume parade, pumpkin give away, and much more. The event was held outside and activities were spread out. The Harvest Festival was very well attended thanks to thoughtful planning and promotion.

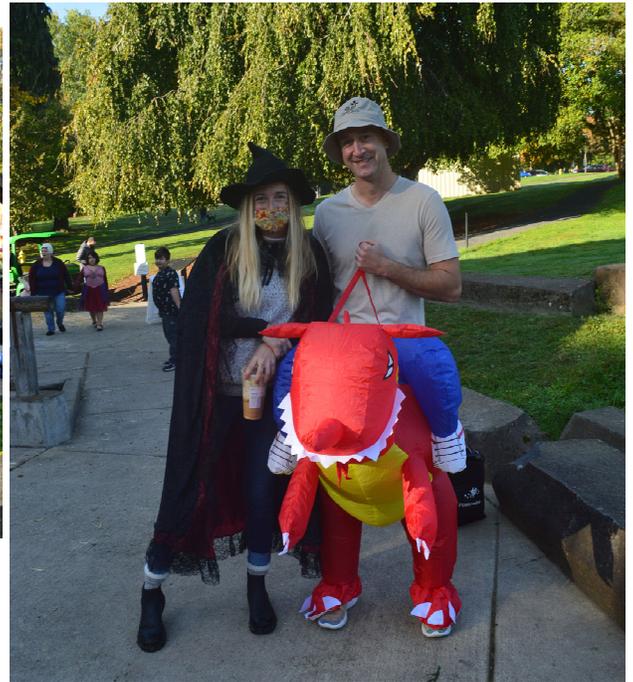
Our boards were busy this month as well with both the Parks and Recreation Advisory Board (PRBA) and the Kitakata Sister City Advisory Board (KSCAB) conducting meetings. The KSCAB established their goals, which they presented to City Council at their October 18 meeting. The PRAB conducted its annual Community Opportunity Grant award meeting on October 14. During this meeting the PRAB awarded \$12,500 in funds to various groups:

- Korean War Memorial Foundation - \$8,000
- Charbonneau Arts Association - \$3,000
- Learn to Skate Day 2022 - \$1500

The Parks team put the finishing touches on the Nature Play area in Memorial Park and hosted an Oregon Recreation and Park Association educational session to showcase the project to fellow park professionals. The event was well attended and well received. The official grand opening for the Nature Play area is scheduled for November 17 at 10am.

-Kris Ammerman





## Recreation Updates:

### Harvest Festival

The annual Harvest Festival was held on Saturday, October 16 and turned out to be a huge success. The weather was a perfect 68 degrees and there wasn't a cloud in the sky! Hushfire band serenaded the crowd with wonderful folk and country music while the smell of sugary donuts wafted through the air from Divine Mini Donuts. Families were dressed up and laughing throughout the park— it was like a scene from a Hallmark movie! A big thank you to Therapeutic Associates of Wilsonville for sponsoring this event!

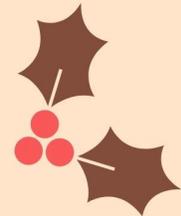
### Pop-Up Storywalk

A new pop-up Storywalk was set up in Memorial Park in late October. The story begins near the River Shelter and ends at the newly built Nature play area. This Storywalk was put together in conjunction with the Wilsonville Library— the story is about one bear's adventure down a wild river. The story perfectly ends near the carved sculptures of both a bear and a canoe! We totally planned that :)

### Upcoming Winterfest Activities:

Planning has begun for this year's Winterfest activities. Although there won't be a large tree lighting event this year, Parks and Rec will still host a variety of holiday activities including the annual toy drive and stockings for seniors, the hunt for the gingerbread family scavenger hunt, a virtual holiday craft, and a letters to Santa station with a mailbox to the North Pole! A holiday lights display, with plenty of opportunities for family photos, will be on in Town Center Park beginning Saturday, November 27. Keep an eye on the event website [WilsonvilleParksandRec.com/Winterfest](http://WilsonvilleParksandRec.com/Winterfest) for up to date details. Also see details on several of the activities in the following few pages....





# The Hunt for the Gingerbread Family

**November 29 - December 19**

It was a cold and blustery winters night when the Gingerbread Family found themselves lost in Wilsonville, Oregon. Mama, Papa, the Twins, Grandma, Grandpa, and Auntie and Uncle Gingerbread were sadly separated from one another. Fortunately, they left a trail of cookie crumbs! Help us bring the Gingerbread Family back together for the Holidays! Clues from the cookie trail will be posted to the Parks and Rec Facebook page, Instagram, and event website on November 29. Find at least 5 of the Gingerbread Family members, take their picture, and show proof of them in person at our Admin Offices, or email them to [behler@ci.wilsonville.or.us](mailto:behler@ci.wilsonville.or.us) (please submit all 5 at once). Those who show proof of at least 5 pictures, will be entered to win a \$100 REI gift card. Three winners will be chosen at random and announced on Monday, December 20. **\*Please do not remove or take gingerbread people when you find them!\***





WILSONVILLE  
OREGON

Nov. 1 - Dec. 8

# HOLIDAY TOY DRIVE

Donate new and unwrapped toys at the  
Parks and Rec Admin Office (29600 SW  
Park Place) Monday through Friday  
8am to 5pm or Wilsonville Orthodontics  
(9475 SW Wilsonville Rd) during regular  
business hours.

All Donations will be given to  
Clackamas County Compassion in Action  
for distribution to those less fortunate  
this Holiday season!

Thank you for your generosity!



**WARM GREETINGS FROM  
THE CITY OF WILSONVILLE**

P.S. Check out [WilsonvilleParksandRec.com/Winterfest](http://WilsonvilleParksandRec.com/Winterfest)  
for more details on our upcoming winter events!



# SENIOR STOCKINGS

Fill a stocking for a Wilsonville  
Senior!



Fill and donate stockings for seniors enrolled in the  
Community Center's Home Delivered Meal Program.



Filled stockings can be donated between  
November 1, 2021 - December 10, 2021  
to the Community Center.



## Community Center Updates:

### Information and Referral Specialist Sadie Wallenberg meets with Rep. Neron

Representative Courtney Neron has been a strong voice for community empowerment, especially in the areas of education, healthcare, and the environment. In an effort to show support for our older adult population, she and the Community Center's Social Worker, Sadie Wallenberg met last week to discuss issues around affordable housing, technology barriers in navigating the healthcare system, and mental health for a population that has been increasingly isolated during the Covid pandemic. Representative Neron relayed that she is working on a bill that would protect seniors living in affordable housing by further subsidizing their rent in the face of steep rental increases, and penalizing predatory practices by housing developers. Additionally, discussions were had about the difficulty of navigating a healthcare system that increasingly relies on technology to interface with a patient population that may not have the capacity or the will to engage.

Isolation, exacerbated by the Covid pandemic, continues to be detrimental to senior's physical and mental health and quality of life in general. Rep. Neron supported creative solutions to this problem including coordinated care health initiatives and educational and recreational programming. It was clear that Rep. Neron has a deep desire to engage in macro level social work to effect change for the vulnerable populations in her district.

### Community Opportunity Grant Awards Support to Three Community Programs

At the October 14 meeting of the Park & Recreation Board, the first of two award cycles for the 2021-22 budget year was finalized when the board approved grants to three local programs:

Cameron Kastner received \$1,500 to assist with the implementation of a Learn to Skate event in 2022.

Charbonneau Arts Association received \$3,000 to assist with improving the artist registration process and the silent auction management at their annual festival.

The Korean War Memorial Foundation of Oregon received \$8,000 to assist with a final fundraising push for the design and construction of a Korean War Memorial Interpretive Center.

### Health and Wellness Programs to return to the Community

#### Center

The cooler wetter weather has brought an end to outdoor fitness classes and small group training sessions. Beginning in November, six fitness classes will move indoors with four taking place at the Community Center and two taking place at the Stein Boozier Barn.

Additionally, October marked the return of the Weight Loss Support Group led by Personal Trainer, Brad Moore. The group meets each Monday at the Community Center beginning as 12:30pm and provides guidance, coaching and support to those who are different stages of their weight loss and wellness journey.



## Board Highlights

**Korean War Memorial Foundation of Oregon:** The Board has reached its current fundraising goal for the Oregon Korean War Memorial Interpretive Center. In November, members of the KWMFO Interpretive Center Committee will meet with design/build contractor Formations to review 90% plans. Based on that meeting, future fundraising efforts may be needed.

**Parks and Rec Advisory Board:** At the October 14 meeting of the Park & Recreation Board, the first of two award cycles for the 2021-22 budget year was finalized when the board approved grants to three local programs: Cameron Kastner received \$1,500 to assist with the implementation of a Learn to Skate event in 2022; Charbonneau Arts Association received \$3,000 to assist with improving the artist registration process and the silent auction management at their annual festival; The Korean War Memorial Foundation of Oregon received \$8,000 to assist with a final fundraising push for the design and construction of a Korean War Memorial Interpretive Center.

**Wilsonville Community Seniors Inc. –** The Board has begun the process of recruiting to fill two open positions. Ideas for future fundraising events continue to be discussed.

**Kitakata Sister City Advisory Board:** The Kitakata Sister City Advisory Board met via zoom in October to continue discussions about various community engagement activities and projects including a potential pen pal program between Wilsonville residents and community members of Kitakata, Japan. Several members of the board hosted an activity table at the Harvest Festival where participants created leaf rubbings with activity sheets and crayons. The board also presented to council during the October 18 council meeting to give council an update on board goals.



## Parks Team

### Nature Play Open

The 12,000 square foot, one of a kind nature play area in Wilsonville is now open. The project was completed in house and will have a Grand Opening Event on November 17. On October 21 the Parks team hosted an Oregon Park and Recreation Conference breakout session. 20+ peers from the region attended the session where the team spoke to the design, budget and construction of the Nature Play Area.



**Outpost Cabin**

**ORPA Session**

### Murase Slides Repaired

In August a playground safety inspection identified two damaged slides and Murase Plaza playground. The team worked quickly to remove the damaged slides and order replacements. Those slides were delivered in October and promptly install by the parks team. The routine inspection and quick replacement of playground components are key elements in playground safety.



**Prepping For Replacement**

**Newly Replaced Slide**



# City of Wilsonville Police

October 2021

On October 17, a pedestrian was struck by a newer red sedan vehicle, being driven by a blond-haired male. The victim, an adult male, had been in a crosswalk along SW Wilsonville Rd, walking westbound, at the intersection where northbound I-5 traffic exits from the highway into Wilsonville.

The victim was taken to an area hospital with superficial injuries

The driver of the red sedan failed to stop at the scene or attempt contact with police.

If you have information regarding this incident, please contact the Clackamas County Sheriff's Office tip line at 503-723-4949. Refer to case number 21-022415.

Here's an excellent link to Oregon crosswalk laws:

[OregonCrosswalkLawsENG.pdf](#)



Halloween came and went in Wilsonville without much fuss this year, for which we were thankful.



**Wilsonville Police Department**

## MISSING / ENDANGERED JUVENILE



**ERANDY GUTIERREZ 16**

- HISPANIC FEMALE
- PINK HAIR / EYES
- LAST SEEN 10/22/2021, WILSONVILLE, OR

**LOCATED**

**If located call or text 911**

Erandy Gutierrez, 16, was reported missing from her Wilsonville home by family on October 22. She was thought to be in the company of Amador Grey, 21, of Lake Oswego. On November 1, Erandy was located safe and returned to family.

We are grateful for the public's response in this matter, and the aid received from several surrounding law enforcement agencies.

Wilsonville continues to see a number of thefts from and of vehicles, as well as a number of vehicles stolen elsewhere abandoned within the City's limits.

This type of crime is not unique to Wilsonville, there's been an upturn in the greater Portland area.

We ask that people continue removing articles of value from their cars, locking their doors, setting alarms, and taking protective measures to secure property.

Watch out for one another. We encourage anyone who believes they're witnessing something, to please contact non-emergency at 503-655-8211 or 9-1-1, dependent on the situation, immediately. This gives us our best chance at catching someone involved in criminal activity.

# WILSONVILLE MONTHLY ACTIVITY REPORT October 2021

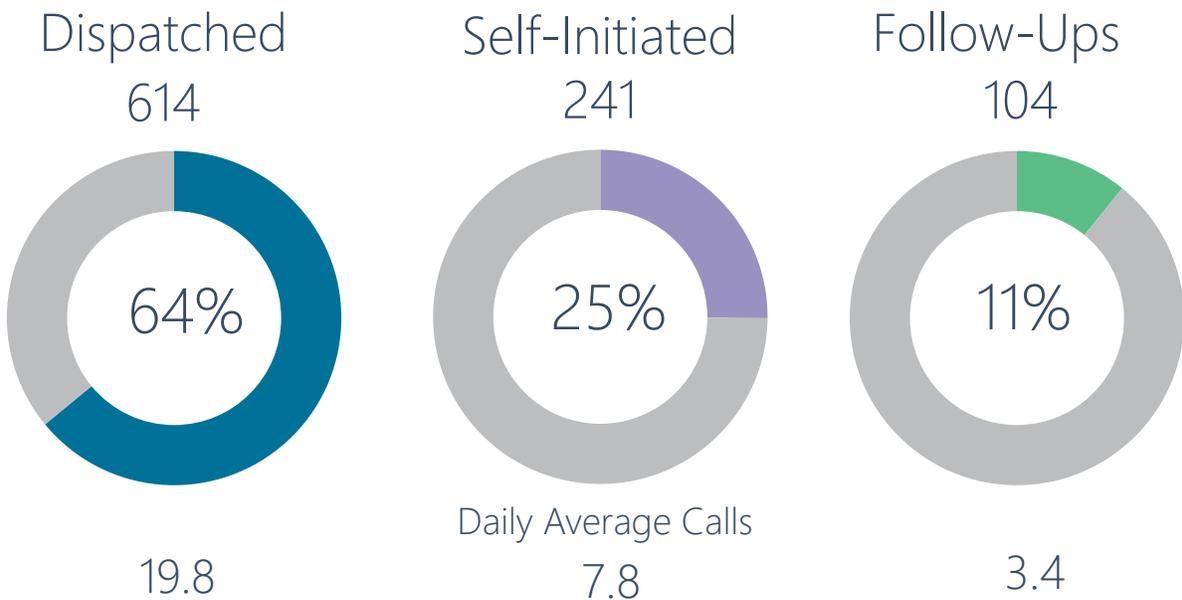
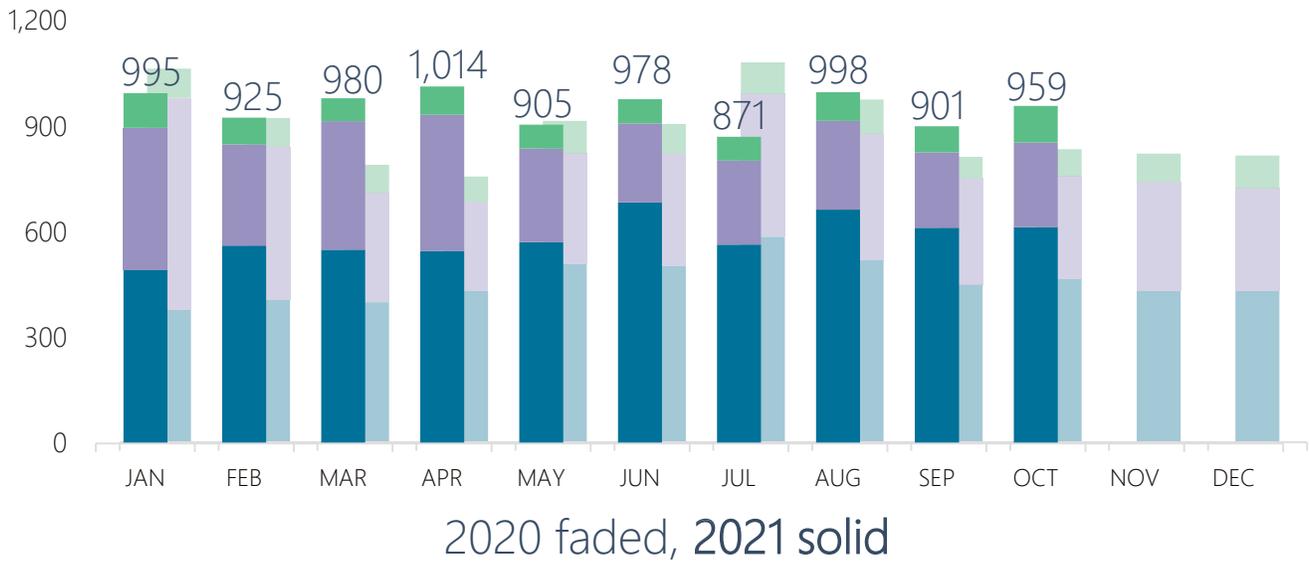


CITY OF WILSONVILLE POLICE DEPARTMENT  
30000 SW Town Center Loop  
Wilsonville, OR 97070

In Partnership with

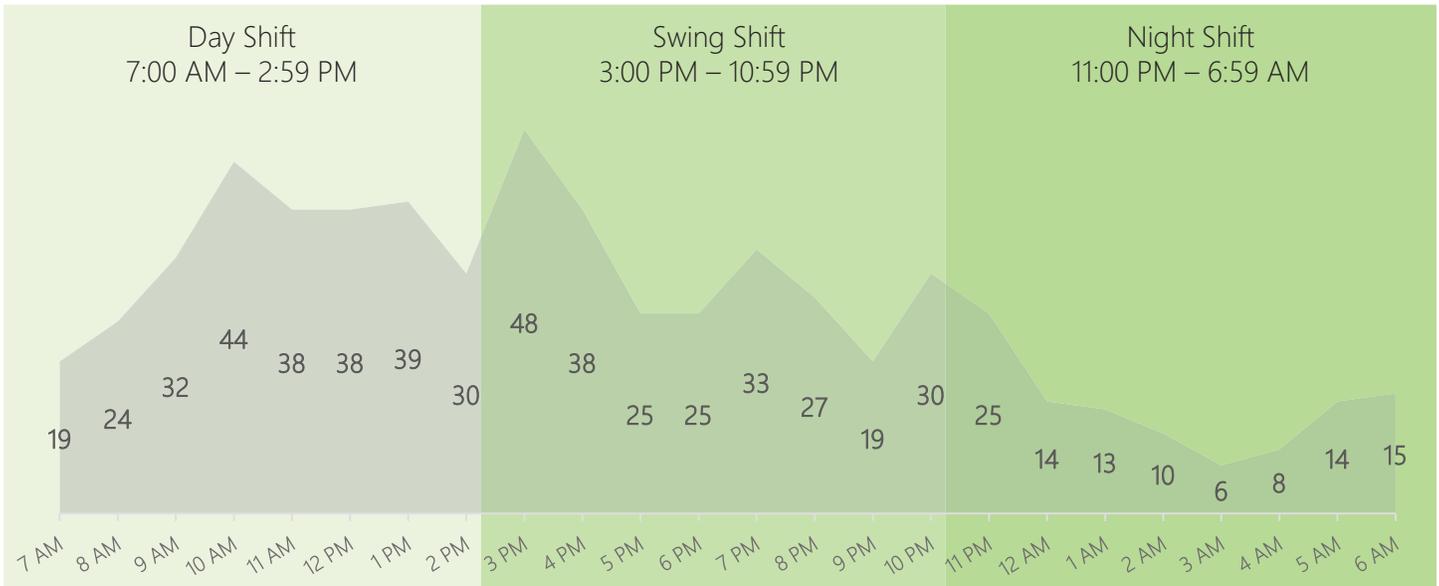


**Clackamas County  
Sheriff's Office**



Median Hold & Response Times for Dispatched Calls		
Duration Type	All Calls	Priority 1 & 2 Calls
Hold Duration (Input to Dispatch)	4:21	2:14
Response Duration (Dispatch to Arrival)	7:11	7:04

**Dispatched** Calls for Service Breakdown by Hour of Day & Shift Time Groupings  
(not actual breakdown of Wilsonville PD shift schedules)



43%

40%

17%

All Calls

614 calls



29%

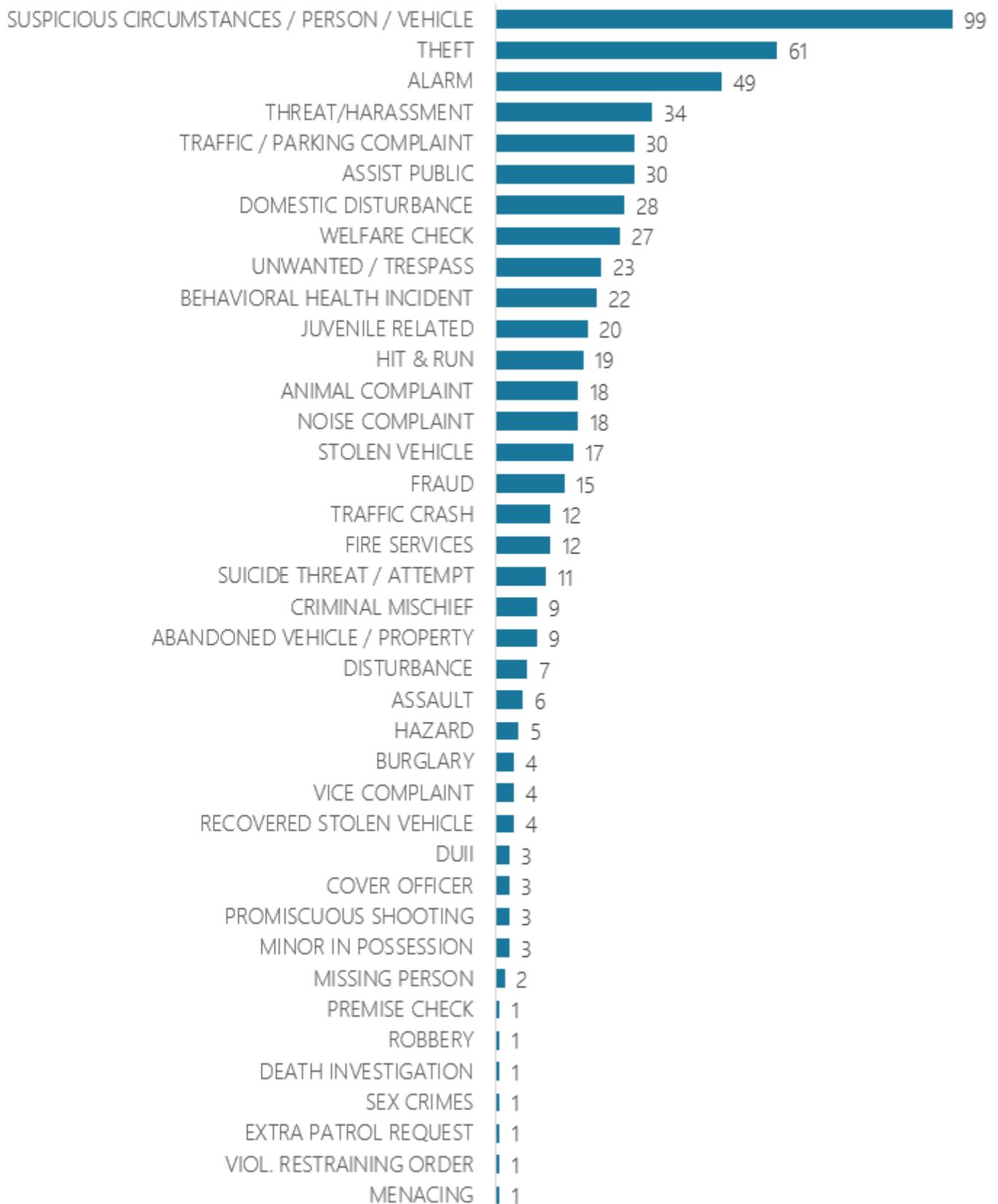
45%

26%

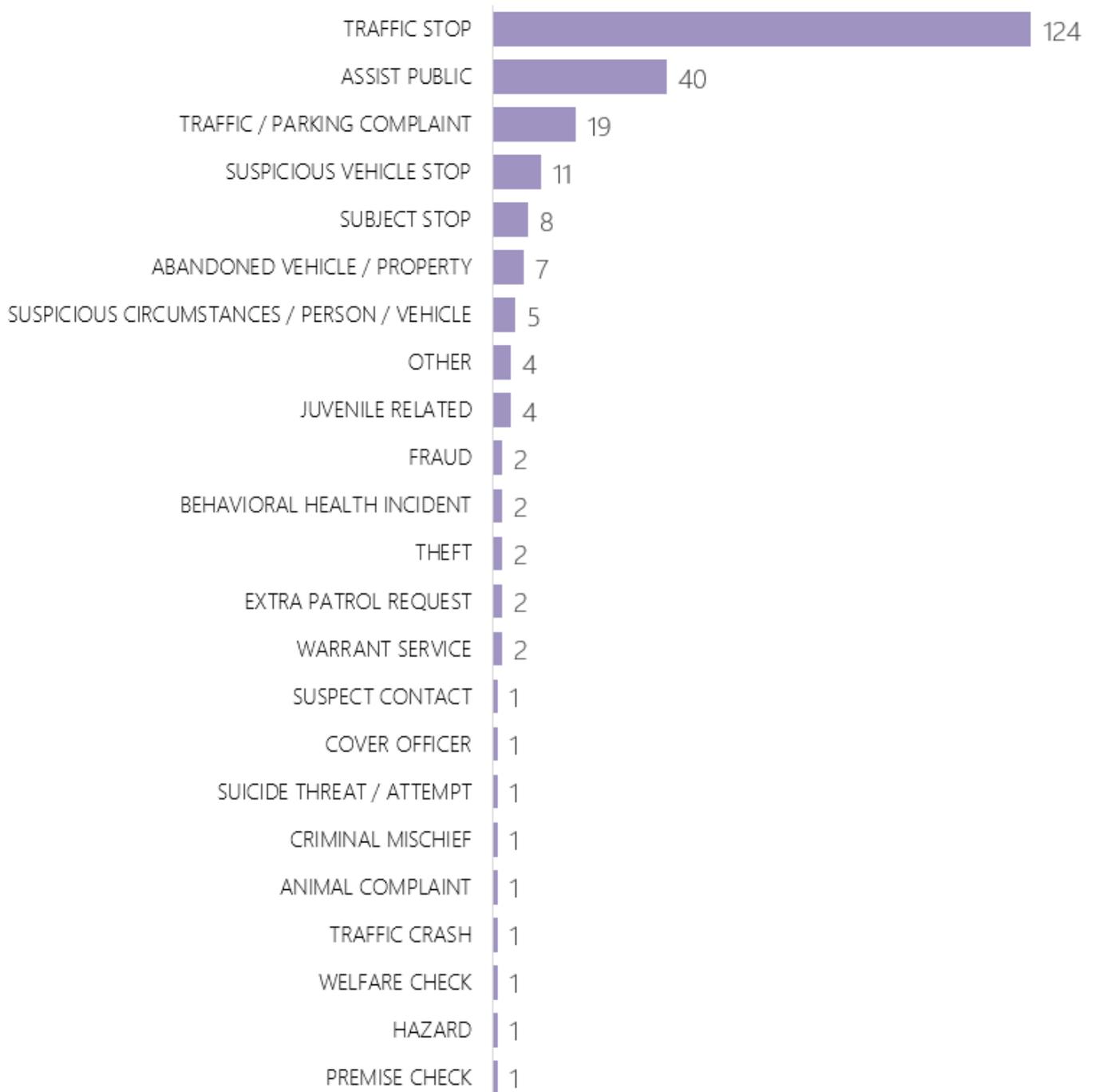
Priority 1 & 2 Calls

111 calls

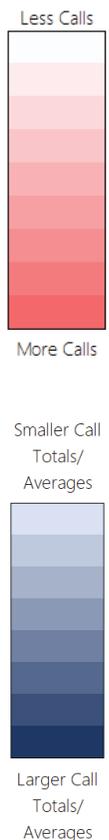
## Dispatched Call Types



## Self-Initiated Call Types



Dispatched Call Types	2020		2021										Rolling Monthly Average
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	
ABANDONED VEHICLE / PROPERTY	10	6	7	7	10	18	16	12	8	9	15	9	10.6
ALARM (2nd)	60	38	48	69	49	49	63	83	54	45	44	49	54.3
ANIMAL COMPLAINT	10	18	13	17	21	17	9	35	24	24	23	18	19.1
ASSAULT	2	2	4	7	3	2	3	13	0	9	4	6	4.6
ASSIST PUBLIC (5th)	30	28	31	34	24	31	41	44	38	41	24	30	33.0
BEHAVIORAL HEALTH INCIDENT	27	26	16	35	37	12	16	23	26	40	39	22	26.6
BURGLARY	3	8	3	1	3	0	7	6	10	7	5	4	4.8
COVER OFFICER	1	1	0	1	2	1	1	1	2	2	1	3	1.3
CRIMINAL MISCHIEF	14	16	7	7	6	12	8	19	13	8	10	9	10.8
DEATH INVESTIGATION	4	3	3	2	3	4	2	6	3	3	1	1	2.9
DISTURBANCE	6	7	7	7	4	10	4	9	4	8	6	7	6.6
DOMESTIC DISTURBANCE	22	25	35	32	33	32	39	29	23	32	23	28	29.4
DUII	12	6	4	6	3	6	7	5	7	4	4	3	5.6
EXTRA PATROL REQUEST	3	0	1	0	1	2	3	2	0	2	0	1	1.3
FIRE SERVICES	9	7	3	10	7	5	4	11	10	6	11	12	7.9
FRAUD	18	25	16	22	23	14	19	18	10	22	15	15	18.1
HAZARD	7	9	4	14	5	8	8	8	5	9	7	5	7.4
HIT & RUN	3	12	19	11	9	10	15	14	15	12	13	19	12.7
JUVENILE RELATED	13	18	10	10	10	14	25	21	12	15	22	20	15.8
LITTERING	0	0	1	0	0	0	1	1	1	0	2	0	0.5
MARINE PATROL	0	0	0	0	0	0	1	2	1	0	0	0	0.3
MARINE RESCUE	0	0	0	0	0	0	0	0	1	0	0	0	0.1
MENACING	0	0	0	1	3	1	2	1	1	1	0	1	0.9
MINOR IN POSSESSION	2	0	0	0	0	1	1	3	1	3	0	3	1.2
MISSING PERSON	3	6	7	1	5	4	4	1	3	2	6	2	3.7
NOISE COMPLAINT	7	3	15	9	6	13	12	10	15	16	8	18	11.0
OTHER	0	2	0	0	1	2	0	1	0	2	1	0	0.8
OVERDOSE	0	1	2	1	4	1	0	1	0	1	0	0	0.9
PREMISE CHECK	0	0	0	1	0	1	0	3	0	1	1	1	0.7
PROMISCUOUS SHOOTING	1	0	1	4	0	0	0	3	0	0	1	3	1.1
PROWLER	0	0	0	0	0	0	1	1	2	0	0	0	0.3
RECOVERED STOLEN VEHICLE	2	1	3	1	0	0	0	3	2	0	3	4	1.6
ROBBERY	0	0	1	0	0	0	0	1	0	0	0	1	0.3
SEX CRIMES	2	4	0	1	1	2	1	2	3	3	2	1	1.8
SHOOTING	0	1	0	0	0	1	0	0	0	0	0	0	0.2
STOLEN VEHICLE	7	7	8	7	7	1	6	11	2	15	13	17	8.4
SUICIDE THREAT / ATTEMPT	13	9	13	6	8	13	18	12	17	8	9	11	11.4
SUSPECT CONTACT	2	0	0	0	0	0	0	1	1	1	1	0	0.5
SUSPICIOUS CIRCUMSTANCES / PERSON / VEHICLE (1st)	70	77	68	74	78	88	91	89	78	78	103	99	82.8
THEFT (3rd)	39	47	46	46	37	46	23	39	38	70	51	61	45.3
THREAT/HARASSMENT	23	20	16	21	20	17	26	18	24	31	19	34	22.4
TRAFFIC / PARKING COMPLAINT	27	18	19	16	30	35	19	31	41	41	37	30	28.7
TRAFFIC CRASH	15	17	9	10	14	15	22	10	14	16	17	12	14.3
UNWANTED / TRESPASS	25	27	23	26	30	17	20	20	22	34	28	23	24.6
VICE COMPLAINT	3	4	0	3	5	7	4	3	3	3	2	4	3.4
VIOL. RESTRAINING ORDER	4	5	1	0	3	3	1	3	2	3	4	1	2.5
WARRANT SERVICE	1	0	1	0	0	1	1	3	1	2	1	0	0.9
WELFARE CHECK (4th)	27	22	28	42	45	31	28	53	28	35	37	27	33.6
<b>Grand Total</b>	<b>527</b>	<b>526</b>	<b>493</b>	<b>562</b>	<b>550</b>	<b>547</b>	<b>572</b>	<b>685</b>	<b>565</b>	<b>664</b>	<b>613</b>	<b>614</b>	<b>576.5</b>



\*Top 5 dispatched call types in last 12 months in red

Self-Initiated Call Types	2020		2021										Rolling Monthly Average
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	
ABANDONED VEHICLE / PROPERTY	9	6	2	5	4	4	5	10	6	10	8	7	6.3
ALARM	0	0	2	0	1	1	1	1	2	0	0	0	0.7
ANIMAL COMPLAINT	2	2	1	3	1	0	1	1	0	2	0	1	1.2
ASSAULT	0	0	1	0	0	0	0	0	0	0	0	0	0.1
ASSIST PUBLIC (3rd)	24	22	21	16	20	27	26	28	26	30	43	40	26.9
BEHAVIORAL HEALTH INCIDENT	1	0	0	2	0	1	0	0	0	1	1	2	0.7
BURGLARY	0	0	1	0	0	0	0	0	0	0	0	0	0.1
COVER OFFICER	0	0	0	0	0	0	0	0	0	0	0	1	0.1
CRIMINAL MISCHIEF	1	0	0	0	0	1	1	0	0	1	1	1	0.5
DISTURBANCE	0	1	0	0	0	0	0	0	0	0	0	0	0.1
DOMESTIC DISTURBANCE	0	1	1	1	0	0	0	1	1	1	0	0	0.5
DUII	0	0	0	0	0	0	0	1	0	0	0	0	0.1
EXTRA PATROL REQUEST	7	0	1	1	1	0	3	2	0	0	4	2	1.8
FIRE SERVICES	1	0	1	0	0	0	0	0	0	0	0	0	0.2
FRAUD	0	0	2	2	2	0	3	0	3	0	3	2	1.4
HAZARD	5	2	4	19	4	2	1	1	1	4	2	1	3.8
HIT & RUN	0	0	0	0	0	0	2	0	1	1	0	0	0.3
JUVENILE RELATED	0	0	1	0	1	0	0	0	0	1	0	4	0.6
K9 REQUEST	0	0	2	1	0	0	0	0	0	0	0	0	0.3
NOISE COMPLAINT	0	0	0	1	0	0	0	0	1	0	0	0	0.2
OTHER	6	2	4	2	12	13	7	2	5	2	6	4	5.4
PREMISE CHECK (4th)	33	51	47	12	13	13	12	8	8	8	2	1	17.3
PURSUIT	0	0	1	0	1	2	2	2	2	1	0	0	0.9
RECOVERED STOLEN VEHICLE	1	3	1	0	1	3	1	0	0	0	1	0	0.9
SEX CRIMES	0	1	0	0	0	0	0	0	0	0	0	0	0.1
STOLEN VEHICLE	0	1	0	0	0	0	1	0	0	0	1	0	0.3
SUBJECT STOP	7	14	20	12	13	10	13	15	13	10	2	8	11.4
SUICIDE THREAT / ATTEMPT	1	0	0	0	0	0	0	0	0	0	0	1	0.2
SUSPECT CONTACT	3	0	3	1	1	2	3	2	1	2	0	1	1.6
SUSPICIOUS CIRCUMSTANCES / PERSON / VEHICLE	6	4	7	5	1	4	4	7	3	3	3	5	4.3
SUSPICIOUS VEHICLE STOP (2nd)	96	83	84	51	75	39	41	48	39	25	20	11	51.0
THEFT	0	1	1	1	0	0	1	1	0	2	2	2	0.9
THREAT/HARASSMENT	0	1	0	0	0	0	0	0	2	0	1	0	0.3
TRAFFIC / PARKING COMPLAINT (5th)	11	6	10	7	18	16	15	8	5	12	13	19	11.7
TRAFFIC CRASH	2	2	0	0	2	1	1	1	2	3	0	1	1.3
TRAFFIC STOP (1st)	155	152	184	143	191	244	120	84	115	130	99	124	145.1
UNWANTED / TRESPASS	1	0	0	0	1	0	1	0	0	0	0	0	0.3
VICE COMPLAINT	0	0	0	0	0	0	0	0	1	0	0	0	0.1
WARRANT SERVICE	1	0	0	0	2	1	0	1	1	2	1	2	0.9
WELFARE CHECK	3	0	1	2	0	2	1	0	0	1	1	1	1.0
<b>Grand Total</b>	<b>376</b>	<b>355</b>	<b>403</b>	<b>287</b>	<b>365</b>	<b>386</b>	<b>266</b>	<b>224</b>	<b>238</b>	<b>252</b>	<b>214</b>	<b>241</b>	<b>300.6</b>



\*Top 5 dispatched call types in last 12 months in red

## Dispatched Call Types

Dispatched	October		% Difference
	2020	2021	
RECOVERED STOLEN VEHICLE	1	4	300%
MINOR IN POSSESSION	1	3	200%
PROMISCUOUS SHOOTING	1	3	200%
STOLEN VEHICLE	6	17	183%
THREAT/HARASSMENT	18	34	89%
UNWANTED / TRESPASS	13	23	77%
HIT & RUN	11	19	73%
ASSAULT	4	6	50%
FRAUD	10	15	50%
NOISE COMPLAINT	12	18	50%
TRAFFIC / PARKING COMPLAINT	21	30	43%
JUVENILE RELATED	16	20	25%
THEFT	49	61	24%
SUICIDE THREAT / ATTEMPT	9	11	22%
FIRE SERVICES	10	12	20%
SUSPICIOUS CIRCUMSTANCES / PERSON / VEHICLE	85	99	16%
BEHAVIORAL HEALTH INCIDENT	20	22	10%
ANIMAL COMPLAINT	18	18	No change
DEATH INVESTIGATION	1	1	No change
EXTRA PATROL REQUEST	1	1	No change
MISSING PERSON	2	2	No change
TRAFFIC CRASH	12	12	No change
ABANDONED VEHICLE / PROPERTY	10	9	-10%
ALARM	55	49	-11%
DISTURBANCE	8	7	-13%
DOMESTIC DISTURBANCE	32	28	-13%
VICE COMPLAINT	5	4	-20%
CRIMINAL MISCHIEF	12	9	-25%
WELFARE CHECK	37	27	-27%
ASSIST PUBLIC	44	30	-32%
DUII	5	3	-40%
HAZARD	10	5	-50%
ROBBERY	2	1	-50%
BURGLARY	10	4	-60%
MENACING	3	1	-67%
SEX CRIMES	4	1	-75%
VIOL. RESTRAINING ORDER	8	1	-88%
PROWLER	2	0	-100%
SUSPECT CONTACT	1	0	-100%
COVER OFFICER	0	3	NC
PREMISE CHECK	0	1	NC
<b>Grand Total</b>	<b>569</b>	<b>614</b>	<b>8%</b>

Increase

Decrease

NC = Not Calculable. A percentage difference is not calculable when the older value equals 0, as the newer value cannot divide into 0.

## Self-Initiated Call Types

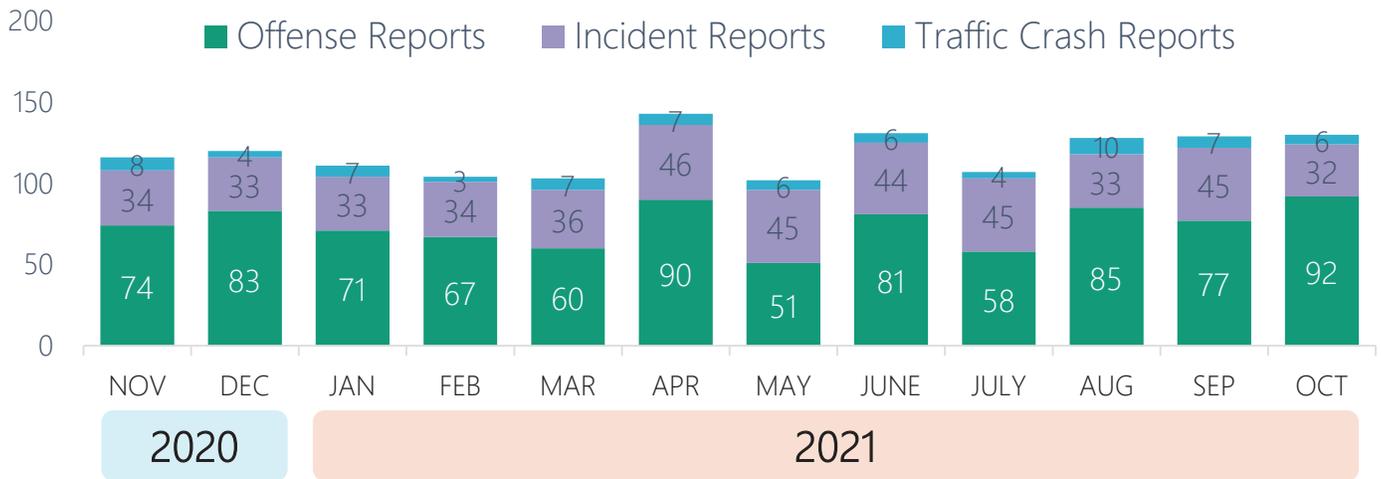
Self-Initiated Call Type	October		% Difference
	2020	2021	
BEHAVIORAL HEALTH INCIDENT	1	2	100%
FRAUD	1	2	100%
OTHER	2	4	100%
THEFT	1	2	100%
WARRANT SERVICE	1	2	100%
ASSIST PUBLIC	21	40	90%
TRAFFIC / PARKING COMPLAINT	10	19	90%
ABANDONED VEHICLE / PROPERTY	5	7	40%
HAZARD	1	1	No change
TRAFFIC CRASH	1	1	No change
WELFARE CHECK	1	1	No change
SUSPICIOUS CIRCUMSTANCES / PERSON / VEHICLE	6	5	-17%
TRAFFIC STOP	154	124	-19%
ANIMAL COMPLAINT	2	1	-50%
SUBJECT STOP	22	8	-64%
SUSPICIOUS VEHICLE STOP	94	11	-88%
PREMISE CHECK	26	1	-96%
ALARM	1	0	-100%
DEATH INVESTIGATION	1	0	-100%
DISTURBANCE	1	0	-100%
MISSING PERSON	1	0	-100%
THREAT/HARASSMENT	1	0	-100%
VIOL. RESTRAINING ORDER	1	0	-100%
COVER OFFICER	0	1	NC
CRIMINAL MISCHIEF	0	1	NC
EXTRA PATROL REQUEST	0	2	NC
JUVENILE RELATED	0	4	NC
SUICIDE THREAT / ATTEMPT	0	1	NC
SUSPECT CONTACT	0	1	NC
<b>Grand Total</b>	<b>355</b>	<b>241</b>	<b>-32%</b>

Increase

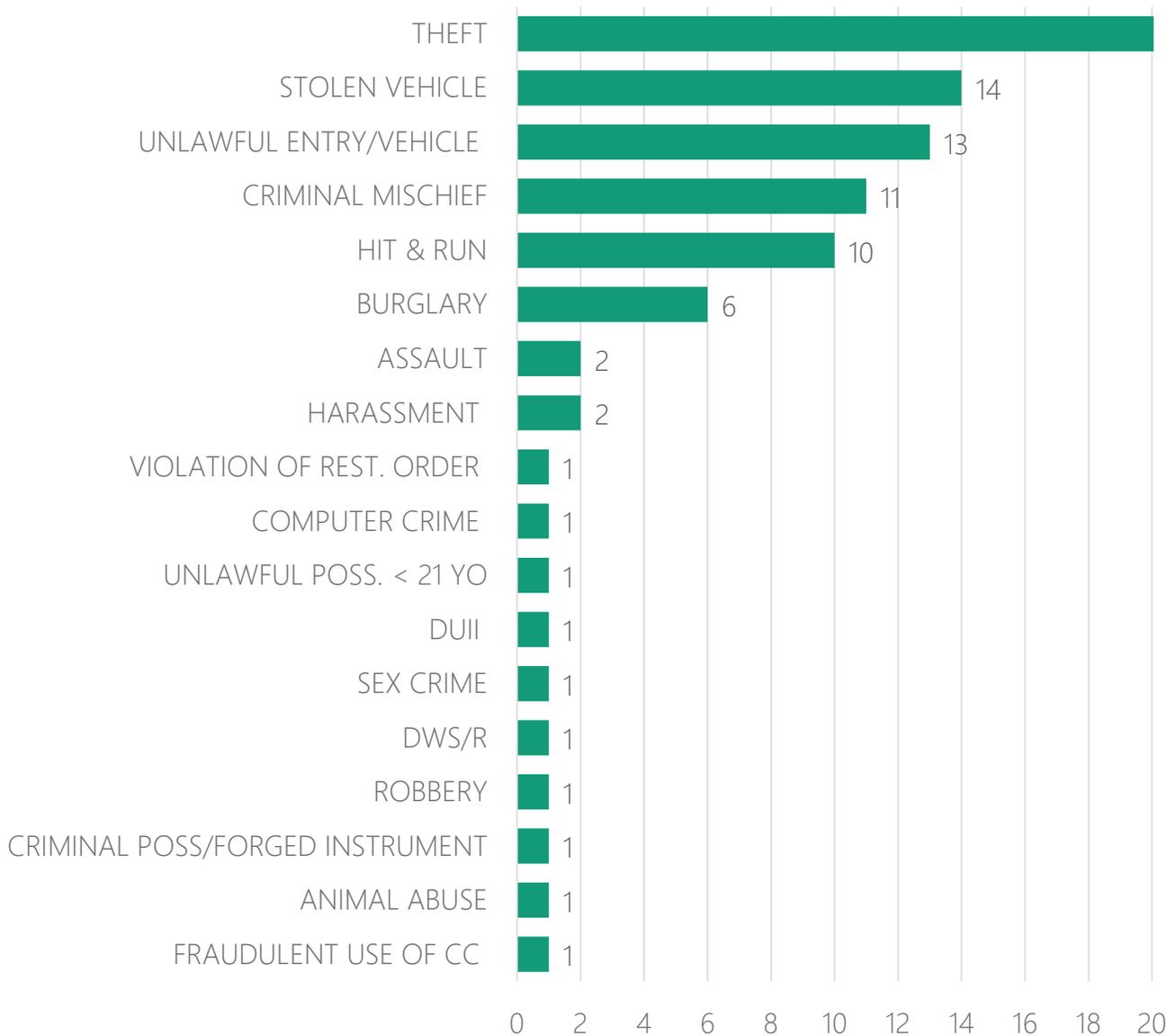
Decrease

NC = Not Calculable. A percentage difference is not calculable when the older value equals 0, as the newer value cannot divide into 0.

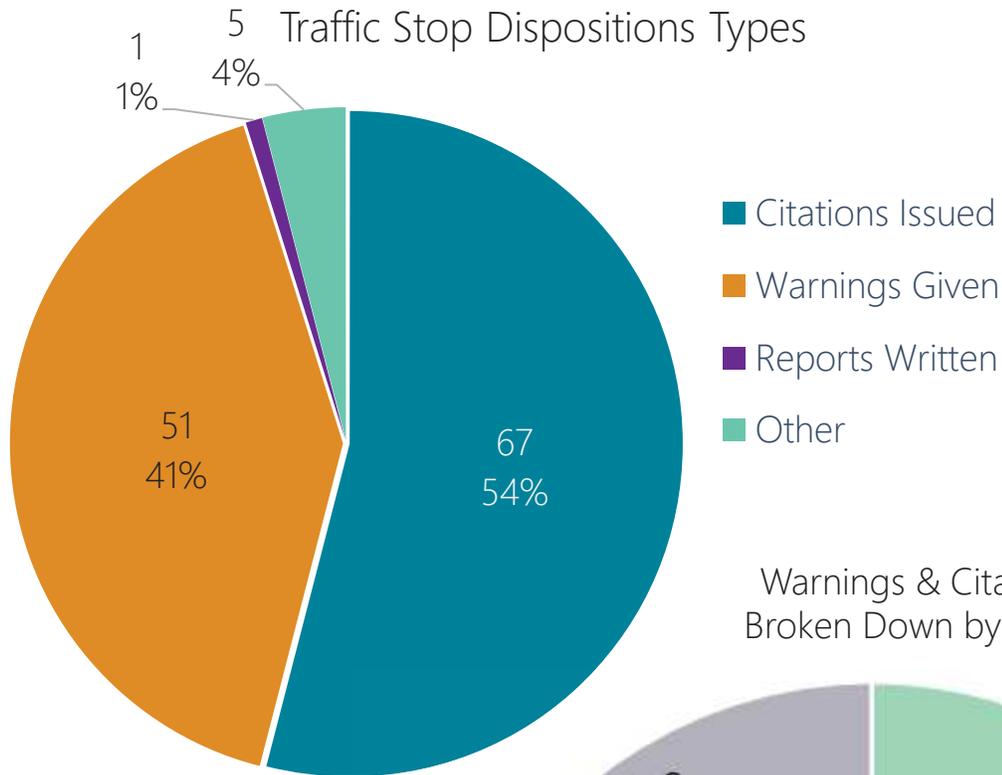
### Monthly Reports Written



### Offense Reports Written Breakdown by Top Charge



In October 2021, **124** traffic stops were made within the city limits, resulting in **67** citations issued, **51** warnings given, and **1** offense/incident report created. Of the **67** citations issued, **86** violations were included (see next slide).

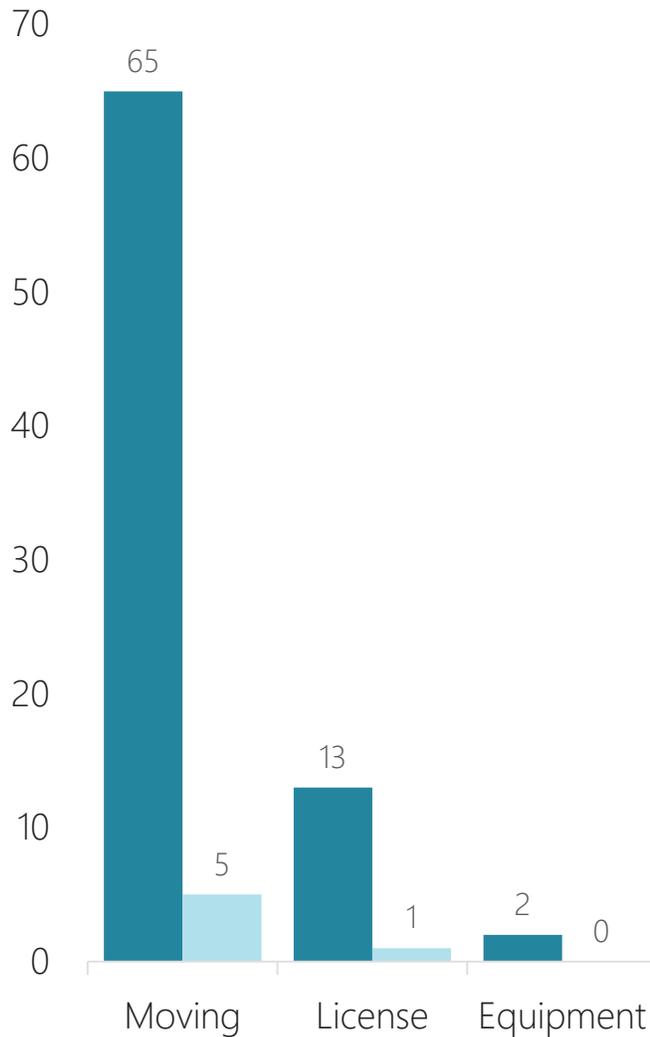


Warnings & Citations Issued Broken Down by Deputy Type



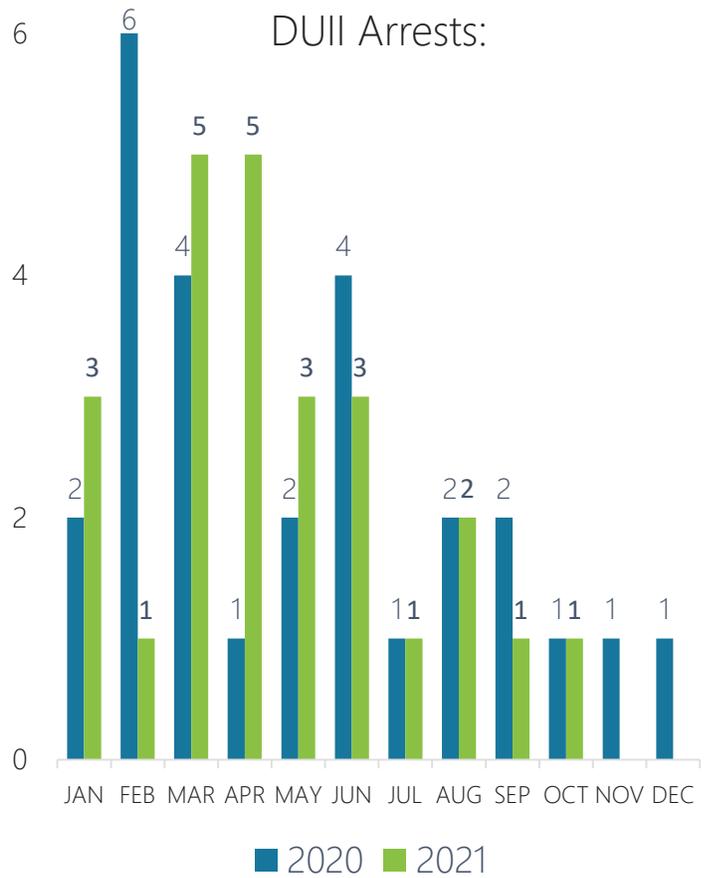
Citation Types Issued:

Of the 67 citations issued, 86 violations were included in the following types:

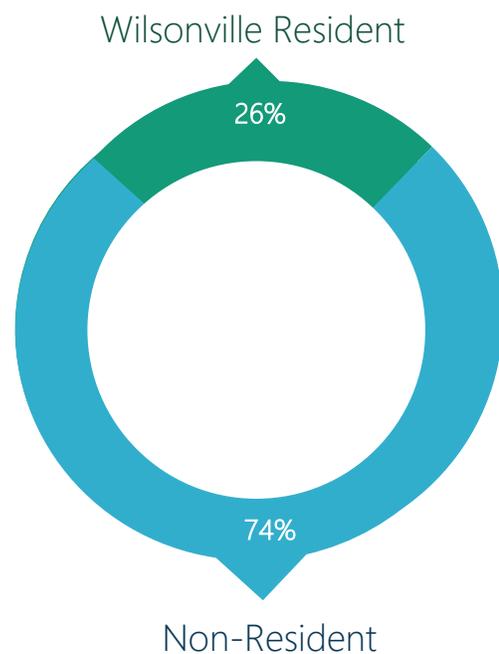


■ Traffic Deputies  
■ Other Deputies

DUII Arrests:

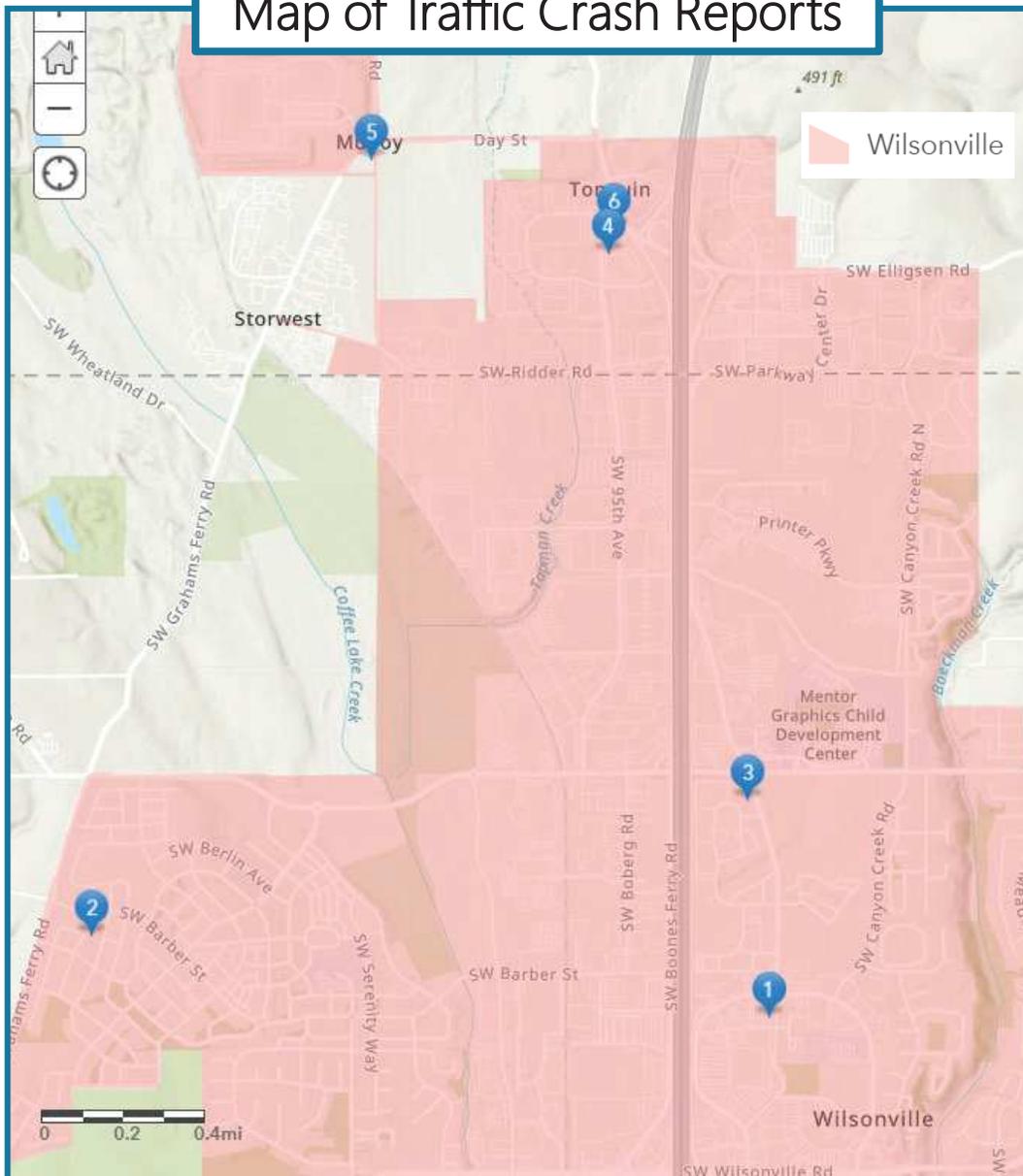


Driver's Residency of Traffic Stop Subject (according to DL):



Map #	Case	Date	Address
1	21-021597	Oct 7	1565 SW TOWN CENTER LOOP WEST
2	21-021710	Oct 8	SW MONTE CARLO AVE & SW BARBER ST
3	21-022066	Oct 13	SW PARKWAY AVE. & SW WILSON LN.
4	21-022237	Oct 15	SW BOONES FERRY RD & SW 95TH AVE
5	21-022822	Oct 22	SW GRAHAMS FERRY RD & SW DAY RD
6	21-023191	Oct 27	SW BOONES FERRY RD & SW 95TH AVE

### Map of Traffic Crash Reports



**From The Director's Office:**

**October— Earthquake Preparedness Month**

On October 21, 2021 at 10:21 am, the Great Oregon Shake Out occurred with over 550,000 participant registered for this year's event. This was an opportunity to practice earthquake safety whether at school, home or work.

Preparation Before an Earthquake includes:

Practice: *Drop, Cover and Hold* with family and co-workers.



Make an Emergency Plan: create a family emergency communication plan that has an out of state contact. Plan where to meet if you get separated. Make a supply kit that includes enough food and water for a couple of weeks.

Protect your home: secure heavy item in you house like bookcases, refrigerators, water heaters, televisions, and objects hanging on walls. Store heavy and breakable items on low shelves.

**National First Responder Day** occurred on October 28, 2021 to raise awareness, support, celebrate, honor and giving appreciation to our Nation's First Responders for the challenging job they do to protect and enhance our community. Thank you Public Works staff for your commitment to serving the needs of our City.



**Best Regards,**

**Delora Kerber, Public Works Director**

## Staff Training

### Timberrrr!

On October 13, Parks Maintenance and Public Works staff gathered near the new Nature Play Area in Memorial Park for a safety meeting. The new construction area gave staff an opportunity to watch a demonstration on best practices for operating chainsaws and safely felling trees. The meeting covered required safety equipment, proper technique for holding the chainsaw to increase efficiency, and strategies for safely handling debris following an ice storm event.



*Parks Maintenance and Public Works staff safety meeting*



*Roger Moeller teaching felling technique*



*Chainsaw demo with Tommy Reeder*

## Utilities—Water

### Let the Water Flow

The Water crew conducted a fire flow testing to assist the City Building Department. The fire flow process involves a hose which connects the hydrant to a special flow testing device. During the test, staff slowly open the hydrant, releasing any air inside and filling the barrel with water. Once the hydrant is filled, the gate valve is opened and the nozzle pressure on the remote reader is recorded. The results determine the flow-rates and residual pressures.



*Hydrant open during testing*



*Getting a pressure read*

Fire flow tests are conducted on fire hydrants to determine water availability. This information is used for a variety of planning and design purposes including fire sprinkler design, domestic water system design, and evaluating water main extensions.

## Utilities—Water cont.

### Unexpected Breakdowns

This month the Water Techs encountered a number of unplanned repairs, such as broken freeze plates on water meters, curb stops, and service lines. The crew did an excellent job of quickly responding, stopping leaks and restoring water service as soon as possible. Some damages are caused while construction work is being performed near City maintained utilities, but others are simply due to components reaching the end of their working life.



*Steve Gering fixing a domestic meter*



*Chad Whiting & Randy Burnham clearing roots*



*Roots growing around the meter box*

## Utilities—Wastewater

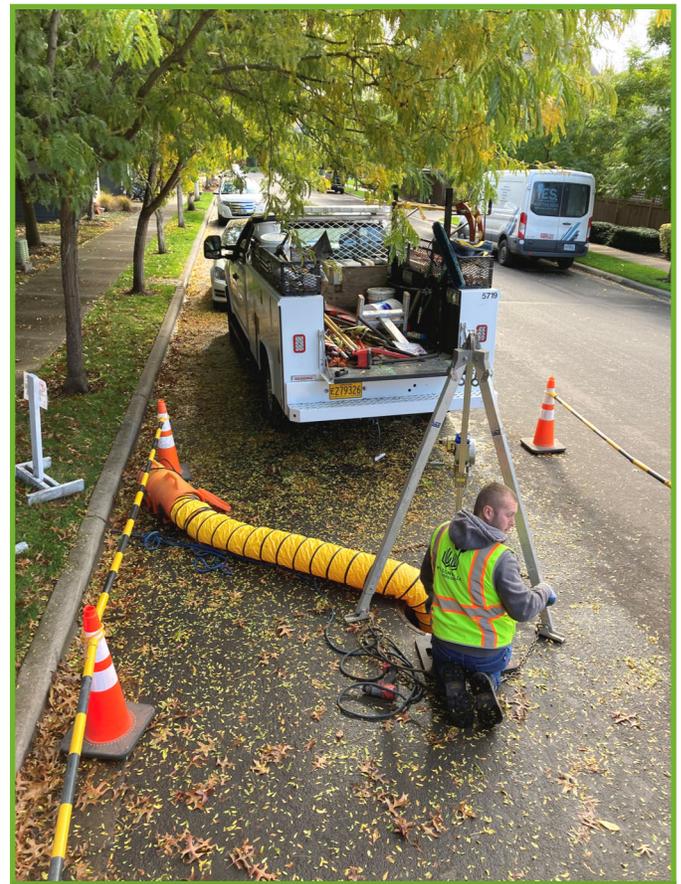
### Confined Entry—Extra Caution Needed

The Wastewater crew wrapped up the cleaning sewer lines in the Willamette Way/Orchard area and started cleaning along the Coffee Creek and Parkway Interceptors. Staff is on track for meeting the annual goal of cleaning 20% of the collection system.

The crew performed manhole repairs to seal off infiltration coming into the manholes. Groundwater seeps into sewer pipes or the manhole structure through holes, cracks, joint failures, and faulty connections. Repairs consist of drilling into the manhole structure and injecting a fast-acting grout that seals off the leaking hole or crack. In order to perform the necessary work, staff must use their confined space entry training and a special permit is necessary to enter the manhole. A strict procedure is followed on every entry. Fresh air is pumped into the manhole and gases are monitored to ensure safe working conditions.



*Randy Burnham spotting during a confined space entry*



*The orange tube circulates air in the manhole*

## Roads & Stormwater

### 95th Street Repairs

The Roads and Stormwater crews worked together over several weeks to repair damaged sections of 95th Avenue, Day Road and Grahams Ferry Road. These streets are heavily used by commercial and commuter traffic. The original base material included organic material that compromised the road structure. Staff had to completely remove the base material and refill with new gravel. Public Works rented a roller to complete the repair projects.



*Removing the existing base*



*Sealing around the new section*



*Compacting the new asphalt*

## Facilities

### Prune, Collection and Chip

October marked the start of fall planting and pruning season for Facilities staff. Maintenance Specialist Daniel Morena, led the crew pruning the parking lot trees at the Public Works, Community Center and the newly re-acquired Art Tech property. Crew members followed behind, loading the branches into a chipper. Staff swapped out the mowing deck to our new Multi-Force blower attachment. It saves time and labor by blowing leaves from large areas, like lawns and parking lots, into accessible piles. The hitch-mounted vacuum and leaf collection box makes the job less labor intensive. Daniel also added some festive fall pansies to the planters at Public Works and in front of the City Hall sign.



*The team tackling fall pruning*



*Javid Yamin chipping woody debris*



*Our new vacuum and leaf collection box!*



*Daniel Morena planting fall color*

## Facilities cont.

### Bulky Waste Day 2021

On Saturday, October 23, Public Works teamed up with Republic Services to host another successful Bulky Waste Day. The event is popular with residents, offering an opportunity to dispose of large items free of charge. In lieu of payment, donations to the Wilsonville Community Sharing Food Bank were requested. Just over 57 tons of waste was disposed and 309 vehicles were processed. A huge 'thank you' to the Wilsonville community for their donations!



*Thank you, Bulky Waste Day 2021 team!*



*Gio Bazan and Trevor Denfeld with donations*



*Over 57 tons of waste was collected*



# SMART

SOUTH METRO AREA REGIONAL TRANSIT

October 2021 Report

If you have ever played a team sport, you have likely heard a coach or two suggest – *“There is no i in team.”* Sure, spelling bee contestants would be better served by not including the ninth letter of our alphabet if the word is “Team.” That said, I have come to discover that there is indeed an i in team when referencing the group here at SMART/Fleet. As a matter of fact, there are two i’s in our team.

It was during a recent discussion with several respected colleagues that I serendipitously solved the i in team conundrum. I realized that it is impossible to truly describe the SMART/Fleet team without the use of an adjective, and not just any old adjective. After courting words such as stupendous, remarkable, and great, all of which could serve as an adequate partner to the word team, but none of which had the two i’s I sought, I spied the word “Incredible.” Yes, I had located an adjective that fit like a glove.

Here’s to all the professionals that go to make SMART/Fleet an “incredible team”.

**Dwight Brashear**  
Transit Director



Fleet Services – Scott Simonton Fleet Services Manager



powered by electricity

Third electric bus

Inspection of our third 35' electric bus has been completed at Proterra's factory. There were relatively few items needing attention, so we are on track for a November delivery date. Upon arrival, a final inspection will take place, and the bus will be prepared for service.



Electric bus charging expansion

Bids are currently being accepted for the installation of expanded bus charging infrastructure. While we are only installing a third charger at this time, this project includes concrete and conduit to prepare the site for a fourth charger at a later date.



Three CNG cutaway buses

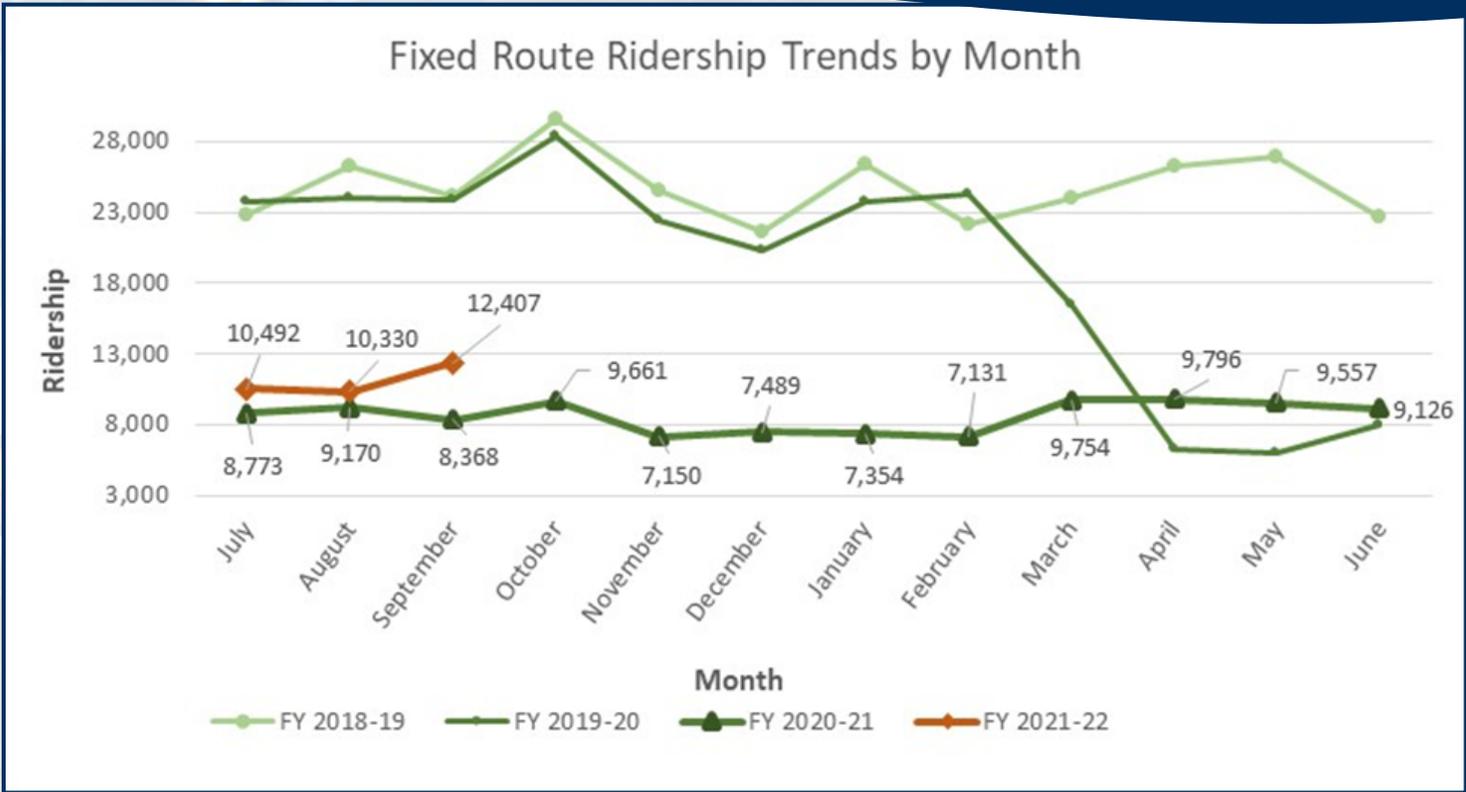
These three buses were ordered in May of this year, with an expected delivery date of February, 2022. Unfortunately, global supply chain problems have delayed chassis availability. We are unsure when they will arrive, but continue to monitor progress.

CNG fueling system

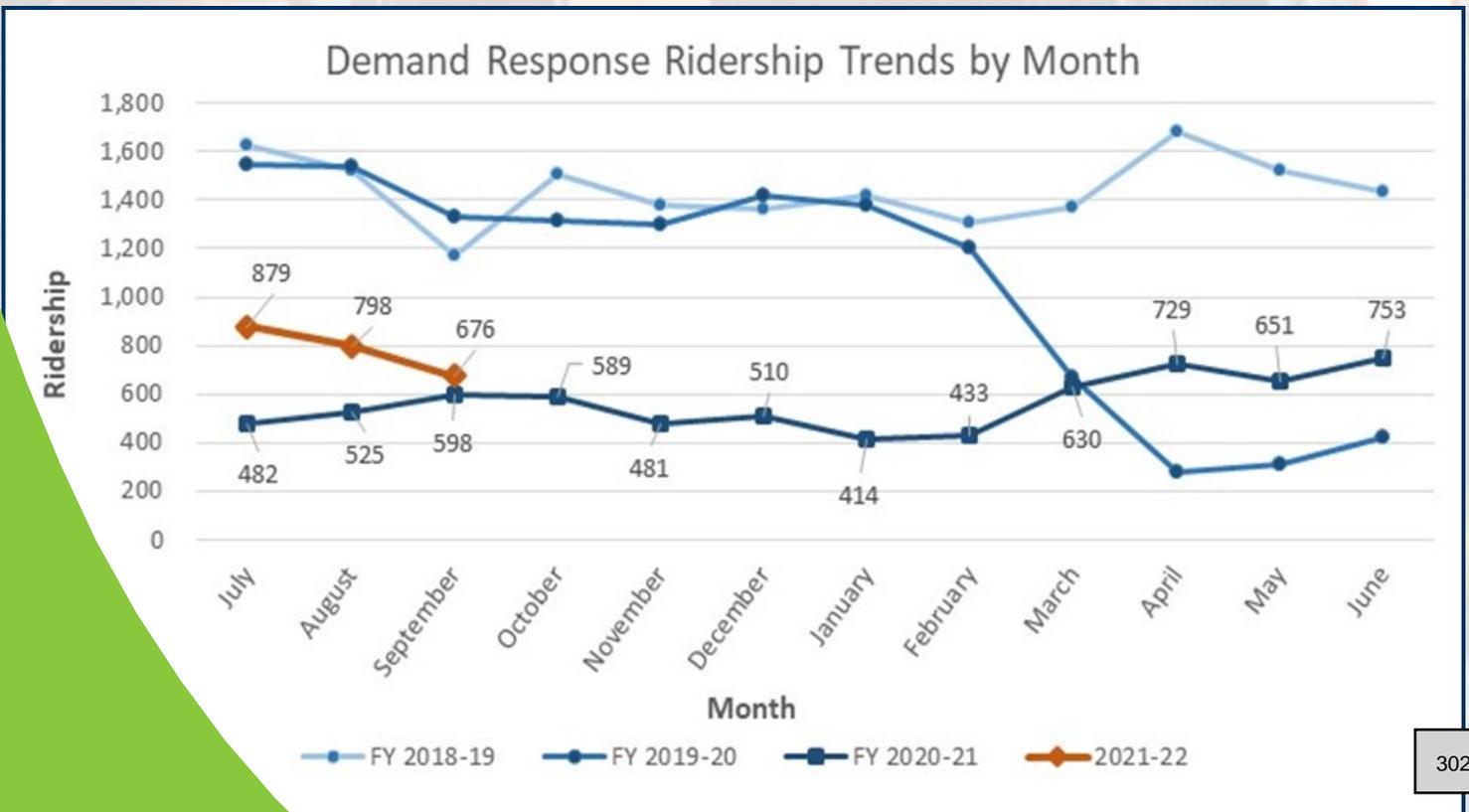
NW Natural Gas has begun the permitting process for construction of a new Compressed Natural Gas fueling system at SMART. Possible delays due to weather notwithstanding, we hope to have this project wrapped up by the first of the year.



Operations - Eric Loomis Operations Manager



SMART has seen its highest ridership in September since the COVID-19 pandemic has started. This can largely be contributed to schools in Wilsonville opening for the fall term. SMART’s Route 4, the “Crosstown” route, provides service to most of the schools in Wilsonville. Lowrie Primary School can be accessed by our Route 7 that serves the Villebois community and connects to all other routes at the Wilsonville Transit Center.



**Operations - Eric Loomis Operations Manager**

In October, SMART held its annual Bus Road-eo. The Road-eo is a training course for drivers to refresh driving skills simulating real-world situations. Operators drive a 35 foot bus through six stations where a judge gives performance scores. At SMART, safety is the top priority. Giving drivers the opportunity to improve their driving skills in a fun but challenging and competitive setting increase awareness and contributes to our safety goals.

Joel Steitzer took first place in the 2021 Bus Road-eo in a heated tie-breaking finish against runner up Ed Liu. Both top scorers drove through the course station-by-station until Joel came into the lead with a perfect score on the diminishing clearance where barrels sit only 8'10" apart, just inches wider than the bus.



*Bus Road-eo trophy winners 2021*



*Eric Loomis training the trainers for Bus on Shoulder*



*SMART team photo 2021*

**Transportation Options - Michelle Marston**  
**Program Coordinator**

Most of October was spent fine tuning the details of our Bus on Shoulder (BOS) kick off event held Tuesday October 26 at the Wilsonville Transit Center. Over 50 people attended the event which highlighted the partnership with ODOT. The event was deemed a success from all those who attended and braved the weather. SMART will continue to promote the program as it goes live November 1. The Bus on Shoulder pilot kick off and several other pieces of marketing were funded by Metro

In addition to the BOS project our annual Bus Road-eo took place in early October. With our help from ODOT a video was created to memorialize the day. You can find that on the city YouTube page.

<https://www.youtube.com/watch?v=OYAq3UvA82E>



**ODOT Director Kris Strickler**



**Clackamas County Commissioner Paul Savas**

**Grants and Programs Manager - Kelsey Lewis**

October has been busy with annual grant reporting. This is a good opportunity to review the good work that has been completed with federal, state, and regional dollars. Currently, we are re-scoping a few grants to address vehicle delivery delays and to adjust our Transportation Options programming for outreach during our new normal with COVID.



**Esteemed guests at the Bus on Shoulder kick-off**



**Wilsonville Mayor Julie Fitzgerald**